



2012



***City Manager's
Proposed Budget***

Table of Contents

Development & Summary Information	
City Manager's 2012 Budget Message	1
General Fund Revenue Table	6
Comparison of Property Valuation and Mill Levy.....	8
Fund Summaries	9
City Council.....	22
Mayor.....	25
City Manager	28
Financial Services.....	32
Fire Department	36
Housing & Neighborhood Development	42
Human Resources Department	45
Information Technology	48
Legal Department.....	51
Municipal Court	54
Parks and Recreation Department.....	58
Planning Department	73
Police Department	77
Public Works Department	84
Zoo Department	110
Miscellaneous Non-Departmental	115



CITY OF TOPEKA

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July 1, 2011

Honorable Mayor and City Council Members

Submitted for your review and consideration is a proposed budget for the City of Topeka's 2012 fiscal year. This is an increase from the 2011 budget of \$2.9 million or 1.3%. The mill levy needed to support this budget is 36.0, an increase of 3.15 mills from the 2011 mill levy. To the \$100,000 house, this would increase their annual city property tax by \$36.20. A commercial property of the same value would see annual taxes go up \$78.75.

This budget has been prepared based on two meetings with the Governing Body, a community public budget forum facilitated by Heartland Visioning's Government Foundation Team, the proposals submitted by City department directors, and suggestions from City employees. This budget maintains basic services that the City has been providing. No new programs or initiatives are proposed. With revenue sources staying flat or decreasing, and the cost of doing business increasing, developing this budget has been particularly challenging.

Revenue Summary

City operations receive monies from a variety of revenue sources, including taxes, licenses and permits, state and federal grants, fees for services, court costs and fines, special assessments, earned interest, and other miscellaneous sources. Taxes constitute about 42 percent of the total revenue, and 41 percent comes from fees for services. Actual and estimated revenues for the budgeted funds can be found in the Fund Summaries Section of this document.

Revenue collections from all budgeted funding sources are estimated at \$217.8 million for 2011 and \$228.4 million for 2012, an increase of \$10.6 million. The 2012 budget is balanced with revenue exceeding expenses by \$2.1 million. The 2011 estimate is 0.8 percent or \$1.8 million less than the adopted budget. These reductions are from several sources generally tied to the economic downturn.

Sales tax revenue to the General Fund for 2011 is estimated at \$26,600,000, which is the same as the adopted budget. Currently revenue is running slightly ahead of projections. The 2011 estimate is a 1.2 percent increase from 2010 collections of \$26.3 million. The 2012 estimate of \$27.0 million is 1.5 percent above the 2011 estimate.

Property Valuation and Mill Levy

The mill levy required to fund the 2012 budget is based on the 2011 assessed valuation. Three components make up the valuation for property taxes: real property, personal property, and state-assessed or corporate

property. The 2011 assessed property value is 1.0 percent more than the 2010 value, reversing a three year trend in valuation decline. It is not much of an increase, but better than the alternative. Compared to 2007, assessed value has declined by 3.0 percent, from \$1,040.6 million to the estimated level of \$1,009.6 million. The 32.85 mills levied for this year will generate about \$340,000 more than the same amount of property tax revenue in 2012. The proposed budget requires a 3.15 mill increase.

Budget Summary

The 2012 Budget from all funding sources (not including budgeted fund balances) is \$0.5 million or 0.2 percent over the 2011 revised estimate. The General Fund increases by \$3.2 million or 4.0 percent, from \$80.6 million to \$83.8 million. The revised 2011 estimate for the General Fund is \$0.4 million above the adopted budget. Primary items of increase are expenditures for major maintenance on buildings and severance pay.

The 2012 General Fund is balanced, with anticipated revenues financing proposed operating costs. It has an unallocated amount (fund balance) of \$7.8 million or 9.3 percent of revenue, which is budgeted as a miscellaneous contingency to provide flexibility. Both the ending balance and a balanced budget are considered by Moody's Investors Services in determining the City's general obligation bond rating, which is currently Aa3. The 9.3 percent is very close to the 10.0 percent target. It is important to maintain an adequate fund balance, not only to provide flexibility in case of extreme circumstances, but also to demonstrate prudent financial management particularly in times of an unstable economy.

Then and Now

2010 was a year of retrenchment affecting both the 2010 current year budget and the development of the 2011 operating budget. The General Fund started 2010 with \$1.7 million less than projected when the 2010 budget was adopted. Sales tax was down and declining, along with revenue from licenses, permits and fees. The icing on the cake was the \$1.0 million unspecified reduction in salary cost included in the 2010 budget. Action was taken. Over 100 FTE positions were eliminated. Vacant positions were the first to go, followed by positions vacated through a retirement incentive program that was offered, and the final eliminations were through a Reduction in Force (RIF) action or layoffs. Monies for vehicle replacement, major maintenance, equipment replacement and other items were cut for both 2010 and 2011. City departments took the cuts and watched their expenses.

The reward for the pain was an improved General Fund ending balance at the end of 2010. Revenues still came in about \$1.0 million less than budgeted, but expenditures were down \$2.0 million. What does that mean for 2011-2012? The actions of 2010 stabilized the General Fund and let it start the year on an even keel. The revenue picture is still not particularly bright. The 2011 estimates had to be reworked based on the 2010 actual experience, and this carried over to 2012. The economy does seem to be improving, but in fits and starts. It has not yet found firm footing. However, recent revenue news at the state level is encouraging along with announcements for new industry in Topeka. The cuts left some needs that need to be met in 2012, such as police vehicle replacement. There are the other funding demands such as employee compensation and benefits, and an increase in fuel prices from last year projected into 2012.

Employees

Employees who are part of a bargaining unit that has a contract with the City for 2012 are provided salary increases based upon that agreement. This would include employees in the International Association of Fire Fighters, AFSCME employees in the Water Division and Development Services, and Teamster Street

employees. This budget contains funds for salary adjustments varying in range from 2.0 percent to 3.2 percent for all employees.

The Police Department has \$900,000 worth of salary savings scheduled in its budget, the same level as 2011. The Fire Department does not have salary savings budgeted, but 9.0 FTE federally funded firefighter positions have replaced vacant positions. These vacant positions are not in the budget. The federally financed positions will have to be picked up by the City in 2013 for at least one year.

The budget includes a 5 percent increase in the City's contribution for health insurance costs, from \$4,896 per person to \$5,136. Health insurance costs have increased significantly over the past two years and expenses have outpaced revenue. Budget stressors have prevented increased contributions by the City. This 5 percent increase will not address the issue adequately. There will need to be a significant re-design of the City health insurance plans. Currently the single base coverage comes at no cost to the employee. The current plan design cannot be sustained solely by City contributions without cost sharing on the part of employees.

Contributions to the state retirement systems (KPERs and KP&F) both increase for 2012. KPERs climbs statutorily by 0.6 percent, from 6.74 percent of wages to 7.34 percent, while the estimate for KP&F increases from 14.57 percent of wages to 15.4 percent. The retirement system is again under review by the State Legislature because of its unfunded liability. Also changing are the rates and benefits for current employees. This area will almost certainly increase in costs for both employer and employee in the coming years.

Three positions are added, two of which restore positions eliminated in 2010 and one a new position. The new position is an Emergency Management Coordinator under Public Works Administration. The second is an Accounting Specialist II in Financial Services and the third is an Engineer II in the Office of Development Coordination under Public Works.

Fire Trucks, Police Vehicles and Infrastructure

The 2012 Budget includes \$355,000 to make the second lease purchase payment for the seven fire trucks purchased in 2011. No monies were provided in 2011 for police vehicles. There is \$500,000 from the General Fund in 2012 for that purpose. There is not money to make repairs to City facilities. It is recommended to include those as a project in the Capital Budget and combine general obligation financing with any additional General Fund dollars that may be available at the end of 2011. This is the same strategy employed in 2011. Expenditures for the removal of unsafe structures are restored to the pre-2010 level of \$200,000. There was \$100,000 in 2010 and 2011.

Community and Social Service Agencies Funding and Tourism Funding

Funding for social service agencies, TPAC, Downtown Redevelopment, and other non-profit agencies is reduced by \$286,650 or 33 percent from the 2011 level and about 25 percent from the 2010 level. This includes funding for the Youth and Social Services grants, from which several senior services receive funding. Unlike past budgets, the money allocated for assisting community and social service organizations has not been designated for specific agencies. So that these funds are distributed based on the current needs of our community, it is proposed that the Community Resources Council be asked to review the requests the City received from these agencies and to provide the City Council with a recommendation as to how these funds should be distributed. The table below breaks out the General Fund recommendation.

	2012 Proposed	
Topeka Performing Arts Center	\$	125,000
Downtown Topeka, Inc		50,000
Topeka Cemetery Association		50,000
Rochester Cemetery		<u>30,000</u>
Subtotal		255,000
Community and Social Service Pool		<u>320,000</u>
Total	\$	575,000

Tourism funding from Transient Guest taxes is maintained at the 2011 level, with \$960,000 to Visit Topeka; \$300,000 for Heartland Park; and \$50,000 for the ExpoCentre. Also continued is the \$40,000 to assist Sunflower Soccer Association in paying debt service on its proposed improvement district project. It is understood that SSA is pursuing another strategy to finance the improvements to the soccer complex.

Arts Fund

Pursuant to City Ordinance 138-96 which requires inclusion of an appropriation to the Arts Fund, \$100,000 is budgeted as transfer from the General Fund to the Arts Fund.

Conclusion

We have worked to prepare a budget that balances the level of services our residents expect and the fiscal ability to fund those services. This budget does not include funding for many purchases that were requested by department directors. No funding is included for replacing the emergency services (police/fire) radio system. While there was good justification for these purchases, the money to pay for them is just not there.

We would like to thank employees throughout the organization for their assistance in preparing this budget proposal and look forward to your review and consideration of its contents.

Respectfully,



Norton N. Bonaparte, Jr.
City Manager & CEO



Jim Langford
Director of Budget & Financial Services

Increases in the General Fund

Salary Increases	\$	1,243,000
Vehicles		500,000
Motor Fuel		350,000
Police OT and Holiday		300,000
KP&F Rate Increase		260,000
Health Insurance plus 5%		212,000
Internal Service Fees		130,000
Additional Positions		182,000
Work Comp Rate		
Increases		145,000
HOME Match		100,000
Unsafe Structures		100,000
KPERS Rate Increase		100,000
Arts Fund Transfer		100,000
Miscellaneous		80,000
Building Repair		--
Election Costs		(50,000)
Contributions to Agencies		<u>(287,000)</u>
Total	\$	3,465,000

CITY OF TOPEKA
GENERAL FUND

	2010 Actuals	2011 Adopted	2011 Estimate	2012 Proposed
41101-0-GENERAL PROPERTY CURRENT	17,632,440	18,776,007	18,776,007	22,215,007
41102-0-GENERAL PROPERTY DELINQUENT	451,261	275,500	400,000	400,000
41103-0-GENERAL PROPERTY NRA	0	-241,232	-241,232	-273,630
41201-0-AUTO AD VAL CURRENT	2,053,892	1,938,723	1,938,723	2,000,000
41300-0-SALES TAX	26,294,089	26,600,000	26,600,000	27,000,000
41800-0-Pmt In Lieu Of Debt Service	150,000	100,000	100,000	50,000
41900-0-PILOT	83,103	40,000	50,000	40,000
41901-0-PILOT THA	21,251	25,000	25,000	25,000
41902-0-PILOT STATE	25,000	25,000	25,000	25,000
41903-0-PILOT IRB	128,465	128,396	128,396	134,599
41905-0-PILOT CITY FUNDS	5,479,991	5,392,000	5,392,000	5,386,000
TAXES	52,319,491	53,059,394	53,193,894	57,001,976
42101-0-LICENSES DEV SERVICES	238,328	263,400	200,000	210,000
42110-0-CEREAL MALT LICENSES	7,700	8,200	8,200	7,625
42112-0-LIQUOR LICENSES	11,358	12,500	12,500	11,442
42113-0-SPECIAL EVENTS LICENSES	2,025	1,200	1,200	1,925
42115-0-DOG LICENSES	51,543	51,000	51,000	51,000
42117-0-PRIVATE CLUB LICENSE	33,678	31,500	31,500	32,350
42118-0-MERCHANT GUARD LICENSE	23,990	25,500	25,500	25,500
42119-0-OPEN AFTER MIDNIGHT LICENSE	5,280	5,500	5,500	5,400
42120-0-OTHER LICENSE	26,775	27,500	27,500	25,202
42201-0-PERMITS DEV SERVICES	835,554	899,100	800,000	820,000
42202-0-PERMITS DEV SERV TECH IMPROV	19,620	21,000	15,000	15,000
42301-0-FRANCHISE ONEOK GAS SERVICE	3,337,866	3,725,050	3,300,000	3,400,000
42302-0-FRANCHISE WESTAR ELECTRIC	6,781,909	6,976,000	7,000,000	7,300,000
42303-0-FRANCHISE SWB - AT&T	540,192	500,000	512,000	512,000
42304-0-FRANCHISE COX CABLE	1,342,041	1,450,000	1,370,000	1,370,000
42305-0-FRANCHISE MISC TELECOM	59,722	57,145	60,000	60,000
42307-0-FRANCHISE MISC ELECTRIC	2,433	2,030	2,030	2,000
LICENSES & PERMITS	13,320,012	14,056,625	13,421,930	13,849,444
43100-0-FEDERAL GRANTS	0	64,801	64,801	65,000
43110-0-FEDERAL FEMA GRANTS	5,086	0	0	0
43200-0-STATE	83,738	0	64,800	64,800
43205-0-STATE PRIVATE CLUB LIQUOR TAX	1,043,844	1,085,628	1,085,628	1,082,814
43210-0-INTERGOV FEMA DISASTER FUNDS	678	0	0	0
43300-0-SHAWNEE COUNTY	47,889	35,843	0	0
INTERGOVERNMENTAL REVENUE	1,181,234	1,186,272	1,215,229	1,212,614
44000-0-FEES SERV GENERAL	-3,034	30,000	0	0
44300-0-FEES SERV CONTRACTS	310,620	226,975	316,975	316,975
44400-0-FEES SERV	2,810,189	3,029,361	3,059,361	3,125,515
44500-0-ADMINISTRATION FEE	3,674,787	3,712,200	3,602,200	3,600,500
44900-0-FEES FOR SERVICES	766,752	885,500	799,633	723,633
FEES FOR SERVICES	7,559,314	7,884,036	7,778,169	7,766,623
45101-0-FINES	1,651,416	1,625,000	1,625,000	1,650,000
45105-0-FINES BONDS FORFEITED	67,395	56,000	56,000	60,000
45201-0-COURT COSTS	824,203	816,500	816,500	820,000
45204-0-COURT EVALUATION FEES	3,587	0	2,700	0
45206-0-DIVERSION ADMIN FEES	11,138	13,000	13,000	13,000
45207-0-EVALUATION FEES	1,910	2,500	2,500	2,500
45210-0-COURTHOUSE ARREST FEES	315	1,700	500	500
45211-0-MUNICIPAL COURT WITNESS FEES	3,355	600	1,500	2,000
45219-0-MUNICIPAL COURT INCARCERATION	7,239	0	8,500	8,500
MUNICIPAL COURT	2,570,557	2,515,300	2,526,200	2,556,500

CITY OF TOPEKA
GENERAL FUND

	2010 Actuals	2011 Adopted	2011 Estimate	2012 Proposed
46101-0-SA DEBT RELATED CURRENT	13,593	0	14,000	14,000
46201-0-SA SERVICE CURRENT	75,409	78,000	78,000	80,000
46202-0-SA SERVICE DELINQUENT	20,333	42,000	25,000	25,000
SPECIAL ASSESSMENTS	109,334	120,000	117,000	119,000
47100-0-MISC INTEREST	130,917	325,000	150,000	175,000
47103-0-MISC INTEREST COLL OF BAD DEBT	1,683	0	2,000	2,000
47200-0-RENTS	272,524	285,000	285,000	290,000
47201-0-RENTS RENTAL, BUILDINGS, ROOMS	110,756	94,299	94,299	89,999
47400-0-RECOVERIES	600,949	0	0	0
47500-0-MISC INCOME	36,570	0	31	10,031
47501-0-MISC INC OFFICE SERV CHARGES	58,984	45,000	45,000	45,000
47502-0-MISC INC EXCESS SALES TAX COLL	0	0	0	0
47600-0-REFUNDS/PRIOR YR ITEMS	53,258	6,500	6,500	6,000
47601-0-REFUNDS P-CARD REBATE	15,994	21,000	21,000	25,000
47701-0-GAIN OR LOSS CASH OVER & SHORT	916	0	0	0
47800-0-CONTRIBUTION	1,088	0	0	0
47801-0-CONTRIBU PRIVATE	22	0	0	0
47803-0-CONTRIBU FOTZ	458	25,000	25,000	15,000
47900-0-OTHER	174,092	232,000	232,000	185,800
47902-0-MISC OTHER PROG INC LOANS	7,950	0	0	0
MISCELLANEOUS	1,466,162	1,033,799	860,830	843,830
48100-230-OP TRANS FROM GENERAL IMPRV	571,133	0	0	0
48100-265-OP TRANS FROM P & R FUND	172,002	0	0	0
48100-268-OP TRANS FROM ZOO FUND	110,480	0	0	0
48100-271-OP TRANS TRANSIENT GUEST TAX	166,198	200,000	200,000	200,000
48100-285-OP TRANS FROM UNSAFE STRUCTURE	239,708	0	0	0
48100-640-OP TRANS WORKERS COMP FUND	0	100,000	0	0
48100-800-OP TRANS CAPITAL PROJECTS	111,869	0	0	20,000
48300-0-SALE OF PROPERTY	49,580	45,000	45,000	45,000
48301-0-SALE OF PROPERTY LAND/BLDG	0	0	0	0
48302-0-SALE OF PROPERTY PERSONAL PROP	138,950	145,000	145,000	145,000
OTHER FINANCING SOURCES	1,559,918	490,000	390,000	410,000
TOTAL REVENUE	80,086,023	80,345,426	79,503,252	83,759,987

Comparison of Property Valuation and Mill Levy

	2012	Delinquency	*Assessed Value= Amt. Levied	1,007,927
General	22,215,007	733,095	22,948,102	22.768
General Bond & Interest	12,477,641	411,762	12,889,403	12.788
Special Liability	431,866	14,252	446,118	0.443
	35,124,514	1,159,109	36,283,623	35.999
Difference from 2011				
General	3,439,000	113,487	3,552,487	3.317
General Bond & Interest	(179,873)	(5,936)	(185,809)	(0.325)
Special Liability	157,496	5,198	162,694	0.158
	3,416,623	112,749	3,529,372	3.150
	\$ 355,143	amount valuation change produces		
		1.1% percent valuation change		

* Assessed Valuation reduced by \$1,648,634 due to College Hill and Eastgate TIFs.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
GENERAL					
REVENUE					
TAXES	-53,619,394	-52,319,491	-53,059,394	-53,193,894	-57,001,976
LICENSES & PERMITS	-13,235,440	-13,320,012	-14,056,625	-13,421,930	-13,849,444
INTERGOVERNMENTAL REVENUE	-1,359,067	-1,181,234	-1,186,272	-1,215,229	-1,212,614
FEES FOR SERVICES	-7,550,390	-7,559,314	-7,884,036	-7,778,169	-7,766,623
MUNICIPAL COURT	-2,384,358	-2,570,557	-2,515,300	-2,526,200	-2,556,500
SPECIAL ASSESSMENTS	-112,205	-109,334	-120,000	-117,000	-119,000
MISCELLANEOUS	213,389	-1,466,162	-1,033,799	-860,830	-843,830
OTHER FINANCING SOURCES	-573,162	-1,559,918	-490,000	-390,000	-410,000
REVENUE	-78,620,628	-80,086,023	-80,345,426	-79,503,252	-83,759,987
EXPENSES					
EMPLOYEE COMPENSATION	49,939,142	47,701,432	48,339,585	48,439,585	49,906,759
ALLOWANCES/REIMBURSE	87,023	84,283	93,765	92,045	96,568
EMPL BENEFITS	11,759,543	12,987,502	12,415,253	12,415,253	13,697,940
UTILITIES	3,662,288	3,575,117	3,544,567	3,543,167	3,719,798
INDIV & CONT SERV	5,354,911	5,369,288	5,796,200	5,925,559	5,897,634
MISCELLANEOUS	461,445	295,998	478,793	460,822	422,502
INSURANCE	479,249	564,001	486,548	486,548	442,404
MAINTENANCE	2,485,110	1,981,385	2,269,486	2,507,559	2,228,371
RENTS	252,293	277,285	231,599	235,835	236,007
PURCHASED SERVICES	2,129,786	1,559,741	1,820,846	1,905,642	1,984,835
SUPPLIES	3,900,872	3,022,453	3,710,723	3,646,450	4,002,872
CAPITAL OUTLAY	1,083,161	621,716	393,046	393,046	727,634
OTHER COSTS	81,845	89,762	5,290,000	90,000	75,000
OP TRANS	215,000	0	0	0	100,000
CLEARING	-501,803	-476,006	-546,295	-541,428	-553,584
CONTRIBUTIONS TO AGENCIES	956,782	1,222,701	897,500	861,650	575,000
EXPENSES	82,543,718	79,037,427	85,321,616	80,561,733	83,759,740
DIFFERENCE REV/EXP	3,923,090	-1,048,595	4,976,190	1,058,481	-247
DOWNTOWN BUS IMPROV DIST					
REVENUE					
MISCELLANEOUS	-27	-3,107	0	0	0
REVENUE	-168,693	-168,004	-168,841	-168,841	-166,889
EXPENSES					
UTILITIES	174	616	0	0	0
EXPENSES	156,256	173,543	168,772	168,772	166,809
DIFFERENCE REV/EXP	-12,437	5,539	-69	-69	-80

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
COURT TECHNOLOGY FUND					
REVENUE					
REVENUE	0	0	0	0	-40,416
EXPENSES					
EXPENSES	0	0	0	0	40,416
DIFFERENCE REV/EXP	0	0	0	0	0
SPECIAL ALCOHOL PROGRAM					
REVENUE					
REVENUE	-539,253	-521,922	-542,814	-542,814	-524,690
EXPENSES					
EXPENSES	524,792	444,018	575,000	575,000	750,000
DIFFERENCE REV/EXP	-14,461	-77,903	32,186	32,186	225,310
ALCOHOL & DRUG SAFETY					
REVENUE					
MUNICIPAL COURT	-50,362	-65,724	-52,000	-58,413	-60,439
REVENUE	-50,362	-65,724	-52,000	-58,413	-60,439
EXPENSES					
EMPLOYEE COMPENSATION	37,690	25,738	39,261	39,261	40,165
EMPL BENEFITS	9,597	7,068	11,152	11,152	12,177
INDIV & CONT SERV	1,690	2,200	3,500	3,500	3,500
MISCELLANEOUS	1,220	1,496	0	0	0
PURCHASED SERVICES	117	100	2,000	2,000	2,000
SUPPLIES	4,364	2,543	2,500	2,500	2,500
EXPENSES	54,677	39,144	58,413	58,413	60,342
DIFFERENCE REV/EXP	4,316	-26,580	6,413	0	-97
GENERAL IMPROVEMENT					
REVENUE					
REVENUE	-571,133	0	0	0	0
EXPENSES					
EXPENSES	0	571,133	0	0	0
DIFFERENCE REV/EXP	-571,133	571,133	0	0	0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PARKLAND ACQUISITIONS					
REVENUE					
REVENUE	-9,411	-20,837	-15,000	-15,000	-15,000
EXPENSES					
EXPENSES	0	0	190,000	190,000	190,000
DIFFERENCE REV/EXP	-9,411	-20,837	175,000	175,000	175,000
LAW ENFORCEMENT					
REVENUE					
MUNICIPAL COURT	-120,829	-117,982	-125,000	-125,000	-200,000
MISCELLANEOUS	-262,479	-217,398	-5,000	-5,000	-5,000
REVENUE	-420,743	-374,322	-185,000	-185,000	-260,000
EXPENSES					
UTILITIES	8,310	4,738	0	0	0
INDIV & CONT SERV	32,102	46,474	15,000	15,000	15,000
MISCELLANEOUS	31,780	65,432	82,000	82,000	82,000
MAINTENANCE	9,025	10,048	0	0	0
PURCHASED SERVICES	129,170	31,986	453,000	453,000	453,000
SUPPLIES	36,208	71,024	0	0	0
EXPENSES	284,943	315,091	550,000	550,000	550,000
DIFFERENCE REV/EXP	-135,800	-59,231	365,000	365,000	290,000
SPECIAL LIABILITY EXP					
REVENUE					
TAXES	-521,030	-338,007	-319,712	-319,712	-483,657
REVENUE	-521,865	-337,366	-319,712	-319,712	-483,657
EXPENSES					
EMPL BENEFITS	9,146	14,590	22,196	22,196	24,474
INDIV & CONT SERV	106,135	108,579	301,830	301,830	150,000
MISCELLANEOUS	403	4,472	0	0	0
PURCHASED SERVICES	6,559	104,895	900,000	900,000	250,000
SUPPLIES	0	1,648	0	0	0
EXPENSES	164,482	300,706	1,322,039	1,322,039	524,602
DIFFERENCE REV/EXP	-357,383	-36,660	1,002,327	1,002,327	40,945

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PARKS & RECREATION (DISCONTINUED FUND)					
REVENUE					
REVENUE	-172,002	0	0	0	0
EXPENSES					
EXPENSES	0	172,002	0	0	0
DIFFERENCE REV/EXP	-172,002	172,002	0	0	0
ZOO (DISCONTINUED FUND)					
REVENUE					
REVENUE	-110,480	0	0	0	0
EXPENSES					
EXPENSES	0	110,480	0	0	0
DIFFERENCE REV/EXP	-110,480	110,480	0	0	0
GOLF COURSE IMPR RES FUND					
REVENUE					
REVENUE	0	-20,243	-20,000	-20,000	-20,000
EXPENSES					
EXPENSES	39,053	10,179	22,950	22,950	20,000
DIFFERENCE REV/EXP	39,053	-10,064	2,950	2,950	0
TRANSIENT GUEST TAX					
REVENUE					
REVENUE	-1,719,807	-1,839,049	-1,850,000	-1,850,000	-1,880,000
EXPENSES					
<i>OP TRANS</i>	561,743	441,367	480,500	494,248	480,500
<i>CONTRIBUTIONS TO AGENCIES</i>	1,583,452	1,404,459	1,350,000	1,350,000	1,350,000
EXPENSES	2,145,195	1,845,826	1,830,500	1,844,248	1,830,500
DIFFERENCE REV/EXP	425,388	6,777	-19,500	-5,752	-49,500
UNSAFE STRUCTURES (DOSCONTINUED FUND)					
REVENUE					
REVENUE	-239,708	0	0	0	0
EXPENSES					
EXPENSES	0	239,708	0	0	0
DIFFERENCE REV/EXP	-239,708	239,708	0	0	0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
RETIREMENT RESERVE					
REVENUE					
REVENUE	-640,497	-307,060	-585,000	-585,000	-600,000
EXPENSES					
EMPLOYEE COMPENSATION	350,529	912,661	600,000	600,000	600,000
EMPL BENEFITS	0	80,634	0	0	0
EXPENSES	350,587	993,295	600,000	600,000	600,000
DIFFERENCE REV/EXP	-289,910	686,235	15,000	15,000	0
K P & F RATE EQUALIZATION					
EXPENSES					
EXPENSES	8,602	0	100,000	100,000	100,000
DIFFERENCE REV/EXP	8,602	0	100,000	100,000	100,000
NEIGHBORHOOD REVIT FUND					
REVENUE					
REVENUE	-37,186	-37,165	-37,000	-37,000	-37,000
EXPENSES					
EXPENSES	0	0	82,185	82,185	119,185
DIFFERENCE REV/EXP	-37,186	-37,165	45,185	45,185	82,185
HISTORIC ASSET TOURISM					
REVENUE					
REVENUE	-131,243	-75,169	-80,500	-94,248	-100,000
EXPENSES					
EXPENSES	0	186,664	80,500	80,500	100,000
DIFFERENCE REV/EXP	-131,243	111,495	0	-13,748	0
.50% SALES TAX FUND					
REVENUE					
REVENUE	-7,815,183	-7,716,303	-7,650,000	-7,650,000	-8,000,000
EXPENSES					
INDIV & CONT SERV	3,503,304	0	6,131,872	6,131,872	8,000,000
OP TRANS	4,573,006	8,909,506	3,572,006	3,572,006	0
EXPENSES	8,076,310	8,909,506	9,703,878	9,703,878	8,000,000
DIFFERENCE REV/EXP	261,128	1,193,203	2,053,878	2,053,878	0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SPECIAL STREET REPAIR					
REVENUE					
INTERGOVERNMENTAL REVENUE	-6,664,529	-5,640,379	-5,530,231	-5,429,094	-5,729,264
MISCELLANEOUS	-75,615	-84,745	-136,356	-136,356	-101,233
OTHER FINANCING SOURCES	-51,879	0	-10,000	-10,000	0
REVENUE	-6,799,214	-5,728,245	-5,676,587	-5,575,450	-5,830,497
EXPENSES					
EMPLOYEE COMPENSATION	1,813,201	1,913,880	1,976,589	1,976,589	2,039,567
ALLOWANCES/REIMBURSE	3,992	3,489	3,500	3,500	1,440
EMPL BENEFITS	470,760	593,171	581,744	581,744	638,535
UTILITIES	108,086	118,867	110,846	110,846	116,755
INDIV & CONT SERV	601,370	585,576	611,846	611,846	642,315
MISCELLANEOUS	4,255	4,532	12,145	12,145	4,000
INSURANCE	41,810	44,235	75,304	75,304	34,352
MAINTENANCE	596,677	739,914	1,159,126	1,159,126	596,090
RENTS	40,098	51,643	25,700	25,700	41,715
PURCHASED SERVICES	19,668	33,387	39,300	39,300	124,500
SUPPLIES	1,048,830	1,034,624	684,269	684,269	1,557,547
CAPITAL OUTLAY	775,839	256,449	578,782	578,782	0
EXPENSES	5,576,286	5,379,767	5,859,151	5,859,151	5,796,816
DIFFERENCE REV/EXP	-1,222,929	-348,478	182,564	283,701	-33,681
SALES TAX STREET MAINT					
REVENUE					
TAXES	-1,143,728	-14,207,384	-13,300,000	-13,300,000	-13,500,000
MISCELLANEOUS	0	-68,448	0	0	0
REVENUE	-1,143,728	-14,275,832	-13,300,000	-13,300,000	-13,500,000
EXPENSES					
EMPL BENEFITS	0	16,359	15,900	15,900	28,745
UTILITIES	0	56	0	0	0
PURCHASED SERVICES	0	4,501,650	0	0	11,660,000
EXPENSES	0	5,638,688	13,964,082	13,964,082	13,254,825
DIFFERENCE REV/EXP	-1,143,728	-8,637,145	664,082	664,082	-245,175

