



CITY OF TOPEKA

2020 ADOPTED BUDGET





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Topeka
Kansas**

For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

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MISSION, VISION, GOAL, AND VALUES

OUR MISSION

To provide exceptional, cost-effective services in partnership with the community, that add value and enhance the quality of life for all.

OUR VISION

As the capital city of Kansas, Topeka is recognized as a vibrant community where people choose to live, work, learn, and play, and of which Kansans are proud.

OUR GOAL

Build citizen satisfaction, confidence and trust in service delivery and operations management.

OUR GUIDING VALUES

We recognize and value a diverse workforce committed to serving the community. We value and believe in:

COLLABORATION. We embrace a spirit of teamwork, empowerment, cooperation, communication, and community involvement.

INTEGRITY. We hold ourselves to the highest level of honesty, truthfulness, and ethical conduct.

ACCOUNTABILITY. We use public resources responsibly and regularly report on the achievement of stated performance objectives.

PROFESSIONALISM. We are committed to ensuring the highest level of professional standards.

TRANSPARENCY. We provide access by the public to timely and reliable information on decisions and performance.

GOVERNING BODY



BACK	Karen Hiller <i>District 1</i>	Aaron Mays <i>District 7</i>	Jeff Coen <i>District 8</i>	Brendan Jensen <i>District 6</i>	Tony Emerson <i>District 4</i>
FRONT	Sandra Clear <i>Deputy Mayor</i>	Michael Padilla <i>District 5</i>	Mayor Michelle De La Isla	Sylvia Ortiz <i>District 3</i>	Michael Lesser <i>District 9</i>

Since 2005, the City of Topeka has operated under a Council-Manager form of government. This system of local government combines the strong political leadership of elected officials with the managerial experience of a professional local government manager.

The City is governed by a ten-member Governing Body, including a directly elected Mayor and a nine-member City Council, elected by district. Governing Body members serve 4-year staggered terms. A City Manager, appointed by the Governing Body, is responsible for the implementation of the Governing Body's policy and the day-to-day operations of the City.

The City Council conducts the business of the City by voting on ordinances, resolutions, applications, major plats, zoning petitions, receiving reports and other items. The City Council elects a Deputy Mayor every year, which presides over Council meetings in the absence of the Mayor, makes committee assignments and chairs various Council committees

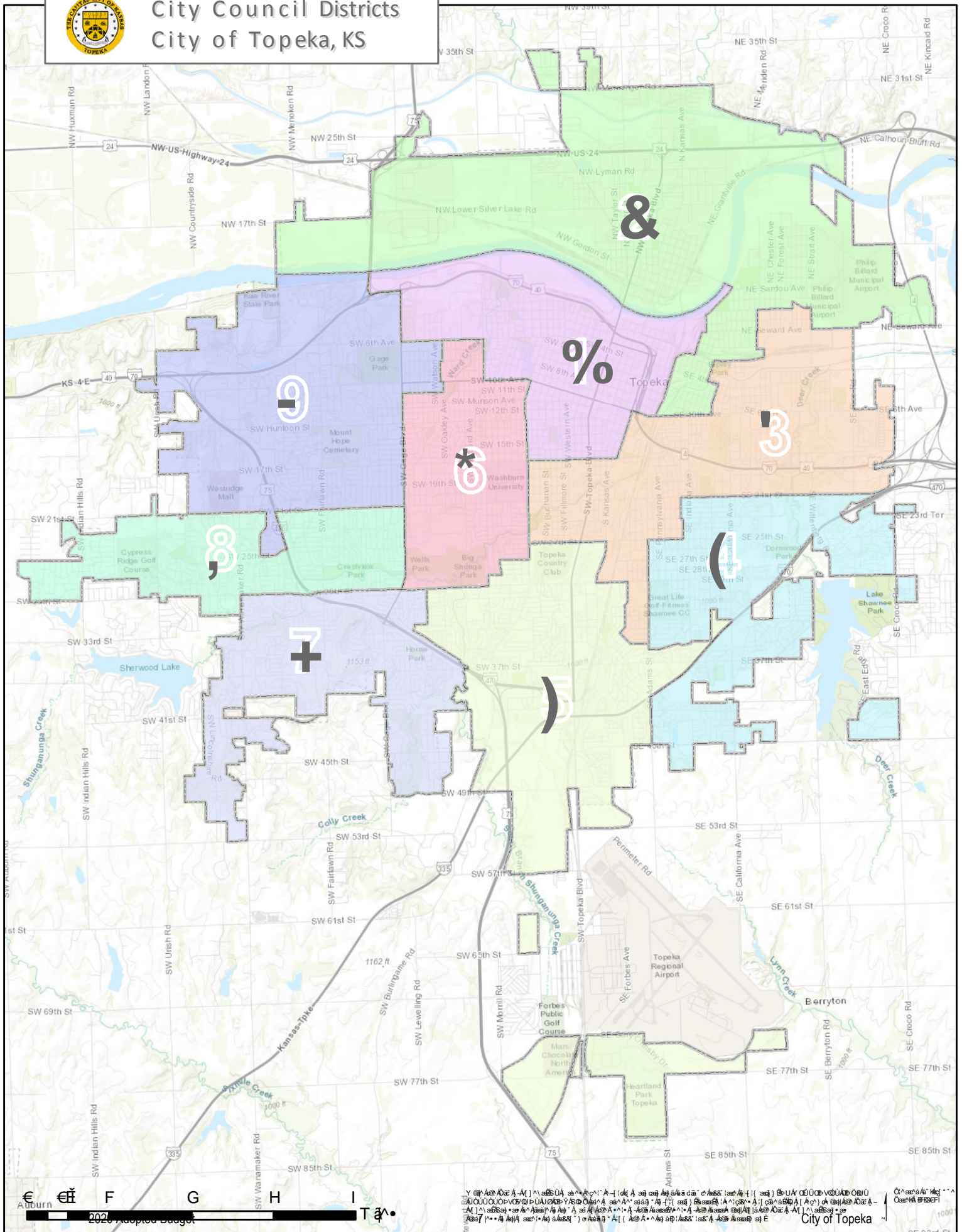
Contacts:

Mayor Michelle De La Isla
City Hall, Room 350 --- 785-368-3895

Members of the Topeka City Council
City Hall, Room 255 --- 785-368-3710



City Council Districts City of Topeka, KS



EXECUTIVE LEADERSHIP

CITY MANAGER'S OFFICE

Brent Trout
City Manager

Doug Gerber
Deputy City Manager

DEPARTMENT DIRECTORS

Jessica Lamendola
Administrative &
Financial Services

Chief Craig Duke
Fire

Jason Peek
Public Works

Sasha Haehn
Neighborhood Relations

Jacque Russell
Human Resources

Mark Biswell
Information Technology

Lisa Robertson
Legal

Judge Lori Dougherty-Bichsel
Municipal Court

Bill Fiander
Planning &
Development Services

Chief Bill Cochran
Police

Brendan Wiley
Topeka Zoo

Bob Sample
Utilities Department



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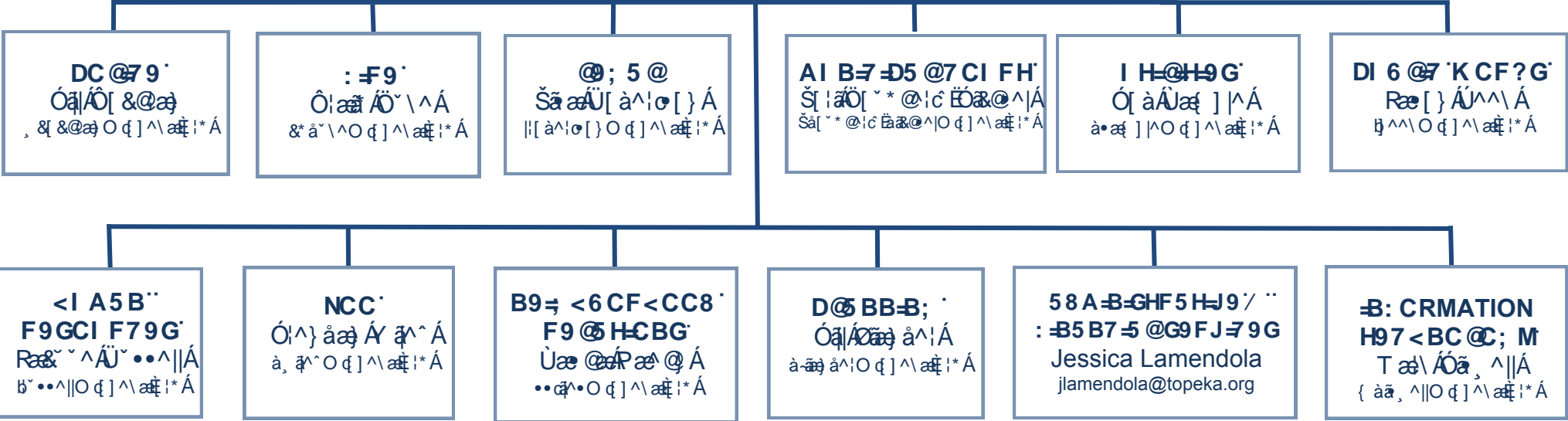
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CITY
OF
TOPEKA

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CITY PROFILE

Size, Location, and Demographics

The City of Topeka serves as both the state capital of Kansas and the seat of Shawnee County. With an estimated population of 125,904 for 2018, Topeka is the fourth largest city in Kansas behind Wichita, Overland Park and Kansas City. The land within the city covers about 60.17 square miles. The estimated population of Shawnee County, where Topeka is located, for



2018 is 177,499. The State Capitol complex, including the Capitol Building, the Kansas Judicial Center, and several state office buildings, are located within the City. The State of Kansas is the largest employer in the Topeka Municipal Service Area (MSA) employing approximately 8,612 people. There are roughly 100 women to every 92 men (52% to 48%), and the racial makeup of the City is approximately 78.7% White, 10.0% African American, 0.9% Native American, 1.4% Asian and 0.1% Native Hawaiian or Other Pacific Islander. 14.1% of the population identifies as Hispanic or Latino/a. The median household income as of 2018 is \$43,740 with a per capita income of \$24,228.¹

History

Topeka lies on a rich, sandy river bottomland where a number of different Native American peoples lived for many years near the excellent fords along the Kansas (Kaw) River. The granddaughters of the influential Kaw leader, White Plume, became wealthy landowners in the area that would become Topeka after they inherited valuable tracts of land from their mother. Three of the women married a set of French-Canadian brothers from Missouri called the Pappans. Due to the prime location of their wives' land straddling the Kansas River, the Pappan brothers were able to establish the famous "Pappan Ferry" in 1842 where the Oregon Trail crossed the river. Julie Pappan passed her land down to her grandchildren, one of whom was Charles Curtis, the only Vice-President of the United States of acknowledged Native American descent. Charles Curtis served with President Herbert C. Hoover from 1929 to 1933.²



On December 5, 1854, nine men met on the banks of the Kansas River at what is now Kansas Avenue and Crane Street. The men drew up an agreement, which later became the basis for the Topeka Association, the organization mainly responsible for the establishment and early growth of Topeka. The nine men were Cyrus K. Holliday, F.W. Giles, Daniel H. Horne, George Davis, Enoch Chase, J.B. Chase, M.C. Dickey, Charles Robinson and L.G. Cleveland. Cyrus K. Holliday became the City's chief promoter. The nine had come here for many reasons: some noble, to make Kansas a free state, some personal, to start over in life or to make money. Topeka was born.³

¹ U.S. Census Bureau QuickFacts. Accessed at: <https://www.census.gov/quickfacts/fact/table/US/PST045218>

² Kansas Historical Society. July 2011. Accessed at: <https://www.kshs.org/index.php?url=kansapedia/granddaughters-of-white-plume/12069>

³ F.W. Giles. (1960). "30 Years in Topeka (1854-1884): A Historical Sketch." Stauffer Publication. (Original work published 1886).

After a decade of abolitionist and pro-slavery conflict, drought and talk of civil war, the Kansas territory was admitted to the Union in 1861 as the 34th state. The great prize up for grabs was the location of the state capital. The contest ultimately centered on two towns; Lawrence and Topeka. The residents of Lawrence and Topeka voted in November. Both cities



solicited young men as young as 16 years old to vote. Topeka won 7,859 to Lawrence's 5,334. Topeka was chosen as the capital with Dr. Charles Robinson as the first Governor. Cyrus K. Holliday donated a tract of land to the state for the construction of a state capitol building. The City of Topeka was incorporated February 14, 1857, with Cyrus K. Holliday as Mayor. In 1869, the railway started moving westward from Topeka. General offices and machine shops of the Atchison, Topeka and Santa Fe Railroad system were established in Topeka in 1878. During the first half of the century, nature presented challenges to Topeka through numerous floods and tornadoes.⁴

During the early part of the 20th Century, the region's economic structure began to settle into the typical pattern of a medium-sized Midwestern area, dependent primarily on its agriculture base.⁵ Topeka lies at the point where the cattle ranches of the southwest meet the Corn Belt, between the undeveloped mineral resources of the Mississippi Valley and south of the winter snow line, and with ample supplies of water and plenty of room to develop.⁶ ⁷ With the onset of World War II, the railroad, meat packing, and agricultural base shifted to manufacturing and government/military services. These new patterns were more clearly defined and solidified during the post war years.⁸ Forbes Air Force Base was established during the war, and the Goodyear Tire & Rubber Company opened a plant in 1944.⁹

In 1951, the Kansas River overflowed, resulting in the permanent closing of the Morrell Meat Packing Plant and the elimination of more than 1,000 jobs.¹⁰ The attraction of the Hallmark Card and DuPont (now Innovia Films) plants and other manufacturing company expansions were important in keeping the economy diverse.¹¹ In 1966, an F5 tornado tore through Topeka, cutting a swathe of destruction twenty-one miles long and one half mile wide that destroyed much of Washburn University, damaged the dome of the State Capitol, and devastated many homes and businesses in its wake. The tornado killed 17 people and caused over \$104 million in damages.¹²

Recent significant events include the location of a Target Distribution Center, MARS expansion, Reser's Expansion, FHL Bank Expansion, a Home Depot distribution Center, and Bimbo Bakeries USA in the Central Crossing Commerce Park.¹³ MARS is in the process of a \$30 million upgrade to the Topeka plant.¹⁴ Construction of the Evergy Plaza in the heart of downtown Topeka is progressing and is scheduled to open March 2020.¹⁵

⁴ F.W. Giles. (1960). "30 Years in Topeka (1854-1884): A Historical Sketch." Stauffer Publication. (Original work published 1886).

⁵ "Agriculture in Kansas." Kansas Historical Society. Accessed October 7, 2019. <https://www.kshs.org/kansapedia/agriculture-in-kansas/14188>.

⁶ Britannica, The Editors of Encyclopædia. "Corn Belt." Encyclopædia Britannica. Encyclopædia Britannica, inc. Accessed October 7, 2019. <https://www.britannica.com/place/Corn-Belt>.

⁷ "Analysis | This Map Shows Every Inch of Snow That Fell on the Lower 48 This Year," The Washington Post (WP Company), accessed October 8, 2019, <https://www.washingtonpost.com/graphics/2018/national/snow-accumulation/>.

⁸ "Topeka, Kansas – Free-State Capitol," Legends of America, accessed October 8, 2019, <https://www.legendsofamerica.com/topeka-kansas/3/>.

⁹ "The History of Forbes Field AKA—Forbes AFB, KS." (February 2015). Accessed at: <https://wingsoverkansas.com/history/history-forbes-field-aka-forbes-afb-ks/>.

¹⁰ *Interstate Commerce Commission Reports: Decisions of the Interstate Commerce Commission of the United States*. US Government Printing Office, 1954. p.700

¹¹ "Topeka History." Topeka Partnership. Accessed October 7, 2019. <https://www.topekapartnership.com/live/topeka-history/>.

¹² US Department of Commerce and NOAA, "1966 Topeka Tornado," 1966 Topeka Tornado (NOAA's National Weather Service, June 8, 2017), <https://www.weather.gov/top/1966TopekaTornado>.

¹³ BF Staff, "Logistics & Distribution: Delivering The Goods In A Real-Time Economy," Business Facilities - Area Economic Development, Site Selection & Workforce Solutions, June 19, 2019

¹⁴ Nick Viviani, "Mars Announces \$30 Million Investment in Topeka Plant," WIBW

¹⁵ "Opening March 2020." Evergy Plaza Topeka. <http://evergyplaza.com/>.

Form of Government

Topeka has operated under four forms of government since its founding. From 1857 until 1910, Topeka was governed by the Mayor-Council plan. The commission form of government was adopted in 1910 and remained in effect until 1985 when the Strong Mayor-City Council-Chief Administrative Officer (CAO) plan was adopted. In November 2004, the voters adopted a Council-City Manager plan. Topeka voters had previously rejected city manager plans during elections in 1929, 1952, 1962, 1964 and 1969.



On November 2, 2004, the citizens of Topeka voted 2 to 1 to change from the strong mayor/council form of government to the council/manager form. The change became effective April 2005. The Mayor's administrative powers changed, but they are still elected to a four-year term by the City at-large. Mayoral duties include being the City's ceremonial head, presiding over council meetings, providing

community leadership, promoting economic development, representing the City in intergovernmental relations, recommending council legislation, and encouraging programs to develop the city.

Educational Facilities

The Topeka Unified School District Number 501 provides elementary and secondary education within the City limits. With over 2,400 administrative and faculty employees, the District operates 15 elementary schools, six middle schools and five high schools as well as an online virtual school. The District serves an enrollment of over 14,000 students. Fourteen parochial and private schools are located in the city. Topeka also enjoys the presence of Washburn University. With an enrollment of 5,994 Washburn provides broadly based liberal arts and professional education through more than 200 certificate, associate, baccalaureate, master's and juris doctor programs through the College of Arts and Sciences and the Schools of Law, Business, Nursing and Applied Studies. Washburn University is annually ranked one of the best colleges in the Midwest by The *U.S. News and World Report*.



Transportation Facilities

Topeka lies at a crossroads for major highways. As a result, trucking employs more than 5,500 Topeka workers and provides service to Topeka's agricultural, construction and manufacturing industries. Interstate 70, the Kansas Turnpike, as well as both



U.S. and state highways serve the City. The Kansas Turnpike provides ready access to the Kansas City Metropolitan Area to the east, and a direct four-lane connection with Wichita to the southwest. Interstate 70 provides four-lane service with all points west through central Kansas and with Denver, Colorado. Highway U.S. 75 transverses the City from north to south. Three carriers; Union Pacific, Burlington Northern Santa Fe, and St. Louis-Southwestern, all provide rail service. All carriers provide a variety of specialized equipment and services. Piggyback service is available within a 60-mile radius.

City Manager

Brent Trout was selected to be the City Manager of Topeka, Kansas in August of 2017. Trout served for more than 10 years as the City Administrator for the City of Mason City, Iowa, prior to being selected for the Topeka position. He has a Bachelor of Arts Degree, with a major in Public Administration and a Master's Degree in Public Administration, both from Drake University. Now in his 26th year of Public Administration, he began his career in 1987 as an intern for the City of Des Moines and with the Iowa Department of Economic Development. His previous experience as a City Administrator includes the Iowa communities of Bancroft, Eagle Grove, and Boone.

Trout is a retired Lieutenant Colonel from the Iowa National Guard. His military service of 29 years includes a one year tour of duty in Iraq and a six month tour during Operation Desert Shield and Desert Storm in Saudi Arabia. He has been active in the communities he has served as a member of several professional organizations, including the International City Managers Association, the Kansas Association of City and County Managers, and the Iowa City Managers Association, where he served on the board for five years, including one year as president.

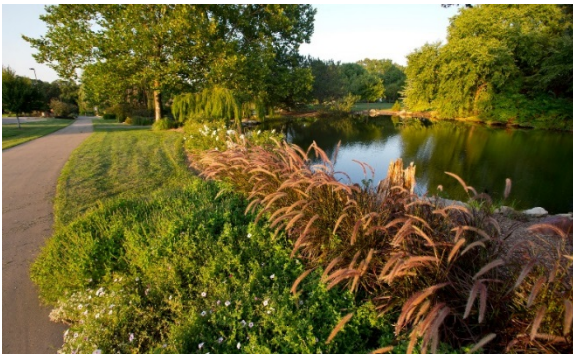
Medical and Health Facilities

Topeka's regional medical community is nationally recognized for offering high-quality, low-cost care. A multitude of community outreach services are provided by two general hospitals and five specialized hospitals that together employ approximately 8,000 people. For years, the City served as the home of the internationally known Menninger Foundation, a leader in mental health care and psychiatric evaluation. The Menninger Foundation made the choice to affiliate with Baylor University in Texas in 2003. Both St. Francis Health Center and Stormont-Vail HealthCare received the 2008-2009 Consumer Choice Awards for overall quality and image from National Research Corp.



Recreational and Cultural Facilities

Local theatrical production facilities include the Topeka Performing Arts Center, the Topeka Civic Theater and Washburn University's White Concert Hall, all of which attract local, national and international talent of recognized prominence. The 210,000 square foot Expocentre convention center, completed in 1987, also hosts entertainment events on a regular basis including a Mid Plains league baseball team; Topeka Golden Giants, and the Topeka RoadRunners; a member of the North American Hockey League. Recently, in June of 2019, it was renamed the Stormont Vail Events Center. Heartland Park Topeka is a combination stock car racing, drag racing, and sports car road racing facility. It is recognized nationally by racing governing bodies and hosts major competitions and events.



Within 65 miles of Topeka, seven major lakes and reservoirs provide all forms of water recreation. There are numerous community centers, offering competitive sports and opportunities for involvement in hundreds of classes in arts and crafts as well as five public swimming pools, three public golf courses, public tennis courts, baseball diamonds, soccer fields, a lighted bicycle motocross, a skateboard park, a seven mile pedestrian/bicycle trail, playground areas, and six natural areas. The USD 501 Hummer Sports Park provides a top-flight athletic facility for the school district and City. The City has approximately 200 religious facilities for all faiths and denominations.

Arts Community Grows

The arts are alive and well in Topeka as evident on the first Friday of each month when galleries and businesses across the City host open houses. Emerging and established artists display their visual and performing works during these popular events. The development of an arts district in the historic North Topeka Crossing area, known as NOTO Arts District, stimulates cultural and economic life in the area and has promoted development of local arts studios.



Economic Overview

Topeka is a vital retail center in the State, according to the Topeka Chamber of Commerce:

- Á 2017 Kansas Department of Revenue Study indicated the City captures 91.2% of sales tax generated in Shawnee County
- Á The same study documented Topeka's pull factor as 1.38 (2017)—meaning that Topeka “exports” a significant share of its sales tax burden to non-Topeka residents

The City aggressively promotes economic development, for example through:

- Á A dedicated sales tax generating \$5 million per year (recently extended through 2032) for Economic Development
- Á A joint City/County economic development agency which coordinates economic activities
- Á A strong commitment to economic and community development within the organization

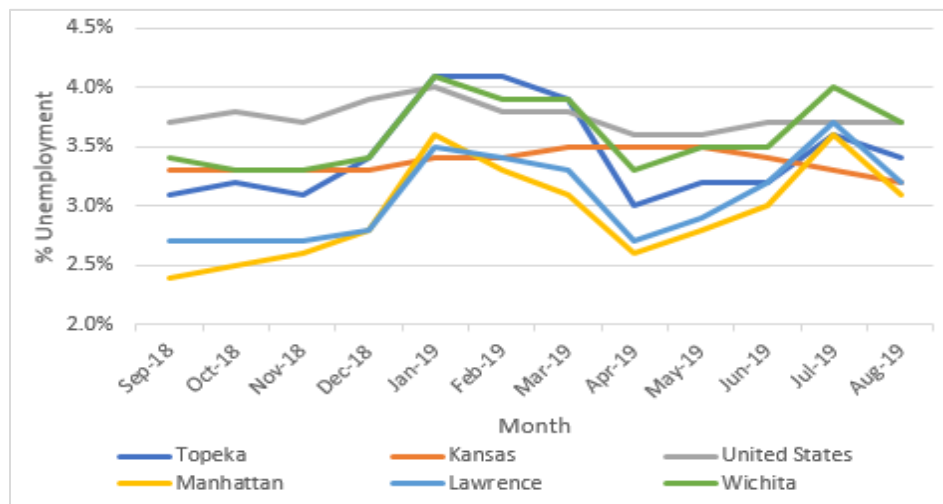
The City has a consistent employer base due to a diverse business community ranging from federal and state government to distribution centers and manufacturing facilities, complimented by a full range of retail and service businesses.

Top Employers		
Employer	Employees	% of Total City Employment
State of Kansas	8,320	7.70%
Stormont-Vail Health Care	3,611	3.34%
Unified School District # 501	2,459	2.27%
Westar Energy	2,400	2.22%
Midwest Health	2,000	1.85%
BNSF Railway Company	1,931	1.79%
Kansas Army & Air National Guard	1,746	1.62%
Goodyear Tire and Rubber Co.	1,600	1.48%
Blue Cross Blue Shield of Kansas	1,569	1.45%

Top Taxpayers		
Taxpayer	Taxable Assessed Value	% of Total Taxable Assessed Value
Westar Energy	67,414,093	5.38%
Burlington Northern/Santa Fe/Utility	22,123,019	1.77%
Resers Fine Foods Inc	14,167,053	1.13%
Target Corporation	12,396,800	0.99%
Westridge Mall LLC	11,860,093	0.95%
Kansas Gas Service/Utility	9,595,790	0.77%
Federal Home Loan Bank of Topeka	8,884,838	0.71%
Wal-Mart Stores Inc	8,251,727	0.66%
Blue Cross/Blue Shield/Ks Hospital Serv/Insurance	7,368,004	0.59%
IRET Properties/Apts	6,443,927	0.51%
Total	168,505,344	13.46%

Unemployment

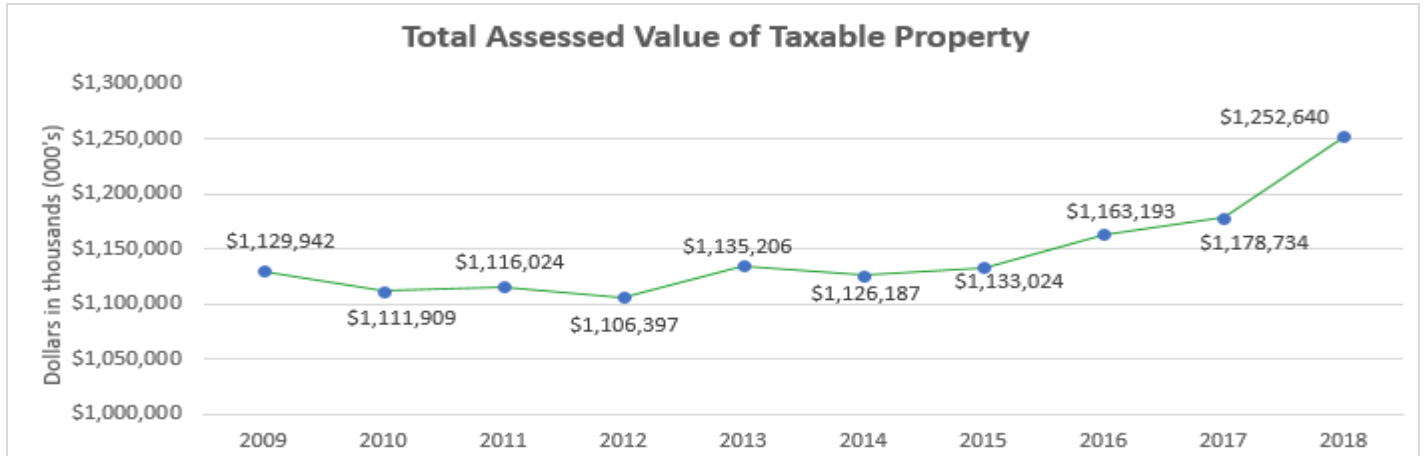
In addition, the overall unemployment rate is relatively low in Topeka compared to national and state-wide rates. The unemployment rate is a measure of prevalence of unemployment and is calculated as a percentage by dividing the number of unemployed individuals by all individuals currently in the labor force or actively seeking employment and willing to work.



Topeka has an impressive workforce according to the Topeka Chamber of Commerce:

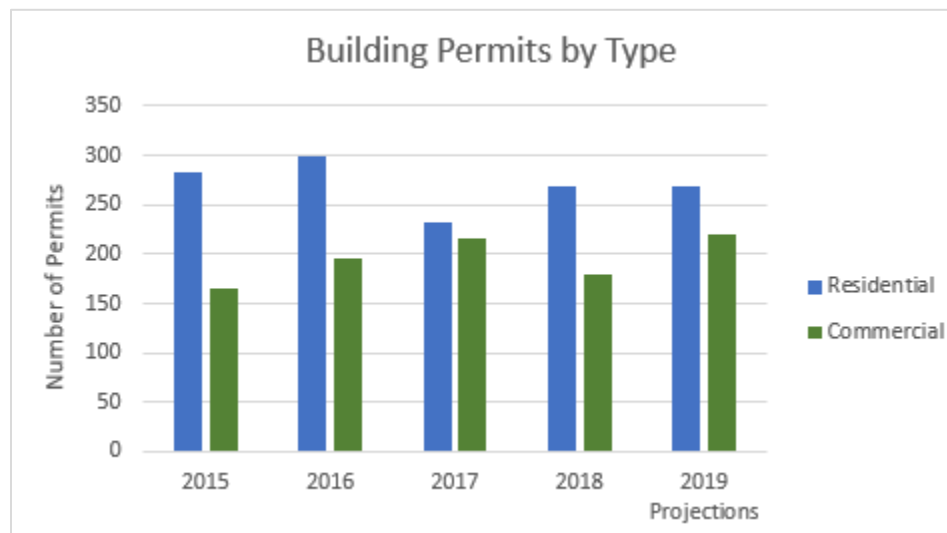
- Topeka's workforce is deep, diverse, well-educated, and well-paid
- Six quality K-12 districts cover the City
- Strong vocational/technical offerings
- Presence of and partnerships with Washburn University improve the capability of local workforce

The City's tax base remained relatively stable through the recession and total assessed value is trending toward pre-recession levels.



Building Permits

Another measure of local economic activity is building permits. These are the total number of building permits issued by the City through September for each year. Building permits are issued for new residential, three or more family units, duplexes, new commercial, residential addition, commercial addition, and five or more family. They are an important tool to measure the amount of new construction in the community, which in turn increases the assessed valuation of the City. Blue represents residential permits and red represents commercial.



LONG RANGE FINANCIAL STRATEGY

Long Range Financial Planning

Each budget year, the City modifies the budget process to adjust to the climate of that specific year; it is also important to take into account the Long Range Financial Forecast.

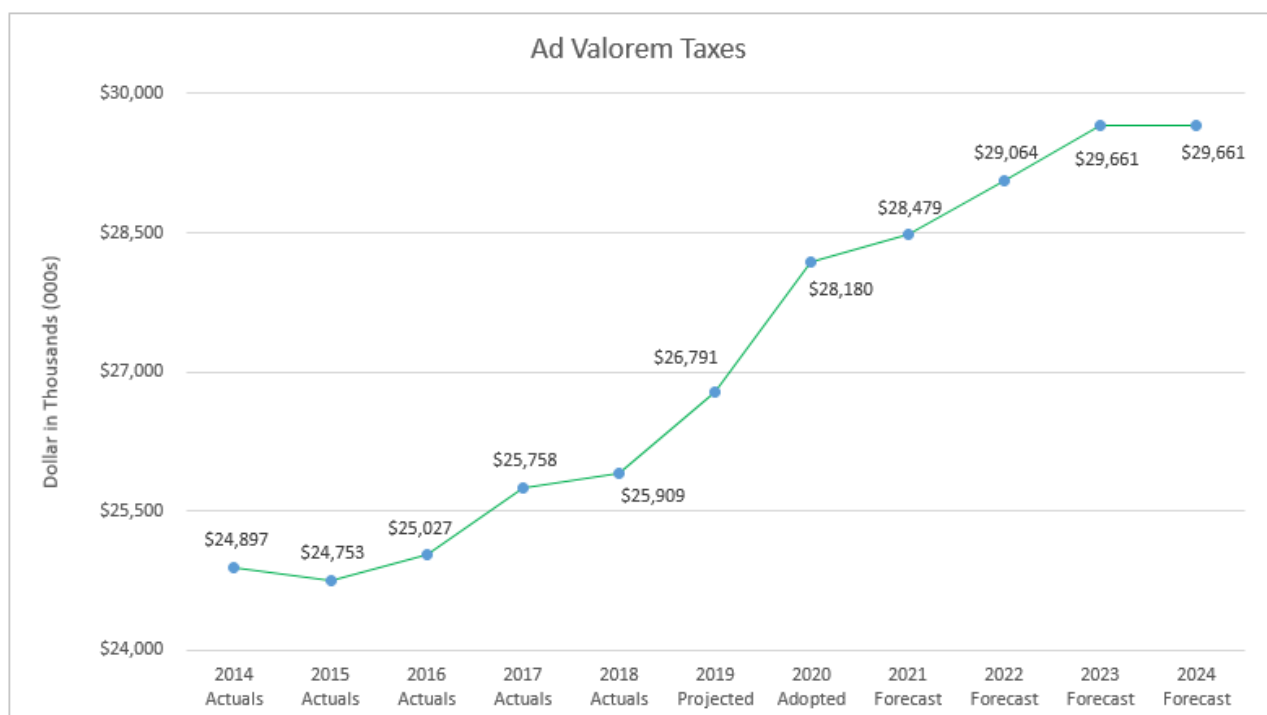
The Long Range Financial Forecast is a “living document” which includes the revenues and expenditure forecasts of the City's budgeted funds. The purpose is to identify financial trends, shortfalls, and issues so the City can proactively address them. The forecast projects into the future the fiscal results of continuing the City's current service levels and policies, which provides a snapshot of what the future will look like as a result of the decisions made in the recent past.

The Long Range Financial Forecast is not intended as a budget, nor as a proposed plan. It serves to set the stage for the budget process, assisting both the City Manager and Council in establishing the priorities and allocating resources appropriately. The resource allocation considers the goals and objectives of the Performance Management Program (strategic plan) to ensure the budget is allocated in such a way that accents the long-range goals of the City.

Forecasting

The City uses a variety of forecasting models to develop a five-year revenue and expenditure plan for all funds. The plan incorporates operating and capital budget data to determine the availability and resources to support future anticipated expenditures.

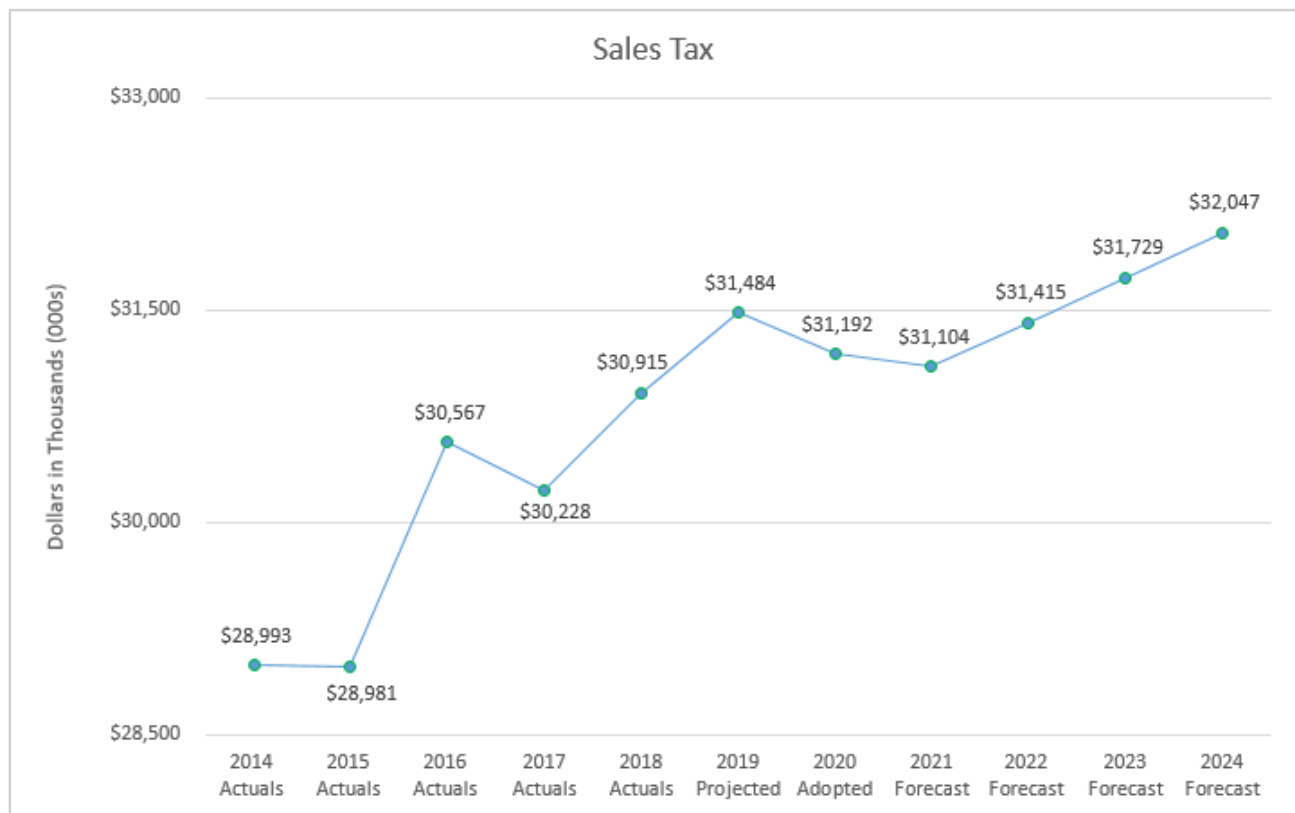
The Forecast Team meets monthly or as-needed to evaluate the forecasts and adjust assumptions where necessary. The following pages include forecasts for not only the General Fund, but also all other major funds.



2019-2023 Long Range Financial Outlook

The 2019 budget is just a portion of the five year forecast. In the General Fund, expenditures are projected to outpace revenues by 2019. In the short term, revenues are expected to grow modestly, mostly due to growth in Ad Valorem (Property) tax and sales tax. However the pace of expenditure growth if the City continues down the current path will outpace revenues which future budgets will need to address. In general, in most funds, revenues are projected conservatively to reflect modest growth so expenditures must be monitored.

Each fund is explored individually in the “Fund Summary” portion of the budget book.



BUDGET OVERVIEW





Adopted: August 13, 2019

Honorable Michelle De La Isla
Members of the Topeka City Council
215 SE Seventh
Topeka, Kansas 66603

Dear Mayor De La Isla and City Councilmembers:

I am pleased to present the Fiscal Year 2020 (FY20) Proposed Budget for your review. The FY20 Proposed Budget keeps the City's overall mill levy rate the same, but shifts mills between several property tax levied funds to continue to support priority areas of City government. The FY20 Proposed Budget will be the sixth consecutive budget proposal that has not included a mill levy increase. The ability to continue to provide the current service level while not increasing the City's largest revenue source is becoming more challenging. The City began this budget process with an estimated operating deficit of \$3.7 million in the General Fund. My instructions to the finance team were to submit a structurally sound budget that supports current service levels. This has been a challenging budget to craft but I believe it has accomplished these goals. The FY20 Proposed Budget continues to support the budget priorities that were established by the Governing Body - investing in infrastructure, continuing commitment to public safety, continuing a commitment to developing neighborhoods, selected strategic investment toward quality of life and improving fiscal sustainability.

General Fund

The General Fund (GF) is the City's largest single fund, and represents approximately one third of the City's overall budget with total planned expenditures of \$96.5 million for FY20, an increase of 1.9% over the FY19 Adopted Budget. Since 2014, revenues have not kept pace with expenditure growth. During this time, on average, General Fund revenues have increased by 0.73% annually while expenditures have risen 2.41% annually.

Property and sales tax collectively make up 61% of the General Fund's revenue, 29% and 32% respectively. Property tax is budgeted to modestly increase over the FY19 Adopted Budget by \$640,000, as mills have been shifted from the special liability and debt service funds. Sales tax is economically sensitive and City collections have alternated annually between growth and modest decline over the last five years. The Proposed Budget for sales tax is 1% lower than the 2019 Adopted Budget (\$300,000).

Other major revenue trends are incorporated and reflected in the FY20 Proposed General Fund Budget. Municipal Court revenue reduces by \$500,000 to \$2.5 million to approximate the actual collections over the last several years. Interest earned on idle funds increases by \$350,000 for a total estimate of \$800,000. The Proposed Budget for franchise fees and payments in lieu of taxes (PILOTs) increases by \$700,000 to \$23.6 million, based on prior year collections.

Personnel related expenses represent the largest portion of the General Fund at \$76.1 million, or 79% of total expenditures. Personnel costs, including wages and benefits, increase \$1.9 million, or 2.5%, over the

2019 Adopted Budget, and include finalized union contracts along with assumptions regarding negotiations in progress. Non-union, management and executive staff wages increase 1%, or \$150,000. Healthcare costs reduce by 1.7% in the FY20 Proposed Budget compared to the FY19 Adopted Budget. General Fund departments were asked to identify budget reduction options totaling 3% (approximately \$2.8 million) of their overall budget. Based on discussions with department heads, questions regarding sustainability and how the cuts impact operations were thoroughly explored, approximately \$1.0 million has been incorporated into the FY20 Proposed Budget. The reductions are highlighted on individual department budget pages. Notably, for the third year in a row, non-operating General Fund capital allocations from the 2020-2029 Capital Improvement Plan have not been included in the operating budget. However, these are the first priority if excess funds are available at the end of the year.

To balance the General Fund and maintain current service levels without raising the mill levy, the FY20 Proposed Budget includes a mix of revenue enhancements and expenditure cuts. The FY20 Proposed Budget shifts mills from tax levied funds (Debt Service and Special Liability) to the General Fund, but maintains a flat overall mill levy. As mentioned previously, the FY20 Proposed Budget includes reductions to department operating budgets of \$1.0 million. This includes the elimination of three vacant positions in the Executive, Administrative and Financial Services, and Public Works departments.

Major Fund Discussions

In addition to the General Fund, the City budgets for 31 other individual funds and has several unbudgeted funds, like grants, that fund operations. Highlights from other funds are detailed below.

Utility Funds

The combined utilities fund includes Water, Wastewater and Stormwater. Capital and operational needs in these funds continue to outpace revenues. The FY20 Proposed Budget for Utilities includes a modest operational increase, and the final year of the previously approved rate increase adopted by the Governing Body in 2017. The Water, Wastewater, and Stormwater revenue reflect a 5% rate increase for consumers.

Internal Service Funds

Internal service funds, including Information Technology, Fleet, and Facilities, are funded through charges to City departments in all funds. Departmental charges for Information Technology, Fleet, and Facility funds are flat relative to the FY19 Adopted Budget.

Risk Funds

The risk management and insurance funds are constantly being evaluated to ensure that they reflect the current expectation. These funds have been updated to reflect estimated costs for insurance across the board. The Health Fund budget continues the implementation of the wellness program and clinic to serve City employees. Additionally, the employer and employee contributions to the Health Fund reduce by 2.7% from the FY2019 Adopted Budget. Actual contributions will be finalized as the employer/employee cost share is settled, and as renewal rates are received over the next few months.

Citywide and Countywide Half Cent Sales Tax Funds

The City levies a half-cent sales tax for street, curb, gutter and sidewalk replacement. The FY20 budget reflects the approved 2020-2029 Capital Improvement Plan (CIP), and shifts the snow removal budget to

other operating funds. The Countywide Half-Cent Sales Tax reflects the approved 2020-2029 CIP and includes \$3.3 million in excess revenue generated from the 2004-2016 sales tax.

Budget Review

The FY20 Proposed Budget is organized to facilitate discussion of how it supports the Governing Body's 2020 Budget Priorities. Department pages are grouped by Governing Body priority. Public budget work sessions are expected to follow the same structure. The FY20 Proposed Budget includes a revenue and expenditure overview, summaries of each department followed by descriptions, key performance metrics, goals and accomplishments, and a four-year budget history for each program or division within each department. Summaries of budgeted funds are included in the back of the book as well as a four-year history of adopted budget positions.

The FY20 Proposed Budget follows the direction of the Governing Body Budget Priorities within existing resources while striving to maintain current service levels. Modest revenue growth, increases in key expenditure categories, and deferred capital maintenance continue to challenge the Proposed Budget and the long-term financial health of the City. City management is attuned to these challenges and will continue working to assist the Governing Body to implement long-term sustainable solutions.

Respectfully submitted,

A handwritten signature in black ink that reads "Brent Trout". The signature is written in a cursive, flowing style.

Brent Trout,
City Manager

BUDGET HIGHLIGHTS

Reviewing the City Budget

The City budget is one of the most important policy documents adopted by the City Council each year. This section is provided as a resource to help the reader understand how to use the budget as a reference document. The Fiscal Year 2020 City of Topeka Budget document is organized into various sections, each highlighting different information and areas of interest. Below is a high-level summary that provides a starting point for those who are new to the Topeka budget process:

Introduction

While it is hard to compare the City's financial management to that of a household, the reader should think of the City's budget more like a collection of checking accounts rather than a single one. The City maintains more than 40 of these accounts—"funds"—each considered a separate accounting and reporting entity. Some funds are required by generally accepted accounting principles; some are required by State law; some the City creates for its own internal financial management. Kansas law does not permit cities to spend money they do not have, except for properly authorized debt transactions. As a result, the resources available to the fund—balances carried over plus current year revenues—must equal or exceed planned expenditures.

Budget Overview

The Budget Overview includes an overview of revenues and expenditures. Revenues are the basis of the City's budget. Since the City is generally required to provide balance in each fund, resources available and expenditures must align at the end of the year. The Revenue section provides an overview of various estimates of the City's major sources of revenue for FY 2020, including property taxes, sales taxes, motor vehicle taxes, franchise fees and user fees. The General Fund is the main operating fund of the City and includes many basic functions of city government. This fund is used to account for all financial resources not included in other funds. General tax revenues and other receipts that are not restricted by law or other contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund. Since the General Fund contains many core services, this budget book provides a more detailed General Fund summary section. Other funds are discussed in the Fund Summary section.

Departmental Budgets

Operationally, the City is organized into a number of departments. Some of these—Police and Public Works, for instance—are very visible in the community. Others, like Administrative and Financial Services and Human Resources, primarily serve other city departments. Many department budgets cross and use multiple funds in order to track department operations; the City has chosen to organize its budget according to the key focus areas identified during strategic planning, with departments sorted into each group based on how they are expected to fulfil the goals within each focus area during FY 2020.

COUNCIL BUDGET PRIORITIES

As required by the Topeka Municipal Code 3.05.050, on April 16, 2019, the Governing Body adopted and approved priorities and objectives to guide budget preparation process for fiscal year 2020. The City Council discussed and decided that these priorities should focus on improving performance and cost-effectiveness, including but not limited to: utilize cost effectiveness measures in resource acquisition and allocation; and integrate performance management goals into resource allocation and strategic planning processes.

Below are the five adopted Council Priorities, and the City departments corresponding to each.

1. Improving Fiscal Sustainability & Governance

City Council and Mayor

Executive

Administrative & Financial Services

Human Resources

Information Technology

Legal

2. Continuing a Commitment to Public Safety

Fire

Police

Municipal Court

3. Continuing a Commitment to Developing Neighborhoods

Neighborhood Relations

Planning & Development Services

4. Selected Strategic Investments toward Quality of Life

Zoo

5. Investing in Infrastructure

Public Works

Utilities

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The budget calendar below is an outline of the major milestones in the 2020 budget process. The budget calendar is also available on the City of Topeka Website at <https://www.topeka.org/finance/budget/>. The budget calendar is subject to change, please monitor the website for the most up-to-date events. The 2020 calendar reflects the potential for an election due to the State adopted Property Tax Lid, House Bill 2088.

9J9BH	85H9
2020-2029 CIP and 2020-2022 CIB Adopted	4/9/2019
Council Adopts Budget Priorities	4/9/2019
City Manager releases budget to Council	By 6/14/2019
City receives final revenue estimates from County/State	6/15/2019
Setting Maximum Taxes Levied and Publication (Election)	6/18/2019
Budget Discussion (Council Meeting)	6/18/2019
Council Budget Workshop	6/19/2019
Council Budget Workshop	6/25/2019
Notify County if Election Needed	6/28/2019
Budget Discussion (Council Meeting)	7/2/2019
Setting Maximum Taxes Levied and Publication (No Election)	7/9/2019
Public Hearing (No Election)	8/13/2019
Council Adopts Budget (No Election)	8/13/2019
Budget must be adopted (No Election)	8/23/2019
Tentative Date of Mail Ballot Election (If Election Needed)	9/15/2019
Election Results by This Date (If Election Needed)	9/20/2019
Public Hearing and Budget Adoption (If Election Needed)	9/25/2019
For Counties with Election--Completed Budgets Due to County Clerk	10/1/2019

EXPENDITURE DETAIL

The expenditure estimated for the 2020 budget totals \$302.1 million.

This includes expenditures for the General Fund (excluding \$22,2 million in contingencies), Special Revenue Funds, Internal Service Funds, and Enterprise Funds. Fund sheets with detail at the category level for all revenues and expenditures are included throughout the 2020 Adopted Budget book.

Fund	2020 Adopted Expenditures	General Fund Department Break Out	2020 Adopted Expenditures
General Fund	96,495,545	City Council	376,485
Downtown Business Improvement (BID)	302,130	Executive	1,683,421
Court Technology	328,810	Legal	1,163,442
Special Alcohol	626,000	Admin and Finance	2,522,119
Alcohol & Drug Assess. and Referral Prog.	416,425	Municipal Court	1,732,491
Law Enforcement	690,921	Human Resources	1,369,792
Special Liability	2,557,261	Mayor	160,930
Topeka Tourism Bus.Improvement Dis.	500,000	Non Departmental	(624,814)
Transient Guest Tax	2,854,458	Prisoner Care	700,000
Retirement Reserve	3,128,292	Neighborhood Relations	2,725,412
KP&F Equalization	393,483	Franchise Fee	104,600
Neighborhood Revitalization	270,000	TPAC	548,316
Historical Asset Tourism	366	Cemeteries	220,000
Countywide Half Cent Sales Tax (JEDO)	22,135,873	Fire	28,752,171
Special Highway (Motor Fuel)	6,802,358	Police	40,949,962
Citywide Half Cent Sales Tax	23,154,305	Public Works	8,098,017
Tax Increment Financing	1,250,000	Park and Recreation	626,948
Community Improvement Districts (CID)	860,000	Zoo	2,647,383
Debt Service	30,223,960	Planning	2,738,871
Parking	3,623,473		
Information Technology	4,039,413		
Fleet	3,170,662		
Facilities	1,855,658		
Water	37,444,300		
Stormwater	8,060,081		
Wastewater	31,358,016		
Insurance	1,448,837		
Worker's Comp	2,127,272		
Health Insurance	15,911,330		
Risk Management Reserve	1,500		
Unemployment	131,695		
Grand Total	\$ 302,162,423		

EXPENDITURE SUMMARY: BY FUND

The revenue estimated to finance the 2019 budget totals \$302 million. Below is a four year history of expenditures by fund.

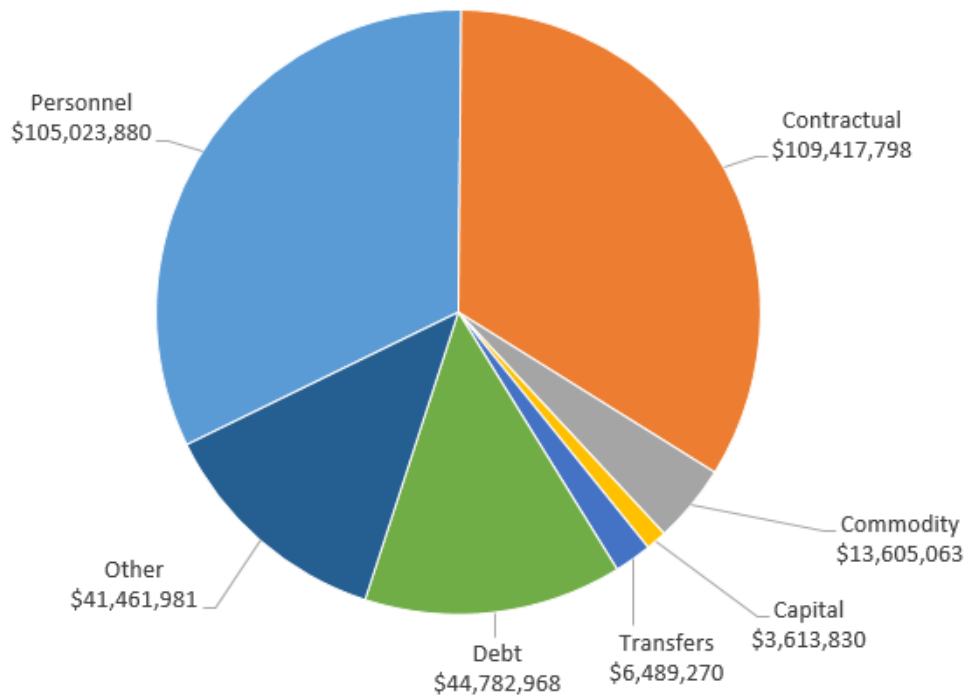
Fund	CASH BASIS BUDGET			
	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
General Fund	89,829,477	91,453,763	94,719,324	96,495,545
Downtown Business Improvement District	174,121	172,560	283,296	302,130
Court Technology	7,490	10,789	313,810	328,810
Special Alcohol	538,902	542,966	570,000	626,000
Alcohol and Drug Safety	68,051	34,024	401,800	416,424
Law Enforcement	390,062	451,326	690,921	690,921
Special Liability	857,466	503,829	2,096,434	2,557,261
Transient Guest Tax	2,840,610	2,802,334	3,190,017	2,854,458
Retirement Reserve	1,923,540	1,630,556	3,129,954	3,128,292
KP&F	272,177	5,418	29,380	393,483
Neighborhood Revitalization	3,166	2,100	287,531	270,000
Historic Preservation	8,140	9,050	31,156	366
Countywide Half Cent Sales Tax (JEDO)	12,775,394	17,600,819	28,796,211	22,135,873
Special Highway (Motor Fuel)	6,091,398	5,913,246	7,578,445	6,802,358
Citywide Half Cent Sales Tax	20,983,097	12,797,727	21,090,466	23,154,304
Tax Increment Financing	207,950	213,605	750,000	1,250,000
Community Improvement District	353,900	338,589	760,000	860,000
Debt Service	31,278,492	19,675,980	28,592,801	30,223,960
Topeka Tourism Business Improvement District	-	419,586	500,000	500,000
Parking	2,683,932	2,765,942	3,651,955	3,623,473
Information Technology	4,331,306	3,938,857	4,017,289	4,039,413
Fleet	2,102,208	1,779,748	2,978,015	3,170,662
Facilities	1,607,905	1,832,177	1,857,635	1,855,658
Water	31,615,674	33,575,101	36,033,235	37,444,300
Stormwater	6,980,572	5,177,596	7,425,877	8,060,081
Wastewater	25,599,718	25,515,089	28,984,389	31,358,017
Insurance	830,557	1,010,238	1,415,258	1,448,837
Worker's Comp	1,713,709	1,054,095	2,120,891	2,127,272
Health Insurance	10,099,860	10,743,946	15,880,744	15,911,330
Risk Management Reserve	-	9	1,500	1,500
Unemployment	14,856	40,823	131,231	131,695
Grand Total	\$ 256,183,730	\$ 242,011,888	\$ 298,309,566	\$ 302,162,423

EXPENDITURE SUMMARY: BY CATEGORY

Funds are budgeted into major categories, which are further defined in the Glossary

2020 Expenditures Summary by Category	
Personnel (wages and benefits)	105,023,880
Contractual (pauyments for services)	109,417,798
Commodity (items and goods)	13,605,063
Capital (major eqiopment or infrastructure payments)	3,613,830
Transfers (movement of funds from inr fund to another)	6,489,270
Debt (general obligation and revenue bond payments)	44,782,968
Other (eg. contingency and depreciation)	41,461,981
Total	324,394,789

2020 Expenditures Summary by Category



REVENUE DETAIL

The revenue estimated to finance the 2020 budget totals \$276 million.

