



# **City of Topeka Proposed Budget FY 2022**

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



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

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## 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.

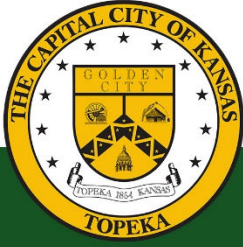
**TRANSPARENCY:** We provide access to the public to timely and reliable information on decisions and performance.





# Budget Overview

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



# CITY OF TOPEKA

Brent Trout  
City Manager  
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June 23, 2021

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 2022 (FY22) Proposed Budget for your review. The FY22 Proposed Budget keeps the City's overall mill levy rate flat and supports the priorities of policy-makers. The General Fund (GF) revenues included in the FY 22 Proposed Budget assume the Governing Body will vote to hold a public hearing in September to consider surpassing the Revenue Neutral Rate (RNR) established under Kansas Senate Bill 13 and House Resolution 2104. The FY22 Proposed Budget includes an estimated \$339 million in expenditures City-wide.

My instructions to the finance team were to develop a structurally sound budget that supported current service levels. Maintaining the mill levy for the ninth consecutive year, but exceeding RNR, allows the City to capture approximately \$1 million in additional property tax created mainly by growth in the City's tax base. Exceeding the RNR is recommended to maintain the service levels city-wide as proposed salary for the Fire and Police departments, along with additional funding for blight remediation, equate to approximately \$1.27 million. Budget cuts will be necessary if the Governing Body chooses not to exceed the RNR.

The FY22 Proposed Budget continues to support the budget priorities established by the Governing Body: Investing in infrastructure, continuing a commitment to developing neighborhoods, continuing commitment to public safety, selected strategic investment toward quality of life, and improving fiscal sustainability.

## **General Fund**

The GF is the City's largest single fund. It represents approximately one-third of the city-wide budget with total planned expenditures of \$98 million for FY22—a 2.2% increase from the 2021 Adopted Budget. Since 2014, revenues have not kept pace with expenditure growth. On average, GF expenditure growth has outpaced overall revenue growth. For the last full year's historical numbers, FY20, property and sales tax collectively make up two-thirds of the General Fund's revenue.

The FY22 Proposed Budget reflects an increase in property tax over the FY21 Adopted Budget by approximately \$1 million. This growth is driven by the City's expected strong assessed real estate valuation growth (\$30 million or 2.86%) compared to FY21. The dollars generated by the valuation growth support a flat mill levy while also capturing the additional revenue created by the increased taxable value. To capture the valuation growth and keep service levels flat, however, the Governing Body must elect to exceed the RNR.

Sales and compensating use tax is economically sensitive and challenging to forecast. The City has experienced volatility in the category over the last several years. Sales tax is budgeted to be 9.9% higher than the FY21 Adopted Budget and 5.2% higher than FY20 Actuals. The FY21 Adopted Budget was developed during the unprecedented period following the public health emergency declaration when significant uncertainties loomed over both the national and local economies. However, the local economy proved to be far more resilient than initially anticipated. As a result, the current FY21 sales tax projection reflects a higher year-over-year growth. The FY21 Proposed Budget assumes that FY21 will reflect a 3% drop compared to FY20, and that FY22 will grow 2.9% from the revised FY21 expectations. The largest growth area is expected to occur in the compensating use tax category due to more online transactions and more active collection of this revenue by the State.

Other major revenue trends are incorporated and reflected in the FY22 Proposed GF Budget. Interest earned on idle funds is projected to be flat to the currently projected FY21 year-end results as the Federal Reserve has maintained interest rates at historically low levels. The FY22 Proposed Budget for franchise fees decreased by \$1.1 million from the FY21 Adopted Budget.

Personnel costs represent the largest portion of the GF budget at \$76.7 million, or 78% of total GF expenditures. Personnel costs, including wages and benefits, have seen a 0.4% increase compared to the FY21 Adopted Budget. The personnel budget includes the information contained in each finalized union contract along with assumptions regarding any contract in active negotiation. Non-union, management, and executive staff wages reflect an increase of 1% over FY21. Healthcare rates are estimated to increase by 4% in FY22 as compared to FY21. The budget book reflects the reorganization of the Neighborhood Relations Department (NRD). The NRD previously had three divisions which are now a part of Planning, Police, and the Executive Department. Electricity, gas, and solid waste expenses are combined into the Public Works

Department instead of the previous practice of budgeting into each operating department. The FY22 Proposed Budget also reflects the recently approved License and Management Agreement between the City and the Friends of the Topeka Zoo (FOTZ) to manage the Topeka Zoo and Conservation Park.

The FY22 Proposed Budget relies significantly on cost containment in non-payroll categories to balance the General Fund without raising the mill levy.

### **Other Major Funds**

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

- **Utility Funds**

The Combined Utilities Fund includes Water, Wastewater, and Stormwater. Budgeted expenses exceeded revenue in FY21 and are projected to do so again in FY22 through the usage of reserves. The Water, Wastewater, and Stormwater budgeted revenue reflects the approved rate increases for consumers.

- **Internal Service Funds**

Internal Service Funds, including Information Technology, Fleet, and Facilities, are funded through fees to City departments throughout City funds. Departmental charges for Information Technology, Fleet, and Facilities Funds are flat to the FY21 Adopted Budget. A change from the FY21 budget is how the City budgets for utilities such as electricity, natural gas, water, solid waste disposal, and sewer service. It is expected with more active management of these types of expenses that the City will have a better opportunity to recognize savings.

- **Risk Funds**

The Risk Management, Health, and Insurance Funds are routinely evaluated to ensure that they reflect current expectations. The City experienced a significant property insurance increase at the beginning of FY20, continuing for FY21. FY22 anticipates a 7% increase over the FY21 budget.

- **Save our Streets and Countywide Half-Cent Sales Tax Funds**

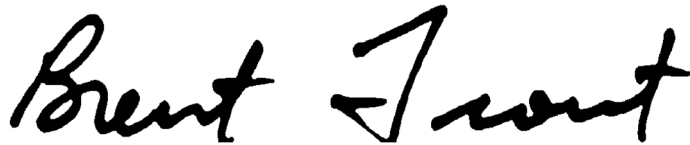
The City levies a half-cent sales tax for street, curb, gutter, and sidewalk replacement. The FY22 Proposed Budget reflects the approved 2022-2031 Capital Improvement Plan (CIP).

## **Budget Review**

The FY22 Proposed Budget includes a revenue and expenditure overview, summaries of each department followed by descriptions, key performance metrics, goals and accomplishments, and a four-year budget history for each program or division within each department. It is organized following the Governing Body's 2022 Budget Priorities. Summaries of budgeted funds and a four-year record of adopted budgeted full-time equivalent positions are included in the back of the book.

The FY22 Proposed Budget follows the Governing Body Budget Priorities direction to maintain current service levels within existing resources. Modest revenue growth, increases in crucial expenditure categories, and deferred capital maintenance continue to challenge the Proposed Budget and the City's long-term financial health. City management is attuned to these challenges and will continue working to assist the Governing Body to implement long-term, sustainable solutions.

Respectfully submitted,

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

Brent Trout  
City Manager

# 2021 Budget Calendar

**June 15:** County Clerk calculates revenue neutral rate (RNR); notifies City. (HB 2104, §11)

**June 17:** Budget to City Manager

**June 23:** City Manager releases budget to Governing Body (GB)

**July 6:** Budget Discussion (GB Meeting)

**July 10:** GB Budget Workshop (Saturday)

**July 13:** GB Budget Workshop (GB Meeting)

## **OPTION 1: (Adopt Budget that Exceeds RNR)**

GB passes Resolution notifying the County Clerk of proposed intent to exceed the RNR. GB sets date, time, and location of public hearing and proposed tax rate. Public hearing set for September 7, 6 p.m., in Council Chambers.

**July 20:** GB notifies County Clerk of proposed intent to exceed RNR. City provides date, time, and location of public hearing and proposed tax rate. Public hearing set for September 7, 6 p.m., in Council Chambers. [HB 2104, §11(b)(2)]

**August 23:** Notice of GB's Proposed Intent to exceed RNR published in Metro News and posted on City website. Notice includes: proposed tax rate, RNR, date, time, and location of public hearing. [HB 2104, §11(b)(1)] Notice must also provide details for the budget hearing required by K.S.A. 79-2929.

**September 7:** Public hearing to consider comments for adopting a budget that exceeds the RNR and a budget that adopts the RNR rate. (HB 2104 requires a public hearing between August 20 and September 20 if intent is to exceed the RNR) [HB 2104, §11(b)(3)]

GB votes to adopt ordinance that (1) exceeds the RNR; and (2) adopts a budget exceeding the RNR. [HB 2104, §11(b)(4)] [Alternatively, GB can pass resolution exceeding the RNR after the public hearing. The budget ordinance exceeding the RNR can be passed at a later date (i.e. September 14, 21).

**October 1:** Budget submitted to County Clerk. [HB 2104, §11(d)]

## **OPTION 2:**

### **(Adopt Budget with an RNR)**

**July 26:** Notice of public hearing published in Metro News, with budget summary and tax rate. [K.S.A. 79-2929]

**August 10:** Public hearing. Budget adopted.

**August 20:** Budget submitted to County Clerk. (KSA 79-1801 requires submission by August 25).

GB does not pass budget exceeding RNR  
GB passes budget that adopts RNR.

## Council Budget Priorities

As required by the Topeka Municipal Code 3.05.050, on May 18<sup>th</sup>, 2021 the Governing Body adopted and approved priorities and objectives to guide the budget preparation process for fiscal year 2022. 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

*Specific Departments: Public Works & Utilities*

- Master planning for all facilities (including offices, parking garages, fire stations, law enforcement center, public works and utilities), itemizing priorities for citizens, City, building needs and cost-effectiveness, to be developed by year-end 2021
- Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys
- 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

### 2. Continuing a Commitment to Developing Neighborhoods

*Specific Departments: Planning and Development, Police, Fire, Public Works, and Executive*

- Continue engaging with neighborhoods to solicit and develop unique solutions to neighborhood-specific issues
- Continue Community Policing efforts
- 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 improvement on neighborhood infrastructure including street maintenance, sidewalks, alleys, street lighting, street cleaning, and snow removal
- Continue to identify opportunities to create, engage and foster neighborhood improvement associations
- Continue to work towards funding the Housing Trust Fund

### 3. Continuing a Commitment to Public Safety

*Specific Departments: Fire, Police, Human Resources, and Municipal Court*

- 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

#### **4. Selected Strategic Investments toward Quality of Life**

*Specific Departments: Executive, Human Resources, Planning and Development, and Finance*

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

#### **5. Improving Fiscal Sustainability**

*Specific Departments: City Council, Executive, Finance, Human Resources, Information Technology, and Legal*

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

## GOVERNING BODY



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

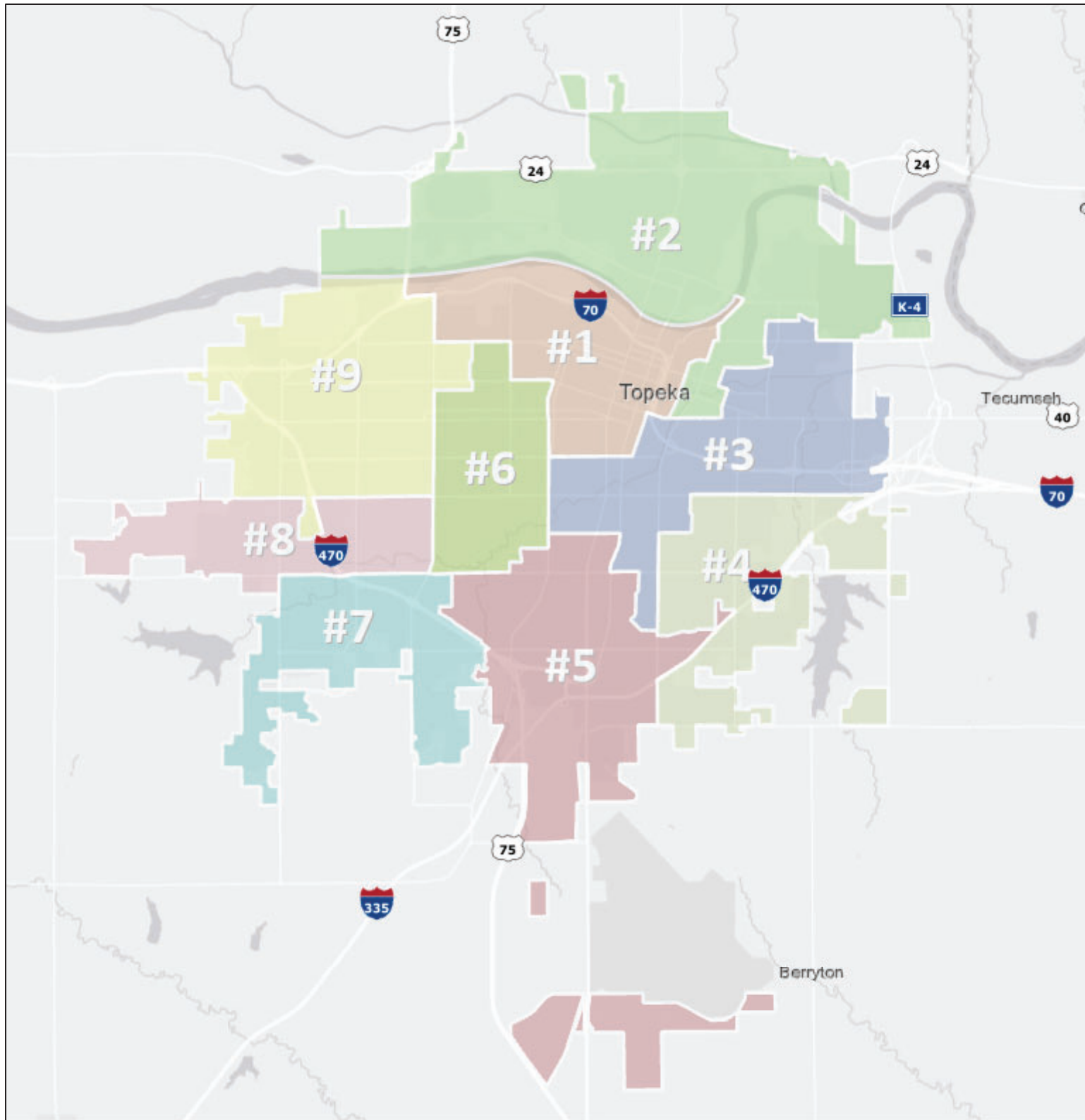
The City is governed by a ten-member Governing Body, including a directly elected Mayor and a nine-member City Council, elected by district. Governing Body members serve 4-year staggered terms. A City Manager, appointed by the Governing Body, is responsible for the implementation of the Governing Body's 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
Council Districts	7
1	8
2	9
3	
4	
5	

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# EXECUTIVE LEADERSHIP

## CITY MANAGER'S OFFICE

**Brent Trout**  
City Manager

**Bill Cochran**  
Chief of Staff

## Department Directors

**Jessica Lamendola**  
Administrative &  
Financial Services

**Jacque Russell**  
Human Resources

**Mark Biswell**  
Information  
Technology

**Lisa Robertson**  
Legal

**Judge Karan Thadani**  
Municipal Court

**Bill Fiander**  
Planning &  
Development

**Bryan Wheelles**  
Interim Chief of  
Police

**Braxton Copley**  
Utilities

**Chief Craig Duke**  
Fire Chief

**James Jackson**  
Public Works



## City of Topeka 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 2020, Topeka is the fourth largest city in Kansas behind Wichita, Overland Park, and Kansas City. The land within the city covers about 61.4 square miles. The estimated population of Shawnee County, where Topeka is located, for 2020 is 175,599; a one percent decline from a 2010 population of 177,934. Topeka is home to The State Capitol complex, which includes the Capitol Building, the Kansas Judicial Center, and several state office buildings located within the City. Additionally, the State of Kansas is the largest employer in the City of Topeka employing approximately 7,600 people as of 2020. Other notable employers include Evergy, Stormont-Vail HealthCare, Topeka Unified School District #501, BlueCross BlueShield of Kansas, and Burlington Northern Santa Fe Railway. There are roughly 100 women to every 92 men (52% to 48%), and the racial makeup of the City is approximately 78.4% White, 10.5% African American, 4.4% identify as multiracial, 1.1% American Indian, 1.8% Asian, 0.1% Native Hawaiian or Other Pacific Islander, and 3.8% identify as an unlisted race. About 15% of the City's population identifies as Hispanic or Latino/a. Approximately 90% of residents are high school graduates or higher--which is higher than the U.S. rate of 88%. The median household income in 2019 dollars was \$47,999 while the per-capita income was \$27,698.<sup>1</sup>



### 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.<sup>2</sup>

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

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<sup>1</sup> <https://www.census.gov/quickfacts/topekacitykansas>

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



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.<sup>3</sup>

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.<sup>4</sup>



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.<sup>5</sup> 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.<sup>6</sup> 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.<sup>7</sup> Forbes Air Force Base was established during the war, and the Goodyear Tire & Rubber Company opened a plant in 1944.<sup>8</sup>

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.<sup>9</sup> The attraction of the Hallmark Card and DuPont (now Innovia Films) plants and

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

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

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

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

<sup>7</sup> "Topeka, Kansas – Free-State Capitol." Legends of America, accessed October 8, 2019, <https://www.legendsofamerica.com/topeka-kansas/3/>.

<sup>8</sup> "The History of Forbes Field AKA—Forbes AFB, KS." (February 2015). Accessed at: <https://wingsoverkansas.com/history/history-forbes-field-aka-forbesa-ks/>

<sup>9</sup> Interstate Commerce Commission Reports: Decisions of the Interstate Commerce Commission of the United States. US Government Printing Office, 1954.

other manufacturing company expansions were important in keeping the economy diverse.<sup>10</sup> 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.<sup>11</sup>

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.<sup>12</sup> MARS is in the process of a \$30 million upgrade to the Topeka plant.<sup>13</sup> The Everygy Plaza in the heart of downtown Topeka was established in spring of 2020.<sup>14</sup>

In 2019 Topeka was chosen by Walmart to build its largest distribution center in Kansas. Walmart will invest \$200 million and create 300 full-time jobs at the new Topeka location.<sup>15</sup>

## Form of Government

Topeka has operated under four forms of government since its founding. From 1857 until 1910, the City was governed by the Mayor-Council plan. The commission form of government was adopted in 1910, and it remained in effect until 1985 when the Strong Mayor-City Council-Chief Administrative Officer (CAO) plan was adopted.

On November 2, 2004, the voters adopted a Council-City Manager plan. 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. Topeka voters had previously rejected city manager plans during elections in 1929, 1952, 1962, 1964 and 1969.



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p.700

<sup>10</sup> "Topeka History." Topeka Partnership. Accessed October 7, 2019. <https://www.topekapartnership.com/live/topeka-history/>.

<sup>11</sup> 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>.

<sup>12</sup> BF Staff, "Logistics & Distribution: Delivering The Goods In A Real-Time Economy," Business Facilities - Area Economic Development, Site Selection & Workforce Solutions, June 19, 2019

<sup>13</sup> Nick Viviani, "Mars Announces \$30 Million Investment in Topeka Plant," WIBW

<sup>14</sup> Opening March 2020." Everygy Plaza Topeka. <http://everygyplaza.com/>.

<sup>15</sup> Kansas Picked for \$200M Walmartr Distribution Center. Business Facilities. [Businessfacilities.com](http://Businessfacilities.com)



## Educational Facilities

Topeka and Shawnee County are served by five public school districts that offer a wide variety of quality educational programs to more than 26,000 students. Additionally, a number of private schools provide educational alternatives to both elementary and secondary students.

Topeka also enjoys the presence of Washburn University. With an enrollment of 5,894 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.



## Topeka's City Manager

Brent Trout was selected to be the City Manager of Topeka, Kansas in August of 2017. Prior to being selected for the Topeka position, Trout served for more than a decade as the City Administrator for the City of Mason City, Iowa. 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 34th year of working within local government, he began his career in 1987 as an intern for the City of Des Moines, Iowa 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 healthcare for patients. 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. 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 an 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
- 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
- “Choose Topeka” economic incentive offering Up to \$10,000 in funds for renting in the first year, up to \$15,000 in funds for home purchase for individuals willing to relocate to Topeka

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 Ten Employers (2020)		
Top Employers	Number of Employees	Percent of Total City Employment
State of Kansas	7,600	7.34%
Stormont-Vail Health Care	3,611	3.49%
Evergy/Westar Energy	2,400	2.32%
USD #501	2,341	2.26%
Midwest Health	2,000	1.93%
BNSF Railway Company	1,931	1.87%
Goodyear Tire and Rubber Co.	1,600	1.55%
BlueCross BlueShield of Kansas	1,569	1.52%
Collective Brands (Payroll Shoe Source)	1,500	1.45%
University of Kansas Health Systems - St. Francis Campus	1,320	1.28%
<b>Total of Top Ten</b>	<b>25,872</b>	
<b>Total Employment</b>	<b>103,525</b>	

Source: GO Topeka & Ks Dept Labor, Topeka Chamber of Commerce 3rd Quarter 2020

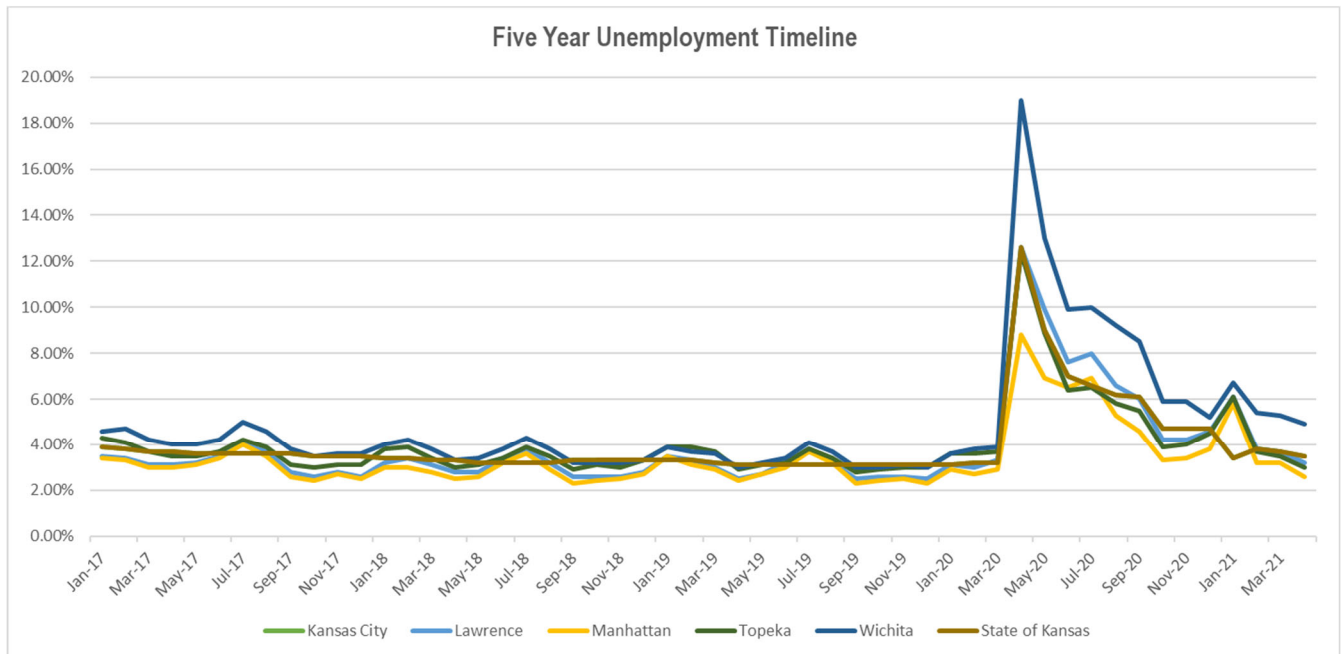
Top Ten Taxpayers (2020)		
Taxpayers	Taxable Assessed Value	Percent of Total Taxable Assessed Value
Evergy Kansas Central Inc.***	\$ 77,622,994	5.955%
Walmart Properties and Sam's Club	\$ 15,263,022	1.171%
Burlington Northern/Sante Fe/Utility***	\$ 13,497,543	1.036%
Target Corporation	\$ 12,681,500	0.973%
Kansas Gas Service/Utility***	\$ 11,722,508	0.899%
Resers Fine Foods Inc	\$ 9,466,228	0.726%
Westridge Mall LLC	\$ 9,456,793	0.726%
Blue Cross/Blue Shield/Ks Hospital Serv/Insurance	\$ 7,496,999	0.575%
Big Heart Pet Brands	\$ 7,254,897	0.557%
Frito Lay/Manufacturing	\$ 7,178,132	0.551%
<b>Total of Top Ten</b>	<b>\$ 171,640,616.00</b>	
<b>Total Assessed Value of City</b>	<b>\$ 1,303,411,607</b>	

Source: Shawnee County Clerk 2020 Tax Roll

\*\*\* State Assessed

## Unemployment

The overall unemployment rate in Topeka is similar to state and national rates. The unemployment rate is a measure of prevalence of unemployment and is calculated as a percentage by dividing the number of unemployed individuals by all individuals currently in the labor force or actively seeking employment and willing to work. Data can be found on the Bureau of Labor Statistics Website.

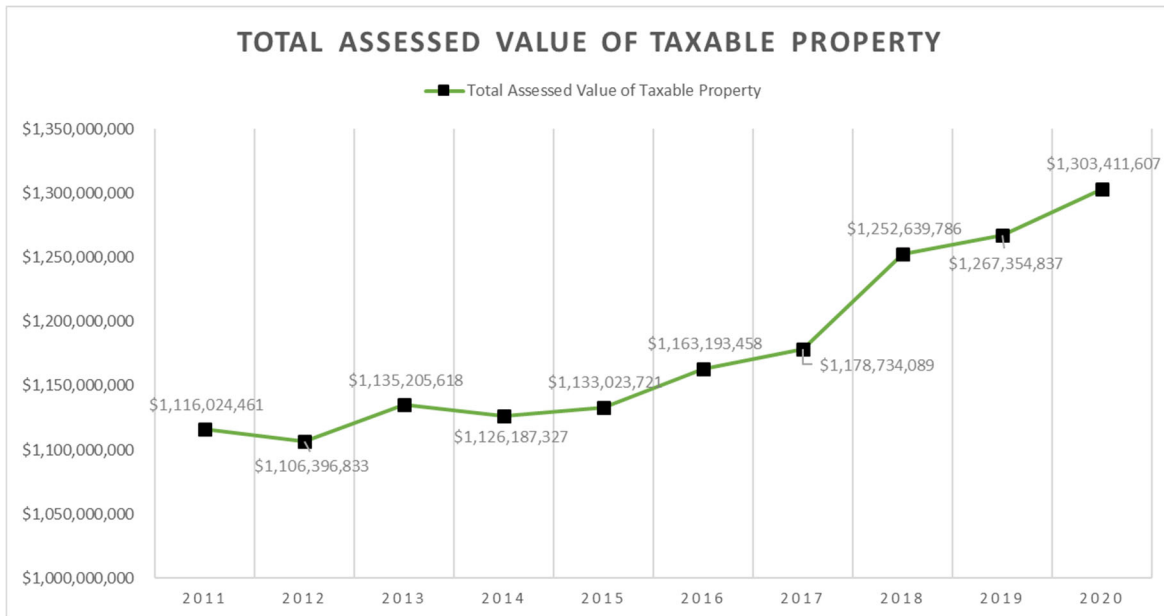


Between March and April of 2020, the unemployment rate more than tripled in each of the shown regions, largely due to the effects of the COVID-19 pandemic. The City reached a peak of 12.4% in April 2020, and that number has declined down to 3% as of April 2021.

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

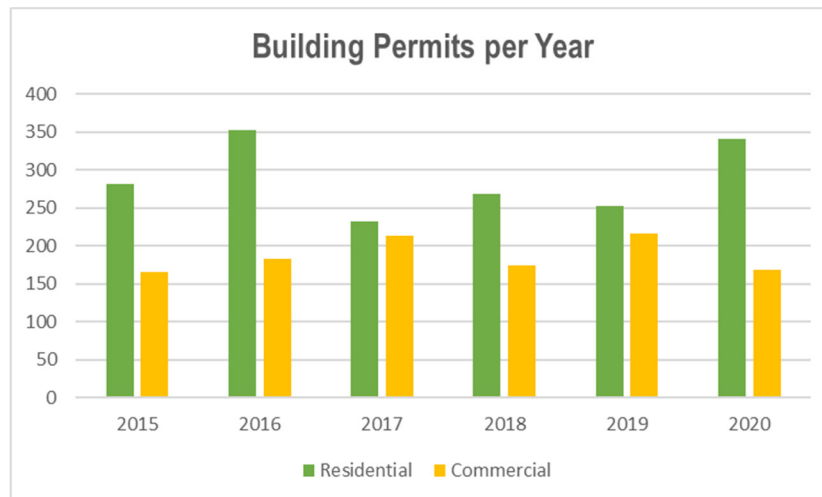
- Topeka's workforce is deep, diverse, well-educated, and well-paid
- Six quality K-12 districts cover the City
- Strong vocational/technical offerings
- Presence of and partnerships with Washburn University improve the capability of local workforce

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

One area of local economic activity that the city measures is building permits. Building permits are issued for new residential, three or more family units, duplexes, new commercial, residential addition, commercial addition, and five or more family. Building Permits are used as a tool to measure the amount of new construction in the community, which in turn increases the assessed valuation of the City.



## Reviewing the City Budget

The City budget is one of the most important policy documents adopted by the Governing Body 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 2022 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 follow 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 2022, 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 Fund operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the 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 use funding from 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 fulfill the goals within each focus area during FY 2022.



## Council Budget Priorities

As required by the Topeka Municipal Code 3.05.050, on May 18<sup>th</sup>, 2021 the Governing Body adopted and approved priorities and objectives to guide the budget preparation process for fiscal year 2022. 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

*Specific Departments: Public Works & Utilities*

- Master planning for all facilities (including offices, parking garages, fire stations, law enforcement center, public works and utilities), itemizing priorities for citizens, City, building needs and cost-effectiveness, to be developed by year-end 2021
- Establish long term, comprehensive solutions for all City infrastructure including streets, utilities, facilities, and alleys
- 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

### 2. Continuing a Commitment to Developing Neighborhoods

*Specific Departments: Planning and Development, Police, Fire, Public Works, and Executive*

- Continue engaging with neighborhoods to solicit and develop unique solutions to neighborhood-specific issues
- Continue Community Policing efforts
- 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 improvement on neighborhood infrastructure including street maintenance, sidewalks, alleys, street lighting, street cleaning, and snow removal
- Continue to identify opportunities to create, engage and foster neighborhood improvement associations
- Continue to work towards funding the Housing Trust Fund

### 3. Continuing a Commitment to Public Safety

*Specific Departments: Fire, Police, Human Resources, and Municipal Court*

- 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

#### **4. Selected Strategic Investments toward Quality of Life**

*Specific Departments: Executive, Human Resources, Planning and Development, and Finance*

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

#### **5. Improving Fiscal Sustainability**

*Specific Departments: City Council, Executive, Finance, Human Resources, Information Technology, and Legal*

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

## Expenditure Detail

Fund	2022 Proposed Expenditures
General Fund	\$98,072,190
Downtown Business Improvement (BID)	\$388,234
Court Technology	\$314,889
Special Alcohol	\$671,000
Alcohol & Drug Assess. and Referral Prog.	\$242,277
Law Enforcement	\$1,529,812
Special Liability	\$3,005,682
Topeka Tourism Bus.Improvement Dis.	\$436,036
Transient Guest Tax	\$3,500,398
Retirement Reserve	\$4,178,658
KP&F Equalization	\$0
Neighborhood Revitalization	\$83,136
Historic Preservation Fund	\$16,781
Countywide Half Cent Sales Tax (JEDO)	\$24,180,188
Special Highway (Motor Fuel)	\$6,596,508
Citywide Half Cent Sales Tax	\$31,927,085
Tax Increment Financing	\$1,250,000
Community Improvement Districts (CID)	\$1,860,000
Debt Service	\$19,999,297
Parking	\$3,963,901
Information Technology	\$4,350,310
Fleet	\$3,031,099
Facilities	\$1,770,299
Water	\$43,839,413
Stormwater	\$10,453,689
Wastewater	\$37,248,313
Insurance	\$2,566,106
Worker's Comp	\$2,191,785
Health Insurance	\$16,003,167
Risk Management Reserve	\$1,500
Unemployment	\$131,134
Federal Funds Exchange	\$774,811
HUD Grants	\$7,876,282
Other Grants	\$806,171
Metro Transportation Authority	\$5,737,558
<b>Totals</b>	<b>\$338,997,708</b>

<b>General Fund Departments      2022 Proposed Expenditures</b>	
City Council	\$372,105
Executive	\$1,828,481
Legal	\$1,131,204
Admin and Finance	\$2,523,345
Municipal Court	\$1,736,312
Human Resources	\$1,260,003
Mayor	\$143,512
Non Departmental	\$1,999,712
Zoo	\$1,973,310
Fire	\$30,113,343
Police	\$42,959,740
Public Works	\$8,653,501
Park and Recreation	\$629,894
Planning	\$2,747,726
<b>Total General Fund</b>	<b>\$98,072,190</b>

## Expenditure Summary: By Fund 4-Year History

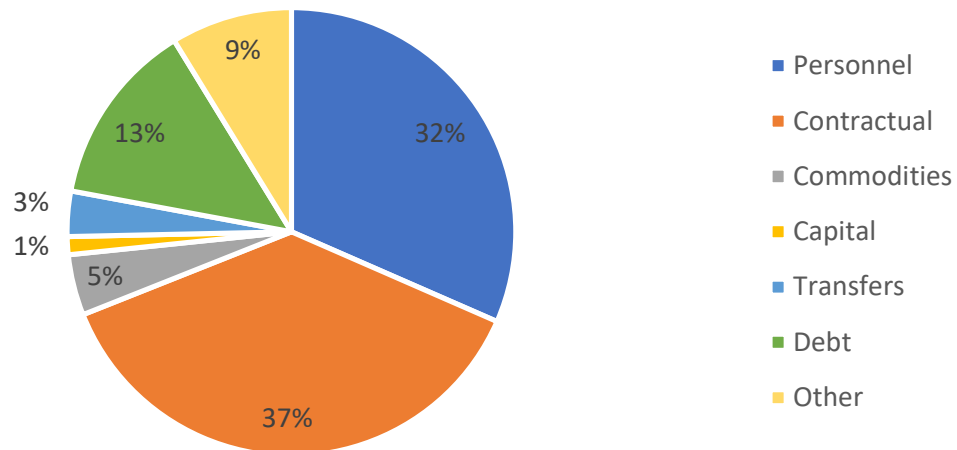
Fund	2019 Actuals	2020 Actuals	2021 Budgeted	2022 Proposed
General Fund	\$94,679,767	\$90,194,976	\$96,298,062	\$98,072,190
Downtown Business Improvement (BID)	\$177,359	\$136,293	\$302,130	\$388,234
Court Technology	\$55,818	\$43,426	\$319,810	\$314,889
Special Alcohol	\$562,534	\$582,698	\$671,000	\$671,000
Alcohol & Drug Assess. and Referral Prog.	\$83,491	\$82,140	\$354,860	\$242,277
Law Enforcement	\$600,294	\$260,544	\$690,921	\$1,529,812
Special Liability	\$894,069	\$601,178	\$2,897,309	\$3,005,682
Transient Guest Tax	\$2,992,954	\$1,737,319	\$3,351,567	\$3,500,398
Retirement Reserve	\$1,417,499	\$1,976,956	\$3,123,490	\$4,178,658
KP&F Equalization	\$29,380	\$210,087	\$369,596	\$0
Neighborhood Revitalization	\$0	\$142,295	\$265,431	\$83,136
Historic Preservation Fund	\$5,961	\$6,428	\$25,561	\$16,781
Countywide Half Cent Sales Tax (JEDO)	\$14,141,390	\$13,003,778	\$22,135,873	\$24,180,188
Special Highway (Motor Fuel)	\$6,977,474	\$5,600,179	\$6,447,098	\$6,596,508
Citywide Half Cent Sales Tax	\$17,283,031	\$13,232,471	\$19,245,962	\$31,927,085
Tax Increment Financing	\$237,739	\$312,913	\$1,250,000	\$1,250,000
Community Improvement Districts (CID)	\$353,109	\$1,181,871	\$1,360,000	\$1,860,000
Debt Service	\$41,595,546	\$27,879,197	\$32,713,979	\$19,999,297
Topeka Tourism Bus.Improvement Dis.	\$496,456	\$279,349	\$490,400	\$436,036
Parking	\$2,797,017	\$2,419,645	\$4,061,042	\$3,963,901
Information Technology	\$4,291,446	\$3,991,347	\$4,162,087	\$4,350,310
Fleet	\$1,898,258	\$2,081,643	\$2,940,274	\$3,031,099
Facilities	\$173,348	\$1,705,260	\$1,768,884	\$1,770,299
Water	\$37,053,662	\$39,315,129	\$40,201,259	\$43,839,413
Stormwater	\$7,287,378	\$7,490,794	\$8,768,329	\$10,453,689
Wastewater	\$27,921,653	\$25,645,444	\$38,397,857	\$37,248,313
Insurance	\$858,903	\$2,042,800	\$2,898,230	\$2,566,106
Worker's Comp	\$1,345,548	\$1,423,889	\$1,345,548	\$2,191,785
Health Insurance	\$10,804,279	\$11,459,859	\$16,034,742	\$16,003,167
Risk Management Reserve	\$0	\$0	\$0	\$1,500
Unemployment	\$8,340	\$64,301	\$8,340	\$131,134
Federal Funds Exchange	\$531,141	\$578,080	\$774,811	\$774,811
HUD Grants	\$4,324,219	\$4,731,089	\$4,412,177	\$7,876,282
Other Grants	\$945,876	\$1,197,002	\$834,201	\$806,171
Metro Transportation Authority	\$5,069,904	\$5,060,188	\$5,476,000	\$5,737,558
<b>Totals</b>	<b>\$287,894,843</b>	<b>\$266,670,569</b>	<b>\$324,396,830</b>	<b>\$338,997,708</b>

## Expenditure Summary: By Category

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

2022 Expenditures Summary by Category		
Type	Description	Total
Personnel	<i>Wages and Benefits</i>	\$107,621,785
Contractual	<i>Payments for Services</i>	\$126,375,024
Commodities	<i>Items and Goods</i>	\$14,946,240
Capital	<i>Major Equipment or Infrastructure Payments</i>	\$4,385,235
Transfers	<i>Movement of Funds from One Fund to Another</i>	\$11,908,467
Debt	<i>General Obligation and Revenue Payments</i>	\$44,278,999
Other	<i>Contingency and Depreciation</i>	\$29,481,959
Total		\$338,997,708

## 2022 Expenditures Summary by Category



## Revenue Detail

The revenue estimated to finance the 2022 budget totals \$299.2 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 2022 Proposed Budget book.

<b>Fund</b>	<b>2022 Proposed Revenues</b>
General Fund	\$98,072,190
Debt Service	\$23,016,077
Special Liability	\$869,673
Downtown Business Improvement District	\$233,000
Special Highway	\$5,397,306
Special Alcohol and Drug	\$600,000
Alcohol & Drug Assessment and Referral Program	\$35,000
Law Enforcement	\$272,500
Topeka Tourism Business Improvement District	\$400,000
Transient Guest Tax	\$3,330,584
Retirement Reserve	\$1,985,000
Countywide Half Cent Sales Tax (JEDO)	\$16,643,567
Citywide Half Cent Sales Tax	\$15,705,000
Tax Increment Financing	\$750,000
Court Technology	\$45,000
Community Improvement Districts	\$1,860,000
Water	\$43,681,700
Stormwater	\$9,258,900
Wastewater	\$37,563,700
Public Parking	\$2,583,222
Facilities	\$1,640,030
Fleet	\$2,057,000
Information Technology	\$3,934,351
Insurance	\$2,003,344
Worker's Comp	\$2,950,000
Health Insurance	\$11,311,000
Risk Management Reserve	\$10,000
Unemployment	\$73,000
Federal Funds Exchange	\$1,800,000
HUD Grants	\$4,912,178
Other Grants	\$507,000
Metro Transportation Authority	\$5,737,558
<b>Totals</b>	<b>\$299,237,880</b>

## Revenue Summary: By Category

Below is a four year history of actual revenues by type. The variance year by year can usually be explained by a change in the way the City accounted for the revenue; an increase in rates or fees; an increase in forecast assumptions; or a major revenue influx.

Source	2019 Actuals	2020 Actuals	2021 Budgeted	2022 Proposed
Property Tax	\$48,055,508	\$48,428,436	\$51,823,914	\$53,430,406
Motor Vehicle Tax	\$5,209,513	\$5,180,517	\$4,677,710	\$5,042,052
Sales Tax	\$61,546,340	\$64,110,283	\$64,028,227	\$67,894,665
Transient Guest Tax	\$3,330,586	\$2,442,000	\$3,164,057	\$3,330,586
PILOTS	\$7,546,927	\$7,886,255	\$7,836,570	\$8,088,528
Licenses and Permits	\$2,328,736	\$1,695,810	\$1,909,084	\$1,816,000
Gas Franchise Fees	\$2,481,569	\$2,320,285	\$2,649,948	\$2,100,000
Electric Franchise Fees	\$9,928,931	\$9,459,339	\$10,203,509	\$9,931,500
Cable Franchise Fees	\$1,613,080	\$1,491,154	\$1,689,188	\$1,422,351
Intergovernmental	\$8,300,801	\$10,144,863	\$6,637,766	\$9,191,478
Motor Fuel Tax	\$5,597,292	\$5,284,800	\$5,575,135	\$5,048,206
Fees for Service	\$32,287,212	\$31,030,622	\$36,378,543	\$31,624,029
Parking User Fees	\$2,806,574	\$2,038,438	\$2,699,493	\$2,397,204
Water User Fees	\$32,413,064	\$35,618,998	\$37,596,790	\$40,468,382
Stormwater User Fees	\$7,628,545	\$8,122,596	\$8,562,700	\$9,157,100
Wastewater User Fees	\$31,497,151	\$33,034,710	\$35,770,400	\$36,464,900
Fines and Court Costs	\$1,476,280	\$2,134,507	\$2,956,372	\$2,824,318
Other	\$22,117,386	\$13,665,153	\$9,547,001	\$9,006,177
<b>Totals</b>	<b>\$286,165,495</b>	<b>\$284,088,767</b>	<b>\$293,706,407</b>	<b>\$299,237,880</b>



## Expenditure, Revenue, and Use of Reserves Summary

Fund	2022 Proposed Expenditures	2022 Proposed Revenues	2022 Proposed Use of Reserves
General Fund	\$98,072,190	\$98,072,190	\$0
Downtown Business Improvement (BID)	\$388,234	\$233,000	\$155,234
Court Technology	\$314,889	\$45,000	\$269,889
Special Alcohol	\$671,000	\$600,000	\$71,000
Alcohol & Drug Assess. and Referral Prog.	\$242,277	\$35,000	\$207,277
Law Enforcement	\$1,529,812	\$272,500	\$1,257,312
Special Liability	\$3,005,682	\$869,673	\$2,136,009
Topeka Tourism Bus.Improvement Dis.	\$436,036	\$400,000	\$36,036
Transient Guest Tax	\$3,500,398	\$3,330,584	\$169,814
Retirement Reserve	\$4,178,658	\$1,985,000	\$2,193,658
KP&F Equalization	\$0	\$0	\$0
Neighborhood Revitalization	\$83,136	\$0	\$83,136
Historic Preservation Fund	\$16,781	\$0	\$16,781
Countywide Half Cent Sales Tax (JEDO)	\$24,180,188	\$16,643,567	\$7,536,621
Special Highway (Motor Fuel)	\$6,596,508	\$5,397,306	\$1,199,202
Citywide Half Cent Sales Tax	\$31,927,085	\$15,705,000	\$16,222,085
Tax Increment Financing	\$1,250,000	\$750,000	\$500,000
Community Improvement Districts (CID)	\$1,860,000	\$1,860,000	\$0
Debt Service	\$19,999,297	\$23,016,077	-\$3,016,780
Parking	\$3,963,901	\$2,583,222	\$1,380,679
Information Technology	\$4,350,310	\$3,934,351	\$415,959
Fleet	\$3,031,099	\$2,057,000	\$974,099
Facilities	\$1,770,299	\$1,640,030	\$130,269
Water	\$43,839,413	\$43,681,700	\$157,713
Stormwater	\$10,453,689	\$9,258,900	\$1,194,789
Wastewater	\$37,248,313	\$37,563,700	-\$315,387
Insurance	\$2,566,106	\$2,003,344	\$562,762
Worker's Comp	\$2,191,785	\$2,950,000	-\$758,215
Health Insurance	\$16,003,167	\$11,311,000	\$4,692,167
Risk Management Reserve	\$1,500	\$10,000	-\$8,500
Unemployment	\$131,134	\$73,000	\$58,134
Federal Funds Exchange	\$774,811	\$1,800,000	-\$1,025,189
HUD Grants	\$7,876,282	\$4,912,178	\$2,964,104
Other Grants	\$806,171	\$507,000	\$299,171
Metro Transportation Authority	\$5,737,558	\$5,737,558	\$0
<b>Grand Total</b>	<b>\$338,997,708</b>	<b>\$299,237,880</b>	<b>\$39,759,829</b>

## 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.

<b>Property Tax</b>			
<b>Annual Property Tax Revenues</b>			
<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Budget</i>	<i>2022 Proposed</i>
\$ 48,055,508	\$ 48,428,436	\$ 51,723,914	\$ 53,430,406

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.

Property tax is budgeted to increase over the FY21 Adopted Budget as the City experienced strong assessed real estate valuation growth (\$30 million or 2.86%) compared to the prior year. This growth allows the City to keep the mill levy flat while capturing the additional revenue created by increased taxable value as long as the Governing Body chooses to exceed the Revenue Neutral Rate.

<b>Sales Tax</b>			
<b>Annual Sales Tax Revenues</b>			
<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Budget</i>	<i>2022 Proposed</i>
\$ 61,546,340	\$ 64,110,283	\$ 64,028,227	\$ 67,894,665

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 Save our Streets 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.

**Projection Analysis:**

Sales tax is economically sensitive and challenging to forecast. 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. Projected FY22 sales tax is budgeted at 5.2% higher than FY20 actual distribution. This reflects the assumption of strong compensating use tax growth in the retail trade sector.

Motor Fuel Tax			
Annual Motor Fuel Tax Revenues			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 5,597,292	\$ 5,284,800	\$ 5,575,135	\$ 5,048,206

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 FY22 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 2020 Actuals.

Motor Vehicle Property Tax			
Annual Motor Vehicle Property Tax			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 5,209,513	\$ 5,180,517	\$ 4,677,710	\$ 5,042,052

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			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 2,328,736	\$ 1,695,810	\$ 1,909,084	\$ 1,816,000

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 expert city employees who have knowledge of the business or activity.

Water User Fees			
Annual Water Fee Revenue			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 32,413,064	\$ 35,618,998	\$ 37,596,790	\$ 40,468,382

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 produce 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			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 31,497,151	\$ 33,034,710	\$ 35,770,400	\$ 36,464,900

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			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 7,628,545	\$ 8,122,596	\$ 8,562,700	\$ 9,157,100

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 7.5% rate increase.

<b>Electric Franchise Fees</b>			
<b>Annual Electric Franchise Fee Revenue</b>			
<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Budget</i>	<i>2022 Proposed</i>
\$ 9,928,931	\$ 9,459,339	\$ 10,203,509	\$ 9,931,500

Electric franchise fees are applied to the gross receipts of electric utilities operating within the City. Currently, the fee for Kaw Valley Electric is 5% and Evergy 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:**

The forecast for the electric franchise fee is projecting a decrease over FY21 projected collections, but is more in line with the actual collections for 2019 and 2020. The franchise fee rate for the electric utilities remains at 5% for 2022.

<b>Gas Franchise Fees</b>			
<b>Annual Gas Franchise Fee Revenue</b>			
<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Budget</i>	<i>2022 Proposed</i>
\$ 2,481,569	\$ 2,320,285	\$ 2,649,948	\$ 2,100,000

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 decrease over FY21 projected collections. The franchise fee rate for the gas utilities remains at 5% for 2022.

<b>Cable Franchise Fees</b>			
<b>Annual Cable Franchise Fees</b>			
<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Budget</i>	<i>2022 Proposed</i>
\$ 1,613,080	\$ 1,491,154	\$ 1,689,188	\$ 1,385,000

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 decrease over FY21 projected collections. The franchise fee rate for the cable utilities remains at 5% for 2021.

Fines and Costs			
Annual Fine Revenues			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 2,774,046	\$ 2,134,507	\$ 2,956,372	\$ 2,824,318

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 Revenues			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 2,806,574	\$ 2,038,438	\$ 2,699,493	\$ 2,397,204

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.

Transient Guest Tax			
Annual Transient Guest Tax Revenues			
2019 Actuals	2020 Actuals	2021 Budget	2022 Proposed
\$ 3,330,586	\$ 2,442,000	\$ 3,164,057	\$ 3,330,586

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 FY22 budget is flat to the 2019 actuals. This number was decided upon as an appropriate expectation for rebound after 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 2022 budget, there are many proposed changes that would result in an overall reduction in budgeted positions from 2021. 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: 5 Year History					
Department	2019 Budget FTE	2020 Budget FTE	2021 Adopted FTE	2022 Proposed FTE	2021-2022 Variance****
Admin and Finance	25.0	24.0	23.0	23.0	0.0
City Council	10.0	10.0	10.0	10.0	0.0
Executive*	17.0	16.0	14.0	15.0	1.0
Fire	249.0	249.0	245.0	246.0	1.0
Human Resources	13.0	13.0	13.0	13.0	0.0
Information Technology	17.0	16.0	15.0	16.0	1.0
Legal	15.0	15.0	15.0	15.0	0.0
Mayor	2.0	2.0	2.0	2.0	0.0
Municipal Court	20.0	20.0	20.0	20.0	0.0
Planning and Development**	39.0	38.0	39.0	39.0	0.0
Police***	368.5	368.5	358.0	360.0	2.0
Public Works	173.0	172.0	158.0	158.0	0.0
Utilities	224.0	224.0	224.0	224.0	0.0
Zoo****	25.0	25.0	25.0	3.0	-22.0
<b>Totals</b>	<b>1197.5</b>	<b>1192.5</b>	<b>1161.0</b>	<b>1144.0</b>	<b>-17.0</b>

\*Community Engagement was moved from Neighborhood relations into the City Manager Department (4 Employees)

\*\*Housing services was moved from Neighborhood Relations into the Planning and Development Department (10 Employees)

\*\*\*Property Maintenance was moved from Neighborhood Relations into the Police department (16 Employees)

\*\*\*\*Zoo 3 employees remained on the City's payroll when the city entered into a Public Private Partnership with Friends

### FTE Departmental Changes

- **Executive**
  - City Manager: Increased 1 FTE Chief of Staff
- **Fire**
  - *Fire Operations*: Increased 1 FTE Deputy Fire Chief
- **Information Technology**
  - IT Business Systems Increased 1 FTE Web Developer
- **Neighborhood Relations**
  - *Allocated to City Manager, Police, and Planning Departments*
- **Police**
  - *Police Community Outreach*: Increased 2 FTEs in Animal Control Officers
- **Zoo**
  - Zoo transition to Public-Private-Partnership leaving three employees under the City





# Performance Management

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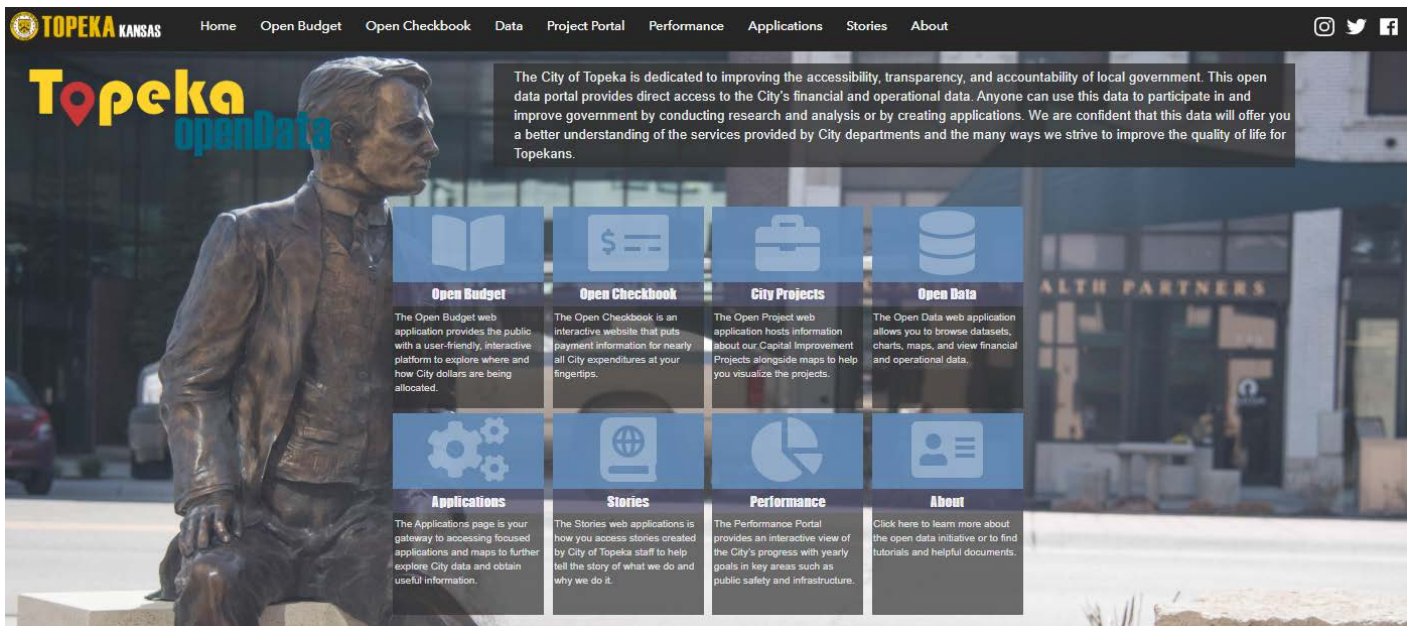
The City has developed a long-term Performance Management Program that assists departments in focusing on key areas and improving operations by making data-driven decisions. The Performance Management Program leads departments in annual goal development and strategic strategies. Under the direction of 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. Goals are established at the beginning of the fiscal year with each department. For the purposes of this budget TBD has been inserted as placeholder for FY 2022.

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

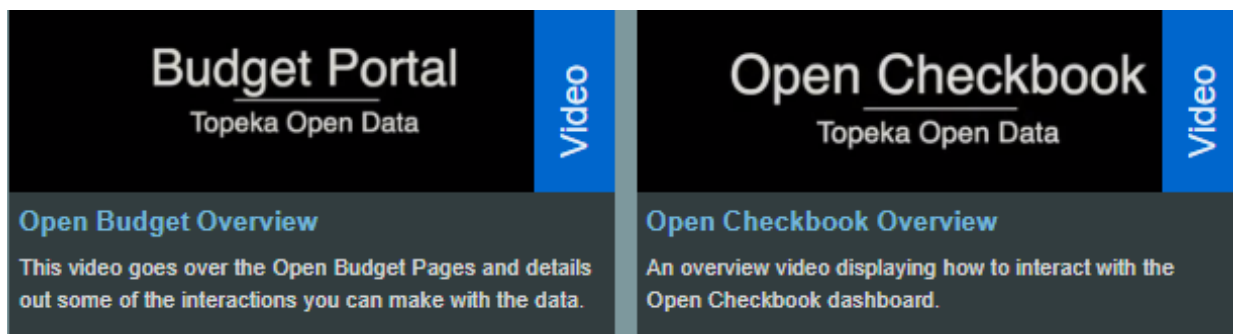


The City of Topeka is dedicated to improving the accessibility, transparency, and accountability of local government. This open data portal provides direct access to the City's financial and operational data. Anyone can use this data to participate in and improve government by conducting research and 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](http://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](http://checkbook.topeka.org) to interact with the City's payment information for goods or services.



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







# Department Pages

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# Improving Fiscal Sustainability

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# City Council

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## City Council

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).

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 327,850	\$ 294,551	\$ 311,378	\$ 344,633
Non-Personnel	\$ 25,219	\$ 21,176	\$ 28,315	\$ 27,472
Contractual	\$ 23,830	\$ 19,487	\$ 27,115	\$ 26,272
Commodities	\$ 1,389	\$ 1,689	\$ 1,200	\$ 1,200
TOTAL	\$ 353,069	\$ 315,727	\$ 339,693	\$ 372,105
Allocation by Fund				
General Fund	\$ 353,069	\$ 315,727	\$ 339,693	\$ 372,105
TOTAL	\$ 353,069	\$ 315,727	\$ 339,693	\$ 372,105
Full-Time Equivalent Positions				
City Council	10.0	10.0	10.0	10.0

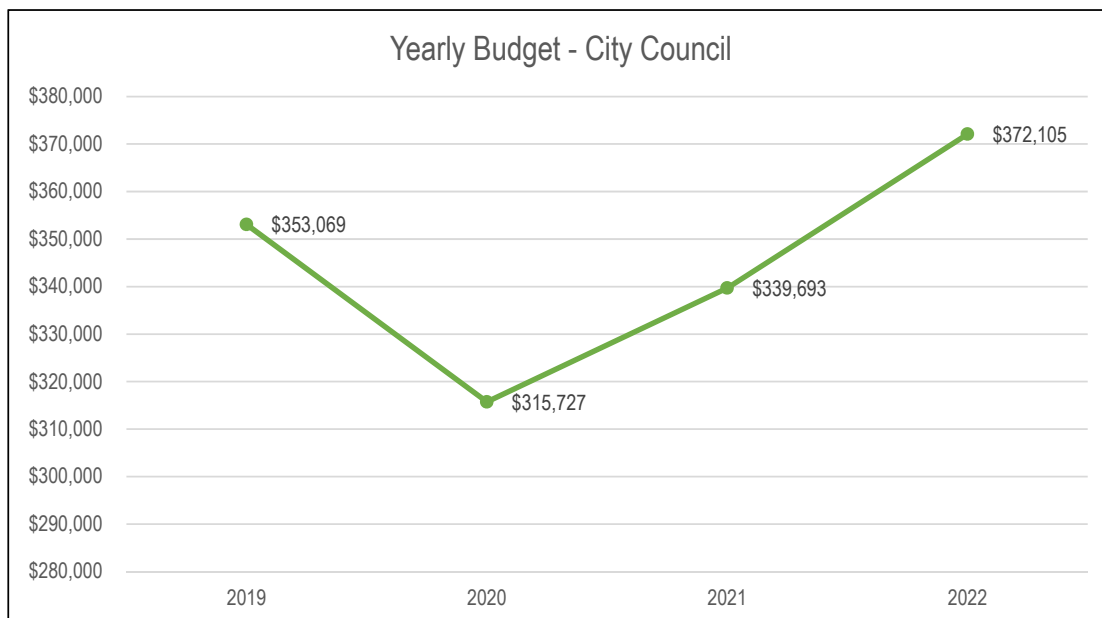
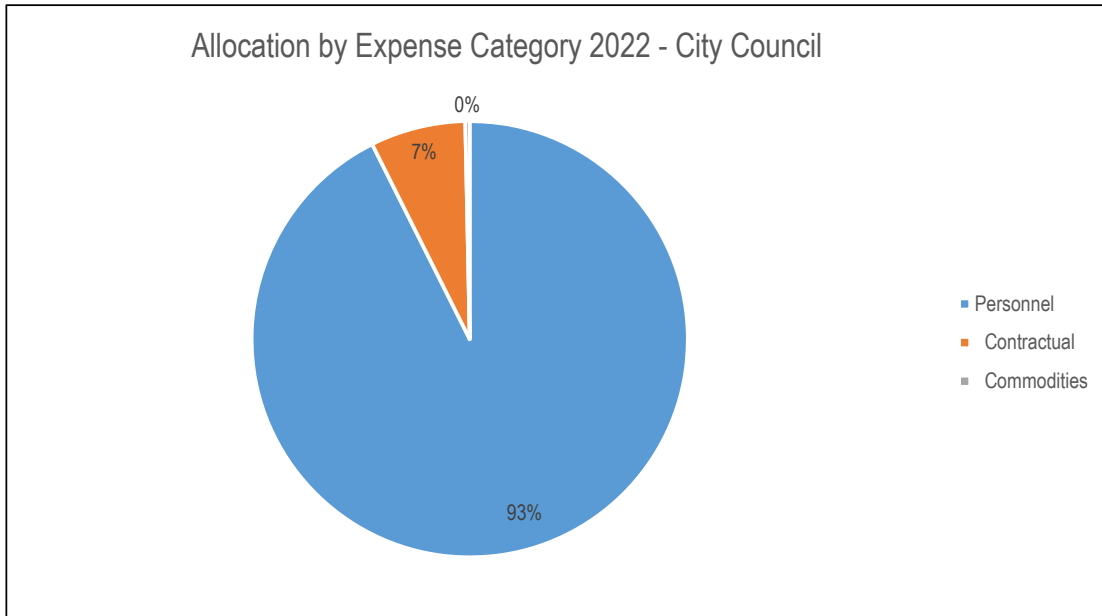
### Changes to the Budget

- Health insurance and Social Security costs increased for the City Council leading to an increase in Personnel expense.
- City Council members salaries remain flat as per City Ordinance.



## City Council

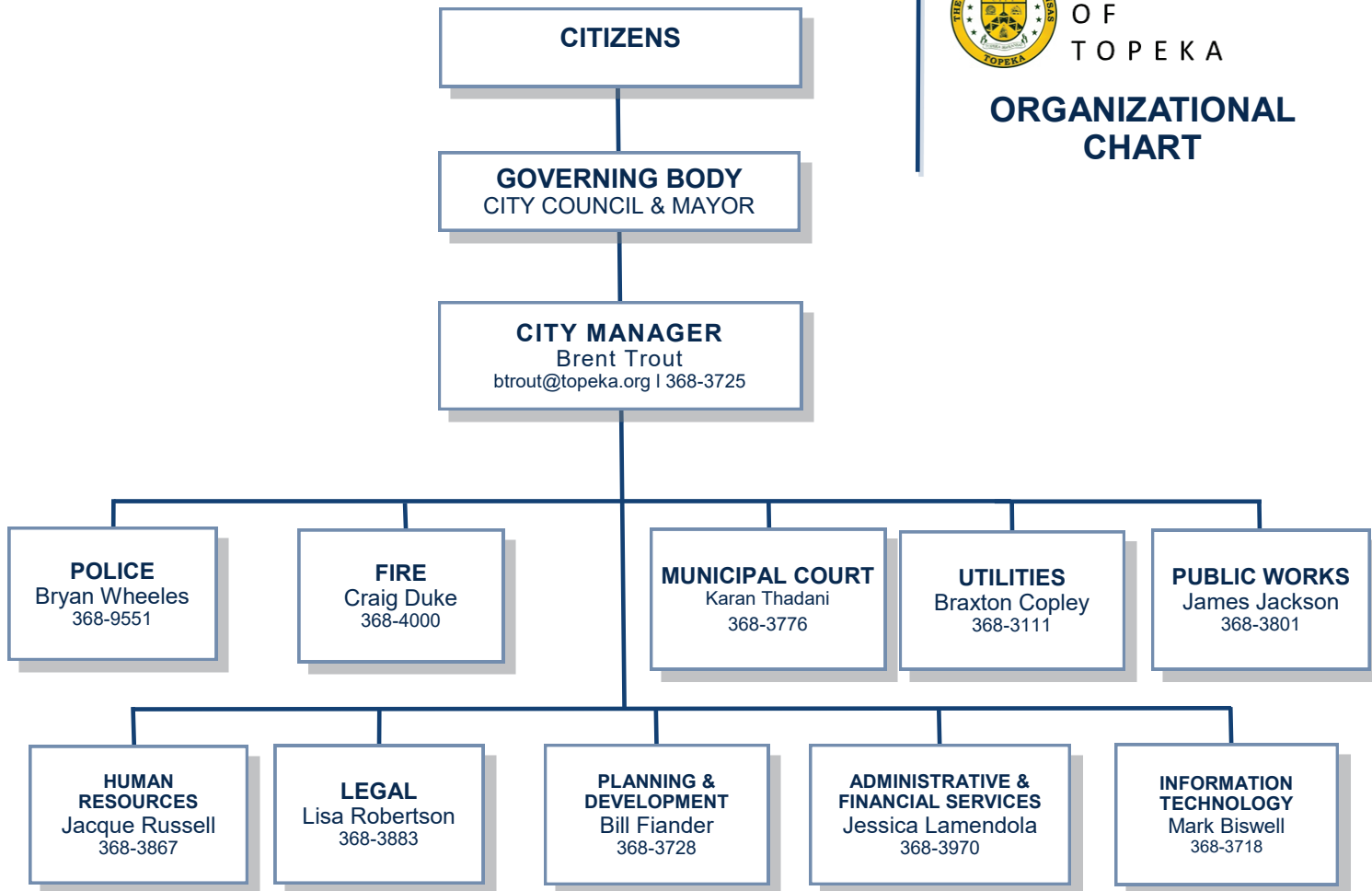
### ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
OF  
TOPEKA

## ORGANIZATIONAL CHART



<b>City Council</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 353,070</b>	<b>\$ 315,730</b>	<b>\$ 339,692</b>	<b>\$ 372,105</b>	<b>\$ 32,413</b>
<b>Employee Compensation</b>	<b>\$ 230,564</b>	<b>\$ 234,974</b>	<b>\$ 234,133</b>	<b>\$ 234,669</b>	<b>\$ 536</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 230,564	\$ 234,974	\$ 234,133	\$ 234,669	\$ 536
<b>Allowances and Reimbursements</b>	<b>\$ 720</b>	<b>\$ 90</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 720	\$ 90	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 96,566</b>	<b>\$ 59,488</b>	<b>\$ 77,245</b>	<b>\$ 109,965</b>	<b>\$ 32,720</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 2,870	\$ 3,154	\$ 3,395	\$ 3,403	\$ 8
(51202-0) EMPL BENEFITS KPERS	\$ 14,659	\$ 12,946	\$ 13,239	\$ 13,292	\$ 53
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 61,675	\$ 35,953	\$ 48,185	\$ 74,596	\$ 26,411
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 12,272	\$ 13,487	\$ 8,316	\$ 14,549	\$ 6,233
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 231	\$ 235	\$ 234	\$ 234	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 72	\$ 72	\$ 72	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 3,556	\$ 3,229	\$ 3,219	\$ 3,232	\$ 13
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 576	\$ 587	\$ 585	\$ 587	\$ 2
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 691	\$ (10,175)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 4,402</b>	<b>\$ 3,961</b>	<b>\$ 4,438</b>	<b>\$ 1,400</b>	<b>\$ (3,038)</b>
(52001-0) ELECTRICITY	\$ 2,235	\$ 1,956	\$ 1,853	\$ -	\$ (1,853)
(52002-0) NATURAL GAS	\$ 748	\$ 696	\$ 887	\$ -	\$ (887)
(52003-0) WATER	\$ 123	\$ 105	\$ 137	\$ -	\$ (137)
(52005-0) SEWER SERVICE	\$ 150	\$ 120	\$ 134	\$ -	\$ (134)
(52008-0) STORM WATER	\$ 29	\$ 29	\$ 27	\$ -	\$ (27)
(52101-0) COMMUNICATIONS - VOICE	\$ 941	\$ 879	\$ 1,200	\$ 1,200	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 176	\$ 176	\$ 200	\$ 200	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 9,049</b>	<b>\$ 8,784</b>	<b>\$ 8,604</b>	<b>\$ 10,545</b>	<b>\$ 1,941</b>
(52206-0) IT ALLOCATION	\$ 7,348	\$ 6,697	\$ 6,568	\$ 8,509	\$ 1,941
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 1,436	\$ 1,436	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 1,131	\$ 1,368	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 570	\$ 719	\$ 600	\$ 600	\$ -
<b>Miscellaneous</b>	<b>\$ 2,183</b>	<b>\$ 624</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 1,832	\$ 451	\$ 4,500	\$ 4,500	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 351	\$ 173	\$ 300	\$ 300	\$ -
<b>Insurance</b>	<b>\$ 482</b>	<b>\$ 497</b>	<b>\$ 3,623</b>	<b>\$ 3,877</b>	<b>\$ 254</b>
(52502-0) INSURANCE PROPERTY	\$ 482	\$ 497	\$ 3,623	\$ 3,877	\$ 254
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 3,808	\$ 4,049	\$ 4,049	\$ 4,049	\$ -
<b>Rents</b>	<b>\$ 1,479</b>	<b>\$ 1,537</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 1,463	\$ 1,537	\$ 1,600	\$ 1,600	\$ -
(52802-0) RENT EQUIPMENT	\$ 16	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 2,427</b>	<b>\$ 36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 2,427	\$ 36	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 1,390</b>	<b>\$ 1,690</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 696	\$ 1,018	\$ 500	\$ 500	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 275	\$ 564	\$ 200	\$ 200	\$ -
(54400-0) FOOD HUMAN	\$ 319	\$ -	\$ 350	\$ 350	\$ -
(55300-0) PHOTO SUPPLIES	\$ -	\$ 68	\$ 50	\$ 50	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 100	\$ 40	\$ 100	\$ 100	\$ -



# Mayor

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## 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.

### DIVISION ALLOCATION SUMMARY

Actual FY  
2019

Actual FY  
2020

Budget FY  
2021

Preliminary  
FY 2022

#### Allocation by Expense Category

Personnel	\$	118,998	\$	129,086	\$	137,338	\$	114,914
Non-Personnel	\$	39,058	\$	34,770	\$	29,833	\$	28,598
Contractual	\$	38,116	\$	34,419	\$	29,603	\$	27,498
Commodities	\$	942	\$	351	\$	230	\$	1,100
<b>TOTAL</b>	<b>\$</b>	<b>158,056</b>	<b>\$</b>	<b>163,856</b>	<b>\$</b>	<b>167,171</b>	<b>\$</b>	<b>143,512</b>

#### Allocation by Fund

General Fund	\$	158,056	\$	163,856	\$	167,171	\$	143,512
<b>TOTAL</b>	<b>\$</b>	<b>158,056</b>	<b>\$</b>	<b>163,856</b>	<b>\$</b>	<b>167,171</b>	<b>\$</b>	<b>143,512</b>

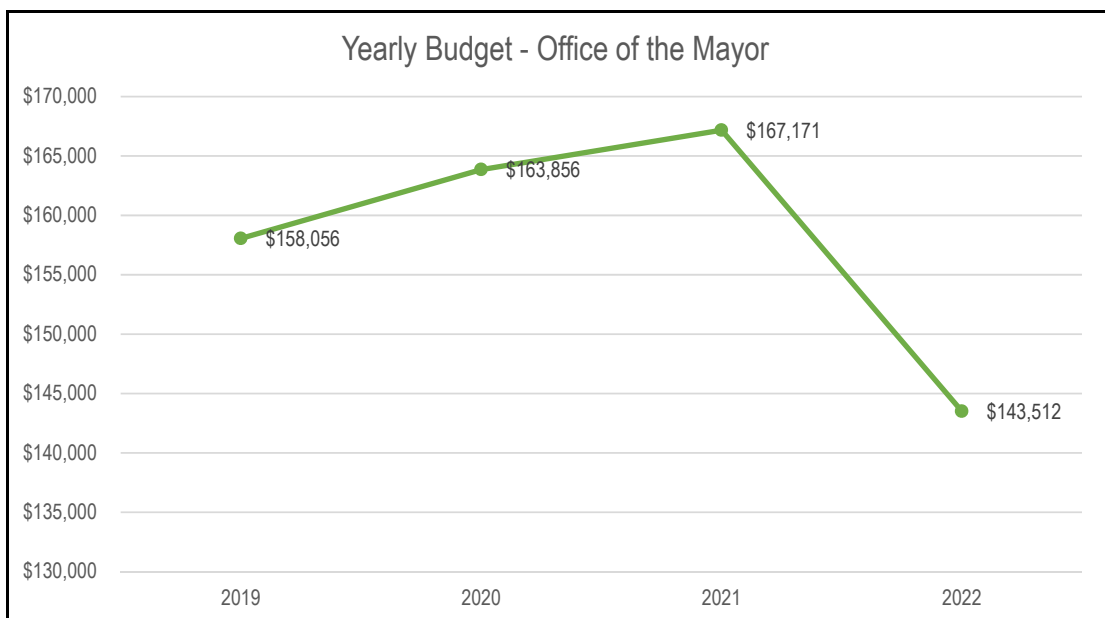
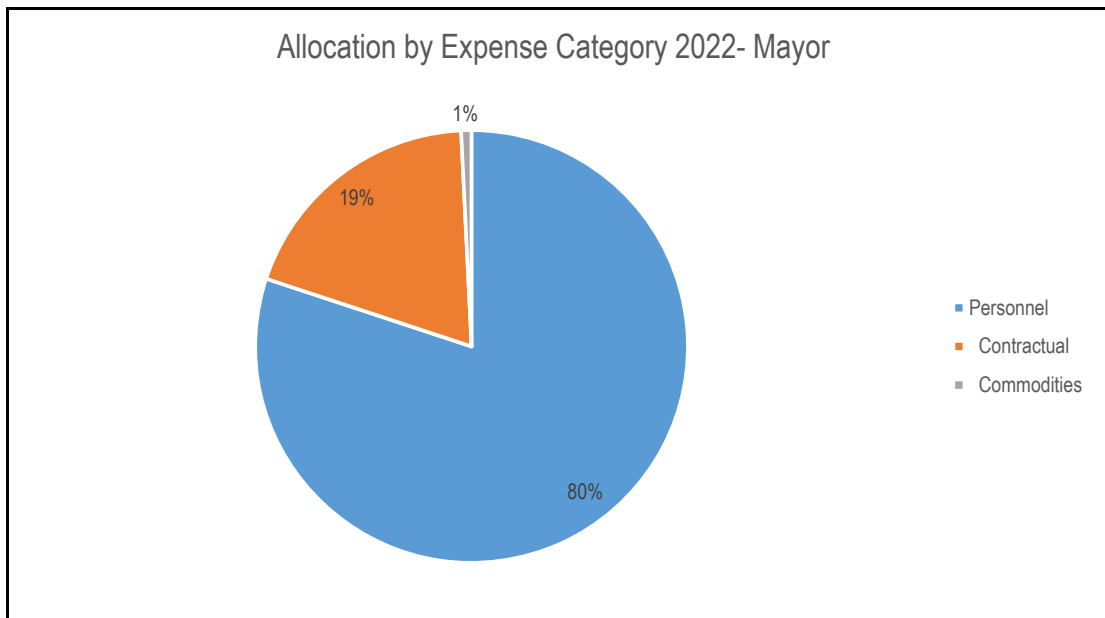
#### Full-Time Equivalent Positions

Mayor	2.0	2.0	2.0	2.0
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#### Changes to the Budget

→The Mayor's Office decreased in Personnel Costs driven by lower employee base cost and associated benefits.