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
TAX INCREMENT FINANCING (TIF)					
REVENUE					
TAXES	0	-12,442	0	-45,674	-54,000
MISCELLANEOUS	0	-2,399	0	0	0
REVENUE	0	-14,841	0	-45,674	-54,000
EXPENSES					
PURCHASED SERVICES	0	12,500	0	43,174	54,000
EXPENSES	0	12,500	0	45,674	54,000
DIFFERENCE REV/EXP	0	-2,341	0	0	0
BOND & INTEREST					
REVENUE					
TAXES	-13,932,879	-15,140,571	-14,601,187	-14,687,187	-14,364,507
SPECIAL ASSESSMENTS	-1,579,364	-1,453,409	-1,715,000	-1,715,000	-2,140,000
MISCELLANEOUS	-251,325	-100,004	-95,000	-126,399	-151,400
OTHER FINANCING SOURCES	-57,295,659	-47,304,424	-3,573,406	-1,363,495	-3,573,006
REVENUE	-73,203,480	-63,998,408	-19,984,593	-17,892,081	-20,228,913
EXPENSES					
DEBT SERVICES	72,967,248	60,457,837	21,398,570	20,993,040	21,968,105
EXPENSES	72,967,248	61,115,530	21,798,570	20,994,440	21,969,505
DIFFERENCE REV/EXP	-236,232	-2,882,877	1,813,977	3,102,359	1,740,592
PUBLIC PARKING					
REVENUE					
FEES FOR SERVICES	-2,960,036	-2,900,271	-2,960,000	-2,960,000	-3,108,500
MISCELLANEOUS	-25,645	-103,073	-28,930	-28,930	-28,930
REVENUE	-3,195,037	-3,162,320	-3,199,430	-3,199,430	-3,347,930
EXPENSES					
EMPLOYEE COMPENSATION	616,270	567,614	657,672	657,672	679,854
EMPL BENEFITS	166,409	181,397	190,145	190,145	193,931
UTILITIES	197,647	185,237	190,696	192,496	200,471
INDIV & CONT SERV	321,798	309,955	336,369	336,369	337,937
MISCELLANEOUS	12,035	10,570	19,850	19,850	19,850
INSURANCE	34,533	29,064	41,151	41,151	34,174
MAINTENANCE	416,427	96,503	352,268	352,268	331,877
RENTS	32,520	32,370	32,670	32,670	32,670
PURCHASED SERVICES	629,847	456,335	368,131	368,131	325,130
SUPPLIES	-72,336	44,354	102,250	102,250	102,250
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	750,286	527,337	1,015,266	1,015,266	501,402
OTHER COSTS	833,269	840,205	688,662	688,662	688,662
EXPENSES	3,939,076	3,281,259	3,995,400	3,997,200	3,448,568
DIFFERENCE REV/EXP	744,039	118,939	795,970	797,770	100,638

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
INFORMATION TECHNOLOGY					
REVENUE					
LICENSES AND PERMITS	-80,235	-26,110	-82,000	-26,110	-26,110
FEES FOR SERVICES	-3,878,700	-3,413,692	-3,875,865	-3,875,865	-4,025,278
MISCELLANEOUS	-398,001	0	0	0	0
REVENUE	-4,356,936	-3,439,802	-3,957,865	-3,901,975	-4,051,388
EXPENSES					
EMPLOYEE COMPENSATION	894,305	811,585	774,359	774,359	843,472
EMPL BENEFITS	185,893	180,593	178,096	178,096	178,189
UTILITIES	75,123	128,495	167,923	167,923	167,923
INDIV & CONT SERV	531,490	568,713	1,156,206	601,067	750,916
MISCELLANEOUS	1,338	18,883	20,740	20,740	20,740
INSURANCE	10,312	11,514	11,514	11,514	11,514
MAINTENANCE	282,839	166,879	340,130	340,130	363,764
RENTS	791,018	695,980	555,693	555,693	615,191
PURCHASED SERVICES	563,224	258,368	326,996	326,996	407,154
SUPPLIES	210,644	105,572	212,542	212,542	181,387
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	641,224	812,664	250,000	702,897	725,000
EXPENSES	4,190,412	3,761,059	3,996,539	3,894,297	4,269,029
DIFFERENCE REV/EXP	-166,523	321,257	38,674	-7,678	217,641
FLEET MANAGEMENT					
REVENUE					
FEES FOR SERVICES	-1,413,647	-1,416,503	-1,400,197	-1,395,023	-1,410,000
MISCELLANEOUS	-1,127	-3,473	0	-5,208	-4,000
REVENUE	-1,414,774	-1,419,976	-1,400,197	-1,400,231	-1,414,000
EXPENSES					
EMPLOYEE COMPENSATION	906,809	881,122	955,074	955,074	944,846
EMPL BENEFITS	248,514	295,279	296,631	296,631	304,972
UTILITIES	57,215	55,968	63,475	64,475	66,975
INDIV & CONT SERV	2,358	4,871	6,450	6,450	7,200
MISCELLANEOUS	8,934	3,576	13,950	13,950	14,500
INSURANCE	9,216	10,031	7,393	7,393	6,150
MAINTENANCE	49,829	38,764	55,000	54,000	47,785
RENTS	12,340	6,949	18,500	18,500	31,050
PURCHASED SERVICES	16,439	16,737	19,400	16,400	4,400
SUPPLIES	75,318	57,397	66,380	69,380	70,950
CAPITAL OUTLAY	18,225	0	0	0	0
OTHER COSTS	53,274	-459	60,000	60,000	40,000
CLEARING	52	317	0	0	0
EXPENSES	1,459,580	1,371,625	1,563,333	1,563,333	1,540,447
DIFFERENCE REV/EXP	44,805	-48,351	163,136	163,102	126,447

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WATER UTILITY					
REVENUE					
FEES FOR SERVICES	-27,090,407	-28,407,406	-30,211,480	-30,211,480	-29,855,149
MISCELLANEOUS	-2,177,079	-2,022,950	-1,642,720	-1,642,720	-1,045,961
OTHER FINANCING SOURCES	-5,550	-4,002	0	0	0
REVENUE	-29,273,037	-30,434,358	-31,854,200	-31,854,200	-30,901,110
EXPENSES					
EMPLOYEE COMPENSATION	6,164,702	5,669,570	6,229,302	6,229,302	5,447,563
ALLOWANCES/REIMBURSE	15,405	16,614	6,660	6,660	9,360
EMPL BENEFITS	109,184	685,421	-184,605	-184,605	1,642,873
UTILITIES	1,247,536	1,357,263	1,282,020	1,282,020	1,269,750
INDIV & CONT SERV	4,053,257	3,569,347	4,259,717	4,259,717	3,642,692
MISCELLANEOUS	40,688	42,396	70,000	70,000	37,600
INSURANCE	164,659	167,762	142,347	142,347	207,789
MAINTENANCE	686,571	685,723	576,500	576,500	770,392
RENTS	25,829	12,317	30,100	30,100	10,600
PURCHASED SERVICES	3,278,869	1,852,393	2,700,790	2,700,790	3,189,798
SUPPLIES	3,689,602	4,066,550	5,107,195	5,107,195	4,635,400
CAPITAL OUTLAY	0	1,805	0	0	0
DEBT SERVICES	4,177,902	4,098,428	4,496,660	4,496,660	4,300,000
OTHER COSTS	5,616,663	4,911,256	5,924,000	5,924,000	4,925,000
CLEARING	0	0	0	0	0
EXPENSES	29,270,865	27,136,843	30,640,686	30,640,686	30,088,817
DIFFERENCE REV/EXP	-2,171	-3,297,515	-1,213,514	-1,213,514	-812,293

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
STORMWATER UTILITY					
REVENUE					
FEES FOR SERVICES	-6,447,990	-6,647,824	-6,586,500	-6,586,500	-9,682,155
MISCELLANEOUS	-217,944	-79,300	-120,000	-120,000	-90,100
REVENUE	-6,665,933	-6,702,792	-6,706,500	-6,706,500	-9,772,255
EXPENSES					
EMPLOYEE COMPENSATION	1,079,607	966,595	1,190,834	1,190,834	814,051
ALLOWANCES/REIMBURSE	239	784	549	549	540
EMPL BENEFITS	303,698	304,336	362,863	362,863	262,185
UTILITIES	15,330	13,913	16,950	16,950	18,250
INDIV & CONT SERV	904,802	421,437	742,755	742,755	743,577
MISCELLANEOUS	8,049	5,176	6,650	6,650	9,150
INSURANCE	16,576	17,381	12,615	12,615	11,062
MAINTENANCE	459,418	470,325	590,998	590,998	661,253
RENTS	38,049	16,439	68,100	68,100	65,700
PURCHASED SERVICES	550,807	801,598	757,075	757,075	1,291,644
SUPPLIES	152,786	164,401	268,900	268,900	280,303
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	550,676	532,539	600,000	600,000	520,000
OTHER COSTS	1,048,628	1,031,096	1,364,366	1,364,366	1,146,000
EXPENSES	5,180,544	4,746,019	5,982,655	5,982,655	5,823,715
DIFFERENCE REV/EXP	-1,485,389	-1,956,773	-723,845	-723,845	-3,948,540
WASTEWATER FUND					
REVENUE					
LICENSES & PERMITS	-169,791	-105,965	-201,000	-201,000	-137,860
FEES FOR SERVICES	-22,908,927	-23,655,855	-25,085,000	-25,085,000	-24,938,900
MISCELLANEOUS	-2,636,815	-410,948	-310,000	-310,000	-431,300
OTHER FINANCING SOURCES	-30,815	-7,875	0	0	0
REVENUE	-25,747,940	-24,180,659	-25,596,000	-25,596,000	-25,508,060
EXPENSES					
EMPLOYEE COMPENSATION	2,731,310	2,731,803	2,950,112	2,950,112	3,536,090
ALLOWANCES/REIMBURSE	1,182	1,939	1,611	1,611	2,340
EMPL BENEFITS	804,171	874,220	926,202	926,202	965,046
UTILITIES	1,759,524	1,631,507	2,007,656	2,007,656	1,818,250
INDIV & CONT SERV	3,202,954	2,362,468	1,896,479	1,896,479	2,101,906
MISCELLANEOUS	18,971	16,409	24,400	24,400	17,400
INSURANCE	79,955	84,265	100,010	100,010	81,263
MAINTENANCE	832,575	867,797	1,358,622	1,358,622	1,085,220
RENTS	86,767	58,159	59,060	59,060	59,600
PURCHASED SERVICES	1,296,458	2,921,674	3,041,354	3,041,354	3,086,500
SUPPLIES	1,007,570	1,101,132	1,626,250	1,626,250	1,368,050
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	3,621,034	3,610,003	4,000,000	4,000,000	3,850,000
OTHER COSTS	6,406,114	6,562,010	6,280,864	6,280,864	6,655,659
EXPENSES	21,848,586	22,823,385	24,272,620	24,272,620	24,627,325
DIFFERENCE REV/EXP	-3,899,354	-1,357,274	-1,323,380	-1,323,380	-880,735

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
RISK MANAGEMENT FUND					
REVENUE					
<i>FEES FOR SERVICES</i>	-10,801,283	-11,091,894	-10,324,952	-1,465,000	-290,000
<i>MISCELLANEOUS</i>	-338,970	-262,744	-243,000	-522,000	-410,000
REVENUE	-11,140,254	-11,354,638	-10,567,952	-1,987,000	-700,000
EXPENSES					
<i>EMPL BENEFITS</i>	8,491	11,575	12,382	0	0
<i>INDIV & CONT SERV</i>	2,052,539	2,020,104	2,343,300	29,800	29,800
<i>INSURANCE</i>	188,592	622,264	189,000	595,200	595,200
<i>PURCHASED SERVICES</i>	9,658,006	10,961,577	10,335,000	75,000	75,000
<i>SUPPLIES</i>	48	92	0	0	0
EXPENSES	11,977,066	13,660,489	13,029,587	700,000	700,000
DIFFERENCE REV/EXP	836,812	2,305,852	2,461,635	-1,287,000	0
WORKERS COMP SELF INS					
REVENUE					
<i>MISCELLANEOUS</i>	0	0	0	-115,000	-112,000
REVENUE	0	0	0	-1,465,000	-1,262,000
EXPENSES					
<i>EMPLOYEE COMPENSATION</i>	0	0	0	46,405	47,320
<i>EMPL BENEFITS</i>	0	0	0	12,382	13,431
<i>INDIV & CONT SERV</i>	0	0	0	330,000	330,000
<i>INSURANCE</i>	0	0	0	700,000	700,000
<i>PURCHASED SERVICES</i>	0	0	0	167,307	167,307
<i>SUPPLIES</i>	0	0	0	0	0
EXPENSES	0	0	0	1,259,594	1,261,558
DIFFERENCE REV/EXP	0	0	0	-205,406	-442
EMPLOYEE HEALTH INSURANCE					
REVENUE					
<i>FEES FOR SERVICES</i>	0	0	0	-8,681,840	-10,681,840
<i>MISCELLANEOUS</i>	0	0	0	-28,000	-25,000
REVENUE	0	0	0	-8,709,840	-10,706,840
EXPENSES					
EXPENSES	0	0	0	11,570,000	10,628,000
DIFFERENCE REV/EXP	0	0	0	2,860,160	-78,840

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
RISK MANAGEMENT RESERVE					
REVENUE					
<i>MISCELLANEOUS</i>	0	0	0	-5,000	-10,000
REVENUE	0	0	0	-5,000	-10,000
EXPENSES					
EXPENSES	0	0	0	0	0
DIFFERENCE REV/EXP	0	0	0	-5,000	-10,000
UNEMPLOYMENT COMP					
REVENUE					
REVENUE	0	0	0	-116,500	-118,000
EXPENSES					
<i>PURCHASED SERVICES</i>	0	0	0	200,000	170,000
EXPENSES	0	0	0	212,000	182,000
DIFFERENCE REV/EXP	0	0	0	95,500	64,000
HUD GRANTS					
REVENUE					
<i>MISCELLANEOUS</i>	-189,448	-251,090	-251,148	-54,500	-590,132
REVENUE	-3,984,366	-5,461,521	-4,623,246	-4,038,127	-4,757,047
EXPENSES					
<i>EMPLOYEE COMPENSATION</i>	0	715,719	722,015	722,015	703,824
<i>ALLOWANCES/REIMBURSE</i>	0	1,317	432	432	662
<i>EMPL BENEFITS</i>	0	169,659	187,697	187,697	197,635
<i>UTILITIES</i>	0	8,639	12,000	3,500	8,000
<i>INDIV & CONT SERV</i>	4,220,984	66,019	66,994	79,988	100,808
<i>MISCELLANEOUS</i>	0	26,404	37,922	12,029	19,393
<i>MAINTENANCE</i>	0	1,479	7,529	6,000	5,529
<i>SUPPLIES</i>	0	61,027	23,207	12,000	16,207
<i>CAPITAL OUTLAY</i>	0	25,650	0	0	0
EXPENSES	4,220,984	5,549,817	4,620,840	4,038,127	4,757,047
DIFFERENCE REV/EXP	236,618	88,296	-2,406	0	0
OTHER GRANTS					
REVENUE					
<i>INTERGOVERNMENTAL REVENUE</i>	-1,006,714	-2,913,068	-917,236	-1,011,520	-295,000
<i>MISCELLANEOUS</i>	78,891	157,689	0	0	0
REVENUE	-927,823	-2,755,379	-917,236	-1,011,520	-295,000
EXPENSES					
<i>EMPLOYEE COMPENSATION</i>	0	451,188	605,453	605,453	797,534
<i>EMPL BENEFITS</i>	0	65,925	170,657	170,657	258,118
<i>INDIV & CONT SERV</i>	1,098,187	366,898	135,000	196,198	36,667
<i>MISCELLANEOUS</i>	0	2,909	3,200	3,200	3,200
<i>PURCHASED SERVICES</i>	0	815,182	1,720	1,884	1,884
<i>SUPPLIES</i>	42,006	455,738	120	920	120
<i>CAPITAL OUTLAY</i>	0	32,000	0	0	0
EXPENSES	1,156,688	2,195,478	916,150	978,312	1,097,524
DIFFERENCE REV/EXP	228,865	-559,901	-1,086	-33,208	802,524

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
TRUST FUNDS					
METRO TRANS AUTHORITY					
REVENUE					
<i>TAXES</i>	-3,302,351	-4,614,125	-4,517,783	-4,517,783	-4,466,252
REVENUE	-3,302,351	-4,614,125	-4,463,532	-4,463,532	-4,466,252
EXPENSES					
EXPENSES	3,302,351	4,614,125	4,463,532	4,463,532	4,466,252
DIFFERENCE REV/EXP	0	0	0	0	0

City Council

CITY COUNCIL

Description

The Topeka City Council is the policy-setting body under Topeka's form of government. The nine members of the City Council are elected by district. The City Council is granted its powers and duties through the City's charter ordinances. These powers include: adopting codes, rules and regulations, setting priorities for budget preparation and adopting the annual budget; planning for economic growth, quality of life, and city stability.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CITY COUNCIL	273,093	266,953	237,095	237,095	249,518
Total Expenditures	<u>273,093</u>	<u>266,953</u>	<u>237,095</u>	<u>237,095</u>	<u>249,518</u>
Percent Change		-2.25%	-11.18%	-11.18%	5.24%

Significant Features

An Office Specialist position was switched to the City Clerk's office in June 2010 as a management strategy to maintain services as positions were reduced city wide.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Summary by Program					
CITY COUNCIL					
CITY COUNCIL	2.0	2.0	1.0	1.0	1.0
Total FTE's	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CITY COUNCIL					
General Fund Expenditures					
EMPLOYEE COMPENSATION	192,604	180,639	154,627	154,627	155,956
EMPL BENEFITS	53,823	62,061	50,575	50,575	70,447
UTILITIES	598	1,589	650	650	750
INDIV & CONT SERV	18,258	17,881	17,843	17,843	14,621
MISCELLANEOUS	2,558	1,071	9,500	9,500	5,000
INSURANCE	34	92	56	56	56
RENTS	3,109	3,314	1,363	1,363	1,363
PURCHASED SERVICES	0	0	0	0	0
SUPPLIES	2,110	306	2,481	2,481	1,325
Total Expenditures	273,093	266,953	237,095	237,095	249,518
Percent Change		-2.25%	-11.18%	-11.18%	5.24%

Discussion

The City Council is comprised of nine members elected by district. The City Council is granted the powers and duties as set forth in the City Charter, including: providing for the performance of all duties imposed on the city; adopting codes, rules and regulations to establish proper legislative authority, but not being charged with administrative functions; hiring of the city manager; setting priorities for budget preparation and adopting the annual budgets; overriding the Mayor's veto with a two-third's vote of Council (six votes); investigating affairs and conduct of city offices; and development, in partnership with the Mayor, plans for economic growth, quality of life, and City stability.

The deputy mayor is elected for a one-year term the second Tuesday in April. In 2001 the City Council passed a budget ordinance requiring the Council to set budget priorities by the third Tuesday in May. The City Manager is required to submit the proposed budget by the first Tuesday in July.

City Council staff provides constituent services, handling an average of 100 plus requests for information per month.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
CITY COUNCIL					
CITY COUNCIL OFFICE MANAGER	1.0	1.0	1.0	1.0	1.0
OFFICE SPECIALIST	1.0	1.0	-	-	-
Total FTEs	2.0	2.0	1.0	1.0	1.0

Notes on Budget and Personnel

- Council member salaries are set by ordinance at \$10,000 per year.
- 2012 Budget reflects current services.

Mayor

MAYOR'S OFFICE

Description

The Mayor is elected at-large and serves as chief elected officer of the City, responsible for providing community leadership and marshalling public interest and support for municipal activities. The Mayor serves as the chair-person for City Council meetings. The Mayor votes on those matters requiring action by the City's Governing Body. On other matters he maintains veto authority.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MAYOR'S OFFICE	121,903	118,860	111,892	111,892	116,038
Total Expenditures	<u>121,903</u>	<u>118,860</u>	<u>111,892</u>	<u>111,892</u>	<u>116,038</u>
Percent Change		-2.50%	-5.86%	-5.86%	3.71%

Significant Features

- Mayor's salary is set by ordinance at \$20,000 per year

Personnel Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MAYOR'S OFFICE					
MAYOR'S OFFICE	1.5	1.0	1.0	1.0	1.0
Total FTE's	<u>1.5</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
MAYOR'S OFFICE					
General Fund Expenditures					
EMPLOYEE COMPENSATION	83,029	78,592	74,370	74,370	75,457
ALLOWANCES/REIMBURSE	3,420	3,480	3,600	3,600	3,600
EMPL BENEFITS	21,461	23,211	20,392	20,392	23,032
UTILITIES	588	544	642	642	642
INDIV & CONT SERV	10,931	10,768	10,533	10,533	10,952
MISCELLANEOUS	375	37	82	82	82
INSURANCE	7	7	20	20	20
RENTS	535	535	52	52	535
PURCHASED SERVICES	0	23	0	0	0
SUPPLIES	1,557	1,662	2,201	2,201	1,718
Total Expenditures	121,903	118,860	111,892	111,892	116,038
Percent Change		-2.50%	-5.86%	-5.86%	3.71%

Discussion

The Mayor is the chief elected officer of the city and recommends measures and legislation he deems necessary for the city. He encourages programs for the physical, economic, social and cultural development of the city and actively promotes economic development to broaden and strengthen the commercial and employment base of the city.

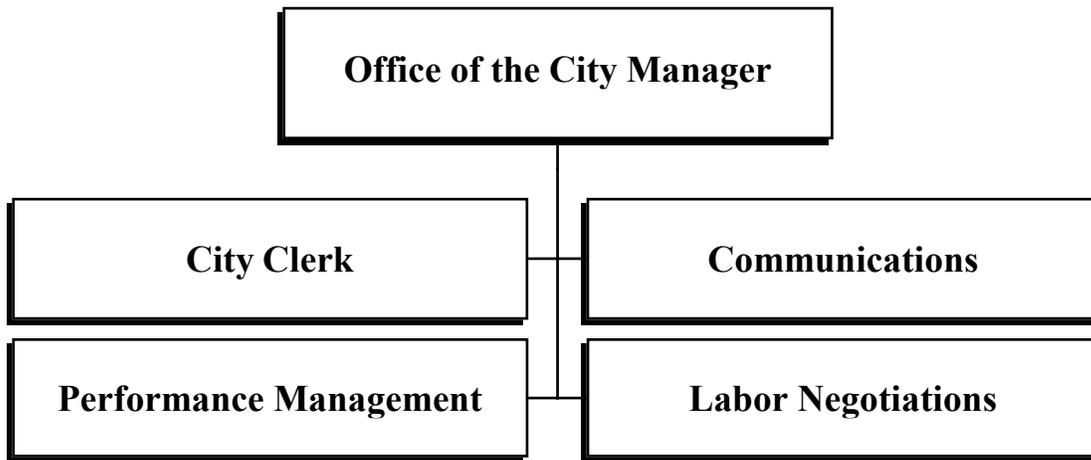
The Mayor's office also maintains the rosters; requests nominees and sets appointments for thirty boards and commissions and authorities.

The Mayor's office collaborates with city and county departments, as well as other organizations on the annual Project Takeover/Makeover.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MAYOR'S OFFICE					
ASSISTANT TO THE MAYOR	-	-	-	-	1.0
EXECUTIVE ASSISTANT I	1.0	1.0	1.0	1.0	-
OFFICE ASSISTANT III	0.5	-	-	-	-
Total FTEs	1.5	1.0	1.0	1.0	1.0

Notes on Budget and Personnel

The Office Assistant III position that had served both the Mayor and City Manager offices was shifted was eliminated in June 2010 RIF.



CITY MANAGER

Description

The Office of the City Manager is responsible for the execution of all policies established by the City Council; the overall management and supervision of all City departments; the administration of the operating and capital budgets, and providing information and advice to the City Council and general public on the general health of the City organization. The Office of the City Manager includes the City Clerk, City Communications, Performance Management, Labor Relations, Internal Auditing and Economic Development.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CITY MANAGER	744,342	636,664	667,190	532,190	526,141
CITY CLERK	206,293	207,528	206,621	206,621	213,468
Total Expenditures	<u>950,635</u>	<u>844,192</u>	<u>873,811</u>	<u>738,811</u>	<u>739,608</u>
Percent Change		-11.20%	3.51%	-12.48%	-15.36%

Significant Features

- In 2011, \$135,000 in funding to contract for Shawnee County and Kansas Department of Corrections correctional officers to supervise inmate crews that work on City clean-up is shifted to Miscellaneous Non-Departmental to consolidate the funding for that program.

Notes on Budget and Personnel

- None

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Summary by Program					
CITY MANAGER					
CITY MANAGER	7.5	10.0	6.0	6.0	5.4
CITY CLERK	3.0	3.0	3.0	3.0	3.0
Total FTE's	<u>10.5</u>	<u>13.0</u>	<u>9.0</u>	<u>9.0</u>	<u>8.4</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CITY MANAGER					
General Fund Expenditures					
EMPLOYEE COMPENSATION	504,079	482,108	399,834	399,834	386,525
ALLOWANCES/REIMBURSE	9,756	9,965	7,320	7,320	16,660
EMPL BENEFITS	83,184	113,237	87,791	87,791	96,491
UTILITIES	567	844	800	800	650
INDIV & CONT SERV	16,468	17,533	21,943	21,943	18,354
MISCELLANEOUS	8,388	5,285	6,000	6,000	3,500
INSURANCE	213	214	214	214	323
RENTS	1,088	2,671	1,088	1,088	1,088
PURCHASED SERVICES	114,655	0	130,000	0	0
SUPPLIES	5,944	4,807	12,200	7,200	2,550
Total Expenditures	744,342	636,664	667,190	532,190	526,141
Percent Change		-14.47%	4.79%	-16.41%	-21.14%

Discussion

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City. The City Manager is responsible for all day-to-day operations of the City of Topeka and oversight of the entire city organization. The Manager makes recommendations to the City Council; signs all contracts; controls and administers the financial affairs of the City; and has the authority to appoint directors of departments and delegate responsibilities to them.

In addition, the Office provides supervision and oversight to the City Clerk's Office, Performance Management Coordinator, City Communications, Labor Relations, and the City's economic development efforts.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CITY MANAGER					
CITY MANAGER	1.0	1.0	1.0	1.0	1.0
DEPUTY CITY MANAGER	1.0	1.0	-	-	-
ECONOMIC DEV. SPECIALIST	1.0	1.0	1.0	1.0	-
EXECUTIVE ASSISTANT I	-	-	-	-	0.4
EXECUTIVE ASSISTANT II	2.0	2.0	1.0	1.0	1.0
INTERNAL AUDITOR	-	1.0	-	-	-
LABOR NEGOTIATOR	1.0	-	-	-	-
MANAGEMENT ANALYST	-	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	0.5	1.0	-	-	-
PERFORMANCE MGMT COORDINATOR	-	1.0	1.0	1.0	1.0
PUBLIC INFORMATION OFFICER	1.0	1.0	1.0	1.0	1.0
Total FTEs	7.5	10.0	6.0	6.0	5.4

Notes on Budget and Personnel

- City Manager staff provide support for the Human Relations Commission. Full funding for the Commission was discontinued in 2011.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CITY CLERK					
General Fund Expenditures					
EMPLOYEE COMPENSATION	130,726	116,738	131,491	131,491	133,487
EMPL BENEFITS	30,530	37,869	35,873	35,873	38,750
UTILITIES	680	711	700	700	700
INDIV & CONT SERV	35,104	41,472	26,772	26,772	29,764
MISCELLANEOUS	2,303	2,352	3,050	3,150	3,150
INSURANCE	22	22	60	60	42
MAINTENANCE	780	269	2,100	2,100	1,300
RENTS	4,848	5,074	4,875	4,875	4,875
PURCHASED SERVICES	0	903	0	0	0
SUPPLIES	1,300	2,118	1,700	1,600	1,400
Total Expenditures	206,293	207,528	206,621	206,621	213,468
Percent Change		0.60%	-0.44%	-0.44%	3.31%

Discussion

The City Clerk's office is an integral part of City operations. Preservation of records, one of the clerk's primary functions, not only provides a history of where the City has been, but also documents where the City is heading.

Major programs and activities include licensing, processing special assessments, preparing city council agendas and minutes, and managing records. Records management includes maintaining files and indexes of all documents approved by city council and administration, and archiving vital records of the city such as ordinances, resolutions, and contracts. It also includes implementing policies and procedures for all City departments for compliance with the Kansas Open Records Act.

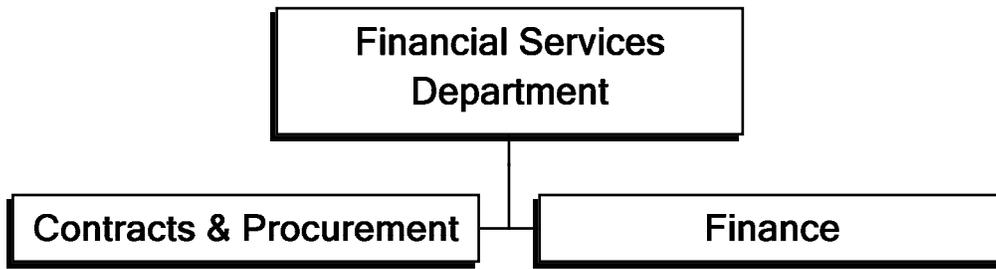
Additional functions of the clerk's office include: preparing bond transcripts; recording deeds, easements and various other documents; voter registration; and publishing legal notices.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
CITY CLERK					
CITY CLERK	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	1.0	1.0	-	-	-
OFFICE SPECIALIST	1.0	1.0	2.0	2.0	2.0
Total FTEs	3.0	3.0	3.0	3.0	3.0

Notes on Budget and Personnel

- Recodification of the City Code and implementation of an online electronic code book was implemented in June of 2010. It included the reformat, editorial review and report, proofreading and indexing of the code; online on-demand services by updating the internet version of the code as soon as ordinances become effective including all graphics, maps, tables, diagrams and photos; and eliminated the need to print and distribute 100 paper supplements quarterly.

- The Office Specialist position from the City Council office was shifted to the City Clerk to replace an Office Assistant III position eliminated through the June 2010 retirement program. The Office Specialist helps maintain services in the Clerk's office while continuing to serve the City Council and other City Hall departments.



FINANCIAL SERVICES

Description

The Financial Services Department provides financial reporting and essential support services for all City departments. The Department consists of two main divisions: Central Accounting and Cash Management, and Contracts & Procurement. The Director of Budget and Finance provides management oversight for the Department.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CENTRAL ACCOUNTING & CASH	1,399,862	1,426,277	1,381,326	1,381,326	1,519,994
CONTRACTS AND PROCUREMENT	519,596	469,929	453,368	453,368	453,450
Total Expenditures	<u>1,919,458</u>	<u>1,896,207</u>	<u>1,834,694</u>	<u>1,834,694</u>	<u>1,973,444</u>
Percent Change		-1.21%	-3.24%	-3.24%	7.56%

Significant Features

- The Financial Services Department lost a total of 6.0 FTE positions or over 20 percent of its staff due to the RIF and Retirement Incentive program in June 2010 with a dollar value of over \$300,000 from the General Fund. For 2012, the City Manager recommends restoration of one position, an Accounting Specialist II. This position will be used to perform a variety of tasks related to payroll, accounts payable, accounts receivable, and serve as backup in critical areas.

