



CITY OF TOPEKA

2021 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



Top Row	Tony Emerson <i>Council District 4</i>	Michael Lesser <i>Council District 9</i>	Michael Padilla <i>Council District 5</i>	Spencer Duncan <i>Council District 8</i>	Neil Dobler <i>Council District 7</i>
Bottom Row	Sylvia Ortiz <i>Council District 3</i>	Hannah Naeger <i>Council District 6</i>	Mayor Michelle De La Isla	Karen Hiller <i>Council District 1</i>	Christina Valdivia-Alcala <i>Council District 2</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.

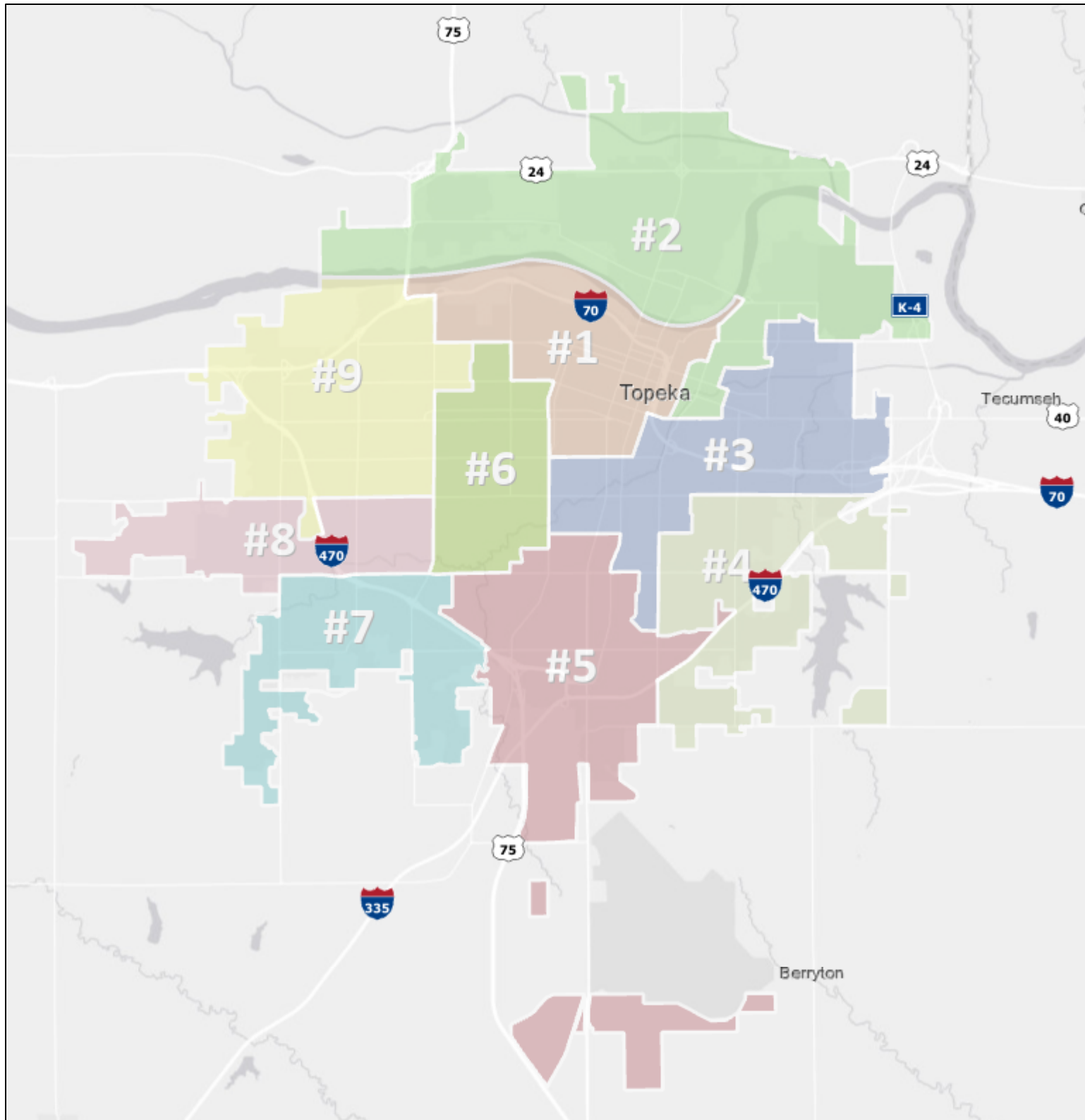
The City is governed by a ten-member Governing Body, including a directly elected Mayor and a nine-member City Council, elected by district. Governing Body members serve 4-year staggered terms. A City Manager, appointed by the Governing Body, is responsible for the implementation of the Governing Body's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

Roadway Labels	6
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2021 Adopted Budget

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City of Topeka, Kansas GIS Data Disclaimer

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City of Topeka

EXECUTIVE LEADERSHIP

CITY MANAGER'S OFFICE

Brent Trout
City Manager

DEPARTMENT DIRECTORS

Jessica Lamendola
Administrative &
Financial Services

Chief Craig Duke
Fire

Jason Peek
Public Works

Vacant
Neighborhood Relations

Jacque Russell
Human Resources

Mark Biswell
Information Technology

Lisa Robertson
Legal

Vacant
Municipal Court

Bill Fiander
Planning &
Development

Chief Bill Cochran
Police

Brendan Wiley
Topeka Zoo

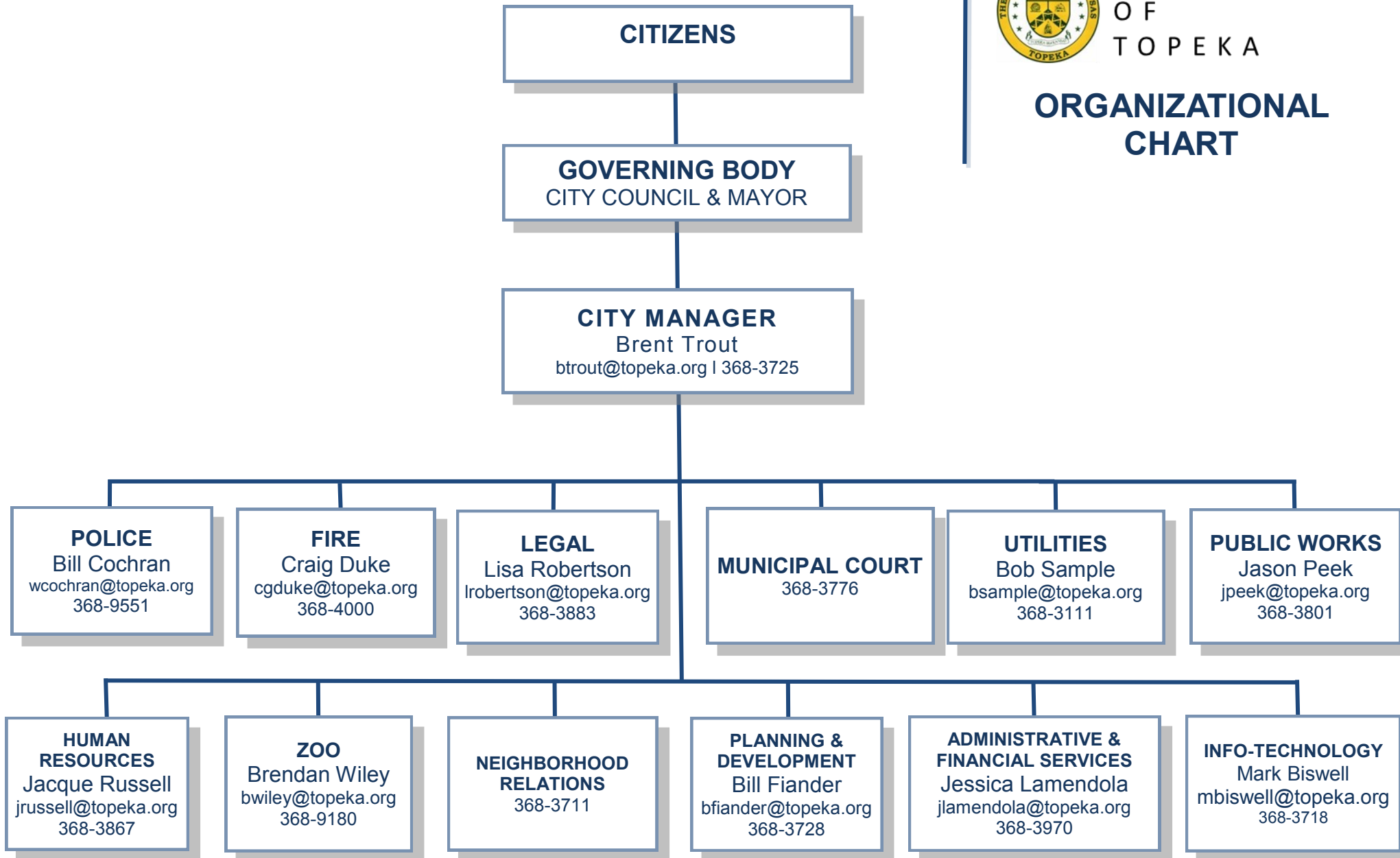
Bob Sample
Utilities





CITY
OF
TOPEKA

ORGANIZATIONAL CHART



AS OF JUNE 2020

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 125,310 for 2019, 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 2019 is



176,875. 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 City of Topeka employing approximately 7,600 people. There are roughly 100 women to every 92 men (52% to 48%), and the racial makeup of the City is approximately 78.5% White, 10.6% African American, 1.0% American Indian, 1.7% Asian and 0.1% Native Hawaiian or Other Pacific Islander. 15.0% of the population identifies as Hispanic or Latino/a. The median household income as of 2019 in 2018 dollars is \$46,890 with a per capita income of \$27,145.¹

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 The Evergy Plaza in the heart of downtown Topeka was established in Spring of 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.



Topeka's 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 33rd 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

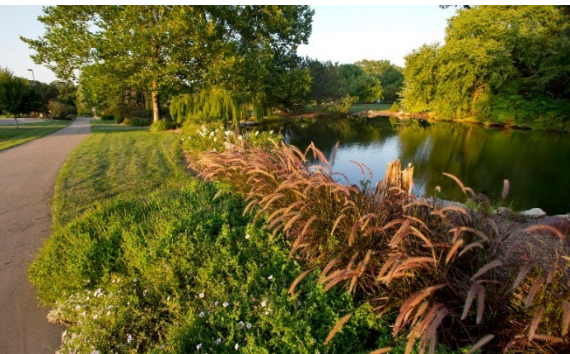
Topeka's regional medical community is nationally recognized for offering high-quality, low-cost care. A multitude of community outreach services are provided by two general hospitals and five specialized hospitals that together employ approximately 8,000 people. For years, the City served as the home 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 Stormont Vail Events Center 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:

- 2017 Kansas Department of Revenue Study indicated the City captures 91.2% of sales tax generated in Shawnee County
- 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:

- A dedicated sales tax generating \$5 million per year (recently extended through 2032) for Economic Development
- A joint City/County economic development agency which coordinates economic activities
- 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 (2019)

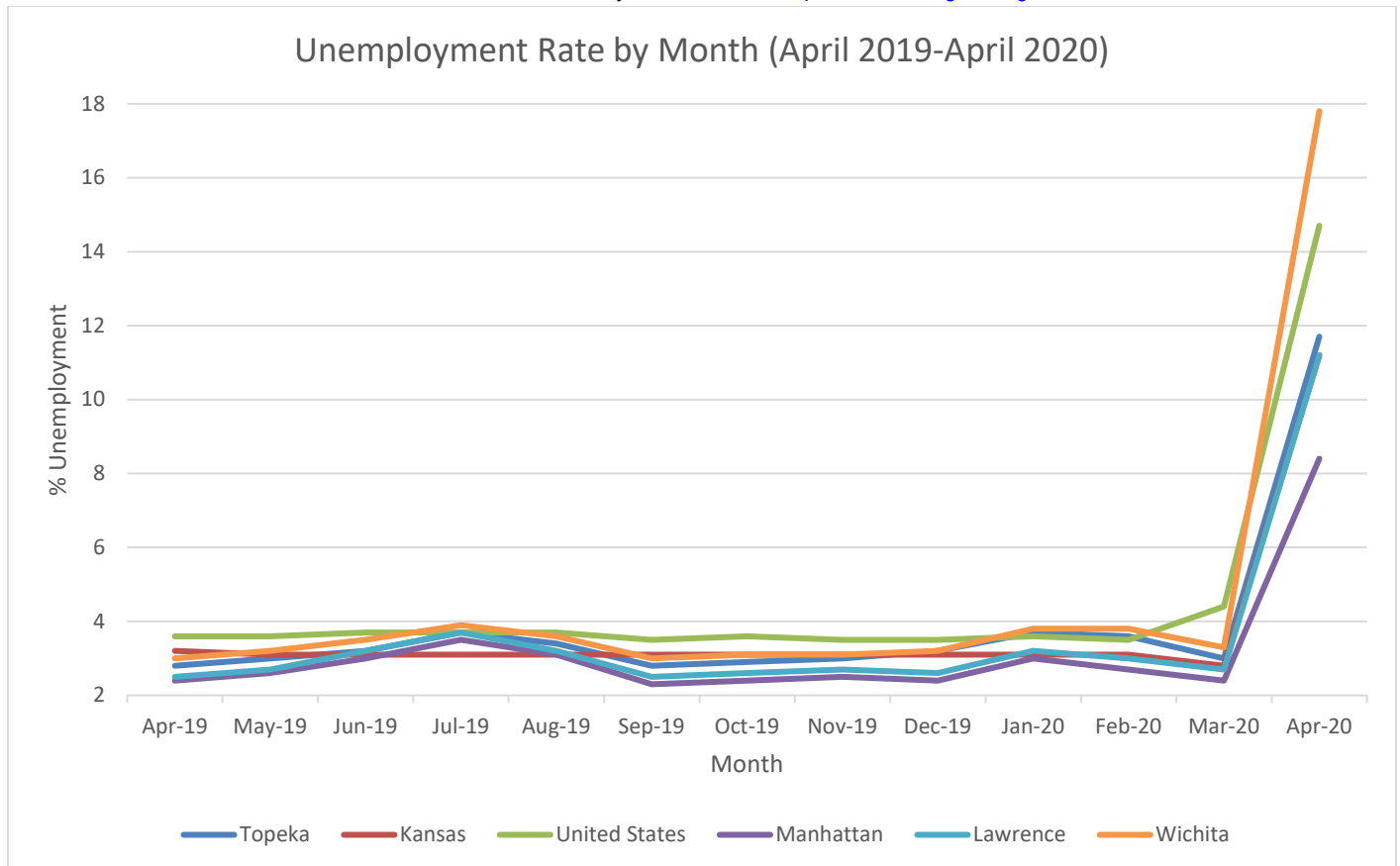
Employer	Employees	% of Total City Employment
State of Kansas	7,600	7.03%
Stormont-Vail Health Care	4,200	3.89%
Hills Pet Nutrition Inc	3400	3.15%
Unified School District #501	2,100	1.94%
Goodyear Tire and Rubber Co.	2,000	1.85%
BNSF Railway Company	1,900	1.76%
Blue Cross Blue Shield of Kansas	1,800	1.67%
University of KS Health Systems-St. Francis Campus	1,600	1.48%
Colmery-O'Neil VA Medical Center	1,500	1.39%
City of Topeka	1,200	1.11%

Top 10 Principal Property Taxpayers (2019)

Taxpayer	Taxable Assessed Value	% of Total Taxable Assessed Value
Westar Energy	72,343,033	5.71%
Burlington Northern/Santa Fe/Utility	14,036,303	1.11%
Target Corporation	12,681,500	1.00%
Westridge Mall LLC	10,692,403	0.84%
Kansas Gas Service/Utility	10,629,268	0.84%
Federal Home Loan Bank of Topeka	8,930,888	0.70%
Wal-Mart Stores Inc.	8,251,727	0.65%
Resers Fine Foods Inc.	7,386,895	0.58%
Blue Cross/Blue Shield/KS Hospital Serv/Insurance	7,233,202	0.57%
Big Heart Pet Brands	7,056,760	0.56%
TOTAL	\$159,241,979	12.56%

Unemployment

The overall unemployment rate in Topeka compared to national and state-wide rates is comparable. 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. Data can be found on the Bureau of Labor Statistics Website under "Economy at a Glance": <https://www.bls.gov/eag/>

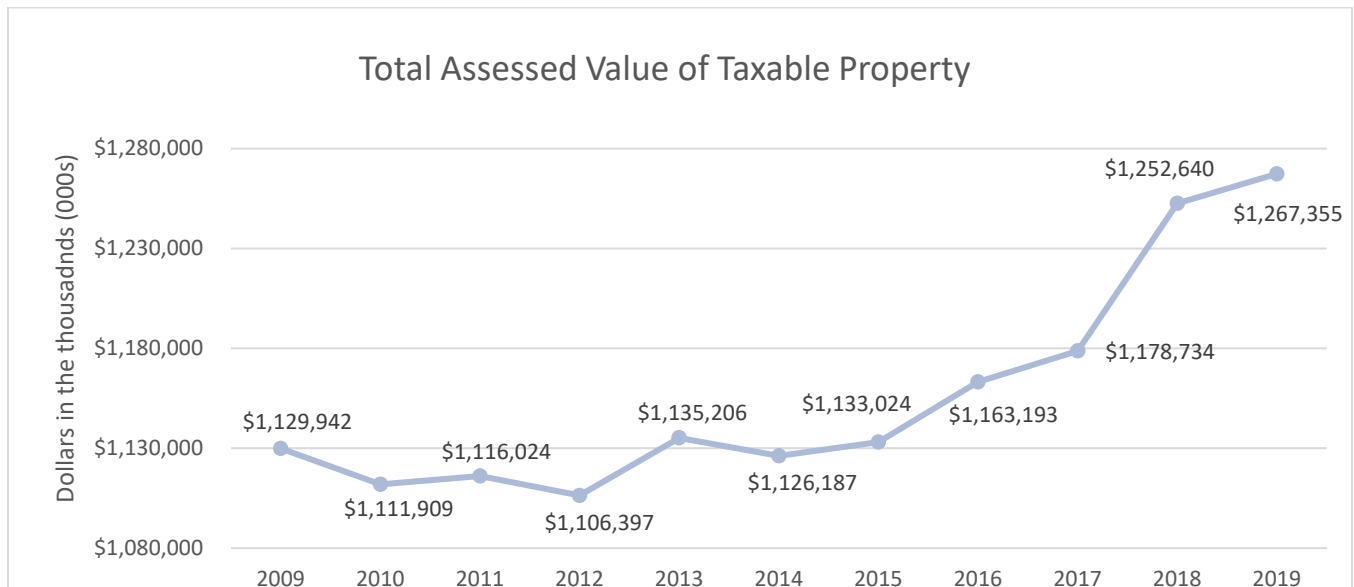


Between March and April of 2020, the unemployment rate more than tripled in each of the shown regions, largely due to the effects of the COVID-19 pandemic.

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

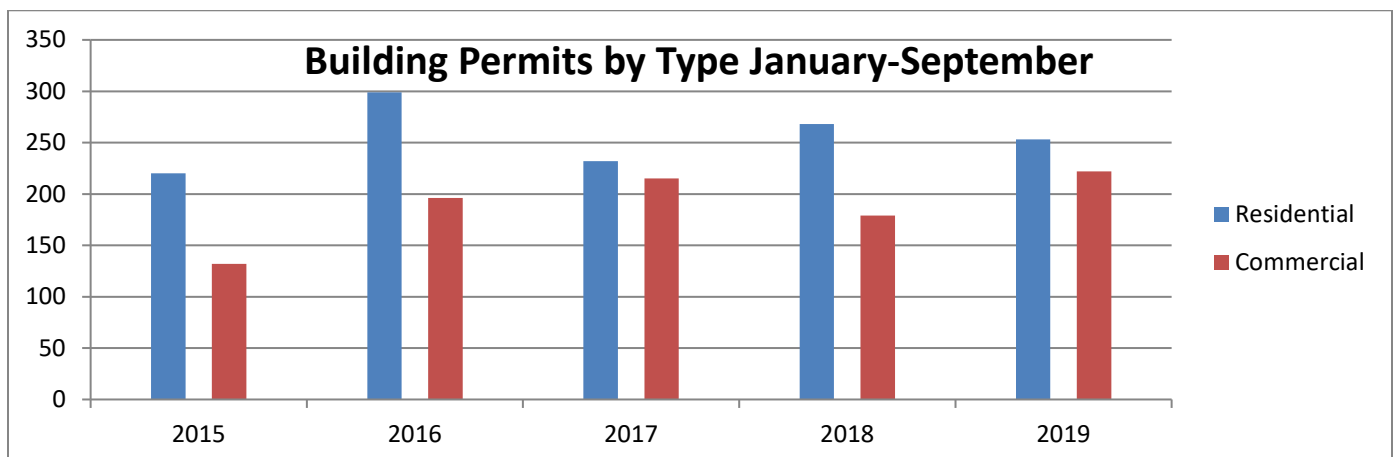
- Topeka's workforce is deep, diverse, well-educated, and well-paid
- Six quality K-12 districts cover the City
- Strong vocational/technical offerings
- Presence of and partnerships with Washburn University improve the capability of local workforce

The City's tax base remained relatively stable through the 2004-2009 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.



BUDGET OVERVIEW



Proposed: June 19, 2020

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 2021 (FY21) Proposed Budget for your review. The FY21 Adopted Budget keeps the City's overall mill levy rate the same, and continues to support the priority areas of City government. The FY21 Adopted Budget will be the seventh consecutive budget proposal that has not included a mill levy increase. The ability to continue to provide the current service levels while not increasing the City's largest revenue source becomes increasingly challenging. The City began the 2021 budget process with an estimated operating deficit of more than \$5 million in the General Fund. My instructions to the finance team were to submit a structurally sound budget that strives to support current service levels while also recognizing the need to reduce full time positions. In order to submit a balanced budget, the City would need to reduce full time head count by 32.5 positions citywide when compared to the FY20 Adopted Budget along with the elimination of other non-personnel expenditures. Several City Departments will be rethinking how the City provides services as we look to identify expenditure efficiencies. This has been a challenging budget to craft but I believe it has accomplished these goals. The FY21 Adopted 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 \$96.9 million for FY21, essentially flat to the FY20 Adopted Budget. Since 2014, revenues have not kept pace with expenditure growth. During this time, on average, General Fund expenditures growth has outpaced overall revenue growth.

Property and sales tax collectively make up 61% of the General Fund's revenue, 30% and 31% respectively. Property tax is budgeted to increase over the FY20 Adopted Budget by \$1.1 million, the City experienced strong assessed valuation growth (\$33.76 million or 3%) compared to the prior year. The strong assessed value growth allows the City to capture additional revenue as more taxable value has been added to the tax rolls while keeping the mill levy rate the same. Sales tax is economically sensitive and City collections have historically alternated annually between growth and modest decline over the last five years. The 2020 public health emergency-COVID19 has introduced additional uncertainty into the sales tax forecast as it is unclear how consumer behavior will respond to this ongoing public health emergency or what the long term impact could be on the local economy. The Adopted Budget for sales tax is 3% lower than the 2020 Adopted Budget (\$935,000).

Other major revenue trends are incorporated and reflected in the FY21 Adopted General Fund Budget. Interest earned on idle funds has been reduced by \$536,000 for a total estimate of \$268,000. The Federal Reserve has maintained interest rates at a historically low levels which are projected to result in lower investment income. The Adopted Budget for franchise fees has decreased by \$176,000 to \$14.5 million, based on prior year collections.

Personnel related expenses represent the largest portion of the General Fund at \$76.4 million, or 79% of total expenditures. Personnel costs, including wages and benefits, are relatively flat when compared to the 2020 Adopted Budget largely due to proposed FTE eliminations. The personnel budget includes finalized union contracts along with assumptions regarding negotiations in progress. Non-union, management and executive staff wages increase 1% on average. Healthcare costs are estimated to grow by 4% in the FY21 Adopted Budget compared to the FY20 Adopted Budget.

General Fund departments were asked to identify budget reduction options totaling at least \$5 million while also providing feedback on any potential service reductions. The overall reductions were arrived at through discussions with City Management along with staff citywide. The reductions that have been included in the budget were difficult decisions and will likely place additional strain on remaining staff as responsibilities may have to be shifted and prioritized. Although the City has begun to implement an early retirement incentive, potential savings has not been included in the 2021 Adopted Budget as savings are not known at this time. However, savings achieved through this program could be used to reinstate an eliminated position, fund additional expenditure needs, or to offset revenues if current projections for economically sensitive sources were to decline. 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 without raising the mill levy, the FY21 Adopted Budget relied significantly on expenditure cuts but does also incorporate some revenue enhancements. For instance, the recently approved foreclosure property registry is expected to yield \$75,000 in FY21 helping offset costs associated with code enforcement.

Major Fund Discussions

In addition to the General Fund, the City budgets for numerous 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 FY21 Adopted Budget for Utilities includes a modest operational increase, and the first year of the recently approved rate increase adopted by the Governing Body in 2019. The Water, Wastewater, and Stormwater revenue reflects the approved rate increases 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 Facilities funds are flat to the FY20 Adopted Budget.

Risk Funds

The risk management and insurance funds are constantly being evaluated to ensure that they reflect the current expectation. The City experienced a significant property insurance increase at the beginning of FY20 and this increase has been included in the 2021 Adopted Budget. 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.

Citywide and Countywide Half Cent Sales Tax Funds

The City levies a half cent sales tax for street, curb, gutter and sidewalk replacement. The FY21 Adopted budget reflects the approved 2021-2030 Capital Improvement Plan (CIP), and maintains the snow removal budget in other operating funds. The Countywide Half Cent Sales Tax reflects the approved 2021-2030 CIP.

Budget Review

The FY21 Adopted Budget is organized to facilitate discussion of how it supports the Governing Body's 2021 Budget Priorities. Department pages are grouped by Governing Body priority. Public budget work sessions are expected to follow the same structure. The FY21 Adopted 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 FY21 Adopted 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,

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 2021 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 2021, 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 2021.

2021 BUDGET CALENDAR

The budget calendar below is an outline of the major milestones in the 2021 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 2021 calendar reflects the potential for an election due to the State adopted Property Tax Lid, House Bill 2088.

EVENT	DATE
2021-2030 CIP and 2021-2023 CIB Adopted	5/19/2020
Council Adopts Budget Priorities	5/5/2020
City Manager releases budget to Council	By 6/19/2020
City receives final revenue estimates from County/State	6/15/2020
Setting Maximum Taxes Levied and Publication (Election)	6/17/2020
Budget Discussion (Council Meeting)	7/7/2020
Council Budget Workshop	7/11/2020
Notify County if Election Needed	7/1/2020
Setting Maximum Taxes Levied and Publication (No Election)	By 7/14/2020
Budget Discussion (Council Meeting)	7/14/2020 7/21/2020
Public Hearing (No Election)	7/28/2020
Council Adopts Budget (No Election)	8/11/2020
Budget must be adopted (No Election)	8/25/2020
Tentative Date of Mail Ballot Election (If Election Needed)	9/15/2020
Election Results by This Date (If Election Needed)	9/20/2020
Public Hearing and Budget Adoption (If Election Needed)	By 9/30/2020
For Counties with Election--Completed Budgets Due to County Clerk	10/1/2020

Council Budget Priorities

As required by the Topeka Municipal Code 3.05.050, on May 5, 2020, the Governing Body adopted and approved priorities and objectives to guide budget preparation process for fiscal year 2021. 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. Investing in Infrastructure

Public Works

Utilities

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. Improving Fiscal Sustainability

City Council and Mayor

Executive

Administrative & Financial Services

Human Resources

Information Technology

Legal

EXPENDITURE DETAIL

Fund	2021 Proposed Expenditures	General Fund Department Break Out	2021 Proposed Expenditures
General Fund	96,166,940	City Council	339,693
Downtown Business Improvement (BID)	302,130	Executive	1,409,248
Court Technology	319,810	Legal	1,114,038
Special Alcohol	671,000	Admin and Finance	2,405,198
Alcohol & Drug Assess. and Referral Prog.	354,861	Municipal Court	1,755,571
Law Enforcement	690,921	Human Resources	1,062,242
Special Liability	2,428,230	Mayor	167,171
Topeka Tourism Bus.Improvement Dis.	490,400	Non Departmental	57,897
Transient Guest Tax	3,351,567	Prisoner Care	700,000
Retirement Reserve	3,123,490	Neighborhood Relations	2,585,514
KP&F Equalization	369,596	Franchise Fee	104,100
Neighborhood Revitalization	265,431	TPAC	582,435
Historic Preservation Fund	31,522	Cemeteries	220,000
Countywide Half Cent Sales Tax (JEDO)	22,135,873	Fire	29,642,247
Special Highway (Motor Fuel)	6,997,098	Police	40,837,794
Citywide Half Cent Sales Tax	19,245,962	Public Works	7,186,318
Tax Increment Financing	1,250,000	Park and Recreation	629,894
Community Improvement Districts (CID)	1,360,000	Zoo	2,687,270
Debt Service	31,199,557	Planning	2,680,310
Parking	4,061,042		
Information Technology	4,162,087		
Federal Funds Exchange Fund	774,812		
Fleet	2,940,274		
Facilities	1,768,884		
Water	40,201,259		
Stormwater	8,768,329		
Wastewater	38,397,857		
Insurance	2,898,230		
Worker's Comp	2,148,390		
Health Insurance	16,034,742		
Risk Management Reserve	1,500		
Unemployment	131,134		
Grand Total	\$ 313,042,928		

Expenditure Summary: By Fund

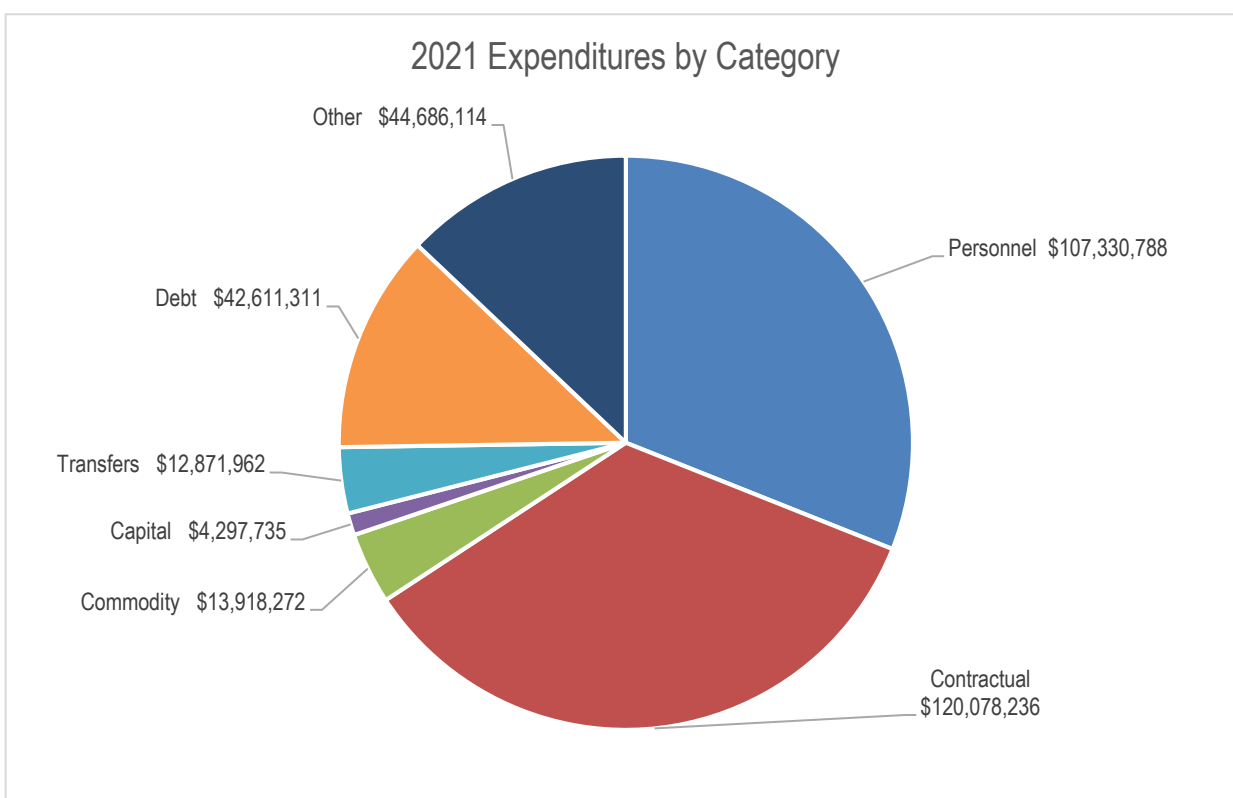
Below is a four year history of expenditures by fund.

Fund	CASH BASIS BUDGET			
	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
General Fund	91,453,763	94,679,767	96,495,545	117,414,293
Downtown Business Improvement District	172,560	177,359	302,130	302,130
Court Technology	10,789	55,818	328,810	319,810
Special Alcohol	542,966	562,534	626,000	671,000
Alcohol and Drug Safety	34,024	83,491	416,424	354,860
Law Enforcement	451,326	600,294	690,921	690,921
Special Liability	503,829	894,069	2,557,261	2,897,309
Transient Guest Tax	2,802,334	2,992,954	2,854,458	3,351,567
Retirement Reserve	1,630,556	1,417,499	3,128,292	3,123,490
KP&F	5,418	29,380	393,483	369,596
Neighborhood Revitalization	2,100	-	270,000	265,431
Historic Preservation	9,050	5,961	366	25,561
Countywide Half Cent Sales Tax (JEDO)	17,600,819	14,108,754	22,135,873	22,135,873
Special Highway (Motor Fuel)	5,913,246	7,397,185	6,802,358	6,997,098
Citywide Half Cent Sales Tax	12,797,727	17,484,893	23,154,304	19,245,962
Tax Increment Financing	213,605	237,739	1,250,000	1,250,000
Community Improvement District	338,589	353,109	860,000	1,360,000
Debt Service	19,675,980	41,595,546	30,223,960	32,713,979
Topeka Tourism Business Improvement District	419,586	496,456	500,000	490,400
Parking	2,765,942	2,797,017	3,623,473	4,061,042
Information Technology	3,938,857	4,291,446	4,039,413	4,162,087
Federal Funds Exchange	-	-	-	774,811
Fleet	1,779,748	1,898,258	3,170,662	2,940,274
Facilities	1,832,177	173,348	1,855,658	1,768,884
Water	33,575,101	37,053,662	37,444,300	40,201,259
Stormwater	5,177,596	7,287,378	8,060,081	8,768,329
Wastewater	25,515,089	27,921,653	31,358,017	38,397,857
Insurance	1,010,238	858,903	1,448,837	858,903
Worker's Comp	1,054,095	1,345,548	2,127,272	1,345,548
Health Insurance	10,743,946	11,302,597	15,911,330	11,302,597
Risk Management Reserve	9	-	1,500	0
Unemployment	40,823	8,340	131,695	8,340
Grand Total	\$ 242,011,888	\$ 278,110,958	\$ 302,162,423	\$ 328,569,211

Expenditure Summary: By Category

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

2021 Expenditures Summary by Category	
Personnel (wages and benefits)	107,330,788
Contractual (payments for services)	120,078,236
Commodity (items and goods)	13,918,272
Capital (major equipment or infrastructure payments)	4,297,735
Transfers (movement of funds from one fund to another)	12,871,962
Debt (general obligation and revenue bond payments)	42,611,311
Other (eg. Contingency and depreciation)	44,686,114
Total	\$ 345,794,418



REVENUE DETAIL

The revenue estimated to finance the 2021 budget totals \$284.1 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 2021 Proposed Budget book.

FUND	2021 Proposed Revenues
General	96,166,940
Debt Service	21,576,254
Special Liability	858,564
Downtown Business Improvement District	302,130
Special Highway	5,879,135
Special Alcohol and Drug	671,000
Alcohol & Drug Assessment and Referral Program	74,800
Law Enforcement	229,500
Topeka Tourism Business Improvement District	500,000
Transient Guest Tax	3,164,057
Retirement Reserve	1,872,136
Countywide Half Cent Sales Tax (JEDO)	17,894,726
Citywide Half Cent Sales Tax	15,089,475
Tax Increment Financing	1,250,000
Court Technology	52,785
Community Improvement Districts	1,360,000
Water	40,635,800
Stormwater	8,627,500
Wastewater	36,734,400
Public Parking	2,899,155
Facilities	1,634,931
Fleet	2,950,000
IT	3,854,066
Insurance	2,428,185
Worker's Comp	2,552,441
Health	14,782,370
Risk Reserve	14,580
Unemployment	70,475
Total	\$ 284,125,405

Revenue Summary: By Category

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

Revenue Type	CASH BASIS BUDGET			
	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Property Tax	\$ 46,434,862	\$ 48,055,508	\$ 50,124,635	\$ 51,723,914
Motor Vehicle Property Taxes	\$ 5,107,882	\$ 5,209,513	\$ 4,563,690	\$ 4,677,710
Sales Tax	\$ 61,847,130	\$ 61,543,340	\$ 65,469,512	\$ 64,028,227
Transient Guest Tax	\$ 3,442,876	\$ 3,330,586	\$ 2,749,077	\$ 3,164,057
PILOTs	\$ 7,545,147	\$ 7,546,927	\$ 7,817,521	\$ 7,836,570
Liscenses and Permits	\$ 1,469,857	\$ 2,328,736	\$ 1,862,992	\$ 1,909,084
Gas Franchise Fee	\$ 2,623,974	\$ 2,481,569	\$ 2,676,716	\$ 2,649,948
Electric Franchise Fee	\$ 10,103,495	\$ 9,928,931	\$ 10,306,575	\$ 10,203,509
Cable Franchise Fee	\$ 1,706,813	\$ 1,613,080	\$ 480,150	\$ 1,689,188
Intergovernmental	\$ 4,042,409	\$ 3,408,649	\$ 2,239,697	\$ 6,637,766
Motor Fuel Taxes	\$ 5,594,971	\$ 5,597,292	\$ 5,575,135	\$ 5,575,135
Fees for Services	\$ 31,311,754	\$ 32,287,212	\$ 34,451,993	\$ 39,078,036
Parking User Fees	\$ 2,690,924	\$ 2,806,574	\$ 2,709,162	\$ 2,699,493
Water User Fees	\$ 33,125,456	\$ 32,413,064	\$ 35,447,500	\$ 40,635,800
Stormwater User Fees	\$ 7,148,154	\$ 7,628,545	\$ 7,865,800	\$ 8,627,500
Wastewater User Fees	\$ 29,866,753	\$ 31,497,151	\$ 31,939,400	\$ 36,568,500
Fines and Court Costs	\$ 2,836,958	\$ 1,509,111	\$ 2,970,872	\$ 2,956,372
Other	\$ 12,582,392	\$ 17,388,017	\$ 10,498,006	\$ 9,133,651
Total	269,481,807	276,573,806	279,748,433	299,794,460

EXPENDITURE, REVENUE, AND USE OF RESERVES SUMMARY

Fund	2021 Proposed Expenditures	2021 Proposed Revenues	2021 Proposed Use of Reserves
General Fund	96,166,940	96,166,940	0
Downtown Business Improvement (BID)	302,130	302,130	-
Court Technology	319,810	52,785	267,025
Special Alcohol	671,000	671,000	-
Alcohol & Drug Assess. and Referral Prog.	354,861	74,800	280,061
Law Enforcement	690,921	229,500	461,421
Special Liability	2,428,230	858,564	1,569,666
Topeka Tourism Bus.Improvement Dis.	490,400	500,000	(9,600)
Transient Guest Tax	3,351,567	3,164,057	187,510
Retirement Reserve	3,123,490	1,872,136	1,251,354
KP&F Equalization	369,596	-	369,596
Neighborhood Revitalization	265,431	-	265,431
Historical Asset Tourism	31,522	-	31,522
Countywide Half Cent Sales Tax (JEDO)	22,135,873	17,894,726	4,241,147
Special Highway (Motor Fuel)	6,997,098	5,879,135	1,117,963
Citywide Half Cent Sales Tax	19,245,962	15,089,475	4,156,487
Tax Increment Financing	1,250,000	1,250,000	-
Community Improvement Districts (CID)	1,360,000	1,360,000	-
Debt Service	31,199,557	21,576,254	9,623,303
Parking	4,061,042	2,899,155	1,161,887
Information Technology	4,162,087	3,854,066	308,021
Federal Funds Exchange Fund	774,812	-	774,812
Fleet	2,940,274	2,950,000	(9,726)
Facilities	1,768,884	1,634,931	133,953
Water	40,201,259	40,635,800	(434,541)
Stormwater	8,768,329	8,627,500	140,829
Wastewater	38,397,857	36,734,400	1,663,457
Insurance	2,898,230	2,428,185	470,045
Worker's Comp	2,148,390	2,552,441	(404,052)
Health Insurance	16,034,742	14,782,370	1,252,372
Risk Management Reserve	1,500	14,580	(13,080)
Unemployment	131,134	70,475	60,659
Grand Total	\$ 313,042,928	\$ 284,125,405	\$ 28,917,523

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			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 46,434,862	\$ 48,055,508	\$ 50,244,313	\$ 51,735,264

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			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 61,847,130	\$ 61,546,340	\$ 65,269,512	\$ 64,128,227

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 economic impact from the current Public Health Emergency-COVID19 is still being assessed, as a result the Sales tax growth rate for FY21 is projected to be 3% less than the 2019 actuals.

REVENUE DETAIL

Motor Fuel			
Annual Motor Fuel Revenues			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 5,594,971	\$ 5,618,221	\$ 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 FY20 Budget.

Motor Vehicle Property Taxes			
Annual Motor Vehicle Tax Revenues			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 5,107,882	\$ 5,209,573	\$ 4,266,678	\$ 4,675,791

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			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 1,469,857	\$ 2,328,736	\$ 1,862,992	\$ 1,909,084

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. FY20 and FY21 are expected to exceed 2018 collections but likely lower than 2019 actuals.

REVENUE DETAIL

Water User Fees			
Annual Water Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 33,125,456	\$ 37,747,539	\$ 35,447,500	\$ 40,635,800

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 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 7.5% rate increase for 2021, 2022, and 2023.

Wastewater User Fees			
Annual Wastewater Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 29,866,753	\$ 33,602,880	\$ 32,995,400	\$ 36,568,500

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 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 2% rate increase for 2021, 2022, and 2023. In addition, Utilities will begin selling biogas in 2021 resulting in an estimated revenue increase of \$1.3 million.

Stormwater User Fees			
Annual Stormwater Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 7,148,154	\$ 6,025,079	\$ 7,865,800	\$ 8,627,500

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 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			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 10,103,495	\$ 9,928,931	\$ 10,306,575	\$ 10,203,509

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% decrease over FY20 projected collections. The franchise fee rate for the electric utilities remains at 6% for 2021.

Gas Franchise Fees			
Annual Gas Franchise Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 2,623,974	\$ 2,481,569	\$ 2,676,716	\$ 2,649,948

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% decrease over FY20 projected collections. The franchise fee rate for the gas utilities remains at 5% for 2021.

Annual Cable Franchise Fees			
Annual Cable Franchise Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 1,706,813	\$ 1,613,080	\$ 1,740,251	\$ 1,689,188

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 3% decrease over FY20 projected collections. The franchise fee rate for the cable utilities remains at 5% for 2021.

REVENUE DETAIL

Fines and Costs			
Annual Fine Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 2,836,958	\$ 2,774,046	\$ 2,970,872	\$ 2,956,372

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.

Parking User Fees			
Annual Parking Fee Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 2,690,924	\$ 2,806,574	\$ 2,709,162	\$ 2,699,493

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 FY21 budget reflects essentially flat collections.

Transient Guest Tax			
Annual Transient Guest Tax Revenue			
2018 Actuals	2019 Actuals	2020 Budget	2021 Adopted
\$ 3,442,876	\$ 3,330,586	\$ 2,749,077	\$ 3,164,057

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 FY21 budget is budgeted at 95% of FY19 actual revenue collections. This is due to the current economic outlook remaining uncertain as a result of the COVID-19 pandemic.

POSITION OVERVIEW

Every year the City evaluates the number of Full Time Equivalent (FTE) needed to meet City Council priorities. For the 2021 budget, there are many proposed changes that would result in an overall reduction in budgeted positions from 2020.