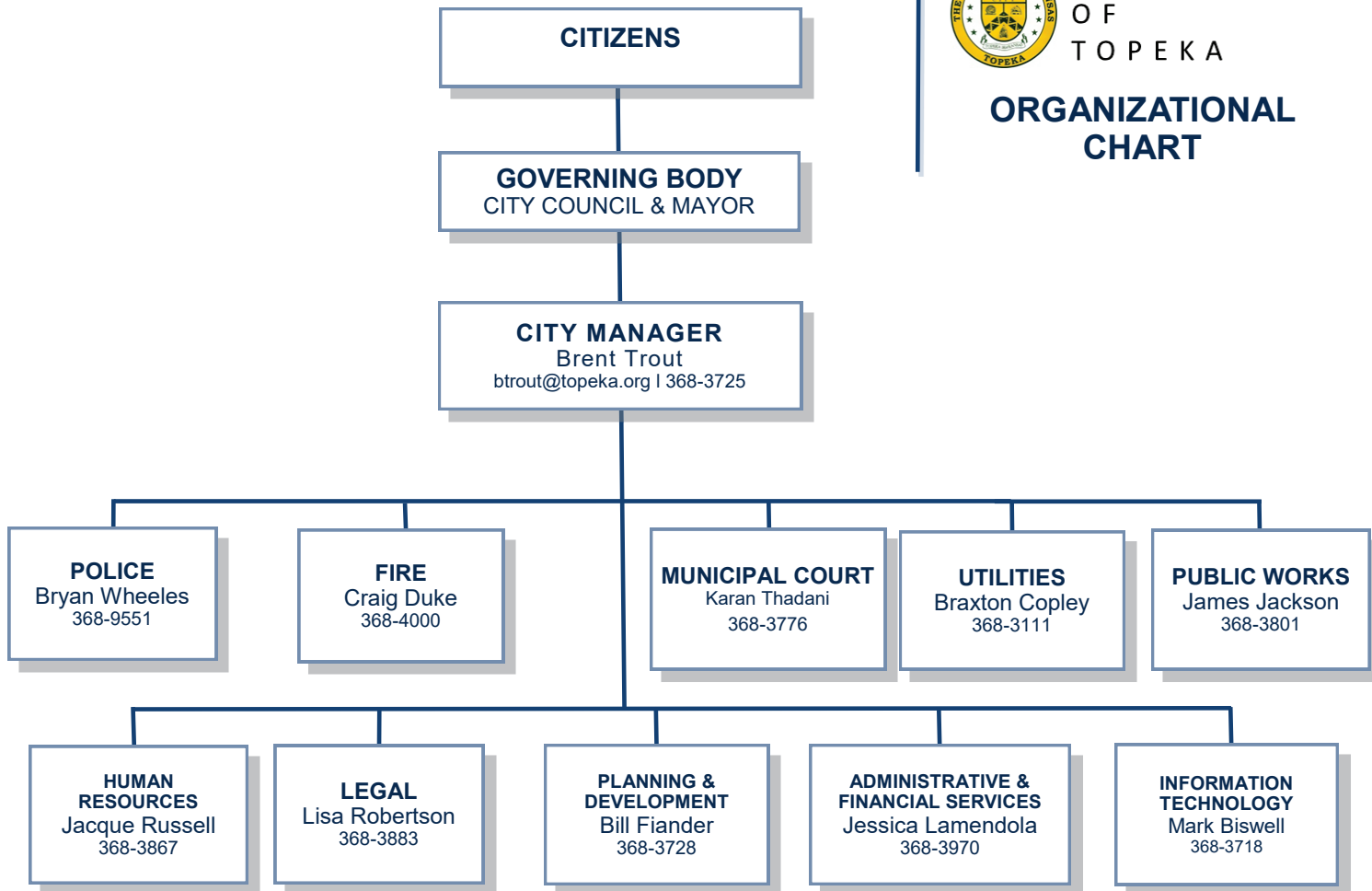
## ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
OF  
TOPEKA

## ORGANIZATIONAL CHART





<b>Mayor</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 158,056</b>	<b>\$ 163,856</b>	<b>\$ 167,171</b>	<b>\$ 143,512</b>	<b>\$ (23,659)</b>
<b>Employee Compensation</b>	<b>\$ 89,053</b>	<b>\$ 92,844</b>	<b>\$ 92,535</b>	<b>\$ 83,831</b>	<b>\$ (8,704)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 89,000	\$ 92,844	\$ 92,535	\$ 83,831	\$ (8,704)
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 53	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,000</b>	<b>\$ (600)</b>
(51103-0) ALLOW/REIMBURSE CAR ALLOWANCE	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,000	\$ (600)
<b>Benefits</b>	<b>\$ 26,347</b>	<b>\$ 32,643</b>	<b>\$ 41,203</b>	<b>\$ 28,083</b>	<b>\$ (13,120)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,292	\$ 1,281	\$ 1,365	\$ 1,259	\$ (106)
(51202-0) EMPL BENEFITS KPERS	\$ 9,154	\$ 9,265	\$ 9,133	\$ 4,244	\$ (4,889)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 7,167	\$ 17,904	\$ 22,351	\$ 14,521	\$ (7,830)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 5,525	\$ 5,476	\$ 5,737	\$ 5,384	\$ (353)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 93	\$ 97	\$ 93	\$ 83	\$ (10)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 72	\$ 72	\$ 72	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 2,222	\$ 2,314	\$ 2,221	\$ 2,303	\$ 82
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 232	\$ 241	\$ 231	\$ 217	\$ (14)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 626	\$ (4,007)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 3,388</b>	<b>\$ 2,834</b>	<b>\$ 2,987</b>	<b>\$ 728</b>	<b>\$ (2,259)</b>
(52001-0) ELECTRICITY	\$ 1,666	\$ 1,458	\$ 1,578	\$ -	\$ (1,578)
(52002-0) NATURAL GAS	\$ 558	\$ 519	\$ 466	\$ -	\$ (466)
(52003-0) WATER	\$ 92	\$ 78	\$ 87	\$ -	\$ (87)
(52005-0) SEWER SERVICE	\$ 112	\$ 89	\$ 103	\$ -	\$ (103)
(52008-0) STORM WATER	\$ 22	\$ 22	\$ 25	\$ -	\$ (25)
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ -	\$ 20	\$ 20	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 938	\$ 668	\$ 708	\$ 708	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 25,161</b>	<b>\$ 25,982</b>	<b>\$ 17,355</b>	<b>\$ 17,426</b>	<b>\$ 71</b>
(52200-0) INDIV. & CONT SERV	\$ 7,704	\$ 8,243	\$ -	\$ -	\$ -
(52206-0) IT ALLOCATION	\$ 7,419	\$ 7,515	\$ 7,377	\$ 7,448	\$ 71
(52208-0) EDUCATION/DUES	\$ 9,231	\$ 9,231	\$ 9,231	\$ 9,231	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 287	\$ 287	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 237	\$ 274	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 570	\$ 719	\$ 460	\$ 460	\$ -
<b>Miscellaneous</b>	<b>\$ 5,817</b>	<b>\$ 1,773</b>	<b>\$ 4,514</b>	<b>\$ 4,514</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 3,350	\$ 950	\$ 4,514	\$ 4,514	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 2,467	\$ 823	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>\$ 230</b>	<b>\$ 237</b>	<b>\$ 1,178</b>	<b>\$ 1,260</b>	<b>\$ 82</b>
(52500-0) INSURANCE	\$ -	\$ -	\$ 13	\$ 13	\$ -
(52502-0) INSURANCE PROPERTY	\$ 230	\$ 237	\$ 1,165	\$ 1,247	\$ 82
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 2,838	\$ 3,018	\$ 3,018	\$ 3,018	\$ -
<b>Purchased Services</b>	<b>\$ 681</b>	<b>\$ 574</b>	<b>\$ 552</b>	<b>\$ 552</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 681	\$ 574	\$ 552	\$ 552	\$ -
<b>Supplies</b>	<b>\$ 942</b>	<b>\$ 351</b>	<b>\$ 230</b>	<b>\$ 1,100</b>	<b>\$ 870</b>
(54000-0) OFFICE SUPPLIES	\$ 935	\$ 278	\$ 200	\$ 900	\$ 700
(54400-0) FOOD HUMAN	\$ 7	\$ 73	\$ 30	\$ 200	\$ 170



# Executive

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY 2021

Preliminary FY  
2022

## Allocation by Expense Category

Personnel	\$	1,501,597	\$	1,308,662	\$	1,420,893	\$	1,359,670
Non-Personnel	\$	787,875	\$	670,484	\$	785,514	\$	768,423
Contractual	\$	723,616	\$	566,470	\$	669,582	\$	645,020
Commodities	\$	61,254	\$	101,009	\$	105,419	\$	102,890
Capital Outlay	\$	3,005	\$	3,005	\$	10,513	\$	10,513
Other Payments	\$	-	\$	-	\$	-	\$	10,000
<b>TOTAL</b>	<b>\$</b>	<b>2,289,472</b>	<b>\$</b>	<b>1,979,146</b>	<b>\$</b>	<b>2,206,407</b>	<b>\$</b>	<b>2,128,093</b>

## Allocation by Fund

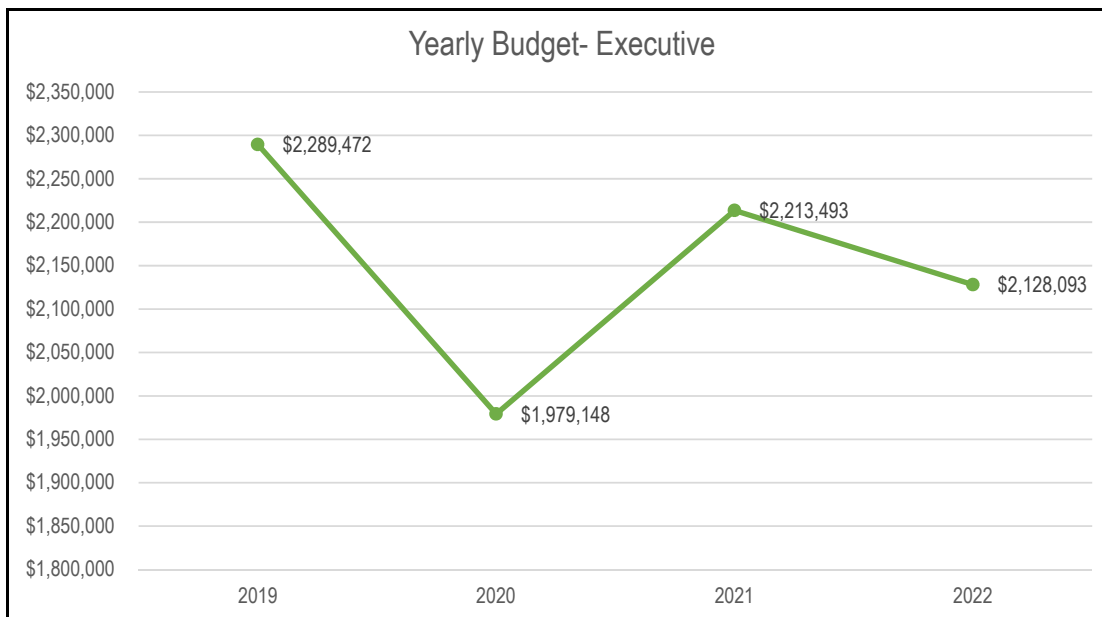
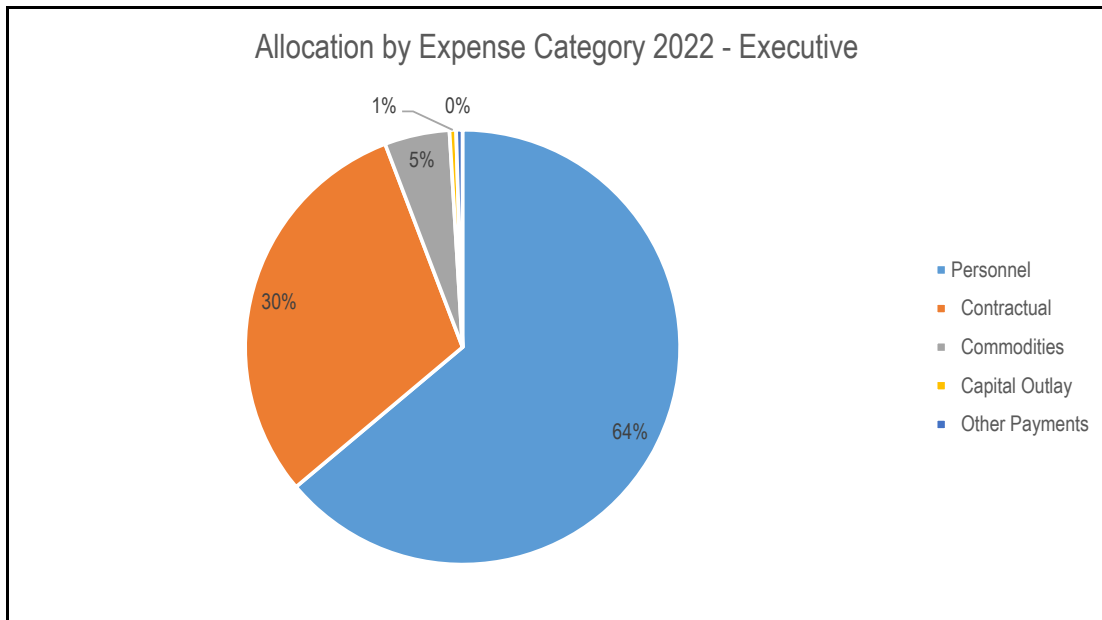
General Fund	\$	1,917,182	\$	1,688,855	\$	1,943,493	\$	1,828,481
Inmate Program	\$	372,290	\$	290,293	\$	270,000	\$	299,612
<b>TOTAL</b>	<b>\$</b>	<b>2,289,472</b>	<b>\$</b>	<b>1,979,148</b>	<b>\$</b>	<b>2,213,493</b>	<b>\$</b>	<b>2,128,093</b>

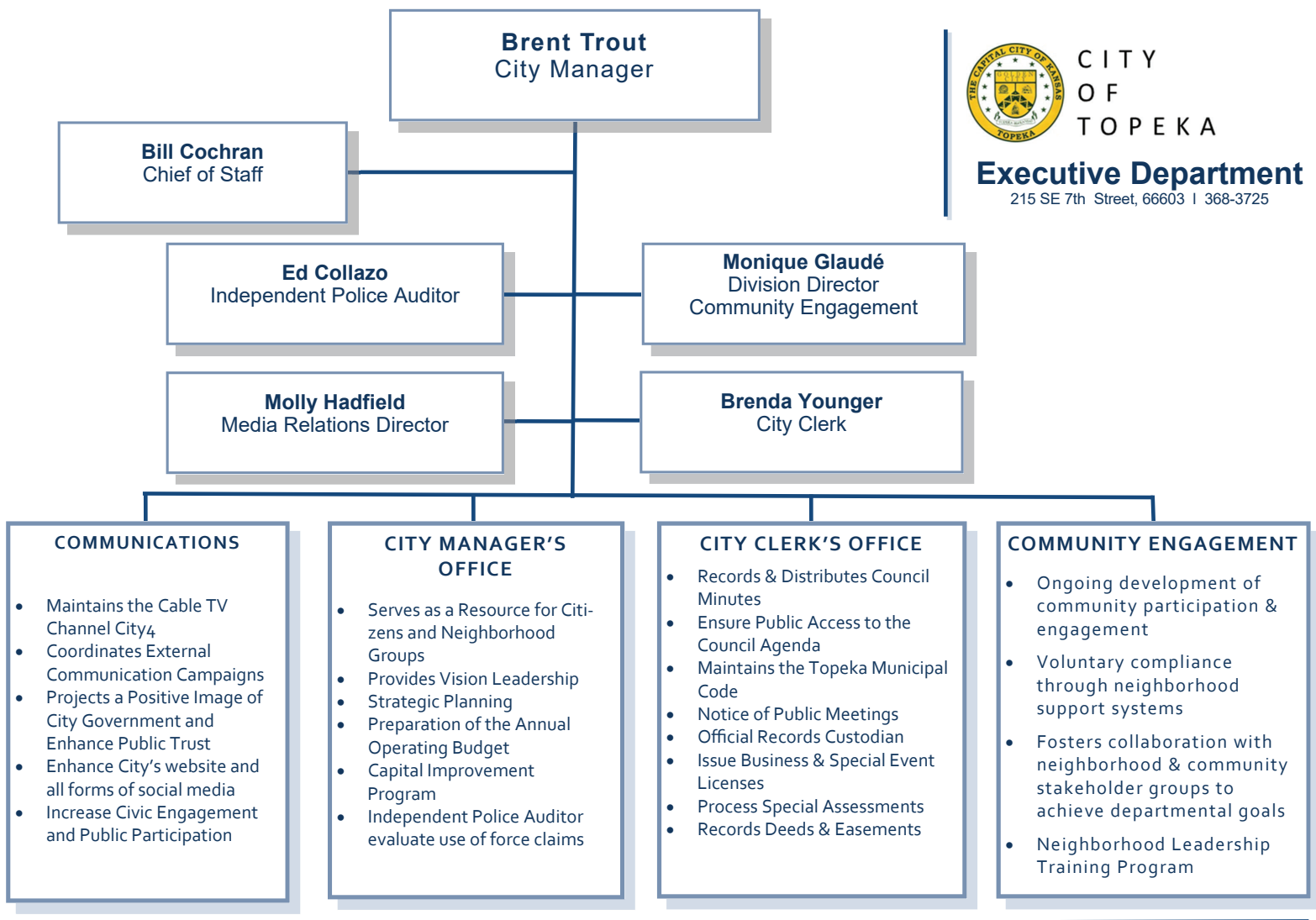
## Full-Time Equivalent Positions

Office of the City Manager	4.0	4.0	3.0	4.0
Office of the City Clerk	3.0	3.0	3.0	3.0
City Communications	4.0	4.0	4.0	4.0
Community Engagement	6.0	7.0	5.0	4.0
Emergency Management	2.0	1.0	0.0	0.0
<b>TOTAL</b>	<b>19.0</b>	<b>19.0</b>	<b>15.0</b>	<b>15.0</b>

## Executive

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
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TOPEKA

## Executive Department

215 SE 7th Street, 66603 | 368-3725

### EXECUTIVE DEPARTMENT

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

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Organizational Excellence

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

Bi-annual internal services survey was implemented in 2017 and will continue to measure for adequate internal services	Complete	Complete	Complete	TBD
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	Complete	TBD

### 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

#### 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

## Office of the City Manager

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 552,058	\$ 545,717	\$ 461,602	\$ 617,079
Non-Personnel	\$ 131,290	\$ 164,936	\$ 177,528	\$ 161,172
Contractual	\$ 129,124	\$ 162,094	\$ 163,655	\$ 129,295
Other Payments	\$ -	\$ -	\$ -	\$ 10,000
Commodities	\$ 2,166	\$ 2,842	\$ 6,365	\$ 10,615
Expenses	\$ -	\$ -	\$ 3,754	\$ 7,508
Capital Outlay	\$ -	\$ -	\$ 3,754	\$ 3,754
<b>TOTAL</b>	<b>\$ 683,348</b>	<b>\$ 710,653</b>	<b>\$ 639,130</b>	<b>\$ 778,251</b>
<b>Allocation by Fund</b>				
General Fund	\$ 683,348	\$ 710,653	\$ 639,130	\$ 778,251
<b>TOTAL</b>	<b>\$ 683,348</b>	<b>\$ 710,653</b>	<b>\$ 639,130</b>	<b>\$ 778,251</b>
<b>Full-Time Equivalent Positions</b>				
Office of the City Manager	4.0	4.0	3.0	4.0

### Changes to the Budget

→The 2022 Proposed Budget for the Office of the City Manager reflects the addition of one position - Chief of Staff  
→The Emergency Management division was dissolved in 2021. Those responsibilities were divided amongst other city departments



<b>City Manager</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 683,349</b>	<b>\$ 710,656</b>	<b>\$ 639,128</b>	<b>\$ 778,251</b>	<b>\$ 139,123</b>
<b>Employee Compensation</b>	<b>\$ 426,860</b>	<b>\$ 434,482</b>	<b>\$ 333,360</b>	<b>\$ 467,914</b>	<b>\$ 134,554</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 421,873	\$ 429,495	\$ 333,360	\$ 467,914	\$ 134,554
(51021-0) EMPLOYEE COMP RETIREMENT PAY	\$ 4,987	\$ 4,987	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 60</b>	<b>\$ 360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 60	\$ 360	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 125,138</b>	<b>\$ 110,876</b>	<b>\$ 128,241</b>	<b>\$ 149,166</b>	<b>\$ 20,925</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 5,880	\$ 5,937	\$ 4,987	\$ 6,785	\$ 1,798
(51202-0) EMPL BENEFITS KPERS	\$ 41,538	\$ 40,013	\$ 32,903	\$ 46,183	\$ 13,280
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 41,399	\$ 51,687	\$ 60,408	\$ 54,216	\$ (6,192)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 20,113	\$ 21,165	\$ 20,668	\$ 29,011	\$ 8,343
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 420	\$ 426	\$ 333	\$ 463	\$ 130
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 72	\$ 120	\$ 108	\$ 108	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 9,983	\$ 9,943	\$ 8,001	\$ 11,230	\$ 3,229
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,048	\$ 1,066	\$ 833	\$ 1,170	\$ 337
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 4,685	\$ (19,481)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 7,077</b>	<b>\$ 5,859</b>	<b>\$ 9,078</b>	<b>\$ 6,250</b>	<b>\$ (2,828)</b>
(52001-0) ELECTRICITY	\$ 2,642	\$ 2,312	\$ 2,501	\$ -	\$ (2,501)
(52002-0) NATURAL GAS	\$ 884	\$ 823	\$ 738	\$ -	\$ (738)
(52003-0) WATER	\$ 146	\$ 124	\$ 137	\$ -	\$ (137)
(52005-0) SEWER SERVICE	\$ 178	\$ 142	\$ 163	\$ -	\$ (163)
(52008-0) STORM WATER	\$ 35	\$ 35	\$ 39	\$ -	\$ (39)
(52101-0) COMMUNICATIONS - VOICE	\$ 2,232	\$ 1,644	\$ 3,500	\$ 3,650	\$ 150
(52102-0) COMMUNICATIONS - DATA	\$ 960	\$ 779	\$ 2,000	\$ 2,600	\$ 600
<b>Individual &amp; Contract Services</b>	<b>\$ 96,598</b>	<b>\$ 145,133</b>	<b>\$ 116,129</b>	<b>\$ 94,135</b>	<b>\$ (21,994)</b>
(52200-0) INDIV. & CONT SERV	\$ 62,014	\$ 51,736	\$ 56,000	\$ 56,000	\$ -
(52206-0) IT ALLOCATION	\$ 23,042	\$ 80,842	\$ 49,198	\$ 25,560	\$ (23,638)
(52208-0) EDUCATION/DUES	\$ 4,708	\$ 4,024	\$ 5,000	\$ 5,000	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 431	\$ 575	\$ 144
(52210-101) ADMIN FEES-INTERFUND	\$ 351	\$ 468	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 6,483	\$ 8,063	\$ 5,500	\$ 7,000	\$ 1,500
<b>Miscellaneous</b>	<b>\$ 17,938</b>	<b>\$ 2,141</b>	<b>\$ 16,000</b>	<b>\$ 15,000</b>	<b>\$ (1,000)</b>
(52300-0) EDUCATION/TRAVEL	\$ 14,435	\$ 943	\$ 11,000	\$ 11,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 3,503	\$ 1,198	\$ 5,000	\$ 4,000	\$ (1,000)
<b>Insurance</b>	<b>\$ 1,528</b>	<b>\$ 1,618</b>	<b>\$ 6,662</b>	<b>\$ 7,125</b>	<b>\$ 463</b>
(52502-0) INSURANCE PROPERTY	\$ 432	\$ 445	\$ 6,515	\$ 6,971	\$ 456
(52503-0) INSURANCE VEHICLES	\$ 1,096	\$ 1,173	\$ 147	\$ 154	\$ 7
<b>Maintenance</b>	<b>\$ 4,885</b>	<b>\$ 4,849</b>	<b>\$ 9,539</b>	<b>\$ 9,538</b>	<b>\$ (1)</b>
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 4,500	\$ 4,785	\$ 4,785	\$ 4,785	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet			\$ 3,754	\$ 3,753	\$ (1)
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 385	\$ 64	\$ 1,000	\$ 1,000	\$ -
<b>Purchased Services</b>	<b>\$ 1,099</b>	<b>\$ 2,496</b>	<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 1,000</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 1,099	\$ 178	\$ -	\$ -	\$ -
(53100-0) CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
(53200-0) OTHER PAYMENTS	\$ -	\$ 2,318	\$ 10,000	\$ 10,000	\$ -
<b>Supplies</b>	<b>\$ 2,166</b>	<b>\$ 2,842</b>	<b>\$ 6,365</b>	<b>\$ 10,615</b>	<b>\$ 4,250</b>
(54000-0) OFFICE SUPPLIES	\$ 560	\$ 2,261	\$ 2,525	\$ 6,775	\$ 4,250
(54100-0) CONSUMABLE ITEMS	\$ -	\$ 113	\$ 250	\$ 250	\$ -
(54400-0) FOOD HUMAN	\$ 892	\$ 92	\$ 1,500	\$ 1,500	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ 150	\$ 150	\$ -
(55001-0) MOTOR FUEL	\$ -	\$ -	\$ 1,440	\$ 1,440	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 714	\$ 376	\$ 500	\$ 500	\$ -
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,754</b>	<b>\$ 7,508</b>	<b>\$ 3,754</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ -	\$ -	\$ 3,754	\$ 7,508	\$ 3,754

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Commitment to Customer Service

Promote a service oriented culture in city government

City Contracts Processed	937	741	839	TBD
Approved Business Licenses	492	436	464	TBD

#### Organizational Excellence

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

Processed Open Record Requests	284	236	260	TBD
Percentage of City Council Minutes with no corrections needed	N/A	N/A	95%	TBD

### Major Program Accomplishments

→Continued comprehensive review and update of TMC Title 5 Business Licenses and Regulations. Delayed due to the pandemic

### Future Goals

→Complete comprehensive review and update of TMC Title 5 Business Licenses and Regulations. This was delayed due to the pandemic

## Office of the City Clerk

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	220,415	\$	210,782	\$	229,440	\$	239,965
Non-Personnel Total	\$	70,129	\$	54,956	\$	89,821	\$	76,445
Contractual	\$	67,814	\$	54,284	\$	86,621	\$	73,245
Commodities	\$	2,315	\$	672	\$	3,200	\$	3,200
TOTAL	\$	290,544	\$	265,738	\$	319,261	\$	316,410
Allocation by Fund								
General Fund	\$	290,544	\$	265,738	\$	319,261	\$	316,410
TOTAL	\$	290,544	\$	265,738	\$	319,261	\$	316,410
Full-Time Equivalent Positions								
Office of the City Clerk		3.0		3.0		3.0		3.0

### Changes to the Budget

→The expenses for Contratual services decreased

<b>City Clerk</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 290,545.00</b>	<b>\$ 265,739.00</b>	<b>\$ 319,261.00</b>	<b>\$ 316,410.00</b>	<b>\$ (2,851.00)</b>
<b>Employee Compensation</b>	<b>\$ 154,887</b>	<b>\$ 156,180</b>	<b>\$ 165,284</b>	<b>\$ 166,949</b>	<b>\$ 1,665</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 155,070	\$ 156,180	\$ 165,284	\$ 166,949	\$ 1,665
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (183)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 65,530</b>	<b>\$ 54,603</b>	<b>\$ 64,156</b>	<b>\$ 73,017</b>	<b>\$ 8,861</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 2,072	\$ 2,170	\$ 2,444	\$ 2,421	\$ (23)
(51202-0) EMPL BENEFITS KPERS	\$ 15,321	\$ 14,994	\$ 16,313	\$ 16,478	\$ 165
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 36,515	\$ 28,377	\$ 30,570	\$ 39,142	\$ 8,572
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 8,859	\$ 9,278	\$ 10,248	\$ 10,351	\$ 103
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 155	\$ 156	\$ 165	\$ 165	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 3,718	\$ 3,744	\$ 3,967	\$ 4,007	\$ 40
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 387	\$ 390	\$ 413	\$ 417	\$ 4
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (1,533)	\$ (4,542)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 6,352</b>	<b>\$ 5,846</b>	<b>\$ 6,055</b>	<b>\$ 1,650</b>	<b>\$ (4,405)</b>
(52001-0) ELECTRICITY	\$ 3,251	\$ 2,845	\$ 3,078	\$ -	\$ (3,078)
(52002-0) NATURAL GAS	\$ 1,088	\$ 1,013	\$ 909	\$ -	\$ (909)
(52003-0) WATER	\$ 179	\$ 152	\$ 169	\$ -	\$ (169)
(52005-0) SEWER SERVICE	\$ 218	\$ 174	\$ 201	\$ -	\$ (201)
(52008-0) STORM WATER	\$ 43	\$ 42	\$ 48	\$ -	\$ (48)
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ 104	\$ 50	\$ 50	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 1,397	\$ 1,340	\$ 1,400	\$ 1,400	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 176	\$ 176	\$ 200	\$ 200	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 41,549</b>	<b>\$ 30,446</b>	<b>\$ 58,385</b>	<b>\$ 47,865</b>	<b>\$ (10,520)</b>
(52200-0) INDIV. & CONT SERV	\$ 24,097	\$ 12,297	\$ 40,500	\$ 30,000	\$ (10,500)
(52206-0) IT ALLOCATION	\$ 15,616	\$ 15,914	\$ 15,579	\$ 14,803	\$ (776)
(52207-0) FINANCIAL SERVICES	\$ 1,326	\$ 1,415	\$ 1,500	\$ 1,500	\$ -
(52208-0) EDUCATION/DUES	\$ 178	\$ 444	\$ 375	\$ 700	\$ 325
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 431	\$ 862	\$ 431
(52210-101) ADMIN FEES-INTERFUND	\$ 332	\$ 376	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 3,756</b>	<b>\$ 3,303</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 348	\$ 250	\$ 2,000	\$ 2,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 3,408	\$ 3,053	\$ 5,000	\$ 5,000	\$ -
<b>Insurance</b>	<b>\$ 728</b>	<b>\$ 750</b>	<b>\$ 1,342</b>	<b>\$ 1,436</b>	<b>\$ 94</b>
(52502-0) INSURANCE PROPERTY	\$ 728	\$ 750	\$ 1,342	\$ 1,436	\$ 94
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 5,539	\$ 5,889	\$ 5,889	\$ 5,889	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 2,219	\$ 1,420	\$ 2,000	\$ 2,555	\$ 555
<b>Rents</b>	<b>\$ 7,558</b>	<b>\$ 6,060</b>	<b>\$ 5,750</b>	<b>\$ 6,250</b>	<b>\$ 500</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 6,865	\$ 5,472	\$ 5,000	\$ 5,500	\$ 500
(52804-0) RENT FACILITIES	\$ 693	\$ 588	\$ 750	\$ 750	\$ -
<b>Purchased Services</b>	<b>\$ 113</b>	<b>\$ 568</b>	<b>\$ 200</b>	<b>\$ 600</b>	<b>\$ 400</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 113	\$ 568	\$ 200	\$ 600	\$ 400
<b>Supplies</b>	<b>\$ 2,315</b>	<b>\$ 672</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 1,672	\$ 225	\$ 2,500	\$ 2,500	\$ -
(54400-0) FOOD HUMAN	\$ 518	\$ 447	\$ 600	\$ 600	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 125	\$ -	\$ 100	\$ 100	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

#### Performance Measures

##### Commitment to Customer Service

Enhance customer service through technology

Social Media Followers	41,927	45,517	50,000	TBD
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##### Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

City Hosted Annual Meetings	5618	773	1,200	TBD
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#### Major Program Accomplishments

- Increased civic engagement and public participation through an increase in social media engagement
- Increased video programming and content for social media and City4
- Conducted major public information campaigns for the 2020 Census and the COVID-19 pandemic response

#### Future Goals

- Increase civic engagement and public participation through an increase in various public meetings and social media efforts
- Increase public information campaigns for city services and programs
- Enhance public trust in city government and city employees

## City Communications

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 272,283	\$ 262,920	\$ 301,520	\$ 294,443
Non-Personnel Total	\$ 87,696	\$ 127,550	\$ 138,803	\$ 135,323
Contractual	\$ 60,611	\$ 54,840	\$ 61,391	\$ 57,911
Commodities	\$ 24,080	\$ 69,705	\$ 71,075	\$ 71,075
Capital Outlay	\$ 3,005	\$ 3,005	\$ 3,005	\$ 3,005
Expenses	\$ -	\$ -	\$ 3,332	\$ 3,332
<b>TOTAL</b>	<b>\$ 359,979</b>	<b>\$ 390,470</b>	<b>\$ 440,323</b>	<b>\$ 429,766</b>
<b>Allocation by Fund</b>				
General Fund	\$ 359,979	\$ 390,470	\$ 440,323	\$ 429,766
<b>TOTAL</b>	<b>\$ 359,979</b>	<b>\$ 390,470</b>	<b>\$ 440,323</b>	<b>\$ 429,766</b>
<b>Full-Time Equivalent Positions</b>				
City Communications	4.0	4.0	4.0	4.0

### Changes to the Budget

→ There are no significant changes to the 2022 Proposed Budget for City Communications

<b>Communications</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 359,979</b>	<b>\$ 390,471</b>	<b>\$ 440,324</b>	<b>\$ 429,766</b>	<b>\$ (10,558)</b>
<b>Employee Compensation</b>	<b>\$ 208,855</b>	<b>\$ 209,803</b>	<b>\$ 227,904</b>	<b>\$ 222,141</b>	<b>\$ (5,763)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 205,588	\$ 203,406	\$ 213,899	\$ 208,136	\$ (5,763)
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 3,253	\$ 6,376	\$ 13,984	\$ 13,984	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 145	\$ 21	\$ 21	\$ 21	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (131)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 63,427</b>	<b>\$ 53,117</b>	<b>\$ 73,617</b>	<b>\$ 72,300</b>	<b>\$ (1,317)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 2,972	\$ 2,920	\$ 3,163	\$ 3,018	\$ (145)
(51202-0) EMPL BENEFITS KPERS	\$ 20,306	\$ 19,460	\$ 21,112	\$ 20,543	\$ (569)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 20,285	\$ 21,556	\$ 30,197	\$ 30,114	\$ (83)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 12,706	\$ 12,487	\$ 13,262	\$ 12,904	\$ (358)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 209	\$ 206	\$ 214	\$ 206	\$ (8)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 4,931	\$ 4,856	\$ 5,134	\$ 4,995	\$ (139)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 522	\$ 515	\$ 535	\$ 520	\$ (15)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 1,496	\$ (8,883)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 6,849</b>	<b>\$ 6,562</b>	<b>\$ 5,443</b>	<b>\$ 3,325</b>	<b>\$ (2,118)</b>
(52001-0) ELECTRICITY	\$ 1,748	\$ 1,529	\$ 1,655	\$ -	\$ (1,655)
(52002-0) NATURAL GAS	\$ 585	\$ 544	\$ 488	\$ -	\$ (488)
(52003-0) WATER	\$ 96	\$ 82	\$ 91	\$ -	\$ (91)
(52005-0) SEWER SERVICE	\$ 117	\$ 94	\$ 108	\$ -	\$ (108)
(52008-0) STORM WATER	\$ 23	\$ 23	\$ 26	\$ -	\$ (26)
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ -	\$ 50	\$ 300	\$ 250
(52101-0) COMMUNICATIONS - VOICE	\$ 2,205	\$ 2,186	\$ 825	\$ 825	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 2,075	\$ 2,104	\$ 2,200	\$ 2,200	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 30,943</b>	<b>\$ 28,610</b>	<b>\$ 28,855</b>	<b>\$ 27,189</b>	<b>\$ (1,666)</b>
(52200-0) INDIV. & CONT SERV	\$ 2,499	\$ -	\$ 300	\$ 300	\$ -
(52206-0) IT ALLOCATION	\$ 27,158	\$ 27,226	\$ 27,226	\$ 25,560	\$ (1,666)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 575	\$ 575	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 569	\$ 652	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 717	\$ 732	\$ 754	\$ 754	\$ -
<b>Miscellaneous</b>	<b>\$ 1,509</b>	<b>\$ 55</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 759	\$ -	\$ 1,500	\$ 1,500	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 750	\$ 55	\$ 100	\$ 100	\$ -
<b>Insurance</b>	<b>\$ 1,010</b>	<b>\$ 1,040</b>	<b>\$ 4,343</b>	<b>\$ 4,647</b>	<b>\$ 304</b>
(52502-0) INSURANCE PROPERTY	\$ 1,010	\$ 1,040	\$ 4,343	\$ 4,647	\$ 304
<b>Maintenance</b>	<b>\$ 5,752</b>	<b>\$ 3,978</b>	<b>\$ 8,433</b>	<b>\$ 8,433</b>	<b>\$ -</b>
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 2,977	\$ 3,165	\$ 3,165	\$ 3,165	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 2,705	\$ 631	\$ 1,686	\$ 1,686	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 3,332	\$ 3,332	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 70	\$ 182	\$ 250	\$ 250	\$ -
<b>Purchased Services</b>	<b>\$ 14,548</b>	<b>\$ 14,595</b>	<b>\$ 16,050</b>	<b>\$ 16,050</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ -	\$ 47	\$ 150	\$ 150	\$ -
(52907-0) SERV LICENSES	\$ 635	\$ 635	\$ 1,900	\$ 1,900	\$ -
(53100-0) CONTRACTUAL SERVICES	\$ 13,913	\$ 13,913	\$ 14,000	\$ 14,000	\$ -
<b>Supplies</b>	<b>\$ 24,080</b>	<b>\$ 69,705</b>	<b>\$ 71,075</b>	<b>\$ 71,075</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 2,470	\$ 819	\$ 700	\$ 700	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 217	\$ 17	\$ 175	\$ 175	\$ -
(55001-0) MOTOR FUEL	\$ 2	\$ 132	\$ 200	\$ 200	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 21,391	\$ 68,737	\$ 70,000	\$ 70,000	\$ -
<b>Capital Outlay</b>	<b>\$ 3,005</b>	<b>\$ 3,005</b>	<b>\$ 3,005</b>	<b>\$ 3,005</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 3,005	\$ 3,005	\$ 3,005	\$ 3,005	\$ -



## Executive

### Community Engagement

Community Engagement is devoted to empowering residents through education, neighborhood leadership development and resource tools in an effort to excel their quality of life. Community Engagement provides opportunities for community members to contribute to public decision-making processes – and informing and educating our community on policy issues that impact their everyday lives. Building on the ideas of empowerment and participation, our neighbor's well-being involves participating meaningfully in all aspects of one's life.

Actual  
FY 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Increase civic engagement and public participation

# of community partners related to community building	N/A	N/A	25	TBD
# of neighbors that received community resource information	N/A	N/A	15,000	TBD
# of households that received NIA newsletters	N/A	N/A	30,000	TBD
# of Neighborhood Walk-n-Talk's	N/A	N/A	15	TBD
# of community events	N/A	N/A	20	TBD
Increased attendance at NIA meetings and events	N/A	N/A	500	TBD
# of anti-blight projects (trash/furniture, etc. dumped in R-O-W's)	N/A	N/A	5,460	TBD
# of snow relief participants	N/A	N/A	50	TBD
# of surveys completed by neighbors utilized to extract data to identify targeted programming assistance needed in the community.	N/A	N/A	5,000	TBD

#### Major Program Accomplishments

→AmeriCorps NCCC team devoted 3,816 hours to Operation COVID-19 resulting in vaccination screenings; food distribution and PPE distribution  
→Operation Hand Sanitizer – distributed 14,240 bottles of hand sanitizer into the community  
→Operation Resource Bags – distributed 7,532 into the community

#### Future Goals

→Establish 50 new community partners  
→Assist in the establishment of a collaborative Digital Equity and Inclusion program  
→Assist neighborhood leaders in reconnecting with neighbors after a pandemic

## Community Engagement

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 360,332	\$ 254,456	\$ 428,332	\$ 208,183
Non-Personnel Total	\$ 32,567	\$ 24,454	\$ 20,529	\$ 395,483
Contractual	\$ 465,944	\$ 295,185	\$ 355,384	\$ 377,483
Commodities	\$ 32,567	\$ 24,454	\$ 20,529	\$ 18,000
<b>TOTAL</b>	<b>\$ 392,899</b>	<b>\$ 278,910</b>	<b>\$ 448,861</b>	<b>\$ 603,666</b>

<b>Allocation by Fund</b>				
General Fund	\$ 20,609	\$ (11,383)	\$ 178,861	\$ 304,054
Inmate Program	\$ 372,290	\$ 290,293	\$ 270,000	\$ 299,612
<b>TOTAL</b>	<b>\$ 392,899</b>	<b>\$ 278,910</b>	<b>\$ 448,861</b>	<b>\$ 603,666</b>

### Full-Time Equivalent Positions

Community Engagement	6.0	7.0	5.0	4.0
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### Changes to the Budget

→ Decrease in one FTE moved into Planning and Development under the housing division; payroll allocation modified between multiple funds

→ The Director of Community Engagement position took on the role as the City Ombudsman

<b>Community Engagement</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 486,554.00</b>	<b>\$ 283,802.00</b>	<b>\$ 534,245.00</b>	<b>\$ 304,054.00</b>	<b>\$ (230,191.00)</b>
<b>Employee Compensation</b>	<b>\$ 218,256</b>	<b>\$ 144,332</b>	<b>\$ 258,477</b>	<b>\$ 98,600</b>	<b>\$ (159,877)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 218,086	\$ 144,332	\$ 258,477	\$ 98,600	\$ (159,877)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 170	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 67,303</b>	<b>\$ 36,427</b>	<b>\$ 89,689</b>	<b>\$ 28,101</b>	<b>\$ (61,588)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 2,987	\$ 2,010	\$ 3,748	\$ 1,430	\$ (2,318)
(51202-0) EMPL BENEFITS KPERS	\$ 21,528	\$ 13,650	\$ 25,512	\$ 9,732	\$ (15,780)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 28,073	\$ 15,998	\$ 37,260	\$ 8,115	\$ (29,145)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 12,773	\$ 8,594	\$ 16,026	\$ 6,113	\$ (9,913)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 218	\$ 144	\$ 258	\$ 98	\$ (160)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 28	\$ 16	\$ 36	\$ -	\$ (36)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 5,224	\$ 3,292	\$ 6,203	\$ 2,366	\$ (3,837)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 545	\$ 360	\$ 646	\$ 247	\$ (399)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (4,073)	\$ (7,637)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 403</b>	<b>\$ 355</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>
(52102-0) COMMUNICATIONS - DATA	\$ 403	\$ 355	\$ 400	\$ 400	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 12,974</b>	<b>\$ 10,285</b>	<b>\$ 12,434</b>	<b>\$ 6,006</b>	<b>\$ (6,428)</b>
(52200-0) INDIV. & CONT SERV	\$ 3,564	\$ -	\$ -	\$ -	\$ -
(52206-0) IT ALLOCATION	\$ 9,095	\$ 10,011	\$ 10,011	\$ 4,362	\$ (5,649)
(52208-0) EDUCATION/DUES	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -
(52210-0) ADMIN FEES	\$ -	\$ 25	\$ 923	\$ 144	\$ (779)
(52210-101) ADMIN FEES-INTERFUND	\$ 315	\$ 249	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 13,253</b>	<b>\$ 1,788</b>	<b>\$ 8,500</b>	<b>\$ 3,500</b>	<b>\$ (5,000)</b>
(52300-0) EDUCATION/TRAVEL	\$ 11,955	\$ 330	\$ 7,000	\$ 2,000	\$ (5,000)
(52400-0) PRINTING AND ADVERTISING	\$ 1,298	\$ 1,458	\$ 1,500	\$ 1,500	\$ -
<b>Maintenance</b>	<b>\$ 20,000</b>	<b>\$ 18,005</b>	<b>\$ 12,044</b>	<b>\$ 13,319</b>	<b>\$ 1,275</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 20,000	\$ 17,838	\$ 11,479	\$ 12,754	\$ 1,275
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ -	\$ 167	\$ 565	\$ 565	\$ -
<b>Rents</b>	<b>\$ 3,202</b>	<b>\$ 6,629</b>	<b>\$ 3,200</b>	<b>\$ 6,629</b>	<b>\$ 3,429</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 3,202	\$ 6,629	\$ 3,200	\$ 6,629	\$ 3,429
<b>Purchased Services</b>	<b>\$ 28,406</b>	<b>\$ 8,567</b>	<b>\$ 27,000</b>	<b>\$ 30,000</b>	<b>\$ 3,000</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 16,725	\$ 6,005	\$ 2,000	\$ 5,000	\$ 3,000
(53100-0) CONTRACTUAL SERVICES	\$ 544	\$ 1,874	\$ 25,000	\$ 25,000	\$ -
(53200-0) OTHER PAYMENTS	\$ 11,137	\$ 688	\$ -	\$ -	\$ -
<b>Grants</b>	<b>\$ 111,019</b>	<b>\$ 51,938</b>	<b>\$ 112,500</b>	<b>\$ 112,500</b>	<b>\$ -</b>
(53400-0) GRANTS- HUD NON-SALARY	\$ 111,019	\$ 51,938	\$ 112,500	\$ 112,500	\$ -
<b>Supplies</b>	<b>\$ 11,741</b>	<b>\$ 5,476</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>\$ (5,000)</b>
(54000-0) OFFICE SUPPLIES	\$ 4,317	\$ 2,828	\$ 4,000	\$ 2,000	\$ (2,000)
(54100-0) CONSUMABLE ITEMS	\$ 92	\$ 546	\$ 1,000	\$ 500	\$ (500)
(54400-0) FOOD HUMAN	\$ 5,055	\$ 1,292	\$ 3,000	\$ 2,000	\$ (1,000)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 23	\$ 233	\$ -	\$ -	\$ -
(55001-0) MOTOR FUEL	\$ 119	\$ 130	\$ -	\$ -	\$ -
(55600-0) MATERIALS/SUPPLIES	\$ 2,135	\$ 447	\$ 2,000	\$ 500	\$ (1,500)

<b>Inmate Program</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 372,290.00</b>	<b>\$ 290,293.00</b>	<b>\$ 270,000.00</b>	<b>\$ 299,612.00</b>	<b>\$ 29,612.00</b>
<b>Employee Compensation</b>	<b>\$ 47,142</b>	<b>\$ 49,169</b>	<b>\$ 47,961</b>	<b>\$ 48,440</b>	<b>\$ 479</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 46,072	\$ 49,169	\$ 47,961	\$ 48,440	\$ 479
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 1,070	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 27,632</b>	<b>\$ 24,528</b>	<b>\$ 32,205</b>	<b>\$ 33,043</b>	<b>\$ 838</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 520	\$ 592	\$ 709	\$ 702	\$ (7)
(51202-0) EMPL BENEFITS KPERS	\$ 4,551	\$ 4,715	\$ 4,734	\$ 4,781	\$ 47
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 18,287	\$ 17,938	\$ 22,433	\$ 23,189	\$ 756
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 2,225	\$ 2,430	\$ 2,974	\$ 3,003	\$ 29
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 46	\$ 49	\$ 48	\$ 48	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 1,104	\$ 1,177	\$ 1,151	\$ 1,163	\$ 12
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 115	\$ 123	\$ 120	\$ 121	\$ 1
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 748	\$ (2,532)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 1,936</b>	<b>\$ 5,005</b>	<b>\$ 500</b>	<b>\$ 450</b>	<b>\$ (50)</b>
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ -	\$ 50	\$ -	\$ (50)
(52101-0) COMMUNICATIONS - VOICE	\$ 450	\$ 782	\$ 450	\$ 450	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 1,486	\$ 4,223	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 249,114</b>	<b>\$ 167,793</b>	<b>\$ 157,383</b>	<b>\$ 183,166</b>	<b>\$ 25,783</b>
(52200-0) INDIV. & CONT SERV	\$ 249,000	\$ 165,707	\$ 153,800	\$ 183,022	\$ 29,222
(52206-0) IT ALLOCATION	\$ -	\$ -	\$ 3,439	\$ -	\$ (3,439)
(52210-0) ADMIN FEES	\$ -	\$ 1,950	\$ 144	\$ 144	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 114	\$ 136	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>\$ 2,919</b>	<b>\$ 3,123</b>	<b>\$ 1,827</b>	<b>\$ 1,918</b>	<b>\$ 91</b>
(52503-0) INSURANCE VEHICLES	\$ 2,919	\$ 3,123	\$ 1,827	\$ 1,918	\$ 91
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 2,255	\$ 3,417	\$ 500	\$ 500	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 17,224	\$ 15,038	\$ 17,095	\$ 17,095	\$ -
<b>Purchased Services</b>	<b>\$ 3,240</b>	<b>\$ 3,240</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 3,240	\$ 3,240	\$ 2,000	\$ 2,000	\$ -
<b>Supplies</b>	<b>\$ 20,826</b>	<b>\$ 18,978</b>	<b>\$ 10,529</b>	<b>\$ 13,000</b>	<b>\$ 2,471</b>
(54000-0) OFFICE SUPPLIES	\$ 145	\$ 666	\$ -	\$ -	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 14,736	\$ 14,903	\$ 7,479	\$ 10,000	\$ 2,521
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 5,910	\$ 3,409	\$ 3,000	\$ 3,000	\$ -
(55001-0) MOTOR FUEL	\$ 35	\$ -	\$ 50	\$ -	\$ (50)



# Administrative & Financial Services

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## Administrative & Financial Services

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
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#### Allocation by Expense Category

Personnel	\$	1,913,543	\$	1,758,785	\$	2,009,832	\$	1,987,798
Non-Personnel	\$	400,294	\$	456,204	\$	395,366	\$	535,547
Contractual	\$	390,420	\$	448,149	\$	384,416	\$	523,597
Commodities	\$	9,905	\$	8,017	\$	10,950	\$	11,950
Other Payments	\$	(31)	\$	38	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>2,313,837</b>	<b>\$</b>	<b>2,214,989</b>	<b>\$</b>	<b>2,405,198</b>	<b>\$</b>	<b>2,523,345</b>

#### Allocation by Fund

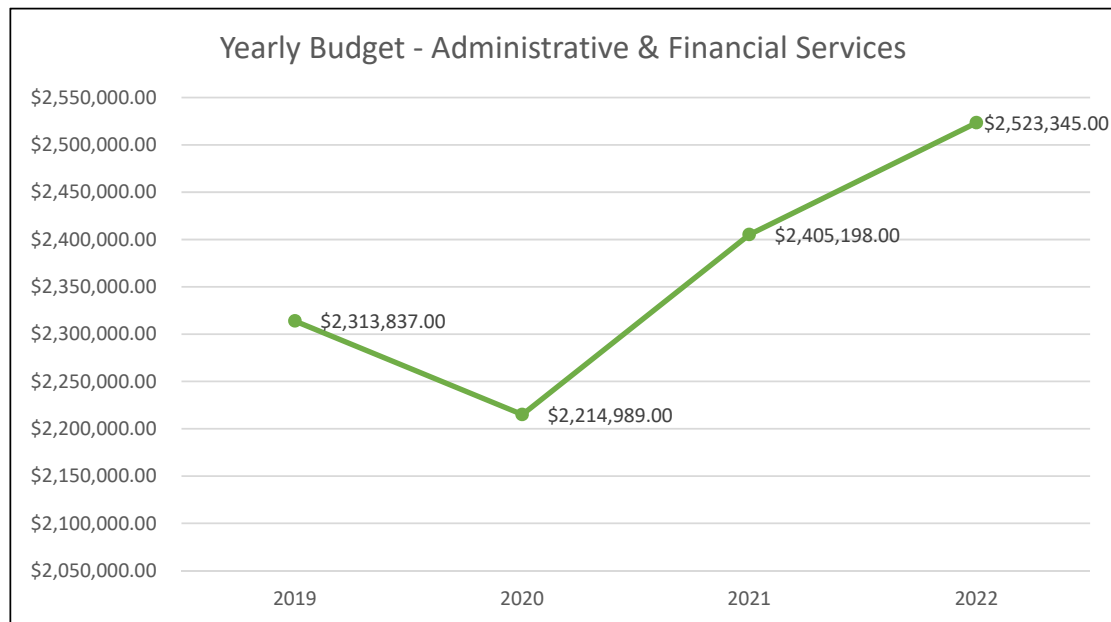
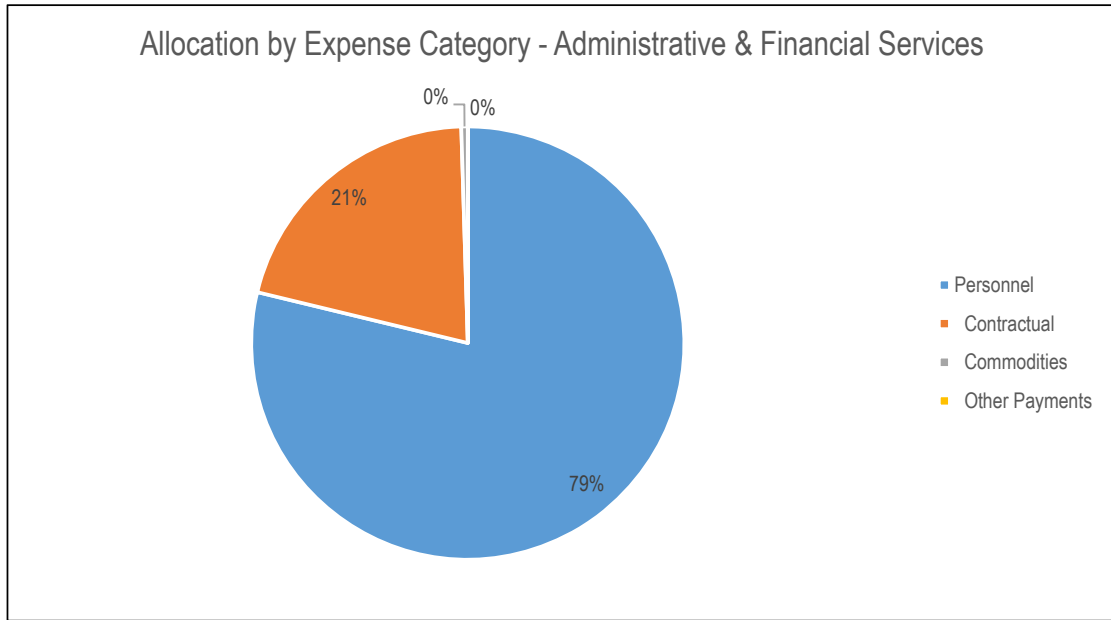
General Fund	\$	2,313,837	\$	2,214,989	\$	2,405,198	\$	2,523,345
<b>TOTAL</b>	<b>\$</b>	<b>2,313,837</b>	<b>\$</b>	<b>2,214,989</b>	<b>\$</b>	<b>2,405,198</b>	<b>\$</b>	<b>2,523,345</b>

#### Full-Time Equivalent Positions

Financial Reporting and Payroll		19.0	18.0	17.0	17.0
Contracts and Procurement		6.0	6.0	6.0	6.0
<b>TOTAL</b>		<b>25.0</b>	<b>24.0</b>	<b>23.0</b>	<b>23.0</b>

## Administrative & Financial Services

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE







**Jessica Lamendola**  
Director  
Administrative and  
Financial Services

**Simon Martinez**  
Accounting Manager

**REPORTING**

- Compile the annual audit, quarterly and monthly financial statements
- Cash Management

**Rachelle Matthews**  
Accounting Manager

**ACCOUNTING**

- Manage Debt & Lease Obligations
- Accounts Payable
- Accounts Receivable
- General Accounting

**Theresa Steinlage**  
Payroll Manager

**PAYROLL**

- Payroll Processing
- Leave Accruals
- Payroll Reporting

**Steve Wade**  
Budget and  
Performance

**BUDGET AND  
PERFORMANCE**

- Lead the annual budget development process
- Lead the annual capital improvement plan process
- Long range forecast
- Administers the City's Performance program

**Leigha Boling**  
Acting Director

**PROCUREMENT**

- Assist with all Request for Proposals
- Bid items for departments
- Manage the purchasing card process

**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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Fiscal Health & Sustainable Growth

Improve and maintain the city's fiscal health

General Fund, Fund Balance (%)	23%	23%	20%	TBD
Annual Audit Findings	No Findings	No Findings	No Findings	TBD

### Major Program Accomplishments

- Completed the 2020 audit process with an unmodified "clean" opinion, reflecting the strength of the City's financial practices
- Met the 2-day National Automated Clearing House Association (NACHA) goal 24 out of 26 pay periods in 2019
- Implemented new city budgeting software

### 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  
2019

Actual FY  
2020

Budget FY  
2021

Preliminary  
FY 2022

#### Allocation by Expense Category

Personnel	\$	1,471,077	\$	1,341,269	\$	1,526,822	\$	1,540,254
Non-Personnel Total	\$	349,706	\$	403,408	\$	330,362	\$	478,667
Contractual	\$	341,671	\$	396,699	\$	320,512	\$	468,817
Commodities	\$	8,066	\$	6,671	\$	9,850	\$	9,850
Other Payments	\$	(31)	\$	38	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>1,820,783</b>	<b>\$</b>	<b>1,744,677</b>	<b>\$</b>	<b>1,857,184</b>	<b>\$</b>	<b>2,018,920</b>

#### Allocation by Fund

General Fund	\$	1,820,783	\$	1,744,677	\$	1,857,184	\$	2,018,920
<b>TOTAL</b>	<b>\$</b>	<b>1,820,783</b>	<b>\$</b>	<b>1,744,677</b>	<b>\$</b>	<b>1,857,184</b>	<b>\$</b>	<b>2,018,920</b>

#### Full-Time Equivalent Positions

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

- Contractual includes a \$138,000 increase for the budgeting software OpenGov
- All department utility expenses were moved to Public Works which is reflected in the Contractual item

<b>Financial Reporting &amp; Payroll</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,820,782</b>	<b>\$ 1,744,674</b>	<b>\$ 1,857,184</b>	<b>\$ 2,018,921</b>	<b>\$ 161,737</b>
<b>Employee Compensation</b>	<b>\$ 1,077,675</b>	<b>\$ 1,039,458</b>	<b>\$ 1,126,341</b>	<b>\$ 1,143,560</b>	<b>\$ 17,219</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 993,171	\$ 1,001,464	\$ 1,108,099	\$ 1,094,118	\$ (13,981)
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ -	\$ 31,200	\$ 31,200
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 65,033	\$ 14,649	\$ 10,000	\$ 10,000	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 16,242	\$ 16,354	\$ 5,000	\$ 5,000	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 22	\$ 6,978	\$ 1,102	\$ 1,102	\$ -
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 2,140	\$ 2,140	\$ -
(51021-0) EMPLOYEE COMP RETIREMENT PAY	\$ 13	\$ 13	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 3,194	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 393,401</b>	<b>\$ 301,809</b>	<b>\$ 400,479</b>	<b>\$ 396,694</b>	<b>\$ (3,785)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 15,660	\$ 15,434	\$ 16,331	\$ 15,865	\$ (466)
(51202-0) EMPL BENEFITS KPERS	\$ 109,806	\$ 104,518	\$ 109,369	\$ 107,989	\$ (1,380)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 153,329	\$ 140,136	\$ 175,281	\$ 174,603	\$ (678)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 66,968	\$ 65,861	\$ 68,702	\$ 67,835	\$ (867)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 1,128	\$ 1,098	\$ 1,108	\$ 1,084	\$ (24)
(51210-0) EMPL BEN FLEX ADMIN	\$ 409	\$ 350	\$ 324	\$ 324	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 26,549	\$ 25,984	\$ 26,594	\$ 26,259	\$ (335)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 3,974	\$ 4,029	\$ 2,770	\$ 2,735	\$ (35)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 15,578	\$ (55,601)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 14,384</b>	<b>\$ 13,196</b>	<b>\$ 16,024</b>	<b>\$ 2,431</b>	<b>\$ (13,593)</b>
(52001-0) ELECTRICITY	\$ 7,722	\$ 6,757	\$ 6,403	\$ -	\$ (6,403)
(52002-0) NATURAL GAS	\$ 2,572	\$ 2,405	\$ 6,160	\$ -	\$ (6,160)
(52003-0) WATER	\$ 426	\$ 362	\$ 472	\$ -	\$ (472)
(52004-0) SOLID WASTE DISPOSAL	\$ 5	\$ -	\$ -	\$ -	\$ -
(52005-0) SEWER SERVICE	\$ 519	\$ 414	\$ 463	\$ -	\$ (463)
(52008-0) STORM WATER	\$ 102	\$ 101	\$ 95	\$ -	\$ (95)
(52101-0) COMMUNICATIONS - VOICE	\$ 2,173	\$ 2,113	\$ 1,942	\$ 1,942	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 865	\$ 1,044	\$ 489	\$ 489	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 271,522</b>	<b>\$ 348,452</b>	<b>\$ 242,149</b>	<b>\$ 403,450</b>	<b>\$ 161,301</b>
(52200-0) INDIV. & CONT SERV	\$ 37,926	\$ 27,561	\$ 23,343	\$ 161,343	\$ 138,000
(52202-0) PROF-AUDIT/LEGAL	\$ 69,725	\$ 88,720	\$ 63,500	\$ 63,500	\$ -
(52206-0) IT ALLOCATION	\$ 84,780	\$ 90,142	\$ 88,164	\$ 111,178	\$ 23,014
(52207-0) FINANCIAL SERVICES	\$ 52,787	\$ 111,514	\$ 49,200	\$ 49,200	\$ -
(52208-0) EDUCATION/DUES	\$ 3,994	\$ 3,682	\$ -	\$ -	\$ -
(52210-0) ADMIN FEES	\$ -	\$ 15	\$ 2,442	\$ 2,729	\$ 287
(52210-101) ADMIN FEES-INTERFUND	\$ 2,179	\$ 2,353	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 20,131	\$ 24,465	\$ 15,500	\$ 15,500	\$ -
<b>Miscellaneous</b>	<b>\$ 19,952</b>	<b>\$ 7,934</b>	<b>\$ 15,830</b>	<b>\$ 15,830</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 7,077	\$ 935	\$ 10,330	\$ 10,330	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 12,875	\$ 6,999	\$ 5,500	\$ 5,500	\$ -
<b>Insurance</b>	<b>\$ 1,327</b>	<b>\$ 1,367</b>	<b>\$ 8,505</b>	<b>\$ 9,100</b>	<b>\$ 595</b>
(52502-0) INSURANCE PROPERTY	\$ 1,327	\$ 1,367	\$ 8,505	\$ 9,100	\$ 595
<b>Maintenance</b>	<b>\$ 24,812</b>	<b>\$ 24,381</b>	<b>\$ 25,986</b>	<b>\$ 25,986</b>	<b>\$ -</b>
(52602-0) MTBLDG&GRDS BUILDINGS	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 13,154	\$ 13,986	\$ 13,986	\$ 13,986	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 11,658	\$ 10,395	\$ 10,000	\$ 10,000	\$ -
<b>Purchased Services</b>	<b>\$ 9,674</b>	<b>\$ 1,368</b>	<b>\$ 12,020</b>	<b>\$ 12,020</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 8,594	\$ 470	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 1,080	\$ 898	\$ 12,020	\$ 12,020	\$ -
<b>Supplies</b>	<b>\$ 8,066</b>	<b>\$ 6,671</b>	<b>\$ 9,850</b>	<b>\$ 9,850</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 6,242	\$ 5,541	\$ 6,600	\$ 6,600	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 1,345	\$ 593	\$ -	\$ -	\$ -
(54400-0) FOOD HUMAN	\$ 429	\$ 487	\$ -	\$ -	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 50	\$ 50	\$ 750	\$ 750	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ -	\$ -	\$ 500	\$ 500	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
<b>Other Costs</b>	<b>\$ (31)</b>	<b>\$ 38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58103-0) OTHER DISCOUNT TAKEN	\$ (92)	\$ (90)	\$ -	\$ -	\$ -
(58107-0) OTHER CASH LONG OR SHORT	\$ 62	\$ 127	\$ -	\$ -	\$ -

## 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 vendor selection process that is compliant and consistent with city policies and goals. The city has a central Contracts and Procurement division, which allows for a reduction in administrative costs associated with purchasing and operating activities, and allows the city to leverage better values and costs for procuring goods and services.

Actual  
FY 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Organizational Excellence

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

Total number of bid events released to the public	197	189	190	TBD
Total number of bid events awarded to all vendors	182	148	150	TBD
Total number of bid events awarded to diverse vendors	71	51	53	TBD
Diverse vendor awards as a percent	39.011%	34.459%	35.333%	TBD
Total purchase order lines processed	13,265	9,279	13,000	TBD
Total purchase order spend expressed as a percent of the adopted budget	45.732%	30.742%	45.000%	TBD
Total pcard spend expressed as a percent of the adopted budget	0.800%	0.648%	0.493%	TBD
Total dollars paid to all vendors by purchase order	174,052,693	171,528,909	171,000,000	TBD
Dollars paid to diverse vendors by purchase order	7,635,239	7,298,151	7,600,000	TBD
Diverse vendor spending by purchase order as a percent	4.387%	4.255%	4.444%	TBD

\*Diverse Vendor Classifications: AFRIC, ASIAN, DIS, FEM, HISP, MIN, VET

\*Diverse Vendor Classifications Do Not Include: NONE, OTHER, SMALL

### Major Program Accomplishments

- Finalized the updated City of Topeka Purchasing Card Policy
- Finalized system functionality to report on business diversity spending

### Future Goals

- Participate or host two local events between August and December to engage with diverse businesses
- Verify all Procurement Regulations include the National Institute of Government Purchasing standards
- Complete the Program Review Committee Regulations and establish adequate goals for engaging and partnering with diverse businesses

## Contracts and Procurement

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	442,466	\$	417,516	\$	483,010	\$	447,544
Non-Personnel Total	\$	50,586	\$	52,796	\$	65,004	\$	56,880
Contractual	\$	48,748	\$	51,450	\$	63,904	\$	54,780
Commodities	\$	1,838	\$	1,346	\$	1,100	\$	2,100
TOTAL	\$	493,052	\$	470,312	\$	548,014	\$	504,424
Allocation by Fund								
General Fund	\$	493,052	\$	470,312	\$	548,014	\$	504,424
TOTAL	\$	493,052	\$	470,312	\$	548,014	\$	504,424
Full-Time Equivalent Positions								
Contracts and Procurement		6.0		6.0		6.0		6.0

### Changes to the Budget

→The 2022 Proposed Budget reflects a decrease in personnel as a result of staffing changes

<b>Contracts and Procurement</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 493,055</b>	<b>\$ 470,314</b>	<b>\$ 548,013</b>	<b>\$ 504,425</b>	<b>\$ (43,588)</b>
<b>Employee Compensation</b>	<b>\$ 333,724</b>	<b>\$ 317,948</b>	<b>\$ 342,355</b>	<b>\$ 316,235</b>	<b>\$ (26,120)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 332,981	\$ 316,655	\$ 342,323	\$ 316,235	\$ (26,088)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 1,926	\$ 1,261	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ -	\$ 32	\$ 32	\$ -	\$ (32)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (1,183)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 108,744</b>	<b>\$ 99,570</b>	<b>\$ 140,654</b>	<b>\$ 131,310</b>	<b>\$ (9,344)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 4,611	\$ 4,382	\$ 5,021	\$ 4,585	\$ (436)
(51202-0) EMPL BENEFITS KPERS	\$ 32,933	\$ 30,430	\$ 33,787	\$ 31,212	\$ (2,575)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 44,068	\$ 53,326	\$ 71,136	\$ 67,161	\$ (3,975)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 19,717	\$ 18,706	\$ 21,224	\$ 19,607	\$ (1,617)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 334	\$ 317	\$ 342	\$ 314	\$ (28)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 75	\$ 66	\$ 72	\$ 50	\$ (22)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 7,845	\$ 7,502	\$ 8,216	\$ 7,590	\$ (626)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 833	\$ 792	\$ 856	\$ 791	\$ (65)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (1,672)	\$ (15,951)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 7,372</b>	<b>\$ 6,996</b>	<b>\$ 6,544</b>	<b>\$ 1,377</b>	<b>\$ (5,167)</b>
(52001-0) ELECTRICITY	\$ 3,962	\$ 3,468	\$ 3,286	\$ -	\$ (3,286)
(52002-0) NATURAL GAS	\$ 1,326	\$ 1,234	\$ 1,572	\$ -	\$ (1,572)
(52003-0) WATER	\$ 218	\$ 186	\$ 22	\$ -	\$ (22)
(52005-0) SEWER SERVICE	\$ 266	\$ 213	\$ 238	\$ -	\$ (238)
(52008-0) STORM WATER	\$ 52	\$ 52	\$ 49	\$ -	\$ (49)
(52101-0) COMMUNICATIONS - VOICE	\$ 1,548	\$ 1,843	\$ 1,377	\$ 1,377	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 26,981</b>	<b>\$ 32,155</b>	<b>\$ 29,894</b>	<b>\$ 29,617</b>	<b>\$ (277)</b>
(52200-0) INDIV. & CONT SERV	\$ 45	\$ 125	\$ 1,000	\$ 1,000	\$ -
(52206-0) IT ALLOCATION	\$ 25,242	\$ 27,650	\$ 27,032	\$ 25,593	\$ (1,439)
(52208-0) EDUCATION/DUES	\$ 1,089	\$ 3,606	\$ 1,000	\$ 1,300	\$ 300
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 862	\$ 862	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 605	\$ 774	\$ -	\$ 862	\$ 862
<b>Miscellaneous</b>	<b>\$ 3,289</b>	<b>\$ 699</b>	<b>\$ 5,000</b>	<b>\$ 9,000</b>	<b>\$ 4,000</b>
(52300-0) EDUCATION/TRAVEL	\$ 2,461	\$ 639	\$ 5,000	\$ 9,000	\$ 4,000
(52400-0) PRINTING AND ADVERTISING	\$ 828	\$ 60	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>\$ 595</b>	<b>\$ 613</b>	<b>\$ 3,180</b>	<b>\$ 800</b>	<b>\$ (2,380)</b>
(52502-0) INSURANCE PROPERTY	\$ 595	\$ 613	\$ 3,180	\$ 800	\$ (2,380)
<b>Maintenance</b>	<b>\$ 7,200</b>	<b>\$ 8,442</b>	<b>\$ 16,786</b>	<b>\$ 11,486</b>	<b>\$ (5,300)</b>
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 6,750	\$ 7,177	\$ 7,177	\$ 7,177	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 450	\$ 1,265	\$ 9,609	\$ 4,309	\$ (5,300)
<b>Rents</b>	<b>\$ 2,061</b>	<b>\$ 2,510</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
(52802-0) RENT EQUIPMENT	\$ 2,061	\$ 2,510	\$ 2,500	\$ 2,500	\$ -
<b>Purchased Services</b>	<b>\$ 1,250</b>	<b>\$ 36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 333	\$ 36	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 917	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 1,839</b>	<b>\$ 1,345</b>	<b>\$ 1,100</b>	<b>\$ 2,100</b>	<b>\$ 1,000</b>
(54000-0) OFFICE SUPPLIES	\$ 1,459	\$ 991	\$ 1,000	\$ 2,000	\$ 1,000
(54100-0) CONSUMABLE ITEMS	\$ 303	\$ 354	\$ -	\$ -	\$ -
(54400-0) FOOD HUMAN	\$ 77	\$ -	\$ -	\$ -	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ -	\$ -	\$ 100	\$ 100	\$ -





# Human Resources

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## Human Resources

### DIVISION ALLOCATION SUMMARY

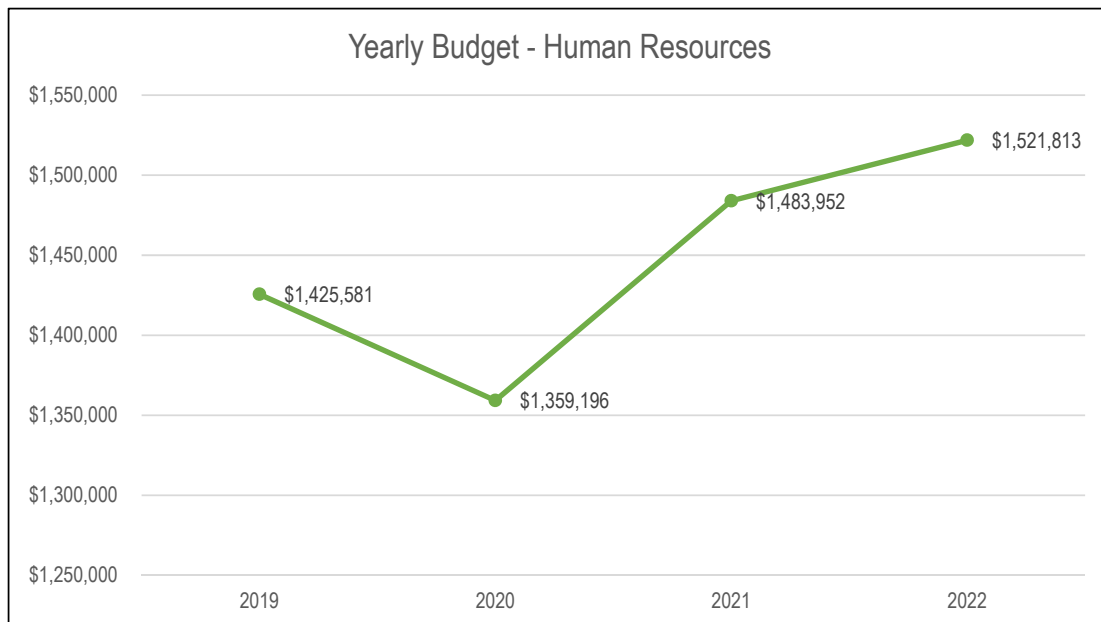
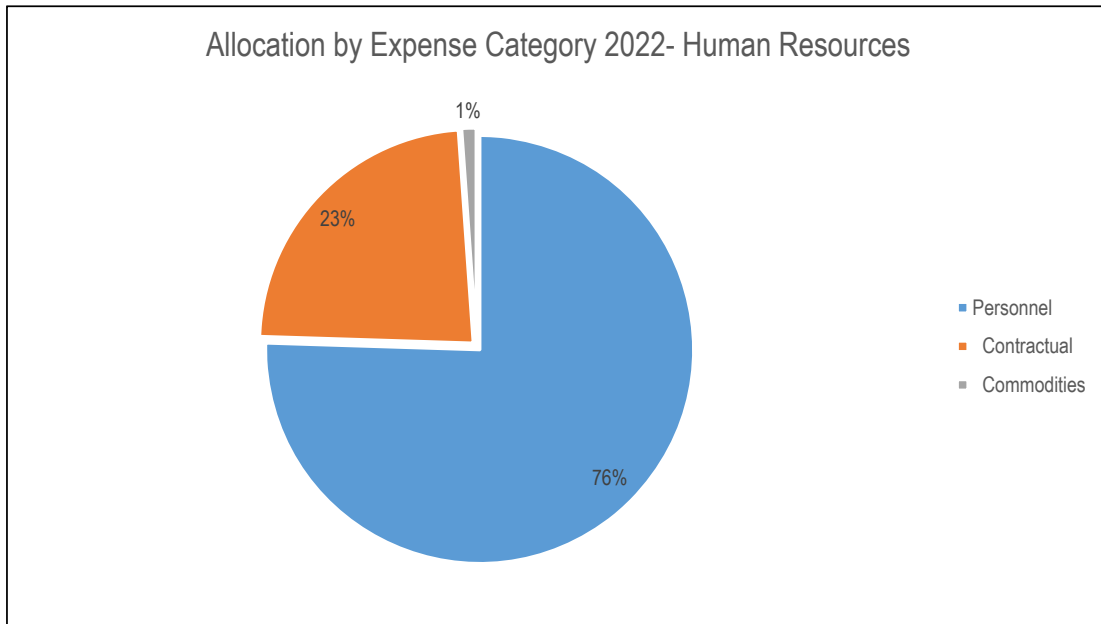
	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 1,010,731	\$ 1,074,806	\$ 1,112,561	\$ 1,148,836
Non-Personnel	\$ 414,849	\$ 284,390	\$ 371,391	\$ 372,977
Contractual	\$ 399,089	\$ 271,405	\$ 354,371	\$ 355,957
Commodities	\$ 15,760	\$ 12,985	\$ 17,020	\$ 17,020
<b>TOTAL</b>	<b>\$ 1,425,581</b>	<b>\$ 1,359,196</b>	<b>\$ 1,483,952</b>	<b>\$ 1,521,813</b>
<b>Allocation by Fund</b>				
General Fund	\$ 1,303,891	\$ 1,227,791	\$ 1,189,861	\$ 1,260,003
Workers Compensation Fund	\$ 95,987	\$ 100,524	\$ 133,017	\$ 176,340
Health Fund	\$ 25,702	\$ 30,881	\$ 161,074	\$ 85,470
<b>TOTAL</b>	<b>\$ 1,425,581</b>	<b>\$ 1,359,196</b>	<b>\$ 1,483,952</b>	<b>\$ 1,521,813</b>
<b>Full-Time Equivalent Positions</b>				
Human Resources	13.0	13.0	13.0	13.0

### Changes to the Budget

→The 2022 budget includes two employees allocated to the Worker's Comp Fund and two employees payroll costs split between the General Fund and the Health Insurance Fund

## Human Resources

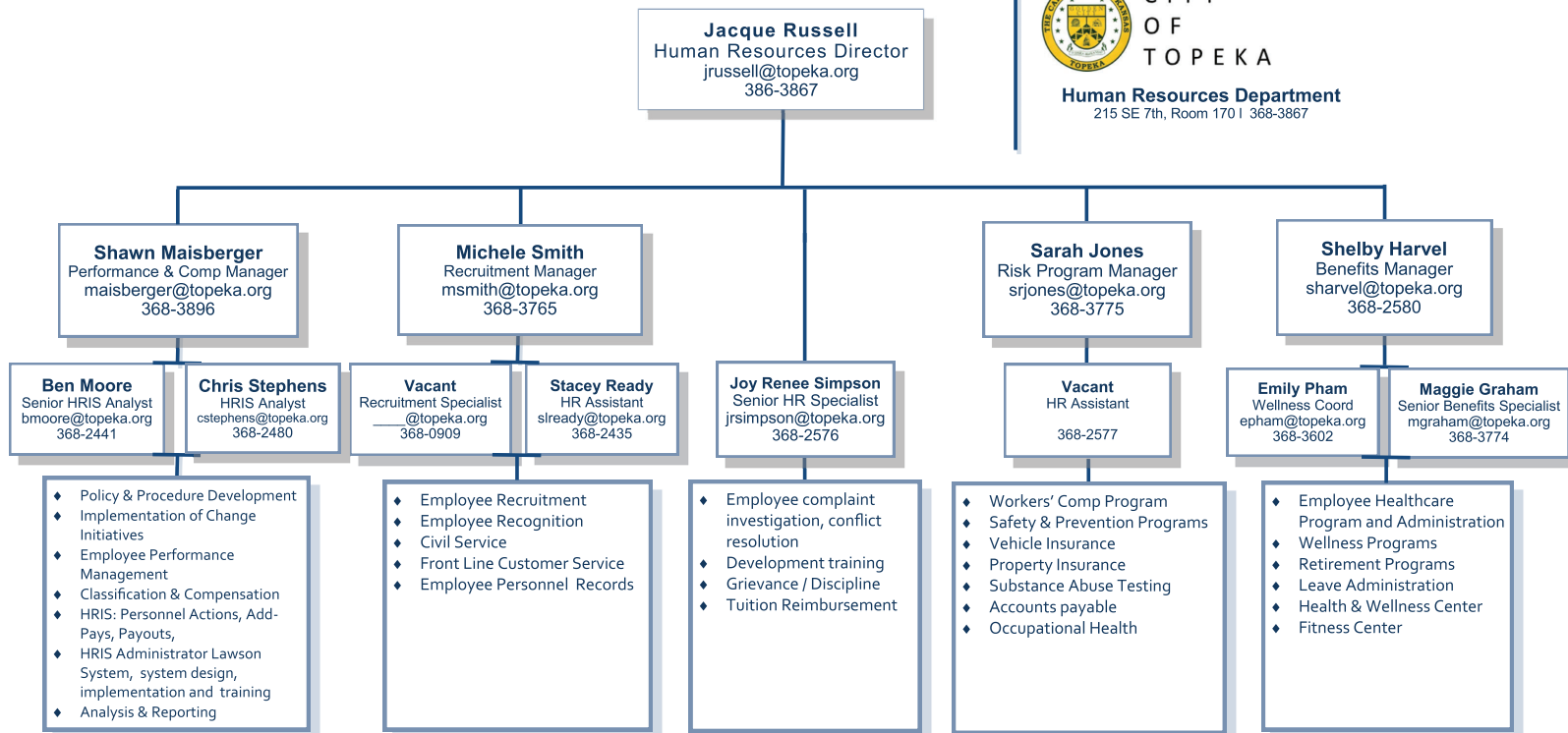
### ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
OF  
TOPEKA

Human Resources Department  
215 SE 7th, Room 170 | 368-3867



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.

