



2006 Adopted Annual Budget

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Non-Departmental—Budget Overview

Description

Non-Departmental consists of four segments: Contributions to Agencies; Miscellaneous Expenditures; Miscellaneous Operating Transfers; and Non-Departmental--Operating. Contributions to Agencies, including youth and social service funding, 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. Miscellaneous Operating Transfers includes amounts budgeted for interfund transfers. Non-Departmental-- Operating 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 2003	Actual 2004	Adopted 2005	Estimated 2005	Adopted 2006
Expenditures					
Contributions/Agencies	2,731,266	2,785,323	2,801,260	3,001,260	2,899,060
Misc. Expenditures	968,705	13,426,982	5,891,250	581,213	6,364,896
Misc. Operating Transfers	511,340	986,704	869,719	869,719	2,306,579
Non-Dept, Operating	22,135,971	60,850,364	28,863,645	26,980,710	31,562,998
Total Expenditures	26,347,282	78,049,373	38,425,874	31,432,902	43,133,533
Percent Change		196.2%	-50.8%	-59.7%	12.3%
Financing					
General Fund	2,692,831	15,603,512	8,004,469	2,694,432	9,944,875
Trans. Guest Tax Fund	1,518,480	1,595,497	1,557,760	1,757,760	1,625,660
Other Fund Sources	22,135,971	60,850,364	28,863,645	26,980,710	31,562,998
Total Financing	26,347,282	78,049,373	38,425,874	31,432,902	43,133,533

Personnel Summary by Program (in Full-Time Equivalent)

There are no FTE positions in this Department.

Significant Features

- A 10.0 percent ending balance of revenue is budgeted as contingency for the General Fund in 2006, another 1.0 percent is budgeted as a non-appropriated fund balance.
- The 2006 recommendation provides \$250,000 from the General Fund to continue financing for the Downtown Topeka grants. These grants are awarded by Downtown Topeka, Inc. (DTI) to businesses and property owners in the downtown area. The monies are to be used to make repairs and improvements to properties to attract and promote downtown businesses.
- An additional \$2.8 million is recommended for grants to various organizations in 2006 from the General Fund and Transient Guest Tax Fund. All line-item grants and contributions to agencies are held at the 2005 funding level.

Miscellaneous Expenditures Details-General Fund

Budget Summary by Expenditure Category

	Actual 2003	Actual 2004	Adopted 2005	Estimated 2005	Adopted 2006
Personnel Services	-	13,186,045	40,000	40,000	160,000
Contractual Services	183,016	177,620	273,200	558,200	216,350
Downtown Topeka, Inc.	-	-	250,000	250,000	250,000
Other Payments/Costs (NRA Rebate)	-	-	-	-	198,073
Commodities	30,198	10,331	16,300	16,300	33,000
Care of Prisoners	732,153	1,330,258	765,000	1,000,000	950,000
Capital Outlay	-	-	-	289,963	-
Non-Cash Expenditures	23,338	64,841	-	-	-
Vacancy Credits	-	(1,356,994)	(1,573,250)	(1,573,250)	(1,615,000)
General Fund Contingency	-	14,881	6,120,000	-	6,172,473
Total Program	968,705	13,426,982	5,891,250	581,213	6,364,896
General Fund	968,705	13,426,982	5,891,250	581,213	6,364,896
Total Revenues	968,705	13,426,982	5,891,250	581,213	6,364,896

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.

- State law limits the 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 use of contingencies is subject to specific council approval. 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. Flexibility was exercised in 2004 when additional dollars were moved to the transfer to the Planning Fund after the loss of Shawnee County revenue.
- To meet transition costs to the Council-Manager government and costs related to the Consolidation Commission, an extra \$200,000 is set aside for those costs in 2005.
- An additional \$289,963 for capital outlay is budgeted in 2005 to pay for a fire truck. The project budget and ordinance have been passed. This action will eliminate the need for General Obligation bond financing.
- \$85,000 is added in 2005 to hire consulting expertise to assist the City with the Enterprise Resource Planning project. The consultants will review the final RFP; assist with selection of a vendor; and negotiate the final contract. It is believed that the City will benefit from the advice and experience of another party and eventually achieve a better product.

