





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Topeka  
Kansas**

For the Fiscal Year Beginning

**January 1, 2016**

Executive Director

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August 16, 2016

Honorable Larry Wolgast  
Members of the Topeka City Council  
215 SE Seventh  
Topeka, Kansas 66603

Dear Mayor Wolgast and City Councilmembers:

The Governing Body has established budget priorities for the 2017 budget year, which are clearly reflected in the adopted budget.

The 2017 general fund adopted budget presents a balanced, fiscally sustainable model for not only 2017 but also the next five years. The City continues to recover from the recession, which has affected both the City and its residents. The Governing Body has made difficult decisions in prior years to raise revenues and manage expenditures. Because of this diligence, the 2017 budget is able to strategically direct resources towards the Governing Body's 2017 budget priorities: Investing in infrastructure; continuing a commitment to developing neighborhoods; continuing a commitment to public safety; funding selected strategic investments toward quality of life; improving fiscal sustainability; and improving performance and cost-effectiveness.

## General Fund

### Increasing Fiscal Sustainability

The City of Topeka, like all other municipalities, continues to be affected by the effects of the "Great Recession" of December 2007-June 2009. Sales tax collections continue to be volatile. The adopted budget includes a 1% increase in sales tax revenues based on recent history and conservative projections. The City's assessed valuation remains below pre-recession levels; however, Property Tax revenues for residential and commercial are projected to increase 2% due primarily to an increase in commercial property and new construction. Property tax on vehicles is projected to decrease. These funding sources combine to provide more than \$6 out of every \$10 of revenue to the General Fund.

In 2014, the City Council increased the mill levy to support the General, Debt Service and Special Liability funds. This difficult decision has put the City in a position to make modest investments in targeted priority areas and meet prior obligations. The 2015 and 2016 budgets did not raise the mill levy. ***The adopted 2017 budget does not include an increase to the mill levy.***

### Property Tax Lid

The Kansas Senate and House passed legislation adding a property tax lid (Senate Sub. HB 2088). This lid caps the amount of taxes levied to the 5 year rolling average of the Consumer Price Index (CPI), which for 2015 was 0.125%. An election must occur to override the tax lid. There are revenue and expenditures exempted from the limit, including revenue increases because of new structures and expenditures tied to public safety. A full briefing can be found at the League of Kansas Municipalities' [website](http://lkm.org) (<http://lkm.org>). The lid will go into effect in 2017; as a result, it will **not** affect budgets being created for 2017, but rather budgets for 2018.



## Budget Challenges and Opportunities

The 2017 adopted budget was built with the 2016 budget as a base, and added in contractually obligated or fixed cost increases. These cost increases outpaced revenues, meaning the City needed to reallocate some costs to absorb the increases. In addition to reallocating resources, the adopted budget reinstates the usage of vacancy credits. Vacancy credits have been used by the City in recent budgets, excluding 2016, and are a way of accounting for naturally occurring savings that occur in salary and benefits throughout the year.

Personnel is the biggest driver of the budget. The significant unionization of the City's labor force makes forecasting salary and benefit costs a challenge. At this time, six of the City's seven bargaining units have agreements for FY17, as summarized in the table (right). The adopted budget includes an assumption for Development Services, since that group has not negotiated 2017 yet.

Public safety retirements, as well as retirements of non-sworn City staff from across the organization, will challenge budgetary balance as the City makes lump-sum payments to retirees for their accrued vacation and sick leave. Because of the large amount of retirements expected for the next few years, the City Council approved the creation of the Employee Separation Fund in 2013, funded through \$5m of bond proceeds, to cover costs associated with employee separations and retirements. Once these funds are spent, the City will utilize the existing retirement reserve fund. It is expected that most of the balance in the Employee Separation fund will be expended by the end of 2016, so contributions to the Retirement Reserve fund have been increased in 2017 by .75%.

<i>Employee Group/Union</i>	<i>Budget Compensation Assumption</i>
AFSCME-Development Services	Longevity + 1.5% increase
AFSCME-Water	Step + 2.85% increase
AFT-America Federation of Teachers	Step + \$250k Pool
Fraternal Order of Police	Step + 2% average increase
International Association of Firefighters	Longevity + 1.25% increase
Teamsters	Step + 1% increase
Water Pollution Control	Step + \$75k Pool
Management and Executive (Non-Union)	2% Cost of Living Increase + 1% Pool for Merit

Despite the budget challenges, the City's current financial position creates opportunities to strategically invest with the 2017 budget. The Governing Body has made difficult decisions that increased the General Fund balance, creating the opportunity to invest budget dollars in priorities and contractual obligations. In 2016 that meant funding for services including demolitions (\$400k), downtown grants (\$300k), youth employment (\$75k) and other priorities—funding that has been maintained in 2017. Additionally, funds have been added to support the Riverfront Authority initiative (\$50k), downtown maintenance (\$47k), the Alternative Sentencing Court (\$45k grant plus internal staff investment), neighborhood grant program (\$25k) and several new positions in facilities, Technical Services Group, the zoo, the water fund, IT and Fire.

## Operating Department Budgets

The direction to City departments was to construct a status-quo budget for 2017, maintaining programming and services at 2016 levels and reflecting any mandatory increases in expenditures. Even standing still, however, the cost of City operations increases. Fixed rising expenditures included fulltime salary and associated benefits, health insurance premiums and utility costs. All told, even with a stay-the-course budget, general fund expenditures will increase for FY17 by a adopted \$1.3 million compared to the 2016 budget.

Both property tax and sales tax, the two largest revenue sources, are projected to grow modestly in 2017. In addition, revenue related to building permits and development services licenses are projected to increase, reflecting a recovering construction economy. As mentioned previously, more than \$6 out of every \$10 in the general fund is generated from property and sales taxes.



## **Addressing 2017 Council Budget Priorities**

Because of this modest increase in revenues and reallocation of resources, the adopted budget is able to address the Council's stated 2017 budget priorities by strategically directing resources to the following priorities:

### ***Invest in infrastructure***

The budget continues to invest funding from multiple sources for street maintenance.

The budget reflects increased cash expenditures on non Utility projects by \$1M.

Discussions will continue regarding expenditure of the \$10M excess funds from Phase I of the Countywide Sales Tax.

### ***Continue a commitment to developing neighborhoods***

The Neighborhood Relations Department budget continues to fund the Special Structures Unit, which included two specialized property maintenance inspectors and demolitions budget at \$400k.

The budget continues funding levels for neighborhood infrastructure and street lighting programs.

### ***Continue a commitment to public safety***

The Police Department budget has reallocated multiple upper level positions to Police Officers and the Cadet program to emphasize entry level positions.

2 positions have been added to the Fire Department to contribute to the exploration of expanding medical services.

Investment in the Alternative Sentencing Court has increased to meet programmatic needs; this includes a \$45k contract with Valeo and internal staff investment.

### ***Selected strategic investment in quality of life***

The budget maintains contributions to the Topeka Performance Arts Center, social service agencies, Visit Topeka, Downtown Redevelopment Incentive Program Grants (\$300k), the arts (\$30k), youth employment (\$75k), and other quality of life enhancers.

The budget adds funding for the riverfront initiative (\$50k) and downtown maintenance. (\$47k).

### ***Improve fiscal sustainability***

The budget and five year forecast maintain at least a 15% fund balance.

The adopted budget includes utility budgets, which continue to optimize operations and build fiscal sustainability.

### ***Improve performance and cost-effectiveness***

The budget reflects strategic initiatives in the City's performance management plan.

The City continues to pursue excellence in reporting and transparency through the [budget portal](#), [project portal](#), [open checkbook](#), GIS mapping and [open data portal](#) (Data.Topeka.org).

## **Public Input**

To inform the budget priorities, the Council held a "Budget Open House" at the Topeka Shawnee County Public Library and conducted online polls. From May 2 through May 9, 2016, the City conducted four polling options through a budget open house, Nextdoor, Facebook and Twitter to ascertain the public's priorities for the 2017 budget. Members of the public were allowed to choose from four options: Infrastructure (streets, water mains, snow removal); public safety (police, fire); recreation and leisure (zoo, bikeways, entertainment); and community development (neighborhoods, code enforcement, abandoned structures). The results varied by survey mechanism, but overall the priority order for investing more resources was infrastructure, community development, public safety and recreation & leisure.



## **Other Fund Discussions**

In addition to the General Fund, the City budgets for 30 other funds and has several unbudgeted funds, like grants, that fund operations. Major issues in other funds are highlighted below.

### ***Utility Funds***

The combined utilities fund includes Water, Wastewater and Stormwater. In the adopted budget, needs in these funds continue to outpace revenues. The Water and Wastewater revenues reflect the 5% rate increase adopted in 2014 for the 2015, 2016 and 2017 fiscal years. Revenues received in excess of the amount budgeted in 2017 will be used to fund future capital expenditures with cash. Utility expenditures reflect necessary increases in operations and maintenance and prioritize using cash for projects where possible.

### ***Internal Service Funds***

Internal service funds including Information Technology, Fleet and Facilities are funded through charges to City departments in all funds. Departmental charges for Information Technology and Facility Funds have been increased to add necessary personnel and capital needs.

### ***Risk Funds***

The environment for risk management and insurance funds is constantly changing. These funds have been updated to reflect increased costs for insurance across the board. In 2017, the adopted Health Fund budget continues the implementation of the wellness program and clinic to serve City employees. Additionally, the employer and employee contributions to the Health Fund are budgeted at 13.5% above 2016 actuals, based on recent experience with upward trending claims. However actual contributions will be finalized as the employer/employee cost share is settled, and as renewal rates are received over the next few months.

### ***Debt Service Fund***

In the debt service fund, the City will issue bonds later this fall to finance completed outstanding general obligation projects. Under the current five year forecast for the debt service fund, the City will continue to structure future bond sales under a 15 year flat payment schedule, except for special assessments which will be structured over 20 years. Additionally, the adopted Debt Service Fund includes cash for projects identified in the Capital Improvement Plan, which will reduce future bondings needs, while projecting a flat mill levy.

### ***Citywide and Countywide Half Cent Sales Tax Funds***

The City levies a half cent sales tax for street, curb, gutter and sidewalk replacement. The 2016 budget included a one-time increase in expenditures in this fund to allow for a concentrated focus on residential streets. The 2017 budget continues a strategic focus on residential streets. The Countywide Half Cent Sales Tax reflects the Interlocal Agreement passed by the Governing Body in 2016, in addition to budgeting authority to spend the excess \$10m generated from the 2004-2016 sales tax.

### ***Motor Fuel Fund***

Funded through motor fuel tax passed on by the State and County, the Motor Fuel Fund accounts for resources and expenditures for repair, minor reconstruction, alteration and maintenance—including snow removal and sweeping—of all streets and thoroughfares. As long as street maintenance service demands continue to rise, a long-term solution will be needed for funding street maintenance.



## Budget Review

We hope to assist the City Council's review of the budget by focusing on the changes in the 2017 budget compared to the 2016 budget. A summary sheet in the beginning of the budget book lays out the major impacts to the 2017 general fund budget.

The following pages are similar to what has been presented in the past — overviews of each department followed by descriptions and budgets for each program or division within the departments. Summaries of budgeted funds are also included in the back of the book.

In addition to the budget book, this year the Governing Body and citizens will be able to explore the budget using the Open Budget Portal at <http://budget.topeka.org>.

By working together we have jointly set a new course for the City, one that provides a fiscally sustainable mix of revenues and expenditures. Given the slow growth of the revenue base and the much faster growth in the expenditure base, finding ongoing sustainable solutions to balance the budget in all funds will continue to be a challenge. City leadership are highly attuned to the difficulty of the situation; we are ready to assist the City Council in making difficult decisions.

Respectfully submitted,

A handwritten signature in purple ink, reading "Doug Gerber", is positioned below the text "Respectfully submitted,".

Doug Gerber  
Interim City Manager



## Introduction



## Reviewing the City Budget

The City budget is one of the most important policy documents adopted by the City Council each year. This section is provided as a resource to help the reader understand how to use the budget as a reference document. The Fiscal Year 2017 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 analogize the City's financial management to that of a household, the reader should think of the City's budget more like a collection of checking accounts rather than a single one. The City maintains more than 40 of these accounts—"funds"—each considered a separate accounting and reporting entity. Some funds are required by generally accepted accounting principles; some are required by State law; some the City creates for its own internal financial management. Kansas law does not permit cities to spend money they do not have, except for properly authorized debt transactions. As a result, the resources available to the fund—balances carried over plus current year revenues—must equal or exceed planned expenditures.

## Budget Overview

The Budget Overview includes an overview of revenues and expenditures. Revenues are the basis of the City's budget. Since the City is generally required to provide balance in each fund, resources available and expenditures must align at the end of the year. The Revenue Section provides an overview of various estimates of the City's major sources of revenue for FY 2017, including property taxes, sales taxes, motor vehicle taxes, franchise fees and user fees.

The General Fund is the main operating fund of the City and includes many basic functions of City government. This fund is used to account for all financial resources not included in other funds. General tax revenues and other receipts that are not restricted by law or other contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the general fund. Since the general fund contains many core services, this budget book provides a more detailed General Fund summary section. Other funds are discussed in the Fund Summary section.

## Departmental Budgets

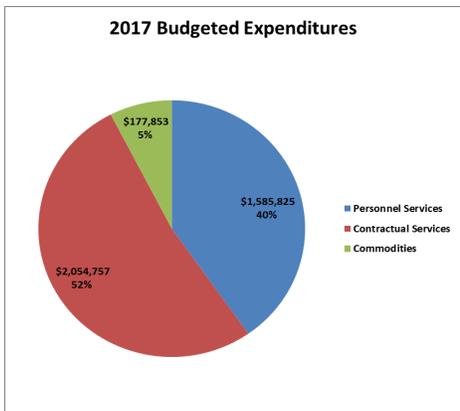
Operationally, the City is organized into a number of departments. Some of these—Police and Public Works, for instance—are very visible in the community. Others, like Administrative & Financial Services and Human Resources, primarily serve other City departments. Many department budgets cross and use multiple funds in order to track department operations; the City has chosen to organize its budget functionally by department.

# BUDGET OVERVIEW



## Department: Information Technology

EXPENDITURE SUMMARY				
EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 1,222,927	\$ 1,345,989	\$ 1,351,676	\$ 1,585,825
Contractual Services	\$ 1,371,752	\$ 1,934,474	\$ 2,117,036	\$ 2,054,757
Commodities	\$ 47,342	\$ 9,377	\$ 61,231	\$ 298,170
Other	283,669	417	-	-
<b>Total</b>	<b>\$ 2,925,690</b>	<b>\$ 3,290,257</b>	<b>\$ 3,529,943</b>	<b>\$ 3,938,752</b>



FUNDING SOURCE BREAKDOWN				
IT Fund	2014 Actuals	2015 Budget	2016 Budget	2017 Budget
IT Fund	\$2,925,690	\$3,290,257	\$3,529,943	\$3,938,752

PERSONNEL SUMMARY				
	2014	2015	2016	2017
Full-Time FTEs	15	14	15	15
Part-Time FTEs	0	0	0	0
<b>Total</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>15</b>

## Division: Telecom

### DIVISION PROFILE

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 within the enterprise.

EXPENDITURE SUMMARY				
EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 224,942	\$ 223,339	\$ 155,171	\$ 163,206
Contractual Services	348,744	246,242	456,800	445,409
Commodities	45,292	6,677	58,861	50,800
<b>Total</b>	<b>\$ 618,978</b>	<b>\$ 476,258</b>	<b>\$ 670,832</b>	<b>\$ 659,415</b>

### 2017 GOALS

- Deploy with customers 200-new telephones as part of the 2016 hosted voice system telephone system upgrade project.
- Deploy an additional 10-Wireless Access Points to expand a wireless mesh network for mobile field communications.
- Configure mobile data terminals for the Police and Fire Department to communicate on the City wireless mesh network.
- Configure wireless devices (iPads, tablets and laptops) for the Public Works and Housing and Neighborhood Relations field crews to communicate on the City wireless mesh network.

### 2016 ACCOMPLISHMENTS

- Installed AT&T circuits necessary to support a hosted voice system necessary to support a City telephone system upgrade.
- Installed necessary hardware and integrated with existing telephone system to pilot a hosted voice system necessary to support a City telephone system upgrade.
- Deployed and tested with customers 40-new telephones necessary to support a City telephone system upgrade.
- Collaborated with Utilities to install 5-Wireless Access Points to create a wireless mesh network for mobile field communications.
- Completed a fiber infrastructure project to add the new Police Training Academy in the Nickel Armory to the City Data Network.
- Assisted Police Department with the installation of video surveillance cameras.
- Converted Video Systems at the Zoo, Water Production and WPC to operate on the City Video Server.

PERFORMANCE MEASURES				
Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Telecommunication division supports the overall City telecom system to keep the percentage of up-time at 100% throughout the year	Not Formally Tracked	Not Formally Tracked	99.9543%	99.9999%
The Telecommunications division monitors help desk survey results from end users (City employees) to ensure satisfaction rates	93.33%	95.00%	90.67%	93.33%

## Departmental Presentations

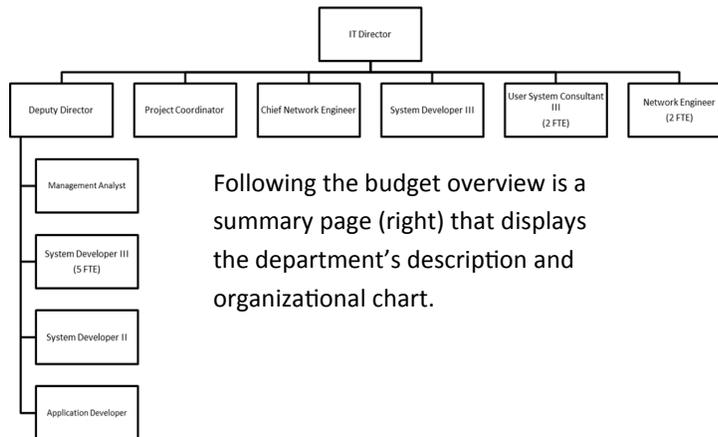
Each department's presentation begins with an overview of the department's resource allocation and a pie chart of expenditures (left). This section also includes the sources of funding for that department, as well as a personnel breakdown.

## Department: Information Technology

### DEPARTMENTAL PROFILE

The Information Technology Department is responsible for all IT Telecommunications, IT Computing and IT Business System functions within the computing enterprise of the City of Topeka. Major functions include fiscal management of the IT Fund, IT system asset management, IT contract administration, IT system engineering and deployment, IT system maintenance and administration, IT consulting, data analytics, and end-user support.

### ORGANIZATIONAL CHART



Following the budget overview is a summary page (right) that displays the department's description and organizational chart.

For larger and more complex departments, the reader will find additional summary pages for each division (left), which includes the division's profile, expenditure summary, prior-year accomplishments, upcoming goals and performance measures. The City of Topeka is embarking in a new performance management plan and performance measures measurement process, and plans to finally integrate performance measures and data into City operations.

# BUDGET OVERVIEW



## 2017 Budget Calendar

Each year the budget calendar is modified slightly, but ultimately the budget must always be adopted by August 25th. Below are the budget calendar events that impact the public and City Council. However, staff start working on the budget in January and collect Department requests through the Spring.

Event	Date	Day of Week	Time	Location
Discuss 2017 Budget Priorities	2/9/2016	Tuesday	6:00 PM	Council Chambers
CIP Open House	3/3/2016	Thursday	6-8:00 PM	Holliday Conference Room
Discuss 2017-2021 Proposed CIP	3/8/2016 - 4/5/2016	Tuesday	6:00 PM	Council Chambers
2017-2021 CIP & 2017-2019 CIB Adopted	April of 2016	Tuesday	6:00 PM	Council Chambers
Budget Open House	5/9/2016	Monday	6-7:30 PM	Topeka & Shawnee County Public Library
Council to Discuss 2017 Budget Priorities	5/10/2016	Tuesday	6:00 PM	Council Chambers
Council adopts 2017 Budget Priorities	5/17/2016	Tuesday	6:00 PM	Council Chambers
City Manager releases Budget to Council	Before 6/10/16			
Budget Committee Meeting	6/11/2016	Saturday	8:00 AM	Law Enforcement Ctr
Budget Committee Meeting	6/15/2016	Wednesday	6:00 PM	Law Enforcement Ctr
Budget Committee Meeting	6/28/2016	Tuesday	6:00 PM	Law Enforcement Ctr
City receives final revenue estimates from County/State	7/1/2016			
Budget Committee Meeting	7/5/2016	Tuesday	After City Council Meeting	Council Chambers
Council finalizes Budget	7/12/2016	Tuesday	6:00 PM	Council Chambers
Setting Maximum Taxes Levied	7/13/2016	Tuesday	6:00 PM	Council Chambers
Public Hearing	8/9/2016	Tuesday	6:00 PM	Council Chambers
Council adopts Budget	8/16/2016	Tuesday	6:00 PM	Council Chambers
Budget must be adopted	8/25/2016	Tuesday	6:00 PM	Council Chambers

The calendar is always available to the public at [www.topeka.org/budget](http://www.topeka.org/budget).

The screenshot shows a video player interface with a green background and the text 'THE 2016 CITY BUDGET PART 1: THE BASICS'. Below the video player, a table titled '2017 Budget Calendar' is visible. A red circle highlights the first row of this table: 'Discuss 2017 Budget Priorities' on 2/9/16 at 6 pm in Council Chambers. The table also lists other events like 'CIP Open House' and 'Discuss 2017-2021 Proposed CIP'.

# BUDGET OVERVIEW



## Expenditure Summary: By Fund

The 2015 and 2016 budgets reflect a change from GAAP basis budget to cash basis. The change in budgeting methodology caused the overall budgeted expenditures to increase, however the City was already realizing these expenditures, just not in budgeted accounts. Below is an all funds summary of expenditures, followed by more discussion of the General Fund.

Fund	GAAP BUDGET	CASH BASIS BUDGET		
	2014 Actual	2015 Actual	2016 Budget	2017 Adopted
General Fund	81,757,417	90,924,879	101,201,973	101,410,998
Downtown Business Improvement (BID)	152,247	178,739	186,542	183,500
Court Technology	34,358	7,125	45,000	65,000
Special Alcohol	515,433	636,349	600,000	620,000
Alcohol and Drug Safety	55,705	63,949	68,048	106,747
Law Enforcement	362,618	250,636	550,000	690,921
Special Liability	515,213	456,566	1,345,940	1,956,507
Transient Guest Tax	2,772,670	2,434,588	2,596,801	2,781,124
Employee Separation Fund	1,265,159	1,987,688	2,000,000	1,000,000
Retirement Reserve	250,000	263,588	1,170,009	3,474,471
KP&F Equalization	109,963	124,296	300,000	300,000
Neighborhood Revitalization	-	-	150,000	397,882
Historic Preservation	253,121	216,398	216,545	113,194
Countywide Half Cent Sales Tax (JEDO)	7,053,970	8,599,553	8,738,569	23,894,102
Special Highway (Motor Fuel)	6,001,782	5,787,214	6,378,200	6,993,704
Citywide Half Cent Sales Tax	6,929,228	15,740,831	28,375,602	18,805,175
Tax Increment Financing	222,253	386,660	176,569	190,000
Community Improvement Districts	85,217	404,878	421,480	460,000
Debt Service	21,667,054	59,668,989	24,592,473	20,994,125
Topeka Metropolitan Transit Authority	4,602,743	4,688,081	4,875,217	4,932,745
Parking	3,198,487	5,861,444	3,691,117	3,136,638
Information Technology	3,109,413	3,575,831	3,646,564	4,255,374
Fleet	1,690,000	1,783,964	1,980,000	1,980,000
Facilities	1,283,942	1,399,002	1,498,445	1,995,577
Water	31,605,680	32,463,795	31,992,357	33,756,339
Stormwater	5,579,529	4,919,208	6,621,698	7,888,421
Wastewater	24,763,025	26,263,735	28,347,498	26,552,520
Insurance	1,073,894	852,406	993,356	979,946
Worker's Comp	1,742,369	2,086,233	1,381,061	1,936,636
Health Insurance	7,956,084	9,729,286	10,427,459	12,155,591
Risk Management Reserve	-	-	1,500	1,500
Unemployment	46,689	52,982	131,757	131,701
Grants	5,247,681	5,301,037	4,939,993	4,380,643
<b>Grand Total</b>	<b>221,902,944</b>	<b>287,109,930</b>	<b>279,641,773</b>	<b>288,521,081</b>

# BUDGET OVERVIEW



Below is a summary of the most significant increases and decreases to the General Fund *operating* budget. The overall budget grew by \$1.5m, and necessary expenditure increases were absorbed by reallocating resources and a slight growth in revenue.

General Fund Budget Overview			
	2016 Budget	2017 Budget	Increase
Revenue	90,491,600	92,060,172	1,568,572
Expenditures	90,491,600	92,060,172	1,568,572

Significant Impacts to the 2017 General Fund				
	2016 Budget	2017 Budget	Increase/ (Decrease)	Department
<b>Significant Personnel Expenditure Increases</b>				
Full Time Salaries (Cost of Contractually Obligated Wages and 2% + 1% Merit Pool for all else)	\$ 47,318,428	\$ 48,923,328	\$ 1,604,901	All G.F. Departments
Employer Contribution for Health Insurance	\$ 5,143,333	\$ 5,988,194	\$ 844,862	All G.F. Departments
Employer Retirement Reserve Contribution	\$ 879,571	\$ 1,284,123	\$ 404,552	All G.F. Departments
Comp Accrual Sick/Vacation	\$ (342,711)	\$ (39,411)	\$ 303,300	All G.F. Departments
Comp Time Call Back Pay	\$ 351,994	\$ 545,096	\$ 193,102	Fire
Comp Training	\$ -	\$ 89,455	\$ 89,455	Police/Muni/Fire
Overtime	\$ 1,455,774	\$ 1,531,244	\$ 75,470	Primarily Police
Employer KPERs Contributions	\$ 1,282,899	\$ 1,321,321	\$ 38,421	All G.F. Departments
<b>Significant Contractual Expenditure Increases</b>				
IT Fees (Internal Service Cost)	\$ 2,416,207	\$ 2,723,377	\$ 307,170	All G.F. Departments
Server Licenses	\$ 176,182	\$ 319,062	\$ 142,880	Non Departmental
Individual & Contractual Services	\$ 1,503,662	\$ 1,604,891	\$ 101,229	Primarily Muni Ct.
Facility Fees (Internal Service Cost)	\$ 1,258,379	\$ 1,343,242	\$ 84,864	All G.F. Departments
Engineering TSG Fees (Internal Service Cost)	\$ 200,600	\$ 271,057	\$ 70,457	P.W./Planning/N.R.
Grants/Contributions to Other Agencies	\$ 934,500	\$ 996,500	\$ 62,000	Public Works, N.R.
Administrative Fees (Intellitime)	\$ 75,230	\$ 130,980	\$ 55,750	All G.F. Departments
Maintenance Building/Grounds	\$ -	\$ 47,000	\$ 47,000	Public Works
Contractual Services	\$ 29,900	\$ 67,610	\$ 37,710	Non Departmental
Data/Internet Connections	\$ 54,114	\$ 86,851	\$ 32,737	All G.F. Departments
<b>Significant Commodity Expenditure Increases</b>				
Consumable Items-Maint of TPD Equipment	\$ 335,772	\$ 369,200	\$ 33,428	Police
<b>Significant Expenditure Decreases</b>				
Motor Fuel	\$ 769,444	\$ 679,486	\$ (89,958)	All G.F. Departments
Prisoner Care Payment to Shawnee County	\$ 842,607	\$ 750,000	\$ (92,607)	Non Departmental
Allowables/Reimbursable	\$ 241,810	\$ 113,322	\$ (128,488)	All G.F. Departments
Maintenance of Machinery/Equipment	\$ 484,984	\$ 354,769	\$ (130,215)	Finance/Public Works
Employer KP&F Contributions	\$ 7,147,419	\$ 6,998,324	\$ (149,095)	Police/Fire
Labor Contract Pool	\$ 462,947	\$ 242,752	\$ (220,195)	All G.F. Departments
Capital Outlay-Motor Vehicles	\$ 1,049,484	\$ 777,561	\$ (271,923)	All G.F. Departments
Clearing Expense for TSG	\$ (611,100)	\$ (1,019,743)	\$ (408,643)	Public Works
Vacancy Credits	\$ -	\$ (1,158,079)	\$ (1,158,079)	All G.F. Departments
<b>Significant Revenue Impacts</b>				
General Property Tax	\$ 24,915,188	\$ 25,636,071	\$ 720,883	Citywide
Development Services Permits	\$ 820,000	\$ 1,135,000	\$ 315,000	Citywide
Sales Tax	\$ 29,869,085	\$ 30,167,776	\$ 298,691	Citywide
Interest Earnings	\$ 305,175	\$ 552,791	\$ 247,616	Citywide
Interfund Admin Fee	\$ 2,567,960	\$ 2,755,553	\$ 187,593	Citywide
Electric Franchise Fee	\$ 9,939,155	\$ 10,038,547	\$ 99,392	Citywide
Development Services Licenses	\$ 150,000	\$ 215,000	\$ 65,000	Citywide
Auto Property Tax	\$ 2,434,134	\$ 2,155,329	\$ (278,805)	Citywide

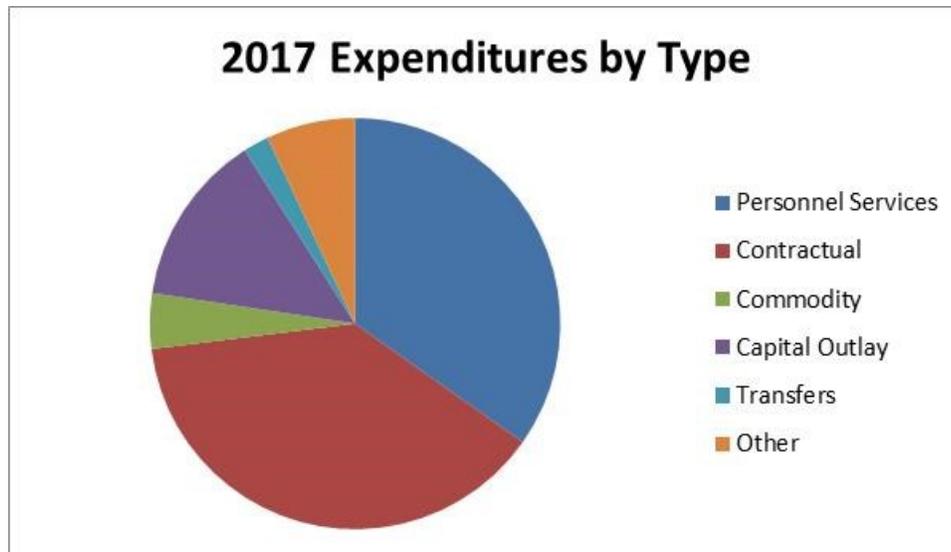


## Expenditure Summary: By Category

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

- Personnel Services (wages and benefits);
- Contractual Services (payments for services);
- Commodities (items and goods);
- Capital Outlay (major equipment or infrastructure purchases);
- Transfers (movement of funds from one fund to another);
- Other (i.e. contingency and depreciation).

2017 Expenditure Summary by Category	
Personnel Services	100,356,287
Contractual	110,343,912
Commodity	12,565,294
Capital Outlay	39,181,518
Transfers	5,815,139
Other	20,258,928
<b>Total</b>	<b>\$ 288,521,078</b>



# BUDGET OVERVIEW



## Revenue Summary: By Fund

The revenue estimated to finance the 2017 budget totals \$256 million. This includes revenues for the General Fund, Special Revenue funds, Internal Services funds, and Enterprise funds. Detailed fund sheets with category detail for all revenue and expenditures are found throughout the adopted book.

Fund	2017 Adopted
General	92,060,172
Debt Service	19,458,236
Special Liability	876,698
Downtown Business Improvement District (BID)	183,500
Special Highway	6,300,391
Special Alcohol and Drug	520,794
Alcohol & Drug Safety	74,800
Law Enforcement	315,000
Transient Guest Tax	2,781,124
Retirement Reserve	1,667,522
KP&F Rate Equalization	-
Employee Separation	-
Neighborhood Revitalization	35,000
Historical Asset Tourism	-
Countywide Half Cent Sales Tax (JEDO)	13,894,102
Citywide Half Cent Sales Tax	14,649,605
Tax Increment Financing	190,000
Court Technology	52,785
Community Development	460,000
Water	33,451,500
Stormwater	6,693,000
Wastewater	27,777,000
Public Parking	2,798,394
Facilities	1,600,014
Fleet	1,980,000
IT	3,816,906
Insurance	834,899
Worker's Comp	2,324,658
Health	12,155,591
Risk Reserve	14,580
Unemployment	164,669
Grant Funds	3,883,949
Topeka Metropolitan Transit Authority (TMTA)	4,932,745
<b>Total</b>	<b>255,947,634</b>

# BUDGET OVERVIEW



## Revenue Summary: By Category

The revenue estimated to finance the 2017 budget totals \$256 million. Below is a 4 year history of actual revenues by type. The variations year by year can usually be explained by a change in the way the City accounted for something; an increase in rates or fees; an increase in forecast assumptions; or a major revenue influx, like General Obligation bond refunds.

Revenue Type	GAAP BUDGET		CASH BASIS BUDGET	
	2014 Actual	2015 Actual	2016 Budget	2017 Adopted
Property Tax	\$ 44,064,963	\$ 44,337,685	\$ 45,495,362	\$ 46,597,087
Motor Vehicle Property Taxes	\$ 3,973,950	\$ 3,831,441	\$ 4,205,410	\$ 3,835,965
Sales Tax	\$ 52,485,495	\$ 52,517,133	\$ 53,700,842	\$ 58,499,859
Transient Guest Tax	\$ 2,484,726	\$ 2,545,883	\$ 2,687,231	\$ 2,781,124
Payment in Lieu of Taxes	\$ 7,191,139	\$ 7,529,928	\$ 7,475,151	\$ 7,497,038
Liscenses and Permits	\$ 1,748,149	\$ 1,735,464	\$ 1,324,396	\$ 1,700,996
Gas Franchise Fee	\$ 2,955,173	\$ 2,452,187	\$ 2,984,724	\$ 3,014,571
Electric Franchise Fee	\$ 9,844,711	\$ 9,432,413	\$ 9,943,158	\$ 10,042,590
Cable Franchise Fee	\$ 2,040,969	\$ 1,869,378	\$ 1,987,724	\$ 2,007,502
Intergovernmental	\$ 10,290,560	\$ 10,095,902	\$ 14,130,904	\$ 5,503,131
Motor Fuel Taxes	\$ 5,861,143	\$ 5,959,483	\$ 5,318,114	\$ 5,968,261
Fees for Services	\$ 27,448,202	\$ 28,397,832	\$ 28,775,776	\$ 30,952,870
Parking User Fees	\$ 2,819,455	\$ 2,625,855	\$ 2,676,736	\$ 2,596,107
Water User Fees	\$ 26,609,979	\$ 26,701,029	\$ 30,240,000	\$ 30,740,000
Stormwater User Fees	\$ 6,635,276	\$ 6,685,027	\$ 6,650,000	\$ 6,650,000
Sewer User Fees	\$ 23,686,938	\$ 24,363,116	\$ 26,363,000	\$ 26,901,000
Fines and Court Costs	\$ 3,534,354	\$ 3,753,107	\$ 3,486,600	\$ 3,515,872
Other	\$ 11,525,031	\$ 58,873,227	\$ 8,927,139	\$ 7,143,662
<b>Total</b>	<b>245,200,211</b>	<b>293,706,091</b>	<b>256,372,267</b>	<b>255,947,635</b>

*Includes Topeka Metro and Grant Funds*

# REVENUE DETAIL



*Revenue Estimation:* Budget preparation begins with revenue projections. To make those projections as accurate as possible, four types of techniques are used, depending upon each revenue source’s unique characteristics. In practice, most revenue source projections combine several of the methodologies.

- Informed/Expert Judgment (e.g. the advice of a departmental subject matter expert)
- Deterministic Techniques (e.g. formulaic revenues)
- Time Series Techniques (e.g. moving averages)
- 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 and input from local business and tourism agencies.

## Major Revenue Sources

### General Property Taxes

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. A majority of states experienced extreme budget difficulties with declines in property valuations during the global credit crisis. Despite this experience, because of its historic stability, the property tax remains a mainstay in the revenue structure of most local governments.

### Funds: General Fund, Special Liability, Debt Service, TIF

#### *Projection Analysis:*

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

Based upon 2016 assessed valuation, each mill of property taxes raises \$1,063,714 in revenues, assuming 100% collections of taxes levied.

Annual Property Tax Revenues			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 44,064,963	\$ 44,337,685	\$ 45,495,362	\$ 46,597,087

# REVENUE DETAIL



## Sales Taxes Funds: General Fund, Countywide and Citywide Special Sales Tax, Debt Service, CID

Sales tax is the principal non-property tax revenue source available to cities in Kansas. The rate in Topeka is currently 8.95%, with 1% going to City General Operating and 0.5% going towards the Street Sales Tax Fund.

Because the sales tax is pro-cyclical (revenue from it expands and contracts with the business cycle), it is carefully and conservatively estimated. It can also be less than stable because of the potential for narrowing of the base by the Kansas Legislature and actions of surrounding jurisdictions.

### Projection Analysis:

To ensure an accurate, realistic projection of sales tax revenues, the City has relied on a number of forecasting methods: year-to-year average multi-year rolling average, and correlation with projected economic indicators.

Collections continue to grow based on a recovering economy. The Sales tax growth rate for 2017 is projected to be 1% more than the 2016 budget, but the overall revenue amount grows due to the additional Community Improvement District and Countywide Sales Tax.

Annual Sales Tax Revenues			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 52,485,495	\$ 52,517,133	\$ 53,700,842	\$ 58,499,859

### Motor Fuel Taxes

Motor Fuel Tax is charged and collected by the State of Kansas as 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. Gas tax collections are highly sensitive to gas prices. As gas prices rise, demand declines, reducing City tax collections.

### Funds: Street Fund

#### Projection Analysis:

The City's FY17 revenue estimate is based upon estimated distributions to the City produced by the League of Kansas Municipalities and County estimates, along with internal revenue projections. Based on history, the City is projecting an increase to the County allocation amount.

Annual Motor Fuel Revenues			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 5,861,143	\$ 5,959,483	\$ 5,318,114	\$ 5,968,261

### Motor Vehicle Property Taxes

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.

### Funds: General Fund, Special Liability, Debt Service

#### 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 projecting a decrease to this revenue based on prior year actuals.

Annual Motor Vehicle Tax Revenues			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 3,973,950	\$ 3,831,441	\$ 4,205,410	\$ 3,835,965

# REVENUE DETAIL



## Electric Franchise Fees

## Funds: General Fund

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

### Projection Analysis:

City collections of this revenue source have benefited from rate increases imposed by the utilities in recent years. The franchise fee rate for the electric utilities remains at 6% for 2017. The 2017 budget projects a 1% increase over the 2016 budget.

Annual Electric Franchise Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 9,844,711	\$ 9,432,413	\$ 9,943,158	\$ 10,042,590

## Gas Franchise Fees

## Funds: General Fund

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:

Collections have rebounded in recent months resulting from more typical winter conditions and a rebound in wholesale natural gas prices. The FY17 projection is slightly higher than the FY16 budget to be more in line with expected actuals. The 2017 budget projects a 1% increase over the 2016 budget.

Annual Gas Franchise Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 2,955,173	\$ 2,452,187	\$ 2,984,724	\$ 3,014,571

## Cable Franchise Fees

## Funds: General Fund

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 FY17 projection is slightly higher than the FY16 budget to be more in line with expected actuals. The 2017 budget projects a 1% increase over the 2016 budget.

Annual Cable Franchise Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 2,040,969	\$ 1,869,378	\$ 1,987,724	\$ 2,007,502

# REVENUE DETAIL



## Licenses and Permits

The City offers various licenses and permits for specific services in throughout the City. For instance, liquor licenses, special events, dog licenses and permits for new developments. Both building permits and business licenses were severely affected by the downturn in the economy. Building permits have rebounded strongly in recent months.

## Funds: General Fund, Law Enforcement

### Projection Analysis:

A generally conservative approach is taken when making these estimates because of the built-in volatility and the gradually declining housing market. These estimates are made primarily by the expert city employees who have knowledge of the business or activity. 2017 has been updated to better reflect actuals.

Annual Licenses and Permits Revenues			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 1,748,149	\$ 1,735,464	\$ 1,324,396	\$ 1,700,996

## Water User Fees

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.

## Funds: Water Fund

### Projection Analysis:

Water division staff produces estimated revenues based upon approved rates, the number of users and predicted usage. The City Council establishes the City's water rates and approved a rate increase for 2015 and 2016.

Annual Water Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 26,609,979	\$ 26,701,029	\$ 30,240,000	\$ 30,740,000

## Wastewater User Fees

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.

## Funds: Wastewater Fund

### 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 water rates and approved a rate increase for 2015 and 2016.

Annual Wastewater Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 23,686,938	\$ 24,363,116	\$ 26,363,000	\$ 26,901,000

# REVENUE DETAIL



## Stormwater User Fees

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.

## Funds: Stormwater Fund

### 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 has not approved any change for FY16.

Annual Stormwater Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 6,635,276	\$ 6,685,027	\$ 6,650,000	\$ 6,650,000

## Fines and Costs

The majority of this revenue source 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 drug alcohol school fees.

## Funds: General Fund, Law Enforcement, Court Technology

### Projection Analysis:

These are based off of estimates and revenues from previous years. The municipal court judge estimates flat revenues from FY16.

Annual Fine Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 3,534,354	\$ 3,753,107	\$ 3,486,600	\$ 3,515,872

## Parking Fees

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.

## Funds: Parking Fund

### Projection Analysis:

This revenue is founded on expert based estimation from an evaluation of trends, current pricing, spaces available and contracts/agreements. The FY17 budget projects a decrease in parking revenues.

Annual Parking Fee Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 2,819,455	\$ 2,625,855	\$ 2,676,736	\$ 2,596,107

## Transient Guest Tax

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

## Funds: Transient Guest Tax Fund

### Projection Analysis:

Challenging to forecast, the FY17 projection is based upon recent trends. The 2017 budget reflects the extension of the 1% increment previously designated for historic assets.

Annual Transient Guest Tax Revenue			
2014 Actuals	2015 Actuals	2016 Budget	2017 Adopted
\$ 2,484,726	\$ 2,545,883	\$ 2,687,231	\$ 2,781,124

# LEADERSHIP—KEY CONTACTS



## Larry Wolgast, Mayor

City Hall, Room 350

785.368.3895

## Members of the Topeka City Council

City Hall, Room 255

District One	Karen Hiller
District Two	Sandra Clear
District Three	Sylvia Ortiz
District Four	Tony Emerson
District Five	Michelle De La Isla, Deputy Mayor
District Six	Brendan Jensen
District Seven	Elain Schwartz
District Eight	Jeffrey Coen
District Nine	Richard Harmon

Executive Department	Douglas Gerber,	Interim City Manager	785.368.3725
Executive Department	Vacant,	Deputy City Manager	
Finance Department	Brandon Kauffman,	Director	785.368.3902
Fire Department	Richard Sigle,	Interim Fire Chief	785.368.4000
Public Works Department	Jason Peek,	Director	785.368.3949
Neighborhood Relations	Sasha Haehn,	Director	785.368.3711
Human Resources Department	Jacque Russell,	Director	785.368.3867
Information Technology	Mark Biswell,	Director	785.368.3718
Legal Department	Lisa Robertson,	City Attorney	785.368.3883
Municipal Court	Jason Geier,	Administrative Judge	785.368.3776
Planning Department	Bill Fiander,	Director	785.368.3728
Police Department	James Brown,	Police Chief	785.368.9551
Topeka Zoo	Brendan Wiley,	Director	785.368.9180
Utilities Department	Bob Sample,	Interim Director	785.368.3725

## Douglas Gerber, Interim City Manager

City Hall, Room 356

785.368.3725



*City of Topeka Mayor & Council (in order from left to right) **Back Row:** Brendan Jensen- District 6, Jeffrey Coen- District 8, Larry Wolgast- Mayor, Tony Emmerson- District 4, Richard Harmon- District 9. **Front Row:**, Michelle De La Isla- District 5/Deputy Mayor, Sandra Clear- District 2, Karen Hiller- District 1, Elaine Schwartz- District 7, Sylvia Ortiz- District 3.*

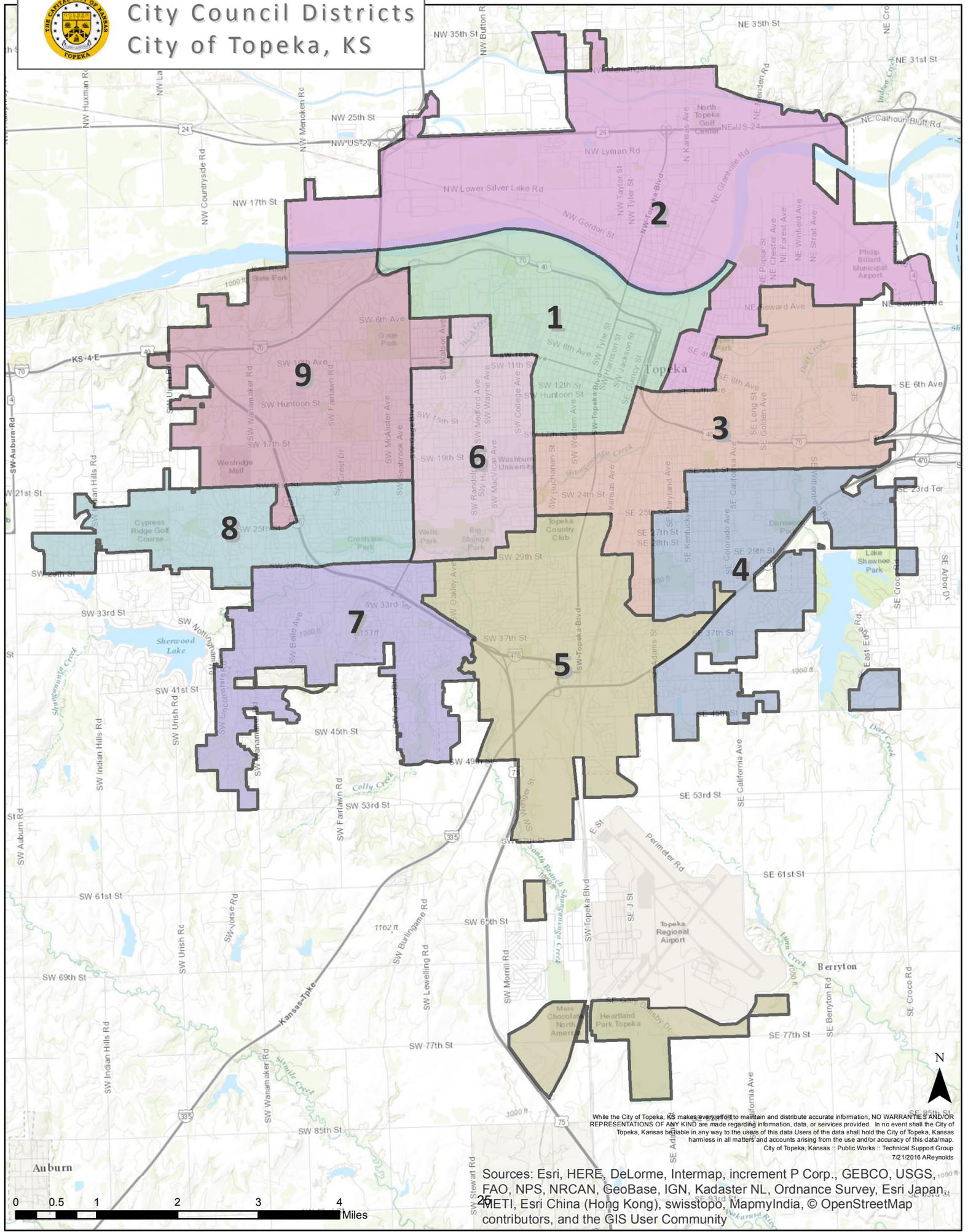
Since its founding, Topeka has operated under four forms of government. From 1857 until 1910, Topeka was governed by the Mayor/Council plan. The Commission form of government was adopted in 1910 and remained in effect until 1985, when the Strong Mayor-City Council-Chief Administrative Officer plan was adopted. In 2005 citizens voted for a Council/City Manager form of government.

The Topeka City Council is composed of the Mayor who serves the community at large and nine members elected by district. Each City Council Member is elected to a four-year term of office. There is no limit on the number of terms that Council Members are allowed to serve.

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.

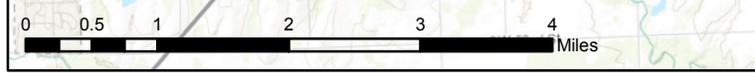


# City Council Districts City of Topeka, KS



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City of Topeka, Kansas :: Public Works :: Technical Support Group  
7/21/2016 A Reynolds

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CITY  
OF  
TOPEKA

# ORGANIZATIONAL CHART

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368-3718



## Size, Location, and Demographics

The city of Topeka, located 60 miles west of the Kansas City Metropolitan area, serves as both the state capital of Kansas and the county seat of Shawnee County, Kansas. With an estimated population of 127,473 for 2015, Topeka is the fourth largest city in Kansas behind Wichita, Overland Park and Kansas City. The land within the city covers about 62.49 square miles. The estimated population of Shawnee County, where Topeka is located, for 2015 is 178,725. The State Capitol complex, including the Capitol Building, the Kansas Judicial Center, and several state office buildings are located within the city. The State of Kansas is the largest employer in the Topeka Municipal Service Area (MSA) employing approximately 7,949 people. There are roughly 100 women to every 92 men (52% to 48%), and the racial makeup of the city is 70% White, 13% Hispanic or Latino/a, 11% African American, 1.4% Native American, 1.3% Asian, and 3.3% from other ethnicities. The median household income for a Topeka household is \$41,412, while the income for a family was \$45,803.