5/25/2021

## Human Resources

### 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Organizational Excellence

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

Promote a qualified, engaged and healthy workforce

Employee Workers' Compensation Claims Paid	\$2,136,300	\$62,580	\$1,295,500	TBD
Employee Health Care Claims & Administrative Fees	\$10,597,538	\$10,925,470	\$11,245,500	TBD
Annual Turnovers	143	165	120	TBD
Annual Retirements	38	55	30	TBD
Employees Attended Training and Education Opportunities	2048	600	1500	TBD

### Major Program Accomplishments

- Implemented position functional analysis for Police Department
- Rollout of City specific Customer Service Training throughout the organization
- Expansion of Employee Assistance Program to include dedicated mental health provider at the onsite clinic

### Future Goals

- Review/improve the onboarding process
- Enhance supervisory/leadership developmental opportunities

<b>Human Resources</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,303,891</b>	<b>\$ 1,227,792</b>	<b>\$ 1,189,862</b>	<b>\$ 1,260,003</b>	<b>\$ 70,141</b>
<b>Employee Compensation</b>	<b>\$ 658,620</b>	<b>\$ 732,723</b>	<b>\$ 593,534</b>	<b>\$ 653,222</b>	<b>\$ 59,688</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 650,675	\$ 728,022	\$ 623,448	\$ 652,360	\$ 28,912
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ (30,776)	\$ -	\$ 30,776
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 3,535	\$ 4,530	\$ -	\$ -	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 1,615	\$ 69	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 3,868	\$ 102	\$ 862	\$ 862	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (1,073)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 1,260</b>	<b>\$ 1,845</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 1,260	\$ 1,845	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 229,164</b>	<b>\$ 208,832</b>	<b>\$ 224,936</b>	<b>\$ 233,804</b>	<b>\$ 8,868</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 9,362	\$ 10,178	\$ 9,193	\$ 9,459	\$ 266
(51202-0) EMPL BENEFITS KPERS	\$ 64,344	\$ 69,794	\$ 61,534	\$ 64,388	\$ 2,854
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 92,944	\$ 94,152	\$ 98,176	\$ 101,343	\$ 3,167
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 40,030	\$ 43,417	\$ 38,654	\$ 40,446	\$ 1,792
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 678	\$ 732	\$ 623	\$ 646	\$ 23
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 216	\$ 228	\$ 234	\$ 234	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 15,610	\$ 17,438	\$ 14,963	\$ 15,657	\$ 694
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,693	\$ 1,828	\$ 1,559	\$ 1,631	\$ 72
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 4,287	\$ (28,935)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 16,151</b>	<b>\$ 14,489</b>	<b>\$ 16,620</b>	<b>\$ 2,200</b>	<b>\$ (14,420)</b>
(52001-0) ELECTRICITY	\$ 9,550	\$ 8,358	\$ 9,700	\$ -	\$ (9,700)
(52002-0) NATURAL GAS	\$ 3,197	\$ 2,975	\$ 3,250	\$ -	\$ (3,250)
(52003-0) WATER	\$ 527	\$ 447	\$ 600	\$ -	\$ (600)
(52005-0) SEWER SERVICE	\$ 642	\$ 512	\$ 720	\$ -	\$ (720)
(52008-0) STORM WATER	\$ 126	\$ 125	\$ 150	\$ -	\$ (150)
(52101-0) COMMUNICATIONS - VOICE	\$ 1,955	\$ 1,887	\$ 2,200	\$ 2,200	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 154	\$ 185	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 316,618</b>	<b>\$ 212,564</b>	<b>\$ 277,556</b>	<b>\$ 293,061</b>	<b>\$ 15,505</b>
(52200-0) INDIV. & CONT SERV	\$ 35,789	\$ 27,412	\$ 40,000	\$ 40,000	\$ -
(52201-0) CONTRACTED LABOR SERV	\$ -	\$ 5,508	\$ 5,000	\$ 5,000	\$ -
(52206-0) IT ALLOCATION	\$ 59,978	\$ 62,276	\$ 60,992	\$ 76,486	\$ 15,494
(52208-0) EDUCATION/DUES	\$ 36,020	\$ 24,750	\$ 30,000	\$ 30,000	\$ -
(52209-0) MEDICAL SERVICES	\$ 54,084	\$ 28,249	\$ 80,000	\$ 80,000	\$ -
(52209-6100) PHYSICAL EXAMS / HEALTH SCREENINGS	\$ 387	\$ 32	\$ 1,000	\$ 1,000	\$ -
(52209-6101) Pre-Employment Physical	\$ -	\$ 5,610	\$ 990	\$ 990	\$ -
(52209-6102) Pre-Employment Physical for Police	\$ 13,104	\$ 5,460	\$ 6,000	\$ 6,000	\$ -
(52209-6103) Pre-Employment Physical for Haz Mat	\$ 4,180	\$ -	\$ 2,000	\$ 2,000	\$ -
(52209-6104) Annual Physical for CDL / DOT	\$ 3,800	\$ 1,500	\$ 3,800	\$ 3,800	\$ -
(52209-6105) Annual Physical for Fire	\$ 73,680	\$ 3,960	\$ 12,540	\$ 12,540	\$ -
(52209-6106) Annual Physical for SWAT	\$ 1,260	\$ -	\$ 1,650	\$ 1,650	\$ -
(52209-6107) Rabies Screening	\$ 1,005	\$ 1,005	\$ 670	\$ 670	\$ -
(52209-6108) TB Skin Test	\$ 736	\$ 800	\$ 100	\$ 100	\$ -
(52209-6109) Fitness for Duty	\$ 1,255	\$ -	\$ 750	\$ 750	\$ -
(52209-6200) SUBSTANCE ABUSE SCREENINGS	\$ 45	\$ -	\$ -	\$ -	\$ -
(52209-6201) Pre-Employment Stat Cup Urine	\$ 6,392	\$ 1,222	\$ 893	\$ 893	\$ -
(52209-6202) Pre-Employment 7 Panel Urine	\$ 464	\$ 114	\$ 456	\$ 456	\$ -
(52209-6203) MRO Review	\$ 300	\$ 100	\$ 300	\$ 300	\$ -
(52209-6205) Breath Alcohol Screen	\$ 4,095	\$ 3,185	\$ 1,680	\$ 1,680	\$ -
(52209-6206) STAT CUP URINE	\$ 2,523	\$ 5,170	\$ 1,280	\$ 1,280	\$ -
(52209-6207) 7 PANEL URINE	\$ 6,281	\$ 2,394	\$ 1,050	\$ 1,050	\$ -
(52209-6208) PRE-EMPLOYMENT URINE COLLECTION	\$ -	\$ -	\$ 15	\$ 15	\$ -
(52209-6209) URINE COLLECTION	\$ -	\$ 15	\$ 60	\$ -	\$ (60)
(52209-6300) OCCUPATIONAL VACCINATIONS	\$ 301	\$ 175	\$ -	\$ -	\$ -
(52209-6301) Hepatitis A	\$ -	\$ -	\$ 420	\$ 420	\$ -
(52209-6302) Hepatitis B	\$ 325	\$ 425	\$ 150	\$ 150	\$ -

<b>Human Resources</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,303,891</b>	<b>\$ 1,227,792</b>	<b>\$ 1,189,862</b>	<b>\$ 1,260,003</b>	<b>\$ 70,141</b>
(52209-6303) Hepatitis Antigen	\$ -	\$ -	\$ 150	\$ 150	\$ -
(52209-6304) Tetanus	\$ 1,560	\$ 80	\$ 320	\$ 320	\$ -
(52209-6401) POST OFFER EMPLOYMENT TEST (POET)	\$ -	\$ 10,200	\$ 11,250	\$ 11,250	\$ -
(52209-6402) JOB ANALYSIS	\$ -	\$ 2,100	\$ 3,000	\$ 3,000	\$ -
(52209-6403) FITNESS-FOR-DUTY TESTING	\$ -	\$ 75	\$ 375	\$ 375	\$ -
(52209-6404) EARLY INTERVENTION	\$ -	\$ 9,375	\$ 1,500	\$ 1,500	\$ -
(52209-6405) PRE-EMPLOYMENT NON-DOT STAT CUP	\$ -	\$ 245	\$ 1,575	\$ 1,575	\$ -
(52209-6406) TRAINING & DEVELOPMENT	\$ -	\$ -	\$ 625	\$ 625	\$ -
(52209-6500) ERGONOMIC EVALUATIONS	\$ -	\$ 200	\$ 1,000	\$ 1,000	\$ -
(52209-6600) PULMONARY FUNCTION TESTING	\$ -	\$ -	\$ 100	\$ 100	\$ -
(52210-0) ADMIN FEES	\$ 52	\$ 68	\$ 1,365	\$ 1,436	\$ 71
(52210-101) ADMIN FEES-INTERFUND	\$ 1,487	\$ 1,513	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 7,515	\$ 9,346	\$ 4,500	\$ 4,500	\$ -
<b>Miscellaneous</b>	<b>\$ 10,315</b>	<b>\$ 10,986</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 2,195	\$ 1,437	\$ 10,000	\$ 10,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 8,120	\$ 9,549	\$ 5,500	\$ 5,500	\$ -
<b>Insurance</b>	<b>\$ 1,449</b>	<b>\$ 19,038</b>	<b>\$ 24,946</b>	<b>\$ 25,446</b>	<b>\$ 500</b>
(52502-0) INSURANCE PROPERTY	\$ 1,449	\$ 1,449	\$ 7,147	\$ 7,647	\$ 500
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 16,269	\$ 17,299	\$ 17,299	\$ 17,299	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 6,480	\$ 290	\$ 500	\$ 500	\$ -
<b>Rents</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
<b>Purchased Services</b>	<b>\$ 7,318</b>	<b>\$ 3,159</b>	<b>\$ 2,750</b>	<b>\$ 2,750</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 7,083	\$ 2,394	\$ 750	\$ 750	\$ -
(53100-0) CONTRACTUAL SERVICES	\$ 235	\$ 765	\$ 2,000	\$ 2,000	\$ -
<b>Grants</b>	<b>\$ -</b>	<b>\$ 11,169</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
(53800-0) GRANTS YOUTH & SOCIAL SERVICES	\$ 24,490	\$ 11,169	\$ 15,000	\$ 15,000	\$ -
<b>Supplies</b>	<b>\$ 15,761</b>	<b>\$ 12,985</b>	<b>\$ 17,020</b>	<b>\$ 17,020</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 3,536	\$ 6,775	\$ 7,770	\$ 7,770	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 9,233	\$ 6,210	\$ 4,000	\$ 4,000	\$ -
(54400-0) FOOD HUMAN	\$ 2,242	\$ -	\$ 2,500	\$ 2,500	\$ -
(54600-0) UNIFORMS	\$ 100	\$ -	\$ -	\$ -	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 650	\$ -	\$ -	\$ -	\$ -
(55200-0) RECREATION SUPPLIES	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ -	\$ -	\$ 250	\$ 250	\$ -



<b>Workers Compensation</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 95,987</b>	<b>\$ 100,524</b>	<b>\$ 133,017</b>	<b>\$ 176,340</b>	<b>\$ 43,323</b>
<b>Employee Compensation</b>	<b>\$ 74,017</b>	<b>\$ 81,833</b>	<b>\$ 101,408</b>	<b>\$ 146,621</b>	<b>\$ 45,213</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 75,943	\$ 81,833	\$ 101,408	\$ 146,621	\$ 45,213
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (1,926)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 21,969</b>	<b>\$ 18,691</b>	<b>\$ 31,609</b>	<b>\$ 29,720</b>	<b>\$ (1,889)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,094	\$ 1,162	\$ 1,494	\$ 2,126	\$ 632
(51202-0) EMPL BENEFITS KPERS	\$ 7,633	\$ 7,830	\$ 10,009	\$ 14,472	\$ 4,463
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 5,950	\$ 5,555	\$ 11,030	\$ -	\$ (11,030)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 4,677	\$ 4,970	\$ 6,287	\$ 9,091	\$ 2,804
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 77	\$ 82	\$ 101	\$ 145	\$ 44
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 1,853	\$ 1,955	\$ 2,434	\$ 3,519	\$ 1,085
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 193	\$ 204	\$ 254	\$ 367	\$ 113
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 492	\$ (3,067)	\$ -	\$ -	\$ -

<b>Health Fund</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 25,702</b>	<b>\$ 30,881</b>	<b>\$ 161,074</b>	<b>\$ 85,470</b>	<b>\$ (75,604)</b>
<b>Employee Compensation</b>	<b>\$ 19,767</b>	<b>\$ 23,866</b>	<b>\$ 117,175</b>	<b>\$ 71,066</b>	<b>\$ (46,109)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 19,767	\$ 23,866	\$ 117,175	\$ 71,066	\$ (46,109)
<b>Benefits</b>	<b>\$ 5,934</b>	<b>\$ 7,015</b>	<b>\$ 43,899</b>	<b>\$ 14,404</b>	<b>\$ (29,495)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 283	\$ 340	\$ 1,699	\$ 1,030	\$ (669)
(51202-0) EMPL BENEFITS KPERS	\$ 1,904	\$ 2,256	\$ 11,565	\$ 7,014	\$ (4,551)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 1,956	\$ 3,097	\$ 20,130	\$ -	\$ (20,130)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 1,210	\$ 1,455	\$ 7,265	\$ 4,406	\$ (2,859)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 20	\$ 24	\$ 117	\$ 70	\$ (47)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ -	\$ -	\$ 18	\$ -	\$ (18)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 443	\$ 573	\$ 2,812	\$ 1,706	\$ (1,106)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 49	\$ 60	\$ 293	\$ 178	\$ (115)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 69	\$ (790)	\$ -	\$ -	\$ -



# Information Technology

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## Information Technology

### DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,168,526.00	\$ 1,304,410.00	\$ 1,356,365.00	\$ 1,518,360.00
Ending	\$ 1,304,410.00	\$ 1,356,365.00	\$ 1,518,360.00	\$ 1,606,959.00

<b>Revenue</b>				
Franchise Fees	\$ 34,351	\$ 34,351	\$ -	\$ 34,351
Fees For Service	\$ 3,931,277	\$ 3,914,465	\$ 3,854,066	\$ 3,900,000
Miscellaneous	\$ 368	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 3,965,996</b>	<b>\$ 3,948,816</b>	<b>\$ 3,854,066</b>	<b>\$ 3,934,351</b>

#### Allocation by Expense Category

Personnel	\$ 1,738,436	\$ 1,570,808	\$ 1,619,939	\$ 1,725,830
Non-Personnel	\$ 2,284,250	\$ 2,420,539	\$ 2,541,860	\$ 2,624,480
Contractual	\$ 2,054,158	\$ 2,284,216	\$ 2,109,865	\$ 2,265,881
Capital Outlay	\$ 94,618	\$ 84,368	\$ 270,000	\$ 270,000
Commodities	\$ 135,884	\$ 51,955	\$ 161,995	\$ 88,599
Other Payments	\$ (410)	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,022,686</b>	<b>\$ 3,991,347</b>	<b>\$ 4,161,799</b>	<b>\$ 4,350,310</b>

#### Allocation by Fund

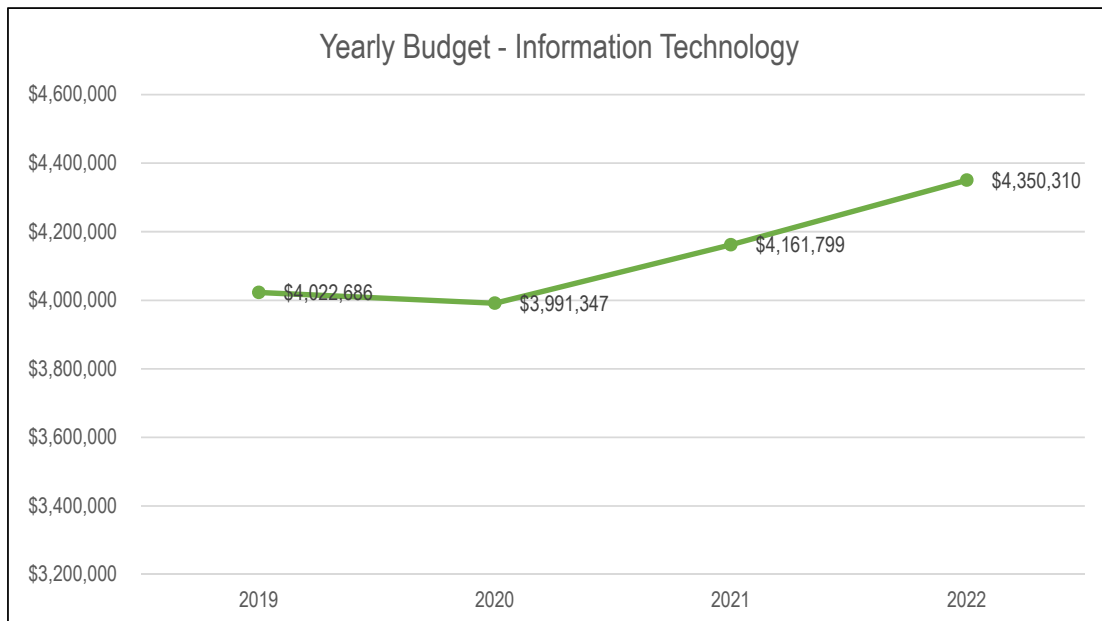
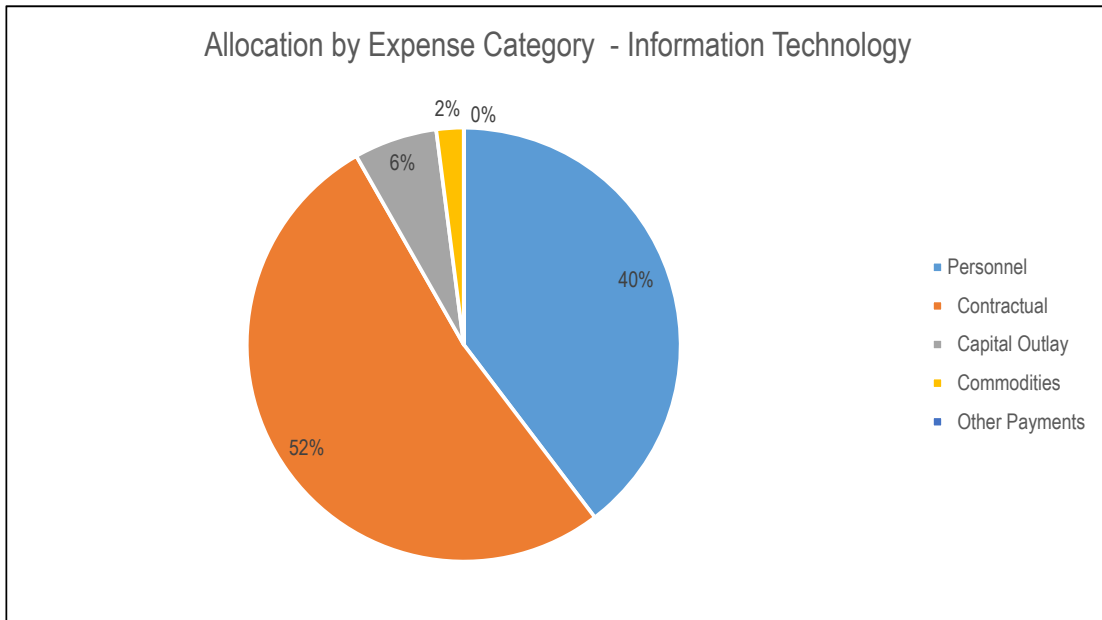
IT Fund	\$ 4,022,686	\$ 3,991,347	\$ 4,161,799	\$ 4,350,310
<b>TOTAL</b>	<b>\$ 4,022,686</b>	<b>\$ 3,991,347</b>	<b>\$ 4,161,799</b>	<b>\$ 4,350,310</b>

#### Full-Time Equivalent Positions

IT Business Systems	9.0	8.0	7.0	8.0
IT Computing	6.0	6.0	6.0	6.0
IT Telecom	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>17.0</b>	<b>16.0</b>	<b>15.0</b>	<b>16.0</b>

## Information Technology

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE



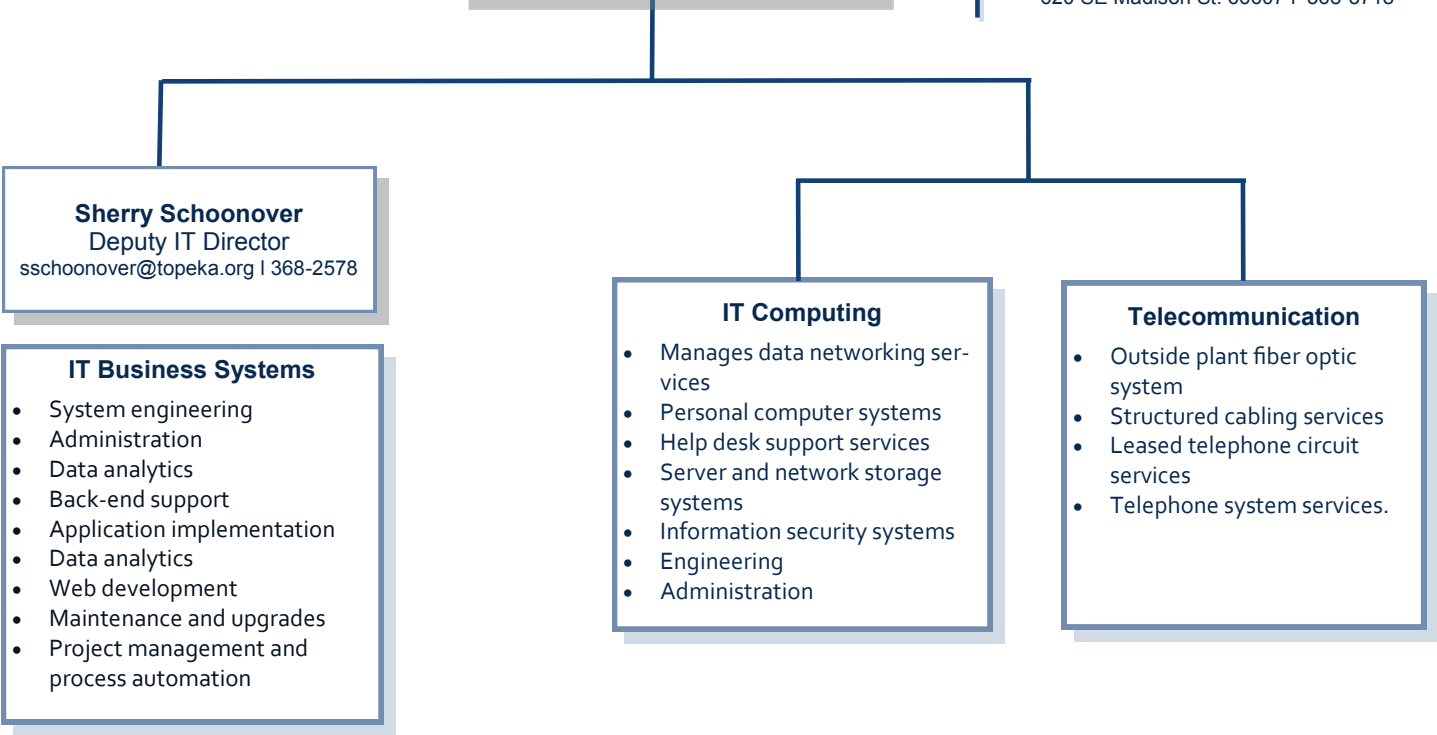
\*Increase in budget driven by CIP increases not operational

**Mark Biswell**  
Information Technology  
Director  
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CITY  
OF  
TOPEKA

**INFORMATION TECHNOLOGY**  
620 SE Madison St. 66607 | 368-3718



**THE TOPEKA INFORMATION TECHNOLOGY DEPARTMENT**

The Information Technology Department is responsible for all Telecommunications, Computing and Business System functions and to provide critical information systems and services of the highest quality to assure availability of accurate, reliable, and timely information necessary for the support and operation within the computing enterprise of the City of Topeka.

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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	2	TBD
Customer Portal: Number of Services & Departments Offered	0	6	9	TBD

### Major Program Accomplishments

→Implemented Single Customer portal to allow easier online payment process with capabilities of wallet, selecting specific payment date and pay via text  
→Switch utility billing online and IVR to single platform  
→Created a Digital Service Portal for easier access and information, converted 45 forms from pdf/paper to electronic, online forms including workflows

### Future Goals

→Restructure the SharePoint environment to provide departments with better collaboration tools and processes  
→Develop a strategy for more data sharing and data integration  
→Create an external Intranet to allow employees access to certain information from outside out network

## Business Systems & Department Overhead

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 926,092	\$ 754,067	\$ 773,185	\$ 864,410
Non-Personnel Total	\$ 452,340	\$ 576,328	\$ 340,298	\$ 296,350
Contractual	\$ 349,425	\$ 490,137	\$ 278,598	\$ 234,650
Capital Outlay	\$ 94,618	\$ 84,368	\$ 60,000	\$ 60,000
Commodities	\$ 8,707	\$ 1,823	\$ 1,700	\$ 1,700
Other Payments	\$ (410)	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,378,432</b>	<b>\$ 1,330,395</b>	<b>\$ 1,113,483</b>	<b>\$ 1,160,760</b>
<b>Allocation by Fund</b>				
IT Fund	\$ 1,378,432	\$ 1,330,395	\$ 1,113,483	\$ 1,160,760
<b>TOTAL</b>	<b>\$ 1,378,432</b>	<b>\$ 1,330,395</b>	<b>\$ 1,113,483</b>	<b>\$ 1,160,760</b>
<b>Full-Time Equivalent Positions</b>				
Business Systems	9.0	8.0	7.0	8.0

### Changes to the Budget

→Contractual shows an increase which is driven mostly by an increase in Service License- which include OpenCities, OpenForms, DocuSign, and Public Speak  
 →Added 1 FTE Web Developer



<b>IT Business Systems &amp; Overhead</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,378,434</b>	<b>\$ 1,330,392</b>	<b>\$ 1,113,480</b>	<b>\$ 1,160,759</b>	<b>\$ 47,279</b>
<b>Employee Compensation</b>	<b>\$ 620,848</b>	<b>\$ 585,898</b>	<b>\$ 564,298</b>	<b>\$ 628,091</b>	<b>\$ 63,793</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 576,952	\$ 528,203	\$ 528,298	\$ 592,091	\$ 63,793
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 34,980	\$ 36,514	\$ 21,000	\$ 21,000	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 20,195	\$ 21,181	\$ -	\$ -	\$ -
(51008-0) EMPLOY COMP SHIFT DIFFERENTIAL	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (11,279)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 720</b>	<b>\$ 720</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ -	\$ -	\$ 720	\$ 720	\$ -
<b>Benefits</b>	<b>\$ 305,244</b>	<b>\$ 168,168</b>	<b>\$ 208,167</b>	<b>\$ 235,599</b>	<b>\$ 27,432</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 8,666	\$ 8,125	\$ 7,792	\$ 8,585	\$ 793
(51202-0) EMPL BENEFITS KPERS	\$ 62,142	\$ 55,927	\$ 52,143	\$ 58,438	\$ 6,295
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 86,908	\$ 80,496	\$ 100,878	\$ 115,517	\$ 14,639
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 37,054	\$ 34,742	\$ 32,754	\$ 36,710	\$ 3,956
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 630	\$ 583	\$ 528	\$ 587	\$ 59
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 134	\$ 62	\$ 72	\$ 72	\$ -
(51211-0) EMPL BEN OPEB GASB 45	\$ (1,425)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 94,204	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 15,036	\$ 13,953	\$ 12,679	\$ 14,210	\$ 1,531
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,544	\$ 1,425	\$ 1,321	\$ 1,480	\$ 159
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 351	\$ (27,145)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 144,209</b>	<b>\$ 211,019</b>	<b>\$ 25,651</b>	<b>\$ 28,718</b>	<b>\$ 3,067</b>
(52001-0) ELECTRICITY	\$ 20,435	\$ 18,925	\$ 19,020	\$ 20,060	\$ 1,040
(52002-0) NATURAL GAS	\$ 5,942	\$ 5,375	\$ 3,604	\$ 5,697	\$ 2,093
(52003-0) WATER	\$ 973	\$ 845	\$ 1,207	\$ 972	\$ (235)
(52004-0) SOLID WASTE DISPOSAL	\$ -	\$ -	\$ 1,120	\$ -	\$ (1,120)
(52005-0) SEWER SERVICE	\$ 1,161	\$ 952	\$ -	\$ 1,095	\$ 1,095
(52008-0) STORM WATER	\$ 327	\$ 332	\$ 188	\$ 382	\$ 194
(52100-0) COMMUNICATIONS-POSTAGE	\$ 511	\$ 273	\$ 512	\$ 512	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 105,144	\$ 172,983	\$ -	\$ -	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 9,716	\$ 11,334	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 70,082</b>	<b>\$ 49,154</b>	<b>\$ 81,346</b>	<b>\$ 45,163</b>	<b>\$ (36,183)</b>
(52200-0) INDIV. & CONT SERV	\$ 62,655	\$ 43,696	\$ 56,616	\$ 20,289	\$ (36,327)
(52201-0) CONTRACTED LABOR SERV	\$ -	\$ -	\$ 3,030	\$ 3,030	\$ -
(52208-0) EDUCATION/DUES	\$ 2,695	\$ -	\$ 20,695	\$ 20,695	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 1,005	\$ 1,149	\$ 144
(52210-101) ADMIN FEES-INTERFUND	\$ 937	\$ 980	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 3,795	\$ 4,478	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 21,576</b>	<b>\$ 2,944</b>	<b>\$ 23,439</b>	<b>\$ 23,439</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 20,449	\$ 2,242	\$ 20,429	\$ 20,429	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 1,127	\$ 702	\$ 3,010	\$ 3,010	\$ -
<b>Insurance</b>	<b>\$ 8,318</b>	<b>\$ 8,060</b>	<b>\$ 8,060</b>	<b>\$ 8,624</b>	<b>\$ 564</b>
(52502-0) INSURANCE PROPERTY	\$ 7,918	\$ 8,060	\$ 8,060	\$ 8,624	\$ 564
(52503-0) INSURANCE VEHICLES	\$ 400	\$ -	\$ -	\$ -	\$ -
<b>Maintenance</b>	<b>\$ 8,459</b>	<b>\$ 10,148</b>	<b>\$ 30,063</b>	<b>\$ 7,219</b>	<b>\$ (22,844)</b>
(52600-0) MAINT BLDG & GROUNDS	\$ 588	\$ -	\$ -	\$ -	\$ -
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 116	\$ -	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 7,755	\$ 9,787	\$ 7,122	\$ 7,122	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ -	\$ -	\$ 97	\$ 97	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ -	\$ 361	\$ 22,844	\$ -	\$ (22,844)
<b>Rents</b>	<b>\$ 3,405</b>	<b>\$ 2,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52802-0) RENT EQUIPMENT	\$ 3,405	\$ 2,033	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 93,378</b>	<b>\$ 206,777</b>	<b>\$ 110,036</b>	<b>\$ 121,486</b>	<b>\$ 11,450</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 68,525	\$ 173,788	\$ 71,680	\$ 60,000	\$ (11,680)
(52907-0) SERV LICENSES	\$ 24,853	\$ 32,989	\$ 38,356	\$ 61,486	\$ 23,130
<b>Supplies</b>	<b>\$ 8,707</b>	<b>\$ 1,823</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 6,661	\$ 1,004	\$ 500	\$ 500	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 1,230	\$ 819	\$ 1,200	\$ 1,200	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 816	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ 94,618</b>	<b>\$ 84,368</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE	\$ 94,618	\$ 84,368	\$ 60,000	\$ 60,000	\$ -
<b>Other Costs</b>	<b>\$ (410)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58103-0) OTHER DISCOUNT TAKEN	\$ (410)	\$ -	\$ -	\$ -	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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%	TBD
Computing Help Desk Survey Satisfaction Rate	95%	95%	95%	TBD

### Major Program Accomplishments

- Sustained a highly available IT computing environment through proper technology investments and management
- Supported a remote workforce throughout the Pandemic
- Upgraded Server and Storage Infrastructure to a Hyper-Converged Infrastructure

### 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 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 630,973	\$ 633,818	\$ 654,588	\$ 666,847
Non-Personnel Total	\$ 1,373,445	\$ 1,446,571	\$ 1,702,050	\$ 1,795,449
Contractual	\$ 1,248,970	\$ 1,399,319	\$ 1,341,155	\$ 1,505,449
Capital Outlay	\$ -	\$ -	\$ 210,000	\$ 210,000
Commodities	\$ 124,475	\$ 47,252	\$ 150,895	\$ 80,000
TOTAL	\$ 2,004,418	\$ 2,080,389	\$ 2,356,638	\$ 2,462,296
Allocation by Fund				
IT Fund	\$ 2,004,418	\$ 2,080,389	\$ 2,356,638	\$ 2,462,296
TOTAL	\$ 2,004,418	\$ 2,080,389	\$ 2,356,638	\$ 2,462,296
Full-Time Equivalent Positions				
Computing	6.0	6.0	6.0	6.0

### Changes to the Budget

→The cost of supplies is anticipated to decrease as a result of less demand on repairs because of newer equipment  
 →Contractual shows an increase which is driven mostly by an increase in Service License- which include OpenCities, OpenForms, DocuSign, and Public Speak

<b>Computing</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 2,004,419</b>	<b>\$ 2,080,390</b>	<b>\$ 2,356,636</b>	<b>\$ 2,462,296</b>	<b>\$ 105,660</b>
<b>Employee Compensation</b>	<b>\$ 493,816</b>	<b>\$ 508,826</b>	<b>\$ 498,520</b>	<b>\$ 503,480</b>	<b>\$ 4,960</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 484,288	\$ 502,396	\$ 498,520	\$ 503,480	\$ 4,960
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 7,008	\$ 6,387	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 71	\$ 43	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 2,449	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 720</b>	<b>\$ 720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 720	\$ 720	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 136,437</b>	<b>\$ 124,274</b>	<b>\$ 156,067</b>	<b>\$ 163,367</b>	<b>\$ 7,300</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 6,879	\$ 7,123	\$ 7,372	\$ 7,300	\$ (72)
(51202-0) EMPL BENEFITS KPERS	\$ 48,467	\$ 48,762	\$ 49,204	\$ 49,693	\$ 489
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 34,079	\$ 43,810	\$ 54,767	\$ 61,209	\$ 6,442
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 29,414	\$ 30,371	\$ 30,908	\$ 31,216	\$ 308
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 490	\$ 508	\$ 498	\$ 498	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 108	\$ 108	\$ 108	\$ 108	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 11,764	\$ 12,179	\$ 11,964	\$ 12,084	\$ 120
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,220	\$ 1,264	\$ 1,246	\$ 1,259	\$ 13
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 4,016	\$ (19,851)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 7,154</b>	<b>\$ 7,459</b>	<b>\$ 12,200</b>	<b>\$ 12,200</b>	<b>\$ -</b>
(52101-0) COMMUNICATIONS - VOICE	\$ 85	\$ 85	\$ -	\$ -	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 7,069	\$ 7,374	\$ 12,200	\$ 12,200	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 81,476</b>	<b>\$ 19,942</b>	<b>\$ 47,186</b>	<b>\$ 70,577</b>	<b>\$ 23,391</b>
(52200-0) INDIV. & CONT SERV	\$ 80,793	\$ 19,123	\$ 46,324	\$ 69,715	\$ 23,391
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 862	\$ 862	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 683	\$ 819	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 300	\$ -	\$ -	\$ -	\$ -
<b>Maintenance</b>	<b>\$ 95,348</b>	<b>\$ 187,733</b>	<b>\$ 249,301</b>	<b>\$ 119,186</b>	<b>\$ (130,115)</b>
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 95,348	\$ 187,733	\$ 249,301	\$ 119,186	\$ (130,115)
<b>Rents</b>	<b>\$ 607,287</b>	<b>\$ 655,189</b>	<b>\$ 559,383</b>	<b>\$ 665,932</b>	<b>\$ 106,549</b>
(52800-0) RENT	\$ -	\$ -	\$ 559,383	\$ 665,932	\$ 106,549
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 607,287	\$ 655,189	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 457,158</b>	<b>\$ 528,995</b>	<b>\$ 473,084</b>	<b>\$ 637,554</b>	<b>\$ 164,470</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 248	\$ 509	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 457,158	\$ 528,486	\$ 473,084	\$ 637,554	\$ 164,470
<b>Supplies</b>	<b>\$ 124,475</b>	<b>\$ 47,252</b>	<b>\$ 150,895</b>	<b>\$ 80,000</b>	<b>\$ (70,895)</b>
(54000-0) OFFICE SUPPLIES	\$ 413	\$ 189	\$ -	\$ -	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 119,649	\$ 46,704	\$ 150,895	\$ 80,000	\$ (70,895)
(55600-0) MATERIALS/SUPPLIES	\$ 4,413	\$ 359	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ -</b>
(57010-0) CAPITAL OUTLAY BLDING & IMPROV	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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%	TBD
Telecommunication Help Desk Survey Satisfaction Rate	95%	95%	95%	TBD

### Major Program Accomplishments

- Sustained a highly available and modern telecommunications environment
- Migrated the Utilities Call Center to a new hosted Call Center System
- Upgraded the telephone system for the Fire Department

### 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
- Upgrade Utilities telephone system

## DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	181,371	\$	182,922	\$	192,167	\$	194,572
Non-Personnel Total	\$	458,464	\$	397,640	\$	499,511	\$	532,681
Contractual	\$	455,763	\$	394,760	\$	490,112	\$	525,782
Commodities	\$	2,701	\$	2,880	\$	9,399	\$	6,899
TOTAL	\$	639,835	\$	580,562	\$	691,678	\$	727,253
Allocation by Fund								
IT Fund	\$	639,835	\$	580,562	\$	691,678	\$	727,253
TOTAL	\$	639,835	\$	580,562	\$	691,678	\$	727,253
Full-Time Equivalent Positions								
IT Telecom	2.0		2.0		2.0		2.0	

## Changes to the Budget

→The 2022 Proposed Budget shows an increase in Contractual as a result of increases in Voice Communications and Individual and Contractual Services

<b>IT Telecom</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 639,834</b>	<b>\$ 580,563</b>	<b>\$ 691,679</b>	<b>\$ 727,253</b>	<b>\$ 35,574</b>
<b>Employee Compensation</b>	<b>\$ 135,377</b>	<b>\$ 143,099</b>	<b>\$ 141,064</b>	<b>\$ 142,470</b>	<b>\$ 1,406</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 130,450	\$ 142,138	\$ 141,064	\$ 142,470	\$ 1,406
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 1,501	\$ 961	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 3,426	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 45,994</b>	<b>\$ 39,824</b>	<b>\$ 51,104</b>	<b>\$ 52,102</b>	<b>\$ 998</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,800	\$ 1,991	\$ 2,086	\$ 2,066	\$ (20)
(51202-0) EMPL BENEFITS KPERS	\$ 12,868	\$ 13,726	\$ 13,923	\$ 14,062	\$ 139
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 18,263	\$ 17,934	\$ 22,433	\$ 23,189	\$ 756
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 7,696	\$ 8,514	\$ 8,746	\$ 8,833	\$ 87
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 132	\$ 143	\$ 141	\$ 141	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 3,106	\$ 3,428	\$ 3,386	\$ 3,419	\$ 33
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 328	\$ 356	\$ 353	\$ 356	\$ 3
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 1,765	\$ (6,304)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 332,922</b>	<b>\$ 246,726</b>	<b>\$ 293,622</b>	<b>\$ 331,588</b>	<b>\$ 37,966</b>
(52101-0) COMMUNICATIONS - VOICE	\$ 273,639	\$ 182,314	\$ 286,951	\$ 324,917	\$ 37,966
(52102-0) COMMUNICATIONS - DATA	\$ 59,283	\$ 64,412	\$ 6,671	\$ 6,671	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 117,142</b>	<b>\$ 141,471</b>	<b>\$ 153,829</b>	<b>\$ 175,755</b>	<b>\$ 21,926</b>
(52200-0) INDIV. & CONT SERV	\$ 116,933	\$ 141,198	\$ 153,542	\$ 175,468	\$ 21,926
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 287	\$ 287	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 209	\$ 273	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>\$ 600</b>	<b>\$ 3,100</b>	<b>\$ 2,500</b>	<b>\$ 2,625</b>	<b>\$ 125</b>
(52503-0) INSURANCE VEHICLES	\$ 600	\$ 3,100	\$ 2,500	\$ 2,625	\$ 125
<b>Maintenance</b>	<b>\$ 5,038</b>	<b>\$ 3,463</b>	<b>\$ 40,161</b>	<b>\$ 15,814</b>	<b>\$ (24,347)</b>
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 2,404	\$ 2,366	\$ 51	\$ 51	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 1,167	\$ 967	\$ 763	\$ 763	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 1,467	\$ 130	\$ 39,347	\$ 15,000	\$ (24,347)
<b>Purchased Services</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 60	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 2,701</b>	<b>\$ 2,880</b>	<b>\$ 9,399</b>	<b>\$ 6,899</b>	<b>\$ (2,500)</b>
(54600-0) UNIFORMS	\$ 157	\$ -	\$ -	\$ -	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ -	\$ 1,060	\$ 2,500	\$ -	\$ (2,500)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 1,148	\$ 1,032	\$ 6,899	\$ 6,899	\$ -
(55001-0) MOTOR FUEL	\$ 1,396	\$ 788	\$ -	\$ -	\$ -





# Legal

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 1,346,064	\$ 1,319,889	\$ 1,487,305	\$ 1,461,669
Non-Personnel	\$ 613,662	\$ 298,636	\$ 2,524,043	\$ 2,511,387
Contractual	\$ 593,728	\$ 280,431	\$ 930,043	\$ 914,287
Commodities	\$ 19,934	\$ 18,205	\$ 24,000	\$ 27,100
Other Payments	\$ -	\$ -	\$ 1,570,000	\$ 1,570,000
TOTAL	\$ 1,959,726	\$ 1,618,525	\$ 4,011,348	\$ 3,973,056

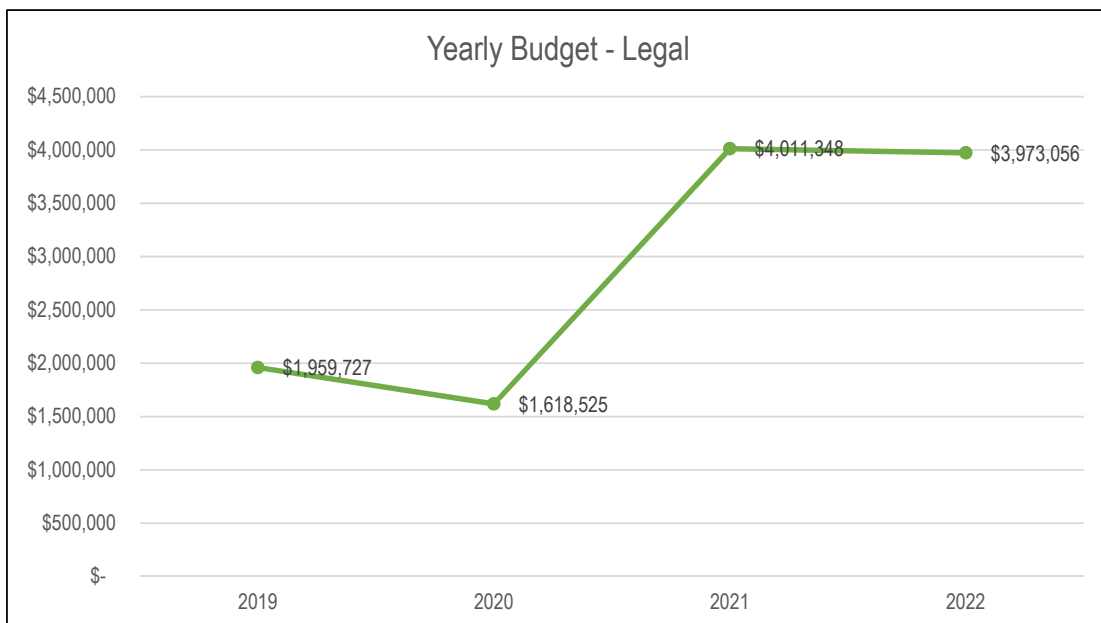
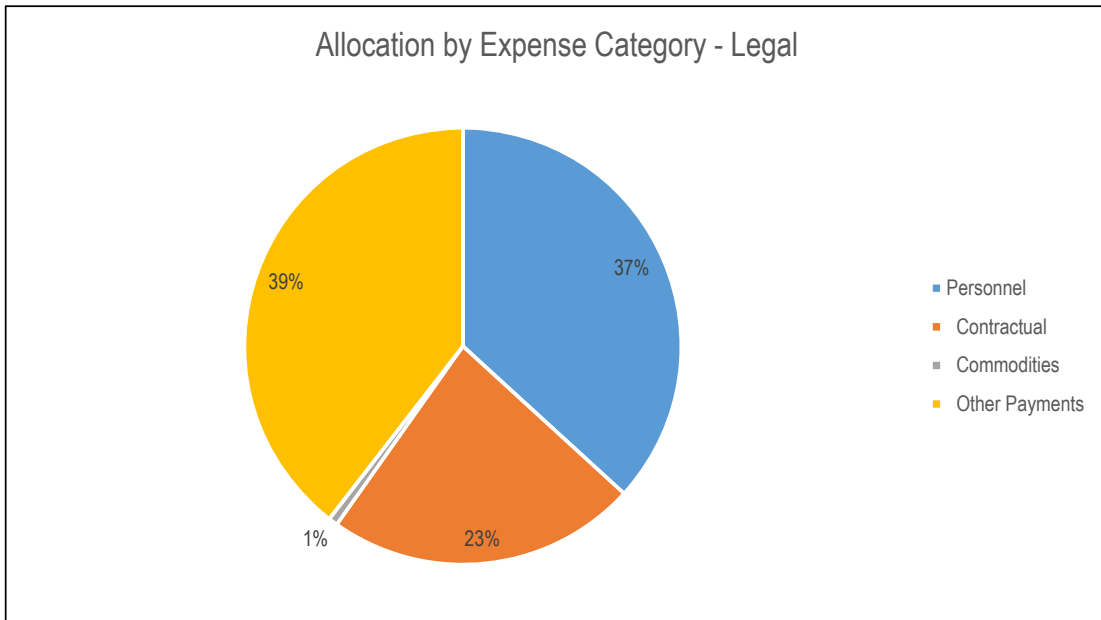
**Allocation by Fund**

General Fund	\$	1,085,768	\$	1,017,347	\$	1,114,038	\$	1,131,204
Special Liability Fund	\$	873,959	\$	601,178	\$	2,897,310	\$	2,841,852
<b>TOTAL</b>	<b>\$</b>	<b>1,959,727</b>	<b>\$</b>	<b>1,618,525</b>	<b>\$</b>	<b>4,011,348</b>	<b>\$</b>	<b>3,973,056</b>

**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
<b>TOTAL</b>		<b>15.0</b>		<b>15.0</b>		<b>15.0</b>		<b>15.0</b>

## ALLOCATIONS & ORGANIZATIONAL STRUCTURE



**Lisa Robertson**  
City Attorney



CITY  
OF  
TOPEKA

**LEGAL DEPARTMENT**

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

**Mary Feighny**  
Deputy City Attorney

**Shelly Starr**  
Chief of Litigation

**LeTiffany Obozele**  
Chief of Prosecution

**General Government Division**

- Researches public policy issues
- Advises the city manager, city employees, city council members, boards and commissions
- Oversees labor negotiations
- Drafts advisory opinions, ordinances, resolutions, contracts, deeds, leases and other legal documents

**Civil Litigation Division**

- Processes claims against the city
- Represents the city in civil litigation, administrative proceedings and appeals.

**Criminal Prosecution Division**

- Prosecutes alleged violations of city ordinances in municipal court
- Prepares briefs and handles appeals to the district and appellate courts

**THE TOPEKA LEGAL DEPARTMENT**

The mission of the Legal Department is to provide efficient legal services of the highest standard to the City of Topeka, as embodied by the city manager, governing body, city employees, boards and commissions, to achieve success.

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Organizational Excellence

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

Claims Made and Filed Against the City	162	16	Measuring Annually	TBD
Amount of Claims Sought by Claimant	\$854,934	Measuring Annually	Measuring Annually	TBD
Amount Paid for Claims by the City	\$140,932	\$13,973	Measuring Annually	TBD

### Major Program Accomplishments

- Successfully defended two long-term cases: Stormont Vail v COT, SN County (filed in 2012) and Jayhawk Racing v COT (filed in 2016)
- Shortened the average days to close tort claims from 93 days in 2019 to 85 days in 2020

### Future Goals

- Continue expanding use of CityWorks for claims and bankruptcies
- Conclude implementation of case management system in conjunction with general government conduct requisite training

## Civil Litigation

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	441,589	\$	439,424	\$	579,952	\$	525,960
Non-Personnel	\$	432,369	\$	161,754	\$	2,317,357	\$	2,315,892
Other Payments	\$	37,184	\$	29,858	\$	2,020,000	\$	1,570,000
Contractual	\$	387,706	\$	127,789	\$	292,357	\$	740,892
Commodities	\$	7,479	\$	4,107	\$	5,000	\$	5,000
TOTAL	\$	873,958	\$	601,178	\$	2,897,309	\$	2,841,852
Allocation by Fund								
Special Liability Fund	\$	873,958	\$	601,178	\$	2,897,309	\$	2,841,852
TOTAL	\$	873,958	\$	601,178	\$	2,897,309	\$	2,841,852
Full-Time Equivalent Positions								
Civil Litigation		4.0		4.0		4.0		4.0

### Changes to the Budget

→No significant changes to the 2022 Budget

<b>Civil Litigation</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 873,959</b>	<b>\$ 601,177</b>	<b>\$ 2,897,310</b>	<b>\$ 2,841,851</b>	<b>\$ (55,459)</b>
<b>Employee Compensation</b>	<b>\$ 321,368</b>	<b>\$ 339,677</b>	<b>\$ 438,026</b>	<b>\$ 393,553</b>	<b>\$ (44,473)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 321,396	\$ 339,677	\$ 382,733	\$ 386,553	\$ 3,820
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ 46,793	\$ -	\$ (46,793)
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ -	\$ -	\$ 8,500	\$ 7,000	\$ (1,500)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (28)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 360</b>	<b>\$ 360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 360	\$ 360	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 119,860</b>	<b>\$ 99,386</b>	<b>\$ 141,927</b>	<b>\$ 132,406</b>	<b>\$ (9,521)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 4,365	\$ 4,641	\$ 5,628	\$ 5,605	\$ (23)
(51202-0) EMPL BENEFITS KPERS	\$ 31,679	\$ 32,508	\$ 37,776	\$ 38,153	\$ 377
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 49,026	\$ 47,059	\$ 64,151	\$ 53,939	\$ (10,212)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 18,664	\$ 19,842	\$ 23,729	\$ 23,966	\$ 237
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 320	\$ 338	\$ 383	\$ 383	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 108	\$ 108	\$ 117	\$ 117	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 7,688	\$ 8,118	\$ 9,186	\$ 9,277	\$ 91
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 800	\$ 846	\$ 957	\$ 966	\$ 9
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 7,210	\$ (14,074)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 3,887</b>	<b>\$ 3,445</b>	<b>\$ 4,087</b>	<b>\$ 3,767</b>	<b>\$ (320)</b>
(52001-0) ELECTRICITY	\$ 2,642	\$ 2,312	\$ 2,694	\$ 2,450	\$ (244)
(52002-0) NATURAL GAS	\$ 884	\$ 823	\$ 902	\$ 872	\$ (30)
(52003-0) WATER	\$ 146	\$ 124	\$ 164	\$ 142	\$ (22)
(52005-0) SEWER SERVICE	\$ 178	\$ 142	\$ 188	\$ 163	\$ (25)
(52008-0) STORM WATER	\$ 35	\$ 35	\$ 39	\$ 40	\$ 1
(52100-0) COMMUNICATIONS-POSTAGE	\$ 2	\$ 9	\$ 100	\$ 100	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 360,825</b>	<b>\$ 111,268</b>	<b>\$ 282,920</b>	<b>\$ 280,275</b>	<b>\$ (2,645)</b>
(52200-0) INDIV. & CONT SERV	\$ 50,836	\$ 6,219	\$ 15,000	\$ 15,000	\$ -
(52202-0) PROF-AUDIT/LEGAL	\$ 297,891	\$ 87,302	\$ 250,000	\$ 250,000	\$ -
(52206-0) IT ALLOCATION	\$ 10,485	\$ 16,732	\$ 16,387	\$ 13,742	\$ (2,645)
(52208-0) EDUCATION/DUES	\$ 1,110	\$ 401	\$ 800	\$ 800	\$ -
(52210-0) ADMIN FEES	\$ 57	\$ 68	\$ 733	\$ 733	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 446	\$ 546	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 780</b>	<b>\$ 2,404</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 780	\$ 2,404	\$ 2,000	\$ 2,000	\$ -
<b>Purchased Services</b>	<b>\$ 59,400</b>	<b>\$ 40,530</b>	<b>\$ 453,350</b>	<b>\$ 454,850</b>	<b>\$ 1,500</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 21,341	\$ 9,797	\$ 500	\$ 2,000	\$ 1,500
(52907-0) SERV LICENSES	\$ 875	\$ 875	\$ 2,850	\$ 2,850	\$ -
(53203-0) OTHER PAY CLAIMS & DAMAGES	\$ 37,184	\$ 29,858	\$ 450,000	\$ 450,000	\$ -
<b>Supplies</b>	<b>\$ 7,479</b>	<b>\$ 4,107</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 104	\$ 147	\$ 500	\$ 500	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 7,375	\$ 3,960	\$ 4,500	\$ 4,500	\$ -
<b>Other Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,570,000</b>	<b>\$ 1,570,000</b>	<b>\$ -</b>
(59001-0) MISCELLANEOUS CONTINGENCY	\$ -	\$ -	\$ 1,570,000	\$ 1,570,000	\$ -



## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Property Maintenance Code Violation Cases Filed	514	687	Measured Annually	TBD
Property Maintenance Code Violation Cases with Compliance Obtained	349	286	Measured Annually	TBD
Property Maintenance Code Violation Cases Convicted	11	7	Measured Annually	TBD

### Major Program Accomplishments

- Completed process of privatizing the Topeka Zoo and Conservation Center through approval of a License and Management Agreement with Friends of the Topeka Zoo and updated all corresponding language contained in the TMC
- Worked in conjunction with the City Clerk to recommend specific business license categories for repeal and removal from Title 5 of the TMC, with subsequent adoption by the Governing Body
- Completed update of non-discrimination ordinance, which was subsequently adopted by the Governing Body.
- Worked in conjunction with the Human Resources Department to develop policies and procedures for employees to follow during the COVID-19 pandemic
- Aided Attorneys in getting prosecution and trial specific training to directly impact and enhance work skills with NITA Kansas Public Service Program and AG's Office DUI Webinar Training

### Future Goals

- Conclude implementation of case/matter management system in conjunction with the civil litigation division and conduct requisite training
- Participate in economic development efforts associated with South Topeka, including enhancements along the Topeka Boulevard corridor
- Review and reorganize the remaining business license categories in Title 5 of the TMC
- Continue timely processing of criminal cases to avoid backlog
- Continue to preserve institutional knowledge with updates of the employee handbooks

## General Government & Criminal Prosecution

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 904,475	\$ 880,465	\$ 907,352	\$ 935,709
Non-Personnel	\$ 181,293	\$ 136,882	\$ 206,686	\$ 195,495
Contractual	\$ 168,838	\$ 122,784	\$ 187,686	\$ 173,395
Commodities	\$ 12,455	\$ 14,098	\$ 19,000	\$ 22,100
<b>TOTAL</b>	<b>\$ 1,085,768</b>	<b>\$ 1,017,347</b>	<b>\$ 1,114,038</b>	<b>\$ 1,131,204</b>

<b>Allocation by Fund</b>				
General Fund	\$ 1,085,768	\$ 1,017,347	\$ 1,114,038	\$ 1,131,204
<b>TOTAL</b>	<b>\$ 1,085,768</b>	<b>\$ 1,017,347</b>	<b>\$ 1,114,038</b>	<b>\$ 1,131,204</b>

<b>Full-Time Equivalent Positions</b>				
General Government & Criminal Prosecution	11.0	11.0	11.0	11.0

### Changes to the Budget

→ No significant changes to the 2022 Budget

<b>General Government &amp; Criminal Prosecution</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,085,770</b>	<b>\$ 1,017,347</b>	<b>\$ 1,114,039</b>	<b>\$ 1,131,204</b>	<b>\$ 17,165</b>
<b>Employee Compensation</b>	<b>\$ 702,336</b>	<b>\$ 711,904</b>	<b>\$ 705,898</b>	<b>\$ 724,286</b>	<b>\$ 18,388</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 676,369	\$ 695,371	\$ 680,219	\$ 694,228	\$ 14,009
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ (4,380)	\$ -	\$ 4,380
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 25,136	\$ 15,855	\$ 30,000	\$ 30,000	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 1,257	\$ 619	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 99	\$ 59	\$ 59	\$ 58	\$ (1)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (525)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 202,140</b>	<b>\$ 168,562</b>	<b>\$ 201,455</b>	<b>\$ 211,422</b>	<b>\$ 9,967</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 9,934	\$ 10,096	\$ 9,184	\$ 10,066	\$ 882
(51202-0) EMPL BENEFITS KPERS	\$ 67,309	\$ 66,530	\$ 62,210	\$ 68,520	\$ 6,310
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 67,733	\$ 55,749	\$ 69,046	\$ 70,575	\$ 1,529
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 42,476	\$ 43,168	\$ 42,174	\$ 43,042	\$ 868
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 701	\$ 710	\$ 680	\$ 687	\$ 7
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 108	\$ 129	\$ 135	\$ 135	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 16,316	\$ 16,599	\$ 16,325	\$ 16,661	\$ 336
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,750	\$ 1,772	\$ 1,701	\$ 1,736	\$ 35
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (4,187)	\$ (26,191)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 12,504</b>	<b>\$ 11,365</b>	<b>\$ 40,693</b>	<b>\$ 3,100</b>	<b>\$ (37,593)</b>
(52001-0) ELECTRICITY	\$ 6,421	\$ 5,619	\$ 6,550	\$ -	\$ (6,550)
(52002-0) NATURAL GAS	\$ 2,150	\$ 2,000	\$ 2,193	\$ -	\$ (2,193)
(52003-0) WATER	\$ 354	\$ 301	\$ 398	\$ -	\$ (398)
(52005-0) SEWER SERVICE	\$ 431	\$ 345	\$ 457	\$ -	\$ (457)
(52008-0) STORM WATER	\$ 85	\$ 84	\$ 95	\$ -	\$ (95)
(52101-0) COMMUNICATIONS - VOICE	\$ 3,063	\$ 3,016	\$ 31,000	\$ 3,100	\$ (27,900)
<b>Individual &amp; Contract Services</b>	<b>\$ 114,374</b>	<b>\$ 77,718</b>	<b>\$ 97,788</b>	<b>\$ 117,052</b>	<b>\$ 19,264</b>
(52200-0) INDIV. & CONT SERV	\$ 7,324	\$ 2,875	\$ -	\$ 7,500	\$ 7,500
(52202-0) PROF-AUDIT/LEGAL	\$ 29,620	\$ 1,477	\$ 31,250	\$ 45,000	\$ 13,750
(52206-0) IT ALLOCATION	\$ 64,598	\$ 57,453	\$ 53,616	\$ 51,630	\$ (1,986)
(52208-0) EDUCATION/DUES	\$ 2,920	\$ 3,518	\$ 5,000	\$ 5,000	\$ -
(52210-0) ADMIN FEES	\$ 161	\$ 205	\$ 1,422	\$ 1,422	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 1,205	\$ 1,406	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 8,546	\$ 10,784	\$ 6,500	\$ 6,500	\$ -
<b>Miscellaneous</b>	<b>\$ 6,765</b>	<b>\$ 2,621</b>	<b>\$ 7,800</b>	<b>\$ 8,350</b>	<b>\$ 550</b>
(52300-0) EDUCATION/TRAVEL	\$ 5,442	\$ 770	\$ 6,800	\$ 6,800	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 1,323	\$ 1,851	\$ 1,000	\$ 1,550	\$ 550
<b>Insurance</b>	<b>\$ 1,441</b>	<b>\$ 1,484</b>	<b>\$ 6,989</b>	<b>\$ 7,479</b>	<b>\$ 490</b>
(52502-0) INSURANCE PROPERTY	\$ 1,441	\$ 1,484	\$ 6,989	\$ 7,479	\$ 490
<b>Maintenance</b>	<b>\$ 15,439</b>	<b>\$ 16,416</b>	<b>\$ 16,416</b>	<b>\$ 16,415</b>	<b>\$ (1)</b>
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 15,439	\$ 16,416	\$ 16,416	\$ 16,415	\$ (1)
<b>Rents</b>	<b>\$ 9,869</b>	<b>\$ 7,223</b>	<b>\$ 8,000</b>	<b>\$ 9,000</b>	<b>\$ 1,000</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 9,869	\$ 7,223	\$ 8,000	\$ 9,000	\$ 1,000
<b>Purchased Services</b>	<b>\$ 8,447</b>	<b>\$ 5,957</b>	<b>\$ 10,000</b>	<b>\$ 12,000</b>	<b>\$ 2,000</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 876	\$ 882	\$ 1,000	\$ 1,000	\$ -
(52907-0) SERV LICENSES	\$ 7,571	\$ 5,075	\$ 9,000	\$ 11,000	\$ 2,000
<b>Supplies</b>	<b>\$ 12,455</b>	<b>\$ 14,097</b>	<b>\$ 19,000</b>	<b>\$ 22,100</b>	<b>\$ 3,100</b>
(54000-0) OFFICE SUPPLIES	\$ 4,870	\$ 3,771	\$ 9,000	\$ 9,000	\$ -
(54400-0) FOOD HUMAN	\$ 1,051	\$ 1,046	\$ 1,000	\$ 1,100	\$ 100
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 6,534	\$ 9,280	\$ 9,000	\$ 12,000	\$ 3,000



# Continuing a Commitment to Public Safety

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



# Fire

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	25,375,228	\$	24,992,722	\$	26,478,773	\$	27,121,528
Non-Personnel	\$	2,955,593	\$	2,818,113	\$	3,163,574	\$	2,991,815
Contractual	\$	1,979,578	\$	1,922,306	\$	2,252,323	\$	2,080,726
Commodities	\$	586,707	\$	608,696	\$	728,200	\$	675,550
Other Payments	\$	181,419	\$	184,850	\$	178,051	\$	195,539
Capital Outlay	\$	207,889	\$	102,261	\$	5,000	\$	40,000
TOTAL	\$	28,330,821	\$	27,810,835	\$	29,642,347	\$	30,113,343

**Allocation by Fund**

General Fund	\$	28,330,821	\$	27,810,835	\$	29,642,347	\$	30,113,343
<b>TOTAL</b>	<b>\$</b>	<b>28,330,821</b>	<b>\$</b>	<b>27,810,835</b>	<b>\$</b>	<b>29,642,347</b>	<b>\$</b>	<b>30,113,343</b>

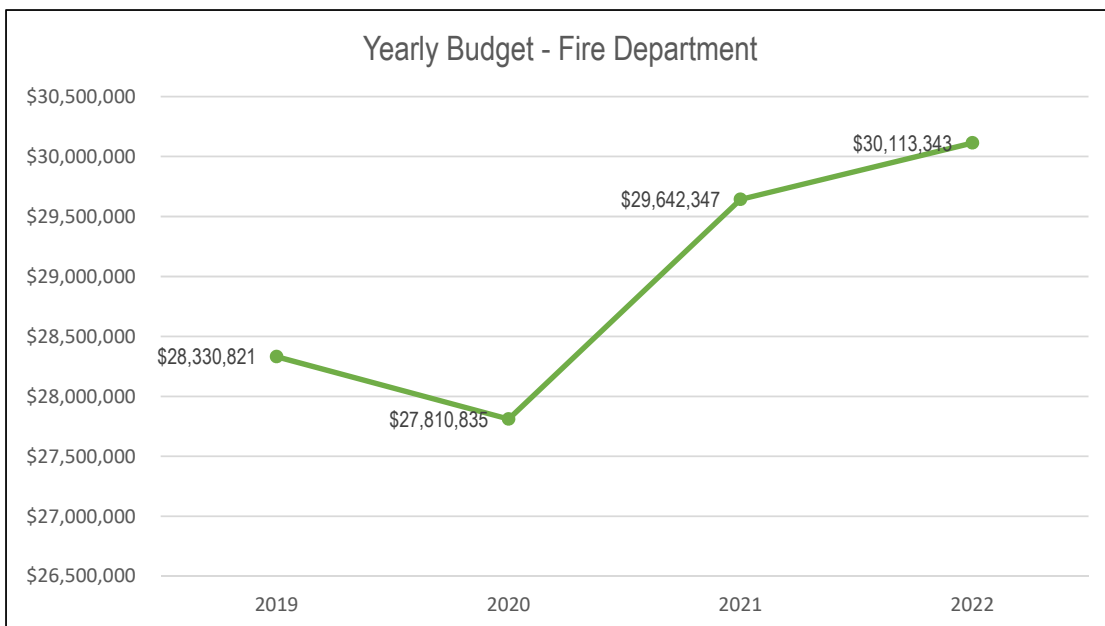
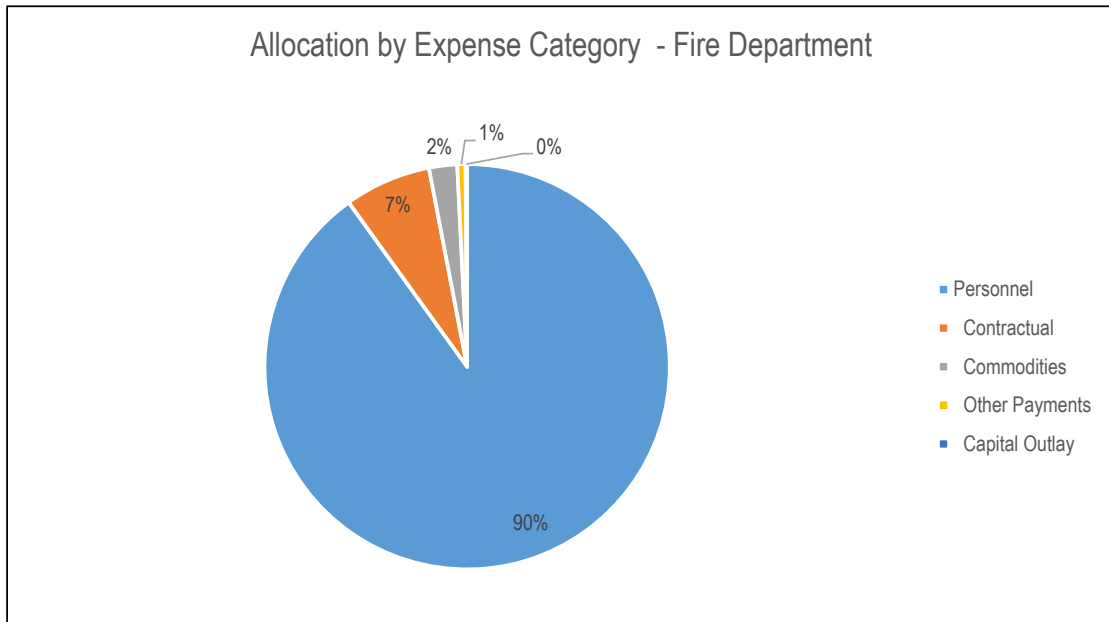
**Full-Time Equivalent Positions**

Administration & Business Services	5.0	5.0	4.0	4.0
Training	7.0	7.0	4.0	4.0
Fire Prevention	9.0	9.0	9.0	10.0
Operations	227.0	227.0	227.0	227.0
Emergency Medical Services (EMS)	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>249.0</b>	<b>249.0</b>	<b>245.0</b>	<b>246.0</b>

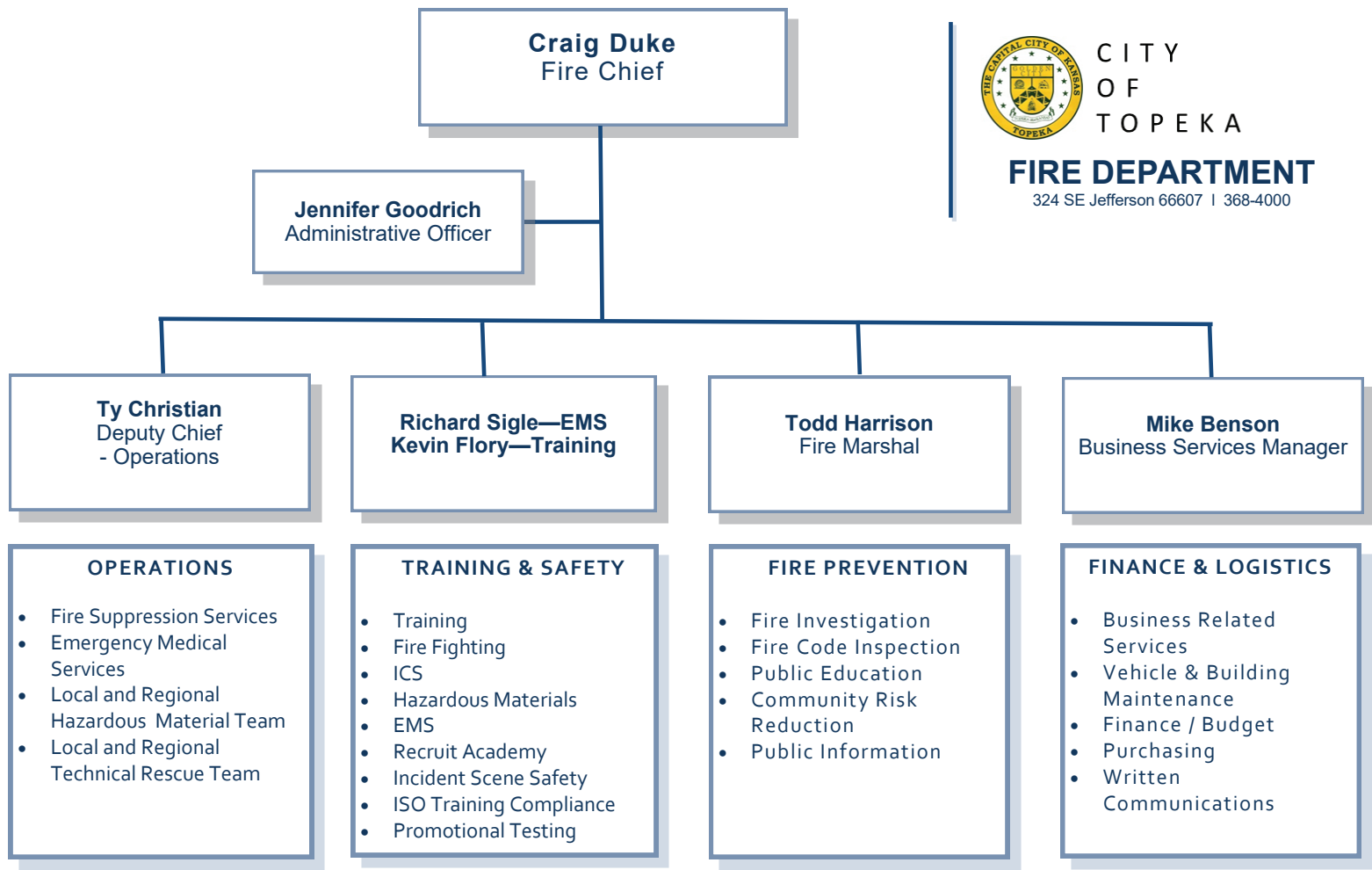


## Fire Department

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE







CITY  
OF  
TOPEKA

## FIRE DEPARTMENT

324 SE Jefferson 66607 | 368-4000

### THE TOPEKA FIRE DEPARTMENT

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

## Fire Department

### 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe & Secure Communities

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

Number of Inspections Performed	68	57	100	TBD
Number of Burning Permits Issued	697	804	750	TBD
Number of Smoke Alarm Installations Scheduled	168	20	250	TBD
Number of Public Service Events	1191	1,239	1,200	TBD

### 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 the University of Kansas

### Future Goals

- Continue to expand and develop ALS system response by incorporation AEMT's and add transport capabilities
- Conduct community partners forum to determine their needs and wants and to meet Accreditation requirements
- Build capabilities and partnerships to provide community paramedicine program
- Continue fleet replacement program to ensure response capabilities of TFD and add Alternative Response Vehicles
- Partner with TPD in providing Tactical Paramedic response capabilities and partner in their CIT program

## Fire Administration & Business Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 429,184	\$ 410,109	\$ 381,679	\$ 405,616
Non-Personnel	\$ 703,735	\$ 649,199	\$ 634,097	\$ 682,743
Contractual	\$ 695,316	\$ 632,435	\$ 616,066	\$ 661,462
Capital Outlay	\$ 12,784	\$ 12,967	\$ -	\$ -
Expenses	\$ -	\$ -	\$ 10,531	\$ 10,531
Commodities	\$ (4,365)	\$ 3,797	\$ 7,500	\$ 10,750
TOTAL	\$ 1,132,919	\$ 1,059,308	\$ 1,015,776	\$ 1,088,359
Allocation by Fund				
General Fund	\$ 1,132,919	\$ 1,059,308	\$ 1,015,776	\$ 1,088,359
TOTAL	\$ 1,132,919	\$ 1,059,308	\$ 1,015,776	\$ 1,088,359
Full-Time Equivalent Positions				
Fire Administration & Business Services	5.0	5.0	4.0	4.0

### Changes to the Budget

→ No significant changes for the 2022 Budget

<b>Fire Administration</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,132,919</b>	<b>\$ 1,059,308</b>	<b>\$ 1,015,776</b>	<b>\$ 1,088,359</b>	<b>\$ 72,583</b>
<b>Employee Compensation</b>	<b>\$ 333,044</b>	<b>\$ 335,296</b>	<b>\$ 291,575</b>	<b>\$ 295,873</b>	<b>\$ 4,298</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 335,334	\$ 335,296	\$ 291,575	\$ 295,873	\$ 4,298
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 648	\$ -	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (2,938)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 96,141</b>	<b>\$ 74,812</b>	<b>\$ 90,105</b>	<b>\$ 109,743</b>	<b>\$ 19,638</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 4,614	\$ 4,678	\$ 4,312	\$ 4,290	\$ (22)
(51202-0) EMPL BENEFITS KPERS	\$ 20,015	\$ 18,502	\$ 15,255	\$ 27,819	\$ 12,564
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 44,267	\$ 40,953	\$ 46,030	\$ 45,655	\$ (375)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 11,856	\$ 11,465	\$ 9,583	\$ 18,344	\$ 8,761
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 335	\$ 335	\$ 292	\$ 293	\$ 1
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 99	\$ 57	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 7,989	\$ 7,989	\$ 8,456	\$ 7,101	\$ (1,355)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 6,091	\$ 6,394	\$ 6,141	\$ 6,205	\$ 64
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 875	\$ (15,561)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 14,982</b>	<b>\$ 14,450</b>	<b>\$ 15,450</b>	<b>\$ 8,600</b>	<b>\$ (6,850)</b>
(52002-0) NATURAL GAS	\$ 2,464	\$ 2,036	\$ 2,600	\$ -	\$ (2,600)
(52003-0) WATER	\$ 1,484	\$ 1,444	\$ 1,500	\$ -	\$ (1,500)
(52005-0) SEWER SERVICE	\$ 966	\$ 891	\$ 1,000	\$ -	\$ (1,000)
(52008-0) STORM WATER	\$ 1,900	\$ 1,999	\$ 1,750	\$ -	\$ (1,750)
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ 8	\$ 100	\$ 100	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 5,487	\$ 4,970	\$ 5,750	\$ 5,500	\$ (250)
(52102-0) COMMUNICATIONS - DATA	\$ 2,681	\$ 3,102	\$ 2,750	\$ 3,000	\$ 250
<b>Individual &amp; Contract Services</b>	<b>\$ 642,318</b>	<b>\$ 608,976</b>	<b>\$ 586,127</b>	<b>\$ 645,623</b>	<b>\$ 59,496</b>
(52200-0) INDIV. & CONT SERV	\$ 24,304	\$ 16,443	\$ -	\$ 1,000	\$ 1,000
(52206-0) IT ALLOCATION	\$ 617,249	\$ 591,825	\$ 585,302	\$ 643,798	\$ 58,496
(52208-0) EDUCATION/DUES	\$ 215	\$ 80	\$ 250	\$ 250	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 575	\$ 575	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 550	\$ 628	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 4,934</b>	<b>\$ 26</b>	<b>\$ 3,250</b>	<b>\$ 1,500</b>	<b>\$ (1,750)</b>
(52300-0) EDUCATION/TRAVEL	\$ 4,193	\$ 26	\$ 2,500	\$ 1,000	\$ (1,500)
(52400-0) PRINTING AND ADVERTISING	\$ 741	\$ -	\$ 750	\$ 500	\$ (250)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 7,406	\$ 3,997	\$ 1,239	\$ 1,239	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 10,531	\$ 10,531	\$ -
<b>Rents</b>	<b>\$ 9,361</b>	<b>\$ 4,554</b>	<b>\$ 9,000</b>	<b>\$ 4,000</b>	<b>\$ (5,000)</b>
(52802-0) RENT EQUIPMENT	\$ 9,361	\$ 4,554	\$ 9,000	\$ 4,000	\$ (5,000)
<b>Purchased Services</b>	<b>\$ 16,315</b>	<b>\$ 433</b>	<b>\$ 1,000</b>	<b>\$ 500</b>	<b>\$ (500)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ -	\$ 433	\$ 1,000	\$ 500	\$ (500)
(52905-0) SERV BOND/NOTE COI	\$ 16,315	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ (4,364)</b>	<b>\$ 3,798</b>	<b>\$ 7,500</b>	<b>\$ 10,750</b>	<b>\$ 3,250</b>
(54000-0) OFFICE SUPPLIES	\$ 4,356	\$ 6,115	\$ 4,000	\$ 7,500	\$ 3,500
(54400-0) FOOD HUMAN	\$ 111	\$ 23	\$ 500	\$ 250	\$ (250)
(54600-0) UNIFORMS	\$ -	\$ 126	\$ -	\$ 500	\$ 500
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 455	\$ 3,470	\$ 1,000	\$ 1,000	\$ -
(55001-0) MOTOR FUEL	\$ (9,286)	\$ (6,139)	\$ 1,000	\$ 1,000	\$ -
(55600-0) MATERIALS/SUPPLIES	\$ -	\$ 203	\$ 1,000	\$ 500	\$ (500)
<b>Capital Outlay</b>	<b>\$ 12,784</b>	<b>\$ 12,967</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS					
(57010-0) CAPITAL OUTLAY BLDING & IMPROV					
(57020-0) CAPITAL OUTLAY FURN & FIX					
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 12,784	\$ 12,967	\$ -	\$ -	\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP					
(57050-0) CAPITAL OUTLAY ZOO ANIMALS					
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE					
(57099-0) CAPITAL OUTLAY CONTRA ACCOUNT					
(57099-9999) CAPITAL OUTLAY-ACCRUAL					

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe & Secure Communities

Continue to build upon the skills of fire fighters

Total Hours of Fire Fighter Training*	44,652	45,744	46,000	TBD
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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

- Completed 36 month renewal cycle for the first individuals certified in Incident Command training
- Completed two recruit academies during the pandemic with no health exposure issues
- Graduated fourteen new recruits in two different academies spanning 24 weeks
- Continued remodel of the main basement classroom
- Implemented new AV equipment and new means for course delivery via distance learning

### 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
- Return to pre-COVID-19 staffing levels, acquiring edge training equipment, and finalize a plan for 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

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 449,413	\$ 404,447	\$ 495,328	\$ 546,417
Non-Personnel	\$ 76,093	\$ 52,907	\$ 177,116	\$ 150,166
Contractual	\$ 54,897	\$ 31,240	\$ 130,130	\$ 111,180
Commodities	\$ 14,348	\$ 14,819	\$ 34,000	\$ 31,000
Capital Outlay	\$ 6,848	\$ 6,848	\$ 5,000	\$ -
Expenses	\$ -	\$ -	\$ 7,986	\$ 7,986
<b>TOTAL</b>	<b>\$ 525,506</b>	<b>\$ 457,354</b>	<b>\$ 672,444</b>	<b>\$ 696,583</b>
<b>Allocation by Fund</b>				
General Fund	\$ 525,506	\$ 457,354	\$ 672,444	\$ 696,583
<b>TOTAL</b>	<b>\$ 525,506</b>	<b>\$ 457,354</b>	<b>\$ 672,444</b>	<b>\$ 696,583</b>
<b>Full-Time Equivalent Positions</b>				
Training	7.0	7.0	4.0	4.0

### Changes to the Budget

- Increase in Employee base pay and includes the initial inclusion of budgeted overtime pay
- Decrease in books/reference materials, education, and contractual services

<b>Fire Training</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 525,506</b>	<b>\$ 457,355</b>	<b>\$ 672,444</b>	<b>\$ 696,582</b>	<b>\$ 24,138</b>
<b>Employee Compensation</b>	<b>\$ 312,560</b>	<b>\$ 297,733</b>	<b>\$ 339,996</b>	<b>\$ 369,336</b>	<b>\$ 29,340</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 322,414	\$ 297,500	\$ 339,996	\$ 349,336	\$ 9,340
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 993	\$ 233	\$ -	\$ 20,000	\$ 20,000
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (10,847)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,501</b>	<b>\$ 4,500</b>	<b>\$ (1)</b>
(51101-0) ALLOW/REIMBURSE	\$ -	\$ -	\$ 4,501	\$ 4,500	\$ (1)
<b>Benefits</b>	<b>\$ 136,855</b>	<b>\$ 106,714</b>	<b>\$ 150,831</b>	<b>\$ 172,580</b>	<b>\$ 21,749</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 4,473	\$ 4,201	\$ 4,959	\$ 5,065	\$ 106
(51203-0) EMPL BENEFITS KP&F	\$ 71,435	\$ 65,025	\$ 77,519	\$ 79,649	\$ 2,130
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 44,817	\$ 27,067	\$ 40,289	\$ 62,682	\$ 22,393
(51205-0) EMPL BEN SOCIAL SECURITY	\$ -	\$ -	\$ 3,907	\$ -	\$ (3,907)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 324	\$ 298	\$ 340	\$ 345	\$ 5
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 33	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 9,379	\$ 8,634	\$ 9,501	\$ 10,131	\$ 630
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 13,569	\$ 12,501	\$ 14,280	\$ 14,672	\$ 392
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (7,178)	\$ (11,045)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 2,089</b>	<b>\$ 2,031</b>	<b>\$ 2,250</b>	<b>\$ 2,200</b>	<b>\$ (50)</b>
(52101-0) COMMUNICATIONS - VOICE	\$ 712	\$ 653	\$ 750	\$ 700	\$ (50)
(52102-0) COMMUNICATIONS - DATA	\$ 1,377	\$ 1,378	\$ 1,500	\$ 1,500	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 45,498</b>	<b>\$ 13,720</b>	<b>\$ 67,975</b>	<b>\$ 45,575</b>	<b>\$ (22,400)</b>
(52200-0) INDIV. & CONT SERV	\$ 20,903	\$ 240	\$ 38,400	\$ 20,000	\$ (18,400)
(52208-0) EDUCATION/DUES	\$ 24,158	\$ 13,035	\$ 29,000	\$ 25,000	\$ (4,000)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 575	\$ 575	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 437	\$ 445	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 5,233</b>	<b>\$ 2,162</b>	<b>\$ 27,000</b>	<b>\$ 17,000</b>	<b>\$ (10,000)</b>
(52300-0) EDUCATION/TRAVEL	\$ 5,233	\$ 2,162	\$ 25,000	\$ 16,000	\$ (9,000)
(52400-0) PRINTING AND ADVERTISING	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ (1,000)
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 86	\$ 1,405	\$ 250	\$ 1,500	\$ 1,250
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 1,743	\$ 1,877	\$ 4,155	\$ 4,155	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 7,986	\$ 7,986	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ -	\$ 10,046	\$ 28,000	\$ 40,000	\$ 12,000
<b>Purchased Services</b>	<b>\$ 248</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 750</b>	<b>\$ 250</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 248	\$ -	\$ 500	\$ 750	\$ 250
<b>Supplies</b>	<b>\$ 14,347</b>	<b>\$ 14,820</b>	<b>\$ 34,000</b>	<b>\$ 31,000</b>	<b>\$ (3,000)</b>
(54000-0) OFFICE SUPPLIES	\$ 354	\$ 2,756	\$ 8,500	\$ 4,000	\$ (4,500)
(54600-0) UNIFORMS	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
(54900-0) BUILDING MAINTENANCE SUPP	\$ -	\$ 723	\$ 1,000	\$ 1,000	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 1,473	\$ 971	\$ 1,000	\$ 1,000	\$ -
(55001-0) MOTOR FUEL	\$ 1,531	\$ 721	\$ 1,500	\$ 1,500	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 5,748	\$ 4,312	\$ 14,500	\$ 7,500	\$ (7,000)
(55600-0) MATERIALS/SUPPLIES	\$ 5,241	\$ 5,337	\$ 7,500	\$ 10,000	\$ 2,500
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
<b>Capital Outlay</b>	<b>\$ 6,848</b>	<b>\$ 6,848</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ (5,000)</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS					\$ -
(57010-0) CAPITAL OUTLAY BLDING & IMPROV					\$ -
(57020-0) CAPITAL OUTLAY FURN & FIX	\$ -	\$ -	\$ 5,000	\$ -	\$ (5,000)
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 6,848	\$ 6,848	\$ -	\$ -	\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP					\$ -
(57050-0) CAPITAL OUTLAY ZOO ANIMALS					\$ -
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE					\$ -
(57099-0) CAPITAL OUTLAY CONTRA ACCOUNT					\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL					\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe and Secure Communities

Improve the public perception of safety

Special Assistance in Fire Emergencies (SAFE) Program Participants	365	380	380	TBD
Public Education Provided to Children	5,858	1,500	15,000	TBD
Public Education Provided to Adults	601	250	2,500	TBD

### Major Program Accomplishments

- Community Risk Reduction Dashboard was purchased
- Inspecting Apartments
- Charging Businesses after the 3rd false alarm
- Hired an Assistant Fire Marshal / Plans Reviewer
- Hired a new Investigator
- Inspectors are able to write citations
- Knox boxes are in the Inspector's cars
- Agricultural Burn Permit was created

### Future Goals

- Implement an annual inspection of Food Trucks
- Write a Community Risk Assessment Document
- Have the Burn Notice be fully automated
- Start the Explorer Program
- Start charging for all burn permits
- Start providing public education to our schools
- Hire another Inspector
- Restart the Stop to Bleed Program



## Fire Prevention

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	1,066,851	\$	985,649	\$	1,092,310	\$	1,120,013
Non-Personnel	\$	85,886	\$	145,303	\$	85,923	\$	83,349
Contractual	\$	39,175	\$	94,916	\$	28,298	\$	26,774
Commodities	\$	15,393	\$	19,069	\$	21,100	\$	20,050
Expenses	\$	-	\$	-	\$	36,525	\$	36,525
Capital Outlay	\$	31,318	\$	31,318	\$	-	\$	-
TOTAL	\$	1,152,737	\$	1,130,952	\$	1,178,233	\$	1,203,362
Allocation by Fund								
General Fund	\$	1,152,737	\$	1,130,952	\$	1,178,233	\$	1,203,362
TOTAL	\$	1,152,737	\$	1,130,952	\$	1,178,233	\$	1,203,362
Full-Time Equivalent Positions								
Fire Prevention	9.0		9.0		9.0		10.0	

