



ADMINISTRATION

Department Description

The Administration Department is comprised of five programs: Mayor and City Council, Administration, Economic Development, Human Resources, and City Clerk. The Risk Management Internal Service Fund program is also managed in this department. Starting in May 2010, the Administration Department also oversees the Community Development Department.

Department Mission Statement

Administration is dedicated to assisting its customers, elected and appointed officials, the community and its fellow City departments by providing professional, ethical, open and high quality services. We are focused on managing our changing environment, promoting leadership, enhancing efficiencies and creating a place where innovation is welcome to provide stewardship in planning our community's future.

Department Organization Chart



Personnel by Program (FTE)

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Administration	3.0	3.0	3.0
Economic Development	0.0	0.0	0.0
Human Resources	2.0	2.0	2.0
City Clerk	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	6.0	6.0	6.0

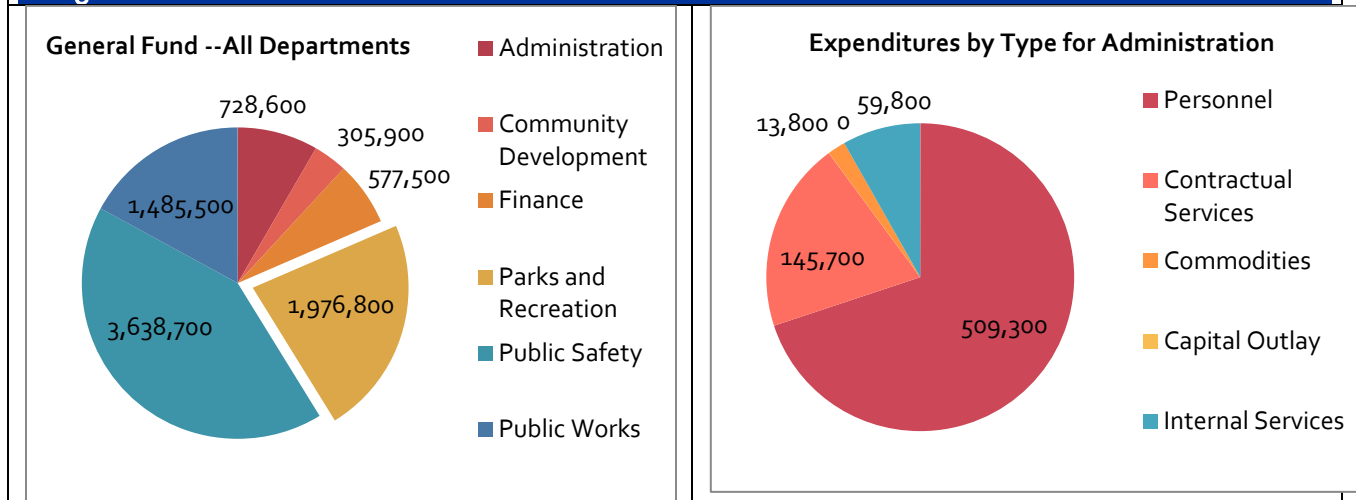


ADMINISTRATION

Core Services

<ul style="list-style-type: none"> Public information services 	<ul style="list-style-type: none"> Organizational development and coordination
<ul style="list-style-type: none"> Budget administration 	<ul style="list-style-type: none"> Safety oversight
<ul style="list-style-type: none"> Intergovernmental relations 	<ul style="list-style-type: none"> Records management
<ul style="list-style-type: none"> Staff to Mayor and Council 	<ul style="list-style-type: none"> Economic development facilitation

Budget Charts



Department Funding by Program

Program Funding:	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimate</u>	2011 <u>Budget</u>
Mayor and City Council	\$ 76,456	\$ 57,600	\$ 74,300	\$ 68,900
Administration	382,812	388,500	375,500	397,400
Economic Development*	61,163	54,100	51,800	0
Human Resources	136,586	146,400	149,300	152,100
City Clerk	<u>99,556</u>	<u>99,900</u>	<u>92,400</u>	<u>110,200</u>
	\$ 756,573	\$ 746,500	\$ 743,300	\$ 728,600