- **Executive**
 - Decrease by one Senior Project Manager position in Emergency Management division
 - Decrease by one Deputy City Manager position in City Manager division
- **Administrative & Financial Services**
 - Decrease by one Senior Grants Program Administrator in the Central Accounting and Cash division
- **Fire**
 - Decrease by one Accounting Specialist II position in the Fire Administration division
 - Decrease by two Fire Cadet positions in the Fire Training division
 - Decrease by one Training Officer I position in the Fire Training division
- **Information Technology**
 - Decrease by one System Developer III position in the IT Business Systems division
- **Police**
 - Increase by half of a Police Records Clerk position in the Police Records division after retirement of part-time employee was upgraded to one FTE. Approved by the Position Review Committee
 - Increase by one Inventory Specialist position in the Police records division. Three temporary employee positions were eliminated in exchange for this addition. Approved by the Position Review Committee
 - Decrease by one Supervisor II position in the Community Outreach division
 - Decrease by one Office Specialist position in the Criminal Investigation division
 - Decrease by one Project Coordinator in the Community Outreach division
 - Decrease by two Office Assistant III positions in the Executive division
 - Decrease by one Police Records Clerk in the Community Outreach division
 - Decrease by one Office Assistant I in the Community Outreach division
 - Decrease by two Animal Control Officer positions in the Community Outreach division
 - Decrease by two Inventory Specialist in the Community Outreach division
 - Decrease by one Police Major position in the Field Operations division
 - Decrease by one Police Major position in the Community Outreach division
 - Decrease by one Supervisor I in the Community Outreach Division
- **Neighborhood Relations**
 - Increase by one Program Coordinator grant funded position in the Community Engagement division
 - Decrease by one full time Director of Neighborhood Relations position in the Administration division
 - Transfer of one Office Specialist position from the Community Engagement Division to the Housing Services Division. No budgetary impact.
- **Public Works**
 - Decrease by one FTE in the Traffic Operations division. For the 2020 budget, one FTE was carried for an employee who was on long-term leave. When that employee left employment, this FTE was removed.
 - Decrease by three FTEs in the Parking division. One Parking Control Officer I, one Maintenance Worker II, and one System Developer I position.
 - Decrease by one User System Consultant in the Public Works Administration and Technical Support Group Division.
 - Transfer of one Management Analyst position from the Public Works Administration and Technical Support Group Division to the Engineering Division.
 - Decrease by four Maintenance Worker I positions in the Public Works Facilities, Building & General Services division.
 - Decrease by one Engineer in Training position in the Engineering Division
 - Decrease by two Engineering Technician I positions in the Engineering Division
 - Decrease by one Equipment Operator I position in the Traffic Operations Division

- Decrease by one Office Assistant II position in the Street Maintenance Division
- Decrease by one Office Assistant III position in the Street Maintenance Division

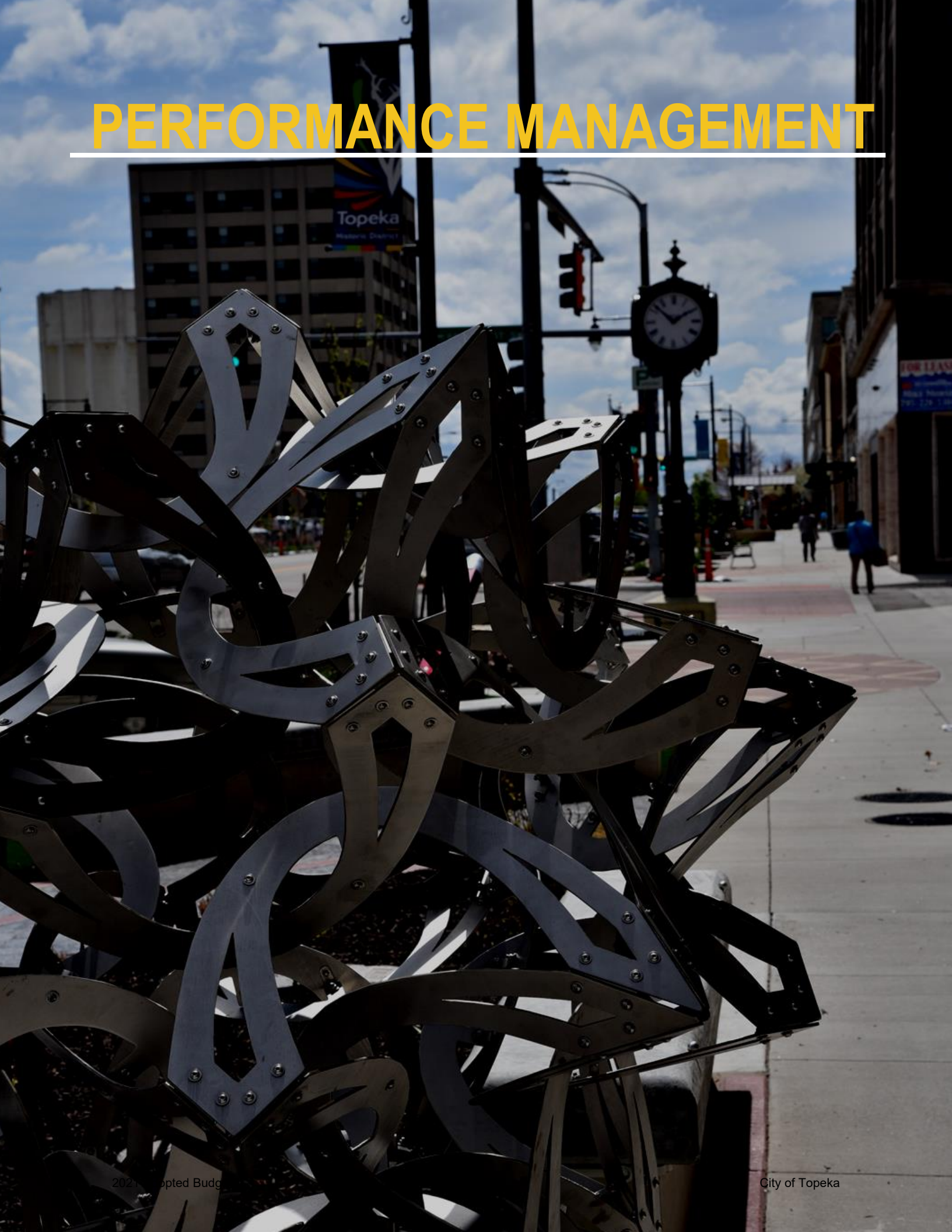
Below is a four year personnel history. A detailed summary of employees by division is located in the Appendix and embedded in Department budget sections.

PERSONNEL CHART FOUR YEAR HISTORY

Department	2018 Budget FTE	2019 Adopted FTE	2020 Adopted FTE	2021 Proposed FTE	20-'21 Variance
Administrative & Financial Services	25.0	25.0	24.0	23.0	-1.0
City Council	10.0	10.0	10.0	10.0	0.0
Neighborhood Relations	31.0	31.0	31.0	31.0	0.0
Executive	11.0	13.0	12.0	10.0	-2.0
Fire	248.0	249.0	249.0	245.0	-4.0
Human Resources	13.0	13.0	13.0	13.0	0.0
Information Technology	17.0	17.0	16.0	15.0	-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	20.0	20.0	20.0	0.0
Planning & Development	28.0	29.0	29.0	29.0	0.0
Police	350.5	352.5	352.5	342.0	-10.5
Public Works	173.0	173.0	172.0	158.0	-14.0
Utilities	222.0	224.0	224.0	224.0	0.0
Zoo	24.0	25.0	25.0	25.0	0.0
Total	1,192.5	1,198.5	1,194.5	1,162.0	(32.5)

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

PERFORMANCE MANAGEMENT



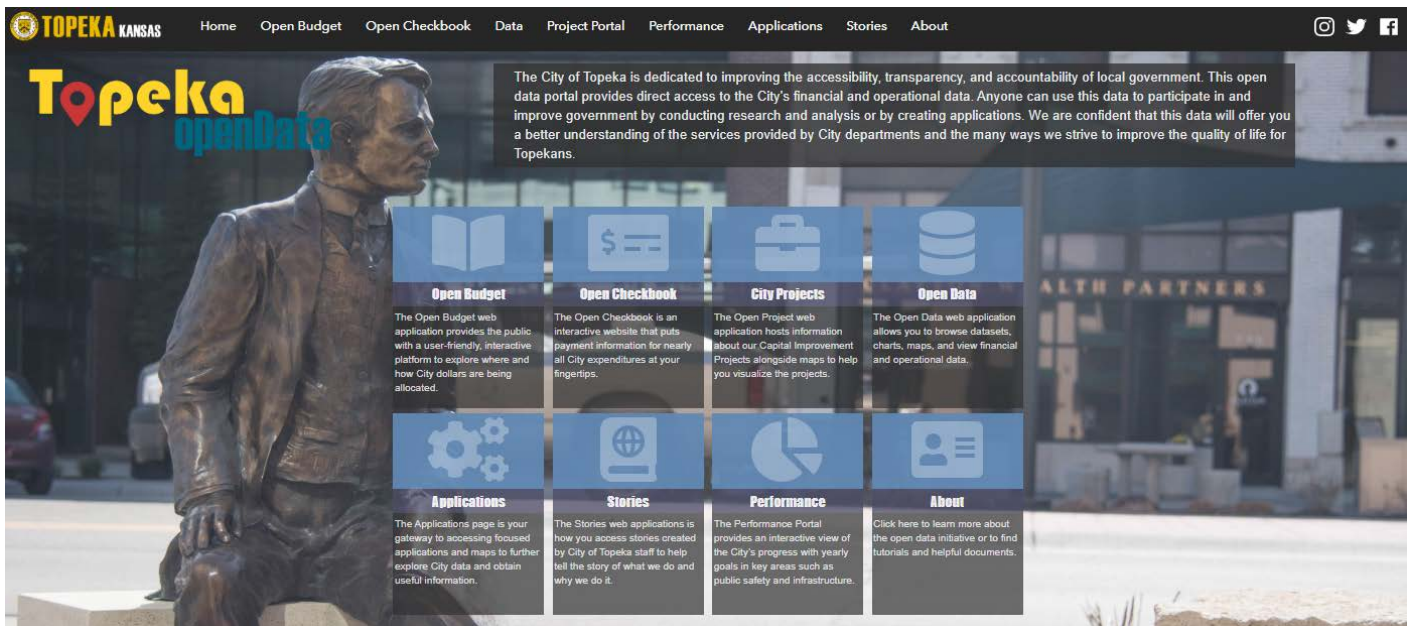
The City has developed a long-term Performance Management Program that assists departments in focusing on key areas and improving operations by making data-driven decisions. The Performance Management Program leads departments in annual goal development and strategic strategies. Under the direction of the Department of Administrative and Financial Services, 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

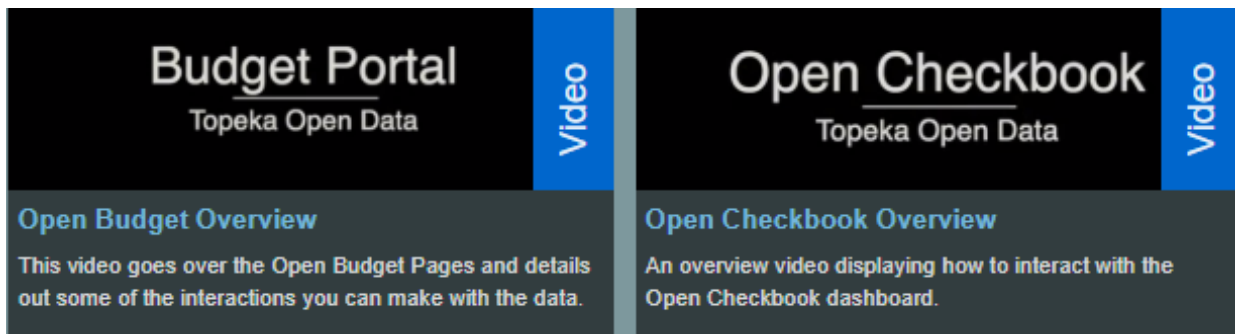


The City of Topeka is dedicated to improving the accessibility, transparency, and accountability of local government. This open data portal provides direct access to the City's financial and operational data. Anyone can use this data to participate in and improve government by conducting research and 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](#).



A close-up photograph of a sunflower field. The sunflowers have bright yellow petals and dark brown, textured centers. The background is slightly blurred, showing more sunflowers and green leaves. The lighting is warm, suggesting a sunny day.

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.

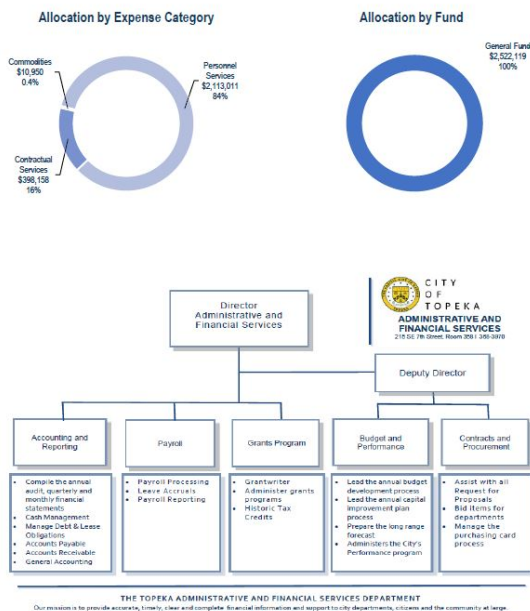
ADMINISTRATIVE & FINANCIAL SERVICES

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).

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$330,125	\$327,850	\$351,236	\$311,378
Contractual Services	36,133	23,830	24,048	27,115
Commodities	1,751	1,389	1,200	1,200
TOTAL	\$368,009	\$353,070	\$376,485	\$339,693

Allocation by Fund

General Fund	\$368,009	\$353,070	\$376,485	\$339,693
TOTAL	\$368,009	\$353,070	\$376,485	\$339,693

Full-Time Equivalent Positions

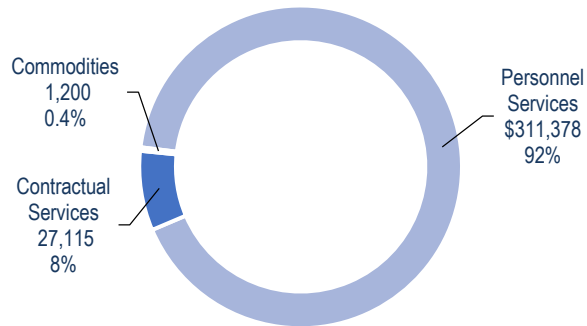
City Council	10.0	10.0	10.0	10.0
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Changes to the Budget

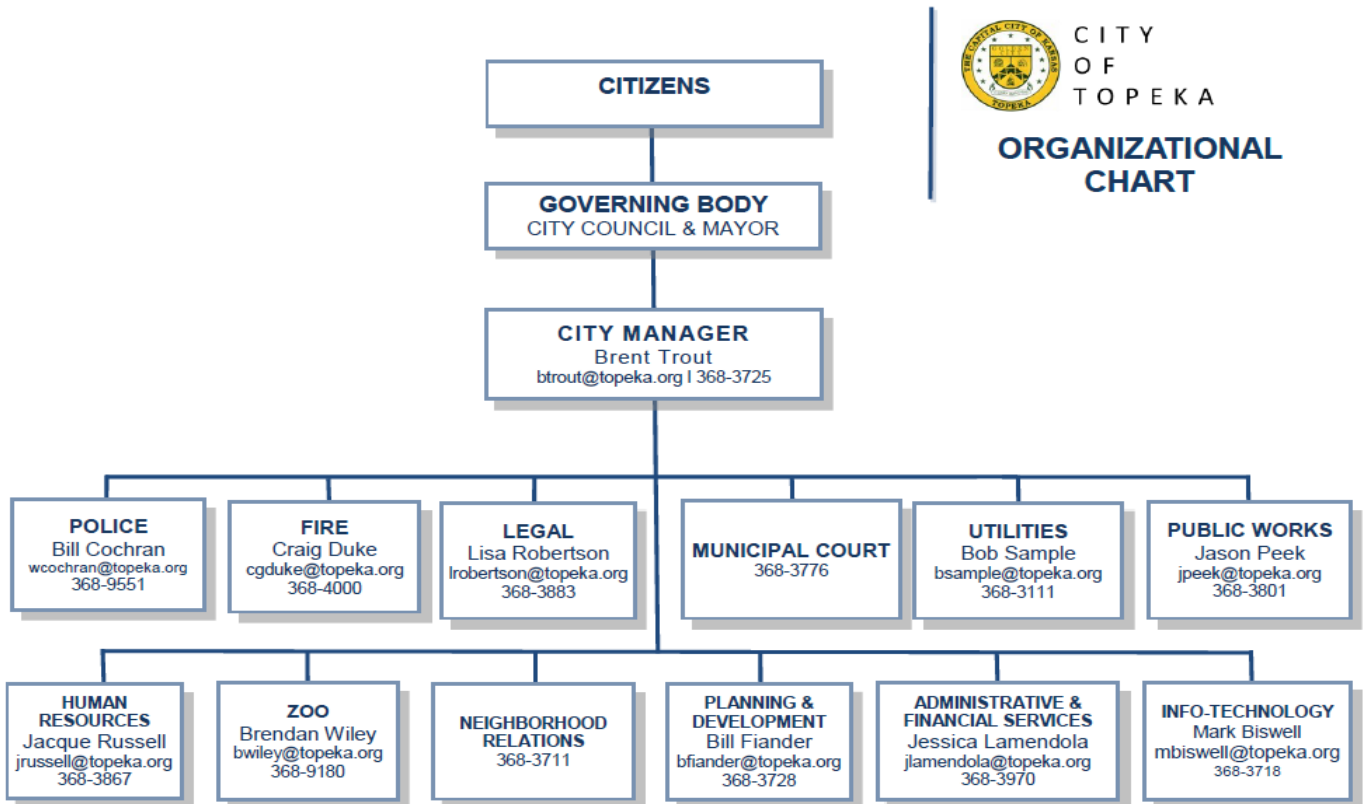
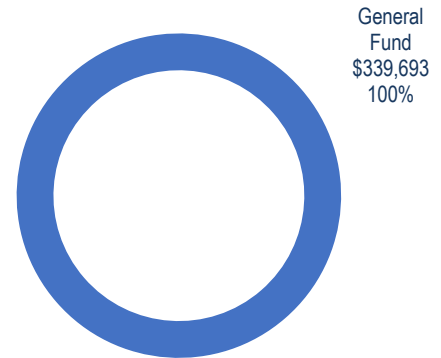
→ The 2021 Adopted Budget for City Council decreased by \$39,858 in Personnel Services due to a decrease in benefits costs for City Council members.

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



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.

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$111,801	\$118,998	\$120,379	\$137,338
Contractual Services	41,859	38,116	39,551	29,603
Commodities	9,588	942	1,000	230
TOTAL	\$163,248	\$158,056	\$160,930	\$167,171

Allocation by Fund				
General Fund	\$163,248	\$158,056	\$160,930	\$167,171
TOTAL	\$163,248	\$158,056	\$160,930	\$167,171

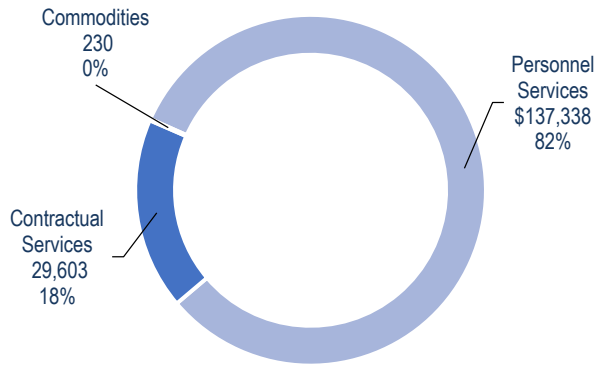
Full-Time Equivalent Positions				
Mayor	2.0	2.0	2.0	2.0

Changes to the Budget

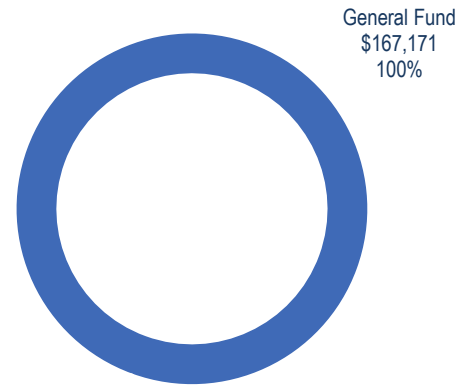
→The 2021 Adopted Budget for the Mayor's Office decreased by \$9,948 in Contractual Services largely due to the elimination of the boards and commissions software, Granicus.

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category

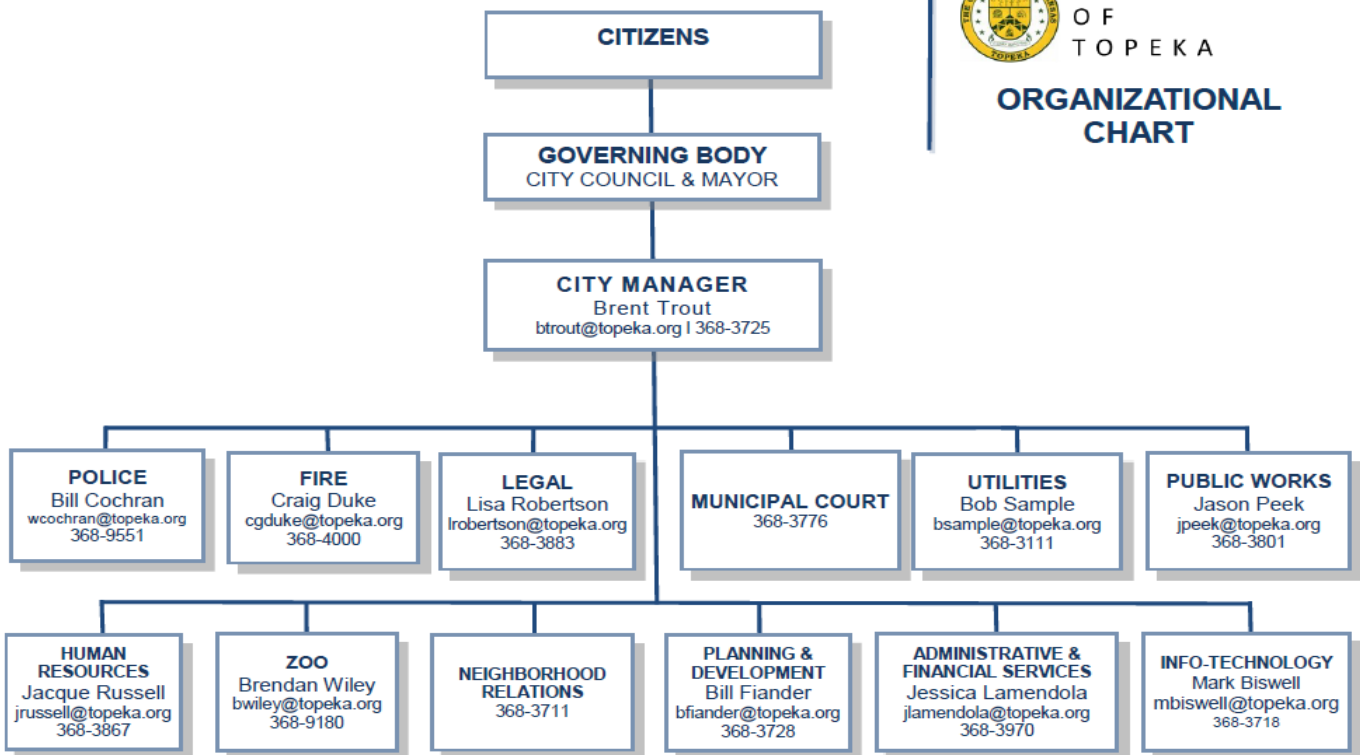


Allocation by Fund



CITY
OF
TOPEKA

ORGANIZATIONAL CHART



DEPARTMENT ALLOCATION SUMMARY

Actual
FY 2018Actual
FY 2019Budget
FY 2020Adopted
FY 2021**Allocation by Expense Category**

Personnel Services	\$1,019,125	\$1,147,190	\$1,250,779	\$992,562
Contractual Services	263,084	279,949	337,040	321,283
Commodities	26,888	28,986	85,090	84,890
Capital Outlay	-	3,005	10,513	10,513
TOTAL	\$1,309,097	\$1,459,130	\$1,683,421	\$1,409,248

Allocation by Fund

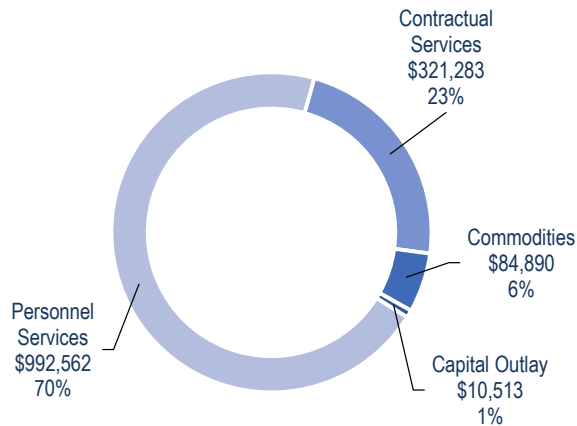
General Fund	\$1,309,097	\$1,459,130	\$1,683,421	\$1,409,248
TOTAL	\$1,309,097	\$1,459,130	\$1,683,421	\$1,409,248

Full-Time Equivalent Positions

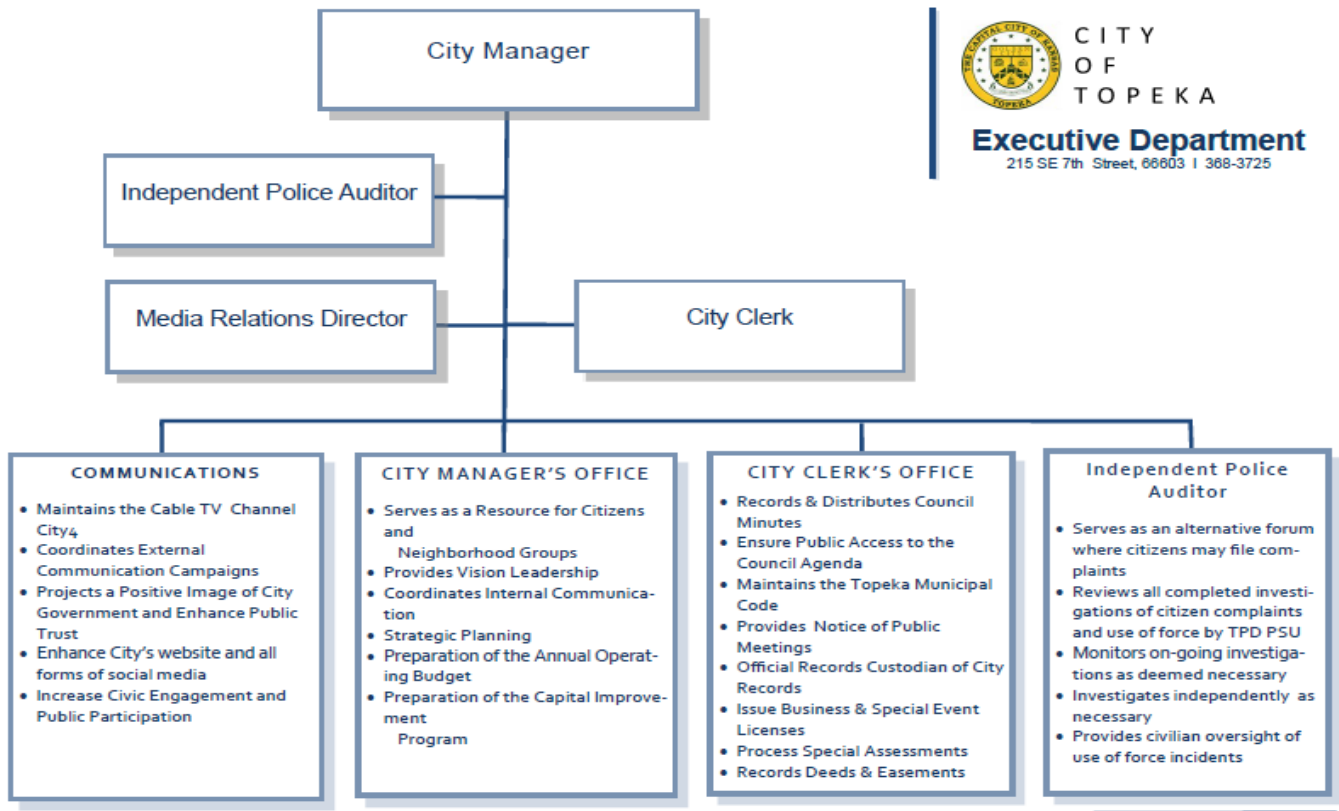
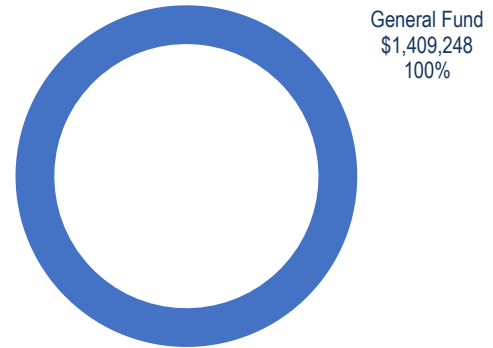
Office of the City Manager	4.0	4.0	4.0	3.0
Office of the City Clerk	3.0	3.0	3.0	3.0
City Communications	4.0	4.0	4.0	4.0
Emergency Management	0.0	2.0	1.0	0.0
TOTAL	11.0	13.0	12.0	10.0

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

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 responsible for delivering the highest level of quality information on policy, services and activities of Topeka government and our residents.

Executive

Office of the City Manager

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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

Complete

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

Complete

Complete

Major Program Accomplishments

- 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

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$532,084	\$552,058	\$644,219	\$461,602
Non-Personnel Total	137,451	131,290	143,200	177,528
Contractual Services	134,740	129,124	133,081	167,409
Commodities	2,710	2,166	6,365	6,365
Capital Outlay	-	-	3,754	3,754
TOTAL	\$669,534	\$683,348	\$787,419	\$639,130

Allocation by Fund				
General Fund	\$669,534	\$683,348	\$787,419	\$639,130
TOTAL	\$669,534	\$683,348	\$787,419	\$639,130

Full-Time Equivalent Positions				
Office of the City Manager	4.0	4.0	4.0	3.0

Changes to the Budget

→The 2021 Adopted Budget for the Office of the City Manager reflects the reduction of one position - Deputy City Manager.

Executive

Office of the City Clerk

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Commitment to Customer Service
Promote a service oriented culture in city government

City Contracts Processed	882	885	885	884
Approved Business Licenses	507	524	524	518

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

Processed Open Record Requests	201	196	196	199
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Major Program Accomplishments

→Completed recodification and publication of the City of Topeka Municipal Code.

Future Goals

→Comprehensive review and update of TMC Title 5 Business Licenses and Regulations.

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$222,182	\$220,415	\$236,290	\$229,440
Non-Personnel Total	59,555	81,707	89,557	89,821
Contractual Services	56,810	79,092	86,357	86,621
Commodities	2,745	2,615	3,200	3,200
Capital Outlay			-	-
TOTAL	\$281,737	\$302,122	\$325,847	\$319,261

Allocation by Fund				
General Fund	\$281,737	\$302,122	\$325,847	\$319,261
TOTAL	\$281,737	\$302,122	\$325,847	\$319,261

Full-Time Equivalent Positions				
Office of the City Clerk	3.0	3.0	3.0	3.0

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for the City Clerk.

Executive

City Communications

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Commitment to Customer Service

Enhance customer service through technology

Social Media Followers	34,174	41,927	45,000	50,000
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Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

City Hosted Annual Meetings	2,035	1,200	1,200	1,200
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Major Program Accomplishments

- 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

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$263,738	\$278,208	\$286,347	\$301,520
Non-Personnel Total	92,967	98,696	131,095	138,803
Contractual Services	71,534	71,611	57,015	64,723
Commodities	21,433	24,080	71,075	71,075
Capital Outlay	-	3,005	3,005	3,005
TOTAL	\$356,705	\$376,904	\$417,442	\$440,323

Allocation by Fund

General Fund	\$356,705	\$376,904	\$417,442	\$440,323
TOTAL	\$356,705	\$376,904	\$417,442	\$440,323

Full-Time Equivalent Positions

City Communications	4.0	4.0	4.0	4.0
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Changes to the Budget

→There are no significant changes to the 2021 Adopted Budget for City Communications.

Executive

Emergency Management

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

The Emergency Management Division of the Executive Department has been eliminated in 2021. The various duties have been assigned to other departments throughout the City.

Major Program Accomplishments

Future Goals

Emergency Management

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,121	\$96,509	\$83,923	\$0
Non-Personnel Total	-	248	68,790	10,534
Contractual Services	-	123	60,587	2,530
Commodities	-	125	4,450	4,250
Capital Outlay	-	-	3,754	3,754
TOTAL	\$1,121	\$96,757	\$152,713	\$10,534

Allocation by Fund				
General Fund	\$1,121	\$96,757	\$152,713	\$10,534
TOTAL	\$1,121	\$96,757	\$152,713	\$10,534

Full-Time Equivalent Positions				
Emergency Management	0.0	2.0	1.0	0.0

Changes to the Budget

→The 2021 Adopted Budget reflects the reduction of one position - Emergency Management Coordinator. Associated duties have been transferred to other City Departments, however, some expenses related to the emergency management function will continue to be funded in the 2021 Adopted Budget.

ADMINISTRATIVE & FINANCIAL SERVICES

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,964,928	\$1,913,540	\$2,113,011	\$2,009,832
Contractual Services	448,605	390,420	398,158	384,416
Commodities	18,265	9,990	10,950	10,950
TOTAL	\$2,431,798	\$2,313,950	\$2,522,119	\$2,405,198

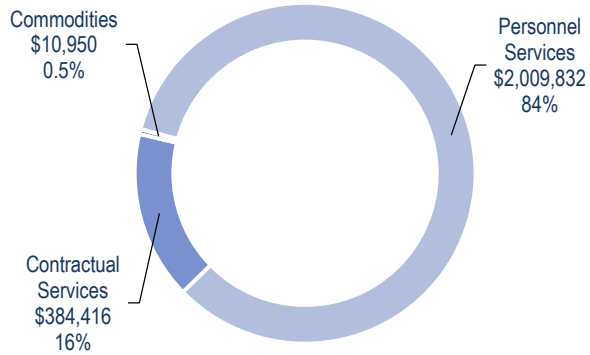
Allocation by Fund				
General Fund	\$2,431,798	\$2,313,950	\$2,522,119	\$2,405,198
TOTAL	\$2,431,798	\$2,313,950	\$2,522,119	\$2,405,198

Full-Time Equivalent Positions				
Financial Reporting and Payroll	19.0	19.0	18.0	17.0
Contracts and Procurement	6.0	6.0	6.0	6.0
TOTAL	25.0	25.0	24.0	23.0

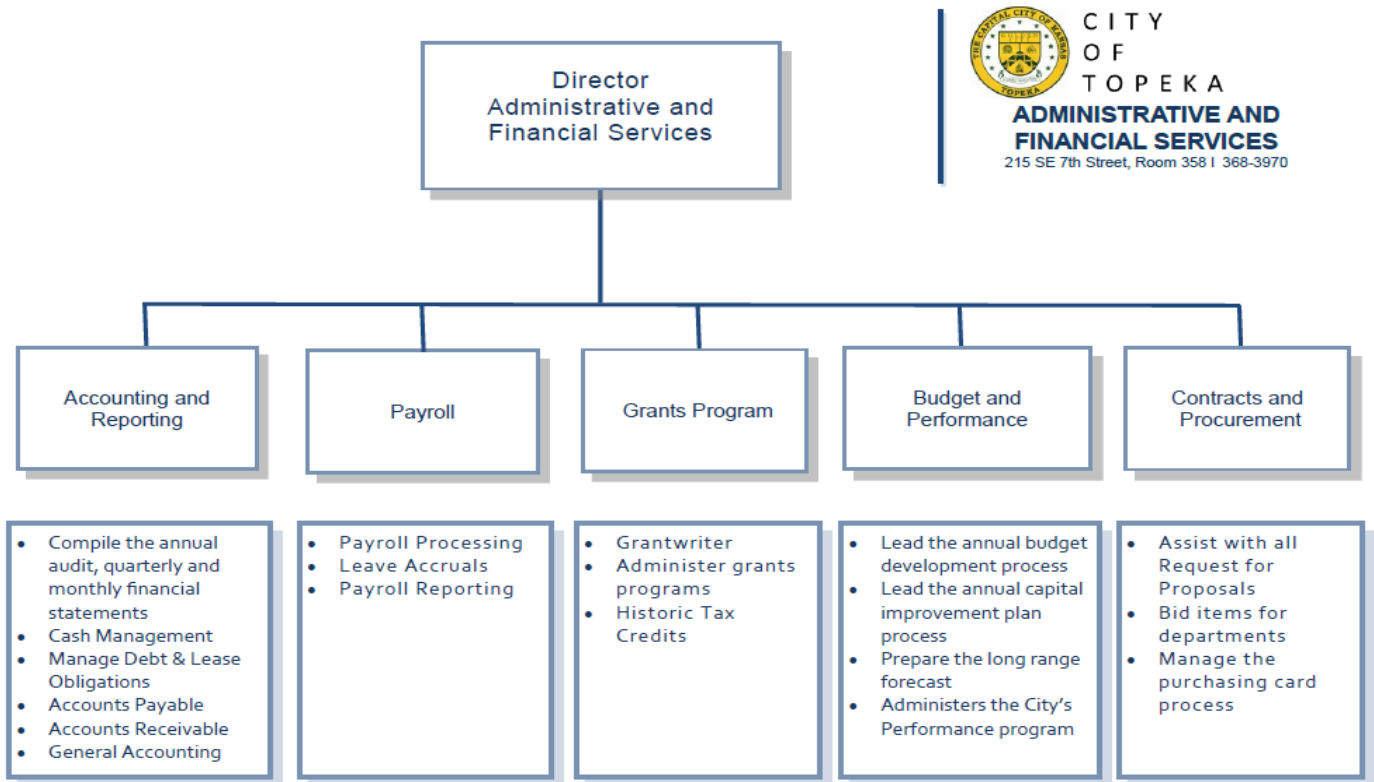
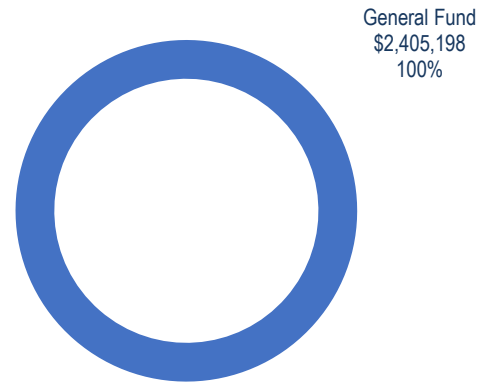
Administrative & Financial Services

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



CITY OF TOPEKA
ADMINISTRATIVE AND FINANCIAL SERVICES
 215 SE 7th Street, Room 358 | 368-3970

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Fiscal Health & Sustainable Growth

Improve and maintain the city's fiscal health

General Fund Fund Balance (%)	24%	23%	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	70,601	66,546	75,000	77,000
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Major Program Accomplishments

- Completed the 2019 audit process with an unmodified "clean" opinion, reflecting 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)
- Met the 2-day National Automated Clearing House Association (NACHA) goal 24 out of 26 pay periods in 2019
- Implemented the City's new open data portals platform

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
- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,506,563	\$1,471,074	\$1,602,087	\$1,526,822
Non-Personnel Total	421,378	349,737	345,958	330,362
Contractual Services	406,945	341,671	336,108	320,512
Commodities	14,433	8,066	9,850	9,850
Capital Outlay			-	-
TOTAL	\$1,927,941	\$1,820,812	\$1,948,045	\$1,857,184

Allocation by Fund

General Fund	\$1,927,941	\$1,820,812	\$1,948,045	\$1,857,184
TOTAL	\$1,927,941	\$1,820,812	\$1,948,045	\$1,857,184

Full-Time Equivalent Positions

Financial Reporting and Payroll	19.0	19.0	18.0	17.0
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Changes to the Budget

→The 2021 Adopted Budget for Financial Reporting and Payroll reflects the reduction of a Senior Grants Program Administrator.

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 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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

Number of purchase orders processed	3,969	3,642	3,650	3,600
Purchase order dollar volume expressed as a percent of the adopted budget	40%	39%	38%	37%
Total p card spend expressed as a percent of the adopted budget	0.0089%	0.7994%	0.0095%	0.0095%

Major Program Accomplishments

- Contracts & procurement staff attended training with the National Institute of Government Purchasing (NIGP) to learn about the Legal Aspects of Public Purchasing
- Participated in four local events and interacted with over 250 individuals that engaged with City staff regarding local business opportunities and how to do work with the City of Topeka
- Hosted the first "Doing Business with the City of Topeka Lunch & Learn" in partnership with the GTP to engage with local vendors
- Finalized system functionality to effectively report on business diversity spending

Future Goals

- Finalize the updated City of Topeka Purchasing Card Policy
- Provide all City employees with internal staff training on developing specifications and scope of work documents for the process of bidding on qualifications based selections
- Verify all Procurement processes, procedures, and policies are in line with the National Institute of Government Purchasing standards

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$458,365	\$442,466	\$510,924	\$483,010
Non-Personnel Total	45,492	50,672	63,150	65,004
Contractual Services	41,660	48,748	62,050	63,904
Commodities	3,832	1,924	1,100	1,100
TOTAL	\$503,857	\$493,138	\$574,074	\$548,014

Allocation by Fund				
General Fund	\$503,857	\$493,138	\$574,074	\$548,014
TOTAL	\$503,857	\$493,138	\$574,074	\$548,014

Full-Time Equivalent Positions				
Contracts and Procurement	6.0	6.0	6.0	6.0

Changes to the Budget

→No significant changes were included in the 2021 Adopted Budget.

HUMAN RESOURCES

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,017,431	\$1,010,731	\$1,092,887	\$818,470
Non-Personnel Total	373,459	376,168	404,524	371,391
Contractual Services	349,554	352,257	387,504	354,371
Commodities	23,905	23,911	17,020	17,020
TOTAL	\$1,390,890	\$1,386,898	\$1,497,412	\$1,189,861

Allocation by Fund				
General Fund	\$1,265,694	\$1,265,209	\$1,369,792	\$1,062,242
Workers Compensation Fund	99,337	95,987	102,603	102,603
Health Fund	25,859	25,702	25,016	25,016
TOTAL	\$1,390,890	\$1,386,898	\$1,497,411	\$1,189,861

Full-Time Equivalent Positions				
TOTAL	13.0	13.0	13.0	13.0

Changes to the Budget

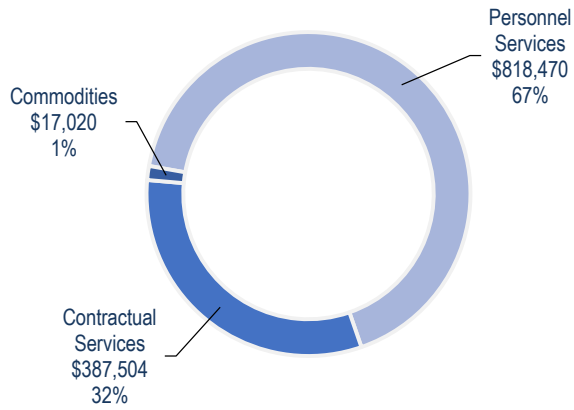
→The 2021 Adopted Budget for Human Resources includes the reallocation of related personnel expenses to the Risk Fund and the Health Fund.

→The 2021 Adopted Budget reduced the Youth Employment Program by \$15,000. The program is being revisited and the goal is to partner with USD501 and convert the program to a school year program where up to 5 students could participate.

