

# **City of Mission**

**2004**

**Recommended Budget**

## Budget Message

This recommended budget is designed around three keys.

- The City wants to maintain the same level of service that we have delivered in the past.
- The City needs to build back its General Fund fund balances and establish a 120-day cash reserve.
- All future General Fund expenditures need to be matched with tax revenues or user fees. The City is no longer able to subsidize our operations or expanded programs from fund balance.

The budget I am giving you today is only the General Fund. In one week I will provide you with the budgets for all of the other City funds. In most cases these other funds, typically called special funds, are regulated by state statute. This means that state law spells out both the revenue authority and the way we can spend the money. The General Fund is different than special funds. General Fund monies can be used for whatever purpose the City Council decides, as such, the General Fund is the primary operating fund for almost all Kansas communities.

The budget process we are going through this year is very abbreviated and has required department heads to not only redo the budgets that they originally submitted, but to also identify cost savings in the current year. These costs savings are being used to help balance our budget in 2004. There are several instances where I have reduced the 2004 budget request for departments to bring them back in line with what we can afford. I've tried to be careful to not disturb service levels in any department.

### Recommended 2004 Expenditures.

Table 1 gives you our total General Fund Budget for 2004 with comparisons to the current and previous year.

**Table 1. General Fund Expenditures**

<b>EXPENDITURES</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
Personal Services	3,878,834	4,040,128	4,516,721
Contractual Services	2,573,825	2,609,442	2,391,905
Commodities	347,929	393,900	401,500
Capital Outlay	354,810	550,165	380,400
Contingency/Reserves/Transfers	950,389	-	2,352,329
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,105,787</b>	<b>\$ 7,593,635</b>	<b>\$ 10,042,855</b>

In the 2004 budget you will notice \$2,352,329 budgeted for reserves. This reserve amount is equivalent to 120 days of operations and is based on our 2002 actual expenditures. If you subtract our reserves from our 2004 Budget the City's General Fund Budget will actually be \$415,261 below what we spent in 2002. When compared to our Estimated 2003 expenditures the 2004 Budget will only be 1.2% or \$96,981 higher.

If you look at specific expenditures you will note that when comparing the 2004 Budget to our Estimated 2003 expenses we are either below or almost equal in our total spending for Contractual Services, Commodities and Capital Outlay. Don't forget that the Estimated 2003 expenditures also include almost \$756,000 in budget reductions that have been made in the last several weeks. The only increase in the 2004 Budget comes in Personal Services and there's an increase of \$476,693 over 2003 Estimates. That increase in Personal Services is explained in Table 2.

**Table 2. Personal Services Cost Increases for Budget 2004**

Increase because of a full-year's salary and benefits for the City Administrator	\$ 22,500
Increase because of full-year's salary and benefits for the Police Chief	20,500
Increase because of full-years salary and benefits for vacant positions in the Police Department	128,750
Increase in health insurance premiums of 15%	73,000
Increase in KP&F State Mandated as of May 20, 2003. This was an unexpected increase of almost 50%. (See attached letter in Budget Packet)	38,000
Increase in Wages of 3% for <b>full-time employees</b> .	93,000
Increase in benefits as a result of 3% increase in salaries	18,600
Addition of a part-time court clerk to handle increased workload in Municipal Court	11,500
Increase of 1.5 FTE positions in Parks and Recreation to account for increase in size of Community Center Facility.	34,500
<b>Increase in Personal Services</b>	<b>\$ 440,350</b>

## **Budget Reserves and Revenues.**

The last component of our General Fund expenditures is our Reserves (Fund Balance). That number as I pointed out earlier is a 120-day working reserve. When you turn to the next page you will note that when our Expenditures (including our Reserve) is subtracted from our resources on hand (Revenues and Fund Balance) we have a \$1,735,681 deficit. What's left in doing the 2004 Budget is then attempting to build back those reserves. At the back of this Budget Document are options I've outlined for building back the City's reserves.

Revenues have all been estimated conservatively and in most cases reflect a collection rate similar to what we have seen in 2003. There are some exceptions including, Property Tax (increase in assessed value), Court Fines (increase in ticket revenues), and Parks Fees (increase in program income).