- The Department continues to work with the City Departments to achieve proper application, receipt and reporting of federal, state, and other grants dollars.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
FINANCIAL SERVICES					
CENTRAL ACCOUNTING & CASH	18.0	21.0	17.0	17.0	17.2
CONTRACTS AND PROCUREMENT	8.0	8.0	6.0	6.0	6.0
Total FTE's	<u>26.0</u>	<u>29.0</u>	<u>23.0</u>	<u>23.0</u>	<u>23.2</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CENTRAL ACCOUNTING & CASH					
General Fund Expenditures					
EMPLOYEE COMPENSATION	921,130	899,050	835,981	835,981	922,172
EMPL BENEFITS	198,317	242,643	207,745	207,745	249,951
UTILITIES	2,802	3,157	2,900	2,900	3,200
INDIV & CONT SERV	207,516	220,248	199,013	199,013	206,702
MISCELLANEOUS	16,588	11,107	17,100	17,100	17,100
INSURANCE	661	705	760	760	1,369
MAINTENANCE	36,717	38,081	102,827	102,827	104,500
RENTS	5,899	4,276	4,500	4,500	4,500
PURCHASED SERVICES	667	542	200	200	200
SUPPLIES	9,499	6,477	10,300	10,300	10,300
OTHER COSTS	65	-9	0	0	0
CLEARING	0	0	0	0	0
Total Expenditures	1,399,862	1,426,277	1,381,326	1,381,326	1,519,994
Percent Change		1.89%	-3.15%	-3.15%	10.04%

Discussion

The Division includes the City Controller and Cash Management sections, with Administrative oversight provided by the Director of Budget and Finance. The Division maintains proper internal control procedures; assuring fiscal compliance with Federal, State, and local laws and City policies. The Division, in cooperation with other City Departments and with the oversight of City Manager, provides the central budgeting function for the City, including the development of the operating and capital improvement budgets. It also administers the Franchise Fee Refund Program.

The City Controller Section maintains the accounting records for all funds, projects and programs including grants; provides internal and external financial reporting, including the Comprehensive Annual Financial Report (CAFR); provides accounts payable, payroll, and other financial services support to all City departments; monitors and assists in reporting grant expenditures; processes all City financial transactions; manages personnel accounting of payroll and benefits; and manages the City's bonded indebtedness, including structuring debt issues and assuring continuing compliance with bond covenants.

The Cash Management Section is responsible to record, deposit, invest and report all City funds. The section monitors and assists other City Departments in established cash procedures; invest City monies using professional standards of safety and liquidity to achieve maximum investment yields; compiles and publishes the Quarterly Treasurer's Report; assists with the CAFR; reconciles all bank accounts to the City's accounting records; monitors daily bank balances and collateralization; serves as the primary contact with the banking community and investment providers; assists in managing the City's bonded indebtedness; and calculates arbitrage on general obligation and utility revenue bonds.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CENTRAL ACCTING & CASH					
ACCOUNTANT II	3.0	3.0	3.0	3.0	3.0
ACCOUNTING MANAGER	1.0	1.0	1.0	1.0	1.0
ACCOUNTING SPECIALIST I	1.0	1.0	1.0	1.0	1.0
ACCOUNTING SPECIALIST II	4.0	8.0	7.0	7.0	6.7
ACCOUNTING SPECIALIST III	2.0	2.0	1.0	1.0	1.0
CITY CONTROLLER	1.0	1.0	1.0	1.0	1.0
CITY TREASURER	1.0	1.0	1.0	1.0	1.0
DIRECTOR OF BUDGET & FINANCIAL	1.0	1.0	1.0	1.0	1.0
ERP MANAGER	1.0	1.0	1.0	1.0	-
MANAGEMENT ANALYST	-	-	-	-	0.5
OFFICE ASSISTANT II	1.0	1.0	-	-	-
OFFICE SPECIALIST	1.0	1.0	-	-	1.0
PERFORMANCE MANAGEMENT COORD.	1.0	-	-	-	-
Total FTEs	18.0	21.0	17.0	17.0	17.2

Notes on Budget and Personnel

- Emphasis continues to shift towards training, support and report development for the Lawson System.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CONTRACTS AND PROCUREMENT					
General Fund Expenditures					
EMPLOYEE COMPENSATION	368,604	324,833	306,074	306,074	300,157
EMPL BENEFITS	84,543	91,781	79,132	79,132	83,577
UTILITIES	1,447	1,462	1,500	1,500	1,500
INDIV & CONT SERV	33,967	32,828	32,759	32,759	34,041
MISCELLANEOUS	2,246	253	3,900	3,900	3,100
INSURANCE	17	15	0	0	0
MAINTENANCE	9,251	8,852	20,928	20,928	22,300
RENTS	4,053	3,884	4,800	4,800	4,800
PURCHASED SERVICES	0	0	0	0	0
SUPPLIES	2,923	2,838	4,275	4,275	3,975
CLEARING	12,544	3,184	0	0	0
Total Expenditures	519,596	469,929	453,368	453,368	453,450
Percent Change		-9.56%	-3.52%	-3.52%	0.02%

Discussion

The Contracts and Procurement Division is a centralized purchasing office that provides an efficient, economical and effective method of acquiring goods and services to meet the needs of City departments, while insuring a fair and competitive bidding process with equal opportunity for all interested vendors. This is accomplished with 8.0 full-time employees under the supervision of the Division Director.

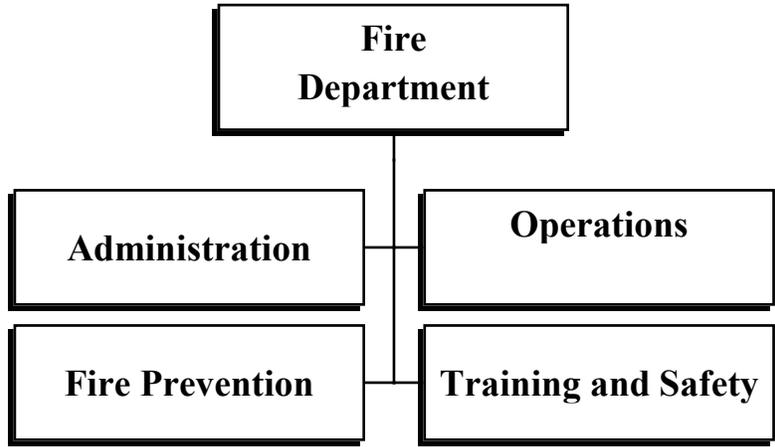
Key strategies:

- Maintain training and efforts for City staff using the Lawson procurement module system wide.
- Continuation of process review and improvement to maximize efficiency.
- Maintain improved processes auction & online bidding used to dispose of salvage.
- Continue training protocol for key personnel in the various departments and require departments to have a central point of contract when working with Contracts and Procurement.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CONTRACTS AND PROC					
OFFICE ASSISTANT II	2.0	2.0	1.0	1.0	1.0
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	1.0
PROCUREMENT OFFICER I	1.0	1.0	-	-	-
PROCUREMENT OFFICER II	3.0	3.0	3.0	3.0	3.0
PURCHASING DIRECTOR	1.0	1.0	1.0	1.0	1.0
Total FTEs	8.0	8.0	6.0	6.0	6.0

Notes on Budget and Personnel

Contract compliance is performed in Contracts and Procurement using available city staff.



FIRE DEPARTMENT

Description

The Topeka Fire Department provides fire protection, Emergency Medical Services (EMS) first response, hazardous materials response, confined space, trench, high angle water rescue, and vehicular accident rescue for the City. The Fire Department carries out its motto, "Save Lives and Protect Property," through an organization consisting of 244 full time employees divided into four Divisions: Administration, Fire Prevention, Operations, and Training.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
SUPPORT SERVICES	1,148,857	1,039,369	907,792	907,792	1,058,184
FIRE PREVENTION	845,000	966,367	876,923	876,923	940,525
TRAINING	279,214	327,158	311,485	311,485	424,752
OPERATIONS	17,922,886	17,175,358	18,078,514	18,078,514	18,856,146
Total Expenditures	<u>20,195,956</u>	<u>19,508,252</u>	<u>20,174,714</u>	<u>20,174,714</u>	<u>21,279,608</u>
Percent Change		-3.41%	3.42%	3.42%	5.48%

Significant Features

- Callback pay was reduced by approximately \$100,000 in 2010 and 2011. The reduction was attributable to reduced need and carried forward to 2012.
- Firefighters are budgeted an overall 3.2 percent increase based on the IAFF contract for 2012.
- The lease payment of \$355,000 for 2012 for the new fire trucks is budgeted in Miscellaneous Non-Departmental.
- Nine Firefighter positions are funded with federal monies via a SAFER grant. These positions allowed the Department to maintain staffing levels while reducing General Fund demand.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
FIRE DEPARTMENT					
SUPPORT SERVICES	9.0	7.0	6.0	6.0	6.0
FIRE PREVENTION	10.0	9.0	9.0	9.0	9.0
TRAINING	4.0	4.0	4.0	4.0	4.0
OPERATIONS	226.0	225.0	232.0	232.0	225.0
Total FTE's	<u>249.0</u>	<u>245.0</u>	<u>251.0</u>	<u>251.0</u>	<u>244.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SUPPORT SERVICES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	502,912	370,778	326,453	326,453	431,583
ALLOWANCES/REIMBURSE	0	0	0	0	540
EMPL BENEFITS	98,142	90,680	74,690	74,690	111,226
UTILITIES	47,422	44,631	31,623	31,623	32,450
INDIV & CONT SERV	332,553	408,927	311,463	311,463	324,500
MISCELLANEOUS	9,741	3,001	5,000	5,000	4,000
INSURANCE	63,722	66,063	66,058	66,058	60,475
MAINTENANCE	31,776	26,928	31,217	31,217	31,335
RENTS	4,933	4,178	4,176	4,176	4,176
PURCHASED SERVICES	792	3,149	1,100	1,100	1,100
SUPPLIES	56,865	21,034	56,012	56,012	56,800
Total Expenditures	1,148,857	1,039,369	907,792	907,792	1,058,184
Percent Change		-9.53%	-12.66%	-12.66%	16.57%

Discussion

The Fire Chief oversees all the functions of the Topeka Fire Department.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
SUPPORT SERVICES					
ACCOUNTING SPECIALIST II	2.0	-	-	-	-
BUSINESS MANAGER	1.0	1.0	1.0	1.0	-
COMMUNICATIONS OFFICER II	-	1.0	1.0	1.0	-
COMMUNICATIONS OFFICER III	1.0	-	-	-	1.0
DEPUTY FIRE CHIEF	-	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT I	1.0	1.0	1.0	1.0	1.0
FIRE CHIEF	1.0	1.0	1.0	1.0	1.0
MAINTENANCE WORKER II	1.0	1.0	-	-	-
MANAGER, FIRE LOGISTICS	-	-	-	-	1.0
OFFICE ASSISTANT III	1.0	-	-	-	-
OFFICE SPECIALIST	1.0	1.0	1.0	1.0	1.0
Total FTEs	9.0	7.0	6.0	6.0	6.0

Notes on Budget and Personnel

- There are no significant programmatic changes for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FIRE PREVENTION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	673,040	769,090	686,516	686,516	711,728
ALLOWANCES/REIMBURSE	0	450	0	0	450
EMPL BENEFITS	138,004	160,318	145,329	145,329	180,493
UTILITIES	4,935	4,244	3,000	3,000	3,000
INDIV & CONT SERV	1,875	1,085	500	500	0
MISCELLANEOUS	2,099	1,583	5,000	5,000	5,000
MAINTENANCE	13,496	13,307	12,542	12,542	12,818
PURCHASED SERVICES	396	0	574	574	574
SUPPLIES	11,154	16,291	23,462	23,462	26,462
Total Expenditures	845,000	966,367	876,923	876,923	940,525
Percent Change		14.36%	-9.26%	-9.26%	7.25%

Discussion

The Fire Marshal supervises the Fire Prevention Division. Part of that division includes the Fire Inspection Unit. This unit includes four Inspectors who are supervised by the Fire Marshal. This unit is responsible for the enforcement of the Life Safety and Uniform Fire Codes adopted by the City of Topeka. Fire Inspectors perform fire sprinkler, fire alarm and emergency systems plan reviews. Inspectors perform NFPA required system tests and inspections during new construction. They are required to perform annual inspections on all licensed medical facilities, issue numerous types of permits, inspect commercial buildings, and perform Life Safety programs.

The Public Fire Education Officer provides counseling services and referrals for juvenile fire setters and their families. The Public Fire Education Officer provides instruction on numerous fire safety practices both for school age children and businesses.

Another part of this division, the Fire Investigation Unit works to decrease the number of incendiary fires. Thorough investigation of incendiary fires and diligent prosecution of fire setters accomplish this. The Fire Investigation Unit is supervised by the Fire Marshal. The Fire Investigators are assigned to 24-hour shifts which facilitates quick response to fire incidents, Investigators also work closely with the Public Fire Education Officer to identify juvenile fire setters and place them into the Department's Juvenile Fire Setters counseling program.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
FIRE PREVENTION					
DEPUTY FIRE CHIEF	1.0	-	-	-	-
DIVISION CHIEF, FIRE	1.0	-	-	-	-
FIRE MARSHALL	-	1.0	1.0	1.0	1.0
INSPECTOR III, FIRE	4.0	4.0	4.0	4.0	4.0
INVESTIGATOR III	3.0	3.0	3.0	3.0	3.0
PUBLIC EDUCATION OFFICER III	1.0	1.0	1.0	1.0	1.0
Total FTEs	10.0	9.0	9.0	9.0	9.0

Notes on Budget and Personnel

- There are no significant programmatic changes for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
TRAINING					
General Fund Expenditures					
EMPLOYEE COMPENSATION	223,566	252,960	236,826	236,826	316,682
EMPL BENEFITS	48,467	61,488	49,659	49,659	82,070
UTILITIES	785	655	2,000	2,000	2,000
INDIV & CONT SERV	3,738	20	6,000	6,000	6,000
MISCELLANEOUS	1,272	2,962	2,000	2,000	3,000
MAINTENANCE	0	0	0	0	0
PURCHASED SERVICES	770	6,140	6,500	6,500	6,500
SUPPLIES	616	2,933	8,500	8,500	8,500
Total Expenditures	<u>279,214</u>	<u>327,158</u>	<u>311,485</u>	<u>311,485</u>	<u>424,752</u>
Percent Change		17.17%	-4.79%	-4.79%	36.36%

Discussion

The Training & Safety Division schedules and delivers training programs for the certification and training of all fire suppression personnel, and develops and tests new curricula. Training programs include Emergency Medical Services (EMS), hazardous materials, extrication/rescue techniques, fire fighting practices, emergency management, and others. The Division also provides training to other city departments and outside agencies.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
TRAINING					
DIVISION CHIEF, FIRE	1.0	1.0	1.0	1.0	1.0
FIRE TRAINING OFFICER III	3.0	3.0	3.0	3.0	3.0
Total FTEs	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>

Notes on Budget and Personnel

- There are no significant program changes in the Training Division.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	13,478,131	12,888,474	13,544,799	13,544,799	13,977,577
EMPL BENEFITS	3,213,157	3,482,297	3,490,666	3,490,666	3,784,334
UTILITIES	157,257	158,227	169,937	169,937	174,693
INDIV & CONT SERV	16,650	1,703	4,200	4,200	4,200
MISCELLANEOUS	8,204	2,817	10,000	10,000	10,000
MAINTENANCE	299,598	260,700	322,021	322,021	327,240
RENTS	0	200	0	0	0
PURCHASED SERVICES	628	1,060	0	0	0
SUPPLIES	749,261	367,905	536,891	536,891	578,103
CAPITAL OUTLAY	0	11,975	0	0	0
Total Expenditures	17,922,886	17,175,358	18,078,514	18,078,514	18,856,146
Percent Change		-4.17%	5.26%	5.26%	4.30%

Discussion

The Operations Division responded to over 15,000 incidents in 2010. These incidents includes first responder medical calls, structure fires, rescue, automobile accidents, grass fires, hazardous materials incidents, technical rescue incidents, carbon monoxide alarms, confined space rescue incidents, trench rescues, water rescues, high angle rescues, and a variety of other calls for assistance. On duty personnel assist in public education efforts of the department and have begun pre-incident survey and fire hydrant testing programs. The Operations Division operates 12 fire stations 24/7, with 12 engine companies, 4 truck companies, and 2 aerial companies under two Battalion Chiefs and one Shift Commander. The Operations Division is supervised by a Deputy Chief. The Operations Division personnel are responsible for the cleaning and light maintenance of all stations, vehicles, and equipment. The Operations Division personnel participate in continuous training and education to stay current on rapidly changing fire suppression technology.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
OPERATIONS					
ADVANCED FIREFIGHTER	43.0	38.0	38.0	38.0	40.0
APPARATUS OPERATOR	54.0	54.0	54.0	54.0	54.0
BATTALION FIRE CHIEF (24 HR)	6.0	6.0	6.0	6.0	5.0
CAPTAIN, FIRE	54.0	54.0	54.0	54.0	54.0
DEPUTY FIRE CHIEF	1.0	-	-	-	-
FIREFIGHTER I	4.0	4.0	4.0	4.0	4.0
FIREFIGHTER II	4.0	4.0	4.0	4.0	-
FIREFIGHTER III	3.0	8.0	15.0	15.0	1.0
LIEUTENANT, FIRE	54.0	54.0	54.0	54.0	54.0
SHIFT COMMANDER, FIRE	3.0	3.0	3.0	3.0	4.0
Total FTEs	226.0	225.0	232.0	232.0	216.0

Notes on Budget and Personnel

- The budget reflects the 9.0 FTE Firefighter positions financed with the federal grant.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FIRE DEPARTMENT GRANTS					
Expenditures					
EMPLOYEE COMPENSATION	0	2,990	212,747	212,747	319,616
EMPL BENEFITS	0	0	71,461	71,461	110,849
INDIV & CONT SERV	872,088	0	0	0	0
MISCELLANEOUS	0	-436	0	0	0
SUPPLIES	42,006	874	0	0	0
CAPITAL OUTLAY	0	32,000	0	0	0
Total Expenditures	914,094	35,428	284,208	284,208	430,465
Percent Change		-96.12%	702.22%	702.22%	51.46%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
FIRE DEPARTMENT GRANTS					
FIREFIGHTER III	-	-	-	-	9.0
Total FTEs	-	-	-	-	9.0

**Housing and Neighborhood Development
Department**

HOUSING AND NEIGHBORHOOD DEVELOPMENT

Description

For 35 years the Housing and Neighborhood Development Department (HND) has administered a variety of federally funded housing and neighborhood programs that have widespread economic impacts. This is the seventh year that the federal funding has been incorporated into the City's budget. Four of the primary funding sources are from the U.S. Department of Housing and Urban Development (HUD). They include: 1) Community Development Block Grant, 2) HOME Investment Partnership Grant, 3) Shelter Plus Care, and 4) Emergency Shelter Grants. These programs are identified and administered through the City's approved 2006-2010 Consolidated Plan, the Annual Action Plans, and the Continuum of Care. In addition to the federal funds, HND receives required matching funds for the HOME Program as well as additional funds for Youth & Social Services from the City General Fund.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
HND GRANTS	4,220,984	5,530,572	4,620,840	4,038,127	4,757,047
Total Expenditures	<u>4,220,984</u>	<u>5,530,572</u>	<u>4,620,840</u>	<u>4,038,127</u>	<u>4,757,047</u>
Percent Change		31.03%	-16.45%	-26.99%	2.95%

Significant Features

- In 2005, HND initiated the Stages Of Resource Targeting (SORT) model for investing public resources in Topeka's neighborhoods. In essence, resources are targeted to areas where noticeable impacts can result. Furthermore, according to the SORT concept, the timing of various activities follow a prescribed format so that all of the targeted area's needs are met as opposed to spot investment. In addition, the Consolidated Plan incorporates the line item of Neighborhood Infrastructure from the CIP budget. This further allows for better focusing of resources and enhances the leveraging of HND resources. The City Council approves the ranking of the Target Areas based up the recommendations of the Citizens Advisory Council (CAC). Not all of HND's resources are limited to Target Areas. Programs such as Emergency Rehabilitation, Accessibility Modifications, Neighborhood Services and Homeownership opportunities are available in non-targeted areas. Approximately forty-five (45%) percent of the resources are available for non-targeted programs.
- HND is unique from other City Departments in the following ways: 1) The majority of HND funding is federal. 2) HND resources provide direct assistance to enhance personal wealth as well as community wealth. 3) A portion of HND's investments are recouped through repayment requirements creating additional future resources. 4) The private sector is often a leveraged partner. 5) HND has two separate levels of financial oversight – HUD and the City Audit.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
HND					
Housing & Neighborhood Development	16.0	16.0	16.0	16.0	14.5
Total FTE's	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>	<u>14.5</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
HND GRANTS					
Expenditures					
EMPLOYEE COMPENSATION	0	700,806	722,015	722,015	703,824
ALLOWANCES/REIMBURSE	0	1,317	432	432	662
EMPL BENEFITS	0	165,969	187,697	187,697	197,635
UTILITIES	0	8,570	12,000	3,500	8,000
INDIV & CONT SERV	4,220,984	65,447	66,994	79,988	100,808
MISCELLANEOUS	0	26,404	37,922	12,029	19,393
INSURANCE	0	7,332	10,000	10,000	4,529
MAINTENANCE	0	1,479	7,529	6,000	5,529
RENTS	0	75,487	56,000	56,000	56,000
PURCHASED SERVICES	0	15,415	14,246	4,246	6,246
HUD GRANTS	0	4,375,669	3,482,798	2,944,220	3,638,213
SUPPLIES	0	61,027	23,207	12,000	16,207
CAPITAL OUTLAY	0	25,650	0	0	0
Total Expenditures	4,220,984	5,530,572	4,620,840	4,038,127	4,757,047
Percent Change		31.03%	-16.45%	-26.99%	2.95%

Discussion

The City's approved Consolidated Plan provides a framework through which programs are implemented. One of the several mechanisms for citizen participation and input is the Citizen Advisory Council (CAC). The department utilizes the CAC as a sounding board for general policy decision. The CAC is comprised of representatives of the Neighborhood Improvement Associations (NIA) as well as the community at large. Submission and acceptance of the Consolidated Plan also ensures the City's eligibility for CDBG, HOME, ESG, Supportive Housing, Shelter Plus Care and other federal housing funds. Specific programs provided include housing rehabilitation, targeted new in-fill housing and subdivision development, neighborhood support, capacity building and nuisance prevention. In addition, public service funding from both the federal funds and city funds is provided to youth and social service agencies. The Shelter Plus Care program provides rental housing assistance to special needs residents. The Consolidated Plan includes specific activities for federal compliance including lead based paint hazard reduction and "affirmatively furthering fair housing."

Funding for affordable housing is financed by the General Fund. These dollars match approximately \$700,000 of HOME Investment Partnership funds. To the extent funded by the City Council, the Neighborhood Infrastructure items of the CIP budget will be exclusively dedicated to target areas identified by HND and CAC with approval by the City Council. All expenditures are checked by HND to ensure compliance with federal regulations and, to the extent possible, consistent with approved Neighborhood Plans and the Comprehensive Metropolitan Plan 2025.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
HND GRANTS					
ACCOUNTANT I	1.0	1.0	1.0	1.0	1.0
ACCOUNTING SPECIALIST II	1.0	1.0	1.0	1.0	0.9
COMMUNITY RESOURCE SPECIALIST	1.0	1.0	1.0	1.0	1.0
DEPUTY DIRECTOR, HND	1.0	1.0	1.0	1.0	0.9
EXECUTIVE ASSISTANT I	1.0	1.0	1.0	1.0	0.6
GRANTS ADMINISTRATOR	1.0	1.0	1.0	1.0	1.0
MANAGER, HND SERVICES	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	2.0	2.0	2.0	2.0	2.0
PROGRAM COORDINATOR	1.0	1.0	1.0	1.0	-
REHAB SPECIALIST	6.0	6.0	6.0	6.0	-
REHABILITATION SPECIALIST I	-	-	-	-	4.0
REHABILITATION SPECIALIST II	-	-	-	-	1.0
REHABILITATION SPECIALIST III	-	-	-	-	1.0
Total FTEs	16.0	16.0	16.0	16.0	14.5

Notes on Budget and Personnel

- \$200,000 is provided from the General Fund for the HOME match, restoring the \$100,000 reduced in 2011.

**Human Resources
Department**

HUMAN RESOURCES

Description

The Human Resources Department recruits, hires, and maintains an effective City work force. The department has 12 full-time employees in four programs: Employee Relations, Labor Relations, Risk Management and the Wellness Programs. The programs are combined for budgeting purposes.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
HUMAN RESOURCES	804,971	771,900	818,724	818,724	971,201
Total Expenditures	<u>804,971</u>	<u>771,900</u>	<u>818,724</u>	<u>818,724</u>	<u>971,201</u>
Percent Change		-4.11%	6.07%	6.07%	18.62%

Significant Features

- The Risk Management function is shifted to Human Resources in the 2012 budget and accounts for the 3.0 new FTE positions. The functional change took place in 2011. The Workers Compensation Fund finances the salary of the Risk Investigator/Safety Coordinator position.
- As part of the Department's development of succession planning across the City, employee training will be a continued emphasis toward a goal of providing training to develop employees for future opportunities within the city. Training resources of \$25,000, cut from the 2010 and 2011 budget, are restored in 2012.
- The implementation of the Lawson ERP system required a significant commitment of time and resources. The Department is moving ahead with implementation and training of employee and manager self-service and the E-Recruiting module.
- The Department will continue a contractual relationship with a benefits consultant to examine the City's health insurance plan and its use by employees, retirees, and their families. The consultant firm will provide options and recommendations to assist the City in managing the escalating costs of health insurance. There will be a continued emphasis on wellness initiatives that coordinate closely with the health plan toward a goal of reducing health claims expenses through prevention and early detection measures.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
HUMAN RESOURCES					
HUMAN RESOURCES	9.0	9.0	9.0	9.0	12.0
Total FTE's	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>12.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
HUMAN RESOURCES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	495,279	445,112	456,545	456,545	565,242
ALLOWANCES/REIMBURSE	1,008	1,392	1,440	1,440	2,880
EMPL BENEFITS	99,848	119,923	114,671	114,671	155,149
UTILITIES	2,826	2,307	2,200	2,200	2,200
INDIV & CONT SERV	151,690	170,816	191,618	191,618	193,321
MISCELLANEOUS	9,790	5,113	10,750	10,750	10,810
INSURANCE	26	0	0	0	0
MAINTENANCE	11,132	4,134	14,395	14,395	14,395
RENTS	4,118	4,118	5,000	5,000	5,000
PURCHASED SERVICES	1,782	914	1,900	1,900	1,900
SUPPLIES	27,472	18,057	20,205	20,205	20,305
CLEARING	0	14	0	0	0
Total Expenditures	804,971	771,900	818,724	818,724	971,201
Percent Change		-4.11%	6.07%	6.07%	18.62%

Discussion

Within the Department of Human Resources reside the areas of: Employee Relations, Employee Benefits, Risk Management and the Wellness Programs.

The Employee Relations area serves all City departments through the recruitment and retention; classification and compensation; and employee training.

The Labor Relations area conducts grievance resolution, assists in arbitration procedures, internal investigations, and assists with policy development and administration of contracts with the eight collective bargaining units represented within the City.

The benefits and wellness programs are designed to provide resources to assist employees and their families to discover ways to lead healthier and more productive life styles

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
HUMAN RESOURCES					
DIRECTOR OF HUMAN RESOURCES	1.0	1.0	1.0	1.0	1.0
HR SPECIALIST	4.0	4.0	4.0	4.0	-
HUMAN RESOURCES ASSISTANT	1.0	2.0	2.0	2.0	1.0
HUMAN RESOURCES SPECIALIST I	-	-	-	-	2.0
HUMAN RESOURCES SPEC. II	-	-	-	-	1.0
HUMAN RESOURCES SPEC. III	-	-	-	-	2.0
MANAGER, HUMAN RESOURCES	1.0	1.0	1.0	1.0	1.0
MANAGER, WELLNESS	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	1.0	-	-	-	1.0
REHABILITATION COORDINATOR	-	-	-	-	1.0
Total FTEs	9.0	9.0	9.0	9.0	11.0

Notes on Budget and Personnel

- None

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WORK COMP FUND					
Expenditures					
EMPLOYEE COMPENSATION	45,082	30,936	46,405	46,405	47,320
EMPL BENEFITS	8,491	11,575	12,382	12,382	13,431
	53,573	42,511	58,787	58,787	60,751
RISK INVESTIGATOR/SAFETY COORD	1.0	1.0	1.0	1.0	1.0

**Information Technology
Department**

INFORMATION TECHNOLOGY

Description

The Information Technology Department provides design, support, implementation and management of computer and telecommunication technology infrastructure for the City. IT partners with users and provides support in the application of technology. The IT Department hosts City-4 which is our government's touch point with our citizens.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
INTERNAL SERVICE	4,190,412	3,761,059	3,996,539	3,894,297	4,269,029
Total Expenditures	<u>4,190,412</u>	<u>3,761,059</u>	<u>3,996,539</u>	<u>3,894,297</u>	<u>4,269,029</u>
Percent Change		-10.25%	6.26%	3.54%	6.82%

Significant Features

- Information Technology (IT) is established by City Code as a separate department. The IT Department is financed with fees charged to other City Departments and provides a critical internal service in return. The IT Department works closely with users in a partnership to put the power of technology into the hands of the users in a secure and safe computing environment. The Information Technology Department was restructured in 2008 to achieve a team based customer service focus. Other enhancements included the implementation of a new service desk system. Further restructuring of service delivery occurred in 2010 with the reduction of 5.0 FTE positions.
- IT fees to City Departments did not increase in 2010 or 2011. A small increase is built into 2012 to cover lost revenue from franchise fees and increases in personnel costs.
- The \$150,000 General Fund IT equipment and resource replacement program established in 2010 was cut in 2010 and not funded in 2011 or 2012.
- The IT Department has been heavily involved in the implementation of the ERP System, committing significant time and resources to the project. The Enterprise Resource Planning (ERP) payment is budgeted through the IT Fund.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
INFORMATION TECHNOLOGY					
INTERNAL SERVICE	17.0	12.0	12.0	12.0	11.5
Total FTE's	<u>17.0</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>	<u>12.5</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
INTERNAL SERVICE					
Expenditures					
EMPLOYEE COMPENSATION	894,305	811,585	774,359	774,359	843,472
ALLOWANCES/REIMBURSE	3,003	1,812	2,340	2,340	3,780
EMPL BENEFITS	185,893	180,593	178,096	178,096	178,189
UTILITIES	75,123	128,495	167,923	167,923	167,923
INDIV & CONT SERV	531,490	568,713	1,156,206	601,067	750,916
MISCELLANEOUS	1,338	18,883	20,740	20,740	20,740
INSURANCE	10,312	11,514	11,514	11,514	11,514
MAINTENANCE	282,839	166,879	340,130	340,130	363,764
RENTS	791,018	695,980	555,693	555,693	615,191
PURCHASED SERVICES	563,224	258,368	326,996	326,996	407,154
SUPPLIES	210,644	105,572	212,542	212,542	181,387
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	641,224	812,664	250,000	702,897	725,000
Total Expenditures	4,190,412	3,761,059	3,996,539	3,894,297	4,269,029
Percent Change		-10.25%	6.26%	3.54%	6.82%

Discussion

The Information Technology (IT) Department plans, provides, and maintains the technological tools and systems our City requires to deliver first class citizen services in an interactive and global technological world. IT provides guidance and coordination to the City's technology planning, training and development efforts. IT operates through an Internal Service Fund, costs are charged back to the city departments.