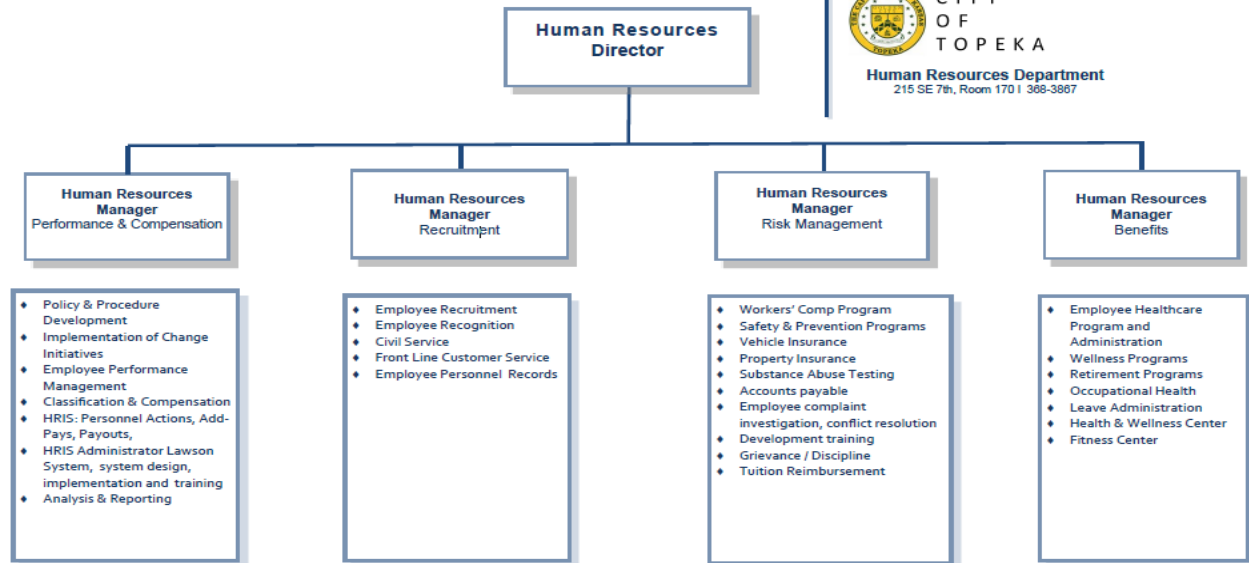
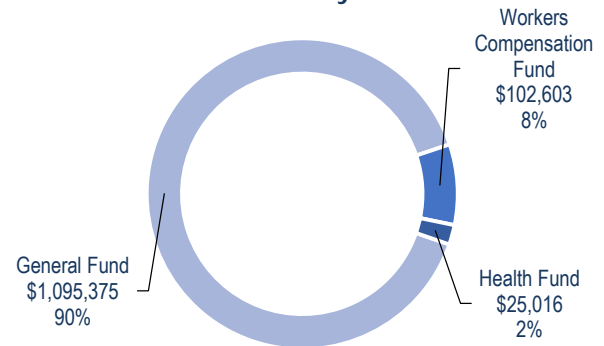
Human Resources

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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

Employee Workers' Compensation Claims Paid	\$1,936,636	\$1,195,428	\$1,255,200	\$1,295,500
Employee Health Care Claims & Administrative Fees	\$9,595,147	\$10,597,538	\$10,925,470	\$11,245,500

Promote a qualified, engaged and healthy workforce

Annual Turnovers	150	143	165	120
Annual Retirements	46	38	55	30
Employees Attended Training and Education Opportunities	660	2048	600	1500

Major Program Accomplishments

- Implemented position functional analysis for Fire Department
- Implemented Position Budgeting within Lawson system
- Worked collaboratively with Police Department to update and improve the Police entry level physical fitness test
- Implemented financial wellness at work program

Future Goals

- Complete position functional analysis for Police Department
- Review the onboarding process
- Increase mental health resources for employees

INFORMATION TECHNOLOGY

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,611,201	\$1,645,656	\$1,641,041	\$1,619,940
Contractual Services	2,046,124	2,122,530	2,086,378	2,110,009
Commodities	193,752	141,569	161,995	161,994
Capital Outlay	67,545	178,986	150,000	270,000
Transfers	-	-	-	-
Other	-	-	-	-
TOTAL	\$3,918,622	\$4,088,742	\$4,039,414	\$4,161,943

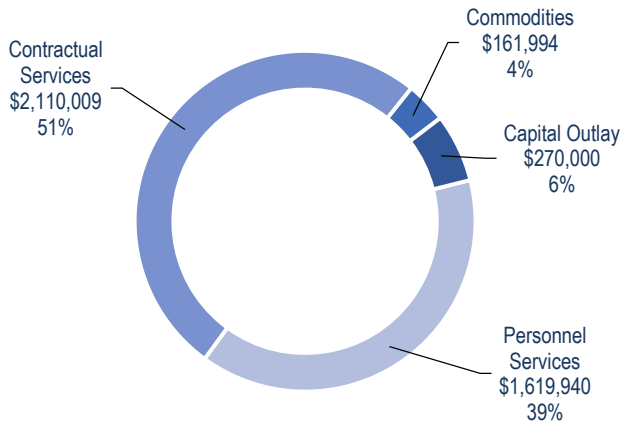
Allocation by Fund				
IT Fund	\$3,918,622	\$4,088,742	\$4,039,414	\$4,161,943
TOTAL	\$3,918,622	\$4,088,742	\$4,039,414	\$4,161,943

Full-Time Equivalent Positions				
Business Systems & Department Overhead	9.0	9.0	8.0	7.0
Computing	6.0	6.0	6.0	6.0
Telecom	2.0	2.0	2.0	2.0
TOTAL	17.0	17.0	16.0	15.0

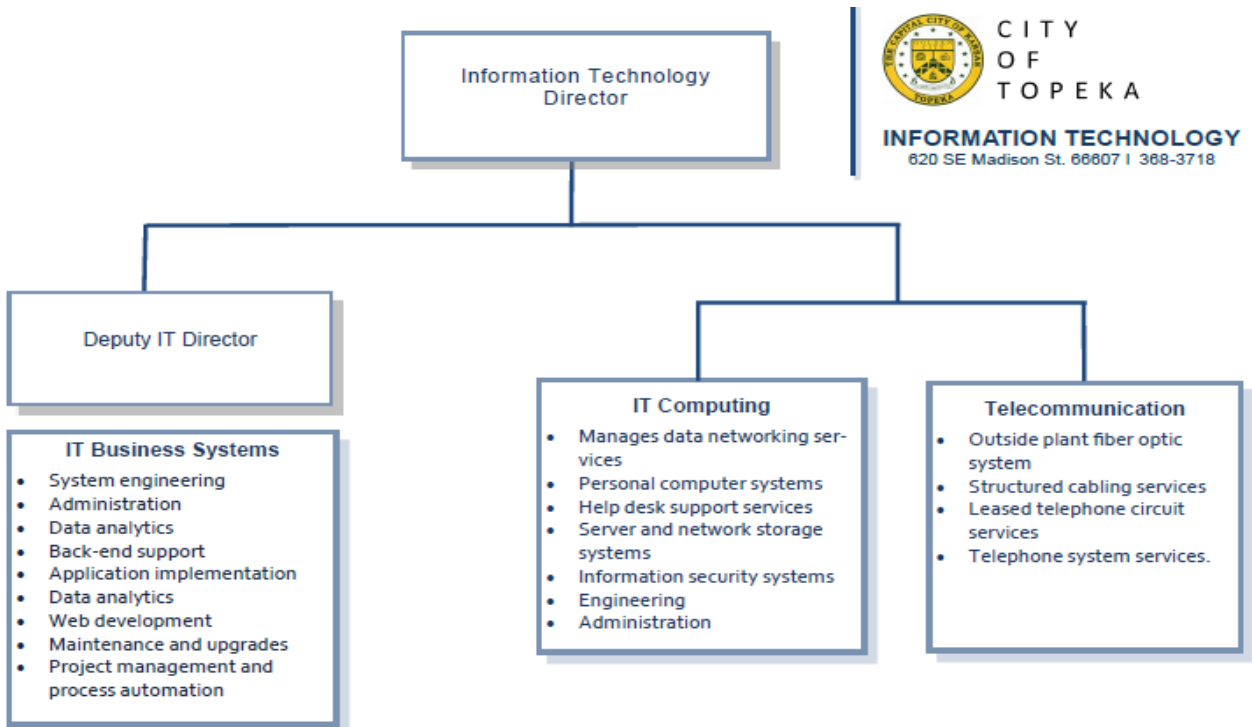
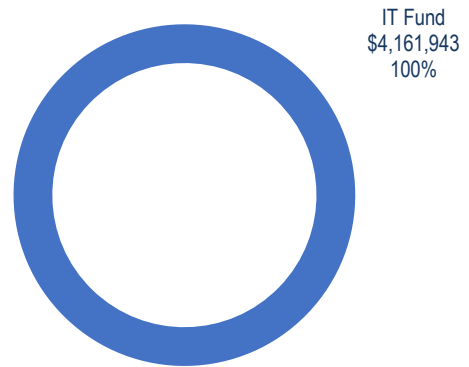
Information Technology

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



Information Technology

Business Systems & Department Overhead

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence and Commitment to Customer Service

Project a positive image of city government and enhance public trust

Enhance customer service through technology

Identify and implement technology solutions to address inefficiencies

Continue with virtual city hall project, providing solutions, automate processes and improve online capabilities	0	0	0	2
Customer Portal: Number of Services & Departments Offered	0	0	6	9

Major Program Accomplishments

- Supported Open Government and the initiative to improve accessibility, transparency, and accountability of City government
- Implemented best business practice proactive evaluation and configuration changes for the existing ERP system

Future Goals

- Implement Single Customer portal to allow easier online payment capability
- Restructure the SharePoint environment and Intranet to provide departments with better collaboration tools and processes
- Develop a strategy for more data sharing and data integration
- Develop more online capabilities for citizen interaction

Business Systems & Department Overhead

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$866,409	\$833,313	\$834,959	\$773,185
Non-Personnel Total	313,963	388,657	338,078	340,298
Contractual Services	243,736	206,394	186,378	278,598
Commodities	2,962	3,276	1,700	1,700
Capital Outlay	67,265	178,986	150,000	60,000
TOTAL	\$1,180,372	\$1,221,970	\$1,173,038	\$1,113,483

Allocation by Fund

IT Fund	\$1,180,372	\$1,221,970	\$1,173,038	\$1,113,483
TOTAL	\$1,180,372	\$1,221,970	\$1,173,038	\$1,113,483

Full-Time Equivalent Positions

Business Systems	9.0	9.0	8.0	7.0
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Changes to the Budget

→ The 2021 Adopted Budget reflects the reduction of a System Developer III position.

Information Technology

Computing

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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%	95%	95%	95%

Major Program Accomplishments

- Sustained a highly available IT computing environment through proper technology investments and management
- Increased and supported large remote workforce and VPN access.

Future Goals

- Continue to optimize IT computing systems functionality at the lowest cost possible necessary to sustain a highly available computing environment free of cybersecurity incidents
- Continue with enhancing remote workforce functionality
- Continue with dual authentication and or single sign on capability

Computing

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$606,179	\$630,973	\$619,291	\$654,588
Non-Personnel Total	1,515,618	1,469,769	1,603,976	1,702,194
Contractual Services	1,395,880	1,334,178	1,453,080	1,341,299
Commodities	119,458	135,592	150,895	150,895
Capital Outlay	280	-	-	210,000
Transfers	-	-	-	-
TOTAL	\$2,121,797	\$2,100,742	\$2,223,267	\$2,356,782

Allocation by Fund

IT Fund	\$2,121,797	\$2,100,742	\$2,223,267	\$2,356,782
TOTAL	\$2,121,797	\$2,100,742	\$2,223,267	\$2,356,782

Full-Time Equivalent Positions

Computing	6.0	6.0	6.0	6.0
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Changes to the Budget

→ The 2021 Adopted Budget include an increase in costs due to additional Cybersecurity infrastructure.

Information Technology

Telecom

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	95%	95%	95%	95%

Major Program Accomplishments

- Sustained a highly available and modern telecommunications environment
- Move call center into cloud and provide Utilities with independent circuit

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$138,613	\$181,371	\$186,791	\$192,167
Non-Personnel Total	477,840	584,659	456,319	499,511
Contractual Services	406,508	581,958	446,919	490,112
Commodities	71,332	2,701	9,399	9,399
TOTAL	\$616,453	\$766,030	\$643,109	\$691,678

Allocation by Fund				
IT Fund	\$616,453	\$766,030	\$643,109	\$691,678
TOTAL	\$616,453	\$766,030	\$643,109	\$691,678

Full-Time Equivalent Positions				
Telecom	2.0	2.0	2.0	2.0

Changes to the Budget

→ Changes to the 2021 Adopted Budget include an increase in cost for structured cabling to more closely match FY2020 expenditures.

DEPARTMENT ALLOCATION SUMMARY

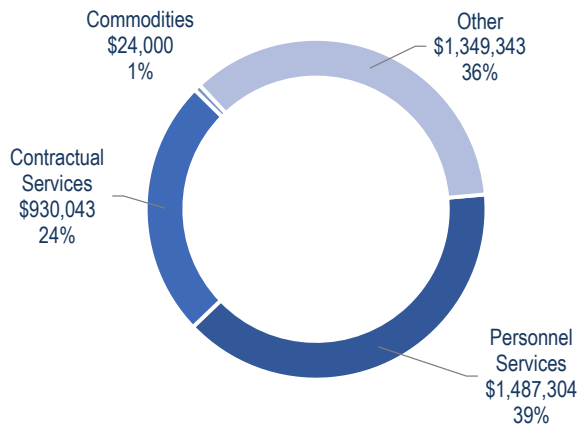
	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,292,792	\$1,346,064	\$1,437,777	\$1,487,304
Contractual Services	348,920	613,839	910,083	930,043
Commodities	21,254	19,934	23,500	24,000
Other	-	-	1,349,343	1,100,921
TOTAL	\$1,662,966	\$1,979,837	\$3,720,703	\$3,542,268

Allocation by Fund				
General Fund	\$1,159,137	\$1,085,768	\$1,163,442	\$1,114,038
Special Liability Fund	503,829	894,069	2,557,261	2,428,230
TOTAL	\$1,662,966	\$1,979,837	\$3,720,703	\$3,542,268

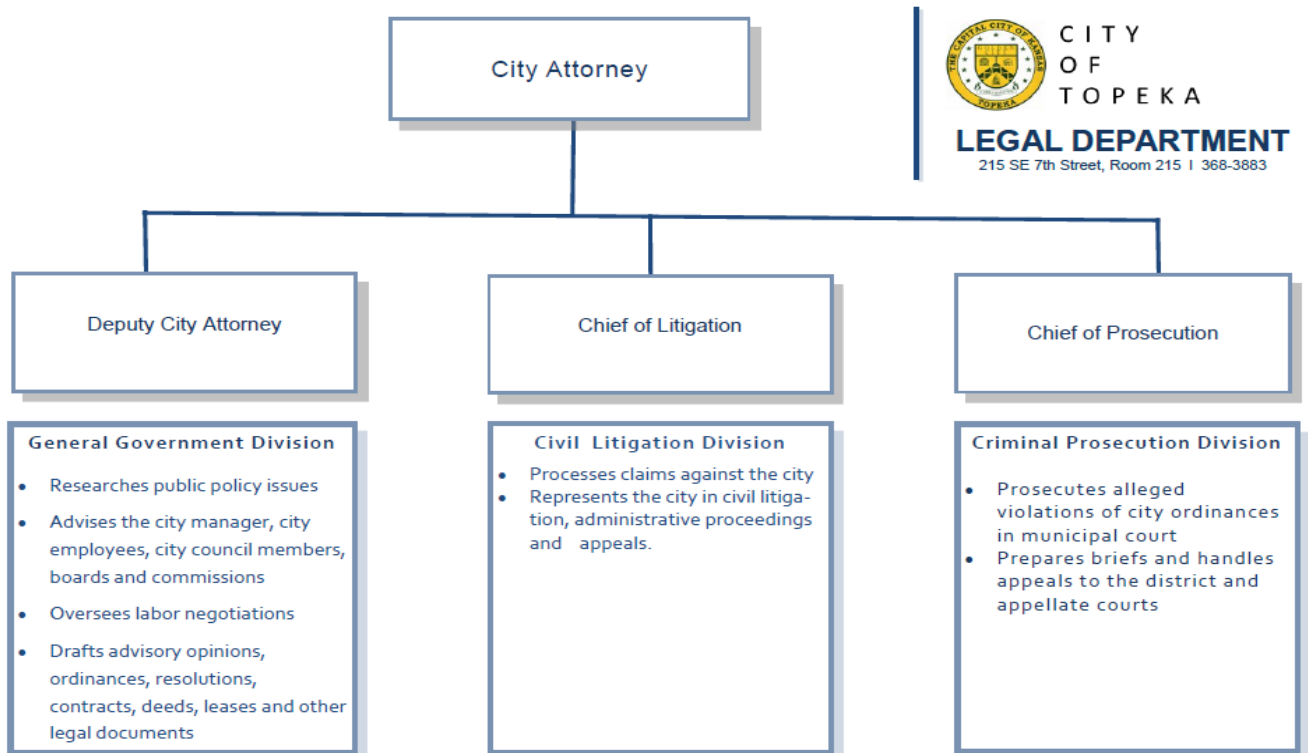
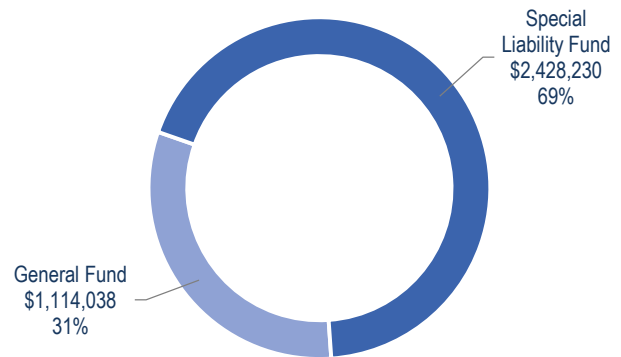
Full-Time Equivalent Positions				
General Government & Criminal Prosecution	11.0	11.0	11.0	11.0
Civil Litigation	4.0	4.0	4.0	4.0
TOTAL	15.0	15.0	15.0	15.0

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



Legal

General Government & Criminal Prosecution

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

City Contracts Reviewed and Prepared	1,089	1,187	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases Filed	207	514	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases with Compliance Obtained	109	349	Measured Annually	Measured Annually
Property Maintenance Code Violation Cases Convicted	6	11	Measured Annually	Measured Annually

Major Program Accomplishments

- Completed personnel policy updates in TMC and created accompanying Personnel Manual, in conjunction 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

Future Goals

- Implement case/matter management system for General Government division along with Civil Litigation division
- Continue timely processing of criminal cases to avoid backlog
- Review and update business licensing provisions in TMC Title 5
- Review and update Boards and Commissions provisions in TMC Title 2

General Government & Criminal Prosecution

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$981,854	\$904,475	\$978,145	\$907,352
Non-Personnel Total	177,283	181,293	185,297	206,686
Contractual Services	161,148	168,838	166,297	187,686
Commodities	16,135	12,455	19,000	19,000
TOTAL	\$1,159,137	\$1,085,768	\$1,163,442	\$1,114,038

Allocation by Fund

General Fund	\$1,159,137	\$1,085,768	\$1,163,442	\$1,114,038
TOTAL	\$1,159,137	\$1,085,768	\$1,163,442	\$1,114,038

Full-Time Equivalent Positions

General Government & Criminal Prosecution	11.0	11.0	11.0	11.0
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Changes to the Budget

→The 2021 Adopted Budget includes the reallocation of related personnel expenses to the Special Liability Fund.

Legal

Civil Litigation

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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

Claims Made and Filed Against the City	138	162	Measuring Annually	Measuring Annually
Amount of Claims Sought by Claimant	\$8,320,055	\$854,934	Measuring Annually	Measuring Annually
Amount Paid for Claims by the City	\$86,032	\$140,932	Measuring Annually	Measuring Annually

Major Program Accomplishments

- 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

Future Goals

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

Civil Litigation

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$310,938	\$441,589	\$459,632	\$579,952
Non-Personnel Total	192,891	452,480	2,097,629	1,848,278
Contractual Services	187,772	445,001	743,786	742,357
Commodities	5,119	7,479	4,500	5,000
Other	-	-	1,349,343	1,100,921
TOTAL	\$503,829	\$894,069	\$2,557,261	\$2,428,230

Allocation by Fund

Special Liability Fund	\$503,829	\$894,069	\$2,557,261	\$2,428,230
TOTAL	\$503,829	\$894,069	\$2,557,261	\$2,428,230

Full-Time Equivalent Positions

Civil Litigation	4.0	4.0	4.0	4.0
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Changes to the Budget

→The 2021 Adopted Budget for the Special Liability Fund reflects the reallocation of associated personnel costs from the General Fund.

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

DEPARTMENT ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Budget
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Personnel Services	\$24,885,724	\$25,375,228	\$25,615,517	\$26,478,773
Contractual Services	2,032,088	1,979,475	2,134,480	2,252,323
Commodities	732,481	586,707	725,800	728,100
Capital Outlay	126,867	207,889	98,323	5,000
Debt Services	178,051	181,419	178,051	178,051
TOTAL	\$27,955,211	\$28,330,719	\$28,752,171	\$29,642,247

Allocation by Fund

General Fund	\$27,955,211	\$28,330,719	\$28,752,171	\$29,642,247
TOTAL	\$27,955,211	\$28,330,719	\$28,752,171	\$29,642,247

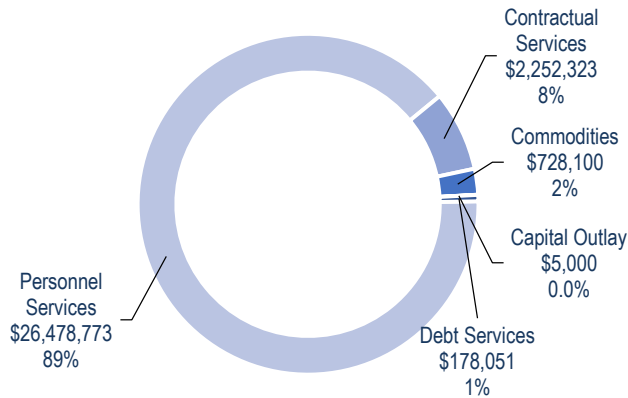
Full-Time Equivalent Positions

Administration & Business Services	5.0	5.0	5.0	4.0
Training	6.0	7.0	7.0	4.0
Fire Prevention	9.0	9.0	9.0	9.0
Operations	226.0	227.0	227.0	227.0
Emergency Medical Services (EMS)	2.0	1.0	1.0	1.0
TOTAL	248.0	249.0	249.0	245.0

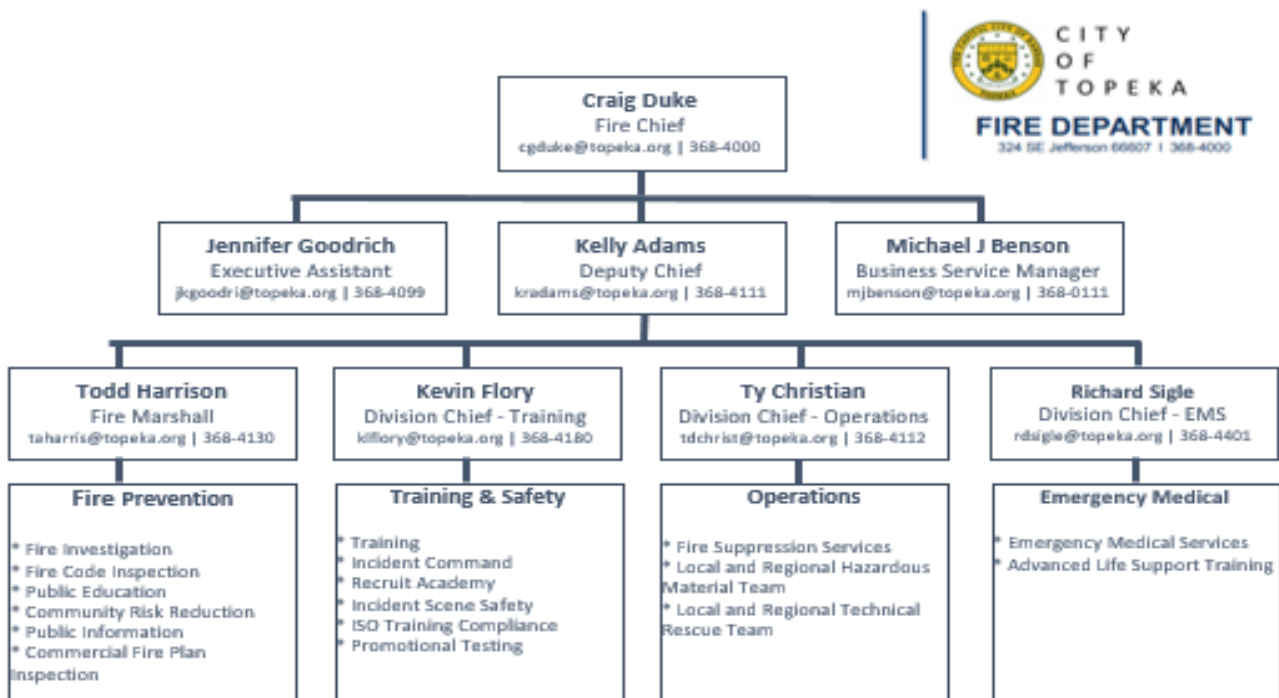
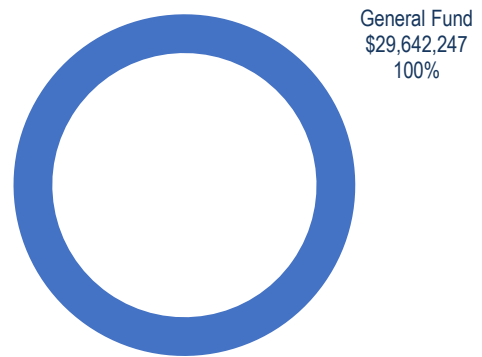
Fire Department

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



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

Administration & Business Services

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe & Secure Communities

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

Number of Open Records Requests Fulfilled	115	68	125	125
Number of Burning Permits Issued	693	697	700	750
Number of Smoke Alarm Installations Scheduled	169	168	175	250
Number of Invoices Processed for Payment	1,427	1,191	1,300	1,200

Major Program Accomplishments

- Property purchased to build approved Fire Station in NW area of city
- Initiated new job specific promotional testing through contract negotiations
- Initiated 1st ALS program for TFD with paramedics on two ALS Engines
- Developed a facilities remodel and update plan through new program with Kansas University

Future Goals

- Continue to expand and develop ALS system and add transport capabilities
- Conduct community partners forum for their input to meet Accreditation requirements
- Build capabilities and partnerships to provide community paramedicine program
- Continue fleet replacement program to insure response capabilities of TFD
- Partner with TPD in providing Tactical Paramedic response capabilities

Administration & Business Services

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$428,040	\$429,184	\$453,151	\$381,679
Non-Personnel Total	657,597	703,735	662,502	634,097
Contractual Services	662,292	695,316	655,652	626,597
Commodities	(4,695)	(4,365)	6,850	7,500
Capital Outlay	-	12,784	-	-
TOTAL	\$1,085,637	\$1,132,919	\$1,115,653	\$1,015,776

Allocation by Fund

General Fund	\$1,085,637	\$1,132,919	\$1,115,653	\$1,015,776
TOTAL	\$1,085,637	\$1,132,919	\$1,115,653	\$1,015,776

Full-Time Equivalent Positions

Administration & Business Services	5.0	5.0	5.0	4.0
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Changes to the Budget

→The 2021 Adopted Budget for Administration and Business Services reduces internal service fees by \$6,600 and transferred funding of \$10,500 for fleet replacement from the EMS division.

→The 2021 Adopted Budget for Administration and Business Services reflects the reduction of an Accounting Specialist II position.

Fire Department

Training

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe & Secure Communities

Continue to build upon the skills of fire fighters

Total Hours of Fire Fighter Training*	47,591	46,542	46,000	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.

Major Program Accomplishments

- Continued incident command certifications for all ranks of Captain and above
- Have completed a full cycle of annual company skills evaluations
- Graduated fifteen new recruits in two different academies spanning almost 30 weeks
- Began the remodel of the main basement classroom
- Fully implemented the mentoring program that was developed by TFD Training staff

Future Goals

- Identify new facility that can provide more adequate space for needed hands on evaluations
- Explore joint partnerships with other entities outside of the City for training venues and facilities
- Maintain adequate staffing, cutting edge equipment, and modern facilities to be able to train appropriate courses for Career Advancement, EMS, Basic fire skills, and Technical skills necessary for a 1st class city fire department

Training

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$565,720	\$449,413	\$617,145	\$495,328
Non-Personnel Total	100,172	76,093	173,009	177,116
Contractual Services	71,016	54,897	148,911	138,116
Commodities	14,188	14,348	17,250	34,000
Capital Outlay	14,968	6,848	6,848	5,000
TOTAL	\$665,892	\$525,506	\$790,154	\$672,444

Allocation by Fund				
General Fund	\$665,892	\$525,506	\$790,154	\$672,444
TOTAL	\$665,892	\$525,506	\$790,154	\$672,444

Full-Time Equivalent Positions				
Training	6.0	7.0	7.0	4.0

Changes to the Budget

→The 2021 Adopted Budget for Training increases internal service fees by \$5,100, office equipment by \$5,500 and travel by \$13,000.

→The 2021 Adopted Budget for Training reduces individual and contractual services by \$10,600 and contractual education services by \$28,000.

→The 2021 Adopted Budget for Training reflects the reduction of two Fire Cadet positions and a Training Officer I position.

Fire Department

Fire Prevention

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe and Secure Communities

Improve the public perception of safety

Special Assistance in Fire Emergencies (SAFE) Program Participants	340	365	380	380
Public Education Provided to Children	926	5,858	15,000	15,000
Public Education Provided to Adults	166	601	2,000	2,500

Major Program Accomplishments

- Compliance Engine is up and fully operational
- Inspecting Restaurants
- Fire Protection Permits - Fire Alarms, Hoods & Sprinklers
- Implemented Camp Courage

Future Goals

- Implement an annual inspection of all apartment buildings.
- Start a food truck rodeo to assist with permitting.
- Identify buildings around town defining the general nature (or properties) of the class of hazardous material.
- Provide a monthly safety message via television or social media.
- Start charging for all burn permits
- Start charging businesses after the 3rd false alarm
- Self inspection submittals for businesses with video instructions from the Fire Department

Fire Prevention

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$992,846	\$1,066,851	\$1,020,958	\$1,092,310
Non-Personnel Total	174,940	85,783	154,922	85,823
Contractual Services	33,876	39,072	100,004	64,823
Commodities	29,431	15,393	23,600	21,000
Capital Outlay	111,633	31,318	31,318	
TOTAL	\$1,167,786	\$1,152,634	\$1,175,880	\$1,178,133

Allocation by Fund

General Fund	\$1,167,786	\$1,152,634	\$1,175,880	\$1,178,133
TOTAL	\$1,167,786	\$1,152,634	\$1,175,880	\$1,178,133

Full-Time Equivalent Positions

Fire Prevention	9.0	9.0	9.0	9.0
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Changes to the Budget

→The 2021 Adopted Budget for Fire Prevention decreases contractual services by \$35,000 primarily due a decrease in internal fees by \$70,000 and moving the fleet replacement program of \$36,000 from capital outlay.

→The 2021 Adopted Budget Fire Prevention decreases commodities by \$2,500 due to a decrease in materials and supplies.

Fire Department

Operations

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe and Secure Communities

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

Annual Fire Department Responses	9,981	9,379	10,000	10,250
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Major Program Accomplishments

- Acquired two new Fire Engines and one Battalion Chief Truck placed in service
- Upgrade water rescue gear and supplies to meet potential standards
- Participated in Team Up to Clean Up
- Completed remodel of Fire Station 3

Future Goals

- Obtain certifications for hazmat, water rescue, and confined space response teams
- Continue with changes within the department to meet accreditation
- Attend Neighborhood Improvement Association meeting throughout the community
- Have Neighborhood Improvement Association meeting at their neighborhood fire station once a year
- Work with Topeka PD personnel on Fire Command Policy and Procedures at fire scenes

Operations

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$22,765,187	\$23,290,287	\$23,383,425	\$24,366,390
Non-Personnel Total	2,101,412	1,930,420	2,046,555	2,177,294
Contractual Services	1,255,788	1,146,463	1,193,277	1,374,143
Commodities	667,307	551,412	624,100	625,100
Capital Outlay	266	51,127	51,127	-
Debt Services	178,051	181,419	178,051	178,051
TOTAL	\$24,866,599	\$25,220,707	\$25,429,980	\$26,543,684

Allocation by Fund

General Fund	\$24,866,599	\$25,220,707	\$25,429,980	\$26,543,684
TOTAL	\$24,866,599	\$25,220,707	\$25,429,980	\$26,543,684

Full-Time Equivalent Positions

Operations	226.0	227.0	227.0	227.0
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Changes to the Budget

→The 2021 Adopted Budget for Fire Operations increases contractual services by \$180,000 primarily due a increase in internal fees by \$134,000 largely reflecting an increase in property insurance and a switch of the fleet replacement program from capital outlay of \$51,000.

→The 2021 Adopted Budget for Fire Operations decreases capital outlay by \$51,000 due to shifting the fleet replacement program to contractual services.

Fire Department

Fire Emergency Medical Services (EMS)

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe and Secure Communities

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

Fire EMS Responses	18,416	17,844	17,500	19,000
Fire EMS Training Hours	5,053	7,330	6,600	6,800

Major Program Accomplishments

- Implemented 2 ALS Engine Companies
- Working with County Partners a Medical Protocol Committee is in place
- Community Medical was initiated and paused for COVID Response

Future Goals

- Expand ALS to additional companies
- Implement Handteavey Pediatric System
- Begin AED Replacement program

Emergency Medical Services (EMS)

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$133,931	\$139,493	\$140,837	\$143,066
Non-Personnel Total	35,366	159,459	99,667	89,144
Contractual Services	9,116	43,728	36,637	48,644
Commodities	26,250	9,919	54,000	40,500
Capital Outlay	-	105,812	9,030	
TOTAL	\$169,297	\$298,952	\$240,504	\$232,210

Allocation by Fund

General Fund	\$169,297	\$298,952	\$240,504	\$232,210
TOTAL	\$169,297	\$298,952	\$240,504	\$232,210

Full-Time Equivalent Positions

Emergency Medical Services	2.0	1.0	1.0	1.0
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Changes to the Budget

- The 2021 Adopted Budget for Emergency Medical Services increases contractual services by \$8,000 for maintenance contracts and \$3,500 for education and dues.
- The 2021 Adopted Budget for Emergency Medical Services reduces commodities by \$14,500 for supplies.
- The 2021 Adopted Budget for capital outlay decreases by \$9,000 due to the fleet replacement program being transferred to the administration division.

POLICE DEPARTMENT

DEPARTMENT ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Budget
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Personnel Services	\$30,878,782	\$32,414,577	\$35,061,040	\$34,960,669
Contractual Services	4,009,704	4,318,381	4,117,364	4,203,074
Commodities	1,230,925	1,063,796	1,121,557	1,138,051
Capital Outlay	549,331	530,921	650,000	536,000
Debt Services	218,068	-	-	-
TOTAL	\$36,886,810	\$38,327,675	\$40,949,962	\$40,837,794

Allocation by Fund

General Fund	\$35,446,390	\$38,327,675	\$40,949,962	\$40,837,794
TOTAL	\$35,446,390	\$38,327,675	\$40,949,962	\$40,837,794

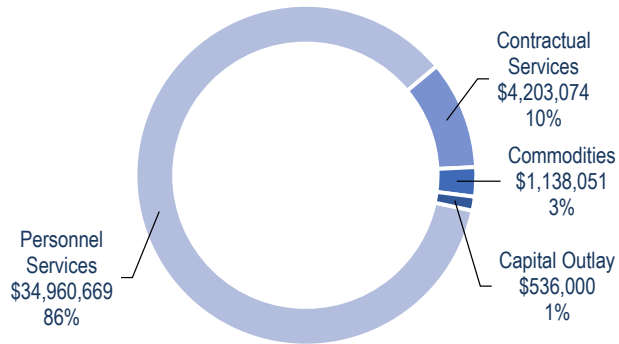
Full-Time Equivalent Positions

Executive Bureau	30.0	23.0	27.0	29.0
Criminal Investigations	53.0	67.0	66.0	67.0
Field Operations	184.0	173.0	179.0	177.0
Community Outreach	83.5	89.5	80.5	69.0
TOTAL	350.5	352.5	352.5	342.0

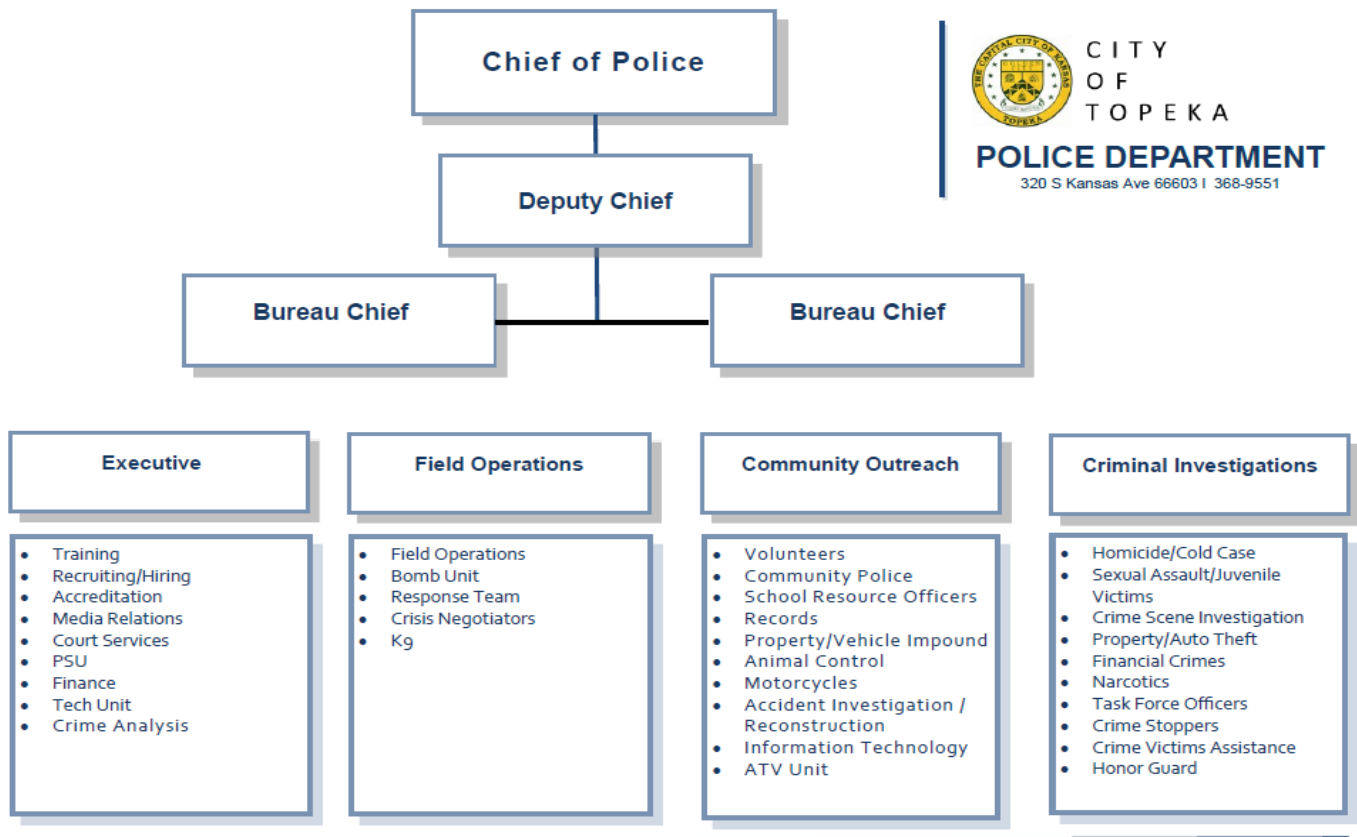
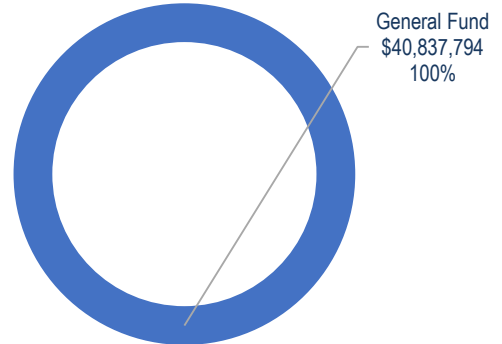
Police Department

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 including training, accreditation, public information, fiscal unit, professional standards unit, and the legal advisor.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

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

361

324

250

250

Major Program Accomplishments

- Fourteen officers will graduate from the Training Academy and became Law Enforcement Officers in July 2020 with an expected Academy of ten recruits to begin in October of 2020
- Expanded the Law Enforcement Career Track at TCALC to encompass all levels of high school
- Enhanced Strengthening Police and Community Partnership (SPCP) Program to grow Community Police relationships

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 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$2,626,569	\$3,132,174	\$3,115,153	\$3,604,857
Nonpersonnel Total	2,243,688	1,964,403	2,213,651	2,106,818
Contractual Services	984,807	1,049,081	1,113,000	1,109,731
Commodities	498,344	384,401	450,651	461,087
Capital Outlay	542,469	530,921	650,000	536,000
Debt Services	218,068		-	
TOTAL	\$4,870,257	\$5,096,577	\$5,328,804	\$5,711,676

Allocation by Fund				
General Fund	\$4,870,257	\$5,096,577	\$5,328,804	\$5,711,676
TOTAL	\$4,870,257	\$5,096,577	\$5,328,804	\$5,711,676

Full-Time Equivalent Positions				
Executive Bureau	30.0	23.0	27.0	29.0

Changes to the Budget

→ The 2021 Adopted Budget for the Executive Bureau increases personnel services by \$498,704 and reflects the movement of two FTEs from the Field Operations Bureau and two FTEs from the Community Outreach Bureau to the Executive Bureau. It also includes the reduction of two civilian FTEs. Overtime Allocations were adjusted between bureaus according to previous year actuals.

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 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

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 64.6%	92.86%	61.54%	64.60%	64.60%
National Rate: Rape 31.9%	28.24%	25.32%	31.90%	31.90%
National Rate: Robbery 29.8%	25.49%	27.38%	29.80%	29.80%
National Rate: Agg. Assault 50.1%	46.63%	50.97%	50.10%	50.10%
National Rate: Burglary 12.3%	6.83%	4.54%	12.30%	12.30%
National Rate: Theft 16.6%	12.64%	16.68%	16.60%	16.60%
National Rate: Auto Theft 12.2%	4.90%	7.15%	12.20%	12.20%

Major Program Accomplishments

- Collaboration with Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) on National Integrated Ballistic Information Network (NIBIN) investigative upgrade
- Added technology to assist in crime scene documentation and search abilities

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

Criminal Investigation

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$6,336,012	\$7,678,689	\$8,121,392	\$8,242,615
Non-Personnel Total	217,720	262,772	314,460	276,137
Contractual Services	164,668	201,734	228,645	193,593
Commodities	53,052	61,038	85,815	82,544
TOTAL	\$6,553,732	\$7,941,461	\$8,435,852	\$8,518,752

Allocation by Fund				
General Fund	\$6,553,732	\$7,941,461	\$8,435,852	\$8,518,752
TOTAL	\$6,553,732	\$7,941,461	\$8,435,852	\$8,518,752

Full-Time Equivalent Positions				
Criminal Investigation	53.0	67.0	66.0	67.0

Changes to the Budget

→The 2021 Adopted Budget for the Criminal Investigations Bureau reduces personnel services by \$121,223 and reflects the movement of two FTEs from the Community Outreach bureau reduction of one civilian FTE and a reduction in overtime.

→The 2021 Adopted Budget for the Criminal Investigations Bureau decreases contractual services by \$25,795 for fleet maintenance fees and \$10,000 for DNA expedited services.

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 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe & Secure Communities

Continue to build upon community policing initiatives

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

2,304,573 Reads
837 Confirms

1,997,091 Reads
332 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 Gun Violence Project to address gun violence in the community

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

Field Operations

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$15,685,418	\$15,270,305	\$16,987,316	\$17,108,822
Non-Personnel Total	1,071,368	1,244,505	968,857	992,177
Contractual Services	570,810	746,438	508,670	544,547
Commodities	500,558	498,067	460,187	447,630
TOTAL	\$16,756,786	\$16,514,810	\$17,956,173	\$18,100,999

Allocation by Fund

General Fund	\$16,756,786	\$16,514,810	\$17,956,173	\$18,100,999
TOTAL	\$16,756,786	\$16,514,810	\$17,956,173	\$18,100,999

Full-Time Equivalent Positions

Field Operations	184.0	173.0	179.0	177.0
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Changes to the Budget

→The 2021 Adopted Budget for Field Operations increases personnel services by \$121,506 and reflects the reallocation of two FTEs from the Field Operations Bureau to the Executive Bureau. The increase is from union step increase. There was also a decrease to the overtime budget.

→The 2021 Adopted Budget for Field Operations increased contractual services by \$56,493 for fleet maintenance fees and increases commodities by \$15,212 for motor vehicle supplies.

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 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe and Secure Communities

Continue to build upon community policing initiatives

Accidents Related to Driving Under the Influence (DUI)	125	140	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
- Enhanced program to assist the unsheltered with obtaining a City of Topeka ID to improve access to services and increase overall life quality
- Established quarterly community zone meetings to enhance community relations

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 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$6,230,783	\$6,333,409	\$6,837,179	\$6,004,374
Non-Personnel Total	2,475,252	2,441,418	2,391,954	2,501,993
Contractual Services	2,289,419	2,321,128	2,267,050	2,355,204
Commodities	178,971	120,290	124,904	146,789
Capital Outlay	6,862	-	-	-
TOTAL	\$8,706,035	\$8,774,827	\$9,229,133	\$8,506,368

Allocation by Fund				
General Fund	\$8,706,035	\$8,774,827	\$9,229,133	\$8,506,368
TOTAL	\$8,706,035	\$8,774,827	\$9,229,133	\$8,506,368

Full-Time Equivalent Positions				
Community Outreach	83.5	89.5	80.5	69.0

Changes to the Budget

→The 2021 Adopted Budget for Community Outreach reduces personnel services by \$329,034 and reflects the reallocation of two FTEs to the Executive Bureau and two FTEs to the Criminal Investigations Bureau. It also includes the reduction of nine civilian FTEs (one of these FTEs had been exchanged for three temporary positions in 2020 and one had been a half time position in 2020).

→The 2021 Adopted Budget for Community Outreach increases contractual services by \$88,478. The increase was due to loss of outside funding for the Crisis Responder Program. Budget had to be increased to continue the Crisis Responder Program at its current level. It was partially offset by small decreases on other items including a decrease to the Helping Hands contract.

→The 2021 Adopted Budget for Community Outreach increases commodities by \$22,136, the majority of the increase was for motor vehicle supplies.

MUNICIPAL COURT

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,386,704	\$1,158,021	\$1,365,187	\$1,418,010
Contractual Services	464,087	459,244	441,968	432,882
Commodities	20,337	8,186	17,973	15,864
Capital Outlay	13,933	-	-	-
Other	-	-	334,874	243,676
TOTAL	\$1,885,061	\$1,625,451	\$2,160,002	\$2,110,432

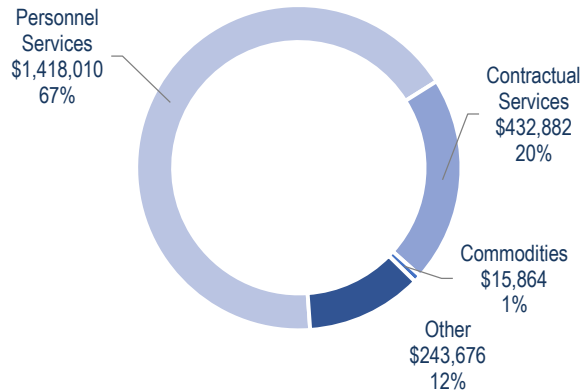
Allocation by Fund				
General Fund	\$1,840,532	\$1,541,960	\$1,732,491	\$1,755,571
Grant Fund	10,506	-	-	-
Other (ADSAP)	34,023	83,491	427,511	354,861
TOTAL	\$1,885,061	\$1,625,451	\$2,160,002	\$2,110,432

Full-Time Equivalent Positions				
Judicial	19.0	16.0	16.0	16.0
Probation and Alcohol & Drug Assessment and Referral Program	4.0	4.0	4.0	4.0
TOTAL	23.0	20.0	20.0	20.0

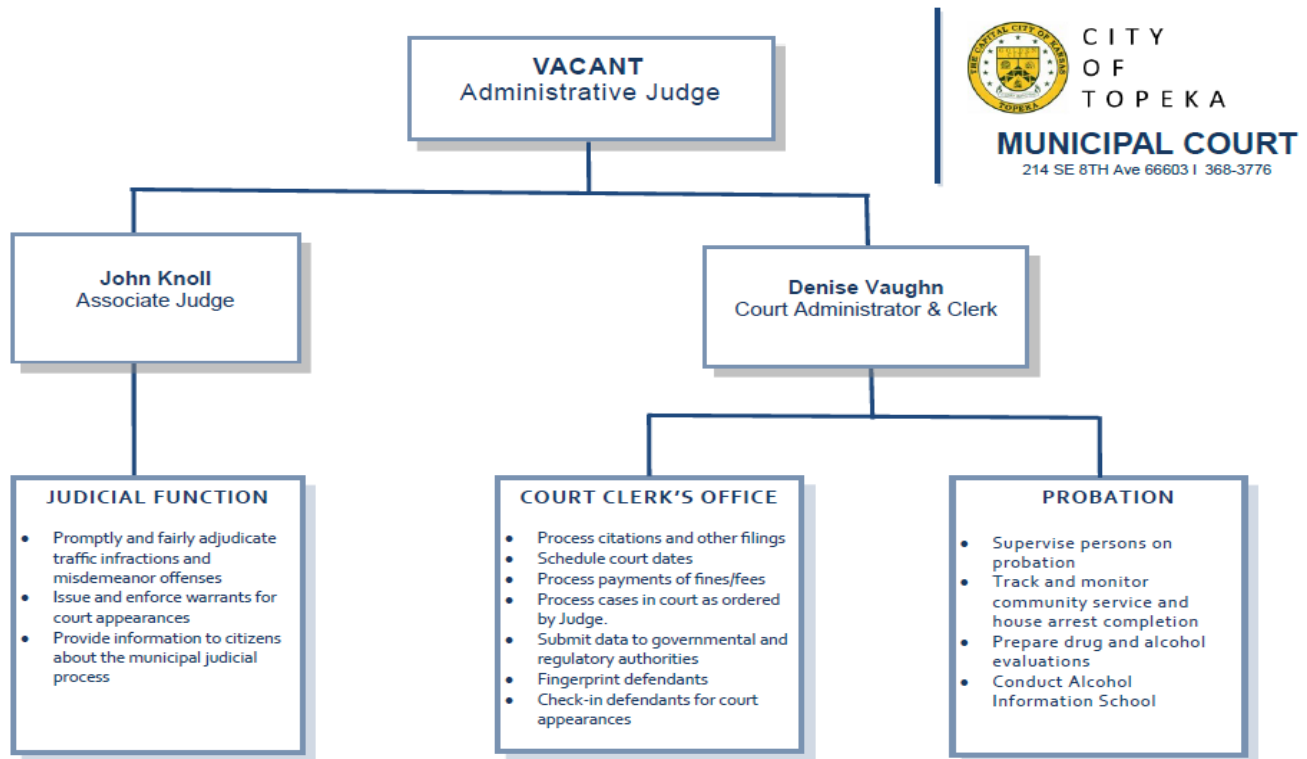
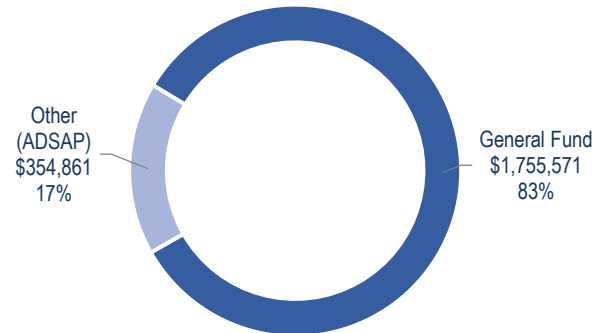
Municipal Court

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



TOPEKA MUNICIPAL COURT

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

Judicial

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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

Arraignments Scheduled within 45 Days
of Request

95%

95%

85%

90%

Safe and Secure Communities

Improve the public perception of safety

Enrolled Defendants in Alternative
Sentencing Court (ASC)

26

17

20

20

Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

Municipal Court Public Engagement
Events

7

7

2

4

Major Program Accomplishments

→ In 2019, 95 percent of arraignments were set within 45 days of request and 100 percent of trials were scheduled within 60 days of request

→ Over 850 people attended the Clean Slate Day 2019 Resource Fair, with approximately 450 of those persons receiving direct assistance for either the the DMV, collection agency, defense or pro bono counsel, Prosecutor's Office or the Court.