## **Summary.**

As we go through the 2004 Budget process don't hesitate to ask me any questions that you have. This is my first time through the City of Mission budget myself and I'm still learning about the history and pattern of expenses that we have. Also as you review the options at the back of the document don't hesitate to add options that you might see or want to explore. The Recommended Budget is only the starting point in your deliberations as a City Council.



Mike Scanlon

Interim City Administrator

## General Fund - Department By Character

Expenditures	Actual 2002	Estimated 2003	Budget 2004	Percent Change Between 2003/2004
<b>Administration</b>				
Personal Services	246,183	277,958	308,144	10.86%
Contractual Services	162,274	226,742	163,105	-28.07%
Commodities	10,006	12,000	11,500	-4.17%
Capital Outlay	6,185	98,000	1,200	-98.78%
<b>Total</b>	<b>424,647</b>	<b>614,700</b>	<b>483,949</b>	<b>-21.27%</b>
<b>Council</b>				
Personal Services	48,900	49,088	49,088	0.00%
Contractual Services	88,225	115,325	101,320	-12.14%
Commodities	-	-	-	0.00%
Capital Outlay	-	-	-	0.00%
<b>Total</b>	<b>137,125</b>	<b>164,413</b>	<b>150,408</b>	<b>-8.52%</b>
<b>Municipal Court</b>				
Personal Services	105,675	116,255	134,693	15.86%
Contractual Services	14,801	20,485	23,560	15.01%
Commodities	5,594	5,500	5,500	0.00%
Capital Outlay	2,428	2,500	2,500	0.00%
<b>Total</b>	<b>128,498</b>	<b>144,740</b>	<b>166,253</b>	<b>14.86%</b>
<b>Public Works</b>				
Personal Services	736,219	798,734	827,940	3.66%
Contractual Services	1,728,599	1,570,470	1,336,350	-14.91%
Commodities	130,125	144,000	139,700	-2.99%
Capital Outlay	99,111	110,500	72,500	-34.39%
<b>Total</b>	<b>2,694,054</b>	<b>2,623,704</b>	<b>2,376,490</b>	<b>-9.42%</b>
<b>Parks and Recreation - Pool</b>				
Personal Services	123,448	138,677	146,757	5.83%
Contractual Services	44,296	58,050	59,350	2.24%
Commodities	31,956	52,600	45,900	-12.74%
Capital Outlay	40,369	33,000	45,000	36.36%
<b>Total</b>	<b>240,068</b>	<b>282,327</b>	<b>297,007</b>	<b>5.20%</b>
<b>Parks and Recreation - Parks</b>				
Personal Services	14,775	47,240	47,333	0.20%
Contractual Services	8,509	19,250	19,250	0.00%
Commodities	6,756	9,900	9,900	0.00%
Capital Outlay	1,709	10,000	15,000	50.00%
<b>Total</b>	<b>31,749</b>	<b>86,390</b>	<b>91,483</b>	<b>5.90%</b>

**Parks and Recreation - Community Center**

Personal Services	844,095	846,119	913,662	7.98%
Contractual Services	364,754	369,500	468,500	26.79%
Commodities	97,949	96,100	117,500	22.27%
Capital Outlay	115,034	188,365	136,100	-27.75%
<b>Total</b>	<b>1,421,833</b>	<b>1,500,084</b>	<b>1,635,762</b>	<b>9.04%</b>

**Parks and Recreation - Administration**

Personal Services	139,844	111,188	131,739	18.48%
Contractual Services	28,961	40,400	28,750	-28.84%
Commodities	19,955	13,500	8,000	-40.74%
Capital Outlay	9,084	10,800	11,600	7.41%
<b>Total</b>	<b>197,842</b>	<b>175,888</b>	<b>180,089</b>	<b>2.39%</b>

**Police**

Personal Services	1,619,695	1,654,868	1,957,365	18.28%
Contractual Services	133,407	189,220	191,720	1.32%
Commodities	45,588	60,300	63,500	5.31%
Capital Outlay	80,891	97,000	96,500	-0.52%
<b>Total</b>	<b>1,879,581</b>	<b>2,001,388</b>	<b>2,309,085</b>	<b>15.37%</b>

**Transfers / Reserves / Contingencies**

<b>950,389</b>	<b>-</b>	<b>-</b>
----------------	----------	----------

**General Fund Total**

<b>8,105,787</b>	<b>7,593,635</b>	<b>7,690,526</b>
------------------	------------------	------------------