*Moved to Economic Development Fund 105

City of Gardner Annual Budget

Program: All
Department: Administrative 411
Fund: General Fund 001

Classification			FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
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Personal Services						
11	01	Full-Time	368,914	367,800	365,000	380,400
11	02	Overtime	82	-	-	-
13	01	Part-Time	32,475	32,600	33,100	32,600
21	01	Health & Dental Insurance	24,470	26,300	25,700	29,400
21	02	Life Insurance	335	400	400	400
22	01	Social Security	28,457	30,600	29,900	31,400
22	03	Unemployment Compensation	1,263	2,600	2,600	2,800
23	01	KPERS Retirement	20,756	26,800	25,900	29,400
23	05	Deferred Compensation	10,961	2,800	2,800	2,900
Total			487,713	489,900	485,400	509,300
Contractual Services						
31	02	Legal Services	48,053	40,200	29,400	39,400
31	15	Outsourced Services	90,224	62,800	78,700	22,100
40	03	Telephone	2,106	2,400	1,300	1,300
46	01	Meetings/Training/Travel	10,501	14,200	19,800	18,400
46	02	Dues/Subscriptions	20,898	23,000	21,700	22,800
47	01	Advertising/Legal Notices	21,491	16,000	14,800	18,800
47	02	Printing	8,110	8,500	8,800	8,800
47	04	Postage	4,131	10,900	8,100	8,000
48	01	Taxes and Assesments	5,335	7,100	5,900	6,100
Total			210,849	185,100	188,500	145,700
Commodities						
52	20	Operating Supplies	6,445	8,200	7,100	7,500
54	51	Special Events	1,858	2,200	2,200	2,200
54	93	Donations & Sympathy	4,653	4,000	4,000	4,100
Total			12,956	14,400	13,300	13,800
Internal Services						
91		Building Services	16,260	20,800	20,800	25,000
91		IT Services	20,792	23,800	23,800	21,900
91		Risk Services	8,003	12,500	11,500	12,900
Total			45,055	57,100	56,100	59,800
Total Expenditures			756,573	746,500	743,300	728,600



Mayor and Council

Program Description

The Mayor and City Council are the legislative and policy-making body of the City. The Mayor and the five Council members are elected at-large and serve four year terms.

The responsibilities of the City Council include enacting ordinances for the proper governing of the City, adopting the annual budget and related financial documents, awarding municipal contracts, establishing all other policies necessary to promote the health, safety and welfare of the City and its residents, and representing the City to the public and other governmental bodies. The Mayor and City Council appoint the City Administrator, Municipal Judge, City Attorney and Prosecutor.

2011 Program Goals and Objectives

Complete the Citizen's survey (outsourced services)

2010 Program Anticipated Accomplishments

Council Visioning Session will be held in October 2010 to set path for Gardner's future. This is the first formal Visioning session for the City Council, since the mid 1990s. It will provide the frame work for staff level goals and objectives in 2011. However, is not available at this time for inclusion into the 2011 Budget document.

Core Performance Measures

Citizen Survey Satisfaction*:	2005	2007	2009
Quality of leadership of City's elected officials	92%	85%	69%
Level of public involvement in local decisions	84%	82%	73%
Effectiveness of appointed boards and commissions	92%	87%	79%
Overall image of the City	92%	89%	86%
Overall value received for your tax dollars	86%	81%	86%

*includes neutrals, excludes don't know

Program Measurements:	2009	2010	2011
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Regular meetings held	26	25	26
Work Sessions held	19	17	16
Ordinances passed	35	20	20
Resolutions adopted	53	28	35

Personnel by Program (FTE)