→ In October 2019, there were 2,233 pounds of food collected. Defendants were credited \$4,348.50 for their cases in exchange for the food donations

Future Goals

→ 80 percent of trials scheduled within 60 days of request

Judicial

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,249,324	\$1,022,139	\$1,122,532	\$1,172,150
Non-Personnel Total	447,894	423,055	397,665	396,769
Contractual Services	422,656	416,515	388,451	388,055
Commodities	11,305	6,540	9,214	8,714
Capital Outlay	13,933	-	-	-
TOTAL	\$1,697,218	\$1,445,194	\$1,520,196	\$1,568,919

Allocation by Fund				
General Fund	\$1,686,712	\$1,445,194	\$1,520,196	\$1,568,919
Grant Fund	10,506	-	-	-
TOTAL	\$1,697,218	\$1,445,194	\$1,520,196	\$1,568,919

Full-Time Equivalent Positions				
Judicial	19.0	16.0	16.0	16.0

Changes to the Budget

→The 2021 Adopted Budget for the Judicial division includes no significant changes.

Municipal Court

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Defendants Completed Court Ordered Requirements	83%	76%	85%	90%
Defendants Completed Court Ordered Substance Abuse Requirements	68%	80%	75%	85%

Major Program Accomplishments

→The Probation Office completed 876 urinary drug screenings in 2019 which is up from 468 in 2019. This is due to the division's goal to test all probationers at least twice during probation, unless increased frequency of testing is indicated by observed behaviors.

Future Goals

→Maintain drug testing consistent with the Division's procedures; to include at least two tests during the probation term and as indicated based on observed behaviors

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

Probation and Alcohol & Drug Assessment and Referral Program

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$137,380	\$135,882	\$242,655	\$245,860
Non-Personnel Total	50,463	44,375	397,150	295,653
Contractual Services	41,431	42,729	53,518	44,827
Commodities	9,032	1,647	8,759	7,150
Other	-	-	334,874	243,676
TOTAL	\$187,843	\$180,257	\$639,806	\$541,513

Allocation by Fund				
General Fund	\$153,820	\$96,766	\$212,295	\$186,652
Other (ADSAP)	34,023	83,491	427,511	354,861
TOTAL	\$187,843	\$180,257	\$639,806	\$541,513

Full-Time Equivalent Positions

Probation and Alcohol & Drug Assessment and Referral Program	4.0	4.0	4.0	4.0
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Changes to the Budget

→The 2021 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

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,944,103	\$2,060,350	\$2,322,440	\$2,224,937
Contractual Services	5,310,221	5,303,439	5,822,917	5,308,867
Commodities	58,575	90,058	64,735	58,888
Capital Outlay	28,694	64,465	-	-
TOTAL	\$7,341,593	\$7,518,312	\$8,210,092	\$7,592,692

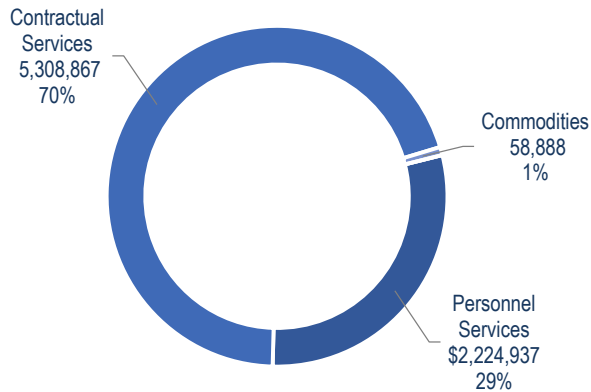
Allocation by Fund				
General Fund	\$2,902,790	\$2,647,148	\$2,744,425	\$2,585,514
Streets Fund	309,050	355,541	369,785	270,000
Grant Funds	4,129,753	4,515,623	5,095,882	4,737,178
TOTAL	\$7,341,593	\$7,518,312	\$8,210,092	\$7,592,692

Full-Time Equivalent Positions				
Housing Services	9.0	9.0	8.0	10.0
Property Maintenance	16.0	16.0	16.0	16.0
Administration & Community Engagement	6.0	6.0	7.0	5.0
TOTAL	31.0	31.0	31.0	31.0

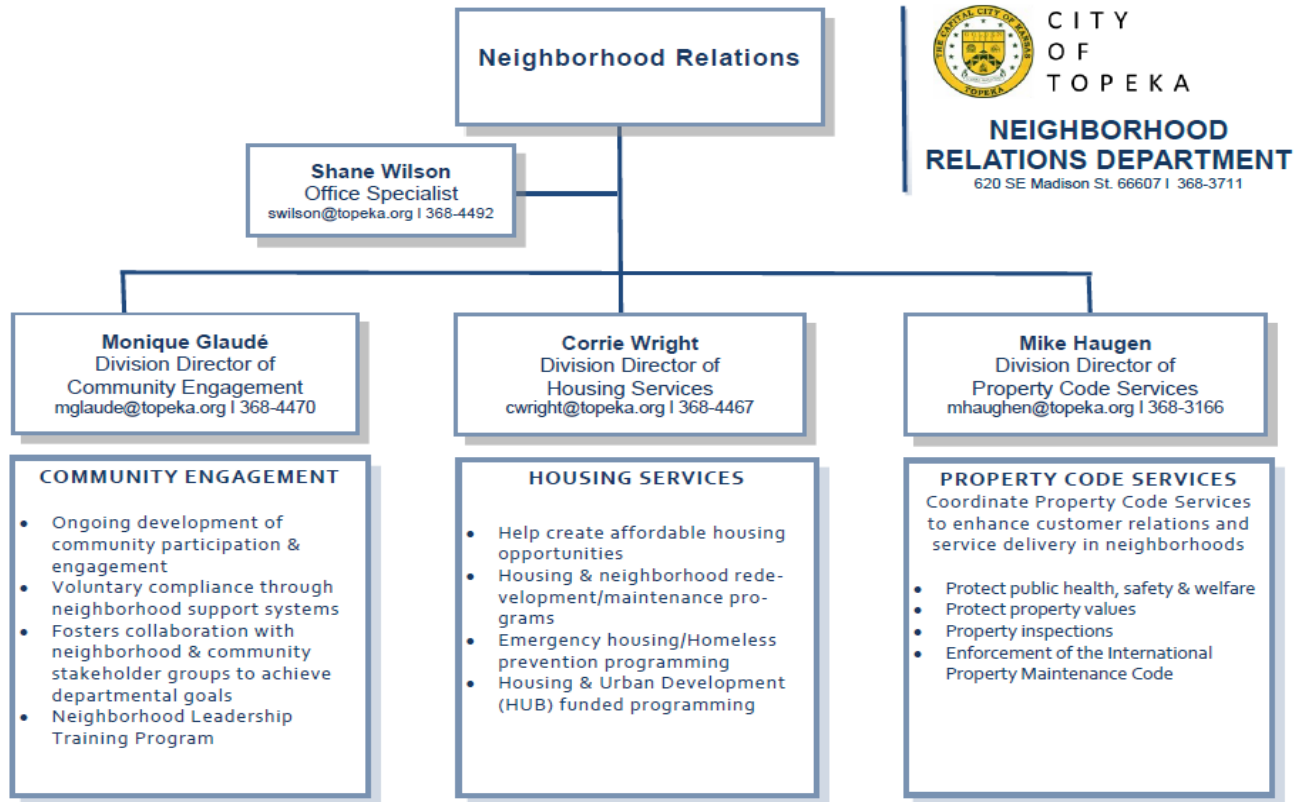
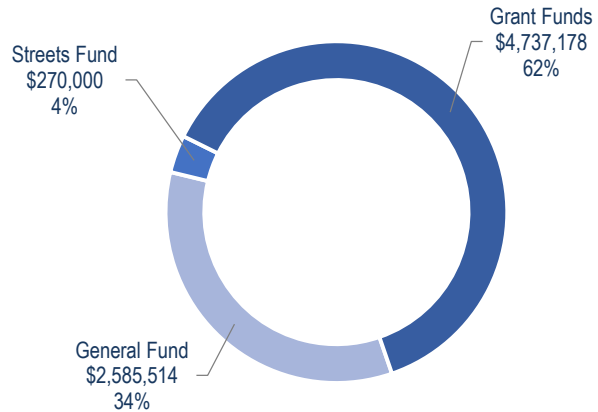
Neighborhood Relations

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



THE TOPEKA NEIGHBORHOOD RELATIONS DEPARTMENT

Enhancing the City's partnership with neighborhoods, citizens & community stakeholders to create & promote the goals & initiatives of the City.

Neighborhood Relations

Administration & Community Engagement

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Increase civic engagement and public participation

Neighborhood Training Opportunities
Provided by Community Engagement

2

3

3

5

Major Program Accomplishments

- Secured five additional corporate or community partners.
- COVID-19 partnerships to provide PPE supplies to the vulnerable population in our community.
- Operation Food Secure partnership with Topeka Rescue Mission & United Way to address the food disparity in the City of Topeka.

Future Goals

- Secure twenty additional corporate or community partners.
- Topeka Neighborhood University training sessions provided to neighborhood leaders.

Administration & Community Engagement

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$315,322	\$360,332	\$475,463	\$428,332
Non-Personnel Total	1,294,069	880,327	922,888	800,479
Contractual Services	1,263,214	847,760	897,471	779,950
Commodities	7,784	32,567	25,417	20,529
Capital Outlay	23,071	-	-	-
TOTAL	\$1,609,391	\$1,240,659	\$1,398,351	\$1,228,811

Allocation by Fund

General Fund	\$1,300,341	\$885,118	\$1,028,566	\$958,811
Streets Fund	309,050	355,541	369,785	270,000
TOTAL	\$1,609,391	\$1,240,659	\$1,398,351	\$1,228,811

Full-Time Equivalent Positions

Admin & Community Engagement	6.0	6.0	7.0	5.0
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Changes to the Budget

- The 2021 Adopted Budget for Administration and Community Engagement eliminates the Executive Director position and transfers the Office Specialist position to Housing Services for CV Administration.
- The 2021 Adopted Budget reduces funding for the Inmate Crew Fees due to the reduction of one Inmate Crew.

Neighborhood Relations

Housing Services

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Households Provided Rental Assistance with Continuum of Care Funds	465	520	530	500
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Major Program Accomplishments

- Rehabilitated 10 homes through the property maintenance repair program.
- Demolished 7 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 500 households

Future Goals

- Rehabilitate 105 homes through CDBG programs and FHLB Property Code Program.
- Provide 10,400 tests for COVID19 through mobile testing unit, provide additional services for Rapid Rehousing, Shelter and Homelessness to prevent, prepare for and respond to the Coronavirus pandemic.
- Demolish 5 blighted structures as part of the voluntary demolition program
- Provide shelter and essential services to 150 households who are, or may be, at-risk of homelessness

Housing Services

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$686,070	\$762,773	\$765,674	\$741,725
Non-Personnel Total	3,443,683	3,752,850	4,330,207	3,995,453
Contractual Services	3,439,595	3,747,364	4,324,849	3,989,094
Commodities	4,088	5,486	5,359	6,359
TOTAL	\$4,129,753	\$4,515,623	\$5,095,882	\$4,737,178

Allocation by Fund				
Grant Funds	4,129,753	4,515,623	5,095,882	4,737,178
TOTAL	\$4,129,753	\$4,515,623	\$5,095,882	\$4,737,178

Full-Time Equivalent Positions				
Housing Services	9.0	9.0	8.0	10.0

Changes to the Budget

→The 2021 Adopted Budget for Housing Services increases by \$68,000 for grants.

→The 2021 Adopted Budget will reflect an additional \$325,000 increase for Impact Avenues which began in 2020 and will continue throughout 2021.

→The 2021 Adopted Budget reflects the addition of two positions, a Program Coordinator position for Impact Avenues and the reallocated Office Specialist from Neighborhood Relations Administration.

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Demolitions (structures under contract or in the demolition bid process)	15	27	25	15
Properties Brought Back into Voluntary Compliance	5,060	6,162	7,000	7,000

Major Program Accomplishments

- Foreclosed Properties Ordinance was created and passed to require banks to register properties.
- Vacant Structure Registration Ordinance was created and passed to require current contact information from owners of vacant structures.
- Properties are being identified and contractor is working out details of notification for new Ordinance.

Future Goals

- Work with contracted vendors on vacant property registration to improve reporting, notification and efficiency.
- Continue to develop strategies to increase voluntary compliance of violations.
- Propose an amnesty or partnership with Clean Slate Day to increase collections of outstanding bills.

Property Maintenance

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$942,711	\$937,244	\$1,081,302	\$1,054,880
Non-Personnel Total	659,738	824,785	634,556	571,823
Contractual Services	607,412	708,315	600,597	539,823
Commodities	46,703	52,005	33,959	32,000
Capital Outlay	5,623	64,465	-	-
TOTAL	\$1,602,449	\$1,762,029	\$1,715,859	\$1,626,703

Allocation by Fund				
General Fund	\$1,602,449	\$1,762,029	\$1,715,859	\$1,626,703
TOTAL	\$1,602,449	\$1,762,029	\$1,715,859	\$1,626,703

Full-Time Equivalent Positions				
Property Maintenance	16.0	16.0	16.0	16.0

Changes to the Budget

→The 2021 Adopted Budget for Property Maintenance reduces funding for Inmate Crew Fees by \$40,000 due to the reduction of one Inmate Crew.

PLANNING and DEVELOPMENT DEPARTMENT

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$2,021,109	\$2,067,700	\$2,222,566	\$2,217,198
Contractual Services	361,268	433,060	470,613	437,312
Commodities	31,117	55,920	23,630	25,800
Capital Outlay	20,872	22,703	22,062	-
Other	461,949	462,981	368,903	370,000
TOTAL	\$2,896,315	\$3,042,363	\$3,107,774	\$3,050,310

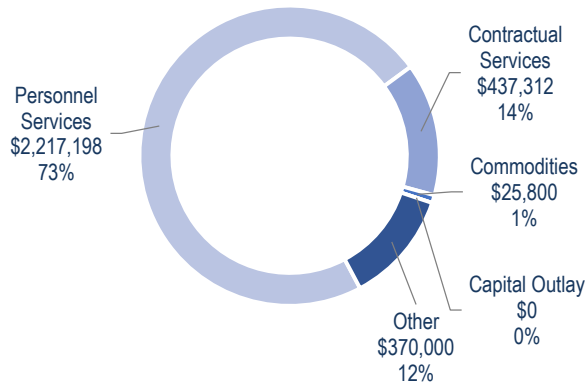
Allocation by Fund				
General Fund	\$2,434,366	\$2,579,383	\$2,738,871	\$2,680,310
Grant Fund	461,949	462,981	368,903	370,000
TOTAL	\$2,896,315	\$3,042,363	\$3,107,774	\$3,050,310

Full-Time Equivalent Positions				
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	18.0	18.0	19.0	19.0
TOTAL	28.0	28.0	29.0	29.0

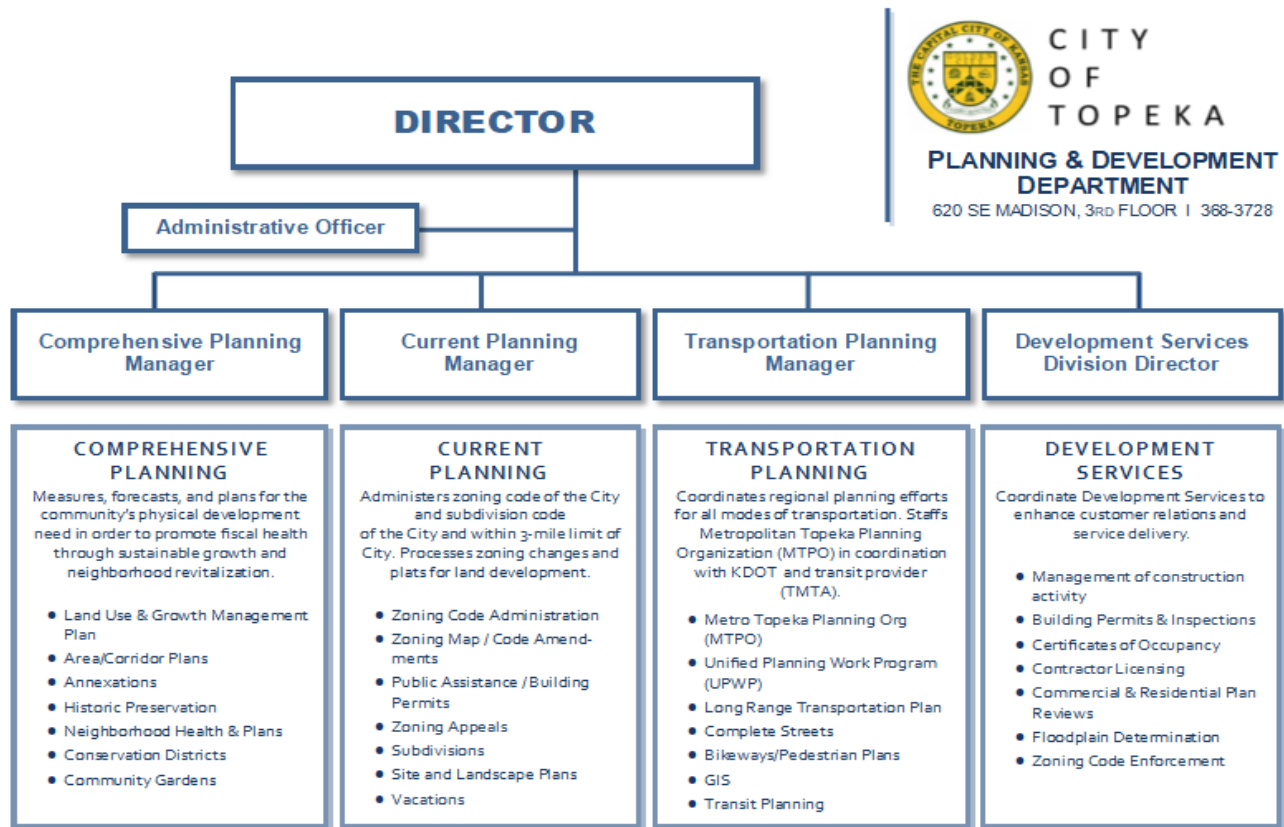
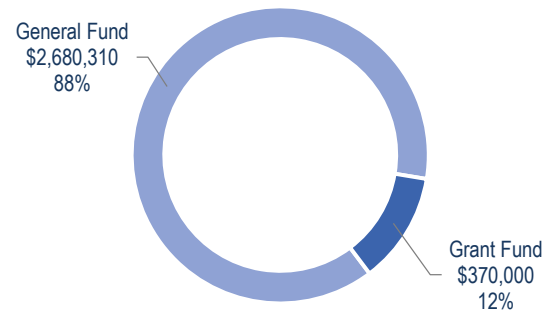
Planning & Development Department

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Fund



Allocation by Fund



DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$749,089	\$744,122	\$796,751	\$795,988
Non-Personnel Total	607,256	616,186	539,483	520,537
Contractual Services	137,100	133,256	164,350	143,887
Commodities	8,207	19,950	6,230	6,650
Other (Grants)	461,949	462,981	368,903	370,000
TOTAL	\$1,356,345	\$1,360,309	\$1,336,235	\$1,316,525

Allocation by Fund				
General Fund	\$894,396	\$897,328	\$967,331	\$946,525
Grant Fund	\$461,949	\$462,981	\$368,903	\$370,000
TOTAL	\$1,356,345	\$1,360,309	\$1,336,235	\$1,316,525

Full-Time Equivalent Positions

Administration	2.0	2.0	2.0	2.0
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Changes to the Budget

→The 2021 Adopted Budget for Development Services reduces the Contractual Services line (\$20,463) as various contracts have either been reduced or eliminated.

Planning

Administration

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.

Major Program Accomplishments

- 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
- Added Interactive Planning Case Map to website that updates directly through Cityworks software

Future Goals

- Provide leadership and administrative support for all projects under current planning, comprehensive planning, transportation planning, permitting, inspections and licensing
- Expand external reviewers' use of Cityworks to review and comment on Planning cases.

Planning

Current Planning

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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

Major Program Accomplishments

- Completed draft sign code to replace existing sign code. Planning Commission conducted a public hearing on the Sign Code Update in May 2019, recommending approval to the Governing Body. The Governing Body adopted the Sign Code Update in September 2019.
- Completed draft zoning relations for Small Cell Wireless Facilities (SCWFs). Planning Commission conducted a public hearing on the regulations for SCWFs in September 2019, recommending approval to the Governing Body. The Governing Body adopted the SCWFs regulations in November 2019.
- Processed a total of 99 Current Planning cases in 2019.

Future Goals

- Complete bi-annual zoning code update, including draft regulations for short-term rentals and accessory dwelling units. Conduct stakeholder engagement and hearing in 2020. Bring to Governing Body for action in 2021.
- Implement new sign code regulations, including the phasing out of portable message center signs and abandoned signs.

Planning

Comprehensive Planning

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

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

337

459

274

200

Major Program Accomplishments

- Adopted and implemented the Central Park Neighborhood Plan
- Wrote the nominations and secured National Register of Historic Places listings for Fire Station #4 and Fire Station #7
- Completed Tennessee Town Historic Survey Phase #1

Future Goals

- Adopt and implement the Downtown Master Plan
- Survey one or more historic neighborhoods
- Adopt and implement the East Topeka North Neighborhood Plan for SORT implementation.
- Assist with implementation of Housing Market Study

Planning

Transportation Planning

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).

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	73.3	75	77
Miles of Repaired Sidewalks	1.7	5	5	5
Miles of New Infill Sidewalks	16.28	16.32	10	10

Major Program Accomplishments

- Completed Bikeways Master Plan Update (Fast-Track)
- Completed the delayed Bikeways Phase III implementation on 8th Street
- Prepared Application for Bicycle Friendly Community Classification Renewal
- Applied for and received Transportation Alternative Grant for 10th St. Pedestrian Bridge
- Applied for COST-SHARE grant to provide sidewalks along Topeka Blvd. between 29th & 37th Streets (Phase II)
- Completed Pedestrian Plan implementation of providing in-fill sidewalks for the Oldtown Neighborhood & Topeka Blvd. (Phase I)
- Collaborated with Shawnee County Health Dept. and other organizations on a Health Grant that included Multi-modal elements.

Future Goals

- Begin work on the Transportation Model and Metropolitan Transportation Plan Update / Futures 2045
- Apply for Transportation Alternative Grants (Bikeways Phase IV)
- Continue implementation of the Pedestrian Plan for 2021 Neighborhood / Corridor
- Continue work with current Grant submissions, and their possible pending implementations

Development Services

Development Services

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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	44	42	42	42
Median Number of Days to Approve Commercial Permits for Interior Remodels	15	22	22	22
Scheduled Inspections Completed when Requested	99.87%	100.00%	99.84%	99.00%

Major Program Accomplishments

- Adopted the 2015 Uniform Mechanical Code
- Improved contractor license renewal process

Future Goals

- Adopt the 2018 Uniform Plumbing Code
- Complete the review of and adopt 2015 Energy Conservation Code
- Complete the review of and adopt 2015 Existing Building Code
- Create online Contractor License Renewal option
- Upgrade Public Access Portal for online payments & permit applications

Development Services

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,272,020	\$1,323,577	\$1,425,814	\$1,421,210
Non-Personnel Total	267,950	358,478	345,725	312,575
Contractual Services	224,168	299,804	306,263	293,425
Commodities	22,910	35,971	17,400	19,150
Capital Outlay	20,872	22,703	22,062	-
TOTAL	\$1,539,970	\$1,682,055	\$1,771,539	\$1,733,785
Allocation by Fund				
General Fund	\$1,539,970	\$1,682,055	\$1,771,539	\$1,733,785
TOTAL	\$1,539,970	\$1,682,055	\$1,771,539	\$1,733,785
Full-Time Equivalent Positions				
Development Services	18.0	19.0	19.0	19.0

Changes to the Budget

→The 2021 Adopted Budget for Development Services Capital Outlay (\$22,000) line was reduced primarily due to the Division not be participating fleet reserve program in FY2021.

→The 2021 Adopted Budget for Development Services also reduces the Contractual Services line (\$12,838) as various contracts have either been reduced or eliminated.

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

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,455,929	\$1,440,675	\$1,599,121	\$1,585,465
Contractual Services	952,479	932,635	837,342	844,595
Commodities	277,478	288,125	210,920	257,210
Capital Outlay	5,968	1,939	-	-
TOTAL	\$2,691,854	\$2,663,375	\$2,647,383	\$2,687,270

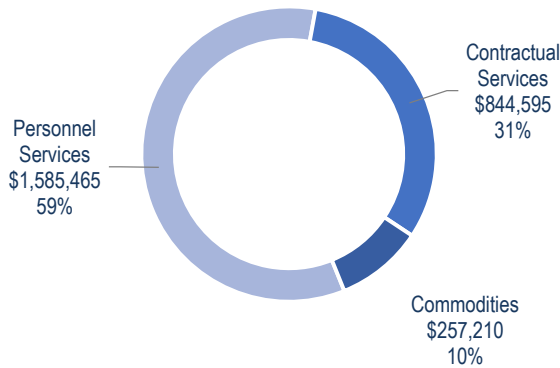
Allocation by Fund				
General Fund	\$2,691,854	\$2,663,375	\$2,647,383	\$2,687,270
TOTAL	\$2,691,854	\$2,663,375	\$2,647,383	\$2,687,270

Full-Time Equivalent Positions				
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	2.0	2.0	2.0
TOTAL	24.0	25.0	25.0	25.0

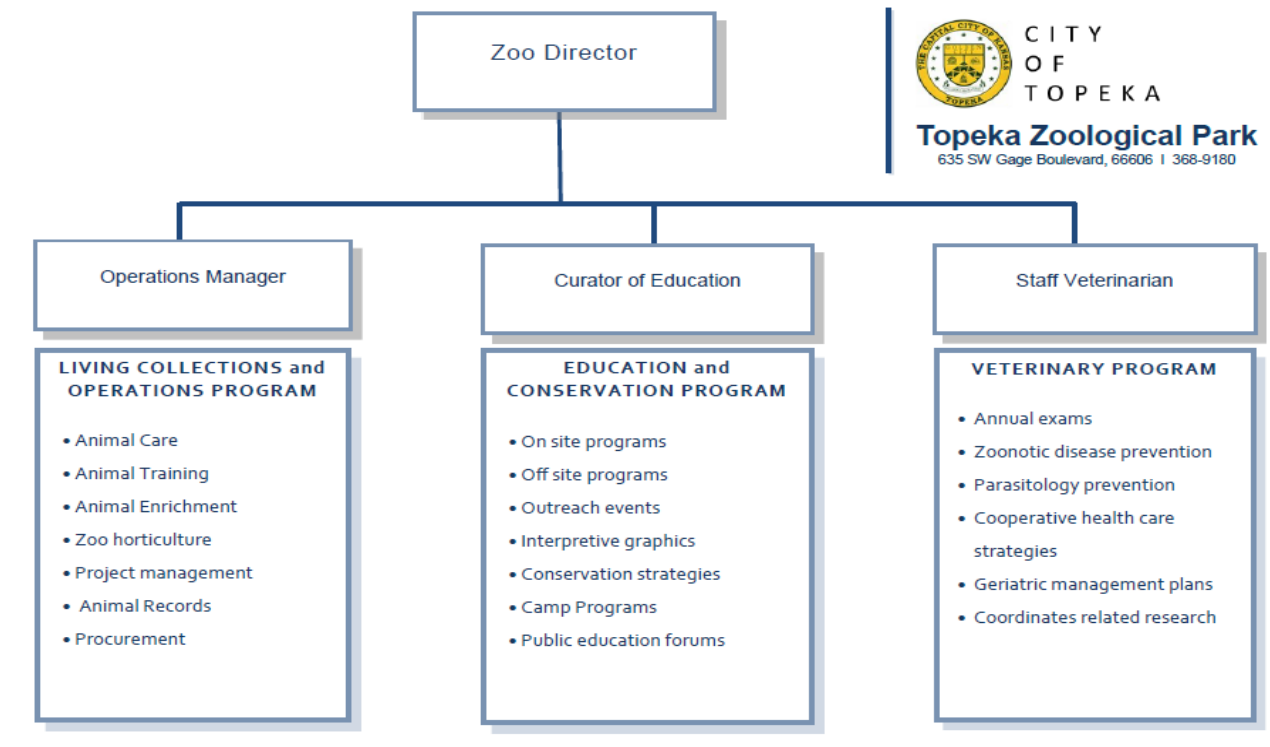
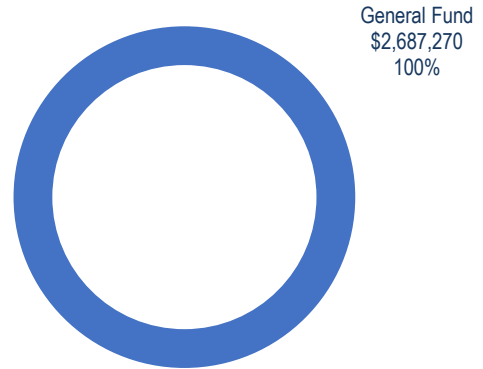
Zoo & Conservation Center

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

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

Zoo Finance

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.

	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
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Performance Measures

Thriving City & Livable Neighborhoods
Enhance the quality of life and prosperity of Topekans

Zoo Attendance	212,643	224,167	235,375	242,436
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Major Program Accomplishments

- Nearing completion on the Kay McFarland Japanese Garden
- Completed funding plan for Kay McFarland Japanese Garden
- Identified lead donors for Giraffe and Friends Capital Project
- Began design on Giraffe and Friends Capital Project

Future Goals

- Complete design and fundraising for Giraffe and Friends
- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$130,391	\$132,294	\$134,347	\$139,186
Non-Personnel Total	523,899	505,355	804,240	809,560
Contractual Services	506,112	494,506	791,944	798,860
Commodities	17,787	10,850	12,296	10,700
TOTAL	\$654,290	\$637,649	\$938,587	\$948,746

Allocation by Fund				
General Fund	\$654,290	\$637,649	\$938,587	\$948,746
TOTAL	\$654,290	\$637,649	\$938,587	\$948,746

Full-Time Equivalent Positions				
Finance	1.0	1.0	1.0	1.0

Changes to the Budget

→The 2021 Adopted Budget for Guest Experience includes no significant changes.

Zoo & Conservation Center

Education and Conservation

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Enhance the quality of life and prosperity of Topekans

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

25,865

29,970

30,621

31,540

Major Program Accomplishments

- Expanded 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
- 29,970 individuals participated in formal education programs
- Expanded Docent Program to 117 trained volunteers

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$131,600	\$134,666	\$137,118	\$138,511
Non-Personnel Total	58,267	24,748	3,374	3,787
Contractual Services	45,788	18,982	274	287
Commodities	12,479	5,765	3,100	3,500
TOTAL	\$189,867	\$159,414	\$140,491	\$142,298

Allocation by Fund				
General Fund	\$189,867	\$159,414	\$140,491	\$142,298
TOTAL	\$189,867	\$159,414	\$140,491	\$142,298

Full-Time Equivalent Positions				
Education and Conservation	2.0	2.0	2.0	2.0

Changes to the Budget

→The 2021 Adopted Budget for Guest Experience includes no significant changes.

Zoo & Conservation Center

Animal Care

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Develop local community partnerships to maximize local resources

Volunteer Hours Dedicated to the Topeka Zoo	37,911	19,747	20,339	21,356
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*Includes all hours of nonpaid staff (interns, docents,volunteers)

Major Program Accomplishments

- Added live web cams in patas monkey area welcoming people from around the world into our zoo
- Bred black and white ruffed lemurs for the first time in the zoo's history
- Released cygnet born at the Topeka Zoo to help support the wild population
- Implemented a new Two Key Two Lock safety system with managing potentially dangerous animals

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$949,133	\$909,355	\$1,025,098	\$998,134
Non-Personnel Total	392,997	446,558	191,526	233,915
Contractual Services	219,103	236,357	44,462	44,586
Commodities	167,926	208,262	147,064	189,329
Capital Outlay	5,968	1,939		
TOTAL	\$1,342,130	\$1,355,913	\$1,216,625	\$1,232,049

Allocation by Fund				
General Fund	\$1,342,130	\$1,355,913	\$1,216,625	\$1,232,049
TOTAL	\$1,342,130	\$1,355,913	\$1,216,625	\$1,232,049

Full-Time Equivalent Positions				
Animal Care	18.0	18.0	18.0	18.0

Changes to the Budget

→The 2021 Adopted Budget for Guest Experience includes no significant changes.

Zoo & Conservation Center

Animal Health

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Stewardship of the City's Physical Assets

Promote and enhance sustainability initiatives

Expand Cooperative Health Care
Programs Through Animal Training

Voluntary Blood Pressures
and Injections

Enhanced Dental Care

Expand Baseline
Sonography

Expand Baseline
Sonography

Major Program Accomplishments

- Veterinarian was recognized for her outstanding service with the Association of Zoos and Aquariums accreditation program
- Implemented a veterinary technician intern program
- Continued to improve dental hygiene of zoo collection

Future Goals

- 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

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2018	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$168,263	\$176,368	\$178,814	\$186,184
Non-Personnel Total	78,118	68,045	43,934	50,018
Contractual Services	18,092	12,469	274	287
Commodities	60,026	55,575	43,660	49,731
TOTAL	\$246,381	\$244,412	\$222,748	\$236,202

Allocation by Fund				
General Fund	\$246,381	\$244,412	\$222,748	\$236,202
TOTAL	\$246,381	\$244,412	\$222,748	\$236,202

Full-Time Equivalent Positions				
Animal Health	2.0	2.0	2.0	2.0

Changes to the Budget

→The 2021 Adopted Budget for Guest Experience includes no significant changes.

Zoo & Conservation Center

Guest Experience

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Commitment to Customer Service

Promote a service oriented culture in city government

Implement New Activities to Enhance Guest Experience	Sea Lion Experience and Camp Cowabunga	Seasonal Interactive Animal Exhibit	Kay's Garden	Begin Construction on Giraffe Project
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Major Program Accomplishments

- Increased the Zoo attendance level while significant construction occurred in and around the area
- Worked with Japanese Garden Master in preparation for maintaining the Kay McFarland Japanese Garden
- Propagated more than 1,000 plants to be added to the Zoo's planting beds

Future Goals

- 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 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$76,542	\$87,993	\$123,744	\$123,450
Non-Personnel Total	182,644	177,994	5,188	4,525
Contractual Services	163,384	170,321	388	575
Commodities	19,260	7,673	4,800	3,950
TOTAL	\$259,186	\$265,987	\$128,931	\$127,975

Allocation by Fund				
General Fund	\$259,186	\$265,987	\$128,931	\$127,975
TOTAL	\$259,186	\$265,987	\$128,931	\$127,975

Full-Time Equivalent Positions				
Guest Experience	1.0	2.0	2.0	2.0

Changes to the Budget

→The 2021 Adopted Budget for Guest Experience includes no significant changes.

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

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$10,669,342	\$10,703,643	\$12,232,186	\$11,388,041
Contractual Services	19,051,046	24,597,131	22,024,851	20,364,241
Commodities	1,506,528	1,725,368	2,784,894	2,437,708
Capital Outlay	505,796	1,439,998	1,786,931	2,451,222
Debt Services	786,476	695,475	718,825	672,380
Transfers	-	-	-	-
Other	(965,735)	(1,091,838)	6,767,628	4,066,266
TOTAL	\$31,553,453	\$38,069,777	\$46,315,315	\$41,379,858

Allocation by Fund

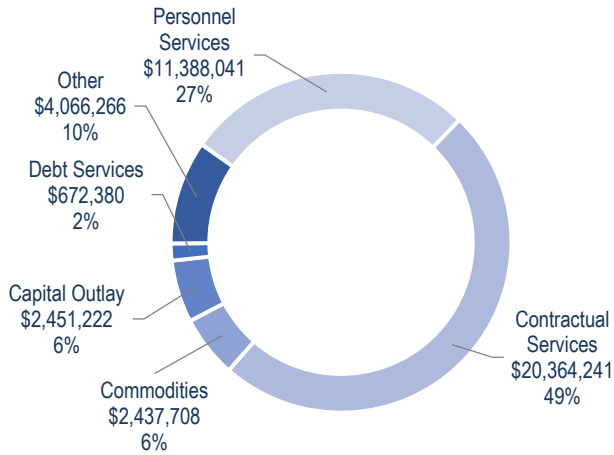
General Fund	\$6,827,437	\$7,530,176	\$8,098,017	\$7,186,318
Citywide Half Cent Sales Tax	12,797,727	17,484,893	23,154,305	19,245,962
Motor Fuel Fund	5,550,423	6,626,084	7,213,560	6,177,098
Fleet Fund	1,779,748	1,898,258	3,170,662	2,940,544
Facilities Fund	1,832,176	1,733,348	1,855,298	1,768,894
Parking Fund	2,765,942	2,797,017	3,623,473	4,061,042
TOTAL	\$31,553,453	\$38,069,777	\$47,115,315	\$41,379,858

Full-Time Equivalent Positions

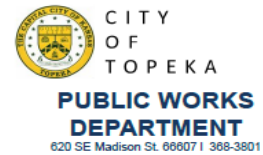
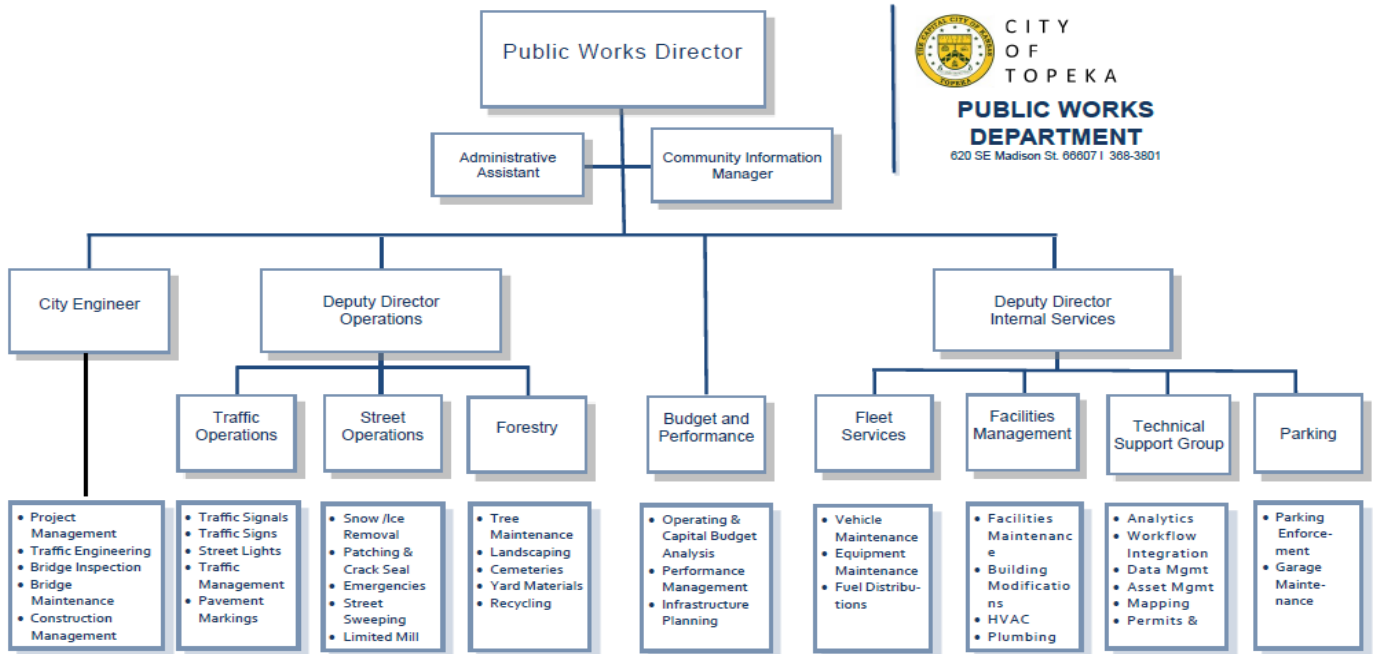
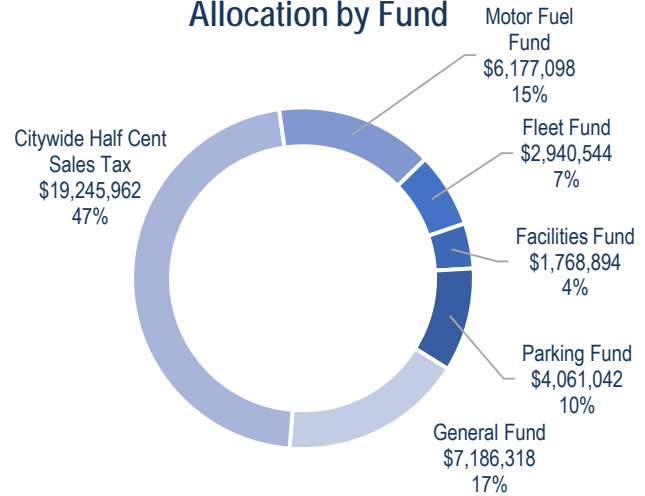
Administration & Technical Support Group (TSG)	14.0	15.0	15.0	13.0
Citywide Half-Cent Sales Tax	2.0	2.0	3.8	3.8
Engineering	24.0	24.0	21.2	20.2
Facilities, Buildings & Gen Services	20.0	19.0	19.0	15.0
Fleet Services	23.0	22.0	22.0	22.0
Forestry	9.0	9.0	9.0	9.0
Parking Administration	14.0	14.0	14.0	11.0
Transportation Operations: Street Maintenance	54.0	55.0	55.0	54.0
Transportation Operations: Traffic Operations	13.0	13.0	13.0	10.0
TOTAL	173.0	173.0	172.0	158.0

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



THE TOPEKA PUBLIC WORKS DEPARTMENT

Our mission is to enhance the community by providing and maintaining quality infrastructure and public services. Our vision is to create an environment conducive to the development of sustainable economic growth that will improve the quality of life for future generations..

Public Works

Administration & Technical Support Group (TSG)

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Commitment to Customer Service

Enhance customer service through technology

Percent of Service Requests Submitted and Closed	94%	97%	97%	97%
Percent of Work Orders Submitted and Closed	88%	117%	93%	95%

Major Program Accomplishments

- 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
- Migrated the City's open data portals to the Esri Hub, producing cost savings and operational efficiencies

Future Goals

- Migrate document management system to an integrated platform to improve ease of use and efficiency
- Expand data inventory and asset condition collection program to include additional prioritized assets
- Implement an expanded online Public Access Portal for contractor and permit licensing

Administration & Technical Support Group (TSG)

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,218,240	\$1,213,091	\$1,276,156	\$1,101,816
Non-Personnel Total	(413,839)	(497,726)	(504,082)	(572,082)
Contractual Services	622,020	574,202	560,214	494,664
Commodities	14,476	9,917	15,350	14,000
Capital Outlay	-	-	2,200	1,100
Other	(1,050,335)	(1,081,846)	(1,081,846)	(1,081,846)
TOTAL	\$804,401	\$715,365	\$772,074	\$529,734

Allocation by Fund

General Fund	\$804,401	\$715,365	\$772,074	\$529,734
TOTAL	\$804,401	\$715,365	\$772,074	\$529,734

Full-Time Equivalent Positions

Admin and Tech Support	14.0	15.0	15.0	13.0
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Changes to the Budget

- The 2021 Adopted Budget for Administration and TSG has been reduced for personnel expenses based on the elimination of 1 FTE (User System Consultant).
- Management Analyst position moved to Engineering division to better assist with project financing and analysis.
- Budget reflects the shifting of contractual services for DTI Kansas Avenue landscaping (\$48,443) and pocket park maintenance payments (\$52,935) to the Parking Fund.