- IT manages a metropolitan area computer network spanning 35-facilities, serving 950-computer workstations through a City owned, high-speed telecommunication infrastructure and provides the same infrastructure to Shawnee County.
- IT staff support more than 1,400 users of electronic mail and the Internet. IT supports training needs to ensure that City staff members have the skills to effectively use technology required to perform duties in an effective and efficient manner.
- The Department supports one primary and one secondary AS/400 mid-range computers and an 2-Oracle platforms, providing data processing intensive services to the City. Some of these applications include financial accounting, payroll, personnel, fleet management, utility billing, police applications, fire records, building inspection, and utility applications.
- IT supports more than 1,400 phone ports/devices throughout the City. This includes maintenance and development of phone systems, voice mail systems, computer telephony integration, telephone sets and a call center for Public Works.
- A fiber telecommunication infrastructure has been leveraged since 2001 to reduce telecommunication costs, facilitate the connectivity of a myriad of technologies which include data, telephone, video, command and control and HVAC systems.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
INTERNAL SERVICE					
COMPUTER OPERATOR	1.0	-	-	-	-
DEPUTY DIRECTOR, INFORMATION T	1.0	1.0	1.0	1.0	1.0
DIRECTOR OF INFORMATION TECHNO	1.0	1.0	1.0	1.0	1.0
ERP SYSTEMS ADMINISTRATOR	1.0	-	-	-	-
MANAGEMENT ANALYST	-	-	-	-	0.5
MANAGER OF IT	2.0	-	-	-	-
NETWORK ENGINEER I	1.0	1.0	1.0	1.0	1.0
PRODUCTION SPECIALIST	1.0	1.0	1.0	1.0	1.0
PUBLIC RELATIONS SPECIALIST	2.0	2.0	2.0	2.0	2.0
SYSTEM CONSULTANT II	1.0	-	-	-	-
SYSTEM CONSULTANT III	1.0	1.0	1.0	1.0	1.0
SYSTEM DEVELOPER I	1.0	1.0	1.0	1.0	1.0
SYSTEM DEVELOPER II	3.0	3.0	3.0	3.0	3.0
SYSTEM DEVELOPER III	1.0	1.0	1.0	1.0	1.0
Total FTEs	17.0	12.0	12.0	12.0	12.5

Notes on Budget and Personnel

- 2012 maintains current services.

**Legal
Department**

CITY ATTORNEY

Description

The Legal Department consists of the City Attorney's Office. The position of City Attorney is established by ordinance and specific duties and responsibilities are set forth in the Topeka City Code. The Legal Department represents the City in all legal matters, and prosecutes violation of city ordinances, including misdemeanors.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CITY ATTORNEY	1,493,763	1,490,748	1,491,864	1,491,864	1,333,881
Total Expenditures	<u>1,493,763</u>	<u>1,490,748</u>	<u>1,491,864</u>	<u>1,491,864</u>	<u>1,333,881</u>
Percent Change		-0.20%	0.07%	0.07%	-10.59%

Significant Features

- 2011 reflected the loss of one Office Assistant position through the Retirement Incentive program.
- The Risk Management function was shifted to the Human Resources Department in 2011 and the shift is reflected in the 2012 budget. It involved 3.0 FTE positions, the Risk Investigator/Safety Coordinator, the Rehabilitation Coordinator, and an Office Assistant III.
- The Special Liability Expense Fund finances the salaries of 1.0 FTE Attorney IV and 0.3 FTE of the Chief of Litigation positions to perform functions related to the defense of the City against claims.

Personnel Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CITY ATTORNEY					
CITY ATTORNEY	21.5	21.5	20.5	20.5	17.5
Total FTE's	<u>21.5</u>	<u>21.5</u>	<u>20.5</u>	<u>20.5</u>	<u>17.5</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CITY ATTORNEY					
General Fund Expenditures					
EMPLOYEE COMPENSATION	1,129,353	1,064,395	1,074,689	1,074,689	934,672
ALLOWANCES/REIMBURSE	0	450	0	0	0
EMPL BENEFITS	228,129	281,411	256,465	256,465	245,106
UTILITIES	4,934	5,240	1,250	1,250	5,000
INDIV & CONT SERV	79,705	89,875	100,400	100,400	95,703
MISCELLANEOUS	7,763	4,992	9,425	9,425	7,000
INSURANCE	48	0	0	0	0
MAINTENANCE	832	1,000	1,000	1,000	1,000
RENTS	9,049	9,372	8,135	8,135	9,400
PURCHASED SERVICES	3,440	3,147	6,500	6,500	4,000
SUPPLIES	30,508	30,866	34,000	34,000	32,000
Total Expenditures	1,493,763	1,490,748	1,491,864	1,491,864	1,333,881
Percent Change		-0.20%	0.07%	0.07%	-10.59%

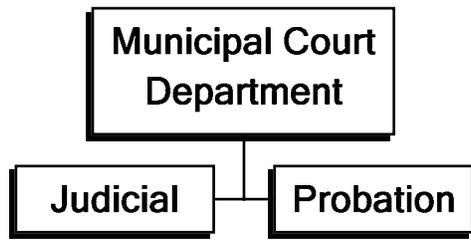
Discussion

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
CITY ATTORNEY					
ATTORNEY I	1.0	1.0	1.0	1.0	1.0
ATTORNEY II	3.0	3.0	3.0	3.0	3.0
ATTORNEY III	2.5	2.5	1.5	1.5	1.5
ATTORNEY IV	2.0	2.0	3.0	3.0	3.0
CHIEF OF LITIGATION	1.0	1.0	1.0	1.0	1.0
CITY ATTORNEY	1.0	1.0	1.0	1.0	1.0
DEPUTY CITY ATTORNEY	1.0	1.0	1.0	1.0	1.0
LEGAL SPECIALIST II	2.0	2.0	2.0	2.0	2.0
MANAGER, CITY ATTORNEY'S OFFIC	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT I	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	1.0	-	-	-
OFFICE ASSISTANT III	2.0	2.0	2.0	2.0	1.0
PARALEGAL	1.0	1.0	1.0	1.0	1.0
REHABILITATION COORDINATOR	1.0	1.0	1.0	1.0	-
RISK INV/SAFETY COORD.	1.0	1.0	1.0	1.0	-
Total FTEs	21.5	21.5	20.5	20.5	17.5

Notes on Budget and Personnel

- There are no significant changes other than the Risk Management shift.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SPECIAL LIABILITY FUND					
Expenditures					
EMPLOYEE COMPENSATION	42,239	66,510	98,013	98,013	100,128
EMPL BENEFITS	9,146	14,590	22,196	22,196	24,474
Total Expenditures	51,385	81,100	120,209	120,209	124,602
Percent Change		157.83%	148.22%	0.00%	3.65%
Personnel Schedule					
SPECIAL LIABILITY					
ATTORNEY IV	-	-	-	-	1.0
CHIEF OF LITIGATION	-	-	-	-	0.3



MUNICIPAL COURT

Description

The Municipal Court is responsible for the fair and prompt adjudication of alleged City of Topeka ordinance violations and collecting and accounting for fines, fees and court costs. Ancillary functions include providing probation services to identify, supervise, and educate persons with substance abuse problems; issuing and enforcing warrants for court appearances; and providing information to the public concerning court operations.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MUNICIPAL COURT	1,752,648	1,584,363	1,734,631	1,734,631	1,805,028
Total Expenditures	<u>1,752,648</u>	<u>1,584,363</u>	<u>1,734,631</u>	<u>1,734,631</u>	<u>1,805,028</u>
Percent Change		-9.60%	9.48%	9.48%	4.06%

Significant Features

- The Court plans on using new revenue being placed in the Court Technology Fund to maintain and upgrade software and hardware.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MUNICIPAL COURT					
MUNICIPAL COURT	23.0	20.0	19.0	19.0	19.0
PROBATION	3.0	4.0	4.0	4.0	4.0
Total FTE's	<u>28.0</u>	<u>24.0</u>	<u>23.0</u>	<u>23.0</u>	<u>23.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
MUNICIPAL COURT					
General Fund Expenditures					
EMPLOYEE COMPENSATION	800,766	795,214	844,925	844,925	870,990
ALLOWANCES/REIMBURSE	483	522	540	540	540
EMPL BENEFITS	189,640	223,505	222,283	222,283	255,080
UTILITIES	6,826	7,112	5,900	5,900	6,836
INDIV & CONT SERV	319,847	313,135	364,001	364,001	325,103
MISCELLANEOUS	5,170	2,189	10,550	10,550	10,550
INSURANCE	1,975	2,081	1,355	1,355	1,468
MAINTENANCE	5,948	781	16,065	16,065	16,079
RENTS	3,741	3,603	3,742	3,742	3,742
PURCHASED SERVICES	35,100	34,993	37,628	37,628	87,671
SUPPLIES	36,745	9,922	41,701	41,701	36,451
CAPITAL OUTLAY	24,422	0	0	0	0
Total Expenditures	1,430,661	1,393,056	1,548,690	1,548,690	1,614,511
Percent Change		-2.63%	11.17%	11.17%	4.25%

Discussion

This Division is responsible for the fair and prompt adjudication of alleged violations of City ordinances; as well as processing and accounting for payments of fines, fees and court costs.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
Personnel Schedule					
MUNICIPAL COURT					
ADMINISTRATIVE JUDGE	1.0	1.0	1.0	1.0	1.0
COURT CLERK I	9.0	3.0	3.0	3.0	3.0
COURT CLERK II	3.0	6.0	6.0	6.0	6.0
MUNICIPAL COURT ADMINISTRATOR	1.0	1.0	1.0	1.0	1.0
MUNICIPAL COURT JUDGE	1.0	1.0	1.0	1.0	1.0
OFFICE SPECIALIST	2.0	1.0	1.0	1.0	1.0
PROTECTIVE SERVICES OFFICER I	4.0	4.0	3.0	3.0	3.0
PROTECTIVE SERVICES OFFICER II	1.0	1.0	1.0	1.0	1.0
SENIOR COURT CLERK	1.0	2.0	2.0	2.0	2.0
Total FTEs	23.0	20.0	19.0	19.0	19.0

Notes on Budget and Personnel

- There are no significant programmatic changes for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PROBATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	265,769	129,824	122,931	122,931	125,158
EMPL BENEFITS	35,330	39,109	34,267	34,267	37,384
UTILITIES	2,509	2,644	2,400	2,400	2,400
INDIV & CONT SERV	16,229	17,933	20,227	20,227	18,776
MISCELLANEOUS	172	0	1,850	1,850	1,850
INSURANCE	11	12	12	12	0
MAINTENANCE	0	0	175	175	200
RENTS	1,153	1,153	1,154	1,154	1,900
PURCHASED SERVICES	0	63	500	500	500
SUPPLIES	812	569	2,425	2,425	2,350
Total Expenditures	321,986	191,307	185,941	185,941	190,518
Percent Change		-40.59%	-2.80%	-2.80%	2.46%

Discussion

The Probation Division is responsible for preparing drug and alcohol evaluations; supervising & monitoring persons on probation; and conducting the alcohol information school. The division is also responsible for scheduling and coordinating the activities of House Arrest and community service participants.

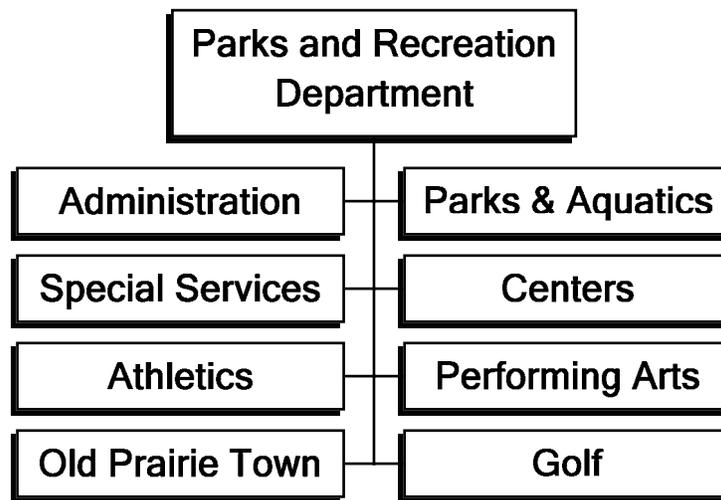
This Division is responsible for the fair and prompt adjudication of alleged violations of City ordinances; as well as processing and accounting for payments of fines, fees and court costs.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
PROBATION					
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	1.0	-	-	-	-
PROBATION OFFICER I	1.0	-	-	1.0	1.0
PROBATION OFFICER II	1.0	2.0	2.0	1.0	1.0
Total FTEs	5.0	3.0	3.0	3.0	3.0

Notes on Budget and Personnel

- There are no significant programmatic changes for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ALCOHOL & DRUG SAFETY					
Expenditures					
EMPLOYEE COMPENSATION	37,690	25,738	39,261	39,261	40,165
EMPL BENEFITS	9,597	7,068	11,152	11,152	12,177
INDIV & CONT SERV	1,690	2,200	3,500	3,500	3,500
MISCELLANEOUS	1,220	1,496	0	0	0
PURCHASED SERVICES	117	100	2,000	2,000	2,000
SUPPLIES	4,364	2,543	2,500	2,500	2,500
Total Expenditures	54,677	39,144	58,413	58,413	60,342
Percent Change		-28.41%	49.23%	49.23%	3.30%
Personnel Schedule					
ALCOHOL & DRUG SAFETY					
PROBATION OFFICER I	1.0	1.0	1.0	1.0	1.0
Total FTEs	1.0	1.0	1.0	1.0	1.0



PARK AND RECREATION

Description

The Parks and Recreation Department provides a full-range of open space and leisure service activities for the City of Topeka. The department is comprised of the following basic program areas: Administration, Parks, Aquatics, Special Services, Centers, Athletics, Theater, Old Prairie Town at Historic Ward-Meade Site, and Golf.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ADMINISTRATION	2,119,344	2,041,241	2,005,876	2,005,876	2,057,121
SWIMMING POOLS	629,079	531,549	548,031	548,031	597,123
POOL MAINTENANCE	285,472	137,131	146,408	146,408	60,190
PARK MUSIC SERIES	16,938	0	0	0	0
TRAIN OPERATIONS	111,825	99,200	111,708	111,708	105,693
GROUNDS & FACILITY MAINT	1,300,505	1,067,387	1,041,370	1,041,370	1,127,696
FORESTRY	860,199	559,928	508,185	508,185	518,892
HORTICULTURE	626,722	570,817	586,995	586,995	449,792
SPECIAL SERVICES ADMIN	73,647	36,728	13,391	13,391	19,021
SENIOR ADULTS	99,219	102,567	116,133	116,133	118,635
CREATIVE PLAY	134,239	133,781	133,528	133,528	135,502
ADAPTIVE RECREATION	139,082	140,617	166,704	166,704	171,133
HELEN HOCKER THEATER	360,852	332,619	368,887	368,887	375,384
COMMUNITY CENTERS	1,245,742	1,194,505	1,070,967	1,070,967	1,049,371
SUMMER CAMPS	232,905	214,854	240,195	240,195	238,809
OLD PRAIRIE TOWN	374,803	355,089	266,992	266,992	274,970
CONCESSION STANDS	108,789	50,095	91,118	91,118	76,022
ATHLETICS ADMINISTRATION	249,268	233,702	261,789	261,789	228,776
ADULT SPORTS	173,659	167,010	182,428	182,428	171,635
YOUTH SPORTS	17,469	9,764	24,000	24,000	19,750
CYPRESS RIDGE GOLF COURSE	834,555	942,850	796,023	796,023	796,336
Total Expenditures	9,994,313	8,921,434	8,680,728	8,680,728	8,591,850
Percent Change		-10.73%	-2.70%	-2.70%	-1.02%

Significant Features

- Parks and Recreation staffing was reduced by a total of 26.5 FTE positions by the 2010 position actions. Three were eliminated in February to help meet the budgeted \$1.0 million salary reduction; ten took advantage of the Retirement Incentive; and 13.5 during the reduction in force in June. Altogether the annual savings from the General Fund is over \$1.3 million. Another 2.5 FTE positions were eliminated by turning over the operation of the Recycling Facility to Garick Industries, a privately held business.

- Staff and operating dollars were moved to Public Works Facilities in the consolidation of maintenance services.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
PARK AND RECREATION					
ADMINISTRATION	12.0	12.0	8.5	8.5	11.0
SWIMMING POOLS	1.0	1.0	1.0	1.0	1.0
POOL MAINTENANCE	-	-	-	-	1.0
GROUNDS & FACILITY MAINT	27.0	24.0	12.0	12.0	11.0
FORESTRY	12.0	13.0	11.0	11.0	9.0
HORTICULTURE	6.0	6.0	5.0	5.0	6.0
SENIOR ADULTS	1.0	1.0	1.0	1.0	1.0
CREATIVE PLAY	1.0	1.0	1.0	1.0	1.0
ADAPTIVE RECREATION	3.0	3.0	2.0	2.0	2.0
HELEN HOCKER THEATER	4.0	4.0	4.0	4.0	4.0
COMMUNITY CENTERS	17.0	16.0	11.5	11.5	10.5
OLD PRAIRIE TOWN	4.0	4.0	2.0	2.0	2.0
ATHLETICS ADMINISTRATION	4.0	4.0	4.0	4.0	3.0
Total FTE's	92.0	59.0	63.0	63.0	62.5

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ADMINISTRATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	598,165	528,200	473,738	473,738	564,754
ALLOWANCES/REIMBURSE	1,056	1,044	1,080	1,080	1,440
EMPL BENEFITS	131,972	152,826	110,554	110,554	160,533
UTILITIES	416,262	357,180	402,327	402,327	384,327
INDIV & CONT SERV	219,810	217,178	205,067	205,067	211,706
MISCELLANEOUS	67,101	57,519	72,279	72,279	82,094
INSURANCE	87,591	85,571	105,110	105,110	73,525
MAINTENANCE	174,681	202,511	142,816	142,816	207,340
RENTS	5,685	5,823	5,200	5,200	5,200
PURCHASED SERVICES	10,762	16,820	2,480	2,480	2,230
SUPPLIES	177,404	175,725	194,854	194,854	228,238
CAPITAL OUTLAY	228,854	239,651	290,371	290,371	135,734
CLEARING	0	1,192	0	0	0
Total Expenditures	2,119,344	2,041,241	2,005,876	2,005,876	2,057,121
Percent Change		-3.69%	-1.73%	-1.73%	2.55%

Discussion

Administration provides oversight and support for the entire department, including budgeting, park planning, and other administrative functions. Among other activities, administrative staff annually process approximately 17,000 program registrations; gives out over 200 program scholarships; processes over 4,000 payment vouchers; and processes for hire about 500 seasonal and part-time workers each summer. The staff work with the Parks and Recreation Advisory Board and the Parks and Recreation Foundation Board. The Advisory Board has representatives appointed by the City of Topeka, plus representatives from USD 501, Seaman, Washburn Rural, and Shawnee Heights school districts. The Foundation Board has representatives from throughout Topeka and Shawnee County with the goal of raising private dollars to support the provision of leisure services to the Topeka/Shawnee County community.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ADMINISTRATION					
ACCOUNTING SPEC. III	1.0	1.0	1.0	1.0	-
ASSOC. DIRECTOR OF ADMIN.	1.0	1.0	-	-	-
BUSINESS SERVICES MANAGER	-	-	-	-	1.0
DIRECTOR OF P&R PLAN & DEVELOP	1.0	1.0	1.0	1.0	1.0
DIRECTOR OF PARKS & RECREATION	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT I	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	2.0	2.0	1.5	1.5	3.0
OFFICE ASSISTANT III	3.0	3.0	2.0	2.0	2.0
PARK SUPERINTENDANT	-	-	-	-	1.0
PARK SUPERINTENDENT	1.0	1.0	1.0	1.0	-
PUBLIC RELATIONS SPEC.	1.0	1.0	-	-	-
RECREATION PROGRAM MANAGER	-	-	-	-	1.0
Total FTEs	12.0	12.0	8.5	8.5	11.0

Notes on Budget and Personnel

- None.

Parks Division Discussion

The Parks Division consists of park administration, grounds maintenance, facilities maintenance, pools/projects, forestry and horticulture sections. This program area maintains over 100 parks, green spaces and cemeteries within the City's 1,600-acre park system, plus recreational facilities within those parks.

- Park administration is responsible for the central communications, purchasing, personnel, adopt-a-park, memorial benches, budget and administrative center.
 - Grounds maintenance is responsible for mowing, refuse collection, athletic fields, signage, snow removal, playgrounds, fences, plumbing and equipment operation.
 - Facilities maintenance is responsible for repairs and renovations of community centers, shelter houses, concession buildings, HVAC, carpentry, welding, painting, tennis courts, electrical/lighting, sound systems, special events, parking lots and sidewalks.
 - Pools/projects is responsible for pool maintenance and large construction project management. Partners with the Topeka Swim Association and the Topeka Master Swim Association.
 - Forestry is responsible for care of city trees, the yard material recycling facility, and Holiday lighting on Kansas Avenue.
 - Horticulture serves and beautifies the landscaped areas in parks, the Gage Park Rose Garden, the Ward-Meade Botanical Garden, the Kansas Avenue Streetscape, maintains all trails, provides nature tours, operates the Gage Park Greenhouse, and coordinates the displays at the annual Topeka Flower Lawn and Garden Show.
- The Budgets for the various sections of Parks are shown below.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SWIMMING POOLS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	393,922	328,815	366,075	366,075	400,249
EMPL BENEFITS	45,873	41,263	37,311	37,311	13,369
UTILITIES	123,901	96,688	98,886	98,886	116,886
INDIV & CONT SERV	510	1,834	0	0	0
MISCELLANEOUS	817	708	684	684	735
INSURANCE	90	72	95	95	44
RENTS	0	3,245	0	0	0
PURCHASED SERVICES	0	427	0	0	0
SUPPLIES	63,966	58,498	44,980	44,980	65,840
Total Expenditures	629,079	531,549	548,031	548,031	597,123
Percent Change		-15.50%	3.10%	3.10%	8.96%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
SWIMMING POOLS					
RECREATION SPECIALIST III	1.0	1.0	1.0	1.0	1.0
Total FTEs	1.0	1.0	1.0	1.0	1.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
POOL MAINTENANCE					
General Fund Expenditures					
EMPLOYEE COMPENSATION	130,318	94,647	91,289	91,289	32,322
EMPL BENEFITS	36,384	31,580	28,402	28,402	11,151
MISCELLANEOUS	142	0	225	225	225
MAINTENANCE	82,823	3,824	8,091	8,091	5,091
PURCHASED SERVICES	11,031	0	275	275	275
SUPPLIES	24,774	7,079	18,126	18,126	11,126
Total Expenditures	285,472	137,131	146,408	146,408	60,190
Percent Change		-51.96%	6.77%	6.77%	-58.89%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
POOL MAINTENANCE					
MAINTENANCE WORKER II	-	-	-	-	1.0
Total FTEs	-	-	-	-	1.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
TRAIN & CAROUSEL OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	65,696	62,633	60,026	60,026	66,169
EMPL BENEFITS	6,480	6,396	6,158	6,158	0
UTILITIES	3,919	#REF!	3,925	3,925	3,925
INDIV & CONT SERV	1,934	3,401	1,250	1,250	1,258
MISCELLANEOUS	585	679	1,000	1,000	1,000
INSURANCE	5,353	5,405	8,107	8,107	8,099
MAINTENANCE	181	157	3,100	3,100	4,100
RENTS	510	510	525	525	525
PURCHASED SERVICES	12,679	2,754	10,800	10,800	2,800
SUPPLIES	14,487	13,467	16,817	16,817	17,817
Total Expenditures	111,825	99,200	111,708	111,708	105,693
Percent Change		-12.27%	13.87%	13.87%	-5.38%

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
GROUND & FACILITIES MAINT					
General Fund Expenditures					
EMPLOYEE COMPENSATION	740,758	648,813	548,019	548,019	711,491
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	184,660	187,142	136,452	136,452	144,807
UTILITIES	1,315	770	300	300	300
INDIV & CONT SERV	1,196	4,522	4,950	4,950	4,950
MISCELLANEOUS	181	75	850	850	850
MAINTENANCE	219,491	126,001	175,111	175,111	93,611
RENTS	693	48	700	700	700
PURCHASED SERVICES	16,673	10,936	20,800	20,800	20,800
SUPPLIES	135,538	89,081	154,188	154,188	150,188
Total Expenditures	1,300,505	1,067,388	1,041,370	1,041,370	1,127,696
Percent Change		-17.93%	-2.44%	-2.44%	8.29%

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
(GROUND & FACILITIES MAINT					
EQUIPMENT OPERATOR I	3.0	1.0	-	-	-
EQUIPMENT OPERATOR II	-	-	-	-	2.0
EQUIPMENT OPERATOR III	1.0	1.0	-	-	-
FACILITIES SUPERVISOR	1.0	1.0	1.0	1.0	-
HORTICULTURIST	-	-	-	-	2.0
HVAC SPECIALIST II	1.0	1.0	-	-	-
MAINTENANCE WORKER II	14.0	14.0	10.0	10.0	5.0
MAINTENANCE WORKER III	3.0	3.0	-	-	-
OFFICE SPECIALIST	1.0	-	-	-	-
SUPERVISOR III	2.0	2.0	1.0	1.0	2.0
WELDER	1.0	1.0	-	-	-
Total FTEs	27.0	24.0	12.0	12.0	11.0

Notes on Budget and Personnel

- The shift in personnel and operating costs to Public Works Facilities is reflected in this budget.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FORESTRY					
General Fund Expenditures					
EMPLOYEE COMPENSATION	471,916	389,358	367,949	367,949	372,744
EMPL BENEFITS	136,915	134,242	117,152	117,152	123,064
UTILITIES	751	594	175	175	175
INDIV & CONT SERV	6,493	588	225	225	225
MISCELLANEOUS	4,332	3,082	1,350	1,350	1,350
MAINTENANCE	35,289	13,145	250	250	250
RENTS	1,648	1,140	2,500	2,500	2,500
PURCHASED SERVICES	0	792	0	0	0
SUPPLIES	51,156	16,987	18,584	18,584	18,584
CAPITAL OUTLAY	151,700	0	0	0	0
Total Expenditures	860,199	559,928	508,185	508,185	518,892
Percent Change		-34.91%	-9.24%	-9.24%	2.11%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
FORESTRY					
ARBORIST I	2.0	1.0	1.0	1.0	1.0
ARBORIST II	4.0	5.0	3.0	3.0	3.0
ARBORIST III	4.0	4.0	4.0	4.0	4.0
CITY FORESTER	1.0	1.0	1.0	1.0	1.0
EQUIPMENT OPERATOR II	1.0	2.0	2.0	2.0	-
Total FTEs	12.0	13.0	11.0	11.0	9.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
HORTICULTURE					
General Fund Expenditures					
EMPLOYEE COMPENSATION	456,539	402,552	404,046	404,046	307,778
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	111,852	131,045	110,100	110,100	80,165
UTILITIES	2,865	4,118	4,323	4,323	5,017
INDIV & CONT SERV	1,800	2,680	5,543	5,543	5,499
MISCELLANEOUS	150	243	475	475	475
MAINTENANCE	1,293	25	1,725	1,725	725
RENTS	147	0	150	150	0
PURCHASED SERVICES	98	11	0	0	0
SUPPLIES	51,978	30,143	60,633	60,633	50,133
Total Expenditures	626,722	570,817	586,995	586,995	449,792
Percent Change		-8.92%	2.83%	2.83%	-23.37%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
HORTICULTURE					
HORTICULTURIST	6.0	6.0	5.0	5.0	3.0
MAINTENANCE WORKER II	-	-	-	-	3.0
Total FTEs	6.0	6.0	5.0	5.0	6.0

Special Services Discussion

The Special Services Division provides active and spectator level leisure service programming. Major responsibilities include:

- Classes, workshops, trips, special events, and social events for preschoolers, senior adults, youth and adults with special needs.
- These programs also provide volunteer opportunities for both youth and adults.
- These programs include opportunities for local citizens to participate in national level athletic competition in both the Senior Olympics and the Special Olympics.
- Provides youth summer day camps, accommodation assessment services for the department, and a college internship program.