**General Fund Summary**

Personal Services	3,878,834	4,040,128	4,516,721
Contractual Services	2,573,825	2,609,442	2,391,905
Commodities	347,929	393,900	401,500
Capital Outlay	354,810	550,165	380,400
Transfers / Contingencies / Reserves *	950,389	-	2,352,329

<b>Total</b>	<b>8,105,787</b>	<b>7,593,635</b>	<b>10,042,855</b>
--------------	------------------	------------------	-------------------

**Administration**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	191,739	207,582	220,295
Overtime	965	4,901	3,630
KPERS/KP&F	3,185	7,444	7,093
Health Insurance	24,901	27,767	43,350
Social Security & Medicaid	14,489	15,880	17,130
Defined Contribution Plan - Retirement	10,279	12,500	15,000
Unemployment Insurance	194	1,265	1,146
Workers Compensation Insurance	431	619	500
<b>Total Personal Services</b>	<b>246,183</b>	<b>277,958</b>	<b>308,144</b>

**Contractual Services**

Electric	-	-	-
Gas	-	-	-
Water	-	-	-
Telephone	4,743	4,310	3,500
Travel	237	1,000	2,000
Lodging/Meals	1,756	2,214	2,000
Parking/Tolls	38	100	100
Mileage Reimb	1,019	1,300	1,300
Registration/Tuition	2,168	2,500	2,500
Tuition Reimbursement	-	1,200	-
Workman's Comp Claims	-	100	-
Advertising - Classified	179	1,240	500
Insurance - Property & Liability	52,965	63,558	53,045
Notary Bonds	60	200	100
Professional Organizations	1,807	2,000	2,800
Periodicals/Books	1,358	1,000	850
Legal Advertising	2,216	1,500	1,500
Professional Services	2,524	12,000	7,500
City Attorney Services	16,440	24,000	18,000
Finance/Audit	15,000	18,000	15,000
Janitorial Services	9,375	13,500	12,750
Service Contracts	3,987	5,000	2,800
Equipment Rental	141	650	150
Taxes - Property	7,146	9,500	9,500
Printing	1,245	1,500	1,200
Dog Tags	33	225	150
Computer Services	19,901	32,500	22,300
Codification	11,700	17,145	3,060
Miscellaneous	6,235	10,500	500
<b>Total Contractual Services</b>	<b>162,274</b>	<b>226,742</b>	<b>163,105</b>

**Commodities**

Office Supplies	5,917	5,500	5,500
Clothing	-	-	-
Postage	2,970	3,500	3,500
Printed Forms	1,119	3,000	2,500
<b>Total Commodities</b>	<b>10,006</b>	<b>12,000</b>	<b>11,500</b>

**Capital Outlay**

Office Machines	602	-	-
Office Furnishings	385	3,000	-
Computer Systems	5,198	95,000	1,200
Contingency	-	-	-
<b>Total Capital Outlay</b>	<b>6,185</b>	<b>98,000</b>	<b>1,200</b>

<b>Administration Total</b>	<b>424,647</b>	<b>614,700</b>	<b>483,949</b>
-----------------------------	----------------	----------------	----------------

**City Council**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	45,425	45,600	45,600
Overtime	-	-	-
KP&F and KPERS	-	-	-
Health Insurance	-	-	-
Social Security & Medicaid	3,475	3,488	3,488
Defined Contribution Plan - Retirement	-	-	-
Unemployment Insurance	-	-	-
Workers Compensation Insurance	-	-	-
<b>Total Personal Services</b>	<b>48,900</b>	<b>49,088</b>	<b>49,088</b>
<b>Contractual Services</b>			
Telephone	3,056	3,500	3,500
Travel	1,689	2,800	1,800
Lodging and Meals	1,985	9,425	8,500
Parking and Tolls	92	200	200
Mileage	282	1,000	1,000
Registration and Tuition	4,047	4,500	4,500
Municipal Orgs (NLC / LKM)	7,493	8,500	7,700
Mission Night / Royals	975	1,000	-
Annual Celebrations	3,030	15,000	7,500
Election Expenses	9,588	4,000	9,500
Mayor's Holiday Party	4,678	5,000	5,000
Public Relations	13,785	18,000	9,000
Meeting Expenses	1,940	1,200	2,000
Utility Assistance	2,500	2,625	2,100
Economic Development - DRC	3,000	3,000	13,845
United Community Service	3,630	4,000	3,300
Chamber of Commerce	4,400	5,000	-
Johnson County Home Repair	6,300	6,300	6,300
Services for Seniors	1,500	1,500	1,200
MARC Assessment / Membership	1,347	1,375	1,375
Newsletter	11,907	15,900	12,000
Volunteer Action Center	1,000	1,500	1,000
<b>Total Contractual Services</b>	<b>88,225</b>	<b>115,325</b>	<b>101,320</b>