Public Works

Citywide Half-Cent Sales Tax

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	10.6	10.6	7.0	10.0
Percent of 50/50 resident sidewalk requests completed	71%	100%	80%	80%
Linear feet of curb and gutter replaced	6,487	47,042	6,000	18,000

Major Program Accomplishments

- Continued reducing project costs by utilizing city inspection staff
- Received updated PCI data from 2019 and are reviewing and updating models to reflect the new values
- Improved communication between PW and Utilities so potential conflicts are identified earlier in the design process
- Provided infrastructure improvements within budget and on schedule

Future Goals

- Using updated PCI values and modeling techniques, continue to program the right treatment for the right road at the right time
- Complete infrastructure projects within budget and on schedule
- Utilize City staff for small in house design projects to reduce overall project costs. Developing Asset management plans for alleys, curb and gutter, and medians

Citywide Half-Cent Sales Tax

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$185,800	\$178,280	\$329,566	\$335,470
Non-Personnel Total	12,611,927	17,306,613	22,824,738	18,910,492
Contractual Services	11,945,489	16,451,064	13,650,582	12,550,000
Commodities	549,556	848,161	1,616,000	1,316,000
Capital Outlay	3,132	7,389	-	-
Other	113,750	-	7,558,157	5,044,492
TOTAL	\$12,797,727	\$17,484,893	\$23,154,305	\$19,245,962

Allocation by Fund

Citywide Half Cent Sales Tax	\$12,797,727	\$17,484,893	\$23,154,305	\$19,245,962
TOTAL	\$12,797,727	\$17,484,893	\$23,154,305	\$19,245,962

Full-Time Equivalent Positions

Citywide Half-Cent Sales Tax	2.0	2.0	3.8	3.8
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Changes to the Budget

→ Decrease in contractual services to align with the adopted 2021-2030 Capital Improvement plan
 → The 2021 Adopted Budget reflects a 3% decline in sales tax revenue compared to the 2020 Adopted Budget. The current negative economic outlook may require revenue assumptions changes during the FY21 year.

Public Works

Engineering

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Stewardship of the City's Physical Assets

Maintain and improve the condition of city streets

Number of major street projects completed	15	19	10	10
Number of major street project meetings hosted by the city	23	23	15	14
Number of commercial building permits reviewed	99	126	100	100

Major Program Accomplishments

- Continued to build our asset management capabilities within the division.
- Held public information and input meetings on 19 infrastructure projects.
- Refined the scope of services and design requirements to incorporate SUE – Level A for Subsurface Utility Engineering.
- Incorporated the new Complete Streets Design Guidelines in the design of all major reconstruction projects.

Future Goals

- Continue building our asset management capabilities within the division.
- Build on the condition assessment of City Alleys to develop a long range plan that addresses alleys across the city and determine an acceptable/appropriate level of service.
- Continue to update our pavement management system to incorporate yearly improvements, latest costs and in-field inspections.
- Improve communication between Engineering and both city owned and private utilities to help ensure a free flow of project information.

Engineering

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,646,659	\$1,685,097	\$1,767,024	\$1,701,755
Non-Personnel Total	786,627	1,463,122	805,650	698,078
Contractual Services	750,806	1,433,491	767,351	672,979
Commodities	33,384	29,631	27,299	20,099
Capital Outlay	2,437	-	11,000	5,000
TOTAL	\$2,433,286	\$3,148,219	\$2,572,674	\$2,399,833

Allocation by Fund				
General Fund	\$2,433,286	\$3,148,219	\$2,572,674	\$2,399,833
TOTAL	\$2,433,286	\$3,148,219	\$2,572,674	\$2,399,833

Full-Time Equivalent Positions				
Engineering	24.0	24.0	21.2	20.2

Changes to the Budget

→The 2021 Adopted Budget reflects the elimination of 2 FTEs (Engineer in Training and Eng Tech-1) and reclassification of one FTE (Eng. Tech 1) to minimize service impacts. The Engineer In Training position has been difficult to fill. The positions was intended to perform small, in-house design projects such as sidewalks, alleys, mill & overlays and other small projects. However, the reclassification of an existing Tech I position to a new position of Design Tech II will perform similar duties. Net result of these changes is personnel cost reductions of \$52,988.

Public Works

Facilities, Buildings, & 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, and a project coordinator oversee the daily maintenance and repair operations throughout this division.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Commitment to Customer Service

Enhance customer service through technology

Percent of facility work orders submitted and closed	98%	98%	95%	95%
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Major Program Accomplishments

- Replaced Chillers and Cooling Towers at City Hall
- Replaced Air Handler blower motor at Cyrus K Holliday building
- Major repair and replacement of TPAC Steps and Exterior Lighting
- Completed Major Remodel of Fire Station #3
- Performed Major Concrete Repair and Sidewalk replacement for Townsite Garage Air Handler Room

Future Goals

- Integrate mechanical preventative maintenance program into Cityworks
- Continue in LED lighting replacement program in contribution to City sustainability efforts
- Develop a comprehensive power utilization program for city facilities

Facilities, Building & General Services

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,172,090	\$905,381	\$1,084,627	\$970,956
Non-Personnel Total	660,086	827,966	770,671	797,938
Contractual Services	559,041	705,206	465,321	471,118
Commodities	134,689	75,802	64,700	223,200
Capital Outlay		60,912	44,710	-
Other	(33,644)	(13,953)	195,940	103,620
TOTAL	\$1,832,176	\$1,733,348	\$1,855,298	\$1,768,894

Allocation by Fund

Facilities Fund	\$1,832,176	\$1,733,348	\$1,855,298	\$1,768,894
TOTAL	\$1,832,176	\$1,733,348	\$1,855,298	\$1,768,894

Full-Time Equivalent Positions

Facilities, Building & Gen. Services	20.0	19.0	19.0	15.0
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Changes to the Budget

→The 2021 Adopted Budget eliminates four (4) FTEs to provide budget for private contract with Service Systems for janitorial services at all remaining internal janitorial buildings, except LEC. ability to contract for janitorial work at LEC is dependent on further verification of background/security requirements. More information is needed before making the switch from internal to external. One Janitorial staff would remain in the Facilities budget. Per contract specifications - low bid vendor should be able to provide same or better service that we are currently providing with internal staff.

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Organizational Excellence

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

Percent of fleet preventive maintenance completed on schedule	63%	69%	95%	75%
Number of fuel gallons used by Fleet Services	509,116	497,902	485,000	485,000
Fleet vehicle availability	92%	93%	95%	95%

Major Program Accomplishments

- Increased scheduled preventive maintenance by six percent over 2018 figures
- Vehicle and Equipment Replacement Fund started in 2019. All seven vehicles/equipment scheduled for replacement were ordered, including one Fire Department brush truck and one Street Department street sweeper
- 93 Percent fleet availability in 2019
- Kicked-off the implementation of FASTER Web Fleet Services operating system upgrade

Future Goals

- Complete the implementation of the motor pool at the Holliday building
- Finalize operating system update to facilitate improved reporting, efficiency, accuracy and customer service

Fleet Services

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,421,184	\$1,504,892	\$1,584,526	\$1,628,113
Non-Personnel Total	358,564	393,366	1,586,136	1,312,431
Contractual Services	285,721	253,925	327,875	347,850
Commodities	61,168	59,107	92,505	64,581
Capital Outlay	8,595	77,546	1,165,755	900,000
Debt Services	(1,414)	(1,174)	-	-
Other	4,494	3,962	-	-
TOTAL	\$1,779,748	\$1,898,258	\$3,170,662	\$2,940,544

Allocation by Fund

Fleet Fund	\$1,779,748	\$1,898,258	\$3,170,662	\$2,940,544
TOTAL	\$1,779,748	\$1,898,258	\$3,170,662	\$2,940,544

Full-Time Equivalent Positions

Fleet Services	23.0	22.0	22.0	22.0
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Changes to the Budget

→The 2021 Adopted Budget for Fleet Services reflects a decrease in capital outlay due to upgrade of FASTER Web operating system completed in 2020.

→Capital outlay category includes \$900,000 for the fleet replacement program. This voluntary program allows departments to set aside funds for consistent, recommended replacement of fleet vehicles.

→Since the early 2000s the citywide fleet vehicle loaner pool has saved the organization approximately \$5,000 annually by reducing the number of employee personal vehicle mileage reimbursements. This average is determined through analysis of miles driven, vehicle maintenance and replacement costs, and latest IRS standard mileage rates.

Public Works

Forestry

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Thriving City & Livable Neighborhoods

Promote a cleaner and healthier city

Number of trees pruned	1,209	1,813	1,000	1,000
Number of trees removed	313	382	400	400

Major Program Accomplishments

- Developed a spray/burning program to control weeds in roundabouts
- Developed a tree replacement/planting list
- Leveraging handheld mobile technology for increased responsiveness to SeeClickFix and emergency service requests

Future Goals

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

Forestry

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$518,437	\$542,636	\$578,187	\$591,794
Non-Personnel Total	241,665	244,870	226,032	238,870
Contractual Services	192,343	189,487	172,771	186,904
Commodities	49,322	55,383	53,261	51,966
Capital Outlay	-	-	-	-
TOTAL	\$760,102	\$787,506	\$804,219	\$830,664

Allocation by Fund				
General Fund	\$760,102	\$787,506	\$804,219	\$830,664
TOTAL	\$760,102	\$787,506	\$804,219	\$830,664

Full-Time Equivalent Positions				
TOTAL	9.0	9.0	9.0	9.0

Changes to the Budget

→The 2021 Adopted Budget for Forestry reflects the increase in contractual services by \$14,000 primarily due to repairs for aging equipment and an increase in property insurance premiums.

Public Works

Parking Administration

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Stewardship of the City's Physical Assets

Plan for future infrastructure needs

Percent of parking garage utilization	92%	98%	92%	92%
Percent of parking lot utilization	65%	33%	75%	60%

Major Program Accomplishments

- Awarded RFP for on-street management solution
- Updated garage Revenue Control System in all 7 COT garages to a one centralized solution
- Evaluated and removed underutilized meter locations

Future Goals

- 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
- Update Garage Assessments to develop a capital repair schedule for the garages
- Continue implementation of 2017 comprehensive parking plan recommendations

Parking Administration

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$607,651	\$626,087	\$837,584	\$682,867
Non-Personnel Total	2,158,291	2,170,931	2,785,888	3,378,175
Contractual Services	1,322,245	1,452,486	1,579,967	1,333,281
Commodities	48,156	21,796	130,192	52,892
Capital Outlay			261,528	1,319,622
Debt Services	787,890	696,648	718,825	672,380
Other			95,377	
TOTAL	\$2,765,942	\$2,797,017	\$3,623,473	\$4,061,042

Allocation by Fund

Parking Fund	\$2,765,942	\$2,797,017	\$3,623,473	\$4,061,042
TOTAL	\$2,765,942	\$2,797,017	\$3,623,473	\$4,061,042

Full-Time Equivalent Positions

Parking Administration	14.0	14.0	14.0	11.0
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Changes to the Budget

- The 2021 Adopted Budget for Parking reduces the personnel budget by \$154,718 driven by the reduction of 3 FTEs (Maintenance Worker, Parking Control Officer, System Developer)
- The 2021 Adopted Budget for Parking has an increase in Capital Outlay driven primarily by anticipated garage maintenance/repairs
- The 2021 Adopted Budget contractual services total includes an increase in costs associated with Kansas Avenue pocket park maintenance (\$52,935) that the City contracts with DTI to complete the work and a Kansas Avenue landscaping maintenance contract (\$48,443)

Public Works

Transportation Operations: Street Maintenance

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.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

Stewardship of the City's Physical Assets

Maintain and improve the conditions of city streets

Number of potholes filled	27,769	38,198	30,000	33,000
Number of linear aggregate alley miles maintained	23.5	25.8	35	35
Linear feet of pavement crack sealing	451,200	88,200	1,300,000	1,000,000

Major Program Accomplishments

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

Future Goals

- 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 a systematic alley maintenance program for aggregate alleys.

Transportation Operations: Street Maintenance

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$3,106,018	\$3,206,581	\$3,841,142	\$3,646,571
Non-Personnel Total	2,444,405	3,419,503	3,372,419	3,080,527
Contractual Services	1,348,220	1,501,863	2,285,093	2,160,057
Commodities	604,553	623,488	785,587	694,970
Capital Outlay	491,632	1,294,151	301,738	225,500
TOTAL	\$5,550,423	\$6,626,084	\$7,213,560	\$6,727,098

Allocation by Fund				
Motor Fuel Fund	\$5,550,423	\$6,626,084	\$6,413,560	\$6,177,098
General Fund	-	-	800,000	550,000
TOTAL	\$5,550,423	\$6,626,084	\$7,213,560	\$6,727,098

Full-Time Equivalent Positions

Street Maintenance	54.0	55.0	55.0	54.0
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Changes to the Budget

→The 2021 Adopted Budget reflects the reduction of funding for snow and ice removal from \$800,000 in FY20 Adopted Budget to \$550,000. The historical average spending is \$307,184 annually for the last ten years, but we did have a high of \$522,251 in 2011 and Spent \$469,378 in 2019. With expectations for higher level of service we would leave the request at \$550,000. Any costs over that could result in budget amendment for Public Works in a given budget year.

→The 2021 Adopted Budget personnel services decreased by \$194,000 due to retirements of long-serving staff, reduced overtime, and elimination of one Office Assistant II position and one Office Assistant III position. The total FTE count increased by two positions that were reassigned from the Traffic Operations division as their duties are more consistent with the Street Maintenance Division responsibilities.

Public Works

Transportation Operations: Traffic Operations

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.

	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
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Performance Measures

Safe & Secure Communities
Improve Topeka's standing among the Nation's safest capital cities

Number of painted, pedestrian and school crosswalks	782	740	800	725
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Major Program Accomplishments

- Upgraded all street light installations to LED 2019
- Began installation of flashing yellow arrow signals at intersections

Future Goals

- Install EOS software (Centracs update) in all Traffic Signal controllers
- Upgrade all Red and Green Traffic signal indications to LED units
- Install wireless communications to signals currently not connected to Centracs
- Update crosswalks to the international style
- Continue installation of flashing yellow arrow signals at intersections

Transportation Operations: Traffic Operations

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$793,263	\$841,598	\$933,373	\$728,699
Non-Personnel Total	2,036,385	2,037,488	2,215,677	2,147,388
Contractual Services	2,025,161	2,035,407	2,215,677	2,147,388
Commodities	11,224	2,081	-	
TOTAL	\$2,829,648	\$2,879,086	\$3,149,050	\$2,876,087

Allocation by Fund				
General Fund	\$2,829,648	\$2,879,086	\$3,149,050	\$2,876,087
TOTAL	\$2,829,648	\$2,879,086	\$3,149,050	\$2,876,087

Full-Time Equivalent Positions				
Traffic Operations	13.0	13.0	13.0	10.0

Changes to the Budget

→The 2021 Adopted Budget for Traffic Operations reflects the decrease of personnel costs of \$204,000 due to the elimination of one FTE and the reassignment of two FTEs to the Street Maintenance Division.

→The 2021 Adopted Budget also reflects the reduction of the street light budget as new street lights will not be added in 2021. Currently there are no outstanding requests for additional street lighting.

UTILITIES

DEPARTMENT ALLOCATION SUMMARY

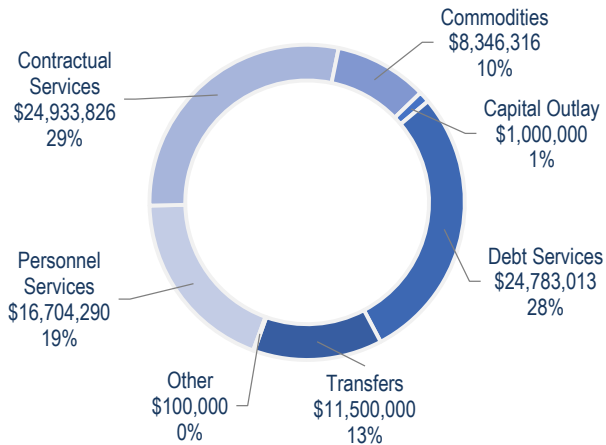
	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$14,297,572	\$15,240,373	\$15,811,945	\$16,704,290
Contractual Services	23,126,739	23,686,066	23,701,942	24,933,826
Commodities	8,159,928	8,603,346	8,345,758	8,346,316
Capital Outlay	594,923	1,087,452	1,000,000	1,000,000
Debt Services	18,020,724	20,152,325	20,386,380	24,783,013
Transfers	3,250,000	3,425,000	5,225,000	11,500,000
Other	67,900	68,132	2,391,373	100,000
TOTAL	\$67,517,786	\$72,262,693	\$76,862,398	\$87,367,445

Allocation by Fund				
Water	\$34,075,101	\$37,053,662	\$37,444,300	\$40,201,259
Stormwater	7,127,596	7,287,378	8,060,081	8,768,329
Wastewater	26,315,089	27,921,653	31,358,017	38,397,857
TOTAL	\$67,517,786	\$72,262,693	\$76,862,398	\$87,367,445

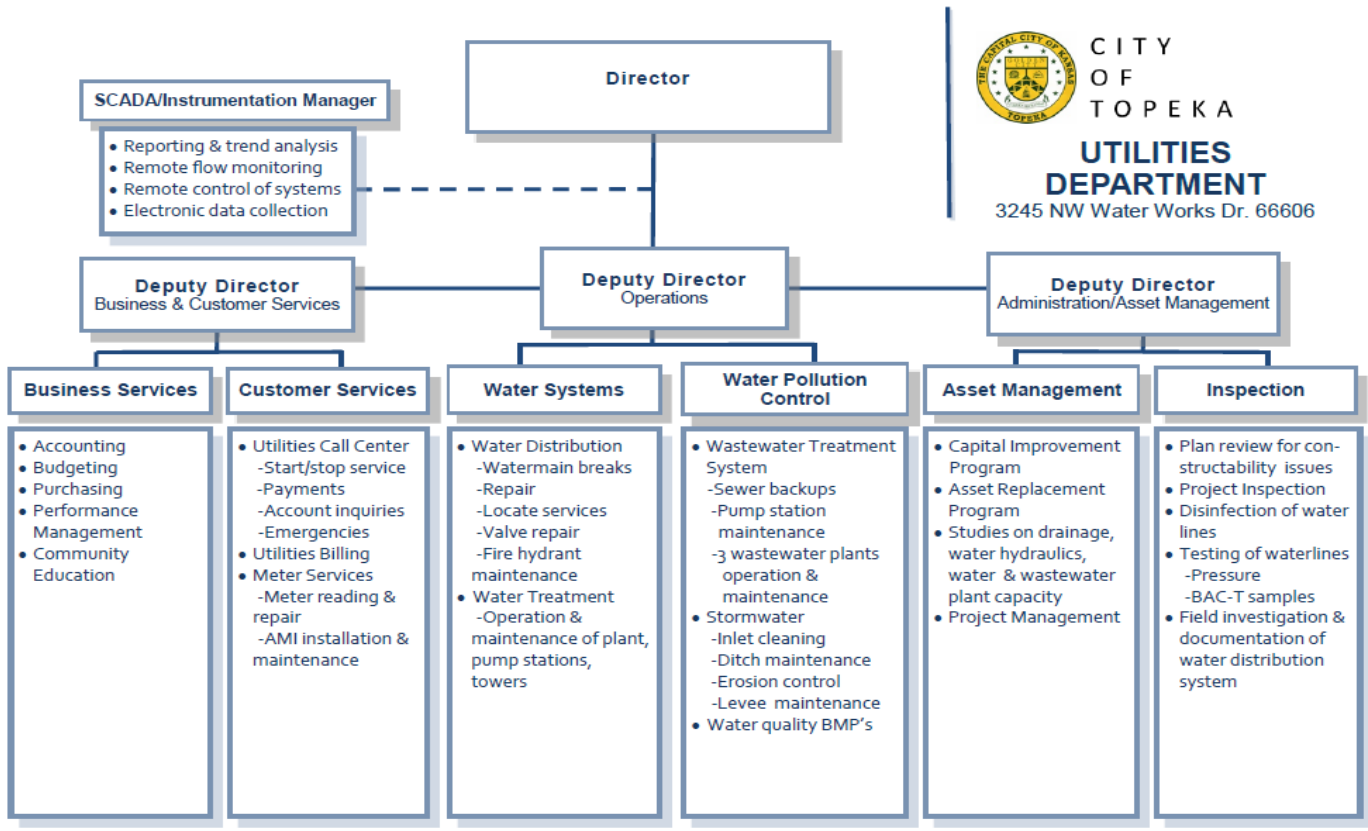
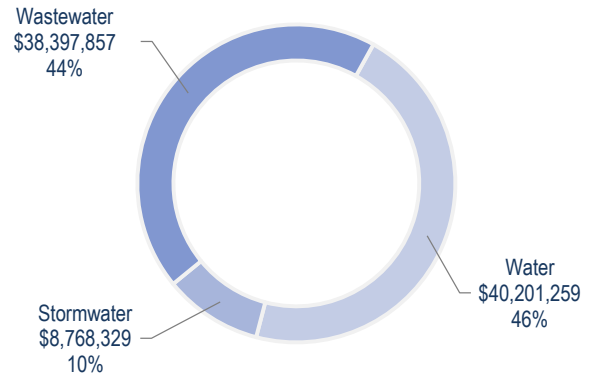
Full-Time Equivalent Positions				
Water Utility	121.0	125.0	121.5	121.5
Stormwater Utility	26.0	25.0	25.0	25.0
Wastewater Utility	75.0	74.0	77.5	77.5
TOTAL	222.0	224.0	224.0	224.0

ALLOCATIONS & ORGANIZATIONAL STRUCTURE

Allocation by Expense Category



Allocation by Fund



THE TOPEKA UTILITIES DEPARTMENT

From river to river, we manage water—protecting the health and safety of our community.

Utilities

Water Utility

The Water Utility produces our community's safe drinking water and manages all operations and maintenance of the water system in order to supply water to Topeka, Shawnee County, and surrounding counties. Services of the Water Utility include water treatment, plant maintenance, laboratory services, engineering and asset management, meter services, supervisory control systems, inspection, water distribution, and business & customer services. The Water Utility is funded entirely by fees for services.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	34,521	25,125	31,300	31,300
Gallons of Fresh Water Distributed	6,908,711,016	6,639,712,000	N/A	N/A
Drinking Water Compliance (% days in full compliance with quality standards)	100%	100%	100%	100%

Commitment to Customer Service

Promote a service oriented culture in city government

Number of calls received by the Utilities Call Center	152,580	150,144	N/A	N/A
Call Center Percentage of Calls Answered in 30 Seconds or Less	79%	89%	90%	90%

Major Program Accomplishments

- Completed West Crane transmission main project
- Completed Broadview main replacement project for water quality improvements
- Completed SCADA Master Plan and installation of Wonderware SCADA software system
- Replaced 10,436 aging water meters with AMI technology and constructed 15 AMI towers in 2019

Future Goals

- Construct the new Montara Tower
- Implement new Utility Billing Software and the Dynamic Customer Portal
- Complete construction of two new chlorine contact basins to reduce the formation of disinfection by-products
- Execute SCADA Master Plan improvements to plants, towers, and pump stations
- Continue systematic replacement of aging water meters with AMI technology

Water Utility

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$7,993,005	\$8,616,209	\$8,927,045	\$9,559,204
Non-Personnel Total	26,082,096	28,437,453	28,517,255	30,642,055
Contractual Services	10,619,859	10,705,379	10,667,121	11,241,103
Commodities	6,320,082	6,471,092	6,636,794	6,666,365
Capital Outlay	457,150	386,361	400,000	400,000
Debt Services	8,144,025	9,333,112	9,120,704	11,274,587
Transfers	500,000	1,500,000	1,000,000	1,000,000
Other	40,980	41,510	692,635	60,000
TOTAL	\$34,075,101	\$37,053,662	\$37,444,300	\$40,201,259

Allocation by Fund

Water	\$34,075,101	\$37,053,662	\$37,444,300	\$40,635,800
TOTAL	\$34,075,101	\$37,053,662	\$37,444,300	\$40,635,800

Full-Time Equivalent Positions

Water Utility	121.0	125.0	121.5	121.5
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Changes to the Budget

→Contractual Services increased by \$574,000 primarily driven by an increase in property insurance (\$311,700), internal service fees (\$139,500), SCADA support requirements (\$132,600), and the EPA-mandated Water Treatment Plan Risk Management Program (\$40,000).

→Commodities increased by \$29,600 due to increases for water main break costs (\$300,500) and Water Treatment Plant chemicals (\$50,000). Other commodities account budgets decreased due to the advancement of the new billing system (\$150,000), and a budget reduction for repair parts (\$30,000).

→Personnel Services increased by \$640,000 while holding a flat FTE count primarily as a result of labor contract negotiations and rising health insurance costs.

→Debt Services and Other expense categories increased by \$1.52 million including increases for debt service on existing debt (\$1.47 million) and anticipated debt issuance (\$50,000).

Utilities

Stormwater Utility

The Stormwater Utility operates and maintains the City's flood protection and drainage systems. Services of the Stormwater Utility are primarily managed by the Water Pollution Control division. Services include stormwater collection system maintenance, levee system operations & maintenance, best management practices (BMP), National Pollutant Discharge Elimination System (NDPES) management, engineering and asset management, and business & customer services. The Stormwater Utility is funded entirely by fees for services.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	12,993	8,282	13,000	13,000
Linear Feet of Storm Sewer Main Cleaned	17,305	18,498	40,000	40,000
Linear Feet of Storm Sewer System Replaced or Rehabilitated	N/A	5,466	14,900	14,900

Major Program Accomplishments

- Completed Central Park stormwater improvement project
- Completed 35th and Powell drainage correction project
- Completed gate replacement at Martin Creek Stormwater Pump Station
- Stormwater crews completed tree and brush removal at Auburndale Park along I-70

Future Goals

- Complete project at 8th & Western to 5th & Tyler to add substantial capacity to storm system in Central Topeka and eliminate two combined sewers
- Complete levee certification with FEMA for all five levee units
- Advance CCTV efforts for the stormwater collection system
- Develop a Stormwater Master Plan to analyze the drainage basins and identify future deficiencies

Stormwater Utility

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$1,450,358	\$1,398,663	\$1,591,841	\$1,688,667
Non-Personnel Total	5,677,238	5,888,715	6,468,240	7,079,662
Contractual Services	2,345,250	2,661,547	3,071,878	3,211,338
Commodities	369,146	503,818	316,850	351,995
Capital Outlay	16,858	701,091	300,000	300,000
Debt Services	995,984	1,572,259	1,425,394	1,716,329
Transfers	1,950,000	450,000	1,050,000	1,500,000
Other	-	-	304,118	-
TOTAL	\$7,127,596	\$7,287,378	\$8,060,081	\$8,768,329

Allocation by Fund				
Stormwater	\$7,127,596	\$7,287,378	\$8,060,081	\$8,768,329
TOTAL	\$7,127,596	\$7,287,378	\$8,060,081	\$8,768,329

Full-Time Equivalent Positions				
Stormwater Utility	26.0	25.0	25.0	25.0

Changes to the Budget

→Contractual services increased by \$139,000 including increases for lift bridge inspection services (\$140,000), emergency stormwater infrastructure repairs (\$114,000), and property insurance costs (\$31,200).

→Commodities increased by \$35,000 including increases for Oakland WWTP security enhancements (\$50,000).

→Debt service and other expense categories changed by \$437,000 including a decrease for debt service on existing debt (\$52,000), an increase for debt service on anticipated debt issuance (\$38,800), and an increase for cash transfers to the Stormwater Capital Fund (\$450,000).

Utilities

Wastewater Utility

The Wastewater Utility collects and treats wastewater at three treatment plants to protect the health and safety of our community. Services of the Wastewater Utility are primarily managed by the Water Pollution Control division. Services include maintenance of the collection system and pump stations, plant operations and maintenance, laboratory services, biosolids operations, engineering and asset management, supervisory control systems, and business & customer services. The Wastewater Utility is funded entirely by fees for services.

Actual
FY 2018

Actual
FY 2019

Target
FY 2020

Target
FY 2021

Performance Measures

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	5,783,670,000	8,459,989,000	N/A	N/A
Linear Feet of Sanitary Sewer Mains Cleaned	778,226	2,034,543	1,000,000	1,000,000
Linear Feet of Sanitary Sewer System Replaced or Rehabilitated	N/A	41,120	42,000	42,000

Major Program Accomplishments

- Completed oxidation ditch mixer replacement project
- Completed installation of the SCADA controllers at North Topeka WWTP
- Completed sanitary sewer lining of two quarter sections
- Completed the UV disinfection system expansion project at the Oakland WWTP
- Completed construction of the new scale at Oakland WWTP

Future Goals

- Development of a force main and interceptor replacement and rehabilitation program
- Plant modifications at North Topeka for nutrient removal as set forth in the NPDES permit
- Completion of the biogas project at Oakland WWTP

Wastewater Utility

DIVISION ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Adopted FY 2021
Allocation by Expense Category				
Personnel Services	\$4,854,209	\$5,225,501	\$5,293,058	\$5,456,419
Non-Personnel Total	21,460,880	22,696,152	26,064,959	32,941,438
Contractual Services	10,161,630	10,319,140	9,962,944	10,481,385
Commodities	1,470,700	1,628,436	1,392,113	1,327,956
Capital Outlay	120,915	-	300,000	300,000
Debt Services	8,880,715	9,246,954	9,840,282	11,792,097
Transfers	800,000	1,475,000	3,175,000	9,000,000
Other	26,920	26,622	1,394,620	40,000
TOTAL	\$26,315,089	\$27,921,653	\$31,358,017	\$38,397,857

Allocation by Fund

Wastewater	\$26,315,089	\$27,921,653	\$31,358,017	\$38,397,857
TOTAL	\$26,315,089	\$27,921,653	\$31,358,017	\$38,397,857

Full-Time Equivalent Positions

Wastewater Utility	75.0	74.0	77.5	77.5
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Changes to the Budget

- Contractual services increased by \$518,400 overall including increases for property insurance (\$324,700), biosolids hauling and land application (\$75,000), SCADA support requirements (\$46,000) and internal service fees (\$20,000).
- Commodities decreases by \$64,100 overall through expected process efficiencies resulting in decreases for consumable items (\$11,000), motor fuel (\$10,900), equipment non-capital (\$13,000), and repair parts vehicle and non-vehicle (\$13,550).
- Debt services and other expense categories changed by \$6.4 million overall including a decrease for debt payments on existing debt (\$590,500), an increase for debt payments on anticipated debt issuance (\$1,187,700), and an increase of cash transfers to the Wastewater Capital Fund (\$5.8 million).
- Utilities will begin selling biogas in 2021 resulting in an estimated revenue increase of \$1.3 million.



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 2021 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

Debt Service

Enterprise Funds

- Combined Utilities
 - Water
 - Wastewater
 - Stormwater
- Parking

Internal Service Funds

- Information Technology Fund
- Fleet Fund
- Facilities Fund
- 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
- Local Law Enforcement Training Center
- Metropolitan Transit Authority
- Municipal Court Trust
- Parkland Acquisition
- Payroll Clearing
- Special Event Debris
- Water Customer Round Up

Federal Funds

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

Cemeteries

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.

PROGRAM ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Projected
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Contractual Services	\$218,605	\$216,202	\$220,000	\$220,000
TOTAL	\$218,605	\$216,202	\$220,000	\$220,000

Changes to the Budget

→There are no significant changes to the 2021 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

General Fund Non-Departmental

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.

PROGRAM ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Projected
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Personnel Services	\$0		-\$1,500,000	-\$800,000
Contractual Services	929,006	1,361,276	875,186	857,897
Transfers	-		-	
Other	189,256	580,236	22,231,362	21,245,682
TOTAL	\$1,118,262	\$1,941,512	\$21,606,548	\$21,303,579

Changes to the Budget

→The 2021 Adopted Budget for General Fund Non-Departmental expenses reflect a decrease of \$700,000 in vacancy credits.

→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.

→The Other cost line reflect a projection of reserves required to shown as available in the City's budget, but the City does not intend to use them for operations.

Other Funds

Parks and Recreation

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.

PROGRAM ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Projected
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Contractual Services	\$601,125	\$569,950	\$642,670	\$629,894
TOTAL	\$601,125	\$569,950	\$642,670	\$629,894

Changes to the Budget

→The 2021 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

Social Services 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.

PROGRAM ALLOCATION SUMMARY

Projected
FY 2020

Adopted
FY 2021

Allocation by Program

Social Service Grants	\$424,566	\$424,566
Franchise Fee Rebate Program	204,100	204,100
Special Alcohol Program	626,000	670,000
Youth Employment Program	30,000	15,000
TOTAL	\$1,284,666	\$1,313,666

Allocation by Fund

General Fund	\$491,666	\$476,666
Grants (CDBG)	67,000	67,000
Water	60,000	60,000
Wastewater	40,000	40,000
Special Alcohol	626,000	670,000
TOTAL	\$1,284,666	\$1,313,666

Changes to the Budget

→The 2021 Adopted Budget for Social Services programs increases \$44,000 for Special Alcohol grants based on guidance from the State of Kansas.

→The 2021 Adopted Budget reduced the Youth Employment Program by \$15,000. The program is being revisited and the goal is to partner with USD501 and convert the program to a school year program where up to 5 students could participate.

Other Funds

Topeka Performing Arts Center (TPAC)

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

PROGRAM ALLOCATION SUMMARY

Actual
FY 2018

Actual
FY 2019

Projected
FY 2020

Adopted
FY 2021

Allocation by Expense Category

Contractual Services	\$544,897	\$542,047	\$548,316	\$582,435
TOTAL	\$544,897	\$542,047	\$548,316	\$582,435

Changes to the Budget

→The 2021 Adopted Budget for TPAC has increased due to the increase in costs city wide related to property insurance.

Other Funds

Downtown Business Improvement District Fund

This fund accounts for assessments levied against property owners and tenants within the Downtown Business Improvement District (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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$66,774	\$93,130	\$105,882	\$105,882
Ending	93,130	105,882	105,882	105,882
NET OPERATIONS	\$93,130	\$105,882	\$105,882	\$105,882
Revenue				
Special Assessments	\$213,486	\$212,316	\$209,000	\$209,000
Miscellaneous	(14,569)	(22,205)	93,130	93,130
TOTAL	\$198,916	\$190,111	\$302,130	\$302,130
Allocation by Expense Category				
Contractual Services	\$172,560	\$177,359	\$209,000	\$209,000
Other	-	-	93,130	93,130
TOTAL	\$172,560	\$177,359	\$302,130	\$302,130

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for the Downtown Business Improvement District.

Other Funds

Topeka Tourism Business Improvement District (TBID) Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$0	\$394	-\$70,462	-\$70,462
Ending	394	(70,462)	(70,462)	(60,862)
NET OPERATIONS	\$394	-\$70,462	-\$70,462	-\$60,862

Revenue

Special Assesment	\$419,980	\$425,599	\$480,000	\$480,000
Miscellaneous	-	-	20,000	20,000
TOTAL	\$419,980	\$425,599	\$500,000	\$500,000

Allocation by Expense Category

Contractual Services	\$419,586	\$496,456	\$480,000	\$470,400
Other	-	-	20,000	20,000
TOTAL	\$419,586	\$496,456	\$500,000	\$490,400

Changes to the Budget

→There are no significant changes to the 2021 Adopted Budget for the Topeka Tourism Business Improvement District Fund.

Other Funds

Court Technology Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$274,883	\$308,931	\$299,240	\$277,025
Ending	308,931	299,240	277,025	10,000
NET OPERATIONS	\$308,931	\$299,240	\$277,025	\$10,000

Revenue

Fees	\$44,837	\$46,127	\$52,785	\$52,785
TOTAL	\$44,837	\$46,127	\$52,785	\$52,785

Allocation by Expense Category

Contractual Services	\$3,342	\$8,320	\$75,000	\$63,000
Commodities	7,447	3,805	-	3,000
Capital Outlay	-	43,693	-	
Other	-	-	-	253,810
TOTAL	\$10,789	\$55,818	\$75,000	\$319,810

Changes to the Budget

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

Other Funds

Special Alcohol Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$118,833	\$176,992	\$257,128	\$257,128
Ending	176,992	257,128	257,128	257,128
NET OPERATIONS	\$176,992	\$257,128	\$257,128	\$257,128

Revenue

Intergovernmental	\$601,125	\$642,670	\$626,000	\$671,000
TOTAL	\$601,125	\$642,670	\$626,000	\$671,000

Allocation by Expense Category

Contractual Services	\$542,966	\$562,534	\$626,000	\$671,000
TOTAL	\$542,966	\$562,534	\$626,000	\$671,000

Changes to the Budget

→The 2021 Adopted Budget for Special Alcohol increases to reflect an increase in revenue estimates distributed by the State.
→The 2021 Adopted Budget for Special Alcohol contractual services line includes a previously approved expense from 2020 that has been rolled into 2021 at the agency's request.

Other Funds

Alcohol & Drug Assessment and Referral Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$330,613	\$333,751	\$297,898	\$280,061
Ending	\$333,751	\$297,898	\$280,061	\$0
NET OPERATIONS	\$333,751	\$297,898	\$280,061	\$0

Revenue

Fees	\$37,162	\$47,638	\$74,800	\$74,800
TOTAL	\$37,162	\$47,638	\$74,800	\$74,800

Allocation by Expense Category

Personnel Services	\$25,512	\$77,253	\$76,010	\$100,508
Contractual Services	1,729	1,212	9,927	5,027
Commodities	6,783	5,027	6,700	5,650
Other	-			243,676
TOTAL	\$34,024	\$83,491	\$92,637	\$354,861

Changes to the Budget

→The 2021 Adopted Budget for the Alcohol and Drug Assessment Referral Fund includes the reallocation of related personnel expenses from the Municipal Court - Probation & Alcohol Division.

Other Funds

Law Enforcement Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2017	Actual FY 2018	Projected FY 2020	Adopted FY 2020
Cash Balance				
Beginning	\$1,852,634	\$1,926,970	\$1,733,750	\$1,262,329
Ending	1,926,970	1,733,750	1,262,329	800,908
NET OPERATIONS	\$1,926,970	\$1,733,750	\$1,262,329	\$800,908

Revenue

Licenses & Permits	\$14,500	\$16,069	\$14,500	\$14,500
Intergovernmental	27,484	125	25,000	5,000
Fees	159,322	158,754	160,000	160,000
Miscellaneous	309,172	232,126	20,000	50,000
Other	15,184	-	-	
TOTAL	\$525,662	\$407,074	\$219,500	\$229,500

Allocation by Expense Category

Contractual Services	\$280,530	\$323,168	\$495,000	\$498,000
Commodities	95,868	149,070	55,000	52,000
Capital Outlay	74,928	128,055	140,921	140,921
TOTAL	\$451,326	\$600,294	\$690,921	\$690,921

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for Law Enforcement.

Other Funds

Special 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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$1,672,062	\$2,075,600	\$2,120,310	\$1,646,310
Ending	2,075,600	2,120,310	1,646,310	76,644
NET OPERATIONS	\$2,075,600	\$2,120,310	\$1,646,310	\$76,644

Revenue

Taxes	\$907,307	\$937,805	\$731,918	\$856,564
Miscellaneous	60	975	2,000	2,000
TOTAL	\$907,367	\$938,779	\$733,918	\$858,564

Allocation by Expense Category

Personnel Services	\$310,938	\$441,589	\$459,632	\$579,952
Contractual Services	187,772	445,001	743,786	742,357
Commodities	5,119	7,479	4,500	5,000
Other	-	-	-	1,100,921
TOTAL	\$503,829	\$894,069	\$1,207,918	\$2,428,230

Changes to the Budget

→The 2021 Adopted Budget for the Special Liability Fund reflects the reallocation of associated personnel costs from the General Fund.

Other Funds

Transient Guest Tax (TGT) Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	-\$127,035	\$513,507	\$513,507	\$408,126
Ending	513,507	513,507	408,126	220,616
NET OPERATIONS	\$513,507	\$851,139	\$408,126	\$220,616

Revenue

TGT General	\$2,462,465	\$2,382,009	\$1,996,881	\$2,262,909
TGT Sunflower	499,690	483,563	376,098	459,385
TGT 1% Allocation	480,720	465,014	376,098	441,763
TOTAL	\$3,442,876	\$3,330,586	\$2,749,077	\$3,164,057

Allocation by Expense Category

Visit Topeka	\$1,721,880	\$1,661,901	\$1,761,249	\$1,995,885
Topeka Zoo	191,320	184,656	195,694	221,765
Sunflower Soccer	421,536	696,980	368,576	450,197
Downtown Plaza	275,549	265,952	265,412	311,751
Evel Knievel	24,065	29,782	23,183	27,231
Jayhawk Theatre	54,548	52,645	52,559	61,736
Constitution Hall	58,773	34,608	27,422	32,210
Admin Fees	54,663	66,430	54,982	63,281
Contingency	-	-	105,381	187,511
TOTAL	\$2,802,334	\$2,992,954	\$2,854,458	\$3,351,567

Changes to the Budget

→ The 2021 Adopted Budget for the Transient Guest Tax Fund reflects lower revenue expectations as the current economic outlook remains uncertain. The revenue is budgeted at 95% of actual 2019 revenue collections. Lower revenue expectations also lowers the expense allocations.

Other Funds

Countywide Half Cent Sales Tax Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$11,059,233	\$5,836,789	\$10,022,137	\$7,617,195
Ending	5,836,789	10,022,137	7,617,195	3,376,049
NET OPERATIONS	\$8,448,011	\$7,929,463	\$7,617,195	\$3,376,049

Revenue

Taxes	\$14,989,597	\$14,903,100	\$17,940,815	\$17,402,591.01
Miscellaneous	\$0	\$1,298,328	\$895,058	\$492,135
TOTAL	\$14,989,597	\$16,201,428	\$18,835,873	\$17,894,726

Allocation by Expense Category

Contractual Services	\$17,600,819	\$14,108,754	\$21,240,815	\$21,240,815
Capital Outlay	-	-	-	-
Other	-	-	-	895,058
TOTAL	\$17,600,819	\$14,108,754	\$21,240,815	\$22,135,873

Changes to the Budget

→The 2021 Adopted Budget for the Countywide Sales Tax reflects projects approved in the 2021-2030 Capital Improvement Plan and a 3% decline in sales tax and a 66% decline in investment income revenue compared to the 2020 Adopted Budget.

Other Funds

Retirement Reserve Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2020
Cash Balance				
Beginning	\$2,304,336	\$2,528,924	\$3,017,870	\$1,777,125
Ending	2,528,924	3,017,870	1,777,125	525,770
NET OPERATIONS	\$2,528,924	\$3,017,870	\$1,777,125	\$525,770

Revenue

Fees	\$1,827,706	\$1,866,166	\$1,887,547	\$1,872,136
Other	27,438	40,279	-	-
TOTAL	\$1,855,144	\$1,906,444	\$1,887,547	\$1,872,136

Allocation by Expense Category

Personnel Services	\$1,375,880	\$1,393,581	\$2,500,600	\$2,500,600
Contractual Services	4,676	23,917	21,973	17,171
Transfers	250,000	-	-	-
Other	-	-	605,719	605,719
TOTAL	\$1,630,556	\$1,417,499	\$3,128,292	\$3,123,490

Changes to the Budget

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

Other Funds

KP&F Equalization Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$424,053	\$422,863	\$398,976	\$369,596
Ending	422,863	398,976	369,596	0
NET OPERATIONS	\$422,863	\$398,976	\$369,596	\$0
Revenue				
Revenue	\$4,228	\$5,493	\$0	\$0
TOTAL	\$4,228	\$5,493	\$0	\$0
Allocation by Expense Category				
Personnel Services	\$5,418	\$29,380	\$29,380	\$369,596
TOTAL	\$5,418	\$29,380	\$29,380	\$369,596

Changes to the Budget

→ 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

Neighborhood Revitalization Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2018	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$387,531	\$385,431	\$385,431	\$265,431
Ending	385,431	385,431	265,431	-
NET OPERATIONS	\$385,431	\$385,431	\$265,431	\$0

Revenue

Miscellaneous	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0

Allocation by Expense Category

Contractual Services	\$0	\$0	\$110,000	\$135,000
Capital Outlay	2,100	-	10,000	25,000
Other	-	-		105,431
TOTAL	\$2,100	\$0	\$120,000	\$265,431

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for Neighborhood Revitalization. At the end of 2019 the fund had a balance of \$385,431 and the City is working on a plan to spend these funds.

Other Funds

Historic Preservation Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$40,572	\$31,522	\$31,522	\$31,522
Ending	31,522	31,522	31,522	-
NET OPERATIONS	\$31,522	\$25,561	\$31,522	\$0

Revenue

Transfers	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0

Allocation by Expense Category

Contractual Services	\$9,050	\$5,961	\$0	\$12,930
Other	-	-	-	18,592
TOTAL	\$9,050	\$5,961	\$0	\$31,522

Changes to the Budget

→The 2021 Adopted Budget for Historic Preservation reflects the drawdown of funds 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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$3,736,753	\$3,860,909	\$2,495,697	\$1,672,259
Ending	3,860,909	2,495,697	1,672,259	554,296
NET OPERATIONS	\$3,860,909	\$2,495,697	\$1,672,259	\$554,296

Revenue

Intergovernmental	\$5,647,959	\$5,618,221	\$5,575,135	\$5,575,135
Miscellaneous/Other	85,443	108,460	34,000	34,000
Inmate Program	304,000	305,291	369,785	270,000
TOTAL	\$6,037,402	\$6,031,973	\$5,978,920	\$5,879,135

Allocation by Expense Category

Personnel Services	\$3,106,018	\$3,281,356	\$3,841,142	\$3,646,571
Contractual Services	1,348,220	1,778,551	1,485,093	2,160,057
Commodities	604,553	644,315	785,587	694,970
Capital Outlay	491,632	1,294,151	301,738	225,500
Inmate Program	362,823	398,812	388,798	270,000
TOTAL	\$5,913,246	\$7,397,185	\$6,802,358	\$6,997,098

Changes to the Budget

→The 2021 Adopted Budget reflects the reduction of funding for snow and ice removal from \$800,000 in FY20 Adopted Budget to \$550,000. The historical average spending is \$307,184 annually for the last ten years, but we did have a high of \$522,251 in 2011 and Spent \$469,378 in 2019. With expectations for higher level of service we would leave the request at \$550,000. Any costs over that could result in budget amendment for Public Works in a given budget year.