## History

Topeka lies on a rich sandy river bottomland where Native Americans lived for many years near the excellent fords along the Kansas (Kaw) River. Among the first permanent settlers in this area were three French-Canadian (Pappan) brothers. They married three Kanza Indian sisters and established a ferry over the river in 1842 where the Oregon Trail crossed the river. A grandson from one of the marriages was Charles Curtis, the only Vice-President of the United States to be of Native American descent. Charles Curtis served with President Herbert C. Hoover from 1929 to 1933.



On December 5, 1854, nine men met on the banks of the Kansas River at what is now Kansas Avenue and Crane Street. The men drew up an agreement, which later became the basis for the Topeka Association, the organization mainly responsible for the establishment and early growth of Topeka. The nine men

were Cyrus K. Holliday, F.W. Giles, Daniel H. Horne, George Davis, Enoch Chase, J.B. Chase, M.C. Dickey, Charles Robinson, and L.G. Cleveland. Cyrus K. Holliday gave Topeka its name (Topeka, a presumed Dakota word having to do with the growing of potatoes), and 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.



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 14,288 to Lawrence's 5,334. Topeka was finally 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. The City of Topeka was incorporated February 14, 1857, with Cyrus K. Holliday as Mayor.

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. Forbes Air Force Base was established during the war, and the Goodyear Tire & Rubber Company opened a plant in 1944.



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.



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. 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.

Again 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. The attraction of the Hallmark Card and DuPont (now Innovia Films) plants and other manufacturing company expansions were important in keeping the economy diverse.

Recent significant events include the location of a Target Distribution Center, MARS expansion, a Home Depot distribution Center, and Bimbo Bakeries USA in the Central Crossing Commerce Park. In 2011, the Kansas Children's Discovery Center opened and in 2014 MARS Chocolate North America opened their first new manufacturing plant in 35 years in Topeka's new Kanza Fire Commerce Park, announcing plans in 2015 to expand operations.



## Form of Government

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



On November 2, 2004, the citizens of Topeka voted 2 to 1 to change from the strong mayor/council form of government to the council/manager form. The change became effective April 2005. The Mayor's administrative powers changed, but they are still elected to a four-year term by the city at-large. Mayoral duties include being the City's ceremonial head, presiding over council meetings, providing community leadership, promoting economic development, representing the city in intergovernmental relations, recommending council legislation, and encouraging programs to develop the city.



Today, Topeka's interim city manager is Doug Gerber, who started with the city in April 2014. Mr. Gerber began with the city as Director of Administration and Finance. He was promoted to Deputy City Manager in August 2015 and became Interim City Manager in October 2016. He previously served as the City Manager for the City of Goodland, KS and Beloit, KS. A native Kansan, Mr. Gerber is a proud alumni of Kansas State University, receiving both his Masters of Public Administration and his Bachelor of Arts from Kansas State. Under Mr. Gerber's leadership, the City of Topeka is focusing on providing essential services to the community using the most efficient business practices available, constantly striving for excellence to ensure that services are provided economically and effectively, and operating with a clear plan of maintaining fiscal strength and stability.

## Educational Facilities

Unified School District Number 501 of Shawnee County primarily serves the city. With approximately 2,400 administrative and faculty employees, the District operates 21 elementary, six middle schools, and three high schools, as well as a modern vocational/technical school. The District serves an enrollment of approximately 13,663 students. Nine parochial and private schools are located in the city. Topeka also enjoys the presence of Washburn University, the only municipally owned university in the United States. With an enrollment of 7,204, 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 and the Kansas Turnpike as well as both U.S. and state highways serve the city. The Kansas Turnpike provides ready access to the Kansas City metropolitan area to the east, and a direct four-lane connection with Wichita to the southwest. Interstate 70 provides four-lane service with all points west through central Kansas and with Denver, Colorado. Highway U.S. 75 transverses the city from north to south. Three carriers; Union Pacific, Burlington Northern Santa Fe, and St. Louis-Southwestern, all provide rail service. All carriers provide a variety of specialized equipment and services. Piggyback service is available within a 60-mile radius.





## Medical and Health Facilities

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



## Recreational and Cultural Facilities

Local theatrical production facilities include the Topeka Performing Arts Center, the Topeka Civic Theater, and Washburn University's White Concert Hall, all of



which attract local, national, and international talent of recognized prominence. The 210,000 square foot "Expocentre" convention center, completed in 1987, also hosts entertainment events on a regular basis including a wooden bat league baseball team; Topeka Golden Giants, and the Topeka RoadRunners; a member of the North American Hockey League. 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 there are seven major lakes and reservoirs that provide all forms of water recreation. There are six community centers, which offer participation in competitive sports and opportunities for involvement in hundreds of classes in arts and crafts as well as six public swimming pools, three public golf courses, numerous public tennis courts, baseball diamonds, soccer fields, a lighted bicycle motocross, a skateboard park, a 7-mile pedestrian/bicycle trail, playground areas, and six natural areas. The USD 501 Hummer Sports Park provides a top-flight athletic facility for the school district and city. The city has approximately 200 religious facilities for all faiths and denominations.

## Arts Community Grows

The arts are alive and well in Topeka as evident on the first Friday of each month as 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 promoting development of arts studios.



NORTH TOPEKA ARTS DISTRICT

TOPEKA, KANSAS



## Economic Overview

Topeka is a vital retail center in the State. According to the Topeka Chamber of Commerce:

- 2015 Kansas Department of Revenue Study indicated the City captures 91.3% of sales tax generated in Shawnee County.
- The same study documented Topeka's pull factor as 1.34 (2015)—meaning that Topeka “exports” a significant share of its sales tax burden to non-Topeka residents.

The City aggressively promotes economic development. For example:

- The City has a dedicated Sales Tax generating \$5 million per year (recently extended through 2032) for Economic Development.
- There's a joint city/county economic development agency which coordinates economic activities.
- City staff has a strong commitment to economic and community development.

The City has a very consistent employer base with not many changes in the top employers and taxpayers.

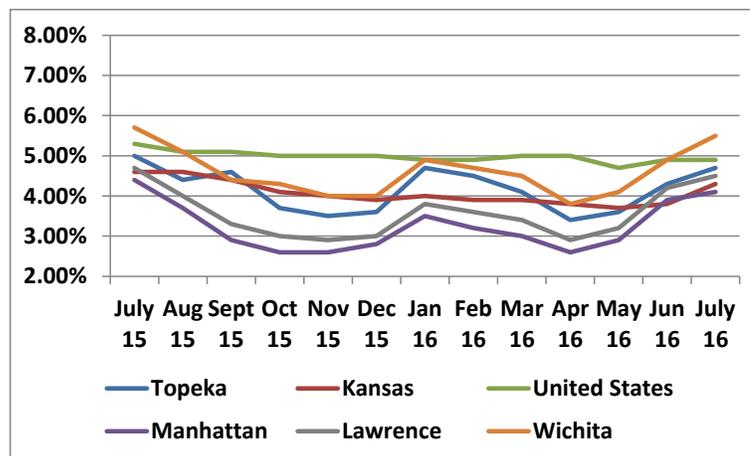
Top Taxpayers	Taxable Assessed Value	% of Total Taxable Assessed Value
Westar Energy	\$ 59,635,284	5.26%
Burlington Northern/Santa Fe/Utility	\$ 18,573,946	1.64%
Wal-Mart Properties	\$ 11,196,098	0.99%
Westridge Mall LLC	\$ 9,575,001	0.85%
Kansas Gas Service/Utility	\$ 9,530,831	0.84%
Federal Home Loan Bank of Topeka	\$ 8,838,174	0.78%
Southwestern Bell/Utility	\$ 7,440,224	0.66%
Blue Cross/Blue Shield/KS	\$ 6,949,354	0.61%
IRET Properties/Apts	\$ 4,941,148	0.44%
Stormont - Vail Healthcare Inc	\$ 4,152,275	0.37%
<b>Total</b>	<b>\$ 140,832,335</b>	<b>12.44%</b>

Top Employers	Est. Employees*
State of Kansas	7,949
Stormont Vail Regional Medical Center	4,302
Topeka Public Schools	2,500
St. Francis Health Center, Inc	1,700
Goodyear Tire & Rubber Co	1,577
Blue Cross & Blue Shield, Inc	1,329
Wal-Mart Associates, Inc	1,265
City of Topeka	1,250
National Guard	1,206
Shawnee County	1,100
<b>Total</b>	<b>24,178</b>

## Unemployment

\*Source: GO Topeka and Kansas Department of Labor, Labor Market Information Service

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



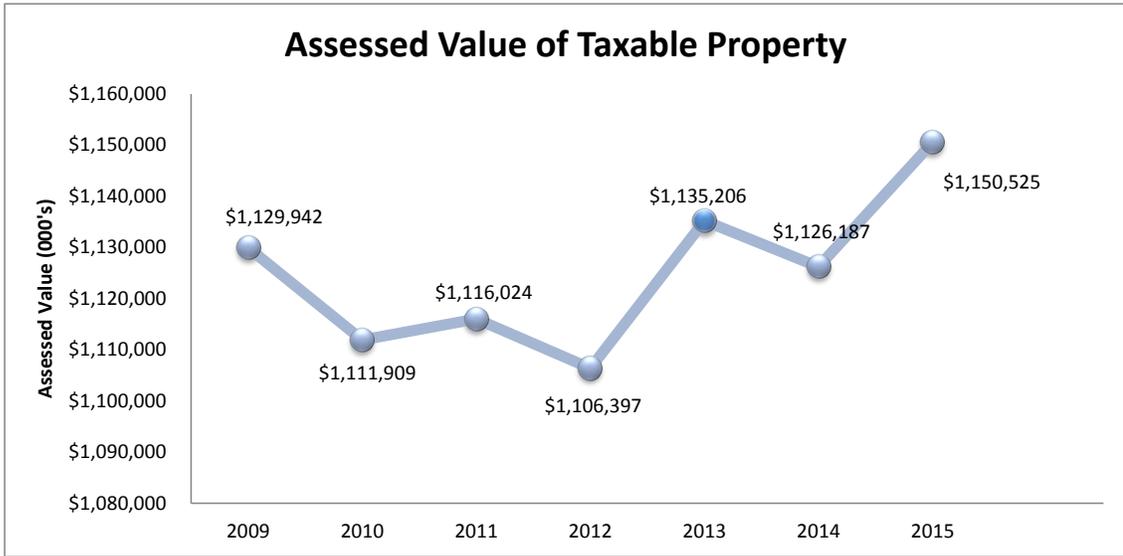
# TOPEKA'S HISTORY AND CITY INFORMATION



Topeka has an impressive workforce. According to the Topeka Chamber of Commerce:

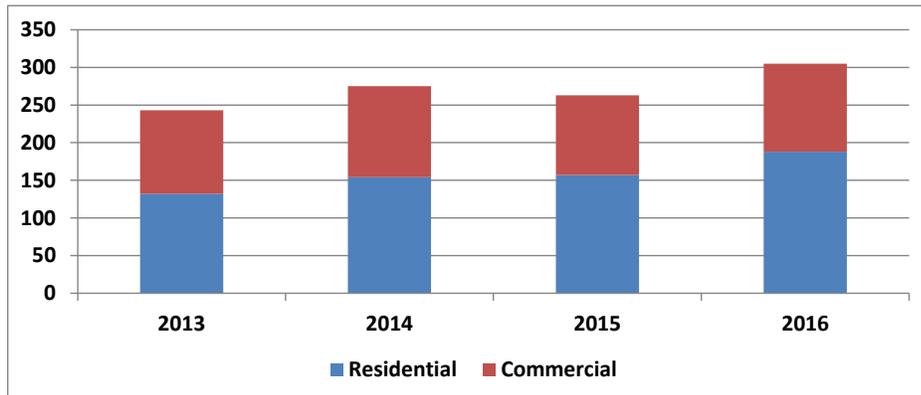
- Topeka's Workforce is Deep, Diverse, Well-Educated and Well-Paid.
- A study documented Topeka's pull factor as 1.34 (2015)—meaning that Topeka "exports" a significant share of its sales tax burden to non-Topeka residents.
- Six quality K-12 districts cover the City.
- Strong vocational/technical offerings.
- Presence of and partnerships with Washburn University improve the capability of local workforce.

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



## Building Permits

Another measure of local economic activity is building permits. These are the total number of building permits issued by the City through July for each year. Building permits are issued for new residential, 3 or more family units, duplexes, new commercial, residential addition, commercial addition and 5 or more family. They are an important tool to measure the amount of new construction in the community, which in turn increases the assessed valuation of the City. Blue represents residential permits and red represents commercial, through July.





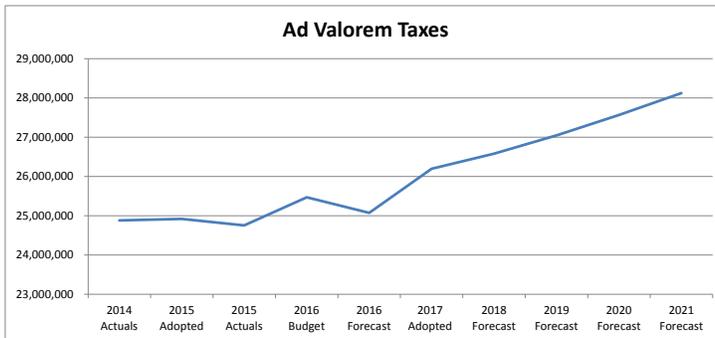
## Long Range Financial Planning

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

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

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

## Forecasting



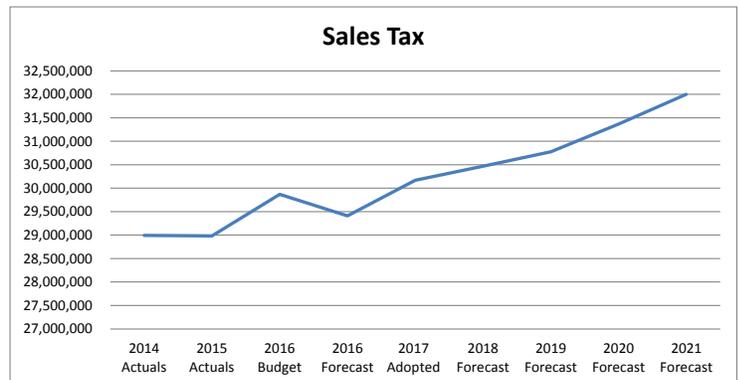
The City uses a variety of forecasting models to develop a 5-year revenue and expenditure plan for all funds. The plan incorporates operating and capital budget data to determine the availability and resources to support future anticipated expenditures. The Forecast Team meets monthly or as-needed to evaluate the forecasts and adjust assumptions where

necessary.

The following pages include forecasts for not only the General Fund, but also all other major funds.

## 2017-2021 Long Range Financial Outlook

The 2017 budget is just a portion of the 5-year forecast. In the General Fund, expenditures are projected to outpace revenues by 2019. In the short term, revenues are expected to grow modestly, mostly due to growth in Ad Valorem (Property) tax and sales tax. However the pace of expenditure growth if the City continues down the current path will outpace revenues which future budgets will need to address. In general in most funds, revenues are projected conservatively to reflect modest growth so expenditures must be monitored. Each fund is explored individually in the “Fund Summary” portion of the budget book.



# LONG RANGE FINANCIAL STRATEGY



## General Fund Forecast

Maintaining a 10.0 percent ending balance in the General Fund has been a policy choice of the City Council in past years. The Council has reached their goal of reaching 15% within the 5 year forecast. It's a major factor for the rating agency that sets the City's bond rating. As the forecast below indicates, current assumptions project the City to reach a 22.67% fund balance by the end of the current year. In order to maintain that fund balance through the end of the forecast, revenues will need to be increased or expenditures decreased.

City of Topeka General Fund Forecast

General Fund Revenue Type	2014 Actuals	2015 Adopted	2015 Actuals	2016 Budget	2016 Forecast	2017 Adopted	2018 Forecast	2019 Forecast	2020 Forecast	2021 Forecast
Ad Valorem Taxes	24,878,752	24,919,206	24,752,921	25,467,626	25,071,254	26,195,018	26,579,549	27,043,799	27,565,099	28,120,049
Motor Vehicle AV	2,387,130	2,394,810	2,177,015	2,434,134	2,209,653	2,155,329	2,176,882	2,198,651	2,220,638	2,242,844
Sales Tax	28,993,482	28,773,637	28,980,895	29,869,085	29,408,990	30,167,776	30,469,454	30,774,148	31,367,354	31,998,853
PILOTS	7,136,479	7,492,854	7,472,989	7,433,151	7,392,460	7,455,038	7,455,038	7,455,038	7,455,038	7,455,038
Franchise Fees	14,758,026	13,401,541	13,720,537	14,905,606	13,373,413	15,054,663	15,205,210	15,357,262	15,510,834	15,665,943
Licenses and Permits	1,618,007	1,173,796	1,543,148	1,183,396	1,746,441	1,559,996	1,559,996	1,559,996	1,559,996	1,559,996
Intergovernmental	1,031,414	1,060,000	1,031,389	1,052,523	1,046,732	1,041,588	1,041,588	1,041,588	1,041,588	1,041,588
Fees	5,450,472	5,265,470	5,583,518	4,081,059	4,010,256	4,214,060	4,214,060	4,214,060	4,214,060	4,214,060
Municipal Court	3,004,772	3,000,000	3,230,575	3,000,000	3,271,369	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Special Assessments	191,904	170,100	245,656	170,100	233,459	160,000	160,000	160,000	160,000	160,000
Misc.	302,482	579,914	669,468	703,977	728,177	850,364	850,364	850,364	850,364	850,364
Other	175,921	235,000	344,126	226,945	226,945	206,341	206,341	206,341	206,341	206,341
<b>Total Revenues</b>	<b>89,928,840</b>	<b>88,466,328</b>	<b>89,752,237</b>	<b>90,527,602</b>	<b>88,719,149</b>	<b>92,060,172</b>	<b>92,918,481</b>	<b>93,861,247</b>	<b>95,151,311</b>	<b>96,515,075</b>

General Fund Operating Budget	2014 Actuals	2015 Adopted	2015 Actuals	2016 Budget	2016 Forecast	2017 Adopted	2018 Forecast	2019 Forecast	2020 Forecast	2021 Forecast
Personal Services	64,003,042	68,178,561	64,832,537	69,874,491	67,428,884	71,645,809	73,078,725	74,540,300	76,031,106	77,551,728
Contractual Services	16,153,280	16,937,832	16,947,373	16,670,684	16,170,563	17,216,631	17,216,631	17,216,631	17,216,631	17,216,631
Commodities	2,495,976	2,779,556	2,701,432	2,624,078	2,571,596	2,483,315	2,483,315	2,483,315	2,483,315	2,483,315
Capital Outlay/Transfers	588,210	570,378	4,459,076	1,322,348	1,282,678	714,418	714,418	714,418	714,418	714,418
<b>Total Expenditures</b>	<b>83,240,508</b>	<b>88,466,327</b>	<b>88,940,418</b>	<b>90,491,600</b>	<b>87,453,721</b>	<b>92,060,173</b>	<b>93,493,089</b>	<b>94,954,663</b>	<b>96,445,469</b>	<b>97,966,091</b>

General Fund Performance	2014 Actuals	2015 Adopted	2015 Actuals	2016 Budget	2016 Forecast	2017 Adopted	2018 Forecast	2019 Forecast	2020 Forecast	2021 Forecast
Beginning Cash Balance	11,311,728	18,000,060	18,000,060	18,811,879	18,847,881	18,847,881	18,847,880	18,273,272	17,179,856	15,885,697
Revenues	89,928,840	88,466,328	89,752,237	90,527,602	88,719,149	92,060,172	92,918,481	93,861,247	95,151,311	96,515,075
Expenditures	83,240,508	88,466,327	88,940,418	90,491,600	87,453,721	92,060,173	93,493,089	94,954,663	96,445,469	97,966,091
Ending Cash Balance	18,000,060	18,000,061	18,811,879	18,847,881	20,113,309	18,847,880	18,273,272	17,179,856	15,885,697	14,434,681
<b>Cash Balance - Gain / (Loss)</b>	<b>6,688,330</b>	<b>1</b>	<b>811,819</b>	<b>36,001</b>	<b>1,265,429</b>	<b>(0)</b>	<b>(574,608)</b>	<b>(1,093,417)</b>	<b>(1,294,159)</b>	<b>(1,451,016)</b>
Ending Balance/Revenues	20.02%	20.35%	20.96%	20.82%	22.67%	20.47%	19.67%	18.30%	16.70%	14.96%

### Major Assumptions:

Sales tax is projected to grow at 1% per year.

Ad Valorem, or Property Tax, is projected to grow at a rate that varies between 1.18% and 1.93% through 2021.

Personnel expenditures are projected to increase 2% per year, with all other expenditure categories remaining flat.

# POSITION OVERVIEW



Every year the City evaluates the number of Full Time Equivalent (FTE) needed to meet City and Council priorities. For the 2017 budget, it was decided that an additional 13 FTEs were needed:

- The unfilled internal auditor position was eliminated due to budget constraints. Where needed the city will contract out these services. Administrative and Financial Services Department. *Funding Source: General Fund.*
- A training officer and EMS Chief were added to The Fire Department. *Funding Source: General Fund.*
- One HR Specialist was added to Human Resources. *Funding Source: General Fund.*
- One Project Manager was added to IT, and one position shifted from Fire to IT. *Funding Source: IT Fund.*
- Public Works and Utilities are split out below and there is the addition of two new Technical Services Group staff, three water staff, and two facilities staff. *Funding Source: General Fund, Water Fund, Facilities Fund.*
- Two new zoo keepers in Zoo. *Funding Source: General Fund.*

Below is a 4 year personnel history. A detailed summary of employees by division is located in the Appendix and imbedded in Department budget sections.

Personnel Summary: 4 Year History					
Department	2014	2015	2016	2017	2017-2016 Variance
	Approved FTEs	Approved FTEs	Adopted FTE	Proposed FTE	
City Council	10.5	10.5	10	10	0
Mayor	2	2	2	2	0
Executive	11	12	11	11	0
Admin & Financial Services	23	24	26	25	-1
Fire	245	245	245	246	1
Neighborhood Relations (Former Housing & Neighborhood Development)	14	14	47	47	0
Human Resources	10.5	11	12	13	1
Information Technology	15	14	15	17	2
Legal	14	14	15	15	0
Municipal Courts	23	23	23	23	0
Planning	11	11	10	10	0
Police	367.5	367.5	353.5	353.5	0
Public Works	382	390	385	171	-214
Utilities	0	0	0	222	222
Zoo	22	22	22	24	2
<b>Total</b>	<b>1,150.50</b>	<b>1,160.00</b>	<b>1,176.50</b>	<b>1,189.50</b>	<b>13.00</b>



The City of Topeka has developed a long-term Performance Management Plan that follows strategic planning models. This plan aligns City objectives with community and Council priorities. The chart below illustrates how department goals align with the Performance Management Plan and overall strategic priorities. These are long-term goals which will remain consistent for five years, whereas goals listed on the department and division sections are short term goals for this specific budget year.

## CITYWIDE LONG-TERM PERFORMANCE MANAGEMENT PLAN

PRINCIPLES	PRIORITIES
Integrity	Safe and Secure Community
Openness	Thriving, Livable Neighborhoods
Accountability	Organizational Excellence
Innovation	Stewardship of the City's Physical Assets
Responsiveness	Commitment to Customer Service
Excellence	Fiscal Health and Sustainable Growth

### Safe and Secure Community

- Continue to build upon community policing initiatives.
- Improve Topeka's standing among safest cities.
- Evaluate the efficiency and effectiveness of public safety services.
- Improve the public perception of safety.

### Thriving, Livable Neighborhoods

- Produce a cleaner and healthier city.
- Increase civic engagement and public participation.
- Preserve and protect the character-defining assets that make our neighborhoods unique and give them a competitive advantage.
- Strategically reinvest in Topeka's core neighborhoods.
- Develop community partnerships to leverage public and private resources.
- Enhance public perception of Topeka as a more enjoyable place to live.

### Organizational Excellence

- Promote a qualified, engaged, and healthy workforce.
- Project a positive image of City government and enhance public trust.
- Ensure effectiveness and efficiency in City's operations.



## Stewardship of the City's Physical Assets

- Maintain and improve the condition of city streets.
- Maintain and improve the conditions of City facilities and assets.
- Promote and enhance sustainability initiatives.
- Plan for future infrastructure needs.

## Commitment to Customer Service

- Provide seamless services.
- Create a service-oriented culture in City government.
- Improve customer service through technology.
- Use proactive information and education to anticipate and address customer needs.

## Fiscal Health and Sustainable Growth

- Improve the City's fiscal health.
- Strive to be a prosperous city by promoting compact land development, transportation and housing choices, and a diverse and resilient economy.
- Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services.



# STRATEGIC PLANNING



Shown above in the Strategic Planning overview there are priorities set by the City that are carried throughout each department to stimulate the City's prosperity. In each department section, at the bottom of each division page, there are performance measures and their related annual metrics. Each department below in this section elaborates on those metrics and measures by providing descriptions on a sampling of major department strategies, key performance indicators, and how each of these example goals are measured throughout their implementation.

The **Executive Department**, as the performance measures demonstrate on pages 56-60, includes the City Manager, City Clerk, and Communication division. These divisions have several overall priorities that include projecting a positive image of the City government and enhancing public trust, and to also create a service-oriented culture in City government.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Communication Division will educate the public on department and division services and the available options relating to those services	The Communications Division will use proactive information to educate and increase effective interactions between the citizens of Topeka and the City of Topeka government	The City Communications division will increase the number of public outreach campaigns each year

The **Fire Department** includes five divisions: Fire Administration and Business Services, Training, Fire Prevention, Fire Operations, and Emergency Medical Services (EMS). Each of the divisions' performance measures demonstrated on pages 61-67 and the below performance goals support the overall goal of the Fire Department, "To save lives and protect property". Several overall priorities for the Fire Department are to evaluate the efficiency and effectiveness of public safety services, improve the public perception of safety, increase civic engagement and public participation, and to also ensure effectiveness and efficiency in City operations.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Topeka Fire Department will maintain and/or improve their first on-scene arrival times to meet the National Fire Protection Association (NFPA) and the International Organization for Standardization (ISO) recommendations	The Topeka Fire Department will evaluate their monthly on-scene arrival times and identify necessary areas of improvement	The Topeka Fire Department will measure this standard by maintaining a consistent arrival time for 80% of all calls
The Topeka Fire Department will increase the percentage of cleared incendiary classified fires through arrest and/or conviction	The Topeka Fire Department will report incendiary fires to proper authority and follow-up to ensure arrest and/or conviction is pursued	The Topeka Fire Department will increase the total number of arrests and/or convictions in comparison to the number of incendiary classified fires per year



The **Department of Neighborhood Relations**, as demonstrated in the performance measures on pages 68-74, is comprised of several divisions: Neighborhood Relations and Community Engagement, Housing Services, Development Services, and Property Maintenance. Below demonstrates the performance strategies for the Department of Neighborhood Relations and focuses on a few key priorities: develop community partnerships to leverage public and private resources and to also increase civic engagement and public participation.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
Neighborhood Relations and Community Engagement will focus on increasing the number of public events and participation throughout the community	Community Engagement increases public participation by implementing empowering events in intensive care and at-risk neighborhoods that have previously been under served	Community Engagement tracks the number and locations of events that are held and works to annually increase event numbers each year
The Department of Neighborhood Relations Property Maintenance and Code Division will reduce unsafe structures through the demolition process and further anti-blight activities	The Department of Neighborhood Relations Property Maintenance and Code Division will establish a task force of code inspectors that will focus only on abandoned structures and develop a report quantifying the number of structures and strive to increase funding resources to improve efficiencies in the demolition of anti-blight activities	Tracking will be done by maintaining the \$400,000 demolition activity budget for 2016 with 11 houses per \$100,000 and an estimated 44 total demolitions for 2016 and increase in the number of demolished structures and properties brought into compliance from the prior year by 25% and reduce the number of properties cited by 15% from prior year"

The **Department of Administrative and Financial Services**, as demonstrated in performance measures on pages 75-77, includes the divisions of Financial Reporting, Payroll, and Purchasing. The performance strategies for this department are strongly guided by the following priorities which include ensuring effectiveness and efficiency in City operations, improving the City's fiscal health, and projecting a positive image of City government and enhancing public trust.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Finance Department will maintain a minimum debt rating of AA from Standard and Poor (S&P) for General Obligation (GO) bonds	The Finance Department will monitor Standard and Poor (S&P)	The City Finance Department will maintain AA rating from Standard and Poor(S&P) on an annual basis
The City Finance Department will produce public documents that improve information accessibility and credibility	The Finance Department will prepare appropriate documents to receive the Comprehensive Annual Financial Report (CAFR), the Popular Annual Financial Report (PAFR), and the budget awards from the Government Finance Officers Association (GFOA)	The Finance Department will receive awards 100% of the time each year

# STRATEGIC PLANNING



The **Human Resource Department**, as described in performance measures on page 78-80, is responsible for providing administrative services and support to all employees throughout City employment. The Human Resource Department works closely with all departments to ensure all employment laws and regulations are upheld as well as the City of Topeka Personnel Code and the Rules and Regulations. The primary focus and priority for this department is to promote a qualified, engaged, and healthy workforce.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Human Resource Department will promote a safe work environment for all employees	The Human Resource Department will assess injuries, identify training, modify practices, review safety equipment, and also develop and implement incentives for safe work practices	The Human Resource Department will track the number of changes and the reduction in work related injuries. These will be reviewed per quarter for each department and individual as well as classified by accident
The Human Resource Department will conduct an assessment of the employee development model for Human Capital Management	The Human Resource Department will identify education requirements and develop a training strategy to improve the competency of the employee workforce	The Human Resource Department will complete an assessment and identify education opportunities and training hours for all employees

The **Information Technology Department**, as performance measurements describe on pages 81-85, the department is responsible for providing major functions from three divisions: Telecommunications, Computing, and IT Business Systems. The IT Department works closely with all departments to ensure all City technical operations function to the highest degree. The primary focus and priority for this department is to ensure effectiveness and efficiency in City operations.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The IT Department will create an infrastructure to allow information deployment to Citizens and increase government transparency by using Open Data Portal information systems	The IT Department will be able to automatically update financial, project, and open data set information and represent this information on a drill around dashboard	The IT Department will deploy three open datasets and 40 additional datasets by 2016
The IT Department will maximize the City's Lawson investment by implementing an inventory module and by rolling out additional, enhanced functionality	The IT Department will update all Lawson applications and move all Lawson applications to the Cloud	All applications are moved to the Cloud environment and the level of upgrade is at the latest approved stage

# STRATEGIC PLANNING



The **Legal Department** is comprised of two divisions: Government Law and Prosecution, and also the Litigation division. Performance measures demonstrate on pages 86-89 that Legal focuses on priorities that ensure the effectiveness and efficiency in City operations, promote a qualified, engaged, and healthy workforce, and use proactive information and education to anticipate and address customer needs. The Legal Department works with the City Manager, City Departments, employees, and City Council, as well as boards and commissions.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Legal Department will evaluate and recommend updates on ordinances to increase accountability throughout the City	Legal will amend or repeal unenforceable ordinances or add specific details to make current ordinances more effective	This will be measured by the number of ordinances reviewed and identified as duplicative or unenforceable
The Legal Department will build a foundation for the collection and tracking of claims and lawsuits against the City	The Legal Department will identify a tool to track statistical data related to claims and lawsuits against the City	The measurement for this goal will be to complete implementation of this tool and then to define the ongoing process for tracking

The **Municipal Court Department**, as performance measures describe on pages 90-93, is made up of two divisions: Judicial and Probation and Alcohol/Drug Safety. The Judicial division arbitrates traffic and misdemeanor offenses as well as collects fees and fines. The Probation and Alcohol/Drug Safety division oversees and provides probation supervision and the monitoring of house arrest and community service defendants. The Probation and Alcohol/Drug Safety division also oversees the Alternative Sentencing Court (ASC) program and the program defendants. All together Municipal Court improves the public perception of safety, creates a service-oriented culture in City government, uses proactive information and education to anticipate and address customer needs, and also ensures effectiveness and efficiency in City operations.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
Municipal Court will continue the Alternative Sentencing Court (ASC) for the disposition of cases involving severely and persistently, developmentally disabled defendants	Municipal Court will assign up to 20 probationary defendants to Alternative Sentencing Court (ASC) and monitor their activities and treatment for 12 months	Municipal Court will evaluate the number of participants compared to the number of individuals that complete the program through the full process
Provide services and guidance to educate community members and promote Municipal Court involvement within the community	Municipal Court Judges will participate in community outreach to educate community members	Municipal Court will engage community groups on a quarterly basis regarding processes and procedures in the court and track the number of engagement activities

# STRATEGIC PLANNING



The **Planning Department** is comprised of four divisions that follow the priorities as performance measures demonstrate on pages 94-99. Planning divisions include: Planning Administration, Current Planning, Comprehensive Planning, and Transportation Planning all work to enhance the public perception of Topeka as a more enjoyable place to live, maximize the return on public investments by directing urbanized development to existing or planned infrastructure and services, preserve and protect the character defining assets that make our neighborhoods unique and give them a competitive advantage, and finally, the department strives to make Topeka a prosperous City by promoting compact land development, transportation and housing choices, and a diverse and resilient economy.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Planning Department will continue to implement the Bikeways Master Plan and increase the number of bikeway miles and users	The Planning Department will review the number of bikeway miles designated and the number of users for all new roadway projects will be reviewed by the complete streets committee	The Planning Department will measure this by a 10% increase in bicycle use as transportation on designation bikeways, the completion of 13 miles of new bikeways, and achieve a bronze status as a bicycle friendly community
The Topeka Planning Department will implement the Pedestrian Master Plan	The Planning Department will increase the miles of new or repaired sidewalks in high demand areas and create a Complete Streets Advisory Committee (CSAC)	The Planning Department will complete two miles of new sidewalks, 1.5 miles of repaired sidewalks, and hold monthly meetings with the Complete Streets Advisory Committee (CSAC)

The **Topeka Police Department** is comprised of four divisions: the Chief's Office, Field Operations, Special Operations, and Criminal Investigations. The performance measures for these divisions are demonstrated on pages 100-105 and include the priorities of projecting a positive image of City government and enhancing public trust, promoting a qualified, engaged, and healthy workforce, improving the public perception of safety, evaluating the efficiency and effectiveness of public safety services, continuing to build upon community policing initiatives, and to also ensure the effectiveness and efficiency in City operations.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Police Department will evaluate the efficiency and effectiveness of Topeka Police services by conducting an analysis of patrol zones	Topeka Police will deploy personnel in accordance with crime statistics	Every six months Topeka Police will evaluate personnel for staffing needs such as the number of calls requesting service, allocated time, etc.
Topeka Police will develop community partnerships and invest in neighborhoods	Each Topeka Police Commander will attend at least one community event per month	A member of Command Staff will attend 225 scheduled community events during the year

# STRATEGIC PLANNING



The **Public Works Department** is detailed by eight divisions: Administration and Technical Support Group (TSG), Engineering, Forestry, Transportation and Traffic Operations, Transportation and Street Maintenance, Fleet Services, Facilities Maintenance, and Parking Administration. The priorities for each of these divisions are demonstrated in performance measures on pages 105-115 and include: maintain and improve the conditions of City streets, produce a cleaner and healthier City, provide seamless services, increase civic engagement and public participation, create a service oriented culture in City government, and improve Topeka's standing among safest cities.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Engineering Division will conduct public information meetings for major street construction projects	The City Engineering Division will hold public information meetings for 100% of all major street construction projects	This will be measured by the number of public information meeting attendees and the number of major street construction projects
The Public Works Transportation Division will identify additional funding sources to improve street lighting within Topeka neighborhoods	The Public Works Transportation Division will identify funding sources and reduce the backlog for neighborhood street lighting requests	The Public Works Transportation Division will measure this goal by the reduced list size and reach zero for the number of backlog requests by the end of 2016

The **Utilities Department** operates with three divisions: the Water division, Business Services, and Water Pollution Control division. The overall objective for the Utilities Department is to maintain water, wastewater, stormwater, and the levee infrastructure. The Utilities Department works to protect public health and safety by providing clean drinking water, ensuring the proper treatment of wastewater, and supporting flood controls throughout the City. The priorities for each of these divisions are demonstrated in performance measures on pages 116-120 and include: ensuring the effectiveness and efficiency in City operations, promote and enhance sustainability initiatives, and improve Topeka's standing among safest cities.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
Ensure effectiveness and efficiency in City's operations	City Utilities Division will provide a water supply system that meets all state and federal standards for quality and quantity	The City's Utility Division will obtain and maintain regulatory compliance
Improve the public perception of safety	The City Utilities Division will complete the necessary steps to acquire a certified levee system	The City Utilities Division will complete the acquisition of the Federal Emergency Management Agency (FEMA) certification

The **Topeka Zoological Park** operates with five divisions: Zoo Finance, Education and Conservation, Animal Care, Animal Health, and Guest Experience. The overall objective for the Zoo is to support wildlife conservation efforts and education as well as enhance our Topeka community. On pages 121-128 each of the five divisions demonstrate performance measures that align with overall City priorities and support the community through promoting and enhancing sustainability initiatives, using proactive information and education to anticipate and address customer needs, create a service oriented culture in City government, and produce a cleaner and healthier City.

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The Topeka Zoo will implement a volunteer program that will help provide personal interactions and education to visitors	The Zoo will track the number of volunteer hours	The Zoo will measure and increase volunteer hours each year to support functions of the Zoo
Develop a plan to increase attendance at the Topeka Zoo	The Topeka Zoo would like to present a strategy and available funding resources to develop additional activities and programs at the Zoo	The Topeka Zoo would like to increase attendance each year

The first section under Strategic Planning describes principles and priorities. Each priority is shown to have underlying categories and areas of focus, each department used these categories to focus and develop performance measures. Using this approach allowed departments to directly align their developed measures with overall City priorities. The chart below demonstrates the categories that each department has covered within their established performance measures in their entirety.

# STRATEGIC PLANNING



The first section under Strategic Planning describes principles and priorities. Each priority is shown to have underlying categories and areas of focus, each department used these categories to focus and develop performance measures. Using this approach allowed departments to directly align their developed measures with overall City priorities. The chart below demonstrates the categories that each department has covered within their established performance measures in their entirety.

City of Topeka Priorities (Goals from the Performance Management Plan, July 2016)						
Department Goals	Safe and Secure Community	Thriving, Livable Neighborhoods	Organizational Excellence	Stewardship of the City's Physical Assets	Commitment to Customer Service	Fiscal Health and Sustainable Growth
<b>Executive</b>						
Project a positive image of City government and enhance public trust.			✓			
Ensure effectiveness and efficiency in City's operations.					✓	
<b>Administrative &amp; Financial Services</b>						
Ensure effectiveness and efficiency in City's operations.			✓			
Project a positive image of City government and enhance public trust.			✓			
Improve the City's fiscal health.						✓
Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services.						✓
Create a service-oriented culture in City government.					✓	
<b>Fire</b>						
Evaluate the efficiency and effectiveness of public safety services.	✓					
Improve the public perception of safety.	✓					
Increase civic engagement and public participation.		✓				
Ensure effectiveness and efficiency in City's operations.			✓			
Promote a qualified, engaged, and healthy workforce.			✓			
Maintain and improve the condition of City facilities and assets.				✓		
Plan for future infrastructure needs.				✓		

# STRATEGIC PLANNING



City of Topeka Priorities (Goals from the Performance Management Plan, July 2016)						
Department Goals	Safe and Secure Community	Thriving, Livable Neighborhoods	Organizational Excellence	Stewardship of the City's Physical Assets	Commitment to Customer Service	Fiscal Health and Sustainable Growth
<b>Department of Neighborhood Relations</b>						
Improve the City's fiscal health.						<input checked="" type="checkbox"/>
Evaluate the efficiency and effectiveness of public safety services.	<input checked="" type="checkbox"/>					
Increase civic engagement and public participation.		<input checked="" type="checkbox"/>				
Develop community partnerships to leverage public and private resources.		<input checked="" type="checkbox"/>				
Promote a qualified, engaged, and healthy workforce.			<input checked="" type="checkbox"/>			
<b>Human Resources</b>						
Promote a qualified, engaged, and healthy workforce.			<input checked="" type="checkbox"/>			
Improve the City's fiscal health.						<input checked="" type="checkbox"/>
Ensure effectiveness and efficiency in City's operations.			<input checked="" type="checkbox"/>			
Project a positive image of City government and enhance public trust.			<input checked="" type="checkbox"/>			
<b>Information Technology</b>						
Ensure effectiveness and efficiency in City's operations.			<input checked="" type="checkbox"/>			
Provide seamless services.					<input checked="" type="checkbox"/>	
Project a positive image of City government and enhance public trust.			<input checked="" type="checkbox"/>			
<b>Legal</b>						
Ensure effectiveness and efficiency in City's operations.			<input checked="" type="checkbox"/>			
Promote a qualified, engaged, and healthy workforce.			<input checked="" type="checkbox"/>			
Improve the City's fiscal health.						<input checked="" type="checkbox"/>
Use proactive information and education to anticipate and address customer needs.					<input checked="" type="checkbox"/>	

# STRATEGIC PLANNING



City of Topeka Priorities (Goals from the Performance Management Plan, July 2016)						
Department Goals	Safe and Secure Community	Thriving, Livable Neighborhoods	Organizational Excellence	Stewardship of the City's Physical Assets	Commitment to Customer Service	Fiscal Health and Sustainable Growth
<b>Municipal Court</b>						
Create a service-oriented culture in City government.						
Ensure effectiveness and efficiency in City's operations.						
Use proactive information and education to anticipate and address customer needs.						
<b>Planning</b>						
Preserve and protect the character-defining aspects that make our neighborhoods unique and give them a competitive advantage.						
Improve the public perception of safety.						
Enhance public perception of Topeka as a more enjoyable place to live.						
Strive to be a prosperous city by promoting compact land development, transportation and housing choices, and a diverse and resilient economy.						
Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services.						

# STRATEGIC PLANNING



## City of Topeka Priorities (Goals from the Performance Management Plan, July 2016)

Department Goals	Safe and Secure Community	Thriving, Livable Neighborhoods	Organizational Excellence	Stewardship of the City's Physical Assets	Commitment to Customer Service	Fiscal Health and Sustainable Growth
<b>Police</b>						
Continue to build upon community policing initiatives.	✔					
Evaluate the efficiency and effectiveness of public safety services.	✔					
Improve the public perception of safety.	✔					
Promote a qualified, engaged, and healthy workforce.			✔			
Ensure effectiveness and efficiency in City's operations.			✔			
Project a positive image of City government and enhance public trust.			✔			
Use proactive information and education to anticipate and address customer needs.					✔	
Improve customer service through technology.					✔	
<b>Public Works</b>						
Improve Topeka's standing among safest cities.	✔					
Increase civic engagement and public participation.		✔				
Produce a cleaner and healthier city.		✔				
Ensure effectiveness and efficiency in City's operations.			✔			
Maintain and improve the condition of City streets.						✔
Maintain and improve the condition of City facilities and assets.				✔		
Provide seamless services.					✔	
Create a service-oriented culture in City government.					✔	
Improve customer service through technology.					✔	
Improve the City's fiscal health.						✔
Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services.						✔

# STRATEGIC PLANNING



## City of Topeka Priorities (Goals from the Performance Management Plan, July 2016)

Department Goals	Safe and Secure Community	Thriving, Livable Neighborhoods	Organizational Excellence	Stewardship of the City's Physical Assets	Commitment to Customer Service	Fiscal Health and Sustainable Growth
<b>Utilities</b>						
Improve customer service through technology.					✓	
Provide seamless services.					✓	
Use proactive information and education to anticipate and address customer needs.					✓	
Increase civic engagement and public participation.		✓				
Ensure effectiveness and efficiency in City's operations.			✓			
Promote a qualified, engaged, and healthy workforce.			✓			
Promote and enhance sustainability initiatives.				✓		
Improve the public perception of safety.	✓					
Improve Topeka's standing among safest cities.	✓					
<b>Zoo</b>						
Create a service-oriented culture in City government.					✓	
Use proactive information and education to anticipate and address customer needs.					✓	
Improve the City's fiscal health.						✓
Produce a cleaner and healthier city.		✓				
Ensure effectiveness and efficiency in City's operations.			✓			
Maintain and improve the condition of City facilities and assets.				✓		
Promote and enhance sustainability initiatives.				✓		

# OPEN DATA INITIATIVE



One of the City's priorities in 2016 was the creation of the open data platform for the City's budget, expenditures, capital projects and performance measures. The home site for City of Topeka Open Data can be found at <https://data.topeka.org/>.

City of Topeka - Open Data What is Socrata? Help Sign Up Sign In

The City of Topeka open data portal offers direct access to City financial and operational data. As part of an initiative to improve accessibility, transparency and accountability of City Government the city will continuously provide access to various data sets. The City of Topeka is dedicated to promoting access to government data and encourage the development of creative tools. Anyone can use these data sets to participate in and improve government by conducting research and analysis or creating applications, thereby gaining a better understanding of the services provided by City Departments and improving the lives of citizens and the way in which government serves them.

In the months ahead, we'll be continually adding data sets to this portal. As a collaborative process, we invite you to participate in the evolution of the catalog by suggesting a data set and sharing some of the creative ways you use this resource. Please send comments, suggestions, and ideas to [CityIT@topeka.org](mailto:CityIT@topeka.org).

**Get Started**

To help get started with our tools, we've created a series of videos designed to teach you the basics about interacting with this data site.

**Budget**

The Open Budget web application provides the public with a user-friendly, interactive platform to explore and better understand where where city dollars are being allocated.

**CIP Project Portal**

Information and maps about our Capital Improvement Projects.

**Data Catalog**

Browse datasets, charts, maps and views of financial and operational data.

## Welcome to the City of Topeka Budget

The City of Topeka is continuously looking for ways to improve on and increase our transparency efforts to help strengthen public confidence and increase participation for those who interact with the City. The Open Budget web application provides the public with a user-friendly, interactive platform to explore and better understand [Read More](#)

[Common Questions](#)

## Welcome to the City of Topeka Checkbook

This data allows citizens to view who received payments from the City for goods or services and how much they received. The application allows the user to drill down from aggregated spending accounts all the way down to each individual payment to a payee.

This site is the next step in providing open and transparent government to our citizens. You can browse payment information by department, vendor, and expenditure type. This site provides a transparent look at how we allocate public funds. The charts, graphs, and tables below are all highly interactive and we invite you to explore. [Read More](#)

### Operating Budget Summary

**Revenue Budget**  
**\$247 Million**  
Projected Revenues

The revenue sources for the city. Budget details and the budget book are available online. This represents the 2017 proposed budget.

[Explore Revenue Budget](#)

**Operating Budget**  
**\$279 Million**  
Operating Expense Budget

Provides funding for the city's ongoing services and programs. Full budget books and additional information is available online. This represents the 2017 proposed budget. This also includes carry over from previous year.

[Explore Operating Budget](#)

The City of Topeka provides this Open Budget experience to help our constituents understand how the public funds are spent. For in-depth details or narrative about particular programs, [budget details and the budget book are available online](#). 2017 Budget has been approved.

### Spending Summary All Years -

**Total Spending**  
**\$462.09 Million**

**Total Transactions**  
**710,928**

This tool contains transaction-level detail of the spending of the City.

[Explore All Spending](#)

### Capital Budget Summary

**Capital Improvement Budget**  
**\$296 Million**  
Projected Capital Budget

2017-2021 Projects recommended for approval. The projects are a mixture of new constructions or expansion and projects that involve maintenance or rehabilitation and repair of existing facilities. The prioritization criteria used in the CIP process include: Fiscal Impact, Health, Safety, and Environment, Economic Viability and Return on Investment, and Cost.

**Top Department**  
**\$154.86 Million**

**Top Vendor**  
**\$42.20 Million**

**Top Expense Category**  
**\$98.98 Million**

The [Budget Portal](#) allows site visitors to review the allocation of funds for both the revenue and operating budget for the current year and all previous years.

The [Open Expenditures Checkbook](#) portal allows site visitors to explore the City's spending and breaking out expenses by department, vendor, expense category, program or fund.



## KANSAS AVE STREETScape

Project ID: T-601020.03

[Project Website](#)

### Description

This project is for the planting bed preparations and plantings on Kansas Ave. between 6th and 10th St. as part of the Kansas Avenue reconstruction project.

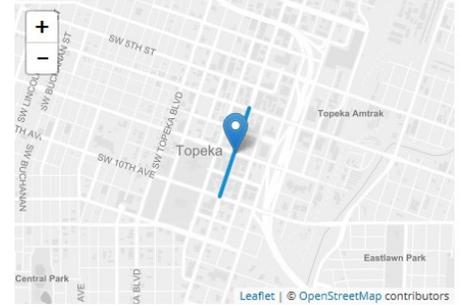


Budget	Spent
<b>\$888,032.00</b>	<b>\$875,936.22</b>
Department	Project Completion
<b>Streets</b>	<b>06/30/2016</b>

### Current Stage



- Project is on budget.
- Project is on schedule.