### Changes to the Budget

→ Increase in Employee Comp & Overtime Pay

<b>Fire Prevention</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,152,738</b>	<b>\$ 1,130,953</b>	<b>\$ 1,178,233</b>	<b>\$ 1,203,363</b>	<b>\$ 25,130</b>
<b>Employee Compensation</b>	<b>\$ 765,708</b>	<b>\$ 735,731</b>	<b>\$ 771,466</b>	<b>\$ 787,354</b>	<b>\$ 15,888</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 718,224	\$ 698,602	\$ 755,466	\$ 762,354	\$ 6,888
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 19,367	\$ 21,986	\$ 4,000	\$ 15,000	\$ 11,000
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 7,795	\$ 5,334	\$ 8,000	\$ 5,000	\$ (3,000)
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 8,781	\$ 9,809	\$ 4,000	\$ 5,000	\$ 1,000
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 11,541	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 450</b>	<b>\$ 300</b>	<b>\$ 4,801</b>	<b>\$ 5,550</b>	<b>\$ 749</b>
(51101-0) ALLOW/REIMBURSE	\$ 450	\$ 300	\$ 4,801	\$ 5,550	\$ 749
<b>Benefits</b>	<b>\$ 300,694</b>	<b>\$ 249,617</b>	<b>\$ 316,042</b>	<b>\$ 327,110</b>	<b>\$ 11,068</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 10,570	\$ 10,402	\$ 10,954	\$ 11,054	\$ 100
(51203-0) EMPL BENEFITS KP&F	\$ 165,723	\$ 160,267	\$ 172,246	\$ 173,817	\$ 1,571
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 74,645	\$ 56,505	\$ 79,062	\$ 87,247	\$ 8,185
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 755	\$ 736	\$ 755	\$ 757	\$ 2
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 72	\$ 72	\$ 108	\$ 108	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 21,771	\$ 21,209	\$ 21,187	\$ 22,108	\$ 921
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 31,253	\$ 30,439	\$ 31,730	\$ 32,019	\$ 289
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (4,095)	\$ (30,013)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 9,037</b>	<b>\$ 9,578</b>	<b>\$ 8,875</b>	<b>\$ 5,800</b>	<b>\$ (3,075)</b>
(52001-0) ELECTRICITY	\$ 2,644	\$ 2,809	\$ 2,700	\$ -	\$ (2,700)
(52002-0) NATURAL GAS	\$ 458	\$ 353	\$ 500	\$ -	\$ (500)
(52003-0) WATER	\$ 73	\$ 71	\$ 100	\$ -	\$ (100)
(52005-0) SEWER SERVICE	\$ 77	\$ 73	\$ 100	\$ -	\$ (100)
(52008-0) STORM WATER	\$ 62	\$ 66	\$ 75	\$ -	\$ (75)
(52101-0) COMMUNICATIONS - VOICE	\$ 2,017	\$ 1,869	\$ 2,000	\$ 1,900	\$ (100)
(52102-0) COMMUNICATIONS - DATA	\$ 3,706	\$ 4,337	\$ 3,400	\$ 3,900	\$ 500
<b>Individual &amp; Contract Services</b>	<b>\$ 8,159</b>	<b>\$ 6,752</b>	<b>\$ 7,543</b>	<b>\$ 7,243</b>	<b>\$ (300)</b>
(52200-0) INDIV. & CONT SERV	\$ 2,739	\$ 2,568	\$ 3,000	\$ 2,800	\$ (200)
(52208-0) EDUCATION/DUES	\$ 3,749	\$ 2,290	\$ 2,500	\$ 2,400	\$ (100)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 1,293	\$ 1,293	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 1,007	\$ 1,084	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 664	\$ 810	\$ 750	\$ 750	\$ -
<b>Miscellaneous</b>	<b>\$ 3,216</b>	<b>\$ 817</b>	<b>\$ 3,000</b>	<b>\$ 1,900</b>	<b>\$ (1,100)</b>
(52300-0) EDUCATION/TRAVEL	\$ 3,216	\$ 817	\$ 3,000	\$ 1,900	\$ (1,100)
<b>Maintenance</b>	<b>\$ 17,703</b>	<b>\$ 77,123</b>	<b>\$ 44,906</b>	<b>\$ 44,856</b>	<b>\$ (50)</b>
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 598	\$ 575	\$ 2,350	\$ 1,400	\$ (950)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 17,105	\$ 76,548	\$ 6,031	\$ 6,031	\$ -
(52702-814) Maint/Mach & Equip Fleet Charges Transfer to Fleet			\$ 36,525	\$ 36,525	
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ -	\$ -	\$ -	\$ 900	\$ 900
<b>Rents</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
(52802-0) RENT EQUIPMENT	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
<b>Purchased Services</b>	<b>\$ 1,061</b>	<b>\$ 648</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 1,061	\$ 648	\$ 500	\$ 500	\$ -
<b>Supplies</b>	<b>\$ 15,392</b>	<b>\$ 19,069</b>	<b>\$ 21,100</b>	<b>\$ 20,050</b>	<b>\$ (1,050)</b>
(54000-0) OFFICE SUPPLIES	\$ 584	\$ 1,817	\$ 800	\$ 1,000	\$ 200
(54400-0) FOOD HUMAN	\$ 76	\$ -	\$ -	\$ -	\$ -
(54401-0) FOOD ANIMAL	\$ 585	\$ 571	\$ 600	\$ 550	\$ (50)
(54600-0) UNIFORMS	\$ -	\$ 190	\$ -	\$ 4,500	\$ 4,500
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 2,345	\$ 7,644	\$ 2,500	\$ 4,000	\$ 1,500
(55001-0) MOTOR FUEL	\$ 8,806	\$ 4,152	\$ 9,000	\$ 6,000	\$ (3,000)
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 63	\$ -	\$ 200	\$ -	\$ (200)
(55600-0) MATERIALS/SUPPLIES	\$ 2,933	\$ 4,695	\$ 8,000	\$ 4,000	\$ (4,000)
<b>Capital Outlay</b>	<b>\$ 31,318</b>	<b>\$ 31,318</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 31,318	\$ 31,318	\$ -	\$ -	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe and Secure Communities

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

Annual Fire Department Responses	9,379	9,772	10,250	TBD
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### Major Program Accomplishments

- Ordered two new Fire Engines and worked with Finance to improve the process
- Upgrade to Pro Q A at dispatch
- Updated TFD Standard Operating Guidelines and Standard Operating Procedures with Lexipol
- Remodel and upgraded Fire Stations
- Updating MDT's

### Future Goals

- Moving forward in upgrading fire station
- Order new truck company
- Looking at moving to AVL for dispatching fire companies

## Operations

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 23,290,287	\$ 23,052,334	\$ 24,366,390	\$ 24,905,160
Non-Personnel	\$ 1,930,420	\$ 1,895,243	\$ 2,117,667	\$ 1,983,365
Contractual	\$ 1,132,342	\$ 1,121,937	\$ 1,297,028	\$ 1,172,326
Commodities	\$ 551,412	\$ 526,640	\$ 625,100	\$ 575,500
Other Payments	\$ 195,539	\$ 195,539	\$ 195,539	\$ 195,539
Capital Outlay	\$ 51,127	\$ 51,127	\$ -	\$ 40,000
<b>TOTAL</b>	<b>\$ 25,220,707</b>	<b>\$ 24,947,577</b>	<b>\$ 26,484,057</b>	<b>\$ 26,888,525</b>
<b>Allocation by Fund</b>				
General Fund	\$ 25,220,707	\$ 24,947,577	\$ 26,484,057	\$ 26,888,525
<b>TOTAL</b>	<b>\$ 25,220,707</b>	<b>\$ 24,947,577</b>	<b>\$ 26,484,057</b>	<b>\$ 26,888,525</b>
<b>Full-Time Equivalent Positions</b>				
Operations	227.0	227.0	227.0	227.0

### Changes to the Budget

- Increase in motor fuel,) capital outlays, and rent
- Increase in Employee Comp Call back pay - \$300,000
- Decrease in protective gear and equipment
- Addition of Deputy Fire Chief position

<b>Fire Operations</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 25,220,707</b>	<b>\$ 24,947,575</b>	<b>\$ 26,543,686</b>	<b>\$ 26,888,525</b>	<b>\$ 354,839</b>
<b>Employee Compensation</b>	<b>\$ 16,381,918</b>	<b>\$ 16,894,056</b>	<b>\$ 16,935,852</b>	<b>\$ 17,273,137</b>	<b>\$ 337,285</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 15,249,848	\$ 15,935,189	\$ 16,210,852	\$ 16,248,213	\$ 37,361
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 144,348	\$ 110,892	\$ 125,000	\$ 100,000	\$ (25,000)
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 386,820	\$ 463,829	\$ 400,000	\$ 400,000	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 569,761	\$ 333,804	\$ 200,000	\$ 500,000	\$ 300,000
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ 17,828	\$ 42,342	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 13,313	\$ -	\$ -	\$ -	\$ -
(51025-0) EMPLOYEE COMP BONUS	\$ -	\$ 8,000	\$ -	\$ 24,924	\$ 24,924
<b>Allowances and Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,312</b>	<b>\$ 112,730</b>	<b>\$ 25,418</b>
(51101-0) ALLOW/REIMBURSE	\$ -	\$ -	\$ 87,312	\$ 112,730	\$ 25,418
<b>Benefits</b>	<b>\$ 6,908,368</b>	<b>\$ 6,158,279</b>	<b>\$ 7,343,227</b>	<b>\$ 7,519,292</b>	<b>\$ 176,065</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 225,778	\$ 237,047	\$ 235,122	\$ 235,960	\$ 838
(51203-0) EMPL BENEFITS KP&F	\$ 3,577,536	\$ 3,647,495	\$ 3,678,840	\$ 3,710,275	\$ 31,435
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 1,857,709	\$ 1,804,289	\$ 2,292,829	\$ 2,399,993	\$ 107,164
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 16,367	\$ 16,896	\$ 16,211	\$ 16,159	\$ (52)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 1,578	\$ 1,521	\$ 1,512	\$ 1,512	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 473,153	\$ 487,809	\$ 470,115	\$ 471,921	\$ 1,806
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 674,315	\$ 700,138	\$ 648,598	\$ 683,472	\$ 34,874
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 81,932	\$ (736,916)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 200,124</b>	<b>\$ 198,836</b>	<b>\$ 211,100</b>	<b>\$ 26,500</b>	<b>\$ (184,600)</b>
(52001-0) ELECTRICITY	\$ 108,919	\$ 110,061	\$ 115,000	\$ -	\$ (115,000)
(52002-0) NATURAL GAS	\$ 35,258	\$ 28,731	\$ 38,000	\$ -	\$ (38,000)
(52003-0) WATER	\$ 9,698	\$ 10,890	\$ 10,000	\$ -	\$ (10,000)
(52004-0) SOLID WASTE DISPOSAL	\$ 6,415	\$ 6,498	\$ 6,500	\$ -	\$ (6,500)
(52005-0) SEWER SERVICE	\$ 11,505	\$ 13,083	\$ 12,500	\$ -	\$ (12,500)
(52008-0) STORM WATER	\$ 4,833	\$ 5,318	\$ 5,000	\$ -	\$ (5,000)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 169	\$ 586	\$ 100	\$ 500	\$ 400
(52101-0) COMMUNICATIONS - VOICE	\$ 12,003	\$ 12,312	\$ 12,000	\$ 13,000	\$ 1,000
(52102-0) COMMUNICATIONS - DATA	\$ 11,324	\$ 11,357	\$ 12,000	\$ 13,000	\$ 1,000
<b>Individual &amp; Contract Services</b>	<b>\$ 42,930</b>	<b>\$ 46,052</b>	<b>\$ 55,806</b>	<b>\$ 48,600</b>	<b>\$ (7,206)</b>
(52200-0) INDIV. & CONT SERV	\$ 15,945	\$ 15,904	\$ 15,000	\$ 10,000	\$ (5,000)
(52208-0) EDUCATION/DUES	\$ 1,997	\$ -	\$ 7,500	\$ 5,000	\$ (2,500)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 32,606	\$ 32,750	\$ 144
(52210-101) ADMIN FEES-INTERFUND	\$ 24,818	\$ 29,418	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 170	\$ 730	\$ 700	\$ 850	\$ 150
<b>Miscellaneous</b>	<b>\$ 11,604</b>	<b>\$ 5,048</b>	<b>\$ 14,000</b>	<b>\$ 11,000</b>	<b>\$ (3,000)</b>
(52300-0) EDUCATION/TRAVEL	\$ 11,184	\$ 3,779	\$ 13,000	\$ 10,000	\$ (3,000)
(52400-0) PRINTING AND ADVERTISING	\$ 420	\$ 1,269	\$ 1,000	\$ 1,000	\$ -
<b>Insurance</b>	<b>\$ 57,577</b>	<b>\$ 60,784</b>	<b>\$ 143,158</b>	<b>\$ 152,635</b>	<b>\$ 9,477</b>
(52502-0) INSURANCE PROPERTY	\$ 20,580	\$ 21,197	\$ 115,955	\$ 124,072	\$ 8,117
(52503-0) INSURANCE VEHICLES	\$ 36,997	\$ 39,587	\$ 27,203	\$ 28,563	\$ 1,360
<b>Maintenance</b>	<b>\$ 800,047</b>	<b>\$ 793,005</b>	<b>\$ 917,592</b>	<b>\$ 914,592</b>	<b>\$ (3,000)</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 1,810	\$ 2,696	\$ 5,000	\$ 5,000	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 214,818	\$ 209,694	\$ 209,694	\$ 209,694	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ 12,000	\$ 15,667	\$ 15,000	\$ 15,000	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 156,230	\$ 159,965	\$ 160,000	\$ 150,000	\$ (10,000)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 389,242	\$ 385,115	\$ 432,270	\$ 432,270	\$ -
(52702-814) Maint/Mach & Equip Fleet Charges Transfer to Fleet			\$ 59,628	\$ 59,628	
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 25,947	\$ 19,868	\$ 36,000	\$ 43,000	\$ 7,000
<b>Rents</b>	<b>\$ 7,833</b>	<b>\$ 9,074</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
(52802-0) RENT EQUIPMENT	\$ 7,833	\$ 9,074	\$ -	\$ 9,000	\$ 9,000
<b>Purchased Services</b>	<b>\$ 26,348</b>	<b>\$ 19,824</b>	<b>\$ 32,488</b>	<b>\$ 27,488</b>	<b>\$ (5,000)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 12,227	\$ 9,135	\$ 15,000	\$ 10,000	\$ (5,000)
(53205-0) OTHER PAY INTEREST	\$ 14,121	\$ 10,689	\$ 17,488	\$ 17,488	\$ -
<b>Supplies</b>	<b>\$ 551,412</b>	<b>\$ 526,640</b>	<b>\$ 625,100</b>	<b>\$ 575,500</b>	<b>\$ (39,600)</b>
(54000-0) OFFICE SUPPLIES	\$ 1,104	\$ 1,961	\$ 10,000	\$ 2,000	\$ (8,000)
(54100-0) CONSUMABLE ITEMS	\$ 25,048	\$ 28,270	\$ 30,000	\$ 30,000	\$ -
(54400-0) FOOD HUMAN	\$ 926	\$ 905	\$ 1,000	\$ 1,000	\$ -
(54600-0) UNIFORMS	\$ 97,136	\$ 107,562	\$ 120,000	\$ 100,000	\$ (20,000)
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 117,147	\$ 105,481	\$ 120,000	\$ 90,000	\$ (30,000)
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 1,912	\$ 312	\$ 2,000	\$ 2,500	\$ 500
(54900-0) BUILDING MAINTENANCE SUPP	\$ 1,547	\$ 4,173	\$ 2,000	\$ 5,000	\$ 3,000
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 135,119	\$ 143,526	\$ 145,000	\$ 145,000	\$ -
(55001-0) MOTOR FUEL	\$ 141,393	\$ 94,293	\$ 140,000	\$ 140,000	\$ 10,000
(55500-0) BOOKS/REFERENCE MATERIAL	\$ -	\$ -	\$ 100	\$ -	\$ (100)
(55600-0) MATERIALS/SUPPLIES	\$ 21,249	\$ 33,711	\$ 30,000	\$ 35,000	\$ 5,000
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 8,831	\$ 6,446	\$ 25,000	\$ 25,000	\$ -
<b>Capital Outlay</b>	<b>\$ 51,127</b>	<b>\$ 51,127</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 51,127	\$ 51,127	\$ -	\$ -	\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
<b>Debt Services</b>	<b>\$ 181,419</b>	<b>\$ 184,850</b>	<b>\$ 178,051</b>	<b>\$ 178,051</b>	<b>\$ -</b>
(58070-0) LEASE PAYMENTS	\$ 181,419	\$ 184,850	\$ 178,051	\$ 178,051	\$ -

## Fire Department

### Fire Emergency Medical Services (EMS)

The Fire EMS division is responsible for the management of Emergency Medical Services (EMS). This division is responsible for ensuring 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe and Secure Communities

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

Fire EMS Responses	17,844	17,648	19,000	TBD
Fire EMS Training Hours	7,330	6,600	6,800	TBD

### 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
- Expansion of EMS Quality Assurance and Improvement
- All companies equipped with 12 lead capable monitors

## Emergency Medical Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 139,493	\$ 140,183	\$ 143,066	\$ 144,322
Non-Personnel	\$ 159,459	\$ 75,459	\$ 89,144	\$ 92,194
Contractual	\$ 43,728	\$ 31,088	\$ 48,644	\$ 53,944
Commodities	\$ 9,919	\$ 44,371	\$ 40,500	\$ 38,250
Capital Outlay	\$ 105,812	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 298,952</b>	<b>\$ 215,642</b>	<b>\$ 232,210</b>	<b>\$ 236,516</b>
<b>Allocation by Fund</b>				
General Fund	\$ 298,952	\$ 215,642	\$ 232,210	\$ 236,516
<b>TOTAL</b>	<b>\$ 298,952</b>	<b>\$ 215,642</b>	<b>\$ 232,210</b>	<b>\$ 236,516</b>
<b>Full-Time Equivalent Positions</b>				
Emergency Medical Services	1.0	1.0	1.0	1.0

### Changes to the Budget

→ Increase in Maintenance and Machinery & Office Equipment/Computers

<b>Fire EMS</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 298,952</b>	<b>\$ 215,642</b>	<b>\$ 232,209</b>	<b>\$ 236,515</b>	<b>\$ 4,306</b>
<b>Employee Compensation</b>	<b>\$ 100,881</b>	<b>\$ 105,796</b>	<b>\$ 101,684</b>	<b>\$ 102,691</b>	<b>\$ 1,007</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 100,881	\$ 105,796	\$ 101,684	\$ 102,691	\$ 1,007
<b>Allowances and Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>
(51101-0) ALLOW/REIMBURSE	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -
<b>Benefits</b>	<b>\$ 38,613</b>	<b>\$ 34,387</b>	<b>\$ 40,183</b>	<b>\$ 40,431</b>	<b>\$ 248</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,419	\$ 1,490	\$ 1,504	\$ 1,474	\$ (30)
(51203-0) EMPL BENEFITS KP&F	\$ 22,325	\$ 23,201	\$ 23,184	\$ 23,413	\$ 229
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 7,172	\$ 6,520	\$ 8,137	\$ 8,115	\$ (22)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 101	\$ 106	\$ 102	\$ 102	\$ -
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 2,926	\$ 3,068	\$ 2,949	\$ 2,978	\$ 29
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 4,237	\$ 4,443	\$ 4,271	\$ 4,313	\$ 42
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 397	\$ (4,477)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 653</b>	<b>\$ 633</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ 41	\$ -	\$ 50	\$ 50
(52101-0) COMMUNICATIONS - VOICE	\$ 653	\$ 592	\$ 700	\$ 650	\$ (50)
(52102-0) COMMUNICATIONS - DATA	\$ -	\$ -	\$ 300	\$ 300	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 10,400</b>	<b>\$ 2,923</b>	<b>\$ 13,644</b>	<b>\$ 8,444</b>	<b>\$ (5,200)</b>
(52200-0) INDIV. & CONT SERV	\$ 5,136	\$ 2,786	\$ 8,000	\$ 5,500	\$ (2,500)
(52208-0) EDUCATION/DUES	\$ 5,150	\$ -	\$ 5,500	\$ 2,800	\$ (2,700)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 144	\$ 144	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 114	\$ 137	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 2,448</b>	<b>\$ 2,172</b>	<b>\$ 3,500</b>	<b>\$ 3,000</b>	<b>\$ (500)</b>
(52300-0) EDUCATION/TRAVEL	\$ 2,448	\$ 2,172	\$ 3,500	\$ 3,000	\$ (500)
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ -	\$ 25,360	\$ 30,500	\$ 41,500	\$ 11,000
<b>Purchased Services</b>	<b>\$ 30,228</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 30,228	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 9,919</b>	<b>\$ 44,372</b>	<b>\$ 40,500</b>	<b>\$ 38,250</b>	<b>\$ (2,250)</b>
(54000-0) OFFICE SUPPLIES	\$ -	\$ 461	\$ 250	\$ 250	\$ -
(54100-0) CONSUMABLE ITEMS	\$ -	\$ -	\$ 50	\$ -	\$ (50)
(54600-0) UNIFORMS	\$ -	\$ -	\$ -	\$ 500	\$ 500
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 65	\$ 567	\$ 4,700	\$ 2,500	\$ (2,200)
(55600-0) MATERIALS/SUPPLIES	\$ 9,854	\$ 43,344	\$ 35,500	\$ 35,000	\$ (500)
<b>Capital Outlay</b>	<b>\$ 105,812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP	\$ 105,812	\$ -	\$ -	\$ -	\$ -





# Police

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

# Police Department

## DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

### Allocation by Expense Category

Personnel	\$	33,345,843	\$	32,870,010	\$	36,015,549	\$	36,400,659
Non-Personnel	\$	6,765,421	\$	6,088,360	\$	6,469,448	\$	6,559,082
Contractual	\$	5,026,696	\$	4,526,088	\$	4,762,897	\$	4,665,048
Commodities	\$	1,109,611	\$	1,015,863	\$	1,170,051	\$	1,357,534
Capital Outlay	\$	595,387	\$	546,362	\$	536,000	\$	536,000
Other Payments	\$	33,727	\$	47	\$	500	\$	500
<b>TOTAL</b>	<b>\$</b>	<b>40,111,264</b>	<b>\$</b>	<b>38,958,370</b>	<b>\$</b>	<b>42,484,997</b>	<b>\$</b>	<b>42,959,741</b>

### Allocation by Fund

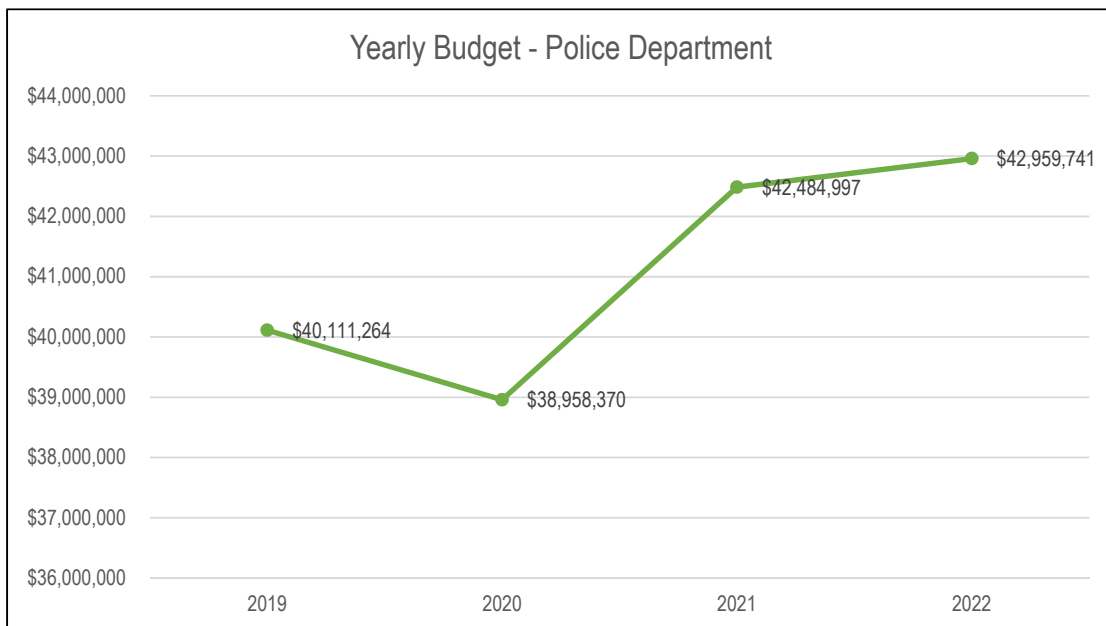
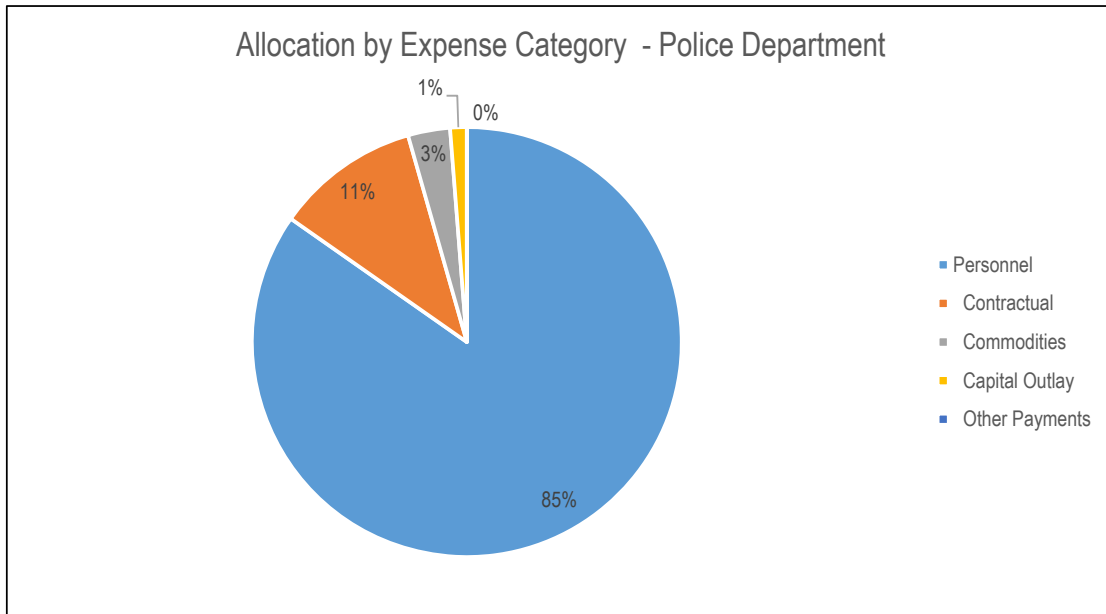
General Fund	\$	40,111,264	\$	38,958,370	\$	42,484,997	\$	42,959,741
<b>TOTAL</b>	<b>\$</b>	<b>40,111,264</b>	<b>\$</b>	<b>38,958,370</b>	<b>\$</b>	<b>42,484,997</b>	<b>\$</b>	<b>42,959,741</b>

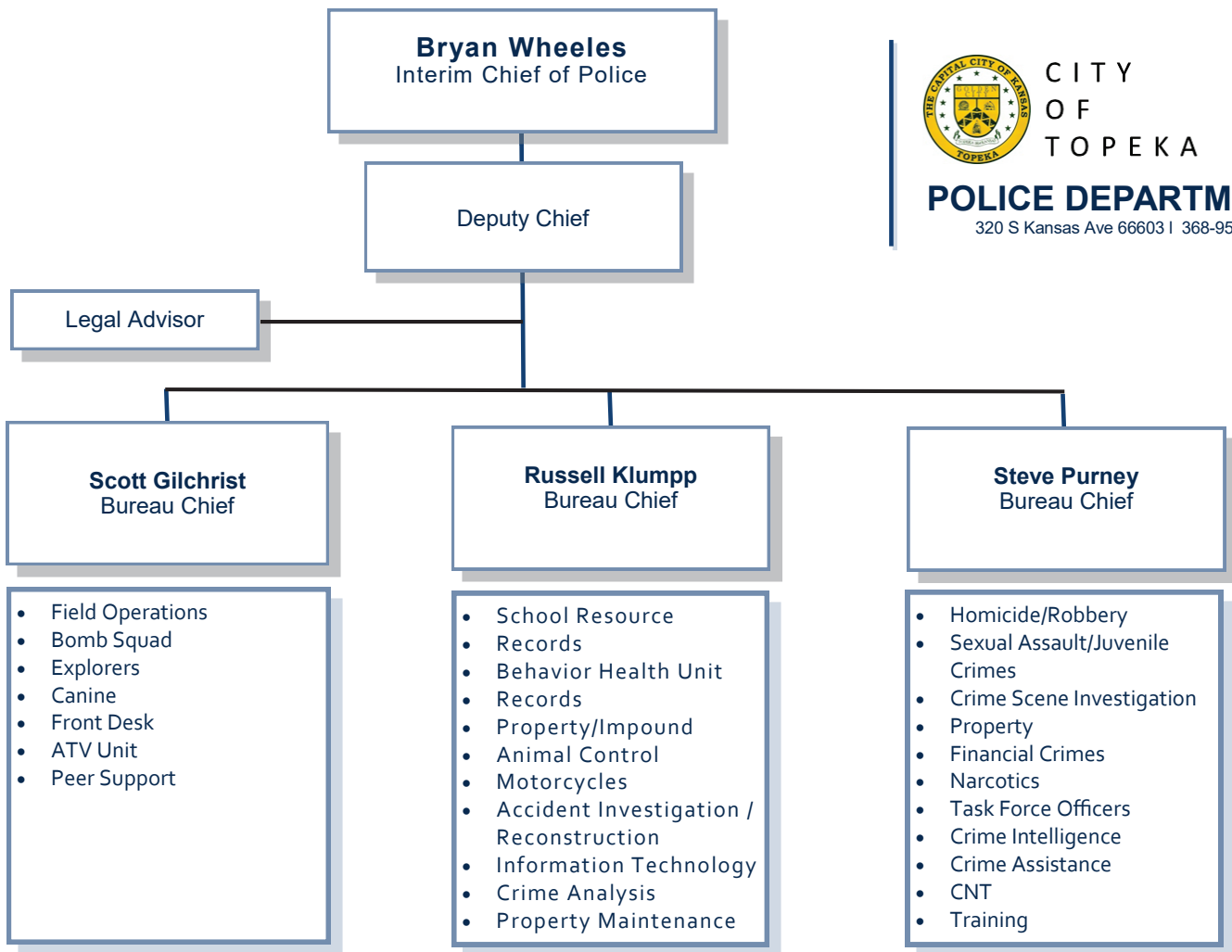
### Full-Time Equivalent Positions

Executive Bureau	23.0	27.0	29.0	29.0
Criminal Investigations	67.0	66.0	67.0	67.0
Field Operations	173.0	179.0	177.0	177.0
Property Maintenance	16.0	16.0	16.0	16.0
Community Outreach	89.5	80.5	69.0	71.0
<b>TOTAL</b>	<b>368.5</b>	<b>368.5</b>	<b>358.0</b>	<b>360.0</b>

## Police Department

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE





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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe & Secure Communities

Improve the public perception of safety

Enhance Social Media Reach	28,362	31,617	33,000	TBD
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### Major Program Accomplishments

→ Ten officers will graduate from the Training Academy and become Law Enforcement Officers in September 2021 with an expected Academy of sixteen recruits to begin in September of 2021  
→ Established Active Bystandership for Law Enforcement (ABLE) Program, a peer intervention program  
→ Implemented Strategies Against Violence Everywhere (SAVE), a Community based program to reduce violent crimes in the City of Topeka

### 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 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 3,255,910	\$ 3,469,491	\$ 3,604,857	\$ 3,488,809
Non-Personnel	\$ 1,957,520	\$ 1,965,914	\$ 2,106,818	\$ 2,243,259
Contractual	\$ 1,047,616	\$ 998,115	\$ 1,109,231	\$ 1,073,501
Capital Outlay	\$ 530,921	\$ 546,362	\$ 536,000	\$ 536,000
Commodities	\$ 378,211	\$ 421,390	\$ 461,087	\$ 633,258
Other Payments	\$ 772	\$ 47	\$ 500	\$ 500
<b>TOTAL</b>	<b>\$ 5,213,431</b>	<b>\$ 5,435,405</b>	<b>\$ 5,711,675</b>	<b>\$ 5,732,068</b>
<b>Allocation by Fund</b>				
General Fund	\$ 5,213,431	\$ 5,435,405	\$ 5,711,675	\$ 5,732,068
<b>TOTAL</b>	<b>\$ 5,213,431</b>	<b>\$ 5,435,405</b>	<b>\$ 5,711,675</b>	<b>\$ 5,732,068</b>
<b>Full-Time Equivalent Positions</b>				
Executive Bureau	23.0	27.0	29.0	29.0

### Changes to the Budget

- Increase materials and supplies, property insurance, consumable items, vehicle insurance, and uniforms
- Salary decrease from the elimination of one Police Major that is offset by the addition of one FTE Police Officer
- Body Cams have been added to the operating budget for an increase of \$140,000

<b>Executive Bureau</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 5,213,428.00</b>	<b>\$ 5,435,404.00</b>	<b>\$ 5,711,675.00</b>	<b>\$ 5,732,069.00</b>	<b>\$ 21,394.00</b>
<b>Employee Compensation</b>	<b>\$ 2,316,619</b>	<b>\$ 2,618,919</b>	<b>\$ 2,573,222</b>	<b>\$ 2,501,078</b>	<b>\$ (72,144)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 2,253,723	\$ 2,507,854	\$ 2,411,705	\$ 2,368,779	\$ (42,926)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 124,752	\$ 88,822	\$ 123,075	\$ 100,460	\$ (22,615)
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 3,587	\$ 9,238	\$ 4,494	\$ 9,407	\$ 4,913
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 4,034	\$ 10,629	\$ 5,313	\$ 12,209	\$ 6,896
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ -	\$ 714	\$ -	\$ 788	\$ 788
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 404	\$ 1,662	\$ 165	\$ 165	\$ -
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 9,270	\$ 9,270	\$ -
(51021-0) EMPLOYEE COMP RETIREMENT PAY	\$ -	\$ -	\$ 19,200	\$ -	\$ (19,200)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (69,881)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 7,511</b>	<b>\$ 12,033</b>	<b>\$ 31,354</b>	<b>\$ 17,400</b>	<b>\$ (13,954)</b>
(51101-0) ALLOW/REIMBURSE	\$ 5,940	\$ 10,214	\$ 19,980	\$ 6,960	\$ (13,020)
(51104-0) ALLOW/REIMBURSE PHY FITNESS	\$ 660	\$ 885	\$ 10,440	\$ 10,440	\$ -
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 911	\$ 934	\$ 934	\$ -	\$ (934)
<b>Benefits</b>	<b>\$ 931,780</b>	<b>\$ 838,538</b>	<b>\$ 1,000,281</b>	<b>\$ 970,331</b>	<b>\$ (29,950)</b>
(51200-0) EMPL BENEFITS	\$ -	\$ -	\$ 41,787	\$ 38,641	\$ (3,146)
(51201-0) EMPL BENEFITS MEDICARE	\$ 33,657	\$ 37,424	\$ 35,277	\$ 34,459	\$ (818)
(51202-0) EMPL BENEFITS KPERS	\$ 51,313	\$ 49,697	\$ 44,812	\$ 45,616	\$ 804
(51203-0) EMPL BENEFITS KP&F	\$ 415,473	\$ 463,514	\$ 446,351	\$ 436,458	\$ (9,893)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 215,776	\$ 209,759	\$ 246,048	\$ 235,813	\$ (10,235)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 31,038	\$ 31,634	\$ 33,003	\$ 28,655	\$ (4,348)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 2,398	\$ 2,638	\$ 2,412	\$ 2,347	\$ (65)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 312	\$ 249	\$ 180	\$ 180	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 66,692	\$ 73,578	\$ 67,053	\$ 66,606	\$ (447)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 78,742	\$ 88,635	\$ 83,358	\$ 81,556	\$ (1,802)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 36,379	\$ (118,590)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 81,475</b>	<b>\$ 79,448</b>	<b>\$ 77,036</b>	<b>\$ 51,733</b>	<b>\$ (25,303)</b>
(52001-0) ELECTRICITY	\$ 19,096	\$ 19,337	\$ 16,105	\$ -	\$ (16,105)
(52002-0) NATURAL GAS	\$ 2,472	\$ 1,757	\$ 2,253	\$ -	\$ (2,253)
(52003-0) WATER	\$ 546	\$ 562	\$ 542	\$ -	\$ (542)
(52004-0) SOLID WASTE DISPOSAL	\$ 490	\$ 597	\$ 293	\$ -	\$ (293)
(52005-0) SEWER SERVICE	\$ 727	\$ 748	\$ 750	\$ -	\$ (750)
(52008-0) STORM WATER	\$ 1,473	\$ 1,550	\$ 908	\$ -	\$ (908)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 2,273	\$ 1,636	\$ 2,600	\$ 2,000	\$ (600)
(52101-0) COMMUNICATIONS - VOICE	\$ 12,112	\$ 13,116	\$ 11,299	\$ 8,517	\$ (2,782)
(52102-0) COMMUNICATIONS - DATA	\$ 42,286	\$ 40,145	\$ 42,286	\$ 41,216	\$ (1,070)

<b>Executive Bureau</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 5,213,428.00</b>	<b>\$ 5,435,404.00</b>	<b>\$ 5,711,675.00</b>	<b>\$ 5,732,069.00</b>	<b>\$ 21,394.00</b>
<b>Individual &amp; Contract Services</b>	<b>\$ 79,829</b>	<b>\$ 64,307</b>	<b>\$ 133,539</b>	<b>\$ 111,892</b>	<b>\$ (21,647)</b>
(52200-0) INDIV. & CONT SERV	\$ 66,065	\$ 54,249	\$ 119,373	\$ 96,208	\$ (23,165)
(52208-0) EDUCATION/DUES	\$ 9,810	\$ 4,981	\$ 10,000	\$ 10,000	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 4,166	\$ 4,884	\$ 718
(52210-101) ADMIN FEES-INTERFUND	\$ 3,299	\$ 4,264	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 655	\$ 813	\$ -	\$ 800	\$ 800
<b>Miscellaneous</b>	<b>\$ 91,458</b>	<b>\$ 52,325</b>	<b>\$ 112,800</b>	<b>\$ 112,800</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 83,609	\$ 46,203	\$ 97,500	\$ 97,500	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 7,849	\$ 6,122	\$ 15,300	\$ 15,300	\$ -
<b>Insurance</b>	<b>\$ 180,560</b>	<b>\$ 191,922</b>	<b>\$ 365,654</b>	<b>\$ 389,368</b>	<b>\$ 23,714</b>
(52502-0) INSURANCE PROPERTY	\$ 31,928	\$ 32,886	\$ 219,085	\$ 234,421	\$ 15,336
(52503-0) INSURANCE VEHICLES	\$ 148,632	\$ 159,036	\$ 146,569	\$ 154,947	\$ 8,378
<b>Maintenance</b>	<b>\$ 397,209</b>	<b>\$ 380,684</b>	<b>\$ 342,065</b>	<b>\$ 341,565</b>	<b>\$ (500)</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 25,000	\$ 43,591	\$ 12,500	\$ 12,500	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 354,509	\$ 302,346	\$ 302,346	\$ 302,346	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 682	\$ 335	\$ 1,600	\$ 1,100	\$ (500)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 17,018	\$ 34,412	\$ 25,619	\$ 25,619	\$ -
<b>Rents</b>	<b>\$ 50,400</b>	<b>\$ 69,746</b>	<b>\$ 76,387</b>	<b>\$ 64,394</b>	<b>\$ (11,993)</b>
(52800-0) RENT	\$ 50,400	\$ 69,746	\$ 76,387	\$ 64,394	\$ (11,993)
<b>Purchased Services</b>	<b>\$ 31,668</b>	<b>\$ 20,859</b>	<b>\$ 2,250</b>	<b>\$ 2,250</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 30,896	\$ 20,812	\$ 1,750	\$ 1,750	\$ -
(53200-0) OTHER PAYMENTS	\$ 772	\$ 47	\$ 500	\$ 500	\$ -
<b>Contributions to Agencies</b>	<b>\$ 135,788</b>	<b>\$ 138,871</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(53700-0) GRANTS CONTRIB OTHER AGENCIES	\$ 135,788	\$ 138,871	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 378,210</b>	<b>\$ 421,390</b>	<b>\$ 461,087</b>	<b>\$ 633,258</b>	<b>\$ 173,171</b>
(54000-0) OFFICE SUPPLIES	\$ 11,255	\$ 7,046	\$ 20,507	\$ 17,652	\$ (2,855)
(54100-0) CONSUMABLE ITEMS	\$ 34,626	\$ 35,432	\$ 68,228	\$ 83,382	\$ 15,154
(54300-0) DRUG & LAB SUPPLIES	\$ -	\$ 239	\$ 800	\$ 800	\$ -
(54400-0) FOOD HUMAN	\$ 5,243	\$ 3,043	\$ 4,400	\$ 4,200	\$ (200)
(54600-0) UNIFORMS	\$ 199,988	\$ 275,577	\$ 238,215	\$ 243,532	\$ 5,317
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 19,054	\$ 11,234	\$ 20,567	\$ 20,230	\$ (337)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 7,973	\$ 5,602	\$ 9,165	\$ 7,350	\$ (1,815)
(55001-0) MOTOR FUEL	\$ 16,727	\$ 9,453	\$ 17,325	\$ 18,232	\$ 1,907
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 3,444	\$ 1,342	\$ 2,880	\$ 2,880	\$ -
(55600-0) MATERIALS/SUPPLIES	\$ 79,900	\$ 72,422	\$ 79,000	\$ 95,000	\$ 16,000
<b>Capital Outlay</b>	<b>\$ 530,921</b>	<b>\$ 546,362</b>	<b>\$ 536,000</b>	<b>\$ 536,000</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 530,921	\$ 546,362	\$ 536,000	\$ 536,000	\$ -



## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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%	61.54%	78.95%	60.90%	TBD
National Rate: Rape 31.9%	25.32%	18.80%	30.60%	TBD
National Rate: Robbery 29.8%	27.38%	28.64%	29.90%	TBD
National Rate: Agg. Assault 50.1%	50.97%	46.46%	50.20%	TBD
National Rate: Burglary 12.3%	4.54%	8.16%	12.80%	TBD
National Rate: Theft 16.6%	16.68%	12.73%	16.40%	TBD
National Rate: Auto Theft 12.2%	7.15%	5.10%	12.10%	TBD

### Major Program Accomplishments

- Participated in Operation Frontier Justice, a multi-agency ten day operation arrest warrant sweep with emphasis on violent crime reduction
- Added technology to assist with forensic computer and cell phone analysis
- Upgraded unmanned aerial vehicle platform

### 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 Investigations Bureau

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 7,691,937	\$ 7,885,286	\$ 8,242,615	\$ 8,664,661
Non-Personnel	\$ 263,963	\$ 232,327	\$ 276,137	\$ 223,123
Contractual	\$ 202,117	\$ 175,379	\$ 193,593	\$ 137,287
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Commodities	\$ 61,846	\$ 56,948	\$ 82,544	\$ 85,836
<b>TOTAL</b>	<b>\$ 7,955,900</b>	<b>\$ 8,117,613</b>	<b>\$ 8,518,752</b>	<b>\$ 8,887,784</b>
<b>Allocation by Fund</b>				
General Fund	\$ 7,955,900	\$ 8,117,613	\$ 8,518,752	\$ 8,887,784
<b>TOTAL</b>	<b>\$ 7,955,900</b>	<b>\$ 8,117,613</b>	<b>\$ 8,518,752</b>	<b>\$ 8,887,784</b>
<b>Full-Time Equivalent Positions</b>				
Criminal Investigations Bureau	67.0	66.0	67.0	67.0

### Changes to the Budget

→The funding for the office specialist position is now grant funded  
→The detective increase was a temporary change of a Police Officer vacancy to a Detective vacancy to account for a long term military leave of absence this did not result in an overall FTE increase, just movement of positions between bureaus.

<b>Criminal Investigation</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 7,955,903</b>	<b>\$ 8,117,613</b>	<b>\$ 8,518,750</b>	<b>\$ 8,887,783</b>	<b>\$ 369,033</b>
<b>Employee Compensation</b>	<b>\$ 5,441,729</b>	<b>\$ 5,778,305</b>	<b>\$ 5,670,399</b>	<b>\$ 5,960,011</b>	<b>\$ 289,612</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 4,895,570	\$ 5,281,453	\$ 5,173,675	\$ 5,399,450	\$ 225,775
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 387,080	\$ 401,696	\$ 384,184	\$ 456,208	\$ 72,024
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 15,136	\$ 24,556	\$ 18,963	\$ 25,007	\$ 6,044
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 43,013	\$ 31,920	\$ 56,650	\$ 36,664	\$ (19,986)
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 33,598	\$ 38,680	\$ 36,927	\$ 42,682	\$ 5,755
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 13	\$ -	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 67,319	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 49,668</b>	<b>\$ 47,787</b>	<b>\$ 75,750</b>	<b>\$ 48,480</b>	<b>\$ (27,270)</b>
(51101-0) ALLOW/REIMBURSE	\$ 47,913	\$ 45,162	\$ 74,670	\$ 47,400	\$ (27,270)
(51104-0) ALLOW/REIMBURSE PHY FITNESS	\$ 1,755	\$ 2,625	\$ 1,080	\$ 1,080	\$ -
<b>Benefits</b>	<b>\$ 2,200,541</b>	<b>\$ 2,059,195</b>	<b>\$ 2,496,466</b>	<b>\$ 2,656,169</b>	<b>\$ 159,703</b>
(51200-0) EMPL BENEFITS	\$ -	\$ -	\$ 155,961	\$ 176,296	\$ 20,335
(51201-0) EMPL BENEFITS MEDICARE	\$ 77,080	\$ 83,300	\$ 75,189	\$ 78,938	\$ 3,749
(51202-0) EMPL BENEFITS KPERS	\$ 12,860	\$ 13,139	\$ 8,796	\$ 8,912	\$ 116
(51203-0) EMPL BENEFITS KP&F	\$ 1,193,431	\$ 1,265,568	\$ 1,159,280	\$ 1,220,652	\$ 61,372
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 547,059	\$ 572,686	\$ 722,947	\$ 777,432	\$ 54,485
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 7,801	\$ 8,109	\$ 5,525	\$ 5,598	\$ 73
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 5,532	\$ 5,919	\$ 5,174	\$ 5,365	\$ 191
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 536	\$ 441	\$ 468	\$ 468	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 160,075	\$ 171,123	\$ 149,352	\$ 157,425	\$ 8,073
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 219,633	\$ 235,573	\$ 213,774	\$ 225,083	\$ 11,309
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (23,466)	\$ (296,663)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 78,915</b>	<b>\$ 74,932</b>	<b>\$ 80,631</b>	<b>\$ 30,464</b>	<b>\$ (50,167)</b>
(52001-0) ELECTRICITY	\$ 26,733	\$ 27,097	\$ 31,980	\$ -	\$ (31,980)
(52002-0) NATURAL GAS	\$ 3,218	\$ 2,200	\$ 3,880	\$ -	\$ (3,880)
(52003-0) WATER	\$ 870	\$ 910	\$ 1,043	\$ -	\$ (1,043)
(52004-0) SOLID WASTE DISPOSAL	\$ 410	\$ 449	\$ 617	\$ -	\$ (617)
(52005-0) SEWER SERVICE	\$ 1,230	\$ 1,287	\$ 1,452	\$ -	\$ (1,452)
(52008-0) STORM WATER	\$ 1,062	\$ 1,117	\$ 1,879	\$ -	\$ (1,879)
(52101-0) COMMUNICATIONS - VOICE	\$ 30,407	\$ 27,085	\$ 24,795	\$ 15,578	\$ (9,217)
(52102-0) COMMUNICATIONS - DATA	\$ 14,985	\$ 14,787	\$ 14,985	\$ 14,886	\$ (99)
<b>Individual &amp; Contract Services</b>	<b>\$ 8,832</b>	<b>\$ 13,253</b>	<b>\$ 26,060</b>	<b>\$ 21,324</b>	<b>\$ (4,736)</b>
(52200-0) INDIV. & CONT SERV	\$ 1,408	\$ 4,230	\$ 16,580	\$ 11,700	\$ (4,880)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 9,480	\$ 9,624	\$ 144
(52210-101) ADMIN FEES-INTERFUND	\$ 7,424	\$ 9,023	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 62	\$ -	\$ -	\$ -	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 1	\$ -	\$ -	\$ -	\$ -
<b>Maintenance</b>	<b>\$ 81,480</b>	<b>\$ 60,946</b>	<b>\$ 36,800</b>	<b>\$ 36,149</b>	<b>\$ (651)</b>
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 1,033	\$ 114	\$ 1,800	\$ 1,150	\$ (650)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 80,447	\$ 60,832	\$ 35,000	\$ 34,999	\$ (1)
<b>Rents</b>	<b>\$ 11,190</b>	<b>\$ 16,066</b>	<b>\$ 17,900</b>	<b>\$ 19,350</b>	<b>\$ 1,450</b>
(52800-0) RENT	\$ 11,190	\$ 16,066	\$ 17,900	\$ 19,350	\$ 1,450
<b>Purchased Services</b>	<b>\$ 21,639</b>	<b>\$ 10,180</b>	<b>\$ 32,200</b>	<b>\$ 30,000</b>	<b>\$ (2,200)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 21,639	\$ 10,180	\$ 32,200	\$ 30,000	\$ (2,200)
<b>Supplies</b>	<b>\$ 61,846</b>	<b>\$ 56,949</b>	<b>\$ 82,544</b>	<b>\$ 85,836</b>	<b>\$ 3,292</b>
(54000-0) OFFICE SUPPLIES	\$ 3,399	\$ 4,199	\$ 4,183	\$ 4,183	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 4,578	\$ 5,125	\$ 7,926	\$ 8,166	\$ 240
(54300-0) DRUG & LAB SUPPLIES	\$ 148	\$ 545	\$ 300	\$ 600	\$ 300
(54400-0) FOOD HUMAN	\$ 15	\$ 40	\$ -	\$ 200	\$ 200
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 4,519	\$ 9,742	\$ 10,983	\$ 12,672	\$ 1,689
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 14,398	\$ 13,729	\$ 15,819	\$ 14,860	\$ (959)
(55001-0) MOTOR FUEL	\$ 34,789	\$ 23,569	\$ 43,333	\$ 45,155	\$ 1,822

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe & Secure Communities

Continue to build upon community policing initiatives

License Plate Reader: Measuring number of reads vs number of confirms	1,997,091 Reads 332 Confirms	2,55,165 Reads 224 Confirms	2,000,000 Reads 800 Confirms	TBD
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### Major Program Accomplishments

- Conducted projects based on Crime Focus Areas for reported crimes and used trend analysis to make resource allocation decisions
- Added additional technology/equipment to aid our Crisis Negotiation Unit and Response Team

### 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 Bureau

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 15,270,305	\$ 15,067,254	\$ 17,108,822	\$ 17,048,887
Non-Personnel	\$ 1,244,505	\$ 926,832	\$ 992,177	\$ 882,114
Contractual	\$ 746,438	\$ 535,028	\$ 544,547	\$ 430,912
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Commodities	\$ 498,067	\$ 391,804	\$ 447,630	\$ 451,202
<b>TOTAL</b>	<b>\$ 16,514,810</b>	<b>\$ 15,994,086</b>	<b>\$ 18,100,999</b>	<b>\$ 17,931,001</b>
<b>Allocation by Fund</b>				
General Fund	\$ 16,514,810	\$ 15,994,086	\$ 18,100,999	\$ 17,931,001
<b>TOTAL</b>	<b>\$ 16,514,810</b>	<b>\$ 15,994,086</b>	<b>\$ 18,100,999</b>	<b>\$ 17,931,001</b>
<b>Full-Time Equivalent Positions</b>				
Field Operations Bureau	173.0	179.0	177.0	177.0

### Changes to the Budget

→ Health insurance costs decreased due to employee selection

<b>Police Field Operations Bureau</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 16,514,812</b>	<b>\$ 15,994,087</b>	<b>\$ 18,101,000</b>	<b>\$ 17,931,001</b>	<b>\$ (169,001)</b>
<b>Employee Compensation</b>	<b>\$ 10,735,988</b>	<b>\$ 11,079,623</b>	<b>\$ 11,823,343</b>	<b>\$ 11,857,470</b>	<b>\$ 34,127</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 9,983,033	\$ 10,385,247	\$ 11,067,542	\$ 11,110,264	\$ 42,722
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 407,909	\$ 279,606	\$ 349,755	\$ 317,312	\$ (32,443)
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 301,203	\$ 365,761	\$ 378,603	\$ 381,468	\$ 2,865
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 5,682	\$ 21,609	\$ 7,483	\$ 30,421	\$ 22,938
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 13,246	\$ 11,421	\$ 14,558	\$ 12,603	\$ (1,955)
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ -	\$ 15,979	\$ 5,402	\$ 5,402	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 24,915	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 12,691</b>	<b>\$ 13,984</b>	<b>\$ 53,400</b>	<b>\$ 16,560</b>	<b>\$ (36,840)</b>
(51101-0) ALLOW/REIMBURSE	\$ 7,561	\$ 7,819	\$ 48,720	\$ 7,560	\$ (41,160)
(51104-0) ALLOW/REIMBURSE PHY FITNESS	\$ 5,130	\$ 6,165	\$ 4,680	\$ 9,000	\$ 4,320
<b>Benefits</b>	<b>\$ 4,521,627</b>	<b>\$ 3,973,645</b>	<b>\$ 5,232,081</b>	<b>\$ 5,174,855</b>	<b>\$ (57,226)</b>
(51200-0) EMPL BENEFITS	\$ -	\$ -	\$ 236,001	\$ 233,297	\$ (2,704)
(51201-0) EMPL BENEFITS MEDICARE	\$ 149,805	\$ 156,120	\$ 160,721	\$ 161,271	\$ 550
(51202-0) EMPL BENEFITS KPERS	\$ 8,143	\$ 3,341	\$ 2,980	\$ 2,903	\$ (77)
(51203-0) EMPL BENEFITS KP&F	\$ 2,358,124	\$ 2,421,693	\$ 2,516,516	\$ 2,529,143	\$ 12,627
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 1,153,891	\$ 1,113,768	\$ 1,517,787	\$ 1,446,217	\$ (71,570)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 5,008	\$ 2,084	\$ 1,872	\$ 1,823	\$ (49)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 10,828	\$ 11,188	\$ 11,068	\$ 11,054	\$ (14)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 405	\$ 543	\$ 684	\$ 784	\$ 100
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 310,591	\$ 321,023	\$ 320,808	\$ 322,395	\$ 1,587
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 440,234	\$ 456,931	\$ 463,644	\$ 465,968	\$ 2,324
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 84,598	\$ (513,046)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 135,335</b>	<b>\$ 130,993</b>	<b>\$ 139,040</b>	<b>\$ 27,225</b>	<b>\$ (111,815)</b>
(52001-0) ELECTRICITY	\$ 73,433	\$ 74,169	\$ 87,015	\$ -	\$ (87,015)
(52002-0) NATURAL GAS	\$ 8,281	\$ 5,661	\$ 9,985	\$ -	\$ (9,985)
(52003-0) WATER	\$ 2,638	\$ 2,759	\$ 3,162	\$ -	\$ (3,162)
(52004-0) SOLID WASTE DISPOSAL	\$ 1,043	\$ 1,142	\$ 1,870	\$ -	\$ (1,870)
(52005-0) SEWER SERVICE	\$ 3,727	\$ 3,902	\$ 4,402	\$ -	\$ (4,402)
(52008-0) STORM WATER	\$ 3,218	\$ 3,387	\$ 5,696	\$ -	\$ (5,696)
(52101-0) COMMUNICATIONS - VOICE	\$ 28,859	\$ 24,301	\$ 12,774	\$ 12,321	\$ (453)
(52102-0) COMMUNICATIONS - DATA	\$ 14,136	\$ 15,672	\$ 14,136	\$ 14,904	\$ 768
<b>Individual &amp; Contract Services</b>	<b>\$ 186,813</b>	<b>\$ 106,214</b>	<b>\$ 41,559</b>	<b>\$ 42,129</b>	<b>\$ 570</b>
(52200-0) INDIV. & CONT SERV	\$ 22,361	\$ 20,103	\$ 1,135	\$ 1,705	\$ 570
(52208-0) EDUCATION/DUES	\$ 544	\$ -	\$ -	\$ -	\$ -
(52209-0) MEDICAL SERVICES	\$ 145,102	\$ 63,709	\$ 15,000	\$ 15,000	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 25,424	\$ 25,424	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 18,407	\$ 21,994	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 399	\$ 408	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 4,561</b>	<b>\$ 4,390</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 450	\$ -	\$ -	\$ -	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 4,111	\$ 4,390	\$ 4,000	\$ 4,000	\$ -
<b>Insurance</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52500-0) INSURANCE	\$ 150	\$ -	\$ -	\$ -	\$ -
<b>Maintenance</b>	<b>\$ 373,686</b>	<b>\$ 280,740</b>	<b>\$ 349,697</b>	<b>\$ 346,458</b>	<b>\$ (3,239)</b>
(52700-0) MAINT/MACH & EQUIP	\$ -	\$ 1,075	\$ 4,665	\$ 5,190	\$ 525
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 16,069	\$ 11,327	\$ 20,315	\$ 16,550	\$ (3,765)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 357,617	\$ 268,338	\$ 324,717	\$ 324,718	\$ 1
<b>Rents</b>	<b>\$ 2,582</b>	<b>\$ 3,369</b>	<b>\$ 3,850</b>	<b>\$ 3,850</b>	<b>\$ -</b>
(52800-0) RENT	\$ 2,582	\$ 3,369	\$ 3,850	\$ 3,850	\$ -
<b>Purchased Services</b>	<b>\$ 43,312</b>	<b>\$ 9,324</b>	<b>\$ 6,400</b>	<b>\$ 7,250</b>	<b>\$ 850</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 10,357	\$ 9,324	\$ 6,400	\$ 7,250	\$ 850
(53200-0) OTHER PAYMENTS	\$ 32,955	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 498,067</b>	<b>\$ 391,805</b>	<b>\$ 447,630</b>	<b>\$ 452,202</b>	<b>\$ 4,572</b>
(54000-0) OFFICE SUPPLIES	\$ 4,357	\$ 2,169	\$ 5,250	\$ 4,800	\$ (450)
(54100-0) CONSUMABLE ITEMS	\$ 20,278	\$ 17,127	\$ 30,325	\$ 36,133	\$ 5,808
(54400-0) FOOD HUMAN	\$ 169	\$ -	\$ -	\$ -	\$ -
(54600-0) UNIFORMS	\$ 2,006	\$ 1,058	\$ 2,190	\$ 620	\$ (1,570)
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 17,608	\$ 10,660	\$ 24,153	\$ 25,362	\$ 1,209
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 186,500	\$ 160,622	\$ 104,186	\$ 106,430	\$ 2,244
(55001-0) MOTOR FUEL	\$ 267,149	\$ 200,169	\$ 281,526	\$ 277,857	\$ (2,669)

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Safe and Secure Communities

Continue to build upon community policing initiatives

Accidents Related to Driving Under the Influence (DUI)	140	122	Measuring	TBD
Safe Streets Meetings and Presentations	10	8	10	TBD

### Major Program Accomplishments

- Continued engagement and education programs that focus on positive law enforcement interactions with at-risk youth
- Reintegrated the Community Police Officers (CPOs) into the Neighborhood Improvement Association's (NIA) meetings across the City of Topeka
- Enacted shift work accommodation pilot program in the Topeka Police Records Department

### Future Goals

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

## Community Outreach Bureau

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 6,196,425	\$ 5,483,008	\$ 6,004,374	\$ 6,187,721
Non-Personnel	\$ 2,440,910	\$ 2,433,764	\$ 2,521,993	\$ 2,486,855
Contractual	\$ 2,321,428	\$ 2,328,789	\$ 2,375,204	\$ 2,335,398
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Commodities	\$ 119,482	\$ 104,975	\$ 146,789	\$ 151,457
<b>TOTAL</b>	<b>\$ 8,637,335</b>	<b>\$ 7,916,772</b>	<b>\$ 8,526,367</b>	<b>\$ 8,674,576</b>
<b>Allocation by Fund</b>				
General Fund	\$ 8,637,335	\$ 7,916,772	\$ 8,526,367	\$ 8,674,576
<b>TOTAL</b>	<b>\$ 8,637,335</b>	<b>\$ 7,916,772</b>	<b>\$ 8,526,367</b>	<b>\$ 8,674,576</b>
<b>Full-Time Equivalent Positions</b>				
Community Outreach Bureau	89.5	80.5	69.0	71.0

### Changes to the Budget

- Increase of Contractual Services, Communications, and Motor Fuel
- Increase of 2 FTE Animal Control Officers represented in Payroll



<b>Community Outreach</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 8,637,346</b>	<b>\$ 7,916,772</b>	<b>\$ 8,526,369</b>	<b>\$ 8,674,576</b>	<b>\$ 148,957</b>
<b>Employee Compensation</b>	<b>\$ 4,384,830</b>	<b>\$ 4,067,157</b>	<b>\$ 4,198,204</b>	<b>\$ 4,341,412</b>	<b>\$ 143,208</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 4,026,356	\$ 3,840,052	\$ 3,890,995	\$ 4,099,450	\$ 208,455
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 34,507	\$ 7,733	\$ -	\$ -	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 262,749	\$ 142,853	\$ 213,580	\$ 162,118	\$ (51,462)
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 50,862	\$ 56,629	\$ 62,489	\$ 57,667	\$ (4,822)
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 8,821	\$ 6,416	\$ 11,617	\$ 7,369	\$ (4,248)
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 17,574	\$ 13,347	\$ 19,315	\$ 14,728	\$ (4,587)
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 14	\$ 127	\$ 137	\$ 9	\$ (128)
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 71	\$ 71	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (16,053)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 4,978</b>	<b>\$ 5,720</b>	<b>\$ 19,560</b>	<b>\$ 8,880</b>	<b>\$ (10,680)</b>
(51101-0) ALLOW/REIMBURSE	\$ 3,748	\$ 3,425	\$ 18,300	\$ 7,260	\$ (11,040)
(51104-0) ALLOW/REIMBURSE PHY FITNESS	\$ 990	\$ 1,755	\$ 720	\$ 1,080	\$ 360
(51109-0) Allow/Reimburse Cell Phone	\$ 240	\$ 540	\$ 540	\$ 540	\$ -
<b>Benefits</b>	<b>\$ 1,806,618</b>	<b>\$ 1,410,132</b>	<b>\$ 1,786,612</b>	<b>\$ 1,837,430</b>	<b>\$ 50,818</b>
(51200-0) EMPL BENEFITS	\$ -	\$ -	\$ 79,478	\$ 64,080	\$ (15,398)
(51201-0) EMPL BENEFITS MEDICARE	\$ 60,898	\$ 56,904	\$ 56,609	\$ 59,496	\$ 2,887
(51202-0) EMPL BENEFITS KPERS	\$ 145,501	\$ 137,088	\$ 122,151	\$ 133,910	\$ 11,759
(51203-0) EMPL BENEFITS KP&F	\$ 644,389	\$ 579,964	\$ 604,975	\$ 626,188	\$ 21,213
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 608,178	\$ 503,949	\$ 618,360	\$ 629,650	\$ 11,290
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 87,767	\$ 84,595	\$ 76,731	\$ 84,117	\$ 7,386
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 4,472	\$ 4,167	\$ 3,891	\$ 4,075	\$ 184
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 741	\$ 591	\$ 576	\$ 576	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 119,314	\$ 110,503	\$ 106,651	\$ 112,208	\$ 5,557
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 127,947	\$ 116,970	\$ 117,190	\$ 123,130	\$ 5,940
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 7,411	\$ (184,599)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 132,381</b>	<b>\$ 145,216</b>	<b>\$ 129,469</b>	<b>\$ 74,905</b>	<b>\$ (54,564)</b>
(52001-0) ELECTRICITY	\$ 50,674	\$ 50,909	\$ 44,512	\$ -	\$ (44,512)
(52002-0) NATURAL GAS	\$ 6,647	\$ 4,834	\$ 5,401	\$ -	\$ (5,401)
(52003-0) WATER	\$ 1,423	\$ 1,473	\$ 1,453	\$ -	\$ (1,453)
(52004-0) SOLID WASTE DISPOSAL	\$ 10,096	\$ 9,749	\$ 9,559	\$ -	\$ (9,559)
(52005-0) SEWER SERVICE	\$ 1,942	\$ 2,011	\$ 2,023	\$ -	\$ (2,023)
(52008-0) STORM WATER	\$ 4,116	\$ 4,332	\$ 2,618	\$ -	\$ (2,618)
(52101-0) COMMUNICATIONS - VOICE	\$ 44,077	\$ 52,770	\$ 48,497	\$ 58,633	\$ 10,136
(52102-0) COMMUNICATIONS - DATA	\$ 13,406	\$ 19,138	\$ 15,406	\$ 16,272	\$ 866
<b>Individual &amp; Contract Services</b>	<b>\$ 1,751,644</b>	<b>\$ 1,733,941</b>	<b>\$ 1,824,279</b>	<b>\$ 1,903,074</b>	<b>\$ 78,795</b>
(52200-0) INDIV. & CONT SERV	\$ 397,946	\$ 382,269	\$ 482,559	\$ 517,382	\$ 34,823
(52206-0) IT ALLOCATION	\$ 1,307,641	\$ 1,305,489	\$ 1,295,609	\$ 1,340,863	\$ 45,254
(52207-0) FINANCIAL SERVICES	\$ 5,214	\$ 3,347	\$ -	\$ 3,000	\$ 3,000
(52209-0) MEDICAL SERVICES	\$ 30,645	\$ 32,156	\$ 35,000	\$ 30,000	\$ (5,000)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 9,911	\$ 10,629	\$ 718
(52210-101) ADMIN FEES-INTERFUND	\$ 8,798	\$ 9,216	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 1,400	\$ 1,464	\$ 1,200	\$ 1,200	\$ -
<b>Miscellaneous</b>	<b>\$ 9,498</b>	<b>\$ 6,092</b>	<b>\$ 9,181</b>	<b>\$ 6,290</b>	<b>\$ (2,891)</b>
(52400-0) PRINTING AND ADVERTISING	\$ 9,498	\$ 6,092	\$ 9,181	\$ 6,290	\$ (2,891)
<b>Maintenance</b>	<b>\$ 322,919</b>	<b>\$ 363,760</b>	<b>\$ 330,685</b>	<b>\$ 316,878</b>	<b>\$ (13,807)</b>
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 11,005	\$ 4,845	\$ 11,150	\$ 9,600	\$ (1,550)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 63,398	\$ 65,205	\$ 78,118	\$ 78,118	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 248,516	\$ 293,710	\$ 241,417	\$ 229,160	\$ (12,257)
<b>Rents</b>	<b>\$ 38,133</b>	<b>\$ 15,161</b>	<b>\$ 19,550</b>	<b>\$ 17,450</b>	<b>\$ (2,100)</b>
(52800-0) RENT	\$ 38,133	\$ 15,161	\$ 19,550	\$ 17,450	\$ (2,100)
<b>Purchased Services</b>	<b>\$ 66,864</b>	<b>\$ 64,619</b>	<b>\$ 62,040</b>	<b>\$ 16,800</b>	<b>\$ (45,240)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 66,864	\$ 64,619	\$ 62,040	\$ 16,800	\$ (45,240)
<b>Supplies</b>	<b>\$ 119,481</b>	<b>\$ 104,974</b>	<b>\$ 146,789</b>	<b>\$ 151,457</b>	<b>\$ 5,418</b>
(54000-0) OFFICE SUPPLIES	\$ 6,385	\$ 5,103	\$ 18,840	\$ 15,690	\$ (3,150)
(54100-0) CONSUMABLE ITEMS	\$ 14,012	\$ 11,477	\$ 9,809	\$ 16,418	\$ 6,609
(54400-0) FOOD HUMAN	\$ 650	\$ 225	\$ 1,090	\$ 1,090	\$ -
(54600-0) UNIFORMS	\$ 533	\$ 3,204	\$ 6,607	\$ 4,371	\$ (2,236)
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 10,237	\$ 20,051	\$ 26,217	\$ 28,106	\$ 1,889
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 34,062	\$ 25,521	\$ 29,951	\$ 31,850	\$ 1,899
(55001-0) MOTOR FUEL	\$ 53,602	\$ 39,393	\$ 54,275	\$ 53,932	\$ 407

## Police Department

### 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Demolitions (structures under contract or in the demolition bid process)	27	13	15	TBD
Properties Brought Back into Voluntary Compliance	6,162	5,954	7,000	TBD

### Major Program Accomplishments

→Revamped the vacant property registration process to improve reporting, notification and efficiency. Property Maintenance Unit developed the program changes from the ground up and have improved the process of notification and enforcement

→Developed additional strategies to increase voluntary compliance of violations. Improved communication with violators by using city systems to locate contact information for owners. Provide day of violation fliers for property occupants on noxious-weed violations. The intent is to increase voluntary compliance

### Future Goals

→Increase collections of outstanding bills with an amnesty month or time period

→Create an informational package to present owners of vacant structures on how to preserve the vacant structures

→Identify number of properties that are below average condition and develop a strategy to address 100% of them

## Property Maintenance

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 931,266	\$ 964,971	\$ 1,054,880	\$ 1,010,581
Non-Personnel	\$ 824,785	\$ 529,474	\$ 571,823	\$ 723,732
Contractual	\$ 708,315	\$ 488,729	\$ 539,823	\$ 687,950
Commodities	\$ 52,005	\$ 40,745	\$ 32,000	\$ 35,782
Capital Outlay	\$ 64,465	\$ -	\$ -	\$ -
TOTAL	\$ 1,756,051	\$ 1,494,445	\$ 1,626,703	\$ 1,734,313
Allocation by Fund				
General Fund	\$ 1,756,051	\$ 1,494,445	\$ 1,626,703	\$ 1,734,313
TOTAL	\$ 1,756,051	\$ 1,494,445	\$ 1,626,703	\$ 1,734,313
Full-Time Equivalent Positions				
Property Maintenance	16.0	16.0	16.0	16.0

### Changes to the Budget

- Increase in education/training, and motor fuel
- Increase of \$200,000 for blight remediation (demolition)

<b>Property Maintenance</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,756,050</b>	<b>\$ 1,494,444</b>	<b>\$ 1,626,702</b>	<b>\$ 1,734,313</b>	<b>\$ 108,069</b>
<b>Employee Compensation</b>	<b>\$ 661,744</b>	<b>\$ 716,582</b>	<b>\$ 725,535</b>	<b>\$ 741,170</b>	<b>\$ 15,635</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 656,876	\$ 714,747	\$ 725,535	\$ 741,170	\$ 15,635
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 6,301	\$ 1,835	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 1,046	\$ -	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (2,479)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 900</b>	<b>\$ 900</b>	<b>\$ -</b>	<b>\$ 900</b>	<b>\$ 900</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 900	\$ 900	\$ -	\$ 900	\$ 900
<b>Benefits</b>	<b>\$ 268,623</b>	<b>\$ 247,488</b>	<b>\$ 329,345</b>	<b>\$ 268,511</b>	<b>\$ (60,834)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 8,748	\$ 9,656	\$ 10,592	\$ 10,747	\$ 155
(51202-0) EMPL BENEFITS KPERS	\$ 65,431	\$ 68,726	\$ 71,610	\$ 73,153	\$ 1,543
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 134,320	\$ 137,396	\$ 181,883	\$ 117,958	\$ (63,925)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 37,401	\$ 40,906	\$ 44,983	\$ 45,953	\$ 970
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 663	\$ 716	\$ 726	\$ 735	\$ 9
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 251	\$ 287	\$ 324	\$ 324	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 15,832	\$ 17,132	\$ 17,413	\$ 17,788	\$ 375
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,652	\$ 1,787	\$ 1,814	\$ 1,853	\$ 39
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 4,325	\$ (29,118)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 72,624</b>	<b>\$ 93,965</b>	<b>\$ 74,390</b>	<b>\$ 5,000</b>	<b>\$ (69,390)</b>
(52000-0) UTILITIES	\$ -	\$ -	\$ 1,144	\$ -	\$ (1,144)
(52001-0) ELECTRICITY	\$ 6,398	\$ 6,607	\$ 6,526	\$ -	\$ (6,526)
(52002-0) NATURAL GAS	\$ 5,698	\$ 5,777	\$ 5,812	\$ -	\$ (5,812)
(52003-0) WATER	\$ 141	\$ 137	\$ 159	\$ -	\$ (159)
(52004-0) SOLID WASTE DISPOSAL	\$ 50,948	\$ 49,731	\$ 54,005	\$ -	\$ (54,005)
(52005-0) SEWER SERVICE	\$ 149	\$ 142	\$ 168	\$ -	\$ (168)
(52008-0) STORM WATER	\$ 1,401	\$ 1,475	\$ 1,576	\$ -	\$ (1,576)
(52101-0) COMMUNICATIONS - VOICE	\$ 4,627	\$ 4,693	\$ 4,500	\$ 4,500	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 3,262	\$ 25,403	\$ 500	\$ 500	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 407,801</b>	<b>\$ 192,259</b>	<b>\$ 269,118</b>	<b>\$ 478,940</b>	<b>\$ 209,822</b>
(52200-0) INDIV. & CONT SERV	\$ 5,443	\$ 5,715	\$ -	\$ -	\$ -
(52205-0) CONSTRUCTION SERV	\$ 350,303	\$ 129,527	\$ 200,000	\$ 400,000	\$ 200,000
(52206-0) IT ALLOCATION	\$ 45,476	\$ 50,055	\$ 62,640	\$ 72,172	\$ 9,532
(52207-0) FINANCIAL SERVICES	\$ 1,334	\$ 743	\$ 1,200	\$ 1,200	\$ -
(52208-0) EDUCATION/DUES	\$ 746	\$ 715	\$ 480	\$ 770	\$ 290
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 2,298	\$ 2,298	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 1,687	\$ 2,060	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 2,812	\$ 3,444	\$ 2,500	\$ 2,500	\$ -
<b>Miscellaneous</b>	<b>\$ 10,832</b>	<b>\$ 4,157</b>	<b>\$ 7,000</b>	<b>\$ 12,000</b>	<b>\$ 5,000</b>
(52300-0) EDUCATION/TRAVEL	\$ 8,006	\$ 1,923	\$ 5,000	\$ 10,000	\$ 5,000
(52400-0) PRINTING AND ADVERTISING	\$ 2,826	\$ 2,234	\$ 2,000	\$ 2,000	\$ -
<b>Insurance</b>	<b>\$ 5,327</b>	<b>\$ 5,660</b>	<b>\$ 5,691</b>	<b>\$ 5,997</b>	<b>\$ 306</b>
(52502-0) INSURANCE PROPERTY	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,135	\$ 74
(52503-0) INSURANCE VEHICLES	\$ 4,327	\$ 4,630	\$ 4,630	\$ 4,862	\$ 232
<b>Maintenance</b>	<b>\$ 175,633</b>	<b>\$ 162,524</b>	<b>\$ 132,423</b>	<b>\$ 132,423</b>	<b>\$ -</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 140,000	\$ 126,780	\$ 95,126	\$ 95,126	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 6,014	\$ 7,590	\$ 7,590	\$ 7,590	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 2,066	\$ 4,011	\$ 2,000	\$ 2,000	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 23,075	\$ 24,122	\$ 27,707	\$ 27,707	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 4,478	\$ 21	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 36,095</b>	<b>\$ 30,164</b>	<b>\$ 51,200</b>	<b>\$ 53,590</b>	<b>\$ 2,390</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 7,254	\$ 28,853	\$ 7,000	\$ 5,700	\$ (1,300)
(52903-0) SERV COLLECTION FEES	\$ 28,841	\$ 1,311	\$ 25,000	\$ 25,000	\$ -
(52907-0) SERV LICENSES	\$ -	\$ -	\$ 19,200	\$ 22,890	\$ 3,690
<b>Supplies</b>	<b>\$ 52,006</b>	<b>\$ 40,745</b>	<b>\$ 32,000</b>	<b>\$ 35,782</b>	<b>\$ 4,240</b>
(54000-0) OFFICE SUPPLIES	\$ 23,691	\$ 17,596	\$ 10,000	\$ 10,000	\$ -
(54600-0) UNIFORMS	\$ 3,926	\$ 6,114	\$ 3,000	\$ 6,000	\$ 3,000
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 9,750	\$ 5,577	\$ 6,000	\$ 6,000	\$ -
(55001-0) MOTOR FUEL	\$ 14,639	\$ 11,458	\$ 13,000	\$ 13,782	\$ 1,240
<b>Capital Outlay</b>	<b>\$ 64,465</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 64,465	\$ -	\$ -	\$ -	\$ -



# Municipal Court

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## DEPARTMENT ALLOCATION SUMMARY

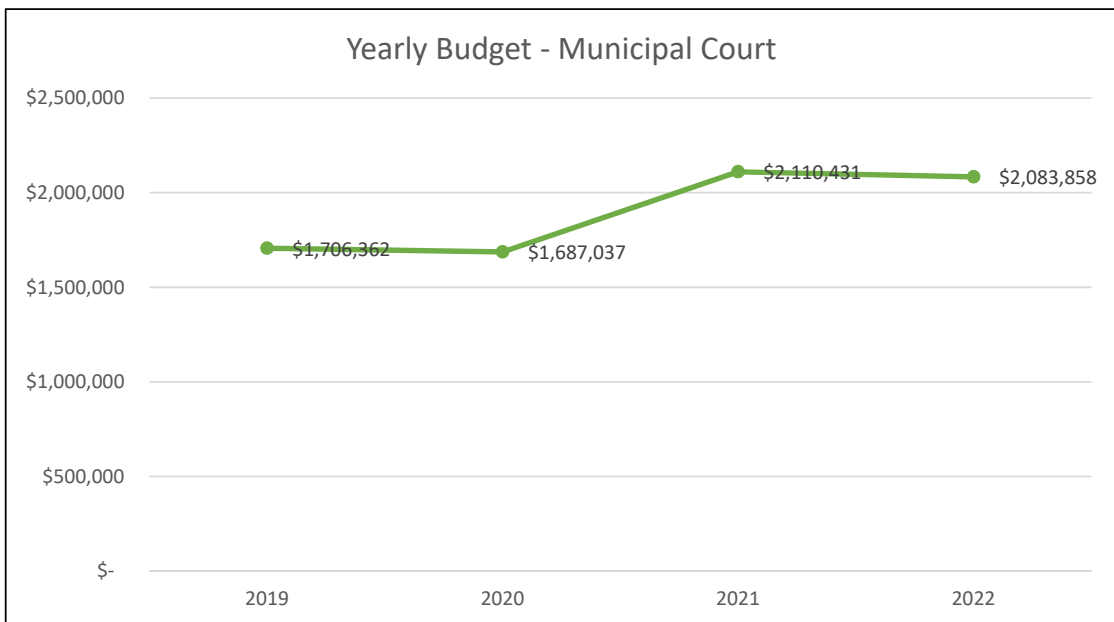
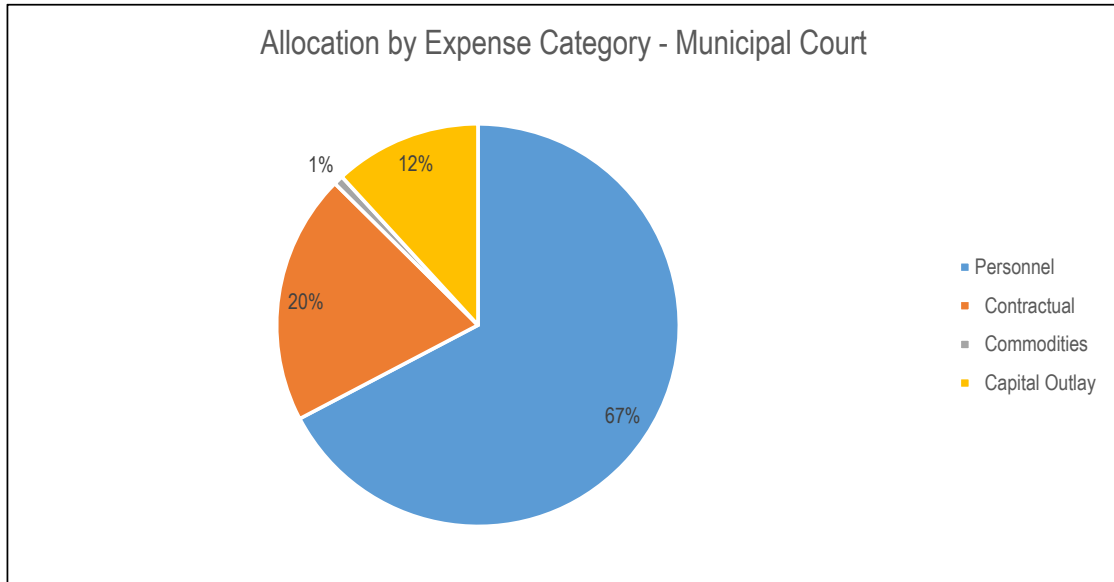
	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 1,235,273	\$ 1,276,200	\$ 1,418,009	\$ 1,402,598
Non-Personnel	\$ 471,089	\$ 410,837	\$ 692,422	\$ 681,261
Contractual	\$ 457,876	\$ 400,478	\$ 432,882	\$ 419,072
Commodities	\$ 13,213	\$ 10,359	\$ 15,864	\$ 16,013
Capital Outlay	\$ -	\$ -	\$ 243,676	\$ 246,176
<b>TOTAL</b>	<b>\$ 1,706,362</b>	<b>\$ 1,687,037</b>	<b>\$ 2,110,431</b>	<b>\$ 2,083,859</b>

<b>Allocation by Fund</b>				
General Fund	\$ 1,622,871	\$ 1,604,897	\$ 1,755,570	\$ 1,736,312
Other (ADSAP)	\$ 83,491	\$ 82,140	\$ 354,861	\$ 347,546
<b>TOTAL</b>	<b>\$ 1,706,362</b>	<b>\$ 1,687,037</b>	<b>\$ 2,110,431</b>	<b>\$ 2,083,858</b>

<b>Full-Time Equivalent Positions</b>				
Judicial	16.0	16.0	16.0	16.0
Probation and Alcohol & Drug Assessment and Referral Program	4.0	4.0	4.0	4.0
<b>TOTAL</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>

## Municipal Court

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE



**Karan Thadani**  
Administrative Judge



CITY  
OF  
TOPEKA

**MUNICIPAL COURT**

214 SE 8TH Ave 66603 | 368-3776

**John Knoll**  
Associate Judge

**Denise Vaughn**  
Court Administrator & Clerk

**JUDICIAL FUNCTION**

- Promptly and fairly adjudicate traffic infractions and misdemeanor offenses
- Issue and enforce warrants for court appearances
- Provide information to citizens about the municipal judicial process

**COURT CLERK'S OFFICE**

- Process citations and other filings
- Schedule court dates
- Process payments of fines/fees
- Process cases in court as ordered by Judge.
- Submit data to governmental and regulatory authorities
- Fingerprint defendants
- Check-in defendants for court appearances

**PROBATION**

- Supervise persons on probation
- Track and monitor community service and house arrest completion
- Prepare drug and alcohol evaluations
- Conduct Alcohol Information School

**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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Organizational Excellence

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

Arraignments Scheduled within 45 Days of Request	N/A	N/A	90%	TBD
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#### Safe and Secure Communities

Improve the public perception of safety

Enrolled Defendants in Alternative Sentencing Court (ASC)	17	8	10	TBD
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#### Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

Municipal Court Public Engagement Events	7	2	4	TBD
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### Major Program Accomplishments