This includes revenues for the General Fund, Special Revenue Funds, Internal Service Funds, and Enterprise Funds. Fund sheets with detail at the category level for all revenues and expenditures are included throughout the 2020 Adopted Budget book.

FUND	2020 Adopted Revenues
General	96,495,545
Debt Service	21,561,508
Special Liability	733,918
Downtown Business Improvement District	302,130
Special Highway	5,978,920
Special Alcohol and Drug	626,000
Alcohol & Drug Assessment and Referral Program	74,800
Law Enforcement	219,500
Topeka Tourism Business Improvement District	500,000
Transient Guest Tax	2,749,077
Retirement Reserve	1,887,547
Countywide Half Cent Sales Tax (JEDO)	18,835,873
Citywide Half Cent Sales Tax	15,554,295
Tax Increment Financing	1,250,000
Court Technology	52,785
Community Improvement Districts	860,000
Water	38,621,090
Stormwater	7,965,800
Wastewater	32,995,400
Public Parking	2,911,449
Facilities	1,634,931
Fleet	2,950,000
IT	3,955,044
Insurance	944,457
Worker's Comp	2,541,819
Health	14,290,027
Risk Reserve	14,580
Unemployment	71,087
Total	\$ 276,577,581

REVENUE SUMMARY: BY CATEGORY

The revenue estimated to finance the 2020 budget totals \$279 million. Below is a four year history of actual revenues by type. The variations year by year can usually be explained by a change in the way the City accounted for something; an increase in rates or fees; an increase in forecast assumptions; or a major revenue influx, like General Obligation bond refunds.

Revenue Type	CASH BASIS BUDGET			
	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Property Tax	46,156,949	46,434,862	50,164,905	50,124,635
Motor Vehicle Property Tax	4,113,848	5,107,882	4,081,132	4,563,690
Sales Tax	69,568,694	61,847,130	64,893,300	65,469,512
Transient Guest Tax	2,668,430	3,442,876	2,721,858	2,749,077
PILOTs	7,321,029	7,545,147	7,481,791	7,817,521
Licenses and Permits	1,876,994	1,469,857	1,835,735	1,862,992
Gas Franchise Fee	2,248,433	2,623,974	2,466,860	2,676,716
Electric Franchise Fee	9,955,447	10,103,495	10,012,930	10,306,575
Cable Franchise Fee	1,803,354	1,706,813	1,817,701	480,150
Intergovernmental	17,249,999	4,042,409	6,231,178	2,239,697
Motor Fuel Tax	5,455,521	5,594,971	5,575,135	5,575,135
Fees for Service	33,611,800	31,311,754	34,115,871	34,451,993
Parking User Fee	2,596,107	2,690,924	2,709,162	2,709,162
Water User Fee	30,122,374	33,125,456	33,791,712	35,447,500
Stormwater User Fee	6,752,149	7,148,154	7,401,450	7,865,800
Wastewater User Fee	27,382,374	29,866,753	29,536,750	31,939,400
Fines and Court Costs	3,104,333	2,836,958	3,476,872	2,970,872
Other	10,956,353	12,582,392	9,871,655	10,498,006
Total	\$ 282,944,188	\$ 269,481,807	\$ 278,185,997	\$ 279,748,432

EXPENDITURE, REVENUE, AND USE OF RESERVES SUMMARY

Fund	2020 Adopted Expenditures	2020 Adopted Revenues	2020 Adopted Use of Reserves
General Fund	96,495,545	96,495,545	-
Downtown Business Improvement (BID)	302,130	302,130	-
Court Technology	328,810	52,785	276,025
Special Alcohol	626,000	626,000	-
Alcohol & Drug Assess. and Referral Prog.	416,425	74,800	341,625
Law Enforcement	690,921	219,500	471,421
Special Liability	2,557,261	733,918	-
Topeka Tourism Bus.Improvement Dis.	500,000	500,000	-
Transient Guest Tax	2,854,458	2,749,077	105,381
Retirement Reserve	3,128,292	1,887,547	1,240,745
KP&F Equalization	393,483	-	393,483
Neighborhood Revitalization	270,000	-	270,000
Historical Asset Tourism	366	-	366
Countywide Half Cent Sales Tax (JEDO)	22,135,873	18,835,873	3,300,000
Special Highway (Motor Fuel)	6,802,358	5,978,920	823,438
Citywide Half Cent Sales Tax	23,154,305	15,554,295	7,600,010
Tax Increment Financing	1,250,000	1,250,000	-
Community Improvement Districts (CID)	860,000	860,000	-
Debt Service	30,223,960	21,561,508	8,662,452
Parking	3,623,473	2,911,449	712,024
Information Technology	4,039,413	3,955,044	84,369
Fleet	3,170,662	2,950,000	220,662
Facilities	1,855,658	1,634,931	220,727
Water	37,444,300	38,621,090	-
Stormwater	8,060,081	7,965,800	94,281
Wastewater	31,358,016	32,995,400	-
Insurance	1,448,837	944,457	504,380
Worker's Comp	2,127,272	2,541,819	-
Health Insurance	15,911,330	14,290,027	1,621,303
Risk Management Reserve	1,500	14,580	-
Unemployment	131,695	71,087	60,608
Grand Total	\$ 302,162,423	\$ 276,577,581	\$ 27,003,300

REVENUE DESCRIPTIONS

Revenue Estimation: Depending on a revenue source's unique characteristics, one of the beginning steps to build the budget is to develop revenue projections. The City uses many different tools and methodologies to project revenue. A summary of the revenue tools is listed below. In practice, most revenue source projections combine several of the methodologies.

1. Informed/Expert Judgment (e.g. the advice of a departmental subject matter expert)
2. Time Series Techniques (e.g. moving averages)
3. Estimates from the State of Kansas and Shawnee County (e.g. transfer payments, property valuation estimates)

Additional resources include information from the State of Kansas Consensus Revenue Estimating Group, the Demographic Appendices in The Governor's Budget Report, Kansas Tax Facts, the Budget Tips put out by the League of Kansas Municipalities, economic data available from the U.S. Department of Labor, and other federal agencies along with input from local business and tourism agencies.

Property Tax			
Annual Property Tax Revenues			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 46,156,949	\$ 46,434,862	\$ 47,595,734	\$ 50,124,635

According to Kansas law, ad valorem ("based on value") property taxes are computed with a calculation that takes into account the property's use—residential, personal or commercial—and a percentage of its market value. These generally are not elastic or dependent upon the economy, except possibly for the state assessed commercial and industrial properties. However, they do reflect changes in real estate prices, which are affected by interest rates and changes in the local and national economy.

Projection Analysis:

Each year the County Appraiser evaluates property and applies an increase or decrease based on the market. Typically, during the budget process, the County Clerk provides an official estimate of property values. This amount is then used in determining financing for the proposed budget and the budget adopted by the City Council. The final assessed valuation is determined in November, which alters slightly the mill levy necessary to fund the budget.

Sales Tax			
Annual Sales Tax Revenues			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 69,568,694	\$ 61,847,130	\$ 64,893,300	\$ 65,469,512

Sales tax is the principal non-property tax revenue source available to cities in Kansas. The rate in Topeka is currently 9.15%, with 1% going to City General Operating and 0.5% going towards the Street Sales Tax Fund. The tax rate includes 1.15% from Shawnee County and 6.5% from the State of Kansas.

Because the sales tax is pro-cyclical (revenue from it expands and contracts with the business cycle), it is carefully and conservatively estimated. The Kansas Legislature and actions of surrounding jurisdictions may ultimately impact this revenue source negatively.

Projection Analysis:

To ensure an accurate, realistic projection of sales tax revenues, the City has relied on a number of forecasting methods: year-to-year average multi-year rolling average and correlation with projected economic indicators. The Sales tax growth rate for FY20 is projected to be 1.7% more than the 2018 actuals.

REVENUE DETAIL

Motor Fuel			
Annual Motor Fuel Revenues			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 5,455,521	\$ 5,594,971	\$ 5,575,135	\$ 5,575,135

Motor Fuel Tax is charged and collected by the State of Kansas at a fixed rate per gallon of gas sold. Total state collections are distributed to Kansas cities and counties pursuant to state law and must be used for highway purposes. As gas prices rise, demand typically declines, reducing City tax collections.

Projection Analysis:

The City's FY20 revenue estimate took into account information from the League of Kansas Municipalities, County estimates, and internal revenue projections. The City is projecting similar revenues to the FY19 Budget.

Motor Vehicle Property Taxes			
Annual Motor Vehicle Tax Revenues			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 4,113,848	\$ 5,107,882	\$ 4,081,132	\$ 4,563,690

Most motor vehicles are subject to personal property taxes paid at the time of annual registration. Kansas law requires the distribution of motor vehicle taxes among the State and all taxing subdivisions. These receipts are spread among the three funds that also receive property tax revenue—the General Fund, Special Liability Expense Fund and the Bond and Interest Fund—in proportion to each fund's share of the total property tax levy in the prior year.

Projection Analysis:

The County Treasurer notifies the City of the subsequent year's estimate prior to May 10. The estimate is based on prior year values. The City is using the County's estimate.

Licenses and Permits			
Annual Licenses and Permits Revenues			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 1,876,994	\$ 1,469,857	\$ 1,835,735	\$ 1,862,992

The City offers licenses and permits for specific services in throughout the City including building permits, business licenses, liquor licenses, special events, and dog licenses.

Projection Analysis:

A generally conservative approach is taken when making these estimates because of shifts in the volume and value of permit activity by year. These estimates are made primarily by the expert city employees who have knowledge of the business or activity. 2018 collections were low based primarily through the value of building permits. FY19 and FY20 are expected to exceed 2018 collections.

REVENUE DETAIL

Water User Fees			
Annual Water Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 30,122,374	\$ 33,125,456	\$ 34,781,729	\$ 35,447,500

User fees are typically determined with the assistance of rate studies. Rate studies look at the financing needs of the particular utility, the rate base, changes in the number of users, and other factors to determine the rate level necessary to support a particular revenue stream. Customers that are city residents pay a lower rate than those outside the city limits.

Projection Analysis:

Water division staff produces estimated revenues based upon approved rates, the number of users and predicted usage. The City Council establishes the City's water rates and approved a 5% rate increase.

Wastewater User Fees			
Annual Wastewater Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 27,382,374	\$ 29,866,753	\$ 31,360,091	\$ 31,939,400

User fees are typically determined with the assistance of rate studies. Rate studies look at the financing needs of the particular utility, the rate base, changes in the number of users, and other factors to determine the rate level necessary to support a particular revenue stream. Customers that are city residents pay a lower rate than those outside the city limits.

Projection Analysis:

Water Pollution Control division staff produce estimated rates based upon approved rates, the number of users and predicted usage. The City Council establishes the City's wastewater rates and approved a 5% rate increase.

Stormwater User Fees			
Annual Stormwater Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 6,752,149	\$ 7,148,154	\$ 7,401,450	\$ 7,865,800

User fees are typically determined with the assistance of rate studies. Rate studies look at the financing needs of the particular utility, the rate base, changes in the amount of impervious surface and other factors to determine the rate level necessary to support a particular revenue stream. This fee is only charged to inside city residents.

Projection Analysis:

Water Pollution Control division staff produce estimated rates for the Stormwater Utility based upon approved rates, the number of users and estimated impervious surface. The City Council establishes the City's stormwater rates and approved a 5% rate increase.

REVENUE DETAIL

Electric Franchise Fees			
Annual Electric Franchise Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 9,955,447	\$ 10,103,495	\$ 10,204,530	\$ 10,306,575

Electric franchise fees are applied to the gross receipts of electric utilities operating within the City. Currently, the fee for both electric utilities is 6%. Electric Franchise Fees are dependent on the number of users and usage. This revenue source is affected significantly by changes in the weather, as well as modifications to electric rates permitted by the Kansas Corporation Commission.

Projection Analysis:

City collections of this revenue source have benefited from rate increases imposed by the utilities in recent years. The forecast for the electric franchise fee is projecting a 1% increase over FY19 projected collections. The franchise fee rate for the electric utilities remains at 6% for 2020.

Gas Franchise Fees			
Annual Gas Franchise Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 2,248,433	\$ 2,623,974	\$ 2,650,214	\$ 2,676,716

Gas franchise fees are applied to the gross receipts of natural gas utilities operating within the City. Currently, the fee for the sole natural gas utility in Topeka is 5%. Gas Franchise Fees are dependent on the number of users and usage. This revenue source is affected significantly by changes in the weather, changes in the price of wholesale natural gas, as well as modifications to natural gas rates permitted by the Kansas Corporation Commission.

Projection Analysis:

The forecast for the gas franchise fee is projecting a 1% increase over FY19 projected collections. The franchise fee rate for the gas utilities remains at 5% for 2020.

Annual Cable Franchise Fees			
Annual Cable Franchise Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 1,803,354	\$ 1,706,813	\$ 1,817,701	\$ 480,150

Cable franchise fees are applied to the gross receipts of cable television utilities operating within the City. Currently, the fee for cable providers in Topeka is 5%. Cable franchise fees are dependent on the number of users and the level of service demanded by those users. This revenue source is affected primarily by changing viewer habits, such as some users "cutting the cord" and dropping cable service and the increasing costs of cable service over time.

Projection Analysis:

The forecast for the cable franchise fee is projecting a 1% increase over FY19 projected collections. The franchise fee rate for the cable utilities remains at 5% for 2020.

REVENUE DETAIL

Fines and Court Costs			
Annual Fine Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 3,104,333	\$ 2,836,958	\$ 3,476,872	\$ 2,970,872

The majority of fines and costs is generated through the actions of the Municipal Court including fines, fees, court costs, and other court charges. Receipts from the Municipal Court are deposited in the General Fund. The other sources are parking fines and fees collected by Municipal Court on diversions of criminal proceedings.

Projection Analysis:

These are based off of estimates and revenues from previous years. Municipal Court fines are reduced by \$500,000 from the 2019 Adopted Budget to reflect prior year collections.

Parking User Fees			
Annual Parking Fee Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 2,596,107	\$ 2,690,924	\$ 2,709,162	\$ 2,709,162

The City of Topeka owns eight parking garages. Garage stalls are either leased or funded by hourly fees. Currently rates are set to more-or-less ensure a breakeven operation in the Parking Fund.

Projection Analysis:

This revenue is founded on expert based estimation from an evaluation of trends, current pricing, spaces available and contracts/agreements. The FY20 budget reflects flat collections.

Transient Guest Tax			
Annual Transient Guest Tax Revenue			
2017 Actuals	2018 Actuals	2019 Projected	2020 Adopted
\$ 2,668,430	\$ 3,442,876	\$ 2,721,858	\$ 2,749,077

The Transient Guest Tax (TGT) is charged on hotel nights within the city. The City Council sets the tax rate. The TGT is closely tied to the same factors as sales tax and is sensitive to the broader economy.

Projection Analysis:

The FY20 budget assumes a 1% increase over FY19 projections and is based on average growth over the last three years.

POSITION OVERVIEW

Every year the City evaluates the number of Full Time Equivalent (FTE) needed to meet City Council priorities. For the 2020 budget, no positions were added, four were removed, and one was repurposed.

- Administrative and Financial Services
 - Decrease by one Administrative Office Specialist position in Contracts and Procurement
- Executive
 - Decrease by one Project Manager position in Emergency Management division
 - Chief Executive Aide was repurposed into an Independent Police Auditor
- Information Technology
 - Decrease by one System Developer III position in Business Systems division
- Public Works
 - Decrease by one Engineering Technician III position in Engineering division

Below is a four year personnel history. A detailed summary of employees by division is located in the Appendix and imbedded in Department budget sections.

PERSONNEL CHART FOUR YEAR HISTORY

Department	2017 Adopted FTE	2018 Budget FTE	2019 Adopted FTE	2020 Adopted FTE	19-'20 Variance
Administrative & Financial Services	25.0	25.0	25.0	24.0	-1.0
City Council	10.0	10.0	10.0	10.0	0.0
Dept of Neighborhood	47.0	31.0	31.0	31.0	0.0
Executive	11.0	11.0	13.0	12.0	-1.0
Fire	246.0	248.0	249.0	249.0	0.0
Human Resources	13.0	13.0	13.0	13.0	0.0
Information Technology	17.0	17.0	17.0	16.0	-1.0
Legal	15.0	15.0	15.0	15.0	0.0
Mayor	2.0	2.0	2.0	2.0	0.0
Municipal Court	23.0	23.0	20.0	20.0	0.0
Planning	10.0	28.0	29.0	29.0	0.0
Police	353.5	350.5	352.5	352.5	0.0
Public Works	171.0	173.0	173.0	172.0	-1.0
Utilities	222.0	222.0	224.0	224.0	0.0
Zoo	24.0	24.0	25.0	25.0	0.0
Total	1,189.5	1,192.5	1,198.5	1,194.5	(4.0)

Development Services was moved from Neighborhood Relations to Planning for the 2019 budget after a trial period.



PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT PROGRAM

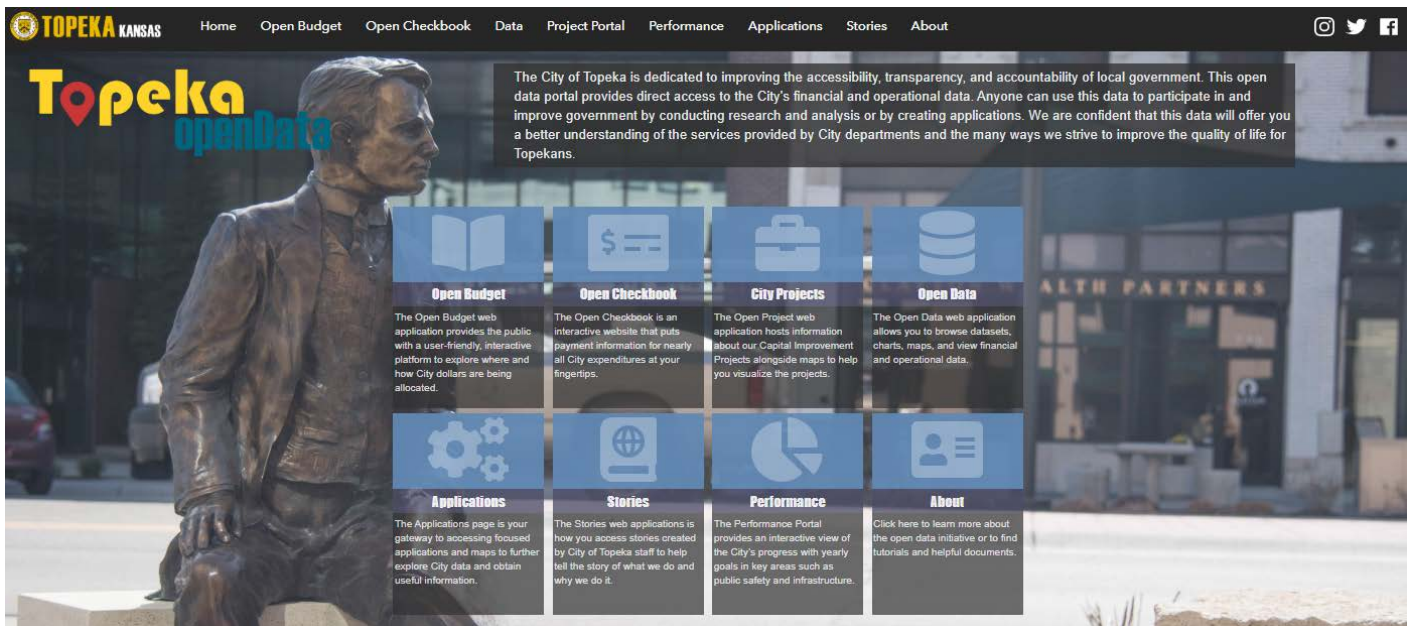
The City has developed a long-term Performance Management Program that assists departments in focusing on key areas and improving operations by making data-driven decisions. The Performance Management Program leads departments in annual goal development and strategic strategies. Under the direction of the City Manager's Office, the Budget & Performance division manages and leads the organization through the Performance Management Program every year. The information developed through the Performance Management Program is displayed on the City's open performance portal, which is updated quarterly with key measures and metrics from each service area.

The six performance management goals and their objectives are:

- **Continue a Commitment to Developing Neighborhoods**
 - Promote a cleaner and healthier City
 - Develop local community partnerships to maximize local resources
 - Strategically reinvest in Topeka neighborhoods
- **Continue the Commitment to Public Safety**
 - Continue to build upon community policing initiatives
 - Improve Topeka's standing among the Nation's safest capital cities
 - Evaluate the efficiency and effectiveness of public safety services
 - Improve the public perception of safety
- **Improve Fiscal Sustainability**
 - Improve and maintain the City's fiscal health
 - Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services
- **Improve Performance & Cost-Effectiveness**
 - Promote a service oriented culture in city government
 - Enhance customer service through technology
 - Use proactive information and education to anticipate and address customer needs
 - Promote a qualified, engaged, and healthy workforce
 - Project a positive image of city government and enhance public trust
 - Promote efficiency and effectiveness in the city's operations and through process improvements
 - Identify and implement technology solutions to address inefficiencies
- **Invest in Infrastructure**
 - Maintain and improve the condition of city streets
 - Maintain and improve the condition of city facilities and assets
 - Promote and enhance sustainability initiatives
 - Plan for future infrastructure needs
- **Strategically Invest in Quality of Life**
 - Develop local community partnerships to maximize local resources
 - Increase civic engagement and public participation
 - Enhance the quality of life and prosperity of Topekans
 - Strive to be a prosperous City by promoting compact land development, transportation and housing choices, and a diverse and resilient economy

The full matrix of strategic measures that departments and divisions have developed to accomplish their performance-driven goals related to these six organizational performance goals are located in the appendix of this document.

OPEN DATA INITIATIVE

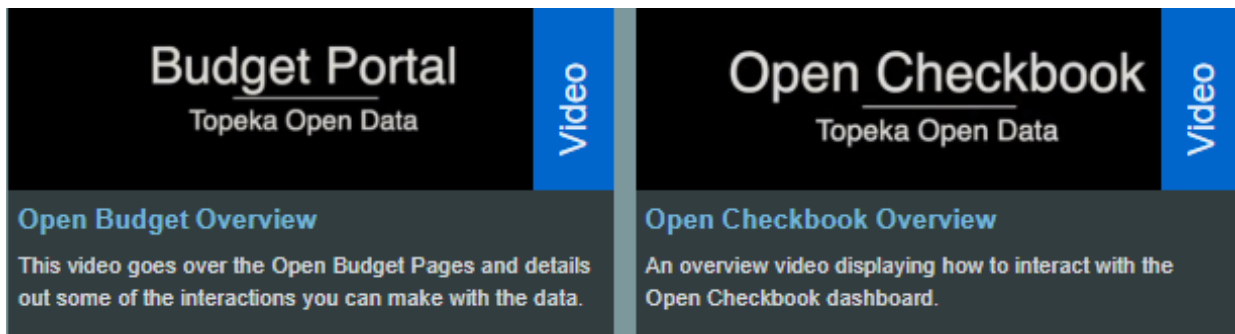


The City of Topeka is dedicated to improving the accessibility, transparency, and accountability of local government. This open data portal provides direct access to the City's financial and operational data. Anyone can use this data to participate in and improve government by conducting research and analysis or by creating applications. We are confident that this data will offer you a better understanding of the services provided by City departments and the many ways we strive to improve the quality of life for Topekans.

Visit budget.topeka.org to explore the City's Open Budget application and download data about our operating budget, projected budget revenues, and capital budget. Visit checkbook.topeka.org to interact with the City's payment information for goods or services.



To learn more about how to utilize these pages, check out our how-to videos located on the City of Topeka open data [YouTube playlist](#).



DEPARTMENT PAGES



GUIDE TO DEPARTMENT PAGES

Each department's presentation begins with an overview of the department's resource allocation by expense category, and by fund. The number of full-time equivalent positions are also shown, separated into their respective divisions.

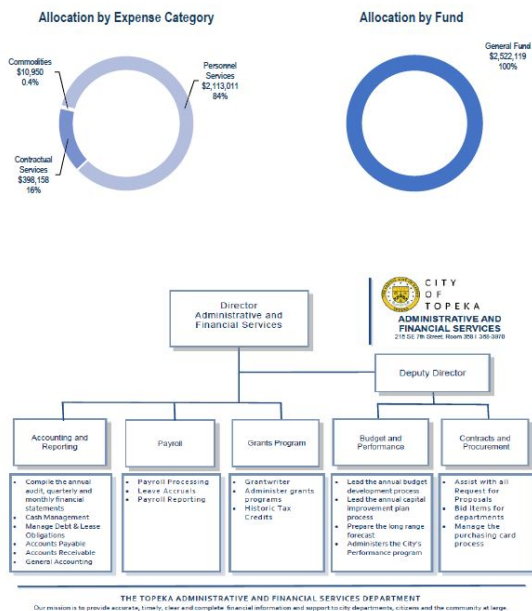
ADMINISTRATIVE & FINANCIAL SERVICES

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$1,847,878	\$1,964,928	\$2,143,458	\$2,113,011
Contractual Services	410,840	448,605	454,201	398,158
Commodities	9,709	18,265	10,950	10,950
Other	880	3,832	-	-
TOTAL	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119
Allocation by Fund				
General Fund	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119
TOTAL	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119
Full-Time Equivalent Positions				
Financial Reporting and Payroll	19.0	19.0	19.0	18.0
Contracts and Procurement	6.0	6.0	6.0	6.0
TOTAL	25.0	25.0	25.0	24.0

Administrative & Financial Services

ALLOCATIONS & ORGANIZATIONAL STRUCTURE



This same information is presented in a graphic with a chart each for allocation by expense, and by fund. An organization chart is also shown, listing the divisions in the department and their areas of competency.

For larger and more complex departments, the reader will find additional summary pages for each division which includes the division's profile, expenditure summary,

Financial Reporting and Payroll

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$1,417,146	\$1,556,563	\$1,665,743	\$1,602,087
Non-Personnel Total	379,383	421,378	402,002	345,958
Contractual Services	371,114	406,945	392,152	336,108
Commodities	7,389	14,433	9,850	9,850
Other	880	-	-	-
TOTAL	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045
Allocation by Fund				
General Fund	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045
TOTAL	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045
Full-Time Equivalent Positions				
Financial Reporting and Payroll	19.0	19.0	19.0	18.0

Changes to the Budget

→ The 2020 Adopted Budget for Financial Reporting and Payroll decreases by \$64,000 for personnel services due to the reduction of one position in Payroll.
→ The 2020 Adopted Budget for Financial Reporting and Payroll decreases by \$56,000 for contractual services primarily due to the transfer of the City's open data portals to a new provider.

Administrative & Financial Services

Contracts and Procurement

The Contracts and Procurement division regulates the city's purchases of goods and services to ensure a fair and transparent selection process that is compliant and consistent with city policies and goals. Contracts and Procurement also reduces the cost of city operations by soliciting competition for city purchases.

	Actual FY 2017	Actual FY 2018	Target FY 2019	Target FY 2020
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Performance Measures

Organizational Excellence

Promote efficiency and effectiveness in the city's operations through process improvements

Number of purchase orders processed	4,034	3,969	4,050	4,050
Purchase order dollar volume expressed as a percent of the adopted budget	33%	40%	39%	39%
Total p card spend expressed as a percent of the adopted budget	0.0092%	0.0089%	0.0095%	0.0095%

The final page for each division will show performance measures, prior-year accomplishments, and upcoming goals.

Improving Fiscal Sustainability & Governance

Objectives:

- Build a comprehensive plan to address facilities and fleet deferred maintenance
- Continue to elevate adequate funding level for utility operations and capital needs
- Continue to evaluate and update fiscal policies as appropriate
- Continued excellence in reporting and transparency
- Establish and maintain adequate reserves for all funds
- Make strategic funding decisions based on five year, long term impacts

City Council & Mayor • Executive • Administrative & Financial Services • Human Resources • Information Technology • Legal

The City Council is responsible for ensuring the effective implementation, administration, and evaluation of City programs established by the policy directives of the City Council. The Council serves as a resource for citizens and neighborhood groups by providing vision, leadership, and strategic planning. They set priorities to guide the adoption of the annual operating budget and Capital Improvement Plan (CIP).

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Personnel Services	\$338,905	\$330,125	\$350,719	\$351,236
Contractual Services	31,558	36,133	26,624	24,048
Commodities	606	1,751	1,150	1,200
TOTAL	\$371,069	\$368,009	\$378,493	\$376,485

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General Fund	\$371,069	\$368,009	\$378,493	\$376,485
TOTAL	\$371,069	\$368,009	\$378,493	\$376,485

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City Council	10.0	10.0	10.0	10.0
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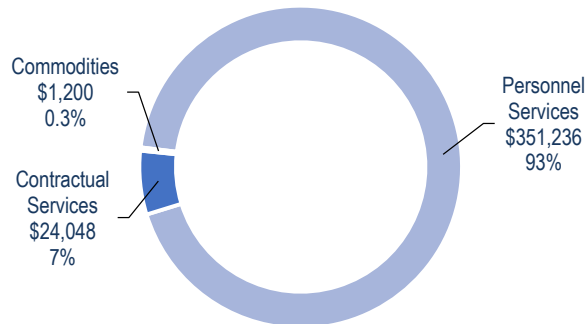
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→ There are no significant changes to the 2020 Adopted Budget for the City Council.

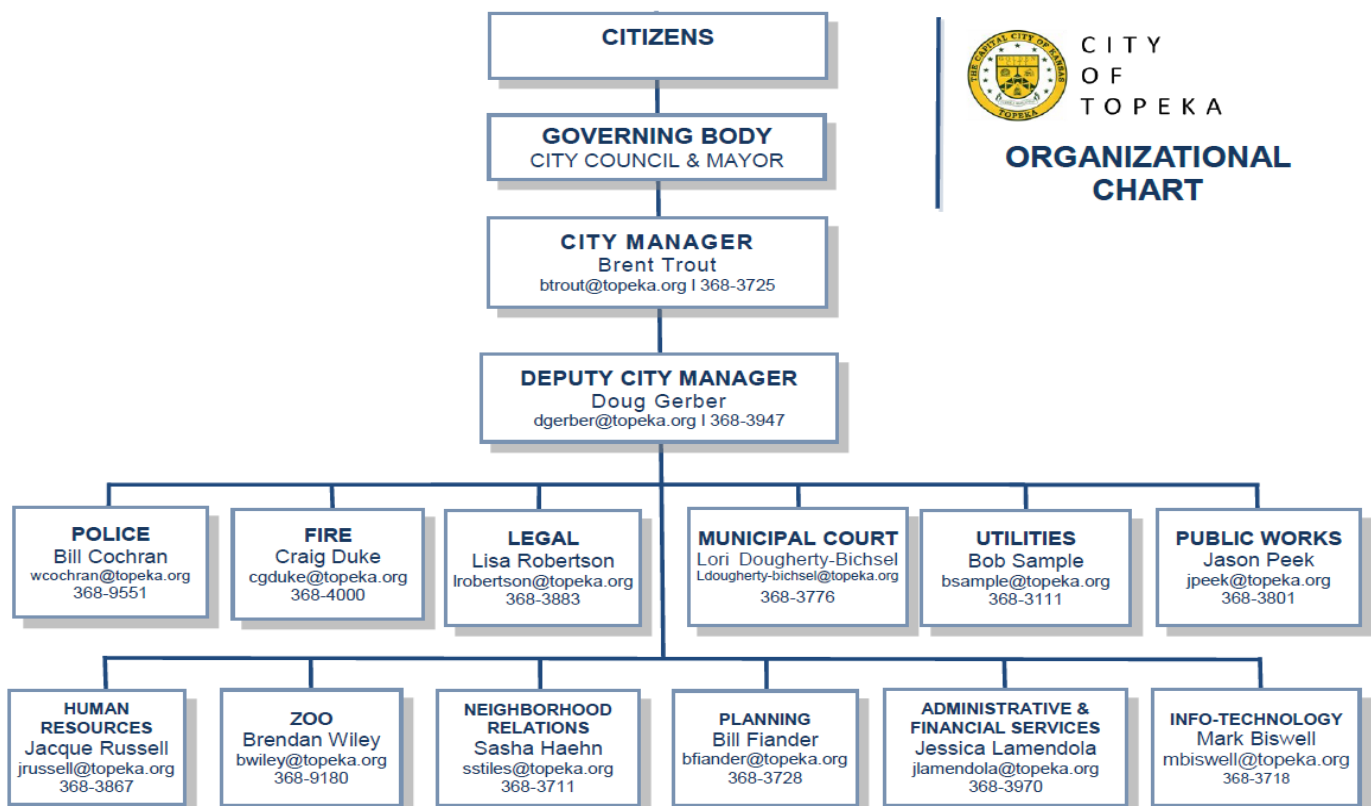
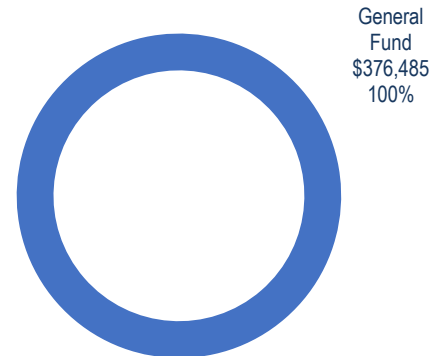
City Council

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

ORGANIZATIONAL CHART

MAYOR

The Mayor is the City's chief elected officer. The Mayor is elected at large and serves a four-year term. The Mayor makes policy recommendations to the City Council and votes on all matters before the City Council except for those issues that the Mayor has veto power in. The Mayor serves on the Washburn Board of Regents and other local, state, and national boards. In addition, the Mayor makes appointments to the 27 boards, commissions, and authorities for the City.

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Personnel Services	\$122,135	\$111,801	\$127,581	\$120,379
Contractual Services	29,466	41,859	37,495	39,551
Commodities	1,844	9,588	1,200	1,000
TOTAL	\$153,445	\$163,248	\$166,276	\$160,930

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General Fund	\$153,445	\$163,248	\$166,276	\$160,930
TOTAL	\$153,445	\$163,248	\$166,276	\$160,930

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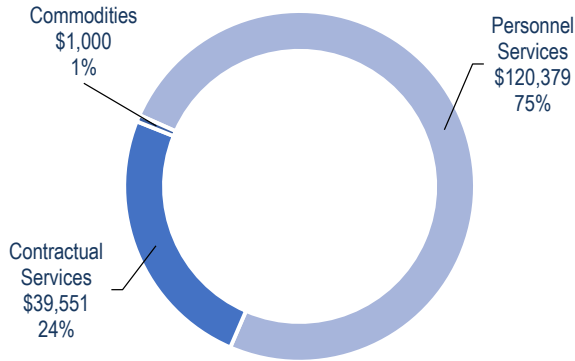
Mayor	2.0	2.0	2.0	2.0
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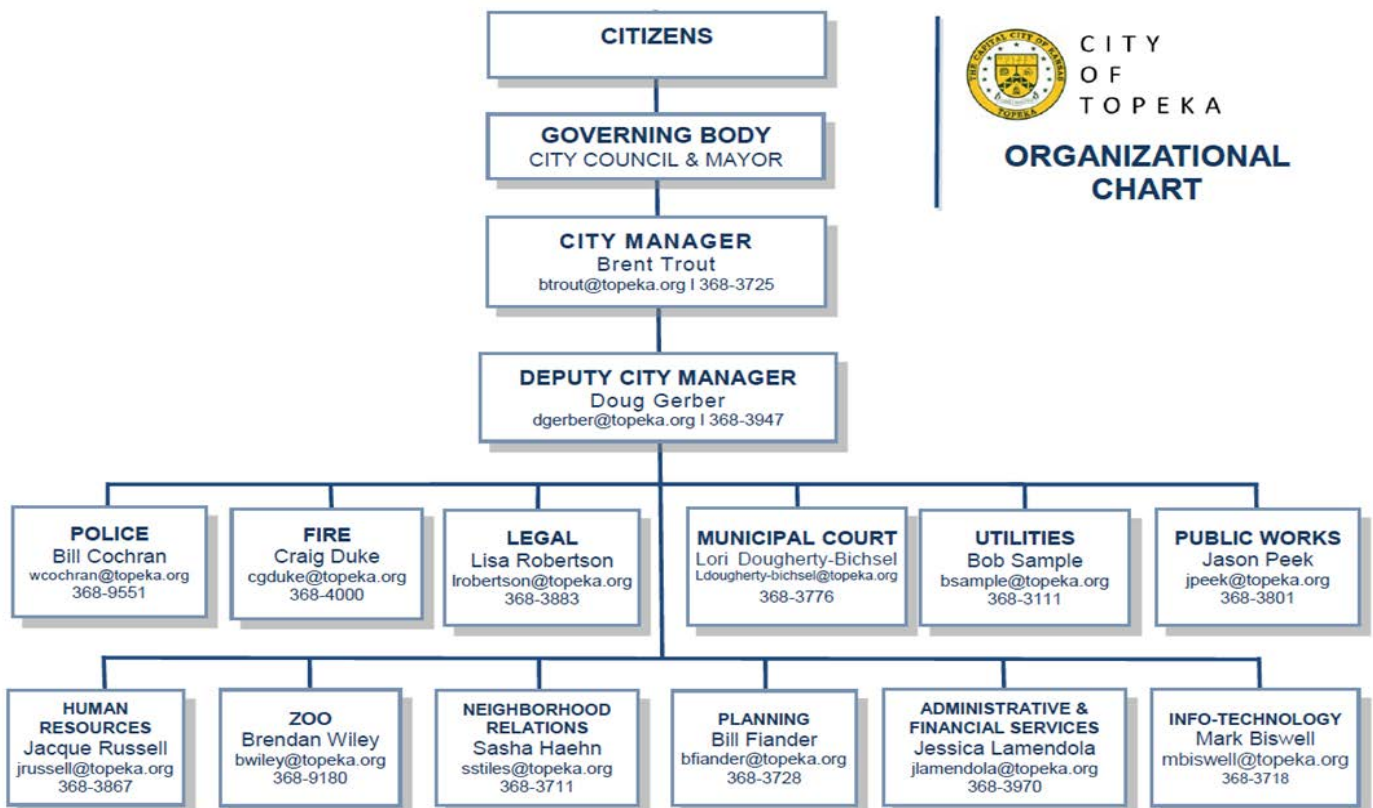
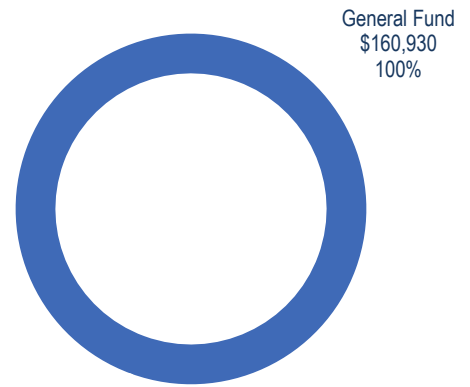
→ There are no significant changes to the 2020 Adopted Budget for the Mayor's Office.

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Allocation by Expense Category



Allocation by Fund



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Personnel Services	\$799,480	\$1,019,125	\$1,266,615	\$1,250,779
Contractual Services	317,479	263,045	279,485	337,040
Commodities	81,197	26,876	78,892	85,090
Capital Outlay	-		6,759	10,513
TOTAL	\$1,198,156	\$1,309,046	\$1,631,751	\$1,683,421

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General Fund	\$1,198,156	\$1,309,046	\$1,631,751	\$1,683,421
TOTAL	\$1,198,156	\$1,309,046	\$1,631,751	\$1,683,421

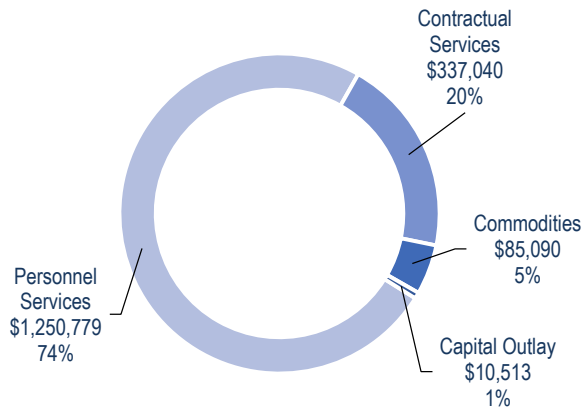
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Office of the City Manager	4.0	4.0	4.0	4.0
Office of the City Clerk	3.0	3.0	3.0	3.0
City Communications	4.0	4.0	4.0	4.0
Emergency Management	0.0	0.0	2.0	1.0
TOTAL	11.0	11.0	13.0	12.0

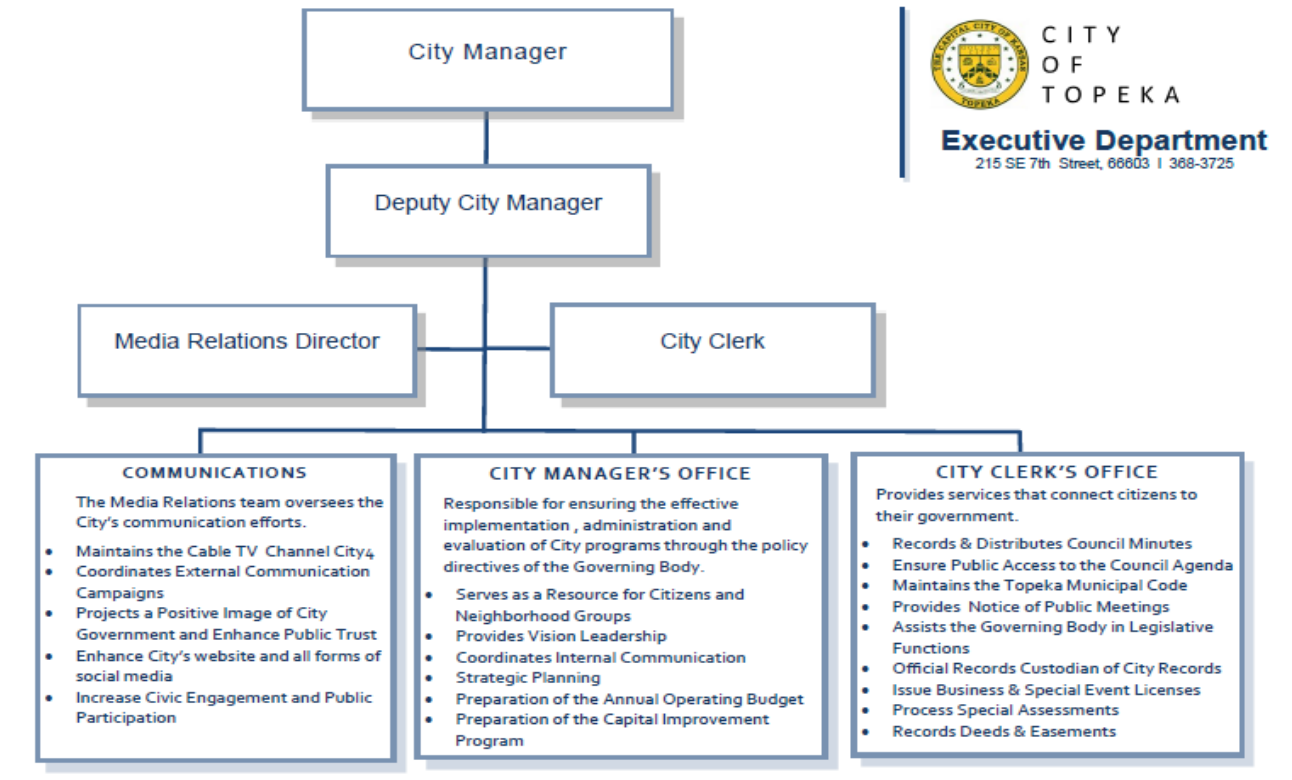
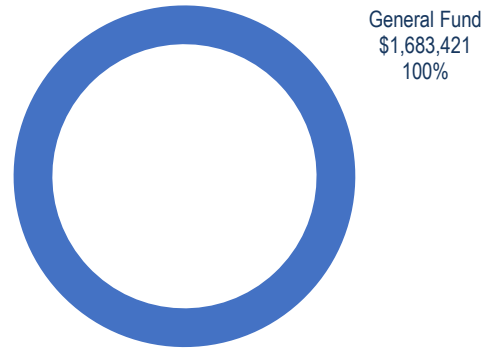
Executive

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

Executive Department

215 SE 7th Street, 66603 | 368-3725

EXECUTIVE DEPARTMENT

The Executive Department is responsible for the performance and productivity of all other City departments. It is composed of offices of the City Manager, City Clerk and Communications. It is responsible for delivering the highest level of quality information on policy, services and activities of Topeka government and our residents.

Executive

City Manager's Office

The City Manager's office is responsible for ensuring the effective implementation, administration, and evaluation of City programs that have been established through the policy directives of the Governing Body. The City Manager's office aims to provide vision, leadership, and strategic planning for the preparation of the annual operating budget and Capital Improvement Project (CIP) program. The City Manager's office also serves as a resource for citizens and neighborhood groups.

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Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

A bi-annual internal services survey was implemented in 2017 and will continue to measure for adequate internal services

Complete

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A bi-annual citizen's survey was implemented starting in 2018 and will continue to measure adequacy of programs and services provided by the city

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- Projected a positive image of city government and enhanced public trust
- Enhanced public perception of Topeka as a more enjoyable place to live
- Focused on accessibility of information to the community
- Focused on key initiatives that can grow Topeka including urban economic development
- Roll out of Rapid Process Improvement Program

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- Maintain a comprehensive overview of citywide operations focused on financial sustainability and operational performance
- Provide continuous leadership resulting in optimal customer service delivery
- Identify public and private partnership opportunities to leverage community development opportunities
- Participate in community engagement opportunities including interaction with neighborhood organizations and other speaking opportunities
- Improve efforts toward excellence in the provision of government services and processes

Office of the City Manager

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Personnel Services	\$350,327	\$532,084	\$624,427	\$644,219
Non-Personnel Total	175,521	137,399	127,548	143,200
Contractual Services	168,401	134,701	118,477	133,081
Commodities	7,120	2,698	5,317	6,365
Capital Outlay	-	-	3,754	3,754
TOTAL	\$525,847	\$669,483	\$751,975	\$787,419

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General Fund	\$525,847	\$669,483	\$751,975	\$787,419
TOTAL	\$525,847	\$669,483	\$751,975	\$787,419

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Office of the City Manager	4.0	4.0	4.0	4.0
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→The 2020 Adopted Budget for the Office of the City Manager increases contractual services by \$10,000 for boards and commissions support and includes increases for the Police Auditor position.

Executive

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The Office of the City Clerk provides administrative support functions that are necessary for the daily operations of the City Manager, Mayor, City Council, other city departments, and personnel. The Office of the City Clerk provides essential customer service functions for the city by providing a link between the public and local government. The majority of services that are provided by the Office of the City Clerk are mandated by City Charter, Kansas State Statutes, and also by other city policies and provisions. The Office of the City Clerk serves directly under the administrative direction of the City Manager.

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Commitment to Customer Service

Promote a service oriented culture in city government

City Contracts Processed	887	882	885	885
Approved Business Licenses	541	507	524	524

Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Processed Open Record Requests	190	201	196	196
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→Completed recodification and publication of the City of Topeka Municipal Code.

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→Continue working with IT and the Data Governance Committee to publish specific types of records through the open data portal and toward the completion of a special assessment interactive electronic portal

Office of the City Clerk

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Personnel Services	\$200,981	\$222,182	\$232,543	\$236,290
Non-Personnel Total	86,359	59,555	105,760	89,557
Contractual Services	71,762	56,810	103,560	86,357
Commodities	2,622	2,745	2,200	3,200
Capital Outlay	11,975	-	-	-
TOTAL	\$287,341	\$281,737	\$338,304	\$325,847

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General Fund	\$287,341	\$281,737	\$338,304	\$325,847
TOTAL	\$287,341	\$281,737	\$338,304	\$325,847

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Office of the City Clerk	3.0	3.0	3.0	3.0
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→The 2020 Adopted Budget for the Office of the City Clerk reduces contractual services by \$17,000 primarily for the elimination of recodification fees that were budgeted in FY19.

Executive

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The City Communication's division oversees all media relation efforts, maintains the programming for the City's cable channel, City 4, and coordinates internal and external communication campaigns. City Communications is responsible for maintaining and monitoring all City social media network accounts and video programing of public meetings.

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Commitment to Customer Service

Enhance customer service through technology

Social Media Followers	26,000	34,174	40,000	45,000
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Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

City Hosted Annual Meetings	1,200	2,035	1,200	1,200
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- Increased civic engagement and public participation through an increase in public meetings and social media engagement
- Continued to expand followers on all social media platforms
- Continued regular Tweet-A-Long blogs and engagement with the public
- Continued Topeka-In-Two video programming

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- Increase awareness and education about the city's open data portal
- Increase civic engagement and public participation through an increase in various public meetings and social media efforts
- Increase Topeka-in-Two video programming
- Enhance public trust in City government and City employees
- Enhance social media and the website to better engage citizens

City Communications

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Personnel Services	\$248,172	\$263,738	\$279,997	\$286,347
Non-Personnel Total	148,771	92,967	131,600	131,095
Contractual Services	77,316	71,534	57,220	57,015
Commodities	71,455	21,433	71,375	71,075
Capital Outlay	-	-	3,005	3,005
TOTAL	\$396,943	\$356,705	\$411,597	\$417,442

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General Fund	\$396,943	\$356,705	\$411,597	\$417,442
TOTAL	\$396,943	\$356,705	\$411,597	\$417,442

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City Communications	4.0	4.0	4.0	4.0
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→ There are no significant changes to the 2020 Adopted Budget for City Communications.

Executive

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The Homeland Security and Emergency Management division protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

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Safe & Secure Communities

Improve the public perception of safety

Cardiopulmonary Resuscitation
(CPR) Class and Preparedness Go
Kit Presentations Conducted

43

42

30

30

*The 2019 and 2020 targets decrease because these numbers fluctuate as more employees become certified.

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→Added the Emergency Management Professional Development Series that includes FEMA Incident Command System classes 100, 200, and 700 level classes along with Verbal Judo and Active Shooter training

→Assisted with the development and writing of a grant for 30 new water barricades

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→Work with neighborhood associations, schools, faith-based organizations, and other community groups to promote emergency management

→Coordinate and expand community outreach efforts to actively establish and maintain partnerships with community leaders throughout the city

→ Develop new safety Standard Operating Procedures for City facilities

Emergency Management

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Personnel Services	\$0	\$1,121	\$129,648	\$83,923
Non-Personnel Total	-	-	228	68,790
Contractual Services	-	-	228	60,587
Commodities	-	-	-	4,450
Capital Outlay	-	-	-	3,754
TOTAL	\$0	\$1,121	\$129,876	\$152,713

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General Fund	\$0	\$1,121	\$129,876	\$152,713
TOTAL	\$0	\$1,121	\$129,876	\$152,713

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Emergency Management	0.0	0.0	2.0	1.0
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→The 2020 Adopted Budget for Emergency Management transfers \$57,000 in operating funds from the Police department and includes \$11,000 in additional funds to reflect the full transition of the division to the Executive department.

→The 2020 Adopted Budget for Emergency Management reduces Personnel Services by \$46,000 for one vacant project manager position.