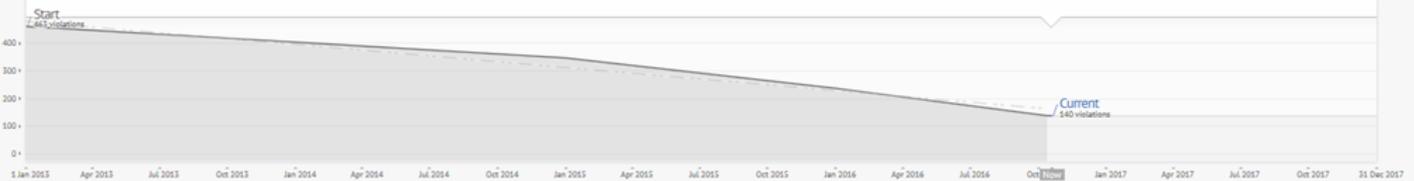


The [Open Projects Portal](#) allows site visitors to explore the City's ongoing and future projects.

## Maintain enforcement of Driving Under the Influence (DUI) (laws) to increase the safety of the motoring public.

This measure will show the number the Driving Under the Influence (DUI) violations cited annually! [Explore the data](#)

**140** violations  
Current as of Oct 2016



Topeka Police Department completes driving under the influence (DUI) saturation patrols based on grant funding. Concentrated enforcement is done around identified problem areas with higher numbers of individuals that drive under the influence (Example Huntoon & Gage). School Resource Officers (SROs) and Explorers work with kids utilizing our cruiser cab and impairment goggles to educate children on the effects of driving under the influence. We utilize public education with alignment of State Initiatives through Social Media outlets and mainstream media to reduce driving under the influence. The overall goal is to reduce the number of accidents caused each year by driving under the influence.



The [Performance Portal](#) allows site visitors to explore the City's performance measures and metrics.



# Department Budgets

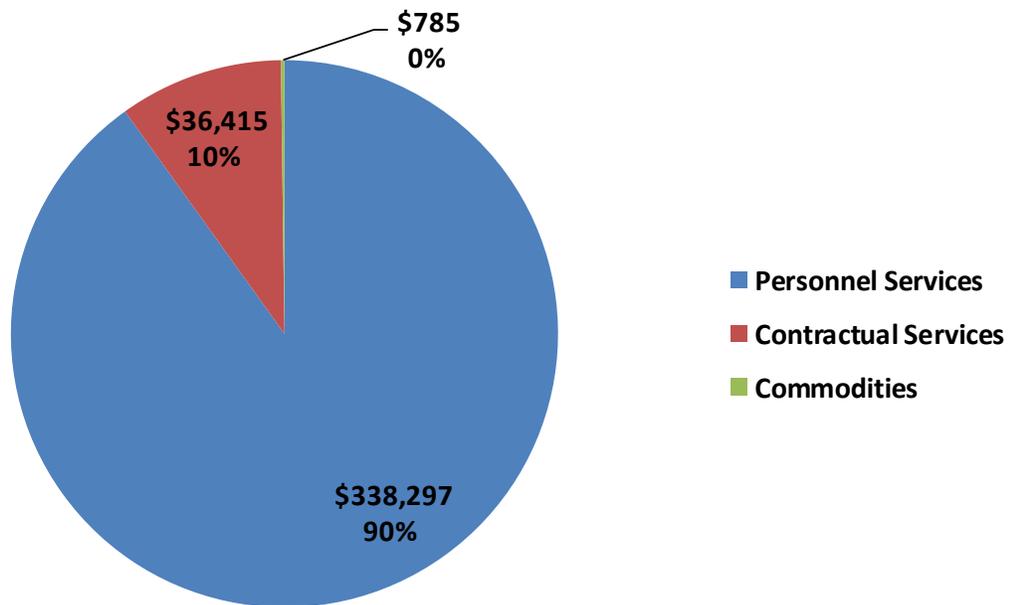


## Department: City Council

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 248,554	\$ 223,004	\$ 251,588	\$ 338,297
Contractual Services	16,365	18,730	26,395	36,415
Commodities	481	903	785	785
<b>Total</b>	<b>\$ 265,400</b>	<b>\$ 242,637</b>	<b>\$ 278,768</b>	<b>\$ 375,497</b>

### 2017 Budget Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>General Fund</b>	\$265,400	\$242,637	\$278,768	\$375,497

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	10	10	10	10
<b>Part-Time FTEs</b>	0.5	0.5	-	-
<b>Total</b>	10.5	10.5	10	10

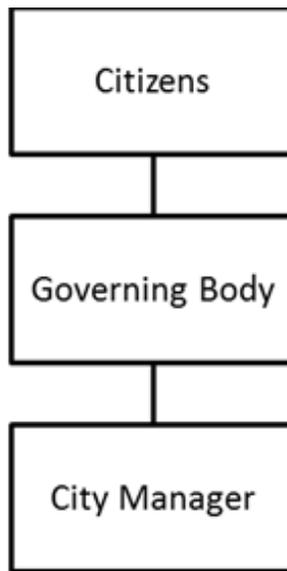


## Department: City Council

### DEPARTMENTAL PROFILE

The City Council is responsible for ensuring the effective implementation, administration and evaluation of City programs established through the policy directives of the governing body, serving as a resource for citizens and neighborhood groups, providing vision and leadership, strategic planning, and adoption of the annual operating budget and capital improvement project program.

### ORGANIZATIONAL CHART



#### 2017 GOALS

- Continue to carry out efficient and effective policies for the City of Topeka
- Create a service-oriented culture in City government
- Continually work to improve and carry out expectations of residents
- Enhance public perception of Topeka as a more enjoyable place to live

#### 2016 ACCOMPLISHMENTS

- Voted to pass a structurally balanced budget
- Voted to pass the City's restructured Capital Improvement Plan
- To date, passed 45 ordinances and 73 resolutions
- Foresee hosting 36 council meetings

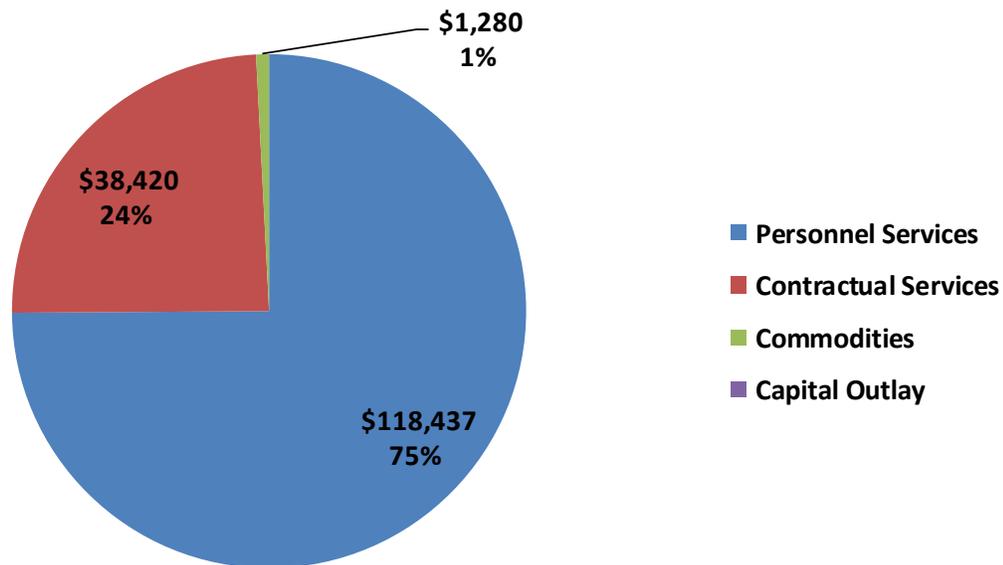


## Department: Mayor

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 79,010	\$ 79,580	\$ 90,242	\$ 118,437
Contractual Services	26,821	35,064	38,166	38,420
Commodities	1,644	1,299	1,703	1,280
Capital Outlay	1,195	-	-	-
<b>Total</b>	<b>\$ 108,670</b>	<b>\$ 115,943</b>	<b>\$ 130,111</b>	<b>\$ 158,138</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
General Fund	\$108,670	\$115,943	\$130,111	\$158,138

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Full-Time FTEs	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

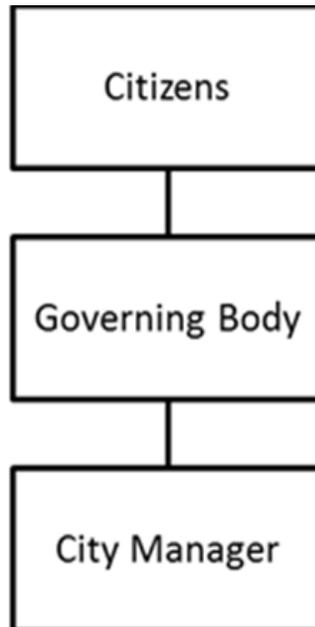


## Department: Mayor

### DEPARTMENTAL PROFILE

The Mayor is the chief elected officer of the city, is elected at-large and serves a four-year term. The Mayor makes recommendations to the council for measures and legislation and has a vote on all matters before the Council except for those issues on which the Mayor has veto power. The Mayor serves on the Washburn Board of Regents and other local, state and national boards. In addition, the Mayor makes appointments to the thirty-one boards, commissions and authorities of Topeka.

### ORGANIZATIONAL CHART



### 2017 GOALS

- Collaborate with City Council on efficient and effective policies
- Continue to support economic development and job creation
- Continue to partner with other entities to encourage downtown redevelopment

### 2016 ACCOMPLISHMENTS

- Helped to provide for Investment in downtown and economic development
- Fostered health and well-being of the community
- Targeted investments in safety and quality of life initiatives

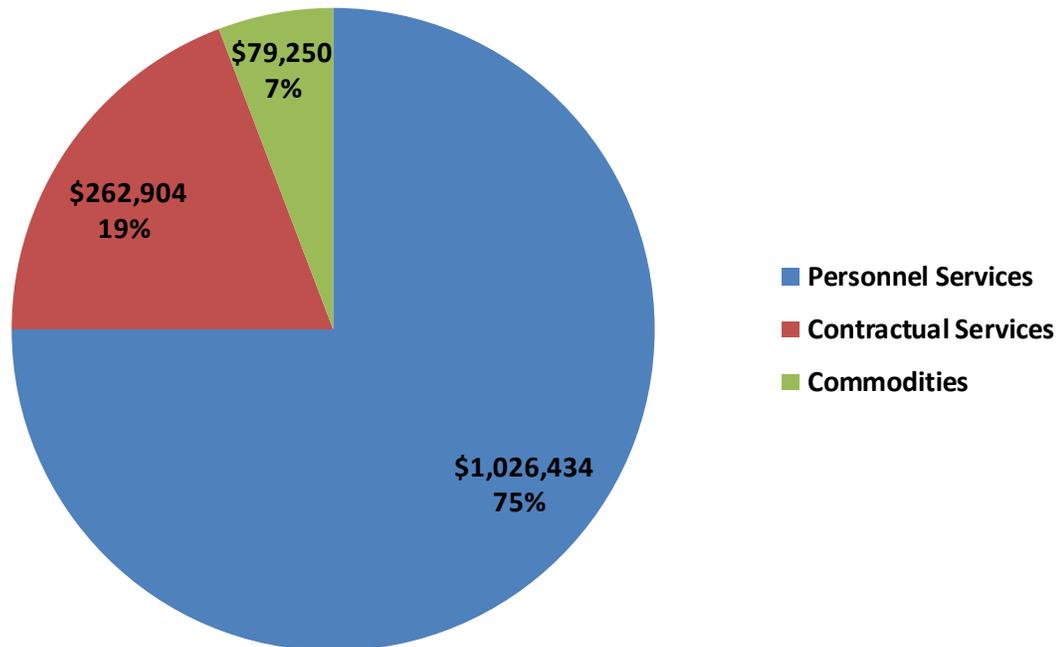


## Department: Executive

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 846,394	\$ 814,128	\$ 960,498	\$ 1,026,434
Contractual Services	251,271	263,791	251,732	262,904
Commodities	79,240	100,465	93,325	79,250
<b>Total</b>	<b>\$ 1,176,906</b>	<b>\$ 1,178,384</b>	<b>\$ 1,305,555</b>	<b>\$ 1,368,588</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>General Fund</b>	\$1,176,906	\$1,178,384	\$1,305,555	\$1,368,588

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	11	12	11	11
<b>Total</b>	11	12	11	11

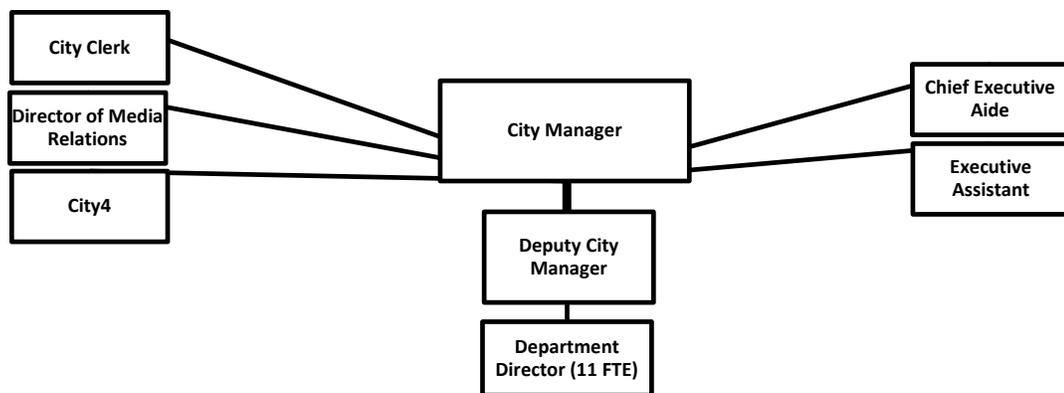


## Department: Executive

### DEPARTMENTAL PROFILE

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

### ORGANIZATIONAL CHART





## Division: City Manager

### DIVISION PROFILE

The City Manager's Office is responsible for ensuring the effective implementation, administration and evaluation of City programs established through the policy directives of the Governing Body, serving as a resource for citizens and neighborhood groups, providing vision and leadership, strategic planning, and preparation of the annual operating budget and capital improvement project program.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 412,900	\$ 384,203	\$ 485,720	\$ 535,547
Contractual Services	143,751	151,511	129,306	143,353
Commodities	10,339	1,504	19,100	5,665
<b>Total</b>	<b>\$ 566,990</b>	<b>\$ 537,218</b>	<b>\$ 634,126</b>	<b>\$ 684,565</b>

### 2017 GOALS

- Maintain a comprehensive overview of City-wide operations focused on financial sustainability and operational performance
- Provide continuing leadership resulting in optimal customer service delivery
- Identify public-private partnership opportunities to leverage community development opportunities

### 2016 ACCOMPLISHMENTS

- Enhanced service-oriented culture in City government
- Projected a positive image of City government and enhanced public trust
- Enhanced public perception of Topeka as a more enjoyable place to live
- Used proactive information and education to anticipate and address customer needs
- Focused on key initiatives that can grow Topeka including urban economic development

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Prepare and present the City Manager's proposed budget by June to the Governing Body	Achieved	Achieved	Achieved	Achieved
Communication with employees via email or by meeting bi-monthly	Not Formally Tracked	Achieved	Achieved	Achieved





**Division: Communications**

**DIVISION PROFILE**

The City Communications team oversees the City's media relations efforts, maintains the cable TV channel City4, and coordinates internal and external communication campaigns.

**EXPENDITURE SUMMARY**

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 259,552	\$ 245,308	\$ 276,870	\$ 289,141
Contractual Services	37,054	26,249	49,492	66,078
Commodities	65,969	97,823	72,100	71,460
<b>Total</b>	<b>\$ 362,575</b>	<b>\$ 369,380</b>	<b>\$ 398,462</b>	<b>\$ 426,679</b>

**2017 GOALS**

- Increase awareness and education about City finances, projects, and performance through promotions of Open Data portals
- Increase civic engagement and public participation through increased and varied public meetings and through social media efforts
- Project an accurate image of and enhance public trust in City government and those who work for the City
- Enhance the City's use of the website and social media to inform and engage residents

**2016 ACCOMPLISHMENTS**

- The COT Social Media Policy complete and implemented in 2016
- Increased civic engagement and public participation through increased and varied public meetings and social media engagement
- Continued to expand followers on all social media platforms
- Continued regular Tweet-A-Long blogs and engagement with the public
- Continued Topeka In Two programming

**PERFORMANCE MEASURES**

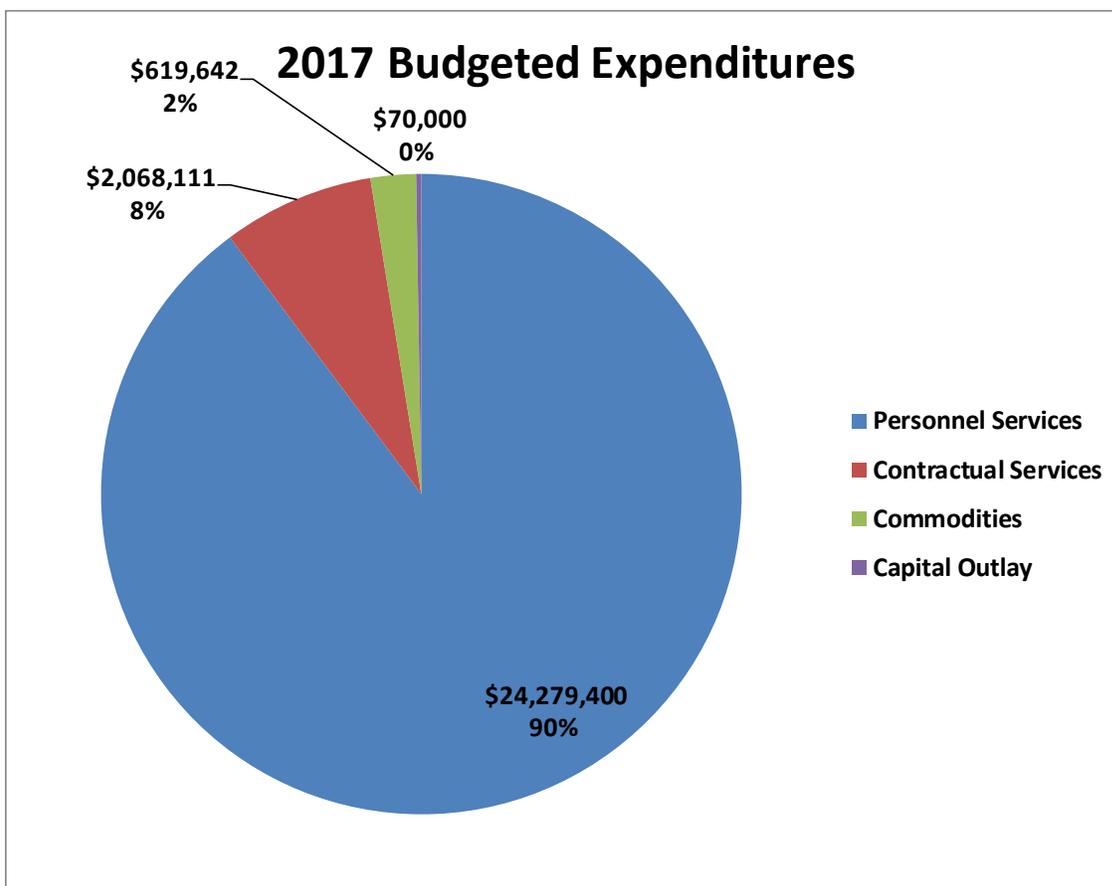
Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Increase the total number of social media outlet followers	Project Not Initiated	19,395	23,000	26,000
Increase the number of total views for all videos, capturing committee and council meetings as well as other events for the City	Not formally tracked	8,646	7,079	7,000



## Department: Fire

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 22,732,464	\$ 23,546,162	\$ 23,775,700	\$ 24,279,400
Contractual Services	1,712,659	1,898,329	2,009,319	2,068,111
Commodities	523,802	672,310	602,128	619,642
Capital Outlay	-	-	58,800	70,000
Transfers	47,103	37,952	-	-
<b>Total</b>	<b>\$ 25,016,029</b>	<b>\$ 26,154,753</b>	<b>\$ 26,445,946</b>	<b>\$ 27,037,153</b>



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>General Fund</b>	\$25,016,029	\$26,154,753	\$26,445,946	\$27,037,153

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	245	245	245	246
<b>Total</b>	245	245	245	246

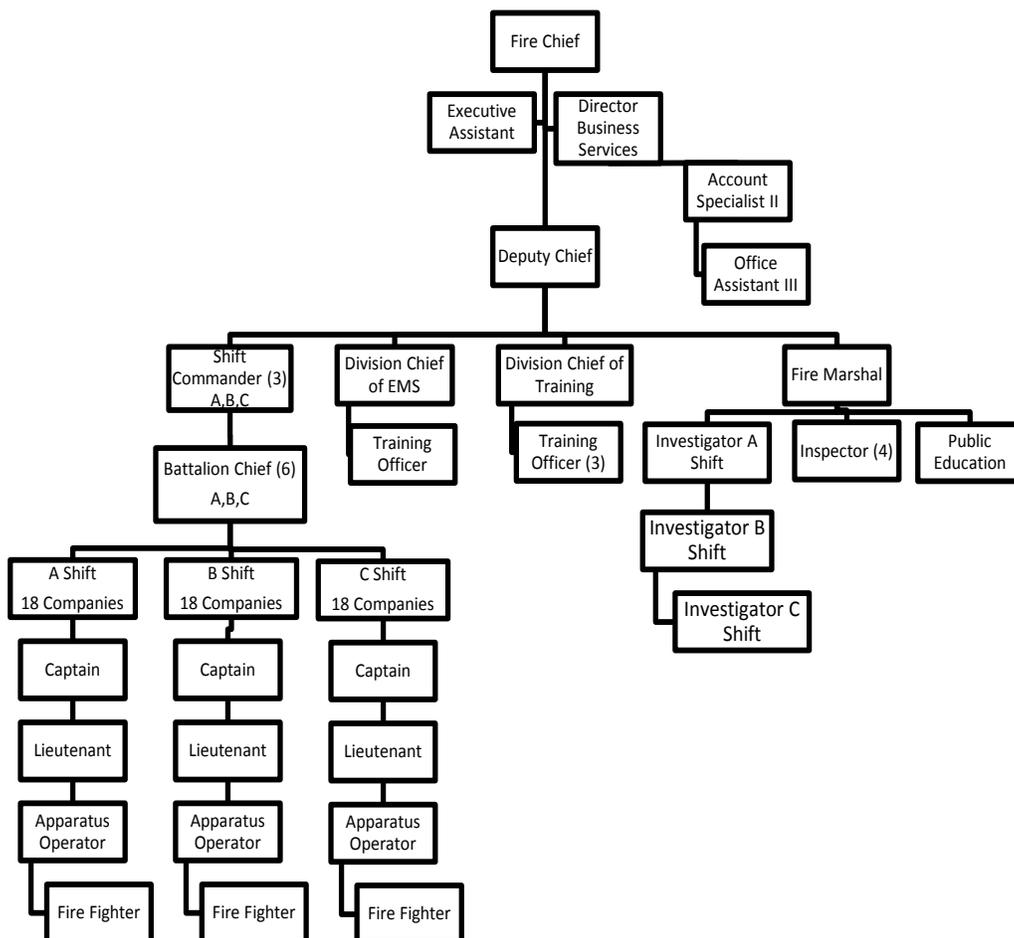


## Department: Fire

### DEPARTMENTAL PROFILE

The Topeka Fire Department exists for the purpose of enhancing public safety and improving the overall quality of life for citizens of Topeka. Our commitment since establishment in 1872 remains the same, "to save lives and protect property." Fire and Life Safety mitigations are the department's expertise.

### ORGANIZATIONAL CHART





## Division: Administration & Business Services

### DIVISION PROFILE

Essential to the divisions' success is excellent customer service, supported by trained employees and managed resources. Our Business Services, Operations, Training and Fire Prevention Divisions aid our administration's focus to realize safer Topeka neighborhoods.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 492,439	\$ 497,005	\$ 509,167	\$ 456,425
Contractual Services	37,862	50,323	40,140	604,372
Commodities	6,041	2,229	25,635	25,635
<b>Total</b>	<b>\$ 536,342</b>	<b>\$ 549,557</b>	<b>\$ 574,942</b>	<b>\$ 1,086,432</b>

### 2017 GOALS

- Establish a hire list for future vacancies
- Complete the Standard of Cover document for department
- Develop a timeline for the accreditation process
- Development of a short and long term strategic plan incorporating the Standard of Cover document
- Continued cooperation with community partners to develop a formal recruitment and career pathway plan
- Review all department guidelines and policies to develop a formal update and review process

### 2016 ACCOMPLISHMENTS

- Successfully filled the Chief of Training and Chief of EMS positions
- Began implementation of Aegis Fire Records program
- Began implementation of MDT's (mobile data terminals)
- Continued to expand networking with area departments and agencies in sharing and resource utilization

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Funding received from grants	Not Formally Tracked	Not Formally Tracked	\$70,000	\$75,000
Annually maintain the number of specialty personnel throughout Fire Prevention and Training	11	11	11	12
Annually maintain Shift Commander and Battalion Chief positions	9	9	9	9



## Division: Training

### DIVISION PROFILE

The Training Division provides professional certifications and skill based training to our firefighters through multifaceted programs that address many topics. The division provides training to approximately 240 sworn firefighters who rely on their training and experiences to deal with any type of emergency in the community.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 452,760	\$ 397,345	\$ 438,577	\$ 419,698
Contractual Services	15,173	20,647	238,911	230,927
Commodities	14,624	5,656	16,486	17,986
<b>Total</b>	<b>\$ 482,558</b>	<b>\$ 423,648</b>	<b>\$ 693,974</b>	<b>\$ 668,611</b>

### 2017 GOALS

- Implement Incident Command Certification department-wide
- Make the switch to Target Solutions Learning Management System for record-keeping
- Enhance the Safety Officer skill level within the department by obtaining national certification for those performing that role
- Increase use of simulation training for Officer training
- Implement Specialty Team training program with structured hours and goals

### 2016 ACCOMPLISHMENTS

- Department-wide training on new glucometers
- Offered Fire Officer training and testing
- Offered Instructor certification training and testing
- Hosted firefighter recruit academy in the fall
- Offered incident safety Officer training

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Training Division will offer courses that provide the opportunity for members to meet the requirements for National Certification at the Fire Officer I level. The goal is to increase by 50% the number of certified members	Not Formally Tracked	Not Formally Tracked	25%	50%
Track the number of individuals that complete and receive Institute Incident Command Certification and have a total of 121 members certified with Blue Cards	Not Formally Tracked	Not Formally Tracked	0	54



## Division: Fire Prevention

### DIVISION PROFILE

The Fire Prevention Division includes fire inspection, fire investigation, fire and life safety education, and public information. Division employees use the International Fire Code, along with City Ordinances, as a guide to provide fire and life safety information to the general public and local media; they serve as a resource for the entire community.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 899,572	\$ 981,707	\$ 948,727	\$ 1,001,454
Contractual Services	15,933	83,202	249,395	244,990
Commodities	21,396	20,086	25,478	28,678
<b>Total</b>	<b>\$ 936,900</b>	<b>\$ 1,084,995</b>	<b>\$ 1,223,599</b>	<b>\$ 1,275,122</b>

### 2017 GOALS

- Fully implement electronic mobile inspections and data tracking project
- Fully implement home fire safety checklist project

### 2016 ACCOMPLISHMENTS

- Project to implement electronic mobile inspections and data tracking developed in 2016
- Home fire safety checklist (administered by Public Education) project developed in 2016

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Increase the number of participants in the Special Assistance in Fire Emergencies (SAFE) Program each year	Program Not Initiated	75	260	300
The Fire Department works to provide adequate public education to children each year and tracks the number of children reached by this effort	10,939	12,132	14,000	15,000
The Fire Department works to provide adequate public education to adults each year and tracks the number of adults reached by this effort	1,670	783	1,500	2,000



## Division: Operations

### DIVISION PROFILE

The Operations Division provides emergency services from 12 fire stations which are strategically located throughout our city. Types of services are fire suppression, rescue, medical aid, and hazardous material response. Non-emergency services include pre-planning, public education, and smoke alarm installation. Operations serve an area of 61 square miles with a population of 127,473. Agreements are in place to provide or receive mutual aid assistance with surrounding communities. TFD also operates a technical rescue/confined space team and a hazardous response team with regional response.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2015 Budget	2017 Budget
Personnel Services	\$ 20,887,693	\$ 21,670,105	\$ 21,879,229	\$ 22,183,793
Contractual Services	1,643,691	1,744,157	1,480,873	987,630
Commodities	481,741	644,339	534,529	547,343
Capital Outlay	-	-	58,800	70,000
Transfers	47,103	37,952	-	-
<b>Total</b>	<b>\$ 23,060,229</b>	<b>\$ 24,096,553</b>	<b>\$ 23,953,431</b>	<b>\$ 23,788,766</b>

### 2017 GOALS

- Continue Company Officer training initiatives
- Continue Battalion Chief training initiatives, including Incident Command Blue Card certification
- Approve Advanced EMT's and additional paramedics to scope and level of certification
- Bring staffing levels to near full capacity with trained personnel
- Fully install and utilize mobile version of New World System, providing mobile data access in apparatus
- Collect more accurate response data for accurate analysis and comparison to industry best practices
- Fully implement and enhance the department-wide Wellness Fitness program

### 2016 ACCOMPLISHMENTS

- Personnel participated in department-wide Company Officer I training initiative
- Personnel participated in hands-on training at the new firefighter training building
- Paramedic personnel continued to practice to scope and level of certification
- Implemented new version of New World System for National Fire Incident Reporting
- Initiated installation and training for Mobile version of New World System, providing mobile data access in apparatus
- Implemented Battalion Chief training initiatives, including Blue Card certification
- Initiated Wellness Fitness program

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Fire Department will have a lower percent of units respond to events that are reported through residential automatic alarm systems	2,423	2,298	2,200	1% reduction
The Fire Department will record accurate turnout and travel times utilizing mobile data terminals in fire trucks and engines. This will result in more accurate "Response Time" data collection	Program Not Initiated	Program Not Initiated	Program Not Initiated	95.00%



## Division: EMS

### DIVISION PROFILE

Emergency Medical Services is responsible for the management of EMS services provided by the department. This management includes compliance with Federal, State, and Local laws and regulations related to EMS operations as well as health and safety of the department members. Other duties include but are not limited to working with community partners in the delivery of EMS and promoting CPR and First Aid Awareness to the community and keeping the department up to date on current best practices in care, documentation, and innovations related to the scope of practice.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2015 Budget	2017 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 218,030
Contractual Services	-	-	-	192
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 218,222</b>

### 2017 GOALS

- Develop and utilize a formal continuous quality improvement and quality assurance plan
- Implement updated medical protocols
- Train and deliver Tactical Emergency Casualty Care in relation to the rescue task force
- Formalize an inventory of all medical equipment utilized by the department

### 2016 ACCOMPLISHMENTS

- Updated the departments Infection control policy
- Began use of glucometers on all fire trucks
- Request for Proposal (RFP) process for an Electronic Patient Care Report system completed
- Department-wide physicals scheduled
- Introduced Pit Crew CPR to the department

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Fire Department will begin tracking the response time for the Emergency Medical Service (EMS) division	Program Not Initiated	Program Not Initiated	Program Not Initiated	Establish 90% Threshold
The Emergency Medical Services division will track the percent of witnessed cardiac arrest patients that are revived each year	Program Not Initiated	Program Not Initiated	Program Not Initiated	15%
The average response time to life-threatening medical emergencies by ambulance units will be tracked annually (minutes: seconds) - This includes the Topeka Fire Department dispatch and travel time only	4:51	4:48	4:42	4:15

# NEIGHBORHOOD RELATIONS

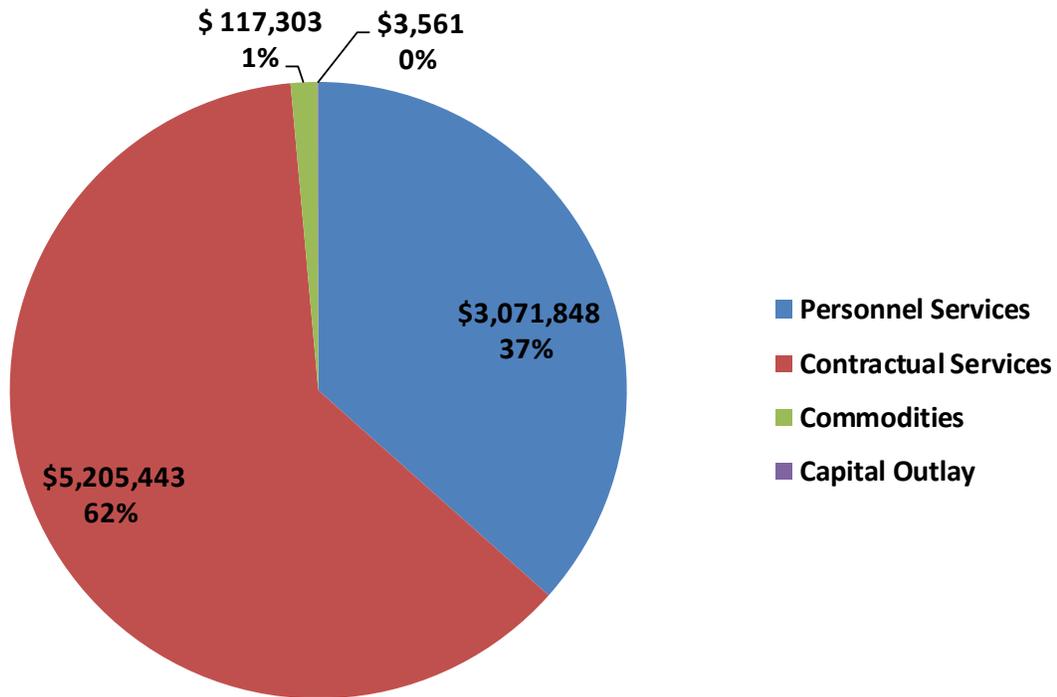


## Department: Neighborhood Relations

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 900,238	\$ 2,730,043	\$ 2,977,465	\$ 3,071,848
Contractual Services	4,609,503	5,198,951	5,682,182	5,205,443
Commodities	32,402	91,895	132,749	117,303
Capital Outlay	-	60,199	130,939	3,561
<b>Total</b>	<b>\$ 5,542,143</b>	<b>\$ 8,081,088</b>	<b>\$ 8,923,335</b>	<b>\$ 8,398,155</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
General Fund	\$631,751	\$3,402,103	\$4,276,369	\$4,188,824
Motor Fuel	\$320,533	\$306,089	\$320,090	\$325,383
Grant Funds	\$4,589,860	\$4,372,896	\$4,326,876	\$3,883,948

### PERSONNEL SUMMARY

	2014	2015	2016	2017
Full-Time FTEs	14	14	47	47
<b>Total</b>	<b>14</b>	<b>14</b>	<b>47</b>	<b>47</b>



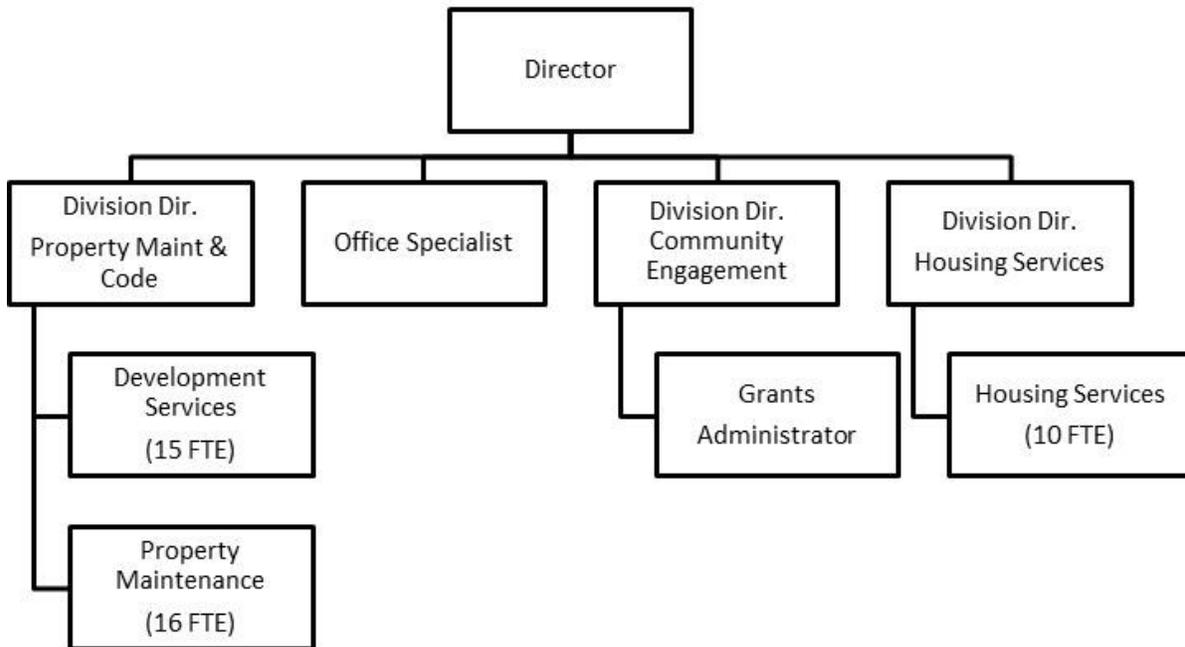
## Department: Neighborhood Relations

### DEPARTMENTAL PROFILE

The Neighborhood Relations Department strives to enhance both individual wealth and community wealth within the City of Topeka. Individual wealth can be measured in a number of ways, including providing assistance to acquire a home, improvements to enable a citizen to remain in their home, and aiding a family to rise out of homelessness. Community wealth is enhanced by the improvement of housing stock, public facilities and infrastructure, as well as quality of life through neighborhood services. One measure of Neighborhood Relations' efforts is the change in "neighborhood health" as reflected in the Neighborhood Health Map. It should also be noted that a significant portion of Neighborhood Relations' resources come from federal grants through the US Department of Housing & Urban Development.

Note: Neighborhood Relations is a new Department in the 2016 budget book. Previously known as Housing and Neighborhood Development (HND), the Department is now comprised of Neighborhood Relations Administration and Community Engagement, Housing Services, Property Maintenance, and Development Services. These divisions have been moved from other City departments, and their expenditure history are included in the other departments.

### ORGANIZATIONAL CHART



# NEIGHBORHOOD RELATIONS



## Division: Housing Services

### DIVISION PROFILE

The Housing Services Division includes Housing Development, Homeless Programs, and Social Services.

**-Housing Development:** Neighborhood Relations expects to rehabilitate 58 homes through Major Rehab, Exterior Rehab, Emergency Repair, and Accessibility Modifications; demolish 5 blighted structures as part of the Voluntary Demolition program; assist nine first time homebuyers through Topeka's homebuyer program, the TOTO Program; 180 individuals receive homebuyer counseling, three rental units will be developed by a Community Housing Development Organization (CHDO), 55 renters will receive deposit assistance and approximately 8,000 hours of service will be provided by two inmate crews.

**-Homeless Programs:** The Homeless Programs component consists of two programs. Emergency Solutions Grant provides shelter and essential services to 135 households who are or may be at risk of homelessness. The Shelter Plus Care Program provides rental assistance and supportive services to 531 households.

**-Social Services:** The current social service grant proposal funds seven agencies to provide contractual services, five organizations through CDBG, as well as another 19 through City General Funds to assist an estimated 23,000 individuals.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 765,609	\$ 732,836	\$ 787,174	\$ 808,351
Contractual Services	4,244,203	4,194,918	4,221,083	3,720,895
Commodities	20,849	11,530	17,200	14,350
<b>Total</b>	<b>\$ 5,030,661</b>	<b>\$ 4,939,284</b>	<b>\$ 5,025,457</b>	<b>\$ 4,543,596</b>

### 2017 GOALS

- Improve 8 homes through the Major Rehab program
- Improve 8 homes through the Exterior Rehab program
- Assist 60 households through the Emergency Repair program
- Assist 35 households through the Accessibility program
- Demolish 5 structures through the Voluntary Demolition program
- Assist 10 home buyers through the Topeka Opportunity to Own program
- Assist 180 individuals through the Home Buyers Assistance program in partnership with Housing & Credit Counseling Inc.

### 2016 ACCOMPLISHMENTS

- Major Rehabilitation of 7 homes – up to \$30k per home
- Exterior Rehabilitation on 6 homes – up to \$15k per home
- Emergency Repair projects on 42 homes in low to moderate income neighborhoods
- Accessibility improvements to 30 homes
- Completed 11 voluntary demolitions on structures in low to moderate income neighborhoods
- Completed the 2017 Consolidated Annual Action Plan
- 12 Topeka Opportunity to Own Home buyers assisted
- 181 Individual Home Buyers assisted

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Enhance the quality of neighborhoods by providing rehabilitation assistance (emergency, accessibility, major, and rental) to low income households with the Community Development Block Grant and HOME funds	100	141	123	123
Enhance housing with supportive services by providing rental assistance with Continuum of Care funds to residents	402	351	359	375

# NEIGHBORHOOD RELATIONS



## Division: Property Maintenance

### DIVISION PROFILE

Property Maintenance (formerly known as Code Enforcement within the Police Department) is made up of personnel tasked with enforcing City of Topeka ordinances dealing with housing, unsafe structures, inoperable vehicles, weeds, graffiti and abatement issues.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ -	\$ 812,257	\$ 968,845	\$ 972,402
Contractual Services	-	490,758	835,057	829,531
Commodities	-	38,632	41,788	39,999
Capital Outlay	-	60,199	130,939	3,561
<b>Total</b>	\$ -	\$ 1,401,846	\$ 1,976,629	\$ 1,845,493

### 2017 GOALS

- Streamline process for notification of violation on all forms of cases
- Increase voluntary compliance through education, communication and training
- Get all new inspectors certified with International Code Council as Property Maintenance Inspectors
- Increase the number of demolitions by 25%
- Improve our partnership with the Community Police Unit through training, communication and relationship building
- Work with the legal department to address abandoned properties lacking ownership

### 2016 ACCOMPLISHMENTS

- Implemented Special Structures Unit and addressed over 800 vacant homes through tax sale process, demolition and housing cases/voluntary compliance
- Worked with Municipal Court to develop a Property Maintenance docket for court cases
- Worked with Prosecutor's Office & Municipal Court to develop an electronic process for the issuance of warrants
- Increased voluntary compliance from 60% to 65%
- Improved notification process by posting notice on properties rather than 1st class mail (Saved money and helped with voluntary compliance)
- Developed public access to cases so the public can receive automated emails detailing cases in their district
- Worked with the legal department to ensure all steps in property maintenance process meet legal guidelines
- Credit card system set up to accept payments and assist with fees

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Unsafe Structures Unit addresses structures that are unfit for human habitation or use due to dilapidation or other conditions that are injurious to the welfare of Topeka residents. Approximately 40-50 structures are demolished each year either by the city or by the property owner	21	13	44	44
The Department of Neighborhood Relations Property Maintenance division sets a goal to increase the number of properties brought back into voluntary compliance each year	5,951	6,574	6,680	7,000

# NEIGHBORHOOD RELATIONS



## Division: Development Services

### DIVISION PROFILE

The Development Services Division (formerly located in the Public Works Department) coordinates the “one stop” permit center designed to speed building permit processing. The division assists the development community by facilitating the resolution of issues while safeguarding the public through building code enforcement. Development Services is comprised of three functional areas: Permits, Inspections, and Licensing.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ -	\$ 1,109,627	\$ 1,165,851	\$ 1,232,534
Contractual Services	-	183,154	241,147	267,795
Commodities	-	17,523	36,307	25,500
Capital Outlay	-	17,675	-	-
<b>Total</b>	\$ -	\$ 1,327,979	\$ 1,443,305	\$ 1,525,829

### 2017 GOALS

- Implement a “Permit Portal” to provide developers and design professionals access to building permit reviews so that they can track their project online
- Complete the adoption of the 2015 International Building Code.
- Establish a way to measure if we are conducting scheduled code inspections within 24 hours of the requested time
- Work with the development community to implement an electronic plan review system

### 2016 ACCOMPLISHMENTS

- Added an additional Mechanical inspector, which has helped with the processing of reviews and improved service to the citizens of Topeka
- After participating in committees and public meetings, a recommendation has been made to the County Commission regarding the adoption of Building Codes
- Made good progress towards the adoption of the 2015 International Building Code and anticipate final adoption in 2017

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Planning Department’s Development Services Division will work to reduce building inspection response time	not formally tracked	not formally tracked	establish baseline	establish baseline
The Planning Department’s Development Services Division will work to increase the percentage of commercial building permits tracked on-line or submitted electronically	0%	0%	0%	30%

# NEIGHBORHOOD RELATIONS



## Division: Admin & Community Engagement

### DIVISION PROFILE

**Neighborhood Services:** The Neighborhood Services component consists of four programs, Neighborhood Improvement Associations (NIA) Support, Anti-Blight Activities (neighborhood cleanups and inmate crews), Neighborhood Empowerment Program and Inmate Services. NIA support will provide assistance to 21 NIAs in the form of newsletters and operational support. Anti-Blight will assist the clean-ups of the 21 NIAs. The Empowerment Grant program will improve facilities (primarily sidewalks and parks) in approximately 12 Neighborhood Improvement Associations. The City Inmate Program consists of five inmate crews; Neighborhood Action Team A & B, Concrete, Affordable Housing and Code inmate crews, as well as the Neighborhood Relations Inmate Coordinator. These five crews provide approximately 29,194 hours of services.

**Community Engagement:** The Division of Community Engagement is devoted to increasing dialog between local government and residents. Through outreach programs, Community Engagement hopes to encourage all 92 of Topeka neighborhoods to take an active part in their own neighborhood improvements. The division focuses on community building, strengthening private and public partnerships throughout our community, educating neighborhood leaders and developing community events which afford the opportunity to disseminate resource information to all neighbors.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 134,629	\$ 75,323	\$ 55,595	\$ 58,561
Contractual Services	365,300	330,121	384,895	387,222
Commodities	11,553	24,210	37,454	37,454
<b>Total</b>	<b>\$ 511,482</b>	<b>\$ 429,654</b>	<b>\$ 477,944</b>	<b>\$ 483,237</b>

### 2017 GOALS

- Implement Project Fix It – Neighbors Helping Neighbors Volunteer Program
- Acquire two or three AmeriCorps Vista's to design and implement Division of Community Engagement programs
- Continue to strive to establish new community partners while enhancing established relationships
- Provide critical training for neighborhood leaders
- Implement new Neighborhood Event & Beautification Grant Program

### 2016 ACCOMPLISHMENTS

- Community Engagement developed and deployed the Neighborhood Leaders Roundtable and quarterly meetings in 2016
- Acquired a National Civilian Community Corps (NCCC) AmeriCorps team that provided 4,835 hours to low-income neighborhoods in a 90 day period
- Provided leadership and grant writing training for neighborhood leaders
- Built a strong collaboration with Shawnee County Parks & Recreation
- Implemented a successful summer youth employment program

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Community Engagement supports neighborhoods by offering training opportunities and outreach activities	Not Formally Tracked	1	7	10
Community Engagement increases public participation by implementing empowering events in intensive care and at-risk neighborhoods that have previously been under served	Not Formally Tracked	6	44	30

# NEIGHBORHOOD RELATIONS



Each year the City allocates General and CDBG Funds for grants for agencies . These agencies either provide contracted work for the City or provide social services to residents. Below are the 2017 allocations.