- In 2020, 98% Trials set within 60 days
- 94% Arraignments set within 45 days

### Future Goals

- Clean Slate Day in late 2021 or early 2022
- 95% of trials scheduled within 60 days of request
- 95% of arraignments scheduled within 45 days of request

## Judicial

Actual FY  
2019

Actual FY  
2020

Budget FY  
2021

Preliminary  
FY 2022

### DIVISION ALLOCATION SUMMARY

Personnel	\$	1,022,139	\$	1,054,466	\$	1,172,150	\$	1,156,975
Non-Personnel Total	\$	420,475	\$	359,324	\$	396,769	\$	383,730
Contractual	\$	413,935	\$	354,850	\$	388,055	\$	372,212
Commodities	\$	6,540	\$	4,474	\$	8,714	\$	9,018
Capital Outlay	\$	-	\$	-	\$	-	\$	2,500
<b>TOTAL</b>	<b>\$</b>	<b>1,442,614</b>	<b>\$</b>	<b>1,413,790</b>	<b>\$</b>	<b>1,568,919</b>	<b>\$</b>	<b>1,540,705</b>

### Allocation by Fund

General Fund	\$	1,442,614	\$	1,413,790	\$	1,568,919	\$	1,540,705
<b>TOTAL</b>	<b>\$</b>	<b>1,442,614</b>	<b>\$</b>	<b>1,413,790</b>	<b>\$</b>	<b>1,568,919</b>	<b>\$</b>	<b>1,540,705</b>

### Full-Time Equivalent Positions

Judicial	16.0	16.0	16.0	16.0
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### Changes to the Budget

→No significant changes to 2022 Budget

<b>Judicial</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,442,614</b>	<b>\$ 1,413,789</b>	<b>\$ 1,568,919</b>	<b>\$ 1,540,705</b>	<b>\$ (28,214)</b>
<b>Employee Compensation</b>	<b>\$ 726,226</b>	<b>\$ 775,160</b>	<b>\$ 804,066</b>	<b>\$ 806,326</b>	<b>\$ 2,260</b>
(51001-0) Employ Comp Reg Employees - Ft	\$ 724,244	\$ 775,110	\$ 804,066	\$ 806,326	\$ 2,260
(51005-0) Employee Comp Overtime Pay	\$ 1,406	\$ 50	\$ -	\$ -	\$ -
(51011-0) Employee Comp Comptime Pay	\$ 42	\$ -	\$ -	\$ -	\$ -
(51024-0) Employee Comp Personal Leave	\$ 534	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 295,913</b>	<b>\$ 279,306</b>	<b>\$ 367,683</b>	<b>\$ 350,250</b>	<b>\$ (17,433)</b>
(51201-0) Empl Benefits Medicare	\$ 9,547	\$ 10,455	\$ 11,795	\$ 11,692	\$ (103)
(51202-0) Empl Benefits Kpers	\$ 72,927	\$ 76,382	\$ 79,361	\$ 79,584	\$ 223
(51204-0) Empl Ben Health Insurance	\$ 154,145	\$ 160,311	\$ 204,203	\$ 186,452	\$ (17,751)
(51205-0) Empl Ben Social Security	\$ 40,822	\$ 43,892	\$ 49,852	\$ 49,992	\$ 140
(51206-0) Empl Ben Unemployment Tax	\$ 724	\$ 774	\$ 804	\$ 802	\$ (2)
(51210-0) Empl Ben Flex Spend Admin	\$ 297	\$ 348	\$ 360	\$ 360	\$ -
(51270-0) Empl Ben Retirement Res Contr.	\$ 17,161	\$ 18,521	\$ 19,298	\$ 19,352	\$ 54
(51280-0) Empl Ben Worker'S Compensation	\$ 2,133	\$ 1,936	\$ 2,010	\$ 2,016	\$ 6
(51298-0) Empl Ben Payroll Accruals	\$ (1,843)	\$ (33,313)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 23,601</b>	<b>\$ 21,411</b>	<b>\$ 24,328</b>	<b>\$ 7,100</b>	<b>\$ (17,228)</b>
(52001-0) Electricity	\$ 11,379	\$ 9,958	\$ 11,607	\$ -	\$ (11,607)
(52002-0) Natural Gas	\$ 3,809	\$ 3,544	\$ 3,886	\$ -	\$ (3,886)
(52003-0) Water	\$ 627	\$ 533	\$ 706	\$ -	\$ (706)
(52005-0) Sewer Service	\$ 765	\$ 611	\$ 860	\$ -	\$ (860)
(52008-0) Storm Water	\$ 150	\$ 149	\$ 169	\$ -	\$ (169)
(52101-0) Communications - Voice	\$ 5,798	\$ 5,722	\$ 6,000	\$ 6,000	\$ -
(52102-0) Communications - Data	\$ 1,073	\$ 894	\$ 1,100	\$ 1,100	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 181,402</b>	<b>\$ 171,458</b>	<b>\$ 168,869</b>	<b>\$ 171,733</b>	<b>\$ 2,864</b>
(52200-0) Indiv. & Cont Serv	\$ 56,002	\$ 57,668	\$ 59,750	\$ 59,750	\$ -
(52201-0) Contracted Labor Serv	\$ 20,000	\$ 5,610	\$ 6,200	\$ 6,200	\$ -
(52206-0) It Allocation	\$ 102,319	\$ 104,623	\$ 99,254	\$ 102,013	\$ 2,759
(52208-0) Education/Dues	\$ 463	\$ 464	\$ 390	\$ 495	\$ 105
(52210-0) Admin Fees	\$ -	\$ -	\$ 2,298	\$ 2,298	\$ -
(52210-101) Admin Fees-Interfund	\$ 1,662	\$ 2,116	\$ -	\$ -	\$ -
(52211-0) Security	\$ 956	\$ 977	\$ 977	\$ 977	\$ -
<b>Miscellaneous</b>	<b>\$ 5,115</b>	<b>\$ 1,613</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
(52300-0) Education/Travel	\$ 4,012	\$ 600	\$ 3,500	\$ 3,500	\$ -
(52400-0) Printing And Advertising	\$ 1,103	\$ 1,013	\$ 1,500	\$ 1,500	\$ -
<b>Insurance</b>	<b>\$ 1,884</b>	<b>\$ 1,941</b>	<b>\$ 9,005</b>	<b>\$ 9,635</b>	<b>\$ 630</b>
(52502-0) Insurance Property	\$ 1,884	\$ 1,941	\$ 9,005	\$ 9,635	\$ 630
<b>Maintenance</b>	<b>\$ 25,547</b>	<b>\$ 32,107</b>	<b>\$ 32,107</b>	<b>\$ 32,107</b>	<b>\$ -</b>
(52602-615) MtBldg&Grds Facility Charges	\$ 25,547	\$ 32,107	\$ 32,107	\$ 32,107	\$ -
<b>Purchased Services</b>	<b>\$ 423</b>	<b>\$ 539</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>
(52900-0) Other Purchased Services	\$ 423	\$ 539	\$ 700	\$ 700	\$ -
<b>Supplies</b>	<b>\$ 6,539</b>	<b>\$ 4,473</b>	<b>\$ 8,714</b>	<b>\$ 9,018</b>	<b>\$ 304</b>
(54000-0) Office Supplies	\$ 6,474	\$ 3,741	\$ 8,714	\$ 8,083	\$ (631)
(54100-0) Consumable Items	\$ 35	\$ 209	\$ -	\$ 935	\$ 935
(54600-0) Uniforms	\$ 30	\$ 523	\$ -	\$ -	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

#### Performance Measures

##### Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Defendants Completed Court Ordered Requirements	0%	0%	90%	TBD
Defendants Completed Court Ordered Substance Abuse Requirements	80%	75%	85%	TBD

#### Major Program Accomplishments

→The Probation Office completed 399 urinary drug screenings in 2020

#### 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 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 213,135	\$ 221,735	\$ 245,860	\$ 244,923
Non-Personnel	\$ 50,614	\$ 51,515	\$ 295,837	\$ 297,531
Contractual	\$ 43,941	\$ 45,629	\$ 44,827	\$ 46,860
Commodities	\$ 6,673	\$ 5,886	\$ 7,150	\$ 6,995
Other	\$ -	\$ -	\$ 243,860	\$ 243,676
<b>TOTAL</b>	<b>\$ 263,749</b>	<b>\$ 273,250</b>	<b>\$ 541,697</b>	<b>\$ 542,454</b>
<b>Allocation by Fund</b>				
General	\$ 180,257	\$ 191,109	\$ 186,652	\$ 195,607
Other (ADSAP)	\$ 83,491	\$ 82,140	\$ 354,861	\$ 347,546
<b>TOTAL</b>	<b>\$ 263,748</b>	<b>\$ 273,249</b>	<b>\$ 541,513</b>	<b>\$ 543,153</b>
<b>Full-Time Equivalent Positions</b>				
Municipal Court	4.0	4.0	4.0	4.0

### Changes to the Budget

→No significant changes to 2022 Budget

<b>Probation</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 263,749</b>	<b>\$ 273,249</b>	<b>\$ 541,512</b>	<b>\$ 543,154</b>	<b>\$ 1,642</b>
<b>Employee Compensation</b>	<b>\$ 155,330</b>	<b>\$ 165,943</b>	<b>\$ 174,552</b>	<b>\$ 174,971</b>	<b>\$ 419</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 149,508	\$ 165,943	\$ 174,552	\$ 174,971	\$ 419
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 5,822	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 57,805</b>	<b>\$ 55,791</b>	<b>\$ 71,308</b>	<b>\$ 70,650</b>	<b>\$ (658)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 2,135	\$ 2,312	\$ 2,531	\$ 2,346	\$ (185)
(51202-0) EMPL BENEFITS KPERS	\$ 14,680	\$ 15,928	\$ 17,228	\$ 17,270	\$ 42
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 28,769	\$ 28,318	\$ 30,488	\$ 30,750	\$ 262
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 9,130	\$ 9,715	\$ 10,822	\$ 10,032	\$ (790)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 155	\$ 166	\$ 175	\$ 174	\$ (1)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 3,522	\$ 3,977	\$ 4,189	\$ 4,199	\$ 10
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 387	\$ 414	\$ 5,839	\$ 5,843	\$ 4
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (1,009)	\$ (5,075)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 11,208</b>	<b>\$ 11,264</b>	<b>\$ 10,683</b>	<b>\$ 3,835</b>	<b>\$ (6,848)</b>
(52001-0) ELECTRICITY	\$ 4,877	\$ 4,268	\$ 4,974	\$ -	\$ (4,974)
(52002-0) NATURAL GAS	\$ 1,633	\$ 1,519	\$ 1,665	\$ -	\$ (1,665)
(52003-0) WATER	\$ 269	\$ 228	\$ 303	\$ -	\$ (303)
(52005-0) SEWER SERVICE	\$ 328	\$ 262	\$ 369	\$ -	\$ (369)
(52008-0) STORM WATER	\$ 64	\$ 64	\$ 72	\$ -	\$ (72)
(52101-0) COMMUNICATIONS - VOICE	\$ 4,037	\$ 4,923	\$ 3,300	\$ 3,835	\$ 535
<b>Individual &amp; Contract Services</b>	<b>\$ 20,277</b>	<b>\$ 22,881</b>	<b>\$ 18,516</b>	<b>\$ 26,854</b>	<b>\$ 8,338</b>
(52206-0) IT ALLOCATION	\$ 16,974	\$ 18,928	\$ 15,251	\$ 23,889	\$ 8,638
(52208-0) EDUCATION/DUES	\$ 53	\$ -	\$ 300	\$ -	\$ (300)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 575	\$ 575	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 430	\$ 513	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 2,820	\$ 3,440	\$ 2,390	\$ 2,390	\$ -
<b>Miscellaneous</b>	<b>\$ 1,567</b>	<b>\$ 345</b>	<b>\$ 2,750</b>	<b>\$ 2,750</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 1,053	\$ 183	\$ 2,000	\$ 2,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 514	\$ 162	\$ 750	\$ 750	\$ -
<b>Insurance</b>	<b>\$ 622</b>	<b>\$ 641</b>	<b>\$ 2,044</b>	<b>\$ 2,187</b>	<b>\$ 143</b>
(52502-0) INSURANCE PROPERTY	\$ 622	\$ 641	\$ 2,044	\$ 2,187	\$ 143
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 8,308	\$ 8,834	\$ 8,834	\$ 8,834	\$ -
<b>Rents</b>	<b>\$ 1,551</b>	<b>\$ 1,541</b>	<b>\$ 1,600</b>	<b>\$ 2,000</b>	<b>\$ 400</b>
(52800-0) RENT	\$ 1,551	\$ 1,541	\$ 1,600	\$ 2,000	\$ 400
<b>Purchased Services</b>	<b>\$ 410</b>	<b>\$ 124</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 410	\$ 124	\$ 400	\$ 400	\$ -
<b>Supplies</b>	<b>\$ 6,673</b>	<b>\$ 5,886</b>	<b>\$ 7,150</b>	<b>\$ 6,995</b>	<b>\$ (155)</b>
(54000-0) OFFICE SUPPLIES	\$ 4,159	\$ 2,618	\$ 3,200	\$ 3,045	\$ (155)
(54100-0) CONSUMABLE ITEMS	\$ -	\$ 309	\$ 450	\$ 450	\$ -
(54300-0) DRUG & LAB SUPPLIES	\$ 2,326	\$ 2,959	\$ 3,500	\$ 3,500	\$ -
(54600-0) UNIFORMS	\$ 89	\$ -	\$ -	\$ -	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 99	\$ -	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 243,676</b>	<b>\$ 243,676</b>	<b>\$ -</b>
(59001-0) MISCELLANEOUS CONTINGENCY	\$ -	\$ -	\$ 243,676	\$ 243,676	\$ -

<b>Alcohol and Drug Safety</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 83,491</b>	<b>\$ 82,140</b>	<b>\$ 354,861</b>	<b>\$ 347,546</b>	<b>\$ (7,315)</b>
<b>Employee Compensation</b>	<b>\$ 55,604</b>	<b>\$ 59,752</b>	<b>\$ 70,956</b>	<b>\$ 71,525</b>	<b>\$ 569</b>
(51001-0) Employ Comp Reg Employees - Ft	\$ 55,604	\$ 59,752	\$ 70,956	\$ 71,525	\$ 569
<b>Benefits</b>	<b>\$ 21,648</b>	<b>\$ 15,930</b>	<b>\$ 29,551</b>	<b>\$ 23,970</b>	<b>\$ (5,581)</b>
(51201-0) Empl Benefits Medicare	\$ 765	\$ 828	\$ 1,029	\$ 846	\$ (183)
(51202-0) Empl Benefits Kpers	\$ 5,482	\$ 5,724	\$ 7,003	\$ 7,059	\$ 56
(51204-0) Empl Ben Health Insurance	\$ 7,150	\$ 6,500	\$ 12,827	\$ 8,115	\$ (4,712)
(51205-0) Empl Ben Social Security	\$ 3,273	\$ 3,521	\$ 4,399	\$ 3,619	\$ (780)
(51206-0) Empl Ben Unemployment Tax	\$ 55	\$ 59	\$ 71	\$ 71	\$ -
(51210-0) Empl Ben Flex Spend Admin	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) Empl Ben Retirement Res Contr.	\$ 1,329	\$ 1,429	\$ 1,703	\$ 1,717	\$ 14
(51280-0) Empl Ben Worker'S Compensation	\$ 138	\$ 149	\$ 2,483	\$ 2,507	\$ 24
(51298-0) Empl Ben Payroll Accruals	\$ 3,420	\$ (2,316)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,846</b>	<b>\$ -</b>	<b>\$ (1,846)</b>
(52001-0) Electricity	\$ -	\$ -	\$ 1,244	\$ -	\$ (1,244)
(52002-0) Natural Gas	\$ -	\$ -	\$ 416	\$ -	\$ (416)
(52003-0) Water	\$ -	\$ -	\$ 76	\$ -	\$ (76)
(52005-0) Sewer Service	\$ -	\$ -	\$ 92	\$ -	\$ (92)
(52008-0) Storm Water	\$ -	\$ -	\$ 18	\$ -	\$ (18)
<b>Individual &amp; Contract Services</b>	<b>\$ 684</b>	<b>\$ 701</b>	<b>\$ 1,031</b>	<b>\$ 731</b>	<b>\$ (300)</b>
(52208-0) Education/Dues	\$ 53	\$ -	\$ 300	\$ -	\$ (300)
(52210-0) Admin Fees	\$ -	\$ -	\$ 191	\$ 191	\$ -
(52210-101) Admin Fees-Interfund	\$ 85	\$ 136	\$ -	\$ -	\$ -
(52211-0) Security	\$ 546	\$ 565	\$ 540	\$ 540	\$ -
<b>Miscellaneous</b>	<b>\$ 429</b>	<b>\$ 212</b>	<b>\$ 1,750</b>	<b>\$ 1,750</b>	<b>\$ -</b>
(52300-0) Education/Travel	\$ 399	\$ 183	\$ 1,500	\$ 1,500	\$ -
(52400-0) Printing And Advertising	\$ 30	\$ 29	\$ 250	\$ 250	\$ -
<b>Purchased Services</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>
(52900-0) Other Purchased Services	\$ 100	\$ -	\$ 400	\$ 400	\$ -
<b>Supplies</b>	<b>\$ 2,701</b>	<b>\$ 2,585</b>	<b>\$ 2,150</b>	<b>\$ 1,995</b>	<b>\$ (155)</b>
(54000-0) Office Supplies	\$ 2,602	\$ 2,276	\$ 1,700	\$ 1,545	\$ (155)
(54100-0) Consumable Items	\$ -	\$ 309	\$ 450	\$ 450	\$ -
(55500-0) Books/Reference Material	\$ 99	\$ -	\$ -	\$ -	\$ -



# Continuing a Commitment to Developing Neighborhoods

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)





# Planning and Development

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## Planning & Development

### DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Contractual	\$	4,532,421	\$	5,031,745	\$	4,321,332	\$	7,842,103
Personnel	\$	2,958,495	\$	3,065,279	\$	3,433,717	\$	3,476,679
Commodities	\$	63,129	\$	19,199	\$	33,709	\$	31,003
Capital Outlay	\$	22,703	\$	22,062	\$	-	\$	-
TOTAL	\$	7,576,748	\$	8,138,285	\$	7,788,758	\$	11,349,785

### Allocation by Fund

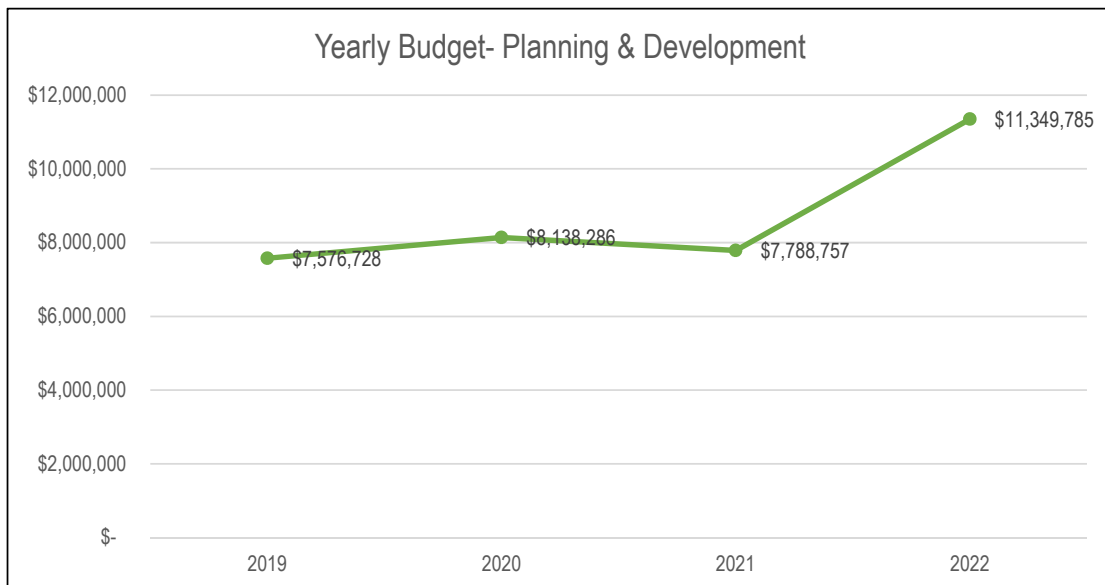
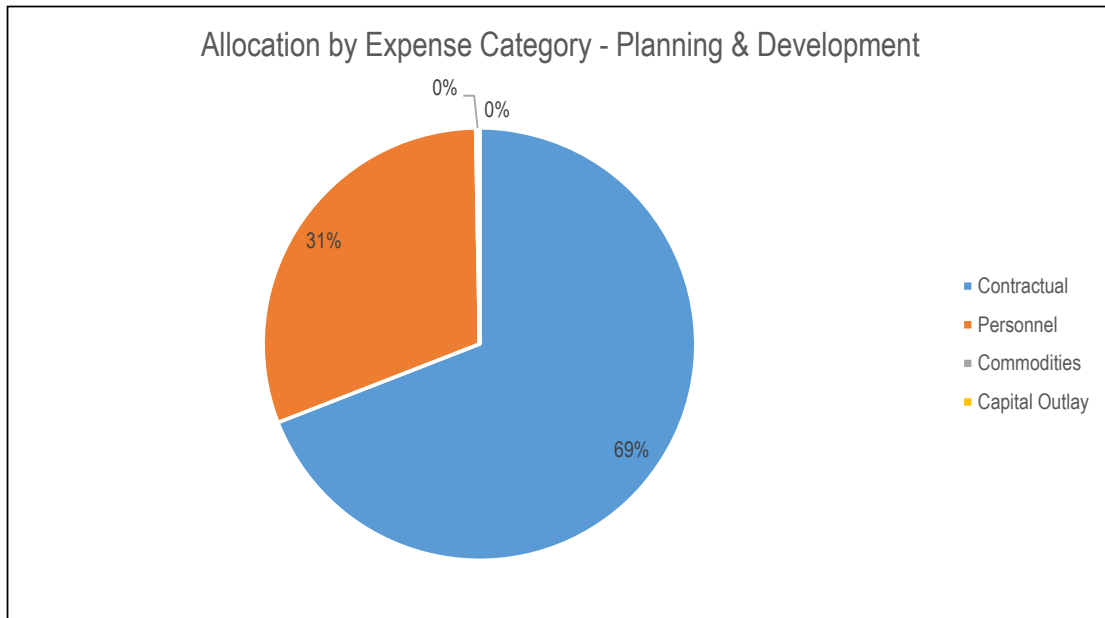
General Fund	\$	2,571,260	\$	2,442,003	\$	2,680,309	\$	2,748,226
HND Grants	\$	4,324,219	\$	4,731,089	\$	4,412,177	\$	7,876,282
HND State Grants	\$	223,593	\$	565,339	\$	325,000	\$	278,796
Planning Grants	\$	457,656	\$	399,855	\$	371,271	\$	446,481
<b>TOTAL</b>	<b>\$</b>	<b>7,576,728</b>	<b>\$</b>	<b>8,138,286</b>	<b>\$</b>	<b>7,788,757</b>	<b>\$</b>	<b>11,349,785</b>

### Full-Time Equivalent Positions

Administration	2.0	2.0	2.0	2.0
Planning	8.0	8.0	8.0	9.0
Development Services	19.0	19.0	19.0	18.0
Housing Services	10.0	9.0	10.0	11.0
<b>TOTAL</b>	<b>39.0</b>	<b>38.0</b>	<b>39.0</b>	<b>40.0</b>

## Planning & Development

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE

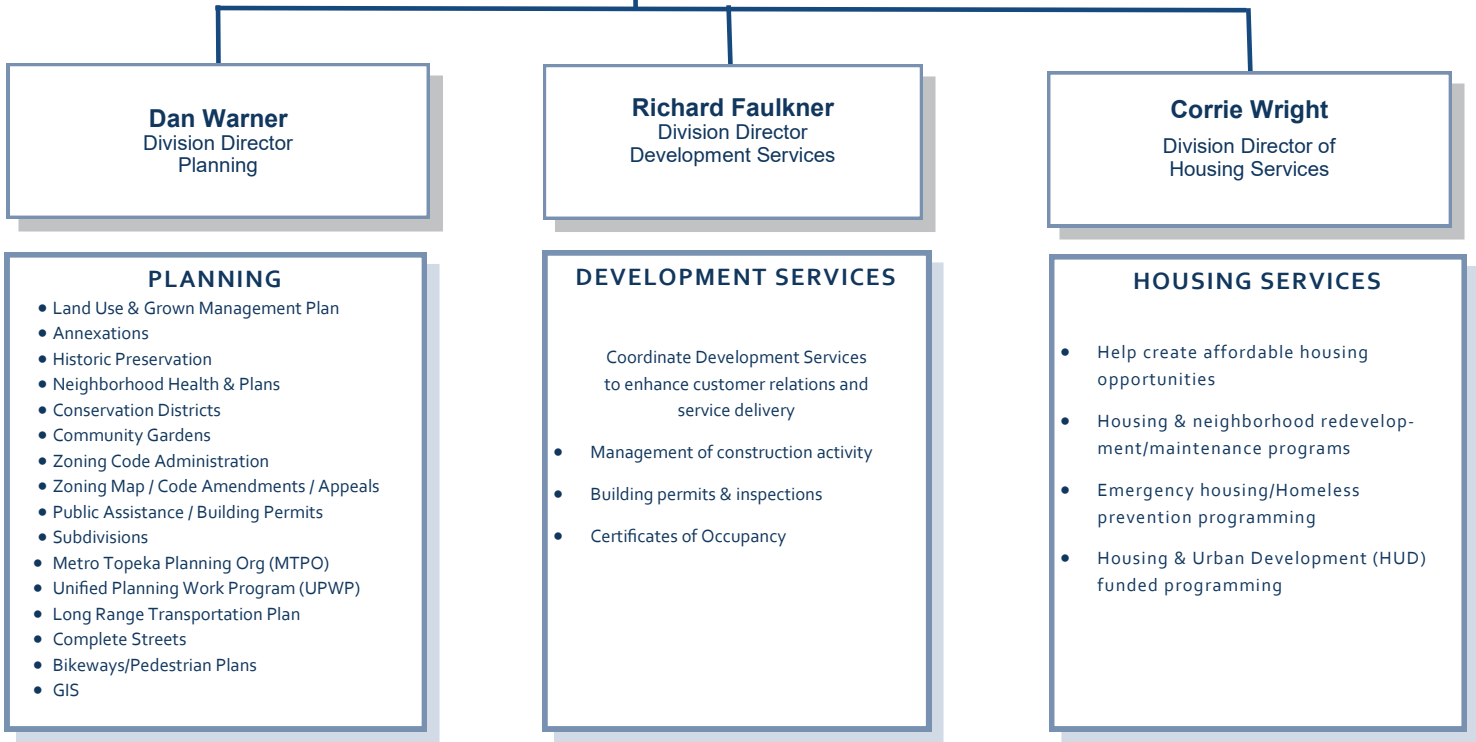


**Bill Fiander**  
Director



CITY  
OF  
TOPEKA

**Planning & Development**  
620 SE MADISON, 3RD FLOOR 66607 | 368-3728



### THE TOPEKA PLANNING & DEVELOPMENT DEPARTMENT

The Planning team assists in creating a sustainable and vibrant city by engaging the community in current, comprehensive, and transportation planning and development. Major activities of the Planning Services Division include land use planning, zoning administration, neighborhood revitalization, Comprehensive Plan elements, annexation, regional transportation planning and historic preservation. The Development Services Division is responsible for the permitting, inspection and enforcement of all construction activity and Housing Services is responsible for creating affordable housing opportunities.

## Planning & Development

### Planning

The Planning Division is made up of three functions - Comprehensive Planning, Current Planning, and Transportation Planning. The division provides long-range planning services by measuring, forecasting, and planning for future development, current planning services by administering and enforcing the zoning/subdivision codes of the City, and coordinates regional planning for all modes of transportation, including bikes and pedestrians.

Actual  
FY 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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)	459	274	200	TBD
Miles of Repaired Sidewalks	5	5	10	TBD
Miles of New Infill Sidewalks	16.3	16.3	10.0	TBD

### Major Program Accomplishments

- Adopted and implemented the East Topeka North Neighborhood Plan
- Adopted and implemented the Downtown Master Plan
- Completed Tennessee Town Historic Phase #2
- Adopted and implemented new Short Term Rental regulations
- Adopted and implemented new Sign Code regulations, including Portable/Abandoned Sign Enforcement
- Designated Bronze Level Bicycle Friendly Community classification
- Awarded KDOT Cost Share and Transportation Alternative Grants for Bikeways Phase IV (\$1.9m)
- Implemented Pedestrian Plan improvements for SW Topeka Blvd, Historic Old Town, and North Topeka West

### Future Goals

- Review the Neighborhood Revitalization Program for 2022-24
- Adopt and implement the Valley Park Neighborhood Plan for SORT implementation
- Survey one or more historic neighborhoods
- Complete a bi-annual update of the Zoning Code, including "Missing Middle" amendments
- Update the Long-Range Metropolitan Transit Plan (Futures 2045)
- Update the Functional Classification of Roads map for Shawnee County
- Implement Bikeways Phase IV and Pedestrian Plan improvements

## Planning

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	858,439	\$	896,126	\$	934,404	\$	975,421
Non-Personnel Total	\$	488,565	\$	387,131	\$	383,392	\$	401,873
Contractual	\$	466,892	\$	383,954	\$	375,192	\$	395,403
Commodities	\$	21,673	\$	3,177	\$	8,200	\$	6,470
TOTAL	\$	1,347,004	\$	1,283,257	\$	1,317,796	\$	1,377,294

<b>Allocation by Fund</b>								
General Fund	\$	889,328	\$	883,402	\$	946,525	\$	930,813
Planning Grants	\$	457,676	\$	399,855	\$	371,271	\$	446,481
<b>TOTAL</b>	<b>\$</b>	<b>1,347,004</b>	<b>\$</b>	<b>1,283,257</b>	<b>\$</b>	<b>1,317,796</b>	<b>\$</b>	<b>1,377,294</b>

<b>Full-Time Equivalent Positions</b>					
Administration		2.0	2.0	2.0	2.0
Planning		8.0	8.0	8.0	9.0
<b>TOTAL</b>		<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>9.0</b>

### Changes to the Budget

→Personnel increase due to the transfer of a zoning inspector position from the Development Services division

<b>Planning</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 889,326</b>	<b>\$ 883,401</b>	<b>\$ 946,523</b>	<b>\$ 930,813</b>	<b>\$ (15,710)</b>
<b>Employee Compensation</b>	<b>\$ 551,235</b>	<b>\$ 588,118</b>	<b>\$ 588,630</b>	<b>\$ 568,878</b>	<b>\$ (19,752)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 547,043	\$ 587,607	\$ 553,915	\$ 568,375	\$ 14,460
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ 34,212	\$ -	\$ (34,212)
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ 5,710	\$ -	\$ -	\$ -	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 5	\$ 8	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 510	\$ 503	\$ 503	\$ 503	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (2,033)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 720</b>	<b>\$ 720</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ -</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ -	\$ -	\$ 880	\$ 880	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 720	\$ 720	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 192,166</b>	<b>\$ 173,804</b>	<b>\$ 206,477</b>	<b>\$ 208,970</b>	<b>\$ 2,493</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 7,690	\$ 8,181	\$ 8,083	\$ 8,241	\$ 158
(51202-0) EMPL BENEFITS KPERS	\$ 53,914	\$ 56,310	\$ 54,671	\$ 56,099	\$ 1,428
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 79,718	\$ 78,277	\$ 94,075	\$ 93,692	\$ (383)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 32,878	\$ 34,983	\$ 34,343	\$ 35,239	\$ 896
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 554	\$ 587	\$ 554	\$ 565	\$ 11
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 66	\$ 72	\$ 72	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 13,040	\$ 14,074	\$ 13,294	\$ 13,641	\$ 347
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,380	\$ 1,466	\$ 1,385	\$ 1,421	\$ 36
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 2,956	\$ (20,140)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 15,991</b>	<b>\$ 16,176</b>	<b>\$ 16,788</b>	<b>\$ 1,150</b>	<b>\$ (15,638)</b>
(52001-0) ELECTRICITY	\$ 11,856	\$ 12,596	\$ 12,152	\$ -	\$ (12,152)
(52002-0) NATURAL GAS	\$ 2,053	\$ 1,582	\$ 2,104	\$ -	\$ (2,104)
(52003-0) WATER	\$ 326	\$ 316	\$ 366	\$ -	\$ (366)
(52005-0) SEWER SERVICE	\$ 344	\$ 328	\$ 387	\$ -	\$ (387)
(52008-0) STORM WATER	\$ 280	\$ 294	\$ 329	\$ -	\$ (329)
(52100-0) COMMUNICATIONS-POSTAGE	\$ -	\$ -	\$ 300	\$ -	\$ (300)
(52101-0) COMMUNICATIONS - VOICE	\$ 1,132	\$ 1,060	\$ 1,150	\$ 1,150	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 70,090</b>	<b>\$ 77,653</b>	<b>\$ 88,086</b>	<b>\$ 94,967</b>	<b>\$ 6,881</b>
(52200-0) INDIV. & CONT SERV	\$ 9,725	\$ 15,702	\$ 22,500	\$ 22,500	\$ -
(52203-0) PROF-ENGINEERING	\$ 17,674	\$ 18,222	\$ 16,228	\$ 16,877	\$ 649
(52206-0) IT ALLOCATION	\$ 36,636	\$ 37,577	\$ 39,945	\$ 47,977	\$ 8,032
(52207-0) FINANCIAL SERVICES	\$ -	\$ -	\$ 1,500	\$ 1,150	\$ (350)
(52208-0) EDUCATION/DUES	\$ 3,000	\$ 2,866	\$ 4,250	\$ 3,000	\$ (1,250)
(52210-0) ADMIN FEES	\$ 47	\$ 80	\$ 1,163	\$ 1,163	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 888	\$ 1,073	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 2,120	\$ 2,133	\$ 2,500	\$ 2,300	\$ (200)
<b>Miscellaneous</b>	<b>\$ 12,882</b>	<b>\$ 3,644</b>	<b>\$ 10,500</b>	<b>\$ 10,000</b>	<b>\$ (500)</b>
(52300-0) EDUCATION/TRAVEL	\$ 8,912	\$ 1,935	\$ 6,500	\$ 7,000	\$ 500
(52400-0) PRINTING AND ADVERTISING	\$ 3,970	\$ 1,709	\$ 4,000	\$ 3,000	\$ (1,000)
<b>Insurance</b>	<b>\$ 1,614</b>	<b>\$ 1,588</b>	<b>\$ 5,968</b>	<b>\$ 6,306</b>	<b>\$ 338</b>
(52500-0) INSURANCE	\$ 80	\$ -	\$ -	\$ -	\$ -
(52502-0) INSURANCE PROPERTY	\$ 1,334	\$ 1,374	\$ 1,936	\$ 2,072	\$ 136
(52503-0) INSURANCE VEHICLES	\$ 200	\$ 214	\$ 4,032	\$ 4,234	\$ 202
<b>Maintenance</b>	<b>\$ 5,543</b>	<b>\$ 6,159</b>	<b>\$ 6,162</b>	<b>\$ 14,978</b>	<b>\$ 8,816</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ -	\$ -	\$ -	\$ 8,679	\$ 8,679
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 4,753	\$ 5,999	\$ 5,999	\$ 5,999	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 209	\$ 140	\$ 163	\$ 300	\$ 137
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 581	\$ 20	\$ -	\$ -	\$ -
<b>Rents</b>	<b>\$ 8,566</b>	<b>\$ 3,393</b>	<b>\$ 4,800</b>	<b>\$ 4,575</b>	<b>\$ (225)</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 8,541	\$ 3,393	\$ 4,500	\$ 4,500	\$ -
(52804-0) RENT FACILITIES	\$ 25	\$ -	\$ 300	\$ 75	\$ (225)
<b>Purchased Services</b>	<b>\$ 10,571</b>	<b>\$ 9,270</b>	<b>\$ 11,582</b>	<b>\$ 15,209</b>	<b>\$ 3,627</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 3,025	\$ 2,147	\$ 2,582	\$ 2,500	\$ (82)
(52907-0) SERV LICENSES	\$ 7,546	\$ 7,123	\$ 9,000	\$ 12,709	\$ 3,709
<b>Supplies</b>	<b>\$ 19,948</b>	<b>\$ 2,876</b>	<b>\$ 6,650</b>	<b>\$ 4,900</b>	<b>\$ (1,750)</b>
(54000-0) OFFICE SUPPLIES	\$ 3,606	\$ 1,464	\$ 3,500	\$ 3,500	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 69	\$ 80	\$ 300	\$ -	\$ (300)
(54400-0) FOOD HUMAN	\$ 244	\$ 93	\$ 500	\$ 300	\$ (200)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 17	\$ 23	\$ 50	\$ 100	\$ 50
(55001-0) MOTOR FUEL	\$ 263	\$ 100	\$ 500	\$ 1,000	\$ 500
(55500-0) BOOKS/REFERENCE MATERIAL	\$ -	\$ -	\$ 300	\$ -	\$ (300)
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 15,749	\$ 1,116	\$ 1,500	\$ -	\$ (1,500)

<b>Planning Grants</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 457,675</b>	<b>\$ 399,855</b>	<b>\$ 371,273</b>	<b>\$ 446,482</b>	<b>\$ 75,209</b>
<b>Employee Compensation</b>	<b>\$ 125,044</b>	<b>\$ 133,459</b>	<b>\$ 96,452</b>	<b>\$ 143,589</b>	<b>\$ 47,137</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 125,044	\$ 133,459	\$ 130,664	\$ 143,589	\$ 12,925
(51002-0) EMPLOY COMP REG EMPLOYEES PT	\$ -	\$ -	\$ (34,212)	\$ -	\$ 34,212
<b>Benefits</b>	<b>\$ (10,728)</b>	<b>\$ 23</b>	<b>\$ 41,965</b>	<b>\$ 53,105</b>	<b>\$ 11,140</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,781	\$ 1,895	\$ 1,913	\$ 2,082	\$ 169
(51202-0) EMPL BENEFITS KPERS	\$ 12,328	\$ 12,783	\$ 12,897	\$ 14,172	\$ 1,275
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 14,669	\$ 15,825	\$ 15,460	\$ 24,000	\$ 8,540
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 7,617	\$ 8,101	\$ 8,101	\$ 8,903	\$ 802
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 125	\$ 133	\$ 131	\$ 143	\$ 12
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 2,993	\$ 3,194	\$ 3,136	\$ 3,446	\$ 310
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 312	\$ 333	\$ 327	\$ 359	\$ 32
(51999-0) ALLOCATED CONTRA ACCOUNT	\$ (50,553)	\$ (42,241)	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 324,834</b>	<b>\$ 253,035</b>	<b>\$ 218,344</b>	<b>\$ 232,579</b>	<b>\$ 14,235</b>
(52200-0) INDIV. & CONT SERV	\$ 306,715	\$ 238,918	\$ 203,064	\$ 216,185	\$ 13,121
(52203-0) PROF-ENGINEERING	\$ 4,953	\$ 1,082	\$ 5,409	\$ 5,626	\$ 217
(52206-0) IT ALLOCATION	\$ 12,675	\$ 11,489	\$ 8,598	\$ 9,595	\$ 997
(52208-0) EDUCATION/DUES	\$ 255	\$ 1,266	\$ 1,000	\$ 900	\$ (100)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 273	\$ 273	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 232	\$ 280	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 4	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 5,758</b>	<b>\$ 929</b>	<b>\$ 4,250</b>	<b>\$ 4,750</b>	<b>\$ 500</b>
(52300-0) EDUCATION/TRAVEL	\$ 5,614	\$ 610	\$ 4,000	\$ 4,500	\$ 500
(52400-0) PRINTING AND ADVERTISING	\$ 144	\$ 319	\$ 250	\$ 250	\$ -
<b>Purchased Services</b>	<b>\$ 11,044</b>	<b>\$ 12,108</b>	<b>\$ 8,712</b>	<b>\$ 10,889</b>	<b>\$ 2,177</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 8,124	\$ 8,000	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 2,920	\$ 4,108	\$ 8,712	\$ 10,889	\$ 2,177
<b>Supplies</b>	<b>\$ 1,723</b>	<b>\$ 301</b>	<b>\$ 1,550</b>	<b>\$ 1,570</b>	<b>\$ 20</b>
(54000-0) OFFICE SUPPLIES	\$ 1,420	\$ 301	\$ 1,200	\$ 1,220	\$ 20
(54400-0) FOOD HUMAN	\$ 303	\$ -	\$ 350	\$ 350	\$ -



## Planning & Development

### 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 and trade codes.

Actual  
FY 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Median Number of Days to Approve Commercial Permits for New Buildings and Additions	42	51	42	TBD
Scheduled Inspections Completed when Requested	99.870%	99%	100%	TBD

### Major Program Accomplishments

- Public Access Portal will allow permit applications, plans and fees to be submitted online
- Contractor licenses can now be renewed online
- Completed Review of 2015 Existing Building Code
- Completed Review of 2015 Energy Conservation Code

### Future Goals

- Complete the review and adoption of 2021 Existing Building Code (IEBC)
- Complete the review and adoption of 2021 Energy Conservation Code (IECC)
- Complete the review and adoption of 2021 Residential Code (IRC)

## Development Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022
Allocation by Expense Category							
Personnel	\$	1,323,577	\$	1,211,454	\$	1,421,210	\$ 1,502,399
Non-Personnel Total	\$	358,355	\$	347,147	\$	312,575	\$ 315,015
Contractual	\$	299,681	\$	313,571	\$	293,425	\$ 297,669
Commodities	\$	35,971	\$	11,514	\$	19,150	\$ 17,346
Capital Outlay	\$	22,703	\$	22,062	\$	-	\$ -
TOTAL	\$	1,681,932	\$	1,558,601	\$	1,733,785	\$ 1,817,414

<b>Allocation by Fund</b>							
General Fund	\$	1,681,932	\$	1,558,601	\$	1,733,785	\$ 1,817,414
<b>TOTAL</b>	<b>\$</b>	<b>1,681,932</b>	<b>\$</b>	<b>1,558,601</b>	<b>\$</b>	<b>1,733,785</b>	<b>\$ 1,817,414</b>

### Full-Time Equivalent Positions

Development Services	19.0	19.0	19.0	18.0
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### Changes to the Budget

→Individual & Contractual Services increased due to increases in agreements with Shawnee County  
→Education & Travel Expense for 2021 funds removed to assist with budget shortage; 2022 budget required for certifications required by position. Training and certification are required per Union Contract to be paid for by the city

<b>Developmental Services</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,681,931</b>	<b>\$ 1,558,604</b>	<b>\$ 1,733,784</b>	<b>\$ 1,817,412</b>	<b>\$ 83,628</b>
<b>Employee Compensation</b>	<b>\$ 972,829</b>	<b>\$ 929,321</b>	<b>\$ 1,049,971</b>	<b>\$ 1,087,606</b>	<b>\$ 37,635</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 975,952	\$ 927,639	\$ 1,046,822	\$ 1,084,456	\$ 37,634
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 912	\$ 316	\$ -	\$ -	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 308	\$ -	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 638	\$ 616	\$ 1,298	\$ 1,299	\$ 1
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 1,851	\$ 1,851	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (5,731)	\$ -	\$ -	\$ -	\$ -
(51025-0) EMPLOYEE COMP BONUS	\$ 750	\$ 750	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 2,068</b>	<b>\$ 2,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 988	\$ 880	\$ -	\$ -	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 1,080	\$ 1,500	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 348,679</b>	<b>\$ 279,754</b>	<b>\$ 371,239</b>	<b>\$ 414,792</b>	<b>\$ 43,553</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 13,407	\$ 12,916	\$ 14,677	\$ 15,725	\$ 1,048
(51202-0) EMPL BENEFITS KPERS	\$ 103,052	\$ 96,136	\$ 93,475	\$ 107,036	\$ 13,561
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 145,916	\$ 130,243	\$ 177,141	\$ 194,764	\$ 17,623
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 57,324	\$ 54,851	\$ 58,463	\$ 67,236	\$ 8,773
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 976	\$ 927	\$ 1,046	\$ 1,077	\$ 31
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 254	\$ 215	\$ 216	\$ 216	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 21,798	\$ 20,570	\$ 23,605	\$ 26,027	\$ 2,422
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 2,440	\$ 2,319	\$ 2,616	\$ 2,711	\$ 95
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 3,512	\$ (38,423)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 23,424</b>	<b>\$ 23,170</b>	<b>\$ 23,645</b>	<b>\$ 6,150</b>	<b>\$ (17,495)</b>
(52001-0) ELECTRICITY	\$ 13,534	\$ 14,379	\$ 13,873	\$ -	\$ (13,873)
(52002-0) NATURAL GAS	\$ 2,343	\$ 1,806	\$ 2,402	\$ -	\$ (2,402)
(52003-0) WATER	\$ 372	\$ 361	\$ 418	\$ -	\$ (418)
(52005-0) SEWER SERVICE	\$ 393	\$ 374	\$ 442	\$ -	\$ (442)
(52008-0) STORM WATER	\$ 319	\$ 336	\$ 360	\$ -	\$ (360)
(52101-0) COMMUNICATIONS - VOICE	\$ 5,992	\$ 5,684	\$ 6,150	\$ 6,150	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 471	\$ 230	\$ -	\$ -	\$ -

<b>Developmental Services</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,681,931</b>	<b>\$ 1,558,604</b>	<b>\$ 1,733,784</b>	<b>\$ 1,817,412</b>	<b>\$ 83,628</b>
<b>Individual &amp; Contract Services</b>	<b>\$ 200,121</b>	<b>\$ 190,575</b>	<b>\$ 176,217</b>	<b>\$ 192,168</b>	<b>\$ 15,951</b>
(52200-0) INDIV. & CONT SERV	\$ 1,307	\$ -	\$ -	\$ -	\$ -
(52201-0) CONTRACTED LABOR SERV	\$ 12,965	\$ 5,758	\$ -	\$ -	\$ -
(52203-0) PROF-ENGINEERING	\$ 75,729	\$ 75,729	\$ 75,729	\$ 78,758	\$ 3,029
(52206-0) IT ALLOCATION	\$ 84,853	\$ 85,537	\$ 83,759	\$ 91,156	\$ 7,397
(52207-0) FINANCIAL SERVICES	\$ 12,653	\$ 14,364	\$ 9,000	\$ 14,000	\$ 5,000
(52208-0) EDUCATION/DUES	\$ 7,580	\$ 3,040	\$ 2,300	\$ 2,825	\$ 525
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 2,729	\$ 2,729	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 2,030	\$ 2,258	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 3,004	\$ 3,889	\$ 2,700	\$ 2,700	\$ -
<b>Miscellaneous</b>	<b>\$ 9,638</b>	<b>\$ 4,600</b>	<b>\$ 2,100</b>	<b>\$ 20,150</b>	<b>\$ 18,050</b>
(52300-0) EDUCATION/TRAVEL	\$ 7,857	\$ 120	\$ 1,000	\$ 18,050	\$ 17,050
(52400-0) PRINTING AND ADVERTISING	\$ 1,781	\$ 4,480	\$ 1,100	\$ 2,100	\$ 1,000
<b>Insurance</b>	<b>\$ 5,184</b>	<b>\$ 5,480</b>	<b>\$ 17,313</b>	<b>\$ 18,256</b>	<b>\$ 943</b>
(52502-0) INSURANCE PROPERTY	\$ 1,643	\$ 1,692	\$ 3,872	\$ 4,143	\$ 271
(52503-0) INSURANCE VEHICLES	\$ 3,541	\$ 3,788	\$ 13,441	\$ 14,113	\$ 672
<b>Maintenance</b>	<b>\$ 50,981</b>	<b>\$ 70,366</b>	<b>\$ 53,399</b>	<b>\$ 44,369</b>	<b>\$ (9,030)</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 10,000	\$ 13,486	\$ 8,679	\$ -	\$ (8,679)
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 187	\$ -	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 34,674	\$ 43,764	\$ 35,175	\$ 35,174	\$ (1)
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 293	\$ -	\$ 350	\$ -	\$ (350)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 5,677	\$ 13,116	\$ 9,195	\$ 9,195	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 150	\$ -	\$ -	\$ -	\$ -
<b>Rents</b>	<b>\$ 4,837</b>	<b>\$ 7,373</b>	<b>\$ 8,250</b>	<b>\$ 6,750</b>	<b>\$ (1,500)</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 4,688	\$ 7,373	\$ 8,250	\$ 6,750	\$ (1,500)
(52802-0) RENT EQUIPMENT	\$ 149	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 5,495</b>	<b>\$ 12,008</b>	<b>\$ 12,500</b>	<b>\$ 9,825</b>	<b>\$ (2,675)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 2,531	\$ 436	\$ 1,000	\$ 500	\$ (500)
(52907-0) SERV LICENSES	\$ 2,964	\$ 11,572	\$ 11,500	\$ 9,325	\$ (2,175)
<b>Supplies</b>	<b>\$ 35,972</b>	<b>\$ 11,515</b>	<b>\$ 19,150</b>	<b>\$ 17,346</b>	<b>\$ (1,804)</b>
(54000-0) OFFICE SUPPLIES	\$ 5,744	\$ 2,450	\$ 4,100	\$ 3,500	\$ (600)
(54100-0) CONSUMABLE ITEMS	\$ -	\$ 17	\$ 50	\$ 50	\$ -
(54400-0) FOOD HUMAN	\$ 408	\$ 50	\$ 300	\$ 250	\$ (50)
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ -	\$ -	\$ 100	\$ -	\$ (100)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 3,067	\$ 2,256	\$ 3,100	\$ 2,500	\$ (600)
(55001-0) MOTOR FUEL	\$ 7,046	\$ 4,665	\$ 7,000	\$ 7,000	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 3,338	\$ 945	\$ 4,500	\$ 4,046	\$ (454)
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 16,369	\$ 1,132	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ 22,703</b>	<b>\$ 22,062</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 22,703	\$ 22,062	\$ -	\$ -	\$ -

## Planning & Development

### 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Households Provided Rental Assistance with Continuum of Care Funds	520	5230	500	TBD
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### Major Program Accomplishments

- Rehabilitated 132 homes through the property maintenance repair program
- Demolished five blighted structures as part of the voluntary demolition program
- Assisted 10 first-time homebuyers through Topeka's homebuyer program
- Provided approximately 8,000 hours of service by two inmate crews
- Provided rental assistance and supportive services to 530 households
- Placed 159 children (17 or younger) in permanent housing through Impact Avenues
- Adopted Citywide Housing Market Study & 2021 Implementation Plan

### Future Goals

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

## Housing Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	776,479	\$	957,699	\$	1,078,104	\$	998,859
Non-Personnel Total	\$	5,486	\$	4,509	\$	6,359	\$	7,156,218
Contractual	\$	3,765,847	\$	4,334,219	\$	3,652,715	\$	7,149,031
Commodities	\$	5,486	\$	4,509	\$	6,359	\$	7,187
TOTAL	\$	4,547,812	\$	5,296,427	\$	4,737,177	\$	8,155,078

<b>Allocation by Fund</b>								
HND Grants	\$	4,324,219	\$	4,731,089	\$	4,412,177	\$	7,876,282
HND State Grants	\$	223,593	\$	565,339	\$	325,000	\$	278,796
<b>TOTAL</b>	<b>\$</b>	<b>4,547,812</b>	<b>\$</b>	<b>5,296,428</b>	<b>\$</b>	<b>4,737,177</b>	<b>\$</b>	<b>8,155,078</b>

### Full-Time Equivalent Positions

Housing Services	10.0	9.0	10.0	11.0
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### Changes to the Budget

→Contractual increased by \$3.5 Million due to COVID-19 Grants

→Includes two salaries of employees in the Community Engagement Division and Finance because those employees are funded by the same funding source as the Housing Services division

<b>Housing-HND Grants</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 4,324,218</b>	<b>\$ 4,731,091</b>	<b>\$ 4,412,177</b>	<b>\$ 7,876,280</b>	<b>\$ 3,464,103</b>
<b>Employee Compensation</b>	<b>\$ 543,971</b>	<b>\$ 652,690</b>	<b>\$ 708,794</b>	<b>\$ 630,084</b>	<b>\$ (78,710)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 543,160	\$ 648,867	\$ 708,600	\$ 629,890	\$ (78,710)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 796	\$ 3,629	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 15	\$ 194	\$ 194	\$ 194	\$ -
<b>Benefits</b>	<b>\$ 218,802</b>	<b>\$ 242,688</b>	<b>\$ 300,633</b>	<b>\$ 280,245</b>	<b>\$ (20,388)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 7,210	\$ 8,839	\$ 10,429	\$ 9,133	\$ (1,296)
(51202-0) EMPL BENEFITS KPERS	\$ 53,670	\$ 62,505	\$ 69,939	\$ 62,170	\$ (7,769)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 112,024	\$ 115,782	\$ 156,629	\$ 152,356	\$ (4,273)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 30,828	\$ 37,457	\$ 43,933	\$ 39,053	\$ (4,880)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 543	\$ 651	\$ 709	\$ 625	\$ (84)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 152	\$ 221	\$ 216	\$ 216	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 13,018	\$ 15,609	\$ 17,006	\$ 15,117	\$ (1,889)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 1,357	\$ 1,624	\$ 1,772	\$ 1,575	\$ (197)
<b>Utilities</b>	<b>\$ 24,707</b>	<b>\$ 24,559</b>	<b>\$ 25,210</b>	<b>\$ 26,310</b>	<b>\$ 1,100</b>
(52001-0) ELECTRICITY	\$ 15,318	\$ 16,274	\$ 15,624	\$ 17,250	\$ 1,626
(52002-0) NATURAL GAS	\$ 2,652	\$ 2,044	\$ 2,705	\$ 2,166	\$ (539)
(52003-0) WATER	\$ 421	\$ 409	\$ 474	\$ 470	\$ (4)
(52005-0) SEWER SERVICE	\$ 445	\$ 424	\$ 500	\$ 487	\$ (13)
(52008-0) STORM WATER	\$ 361	\$ 380	\$ 407	\$ 437	\$ 30
(52100-0) COMMUNICATIONS-POSTAGE	\$ 5,510	\$ 5,028	\$ 5,500	\$ 5,500	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 78,331</b>	<b>\$ 85,896</b>	<b>\$ 70,684</b>	<b>\$ 45,641</b>	<b>\$ (25,043)</b>
(52200-0) INDIV. & CONT SERV	\$ 3,278	\$ 2,977	\$ 3,250	\$ 3,250	\$ -
(52206-0) IT ALLOCATION	\$ 73,886	\$ 81,326	\$ 65,567	\$ 40,667	\$ (24,900)
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 1,867	\$ 1,724	\$ (143)
(52210-101) ADMIN FEES-INTERFUND	\$ 1,167	\$ 1,593	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 243</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 243	\$ -	\$ 500	\$ 500	\$ -
<b>Insurance</b>	<b>\$ 3,573</b>	<b>\$ 3,755</b>	<b>\$ 6,320</b>	<b>\$ 6,997</b>	<b>\$ 677</b>
(52500-0) INSURANCE	\$ 3,573	\$ 3,755	\$ 3,500	\$ 4,000	\$ 500
(52502-0) INSURANCE PROPERTY	\$ -	\$ -	\$ 1,763	\$ 1,887	\$ 124
(52503-0) INSURANCE VEHICLES	\$ -	\$ -	\$ 1,057	\$ 1,110	\$ 53
<b>Maintenance</b>	<b>\$ 36,509</b>	<b>\$ 44,303</b>	<b>\$ 51,082</b>	<b>\$ 51,082</b>	<b>\$ -</b>
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 28,750	\$ 36,287	\$ 36,287	\$ 36,287	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 7,759	\$ 8,016	\$ 14,795	\$ 14,795	\$ -
<b>Purchased Services</b>	<b>\$ 234</b>	<b>\$ 151</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 234	\$ 151	\$ 10,000	\$ 10,000	\$ -
<b>Grants</b>	<b>\$ 3,412,363</b>	<b>\$ 3,672,540</b>	<b>\$ 3,227,595</b>	<b>\$ 6,813,234</b>	<b>\$ 3,585,639</b>
(53400-0) GRANTS- HUD NON-SALARY	\$ 3,412,363	\$ 3,672,540	\$ 3,227,595	\$ 6,813,234	\$ 3,585,639
<b>Supplies</b>	<b>\$ 5,485</b>	<b>\$ 4,509</b>	<b>\$ 6,359</b>	<b>\$ 7,187</b>	<b>\$ 828</b>
(54000-0) OFFICE SUPPLIES	\$ -	\$ 742	\$ 500	\$ 500	\$ -
(54100-0) CONSUMABLE ITEMS	\$ -	\$ -	\$ 100	\$ 100	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 3,082	\$ 2,332	\$ 3,000	\$ 3,000	\$ -
(55001-0) MOTOR FUEL	\$ 2,403	\$ 1,435	\$ 2,759	\$ 3,587	\$ 828

<b><i>Housing-HND State Grants</i></b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 223,593</b>	<b>\$ 565,338</b>	<b>\$ 324,999</b>	<b>\$ 278,796</b>	<b>\$ (46,203)</b>
<b>Employee Compensation</b>	<b>\$ 10,857</b>	<b>\$ 42,963</b>	<b>\$ 45,272</b>	<b>\$ 54,788</b>	<b>\$ 9,516</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 10,857	\$ 42,963	\$ 45,272	\$ 54,788	\$ 9,516
<b>Benefits</b>	<b>\$ 2,848</b>	<b>\$ 19,358</b>	<b>\$ 23,403</b>	<b>\$ 33,741</b>	<b>\$ 10,338</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 156	\$ 593	\$ 669	\$ 794	\$ 125
(51202-0) EMPL BENEFITS KPERS	\$ 1,073	\$ 4,169	\$ 4,468	\$ 5,408	\$ 940
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 652	\$ 10,868	\$ 14,214	\$ 22,636	\$ 8,422
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 669	\$ 2,536	\$ 2,807	\$ 3,397	\$ 590
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 11	\$ 43	\$ 45	\$ 54	\$ 9
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 260	\$ 1,041	\$ 1,087	\$ 1,315	\$ 228
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 27	\$ 108	\$ 113	\$ 137	\$ 24
<b>Individual &amp; Contract Services</b>	<b>\$ 29</b>	<b>\$ 132</b>	<b>\$ -</b>	<b>\$ 18,155</b>	<b>\$ 18,155</b>
(52206-0) IT ALLOCATION	\$ -	\$ -	\$ -	\$ 18,011	\$ 18,011
(52210-0) ADMIN FEES	\$ -	\$ -	\$ -	\$ 144	\$ 144
(52210-101) ADMIN FEES-INTERFUND	\$ 29	\$ 132	\$ -	\$ -	\$ -
<b>Grants</b>	<b>\$ 209,859</b>	<b>\$ 502,885</b>	<b>\$ 256,324</b>	<b>\$ 172,112</b>	<b>\$ (84,212)</b>
(53400-0) GRANTS- HUD NON-SALARY	\$ 209,859	\$ 502,885	\$ 256,324	\$ 172,112	\$ (84,212)





# Strategic Investments toward Quality of Life

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## Zoo & Conservation Center

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

#### Allocation by Expense Category

Contractual	\$	930,835	\$	952,159	\$	844,421	\$	1,973,310
<b>TOTAL</b>	<b>\$</b>	<b>930,835</b>	<b>\$</b>	<b>952,159</b>	<b>\$</b>	<b>844,421</b>	<b>\$</b>	<b>1,973,310</b>

#### Costs Paid by the City and Reimbursed by Contract

Personnel	\$	1,440,675	\$	1,487,772	\$	1,585,464	\$	232,619
Insurance	\$	27,034	\$	27,932	\$	80,049	\$	79,542

#### Allocation by Fund

General Fund	\$	930,835	\$	952,159	\$	844,421	\$	1,973,310
<b>TOTAL</b>	<b>\$</b>	<b>930,835</b>	<b>\$</b>	<b>952,159</b>	<b>\$</b>	<b>844,421</b>	<b>\$</b>	<b>1,973,310</b>

#### Full-Time Equivalent Positions

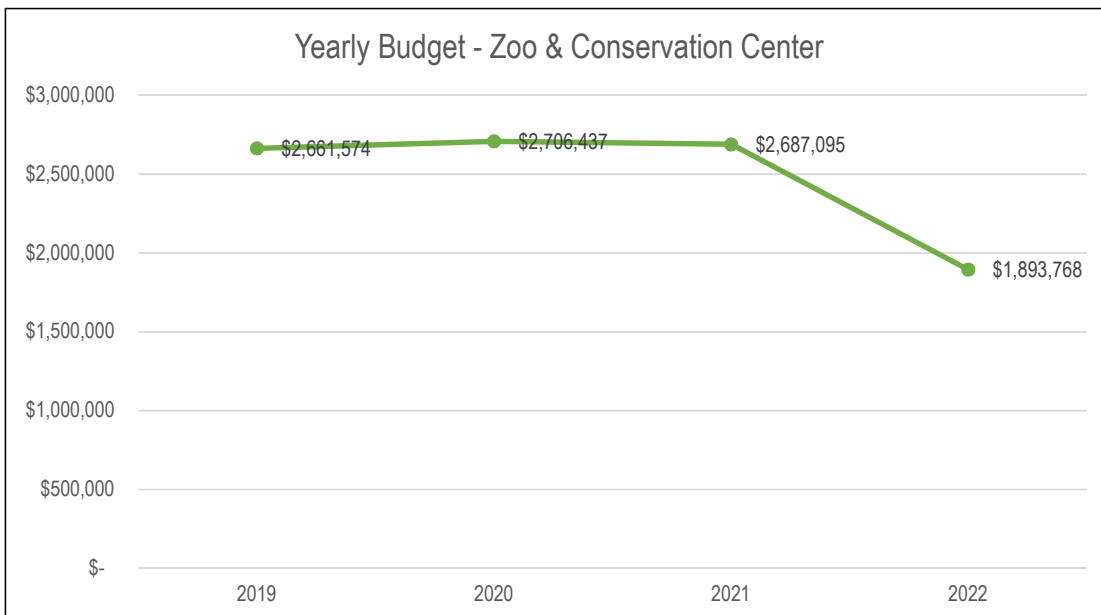
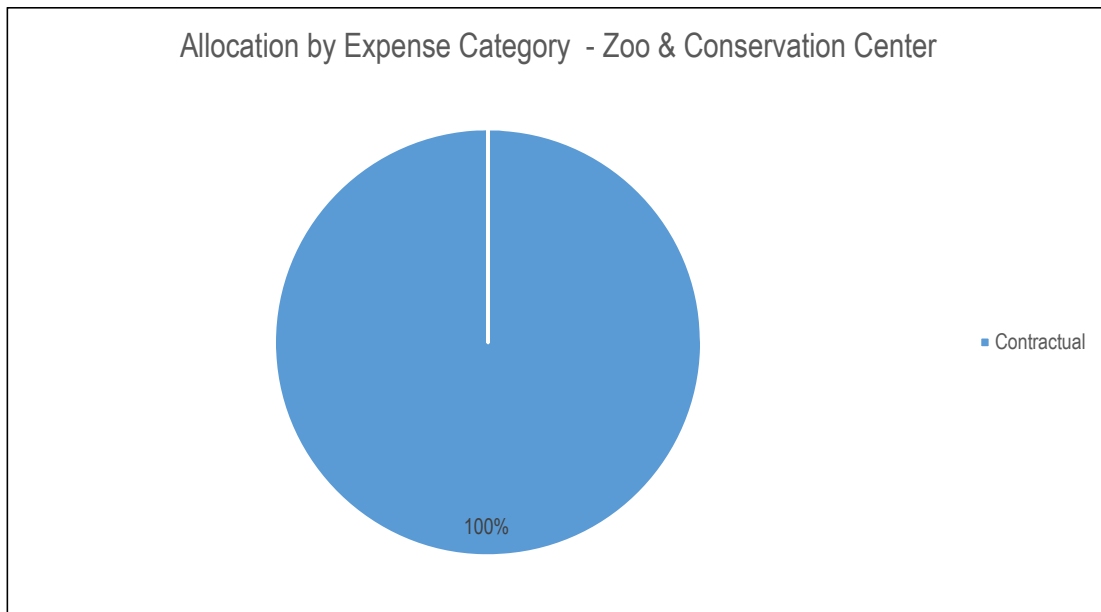
Zoo Finance	1.0	1.0	1.0	0.0
Education and Conservation	2.0	2.0	2.0	0.0
Animal Care	18.0	18.0	18.0	0.0
Animal Health	2.0	2.0	2.0	3.0
Guest Experience	2.0	2.0	2.0	0.0
<b>TOTAL</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>	<b>3.0</b>

#### Changes to the Budget

→The City of Topeka has entered into a License and Management Agreement with Friends of the Zoo (FOTZ) to manage the day to day operations of the zoo. The FY22 budget reflects the cost of the remaining three city employees and property insurance costs netted against the agreed upon annual operating payment.

## Zoo and Conservation Center

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE



<b>Topeka Zoo</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 2,661,575</b>	<b>\$ 2,706,438</b>	<b>\$ 2,687,095</b>	<b>\$ 1,973,309</b>	<b>\$ (713,786)</b>
<b>Employee Compensation</b>	<b>\$ 1,038,225</b>	<b>\$ 1,123,747</b>	<b>\$ 1,119,328</b>	<b>\$ 191,519</b>	<b>\$ (927,809)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 1,000,077	\$ 1,090,912	\$ 1,114,406	\$ 191,519	\$ (922,887)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 20,414	\$ 12,243	\$ -	\$ -	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 19,025	\$ 20,592	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 50	\$ -	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 4,608	\$ -	\$ 319	\$ -	\$ (319)
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 4,603	\$ -	\$ (4,603)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (5,949)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 4,140</b>	<b>\$ 4,239</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 1,080	\$ 1,179	\$ -	\$ -	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 3,060	\$ 3,060	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 398,309</b>	<b>\$ 359,786</b>	<b>\$ 466,136</b>	<b>\$ 40,668</b>	<b>\$ (425,468)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 14,312	\$ 15,650	\$ 16,277	\$ 2,777	\$ (13,500)
(51202-0) EMPL BENEFITS KPERS	\$ 102,483	\$ 107,688	\$ 109,992	\$ 18,903	\$ (91,089)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 181,443	\$ 182,890	\$ 234,469	\$ -	\$ (234,469)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 61,197	\$ 66,733	\$ 69,093	\$ 11,874	\$ (57,219)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 1,044	\$ 1,124	\$ 1,114	\$ 190	\$ (924)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 108	\$ 144	\$ 144	\$ -	\$ (144)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 24,864	\$ 26,870	\$ 26,746	\$ 4,596	\$ (22,150)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 5,057	\$ 6,626	\$ 8,301	\$ 2,328	\$ (5,973)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 7,801	\$ (47,939)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 292,421</b>	<b>\$ 361,529</b>	<b>\$ 277,545</b>	<b>\$ -</b>	<b>\$ (277,545)</b>
(52001-0) ELECTRICITY	\$ 127,227	\$ 131,502	\$ 140,153	\$ -	\$ (140,153)
(52002-0) NATURAL GAS	\$ 47,762	\$ 34,969	\$ 52,615	\$ -	\$ (52,615)
(52003-0) WATER	\$ 34,958	\$ 65,867	\$ 24,995	\$ -	\$ (24,995)
(52004-0) SOLID WASTE DISPOSAL	\$ 6,927	\$ 6,220	\$ 7,930	\$ -	\$ (7,930)
(52005-0) SEWER SERVICE	\$ 47,299	\$ 91,989	\$ 23,650	\$ -	\$ (23,650)
(52008-0) STORM WATER	\$ 19,191	\$ 20,207	\$ 19,191	\$ -	\$ (19,191)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 527	\$ 520	\$ 1,000	\$ -	\$ (1,000)
(52101-0) COMMUNICATIONS - VOICE	\$ 8,011	\$ 8,830	\$ 8,011	\$ -	\$ (8,011)
(52102-0) COMMUNICATIONS - DATA	\$ 519	\$ 1,425	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 274,108</b>	<b>\$ 224,795</b>	<b>\$ 165,235</b>	<b>\$ 431</b>	<b>\$ (164,804)</b>
(52201-0) CONTRACTED LABOR SERV	\$ 59,351	\$ 30,437	\$ 42,000	\$ -	\$ (42,000)
(52206-0) IT ALLOCATION	\$ 87,742	\$ 90,676	\$ 83,427	\$ -	\$ (83,427)
(52207-0) FINANCIAL SERVICES	\$ 622	\$ 7,008	\$ 800	\$ -	\$ (800)
(52208-0) EDUCATION/DUES	\$ 21,576	\$ 20,438	\$ 15,000	\$ -	\$ (15,000)
(52210-0) ADMIN FEES	\$ 73,959	\$ 44,502	\$ 3,561	\$ 431	\$ (3,130)
(52210-101) ADMIN FEES-INTERFUND	\$ 2,621	\$ 3,261	\$ 3,447	\$ -	\$ (3,447)
(52211-0) SECURITY	\$ 28,237	\$ 28,473	\$ 17,000	\$ -	\$ (17,000)
<b>Miscellaneous</b>	<b>\$ 19,208</b>	<b>\$ 2,399</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ (2,500)</b>
(52300-0) EDUCATION/TRAVEL	\$ 16,778	\$ 2,399	\$ 2,500	\$ -	\$ (2,500)
(52400-0) PRINTING AND ADVERTISING	\$ 2,430	\$ -	\$ -	\$ -	\$ -

<b>Topeka Zoo</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 2,661,575</b>	<b>\$ 2,706,438</b>	<b>\$ 2,687,095</b>	<b>\$ 1,973,309</b>	<b>\$ (713,786)</b>
<b>Insurance</b>	<b>\$ 27,034</b>	<b>\$ 27,932</b>	<b>\$ 80,049</b>	<b>\$ 79,542</b>	<b>\$ (507)</b>
(52502-0) INSURANCE PROPERTY	\$ 24,850	\$ 25,595	\$ 79,542	\$ 79,542	\$ -
(52503-0) INSURANCE VEHICLES	\$ 2,184	\$ 2,337	\$ 507	\$ -	\$ (507)
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 260,561	\$ 285,203	\$ 285,203	\$ -	\$ (285,203)
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 1,390	\$ 837	\$ 1,000	\$ -	\$ (1,000)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 23,117	\$ 29,039	\$ 22,327	\$ -	\$ (22,327)
<b>Rents</b>	<b>\$ 4,430</b>	<b>\$ 4,516</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ (4,200)</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 4,430	\$ 4,516	\$ 4,200	\$ -	\$ (4,200)
<b>Purchased Services</b>	<b>\$ 28,566</b>	<b>\$ 15,910</b>	<b>\$ 6,362</b>	<b>\$ 1,661,149</b>	<b>\$ 1,654,787</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 17,069	\$ 13,787	\$ 6,000	\$ (312,161)	\$ (318,161)
(52904-0) SERV JANITORIAL	\$ 11,135	\$ 1,783	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 362	\$ 340	\$ 362	\$ -	\$ (362)
(53100-0) CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 1,973,310	\$ 1,973,310
<b>Supplies</b>	<b>\$ 288,119</b>	<b>\$ 266,154</b>	<b>\$ 257,210</b>	<b>\$ -</b>	<b>\$ (257,210)</b>
(54000-0) OFFICE SUPPLIES	\$ 1,676	\$ 629	\$ 1,000	\$ -	\$ (1,000)
(54100-0) CONSUMABLE ITEMS	\$ 43,466	\$ 43,288	\$ 44,011	\$ -	\$ (44,011)
(54200-0) AGRICULTURAL SUPPLIES	\$ 297	\$ 116	\$ 500	\$ -	\$ (500)
(54201-0) AGRICULTURAL SUPPLIES SEED	\$ 109	\$ 417	\$ 400	\$ -	\$ (400)
(54202-0) AGRICULTURAL SUPPLIES INSECTICIDE/HERB	\$ 45	\$ 131	\$ 50	\$ -	\$ (50)
(54203-0) AGRICULTURAL SUPPLIES PLANTS	\$ 948	\$ -	\$ 1,250	\$ -	\$ (1,250)
(54204-0) AGRICULTURAL SUPPLIES LANDSCAPING	\$ 422	\$ 350	\$ 750	\$ -	\$ (750)
(54300-0) DRUG & LAB SUPPLIES	\$ 55,296	\$ 51,273	\$ 49,531	\$ -	\$ (49,531)
(54400-0) FOOD HUMAN	\$ 644	\$ 143	\$ -	\$ -	\$ -
(54401-0) FOOD ANIMAL	\$ 166,349	\$ 155,095	\$ 147,018	\$ -	\$ (147,018)
(54600-0) UNIFORMS	\$ 3,946	\$ 3,526	\$ 2,600	\$ -	\$ (2,600)
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 182	\$ 3,308	\$ 1,000	\$ -	\$ (1,000)
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ -	\$ -	\$ 500	\$ -	\$ (500)
(54900-0) BUILDING MAINTENANCE SUPP	\$ 359	\$ 99	\$ 500	\$ -	\$ (500)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 4,125	\$ 5,546	\$ 2,000	\$ -	\$ (2,000)
(55001-0) MOTOR FUEL	\$ 4,508	\$ 2,157	\$ 3,600	\$ -	\$ (3,600)
(55200-0) RECREATION SUPPLIES	\$ 2,262	\$ 76	\$ 2,500	\$ -	\$ (2,500)
(55600-0) MATERIALS/SUPPLIES	\$ 3,485	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ 1,939</b>	<b>\$ 323</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS					\$ -
(57010-0) CAPITAL OUTLAY BLDING & IMPROV					\$ -
(57020-0) CAPITAL OUTLAY FURN & FIX					\$ -
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES					\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP					\$ -
(57050-0) CAPITAL OUTLAY ZOO ANIMALS	\$ 1,939	\$ 323	\$ -	\$ -	\$ -
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE					\$ -
(57099-0) CAPITAL OUTLAY CONTRA ACCOUNT					\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL					\$ -
<b>Other Costs</b>	<b>\$ 6</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58104-0) OTHER FEE - PENALTY & INT	\$ 6	\$ 30	\$ -	\$ -	\$ -





# Investing in Infrastructure

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



# Public Works

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)

## DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 10,813,016	\$ 9,911,975	\$ 11,388,039	\$ 11,653,988
Non-Personnel	\$ 27,317,426	\$ 20,985,068	\$ 29,991,403	\$ 43,988,793
Contractual	\$ 24,424,446	\$ 19,403,772	\$ 19,813,577	\$ 21,354,013
Other Payments	\$ (70,322)	\$ 47,791	\$ 4,738,896	\$ 17,355,317
Commodities	\$ 1,634,962	\$ 1,057,444	\$ 2,987,708	\$ 2,828,241
Capital Outlay	\$ 1,328,340	\$ 476,061	\$ 2,451,222	\$ 2,451,222
<b>TOTAL</b>	<b>\$ 38,130,442</b>	<b>\$ 30,897,043</b>	<b>\$ 41,379,442</b>	<b>\$ 55,642,781</b>

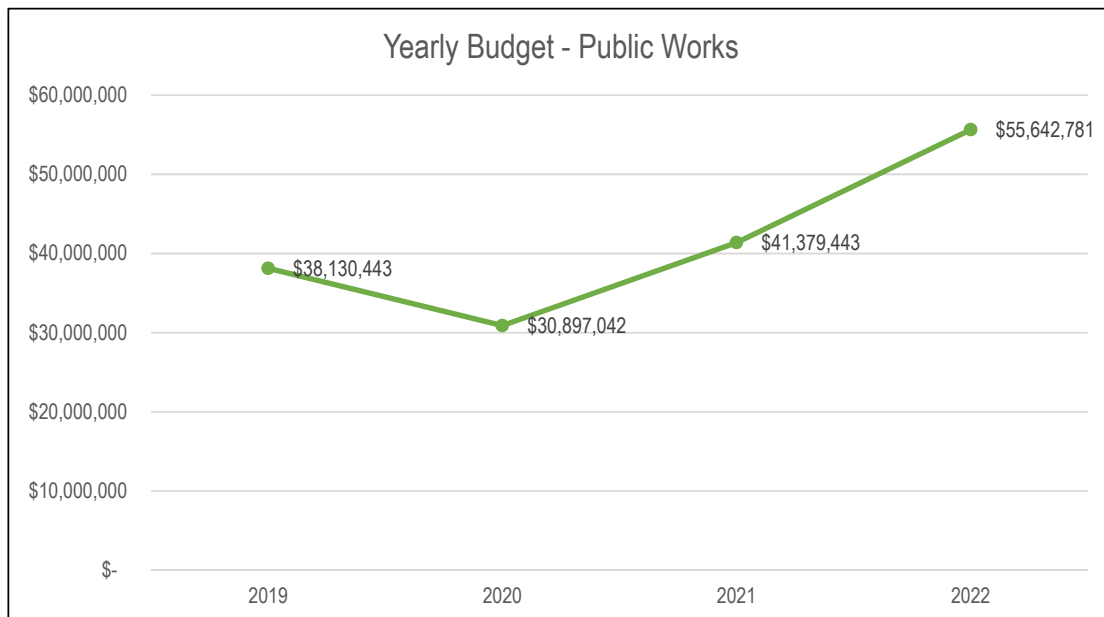
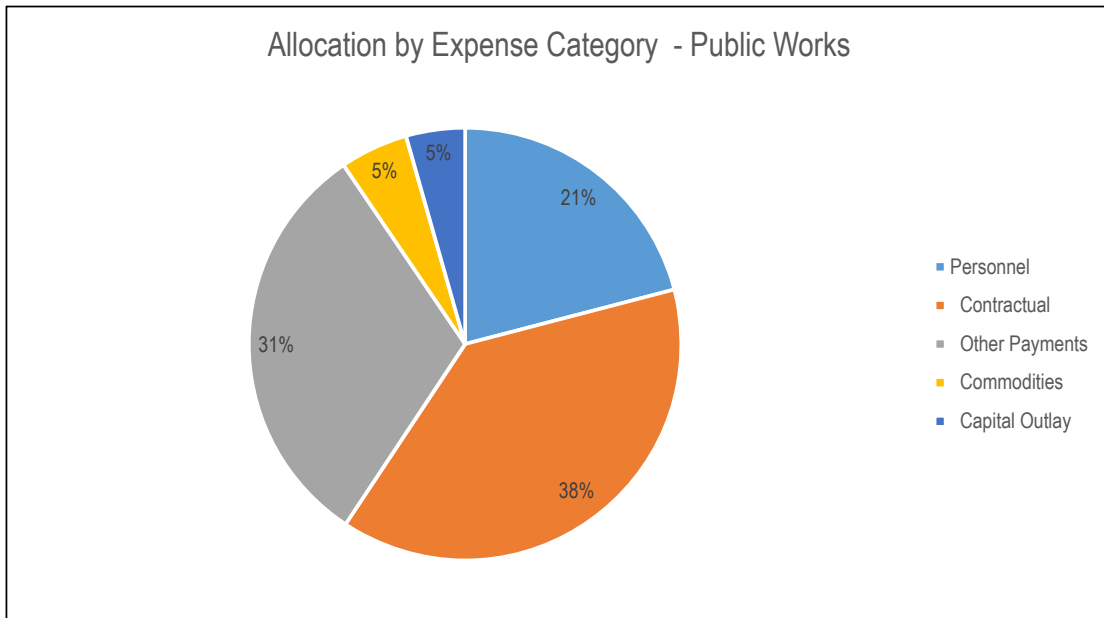
<b>Allocation by Fund</b>				
General Fund	\$ 7,503,991	\$ 6,148,137	\$ 7,186,317	\$ 8,653,501
Citywide Half Cent Sales Tax	\$ 17,283,031	\$ 13,232,471	\$ 19,245,962	\$ 31,927,085
Motor Fuel Fund	\$ 6,605,185	\$ 5,309,886	\$ 6,177,098	\$ 6,296,897
Fleet Fund	\$ 1,949,428	\$ 2,081,643	\$ 2,940,544	\$ 3,031,099
Facilities Fund	\$ 1,722,863	\$ 1,705,260	\$ 1,768,480	\$ 1,770,299
Parking Fund	\$ 3,065,945	\$ 2,419,645	\$ 4,061,042	\$ 3,963,901
<b>TOTAL</b>	<b>\$ 38,130,443</b>	<b>\$ 30,897,042</b>	<b>\$ 41,379,443</b>	<b>\$ 55,642,781</b>

<b>Full-Time Equivalent Positions</b>				
Administration & Technical Support Group (TSG)	15.0	15.0	13.0	13.0
Citywide Half-Cent Sales Tax	2.0	3.8	3.8	2.0
Engineering	24.0	21.2	20.2	22.0
Facilities, Buildings & Gen Services	19.0	19.0	15.0	14.0
Fleet Services	22.0	22.0	22.0	22.0
Forestry	9.0	9.0	9.0	9.0
Parking Administration	14.0	14.0	11.0	11.0
Transportation Operations: Street Maintenance	55.0	55.0	54.0	53.0
Transportation Operations: Traffic Operations	13.0	13.0	10.0	12.0
<b>TOTAL</b>	<b>173.0</b>	<b>172.0</b>	<b>158.0</b>	<b>158.0</b>