	2009	2010	2011
Mayor	1.0	1.0	1.0
City Council	5.0	5.0	5.0
Total	6.0	6.0	6.0

City of Gardner Annual Budget

Program: Mayor and City Council 1110

Department: Administrative 411

Fund: General Fund 001

Classification			FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
Personal Services						
13	01	Part-Time	25,275	25,400	25,900	25,400
22	01	Social Security	1,934	1,900	2,000	1,900
22	03	Unemployment Compensation	0	200	200	200
23	01	KPERS Retirement	158	500	0	0
Total			27,367	28,000	28,100	27,500
Contractual Services						
31	15	Outsourced Services	21,327	0	16,400	10,500
40	03	Telephone	217	600	0	0
46	01	Meetings/Training/Travel	2,169	1,000	2,800	3,400
46	02	Dues/Subscriptions	10,537	11,000	11,100	11,300
47	01	Advertising/Legal Notice	1,018	900	0	500
Total			35,268	13,500	30,300	25,700
Commodities						
52	20	Operating Supplies	770	900	900	900
54	51	Special Events	1,858	2,200	2,200	2,200
54	93	Donations & Sympathy	4,653	4,000	4,000	4,100
Total			7,281	7,100	7,100	7,200
Internal Services						
91		Building Services	2,293	3,000	3,000	3,600
91		IT Services	3,139	3,400	3,400	3,100
91		Risk Services	1,108	2,600	2,400	1,800
Total			6,540	9,000	8,800	8,500
Total Expenditures			76,456	57,600	74,300	68,900



City Administration

Program Description

Plans, organizes, and directs the activities of all municipal operations to meet the goals of the Governing Body. Prepares and submits the operating budget and capital improvement program to the Council for review and approval. This program provides residents and business with current information on City projects, programs, and policies through the City website, City Newsletter and Utility News.

Prepares Council agendas and assists the Council by providing necessary information to make informed decisions regarding City business. Ensures that all laws and ordinances governing the city are enforced, recommends to the City Council changes and additions to municipal ordinances and regulations, and implements the annual budget and policies established by the City Council. This program also funds the City Attorney and other legal services. Oversees the divisions of Human Resources and City Clerk as well as directs the activities of the Community Development Department after a reduction in force in May 2010.

The Assistant City Administrator directs and administers the divisions of Planning and Codes Administration divisions of the Community Development Department. Staffs the Planning Commission and the Board of Zoning Appeals.

2011 Program Goals and Objectives

Increase commercial and industrial investments within the City

- Work with interested parties to provide a smooth and understandable planning process and advertise development review process for development in the community.
- Assist in the implementation of economic development strategy.
- Prepare for growth on the east side of the I-35/175th Street Interchange
- Prepare informational materials for informing interested parties about opportunities for development in Gardner
- Work with Chamber to develop complete online commercial property inventory with vacancy rate.

Improve Organizational Capacity

- Develop skills of Assistant City Administrator for the role of Community Development Director

Improve Communications

- Develop a social media presence on the internet for the City of Gardner, with appropriate policies to protect the City.



2010 Program Anticipated Accomplishments

Maintain and Improve Existing Services and Facilities

- Assist in researching and facilitating Governance Structure with Council, Ward System, Role of Mayor and Council.
- Update the Budget Policies.

Increase commercial and industrial investments within the City

- Assist in developing the Economic Development Strategy by facilitating the Economic Development Committee.

Manage for future growth

- Develop a written development review process by conducting analysis and heading a committee that includes Community Development, Public Works and other departments as needed.

Improve Organizational Capacity

- Assist in the Leadership/Supervisory Training throughout the year

Measure the Success

- Performance Measurement
 - Work directly with departments on better use of ICMA Center for Performance Management and inclusion into the budget process
 - Work directly with utilities to establish performance measures for reporting with the annual budget process
 - Develop way to show year by year comparison for Gardner only by all questions.
- Implement annual report to Council.

Managing the Economy Recovery

- Include major repair items into the CIP process.
- Develop written policy for replacement of vehicles and major equipment, including objective criteria, analysis of life cycle costing, and method of funding.