ADMINISTRATIVE & FINANCIAL SERVICES

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Personnel Services	\$1,847,878	\$1,964,928	\$2,143,458	\$2,113,011
Contractual Services	410,840	448,605	454,201	398,158
Commodities	9,709	18,265	10,950	10,950
Other	880	3,832	-	-
TOTAL	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119

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General Fund	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119
TOTAL	\$2,269,307	\$2,435,630	\$2,608,609	\$2,522,119

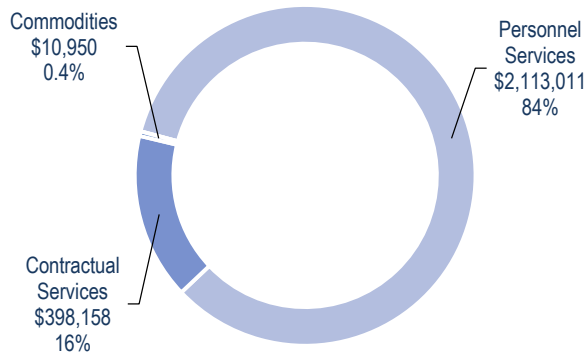
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Financial Reporting and Payroll	19.0	19.0	19.0	18.0
Contracts and Procurement	6.0	6.0	6.0	6.0
TOTAL	25.0	25.0	25.0	24.0

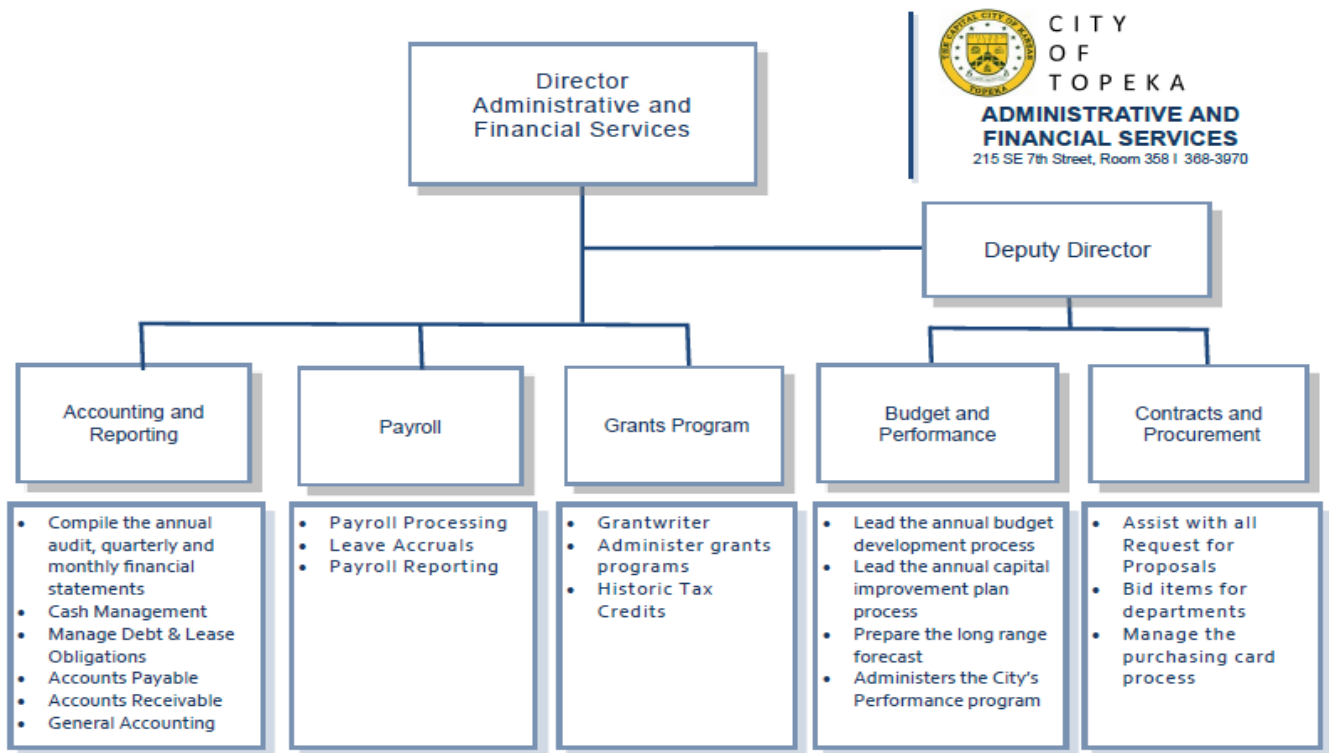
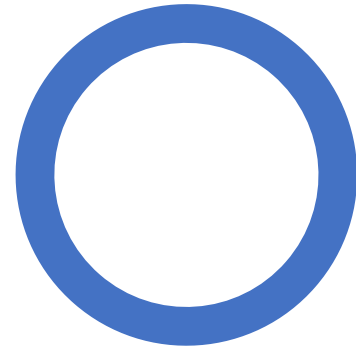
Administrative & Financial Services

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Allocation by Expense Category



Allocation by Fund



THE TOPEKA ADMINISTRATIVE AND FINANCIAL SERVICES DEPARTMENT

Our mission is to provide accurate, timely, clear and complete financial information and support to city departments, citizens and the community at large.

Administrative & Financial Services

Financial Reporting and Payroll

The Financial Reporting and Payroll division includes all employees in Central Accounting, Budget and Performance Management, and Payroll, and is primarily responsible for maintaining the transparency of citywide financial systems. Financial reporting includes central accounting, budget, performance management, and grant administration. Payroll administers the bi-weekly payroll for almost 1,200 employees, tracks employee time and attendance, maintains records of paid time off, and manages retirement systems for City employees.

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Fiscal Health & Sustainable Growth

Fiscal Health & Sustainable Growth

Improve and maintain the city's fiscal health

General Fund Fund Balnce (%)	23%	24%	20%	20%
Annual Audit Findings	No Findings	No Findings	No Findings	No Findings

Organizational Excellence & Commitment to Customer Service

Project a positive image of city government and enhance public trust

Enhance customer service through technology

Number of open government transparency portal page views	71,838	70,601	75,000	80,000
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Accomplishments

- Completed the 2018 audit process with "no findings," reinforcing the strength of the City's financial practices
- Received the Government Finance Officers Association's (GFOA) awards for the Comprehensive Annual Financial Report (CAFR) and Popular Annual Finance Report (PAFR)
- Coordinated implementation of the Rapid Process Improvement program
- Met the 2-day National Automated Clearing House Association (NACHA) goal 24 out of 26 pay periods in 2018
- Confirmed grant funding priorities and received over \$1 million in funding for many programs to improve quality of life for Topekan

Future Goals

- Continue to provide monthly and quarterly reports to the Governing Body and public
- Continue to implement GFOA's best practices in cash and debt management
- Implement the best options for the city's open data and performance portals
- Develop a comprehensive long-range financial plan
- Continue to seek out and receive funding for supporting mental health, infrastructure and public safety initiatives

Financial Reporting and Payroll

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Personnel Services	\$1,417,146	\$1,506,563	\$1,665,743	\$1,602,087
Non-Personnel Total	379,383	421,378	402,002	345,958
Contractual Services	371,114	406,945	392,152	336,108
Commodities	7,389	14,433	9,850	9,850
Other	880	-	-	-
TOTAL	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045

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General Fund	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045
TOTAL	\$1,796,529	\$1,927,941	\$2,067,745	\$1,948,045

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Financial Reporting and Payroll	19.0	19.0	19.0	18.0
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→ The 2020 Adopted Budget for Financial Reporting and Payroll decreases by \$64,000 for personnel services due to the reduction of one position in Payroll.

→ The 2020 Adopted Budget for Financial Reporting and Payroll decreases by \$56,000 for contractual services primarily due to the transfer of the City's open data portals to a new provider.

Administrative & Financial Services

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The Contracts and Procurement division regulates the city's purchases of goods and services to ensure a fair and transparent selection process that is compliant and consistent with city policies and goals. Contracts and Procurement also reduces the cost of city operations by soliciting competition for city purchases.

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Organizational Excellence

Promote efficiency and effectiveness in the city's operations through process improvements

Number of purchase orders processed	4,034	3,969	4,050	4,050
Purchase order dollar volume expressed as a percent of the adopted budget	33%	40%	39%	39%
Total p card spend expressed as a percent of the adopted budget	0.0092%	0.0089%	0.0095%	0.0095%

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- Provided support and training for all Infor/Lawson users
- Provided daily maintenance of Infor/Lawson Procurement and Strategic Sourcing
- Provided support and maintenance for suppliers using the Supplier Portal

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- Provide efficient, economical and effective methods of acquiring goods and services in accordance with City code and state law
- Provide timely service and support to vendors and suppliers using the Supplier Self-Service Portal in the eProcurement system
- Successfully implement Infor/Lawson Version 11 for Procurement and Strategic Sourcing
- Update City procurement policy and procedures

Contracts and Procurement

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Personnel Services	\$430,732	\$458,365	\$477,715	\$510,924
Non-Personnel Total	42,046	45,492	63,150	63,150
Contractual Services	39,726	41,660	62,050	62,050
Commodities	2,319	3,832	1,100	1,100
TOTAL	\$472,778	\$503,857	\$540,864	\$574,074

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General Fund	\$472,778	\$503,857	\$540,864	\$574,074
TOTAL	\$472,778	\$503,857	\$540,864	\$574,074

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Contracts and Procurement	6.0	6.0	6.0	6.0
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→The 2020 Adopted Budget for Contracts and Procurement increases one business services manager position and reduces one vacant office specialist position.

HUMAN RESOURCES

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Personnel Services	\$979,230	\$1,017,431	\$1,084,009	\$1,092,887
Non-Personnel Total	409,128	373,459	419,129	404,524
Contractual Services	381,935	349,554	400,509	387,504
Commodities	27,193	23,905	18,620	17,020
TOTAL	\$1,388,358	\$1,390,890	\$1,503,138	\$1,497,412

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General Fund	\$1,261,045	\$1,265,694	\$1,375,546	\$1,369,792
Workers Compensation Fund	96,418	99,337	99,683	102,603
Health Fund	30,895	25,859	27,909	25,016
TOTAL	\$1,388,358	\$1,390,890	\$1,503,138	\$1,497,412

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TOTAL	13.0	13.0	13.0	13.0
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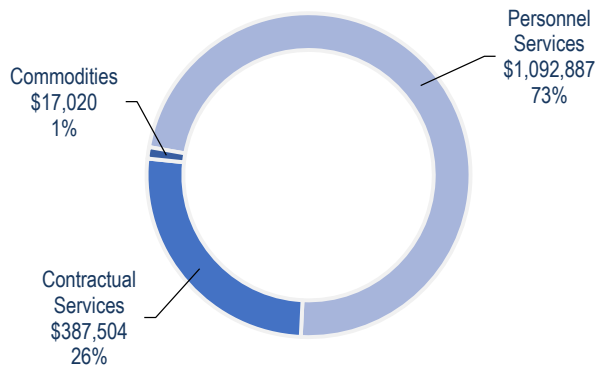
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→The 2020 Adopted Budget for Human Resources reduces contractual services by \$12,000 through the transfer of funds to the Health Fund.

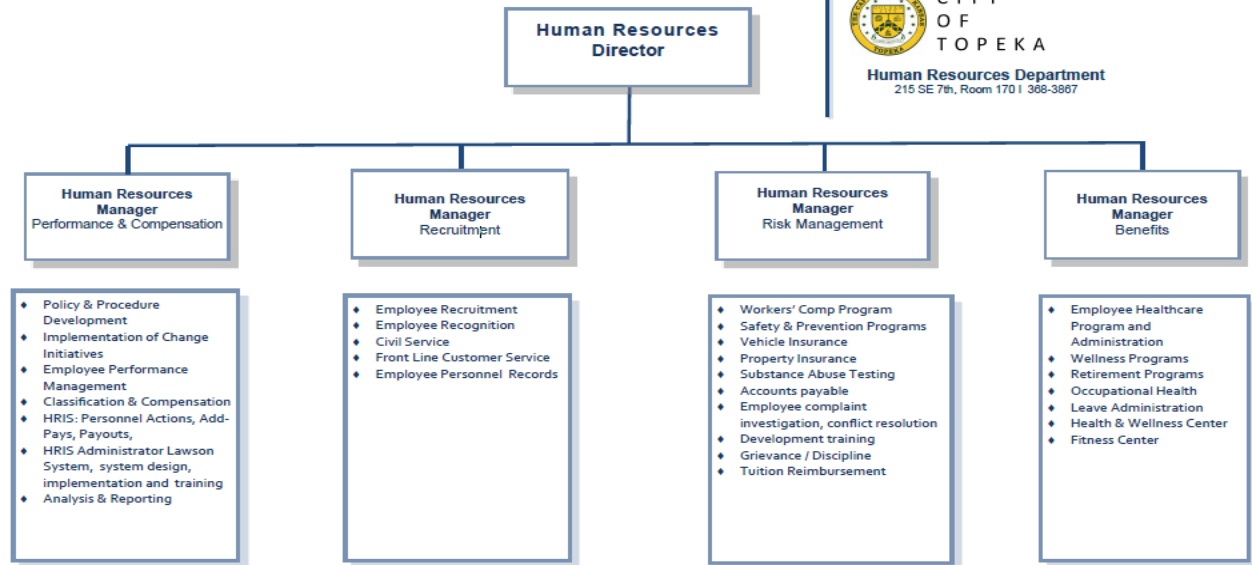
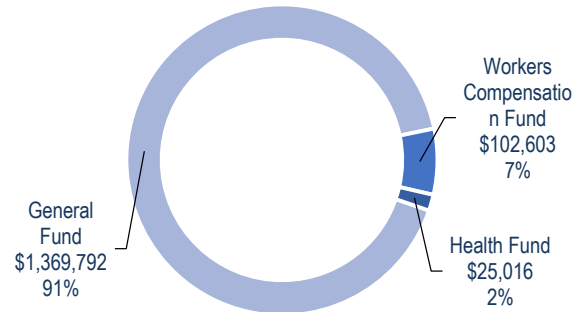
Human Resources

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Allocation by Expense Category



Allocation by Fund



THE CITY OF TOPEKA HUMAN RESOURCES DEPARTMENT

The Human Resources Department embraces the City of Topeka's mission by delivering core administrative services that attract, support, enhance, develop and retain a superior and diverse workforce.

Human Resources

The Human Resources department provides core administrative services which support all employees through close coordination with the City Manager and all departments. The primary functional areas include: recruitment, position classification, compensation, employee relations, labor relations, benefit programs, risk management, occupational health, wellness programs, employee training and development, HRIS administration for the Lawson and IntelliTime and employee recognition.

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Organizational Excellence

Promote efficiency and effectiveness in the City's operations and through process improvements

Employee Workers' Compensation Claims Paid	\$1,988,846	\$1,936,636	\$2,018,116	\$2,018,116
Employee Health Care Claims & Administrative Fees	\$10,427,459	\$9,595,147	\$15,025,320	\$15,900,900

Promote a qualified, engaged and healthy workforce

Annual Turnovers	119	150	120	150
Annual Retirements	36	46	50	55
Employees Attended Training and Education Opportunities	1,240	660	1,800	900

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- Collaborated with Shawnee County (SNCO) to allow SNCO employees access to the City's fitness center for a fee.
- Participated in the Rapid Process Improvement (RPI) for the Tort Claims process and implemented improvements based on the process.
- Worked with the Police Department on innovative recruitment initiatives to improve minority and female hiring.

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- Implement a framework for position budgeting and performance management
- Participate in a minimum of two RPI projects as part of continuous process improvement efforts
- Complete position functional analysis for public safety positions
- Promote financial wellness and retirement preparedness for employees
- Increase mental health resources for employees

INFORMATION TECHNOLOGY

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Personnel Services	\$1,759,131	\$1,631,201	\$1,701,836	\$1,641,041
Contractual Services	2,135,529	2,046,124	2,092,100	2,086,378
Commodities	146,687	193,752	123,354	161,995
Capital Outlay	-	67,545	100,000	150,000
Transfers	290,000	-	-	-
Other	(41)	-	-	-
TOTAL	\$4,331,306	\$3,938,622	\$4,017,289	\$4,039,414

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IT Fund	\$4,331,306	\$3,938,622	\$4,017,289	\$4,039,414
TOTAL	\$4,331,306	\$3,938,622	\$4,017,289	\$4,039,414

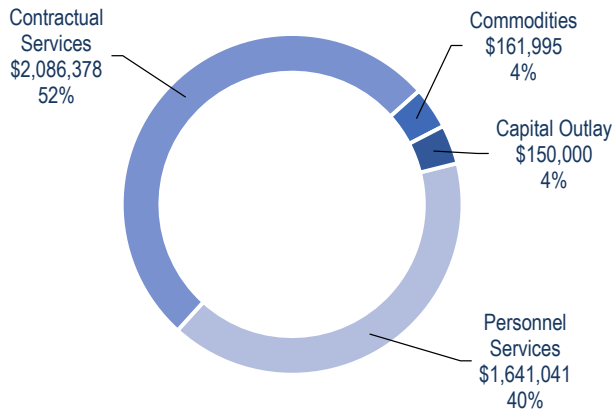
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Business Systems & Department				
Overhead	9.0	9.0	9.0	8.0
Computing	6.0	6.0	6.0	6.0
Telecom	2.0	2.0	2.0	2.0
TOTAL	17.0	17.0	17.0	16.0

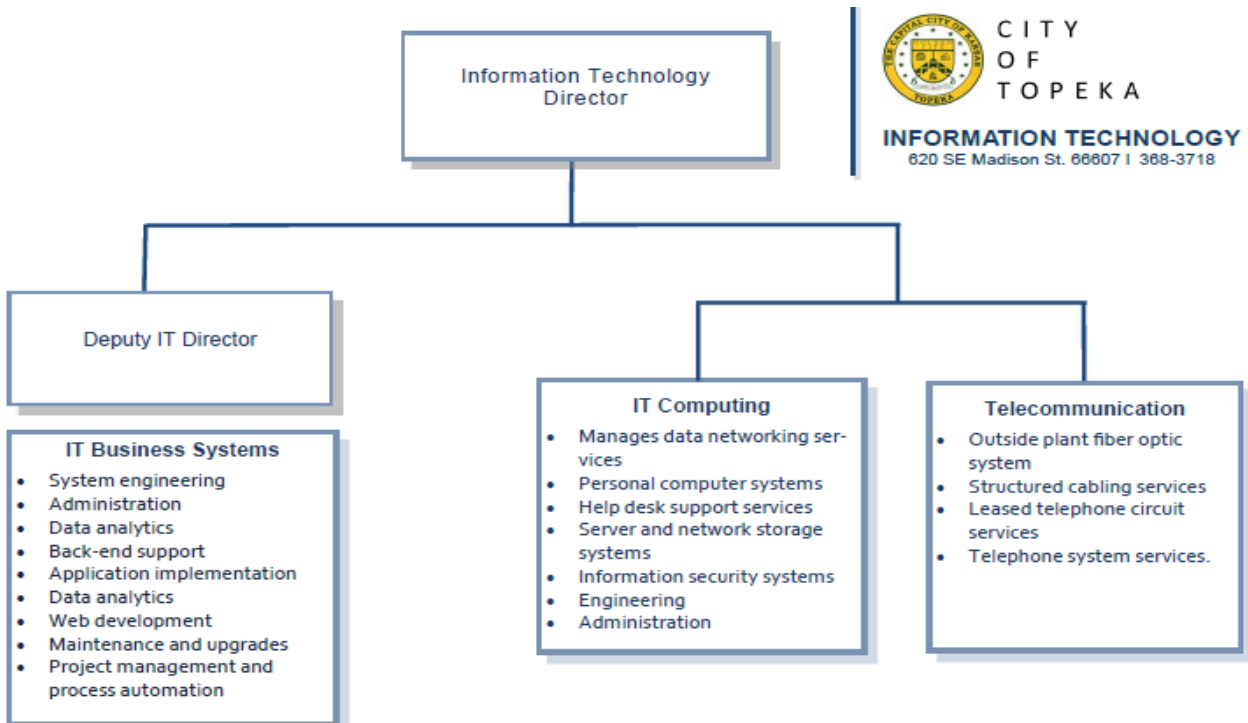
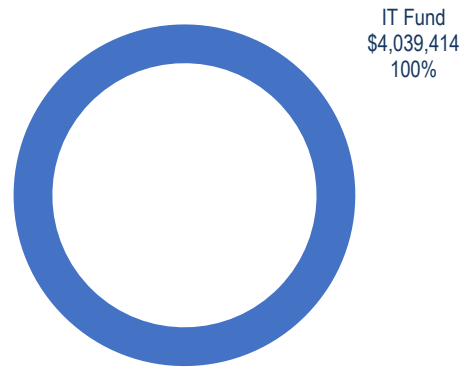
Information Technology

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Allocation by Expense Category



Allocation by Fund



CITY
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TOPEKA

INFORMATION TECHNOLOGY
620 SE Madison St. 66607 | 388-3718

Information Technology

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The IT Business Systems consist of back-end support, application implementation, data analytics, and web development. The IT Business Systems Program provides system engineering, administration, data analytics, maintenance, and upgrades of information systems across the enterprise. The deliverables of this program are enterprise software and application business systems, back-end database systems, administration, maintenance, system consulting, and data analytics necessary to support systems use across the enterprise. The goals for this program are maximum up-time for all IT business systems and back-end database systems that support business and foster innovative services and solution.

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Organizational Excellence and Commitment to Customer Service

Project a positive image of city government and enhance public trust
Enhance customer service through technology

Datasets Released	80	100	100	100
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Identify and implement technology solutions to address inefficiencies

Implement Eclipse PPM in remaining city departments and for projects outside of the CIP	2	2	4	4
Customer Portal: Number of Services & Departments Offered	0	0	6	6

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- Supported Open Government and the initiative to improve accessibility, transparency, and accountability of City government
- Implemented the rollout of a single location for all Capital Improvement Plan (CIP) project information
- Implemented best business proactive evaluation and configuration changes for the existing ERP system

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- Implement Single Customer portals to allow easier access to services and interactions with departments
- Restructure the SharePoint environment and Intranet to provide departments with better collaboration tools and processes

Business Systems & Department Overhead

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Personnel Services	\$1,017,410	\$886,409	\$923,030	\$834,959
Non-Personnel Total	608,318	313,963	318,573	338,078
Contractual Services	415,622	243,736	210,174	186,378
Commodities	2,736	2,962	8,399	1,700
Capital Outlay	-	67,265	100,000	150,000
Transfers	190,000	-	-	-
Other	(41)	-	-	-
TOTAL	\$1,625,728	\$1,200,372	\$1,241,603	\$1,173,038

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IT Fund	\$1,625,728	\$1,200,372	\$1,241,603	\$1,173,038
TOTAL	\$1,625,728	\$1,200,372	\$1,241,603	\$1,173,038

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Business Systems	9.0	9.0	9.0	8.0
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- The 2020 Adopted Budget for Business Systems reduces by \$23,000 for interest, \$6,000 for security, and \$7,000 for supplies.
- The Adopted Budget increases \$6,000 for service licenses and \$50,000 for capital outlay for software.

Information Technology

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The IT Computing division consists of data networking services, computer systems and help desk support services, server and network storage systems, and information security systems. The services provided by the IT Computing division are data networking systems, engineering, administration, maintenance and upgrades, computing systems rent, administration, maintenance and upgrades, IT server and mass storage systems engineering, administration, maintenance and upgrades, and information security systems, information security system engineering, administration, maintenance and upgrades. The deliverables of this division are IT computing systems, administration and maintenance necessary to support IT business systems across the organization.

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Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Networking System Percentage of Uptime	100%	100%	100%	100%
Computing Help Desk Survey Satisfaction Rate	94%	94%	95%	95%

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→Sustained a highly available IT computing environment through proper technology investments and management

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→Continue to optimize IT computing systems functionality at the lowest cost possible necessary to sustain a highly available computing environment free of cybersecurity incidents

Computing

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Personnel Services	\$576,104	\$606,179	\$610,367	\$619,291
Non-Personnel Total	1,640,934	1,515,618	1,585,156	1,603,976
Contractual Services	1,398,713	1,395,880	1,478,870	1,453,080
Commodities	142,222	119,458	106,286	150,895
Capital Outlay	-	280	-	-
Transfers	100,000	-	-	-
TOTAL	\$2,217,038	\$2,121,797	\$2,195,523	\$2,223,267

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IT Fund	\$2,217,038	\$2,121,797	\$2,195,523	\$2,223,267
TOTAL	\$2,217,038	\$2,121,797	\$2,195,523	\$2,223,267

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Computing	6.0	6.0	6.0	6.0
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- The 2020 Adopted Budget for Computing reduces by \$25,800 for contractual services.
- The Adopted Budget for commodities increases by \$45,000 for repair parts.

Information Technology

IT Telecommunications

The IT Telecommunications Program consists of four primary services that include outside plant fiber optic system, structured cabling services, leased telephone circuit services and telephone system services. The deliverables of this program are interconnectivity of all computing systems within city facilities and voice communications. The goal for this program is to strive for maximum availability (up-time) for all telecommunication circuits and systems that support voice and data communications functions.

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Organizational Excellence

Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Telecom System Percentage of Uptime	100%	100%	100%	100%
Telecommunication Help Desk Survey Satisfaction Rate	98%	95%	95%	95%

IT Telecommunications

→Sustained a highly available and modern telecommunications environment

IT Telecommunications

→Continue to optimize IT telecommunication systems functionality and reliability at the lowest cost possible necessary to sustain a highly available telecommunications environment required for city government operations

Telecom

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Personnel Services	\$165,617	\$138,613	\$168,438	\$186,791
Non-Personnel Total	322,923	477,840	411,725	456,319
Contractual Services	321,194	406,508	403,056	446,919
Commodities	1,729	71,332	8,669	9,399
TOTAL	\$488,540	\$616,453	\$580,163	\$643,109

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IT Fund	\$488,540	\$616,453	\$580,163	\$643,109
TOTAL	\$488,540	\$616,453	\$580,163	\$643,109

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Telecom	2.0	2.0	2.0	2.0
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→ The 2020 Adopted Budget for Telecom increases contractual services by \$44,000.

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Personnel Services	\$1,269,816	\$1,292,792	\$1,432,553	\$1,437,777
Contractual Services	732,041	348,920	911,704	910,083
Commodities	23,222	21,254	21,947	23,500
Other	-	-	898,477	1,349,343
TOTAL	\$2,025,079	\$1,662,966	\$3,264,681	\$3,720,703

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General Fund	\$1,167,612	\$1,159,137	\$1,168,247	\$1,163,442
Special Liability Fund	857,467	503,829	2,096,434	2,557,261
TOTAL	\$2,025,079	\$1,662,966	\$3,264,681	\$3,720,703

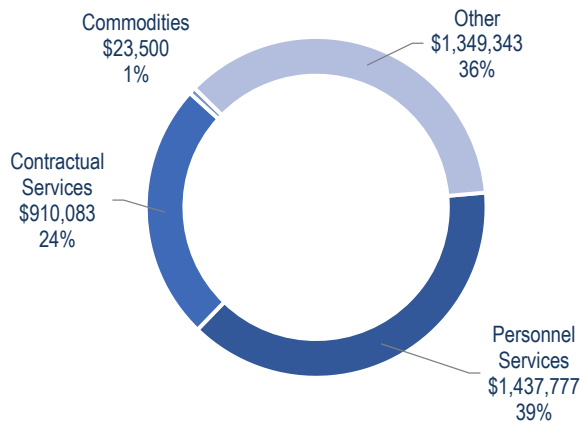
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General Government & Criminal Prosecution	12.0	11.0	11.0	11.0
Civil Litigation	3.0	4.0	4.0	4.0
TOTAL	15.0	15.0	15.0	15.0

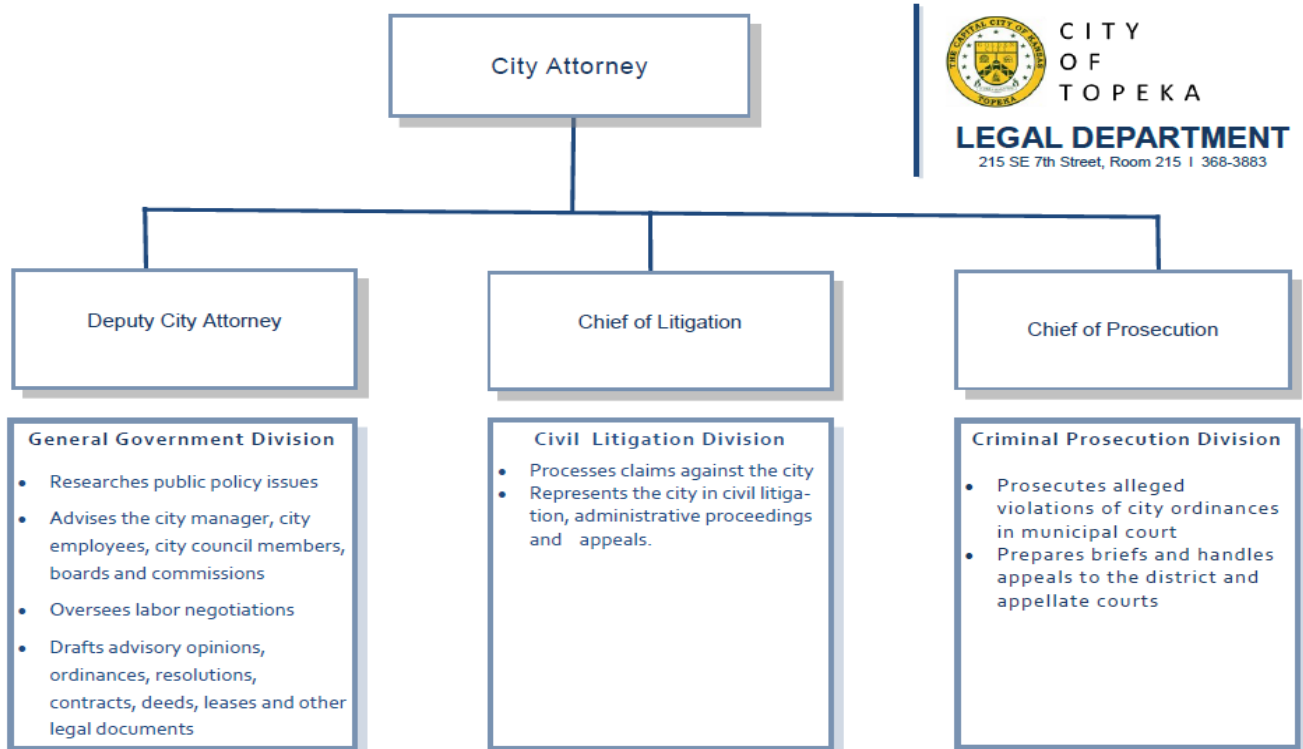
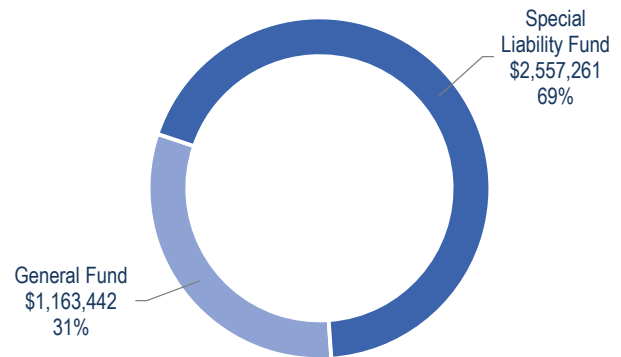
Legal

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

LEGAL DEPARTMENT

215 SE 7th Street, Room 215 | 368-3883

Legal

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The General Government division provides legal advice and representation to the City of Topeka organization and prepares ordinances and resolutions, reviews contracts, assists with Kansas Open Records Act (KORA) inquiries, reviews bankruptcy claims, helps oversee labor union negotiations and advises the City Manager, Governing Body, city departments and employees, as well as boards and commissions. The Criminal Prosecution division represents the City of Topeka organization in the criminal prosecution of the Topeka Municipal Code and appeals of such to the District Court.

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Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

City Contracts Reviewed and Prepared	1,150	1,089	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases Filed	996	207	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases with Compliance Obtained	493	109	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases Convicted	39	6	Measured Annually	Measured Annually

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- Completed majority of review and revisions to personnel policies along with Human Resources
- Adopted most recent versions of Standard Traffic Ordinances and Uniform Public Offense Code and implemented plan to update annually
- Participated in Rapid Process Improvement projects for the Property Code Abatement Process and the Contractor's License Renewal Process

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- Implement case/matter management system for General Government division along with Civil Litigation division
- Continue timely processing of criminal cases to avoid backlog

General Government & Criminal Prosecution

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$993,528	\$981,854	\$982,881	\$978,145
Non-Personnel Total	174,085	177,283	185,366	185,297
Contractual Services	155,275	161,148	167,918	166,297
Commodities	18,810	16,135	17,447	19,000
TOTAL	\$1,167,612	\$1,159,137	\$1,168,247	\$1,163,442

Allocation by Fund				
General Fund	\$1,167,612	\$1,159,137	\$1,168,247	\$1,163,442
TOTAL	\$1,167,612	\$1,159,137	\$1,168,247	\$1,163,442

Full-Time Equivalent Positions				
General Government & Criminal Prosecution	12.0	11.0	11.0	11.0

Changes to the Budget

→ There are no significant changes to the 2020 Adopted Budget for General Government & Criminal Prosecution.

Legal

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The Civil Litigation division pursues claims on behalf of the City of Topeka organization and defends city officials and employees. Service provisions occur in a variety of settings including administrative proceedings, State and Federal courts, mediations, and arbitrations. The Civil Litigation division also handles all appeals involving the City of Topeka organization on both, the State and Federal levels.

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Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Claims Made and Filed Against the City	83	138	Measuring Annually	Measuring Annually
Amount of Claims Made and Filed Against the City	\$414,768	\$8,320,055	Measuring Annually	Measuring Annually
Amount Paid for Claims Made and Filed Against the City	\$19,134	\$86,032	Measuring Annually	Measuring Annually

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- Improved claims process by developing an implementation plan and executing various components of the plan as part of a Rapid Process Improvement project
- Implemented electronic bankruptcy notification and proof of claims process with Utilities Department

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- Implement case/matter management system with General Government division
- Implement electronic bankruptcy notification and proof of claims process with all necessary departments

Civil Litigation

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Personnel Services	\$276,288	\$310,938	\$449,671	\$459,632
Non-Personnel Total	581,179	192,891	1,646,763	2,097,629
Contractual Services	576,766	187,772	743,786	743,786
Commodities	4,412	5,119	4,500	4,500
Other	-	-	898,477	1,349,343
TOTAL	\$857,467	\$503,829	\$2,096,434	\$2,557,261

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Special Liability Fund	\$857,467	\$503,829	\$2,096,434	\$2,557,261
TOTAL	\$857,467	\$503,829	\$2,096,434	\$2,557,261

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Civil Litigation	3.0	4.0	4.0	4.0
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→ There are no significant changes to the 2020 Adopted Budget for Civil Litigation.

Continuing a Commitment to Public Safety

Objectives:

- Continue an active and strenuous recruitment of police officers and firefighters and maintain an optimal level of officers and firefighters
- Continue maintenance/replacement of public safety fleet, technology, and equipment
- Continue to evaluate public safety allocations to ensure appropriate resources
- Continue to promote and develop public education and awareness campaigns through neighborhoods, public presentations and social media
- Set master plan, including an action plan to improve cost-effectiveness and service delivery in the Fire Department
- Continue working with community partners to implement mental health programming including the Alternative Sentencing Court

Fire • Police • Municipal Court

FIRE DEPARTMENT

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Personnel Services	\$24,076,204	\$24,885,724	\$24,875,465	\$25,615,517
Contractual Services	1,920,792	2,032,088	2,133,651	2,134,480
Commodities	598,429	732,481	772,300	725,800
Capital Outlay	59,627	126,867	248,000	98,323
Debt Services	-	178,051	-	178,051
TOTAL	\$26,655,052	\$27,955,211	\$28,029,416	\$28,752,171

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General Fund	\$26,655,052	\$27,955,211	\$28,029,416	\$28,752,171
TOTAL	\$26,655,052	\$27,955,211	\$28,029,416	\$28,752,171

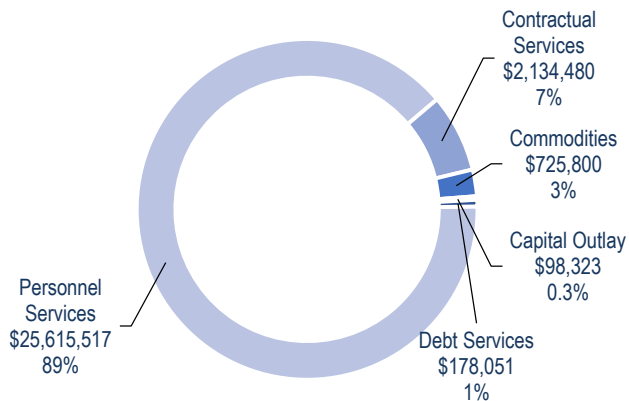
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Administration & Business Services	5.0	5.0	5.0	5.0
Training	4.0	6.0	7.0	7.0
Fire Prevention	10.0	9.0	9.0	9.0
Operations	226.0	226.0	227.0	227.0
Emergency Medical Services (EMS)	1.0	2.0	1.0	1.0
TOTAL	246.0	248.0	249.0	249.0

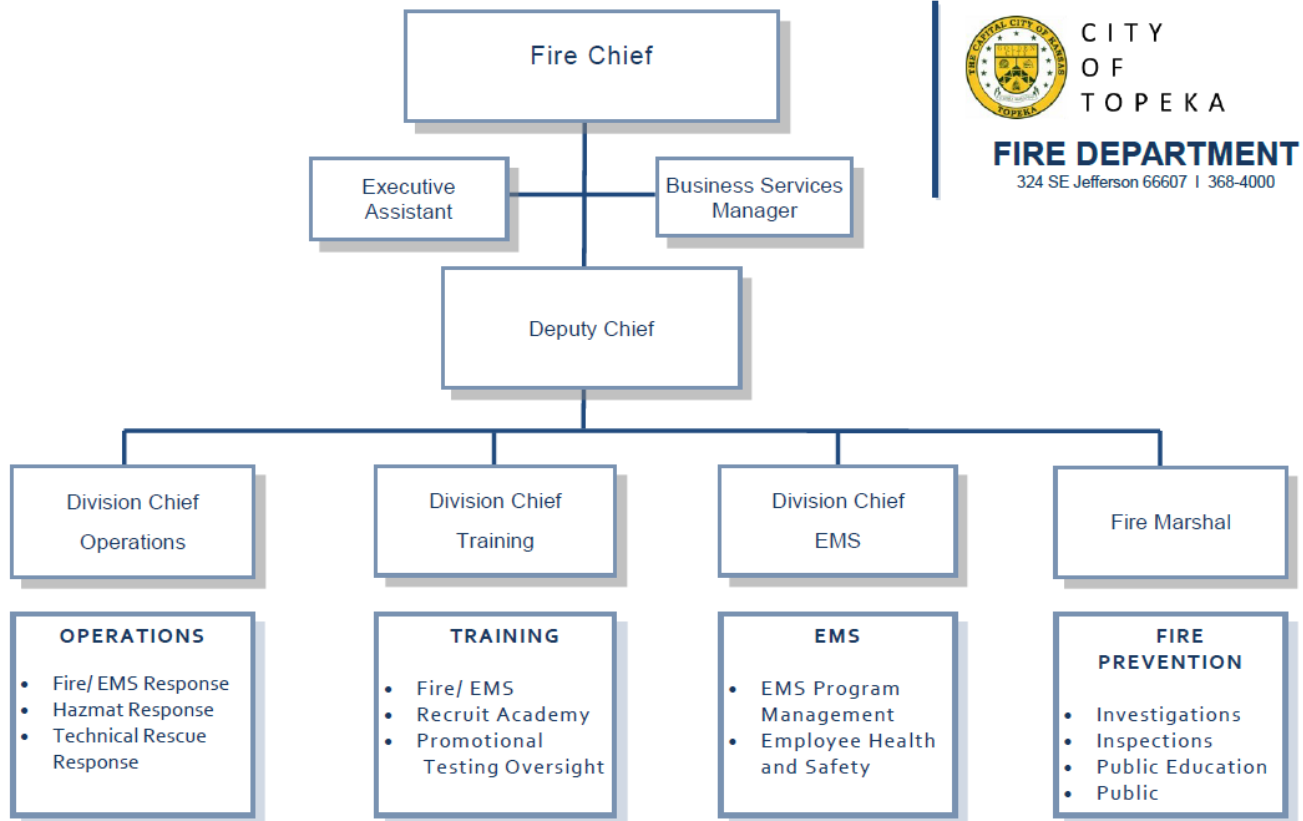
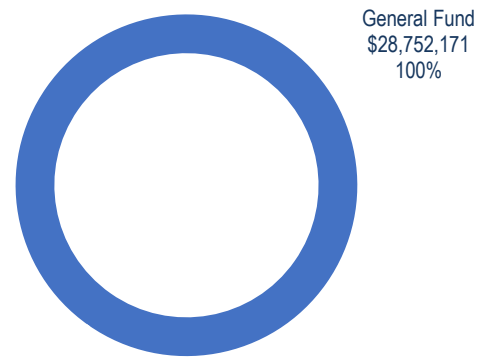
Fire Department

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

FIRE DEPARTMENT

324 SE Jefferson 66607 | 368-4000

THE TOPEKA FIRE DEPARTMENT

Our mission is to save lives and protect property by providing excellence and leadership in fire, rescue, emergency medical response, fire prevention and public education. We are committed to the pursuit of excellence and a commitment to public service.

Fire Department

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Excellent customer service, well trained employees, and adequate resources are essential to the success of the Topeka Fire department. The City's Fire Prevention, Training, Operations, and Emergency Medical Services (EMS) divisions aid in maintaining security throughout city neighborhoods.

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Safe & Secure Communities

Improve Topeka's standing among the nation's safest capital cities

Number of Open Records Requests Fulfilled	N/A	115	150	125
Number of Burning Permits Issued	653	693	750	700
Number of Smoke Alarm Installations Scheduled	88	169	185	175
Number of Invoices Processed for Payment	1,243	1,427	1,200	1,300

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- Ratified a three year labor contract with IAFF Local 83
- Developed a Mutual Aid agreement with National Guard 190th
- Partnered with TPD and other community partners to start a pilot community outreach team
- Created interactive forms for burning permits, alarm requests, and open record requests to assist customers

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- Develop a billing process to receive fine funds for failure to meet false alarm ordinance
- Conduct a community input forum to meet Accreditation requirements
- Complete an in depth strategic plan by December 2019
- Develop a Standard of Cover to meet Accreditation requirements
- Develop a facilities remodel and update plan

Administration & Business Services

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Personnel Services	\$374,169	\$428,040	\$474,488	\$453,151
Non-Personnel Total	668,037	657,597	697,925	662,502
Contractual Services	639,274	662,292	686,925	655,652
Commodities	833	(4,695)	11,000	6,850
Capital Outlay	27,930	-	-	-
TOTAL	\$1,042,206	\$1,085,637	\$1,172,413	\$1,115,653

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General Fund	\$1,042,206	\$1,085,637	\$1,172,413	\$1,115,653
TOTAL	\$1,042,206	\$1,085,637	\$1,172,413	\$1,115,653

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Administration & Business Services	5.0	5.0	5.0	5.0
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→The 2020 Adopted Budget for Administration and Business Services reduces internal service fees by \$30,000 and reduces building, vehicle, and uniform supplies by \$4,000.

Fire Department

History

The Topeka Fire Department Training division provides professional certifications and skills-based training to firefighters through multifaceted programs that address many topics. The Fire department provides training to over 240 sworn firefighters who rely on their training and experiences to deal with any type of emergency in the community. The Training division also works with our mutual aid partners to jointly train on consistent methods of fire attack to facilitate better operations on the foreground at a mutual aid incident.

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Safe & Secure Communities

Continue to build upon the skills of fire fighters

Total Hours of Fire Fighter Training*	51,028	47,591	45,504	46,000
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*These numbers reflect FIRE training only and not EMS. It also reflects average of 220 sworn employees for year.

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- Completed incident command certifications for all ranks of Captain and above
- Implemented annual company skills evaluations
- Increased the use of technology in the EMS training
- Completed the remodel of the small basement classroom
- Implemented first phase of mentoring program starting with new recruits.

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- Enhance EMS and certification training
- Expand training staff to resume the Safety Officer role for 24 hour operations
- Create a new modern training facility for the use of aerial companies in training, additional live burns, and as a venue for extrication and driver training
- Train and prepare members for career advancement

Training

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Personnel Services	\$474,739	\$565,720	\$655,016	\$617,145
Non-Personnel Total	126,267	100,172	206,441	173,009
Contractual Services	108,421	71,016	179,041	148,911
Commodities	17,846	14,188	27,400	17,250
Capital Outlay	-	14,968	-	6,848
TOTAL	\$601,006	\$665,892	\$861,457	\$790,154

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General Fund	\$601,006	\$665,892	\$861,457	\$790,154
TOTAL	\$601,006	\$665,892	\$861,457	\$790,154

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Training	4.0	6.0	7.0	7.0
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- The 2020 Adopted Budget for Training reduces personnel services by two vacant cadet positions.
- The 2020 Adopted Budget for Training increases office equipment by \$26,000 and contractual education services by \$18,000.
- The 2020 Adopted Budget for Training reduces individual and contractual services by \$36,000 and travel by \$37,000.
- The 2020 Adopted Budget for capital outlay increases by \$7,000 for participation in the fleet replacement program.

Fire Department

Fire Prevention Division

Our Fire Prevention division includes the Fire Marshal, Fire Inspection, Fire Investigation, Public Education, and Public Information. Inspectors use the International Fire Code, along with City ordinances, as guides to provide fire and life safety code enforcement and building plan reviews. Fire investigators are law enforcement officers that investigate the origin and cause of fires. Public education provides fire safety training and serves as a resource for the entire community. The Fire Marshal serves as the Public Information Officer to keep the public informed regarding fire incidents and safety information.

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Fire Prevention Division

Safe and Secure Communities

Improve the public perception of safety

Special Assistance in Fire Emergencies (SAFE) Program Participants	320	340	360	380
Public Education Provided to Children	8,360	926	15,000	15,000
Public Education Provided to Adults	225	166	2,000	2,000

Fire Prevention Division

- Implemented electronic mobile inspections and data tracking
- Developed a smoke alarm program in cooperation with the Red Cross
- Developed a False Alarm Ordinance

Fire Prevention Division

- Implement mobile inspections
- Complete a city wide hazard class
- Implement self-inspections on low hazard properties
- Provide a fire safety message annually to all school age children

Fire Prevention

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Personnel Services	\$938,937	\$992,846	\$975,001	\$1,020,958
Non-Personnel Total	48,055	174,940	58,942	154,922
Contractual Services	28,544	33,876	35,492	100,004
Commodities	19,511	29,431	23,450	23,600
Capital Outlay	-	111,633	-	31,318
TOTAL	\$986,992	\$1,167,786	\$1,033,943	\$1,175,880

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General Fund	\$986,992	\$1,167,786	\$1,033,943	\$1,175,880
TOTAL	\$986,992	\$1,167,786	\$1,033,943	\$1,175,880

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Fire Prevention	10.0	9.0	9.0	9.0
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→The 2020 Adopted Budget for Fire Prevention increases contractual services by \$65,000 primarily due to an increase of \$59,000 for internal service fleet fees.

→The 2020 Adopted Budget for capital outlay increases by \$31,000 for participation in the fleet replacement program.

Fire Department

Operations Division

The Operations division has six Battalion Chiefs, three Shift Commanders, and 216 personnel who work under the direction of the Division Chief. Emergency services are provided from 18 operational companies and housed in 12 stations strategically located throughout the city. Suppression, rescue, medical aid, and responses for hazardous material are provided services. Non-emergency services include pre-planning, public education, and smoke detector installation. Operations serve the City area of 62.39 square miles. Additionally, agreements are in place to provide or receive mutual aid assistance with surrounding communities. The Operations division provides several specialty units that include a technical rescue, confined space team and hazardous materials response team with regional responsibilities. The division also maintains equipment for water rescue and brush units for grass fires.

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Department Administration

Safe and Secure Communities

Set master plan, including an action plan to improve cost-effectiveness

Annual Fire Department Responses	5,188	5,179	5,500	5,500
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Department Administration

- Implemented an incident command certification
- Developed and utilized an updated promotion system for management positions
- Completed the transition to New World Mobile by installing mobile data terminals in all apparatuses
- Developed systems to more accurately track and analyze data
- Replaced the department's self contained breathing apparatus

Department Administration

- Obtain certifications for hazmat, water rescue, and confined space response teams
- Continue with changes within the department to meet accreditation
- Upgrade water rescue gear and supplies to meet potential standards in the future

Operations

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Personnel Services	\$22,187,750	\$22,765,187	\$22,632,405	\$23,383,425
Non-Personnel Total	1,713,553	2,101,412	1,997,329	2,046,555
Contractual Services	1,136,888	1,255,788	1,203,329	1,193,277
Commodities	544,968	667,307	616,000	624,100
Capital Outlay	31,697	266	178,000	51,127
Debt Services	-	178,051	-	178,051
TOTAL	\$23,901,303	\$24,866,599	\$24,629,734	\$25,429,980

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General Fund	\$23,901,303	\$24,866,599	\$24,629,734	\$25,429,980
TOTAL	\$23,901,303	\$24,866,599	\$24,629,734	\$25,429,980

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Operations	226.0	226.0	227.0	227.0
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- The 2020 Adopted Budget for Operations increases by \$17,000 for interest payments and by \$11,000 for utilities.
- The 2020 Adopted Budget for Operations reduces by \$20,000 for travel, by \$12,000 for maintenance, by \$12,000 for internal service fees, and by \$10,000 for motor vehicle equipment.
- The 2020 Adopted Budget for Operations increases commodities by \$8,000 to reflect prior year expenditures.
- The 2020 Adopted Budget for Operations reduces capital outlay by \$178,000 for the transfer of lease payments for self-contained breathing apparatuses to the debt services category.
- The 2020 Adopted Budget for capital outlay increases by \$51,000 for participation in the fleet replacement program.

Fire Department

Fire EMS Division

The Fire EMS division is responsible for the management of Emergency Medical Services (EMS). This management includes compliance with federal, state, and local laws and regulations related to EMS operations as well as the health and safety of the department's members. Other duties include, but are not limited to, working with community partners in the delivery of EMS, promoting cardiopulmonary resuscitation (CPR) and first aid awareness to the community, keeping the department up to date on current and best practices in care, and documentation and innovations related to the scope of each practice. The offering of Advanced Life Support (ALS) services are still being pursued.

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Fire EMS Division

Safe and Secure Communities

Set master plan, including an action plan to improve cost-effectiveness

Fire EMS Responses	17,221	18,416	17,500	19,000
Fire EMS Training Hours	6,337	5,053	6,600	6,500

Fire EMS Division

- Developed and began utilization of a formal quality improvement and assurance plan
- Implemented updated medical protocols
- Formalized an inventory of all medical equipment utilized by the department
- Trained the trainer for Tactical Emergency Casualty Care in relation to the rescue task force

Fire EMS Division

- Expand ALS to additional companies
- Formalize a written medical protocol review and update the plan with county partners and medical director
- Pilot a community paramedicine program

Emergency Medical Services (EMS)

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Personnel Services	\$100,610	\$133,931	\$138,555	\$140,837
Non-Personnel Total	22,936	35,366	193,314	99,667
Contractual Services	7,666	9,116	28,864	36,637
Commodities	15,270	26,250	94,450	54,000
Capital Outlay	-	-	70,000	9,030
TOTAL	\$123,545	\$169,297	\$331,869	\$240,504

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General Fund	\$123,545	\$169,297	\$331,869	\$240,504
TOTAL	\$123,545	\$169,297	\$331,869	\$240,504

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Emergency Medical Services	1.0	2.0	1.0	1.0
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→The 2020 Adopted Budget for Emergency Medical Services increases contractual services by \$30,000 for computer equipment and reduces by \$22,000 for education and dues.

→The 2020 Adopted Budget for Emergency Medical Services reduces commodities by \$40,000 for supplies and \$70,000 for AED montors and defibrilators.

→The 2020 Adopted Budget for capital outlay increases by \$9,000 for participation in the fleet replacement program.