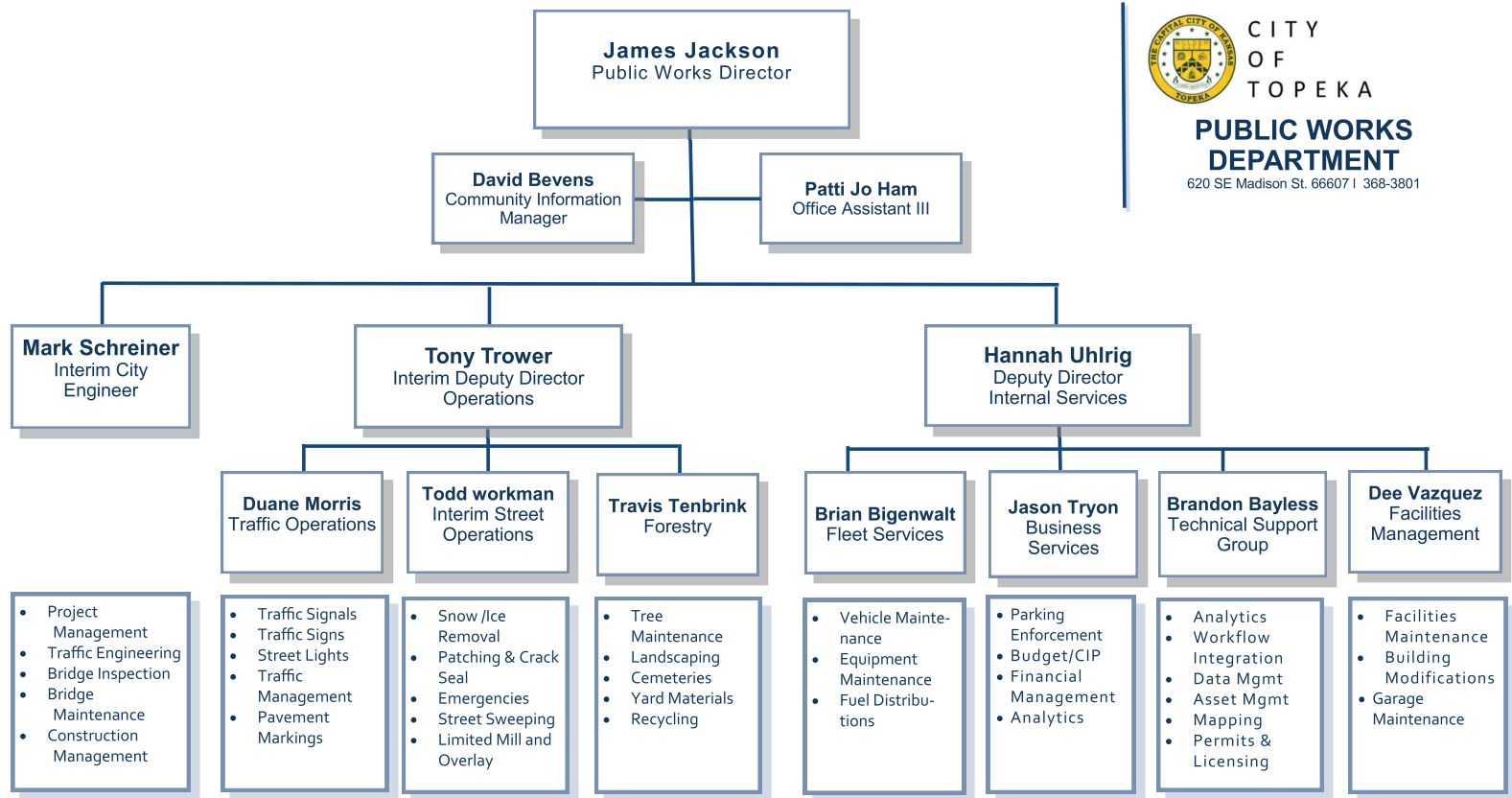
## Public Works

### ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
OF  
TOPEKA  
**PUBLIC WORKS  
DEPARTMENT**  
620 SE Madison St. 66607 | 368-3801



#### 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Commitment to Customer Service

Enhance customer service through technology

Percent of Service Requests Submitted and Closed	96%	97%	97%	TBD
Percent of Work Orders Submitted and Closed	117%	93%	95%	TBD

### Major Program Accomplishments

- Implemented an enhanced Public Access Portal for online application submissions, document upload and payment processing eliminating the need for in-person interactions
- Migrated Cityworks PLL documents to our integrated Application Xtender Platform for improved sustainability
- Created operational dashboards to provide data analytics to divisions and departments within CityWorks
- Expanded the mobile use of Cityworks by updating configurations and training field staff on enhanced functionality

### Future Goals

- Expand data inventory and asset condition collection program to include additional assets improving visibility to the condition of our overall City Infrastructure
- Improve application performance and reduce operational maintenance by transitioning to web based ESRI platforms and cloud hosted databases
- Expand data accessibility and analysis by consuming and publishing independently hosted datasets to enable end users to perform comprehensive reporting and analysis

## Admin and Tech Support

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

#### Allocation by Expense Category

Personnel	\$	1,213,091	\$	1,036,660	\$	1,101,816	\$	1,119,516
Non-Personnel	\$	(523,912)	\$	(478,016)	\$	(572,082)	\$	(571,373)
Contractual	\$	548,017	\$	592,318	\$	494,664	\$	539,394
Commodities	\$	9,917	\$	11,512	\$	14,000	\$	13,250
Capital Outlay	\$	-	\$	-	\$	1,100	\$	1,100
Other Payments	\$	(1,081,846)	\$	(1,081,846)	\$	(1,081,846)	\$	(1,125,117)
<b>TOTAL</b>	<b>\$</b>	<b>689,179</b>	<b>\$</b>	<b>558,644</b>	<b>\$</b>	<b>529,734</b>	<b>\$</b>	<b>548,143</b>

#### Allocation by Fund

General Fund	\$	689,179	\$	558,644	\$	529,734	\$	548,143
<b>TOTAL</b>	<b>\$</b>	<b>689,179</b>	<b>\$</b>	<b>558,644</b>	<b>\$</b>	<b>529,734</b>	<b>\$</b>	<b>548,143</b>

#### Full-Time Equivalent Positions

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

- Contractual expenses increased due to an increase of costs for service licenses.
- The Other Payments line item represents payments made from other city departments to TSG for technology support

<b>Technical Support Group</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 689,181.00</b>	<b>\$ 558,643.00</b>	<b>\$ 529,736.00</b>	<b>\$ 548,145.00</b>	<b>\$ 3,215,230.00</b>
<b>Employee Compensation</b>	<b>\$ 897,796</b>	<b>\$ 822,238</b>	<b>\$ 810,426</b>	<b>\$ 834,922</b>	<b>\$ 24,496</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 897,748	\$ 822,200	\$ 810,426	\$ 834,922	\$ 24,496
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 560	\$ 38	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (512)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(51109-0) Allow/Reimburse Cell Phone	\$ 120	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 315,177</b>	<b>\$ 214,420</b>	<b>\$ 291,389</b>	<b>\$ 284,594</b>	<b>\$ (6,795)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 12,337	\$ 11,550	\$ 11,895	\$ 12,106	\$ 211
(51202-0) EMPL BENEFITS KPERS	\$ 88,441	\$ 78,308	\$ 79,989	\$ 82,407	\$ 2,418
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 134,133	\$ 99,893	\$ 126,757	\$ 115,326	\$ (11,431)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 52,751	\$ 49,387	\$ 50,246	\$ 51,765	\$ 1,519
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 897	\$ 823	\$ 810	\$ 829	\$ 19
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 189	\$ 167	\$ 216	\$ 36	\$ (180)
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 21,397	\$ 19,398	\$ 19,450	\$ 20,038	\$ 588
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 2,241	\$ 2,056	\$ 2,026	\$ 2,087	\$ 61
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 2,791	\$ (47,162)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 26,441</b>	<b>\$ 29,887</b>	<b>\$ 31,742</b>	<b>\$ 8,560</b>	<b>\$ 3,173,944</b>
(52001-0) ELECTRICITY	\$ 10,145	\$ 10,779	\$ 9,900	\$ -	\$ 2,623,846
(52002-0) NATURAL GAS	\$ 1,757	\$ 1,354	\$ 1,678	\$ -	\$ 164,023
(52003-0) WATER	\$ 3,291	\$ 4,492	\$ 9,988	\$ -	\$ 104,216
(52004-0) SOLID WASTE DISPOSAL	\$ -	\$ -	\$ -	\$ -	\$ 85,710
(52005-0) SEWER SERVICE	\$ 295	\$ 281	\$ 311	\$ -	\$ 145,029
(52008-0) STORM WATER	\$ 239	\$ 252	\$ 1,305	\$ -	\$ 51,120
(52101-0) COMMUNICATIONS - VOICE	\$ 10,714	\$ 12,729	\$ 8,100	\$ 8,100	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ -	\$ -	\$ 460	\$ 460	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 84,552</b>	<b>\$ 194,830</b>	<b>\$ 191,765</b>	<b>\$ 188,867</b>	<b>\$ (2,898)</b>
(52200-0) INDIV. & CONT SERV	\$ 2,533	\$ 94,921	\$ 60,000	\$ 60,000	\$ -
(52203-0) PROF-ENGINEERING	\$ 7,386	\$ 18,700	\$ 60,000	\$ 60,000	\$ -
(52206-0) IT ALLOCATION	\$ 69,702	\$ 75,391	\$ 69,505	\$ 65,278	\$ (4,227)
(52208-0) EDUCATION/DUES	\$ 1,022	\$ 1,243	\$ 500	\$ 500	\$ -
(52210-0) ADMIN FEES	\$ 40	\$ 83	\$ 1,760	\$ 1,760	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 1,545	\$ 1,656	\$ -	\$ 1,329	\$ 1,329
(52211-0) SECURITY	\$ 2,324	\$ 2,836	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 16,347</b>	<b>\$ 6,263</b>	<b>\$ 12,200</b>	<b>\$ 12,200</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 15,129	\$ 2,650	\$ 12,000	\$ 12,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 1,218	\$ 3,613	\$ 200	\$ 200	\$ -
<b>Insurance</b>	<b>\$ 2,630</b>	<b>\$ 2,765</b>	<b>\$ 13,225</b>	<b>\$ 14,133</b>	<b>\$ 603</b>
(52500-0) INSURANCE	\$ -	\$ -	\$ 98	\$ 98	\$ -
(52502-0) INSURANCE PROPERTY	\$ 1,230	\$ 1,267	\$ 12,624	\$ 13,508	\$ 579
(52503-0) INSURANCE VEHICLES	\$ 1,400	\$ 1,498	\$ 503	\$ 527	\$ 24
<b>Maintenance</b>	<b>\$ 73,653</b>	<b>\$ 75,055</b>	<b>\$ 23,020</b>	<b>\$ 22,986</b>	<b>\$ (34)</b>
(52600-0) MAINT BLDG & GROUNDS	\$ 49,896	\$ 51,393	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 17,561	\$ 22,165	\$ 22,165	\$ 22,164	\$ (1)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 934	\$ 1,436	\$ 855	\$ 822	\$ (33)
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 5,262	\$ 61	\$ -	\$ -	\$ -
<b>Rents</b>	<b>\$ 2,912</b>	<b>\$ 3,243</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
(52802-0) RENT EQUIPMENT	\$ 2,912	\$ 3,243	\$ 2,500	\$ 2,500	\$ -
<b>Purchased Services</b>	<b>\$ 341,482</b>	<b>\$ 280,276</b>	<b>\$ 220,215</b>	<b>\$ 290,150</b>	<b>\$ 69,935</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 42,842	\$ -	\$ -	\$ -	\$ -
(52905-0) SERV BOND/NOTE COI	\$ 201	\$ -	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 294,787	\$ 280,276	\$ 220,215	\$ 290,150	\$ 69,935
(53100-0) CONTRACTUAL SERVICES	\$ 3,652	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 9,917</b>	<b>\$ 11,512</b>	<b>\$ 14,000</b>	<b>\$ 13,250</b>	<b>\$ (750)</b>
(54000-0) OFFICE SUPPLIES	\$ 7,359	\$ 4,666	\$ 4,000	\$ 4,000	\$ -
(54400-0) FOOD HUMAN	\$ 1,154	\$ 122	\$ 500	\$ 500	\$ -
(54600-0) UNIFORMS	\$ -	\$ -	\$ 500	\$ 500	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 27	\$ 956	\$ 500	\$ 500	\$ -
(55001-0) MOTOR FUEL	\$ 737	\$ 482	\$ 400	\$ 450	\$ 50
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 300	\$ 82	\$ 300	\$ 300	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 340	\$ 5,204	\$ 7,800	\$ 7,000	\$ (800)
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -
<b>Clearing</b>	<b>\$ (1,081,846)</b>	<b>\$ (1,081,846)</b>	<b>\$ (1,081,846)</b>	<b>\$ (1,125,117)</b>	<b>\$ (43,271)</b>
(58201-0) CLEARING EXP GIS to U	\$ (1,081,846)	\$ (1,081,846)	\$ (1,081,846)	\$ (1,125,117)	\$ (43,271)

## Internal Services (Utilities)

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

#### Allocation by Expense Category

Contractual	\$	2,988,805	\$	2,987,701	\$	3,128,152	\$	3,197,126
<b>TOTAL</b>	<b>\$</b>	<b>2,988,805</b>	<b>\$</b>	<b>2,987,701</b>	<b>\$</b>	<b>3,128,152</b>	<b>\$</b>	<b>3,197,126</b>

#### Allocation by Fund

General Fund	\$	2,988,805	\$	2,987,701	\$	3,128,152	\$	3,197,126
<b>TOTAL</b>	<b>\$</b>	<b>2,988,805</b>	<b>\$</b>	<b>2,987,701</b>	<b>\$</b>	<b>3,128,152</b>	<b>\$</b>	<b>3,197,126</b>

#### Changes to the Budget

- All General Fund Utility expenses have been consolidated. The assumptions for the 2022 budget are as follows:
  - Electricity: 6% increase from 2020 actuals
  - Gas: 6% increase from 2020 actuals
  - Water/Waste Water/Stormwater: 15% increase from 2020 actuals
  - Solid Waste Fees: 4% increase from 2021 budget

<b><i>Technical Support Group</i></b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 2,988,807.00</b>	<b>\$ 2,987,702.00</b>	<b>\$ 3,128,152.00</b>	<b>\$ 3,197,126.00</b>	<b>\$ 68,974.00</b>
<b>Utilities</b>	<b>\$ 2,988,807</b>	<b>\$ 2,987,702</b>	<b>\$ 3,128,152</b>	<b>\$ 3,197,126</b>	<b>\$ 68,974</b>
(52001-0) ELECTRICITY	\$ 2,527,997	\$ 2,484,666	\$ 2,585,039	\$ 2,633,746	\$ 48,707
(52002-0) NATURAL GAS	\$ 190,365	\$ 156,322	\$ 187,030	\$ 165,701	\$ (21,329)
(52003-0) WATER	\$ 67,437	\$ 99,308	\$ 149,752	\$ 114,204	\$ (35,548)
(52004-0) SOLID WASTE DISPOSAL	\$ 77,389	\$ 75,436	\$ 81,894	\$ 85,710	\$ 3,816
(52005-0) SEWER SERVICE	\$ 82,446	\$ 126,383	\$ 59,853	\$ 145,340	\$ 85,487
(52008-0) STORM WATER	\$ 43,173	\$ 45,587	\$ 64,584	\$ 52,425	\$ (12,159)

## Public Works

### Save Our Streets

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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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	16.7	4.9	TBD
Percent of 50/50 resident sidewalk requests completed	100%	100%	80%	TBD
Linear feet of curb and gutter replaced	47,042	37,411	37,523	TBD

\*These are considered as centerline miles in lieu of lanes miles which is why they are low; Arterials, minor, major, collectors, and residential are all grouped together.

### 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 appropriate street maintenance strategies
- 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



## DIVISION ALLOCATION SUMMARY

Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
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### Allocation by Expense Category

Personnel	\$ 178,280	\$ 174,163	\$ 335,470	\$ 186,440
Non-Personnel	\$ 17,104,751	\$ 13,058,308	\$ 18,910,492	\$ 18,910,779
Other Payments	\$ -	\$ -	\$ 5,044,492	\$ 5,044,492
Commodities	\$ 757,755	\$ 194,424	\$ 1,316,000	\$ 1,316,000
Contractual	\$ 16,339,607	\$ 12,863,884	\$ 12,550,000	\$ 12,550,287
Capital Outlay	\$ 7,389	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 17,283,031</b>	<b>\$ 13,232,471</b>	<b>\$ 19,245,962</b>	<b>\$ 19,097,219</b>

### Allocation by Fund

Citywide Half Cent Sales Tax	\$ 17,283,031	\$ 13,232,471	\$ 19,245,962	\$ 19,097,219
<b>TOTAL</b>	<b>\$ 17,283,031</b>	<b>\$ 13,232,471</b>	<b>\$ 19,245,962</b>	<b>\$ 19,097,219</b>

### Full-Time Equivalent Positions

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

→Personnel decrease due to FTE's moving into other divisions within Public Works

<b>Save Our Streets</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 17,283,031</b>	<b>\$ 13,232,472</b>	<b>\$ 19,245,961</b>	<b>\$ 19,097,218</b>	<b>\$ (148,743)</b>
<b>Employee Compensation</b>	<b>\$ 132,466</b>	<b>\$ 134,451</b>	<b>\$ 247,845</b>	<b>\$ 134,845</b>	<b>\$ (113,000)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 131,610	\$ 134,451	\$ 247,845	\$ 134,845	\$ (113,000)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 861	\$ -	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (5)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 45,814</b>	<b>\$ 39,713</b>	<b>\$ 87,624</b>	<b>\$ 51,594</b>	<b>\$ (36,030)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 1,824	\$ 1,837	\$ 3,640	\$ 1,955	\$ (1,685)
(51202-0) EMPL BENEFITS KPERS	\$ 13,041	\$ 12,901	\$ 24,462	\$ 13,309	\$ (11,153)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 19,882	\$ 18,970	\$ 37,268	\$ 24,191	\$ (13,077)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 7,798	\$ 7,856	\$ 15,366	\$ 8,360	\$ (7,006)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 132	\$ 135	\$ 248	\$ 134	\$ (114)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 39	\$ 72	\$ 72	\$ 72	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 3,073	\$ 3,221	\$ 5,948	\$ 3,236	\$ (2,712)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 330	\$ 336	\$ 620	\$ 337	\$ (283)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (305)	\$ (5,615)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 291</b>	<b>\$ 43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52101-0) COMMUNICATIONS - VOICE	\$ 291	\$ 43	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 759,064</b>	<b>\$ 881,357</b>	<b>\$ 700,000</b>	<b>\$ 700,287</b>	<b>\$ 287</b>
(52203-0) PROF-ENGINEERING	\$ 758,826	\$ 881,083	\$ 700,000	\$ 700,000	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ -	\$ 287	\$ 287
(52210-101) ADMIN FEES-INTERFUND	\$ 238	\$ 274	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 5,679</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52400-0) PRINTING AND ADVERTISING	\$ 5,679	\$ 2,700	\$ -	\$ -	\$ -
<b>Rents</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(52805-0) RENT LAND	\$ 2,500	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 15,572,073</b>	<b>\$ 11,979,785</b>	<b>\$ 11,850,000</b>	<b>\$ 11,850,000</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 217	\$ -	\$ -	\$ -	\$ -
(53000-0) CONSTRUCTION SERVICES	\$ 15,571,856	\$ 11,979,785	\$ 11,850,000	\$ 11,850,000	\$ -
<b>Supplies</b>	<b>\$ 757,755</b>	<b>\$ 194,423</b>	<b>\$ 1,316,000</b>	<b>\$ 1,316,000</b>	<b>\$ -</b>
(54500-0) MATERIALS - STREET MAINT	\$ 9,596	\$ -	\$ -	\$ -	\$ -
(54501-0) MATERIALS-STR MAINT ASPHALT	\$ 248,996	\$ 147,074	\$ 1,016,000	\$ 1,016,000	\$ -
(54502-0) MATERIALS-STR MAINT ROCK/SAND	\$ 2,287	\$ 4,745	\$ 100,000	\$ 100,000	\$ -
(54503-0) MATERIALS-STR MAINT SEALING OIL	\$ 7,420	\$ (1,538)	\$ 50,000	\$ 50,000	\$ -
(54504-0) MATERIALS-STR MAINT DE-ICER	\$ 461,042	\$ -	\$ -	\$ -	\$ -
(54505-0) MATERIALS-STR MAINT CONCRETE	\$ 28,414	\$ 44,142	\$ 150,000	\$ 150,000	\$ -
<b>Capital Outlay</b>	<b>\$ 7,389</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS	\$ 7,389	\$ -	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,044,492</b>	<b>\$ 5,044,492</b>	<b>\$ -</b>
(59001-0) MISCELLANEOUS CONTINGENCY	\$ -	\$ -	\$ 5,044,492	\$ 5,044,492	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Stewardship of the City's Physical Assets

Maintain and improve the condition of city streets

Number of major street projects completed	19	11	13	TBD
Number of major street project meetings hosted by the city	23	15	14	TBD

### 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 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
Allocation by Expense Category								
Personnel	\$	1,685,097	\$	1,460,403	\$	1,701,755	\$	1,906,401
Non-Personnel	\$	1,463,122	\$	452,629	\$	698,077	\$	665,533
Contractual	\$	1,433,491	\$	437,589	\$	672,978	\$	641,184
Commodities	\$	29,631	\$	15,040	\$	20,099	\$	19,349
Capital Outlay	\$	-	\$	-	\$	5,000	\$	5,000
TOTAL	\$	3,148,219	\$	1,913,032	\$	2,399,832	\$	2,571,934
Allocation by Fund								
General Fund	\$	3,148,219	\$	1,913,032	\$	2,399,832	\$	2,571,934
TOTAL	\$	3,148,219	\$	1,913,032	\$	2,399,832	\$	2,571,934
Full-Time Equivalent Positions								
TOTAL		24.0		21.2		20.2		22.0

### Changes to the Budget

→ Redistribution of two FTEs from other divisions within Public Works

<b>Engineering</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 3,148,219.00</b>	<b>\$ 1,913,032.00</b>	<b>\$ 2,399,832.00</b>	<b>\$ 2,571,934.00</b>	<b>\$ 172,102.00</b>
<b>Employee Compensation</b>	<b>\$ 1,276,133</b>	<b>\$ 1,155,735</b>	<b>\$ 1,257,721</b>	<b>\$ 1,455,399</b>	<b>\$ 197,678</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 1,250,922	\$ 1,145,296	\$ 1,250,391	\$ 1,448,070	\$ 197,679
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 29,087	\$ 7,712	\$ 5,000	\$ 5,000	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 106	\$ 435	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 438	\$ 2,292	\$ 2,330	\$ 2,329	\$ (1)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (4,420)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 408,963</b>	<b>\$ 304,668</b>	<b>\$ 444,034</b>	<b>\$ 451,002</b>	<b>\$ 6,968</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 17,707	\$ 16,213	\$ 18,347	\$ 20,997	\$ 2,650
(51202-0) EMPL BENEFITS KPERS	\$ 129,382	\$ 112,654	\$ 122,796	\$ 142,924	\$ 20,128
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 151,251	\$ 124,356	\$ 194,083	\$ 157,382	\$ (36,701)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 75,713	\$ 68,839	\$ 75,221	\$ 89,780	\$ 14,559
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 1,399	\$ 1,246	\$ 1,250	\$ 1,437	\$ 187
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 239	\$ 87	\$ 108	\$ 108	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 29,547	\$ 26,434	\$ 29,103	\$ 34,754	\$ 5,651
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 3,166	\$ 2,871	\$ 3,126	\$ 3,620	\$ 494
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 559	\$ (48,032)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 35,211</b>	<b>\$ 35,609</b>	<b>\$ 33,660</b>	<b>\$ 6,500</b>	<b>\$ (27,160)</b>
(52001-0) ELECTRICITY	\$ 20,647	\$ 21,846	\$ 21,058	\$ -	\$ (21,058)
(52002-0) NATURAL GAS	\$ 3,897	\$ 3,013	\$ 3,975	\$ -	\$ (3,975)
(52003-0) WATER	\$ 601	\$ 590	\$ 676	\$ -	\$ (676)
(52004-0) SOLID WASTE DISPOSAL	\$ 161	\$ 62	\$ 171	\$ -	\$ (171)
(52005-0) SEWER SERVICE	\$ 637	\$ 616	\$ 667	\$ -	\$ (667)
(52008-0) STORM WATER	\$ 545	\$ 574	\$ 613	\$ -	\$ (613)
(52101-0) COMMUNICATIONS - VOICE	\$ 7,167	\$ 7,611	\$ 6,500	\$ 6,500	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 1,556	\$ 1,297	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 299,824</b>	<b>\$ 307,341</b>	<b>\$ 222,009</b>	<b>\$ 216,369</b>	<b>\$ (5,640)</b>
(52200-0) INDIV. & CONT SERV	\$ 73,295	\$ 67,882	\$ 3,500	\$ 3,500	\$ -
(52203-0) PROF-ENGINEERING	\$ 111,072	\$ 120,935	\$ 108,185	\$ 112,512	\$ 4,327
(52206-0) IT ALLOCATION	\$ 107,978	\$ 109,391	\$ 101,022	\$ 90,689	\$ (10,333)
(52208-0) EDUCATION/DUES	\$ 2,124	\$ 2,907	\$ 1,900	\$ 1,900	\$ -
(52210-0) ADMIN FEES	\$ 5	\$ -	\$ 2,902	\$ 3,268	\$ 366
(52210-101) ADMIN FEES-INTERFUND	\$ 2,194	\$ 2,376	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 3,156	\$ 3,850	\$ 4,500	\$ 4,500	\$ -
<b>Miscellaneous</b>	<b>\$ 11,531</b>	<b>\$ 4,271</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 8,037	\$ 1,294	\$ 6,000	\$ 6,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 3,494	\$ 2,977	\$ 2,500	\$ 2,500	\$ -
<b>Insurance</b>	<b>\$ 7,063</b>	<b>\$ 7,439</b>	<b>\$ 14,566</b>	<b>\$ 15,571</b>	<b>\$ 1,005</b>
(52502-0) INSURANCE PROPERTY	\$ 2,948	\$ 3,036	\$ 13,863	\$ 14,833	\$ 970
(52503-0) INSURANCE VEHICLES	\$ 4,115	\$ 4,403	\$ 703	\$ 738	\$ 35
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 12,620	\$ -	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 34,113	\$ 42,477	\$ 42,477	\$ 42,477	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 209	\$ -	\$ 100	\$ 100	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 7,022	\$ 9,432	\$ 10,967	\$ 10,966	\$ (1)
(52704-0) MAINT/MACH & EQUIP ENG/SURVEY	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
<b>Rents</b>	<b>\$ 4,559</b>	<b>\$ 4,390</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ -</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 4,559	\$ 4,390	\$ 4,500	\$ 4,500	\$ -
<b>Purchased Services</b>	<b>\$ 1,021,341</b>	<b>\$ 26,633</b>	<b>\$ 335,200</b>	<b>\$ 335,200</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 1,246	\$ 668	\$ 400	\$ 400	\$ -
(52907-0) SERV LICENSES	\$ 11,688	\$ 10,204	\$ 9,800	\$ 9,800	\$ -
(53000-0) CONSTRUCTION SERVICES	\$ 1,008,407	\$ 15,761	\$ 325,000	\$ 325,000	\$ -
<b>Supplies</b>	<b>\$ 29,631</b>	<b>\$ 15,040</b>	<b>\$ 20,099</b>	<b>\$ 19,349</b>	<b>\$ (750)</b>
(54000-0) OFFICE SUPPLIES	\$ 8,504	\$ 1,229	\$ 5,000	\$ 5,000	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 126	\$ 579	\$ -	\$ -	\$ -
(54400-0) FOOD HUMAN	\$ 59	\$ 80	\$ -	\$ -	\$ -
(54600-0) UNIFORMS	\$ 1,211	\$ 300	\$ 1,399	\$ 1,399	\$ -
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 21	\$ -	\$ 100	\$ 100	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 1,098	\$ 1,125	\$ 500	\$ 500	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 6,368	\$ 4,985	\$ 500	\$ 500	\$ -
(55001-0) MOTOR FUEL	\$ 12,096	\$ 6,742	\$ 12,400	\$ 11,650	\$ (750)
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 148	\$ -	\$ -	\$ -	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ -	\$ -	\$ 200	\$ 200	\$ -
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS					
(57010-0) CAPITAL OUTLAY BLDG & IMPROV					
(57020-0) CAPITAL OUTLAY FURN & FIX					
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES					
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
(57050-0) CAPITAL OUTLAY ZOO ANIMALS					
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE					
(57099-0) CAPITAL OUTLAY CONTRA ACCOUNT					
(57099-9999) CAPITAL OUTLAY-ACCRUAL					

## Public Services

### 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 to oversee the daily maintenance and repair operations throughout this division.

Actual  
FY 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Commitment to Customer Service

Commitment to Customer Service

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

- Re-allocated existing FTE's to form a Project Management team to drive the planning and execution of the FIRM programing
- Installed Reheat System for TPAC
- Replaced Roof's at Fire Station #9, Water Treatment Building A, LDG Admin, & Oakland WPC Building U
- Major repair and replacement of City Hall Steps and Exterior Lighting
- Supported the City in mitigation efforts for COVID response: installation of UV/ION HVAC systems, touchless fixtures, plexi-barriers, ect.

### Future Goals

- Develop a Comprehensive Long Range Facilities Plan
- Develop a building cost of ownership inclusive of power utilization, water consumption, capital repairs, maintenance, ect.
- Deploy a new internal facilities service request process to improve visibility to current requests and increased communication
- Create reporting to increase visibility and track power utilization to support the development of a facilities sustainability plan

## Facilities, Building & General Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 680,625.00	\$ 594,465.00	\$ 535,587.00	\$ 402,037.00
Ending	\$ 594,465.00	\$ 535,587.00	\$ 402,037.00	\$ 271,769.00

<b>Revenue</b>				
Fees For Service	\$ 1,634,931	\$ 1,634,937	\$ 1,634,931	\$ 1,634,930
Miscellaneous	\$ 1,772	\$ 11,446	\$ -	\$ 5,100
<b>TOTAL</b>	<b>\$ 1,636,703</b>	<b>\$ 1,646,383</b>	<b>\$ 1,634,931</b>	<b>\$ 1,640,030</b>

#### Allocation by Expense Category

Personnel	\$ 949,550	\$ 868,638	\$ 970,956	\$ 998,596
Non-Personnel	\$ 773,313	\$ 836,623	\$ 797,525	\$ 771,702
Contractual	\$ 703,266	\$ 592,574	\$ 423,309	\$ 568,869
Commodities	\$ 75,802	\$ 73,164	\$ 223,200	\$ 155,438
Other Payments	\$ (5,606)	\$ 42,201	\$ 103,620	\$ -
Capital Outlay	\$ (149)	\$ 128,684	\$ -	\$ -
Expenses	\$ -	\$ -	\$ 47,396	\$ 47,395
<b>TOTAL</b>	<b>\$ 1,722,863</b>	<b>\$ 1,705,261</b>	<b>\$ 1,768,481</b>	<b>\$ 1,770,298</b>

#### Allocation by Fund

Facilities Fund	\$ 1,722,863	\$ 1,705,261	\$ 1,768,481	\$ 1,770,298
<b>TOTAL</b>	<b>\$ 1,722,863</b>	<b>\$ 1,705,261</b>	<b>\$ 1,768,481</b>	<b>\$ 1,770,298</b>

#### Full-Time Equivalent Positions

Facilities, Building & General Services	19.0	19.0	15.0	14.0
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#### Changes to the Budget

→With Janitorial services being privatized we reallocated funds from other lines to cover the additional cost. The City's utilities is contributing \$20,760 to cover additional services provided by Janitorial contractor. Other contracts are expected to increase when rebid

→Communications budget was reassessed based off 2020 Actuals

→Noncapital equipment was based on prior year actuals which was higher than the 2021 adopted budget

<b>Facilities</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,722,861</b>	<b>\$ 1,705,264</b>	<b>\$ 1,768,479</b>	<b>\$ 1,770,298</b>	<b>\$ 1,819</b>
<b>Employee Compensation</b>	<b>\$ 681,252</b>	<b>\$ 662,863</b>	<b>\$ 703,740</b>	<b>\$ 730,297</b>	<b>\$ 26,557</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 640,083	\$ 616,593	\$ 652,924	\$ 699,461	\$ 46,537
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 30,836	\$ 27,278	\$ 30,836	\$ 30,836	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 8,939	\$ 7,991	\$ 8,939	\$ -	\$ (8,939)
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 10,958	\$ 10,888	\$ 10,958	\$ -	\$ (10,958)
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ -	\$ 113	\$ 83	\$ -	\$ (83)
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (9,564)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 446</b>	<b>\$ 180</b>	<b>\$ 1,007</b>	<b>\$ 360</b>	<b>\$ (647)</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 56	\$ -	\$ 1,007	\$ -	\$ (1,007)
(51109-0) Allow/Reimburse Cell Phone	\$ 390	\$ 180	\$ -	\$ 360	\$ 360
<b>Benefits</b>	<b>\$ 267,851</b>	<b>\$ 205,595</b>	<b>\$ 266,208</b>	<b>\$ 267,940</b>	<b>\$ 1,732</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 9,605	\$ 9,194	\$ 9,524	\$ 10,142	\$ 618
(51202-0) EMPL BENEFITS KPERS	\$ 68,054	\$ 63,819	\$ 64,546	\$ 69,037	\$ 4,491
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 86,254	\$ 84,467	\$ 113,550	\$ 102,113	\$ (11,437)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 41,070	\$ 38,799	\$ 38,765	\$ 43,367	\$ 4,602
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 690	\$ 662	\$ 653	\$ 697	\$ 44
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 148	\$ 174	\$ 189	\$ -	\$ (189)
(51211-0) EMPL BEN OPEB GASB 45	\$ (6,448)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 26,879	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 15,701	\$ 15,109	\$ 14,992	\$ 16,787	\$ 1,795
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 26,509	\$ 24,781	\$ 23,989	\$ 25,797	\$ 1,808
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ (611)	\$ (31,410)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 34,234</b>	<b>\$ 32,945</b>	<b>\$ 23,064</b>	<b>\$ 30,320</b>	<b>\$ 7,256</b>
(52001-0) ELECTRICITY	\$ 3,480	\$ 3,312	\$ 3,549	\$ 3,510	\$ (39)
(52002-0) NATURAL GAS	\$ 2,156	\$ 1,762	\$ 2,199	\$ 1,868	\$ (331)
(52003-0) WATER	\$ 362	\$ 373	\$ 407	\$ 429	\$ 22
(52004-0) SOLID WASTE DISPOSAL	\$ 5,667	\$ 5,452	\$ 6,007	\$ 5,670	\$ (337)
(52005-0) SEWER SERVICE	\$ 247	\$ 251	\$ 278	\$ 288	\$ 10
(52008-0) STORM WATER	\$ 409	\$ 439	\$ 460	\$ 505	\$ 45
(52100-0) COMMUNICATIONS-POSTAGE	\$ 63	\$ 20	\$ 164	\$ 50	\$ (114)
(52101-0) COMMUNICATIONS - VOICE	\$ 16,144	\$ 18,043	\$ 10,000	\$ 18,000	\$ 8,000
(52102-0) COMMUNICATIONS - DATA	\$ 5,706	\$ 3,293	\$ -	\$ -	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 162,142</b>	<b>\$ 190,940</b>	<b>\$ 294,131</b>	<b>\$ 431,937</b>	<b>\$ 137,806</b>
(52200-0) INDIV. & CONT SERV	\$ 96,597	\$ 142,156	\$ 231,138	\$ 373,279	\$ 142,141
(52206-0) IT ALLOCATION	\$ 61,763	\$ 44,548	\$ 59,218	\$ 54,981	\$ (4,237)
(52208-0) EDUCATION/DUES	\$ 510	\$ 525	\$ 510	\$ -	\$ (510)
(52210-0) ADMIN FEES	\$ 23	\$ 34	\$ 2,191	\$ 2,334	\$ 143
(52210-101) ADMIN FEES-INTERFUND	\$ 1,923	\$ 1,970	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 1,326	\$ 1,707	\$ 1,074	\$ 1,343	\$ 269
<b>Miscellaneous</b>	<b>\$ 2,239</b>	<b>\$ 1,612</b>	<b>\$ 3,644</b>	<b>\$ 3,643</b>	<b>\$ (1)</b>
(52300-0) EDUCATION/TRAVEL	\$ 1,387	\$ 1,270	\$ 2,974	\$ 2,973	\$ (1)
(52400-0) PRINTING AND ADVERTISING	\$ 852	\$ 342	\$ 670	\$ 670	\$ -
<b>Insurance</b>	<b>\$ 3,716</b>	<b>\$ 3,944</b>	<b>\$ 7,670</b>	<b>\$ 8,170</b>	<b>\$ 500</b>
(52502-0) INSURANCE PROPERTY	\$ 797	\$ 821	\$ 5,843	\$ 6,252	\$ 409
(52503-0) INSURANCE VEHICLES	\$ 2,919	\$ 3,123	\$ 1,827	\$ 1,918	\$ 91
<b>Maintenance</b>	<b>\$ 175,961</b>	<b>\$ 160,054</b>	<b>\$ 80,436</b>	<b>\$ 80,435</b>	<b>\$ (1)</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 22,000	\$ 19,622	\$ 15,000	\$ 15,000	\$ -
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 130,018	\$ 81,828	\$ -	\$ -	\$ -
(52604-0) MTBLDG&GRDS PREV MAINTENANCE	\$ 4,158	\$ 27,120	\$ -	\$ -	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 777	\$ 441	\$ -	\$ -	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 19,008	\$ 31,043	\$ 18,040	\$ 18,040	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 47,396	\$ 47,395	\$ (1)
<b>Purchased Services</b>	<b>\$ 324,974</b>	<b>\$ 203,079</b>	<b>\$ 61,759</b>	<b>\$ 61,758</b>	<b>\$ (1)</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 324,974	\$ 203,079	\$ 61,759	\$ 61,758	\$ (1)
<b>Supplies</b>	<b>\$ 75,801</b>	<b>\$ 73,166</b>	<b>\$ 223,200</b>	<b>\$ 155,438</b>	<b>\$ (67,762)</b>
(54000-0) OFFICE SUPPLIES	\$ 5,263	\$ 4,622	\$ 6,000	\$ 4,400	\$ (1,600)
(54100-0) CONSUMABLE ITEMS	\$ 32,506	\$ 15,012	\$ 30,000	\$ 6,000	\$ (24,000)
(54504-0) MATERIALS-STR MAINT DE-ICER	\$ 3,057	\$ 3,196	\$ 2,000	\$ 3,078	\$ 1,078
(54506-0) MATERIALS-STR MAINT SIGNS/MARKERS	\$ 350	\$ -	\$ -	\$ -	\$ -
(54600-0) UNIFORMS	\$ 11,998	\$ 22,811	\$ 7,200	\$ 7,200	\$ -
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 663	\$ -	\$ -	\$ -	\$ -
(54900-0) BUILDING MAINTENANCE SUPP	\$ 22	\$ (63)	\$ 160,000	\$ 110,000	\$ (50,000)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 3,842	\$ 3,025	\$ 6,000	\$ 5,000	\$ (1,000)
(55001-0) MOTOR FUEL	\$ 7,666	\$ 5,005	\$ 5,000	\$ 6,500	\$ 1,500
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 10,434	\$ 19,558	\$ 7,000	\$ 13,260	\$ 6,260
<b>Capital Outlay</b>	<b>\$ (149)</b>	<b>\$ 128,684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(57010-0) CAPITAL OUTLAY BLDG & IMPROV	\$ 10,960	\$ 111,600	\$ -	\$ -	\$ -
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 49,952	\$ 44,710	\$ -	\$ -	\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ (61,061)	\$ (27,626)	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 8,347</b>	<b>\$ 15,448</b>	<b>\$ 103,620</b>	<b>\$ -</b>	<b>\$ (103,620)</b>
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 8,347	\$ 15,448	\$ -	\$ -	\$ -
(59001-0) MISCELLANEOUS CONTINGENCY	\$ -	\$ -	\$ 103,620	\$ -	\$ (103,620)
<b>Clearing</b>	<b>\$ (13,953)</b>	<b>\$ 26,754</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58200-0) CLEARING EXPENSES	\$ -	\$ 36,845	\$ -	\$ -	\$ -
(58202-0) CLEARING EXP - SN CO	\$ (17,476)	\$ (13,071)	\$ -	\$ -	\$ -
(58206-0) CLEARING CREDIT UNION	\$ 3,523	\$ 2,980	\$ -	\$ -	\$ -



## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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	69%	95%	75%	TBD
Number of fuel gallons used by Fleet Services	497,902	485,000	485,000	TBD
Fleet vehicle availability	93%	93%	95%	TBD

### Major Program Accomplishments

- Launched an updated Fleet Operations Platform (Faster Web) to improve customer communications and improve efficiency in mechanic work flows (Soft-launch June 2021, full transition estimated early Fall 2021)
- Proactive approach to support development of future mechanics by joining the Fleet Advisory Board for Washburn Tech

### Future Goals

- Create and maintain a live dashboard in Faster Web for departments to view the status of vehicles during service
- Launch a pilot lease program for light and mid-size vehicles
- Partner with Street Operations and Utilities to evaluate fleet replacement programs for heavy-duty and large equipment

## Fleet Services

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,159,112	\$ 1,584,952	\$ 1,876,482	\$ 1,885,937
Ending	\$ 1,584,952	\$ 1,876,482	\$ 1,885,937	\$ 911,839
<b>Revenue</b>				
Miscellaneous	\$ 1,093	\$ 7,400	\$ 900,000	\$ 7,000
Fees For Service	\$ 2,374,174	\$ 2,365,772	\$ 2,050,000	\$ 2,050,000
<b>TOTAL</b>	<b>\$ 2,375,267</b>	<b>\$ 2,373,172</b>	<b>\$ 2,950,000</b>	<b>\$ 2,057,000</b>
<b>Allocation by Expense Category</b>				
Personnel	\$ 1,556,461	\$ 1,445,559	\$ 1,628,113	\$ 1,684,475
Non-Personnel	\$ 392,966	\$ 636,083	\$ 1,312,432	\$ 1,346,623
Capital Outlay	\$ 26,949	\$ 1,188	\$ 900,000	\$ 900,000
Contractual	\$ 253,925	\$ 288,044	\$ 322,449	\$ 373,314
Other Payments	\$ 52,985	\$ 283,984	\$ -	\$ -
Commodities	\$ 59,107	\$ 62,867	\$ 64,581	\$ 73,309
Expenses	\$ -	\$ -	\$ 25,402	\$ -
<b>TOTAL</b>	<b>\$ 1,949,427</b>	<b>\$ 2,081,642</b>	<b>\$ 2,940,545</b>	<b>\$ 3,031,098</b>
<b>Allocation by Fund</b>				
Fleet Fund	\$ 1,949,427	\$ 2,081,642	\$ 2,940,545	\$ 3,031,098
<b>TOTAL</b>	<b>\$ 1,949,427</b>	<b>\$ 2,081,642</b>	<b>\$ 2,940,545</b>	<b>\$ 3,031,098</b>
<b>Full-Time Equivalent Positions</b>				
Fleet Services	22.0	22.0	22.0	22.0

### Changes to the Budget

- Purchase of miscellaneous tools such as jacks, air tools, hand tools etc.
- The commodities increase for 2022 is to replace several jacks and power tools that are beyond their useful life
- Miscellaneous revenue is budgeted in 2022 to better reflect actuals

<b>Fleet</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 1,949,428</b>	<b>\$ 2,081,645</b>	<b>\$ 2,940,544</b>	<b>\$ 3,031,099</b>	<b>\$ 90,555</b>
<b>Employee Compensation</b>	<b>\$ 1,104,833</b>	<b>\$ 1,113,275</b>	<b>\$ 1,175,915</b>	<b>\$ 1,265,653</b>	<b>\$ 89,738</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 1,083,830	\$ 1,102,082	\$ 1,145,030	\$ 1,234,413	\$ 89,383
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 11,642	\$ 9,997	\$ 25,000	\$ 25,000	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 1,184	\$ 1,196	\$ -	\$ -	\$ -
(51008-0) EMPLOY COMP SHIFT DIFFERENTIAL	\$ -	\$ -	\$ 5,885	\$ 6,240	\$ 355
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 8,177	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 2,080</b>	<b>\$ 1,743</b>	<b>\$ 2,050</b>	<b>\$ 1,080</b>	<b>\$ (970)</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 1,000	\$ 783	\$ 970	\$ -	\$ (970)
(51109-0) Allow/Reimburse Cell Phone	\$ 1,080	\$ 960	\$ 1,080	\$ 1,080	\$ -
<b>Benefits</b>	<b>\$ 449,547</b>	<b>\$ 330,541</b>	<b>\$ 450,148</b>	<b>\$ 417,743</b>	<b>\$ (32,405)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 14,718	\$ 15,038	\$ 16,714	\$ 16,350	\$ (364)
(51202-0) EMPL BENEFITS KPERS	\$ 108,359	\$ 106,736	\$ 113,014	\$ 111,290	\$ (1,724)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 185,383	\$ 166,444	\$ 217,795	\$ 189,046	\$ (28,749)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 63,728	\$ 64,513	\$ 70,992	\$ 69,909	\$ (1,083)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 1,096	\$ 1,112	\$ 1,145	\$ 1,124	\$ (21)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 112	\$ 117	\$ 144	\$ 144	\$ -
(51211-0) EMPL BEN OPEB GASB 45	\$ (6,700)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 43,500	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 26,205	\$ 26,513	\$ 27,481	\$ 27,061	\$ (420)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 2,729	\$ 2,772	\$ 2,863	\$ 2,819	\$ (44)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 10,417	\$ (52,704)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 55,728</b>	<b>\$ 52,981</b>	<b>\$ 65,980</b>	<b>\$ 57,357</b>	<b>\$ (8,623)</b>
(52001-0) ELECTRICITY	\$ 30,602	\$ 30,394	\$ 30,394	\$ 32,217	\$ (4,870)
(52002-0) NATURAL GAS	\$ 9,172	\$ 6,850	\$ 10,590	\$ 7,261	\$ (3,329)
(52003-0) WATER	\$ 3,096	\$ 3,034	\$ 3,406	\$ 3,489	\$ 83
(52004-0) SOLID WASTE DISPOSAL	\$ 2,085	\$ 1,863	\$ 3,000	\$ 1,937	\$ (1,063)
(52005-0) SEWER SERVICE	\$ 3,545	\$ 3,444	\$ 3,900	\$ 3,961	\$ 61
(52008-0) STORM WATER	\$ 3,498	\$ 3,776	\$ 3,847	\$ 4,342	\$ 495
(52100-0) COMMUNICATIONS-POSTAGE	\$ 117	\$ 45	\$ 150	\$ 150	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 3,613	\$ 3,575	\$ 4,000	\$ 4,000	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 67,385</b>	<b>\$ 71,926</b>	<b>\$ 70,778</b>	<b>\$ 104,969</b>	<b>\$ 34,191</b>
(52203-0) PROF-ENGINEERING	\$ 173	\$ -	\$ -	\$ -	\$ -
(52206-0) IT ALLOCATION	\$ 61,127	\$ 68,194	\$ 64,637	\$ 95,633	\$ 30,996
(52208-0) EDUCATION/DUES	\$ 2,920	\$ 175	\$ 2,945	\$ 2,945	\$ -
(52210-0) ADMIN FEES	\$ 23	\$ 34	\$ 3,196	\$ 3,196	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 2,504	\$ 2,849	\$ -	\$ 3,195	\$ 3,195
(52211-0) SECURITY	\$ 638	\$ 674	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 9,956</b>	<b>\$ 3,351</b>	<b>\$ 15,100</b>	<b>\$ 16,505</b>	<b>\$ 1,405</b>
(52300-0) EDUCATION/TRAVEL	\$ 9,956	\$ 3,330	\$ 14,950	\$ 16,355	\$ 1,405
(52400-0) PRINTING AND ADVERTISING	\$ -	\$ 21	\$ 150	\$ 150	\$ -
<b>Insurance</b>	<b>\$ 8,285</b>	<b>\$ 8,635</b>	<b>\$ 20,813</b>	<b>\$ 22,261</b>	<b>\$ 1,448</b>
(52502-0) INSURANCE PROPERTY	\$ 5,759	\$ 5,932	\$ 20,399	\$ 21,826	\$ 1,427
(52503-0) INSURANCE VEHICLES	\$ 2,526	\$ 2,703	\$ 414	\$ 435	\$ 21
<b>Maintenance</b>	<b>\$ 100,321</b>	<b>\$ 132,790</b>	<b>\$ 156,788</b>	<b>\$ 153,917</b>	<b>\$ (2,871)</b>
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 4,790	\$ 1,876	\$ 5,400	\$ 5,400	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 83,441	\$ 77,665	\$ 77,665	\$ 77,665	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ 7,202	\$ 9,233	\$ 8,500	\$ 8,500	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 4,408	\$ 6,189	\$ 8,700	\$ 4,900	\$ (3,800)
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 25,402	\$ 25,402	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 480	\$ 37,827	\$ 31,121	\$ 32,050	\$ 929
<b>Rents</b>	<b>\$ 6,326</b>	<b>\$ 6,084</b>	<b>\$ 6,900</b>	<b>\$ 6,600</b>	<b>\$ (300)</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 2,007	\$ 1,935	\$ 2,400	\$ 2,100	\$ (300)
(52807-0) RENT UNIFORMS	\$ 4,319	\$ 4,149	\$ 4,500	\$ 4,500	\$ -
<b>Purchased Services</b>	<b>\$ 5,925</b>	<b>\$ 12,279</b>	<b>\$ 11,491</b>	<b>\$ 11,705</b>	<b>\$ 214</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 2,753	\$ 8,494	\$ 4,566	\$ 4,770	\$ 214
(52907-0) SERV LICENSES	\$ 3,172	\$ 3,785	\$ 6,935	\$ 6,935	\$ -
<b>Supplies</b>	<b>\$ 59,107</b>	<b>\$ 62,868</b>	<b>\$ 64,581</b>	<b>\$ 73,309</b>	<b>\$ 8,728</b>
(54000-0) OFFICE SUPPLIES	\$ 1,824	\$ 1,558	\$ 2,500	\$ 2,500	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 16,556	\$ 25,536	\$ 16,556	\$ 23,222	\$ 6,666
(54300-0) DRUG & LAB SUPPLIES	\$ -	\$ 174	\$ 125	\$ 125	\$ -
(54400-0) FOOD HUMAN	\$ 290	\$ 356	\$ 500	\$ 500	\$ -
(54600-0) UNIFORMS	\$ 1,228	\$ 150	\$ 1,400	\$ 1,462	\$ 62
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 1,846	\$ 1,548	\$ 3,500	\$ 3,500	\$ -
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 1,407	\$ 911	\$ 1,900	\$ 1,900	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 2,866	\$ 4,027	\$ 3,750	\$ 3,750	\$ -
(54900-0) BUILDING MAINTENANCE SUPP	\$ 2,357	\$ 2,276	\$ 2,550	\$ 2,550	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 7,495	\$ 4,905	\$ 8,000	\$ 7,000	\$ (1,000)
(55001-0) MOTOR FUEL	\$ 8,223	\$ 3,924	\$ 8,500	\$ 8,500	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 406	\$ 288	\$ 300	\$ 1,000	\$ 700
(55600-0) MATERIALS/SUPPLIES	\$ 14,609	\$ 17,215	\$ 15,000	\$ 17,300	\$ 2,300
<b>Capital Outlay</b>	<b>\$ 26,950</b>	<b>\$ 1,188</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>
(57010-0) CAPITAL OUTLAY BLDING & IMPROV	\$ 19,615	\$ -	\$ -	\$ -	\$ -
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 26,949	\$ 24,755	\$ 900,000	\$ 900,000	\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP	\$ 30,983	\$ -	\$ -	\$ -	\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ (50,597)	\$ (23,567)	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 49,023</b>	<b>\$ 43,885</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 50,197	\$ 45,502	\$ -	\$ -	\$ -
(58103-0) OTHER DISCOUNT TAKEN	\$ (1,174)	\$ (1,617)	\$ -	\$ -	\$ -
<b>Clearing</b>	<b>\$ 3,962</b>	<b>\$ 240,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58203-0) CLEARING EXP-NONSTOCK	\$ (1,047)	\$ (7,297)	\$ -	\$ -	\$ -
(59998-0) CLEARING STOCK PARTS	\$ 5,009	\$ 247,396	\$ -	\$ -	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Performance Measures

#### Thriving City & Livable Neighborhoods

Promote a cleaner and healthier city

Number of trees pruned	1,813	1,000	1,100	TBD
Number of trees removed	382	400	500	TBD

### 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 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 542,636	\$ 571,701	\$ 591,794	\$ 625,452
Non-Personnel	\$ 244,870	\$ 217,751	\$ 238,870	\$ 235,826
Contractual	\$ 189,487	\$ 166,069	\$ 186,904	\$ 183,860
Commodities	\$ 55,383	\$ 51,682	\$ 51,966	\$ 51,966
TOTAL	\$ 787,506	\$ 789,452	\$ 830,664	\$ 861,278
Allocation by Fund				
General Fund	\$ 787,506	\$ 789,452	\$ 830,664	\$ 861,278
TOTAL	\$ 787,506	\$ 789,452	\$ 830,664	\$ 861,278
Full-Time Equivalent Positions				
TOTAL	9.0	9.0	9.0	9.0

### Changes to the Budget

- Increase of the amount of budgeted overtime pay
- No significant FTE changes, but there was a promotion within the department

<b>Forestry</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 787,505</b>	<b>\$ 789,452</b>	<b>\$ 830,665</b>	<b>\$ 861,278</b>	<b>\$ 30,613</b>
<b>Employee Compensation</b>	<b>\$ 379,036</b>	<b>\$ 415,331</b>	<b>\$ 403,582</b>	<b>\$ 431,019</b>	<b>\$ 27,437</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 338,967	\$ 378,770	\$ 383,582	\$ 403,019	\$ 19,437
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 22,637	\$ 18,923	\$ 7,000	\$ 15,000	\$ 8,000
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 4,790	\$ 3,432	\$ -	\$ -	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 13,300	\$ 14,206	\$ 13,000	\$ 13,000	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (658)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 686</b>	<b>\$ 660</b>	<b>\$ 1,179</b>	<b>\$ 1,179</b>	<b>\$ -</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 686	\$ 660	\$ 1,179	\$ 1,179	\$ -
<b>Benefits</b>	<b>\$ 162,913</b>	<b>\$ 155,709</b>	<b>\$ 187,035</b>	<b>\$ 193,254</b>	<b>\$ 6,219</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 5,148	\$ 5,686	\$ 5,596	\$ 5,844	\$ 248
(51202-0) EMPL BENEFITS KPERS	\$ 37,533	\$ 39,893	\$ 37,860	\$ 39,778	\$ 1,918
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 59,068	\$ 69,131	\$ 86,312	\$ 87,467	\$ 1,155
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 22,011	\$ 24,314	\$ 23,782	\$ 24,987	\$ 1,205
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 381	\$ 416	\$ 384	\$ 402	\$ 18
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 36	\$ 36	\$ 36	\$ 36	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 9,116	\$ 9,979	\$ 9,206	\$ 9,672	\$ 466
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 23,149	\$ 25,414	\$ 23,859	\$ 25,068	\$ 1,209
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 6,471	\$ (19,160)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 10,915</b>	<b>\$ 10,297</b>	<b>\$ 10,771</b>	<b>\$ 3,100</b>	<b>\$ (7,671)</b>
(52001-0) ELECTRICITY	\$ 3,043	\$ 2,884	\$ 3,103	\$ -	\$ (3,103)
(52002-0) NATURAL GAS	\$ 2,651	\$ 2,094	\$ 2,704	\$ -	\$ (2,704)
(52003-0) WATER	\$ 349	\$ 320	\$ 392	\$ -	\$ (392)
(52004-0) SOLID WASTE DISPOSAL	\$ 170	\$ 177	\$ 180	\$ -	\$ (180)
(52005-0) SEWER SERVICE	\$ 235	\$ 209	\$ 265	\$ -	\$ (265)
(52008-0) STORM WATER	\$ 913	\$ 1,007	\$ 1,027	\$ -	\$ (1,027)
(52101-0) COMMUNICATIONS - VOICE	\$ 657	\$ 682	\$ 600	\$ 600	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 2,897	\$ 2,924	\$ 2,500	\$ 2,500	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 32,243</b>	<b>\$ 34,253</b>	<b>\$ 40,055</b>	<b>\$ 44,334</b>	<b>\$ 4,279</b>
(52201-0) CONTRACTED LABOR SERV	\$ 13,489	\$ 19,287	\$ 24,000	\$ 24,000	\$ -
(52206-0) IT ALLOCATION	\$ 17,769	\$ 13,735	\$ 13,531	\$ 19,041	\$ 5,510
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 2,524	\$ 1,293	\$ (1,231)
(52210-101) ADMIN FEES-INTERFUND	\$ 985	\$ 1,231	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 2,133</b>	<b>\$ -</b>	<b>\$ 2,350</b>	<b>\$ 2,350</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 1,940	\$ -	\$ 2,000	\$ 2,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 193	\$ -	\$ 350	\$ 350	\$ -
<b>Insurance</b>	<b>\$ 3,801</b>	<b>\$ 3,801</b>	<b>\$ 5,480</b>	<b>\$ 5,829</b>	<b>\$ 349</b>
(52502-0) INSURANCE PROPERTY	\$ 882	\$ 882	\$ 3,773	\$ 4,037	\$ 264
(52503-0) INSURANCE VEHICLES	\$ 2,919	\$ 2,919	\$ 1,707	\$ 1,792	\$ 85
<b>Maintenance</b>	<b>\$ 127,977</b>	<b>\$ 110,642</b>	<b>\$ 107,947</b>	<b>\$ 107,947</b>	<b>\$ -</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 3,188	\$ 3,880	\$ 2,497	\$ 2,497	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 19,094	\$ 13,158	\$ 13,158	\$ 13,158	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ 536	\$ 656	\$ 1,500	\$ 1,500	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 21,371	\$ 18,776	\$ 20,000	\$ 20,000	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 83,788	\$ 74,172	\$ 70,792	\$ 70,792	\$ -
<b>Rents</b>	<b>\$ 60</b>	<b>\$ 55</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>
(52802-0) RENT EQUIPMENT	\$ 60	\$ 55	\$ 300	\$ 300	\$ -
<b>Purchased Services</b>	<b>\$ 12,359</b>	<b>\$ 7,022</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 12,359	\$ 7,022	\$ 20,000	\$ 20,000	\$ -
<b>Supplies</b>	<b>\$ 55,382</b>	<b>\$ 51,682</b>	<b>\$ 51,966</b>	<b>\$ 51,966</b>	<b>\$ -</b>
(54000-0) OFFICE SUPPLIES	\$ 100	\$ -	\$ 300	\$ 300	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 8,741	\$ 3,870	\$ 10,000	\$ 10,000	\$ -
(54200-0) AGRICULTURAL SUPPLIES	\$ 801	\$ 654	\$ 800	\$ 800	\$ -
(54600-0) UNIFORMS	\$ 1,203	\$ 1,357	\$ 1,800	\$ 1,800	\$ -
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 788	\$ 1,438	\$ 1,750	\$ 1,750	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 339	\$ -	\$ -	\$ -	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 17,512	\$ 26,519	\$ 17,366	\$ 17,366	\$ -
(55001-0) MOTOR FUEL	\$ 25,898	\$ 17,844	\$ 19,950	\$ 19,950	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

#### Performance Measures

##### Stewardship of the City's Physical Assets

Plan for future infrastructure needs

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

#### Major Program Accomplishments

- Implemented new on street and permit parking management system
- Deployed license plate readers for enforcement and app based payment options at meters
- Supported downtown restaurants with dedicated 15 minute pick up spaces with the business needs to shift to carry out orders as a result of the pandemic

#### Future Goals

- Improved reporting and data management for more responsive pricing
- Long term repair and maintenance program for capital assets
- Improve community engagement and partner with local events

## Parking Administration

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 2,415,771.00	\$ 2,434,513.00	\$ 2,263,333.00	\$ 1,101,446.00
Ending	\$ 2,434,513.00	\$ 2,263,333.00	\$ 1,101,446.00	\$ (279,233.00)

<b>Revenue</b>				
Fees For Service	\$ 2,806,574	\$ 2,038,438	\$ 2,699,493	\$ 2,397,204
Fines	\$ 184,830	\$ 115,773	\$ 183,287	\$ 165,918
Miscellaneous	\$ 93,281	\$ 94,253	\$ 16,375	\$ 20,100
<b>TOTAL</b>	<b>\$ 3,084,686</b>	<b>\$ 2,248,464</b>	<b>\$ 2,899,155</b>	<b>\$ 2,583,222</b>

#### Allocation by Expense Category

Personnel	\$ 639,721	\$ 551,778	\$ 682,867	\$ 651,531
Non-Personnel	\$ 2,426,223	\$ 1,867,866	\$ 3,378,175	\$ 3,312,370
Other Payments	\$ 964,145	\$ 803,453	\$ 672,630	\$ 605,826
Capital Outlay	\$ -	\$ -	\$ 1,319,622	\$ 1,319,622
Contractual	\$ 1,440,282	\$ 1,041,208	\$ 1,333,031	\$ 1,341,681
Commodities	\$ 21,796	\$ 23,205	\$ 52,892	\$ 45,241
<b>TOTAL</b>	<b>\$ 3,065,944</b>	<b>\$ 2,419,644</b>	<b>\$ 4,061,042</b>	<b>\$ 3,963,901</b>

#### Allocation by Fund

Parking Fund	\$ 3,065,944	\$ 2,419,644	\$ 4,061,042	\$ 3,963,901
<b>TOTAL</b>	<b>\$ 3,065,944</b>	<b>\$ 2,419,644</b>	<b>\$ 4,061,042</b>	<b>\$ 3,963,901</b>

#### Full-Time Equivalent Positions

Parking Administration	14.0	14.0	11.0	11.0
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#### Changes to the Budget

→ Revenue projections show a decrease from 2021



<b>Parking</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 3,065,945</b>	<b>\$ 2,419,645</b>	<b>\$ 4,061,042</b>	<b>\$ 3,963,901</b>	<b>\$ (97,141)</b>
<b>Employee Compensation</b>	<b>\$ 444,636</b>	<b>\$ 406,931</b>	<b>\$ 484,870</b>	<b>\$ 468,553</b>	<b>\$ (16,317)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 411,681	\$ 372,212	\$ 484,865	\$ 468,548	\$ (16,317)
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 20,633	\$ 19,264	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 1,334	\$ 1,051	\$ -	\$ -	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 13,360	\$ 14,404	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ -	\$ -	\$ 5	\$ 5	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (2,372)	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>\$ 195,086</b>	<b>\$ 144,847</b>	<b>\$ 197,996</b>	<b>\$ 182,978</b>	<b>\$ (15,018)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 6,092	\$ 5,650	\$ 7,117	\$ 6,451	\$ (666)
(51202-0) EMPL BENEFITS KPERS	\$ 43,995	\$ 38,780	\$ 47,856	\$ 43,912	\$ (3,944)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 80,695	\$ 76,098	\$ 89,238	\$ 82,682	\$ (6,556)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 26,048	\$ 24,057	\$ 30,062	\$ 27,585	\$ (2,477)
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 446	\$ 406	\$ 485	\$ 443	\$ (42)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ -	\$ -	\$ 9	\$ -	\$ (9)
(51211-0) EMPL BEN OPEB GASB 45	\$ (1,173)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 14,933	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 10,611	\$ 9,513	\$ 11,637	\$ 10,679	\$ (958)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 11,284	\$ 10,942	\$ 11,592	\$ 11,226	\$ (366)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 2,155	\$ (20,599)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 248,140</b>	<b>\$ 247,009</b>	<b>\$ 254,104</b>	<b>\$ 261,976</b>	<b>\$ 7,872</b>
(52001-0) ELECTRICITY	\$ 211,443	\$ 205,763	\$ 215,672	\$ 225,201	\$ 9,529
(52002-0) NATURAL GAS	\$ 739	\$ 553	\$ 754	\$ -	\$ (754)
(52003-0) WATER	\$ 4,187	\$ 4,419	\$ 4,711	\$ 5,308	\$ 597
(52004-0) SOLID WASTE DISPOSAL	\$ 1,477	\$ 863	\$ 1,565	\$ 1,627	\$ 62
(52005-0) SEWER SERVICE	\$ 2,353	\$ 2,636	\$ 2,647	\$ 2,939	\$ 292
(52008-0) STORM WATER	\$ 5,798	\$ 6,076	\$ 6,522	\$ 4,668	\$ (1,854)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 4,183	\$ 3,093	\$ 4,000	\$ 4,000	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 17,552	\$ 22,352	\$ 15,633	\$ 15,633	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 408	\$ 1,254	\$ 2,600	\$ 2,600	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 474,521</b>	<b>\$ 264,271</b>	<b>\$ 427,722</b>	<b>\$ 416,389</b>	<b>\$ (11,333)</b>
(52200-0) INDIV. & CONT SERV	\$ 192,288	\$ 3,533	\$ 149,014	\$ 149,014	\$ -
(52201-0) CONTRACTED LABOR SERV	\$ 48,516	\$ 16,050	\$ 27,700	\$ 27,700	\$ -
(52203-0) PROF-ENGINEERING	\$ 78,729	\$ 75,729	\$ 75,728	\$ 78,757	\$ 3,029
(52206-0) IT ALLOCATION	\$ 60,457	\$ 45,456	\$ 59,308	\$ 44,984	\$ (14,324)
(52207-0) FINANCIAL SERVICES	\$ 15,372	\$ 10,205	\$ 16,000	\$ 16,000	\$ -
(52208-0) EDUCATION/DUES	\$ 75	\$ -	\$ 500	\$ 500	\$ -
(52210-0) ADMIN FEES	\$ 91	\$ 9	\$ 1,616	\$ 1,580	\$ (36)
(52210-101) ADMIN FEES-INTERFUND	\$ 78,162	\$ 112,275	\$ 97,436	\$ 97,434	\$ (2)
(52211-0) SECURITY	\$ 831	\$ 1,014	\$ 420	\$ 420	\$ -
<b>Miscellaneous</b>	<b>\$ 2,340</b>	<b>\$ 964</b>	<b>\$ 4,500</b>	<b>\$ 2,954</b>	<b>\$ (1,546)</b>
(52300-0) EDUCATION/TRAVEL	\$ 2,018	\$ -	\$ 2,500	\$ 2,500	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 322	\$ 964	\$ 2,000	\$ 454	\$ (1,546)
<b>Insurance</b>	<b>\$ 64,881</b>	<b>\$ 66,944</b>	<b>\$ 205,470</b>	<b>\$ 219,815</b>	<b>\$ 14,345</b>
(52502-0) INSURANCE PROPERTY	\$ 61,962	\$ 63,821	\$ 203,643	\$ 217,897	\$ 14,254
(52503-0) INSURANCE VEHICLES	\$ 2,919	\$ 3,123	\$ 1,827	\$ 1,918	\$ 91
<b>Maintenance</b>	<b>\$ 98,228</b>	<b>\$ 97,934</b>	<b>\$ 96,050</b>	<b>\$ 95,111</b>	<b>\$ (939)</b>
(52600-0) MAINT BLDG & GROUNDS	\$ -	\$ -	\$ 9,250	\$ 9,250	\$ -
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 35,574	\$ 26,804	\$ 10,351	\$ 10,351	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 38,997	\$ 59,173	\$ 59,172	\$ 59,172	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ -	\$ -	\$ 2,375	\$ 2,375	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 484	\$ 203	\$ 2,400	\$ 1,461	\$ (939)
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 23,173	\$ 11,754	\$ 12,502	\$ 12,502	\$ -
<b>Rents</b>	<b>\$ 1,669</b>	<b>\$ 1,276</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ -</b>
(52802-0) RENT EQUIPMENT	\$ 1,669	\$ 1,276	\$ 1,800	\$ 1,800	\$ -
<b>Purchased Services</b>	<b>\$ 562,663</b>	<b>\$ 363,705</b>	<b>\$ 343,636</b>	<b>\$ 343,636</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 23,935	\$ 147,660	\$ 131,283	\$ 131,283	\$ -
(52903-0) SERV COLLECTION FEES	\$ 24,467	\$ 18,164	\$ 16,000	\$ 16,000	\$ -
(52905-0) SERV BOND/NOTE COI	\$ 7,663	\$ -	\$ -	\$ -	\$ -
(53000-0) CONSTRUCTION SERVICES	\$ 286,156	\$ -	\$ -	\$ -	\$ -
(53200-0) OTHER PAYMENTS	\$ 12,160	\$ 895	\$ -	\$ -	\$ -
(53202-0) OTHER PAY PROPERTY TAX	\$ -	\$ -	\$ 250	\$ 250	\$ -
(53207-0) PILOTS-OTHER PAY IN LIEU OF TAX	\$ 208,282	\$ 196,986	\$ 196,103	\$ 196,103	\$ -
<b>Supplies</b>	<b>\$ 21,796</b>	<b>\$ 23,206</b>	<b>\$ 52,892</b>	<b>\$ 45,241</b>	<b>\$ (7,651)</b>
(54000-0) OFFICE SUPPLIES	\$ 5,110	\$ 6,040	\$ 5,000	\$ 5,000	\$ -
(54100-0) CONSUMABLE ITEMS	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ (5,000)
(54400-0) FOOD HUMAN	\$ -	\$ 62	\$ 300	\$ 225	\$ (75)
(54504-0) MATERIALS-STR MAINT DE-ICER	\$ -	\$ -	\$ 500	\$ 500	\$ -
(54506-0) MATERIALS-STR MAINT SIGNS/MARKERS	\$ -	\$ -	\$ 1,000	\$ 750	\$ (250)
(54600-0) UNIFORMS	\$ 676	\$ 2,379	\$ 2,500	\$ 1,250	\$ (1,250)
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 489	\$ -	\$ 5,001	\$ 2,656	\$ (2,345)
(54900-0) BUILDING MAINTENANCE SUPP	\$ 7,650	\$ 8,514	\$ 14,999	\$ 14,999	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 3,403	\$ 3,333	\$ 7,500	\$ 6,942	\$ (558)
(55001-0) MOTOR FUEL	\$ 4,468	\$ 2,878	\$ 6,092	\$ 7,919	\$ 1,827
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,319,622</b>	<b>\$ 1,319,622</b>	<b>\$ -</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
(57010-0) CAPITAL OUTLAY BLDING & IMPROV	\$ -	\$ -	\$ 1,319,622	\$ 1,319,622	\$ -
(57020-0) CAPITAL OUTLAY FURN & FIX	\$ -	\$ -	\$ -	\$ -	\$ -
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -
(57040-0) CAPITAL OUTLAY TOOLS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -
(57050-0) CAPITAL OUTLAY ZOO ANIMALS	\$ -	\$ -	\$ -	\$ -	\$ -
(57060-0) CAPITAL OUTLAY COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -
(57099-0) CAPITAL OUTLAY CONTRA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Services</b>	<b>\$ 210,643</b>	<b>\$ 131,472</b>	<b>\$ 672,380</b>	<b>\$ 605,826</b>	<b>\$ (66,554)</b>
(58001-0) DBT SRV PRINC PAYMENTS	\$ 532,289	\$ 490,232	\$ 465,552	\$ 417,767	\$ (47,785)
(58001-9999) DBT SRVC PRINC PMT-ACCRUAL	\$ (532,289)	\$ (490,232)	\$ -	\$ -	\$ -
(58002-0) DBT SRV INTEREST PAYMENTS	\$ 252,237	\$ 226,102	\$ 206,828	\$ 188,060	\$ (18,768)
(58002-9999) DBT SERVICE INT PMTS-ACCRUAL	\$ 46,283	\$ (62,747)	\$ -	\$ -	\$ -
(58005-0) DBT SRV REDEMT PREMIUM	\$ 1,830	\$ (493)	\$ -	\$ (1)	\$ (1)
(58006-0) DBT SRV AMORT OF OIP	\$ (89,707)	\$ (31,390)	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 741,343</b>	<b>\$ 671,086</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 741,343	\$ 671,086	\$ -	\$ -	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

#### Performance Measures

##### Stewardship of the City's Physical Assets

Maintain and improve the conditions of city streets

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

#### 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
- Developed a sweeping plan that increases curb miles per hour to a standard that better serves the community
- Developed a systematic alley maintenance program that will increase maintenance output by 100%

#### 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 production goals for all procedures in the Street Department.
- Develop, monitor and maintain a biodiesel pilot program.
- Reevaluate and improve our winter snow operation.