Core Performance Measures

	<u>2005</u>	<u>2007</u>	<u>2009</u>
Citizen Survey Satisfaction*:			
Effectiveness of City Administrator and Staff	93%	88%	84%
Overall enforcement of City Codes and Ordinances	83%	84%	83%
Effectiveness of communication with the public	93%	92%	86%
Availability of info about city programs/services	92%	95%	93%
City efforts to keep informed about local issues	90%	88%	84%
Quality of the city's newsletter	96%	97%	94%
Quality of the city utility news	95%	95%	92%
Quality of the city's webpage	92%	96%	94%

*includes neutrals, excludes don't know



City Administration

Program Measurements:

	2009	2010	2011
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
City Council Meeting packets on time	95%	100%	100%
City Newsletters produced	6	6	6
City Newsletter circulation	8,126	8,350	8,450
City Newsletter cost per issue (printing and postage)	1,600	2,300	2,400
Number of Utility Newsletters	12	12	12

Personnel by Program (FTE)

<u>Program Staffing (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
City Administrator	1.0	1.0	1.0
Assistant City Administrator*	1.0	1.0	1.0
Administrative Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	3.0	3.0	3.0

*Also serves as the Community Development Director

City of Gardner Annual Budget

Program: Administration 1120
 Department: Administrative 411
 Fund: General Fund 001

Classification			FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
Personal Services						
11	01	Full-Time	234,740	233,800	235,000	238,300
13	01	Part-Time	7,200	7,200	7,200	7,200
21	01	Health & Dental Insurance	12,235	13,200	13,400	14,700
21	02	Life Insurance	167	200	200	200
22	01	Social Security	16,893	18,400	18,000	18,700
22	03	Unemployment Compensation	813	1,500	1,500	1,600
23	01	KPERS Retirement	12,831	16,700	16,700	18,400
23	05	Deferred Compensation	7,859	2,000	2,000	2,000
Total			292,738	293,000	294,000	301,100
Contractual Services						
31	02	Legal Services	45,048	35,300	25,300	35,300
40	03	Telephone	1,364	1,200	900	900
46	01	Meetings/Training/Travel	2,327	3,900	4,000	5,900
46	02	Dues/Subscriptions	8,915	8,900	9,000	10,000
47	02	Printing	6,750	7,100	7,600	7,700
47	04	Postage	3,563	10,300	7,400	7,400
Total			67,967	66,700	54,200	67,200
Commodities						
52	20	Operating Supplies	2,803	4,700	3,600	3,400
Total			2,803	4,700	3,600	3,400
Internal Services						
91		Building Services	6,983	8,900	8,900	10,700
91		IT Services	8,828	10,200	10,200	9,400
91		Risk Services	3,493	5,000	4,600	5,600
Total			19,304	24,100	23,700	25,700
Total Expenditures			382,812	388,500	375,500	397,400



Economic Development

Program Description

To recruit, retain, and expand business within Gardner, primarily through supporting the Southwest Johnson County Economic Development Corporation (EDC). The City also collects hotel/motel tax from the local motel. These funds are allocated into the Economic Development Fund -105. This fund supports the Gardner Area Chamber of Commerce.

*** Starting in 2011 this budget will be moved out of the General Fund to the Economic Development Fund. The amount of the EDC budget has been significantly reduced due to economic conditions impacting the City's budget to \$25,000. City of Edgerton will fund the amount reduced.

2011 Program Goals and Objectives

Manage the Economic Recovery

- Due to declining revenues in the General Fund, funding for these programs were reduced per above and transferred to the Economic Development Reserve Fund that is funded through a tax collected on stays at Super 8 Motel. This can be found in the Special Revenue Funds section of the Budget.