Special Services program staff annually serve:

- Approximately 5,900 persons through the Senior Adult program.
- Approximately 600 registrants for the Senior Olympics.
- Approximately 500 participants in the Adaptive Recreation program.
- Approximately 300 registrants in the Creative Play programs.
- Approximately 2,800 volunteers annually donate over 34,000 hours of support for programs and services.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SPECIAL SERVICES ADMINISTRATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	56,126	26,025	0	0	0
EMPL BENEFITS	13,186	9,202	0	0	0
INDIV & CONT SERV	2,757	2,752	2,872	2,872	2,979
MISCELLANEOUS	299	120	800	800	800
INSURANCE	636	-1,788	8,519	8,519	8,519
SUPPLIES	643	417	1,200	1,200	6,723
Total Expenditures	<u>73,647</u>	<u>36,728</u>	<u>13,391</u>	<u>13,391</u>	<u>19,021</u>
Percent Change		-50.13%	-63.54%	-63.54%	42.04%

Notes on Budget and Personnel

- There are no significant program changes in 2012

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SENIOR ADULTS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	60,184	60,559	69,671	69,671	73,049
EMPL BENEFITS	12,982	16,574	15,482	15,482	14,439
UTILITIES	619	563	600	600	600
INDIV & CONT SERV	7,181	7,146	7,599	7,599	8,258
MISCELLANEOUS	4,677	1,961	4,681	4,681	2,300
INSURANCE	1,138	1,290	1,450	1,450	1,227
RENTS	3,770	3,419	3,800	3,800	3,800
PURCHASED SERVICES	0	0	2,000	2,000	1,600
SUPPLIES	8,668	11,056	10,850	10,850	13,363
Total Expenditures	99,219	102,567	116,133	116,133	118,635
Percent Change		3.37%	13.23%	13.23%	2.15%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					

SENIOR ADULTS					
RECREATION SPECIALIST II	1.0	1.0	1.0	1.0	1.0
Total FTEs	1.0	1.0	1.0	1.0	1.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CREATIVE PLAY					
General Fund Expenditures					
EMPLOYEE COMPENSATION	105,562	100,119	102,533	102,533	108,733
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	17,548	25,070	19,305	19,305	14,973
UTILITIES	1,385	1,350	1,300	1,300	1,450
INDIV & CONT SERV	3,536	3,483	3,190	3,190	2,870
MISCELLANEOUS	885	563	1,100	1,100	1,000
MAINTENANCE	94	121	350	350	350
RENTS	374	420	300	300	450
PURCHASED SERVICES	826	252	1,350	1,350	1,250
SUPPLIES	4,030	2,403	4,100	4,100	4,425
Total Expenditures	134,239	133,781	133,528	133,528	135,502
Percent Change		-0.34%	-0.19%	-0.19%	1.48%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					

CREATIVE PLAY					
RECREATION SPECIALIST II	1.0	1.0	1.0	1.0	1.0
Total FTEs	1.0	1.0	1.0	1.0	1.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ADAPTIVE RECREATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	95,479	100,931	116,763	116,763	120,525
EMPL BENEFITS	21,017	28,514	28,376	28,376	28,876
UTILITIES	636	389	800	800	800
INDIV & CONT SERV	8,276	6,144	8,690	8,690	8,858
MISCELLANEOUS	5,013	1,275	2,650	2,650	2,650
MAINTENANCE	25	53	25	25	25
RENTS	1,540	895	1,800	1,800	1,800
PURCHASED SERVICES	634	539	500	500	500
SUPPLIES	6,461	1,877	7,100	7,100	7,100
Total Expenditures	139,082	140,617	166,704	166,704	171,133
Percent Change		1.10%	18.55%	18.55%	2.66%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					

ADAPTIVE RECREATION					
RECREATION SPECIALIST II	1.0	1.0	1.0	1.0	1.0
RECREATION SPECIALIST IV	2.0	2.0	1.0	1.0	1.0
Total FTEs	3.0	3.0	2.0	2.0	2.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
HELEN HOCKER THEATER					
General Fund Expenditures					
EMPLOYEE COMPENSATION	176,592	183,900	204,318	204,318	210,876
EMPL BENEFITS	41,104	52,529	52,918	52,918	52,493
UTILITIES	3,290	3,069	2,500	2,500	2,500
INDIV & CONT SERV	58,811	41,352	41,988	41,988	42,352
MISCELLANEOUS	24,952	14,877	18,527	18,527	18,662
INSURANCE	642	513	638	638	503
MAINTENANCE	947	639	1,150	1,150	1,150
RENTS	3,111	2,229	2,200	2,200	2,200
PURCHASED SERVICES	22,391	13,269	18,775	18,775	16,775
SUPPLIES	29,013	20,243	25,873	25,873	27,873
Total Expenditures	360,852	332,619	368,887	368,887	375,384
Percent Change		-7.82%	10.90%	10.90%	1.76%

The Helen Hocker Theater enhances the artistic and cultural experiences of youth, adults and families in the Topeka community. This program area annually provides the following activities:

- Youth theater productions, adult and family theater productions, summer theater camps, theater workshops and classes, volunteer opportunities for theater enthusiasts, both youth and adults, and outreach theater community service projects.
- The Bath House Players theater program for area youth ages 14 to 18.
- A Topeka Youth Players theater program for area youth ages 11 to 13.
- A Star Struck Players theater program for area youth ages 7 to 10.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
HELEN HOCKER THEATER					
MAINTENANCE WORKER III	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0
RECREATION SPECIALIST IV	1.0	1.0	1.0	1.0	1.0
TECHNICAL THEATER SPECIALIST	1.0	1.0	1.0	1.0	1.0
Total FTEs	4.0	4.0	4.0	4.0	4.0

Notes on Budget and Personnel

- No programmatic changes budgeted for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
COMMUNITY CENTERS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	785,018	718,006	574,498	574,498	558,301
EMPL BENEFITS	174,797	205,045	136,859	136,859	133,167
UTILITIES	149,125	145,112	177,842	177,842	175,946
INDIV & CONT SERV	80,497	75,488	107,029	107,029	106,098
MISCELLANEOUS	4,887	4,394	6,625	6,625	5,671
INSURANCE	238	2,054	3,407	3,407	3,424
MAINTENANCE	2,815	4,522	3,900	3,900	6,450
RENTS	4,607	7,160	5,100	5,100	7,350
PURCHASED SERVICES	12,006	11,409	20,225	20,225	13,390
SUPPLIES	31,753	21,313	35,482	35,482	39,574
Total Expenditures	<u>1,245,742</u>	<u>1,194,505</u>	<u>1,070,967</u>	<u>1,070,967</u>	<u>1,049,371</u>
Percent Change		-4.11%	-10.34%	-10.34%	-2.02%

Discussion

The Community Centers Division has facilities located in seven neighborhoods and focus on a wide variety of activities for youth, adults, families, and seniors. Approximately 275,000 participants partake in programs and services at the community centers on an annual basis.

Programs and services include after school drop-in activities for youth, family activities, special interest classes and workshops, special events, leisure partnerships with other community organizations, and meeting locations for community groups.

The summer day camps continue to be a popular educational and leisure experience for area youth ages 6 to 14 years old. Annually these day camps serve approximately 4,000 registrants with revenue generation in excess of \$250,000.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
COMMUNITY CENTERS					
RECREATION SPECIALIST I	9.0	8.0	6.5	6.5	5.5
RECREATION SPECIALIST II	1.0	1.0	1.0	1.0	-
RECREATION SPECIALIST III	5.0	5.0	3.0	3.0	5.0
RECREATION SPECIALIST IV	2.0	2.0	1.0	1.0	-
Total FTEs	<u>17.0</u>	<u>16.0</u>	<u>11.5</u>	<u>11.5</u>	<u>10.5</u>

Notes on Budget and Personnel

- The Rice Community Center had been scheduled to close in August 2010, however Council action added \$49,000 for 2011 to restore the Center to part time operations. Approximately the same level is included for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SUMMER CAMPS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	147,921	140,008	146,478	146,478	164,201
EMPL BENEFITS	14,244	13,872	14,109	14,109	0
UTILITIES	1,399	1,361	1,750	1,750	1,850
INDIV & CONT SERV	8,345	7,720	7,763	7,763	5,775
MISCELLANEOUS	440	235	875	875	825
INSURANCE	954	0	1,000	1,000	0
MAINTENANCE	594	562	662	662	50
RENTS	41,027	35,838	41,357	41,357	40,536
PURCHASED SERVICES	1,613	1,640	2,125	2,125	1,775
SUPPLIES	16,369	13,619	24,076	24,076	23,797
Total Expenditures	<u>232,905</u>	<u>214,854</u>	<u>240,195</u>	<u>240,195</u>	<u>238,809</u>
Percent Change		-7.75%	11.79%	11.79%	-0.58%

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
OLD PRAIRIE TOWN					
General Fund Expenditures					
EMPLOYEE COMPENSATION	232,543	226,525	147,587	147,587	160,059
EMPL BENEFITS	48,539	55,978	30,791	30,791	25,812
UTILITIES	17,785	20,200	17,300	17,300	17,600
INDIV & CONT SERV	15,954	29,971	16,424	16,424	15,359
MISCELLANEOUS	13,114	2,987	16,000	16,000	15,133
INSURANCE	652	695	625	625	592
MAINTENANCE	10,427	3,183	5,300	5,300	5,340
RENTS	5,891	4,301	500	500	700
PURCHASED SERVICES	4,288	1,356	6,750	6,750	8,250
SUPPLIES	25,609	9,891	25,715	25,715	26,125
Total Expenditures	374,803	355,089	266,992	266,992	274,970
Percent Change		-5.26%	-24.81%	-24.81%	2.99%

Discussion

The Old Prairie Town at Historic Ward-Meade is a unique attraction that contains a botanical garden, the Ward-Meade home, and Prairie Crossings, a historical turn-of-the-century town.

Annually the Old Prairie Town at Historic Ward-Meade program area will –

- Serve approximately 3,000 volunteer meals.
- Host over 35 weddings and receptions.
- Provide tours for approximately 4,000 visitors annually.
- Accommodate approximately 11,000 visitors at the annual Apple Festival in October.
- Maintain and program out of the eleven buildings on this historic park site.
- Host the annual Holiday Happenings, a Victorian Christmas tradition each December for approximately 380 guests.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
OLD PRAIRIE TOWN					
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	-
OFFICE SPECIALIST	-	-	-	-	1.0
RECREATION SPECIALIST I	1.0	1.0	-	-	-
RECREATION SPECIALIST II	1.0	1.0	1.0	1.0	-
RECREATION SPECIALIST III	-	-	-	-	1.0
RECREATION SPECIALIST IV	1.0	1.0	-	-	-
Total FTEs	4.0	4.0	2.0	2.0	2.0

Notes on Budget and Personnel

Old Prairie Town was reduced by 2.0 FTE positions in 2011.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CONCESSION STANDS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	39,108	17,330	18,500	18,500	20,322
EMPL BENEFITS	3,189	1,399	1,493	1,493	0
UTILITIES	857	873	25	25	900
INDIV & CONT SERV	1,124	1,076	800	800	1,100
MAINTENANCE	116	0	200	200	200
RENTS	850	850	900	900	1,200
PURCHASED SERVICES	5,879	298	7,100	7,100	600
SUPPLIES	57,665	28,271	62,100	62,100	51,700
Total Expenditures	<u>108,789</u>	<u>50,095</u>	<u>91,118</u>	<u>91,118</u>	<u>76,022</u>
Percent Change		-53.95%	81.89%	81.89%	-16.57%

Discussion

The concessions program provides the visiting public with food and refreshments in conjunction with the department's various programs and events.

Concessions services are operated at the following locations –

- Rueger Park Softball Complex.
- Felker Park Softball Complex.
- Blaisdell Family Aquatic Center, Crestview Pool, Garfield Pool, Hillcrest Family Aquatic Center, and Oakland Pool.
- Gage Park Mini-Train Depot.
- Gage Park Carousel.

Notes on Budget and Personnel

Expenditures are reduced for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ATHLETICS ADMINISTRATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	183,374	165,233	188,779	188,779	161,631
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	46,524	49,200	53,745	53,745	46,761
UTILITIES	1,324	1,305	1,375	1,375	1,400
INDIV & CONT SERV	11,195	10,584	10,715	10,715	11,109
MISCELLANEOUS	1,578	787	1,800	1,800	1,400
MAINTENANCE	45	0	0	0	0
RENTS	2,755	2,644	2,500	2,500	2,500
PURCHASED SERVICES	0	165	0	0	0
SUPPLIES	2,473	3,784	2,875	2,875	3,975
Total Expenditures	249,268	233,702	261,789	261,789	228,776
Percent Change		-6.24%	12.02%	12.02%	-12.61%

Discussion

The Athletics Division provides various sports activities for area youth and adults. This program area annually provides leisure experiences for the following:

- Approximately 125 adult basketball teams; approximately 500 adult softball teams; approximately 475 adult volleyball teams; approximately 525 youth basketball players; approximately 750 youth volleyball players; and approximately 1,500 participants in youth and adult tennis.
- Provides concession venues at the Rueger Park Softball Complex and the five city swimming pools.

This program area annually partners with such community organizations as the:

- Sunflower Soccer Association
- Topeka Tennis Association
- YMCA of Topeka
- Sunflower State Games
- U.S.D. 501 School District
- National Youth Sports Coaches Assoc. of Kansas
- Kansas Amateur Softball Association

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ATHLETICS ADMINISTRATION					
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	-
RECREATION SPECIALIST II	2.0	2.0	2.0	2.0	2.0
RECREATION SPECIALIST IV	1.0	1.0	1.0	1.0	1.0
Total FTEs	4.0	4.0	4.0	4.0	3.0

Notes on Budget and Personnel

- There are no significant program changes budgeted for 2012

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
ADULT SPORTS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	25,427	26,088	31,560	31,560	34,669
EMPL BENEFITS	2,528	7,340	3,169	3,169	0
UTILITIES	1,633	1,594	1,350	1,350	1,775
INDIV & CONT SERV	128,609	122,687	130,069	130,069	122,500
MISCELLANEOUS	2,744	760	3,850	3,850	1,500
MAINTENANCE	719	655	616	616	666
RENTS	765	200	1,400	1,400	275
PURCHASED SERVICES	0	0	100	100	1,300
SUPPLIES	11,233	7,686	10,314	10,314	8,950
Total Expenditures	<u>173,659</u>	<u>167,010</u>	<u>182,428</u>	<u>182,428</u>	<u>171,635</u>
Percent Change		-3.83%	9.23%	9.23%	-5.92%

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
YOUTH SPORTS					
General Fund Expenditures					
INDIV & CONT SERV	13,407	8,804	17,500	17,500	14,000
MISCELLANEOUS	0	0	800	800	500
SUPPLIES	4,062	960	5,700	5,700	5,250
Total Expenditures	<u>17,469</u>	<u>9,764</u>	<u>24,000</u>	<u>24,000</u>	<u>19,750</u>
Percent Change		-44.11%	145.81%	145.81%	-17.71%

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CYPRESS RIDGE GOLF COURSE					
General Fund Expenditures					
EMPLOYEE COMPENSATION	0	0	0	0	0
EMPL BENEFITS	0	0	0	0	0
UTILITIES	38,065	49,557	17,450	17,450	17,450
INDIV & CONT SERV	453,691	466,306	630,892	630,892	630,992
MISCELLANEOUS	18,333	13,663	1,250	1,250	1,250
INSURANCE	9,140	12,735	3,296	3,296	3,509
MAINTENANCE	32,905	30,961	850	850	850
RENTS	38,940	71,678	19,750	19,750	19,750
PURCHASED SERVICES	0	0	25,050	25,050	25,050
SUPPLIES	243,481	262,196	97,485	97,485	97,485
CLEARING	0	20,243	0	0	0
Percent Change		12.98%	-15.57%	-15.57%	0.04%

Discussion

- The Golf Division is responsible for the administration and operation of the 18-hole Cypress Ridge Golf Course (formerly Topeka Public Golf Course). Open 362 days per year, it is one of the most popular courses in Kansas, with approximately 26,000 rounds annually. Rounds played have decreased as a result of economic conditions and, to some extent, other factors includes a national downward trend in rounds played and the development of new golf courses.
- Each year, the golf course hosts approximately 40 outside golf events, along with 9 weekly golf leagues. Approximately 70 boys and girls participate in the summer Junior Golf Program.

Notes on Budget and Personnel

- The golf course is operated under contract by Billy Casper Golf, LLC.

**Planning
Department**

PLANNING DEPARTMENT

Description

The Topeka Planning Department is a full service land use planning organization serving the citizens of both the City of Topeka and 3 mile extraterritorial jurisdiction. The Department provides many services including current, transportation and long range planning. Current Planning includes the processing of applications for rezoning, subdivision plats, rights-of-way vacation, zoning appeals, amendments to the Zoning and Subdivision Ordinances, and zoning enforcement. Transportation Planning services include demographic research and regional transportation planning. Long Range Planning includes the development of neighborhood plans, development of the various elements of the Comprehensive Plan, administration of the Neighborhood Revitalization Tax Rebate and Facade Improvement programs, annexation studies, and other issues concerning the growth and development of the community.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
PLANNING DEPARTMENT	897,258	860,580	738,657	738,657	796,583
Total Expenditures	<u>897,258</u>	<u>860,580</u>	<u>738,657</u>	<u>738,657</u>	<u>796,583</u>
Percent Change		-4.09%	-14.17%	-14.17%	7.84%

Significant Features

- The Department receives federal support for regional transportation planning activities, which provides funding for plans such as bikeways plan, complete streets policies and transit related studies.
- No changes proposed in operations compared to the 2012 budget.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Summary by Program					
PLANNING DEPARTMENT					
PLANNING DEPARTMENT	14.0	14.0	10.0	10.0	8.6
Total FTE's	<u>14.0</u>	<u>14.0</u>	<u>10.0</u>	<u>10.0</u>	<u>8.6</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PLANNING DEPARTMENT					
Expenditures					
EMPLOYEE COMPENSATION	656,532	604,013	496,524	496,524	538,187
ALLOWANCES/REIMBURSE	3,430	3,630	3,035	3,035	1,020
EMPL BENEFITS	125,397	154,207	121,134	121,134	138,150
UTILITIES	1,196	1,073	1,180	1,180	1,180
INDIV & CONT SERV	85,252	69,061	85,847	78,706	80,883
MISCELLANEOUS	10,391	8,212	15,415	15,415	15,415
INSURANCE	2,208	2,294	1,281	1,281	1,004
MAINTENANCE	1,109	1,479	2,363	2,363	2,391
RENTS	4,449	4,272	4,390	4,891	4,225
PURCHASED SERVICES	502	8,201	631	7,271	7,271
SUPPLIES	6,793	4,139	6,857	6,857	6,857
Total Expenditures	897,258	860,580	738,657	738,657	796,583
Percent Change		-4.09%	-14.17%	-14.17%	7.84%

Discussion

The intended overall outcome of a successful land use and development planning program is an improved community that enjoys rising property values, strong neighborhoods, a healthy housing and commercial real estate market, high paying new jobs, an efficient highway and transit system, a dynamic downtown, safe parks and interconnected trail systems, and a community that is growing and attracting new residents and business investments. Indications of success in achieving these outcomes that can be tracked and measured include the number and speed of staff processing of the several types of applications, the completion of the various plan elements and studies and their adoption by the Planning Commission and legislative bodies, and implementation of recommended initiatives in the Comprehensive Plan in the City budget. Further details of programs and activities are contained in the 2010 Annual Report available in the Planning Department.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
PLANNING DEPARTMENT					
DEPUTY PLANNING DIRECTOR	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	1.0	-	-	-
OFFICE SPECIALIST	1.0	1.0	1.0	1.0	0.9
PLANNER I	3.0	3.0	1.0	1.0	1.0
PLANNER II	4.0	4.0	3.0	3.0	2.7
PLANNER III	1.0	1.0	2.0	2.0	1.2
PLANNING DIRECTOR	1.0	1.0	1.0	1.0	0.9
ZONING INSPECTOR	-	-	-	-	1.0
ZONING INSPECTOR II	1.0	1.0	-	-	-
ZONING INSPECTOR IV	1.0	1.0	1.0	1.0	-
Total FTEs	14.0	14.0	10.0	10.0	8.6

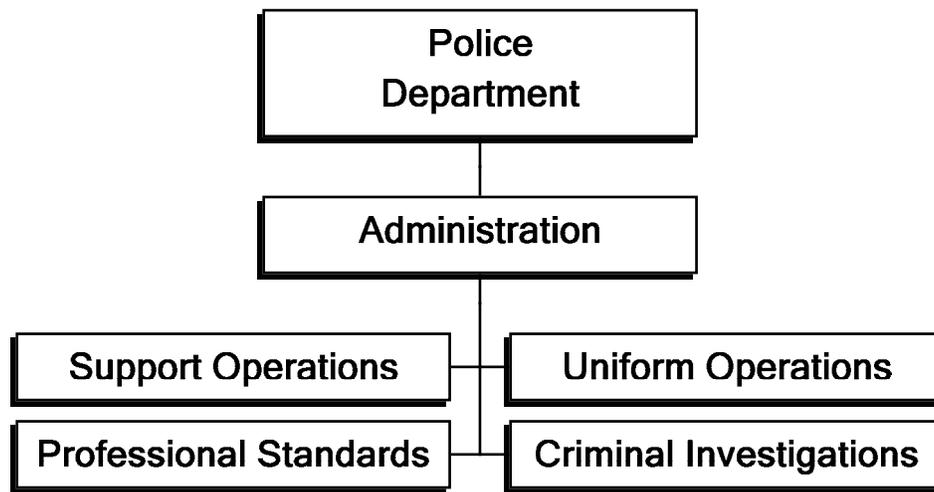
Notes on Budget and Personnel

None

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
PLANNING GRANTS					
Expenditures					
EMPL COMPENSATION	0	80,772	109,682	109,682	93,700
EMPL BENEFITS	0	13,784	26,642	26,642	23,755
INDIV & CONT SERV	226,099	219,341	135,000	196,198	36,667
MISCELLANEOUS	0	3,200	3,200	3,200	3,200
PURCHASED SERVICES	0	1,919	1,720	1,884	1,884
SUPPLIES	0	1,379	120	920	120
CLEARING	0	-976	0	0	0
Total Expenditures	<u>226,099</u>	<u>319,419</u>	<u>276,364</u>	<u>338,526</u>	<u>159,326</u>
Percent Change		41.27%	-13.48%	5.98%	-42.35%

Personnel Schedule	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
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PLANNING GRANTS					
OFFICE SPECIALIST	-	-	-	-	0.1
PLANNER II	-	-	-	-	0.3
PLANNER III	-	-	-	-	0.8
PLANNING DIRECTOR	-	-	-	-	0.2
Total FTEs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1.4</u>



POLICE DEPARTMENT

Description

The Police Department strives to achieve the following goals: Create and maintain a feeling of safety and security within the community, by fostering community spirit and partnerships working toward ensuring the safety of all persons within the Topeka community; Maintain order and preserve public peace; Provide a response to citizens' need for service; Protect private and public property; and Prevent crime by predictive and responsive crime analysis. The Department is authorized 365 full time employees who operate 24 hours, 365 days a year.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ADMINISTRATION	2,321,104	2,375,213	2,570,362	2,579,416	2,744,055
COMMUNITY & SUPPORT SERVICE:	6,460,250	6,576,610	6,162,909	6,122,919	7,424,818
CRIMINAL INVESTIGATION	4,231,576	4,579,234	4,521,801	4,586,602	4,812,655
FIELD OPERATIONS	11,944,633	10,952,728	12,183,514	12,172,544	11,753,898
SPECIAL OPERATIONS	4,343,376	3,656,394	3,729,395	3,706,500	3,705,276
Total Expenditures	29,300,939	28,140,178	29,167,981	29,167,981	30,440,703
Percent Change		-3.96%	3.65%	3.65%	4.36%

Significant Features

- In 2011 and 2012, the Police Department is budgeted to generate salary savings of \$900,000. The savings will be achieved by not filling vacant positions.
- The Police Department budget includes 7.0 FTE Patrol Officer positions funded with federal grant monies. The City is committed to maintain the officers for one year after the end of the three year grant.
- 10.0 FTE vacant positions were reduced from the Department in February 2010 and 2.0 positions were lost via the Retirement Incentive program. The dollar value of these positions is over \$500,000 for 2011.
- The Police Department plans to continue its agreement to provide School Resource Officers to 501 schools.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
POLICE DEPARTMENT					
ADMINISTRATION	30.0	26.0	26.0	26.0	27.0
COMMUNITY & SUPPORT SERVICE:	75.0	76.5	75.5	75.5	83.5
CID	49.0	51.0	51.0	51.0	51.0
FIELD OPERATIONS	170.0	168.0	168.0	168.0	162.0
SPECIAL OPERATIONS	50.0	47.0	47.0	47.0	42.0
Total FTE's	374.0	368.5	367.5	367.5	365.5

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ADMINISTRATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	1,760,266	1,784,495	2,082,664	2,082,664	2,104,365
ALLOWANCES/REIMBURSE	15,043	16,066	14,640	14,640	16,920
EMPL BENEFITS	374,480	447,274	404,362	404,362	532,596
UTILITIES	11,260	4,395	2,200	2,701	2,200
INDIV & CONT SERV	99,163	79,680	17,278	33,498	21,705
MISCELLANEOUS	14,640	7,966	11,475	5,377	15,425
INSURANCE	6,337	0	0	0	0
MAINTENANCE	9,629	10,854	13,947	10,545	14,558
PURCHASED SERVICES	1,917	372	1,000	1,000	1,500
SUPPLIES	28,369	24,111	22,796	24,629	34,786
Total Expenditures	2,321,104	2,375,213	2,570,362	2,579,416	2,744,055
Percent Change		2.33%	8.22%	8.60%	6.76%

Discussion

The Administrative Division is responsible for overall operations and functions of the department through budgeting, planning and research, accreditation, professional standard compliance, inspections, policy development, crime analysis, recruitment and hiring, and public relations.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ADMINISTRATION					
ACCOUNTANT II	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE OFFICER	1.0	2.0	1.0	1.0	1.0
ATTORNEY III	1.0	1.0	1.0	1.0	1.0
CAPTAIN, POLICE	6.0	6.0	6.0	6.0	6.0
CRIME ANALYST I	1.0	1.0	1.0	1.0	1.0
CRIME ANALYST II	2.0	1.0	1.0	1.0	1.0
CRIME ANALYSIS UNIT COORDINATOR	1.0	1.0	1.0	1.0	1.0
DEPUTY CHIEF OF POLICE	2.0	2.0	2.0	2.0	2.0
EXECUTIVE ASSISTANT I	1.0	1.0	1.0	1.0	1.0
LIEUTENANT, POLICE	1.0	1.0	1.0	1.0	2.0
MAJOR, POLICE	4.0	4.0	4.0	4.0	4.0
OFFICE ASSISTANT II	6.0	3.0	4.0	4.0	2.0
POLICE CHIEF	1.0	1.0	1.0	1.0	1.0
POLICE SERGEANT	1.0	1.0	1.0	1.0	2.0
PROGRAM ADMINISTRATOR	-	-	-	-	1.0
PUBLIC RELATIONS SPECIALIST	1.0	-	-	-	-
Total FTEs	30.0	26.0	26.0	26.0	27.0

Notes on Budget and Personnel

- \$60,000 is continued in Administration to join with Shawnee County in funding the Shawnee County Family Resource Center's Juvenile Intake Program.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
COMMUNITY & SUPPORT SERVICES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	3,243,821	3,208,576	2,757,206	2,757,206	3,733,538
ALLOWANCES/REIMBURSE	3,543	4,587	16,080	16,080	4,920
EMPL BENEFITS	742,420	954,390	809,370	809,370	1,138,857
UTILITIES	106,716	117,981	127,893	121,042	145,975
INDIV & CONT SERV	1,390,994	1,340,625	1,358,276	1,358,479	1,371,455
MISCELLANEOUS	110,776	89,407	97,000	94,137	93,500
INSURANCE	175,986	242,915	259,197	259,197	180,687
MAINTENANCE	231,429	201,030	257,529	260,164	296,009
RENTS	55,290	53,224	55,632	54,603	54,667
PURCHASED SERVICES	87,618	81,511	104,494	73,000	93,024
SUPPLIES	296,998	282,365	320,232	319,641	312,187
CAPITAL OUTLAY	14,659	0	0	0	0
Total Expenditures	6,460,250	6,576,610	6,162,909	6,122,919	7,424,818
Percent Change		1.80%	-6.29%	-6.90%	20.48%

Discussion

The Community & Support Services Division consists of Animal Control, Records, Information Technology, Property & Impound, Crime Prevention, School Resource Officers, Volunteer Services, Weed and Seed Grant and Training. The purpose of the Community & Support Services Division is to provide support functions in furtherance of activities performed throughout the rest of the department. Each section, within the Division, provides services to both Topeka Police Department employees and the citizens of Topeka. Code Compliance works with residents and business people to improve and appearance and safety of residential neighborhoods and commercial districts. Emphasis is placed on voluntary compliance with City codes by citizens.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
COMM & SUPPORT SERVICES					
ANIMAL CONTROL OFFICER	6.0	5.0	5.0	5.0	5.0
EQUIPMENT OPERATOR II	-	1.0	1.0	1.0	1.0
EQUIPMENT OPERATOR III	-	-	1.0	1.0	1.0
INVENTORY SPECIALIST	5.0	5.0	5.0	5.0	5.0
LIEUTENANT, POLICE	2.0	2.0	2.0	2.0	3.0
MAINTENANCE WORKER II	2.0	-	-	-	-
MANAGER, CODE SERVICES	-	-	-	-	1.0
OFFICE ASSISTANT I	3.0	3.0	2.0	2.0	2.0
OFFICE ASSISTANT II	23.0	18.5	18.5	18.5	18.5
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	1.0
OFFICE SPECIALIST	2.0	2.0	2.0	2.0	2.0
POLICE CORPORAL	-	1.0	1.0	1.0	1.0
POLICE PATROL OFFICER	6.0	16.0	16.0	16.0	22.0
POLICE SERGEANT	4.0	4.0	4.0	4.0	6.0
PROGRAM ADMINISTRATOR	1.0	1.0	1.0	1.0	-
PROPERTY MAIN INSPECTOR I	10.0	-	-	-	-
PROPERTY MAIN INSPECTOR II	-	7.0	6.0	6.0	6.0
SUPERVISOR I	2.0	2.0	2.0	2.0	2.0
SUPERVISOR II	3.0	3.0	3.0	3.0	3.0
SUPERVISOR III	2.0	2.0	2.0	2.0	1.0
SYSTEM DEVELOPER II	2.0	2.0	2.0	2.0	2.0
SYSTEM DEVELOPER III	1.0	1.0	1.0	1.0	1.0
Total FTEs	75.0	76.5	75.5	75.5	83.5

Notes on Budget and Personnel

- The grant to Safe Streets, a grass-roots neighborhood crime prevention program, is financed from this program. The grant is \$64,000.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CRIMINAL INVESTIGATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	3,332,783	3,488,340	3,563,056	3,563,056	3,737,037
ALLOWANCES/REIMBURSE	26,880	27,550	26,880	26,880	26,820
EMPL BENEFITS	763,340	916,211	838,974	838,974	937,457
INDIV & CONT SERV	29,530	63,021	675	70,887	2,826
MISCELLANEOUS	415	709	0	40	0
MAINTENANCE	33,507	32,555	32,891	32,440	31,867
RENTS	0	136	0	0	0
SUPPLIES	45,120	50,711	59,325	54,325	76,648
Total Expenditures	4,231,576	4,579,234	4,521,801	4,586,602	4,812,655
Percent Change		8.22%	-1.25%	0.16%	6.43%

Discussion

Detectives investigate criminal acts, identify suspects, and prepare cases for prosecution. The Criminal Investigations Division is comprised of the Persons Crimes Section, Property Crimes Section, Victims Assistance, and Crime Scene Investigation Section.

The Persons Crimes Section consists of the Violent Crimes/Robbery Unit, Special Victims Unit and the Victims Assistance Unit. The Violent Crimes/Robbery Unit is charged with investigating homicide, robbery, and aggravated assault/battery. The Special Victims Unit investigates sex crimes, child abuse and neglect, and missing persons/runaways. The Victims Assistance Unit on a daily basis assists victims of crime in regards to any resources needed from the Police Department and the community. This unit responds at the request of any officer to assist victims in the field—most often with victims of domestic violence.

The Property Crimes Section investigates, identifies, and arrests suspects involved in crimes against property. Property crimes include burglary, theft (including auto and copper), and financial crimes.