2017 Contracted & Social Service Grants					
Contracted Services	2015 Allocation	2016 Allocation	2017 Allocation	2017 CDBG	2017 GENERAL FUND
Community Resources Council	60,000	60,000	-	-	-
Housing & Credit Counseling	51,314	53,880	52,340	-	52,340
Jayhawk Area Aging Agency - Match for OAA	20,000	20,000	20,400	-	20,400
KCSL - Juvenile Intake - Previous TPD Budget	-	60,000	61,200	-	61,200
Keep America Beautiful	13,682	14,092	13,819	-	13,819
PARS - Safe Streets *	60,849	63,891	62,066	-	62,066
YWCA - Center for Safety and Empowerment	19,155	19,921	19,538	-	19,538
<b>Total Contracted Services</b>	<b>225,000</b>	<b>291,784</b>	<b>229,363</b>	<b>-</b>	<b>229,363</b>
Return to General Fund		8,215			
Total		299,999			
Social Services - Emergency Aid	2015 Allocation	2016 Allocation	2017 Allocation	2017 CDBG	2017 General Fund
Catholic Charities	25,500	30,000	25,755	25,755	-
Doorstep	15,196	49,000	15,500	15,500	-
Let's Help	14,749	-	14,896	14,896	-
Salvation Army	46,304	-	46,304	46,304	-
Reserve for Water, Sewer Asst.		9,698	-	-	-
<b>Total Emergency Aid</b>	<b>101,749</b>	<b>88,698</b>	<b>102,455</b>	<b>102,455</b>	
Social Services - Counseling & Prevention	2015 Allocation	2016 Allocation	2017 Allocation	2017 CDBG	2017 General Fund
Boys and Girls Club - Comprehensive Youth Dev.	19,461	20,239	19,850		19,850
Big Brothers Big Sisters - Mentoring	9,499	9,879	9,689		9,689
Breakthrough House - Payee	-	-	-	-	-
Breakthrough House - Residential	16,785	-	-	-	-
Breakthrough House- Freedom Club House	19,780	-	20,176		20,176
CASA - Child in Need of Care	7,900	8,137	7,979		7,979
Community Action - Latino Family Development	13,817	14,508	14,093	12,454	1,639
Community Action - Project Attention	26,956	28,304	-	-	-
Community Action - First Tee	-	-	27,495		27,495
Doorstep - Medical	-	-	18,240	18,240	
East Topeka Council on Aging	18,872	19,816	19,249		19,249
El Centro	-	18,950	18,950		18,950
Jayhawk Area Agency on Aging - SHICK	-	-	13,350		13,350
Kansas Legal Services	19,097	-	-	-	-
KCSL - Supporting School Success	23,250	24,413	23,483		23,483
LULAC	12,600	13,230	12,852		12,852
Marian Clinic	7,470	-	7,619		7,619
Meals on Wheels	8,201	8,611	8,365		8,365
Midland Care	-	-	48,600		48,600
Papan's Landing	13,920	14,616	14,198		14,198
Positive Connections	36,978	38,457	37,718		37,718
Shawnee Medical Society - Project Health Access	52,800	55,440	53,856		53,856
TDC - Parent Child Learning Center	8,600	8,944	8,772		8,772
TDC- Full Day Care	16,835	17,677	17,172		17,172
Topeka Youth Project - Jobs for Young Adults	15,120	15,725	15,422		15,422
Topeka Youth Project - Youth Court	7,400	7,622	7,548		7,548
United Way - Successful Connections	17,750	18,638	18,105		18,105
YWCA - Girls on the Run	10,080	10,584	10,282		10,282
<b>Total Counseling &amp; Prevention</b>	<b>383,171</b>	<b>353,790</b>	<b>453,063</b>	<b>30,694</b>	<b>422,369</b>
<b>Grand Total</b>	<b>709,920</b>	<b>742,487</b>	<b>784,881</b>	<b>133,149</b>	<b>651,732</b>

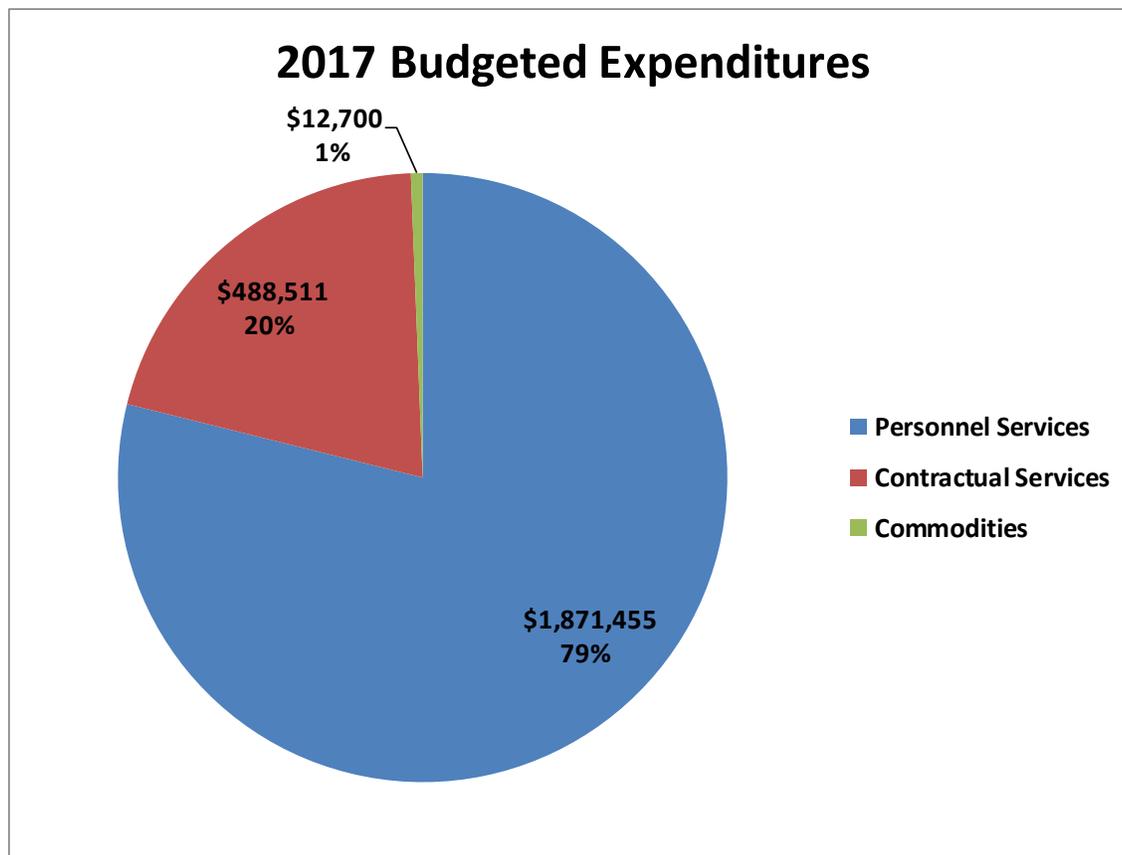


## Department: Administrative & Financial Services

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 1,614,574	\$ 1,662,512	\$ 1,974,789	\$ 1,871,455
Contractual Services	477,511	303,902	488,511	486,366
Commodities	12,186	10,298	12,700	14,700
Other	(259)	(33)	-	-
<b>Total</b>	<b>\$ 2,104,012</b>	<b>\$ 1,976,679</b>	<b>\$ 2,476,000</b>	<b>\$ 2,372,521</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>General Fund</b>	\$2,104,012	\$1,976,679	\$2,476,000	\$2,372,521

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	23	24	26	25
<b>Total</b>	23	24	26	25

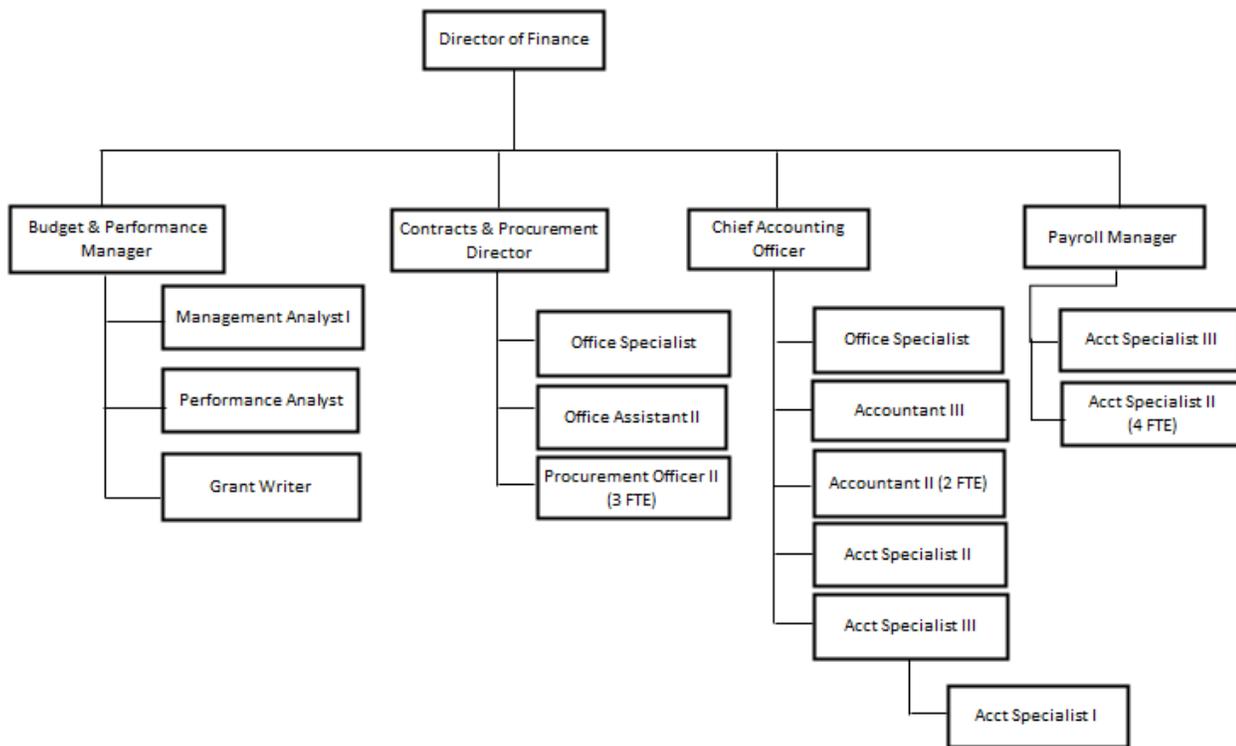


## Department: Administrative & Financial Services

### DEPARTMENTAL PROFILE

The Administrative and Financial Services Department is the lead City agency charged with stewardship of the public's financial resources. The department collects and tracks revenues, makes payments to employees and vendors, invests cash balances, issues and manages debt, provides periodic reporting on financial activities and results, and regulates the City's purchases of goods and services to ensure fairness and transparency. Administrative and Financial Services is primarily an internal service provider, supporting the City's operating departments and other internal service providers. Administrative and Financial Services prepares the City's Comprehensive Annual Financial Report and assists in the development of the City's operating and capital budgets. The department also measures performance in order to facilitate resource allocation decisions. Finance assists departments with performance benchmarking, identifies opportunities for improved efficiency, and provides both strategic and financial planning resources to departments when planning for new or modified projects and programs. Additionally, the Finance Department oversees grant writing and grant administration for the City.

### ORGANIZATIONAL CHART





## Division: Financial Reporting and Payroll

### DIVISION PROFILE

The Financial Reporting function includes all employees in the Central Accounting and Cash unit, and is primarily responsible for maintaining the transparency of city-wide financial systems. This division manages financial reporting, budgeting, treasury functions, debt and business operations for the City as well as citywide performance management and grant administration. The payroll division manages the payment of wages bi-weekly for more than 1,100 employees, tracks employee time and attendance, maintains records of paid time off, and manages retirement systems for City Employees.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,208,480	1,258,947.98	1,557,279.68	1,445,528.00
Contractual Services	375,398	266,363	381,824	411,244
Commodities	10,948	9,378	10,100	12,100
Other	(259)	(33)	-	-
<b>Total</b>	<b>\$ 1,594,568</b>	<b>\$ 1,534,656</b>	<b>\$ 1,949,203</b>	<b>\$ 1,868,872</b>

### 2017 GOALS

- Apply for and receive Government Finance Officers Association (GFOA) awards for the Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR), and Budget Book
- Continually forecast revenues and expenditures throughout all departments and funds
- Continue to release datasets and data portals in alignment with the City's Open Data initiative
- Be responsive and accurate to all council and public inquiries regarding budgetary and financial information

### 2016 ACCOMPLISHMENTS

- Provided enhanced monthly and quarterly reports to the City Council
- Enhanced the annual adopted budget book to better meet the Distinguished Budget Book GFOA Best Practice Standards and to be more accessible and readable to the public
- Received a positive outlook from Standard and Poor's due to sound financial practices
- Passed a structurally balanced budget
- Went live with upgraded Infor/Lawson Strategic Servicing
- Collaborated with City departments to meet requirements of the What Works City initiative related to Open Data and Performance Measurement
- Enhanced monthly budget reports to better communicate to departments

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Annually Improve or Maintain Bond Ratings from Standard & Poor's	AA	AA	AA+	AA+
Annually Improve or Maintain Moody's Revenue Bond Ratings	Aa3	Aa3	Aa3	Aa3
Annually Maintain an Adequate General Fund Balance	20%	22%	22%	22%



## Division: Purchasing

### DIVISION PROFILE

The Purchasing function regulates the City's purchases of goods and services to ensure a fair and transparent selection process consistent with City policy goals. Purchasing also reduces the costs of City operations by managing competition for the City's purchases.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 406,093	\$ 403,563	\$ 417,510	\$ 425,927
Contractual Services	102,113	37,539	106,687	75,122
Commodities	1,237	921	2,600	2,600
<b>Total</b>	<b>\$ 509,443</b>	<b>\$ 442,023</b>	<b>\$ 526,797</b>	<b>\$ 503,649</b>

### 2017 GOALS

- Provide efficient, economical and effective methods of acquiring goods and services in accordance with City Code and State law
- Provide timely service and support to vendors and suppliers using the Supplier Self Service portal in the eProcurement system

### 2016 ACCOMPLISHMENTS

- Provides support and training to all users for Lawson
- Implemented Infor Cloud for Procurement and Strategic Sourcing
- Provided enhanced functionality for construction bidders using Strategic Sourcing

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Purchasing division tracks the total number of purchase orders processed each year	3,789	4,180	4,400	4,200
Purchasing tracks the percentage of purchasing conducted each year with purchasing cards compared to the total annual budget	0.86%	0.95%	0.90%	0.90%

# HUMAN RESOURCES

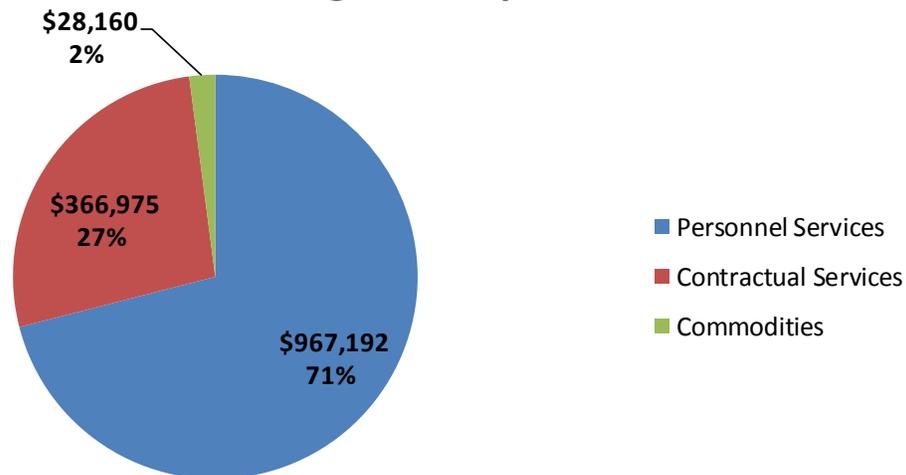


## Department: Human Resources

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 693,110	\$ 767,353	\$ 870,624	\$ 967,192
Contractual Services	225,341	313,668	366,132	366,975
Commodities	27,633	24,073	29,000	28,160
<b>Total</b>	<b>\$ 946,084</b>	<b>\$ 1,105,093</b>	<b>\$ 1,265,756</b>	<b>\$ 1,362,327</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
General Fund	\$859,945	\$992,459	\$1,151,965	\$1,237,787
Worker's Comp Fund	\$86,139	\$88,834	\$89,248	\$94,978
Health Fund	\$0	\$23,801	\$24,543	\$29,562

### PERSONNEL SUMMARY

	2014	2015	2016	2017
Full-Time FTEs	10	11	12	13
Part-Time FTEs	0.5	-	-	-
<b>Total</b>	<b>10.5</b>	<b>11</b>	<b>12</b>	<b>13</b>

# HUMAN RESOURCES

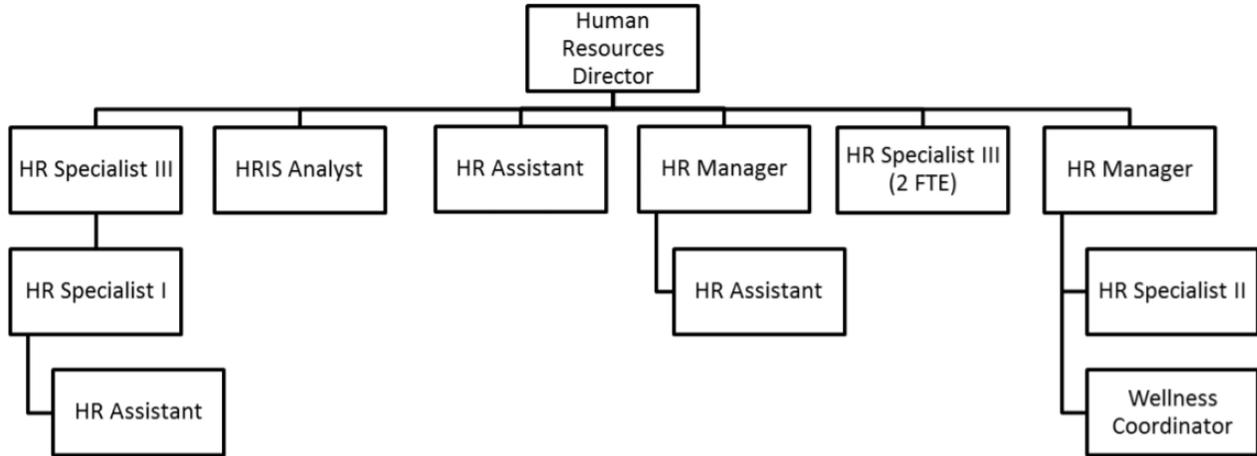


## Department: Human Resources

### DEPARTMENT PROFILE

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, IntelliTime and HR InTouch Systems and employee recognition.

### ORGANIZATIONAL CHART



### 2017 GOALS

- Implement recommendations for the Management and Executive Classification Pay Plan
- Implement current Performance Evaluation Process for non-bargaining employees to fit with a pay-for-recognition model
- Develop a training curriculum for employee development
- Promote personal wellness and expand wellness initiatives
- Improve process flows utilizing the Lawson system in relation to the hiring and termination process
- Access injuries, identify training, modify practices, and review safety equipment to promote safer work practices

### 2016 ACCOMPLISHMENTS

- Opened the on-site Health and Wellness Center and continue to grow utilization
- Health and Wellness Center identified over 680 risk factors for approximately 860 participants
- Completed salary and comparability studies for Management and Executive. Made recommendations to update Management and Executive Classification and Pay Plan
- Ensured FLSA compliance for non-union positions in accordance with new FLSA regulations
- Adopted policies to ensure compliance with new state laws
- Continued to process position vacancies and reclassification through the Position Review Committee in a timely manner

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The department tracks the number of employees that utilize the City's Health and Wellness Center	N/A	1,251	570	1,300
The department tracks the annual turnover rate of City employees	91	135	44	75

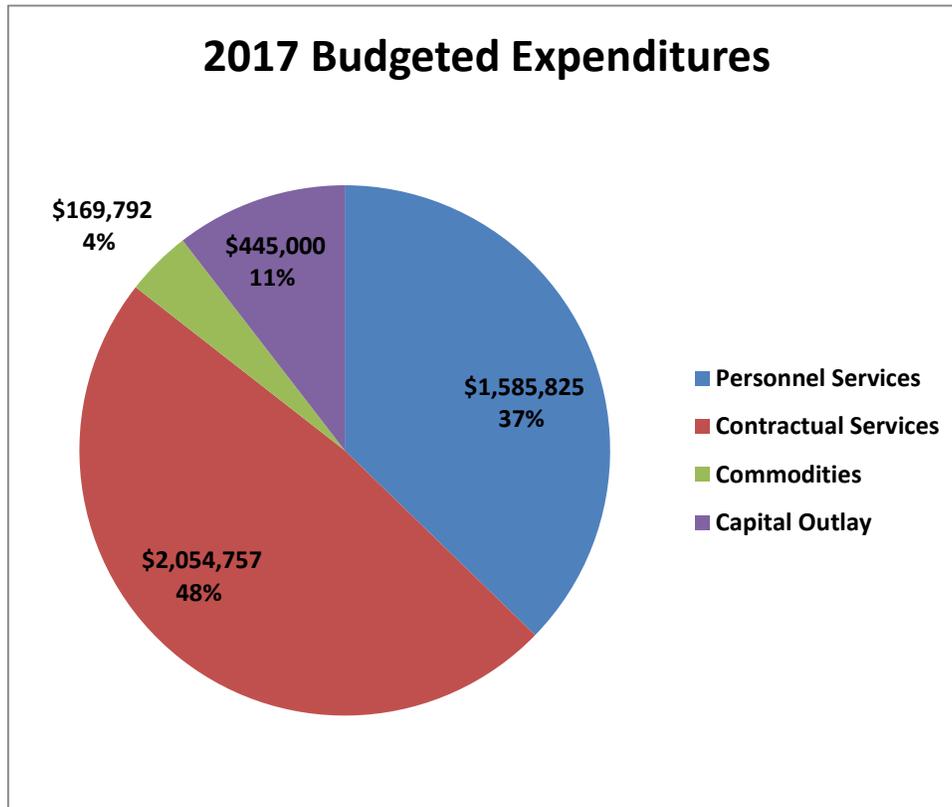


## Department: Information Technology

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 1,222,927	\$ 1,345,989	\$ 1,351,676	\$ 1,585,825
Contractual Services	\$ 1,371,752	\$ 1,934,474	\$ 2,117,036	\$ 2,054,757
Commodities	\$ 231,066	\$ 294,951	\$ 177,853	\$ 169,792
Capital Outlay	\$ -	\$ -	\$ -	\$ 445,000
Other	283,669	417	-	-
<b>Total</b>	<b>\$ 3,109,414</b>	<b>\$ 3,575,831</b>	<b>\$ 3,646,564</b>	<b>\$ 4,255,374</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
IT Fund	\$3,109,414	\$3,575,831	\$3,646,564	\$4,255,374

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Full-Time FTEs	15	14	15	17
<b>Total</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>17</b>

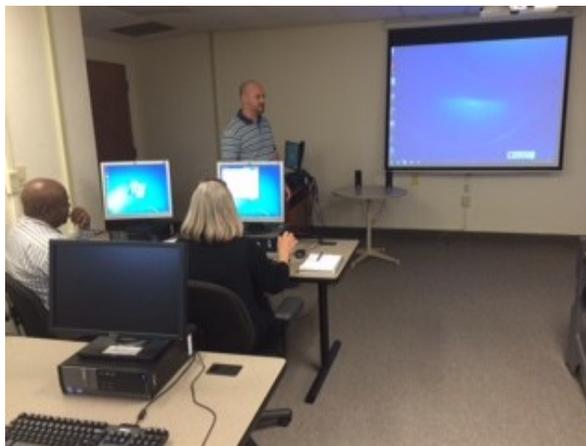
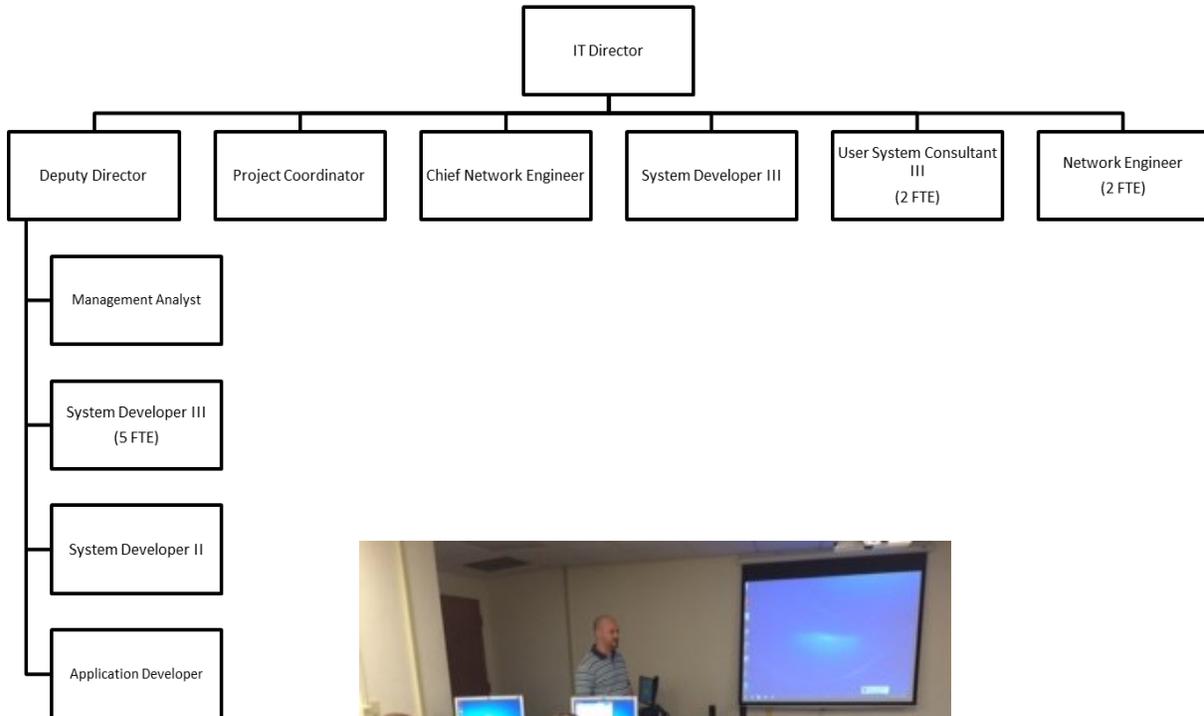


## Department: Information Technology

### DEPARTMENTAL PROFILE

The Information Technology Department is responsible for all IT Telecommunications, IT Computing and IT Business System functions within the computing enterprise of the City of Topeka. Major functions include fiscal management of the IT Fund, IT system asset management, IT contract administration, IT system engineering and deployment, IT system maintenance and administration, IT consulting, data analytics, and end-user support.

### ORGANIZATIONAL CHART





## Division: Telecom

### DIVISION PROFILE

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 within the enterprise.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 224,942	\$ 223,339	\$ 155,171	\$ 163,206
Contractual Services	348,744	246,242	456,800	445,409
Commodities	45,292	6,677	58,861	50,800
<b>Total</b>	<b>\$ 618,978</b>	<b>\$ 476,258</b>	<b>\$ 670,831</b>	<b>\$ 659,415</b>

### 2017 GOALS

- Deploy with customers 200 new telephones as part of the 2016 hosted voice system telephone system upgrade project
- Deploy an additional 10 Wireless Access Points to expand a wireless mesh network for mobile field communications
- Configure mobile data terminals for the Police and Fire Department to communicate on the City wireless mesh network
- Configure wireless devices (iPads, tablets and laptops) for the Public Works and Neighborhood Relations field crews to communicate on the City wireless mesh network

### 2016 ACCOMPLISHMENTS

- Installed AT&T circuits to support a hosted voice system necessary to upgrade the City telephone system
- Installed necessary hardware and integrated with existing telephone system to pilot a hosted voice system necessary to support a City telephone system upgrade
- Deployed and tested with customers 40-new telephones necessary to support a City telephone system upgrade
- Collaborated with Utilities to install 5 Wireless Access Points to create a wireless mesh network for mobile field communications.
- Completed a fiber infrastructure project to add the new Police Training Academy in the Nickell Armory to the City Data Network
- Assisted Police Department with the installation of video surveillance cameras
- Converted Video Systems at the Zoo, Water Production and Water Pollution Control to operate on the City Video Server

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Telecommunication division supports the overall City telecom system to keep the percentage of up-time at 100% throughout the year	Not Formally Tracked	Not Formally Tracked	99.9543%	99.9999%
The Telecommunications division monitors help desk survey results from end users (City employees) to ensure satisfaction rates	93.33%	95.00%	90.67%	93.33%



## Division: Computing

### DIVISION PROFILE

The IT Computing Program consists of data networking services, personal computer systems and help desk support services, server and network storage systems and information security systems. The services provided by the IT Computing Program are data networking systems, engineering, administration, maintenance and upgrades, personal 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 program are enterprise IT computing systems, administration and maintenance necessary to support IT business systems across the enterprise. The goals for this program are maximum up-time for all IT computing systems that support IT Business system functions within a safe and secure computing environment.

### 2017 GOALS

- Complete upgrade of edge data switches in smaller City facilities
- Install wireless access points in the engine bays at all Fire Stations
- Complete upgrade of 45-Mobile Data Terminals at the Police Department.
- Upgrade disk based data back-up system and move system to an off-site location out of the downtown area
- Construct a new data center in City Hall and migrate IT systems from old data center to the new data center

### 2016 ACCOMPLISHMENTS

- Upgraded Enterprise Storage Area Networks in the primary data center at City Hall and the back-up data center at the LEC
- Enhanced security posture by integrating 1-major advanced security system to IT Infrastructure
- Upgraded 60-Mobile Data Terminals at the Police Department
- Deployed 46-new Mobile Data Terminals at the Fire Department
- Completed new data center design to be located in City Hall
- Deployed a secure enterprise grade cloud based file sharing application similar to Dropbox
- Assisted the Police Department with turning up a new Emergency Communication Center.
- Assisted the Police Department with electronic citation system deployment

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Computing division supports the overall City networking system to keep the percentage of up-time at 100% throughout the year	Not Formally Tracked	Not Formally Tracked	99.9315%	99.9999%
The Computing division monitors help desk survey results from end users (City employees) to ensure satisfaction rates	93.33%	93.73%	88.13%	93.33%



## Division: Business Systems & Dept. Overhead

### DIVISION PROFILE

The services provided by the IT Business Systems Program are system engineering, administration, data analytics, maintenance and upgrades of information technology based 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 business systems across the enterprise. This also includes creating a platform for consistent data reports and analysis to support the organization and various departments. Business Systems, transform raw data into meaningful and useful information for business purposes. Also part of the division objective is to create a process that leverages software and services to provide total visibility. They discover, document, automate, and continuously improve business processes to increase efficiency and reduce costs. The goals for this program are maximum up-time for all IT business systems and back-end database systems that support business functions within a safe and secure computing environment. Department overhead consists of expenses that cannot be attributed to a single program but are expenses necessary to support all programs. Examples include facilities rent and maintenance, interest, property insurance, and electricity.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 508,326	\$ 559,528	\$ 638,351	\$ 843,872
Contractual Services	498,577	712,879	412,032	347,759
Commodities	2,050	2,700	2,370	2,370
Capital	-	-	-	200,000
Other	283,669	417	-	-
<b>Total</b>	<b>\$ 1,292,622</b>	<b>\$ 1,275,524</b>	<b>\$ 1,052,753</b>	<b>\$ 1,394,001</b>

### 2017 GOALS

- To enhance Business Intelligence, this division will consolidate all data, both structured and unstructured, to support business decision-making and provide an at-a-glance view of data for managers
- To support the Open Data Portal, the division will create an infrastructure to allow easier deployment of information to citizens to further increase transparency
- Implement a project and portfolio management system to track all City-wide projects, including a project portal to present information to the public
- The division will support comprehensive on-line payment capabilities using an agnostic solution for payment card processing (permitting fees, utility bills, court fees, etc.)
- Establish web applications and tools to support citizen self-service management (e.g. license requests, permits, Water Bills, etc.)

### 2016 ACCOMPLISHMENTS

- Upgraded the Lawson ERP system to the latest version and moved server farm to the cloud. This will enhance the capability for more integration focusing on data and processing. It will also provide the capability for more mobile access
- Completed the implementation of an IVR system (Interactive voice response) that allows a computer to interact with humans through the use of voice or keypad. This allows our customers to pay water bills 24x7
- Online utility bills – bills that are either sent via e-mail or can be accessed through a portal
- Budget Portal provides the public with a user-friendly, interactive platform to explore and better understand where city dollars are being allocated. The site displays funding for both the operating and capital budgets
- Document Imaging for HR expanding capability to store and retrieve personnel information electronically
- Upgraded Document Imaging System at the Police Department
- Upgrade Enterprise Document Imaging System.
- Assisted the Police Department and the Fire Department with an upgrade to the New World Public Safety System

### PERFORMANCE MEASURES

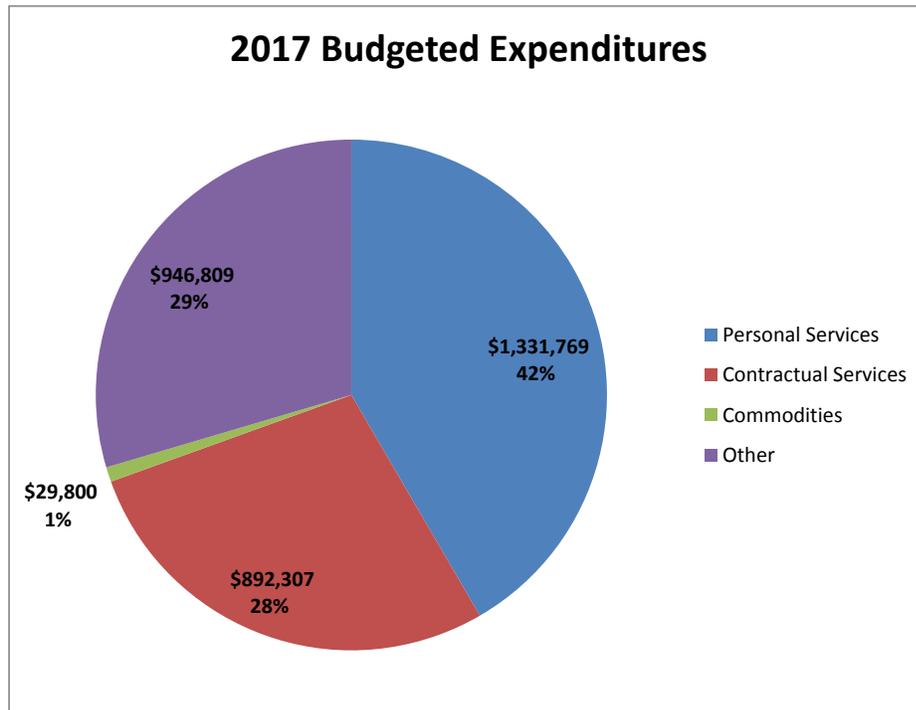
Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Business System development works to increase government transparency by releasing an increased number of data sets each year	Program Not Initiated	3	40	80



## Department: Legal

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,132,078	\$ 1,079,486	\$ 1,256,998	\$ 1,331,769
Contractual Services	362,704	359,896	889,753	892,307
Commodities	20,580	22,254	32,500	29,800
Other	-	-	338,703	946,809
<b>Total</b>	<b>\$ 1,515,362</b>	<b>\$ 1,461,635</b>	<b>\$ 2,517,954</b>	<b>\$ 3,200,685</b>



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
General Fund	\$1,000,149	\$1,005,069	\$1,172,014	\$1,244,178
Special Liability	\$515,213	\$456,566	\$1,345,940	\$1,956,507

### PERSONNEL SUMMARY

	2014	2015	2016	2017
Full-Time FTEs	14	14	15	15
<b>Total</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>

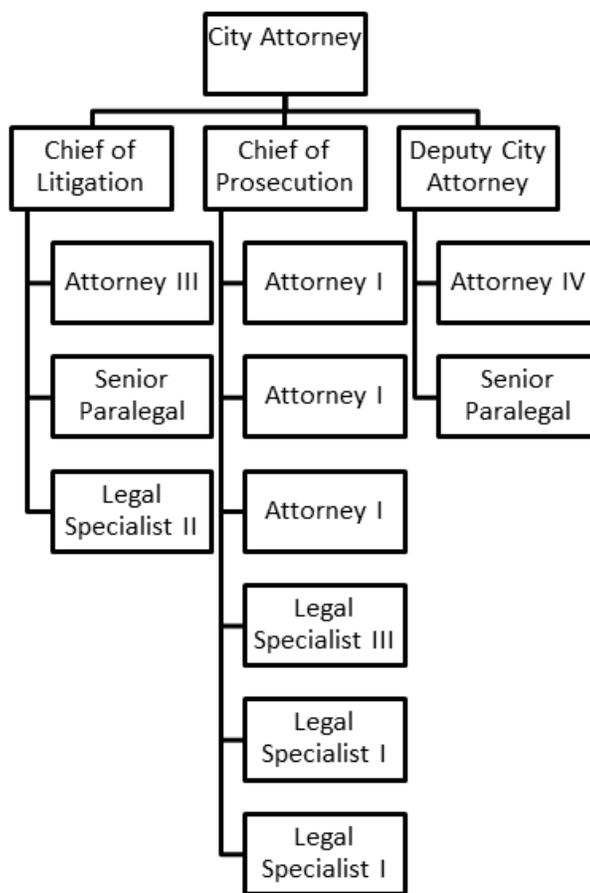


## Department: Legal

### DEPARTMENTAL PROFILE

Legal services are provided to the City Manager, City departments, employees, City Council, boards and commissions. Alleged violations of city ordinances are prosecuted in the Municipal Court.

### ORGANIZATIONAL CHART





## Division: Government Law & Prosecution

### DIVISION PROFILE

The Government Law & Prosecution division provides legal advice and representation to the City of Topeka. Specifically, the Government Law Section prepares ordinances, reviews contracts, processes Kansas Open Records Act inquiries, reviews bankruptcy claims, negotiates with labor unions and advises the City Manager, Mayor, City departments, employees, City Council, boards and commissions. The prosecution section represents the City of Topeka in criminal litigation involving criminal violations of the City code.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 853,826	\$ 836,316	\$ 982,711	\$ 1,055,028
Contractual Services	128,004	148,093	160,803	163,350
Commodities	18,319	20,660	28,500	25,800
<b>Total</b>	<b>\$ 1,000,149</b>	<b>\$ 1,005,069</b>	<b>\$ 1,172,014</b>	<b>\$ 1,244,178</b>

### 2017 GOALS

- Continue reviewing and revising employee polices with Human Resources
- Continue efforts to improve labor negotiations
- Review and recommend revisions to City's codified ordinances
- Work with City Clerk in reviewing and revising open records request process and provide any necessary training to other departments
- Implement electronic discovery and complete transition to paperless operation

### 2016 ACCOMPLISHMENTS

- Worked with HR to review and revise policies concerning workers compensation, wireless communication devices, social media, city vehicles, workplace violence prevention, and concealed handguns in the workplace
- Adopted 2015 Uniform Public Offense Code and Standard Traffic Ordinances
- Updated expungement ordinance
- Eliminated case charging backlogs
- Implemented policy/procedure for enforcement of retaliatory eviction ordinance
- Updated Dangerous Dog ordinance
- Drafted operating procedures for Code Enforcement to increase efficiency and consistency
- Reduced office paper consumption by 50%
- Completed and passed the National Crime Information Center Data Quality Audit with Kansas Highway Patrol

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Prosecution division prosecutes property maintenance code violations	95	300	408	Numbers finalized at year end
The Legal Department tracks the number of City contracts prepared and reviewed each year	987	1,049	1,070	Numbers finalized at year end



## Division: Litigation

### DIVISION PROFILE

Litigation services are provided to pursue claims on behalf of the City of Topeka and defend the City its officers, and employees. Service provision occurs in a variety of settings including administrative proceedings, State and Federal courts, mediations and arbitrations. The litigation division also handles all appeals involving the City of Topeka on both the State and Federal Level.

### EXPENDITURE SUMMARY

EXPENDITURES	2014		2015		2016		2017	
		Actuals		Actuals		Budget		Budget
Personnel Services	\$	278,252	\$	243,170	\$	274,287	\$	276,741
Contractual Services		234,700		211,803		728,950		728,957
Commodities		2,261		1,594		4,000		4,000
Other		-		-		338,703		946,809
<b>Total</b>	\$	515,213	\$	456,566	\$	1,345,940	\$	1,956,507

### 2017 GOALS

- Analyze claim information and identify departments most at risk and provide recommendations for reducing claims

### 2016 ACCOMPLISHMENTS

- Worked with Technical Support Group to create database to capture tort claim information and streamline claim investigation process
- Provided training to other departments regarding Tort Claims process

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Annually track and maintain record of all claims made and filed against the City	85	90	96	Numbers finalized at year end
The Legal Department annually tracks the amount paid by the City for claims made and filed against the City	\$53,915.15	\$68,400.02	\$13,357.55	Numbers finalized at year end

# MUNICIPAL COURT

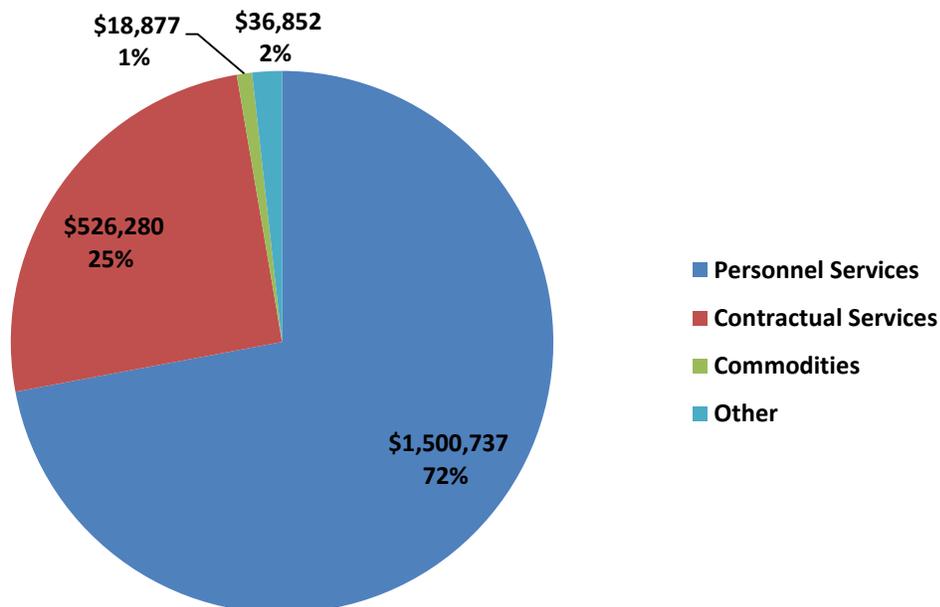


## Department: Municipal Court

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,289,211	\$ 1,281,785	\$ 1,411,499	\$ 1,500,737
Contractual Services	\$ 311,532	\$ 421,712	\$ 482,809	\$ 526,280
Commodities	\$ 10,138	\$ 9,647	\$ 14,067	\$ 18,877
Capital Outlay	\$ -	\$ -	\$ 3,000	\$ -
Other	\$ -	\$ -	\$ -	\$ 36,852
<b>Total</b>	<b>\$ 1,610,881</b>	<b>\$ 1,713,144</b>	<b>\$ 1,911,375</b>	<b>\$ 2,082,747</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
General Fund	\$1,555,177	\$1,649,195	\$1,843,327	\$1,976,000
Grant Fund	\$0	\$14,581	\$25,000	\$25,000
Other Fund	\$55,705	\$63,949	\$68,048	\$106,746

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Full-Time FTEs	23	23	23	23
<b>Total</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

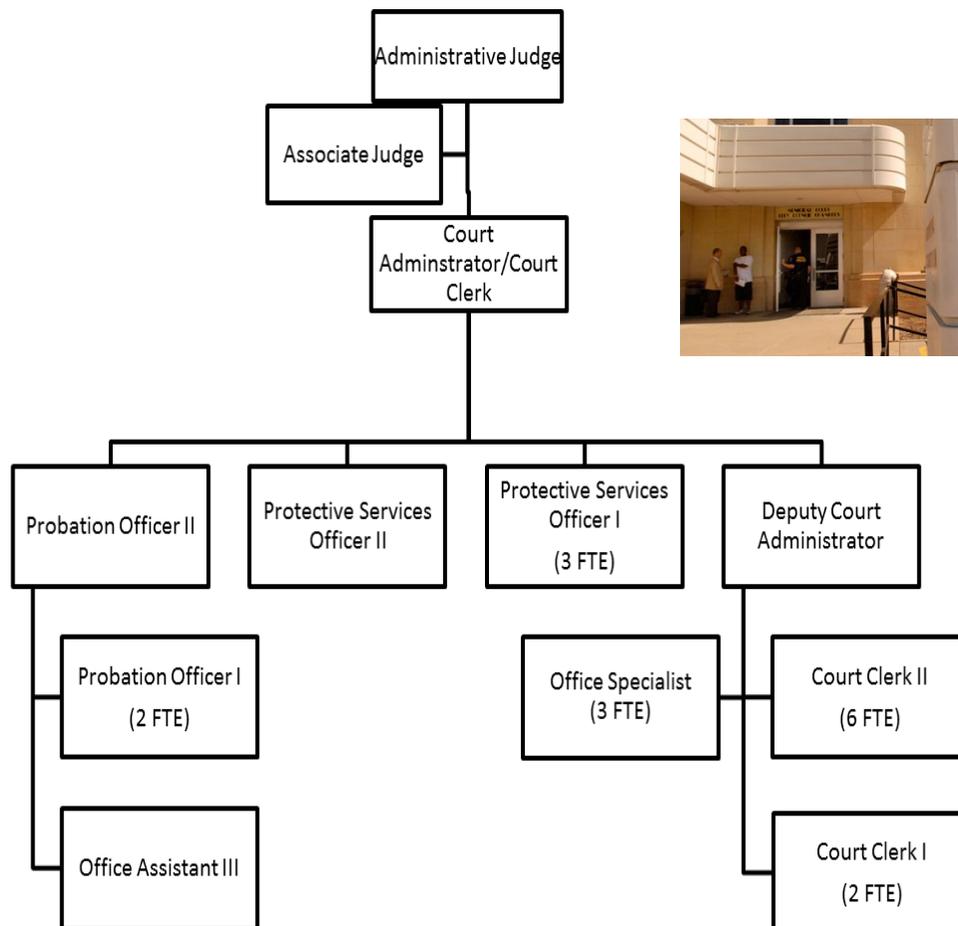


## Department: Municipal Court

### DEPARTMENTAL PROFILE

The Topeka Municipal Court, through its judges and staff, adjudicates traffic infractions and misdemeanor offenses that are alleged to have occurred within the Topeka city limits pursuant to applicable provisions of City Ordinance, various state laws and court rules. The Court promptly and fairly adjudicates all cases filed and enforces judgments rendered. Ancillary functions include issuing and enforcing warrants for court appearances; and providing information to citizens about the municipal judicial process and collecting fines and fees. Municipal Court through its Probation Division provides probation supervision to defendants for various misdemeanor offenses as well as tracks and monitors community service and house arrest defendants; prepares drug and alcohol evaluations; tracks substance abuse requirement completion for diversion cases and conducts alcohol information school.

### ORGANIZATIONAL CHART



# MUNICIPAL COURT



## Division: Judicial

### DIVISION PROFILE

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

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 1,073,398	\$ 1,054,342	\$ 1,175,711	\$ 1,248,719
Contractual Services	265,862	359,545	408,588	462,377
Commodities	7,884	7,535	9,020	13,831
<b>Total</b>	<b>\$ 1,347,143</b>	<b>\$ 1,421,422</b>	<b>\$ 1,593,319</b>	<b>\$ 1,724,926</b>

### 2017 GOALS

- All arraignments set within 45 days of request
- All trials set within 60 days of request
- A minimum of 20 Alternative Sentencing Court program participants
- Hold one community engagement and education initiative per quarter

### 2016 ACCOMPLISHMENTS

- Completed update of violations in e-ticketing system to allow Police Department to transition to 100% utilization
- No substantiated complaints received for clerks or judges
- Worked with Prosecutor's Office to develop and streamline process for the requesting, hearing and granting of restitution
- 11 participants graduated from the Alternative Sentencing Court program

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
80% of all arraignments are scheduled within 45 days of request	Not Formally Tracked	100%	100%	95%
Municipal Court addresses the needs of defendants with mental health challenges that have been charged with misdemeanor, criminal, or traffic offenses through the Alternative Sentencing Court (ASC)	Program Not Initiated	30	15	20
The Judicial division will hold public engagement events and/or opportunities each quarter to facilitate public education on the Municipal Court and court processes	Program Not Initiated	Program Not Initiated	7	4



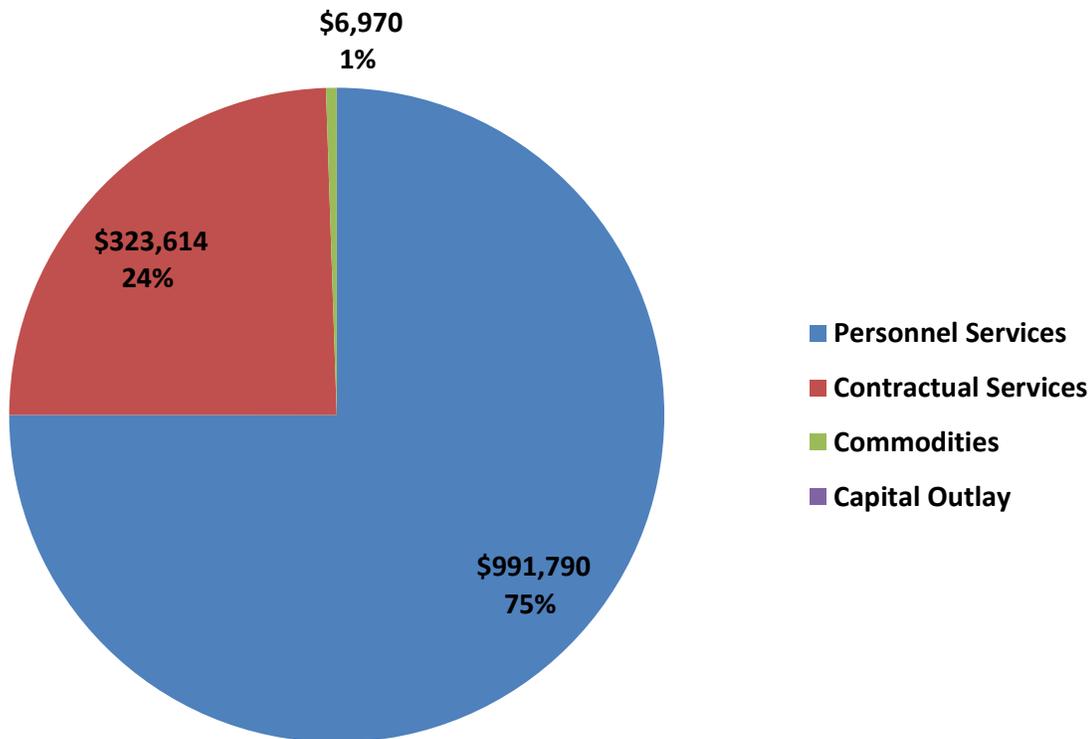


## Department: Planning

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 806,156	\$ 750,525	\$ 949,921	\$ 991,790
Contractual Services	327,514	295,294	417,193	323,614
Commodities	(21,954)	5,707	7,000	6,970
Capital Outlay	-	17,675	-	-
<b>Total</b>	<b>\$ 1,111,715</b>	<b>\$ 1,069,201</b>	<b>\$ 1,374,114</b>	<b>\$ 1,322,374</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
General Fund	\$847,077	\$842,777	\$851,229	\$920,342
Grant Fund	\$264,639	\$226,423	\$522,885	\$402,032

### PERSONNEL SUMMARY

	2014	2015	2016	2017
Full-Time FTEs	11	11	10	10
<b>Total</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>

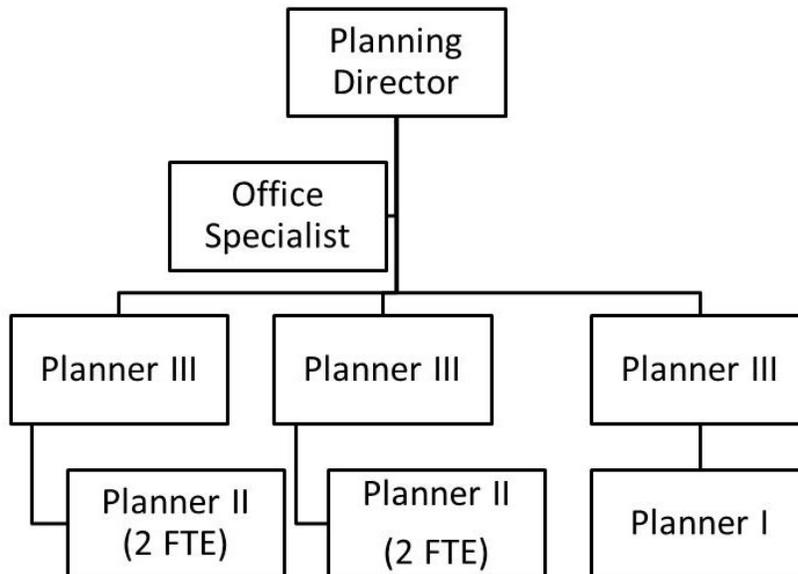


## Department: Planning

### DEPARTMENTAL PROFILE

The Planning team assists in creating a vibrant city of lasting value by engaging the community in current, comprehensive, and transportation planning services to achieve thriving and livable neighborhoods and sustainable growth. Major activities of the Department include land use planning, zoning subdivisions, neighborhood revitalization, Comprehensive Plan elements, annexation, regional transportation planning, and historic preservation.