2010 Program Anticipated Accomplishments

Manage the Economic Recovery

- Work with Chamber to develop online vacant commercial property inventory

Core Performance Measures

	<u>2005</u>	<u>2007</u>	<u>2009</u>
Citizen Survey Satisfaction*:			
Employment opportunities in Gardner	63%	66%	63%
Close to Jobs in other cities	85%	86%	85%
Access to quality shopping	82%	78%	74%
Affordable shopping/merchandise	82%	80%	78%

*includes neutrals, excludes don't know

Personnel by Program (FTE)

<u>Program Staffing (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
NA			

City of Gardner Annual Budget

Program: Economic Development 1130

Department: Administrative 411

Fund: General Fund 001

Classification			FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
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Contractual Services						
31	15	Outsourced Services	59,278	50,700	50,700	0
46	01	Meetings/Training/Travel	1,035	900	600	0
46	02	Dues/Subscriptions	0	1,700	0	0
47	01	Advertising/Legal Notices	850	800	500	0
Total			-----	-----	-----	-----
			61,163	54,100	51,800	0
Total Expenditures			61,163	54,100	51,800	0



Human Resources

Program Description

Ensures that the City recruits, retains and improves the best employees possible in order for the departments to provide services to the citizens in an effective, efficient, and customer service oriented manner. Supports the departments of the City, including Gardner Energy, through counseling, employee recruitment, job classification, salary and benefit administration, performance and appraisal reviews, training, safety and workers compensation claims management, and employee relations. Human Resources is also responsible for all personnel records and maintenance of personnel policies. Additional funding managed by this program is in the Risk Management Program (Internal Service Fund).

2011 Program Goals and Objectives

Maintain and improve existing services and facilities

- Analyze and launch a five year plan to continue efforts in providing strategic partnership to internal departments. The division will focus on organizational development and efficiencies within and between departments.

Improve Organizational Capacity

- Continue to be a key partner and trainer in the following employee development and leadership programs:
 - Leadership Training Program for Supervisory positions
 - Administrative Assistant Leadership Program
 - Technical Staff Leadership Program to launch fully in 2011

Improve Communications

- Provide training on insurance reporting procedures in conjunction with City Clerk.

Measure the Success

- Research a new employee evaluation system with a five (5) point system for implementation in 2011.
- Ensure that positions are properly classified by conducting desk audits for targeted positions.

2010 Program Anticipated Accomplishments

Maintain and improve existing services and facilities

- Review scope of services offered by Colonial Insurance and assess if additional offerings can be made to employees during the renewal period in May.
- Map a strategic direction for the division for 2011 to 2016 through forecasting need and receiving input from departments to see what is going well and what can be improved.
- Update the Supervisory Manual to reflect organizational changes.

Improve Organizational Capacity

- Manage the 2010 Leadership Training Program.
- Develop and manage the 2010 Administrative Assistant training program focusing on Leading the Way Customer Service, Records Management, Process Improvements, and Positive Encounters

Manage the Economic Recovery

- Update the Salary and Wage Report including analyzing which cities should be used for comparison and including a benefit analysis.
- Convert identified positions from FLSA non-exempt to exempt.
- Conduct a full audit of seasonal background checks and payroll practices.



Human Resources

Core Performance Measures

<u>Internal Satisfaction Survey</u>	<u>2008</u>	<u>2009</u>
Quality of Service for Recruitment	100%	100%
Timeliness of Service for Recruitment	100%	100%
Overall Satisfaction for Recruitment	100%	100%
Quality of Service for Benefits Administration Services	98%	96%
Timeliness of Service for Benefits Administration Services	98%	98%
Overall Satisfaction with Benefits Administration Services	98%	98%
Quality of Service for Training Services	96%	94%
Timeliness of Service for Training Services	100%	95%
Overall Satisfaction for Training Services	100%	94%
Quality of Service for All Services	98%	95%
Timeliness of Service for All Services	98%	95%
Overall Satisfaction for All Services	98%	96%

*does not include no response or don't know, fair or above ranking, conducted annually in October