POLICE DEPARTMENT

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$29,557,316	\$30,878,782	\$34,260,250	\$35,061,040
Contractual Services	4,036,517	4,009,704	4,205,614	4,117,364
Commodities	1,161,015	1,230,925	1,075,587	1,121,557
Capital Outlay	691,542	549,331	650,000	650,000
Debt Services	-	218,068	-	-
TOTAL	\$35,446,390	\$36,886,810	\$40,191,451	\$40,949,962

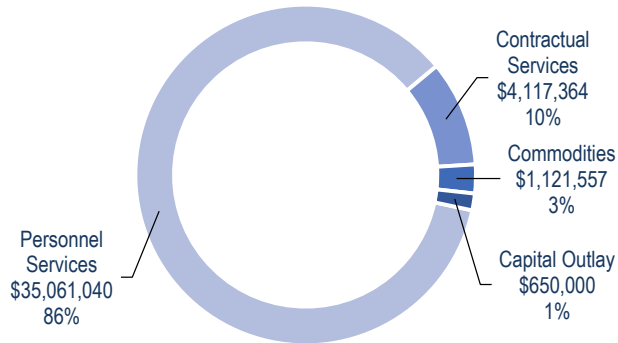
Allocation by Fund				
General Fund	\$35,446,390	\$36,886,810	\$40,191,451	\$40,949,962
TOTAL	\$35,446,390	\$36,886,810	\$40,191,451	\$40,949,962

Full-Time Equivalent Positions				
Executive Bureau	36.0	30.0	23.0	27.0
Criminal Investigations	52.0	53.0	67.0	66.0
Field Operations	184.0	184.0	173.0	179.0
Community Outreach	81.5	83.5	89.5	80.5
TOTAL	353.5	350.5	352.5	352.5

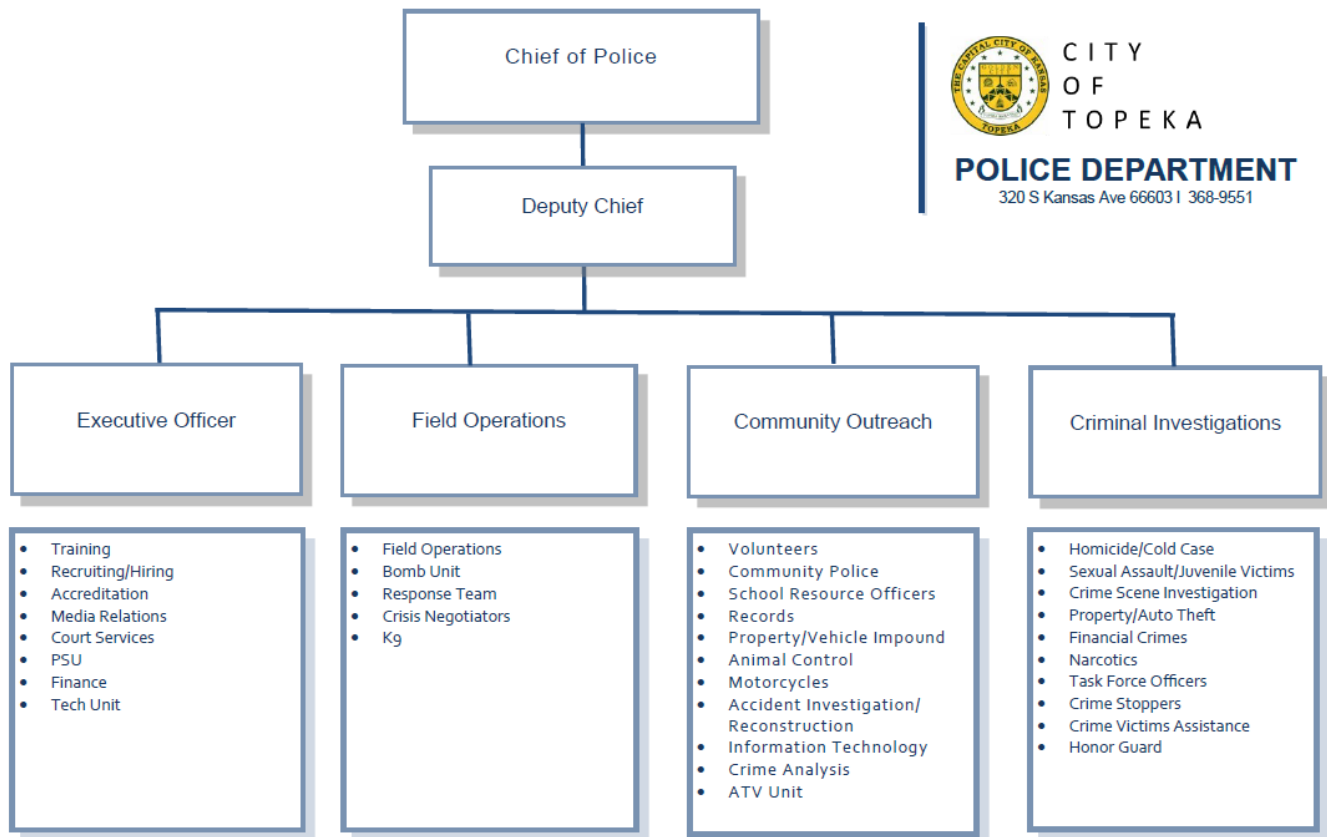
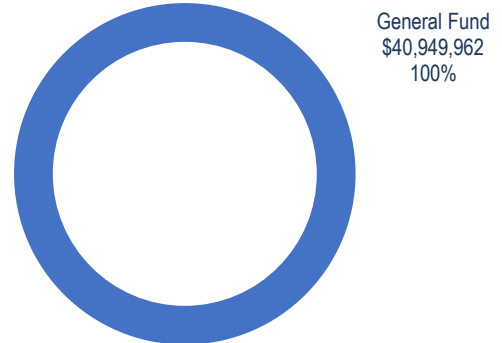
Police Department

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

POLICE DEPARTMENT

320 S Kansas Ave 66603 | 368-9551

THE TOPEKA POLICE DEPARTMENT

The Topeka Police Department is committed to providing a safe environment for citizens who live, work and play in our capital city. We will constantly evaluate and improve our efforts to partner with our community with the goal of improving the quality of life in Topeka, Kansas.

Police Department

Executive Bureau

The Executive Bureau is responsible for the overall integrity and security of the department. Training, accreditation, and public information report to the executive officer in this bureau. The fiscal unit and professional standards unit report directly to the Deputy Chief. The legal advisor reports directly to the Chief of Police.

Actual
FY 2017

Actual
FY 2018

Target
FY 2019

Target
FY 2020

Performance Measures

Safe & Secure Communities

Improve the public perception of safety

Release public announcements utilizing social media outlets. Including videos, live video feed and press releases

267

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Major Program Accomplishments

- Fifteen officers graduated from the Training Academy and became Law Enforcement Officers with an Academy of seventeen recruits in May of 2019
- The 44th and 45th Citizen Academies had 33 participants and 35 openings respectively
- Partnered with USD 501 to create the Law Enforcement Career Track at TCALC
- Developed the regionally recognized "Common Ground" Mural to improve community relations through art

Future Goals

- Reduce crime in all categories to ensure a safer and more secure community
- Continue to improve agency transparency through community outreach programs
- Advance the department's current community partnerships and develop new avenues of collaboration

Executive Bureau

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$2,409,649	\$2,626,569	\$2,600,530	\$3,115,153
Nonpersonnel Total	2,061,118	2,243,688	2,189,423	2,213,651
Contractual Services	878,464	984,807	1,112,367	1,113,000
Commodities	491,113	498,344	427,056	450,651
Capital Outlay	691,542	542,469	650,000	650,000
Debt Services	-	218,068	-	-
TOTAL	\$4,470,767	\$4,870,257	\$4,789,953	\$5,328,804

Allocation by Fund

General Fund	\$4,470,767	\$4,870,257	\$4,789,953	\$5,328,804
TOTAL	\$4,470,767	\$4,870,257	\$4,789,953	\$5,328,804

Full-Time Equivalent Positions

Executive Bureau	36.0	30.0	23.0	27.0
------------------	------	------	------	------

Changes to the Budget

→ The 2020 Adopted Budget for the Executive Bureau increases personnel services by \$515,000 and reflects the movement of three FTEs from the Criminal Investigations Bureau to the Executive Bureau, the reassignment of one FTE for the USD 501 TCALC Program, and the reassignment of one FTE from Community Outreach Bureau.

→ The 2020 Adopted Budget for the Executive Bureau moves \$8,000 from Criminal Investigations to the Executive Bureau Tech Unit for commodities.

→ The 2020 Adopted Budget for the Executive Bureau increases by \$12,000 for law enforcement equipment that is assigned to officers based on anticipated hiring and existing stock and by \$5,000 for fuel.

Police Department

Criminal Investigation

Criminal Investigations Bureau (CIB) investigates felony and misdemeanor crimes that occur in the City of Topeka. The CIB is divided into three sections: Crimes against Persons (Narcotics and Task Force Officers), Crimes against Property, and Administration (Crime Scene and Criminal Intelligence). Complete investigations often include interviews of involved parties, crime scene processing and evidence collection, and report writing and coordination with prosecuting authorities (City Attorney or District Attorney).

Actual
FY 2017

Actual
FY 2018

Target
FY 2019

Target
FY 2020

Performance Measures

Safe & Secure Communities

Improve the public perception of safety

The Topeka Police department's Criminal Investigation Bureau assigns cases to investigative personnel based on assigning criteria. This criteria results in clearance rates that are then compared annually to the National Federal Bureau of Investigations (FBI) clearance rates for populations of 100,000-249,000 which are:

National Rate: Homicide 61.60%	62.96%	92.86%	59.50%	61.60%
National Rate: Rape 34.50%	31.15%	28.24%	33.20%	34.50%
National Rate: Robbery 29.70%	25.93%	25.49%	27.70%	29.70%
National Rate: Agg. Assault 53.30%	41.36%	46.63%	49.80%	53.30%
National Rate: Burglary 13.50%	4.17%	6.83%	11.60%	13.50%
National Rate: Theft 19.20%	15.59%	12.64%	18.70%	19.20%
National Rate: Auto Theft 13.70%	9.85%	4.90%	11.80%	13.70%

Major Program Accomplishments

- New Kansas Highway Patrol (KHP) collaboration involving training of their personnel and investigative techniques
- Added technology to assist in crime scene documentation and search abilities
- Law Enforcement Center (LEC) interview room upgrade

Future Goals

- Reduce crime in all categories to ensure a safer and more secure community
- Meet or exceed national clearance rates in reported crime categories
- Assess and evaluate new technology and partnerships to enhance investigative capabilities

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$6,135,764	\$6,336,012	\$8,473,804	\$8,121,392
Non-Personnel Total	234,856	217,720	335,047	314,460
Contractual Services	177,581	164,668	242,010	228,645
Commodities	57,275	53,052	93,037	85,815
TOTAL	\$6,370,620	\$6,553,732	\$8,808,850	\$8,435,852

Allocation by Fund				
General Fund	\$6,370,620	\$6,553,732	\$8,808,850	\$8,435,852
TOTAL	\$6,370,620	\$6,553,732	\$8,808,850	\$8,435,852

Full-Time Equivalent Positions				
Criminal Investigation	52.0	53.0	67.0	66.0

Changes to the Budget

→The 2020 Adopted Budget for the Criminal Investigations Bureau reduces personnel services by \$350,000 and reflects the movement of three FTEs from the Criminal Investigations Bureau to the Executive Bureau. It also includes the movement of the Crime Victims Assistance Unit (one FTE) from the Community Outreach Bureau to the Criminal Investigations Bureau and the reassignment of two FTEs to the Narcotics Unit from Field Operations Bureau for cross-training opportunities. The DEA Task Force officer (one FTE) was reassigned to Field Operations Bureau.

→The 2020 Adopted Budget for the Criminal Investigations Bureau decreases contractual services by \$20,000 for fleet maintenance fees.

Police Department

Field Operations

The Field Operations Bureau is divided into the East and West focus areas and operates 24 hours a day, every day of the year. These divisions are the primary responding officers to citizen calls for service and assume the first level of investigation for crimes reported. Field Operations has the highest number of personnel and requires the greatest funding of any Bureau within the department. The Response Team, Bomb unit, Crisis Negotiation Team, and Canine unit are also within this Bureau.

Actual
FY 2017

Actual
FY 2018

Target
FY 2019

Target
FY 2020

Performance Measures

Safe & Secure Communities

Continue to build upon community policing initiatives

License Plate Reader: Measuring number of reads vs number of confirms

New Technology

2,304,573 Reads
837 Confirms

2,000,000 Reads
800 Confirms

2,000,000 Reads
800 Confirms

Major Program Accomplishments

- Conducted projects based on Crime Focus Areas for reported crimes and used trend analysis to make resource allocation decisions
- Established a new Downtown Public Safety initiative based on the City's economic development plan for Downtown Topeka

Future Goals

- Reduce crime in all categories to ensure a safer and more secure community
- Enhance crime prevention through predictive crime analysis and allocation of personnel based on that model
- Continued evaluation of public safety programs associated with Downtown Topeka development

Field Operations

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$14,643,237	\$15,685,418	\$15,945,738	\$16,987,316
Non-Personnel Total	1,098,541	1,071,368	1,016,926	968,857
Contractual Services	661,953	570,810	588,974	508,670
Commodities	436,588	500,558	427,951	460,187
TOTAL	\$15,741,778	\$16,756,786	\$16,962,663	\$17,956,173

Allocation by Fund				
General Fund	\$15,741,778	\$16,756,786	\$16,962,663	\$17,956,173
TOTAL	\$15,741,778	\$16,756,786	\$16,962,663	\$17,956,173

Full-Time Equivalent Positions				
Field Operations	184.0	184.0	173.0	179.0

Changes to the Budget

→The 2020 Adopted Budget for Field Operations increases personnel services by \$1.0 million and reflects the reallocation of seven FTEs from the Community Response Unit to Field Operations. The Adopted Budget reflects the reassignment of two FTEs to Criminal Investigations from Field Operations Bureau for cross training opportunities. The DEA Task Force officer (1 FTE) transfers to Field Operations from Criminal Investigations.

→The 2020 Adopted Budget for Field Operations decreases contractual services by \$89,000 for fleet maintenance fees and increases commodities by \$34,000 for fuel.

Police Department

Community Outreach

The Community Outreach Bureau contains several units that require specialized training, skills and equipment to accomplish specific law enforcement functions. The primary focus is on community outreach and engagement. This Bureau also contains the largest number of non-sworn personnel assigned to records, property, animal control and information technology.

Actual
FY 2017

Actual
FY 2018

Target
FY 2019

Target
FY 2020

Performance Measures

Safe and Secure Communities

Continue to build upon community policing initiatives

Accidents Related to Driving Under the Influence (DUI)	86	125	Measuring	Measuring
Safe Streets Meetings and Presentations	10	10	10	10

Major Program Accomplishments

- Continued engagement and education programs that focus on positive law enforcement interactions with at-risk youth
- Added a Community Outreach Vehicle to aide in supportive services to the unsheltered in our community
- Established program to assist the unsheltered with obtaining a City of Topeka ID to enhance access to services and increase overall life quality

Future Goals

- Reduce crime in all categories to ensure a safer and more secure community
- Enhance ongoing Community Outreach efforts

Community Outreach

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$6,368,667	\$6,230,783	\$7,240,179	\$6,837,179
Non-Personnel Total	2,494,559	2,475,252	2,389,806	2,391,954
Contractual Services	2,318,520	2,289,419	2,262,263	2,267,050
Commodities	176,039	178,971	127,543	124,904
Capital Outlay	-	6,862	-	-
TOTAL	\$8,863,226	\$8,706,035	\$9,629,985	\$9,229,133

Allocation by Fund

General Fund	\$8,863,226	\$8,706,035	\$9,629,985	\$9,229,133
TOTAL	\$8,863,226	\$8,706,035	\$9,629,985	\$9,229,133

Full-Time Equivalent Positions

Community Outreach	81.5	83.5	89.5	80.5
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Changes to the Budget

→The 2020 Adopted Budget for Community Outreach reduces personnel services by \$400,000 and reflects the reallocation of seven FTEs from the Community Response Unit to Field Operations, one FTE from the Community Outreach Bureau to the Criminal Investigations Bureau, and the reassignment of one FTE transferred from Community Outreach Bureau to Executive Bureau.

→The 2020 Adopted Budget for Community Outreach increases contractual services by \$50,000 for IT fees and is offset by transfers of \$52,000 from the Police Budget to the City Manager budget for Emergency Management.

MUNICIPAL COURT

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Personnel Services	\$1,354,059	\$1,386,704	\$1,322,233	\$1,365,187
Contractual Services	465,568	464,087	491,741	441,968
Commodities	17,571	20,337	16,318	17,973
Capital Outlay	-	13,933	-	-
Other	-	-	334,874	334,874
TOTAL	\$1,837,198	\$1,885,061	\$2,165,166	\$2,160,002

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General Fund	\$1,742,508	\$1,840,532	\$1,763,365	\$1,732,491
Grant Fund	26,639	10,506	-	-
Other (ADSAP)	68,051	34,023	401,800	427,511
TOTAL	\$1,837,198	\$1,885,061	\$2,165,165	\$2,160,001

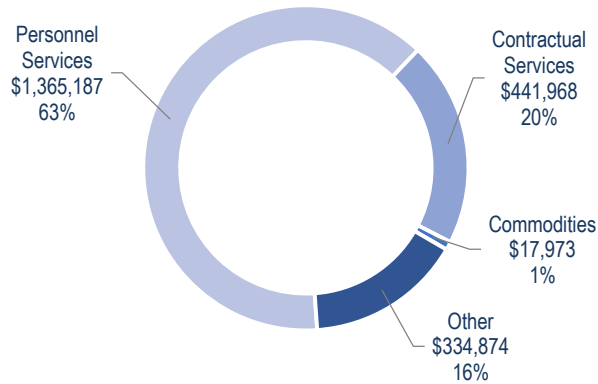
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Judicial	19.0	19.0	16.0	16.0
Probation and Alcohol & Drug Assessment and Referral Program	4.0	4.0	4.0	4.0
TOTAL	23.0	23.0	20.0	20.0

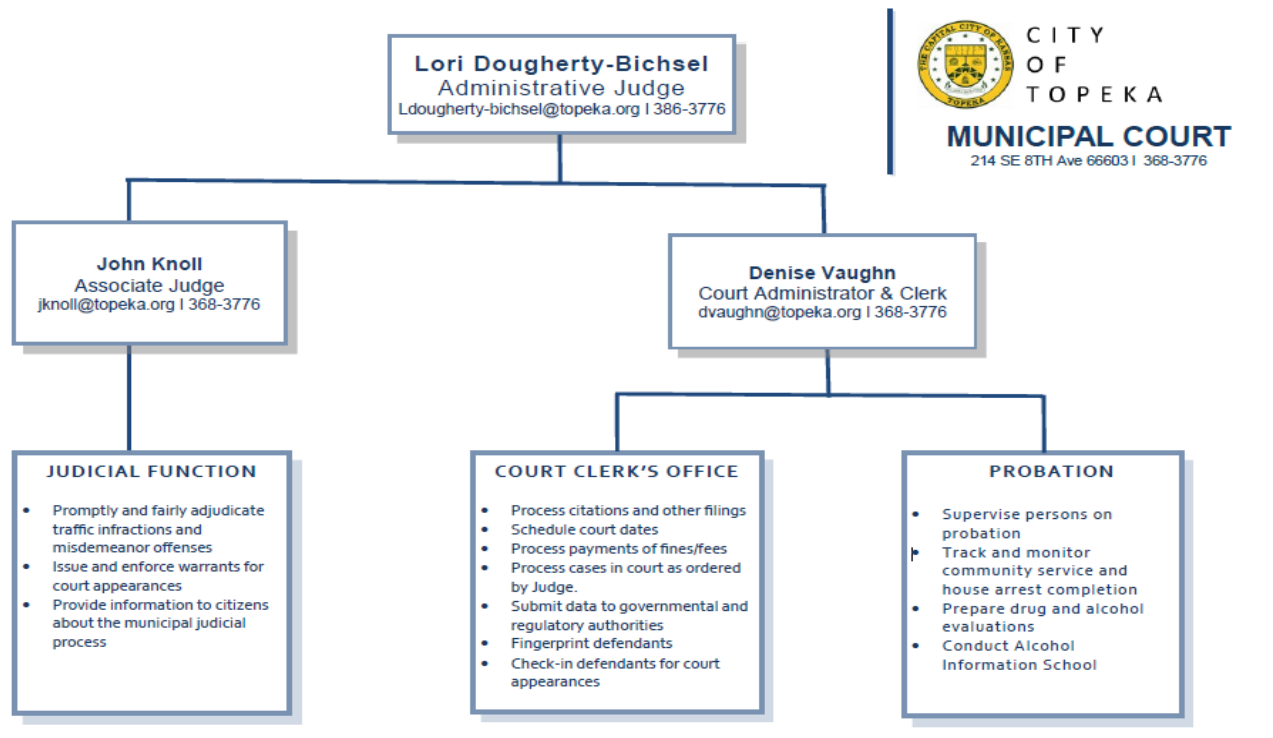
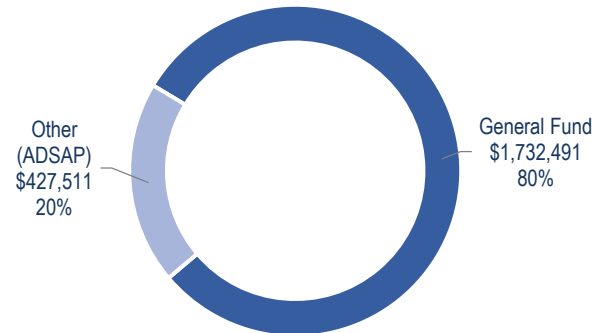
Municipal Court

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

MUNICIPAL COURT
214 SE 8TH Ave 66603 | 368-3776

The Topeka Municipal Court, through its judges and staff, adjudicates traffic infractions and misdemeanor offenses alleged to have occurred within the Topeka city limits pursuant to applicable provisions of City Ordinance, various state laws and court rules and collects fines and fees.

Municipal Court

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The Judicial division adjudicates traffic infractions and misdemeanor offenses. Additional functions include issuing and enforcing warrants for court appearances, providing information to citizens about the municipal judicial process, and collecting fees and fines.

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Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Arraignments Scheduled within 45 Days of Request	100%	95%	95%	95%
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Safe and Secure Communities

Improve the public perception of safety

Enrolled Defendants in Alternative Sentencing Court (ASC)	25	26	20	20
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Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

Municipal Court Public Engagement Events	4	7	4	4
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→In 2018, 95 percent of arraignments were set within 45 days of request and 100 percent of trials were scheduled within 60 days of request

→ Over 400 people assisted at Clean Slate Day 2018

→In October 2018, there were 2,048 pounds of food collected. Defendants were credited \$4,274.00 for their cases in exchange for the food donations

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→80 percent of trials scheduled within 60 days of request

Judicial

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Personnel Services	\$1,161,368	\$1,249,324	\$1,090,605	\$1,122,532
Non-Personnel Total	413,193	447,894	453,976	397,665
Contractual Services	400,503	422,656	444,762	388,451
Commodities	12,690	11,305	9,214	9,214
Capital Outlay	-	13,933	-	-
TOTAL	\$1,574,561	\$1,697,218	\$1,544,581	\$1,520,196

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General Fund	\$1,547,922	\$1,686,712	\$1,544,580	\$1,520,195
Grant Fund	26,639	10,506	-	-
TOTAL	\$1,574,561	\$1,697,218	\$1,544,580	\$1,520,195

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Judicial	19.0	19.0	16.0	16.0
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→The 2020 Adopted Budget for the Judicial division transfers \$52,000 to the Court Technology Fund for the Full Court software license.

Municipal Court

Defendants' Probation and Alcohol & Drug Assessment and Referral Program

The Probation and Alcohol & Drug Assessment and Referral Program division provides supervision to defendants for various misdemeanor offenses as well as tracks community services and house arrest defendants. The program prepares drug and alcohol evaluations, supervises and monitors persons on probation, tracks substance abuse requirement completion, and conducts Alcohol Information School.

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Defendants' Probation and Alcohol & Drug Assessment and Referral Program

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Defendants Completed Court Ordered Requirements	80%	83%	90%	90%
Defendants Completed Court Ordered Substance Abuse Requirements	82%	68%	90%	90%

Alcohol & Drug Assessment and Referral Program

→The Probation Office completed 468 urinary drug screenings in 2018 which is up from 143 in 2017. This comes with a goal to test all probationers at least twice during probation, unless increased frequency of testing is indicated by observed behaviors.

Key Findings

→Increase the number of urinary drug screens given to probationers to maintain accountability

→Increase the percentage of defendants completing court ordered substance abuse requirements

Probation and Alcohol & Drug Assessment and Referral Program

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Personnel Services	\$192,691	\$137,380	\$231,627	\$242,655
Non-Personnel Total	69,946	50,463	388,957	397,150
Contractual Services	65,065	41,431	46,979	53,518
Commodities	4,881	9,032	7,104	8,759
Other	-	-	334,874	334,874
TOTAL	\$262,637	\$187,843	\$620,584	\$639,806

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General Fund	\$194,586	\$153,820	\$218,784	\$212,295
Other (ADSAP)	68,051	34,023	401,800	427,511
TOTAL	\$262,637	\$187,843	\$620,584	\$639,806

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Probation and Alcohol & Drug Assessment and Referral Program	4.0	4.0	4.0	4.0
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→The 2020 Adopted Budget for Probation and Alcohol increases contractual services by \$8,000.

Continuing a Commitment to Developing Neighborhoods

Objectives:

- Continue Community Policing efforts
- Continue engaging with neighborhoods to solicit and develop unique solutions to neighborhood-specific issues
- Continue improvement on neighborhood infrastructure including street maintenance, sidewalks, alleys, street lighting, street cleaning, and snow removal
- Continue focus on identifying, categorizing and addressing substandard and vacant properties and affordable housing solutions through code compliance, special structures unit, demolition budget, collaborating with landlords, and partnerships with agencies and community members
- Continue to identify opportunities to create, engage and foster neighborhood associations

Neighborhood Relations • Planning and Development

NEIGHBORHOOD RELATIONS

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Personnel Services	\$2,036,828	\$1,944,103	\$2,271,263	\$2,322,440
Contractual Services	5,142,276	5,310,221	4,685,612	5,822,917
Commodities	76,357	58,575	73,322	64,735
Capital Outlay	161,753	28,694	-	-
TOTAL	\$7,417,215	\$7,341,593	\$7,030,197	\$8,210,092

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General Fund	\$3,117,986	\$2,849,017	\$2,764,822	\$2,725,412
Streets Fund	309,050	362,823	369,785	388,798
Grant Funds	3,990,179	4,129,753	3,895,590	5,095,882
TOTAL	\$7,417,215	\$7,341,593	\$7,030,197	\$8,210,092

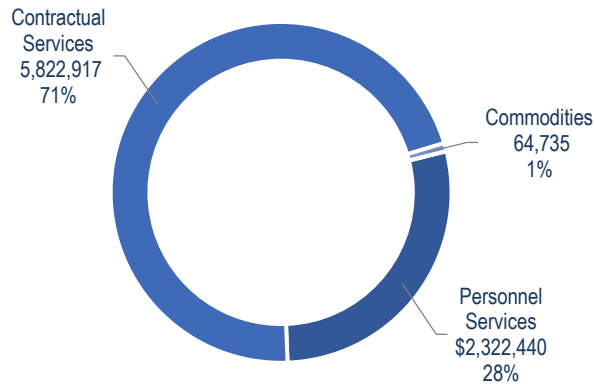
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Housing Services	11.0	9.0	9.0	8.0
Property Maintenance	16.0	16.0	16.0	16.0
Administration & Community Engagement	4.0	6.0	6.0	7.0
TOTAL	31.0	31.0	31.0	31.0

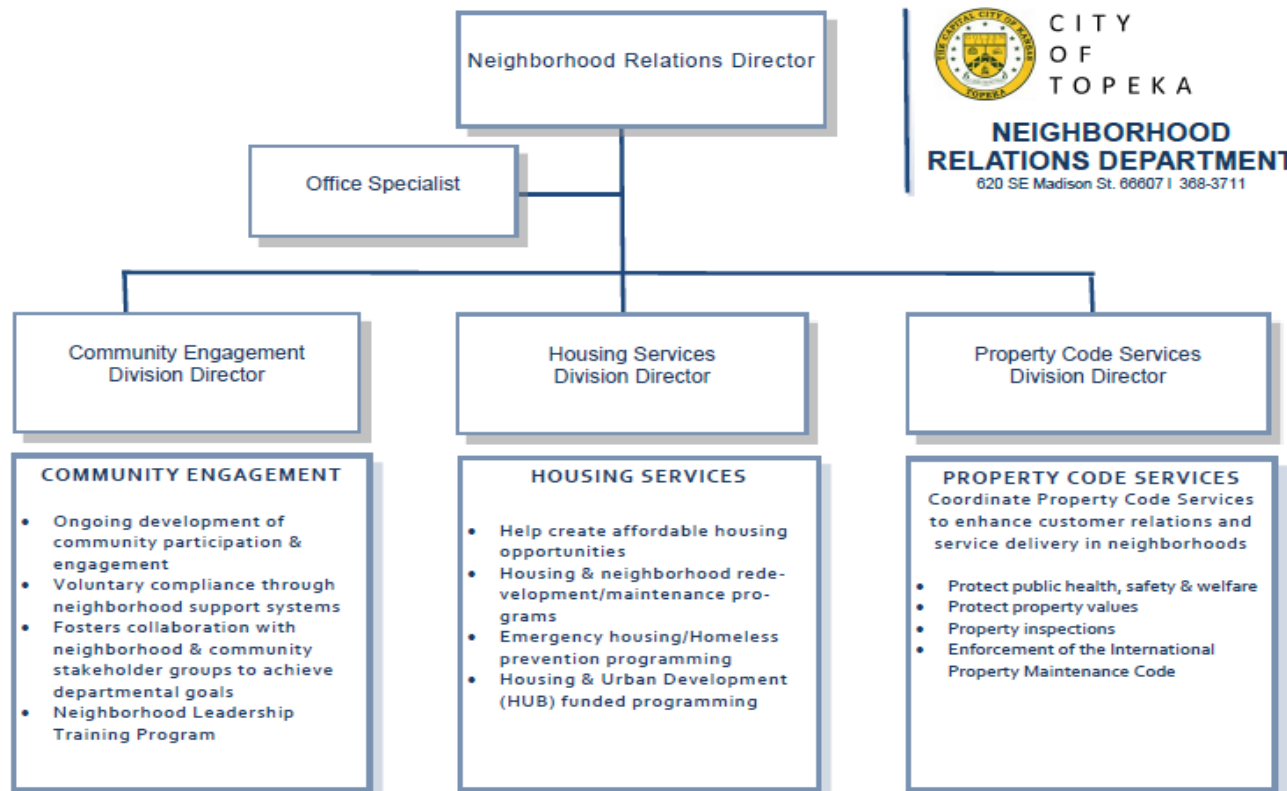
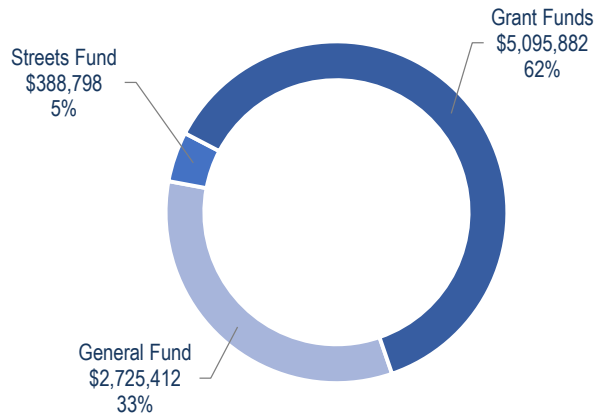
Neighborhood Relations

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Allocation by Expense Category



Allocation by Fund



CITY
OF
TOPEKA

**NEIGHBORHOOD
RELATIONS DEPARTMENT**
620 SE Madison St. 66607 | 368-3711

Neighborhood Relations

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The Neighborhood Services division consists of four programs, Neighborhood Improvement Associations (NIA) support, anti-blight activities including neighborhood cleanups, inmate crews, and neighborhood empowerment. The empowerment grant program improves facilities, primarily sidewalks and parks, in approximately 12 NIAs, affordable housing and code, inmate crews, as well as the Neighborhood Relations Inmate Coordinator. These five crews provide approximately 29,194 hours of services. The Community Engagement division is devoted to empowering residents through education and neighborhood leadership development.

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Thriving City & Livable Neighborhoods

Increase civic engagement and public participation

Neighborhood Training Opportunities Provided by Community Engagement	-	2	3	3
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→Partnered with the U.S. Census Bureau to assist with sharing census employment opportunities, training facilities, and community outreach opportunities.

→Selected to present about the Landlord Expo at the 2019 Reclaiming Vacant Properties Conference in Atlanta, GA.

→Partnered with Washburn Athletics Department who will provide 400 athletes to participate in community engagement events throughout the city.

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→Secure five additional corporate or community partnerships.

Administration & Community Engagement

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Personnel Services	\$409,733	\$315,322	\$459,379	\$475,463
Non-Personnel Total	1,089,298	1,294,069	958,233	922,888
Contractual Services	1,058,333	1,263,214	926,233	897,471
Commodities	30,965	7,784	32,000	25,417
Capital Outlay	-	23,071	-	-
TOTAL	\$1,499,031	\$1,609,391	\$1,417,612	\$1,398,351

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General Fund	\$1,189,981	\$1,300,341	\$1,047,827	\$1,009,553
Streets Fund	309,050	309,050	369,785	388,798
TOTAL	\$1,499,031	\$1,609,391	\$1,417,612	\$1,398,351

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Admin & Community Engagement	4.0	6.0	6.0	7.0
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→ The 2020 Adopted Budget for Administration and Community Engagement reduces contractual services by \$20,000 in the Shelter Plus Care match grant.

Neighborhood Relations

Community Development

The Housing Services division includes housing development, homeless programs and social services. Housing development consists of major rehab, exterior rehab, emergency repair and accessibility modifications, the voluntary demolition program, Topeka's homebuyer program, Topeka Opportunity to Own (TOTO) program, and the Homebuyer counseling and Community Housing Development Organization (CHDO). The homeless programs consists of the Emergency Solutions Grant providing shelter and essential services to households at-risk of homelessness and the Shelter Plus Care Program that provides rental assistance and supportive services to households. The Social Service Grant funds agencies to provide contractual services through Community Development Block Grants (CDBG), as well as city general funds to assist an estimated 25,000 individuals.

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Community Development

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Households Provided Rental Assistance with Continuum of Care Funds	473	465	550	530
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Community Development

- Rehabilitated 110 homes through the property maintenance repair program.
- Demolished five blighted structures as part of the voluntary demolition program
- Assisted 10 first-time homebuyers through Topeka's homebuyer program
- Provided approximately 8,000 hours of service by two inmate crews
- Provided rental assistance and supportive services to 530 households

Community Development

- Rehabilitate 95 homes through major rehab, exterior rehab, emergency repair and accessibility modifications and property maintenance repair program.
- Demolish four blighted structures as part of the voluntary demolition program
- Provide approximately 8,000 hours of service by two inmate crews
- Provide shelter and essential services to 150 households who are, or may be, at-risk of homelessness

Housing Services

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Personnel Services	\$742,986	\$686,070	\$751,574	\$765,674
Non-Personnel Total	3,247,193	3,443,683	3,144,016	4,330,207
Contractual Services	3,242,954	3,439,595	3,138,255	4,324,849
Commodities	4,239	4,088	5,761	5,359
TOTAL	\$3,990,179	\$4,129,753	\$3,895,590	\$5,095,882

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Grant Funds	3,990,179	4,129,753	3,895,590	5,095,882
TOTAL	\$3,990,179	\$4,129,753	\$3,895,590	\$5,095,882

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Housing Services	11.0	9.0	9.0	8.0
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→The 2020 Adopted Budget for Housing Services increases by \$477,000 for grants.

→The 2020 Adopted Budget will reflect an additional \$750,000 increase over a 2 year period beginning in 2019 for the new FHL Bank Grant.

Neighborhood Relations

Property Maintenance

The Property Maintenance division is made up of personnel tasked with enforcing City ordinances dealing with structures in need of repair, inoperable vehicles, weeds, sanitation, graffiti, and unsafe structures.

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Property Maintenance

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Demolitions (structures under contract or in the demolition bid process)	29	15	25	25
Properties Brought Back into Voluntary Compliance	7,272	5,060	7,000	7,000

Community Outreach

- Shortened the notification process by 50 percent. A case that goes to warrant decreased from 40 days to 20.
- Early Winter notifications have become a standard practice and norm for the unit. They have allowed inspectors to address some housing in the winter months.
- Completed Team Up To Clean Ups in East End and Ward Meade communities by bringing city resources together to partner with groups within the neighborhoods.

Future Initiatives

- Present an ordinance for foreclosed properties that would require banks to register the properties and allow the division to share this information with other departments
- Propose a neglected structure registration ordinance to address properties creating blight within our community.
- Propose a vacant structure registration ordinance that would require current contact information from owners of vacant structures.

Property Maintenance

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Personnel Services	\$884,109	\$942,711	\$1,060,310	\$1,081,302
Non-Personnel Total	1,043,896	659,738	656,685	634,556
Contractual Services	840,989	607,412	621,124	600,597
Commodities	41,153	46,703	35,561	33,959
Capital Outlay	161,753	5,623	-	-
TOTAL	\$1,928,005	\$1,602,449	\$1,716,995	\$1,715,859

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General Fund	\$1,928,005	\$1,602,449	\$1,716,995	\$1,715,859
TOTAL	\$1,928,005	\$1,602,449	\$1,716,995	\$1,715,859

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Property Maintenance	16.0	16.0	16.0	16.0
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→The 2020 Adopted Budget for Property Maintenance reduces funding for demolitions by \$25,000, increases by \$19,000 for service licenses and reduces by \$25,000 for printing and advertising.

PLANNING and DEVELOPMENT DEPARTMENT

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Personnel Services	\$1,886,606	\$2,021,109	\$2,203,275	\$2,222,566
Contractual Services	413,487	361,268	458,858	470,613
Commodities	26,421	31,117	35,353	23,630
Capital Outlay	-	20,872	22,062	22,062
Other	313,886	461,949	387,044	368,903
TOTAL	\$2,640,400	\$2,896,315	\$3,106,592	\$3,107,774

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General Fund	\$2,326,514	\$2,434,366	\$2,691,422	\$2,738,871
Grant Fund	313,886	461,949	415,170	368,903
TOTAL	\$2,640,400	\$2,896,315	\$3,106,592	\$3,107,774

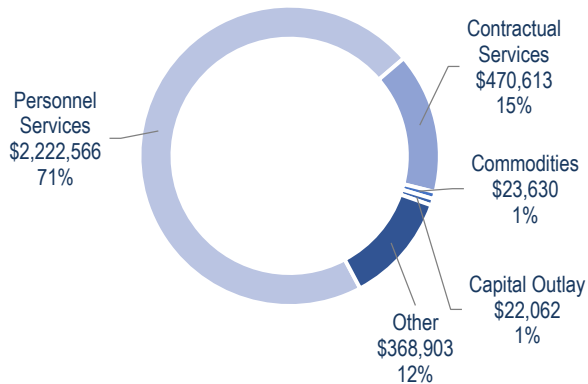
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Planning	2.0	2.0	2.0	2.0
Current Planning	3.0	3.0	3.0	3.0
Comprehensive Planning	3.0	3.0	3.0	3.0
Transportation Planning	2.0	2.0	2.0	2.0
Development Services	16.0	18.0	19.0	19.0
TOTAL	26.0	28.0	29.0	29.0

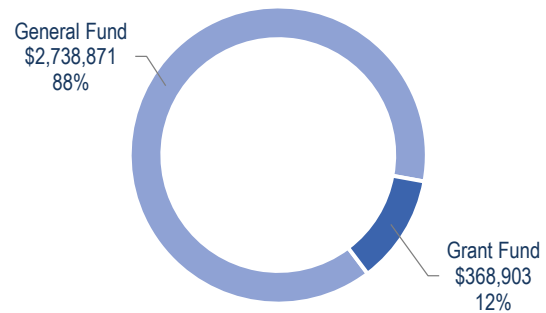
Planning & Development Department

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Allocation by Fund



Allocation by Fund



Planning

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Personnel Services	\$707,676	\$749,089	\$782,744	\$796,751
Non-Personnel Total	489,873	607,256	565,501	539,483
Contractual Services	170,382	137,100	168,377	164,350
Commodities	5,605	8,207	10,080	6,230
Other (Grants)	313,886	461,949	387,044	368,903
TOTAL	\$1,197,549	\$1,356,345	\$1,348,245	\$1,336,235

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General Fund	\$883,663	\$894,396	\$961,201	\$967,331
Grant Fund	\$313,886	\$461,949	\$387,044	\$368,903
TOTAL	\$1,197,549	\$1,356,345	\$1,348,245	\$1,336,235

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Administration	2.0	2.0	2.0	2.0
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→There are no significant changes to the 2020 Adopted Budget for Planning.

Planning

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Planning Administration provides leadership, direction, and assistance to other City functions by meeting the organizational goals of the city and planning bodies. This includes budgeting, communication, staff support, and clerical coordination with City Council, Planning Commission, Landmarks Commission, Board of Zoning Appeals (BZA), Board of Building and Fire Appeals (BBFA), Electrical, Mechanical and Plumbing Appeals Boards, and Metropolitan Topeka Planning Organization (MTPO) activities.

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- Provided administrative support for all Planning and Development Department projects
- Provided support and budget oversight for all Planning and Development Department projects
- Maintained the department website with up-to-date information
- Completed a multi-year project for converting applications to Cityworks

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- Provide leadership and administrative support for all projects under current planning, comprehensive planning, transportation planning, permitting, inspections and licensing
- Add interactive Planning Case Map to website that updates directly through Cityworks software

Planning

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The Current Planning unit administers the zoning and subdivision codes of the City. This includes processing zoning code text and map amendments, appeals to the zoning code, subdivision plat approvals, reviewing building permits, and approving site and landscape plans. The Current Planning division coordinates pre-application meetings for development proposals and responds to inquiries from the public.

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Fiscal Health & Sustainable Growth

Strive to be a prosperous city by promoting compact land development, transportation and housing choices, and a diverse and resilient economy

Update Zoning and Subdivision Codes
on a Bi-Annual Basis

Complete

-

-

Complete

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→Completed update to landscape regulations for new commercial development. Adopted by Governing Body; part of the Visual Code Update.

→Completed draft sign code to replace existing sign code. Planning Comission conducted a public hearing on Sign Code Update on May 20, 2019, recommending approval to the Governing Body.

→Processed a total of 108 Current Planning cases in 2018

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→Complete bi-annual zoning code update

→Update zoning standards for small cell and large cell communication facilities.

Planning

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The Comprehensive Planning unit measures, forecasts, and plans for the community's physical development needs in order to promote fiscal health through sustainable growth and neighborhood revitalization. This includes all comprehensive planning elements, neighborhood plans, special area plans, the Neighborhood Revitalization Program, Neighborhood Conservation Districts (NCDs), historic preservation and landmarks, and annexations.

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Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Neighborhoods and Properties Surveyed
and Adopted as Historic Districts or
Neighborhood Conservation Districts
(NCD)

407

337

459

200

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- Renewed Topeka's Neighborhood Revitalization Program through 2021
- Held Topeka's first Wood Window Restoration Workshop and first Vinyl Siding Removal Workshop
- Completed Collins Park and Country Club Neighborhood Historic Surveys
- Governing Body approved Non-residential Building Design Guidelines as part of the Visual Code Update

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- Adopt and implement the Central Park Plan for SORT implementation
- Survey one or more historic neighborhoods
- Develop a Downtown Master Plan

Planning

Planning Division

The Transportation Planning division coordinates regional planning efforts for all modes of transportation, including bikes and pedestrians. The primary function of this division is to provide staff to the Metropolitan Topeka Planning Organization (MTPO) Policy Board to develop a Unified Planning Work Program (UPWP) in cooperation with the Kansas Department of Transportation (KDOT) and Topeka Metropolitan Transit Authority (TMTA). Federal law requires certain planning products be approved by the Policy Board to receive federal or state funding for regionally significant transportation projects. The budget reflects the City's 20 percent match for a Planner III and a Planner I. The other 80 percent is funded through KDOT's Community Planning Grants (CPGs) as received from the Federal Highways Administration (FHA).

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Divisional Objectives

Fiscal Health & Sustainable Growth

Strive to be a prosperous city by promoting compact land development, transportation and housing choices, and a diverse and resilient economy

Mileage of Safe and Connected Bikeways	61	61	71	71
Miles of Repaired Sidewalks	7.4	1.7	5	5
Miles of New Infill Sidewalks	6.49	16.28	2	10

Accomplishments

- Adopted Complete Streets Design Guidelines for Topeka/Shawnee County
- Completed the implementation of Phase III of the Bikeways Plan in 2019
- Completed the Transportation Safety Plan
- Completed the implementation of Pedestrian Plan Projects (East Topeka North, Central Park, Quincy School, Elmhurst, and SE 29th)

Future Plans

- Update the Bikeways Master Plan
- Complete and submit application for Bicycle Friendly Community Silver Level
- Extend bikeways and pedestrian walkways through local and Transportation Alternative grants
- Update the Transportation Improvement Plan

Development Services

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The Development Services division is made up of three functional areas: Permits, Inspections and Licensing. This division assists the development community by facilitating the resolution of issues while safeguarding the public through review and issuance of permits and licensing contractors to work in the city. This division also enforces building codes and is responsible for inspecting buildings, structures and sites for compliance with building, trades, and zoning codes.

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Promote efficiency and effectiveness in the City's operations and through process improvements

Median Number of Days to Approve Commercial Permits for New Buildings and Additions	41	44	42	42
Median Number of Days to Approve Commercial Permits for Interior Remodels	14	15	14	14
Scheduled Inspections Completed when Requested	99.97%	99.87%	99.00%	99.00%

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- Created an online map that allows citizens to see issued building permits
- Adopted 2017 National Electrical Code

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- 2015 Uniform Mechanical Code
- Complete the review of 2015 Energy Conservation Code
- Complete the review of 2015 Existing Building Code
- Improve contractor license renewal process

Development Services

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Personnel Services	\$1,178,930	\$1,272,020	\$1,420,531	\$1,425,814
Non-Personnel Total	263,921	267,950	337,816	345,725
Contractual Services	243,105	224,168	290,481	306,263
Commodities	20,816	22,910	25,273	17,400
Capital Outlay	-	20,872	22,062	22,062
TOTAL	\$1,442,851	\$1,539,970	\$1,758,347	\$1,771,539

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General Fund	\$1,442,851	\$1,539,970	\$1,758,347	\$1,771,539
TOTAL	\$1,442,851	\$1,539,970	\$1,758,347	\$1,771,539

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Development Services	16.0	18.0	19.0	19.0
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→The 2020 Adopted Budget for Development Services increases contractual services by \$16,000 for internal service fees.

→The 2020 Adopted Budget for Development Services reduces commodities by \$8,000 for books, office supplies, and non-capital equipment.

Selected Strategic Investments toward Quality of Life

Objectives:

- Continue to evaluate appropriate levels of support for quality of life endeavors including the Topeka Zoo, youth employment, Topeka Performance Arts Center, social service agencies, Visit Topeka, Downtown Topeka, Riverfront Park, the arts and other quality of life enhancers
- Consider public health impact in the budget decision-making process

Zoo

ZOO & CONSERVATION CENTER

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Personnel Services	\$1,410,088	\$1,455,929	\$1,525,822	\$1,599,121
Contractual Services	931,654	952,479	815,887	837,342
Commodities	262,998	277,478	235,691	210,920
Capital Outlay	5,998	5,968	5,000	-
TOTAL	\$2,610,738	\$2,691,854	\$2,582,399	\$2,647,383

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General Fund	\$2,610,738	\$2,691,854	\$2,582,399	\$2,647,383
TOTAL	\$2,610,738	\$2,691,854	\$2,582,399	\$2,647,383

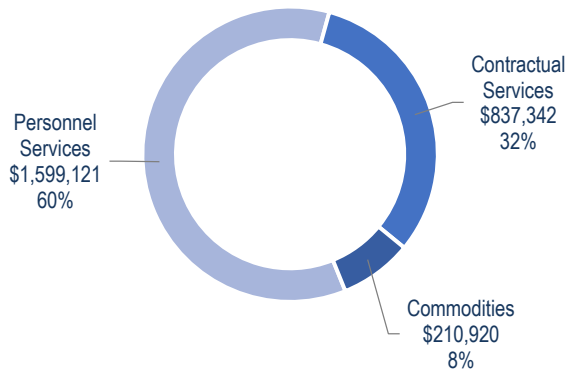
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Zoo Finance	1.0	1.0	1.0	1.0
Education and Conservation	2.0	2.0	2.0	2.0
Animal Care	18.0	18.0	18.0	18.0
Animal Health	2.0	2.0	2.0	2.0
Guest Experience	1.0	1.0	2.0	2.0
TOTAL	24.0	24.0	25.0	25.0

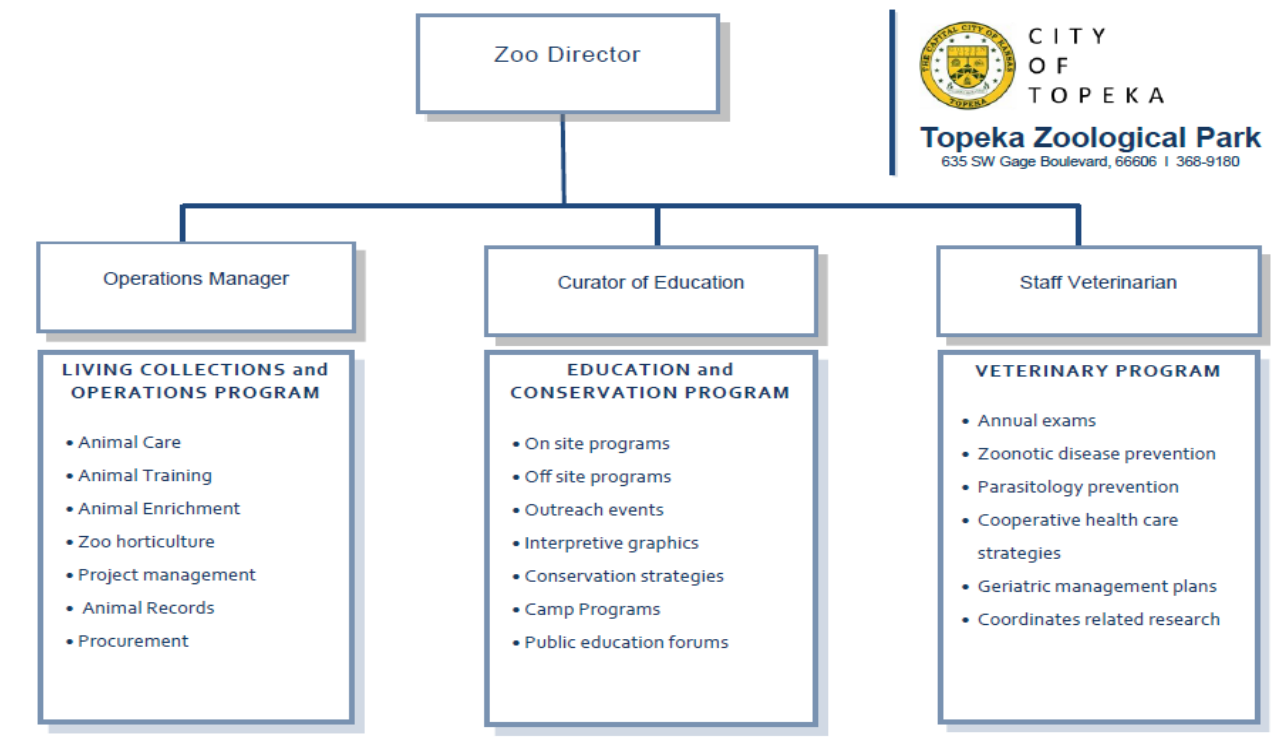
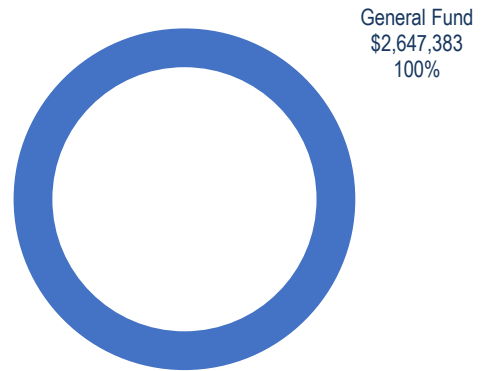
Zoo & Conservation Center

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Allocation by Expense Category



Allocation by Fund



THE TOPEKA ZOOLOGICAL PARK

The mission of the Topeka Zoo is to enrich the community through wildlife conservation and education.
Vision Statement: We believe what we do changes the world. Every choice we make saves the planet.

Zoo & Conservation Center

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The Zoo Finance division provides administrative support and resources to Zoo services. The financial model adapts to meet the Zoo's needs, encourage growth, and guide the Zoo's purpose. Zoo staff provide care for animals in and outside of the Zoo. For the animals cared for at the Zoo, the financial model is dependable, accessible and supportive of their needs.

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Thriving City & Livable Neighborhoods

Enhance the quality of life and prosperity of Topekans

Zoo Attendance	199,309	212,643	225,000	225,000
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- Broke ground on Kay's Garden
- Completed Storm Water Management System on the East side of Gage Park
- Completed private fund raising campaign for Camp Cowabunga exceeding original goal by \$600,000
- Implemented three private fundraising strategies for Kay's Garden

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- Complete fundraising campaigns for Kay's Garden
- Continue to grow the annual attendance
- Grow outside of the county attendance
- Extend length of stay for all guests
- Begin conceptual development for next phase of the Zoo Master Plan

Zoo Finance

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Personnel Services	\$121,134	\$130,391	\$134,901	\$134,347
Non-Personnel Total	635,188	523,899	787,242	804,240
Contractual Services	618,237	506,112	766,246	791,944
Commodities	16,951	17,787	20,996	12,296
TOTAL	\$756,322	\$654,290	\$922,143	\$938,587

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General Fund	\$756,322	\$654,290	\$922,143	\$938,587
TOTAL	\$756,322	\$654,290	\$922,143	\$938,587

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Zoo Finance	1.0	1.0	1.0	1.0
Finance	1.0	1.0	1.0	1.0

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→The 2020 Adopted Budget for Zoo Finance increases contractual services by \$28,000 for utilities and maintenance charges.
 →The 2020 Adopted Budget for Zoo Finance reduces commodities by \$9,000 for office supplies, printing and advertising costs, uniforms, repairs, and motor vehicle supplies.

Zoo & Conservation Center

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Saving the planet and planet inhabitants through any means is the mission of the Topeka Zoo and Conservation Center. These efforts are carried out through both local and global acts. Staff of the Zoo share this knowledge with guests in a way that inspires the continuation of these efforts. Changing human behavior to benefit the living world is the essence of the education strategy. Using interactive, innovative, and exciting methods to educate and share conservation efforts, both locally and globally, helps motivate others to participate in conservation efforts.