Notes on Budget and Personnel

- In 2006, salary savings of \$1,425,000 are budgeted from General Fund Departments. The amount represents a 2.7 percent salary shrinkage rate. The rate for 2005 was approved at 3.1 percent.
- The budget contains \$1,000,000 in both 2005 and 2006 based on actual 2004 expenditures of \$1.3 million for Care of Prisoners. This pays the Shawnee County Jail for housing city prisoners. K.S.A. 19-1930 requires the City to pay the County for the maintenance of prisoners held in the county jail for municipal court charges. The amount for 2004 is increased by \$235,000 from the approved level. Expenditures for incarcerating offenders continue to rise.
- \$120,000 is provided in 2006 for a Salary Compression Pool. It is expected the majority of the funding will go to remedy compression issues in the Police Department.
- The Neighborhood Revitalization Act Rebate must now be shown as an expenditure rather than the past practice of a negative revenue. The effect is the same, the rebates are accounted for in the total amount needed from property taxes.
- The \$75,000 in the budget to cover 2005 city election costs is deleted, but \$20,000 is added to help pay the City's portion of the League of Kansas Municipalities conference, which will be held in Topeka.
- \$25,000 is included in 2006 to begin the process of preparing to negotiate the next Cable Television Franchise agreement. The monies can be used for education or to hire a consultant for part of the year. This is highly specialized area where the City can benefit from outside advice.

Contributions to Agencies Details--General Fund

Budget Summary by Agency

	Actual 2003	Actual 2004	Adopted 2005	Estimated 2005	Request 2006
Jayhawk AAA	27,563	27,563	27,000	27,000	27,000
Topeka Cemetery Association	40,000	40,000	100,000	100,000	100,000
Keep America Beautiful	15,000	15,000	15,000	15,000	15,000
Community Resource Council	99,724	99,724	100,400	100,400	100,400
Arts Council of Topeka	83,000	83,000	83,000	83,000	-
Topeka Performing Arts Center	210,000	210,000	210,000	210,000	395,000
Safe Streets	85,100	85,100	85,100	85,100	-
Battered Women's Task Force	30,000	30,000	30,000	30,000	30,000
Shawnee County Family Resource Ctr.	55,000	55,000	55,000	55,000	55,000
YWCA Girls to Girls	30,000	5,000	-	-	-
Project Health Access	125,000	100,000	100,000	100,000	100,000
Youth & Social Service Grants	311,054	361,439	318,455	318,455	331,455
Housing and Credit Counseling	78,000	78,000	78,000	78,000	78,000
Success by Six	-	-	41,545	41,545	41,545
Other Grants	23,345	-	-	-	-
Total Program	1,212,786	1,189,826	1,243,500	1,243,500	1,273,400
General Fund	1,212,786	1,189,826	1,243,500	1,243,500	1,273,400
Total Revenues	1,212,786	1,189,826	1,243,500	1,243,500	1,273,400

Discussion

Contributions to Agencies is where the City's designated contributions to various public service organizations are detailed. In addition, a single amount is appropriated for distribution to youth and social service organizations. This page covers the General Fund portion of the contributions.

An agency has been included as a specific line item if, (1) the City has some direct responsibility for funding, as in the case of the Topeka Cemetery Association, or (2) the city has made a prior funding commitment, or (3) an agency's service is jointly funded by more than one government entity, such as CRC, Jayhawk AAA, Go Topeka, etc., or (4) a policy decision has been made to fund the organization independently.

- The budget provides \$318,455 from the General Fund for Youth and Social Services (Y&SS) Grants for 2006.
- Agencies are maintained at the 200d level.

Notes on Budget

- A total of \$200,000 from CDBG funds will be combined with \$318,455 from the General Fund to provide \$518,455 for Youth and Social Service Grants. This amount is distributed by the City Council following an application process with recommendations from a review committee.