**Commodities**

**Total Commodities** - - -

**Capital Outlay**

**Total Capital Outlay** - - -

**City Council Total** 137,125 164,413 150,408

**Municipal Court**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	71,513	79,500	91,900
Overtime	7,315	5,500	6,500
KPERS/KP&F	1,084	2,900	3,168
Health Insurance	17,377	17,200	19,730
Social Security & Medicaid	5,885	6,500	7,528
Defined Contribution Plan - Retirement	2,351	4,105	4,255
Unemployment Insurance	77	300	512
Workers Compensation Insurance	73	250	1,100
<b>Total Personal Services</b>	<b>105,675</b>	<b>116,255</b>	<b>134,693</b>

**Contractual Services**

Electric	-	-	-
Gas	-	-	-
Water	-	-	-
Telephone	2,197	1,800	1,800
Lodging/Meals	-	-	700
Parking/Tolls	-	-	-
Mileage	-	-	-
Registration/Tuition	180	25	300
Tuition Reimbursement	-	-	600
Advertising - Classified	35	500	-
Notary Bonds	-	60	60
City Attorney Services	7,146	8,800	10,800
Employee Recognition	-	-	-
Appeals	3,953	5,000	5,000
Computer Maintenance	900	2,000	2,000
Defense Attorneys	250	2,000	2,000
Equipment Rental	141	300	300
<b>Total Contractual Services</b>	<b>14,801</b>	<b>20,485</b>	<b>23,560</b>

**Commodities**

Office Supplies	695	1,000	1,000
Postage	2,762	2,500	2,500
Printed Forms	2,137	2,000	2,000
<b>Total Commodities</b>	<b>5,594</b>	<b>5,500</b>	<b>5,500</b>

**Capital Outlay**

Office Machines	1,739	1,000	1,000
Other Equipment	688	1,500	1,500
<b>Total Capital Outlay</b>	<b>2,428</b>	<b>2,500</b>	<b>2,500</b>
<b>Municipal Court Total</b>	<b>128,498</b>	<b>144,740</b>	<b>166,253</b>

**Public Works**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	498,486	540,000	550,000
Overtime	46,125	30,000	30,000
KP&F and KPERS	11,164	19,084	17,710
Health Insurance	103,626	120,243	132,000
Social Security & Medicaid	40,436	41,310	44,370
Defined Contribution Plan - Retirement	19,720	25,155	26,000
Unemployment Insurance	522	2,793	2,860
Workers Compensation Insurance	16,140	20,149	25,000
<b>Total Personal Services</b>	<b>736,219</b>	<b>798,734</b>	<b>827,940</b>

**Contractual Services**

Electric	19,533	18,000	18,000
Electric Shop	10,576	15,000	15,000
Gas	6,840	8,000	8,000
Gas Shop	1,335	3,500	3,000
Water	5,943	5,000	5,000
Water Shop	929	4,000	3,000
Refuse	842	4,000	5,000
Telephone	4,064	5,000	5,000
Telephone Shop	2,137	2,500	2,000
Traffic Signals KCPL	88,042	115,000	115,000
Traffic Signals OP ILA		2,500	2,000
Traffic Signals Electric	29,869	40,000	35,000
Street Lights KCPL	173,603	200,000	210,000
Street Lights Streetscape	3,663	4,000	4,000
Lodging and Meals	308	1,500	500
Parking Tolls	4	50	50
Mileage	86	500	500
Registration and Tuition	295	1,200	500
Planning Commission		5,000	5,000
Tuition Reimbursement	-	1,000	500
Workers Compensation	462	1,000	1,000
Advertising - Classified	2,317	500	500
Insurance	10,699	25,000	25,000
Notary Bonds	-	120	100
Professional Organizations	803	500	500
Periodicals	1,307	500	500