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Thriving City & Livable Neighborhoods

Enhance the quality of life and prosperity of Topekans

Grow Number of Participants in Formal
(fee-based) Education Programs

23,544

25,865

26,000

26,500

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→Developed a partnership with the Kansas History Museum to increase the pollinator habitat and to use the museum's prairie as an outdoor classroom for Citizen Science Programs

→Filled all available registration space in each camp program

→25,865 individuals participated in formal education programs

→Expanded Docent Program to over 100 trained volunteers

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→Continue to expand on-site education opportunities utilizing Docents

→Seek grants for underserved scholarships for camp programs

→Use teen camps to identify future employees to return as future camp counselors with the potential of long-term recruitment into the zoo field

Education and Conservation

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Personnel Services	\$132,790	\$131,600	\$133,607	\$137,118
Non-Personnel Total	34,122	58,267	28,792	3,374
Contractual Services	25,683	45,788	25,128	274
Commodities	8,439	12,479	3,664	3,100
TOTAL	\$166,912	\$189,867	\$162,399	\$140,491

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General Fund	\$166,912	\$189,867	\$162,399	\$140,491
TOTAL	\$166,912	\$189,867	\$162,399	\$140,491

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Food Service Coordinator	1.0	0.0	0.0	0.0
Education Specialist	1.0	1.0	1.0	1.0
Education Specialist II	1.0	1.0	1.0	1.0
Education and Conservation	3.0	2.0	2.0	2.0

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→The 2020 Adopted Budget for Zoo Education and Conservation reduces by \$25,000 for contractual services. This includes a \$22,000 reduction in labor services.

Zoo & Conservation Center

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Animals at the Topeka Zoo experience a world class captive existence. Exhibits honor their natural habitat to the greatest extent possible. Enrichment, training and husbandry are the responsibility of each and every Animal Care Employee. The animals are engaged in creative ways with Animal Care Staff consistently focusing on innovation.

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Thriving City & Livable Neighborhoods

Develop local community partnerships to maximize local resources

Volunteer Hours Dedicated to the Topeka Zoo	34,202	37,911	40,000	40,250
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*Includes all hours of nonpaid staff (interns, docents,volunteers)

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- Worked with live web cams in giraffe and tiger areas welcoming people from around the world into our zoo
- Bred patas monkeys for the first time in the zoo's history
- Opened Camp Cowabunga without the addition of staff positions
- Implemented a new Two Key Two Lock safety system with managing potentially dangerous animals

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- Search for grants and funders to fund stipends for interns in the animal care field
- Continue to grow research and conservation techniques that propel the zoo and conservation industry

Animal Care

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Personnel Services	\$920,253	\$949,133	\$963,746	\$1,025,098
Non-Personnel Total	328,878	392,997	177,377	191,526
Contractual Services	150,597	219,103	18,852	44,462
Commodities	172,283	167,926	153,525	147,064
Capital Outlay	5,998	5,968	5,000	
TOTAL	\$1,249,131	\$1,342,130	\$1,141,123	\$1,216,625

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General Fund	\$1,249,131	\$1,342,130	\$1,141,123	\$1,216,625
TOTAL	\$1,249,131	\$1,342,130	\$1,141,123	\$1,216,625

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Zoo Operations Manager	1.0	1.0	1.0	1.0
Assistant Curator/Records Manager	1.0	0.0	0.0	0.0
Supervisor II	1.0	2.0	2.0	3.0
Zoo Keeper I	5.0	7.0	7.0	8.0
Zoo Keeper II	9.0	7.0	7.0	6.0
Zoo Keeper III	1.0	0.0	0.0	0.0
Zoo Registrar	0.0	1.0	1.0	0.0
Animal Care	18.0	18.0	18.0	18.0

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- The 2020 Adopted Budget for Animal Care increases contractual services by \$26,000 for labor services.
- The 2020 Adopted Budget for Animal Care reduces commodities by \$6,000 for materials and supplies.

Zoo & Conservation Center

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The staff at the Zoo & Conservation Center always do what is possible, at the highest level of integrity, to support the health of the animals. Each animal receives the same amount and level of care. The animals at the Zoo & Conservation Center deserve the leading edge technology and philosophy surrounding animal care.

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Stewardship of the City's Physical Assets

Promote and enhance sustainability initiatives

Expand Cooperative Health Care
Programs Through Animal Training

Voluntary Blood Draws

Voluntary Blood Pressures
and Injections

Enhanced Dental Care

Expand Baseline
Sonography

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→Increased proficiency with dental health

→Worked with Animal Care staff to include blood pressure readings as part of the preventative health management plan for a number of animals

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→Explore opportunities with animals to advance science and research

→Advance healthcare capabilities and provisions that the Zoo can provide

→Continue to advance the equipment and techniques offered to the animals to support their health

Animal Health

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Personnel Services	\$161,507	\$168,263	\$174,935	\$178,814
Non-Personnel Total	62,893	78,118	52,133	43,934
Contractual Services	10,317	18,092	1,433	274
Commodities	52,577	60,026	50,700	43,660
TOTAL	\$224,400	\$246,381	\$227,068	\$222,748

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General Fund	\$224,400	\$246,381	\$227,068	\$222,748
TOTAL	\$224,400	\$246,381	\$227,068	\$222,748

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Zoo Vet Tech	1.0	1.0	1.0	1.0
Zoo Veterinarian	1.0	1.0	1.0	1.0
Animal Health	2.0	2.0	2.0	2.0

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→The 2020 Adopted Budget for Animal Health reduces commodities by \$7,000 for drug and lab supplies and by \$2,000 for new animals.

Zoo & Conservation Center

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To treat every visitor like they are an invited guest is the mission of the Guest Experience division. Staff members smile and welcome each guest into the Zoo. Every member of staff understands and executes on their responsibilities in delighting, inspiring, and engaging each guest. The Guest Experience division staff initially create the feeling of exploration and passion in guests coming into the Zoo.

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Commitment to Customer Service

Promote a service oriented culture in city government

Implement New Activities to Enhance Guest Experience	Docent Program	Sea Lion Experience and Camp Cowabunga	Seasonal Interactive Animal Exhibit	Kay's Garden
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- Increased the Zoo attendance level while significant construction occurred in and around the area
- Added a horticulturist position in preparation of the planting and opening of Kay's Garden
- Completed the landscape design process for Kay's Garden

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- Continue to add unique experiences to generate the feeling that there is always something new to do at the zoo
- Develop an exit survey and volunteer program to administer the survey
- Grow attendance by 5 percent over previous year

Guest Experience

DIVISION ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Budget FY 2019	Adopted FY 2020
Allocation by Expense Category				
Personnel Services	\$74,405	\$76,542	\$118,633	\$123,744
Non-Personnel Total	139,569	182,644	11,034	5,188
Contractual Services	126,821	163,384	4,228	388
Commodities	12,748	19,260	6,806	4,800
TOTAL	\$213,974	\$259,186	\$129,666	\$128,931

Allocation by Fund

General Fund	\$213,974	\$259,186	\$129,666	\$128,931
TOTAL	\$213,974	\$259,186	\$129,666	\$128,931

Full-Time Equivalent Positions

Horticulturist	1.0	1.0	2.0	2.0
Guest Experience	1.0	1.0	2.0	2.0

Changes to the Budget

→The 2020 Adopted Budget for Guest Experience reduces contractual services by \$4,000 for labor services, \$2,000 for annual plantings, and \$1,500 for signage.

Investing in Infrastructure

Objectives:

- Continue to evaluate adequate funding level for utility capital needs
- Continue to invest funding from multiple sources to address street maintenance, and strive for a Pavement Condition Index (PCI) of at least 60, with a goal of 70
- Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys

Public Works • Utilities

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Personnel Services	\$10,165,222	\$10,669,342	\$12,100,043	\$12,232,186
Contractual Services	27,218,159	19,051,046	23,027,613	22,024,851
Commodities	1,340,846	1,506,528	2,851,123	2,784,894
Capital Outlay	843,580	505,796	1,643,578	1,786,931
Debt Services	269,981	786,476	784,526	718,825
Transfers	(2,247)	-	-	-
Other	(974,986)	(965,735)	4,835,225	6,767,628
TOTAL	\$38,860,553	\$31,553,453	\$45,242,108	\$46,315,315

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General Fund	\$6,553,038	\$6,827,437	\$8,407,725	\$8,098,017
Citywide Half Cent Sales Tax	20,983,248	12,797,727	21,090,466	23,154,305
Motor Fuel Fund	5,782,348	5,550,423	7,208,660	6,413,560
Fleet Fund	1,821,347	1,779,748	3,025,666	3,170,662
Facilities Fund	1,597,338	1,832,176	1,857,635	1,855,298
Parking Fund	2,123,235	2,765,942	3,651,955	3,623,473
TOTAL	\$38,860,553	\$31,553,453	\$45,242,108	\$46,315,315

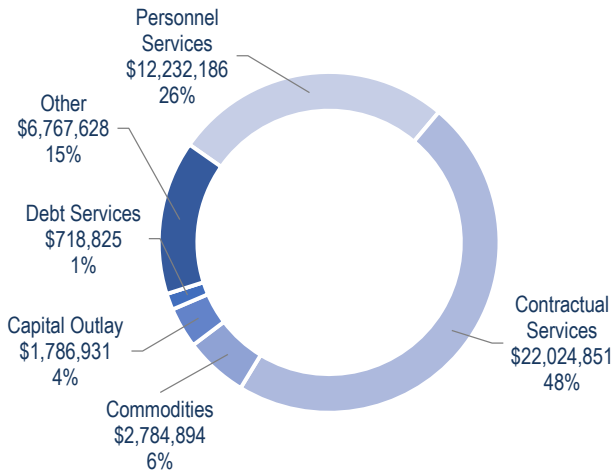
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Administration & Technical Support Group (TSG)	14.0	14.0	15.0	15.0
Citywide Half-Cent Sales Tax	2.0	2.0	2.0	3.8
Engineering	23.0	24.0	24.0	21.2
Facilities, Buildings & Gen Services	19.0	20.0	19.0	19.0
Fleet Services	23.0	23.0	22.0	22.0
Forestry	9.0	9.0	9.0	9.0
Parking Administration	14.0	14.0	14.0	14.0
Transportation Operations: Street Maintenance	54.0	54.0	55.0	55.0
Transportation Operations: Traffic Operations	13.0	13.0	13.0	13.0
TOTAL	171.0	173.0	173.0	172.0

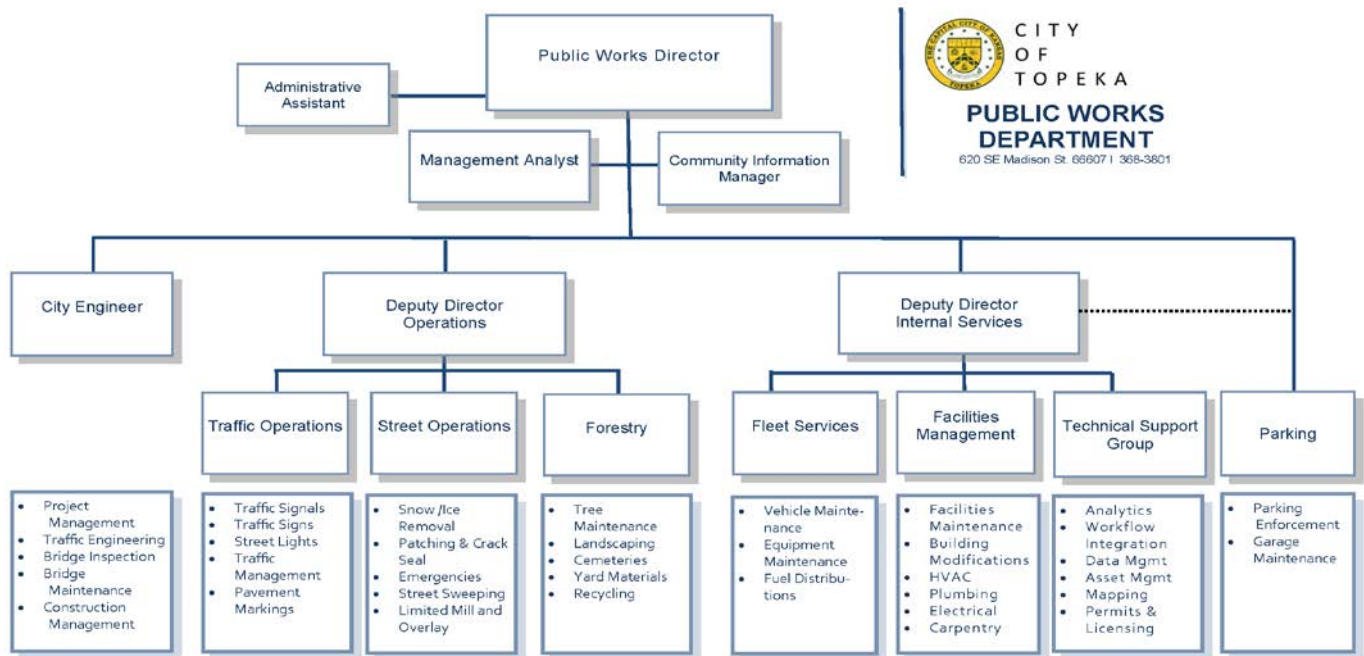
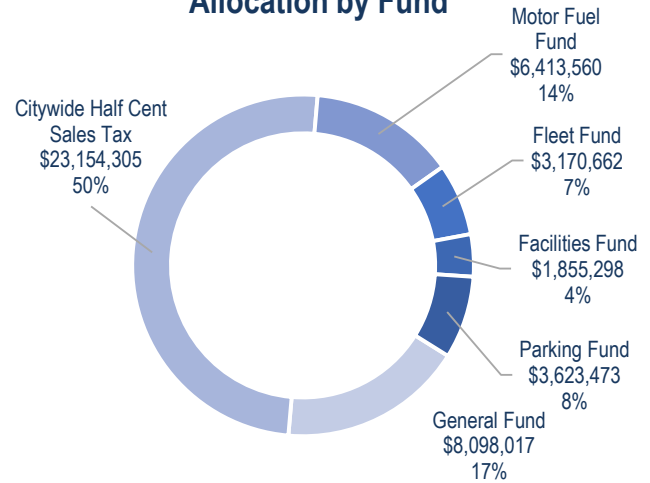
Public Works

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Allocation by Expense Category



Allocation by Fund



Public Works

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The Administration & Technical Support Group (TSG) division operates and maintains the City's infrastructure including streets, parking system, traffic signals, signs and markings, forestry, bridges, city facilities, and fleet services. The division coordinates development through facility planning efforts and manages the construction of capital improvements, such as new roads and bridges. TSG's emphasis is to create value, sustainability, and scalability for all resources and operations using metrics, analytics, and coordination. This primary function includes asset management, geographic information systems (GIS), analytics, workflow integration, licensing, permitting, and content management.

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Commitment to Customer Service

Enhance customer service through technology

Percent of Service Requests Submitted and Closed	79%	94%	97%	97%
Percent of Work Orders Submitted and Closed	73%	88%	93%	93%

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- Expanded the use of Cityworks to several new divisions and departments across the organization
- Created operational dashboards to provide data analytics to divisions and departments
- Ensured data integrity and workflow efficiency by continuing to expand the Cityworks audit
- Coordinated with Engineering to produce budget forecasting for future pavement management plans

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- Migrate document mangement system to an integrated platform
- Expand the use of ESRI Hub to continue engaging citizens with our open data portals
- Continue current data inventory program

Administration & Technical Support Group (TSG)

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Personnel Services	\$1,090,820	\$1,218,240	\$1,234,456	\$1,276,156
Non-Personnel Total	(413,426)	(413,839)	(488,254)	(504,082)
Contractual Services	533,124	622,020	576,143	560,214
Commodities	23,193	14,476	15,249	15,350
Capital Outlay	-	-	2,200	2,200
Other	(969,743)	(1,050,335)	(1,081,846)	(1,081,846)
TOTAL	\$677,394	\$804,401	\$746,202	\$772,074

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General Fund	\$677,394	\$804,401	\$746,202	\$772,074
TOTAL	\$677,394	\$804,401	\$746,202	\$772,074

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Admin and Tech Support	14.0	14.0	15.0	15.0
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→The 2020 Adopted Budget for Administration and TSG reduces contractual services by \$25,000 for external engineering consulting, \$5,000 for service licenses, \$3,000 for voice communications, and increases by \$16,000 for internal services fees.

Public Works

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The City levies a half-cent sales tax for street, curb, gutter, and sidewalk replacement. The revenue is received by the City and expenses for the repair projects are monitored by staff. Specific programs in this fund include: street projects, alley projects, sidewalk projects, 50/50 sidewalk projects, and curb and gutter projects.

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Stewardship of the City's Physical Assets

Maintain and improve the condition of city streets

Number of street repair miles funded by the Citywide Half-Cent Sales Tax	7.5	10.6	7.0	7.0
Percent of 50/50 resident sidewalk requests completed	67%	71%	80%	80%
Linear feet of curb and gutter replaced	5,420	6,487	6,000	6,000

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- Improved communication of project information and traffic disruptions that affect property owners and the public
- Provided infrastructure improvements that were within budget and on schedule
- Optimized the initial scope of work and plan review processes
- Reduced inspection costs by utilizing City staff on all half-cent sales tax projects with the exception of one (Chesney Park)

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- Complete pavement preservation, rehabilitation, and reconstruction projects utilizing our Pavement Condition Index (PCI) to help prioritize treatment methods and street segments
- Complete infrastructure projects within budget and on schedule
- Reduce inspection costs by utilizing City staff where possible

Citywide Half-Cent Sales Tax

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Personnel Services	\$153,655	\$185,800	\$174,940	\$329,566
Non-Personnel Total	20,829,594	12,611,927	20,915,526	22,824,738
Contractual Services	20,570,511	11,945,489	13,650,536	13,650,582
Commodities	259,083	549,556	1,616,000	1,616,000
Capital Outlay	-	3,132	-	-
Other	-	113,750	5,648,990	7,558,157
TOTAL	\$20,983,248	\$12,797,727	\$21,090,466	\$23,154,305

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Citywide Half Cent Sales Tax	\$20,983,248	\$12,797,727	\$21,090,466	\$23,154,305
TOTAL	\$20,983,248	\$12,797,727	\$21,090,466	\$23,154,305

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Citywide Half-Cent Sales Tax	2.0	2.0	2.0	3.8
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→The 2020 Adopted Budget for the Citywide Half-Cent Sales Tax increases personnel services by \$155,000 due to the partial transfer of two positions from the Public Works General Fund Engineering division. The transfer reflects partial time of a project engineer and construction inspector for work performed on sales tax projects.

→The 2020 Adopted Budget increases contingency by \$1.9 million to reflect a favorable bid climate.

Public Works

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The Engineering division reviews and administers all public street improvement projects, inspects work performed in each public right-of-way, maintains and controls all survey data within the city, and manages the city bridge inspection and maintenance program. The Engineering division is funded by the General Fund and is comprised of three functional areas: Project Management, Right-of-Way and Survey Management, and Construction and Bridge Inspection and Maintenance.

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Stewardship of the City's Physical Assets

Maintain and improve the condition of city streets

Number of major street projects completed	19	15	10	10
Number of major street project meetings hosted by the city	16	23	15	15
Number of commercial building permits reviewed	60	99	100	100

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- Held public information and input meetings on 23 infrastructure projects
- Continued to build our asset management capabilities within the division
- Received two awards from the KS Ready Mix Concrete Assoc. for Washington St (8th to 10th) & SW Oakley (10th to 12th)
- Received an award from ACPA for the SW Huntoon Reconstruction Project
- Received an award from the American Council of Engineering Companies for the SW 10th (Gage to Fairlawn) Reconstruction Project

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- Continue building asset management capabilities within the division
- Improve communication between departments to enhance service delivery to residents and business owners
- Build on the condition assessment of City alleys to develop a long range plan that addresses alleys across the City and determine an acceptable level of service for alleys.
- Update our pavement management system to incorporate yearly repairs, better definitions of cost, and in-field inspections.

Engineering

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Personnel Services	\$1,641,556	\$1,646,659	\$2,046,073	\$1,767,024
Non-Personnel Total	467,576	786,627	1,682,615	805,650
Contractual Services	420,829	750,806	1,643,415	767,351
Commodities	27,418	33,384	28,200	27,299
Capital Outlay	19,328	2,437	11,000	11,000
TOTAL	\$2,109,131	\$2,433,286	\$3,728,688	\$2,572,674

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General Fund	\$2,109,131	\$2,433,286	\$3,728,688	\$2,572,674
TOTAL	\$2,109,131	\$2,433,286	\$3,728,688	\$2,572,674

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Engineering	23.0	24.0	24.0	21.2
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→ The 2020 Adopted Budget for Engineering reduces personnel services by \$279,000 and reflects the partial transfer of two positions to the Citywide Half-Cent Sales Tax Fund and the elimination of 1 FTE.

→ Contractual services reduce by \$800,000 due to the transfer of snow removal expenses to Transportation Operations.

Public Works

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The Building & General Services division provides general services and maintenance to more than 140 City-operated facilities, including parking garages. The Facilities division is staffed with a licensed electrician, plumber, and a heating, ventilation, and air conditioning (HVAC) technician, carpenter, and 13 maintenance worker positions. The division manager, one supervisor II position, and a project coordinator oversee the daily maintenance and repair operations throughout this division.

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Commitment to Customer Service
Enhance customer service through technology

Percent of facility work orders submitted and closed	99%	98%	95%	95%
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- Performed a comprehensive building audit of all fire stations as part of the asset management program.
- Updated Law Enforcement Center (LEC) parking lot light poles to LED.
- Installed of LED lighting at Fleet Services, LEC, Holliday, Municipal Court, Street Maintenance, and the Zoo.
- Replaced or maintained all City owned backflow preventers.

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- Integrate mechanical preventative maintenance program into Cityworks.
- Complete LED lighting replacement portion of sustainability program.
- Develop a comprehensive power utilization program for all city facilities.

Facilities, Building & General Services

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Personnel Services	\$882,759	\$1,172,090	\$1,081,133	\$1,084,627
Non-Personnel Total	714,579	660,086	776,502	770,671
Contractual Services	604,552	559,041	451,588	465,321
Commodities	118,138	134,689	107,500	64,700
Capital Outlay	-		44,710	44,710
Other	(8,111)	(33,644)	172,704	195,940
TOTAL	\$1,597,338	\$1,832,176	\$1,857,635	\$1,855,298

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Facilities Fund	\$1,597,338	\$1,832,176	\$1,857,635	\$1,855,298
TOTAL	\$1,597,338	\$1,832,176	\$1,857,635	\$1,855,298

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Facilities, Building & Gen. Services	19.0	20.0	19.0	19.0
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→The 2020 Adopted Budget for Facilities reflects a decrease of \$26,000 due to cash CIP funding for smaller repair projects.

Public Works

Fleet Services

The Fleet Services division has three maintenance facilities that maintain and repair more than 1,000 vehicles and pieces of equipment. The division is staffed with technicians who are Automotive Service Excellence (ASE) certified. Seven Fleet Services technicians are currently Emergency Vehicle Technician (EVT) certified.

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Departmental Objectives

Organizational Excellence

Promote efficiency and effectiveness in the city's operations and through process improvements

Percent of fleet preventive maintenance completed on schedule	55%	63%	95%	95%
Number of fuel gallons used by Fleet Services	513,766	509,116	520,000	485,000
Fleet vehicle availability	92%	92%	92%	95%

Key Accomplishments

- Increased scheduled preventive maintenance by eight percent over 2017 figures.
- Began the Vehicle and Equipment Replacement Fund. Seven vehicles or pieces of equipment will be purchased through this fund which will include one Fire Department brush truck and one Street Department street sweeper.
- 2018 fleet availability was 91.98 percent.

Future Plans

- Implement a vehicle loaner pool program at the Holliday building using underutilized vehicles from departments.
- 2020 fleet availability goal is 95%.
- Increase timely scheduled preventive maintenance by five percent over 2019.

Fleet Services

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Personnel Services	\$1,432,531	\$1,421,184	\$1,631,623	\$1,584,526
Non-Personnel Total	388,816	358,564	1,394,043	1,586,136
Contractual Services	281,266	285,721	317,828	327,875
Commodities	58,753	61,168	91,460	92,505
Capital Outlay	52,007	8,595	984,755	1,165,755
Debt Services	-	(1,414)	-	-
Transfers	(2,247)		-	-
Other	(963)	4,494	-	-
TOTAL	\$1,821,347	\$1,779,748	\$3,025,666	\$3,170,662

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Fleet Fund	\$1,821,347	\$1,779,748	\$3,025,666	\$3,170,662
TOTAL	\$1,821,347	\$1,779,748	\$3,025,666	\$3,170,662

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Fleet Services	23.0	23.0	22.0	22.0
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→The 2020 Adopted Budget for Fleet Services reflects an increase of \$145,000 due to the anticipated expense of software upgrades for the existing FASTER fleet management application and hardware.

Public Works

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The Forestry division is responsible for the maintenance of trees in all City right-of-ways and on City-owned property. This includes trimming, removing, planting, and overall maintenance of trees and landscapes within the city.

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Thriving City & Livable Neighborhoods
Promote a cleaner and healthier city

Number of trees pruned	813	1,209	1,000	1,000
Number of trees removed	425	313	400	400

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- Developed a spray program to control brush.
- Updated landscapes of five roundabouts to a more sustainable landscape plan as part of CIP project
- Planted 170 trees as part of a CIP project

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- Complete a digital tree inventory for city trees located within the right-of-way and city owned property
- Develop a tree replacement/planting program
- Develop a Storm Debris removal contract/plan

Forestry

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Personnel Services	\$442,881	\$518,437	\$561,948	\$578,187
Non-Personnel Total	432,983	241,665	255,355	226,032
Contractual Services	211,538	192,343	202,901	172,771
Commodities	44,765	49,322	52,455	53,261
Capital Outlay	176,680	-	-	-
TOTAL	\$875,864	\$760,102	\$817,303	\$804,219

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General Fund	\$875,864	\$760,102	\$817,303	\$804,219
TOTAL	\$875,864	\$760,102	\$817,303	\$804,219

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TOTAL	9.0	9.0	9.0	9.0
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→The 2020 Adopted Budget for Forestry reduces contractual services by \$30,000 primarily due to a reduction in contractual services for tree removal.

Public Works

District 5 Xa Job Highlights

Parking Administration manages a responsive, cost-conscious operation of seven parking garages, eight surface parking lots, and 3,290 on-street parking spaces of which 1,454 are metered spaces in the central downtown business district.

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District 5a Urban Area Job Highlights

Stewardship of the City's Physical Assets

Plan for future infrastructure needs

Percent of parking garage utilization	92%	92%	92%	92%
Percent of parking lot utilization	37%	65%	65%	75%

Additional District 5a Job Highlights

- Developed RFP for on-street management solution
- Secured contract to implement garage Revenue Control System in 5 COT garages -- Implementation 2019
- Developed plan for parking wayfinding
- Evaluated and removed underutilized meter locations
- Reviewed and revised standard operating procedures

Key Initiatives; Ongoing

- Install and implement on-street management solutions such as: smart meters, automatic license plate recognition, cellular and web-based electronic payment solutions, back office citation processing systems, and collection management services
- Continue implementation of 2017 comprehensive parking plan recommendations
- Review additional policies and procedures for efficiencies

Parking Administration

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Personnel Services	\$731,781	\$607,651	\$804,461	\$837,584
Non-Personnel Total	1,391,453	2,158,291	2,847,494	2,785,888
Contractual Services	1,043,907	1,322,245	1,575,871	1,579,967
Commodities	73,734	48,156	130,192	130,192
Capital Outlay	-		261,528	261,528
Debt Services	269,981	787,890	784,526	718,825
Other	3,831		95,377	95,377
TOTAL	\$2,123,235	\$2,765,942	\$3,651,955	\$3,623,473

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Parking Fund	\$2,123,235	\$2,765,942	\$3,651,955	\$3,623,473
TOTAL	\$2,123,235	\$2,765,942	\$3,651,955	\$3,623,473

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Parking Administration	14.0	14.0	14.0	14.0
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→The 2020 Adopted Budget for Parking reduces debt services by \$68,000 to reflect the leveling of debt service payment for parking garages.

Public Works

Highway (Motor Fuel) Fund Receives Special Highway Revenues from the State of Kansas and Pays for Street Improvements and Staffing to Make These Improvements Throughout the City. The Street Maintenance Division is Responsible for Street Sweeping, Deicing, Patching, and Crack Sealing of More than 1,600 Lane Miles of Streets as well as the Maintenance of 161 Miles of Unimproved Alleys.

The Special Highway (Motor Fuel) Fund receives the special highway revenues from the State of Kansas and pays for street improvements and staffing to make these improvements throughout the city. The Street Maintenance division is responsible for street sweeping, deicing, patching, and crack sealing of more than 1,600 lane miles of streets as well as the maintenance of 161 miles of unimproved alleys.

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Divisional Budgetary Objectives

Stewardship of the City's Physical Assets

Maintain and improve the conditions of city streets

Number of potholes filled	26,767	27,769	24,000	30,000
Number of linear aggregate alley miles maintained	27	23.5	35	35
Linear feet of pavement crack sealing	1,071,500	451,200	1,300,000	1,300,000

Annual Performance Objectives

- Developed and began implementation of an employee competency based progression program to develop well rounded and cross-trained personnel.
- Coordinated infrastructure improvements with the Engineering division.

Key Initiatives

- Coordinate an asset management program with Fleet Services for timely equipment replacement for all of Transportation Operations division
- Continue reduction of backlogged street maintenance work orders
- Evaluate and develop an alley maintenance program

Transportation Operations: Street Maintenance

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Personnel Services	\$3,015,293	\$3,106,018	\$3,641,880	\$3,841,142
Non-Personnel Total	2,767,055	2,444,405	3,566,780	3,372,419
Contractual Services	1,467,114	1,348,220	2,417,327	2,285,093
Commodities	704,377	604,553	810,068	785,587
Capital Outlay	595,565	491,632	339,385	301,738
TOTAL	\$5,782,348	\$5,550,423	\$7,208,660	\$7,213,560

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Motor Fuel Fund	\$5,782,348	\$5,550,423	\$7,208,660	\$6,413,560
General Fund	-	-	-	800,000
TOTAL	\$5,782,348	\$5,550,423	\$7,208,660	\$7,213,560

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Street Maintenance	54.0	54.0	55.0	55.0
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→ The 2020 Adopted Budget for Street Maintenance reflects the transfer of \$800,000 from the General Fund for snow removal services.

Public Works

Highway Construction and Maintenance

The Traffic Operations division is responsible for contractual and other expenses related to the maintenance and repair of over 200 traffic signals, 1,800 city owned street lights, 550 crosswalks, 332 school crossings, over 50,000 street signs and 281 miles of pavement markings.

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Department of Public Works

Safe & Secure Communities

Improve Topeka's standing among the Nation's safest capital cities

Number of painted, pedestrian and school crosswalks	750	782	800	718
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Accident Reduction and Safety

- Completed the software update for Centrac system in traffic signal controllers
- Upgraded all street light installations to LED
- Began installation of flashing yellow arrow signals at intersections

Signal and Crosswalk

- Install wireless communications to signals currently not connected to Centrac
- Update crosswalks to the international style
- Continue installation of flashing yellow arrow signals at intersections

Transportation Operations: Traffic Operations

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Personnel Services	\$773,948	\$793,263	\$923,528	\$933,373
Non-Personnel Total	2,116,702	2,036,385	2,192,004	2,215,677
Contractual Services	2,085,318	2,025,161	2,192,004	2,215,677
Commodities	31,384	11,224	-	-
TOTAL	\$2,890,649	\$2,829,648	\$3,115,532	\$3,149,050

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General Fund	\$2,890,649	\$2,829,648	\$3,115,532	\$3,149,050
TOTAL	\$2,890,649	\$2,829,648	\$3,115,532	\$3,149,050

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Traffic Operations	13.0	13.0	13.0	13.0
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→The 2020 Adopted Budget for Traffic Operations increases by \$34,000 primarily due to an increase in utility costs for street lights.

UTILITIES

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Personnel Services	\$13,596,709	\$14,297,572	\$15,654,480	\$15,811,945
Contractual Services	22,593,438	23,126,739	23,376,934	23,701,942
Commodities	6,507,309	8,159,928	8,108,052	8,345,758
Capital Outlay	819,352	594,923	1,000,000	1,000,000
Debt Services	16,966,705	18,020,724	18,414,127	20,386,380
Transfers	3,601,000	3,250,000	2,625,000	5,225,000
Other	57,561	67,900	3,264,907	2,391,373
TOTAL	\$64,142,073	\$67,517,786	\$72,443,501	\$76,862,398

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Water	\$31,615,674	\$34,075,101	\$36,033,234	\$37,444,300
Stormwater	6,980,572	7,127,596	7,425,877	8,060,081
Wastewater	25,545,827	26,315,089	28,984,390	31,358,017
TOTAL	\$64,142,073	\$67,517,786	\$72,443,501	\$76,862,398

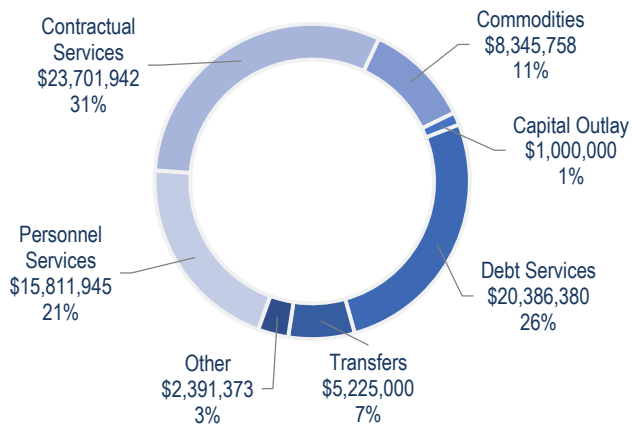
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Water Utility	125.0	121.0	125.0	121.5
Stormwater Utility	25.0	26.0	25.0	25.0
Wastewater Utility	72.0	75.0	74.0	77.5
TOTAL	222.0	222.0	224.0	224.0

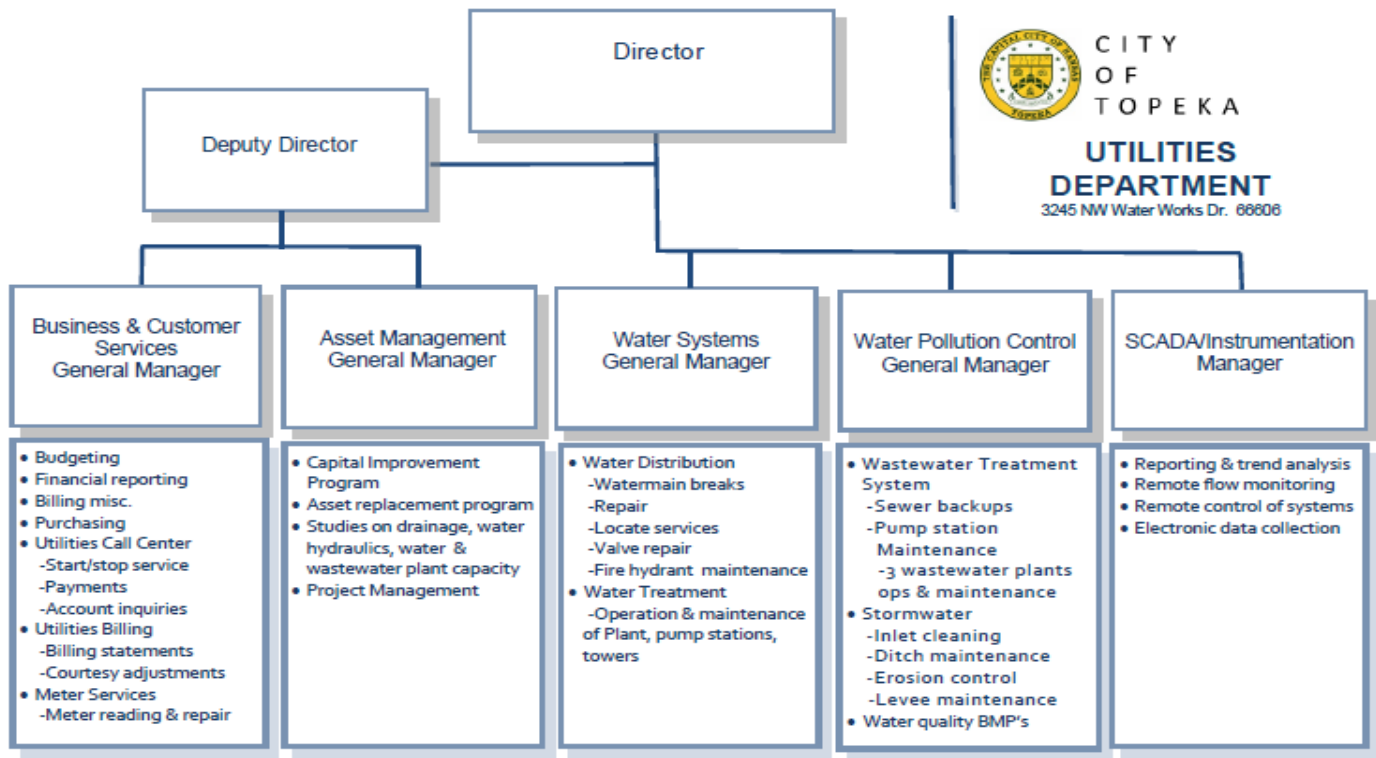
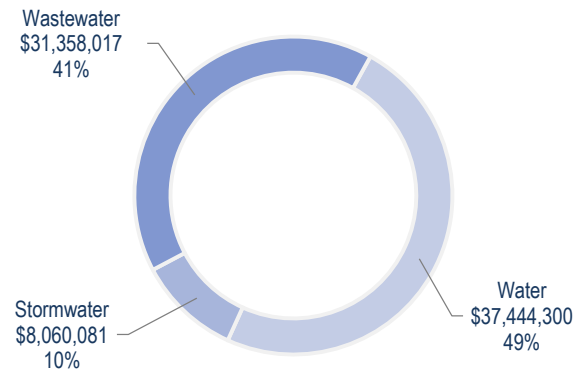
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Allocation by Expense Category



Allocation by Fund



Utilities

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The Water Utility supplies drinking water to Topeka, Shawnee County, and surrounding counties. This Utility is funded for operations, maintenance, and improvements entirely by fees for services. The Water Utility is comprised of four functional areas: Asset Management, Business and Customer Services, Supervisory Control and Data Acquisition Systems (SCADA), and Water System.

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Stewardship of the City's Physical Assets

Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys

Feet of Water Mains Replaced or Constructed	41,581	43,167	40,000	40,000
Gallons of Fresh Water Distributed	6,103,861,000	6,908,711,016	6,500,000,000	6,500,000,000

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- Completed Seward Avenue transmission main project
- Completed East Crane transmission project
- Completed East High Service Pump Station Rehabilitation
- Implemented a storage tank inspection program

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- Complete rehabilitation of the East Filter Facility
- Complete installation of the Wonderware SCADA software system
- Implement new Utility Billing Software and the Dynamic Customer Portal
- Continue systematic replacement of aging water meters with AMI technology
- Complete construction of two new chlorine contact basins to reduce the formation of disinfection by-products

Water Utility

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Personnel Services	\$7,608,169	\$7,993,005	\$8,773,333	\$8,927,045
Non-Personnel Total	24,007,505	26,082,096	27,259,901	28,517,255
Contractual Services	10,303,227	10,619,859	10,653,242	10,667,121
Commodities	4,839,211	6,320,082	6,410,865	6,636,794
Capital Outlay	320,476	457,150	400,000	400,000
Debt Services	7,712,287	8,144,025	8,068,922	9,120,704
Transfers	800,000	500,000	500,000	1,000,000
Other	32,304	40,980	1,226,873	692,635
TOTAL	\$31,615,674	\$34,075,101	\$36,033,234	\$37,444,300

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Water	\$31,615,674	\$34,075,101	\$36,033,234	\$37,444,300
TOTAL	\$31,615,674	\$34,075,101	\$36,033,234	\$37,444,300

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Water Utility	125.0	121.0	125.0	121.5
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→The 2020 Adopted Budget for commodities increases by \$226,000 overall including increases for motor fuel, materials/supplies, and chemicals used.

→The 2020 Adopted Budget for debt services and other expense categories increases by \$1 million for debt payments on existing debt and by \$500,000 for cash transfers to the Water Capital Fund. It decreases by \$534,000 for debt payments on anticipated debt issuance.

Utilities

Stormwater Utility

The Stormwater Utility division serves approximately 47,000 customers through the operation and maintenance of the City's flood protection and drainage systems. This Utility is funded for operations, maintenance, and improvements entirely by fees for services. The Stormwater Utility is comprised of four functional areas: Asset Management, Business and Customer Services, SCADA, and Water Pollution Control.

	5 Years : \$M-\$M+	5 Years : \$M-\$M	Half Year : \$M-\$M	Half Year : \$M-\$M
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Physical Assets

Stewardship of the City's Physical Assets

Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys

Stormwater Inlets Inspected and Cleaned	35,505	12,993	30,000	30,000
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Completed Projects

- Completed Bridlewood and 26th & Chelsea DCP projects
- Commenced flood wall improvements for the South Topeka Levee unit
- Completed emergency repairs stormwater pipe on Fairlawn at 25th Street
- Channel maintenance completed at South Branch Shunga and Arrowhead
- Completed Belle Avenue Park and Garfield Park Stormwater BMP forebay maintenance projects

In Progress

- Commence construction of storm sewer pipe from 8th & Western to 5th & Tyler to add substantial capacity to storm system in Central Topeka
- Eliminate two combined sewers along 8th Street
- Complete gate replacement at Martin Creek Stormwater Pump Station
- Complete levee certification with FEMA
- Continue development of the Asset Management Plan

Stormwater Utility

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Personnel Services	\$1,378,527	\$1,450,358	\$1,781,874	\$1,591,841
Non-Personnel Total	5,602,045	5,677,238	5,644,003	6,468,240
Contractual Services	2,337,955	2,345,250	2,822,367	3,071,878
Commodities	251,544	369,146	300,123	316,850
Capital Outlay	221,441	16,858	300,000	300,000
Debt Services	876,723	995,984	1,092,849	1,425,394
Transfers	1,910,000	1,950,000	750,000	1,050,000
Other	4,382	-	378,665	304,118
TOTAL	\$6,980,572	\$7,127,596	\$7,425,877	\$8,060,081

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Stormwater	\$6,980,572	\$7,127,596	\$7,425,877	\$8,060,081
TOTAL	\$6,980,572	\$7,127,596	\$7,425,877	\$8,060,081

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Stormwater Utility	25.0	26.0	25.0	25.0
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- The 2020 Adopted Budget for the Stormwater Utility reduces by \$190,000 for personnel services.
- Contractual services increases by \$250,000 for internal service fees, PILOTs, an additional temporary employee, maintenance of aging equipment, and funds available for a claims and damages contingency.
- Commodities increases by \$17,000 for street maintenance materials, repair parts, and \$4,000 for payment of the Stormwater allocation of Utility administration expenses.
- Debt services and other expense categories increase by \$333,000 for debt payments on existing debt, a decrease of \$75,000 for debt payments on anticipated debt issuance, and an increase of \$300,000 for cash transfers to the Stormwater Capital Fund.

Utilities

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The Wastewater Utility collects and treats approximately 18 million gallons of wastewater per day from the City and county. This Utility is funded for operations, maintenance, and improvements entirely by fees for services. The Wastewater Utility is comprised of four functional areas: Asset Management, Business and Customer Services, SCADA, and Water Pollution Control.

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Stewardship of the City's Physical Assets

Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys

Gallons of Wastewater Treated	6,112,986,000	5,783,670,000	6,500,000,000	6,500,000,000
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- Implemented first major lining/rehabilitation project of approximately seven miles of sewer main
- Completed installation of the SCADA controllers at North Topeka WWTP
- Started the Wastewater Treatment Plant condition assessment
- Commenced the SCADA Master Plan
- Completed North Topeka WWTP Chemical Feed system repair/upgrade

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- Complete construction of Ash Street forcemain replacement
- Complete construction of replacement of mixers and upgrades to the UV disinfection system at Oakland WWTP
- Continue to develop the Asset Management Plan
- Continue construction of the solids handling and biogas project at Oakland WWTP
- Finalize construction and begin utilization of new scale at Oakland WWTP

Wastewater Utility

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Personnel Services	\$4,610,013	\$4,854,209	\$5,099,274	\$5,293,058
Non-Personnel Total	20,935,814	21,460,880	23,885,116	26,064,959
Contractual Services	9,952,256	10,161,630	9,901,325	9,962,944
Commodities	1,416,554	1,470,700	1,397,065	1,392,113
Capital Outlay	277,434	120,915	300,000	300,000
Debt Services	8,377,695	8,880,715	9,252,356	9,840,282
Transfers	891,000	800,000	1,375,000	3,175,000
Other	20,875	26,920	1,659,369	1,394,620
TOTAL	\$25,545,827	\$26,315,089	\$28,984,390	\$31,358,017

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Wastewater	\$25,545,827	\$26,315,089	\$28,984,390	\$31,358,017
TOTAL	\$25,545,827	\$26,315,089	\$28,984,390	\$31,358,017

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Wastewater Utility	72.0	75.0	74.0	77.5
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→The 2020 Adopted Budget for Wastewater increases contractual services by \$62,000 due to increases in internal service and administrative fees, as well as the addition of \$60,000 for solid waste disposal and \$50,000 for claims & damages contingency.
 →Commodities decreases by \$5,000 for the utilities administrative allocation which is maintained in the Wastewater Fund.
 →Debt services and other expense categories increase by \$588,000 for debt payments on existing debt, a decrease of \$265,000 for debt payments on anticipated debt issuance, and an increase of \$1.8 million for cash transfers to the Wastewater Capital Fund.



OTHER FUNDS AND PROGRAMS

FUND DESCRIPTIONS

A fund is an independent fiscal and accounting entity with a self-balancing set of accounts.

The annual budget is built around 30 major fund appropriations. Each of these fall into one of the following six categories of fund types: *General, Special Revenue, Debt Service, Enterprise, Internal Service and Fiduciary*. Descriptions of each fund along with the 2020 budgeted revenues and expenditures are located throughout the budget book.

General Fund

Special Revenue Funds

- Downtown Business Improvement District Fund
- Court Technology Fund
- Special Alcohol Program Fund
- Alcohol and Drug Safety Fund
- Special Liability Expense Fund
- Transient Guest Tax Fund
- Special Street Fund
- Retirement Reserve Fund
- Topeka Tourism Business Improvement District
- Historic Asset Tourism Fund
- Neighborhood Revitalization Fund
- Countywide Sales Tax Fund
- Citywide Sales Tax Fund
- Tax Increment Financing Fund
- KP&F Equalization Fund
- Law Enforcement Fund
- Capital Project Fund
- Community Improvement Districts

Risk Management Funds

Employee Health Insurance
Property and Vehicle Insurance
Risk Management Reserve
Unemployment Compensation
Worker's Compensation

Fiduciary and Agency Funds (Unbudgeted)

- Court Bonds
- Fire Insurance Proceeds
- Judges' Training
- Kansas Trauma
- Local Law Enforcement Training Center
- Metropolitan Transit Authority
- Motor Vehicle Reinstatement
- Parkland Acquisition
- Payroll Clearing
- Softball Diamond Trust
- Water Customer Round Up

Debt Service

Enterprise Funds

- Combined Utilities
 - Water
 - Wastewater
 - Stormwater
- Parking

Internal Service Funds

- Information Technology Fund
- Fleet Fund
- Facilities Fund

DEPARTMENT/ FUND RELATIONSHIP

It is important to understand the relationship between funds and operating departments. Some funds have specific functions that do not directly impact departmental operations, but other funds are budgeted for departmental operations. The chart below illustrates which departmental budgets are directly impacted by the funds.

Funds with Departmental Operating Budget Impacts												
Department	General	Alcohol & Drug	Special Liability	Street (Motor Fuel)	Citywide Half Cent Sales Tax	Utilities	Parking	Inform. Tech.	Fleet	Facilities	Health	Worker's Comp
City Council	X											
Mayor	X											
Executive	X											
Fire	X											
Neighborhood Relations	X			X								
Administrative & Financial Sv	X											
Human Resources	X										X	X
Information Technology								X				
Legal	X		X									
Municipal Court	X	X										
Planning	X											
Police	X											
Public Works	X			X	X		X		X	X		
Utilities						X						
Zoo	X											

Other Funds

50000 - Other Funds

This unit within the General Fund provides for allocation costs that are associated with all departments or considered non-department because they are not allocated to any one department.

50000 - Other Funds

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50000 - Other Funds

Personnel Services	\$0	\$0	-\$1,996,638	-\$1,500,000
Contractual Services	2,778,461	929,006	1,561,708	875,186
Transfers	568,080	-	-	-
Other	(3,431)	189,256	-	22,231,362
TOTAL	\$3,343,110	\$1,118,262	-\$434,930	\$21,606,548

71000 - Other Funds

→The 2020 Adopted Budget for General Fund Non-Departmental expenses reflect a decrease of \$600,000 in vacancy credits, and a reduction of \$150,000 in contract wages reflected in department budgets.

→Other costs in Non-Departmental include: postage for General Fund departments, utility, insurance and facility charges for the unoccupied spaces in city buildings, membership costs for the Topeka Chamber of Commerce and League of Kansas Municipalities, support for the city's Enterprise Resource Planning (ERP) Lawson system, and contract with Shawnee County for Prisoner Care.

Other Funds

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The city is required by state law to care for Auburn Cemeteries and two other family cemeteries. The city also gives grants to Rochester and Topeka Cemeteries.

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Contractual Services	\$217,905	\$218,605	\$220,000	\$220,000
TOTAL	\$217,905	\$218,605	\$220,000	\$220,000

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→There are no significant changes to the 2020 Adopted Budget for Cemeteries. The city maintains funding for Auburn Cemetery (\$10,000) primarily used for mowing, and Rochester (\$60,000) and Topeka (\$150,000) Cemeteries for operational expenses.

Other Funds

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Until 2015, the City of Topeka was required by contract to pay Shawnee County a portion of property tax levied to support the transfer of Parks and Recreation Operations. From 2017 forward, it is expected this function will only include the statutorily required transfer of Special Alcohol Funds to the county.

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Contractual Services	\$539,990	\$601,125	\$569,950	\$626,948
TOTAL	\$539,990	\$601,125	\$569,950	\$626,948

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→The 2020 Adopted Budget for Parks and Recreation reflects the transfer of the portion of the Special Alcohol funds required to fund Parks and Recreation activities.

Other Funds

City of Topeka Social Service Programs

The City of Topeka supports a number of social service programs with its annual budget. Below are the social service programs the city assists with utilizing operating funds. In addition, the city distributes grant funds from other agencies, such as the federal Community Development Block Grants (CDBG) which provide housing services to residents. For a complete and up-to-date list of available resources please visit www.topeka.org.

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Social Service Grants	\$440,273	\$440,273
Franchise Fee Rebate Program	204,100	204,100
Special Alcohol Program	570,000	626,000
Youth Employment Program	30,000	30,000
TOTAL	\$1,244,373	\$1,300,373

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General Fund	\$507,373	\$507,373
Grants (CDBG)	67,000	67,000
Water	60,000	60,000
Wastewater	40,000	40,000
Special Alcohol	570,000	626,000
TOTAL	\$1,244,373	\$1,300,373

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→The 2020 Adopted Budget for Social Services programs increases \$56,000 for Special Alcohol grants.

Other Funds

Other Funds

The city has a contract with the Topeka Performing Arts Center (TPAC) to assist with their annual operating expenses, utility and facility costs.

Other Funds

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Other Funds

Contractual Services	\$743,619	\$544,897	\$542,047	\$548,316
TOTAL	\$743,619	\$544,897	\$542,047	\$548,316

Other Funds

→ There are no significant changes to the Adopted 2020 Budget for TPAC.

Other Funds

Downtown Business Improvement District (Downtown BID)

This fund accounts for assessments levied against property owners and tenants within the Downtown Business Improvement District (Downtown BID) to provide for improvements and promotions of the downtown business area, per Topeka Ordinance 15701. Funds are collected from property owners in the district to promote and maintain downtown activities and functions.

Downtown BID

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Beginning	\$58,416	\$66,774	\$93,130	\$39,636
Ending	66,774	93,130	39,636	39,636
NET OPERATIONS	\$66,774	\$93,130	\$39,636	\$39,636

F Yj Ybi Y

Special Assesments	\$218,063	\$213,486	\$208,050	\$209,000
Miscellaneous	(35,584)	(14,569)	21,752	93,130
TOTAL	\$182,479	\$198,916	\$229,802	\$302,130

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Contractual Services	\$174,121	\$172,560	\$208,051	\$209,000
Other	-	-	75,245	93,130
TOTAL	\$174,121	\$172,560	\$283,296	\$302,130

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→ There are no significant changes to the 2020 Adopted Budget for the Downtown Business Improvement District.

Other Funds

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New in 2018, this fund provides for a \$1 per night per room tax on hotels in the city that will be provided to the Topeka Lodging Association to provide supplemental funding for the design and administration of the Downtown Topeka Plaza.

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Beginning	\$0	\$0	\$394	\$394
Ending	-	394	394	394
NET OPERATIONS	\$0	\$394	\$394	\$394

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Special Assesment	\$0	\$419,980	\$480,000	\$480,000
Miscellaneous	-	-	20,000	20,000
TOTAL	\$0	\$419,980	\$500,000	\$500,000

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Contractual Services	\$0	\$419,586	\$480,000	\$480,000
Other	-	-	20,000	20,000
TOTAL	\$0	\$419,586	\$500,000	\$500,000

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→There are no significant changes to the 2020 Adopted Budget for the Topeka Tourism Business Improvement District Fund.

Other Funds

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The revenue for this fund is generated by an additional \$5 fee assessed per case based on Municipal Court convictions and diversions. This money is to be used for updating technology for the court.

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Beginning	\$228,642	\$274,883	\$308,931	\$301,716
Ending	274,883	308,931	301,716	25,691
NET OPERATIONS	\$274,883	\$308,931	\$301,716	\$25,691

F Yj Ybi Y

Fees	\$53,731	\$44,837	\$52,785	\$52,785
TOTAL	\$53,731	\$44,837	\$52,785	\$52,785

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Contractual Services	\$7,490	\$3,342	\$60,000	\$75,000
Commodities	-	7,447	-	-
Other	-	-	-	253,810
TOTAL	\$7,490	\$10,789	\$60,000	\$328,810

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→The 2020 Adopted Budget for Court Technology includes the transfer of \$52,000 for the Full Court software from the General Fund.