### ORGANIZATIONAL CHART





## Division: Administration

### DIVISION PROFILE

Administration provides leadership, direction, and assistance to other department functions in meeting the organizational goals of the City and planning bodies. This includes budgeting, communication, staff support, clerical, and coordination with City Council, Planning Commission, Landmarks Commission, Board of Zoning Appeals (BZA) and Metropolitan Topeka Planning Organization (MTPO) activities.

*Note: All Planning division expenditures are included below.*

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 697,112	\$ 679,696	\$ 714,476	\$ 750,226
Commodities	146,241	140,435	130,753	164,446
Contractual Services	3,724	4,971	6,000	5,670
Capital Outlay	-	17,675	-	-
Grants	264,639	226,423	522,885	402,032
<b>Total</b>	<b>\$ 1,111,715</b>	<b>\$ 1,069,201</b>	<b>\$ 1,374,114</b>	<b>\$ 1,322,374</b>

### 2017 GOALS

- Provide leadership and administrative support for all projects under current planning, comprehensive planning, and transportation to carry out department goals
- Convert applications to CityWorks

### 2016 ACCOMPLISHMENTS

- Provided administrative support for all projects
- Maintained website with up-to-date information
- Created and implemented process for keeping digital case files





## Division: Current Planning

### DIVISION PROFILE

Current Planning administers the zoning and subdivision codes of the city. This includes processing zoning code text/map amendments, subdivision plats, reviewing building permits for compliance, reviewing site/landscape plans for compliance, appeals of the zoning code, coordinating with other affected departments on development proposals, and “planner of the day” inquiries from the public.

### 2017 GOALS

- Begin public process for comprehensive sign code update
- Complete commercial development design guidelines as needed after getting feedback from design professionals and other stakeholders. Present design guidelines and standards for adoption
- Continue to evaluate, improve, and communicate planning and development processes

### 2016 ACCOMPLISHMENTS

- Created flow charts and other tools to describe planning and development processes to help customer service
- Conversion of downtown zoning district (C-5) to downtown zoning district with design guidelines (D1) for Downtown, which establish design overlay standards for new construction
- Drafted commercial development design guidelines and standards and began testing them for effectiveness and reasonableness by using them to evaluate proposed development
- Completed bi-annual zoning code/matrix amendments to modernize zoning regulations
- Completed process improvements identified by 2015 Development Review Focus Group including: clarification about when a plat is required and the platting process, improved pre-application meetings, and Early Site Plan Review Process implemented
- Adopted “Adaptive Re-use” PUD amendment

Measure	PERFORMANCE MEASURES			
	2014 Actuals	2015 Actuals	2016 Projections	2017 Target
Adopt or update one major visual code standard annually to improve the exterior aesthetic quality of sites and buildings	1	1	2	2
Insure the design standards for all of the subdivisions outside of the City limits meet the new Land Use and Growth Management Plan (LUGMP)	Not Formally Tracked	100%	100%	100%



## Division: Comprehensive Planning

### DIVISION PROFILE

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

### 2017 GOALS

- Update and renew the Neighborhood Revitalization Program
- Survey one or more historic neighborhoods
- Build growth management "dashboard"
- Adopt two neighborhood plans through the SORT process

### 2016 ACCOMPLISHMENTS

- Governing body adopted the North Topeka West Neighborhood Plan
- Completed the final phase of the College Hill Neighborhood Historic Survey
- Completed design guidelines for the South Kansas Avenue Commercial and Mill Block Historic Districts
- Successfully awarded grants from the Kansas State Preservation Office to survey a portion of the Auburndale Neighborhood, create a Preliminary Site Information Questionnaire (PSIQ) and National Register nomination for the Topeka Cemetery, and to send Landmarks Commissioners to preservation training
- Governing Body adopted the Elmhurst Neighborhood Conservation District
- Governing Body approved two annexations, both of which were consistent with the Land Use and Growth Management Plan (LUGMP)
- Helped coordinate a successful week-long National Park Service design charrette for the Oregon Trail Riverfront Park
- Completed a Neighborhood Assessment for the Meadowcrest/Crestview neighborhood. That was the first neighborhood assessment completed by the Planning Department

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Re-invest where Planning services already exist to become more compact and achieve a sustainable growth pattern. Increase the City's share of building permits for housing units by 10% in Tier 1/2	Not Formally Tracked	44%	49%	51%
Planning will track the number of properties in the neighborhoods that are surveyed and adopted as Historic Districts or Neighborhood Conservation Districts (NCD) each year	370	368	627	238



## Division: Transportation Planning

### DIVISION PROFILE

Transportation Planning coordinates regional planning efforts for all modes of transportation, including bikes and pedestrians. Their primary function is to provide staff to the Metropolitan Topeka Planning Organization (MTPO) Policy Board to develop a Unified Planning Work Program (UPWP) in cooperation with KDOT and transit provider (TMTA). Federal law requires certain planning products be approved by the Policy Board in order to receive federal/state funding for regionally significant transportation projects. The budget reflects the City's 20% match for a Planner III and a Planner I. The other 80% is funded through KDOT's community planning grants (CPG) as received from the Federal Highways Administration.

### 2017 GOALS

- Complete Futures 2040 Plan
- Produce a Complete Streets Design Standards manual
- Update Bikeways Master Plan
- Begin production of Transportation Safety Manual
- Transition Multi-Modal Planner from part-time to full-time

### 2016 ACCOMPLISHMENTS

- Hired Consultants and began development of 2040 Long Range Transportation Plan (Futures 2040), with completion scheduled for 2017
- Complete phases I and II of Bikeways implementation (Currently underway)
- Pedestrian Master Plan completed and approved by Governing Body; implementation underway.
- Assisted Visit Topeka in the completion of the Wayfinding Study
- Completed SW Arvon/Huntoon/I-470 traffic study in collaboration with KDOT
- City named Bronze Bicycle Friendly Community by League of American Cyclists
- Initiated Complete Streets Advisory Committee

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Transportation Planning tracks the percent of the completed bike network to increase the capacity and mileage of safe and connected bikeways as stated in the City's Bikeways Master Plan	Program not initiated	0%	26%	37%
Transportation Planning tracks the mileage of the completed bike network to increase the capacity and mileage of safe and connected bikeways as stated in the City's Bikeways Master Plan	Program not initiated	Program not initiated	32	45

# POLICE

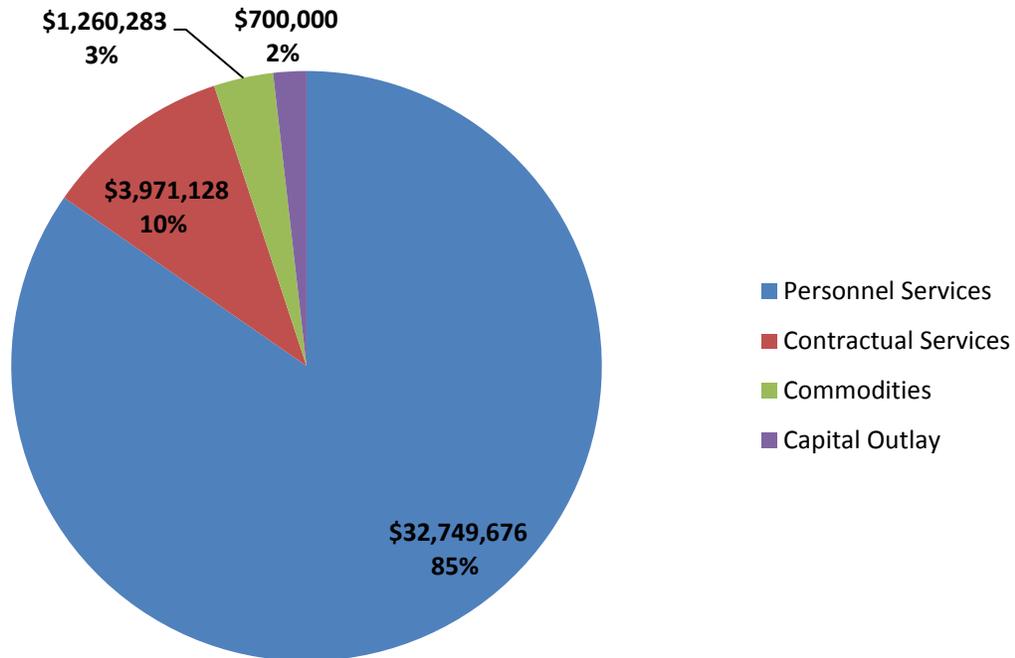


## Department: Police Department

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 29,536,838	\$ 28,460,314	\$ 31,620,961	\$ 32,749,676
Contractual Services	3,752,886	3,913,640	3,810,498	3,971,128
Commodities	1,430,301	1,396,339	1,365,913	1,260,283
Capital Outlay	116,543	274,357	850,000	700,000
Other	576,867	574,238	-	-
<b>Total</b>	<b>\$ 35,413,435</b>	<b>\$ 34,618,888</b>	<b>\$ 37,647,372</b>	<b>\$ 38,681,087</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>General Fund</b>	\$35,413,435	\$34,618,888	\$37,647,372	\$38,681,087

### PERSONNEL SUMMARY

	2014	2015	2016	2017
<b>Full-Time FTEs</b>	367	367	353	353
<b>Part-Time FTEs</b>	0.5	0.5	0.5	0.5
<b>Total</b>	367.5	367.5	353.5	353.5

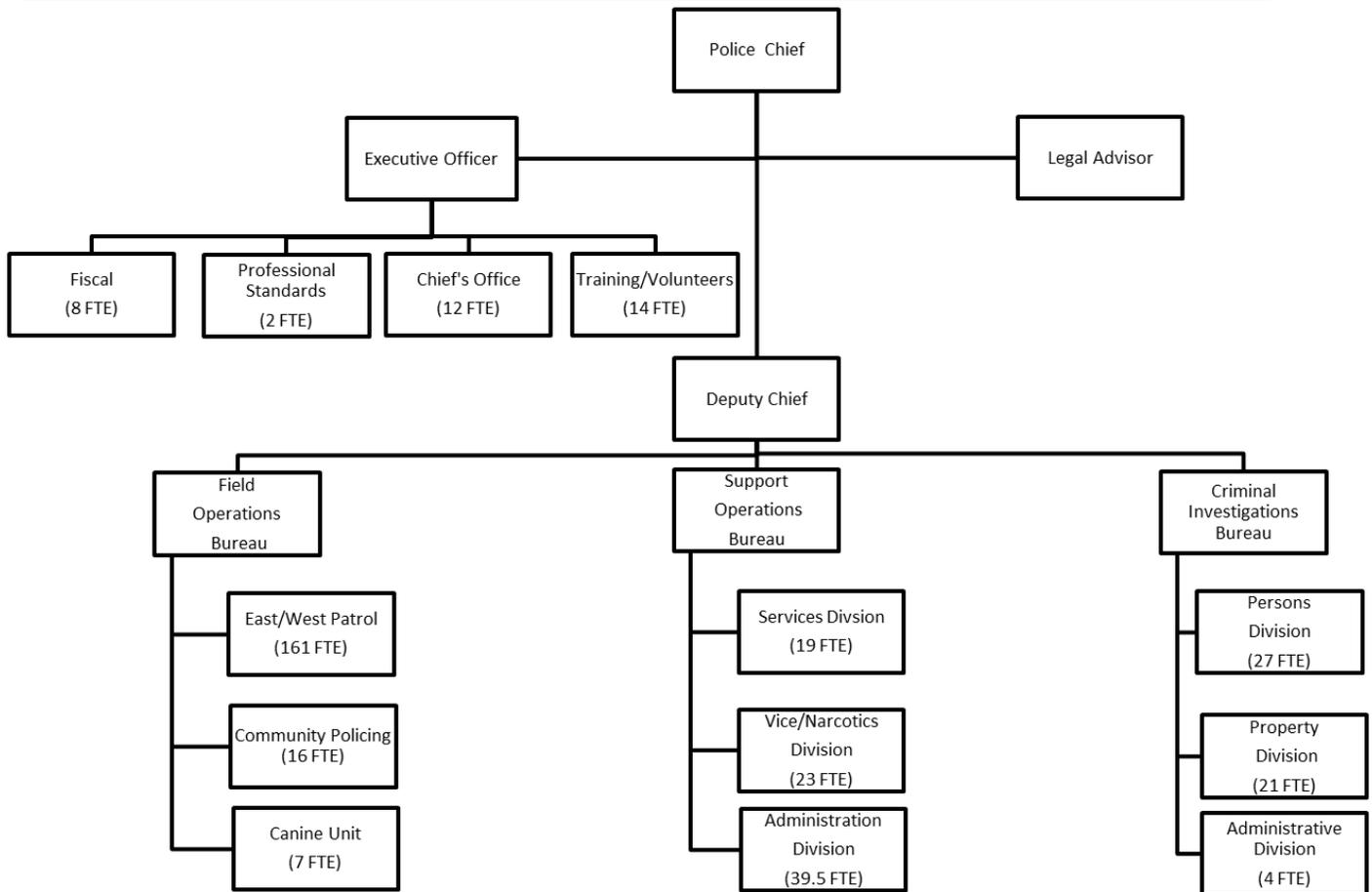


## Department: Police

### DEPARTMENTAL PROFILE

The Topeka Police Department's mission is to reduce crime and make neighborhoods safer. Department employees devote time and resources toward that goal by enforcing local, state and federal laws. Responding to citizen calls for service, investigating and arresting criminals, preventing crime by predictive crime analysis and working directly with all citizens are all avenues used to achieve the mission.

### ORGANIZATIONAL CHART





## Division: Chief's Office

### DIVISION PROFILE

The immediate Bureau under the Chief's Office is responsible for the overall integrity and security of the department. Threat analysis, training, volunteers, professional standards unit, fiscal and public information fall under the executive officer while the legal advisor reports directly to the Chief. Effective training, policy, complaint investigation, internal inspections, crime analysis and public relations are essential for a healthy law enforcement agency. The management of the accreditation process also falls within this division.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 2,588,277	\$ 2,771,401	\$ 2,819,495	\$ 3,141,509
Contractual Services	591,578	809,020	853,627	883,207
Commodities	536,878	659,410	533,203	545,240
Capital Outlay	-	244,596	850,000	700,000
Other	576,867	574,238	-	-
<b>Total</b>	<b>\$ 4,293,600</b>	<b>\$ 5,058,665</b>	<b>\$ 5,056,325</b>	<b>\$ 5,269,956</b>

### 2017 GOALS

- Continue to improve internal relationships through weekly Chief's notes informing employees about general department news and updates
- Continue to improve transparency to community through social media
- Advance TPD's current community partnerships and find ways to further integrate TPD into the community for improved community-police relations

### 2016 ACCOMPLISHMENTS

- The Training Academy had 13 officers, including one lateral transfer, graduate and become commissioned , certified Law Enforcement Officers
- 38th and 39th Citizen Academy – 56 Participants
- Significantly increased the department's footprint on social media outlets. TPD Facebook totaled over 13,000 likes and TPD Twitter over 7,200 followers. Introduced TPD YouTube channel and a TPD blog
- Improved Media relations with bi-weekly meetings (provided TPD Public Information Officer and Chief's Office Lieutenant phone numbers to the media for easier accessibility)
- Over 70% of City employees achieved their CPR/First Aid certification through the Emergency Management Department
- Completed Police Department policy revisions as outlined in 2016 Goals

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Enhance Social Media contacts and increase followers through Facebook by 2,000 each year	Not Formally Tracked	4,770	13,000	15,000
Enhance Social Media contacts and increase followers through Twitter by 2,000 each year	Not Formally Tracked	5,123	8,000	10,000
Provide at least one Cardiopulmonary Resuscitation (CPR) class per month to City employees or the community and provide at least five Preparedness Go Kit Presentations each year	25	28	20	20



## Division: Field Operations

### DIVISION PROFILE

The Field Operations Bureau is divided into the East and West commands and operates 24 hours a day, every day of the year. These Divisions are the primary responding officers to citizens calls for service and assume the first level of investigation of crimes reported. Field Operations has the largest amount of manpower assigned to it and therefore requires the greatest funding of any Bureau within the department. The Community Policing unit and Canine unit falls within this Bureau.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 14,247,471	\$ 14,141,482	\$ 15,890,233	\$ 16,868,582
Contractual Services	666,330	817,836	559,919	578,161
Commodities	519,713	387,969	532,823	421,763
<b>Total</b>	<b>\$ 15,433,514</b>	<b>\$ 15,347,287</b>	<b>\$ 16,982,975</b>	<b>\$ 17,868,506</b>

### 2017 GOALS

- Create and maintain a feeling of safety and security within the community by fostering community spirit and partnership working towards ensuring the safety of all persons within the Topeka community
- Increase traffic safety through education, technology, and enforcement – utilizing local media and social media platforms and promoting efforts such as “click it or ticket” and impaired driving enforcement/prevention efforts
- Prevent crime by predictive and responsive crime analysis in combination with identification and apprehension of criminal offenders

### 2016 ACCOMPLISHMENTS

- Started Pathfinders Youth Academy focusing on educating and interacting with at risk youth. Three academies – total 86 participants
- Obtained an inflatable movie screen and projector equipment for community events
- Implemented Kopers “Hot Blocks” strategy to address property crime
- Hosted 6 events where Crime Prevention Officers (CPO's) distributed and installed theft resistant license plate screws
- Hosted 4 “Coffee with a Cop” events and 1 “Pizza with the Police” event

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Maintain enforcement of Driving Under the Influence (DUI) laws to increase the safety of the motoring public. This measure will show the number of DUI violations cited annually	349	239	239	239
Meet with Safe Streets to discuss updates and present 10 updates on programs and initiatives to businesses and at community engagement opportunities	12	12	10	10



## Division: Support Operations

### DIVISION PROFILE

The Support Operations Bureau contains several units that require specialized training, skills and equipment to accomplish specific law enforcement functions. Their primary focus is on violent offenders and those involved in illegal narcotics. This Bureau also contains the largest number of non-sworn personnel assigned to record management, animal control, and information technology.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 7,112,193	\$ 6,044,047	\$ 7,090,620	\$ 6,628,564
Contractual Services	2,297,250	2,042,597	2,160,466	2,311,140
Commodities	282,770	271,472	230,694	230,672
Capital Outlay	116,543	27,742	-	-
<b>Total</b>	<b>\$ 9,808,756</b>	<b>\$ 8,385,858</b>	<b>\$ 9,481,780</b>	<b>\$ 9,170,376</b>

### 2017 GOALS

- Make online pet licensing available to citizens
- Add option of using credit cards to pay for alarms, reports, and pet licenses
- Upgrade the Law Enforcement Center camera system from analog to a digital, Internet Protocol (IP) system

### 2016 ACCOMPLISHMENTS

- Provide MDT capability to Bicycle and Motorcycle officers
- Implement Psigen document interface software to enhance data retrieval capabilities.
- Continue narcotics operations to have an increased impact on violent crime

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Annually increase the percent of Citizens utilizing PetData's services directly for licensing pets	Not Formally Tracked	Not Formally Tracked	60.00%	70.00%
Annually increase the percent of officers utilizing e-ticketing and achieve 90% for overall ticket issuance	Not Formally Tracked	29.28%	50.00%	75.00%



## Division: Criminal Investigation

### DIVISION PROFILE

Criminal Investigations Bureau (CIB) is charged with the thorough investigation of felony and misdemeanor crimes within the City of Topeka. CIB is divided into 3 Sections—Crimes Against Persons, Crimes Against Property, and Administration (Crime Scene, Crime Victims Assistance, Criminal Intelligence, and Accident Reconstruction). Complete investigations often include interviewing victims, witnesses, and suspects; crime scene processing and evidence collection; report writing and coordination with prosecuting authorities (City Attorney or District Attorney).

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 5,588,898	\$ 5,503,384	\$ 5,820,614	\$ 6,111,021
Contractual Services	197,729	244,187	236,485	198,620
Commodities	90,939	77,488	69,193	62,608
Capital Outlay	-	2,019		
<b>Total</b>	<b>\$ 5,877,565</b>	<b>\$ 5,827,078</b>	<b>\$ 6,126,292</b>	<b>\$ 6,372,249</b>

### 2017 GOALS

- Meet or exceed National Clearance rate averages
- Continue to improve investigative capabilities via equipment/training upgrades

### 2016 ACCOMPLISHMENTS

- Training for the Computer Forensic Lab completed – the system is now fully operational
- Improved communication by providing cell phones to all CIB personnel
- Obtained iPads to assist personnel in field investigations

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The standard National Federal Bureau of Investigation (FBI) Clearance Rate for Homicide is 63.70%	66.67%	72.73%	61.62%	63.70%
The standard National Federal Bureau of Investigation (FBI) Clearance Rate for Rape is 35.30%	38.64%	32.61%	39.44%	35.30%
The standard National Federal Bureau of Investigation (FBI) Clearance Rate for Robbery is 29.10%	36.68%	27.65%	33.58%	29.10%

# PUBLIC WORKS

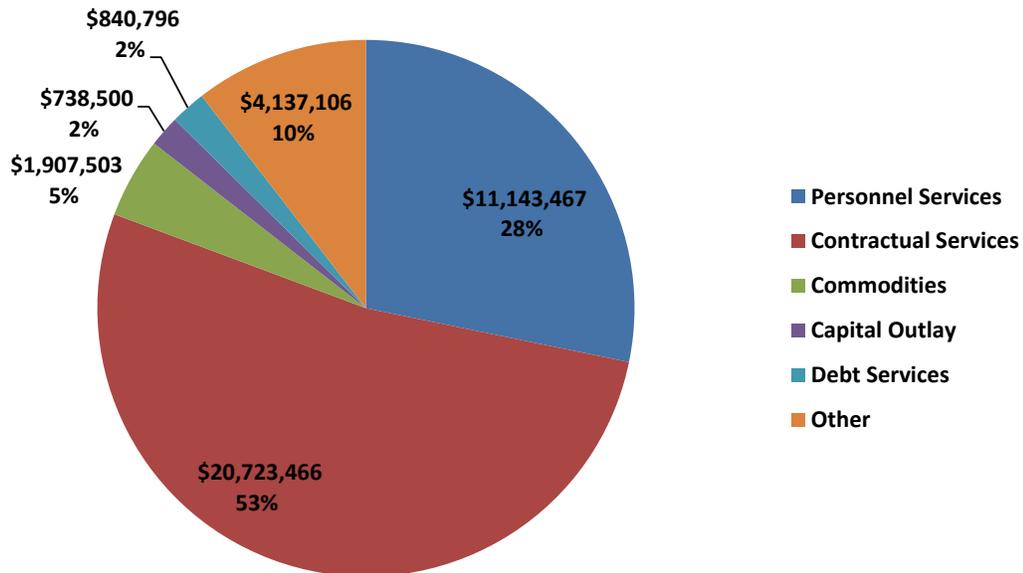


## Department: Public Works

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 8,908,842	\$ 8,830,959	\$ 10,427,385	\$ 11,143,467
Contractual Services	13,237,628	19,937,386	34,428,629	20,723,466
Commodities	1,787,939	1,004,112	1,539,189	1,907,503
Capital Outlay	50,400	773,125	1,611,385	738,500
Debt Services	287,015	3,110,475	864,978	840,796
Transfers	-	2,300,000	-	-
Other	262,174	291,589	(611,100)	4,137,106
<b>Total</b>	<b>\$ 24,533,998</b>	<b>\$ 36,247,646</b>	<b>\$ 48,260,466</b>	<b>\$ 39,490,838</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
General Fund	\$5,751,093	\$5,981,279	\$6,657,192	\$6,905,127
Special Street Tax	\$6,929,228	\$15,740,831	\$28,375,602	\$18,805,174
Motor Fuel	\$5,681,249	\$5,481,126	\$6,058,110	\$6,668,322
Fleet Fund	\$1,689,999	\$1,783,964	\$1,980,000	\$1,980,000
Facilities Fund	\$1,283,942	\$1,399,002	\$1,498,445	\$1,995,577
Parking Fund	\$3,198,487	\$5,861,444	\$3,691,117	\$3,136,638

### PERSONNEL SUMMARY

	2014	2015	2016	2017
Full-Time FTEs	168	168	163	171
<b>Total</b>	<b>168</b>	<b>168</b>	<b>163</b>	<b>171</b>

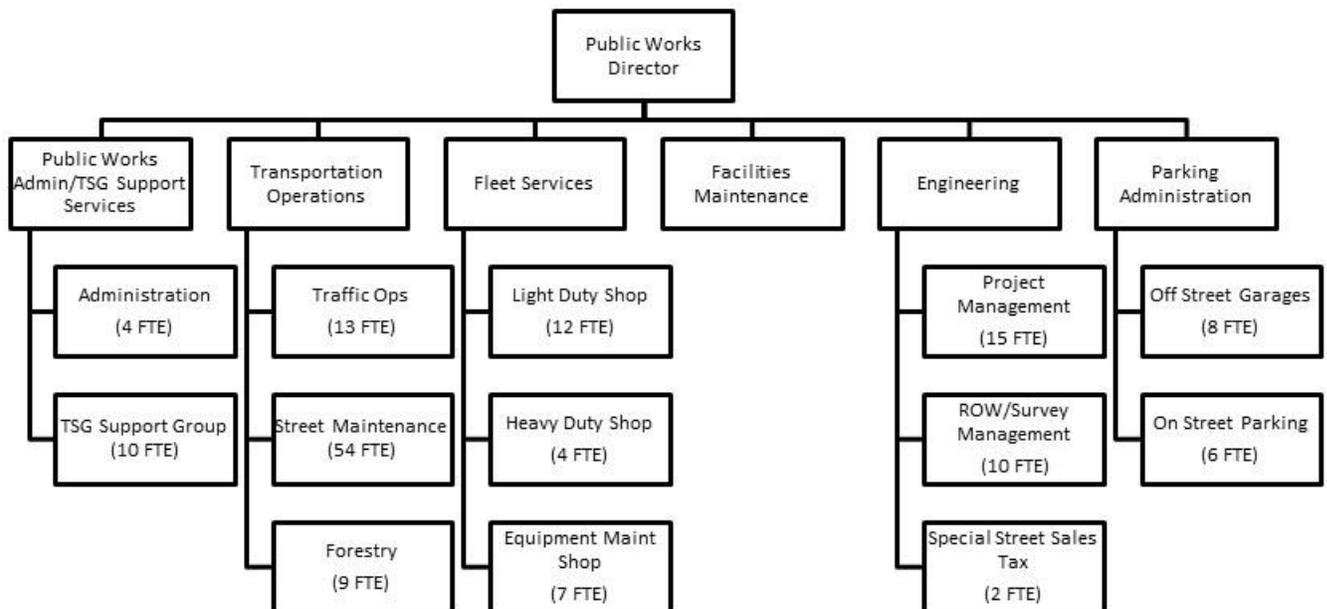


## Department: Public Works

### DEPARTMENTAL PROFILE

The Public Works Department was reorganized in 2016. The present Department structure operates and maintains the City's infrastructure including: streets; parking system; traffic signals, signs and markings; forestry; bridges; City facilities and fleet. Public Works plays an important role in protecting the public's safety and mobility by providing and maintaining the transportation system, ensuring a serviceable fleet, and maintaining public buildings. The department coordinates development through facility planning efforts, and manages the construction of capital improvements, such as new roads and bridges.

### ORGANIZATIONAL CHART





## Division: Public Works Admin/Technical Support Group

### DIVISION PROFILE

Public Works Administration provides support for all divisions within Public Works. TSG's mission is to increase efficiency, reduce redundancy, empower decision makers and the citizenry, and create sustainable programs to ensure the viability of resources and operations by leveraging timely and accurate data management practices. Their core enterprise foundation includes geographic information systems (GIS), operational asset management, permitting and licensing, and content management. Their services portfolio consists of the design, implementation, integration, and maintenance of the data and systems supporting operational infrastructure; geospatial and asset analytics and workflows; and education and coordination. \*All expenses are allocated to the divisions and departments supported which reduces the TSG budget to zero. This is why "Other" is negative.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 626,187	\$ 556,879	\$ 606,166	\$ 1,050,997
Contractual Services	393,218	401,048	589,516	676,924
Commodities	5,937	12,425	36,030	16,150
Capital Outlay	-	17,675	-	-
Other	(611,100)	(560,175)	(611,100)	(1,019,743)
<b>Total</b>	<b>\$ 414,242</b>	<b>\$ 427,853</b>	<b>\$ 620,612</b>	<b>\$ 724,328</b>

### 2017 GOALS

### 2016 ACCOMPLISHMENTS

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Implement a geospatial portfolio data management plan</li> <li>Implement Open Data and Public Portals providing a platform for self-service and citizenry engagement</li> <li>Replace public PDF maps with interactive maps</li> <li>Review and report on asset management plan for public transportation assets in City of Topeka</li> <li>Implement Asphalt Management Plan (AMP) for pavement bridges and other transport assets</li> </ul> | <ul style="list-style-type: none"> <li>Modernized server infrastructure including test, production, and public systems and upgraded core enterprise software</li> <li>Restructured GIS personnel resources under TSG</li> <li>Assisted with the deployment of a new 311 citizen engagement tool</li> </ul> |
|---|--|

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Public Works Technical Support Group annually tracks the percentage of service requests submitted and closed	88%	81%	85%	85%
The Public Works Technical Support Group annually tracks the percentage of work orders submitted and closed	97%	87%	90%	90%



## Division: Engineering

### DIVISION PROFILE

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

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,440,532	\$ 1,497,158	\$ 1,766,726	\$ 1,797,519
Contractual Services	432,867	451,547	359,545	398,642
Commodities	25,831	27,797	52,135	49,110
Capital Outlay	19,390	26,400	37,545	35,000
<b>Total</b>	<b>\$ 1,918,620</b>	<b>\$ 2,002,902</b>	<b>\$ 2,215,951</b>	<b>\$ 2,280,271</b>

### 2017 GOALS

- Provide needed infrastructure improvements to meet the needs of the community within budget and on-schedule
- Hold public information/input meetings on all major improvement projects
- Maintain City bridges to ensure safe and uninterrupted traffic flow
- Review and update plan development process to improve schedule and delivery at Capital Improvement Projects
- Meet deadlines on engineering projects 85% of the time
- Review organizational structure to meet demands of current and future workload

### 2016 ACCOMPLISHMENTS

- Held public information meetings on 34 major projects
- New bridge installed between Santa Fe and Branner
- As part of the 2016 Half-Cent Citywide Sales Tax, Public Works increased work on neighborhood streets. This work included 10 separate projects representing 22.3 miles of mill and overlay work
- In addition to the repair and maintenance work, staff completed an assessment of the entire 1,500 lanes miles of pavement throughout the city. This assessment was completed in September and the data will be used to recommend future projects for inclusion in the CIP

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Engineering division hosts public meetings to provide information on major street construction projects	5	12	34	20



## Division: Forestry

### DIVISION PROFILE

The Forestry section is responsible for tree/landscape care on city of Topeka rights of way and City-owned properties.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 443,832	\$ 496,996	\$ 568,359	\$ 598,606
Contractual Services	177,784	159,862	145,941	179,577
Commodities	79,611	74,919	69,138	75,250
<b>Total</b>	<b>\$ 701,227</b>	<b>\$ 731,777</b>	<b>\$ 783,438</b>	<b>\$ 853,433</b>

### 2017 GOALS

- Develop processes and procedures to begin capturing time, materials, and monetary costs associated with division operations in Cityworks
- Develop processes regarding reporting frequency of each function within monthly report

### 2016 ACCOMPLISHMENTS

- Established an adequate budget plan for the division
- Management team developed new performance measures to improve upon efficiency and efficacy of daily operations
- Established a maintenance contract for new planting beds within the Kansas Avenue Project

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Forestry Division tracks the number of trees pruned per year	1,123	1,143	1,000	1,000



## Division: Transportation Operations/Traffic Operations

### DIVISION PROFILE

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

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 758,634	\$ 762,293	\$ 831,590	\$ 862,859
Contractual Services	1,957,532	1,952,029	2,203,143	2,181,778
Commodities	838	6,114	2,458	2,458
Capital Outlay		98,311		
<b>Total</b>	<b>\$ 2,717,004</b>	<b>\$ 2,818,747</b>	<b>\$ 3,037,191</b>	<b>\$ 3,047,095</b>

### 2017 GOALS

- Process all streetlight requests within 30 days of receipt
- Complete Traffic Signal software update and begin controller upgrades
- Planning on implementing City Traffic Signal Software and Controller updates

### 2016 ACCOMPLISHMENTS

- On track for finishing up backlog of streetlight requests by end of 2016
- Solicited, received, evaluated, and awarded bid contract for the City Traffic Signal Software and controller update project

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Transporation Operations and Traffic Operations track the number of miles of repainted pavement markings	198	285	285	285
Transporation Operations and Traffic Operations track the number of crosswalks painted, both pedestrian and school	824	871	871	871



## Division: Transportation Operations/Street Maintenance

### DIVISION PROFILE

Street Maintenance is responsible for the street sweeping, deicing, patching, and crack sealing of more than 1,530 lane miles of streets as well as the maintenance of 161 miles of unimproved (gravel) alleys.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 2,692,813	\$ 2,701,071	\$ 3,453,359	\$ 3,343,205
Contractual Services	1,542,801	1,626,296	1,481,347	1,528,176
Commodities	1,414,625	536,789	353,404	645,730
Capital Outlay	31,010	616,970	770,000	545,000
Other	-	-	-	606,211
<b>Total</b>	<b>\$ 5,681,249</b>	<b>\$ 5,481,126</b>	<b>\$ 6,058,110</b>	<b>\$ 6,668,322</b>

### 2017 GOALS

- Annual budget expenses below actual motor fuel tax revenues
- Analyze and implement ways to improve upon Pavement Quality Index

### 2016 ACCOMPLISHMENTS

- Established current Pavement Quality Index for all City roadways
- Established baseline for pavement maintenance program
- Pavement Maintenance data updated and uploaded into Cityworks at year end.
- Budget expense below actual motor fuel tax revenue

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Number of street sweeping lane miles serviced each year	2,700	2,956	4,500	4,500
Amount of asphalt tons placed throughout the City each year	4,774	2,032	3,000	2,200
Linear Miles Aggregate Alley Maintained	11.16	9.6	35	35



## Division: Citywide Half-Cent Sales Tax

### DIVISION PROFILE

The voter approved special purpose citywide half-cent sales tax is used to fund improvement and repair of existing streets, sidewalks, curbs and gutters, and streetlights.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 153,121	\$ 96,163	\$ 165,410	\$ 169,327
Contractual Services	6,776,107	13,330,919	27,517,171	13,680,772
Commodities	-	-	693,021	800,000
Capital Outlay	-	13,749	-	-
Transfers	-	2,300,000	-	-
Other	-	-	-	4,155,075
<b>Total</b>	<b>\$ 6,929,228</b>	<b>\$ 15,740,831</b>	<b>\$ 28,375,602</b>	<b>\$ 18,805,174</b>

### 2017 GOALS

- Improve communication of project information and traffic disruptions to affected property owners and the public with 95% efficiency
- Improve initial scope of work and plan review process to keep project Change Orders under 5%
- Reduce inspection costs by utilizing City staff 100% of the time

### 2016 ACCOMPLISHMENTS

- Over 24 miles of work performed on City streets
- Increased communication and coordination with utility departments to effectively and efficiently cut down on repeated traffic disruptions due to road closures
- Increased coordination with other utilities helps lead to a better allocation of Half-Cent Sales Tax Funds

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Engineering tracks the number of miles for mill and overlay repairs funded by the Half-Cent Sales Tax.	6.6	12	38.6	9.15



## Division: Fleet Services

### DIVISION PROFILE

Fleet Services has three maintenance facilities which maintains and repairs more than 1,000 vehicles and pieces of equipment. The division is staffed with technicians who are ASE (Automotive Service Excellence) certified. Fleet Services technicians are currently working on EVT (Emergency Vehicle Technician) certifications.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,293,811	\$ 1,293,314	\$ 1,375,208	\$ 1,499,653
Contractual Services	280,327	324,489	398,799	329,942
Commodities	42,626	88,648	92,153	99,905
Capital Outlay	-	20	113,840	50,500
Other	73,235	77,493	-	-
<b>Total</b>	<b>\$ 1,689,999</b>	<b>\$ 1,783,964</b>	<b>\$ 1,980,000</b>	<b>\$ 1,980,000</b>

### 2017 GOALS

- Develop vehicle replacement funding, guidelines, and policies with assistance from Financial Services
- Increase vehicle availability by 1%
- Weigh and assess implementing fleet replacement plan in smaller divisions

### 2016 ACCOMPLISHMENTS

- Completed up-fitting of remaining Police Department vehicles
- Projected preventative maintenance is 73.3% complete on or before due date, an increase from 65.7% in 2015

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Execute all preventive maintenance as scheduled to minimize vehicle out of service time	96%	96%	95%	95%
The Fleet Service division tracks the gallons of fuel used each year	305,223	298,774	300,000	300,000



## Division: Facilities Maintenance

### DIVISION PROFILE

The division provides maintenance services to more than 100 city operated facilities. The division is staffed with a licensed electrician, plumber, and HVAC technician in addition to a carpenter and ten maintenance worker positions. A Facility Manager and Supervisor II oversee the daily maintenance and repair operations, with the support of an office assistant.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 719,856	\$ 723,345	\$ 882,430	\$ 996,289
Contractual Services	485,046	596,046	539,015	528,425
Commodities	80,016	68,590	77,000	75,300
Capital Outlay	-	-	-	-
Other	(976)	11,022		395,563
<b>Total</b>	<b>\$ 1,283,942</b>	<b>\$ 1,399,002</b>	<b>\$ 1,498,445</b>	<b>\$ 1,995,577</b>

### 2017 GOALS

- Develop a preventative maintenance program for the fixed mechanical equipment at City Hall, the Law Enforcement Center, Holliday Building, and Fire Stations
- Upgrade fleet by purchasing one new van for HVAC trade
- Perform a comprehensive building audit on City owned buildings including Holliday, Law Enforcement Center, Fleet, Street, and all Fire Station buildings
- Develop a Department comprehensive Safety committee

### 2016 ACCOMPLISHMENTS

- Visited with City departments regarding e311 training and arranged training when necessary
- Centralized a hub from where all personnel report and receive directives
- Hired two additional FTE custodians
- Re-surfaced the ramp, Bay "A", and Bay "C" at the Townsite Garage
- Replaced in-ground drainage system at Townsite Garage

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The utilization of parking garages is annually tracked by the percentage of area leased	79%	87%	87%	87%
The utilization of parking lots is annually tracked by the percentage of area leased	44%	35%	31%	30%



## Division: Parking Administration

### DIVISION PROFILE

The Parking Administrative Division manages a responsive, cost effective operation of seven parking garages, eight surface lots and 3,293 on-street public parking spaces in the central downtown business district. 1,633 of the parking spaces are metered spaces.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 780,056	\$ 703,740	\$ 778,137	\$ 825,012
Contractual Services	1,191,946	1,095,150	1,194,152	1,219,230
Commodities	138,455	188,830	163,850	143,600
Capital Outlay	-	-	690,000	108,000
Debt Service	287,015	3,110,475	864,978	840,796
Other	801,015	763,249	-	-
<b>Total</b>	<b>\$ 3,198,487</b>	<b>\$ 5,861,444</b>	<b>\$ 3,691,117</b>	<b>\$ 3,136,638</b>

### 2017 GOALS

- Replace elevator at Park N Shop
- Evaluate meter technology for replacement of parking meters
- Upgrade garage equipment in Coronado Garage
- Prepare and complete Downtown Parking Plan

### 2016 ACCOMPLISHMENTS

- Provide courtesy East/West side yellow hood meters for free 2 hour parking in the 100 blocks
- Parking garage payment software upgrade to meet Federal requirements and compliances
- Increased parking patrols to prepare citizens for Kansas Avenue to return to normalcy regarding parking
- Finish structural repairs on Townsite Garage
- Professional Fire Alarm Systems (PFAS) completed fire system inspection at Park N Shop, 9th Street Garage, and 512 S. Jackson Garage

### PERFORMANCE MEASURES

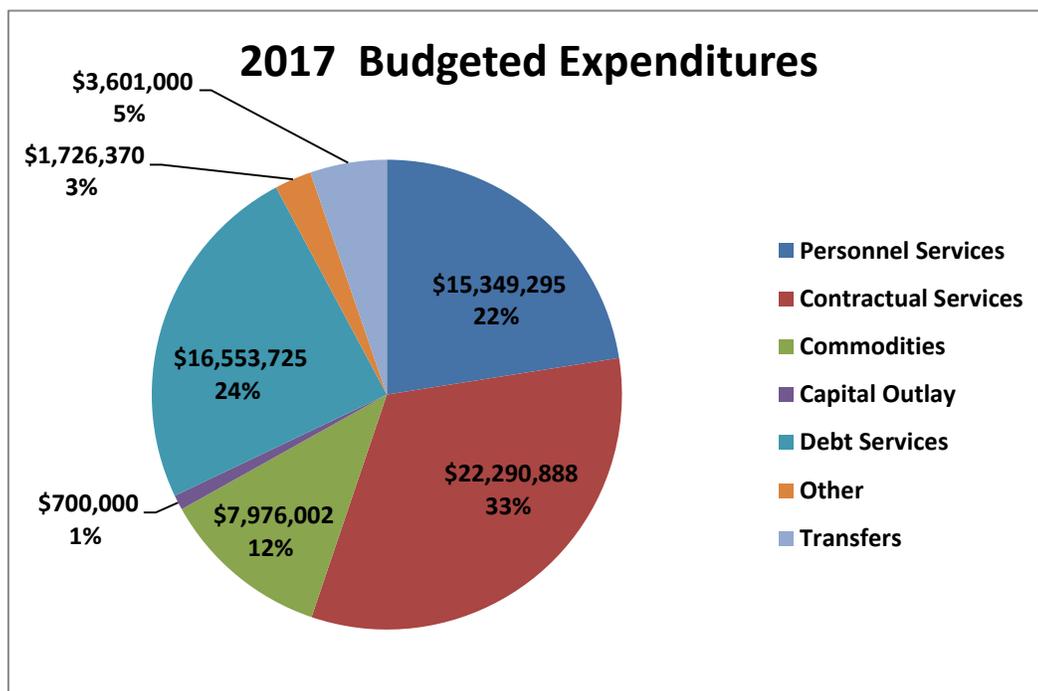
Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The utilization of parking garages is annually tracked by the percentage of area leased	79%	87%	87%	87%
The utilization of parking lots is annually tracked by the percentage of area leased	44%	35%	31%	30%



## Department: Utilities

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 13,423,816	\$ 13,195,693	\$ 15,412,364	\$ 15,349,295
Contractual Services	21,786,737	23,392,607	21,690,346	22,290,888
Commodities	6,852,509	7,086,386	7,349,227	7,976,002
Capital Outlay	-	37,657	5,215,300	700,000
Debt Services	6,157,378	19,929,222	16,655,563	16,553,725
Other	13,727,796	5,175	638,753	1,726,370
Transfers	-	-	-	3,601,000
<b>Total</b>	<b>\$ 61,948,236</b>	<b>\$ 63,646,740</b>	<b>\$ 66,961,553</b>	<b>\$ 68,197,280</b>



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>Water</b>	\$31,605,681	\$32,463,796	\$31,992,357	\$33,756,339
<b>Stormwater</b>	\$5,579,530	\$4,919,208	\$6,621,698	\$7,888,421
<b>Wastewater</b>	\$24,763,025	\$26,263,736	\$28,347,498	\$26,552,520

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	214	222	222	222
<b>Total</b>	214	222	222	222

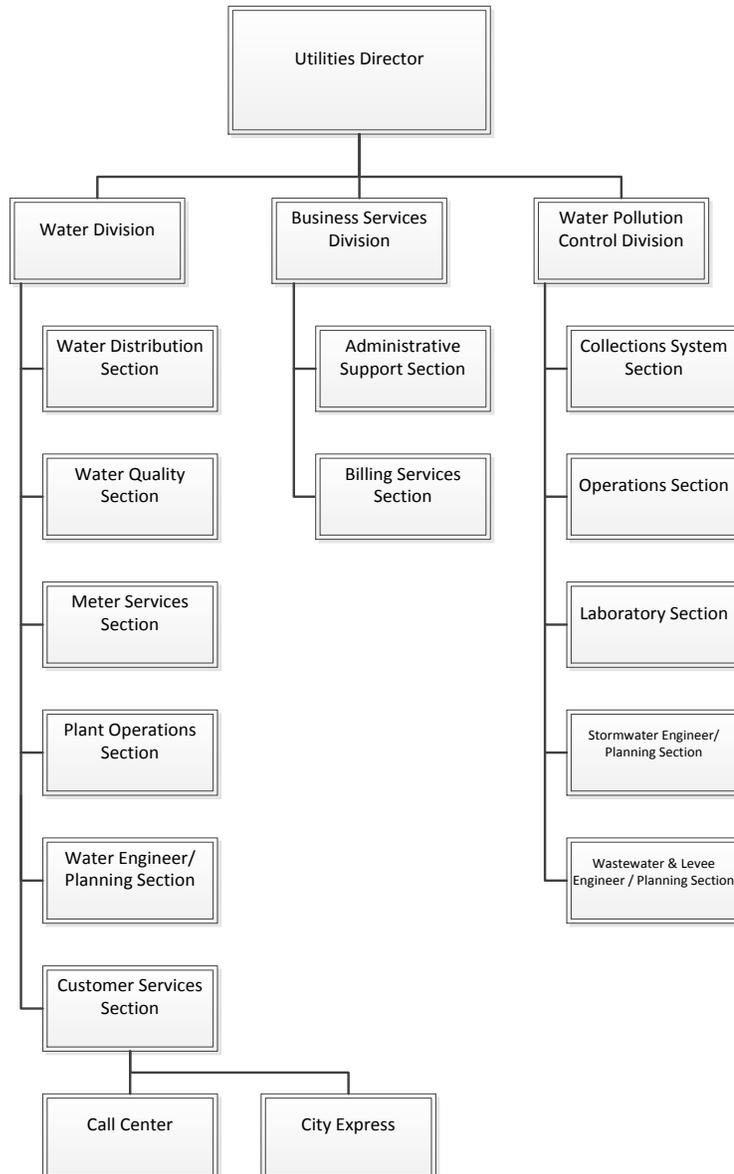


## Department: Utilities

### DEPARTMENTAL PROFILE

The Utilities Department operates and maintains the City's water, wastewater, stormwater, and levee infrastructure which includes the stormwater drainage system; flood control and levee system; water treatment facility and distributions system; sanitary sewer collection system; and wastewater treatment facilities. Each of these systems is operated, maintained, and improved entirely by fees for services. The Department plays an important role in protecting the public's health and safety by providing clean drinking water, ensuring proper wastewater treatment, and managing storm water and flooding controls. The department coordinates infrastructure planning efforts, ensures environmental compliance, and manages the capital budget controls and construction of capital improvements for each major utility (Water, Wastewater and Stormwater). The Department also establishes and maintains customer accounts and customer billing and provides a 24 hour a day/7 days per week emergency call center to receive and dispatch emergency personnel for a variety of city functions including water main breaks, sewer backups or stormwater flooding.