Legal Advertising	472	500	500
Engineering/Architect Services	61,612	50,000	50,000
Housing Project	4,874	30,000	30,000
Inspection	225	500	500
Pre-Employment Drug test	180	1,000	500
Public Relations	940	1,500	1,000
Meeting Expense	125	-	100
Economic Development	6,328	10,000	10,000
Employee Recognition		3,500	1,000
Building Repairs	26,623	30,000	15,000
Janitorial Services	-	-	1,000
Trees and Shrubs	6,375	10,000	10,000
Overlay Planning	282,523	400,000	220,000
Curb Replacment	647,034	150,000	100,000
Drainage	476	10,000	10,000
Communications	-	500	20,000
Civil Devense Sirens	1,027	20,000	500
Service Contracts	2,576	7,500	15,000
Vehicle Maintenance	5,714	5,000	5,000
Holiday Decorations	5,850	5,000	5,000
Johnson Drive Maintenance	3,345	10,000	15,000
Rental Equipment	8,307	2,500	2,000
Laundry and Uniforms	6,873	6,500	6,500
Vehicle Registration	33	100	100
Printing	476	1,000	500
Computer Services	2,559	2,000	2,500
City Sold Waste Program	290,166	350,000	350,000
Other Contractual	229	-	-
<b>Total Contractual Services</b>	<b>1,728,599</b>	<b>1,570,470</b>	<b>1,336,350</b>

## Commodities

Office Supplies	1,887	4,000	2,500
City Maps	138	1,000	1,000
Postage	2,811	2,500	2,500
Printed Forms	606	1,000	1,000
Miscellaneous Clothing	2,728	3,000	3,000
Chemicals	1,007	2,500	2,000
Fertilizer / Weeds	1,980	2,500	2,500
Rodent Control	1,898	2,500	200
Miscellaneous Supplies	183	500	500
Janitorial Supplies	3,230	3,000	3,500
Building Repair Parts	8,207	5,000	5,000
Hand Tools	4,196	2,500	2,500
Landscaping	2,434	4,000	2,500
Gas / Oil	17,945	25,000	20,000
Vehicle Parts	24,470	30,000	20,000
Vehicle Repair Tools	2,125	3,500	2,500

Asphalt	22,928	20,000	20,000
Rock	6,868	3,000	1,000
Sand / Salt	1,533	15,000	20,000
Signs	11,391	5,000	10,000
Traffic Paint	1,634	3,000	2,000
Park Maintenance	4,906	5,000	15,000
Other Street Maintenance	5,020	500	500
<b>Total Commodities</b>	<b>130,125</b>	<b>144,000</b>	<b>139,700</b>

### Capital Outlay

Office Machines	1,120	2,500	1,500
Office Furnishings	158	500	500
Public Works Vehicles	21,760	50,000	50,000
Public Works - Other Equipment	60,808	40,000	10,000
Radios	1,313	500	500
Contingency	13,952	17,000	10,000
<b>Total Capital Outlay</b>	<b>99,111</b>	<b>110,500</b>	<b>72,500</b>

<b>Public Works Total</b>	<b>2,694,054</b>	<b>2,623,704</b>	<b>2,376,490</b>
---------------------------	------------------	------------------	------------------

**Parks and Recreation - Pool**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	108,702	116,652	122,314
Overtime	260	-	-
KP&F and KPERS	-	250	950
Health Insurance	-	2,482	7,000
Social Security & Medicaid	8,317	12,000	9,357
Defined Contribution Plan - Retirement	-	-	-
Unemployment Insurance	109	1,000	636
Workers Compensation Insurance	6,059	6,293	6,500
<b>Total Personal Services</b>	<b>123,448</b>	<b>138,677</b>	<b>146,757</b>
<b>Contractual Services</b>			
Electric	11,878	13,000	13,000
Gas	-	1,000	500
Water	12,360	10,500	13,000
Trash	599	1,200	1,200
Telephone	462	800	800
Staff Training	610	1,000	1,600
Workmans Comp Claims	100	-	200
Marketing	-	1,500	1,000
Insurance	1,758	1,800	1,800
Employee Recognition	-	-	500
Maintenance Building	7,234	4,000	5,000
Other Equipment Repairs	1,585	4,000	3,500
Rental Agreements	209	1,000	500
Pool Tags	-	-	-
Mission Swim Team	7,500	7,500	7,500
Contract Services / Maintenance Agmt	-	3,500	2,000
Consultants / Instructors	-	7,250	7,250
<b>Total Contractual Services</b>	<b>44,296</b>	<b>58,050</b>	<b>59,350</b>