The Crime Scene Investigation Section responds to crime scenes to collect forensic evidence and later processes that evidence in our lab or transports that evidence to the KBI for further analysis.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CRIMINAL INVESTIGATION					
LIEUTENANT, POLICE	2.0	2.0	2.0	2.0	2.0
OFFICE ASSISTANT II	-	-	-	-	2.0
OFFICE SPECIALIST	1.0	1.0	1.0	1.0	-
POLICE DETECTIVE	31.0	33.0	33.0	33.0	32.0
POLICE PATROL OFFICER	6.0	6.0	6.0	6.0	6.0
POLICE SERGEANT	9.0	9.0	9.0	9.0	9.0
Total FTEs	49.0	51.0	51.0	51.0	51.0

Notes on Budget and Personnel

- There are no significant programmatic changes for 2012.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FIELD OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	8,876,245	7,850,490	8,817,289	8,817,289	8,197,115
ALLOWANCES/REIMBURSE	6,870	3,720	2,520	2,520	1,680
EMPL BENEFITS	2,068,077	2,187,171	2,394,878	2,394,878	2,403,700
UTILITIES	551	119	0	0	0
INDIV & CONT SERV	15,058	15,033	12,500	15,000	16,000
MISCELLANEOUS	1,407	4,649	6,000	5,000	6,000
INSURANCE	825	300	0	0	0
MAINTENANCE	242,786	266,226	248,447	271,334	267,291
RENTS	24	7,828	0	0	0
PURCHASED SERVICES	4,274	2,932	5,750	3,000	6,000
SUPPLIES	657,816	614,260	696,130	663,523	856,112
CAPITAL OUTLAY	70,700	0	0	0	0
Total Expenditures	11,944,633	10,952,728	12,183,514	12,172,544	11,753,898
Percent Change		-8.30%	11.24%	11.14%	-3.53%

Discussion

The Field Operations Division's (FOD) first function is providing the community with professional service. The division utilizes fully equipped marked and unmarked vehicles while actively patrolling, which includes traffic enforcement, within the city limits answering calls for service and assisting other agencies in times of request and need.

FOD delivers professional service 24 hours a day, 7 days a week, 365 days a year with the goals of creating safer neighborhoods and reducing crime.

FOD commanders and personal strive towards these goals through employing intelligence lead policing, and through communication with the department's crime analysts, Criminal Investigations Division (CID), Special Operations Division (SOD), and the Support Services Division.

There are no tangible goods FOD offers, but the Field Operations Division can create and deliver the real and perceived feelings of safety for the community. In this process, enhanced community relationships and partnerships are born and developed. Community policing is the philosophy mentored in every FOD officer.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
FIELD OPERATIONS					
LIEUTENANT, POLICE	3.0	3.0	3.0	3.0	2.0
POLICE CORPORAL	19.0	20.0	20.0	20.0	19.0
POLICE PATROL OFFICER	127.0	124.0	124.0	124.0	113.0
POLICE SERGEANT	21.0	21.0	21.0	21.0	19.0
Total FTEs	170.0	168.0	168.0	168.0	153.0

Notes on Budget and Personnel

- The budget maintains current services.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
LAW ENFORCEMENT GRANTS					
Expenditures					
EMPLOYEE COMPENSATION	0	358,618	283,024	283,024	384,218
EMPL BENEFITS	0	49,615	72,554	72,554	123,515
INDIV & CONT SERV	0	59,780	0	0	0
MISCELLANEOUS	0	0	0	0	0
SUPPLIES	0	449,935	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
Total Expenditures	0	917,948	355,578	355,578	507,733
Percent Change		-	-61.26%	-61.26%	42.79%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
LAW ENFORCEMENT GRANTS					
OFFICE SPECIALIST	-	-	-	-	1.0
POLICE PATROL OFFICER	-	-	-	-	8.0
Total FTEs	-	-	-	-	9.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
SPECIAL OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	3,235,272	2,625,064	2,693,938	2,693,938	2,556,565
ALLOWANCES/REIMBURSE	8,040	4,595	5,340	5,340	3,840
EMPL BENEFITS	710,171	734,905	714,490	714,490	721,503
UTILITIES	0	0	0	0	0
INDIV & CONT SERV	31,479	9,657	11,680	10,925	14,870
MISCELLANEOUS	28,401	0	0	0	0
INSURANCE	9,547	0	0	0	0
MAINTENANCE	118,670	111,483	96,684	93,065	96,263
RENTS	14,466	7,327	14,500	15,009	14,500
PURCHASED SERVICES	27,679	28,010	35,000	35,000	35,000
SUPPLIES	159,651	135,352	157,763	138,733	249,235
CAPITAL OUTLAY	0	0	0	0	13,500
Total Expenditures	4,343,376	3,656,394	3,729,395	3,706,500	3,705,276
Percent Change		-15.82%	2.00%	1.37%	-0.65%

Discussion

The Special Operations Division (SOD) is tasked with Crime reductions in both the North and South districts. In addition, SOD provides support to the Field Operations Division through the use of Canine, Motorcycles, Bicycles, Accident Reconstruction and Reserves.

These units are available for calls for service as needed to assist patrol officers using their area of expertise and specialized equipment to provide the best service available to the citizens.

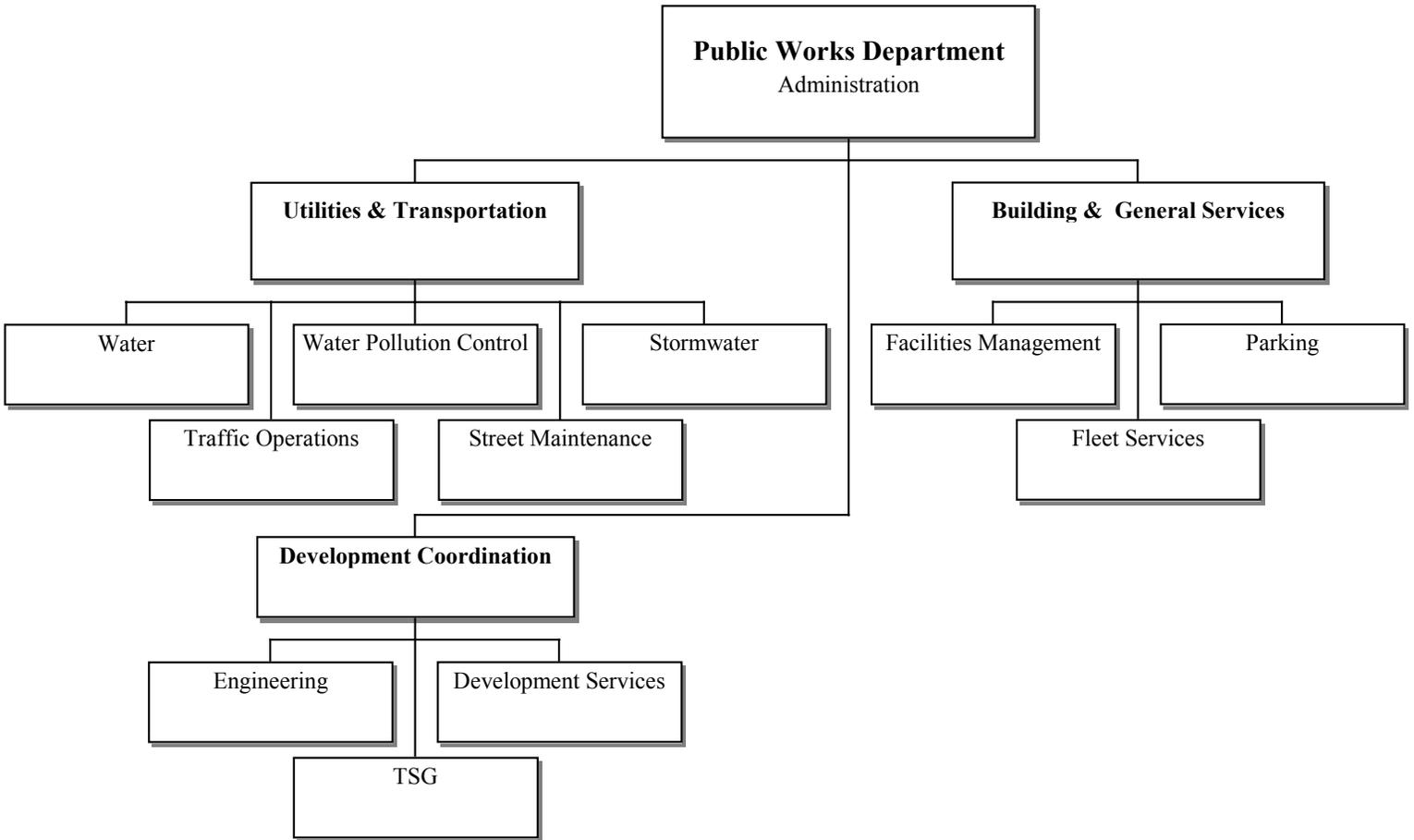
The Narcotics unit is responsible for investigating crimes related to the sale of illegal narcotics, vice and alcohol and crime issues involving criminal enterprise. The Response Team, Negotiators and Bomb Squad are available to respond to incidents that require specialized training used to mitigate dangerous situations faced by uniform officers and the citizens.

All of these units monitor and respond to current crime trends to quickly address increases in criminal activity relating to geographic areas or on the criminals themselves.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
SPECIAL OPERATIONS					
AIRCRAFT MECHANIC II	1.0	-	-	-	-
LIEUTENANT, POLICE	1.0	2.0	2.0	2.0	1.0
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0
POLICE CORPORAL	4.0	4.0	4.0	4.0	4.0
POLICE DETECTIVE	3.0	2.0	2.0	2.0	2.0
POLICE PATROL OFFICER	35.0	33.0	33.0	33.0	29.0
POLICE SERGEANT	5.0	5.0	5.0	5.0	5.0
Total FTEs	50.0	47.0	47.0	47.0	42.0

Notes on Budget and Personnel

- The budget maintains current services.



PUBLIC WORKS

Description

The Public Works Department operates and maintains the City's infrastructure including: streets; parking system; traffic signals, signs, and markings; bridges; city facilities; stormwater drainage system; flood control system; water treatment facility and distribution system; sanitary sewer collection system; and, wastewater treatment facilities. Public Works plays an important role in protecting the public's health and safety by providing clean drinking water, ensuring proper wastewater treatment, developing and maintaining the transportation system, and managing stormwater. The department coordinates development through facility planning efforts, ensures environmental compliance, and manages the construction of capital improvements, such as new roads, bridges, water mains and sewer lines.

Budget Summary by Program

GENERAL FUND	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
PUBLIC WORKS ADMINISTRATION	544,925	689,245	870,077	846,080	964,038
DEVELOPMENTAL SERVICES	1,470,435	1,280,636	1,249,478	1,249,478	1,259,527
ENGINEERING	3,199,433	2,209,496	2,209,090	2,205,054	2,281,242
TRAFFIC OPERATIONS	2,888,612	2,676,434	2,854,449	2,854,449	2,844,125
STREET MAINTENANCE	5,576,286	5,379,767	5,576,286	5,859,151	5,796,816
WATER UTILITY	29,270,865	27,136,843	30,640,686	30,640,686	30,088,817
STORMWATER UTILITY	5,180,544	4,746,019	5,982,655	5,982,655	5,823,715
WATER POLLUTION CONTROL	21,848,586	22,823,385	24,272,620	24,272,620	24,627,325
FACILITIES OPERATIONS	1,833,203	1,728,923	1,635,738	1,772,738	2,034,924
PARKING	3,939,076	3,281,259	3,939,076	3,997,200	3,448,568
FLEET	1,459,580	1,371,625	1,459,580	1,563,333	1,540,447
All Funds Total	77,211,544	73,323,631	80,685,734	81,243,444	80,709,545
Percent Change		-5.04%	10.04%	0.69%	-0.66%
General Fund	9,936,608	8,584,734	8,814,832	8,927,799	9,383,857
Percent Change		-13.60%	2.68%	4.00%	6.46%

Significant Features

- The Public Works Department underwent a major reorganization in 2011 to improve service and efficiency. The Deputy City Manager, which had overseen the public works functions, became the Director of Public Works. Three functional divisions or Offices were established: Development Coordination; Building and General Services; and Utilities and Transportation. This reorganization was initiated on June 28, 2010 and was implemented within approved dollars.
- Public Works lost a total of 34.25 FTE positions through the various position actions. The annual value of these reductions was over \$1.5 million from the General Fund and just under \$144,000 from utility funds. Of those eliminated, an Engineer II position is restored in the Engineering Division.
- Development Services, Water and Street employees are budgeted estimated increases based on their contracts.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	10.0	10.0	9.0	9.0	10.1
DEVELOPMENTAL SERVICES	18.0	17.0	14.0	14.0	15.0
ENGINEERING	39.0	35.0	26.0	26.0	28.0
TRAFFIC OPERATIONS	14.0	13.0	13.0	13.0	13.0
STREET MAINTENANCE	49.0	46.0	46.0	46.0	47.0
WATER UTILITY	126.0	127.0	128.0	128.0	121.0
STORMWATER UTILITY	20.0	19.0	19.0	19.0	18.0
WATER POLLUTION CONTROL	74.0	70.0	70.0	70.0	74.3
FACILITIES OPERATIONS	15.0	12.0	7.0	7.0	13.0
PARKING	16.0	16.0	16.0	16.0	16.0
FLEET	23.0	23.0	23.0	23.0	23.0
TOTAL FTE	404.0	388.0	371.0	371.0	378.4

OFFICE OF DEVELOPMENT COORDINATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PUBLIC WORKS ADMINISTRATION					
General Fund Expenditures					
EMPLOYEE COMPENSATION	598,938	554,761	601,151	601,151	690,040
ALLOWANCES/REIMBURSE	3,782	3,778	7,748	6,028	11,658
EMPL BENEFITS	125,867	134,133	140,367	140,367	173,380
UTILITIES	10,982	14,134	9,200	14,200	14,000
INDIV & CONT SERV	113,838	195,731	216,238	194,238	216,028
MISCELLANEOUS	6,012	6,564	19,395	11,395	9,500
INSURANCE	361	623	524	524	529
MAINTENANCE	101,125	119,120	119,921	121,921	120,738
RENTS	2,775	3,801	6,145	10,800	10,800
PURCHASED SERVICES	221,672	160,276	246,322	246,322	240,000
SUPPLIES	9,614	5,587	25,361	16,562	10,950
CAPITAL OUTLAY	0	17,337	24,000	24,000	20,000
CLEARING	-650,042	-526,600	-546,295	-541,428	-553,584
Total Expenditures	544,925	689,245	870,077	846,080	964,038
Percent Change		26.48%	26.24%	22.75%	10.80%

Discussion

Public Works Administration provides leadership for the divisions of the department. Administration develops short-term and long-term plans for the department and is responsible for the coordination of programs that have impact across divisional boundaries.

In addition to internal management of the department, Administration also works with external departments and agencies. Administration is responsible for maintaining working relationships and partnerships with the Kansas Department of Transportation, the Kansas Department of Health and Environment, the Chamber of Commerce, the League of Kansas Municipalities, and other utilities.

The Technical Support Group (TSG) provides internal consulting functions for the three Offices. Reporting to the Public Works Director, the TSG provides support for financial, technical, training, public education and information services to its customers.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
PUBLIC WORKS ADMINISTRATION:					
DEPUTY CITY MANAGER/DIR PUB WORKS	-	-	1.0	1.0	1.0
DEPUTY DIRECTOR, HND	-	-	-	-	0.1
DIRECTOR BUILDING & GENERAL	-	-	1.0	1.0	1.0
DIRECTOR OF DEVELOPMENT COORDINATION	-	-	1.0	1.0	1.0
DEPUTY DIR PUBLIC WORKS	1.0	1.0	-	-	-
DIRECTOR OF PUBLIC WORKS	1.0	1.0	-	-	-
EMERGENCY MGMNT COORD	-	-	-	-	1.0
ENGINEERING TECHNICIAN II	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT I	1.0	1.0	-	-	-
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	1.0
TECH SUPPORT ANALYST I	1.0	1.0	1.0	1.0	1.0
TECH SUPPORT ANALYST II	2.0	2.0	1.0	1.0	1.0
TECH SUPPORT ANALYST III	1.0	1.0	1.0	1.0	1.0
USER SYSTEM CONSULTANT II	1.0	1.0	1.0	1.0	1.0
Total FTEs	10.0	10.0	9.0	9.0	10.1

Notes on Budget and Personnel

An Emergency Management Coordinate positons is added to consolidate planning for and dealing with emergencies.

OFFICE OF DEVELOPMENT COORDINATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
DEVELOPMENTAL SERVICES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	1,043,819	881,699	820,737	820,737	824,205
ALLOWANCES/REIMBURSE	372	348	360	360	360
EMPL BENEFITS	231,612	241,356	207,581	207,581	218,499
UTILITIES	7,350	7,441	8,000	8,000	8,000
INDIV & CONT SERV	126,745	114,195	133,021	133,021	144,226
MISCELLANEOUS	4,916	2,168	6,250	6,250	8,550
INSURANCE	8,417	9,037	8,686	8,686	4,844
MAINTENANCE	5,092	5,918	6,043	6,043	8,543
RENTS	5,081	4,664	6,500	6,500	6,500
PURCHASED SERVICES	2,392	296	19,100	19,100	7,100
SUPPLIES	18,065	13,515	33,200	33,200	28,700
CAPITAL OUTLAY	16,575	0	0	0	0
Total Expenditures	1,470,435	1,280,636	1,249,478	1,249,478	1,259,527
Percent Change		-12.91%	-2.43%	-2.43%	0.80%

Discussion

The Development Services Division provides building permits and inspection services. It coordinates the "one stop" permit center designed to speed building permit processing. The Division is responsible for insuring that construction performed in the city conforms to standards established in the International Building Codes. The division assists the development community by facilitating the resolution of issues, while safe guarding the public through building code enforcement.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
DEVELOPMENTAL SERVICES					
ACCOUNTING SPECIALIST II	1.0	1.0	1.0	1.0	1.0
CODE ENFORCEMENT DIRECTOR	1.0	1.0	1.0	1.0	1.0
COMPLIANCE INSPECTOR I	2.0	1.0	1.0	1.0	1.0
MANAGER, FIELD SERVICES	1.0	1.0	1.0	1.0	1.0
MANAGER, PERMITS	1.0	1.0	-	-	-
MANAGER, SPECIAL PROJECTS	-	-	-	-	1.0
OFFICE ASSISTANT II	-	-	-	-	1.0
PLAN REVIEWER	2.0	2.0	2.0	2.0	1.0
TRADE INSPECTOR	10.0	10.0	8.0	8.0	4.0
TRADE INSPECTOR - ELEVATOR	-	-	-	-	2.0
TRADE INSPECTOR - MOBILE HOME	-	-	-	-	2.0
Total FTEs	18.0	17.0	14.0	14.0	15.0

Notes on Budget and Personnel

- Development Services is part of the Office of Development Coordination.

OFFICE OF DEVELOPMENT COORDINATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ENGINEERING					
General Fund Expenditures					
EMPLOYEE COMPENSATION	2,099,583	1,427,597	1,361,535	1,361,535	1,417,533
EMPL BENEFITS	404,045	403,438	354,478	354,478	368,694
UTILITIES	13,769	14,375	14,750	14,700	14,700
INDIV & CONT SERV	191,449	182,959	202,630	202,750	208,230
MISCELLANEOUS	8,056	5,017	12,500	12,350	14,350
INSURANCE	18,288	19,873	13,900	13,900	8,887
MAINTENANCE	370,327	93,096	123,563	123,586	125,068
RENTS	5,926	5,112	8,050	7,650	7,650
PURCHASED SERVICES	7,475	6,651	11,250	11,650	11,650
SUPPLIES	52,086	37,021	74,434	74,455	75,480
CAPITAL OUTLAY	28,427	14,356	28,000	28,000	29,000
Total Expenditures	3,199,433	2,209,496	2,205,090	2,205,054	2,281,242
Percent Change		-30.94%	-0.20%	-0.20%	3.45%

Discussion

- The Engineering Division provides professional engineering services for City projects and bridges. The division's employees are assigned to one of four sections: Administration, Design/Records, Survey, or Construction Inspection/Emergency Utility Repair. Projects and bridges are managed, designed, and constructed in such a manner that quality public improvements are provided that optimize life cycle costs and conform to recognized standards for public safety, and environmental and ADA compliance. Infrastructure improvements are coordinated and scheduled to minimize public disruption and meet timing needs of developers. The costs associated with Engineering Division services are charged to projects. Revenues from fees are credited to the General Fund. The Division includes the Engineer II and Engineering Technician II positions now devoted to City Half-Cent Sales Tax projects
- Division staff members partner with the Kansas Department of Transportation to secure project funding through federal and state highway programs. The Engineering Division works with developers to establish improvement districts to finance public improvements associated with new construction.
- The Division updates the description of the city boundary, maintains the records of public improvements within the right-of-way, inspects all work within the right-of-way, and establishes and maintains survey data control for the City of Topeka. The Division is also responsible for maintaining city traffic data and vehicle accident records.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ENGINEERING					
ACCOUNTING SPECIALIST II	1.0	1.0	1.0	1.0	1.0
ASSISTANT CITY ENGINEER	1.0	1.0	1.0	1.0	1.0
CITY ENGINEER	1.0	1.0	1.0	1.0	1.0
ENGINEER I	2.0	2.0	1.0	1.0	1.0
ENGINEER II	4.0	4.0	3.0	3.0	4.0
ENGINEERING TECHNICIAN I	6.0	5.0	5.0	5.0	5.0
ENGINEERING TECHNICIAN II	11.0	9.0	7.0	7.0	7.0
ENGINEERING TECHNICIAN III	4.0	4.0	2.0	2.0	2.0
ENVIRONMENTAL TECHNICIAN	1.0	-	-	-	-
MANAGER, CONSTRUCTION INSPECTI	1.0	1.0	1.0	1.0	1.0
MANAGER, SURVEY, DESIGN, & REC	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	2.0	1.0	-	-	-
OFFICE ASSISTANT III	1.0	2.0	1.0	1.0	1.0
REAL ESTATE OFFICER	1.0	1.0	1.0	1.0	1.0
SURVEYOR I	1.0	1.0	-	-	-
TECH SUPPORT ANALYST II	1.0	-	-	-	-
Total FTEs	39.0	34.0	25.0	25.0	26.0

Notes on Budget and Personnel

- An Engineer II position which had been removed in 2010 is restored in the 2012 Budget. The position will provide efficient and cost-effective project administration to other departments and enable the timely completion of City projects.
- Engineering is part of the Office of Development Coordination.

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
SALES TAX - STREET MAINT					
<i>Expenditures</i>					
EMPLOYEE COMPENSATION	0	64,217	65,187	65,187	106,080
EMPL BENEFITS	0	16,359	15,900	15,900	28,745
Total Expenditures	<u>0</u>	<u>80,576</u>	<u>81,087</u>	<u>81,087</u>	<u>134,825</u>
Percent Change		-	0.63%	0.63%	66.27%

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
Personnel Schedule					
SALES TAX - STREET MAINT					
ENGINEER II	-	1.0	1.0	1.0	1.0
ENGINEERING TECHNICIAN II	-	-	-	-	1.0
Total FTEs	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>2.0</u>

OFFICE OF UTILITIES & TRANSPORTATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
TRAFFIC OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	728,572	574,136	646,269	646,269	599,866
ALLOWANCES/REIMBURSE	1,182	1,158	1,260	1,260	1,080
EMPL BENEFITS	159,997	161,930	170,008	170,008	185,465
UTILITIES	1,487,890	1,525,107	1,519,937	1,519,937	1,601,947
INDIV & CONT SERV	44,256	45,376	44,750	44,750	46,456
MISCELLANEOUS	2,454	4,085	7,530	7,530	3,700
INSURANCE	17,523	17,908	12,185	12,185	13,554
MAINTENANCE	36,602	29,566	34,938	34,938	30,634
RENTS	1,508	1,488	1,565	1,565	1,450
PURCHASED SERVICES	15,344	15,796	14,667	14,667	14,050
SUPPLIES	289,784	267,633	382,590	382,590	345,923
CAPITAL OUTLAY	103,500	32,252	18,750	18,750	0
Total Expenditures	2,888,612	2,676,434	2,854,449	2,854,449	2,844,125
Percent Change		-7.35%	6.65%	6.65%	-0.36%

Discussion

The Street Maintenance & Traffic Operations Division is made up of two separately funded sections: Traffic Operations and Street Maintenance. Funding for the Traffic Operations Section comes from the General Fund.

The Traffic Operations Section provides and maintains traffic control devices that provide safe vehicular and pedestrian movement throughout the City. The services provided by the Traffic Section include the installation, maintenance, and repair of signals, school flashers, and signs. This section also installs and maintains pavement markings, including center/lane line striping and crosswalk markings as well as administers the leased street lighting program and maintenance of City owned lighting.

The Traffic Operations Section is responsible for the administration of the City's street lighting program. The City provides roadway lighting to improve visibility for vehicular and pedestrian traffic, and to serve as a crime deterrent. Streetlights have historically been provided upon request by local residents at intersections in residential areas and along major and minor arterials in accordance with recommendations of the Illumination Engineering Society and the Institute of Transportation Engineers.

Currently there are 39 street light locations on the waiting list.

The energy costs for the ornamental pedestrian lighting on Kansas Avenue in the central business district and the Washburn and SW Lane corridor and Jackson Avenue and other locations are funded out of the Traffic Operations budget.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
TRANS OPERATIONS					
ELECTRONICS TECHNICIAN I	4.0	4.0	4.0	4.0	4.0
EQUIPMENT OPERATOR I	2.0	3.0	3.0	3.0	4.0
EQUIPMENT OPERATOR III	2.0	2.0	2.0	2.0	1.0
OFFICE ASSISTANT III	2.0	1.0	1.0	1.0	1.0
SUPERVISOR III	2.0	2.0	2.0	2.0	2.0
SYSTEM DEVELOPER II	1.0	1.0	1.0	1.0	-
TRAFFIC OPS ADMINISTRATOR	1.0	1.0	1.0	1.0	1.0
Total FTEs	14.0	14.0	14.0	14.0	13.0

Notes on Budget and Personnel

- Transportation Operations is under the Office of Utilities and Transportation through the re-organization. Its financing is from the General Fund.
- Street Lighting is combined with this division in 2012 rather than budgeted separately.

OFFICE OF UTILITIES & TRANSPORTATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
STREET MAINTENANCE					
Special Street Fund Expenditures					
EMPLOYEE COMPENSATION	1,813,201	1,913,880	1,976,589	1,976,589	2,039,567
ALLOWANCES/REIMBURSE	3,992	3,489	3,500	3,500	1,440
EMPL BENEFITS	470,760	593,171	581,744	581,744	638,535
UTILITIES	108,086	118,867	110,846	110,846	116,755
INDIV & CONT SERV	601,370	585,576	611,846	611,846	642,315
MISCELLANEOUS	4,255	4,532	12,145	12,145	4,000
INSURANCE	41,810	44,235	75,304	75,304	34,352
MAINTENANCE	596,677	739,914	1,159,126	1,159,126	596,090
RENTS	40,098	51,643	25,700	25,700	41,715
PURCHASED SERVICES	19,668	33,387	39,300	39,300	124,500
SUPPLIES	1,048,830	1,034,624	684,269	684,269	1,557,547
CAPITAL OUTLAY	775,839	256,449	578,782	578,782	0
OP TRANS	51,700	0	0	0	0
Total Expenditures	5,576,286	5,379,767	5,859,151	5,859,151	5,796,816
Percent Change		-3.52%	8.91%	8.91%	-1.06%

Discussion

The Street Maintenance & Traffic Operations Division is made up of two separately funded sections: Traffic Operations and Street Maintenance. Funding for the Street Maintenance Section comes from the Special Street Fund, which receives Motor Fuel Taxes. The Street Maintenance Section repairs and maintains 2000 lane miles of streets, curbs, and related structures throughout the City of Topeka. The Section is responsible for the pavement management program and establishing a long term pavement management plan. Management of concrete pavement replacement, patching and joint repair, asphalt pavement maintenance, alleyway maintenance (improved and unimproved), curb construction and maintenance, roadside ditch mowing, street cleaning and sweeping, and roadway snow and ice treatment are all functions of the Street Maintenance Section.

Street cleaning and sweeping is performed to promote a clean city and also as part of the Water Pollution Control Division's BMP on the State of Kansas NPDES permit. On average the section cleans and sweeps 15,000 miles per year.

The City has one of the most aggressive snow and ice treatment plans for this region. Treatment of snow and ice is accomplished with a comprehensive snow and ice plan broken out into three prioritized phases. Pretreatment is one key to the success of the plan.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
TRANS OPERATIONS					
CUSTODIAN	1.0	-	-	-	-
DIRECTOR ST MAINT & TRAFFIC OP	-	-	-	-	1.0
ENGINEERING TECHNICIAN I	1.0	-	-	-	-
ENGINEERING TECHNICIAN III	1.0	1.0	1.0	1.0	-
EQUIPMENT OPERATOR	35.0	34.0	34.0	34.0	33.0
INFRASTRUCTURE SUPPORT	-	-	-	-	2.0
MANAGER, EVAL & PLANNING	-	-	-	-	1.0
MANAGER, QUALITY ASSURANCE	-	-	-	-	1.0
MANAGER, STREET MAINT.	1.0	1.0	1.0	1.0	-
OFFICE ASSISTANT I	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	2.0	2.0	2.0	2.0	2.0
OFFICE SPECIALIST	1.0	1.0	1.0	1.0	-
SENIOR PROGRAM COORDINATOR	1.0	1.0	1.0	1.0	5.0
SPECIAL PROJECTS	-	-	-	-	1.0
SUPERVISOR, STREET	4.0	4.0	4.0	4.0	-
SUPT. OF TRANSPORTATION	1.0	1.0	1.0	1.0	-
Total FTEs	49.0	46.0	46.0	46.0	47.0

OFFICE OF UTILITIES & TRANSPORTATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WATER ADMINISTRATION					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	328,629	301,441	321,418	321,418	511,249
ALLOWANCES/REIMBURSE	513	522	540	540	540
EMPL BENEFITS	154,150	97,149	93,531	93,531	146,742
UTILITIES	3,398	5,739	0	0	1,000
INDIV & CONT SERV	2,245,146	2,180,483	2,254,447	2,254,447	2,277,517
MISCELLANEOUS	4,804	5,911	5,500	5,500	5,500
INSURANCE	164,659	167,762	142,347	142,347	207,789
PURCHASED SERVICES	2,288,050	2,362,239	2,394,090	2,394,090	2,812,848
SUPPLIES	709	788	2,900	2,900	3,300
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	3,973,795	3,922,806	4,496,660	4,496,660	4,300,000
OTHER COSTS	1,056,389	4,911,476	524,000	524,000	4,925,000
Total Expenditures	<u>10,220,242</u>	<u>13,956,317</u>	<u>10,235,433</u>	<u>10,235,433</u>	<u>15,191,485</u>
Percent Change		36.56%	-26.66%	-26.66%	48.42%

Discussion

The Water Utility supplies drinking water to Topeka, Shawnee County and surrounding counties. The Utility is operated, maintained, and improved entirely by fees for services. Customers include mostly Topeka residents but many residential, commercial and one industrial customer are outside the City including seven wholesale customers. There are an estimated 175,000 persons in Shawnee, Jackson, Osage, Wabaunsee and Douglas Counties using the water supplied by Topeka's Water Treatment Plant. Being a "regional" water supplier enables the Division to keep rates competitive for all and exercise some control over the size of water lines installed outside the City that may one day be needed to support natural growth of the City.