Other Funds

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Accountability and use of one-third of city's distributable portion of special tax on sales of alcoholic beverages in private clubs. The resources of this fund may be used only for services or programs for prevention, education or treatment of alcohol or drug abuse. Fund provides money for grants for drug and alcohol agencies.

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Beginning	\$117,745	\$118,833	\$176,992	\$176,992
Ending	118,833	176,992	176,992	176,992
NET OPERATIONS	\$118,833	\$176,992	\$176,992	\$176,992

FYj Ybi Y

Intergovernmental	\$539,990	\$601,125	\$570,000	\$626,000
TOTAL	\$539,990	\$601,125	\$570,000	\$626,000

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Contractual Services	\$538,902	\$542,966	\$570,000	\$626,000
TOTAL	\$538,902	\$542,966	\$570,000	\$626,000

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→The 2020 Adopted Budget for Special Alcohol increases to reflect an increase in revenue estimates distributed by the State.

Other Funds

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Fees are collected by Municipal Court on diversions of criminal proceedings to provide drug and alcohol evaluations, and appropriate referrals to include an internal Alcohol Information School by certified counselors, as well as case management ensuring both the needs of the client and Municipal Court are met. These fees provide money for a certified staff member to teach alcohol classes and manage cases.

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Beginning	\$357,278	\$330,613	\$333,751	\$341,625
Ending	\$330,613	\$333,751	\$341,625	\$1
NET OPERATIONS	\$330,613	\$333,751	\$341,625	\$1

F Yj Ybi Y

Fees	\$41,386	\$37,162	\$74,800	\$74,800
TOTAL	\$41,386	\$37,162	\$74,800	\$74,800

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Personnel Services	\$62,804	\$25,512	\$55,577	\$76,010
Contractual Services	2,066	1,729	6,304	9,927
Commodities	3,181	6,783	5,045	6,700
Other	-			323,788
TOTAL	\$68,051	\$34,024	\$66,926	\$416,425

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→ There are no significant changes to the 2020 Adopted Budget for the Alcohol and Drug Assessment Referral Fund.

Other Funds

Additional Funds Received for Law Enforcement

Additional funds received from various sources to be used for authorized law enforcement purposes. The following programs are funded through this fund: Drug Tax and Forfeitures, which are narcotic related enforcement and training; Crime Prevention, which is partially funding CrimeStoppers and Safe Streets activities; Health Benefits, which reimburses sworn officers for the employee share of health expenses; and Training, which supports additional training for officers beyond the initial academy.

2020 Adopted Budget for Law Enforcement

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Beginning	\$1,905,048	\$1,852,634	\$1,926,970	\$1,458,549
Ending	1,852,634	1,926,970	1,458,549	987,128
NET OPERATIONS	\$1,852,634	\$1,926,970	\$1,458,549	\$987,128

FY 2020

Licenses & Permits	\$16,500	\$14,500	\$16,500	\$14,500
Intergovernmental	5,399	27,484	10,000	25,000
Fees	166,039	159,322	166,000	160,000
Miscellaneous	125,556	309,172	30,000	20,000
Other	24,154	15,184	-	-
TOTAL	\$337,648	\$525,662	\$222,500	\$219,500

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Contractual Services	\$233,981	\$280,530	\$429,000	\$495,000
Commodities	43,661	95,868	121,000	55,000
Capital Outlay	112,420	74,928	140,921	140,921
TOTAL	\$390,062	\$451,326	\$690,921	\$690,921

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→ There are no significant changes to the 2020 Adopted Budget for Law Enforcement.

Other Funds

General Liability Fund

This fund provides resources from a property tax levy to pay costs of defending the city and its officers and employees against tort or civil rights claims, and to pay judgments or settlements resulting from such claims. Four Legal department employees are budgeted in this fund.

2020 Adopted Budget

2019 Actual

2018 Actual

2017 Actual

2016 Actual

Operating Statement

Beginning	\$1,634,191	\$1,672,062	\$2,075,600	\$1,828,343
Ending	1,672,062	2,075,600	1,828,343	5,000
NET OPERATIONS	\$1,672,062	\$2,075,600	\$1,828,343	\$5,000

Revenue Statement

Taxes	\$883,499	\$907,307	\$950,700	\$731,918
Miscellaneous	11,838	60	-	2,000
TOTAL	\$895,337	\$907,367	\$950,700	\$733,918

Capital Expenditure Statement

Personnel Services	\$276,288	\$310,938	\$449,671	\$459,632
Contractual Services	576,766	187,772	743,786	743,786
Commodities	4,412	5,119	4,500	4,500
Other	-	-	-	1,349,343
TOTAL	\$857,466	\$503,829	\$1,197,957	\$2,557,261

Notes to the Financial Statements

→ The 2020 Adopted Budget for the Special Liability Fund reflects the shift of 0.2 mills to the General Fund.

Other Funds

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This fund accounts for revenues received from a 7% Transient Guest Tax imposed on hotel and motel room rentals and is used for promotion of conventions and tourism in Topeka. In 2013, an additional 1% of tax was added to be used to pay the special assessments on a new building and sewer connection for Sunflower Soccer over 20 years.

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Beginning	\$45,145	-\$127,035	\$513,507	\$105,381
Ending	(127,035)	513,507	105,381	-
NET OPERATIONS	-\$127,035	\$513,507	\$105,381	\$0

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TGT General	\$1,907,225	\$2,462,465	\$1,977,111	\$1,996,881
TGT Sunflower	388,878	499,690	372,374	376,098
TGT 1% Allocation	372,327	480,720	372,374	376,098
TOTAL	\$2,668,430	\$3,442,876	\$2,721,859	\$2,749,077

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Visit Topeka	\$1,675,471	\$1,721,880	\$1,743,811	\$1,761,249
Topeka Zoo	186,163	191,320	193,757	195,694
Sunflower Soccer	274,242	421,536	364,927	368,576
Downtown Plaza	538,630	275,549	262,784	265,412
Evel Knievel	28,979	24,065	22,954	23,183
Jayhawk Theatre	65,685	54,548	52,039	52,559
Constitution Hall	18,250	58,773	27,151	27,422
Admin Fees	53,190	54,663	54,436	54,982
Contingency	-	-	408,126	105,381
TOTAL	\$2,840,610	\$2,802,334	\$3,129,985	\$2,854,458

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→ There are no significant changes to the 2020 Adopted Budget for the Transient Guest Tax Fund.

Other Funds

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This fund tracks sales tax being received from the state and transferred to the Joint Economic Development Organization (JEDO) for funding economic development and countywide infrastructure development as authorized by voters in August 2004 (Phase I) and extended in November 2014 (Phase II). It is governed by interlocal agreements with the county.

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Beginning	\$0	\$11,059,233	\$8,448,011	\$8,448,011
Ending	11,059,233	8,448,011	8,448,011	5,148,011
NET OPERATIONS	\$11,059,233	\$8,448,011	\$8,448,011	\$5,148,011

F Yj Ybi Y

Taxes	\$23,834,627	\$14,989,597	\$17,901,153	\$17,940,815
Miscellaneous	\$0		\$0	\$895,058
TOTAL	\$23,834,627	\$14,989,597	\$17,901,153	\$18,835,873

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Contractual Services	\$12,639,674	\$17,600,819	\$17,901,153	\$21,240,815
Capital Outlay	135,720	-	-	-
Other	-	-		895,058
TOTAL	\$12,775,394	\$17,600,819	\$17,901,153	\$22,135,873

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→The 2020 Adopted Budget for the Countywide Sales Tax reflects projects approved in the 2020-2029 Capital Improvement Plan.

Other Funds

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Provides funding for and absorbs those accrued sick leave, vacation and other related costs of city employees upon their retirement. In 2013, the city issued general obligation bonds to establish the Employee Separation Fund which helped offset expected costs to this fund due to anticipated retirements.

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Beginning	\$2,442,913	\$2,304,336	\$2,528,924	\$1,825,281
Ending	2,304,336	2,528,924	1,825,281	584,536
NET OPERATIONS	\$2,304,336	\$2,528,924	\$1,825,281	\$584,536

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Fees	\$1,784,963	\$1,827,706	\$1,820,592	\$1,887,547
Other	-	27,438	-	-
TOTAL	\$1,784,963	\$1,855,144	\$1,820,592	\$1,887,547

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Personnel Services	\$1,648,682	\$1,375,880	\$2,500,600	\$2,500,600
Contractual Services	24,858	4,676	23,635	21,973
Transfers	250,000	250,000	-	-
Other	-	-	-	605,719
TOTAL	\$1,923,540	\$1,630,556	\$2,524,235	\$3,128,292

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→ There are no significant changes to the 2020 Adopted Budget for Retirement Reserve.

Other Funds

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Provides funding for the KP&F equalization fund which covers the 15% penalty if the retiree final pay check is greater than the three year average salary.

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Beginning	\$692,890	\$424,053	\$422,863	\$393,483
Ending	424,053	422,863	393,483	-
NET OPERATIONS	\$424,053	\$422,863	\$393,483	\$0

FYj Ybi Y

Revenue	\$3,340	\$4,228	\$0	\$0
TOTAL	\$3,340	\$4,228	\$0	\$0

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Personnel Services	\$272,177	\$5,418	\$29,380	\$393,483
TOTAL	\$272,177	\$5,418	\$29,380	\$393,483

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→ The 2020 Adopted Budget for the KP&F Equalization Fund reflects spending the fund balance to zero. Any future penalty payments will be made in the Retirement Reserve Fund.

Other Funds

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This fund was created under the city's Neighborhood Revitalization Plan in 2004, authorizing a property tax rebate program. An increment of the rebate was set aside to be used for in-fill housing projects administered by the City of Topeka within the Neighborhood Revitalization Area.

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Beginning	\$356,002	\$387,531	\$385,431	\$270,431
Ending	387,531	385,431	270,431	431
NET OPERATIONS	\$387,531	\$385,431	\$270,431	\$431

FYj Ybi Y

Miscellaneous	\$34,695	\$0	\$15,000	\$0
TOTAL	\$34,695	\$0	\$15,000	\$0

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Contractual Services	\$3,166	\$0	\$130,000	\$110,000
Capital Outlay	-	2,100	-	10,000
Other	-	-	-	150,000
TOTAL	\$3,166	\$2,100	\$130,000	\$270,000

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→ There are no significant changes to the 2020 Adopted Budget for Neighborhood Revitalization. At the end of 2018 the fund had a balance of \$385,431 and the City is working on a plan to spend these funds.

Other Funds

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Prior to 2016, this fund provided funding for projects that facilitated tourism resulting from the preservation and promotion of the city's historical assets including marketing, acquisition, rehabilitation and preservation of national, state, or local historic register properties and assets. Projects were awarded heritage tourism grants from this fund as selected through a competitive application process by the Transient Guest Tax Committee. The funding source was the Transient Guest Tax. The Transient Guest Tax funding source expired in 2016, so this fund is not expected to be utilized in future years until or if another funding source is identified.

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Beginning	\$24,512	\$40,572	\$31,522	\$366
Ending	40,572	31,522	366	-
NET OPERATIONS	~ (\$2) +&	~ ' %2) &&	~ ' ***	~ \$

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Transfers	\$24,200	\$0	\$0	\$0
TOTAL	~ & (24) \$	~ \$	~ \$	~ \$

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Contractual Services	\$8,140	\$9,050	\$24,200	\$0
Other	-	-	6,956	366
TOTAL	~ , 24 \$	~ - 25) \$	~ ' %24) *	~ ' ***

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→The 2020 Adopted Budget for Historic Preservation the drawdown of the fund to zero. The fund no longer collects revenues.

Other Funds

Special Highway (Motor Fuel) Fund

The Special Highway (Motor Fuel) Fund receives the special highway monies from the State of Kansas and pays for street improvements and staffing to make these improvements throughout the city. Beginning in 2013, the Inmate Program is housed in this fund.

2020 Adopted Budget

2019 Actual

2018 Actual

2017 Actual

2016 Actual

Operating

Beginning	\$4,000,412	\$3,736,753	\$3,860,909	\$2,261,384
Ending	3,736,753	3,860,909	2,261,384	1,437,946
NET OPERATIONS	\$3,736,753	\$3,860,909	\$2,261,384	\$1,437,946

Capital

Intergovernmental	\$5,455,521	\$5,647,959	\$5,575,135	\$5,575,135
Miscellaneous/Other	56,777	85,443	34,000	34,000
Inmate Program	315,441	304,000	369,785	369,785
TOTAL	\$5,827,739	\$6,037,402	\$5,978,920	\$5,978,920

Other

Personnel Services	\$3,015,293	\$3,106,018	\$3,641,880	\$3,841,142
Contractual Services	1,467,114	1,348,220	2,417,327	1,485,093
Commodities	704,376	604,553	810,068	785,587
Capital Outlay	595,565	491,632	339,385	301,738
Inmate Program	309,050	362,823	369,785	388,798
TOTAL	\$6,091,398	\$5,913,246	\$7,578,445	\$6,802,358

Notes

→ The Adopted 2020 Budget for the Motor Fuel Fund reflect increases to the Inmate Program, and changes to the operating budget for the Street Maintenance program in the Public Works operating budget.

Other Funds

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The City levies a half cent sales tax for street, curb, gutter, sidewalk replacement. The fund receives the sales tax and monitors the expenses for the repair projects. Specific programs in this fund include: Street Projects, Alley Projects, Sidewalk Projects, 50/50 Sidewalk Projects, and Curb and Gutter Projects. This fund is also reflected in the Public Works department operating budget.

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Beginning	\$16,554,933	\$10,852,776	\$14,371,101	\$13,755,726
Ending	10,852,776	14,371,101	13,755,726	6,155,716
NET OPERATIONS	\$10,852,776	\$14,371,101	\$13,755,726	\$6,155,716

F Yj Ybi Y

Taxes	\$15,113,789	\$15,462,747	\$14,765,801	\$15,493,995
Miscellaneous	167,151	853,305	60,300	60,300
TOTAL	\$15,280,940	\$16,316,052	\$14,826,101	\$15,554,295

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Personnel Services	\$153,503	\$185,800	\$174,940	\$329,566
Contractual Services	20,570,511	11,945,489	13,650,536	13,650,582
Commodities	259,083	549,556	1,616,000	1,616,000
Capital Outlay	-	3,132	-	-
Other	-	113,750	-	7,558,157
TOTAL	\$20,983,097	\$12,797,727	\$15,441,476	\$23,154,305

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→The 2020 Adopted Budget for the Citywide Half-Cent Sales Tax increases personnel services by \$155,000 due to the partial transfer of two positions from the Public Works General Fund Engineering division. The transfer reflects partial time of a project engineer and construction inspector for work performed on sales tax projects.

→The 2020 Adopted Budget increases contingency by \$1.9 million to reflect a favorable bid climate.

Other Funds

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This fund receives the extra levied 1% sales tax generated within the proposed Wheatfield (new for 2019), SE 29th (new for 2019), Cyrus Hotel, Holliday Square District and 12th and Wanamaker. The revenue is used to pay the developer for certified costs to upgrade the district to strengthen economic development and employment opportunities, enhance tourism or upgrade older real estate.

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Beginning	\$102,599	\$100,614	\$159,824	\$159,824
Ending	100,614	159,824	159,824	159,824
NET OPERATIONS	\$100,614	\$159,824	\$159,824	\$159,824

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Holliday Square	\$89,942	\$84,214	\$100,000	\$100,000
12th & Wanamaker	256,630	250,690	360,000	360,000
Cyrus	5,343	9,058	100,000	100,000
SE 29th	-	53,837	100,000	100,000
Wheatfield	-	-	100,000	100,000
Wanamaker Hills	-	-	-	100,000
TOTAL	\$351,915	\$397,799	\$760,000	\$860,000

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Holliday Square	\$91,557	\$85,803	\$100,000	\$100,000
12th & Wanamaker	262,343	251,618	360,000	360,000
Cyrus	-	272	100,000	100,000
SE 29th	-	896	100,000	100,000
Wheatfield	-	-	100,000	100,000
Wanamaker Hills	-	-	-	100,000
TOTAL	\$353,900	\$338,589	\$760,000	\$860,000

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→ The 2020 Adopted Budget for Community Improvement District funds includes the addition of the Wanamaker Hills CID as approved by the Governing Body.

Other Funds

This fund was established to monitor the amount of property and sale taxes received for tax increment financing districts created for redevelopment of blighted areas. Previously Topeka had a pay-as-you-go district (Eastgate) and a bonded district (College Hill). The funding source is the increment of property tax and sales tax from within the districts. Expenditures and revenue fell because College Hill became the city's only TIF district beginning in 2017 when the Eastgate district was closed. Expenses and revenues will increase due to a proposed new TIF (Wheatfield) being budgeted beginning in 2018.

 	 	 	
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Beginning	\$0	\$0	\$0	\$0
Ending	-	-	-	-
NET OPERATIONS	\$0	\$0	\$0	\$0

College Hill	\$207,950	\$213,605	\$250,000	\$250,000
Wheatfield	-	-	500,000	500,000
Sherwood Crossing	-	-	-	500,000
TOTAL	\$207,950	\$213,605	\$750,000	\$1,250,000

College Hill	\$207,950	\$213,605	\$250,000	\$250,000
Wheatfield	-	-	500,000	500,000
Sherwood Crossing	-	-	-	500,000
TOTAL	\$207,950	\$213,605	\$750,000	\$1,250,000

→The 2020 Adopted Budget for TIF includes the addition of theSherwood Crossing TIF District as approved by the Governing

Other Funds

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This fund aggregates the city's debt service payments on general government debt, including general obligation bonds, and levies property taxes necessary to ensure timely and complete payment of these obligations. In addition to paying debt service on general obligation bonds, the fund accounts for the payments on the Sales Tax Revenue (STAR) bonds associated with Heartland Park Topeka (HPT) Raceway and the tax increment finance (TIF) bonds associated with the College Hill development.

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Beginning	\$5,906,513	\$7,106,925	\$8,580,089	\$8,663,453
Ending	7,106,925	8,580,089	8,663,453	1,001
NET OPERATIONS	\$7,106,925	\$8,580,089	\$8,663,453	\$1,001

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Taxes	\$16,390,505	\$16,834,881	\$17,446,550	\$17,232,103
Intergovernmental	178,081	128,644	240,000	270,000
Special Assessments	3,135,948	3,043,217	3,182,406	3,043,217
Miscellaneous	166,503	401,946	130,076	401,946
Other	12,607,867	740,456	614,242	614,242
TOTAL	\$32,478,904	\$21,149,144	\$21,613,274	\$21,561,508

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Personnel Services	\$0	\$0	\$0	\$0
Contractual Services	301,805	218,134	929,702	222,168
Debt Services	30,627,182	19,457,046	20,150,208	21,208,339
Transfers	349,505		450,000	450,000
Other	-	800	-	8,343,453
TOTAL	\$31,278,492	\$19,675,980	\$21,529,910	\$30,223,960

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→ The 2020 Adopted Budget for the Debt Service Fund reflects planned debt payments for 2020, and shifts 0.36 mills to the General Fund.

Other Funds

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This fund receives, holds and pays to the Topeka Metropolitan Transit Authority (TMTA) the proceeds of a special property tax collected by the city for the benefit of that entity. The city has no operational authority over the TMTA, but simply sets the maximum mill levy and acts as a pass-through for property tax collections.

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Taxes	\$4,767,653	\$4,886,634	\$5,261,231	\$5,330,843
Intergovernmental	-	346	-	-
TOTAL	\$4,767,653	\$4,886,980	\$5,261,231	\$5,330,843

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Contractual Services	\$4,767,653	\$4,886,980	\$5,261,231	\$5,330,843
TOTAL	\$4,767,653	\$4,886,980	\$5,261,231	\$5,330,843

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→ There are no significant changes to the 2020 Adopted Budget for the TMTA. This funding is from the additional property tax levy the city levies on behalf of the TMTA. Per Charter Ordinance No.115, the Governing Body levies a tax of 4.2 mills. Increasing this amount would require an amendment to the charter ordinance.

Other Funds

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Parking Administration manages a responsive, cost conscious operation of seven parking garages, eight surface parking lots and 3,290 on-street parking spaces, 1,630 being metered spaces, in the central downtown business district. This fund is also reflected in the Public Works department operating budget.

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Beginning	\$1,353,955	\$1,539,918	\$1,697,119	\$956,613
Ending	1,539,918	1,697,119	956,613	244,590
NET OPERATIONS	\$1,539,918	\$1,697,119	\$956,613	\$244,590

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Fees	\$2,788,812	\$2,871,201	\$2,892,449	\$2,892,449
Miscellaneous/Other	81,083	51,942	19,000	19,000
TOTAL	\$2,869,895	\$2,923,143	\$2,911,449	\$2,911,449

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Personnel Services	\$725,385	\$607,651	\$804,461	\$837,584
Contractual Services	1,043,907	1,322,245	1,575,871	1,579,967
Commodities	73,734	48,156	130,192	130,192
Capital Outlay	-	-	261,528	261,528
Debt Services	837,074	787,890	784,526	718,825
Other	3,831	-	95,377	95,377
TOTAL	\$2,683,932	\$2,765,942	\$3,651,955	\$3,623,473

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→The 2020 Adopted Budget for Parking reduces debt services by \$68,000 to reflect the leveling of debt service payment for parking garages.

Other Funds

Internal Service Fund

The technology needs of the city are funded through this internal service fund, supported by fees from departments. Programs included in this fund are Telecom, Computing and Business Systems.

Internal Service Fund

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Beginning and Ending Balances

Beginning	\$1,642,513	\$1,152,157	\$1,144,344	\$1,068,331
Ending	1,152,157	1,144,344	1,068,331	983,961
NET OPERATIONS	\$1,152,157	\$1,144,344	\$1,068,331	\$983,961

FY 2020 YTD

Licenses & Permits	\$34,043	\$34,182	\$10,000	\$34,000
Fees	3,806,906	3,921,044	3,931,275	3,921,044
TOTAL	\$3,840,949	\$3,931,044	\$3,941,275	\$3,955,044

5 Year Operating Budget

Personnel Services	\$1,759,131	\$1,631,202	\$1,701,836	\$1,641,040
Contractual Services	2,135,529	2,046,358	2,092,100	2,086,378
Commodities	146,687	193,752	123,352	161,995
Capital Outlay	-	67,569	100,000	150,000
Transfers	290,000	-	-	-
Other	(41)	(24)	-	-
TOTAL	\$4,331,306	\$3,938,857	\$4,017,288	\$4,039,413

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→ The 2020 Adopted Budget for Information Technology reflects a flat operating budget with the exception of \$150,000 in capital outlay expenses that will utilize fund balance.

Other Funds

Fleet Services

The Fleet Services division has three maintenance facilities which maintain and repair more than 1,000 vehicles and pieces of equipment. The division is staffed with technicians who are Automotive Service Excellence (ASE) certified. Seven Fleet Services technicians are currently Emergency Vehicle Technician (EVT) certified. This fund is also reflected in the Public Works department operating budget.

Fleet Services Operating Budget

FY 2020
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FY 2019
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FY 2018
M&S

FY 2017
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Fleet Services Operating Budget

Beginning	\$894,132	\$781,659	\$991,100	\$745,224
Ending	781,659	991,100	745,224	524,562
NET OPERATIONS	\$781,659	\$991,100	\$868,162	\$524,562

Fleet Services Operating Budget

Fees	\$1,981,049	\$1,980,801	\$1,980,000	\$2,050,000
Miscellaneous	7,101	8,388	-	-
Other	1,585	-	-	900,000
TOTAL	\$1,989,735	\$1,989,189	\$1,980,000	\$2,950,000

Fleet Services Operating Budget

Personnel Services	\$1,289,774	\$1,421,184	\$1,587,700	\$1,584,526
Contractual Services	330,905	285,721	316,003	\$327,875
Commodities	67,287	61,168	74,735	\$92,505
Capital Outlay	106,302	8,595	124,500	\$1,165,755
Debt Services	-	(1,414)	-	-
Other	307,940	4,494	-	-
TOTAL	\$2,102,208	\$1,779,748	\$2,102,938	\$3,170,662

Fleet Services Operating Budget

→The 2020 Adopted Budget for Fleet Services reflects an increase of \$145,000 due to the anticipated expense of software upgrades for the existing FASTER fleet management application and hardware.

Other Funds

Building & General Services

The Building & General Services division provides general services and maintenance to more than 140 city operated facilities, including parking garages. The Facilities division is staffed with a licensed electrician, plumber, and a heating, ventilation, and air conditioning (HVAC) technician, carpenter, and 13 maintenance worker positions. The division manager, one supervisor II position with the support of a project coordinator, oversee the daily maintenance and repair operations throughout this division. This fund is also reflected in the Public Works department operating budget.

Operating Budget

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Operating Budget

Beginning	\$388,142	\$616,013	\$443,431	\$220,727
Ending	616,013	443,431	220,727	(0)
NET OPERATIONS	\$616,013	\$443,431	\$220,727	\$0

Operating Budget

Fees	\$1,832,844	\$1,648,019	\$1,634,931	\$1,634,931
Miscellaneous/Other	2,932	11,576	-	-
TOTAL	\$1,835,776	\$1,659,595	\$1,634,931	\$1,634,931

Operating Budget

Personnel Services	\$893,326	\$1,172,090	\$1,081,133	\$1,084,987
Contractual Services	604,552	559,041	451,588	465,321
Commodities	118,138	134,689	107,500	64,700
Capital Outlay	-	-	44,710	44,710
Other	(8,111)	(33,644)	172,704	195,940
TOTAL	\$1,607,905	\$1,832,177	\$1,857,635	\$1,855,658

Operating Budget

→The 2020 Adopted Budget for Facilities increases by \$30,000 for other purchased services, reduces by \$17,000 for building and grounds accounts, and reduces by \$5,000 for internal service fees.

→The commodities budget reduces by \$43,000 for building maintenance supplies.

Other Funds

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The Water Utility supplies drinking water to Topeka, Shawnee County and surrounding counties. This Utility is funded for operations, maintenance and improvements entirely by fees for services. The Water Utility is comprised of four functional areas: Asset Management, Business and Customer Services, Supervisory Control and Data Acquisition Systems (SCADA), and Water System. This fund is also reflected in the Utilities department operating budget.

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Beginning	\$8,810,040	\$11,019,518	\$14,375,647	\$15,139,004
Ending	11,019,518	14,375,647	15,139,004	16,315,794
NET OPERATIONS	\$11,019,518	\$14,375,647	\$15,139,004	\$16,315,794

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Fees	\$31,952,079	\$34,934,320	\$35,372,492	\$37,043,940
Miscellaneous/Other	1,873,073	1,996,909	1,424,100	1,577,150
TOTAL	\$33,825,152	\$36,931,229	\$36,796,592	\$38,621,090

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Personnel Services	\$7,608,169	\$7,993,005	\$8,773,333	\$8,927,045
Contractual Services	10,303,227	10,619,859	10,653,242	10,667,121
Commodities	4,839,211	6,320,082	6,410,865	6,636,794
Capital Outlay	320,476	457,150	400,000	400,000
Debt Services	7,712,287	8,144,025	8,068,922	9,120,704
Transfers	800,000	-	500,000	1,000,000
Other	32,304	40,980	1,226,873	692,635
TOTAL	\$31,615,674	\$33,575,101	\$36,033,235	\$37,444,300

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→The 2020 Adopted Budget for commodities increases by \$226,000 overall including increases for motor fuel, materials/supplies, and chemicals used.

→The 2020 Adopted Budget for debt services and other expense categories increases by \$1 million for debt payments on existing debt and by \$500,000 for cash transfers to the Water Capital Fund. It decreases by \$534,000 for debt payments on anticipated debt issuance.

Other Funds

Stormwater Utility Fund

This fund is for all activities in the Stormwater Utility. The Stormwater Utility serves approximately 47,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. The Utility is operated, maintained, and improved entirely by user fees. The Stormwater utility is comprised of four functional areas: Asset Management, Business & Customer Services, SCADA and Water Pollution Control. This fund is also reflected in the Utilities department operating budget.

2020 Adopted Budget

Stormwater Utility Fund	Stormwater Utility Fund	Departmental Allocation	Stormwater Utility Fund
2020 Adopted Budget	2020 Adopted Budget	2020 Adopted Budget	2020 Adopted Budget

2020 Adopted Budget

Beginning	\$1,375,375	\$1,653,826	\$4,779,778	\$4,835,351
Ending	1,653,826	4,779,778	4,835,351	4,741,070
NET OPERATIONS	\$1,653,826	\$4,779,778	\$4,835,351	\$4,741,070

FY 2020 YTD

Fees	\$6,752,814	\$7,148,154	\$7,401,450	\$7,865,800
Miscellaneous/Other	506,209	1,155,394	80,000	100,000
TOTAL	\$7,259,023	\$8,303,548	\$7,481,450	\$7,965,800

2020 Adopted Budget

Personnel Services	\$1,378,527	\$1,450,358	\$1,781,874	\$1,591,841
Contractual Services	2,337,955	2,345,250	2,822,367	3,071,878
Commodities	251,544	369,146	300,123	316,850
Capital Outlay	221,441	16,858	300,000	300,000
Debt Services	876,723	995,984	1,092,849	1,425,394
Transfers	1,910,000		750,000	1,050,000
Other	4,382	-	378,665	304,118
TOTAL	\$6,980,572	\$5,177,596	\$7,425,877	\$8,060,081

2020 Adopted Budget

→ The 2020 Adopted Budget for the Stormwater Utility reduces by \$190,000 for Personnel Services.
 → Contractual Services increases by \$250,000 for internal service fees, PILOTs, an additional temporary employee, maintenance of aging equipment, and funds available for a claims and damages contingency.
 → Commodities increases by \$17,000 for street maintenance materials, repair parts, and \$4,000 for payment of the Stormwater allocation of Utility Admin expenses.
 → Debt Services and Other expense categories increase by \$333,000 for debt payments on existing debt, a decrease \$75,000 for debt payments on anticipated debt issuance, and an increase of \$300,000 for cash transfers to the Stormwater Capital Fund.

Other Funds

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The Wastewater Utility collects and treats approximately 18 million gallons of wastewater per day from the city and county. This Utility is funded for operations, maintenance and improvements entirely by fees for services. The Wastewater Utility is comprised of four functional areas: Asset Management, Business and Customer Services, SCADA and Water Pollution Control. This fund is also reflected in the Utilities department operating budget.

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Beginning	\$3,632,784	\$6,515,908	\$12,436,956	\$13,865,317
Ending	6,515,908	12,436,956	13,865,317	15,502,699
NET OPERATIONS	\$6,515,908	\$12,436,956	\$13,865,317	\$15,502,699

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Licenses & Permits	\$146,040	\$111,854	\$126,000	\$126,000
Fees	27,821,818	30,466,660	29,986,750	32,389,400
Special Assessments	67,967	95,227	40,000	70,000
Miscellaneous/Other	447,018	762,396	260,000	410,000
TOTAL	\$28,482,843	\$31,436,137	\$30,412,750	\$32,995,400

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Personnel Services	\$4,606,827	\$4,854,209	\$5,099,274	\$5,293,058
Contractual Services	9,952,256	10,161,630	9,901,325	9,962,944
Commodities	1,416,554	1,470,700	1,397,065	1,392,113
Capital Outlay	277,434	120,915	300,000	300,000
Debt Services	8,434,772	8,880,715	9,252,356	9,840,282
Transfers	891,000		1,375,000	3,175,000
Other	20,875	26,920	1,659,369	1,394,620
TOTAL	\$25,599,718	\$25,515,089	\$28,984,389	\$31,358,017

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→The 2020 Adopted Budget for Wastewater increases contractual services by \$62,000 due to increases in internal service and administrative fees, as well as the addition of \$60,000 for solid waste disposal and \$50,000 for claims & damages contingency.

→Commodities decreases by \$5,000 for the utilities administrative allocation which is maintained in the Wastewater Fund.

→Debt services and other expense categories increase by \$588,000 for debt payments on existing debt, a decrease of \$265,000 for debt payments on anticipated debt issuance, and an increase of \$1.8 million for cash transfers to the Wastewater Capital Fund.

Other Funds

Physical Damage Fund

The fund provides accountability of expenditures and revenues for physical damage to buildings and vehicles. Funding comes from the departments based on their insurance premiums and an average of their past three years of claims.

Physical Damage Fund

5 Years : M & \$ %	5 Years : M & \$ %	Departmental : M & \$ %	5 Years : M & \$ %
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Physical Damage Fund

Beginning	\$1,691,904	\$1,713,466	\$1,582,811	\$1,050,935
Ending	1,713,466	1,582,811	1,050,935	546,555
NET OPERATIONS	\$1,713,466	\$1,582,811	\$1,050,935	\$546,555

Physical Damage Fund

Fees	\$835,419	\$873,382	\$873,382	\$934,457
Miscellaneous	16,700	6,201	10,000	10,000
TOTAL	\$852,119	\$879,583	\$883,382	\$944,457

Physical Damage Fund

Personnel Services	\$0	\$0	\$0	\$0
Contractual Services	830,557	1,010,238	1,415,258	1,448,837
TOTAL	\$830,557	\$1,010,238	\$1,415,258	\$1,448,837

Physical Damage Fund

→ There are no significant changes to the 2020 Adopted Budget for Property and Vehicle.

Other Funds

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The fund provides accountability for expenditures and revenues for workers compensation claims. The departments are charged a percentage of wages of their employees based on worker's compensation classification codes for specific positions. The funding provides for the staffing and expenses for the risk management administration that is coordinated in the Human Resources department.

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Beginning	\$2,844,426	\$3,577,343	\$5,050,031	\$4,584,359
Ending	3,577,343	5,050,031	4,584,359	4,998,906
NET OPERATIONS	\$3,577,343	\$5,050,031	\$5,337,606	\$4,998,906

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Fees	\$2,418,185	\$2,465,193	\$2,406,966	\$2,540,319
Miscellaneous	28,441	61,590	1,500	1,500
TOTAL	\$2,446,626	\$2,526,783	\$2,408,466	\$2,541,819

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Personnel Services	\$93,185	\$99,337	\$99,683	\$102,603
Contractual Services	1,620,524	953,136	2,019,708	2,023,169
Commodities	-	1,622	1,500	1,500
TOTAL	\$1,713,709	\$1,054,095	\$2,120,891	\$2,127,272

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→ There are no significant changes to the 2020 Adopted Budget for Workers Compensation.

Other Funds

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This fund provides fiscal and accounting control for the city employee health self-insurance plan. Funding is allocated from departments based on individual employee enrollment pursuant to the joint cost-share agreement between the City of Topeka and employee groups. Beginning in 2015, a comprehensive wellness program is included in the cost of the premium and represented in the budgeted expenditures, including the cost of one half of a wellness coordinator and contractual costs for running a wellness program and/or clinic.

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Beginning	\$4,508,090	\$6,128,664	\$7,022,846	\$4,518,899
Ending	6,128,664	7,022,846	4,518,899	2,897,596
NET OPERATIONS	\$6,128,664	\$7,022,846	\$5,657,524	\$2,897,596

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Fees	\$11,651,660	\$11,540,787	\$14,502,833	\$14,229,027
Miscellaneous/Other	68,774	97,341	12,589	61,000
TOTAL	\$11,720,434	\$11,638,128	\$14,515,422	\$14,290,027

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Personnel Services	\$25,407	\$25,859	\$27,909	\$25,016
Contractual Services	10,073,651	10,717,837	15,851,035	15,884,514
Commodities	802	250	1,800	1,800
TOTAL	\$10,099,860	\$10,743,946	\$15,880,744	\$15,911,330

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→ The 2020 Adopted Budget for Healthcare increases four percent over the 2019 rate for employer and employee contributions.

Other Funds

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This fund provides money to reimburse the city from insurable losses not otherwise insured. No additional funding is being allocated except for interest income, and the only budgeted expenses are for a portion of an actuarial study.

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Beginning	\$373,459	\$375,348	\$380,252	\$393,332
Ending	375,348	380,252	393,332	406,412
NET OPERATIONS	\$375,348	\$380,252	\$393,332	\$406,412

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Special Assesment	\$0	\$25	\$0	\$0
Miscellaneous	1,889	4,888	14,580	14,580
TOTAL	\$1,889	\$4,913	\$14,580	\$14,580

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Contractual Services	-	9	1,500	1,500
TOTAL	\$0	\$9	\$1,500	\$1,500

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→ There are no significant changes to the 2020 Adopted Budget for the Risk Management Reserve Fund.

Other Funds

Unemployment Compensation Fund

This fund accounts for assessments made against compensation paid to city employees, to be used only to reimburse the State for unemployment compensation payments. Funding is allocated from city departments at a rate of .1% on employee wages.

2020 Adopted Budget for the Unemployment Fund

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Beginning	\$265,916	\$212,936	\$183,432	\$120,327
Ending	212,936	183,432	120,327	59,719
NET OPERATIONS	\$318,896	\$242,440	\$120,327	\$59,719

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Fees	\$67,836	\$70,327	\$68,125	\$71,087
TOTAL	\$67,836	\$70,327	\$68,125	\$71,087

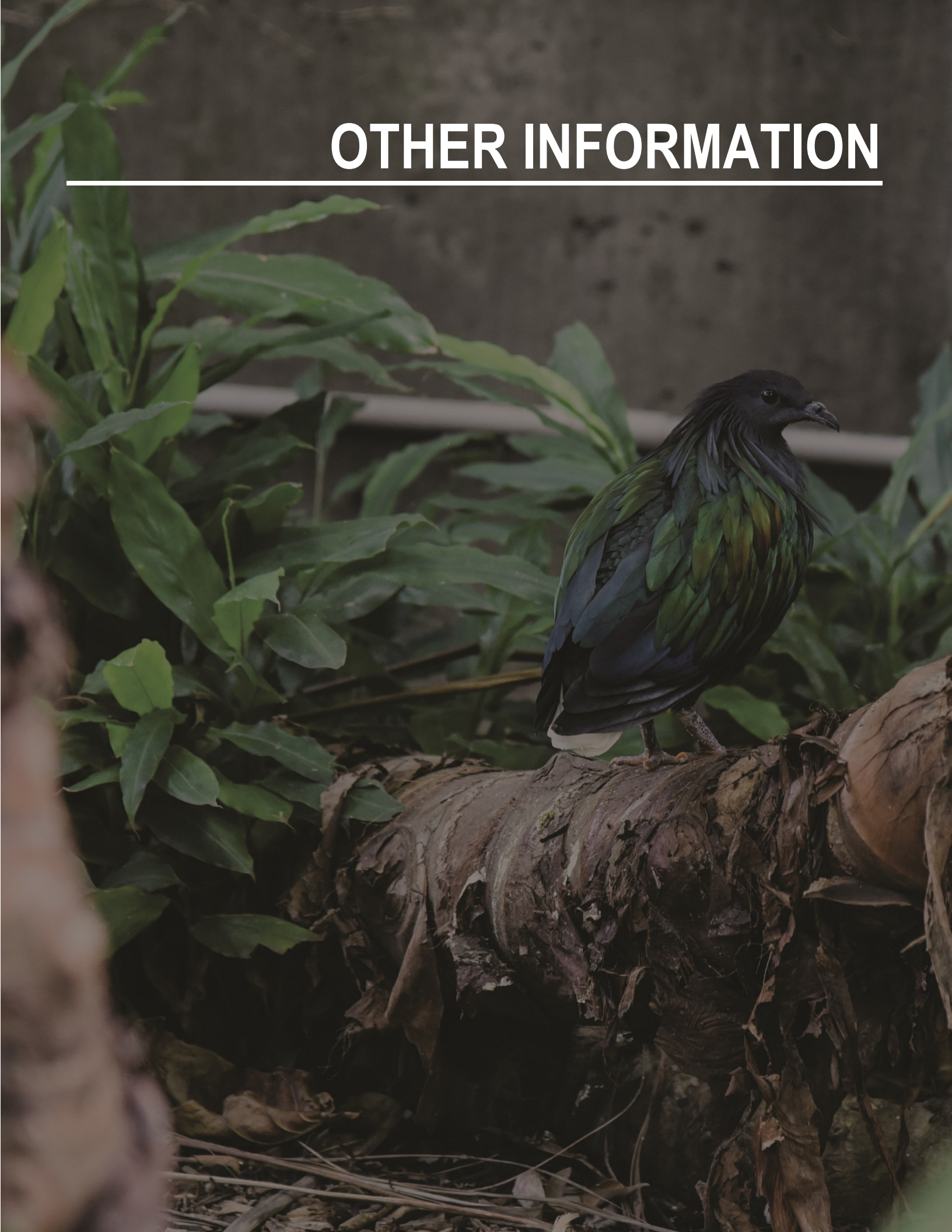
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Contractual Services	14,856	40,823	131,231	131,695
TOTAL	\$14,856	\$40,823	\$131,231	\$131,695

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→ There are no significant changes to the 2020 Adopted Budget for the Unemployment Fund.

OTHER INFORMATION



The City of Topeka relies on formal policies, state law and established financial principles to guide its budgeting and financial practices. It also has policies established in accordance with GAAP and other best practices. These policies set forth the basic framework for the overall fiscal management of the City. The financial policies provide guidelines for evaluating both current activities and proposals for future programs. Most policies and procedures represent long-standing principles, traditions, and practices that guide the City and help to maintain its financial stability. The City continues to review and establish financial policies. The City Council adopted policies for capital improvements and debt management in 2004, and plans to update these policies in the near future. It also adopted a resolution requiring a structurally balanced General Fund budget beginning in 2006. These and other financial policies are to be reviewed annually and are available online at <http://www.topeka.org>.

Basis of Budgeting. In 2015, the City's annual operating budget is prepared using the cash basis of budgeting for the budget and modified accrual accounting. Under the modified accrual basis of accounting, revenues are recognized only when they become measurable and available to finance expenditures of the fiscal period. Expenditures are recognized when the liability is incurred. The city accounts for governmental funds which includes the General and Debt Service Funds, based on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when obligated to the City and expenditures are recognized when the liability is incurred.

Budgeting, Accounting and Audit Practices. Kansas law prescribes the policies and procedures by which the cities prepare annual budgets. By August 25th of each year, prior to commencement of the new fiscal year on the following January 1st, the governing body of the City must adopt a budget, which is filed with the County Clerk and the State Director of Accounts and Reports. The budget itemizes anticipated revenues and proposed expenditures, detailed by program and object of expenditures, for the next fiscal year. Funds must be balanced so that total resources equal obligations in accordance with Kansas law (K.S.A. 79-2927), which requires that, "The budget of expenditures for each

fund shall balance with the budget of revenues for such fund....". The level of budgetary control or expenditure limit is at the fund level, except for the General Fund which also has established expenditure limits for each Department financed. However, statutes allow for the transfer of budgeted amounts between line items within a fund. Departments are responsible for managing their budgets to the fund or department total level. The City maintains a financial and budgetary control system. Expenditures and revenues are tracked to ensure adherence to the budget and awareness of the financial environment. Monthly reports are prepared that compare actual revenues and expenditures to budgeted amounts and provide a picture of the City's cash position.

Timing and Amendment Process. Kansas statutes require that the budget be prepared for the next fiscal year by August 1st of each year. The proposed budget must then be published along with a notice of public hearing on or before August 5th. The public hearing is held by August 15th, but must be at least ten days after publication. The budget is to be adopted on or before August 25th. The statutes allow for the governing body to increase the originally adopted budget if that increase is financed with previously unbudgeted revenue other than ad valorem property taxes. A notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication, the hearing may be held and the City Council may amend the budget.

The Kansas State Legislature enacted a cash basis law in 1933 which states in part that it is unlawful, except where bonds, temporary notes, or no-fund warrants are authorized, "for the governing body of any municipality to create any indebtedness in excess of the amount of funds actually on hand in the treasury of such municipality, or to authorize the issuance of any order, warrant or check, or other evidence of such indebtedness of such municipality in excess of the amount of funds actually on hand in the treasury of such municipality at the time for such purpose." The purpose of the cash basis law is to prevent municipalities from spending more than they receive annually in operating revenues, and to prevent the issuance of short-term debt to cover operating expenditures.

Kansas statutes and regulations of the Kansas Board of Accountancy provide for municipal accounting in conformance with generally accepted accounting principles (GAAP). Separate funds are maintained by the City for specific purposes and projects, in compliance with GAAP, State laws and regulations, bond covenants, tax levies, grant agreements and City ordinances and resolutions. The City prepares a Comprehensive Annual Financial Report (CAFR), disclosing the financial position, results of operations, and changes in fund equities or retained earnings for all funds and account groups in accordance with GAAP. An independent firm of certified public accountants performs annual audits of this information. The audited CAFR is filed in the Office of the City Clerk and with the Nationally Recognized Municipal Securities Information Repositories (NRMSIRs), among other agencies.

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Investment Policy. The City of Topeka recognizes that effective cash management is an integral component of good financial management. It shall be the policy of the City that funds deemed idle, based on projected cash flow, be invested in a manner that seeks to maximize their productivity until such time as they are needed for the operations of the City. The City's investment portfolio shall be designed and managed in accordance with this policy to ensure public trust and be consistent with state and local laws. Investments shall be at the highest rates obtainable at the time of the investment, within the limitations of the law and the city's prudent investment policy in accordance with the following criteria.

Safety: Safety of principal will be the foremost objective of the investment program for the City of Topeka. Each investment will be made in a manner, which ensures the preservation of capital in the portfolio.

Liquidity: The City of Topeka shall remain sufficiently liquid so as to meet all operating needs and expenses. The City will consider liquidity as a priority, while still recognizing the need to maximize yield.

Return on Investment: The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints, state statutes, cash flow needs of the City. Investments shall be made at the highest rates obtainable at the time of investment, within the limitation of the law and the City's prudent investment policy.

Diversification: Market risk shall be minimized by diversification of investment types. The City shall diversify (where prudent judgment dictates) its investments so that reliance on any one issuer (financial institution) or investment type will not place an undue burden on the City.

The investment policy also outlines safeguards, investment procedures, legal authority and other procedures related to the prudent investment of funds.

Capital Improvement Policy and Procedure. The Capital Improvement Policy provides a guideline and methodology for the development of the City's five-year capital improvement plan. The first three years of the Capital Improvement Plan (CIP) will consist of projects adopted as part of the Capital Improvement Budget (CIB). The first year of the CIB contains projects that will be initiated and completed during the proposed operating budget year. The second and third year projects are those for which plans are prepared for implementation. The projects in the following two years are those planned for implementation as they move towards the CIB. Thoughtful planning is essential for all departments submitting CIP requests. The Capital Improvement Policy includes definitions of a capital improvement project and other terms. It provides the following review principles to be followed in the adoption of the CIP.

1. The property tax levy for capital improvements should be maintained at a relatively consistent level from year to year. If movement either upward or downward becomes necessary, it should be done gradually.
2. When considering a consistent capital improvement property tax levy, the City should include the property tax requirements for debt service as well as for projects financed by direct appropriation or other means.
3. The City should maximize utilization of all Federal and State revenue sources for capital improvements.
4. The CIP is viewed as a long-term program that will continually address capital requirements far into the future. The use of long-term debt should be minimized, allowing the City to put money into actual projects that benefit Topeka residents and businesses rather than into interest payments to financial institutions and bond holders. The City should issue debt only for major capital projects and not try to finance the entire capital program with debt.
 - Bonds should not be used to fund operating projects or costs.
 - Bonds should not be used to fund any project whose expected life does not exceed the maturity on the bonds.
 - To the extent practicable, bonded indebtedness should be considered only for major capital projects where the City share is a minimum of \$100,000.

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5. Approved capital improvement projects should have a funding plan for maintenance and operating costs identified in the project description and project budget. When feasible, priority should be given to those that will result in a reduction in operating costs.
6. The City should not acquire and hold land that is not needed for existing or near future City purposes. Land for projects that are not part of the approved five-year Capital Improvement Plan should not be acquired, except as part of a long-range annexation plan or other adopted plan.
7. Unless otherwise mandated by City ordinances, revenues derived from the sale and lease of surplus City real properties should be dedicated to the Capital Improvement Program and programmed after receipt by the City.
8. Enterprise funds should generate sufficient revenue to finance operations and related capital projects including debt service.
9. The City should fully investigate alternative financing sources for its capital projects, but should use such sources only if it can be clearly shown that they are in the best interests of the City.
10. The City should maximize utilization of current facilities and should give higher priority to maintaining present facilities and infrastructure over new construction where feasible.
11. In order to increase the long-term use of a City facility, as much flexibility as is consistent with operating efficiency should be built into all new or renovated facilities projects that the City undertakes.
12. Inflation factors for all projects in the capital improvement program should be considered each year and appropriate adjustments made to all project estimates.
13. All projects shall be reviewed by the CIP Review Committee for a recommendation to the City Manager and City Council.

In accordance with the definition of a capital improvement, City Departments submit capital improvement requests for each five year period of the Capital Improvement Budget and Plan. Projects are to be submitted by priority and year. The CIP Review Team, which is a cross-departmental group, will then review all projects and rank them based on established Capital Project Criteria (listed below). These rankings will be provided to the City Manager for use in determining the City Manager's recommended CIP. The Public Works City Engineer and the Budget Manager will prepare a status report of prior approved projects. This status review allows the City Manager and City Council the opportunity to stay informed of these projects. Individual requests and a compilation are forwarded to the City Planning Commission for their review and input to the City Manager and City Council. The City Manager reviews the capital improvement project requests, considers the recommendations of the Planning Commission, if available, and develops the City Manager's Proposed CIP. The Proposed CIP is presented to the City Council, which reviews the document and makes changes as it deems necessary. The City Council has the final responsibility to adopt the CIB and CIP.

The following criteria will be used by the CIP Review Team to evaluate capital projects. Each project is measured accordingly and a score assigned.

- Fiscal Impact
- Health, Safety, and Environment
- Economic Viability and Return on Investment
- Comprehensive Plan and Smart Growth

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Debt Management Policy. The purpose of the debt management policy is to establish debt issuance management guidelines. The policy is applicable to all debt financing for the City of Topeka. The City of Topeka projects debt requirements on a five-year basis to facilitate better short-term decisions in light of other priorities that may arise and to examine the long-range implications and effects of existing and contemplated debt. The City does not fund current operations or routine maintenance costs from the proceeds of long-term debt. The City confines long-term borrowing and capital leases to capital acquisitions, improvements, projects, or equipment that cannot be financed from current financial resources, under the following circumstances:

- The project is included in the City's Capital Improvement Budget;
- The project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the City;
- The project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing;
- Existing or projected revenues are sufficient to service the planned debt;
- The cost of the asset or assets financed would place an undue burden on today's current tax- or rate-payers if financed on a pay-as-you-go basis; or
- The use of debt is necessary to promote the stability over time of the City's property tax demands or user fee levels

In an effort to conserve statutorily limited debt capacity, the City borrows only when necessary and uses "pay-as-you-go" financing to the extent possible. The City intends to maintain its overall debt burden within the following generally accepted benchmarks as established for municipalities by municipal debt rating agencies:

- Net debt *per capita* should remain under nine hundred fifty dollars (\$950).
- Net debt as a percentage of estimated assessed value of taxable property within the City's corporate limits should not exceed thirteen percent (13%). The ratio of debt service expenditures as a percent of governmental fund expenditures should not exceed fourteen percent (14%).
- The debt *per capita* as a percentage of personal income *per capita* should not exceed five percent (5%).
- The City strives to achieve, and maintain a General Fund "Fund Balance" equal to no less than ten percent (10%) of General Fund "Revenue" for the next year.

The City strives to achieve, maintain, and, whenever possible, improve its bond credit ratings, currently assigned by Standard & Poor's Ratings Services for GO and Temp Notes, and Moody's Rating Services for Revenue Bonds. Ratings as of Fall 2016 are: General Obligation Bonds "AA"; General Obligation Temporary Notes rated "SP -1", and Revenue Bonds rated "Aa3". The City understands that such ratings will facilitate the achievement of favorable interest rates in, and the preservation of its access to, the credit markets.

In general, the City adheres to the following debt guidelines:

- When measuring its commitment to its infrastructure and related service delivery potential, the City addresses both its capital needs and its operating and maintenance requirements.
- In the case of capital needs, when measuring inter-period equity, the City considers the allocation of any debt burden among generations that will benefit from the financed capital assets, as well as the need to distribute the financing burden over appropriate fiscal periods.
- The City uses a "level debt service" strategy as a means to equalize the burden of its debt service assessment over time. This approach provides a slightly declining percentage of budget over time, presuming a gradually increasing budget.
- The City maintains a minimum ratio of Combined Utility Fund revenues to annual total revenue bond debt service requirements of 125%, and maintain operating reserves of 90 days.

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- The City strives to keep the average maturity of its general obligation bonds at or below fifteen (15) years.
- When the City finances capital projects by issuing bonds, it will amortize the debt over a term not to exceed the average useful life of the projects being financed.

The City shall review at least annually its outstanding debt for economic refunding opportunities. The City shall evaluate refunding opportunities on a net present value savings basis, considering for execution those refunding opportunities that stand to produce present value savings as a ratio of refunded principal of no less than 3%, 5% and 7% for current, advance and synthetic refundings, respectively. Refunding or restructuring opportunities that do not meet these minimum savings thresholds, but are otherwise determined to produce substantive economic, strategic, budgetary or other material benefits to the City may be considered. Unless an alternative structure is deemed to serve a particularly prudent, economical or strategic purpose, refunding savings shall be structured substantially evenly over the life of the refunded bonds, or in a manner to reduce the terms of the bond repayment cycle.

Capital acquisitions, improvements, equipment, and projects are categorized into either "pay-as-you-go" or "debt financing" classifications. The City shall evaluate each project to determine the most affordable and/or advantageous method of financing with consideration for the following principles. In general, pay-as-you-go capital projects shall be characterized by a cost of no more than \$125,000, an asset life of no more than five years, or an improvement that is expected to extend the useful life of an existing capital asset by no more than five years. Debt financing capital projects shall generally be restricted to major, non-recurring capital expenditures for assets or asset improvements costing in excess of \$125,000 and having an expected useful life in excess of five years.