Contributions to Agencies Details--Transient Guest Tax Fund

Budget Summary by Agency

	Actual 2003	Actual 2004	Adopted 2005	Estimated 2005	Adopted 2006
Conv. & Visitor Bureau	760,873	771,469	775,000	775,000	775,000
Expo Centre Marketing	80,105	100,052	60,000	60,000	60,000
Topeka Perform Arts Center	138,750	140,000	140,000	140,000	140,000
Heartland Park	161,875	171,718	175,000	175,000	175,000
Combat Air Museum	-	1,938	-	-	-
Topeka Capital Baseball Team	4,000	-	-	-	-
Topeka Swim Association	-	1,250	-	-	-
BMX Club	-	2,500	-	-	-
Fiesta Mexicana	-	10,000	20,000	20,000	20,000
Wayfinding Signs	-	-	-	200,000	-
Topeka Sesquicentennial	-	5,000	-	-	-
Tourism Opportunity Grants	47,750	-	-	-	-
Sunflower State Games	-	13,125	17,500	17,500	17,500
Expo Centre/Kansas Kids Wrestling	7,400	-	-	-	-
Great Overland Station	200,000	200,000	200,000	200,000	200,000
Parks and Recreation Fund Transfer	114,700	115,000	115,000	115,000	115,000
Historic Preservation Fund Transfer	3,027	63,445	55,260	55,260	63,160
General Fund Transfer	-	-	-	-	60,000
Total Program	1,518,480	1,595,497	1,557,760	1,757,760	1,625,660
Transient Guest Tax Fund	1,518,480	1,595,497	1,557,760	1,757,760	1,625,660
Total Revenues	1,518,480	1,595,497	1,557,760	1,757,760	1,625,660

Discussion

- This section outlines the various grants and other uses made of the receipts that flow into the Transient Guest Tax Fund. This fund receives the revenue generated by a 6.0 percent guest tax that is charged to persons that obtain lodging from hotels and motels in the city. The monies are targeted generally towards uses that promote tourism and economic development for the City of Topeka.
- Prior to 2003, the transient guest tax rate was 5.0 percent. The City Council approved an additional 1.0 percent. From the additional proceeds, \$200,000 is to help pay for improvements to the Great Overland Station. Any excess revenue is to be transferred to the Historic Preservation Fund. For 2003, motels and hotels did not start collecting the new 1.0 percent until April 1st because of the time necessary to establish the change in collections by the Kansas Department of Revenue, the state agency which collects this tax as well as the City's sales tax.
- In 2005, the budget has been amended to spend excess fund balance of \$200,000 for Wayfinding Signs. The excess fund balance came from one-time influx of revenue in late 2004.

Notes on Budget

- The Transient Guest Tax is estimated to receive revenues of \$1,578,960 for both 2005 and 2006 based on the 6.0 percent tax rate.
- The \$60,000 contingency is budgeted to provide additional fund balance to maintain cashflow for the fund. Spending the contingency will result in an unbalanced budget with expenditure exceeding revenue.
- For 2006, program grants and transfers are funded at the same level as 2005.
- The Tourism Opportunity Grant Fund Program is not funded. The fund is not able to finance that program and maintain support for existing programs.

Miscellaneous Operating Transfers Details

Budget Summary by Agency

	Actual 2003	Actual 2004	Adopted 2005	Estimated 2005	Adopted 2006
Golf Fund	-	100,000	-	-	-
Metropolitan Planning*	534,532	836,704	799,719	799,719	-
Unsafe Structures Fund	40,000	50,000	70,000	70,000	200,000
Arts Fund	-	-	-	-	-
Bridge Improvement Projects	(63,192)	-	-	-	-
Capital Improvements Fund	-	-	-	-	2,106,579
Total Program	511,340	986,704	869,719	869,719	2,306,579
General Fund	511,340	986,704	869,719	869,719	2,306,579
Total Revenues	511,340	986,704	869,719	869,719	2,306,579

Discussion

Miscellaneous Operating Transfers comprises amounts budgeted for interfund or interdepartmental transfers.