Customer Services Division

The Customer Services Division is comprised of 3 distinct sections:

1) Billing Section

- The Billing Section provides the billing for City and County utility services, including refuse, producing over 55,000 bills monthly and collecting over \$60 million in revenue annually. This number is expected to grow by up to 12,000 accounts when the county refuse account conversions to City billing are completed.

2) Meter Section

- The Meter Section is responsible for the reading, repair and maintenance of over 58,000 water meters monthly. Not only is the accuracy of the meter readings essential for billing water consumption, those readings are used to calculate fees for wastewater charges.

- This Section also provides field services such as excessive bill investigation, turning water off and on at a customer's request and delinquency control.

3) Utility Accounts and Public Works Call Center

- Utility Accounts provides a 24/7 customer call center for Public Works and utility account related customer calls. Public Works related calls are managed through Cityworks, the maintenance management system used to track responsiveness to customer complaints. Utility account calls are completed in AS400, H.T.E. computer billing system. The call center receives over 171,000 phone calls annually.

Our effectiveness depends on the accuracy of our meters, our billing system and bill production, telephone system, internet as well as the customer module of Cityworks. A master plan will start implementation in 2011 for replacement and integration of major components within our Customer Services Division. This includes the components listed above as well as meter and meter reading technology.

Utilities Infrastructure Division

The Utilities Infrastructure Division is responsible for utilities strategic capital improvement planning, project administration and inspection, infrastructure design, materials and workmanship standards for water infrastructure. The Division is also responsible for water treatment plant operations and maintenance, utilities regulatory permit compliance and reporting, infrastructure mapping and document controls, and the backflow prevention program. The Division provides utilities engineering support services that include investigations, analysis and correction of water main breaks, potable water quality issues, water plant issues, site restoration services for water main breaks as well as wholesale and industrial customer oversight and source water protection program.

Duties include the analysis of hydraulic models, and development of facility plans for all water infrastructure. Duties also include preparation of the Utilities Capital Improvements Plan and uninterrupted operation of the Water Treatment Plant to provide safe potable water.

The Utilities Infrastructure Division provides for water treatment as well as providing support services and strategic improvement planning for the Water Services Division and Customer Services Division. The Division is comprised of the following Sections that provide services to Divisions in the Office of Utilities and Transportation which are funded by the Water Fund:

- Water Treatment Plant Section
 - Provides for treating and testing for water quality
 - Operates the pumps and towers in the water distribution system to meet water pressure and flow for customer use
 - Maintains water treatment plant and pump station.
- Utility Repair and Inspection Section
 - Provides site restoration services after water main breaks for the Water Services Division
 - Inspects water installations for construction developments as well as for capital improvement projects
- Water/Wastewater/Stormwater/Levee Engineering Section
 - Performs hydraulic and failure analysis for the water infrastructure for needed improvements or replacement
 - Prepares the water system capital improvements program
 - Provides project management for improvement projects
 - Maintains current maps and records of the water distribution infrastructure

Water Services Division

The Water Services Division provides repair and maintenance of the water distribution system. This includes 850 miles of water main, over 15,000 valves, over 5,000 fire hydrants and nearly 58,000 water services.

Water Services also provides emergency repair 24 hours a day. This includes broken water mains, emergency locates, main or service line cuts by contractors or other utilities and responding to red water calls.

Water Services in 2010 experienced 563 water main repairs. Each of these repairs also generates a concrete repair which is completed by a contractor, or a dirt restoration that is completed in house. In some cases both types of restoration are required.

Personnel Schedule	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
ADMINISTRATION					
ACCOUNTANT I	-	-	-	-	1.0
ADMINISTRATIVE OFFICER	-	-	-	-	1.0
DEP. DIR. OF PUBLIC WORKS	1.0	1.0	-	-	-
DEPUTY CM/DIRECTOR OF PUBLIC WORKS	-	-	1.0	1.0	-
DIRECTOR OF BUILDING SERVICES	-	-	1.0	1.0	-
DIRECTOR OF DEVELOPMENT SERVICES	-	-	1.0	1.0	-
DIRECTOR OF PUBLIC WORKS	1.0	1.0	-	-	-
ENGINEER II	-	-	-	-	1.0
ENGINEERING TECHNICIAN II	1.0	1.0	1.0	1.0	1.0
ENGINEERING TECHNICIAN III	-	-	-	-	2.0
EXECUTIVE ASSISTANT I	1.0	1.0	-	-	-
OFFICE ASSISTANT II	3.0	3.0	1.0	1.0	-
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	3.0
SUPERINTENDANT OF WATER	1.0	1.0	1.0	1.0	1.0
TECH. SUPPORT ANALYST I	1.0	1.0	1.0	1.0	-
TECH. SUPPORT ANALYST III	1.0	1.0	1.0	1.0	-
USER SYSTEM CONSULTANT II	1.0	1.0	1.0	1.0	-
Total FTEs	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>

Notes on Budget and Personnel

- With the Public Works reorganization, the Water Utility now encompasses parts of 4 separate divisions.
- The Business Services Division consists of 4 FTEs and makes up 50% of the budget.
 - The majority of this budget is comprised of PILOT, Internal Service Fund Fees, Debt Service, and Depreciation.
- The Customer Services Division consists of 33 FTEs and makes up 11% of the budget.
- The Utilities Infrastructure Division consists of 46 FTEs and makes up 24% of the budget.
- The Water Services Division consists of 36 FTEs and makes up 15% of the budget.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WATER UTILITY ACCOUNTS					
<i>Utility Fund Expenditures</i>					
EMPLOYEE COMPENSATION	1,267,900	1,256,257	1,333,247	1,333,247	1,384,102
ALLOWANCES/REIMBURSE	1,301	1,380	1,080	1,080	1,080
EMPL BENEFITS	364,490	407,411	432,267	432,267	424,096
UTILITIES	32,777	30,576	47,000	47,000	13,000
INDIV & CONT SERV	588,501	605,714	698,270	698,270	651,175
MISCELLANEOUS	35,843	36,387	50,500	50,500	24,000
MAINTENANCE	57,873	94,836	119,500	119,500	152,180
RENTS	6,949	7,049	10,100	10,100	6,600
PURCHASED SERVICES	87,590	92,757	119,500	119,500	193,250
SUPPLIES	207,102	248,949	551,165	551,165	481,550
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	34	-221	0	0	0
CLEARING	0	0	0	0	0
Total Expenditures	2,650,359	2,781,096	3,362,629	3,362,629	3,331,033
Percent Change		4.93%	20.91%	20.91%	-0.94%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
WA UTILITY ACCOUNTS					
MANAGER, WATER CUSTOMER SERVIC	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	13.0	12.0	12.0	12.0	13.0
OFFICE ASSISTANT III	5.0	6.0	6.0	6.0	2.0
OFFICE SPECIALIST	5.0	5.0	5.0	5.0	5.0
SUPERVISOR III	5.0	5.0	5.0	5.0	2.0
UTILITY SYSTEM WORKER II	-	-	-	-	6.0
UTILITY SYSTEM WORKER III	-	-	-	-	6.0
Total FTEs	29.0	29.0	29.0	29.0	35.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WATER MAINTENANCE					
<i>Utility Fund Expenditures</i>					
EMPLOYEE COMPENSATION	2,627,896	2,840,572	3,592,520	3,592,520	2,393,103
ALLOWANCES/REIMBURSE	11,652	12,635	3,420	3,420	5,220
EMPL BENEFITS	432,138	395,078	-999,487	-999,487	712,645
UTILITIES	1,877	7,522	0	0	21,900
INDIV & CONT SERV	501,844	209,835	550,000	550,000	210,000
MISCELLANEOUS	20	0	14,000	14,000	3,700
MAINTENANCE	617,914	566,434	437,000	437,000	207,123
RENTS	15,989	5,267	20,000	20,000	4,000
PURCHASED SERVICES	96,116	26,184	120,000	120,000	43,200
SUPPLIES	3,053,450	3,042,643	3,029,630	3,029,630	1,981,200
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	0	0	0	0	0
Total Expenditures	7,358,894	7,106,170	6,767,083	6,767,083	5,582,091
Percent Change		-3.43%	-4.77%	-4.77%	-17.51%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
WA MAINTENANCE					
ELECTRICIAN	1.0	1.0	1.0	1.0	1.0
FOREPERSON	12.0	13.0	13.0	13.0	12.0
INFRASTRUCTURE SUPPORT MANAGER	-	-	-	-	5.0
LEADPERSON	8.0	7.0	7.0	7.0	9.0
MANAGER, WATER UTILITY INFRASTR	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	-	-	-	-	2.0
UTILITY SYSTEM WORKER II	-	-	-	-	12.0
UTILITY SYSTEM WORKER III	16.0	23.0	23.0	23.0	9.0
WATER INVENTORY SPECIALIST	1.0	1.0	1.0	1.0	1.0
Total FTEs	39.0	46.0	46.0	46.0	52.0

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
WATER TECHNICAL SERVICES					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	284,202	244,540	377,102	377,102	526,707
ALLOWANCES/REIMBURSE	514	784	540	540	1,620
EMPL BENEFITS	72,788	123,444	107,988	107,988	163,966
UTILITIES	0	222	0	0	1,200
INDIV & CONT SERV	507,701	286,973	616,000	616,000	278,000
MAINTENANCE	3,777	0	0	0	5,436
PURCHASED SERVICES	3,470	28,151	17,000	17,000	25,500
SUPPLIES	1,862	951	500	500	19,500
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	4,560,240	0	5,400,000	5,400,000	0
Total Expenditures	<u>5,434,554</u>	<u>685,065</u>	<u>6,519,130</u>	<u>6,519,130</u>	<u>1,021,929</u>
Percent Change		-87.39%	851.61%	851.61%	-84.32%

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
Personnel Schedule					
WATER TECHNICAL SERVICES					
CROSS CONNECTION INSP I	-	-	-	-	1.0
ENGINEERING TECHNICIAN II	2.0	2.0	3.0	3.0	3.0
ENGINEERING TECHNICIAN III	2.0	2.0	3.0	3.0	1.0
FOREPERSON	-	-	-	-	2.0
OFFICE ASSISTANT III	-	-	-	-	1.0
SENIOR PROJECT MANAGER	-	-	-	-	1.0
UTILITY SYSTEM WORKER III	-	-	-	-	2.0
Total FTEs	<u>4.0</u>	<u>4.0</u>	<u>6.0</u>	<u>6.0</u>	<u>11.0</u>

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
WATER OPERATIONS					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	588,964	514,398	605,015	605,015	632,402
ALLOWANCES/REIMBURSE	1,324	1,214	1,080	1,080	900
EMPL BENEFITS	152,831	174,780	181,096	181,096	195,423
UTILITIES	1,209,484	1,313,204	1,235,020	1,235,020	1,232,650
INDIV & CONT SERV	80,509	147,588	141,000	141,000	226,000
MISCELLANEOUS	0	0	0	0	4,400
MAINTENANCE	7,008	24,453	20,000	20,000	405,653
RENTS	0	0	0	0	0
PURCHASED SERVICES	22,435	11,262	50,200	50,200	115,000
SUPPLIES	1,544,260	1,450,803	1,523,000	1,523,000	2,149,850
CAPITAL OUTLAY	0	0	0	0	0
Total Expenditures	3,606,816	3,637,701	3,756,411	3,756,411	4,962,279
Percent Change		0.86%	3.26%	3.26%	32.10%

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
Personnel Schedule					
ADMINISTRATION					
ACCOUNTANT I	1.0	1.0	1.0	1.0	-
ACCOUNTING SPECIALIST I	1.0	1.0	1.0	1.0	-
ADMINISTRATIVE OFFICER	1.0	1.0	1.0	1.0	-
CHEMIST	1.0	1.0	1.0	1.0	1.0
CLASS IV WATER PLANT OPERATOR	5.0	5.0	5.0	5.0	5.0
CROSS CONNECTION INSP V	1.0	1.0	1.0	1.0	-
ELECTRICAL / INSTRUMENT M	-	1.0	1.0	1.0	-
ELECTRICAL / INSTRUMENTATION	-	-	-	-	1.0
ENGINEER II	1.0	1.0	1.0	1.0	-
HAZMAT SUPERVISOR	1.0	1.0	1.0	1.0	-
LABORATORY TECHNICIAN	1.0	1.0	1.0	1.0	1.0
MANAGER, WATER TREATMENT PLANT	1.0	1.0	1.0	1.0	1.0
SUPERVISOR II	1.0	1.0	1.0	1.0	1.0
SYSTEM DEVELOPER I	1.0	1.0	1.0	1.0	1.0
UTILITY SYSTEM WORKER II	26.0	19.0	19.0	19.0	1.0
WATER PLANT OPERATOR	1.0	1.0	1.0	1.0	1.0
Total FTEs	43.0	37.0	37.0	37.0	13.0

OFFICE OF UTILITIES & TRANSPORTATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
STORMWATER ADMINISTRATION					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	326,100	233,922	328,365	328,365	150,878
ALLOWANCES/REIMBURSE	115	425	405	405	540
EMPL BENEFITS	90,681	66,950	88,877	88,877	47,314
UTILITIES	1,603	1,237	2,000	2,000	2,000
INDIV & CONT SERV	456,350	352,330	678,155	678,155	678,977
MISCELLANEOUS	4,079	1,037	2,700	2,700	2,700
INSURANCE	16,576	17,381	12,615	12,615	11,062
MAINTENANCE	3,571	2,428	5,686	5,686	5,748
RENTS	1,180	490	2,500	2,500	2,500
PURCHASED SERVICES	729,584	851,254	752,775	752,775	1,287,344
SUPPLIES	8,399	5,592	18,950	18,950	19,450
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	550,676	532,539	600,000	600,000	520,000
OTHER COSTS	1,048,628	1,031,096	1,364,366	1,364,366	1,146,000
OP TRANS	51,879	0	0	0	0
Total Expenditures	3,289,422	3,096,682	3,857,394	3,857,394	3,874,513
Percent Change		-5.86%	24.57%	24.57%	0.44%

Discussion

The stormwater utility serves 46,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. The stormwater systems consist of approximately 22 miles of levees, over 12,000 stormwater inlets, 4,000 manholes, 500 miles of road ditches, 8 major detention ponds, and 5 major stormwater treatment projects.

The Stormwater Utility is funded by stormwater user fees. Stormwater fees are based on the amount of impervious (hard) surface area that contributes to stormwater runoff, i.e. asphalt, roofs, etc.

Water Pollution Control Division

Water Pollution Control (WPC), a division of the Office of Utilities and Transportation, is made up of both the wastewater and stormwater utilities. Stormwater discharges are regulated under the federal Clean Water Act through the stormwater NPDES permit. Stormwater pollution prevention programs (SWPPP) are implemented to address stormwater runoff pollutants before the runoff enters local streams.

The Stormwater Utility portion of WPC is comprised of the following Units:

- WPC Collections Unit
 - Responsible for the maintenance and repair of the stormwater collection system
 - Responsible for the maintenance, repair and operation of the flood control system
- WPC Laboratory Unit
 - Provides the analytical data for federal stormwater NPDES permit
- WPC Maintenance Unit
 - Responsible for the maintenance, repair, and emergency response of the City stormwater treatment facilities and pumping stations

Utilities Infrastructure Division

The Utilities Infrastructure Division is responsible for utilities strategic capital improvement planning, project administration and inspection, infrastructure design, materials and workmanship standards for, stormwater collection system and levee infrastructure. The Division is also responsible for stormwater regulatory permit compliance and reporting as well as stormwater drainage corrections, infrastructure mapping and document controls.

The Division provides utilities engineering support services that include investigations, analysis and correction of stormwater collection systems' integrity, and repairs of the stormwater collection system. Duties include the analysis of hydraulic models, stormwater basin studies and development of plans for stormwater and levee infrastructure. Duties also include preparation of the Utilities Capital Improvements Plan

The Division is comprised of the following Sections that provide services to Divisions in the Office of Utilities and Transportation which are funded by the Stormwater Fund:

- Field Operations Section
 - Manage the National Pollutant Discharge Elimination System (NPDES) industrial pretreatment program
 - Inspect, investigate and correct stormwater drainage issues that are outside of the street right-of-way.
 - Provide for monitoring of NPDES required CSOs (combined sewer overflows) and surveillance of SSOs (sanitary sewer overflows)
 - Inspect and investigate illicit discharges to the City's rivers, streams, channels and stormwater infrastructure.
- Water / Wastewater / Stormwater / Levee Engineering Section
 - Performs hydraulic and failure analysis of stormwater, levee infrastructure for needed improvements or replacement
 - Prepares the stormwater and levee system capital improvements programs
 - Provide project management for improvement projects
 - Manage the NPDES required BMP (best management practice) program to improve water quality and quantity of runoff.
 - Maintain current maps and records of the stormwater collection and levee system.

Personnel Schedule	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
STORMWATER ADMIN					
INFRASTRUCTURE SUPPORT MANAGER	1.0	1.0	1.0	1.0	1.0
MANAGER, WPC OPERATIONS	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT I	-	-	-	-	1.0
Total FTEs	2.0	2.0	2.0	2.0	3.0

Notes on Budget and Personnel

- With the Public Works reorganization, the Stormwater Utility now encompasses parts of 3 separate divisions.
- The Business Services Division consists of 1 FTEs and makes up 63% of the budget
 - The majority of this budget is comprised of PILOT, Internal Service Fund Fees, Debt Service, and Depreciation.
- The Water Pollution Control Division consists of 8 FTEs and makes up 16% of the budget.
- The Utilities Infrastructure Division consists of 9 FTEs and makes up 21% of the budget.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
STORMWATER MAINTENANCE					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	494,154	475,092	596,149	596,149	328,924
ALLOWANCES/REIMBURSE	124	268	144	144	0
EMPL BENEFITS	145,285	161,727	195,601	195,601	107,117
UTILITIES	12,903	11,764	14,500	14,500	14,500
INDIV & CONT SERV	266,325	28,476	36,000	36,000	36,500
MISCELLANEOUS	1,573	1,549	3,000	3,000	2,500
MAINTENANCE	452,967	449,814	582,954	582,954	450,380
RENTS	36,227	14,985	64,500	64,500	62,500
PURCHASED SERVICES	1,925	-13,643	2,700	2,700	2,700
SUPPLIES	120,708	125,926	214,500	214,500	218,903
Total Expenditures	1,532,191	1,255,958	1,710,048	1,710,048	1,224,024
Percent Change		-18.03%	36.15%	36.15%	-28.42%

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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STORMWATER MAINTENANCE

ENGINEERING TECHNICIAN I	1.0	-	-	-	-
EQUIPMENT OPERATOR III	-	3.0	3.0	3.0	-
INFRASTRUCTURE SUPPORT MANAGER	1.0	1.0	1.0	1.0	1.0
MANAGER, WPC	1.0	1.0	1.0	1.0	-
PROJECT MANAGER	-	1.0	1.0	1.0	-
WPC EQUIP OPERATOR SL I	5.0	4.0	4.0	4.0	4.0
WPC EQUIP OPERATOR SL II	3.0	1.0	1.0	1.0	3.0
Total FTEs	11.0	11.0	11.0	11.0	8.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
STORMWATER FIELD SERVICES					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	259,353	257,581	266,320	266,320	334,249
ALLOWANCES/REIMBURSE	0	90	0	0	0
EMPL BENEFITS	67,732	75,659	78,385	78,385	107,754
UTILITIES	824	912	450	450	1,750
INDIV & CONT SERV	1,307	1,622	28,600	28,600	28,100
MISCELLANEOUS	2,370	2,570	950	950	3,950
MAINTENANCE	2,880	18,082	2,358	2,358	205,125
RENTS	642	964	1,100	1,100	700
PURCHASED SERVICES	145	3,015	1,600	1,600	1,600
SUPPLIES	23,679	32,884	35,450	35,450	41,950
CAPITAL OUTLAY	0	0	0	0	0
Total Expenditures	358,932	393,379	415,213	415,213	725,178
Percent Change		9.60%	5.55%	5.55%	74.65%

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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STORMWATER FIELD SERVICE

ENVIRONMENTAL TECHNICIAN I	4.0	3.0	3.0	3.0	4.0
ENVIRONMENTAL TECHNICIAN II	-	-	-	-	1.0
EROSION CONTROL INSPECTOR II	2.0	2.0	2.0	2.0	1.0
HORTICULTURIST	1.0	1.0	1.0	1.0	1.0
Total FTEs	7.0	6.0	6.0	6.0	7.0

OFFICE OF UTILITIES & TRANSPORTATION

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WASTEWATER ADMINISTRATION					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	281,878	294,572	262,236	262,236	366,283
ALLOWANCES/REIMBURSE	0	0	0	0	360
EMPL BENEFITS	107,145	84,536	77,736	77,736	95,359
UTILITIES	4,141	3,790	4,000	4,000	4,200
INDIV & CONT SERV	1,510,876	1,449,326	1,565,179	1,565,179	1,595,906
MISCELLANEOUS	3,841	2,543	5,000	5,000	5,000
INSURANCE	79,955	84,265	100,010	100,010	81,263
MAINTENANCE	4,330	2,834	5,000	5,000	6,018
RENTS	2,960	6,618	4,000	4,000	6,000
PURCHASED SERVICES	2,720,430	2,961,574	2,976,504	2,976,504	2,979,700
SUPPLIES	15,043	7,763	16,900	16,900	18,000
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	3,467,516	3,510,295	4,000,000	4,000,000	3,850,000
OTHER COSTS	6,406,114	6,562,039	6,280,864	6,280,864	6,655,659
Total Expenditures	14,604,228	14,970,153	15,297,429	15,297,429	15,663,748
Percent Change		2.51%	2.19%	2.19%	2.39%

Discussion

The wastewater utility collects and treats approximately 18 million gallons of wastewater per day from the City of Topeka and Shawnee County. The wastewater utility serves over 48,000 customers through the operation and maintenance of two City wastewater treatment plants (WWTP), one County WWTP, 44 City wastewater pumping stations, 35 County wastewater pumping stations, 880 miles of sanitary sewers and 13,000 manholes. The City also contracts with USD 450 and KDOT to operate and maintain three additional wastewater pumping stations. These services are necessary to ensure the protection of the public health and environment. Compliance of the Clean Water Act is administered through the NPDES permits for the Oakland and North Topeka WWTP.

The Wastewater Utility is funded by wastewater user fees. Wastewater fees are calculations based on the winter-quarter average of water usage.

Water Pollution Control Division

Water Pollution Control (WPC), a division of the Office of Utilities and Transportation, is made up of both the wastewater and stormwater utilities. WPC ensures through mechanical, chemical and biological processes that the wastewater is cleaned and discharged in accordance with the City's National Pollutant Discharge Elimination System (NPDES) permit.

The Wastewater Utility funded portion of WPC is comprised of the following Units:

- Collections Unit
 - Responsible for the maintenance and repair of the wastewater collection system
- Laboratory Unit
 - Provides the analytical data for the federal wastewater NPDES permit
 - Provides operational data for the wastewater treatment plants
 - Provides data for the land application of the Biosolids Program
 - Maintains odor control systems
- Maintenance Unit
 - Responsible for the maintenance, repair, and emergency response of the City and County wastewater treatment facilities and pumping stations
- Operations Unit
 - Responsible to operate the City and County wastewater treatment plants and ensure that the effluent from each treatment plant is within limits established by the NPDES permit
 - Responsible for the operation of the Biosolids Program

Utilities Infrastructure Division

The Utilities Infrastructure Division is responsible for utilities strategic capital improvement planning, project administration and inspection, infrastructure design, materials and workmanship standards for wastewater infrastructure. The Division is also responsible for wastewater infrastructure mapping and document controls. The Division provides utilities engineering support services that include investigations, analysis and correction of the sanitary sewer collection systems' integrity, wastewater plant issues, and repairs of the sanitary collection system.

Duties include the analysis of hydraulic models, wastewater basin studies and development of facility plans for all wastewater, infrastructure. Duties also include preparation of the Utilities Capital Improvements Plan.

The Utilities Infrastructure Division provides for support services and strategic improvement planning for the Water Pollution Control Division. The Utilities Infrastructure Division is comprised of the following Sections that provide services to Divisions in the Office of Utilities and Transportation which are funded by the Wastewater Fund:

- Field Operations Section - Manage the National Pollutant Discharge Elimination System (NPDES) industrial pretreatment program
- Provide for monitoring of NPDES required CSOs (combined sewer overflows) and surveillance of SSOs (sanitary sewer overflows)
- Utility Repair and Inspection Section
- Provides emergency repairs for the wastewater system and subsequent site restoration services for the Water Pollution Control Division
- Water / Wastewater / Stormwater / Levee Engineering Section
- Performs hydraulic and failure analysis of the wastewater infrastructure for needed improvements or replacement
- Prepares the wastewater, system capital improvements program
- Provides project management for improvement projects
- Maintains current maps and records of the wastewater infrastructure.

Personnel Schedule	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
WASTEWATER ADMINISTRATI					
ACCOUNTING SPECIALIST I	2.0	1.0	1.0	1.0	1.0
ACCOUNTING SPECIALIST II	-	-	-	-	0.3
ADMINISTRATIVE OFFICER	1.0	1.0	1.0	1.0	1.0
BUSINESS SERVICES MANAGE	1.0	1.0	1.0	1.0	1.0
DIRECTOR, WPC	-	-	-	-	1.0
ENGINEER II	-	-	-	-	1.0
OFFICE ASSISTANT III	2.0	2.0	2.0	2.0	1.0
Total FTEs	<u>6.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>6.3</u>

Notes on Budget and Personnel

- With the Public Works reorganization, the Wastewater Utility now encompasses parts of 3 separate divisions.
- The Business Services Division consists of 8 FTEs and makes up 63% of the budget
 - The majority of this budget is comprised of PILOT, Internal Service Fund Fees, Debt Service, and Depreciation.
- The Water Pollution Control Division consists of 66 FTEs and makes up 35% of the budget.
- The Utilities Infrastructure Division consists of 1 FTE and makes up 1% of the budget.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WASTEWATER MAINTENANCE					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	621,498	600,566	685,869	685,869	682,957
ALLOWANCES/REIMBURSE	714	1,146	900	900	1,440
EMPL BENEFITS	181,355	195,390	221,122	221,122	187,528
UTILITIES	495,831	579,281	498,556	498,556	541,150
INDIV & CONT SERV	50,829	34,160	71,000	71,000	71,000
MISCELLANEOUS	3,596	2,092	4,000	4,000	4,000
MAINTENANCE	320,386	349,327	544,000	544,000	443,902
RENTS	14,654	12,080	18,800	18,800	17,300
PURCHASED SERVICES	1,217	15,048	1,900	1,900	27,400
SUPPLIES	446,064	563,570	888,750	888,750	715,950
CAPITAL OUTLAY	0	0	0	0	0
Total Expenditures	2,136,143	2,352,661	2,934,897	2,934,897	2,692,627
Percent Change		10.14%	24.75%	24.75%	-8.25%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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Personnel Schedule

WASTEWATER MAINT

ELEC. AND INSTRUMENT MECH	3.0	3.0	3.0	3.0	-
ELECTRONICS TECHNICIAN III	1.0	1.0	1.0	1.0	1.0
SUPERVISOR III	-	-	-	-	1.0
WPC ELECT & INST MECH-E&I SL I	-	-	-	-	3.0
WPC EQUIP OPERATOR SL I	-	-	-	-	1.0
WPC MAINT MECHANIC SL I	-	-	-	-	2.0
WPC MAINT MECHANIC SL II	-	-	-	-	4.0
WPC MAINT MECHANIC SL III	-	-	-	-	3.0
Total FTEs	4.0	4.0	4.0	4.0	15.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
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WASTEWATER LAB

Utility Fund Expenditures

EMPLOYEE COMPENSATION	164,038	165,649	182,314	182,314	177,592
EMPL BENEFITS	42,836	49,044	52,329	52,329	45,819
UTILITIES	13	83	200	200	200
INDIV & CONT SERV	15,055	13,936	11,100	11,100	15,000
MISCELLANEOUS	410	2,766	1,800	1,800	1,600
MAINTENANCE	1,472	0	1,000	1,000	1,000
RENTS	1,375	1,725	1,500	1,500	2,000
PURCHASED SERVICES	3,941	10,285	4,200	4,200	6,000
SUPPLIES	18,608	17,389	23,350	23,350	20,250
Total Expenditures	247,749	260,879	277,793	277,793	269,461
Percent Change		5.30%	6.48%	6.48%	-3.00%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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Personnel Schedule

WASTEWATER LAB

BIOLOGIST	-	-	-	-	2.0
MANAGER, LABORATORY OPERATIONS	-	-	-	-	1.0
Total FTEs	-	-	-	-	3.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WASTEWATER OPERATIONS					
<i>Utility Fund Expenditures</i>					
EMPLOYEE COMPENSATION	862,941	879,213	943,041	943,041	946,196
ALLOWANCES/REIMBURSE	344	295	360	360	0
EMPL BENEFITS	243,881	282,588	298,261	298,261	254,559
UTILITIES	1,223,588	1,013,837	1,484,900	1,484,900	1,234,200
INDIV & CONT SERV	144,290	189,832	201,200	201,200	207,000
MISCELLANEOUS	3,744	1,377	4,600	4,600	3,100
MAINTENANCE	51,229	80,311	63,700	63,700	70,633
RENTS	7,969	5,916	9,000	9,000	6,800
PURCHASED SERVICES	9,535	8,711	5,650	5,650	10,300
SUPPLIES	342,508	375,313	489,650	489,650	425,450
CAPITAL OUTLAY	0	0	0	0	0
OTHER COSTS	0	-29	0	0	0
Total Expenditures	2,890,029	2,837,364	3,500,362	3,500,362	3,158,238
Percent Change		-1.82%	23.37%	23.37%	-9.77%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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Personnel Schedule

WASTEWATER OPERATIONS					
INFRASTRUCTURE SUPPORT MANAGER	-	-	-	-	1.0
SUPERVISOR II	-	-	-	-	1.0
WPC BIO-SOLIDS TECH II - SLIII	-	-	-	-	2.0
WPC EQUIP OPERATOR SL II	-	-	-	-	2.0
WPC PLANT OPERATOR I	2.0	1.0	-	-	-
WPC PLANT OPERATOR II	2.0	2.0	3.0	3.0	-
WPC PLANT OPERATOR IV	12.0	13.0	13.0	13.0	-
WPC PLANT OPERATOR SL I	-	-	-	-	2.0
WPC PLANT OPERATOR SL II	-	-	-	-	3.0
WPC PLANT OPERATOR SL IV	-	-	-	-	9.0
Total FTEs	16.0	16.0	16.0	16.0	20.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WPC COUNTY CONTRACTS					
<i>Utility Fund Expenditures</i>					
EMPLOYEE COMPENSATION	129,820	142,242	96,854	96,854	105,593
ALLOWANCES/REIMBURSE	41	73	0	0	0
EMPL BENEFITS	35,413	44,157	30,254	30,254	27,222
UTILITIES	31,486	28,956	14,500	14,500	35,000
INDIV & CONT SERV	7,101	7,486	8,000	8,000	8,000
MISCELLANEOUS	20	76	500	500	500
MAINTENANCE	14,764	11,035	7,600	7,600	12,552
RENTS	584	2,035	760	760	2,000
PURCHASED SERVICES	95	1,536	50,500	50,500	51,500
SUPPLIES	10,763	10,515	8,700	8,700	9,000
Total Expenditures	230,086	248,111	217,668	217,668	251,367
Percent Change		7.83%	-12.27%	-12.27%	15.48%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
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Personnel Schedule