→The 2021 Adopted Budget personnel services decreased by \$194,000 due to retirements of long-serving staff, reduced overtime, and elimination of one Office Assistant II position and one Office Assistant III position. The total FTE count increased by two positions that were reassigned from the Traffic Operations division as their duties are more consistent with the Street Maintenance Division responsibilities.

Other Funds

Federal Funds Exchange Fund

A voluntary program that allows local agencies to trade all or part of its federal fund allocation in a specific federal fiscal year with KDOT in exchange for state transportation dollars. The available funds are determined annually by KDOT for use on specific types of transportation improvement projects including roadway construction, reconstruction, pavement preservation, and other types of transportation improvement projects

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$0	\$0	\$774,812	\$774,812
Ending	-	774,812	774,812	-
NET OPERATIONS	\$0	\$774,812	\$774,812	\$0
Revenue				
Intergovernmental	\$0	\$1,305,952	\$0	\$0
Miscellaneous/Other	-	-	-	-
TOTAL	\$0	\$1,305,952	\$0	\$0
Allocation by Expense Category				
Personnel Services	\$0	\$0	\$0	\$0
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Transfers	-	-	-	-
Other	-	531,141	-	774,812
TOTAL	\$0	\$531,141	\$0	\$774,812

Changes to the Budget

→The 2021 Adopted Budget reflects the addition of fund dedicated to the Federal Funds Exchange program. Specific project budgets are being developed and the budget reflects the full appropriation of fund resources for use.

Other Funds

Citywide Half Cent Sales Tax Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$10,852,776	\$14,371,101	\$12,339,370	\$4,739,361
Ending	14,371,101	12,339,370	4,739,361	582,874
NET OPERATIONS	\$14,371,101	\$12,339,370	\$4,739,361	\$582,874

Revenue

Taxes	\$15,462,747	\$15,321,187	\$15,493,995	\$15,029,175
Miscellaneous	853,305	131,976	60,300	60,300
TOTAL	\$16,316,052	\$15,453,163	\$15,554,295	\$15,089,475

Allocation by Expense Category

Personnel Services	\$185,800	\$178,280	\$329,566	\$335,470
Contractual Services	11,945,489	16,451,064	13,650,582	12,550,000
Commodities	549,556	848,161	1,616,000	1,316,000
Capital Outlay	3,132	7,389	-	-
Other	113,750	-	7,558,157	5,044,492
TOTAL	\$12,797,727	\$17,484,893	\$23,154,305	\$19,245,962

Changes to the Budget

→Decrease in contractual services to align with the adopted 2021-2030 Capital Improvement plan

→The 2021 Adopted Budget reflects a 3% decline in sales tax revenue compared to the 2020 Adopted Budget. The current negative economic outlook may require revenue assumptions changes during the FY21 year.

Other Funds

Community Improvement District (CID) Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$100,614	\$159,824	\$387,288	\$387,288
Ending	159,824	387,288	387,288	387,288
NET OPERATIONS	\$159,824	\$387,288	\$387,288	\$387,288

Revenue

Holliday Square	\$84,214	\$88,303	\$100,000	\$100,000
12th & Wanamaker	250,690	259,666	360,000	360,000
Cyrus	9,058	76,305	100,000	100,000
SE 29th	53,837	57,019	100,000	100,000
Wheatfield	-	82,539	100,000	500,000
Wanamaker Hills	-	16,742	100,000	100,000
Sherwood Crossing	-	-	-	100,000
TOTAL	\$397,799	\$580,574	\$860,000	\$1,360,000

Allocation by Expense Category

Holliday Square	\$85,803	\$85,841	\$100,000	\$100,000
12th & Wanamaker	251,618	264,015	360,000	360,000
Cyrus	272	1,128	100,000	100,000
SE 29th	896	1,210	100,000	100,000
Wheatfield	-	799	100,000	500,000
Wanamaker Hills	-	116	100,000	100,000
Sherwood Crossing	-	-	-	100,000
TOTAL	\$338,589	\$353,109	\$860,000	\$1,360,000

Changes to the Budget

→ The 2021 Adopted Budget for Community Improvement District funds includes the addition of the Sherwood Crossing CID as approved by the Governing Body.

Other Funds

Tax Increment Finance Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$0	\$0	\$0	\$0
Ending	-	-	-	-
NET OPERATIONS	\$0	\$0	\$0	\$0

Revenue

College Hill	\$213,605	\$237,739	\$250,000	\$250,000
Wheatfield	-	-	500,000	500,000
Sherwood Crossing	-	-	500,000	500,000
TOTAL	\$213,605	\$237,739	\$750,000	\$1,250,000

Allocation by Expense Category

College Hill	\$213,605	\$237,739	\$250,000	\$250,000
Wheatfield	-	-	500,000	500,000
Sherwood Crossing	-	74	500,000	500,000
TOTAL	\$213,605	\$237,739	\$750,000	\$1,250,000

Changes to the Budget

→The 2020 Adopted Budget for TIF includes the addition of the Sherwood Crossing TIF District as approved by the Governing Body in 2019.

Other Funds

Debt Service Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$7,106,925	\$8,580,089	\$11,344,304	\$11,025,305
Ending	8,580,089	11,344,304	11,025,305	1,402,002
NET OPERATIONS	\$8,580,089	\$11,344,304	\$11,025,305	\$1,402,002
Revenue				
Taxes	\$16,834,881	\$17,413,980	\$17,232,103	\$17,286,684
Intergovernmental	128,644	174,564	270,000	270,000
Special Assessments	3,043,217	3,955,222	3,043,217	3,386,599
Miscellaneous	401,946	527,738	401,946	413,350
Other	740,456	22,288,259	614,242	219,621
TOTAL	\$21,149,144	\$44,359,762	\$21,561,508	\$21,576,254
Allocation by Expense Category				
Personnel Services	\$0	\$0	\$0	\$0
Contractual Services	218,134	447,363	222,168	223,168
Debt Services	19,457,046	41,148,184	21,208,339	20,903,086
Transfers			450,000	450,000
Other	800	-	-	9,623,303
TOTAL	\$19,675,980	\$41,595,546	\$21,880,507	\$31,199,557

Changes to the Budget

→ 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

Topeka Metropolitan Transit Authority Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2020
Revenue				
Taxes	\$4,886,634	\$5,069,904	\$5,330,843	\$5,475,146
Intergovernmental	346	-	-	-
TOTAL	\$4,886,980	\$5,069,904	\$5,330,843	\$5,475,146

Allocation by Expense Category

Contractual Services	\$4,886,980	\$5,069,904	\$5,330,843	\$5,476,000
TOTAL	\$4,886,980	\$5,069,904	\$5,330,843	\$5,476,000

Changes to the Budget

→ There are no significant changes to the 2021 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

Parking Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2020
Cash Balance				
Beginning	\$1,539,918	\$1,697,119	\$2,564,450	\$1,852,426
Ending	1,697,119	2,564,450	1,852,426	690,539
NET OPERATIONS	\$1,697,119	\$2,564,450	\$1,852,426	\$690,539

Revenue

Fees	\$2,871,201	\$2,991,404	\$2,892,449	\$2,882,780
Miscellaneous/Other	51,942	672,944	19,000	16,375
TOTAL	\$2,923,143	\$3,664,348	\$2,911,449	\$2,899,155

Allocation by Expense Category

Personnel Services	\$607,651	\$626,087	\$837,584	\$682,867
Contractual Services	1,322,245	1,452,486	1,579,967	1,333,281
Commodities	48,156	21,796	130,192	52,892
Capital Outlay	-	-	261,528	1,319,622
Debt Services	787,890	696,648	718,825	672,380
Other	-	-	95,377	-
TOTAL	\$2,765,942	\$2,797,017	\$3,623,473	\$4,061,042

Changes to the Budget

→The 2021 Adopted Budget for Parking reduces the personnel budget by \$154,718 driven by the reduction of 3 FTEs (Maintenance Worker, Parking Control Officer, System Developer)

→The 2021 Adopted Budget for Parking has an increase in Capital Outlay driven primarily by anticipated garage maintenance/repairs

→The 2021 Adopted Budget contractual services total includes an increase in costs associated with Kansas Avenue pocket park maintenance (\$52,935) that the City contracts with DTI to complete the work and a Kansas Avenue landscaping maintenance contract (\$48,443)

Other Funds

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$1,152,157	\$1,168,526	\$843,076	\$758,706
Ending	1,168,526	843,076	758,706	450,685
NET OPERATIONS	\$1,168,526	\$843,076	\$758,706	\$450,685

Revenue

Licenses & Permits	\$34,182	\$34,351	\$34,000	\$0
Fees	3,921,044	3,931,277	3,921,044	3,854,066
Miscellaneous	-	368	-	-
TOTAL	\$3,955,226	\$3,965,996	\$3,955,044	\$3,854,066

Allocation by Expense Category

Personnel Services	\$1,631,202	\$1,696,499	\$1,641,040	\$1,619,940
Contractual Services	2,046,358	2,269,166	2,086,378	2,110,153
Commodities	193,752	147,205	161,995	161,994
Capital Outlay	67,569	178,986	150,000	270,000
Transfers	-	-	-	-
Other	(24)	(410)	-	-
TOTAL	\$3,938,857	\$4,291,446	\$4,039,413	\$4,162,087

Changes to the Budget

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

Other Funds

Fleet Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$781,659	\$991,100	\$1,143,934	\$923,273
Ending	991,100	1,143,934	923,273	932,999
NET OPERATIONS	\$991,100	\$1,143,934	\$923,273	\$932,999
Revenue				
Fees	\$1,980,801	\$2,050,000	\$2,050,000	\$2,050,000
Miscellaneous	8,388	1,093	-	-
Other	-	-	900,000	900,000
TOTAL	\$1,989,189	\$2,051,093	\$2,950,000	\$2,950,000
Allocation by Expense Category				
Personnel Services	\$1,421,184	\$1,504,892	\$1,584,526	\$1,628,113
Contractual Services	285,721	253,925	\$327,875	\$347,580
Commodities	61,168	59,107	\$92,505	\$64,581
Capital Outlay	8,595	77,546	\$1,165,755	\$900,000
Debt Services	(1,414)	(1,174)	-	-
Other	4,494	3,962	-	-
TOTAL	\$1,779,748	\$1,898,258	\$3,170,662	\$2,940,274

Changes to the Budget

→The 2021 Adopted Budget for Fleet Services reflects a decrease in capital outlay due to upgrade of FASTER Web operating system completed in 2020.

→Capital outlay category includes \$900,000 for the fleet replacement program. This voluntary program allows departments to set aside funds for consistent, recommended replacement of fleet vehicles.

→Since the early 2000s the citywide fleet vehicle loaner pool has saved the organization approximately \$5,000 annually by reducing the number of employee personal vehicle mileage reimbursements. This average is determined through analysis of miles driven, vehicle maintenance and replacement costs, and latest IRS standard mileage rates.

Other Funds

Facilities Fund

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 9 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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$616,013	\$443,431	\$346,787	\$322,000
Ending	443,431	346,787	322,000	188,047
NET OPERATIONS	\$443,431	\$346,787	\$322,000	\$188,047

Revenue

Fees	\$1,648,019	\$1,634,931	\$1,634,931	\$1,634,931
Miscellaneous/Other	11,576	1,772	-	-
TOTAL	\$1,659,595	\$1,636,703	\$1,634,931	\$1,634,931

Allocation by Expense Category

Personnel Services	\$1,172,090	\$905,381	\$1,084,987	\$971,090
Contractual Services	559,041	705,206	465,321	470,974
Commodities	134,689	75,802	64,700	223,200
Capital Outlay	-	60,912	44,710	-
Other	(33,644)	(13,953)	-	103,620
TOTAL	\$1,832,177	\$1,733,348	\$1,659,718	\$1,768,884

Changes to the Budget

→The 2021 Adopted Budget eliminates four (4) FTEs to provide budget for private contract with Service Systems for janitorial services at all remaining internal janitorial buildings, except LEC. ability to contract for janitorial work at LEC is dependent on further verification of background/security requirements. More information is needed before making the switch from internal to external. One Janitorial staff would remain in the Facilities budget. Per contract specifications - low bid vendor should be able to provide same or better service that we are currently providing with internal staff.

Other Funds

Water Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$11,019,518	\$14,058,921	\$14,375,647	\$15,552,437
Ending	13,875,647	14,375,647	15,552,437	15,986,978
NET OPERATIONS	\$13,875,647	\$14,375,647	\$15,552,437	\$15,986,978
Revenue				
Fees	\$34,934,320	\$34,259,815	\$37,043,940	\$39,215,460
Miscellaneous/Other	1,996,909	3,110,573	1,577,150	1,420,340
TOTAL	\$36,931,229	\$37,370,388	\$38,621,090	\$40,635,800
Allocation by Expense Category				
Personnel Services	\$7,993,005	\$8,616,209	\$8,927,045	\$9,559,204
Contractual Services	10,619,859	10,705,379	10,667,121	11,241,103
Commodities	6,320,082	6,471,092	6,636,794	6,666,365
Capital Outlay	457,150	386,361	400,000	400,000
Debt Services	8,144,025	9,333,112	9,120,704	11,274,587
Transfers	500,000	1,500,000	1,000,000	1,000,000
Other	40,980	41,510	692,635	60,000
TOTAL	\$34,075,101	\$37,053,662	\$37,444,300	\$40,201,259

Changes to the Budget

→Contractual Services increased by \$574,000 primarily driven by an increase in property insurance (\$311,700), internal service fees (\$139,500), SCADA support requirements (\$132,600), and the EPA-mandated Water Treatment Plan Risk Management Program (\$40,000).

→Commodities increased by \$29,600 due to increases for water main break costs (\$300,500) and Water Treatment Plant chemicals (\$50,000). Other commodities account budgets decreased due to the advancement of the new billing system (\$150,000), and a budget reduction for repair parts (\$30,000).

→Personnel Services increased by \$640,000 while holding a flat FTE count primarily as a result of labor contract negotiations and rising health insurance costs.

→Debt Services and Other expense categories increased by \$1.52 million including increases for debt service on existing debt (\$1.47 million) and anticipated debt issuance (\$50,000).

Other Funds

Stormwater 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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$1,653,826	\$2,829,778	\$3,536,781	\$3,442,500
Ending	2,829,778	3,536,781	3,442,500	3,301,671
NET OPERATIONS	\$2,829,778	\$3,536,781	\$3,442,500	\$3,301,671

Revenue

Fees	\$7,148,154	\$7,628,545	\$7,865,800	\$8,562,700
Miscellaneous/Other	1,155,394	365,836	100,000	64,800
TOTAL	\$8,303,548	\$7,994,381	\$7,965,800	\$8,627,500

Allocation by Expense Category

Personnel Services	\$1,450,358	\$1,398,663	\$1,591,841	\$1,688,667
Contractual Services	2,345,250	2,661,547	3,071,878	3,211,338
Commodities	369,146	503,818	316,850	351,995
Capital Outlay	16,858	701,091	300,000	300,000
Debt Services	995,984	1,572,259	1,425,394	1,716,329
Transfers	1,950,000	450,000	1,050,000	1,500,000
Other	-	-	304,118	-
TOTAL	\$7,127,596	\$7,287,378	\$8,060,081	\$8,768,329

Changes to the Budget

→Contractual services increased by \$139,000 overall including increases for lift bridge inspection services (\$140,000), emergency stormwater infrastructure repairs (\$114,000), and property insurance costs (\$31,200).

→Commodities increased by \$35,000 overall including increases for Oakland WWTP security enhancements (\$50,000).

→Debt services and other expense categories changed by \$437,000 overall including a decrease for debt payments on existing debt (\$52,000), an increase for debt payments on anticipated debt issuance (\$38,800), and an increase for cash transfers to the Stormwater Capital Fund (\$450,000).

Other Funds

Wastewater Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2019	Adopted FY 2020
Cash Balance				
Beginning	\$6,515,908	\$11,636,956	\$16,810,034	\$18,447,417
Ending	11,636,956	16,810,034	18,447,417	16,783,960
NET OPERATIONS	\$11,636,956	\$16,810,034	\$18,447,417	\$16,783,960
Revenue				
Licenses & Permits	\$111,854	\$94,880	\$126,000	\$126,000
Fees	30,466,660	31,893,356	32,389,400	36,220,400
Special Assesments	95,227	97,775	70,000	40,000
Miscellaneous/Other	762,396	1,008,721	410,000	348,000
TOTAL	\$31,436,137	\$33,094,732	\$32,995,400	\$36,734,400
Allocation by Expense Category				
Personnel Services	\$4,854,209	\$5,225,501	\$5,293,058	\$5,456,419
Contractual Services	10,161,630	10,319,140	9,962,944	10,481,385
Commodities	1,470,700	1,628,436	1,392,113	1,327,956
Capital Outlay	120,915	-	300,000	300,000
Debt Services	8,880,715	9,246,954	9,840,282	11,792,097
Transfers	800,000	1,475,000	3,175,000	9,000,000
Other	26,920	26,622	1,394,620	40,000
TOTAL	\$26,315,089	\$27,921,653	\$31,358,017	\$38,397,857

Changes to the Budget

- Contractual services increased by \$518,400 overall including increases for property insurance (\$324,700), biosolids hauling and land application (\$75,000), SCADA support requirements (\$46,000) and internal service fees (\$20,000).
- Commodities decreases by \$64,100 overall through expected process efficiencies resulting in decreases for consumable items (\$11,000), motor fuel (\$10,900), equipment non-capital (\$13,000), and repair parts vehicle and non-vehicle (\$13,550).
- Debt services and other expense categories changed by \$6.4 million overall including a decrease for debt payments on existing debt (\$590,500), an increase for debt payments on anticipated debt issuance (\$1,187,700), and an increase of cash transfers to the Wastewater Capital Fund (\$5.8 million).
- Utilities will begin selling biogas in 2021 resulting in an estimated revenue increase of \$1.3 million.

Other Funds

Insurance (Property and Vehicle) 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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$1,582,811	\$1,452,156	\$1,511,838	\$1,007,458
Ending	1,452,156	1,511,838	1,007,458	537,413
NET OPERATIONS	\$1,452,156	\$1,511,838	\$1,007,458	\$537,413
Revenue				
Fees	\$873,382	\$868,487	\$934,457	\$2,418,185
Miscellaneous	6,201	50,098	10,000	10,000
TOTAL	\$879,583	\$918,585	\$944,457	\$2,428,185
Allocation by Expense Category				
Personnel Services	\$0	\$0	\$0	\$0
Contractual Services	1,010,238	858,903	1,448,837	2,898,230
TOTAL	\$1,010,238	\$858,903	\$1,448,837	\$2,898,230

Changes to the Budget

→ The City's 2020 property tax insurance increased to \$1,418,713 for 2020 from \$339,071 in 2019. The 2021 Adopted Budget reflects a 3% increase compared to the 2020 insurance cost.

Other Funds

Worker's Compensation Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$3,577,343	\$5,050,031	\$6,381,141	\$6,795,688
Ending	5,050,031	6,381,141	6,795,688	7,199,740
NET OPERATIONS	\$5,050,031	\$6,381,141	\$6,795,688	\$7,199,740

Revenue

Fees	\$2,465,193	\$2,551,151	\$2,540,319	\$2,550,941
Miscellaneous	61,590	125,507	1,500	1,500
TOTAL	\$2,526,783	\$2,676,658	\$2,541,819	\$2,552,441

Allocation by Expense Category

Personnel Services	\$99,337	\$95,987	\$102,603	\$133,017
Contractual Services	953,136	1,249,266	2,023,169	2,013,873
Commodities	1,622	295	1,500	1,500
TOTAL	\$1,054,095	\$1,345,548	\$2,127,272	\$2,148,390

Changes to the Budget

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

Other Funds

Health Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$6,128,664	\$7,022,846	\$7,614,409	\$5,993,106
Ending	7,022,846	7,614,409	5,993,106	4,740,734
NET OPERATIONS	\$7,022,846	\$7,614,409	\$5,993,106	\$4,740,734

Revenue

Fees	\$11,540,787	\$11,738,067	\$14,229,027	\$14,721,370
Miscellaneous/Other	97,341	156,093	61,000	61,000
TOTAL	\$11,638,128	\$11,894,160	\$14,290,027	\$14,782,370

Allocation by Expense Category

Personnel Services	\$25,859	\$25,702	\$25,016	\$161,074
Contractual Services	10,717,837	11,275,310	15,884,514	15,871,868
Commodities	250	1,585	1,800	1,800
TOTAL	\$10,743,946	\$11,302,597	\$15,911,330	\$16,034,742

Changes to the Budget

- The 2021 Adopted Budget for Healthcare increases four percent over the 2020 rate for employer and employee contributions.
- The 2021 Adopted Budget personnel services costs increased due to the reallocation of associated personnel costs.

Other Funds

Risk Management Reserve Fund

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.

FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$375,348	\$374,237	\$380,252	\$393,332
Ending	380,252	380,252	393,332	406,412
NET OPERATIONS	\$380,252	\$380,252	\$393,332	\$406,412

Revenue

Special Assesment	\$25		\$0	\$0
Miscellaneous	4,888	6,015	14,580	14,580
TOTAL	\$4,913	\$6,015	\$14,580	\$14,580

Allocation by Expense Category

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

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for the Risk Management Reserve Fund.

Other Funds

Unemployment 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.

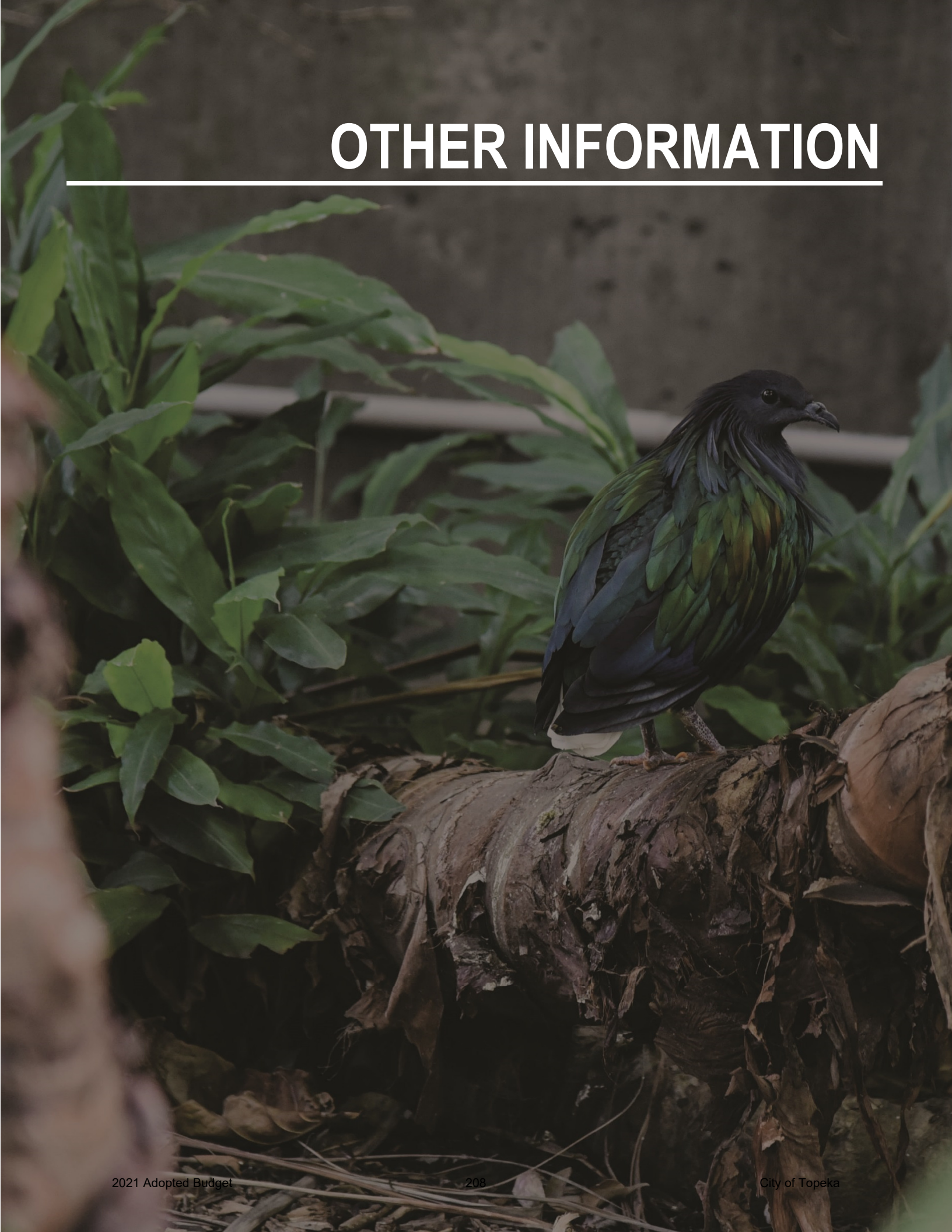
FUND ALLOCATION SUMMARY

	Actual FY 2018	Actual FY 2019	Projected FY 2020	Adopted FY 2021
Cash Balance				
Beginning	\$212,936	\$242,440	\$306,261	\$245,653
Ending	242,440	306,261	245,653	184,993
NET OPERATIONS	\$242,440	\$306,261	\$245,653	\$184,993
Revenue				
Fees	\$70,327	\$72,161	\$71,087	\$70,475
TOTAL	\$70,327	\$72,161	\$71,087	\$70,475
Allocation by Expense Category				
Contractual Services	\$40,823	\$8,340	\$131,695	\$131,134
TOTAL	\$40,823	\$8,340	\$131,695	\$131,134

Changes to the Budget

→ There are no significant changes to the 2021 Adopted Budget for the Unemployment Fund.

OTHER INFORMATION



FINANCIAL POLICIES, GUIDELINES & PRACTICES

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>. The 2021 Adopted Budget is in compliance with all relevant policies.

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.

FINANCIAL POLICIES, GUIDELINES & PRACTICES

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.

FINANCIAL POLICIES, GUIDELINES & PRACTICES

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

FINANCIAL POLICIES, GUIDELINES & PRACTICES

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.

FINANCIAL POLICIES, GUIDELINES & PRACTICES

- 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

The Capital Improvement Plan (CIP) is a long-range plan used to develop the annual operating budget, capital improvement budget, and long-term financial forecasts that helps ensure they are in alignment with and support the City's strategic goals. The CIP is a separate budgeting process from the City's annual operating budget and looks out over the next ten years. The first three years of the CIP consist of projects adopted as part of the Capital Improvement Budget (CIB). The first year of the CIB reflects projects that will be initiated and/or completed during the upcoming operating budget year. The second and third year projects are those for which plans are in the preparation phase.

The CIP book consists of a summary of projects that are scheduled to commence during the 2021-2025 budget years, and a separate list of projects being considered for years 2026-2030. A map of the projects depict their impact throughout the City. Project summaries are separated by projected funding source and a single project may be reflected under multiple sections if attributed to more than a single source of funding. Debt summaries and forecasts for general obligation and revenue bonds are also provided.

Upon approval by the Governing Body, staff will begin the preliminary planning for future implementation of these projects. The CIP and its corresponding resolution provide the authority and authorization for the project to move forward once funding becomes available.

For projects financed with general obligation (GO) bonds, the project budget, bond resolution, and bond ordinance provide the legal authority to issue bonds. GO bonds have been the primary method of financing for the majority of projects outside of the enterprise operations.

In 2016, the Governing Body implemented a three-year cap of \$27 million, which would amount to an average GO bond issuance of \$9 million annually. The Governing Body increased the cap to \$33 million, or an average issuance of \$11 million annually, over the period between 2020-2022.

Project Definition

To be included in the CIP, capital projects should meet at least one of the following criteria:

- Real property acquisition
- Construction of new facilities and addition to existing facility 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 included in the CIP are a mixture of new facility construction, expansion, and maintenance or rehabilitation (repair) of existing facilities. The majority of the scheduled projects are related to the rehabilitation and repair category which typically are expected to result in a reduction in operating budget costs due to a lower demand for maintenance and repair. For example, the improvement of neighborhood infrastructure, such as installing a new water line, would be expected to reduce the number of water line breaks thereby lowering the associated repair cost. Notably, these savings are difficult to quantify and may be

offset as the remaining infrastructure continues to age and will require increased maintenance. Adding a new facility without a eliminating a similar or larger facility would be expected to add to the City's operating budget.

Project Prioritization Process

Leveraging technical expertise and institutional knowledge, departments prioritize CIP projects and submit them to the Finance Department. The Finance Department will analyze projects for financial prudence. The full CIP Committee will meet and help create the proposed CIP based on a discussion of essentiality, available funding, and compliance with City priorities. The proposed CIP is also considered by the Planning Commission to ensure conformity with the City's Comprehensive Plan.

Currently, there are insufficient funds available to cover the project and infrastructure needs across the City. In order to address this gap and present a CIP in line with the adopted City priorities, staff conducts rigorous prioritization efforts to ensure that the limited funding is spent on the most crucial projects and in the most efficient manner.

Completed CIP Projects

Staff provides quarterly updates to the Governing Body on Public Works and Utilities Projects in the City's Quarterly Report.

2021-2030 CIP Calendar

Item	Date
Staff Submits 2021-2030 CIP Requests	12/12/2019
CIP Presented to City Council	2/1/2020
CIP Approved by Planning Commission	2/17/2020
CIP Discussion at City Council	2/18/2020
Debt Lease Discussion	3/3/2020
CIP Discussion at City Council	5/05/2020
CIP Discussion at City Council	5/12/2020
Resolution and Project Budgets Approved by Council	5/19/2020

TYPES OF PROJECTS

Capital projects in the CIP are categorized by alignment with the City Priorities which are created and adopted by the Governing Body. The priority-based project types are:

Neighborhoods

2021-2025 CIP: \$13,900,000 (3%)

These projects improve infrastructure within neighborhoods, with the primary focus on 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

2021-2025 CIP: \$21,687,555 (5%)

These projects improve the provision of public safety services to the community. These include the purchase of fire and emergency medical service apparatus, fire station improvements, and police body cameras.

Funding sources—G.O. bonds and Cash

Traffic

2021-2025 CIP: \$5,690,600 (1%)

These projects improve the safety of the City's transportation network. Projects include the installation of traffic signals, improvements to synchronization and timing of traffic signals, as well as pedestrian safety improvements such as crosswalks and flashers.

Funding source—G.O. Bonds

Facilities

2021-2025 CIP: \$26,866,969 (6%)

These projects aim to keep City facilities in a serviceable condition and compliant with City code. These include interior and external planning, design, repair, and construction of City facilities.

Funding sources - G.O. Bonds and Cash

Streets

2021-2025 CIP: \$138,610,146 (30%)

These projects improve the City's network of streets and alleys. They include the maintenance of existing streets, construction of new streets, sidewalk maintenance, 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

2021-2025 CIP: \$14,203,691 (3%)

These projects enhance the quality of life through amenities and services that help residents thrive. These include improvement projects for the Topeka Zoo, as well as internal technology upgrades that improve service delivery across all departments.

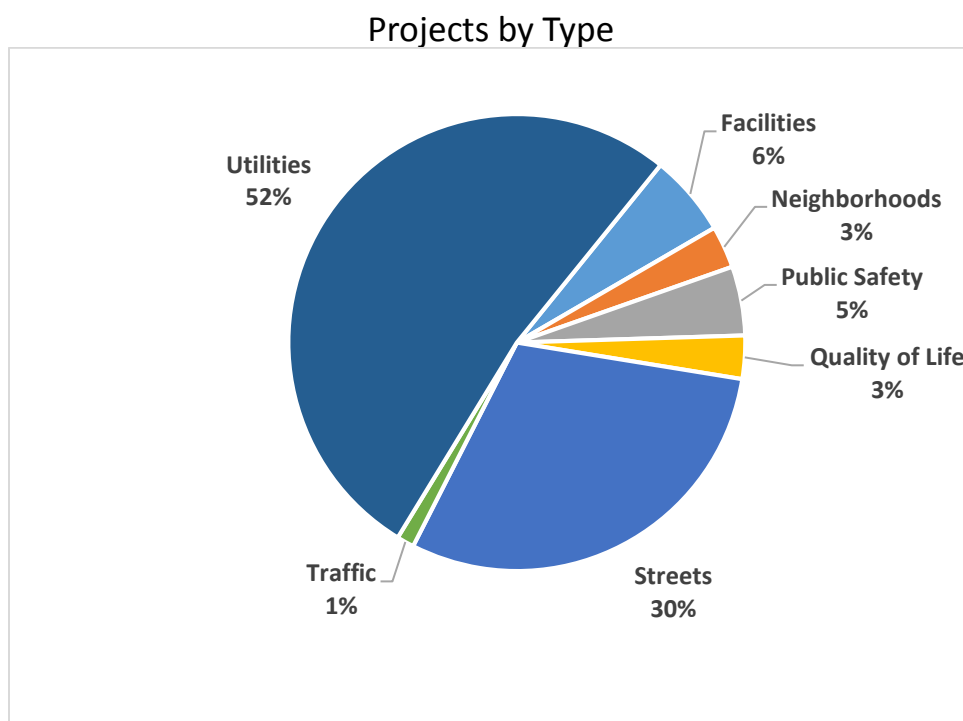
Funding sources—G.O. bonds, Countywide Half-Cent Sales Tax, IT Fund, and Cash

Utilities

2021-2025 CIP: \$241,850,166 (52%)

These projects improve or expand utility infrastructure and increase the City's ability to provide water, stormwater, and wastewater services to residents and other customers.

Funding Sources—Cash from the Water, Wastewater, and Stormwater funds and Revenue Bonds



FUNDING SOURCES

Traditionally, the CIP utilizes a variety of funding sources. Major funding sources include:

GO Bonds

2021-2025 CIP: \$73,970,049 (16%)

General Obligation (GO) bonds are used to finance major capital projects with a typical expected life of 10 or more years. A general obligation bond is a loan secured by the City's full, faith, and credit and resources of the City. The City uses a portion of the property tax levy to finance the debt service payments.

Revenue Bonds

2021-2025 CIP: \$232,600,166 (50%)

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. In the event that cash funds become available, the full amount of the projects will not be bonded.

Citywide Half-Cent Street Sales Tax (Fix Our Streets)

2021-2025 CIP: \$66,524,098 (14%)

Citywide Half-Cent Street Sales Tax (also known as the Fix Our Streets Sales Tax) is funded by a voter approved half-cent sales tax initiative. It is dedicated to street maintenance and repair and cannot be used for new street construction. The tax generates approximately \$14.7 million in annual revenue.

Countywide Half-Cent Street Sales Tax

2021-2025 CIP: \$38,752,000 (8%)

The Countywide Half-Cent Street Sales Tax is funded by a voter approved half-cent sales tax initiative for economic development and countywide infrastructure development. These projects represent what is proposed to be completed with funds collected from 2017-2031.

Federal Funds

2021-2025 CIP: \$16,825,334 (4%)

These funds are received from the federal government for infrastructure and community improvement projects.

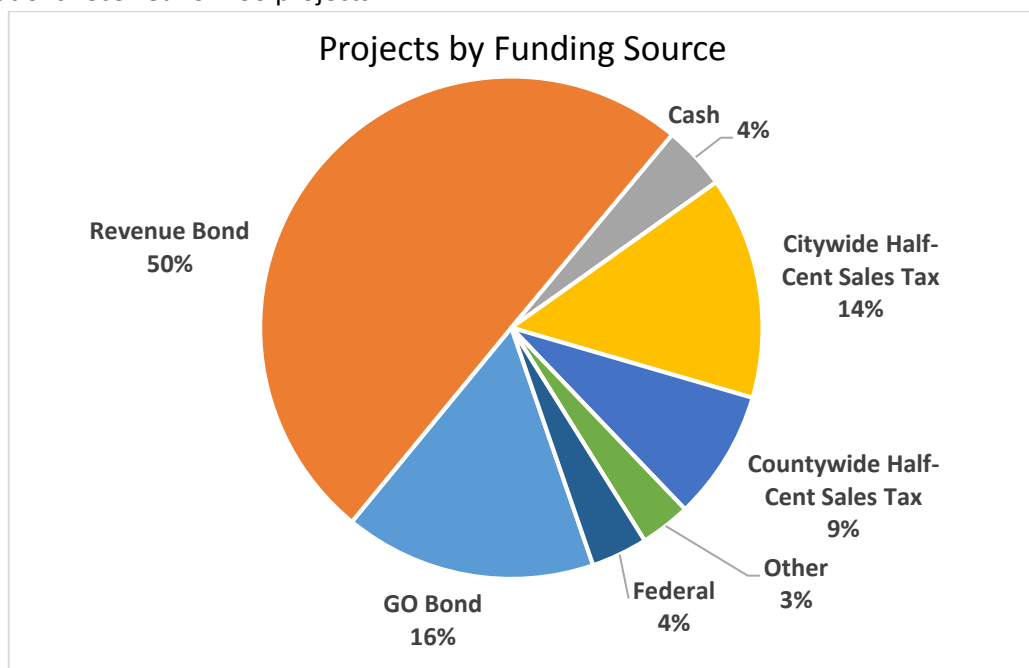
Cash

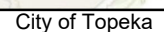
2021-2025 CIP: \$19,068,820 (4%)

When available and appropriate, the General Fund and enterprise funds pay for capital projects directly out of the operating budgets.

Other

2021-2025 CIP: \$15,068,660 (3%) Funding sources include the Parking Enterprise Fund, Information Technology (IT) Fund, and Donations received for Zoo projects.





		Capital Improvement Budget			Capital Improvement Plan					
	Project Number	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total	Previous Funding	Future Funding	Type
GENERAL OBLIGATION BOND										
Facilities										
Facilities Improvements, Repair, and Maintenance Program (FIRM) 2021	131074.00	\$1,650,000	\$1,650,000	\$1,650,000	\$2,300,000	\$2,300,000	\$9,550,000	\$0	\$11,500,000	Repair/Replace
Subtotal Facilities		\$1,650,000	\$1,650,000	\$1,650,000	\$2,300,000	\$2,300,000	\$9,550,000	\$0	\$11,500,000	
Neighborhoods										
Infill Sidewalk/Ped Plan 2021	241060.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000	\$0	\$3,000,000	New and Repair/Replace
Neighborhood Infrastructure Program 2021	601119.00	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$8,500,000	\$0	\$10,900,000	New and Repair/Replace
Subtotal Neighborhoods		\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$11,500,000	\$0	\$13,900,000	
Public Safety										
Fire Department Fleet Replacement	801057.00	\$1,640,000	\$850,000	\$2,515,725	\$2,662,500	\$1,867,000	\$9,535,225	\$0	\$0	New
Fleet Replacement Program - Transportation Operations	861028.00	\$1,000,000	\$1,000,000	\$1,000,000	\$1,399,255	\$1,399,255	\$5,798,510	\$0	\$4,720,632	New and Repair/Replace
Subtotal Public Safety		\$2,640,000	\$1,850,000	\$3,515,725	\$4,061,755	\$3,266,255	\$15,333,735	\$0	\$4,720,632	
Street										
Replacement of Medians	601099.00	\$80,000	\$0	\$300,000	\$300,000	\$0	\$680,000	\$0	\$0	Repair/Replace
Citywide Infrastructure Program 2021	601120.00	\$200,000	\$200,000	\$200,000	\$250,000	\$250,000	\$1,100,000	\$0	\$1,250,000	New and Repair/Replace
Complete Streets Program 2021	601121.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$0	\$500,000	New and Repair/Replace
SW 10th Avenue - SW Fairlawn Road to SW Wanamaker Road	701015.00	\$1,557,000	\$0	\$0	\$0	\$0	\$1,557,000	\$3,595,000	\$0	Repair/Replace
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000	\$424,666	\$0	Repair/Replace
NW Tyler Street - NW Lyman Road to NW Beverly Street	701019.00	\$165,600	\$1,641,513	\$0	\$0	\$0	\$1,807,113	\$349,333	\$0	Repair/Replace
SW 10th Avenue from Wanamaker to SW Gerald Lane	701023.00	\$0	\$0	\$0	\$155,250	\$50,000	\$205,250	\$0	\$1,547,325	New
Downtown Street Improvement Projects	701024.00	\$0	\$0	\$50,000	\$50,000	\$0	\$100,000	\$0	\$14,800,000	Repair/Replace
SW Huntoon Street, SW Executive Drive to SW Urish Road	701029.00	\$0	\$0	\$0	\$350,000	\$258,750	\$608,750	\$0	\$4,295,250	Repair/Replace
SW Urish Road, SW 21st Street to SW 29th Street	701030.00	\$0	\$0	\$50,000	\$450,000	\$350,000	\$850,000	\$0	\$6,950,025	Repair/Replace
NW Tyler Street, NW Beverly Street to NW Paramore Street	701034.00	\$0	\$0	\$0	\$103,500	\$832,901	\$936,401	\$0	\$0	Repair/Replace
S. Topeka Blvd from 29th Street to 37th Street	701038.00	\$0	\$0	\$0	\$0	\$51,750	\$51,750	\$0	\$2,328,250	Repair/Replace
SW Fairlawn Road from 23rd Street to 29th Street	701040.00	\$0	\$0	\$103,500	\$103,500	\$672,750	\$879,750	\$0	\$0	Repair/Replace
SW Gage Blvd from 37th to 45th	701041.00	\$2,504,700	\$0	\$0	\$0	\$0	\$2,504,700	\$100,000	\$0	Repair/Replace
Subtotal Street		\$5,107,300	\$2,441,513	\$803,500	\$1,862,250	\$2,566,151	\$12,780,714	\$4,468,999	\$31,670,850	
Traffic										
Traffic Signal Replacement Program 2021	141030.00	\$0	\$885,000	\$885,000	\$885,000	\$885,000	\$3,540,000	\$0	\$4,425,000	Repair/Replace
Traffic Signal LED Upgrade Program 2021	141031.00	\$82,800	\$82,800	\$0	\$0	\$0	\$165,600	\$80,000	\$0	New and Repair/Replace
Traffic Safety Program 2021	601122.00	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$1,100,000	\$0	\$1,100,000	New and Repair/Replace
Subtotal Traffic		\$302,800	\$1,187,800	\$1,105,000	\$1,105,000	\$1,105,000	\$4,805,600	\$80,000	\$5,525,000	
Annual Total GO Bond Projects		\$12,000,100	\$9,429,313	\$9,374,225	\$11,629,005	\$11,537,406	\$53,970,049	\$4,548,999	\$67,316,482	
TOTAL GO Bond Projects in CIB		\$30,803,638								
Total Aggregate Target for CIB		\$31,000,000								
Difference Target to Subtotal		\$196,362								
		2021-2023								
General Obligation Bond - Special										
Polk-Quincy Project Support	701048.00	\$7,000,000	\$7,000,000	\$6,000,000	\$0	\$0	\$20,000,000	\$0	\$0	Repair/Replace
Subtotal Traffic		\$7,000,000	\$7,000,000	\$6,000,000	\$0	\$0	\$20,000,000	\$0	\$0	

		Capital Improvement Budget			Capital Improvement Plan					
	Project Number	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total	Previous Funding	Future Funding	Type
Storm Water										
Shunga Creek Flood Mitigation	161008.00	\$0	\$0	\$4,500,000	\$1,500,000	\$750,000	\$6,750,000	\$0	\$0	New
Annual Levee Asset Repair/Rehab Program	161012.00	\$200,000	\$200,000	\$200,000	\$250,000	\$250,000	\$1,100,000	\$0	\$1,250,000	Repair/Replace
Stormwater Pump Station Rehab/Replacement Program	161013.00	\$0	\$0	\$0	\$500,000	\$500,000	\$1,000,000	\$0	\$2,500,000	Repair/Replace
Annual Stormwater Conveyance System	501073.00	\$1,900,000	\$2,000,000	\$1,800,000	\$2,500,000	\$3,500,000	\$11,700,000	\$0	\$18,000,000	Repair/Replace
Annual Best Management Practices Development & Construction	501070.00	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000	\$0	\$1,250,000	New and Repair/Replace
Annual Drainage Correction Program	501071.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$0	\$1,500,000	New and Repair/Replace
Annual Stormwater Operations Equipment & Fleet Maintenance	501072.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$0	\$1,500,000	Repair/Replace
Storm Sewer Repair/Rehabilitation: Fairlawn 22nd Park to 28th Phase II	502730.01	\$0	\$0	\$3,250,000	\$0	\$0	\$3,250,000	\$1,750,000	\$0	Repair/Replace
Stormwater Master Plan	501074.00	\$350,000	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	New and Repair/Replace
Subtotal Storm Water		\$3,050,000	\$3,050,000	\$10,600,000	\$5,600,000	\$5,850,000	\$28,150,000	\$1,750,000	\$26,000,000	
Waste Water										
Combined Sewer Overflow Plan	291046.00	\$675,000	\$0	\$0	\$0	\$0	\$675,000	\$1,350,000	\$0	Repair/Replace
North Topeka Pump Station Rehabilitation	291087.00	\$2,846,000	\$0	\$0	\$0	\$0	\$2,846,000	\$0	\$0	Repair/Replace
Oakland Backup Generators	291090.00	\$1,373,350	\$0	\$0	\$0	\$0	\$1,373,350	\$0	\$0	New
Oakland WWTP Sludge Thickening Process Upgrade	291091.00	\$0	\$4,306,000	\$4,306,000	\$0	\$0	\$8,612,000	\$0	\$0	New
Annual WPC Facility Rehabilitation Program	291098.00	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$0	\$5,000,000	Repair/Replace
Annual Wastewater Pump Station Rehabilitation & Replacement	291099.00	\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000	\$0	\$7,500,000	Repair/Replace
WPC SCADA System Upgrade	291100.00	\$607,500	\$607,500	\$607,500	\$607,500	\$0	\$2,430,000	\$810,000	\$0	Repair/Replace
Annual Wastewater Plant Operations Equipment & Fleet Maintenance Program	291101.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$0	\$1,500,000	Repair/Replace
Annual Inflow & Infiltration Program	291102.00	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	\$0	\$2,500,000	Repair/Replace
Annual Wastewater Lining & Replacement Program	291103.00	\$2,500,000	\$3,500,000	\$6,000,000	\$6,000,000	\$6,000,000	\$24,000,000	\$0	\$32,500,000	Repair/Replace
Annual Sanitary Sewer Interceptor Maintenance & Rehabilitation Program	291104.00	\$2,500,000	\$1,500,000	\$2,000,000	\$5,000,000	\$7,500,000	\$18,500,000	\$0	\$7,500,000	Repair/Replace
Annual Sanitary Sewer Force Main Replacement Program	291105.00	\$5,000,000	\$4,000,000	\$6,000,000	\$5,000,000	\$5,500,000	\$25,500,000	\$0	\$0	Repair/Replace
North Topeka WWTP Nutrient Removal	291106.00	\$6,363,627	\$0	\$0	\$0	\$0	\$6,363,627	\$0	\$0	New
Neighborhood Infrastructure Program 2021	601119.00	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$0	\$10,900,000	New and Repair/Replace
Subtotal Waste Water		\$23,815,477	\$17,363,500	\$22,363,500	\$20,057,500	\$22,450,000	\$106,049,977	\$2,160,000	\$67,400,000	
Water										
Annual Water Main Replacement Program	201205.00	\$6,500,000	\$6,500,000	\$6,500,000	\$6,500,000	\$7,000,000	\$33,000,000	\$0	\$37,500,000	Repair/Replace
Disinfection Modification	281037.00	\$0	\$0	\$0	\$14,725,000	\$0	\$14,725,000	\$0	\$0	New
Southeast Zone Improvements & Optimizations	281162.00	\$0	\$0	\$0	\$1,548,000	\$0	\$1,548,000	\$0	\$0	New and Repair/Replace
West Zone Improvements & Optimizations	281163.00	\$0	\$0	\$0	\$0	\$2,816,000	\$2,816,000	\$0	\$0	New and Repair/Replace
West Plant Basin Rehabilitation	281164.00	\$5,349,667	\$5,349,667	\$5,349,667	\$0	\$0	\$16,049,000	\$0	\$0	New and Repair/Replace