### ORGANIZATIONAL CHART



# UTILITIES



## Division: Water Utility

### DIVISION PROFILE

The Water Utility supplies drinking water to Topeka, Shawnee County and surrounding counties. The Utility is operated, maintained, and improved entirely by fees for services. The Water Utility is comprised of three functional areas: Customer Services, Water Services, and Business Services.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 7,564,621	\$ 7,464,840	\$ 8,620,764	\$ 8,743,135
Contractual Services	10,630,378	10,910,813	10,019,868	10,107,411
Commodities	5,001,390	5,274,835	5,439,600	6,088,500
Capital Outlay	-	16,772	800,000	300,000
Debt Services	3,080,759	8,790,521	6,889,625	6,894,209
Other	5,328,533	6,015	222,500	823,084
Transfers	-	-	-	800,000
<b>Total</b>	<b>\$ 31,605,681</b>	<b>\$ 32,463,796</b>	<b>\$ 31,992,357</b>	<b>\$ 33,756,339</b>

### 2017 GOALS

- Completion of new Montara, Norwood, and Meriden pump stations
- Complete a master plan for the distribution system that will prioritize water lines in need of replacement based off of breakage history
- Complete a master plan for the plant, pump stations, and towers that will include an equipment condition assessment and replacement plan
- Develop a valve maintenance program for the distribution system that will include a valve condition assessment.
- Implementation of large meter testing program
- Develop a plan to fully implement an AMI (Automated Meter Infrastructure) system
- River Weir retrofit construction, to further enhance public safety
- Examine possibility of outbound dialing to assist in customer communication
- Examine delinquent process and identify potential efficiencies
- Continue the implementation process for Cityworks for the plant, pump stations, and towers by identification of 1/3 of all equipment and development of computer generated preventive maintenance work orders

### 2016 ACCOMPLISHMENTS

- Reviewed and implemented State Debt Set Off program for unpaid Utility bills
- Implemented Advanced Metering infrastructure system and add 20% of the city to the system
- Implemented leak detection system to detect water main breaks before the water reaches the surface. This will allow proactive water main repair to minimize disruptions and costs
- Implemented "Blue Review" a software that increased the efficiency of the locate program
- Completed major rehab on the primary water treatment plant pump station
- Completion of East 10th bridge water main replacement
- Started the implementation of Cityworks maintenance management system for the plant

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Water Utility division maintains infrastructure and tracks the feet of water mains that are replaced each year	31,260	29,340	38,700	33,100
The Water Utility division maintains infrastructure and tracks the feet of water mains that are repaired each year	550	447	500	500
The Water Utility division maintains infrastructure and tracks the number of new water service line connections made each year	161	270	216	216



## Division: Stormwater Utility

### DIVISION PROFILE

The Stormwater Utility serves approximately 47,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. The Utility is operated, maintained, and improved entirely by user fees. The Stormwater Utility is comprised of two functional areas: Water Pollution Control and Business Services.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 1,523,546	\$ 1,329,916	\$ 1,701,395	\$ 1,640,961
Contractual Services	2,251,811	2,635,992	2,789,117	2,898,850
Commodities	211,256	215,418	199,702	220,702
Capital Outlay	-	20,885	1,015,300	100,000
Debt Services	357,023	716,997	699,164	699,165
Other	1,235,894	-	217,020	418,743
Transfers	-	-	-	1,910,000
<b>Total</b>	<b>\$ 5,579,530</b>	<b>\$ 4,919,208</b>	<b>\$ 6,621,698</b>	<b>\$ 7,888,421</b>

### 2017 GOALS

- Develop a proactive asset management schedule utilizing new mapping and inspection information
- Continue to develop stormwater removal projects in combined sewer areas
- Participate in stormwater asset repairs and improvements in conjunction with nine Citywide Half Cent sales tax projects
- Begin construction of North Topeka Unit levee repairs; finish design of upgrades to the South Topeka Levee Unit

### 2016 ACCOMPLISHMENTS

- New SW Clay sewer first major project in the process of stormwater removal from the combined sewer system
- Completed more than two million dollars in stormwater asset repairs or improvements as part of numerous City-wide projects
- Implemented a new inspection program for storm sewer pipe utilizing CCTV inspections
- Completed the 2-year, City-wide mapping project
- Completed three water quality Best Management Practices projects along NE Seward Ave, at 32nd and SE Michigan, and at SE 4th and Clay
- Completed Oakland Unit levee repairs; finished design of upgrades to the North Topeka Levee Unit

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Storm Water Utility division performs routine maintenance inspections by televising a minimum of 5,000 linear feet of storm sewer pipe throughout each year	13,581	12,956	10,708	10,708
The Storm Water Utility division maintains flood control infrastructure and tracks the hours of manpower needed for mowing each year	2,310	2,180	2,245	2,245

# UTILITIES



## Division: Wastewater Utility

### DIVISION PROFILE

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. The Wastewater Utility is comprised of two functional areas: Water Pollution Control and Business Services.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 4,335,649	\$ 4,400,937	\$ 5,090,205	\$ 4,965,199
Contractual Services	8,904,548	9,845,802	8,881,361	9,284,627
Commodities	1,639,863	1,596,133	1,709,925	1,666,800
Capital Outlay	-	-	3,400,000	300,000
Debt Services	2,719,596	10,421,704	9,066,774	8,960,351
Other	7,163,369	(840)	199,233	484,543
Transfers	-	-	-	891,000
<b>Total</b>	<b>\$ 24,763,025</b>	<b>\$ 26,263,736</b>	<b>\$ 28,347,498</b>	<b>\$ 26,552,520</b>

### 2017 GOALS

- Finish Supervisory Control and Data Acquisition (SCADA) system upgrade
- Complete Variable Frequency Drive (VFD) installations at Wanamaker and Shunga Pump Stations
- Complete Study and design for new industrial process treatment scales and mixers at the Oakland Plant
- Install Transfer Switch at the Oakland Headworks Facility
- Initiate survey of the Adams Street and East Side Interceptors to determine capacity and potential storm sewer separation alternatives
- Start Interceptor Cleaning & Rehabilitation Program
- Complete Combined Sewer Overflow (CSO) Management Plan Draft

### 2016 ACCOMPLISHMENTS

- Parking lot replacement at the Oakland Plant
- The Biofilter Replacement Project at the Oakland Plant is substantially complete.
- The Secondary Digester lid Replacement project at the Oakland Plant is substantially complete
- The South Kansas River Interceptor project is substantially complete. This project removed one of the city's 6 permitted Combined Sewer Overflows (CSO) and also removed the dated Potwin Pump Station, which will alleviate operating and maintenance cost associated with this station.
- Removed a combined 1200 tons of debris and sediment from the Adams Street and East Side sanitary sewer interceptors

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Waste Water Utility division performs at least 11,000 inlet inspections annually and upon inspections, clean inlets as needed	15,411	27,701	18,500	18,500
The Waste Water Utility division meets the capacity and environmental requirements for treating waste water and tracks the number of gallons of waste water treated for the City each year	5,701,665,000	6,833,165,000	7,405,485,000	6,646,771,667

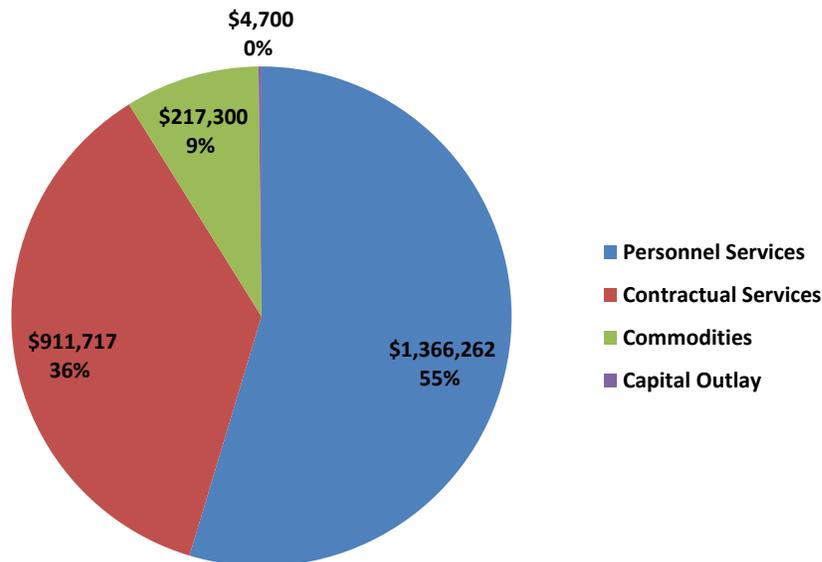


## Department: Zoo

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,153,998	\$ 1,202,779	\$ 1,230,469	\$ 1,366,262
Contractual Services	810,685	1,030,891	897,801	911,717
Commodities	261,935	237,900	229,000	217,300
Capital Outlay	11,080	12,927	7,528	4,700
Transfers	59,741	(13,934)	-	-
<b>Total</b>	<b>\$ 2,297,439</b>	<b>\$ 2,470,563</b>	<b>\$ 2,364,798</b>	<b>\$ 2,499,979</b>

### 2017 Budgeted Expenditures



### FUNDING SOURCE BREAKDOWN

	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Budget</u>	<u>2017 Budget</u>
<b>General Fund</b>	\$2,297,439	\$2,470,563	\$2,364,798	\$2,499,979

### PERSONNEL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Full-Time FTEs</b>	22	22	22	24
<b>Total</b>	22	22	22	24

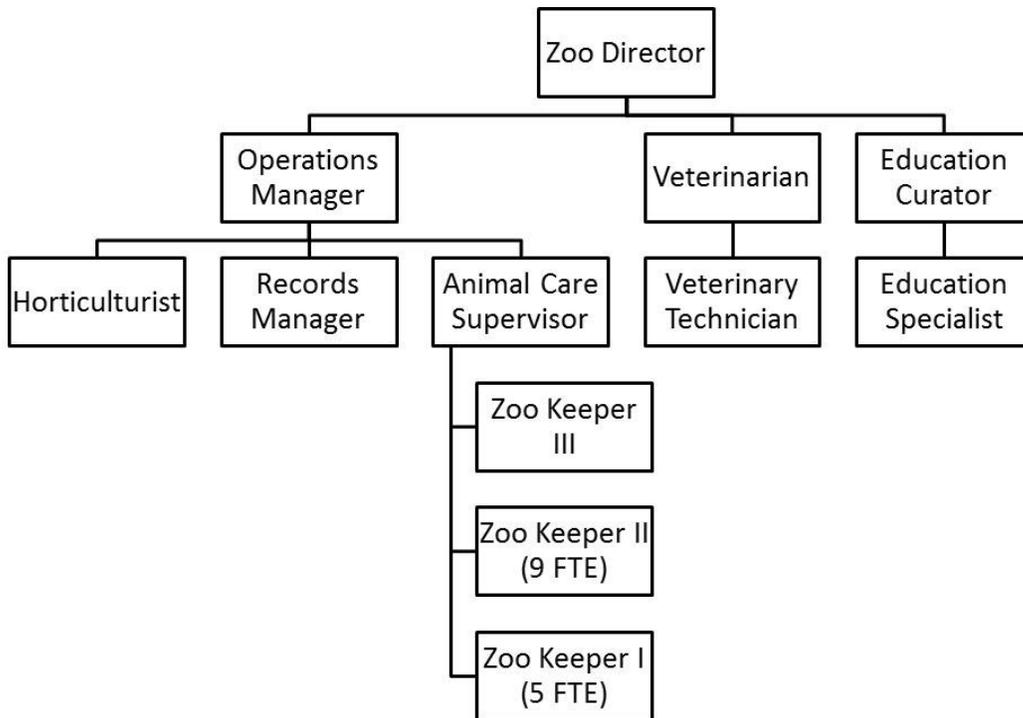


## Department: Zoo

### DEPARTMENTAL PROFILE

The mission of the Topeka Zoological Park is to enrich the community through wildlife conservation and education.

### ORGANIZATIONAL CHART





## Division: Zoo Finance

### DIVISION PROFILE

This program provides administrative support and resources to zoo services. The financial model adapts to meet the zoo's needs, encourages growth, and guides the Zoo's purpose. Zoo staff provides care for living animals in our zoo and in wild places. For the animals cared for at the zoo, the financial model is dependable, accessible, and supportive of their needs.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 118,843	\$ 107,139	\$ 108,727	\$ 120,069
Contractual Services	394,642	619,452	743,035	512,362
Commodities	19,221	18,148	2,989	5,733
Transfers	59,741	(13,934)	-	-
<b>Total</b>	<b>\$ 592,447</b>	<b>\$ 730,805</b>	<b>\$ 854,751</b>	<b>\$ 638,164</b>

### 2017 GOALS

- Break ground on the Camp Cowabunga project.
- Break ground on Kay's Garden
- Explore strategic opportunities to secure the zoo's future
- Complete fundraising for Gallery and Event Center
- Begin fundraising for Tiger project

### 2016 ACCOMPLISHMENTS

- Worked with private individuals and Friends of the Topeka Zoo to raise funds for new capital projects and new animals
- Through Capital Improvement Plan, initiated Fire Hydrant installation plan
- Through the gift of a living trust, initiated design of Kay's Garden and the accompanying Gallery and Event Center

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Zoo works to increase attendance numbers each year	202,711	193,614	188,688	203,295
The Zoo works with Friends of the Zoo to increase funding sources for the major project, Camp Cowabunga, and decrease the amount of funding needed each year to meet the targeted \$3.5 Million	Program Not Initiated	Program Initiated	250,000	0
The Zoo works with Friends of the Zoo to increase funding sources for the major project, Kay's Garden and decrease the amount of funding needed each year	Program Not Initiated	Program Initiated	1,350,000	250,000



## Division: Education and Conservation

### DIVISION PROFILE

The Zoo's mission is to do whatever possible to save the planet and its inhabitants. These efforts are both local and global, and zoo staff shares knowledge with guests in a way that inspires. Changing human behavior to benefit the living world is the essence of our education strategy. Zoo staff does this through timely, interactive, local and global, exciting, innovative, conservation based education.

### EXPENDITURE SUMMARY

EXPENDITURES	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Personnel Services	\$ 90,733	\$ 118,161	\$ 123,644	\$ 126,990
Contractual Services	50,937	27,108	31,939	29,150
Commodities	4,818	5,177	10,418	7,317
<b>Total</b>	<b>\$ 146,488</b>	<b>\$ 150,446</b>	<b>\$ 166,001</b>	<b>\$ 163,457</b>

### 2017 GOALS

- Work with additional nationally organized citizen science programs and offer additional opportunities for our community to participate
- Continue to promote the increase of pollinator habitat within our community and in our state
- Build conservation support to a level that is equal to 2.75% of the zoo's operating budget

### 2016 ACCOMPLISHMENTS

- Championed state wide Kansas Accredited Zoo monarch conservation program
- Sold out all camp programs
- Introduced two new weeks of summer camp programs for teens
- Expanded conservation partners
- Developed and implemented middle school program on endangered and threatened species

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Zoo has developed a plan to reduce the use (percent) of fossil fuels annually to support a healthy environment	Not Formally Tracked	Separation of utility meters completed	Establishing Baseline	10%
Increase the number of endangered animal education courses offered through grants by the Topeka Zoo	Not Formally Tracked	12	39	30



## Division: Animal Care

### DIVISION PROFILE

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

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 734,925	\$ 776,937	\$ 787,726	\$ 903,072
Contractual Services	237,814	299,262	90,805	288,563
Commodities	175,801	165,086	154,216	146,525
Capital Outlay	11,080	12,927	7,528	4,700
<b>Total</b>	<b>\$ 1,159,620</b>	<b>\$ 1,254,212</b>	<b>\$ 1,040,275</b>	<b>\$ 1,342,860</b>

### 2017 GOALS

- Increase the amount of time zoo keepers engage with zoo guests
- Complete cooperative health care training initiatives with the great apes in the collection
- Continue integration of new elephants into zoo's geriatric health care management plan
- Focus additional guest interaction opportunities on the North side of the zoo during Camp Cowabunga construction

### 2016 ACCOMPLISHMENTS

- Acquired two additional elephants and incorporated them into the geriatric health care management program
- Expanded voluntary blood draw training to include mountain lions, bears and tigers

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Promote the volunteer program and annually increase volunteer hours to provide personal interaction and education to visitors	1,848	2,881	2,000	842
Increase the number of staff training programs for animal health management	1	1	2	4



## Division: Animal Health

### DIVISION PROFILE

Zoo staff does everything possible at the highest level of integrity to support the health of the animals in our care. Every animal receives the same level of care. For the animals in the Zoo's care, we always train, we always learn. The animals in our care deserve a leading edge philosophy.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 135,710	\$ 130,483	\$ 145,004	\$ 150,121
Contractual Services	29,699	11,153	12,739	43,833
Commodities	44,067	39,235	49,918	50,792
<b>Total</b>	<b>\$ 209,476</b>	<b>\$ 180,871</b>	<b>\$ 207,661</b>	<b>\$ 244,746</b>

### 2017 GOALS

- Continue to expand the amount of research the zoo participates in
- Conform program of veterinary care to new American Association of Zoo Veterinarians Guidelines
- Expand community engagement with zoo's veterinary program

### 2016 ACCOMPLISHMENTS

- Implemented new digital x-ray equipment through the Capital Improvement Plan and donations from local radiologists
- Hired a new veterinary technician
- Expanded training and equipment used for chemical capture

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
Continue acquiring animal health care equipment annually by prioritizing major needs of the Zoo	Program Not Initiated	Large Animal Anesthesia Machine	Digital X-ray Equipment	Acquire Endoscope
The Zoo participates in exotic animal research projects that contribute to the well-being of species	Not Formally Tracked	3	5	8



## Division: Guest Experience

### DIVISION PROFILE

Every visitor is treated like an invited guest. Everyone smiles and welcomes each guest to the Zoo. Every employee understands and executes on their responsibility to delight, inspire, and engage each guest in the wonders of the Zoo and the natural world.

### EXPENDITURE SUMMARY

EXPENDITURES	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 73,789	\$ 70,059	\$ 65,367	\$ 66,010
Contractual Services	97,592	73,915	19,283	37,810
Commodities	18,029	10,254	11,459	6,933
<b>Total</b>	<b>\$ 189,410</b>	<b>\$ 154,228</b>	<b>\$ 96,109</b>	<b>\$ 110,753</b>

### 2017 GOALS

- Continue to explore feasibility of zoo lights program
- Continue to increase number of volunteer hours interacting with zoo guests
- Add opportunities and activities outside of the construction area in the zoo to enhance the guest experience

### 2016 ACCOMPLISHMENTS

- Increased the amount of pollinator gardens on site to over 80,000 square feet
- Introduced a new walk through butterfly habitat to engage visitors and extend stay
- Increased number of volunteers interacting with guests
- Worked through design process of Kay's Garden

### PERFORMANCE MEASURES

Measure	2014 Actuals	2015 Actuals	2016 Projected	2017 Target
The Zoo tracks and works to improve the percent of satisfaction received by customers from the Zoo Staff Evaluation Survey	Program Not Initiated	91%	93%	85%



## General Fund Non-Departmental & Other Programs

### PROGRAM SUMMARY

	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Cemeteries	168,656	164,135	220,000	220,000
General Non-Departmental	799,609	3,957,749	12,285,437	10,127,193
Prisoner Care	738,645	728,368	842,607	750,000
Franchise Fee Rebate Program	180,100	180,100	200,100	200,100
Parks & Recreation Contract	2,559,914	1,562,676	520,045	520,045
Topeka Performing Arts Center	383,682	451,840	416,823	436,621
<b>Total Expenditures</b>	<b>\$ 4,830,606</b>	<b>\$ 7,044,868</b>	<b>\$ 14,485,012</b>	<b>\$ 12,253,959</b>

### DEPARTMENT PROFILE

General Fund Non-Departmental consists of several programs: General Non-Departmental, Prisoner Care, Cemeteries, the Franchise Fee Rebate program, the Parks and Recreation payment, and support of the Topeka Performing Arts Center. Some costs previously shown under Non-Departmental (like unsafe structures, general fund grants, and the inmate program) have been assigned to specific Departments to align with program-based budgeting. Non-Departmental is reserved for a few isolated functions which are not included in other Departments because they serve the whole City or cross several Departments.

### DIVISION PROFILE

**Cemeteries:** The City is required by state law to care for Auburn Cemeteries and two other family cemeteries. The City has also given grants to Rochester and Topeka Cemeteries.

**General Non-Departmental:** The fund provides for allocation costs that are associated with all departments or considered non-department because they are not allocated to any one department. The costs contained in this area are for postage for all general fund departments, utility, insurance and facility charges for the unoccupied spaces in city buildings. The fund provides the membership cost for the Topeka Chamber of Commerce and the League of Kansas Municipalities. In addition, the 2017 budget includes cash for items that vary year to year including elections, upgrades to Lawson, the City's enterprise system, and cash projects identified in the Capital Improvement plan.

**Prisoner Care:** The budgeted amounts pay the Shawnee County Jail and a few jails in surrounding Counties to house City prisoners. K.S.A. 19-1930 requires the City to pay Counties for the maintenance of prisoners held in their County jail for municipal court charges. Represents the amount budgeted to pay for the housing of City inmates in County jails.

**Franchise Fee Rebate Program:** This program was established by the City to allow individuals who qualify for the State of Kansas Homestead Refund to apply for a utility refund of the franchise fee paid to Westar and Kansas Gas. In addition to the General Fund amount above, the Water Fund contributes \$48k for refunds and the Wastewater Fund contributes \$32k. The City contracts with an external agency to administer the refunds.

**Parks & Recreation Contract:** The 2017 budget, along with future budgets, represents a transfer of the portion of the Special Alcohol funds required to Shawnee County for fund parks and recreation activities.

**Topeka Performing Arts Center (TPAC):** The City has a contract with TPAC to assist with their annual operational expenses, utility and facilities costs.



## Fund Summaries

# FUND DESCRIPTIONS



A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. The annual budget is built around 30 major fund appropriations. Each of these fall into one of the following six categories of fund types: **General, Special Revenue, Debt Service, Enterprise, Internal Service, and Fiduciary**. Descriptions of each fund along with the 2017 budgeted revenues and expenditures are located throughout the budget book.

## General Fund

### Special Revenue Funds

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

### Debt Service

### Enterprise Funds

- Combined Utilities
  - Water*
  - Wastewater*
  - Stormwater*
- Parking

## Internal Service Funds

- Information Technology Fund
- Fleet Fund
- Facilities Fund
- Risk Management Funds
  - Employee Health Insurance*
  - Property and Vehicle Insurance*
  - Risk Management Reserve*
  - Unemployment Compensation*
  - Worker's Compensation*

## Fiduciary and Agency Funds (Unbudgeted)

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

# FUND SUMMARIES



## Downtown Business Improvement District Fund

### REVENUE AND EXPENDITURE SUMMARY

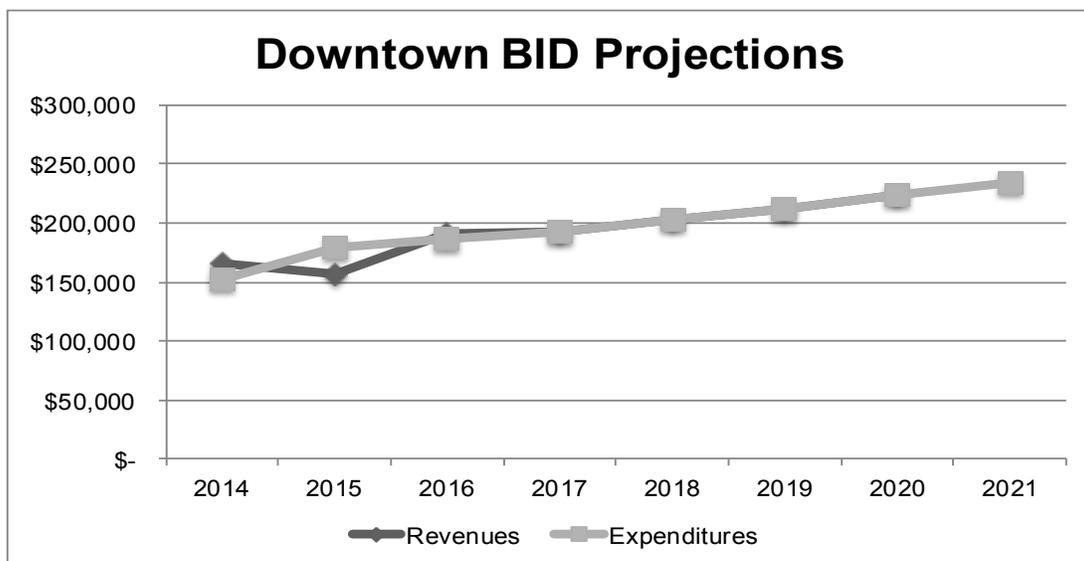
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>9,601</b>	<b>22,993</b>	<b>514</b>	<b>4,321</b>
<b>REVENUES</b>				
Fees for Services	165,639	156,260	156,542	174,326
Miscellaneous	-	-	33,807	9,174
<b>Total Revenues \$</b>	<b>\$ 165,639</b>	<b>\$ 156,260</b>	<b>\$ 190,349</b>	<b>\$ 183,500</b>
<b>EXPENSES</b>				
Contractual Services	152,247	178,739	186,542	174,326
Miscellaneous	-	-	-	9,174
<b>Total Expenditures \$</b>	<b>\$ 152,247</b>	<b>\$ 178,739</b>	<b>\$ 186,542</b>	<b>\$ 183,500</b>
Revenue Net Expenses	\$ 13,392	\$ (22,479)	\$ 3,807	\$ -
<b>Ending Balance</b>	<b>22,993</b>	<b>514</b>	<b>4,321</b>	<b>4,321</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

This fund has experienced consistent revenues and expenditures in prior years and is projecting modest growth, assuming similar level of participation by businesses in the district. Revenues and Expenditures are forecasted to be equal. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Court Technology Fund

### REVENUE AND EXPENDITURE SUMMARY

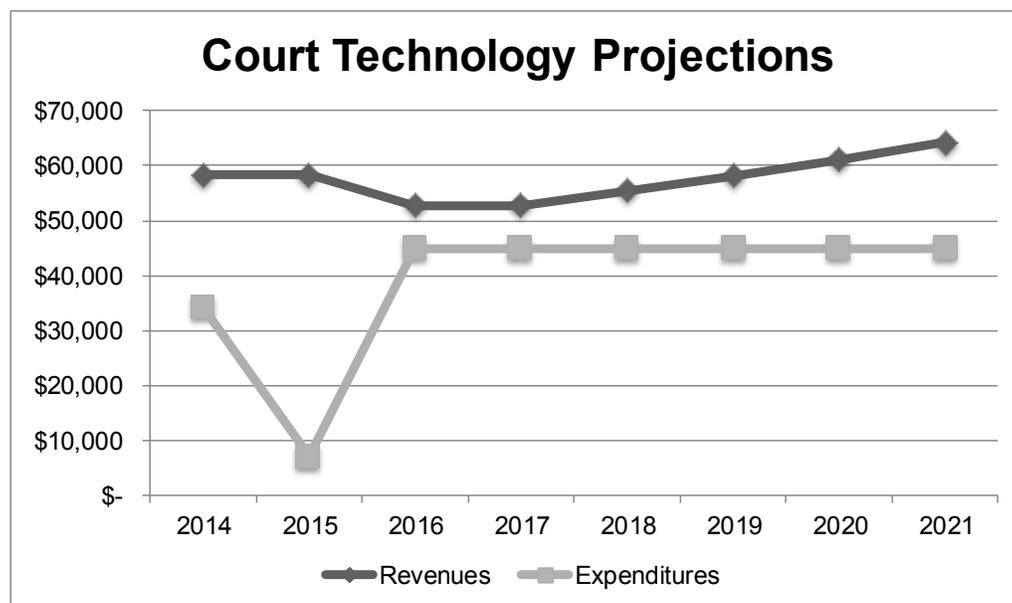
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>125,046</b>	<b>148,991</b>	<b>200,124</b>	<b>207,909</b>
<b>REVENUES</b>				
Court Fees	58,303	58,258	52,785	52,785
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>\$ 58,303</b>	<b>\$ 58,258</b>	<b>\$ 52,785</b>	<b>\$ 52,785</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	21,988	7,125	45,000	45,000
Commodities	-	-	-	-
Capital Outlay	12,370	-	-	-
Other	-	-	-	20,000
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 34,358</b>	<b>\$ 7,125</b>	<b>\$ 45,000</b>	<b>\$ 65,000</b>
Revenue Net Expenses	\$ 23,945	\$ 51,133	\$ 7,785	\$ (12,215)
<b>Ending Balance</b>	<b>148,991</b>	<b>200,124</b>	<b>207,909</b>	<b>195,694</b>

### FUND PROFILE

The revenue for this fund is generated by an additional fee put on Municipal Court tickets. Cost is \$5 per citation. This money is to be used for updating technology for the Court. The funding is allocated to pay the annual maintenance on the Full Court Software that Municipal Court uses to track tickets and process payments on cases. It is also used to update other technology devices needed by the Court.

### LONG TERM OUTLOOK

Revenues in this fund vary based on the number of court cases processed by Municipal Courts. Expenditures vary year to year based on technology needs, and do not occur on a regular basis. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Special Alcohol Fund

### REVENUE AND EXPENDITURE SUMMARY

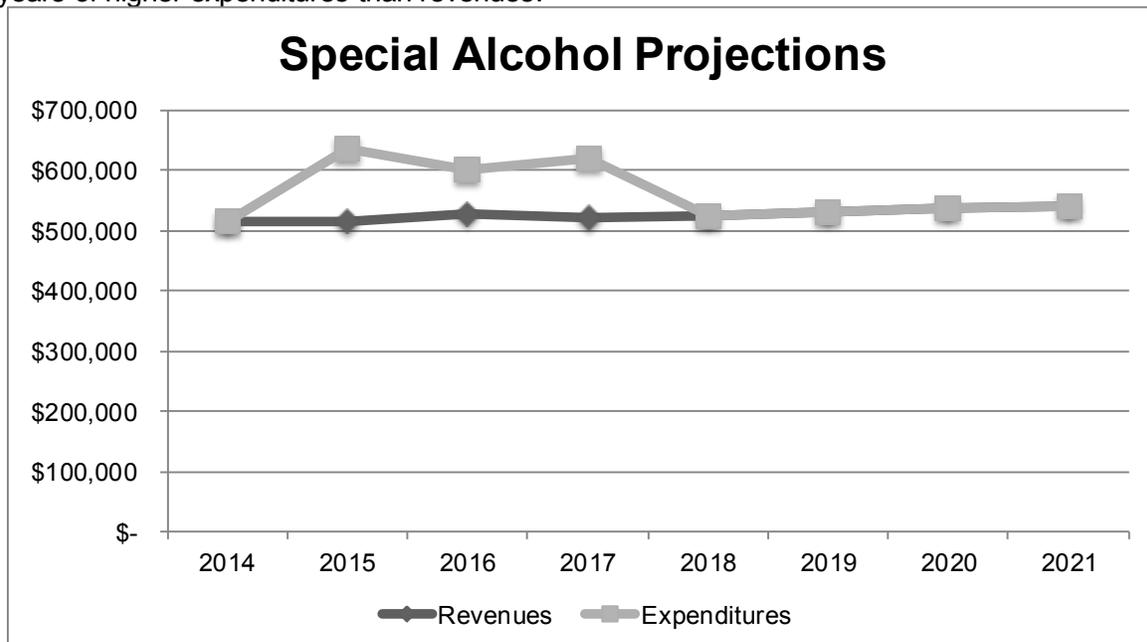
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>316,405</b>	<b>316,679</b>	<b>196,024</b>	<b>122,285</b>
<b>REVENUES</b>				
State Private Club Liquor Tax	515,707	515,694	526,261	520,794
<b>Total Revenues \$</b>	<b>\$ 515,707</b>	<b>\$ 515,694</b>	<b>\$ 526,261</b>	<b>\$ 520,794</b>
<b>EXPENSES</b>				
Contractual Services - Grants	515,433	636,349	600,000	620,000
<b>Total Expenditures \$</b>	<b>\$ 515,433</b>	<b>\$ 636,349</b>	<b>\$ 600,000</b>	<b>\$ 620,000</b>
Revenue Net Expenses	\$ 274	\$ (120,655)	\$ (73,739)	\$ (99,206)
<b>Ending Balance</b>	<b>316,679</b>	<b>196,024</b>	<b>122,285</b>	<b>23,079</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

Revenues in this fund vary based on liquor tax collected by the State. Revenues have been relatively stable and are projected to remain flat. The amount granted to agencies is based on the amount of revenue from the prior year. A fund balance has been built up allowing for several years of higher expenditures than revenues.



# FUND SUMMARIES



## Law Enforcement Fund

### REVENUE AND EXPENDITURE SUMMARY

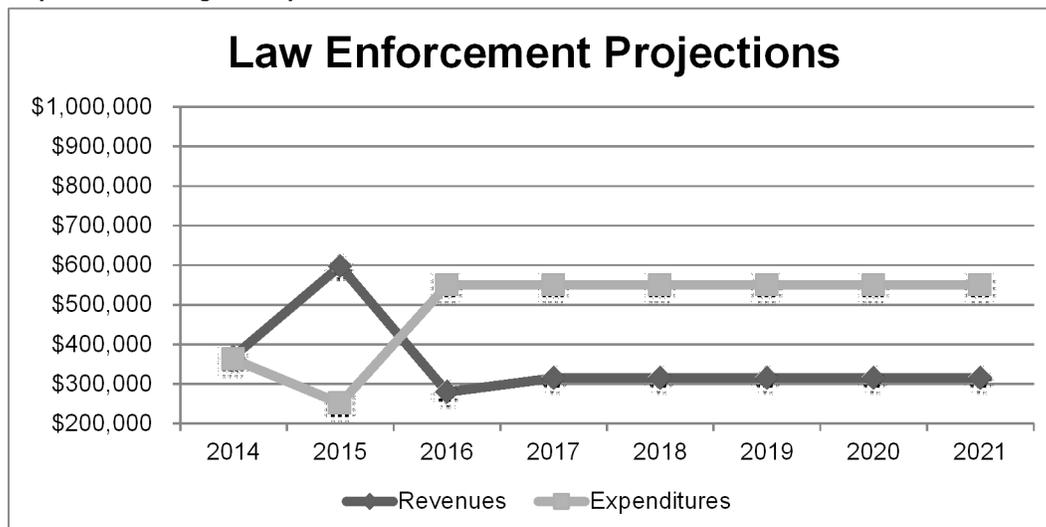
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>1,561,293</b>	<b>1,567,761</b>	<b>1,914,707</b>	<b>1,644,207</b>
<b>REVENUES</b>				
Liscenses and Permits	14,000	14,500	15,000	15,000
Intergovernmental	6,901	99,372	6,000	50,000
Court Fines	189,626	204,278	183,500	205,000
Miscellaneous	158,559	276,407	75,000	45,000
Other	-	3,025	-	-
<b>Total Revenues</b>	<b>\$ 369,086</b>	<b>\$ 597,582</b>	<b>\$ 279,500</b>	<b>\$ 315,000</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	215,709	144,900	462,500	432,750
Commodities	71,621	105,736	87,500	117,250
Capital Outlay	75,288	-	-	-
Other	-	-	-	140,921
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 362,618</b>	<b>\$ 250,636</b>	<b>\$ 550,000</b>	<b>\$ 690,921</b>
Revenue Net Expenses	\$ 6,468	\$ 346,946	\$ (270,500)	\$ (375,921)
<b>Ending Balance</b>	<b>1,567,761</b>	<b>1,914,707</b>	<b>1,644,207</b>	<b>1,268,286</b>

### FUND PROFILE

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 - narcotic related enforcement and training; Crime Prevention - paritally funding CrimeStoppers and Safe Streets activites; Health Benefit - reimburses sworn officers for employee share of health expenses; and Training - to support additional training for officers beyond the initial academy.

### LONG TERM OUTLOOK

Funding in this fund varies greatly based on private donations, number of novelty liscenses, and municipal court fines. Because of this, a fund balance is maintained and expenditures are kept stable to account for varying revenue years. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Special Liability Fund

### REVENUE AND EXPENDITURE SUMMARY

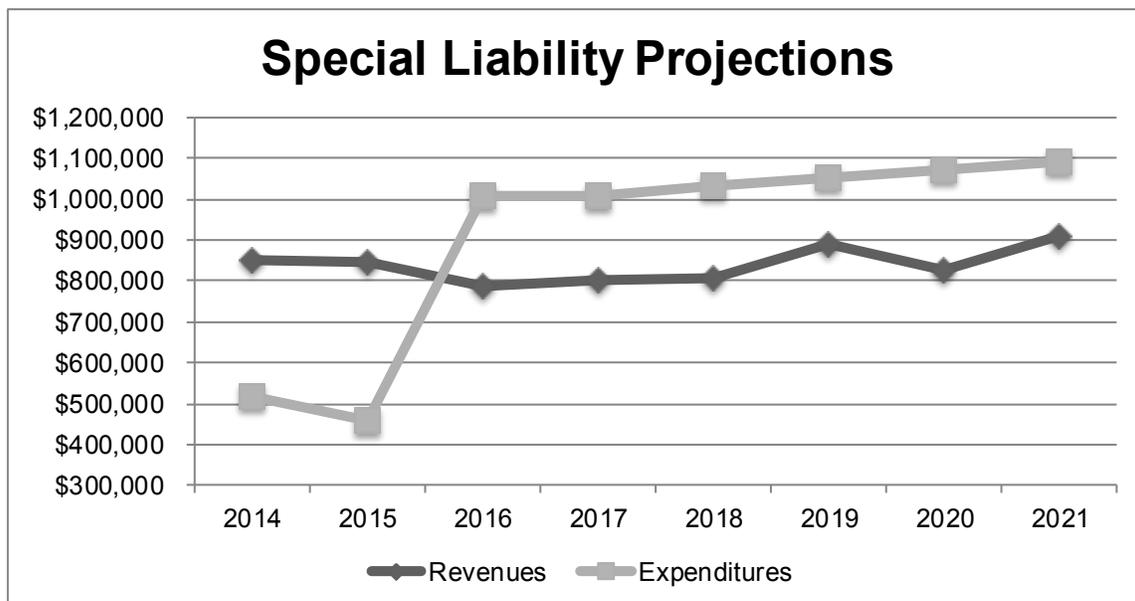
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>892,651</b>	<b>1,225,947</b>	<b>1,616,231</b>	<b>1,055,528</b>
<b>REVENUES</b>				
Property Taxes	848,499	846,851	785,237	876,698
Miscellaneous	10	-	-	-
<b>Total Revenues \$</b>	<b>\$ 848,509</b>	<b>\$ 846,851</b>	<b>\$ 785,237</b>	<b>\$ 876,698</b>
<b>EXPENSES</b>				
Personal Services	278,252	243,170	274,287	276,741
Contractual Services	234,700	211,803	728,950	728,957
Commodities	2,261	1,594	4,000	4,000
Other	-	-	338,703	946,809
<b>Total Expenditures \$</b>	<b>\$ 515,213</b>	<b>\$ 456,567</b>	<b>\$ 1,345,940</b>	<b>\$ 1,956,507</b>
Revenue Net Expenses	\$ 333,296	\$ 390,284	\$ (560,703)	\$ (1,079,809)
<b>Ending Balance</b>	<b>1,225,947</b>	<b>1,616,231</b>	<b>1,055,528</b>	<b>(24,281)</b>

### FUND PROFILE

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. Three Legal Department employees are budgeted in this fund.

### LONG TERM OUTLOOK

Revenues in this fund are contingent on the mill levy. At this point property taxes are projected to increase moderately over the next 5 years. Expenditures vary based on legal claims and are projected high to be conservative but will likely not realize those high expenditures.



# FUND SUMMARIES



## Transient Guest Tax Fund

### REVENUE AND EXPENDITURE SUMMARY

	2014 Actuals	2015 Actuals	2016 Projected	2017 Budget
<b>Beginning Balance</b>	<b>354,768</b>	<b>66,824</b>	<b>178,119</b>	<b>178,119</b>
<b>REVENUES</b>				
Transient Guest Tax - General	2,484,726	2,545,883	2,596,801	2,781,124
Transient Guest Tax - Sunflower	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,484,726</b>	<b>\$ 2,545,883</b>	<b>\$ 2,596,801</b>	<b>\$ 2,781,124</b>
<b>EXPENSES</b>				
Contractual Services	49,694	187,851	51,936	55,622
Contributions to Other Agencies	1,655,520	1,569,402	1,632,295	2,035,774
Other	-	-	-	132,389
Transfers	1,067,456	677,335	912,570	557,339
<b>Total Expenditures</b>	<b>\$ 2,772,670</b>	<b>\$ 2,434,588</b>	<b>\$ 2,596,801</b>	<b>\$ 2,781,124</b>
Revenue Net Expenses	\$ (287,944)	\$ 111,295	\$ -	\$ -
<b>Ending Balance</b>	<b>66,824</b>	<b>178,119</b>	<b>178,119</b>	<b>178,119</b>

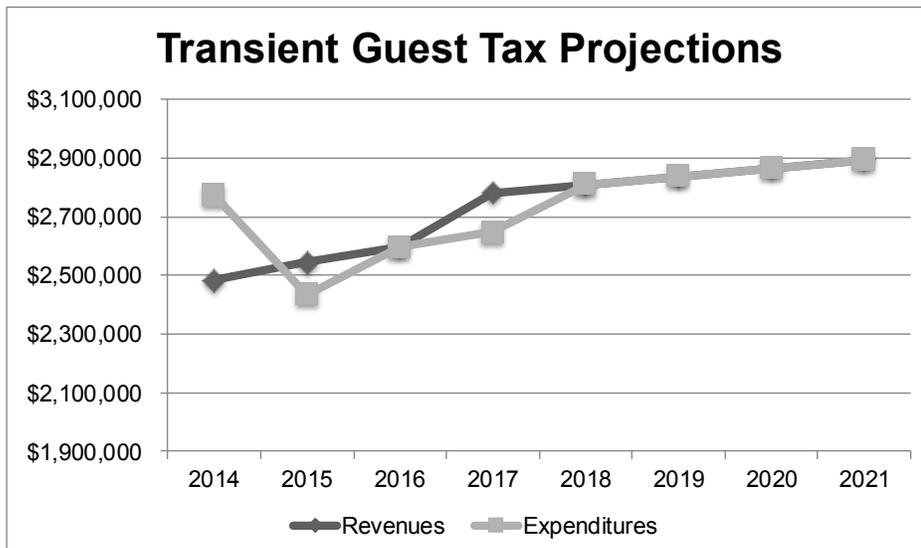
### FUND PROFILE

This fund accounts for revenues received from a transient guest tax imposed on hotel and motel room rentals. Used for promotion of conventions and tourism in Topeka. In 2013 a new 1% of tax was added to be used to pay the special assessments on a new building and sewer connection for Sunflower Soccer for 20 years.

Starting in 2014, the "Contributions to Other Agencies" has been granted as a block grant to Visit Topeka, who will then allocate out to other groups. "Transfers" includes transfers to the Historical asset fund, Sunflower Soccer Stadium, Great Overland Station, Riverfront Park, and General Fund for support of the Topeka Zoological Park. In 2017, the Council will allocate 1% of the tax previously dedicated to the Historical Asset Fund to the Downtown Plaza, Evel Knievel Museum, Jayhawk Theatre, and Constitution Hall.

### LONG TERM OUTLOOK

Revenues are contingent on the tourism economy and how many people are staying in hotels in Topeka. Modest growth is predicted to continue. The spike in 2013 occurred because the tax went from 6% to 7% to support the Sunflower Soccer development. Revenue is assumed to remain at 7% in the future but this could vary. Expenditures and revenues are projected to be equal in the out years. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Employee Separation Fund

### REVENUE AND EXPENDITURE SUMMARY

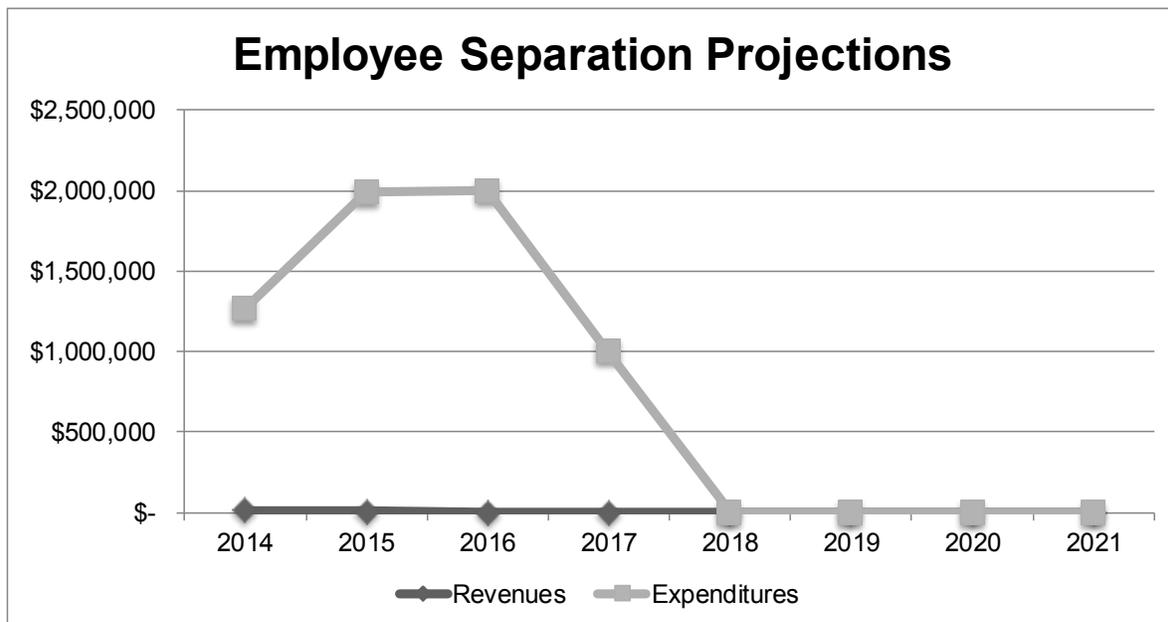
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>4,448,919</b>	<b>3,198,018</b>	<b>1,216,024</b>	<b>(783,976)</b>
<b>REVENUES</b>				
GO Bond	-	-	-	-
Miscellaneous	14,258	5,694	-	-
<b>Total Revenues</b>	<b>\$ 14,258</b>	<b>\$ 5,694</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>				
Personal Services	1,265,114	1,987,445	2,000,000	1,000,000
Contractual Services	45	243	-	-
Other	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,265,159</b>	<b>\$ 1,987,688</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>
Revenue Net Expenses	\$ (1,250,901)	\$ (1,981,994)	\$ (2,000,000)	\$ (1,000,000)
<b>Ending Balance</b>	<b>3,198,018</b>	<b>1,216,024</b>	<b>(783,976)</b>	<b>(1,783,976)</b>

### FUND PROFILE

The employee separation fund pays for accrued vacation and sick leave for employees that separate employment with the City. This fund was originally funded through general obligation bonds.

### LONG TERM OUTLOOK

Revenues were a one-time issuance of bond proceeds in 2013. Expenditures will vary on the number of employees and the amounts of their payouts. Analysis showed there was a large amount of retirees with significant payouts over the past few years. Funds in the Retirement Reserve Fund will be utilized once these bond proceeds are spent, which is expected to occur in 2016. Budget authority is included in 2017 in the event funds are not expended in 2016.