WPC COUNTY CONTRACTS					
WPC PLANT OPERATOR SL IV	-	-	-	-	2.0
Total FTEs	-	-	-	-	2.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WPC OTHER CONTRACTS					
Expenditures					
EMPLOYEE COMPENSATION	1,909	1,643	0	0	0
ALLOWANCES/REIMBURSE	2	1	0	0	0
EMPL BENEFITS	536	500	0	0	0
SUPPLIES	0	0	0	0	0
Total Expenditures	2,447	2,144	0	0	0
Percent Change		-12.39%	-100.00%	-100.00%	0.00%

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
WPC COLLECTIONS					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	669,226	647,917	779,798	779,798	1,037,413
ALLOWANCES/REIMBURSE	80	424	351	351	540
EMPL BENEFITS	193,006	218,005	246,500	246,500	295,710
UTILITIES	4,465	5,561	5,500	5,500	3,500
INDIV & CONT SERV	206,232	470,236	40,000	40,000	205,000
MISCELLANEOUS	7,144	7,421	8,500	8,500	3,200
MAINTENANCE	440,394	424,289	737,322	737,322	551,115
RENTS	38,439	29,784	25,000	25,000	25,500
PURCHASED SERVICES	4,333	499	2,600	2,600	11,600
SUPPLIES	174,585	126,583	198,900	198,900	179,400
CAPITAL OUTLAY	0	0	0	0	0
Total Expenditures	1,737,904	1,930,719	2,044,471	2,044,471	2,312,978
Percent Change		11.09%	5.89%	5.89%	13.13%

Personnel Schedule

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
WPC COLLECTIONS					
BIOLOGIST	2.0	2.0	2.0	2.0	-
BIOSOLIDS TECH I	1.0	1.0	1.0	1.0	-
BIOSOLIDS TECH II	2.0	2.0	2.0	2.0	-
ENGINEER I	1.0	1.0	1.0	1.0	-
EQUIPMENT OPERATOR II	2.0	-	-	-	-
EQUIPMENT OPERATOR III	7.0	9.0	9.0	9.0	-
I&I CCTV SL II	4.0	4.0	4.0	4.0	-
INFRASTRUCTURE SUPPORT	3.0	3.0	3.0	3.0	-
INFRASTRUCTURE SUPPORT MANAGER	-	-	-	-	2.0
MAINTENANCE MECHANIC I	3.0	3.0	3.0	3.0	-
MAINTENANCE MECHANIC II	5.0	3.0	3.0	3.0	-
MAINTENANCE MECHANIC III	3.0	5.0	5.0	5.0	-
MANAGER, LABORATORY	1.0	1.0	1.0	1.0	-
SUPERINTENDENT OF WPC	1.0	1.0	1.0	1.0	-
SUPERVISOR II	1.0	1.0	1.0	1.0	-
SUPERVISOR III	2.0	2.0	2.0	2.0	1.0
WPC EQUIP OPERATOR SL I	10.0	7.0	7.0	7.0	9.0
WPC EQUIP OPERATOR SL II	-	-	-	-	1.0
WPC EQUIP OPERATOR SL III	-	-	-	-	7.0
WPC I&I /CCTV SL II	-	-	-	-	3.0
WPC I&I/CCTV SL II	-	-	-	-	1.0
Total FTEs	48.0	45.0	45.0	45.0	24.0

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
Utilities & Trans Admin					
Utility Fund Expenditures					
EMPLOYEE COMPENSATION	0	0	0	0	220,057
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	0	0	0	0	58,849
UTILITIES	0	0	0	0	0
INDIV & CONT SERV	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0
RENTS	0	0	0	0	0
SUPPLIES	0	0	0	0	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,906</u>
Percent Change		-	0.00%	0.00%	0.00%

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
Personnel Schedule					
Utilities & Trans Admin					
DIRECTOR OF UTILITIES & TRANSP	-	-	-	-	1.0
EXECUTIVE ASSISTANT I	-	-	-	-	1.0
UTILITIES & TRANSPORTATION COORDINATOR	-	-	-	-	2.0
Total FTEs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4.0</u>

OFFICE OF BUILDING & GENERAL SERVICES

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FACILITIES OPERATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	493,367	371,469	291,095	291,095	509,230
EMPL BENEFITS	115,387	114,646	76,132	76,132	160,004
UTILITIES	700,442	636,978	591,077	591,077	621,800
INDIV & CONT SERV	54,982	58,192	51,934	101,934	83,921
MISCELLANEOUS	2,430	810	7,000	7,000	3,500
INSURANCE	31,566	58,453	33,325	33,325	33,325
MAINTENANCE	288,835	275,785	407,752	407,752	360,744
RENTS	1,050	801	850	850	850
PURCHASED SERVICES	52,790	136,508	62,500	149,500	152,000
SUPPLIES	92,354	75,001	91,548	91,548	89,550
CAPITAL OUTLAY	0	0	22,525	22,525	20,000
CLEARING	0	279	0	0	0
Total Expenditures	1,833,203	1,728,923	1,635,738	1,772,738	2,034,924
Percent Change		-5.69%	-5.39%	2.53%	24.40%

Discussion

The Facilities Operations Section maintains 28 City facilities. Facilities Operations provides a safe, efficient, and cost-effective working environment for City employees and customers. City property is protected and enhanced through grounds maintenance; preventative equipment maintenance; routine maintenance; janitorial services; project coordination; special event and public access coordination; and facilities support.

Major responsibilities include: operating the heating/ventilation/air conditioning (HVAC) systems, alarm systems, irrigation systems; providing snow removal; grounds maintenance; and minor remodeling projects Building Security, CIP Projects management, Illegal Sign Enforcement, Energy Conservation, and managing janitorial contracts/services for City Hall, the LEC and the Cyrus K. Holliday Building are also included.

Personnel Schedule	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
FACILITIES OPERATIONS					
CARPENTER	1.0	1.0	1.0	1.0	1.0
COURIER/BLDG ATTENDANT	1.0	1.0	1.0	1.0	1.0
ELECTRICIAN	1.0	1.0	1.0	1.0	1.0
HVAC Specialist	-	-	-	-	1.0
MAINTENANCE WORKER I	7.0	4.0	1.0	1.0	1.0
MAINTENANCE WORKER II	1.0	1.0	-	-	3.0
MAINTENANCE WORKER III	-	-	-	-	1.0
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	1.0
PLUMBER	1.0	1.0	1.0	1.0	1.0
SUPERVISOR I	1.0	1.0	-	-	-
SUPERVISOR II	-	-	-	-	1.0
SUPERVISOR III	1.0	1.0	1.0	1.0	1.0
Total FTEs	15.0	12.0	7.0	7.0	13.0

Notes on Budget and Personnel

- Facilities is part of the Building and General Services Bureau under Public Works. Staff and financing from both Parks and Recreation and the Zoo are part of Facilities in 2012. Using the maintenance skills of personnel city-wide will combine talent, and enhance service delivery and efficiency.

OFFICE OF BUILDING & GENERAL SERVICES

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
PARKING					
Parking Fund Expenditures					
EMPLOYEE COMPENSATION	616,270	567,614	657,672	657,672	679,854
ALLOWANCES/REIMBURSE	372	318	270	270	360
EMPL BENEFITS	166,409	181,397	190,145	190,145	193,931
UTILITIES	197,647	185,237	190,696	192,496	200,471
INDIV & CONT SERV	321,798	309,955	336,369	336,369	337,937
MISCELLANEOUS	12,035	10,570	19,850	19,850	19,850
INSURANCE	34,533	29,064	41,151	41,151	34,174
MAINTENANCE	416,427	96,503	352,268	352,268	331,877
RENTS	32,520	32,370	32,670	32,670	32,670
PURCHASED SERVICES	512,686	456,335	368,131	368,131	325,130
SUPPLIES	67,131	44,354	102,250	102,250	102,250
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICES	727,980	527,337	1,015,266	1,015,266	501,402
OTHER COSTS	833,269	840,205	688,662	688,662	688,662
Total Expenditures	3,939,076	3,281,259	3,995,400	3,997,200	3,448,568
Percent Change		-16.70%	21.76%	21.82%	-13.69%

Discussion

The Parking Section provides safe and affordable public parking in the Central Business District to serve the greatest need of the public. All parking facilities are maintained and cleaned at regular intervals. Existing City parking garages include: Coronado (900 block of Quincy); 9th Street (9th and Quincy); Park-N-Shop (600 block of Quincy); Townsite (6th and Quincy); 512 Jackson (5th and Jackson); Center City (9th and Kansas); and Crosby Place (108 SW 8th St.). Each garage is secured at night and lighting is provided at all levels in each garage. Emergency services are provided around the clock for the convenience of parking customers. The Parking Section also maintains six surface lots in the Central Business District.

The Parking Section is also responsible for on-street parking in the Central Business District. On-street operations include patrolled metered and hourly parking, meter repairs, coin collections, and reserved hooded meter parking. Parking also operates the Express payment center for processing water payments, garage and permit payments, and fines for parking.

Hourly or leased monthly parking is available in the garages.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
FACILITIES					
MAINTENANCE WORKER II	4.0	4.0	4.0	4.0	4.0
OFFICE ASSISTANT II	3.0	3.0	3.0	3.0	3.0
PARKING CONTROL OFFICER I	4.0	4.0	4.0	4.0	3.0
PARKING CONTROL OFFICER II	-	-	-	-	1.0
PROJECT COORDINATOR	1.0	1.0	1.0	1.0	1.0
SUPERVISOR I	2.0	2.0	2.0	2.0	2.0
SUPERVISOR III	1.0	1.0	1.0	1.0	1.0
SYSTEM DEVELOPER I	1.0	1.0	1.0	1.0	1.0
Total FTEs	16.0	16.0	16.0	16.0	16.0

Notes on Budget and Personnel

- Parking is part of the Office of Building and General Services.

OFFICE OF BUILDING & GENERAL SERVICES

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
FLEET SERVICES					
Internal Service Fund Expenditures					
EMPLOYEE COMPENSATION	906,809	881,122	955,074	955,074	944,846
ALLOWANCES/REIMBURSE	1,056	1,074	1,080	1,080	1,620
EMPL BENEFITS	248,514	295,279	296,631	296,631	304,972
UTILITIES	57,215	55,968	63,475	64,475	66,975
INDIV & CONT SERV	2,358	4,871	6,450	6,450	7,200
MISCELLANEOUS	8,934	3,576	13,950	13,950	14,500
INSURANCE	9,216	10,031	7,393	7,393	6,150
MAINTENANCE	49,829	38,764	55,000	54,000	47,785
RENTS	12,340	6,949	18,500	18,500	31,050
PURCHASED SERVICES	16,439	16,737	19,400	16,400	4,400
SUPPLIES	75,318	57,397	66,380	69,380	70,950
CAPITAL OUTLAY	18,225	0	0	0	0
OTHER COSTS	53,274	-459	60,000	60,000	40,000
CLEARING	52	317	0	0	0
Total Expenditures	1,459,580	1,371,625	1,563,333	1,563,333	1,540,447
Percent Change		-6.03%	13.98%	13.98%	-1.46%

Discussion

Fleet Services provides all city agencies owning mechanical assets with in house and sublet vehicle and equipment maintenance, registration, and fueling services. The operation is funded through an internal service fund, with all yearly cost of supplying services being charged back to the agency owning the asset. All work is accounted for and tracked to a comprehensive activity based electronic work order system that conducts monthly billings.

Scope of items serviced range from small pumps and light mowing equipment through heavy construction equipment and aerial apparatus. Including Fire and Law Enforcement emergency support. In house mechanical services center on all aspects of preventative and predictive maintenance, vehicle and equipment preparation or up-fitting, and all minor breakdowns and repairs. Most major repairs are sublet to local private enterprise, with all outside costs also being tracked to the vehicle's history.

The division is recognized as an Automotive Service Excellence (A.S.E.) Blue Seal Certified organization, and has been recognized as one of the top 100 Fleet organizations in North America by Fleet Equipment Magazine and "The 100 Best Fleets in North America". In addition to the above associations, the organization also maintains associations with the National Association of Fleet Administrations, the American Public Works Association, and the K.C. Metro Fleet Managers Association to stay abreast of national and regional topical issues.

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
INTERNAL SERVICE					
FLEET SERVICES MANAGER	1.0	1.0	1.0	1.0	1.0
MAINTENANCE WORKER II	-	3.0	3.0	3.0	3.0
MAINTENANCE WORKER III	7.0	5.0	5.0	5.0	5.0
MASTER MECHANIC	8.0	7.0	7.0	7.0	7.0
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT III	1.0	1.0	1.0	1.0	1.0
OFFICE SPECIALIST	2.0	2.0	2.0	2.0	2.0
SUPERVISOR III	3.0	3.0	3.0	3.0	3.0
Total FTEs	23.0	23.0	23.0	23.0	23.0

Notes on Budget and Personnel

- Fleet was moved from Financial Services to Public Works in 2011 under the Office of Building and General Services.

**Topeka Zoo
Department**

TOPEKA ZOOLOGICAL PARK

Description

The Topeka Zoological Park is host to over 180,000 visitors on an annual basis. As one of the states leading attractions, Topeka Zoological Park provides a memorable experience for the visitors, quality animal care, and conservation for over 400 exotic animals. Topeka Zoological Park is one of the top attractions in the state of Kansas with over 50% of visitors coming from outside Topeka and Shawnee County. The Topeka Zoological Park is a fully accredited facility with the American Zoo and Aquarium Association (AZA) and in full compliance as a licensed USDA facility. The Friends of the Topeka Zoo (FOTZ) provide additional support for education and capital projects.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
ZOO ADMN	457,087	453,889	293,724	293,724	366,053
ZOO-CUSTOMER SERVICE	77,845	68,009	86,019	86,019	107,409
ZOO ANIMAL MANAGEMENT	868,845	921,240	866,041	866,041	935,121
ZOO EDUCATION	226,646	77,715	192,268	192,268	123,497
ZOO EDUCATION	123,524	167,207	163,741	163,741	163,468
ZOO - FACILITIES	616,760	579,766	568,092	568,092	326,409
Total Expenditures	<u>2,370,707</u>	<u>2,267,826</u>	<u>2,169,885</u>	<u>2,169,885</u>	<u>2,021,957</u>
Percent Change		-4.34%	-4.32%	-4.32%	-6.82%

Discussion

- The Topeka Zoo provides visitors with opportunities to:
 - 1) Learn more about the natural world;
 - 2) Increase scientific knowledge that benefits conservation; and
 - 3) Support conservation of endangered animal populations and their habitat; and
 - 4) Participate actively in improving the quality of life in Kansas.

Significant Features

- The loss of 4.0 FTE positions is maintenance staff shifted to Public Works Administration.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
TOPEKA ZOOLOGICAL PARK					
ZOO ADMN	2.0	1.0	1.0	1.0	2.0
ZOO-CUSTOMER SERVICE	1.0	-	-	-	1.0
ZOO ANIMAL MANAGEMENT	17.0	18.0	17.0	17.0	16.0
ZOO EDUCATION	5.5	4.0	3.0	3.0	2.0
ZOO EDUCATION	2.0	2.0	2.0	2.0	2.0
ZOO - FACILITIES	5.0	5.0	5.0	5.0	1.0
Total FTE's	<u>32.5</u>	<u>30.0</u>	<u>28.0</u>	<u>28.0</u>	<u>24.0</u>

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO ADMN					
General Fund Expenditures					
EMPLOYEE COMPENSATION	200,184	211,515	78,000	78,000	115,819
ALLOWANCES/REIMBURSE	0	420	0	0	720
EMPL BENEFITS	54,896	43,043	19,830	19,830	32,624
UTILITIES	9,826	6,626	14,500	14,500	6,750
INDIV & CONT SERV	108,031	120,340	100,565	100,565	120,676
MISCELLANEOUS	26,227	12,239	31,200	31,200	24,035
INSURANCE	34,618	36,379	36,379	36,379	35,379
RENTS	4,269	3,540	4,100	4,100	4,000
PURCHASED SERVICES	547	5,217	200	200	250
SUPPLIES	18,488	14,570	8,950	8,950	25,800
Total Expenditures	457,087	453,889	293,724	293,724	366,053
Percent Change		-0.70%	-35.29%	-35.29%	24.62%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
ZOO ADMN					
FACILITIES MANAGER	1.0	-	-	-	-
OFFICE SPECIALIST	-	-	-	-	1.0
ZOO DIRECTOR	1.0	1.0	1.0	1.0	1.0
Total FTEs	2.0	1.0	1.0	1.0	2.0

Notes on Budget and Personnel

- None.

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO-CUSTOMER SERVICE					
General Fund Expenditures					
EMPLOYEE COMPENSATION	27,551	27,939	37,528	37,528	56,705
EMPL BENEFITS	2,843	6,803	7,714	7,714	13,204
UTILITIES	0	0	0	0	0
INDIV & CONT SERV	0	904	0	0	1,200
MISCELLANEOUS	363	600	0	0	0
MAINTENANCE	0	2,147	0	0	100
RENTS	0	14	0	0	0
PURCHASED SERVICES	0	443	0	0	200
SUPPLIES	47,087	29,159	40,777	40,777	36,000
Total Expenditures	77,845	68,009	86,019	86,019	107,409
Percent Change		-12.64%	26.48%	26.48%	24.87%
Personnel Schedule					
ZOO-CUSTOMER SERVICE					
BUSINESS SERVICE MANAGER	1.0	-	-	-	-
FOOD SERVICE COORDINATOR	-	-	-	-	1.0
Total FTEs	1.0	-	-	-	1.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO ANIMAL MANAGEMENT					
General Fund Expenditures					
EMPLOYEE COMPENSATION	566,815	593,059	548,877	548,877	583,507
ALLOWANCES/REIMBURSE	660	420	360	360	720
EMPL BENEFITS	161,280	187,430	184,854	184,854	193,224
UTILITIES	11,943	1,613	4,400	4,400	400
INDIV & CONT SERV	0	0	0	0	620
MAINTENANCE	493	697	150	150	1,200
PURCHASED SERVICES	10,054	19,805	11,000	11,000	11,600
SUPPLIES	113,908	113,316	107,000	107,000	134,450
CAPITAL OUTLAY	3,693	4,900	9,400	9,400	9,400
Total Expenditures	868,845	921,240	866,041	866,041	935,121
Percent Change		6.03%	-5.99%	-5.99%	7.98%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
ZOO ANIMAL MANAGEMENT					
DIRECTOR OF ANIMAL COLLECTION/CURATOR	1.0	-	-	-	-
ELEPHANT MANAGER	1.0	1.0	1.0	1.0	1.0
SUPERVISOR I	1.0	1.0	-	-	-
SUPERVISOR II	-	-	-	-	2.0
SUPERVISOR III	1.0	1.0	1.0	1.0	-
ZOO KEEPER I	4.0	6.0	6.0	6.0	5.0
ZOO KEEPER II	7.0	9.0	9.0	9.0	6.0
ZOO KEEPER III	-	-	-	-	1.0
ZOO LEAD KEEPER	2.0	-	-	-	-
ZOO OPERATIONS MANAGER	-	-	-	-	1.0
Total FTEs	17.0	18.0	17.0	17.0	16.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO EDUCATION & COMMUNITY RELATIONS					
General Fund Expenditures					
EMPLOYEE COMPENSATION	144,183	53,081	103,657	103,657	76,481
ALLOWANCES/REIMBURSE	0	0	0	0	0
EMPL BENEFITS	29,300	10,889	23,611	23,611	30,256
INDIV & CONT SERV	0	9,000	0	0	245
MISCELLANEOUS	13,334	0	30,000	30,000	5,365
PURCHASED SERVICES	31,360	7	28,000	28,000	0
SUPPLIES	8,469	4,737	7,000	7,000	11,150
Total Expenditures	226,646	77,715	192,268	192,268	123,497
Percent Change		-65.71%	147.40%	147.40%	-35.77%

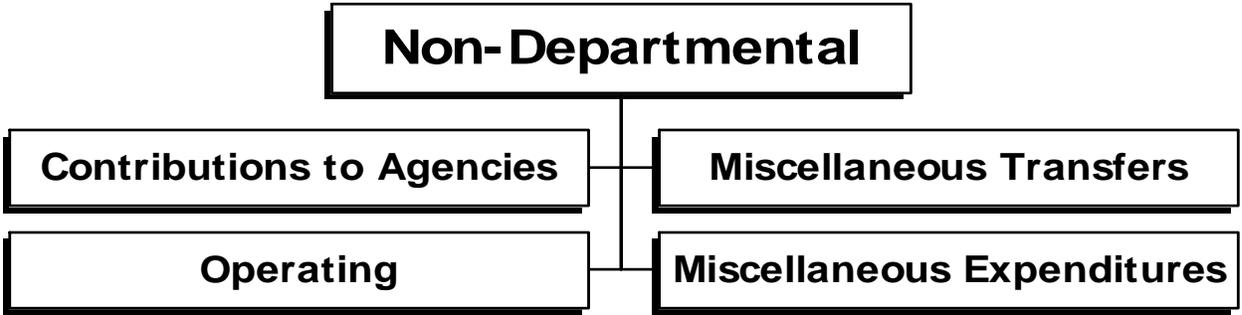
	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
ZOO EDUCATION & COMMUNITY RELATIONS					
EDUCATION SPECIALIST I	1.0	1.0	1.0	1.0	-
EDUCATION SPECIALIST II	1.0	-	-	-	1.0
OFFICE ASSISTANT II	2.5	2.5	1.5	1.5	0.5
RECREATION SPECIALIST I	1.0	0.5	0.5	0.5	0.5
Total FTEs	5.5	4.0	3.0	3.0	2.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO VET SERVICES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	76,428	73,732	107,619	107,619	99,762
ALLOWANCES/REIMBURSE	615	240	720	720	720
EMPL BENEFITS	14,571	21,919	30,347	30,347	30,248
UTILITIES	339	289	200	200	860
INDIV & CONT SERV	10,464	47,907	9,000	9,000	2,740
MISCELLANEOUS	0	0	0	0	600
MAINTENANCE	0	101	0	0	1,400
PURCHASED SERVICES	155	3,614	200	200	250
SUPPLIES	20,953	19,404	15,655	15,655	26,889
Total Expenditures	123,524	167,207	163,741	163,741	163,468
Percent Change		35.36%	-2.07%	-2.07%	-0.17%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
ZOO VET SERVICES					
ZOO VET TECH	1.0	1.0	1.0	1.0	1.0
ZOO VETERINARIAN	1.0	1.0	1.0	1.0	1.0
Total FTEs	2.0	2.0	2.0	2.0	2.0

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
ZOO - FACILITIES					
General Fund Expenditures					
EMPLOYEE COMPENSATION	238,081	188,363	177,883	177,883	48,219
ALLOWANCES/REIMBURSE	558	72	540	540	0
EMPL BENEFITS	59,635	48,927	53,538	53,538	14,126
UTILITIES	161,837	216,613	183,500	183,500	223,064
INDIV & CONT SERV	6,080	5,163	5,000	5,000	500
MISCELLANEOUS	118	0	0	0	0
INSURANCE	390	349	289	289	1,000
MAINTENANCE	73,532	69,364	57,842	57,842	14,200
RENTS	2,229	0	2,300	2,300	500
PURCHASED SERVICES	3,952	6,632	4,000	4,000	2,400
SUPPLIES	70,348	44,284	83,200	83,200	22,400
Total Expenditures	616,760	579,766	568,092	568,092	326,409
Percent Change		-6.00%	-2.01%	-2.01%	-42.54%

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
Personnel Schedule					
ZOO - FACILITIES					
HORTICULTURIST	1.0	1.0	1.0	1.0	1.0
MAINTENANCE WORKER II	2.0	2.0	2.0	2.0	-
MAINTENANCE WORKER III	2.0	2.0	2.0	2.0	-
Total FTEs	5.0	5.0	5.0	5.0	1.0



MISC NON-DEPARTMENTAL

Description

Non-Departmental consists of several segments: Contributions to Agencies and Miscellaneous Expenditures; Prisoner Care; HOME Match; Miscellaneous Operating Transfers; Equipment and Improvements; and Unsafe Structure. Contributions to Agencies provides the financial plan for the City's designated contributions to various public service organizations. Miscellaneous Expenditures accounts are the budgeted amounts that are attributable to more than one specific department, or are segregated for future allocation. Prisoner Care pays the cost of housing prisoners at county jails. HOME matches federal dollars allotted for repair of low-income housing. Miscellaneous Operating Transfers includes amounts budgeted for interfund transfers. Equipment and Improvement provides funding for vehicles and other equipment and major maintenance of city facilities. Lastly, Unsafe Structures provides demolition funds for buildings that have become unsafe and must be torn down.

There is also Non-Departmental--Operating, which is comprised of the amounts budgeted in operating funds, not otherwise reported in the departmental schedules, segregated for the achievement of a particular purpose or for financial reporting purposes.

Budget Summary by Program

	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
CONTRIBUTIONS/MISC NONDEPT	1,117,868	2,720,078	8,322,507	2,211,657	9,717,210
PRISONER CARE	0	0	0	900,000	950,000
HOME MATCH	230,071	166,271	100,000	100,000	200,000
OPERATING TRANSFERS	215,000	0	0	0	100,000
EQUIPMENT & IMPROVEMENTS	566,506	372,917	0	238,000	500,000
UNSAFE STRUCTURES	145,677	176,248	0	100,000	200,000
INMATE CLEANUP PROGRAM	0	213,005	49,601	184,601	199,797
Total Expenditures	2,275,122	3,648,518	8,472,108	3,734,258	11,867,006
Percent Change		60.37%	132.21%	2.35%	-52.12%

Significant Features

- A 9.3 percent ending balance of revenue is budgeted for the General Fund in 2012, totaling \$7.8 million as a contingency.
- \$1.35 million in grant funding is provided for 2012 from the Transient Guest Tax Fund, the same level as 2011 and less than \$0.6 million from the General Fund.

Personnel Summary by Program	Actual 2009	Actual 2010	Adopted 2011	Estimated 2011	Proposed 2012
MISC NON-DEPARTMENTAL					
CONTRIBUTIONS/MISC NONDEPT	-	-	-	-	0.1
INMATE CLEANUP PROGRAM	-	-	-	-	1.0
Total FTE's	-	-	-	-	1.1

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
CONTRIBUTIONS/MISC NONDEPT					
General Fund Expenditures					
EMPLOYEE COMPENSATION	-2,101,832	33,275	8,374	108,374	4,268
EMPL BENEFITS	1,630	10,597	80,665	80,665	131,271
UTILITIES	137,360	104,646	110,000	110,000	110,000
INDIV & CONT SERV	505,964	114,989	1,036,968	936,968	887,128
MISCELLANEOUS	3,185	5,641	5,000	5,000	0
INSURANCE	0	0	-80,000	-80,000	0
RENTS	0	2,019	0	0	0
PURCHASED SERVICES	1,395,267	836,739	973,500	98,500	123,500
CONTRIBUTIONS TO AGENCIES	923,782	1,217,201	897,500	861,650	575,000
SUPPLIES	35,035	12,733	500	500	500
CAPITAL OUTLAY	0	282,295	0	0	0
OTHER COSTS	81,780	74,261	5,290,000	90,000	7,885,543
CLEARING	135,695	25,682	0	0	0
Total Expenditures	<u>1,117,868</u>	<u>2,720,078</u>	<u>8,322,507</u>	<u>2,211,657</u>	<u>9,717,210</u>
Percent Change		143.33%	205.97%	-18.69%	-77.09%

Discussion

Miscellaneous Expenditures-General Fund accounts for the budgeted amounts that are properly attributable to more than one specific department or

division, or segregated for future allocation. These accounts also include the General Fund Contingency, which represents the General Fund balance. The 0.1 FTE represents staff time from HND administering General Fund grants.

- State law limits the miscellaneous contingency amount to 10 percent of the fund's total expenditures. Although the contingency amount is appropriated and may be expended during the year without additional budget amendment, the intention is for the contingency amount to be carried forward to the next fiscal year as a fund balance. This manner of budgeting does provide flexibility to the city to address situations that may arise during the year.

Personnel Schedule	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimated 2011</i>	<i>Proposed 2012</i>
CONTRIBUTIONS/MISC NONDI					
ACCOUNTING SPECIALIST II	-	-	-	-	0.1
Total FTEs	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> -	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> -	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> -	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> -	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> 0.1

PRISONER CARE

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
General Fund Expenditures					
<i>PURCHASED SERVICES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>900,000</u>	<u>950,000</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>900,000</u>	<u>950,000</u>
Percent Change		-	0.00%	0.00%	0.00%

Discussion

Represents the amount budgeted to pay for the housing of City inmates in county jails.

HOME MATCH (AFFORDABLE HOUSING)

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
General Fund Expenditures					
HUD GRANTS	197,071	160,771	100,000	100,000	200,000
CONTRIBUTIONS TO AGENCIES	33,000	5,500	0	0	0
Total Expenditures	<u>230,071</u>	<u>166,271</u>	<u>100,000</u>	<u>100,000</u>	<u>200,000</u>
Percent Change		-27.73%	-39.86%	-39.86%	100.00%

Discussion

Provides match to federal dollars administered by Housing and Neighborhood Development. Funding is restored to pre-2011 levels.

OPERATING TRANSFERS NONDEPT

	<i>Actual 2009</i>	<i>Actual 2010</i>	<i>Adopted 2011</i>	<i>Estimate 2011</i>	<i>Proposed 2012</i>
General Fund Expenditures					
OP TRANS	215,000	0	0	0	100,000
Total Expenditures	<u>215,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>
Percent Change		-100.00%	0.00%	0.00%	0.00%

Discussion

Operating Transfers comprises amounts budgeted for interfund transfer. Transfers from one fund to another must be identified in the budget. In order for unbudgeted transfers to occur, the budget must be amended. For 2012, there is \$100,000 recommended for transfer to the Arts Fund pursuant to City ordinance.

EQUIPMENT & IMPROV NONDEPT

	Actual 2009	Actual 2010	Adopted 2011	Estimate 2011	Proposed 2012
General Fund Expenditures					
INDIV & CONT SERV	93,704	293,222	0	20,000	0
MAINTENANCE	0	0	0	218,000	0
PURCHASED SERVICES	5,302	60,745	0	0	0
SUPPLIES	26,868	0	0	0	0
CAPITAL OUTLAY	440,632	18,950	0	0	500,000
Total Expenditures	<u>566,506</u>	<u>372,917</u>	<u>0</u>	<u>238,000</u>	<u>500,000</u>
Percent Change		-34.17%	-100.00%	-36.18%	0.00%

Discussion

These are expenditures for major repair to city facilities or purchase of vehicles and other larger equipment. For 2012, \$500,000 is recommended for police vehicles. In 2011, the City Council authorized \$20,000 for an engineering study of the Rain Forest Exhibit Roof at the Zoo and \$218,000 for repair of city facilities.