		Capital Improvement Budget			Capital Improvement Plan					
	Project Number	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total	Previous Funding	Future Funding	Type
West Intake Rehabilitation	281165.00	\$0	\$0	\$3,100,000	\$1,000,000	\$0	\$4,100,000	\$0	\$0	Repair/Replace
Chemical Building Rehabilitation	281166.00	\$0	\$0	\$900,000	\$0	\$0	\$900,000	\$0	\$0	New and Repair/Replace
Montara Water Tower	281194.00	\$600,000	\$0	\$0	\$0	\$0	\$600,000	\$3,300,000	\$0	New
Polyaluminium Chloride Chemical Addition Water Treatment Plant	281195.00	\$0	\$0	\$0	\$1,975,000	\$0	\$1,975,000	\$0	\$0	New
Central Zone Improvements & Optimizations Phase II	281196.00	\$0	\$0	\$675,000	\$2,000,000	\$0	\$2,675,000	\$0	\$0	New and Repair/Replace
Soldier Booster Pump Station (Phase II to Meriden BPS)	281200.00	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$500,000	\$0	New and Repair/Replace
East Plant Basin Rehabilitation	281202.00	\$0	\$0	\$0	\$2,493,595	\$2,793,595	\$5,287,190	\$0	\$0	New and Repair/Replace
East Intake Rehabilitation Water Treatment Plant	281214.00	\$0	\$0	\$0	\$0	\$3,300,000	\$3,300,000	\$0	\$0	New and Repair/Replace
Annual Water Tower Rehabilitation Program	281215.00	\$0	\$0	\$250,000	\$250,000	\$250,000	\$750,000	\$0	\$1,250,000	Repair/Replace
Annual Water Treatment Plant Rehabilitation Program	281217.00	\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,750,000	\$0	\$5,000,000	Repair/Replace
Meter Vault Replacement Program	281218.00	\$0	\$0	\$0	\$500,000	\$500,000	\$1,000,000	\$0	\$3,500,000	Repair/Replace
Supervisory Control and Data Acquisition (SCADA) Upgrades	281219.00	\$581,250	\$581,250	\$581,250	\$581,250	\$0	\$2,325,000	\$775,000	\$0	New
Annual Water Plant Operations Equipment & Fleet Maintenance Program	281220.00	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000	\$0	\$2,000,000	New and Repair/Replace
Annual Hydrant and Valve Rehab and Replacement Program	281221.00	\$0	\$0	\$0	\$200,000	\$200,000	\$400,000	\$0	\$1,000,000	Repair/Replace
Subtotal Water		\$14,380,917	\$13,830,917	\$18,755,917	\$33,172,845	\$18,259,595	\$98,400,189	\$4,575,000	\$50,250,000	
Total Utility Fund		\$41,246,394	\$34,244,417	\$51,719,416	\$58,830,345	\$46,559,595	\$232,600,166	\$8,485,000	\$143,650,000	

		Capital Improvement Budget			Capital Improvement Plan					
	Project Number	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total	Previous Funding	Future Funding	Type
Cash										
Facilities Maintenance and Repair Program 2021	131075.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$0	\$1,500,000	Repair/Replace
Traffic Signal Replacement Program 2021	141030.00	\$885,000	\$0	\$0	\$0	\$0	\$885,000	\$0	\$4,425,000	Repair/Replace
Fire Portable Radios	801015.00	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000	\$0	\$450,000	Repair/Replace
Geocortex Implementation	801017.00	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$59,280	\$0	New
Police Department Fleet Replacement	801020.01	\$536,000	\$536,000	\$536,000	\$536,000	\$536,000	\$2,680,000	\$0	\$3,250,000	New
Body Worn Camera/Taser Equipment Replacement Plan	801021.01	\$245,545	\$245,545	\$304,860	\$304,860	\$304,860	\$1,405,670	\$0	\$1,314,892	New
Electric Vehicle Charging Stations	801027.00	\$0	\$0	\$65,000	\$65,000	\$0	\$130,000	\$0	\$0	New
Portable and Installed 800 MHz Radios	801030.00	\$0	\$0	\$93,150	\$0	\$0	\$93,150	\$0	\$0	New and Repair/Replace
Fire Department Fleet Replacement	801057.00	\$0	\$0	\$225,000	\$0	\$0	\$225,000	\$0	\$0	Repair/Replace
Fleet Replacement Program	861018.00	\$0	\$0	\$0	\$4,500,000	\$4,500,000	\$9,000,000	\$0	\$22,500,000	New and Repair/Replace
Integrated Document Management System	861019.00	\$300,000	\$200,000	\$0	\$0	\$0	\$500,000	\$0	\$0	New
Asset Inventory / Geospatial Updates	861020.00	\$200,000	\$200,000	\$200,000	\$0	\$0	\$600,000	\$0	\$0	Repair/Replace
Fleet Replacement Program - Transportation Operations	861028.00	\$500,000	\$500,000	\$500,000	\$0	\$0	\$1,500,000	\$0	\$4,720,632	New and Repair/Replace
Subtotal Cash		\$2,966,545	\$1,981,545	\$2,474,010	\$5,855,860	\$5,790,860	\$19,068,820	\$59,280	\$38,160,524	
City Sales Tax										
ADA Sidewalk Ramp Program 2021	241061.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$0	\$1,500,000	Repair/Replace
Sidewalk Repair Program 2021	241062.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$0	\$500,000	Repair/Replace
SE Quincy Street from 8th Street to 10th Street	601098.00	\$0	\$125,000	\$50,000	\$1,092,500	\$0	\$1,267,500	\$0	\$0	Repair/Replace
SW Gage Blvd. from Emland Drive to 6th Street	601100.00	\$60,000	\$690,000	\$0	\$0	\$0	\$750,000	\$0	\$0	Repair/Replace
SW 10th Avenue - SW Fairlawn Road to SW Wanamaker Road	701015.00	\$1,160,000	\$0	\$0	\$0	\$0	\$1,160,000	\$3,595,000	\$0	Repair/Replace
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000	\$424,666	\$0	Repair/Replace
NW Tyler Street - NW Lyman Road to NW Beverly Street	701019.00	\$0	\$561,032	\$0	\$0	\$0	\$561,032	\$349,333	\$0	Repair/Replace
Downtown Street Improvement Projects	701024.00	\$0	\$0	\$100,000	\$100,000	\$0	\$200,000	\$0	\$14,800,000	Repair/Replace
S. Topeka Blvd from 21st Street to 29th Street	701031.00	\$0	\$0	\$100,000	\$1,750,000	\$0	\$1,850,000	\$0	\$0	Repair/Replace
SW 29th Street from Topeka Blvd to Burlingame Road	701032.00	\$0	\$0	\$75,000	\$0	\$868,000	\$943,000	\$0	\$0	Repair/Replace
NW Tyler Street, NW Beverly Street to NW Paramore Street	701034.00	\$0	\$0	\$0	\$0	\$426,066	\$426,066	\$0	\$0	Repair/Replace
S. Kansas Avenue from 10th Street to 17th Street	701037.00	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000	\$0	\$2,340,000	Repair/Replace
S. Topeka Blvd from 29th Street to 37th Street	701038.00	\$0	\$0	\$0	\$220,000	\$0	\$220,000	\$0	\$2,328,250	Repair/Replace
SE 29th Street from Kansas Avenue to Adams Street	701039.00	\$0	\$0	\$0	\$220,000	\$80,000	\$300,000	\$0	\$2,800,000	Repair/Replace
SW Fairlawn Road from 23rd Street to 29th Street	701040.00	\$0	\$0	\$100,000	\$0	\$996,500	\$1,096,500	\$0	\$0	Repair/Replace
Street Contract Preventative Maintenance Program	841059.00	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000	\$0	\$10,000,000	Repair/Replace
Curb & Gutter Replacement Program 2021	841073.00	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000	\$6,250,000	\$0	\$6,250,000	Repair/Replace
Pavement Management Rehabilitation & Reconstruction Program	841074.00	\$8,000,000	\$7,600,000	\$7,300,000	\$6,300,000	\$6,300,000	\$35,500,000	\$0	\$50,000,000	Repair/Replace
Alley Repair Program 2021	841075.00	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	\$0	\$2,500,000	Repair/Replace
Subtotal City Sales Tax		\$13,870,000	\$13,626,032	\$11,875,000	\$14,082,500	\$13,070,566	\$66,524,098	\$4,368,999	\$93,018,250	
County Sales Tax										
Zoo Master Plan	301047.00	\$450,000	\$0	\$500,000	\$2,900,000	\$0	\$3,850,000	\$11,880,000	\$0	New and Repair and Replace
Giraffe Phase 2 - Hoofstock Barn	301047.05	\$433,500	\$338,500	\$0	\$0	\$0	\$772,000	\$0	\$0	New
12th Street (2 lanes) - Gage Boulevard to Kansas Avenue	701016.00	\$4,250,000	\$4,250,000	\$3,780,000	\$0	\$0	\$12,280,000	\$1,100,000	\$0	Repair/Replace
SE California Avenue - SE 37th Street to SE 45th Street	701021.00	\$250,000	\$5,250,000	\$0	\$0	\$0	\$5,500,000	\$500,000	\$0	Repair/Replace
SW 17th Street MacVicar to Interstate 470	701025.00	\$850,000	\$500,000	\$4,450,000	\$4,450,000	\$4,250,000	\$14,500,000	\$100,000	\$0	Repair/Replace
Huntoon (2 Lanes) Gage to SW Harrison	701028.00	\$0	\$0	\$100,000	\$400,000	\$350,000	\$850,000	\$0	\$10,890,000	Repair/Replace
Bikeways Master Plan 2021	861029.00	\$0	\$500,000	\$0	\$500,000	\$0	\$1,000,000	\$0	\$1,500,000	New and Repair/Replace
Subtotal County Sales Tax		\$6,233,500	\$10,838,500	\$8,830,000	\$8,250,000	\$4,600,000	\$38,752,000	\$13,580,000	\$12,390,000	
Donations										

		Capital Improvement Budget			Capital Improvement Plan					
	Project Number	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total	Previous Funding	Future Funding	Type
Zoo Master Plan	301047.00	\$0	\$1,094,000	\$0	\$3,100,000	\$0	\$4,194,000	\$11,880,000		\$0 New and Repair and Replace
Giraffe Habitat and Housing	301047.04	\$2,410,577	\$0	\$0	\$0	\$0	\$2,410,577	\$2,000,000		\$0 New and Repair/Replace
Giraffe Phase 2 - Hoofstock Barn	301047.05	\$433,500	\$338,500	\$0	\$0	\$0	\$772,000	\$0		\$0 New
Subtotal Donations		\$2,844,077	\$1,432,500	\$0	\$3,100,000	\$0	\$7,376,577	\$13,880,000		\$0
Federal Funds										
Bridge on SE 29th Street over Butcher Creek	121005.00	\$0	\$150,000	\$850,000	\$0	\$0	\$1,000,000	\$150,000		\$0 Repair/Replace
Bridge Deck Patching and Polymer Overlay	121006.00	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000	\$0		\$0 Repair/Replace
Bridge Maintenance Program 2021	121014.00	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000	\$0	\$1,000,000	Repair/Replace
Shunga Creek Flood Mitigation (Utilities Project)	161008.00	\$0	\$0	\$3,333,333	\$3,333,333	\$3,333,333	\$10,000,000	\$0		\$0 New
Neighborhood Infrastructure Program 2021	601119.00	\$330,000	\$330,000	\$330,000	\$330,000	\$330,000	\$1,650,000	\$0	\$10,900,000	New and Repair/Replace
SW Wanamaker Road/SW Huntoon Street/I-470 Ramps	701018.00	\$987,667	\$987,667	\$0	\$0	\$0	\$1,975,334	\$424,666		\$0 Repair/Replace
Subtotal Federal Funds		\$2,717,667	\$1,667,667	\$4,713,333	\$3,863,333	\$3,863,333	\$16,825,334	\$574,666	\$11,900,000	
IT Fund										
Computer Upgrade - 032-R1	IS-2021-001	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000	\$0		\$0 Repair/Replace
Computer Upgrade - 032-R2	801047.00	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0		\$0 Repair/Replace
Computer Upgrade - 037	IS-2022-001	\$18,768	\$0	\$0	\$0	\$0	\$18,768	\$0		\$0 Repair/Replace
Computer Upgrade - 037-R1	801048.00	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000	\$0		\$0 Repair/Replace
Police Department Mobile DataTerminal Lease - 038	IS-2022-002	\$15,855	\$0	\$0	\$0	\$0	\$15,855	\$0		\$0 Repair/Replace
Police Department Mobile DataTerminal Lease - 038-R1	IS-2024-005	\$0	\$15,855	\$15,855	\$15,855	\$15,855	\$63,420	\$0		\$0 Repair/Replace
Computer Upgrade - 039	IS-2022-003	\$22,469	\$0	\$0	\$0	\$0	\$22,469	\$0		\$0 Repair/Replace
Computer Upgrade - 039-R1	801049.00	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000	\$0		\$0 Repair/Replace
Computer Upgrade - 041	801050.00	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000	\$0		\$0 Repair/Replace
Computer Upgrade - 041-R1	801051.00	\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000	\$0		\$0 Repair/Replace
Computer Upgrade - 043	801052.00	\$49,125	\$49,125	\$0	\$0	\$0	\$98,250	\$0		\$0 Repair/Replace
Computer Upgrade - 043-R1	801053.00	\$0	\$0	\$55,000	\$55,000	\$55,000	\$165,000	\$0		\$0 Repair/Replace
Computer Upgrade - 046	801054.00	\$49,125	\$49,125	\$49,125	\$0	\$0	\$147,375	\$0		\$0 Repair/Replace
Computer Upgrade - 046-R1	801055.00	\$0	\$0	\$0	\$55,000	\$55,000	\$110,000	\$0		\$0 Repair/Replace
Police Department Mobile Data Terminal Lease -028-R1	IS-2023-002	\$51,684	\$51,684	\$51,684	\$0	\$0	\$155,052	\$0		\$0 Repair/Replace
Police Department Mobile Data Terminal Lease -028-R2	801056.00	\$0	\$0	\$0	\$55,000	\$55,000	\$110,000	\$0		\$0 Repair/Replace
Police Department Mobile Data Terminal Lease -031-R1	IS-2024-004	\$28,855	\$28,855	\$28,855	\$28,855	\$0	\$115,420	\$0		\$0 Repair/Replace
Police Department Mobile Data Terminal Lease -031-R2	801036.00	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0		\$0 Repair/Replace
Police Department Mobile DataTerminal Lease - 040	801037.00	\$16,314	\$16,314	\$0	\$0	\$0	\$32,628	\$0		\$0 Repair/Replace
Police Department Mobile Data Terminal Lease -040-R1	801038.00	\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000	\$0		\$0 Repair/Replace
Fire Department Mobile Data Terminal Lease-030-R1	IS-2024-002	\$24,072	\$24,072	\$24,072	\$24,072	\$0	\$96,288	\$0		\$0 Repair/Replace
Fire Department Mobile Data Terminal Lease-030-R2	801039.00	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0		\$0 Repair/Replace
Network Core Switch Lease-023-R1	IS-2023-001	\$89,080	\$89,080	\$0	\$0	\$0	\$178,160	\$0		\$0 Repair/Replace
Network Core Switch Lease-023-R2	801040.00	\$0	\$0	\$100,000	\$100,000	\$100,000	\$300,000	\$0		\$0 Repair/Replace
Network Edge Switch Lease-029-R1	IS-2024-003	\$21,369	\$21,369	\$21,369	\$21,369	\$0	\$85,476	\$0		\$0 Repair/Replace
Network Edge Switch Lease-029-R2	801041.00	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0		\$0 Repair/Replace
Storage Area Network Lease-027-R1	IS-2024-007	\$162,500	\$162,500	\$162,500	\$0	\$0	\$487,500	\$0		\$0 Repair/Replace

	Project Number	Capital Improvement Budget			Capital Improvement Plan			Previous Funding	Future Funding	Type
		Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	5 Year Total			
Storage Area Network Lease-027-R2	801042.00	\$0	\$0	\$0	\$162,500	\$162,500	\$325,000	\$0	\$0	Repair/Replace
Data Back-up System Lease-034-R1	IS-2024-001	\$55,237	\$55,237	\$55,237	\$0	\$0	\$165,711	\$0	\$0	Repair/Replace
Data Back-up System Lease-034-R2	801043.00	\$0	\$0	\$0	\$55,237	\$55,237	\$110,474	\$0	\$0	Repair/Replace
Security System Lease-036	IS-2020-002	\$31,117	\$0	\$0	\$0	\$0	\$31,117	\$65,000	\$0	Repair/Replace
Security System Lease-036-R1	IS-2024-006	\$0	\$31,117	\$31,117	\$31,117	\$31,117	\$124,468	\$0	\$0	Repair/Replace
Microsoft Enterprise Agreement - 2021	IS-2021-004	\$223,453	\$223,453	\$223,453	\$0	\$0	\$670,359	\$0	\$0	Repair/Replace
Microsoft Enterprise Agreement - 2024	IS-2024-008	\$0	\$0	\$0	\$223,453	\$223,453	\$446,906	\$0	\$0	Repair/Replace
2-Factor Authentication System Lease-044	801044.00	\$27,129	\$27,129	\$27,129	\$0	\$0	\$81,387	\$0	\$0	Repair/Replace
2-Factor Authentication System Lease-044-R1	801045.00	\$0	\$0	\$0	\$30,000	\$30,000	\$60,000	\$0	\$0	Repair/Replace
Emergency Generator Enclosure	801033.00	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	New
Business Intelligence and Analytical Data Architecture Pilot	801035.00	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	New
Cloud Services	IS-2018-001	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$300,000	\$0	Repair/Replace
Subtotal IT Fund		\$1,206,152	\$1,094,915	\$1,120,396	\$1,132,458	\$1,138,162	\$5,692,083	\$365,000	\$0	
Parking Fund										
Parking Facilities Capital Repairs 2021	131076.00	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000	\$0	\$2,000,000	Repair/Replace
Subtotal Parking Fund		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000	\$0	\$2,000,000	
Total Other Sources		\$30,237,941	\$31,041,159	\$29,412,739	\$36,684,151	\$28,862,921	\$156,238,912	\$32,827,945	\$157,468,774	
Total Capital Improvements:		\$90,484,435	\$81,714,889	\$96,506,380	\$107,143,501	\$86,959,922	\$462,809,127	\$45,861,944	\$368,435,256	

6-10 Year Project List (2026-2030)					
Project Name	Department	Estimated Year	Estimated Cost	Funding Source	
Body Worn Camera/Taser Equipment Replacement Plan	POLICE	2026-2030	\$ 1,615,758	Cash	
Police Department Fleet Replacement	POLICE	2026-2030	\$ 2,680,000	Cash	
Facilities Maintenance and Repair Program	PUBLIC WORKS	2026-2030	\$ 1,500,000	Cash	
			\$ 5,795,758	Cash Total	
South Kansas Avenue (1st Street - 6th Street)	PUBLIC WORKS	2028-2029	\$ 14,800,000	Citywide Sales and GO Bonds	
			\$ 14,800,000	Citywide Sales and GO Bonds Total	
S. Kansas Avenue from 10th Street to 17th Street	PUBLIC WORKS	2026	\$ 2,340,000	Citywide Half-Cent Sales Tax	
S. Topeka Blvd from 29th Street to 37th Street	PUBLIC WORKS	2026	\$ 2,328,250	Citywide Half-Cent Sales Tax	
SE 29th Street from Kansas Avenue to Adams Street	PUBLIC WORKS	2026	\$ 2,800,000	Citywide Half-Cent Sales Tax	
SW 21st Street from Belle to Fairlawn Road	PUBLIC WORKS	2026-2027	\$ 1,300,000	Citywide Half-Cent Sales Tax	
ADA Sidewalk Ramp Program	PUBLIC WORKS	2026-2030	\$ 1,500,000	Citywide Half-Cent Sales Tax	
Curb & Gutter Replacement Program	PUBLIC WORKS	2026-2030	\$ 6,250,000	Citywide Half-Cent Sales Tax	
Pavement Management Rehabilitation & Reconstruction Program	PUBLIC WORKS	2026-2030	\$ 50,000,000	Citywide Half-Cent Sales Tax	
Sidewalk Repair Program	PUBLIC WORKS	2026-2030	\$ 500,000	Citywide Half-Cent Sales Tax	
Alley Repair Program	PUBLIC WORKS	2026-2030	\$ 2,500,000	Citywide Half-Cent Sales Tax	
Street Contract Preventative Maintenance Program (Micropaver)	PUBLIC WORKS	2026-2030	\$ 10,000,000	Citywide Half-Cent Sales Tax	
			\$ 79,518,250	Citywide Half-Cent Sales Tax Total	
S Topeka Blvd from 15th to 21st	PUBLIC WORKS	2026-2028	\$ 4,900,000	Countywide Half-Cent Sales Tax	
Huntoon (2 Lanes) Gage to SW Harrison	PUBLIC WORKS	2026-2028	\$ 10,890,000	Countywide Half-Cent Sales Tax	
Bikeways Master Plan	PUBLIC WORKS	2026-2030	\$ 1,500,000	Countywide Half-Cent Sales Tax	
SW 29th from Fairlawn to Wanamaker	PUBLIC WORKS	2027-2029	\$ 6,100,000	Countywide Half-Cent Sales Tax	
SW 37th from Scapa Place to Burlingame	PUBLIC WORKS	2027-2029	\$ 3,700,000	Countywide Half-Cent Sales Tax	
SW 17th from Adams to Washburn	PUBLIC WORKS	2028-2030	\$ 8,300,000	Countywide Half-Cent Sales Tax	
SE 37th from KS Ave to SE Adams	PUBLIC WORKS	2029-2031	\$ 4,400,000	Countywide Half-Cent Sales Tax	
NE Seward Ave from Sumner to Forest	PUBLIC WORKS	2029-2031	\$ 1,500,000	Countywide Half-Cent Sales Tax	
			\$ 41,290,000	Countywide Half-Cent Sales Tax Total	
Bridge Maintenance Program	PUBLIC WORKS	2026-2030	\$ 1,000,000	Federal Funds	
			\$ 1,000,000	Federal Funds Total	
Neighborhood Infrastructure Program	PUBLIC WORKS	2026-2030	\$ 10,900,000	Federal Funds, GO Bonds, Wastewater	
			\$ 10,900,000	Federal Funds, GO Bonds, Wastewater Total	
Union Pacific RR Crossing N. KS Ave/NOTO	PUBLIC WORKS	2027-2029	\$ 1,300,000	GO Bond or Grant Funding	
			\$ 1,300,000	GO Bond or Grant Funding Total	
SE Adams from 37th to 45th	PUBLIC WORKS	2026-2028	\$ 6,000,000	GO Bonds	
Fire Department Fleet Replacement	FIRE	2026-2030	\$ 9,844,700	GO Bonds	
Infill Sidewalk/Ped Plan	PUBLIC WORKS	2026-2030	\$ 3,000,000	GO Bonds	
Citywide Infrastructure Program	PUBLIC WORKS	2026-2030	\$ 1,250,000	GO Bonds	
Complete Streets Program	PUBLIC WORKS	2026-2030	\$ 500,000	GO Bonds	
Traffic Signal Replacement Program	PUBLIC WORKS	2026-2030	\$ 4,425,000	GO Bonds	
Traffic Safety Program	PUBLIC WORKS	2026-2030	\$ 1,100,000	GO Bonds	
Fleet Replacement Program - Transportation Operations	PUBLIC WORKS	2026-2030	\$ 6,210,000	GO Bonds	
Facilities Improvements, Repair, and Maintenance Program (FIRM)	PUBLIC WORKS	2026-2030	\$ 11,500,000	GO Bonds	
Bike Lanes SE 6th & SE 10th Bridges over I-70	PUBLIC WORKS	2028-2030	\$ 500,000	GO Bonds	
SW Urish Road, SW 21st Street to SW 29th Street	PUBLIC WORKS	2026	\$ 6,950,025	GO Bonds	
			\$ 51,279,725	GO Bonds Total	
SW 6th Ave from Wanamaker Road west to Museum Dr	PUBLIC WORKS	2026-2027	\$ 1,500,000	GO Bonds and/or Sales Tax	
S Kansas Ave from 17th to 19th	PUBLIC WORKS	2026-2027	\$ 1,500,000	GO Bonds and/or Sales Tax	
S Topeka Blvd from 37th to 49th	PUBLIC WORKS	2026-2028	\$ 5,500,000	GO Bonds and/or Sales Tax	
SW Indian Hills Road from 21st to 29th	PUBLIC WORKS	2026-2029	\$ 6,000,000	GO Bonds and/or Sales Tax	
			\$ 14,500,000	GO Bonds and/or Sales Tax Total	
Parking Facilities Capital Repairs	PUBLIC WORKS	2026-2030	\$ 2,000,000	Parking Fund	
			\$ 2,000,000	Parking Fund Total	
Annual Stormwater Conveyance System Rehabilitation & Replacement Prc	UTILITIES	2026-2030	\$ 18,000,000	Stormwater Fund	
Annual Stormwater Operations Equipment & Fleet Maintenance Program	UTILITIES	2026-2030	\$ 1,500,000	Stormwater Fund	
Annual Drainage Correction Program	UTILITIES	2026-2030	\$ 1,500,000	Stormwater Fund	
Levee Asset Repair / Rehab	UTILITIES	2026-2030	\$ 1,250,000	Stormwater Fund	
Annual Best Management Practices Development & Construction	UTILITIES	2026-2030	\$ 1,250,000	Stormwater Fund	
Stormwater Pump Station Rehabilitation Program	UTILITIES	2026-2030	\$ 2,500,000	Stormwater Fund	
Stormwater Collection Improvements & Optimizations	UTILITIES	2026-2030	\$ 4,750,000	Stormwater Fund	
			\$ 30,750,000	Stormwater Fund Total	
Annual Wastewater Lining & Replacement Program	UTILITIES	2026-2030	\$ 32,500,000	Wastewater Fund	
Annual WPC Facility Rehabilitation Program	UTILITIES	2026-2030	\$ 5,000,000	Wastewater Fund	
Annual Wastewater Pump Station Rehabilitation & Replacement Program	UTILITIES	2026-2030	\$ 7,500,000	Wastewater Fund	
Annual Sanitary Sewer Interceptor Maintenance & Rehabilitation Program	UTILITIES	2026-2030	\$ 7,500,000	Wastewater Fund	
Annual Wastewater Plant Operations Equipment & Fleet Maintenance Prc	UTILITIES	2026-2030	\$ 1,500,000	Wastewater Fund	
Annual Inflow & Infiltration Program	UTILITIES	2026-2030	\$ 2,500,000	Wastewater Fund	
Wastewater Treatment and Collection Improvements & Optimizations	UTILITIES	2026-2030	\$ 56,000,000	Wastewater Fund	

			\$ 112,500,000	Wastewater Fund Total
West Filter Rehab	UTILITIES	2026	\$ 2,816,000	Water Fund
19th and Western Pump Station Rehab	UTILITIES	2026	\$ 750,000	Water Fund
Water Treatment Plant Master Plan Update	UTILITIES	2027	\$ 125,000	Water Fund
Water Distribution Master Plan Update	UTILITIES	2027	\$ 175,000	Water Fund
Annual Water Treatment Plant Rehabilitation Program	UTILITIES	2026 - 2030	\$ 5,000,000	Water Fund
Annual Water Main Replacement Program	UTILITIES	2026-2030	\$ 37,500,000	Water Fund
Annual Water Plant Operations Equipment & Fleet Maintenance Program	UTILITIES	2026-2030	\$ 2,000,000	Water Fund
Annual Meter Vault Replacement Program	UTILITIES	2026-2030	\$ 3,500,000	Water Fund
Water Tower Rehab & Replacement Program	UTILITIES	2026-2030	\$ 1,250,000	Water Fund
Water Distribution and Treatment Improvements & Optimizations	UTILITIES	2026-2030	\$ 21,800,000	Water Fund
			\$ 74,916,000	Water Fund Total
			\$ 218,166,000	Combined Utility Total
2026 - 2030 TOTAL			\$ 440,549,733	

DEBT SERVICE OBLIGATIONS

Debt Summary

The City of Topeka Debt Management Policy aims to ensure the City's currently sound financial position, reasonable reserves, and strategic and reasonable debt position, thereby enhancing the City's corporate image, creditworthiness, flexibility, and its related ability to meet the challenges of each new day, decade and generation.

The annual 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 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 City of Topeka Governing Body 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 Capacity

Finance staff oversee all debt issued by the City, which includes GO bonds, revenue bonds, revolving loan funds, temporary notes, and special assessment debt. As of December 31, 2019 the City had \$452,442,635 in total debt, compared to \$444,921,327 on December 31, 2018 or a 1.69% 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 not subject to the debt limitation and is subsequently backed out of the calculation. As of December 2018, the City had \$288,109,441 of its remaining bonding authority available. The City is currently utilizing 23% of the debt authority as authorized by State statute.

Statement of Legal Debt Limit as of December 2018		
Tangible Assessed Valuation	\$	1,252,639,786
Legal Debt Limit 30.00% of assessed valuation. KSA 10-308	\$	375,791,936
Less: Outstanding debt subject to debt limit	\$	87,682,495
Margin of Legal debt	\$	288,109,441

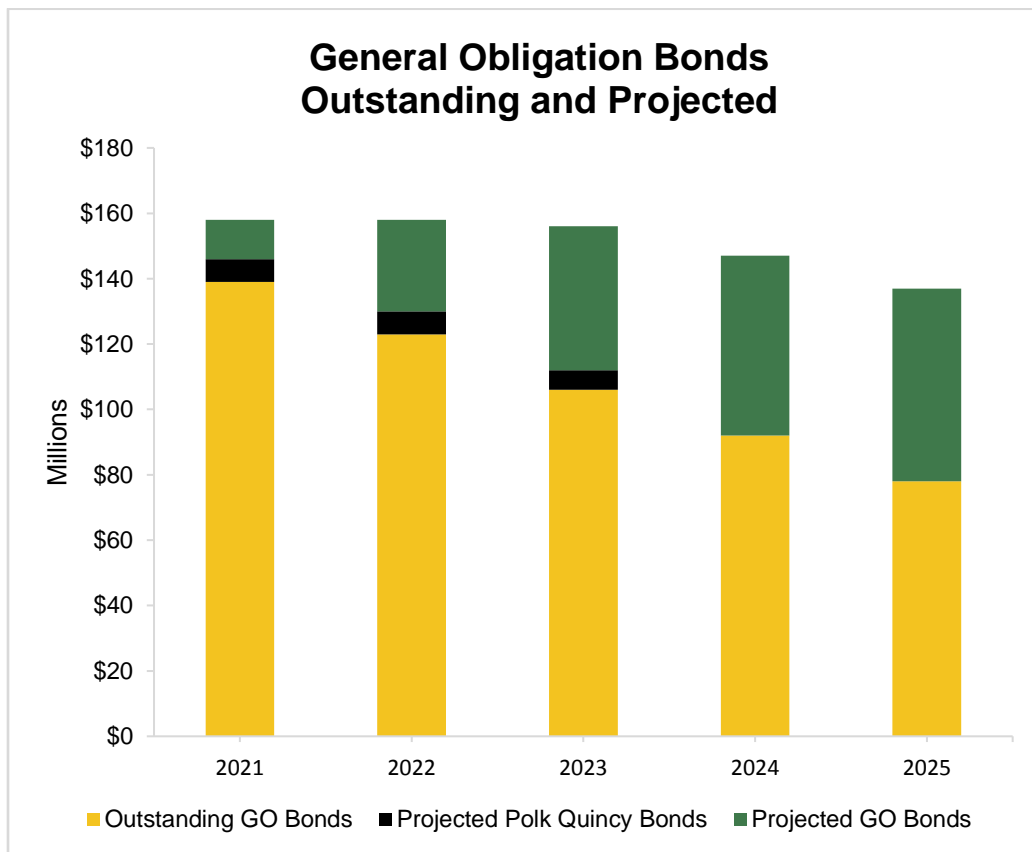
Projected General Obligation Debt

The level of City GO bonds debt will decrease throughout the duration of the CIP. At the end of the current planning period, GO debt including the Polk Quincy Project Support, is projected to decrease from year end from \$158,424,110 in 2021 to \$136,449,972 in 2025, a decrease of approximately 13.9%.

Over the next five years (through FY 2025), the City is scheduled to retire \$86,057,639 in long-term GO debt that is currently outstanding, while borrowing approximately \$67,662,847 (includes Polk-Quincy Project) in additional long-term GO debt, accounting for the projected decrease in total GO debt outstanding. Through FY2030, the City is scheduled to retire \$167,417,102 in long-term GO debt that is currently outstanding, while borrowing approximately \$112,662,847 in additional long-term GO debt, resulting in a net decrease of 33% over this period. In 2015, the City shifted from a 20 year debt cycle to a 15 year amortization schedule which will assist the City in paying down debt at a faster pace.

The debt service fund is projected to maintain a flat mill levy over the planning period and to maintain at least a 15% fund balance.

Projected GO Debt Issuance			
Year	General GO Amount	Polk Quincy Amount	Total Outstanding Debt
2021	\$12,000,100	\$7,000,000	\$158,424,110
2022	\$9,429,313	\$7,000,000	\$158,409,968
2023	\$9,374,225	\$6,000,000	\$156,323,427
2024	\$9,000,000	\$0	\$147,098,795
2025	\$9,000,000	\$0	\$137,780,763

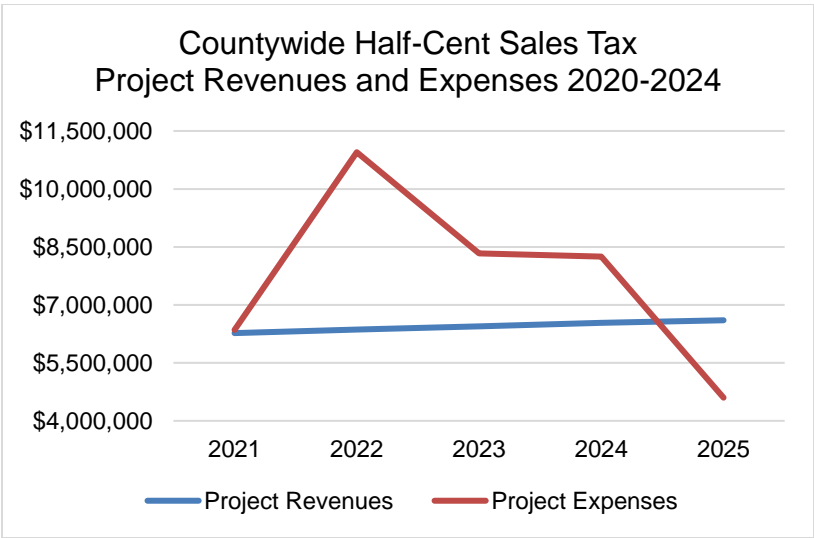


OTHER FUND FORECASTS

Other Fund Impacts

In addition to the Debt Service and Utility Funds, several other funds are impacted by the adoption of the CIP.

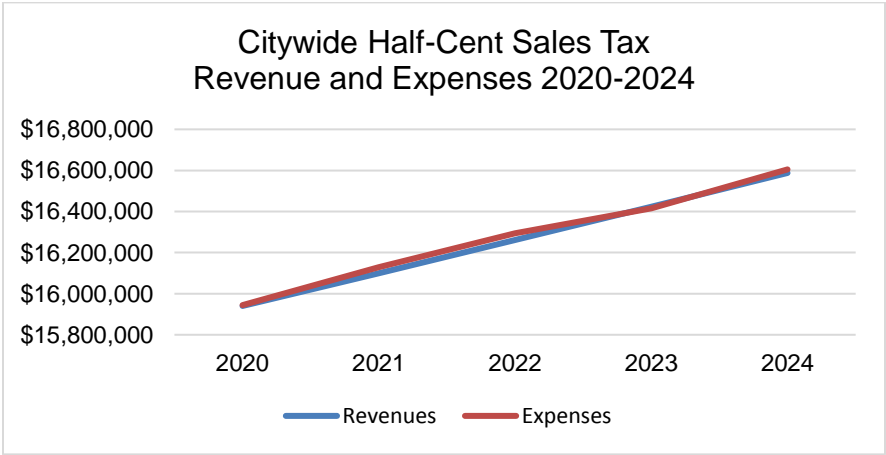
Countywide Half Cent Sales Tax Fund



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 between the City of Topeka and Shawnee County.

The Countywide Half Cent Sales Tax was extended through 2031, at which point voters will decide on continuing the special sales tax. Funding will be expended until projects are complete and the fund is depleted.

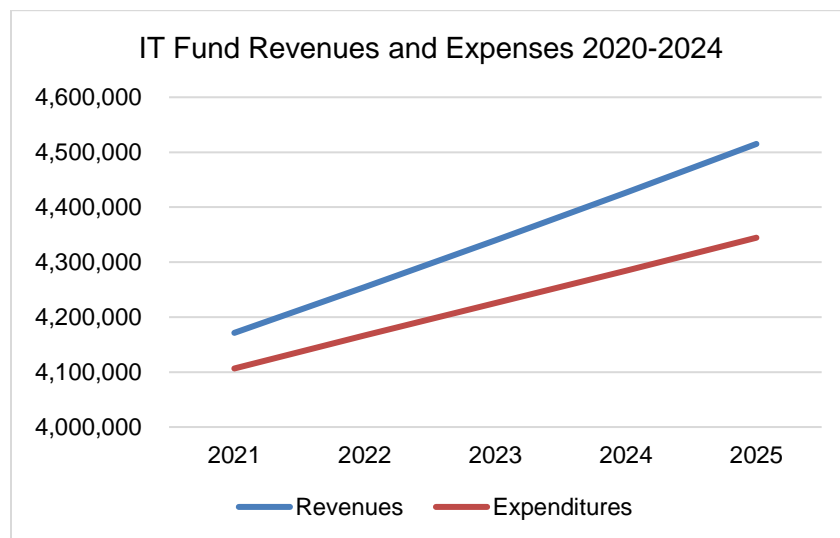
Citywide Half Cent Sales Tax Fund



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 be assessed until 2029, and revenues are projected to grow 1% per year. Revenues are heavily contingent on the broader economy and consumer spending patterns. The majority of expenditures in this fund 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 majority of the City technology needs are funded through the IT internal service fund, which is supported by fees from all departments. Funding supports telecom, computing and business systems services, and 16 full-time equivalents.

Revenues are generated from departments based on anticipated technological needs. Expenditures vary year to year as some purchases are annual and others are infrequent, one-time technology purchases. IT projects have been included since the 2017 CIP. It is important that future capital plans continue to account for technology projects as the needs of departments and their respective levels of service evolve.

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 from the Heartland Park and other special assessments. The majority of expenses in the Debt Service Fund are for principal and interest payments, which are based on an amortization schedule created at the time of debt issuance. 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 utilize short-term financing for several projects rather than long-term financing.

Debt Service Fund Pro Forma								
	2019 Actual	2020 Adopted	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
Cash Balance January 1	\$ 8,580,089	\$ 11,052,596	\$ 11,052,596	\$ 10,732,597	\$ 12,249,237	\$ 12,800,572	\$ 12,337,798	\$ 11,479,789
Budgeted Revenues:								
Ad Valorem Taxes	\$ 15,608,978	\$ 15,657,823	\$ 15,657,823	\$ 15,657,823	\$ 15,814,401	\$ 15,972,545	\$ 16,132,271	\$ 16,293,593
Sales Tax	\$ 91,733	\$ 83,133	\$ 83,133	\$ 86,006	\$ 106,006	\$ 126,006	\$ 146,006	\$ 166,006
Transient Guest Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicle	\$ 1,701,478	\$ 1,486,147	\$ 1,486,147	\$ 1,486,147	\$ 1,501,008	\$ 1,516,019	\$ 1,531,179	\$ 1,546,491
Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 174,564	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000
Special Assessments	\$ 3,955,222	\$ 3,043,217	\$ 3,043,217	\$ 3,102,824	\$ 3,102,824	\$ 3,102,824	\$ 3,053,661	\$ 3,002,091
Miscellaneous	\$ 2,643,920	\$ 1,016,188	\$ 1,016,188	\$ 1,062,639	\$ 1,069,186	\$ 1,070,531	\$ 1,076,828	\$ 1,042,928
PILOTS	\$ 5,218	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,001	\$ 5,000
Total Budgeted Revenues	\$ 24,181,113	\$ 21,561,508	\$ 21,561,508	\$ 21,670,439	\$ 21,868,425	\$ 22,062,925	\$ 22,214,946	\$ 22,326,108
Budgeted Expenditures								
Contractual	\$ 414,351	\$ 198,000	\$ 198,000	\$ 198,000	\$ 198,000	\$ 198,000	\$ 198,000	\$ 198,000
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Payments	\$ 21,294,255	\$ 21,683,507	\$ 18,639,768	\$ 19,955,800	\$ 21,119,089	\$ 22,327,700	\$ 22,874,955	\$ 22,795,724
Capital Outlay (Transfer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 21,708,605	\$ 21,881,507	\$ 18,837,768	\$ 20,153,800	\$ 21,317,089	\$ 22,525,700	\$ 23,072,955	\$ 22,993,724
Over/Under	\$ 2,472,507	\$ (319,999)	\$ 2,723,740	\$ 1,516,639	\$ 551,336	\$ (462,775)	\$ (858,009)	\$ (667,615)
Cash Balance - December 31	\$ 11,052,596	\$ 10,732,597	\$ 13,776,336	\$ 12,249,237	\$ 12,800,572	\$ 12,337,798	\$ 11,479,789	\$ 10,812,173
Fund Balance	45.71%	49.78%	63.89%	56.53%	58.53%	55.92%	51.68%	48.43%
Miscellaneous Revenue Detail (Actuals and Estimates)								
College Hill	\$ 237,739	\$ 216,351	\$ 216,351	\$ 247,343	\$ 252,290	\$ 257,336	\$ 262,483	\$ 267,732
Interest Earnings	\$ 450,065	\$ 401,946	\$ 401,946	\$ 401,946	\$ 401,946	\$ 401,946	\$ 401,946	\$ 401,946
Retirement Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kay's Garden Endowment	\$ 295,459	\$ 397,891	\$ 397,891	\$ 413,350	\$ 414,950	\$ 411,250	\$ 412,400	\$ 373,250
Historic Tax Credits								
Total	\$ 983,263	\$ 1,016,188		\$ 1,062,639	\$ 1,069,186	\$ 1,070,531	\$ 1,076,828	\$ 1,042,928

Combined Utility Funds

The combined utility pro forma below assumes the currently approved 7.5%-7.5%-2% rate increase continues beyond the approved rates as shown in the "Budgeted Revenues" row below. The Combined Utility must monitor revenue growth and expenditure decreases to ensure that debt service coverage and days cash on hand ratios goals are met.

Combined Utilities Pro Forma					
	2021	2022	2023	2024	2025
Cash Balance - January 1	\$ 42,376,300	\$ 40,768,900	\$ 38,889,100	\$ 37,715,600	\$ 40,989,300
Budgeted Revenues:	5.14%	5.21%	5.28%	5.35%	5.42%
Permits	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000
Fees for Service	\$ 82,690,017	\$ 86,873,769	\$ 91,391,491	\$ 96,215,611	\$ 101,365,439
Service Assessment	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Interest	\$ 665,800	\$ 688,800	\$ 713,800	\$ 770,300	\$ 849,600
Surcharges	\$ 1,713,983	\$ 1,745,031	\$ 1,778,409	\$ 1,814,290	\$ 1,852,861
Miscellaneous	\$ 752,000	\$ 752,000	\$ 752,000	\$ 752,000	\$ 752,000
Other	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Budgeted Revenues	\$ 85,997,800	\$ 90,235,600	\$ 94,811,700	\$ 99,728,201	\$ 104,995,900
Budgeted Expenditures					
Personnel	\$ 16,608,600	\$ 17,106,800	\$ 17,619,500	\$ 18,147,100	\$ 18,690,300
Contractual	\$ 24,924,900	\$ 25,832,800	\$ 26,786,000	\$ 27,783,300	\$ 28,826,400
Commodities	\$ 8,599,900	\$ 8,856,600	\$ 9,121,000	\$ 9,393,300	\$ 9,673,100
Other Payments	\$ 24,915,500	\$ 27,220,200	\$ 29,315,400	\$ 28,441,400	\$ 31,588,900
Capital Outlay	\$ 12,556,300	\$ 13,099,000	\$ 13,143,300	\$ 12,689,400	\$ 12,737,700
Total Expenditures	\$ 87,605,200	\$ 92,115,400	\$ 95,985,200	\$ 96,454,500	\$ 101,516,400
Over/Under	\$ (1,607,401)	\$ (1,879,800)	\$ (1,173,500)	\$ 3,273,701	\$ 3,479,500
Cash Balance - December 31	\$ 40,768,900	\$ 38,889,100	\$ 37,715,600	\$ 40,989,300	\$ 44,468,800
Fund Balance	47.41%	43.10%	39.78%	41.10%	42.35%

Although the City's utility system is a combined utility system, the Water, Stormwater, and Wastewater funds are managed separately on a day-to-day basis.