The City confines long-term debt financing to capital items with useful lives of ten or more years, which cannot be financed from current revenues or fund equity. When appropriate, the City uses special assessment taxes or other user-based revenue sources to pay the costs of related debt financing, so that those benefiting from the improvements will absorb all or most of the cost of the capital item being financed.

The City uses State Revolving Fund (SRF) Loan programs in lieu of revenue bond financing for utility projects whenever such funds are available at more favorable rates. The City continues to monitor bond rating agency concerns with overall utility debt levels when participating in the SRF program.

The City will continue to comply with SEC Rules by disclosing and updating its financial information to nationally recognized municipal securities information repositories, bondholders, and appropriate municipal debt rating agencies. The City will continue to follow a policy of full disclosure in its Comprehensive Annual Financial Report (CAFR) and in its bond offering documents.

The Debt Management Policy also lays out guidelines for debt administration and financing procedures and methods. This includes investment and arbitrage, use of an independent financial advisor, temporary note financing, conduit financings and communication with credit rating agencies.

CAPITAL IMPROVEMENT PLAN OVERVIEW

CIP Introduction and Process

Beginning with the 2015 Capital Improvement Plan (CIP), the Council was asked to adopt the CIP *before* the annual budget process, and to approve a three-year budget. This gives departments a three-year picture for capital project planning. It is noted that appropriations can only be made on an annual basis. In order to realize better financial planning, this is the second CIP that utilizes a 10 year time-frame as opposed to 5 years.

The following pages represent a summary of projects scheduled to commence during the 2020 - 2024 budget years. In addition, tables showing the adopted five-year Capital Improvement Plan as well as an additional 5 years of projects in list form are included. The Council's action in approving the Capital Budget authorizes staff to begin preliminary work on these projects. Incorporated in this year's adoption of the CIP are individual project sheets. If the CIP and corresponding resolution are approved, then expenditures for the projects included in this document are authorized and construction work can begin when the revenue source is available. For projects financed with General Obligation (G.O.) bonds, the project budget, bond resolution, and bond ordinance provide the legal authority to issue bonds.

G.O. bonds have been the primary method of financing for most projects outside of the enterprise operations. Beginning with the 2006-2010 CIP, the City Manager recommended a citywide target of \$9,000,000 for G.O. bond projects each year, which had been roughly equivalent to the amount of principal paid each year. The City Council codified this target in 2016 as a 3 year \$27 million cap which would amount to an average of \$9 million over each of the Capital Improvement Budget's 3 years.

Project Definition

Capital improvement projects meeting one of the following criteria shall be included in the CIP Process:

- Real property acquisition.
- Construction of new facilities and additions to existing facilities costing a minimum of \$50,000.
- Remodeling/repair of the interior/exterior of any facility exceeding \$25,000.
- Infrastructure project.
- Information technology projects costing a minimum of \$50,000.

Impact of Capital Improvement Projects on the Operating Budget

The projects approved for 2020-2029 are a mixture of new construction or expansion and projects that involve maintenance or rehabilitation and repair of existing facilities.

The majority of projects are related to the rehabilitation and repair category. In these cases, the impact on the operating budget comes from a reduction in the demand for maintenance. However, these savings are not easily quantified as the remaining infrastructure is another year older and in need of increased maintenance.

Projects will have an impact on future operating budgets by either increasing or decreasing overhead costs like utilities. For example, improving neighborhood infrastructure should decrease operations and maintenance costs in the operating public works budget by improving the existing infrastructure.

Project Prioritization Process

Projects in the CIP must be prioritized in line with City priorities. Currently, there exists a higher project need than there are funds available to meet those needs. In order to address this gap and present a CIP in line with City priorities, staff conduct rigorous prioritization efforts.

Leveraging technical expertise and institutional knowledge, departments prioritized CIP projects and submitted them to the Finance Department. The Finance Department analyzed projects for financial prudence and met with the full CIP Committee to create the proposed CIP.

The recommended CIP is considered by the Planning Commission for compliance with the City's Comprehensive Plan, and the City Manager reviews the CIP for compliance with the City's strategic goals.

Completed CIP Projects

Staff provides quarterly updates to Council on Public Works and Utilities Projects.

2020-2029 CIP Calendar

Item	Date
Staff Submits 2020-2019 CIP Requests	Dec. 2018
CIP Approved by Planning Commission	2/18/2019
CIP Presented to City Council	2/9/2019
Resolution and Project Budgets	4/16/2019
Approved by Council	

TYPES OF PROJECTS

Types of Projects

Capital projects in the CIP are sorted by alignment with City priorities. In the case that a project may fit into several categories, the dominant type is chosen and represented below. For example, bike lanes may be considered both Streets and Quality of Life but are included in “Streets” below. Types of projects include:

Neighborhoods 2020-2024 CIP: \$13,150,000 (3%)

These are projects that improve infrastructure within neighborhoods. This includes streets, curbs, gutters, alleys, and sidewalks. The neighborhood projects are selected annually to leverage Stages of Resource Targeting (SORT), Community Development Block Grant (CDBG), and HOME Investment Partnership funds.

Funding sources—G.O. bonds, Federal funds, and Utility funds

Public Safety 2020-2024 CIP: \$19,652,556 (5%)

These are projects that improve public safety. This includes the purchase of Fire Apparatus and Fire Stations improvements.

Funding sources—G.O. bonds and Cash

Traffic 2020-2024 CIP: \$6,055,000 (2%)

These are projects that improve traffic signals and traffic safety.

Funding source—G.O. Bonds

Facilities 2020-2024 CIP: \$27,016,920 (7%)

These are projects that improve City facilities.

Funding sources - G.O. Bonds and Cash

Streets 2020-2024 CIP: \$129,538,000 (32%)

These are projects that improve streets. This includes maintenance of existing streets, construction of new streets, sidewalk maintenance, snow removal, bike lanes, streetscape improvements, alley repair, and curb and gutter repair.

Funding sources—G.O. bonds, Federal funds, Citywide Half-Cent Street Sales Tax, and Countywide Half-Cent Sales Tax

Quality of Life 2020-2024 CIP: \$20,641,000 (5%)

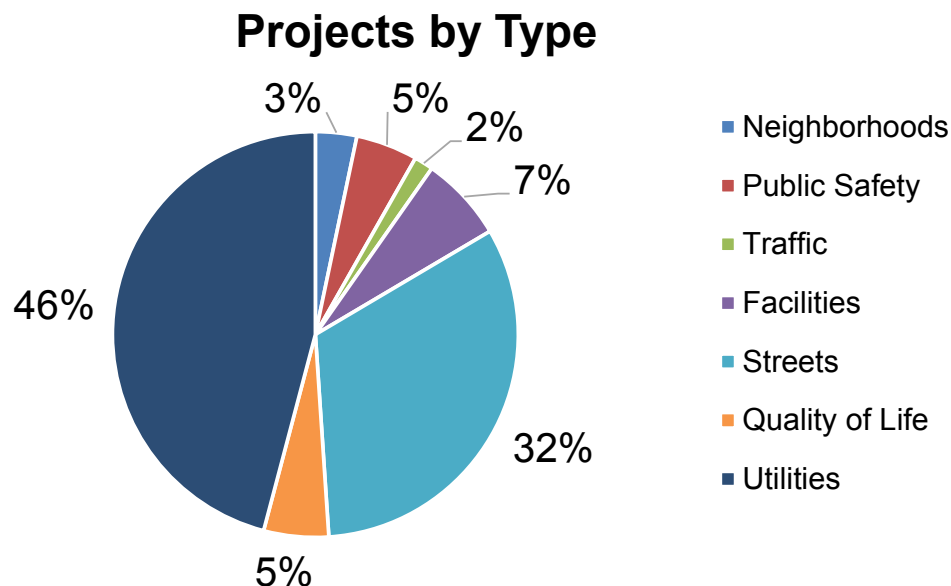
These are projects that improve quality of life. This includes improvements to the Topeka Zoo.

Funding sources—G.O. bonds, Countywide Half-Cent Sales Tax, and Cash

Utilities 2020-2024 CIP: \$183,240,031 (46%)

These are projects that improve or expand utility infrastructure.

Funding Sources—Cash from the Water, Wastewater, and Stormwater funds and Revenue Bonds



FUNDING SOURCES

Funding Source Definitions

Traditionally, the CIP utilizes a variety of funding sources. Major funding sources include:

G.O. Bonds 2020-2024 CIP: \$57,816,277 (14%)

General Obligation (G.O.) bonds are used to finance major capital projects with an expected life of 10 or more years. A general obligation bond is secured by the City's pledge to use any legally available resources, including tax revenue, to repay bond holders. The City uses a portion of the property tax levy to finance the debt service payments.

Revenue Bonds 2020-2024 CIP: \$183,240,031* (46%)

The Water, Water Pollution Control, and Stormwater funds are enterprise funds, which are supported by fees for service rather than by taxes. Revenue bonds are a type of loan in which the loan is repaid with revenues from the enterprise, not by contributions from the General Fund. These loans are used to increase plant capacity and modernize the system.

**Will not bond full amount if cash is available.*

Citywide Half-Cent Street Sales Tax 2020-2024 CIP: \$78,063,000 (20%)

This is funded by a voter approved half-cent sales tax initiative. It is dedicated to maintenance and repair and cannot be used for new street construction. The tax collects approximately \$14.7 million per year.

Countywide Half-Cent Street Sales Tax 2020-2024 CIP: \$39,610,000 (10%)

This is funded by a voter approved half-cent sales tax initiative. These projects represent what is proposed to be completed with the second round of funds collected from 2017-2031.

Federal Funds 2020-2024 CIP: \$7,050,000 (2%)

Funds received from the Federal government.

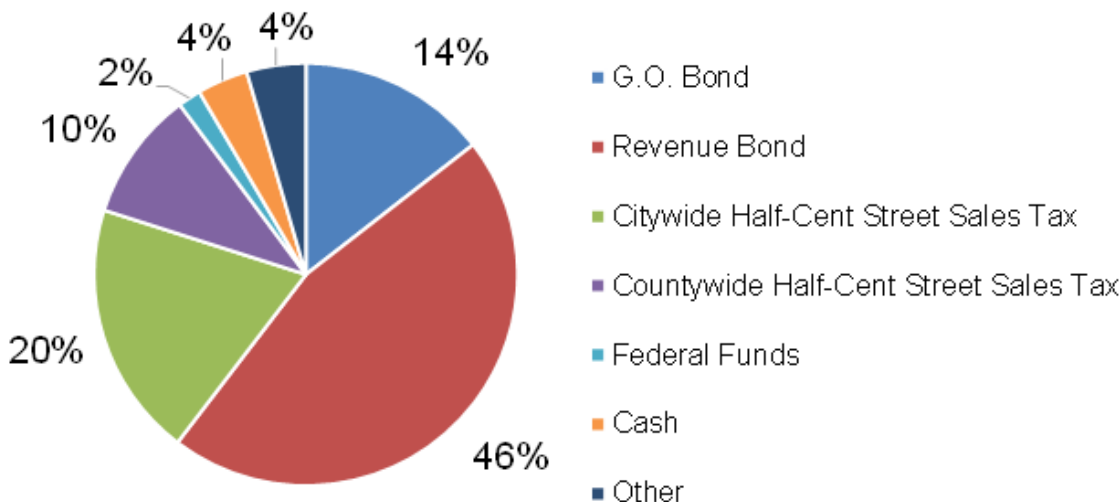
Cash 2020-2024 CIP: \$15,486,559 (4%)

When available and appropriate, the General Fund and enterprise funds pay for capital projects directly out of the operating budgets.

Other 2020-2024 CIP: \$18,027,640 (4%)

Sources include parking fund, Information Technology (I.T.) fund, and Donations.

Projects by Funding Source



SUMMARY OF PROJECTS BY FUNDING SOURCE

[illegible]

		Capital Improvement Budget			Capital Improvement Plan		
		Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Adopted 2024	5 Year Total
General Obligation Bond Projects							
Facilities							
Facilities Improvements, Repair, and Maintenance Program	131068.00	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$11,500,000
Subtotal Facilities		\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$11,500,000
Neighborhoods							
Infill Sidewalk/Ped Master Plan 2020	241058.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Neighborhood Infrastructure Program 2020	601106.00	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$8,500,000
Subtotal Neighborhoods		\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$11,500,000
Public Safety							
Apparatus - Aerial (1501)	801023.00				\$1,665,000		\$1,665,000
Apparatus - Truck (1440)	801440.00					\$906,250	\$906,250
Apparatus - Truck (1441)	801441.00					\$906,250	\$906,250
Apparatus - Engine (1437)	801004.00			\$850,000			\$850,000
Fire Station #14	131037.00				\$5,776,261		\$5,776,261
Hazmat Vehicle (1136)	801022.00				\$850,725		\$850,725
TPD Firearm Range Overhead Roof + Baffle System	131064.00					\$980,791	\$980,791
Apparatus - Engine (1436)	801007.00		\$820,000				\$820,000
Apparatus - Engine (1439)	801007.02		\$820,000				\$820,000
Apparatus - Engine (1438)	801004.02			\$850,000			\$850,000
Subtotal Public Safety		\$0	\$1,640,000	\$1,700,000	\$8,291,986	\$2,793,291	\$14,425,277
Street							
NW Tyler Street, NW Beverly Street to NW Paramore Stree	701034.00					\$100,000	\$100,000
Replacement of Medians	601099.00				\$300,000	\$300,000	\$600,000
South Kansas Avenue (1st Street - 6th Street)	701024.00				\$50,000	\$50,000	\$100,000
SW 10th Avenue - SW Fairlawn Road to SW Wanamaker Ro	701015.00	\$1,500,000	\$1,500,000				\$3,000,000
SW 10th Avenue from Wanamaker to SW Gerald Lane	701023.00		\$150,000	\$50,000	\$1,365,000		\$1,565,000
SW Fairlawn Road from 23rd Street to 29th Street	701040.00					\$300,000	\$300,000
SW Huntoon Street, SW Executive Drive to SW Urish Road	701029.00				\$350,000	\$250,000	\$600,000
SW Urish Road, SW 21st Street to SW 29th Street	701030.00				\$450,000	\$350,000	\$800,000
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00		\$500,000	\$500,000			\$1,000,000
SW Gage Blvd from 37th to 45th	701041.00	\$100,000	\$2,400,000				\$2,500,000
Wayfinding Signs Package B	861022.00	\$250,000					\$250,000
Citywide Infrastructure Program 2020	601108.00	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Complete Street Program 2020	601109.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Subtotal Street		\$2,200,000	\$4,900,000	\$900,000	\$2,865,000	\$1,700,000	\$12,565,000
Traffic							
Downtown Traffic Signal Coordination	141025.00	\$290,000					\$290,000
Traffic Signal Replacement Program 2020	141028.00			\$885,000	\$885,000	\$885,000	\$2,655,000
Traffic Signal LED Upgrade Program	141029.00	\$80,000	\$80,000	\$80,000			\$240,000
Traffic Safety Program	601107.00	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$1,100,000
Subtotal Traffic		\$590,000	\$300,000	\$1,185,000	\$1,105,000	\$1,105,000	\$4,285,000
Quality of Life							
Weir Retrofit Chute	281058.01	\$3,541,000					\$3,541,000
Subtotal Quality of Life		\$3,541,000	\$0	\$0	\$0	\$0	\$3,541,000
Annual Total GO Bond Projects		\$10,931,000	\$11,440,000	\$8,385,000	\$16,861,986	\$10,198,291	\$57,816,277
TOTAL GO Bond Projects in CIB	\$30,756,000						
Total Aggregate Target for CIB	\$33,000,000						
Difference Target to Subtotal	\$2,244,000						

Other Funding Sources							
Cash							
Asset Inventory/ Geospatial Updates	861020.00	\$250,000	\$200,000	\$200,000	\$150,000		\$800,000
Fire Portable Radios	801015.00				\$150,000	\$150,000	\$300,000
Fire Station #14	131037.00				\$200,000		\$200,000
Geocortex Implementation	801017.00	\$59,280			\$100,000		\$159,280
GPS Based Automobile Vehicle Location and Preemption Sy	861015.00	\$150,000	\$150,000	\$50,000	\$50,000		\$400,000
Rescue Vehicle (1317)	801024.00				\$225,000		\$225,000
SE 29th Street/Kansas Turnpike Authority Interchange	701017.00	\$500,000					\$500,000
Fleet Replacement Program	861018.00					\$4,500,000	\$4,500,000
Integrated Document Management System	861019.00		\$300,000	\$200,000			\$500,000
Facilities Maintenance and Repair	131071.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Electric Vehicle Charging Stations	801027.00				\$65,000	\$65,000	\$130,000
Body Worn Camera/Taser Equipment Replacement Plan	801021.01	\$245,545	\$245,545	\$245,545	\$257,822	\$257,822	\$1,252,279
Traffic Signal Replacement Program 2020	141028.00	\$685,000	\$685,000				\$1,770,000
Police Department Fleet Replacement	801020.01	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,250,000
Subtotal Cash		\$3,039,825	\$2,730,545	\$1,645,545	\$2,147,822	\$5,922,822	\$15,486,559

			Capital Improvement Budget			Capital Improvement Plan		
			Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Adopted 2024	5 Year Total
County Sales Tax								
12th Street (2 lanes) - Gage Boulevard to Kansas Avenue	701016.00	\$650,000		\$4,250,000	\$4,250,000	\$3,780,000		\$12,930,000
Huntoon (2 Lanes) Gage to SW Harrison	701028.00					\$100,000	\$400,000	\$500,000
SE California Avenue - SE 37th Street to SE 45th Street	701021.00	\$500,000		\$250,000	\$5,250,000			\$6,000,000
SW 17th Street MacVicar to Interstate 470	701025.00			\$850,000	\$500,000	\$4,450,000	\$4,450,000	\$10,250,000
Pavement Preventative Maintenance Pgrm	601093.00	\$3,330,000						\$3,330,000
Bikeways Master Plan 2020	861026.00	\$500,000			\$500,000		\$500,000	\$1,500,000
Topeka Zoo Master Plan	301047.00	\$750,000		\$1,000,000	\$450,000		\$2,900,000	\$5,100,000
Subtotal County Sales Tax		\$5,730,000		\$6,350,000	\$10,950,000	\$8,330,000	\$8,250,000	\$39,610,000
City Sales Tax								
ADA Sidewalk Ramp Program	241049.00	\$300,000		\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Curb & Gutter Replacement Program 2020	841057.00	\$1,500,000		\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
NW Tyler Street - NW Lyman Road to NW Beverly Street	701019.00	\$349,333		\$159,333	\$1,689,334			\$2,198,000
Pavement Management Rehabilitation & Reconstruction Ph	841060.00	\$11,500,000		\$10,000,000	\$9,600,000	\$9,300,000	\$8,300,000	\$48,700,000
S. Kansas Avenue from 10th Street to 17th Street	701037.00						\$250,000	\$250,000
S. Topeka Blvd from 21st Street to 29th Street	701031.00					\$100,000	\$1,580,000	\$1,680,000
S. Topeka Blvd from 29th Street to 37th Street	701038.00						\$220,000	\$220,000
SE 29th Street from Kansas Avenue to Adams Street	701039.00						\$220,000	\$220,000
SE Quincy Street from 6th to 8th	601070.00	\$300,000						\$300,000
SE Quincy Street from 8th Street to 10th Street	601098.00				\$90,000	\$50,000	\$860,000	\$1,000,000
Sidewalk Repair Program	241050.00	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
South Kansas Avenue (1st Street - 6th Street)	701024.00					\$100,000		\$100,000
Street Contract Preventative Maintenance Program (Micro	841059.00			\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$8,000,000
SW 10th Avenue - SW Fairlawn Road to SW Wanamaker Ro	701015.00	\$1,455,000		\$1,155,000				\$2,610,000
SW 29th Street from Topeka Blvd to Burlingame Road.	701032.00					\$75,000		\$75,000
SW Gage Blvd. from I-70 to 6th Street	601100.00					\$75,000	\$860,000	\$935,000
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00	\$25,000		\$500,000	\$500,000			\$1,025,000
Alley Repair Program 2020	841058.00	\$250,000		\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Subtotal City Sales Tax		\$15,779,333		\$15,964,333	\$16,029,334	\$13,850,000	\$16,440,000	\$78,063,000
Donations								
Topeka Zoo Master Plan	301047.00	\$4,250,000		\$2,000,000	\$1,150,000		\$3,100,000	\$10,500,000
Subtotal Donations		\$4,250,000		\$2,000,000	\$1,150,000	\$0	\$3,100,000	\$10,500,000
Federal Funds								
Bridge Deck Patching and Polymer Overlay	121006.00			\$1,200,000				\$1,200,000
Bridge on SE 29th Street over Butcher Creek	121005.00				\$150,000	\$850,000		\$1,000,000
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00	\$1,100,000		\$1,100,000				\$2,200,000
Bridge Maintenance Program 2020	121010.00	\$200,000		\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Neighborhood Infrastructure Program 2020	601106.00	\$330,000		\$330,000	\$330,000	\$330,000	\$330,000	\$1,650,000
Subtotal Federal Funds		\$1,630,000		\$2,830,000	\$680,000	\$1,380,000	\$530,000	\$7,050,000
IT Fund								
Computer Upgrade - 2	IS-2018-002	\$15,000		\$15,000				\$30,000
Computer Upgrade - 3	IS-2019-003	\$15,000		\$15,000	\$15,000			\$45,000
Computer Upgrade - 4	IS-2020-007	\$15,000		\$15,000	\$15,000			\$45,000
Data Back-up System Replacement	IS-2017-007	\$62,500						\$62,500
Data Back-up System Replacement - 2	IS-2020-008	\$75,000		\$75,000	\$75,000	\$75,000		\$300,000
Desktop Computer Replacement	IS-2017-005	\$83,250						\$83,250
Fire Department Mobile Data Terminal Upgrade	IS-2020-003	\$31,250		\$31,250	\$31,250	\$31,250		\$125,000
Microsoft Enterprise Agreement	IS-2019-002	\$225,000						\$225,000
Network Switch Upgrade - Phase-1	IS-2019-001	\$125,000		\$125,000	\$125,000			\$375,000
Network Switch Upgrade - Phase-2	IS-2020-001	\$21,878		\$21,878	\$21,878	\$21,878		\$87,512
Police Department Mobile Data Terminal Upgrade Phase-1	IS-2020-004	\$56,250		\$56,250	\$56,250	\$56,250		\$225,000
Police Department Mobile DataTerminal Upgrade Phase-2	IS-2020-005	\$25,000		\$25,000	\$25,000	\$25,000		\$100,000
Security Systems Replacement	IS-2017-006	\$52,500						\$52,500
Security Systems Replacement - 2	IS-2020-002	\$65,000		\$65,000	\$65,000	\$65,000		\$260,000
Storage Area Network Upgrade	IS-2020-006	\$162,500		\$162,500	\$162,500	\$162,500		\$650,000
Microsoft Azure	IS-2018-001	\$150,000						\$150,000
Computer Upgrade - 032	IS-2021-001			\$23,000	\$23,000	\$23,000	\$23,000	\$92,000
Microsoft Enterprise Agreement - 2021	IS-2021-004			\$225,000	\$225,000	\$225,000		\$675,000
Data Back-up System Replacement - 2021	IS-2021-002			\$75,000	\$75,000	\$75,000		\$225,000
Computer Upgrade - 037	IS-2022-001				\$23,000	\$23,000	\$23,000	\$69,000
Computer Upgrade - 038	IS-2022-002				\$23,000	\$23,000	\$23,000	\$69,000
Computer Upgrade - 039	IS-2022-003				\$23,000	\$23,000	\$23,000	\$69,000
Network Switch Upgrade - Phase-1 - 2023	IS-2023-001					\$125,000	\$125,000	\$250,000
Police Department Mobile DataTerminal Upgrade Phase-2	IS-2023-002					\$18,000	\$18,000	\$36,000
Data Back-up System Replacement - 2024	IS-2024-001						\$75,000	\$75,000
Fire Department Mobile Data Terminal Upgrade - 2024	IS-2024-002						\$31,250	\$31,250
Network Switch Upgrade - 2024	IS-2024-003						\$21,878	\$21,878
Police Department Mobile Data Terminal Upgrade Phase-1	IS-2024-004						\$56,250	\$56,250
Police Department Mobile DataTerminal Upgrade Phase-2	IS-2024-005						\$25,000	\$25,000
Security Systems Replacement - 3	IS-2024-006						\$65,000	\$65,000
Storage Area Network Upgrade	IS-2024-007						\$162,500	\$162,500
Microsoft Enterprise Agreement - 2024	IS-2024-008						\$225,000	\$225,000
Subtotal IT Fund		\$1,180,128		\$929,878	\$983,878	\$971,878	\$896,878	\$4,962,640

		Capital Improvement Budget			Capital Improvement Plan		
		Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Adopted 2024	5 Year Total
Parking Fund							
512 Jackson Elevator Upgrade	131053.00	\$325,000					\$325,000
Parking Garage Systems	131055.00	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
Parking Facility Capital Repairs	131062.00	\$383,000	\$383,000	\$383,000	\$383,000	\$383,000	\$1,915,000
Subtotal Parking Fund		\$773,000	\$448,000	\$448,000	\$448,000	\$448,000	\$2,565,000
Total Other Sources		\$32,382,286	\$31,252,756	\$31,886,757	\$27,127,700	\$35,587,700	\$158,237,199
Utility Funded Projects							
Storm Water							
2020 Annual Best Management Practices Development& C	501056.00	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
2020 Annual Drainage Correction Program	151033.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
2020 Annual Stormwater Operations Equipment & Fleet M	501057.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
2020 Annual Storm Conveyance System	501037.00	\$2,000,000	\$1,700,000	\$1,625,000	\$1,925,000	\$5,000,000	\$12,250,000
Storm Sewer Repair/rehabilitation: Fairlawn 22nd Park to 2	502730.01				\$1,750,000		\$1,750,000
2020 Annual Levee Asset Repair/Rehab Program	161005.02	\$200,000	\$200,000	\$200,000	\$200,000	\$250,000	\$1,050,000
Subtotal Storm Water		\$3,050,000	\$2,750,000	\$2,675,000	\$4,725,000	\$6,100,000	\$19,300,000
Waste Water							
Neighborhood Infrastructure Program 2020	601106.00	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
2020 Annual Wastewater Plant Operations Equipment & FI	291096.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Oakland WWTP Solids Handling Upgrades Phase II	291018.02	\$3,312,579					\$3,312,579
North Topeka Pump Station Rehabilitation	291087.00		\$2,846,000				
Oakland WWTP Sludge Thickening Process Upgrade	291091.00			\$4,306,000	\$4,306,000		\$8,612,000
2020 Annual Sanitary Sewer Interceptor Maintenance & Re	291079.00	\$1,500,000		\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000
2020 Annual Small Wastewater Pump Station Rehabilitation	291077.00	\$1,500,000		\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000
2020 Annual Wastewater Lining & Replacement Program	291073.00	\$4,000,000	\$5,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$27,000,000
2020 Annual WPC Facility Rehabilitation Program	291075.00	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,500,000
Oakland Backup Generators	291090.00		\$1,373,350				\$1,373,350
Eastside Interceptor Combined Sewer	291050.00	\$6,034,895					\$6,034,895
Oakland Wastewater Treatment Plant UV Expansion	291062.00	\$2,782,612					\$2,782,612
Combined Sewer Overflow Plan	291046.00	\$675,000	\$675,000				\$1,350,000
WPC SCADA System Upgrade	291097.00	\$810,000	\$607,500	\$607,500	\$607,500	\$607,500	\$3,240,000
2020 Annual Inflow & Infiltration Program	291086.00	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Subtotal Waste Water		\$22,065,086	\$12,451,850	\$15,863,500	\$15,863,500	\$11,557,500	\$77,801,436
Water							
Disinfection Modification	281037.02					\$14,725,000	\$14,725,000
Water Treatment Modification Phase II	281160.01	\$4,000,000					\$4,000,000
West Plant Basin Rehabilitation	281164.00		\$7,774,500				\$7,774,500
West Intake Rehabilitation	281165.00				\$4,100,000		\$4,100,000
Chemical Building Rehabilitation	281166.00				\$900,000		\$900,000
East Plant Basin Rehabilitation Phase I	281202.00					\$2,493,595	\$2,493,595
Central Zone Improvements & Optimizations Phase I	281161.00	\$1,657,000					\$1,657,000
Southeast Zone Improvements & Optimization	281162.00			\$1,548,000			\$1,548,000
West Zone Improvements & Optimization	281163.00				\$2,816,000		\$2,816,000
Annual Water Main Replacement Program	281122.00	\$4,000,000	\$4,600,000	\$4,600,000	\$4,600,000	\$4,000,000	\$21,800,000
Montara Water Tower	281194.00	\$3,300,000					\$3,300,000
Soldier Booster Pump Station (Phase II to Meriden BPS)	281200.00	\$500,000					\$500,000
West Plant Basin Rehabilitation Phase II	281199.00			\$7,774,500			\$7,774,500
Central Zone Improvements & Optimizations Phase II	281196.00			\$675,000			\$675,000
Annual Water Treatment Plant Rehabilitation Program	281123.00	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Supervisory Control and Data Acquisition (SCADA) Upgrade	281201.00	\$775,000	\$581,250	\$581,250	\$581,250	\$581,250	\$3,100,000
Polyaluminium Chloride Chemical Addition Water Treatme	281195.00		\$1,975,000				\$1,975,000
Annual Water Plant Operations Equipment & Fleet Mainten	281203.00	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Subtotal Water		\$15,632,000	\$16,330,750	\$16,578,750	\$14,397,250	\$23,199,845	\$86,138,595
Total Utility Fund		\$40,747,086	\$31,532,600	\$35,117,250	\$34,985,750	\$40,857,345	\$183,240,031
Total Capital Improvements:		\$84,060,372	\$74,225,356	\$75,389,007	\$78,975,436	\$86,643,336	\$399,293,507

2025-2029 PROJECTS

In addition to the 3 year Capital Improvement Budget, the 2020-2029 CIP includes 10 years of projects. The first 5 years of projects are detailed with specific project sheets as in prior years, but years 6-10 (2025-2029) are included in a summarized list, similar to the Future Funding list.

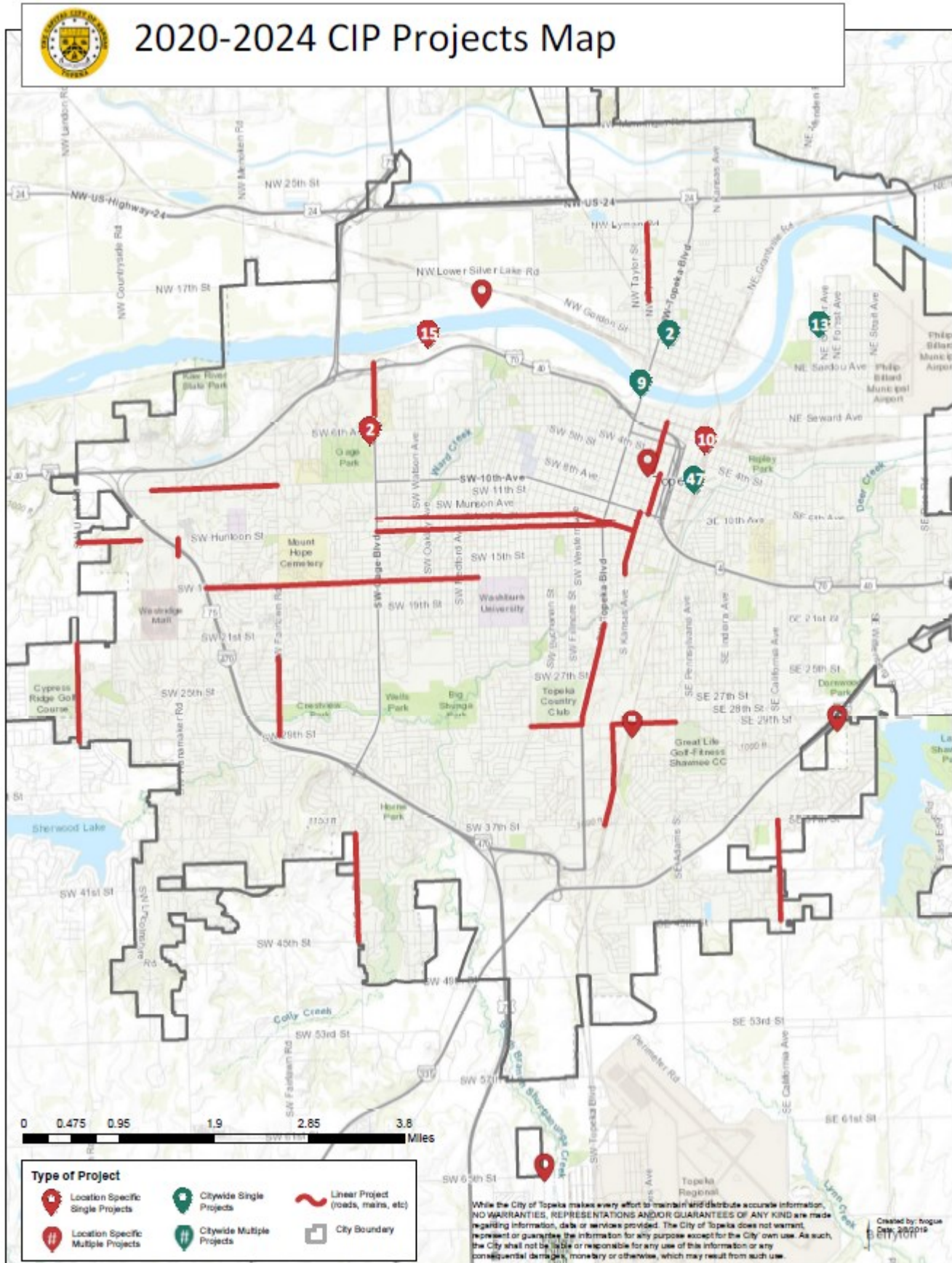
6-10 Year Project List (2025-2029)				
Project Title	Department	Estimated Year	Estimated Cost	Funding Source
Apparatus - Engine (1435)	FIRE DEPARTMENT	2025	\$933,500	G.O. Bonds
Apparatus - Engine (1445)	FIRE DEPARTMENT	2025	\$933,500	G.O. Bonds
Law Enforcement Center Parking Garage/Secure Storage Area	POUCE DEPARTMENT	2025	\$4,500,000	G.O Bonds
East Intake Rehabilitation	UTILITIES	2025	\$3,000,000	Water
SW 29th Street from Topeka Blvd to Burlingame Road.	PUBLIC WORKS	2025	\$900,000	Qtywide Half-Cent Sales Tax
NW Tyler Street, NW Beverly Street to NW Paramore Street	PUBLIC WORKS	2025	\$1,450,000	G.O. Bonds
SW Huntoon Street, SW Executive Drive to SW Urish Road	PUBLIC WORKS	2025	\$3,400,000	G.O. Bonds
Zoo Service Road Repair	TOPEKA ZOOLOGICAL PARK	2025	\$256,812	G.O. Bonds
East Plant Basin Rehabilitation Phase II	UTILITIES	2025	\$2,493,595	Water
North Topeka Wastewater Treatment Plant Nutrient Removal	UTILITIES	2025	\$6,363,627	Wastewater
S. Kansas Avenue from 10th Street to 17th Street	PUBLIC WORKS	2025-2026	\$2,000,000	Qtywide Half-Cent Sales Tax
S. Topeka Blvd from 29th Street to 37th Street	PUBLIC WORKS	2025-2026	\$2,280,000	Qtywide Half-Cent Sales Tax
SE 29th Street from Kansas Avenue to Adams Street	PUBLIC WORKS	2025-2026	\$2,280,000	Qtywide Half-Cent Sales Tax
SW Fairlawn Road from 23rd Street to 29th Street	PUBLIC WORKS	2025-2026	\$2,700,000	G.O. Bonds
SW Urish Road, SW 21st Street to SW 29th Street	PUBLIC WORKS	2025-2026	\$4,900,000	G.O. Bonds
SW 17th Street MacVicar to Interstate 470	PUBLIC WORKS	2025-2027	\$4,400,000	County Half-Cent Sales Tax
Fire Portable Radios	FIRE DEPARTMENT	2025-2027	\$450,000	Cash
South Kansas Avenue (1st Street - 6th Street)	PUBLIC WORKS	2025-2027	\$14,800,000	Qtywide Half-Cent Sales Tax and G.O. Bonds
SW 21st Street from I-470 Bridges To Fairlawn Road	PUBLIC WORKS	2025-2027	\$2,300,000	G.O. Bonds and/or Sales Tax
SE Adams from 37th to 45th	PUBLIC WORKS	2025-2027	\$6,000,000	G.O. Bonds and/or Sales Tax
Huntoon (2 Lanes) Gage to SW Harrison	PUBLIC WORKS	2025-2028	\$11,240,000	County Half-Cent Sales Tax
Alley Repair Program	PUBLIC WORKS	2025-2029	\$1,250,000	Qtywide Half-Cent Sales Tax
Fleet Replacement Program	PUBLIC WORKS	2025-2029	\$22,500,000	Cash
Body Worn Camera/Taser Equipment Replacement Plan	POUCE DEPARTMENT	2025-2029	\$1,314,892	Cash
Police Department Fleet Replacement	POUCE DEPARTMENT	2025-2029	\$3,250,000	Cash
ADA Sidewalk Ramp Program	PUBLIC WORKS	2025-2029	\$1,500,000	Qtywide Half-Cent Sales Tax
Curb & Gutter Replacement Program	PUBLIC WORKS	2025-2029	\$7,500,000	Qtywide Half-Cent Sales Tax
Pavement Management Rehabilitation & Reconstruction Program (Micropaver)	PUBLIC WORKS	2025-2029	\$50,000,000	Qtywide Half-Cent Sales Tax
Sidewalk Repair Program	PUBLIC WORKS	2025-2029	\$500,000	Qtywide Half-Cent Sales Tax
Street Contract Preventative Maintenance Program (Micropaver) (Renewal)	PUBLIC WORKS	2025-2029	\$10,000,000	Qtywide Half-Cent Sales Tax
Bikeways Master Plan	PUBLIC WORKS	2025-2029	\$1,500,000	County Half-Cent Sales Tax
Bridge Maintenance Program	PUBLIC WORKS	2025-2029	\$1,000,000	Federal Funds
Neighborhood Infrastructure Program	PUBLIC WORKS	2025-2029	\$12,250,000	Federal Funds, G. O. Bonds, and Wastewater
Bike Lanes on SE 6th & SE 10th Ave Bridges over I-70	PUBLIC WORKS	2025-2029	\$500,000	G.O. Bonds
Traffic Signal Replacement Program	PUBLIC WORKS	2025-2029	\$4,425,000	G.O. Bonds
Infill Sidewalk/Ped Master Plan	PUBLIC WORKS	2025-2029	\$3,000,000	G.O. Bonds
Traffic Safety Program	PUBLIC WORKS	2025-2029	\$1,100,000	G.O. Bonds
Qtywide Infrastructure Program	PUBLIC WORKS	2025-2029	\$1,250,000	G.O. Bonds
Complete Street Program	PUBLIC WORKS	2025-2029	\$500,000	G.O. Bonds
Annual Levee Asset Repair/Rehab Program	UTILITIES	2025-2029	\$1,250,000	Storm water
Annual Wastewater Lining & Replacement Program	UTILITIES	2025-2029	\$30,000,000	Wastewater
Annual Storm Conveyance System	UTILITIES	2025-2029	\$25,000,000	Storm water
Annual Drainage Correction Program	UTILITIES	2025-2029	\$1,500,000	Storm water
Annual Stormwater Operations Equipment & Fleet Maintenance & Replacement Program	UTILITIES	2025-2029	\$1,500,000	Storm water
Topeka Zoo Master Plan	TOPEKA ZOOLOGICAL PARK	2025-2029	\$4,000,000	Donations and County Half-Cent Sales Tax
Annual Water Main Replacement Program	UTILITIES	2025-2029	\$20,000,000	Water
Annual Water Treatment Plant Rehabilitation Program	UTILITIES	2025-2029	\$5,000,000	Water
Annual Water Plant Operations Equipment & Fleet Maintenance & Replacement Program	UTILITIES	2025-2029	\$2,000,000	Water
Annual Sanitary Sewer Interceptor Maintenance & Rehabilitation Program	UTILITIES	2025-2029	\$7,500,000	Wastewater
Annual Small Wastewater Pump Station Rehabilitation & Replacement Program	UTILITIES	2025-2029	\$7,500,000	Wastewater
Annual WPC Facility Rehabilitation Program	UTILITIES	2025-2029	\$5,000,000	Wastewater
Annual Wastewater Plant Operations Equipment & Fleet	UTILITIES	2025-2029	\$1,500,000	Wastewater
Annual Inflow & Infiltration Program	UTILITIES	2025-2029	\$2,500,000	Wastewater
Apparatus - Engine (1444)	FIRE DEPARTMENT	2026	\$961,500	G.O. Bonds
Apparatus - Engine (1443)	FIRE DEPARTMENT	2026	\$961,500	G.O. Bonds
West Filter Rehabilitation	UTILITIES	2026	\$2,816,000	Water
Zoo Rain Forest HVAC	TOPEKA ZOOLOGICAL PARK	2026	\$477,121	G.O. Bonds
SW 6th Avenue from Wanamaker Road west to Museum Drive	PUBLIC WORKS	2026-2027	\$1,500,000	G.O. Bonds and/or Sales Tax
S. Kansas Avenue from 17th Street to 19th Street	PUBLIC WORKS	2026-2027	\$1,500,000	G.O. Bonds and/or Sales Tax

6-10 Year Project List (2025-2029)

Project Title	Department	Estimated Year	Estimated Cost	Funding Source
S. Topeka Blvd from 15th Street to 21st Street	PUBLIC WORKS	2026-2028	\$4,900,000	County Half-Cent Sales Tax
S. Topeka Blvd. from 37th Street to 49th Street	PUBLIC WORKS	2026-2028	\$5,500,000	G.O. Bonds and/or Sales Tax
SW Indian Hills Road from 21st Street to 29th Street	PUBLIC WORKS	2026-2029	\$6,000,000	G.O. Bonds and Qtywide Half-Cent Sales Tax
Apparatus - Engine (1446)	FIRE DEPARTMENT	2027	\$990,250	G.O. Bonds
Apparatus - Engine (1447)	FIRE DEPARTMENT	2027	\$990,250	G.O. Bonds
Water Treatment Plant Master Plan Update	UTILITIES	2027	\$125,000	Water
Zoo Pond Dredging	TOPEKA ZOOLOGICAL PARK	2027	\$281,587	G.O. Bonds
Water Distribution Master Plan Update	UTILITIES	2027	\$100,000	Water
SW 29th Street from Fairlawn Road to Wanamaker Road	PUBLIC WORKS	2027-2029	\$6,100,000	County Half-Cent Sales Tax
SW 37th Street - Scapa Place to Burlingame Road	PUBLIC WORKS	2027-2029	\$3,700,000	County Half-Cent Sales Tax
Union Pacific Railroad Pedestrian Crossing N. Ks Ave./NOTO	PUBLIC WORKS	2027-2029	\$1,300,000	G.O. Bond or Grant Funding
Apparatus - Truck (1310)	FIRE DEPARTMENT	2028	\$1,020,000	G.O. Bonds
Apparatus - Truck (TBD2)	FIRE DEPARTMENT	2028	\$1,020,000	G.O. Bonds
Self Contained Breathing Apparatus	FIRE DEPARTMENT	2028	\$1,090,000	G.O. Bonds
Zoo Discovering Apes Building Roof Replacement	TOPEKA ZOOLOGICAL PARK	2028	\$226,035	G.O. Bonds
SW 17th from Adams to Washburn	PUBLIC WORKS	2028-2029	\$8,300,000	County Half-Cent Sales Tax
Apparatus - Engine (TBD3)	FIRE DEPARTMENT	2029	\$1,050,600	G.O. Bonds
Apparatus - Engine (TBD4)	FIRE DEPARTMENT	2029	\$1,050,600	G.O. Bonds
SE 37th Street from KS Ave to SE Adams	PUBLIC WORKS	2029	\$4,400,000	County Half-Cent Sales Tax
NE Seward Ave from Sumner to Forest	PUBLIC WORKS	2029	\$1,500,000	County Half-Cent Sales Tax
Central Zone Improvements & Optimizations Phase III	UTILITIES	2029	\$4,500,000	Water
Southeast Zone Improvements & Optimization Phase II	UTILITIES	2029	\$4,500,000	Water
		5 Year Total	\$382,031,369	

MAP OF PROJECTS

Capital Improvement Plan projects occur throughout the City. Below is a map showing where the 2020-2024 projects will occur. Note that Citywide projects, like half-cent sales tax projects, will occur in multiple locations but are represented by a single green point.



DEBT SERVICE OBLIGATIONS

Debt Summary

The City of Topeka debt management policy is to maintain the City's ability to incur present and future debt at the most beneficial rates in amounts needed for financing the adopted Capital Improvement Plan without adversely affecting the City's ability to finance essential services.

Review and analysis of the City's debt position is required to provide a capital financing plan for infrastructure and other improvements. Long-term projected financing is linked with economic development, demographic, and financial resources expected to be available to repay debt. City debt ratios are examined as well as the impact of future debt financing on those ratios.

Funding sources for debt payments include property taxes, sales taxes, special assessments, fees for services and water, wastewater, and stormwater fees.

Debt Policy

On October 4, 2016, the governing body of Topeka approved resolution number 8818 (replacing 7554) that established a debt management policy. The policy set forth guiding principles for debt issuance in the following areas:

- 1) Definition of a capital project
- 2) Benchmarks desired to achieve
- 3) Characteristics of debt issuance
- 4) Debt administration and financing

This policy was updated to enhance the creditworthiness and prudent financial management of the City's resources and assist in creating a systematic capital plan. This policy is located in the policies section of the budget book for more detailed information.

Several benchmarks are included in the City's debt policy that serve as a guidance for staff on debt issuance.

The policy requires the City maintain a bond credit rating of:

- General Obligation bonds rated not less than the third highest rating by at least one Nationally Recognized Statistical Rating Organization (NRSRO)
- Revenue Bonds rated not less than the fourth highest rating by at least one Nationally Recognized Statistical Rating Organization (NRSRO)
- General Obligation Temporary Notes rated not less than the highest category by at least one Nationally Recognized Statistical Rating Organization (NRSRO)

Current bond ratings can be found at Topeka.org.

DEBT SERVICE OBLIGATIONS

Debt Capacity

Finance staff oversee all debt issued by the City, which includes General Obligation (GO), revenue backed, revolving loan funds, temporary notes, and special assessment debt. As of December 31, 2018 the City had \$444,921,327 in total debt, compared to \$408,816,608 on December 31, 2017 or a 8.11% increase.

According to K.S.A. 10-308, the City is limited to general obligation debt that cannot be greater than 30% of the tangible assessed valuation of the City. Certain debt is then not subject to the debt limitation and is subsequently backed out of the calculation. As of August 2018, the City had \$257,700,312 of its remaining bonding authority available, a decrease of approximately 5% over the December 31, 2017 amount of \$271,506,595. The City is currently utilizing 27% of the debt authority as authorized by State statute.

Statement of Legal Debt Limit as of August 2018

Tangible Assessed Valuation	\$	1,176,221,783
Legal Debt Limit 30.00% of assessed valuation. KSA 10-308	\$	352,866,535
Less: Outstanding debt subject to debt limit	\$	95,166,223
Margin of legal debt	\$	257,700,312

DEBT SERVICE OBLIGATIONS

Projected General Obligation Debt

The level of City GO. at-large debt will decrease throughout the duration of the CIP. City debt levels will continue to decrease over time.

At the end of the current planning period, GO debt is projected to decrease from \$160,177,101 ending FY 2020 to \$140,024,767 million ending FY 2024, a decrease of approximately 14%. Over this period, the City is scheduled to retire \$83,480,060 million in long-term GO debt that is currently outstanding, while borrowing approximately \$57,816,277 in additional long-term GO debt, accounting for the projected decrease in total GO debt outstanding. Over the next ten years (through FY 2029), the City is scheduled to retire \$147,523,913 million in long-term GO debt that is currently outstanding, while borrowing approximately \$102,816,277 in additional long-term GO debt, resulting in a net decrease of 40% over this period.

In 2015 the City shifted from a 20 year debt cycle to a 15 year debt cycle. This downward trend will continue to assist the City in paying down debt at a faster pace than before.

In addition, the City Council has implemented a policy practice to assist in decreasing the amount of

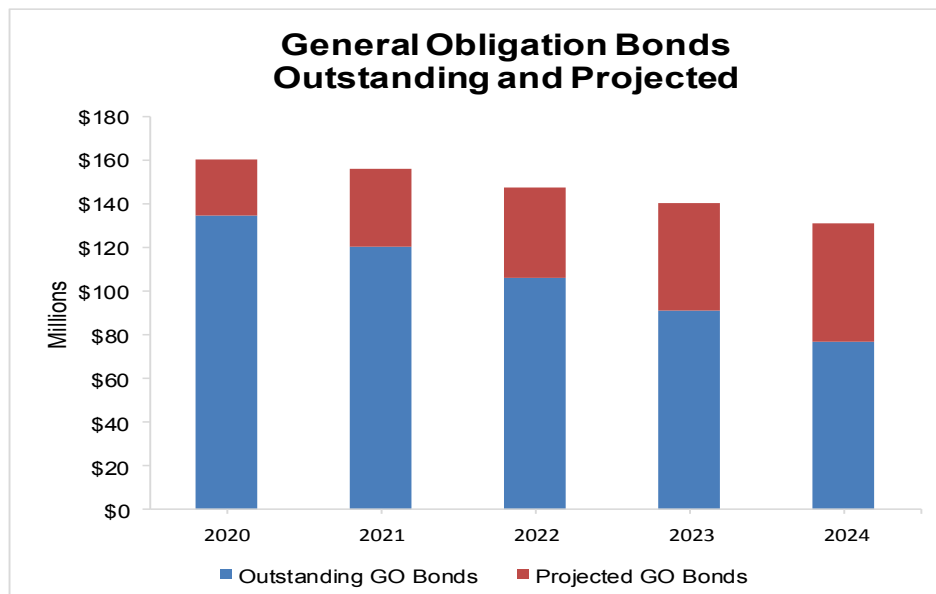
debt that limits the amount of debt in the planning period to approximately \$9 million. This policy has decreased the amount of debt outstanding for the City over the planning period.

The debt service fund is projected to maintain a flat mill levy over the planning period. In addition, it is projected to maintain at least a 15% fund balance in case of any emergencies to have a sufficient reserve balance.

Projected GO Debt Issuance		
Year	Amount	Total Outstanding Debt
2020	\$10,931,000	\$160,177,101
2021	\$11,440,000	\$155,965,511
2022	\$8,385,000	\$148,073,493
2023	\$16,861,986	\$147,663,163
2024	\$10,198,291	\$140,024,767

The chart above does not include currently outstanding temporary notes of \$9,400,000.

Projected Revenue Bond Debt Issuance	
Year	Amount
2020	\$52,766,984
2021	\$47,072,962
2022	\$43,759,900
2023	\$27,285,750
2024	\$35,724,595

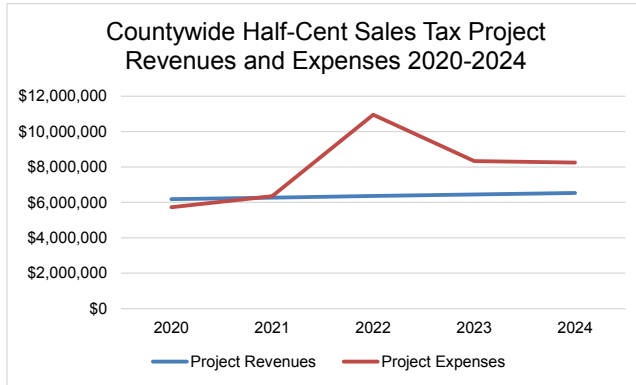


OTHER FUND FORECASTS

Other Fund Impacts

In addition to the Debt Service and Utility Funds, several other funds are impacted by the adoption of the CIP.

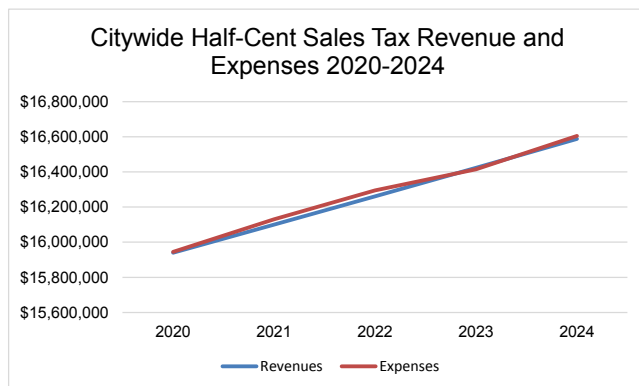
Countywide Half Cent Sales Tax Fund



This fund tracks the Countywide Half Cent Sales Tax received from the state and transferred over to the Joint Economic Development Organization (JEDO) to fund economic development and countywide infrastructure development as authorized by voters in August 2004, and renewed in November 2014. It is governed by interlocal agreements.

The Countywide Half Cent Sales Tax was extended through 2031, at which point voters will decide whether or not to continue the special sales tax. Money will be expended until projects are complete and the fund is depleted.

Citywide Half Cent Sales Tax Fund

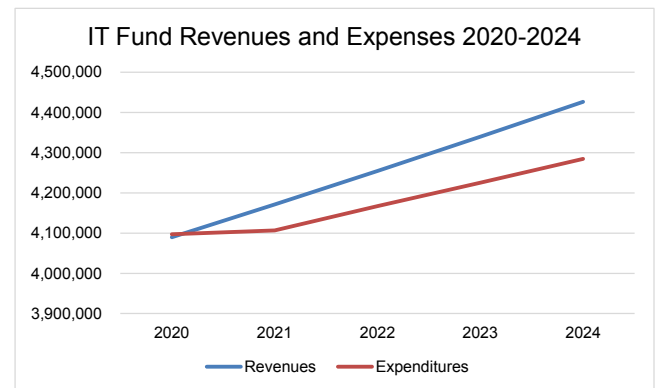


The City levies a half cent sales tax for street, curb, gutter, and sidewalk replacement. The fund receives the sales tax and monitors the expenses for the repair projects. Specific programs in this fund include: Street

Projects, Alley Projects, Sidewalk Projects, 50/50 Sidewalk Projects, and Curb and Gutter Projects.