ICMA Center for Performance Measurement*

	2007	2008	2009
Employee Turnover Rate			
City	17.39%	8.57%	3.85%
KC Metro	8.32%	7.93%	6.72%
CPM Cities	8.42%	6.82%	5.2%
Sick Leave hrs. used per 1,000 hrs. worked			
City	31.58	31.22	31.18
KC Metro	21.16	28.33	29.73
CPM Cities	29.5	30.0	30.2
Employee Benefits as % of employee salaries			
City			34.78%
KC Metro			37.58%
CPM Cities			37.35%
HR Expenditures per Jurisdiction FTE			
City	\$722	\$732	\$666
KC Metro	\$1,014	\$881	\$867
CPM Cities	\$2,264	\$1,144	\$2573.15

*Comparison are based on average of all reporting, not median

Program Measurements:

	<u>2009</u>	<u>2010</u>	<u>2011</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Full time employees authorized*	143	129	126
Recruitments	4	10	10
Average days from position vacancy to filled position	21.5	21	18

*Includes Gardner Energy employees, which are considered City of Gardner employees

Personnel by Program (FTE)

<u>Program Staffing by Program (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Human Resource Manager	1.0	1.0	1.0
Personnel Specialist	1.0	1.0	1.0
Total	2.0	2.0	2.0

City of Gardner Annual Budget

Program: Human Resources 1140

Department: Administration 411

Fund: General Fund 001

Classification		FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
Personal Services					
11	01 Full-Time	92,709	92,700	93,000	95,700
21	01 Health & Dental Insurance	3,665	3,900	4,000	4,400
21	02 Life Insurance	112	100	100	100
22	01 Social Security	6,713	7,100	7,100	7,300
22	03 Unemployment Compensation	315	600	600	700
23	01 KPERs Retirement	5,362	6,600	6,500	7,400
23	05 Deferred Compensation	1,449	400	400	400
		-----	-----	-----	-----
		110,325	111,400	111,700	116,000
Contractual Services					
31	02 Legal Services	3,005	4,900	4,100	4,100
31	15 Outsourced Services	1,723	2,200	2,000	2,000
40	03 Telephone	525	600	400	400
46	01 Meetings/Training/Travel	4,010	6,600	10,600	7,300
46	02 Dues/Subscriptions	871	900	1,100	1,000
47	02 Printing	1,360	1,200	1,100	1,100
47	04 Postage	231	400	400	300
		-----	-----	-----	-----
		11,725	16,800	19,700	16,200
Commodities					
52	20 Operating Supplies	2,373	2,200	2,200	2,800
		-----	-----	-----	-----
		2,373	2,200	2,200	2,800
Internal Services					
91	Building Services	4,691	5,900	5,900	7,100
91	IT Services	5,178	6,800	6,800	6,300
91	Risk Services	2,294	3,300	3,000	3,700
		-----	-----	-----	-----
Total		12,163	16,000	15,700	17,100
Total Expenditures		136,586	146,400	149,300	152,100



City Clerk

Program Description

Assists the Council in the conduct of Council Meetings, keeps minutes of the Council proceedings, authenticates and records all ordinances and resolutions, maintains the City Code, publishes ordinances, certifies validity of City documents for court evidence, attests to signatures on contracts and proclamations, administers oaths of office, general liability claims management, maintains records management system, administers licensing program for cereal malt beverage and liquor, works with Johnson County Election Office in the handling of elections for the City, and serves as the Custodian of Records for the community.

2011 Program Goals and Objectives

Improve existing Process and Procedures

- Rewrite Title 2 of the City Code.
- Processing 12 cubic ft. of records to reduce the backlog of historical records in need of preliminary preservation.
- Provide training on insurance reporting procedures in conjunction with Human Resources.

2010 Program Anticipated Accomplishments

Improve existing Process and Procedures

- Reduce offsite and local storage of documents by reducing need for multiple copies through electronic storage.
- Revise Cereal Malt Beverage and Liquor, Title 5 of the City Code.
- Develop email archiving procedures and training through a pilot program in the Administration Department.
- Revise insurance incident forms for property and liability.
- Revise liquor license procedure.

Manage for Future Growth

- Assist Administration with research related to governance issues.

Manage the Economic Recovery

- Rebid Media Services renewal.