Water Fund: The Water Utility supplies drinking water to approximately 54,000 customers in 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 a monthly service charge, and a volume charge by customer class. Annual usage is largely impacted by varying customer needs and weather patterns.

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. Stormwater fees for customers are assessed per account for single-family residential customers, per living unit multi-family customers, and per equivalent residential units (ERU), which is equal to 2,018 square feet of impervious area for non-residential customers. The Stormwater fund supports both the personnel to complete projects in-house, as well as contracted services for projects. Revenues and expenditures are projected to remain relatively steady.

Wastewater Fund: The 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 from approximately 48,000 customers. Revenues in the wastewater fund are dependent on a monthly service charge, and a uniform volume charge. Usage varies year to year based on customer demand and rates are set by the Governing Body. In 2015, the city incorporated rate increases for the first time since 2011.

2020 – 2023 Utility Rates

In December 2019, the Governing Body approved a three-year utility rate increase to go into effect in 2021. Approved current and future utility rates through 2023 are shown below:

Fund	2020	2021	2022	2023
Water	5.0%	7.5%	7.5%	7.5%
Stormwater	5.0%	7.5%	7.5%	7.5%
Wastewater	5.0%	2.0%	2.0%	2.0%

Financial Analysis

Days Cash and Debt Service Coverage Ratio (DSCR) are important indicators of the financial health of an enterprise. Days Cash is the number of days that the utility could continue to pay its operating expenses with no additional revenue, given the amount of currently available cash. Debt Service Coverage Ratio is the ratio of cash available for debt payments of interest, principal, and lease payments.

The proposed 2021-2030 CIP would result in the following days of cash on hand, and debt service coverage ratios. All years meet minimum standards and should continue to demonstrate adequate funding and stability to the Utilities' rating agency.

Projected Revenue Bonds		
Year	Days Cash	DSCR
2021	297	1.51
2022	274	1.49
2023	257	1.50
2024	270	1.82
2025	284	1.76

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
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	1.0	1.0	0.0	0.0
Assistant to the Mayor	0.0	0.0	1.0	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	0.0
Chief Executive Aide	1.0	1.0	0.0	0.0
Independent Police Auditor	0.0	0.0	1.0	1.0
Senior Executive Assistant	1.0	1.0	1.0	1.0
CITY MANAGER'S OFFICE	4.0	4.0	4.0	3.0
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	3.0	3.0	3.0	3.0
COMMUNICATIONS	4.0	4.0	4.0	4.0
Senior Project Manager	0.0	1.0	1.0	0.0
Project Manager	0.0	1.0	0.0	0.0
EMERGENCY MANAGEMENT	0.0	2.0	1.0	0.0
TOTAL EXECUTIVE DEPARTMENT	11.0	13.0	12.0	10.0
Director of Administrative & Financial Services	1.0	1.0	1.0	1.0
Deputy Director of Administrative & Financial Services	0.0	0.0	1.0	0.0
Accountant II	2.0	2.0	2.0	2.0
Accountant III	1.0	1.0	1.0	0.0
Accounting Specialist I	1.0	1.0	1.0	1.0
Accounting Specialist II	5.0	5.0	3.0	3.0
Accounting Specialist III	2.0	2.0	3.0	3.0
Assistant Budget Manager	1.0	1.0	0.0	0.0
Budget & Performance Manager	1.0	1.0	0.0	1.0
Chief Accounting Officer	1.0	1.0	1.0	1.0
Manager of Accounting Operations	0.0	0.0	0.0	1.0
Management Analyst	1.0	0.0	2.0	2.0
Senior Management Analyst	0.0	1.0	0.0	0.0
Office Specialist	1.0	1.0	0.0	0.0
Administrative Officer	0.0	0.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0
Senior Grant Writer	1.0	0.0	0.0	0.0
Senior Grants Program Administrator	0.0	1.0	1.0	0.0
FINANCIAL REPORTING & PAYROLL	19.0	19.0	18.0	17.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Director of Purchasing	1.0	1.0	1.0	1.0
Business Services Manager	0.0	0.0	1.0	1.0
Administrative Officer	0.0	0.0	1.0	1.0
Office Assistant II	1.0	1.0	0.0	0.0
Office Specialist	1.0	1.0	0.0	0.0
Procurement Officer I	0.0	0.0	0.0	2.0
Procurement Officer II	3.0	3.0	3.0	1.0
CONTRACTS & PROCUREMENT	6.0	6.0	6.0	6.0
TOTAL ADMINISTRATIVE & FINANCIAL SERVICES DEPARTMENT	25.0	25.0	24.0	23.0
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	0.0
FIRE ADMINISTRATION & BUSINESS SERVICES	5.0	5.0	5.0	4.0
Division Chief of Fire Training	1.0	1.0	1.0	1.0
Fire Cadet	2.0	2.0	2.0	0.0
Training Officer II	0.0	2.0	0.0	0.0
Training Officer III	0.0	2.0	3.0	2.0
Training Officer	3.0	0.0	1.0	1.0
FIRE TRAINING	6.0	7.0	7.0	4.0
Fire Marshall	1.0	1.0	1.0	1.0
Fire Investigator I	1.0	0.0	0.0	1.0
Fire Investigator III	2.0	3.0	3.0	2.0
Fire Inspector I	1.0	0.0	0.0	0.0
Fire Inspector II	0.0	2.0	2.0	0.0
Fire Inspector III	3.0	2.0	2.0	4.0
Public Education Officer II	0.0	0.0	0.0	1.0
Public Education Officer I	1.0	1.0	1.0	0.0
FIRE PREVENTION	9.0	9.0	9.0	9.0
Deputy Chief	1.0	1.0	1.0	1.0
Division Chief - Operations	0.0	1.0	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	44.0	13.0	5.0	7.0
Firefighter 2nd Class	3.0	9.0	14.0	21.0
Firefighter 3rd Class	7.0	22.0	9.0	9.0
Advanced Firefighter	0.0	10.0	26.0	17.0
FIRE OPERATIONS	226.0	227.0	227.0	227.0
Division Chief of EMS	1.0	1.0	1.0	1.0
Training Officer I	1.0	0.0	0.0	0.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
FIRE EMERGENCY MEDICAL SERVICES	2.0	1.0	1.0	1.0
TOTAL FIRE DEPARTMENT	248.0	249.0	249.0	245.0
Director of Human Resources	1.0	1.0	1.0	1.0
Manager of Human Resources	3.0	4.0	4.0	4.0
HRIS Management Analyst	2.0	1.0	1.0	1.0
Human Resources Assistant	2.0	1.0	2.0	2.0
Human Resources Specialist I	2.0	3.0	2.0	1.0
Senior HRIS Analyst	0.0	1.0	1.0	1.0
Senior Human Resources Specialist	2.0	1.0	1.0	2.0
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	0.0
Application Developer I	1.0	1.0	1.0	1.0
Application Developer II	0.0	0.0	0.0	1.0
System Developer II	1.0	1.0	1.0	1.0
System Developer III	5.0	5.0	4.0	3.0
IT BUSINESS SYSTEMS	9.0	9.0	8.0	7.0
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	16.0	15.0
City Attorney	1.0	1.0	1.0	1.0
Assistant Attorney	2.0	2.0	2.0	3.0
Associate Attorney	1.0	1.0	1.0	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	1.0	1.0	1.0	1.0
Senior Paralegal	1.0	1.0	1.0	1.0
LEGAL GENERAL GOVERNMENT & CRIMINAL PROSECUTION	11.0	11.0	11.0	11.0
Chief of Litigation	1.0	1.0	1.0	1.0
Associate Attorney	1.0	1.0	1.0	1.0
Legal Specialist II	1.0	1.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Senior Paralegal	1.0	1.0	1.0	1.0
LEGAL CIVIL LITIGATION	4.0	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	7.0	7.0	7.0
Office Specialist	3.0	3.0	3.0	3.0
Protective Services Officer I	3.0	0.0	0.0	0.0
Protective Services Officer II	1.0	0.0	0.0	0.0
MUNICIPAL COURT JUDICIAL	19.0	16.0	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	1.0	1.0	1.0
Office Assistant III	1.0	0.0	0.0	0.0
MUNICIPAL COURT PROBATION ALCOHOL & DRUG	4.0	4.0	4.0	4.0
TOTAL MUNICIPAL COURT	23.0	20.0	20.0	20.0
Director of Neighborhood Relations	1.0	1.0	1.0	0.0
Accountant II	1.0	1.0	1.0	1.0
Div Dir Comm Engagement	1.0	1.0	1.0	1.0
Office Assistant II	1.0	0.0	0.0	0.0
Office Specialist	0.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	2.0	2.0
Senior Program Coordinator	1.0	1.0	1.0	1.0
NEIGHBORHOOD RELATIONS ADMINISTRATION & COMMUNITY ENGAGEMENT	6.0	6.0	7.0	5.0
Division Director of Housing Services	1.0	1.0	1.0	1.0
Community Resource Specialist	1.0	0.0	0.0	0.0
Grants Administrator	1.0	1.0	1.0	1.0
HQS Inspector	0.0	0.0	0.0	0.0
Office Assistant I	0.0	1.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	2.0
Rehabilitation Specialist I	3.0	3.0	3.0	3.0
Rehabilitation Specialist II	0.0	0.0	0.0	0.0
Program Coordinator	0.0	0.0	0.0	1.0
Senior Program Administrator	1.0	1.0	1.0	1.0
Senior Program Coordinator	1.0	1.0	0.0	0.0
NEIGHBORHOOD RELATIONS HOUSING SERVICES	9.0	9.0	8.0	10.0
Division Director Prop Maint Code Enforcement	0.0	0.0	1.0	1.0
Manager Property Code Services	1.0	1.0	0.0	0.0
Supervisor II	1.0	1.0	2.0	2.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Senior Program Administrator	1.0	1.0	1.0	1.0
Office Specialist	0.0	0.0	0.0	0.0
Office Assistant II	1.0	0.0	1.0	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	0.0	0.0	0.0	0.0
Property Maint Inspector II	9.0	10.0	9.0	9.0
Property Maint Inspector III	1.0	1.0	0.0	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 I	0.0	0.0	0.0	1.0
Planner II	2.0	2.0	2.0	1.0
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	2.0	3.0	3.0	2.0
Compliance Inspector I	1.0	1.0	1.0	1.0
Land Developer Coordinator	0.0	0.0	0.0	1.0
Trade Inspector	5.0	6.0	8.0	8.0
Trade Inspector Elevator	1.0	1.0	0.0	0.0
Trade Inspector Mobile Home	0.0	1.0	0.0	0.0
Multi-Trade Inspector Mobile Home	1.0	0.0	0.0	0.0
Multi-Trade Inspector Elevator	1.0	0.0	0.0	0.0
Office Specialist	2.0	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	18.0	19.0	19.0	19.0
TOTAL PLANNING & DEVELOPMENT DEPARTMENT	28.0	29.0	29.0	29.0
Business Service Manager	1.0	1.0	1.0	1.0
Cadet	2.0	0.0	0.0	0.0
2021 Adopted Budget	240			City of Topeka

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Crime Analysis Unit Coordinator	1.0	0.0	0.0	1.0
Crime Analyst	2.0	0.0	1.0	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	0.0	1.0	2.0	0.0
Office Specialist	0.0	0.0	0.0	0.0
Police Captain	1.0	0.0	0.0	0.0
Police Chief	1.0	1.0	1.0	1.0
Police Corporal	0.0	0.0	0.0	0.0
Police Detective	1.0	1.0	3.0	3.0
Police Lieutenant	3.0	3.0	3.0	3.0
Police Major	1.0	1.0	0.0	1.0
Police Officer	5.0	4.0	4.0	5.0
Police Sergeant	3.0	5.0	6.0	7.0
Project Coordinator	1.0	0.0	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	1.0	0.0	0.0	0.0
Senior Project Manager	2.0	1.0	1.0	1.0
POLICE EXECUTIVE	30.0	23.0	27.0	29.0
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	2.0	1.0
Police Captain	1.0	1.0	1.0	1.0
Police Detective	34.0	36.0	34.0	34.0
Police Lieutenant	2.0	2.0	2.0	3.0
Police Officer	5.0	14.0	15.0	16.0
Police Sergeant	8.0	10.0	9.0	9.0
Senior Program Coordinator	0.0	1.0	1.0	1.0
POLICE CRIMINAL INVESTIGATION	53.0	67.0	66.0	67.0
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	0.0	0.0
Police Lieutenant	6.0	6.0	6.0	6.0
Police Major	1.0	1.0	1.0	0.0
Police Officer	125.0	116.0	112.0	105.0
Police Officer in Training	20.0	18.0	27.0	44.0
Police Recruit	0.0	4.0	10.0	0.0
Police Sergeant	17.0	13.0	20.0	19.0
POLICE FIELD OPERATIONS	184.0	173.0	179.0	177.0
Animal Control Officer	4.0	5.0	4.0	2.0
Inventory Specialist	5.0	5.0	5.0	4.0
Network Engineer III	1.0	1.0	1.0	1.0
Office Assistant I	2.0	2.0	2.0	1.0
Office Specialist	1.0	1.0	0.0	0.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Police Captain	1.0	1.0	1.0	1.0
Police Detective	2.0	0.0	0.0	0.0
Police Lieutenant	4.0	3.0	3.0	2.0
Police Major	1.0	1.0	1.0	0.0
Police Officer	31.0	34.0	29.0	29.0
Police Records Clerk	16.5	16.5	16.5	16.0
Police Sergeant	7.0	7.0	6.0	6.0
School Resource Officer	0.0	1.0	0.0	0.0
Senior Animal Control Officer	1.0	0.0	1.0	1.0
Supervisor I	3.0	3.0	3.0	2.0
Supervisor II	2.0	2.0	2.0	1.0
Supervisor III	0.0	1.0	1.0	1.0
Crime Analysis Unit Coordinator	0.0	1.0	1.0	0.0
Crime Analyst	0.0	2.0	1.0	0.0
Project Coordinator	0.0	1.0	1.0	0.0
System Developer II	1.0	1.0	1.0	1.0
System Developer III	1.0	1.0	1.0	1.0
POLICE COMMUNITY OUTREACH	83.5	89.5	80.5	69.0
TOTAL POLICE DEPARTMENT	350.5	352.5	352.5	342.0
Director of Public Works	1.0	1.0	1.0	1.0
Deputy Director of Public Works	0.0	1.0	1.0	1.0
Manager Technical Support	1.0	1.0	1.0	1.0
Engineering Technician I	0.0	0.0	0.0	0.0
Engineering Technician II	2.0	0.0	0.0	0.0
GIS Analyst	0.0	2.0	2.0	2.0
GIS Technician	2.0	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0	0.0
Manager Community Education	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	1.0	1.0
Project Administrator	1.0	0.0	0.0	0.0
Senior GIS Analyst	1.0	1.0	1.0	1.0
Solutions Architect	1.0	1.0	1.0	1.0
System Developer III	0.0	0.0	0.0	0.0
Technical Support Analyst II	1.0	2.0	2.0	2.0
User System Consultant II	1.0	1.0	1.0	0.0
PUBLIC WORKS ADMINISTRATION & TSG	14.0	15.0	15.0	13.0
Engineering Technician II	1.0	1.0	1.0	1.9
Engineer II	0.0	0.0	0.0	0.9
Manager Pavement Improvements	1.0	1.0	1.0	1.0
Project Engineer	0.0	0.0	0.9	0.0
Construction Inspector	0.0	0.0	0.9	0.0
PUBLIC WORKS CITYWIDE HALF-CENT SALES TAX	2.0	2.0	3.8	3.8
City Engineer	1.0	1.0	1.0	1.0
Business Services Manager	0.0	0.0	0.0	1.0
Accounting Specialist II	1.0	1.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Assistant City Engineer	1.0	1.0	1.0	0.0
Engineer I	0.0	0.0	0.0	0.0
Engineer II	4.0	4.0	3.1	3.1
Engineer III	1.0	1.0	1.0	1.0
Engineer in Training	0.0	1.0	1.0	0.0
Engineering Technician I	5.0	4.0	4.0	2.0
Engineering Technician II	5.0	5.0	4.1	4.1
Engineering Technician III	2.0	2.0	1.0	2.0
Management Analyst	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0
Right of Way Agent	1.0	1.0	1.0	1.0
PUBLIC WORKS ENGINEERING	24.0	24.0	21.2	20.2
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	1.0	1.0	1.0	1.0
HVAC Specialist II	0.0	0.0	0.0	0.0
Maintenance Worker I	6.0	6.0	6.0	2.0
Maintenance Worker II	5.0	4.0	2.0	3.0
Maintenance Worker III	2.0	2.0	4.0	3.0
Office Assistant III	1.0	0.0	0.0	0.0
Plumber	1.0	1.0	1.0	1.0
Program Coordinator	0.0	1.0	1.0	1.0
Supervisor II	1.0	1.0	1.0	1.0
PUBLIC WORKS FACILITIES, BUILDING & GENERAL SERVICES	20.0	19.0	19.0	15.0
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	0.0	0.0	0.0	0.0
Maintenance Worker III	0.0	0.0	0.0	0.0
Master Mechanic	7.0	7.0	7.0	7.0
Mechanic I	2.0	2.0	2.0	2.0
Mechanic II	6.0	6.0	6.0	6.0
Office Assistant II	1.0	0.0	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	22.0	22.0	22.0
Manager Forestry	1.0	1.0	1.0	1.0
Arborist I	3.0	4.0	4.0	4.0
Arborist II	2.0	2.0	1.0	0.0
Arborist III	2.0	1.0	2.0	3.0
Supervisor III	1.0	1.0	1.0	1.0
PUBLIC WORKS FORESTRY	9.0	9.0	9.0	9.0
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FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Manager Parking	1.0	1.0	1.0	1.0
Maintenance Worker II	4.0	4.0	4.0	3.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Assistant III	1.0	0.0	0.0	0.0
Office Specialist	0.0	1.0	1.0	1.0
Parking Control Officer I	4.0	4.0	4.0	3.0
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	0.0
PUBLIC WORKS PARKING ADMINISTRATION	14.0	14.0	14.0	11.0
Director of Street Maintenance & Traffic Operations	1.0	0.0	0.0	0.0
Deputy Director of Public Works	0.0	1.0	1.0	1.0
Street Operations Manager	0.0	1.0	1.0	1.0
Traffic Operations Manager	0.0	0.0	0.0	1.0
Assistant Superintendent Street Maintenance & Traffic Operations	1.0	1.0	1.0	0.0
Electronics Technician I	0.0	0.0	0.0	1.0
Equipment Operator	41.0	41.0	41.0	0.0
Equipment Operator I	0.0	0.0	0.0	1.0
Infrastructure Support Manager	4.0	4.0	4.0	4.0
Infrastructure Planner	0.0	1.0	1.0	1.0
Management Analyst	0.0	0.0	1.0	1.0
Manager Quality Assurance	2.0	1.0	1.0	0.0
Office Assistant I	1.0	1.0	0.0	0.0
Office Assistant II	2.0	0.0	1.0	0.0
Office Assistant III	0.0	1.0	1.0	0.0
Office Specialist	0.0	1.0	1.0	1.0
Street Maintenance Worker Trainee	0.0	0.0	0.0	11.0
Street Maintenance Worker	0.0	0.0	0.0	26.0
Street Maintenance Worker Senior	0.0	0.0	0.0	4.0
Senior Program Coordinator	2.0	2.0	1.0	1.0
STREET MAINTENANCE	54.0	55.0	55.0	54.0
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	2.0
Equipment Operator I	3.0	2.0	2.0	1.0
Equipment Operator II	2.0	3.0	3.0	2.0
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	10.0
TOTAL PUBLIC WORKS DEPARTMENT	173.0	173.0	172.0	158.0
Accountant I	0.0	0.0	0.0	0.0
Accountant II	1.0	1.0	1.0	1.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Administrative Officer	0.0	0.0	0.0	0.0
Asst Director Water Services	1.0	1.0	1.0	0.0
Business Services Manager	0.0	0.0	1.0	1.0
Business Support Analyst	2.0	2.0	1.0	1.0
Chemist	1.0	1.0	1.0	1.0
Class IV Water Plant Operator	5.0	5.0	5.0	5.0
Cross Connection Insp I	1.0	1.0	0.0	0.0
Director of Water Meter Svcs	1.0	1.0	1.0	1.0
Director of Customer Service	0.0	0.0	0.0	0.0
Director of Utilities Infrastructure	0.0	0.0	0.0	0.0
Director of Water Plant Ops	1.0	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	2.0	1.0
Engineering Technician II	2.0	2.0	0.0	1.0
Foreperson	13.0	13.0	14.0	16.0
Laboratory Technician	1.0	1.0	1.0	1.0
Leadperson	11.0	11.0	10.0	9.0
Manager Support	8.0	8.0	4.0	5.0
Manager Water Treatment Plant	1.0	0.0	0.0	0.0
Network Engineer III	1.0	1.0	0.5	0.5
Office Assistant II	11.0	11.0	11.0	11.0
Office Assistant III	9.0	9.0	8.0	7.0
Office Specialist	2.0	2.0	3.0	3.0
Senior Project Manager	0.0	0.0	0.0	0.0
Supervisor II	2.0	3.0	3.0	3.0
Supervisor III	0.0	0.0	4.0	4.0
Trade Inspector	0.0	0.0	1.0	1.0
Utilities Customer Service General Manager	0.0	0.0	0.0	1.0
Utility System Worker I	3.0	3.0	3.0	3.0
Utility System Worker II	24.0	28.0	20.0	20.0
Utility System Worker III	11.0	11.0	16.0	15.0
Water Inventory Specialist	1.0	1.0	1.0	1.0
Water Plant Operator	1.0	1.0	1.0	1.0
Water System General Manager	1.0	1.0	1.0	1.0
Utility Director	0.0	0.0	0.0	0.0
UTILITIES WATER	121.0	125.0	121.5	121.5
Engineer I	0.0	0.0	1.0	1.0
Engineer II	2.0	2.0	2.0	2.0
Engineer In Training	1.0	1.0	0.0	0.0
Environment Technician I	1.0	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

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
Manager Support	1.0	1.0	2.0	2.0
Office Assistant III	1.0	1.0	1.0	1.0
SW Permit Coordinator	1.0	1.0	0.0	0.0
WPC Equip Operator SL I	8.0	7.0	0.0	0.0
WPC Equip Operator SL II	0.0	0.0	0.0	0.0
WPC Equip Operator SL III	9.0	9.0	0.0	0.0
WPC Equipment Operator	0.0	0.0	6.0	8.0
WPC Insp & Verification Insp	0.0	0.0	2.0	2.0
WPC Senior Equipment Operator	0.0	0.0	8.0	6.0
WPC I&I / CCTV SL II	0.0	0.0	0.0	0.0
UTILITIES STORMWATER	26.0	25.0	25.0	25.0
Administrative Officer	1.0	1.0	1.0	0.0
Administrative Officer II	0.0	0.0	0.0	1.0
Asset Manager	0.0	0.0	0.0	1.0
Biologist	2.0	2.0	2.0	2.0
Business Service Manager	0.0	0.0	0.0	1.0
Deputy Utilities Director	1.0	1.0	1.0	3.0
Director of Business Services	1.0	1.0	1.0	0.0
Elec & Instrument Mechanic III	1.0	1.0	0.0	0.0
Electrician	0.0	0.0	2.0	2.0
Engineer II	0.0	0.0	0.0	0.0
Engineer III	2.0	1.0	2.0	1.0
Engineer In Training	0.0	0.0	0.0	0.0
Environmental Technician II	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	2.0	1.0
Manager Community Education	0.0	0.0	1.0	1.0
Manager Laboratory Operations	1.0	1.0	1.0	1.0
Manager Support	6.0	6.0	4.0	4.0
Manager WPC Operations	2.0	2.0	2.0	2.0
Network Engineer III	1.0	1.0	1.5	1.5
Office Assistant III	2.0	2.0	1.0	1.0
Program Coordinator	0.0	0.0	0.0	1.0
Senior Project Manager	1.0	1.0	0.0	0.0
Supervisor III	0.0	0.0	3.0	3.0
Utilities Director	1.0	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	2.0	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	3.0	3.0	2.0	2.0

FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2018	Adopted FY 2019	Adopted FY 2020	Proposed FY 2021
WPC Elect & Inst Mech - E&I SL II	0.0	0.0	0.0	0.0
WPC Electrician	1.0	1.0	0.0	0.0
WPC Equipment Operator	0.0	0.0	5.0	4.0
WPC Equip Operator SL I	4.0	4.0	0.0	0.0
WPC Equip Operator SL II	1.0	1.0	0.0	0.0
WPC Equip Operator SL III	6.0	6.0	0.0	0.0
WPC General Manager	1.0	1.0	1.0	0.0
WPC I&I/ CCTV SL II	2.0	2.0	0.0	0.0
WPC Insp & Verification Insp	0.0	0.0	2.0	2.0
WPC Maint Mechanic	0.0	0.0	9.0	10.0
WPC Maint Mechanic SL I	7.0	7.0	0.0	0.0
WPC Maint Mechanic SL III	5.0	5.0	0.0	0.0
WPC Plant Operator SL I	5.0	5.0	6.0	0.0
WPC Plant Operator SL II	1.0	1.0	1.0	0.0
WPC Plant Operator SL IV	12.0	12.0	0.0	0.0
WPC Senior Equipment Operator	0.0	0.0	7.0	8.0
WPC Senior Maint Mechanic	0.0	0.0	4.0	2.0
WPC Senior Wastewater Treatment Facility Operator	0.0	0.0	0.0	9.0
WPC Wastewater Treatment Facility Operator I	0.0	0.0	0.0	5.0
WPC Wastewater Treatment Facility Operator II	0.0	0.0	0.0	2.0
WPC Senior Plant Operator	0.0	0.0	10.0	1.0
UTILITIES WASTEWATER	75.0	74.0	77.5	77.5
TOTAL UTILITIES DEPARTMENT	222.0	224.0	224.0	224.0
Zoo Director	1.0	1.0	1.0	1.0
ZOO FINANCE	1.0	1.0	1.0	1.0
Education Specialist	1.0	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
Supervisor II	2.0	2.0	3.0	2.0
Zoo Keeper I	7.0	7.0	8.0	8.0
Zoo Keeper II	7.0	7.0	6.0	7.0
Zoo Registrar	1.0	1.0	0.0	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	4.0	2.0
Horticulturist	1.0	2.0	2.0	2.0
ZOO GUEST EXPERIENCE	1.0	2.0	0.0	2.0
TOTAL ZOO	24.0	25.0	25.0	25.0
CITY TOTAL FULL-TIME EQUIVALENT POSITIONS	1,192.5	1,198.5	1,194.5	1,162.0

GLOSSARY OF TERMS

ACCRUAL BASIS The recording of the financial effects on a government of transactions, events, and circumstances that have cash consequences for the government in the periods in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

AD VALOREM TAX A tax levied on the assessed value of both real and tangible personal property in proportion to the value of the property (also known as “property tax”).

ADMINISTRATIVE CHARGE Reimbursements to the General Fund for indirect costs incurred against General Fund budgets.

ALLOCATION Assigning one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other measures of use.

AMORTIZE To liquidate a debt, such as a mortgage or bonds payable, by installment payments or payments into a sinking fund, or to write off an expenditure by prorating it over a certain period of time.

APPRAISED VALUE The market dollar value given to real estate, utilities, and tangible personal property; established through notification, hearing and appeals, and certification process.

APPROPRIATION A legal authorization granted by a legislative body to make expenditures or incur obligations for specific purposes. An appropriation usually is limited in amount and the time period in which it may be expended.

ARBITRAGE With respect to municipal bonds issued on a tax-exempt basis, “arbitrage” is the incremental difference between the cost to the municipality of interest paid to bondholders at tax-exempt rates, and any interest earnings made by investing the bond proceeds at higher yields until the proceeds are spent. This “profit” is strictly limited by the Internal Revenue Service and must be paid over to the U.S. government.

ASSESSED VALUE Appraised value of property adjusted downward by a classification factor to determine the basis for distributing the tax burden to property owners.

ATTRITION A gradual or natural reduction in membership or personnel through retirement, resignation, or other means.

AUDIT A systematic collection and review of the sufficient, competent evidential matter needed to attest to the fairness of management’s assertions in the financial statements or to evaluate whether management has carried out its responsibilities.

BALANCED BUDGET A budget in which estimated expenditures equal estimated resources for financing.

BUDGET A plan of financial operation embodying an estimate, for a given period, of proposed expenditures and the related means of financing them. In practice, budget designates either the proposed financial operating plan presented to the appropriating governing body for adoption or the plan finally approved by that body.

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. A bond differs from a note in that a bond is issued for a longer period of time than a note and requires greater legal formality.

CAPITAL ASSET A tangible asset owned by a governmental unit, which has an initial cost of \$5,000 or more and a useful life of three years or more. Examples of capital assets include land, improvements to land, buildings, furniture, fixtures, and equipment.

CAPITAL IMPROVEMENT BUDGET (CIB) The CIB is the first three years of the five-year Capital Improvement Plan. Project budgets for projects in the CIB can be brought to the City Council for consideration throughout the year.

CAPITAL IMPROVEMENT PLAN A five-year plan beyond the capital budget year, which indicates projects being considered for each of those years. This plan allows departments to schedule projects over a five-year period anticipating future repairs and construction.

CAPITAL IMPROVEMENT PROGRAM (CIP) A capital improvement program is a long-range, multi-year plan of capital improvement projects. It is used in the development of annual operating and capital budgets, the Performance Management Program (strategic planning), and long-range financial plans. It provides the means for evaluating facility and infrastructure projects.

CAPITAL OUTLAY A category of accounts used to account for the authorization and expenditure of monies for the acquisition of capital assets, which are not properly recorded in a capital project fund.

CAPITAL PROJECT A project authorized by the Governing Body for the acquisition or construction of a major capital asset. Financial transactions of capital projects are recorded in capital project funds.

CAPITAL PROJECTS FUNDS Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital assets, other than those financed by proprietary funds and trust funds.

COMMODITIES ACCOUNT A category of accounts used to record the authorization and expenditure of monies for acquisition of tangible materials and supplies.

COMMUNITY IMPROVEMENT DISTRICT (CID) A CID allows a commercial property owner to petition the City to levy special assessments or impose up to an additional sales tax within a CID to fund eligible project costs. These costs may include infrastructure, design, engineering, and construction related activities.

CONTRACTUAL SERVICES ACCOUNT A category of accounts used to record the authorization and expenditure of monies for the purchase of services.

DEBT FINANCING The long-term borrowing of money by government or a business, usually in exchange for debt securities or a note, in order to obtain working capital or to retire other indebtedness.

DEBT SERVICE ACCOUNT A category of accounts which represent the authorization and expenditure of resources allocated for the payment of principal, interest, and related charges on long term bonded debt.

DEBT SERVICE FUND A Debt Service fund is used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

DEFICIT The amount by which a sum of money falls short of the required or expected amount; a shortage or loss. A deficit fund balance indicates that resources expected to be realized are less than expenditures expected to be made in that particular fund.

DEPARTMENT A major organizational unit of the administrative structure of the government, headed by an individual who reports directly to the City Manager and who has direct responsibility for the overall operation of the unit.

DEPLETION The use or consumption of a resource faster than it is replenished.

DIVISION An organizational unit of the Topeka government which is a subset of a department. Usually the division is a specialized operating unit with a specific area of responsibility, *i.e.*, patrol, traffic, and investigation are divisions in the Police department.

ENTERPRISE FUND A fiscal entity established to record the financial transactions of an enterprise operation. An enterprise operation is one which receives its revenues from fees charged for services rendered, operates like a private sector business, and focuses its financial accounting on capital preservation and income measurement. Included in Enterprise Funds are Proprietary and Internal Service Fund types.

ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) An integrated financial, human resources, and payroll system that facilitates the management of information for decision making and process improvement.

EXPENDITURES The term used in accounting for Governmental and Fiduciary Funds to describe decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of current assets, debt service, capital outlay and intergovernmental payments, such as grants and entitlements.

EXPENSES The term used in accounting for Proprietary Funds to describe outflows or other depletion of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the entity's ongoing major or central operations.

FIDUCIARY FUND Included in Fiduciary Funds are Trust and Agency fund types. Expendable Trust Fund types are accounted for like Governmental Funds. Non-expendable Trust Fund types are accounted for like Proprietary Funds. Agency Fund types are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

FISCAL YEAR A period of time, which is used to account for financial position and results of operations. The City of Topeka uses the calendar year as its fiscal year.

FRIENDS OF THE TOPEKA ZOO (FOTZ) Friends of the Topeka Zoo is a private organization that supports operations of the Topeka Zoo through volunteer activities and fundraising.

FULL-TIME EQUIVALENT (FTE) A position converted to the decimal equivalent of a full-time position based on 2,080 hours worked per year. For example, a part-time person working 20 hours per week, or 1,040 hours per year, would be the equivalent of 0.5 of a full-time position.

FUND A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE The total dollars remaining after current expenditures for operations and debt service for capital improvements are subtracted from the sum of the beginning fund balance and current resources.

FUND TYPES Three broad fund categories in governmental accounting are subdivided into eight generic fund types: General, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Service, Trust, and Agency. The eight generic fund types can be grouped together under three comprehensive fund designations: Governmental, Proprietary, and Fiduciary. Included in Governmental Funds are General, Special Revenue, Debt Service, and Capital Projects Fund types. Included in Proprietary Funds are Enterprise and Internal Service Fund types. Included in Fiduciary Funds are Trust and Agency Funds.

GENERAL FUND The Governmental Fund type used to account for all financial resources except those required to be accounted for in another fund.

GOALS General purposes towards which effort is directed; broad, issue-oriented statements reflecting organization priorities.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) The GASB is the independent private sector organization, formed in 1984, that establishes and improves financial accounting and reporting standards for state and local governments. Its seven members are drawn from a diverse constituency, including preparers and auditors of state and local government financial statements, users of those statements, and members of the academic community.

GASB 34 GASB 34 refers to Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* issued by GASB in June 1999. This statement establishes new financial reporting requirements for state and local governments throughout the United States. As implemented, it creates new information and restructures much of the information that governments have presented in the past.

GOVERNMENTAL FUND TYPES The generic fund types considered as Governmental Fund types are General, Special Revenue, Capital Projects, and Debt Service types.

GUIDELINE A suggested course of action that implements a policy.

INCOME A term used in Proprietary Fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

INTERNAL SERVICE FUND TYPES Internal Service Fund types are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis.

LEVEL DEBT SERVICE STRATEGY A strategy designed to maintain a level amount of resources from year-to-year devoted to paying debt service.

LEVY (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LONG-TERM PROGRAM The planning or time horizon that deals with events beyond the short-term and mid-term, typically from two to twenty years, though most often two to five or seven years.

MILL One one-thousandth of a dollar of assessed value. Property tax levy rates are expressed in mills.

MISSION A short statement describing the purpose of an organization and the direction it intends to take to achieve success.

MODIFIED ACCRUAL BASIS The modified accrual basis is the accrual basis adapted to the Governmental Fund type measurement focus. Under it, revenues are recognized when they become susceptible to accrual, that is when they become both “measurable” and “available to finance expenditures of the current period.” “Available” revenues are those that are collectible in the current period or within 60 days thereafter, which will be used to pay liabilities of the current period. Expenditures are recorded when the fund liability is incurred, except for debt service expenditures and the expenditures related to compensated absences and claims and judgments, which are recorded only when payment is due. All Governmental Funds and all Fiduciary Fund types except Agency Fund types are accounted for using the modified accrual basis of accounting.

MOODY’S INVESTORS AND STANDARD & POOR’S SERVICES Independent corporations that provides services such as credit ratings, research, risk analysis and financial information to the capital markets. Credit ratings and research help investors analyze the credit risks associated with fixed-income securities. Such independent credit ratings and research also contribute to efficiencies in fixed-income markets and other obligations, such as insurance policies and derivative transactions, by providing credible and independent assessments of credit risk.

OBJECT CLASS When used in relation to government payments or appropriations, refers to a portion of an account number that categorizes the transaction. For instance, object class “10” designates compensation to employees and object class “23” designates education and training services.

OBJECTIVE Specific targets designed to achieve a particular goal. An end toward which effort is directed and where resources are focused, usually to achieve an organization’s strategy.

OFFICE Usually refers to an elective or appointive position such as Mayor or City Manager, sometimes is used to refer to the physical location of the space in a governmental structure.

OTHER FINANCING SOURCES Governmental Fund general long-term debt proceeds, amounts equal to the present value of the minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets and operating transfers. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER PAYMENTS A category of accounts used to record authorizations and expenditures which cannot be included in any of the other object classes.

PAY-AS-YOU-GO Refers to requirements that new spending proposals on entitlements or tax cuts must be offset by cuts in other entitlements or by other tax increases to ensure that their enactment does not cause a deficit.

PERFORMANCE MEASURE A measurement of results or conditions, related to a program, which can be used to determine the degree of performance achieved.

PERSONNEL SERVICES A category of accounts used to record authorizations and expenditures for salaries, wages and other compensation, and benefits paid to employees.

POLICY A written statement stating an organization's official position on an issue.

PRACTICE A customary way of operation or behavior.

PROCEDURE A particular course of action intended to achieve a result.

PROGRAM A group of activities, operations, or organizational units directed at attaining specific purposes or objectives.

PROPRIETARY FUND TYPES The generic fund types considered as Proprietary are Enterprise and Internal Service fund types.

RETAINED EARNINGS An equity account reflecting the accumulated earnings of a Proprietary Fund.

REVENUE (1) Increases in the net current assets of a Governmental Fund types attributable to sources other than expenditure funds, residual equity transfers, general long-term debt proceeds, or operating transfers into the fund. (2) Increases in the net total assets of Proprietary Fund types from sources other than expense refunds, capital contributions, and residual equity transfers.

REVIEW PRINCIPLE An established principle, normally tied to policy that is referenced or relied upon when making decisions on recommended projects or activities.

SHORT-TERM INITIATIVE An organized and coordinated strategy to address needs, issues, or desires within the current cycle or period, typically one to two years.

SIGNIFICANT FEATURES An outline or statement that explains the changes in programming or personnel in a department.

SPECIAL REVENUE FUND TYPE This Governmental Fund type is used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

STAR BONDS STAR bonds are basically Tax Increment Financing (TIF) Bonds—see definition below—which have an additional source of revenue available to make the debt service payments. That source is state sales tax. STAR bonds can only be used for a “special bond project”, which is generally defined as a project that will have at least \$50 million of capital investment and \$50 million in projected gross annual sales revenue or be of regional or statewide importance.

TAX INCREMENT FINANCING (TIF) A method available to cities to create redevelopment districts, acquire property, and issue special obligation bonds and/or full faith and credit tax increment bonds for the financing of redevelopment projects. The philosophy behind TIFs is that the value of the real property and possibly business activity will increase. The debt service on the bonds is financed from the “increment” in property taxes, local sales taxes, or franchise fees.

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 expenditures for the various funds for the year 2021; and
(3) the Amounts(s) of 2020 Ad Valorem Tax are within statutory limitations.

		2021 Adopted Budget		
		Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:		Page No.		
Computation to Determine Limit for 2021		2		
Allocation of MVT, RVT, 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	117,414,293	29,759,750
Debt Service	10-113	8	32,713,979	16,161,094
Library	12-1220	8		
Special Liability	75-6110	9	2,897,309	793,732
Special Highway		10	6,997,098	
Special Alcohol & Drug		10	671,000	
Alcohol & Drug Safety		11	354,860	
Law Enforcement			690,921	
Transient Guest Tax			3,351,567	
Retirement Reserve			3,123,490	
KP&F Rate Equilization		12	369,596	
Neighborhood Revitalization		12	265,431	
Historical Asset Tourism		13	25,561	
Half Cent Sales Tax (JEDO)		13	22,135,873	
Half Cent Sales Tax (Street)		14	19,245,962	
Tax Increment Financing		14	1,250,000	
Court Technology		15	319,810	
Downtown Improvement		15	302,130	
Community Development		16	1,360,000	
Tourism Improvement		16	490,400	
Combined Utilities		17	87,367,445	
Public Parking		18	4,061,042	
Facilities		19	1,768,884	
Fleet		20	2,940,274	
IT		21	4,162,087	
Federal Funds Exchange		22	774,811	
Risk Funds		23	13,515,388	
Totals		XXXXX	328,569,211	46,714,576
				County Clerk's Use Only
Budget Summary		24		
Neighborhood Revitalization Rebate				
				Nov 1, 2020 Total Assessed Valuation

Tax Lid Limit (from Computation Tab)

Does the City need to hold an election?

48,837,254

NO

Topeka Metropolitan Transit Authority	Charter Ord. 118	9	5,476,000	4,947,063
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Assisted by: _____

Address: _____

Email: _____

Attest: _____, 2020

County Clerk

Angela Adkins
Governing Body

CPA Summary

ATTEST:

Brenda Younger
CITY CLERK
City of Topeka



NOTICE OF BUDGET HEARING

The governing body of
City of Topeka

2021

will meet on July 28, 2020 at 6:00 p.m. at the City Council Chambers, 214 SE 8th 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 the Office of the City Clerk, 215 SE 7th, Room 166, City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate *
General	94,610,219	24.612	96,495,636	25.196	117,414,293	29,759,871	25.260
Debt Service	41,595,545	14.341	21,880,507	13.994	32,713,979	16,161,094	13.717
Special Liability	894,069	0.777	1,207,918	0.578	2,897,309	793,732	0.674
Special Highway	7,397,185		6,802,358		6,997,098		
Special Alcohol & Drug	562,534		626,000		671,000		
Alcohol & Drug Safety	83,492		92,637		354,860		
Law Enforcement	600,294		690,921		690,921		
Transient Guest Tax	2,992,954		2,854,458		3,351,567		
Retirement Reserve	1,417,498		3,128,292		3,123,490		
KP&F Rate Equalization	29,380		29,380		369,596		
Neighborhood Revitalization			120,000		265,431		
Historical Asset Tourism	5,961				25,561		
Half Cent Sales Tax (JEDO)	14,108,754		21,240,815		22,135,873		
Half Cent Sales Tax (Street)	17,484,893		15,596,148		19,245,962		
Tax Increment Financing	237,739		1,250,000		1,250,000		
Court Technology	55,818		75,000		319,810		
Downtown Improvement	177,359		302,130		302,130		
Community Development	353,109		860,000		1,360,000		
Tourism Improvement	428,036		500,000		490,400		
Combined Utilities	72,262,693		72,443,501		87,367,445		
Public Parking	2,797,017		3,623,473		4,061,042		
Facilities	1,733,348		1,659,718		1,768,884		
Fleet	1,898,258		3,170,661		2,940,274		
IT	4,022,689		4,039,413		4,162,087		
Federal Funds Exchange	531,141				774,811		
Risk	13,515,388						
Totals	279,795,374	39.730	258,688,966	39.768	315,053,823	46,714,697	39.651
Less: Transfers	0		0		0		
Net Expenditure	279,795,374		258,688,966		315,053,823		
Total Tax Levied	49,790,112		50,272,151		XXXXXXXXXXXXXXXXXX		
Assessed Valuation	1,132,344,584		1,145,619,905		1,178,137,846		
Outstanding Indebtedness, January 1,	2018		2019		2020		
G.O. Bonds	207,935,000		211,025,000		208,325,000		
Revenue Bonds	159,950,000		199,720,000		215,420,000		
Other	40,931,608		34,176,327		28,838,659		
Lease Purchase Principal	3,691,113		2,741,449		2,074,681		
Total	412,507,721		447,662,776		454,658,340		

*Tax rates are expressed in mills

Tongka Metropolitan Transi	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of -1 Ad Valorem Tax	Estimate Tax Rate *
	5,069,904	4.200	5,330,843	4.200	5,476,000	4,948,143	4.200

Brenda Younger
City Official Title: City Clerk

20 YEAR PROPERTY TAX LEVY DIGEST

LEVY RATE	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
City of Topeka	32.447	33.129	33.224	32.391	30.653	30.747	32.457	32.682	32.592	32.849
Shawnee County	40.592	40.734	43.043	42.091	41.850	41.919	41.662	40.117	40.965	41.016
USD 501	52.563	47.769	46.198	54.007	53.295	53.367	53.423	54.740	54.429	54.301
Washburn University	3.312	3.314	3.308	3.313	3.313	3.314	3.315	3.316	3.316	3.317
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other	12.848	13.384	13.967	14.195	13.118	13.707	13.272	13.289	14.715	14.566
Total	143.262	139.830	141.240	147.497	143.729	144.554	145.629	145.644	147.517	147.549

LEVY RATE	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City of Topeka	32.928	35.838	39.736	39.733	39.809	39.927	39.920	39.730	39.768	39.678
Shawnee County	43.165	44.196	48.180	48.191	48.266	48.345	48.363	48.194	48.172	48.157
USD 501	56.307	56.319	56.320	52.536	50.869	50.869	50.702	50.754	50.754	49.716
Washburn University	3.298	3.318	3.319	3.322	3.266	3.275	3.250	3.229	3.233	3.249
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other	15.202	15.203	16.027	16.040	16.050	16.041	16.041	16.023	16.023	16.018
Total	152.400	156.374	165.082	161.322	159.760	159.957	159.776	159.430	159.450	158.318

Tax breakdown on a home appraised at \$100,000	
<u>Taxing Source</u>	<u>Amount</u>
City of Topeka	\$456.30
Shawnee County	\$553.81
USD 501	\$571.73
Washburn University	\$37.36
State of Kansas	\$17.25
Other*	\$184.21
Total Tax Bill	\$1,820.66

*Includes Airport Authority, Metro Transit and Library

Growth 2002-2021
22.3%
18.6%
-5.4%
-1.9%
0.0%
24.7%
10.5%