## Transportation Operations: Street Maintenance

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 3,206,581	\$ 3,082,363	\$ 3,646,571	\$ 3,644,989
Non-Personnel	\$ 3,398,603	\$ 2,227,523	\$ 2,530,528	\$ 2,651,908
Contractual	\$ 1,480,964	\$ 1,429,132	\$ 1,457,925	\$ 1,672,720
Commodities	\$ 623,488	\$ 452,202	\$ 694,970	\$ 753,688
Capital Outlay	\$ 1,294,151	\$ 346,189	\$ 225,500	\$ 225,500
Expenses	\$ -	\$ -	\$ 152,133	\$ -
<b>TOTAL</b>	<b>\$ 6,605,184</b>	<b>\$ 5,309,886</b>	<b>\$ 6,177,099</b>	<b>\$ 6,296,897</b>

### Allocation by Fund

Motor Fuel Fund	\$ 6,605,184	\$ 5,309,886	\$ 6,177,099	\$ 6,296,897
<b>TOTAL</b>	<b>\$ 6,605,184</b>	<b>\$ 5,309,886</b>	<b>\$ 6,177,099</b>	<b>\$ 6,296,897</b>

### Full-Time Equivalent Positions

Street Maintenance	55.0	55.0	54.0	53.0
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### Changes to the Budget

→ Contractual expenses increased due to the cost of mowing lawns

<b>Street Maintenance</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 6,605,182.00</b>	<b>\$ 5,309,889.00</b>	<b>\$ 6,177,100.00</b>	<b>\$ 6,296,897.00</b>	<b>\$ 119,797.00</b>
<b>Employee Compensation</b>	<b>\$ 2,218,789</b>	<b>\$ 2,233,850</b>	<b>\$ 2,564,214</b>	<b>\$ 2,550,817</b>	<b>\$ (13,397)</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 2,086,154	\$ 2,157,523	\$ 2,439,217	\$ 2,425,821	\$ (13,396)
(51004-0) EMPLOYEE COMP TEMP EMPLOYEES	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 102,495	\$ 46,526	\$ 77,300	\$ 77,300	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 1,297	\$ 1,804	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 7,198	\$ 2,987	\$ -	\$ -	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 21,652	\$ 22,159	\$ 20,000	\$ 20,000	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 564	\$ 2,160	\$ 2,006	\$ 2,005	\$ (1)
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ 987	\$ 691	\$ 691	\$ 691	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (1,558)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 6,556</b>	<b>\$ 3,530</b>	<b>\$ 7,628</b>	<b>\$ 7,628</b>	<b>\$ -</b>
(51100-0) ALLOWANCES/REIMBURSE	\$ -	\$ -	\$ 1,588	\$ 1,588	\$ -
(51102-0) ALLOW/REIMBURSE FOOD ALLOWANCE	\$ 1,880	\$ 490	\$ 3,000	\$ 3,000	\$ -
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 3,416	\$ 1,780	\$ 1,780	\$ 1,780	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260	\$ -
<b>Benefits</b>	<b>\$ 981,235</b>	<b>\$ 844,983</b>	<b>\$ 1,074,727</b>	<b>\$ 1,086,545</b>	<b>\$ 11,818</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 31,109	\$ 31,433	\$ 35,577	\$ 35,174	\$ (403)
(51202-0) EMPL BENEFITS KPERS	\$ 219,014	\$ 213,677	\$ 244,760	\$ 239,429	\$ (5,331)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 312,437	\$ 297,777	\$ 348,109	\$ 363,771	\$ 15,662
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 133,019	\$ 133,455	\$ 149,068	\$ 150,401	\$ 1,333
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 2,222	\$ 2,232	\$ 2,439	\$ 2,418	\$ (21)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 217	\$ 179	\$ 216	\$ 216	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 52,826	\$ 53,463	\$ 58,541	\$ 58,220	\$ (321)
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 205,358	\$ 206,901	\$ 236,017	\$ 236,916	\$ 899
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 25,033	\$ (94,134)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 98,939</b>	<b>\$ 83,595</b>	<b>\$ 126,503</b>	<b>\$ 115,040</b>	<b>\$ (11,463)</b>
(52001-0) ELECTRICITY	\$ 26,048	\$ 26,602	\$ 26,569	\$ 26,198	\$ 1,629
(52002-0) NATURAL GAS	\$ 8,172	\$ 6,049	\$ 8,335	\$ 6,412	\$ (1,923)
(52003-0) WATER	\$ 1,425	\$ 1,420	\$ 1,603	\$ 1,633	\$ 30
(52004-0) SOLID WASTE DISPOSAL	\$ 7,909	\$ 11,686	\$ 24,031	\$ 12,153	\$ (11,878)
(52005-0) SEWER SERVICE	\$ 1,477	\$ 1,395	\$ 1,662	\$ 1,604	\$ (58)
(52008-0) STORM WATER	\$ 10,593	\$ 11,004	\$ 11,917	\$ 12,654	\$ 737
(52100-0) COMMUNICATIONS-POSTAGE	\$ 45	\$ 38	\$ 100	\$ 100	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 11,407	\$ 12,347	\$ 6,612	\$ 6,612	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 31,863	\$ 13,054	\$ 45,674	\$ 45,674	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 279,267</b>	<b>\$ 282,025</b>	<b>\$ 287,625</b>	<b>\$ 292,397</b>	<b>\$ 4,772</b>
(52200-0) INDIV. & CONT SERV	\$ 13,450	\$ 416	\$ -	\$ -	\$ -
(52203-0) PROF-ENGINEERING	\$ 70,320	\$ 70,320	\$ 70,320	\$ 73,132	\$ 2,812
(52206-0) IT ALLOCATION	\$ 91,232	\$ 76,253	\$ 83,410	\$ 85,658	\$ 2,248
(52208-0) EDUCATION/DUES	\$ 3,001	\$ 350	\$ 4,200	\$ 4,200	\$ -
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 7,757	\$ 7,469	\$ (288)
(52210-101) ADMIN FEES-INTERFUND	\$ 101,240	\$ 134,686	\$ 121,938	\$ 121,938	\$ -
(52211-0) SECURITY	\$ 24	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>	<b>\$ 13,823</b>	<b>\$ 2,271</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 6,990	\$ (92)	\$ 7,000	\$ 7,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 6,833	\$ 2,363	\$ 2,000	\$ 2,000	\$ -
<b>Insurance</b>	<b>\$ 37,626</b>	<b>\$ 26,027</b>	<b>\$ 45,840</b>	<b>\$ 48,690</b>	<b>\$ 2,850</b>
(52502-0) INSURANCE PROPERTY	\$ 5,091	\$ 5,244	\$ 27,947	\$ 29,903	\$ 1,956
(52503-0) INSURANCE VEHICLES	\$ 32,535	\$ 20,783	\$ 17,893	\$ 18,787	\$ 894
<b>Maintenance</b>	<b>\$ 952,012</b>	<b>\$ 967,808</b>	<b>\$ 1,046,879</b>	<b>\$ 1,106,879</b>	<b>\$ 60,000</b>
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 160,002	\$ 150,038	\$ 90,003	\$ 150,003	\$ 60,000
(52602-0) MTBLDG&GRNDS BUILDINGS	\$ 2,886	\$ 2,231	\$ 15,000	\$ 15,000	\$ -
(52602-615) MTBLDG&GRNDS FACILITY CHARGES	\$ 77,802	\$ 67,822	\$ 67,822	\$ 67,822	\$ -
(52603-0) MTBLDG&GRNDS EMERG REPAIRS	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 140,617	\$ 148,857	\$ 204,000	\$ 204,000	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 554,656	\$ 587,733	\$ 496,921	\$ 496,921	\$ -
(52702-814) MAINT/MACH & EQUIP FLEET CHARGES Transfer to Fleet	\$ -	\$ -	\$ 152,133	\$ 152,133	\$ -
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 16,249	\$ 11,127	\$ 16,000	\$ 16,000	\$ -
<b>Rents</b>	<b>\$ 39,697</b>	<b>\$ 52,081</b>	<b>\$ 65,807</b>	<b>\$ 69,807</b>	<b>\$ 4,000</b>
(52800-0) RENT	\$ 18,501	\$ 19,857	\$ 25,000	\$ 25,000	\$ -
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 5,481	\$ 3,419	\$ 4,807	\$ 4,807	\$ -
(52802-0) RENT EQUIPMENT	\$ 6,906	\$ 19,119	\$ 25,000	\$ 25,000	\$ -
(52807-0) RENT UNIFORMS	\$ 8,809	\$ 9,686	\$ 11,000	\$ 15,000	\$ 4,000
<b>Purchased Services</b>	<b>\$ 59,598</b>	<b>\$ 15,326</b>	<b>\$ 28,406</b>	<b>\$ 30,906</b>	<b>\$ 2,500</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 19,797	\$ 11,136	\$ 20,035	\$ 20,035	\$ -
(52904-0) SERV JANITORIAL	\$ 877	\$ 1,040	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ -	\$ 180	\$ 3,371	\$ 3,371	\$ -
(53000-0) CONSTRUCTION SERVICES	\$ 284	\$ -	\$ -	\$ -	\$ -
(53100-0) CONTRACTUAL SERVICES	\$ 38,640	\$ 2,970	\$ 5,000	\$ 7,500	\$ 2,500
<b>Supplies</b>	<b>\$ 623,499</b>	<b>\$ 452,204</b>	<b>\$ 694,971</b>	<b>\$ 753,688</b>	<b>\$ 58,717</b>
(54000-0) OFFICE SUPPLIES	\$ 3,815	\$ 3,944	\$ 4,000	\$ 4,000	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 46,796	\$ 37,402	\$ 43,200	\$ 50,500	\$ 7,300
(54200-0) AGRICULTURAL SUPPLIES	\$ 294	\$ -	\$ 350	\$ 1,000	\$ 650
(54300-0) DRUG & LAB SUPPLIES	\$ 3,696	\$ 501	\$ 4,000	\$ 4,000	\$ -
(54400-0) FOOD HUMAN	\$ 1,318	\$ 1,278	\$ 1,500	\$ 1,500	\$ -
(54500-0) MATERIALS - STREET MAINT	\$ 66,210	\$ 83,393	\$ 125,000	\$ 125,000	\$ -
(54506-0) MATERIALS-STR MAINT SIGNS/MARKERS	\$ 118,620	\$ 55,832	\$ 125,000	\$ 125,000	\$ -
(54600-0) UNIFORMS	\$ 1,734	\$ 2,104	\$ 5,150	\$ 5,150	\$ -
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 16,381	\$ 18,411	\$ 22,250	\$ 22,250	\$ -
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 806	\$ 658	\$ 2,000	\$ 2,000	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 396	\$ 5,615	\$ -	\$ -	\$ -
(54900-0) BUILDING MAINTENANCE SUPP	\$ 2,060	\$ 1,329	\$ 2,800	\$ 2,800	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 209,365	\$ 139,413	\$ 185,000	\$ 185,000	\$ -
(55001-0) MOTOR FUEL	\$ 149,302	\$ 90,462	\$ 164,233	\$ 215,000	\$ 50,767
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 98	\$ -	\$ 1,000	\$ 1,000	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 2,598	\$ 11,862	\$ 9,488	\$ 9,488	\$ -
<b>Capital Outlay</b>	<b>\$ 1,294,151</b>	<b>\$ 346,189</b>	<b>\$ 225,500</b>	<b>\$ 225,500</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 1,294,151	\$ 346,189	\$ 225,500	\$ 225,500	\$ -

## 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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

#### Performance Measures

##### Safe & Secure Communities

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

Number of painted, pedestrian and school crosswalks	740	800	725	TBD
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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 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
Allocation by Expense Category				
Personnel	\$ 841,598	\$ 720,709	\$ 728,699	\$ 836,588
Non-Personnel	\$ 2,037,488	\$ 2,166,301	\$ 2,697,388	\$ 638,432
Contractual	\$ 2,035,407	\$ 1,992,954	\$ 2,147,388	\$ 238,432
Commodities	\$ 2,081	\$ 173,347	\$ 550,000	\$ 400,000
TOTAL	\$ 2,879,086	\$ 2,887,010	\$ 3,426,087	\$ 1,475,020

### Allocation by Fund

General Fund	\$	2,879,086	\$	2,887,010	\$	3,426,087	\$ 1,475,020
<b>TOTAL</b>	<b>\$</b>	<b>2,879,086</b>	<b>\$</b>	<b>2,887,010</b>	<b>\$</b>	<b>3,426,087</b>	<b>\$ 1,475,020</b>

### Full-Time Equivalent Positions

Traffic Operations	13.0	13.0	10.0	12.0
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### Changes to the Budget

- Increase to mowing and filling the inmate crew position
- Fuel cost increase
- Changed based on increase in Shawnee County Contracts
- Consumable Items cut in 2021 and in 2022 is increased to typical amount

<b>Traffic Operations</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 2,879,087.00</b>	<b>\$ 2,887,010.00</b>	<b>\$ 3,426,083.12</b>	<b>\$ 1,475,021.00</b>	<b>\$ (1,951,062.12)</b>
<b>Employee Compensation</b>	<b>\$ 586,131</b>	<b>\$ 545,071</b>	<b>\$ 513,120</b>	<b>\$ 599,469</b>	<b>\$ 86,349</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 529,806	\$ 487,241	\$ 480,216	\$ 566,565	\$ 86,349
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 31,698	\$ 32,413	\$ 22,000	\$ 22,000	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 15,922	\$ 11,978	\$ -	\$ -	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 10,774	\$ 13,439	\$ 10,000	\$ 10,000	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ -	\$ -	\$ 0	\$ -	\$ (0)
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ -	\$ -	\$ 904	\$ 904	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (2,069)	\$ -	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 660</b>	<b>\$ 660</b>	<b>\$ -</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ -	\$ -	\$ 660	\$ 660	\$ -
<b>Benefits</b>	<b>\$ 255,467</b>	<b>\$ 175,638</b>	<b>\$ 214,916</b>	<b>\$ 236,459</b>	<b>\$ 21,543</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 7,829	\$ 7,461	\$ 7,020	\$ 8,215	\$ 1,195
(51202-0) EMPL BENEFITS KPERS	\$ 56,994	\$ 52,135	\$ 47,397	\$ 55,920	\$ 8,523
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 122,964	\$ 97,049	\$ 113,924	\$ 114,460	\$ 536
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 33,473	\$ 31,397	\$ 29,773	\$ 35,127	\$ 5,354
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 659	\$ 625	\$ 480	\$ 565	\$ 85
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 87	\$ 117	\$ 108	\$ 108	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 14,076	\$ 13,022	\$ 11,525	\$ 13,598	\$ 2,073
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 11,297	\$ 4,947	\$ 4,689	\$ 8,466	\$ 3,777
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 8,088	\$ (31,115)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 1,884,888</b>	<b>\$ 1,854,632</b>	<b>\$ 1,936,832</b>	<b>\$ 28,750</b>	<b>\$ (1,908,082)</b>
(52001-0) ELECTRICITY	\$ 1,864,890	\$ 1,833,397	\$ 1,902,188	\$ -	\$ (1,902,188)
(52002-0) NATURAL GAS	\$ 3,187	\$ 2,417	\$ 3,251	\$ -	\$ (3,251)
(52003-0) WATER	\$ 424	\$ 394	\$ 477	\$ -	\$ (477)
(52004-0) SOLID WASTE DISPOSAL	\$ 725	\$ 811	\$ 769	\$ -	\$ (769)
(52005-0) SEWER SERVICE	\$ 463	\$ 475	\$ 520	\$ -	\$ (520)
(52007-0) TRAFFIC SIGNALS SERVICE	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
(52008-0) STORM WATER	\$ 780	\$ 829	\$ 877	\$ -	\$ (877)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 193	\$ 254	\$ 250	\$ 250	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 4,355	\$ 5,462	\$ 4,000	\$ 4,000	\$ -
(52102-0) COMMUNICATIONS - DATA	\$ 9,871	\$ 10,593	\$ 9,500	\$ 9,500	\$ -
<b>Individual &amp; Contract Services</b>	<b>\$ 67,956</b>	<b>\$ 66,538</b>	<b>\$ 70,021</b>	<b>\$ 62,635</b>	<b>\$ (7,386)</b>
(52200-0) INDIV. & CONT SERV	\$ 9,772	\$ 9,074	\$ 11,170	\$ 11,170	\$ -
(52206-0) IT ALLOCATION	\$ 53,109	\$ 53,641	\$ 54,015	\$ 46,341	\$ (7,674)
(52208-0) EDUCATION/DUES	\$ 2,710	\$ 1,440	\$ 2,500	\$ 2,500	\$ -
(52210-0) ADMIN FEES	\$ 16	\$ -	\$ 1,436	\$ 1,724	\$ 288
(52210-101) ADMIN FEES-INTERFUND	\$ 1,443	\$ 1,457	\$ -	\$ -	\$ -
(52211-0) SECURITY	\$ 906	\$ 926	\$ 900	\$ 900	\$ -
<b>Miscellaneous</b>	<b>\$ 4,697</b>	<b>\$ (193)</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ -</b>
(52300-0) EDUCATION/TRAVEL	\$ 4,323	\$ (250)	\$ 2,000	\$ 2,000	\$ -
(52400-0) PRINTING AND ADVERTISING	\$ 374	\$ 57	\$ 400	\$ 400	\$ -
<b>Insurance</b>	<b>\$ 31,974</b>	<b>\$ 31,974</b>	<b>\$ 93,058</b>	<b>\$ 99,572</b>	<b>\$ 6,514</b>
(52502-0) INSURANCE PROPERTY	\$ 31,974	\$ 31,974	\$ 93,058	\$ 99,572	\$ 6,514
<b>Maintenance</b>	<b>\$ 25,556</b>	<b>\$ 20,904</b>	<b>\$ 22,923</b>	<b>\$ 22,923</b>	<b>\$ -</b>
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 586	\$ -	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 24,970	\$ 19,923	\$ 19,923	\$ 19,923	\$ -
(52603-0) MTBLDG&GRDS EMERG REPAIRS	\$ -	\$ 981	\$ 3,000	\$ 3,000	\$ -
<b>Rents</b>	<b>\$ 1,453</b>	<b>\$ 2,072</b>	<b>\$ 1,653</b>	<b>\$ 1,653</b>	<b>\$ -</b>
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 1,453	\$ 2,072	\$ 1,453	\$ 1,453	\$ -
(52802-0) RENT EQUIPMENT	\$ -	\$ -	\$ 200	\$ 200	\$ -
<b>Purchased Services</b>	<b>\$ 18,884</b>	<b>\$ 17,027</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>\$ -</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 3,341	\$ 1,427	\$ 2,000	\$ 2,000	\$ -
(52904-0) SERV JANITORIAL	\$ 43	\$ -	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 15,500	\$ 15,600	\$ 18,500	\$ 18,500	\$ -
<b>Supplies</b>	<b>\$ 2,081</b>	<b>\$ 173,347</b>	<b>\$ 550,000</b>	<b>\$ 400,000</b>	<b>\$ (150,000)</b>
(54100-0) CONSUMABLE ITEMS	\$ 1,578	\$ 344	\$ -	\$ -	\$ -
(54504-0) MATERIALS-STR MAINT DE-ICER	\$ -	\$ 173,003	\$ 550,000	\$ 400,000	\$ (150,000)
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 352	\$ -	\$ -	\$ -	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 151	\$ -	\$ -	\$ -	\$ -





# Utilities

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



## DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	45,358,964	\$	47,613,943	\$	56,905,694	\$	55,536,049
Ending	\$	47,613,943	\$	56,905,694	\$	55,536,049	\$	54,498,936

<b>Revenue</b>								
Fees For Service	\$	73,781,716	\$	79,087,554	\$	83,998,560	\$	88,182,952
Licenses & Permits	\$	94,880	\$	82,221	\$	126,000	\$	126,000
Special Assessments	\$	97,775	\$	85,682	\$	40,000	\$	40,000
Miscellaneous	\$	4,485,201	\$	2,423,431	\$	1,833,240	\$	2,155,348
<b>TOTAL</b>	<b>\$</b>	<b>78,459,572</b>	<b>\$</b>	<b>81,678,888</b>	<b>\$</b>	<b>85,997,800</b>	<b>\$</b>	<b>90,504,300</b>

## Allocation by Expense Category

Personnel	\$	15,464,084	\$	15,065,511	\$	16,704,289	\$	17,209,444
Non-Personnel	\$	60,740,510	\$	57,321,628	\$	70,663,155	\$	74,331,971
Other Payments	\$	28,348,009	\$	23,312,802	\$	36,704,313	\$	38,241,185
Contractual	\$	23,442,620	\$	23,786,844	\$	24,612,526	\$	25,299,646
Commodities	\$	8,576,368	\$	10,850,807	\$	8,346,316	\$	9,741,140
Capital Outlay	\$	373,513	\$	(628,825)	\$	1,000,000	\$	1,050,000
<b>TOTAL</b>	<b>\$</b>	<b>76,204,594</b>	<b>\$</b>	<b>72,387,139</b>	<b>\$</b>	<b>87,367,444</b>	<b>\$</b>	<b>91,541,415</b>

## Allocation by Fund

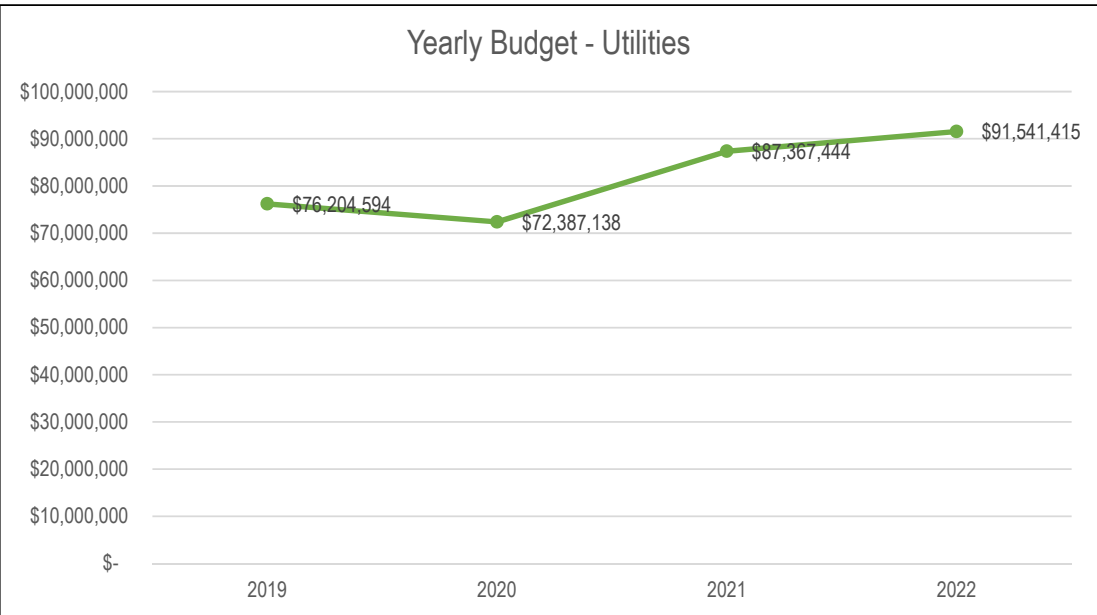
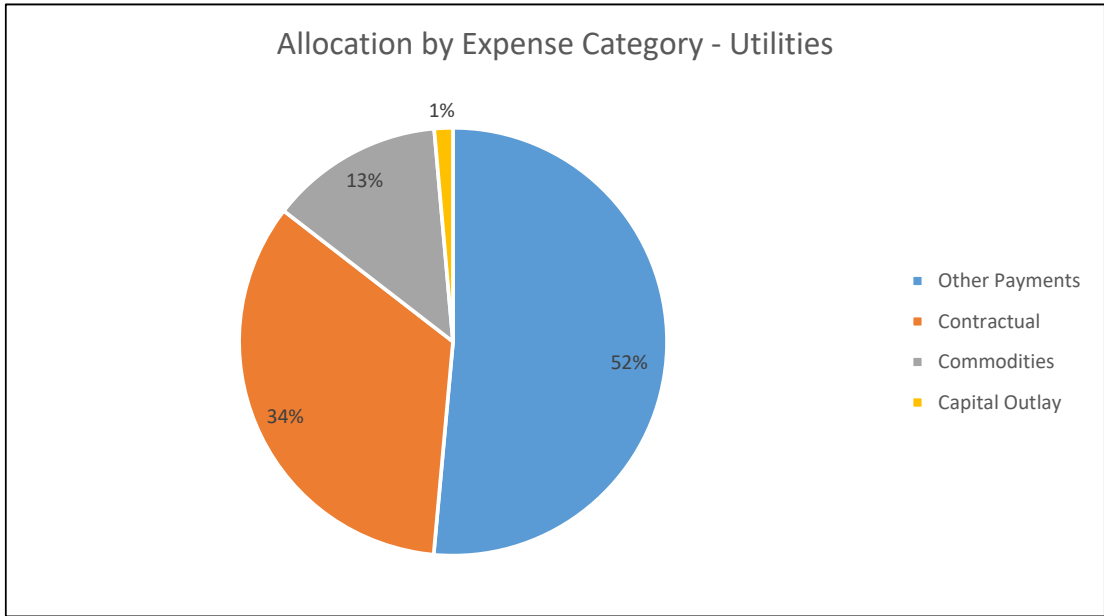
Water	\$	39,180,826	\$	39,316,929	\$	40,201,258	\$	43,839,413
Stormwater	\$	7,700,417	\$	7,490,834	\$	8,768,329	\$	10,453,689
Wastewater	\$	29,323,351	\$	25,579,375	\$	38,397,857	\$	37,248,313
<b>TOTAL</b>	<b>\$</b>	<b>76,204,594</b>	<b>\$</b>	<b>72,387,138</b>	<b>\$</b>	<b>87,367,444</b>	<b>\$</b>	<b>91,541,415</b>

## Full-Time Equivalent Positions

Water		125.0	121.5	121.5	122.0
Stormwater		25.0	25.0	25.0	24.0
Wastewater		74.0	77.5	77.5	78.0
<b>TOTAL</b>		<b>224.0</b>	<b>224.0</b>	<b>224.0</b>	<b>224.0</b>

Utilities

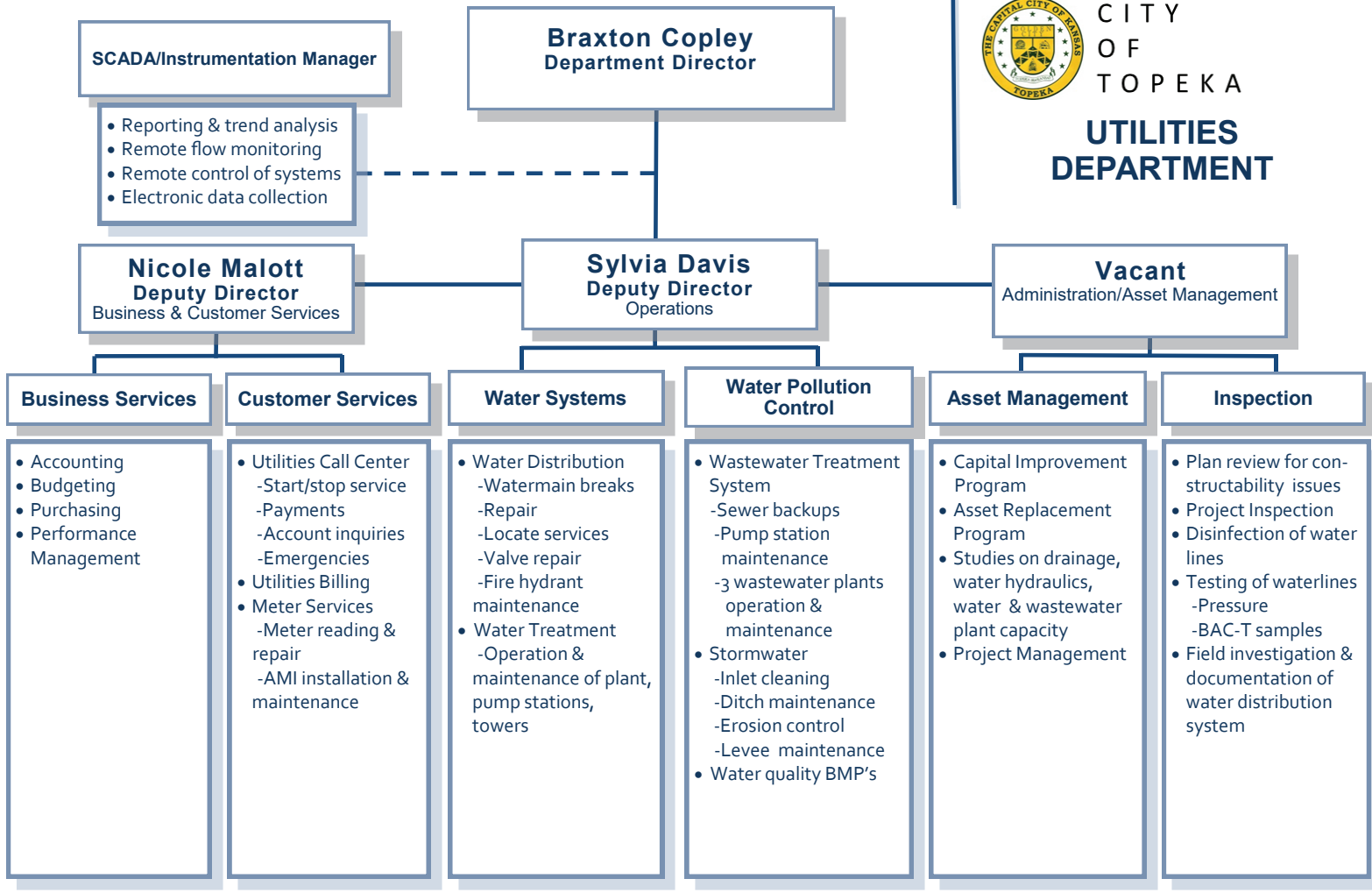
ALLOCATIONS & ORGANIZATIONAL STRUCTURE





CITY  
OF  
TOPEKA

## UTILITIES DEPARTMENT



### THE CITY OF TOPEKA UTILITIES DEPARTMENT

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

## Water Utility

### Water

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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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	25,125	12,813	20,000	TBD
Gallons of Fresh Water Distributed	6,908,711,016	6,578,725,000	N/A	TBD
Drinking Water Compliance (% days in full compliance with quality standards)	100%	100%	100%	TBD

#### Commitment to Customer Service

Promote a service oriented culture in city government

Number of calls received by the Utilities Call Center	150,144	138,648	N/A	TBD
Call Center Percentage of Calls Answered in 30 Seconds or Less	79%	84%	90%	TBD

### Major Program Accomplishments

- Completed Seward and Strait Transmission Main Project
- Completed Oakley & Ashworth, N. Kansas - Curtis to Norris and Chesney Park Water Main Replacements
- Replaced 9,804 aging water meters with AMI technology in 2020
- Rehabilitation of East Filter to ensure compliance with new regulations for Cryptosporidium
- Completed inspection and maintenance of 2,172 valves and 954 hydrants

### Future Goals

- Construct the new Montara Tower
- Implement new Utility Billing Software and the Dynamic Customer Portal
- Water line replacement including Gage from 10th to 12th, 21st & Topeka, Brentwood, Gamwell and Nottingham and 21st & Washburn to Western
- Continue systematic replacement of aging water meters with AMI technology
- Implement Disinfection Modifications to reduce disinfection by products and treat for cyanotoxins and taste and odor

## Water Utility

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Budget FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	22,077,182	\$	20,266,744	\$	19,850,862	\$	20,285,403
Ending	\$	20,266,744	\$	19,850,862	\$	20,285,403	\$	20,127,691
<b>Revenue</b>								
Fees For Service	\$	34,259,815	\$	37,492,656	\$	39,215,460	\$	42,110,952
Miscellaneous	\$	3,110,573	\$	1,408,391	\$	1,420,340	\$	1,570,748
TOTAL	\$	37,370,388	\$	38,901,047	\$	40,635,800	\$	43,681,700
<b>Allocation by Expense Category</b>								
Personnel	\$	8,738,948	\$	8,416,925	\$	9,559,204	\$	9,611,616
Non-Personnel	\$	30,441,878	\$	30,900,004	\$	30,642,055	\$	34,227,796
Other Payments	\$	12,861,606	\$	10,780,964	\$	12,334,587	\$	15,065,699
Contractual	\$	10,705,379	\$	11,044,011	\$	11,241,103	\$	11,263,912
Commodities	\$	6,471,092	\$	9,075,018	\$	6,666,365	\$	7,498,185
Capital Outlay	\$	403,801	\$	11	\$	400,000	\$	400,000
TOTAL	\$	39,180,826	\$	39,316,929	\$	40,201,259	\$	43,839,412
<b>Allocation by Fund</b>								
Water	\$	39,180,826	\$	39,316,929	\$	40,201,259	\$	43,839,412
TOTAL	\$	39,180,826	\$	39,316,929	\$	40,201,259	\$	43,839,412
<b>Full-Time Equivalent Positions</b>								
Water Utility		125.0		121.5		121.5		122.0

### Changes to the Budget

- Reassigned contracted labor services from audit/legal
- Employee Comp Overtime Pay increase from 15% increase due to the number of projects scheduled
- Anticipated debt service based on 2021 debt issuance (\$1,330,360) and debt service principal payments increased for this year to \$890,624.80
- Increase in 23 AVL Licenses for service licenses
- Drug and Lab Supplies increase from additional supplies due to Increased testing HHA, TOC, Microsystem Lead & Cooper
- Increase in temporary labor service to supplement and train workforce
- Increase of expected repair costs for water mains
- Transitioned to a service agreement for maintenance
- savings due to switching vendor

<b>Water</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 39,180,829</b>	<b>\$ 39,316,928</b>	<b>\$ 40,201,259</b>	<b>\$ 43,839,414</b>	<b>\$ 3,638,155</b>
<b>Employee Compensation</b>	<b>\$ 6,197,885</b>	<b>\$ 6,347,267</b>	<b>\$ 6,893,493</b>	<b>\$ 7,047,432</b>	<b>\$ 153,939</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 5,299,318	\$ 5,371,490	\$ 5,897,755	\$ 5,921,259	\$ 23,504
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 389,937	\$ 337,586	\$ 455,611	\$ 445,153	\$ (10,458)
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 23,916	\$ 26,225	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 97,296	\$ 115,928	\$ 106,000	\$ 101,000	\$ (5,000)
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 136,634	\$ 165,016	\$ 155,000	\$ 155,000	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 4,732	\$ 7,319	\$ -	\$ -	\$ -
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ 8,514	\$ 7,226	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ 24,288	\$ -	\$ -	\$ -	\$ -
(51025-0) EMPLOYEE COMP BONUS	\$ 250	\$ -	\$ -	\$ -	\$ -
(51055-0) EMPL COMP PROVISION SALARIES	\$ 351,809	\$ 448,372	\$ 279,127	\$ 425,020	\$ 145,893
(51099-0) EMPL COMP LABOR CONTRA	\$ (138,809)	\$ (131,895)	\$ -	\$ -	\$ -
<b>Allowances and Reimbursements</b>	<b>\$ 33,542</b>	<b>\$ 32,059</b>	<b>\$ 39,459</b>	<b>\$ 35,297</b>	<b>\$ (4,162)</b>
(51100-0) ALLOWANCES/REIMBURSE	\$ -	\$ -	\$ 380	\$ 380	\$ -
(51102-0) ALLOW/REIMBURSE FOOD ALLOWANCE	\$ 15,791	\$ 15,363	\$ 19,550	\$ 19,550	\$ -
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 9,419	\$ 9,661	\$ 10,329	\$ 10,329	\$ (2)
(51109-0) Allow/Reimburse Cell Phone	\$ 8,332	\$ 7,035	\$ 9,200	\$ 5,040	\$ (4,160)
<b>Benefits</b>	<b>\$ 2,507,523</b>	<b>\$ 2,037,600</b>	<b>\$ 2,626,252</b>	<b>\$ 2,528,887</b>	<b>\$ (97,365)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 83,036	\$ 84,574	\$ 85,945	\$ 85,858	\$ (87)
(51202-0) EMPL BENEFITS KPERS	\$ 593,530	\$ 578,042	\$ 582,108	\$ 584,428	\$ 2,320
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 807,752	\$ 792,595	\$ 1,071,185	\$ 983,526	\$ (87,659)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 355,041	\$ 362,198	\$ 365,661	\$ 367,118	\$ 1,457
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 5,981	\$ 4,897	\$ 5,898	\$ 5,902	\$ 4
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 644	\$ 691	\$ 792	\$ 792	\$ -
(51211-0) EMPL BEN OPEB GASB 45	\$ (5,342)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 146,805	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 143,152	\$ 141,431	\$ 141,546	\$ 142,110	\$ 564
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 371,035	\$ 387,538	\$ 373,117	\$ 359,153	\$ (13,964)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 62,259	\$ (260,803)	\$ -	\$ -	\$ -
(51299-0) EMPL BEN ALLOCATED CONTRA ACCT	\$ (56,370)	\$ (53,563)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 1,670,356</b>	<b>\$ 1,651,304</b>	<b>\$ 1,670,773</b>	<b>\$ 1,761,721</b>	<b>\$ 90,948</b>
(52001-0) ELECTRICITY	\$ 1,521,521	\$ 1,524,163	\$ 1,551,960	\$ 1,615,613	\$ 63,653
(52002-0) NATURAL GAS	\$ 44,963	\$ 34,789	\$ 45,880	\$ 45,744	\$ (136)
(52003-0) WATER	\$ 104	\$ 101	\$ 120	\$ 116	\$ (4)
(52004-0) SOLID WASTE DISPOSAL	\$ 7,387	\$ 9,423	\$ 7,840	\$ 8,154	\$ 314
(52005-0) SEWER SERVICE	\$ 110	\$ 104	\$ 120	\$ 120	\$ -
(52008-0) STORM WATER	\$ 89	\$ 94	\$ 100	\$ 98	\$ (2)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 17,296	\$ 17,558	\$ 17,000	\$ 26,200	\$ 9,200
(52101-0) COMMUNICATIONS - VOICE	\$ 23,490	\$ 28,593	\$ 23,452	\$ 30,992	\$ 7,540
(52102-0) COMMUNICATIONS - DATA	\$ 55,396	\$ 36,479	\$ 24,301	\$ 34,684	\$ 10,383
<b>Individual &amp; Contract Services</b>	<b>\$ 4,115,035</b>	<b>\$ 4,300,559</b>	<b>\$ 4,086,860</b>	<b>\$ 4,188,526</b>	<b>\$ 101,666</b>
(52200-0) INDIV. & CONT SERV	\$ 1,171,249	\$ 1,079,426	\$ 1,080,000	\$ 1,080,000	\$ -
(52201-0) CONTRACTED LABOR SERV	\$ 232,299	\$ 159,249	\$ 195,000	\$ 257,050	\$ 62,050
(52202-0) PROF-AUDIT/LEGAL	\$ -	\$ -	\$ 15,000	\$ -	\$ (15,000)
(52203-0) PROF-ENGINEERING	\$ 419,264	\$ 877,332	\$ 624,055	\$ 639,417	\$ 15,362
(52206-0) IT ALLOCATION	\$ 439,835	\$ 424,110	\$ 453,284	\$ 563,466	\$ 110,182
(52207-0) FINANCIAL SERVICES	\$ 559,992	\$ 493,440	\$ 426,500	\$ 350,000	\$ (76,500)
(52208-0) EDUCATION/DUES	\$ 21,852	\$ 26,849	\$ 20,400	\$ 14,900	\$ (5,500)
(52210-0) ADMIN FEES	\$ 28	\$ 2	\$ 17,452	\$ 17,524	\$ 72
(52210-101) ADMIN FEES-INTERFUND	\$ 1,214,115	\$ 1,208,007	\$ 1,231,169	\$ 1,231,169	\$ -
(52211-0) SECURITY	\$ 56,401	\$ 32,144	\$ 24,000	\$ 35,000	\$ 11,000
<b>Miscellaneous</b>	<b>\$ 32,680</b>	<b>\$ 4,707</b>	<b>\$ 56,100</b>	<b>\$ 59,600</b>	<b>\$ 3,500</b>
(52300-0) EDUCATION/TRAVEL	\$ 24,152	\$ 1,057	\$ 47,100	\$ 52,100	\$ 5,000
(52400-0) PRINTING AND ADVERTISING	\$ 8,528	\$ 3,650	\$ 9,000	\$ 7,500	\$ (1,500)
<b>Insurance</b>	<b>\$ 174,573</b>	<b>\$ 181,384</b>	<b>\$ 464,321</b>	<b>\$ 496,557</b>	<b>\$ 32,236</b>
(52502-0) INSURANCE PROPERTY	\$ 135,230	\$ 139,287	\$ 450,999	\$ 482,569	\$ 31,570
(52503-0) INSURANCE VEHICLES	\$ 39,343	\$ 42,097	\$ 13,322	\$ 13,988	\$ 666

<b>Water</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 39,180,829</b>	<b>\$ 39,316,928</b>	<b>\$ 40,201,259</b>	<b>\$ 43,839,414</b>	<b>\$ 3,638,155</b>
<b>Maintenance</b>	<b>\$ 386,201</b>	<b>\$ 478,904</b>	<b>\$ 596,035</b>	<b>\$ 553,149</b>	<b>\$ (42,886)</b>
(52600-0) MAINT BLDG & GROUNDS	\$ 28,240	\$ 38,694	\$ 54,000	\$ 54,000	\$ -
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 652	\$ -	\$ -	\$ -	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 37,173	\$ 26,326	\$ 26,326	\$ 51,443	\$ 25,117
(52700-0) MAINT/MACH & EQUIP	\$ 3,274	\$ 48,753	\$ 45,000	\$ 20,000	\$ (25,000)
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 109,809	\$ 120,154	\$ 151,000	\$ 151,000	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 187,280	\$ 201,143	\$ 266,709	\$ 266,706	\$ (3)
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 19,773	\$ 43,834	\$ 53,000	\$ 10,000	\$ (43,000)
<b>Rents</b>	<b>\$ 26,797</b>	<b>\$ 26,216</b>	<b>\$ 18,100</b>	<b>\$ 15,100</b>	<b>\$ (3,000)</b>
(52800-0) RENT	\$ 1,155	\$ 13,207	\$ 10,100	\$ 10,100	\$ -
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 14,097	\$ 8,728	\$ 8,000	\$ 5,000	\$ (3,000)
(52802-0) RENT EQUIPMENT	\$ 11,545	\$ 4,281	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 4,299,737</b>	<b>\$ 4,400,934</b>	<b>\$ 4,348,914</b>	<b>\$ 4,404,259</b>	<b>\$ 55,345</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 464,709	\$ 319,814	\$ 337,500	\$ 322,500	\$ (15,000)
(52903-0) SERV COLLECTION FEES	\$ 139,820	\$ 121,129	\$ 140,000	\$ 140,000	\$ -
(52905-0) SERV BOND/NOTE COI	\$ 22,159	\$ 50,056	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 239,749	\$ 317,804	\$ 379,354	\$ 449,700	\$ 70,346
(53000-0) CONSTRUCTION SERVICES	\$ 5,890	\$ 118,705	\$ -	\$ -	\$ -
(53201-0) OTHER PAY SALES TAX	\$ 149,260	\$ 153,318	\$ 165,000	\$ 165,000	\$ -
(53203-0) OTHER PAY CLAIMS & DAMAGES	\$ 82,918	\$ 9,011	\$ 50,000	\$ 50,000	\$ -
(53207-0) PILOTS-OTHER PAY IN LIEU OF TAX	\$ 3,195,232	\$ 3,311,097	\$ 3,277,060	\$ 3,277,059	\$ (1)
<b>Supplies</b>	<b>\$ 6,471,093</b>	<b>\$ 9,075,018</b>	<b>\$ 6,666,365</b>	<b>\$ 7,498,186</b>	<b>\$ 831,821</b>
(54000-0) OFFICE SUPPLIES	\$ 71,833	\$ 51,588	\$ 43,125	\$ 40,875	\$ (2,250)
(54100-0) CONSUMABLE ITEMS	\$ 80,106	\$ 64,168	\$ 85,800	\$ 87,800	\$ 2,000
(54300-0) DRUG & LAB SUPPLIES	\$ 127,759	\$ 88,116	\$ 45,000	\$ 100,000	\$ 55,000
(54400-0) FOOD HUMAN	\$ 638	\$ -	\$ 500	\$ 500	\$ -
(54600-0) UNIFORMS	\$ 65,669	\$ 55,524	\$ 65,600	\$ 70,330	\$ 4,730
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 15,126	\$ 19,030	\$ 15,300	\$ 17,300	\$ 2,000
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 12,561	\$ 14,589	\$ 15,500	\$ 15,500	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 158,901	\$ 157,250	\$ 255,000	\$ 247,500	\$ (7,500)
(54900-0) BUILDING MAINTENANCE SUPP	\$ 30,050	\$ 25,277	\$ 28,500	\$ 28,500	\$ -
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 87,571	\$ 57,476	\$ 60,500	\$ 60,500	\$ -
(55001-0) MOTOR FUEL	\$ 161,018	\$ 111,443	\$ 188,500	\$ 179,000	\$ (9,500)
(55400-0) MERCHANDISE FOR RESALE	\$ 41,952	\$ 60,265	\$ 40,000	\$ 40,000	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 390	\$ 135	\$ 2,300	\$ 2,100	\$ (200)
(55600-0) MATERIALS/SUPPLIES	\$ 3,220,408	\$ 5,737,821	\$ 3,365,436	\$ 3,789,460	\$ 424,024
(55700-0) CHEMICALS	\$ 48,385	\$ -	\$ -	\$ -	\$ -
(55798-0) CHEMICALS USED	\$ 1,618,371	\$ 2,031,267	\$ 1,800,000	\$ 2,250,000	\$ 450,000
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 442,582	\$ 424,321	\$ 421,830	\$ 336,000	\$ (85,830)
(55901-0) ADMINISTRATIVE COSTS	\$ 309,837	\$ 214,252	\$ 233,474	\$ 232,821	\$ (653)
(55999-0) OTHER COMMODITIES CONTRA ACCT	\$ (22,064)	\$ (37,504)	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ 403,801</b>	<b>\$ 11</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 386,361	\$ 71,912	\$ 400,000	\$ 400,000	\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ 17,440	\$ (71,901)	\$ -	\$ -	\$ -
<b>Debt Services</b>	<b>\$ 4,562,756</b>	<b>\$ 4,438,014</b>	<b>\$ 10,592,287</b>	<b>\$ 11,361,340</b>	<b>\$ 769,053</b>
(58001-0) DBT SRV PRINC PAYMENTS	\$ 4,950,103	\$ 5,237,681	\$ 6,364,124	\$ 7,254,749	\$ 890,625
(58001-9999) DBT SRVC PRINC PMT-ACCRUAL	\$ (4,950,103)	\$ (5,237,681)	\$ -	\$ -	\$ -
(58002-0) DBT SRV INTEREST PAYMENTS	\$ 4,498,706	\$ 4,423,622	\$ 4,203,044	\$ 4,084,965	\$ (118,079)
(58002-9999) DBT SERVICE INT PMTS-ACCRUAL	\$ 179,807	\$ 91,136	\$ -	\$ -	\$ -
(58003-0) DBT SRV PAYING AGENT'S FEE	\$ 31,743	\$ 28,490	\$ 25,119	\$ 21,626	\$ (3,493)
(58006-0) DBT SRV AMORT OF OIP	\$ (155,138)	\$ (151,775)	\$ -	\$ -	\$ -
(58007-0) DBT SRV AMORT OF OID	\$ 7,638	\$ 46,541	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 6,798,850</b>	<b>\$ 6,342,951</b>	<b>\$ 742,300</b>	<b>\$ 1,390,360</b>	<b>\$ 648,060</b>
(58100-0) OTHER COSTS	\$ -	\$ -	\$ 682,300	\$ 1,330,360	\$ 648,060
(58101-9999) OTHER BAD DEBT EXPENSE	\$ 130,461	\$ 96,695	\$ -	\$ -	\$ -
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 6,627,372	\$ 6,210,210	\$ -	\$ -	\$ -
(58103-0) OTHER DISCOUNT TAKEN	\$ (472)	\$ (263)	\$ -	\$ -	\$ -
(58107-0) OTHER CASH LONG OR SHORT	\$ (21)	\$ 159	\$ -	\$ -	\$ -
(58108-0) OTHER FRANCHISE FEE REFUND	\$ 41,510	\$ 36,150	\$ 60,000	\$ 60,000	\$ -
<b>Operational Transfers</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,099,000</b>	<b>\$ 1,099,000</b>
(59100-621) OP TRANS WATER UTILITY	\$ -	\$ -	\$ 1,000,000	\$ 2,099,000	\$ 1,099,000
(59100-9999) OP Transfer	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -

## Utilities

### Stormwater

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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### 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	6,576	6,568	13,000	TBD
Linear Feet of Storm Sewer Main Cleaned		51,982	40,000	TBD
Linear Feet of Storm Sewer System Replaced or Rehabilitated		1,975	14,942	TBD

### Major Program Accomplishments

- Completed South Topeka Levee Unit improvements
- Completed NW Laurent BMP
- Completed Woodbridge DCP
- Completed H & H Studies of approximately 24 sub-basins
- Completed Phase I of Weir Project
- Completed Stormwater improvement projects for SW Cheyenne Hills and I-70 & Carnahan

### Future Goals

- Complete projects at 17th Street, Phase I of 23rd & Market, Aquarian Acres, California 6th to 10th and Brookfield Channel
- Advance CCTV efforts for the stormwater collection system
- Complete levee certification with FEMA for all five levee units
- Complete Stormwater Master Plan to analyze the drainage basins and identify future deficiencies
- Complete Phase II of Weir Safety Enhancements



## Stormwater Utility

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 4,986,958	\$ 5,280,993	\$ 6,044,344	\$ 5,903,515
Ending	\$ 5,280,993	\$ 6,044,344	\$ 5,903,515	\$ 4,708,726
<b>Revenue</b>				
Fees For Service	\$ 7,628,545	\$ 8,122,596	\$ 8,562,700	\$ 9,157,100
Miscellaneous	\$ 365,907	\$ 131,589	\$ 64,800	\$ 101,800
<b>TOTAL</b>	<b>\$ 7,994,452</b>	<b>\$ 8,254,185</b>	<b>\$ 8,627,500</b>	<b>\$ 9,258,900</b>
<b>Allocation by Expense Category</b>				
Personnel	\$ 1,420,528	\$ 1,504,840	\$ 1,688,667	\$ 2,013,948
Non-Personnel	\$ 6,279,889	\$ 5,985,994	\$ 7,079,662	\$ 8,439,741
Other Payments	\$ 3,144,812	\$ 2,904,794	\$ 3,216,329	\$ 4,711,289
Contractual	\$ 2,661,547	\$ 2,748,708	\$ 3,211,338	\$ 3,024,538
Commodities	\$ 503,818	\$ 340,220	\$ 351,995	\$ 353,914
Capital Outlay	\$ (30,288)	\$ (7,728)	\$ 300,000	\$ 350,000
<b>TOTAL</b>	<b>\$ 7,700,417</b>	<b>\$ 7,490,834</b>	<b>\$ 8,768,329</b>	<b>\$ 10,453,689</b>
<b>Allocation by Fund</b>				
Stormwater	\$ 7,700,417	\$ 7,490,834	\$ 8,768,329	\$ 10,453,689
<b>TOTAL</b>	<b>\$ 7,700,417</b>	<b>\$ 7,490,834</b>	<b>\$ 8,768,329</b>	<b>\$ 10,453,689</b>
<b>Full-Time Equivalent Positions</b>				
Stormwater Utility	25.0	25.0	25.0	24.0

### Changes to the Budget

- Due to national and local training education and travel expense increase
- Other Costs line item anticipated debt service payment based on 2021 debt issuance
- Capital Outlay Motor vehicles increased
- Increase expense on existing debt services schedule
- Employee Compensation Provision Salaries had a position moved from BioSolids
- Stormwater review done in-house which led to a decrease

<b>Stormwater</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 7,700,417</b>	<b>\$ 7,490,833</b>	<b>\$ 8,768,329</b>	<b>\$ 10,453,691</b>	<b>\$ 1,685,362</b>
<b>Employee Compensation</b>	<b>\$ 1,035,316</b>	<b>\$ 1,128,167</b>	<b>\$ 1,103,502</b>	<b>\$ 1,453,256</b>	<b>\$ 349,754</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 940,993	\$ 1,000,380	\$ 1,244,041	\$ 1,272,259	\$ 28,218
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 21,327	\$ 19,239	\$ 21,950	\$ 21,950	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 88	\$ 218	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 5,433	\$ 4,668	\$ 3,500	\$ 3,500	\$ -
(51008-0) EMPLOY COMP SHIFT DIFFERENTIAL	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 126	\$ 11,451	\$ -	\$ -	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 125	\$ 357	\$ -	\$ -	\$ -
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ 1,421	\$ 2,005	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (4,734)	\$ -	\$ -	\$ -	\$ -
(51025-0) EMPLOYEE COMP BONUS	\$ 175	\$ 175	\$ -	\$ -	\$ -
(51055-0) EMPL COMP PROVISION SALARIES	\$ 70,362	\$ 89,674	\$ (166,989)	\$ 154,547	\$ 321,536
<b>Allowances and Reimbursements</b>	<b>\$ 2,745</b>	<b>\$ 4,411</b>	<b>\$ 1,038</b>	<b>\$ 1,578</b>	<b>\$ 540</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 2,625	\$ 4,231	\$ 1,038	\$ 1,038	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 120	\$ 180	\$ -	\$ 540	\$ 540
<b>Benefits</b>	<b>\$ 382,470</b>	<b>\$ 372,258</b>	<b>\$ 584,127</b>	<b>\$ 559,113</b>	<b>\$ (25,014)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 13,458	\$ 14,455	\$ 18,109	\$ 18,448	\$ 339
(51202-0) EMPL BENEFITS KPERS	\$ 95,768	\$ 99,461	\$ 128,581	\$ 125,572	\$ (3,009)
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 137,955	\$ 167,300	\$ 268,289	\$ 249,952	\$ (18,337)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 57,546	\$ 60,988	\$ 77,200	\$ 78,880	\$ 1,680
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 978	\$ 1,041	\$ 1,244	\$ 1,268	\$ 24
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 163	\$ 182	\$ 216	\$ 216	\$ -
(51211-0) EMPL BEN OPEB GASB 45	\$ (6,951)	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 9,988	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 23,103	\$ 24,874	\$ 29,857	\$ 30,534	\$ 677
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 41,911	\$ 45,548	\$ 60,631	\$ 54,243	\$ (6,388)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 8,551	\$ (41,591)	\$ -	\$ -	\$ -
<b>Utilities</b>	<b>\$ 49,271</b>	<b>\$ 40,294</b>	<b>\$ 47,937</b>	<b>\$ 44,801</b>	<b>\$ (3,136)</b>
(52001-0) ELECTRICITY	\$ 30,500	\$ 24,040	\$ 31,110	\$ 25,482	\$ (5,628)
(52004-0) SOLID WASTE DISPOSAL	\$ 4,517	\$ 3,090	\$ 4,790	\$ 4,982	\$ 192
(52100-0) COMMUNICATIONS-POSTAGE	\$ 280	\$ 414	\$ 200	\$ 200	\$ -
(52101-0) COMMUNICATIONS - VOICE	\$ 8,873	\$ 9,514	\$ 7,050	\$ 7,350	\$ 300
(52102-0) COMMUNICATIONS - DATA	\$ 5,101	\$ 3,236	\$ 4,787	\$ 6,787	\$ 2,000
<b>Individual &amp; Contract Services</b>	<b>\$ 762,154</b>	<b>\$ 781,468</b>	<b>\$ 1,111,545</b>	<b>\$ 1,014,585</b>	<b>\$ (96,960)</b>
(52200-0) INDIV. & CONT SERV	\$ 24,338	\$ 19,769	\$ 162,000	\$ 162,000	\$ -
(52201-0) CONTRACTED LABOR SERV	\$ 10,469	\$ 34,138	\$ 55,000	\$ 55,000	\$ -
(52203-0) PROF-ENGINEERING	\$ 231,215	\$ 138,780	\$ 286,548	\$ 190,009	\$ (96,539)
(52204-0) APPRAISER/TITLE WORK	\$ 5,000	\$ -	\$ -	\$ -	\$ -
(52206-0) IT ALLOCATION	\$ 9,126	\$ 16,302	\$ 15,907	\$ 15,287	\$ (620)
(52208-0) EDUCATION/DUES	\$ 270	\$ 700	\$ 400	\$ 600	\$ 200
(52210-0) ADMIN FEES	\$ -	\$ -	\$ 3,591	\$ 3,591	\$ -
(52210-101) ADMIN FEES-INTERFUND	\$ 480,086	\$ 570,081	\$ 586,399	\$ 586,398	\$ (1)
(52211-0) SECURITY	\$ 1,650	\$ 1,698	\$ 1,700	\$ 1,700	\$ -
<b>Miscellaneous</b>	<b>\$ 11,736</b>	<b>\$ 3,819</b>	<b>\$ 13,500</b>	<b>\$ 23,500</b>	<b>\$ 10,000</b>
(52300-0) EDUCATION/TRAVEL	\$ 9,554	\$ 2,873	\$ 11,200	\$ 21,200	\$ 10,000
(52400-0) PRINTING AND ADVERTISING	\$ 2,182	\$ 946	\$ 2,300	\$ 2,300	\$ -
<b>Insurance</b>	<b>\$ 46,817</b>	<b>\$ 49,472</b>	<b>\$ 50,700</b>	<b>\$ 54,179</b>	<b>\$ 3,479</b>
(52502-0) INSURANCE PROPERTY	\$ 15,542	\$ 16,008	\$ 47,202	\$ 50,506	\$ 3,304
(52503-0) INSURANCE VEHICLES	\$ 31,275	\$ 33,464	\$ 3,498	\$ 3,673	\$ 175

<b>Stormwater</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 7,700,417</b>	<b>\$ 7,490,833</b>	<b>\$ 8,768,329</b>	<b>\$ 10,453,691</b>	<b>\$ 1,685,362</b>
<b>Maintenance</b>	<b>\$ 617,448</b>	<b>\$ 686,455</b>	<b>\$ 583,708</b>	<b>\$ 532,592</b>	<b>\$ (51,116)</b>
(52600-0) MAINT BLDG & GROUNDS	\$ 1,524	\$ 3,730	\$ 10,000	\$ 10,000	\$ -
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 28,192	\$ 52,316	\$ 52,316	\$ 25,721	\$ (26,595)
(52603-0) MTBLDG&GRDS EMERG REPAIRS	\$ 395,227	\$ 370,996	\$ 288,938	\$ 264,420	\$ (24,518)
(52606-0) MTBLDG&GRDS CONTRACTED	\$ -	\$ 18,231	\$ 17,000	\$ 17,000	\$ -
(52700-0) MAINT/MACH & EQUIP	\$ 74,050	\$ 73,731	\$ 100,950	\$ 100,950	\$ -
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 65,273	\$ 78,362	\$ 47,750	\$ 47,750	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 53,182	\$ 89,089	\$ 66,754	\$ 66,751	\$ (3)
<b>Rents</b>	<b>\$ 29,349</b>	<b>\$ 47,706</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ -</b>
(52800-0) RENT	\$ 29,032	\$ 47,706	\$ 21,700	\$ 21,700	\$ -
(52801-0) RENT OFFICE EQUIP/COMPUTERS	\$ 317	\$ -	\$ 500	\$ 500	\$ -
<b>Purchased Services</b>	<b>\$ 1,144,771</b>	<b>\$ 1,139,494</b>	<b>\$ 1,381,748</b>	<b>\$ 1,382,683</b>	<b>\$ 935</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 355,539	\$ 338,324	\$ 340,060	\$ 340,060	\$ -
(52905-0) SERV BOND/NOTE COI	\$ 7,989	\$ 33,993	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 623	\$ 8,491	\$ 9,200	\$ 10,136	\$ 936
(53000-0) CONSTRUCTION SERVICES	\$ 32,500	\$ 600	\$ 200,000	\$ 200,000	\$ -
(53203-0) OTHER PAY CLAIMS & DAMAGES	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
(53207-0) PILOTS-OTHER PAY IN LIEU OF TAX	\$ 748,120	\$ 758,086	\$ 782,488	\$ 782,487	\$ (1)
<b>Supplies</b>	<b>\$ 503,817</b>	<b>\$ 340,222</b>	<b>\$ 351,995</b>	<b>\$ 353,914</b>	<b>\$ 1,919</b>
(54000-0) OFFICE SUPPLIES	\$ 1,895	\$ 2,587	\$ 2,650	\$ 2,650	\$ -
(54100-0) CONSUMABLE ITEMS	\$ 19,318	\$ 16,644	\$ 19,000	\$ 19,000	\$ -
(54200-0) AGRICULTURAL SUPPLIES	\$ -	\$ 1,022	\$ 3,500	\$ 3,500	\$ -
(54201-0) AGRICULTURAL SUPPLIES SEED	\$ 4,328	\$ 423	\$ 3,500	\$ 3,500	\$ -
(54202-0) AGRICULTURAL SUPPLIES INSECTICIDE/HERB	\$ 794	\$ 295	\$ 1,100	\$ 1,100	\$ -
(54203-0) AGRICULTURAL SUPPLIES PLANTS	\$ -	\$ 313	\$ 1,000	\$ 1,000	\$ -
(54204-0) AGRICULTURAL SUPPLIES LANDSCAPING	\$ 2,252	\$ 7,930	\$ -	\$ -	\$ -
(54500-0) MATERIALS - STREET MAINT	\$ 28,676	\$ 27,124	\$ 33,000	\$ 33,000	\$ -
(54600-0) UNIFORMS	\$ 2,531	\$ 2,249	\$ 2,800	\$ 3,350	\$ 550
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 5,566	\$ 4,467	\$ 6,600	\$ 6,600	\$ -
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 89	\$ 88	\$ 300	\$ 300	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 50,404	\$ 46,993	\$ 65,000	\$ 65,000	\$ -
(54900-0) BUILDING MAINTENANCE SUPP	\$ 1,440	\$ 1,167	\$ 1,900	\$ 3,400	\$ 1,500
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 23,759	\$ 23,819	\$ 22,650	\$ 22,650	\$ -
(55001-0) MOTOR FUEL	\$ 62,591	\$ 45,587	\$ 66,500	\$ 66,500	\$ -
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 442	\$ -	\$ 800	\$ 800	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 29,152	\$ -	\$ 25,000	\$ 25,000	\$ -
(55900-0) OTHER COMMODITIES	\$ 208,613	\$ 116,663	\$ 50,000	\$ 50,000	\$ -
(55901-0) ADMINISTRATIVE COSTS	\$ 61,967	\$ 42,851	\$ 46,695	\$ 46,564	\$ (131)
<b>Capital Outlay</b>	<b>\$ (30,288)</b>	<b>\$ (7,728)</b>	<b>\$ 300,000</b>	<b>\$ 350,000</b>	<b>\$ 50,000</b>
(57000-0) CAPITAL OUTLAY LAND, EASEMENTS	\$ 20,000	\$ -	\$ -	\$ -	\$ -
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ 681,091	\$ -	\$ 300,000	\$ 350,000	\$ 50,000
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ (731,379)	\$ (7,728)	\$ -	\$ -	\$ -
<b>Debt Services</b>	<b>\$ 982,862</b>	<b>\$ 1,212,143</b>	<b>\$ 1,373,329</b>	<b>\$ 1,358,790</b>	<b>\$ (14,539)</b>
(58001-0) DBT SRV PRINC PAYMENTS	\$ 582,394	\$ 636,272	\$ 660,259	\$ 850,958	\$ 190,699
(58001-9999) DBT SRVC PRINC PMT-ACCRUAL	\$ (582,394)	\$ (636,272)	\$ -	\$ -	\$ -
(58002-0) DBT SRV INTEREST PAYMENTS	\$ 997,168	\$ 1,152,185	\$ 713,070	\$ 507,832	\$ (205,238)
(58002-9999) DEBT SERVICE INT PMTS-ACCRUAL	\$ (7,126)	\$ 35,040	\$ -	\$ -	\$ -
(58006-0) DBT SRV AMORT OF OIP	\$ (9,236)	\$ (3,645)	\$ -	\$ -	\$ -
(58007-0) DBT SRV AMORT OF OID	\$ 2,056	\$ 28,563	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 1,711,949</b>	<b>\$ 1,692,652</b>	<b>\$ 343,000</b>	<b>\$ 702,500</b>	<b>\$ 359,500</b>
(58100-0) OTHER COSTS	\$ -	\$ -	\$ 343,000	\$ 702,500	\$ 359,500
(58101-9999) OTHER BAD DEBT EXPENSE	\$ 41,879	\$ 11,727	\$ -	\$ -	\$ -
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 1,670,070	\$ 1,680,925	\$ -	\$ -	\$ -
<b>Operational Transfers</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 2,600,000</b>	<b>\$ 1,100,000</b>
(59100-623) OP TRANS STORM WTR UTILITIES	\$ -	\$ -	\$ 1,500,000	\$ 2,600,000	\$ 1,100,000
(59100-9999) OP Transfer	\$ 450,000	\$ -	\$ -	\$ -	\$ -

## Utilities

### Wastewater

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 2019

Actual  
FY 2020

Target  
FY 2021

Target  
FY 2022

### Stewardship of the City's Physical Assets

#### Category

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

Gallons of Wastewater Treated	8,459,989,000	8,220,300,000	N/A	TBD
Linear Feet of Sanitary Sewer Mains Cleaned	2,034,543	825,901	1,000,000	TBD
Linear Feet of Sanitary Sewer System Replaced or Rehabilitated	41,120	4,140	42,000	TBD

### Major Program Accomplishments

- Completed centrifuge installation
- Completed sanitary sewer lining of East Side and Van Buren Jackson Interceptors
- Completed installation of SCADA Wonderware Upgrades
- Completed CCTV inspection of approximately 9.7 miles, or 12%, of the collection system to select lines to be included in the lining and replacement program
- Completed development of risk-based model to use in selection of lines for lining and replacement projects

### Future Goals

- Grant Jefferson Pump Station & Force Main and Shunga Pump Station & Force Main
- Plant modifications at North Topeka for nutrient removal as set forth in the NPDES permit
- Completion of the biogas project and pipeline at Oakland WWTP
- Sanitary sewer lining and point repairs on 12th Street
- Complete installation of PLCs at 30 Sanitary Pump Stations
- Completion of lining and rehab of Phase I of the Roosevelt and Crosstown interceptor

## Wastewater Utility

### DIVISION ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
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#### Cash Balance

Beginning	\$ 18,294,824.00	\$ 22,066,206.00	\$ 31,010,488.00	\$ 29,347,131.00
Ending	\$ 22,066,206.00	\$ 31,010,488.00	\$ 29,347,131.00	\$ 29,662,519.00

#### Revenue

Fees For Service	\$ 31,893,356	\$ 33,472,302	\$ 36,220,400	\$ 36,914,900
Licenses & Permits	\$ 94,880	\$ 82,221	\$ 126,000	\$ 126,000
Special Assessments	\$ 97,775	\$ 85,682	\$ 40,000	\$ 40,000
Miscellaneous	\$ 1,008,721	\$ 883,451	\$ 348,100	\$ 482,800
<b>TOTAL</b>	<b>\$ 33,094,732</b>	<b>\$ 34,523,656</b>	<b>\$ 36,734,500</b>	<b>\$ 37,563,700</b>

#### Allocation by Expense Category

Personnel	\$ 5,304,607	\$ 5,143,745	\$ 5,456,419	\$ 5,583,880
Non-Personnel	\$ 24,018,743	\$ 20,435,629	\$ 32,941,438	\$ 31,664,432
Other Payments	\$ 12,098,145	\$ 9,524,531	\$ 20,832,097	\$ 18,464,196
Contractual	\$ 10,319,140	\$ 10,096,637	\$ 10,481,385	\$ 11,011,196
Commodities	\$ 1,601,458	\$ 1,435,569	\$ 1,327,956	\$ 1,889,040
Capital Outlay	\$ -	\$ (621,108)	\$ 300,000	\$ 300,000
<b>TOTAL</b>	<b>\$ 29,323,350</b>	<b>\$ 25,579,374</b>	<b>\$ 38,397,857</b>	<b>\$ 37,248,312</b>

#### Allocation by Fund

Wastewater	\$ 29,323,350	\$ 25,579,374	\$ 38,397,857	\$ 37,248,312
<b>TOTAL</b>	<b>\$ 29,323,350</b>	<b>\$ 25,579,374</b>	<b>\$ 38,397,857</b>	<b>\$ 37,248,312</b>

#### Full-Time Equivalent Positions

Wastewater Utility	74.0	77.5	77.5	78.0
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#### Changes to the Budget

→Increase in WPC SCADA service licenses  
 →Increase allocation from WPC Operations  
 →Repairs and Drug & Lab Supplies budget adjusted to reflect prior year actuals  
 →Chemical Expense increased due to new chemicals ferric and liquid polymer  
 →Other Purchased Services Increased from hauling to Oakland instead of landfill and land application of additional N. Topeka solids instead of hauling to landfill

<b>Waste Water</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 29,323,354</b>	<b>\$ 25,579,376</b>	<b>\$ 38,397,859</b>	<b>\$ 37,248,313</b>	<b>\$ (1,149,546)</b>
<b>Employee Compensation</b>	<b>\$ 4,358,231</b>	<b>\$ 4,695,469</b>	<b>\$ 4,806,975</b>	<b>\$ 5,019,373</b>	<b>\$ 212,398</b>
(51001-0) EMPLOY COMP REG EMPLOYEES - FT	\$ 3,713,880	\$ 3,982,539	\$ 4,299,888	\$ 4,311,816	\$ 11,928
(51005-0) EMPLOYEE COMP OVERTIME PAY	\$ 189,924	\$ 166,716	\$ 136,000	\$ 136,000	\$ -
(51006-0) EMPLOYEE COMP HOLIDAY PAY	\$ 32,285	\$ 45,249	\$ -	\$ -	\$ -
(51007-0) EMPLOYEE COMP CALL BACK PAY	\$ 74,879	\$ 67,365	\$ 64,500	\$ 64,500	\$ -
(51009-0) EMPLOYEE COMP STANDBY PAY	\$ 70,300	\$ 67,810	\$ 58,200	\$ 58,200	\$ -
(51011-0) EMPLOYEE COMP COMPTIME PAY	\$ 897	\$ 849	\$ -	\$ -	\$ -
(51012-0) EMPLOYEE COMP VACATION LEAVE	\$ 11,334	\$ 5,456	\$ -	\$ -	\$ -
(51024-0) EMPLOYEE COMP PERSONAL LEAVE	\$ (17,503)	\$ -	\$ -	\$ -	\$ -
(51025-0) EMPLOYEE COMP BONUS	\$ 788	\$ 788	\$ -	\$ -	\$ -
(51055-0) EMPL COMP PROVISION SALARIES	\$ 281,447	\$ 358,697	\$ 248,387	\$ 448,857	\$ 200,470
<b>Allowances and Reimbursements</b>	<b>\$ 11,058</b>	<b>\$ 12,606</b>	<b>\$ 7,227</b>	<b>\$ 5,787</b>	<b>\$ (1,440)</b>
(51105-0) ALLOW/REIMBURSE PERFECT ATTEND	\$ 9,078	\$ 11,106	\$ 5,067	\$ 5,067	\$ -
(51109-0) Allow/Reimburse Cell Phone	\$ 1,980	\$ 1,500	\$ 2,160	\$ 720	\$ (1,440)
<b>Benefits</b>	<b>\$ 935,319</b>	<b>\$ 435,671</b>	<b>\$ 642,217</b>	<b>\$ 558,720</b>	<b>\$ (83,497)</b>
(51201-0) EMPL BENEFITS MEDICARE	\$ 57,453	\$ 61,260	\$ 62,807	\$ 62,521	\$ (286)
(51202-0) EMPL BENEFITS KPERS	\$ 427,155	\$ 440,454	\$ 419,647	\$ 425,576	\$ 5,929
(51204-0) EMPL BEN HEALTH INSURANCE	\$ 480,902	\$ 450,943	\$ 597,167	\$ 535,072	\$ (62,095)
(51205-0) EMPL BEN SOCIAL SECURITY	\$ 245,658	\$ 260,355	\$ 258,123	\$ 267,333	\$ 9,210
(51206-0) EMPL BEN UNEMPLOYMENT TAX	\$ 4,257	\$ 4,517	\$ 4,300	\$ 4,295	\$ (5)
(51210-0) EMPL BEN FLEX SPEND ADMIN	\$ 630	\$ 616	\$ 648	\$ 540	\$ (108)
(51211-0) EMPL BEN OPEB GASB 45	\$ 3,285	\$ -	\$ -	\$ -	\$ -
(51212-0) PENSION EXP (GASB 68)	\$ 115,485	\$ -	\$ -	\$ -	\$ -
(51270-0) EMPL BEN RETIREMENT RES CONTR.	\$ 94,711	\$ 100,272	\$ 99,877	\$ 103,484	\$ 3,607
(51280-0) EMPL BEN WORKER'S COMPENSATION	\$ 178,364	\$ 188,275	\$ 189,887	\$ 188,323	\$ (1,564)
(51298-0) EMPL BEN PAYROLL ACCRUALS	\$ 31,036	\$ (174,278)	\$ -	\$ -	\$ -
(51999-0) ALLOCATED CONTRA ACCOUNT	\$ (703,617)	\$ (896,743)	\$ (990,239)	\$ (1,028,424)	\$ (38,185)
<b>Utilities</b>	<b>\$ 2,161,502</b>	<b>\$ 2,050,363</b>	<b>\$ 2,209,625</b>	<b>\$ 2,310,409</b>	<b>\$ 100,784</b>
(52001-0) ELECTRICITY	\$ 1,593,644	\$ 1,578,260	\$ 1,625,530	\$ 1,927,392	\$ 301,862
(52002-0) NATURAL GAS	\$ 143,406	\$ 114,475	\$ 146,290	\$ 146,290	\$ -
(52004-0) SOLID WASTE DISPOSAL	\$ 384,518	\$ 318,075	\$ 407,600	\$ 204,572	\$ (203,028)
(52100-0) COMMUNICATIONS-POSTAGE	\$ 3,281	\$ 5,087	\$ 2,150	\$ 2,350	\$ 200
(52101-0) COMMUNICATIONS - VOICE	\$ 34,565	\$ 32,393	\$ 27,205	\$ 27,605	\$ 400
(52102-0) COMMUNICATIONS - DATA	\$ 2,088	\$ 2,073	\$ 850	\$ 2,200	\$ 1,350
<b>Individual &amp; Contract Services</b>	<b>\$ 2,050,273</b>	<b>\$ 1,932,797</b>	<b>\$ 1,985,315</b>	<b>\$ 2,029,464</b>	<b>\$ 44,149</b>
(52200-0) INDIV. & CONT SERV	\$ 484,785	\$ 447,820	\$ 507,100	\$ 512,100	\$ 5,000
(52201-0) CONTRACTED LABOR SERV	\$ 38,251	\$ 30,921	\$ 15,000	\$ 30,000	\$ 15,000
(52202-0) PROF-AUDIT/LEGAL	\$ -	\$ -	\$ 15,000	\$ -	\$ (15,000)
(52203-0) PROF-ENGINEERING	\$ 425,700	\$ 259,665	\$ 279,643	\$ 290,029	\$ 10,386
(52205-0) CONSTRUCTION SERV	\$ 4,705	\$ -	\$ -	\$ -	\$ -
(52206-0) IT ALLOCATION	\$ 274,957	\$ 248,167	\$ 210,225	\$ 236,760	\$ 26,535
(52208-0) EDUCATION/DUES	\$ 3,636	\$ 5,178	\$ 3,800	\$ 6,100	\$ 2,300
(52210-0) ADMIN FEES	\$ -	\$ 16	\$ 11,132	\$ 11,060	\$ (72)
(52210-101) ADMIN FEES-INTERFUND	\$ 818,239	\$ 941,030	\$ 943,415	\$ 943,415	\$ -
<b>Miscellaneous</b>	<b>\$ 27,530</b>	<b>\$ 2,163</b>	<b>\$ 27,275</b>	<b>\$ 34,275</b>	<b>\$ 7,000</b>
(52300-0) EDUCATION/TRAVEL	\$ 23,188	\$ 1,410	\$ 25,900	\$ 32,900	\$ 7,000
(52400-0) PRINTING AND ADVERTISING	\$ 4,342	\$ 753	\$ 1,375	\$ 1,375	\$ -
<b>Insurance</b>	<b>\$ 151,703</b>	<b>\$ 156,846</b>	<b>\$ 472,121</b>	<b>\$ 505,042</b>	<b>\$ 32,921</b>
(52502-0) INSURANCE PROPERTY	\$ 136,917	\$ 141,025	\$ 465,757	\$ 498,360	\$ 32,603
(52503-0) INSURANCE VEHICLES	\$ 14,786	\$ 15,821	\$ 6,364	\$ 6,682	\$ 318
<b>Maintenance</b>	<b>\$ 1,295,968</b>	<b>\$ 1,320,784</b>	<b>\$ 979,114</b>	<b>\$ 990,316</b>	<b>\$ 11,202</b>
(52600-0) MAINT BLDG & GROUNDS	\$ 234,278	\$ 182,920	\$ 219,041	\$ 100,380	\$ (118,661)
(52601-0) MTBLDG&GRNDS GROUNDS	\$ 4,191	\$ 3,175	\$ 5,000	\$ 5,000	\$ -
(52602-0) MTBLDG&GRDS BUILDINGS	\$ 33,310	\$ 48,430	\$ 7,500	\$ 9,500	\$ 2,000
(52602-615) MTBLDG&GRDS FACILITY CHARGES	\$ 34,079	\$ -	\$ -	\$ 25,722	\$ 25,722
(52603-0) MTBLDG&GRDS EMERG REPAIRS	\$ 513,136	\$ 467,865	\$ 284,178	\$ 285,000	\$ 822
(52606-0) MTBLDG&GRDS CONTRACTED	\$ 51,215	\$ 50,953	\$ 51,500	\$ 142,820	\$ 91,320
(52700-0) MAINT/MACH & EQUIP	\$ 263,693	\$ 380,666	\$ 252,300	\$ 262,300	\$ 10,000
(52701-0) MAINT/MACH & EQUIP MTR VEHICLES	\$ 53,630	\$ 70,009	\$ 53,500	\$ 53,500	\$ -
(52702-0) MAINT/MACH & EQUIP FLEET CHARGES	\$ 105,660	\$ 116,766	\$ 105,295	\$ 105,294	\$ (1)
(52703-0) MAINT/MACH & EQUIP OFFICE/COMPUTERS	\$ 2,776	\$ -	\$ 800	\$ 800	\$ -

<b>Waste Water</b>	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Variance
<b>Total</b>	<b>\$ 29,323,354</b>	<b>\$ 25,579,376</b>	<b>\$ 38,397,859</b>	<b>\$ 37,248,313</b>	<b>\$ (1,149,546)</b>
<b>Rents</b>	<b>\$ 144,673</b>	<b>\$ 154,133</b>	<b>\$ 87,500</b>	<b>\$ 87,500</b>	<b>\$ -</b>
(52800-0) RENT	\$ 144,448	\$ 154,133	\$ 87,500	\$ 87,500	\$ -
(52802-0) RENT EQUIPMENT	\$ 225	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	<b>\$ 4,487,491</b>	<b>\$ 4,479,553</b>	<b>\$ 4,720,436</b>	<b>\$ 5,110,490</b>	<b>\$ 390,054</b>
(52900-0) OTHER PURCHASED SERVICES	\$ 1,067,413	\$ 1,058,227	\$ 1,046,505	\$ 1,469,005	\$ 422,500
(52903-0) SERV COLLECTION FEES	\$ 6,545	\$ 5,956	\$ 4,000	\$ 4,000	\$ -
(52904-0) SERV JANITORIAL	\$ 600	\$ 2,200	\$ -	\$ -	\$ -
(52905-0) SERV BOND/NOTE COI	\$ 24,797	\$ 25,034	\$ -	\$ -	\$ -
(52907-0) SERV LICENSES	\$ 53,711	\$ 94,238	\$ 176,616	\$ 144,170	\$ (32,446)
(53200-0) OTHER PAYMENTS	\$ 6,000	\$ -	\$ 5,000	\$ 5,000	\$ -
(53202-0) OTHER PAY PROPERTY TAX	\$ 1,153	\$ 1,147	\$ 1,300	\$ 1,300	\$ -
(53203-0) OTHER PAY CLAIMS & DAMAGES	\$ 4,115	\$ 5,105	\$ 50,000	\$ 50,000	\$ -
(53205-0) OTHER PAY INTEREST	\$ -	\$ (66,069)	\$ -	\$ -	\$ -
(53207-0) PILOTS-OTHER PAY IN LIEU OF TAX	\$ 3,323,157	\$ 3,353,715	\$ 3,437,015	\$ 3,437,015	\$ -
<b>Supplies</b>	<b>\$ 1,601,461</b>	<b>\$ 1,435,569</b>	<b>\$ 1,327,956</b>	<b>\$ 1,889,040</b>	<b>\$ 561,084</b>
(54000-0) OFFICE SUPPLIES	\$ 20,215	\$ 10,747	\$ 11,725	\$ 11,425	\$ (300)
(54100-0) CONSUMABLE ITEMS	\$ 185,252	\$ 143,159	\$ 144,800	\$ 145,100	\$ 300
(54200-0) AGRICULTURAL SUPPLIES	\$ 748	\$ 917	\$ 500	\$ 500	\$ -
(54202-0) AGRICULTURAL SUPPLIES INSECTICIDE/HERB	\$ 190	\$ -	\$ 200	\$ 200	\$ -
(54300-0) DRUG & LAB SUPPLIES	\$ 27,166	\$ 32,726	\$ 21,000	\$ 29,000	\$ 8,000
(54400-0) FOOD HUMAN	\$ 815	\$ 73	\$ 300	\$ 300	\$ -
(54500-0) MATERIALS - STREET MAINT	\$ 36,302	\$ 55,662	\$ 41,500	\$ 41,500	\$ -
(54600-0) UNIFORMS	\$ 8,638	\$ 9,247	\$ 7,450	\$ 8,050	\$ 600
(54602-0) PROTECTIVE GEAR/EQUIPMENT	\$ 20,442	\$ 33,080	\$ 26,250	\$ 26,250	\$ -
(54700-0) FUEL & LUB(NON-MTR VEH)	\$ 19,174	\$ 22,559	\$ 16,950	\$ 16,950	\$ -
(54800-0) REPAIR PARTS(NON-MTR VEH)	\$ 1,027,255	\$ 692,717	\$ 762,750	\$ 780,250	\$ 17,500
(54900-0) BUILDING MAINTENANCE SUPP	\$ 11,223	\$ 11,772	\$ 15,250	\$ 11,950	\$ (3,300)
(55000-0) MOTOR VEHICLE SUPPLIES	\$ 37,636	\$ 27,136	\$ 30,000	\$ 30,000	\$ -
(55001-0) MOTOR FUEL	\$ 83,493	\$ 54,197	\$ 85,500	\$ 86,000	\$ 500
(55500-0) BOOKS/REFERENCE MATERIAL	\$ 408	\$ 2,742	\$ 1,650	\$ 1,650	\$ -
(55600-0) MATERIALS/SUPPLIES	\$ 1,850	\$ 1,981	\$ 300	\$ 20,300	\$ 20,000
(55700-0) CHEMICALS	\$ 486,366	\$ 572,630	\$ 420,000	\$ 934,000	\$ 514,000
(55798-9999) CHEMICALS USED-ACCRUAL	\$ 393,563	\$ 431,610	\$ -	\$ -	\$ -
(55799-9999) CHEMICAL CLEARING -ACCRUAL	\$ (420,540)	\$ (442,049)	\$ -	\$ -	\$ -
(55800-0) EQUIPMENT NON CAPITAL <5000	\$ 33,069	\$ 31,766	\$ 22,000	\$ 25,000	\$ 3,000
(55901-0) ADMINISTRATIVE COSTS	\$ 247,869	\$ 171,402	\$ 186,780	\$ 186,257	\$ (523)
(55999-0) OTHER COMMODITIES CONTRA ACCT	\$ (619,673)	\$ (428,505)	\$ (466,949)	\$ (465,642)	\$ 1,307
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ (621,108)</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>
(57030-0) CAPITAL OUTLAY MOTOR VEHICLES	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -
(57099-9999) CAPITAL OUTLAY-ACCRUAL	\$ -	\$ (621,108)	\$ -	\$ -	\$ -
<b>Debt Services</b>	<b>\$ 2,537,652</b>	<b>\$ 2,191,475</b>	<b>\$ 9,249,798</b>	<b>\$ 10,775,697</b>	<b>\$ 1,525,899</b>
(58001-0) DBT SRV PRINC PAYMENTS	\$ 6,724,060	\$ 7,358,828	\$ 6,479,256	\$ 7,529,099	\$ 1,049,843
(58001-9999) DBT SRVC PRINC PMT-ACCRUAL	\$ (6,724,060)	\$ (7,358,828)	\$ -	\$ -	\$ -
(58002-0) DBT SRV INTEREST PAYMENTS	\$ 2,540,683	\$ 2,189,166	\$ 2,733,138	\$ 3,220,277	\$ 487,139
(58002-9999) DEBT SERVICE INT PMTS-ACCRUAL	\$ 14,376	\$ 32,750	\$ -	\$ -	\$ -
(58003-0) DBT SRV PAYING AGENT'S FEE	\$ 59,107	\$ 48,155	\$ 37,404	\$ 26,321	\$ (11,083)
(58006-0) DBT SRV AMORT OF OIP	\$ (78,028)	\$ (99,631)	\$ -	\$ -	\$ -
(58007-0) DBT SRV AMORT OF OID	\$ 1,514	\$ 21,035	\$ -	\$ -	\$ -
<b>Other Costs</b>	<b>\$ 8,085,493</b>	<b>\$ 7,333,055</b>	<b>\$ 2,582,300</b>	<b>\$ 1,632,200</b>	<b>\$ (950,100)</b>
(58100-0) OTHER COSTS	\$ -	\$ -	\$ 2,542,300	\$ 1,582,200	\$ (960,100)
(58101-9999) OTHER BAD DEBT EXPENSE	\$ 150,395	\$ 19,139	\$ -	\$ -	\$ -
(58102-9999) OTHER DEPRECIATION-ACCRUAL	\$ 7,908,476	\$ 7,284,641	\$ -	\$ -	\$ -
(58103-0) OTHER DISCOUNT TAKEN	\$ (2,628)	\$ (1,730)	\$ -	\$ -	\$ -
(58108-0) OTHER FRANCHISE FEE REFUND	\$ 29,250	\$ 31,005	\$ 40,000	\$ 50,000	\$ 10,000
<b>Operational Transfers</b>	<b>\$ 1,475,000</b>	<b>\$ -</b>	<b>\$ 9,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ (3,000,000)</b>
(59100-625) OP TRANS WATER POLLUTION CONTROL	\$ -	\$ -	\$ 9,000,000	\$ 6,000,000	\$ (3,000,000)
(59100-9999) OP Transfer	\$ 1,475,000	\$ -	\$ -	\$ -	\$ -





## Other Funds

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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

### 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.

#### FUND ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Expenses</b>				
Reserve	\$ -	\$ -	\$ -	22,239,514
Other Payments	\$ 85,588	\$ 88,600	\$ 21,320,182	74,500
Contractual	\$ 3,925,510	\$ 3,064,329	\$ 2,796,072	2,525,112
Cemetery	\$ 215,414	\$ 220,004	\$ 220,000	219,697
Franchise Fee Program	\$ 104,500	\$ 104,500	\$ 104,600	104,600
Prisoner Care	\$ 779,155	\$ 500,104	\$ 700,000	700,000
Social Service Grants	\$ 380,676	\$ 370,251	\$ 424,566	424,566
TPAC	\$ 514,325	\$ 504,732	\$ 582,435	333,812
Other	\$ 1,931,440	\$ 1,364,738	\$ 764,471	742,437
Commodities	\$ -	\$ -	\$ 100	100
Personnel	\$ -	\$ -	\$ (800,000)	(600,000)
<b>TOTAL</b>	<b>\$ 4,011,098</b>	<b>\$ 3,152,929</b>	<b>\$ 23,316,354</b>	<b>\$ 24,239,226</b>

#### Changes to the Budget

→The 2022 Adopted Budget for General Fund Non-Departmental expenses reflect a decrease of \$200,000 in vacancy credits.

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

→The "Other Payments" cost line for 2021 and the "Reserve" cost for 2022 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. Going forward, it is expected this function will only include the statutorily required transfer of Special Alcohol Funds to the County.

### FUND ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,168,526.00	\$ -	\$ -	\$ -
Ending	\$ -	\$ -	\$ -	\$ -
<b>NET OPERATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenues</b>				
Intergovernmental Revenue	\$ 642,670	\$ 485,869	\$ 629,894	\$ 600,000
<b>TOTAL</b>	<b>\$ 642,670</b>	<b>\$ 485,869</b>	<b>\$ 629,894</b>	<b>\$ 600,000</b>
<b>Expenses</b>				
Contractual Services	\$ 642,670	\$ 485,869	\$ 629,894	\$ 629,894
<b>TOTAL</b>	<b>\$ 642,670</b>	<b>\$ 485,869</b>	<b>\$ 629,894</b>	<b>\$ 629,894</b>

### Changes to the Budget

→ No significant changes to budget

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526	\$	72,996	\$	162,105	\$	255,235
Ending	\$	72,996	\$	162,105	\$	255,235	\$	279,035
<b>Revenue</b>								
Miscellaneous	\$	(22,205)	\$	16,443	\$	93,130	\$	18,000
Special Assessments	\$	212,316	\$	208,959	\$	209,000	\$	215,000
TOTAL	\$	190,111	\$	225,402	\$	302,130	\$	233,000
<b>Expenses</b>								
Contractual	\$	177,359	\$	136,293	\$	209,000	\$	209,200
Contingency			\$	-	\$	-	\$	179,235
TOTAL	\$	-	\$	-	\$	209,000	\$	388,435

#### Changes to the Budget

→Revenue for 2022 follows a three-year historical trend.

## Other Funds

### Topeka Tourism Business Improvement District (TBID) Fund

Created 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,168,526.00	\$ 1,166,089.00	\$ 1,174,568.00	\$ 1,204,168.00
Ending	\$ 1,166,089.00	\$ 1,174,568.00	\$ 1,204,168.00	\$ 1,168,132.00
<b>Revenue</b>				
Special Assessments	\$ 425,599	\$ 287,828	\$ 480,000	\$ 400,000
Miscellaneous	\$ -	\$ -	\$ 20,000	\$ -
<b>TOTAL</b>	<b>\$ 425,599</b>	<b>\$ 287,828</b>	<b>\$ 500,000</b>	<b>\$ 400,000</b>
<b>Expenses</b>				
Contractual	\$ 428,036	\$ 279,349	\$ 470,400	\$ 436,036
Other Payments	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 428,036</b>	<b>\$ 279,349</b>	<b>\$ 470,400</b>	<b>\$ 436,036</b>

#### Changes to the Budget

- Revenue based on a three-year trend
- Contractual expense decreased due to match available revenue

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,168,526.00	\$ 299,240.00	\$ 283,104.00	\$ 269,889.00
Ending	<u>\$ 299,240.00</u>	<u>\$ 283,104.00</u>	<u>\$ 269,889.00</u>	<u>\$ -</u>
<b>Revenue</b>				
Fines	\$ 46,127	\$ 27,291	\$ 52,785	\$ 45,000
<b>TOTAL</b>	<b>\$ 46,127</b>	<b>\$ 27,291</b>	<b>\$ 52,785</b>	<b>\$ 45,000</b>
<b>Expenses</b>				
Contractual	\$ 8,320	\$ 42,047	\$ 63,000	\$ 86,500
Capital Outlay	\$ 43,693	\$ -	\$ -	\$ -
Commodities	\$ 3,805	\$ 1,380	\$ 3,000	\$ 3,000
Contingency	\$ -	\$ -	\$ -	\$ 225,389
<b>TOTAL</b>	<b>\$ 55,818</b>	<b>\$ 43,427</b>	<b>\$ 66,000</b>	<b>\$ 314,889</b>

#### Changes to the Budget

→Revenue for 2022 follows a three-year historical trend.