**Commodities**

Office Supplies	258	1,000	1,500
Clothing	4,089	4,000	5,200
Food Service	12,788	15,000	15,000
Printing	461	1,600	1,200
Equipment and Supplies	3,529	6,000	5,000
Cleaning Chemicals	575	1,000	1,000
Miscellaneous Supplies	-	1,000	1,000
Pool Chemicals	6,936	8,000	8,000
Repair / Parts Maintenance	3,321	15,000	8,000
<b>Total Commodities</b>	<b>31,956</b>	<b>52,600</b>	<b>45,900</b>

**Capital Outlay**

Equipment Replacement	11,184	13,000	15,000
Filter Elements	-	10,000	5,000
Pool Repair/Design	29,185	-	15,000
Contingency	-	10,000	10,000
<b>Total Capital Outlay</b>	<b>40,369</b>	<b>33,000</b>	<b>45,000</b>
<b>Parks and Recreation - Pool Total</b>	<b>240,068</b>	<b>282,327</b>	<b>297,007</b>

**Parks and Recreation - Parks**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	13,511	38,470	42,136
Overtime	201	-	-
KP&F and KPERS	-	-	1,357
Health Insurance	-	-	-
Social Security & Medicaid	1,050	8,000	3,223
Defined Contribution Plan - Retirement	-	-	-
Unemployment Insurance	14	600	219
Workers Compensation Insurance	-	170	398
<b>Total Personal Services</b>	<b>14,775</b>	<b>47,240</b>	<b>47,333</b>

**Contractual Services**

Electric	1,348	2,000	2,000
Gas	-	-	-
Trash	-	-	-
Telephone	-	200	200
Registration	35	-	-
Insurance	575	750	750
Legal Advertising	-	-	-
Employee Recognition	-	300	300
Maintenance Building	-	-	-
Equipment Repairs	-	-	-
Rental Equipment	-	-	-
Computer Services Software	-	-	-
Tennis Court Maintenance	-	1,500	1,500
Special Programs	4,582	5,500	5,500
Contractor Services	-	-	-
Contract Instructors	-	-	-
Equipment Maintenance	1,720	4,000	4,000
Transportation Services	249	5,000	5,000
<b>Total Contractual Services</b>	<b>8,509</b>	<b>19,250</b>	<b>19,250</b>

**Commodities**

Office Supplies	-	-	-
Uniforms / Clothing	-	-	-
Postage	-	-	-
Printing	4	500	500
Mission Summer Program	2,817	4,000	4,000
Equipment / Supplies	108	1,400	1,400
Special Events Supplies	3,827	4,000	4,000
Seniors Programs	-	-	-
Cleaning Supplies	-	-	-
Miscellaneous	-	-	-
Building Maintenance / Repair Parts	-	-	-
<b>Total Commodities</b>	<b>6,756</b>	<b>9,900</b>	<b>9,900</b>

**Capital Outlay**

Park Improvements	1,709	10,000	15,000
Capital Equipment	-	-	-
Contingency	-	-	-
<b>Total Capital Outlay</b>	<b>1,709</b>	<b>10,000</b>	<b>15,000</b>
<b>Parks and Recreation - Parks Total</b>	<b>31,749</b>	<b>86,390</b>	<b>91,483</b>

## Parks and Recreation - Community Center

Account Title	Actual 2002	Estimated 2003	Budget 2004
<b>Personal Services</b>			
Wages and Salaries	711,279	727,085	760,328
Overtime	12,027	8,000	8,000
KP&F and KPERS	8,642	5,000	10,233
Health Insurance	44,230	36,894	56,000
Social Security & Medicaid	53,281	50,440	58,777
Defined Contribution Plan - Retirement	10,583	10,500	10,870
Unemployment Insurance	697	4,200	3,954
Workers Compensation Insurance	3,357	4,000	5,500
<b>Total Personal Services</b>	<b>844,095</b>	<b>846,119</b>	<b>913,662</b>

