



CITY OF TOPEKA

Budget Office
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Human Resources Department

Question: There are 31 vacant non-Union positions right now; out of how many positions?

Answer: In the management pay plan, there are about 252 non-union employees. The vacancy rate is about 10%.

Question: Is the \$100,000 recruiting budget for employee bonuses or something else?

Answer: HR will use the recruiting money to better market the open positions in the city. The city uses the website Indeed to recruit, but the HR department would also like to boost their recruiting ads. The city can make the ads more specific to the target audiences but that has a cost associated with it. HR is trying to ramp up their recruiting efforts to do more direct recruiting, but they don't have the budgetary means to do that within the current budget structure.

Question: Does the HR department ever outsource recruitment?

Answer: Typically, the HR department does not. The HR department has done it in the past for department head level positions such as Police Chief and Fire Chief. The HR department has tried to do recruitment internally.

Question: Is outsourcing recruitment something the HR department would explore? Do you need authorization from the Governing Body to do so?

Answer: The HR department would have to have an RFP specific to do that. The city left a sentence in the City Manager RFP to open outsourcing recruiting for other positions if needed.

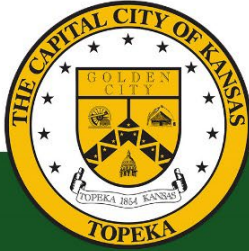
Question: Why were the cities in the compensation study chosen as comparable cities when they are so much larger than Topeka in population? Why include 4 zoos as something to compare to when we don't operate the Topeka Zoo anymore?

Answer: When the city changed the zoo arrangement, individuals that were eligible to retire under the KPERS retirement system had the option of staying with the city. The City has three employees that work for the zoo and as a result of that, those specific zoo positions were compared to the zoos that were listed among those 18 cities. To get a good comparable set of cities we had to utilize other cities that might be larger than ours in population. We were looking operationally to get a good comparison set for every position.

Question: This presentation was the executive summary of the report, is the full report available to the Governing Body?

Answer: The full report the City received was emailed to the governing body on Friday. The PowerPoint presentation during the city council meeting went over the highlights of the report and the recommendations.

Question: The compensation study encompassed 18 cities in total, do we have a list of those cities?



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Answer: Yes, the study was position specific. For example, if Independence, MO didn't run a water division, the study wouldn't have used that city when analyzing a field operations supervisor position. All the comparable organizations include: Independence, MO; Kansas City, MO; Lawrence, KS; Lenexa, KS; Lincoln, NE; Manhattan, KS; Olathe, KS; Omaha, NE; Overland Park, KS; Shawnee, KS; Sioux City, IA; Wichita, KS; Kansas City Zoo, Rolling Hills Zoo; Sedgwick County Zoo; (zoos were only used for the few zoo positions in Topeka, which includes animal care manager and veterinarian); Shawnee County, KS; State of Kansas; and Wyandotte County Unified Government Kansas City.

Question: Are the recommendations for pay increase in this report included in the budget?

Answer: Yes, we have a 10% pool in the 2023 operational budget. It is not allocated to specific individuals; it is a pool across the board. If the budget is approved by the governing body, we expect to reallocate that pool into departments, once the analysis is completed.

Question: Has the city had a 1% increase for our employees since 2017?

Answer: The overall pay plan since 2017 has only been adjusted by 1.5%. Individual employees through the 2021 budget year received the 1% across the board increase and 2022 also received a 1% across the board increase. But the salary schedule itself has only been adjusted by 1.5% since 2017.

Question: What is inflation currently running at?

Answer: It is currently running at about 8 points. The city has experienced about 20% inflation since January 1, 2017.

Administrative and Financial Services Department

Question: Why didn't the city backfill the Budget Director position? Is the Finance Director taking that on as part of their job or how is the budget getting accomplished?

Answer: The Budget Director position was replaced by two new Senior Financial Analyst positions.

Question: Can the Governing Body get an update on how the Grants Administrator work has been? How successful have they been?

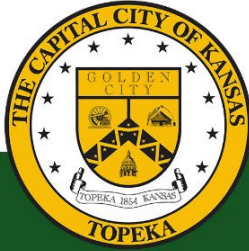
Answer: Yes, the Quarter 2 financial report will be presented at the next governing body meeting, and the finance department have a report prepared for the Mayor on the grant administrator activities. We will share that data at the August 16 city council meeting.

Executive Department – City Manager's Office

Question: Another Senior Executive Assistant was added? Who is that the assistant for?

Answer: That Assistant position is transitioning over to the Community Engagement department and will take over the Executive Assistant duties. The position will also take over the Ombudsman role.

Question: Is the addition of the Blight Crew Member FTEs due to the Changing Our Culture of Property Maintenance program?



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Answer: The City has lost an inmate crew with the Department of Corrections. The city had to look at the option to maintain blight control so we're adding two full-time employees that will be doing Blight remediation.

Question: Why are these additional Blight FTEs under the City Manager's Office?

Answer: The blight employees will work out of Community Engagement because they will be paid out of different funds that are federal funds. They will be able to do blight remediation within the NIAs because they are funded through those federal dollars.

Question: Does the addition of Blight Crew Members help to fill some of the vacancies that the city has had in code?

Answer: No, these are new positions that will be doing blight remediation through Community Engagement and they will be assigned to the NIAs because of the funding. There will be no additional dollars used; the same amount of dollars used to fund the inmate crew will be used for these two positions.

Question: Are the Blight Crew Members seasonal positions or year-round?

Answer: They will be year-round. Because of the blight situation in the City of Topeka, we need to have these new employees work all year long.

Question: Please explain what the Blight Crew Members will be doing. Going around cleaning up? We won't have a jail crew at all?

Answer: The two new positions will only be dealing with blight. We still have other inmate crews but not for blight remediation because the Department of Corrections is reducing the number of crews available to us.

Question: Has the new HR investigator position been hired yet?

Answer: No, the city is getting ready to post the job this week. The HR investigator is the IPA position but will also include some internal investigations. The city won't have to refer requests out to a third party investigator to do follow ups with the new HR investigator position.