# FUND SUMMARIES



## Retirement Reserve Fund

### REVENUE AND EXPENDITURE SUMMARY

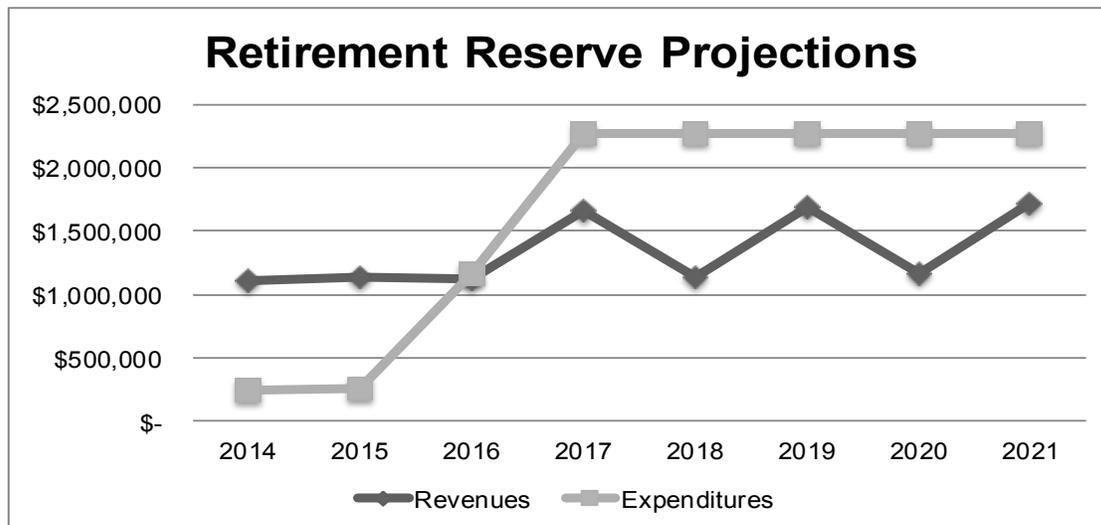
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>151,378</b>	<b>1,016,822</b>	<b>1,893,857</b>	<b>1,851,540</b>
<b>REVENUES</b>				
Transient Guest Tax - General	-	-	-	-
Fees for Services	1,115,444	1,140,623	1,127,692	1,667,522
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,115,444</b>	<b>\$ 1,140,623</b>	<b>\$ 1,127,692</b>	<b>\$ 1,667,522</b>
<b>EXPENSES</b>				
Personal Services	-	13,588	900,000	2,000,000
Contractual Services	-	-	20,009	24,623
Contributions to Other Agencies	-	-	-	-
Other	-	-	-	1,199,848
Transfers	250,000	250,000	250,000	250,000
<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ 263,588</b>	<b>\$ 1,170,009</b>	<b>\$ 3,474,471</b>
Revenue Net Expenses	\$ 865,444	\$ 877,035	\$ (42,317)	\$ (1,806,949)
<b>Ending Balance</b>	<b>1,016,822</b>	<b>1,893,857</b>	<b>1,851,540</b>	<b>44,591</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

Revenues will continue to build in this fund while the Employee Separation Fund bond proceeds are used for employee separation payouts. The fund balance will be built up in order to prepare for several years of what are expected to be major retirements and for when the employee separation funds are exhausted. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## KP&F Equalization Fund

### REVENUE AND EXPENDITURE SUMMARY

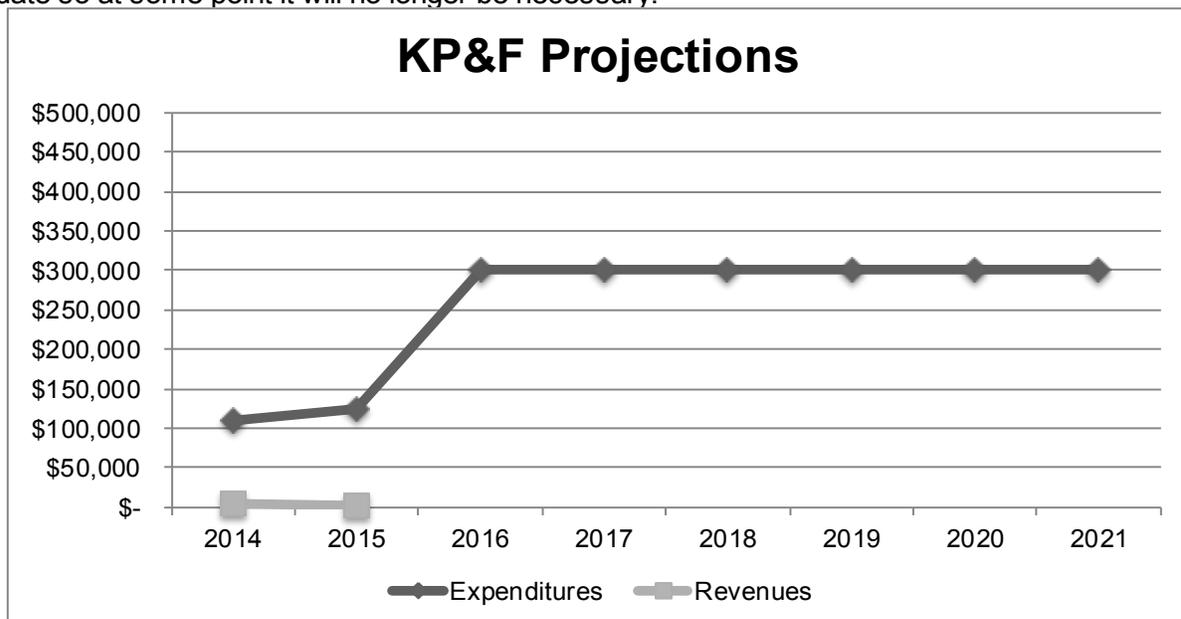
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>1,078,291</b>	<b>972,035</b>	<b>850,149</b>	<b>550,149</b>
<b>REVENUES</b>				
Miscellaneous	3,707	2,410	-	-
<b>Total Revenues</b>	<b>\$ 3,707</b>	<b>\$ 2,410</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>				
Personal Services-Emp. Benefits	109,963	124,296	300,000	300,000
<b>Total Expenditures</b>	<b>\$ 109,963</b>	<b>\$ 124,296</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
Revenue Net Expenses	\$ (106,256)	\$ (121,886)	\$ (300,000)	\$ (300,000)
<b>Ending Balance</b>	<b>972,035</b>	<b>850,149</b>	<b>550,149</b>	<b>250,149</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

The original funding source for this fund was General Obligation Bonds, so no additional revenue will be generated at this time. Expenditures will vary based on the number of Police and Fire employees who retire and the amount of pay at the time of retirement. Efforts are being made to lower these penalty amounts, and the penalty only applies to employees hired prior to a certain date so at some point it will no longer be necessary.



# FUND SUMMARIES



## Alcohol & Drug Assessment and Referral Fund

(Formerly Alcohol & Drug Safety)

### REVENUE AND EXPENDITURE SUMMARY

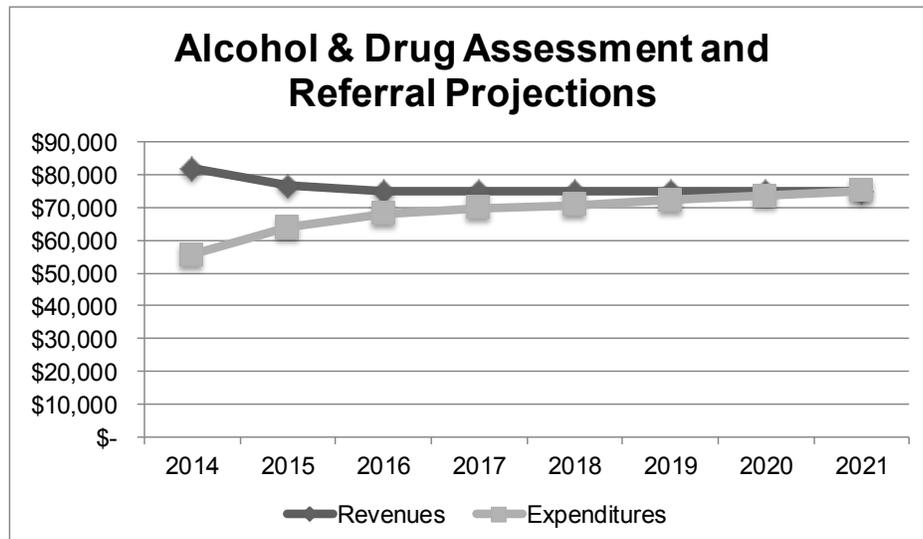
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>322,915</b>	<b>349,012</b>	<b>361,771</b>	<b>368,523</b>
<b>REVENUES</b>				
Court Fees	81,801	76,709	74,800	74,800
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues \$</b>	<b>\$ 81,801</b>	<b>\$ 76,709</b>	<b>\$ 74,800</b>	<b>\$ 74,800</b>
<b>EXPENSES</b>				
Personal Services	50,235	57,415	60,702	62,548
Contractual Services	3,215	4,423	4,346	4,346
Commodities	2,255	2,112	3,000	3,000
Capital Outlay				
Transfers				
Other				\$ 36,852
<b>Total Expenditures \$</b>	<b>\$ 55,705</b>	<b>\$ 63,950</b>	<b>\$ 68,048</b>	<b>\$ 106,746</b>
Revenue Net Expenses	\$ 26,096	\$ 12,759	\$ 6,752	\$ (31,946)
<b>Ending Balance</b>	<b>349,011</b>	<b>361,771</b>	<b>368,523</b>	<b>336,577</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

Revenues are contingent on the number of court cases and are projected to maintain flat growth. At this point in time, the fund provides funding for an employee and program costs so expenditure variance would depend on employee compensation and related program cost, which at this point have remained relatively flat. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Neighborhood Revitalization Fund

### REVENUE AND EXPENDITURE SUMMARY

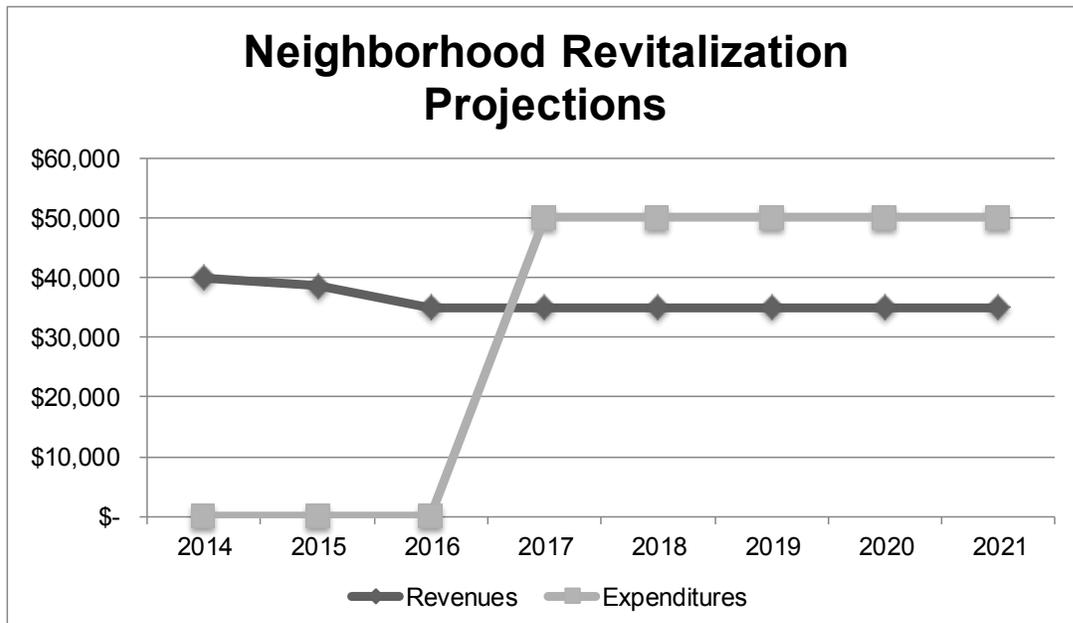
	2014 Actuals	2015 Actuals	2016 Projected	2017 Budget
<b>Beginning Balance</b>	<b>249,387</b>	<b>289,349</b>	<b>327,882</b>	<b>212,882</b>
<b>REVENUES</b>				
Other-Portion of NRA Rebate	39,962	38,533	35,000	35,000
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues \$</b>	<b>\$ 39,962</b>	<b>\$ 38,533</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	-	-	150,000	150,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Other	-	-	-	247,882
Transfers	-	-	-	-
<b>Total Expenditures \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 397,882</b>
Revenue Net Expenses	\$ 39,962	\$ 38,533	\$ (115,000)	\$ (362,882)
<b>Ending Balance</b>	<b>289,349</b>	<b>327,882</b>	<b>212,882</b>	<b>(150,000)</b>

### FUND PROFILE

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. At the end of 2015, the Fund had a balance of \$327,882 and the City was working on a plan to spend these funds.

### LONG TERM OUTLOOK

Revenues are collected as a portion of the neighborhood revitalization rebate taxpayers receive. The 2017 budget and forecast includes an estimate for implementation of a program.



# FUND SUMMARIES



## Historic Preservation Fund

### REVENUE AND EXPENDITURE SUMMARY

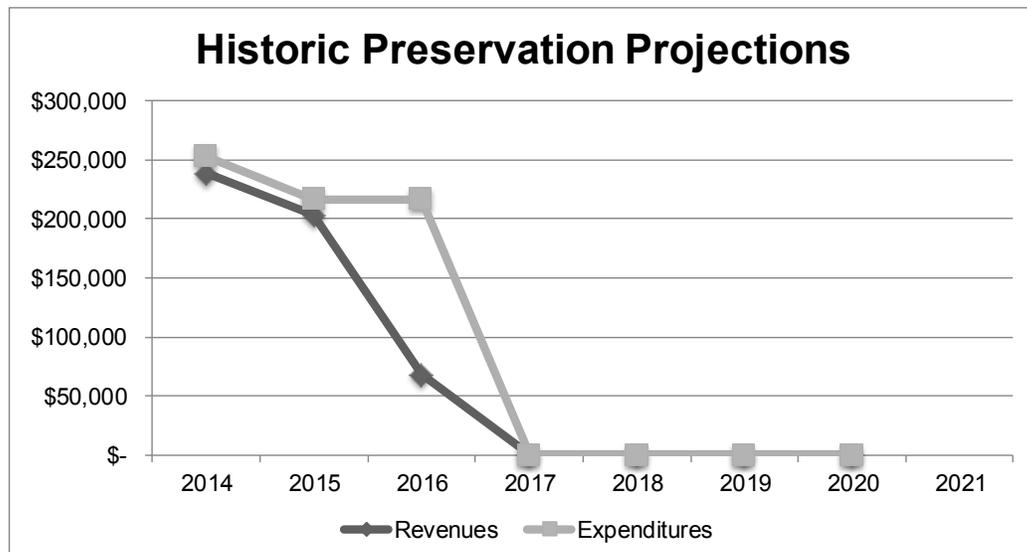
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>176,596</b>	<b>161,919</b>	<b>148,616</b>	-
<b>REVENUES</b>				
Transfer-From Transient Guest Tax	238,444	203,095	67,928	-
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues \$</b>	<b>\$ 238,444</b>	<b>\$ 203,095</b>	<b>\$ 67,928</b>	<b>\$ -</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	-	7,000	-	-
Contractual Services-Grants	253,121	209,398	216,545	-
Capital Outlay	-	-	-	-
Other	-	-	-	113,194
<b>Total Expenditures \$</b>	<b>\$ 253,121</b>	<b>\$ 216,398</b>	<b>\$ 216,545</b>	<b>\$ 113,194</b>
Revenue Net Expenses	\$ (14,677)	\$ (13,303)	\$ (148,617)	\$ (113,194)
<b>Ending Balance</b>	<b>161,919</b>	<b>148,616</b>	-	<b>(113,194)</b>

### FUND PROFILE

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

### LONG TERM OUTLOOK

Per Resolution 7253 established in 2002, the Transient Guest Tax rate was increased from 5% to 6% to collect funds for historic preservation. Of the 1% collected, \$200k was designated for specific projects (The Great Overland Station and Riverfront Park), and the remaining funds collected were deposited into this fund. The resolution expired at the end of 2015. The projections show the balance of the fund being spent in 2016, due to the transient guest tax allocation expiring in 2015. The contingency in 2017 is for any unspent carryover from preceding years.



# FUND SUMMARIES



## Special Highway (Motor Fuel) Fund

### REVENUE AND EXPENDITURE SUMMARY

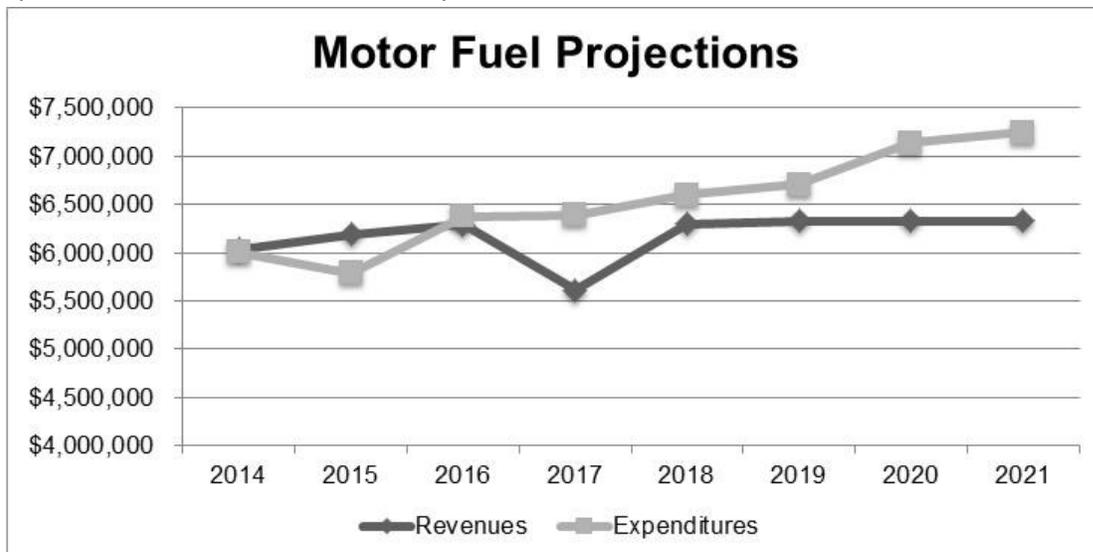
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>2,005,578</b>	<b>2,195,756</b>	<b>2,698,371</b>	<b>1,932,759</b>
<b>REVENUES</b>				
Intergovernmental-State and County	5,861,143	5,959,483	5,318,114	5,968,261
Fees-Inmate Program and Other	279,149	266,795	320,090	320,090
Miscellaneous	51,668	12,376	(25,616)	12,040
Other	-	51,176	-	-
<b>Total Revenues</b>	<b>\$ 6,191,960</b>	<b>\$ 6,289,830</b>	<b>\$ 5,612,588</b>	<b>\$ 6,300,391</b>
<b>EXPENSES</b>				
Personal Services	2,692,813	2,701,071	3,453,359	3,343,205
Contractual Services	1,542,801	1,626,296	1,481,347	1,528,176
Commodities	1,414,625	536,789	353,404	645,730
Capital Outlay	31,010	616,970	770,000	545,000
Other	-	-	-	606,211
Inmate Program	320,533	306,089	320,090	325,382
<b>Total Expenditures</b>	<b>\$ 6,001,782</b>	<b>\$ 5,787,215</b>	<b>\$ 6,378,200</b>	<b>\$ 6,993,704</b>
Revenue Net Expenses	\$ 190,178	\$ 502,615	\$ (765,612)	\$ (693,313)
<b>Ending Balance</b>	<b>2,195,756</b>	<b>2,698,371</b>	<b>1,932,759</b>	<b>1,239,446</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

Revenues in this fund are passed on from the State and the County. Funds are received through a tax on motor fuel, so revenues are contingent on amount of funds spent on motor fuel in the State. Revenues are projected to continue downward due to more efficient vehicles, and expenditures continue to rise due to rising personnel cost and aging streets infrastructure. It is projected that expenditures will need to decline to equal revenues.



# FUND SUMMARIES



## Countywide Half Cent Sales Tax Fund

### REVENUE AND EXPENDITURE SUMMARY

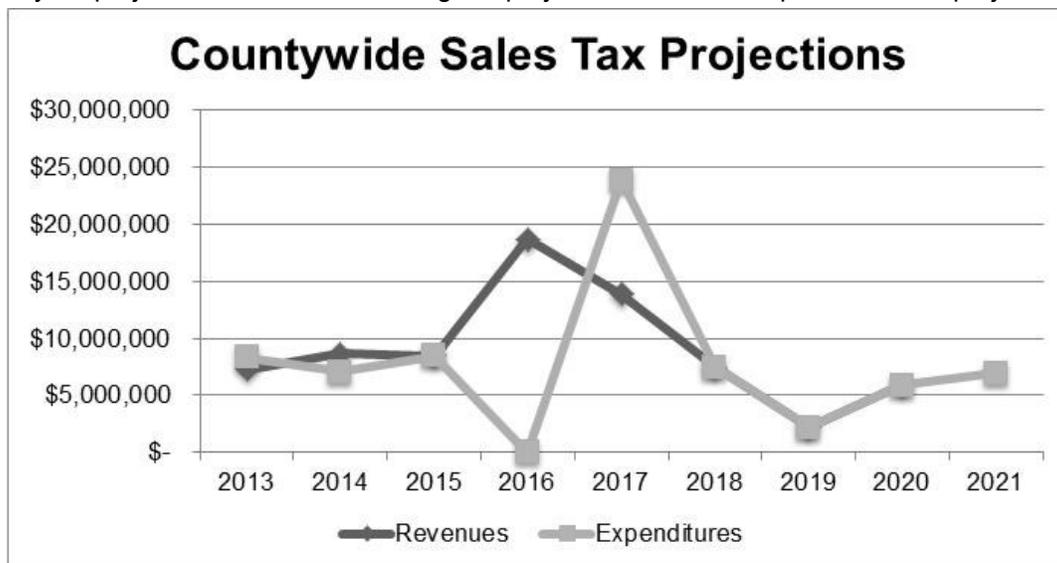
	2014 Actuals	2015 Actuals	2016 Projected	2017 Budget
<b>Beginning Balance</b>	<b>(1,598,078)</b>	-	-	<b>18,738,569</b>
<b>REVENUES</b>				
Half Cent Sales Tax Collections	8,652,048	8,599,533	8,738,569	13,232,478
Intergovernmental revenue	-	-	10,000,000	-
Miscellaneous	-	-	-	661,624
<b>Total Revenues</b>	<b>\$ 8,652,048</b>	<b>\$ 8,599,533</b>	<b>\$ 18,738,569</b>	<b>\$ 13,894,102</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	7,053,970	8,599,533	-	23,232,478
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Other	-	-	-	661,624
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 7,053,970</b>	<b>\$ 8,599,533</b>	<b>\$ -</b>	<b>\$ 23,894,102</b>
Revenue Net Expenses	\$ 1,598,078	\$ -	\$ 18,738,569	\$ (10,000,000)
<b>Ending Balance</b>	-	-	<b>18,738,569</b>	<b>8,738,569</b>

### FUND PROFILE

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

### LONG TERM OUTLOOK

The Countywide Half Cent Sales Tax was extended through 2031, at which point voters will decide whether or not to continue the special sales tax. Money will be expended until projects are complete and the fund is depleted. 2017 includes an extra \$10m projected excess from Phase I of the tax. Future year projections are demonstrating the projected amount of expenditures on projects.



# FUND SUMMARIES



## Citywide Half Cent Sales Tax Fund

### REVENUE AND EXPENDITURE SUMMARY

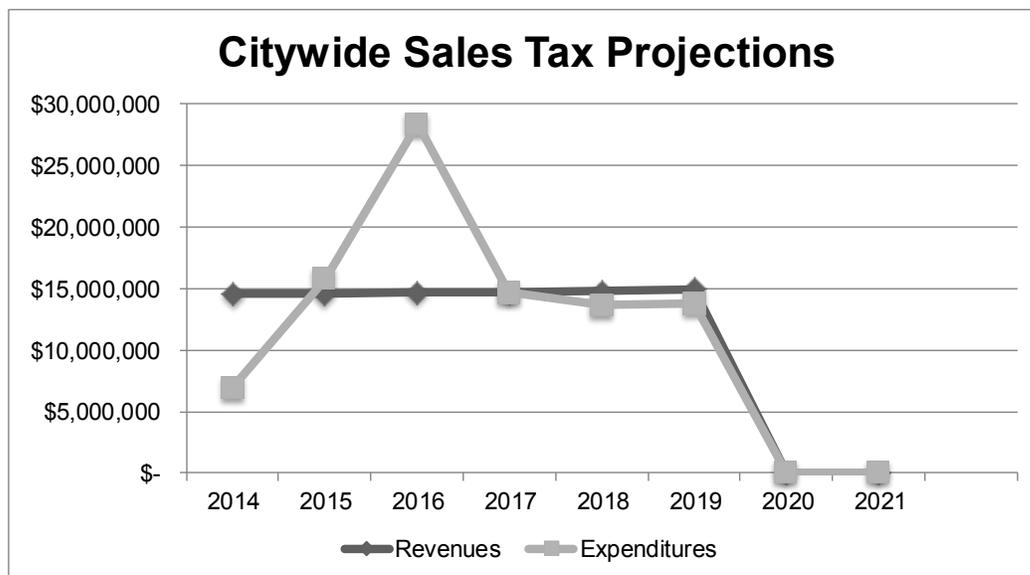
	2014 Actuals	2015 Actuals	2016 Projected	2017 Budget
<b>Beginning Balance</b>	<b>11,350,631</b>	<b>19,012,068</b>	<b>17,828,969</b>	<b>4,155,570</b>
<b>REVENUES</b>				
Half Cent Sales Tax Collections	14,496,741	14,474,856	14,672,203	14,619,605
Intergovernmental	-	-	-	-
Miscellaneous	93,924	82,876	30,000	30,000
<b>Total Revenues</b>	<b>\$ 14,590,665</b>	<b>\$ 14,557,732</b>	<b>\$ 14,702,203</b>	<b>\$ 14,649,605</b>
<b>EXPENSES</b>				
Personal Services	153,121	96,163	165,410	169,328
Contractual Services	6,776,107	13,330,919	27,517,171	13,680,772
Commodities	-	-	693,021	800,000
Capital Outlay	-	13,749	-	-
Transfers	-	2,300,000	-	-
Other	-	-	-	4,155,075
<b>Total Expenditures</b>	<b>\$ 6,929,228</b>	<b>\$ 15,740,831</b>	<b>\$ 28,375,602</b>	<b>\$ 18,805,175</b>
Revenue Net Expenses	\$ 7,661,437	\$ (1,183,099)	\$ (13,673,399)	\$ (4,155,570)
<b>Ending Balance</b>	<b>19,012,068</b>	<b>17,828,969</b>	<b>4,155,570</b>	<b>0</b>

### FUND PROFILE

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.

### LONG TERM OUTLOOK

This sales tax will continue to collect until 2019, and revenues are projected to grow 1% per year. Revenues are heavily contingent on the economy and spending patterns. The majority of this fund's expenditures support projects in the Capital Improvement Plan, as well as some staff support costs. The high fund balance accumulated at the end of 2014 allowed the City to increase spending in 2016 to create a one-time influx of money to improve neighborhood streets. Spending returned to regular levels in 2017. Any remaining fund balance is spent in year 2020 as the tax ends in 2019.



# FUND SUMMARIES



## Tax Increment Financing (TIF) Fund

### REVENUE AND EXPENDITURE SUMMARY

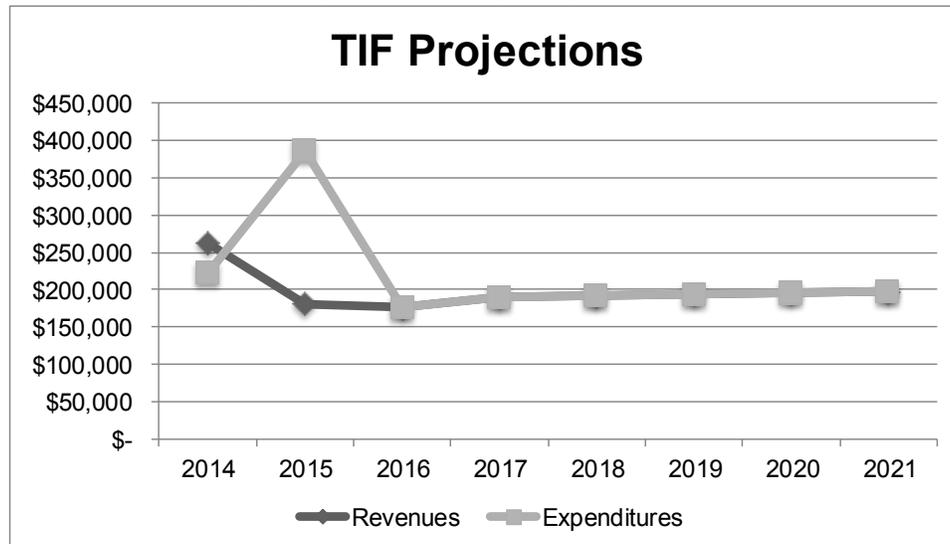
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>165,136</b>	<b>205,080</b>	-	-
<b>REVENUES</b>				
Taxes	262,219	181,580	176,569	190,000
Intergovernmental	-	-	-	-
Miscellaneous	(22)	-	-	-
Other	-	-	-	-
<b>Total Revenues</b>	<b>\$ 262,197</b>	<b>\$ 181,580</b>	<b>\$ 176,569</b>	<b>\$ 190,000</b>
<b>EXPENSES</b>				
Personal Services	-	-	-	-
Contractual Services	-	210,072	-	-
Commodities	-	-	-	-
Debt Service	222,251	1,000	-	-
Transfers	2	175,588	176,569	190,000
<b>Total Expenditures</b>	<b>\$ 222,253</b>	<b>\$ 386,660</b>	<b>\$ 176,569</b>	<b>\$ 190,000</b>
Revenue Net Expenses	\$ 39,944	\$ (205,080)	\$ -	\$ -
<b>Ending Balance</b>	<b>205,080</b>	-	-	-

### FUND PROFILE

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.

### LONG TERM OUTLOOK

Revenues and expenditures are based on the amount of taxes generated in the district. Through 2014, the expenditures represented debt service payments for College Hill only, as the Eastgate Development had not generated any debt or other project costs. In 2015 and 2016, budget authority is built in for Eastgate to prepare for potential improvements. Expenditures and revenue fell because College Hill became the city's only TIF district beginning in 2017.



# FUND SUMMARIES



## Community Improvement District (CID) Fund

### REVENUE AND EXPENDITURE SUMMARY

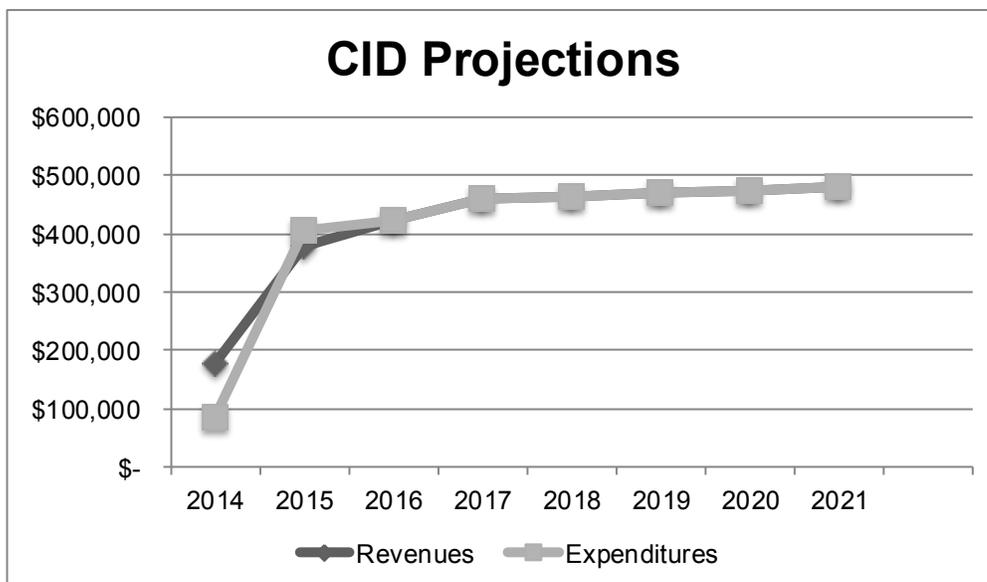
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>14,280</b>	<b>107,160</b>	<b>82,269</b>	<b>82,269</b>
<b>REVENUES</b>				
Taxes	178,097	379,987	421,480	460,000
<b>Total Revenues \$</b>	<b>\$ 178,097</b>	<b>\$ 379,987</b>	<b>\$ 421,480</b>	<b>\$ 460,000</b>
<b>EXPENSES</b>				
Contractual Services	85,217	404,878	421,480	460,000
<b>Total Expenditures \$</b>	<b>\$ 85,217</b>	<b>\$ 404,878</b>	<b>\$ 421,480</b>	<b>\$ 460,000</b>
Revenue Net Expenses	\$ 92,880	\$ (24,891)	\$ -	\$ -
<b>Ending Balance</b>	<b>107,160</b>	<b>82,269</b>	<b>82,269</b>	<b>82,269</b>

### FUND PROFILE

This fund receives the extra levied 1% sales tax generated within the Holliday Square District and 12th and Wanamaker. Then 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.

### LONG TERM OUTLOOK

Revenues and expenditures are based on the amount of sales taxes generated in the districts. 2013 revenues represent the Holliday Square district only, and the 12th and Wanamaker district was new in 2014. 2017-2021 expenditures are forecasted to equal revenues.



# FUND SUMMARIES



## Debt Service Fund

### REVENUE AND EXPENDITURE SUMMARY

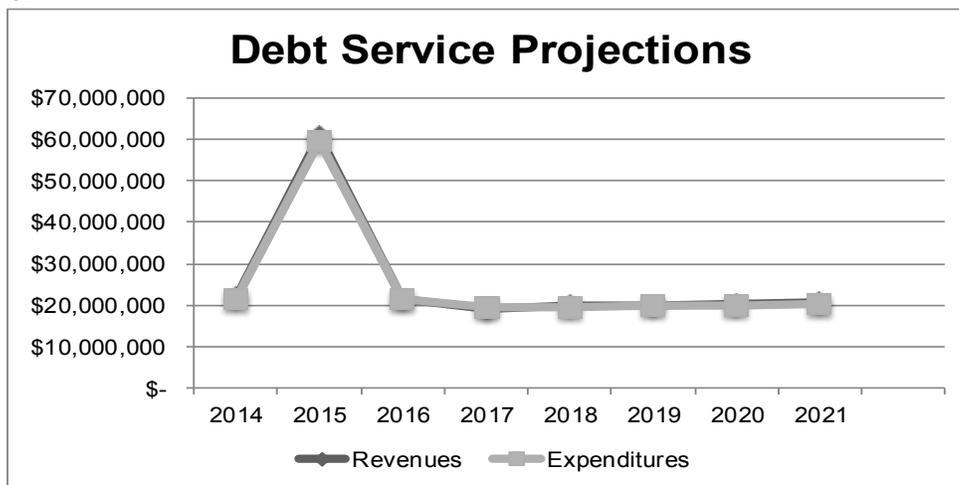
	2014 Actuals	2015 Actuals	2016 Projected	2017 Budget
<b>Beginning Balance</b>	<b>2,397,446</b>	<b>2,478,377</b>	<b>3,600,565</b>	<b>3,611,565</b>
<b>REVENUES</b>				
Taxes	15,250,902	15,744,121	15,933,072	16,145,262
Intergovernmental	3,587,744	3,450,656	-	40,000
Special Assessments	2,168,623	1,959,635	2,298,648	2,711,759
Miscellaneous	226,069	51,870	126,250	127,513
Other	514,646	39,584,895	3,376,050	433,702
<b>Total Revenues</b>	<b>\$ 21,747,984</b>	<b>\$ 60,791,177</b>	<b>\$21,734,020</b>	<b>\$19,458,236</b>
<b>EXPENSES</b>				
Contractual Services	20,475	301,101	45,000	45,000
Debt Service	21,646,578	58,855,888	21,478,020	19,125,236
Other	-	-	-	1,323,889
Transfers	-	512,000	200,000	500,000
<b>Total Expenditures</b>	<b>\$ 21,667,053</b>	<b>\$ 59,668,989</b>	<b>\$21,723,020</b>	<b>\$20,994,125</b>
Revenue Net Expenses	\$ 80,931	\$ 1,122,188	\$ 11,000	\$ (1,535,889)
<b>Ending Balance</b>	<b>2,478,377</b>	<b>3,600,565</b>	<b>3,611,565</b>	<b>2,075,676</b>

### FUND PROFILE

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

### LONG TERM OUTLOOK

The major source of revenue in the Debt Service fund is property tax. Additionally the fund receives revenues for special purposes such as transfers for Countywide Half Cent Sales Tax projects, sales tax generated for Heartland Park, and special assessments. The majority of expenses in the Debt Service fund are for principle and interest payments which are based on a pay schedule. The City's goal is to transition from a 20-year payback schedule to 15-year payback schedule.



# FUND SUMMARIES



## Parking Fund

### REVENUE AND EXPENDITURE SUMMARY

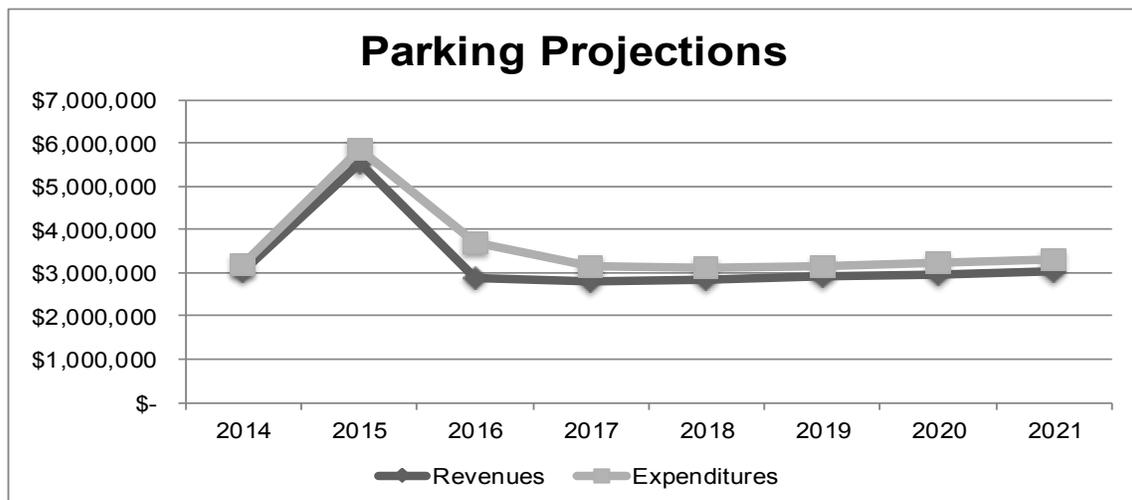
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>2,584,222</b>	<b>2,442,080</b>	<b>2,124,016</b>	<b>1,304,151</b>
<b>REVENUES</b>				
Taxes	-	-	-	-
Fees	2,819,455	2,625,855	2,676,736	2,596,107
Fines	199,852	183,287	175,515	183,287
Miscellaneous	34,327	27,650	19,000	19,000
Other	2,710	2,706,588	-	-
<b>Total Revenues</b>	<b>\$ 3,056,345</b>	<b>\$ 5,543,380</b>	<b>\$ 2,871,251</b>	<b>\$ 2,798,394</b>
<b>EXPENSES</b>				
Personal Services	780,056	703,740	778,137	825,012
Contractual Services	1,191,946	1,095,150	1,194,152	1,219,230
Commodities	138,455	188,830	163,850	143,600
Capital Outlay	-	-	690,000	108,000
Debt Service	287,015	3,110,475	864,978	840,796
Other	801,015	763,249	-	-
<b>Total Expenditures</b>	<b>\$ 3,198,487</b>	<b>\$ 5,861,444</b>	<b>\$ 3,691,117</b>	<b>\$ 3,136,638</b>
Revenue Net Expenses	\$ (142,142)	\$ (318,064)	\$ (819,865)	\$ (338,244)
<b>Ending Balance</b>	<b>2,442,080</b>	<b>2,124,016</b>	<b>1,304,151</b>	<b>965,907</b>

### FUND PROFILE

The parking fund supports all on-street and garage parking that the City owns throughout Topeka. Revenues are utilized to support ongoing maintenance and debt service payments of the parking garages. The parking administration manages seven parking garages, eight surface lots and 3,293 on-street (1,633 metered) public parking spaces in the central downtown business district.

### LONG TERM OUTLOOK

The major source of revenue in the parking fund is user fees. The City does not anticipate any major changes in operations at this point in time so modest growth in revenues and expenditures are projected. The expenditure increase in 2016 is due to a one-time capital improvement project.



# FUND SUMMARIES



## Information Technology Fund

### REVENUE AND EXPENDITURE SUMMARY

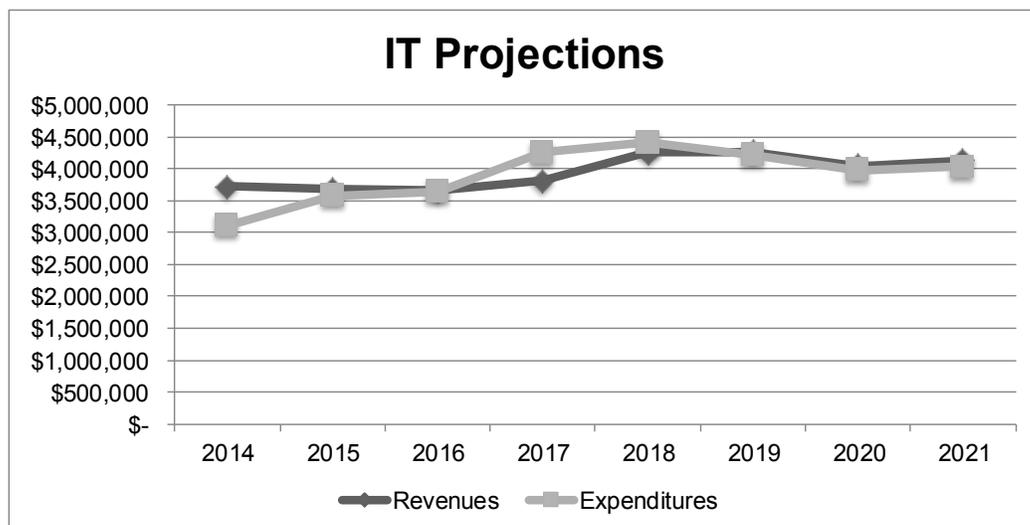
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>565,497</b>	<b>1,186,128</b>	<b>1,290,301</b>	<b>1,300,301</b>
<b>REVENUES</b>				
License and Permits	82,826	33,441	10,000	10,000
Internal Service Fees	3,646,564	3,646,563	3,646,564	3,806,906
Fines	-	-	-	-
Miscellaneous	655	-	-	-
Other	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,730,045</b>	<b>\$ 3,680,004</b>	<b>\$ 3,656,564</b>	<b>\$ 3,816,906</b>
<b>EXPENSES</b>				
Personal Services	1,222,927	1,345,989	1,351,675	1,585,825
Contractual Services	1,371,752	1,934,474	2,117,036	2,054,757
Commodities	231,066	294,951	177,853	169,792
Capital Outlay	-	-	-	445,000
Other	283,669	417	-	-
<b>Total Expenditures</b>	<b>\$ 3,109,414</b>	<b>\$ 3,575,831</b>	<b>\$ 3,646,564</b>	<b>\$ 4,255,374</b>
Revenue Net Expenses	\$ 620,631	\$ 104,173	\$ 10,000	\$ (438,468)
<b>Ending Balance</b>	<b>1,186,128</b>	<b>1,290,301</b>	<b>1,300,301</b>	<b>861,833</b>

### FUND PROFILE

The technology needs of the City are funded through this internal service fund, supported by fees from Departments. Programs included in this fund are Telecom, Computing and Business Systems, and 17 employees are budgeted in this fund.

### LONG TERM OUTLOOK

Revenues are generated from Departments based on anticipated technological needs. Expenditures vary year to year: Some purchases are annual and others are infrequent, one-time technology purchases. It can be difficult to forecast this fund because of unanticipated technological advances and needs, so the forecast is based on recent expenditure patterns. In 2017, several capital projects will be partially paid for out of the fund balance which is why expenditures exceed revenues.



# FUND SUMMARIES



## Fleet Fund

### REVENUE AND EXPENDITURE SUMMARY

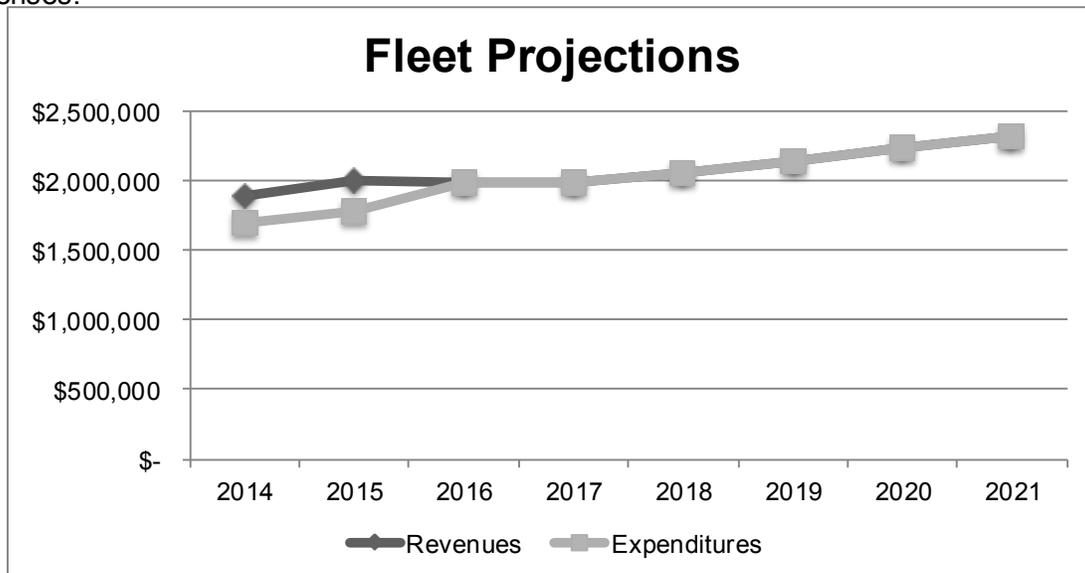
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>490,416</b>	<b>684,747</b>	<b>898,836</b>	<b>898,836</b>
<b>REVENUES</b>				
Internal Service Fees	1,875,595	1,982,617	1,980,000	1,980,000
Miscellaneous	7,890	7,759	-	-
Other	846	7,677	-	-
<b>Total Revenues \$</b>	<b>\$ 1,884,331</b>	<b>\$ 1,998,053</b>	<b>\$ 1,980,000</b>	<b>\$ 1,980,000</b>
<b>EXPENSES</b>				
Personal Services	1,293,811	1,293,314	1,375,208	1,499,653
Contractual Services	280,327	324,489	398,799	329,942
Commodities	42,626	88,648	92,153	99,905
Capital Outlay	-	20	113,840	50,500
Other	73,235	77,493	-	-
<b>Total Expenditures \$</b>	<b>\$ 1,689,999</b>	<b>\$ 1,783,964</b>	<b>\$ 1,980,000</b>	<b>\$ 1,980,000</b>
Revenue Net Expenses	\$ 194,332	\$ 214,089	\$ -	\$ -
<b>Ending Balance</b>	<b>684,748</b>	<b>898,836</b>	<b>898,836</b>	<b>898,836</b>

### FUND PROFILE

The Fleet Fund provides services for maintenance and repairs of all City vehicles. Fleet Services has three maintenance facilities that help maintain and repair 1,000 vehicles and pieces of equipment.

### LONG TERM OUTLOOK

Revenues are generated from Departments based on the amount of funding anticipated to support fleet operations. This amount is based on prior year actuals and projected personnel costs. Expenditures are projected to continue to increase based on increased personnel expenses.



# FUND SUMMARIES



## Facilities Fund

### REVENUE AND EXPENDITURE SUMMARY

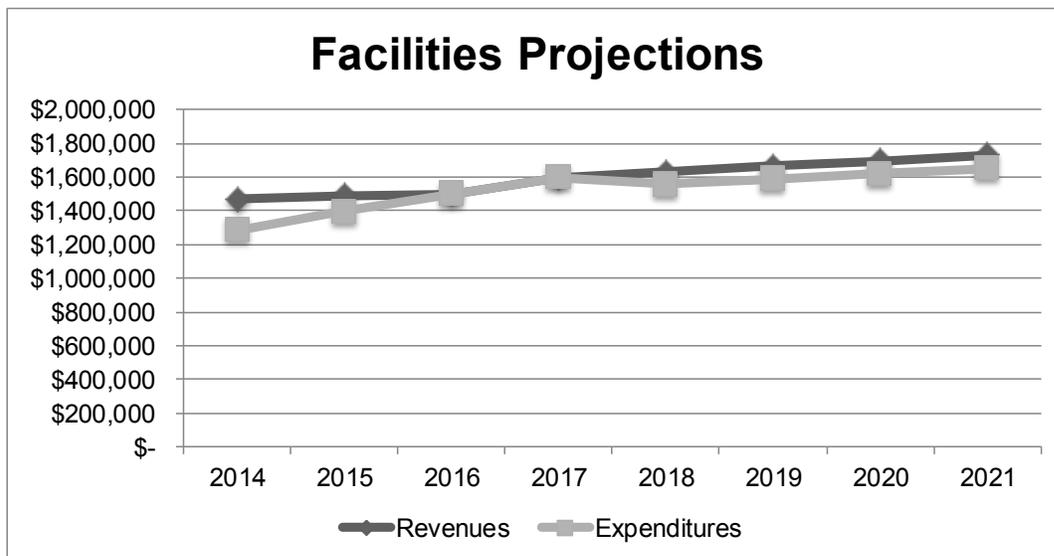
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>118,383</b>	<b>302,697</b>	<b>395,561</b>	<b>395,561</b>
<b>REVENUES</b>				
Taxes	-	-	-	-
Internal Service Fees	1,262,404	1,489,226	1,498,445	1,600,014
Fines	-	-	-	-
Miscellaneous	5,852	1,228	-	-
Other	200,000	1,413	-	-
<b>Total Revenues</b>	<b>\$ 1,468,256</b>	<b>\$ 1,491,867</b>	<b>\$ 1,498,445</b>	<b>\$ 1,600,014</b>
<b>EXPENSES</b>				
Personal Services	719,856	723,345	882,430	996,289
Contractual Services	485,046	596,046	539,015	528,425
Commodities	80,016	68,590	77,000	75,300
Capital Outlay	-	-	-	-
Other	3,546	3,546	-	395,561
Clearing	(4,522)	7,476	-	-
<b>Total Expenditures</b>	<b>\$ 1,283,942</b>	<b>\$ 1,399,003</b>	<b>\$ 1,498,445</b>	<b>\$ 1,995,575</b>
Revenue Net Expenses	\$ 184,314	\$ 92,864	\$ -	\$ (395,561)
<b>Ending Balance</b>	<b>302,697</b>	<b>395,561</b>	<b>395,561</b>	<b>-</b>

### FUND PROFILE

New in 2013, the Facilities Fund pays for maintenance and repairs of more than 100 City-owned facilities. Prior to 2013, Facilities was a division within the Public Works Department funded through the General Fund. Since 2013, Departments are charged an internal service fee based on square footage and facility needs to support this Fund.