## Contractual Services

Electric	88,271	84,000	115,500
Gas	29,947	48,000	58,000
Utilities - Water Dist Bldg	2,176	-	-
Water	11,319	10,000	12,500
Trash	1,761	2,500	2,000
Telephone	11,263	12,000	16,000
Travel	394	4,000	1,500
Lodging and Meals	513	2,500	1,000
Parking and Tolls	13	100	100
Mileage Staff	229	1,000	500
Registration and Tuition	1,981	1,200	2,000
Staff Training	6,567	6,000	7,500
Tuition Reimbursement	152	1,800	1,000
Workman's Compensation Claims	126	-	-
Marketing / Public Relations	5,936	9,000	12,000
Insurance - Building	16,000	25,000	36,000
Employee Recognition	1,834	2,000	1,500
Maintenance Building	21,346	15,000	20,500
Equipment Repairs	1,479	5,000	2,500
Rental Equipment	13,083	12,000	12,500
Computer Services / Software	15,106	12,000	12,500
Registration Materials	-	5,000	2,000
Swim Programs	-	1,000	500
Seasonal Programs	5,257	8,500	8,500
Contract Services / Maint. Agreements	20,447	35,000	35,000
Miscellaneous	-	2,000	2,000

Field Trips	-	1,200	1,000
Contract Instructors	109,555	63,700	104,400
<b>Total Contractual Services</b>	<b>364,754</b>	<b>369,500</b>	<b>468,500</b>

### Commodities

Office Supplies	10,342	9,000	14,000
Clothing	4,695	3,800	4,000
Food services / Concession Supplies	5,184	3,800	5,500
Postage	3,574	5,000	6,000
Printing	6,051	7,500	14,000
Equipment and Supplies	33,470	25,000	30,000
Cleaning Supplies	18,952	18,000	22,000
Miscellaneous Supplies	1,329	3,000	2,000
Pool Chemicals	5,680	10,000	10,000
Building Maint/Repair Parts	8,672	11,000	10,000
<b>Total Commodities</b>	<b>97,949</b>	<b>96,100</b>	<b>117,500</b>

### Capital Outlay

Equipment Replacement	70,460	73,365	71,100
Construction/Repair	37,532	105,000	50,000
Contingency	6,007	10,000	15,000
Morrow Trust Fund	1,034	-	-
<b>Total Capital Outlay</b>	<b>115,034</b>	<b>188,365</b>	<b>136,100</b>

<b>Parks and Recreation - Community Center Total</b>	<b>1,421,833</b>	<b>1,500,084</b>	<b>1,635,762</b>
--	------------------	------------------	------------------

**Parks and Recreation - Administration**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	102,678	87,050	100,300
Overtime	3,248	2,000	1,500
KP&F and KPERS	2,648	2,600	3,230
Health Insurance	18,151	8,500	14,500
Social Security & Medicaid	7,955	5,630	7,788
Defined Contribution Plan - Retirement	5,060	4,908	3,600
Unemployment Insurance	104	200	522
Workers Compensation Insurance	-	300	300
<b>Total Personal Services</b>	<b>139,844</b>	<b>111,188</b>	<b>131,739</b>

**Contractual Services**

Electric	-	-	-
Gas	-	-	-
Water	-	-	-
Telephone	2,073	2,000	500
Travel	240	1,200	500
Car Allowance	137	-	-
Lodging	-	500	-
Parking and tolls	-	-	50
Registration and Staff Training	3,334	2,400	1,000
Workers Compensation Claims	124	-	200
Marketing and Public Relations	8,443	8,000	8,500
Insurance - Building	-	-	-
Employee Recognition	913	1,500	-
Service Contracts	888	-	500
Computer Services	85	4,400	1,000
Printing and Postage	12,723	9,000	16,000
OFC Operatio/Lease/Internet	-	11,400	500
<b>Total Contractual Services</b>	<b>28,961</b>	<b>40,400</b>	<b>28,750</b>

**Commodities**

Office Supplies	7,010	4,000	2,000
Copier Lease	2,596	2,000	2,800
Postage	1,854	3,500	2,000
Printing	8,495	4,000	1,200
<b>Total Commodities</b>	<b>19,955</b>	<b>13,500</b>	<b>8,000</b>