Core Performance Measures

Internal Satisfaction Survey	<u>2009</u>
Quality of Service	100%
Timeliness of Service	99%
Overall Satisfaction	100%

*does not include no response or don't know, fair or above ranking, conducted annually in October



City Clerk

	2009	2010	2011
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Public open record requests received by Office of City Clerk	28	18	24
Record boxes as of Jan 1	899	1,027	1,065
Record boxes added	128	100	100
Record boxes destroyed	0	62	65
Record boxes as of Dec 31	1,027	1,065	1,100
Record boxes requested	134	120	100
Average cost of cubic ft. box	NA	2.00	2.25
Cost to enter into inventory	NA	2.90	3.00
Cost to store per box per year	NA	2.76	2.90

Personnel by Program (FTE)

<u>Program Staffing (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
City Clerk	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	1.0	1.0	1.0

City of Gardner Annual Budget

Program: City Clerk 1150
Department: Administration 411
Fund: General Fund 001

Classification		FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
-----		-----	-----	-----	-----
Personal Services					
11	01 Full-Time	41,465	41,300	37,000	46,400
11	02 Overtime	82	0	0	0
21	01 Health & Dental Insurance	8,570	9,200	8,300	10,300
21	02 Life Insurance	56	100	100	100
22	01 Social Security	2,917	3,200	2,800	3,500
22	03 Unemployment Compensation	135	300	300	300
23	01 KPERs Retirement	2,405	3,000	2,700	3,600
23	05 Deferred Compensation	1,653	400	400	500
		-----	-----	-----	-----
		57,283	57,500	51,600	64,700
Contractual Services					
31	15 Outsourced Services	7,896	9,900	9,600	9,600
46	01 Meetings/Training/Travel	960	1,800	1,800	1,800
46	02 Dues/Subscriptions	575	500	500	500
47	01 Advertising/Legal Notice	19,623	14,300	14,300	18,300
47	02 Printing	0	200	100	0
47	04 Postage	337	200	300	300
48	01 Taxes and Assessments	5,335	7,100	5,900	6,100
		-----	-----	-----	-----
		34,726	34,000	32,500	36,600
Commodities					
52	20 Operating Supplies	499	400	400	400
		-----	-----	-----	-----
		499	400	400	400
Internal Services					
91	Building Services	2,293	3,000	3,000	3,600
91	IT Services	3,647	3,400	3,400	3,100
91	Risk Services	1,108	1,600	1,500	1,800
		-----	-----	-----	-----
	Total	7,048	8,000	7,900	8,500
	Total Expenditures	99,556	99,900	92,400	110,200



Transfers and Other Payments

Program Description

This program reflects the transfer of monies from the General Fund to other funds. This program also accounts for the payment made to the Gardner Cemetery Association to ensure reduced lot rates for Gardner residents.

Starting in 2011, there are no more payments being made to the Gardner Cemetery Association. In 2010, the City will make a transfer of \$200,000 to the Bond and Interest Fund and in 2011 an additional \$100,000 transfer will also need to be made to the Bond and Interest Fund due to lack of payment for Special Benefit Districts.

2011 Program Goals and Objectives

- Funding for Gardner Township Cemetery reduced
- Fund portion of Bond and Interest Fund

2010 Program Anticipated Accomplishments

- Fund portion of Bond and Interest Fund

	<u>2009 Act</u>	<u>2010 Bud</u>	<u>2010 Est</u>	<u>2011Bud</u>
Township Cemetery	16,000	15,200	15,200	7,500
Bond and Interest	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>100,000</u>
Total	16,000	15,200	215,200	107,500

City of Gardner Annual Budget

Program: Transfers and other nondepartmental payments

Department: Transfers 411 and 451

Fund: General Fund 001

Classification	FY 09 Actual	FY 10 Budget	FY 10 Estimate	FY 11 Budget
Transfers				
Township Cemetary	16,000	15,200	15,200	7,500
Debt Service pay directly from General	-	-	200,000	100,000
Park Sales Tax Transfer	-	-	-	-
Total Expenditures	16,000	15,200	215,200	107,500