This sales tax will continue to collect until 2029, and revenues are projected to grow 1% per year. Revenues are heavily contingent on the economy and spending patterns. The majority of this fund's expenditures support projects in the CIP, as well as some staff support costs. The tax was approved by voters in November of 2018 and will run through October of 2029.

Information Technology Fund



The technology needs of the City are funded through this internal service fund, supported by fees from Departments. Programs included in this fund are Telecom, Computing and Business Systems, and 14 employees.

Revenues are generated from Departments based on anticipated technological needs. Expenditures vary year to year; Some purchases are annual and others are infrequent, one-time technology purchases. I.T. projects have been included since the 2017 CIP. It is important that future CIP's continue to capture capital projects in this fund as technology is constantly changing and capital needs will need to be revised regularly.

OTHER FUND FORECASTS

Debt Service Fund

The major source of revenue in the Debt Service fund is property tax. Additionally the fund receives revenues for special purposes such as sales tax generated for Heartland Park and special assessments. The majority of expenses in the Debt Service fund are for principle and interest payments which are based on an amortization schedule. For most GO debt, the City has transitioned from a 20-year payback schedule to 15-year payback schedule.

The adoption of this CIP would maintain a constant mill levy, while also building flexibility to spend cash on several projects rather than financing them.

Debt Service Fund Pro Forma							
	2019	2020	2021	2022	2023	2024	
	Adopted	Forecast	Forecast	Forecast	Forecast	Forecast	
Cash Balance January 1	\$ 7,996,367	\$ 8,079,731	\$ 9,518,846	\$ 10,703,972	\$ 11,591,061	\$ 11,856,589	
Budgeted Revenues:							
Ad Valorem Taxes	\$ 16,026,437	\$ 15,745,685	\$ 15,900,142	\$ 16,056,143	\$ 16,213,704	\$ 16,675,841	
Sales Tax	\$ 82,310	\$ 83,133	\$ 83,964	\$ 103,964	\$ 123,964	\$ 143,964	
Transient Guest Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Motor Vehicle	\$ 1,332,803	\$ 1,346,131	\$ 1,359,592	\$ 1,373,188	\$ 1,386,920	\$ 1,400,789	
Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	\$ 240,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	
Special Assessments	\$ 3,182,406	\$ 3,182,406	\$ 3,141,881	\$ 3,141,881	\$ 3,141,881	\$ 3,141,881	
Miscellaneous	\$ 744,318	\$ 768,655	\$ 771,132	\$ 778,561	\$ 780,793	\$ 787,980	
PILOTS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,001	
Total Budgeted Revenues	\$ 21,613,274	\$ 21,401,010	\$ 21,531,712	\$ 21,728,738	\$ 21,922,263	\$ 22,425,457	
Budgeted Expenditures							
Contractual	\$ 929,702	\$ 383,793	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Payments	\$ 20,150,208	\$ 19,068,822	\$ 19,801,586	\$ 20,296,649	\$ 21,111,734	\$ 21,366,910	
Capital Outlay (Transfer)	\$ 450,000	\$ 509,280	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	
Total Expenditures	\$ 21,529,910	\$ 19,961,895	\$ 20,346,586	\$ 20,841,649	\$ 21,656,734	\$ 21,911,910	
Over/Under	\$ 83,364	\$ 1,439,115	\$ 1,185,126	\$ 887,089	\$ 265,529	\$ 513,547	
Cash Balance - December 31	\$ 8,079,731	\$ 9,518,846	\$ 10,703,972	\$ 11,591,061	\$ 11,856,589	\$ 12,370,137	
Fund Balance	37.38%	44.48%	49.71%	53.34%	54.08%	55.16%	

Future Funding List

In addition to the funded projects in the debt service fund and other funds, there is also a list of future funding projects on pages 184-185. These projects are intended to be initiated when funding becomes available, but are not currently included in the individual fund forecasts.

OTHER FUND FORECASTS

The Combined Utility Pro Forma below assumes a continuous 6%-5%-5% rate increase as shown in the "Budgeted Revenues" row below. As has been mentioned, in order to improve debt coverage ratios and days cash, revenues must increase or expenditures must decrease.

Combined Utilities Pro Forma					
	2020	2021	2022	2023	2024
Cash Balance January 1	\$ 38,442,318	\$ 37,899,697	\$ 37,013,221	\$ 36,419,708	\$ 35,807,244
Budgeted Revenues:	5.0%	6.0%	5.0%	5.0%	6.0%
Permits	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000
Fees for Service	\$ 75,884,023	\$ 79,895,570	\$ 83,326,043	\$ 86,904,269	\$ 91,499,840
Service Assessment	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Interest	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000
Surcharges	\$ 371,805	\$ 394,113	\$ 413,819	\$ 434,510	\$ 460,580
Miscellaneous	\$ 670,000	\$ 670,000	\$ 670,000	\$ 670,000	\$ 670,000
Other	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reimb					
Total Budgeted Revenues	\$ 77,831,828	\$ 81,865,683	\$ 85,315,862	\$ 88,914,779	\$ 93,536,421
Budgeted Expenditures					
Personnel	\$ 15,889,298	\$ 16,127,638	\$ 16,369,552	\$ 16,615,096	\$ 16,864,322
Contractual	\$ 23,727,588	\$ 24,083,502	\$ 24,444,754	\$ 24,811,426	\$ 25,183,597
Commodities	\$ 8,229,674	\$ 8,353,119	\$ 8,478,416	\$ 8,605,592	\$ 8,734,676
Other Payments	\$ 24,302,889	\$ 27,462,900	\$ 30,566,653	\$ 33,445,131	\$ 32,227,073
Capital Outlay	\$ 6,225,000	\$ 6,725,000	\$ 6,050,000	\$ 6,050,000	\$ 7,100,000
Total Expenditures	\$ 78,374,449	\$ 82,752,158	\$ 85,909,375	\$ 89,527,244	\$ 90,109,668
Over/Under	\$ (542,622)	\$ (886,475)	\$ (593,513)	\$ (612,464)	\$ 3,426,752
Cash Balance - December 31	\$ 37,899,697	\$ 37,013,221	\$ 36,419,708	\$ 35,807,244	\$ 39,233,996
Fund Balance	48.69%	45.21%	42.69%	40.27%	41.95%

Future Funding List

In addition to the funded projects in utilities, there is also a list of future funding projects on pages 184-185. These projects are intended to be initiated when funding becomes available, but are not currently included in the pro forma.

OTHER FUND FORECASTS

Combined Utility Funds

For the purpose of bond ratings, the Water, Stormwater, and Wastewater Funds are combined into a Combined Utility Fund. However it is important to understand each fund separately.

Water Fund: 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.

Revenues in the water fund are dependent on both usage and rates. Usage varies year to year based on customer needs and weather. Rates are set by the Governing Body; The Governing Body has approved the following rate increases: 2019—5%, 2020—5%.

Stormwater Fund: The Stormwater Utility serves approximately 47,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. The Utility is operated, maintained, and improved entirely by user fees.

Revenues in the Stormwater fund are generated by fees, which are based on the amount of impervious area a property contains. The Stormwater fund supports both personnel to complete projects in-house and contractual services for projects. Revenues and Expenditures are projected to remain relatively steady. The Governing Body has approved the following rate increases: 2019—5%, 2020—5%.

Wastewater Fund: Wastewater Utility collects and treats approximately 18 million gallons of wastewater per day from the City of Topeka and Shawnee County. The Utility is operated, maintained, and improved entirely by fees for service.

Revenues in the wastewater fund are dependent on both usage and rates. Usage varies year to year based on customer demand and rates are set by the Governing Body. In 2015 the city incorporated budget increases for the first time since 2011. The Governing Body has approved the following rate increases: 2019—5%, 2020—5%.

Financial Analysis

Days Cash and Debt Service Coverage are important indicators. Days Cash represents how many days the utility could operate with its cash balance. Coverage ratio is the ratio of cash available for debt servicing to interest, principal, and lease payments.

The proposed 2020-2029 CIP would result in the following days cash and debt service coverage ratios. While all years meet minimum standards, it is not a best practice to decrease either indicator.

Projected Revenue Bonds		
Year	Days Cash	Debt Service Ratio
2020	232	1.74
2021	219	1.65
2022	211	1.56
2023	203	1.51
2024	219	1.63

CIP Debt Schedule

City of Topeka, Kansas Statement of Bonded Indebtedness Prepared on September 13, 2018

GENERAL OBLIGATION DEBT - APPLICABLE TO LIMIT

Series	Amount
2010-C Bonds	\$ 3,660,000
2011-B Bonds	\$ 2,525,000
2013-B Bonds	\$ 8,200,000
2013-C Pension Bonds	\$ 1,040,000
2014-A Bonds	\$ 4,680,000
2015-A Bonds	\$ 16,887,812
2016-A Bonds	\$ 934,683
2016-B Bonds	\$ 19,940,000
2017-A Bonds	\$ 12,125,000
2018-A and B Bonds	\$ 12,510,000
2018-A Notes	\$ 5,180,000
Total GO Debt - Applicable to Limit	\$ 87,682,495

GENERAL OBLIGATION DEBT - OUTSIDE GENERAL DEBT LIMIT

Series	Statute	Amount
2011A STAR Bonds	KSA 12-1774	\$ 5,875,000
2013-A Refunding Bonds Garage Portion	KSA 10-309	\$ 776,134
2013-A Refunding Bonds	KSA 10-427a	\$ 11,583,866
2015-A Refunding Bonds	KSA 10-427a	\$ 26,799,414
2015-A Refunding Bonds Garage Portion	KSA 10-309	\$ 1,812,774
2016 TIF Bonds	KSA 12-1774	\$ 3,540,000
2016-A Refunding Bonds	KSA 10-427a	\$ 15,581,949
2016-A Garage Portion	KSA 10-309	\$ 1,368,368
2017-A Refunding Portion	KSA 10-309	\$ 13,620,000
2018-A Notes	KSA 10-309	\$ 42,385,000
Total GO Debt - Outside Debt Limit		\$ 123,342,505

Total General Obligation Debt	\$ 211,025,000
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Tangible Assessed Valuation (Includes motor vehicles, as of November 2017)

Legal Debt Limit 30.00% of assessed valuation. KSA 10-308	\$ 352,866,535
Less: Outstanding debt subject to debt limit	\$ 87,682,495

Margin of legal debt	265,184,040.09
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Jessica Lamendola, Director of Finance

5 Year Debt Schedule

Below is a schedule of the next five years of debt payments as of 9/20/2019. Further details can be found in the City's comprehensive Annual Financial Report (CAFR) located on the City website (www.topeka.org). The CAFR includes a detailed debt schedule with amounts, dates, and purposes of issues.

	2020	2021	2022	2023	2024
Debt Service Fund (General Obligation Bonds)					
Principal	\$ 13,940,000	\$ 14,220,000	\$ 14,195,000	\$ 14,680,000	\$ 14,270,000
Interest	\$ 4,598,354	\$ 3,997,669	\$ 3,486,914	\$ 3,019,504	\$ 2,587,421
Total	\$ 18,538,354	\$ 18,217,669	\$ 17,681,914	\$ 17,699,504	\$ 16,857,421

Water, Wastewater and Stormwater Funds (Revenue Bonds)					
Principal	\$ 7,475,000	\$ 7,665,000	\$ 8,040,000	\$ 8,170,000	\$ 9,595,000
Interest	\$ 6,679,023	\$ 6,377,910	\$ 6,060,760	\$ 5,814,310	\$ 5,568,735
Total	\$ 14,154,023	\$ 14,042,910	\$ 14,100,760	\$ 13,984,310	\$ 15,163,735

State Revolving Loan Fund Bonds					
Principal	\$ 5,363,805	\$ 5,388,639	\$ 5,559,805	\$ 5,736,450	\$ 1,620,564
Interest	\$ 791,732	\$ 637,980	\$ 481,389	\$ 319,788	\$ 183,614
Service Fee	\$ 76,822	\$ 62,522	\$ 47,947	\$ 32,903	\$ 20,043
Total	\$ 6,232,358	\$ 6,089,141	\$ 6,089,141	\$ 6,089,141	\$ 1,824,222

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %
Council Member	9.0	9.0	9.0	9.0
Senior Executive Assistant	1.0	1.0	1.0	1.0
TOTAL GOVERNING BODY	10.0	10.0	10.0	10.0
Mayor	1.0	1.0	1.0	1.0
Senior Executive Assistant	0.0	1.0	1.0	0.0
Assistant to the Mayor	1.0	0.0	0.0	1.0
TOTAL MAYOR'S OFFICE	2.0	2.0	2.0	2.0
City Manager	1.0	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0	1.0
Chief Executive Aide	1.0	1.0	1.0	1.0
Senior Executive Assistant	0.0	1.0	1.0	1.0
Executive Assistant II	1.0	0.0	0.0	0.0
CITY MANAGER'S OFFICE	4.0	4.0	4.0	4.0
City Clerk	1.0	1.0	1.0	1.0
Administrative Officer	2.0	2.0	2.0	2.0
CITY CLERK'S OFFICE	3.0	3.0	3.0	3.0
Media Relations Director	1.0	1.0	1.0	1.0
Production Specialist	2.0	3.0	3.0	3.0
Public Relations Specialist	1.0	0.0	0.0	0.0
COMMUNICATIONS	4.0	4.0	4.0	4.0
Senior Project Manager	0.0	0.0	1.0	1.0
Project Manager	0.0	0.0	1.0	0.0
EMERGENCY MANAGEMENT	0.0	0.0	2.0	1.0
TOTAL EXECUTIVE DEPARTMENT	11.0	11.0	13.0	12.0
Director of Administrative & Financial Services	1.0	1.0	1.0	1.0
Deputy Director of Administrative & Financial Services	0.0	0.0	0.0	1.0
Accountant II	3.0	2.0	2.0	2.0
Accountant III	0.0	1.0	1.0	1.0
Accounting Specialist I	1.0	1.0	1.0	1.0
Accounting Specialist II	5.0	5.0	5.0	3.0
Accounting Specialist III	2.0	2.0	2.0	3.0
Assistant Budget Manager	0.0	1.0	1.0	0.0
Budget & Performance Manager	1.0	1.0	1.0	0.0
Chief Accounting Officer	1.0	1.0	1.0	1.0
Grant Writer	1.0	0.0	0.0	0.0
Management Analyst	2.0	1.0	0.0	2.0
Senior Management Analyst	0.0	0.0	1.0	0.0
Office Specialist	1.0	1.0	1.0	0.0
Administrative Officer	0.0	0.0	0.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0
Senior Grant Writer	0.0	1.0	0.0	0.0
Senior Grants Program Administrator	0.0	0.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhX : M&\$%&	5 XcdhX : M&\$%	5 XcdhX : M&\$%	5 XcdhX : M&\$&\$
FINANCIAL REPORTING & PAYROLL	19.0	19.0	19.0	18.0
Director of Purchasing	1.0	1.0	1.0	1.0
Business Services Manager	0.0	0.0	0.0	1.0
Administrative Officer	0.0	0.0	0.0	1.0
Office Assistant II	1.0	1.0	1.0	0.0
Office Specialist	1.0	1.0	1.0	0.0
Procurement Officer II	3.0	3.0	3.0	3.0
CONTRACTS & PROCUREMENT	6.0	6.0	6.0	6.0
TOTAL ADMINISTRATIVE & FINANCIAL SERVICES DEPARTMENT	25.0	25.0	25.0	24.0
Fire Chief	1.0	1.0	1.0	1.0
Business Services Manager	1.0	1.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	1.0	1.0
Account Specialist II	1.0	1.0	1.0	1.0
FIRE ADMINISTRATION & BUSINESS SERVICES	5.0	5.0	5.0	5.0
Division Chief of Fire Training	1.0	1.0	1.0	1.0
Fire Cadet	0.0	2.0	2.0	2.0
Training Officer II	0.0	0.0	2.0	0.0
Training Officer III	0.0	0.0	2.0	3.0
Training Officer	3.0	3.0	0.0	1.0
FIRE TRAINING	4.0	6.0	7.0	7.0
Fire Marshall	1.0	1.0	1.0	1.0
Fire Investigator I	1.0	1.0	0.0	0.0
Fire Investigator III	3.0	2.0	3.0	3.0
Fire Inspector I	1.0	1.0	0.0	0.0
Fire Inspector II	0.0	0.0	2.0	2.0
Fire Inspector III	3.0	3.0	2.0	2.0
Public Education Officer I	1.0	1.0	1.0	1.0
FIRE PREVENTION	10.0	9.0	9.0	9.0
Deputy Chief	1.0	1.0	1.0	1.0
Division Chief - Operations	0.0	0.0	1.0	1.0
Shift Commander	3.0	3.0	3.0	3.0
Battalion Chief (24 hrs)	6.0	6.0	6.0	6.0
Captain	54.0	54.0	54.0	54.0
Lieutenant	54.0	54.0	54.0	54.0
Apparatus Operator	54.0	54.0	54.0	54.0
Firefighter 1st Class	51.0	44.0	13.0	5.0
Firefighter 2nd Class	3.0	3.0	9.0	14.0
Firefighter 3rd Class	0.0	7.0	22.0	9.0
Advanced Firefighter	0.0	0.0	10.0	26.0
FIRE OPERATIONS	226.0	226.0	227.0	227.0
Division Chief of EMS	1.0	1.0	1.0	1.0
Training Officer I	0.0	1.0	0.0	0.0
FIRE EMERGENCY MEDICAL SERVICES	1.0	2.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&
TOTAL FIRE DEPARTMENT	246.0	248.0	249.0	249.0
Director of Human Resources	1.0	1.0	1.0	1.0
Manager of Human Resources	2.0	3.0	4.0	4.0
HRIS Management Analyst	1.0	2.0	1.0	1.0
Human Resources Assistant	3.0	2.0	1.0	2.0
Human Resources Specialist I	2.0	2.0	3.0	2.0
Human Resources Specialist III	3.0	0.0	0.0	0.0
Senior HRIS Analyst	0.0	0.0	1.0	1.0
Senior Human Resources Specialist	0.0	2.0	1.0	1.0
Wellness Coordinator	1.0	1.0	1.0	1.0
TOTAL HUMAN RESOURCES DEPARTMENT	13.0	13.0	13.0	13.0
Deputy Director of Information Technology	1.0	1.0	1.0	1.0
Application Developer	1.0	1.0	1.0	1.0
Application Developer I	1.0	1.0	1.0	1.0
Management Analyst	1.0	0.0	0.0	0.0
Network Engineer III	0.0	0.0	0.0	0.0
System Developer II	0.0	1.0	1.0	1.0
System Developer III	5.0	5.0	5.0	4.0
IT BUSINESS SYSTEMS	9.0	9.0	9.0	8.0
Chief Network Engineer	1.0	1.0	1.0	1.0
Director of Information Technology	1.0	1.0	1.0	1.0
Network Engineer III	1.0	1.0	1.0	1.0
System Developer III	1.0	1.0	1.0	1.0
User System Consultant III	2.0	2.0	2.0	2.0
IT COMPUTING	6.0	6.0	6.0	6.0
Network Engineer III	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0
IT TELECOM	2.0	2.0	2.0	2.0
TOTAL INFORMATION TECHNOLOGY DEPARTMENT	17.0	17.0	17.0	16.0
City Attorney	1.0	1.0	1.0	1.0
Assistant Attorney	0.0	2.0	2.0	2.0
Associate Attorney	0.0	1.0	1.0	1.0
Attorney I	3.0	0.0	0.0	0.0
Attorney III	1.0	0.0	0.0	0.0
Attorney IV	1.0	0.0	0.0	0.0
Chief of Prosecution	1.0	1.0	1.0	1.0
Deputy City Attorney	1.0	1.0	1.0	1.0
Legal Specialist I	2.0	2.0	2.0	2.0
Legal Specialist III	1.0	1.0	1.0	1.0
Senior Attorney	0.0	1.0	1.0	1.0
Senior Paralegal	1.0	1.0	1.0	1.0
LEGAL GENERAL GOVERNMENT & CRIMINAL PROSECUTION	12.0	11.0	11.0	11.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&	5 XcdhYX : M&\$%&
Chief of Litigation	1.0	1.0	1.0	1.0
Associate Attorney	0.0	1.0	1.0	1.0
Legal Specialist II	1.0	1.0	1.0	1.0
Senior Paralegal	1.0	1.0	1.0	1.0
LEGAL CIVIL LITIGATION	3.0	4.0	4.0	4.0
TOTAL LEGAL DEPARTMENT	15.0	15.0	15.0	15.0
Admin Municipal Court Judge	1.0	1.0	1.0	1.0
Associate Municipal Court Judge	1.0	1.0	1.0	1.0
Deputy Municipal Court Admin	1.0	1.0	1.0	1.0
Municipal Court Administrator	1.0	1.0	1.0	1.0
Court Clerk I	2.0	2.0	2.0	2.0
Court Clerk II	6.0	6.0	7.0	7.0
Office Specialist	3.0	3.0	3.0	3.0
Protective Services Officer I	3.0	3.0	0.0	0.0
Protective Services Officer II	1.0	1.0	0.0	0.0
MUNICIPAL COURT JUDICIAL	19.0	19.0	16.0	16.0
Probation Officer I	2.0	2.0	2.0	2.0
Probation Officer II	1.0	1.0	1.0	1.0
Court Clerk II	0.0	0.0	1.0	1.0
Office Assistant III	1.0	1.0	0.0	0.0
MUNICIPAL COURT PROBATION ALCOHOL & DRUG	4.0	4.0	4.0	4.0
TOTAL MUNICIPAL COURT	23.0	23.0	20.0	20.0
Director of Neighborhood Relations	1.0	1.0	1.0	1.0
Accountant II	1.0	1.0	1.0	1.0
Div Dirc Comm Engagement	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0	0.0	0.0
Office Specialist	0.0	0.0	1.0	1.0
Program Coordinator	0.0	1.0	1.0	2.0
Senior Program Coordinator	0.0	1.0	1.0	1.0
NEIGHBORHOOD RELATIONS ADMINISTRATION & COMMUNITY ENGAGEMENT	4.0	6.0	6.0	7.0
Division Director of Housing Services	1.0	1.0	1.0	1.0
Accountant I	1.0	0.0	0.0	0.0
Accounting Specialist II	1.0	0.0	0.0	0.0
Community Resource Specialist	1.0	1.0	0.0	0.0
Grants Administrator	1.0	1.0	1.0	1.0
HQS Inspector	0.0	0.0	0.0	0.0
Manager DNR Services	1.0	0.0	0.0	0.0
Office Assistant I	0.0	0.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	1.0
Rehabilitation Specialist I	2.0	3.0	3.0	3.0
Rehabilitation Specialist II	2.0	0.0	0.0	0.0
Senior Program Administrator	0.0	1.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdHfX : M &\$%&	5 XcdHfX : M &\$%	5 XcdHfX : M &\$%	5 XcdHfX : M &\$&\$
Senior Program Coordinator	0.0	1.0	1.0	0.0
NEIGHBORHOOD RELATIONS HOUSING SERVICES	11.0	9.0	9.0	8.0
Division Director Prop Maint Code Enforcement	0.0	0.0	0.0	1.0
Manager Property Code Services	1.0	1.0	1.0	0.0
Supervisor II	1.0	1.0	1.0	2.0
Senior Program Administrator	0.0	1.0	1.0	1.0
Office Specialist	1.0	0.0	0.0	0.0
Office Assistant II	1.0	1.0	0.0	1.0
Equipment Operator II	1.0	1.0	1.0	1.0
Equipment Operator III	1.0	1.0	1.0	1.0
Property Maint Inspector I	1.0	0.0	0.0	0.0
Property Maint Inspector II	8.0	9.0	10.0	9.0
Property Maint Inspector III	1.0	1.0	1.0	0.0
NEIGHBORHOOD RELATIONS PROPERTY MAINTENANCE	16.0	16.0	16.0	16.0
TOTAL NEIGHBORHOOD RELATIONS DEPARTMENT	31.0	31.0	31.0	31.0
Director of Planning & Development	1.0	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0	1.0
PLANNING ADMINISTRATION	2.0	2.0	2.0	2.0
Current Planning Manager	1.0	1.0	1.0	1.0
Planner II	2.0	2.0	2.0	2.0
PLANNING CURRENT	3.0	3.0	3.0	3.0
Comprehensive Planning Manager	1.0	1.0	1.0	1.0
Planner I	1.0	1.0	1.0	1.0
Planner II	1.0	1.0	1.0	1.0
PLANNING COMPREHENSIVE	3.0	3.0	3.0	3.0
Transportation Planning Manager	1.0	1.0	1.0	1.0
Planner I	1.0	1.0	1.0	1.0
PLANNING TRANSPORTATION	2.0	2.0	2.0	2.0
Division Director of Development Services	1.0	1.0	1.0	1.0
Accounting Specialist II	1.0	1.0	1.0	1.0
Plan Reviewer	1.0	2.0	3.0	3.0
Compliance Inspector I	1.0	1.0	1.0	1.0
Trade Inspector	5.0	5.0	6.0	8.0
Trade Inspector Elevator	2.0	1.0	1.0	0.0
Trade Inspector Mobile Home	1.0	0.0	1.0	0.0
Multi-Trade Inspector Mobile Home	0.0	1.0	0.0	0.0
Multi-Trade Inspector Elevator	0.0	1.0	0.0	0.0
Office Specialist	1.0	2.0	2.0	2.0
Zoning Inspector	1.0	1.0	1.0	1.0
Manager Field Services	1.0	1.0	1.0	1.0
Manager Special Projects	1.0	1.0	1.0	1.0
PLANNING DEVELOPMENT SERVICES	16.0	18.0	19.0	19.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M'8\$%&	5 XcdhYX : M'8\$%	5 XcdhYX : M'8\$%	5 XcdhYX : M'8\$&
TOTAL PLANNING & DEVELOPMENT DEPARTMENT	26.0	28.0	29.0	29.0
Business Service Manager	1.0	1.0	1.0	1.0
Cadet	5.0	2.0	0.0	0.0
Crime Analysis Unit Coordinator	1.0	1.0	0.0	0.0
Crime Analyst	2.0	2.0	0.0	1.0
Deputy Chief of Police	1.0	1.0	1.0	1.0
Executive Assistant I	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Assistant III	1.0	0.0	1.0	2.0
Office Specialist	0.0	0.0	0.0	0.0
Police Captain	0.0	1.0	0.0	0.0
Police Chief	1.0	1.0	1.0	1.0
Police Corporal	1.0	0.0	0.0	0.0
Police Detective	2.0	1.0	1.0	3.0
Police Lieutenant	3.0	3.0	3.0	3.0
Police Major	1.0	1.0	1.0	0.0
Police Officer	6.0	5.0	4.0	4.0
Police Sergeant	4.0	3.0	5.0	6.0
Project Coordinator	1.0	1.0	0.0	0.0
Public Relations Specialist	1.0	1.0	1.0	1.0
Senior Attorney	1.0	1.0	1.0	1.0
Senior Program Coordinator	0.0	1.0	0.0	0.0
Senior Project Manager	2.0	2.0	1.0	1.0
POLICE EXECUTIVE	36.0	30.0	23.0	27.0
Major Police	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	2.0
Police Captain	1.0	1.0	1.0	1.0
Police Detective	33.0	34.0	36.0	34.0
Police Lieutenant	2.0	2.0	2.0	2.0
Police Officer	5.0	5.0	14.0	15.0
Police Sergeant	8.0	8.0	10.0	9.0
Senior Program Coordinator	0.0	0.0	1.0	1.0
POLICE CRIMINAL INVESTIGATION	52.0	53.0	67.0	66.0
Office Assistant II	1.0	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	2.0
Police Corporal	12.0	12.0	12.0	0.0
Police Lieutenant	6.0	6.0	6.0	6.0
Police Major	1.0	1.0	1.0	1.0
Police Officer	112.0	125.0	116.0	112.0
Police Officer in Training	33.0	20.0	18.0	27.0
Police Recruit	0.0	0.0	4.0	10.0
Police Sergeant	17.0	17.0	13.0	20.0
POLICE FIELD OPERATIONS	184.0	184.0	173.0	179.0
Animal Control Officer	4.0	4.0	5.0	4.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M &\$%&	5 XcdhYX : M &\$%	5 XcdhYX : M &\$%	5 XcdhYX : M &\$&\$
Inventory Specialist	5.0	5.0	5.0	5.0
Network Engineer III	1.0	1.0	1.0	1.0
Office Assistant I	2.0	2.0	2.0	2.0
Office Assistant II	16.5	0.0	0.0	0.0
Office Specialist	1.0	1.0	1.0	0.0
Police Captain	1.0	1.0	1.0	1.0
Police Corporal	0.0	0.0	0.0	0.0
Police Detective	1.0	2.0	0.0	0.0
Police Lieutenant	4.0	4.0	3.0	3.0
Police Major	1.0	1.0	1.0	1.0
Police Officer	31.0	31.0	34.0	29.0
Police Records Clerk	0.0	16.5	16.5	16.5
Police Sergeant	6.0	7.0	7.0	6.0
School Resource Officer	0.0	0.0	1.0	0.0
Senior Animal Control Officer	1.0	1.0	0.0	1.0
Supervisor I	3.0	3.0	3.0	3.0
Supervisor II	2.0	2.0	2.0	2.0
Supervisor III	0.0	0.0	1.0	1.0
Crime Analysis Unit Coordinator	0.0	0.0	1.0	1.0
Crime Analyst	0.0	0.0	2.0	1.0
Crime Analyst II	0.0	0.0	0.0	0.0
Project Coordinator	0.0	0.0	1.0	1.0
System Developer II	2.0	1.0	1.0	1.0
System Developer III	0.0	1.0	1.0	1.0
POLICE COMMUNITY OUTREACH	81.5	83.5	89.5	80.5
TOTAL POLICE DEPARTMENT	353.5	350.5	352.5	352.5
Director of Public Works	1.0	1.0	1.0	1.0
Deputy Director of Public Works	0.0	0.0	1.0	1.0
Manager Technical Support	1.0	1.0	1.0	1.0
Engineering Technician I	1.0	0.0	0.0	0.0
Engineering Technician II	4.0	2.0	0.0	0.0
GIS Analyst	0.0	0.0	2.0	2.0
GIS Technician	0.0	2.0	2.0	2.0
Management Analyst	2.0	1.0	1.0	1.0
Manager Community Education	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	1.0	1.0
Project Administrator	0.0	1.0	0.0	0.0
Senior GIS Analyst	0.0	1.0	1.0	1.0
Solutions Architect	0.0	1.0	1.0	1.0
System Developer III	1.0	0.0	0.0	0.0
Technical Support Analyst II	1.0	1.0	2.0	2.0
User System Consultant II	1.0	1.0	1.0	1.0
PUBLIC WORKS ADMINISTRATION & TSG	14.0	14.0	15.0	15.0
Engineering Technician II	1.0	1.0	1.0	1.0
Manager Pavement Improvements	1.0	1.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %	5 XcdhYX : M & \$ %
Project Engineer	0.0	0.0	0.0	0.9
Construction Inspector	0.0	0.0	0.0	0.9
PUBLIC WORKS CITYWIDE HALF-CENT SALES TAX	2.0	2.0	2.0	3.8
City Engineer	1.0	1.0	1.0	1.0
Accounting Specialist II	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	1.0	1.0
Engineer I	0.0	0.0	0.0	0.0
Engineer II	3.0	4.0	4.0	3.1
Engineer III	1.0	1.0	1.0	1.0
Engineer in Training	0.0	0.0	1.0	1.0
Engineering Technician I	5.0	5.0	4.0	4.0
Engineering Technician II	5.0	5.0	5.0	4.1
Engineering Technician III	2.0	2.0	2.0	1.0
Manager Construction Inspection	1.0	1.0	1.0	1.0
Manager Survey Design & Rec	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	1.0	1.0
Real Estate Officer	1.0	0.0	0.0	0.0
Right of Way Agent	0.0	1.0	1.0	1.0
PUBLIC WORKS ENGINEERING	23.0	24.0	24.0	21.2
Manager Facilities	1.0	1.0	1.0	1.0
Carpenter	1.0	1.0	1.0	1.0
Electrician	1.0	1.0	1.0	1.0
HVAC Specialist I	0.0	1.0	1.0	1.0
HVAC Specialist II	1.0	0.0	0.0	0.0
Maintenance Worker I	6.0	6.0	6.0	6.0
Maintenance Worker II	5.0	5.0	4.0	2.0
Maintenance Worker III	1.0	2.0	2.0	4.0
Office Assistant III	1.0	1.0	0.0	0.0
Plumber	1.0	1.0	1.0	1.0
Program Coordinator	0.0	0.0	1.0	1.0
Supervisor II	1.0	1.0	1.0	1.0
PUBLIC WORKS FACILITIES, BUILDING & GENERAL SERVICES	19.0	20.0	19.0	19.0
Manager Fleet Services	1.0	1.0	1.0	1.0
Accounting Specialist I	1.0	1.0	1.0	1.0
Maintenance Worker II	2.0	0.0	0.0	0.0
Maintenance Worker III	6.0	0.0	0.0	0.0
Master Mechanic	7.0	7.0	7.0	7.0
Mechanic I	0.0	2.0	2.0	2.0
Mechanic II	0.0	6.0	6.0	6.0
Office Assistant II	1.0	1.0	0.0	0.0
Office Specialist	1.0	1.0	1.0	1.0
Supervisor III	4.0	4.0	4.0	4.0
PUBLIC WORKS FLEET SERVICES	23.0	23.0	22.0	22.0
Manager Forestry	1.0	1.0	1.0	1.0
Arborist I	1.0	3.0	4.0	4.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 XcdhYX : M'&\$%&	5 XcdhYX : M'&\$%	5 XcdhYX : M'&\$%	5 XcdhYX : M'&\$&\$
Arborist II	3.0	2.0	2.0	1.0
Arborist III	3.0	2.0	1.0	2.0
Supervisor III	1.0	1.0	1.0	1.0
PUBLIC WORKS FORESTRY	9.0	9.0	9.0	9.0
Manager Parking	1.0	1.0	1.0	1.0
Maintenance Worker II	4.0	4.0	4.0	4.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	0.0	0.0
Office Specialist	0.0	0.0	1.0	1.0
Parking Control Officer I	4.0	4.0	4.0	4.0
Parking Control Officer II	0.0	0.0	0.0	0.0
Supervisor I	1.0	1.0	1.0	1.0
Supervisor II	1.0	1.0	1.0	1.0
System Developer I	1.0	1.0	1.0	1.0
PUBLIC WORKS PARKING ADMINISTRATION	14.0	14.0	14.0	14.0
Director of Street Maintenance & Traffic Operations	1.0	1.0	0.0	0.0
Deputy Director of Public Works	0.0	0.0	1.0	1.0
Street Operations Manager	0.0	0.0	1.0	1.0
Assistant Superintendent Street Maintenance & Traffic Operations	1.0	1.0	1.0	1.0
Equipment Operator	41.0	41.0	41.0	41.0
Infrastructure Support Manager	4.0	4.0	4.0	4.0
Infrastructure Planner	0.0	0.0	1.0	1.0
Management Analyst	0.0	0.0	0.0	1.0
Manager Quality Assurance	2.0	2.0	1.0	1.0
Office Assistant I	1.0	1.0	1.0	0.0
Office Assistant II	2.0	2.0	0.0	1.0
Office Assistant III	0.0	0.0	1.0	1.0
Office Specialist	0.0	0.0	1.0	1.0
Senior Program Coordinator	2.0	2.0	2.0	1.0
STREET MAINTENANCE	54.0	54.0	55.0	55.0
Administrator of Traffic Operations	1.0	1.0	1.0	1.0
Electronics Technician I	1.0	1.0	1.0	1.0
Electronics Technician II	3.0	3.0	3.0	3.0
Equipment Operator I	3.0	3.0	2.0	2.0
Equipment Operator II	2.0	2.0	3.0	3.0
Infrastructure Support Manager	2.0	2.0	2.0	2.0
Office Assistant III	1.0	1.0	1.0	1.0
TRAFFIC OPERATIONS	13.0	13.0	13.0	13.0
TOTAL PUBLIC WORKS DEPARTMENT	171.0	173.0	173.0	172.0
Accountant I	0.0	0.0	0.0	0.0
Accountant II	1.0	1.0	1.0	1.0
Administrative Officer	0.0	0.0	0.0	0.0
Asst Director Water Services	1.0	1.0	1.0	1.0
Business Services Manager	0.0	0.0	0.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 Yr : M & \$ %	5 Yr : M & \$ %	5 Yr : M & \$ %	5 Yr : M & \$ %
Business Support Analyst	1.0	2.0	2.0	1.0
Chemist	1.0	1.0	1.0	1.0
Class IV Water Plant Operator	6.0	5.0	5.0	5.0
Cross Connection Insp I	1.0	1.0	1.0	0.0
Director of Water Meter Svcs	1.0	1.0	1.0	1.0
Director of Customer Service	1.0	0.0	0.0	0.0
Director of Utilities Infrastructure	1.0	0.0	0.0	0.0
Director of Water Plant Ops	0.0	1.0	1.0	1.0
Director of Water Services	1.0	1.0	1.0	1.0
Elec / Instrument Mech II	1.0	1.0	1.0	1.0
Electrician	2.0	2.0	2.0	2.0
Engineer II	1.0	1.0	1.0	1.0
Engineer In Training	1.0	1.0	1.0	1.0
Engineering Technician I	0.0	0.0	0.0	2.0
Engineering Technician II	2.0	2.0	2.0	0.0
Foreperson	14.0	13.0	13.0	14.0
Laboratory Technician	1.0	1.0	1.0	1.0
Leadperson	12.0	11.0	11.0	10.0
Manager Support	8.0	8.0	8.0	4.0
Manager Water Treatment Plant	1.0	1.0	0.0	0.0
Network Engineer III	1.0	1.0	1.0	0.5
Office Assistant II	11.0	11.0	11.0	11.0
Office Assistant III	9.0	9.0	9.0	8.0
Office Specialist	2.0	2.0	2.0	3.0
Senior Project Manager	1.0	0.0	0.0	0.0
Supervisor II	3.0	2.0	3.0	3.0
Supervisor III	0.0	0.0	0.0	4.0
Trade Inspector	0.0	0.0	0.0	1.0
Utility System Worker I	3.0	3.0	3.0	3.0
Utility System Worker II	20.0	24.0	28.0	20.0
Utility System Worker III	14.0	11.0	11.0	16.0
Water Inventory Specialist	1.0	1.0	1.0	1.0
Water Plant Operator	0.0	1.0	1.0	1.0
Water System General Manager	1.0	1.0	1.0	1.0
Utility Director	1.0	0.0	0.0	0.0
UTILITIES WATER	125.0	121.0	125.0	121.5
Engineer I	0.0	0.0	0.0	1.0
Engineer II	2.0	2.0	2.0	2.0
Engineer In Training	1.0	1.0	1.0	0.0
Environment Technician I	2.0	1.0	1.0	1.0
Erosion Control Inspector II	1.0	1.0	1.0	1.0
Horticulturist	1.0	1.0	1.0	1.0
Manager Support	1.0	1.0	1.0	2.0
Office Assistant III	1.0	1.0	1.0	1.0
SW Permit Coordinator	0.0	1.0	1.0	0.0
WPC Equip Operator SL I	6.0	8.0	7.0	0.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 Yr : M & %	5 Yr : M & %	5 Yr : M & %	5 Yr : M & %
WPC Equip Operator SL II	1.0	0.0	0.0	0.0
WPC Equip Operator SL III	9.0	9.0	9.0	0.0
WPC Equipment Operator	0.0	0.0	0.0	6.0
WPC Insp & Verification Insp	0.0	0.0	0.0	2.0
WPC Senior Equipment Operator	0.0	0.0	0.0	8.0
WPC I&I / CCTV SL II	0.0	0.0	0.0	0.0
UTILITIES STORMWATER	25.0	26.0	25.0	25.0
Administrative Officer	1.0	1.0	1.0	1.0
Biologist	2.0	2.0	2.0	2.0
Deputy Utilities Director	0.0	1.0	1.0	1.0
Director of Business Services	1.0	1.0	1.0	1.0
Elec & Instrument Mechanic III	0.0	1.0	1.0	0.0
Electrician	0.0	0.0	0.0	2.0
Engineer II	0.0	0.0	0.0	0.0
Engineer III	1.0	2.0	1.0	2.0
Engineer In Training	1.0	0.0	0.0	0.0
Environmental Technician II	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0	2.0
Manager Community Education	0.0	0.0	0.0	1.0
Manager Laboratory Operations	1.0	1.0	1.0	1.0
Manager Support	6.0	6.0	6.0	4.0
Manager WPC Operations	2.0	2.0	2.0	2.0
Network Engineer III	0.0	1.0	1.0	1.5
Office Assistant III	2.0	2.0	2.0	1.0
Senior Project Manager	0.0	1.0	1.0	0.0
Supervisor III	0.0	0.0	0.0	3.0
Utilities Director	0.0	1.0	1.0	1.0
Utilities Superintendent	0.0	0.0	0.0	0.0
WPC Bio-Solids Tech I - SL II	1.0	1.0	1.0	2.0
WPC Bio-Solids Tech II - SL III	2.0	2.0	2.0	2.0
WPC Elect & Inst Mech - E&I SL I	2.0	3.0	3.0	2.0
WPC Elect & Inst Mech - E&I SL II	2.0	0.0	0.0	0.0
WPC Electrician	0.0	1.0	1.0	0.0
WPC Equipment Operator	0.0	0.0	0.0	5.0
WPC Equip Operator SL I	2.0	4.0	4.0	0.0
WPC Equip Operator SL II	2.0	1.0	1.0	0.0
WPC Equip Operator SL III	8.0	6.0	6.0	0.0
WPC General Manager	1.0	1.0	1.0	1.0
WPC I&I/ CCTV SL II	3.0	2.0	2.0	0.0
WPC Insp & Verification Insp	0.0	0.0	0.0	2.0
WPC Maint Mechanic	0.0	0.0	0.0	9.0
WPC Maint Mechanic SL I	8.0	7.0	7.0	0.0
WPC Maint Mechanic SL III	5.0	5.0	5.0	0.0
WPC Plant Operator SL I	3.0	5.0	5.0	6.0
WPC Plant Operator SL II	2.0	1.0	1.0	1.0
WPC Plant Operator SL IV	12.0	12.0	12.0	0.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	5 Yr : FY18	5 Yr : FY19	5 Yr : FY20	5 Yr : FY21
WPC Senior Equipment Operator	0.0	0.0	0.0	7.0
WPC Senior Maint Mechanic	0.0	0.0	0.0	4.0
WPC Senior Plant Operator	0.0	0.0	0.0	10.0
UTILITIES WASTEWATER	72.0	75.0	74.0	77.5
TOTAL UTILITIES DEPARTMENT	222.0	222.0	224.0	224.0
Zoo Director	1.0	1.0	1.0	1.0
ZOO FINANCE	1.0	1.0	1.0	1.0
Food Service Coordinator	1.0	0.0	0.0	0.0
Education Specialist	0.0	1.0	1.0	1.0
Education Specialist II	1.0	1.0	1.0	1.0
ZOO EDUCATION & CONSERVATION	2.0	2.0	2.0	2.0
Zoo Operations Manager	1.0	1.0	1.0	1.0
Assistant Curator/Records Manager	1.0	0.0	0.0	0.0
Supervisor II	1.0	2.0	2.0	3.0
Zoo Keeper I	5.0	7.0	7.0	8.0
Zoo Keeper II	9.0	7.0	7.0	6.0
Zoo Keeper III	1.0	0.0	0.0	0.0
Zoo Registrar	0.0	1.0	1.0	0.0
ZOO ANIMAL CARE	18.0	18.0	18.0	18.0
Zoo Vet Tech	1.0	1.0	1.0	1.0
Zoo Veterinarian	1.0	1.0	1.0	1.0
ZOO ANIMAL HEALTH	2.0	2.0	2.0	2.0
Horticulturist	1.0	1.0	2.0	2.0
ZOO GUEST EXPERIENCE	1.0	1.0	2.0	2.0
TOTAL ZOO	24.0	24.0	25.0	25.0
CITY TOTAL FULL-TIME EQUIVALENT POSITIONS	1,189.5	1,192.5	1,198.5	1,194.5

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LEVEL DEBT SERVICE STRATEGY

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MOODY'S INVESTORS AND STANDARD & POOR'S SERVICES

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ãã^&c^ãæ Á| @| ^ÁÁ| ^| |&• Áæ^Á| &• ^ãË• æ| ^Á| Áæ@ç^/æ Á| * æãæ| çÁææ*^Ë

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TAX INCREMENT FINANCING (TIF)

City of Topeka

2020

CERTIFICATE

To the Clerk of Shawnee County, State of Kansas
We, the undersigned, officers of

City of Topeka

- certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the
maximum expenditure for the various funds for the year 2020; and
(3) the Amount(s) of 2019 Ad Valorem Tax are within statutory limitations.

			2020 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:					
Computation to Determine Limit : 2020		Page No. 2			
Allocation of MVT, RVT, and 16/20M Veh Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Fund	K.S.A.				
General	12-101a	7	118,726,907	28,806,482	
Debt Service	10-113	8	30,224,960	15,999,329	
Library	12-1220	8			
Special Liability	75-6110	9	2,557,261	659,785	
Special Highway	12-1, 119	10	6,802,358		
Special Alcohol & Drug	79-41A04	10	626,000		
Alcohol & Drug Safety	Administrative	11	416,425		
Law Enforcement	City Code 2-334	11	690,921		
Transient Guest Tax	Charter Ord 69	12	2,854,458		
Retirement Reserve	Administrative	12	3,128,292		
KP&F Rate Equilization	Administrative	13	393,483		
Neighborhood Revitalization	12-17, 114	13	270,000		
Historical Asset Tourism	City Code 2-331	14	366		
Half Cent Sales Tax (JEDO)	Administrative	14	22,135,873		
Half Cent Sales Tax (Street)	Admin; Code Sec. 138-36	15	23,154,305		
Tax Increment Financing	12-1775 (b)(2)	15	1,250,000		
Court Technology	City Code 3.25.174	16	328,810		
Downtown Improvement	12-1792	16	302,130		
Community Development	Administrative	17	860,000		
Tourism Improvement	12-1792	17	500,000		
Combined Utilities	Code Chpt. 146, Art 1	18	76,862,397		
Public Parking	13-1379	19	3,623,473		
Facilities	Administrative	20	1,855,658		
Fleet	Ord. 15665	21	3,170,661		
IT	City Code Sec. 2-144	22	4,039,413		
Risk Funds		23	19,620,634		
Totals		xxxxxx	324,394,786	45,465,595	
Budget Summary		24			County Clerk's Use Only
Neighborhood Revitalization					Nov 1, 2019 Total Assessed Valuation

Tax Lid Limit (from Computation Tab)
Does the City Need to Hold an Election?

47,480,269
NO

Topéka Metropolitan Transit Authority	Charter Ord. 118	9	5,330,843	4,806,555	
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Assisted by: _____

Address: _____

Email: _____

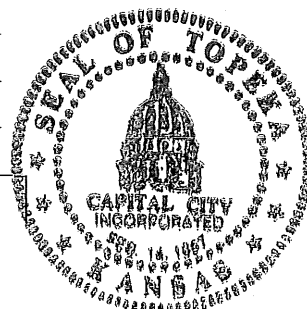
Date Attested: _____ 2019

County Clerk

Governing Body

ATTEST: Page No. 1

Brenda Younger
CITY CLERK



2020

NOTICE OF BUDGET HEARING

The governing body of
City of Topeka
will meet on August 13, 2019 at 6:00 p.m. at City Council Chambers at 214 E Eighth Street for the purpose of hearing and
answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at Office of the City Clerk at City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of Current Year Estimate for 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

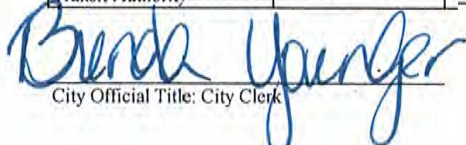
FUND	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
General	91,453,642	24.730	94,500,970	24.612	118,726,907	28,806,482	25.172
Debt Service	19,675,179	14.410	21,529,910	14.341	30,224,960	15,999,329	13.981
Library							
Special Liability	503,829	0.780	1,202,957	0.777	2,557,261	659,785	0.577
Special Highway	5,913,246		7,578,445		6,802,358		
Special Alcohol & Drug	542,966		570,000		626,000		
Alcohol & Drug Safety	34,024		66,926		416,425		
Law Enforcement	451,326		690,921		690,921		
Transient Guest Tax	2,802,334		3,129,984		2,854,458		
Retirement Reserve	1,630,556		2,524,235		3,128,292		
KP&F Rate Equalization	5,418		29,380		393,483		
Neighborhood Revitalization	2,100		130,000		270,000		
Historical Asset Tourism	9,050		31,156		366		
Half Cent Sales Tax (JEDO)	17,600,819		17,901,153		22,135,873		
Half Cent Sales Tax (Street)	12,797,718		15,441,476		23,154,305		
Tax Increment Financing	207,950		750,000		1,250,000		
Court Technology	10,789		60,000		328,810		
Downtown Improvement	172,560		283,295		302,130		
Community Development	338,589		760,000		860,000		
Tourism Improvement	419,586		500,000		500,000		
Combined Utilities	67,517,786		72,443,501		76,862,397		
Public Parking	2,765,942		3,651,955		3,623,473		
Facilities	1,832,176		1,857,635		1,855,658		
Fleet	1,779,749		2,078,014		3,170,661		
IT	3,938,857		4,017,289		4,039,413		
Risk Funds	12,845,834		19,549,625		19,620,634		
Totals	245,252,026	39.920	271,278,827	39.730	324,394,786	45,465,595	39.730
Less: Transfers	4,181,776		3,883,684		6,489,270		
Net Expenditure	241,070,250		267,395,143		317,905,516		
Total Tax Levied	42,663,840		48,293,028		xxxxxxxxxxxxxxxxxx		
Assessed Valuation	1,068,583,794		1,132,344,584		1,144,377,532		

Outstanding Indebtedness,

	2017	2018	2019
January 1,			
G.O. Bonds	199,475,000	207,935,000	211,025,000
Revenue Bonds	147,380,000	159,950,000	199,720,000
Other	46,909,050	40,931,608	34,176,327
Lease Purchase Principal	3,526,552	3,691,113	2,741,449
Total	397,290,602	412,507,721	447,662,776

*Tax rates are expressed in mills

	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget for 2020		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate*
Topeka Metropolitan Transit Authority	4,886,980	4.200	5,261,231	4.200	5,330,843	4,806,555	4.200


City Official Title: City Clerk

20 YEAR PROPERTY TAX LEVY DIGEST

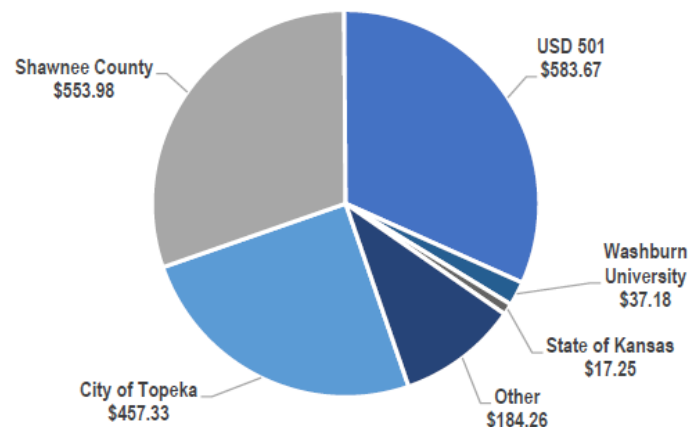
LEVY RATE	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
City of Topeka	32.574	32.447	33.129	33.224	32.391	30.653	30.747	32.457	32.682	32.592
Shawnee County	35.971	40.592	40.734	43.043	42.091	41.850	41.919	41.662	40.117	40.965
USD 501	46.610	52.563	47.769	46.198	54.007	53.295	53.367	53.423	54.740	54.429
Washburn University	3.311	3.312	3.314	3.308	3.313	3.313	3.314	3.315	3.316	3.316
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other	13.819	12.848	13.384	13.967	14.195	13.118	13.707	13.272	13.289	14.715
Total	133.785	143.262	139.830	141.240	147.497	143.729	144.554	145.629	145.644	147.517

LEVY RATE	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City of Topeka	32.849	32.928	35.838	39.736	39.733	39.809	39.927	39.920	39.730	39.768
Shawnee County	41.016	43.165	44.196	48.180	48.191	48.266	48.345	48.363	48.194	48.172
USD 501	54.301	56.307	56.319	56.320	52.536	50.869	50.869	50.702	50.754	50.754
Washburn University	3.317	3.298	3.318	3.319	3.322	3.266	3.275	3.250	3.229	3.233
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other	14.566	15.202	15.203	16.027	16.040	16.050	16.041	16.041	16.023	16.023
Total	147.549	152.400	156.374	165.082	161.322	159.760	159.957	159.776	159.430	159.450

Tax Breakdown

Tax breakdown on a home appraised at \$100,000	
Taxing Source	Amount
City of Topeka	\$457.33
Shawnee County	\$553.98
USD 501	\$583.67
Washburn University	\$37.18
State of Kansas	\$17.25
Other*	\$184.26
Total Tax Bill	\$1,833.68

Growth
2001-2020
22.1%
33.9%
8.9%
-2.4%
0.0%
15.9%
19.2%



*Metro Transit Authority, Metro Topeka Airport Authority, Topeka Shawnee County Public Library