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	214,867.00	\$	118,038.00	\$	118,038.00
Ending	\$	214,867.00	\$	118,038.00	\$	118,038.00	\$	47,038.00
<b>Revenue</b>								
Intergovernmental Revenue	\$	642,670	\$	485,869	\$	671,000	\$	600,000
TOTAL	\$	642,670	\$	485,869	\$	671,000	\$	600,000
<b>Expenses</b>								
Contractual	\$	562,534	\$	582,698	\$	671,000	\$	671,000
TOTAL	\$	562,534	\$	582,698	\$	671,000	\$	671,000

#### Changes to the Budget

→ Intergovernmental Revenue based on State estimates

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 1,132,672.00	\$ 1,078,437.00	\$ 1,042,052.00
Ending	\$ 1,132,672.00	\$ 1,078,437.00	\$ 1,042,052.00	\$ 834,775.00
Revenue				
Fines	\$ 47,638	\$ 27,906	\$ 74,800	\$ 35,000
TOTAL	\$ 47,638	\$ 27,906	\$ 74,800	\$ 35,000
Expenses				
Personnel	\$ 77,253	\$ 75,685	\$ 100,508	\$ 95,494
Commodities	\$ 5,027	\$ 5,543	\$ 5,650	\$ 5,495
Contractual	\$ 1,212	\$ 913	\$ 5,027	\$ 2,881
Contingency	\$ -	\$ -		\$ 138,407
TOTAL	\$ 83,492	\$ 82,141	\$ 111,185	\$ 242,277

#### Changes to the Budget

→No significant changes to the budget. Contingency added due to available fund balance.



## 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 Crime Stoppers 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 1,630,401.00	\$ 1,577,812.00	\$ 1,257,312.00
Ending	\$ 1,630,401.00	\$ 1,577,812.00	\$ 1,257,312.00	\$ -
Revenue				
Fines	\$ 158,754	\$ 130,299	\$ 160,000	\$ 160,000
Intergovernmental Revenue	\$ 125	\$ 3,773	\$ 5,000	\$ 3,000
Licenses & Permits	\$ 16,069	\$ 13,000	\$ 14,500	\$ 15,000
Miscellaneous	\$ 239,797	\$ 60,882	\$ 50,000	\$ 94,500
TOTAL	\$ 414,745	\$ 207,954	\$ 229,500	\$ 272,500
Expenses				
Contractual	\$ 323,168	\$ 223,368	\$ 498,000	\$ 509,000
Capital Outlay	\$ 128,055	\$ 32,461	\$ -	\$ -
Commodities	\$ 149,070	\$ 4,714	\$ 52,000	\$ 41,000
Contingency	\$ -	\$ -		\$ 979,812
TOTAL	\$ 600,293	\$ 260,543	\$ 550,000	\$ 1,529,812

#### Changes to the Budget

- Miscellaneous revenue increased from Projected 2021 to the budget for 2022
- Commodities decreased between 2021 and 2022
- Contingency added due to available fund balance

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 2,543,862.00	\$ 2,680,031.00	\$ 2,200,327.00
Ending	\$ 2,543,862.00	\$ 2,680,031.00	\$ 2,200,327.00	\$ 64,318.00
Revenue				
PILOTS	\$ 283	\$ 2,680	\$ 2,000	\$ 1,000
Miscellaneous	\$ 975	\$ 6,550	\$ -	\$ 2,000
Taxes	\$ 937,522	\$ 728,117	\$ 845,605	\$ 866,673
TOTAL	\$ 938,780	\$ 737,347	\$ 847,605	\$ 869,673
Expenses				
Contractual	\$ 424,890	\$ 157,647	\$ 742,357	\$ 740,892
Personnel	\$ 441,589	\$ 439,424	\$ 579,952	\$ 525,960
Commodities	\$ 7,479	\$ 4,107	\$ 5,000	\$ 5,000
Contingency	\$ -	\$ -		\$ 1,733,830
TOTAL	\$ 873,958	\$ 601,178	\$ 1,327,309	\$ 3,005,682

#### Changes to the Budget

- The 2022 budget reflects the RNR rate
- Other Payments added due to available fund balance

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526	\$	(163,968)	\$	160,978	\$	432,853
Ending	\$	(163,968)	\$	160,978	\$	432,853		
<b>Revenue</b>								
Taxes	\$	2,646,997	\$	1,781,592	\$	3,164,057	\$	3,330,584
<b>TOTAL</b>	<b>\$</b>	<b>2,646,997</b>	<b>\$</b>	<b>1,781,592</b>	<b>\$</b>	<b>3,164,057</b>	<b>\$</b>	<b>3,330,584</b>
<b>Expenses</b>								
Contractual	\$	2,090,110	\$	1,332,418	\$	2,474,071	\$	2,111,317
Other Payments	\$	184,656	\$	124,228	\$	221,765	\$	321,636
Contingency					\$	196,346	\$	1,067,445
<b>TOTAL</b>	<b>\$</b>	<b>2,274,766</b>	<b>\$</b>	<b>1,456,646</b>	<b>\$</b>	<b>2,892,182</b>	<b>\$</b>	<b>3,500,398</b>

#### Changes to the Budget

- 2020 actuals were lower than expected due to the Public Health Emergency
- The budget for 2022 expects similar revenues and expenses as actuals for 2019

## Other Funds

### Save Our Streets 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 12,567,912.00	\$ 15,334,080.00	\$ 16,222,085.00
Ending	\$ 12,567,912.00	\$ 15,334,080.00	\$ 16,222,085.00	\$ -
Revenue				
Miscellaneous	\$ 230,253	\$ 200,025	\$ 60,300	\$ 205,000
Taxes	\$ 15,321,187	\$ 15,798,614	\$ 15,029,175	\$ 15,500,000
*Includes Accrual of Interest				
TOTAL	\$ 15,551,440	\$ 15,998,639	\$ 15,089,475	\$ 15,705,000
Expenses				
Contractual	\$ 16,339,607	\$ 12,863,884	\$ 12,550,000	\$ 12,550,287
Commodities	\$ 757,755	\$ 194,424	\$ 1,316,000	\$ 1,316,000
Personnel	\$ 178,280	\$ 174,163	\$ 335,470	\$ 186,440
Capital Outlay	\$ 7,389	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -		\$ 17,874,358
TOTAL	\$ 17,283,031	\$ 13,232,471	\$ 14,201,470	\$ 31,927,085

### Changes to the Budget

- Miscellaneous revenue is expected to increase from the 2021 budget to the 2022 budget based on actuals
- Personnel costs decreased due to positions being moved to other departments within Public Works
- Contingency added due to available fund balance

## Other Funds

### 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 inter-local agreements with the county.

#### FUND ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 9,045,509.00	\$ 12,026,277.00	\$ 7,785,130.00
Ending	\$ 9,045,509.00	\$ 12,026,277.00	\$ 7,785,130.00	\$ 248,509.00
NET OPERATIONS	\$ 7,876,983.00	\$ 2,980,768.00	\$ (4,241,147.00)	\$ (7,536,621.00)
Revenue				
Taxes	\$ 14,903,100	\$ 15,608,296	\$ 17,402,591	\$ 16,643,567
Miscellaneous	\$ 1,298,328	\$ 376,250	\$ 492,135	\$ -
TOTAL	\$ 16,201,428	\$ 15,984,546	\$ 17,894,726	\$ 16,643,567
Expenses				
Contractual	\$ 14,141,390	\$ 13,003,778	\$ 21,240,815	\$ 21,240,815
Contingency	\$ -	\$ -	\$ 895,058	\$ 2,939,373
TOTAL	\$ 14,141,390	\$ 13,003,778	\$ 22,135,873	\$ 24,180,188

#### Changes to the Budget

→Revenue for 2022 shows a decrease in miscellaneous because the city does not expect any contributions from developers

→Projected sales tax based on a three-year historical trend

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 2,961,729.00	\$ 3,003,042.00	\$ 2,435,079.00
Ending	\$ 2,961,729.00	\$ 3,003,042.00	\$ 2,435,079.00	\$ 1,235,876.00
Revenue				
Intergovernmental Revenue	\$ 5,668,471	\$ 5,235,295	\$ 5,639,935	\$ 5,113,006
Miscellaneous	\$ 108,460	\$ 90,997	\$ 34,000	\$ 79,100
Fees For Service	\$ 305,291	\$ 315,200	\$ 205,200	\$ 205,200
TOTAL	\$ 6,082,222	\$ 5,641,492	\$ 5,879,135	\$ 5,397,306
Expenses				
Personnel	\$ 3,281,356	\$ 3,156,060	\$ 3,726,736	\$ 3,726,472
Contractual	\$ 1,757,652	\$ 1,626,749	\$ 1,637,230	\$ 1,877,849
Commodities	\$ 644,315	\$ 471,181	\$ 705,499	\$ 766,688
Capital Outlay	\$ 1,294,151	\$ 346,189	\$ 225,500	\$ 225,500
TOTAL	\$ 6,977,474	\$ 5,600,179	\$ 6,447,098	\$ 6,596,509

#### Changes to the Budget

- Revenue estimates are based on information received from the County.
- Increase in contractual services from 2021 budget to the 2022 budget due to inmate fees increasing

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	3,042,077.00	\$	3,010,323.00	\$	1,758,969.00
Ending	\$	3,042,077.00	\$	3,010,323.00	\$	1,758,969.00	\$	(434,689.00)
<b>NET OPERATIONS</b>	<b>\$</b>	<b>1,873,551</b>	<b>\$</b>	<b>(31,754)</b>	<b>\$</b>	<b>(1,251,354)</b>	<b>\$</b>	<b>(2,193,658)</b>
<b>Revenue</b>								
Fees For Service	\$	1,866,166	\$	1,911,204	\$	1,872,136	\$	1,950,000
Miscellaneous	\$	67,859	\$	33,998	\$	-	\$	35,000
<b>TOTAL</b>	<b>\$</b>	<b>1,934,025</b>	<b>\$</b>	<b>1,945,202</b>	<b>\$</b>	<b>1,872,136</b>	<b>\$</b>	<b>1,985,000</b>
<b>Expenses</b>								
Personnel	\$	1,393,581	\$	1,954,526	\$	2,500,600	\$	2,500,600
Contractual	\$	23,917	\$	22,430	\$	17,171	\$	17,171
Contingency	\$	-	\$	-	\$	605,719	\$	1,660,887
<b>TOTAL</b>	<b>\$</b>	<b>1,417,498</b>	<b>\$</b>	<b>1,976,956</b>	<b>\$</b>	<b>3,123,490</b>	<b>\$</b>	<b>4,178,658</b>

#### Changes to the Budget

→Contingency added due to available fund balance.

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	401,642.00	\$	194,564.00	\$	-
Ending	\$	401,642.00	\$	194,564.00	\$	-	\$	-
<b>Revenue</b>								
Miscellaneous	\$	8,981	\$	3,009	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>8,981</b>	<b>\$</b>	<b>3,009</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Expenses</b>								
Personnel	\$	29,380	\$	210,087	\$	194,564	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>29,380</b>	<b>\$</b>	<b>210,087</b>	<b>\$</b>	<b>194,564</b>	<b>\$</b>	<b>-</b>

#### Changes to the Budget

→ The 2021 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 1,168,526.00	\$ 1,026,231.00	\$ 866,231.00
Ending	\$ 1,168,526.00	\$ 1,026,231.00	\$ 866,231.00	\$ 783,095.00
Revenue				
TOTAL	\$ -	\$ -	\$ -	\$ -
Expenses				
Contractual	\$ -	\$ 142,295	\$ 135,000	\$ 58,136
Capital Outlay	\$ -	\$ -	\$ 25,000	\$ 25,000
TOTAL	\$ -	\$ 142,295	\$ 160,000	\$ 83,136

#### Changes to the Budget

No significant changes

## 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 or until another funding source is identified.

### FUND ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	36,139.00	\$	29,711.00	\$	16,781.00
Ending	\$	36,139.00	\$	29,711.00	\$	16,781.00	\$	-
<b>Revenue</b>								
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Expenses</b>								
Contractual	\$	1,811	\$	6,428	\$	12,930	\$	8,000
Other Payments	\$	-	\$	-	\$	-	\$	8,781
<b>TOTAL</b>	<b>\$</b>	<b>1,811</b>	<b>\$</b>	<b>6,428</b>	<b>\$</b>	<b>12,930</b>	<b>\$</b>	<b>16,781</b>

### Changes to the Budget

→The 2022 Budget for Historic Preservation reflects the drawdown of funds to zero. The fund no longer collects revenues.

## Other Funds

### Federal Funds Exchange Program

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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	1,943,337.00	\$	3,762,677.00	\$	2,987,866.00
Ending	\$	1,943,337.00	\$	3,762,677.00	\$	2,987,866.00	\$	4,013,055.00
<b>Revenue</b>								
Intergovernmental Revenue	\$	1,305,952	\$	2,397,420	\$	-	\$	1,800,000
<b>TOTAL</b>	<b>\$</b>	<b>1,305,952</b>	<b>\$</b>	<b>2,397,420</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,800,000</b>
<b>Expenses</b>								
Other Payments	\$	531,141	\$	578,080	\$	774,811	\$	774,811
<b>TOTAL</b>	<b>\$</b>	<b>531,141</b>	<b>\$</b>	<b>578,080</b>	<b>\$</b>	<b>774,811</b>	<b>\$</b>	<b>774,811</b>

### Changes to the Budget

→No significant changes

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 1,396,790.00	\$ 1,243,797.00	\$ 1,743,797.00
Ending	\$ 1,396,790.00	\$ 1,243,797.00	\$ 1,743,797.00	\$ 1,743,797.00
Revenue				
Taxes	\$ 581,373	\$ 1,028,878	\$ 1,860,000	\$ 1,860,000
Miscellaneous		\$ -	\$ -	\$ -
TOTAL	\$ 581,373	\$ 1,028,878	\$ 1,860,000	\$ 1,860,000
Expenses				
Contractual	\$353,109	\$1,181,871	\$1,360,000	\$1,860,000
(295) Cid - 12Th & Wanamaker	\$264,015	\$281,494	\$360,000	\$ 360,000
(298) Wheatfield Fund	\$ 799	\$208,243	\$500,000	\$ 500,000
(400) Economic Development	\$ -	\$199,598	\$100,000	\$ 200,000
(294) Cid - Holliday Square	\$ 85,841	\$113,362	\$100,000	\$ 200,000
(297) Cid - Se 29Th	\$ 1,210	\$170,620	\$100,000	\$ 200,000
(296) Cid - Cyrus Hotel	\$ 1,128	\$118,277	\$100,000	\$ 200,000
(401) Sherwood Cid	\$ 116	\$ 90,277	\$100,000	\$ 200,000
TOTAL	\$ 353,109	\$ 1,181,871	\$ 1,360,000	\$ 1,860,000

#### Changes to the Budget

→ Revenue reflects a three-year historical trend

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,168,526.00	\$ -	\$ -	\$ -
Ending	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>				
Taxes	\$ 237,739	\$ 236,820	\$ 250,000	\$ 1,250,000
<b>TOTAL</b>	<b>\$ 237,739</b>	<b>\$ 236,820</b>	<b>\$ 250,000</b>	<b>\$ 1,250,000</b>
<b>Expenses</b>				
Contractual	\$237,813	\$312,912	\$1,250,000	\$1,250,000
(403) Tif - Wheatfield	\$ -	\$ 76,092	\$ 500,000	\$ 500,000
(402) Tif - Sherwood Crossing	\$ 74	\$ -	\$ 500,000	\$ 500,000
(220) Tif (Tx Increm Fin) College HI	\$ 237,739	\$ 236,820	\$ 250,000	\$ 250,000
Dynamic Core				
Other Payments	\$237,739	\$236,820	\$0	\$0
<b>TOTAL</b>	<b>\$ 475,552</b>	<b>\$ 549,732</b>	<b>\$ 1,250,000</b>	<b>\$ 1,250,000</b>

### Changes to the Budget

→No significant changes

## Debt Service Fund

## FUND ALLOCATION SUMMARY

## Changes to the Budget

## 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 2019

Actual FY 2020

Projected FY  
2021

Preliminary FY  
2022

#### Revenue

Taxes	\$	5,068,376	\$	5,098,890	\$	5,476,674	\$	5,737,558
PILOTS	\$	1,528	\$	19,471	\$	1,528	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>5,069,904</b>	<b>\$</b>	<b>5,118,361</b>	<b>\$</b>	<b>5,478,202</b>	<b>\$</b>	<b>5,737,558</b>

#### Expenses

Contractual	\$	5,069,904	\$	5,060,188	\$	5,476,000	\$	5,737,558
<b>TOTAL</b>	<b>\$</b>	<b>5,069,904</b>	<b>\$</b>	<b>5,060,188</b>	<b>\$</b>	<b>5,476,000</b>	<b>\$</b>	<b>5,737,558</b>

#### Changes to the Budget

→ Tax revenue estimate provided by the County

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
<b>Cash Balance</b>				
Beginning	\$ 1,437,812	\$ 1,497,492	\$ 864,722	\$ 884,677
Ending	\$ 1,497,492	\$ 864,722	\$ 884,677	\$ 321,915
<b>Revenue</b>				
Fees For Service	\$ 868,487	\$ 1,241,458	\$ 2,408,185	\$ 2,003,344
Miscellaneous	\$ 50,098	\$ 14,970	\$ 10,000	
<b>TOTAL</b>	<b>\$ 918,585</b>	<b>\$ 1,256,428</b>	<b>\$ 2,418,185</b>	<b>\$ 2,003,344</b>
<b>Expenses</b>				
Contractual	\$ 858,905	\$ 2,042,800	\$ 2,398,230	\$ 2,566,106
<b>TOTAL</b>	<b>\$ 858,905</b>	<b>\$ 2,042,800</b>	<b>\$ 2,398,230</b>	<b>\$ 2,566,106</b>

#### Changes to the Budget

→The City experienced a significant property insurance increase at the beginning of FY20, continuing for FY21. FY22 anticipates a 7% increase over the FY21 budget



## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 2,555,260.00	\$ 4,081,141.00	\$ 4,485,192.00
Ending	\$ 2,555,260.00	\$ 4,081,141.00	\$ 4,485,192.00	\$ 5,243,407.00
Revenue				
Fees For Service	\$ 2,551,151	\$ 2,643,175	\$ 2,550,941	\$ 2,700,000
Miscellaneous	\$ 181,131	\$ 306,595	\$ 1,500	\$ 250,000
TOTAL	\$ 2,732,282	\$ 2,949,770	\$ 2,552,441	\$ 2,950,000
Expenses				
Contractual	\$ 1,249,266	\$ 1,321,936	\$ 2,013,873	\$ 2,013,945
Personnel	\$ 95,987	\$ 100,524	\$ 133,017	\$ 176,340
Commodities	\$ 295	\$ 1,429	\$ 1,500	\$ 1,500
TOTAL	\$ 1,345,548	\$ 1,423,889	\$ 2,148,390	\$ 2,191,785

#### Changes to the Budget

→ Payroll allocation modified with departmental personnel changes

## 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 2019	Actual FY 2020	Projected FY 2021	Preliminary FY 2022
Cash Balance				
Beginning	\$ 1,168,526.00	\$ 2,324,518.00	\$ 1,278,511.00	\$ 26,139.00
Ending	\$ 2,324,518.00	\$ 1,278,511.00	\$ 26,139.00	\$ (4,666,028.00)
Revenue				
Fees For Service	\$ 11,738,066	\$ 10,139,225	\$ 14,721,370	\$ 11,035,000
Miscellaneous	\$ 222,205	\$ 274,627	\$ 61,000	\$ 276,000
TOTAL	\$ 11,960,271	\$ 10,413,852	\$ 14,782,370	\$ 11,311,000
Expenses				
Contractual	\$ 10,776,992	\$ 11,424,936	\$ 15,871,868	\$ 15,915,897
Personnel	\$ 25,702	\$ 30,881	\$ 161,074	\$ 85,470
Commodities	\$ 1,585	\$ 4,042	\$ 1,800	\$ 1,800
TOTAL	\$ 10,804,279	\$ 11,459,859	\$ 16,034,742	\$ 16,003,167

#### Changes to the Budget

- Healthcare rates are estimated to increase by 4% in FY22 as compared to FY21
- Personnel allocation modified due to departmental personnel changes

## 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 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	1,232,347.00	\$	1,242,445.00	\$	1,182,398.00
Ending	\$	1,232,347.00	\$	1,242,445.00	\$	1,182,398.00	\$	1,124,264.00
<b>Revenue</b>								
Fees For Service	\$	72,161	\$	74,399	\$	71,087	\$	73,000
<b>TOTAL</b>	<b>\$</b>	<b>72,161</b>	<b>\$</b>	<b>74,399</b>	<b>\$</b>	<b>71,087</b>	<b>\$</b>	<b>73,000</b>
<b>Expenses</b>								
Contractual	\$	8,340	\$	64,301	\$	131,134	\$	131,134
<b>TOTAL</b>	<b>\$</b>	<b>8,340</b>	<b>\$</b>	<b>64,301</b>	<b>\$</b>	<b>131,134</b>	<b>\$</b>	<b>131,134</b>

#### Changes to the Budget

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

## 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.

#### FUND ALLOCATION SUMMARY

	Actual FY 2019		Actual FY 2020		Projected FY 2021		Preliminary FY 2022	
<b>Cash Balance</b>								
Beginning	\$	1,168,526.00	\$	1,176,777.00	\$	1,187,620.00	\$	1,200,700.00
Ending	\$	1,176,777.00	\$	1,187,620.00	\$	1,200,700.00	\$	1,209,200.00
<b>Revenue</b>								
Miscellaneous	\$	8,251	\$	10,843	\$	14,580	\$	10,000
<b>TOTAL</b>	<b>\$</b>	<b>8,251</b>	<b>\$</b>	<b>10,843</b>	<b>\$</b>	<b>14,580</b>	<b>\$</b>	<b>10,000</b>
<b>Expenses</b>								
Contractual	\$	-	\$	-	\$	1,500	\$	1,500
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>1,500</b>

#### Changes to the Budget

→ There are no significant changes to the 2022 Proposed Budget

## Historical: Police Department

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

#### Allocation by Expense Category

Personnel	\$	32,414,577	\$	31,905,039	\$	34,960,669	\$	35,390,078
Non-Personnel	\$	5,906,908	\$	5,558,837	\$	5,897,125	\$	5,838,100
Contractual	\$	4,284,654	\$	4,037,311	\$	4,222,574	\$	3,977,098
Commodities	\$	1,057,606	\$	975,117	\$	1,138,051	\$	1,324,502
Capital Outlay	\$	530,921	\$	546,362	\$	536,000	\$	536,000
Other Payments	\$	33,727	\$	47	\$	500	\$	500
<b>TOTAL</b>	<b>\$</b>	<b>38,321,485</b>	<b>\$</b>	<b>37,463,877</b>	<b>\$</b>	<b>40,857,794</b>	<b>\$</b>	<b>41,228,178</b>

#### Allocation by Fund

General Fund	\$	38,321,485	\$	37,463,877	\$	40,857,794	\$	41,228,178
<b>TOTAL</b>	<b>\$</b>	<b>38,321,485</b>	<b>\$</b>	<b>37,463,877</b>	<b>\$</b>	<b>40,857,794</b>	<b>\$</b>	<b>41,228,178</b>

#### Full-Time Equivalent Positions

Executive Bureau	23.0	27.0	29.0	29.0
Criminal Investigations	67.0	66.0	67.0	67.0
Field Operations	173.0	179.0	177.0	177.0
Community Outreach	89.5	80.5	69.0	71.0
<b>TOTAL</b>	<b>352.5</b>	<b>352.5</b>	<b>342.0</b>	<b>344.0</b>

## Historical: Neighborhood Relations

### DEPARTMENT ALLOCATION SUMMARY

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Preliminary FY 2022
<b>Allocation by Expense Category</b>				
Personnel	\$ 2,068,078	\$ 2,177,126	\$ 2,561,315	\$ 2,217,623
Non-Personel	\$ 2,068,078	\$ 2,177,126	\$ 2,561,315	\$ 2,217,623
Contractual	\$ 4,928,970	\$ 5,117,445	\$ 4,547,921	\$ 8,214,464
Commodities	\$ 90,058	\$ 69,708	\$ 58,888	\$ 61,427
Capital Outlay	\$ 64,465	\$ -	\$ -	\$ -
Other Payments	\$ 11,137	\$ 688	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 7,162,707</b>	<b>\$ 7,364,968</b>	<b>\$ 7,168,124</b>	<b>\$ 10,493,514</b>

<b>Allocation by Fund</b>				
General Fund	\$ 1,870,316	\$ 1,487,955	\$ 1,890,948	\$ 1,739,213
HND Grants	\$ 4,324,219	\$ 4,731,089	\$ 4,412,117	\$ 7,876,282
HND State Grants	\$ 595,883	\$ 855,632	\$ 595,000	\$ 578,408
Inmate Program	\$ 372,290	\$ 290,293	\$ 270,000	\$ 299,612
<b>TOTAL</b>	<b>\$ 7,162,707</b>	<b>\$ 7,364,968</b>	<b>\$ 7,168,124</b>	<b>\$ 10,493,514</b>

<b>Full-Time Equivalent Positions</b>				
Neighborhood Relations Admin	16.0	16.0	16.0	14.0
Property Maintenance	16.0	16.0	16.0	16.0
<b>TOTAL</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>	<b>30.0</b>

## Historical: Planning and Development

### DEPARTMENT ALLOCATION SUMMARY

Actual FY 2019

Actual FY 2020

Budget FY  
2021

Preliminary FY  
2022

#### Allocation by Expense Category

Personnel	\$	2,182,016	\$	2,107,580	\$	2,355,614	\$	2,477,820
Contractual	\$	766,584	\$	697,526	\$	668,617	\$	693,072
Commodities	\$	57,643	\$	14,690	\$	27,350	\$	23,816
Capital Outlay	\$	22,703	\$	22,062	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>3,028,946</b>	<b>\$</b>	<b>2,841,858</b>	<b>\$</b>	<b>3,051,581</b>	<b>\$</b>	<b>3,194,707</b>

#### Allocation by Fund

General Fund	\$	2,571,270	\$	2,442,003	\$	2,680,310	\$	2,748,226
Planning Grants	\$	457,676	\$	399,855	\$	371,271	\$	446,481
<b>TOTAL</b>	<b>\$</b>	<b>3,028,946</b>	<b>\$</b>	<b>2,841,858</b>	<b>\$</b>	<b>3,051,581</b>	<b>\$</b>	<b>3,194,707</b>

#### Full-Time Equivalent Positions

Planning		10.0	10.0	10.0	9.0
Development Services		19.0	19.0	19.0	20.0
<b>TOTAL</b>		<b>29.0</b>	<b>29.0</b>	<b>29.0</b>	<b>29.0</b>



# Appendix

[BUDGET@TOPEKA.ORG](mailto:BUDGET@TOPEKA.ORG)



# 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>.

**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 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:**

During the 2021 legislative session, the tax lid was removed and the legislature enacted SB 13 and HB 2104. This legislation establishes new notice and public hearing requirements if the proposed budget will exceed the property tax levy's revenue neutral rate. These requirements take effect this year (2021), for a city's 2022 budget. The tax rate in mills that would generate the same property tax revenue in dollars as levied the previous tax year using the current tax year's total assessed valuation. To calculate the revenue neutral rate, the County Clerk shall divide the property tax revenue for such taxing subdivision levied for the previous tax year by the total of all taxable assessed valuation in such taxing subdivision for the current tax year, and then multiply the quotient by 1,000 to express the rate in mills. (SB 13 Sec. 1(e)(2)). Revenue Neutral Rate is calculated by Last year's total property tax raised in dollars divided by this year's assessed valuation as of June 15. The following process is required to exceed the revenue neutral rate.

## **Applying the Budget Process**

Receive Revenue Neutral Rate from the County Clerk by June 15.

Determine the budget needs for City's upcoming budget year and determine the amount of property tax will be required to fund the budget.

Determine if the amount needed will require a tax levy exceeding the Revenue Neutral Rate.

## **Following steps are taken if Revenue Neutral is RAISED**

Notify the County Clerk by July 20 with the City's intent to exceed the revenue neutral rate

Beginning in 2021 (for 2022 budget year), publish a notice on the city website and a newspaper of general circulation in the county. Notice must be given 10 days before the hearing. The notice must provide details for both a tax rate hearing and budget hearing.

By September 20, conduct a tax rate AND budget hearing. A tax rate hearing is defined as a hearing to exceed the RNR.

Adopt a resolution or ordinance to exceed the RNR.

Adopt the proposed budget or any lesser amount. A budget cannot exceed the amount proposed.

On or before October 1, certify to the County Clerk the amount to be levied.

**Following steps are taken if Revenue Neutral is NOT RAISED**

On or before August 5, publish the proposed budget and hearing notice (must include the RNR).

On or before August 15, hold a public hearing on the budget.

On or before August 25, certify the City budget and tax levies to the County Clerk.

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 Comprehensive Annual Financial Report 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 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 continue to 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 or 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.
- 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.

## FINANCIAL POLICIES, GUIDELINES & PRACTICES

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 refunding, 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 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 that helps ensure the annual operating budget, capital improvement budget, and long-term financial forecasts align and support the City's strategic goals. The CIP plans projects over the next ten years and is separate from the City's annual operating budget. 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 2022-2026 budget years, and a separate list of projects being considered for years 2027-2031. A map of the proposed 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 multiple sources 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) and revenue bonds, the project budget, bond resolution, and bond ordinance provide the legal authority to issue bonds.

In 2016, the Governing Body implemented a three-year cap of \$27 million, which would amount to an average 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 2020-2022. This three-year increase has been proposed to extend to include the 2022-2026 period.

## 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. These projects help the city manage its infrastructure, but as the infrastructure continues to age, there is a continual need for maintenance. Adding a new facility without 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.

There are insufficient available funds to completely address all 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.

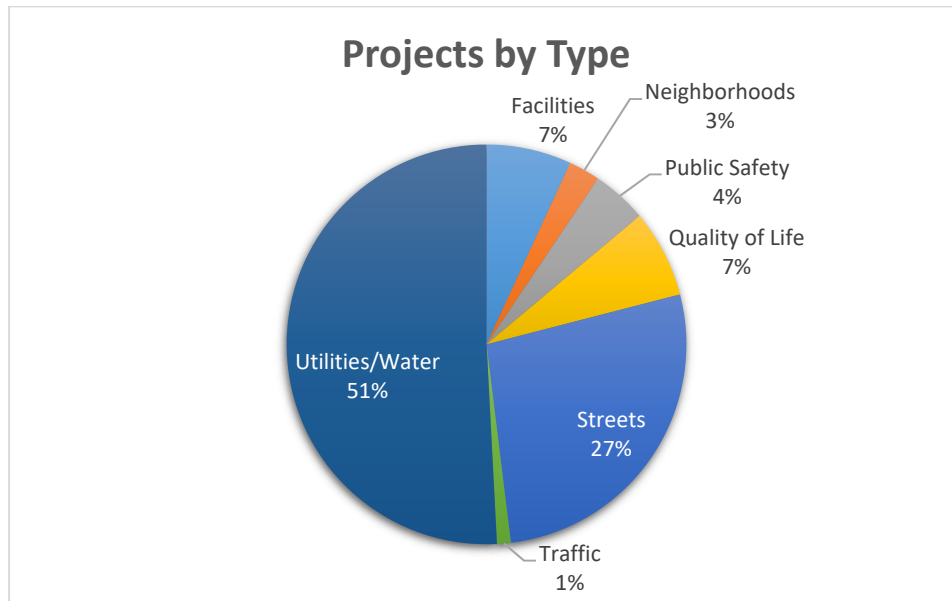
### **2022-2031 CIP Calendar**

<b>Item</b>	<b>Date</b>
<b>Staff Submits 2022-2031 CIP Requests</b>	12/11/2020
<b>CIP Presented to City Council</b>	1/19/2021
<b>CIP Reviewed by Public Works Infrastructure Committee</b>	1/25/2021
<b>Public Workshop with Governing Body</b>	2/6/2021
<b>CIP Approved by Planning Commission</b>	2/15/2021
<b>CIP Discussion at City Council</b>	3/2/2021
<b>CIP Discussion at City Council</b>	4/13/2021
<b>CIP Discussion at City Council</b>	5/18/2021
<b>Resolution and Project Budgets Approved by Council</b>	6/1/2021



# TYPES OF PROJECTS

Capital projects in the CIP (**total funding from 2022-2026**) are intended to be in alignment with the City's priorities which are created and adopted by the Governing Body. **A detailed breakdown of each project type can be found on pages 24-30 which includes project name and yearly funding.**



## Utilities

**2022-2026 CIP: \$255,957,081 (50.83%)**

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: Federal Funds, Utility cash, and Revenue Bonds

## Streets

**2022-2026 CIP: \$136,376,596 (27.08%)**

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, Fix Our Streets Sales Tax, and Countywide JEDO Sales Tax

## Quality of Life

**2022-2026 CIP: \$35,703,053 (7.09%)**

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: Countywide JEDO Sales Tax, IT Fund, Donations, and Cash

## Facilities

**2022-2026 CIP: \$34,625,603 (6.88%)**

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, Parking Fund, and Cash

### **Public Safety**

**2022-2026 CIP: \$22,413,452 (4.45%)**

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

### **Neighborhoods**

**2022-2026 CIP: \$12,850,000 (2.55%)**

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 Cash

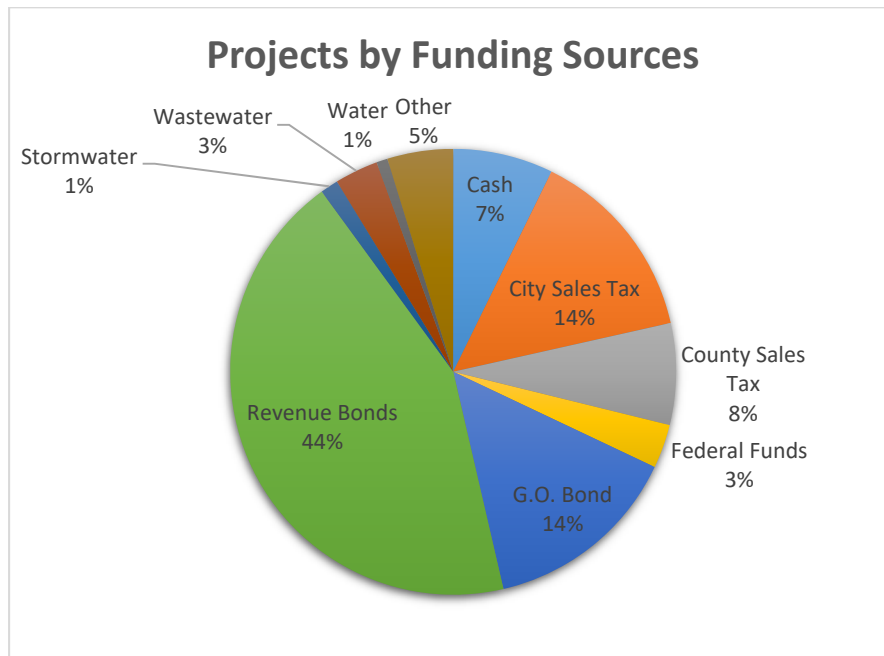
**Traffic 2022-2026 CIP: \$5,607,800 (1.11%)**

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

# FUNDING SOURCES

Traditionally, the CIP (*total funding from 2022-2026*) utilizes a variety of funding sources. *A detailed breakdown of each funding source can be found on pages 36-48 which includes project name and yearly funding.*



## Revenue Bonds

**2022-2026 CIP: \$219,490,831 (43.59%)**

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. When cash funds are available, the full amount of the projects will not be bonded.

## GO Bonds

**2022-2026 CIP: 72,247,656 (14.35%)**

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.

## Fix Our Streets Sales Tax

**2022-2026 CIP: \$71,622,934 (14.22%)**

This is funded by a voter approved citywide 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 JEDO Sales Tax

**2022-2026 CIP: \$37,060,000 (7.36%)**

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

**Cash****2022-2026 CIP: \$36,561,881 (7.26%)**

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

**Other****2022-2026 CIP: \$24,034,033 (4.77%)**

Funding sources include the Parking Enterprise Fund, Information Technology (IT) Fund, and Donations received for Zoo projects.

**Federal Funds****2022-2026 CIP: \$16,049,999 (3.19%)**

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

**Wastewater****2022-2026 CIP: \$15,872,500 (3.15%)**

The wastewater fund supports all wastewater operations throughout the City. Charges for services serve as the primary revenue for the wastewater fund and expenses are utilized for operations, capital improvement projects, and debt service.

**Stormwater****2022-2026 CIP: \$6,550,000 (1.30%)**

The stormwater fund supports all stormwater operations throughout the City. Charges for services serve as the primary revenue for the stormwater fund and expenses are utilized for operations and capital improvement projects.

**Water****2022-2026 CIP: \$4,043,750 (0.80%)**

The Water fund supports all water operations throughout the City and surrounding areas. Charges for services are the primary revenue for the water fund and expenses are utilized for operations, capital improvements, and debt service.

# DEBT SERVICE OBLIGATIONS

## Debt Summary

The City of Topeka Debt Management Policy aims to ensure the City has a sound financial position, reasonable reserves, and maintain a strategic debt position. Successful practice can enhance the City's corporate image, creditworthiness, flexibility, and its 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. 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](http://Topeka.org)*

## Debt Capacity

At December 31, 2020, the City's total outstanding bonded indebtedness was \$429,278,300. Of this amount, \$150,578,300 was general obligation debt, backed by the full faith and credit of the government. Revenue bonds outstanding totaled \$271,930,000 secured by a pledge of the revenues derived from user fees for the specific enterprise fund or funds that benefited from the bond issue. The remainder of the bonded indebtedness consisted of tax increment and sales tax revenue bonds in the amount of \$6,770,000.

In addition, the City is obligated for \$23,474,854 of Kansas State Revolving Loan Program loans, which are secured solely by specified revenue sources from the Combined Water, Water Pollution Control and stormwater Utility fund.

The City is also responsible for \$24,794,632 in general obligation temporary notes, issued to fund construction in progress for business-type capital projects of \$18.9 million and governmental capital projects of \$5.9 million. The City anticipates refunding these temporary notes with revenue bonds or other resources in 2020. See the Notes to the Financial Statements, for a more complete description of debt activity.

### Projected General Obligation Debt

Municipal bonds issued to fund various public projects, and are backed by the full faith and credit of the city. As of December 31, 2020 the city's General Obligation bonds totaled \$158.3 million, with a bond rating of AA by Standard & Poor's.

Projected GO Debt Issuance			
Year	General GO Amount	Polk Quincy Amount	Total Outstanding Debt
2022	\$10,478,643	\$7,000,000	\$156,902,653
2023	\$9,000,000	\$6,000,000	\$154,424,010
2024	\$8,740,512	\$-	\$148,164,522
2025	\$9,251,086	\$-	\$148,675,096
2026	\$18,872,643	\$-	\$158,296,653

# OTHER FUND FORECASTS

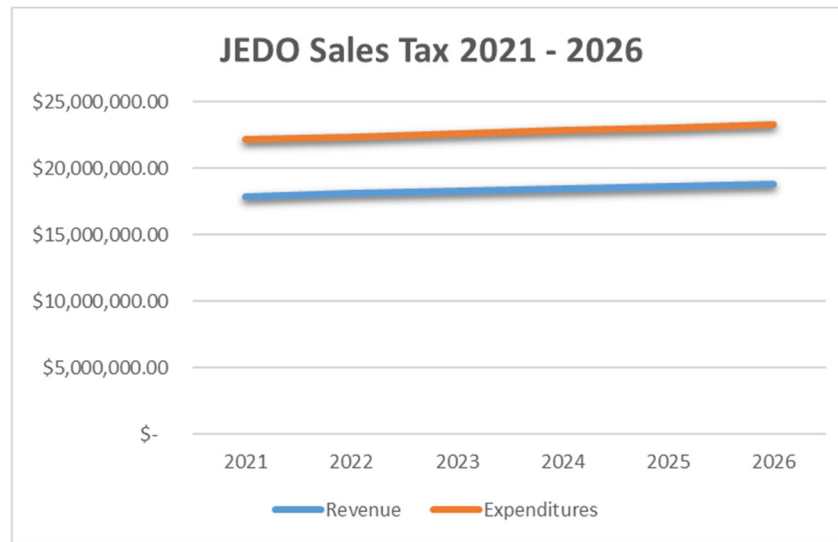
## Other Fund Impacts

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

### Countywide JEDO Sales Tax Fund

The Countywide Half Cent Sales Tax fund tracks the revenue 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 inter-local agreements between the City and Shawnee County.

	2021	2022	2023	2024	2025	2026
Revenue	\$ 17,894,726.00	\$ 18,073,673.26	\$ 18,254,409.99	\$ 18,436,954.09	\$ 18,621,323.63	\$ 18,807,536.87
Expenditures	\$ 22,135,873.00	\$ 22,357,231.73	\$ 22,580,804.05	\$ 22,806,612.09	\$ 23,034,678.21	\$ 23,265,024.99

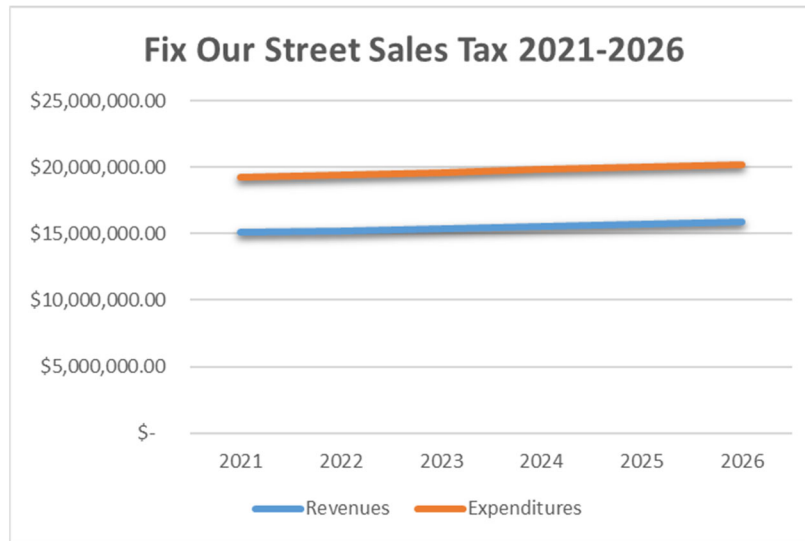


The countywide JEDO Sales Tax was extended through 2031, at which point voters will decide on continuing the special sales tax. Funding will be expended until projects are complete and the fund is depleted.

### Fix Our Streets 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.

	2021	2022	2023	2024	2025	2026
Revenues	\$ 15,089,475.00	\$ 15,240,369.75	\$ 15,392,773.45	\$ 15,546,701.18	\$ 15,702,168.19	\$ 15,859,189.88
Expenditures	\$ 19,245,962.00	\$ 19,438,421.62	\$ 19,632,805.84	\$ 19,829,133.89	\$ 20,027,425.23	\$ 20,227,699.49

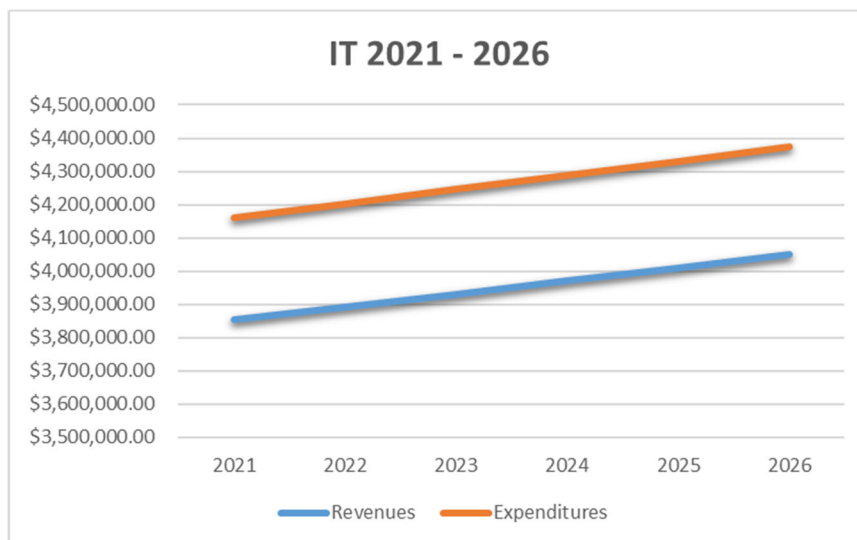


This sales tax will be assessed until 2029, and revenues are projected to grow 1% per year. Revenues are heavily contingent on the broader economy and consumer spending patterns. The majority of expenditures in this fund support projects in the CIP, as well as some staff support costs. The tax was approved 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.

	2021	2022	2023	2024	2025	2026
Revenues	\$ 3,854,066.00	\$ 3,892,606.66	\$ 3,931,532.73	\$ 3,970,848.05	\$ 4,010,556.53	\$ 4,050,662.10
Expenditures	\$ 4,162,087.00	\$ 4,203,707.87	\$ 4,245,744.95	\$ 4,288,202.40	\$ 4,331,084.42	\$ 4,374,395.27



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.



## 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 amortization schedule to 15-year amortization 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. The City Council is considering funding an additional \$6 million of existing capital projects through general obligation debt issuance that would in effect lower the fund balance in the debt service fund. The fund is projected to continue to be in compliance with its reserve policy.

Debt Service Fund Pro Forma								
	2019	2020	2021	2022	2023	2024	2025	
	Actual	Preliminary	Budget	Forecast	Forecast	Forecast	Forecast	
Cash Balance January 1	\$ 8,580,089	\$ 11,461,267	\$ 14,332,539	\$ 15,901,360	\$ 16,792,075	\$ 17,298,673	\$ 17,897,686	
Budgeted Revenues:								
Ad Valorem Taxes	\$ 15,608,978	\$ 15,342,887	\$ 15,342,887	\$ 15,342,887	\$ 15,342,887	\$ 15,342,887	\$ 15,342,887	
Sales Tax	\$ 98,306	\$ 77,267	\$ 80,639	\$ 103,964	\$ 123,964	\$ 143,964	\$ 163,964	
Transient Guest Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Motor Vehicle	\$ 1,701,478	\$ 1,691,221	\$ 1,488,701	\$ 1,503,588	\$ 1,518,624	\$ 1,533,810	\$ 1,549,148	
Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	\$ 174,564	\$ 242,002	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	
Special Assessments	\$ 3,955,222	\$ 3,194,712	\$ 3,161,507	\$ 2,994,967	\$ 3,142,822	\$ 3,142,822	\$ 3,142,822	
Miscellaneous	\$ 22,815,997	\$ 10,412,881	\$ 772,424	\$ 644,544	\$ 720,435	\$ 776,269	\$ 811,897	
PILOTS	\$ 5,218	\$ 64,875	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,001	\$ 5,000	
Total Budgeted Revenues	\$ 44,359,762	\$ 31,025,844	\$ 21,121,158	\$ 20,864,949	\$ 21,123,732	\$ 21,214,753	\$ 21,285,718	
Budgeted Expenditures								
Contractual	\$ 414,351	\$ 290,298	\$ 198,000	\$ 179,568	\$ 179,568	\$ 179,568	\$ 179,568	
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Payments	\$ 41,181,196	\$ 27,593,399	\$ 19,354,337	\$ 19,794,666	\$ 20,437,567	\$ 20,436,172	\$ 20,355,460	
Capital Outlay (Transfer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 41,595,546	\$ 27,883,697	\$ 19,552,337	\$ 19,974,234	\$ 20,617,135	\$ 20,615,740	\$ 20,535,028	
Over/Under	\$ 2,764,216	\$ 3,142,147	\$ 1,568,821	\$ 890,715	\$ 506,597	\$ 599,013	\$ 750,689	
Cash Balance - December 31	\$ 11,461,267	\$ 14,332,539	\$ 15,901,360	\$ 16,792,075	\$ 17,298,673	\$ 17,897,686	\$ 18,648,375	
Fund Balance	25.84%	46.20%	75.29%	80.48%	81.89%	84.36%	87.61%	
Miscellaneous Revenue Detail (Actuals and Estimates)								
	2021	2022	2023	2024	2025			
College Hill	\$ 216,351	\$ 220,678	\$ 225,092	\$ 229,594	\$ 234,185	\$ 238,869	\$ 243,647	
Interest Earnings	\$ 130,076	\$ 400,000	\$ -	\$ -	\$ 75,000	\$ 125,000	\$ 150,000	
Retirement Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Kay's Garden Endowment	\$ 295,459	\$ 416,600	\$ 413,350	\$ 414,950	\$ 411,250	\$ 412,400	\$ 418,250	
Historic Tax Credits								
Total	\$ 641,886	\$ 1,037,278	\$ 638,442	\$ 644,544	\$ 720,435	\$ 776,269	\$ 811,897	

## Combined Utility Funds

The combined utility pro forma 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.

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.

Combined Utilities Pro Forma						
	2022	2023	2024	2025	2026	
Cash Balance - January 1	\$40,768,900	\$ 38,889,100	\$ 37,715,600	\$ 40,989,300	\$ 44,468,800	
Budgeted Revenues:	5.21%	5.28%	5.35%	5.42%	5.49%	
Permits	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	
Fees for Service	\$ 86,873,769	\$ 91,391,491	\$ 96,215,611	\$ 101,365,400	\$ 106,179,600	
Service Assessment	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
Interest	\$ 688,800	\$ 713,800	\$ 770,300	\$ 849,600	\$ 930,500	
Surcharges	\$ 1,745,031	\$ 1,778,409	\$ 1,814,290	\$ 1,852,900	\$ 1,894,300	
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	\$ 90,235,600	\$ 94,811,700	\$ 99,728,201	\$ 104,995,900	\$ 109,932,400	
Budgeted Expenditures						
Personnel	\$ 17,106,800	\$ 17,619,500	\$ 18,147,100	\$ 18,690,300	\$ 19,250,900	
Contractual	\$ 25,832,800	\$ 26,786,000	\$ 27,783,300	\$ 28,826,400	\$ 29,691,100	
Commodities	\$ 8,856,600	\$ 9,121,000	\$ 9,393,300	\$ 9,673,100	\$ 9,963,300	
Other Payments	\$ 27,220,200	\$ 29,315,400	\$ 28,441,400	\$ 31,588,900	\$ 31,335,600	
Capital Outlay	\$ 13,099,000	\$ 13,143,300	\$ 12,689,400	\$ 12,737,700	\$ 18,788,000	
Total Expenditures	\$ 92,115,400	\$ 95,985,200	\$ 96,454,500	\$ 101,516,400	\$ 109,028,900	
Over/Under	\$ (1,879,800)	\$ (1,173,500)	\$ 3,273,701	\$ 3,479,500	\$ 903,500	
Cash Balance - December 31	\$ 38,889,100	\$ 37,715,600	\$ 40,989,300	\$ 44,468,800	\$ 45,372,300	
Fund Balance	43.10%	39.78%	41.10%	42.35%	41.27%	

**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:

	2021	2022	2023
Water	7.50%	7.50%	7.50%
Stormwater	7.50%	7.50%	7.50%
Wastewater	2.00%	2.00%	2.00%

The CIP, as presented, assumes a continued 7.5%, 7.5%, 2% increase in rates annually.

## 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 2022-2031 CIP would result in the following days of cash on hand, and debt service coverage ratios. With the continuation of 7.5%, 7.5%, 2% rate increases, all years meet minimum and should continue to demonstrate adequate funding and stability to the Utilities' rating agency.

Project planned for 2022 CIP that were in the open project list for Q4:

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
2026	281	1.90

Projected Utility Capital Investment						
Pay-As-You-Go						
Year	General Revenue Bond Amount	Stormwater	Wastewater	Water	Total Capital Investments	
2022	\$ 39,405,205	\$ 1,250,000	\$ 2,557,500	\$ 981,250	\$	4,788,750
2023	\$ 49,080,667	\$ 1,200,000	\$ 2,557,500	\$ 981,250	\$	4,738,750
2024	\$ 45,736,475	\$ 1,300,000	\$ 2,557,500	\$ 981,250	\$	4,838,750
2025	\$ 47,553,105	\$ 1,250,000	\$ 2,557,500	\$ 550,000	\$	4,357,500
2026	\$ 37,715,380	\$ 1,450,000	\$ 2,557,500	\$ 550,000	\$	4,557,500
<b>Totals</b>	<b>\$ 219,490,831</b>	<b>\$ 6,450,000</b>	<b>\$ 12,787,500</b>	<b>\$ 4,043,750</b>	<b>\$</b>	<b>23,281,250</b>

Outstanding Revenue Bonds						
Series	Date Issued	Original Amount	Interest Rate	Maturity	Total Outstanding Debt	
2013A	5/21/2013	\$ 35,985,000.00	1.5%-5%	8/1/2031	\$	34,115,000
2014A	12/23/2014	\$ 45,510,000.00	3.125% - 5%	8/1/2044	\$	27,210,000
2016A	9/6/2016	\$ 24,945,000.00	2% - 3%	8/1/2046	\$	23,955,000
2017A	9/5/2017	\$ 17,975,000.00	2.25% - 5%	8/1/2047	\$	16,885,000
2018A	9/11/2018	\$ 45,695,000.00	3% - 5%	8/1/2048	\$	43,880,000
2019A	9/17/2019	\$ 33,270,000.00	2% - 4%	8/1/2049	\$	31,000,000
2020A	9/8/2020	\$ 94,885,000.00	1% - 3%	8/1/2050	\$	94,885,000
Total					\$	271,930,000

## 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.

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Council Member	9.0	9.0	9.0	9.0
Senior Executive Assistant	1.0	1.0	1.0	1.0
<b>TOTAL GOVERNING BODY</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
Mayor	1.0	1.0	1.0	1.0
Senior Executive Assistant	1.0	0.0	0.0	1.0
Assistant to the Mayor	0.0	1.0	1.0	0.0
<b>TOTAL MAYOR'S OFFICE</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
City Manager	1.0	1.0	1.0	1.0
Chief of Staff	0.0	0.0	0.0	1.0
Deputy City Manager	1.0	1.0	0.0	0.0
Chief Executive Aide	1.0	0.0	0.0	0.0
Independent Police Auditor	0.0	1.0	1.0	1.0
Senior Executive Assistant	1.0	1.0	1.0	1.0
<b>CITY MANAGER'S OFFICE</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>4.0</b>
City Clerk	1.0	1.0	1.0	1.0
Administrative Officer	2.0	2.0	2.0	2.0
<b>CITY CLERK'S OFFICE</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Media Relations Director	1.0	1.0	1.0	1.0
Production Specialist	3.0	3.0	3.0	3.0
<b>COMMUNICATIONS</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
Senior Project Manager	1.0	1.0	0.0	0.0
Project Manager	1.0	0.0	0.0	0.0
<b>EMERGENCY MANAGEMENT</b>	<b>6.0</b>	<b>5.0</b>	<b>4.0</b>	<b>0.0</b>
Director of Community Engagement/Ombudsmen	1.0	1.0	1.0	1.0
Director of Neighborhood Relations	1.0	1.0	0.0	0.0
Accountant II	1.0	1.0	1.0	0.0
Office Specialist	1.0	1.0	0.0	0.0
Program Coordinator	1.0	2.0	2.0	2.0
Senior Program Coordinator	1.0	1.0	1.0	1.0
<b>COMMUNITY ENGAGEMENT</b>	<b>6.0</b>	<b>7.0</b>	<b>5.0</b>	<b>4.0</b>
<b>TOTAL EXECUTIVE DEPARTMENT</b>	<b>17.0</b>	<b>16.0</b>	<b>14.0</b>	<b>15.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Director of Administrative & Financial Services	1.0	1.0	1.0	1.0
Deputy Director of Administrative & Financial Services	0.0	1.0	0.0	0.0
Accountant II	2.0	2.0	2.0	2.0
Accountant III	1.0	1.0	0.0	0.0
Accounting Specialist I	1.0	1.0	1.0	1.0
Accounting Specialist II	5.0	3.0	3.0	2.0
Accounting Specialist III	2.0	3.0	3.0	4.0
Assistant Budget Manager	1.0	0.0	0.0	0.0
Budget & Performance Manager	1.0	0.0	1.0	1.0
Chief Accounting Officer	1.0	1.0	1.0	1.0
Manager of Accounting Operations	0.0	0.0	1.0	1.0
Management Analyst	0.0	2.0	2.0	2.0
Senior Management Analyst	1.0	0.0	0.0	0.0
Office Specialist	1.0	0.0	0.0	0.0
Administrative Officer	0.0	1.0	1.0	2.0
Payroll Manager	1.0	1.0	1.0	0.0
Senior Grants Program Administrator	1.0	1.0	0.0	0.0
FINANCIAL REPORTING & PAYROLL	19.0	18.0	17.0	17.0
Director of Purchasing	1.0	1.0	1.0	1.0
Business Services Manager	0.0	1.0	1.0	1.0
Administrative Officer	0.0	1.0	1.0	1.0
Office Assistant II	1.0	0.0	0.0	0.0
Office Specialist	1.0	0.0	0.0	0.0
Procurement Officer I	0.0	0.0	2.0	3.0
Procurement Officer II	3.0	3.0	1.0	0.0
CONTRACTS & PROCUREMENT	6.0	6.0	6.0	6.0
<b>TOTAL ADMINISTRATIVE &amp; FINANCIAL SERVICES DEPARTMENT</b>	<b>25.0</b>	<b>24.0</b>	<b>23.0</b>	<b>23.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
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	0.0
Administrative Officer	0.0	0.0	0.0	1.0
Account Specialist II	1.0	1.0	0.0	0.0
FIRE ADMINISTRATION & BUSINESS SERVICES	5.0	5.0	4.0	4.0
Division Chief of Fire Training	1.0	1.0	1.0	1.0
Fire Cadet	2.0	2.0	0.0	0.0
Training Officer II	2.0	0.0	0.0	1.0
Training Officer III	2.0	3.0	2.0	2.0
Training Officer	0.0	1.0	1.0	0.0
FIRE TRAINING	7.0	7.0	4.0	4.0
Fire Marshal	1.0	1.0	1.0	1.0
Deputy Fire Marshal	0.0	0.0	0.0	1.0
Fire Investigator I	0.0	0.0	1.0	0.0
Fire Investigator II	0.0	0.0	0.0	1.0
Fire Investigator III	3.0	3.0	2.0	2.0
Fire Inspector II	2.0	2.0	0.0	0.0
Fire Inspector III	2.0	2.0	4.0	4.0
Public Education Officer I	1.0	1.0	0.0	0.0
Public Education Officer II	0.0	0.0	1.0	0.0
Public Education Officer III	0.0	0.0	0.0	1.0
FIRE PREVENTION	9.0	9.0	9.0	10.0
Deputy Chief	1.0	1.0	1.0	1.0
Division Chief - Operations	1.0	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	13.0	5.0	7.0	18.0
Firefighter 2nd Class	9.0	14.0	21.0	9.0
Firefighter 3rd Class	22.0	9.0	9.0	12.0
Advanced Firefighter	10.0	26.0	17.0	15.0
FIRE OPERATIONS	227.0	227.0	227.0	227.0
Division Chief of EMS	1.0	1.0	1.0	1.0
FIRE EMERGENCY MEDICAL SERVICES	1.0	1.0	1.0	1.0
<b>TOTAL FIRE DEPARTMENT</b>	<b>249.0</b>	<b>249.0</b>	<b>245.0</b>	<b>246.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Director of Human Resources	1.0	1.0	1.0	1.0
Manager of Human Resources	4.0	4.0	4.0	4.0
HRIS Management Analyst	1.0	1.0	1.0	1.0
Human Resources Assistant	1.0	2.0	2.0	2.0
Human Resources Specialist I	3.0	2.0	1.0	1.0
Senior HRIS Analyst	1.0	1.0	1.0	1.0
Senior Human Resources Specialist	1.0	1.0	2.0	2.0
Wellness Coordinator	1.0	1.0	1.0	1.0
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>
Deputy Director of Information Technology	1.0	1.0	1.0	1.0
Application Developer	1.0	1.0	0.0	0.0
Application Developer I	1.0	1.0	1.0	1.0
Application Developer II	0.0	0.0	1.0	1.0
System Developer II	1.0	1.0	1.0	1.0
System Developer III	5.0	4.0	3.0	3.0
Web Developer	0.0	0.0	0.0	1.0
<b>IT BUSINESS SYSTEMS</b>	<b>9.0</b>	<b>8.0</b>	<b>7.0</b>	<b>8.0</b>
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
<b>IT COMPUTING</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
Network Engineer III	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0
<b>IT TELECOM</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>TOTAL INFORMATION TECHNOLOGY DEPARTMENT</b>	<b>17.0</b>	<b>16.0</b>	<b>15.0</b>	<b>16.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
City Attorney	1.0	1.0	1.0	1.0
Assistant Attorney	2.0	2.0	3.0	3.0
Associate Attorney	1.0	1.0	0.0	0.0
Chief of Prosecution	1.0	1.0	1.0	1.0
Deputy City Attorney	1.0	1.0	1.0	1.0
Legal Specialist I	2.0	2.0	2.0	2.0
Legal Specialist III	1.0	1.0	1.0	1.0
Senior Attorney	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
Senior Paralegal	1.0	1.0	1.0	1.0
LEGAL CIVIL LITIGATION	4.0	4.0	4.0	4.0
<b>TOTAL LEGAL DEPARTMENT</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>



## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
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	7.0	7.0	7.0	7.0
Office Specialist	3.0	3.0	3.0	3.0
MUNICIPAL COURT JUDICIAL	16.0	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	1.0	1.0	1.0	1.0
MUNICIPAL COURT PROBATION ALCOHOL & DRUG	4.0	4.0	4.0	4.0
<b>TOTAL MUNICIPAL COURT</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Director of Planning & Development	1.0	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0	1.0
ADMINISTRATION	2.0	2.0	2.0	2.0
Division Director of Planning	0.0	0.0	0.0	1.0
Comprehensive Planning Manager/Planner III	1.0	1.0	1.0	0.0
Current Planning Manager/Planner III	1.0	1.0	1.0	1.0
Transportation Planning Manager/Planner III	1.0	1.0	1.0	1.0
Planner II	3.0	3.0	2.0	3.0
Planner I	2.0	2.0	3.0	2.0
Zoning Inspector	0.0	0.0	0.0	1.0
PLANNING DIVISION	8.0	8.0	8.0	9.0
Division Director of Development Services	1.0	1.0	1.0	1.0
Field Services Manager	1.0	1.0	1.0	1.0
Permit Section/Special Projects Manager	1.0	1.0	1.0	1.0
Senior Plan Reviewer/Assistant Manager	0.0	0.0	0.0	1.0
Land Development Coordinator	0.0	0.0	1.0	1.0
Plan Reviewer	3.0	3.0	2.0	1.0
Compliance Inspector I	1.0	1.0	1.0	1.0
Trade Inspector	6.0	8.0	8.0	8.0
Trade Inspector Elevator	1.0	0.0	0.0	0.0
Trade Inspector Mobile Home	1.0	0.0	0.0	0.0
Administrative Officer	0.0	0.0	0.0	1.0
Office Specialist	2.0	2.0	2.0	1.0
Accounting Specialist II	1.0	1.0	1.0	1.0
Zoning Inspector	1.0	1.0	1.0	0.0
DEVELOPMENT SERVICES DIVISION	19.0	19.0	19.0	18.0
Division Director of Housing Services	1.0	1.0	1.0	1.0
Senior Program Administrator	1.0	1.0	1.0	2.0
Senior Program Coordinator	1.0	0.0	0.0	0.0
Program Coordinator	0.0	0.0	1.0	1.0
Accountant II	1.0	1.0	1.0	1.0
Grants Administrator	1.0	1.0	1.0	1.0
Office Assistant I	1.0	1.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	1.0
Rehabilitation Specialist I	3.0	3.0	3.0	3.0
HOUSING SERVICES DIVISION	10.0	9.0	10.0	11.0
<b>TOTAL PLANNING &amp; DEVELOPMENT DEPARTMENT</b>	<b>39.0</b>	<b>38.0</b>	<b>39.0</b>	<b>40.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Business Service Manager	1.0	1.0	1.0	1.0
Crime Analysis Unit Coordinator	0.0	0.0	1.0	1.0
Crime Analyst	0.0	1.0	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	1.0	2.0	0.0	0.0
Police Chief	1.0	1.0	1.0	1.0
Police Detective	1.0	3.0	3.0	3.0
Police Lieutenant	3.0	3.0	3.0	3.0
Police Major	1.0	0.0	1.0	0.0
Police Officer	4.0	4.0	5.0	6.0
Police Sergeant	5.0	6.0	7.0	7.0
Public Relations Specialist	1.0	1.0	1.0	1.0
Senior Attorney	1.0	1.0	1.0	1.0
Senior Project Manager	1.0	1.0	1.0	1.0
POLICE EXECUTIVE	140.0	27.0	29.0	29.0
Police Major	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Specialist	1.0	2.0	1.0	0.0
Police Captain	1.0	1.0	1.0	1.0
Police Detective	36.0	34.0	34.0	35.0
Police Lieutenant	2.0	2.0	3.0	3.0
Police Officer	14.0	15.0	16.0	16.0
Police Sergeant	10.0	9.0	9.0	9.0
Senior Program Coordinator	1.0	1.0	1.0	1.0
POLICE CRIMINAL INVESTIGATION	67.0	66.0	67.0	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	0.0	0.0	0.0
Police Lieutenant	6.0	6.0	6.0	6.0
Police Major	1.0	1.0	0.0	1.0
Police Officer	116.0	112.0	105.0	112.0
Police Officer in Training	18.0	27.0	44.0	36.0
Police Recruit	4.0	10.0	0.0	0.0
Police Sergeant	13.0	20.0	19.0	19.0
POLICE FIELD OPERATIONS	173.0	179.0	177.0	177.0

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Animal Control Officer	5.0	4.0	2.0	4.0
Inventory Specialist	5.0	5.0	4.0	4.0
Network Engineer III	1.0	1.0	1.0	1.0
Office Assistant I	2.0	2.0	1.0	1.0
Office Specialist	1.0	0.0	0.0	0.0
Police Captain	1.0	1.0	1.0	1.0
Police Lieutenant	3.0	3.0	2.0	2.0
Police Major	1.0	1.0	0.0	1.0
Police Officer	34.0	29.0	29.0	27.0
Police Records Clerk	16.5	16.5	16.0	17.0
Police Sergeant	7.0	6.0	6.0	6.0
School Resource Officer	1.0	0.0	0.0	0.0
Senior Animal Control Officer	0.0	1.0	1.0	1.0
Supervisor I	3.0	3.0	2.0	2.0
Supervisor II	2.0	2.0	1.0	1.0
Supervisor III	1.0	1.0	1.0	1.0
Crime Analysis Unit Coordinator	1.0	1.0	0.0	0.0
Crime Analyst	2.0	1.0	0.0	0.0
Project Coordinator	1.0	1.0	0.0	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	89.5	80.5	69.0	71.0
Division Director Prop Maint Code Enforcement	0.0	1.0	1.0	1.0
Manager Property Code Services	1.0	0.0	0.0	0.0
Supervisor II	1.0	2.0	2.0	2.0
Senior Program Administrator	1.0	1.0	1.0	1.0
Office Assistant II	0.0	1.0	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 II	10.0	9.0	9.0	9.0
Property Maint Inspector III	1.0	0.0	0.0	0.0
PROPERTY MAINTENANCE	16.0	16.0	16.0	16.0
<b>TOTAL POLICE DEPARTMENT</b>	<b>469.5</b>	<b>352.5</b>	<b>342.0</b>	<b>360.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Director of Public Works	1.0	1.0	1.0	1.0
Deputy Director of Public Works	1.0	1.0	1.0	1.0
Manager Technical Support	1.0	1.0	1.0	1.0
GIS Analyst	2.0	2.0	2.0	1.0
GIS Manager	0.0	0.0	0.0	1.0
GIS Technician	2.0	2.0	2.0	2.0
Management Analyst	1.0	1.0	0.0	0.0
Manager Community Education	1.0	1.0	1.0	1.0
Office Assistant III	1.0	1.0	1.0	1.0
Senior GIS Analyst	1.0	1.0	1.0	1.0
Solutions Architect	1.0	1.0	1.0	0.0
Technical Support Analyst II	2.0	2.0	2.0	2.0
Technical Support Analyst III	0.0	0.0	0.0	1.0
User System Consultant II	1.0	1.0	0.0	0.0
PUBLIC WORKS ADMINISTRATION & TSG	15.0	15.0	13.0	13.0
Engineering Technician II	1.0	1.0	1.9	1.0
Engineer II	0.0	0.0	0.9	0.0
Manager Pavement Improvements	1.0	1.0	1.0	1.0
Project Engineer	0.0	0.9	0.0	0.0
Construction Inspector	0.0	0.9	0.0	0.0
PUBLIC WORKS CITYWIDE HALF-CENT SALES TAX	2.0	3.8	3.8	2.0
City Engineer	1.0	1.0	1.0	1.0
Business Services Manager	0.0	0.0	1.0	1.0
Accounting Specialist II	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	0.0	0.0
Engineer II	4.0	3.1	3.1	2.0
Engineer III	1.0	1.0	1.0	1.0
Engineer in Training	1.0	1.0	0.0	0.0
Engineering Technician I	4.0	4.0	2.0	3.0
Engineering Technician II	5.0	4.1	4.1	4.0
Engineering Technician III	2.0	1.0	2.0	2.0
Management Analyst	0.0	0.0	1.0	1.0
Manager Construction Inspection	1.0	1.0	1.0	1.0
Manager Special Projects	0.0	0.0	0.0	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
Right of Way Agent	1.0	1.0	1.0	1.0
Traffic Engineer	0.0	0.0	0.0	1.0
PUBLIC WORKS ENGINEERING	24.0	21.2	20.2	22.0

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Facilities Manager	1.0	1.0	1.0	1.0
Carpenter	1.0	1.0	1.0	0.0
Electrician	1.0	1.0	1.0	1.0
HVAC Specialist	0.0	0.0	0.0	1.0
HVAC Specialist I	1.0	1.0	1.0	0.0
Maintenance Worker I	6.0	6.0	2.0	1.0
Maintenance Worker II	4.0	2.0	3.0	2.0
Maintenance Worker III	2.0	4.0	3.0	3.0
Plumber	1.0	1.0	1.0	1.0
Preventative Maintenance Technician	0.0	0.0	0.0	1.0
Project Manager	0.0	0.0	0.0	1.0
Senior Project Manager	0.0	0.0	0.0	1.0
Program Coordinator	1.0	1.0	1.0	0.0
Supervisor II	1.0	1.0	1.0	0.0
Supervisor III	0.0	0.0	0.0	1.0
PUBLIC WORKS FACILITIES, BUILDING & GENERAL SERVICES	19.0	19.0	15.0	14.0
Manager Fleet Services	1.0	1.0	1.0	1.0
Accountant II	0.0	0.0	0.0	1.0
Accounting Specialist I	1.0	1.0	1.0	1.0
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 Specialist	1.0	1.0	1.0	1.0
Supervisor III	4.0	4.0	4.0	3.0
PUBLIC WORKS FLEET SERVICES	22.0	22.0	22.0	22.0
Manager Forestry	1.0	1.0	1.0	1.0
Arborist I	4.0	4.0	4.0	2.0
Arborist II	2.0	1.0	0.0	2.0
Arborist III	1.0	2.0	3.0	3.0
Supervisor III	1.0	1.0	1.0	1.0
PUBLIC WORKS FORESTRY	9.0	9.0	9.0	9.0

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Manager Parking	1.0	1.0	1.0	0.0
Maintenance Worker II	4.0	4.0	3.0	2.0
Maintenance Worker III	0.0	0.0	0.0	1.0
Management Analyst	0.0	0.0	0.0	2.0
Office Assistant II	1.0	1.0	1.0	0.0
Office Specialist	1.0	1.0	1.0	1.0
Parking Control Officer I	4.0	4.0	3.0	3.0
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	0.0	0.0
PUBLIC WORKS PARKING ADMINISTRATION	14.0	14.0	11.0	11.0
Deputy Director of Public Works	1.0	1.0	1.0	1.0
Street Operations Manager	1.0	1.0	1.0	1.0
Traffic Operations Manager	0.0	0.0	1.0	1.0
Assistant Superintendent Street Maintenance & Traffic Operations	1.0	1.0	0.0	0.0
Electronics Technician I	0.0	0.0	1.0	0.0
Equipment Operator	41.0	41.0	0.0	0.0
Equipment Operator I	0.0	0.0	1.0	0.0
Infrastructure Support Manager	4.0	4.0	4.0	4.0
Infrastructure Planner	1.0	1.0	1.0	1.0
Management Analyst	0.0	1.0	1.0	1.0
Manager Quality Assurance	1.0	1.0	0.0	0.0
Office Assistant I	1.0	0.0	0.0	0.0
Office Assistant II	0.0	1.0	0.0	0.0
Office Assistant III	1.0	1.0	0.0	0.0
Office Specialist	1.0	1.0	1.0	1.0
Program Coordinator	0.0	0.0	0.0	1.0
Street Maintenance Worker Trainee	0.0	0.0	11.0	6.0
Street Maintenance Worker	0.0	0.0	26.0	31.0
Street Maintenance Worker Senior	0.0	0.0	4.0	4.0
Senior Program Coordinator	2.0	1.0	1.0	1.0
STREET MAINTENANCE	55.0	55.0	54.0	53.0
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	2.0	3.0
Equipment Operator I	2.0	2.0	1.0	2.0
Equipment Operator II	3.0	3.0	2.0	1.0
Equipment Operator III	0.0	0.0	0.0	1.0
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	10.0	12.0
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>173.0</b>	<b>172.0</b>	<b>158.0</b>	<b>158.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Accountant II	1.0	1.0	1.0	0.0
Accounting Specialist III	0.0	0.0	0.0	1.0
Asst Director Water Services	1.0	1.0	0.0	0.0
Business Services Manager	0.0	1.0	1.0	1.0
Business Support Analyst	2.0	1.0	1.0	1.0
Chemist	1.0	1.0	1.0	1.0
Class IV Water Plant Operator	5.0	5.0	5.0	6.0
Cross Connection Insp I	1.0	0.0	0.0	0.0
Director of Water Meter Svcs	1.0	1.0	1.0	1.0
Director of Water Plant Ops	1.0	1.0	1.0	0.0
Director of Water Services	1.0	1.0	1.0	0.0
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	2.0	1.0	0.0
Engineering Technician II	2.0	0.0	1.0	2.0
Foreperson	13.0	14.0	16.0	14.0
Infrastructure Support Manager	0.0	0.0	0.0	5.0
Laboratory Technician	1.0	1.0	1.0	1.0
Leadperson	11.0	10.0	9.0	10.0
Manager Support	8.0	4.0	5.0	2.0
Network Engineer III	1.0	0.5	0.5	1.0
Office Assistant II	11.0	11.0	11.0	11.0
Office Assistant III	9.0	8.0	7.0	6.0
Office Specialist	2.0	3.0	3.0	2.0
Senior Program Administrator	0.0	0.0	0.0	1.0
Supervisor II	3.0	3.0	3.0	1.0
Supervisor III	0.0	4.0	4.0	5.0
System Developer III	0.0	0.0	0.0	1.0
Trade Inspector	0.0	1.0	1.0	1.0
Utilities Customer Service General Manager	0.0	0.0	1.0	1.0
Utility System Worker I	3.0	3.0	3.0	3.0
Utility System Worker II	28.0	20.0	20.0	16.0
Utility System Worker III	11.0	16.0	15.0	20.0
Water Inventory Specialist	1.0	1.0	1.0	1.0
Water Plant Operator	1.0	1.0	1.0	1.0
Water Plant OPS General Manager	0.0	0.0	0.0	1.0
Water System General Manager	1.0	1.0	1.0	0.0
UTILITIES WATER	125.0	121.5	121.5	122.0



## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Engineer I	0.0	1.0	1.0	0.0
Engineer II	2.0	2.0	2.0	2.0
Engineer In Training	1.0	0.0	0.0	0.0
Engineering Technician I	0.0	0.0	0.0	1.0
Environmental 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
Manager Support	1.0	2.0	2.0	0.0
Office Assistant III	1.0	1.0	1.0	1.0
SW Permit Coordinator	1.0	0.0	0.0	0.0
Infrastructure Support Manager	0.0	0.0	0.0	2.0
WPC Equip Operator SL I	7.0	0.0	0.0	0.0
WPC Equip Operator SL II	0.0	0.0	0.0	0.0
WPC Equip Operator SL III	9.0	0.0	0.0	0.0
WPC Equipment Operator	0.0	6.0	8.0	6.0
WPC Insp & Verification Insp	0.0	2.0	2.0	1.0
WPC Senior Equipment Operator	0.0	8.0	6.0	8.0
UTILITIES STORMWATER	25.0	25.0	25.0	24.0
Administrative Officer	1.0	1.0	0.0	0.0
Administrative Officer II	0.0	0.0	1.0	2.0
Asset Manager	0.0	0.0	1.0	0.0
Biologist	2.0	2.0	2.0	2.0
Business Service Manager	0.0	0.0	1.0	1.0
Deputy Utilities Director	1.0	1.0	3.0	4.0
Director of Business Services	1.0	1.0	0.0	0.0
Elec & Instrument Mechanic III	1.0	0.0	0.0	1.0
Electrician	0.0	2.0	2.0	2.0
Engineer I	0.0	0.0	0.0	1.0
Engineer III	1.0	2.0	1.0	1.0
Environmental Technician II	1.0	1.0	1.0	1.0
Infrastructure Support Manager	0.0	0.0	0.0	5.0
Management Analyst	1.0	2.0	1.0	0.0
Manager Community Education	0.0	1.0	1.0	1.0

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Manager Laboratory Operations	1.0	1.0	1.0	1.0
Manager Support	6.0	4.0	4.0	0.0
Manager WPC Operations	2.0	2.0	2.0	0.0
Network Engineer III	1.0	1.5	1.5	1.0
Office Specialist	0.0	0.0	0.0	1.0
Office Assistant III	2.0	1.0	1.0	0.0
Program Coordinator	0.0	0.0	1.0	1.0
Senior Project Manager	1.0	0.0	0.0	0.0
Supervisor III	0.0	3.0	3.0	2.0
Utilities Director	1.0	1.0	1.0	1.0
WPC Bio-Solids Tech I - SL II	1.0	2.0	2.0	0.0
WPC Bio-Solids Tech II - SL III	2.0	2.0	2.0	0.0
WPC Elect & Inst Mech - E&I SL I	3.0	2.0	2.0	0.0
WPC Electrician	1.0	0.0	0.0	0.0
WPC Equipment Operator	0.0	5.0	4.0	6.0
WPC Equip Operator SL I	4.0	0.0	0.0	0.0
WPC Equip Operator SL II	1.0	0.0	0.0	0.0
WPC Equip Operator SL III	6.0	0.0	0.0	0.0
WPC General Manager	1.0	1.0	0.0	2.0
WPC I&I/ CCTV SL II	2.0	0.0	0.0	0.0
WPC Insp & Verification Insp	0.0	2.0	2.0	2.0
WPC Maint Mechanic	0.0	9.0	10.0	11.0
WPC Maint Mechanic SL I	7.0	0.0	0.0	0.0
WPC Maint Mechanic SL III	5.0	0.0	0.0	0.0
WPC Plant Operator SL I	5.0	6.0	0.0	6.0
WPC Plant Operator SL II	1.0	1.0	0.0	2.0
WPC Plant Operator SL IV	12.0	0.0	0.0	0.0
WPC Senior Equipment Operator	0.0	7.0	8.0	10.0
WPC Senior Maint Mechanic	0.0	4.0	2.0	1.0
WPC Senior Wastewater Treatment Facility Operator	0.0	0.0	9.0	10.0
WPC Wastewater Treatment Facility Operator I	0.0	0.0	5.0	0.0
WPC Wastewater Treatment Facility Operator II	0.0	0.0	2.0	0.0
WPC Senior Plant Operator	0.0	10.0	1.0	0.0
UTILITIES WASTEWATER	74.0	77.5	77.5	78.0
<b>TOTAL UTILITIES DEPARTMENT</b>	<b>224.0</b>	<b>224.0</b>	<b>224.0</b>	<b>224.0</b>

## FULL-TIME EQUIVALENT POSITIONS FOUR YEAR HISTORY

	Adopted FY 2019	Adopted FY 2020	Adopted FY 2021	Proposed FY 2022
Zoo Director	1.0	1.0	1.0	0.0
ZOO FINANCE	1.0	1.0	1.0	0.0
Education Specialist	1.0	1.0	1.0	0.0
Education Specialist II	1.0	1.0	1.0	0.0
ZOO EDUCATION & CONSERVATION	2.0	2.0	2.0	0.0
Zoo Operations Manager	1.0	1.0	1.0	1.0
Supervisor II	2.0	3.0	2.0	0.0
Zoo Keeper	0.0	0.0	0.0	1.0
Zoo Keeper I	7.0	8.0	8.0	0.0
Zoo Keeper II	7.0	6.0	7.0	0.0
Zoo Registrar	1.0	0.0	0.0	0.0
ZOO ANIMAL CARE	18.0	18.0	18.0	2.0
Zoo Vet Tech	1.0	1.0	1.0	0.0
Zoo Veterinarian	1.0	1.0	1.0	1.0
ZOO ANIMAL HEALTH	2.0	4.0	2.0	1.0
Horticulturist	2.0	2.0	2.0	0.0
ZOO GUEST EXPERIENCE	2.0	0.0	2.0	0.0
<b>TOTAL ZOO</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>	<b>3.0</b>
<b>CITY TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>1,192.5</b>	<b>1,194.5</b>	<b>1,163.0</b>	<b>1,145.0</b>