In 2002 \$1,793,650 was transferred to an internal capital projects account for the Topeka Boulevard Bridge. This transfer was funded with one-time monies generated from excess revenue generated by the 0.25 percent sales tax passed in 1998 to pay for costs associated with the Oakland Expressway Project and the Kansas Avenue Bridge Rehabilitation Project. This revenue source was also used to finance an \$800,000 economic development grant to Go Topeka.

Transfers in 2002 of \$1.0 million to the Risk Management Reserve Fund and \$0.3 million to the Employee Group Health Insurance Fund were financed by a revenue transfer from the Water Utility Fund. The transfer to the Risk Management Reserve Fund partially reimbursed that fund for the \$1.6 million transferred over 2001 and 2002 to the Employees Health Insurance Fund, which had experienced much higher than expected claims. The \$300,000 to the Health Insurance Fund was done to establish a healthy ending balance for 2002.

A one-time transfer of \$100,000 was made to the Golf Fund in 2004 to shore up ending balances in that fund.

Notes on Budget

• Resolution 7490 requires the General Fund budget to be structurally balanced with revenues exceeding ongoing operating costs by 1.0 percent. General Fund surplus can remain in the balance or be used for capital improvement projects or debt reduction, but it cannot go to fund ongoing operations. The following uses are proposed for the \$3.5 million surplus in 2006:

Police Cars--\$800,000
 Thermal Imaging Camera for Police Helicopter--\$220,000
 Neighborhood Revitalization/Curb & Gutter Replacement--\$751,579
 Sidewalk Repair 50/50--\$100,000
 Fire Aerial Truck--\$868,400
 City Hall/Holliday Buildings Major Maintenance--\$235,000
 ERP Payment--\$500,000

In addition the transfer to the Unsafe Structures Fund is increased from \$70,000 in 2005 to \$200,000 in 2006 using the General Fund Surplus.

• Since the Planning Fund is discontinued in 2006, there is no budgeted transfer.

Non-Departmental, Operating Details

Budget Summary by Agency

	Actual 2003	Actual 2004	Adopted 2005	Estimated 2005	Adopted 2006
Personnel Services	741,374	567,047	880,000	684,267	858,795
Contractual Services	2,140,903	2,154,073	2,696,034	2,696,034	2,945,000
Other Payments & Costs	6,656,247	8,453,007	8,717,238	9,140,643	9,336,009
Commodities	-	45	-	-	-
Capital Outlay	300,000	-	850,000	-	2,383,545
Debt Service	12,197,447	49,676,192	14,970,373	14,393,766	15,194,608
Other Financial Uses	100,000	-	-	66,000	95,041
Contingency	-	-	750,000	-	750,000
Total Program	22,135,971	60,850,364	28,863,645	26,980,710	31,562,998
Non-General Fund Sources	22,135,971	60,850,364	28,863,645	26,980,710	31,562,998
Total Revenues	22,135,971	60,850,364	28,863,645	26,980,710	31,562,998

Discussion

Non-Departmental--Operating is comprised of the amounts budgeted in operating funds not otherwise reported in the department schedules. These amounts are segregated for the achievement of a particular purpose or for financial reporting purposes. The individual funds comprising Non-Departmental--Operating are special revenue (200s), debt service (300s), and risk management internal service (600s) funds.

Notes on Budget

The individual funds comprising Non-Departmental, Operating include:

- 228—Special Alcohol & Drug
- 230—General Improvement
- 236—Special Liability Expense
- 282—Capital Project Planning
- 285—Unsafe Structures Demolition
- 286—Employees' Retirement Reserve
- 289---Historic Preservation
- 301—General Bond & Interest
- XX----Capital Projects
- 640—Workers' Compensation Self-Insurance
- 641—Vehicle Physical Damage Self-Insurance
- 642—Employees' Health Insurance
- 643—Risk Management Reserve
- 644—Unemployment Compensation

For individual fund expenditures and revenues, see the Fund Summaries Section.