**Capital Outlay**

Office Machines	-	9,800	6,600
Office Equipment	225	-	1,500
Office Relocation	8,844	-	1,500
Contingency	15	1,000	2,000
<b>Total Capital Outlay</b>	<b>9,084</b>	<b>10,800</b>	<b>11,600</b>

**Parks and Recreation - Administration Total**      **197,842**      **175,888**      **180,089**

**Police**

<b>Account Title</b>	<b>Actual 2002</b>	<b>Estimated 2003</b>	<b>Budget 2004</b>
<b>Personal Services</b>			
Wages and Salaries	1,186,942	1,165,600	1,378,000
Overtime	38,887	69,000	58,000
KP&F and KPERS	82,526	84,500	127,845
Health Insurance	192,015	216,000	245,400
Social Security & Medicaid	95,104	89,168.40	109,854
Defined Contribution Plan - Retirement	8,352	6,600	6,600
Unemployment Insurance	1,139	5,000	7,166
Workers Compensation Insurance	14,730	19,000	24,500
<b>Total Personal Services</b>	<b>1,619,695</b>	<b>1,654,868</b>	<b>1,957,365</b>

**Contractual Services**

Electric	-	-	-
Gas	-	-	-
Water	-	-	-
Telephone	9,228	10,000	10,000
Travel	-	400	2,500
Lodging and Meals	216	2,000	3,000
Parking Tolls	8	100	100
Mileage	147	400	500
Registration/Tuition	838	5,000	12,000
Firing range	3,028	5,500	6,200
Tuition Reimbursement	928	2,000	2,000
Training / Junior College	844	5,000	2,500
Advertising	1,647	2,000	2,000
Insurance	-	-	-
Notary Bonds	190	120	120
Professional Organizations	300	400	1,000
Periodicals	238	800	800
Pre-employment exams	1,215	1,500	2,000
Public Relations	2,702	2,000	2,000
Employee Recognition	711	5,000	3,000
DARE Special Exp.	137	500	500
Communications / Radios	3,060	5,500	5,500
Other Equipment	2,194	3,500	3,500

Service Contracts	15,361	18,000	18,000
Vehicle Maintenance	4,654	7,000	8,500
Equipment Rental	141	100	100
Uniform Dry Cleaning	4,386	5,500	5,500
Vehicle Registration	130	100	100
Computer Services	6,608	7,500	7,500
Animal Control	47,273	57,000	57,000
Animal Boarding	-	300	300
Prisoner Care	17,772	20,000	22,500
Crime Prevention	254	2,500	2,500
DARE Supplies	1,542	2,000	2,000
Local Law Enforcement Blk Grant	1,292	10,000	1,000
Juvenile Intake Assessment Center	5,940	7,000	7,000
Miscellaneous	424	500	500
<b>Total Contractual Services</b>	<b>133,407</b>	<b>189,220</b>	<b>191,720</b>

### Commodities

Office Supplies	3,374	5,000	5,000
Copy Machine	384	2,000	2,000
Microfilm	1,041	600	600
Postage	2,218	3,000	3,000
Printed Forms	1,488	2,000	2,000
Other Operating Supplies	1,292	3,000	3,000
Uniforms	10,654	15,000	15,000
Fuel	23,196	27,000	30,000
Fleet Tire Replacement	1,941	2,700	2,900
<b>Total Commodities</b>	<b>45,588</b>	<b>60,300</b>	<b>63,500</b>

### Capital Outlay

Office Machine	217	1,000	1,000
Office Furnishings	47	500	500
Computer Systems	3,871	5,000	3,000
Police Vehicles	57,865	33,500	37,000
Handguns / Shotguns	-	-	19,000
Radios	4,600	12,000	-

Radar	-	-	6,000
Other Equipment	13,520	15,000	15,000
Video Buyout	-	15,000	15,000
Contingency	771	15,000	-
<b>Total Capital Outlay</b>	<b>80,891</b>	<b>97,000</b>	<b>96,500</b>

<b>Police Total</b>	<b>1,879,581</b>	<b>2,001,388</b>	<b>2,309,085</b>
---------------------	------------------	------------------	------------------