### LONG TERM OUTLOOK

Revenues are generated from Departments based on the amount of funding anticipated to support facility operations. This amount is based on prior year actuals and projected personnel costs. Each year a certain amount of money is set aside for capital needs to correct one-time larger items with cash as needed. The 2017 budget includes a contingency to account for the potential of higher expenditure needs.



# FUND SUMMARIES



## Insurance (Property and Vehicle) Fund

### REVENUE AND EXPENDITURE SUMMARY

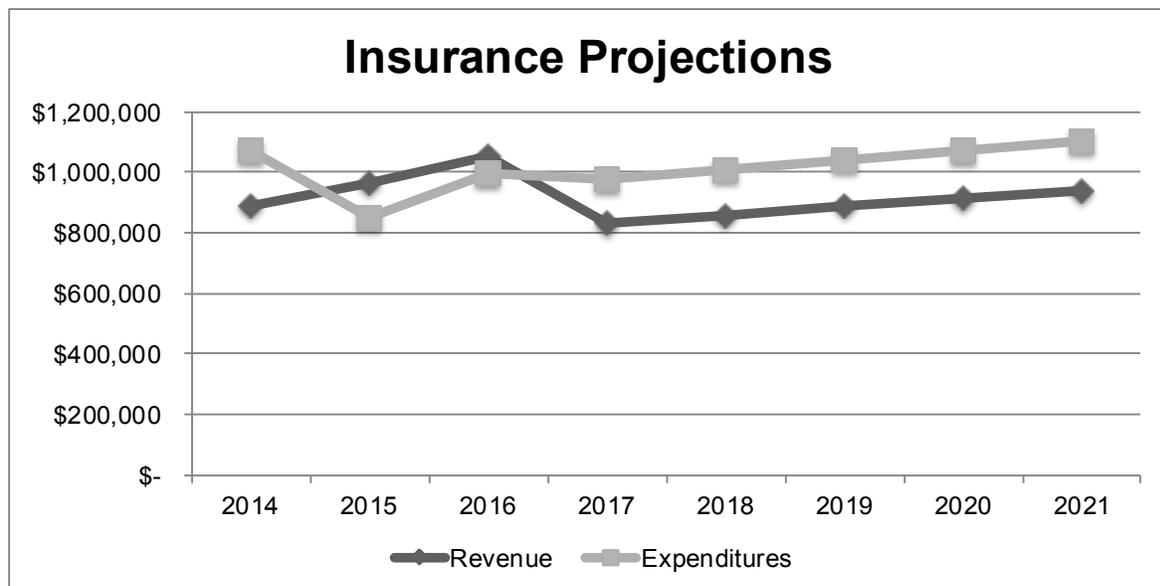
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>578,257</b>	<b>391,212</b>	<b>503,125</b>	<b>565,852</b>
<b>REVENUES</b>				
Internal Service Fees	879,371	959,242	1,051,727	824,899
Miscellaneous	7,478	5,077	4,356	10,000
<b>Total Revenues \$</b>	<b>\$ 886,849</b>	<b>\$ 964,319</b>	<b>\$ 1,056,083</b>	<b>\$ 834,899</b>
<b>EXPENSES</b>				
Contractual Services	1,073,894	852,406	993,356	979,946
Commodities	-	-	-	-
<b>Total Expenditures \$</b>	<b>\$ 1,073,894</b>	<b>\$ 852,406</b>	<b>\$ 993,356</b>	<b>\$ 979,946</b>
Revenue Net Expenses	\$ (187,045)	\$ 111,913	\$ 62,727	\$ (145,047)
<b>Ending Balance</b>	<b>391,212</b>	<b>503,125</b>	<b>565,852</b>	<b>420,805</b>

### FUND PROFILE

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 their past three year claims.

### LONG TERM OUTLOOK

Revenues are generated from Departments based on the amount of funding needed to pay for claims and insurance premiums.



# FUND SUMMARIES



## Worker's Compensation Fund

### REVENUE AND EXPENDITURE SUMMARY

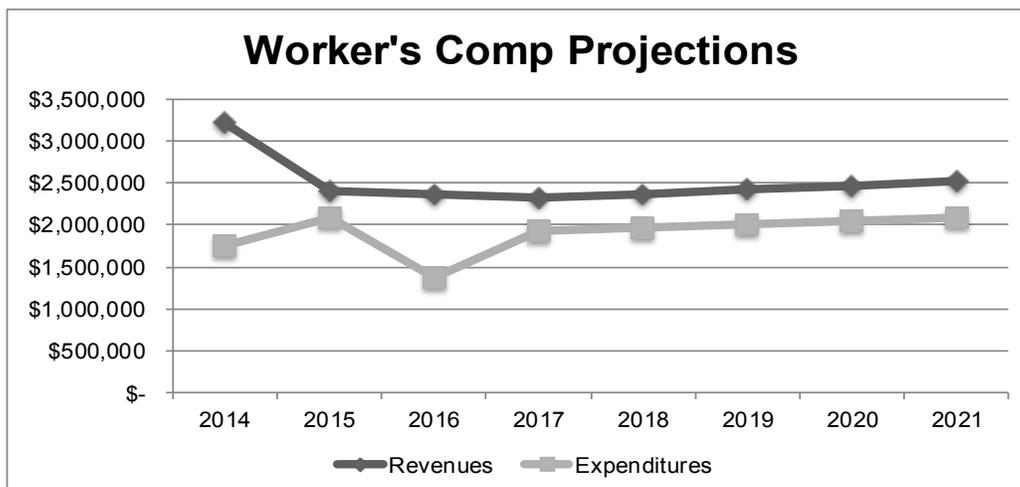
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>(1,559,243)</b>	<b>(81,558)</b>	<b>244,682</b>	<b>1,226,690</b>
<b>REVENUES</b>				
Taxes	-	-	-	-
Internal Service Fees	2,377,449	2,373,452	2,361,569	2,323,158
Fines	-	-	-	-
Miscellaneous	42,605	39,022	1,500	1,500
Other	800,000	-	-	-
<b>Total Revenues</b>	<b>\$ 3,220,054</b>	<b>\$ 2,412,474</b>	<b>\$ 2,363,069</b>	<b>\$ 2,324,658</b>
<b>EXPENSES</b>				
Personal Services	86,139	88,834	89,248	94,978
Contractual Services	1,656,223	1,997,320	1,291,363	1,840,908
Commodities	7	80	450	750
Capital Outlay	-	-	-	-
Other	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,742,369</b>	<b>\$ 2,086,234</b>	<b>\$ 1,381,061</b>	<b>\$ 1,936,636</b>
Revenue Net Expenses	\$ 1,477,685	\$ 326,240	\$ 982,008	\$ 388,022
<b>Ending Balance</b>	<b>(81,558)</b>	<b>244,682</b>	<b>1,226,690</b>	<b>1,614,712</b>

### FUND PROFILE

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

### LONG TERM OUTLOOK

Revenues are generated from Departments based on a percentage of their employees' wages. Expenditures vary based on the types of worker's compensation claims made. The impact of claims is mitigated as much as possible through education, prevention programs, and a third-party vendor who reviews claims. The increased revenue in 2014 was due to a one-time transfer from the risk reserve fund.



# FUND SUMMARIES



## Health Fund

### REVENUE AND EXPENDITURE SUMMARY

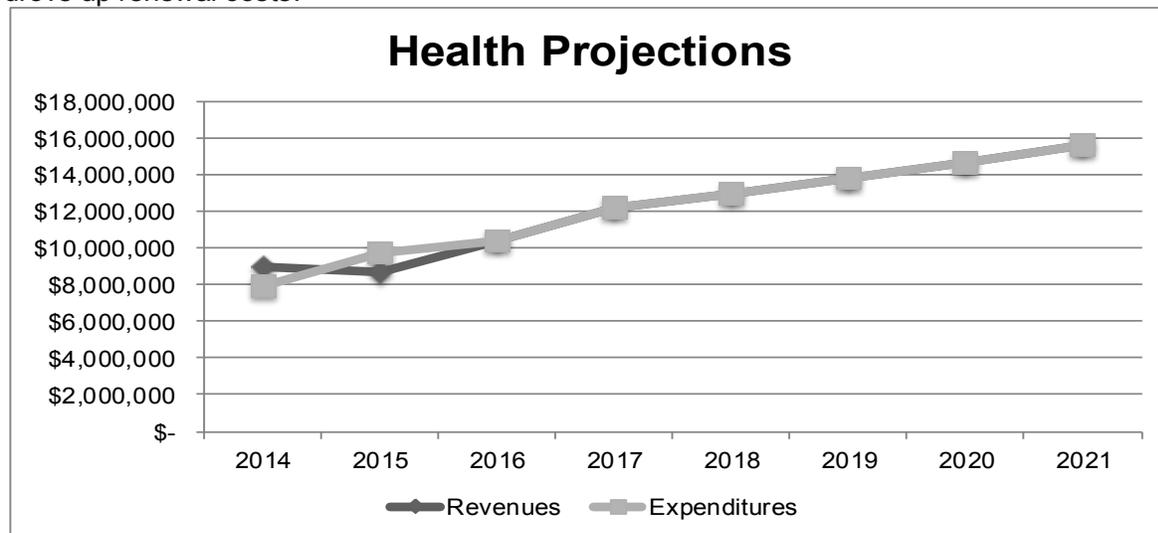
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>4,840,679</b>	<b>5,897,791</b>	<b>4,852,708</b>	<b>4,832,347</b>
<b>REVENUES</b>				
Fees	8,966,365	8,672,654	10,402,098	12,143,002
Miscellaneous	46,831	11,549	5,000	12,589
<b>Total Revenues</b>	<b>\$ 9,013,196</b>	<b>\$ 8,684,203</b>	<b>\$10,407,098</b>	<b>\$12,155,591</b>
<b>EXPENSES</b>				
Personal Services	-	23,801	24,543	29,562
Contractual Services	7,956,084	9,380,485	10,152,916	12,126,029
Commodities	-	-	-	-
Other	-	-	-	-
Transfer to Projects	-	325,000	250,000	-
<b>Total Expenditures</b>	<b>\$ 7,956,084</b>	<b>\$ 9,729,286</b>	<b>\$10,427,459</b>	<b>\$12,155,591</b>
Revenue Net Expenses	\$ 1,057,112	\$ (1,045,083)	\$ (20,361)	\$ -
<b>Ending Balance</b>	<b>5,897,791</b>	<b>4,852,708</b>	<b>4,832,347</b>	<b>4,832,347</b>

### FUND PROFILE

The fund provides fiscal and accounting control for the City employee health self-insurance plan. Funding is allocated from the 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.

### LONG TERM OUTLOOK

In 2011, the fund balance in this fund was diminished due to underfunding and high claims. Both employer and employee health costs were increased to improve the health of the fund. In 2013 the fund reached a healthy balance and began to implement measures to make it an attractive health plan. Overall expenditures are projected to increase based on increasing claims due to employee lifestyles and wellness initiatives. 2014 and 2015 expenditures include the upfront costs of the wellness clinic and initiatives. 2017 expenditures increase due to high claims that drove up renewal costs.



# FUND SUMMARIES



## Risk Management Reserve Fund

### REVENUE AND EXPENDITURE SUMMARY

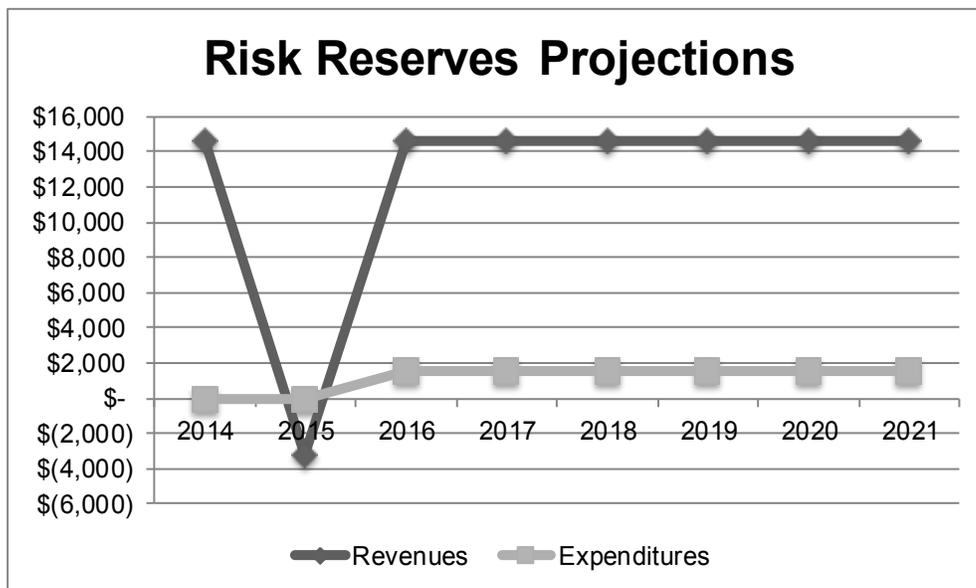
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>(2,936)</b>	<b>11,644</b>	<b>8,411</b>	<b>21,491</b>
<b>REVENUES</b>				
Miscellaneous	14,580	(3,233)	14,580	14,580
<b>Total Revenues \$</b>	<b>\$ 14,580</b>	<b>\$ (3,233)</b>	<b>\$ 14,580</b>	<b>\$ 14,580</b>
<b>EXPENSES</b>				
Contractual Services	-	-	1,500	1,500
Transfer to Projects	-	-	-	-
<b>Total Expenditures \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Revenue Net Expenses	\$ 14,580	\$ (3,233)	\$ 13,080	\$ 13,080
<b>Ending Balance</b>	<b>11,644</b>	<b>8,411</b>	<b>21,491</b>	<b>34,571</b>

### FUND PROFILE

This fund provides money to reimburse the City from insurable losses not otherwise insured. No additional funding is being allocated for 2015 except for interest income, and the only budgeted expenses are for a portion of an actuarial study. In 2014, much of the fund balance was transferred to the Workers Compensation Fund.

### LONG TERM OUTLOOK

Revenues and expenditures in this fund are projected to remain flat as it is a reserve fund, only to be used if absolutely necessary.



# FUND SUMMARIES



## Unemployment Fund

### REVENUE AND EXPENDITURE SUMMARY

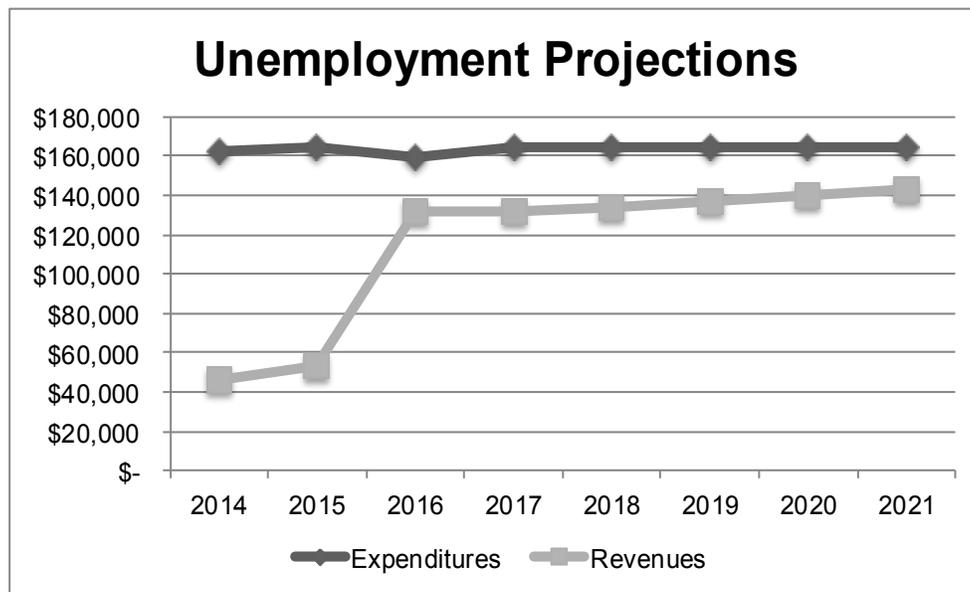
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>101,480</b>	<b>217,555</b>	<b>328,539</b>	<b>356,114</b>
<b>REVENUES</b>				
Fees	162,764	163,966	159,332	164,669
<b>Total Revenues \$</b>	<b>\$ 162,764</b>	<b>\$ 163,966</b>	<b>\$ 159,332</b>	<b>\$ 164,669</b>
<b>EXPENSES</b>				
Contractual Services	46,689	52,982	131,757	131,701
<b>Total Expenditures \$</b>	<b>\$ 46,689</b>	<b>\$ 52,982</b>	<b>\$ 131,757</b>	<b>\$ 131,701</b>
Revenue Net Expenses	\$ 116,075	\$ 110,984	\$ 27,575	\$ 32,968
<b>Ending Balance</b>	<b>217,555</b>	<b>328,539</b>	<b>356,114</b>	<b>389,082</b>

### FUND PROFILE

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 .25% on employee wages.

### LONG TERM OUTLOOK

Revenues in this fund are generated based on a percentage of each employees' salary. Revenues will grow at the same pace employee compensation grows, and expenditures are projected to remain flat or decrease as unemployment claims lessen.



# FUND SUMMARIES



## Water Fund

### REVENUE AND EXPENDITURE SUMMARY

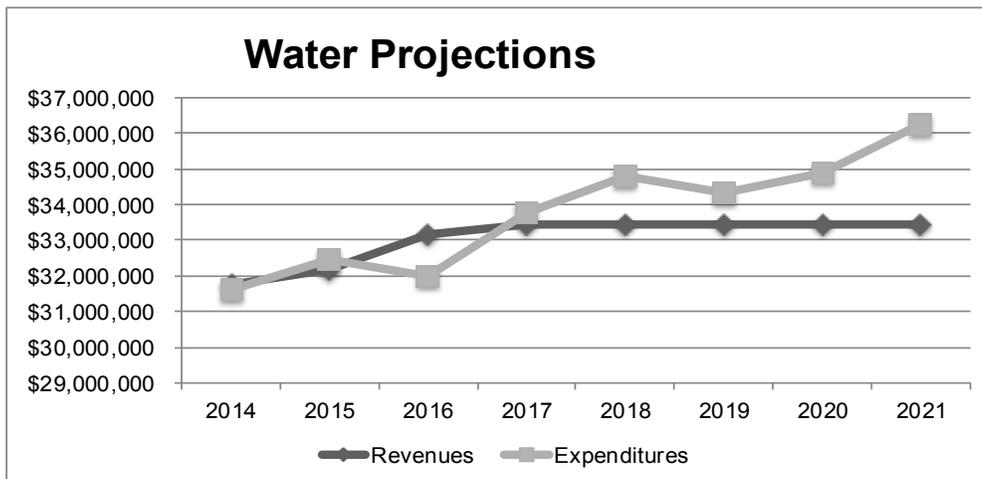
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>12,524,527</b>	<b>12,678,768</b>	<b>12,401,758</b>	<b>13,579,401</b>
<b>REVENUES</b>				
Taxes	-	-	-	-
Fees	27,665,062	30,547,162	32,002,000	32,002,000
Fines	-	-	-	-
Miscellaneous	4,094,860	1,506,730	1,168,000	1,168,000
Transfer from Projects	-	-	-	-
<b>Total Revenues</b>	<b>\$ 31,759,922</b>	<b>\$ 32,186,786</b>	<b>\$ 33,170,000</b>	<b>\$ 33,451,500</b>
<b>EXPENSES</b>				
Personal Services	7,564,621	7,464,840	8,620,764	8,783,835
Contractual Services	10,630,378	10,910,813	10,019,868	10,167,411
Commodities	5,001,390	5,274,835	5,439,600	5,987,800
Capital Outlay	-	16,772	800,000	300,000
Debt Services	3,080,759	8,790,521	6,889,625	6,894,209
Other	5,328,533	(315)	222,500	823,084
Transfers	-	-	-	800,000
Clearing	-	6,330	-	-
<b>Total Expenditures</b>	<b>\$ 31,605,681</b>	<b>\$ 32,463,796</b>	<b>\$ 31,992,357</b>	<b>\$ 33,756,339</b>
Revenue Net Expenses	\$ 154,241	\$ (277,010)	\$ 1,177,643	\$ (304,839)
<b>Ending Balance</b>	<b>12,678,768</b>	<b>12,401,758</b>	<b>13,579,401</b>	<b>13,274,565</b>

### FUND PROFILE

This fund is for all activities in the Water Utility. The Water Utility supplies drinking water to Topeka, Shawnee County and surrounding counties. The Utility is operated, maintained, and improved entirely by fees for services. The Water Utility is comprised of three functional areas: Customer Services, Water Services and Business Services.

### LONG TERM OUTLOOK

Revenues in the water fund are dependent on both usage and rates. Usage varies year to year based on customer needs and weather, and rates are set by the Governing Body. In 2015, the city incorporated rate increases for the first time since 2011 to cover rising costs. In 2016, the city implemented a utility reserve fund which accounts for some expenditure that would have previously been accounted for in this fund. Rate increases end in 2017, as such revenues assumptions are flat until new rates are implemented.



# FUND SUMMARIES



## Stormwater Fund

### REVENUE AND EXPENDITURE SUMMARY

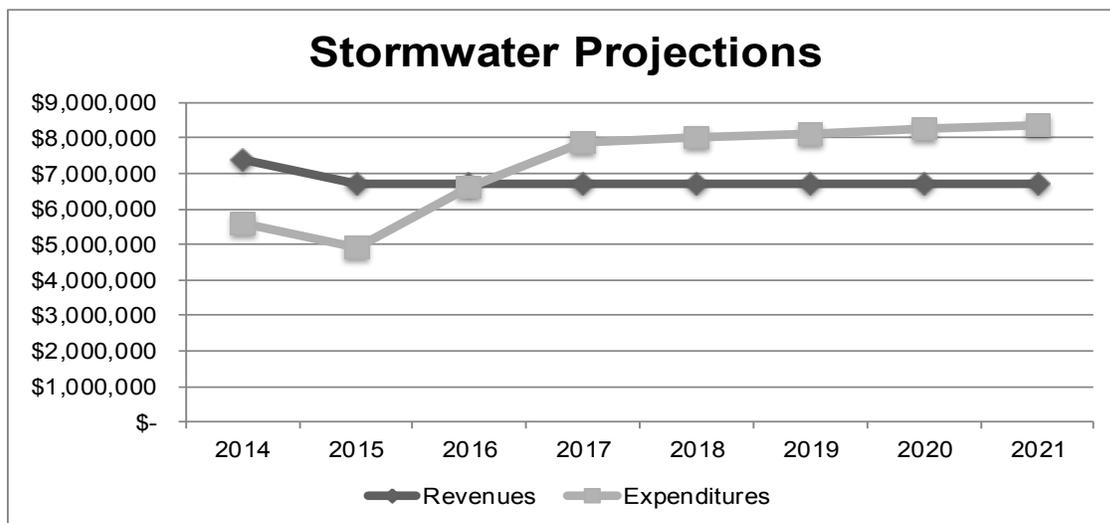
	2014	2015	2016	2017
	Actuals	Actuals	Budget	Budget
<b>Beginning Balance</b>	<b>2,908,514</b>	<b>4,708,803</b>	<b>6,484,176</b>	<b>6,575,478</b>
<b>REVENUES</b>				
Fees	6,635,963	6,521,197	6,650,000	6,650,000
Miscellaneous	743,855	173,384	63,000	63,000
<b>Total Revenues \$</b>	<b>7,379,819</b>	<b>\$ 6,694,581</b>	<b>\$ 6,713,000</b>	<b>\$ 6,713,000</b>
<b>EXPENSES</b>				
Personal Services	1,523,546	1,329,916	1,701,395	1,640,961
Contractual Services	2,251,811	2,635,992	2,789,117	2,898,850
Commodities	211,256	215,418	199,702	220,702
Capital Outlay	-	20,885	1,015,300	100,000
Debt Service	357,023	716,997	699,164	699,165
Other	1,235,894	-	217,020	418,743
Transfers	-	-	-	1,910,000
<b>Total Expenditures \$</b>	<b>5,579,530</b>	<b>\$ 4,919,208</b>	<b>\$ 6,621,698</b>	<b>\$ 7,888,421</b>
Revenue Net Expenses	\$ 1,800,289	\$ 1,775,373	\$ 91,302	\$ (1,175,421)
<b>Ending Balance</b>	<b>4,708,803</b>	<b>6,484,176</b>	<b>6,575,478</b>	<b>5,400,057</b>

### FUND PROFILE

This fund is for all activities in the Stormwater Utility. The Stormwater Utility serves approximately 47,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. The Utility is operated, maintained, and improved entirely by user fees. The Stormwater utility is comprised of two functional areas: Water Pollution Control and Business Services.

### LONG TERM OUTLOOK

Revenues in the stormwater fund are generated by fees, which are based on the amount of impervious area a property contains. The stormwater fund supports both personnel to complete projects in-house and contractual services for projects. The change to a Cash-Basis budget vs. a GAAP basis budget is the reason budgeted expenditures appear to rise in 2015. Revenues and expenditures are projected to remain relatively steady. In 2016, the city implemented a utility reserve fund which accounts for some expenditure that would have previously been accounted for in this fund. Revenue assumptions assume flat rates.



# FUND SUMMARIES



## Wastewater Fund

### REVENUE AND EXPENDITURE SUMMARY

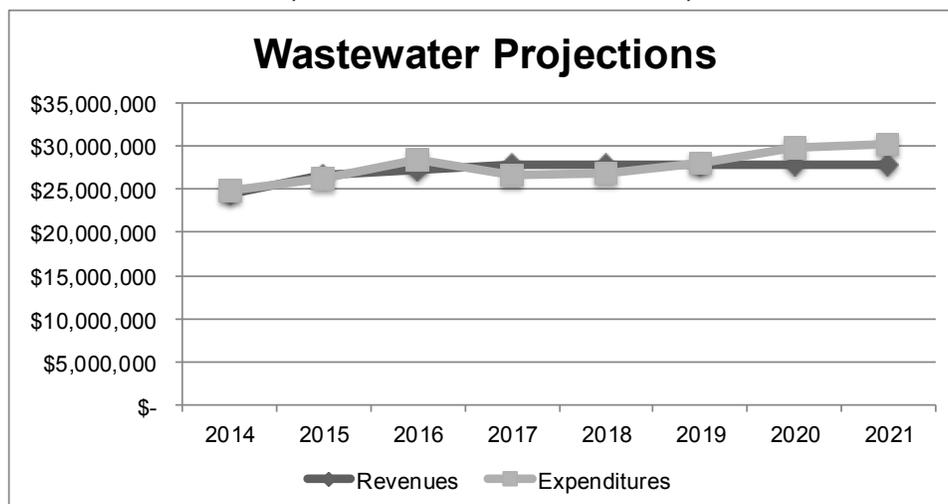
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
<b>Beginning Balance</b>	<b>6,250,376</b>	<b>6,025,963</b>	<b>6,300,734</b>	<b>5,192,236</b>
<b>REVENUES</b>				
Fees and Permits	24,232,992	24,932,637	26,939,000	27,477,000
Special Assessments	41,970	74,138	40,000	40,000
Miscellaneous	263,650	1,531,732	260,000	260,000
<b>Total Revenues</b>	<b>\$ 24,538,612</b>	<b>\$ 26,538,507</b>	<b>\$ 27,239,000</b>	<b>\$ 27,777,000</b>
<b>EXPENSES</b>				
Personal Services	4,335,649	4,400,937	5,090,205	4,965,199
Contractual Services	8,904,548	9,845,802	8,881,361	9,284,627
Commodities	1,639,863	1,596,133	1,709,925	1,666,800
Capital Outlay	-	-	3,400,000	300,000
Debt Service	2,719,596	10,421,704	9,066,774	8,960,351
Other	7,163,369	(840)	199,233	484,543
Transfers	-	-	-	891,000
<b>Total Expenditures</b>	<b>\$ 24,763,025</b>	<b>\$ 26,263,736</b>	<b>\$ 28,347,498</b>	<b>\$ 26,552,520</b>
Revenue Net Expenses	\$ (224,413)	\$ 274,771	\$ (1,108,498)	\$ 1,224,480
<b>Ending Balance</b>	<b>6,025,963</b>	<b>6,300,734</b>	<b>5,192,236</b>	<b>6,416,716</b>

### FUND PROFILE

This fund is for all activities in the Wastewater Utility. 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. The Wastewater Utility is comprised of two functional areas: Water Pollution Control and Business Services.

### LONG TERM OUTLOOK

Revenues in the wastewater fund are dependent on both usage and rates. Usage varies year to year based on customer demand and rates are set by the Governing Body. In 2015 the city incorporated budget increases for the first time since 2011. The change to a Cash-Basis budget vs. a GAAP basis budget is the reason budgeted expenditures appear to rise in 2015. This explains the increase in revenues from 2015 to 2016. In 2016, the city implemented a utility reserve fund which accounts for some expenditure that would have previously been accounted for in this fund. Rate increases end in 2017, as such revenues assumptions are flat until new rates are implemented.



# FUND SUMMARIES



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.

Department	Funds with Departmental Operating Budget Impacts											
	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											

# FUND SUMMARIES



Below is a discussion of any major changes in balances. There are several significant changes in balances due to the change in basis of budgeting and other initiatives.

Fund	2016 Projected Ending Balance	2017 Projected Ending Balance	% Change	Explanation
<b>General Fund</b>	9,350,825	9,350,825	0%	It is Council policy to maintain at least a 10% fund balance, with a goal of at least 15%.
<b>Downtown Business Improvement (BID)</b>	4,321	4,321	0%	Growth in balance is not anticipated as all revenues are expended out.
<b>Court Technology</b>	207,909	215,694	4%	A small balance will be carried in anticipation of future technology needs.
<b>Special Alcohol</b>	122,286	23,079	-81%	This fund is allocated to outside agencies and plans to grant out larger amounts in future years in order to spend down the balance.
<b>Alcohol and Drug Safety</b>	368,523	373,429	1%	The balance is driven off revenues which varies year to year and a balance is desired to maintain funding for personnel.
<b>Law Enforcement</b>	1,644,207	1,409,207	-14%	Expenditures will increase slightly in order to draw down a portion of the fund balance that has been building.
<b>Special Liability</b>	1,394,232	847,683	-39%	A contingency has been budgeted in 2015 and 2016 which brings the balance down, but it is not expected this full contingency will be spent.
<b>Transient Guest Tax</b>	178,119	178,119	0%	All revenues are immediately expended out, thus no balance is anticipated.
<b>Employee Separation Fund</b>	-	-	0%	It is anticipated this fund will be fully expended in 2016.
<b>Retirement Reserve</b>	1,851,540	1,244,439	-33%	This balance is intentionally being built up so that when the Employee Separation Fund revenues are expended, this fund can take on all retiree expenses. Balance will decrease slightly due to a newly added debt payment and administrative fee.
<b>KP&amp;F Equalization</b>	550,149	250,149	-55%	The balance is anticipated to decrease because no new revenue will be deposited into the fund.
<b>Neighborhood Revitalization</b>	362,882	247,882	-32%	This balance is expected to decrease as a new program is being implemented with the intention to spend down the balance.
<b>Historic Preservation</b>	-	-	0%	No new revenues are expected in this fund so the balance was spent in 2016.
<b>Countywide Half Cent Sales Tax (JEDO)</b>	10,000,000	-	-100%	A one time revenue will be received in 2016 which represents the excess balance of the first sales tax referendum expiring in 2016. It is anticipated funds will be spent fully each year in future years.
<b>Special Highway (Motor Fuel)</b>	1,932,759	1,845,657	-5%	Revenue for this fund is decreasing as expenditures are increasing so the balance will continue to decrease as this trend continues.
<b>Citywide Half Cent Sales Tax</b>	4,155,570	4,155,570	0%	The balance will remain relatively flat, as the goal is to expend all revenues each year.
<b>Tax Increment Financing Community Improvement</b>	-	-	0%	It is anticipated the balance will be spent each year.
<b>Debt Service</b>	82,269	82,269	0%	All revenues are expended out, thus no change in balance is anticipated.
<b>Parking</b>	3,611,565	3,027,271	-16%	Fund balance in this fund will be maintained per the reserve fund policy. It is not anticipated reserves will be depleted but a contingency and transfer to project have been budgeted to give maximum flexibility.
<b>Information Technology</b>	1,304,151	965,907	-26%	Higher expenses than revenues in 2017 lead to a lower fund balance.
<b>Fleet</b>	1,300,301	861,833	-34%	One-time CIP projects bring the balance down.
<b>Facilities</b>	898,836	898,836	0%	The balance will remain flat to save for future infrastructure and fleet replacement needs.
<b>Water</b>	395,561	395,561	3%	It is budgeted a portion of the balance will be spent as needed on facility needs. It is not expected the full amount will be spent.
<b>Stormwater</b>	13,579,401	13,274,565	-2%	Expenditure increases brings the balance down slightly.
<b>Wastewater</b>	5,234,456	4,059,035	-22%	A portion of the balance will be spent on budgeted capital projects.
<b>Insurance</b>	5,192,236	6,416,716	24%	Expenditure decreases brings the balance up.
<b>Worker's Comp</b>	565,852	420,805	-26%	A large budget for potential claim and damages is included in 2017 expenditures, but it is not expected that full amount will be spent.
<b>Health Insurance</b>	1,226,690	1,614,712	32%	The balance will increase slightly. The City has been working towards building this balance to an adequate level.
<b>Risk Management Reserve</b>	4,832,347	4,832,347	0%	The goal is to maintain this healthy balance, as future changes in wellness program and health plans may require upfront expenses from the balance.
<b>Unemployment</b>	21,491	34,571	61%	The balance will be maintained due to unknown future expenses.
	356,114	389,082	9%	The balance will be maintained due to unknown future expenses.



## Appendix



## CIP Introduction and Process

The City's Capital Improvement Plan (CIP) approval process historically runs consecutively to the development of the annual City operating budget. Historically, the City Council has approved a five-year Capital Improvement Plan, which includes a two-year Capital Improvement Budget (CIB) comprised of the first two years of the plan. Beginning with the 2015 CIP, the Council was asked to adopt the CIP *before* the annual budget process, and to approve a three-year budget. This gives departments a three-year picture for capital project planning. It is noted that appropriations can only be made on an annual basis.

The following pages represent a summary of those projects scheduled to commence during the 2017 - 2019 budget years along with tables showing the adopted five-year Capital Improvement Plan. The Council's action in approving the Capital Budget authorizes staff to begin preliminary work on these projects. Included in this year's adoption of the Capital Improvement Plan are individual project sheets. If the CIP and corresponding resolution is approved, then expenditures for the projects included in this document are truly authorized, and construction work can begin when the revenue source is available. For projects financed with general obligation bonds, the project budget, bond resolution and bond ordinance provide the legal authority to issue bonds.

General Obligation (G.O.) bonds have been the primary method of financing for most projects outside of the enterprise operations. Beginning with the 2006 -2010 CIP , the City Manager recommended a citywide target of \$9,000,000 for G.O. bond projects each year, which had been roughly equivalent to the amount of principal paid each year. The City Council has continued to follow this philosophy.

## Project Definition

Capital improvement projects meeting one of the following criteria shall be included in the CIP Process:

- Real property acquisition.
- Construction of new facilities and addition to existing facility costing a minimum of \$50,000.
- Remodeling/ repair of the interior/ exterior of any facility exceeding \$25,000.
- Infrastructure project.



## Impact of Capital Improvement Projects on the Operating Budget

The projects approved for 2017-2021 are a mixture of new construction or expansion and projects that involve maintenance or rehabilitation and repair of existing facilities.

The majority falls into the rehabilitation and repair category. In these cases, the impact on the operating budget comes from a reduction in the demand for maintenance. However, these savings are not easily quantified as the remaining infrastructure is another year older and in need of increased maintenance.

Certain projects will have an impact on future operating budgets by either increasing or decreasing overhead costs like utilities, etc. For example, improving neighborhood infrastructure should decrease operations and maintenance costs in the operating public works budget by improving the existing infrastructure.

## Project Prioritization Process

There are far more needed projects than funds available. In order to present a CIP in line with City priorities, staff conducts a prioritization activity as needed which prioritized requested projects based on a number of criteria.

The prioritization criteria used in the CIP process include: Fiscal Impact, Health, Safety, and Environment, Economic Viability and Return on Investment, and Comprehensive Plan and Smart Growth. The full prioritization process was completed for the 2015-2019 CIP, and updated for the 2016-2020 and 2017-2021 CIPs as necessary. Results from the exercise were available to staff when prioritizing CIP projects.

The recommended CIP is considered by the Planning Commission for compliance with the City's Comprehensive Plan, and the City Manager reviews the CIP for compliance with City strategic goals.

## Completed CIP Projects

In January 2015, City staff compiled a 10 year CIP history capturing completed projects from 2004-2014. This was updated in early 2016 and is intended to be updated on an annual basis.

## 2017-2021 CIP Calendar

Following is the proposed 2017-2021 CIP Calendar.

Item	Date
Staff Submits 2017-2021 CIP Requests	Dec. 2015
CIP Approved by Planning Commission	2/15/2016
CIP Presented to City Council	3/8/2016
Resolution and Project Budgets approved by Council	4/19/2016

# CIP: TYPES OF PROJECTS



## Types of Projects

Capital projects in the CIP are sorted by type of project to align with City priorities. Some projects may fit into several categories, so the dominant type is represented below. For example, bike lanes may be considered both Streets and Quality of Life but is included in “Streets” below. Types of projects include:

### Neighborhoods 2017-2021 CIP: \$10,750,000

Projects to improve infrastructure within neighborhoods including streets, curbs, gutters, alleys and sidewalks; neighborhood projects are selected annually to leverage Stages of Resource Targeting (SORT), Community Development Block Grant (CDBG), and HOME Investment Partnership funds.

Funding source - G.O. Bonds, Federal Grants, and Utility funds.

### Public Safety 2017-2021 CIP: \$13,380,232

Projects which improve Public Safety including purchase of Fire Apparatus and Fire Stations.

Funding source - G.O. Bonds and Cash

### Traffic 2017-2021 CIP: \$3,485,000

Projects to improve traffic signal and traffic safety.

Funding source - G.O. Bonds.

### Facilities 2017-2021 CIP: \$8,819,463

Projects to improve City facilities.

Funding source - G.O. Bonds and Cash

### Streets 2017-2021 CIP: \$90,851,350

Includes maintenance of existing streets, construction of new streets, sidewalk maintenance, snow removal, bike lanes, streetscape improvements, alley repair, and curb and gutter repair.

Funding sources - G.O. Bonds, Federal Funds, Citywide Half-Cent Street Sales Tax, and Countywide Half-Cent Sales Tax.

### Quality of Life 2017-2021 CIP: \$18,405,306

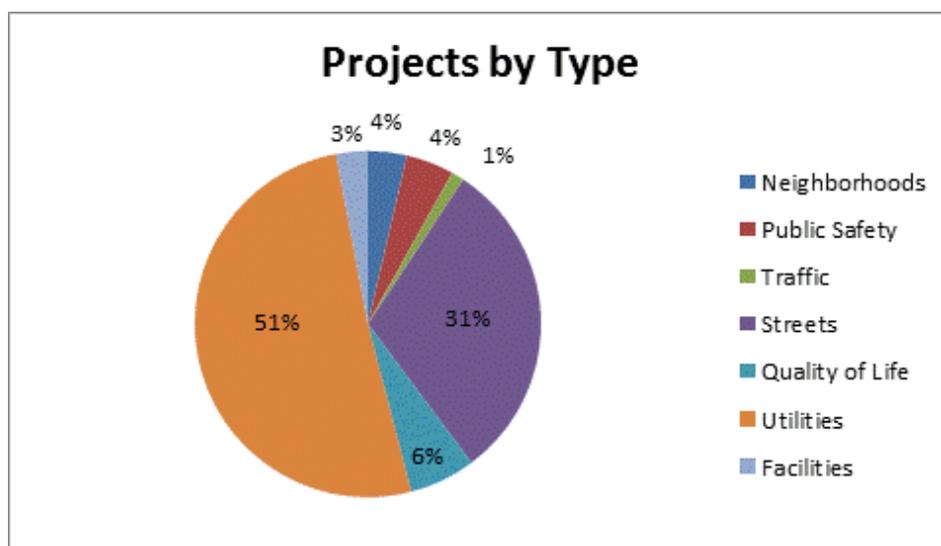
Projects that benefit quality of life including improvements to the Topeka Zoo.

Funding source - G.O. Bonds, Countywide Half-Cent Sales Tax, and Cash.

### Utilities 2017-2021 CIP: \$152,009,965

Projects to improve or expand utility infrastructure.

Funding Source - cash from the Water, Wastewater, and Stormwater funds, in addition to Revenue Bonds.





## Non- Recurring Capital Projects

Detailed project sheets for all projects can be found in the CIP document. Highlighted non-recurring major projects in the 2017-2021 CIP include:

- **SW Arvonía Place/Huntoon Street/I-470 Ramps:** This project will improve traffic operations, safety, and level of service in the area of SW Arvonía Place, SW Huntoon Street, SW Winding Road, I-470 Ramps, and SW Wanamaker Road
- **Construction of South Fire Station (Station 14):** Design will begin in 2016 for a Fire Station in the Southern part of the city, location to be determined.
- **Municipal Building System Renovations:** Upgrades to City Hall including HVAC, Electrical, and Mechanical.
- **Oakland Wastewater Treatment Plant Solids Handling/Facility Upgrades Phase II:** This project will include final design and rehabilitation of the Oakland Wastewater Treatment Plant Solids Processing facility, including replacement and/or installation of all applicable appurtenant equipment and mechanical and electrical controls.
- **Zoo Master Plan:** The zoo master plan will be completed with the second round of Countywide Half-Cent Sales Tax funds. Combined with private donations, funds will include elements of the plan including Tiger Trails, Elephant Reserve, and Giraffe Canopy. This project also includes Camp Cowabunga.
- **Upstream River Weir:** Retrofit the current dam in order to enhance public safety , provide reasonable fish passage, maintain adequate upstream pool elevation for the intake and pumps, and provide navigation through the weir.
- **SW 10th Avenue -- SW Fairlawn Road to SW Wanamaker Road:** This project will widen SW 10th Avenue between SW Fairlawn Road and SW Wanamaker Road. The new roadway will include curb & gutter, sidewalks, street lighting, and a drainage system.

## Recurring Capital Projects

Some projects are ongoing and reoccur every year. Highlighted recurring major projects in the 2017-2021 CIP include:

- **Neighborhood Infrastructure:** Annual project which targets certain neighborhoods and includes improvements such as rebuilding deteriorated streets, curb/gutter, alley and sidewalks.
- **Water Main Replacement Program:** Replace deteriorated water main that have a history of water main breaks. First priority is given to half-cent sales tax street projects.
- **Storm Conveyance System Rehab Program:** Replacement and rehabilitation of stormwater conveyance system components (inlets, pipes, channels, etc) to ensure continued operation, reduce maintenance and support other infrastructure improvements. First priority is given to half-cent sales tax street projects.
- **Wastewater Replacement & Rehab Program:** Replacement and Rehabilitation of sewer lining and/or replacement of conduits and manholes as well as address EPA required inflow and infiltration elimination.
- **Ongoing Half-Cent Sales Tax Maintenance and Improvement of Existing Streets:** This project will repair existing deteriorated streets at various locations city-wide.





## Funding Source Definitions

Traditionally the Capital Improvement Plan utilizes a variety of funding sources. Major funding sources include:

### G.O. Bond 2017-2021 CIP: \$48,751,033

General Obligation (G.O.) bonds are used to finance major capital projects with an expected life of 10 or more years. A general obligation bond is secured by the City's pledge to use any legally available resources, including tax revenue, to repay bond holders. The City used a portion of the property tax levy to finance the debt service payments.

### Revenue Bonds 2017-2021 CIP: \$138,059,965\*

The Water, Water Pollution Control, and Stormwater funds are enterprise funds, which are supported by fees for service rather than by taxes. Revenue bonds are a type of loan in which the loan is repaid with revenues from the enterprise, not by contributions from the General Fund. These loans are used to increase plant capacity and modernize the system.

*\*Will not bond full amount if cash is available.*



### Citywide Half-Cent Street Sales Tax 2017-2021 CIP: \$40,906,350

This is funded by a voter approved half-cent sales tax initiative. It is dedicated to maintenance and repair and cannot be used for new street construction. The tax sunsets in 2019 and collects approximately \$14.7m per year.

### Countywide Half-Cent Street Sales Tax 2017-2021 CIP: \$23,040,000

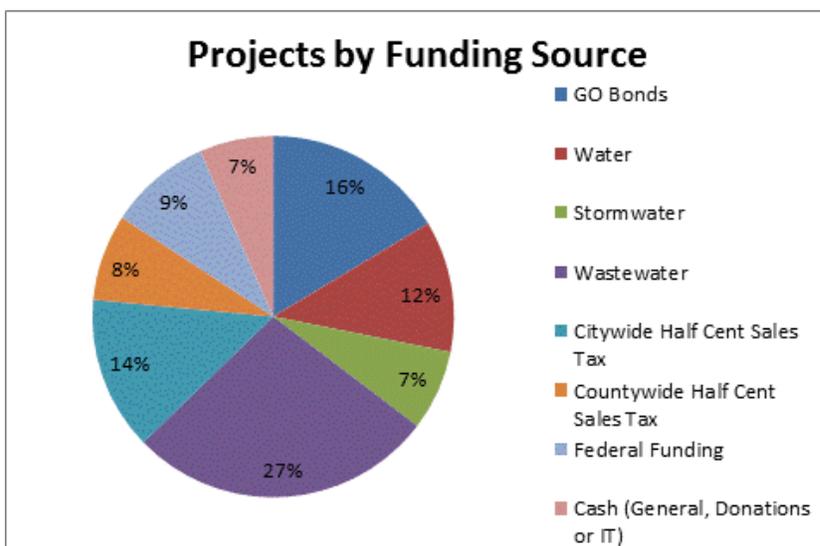
This is funded by a voter approved half-cent sales tax initiative. These projects represent what is proposed to be completed with the second round of funds collected from 2017-2031.

### Federal Funds 2017-2021 CIP: \$27,305,000

Funds received from the Federal government.

### Cash 2017-2021 CIP: \$19,636,968

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



# CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE



Below is a summary of projects by Funding Source. The CIP document also includes detailed sheets for each project including project definition, Department, location, and impact on operating budgets.

	Adopted Number	Capital Improvement Budget			Capital Improvement Plan			5 Year Total
		Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021		
<b>General Obligation Bond Projects</b>								
<b>Neighborhoods</b>								
Neighborhood Infrastructure	T-601056.00	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000		\$7,000,000
<b>Subtotal Citywide</b>		<b>\$1,400,000</b>	<b>\$1,400,000</b>	<b>\$1,400,000</b>	<b>\$1,400,000</b>	<b>\$1,400,000</b>		<b>\$5,600,000</b>
<b>Public Safety</b>								
South Fire Station (FS #14)	T-131037.00	\$1,768,407	\$1,636,007					\$3,404,413
Secure Staging Facility	T-801002.00				\$750,000			\$750,000
Purchase 1 Truck Apparatus (Truck 10)	T-801003.00	\$750,375						\$750,375
Purchase Two Engine Apparatus (Engines 1 & 12)	T-801004.00		\$1,345,500					\$1,345,500
Purchase One Aerial Apparatus (Aerial 8)	T-801005.00			\$1,345,500				\$1,345,500
Purchase Two Engine Apparatus (Engines 8 & 10)	T-801006.00				\$1,345,500			\$1,345,500
Purchase 2 Trucks (Trucks 3 & 9)	T-801007.00					\$1,552,500		\$1,552,500
<b>Subtotal Fire Department</b>		<b>\$2,518,782</b>	<b>\$2,981,507</b>	<b>\$1,345,500</b>	<b>\$2,095,500</b>	<b>\$1,552,500</b>		<b>\$10,493,788</b>
<b>Traffic</b>								
Traffic Safety Projects	T-601057.00	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000		\$925,000
Traffic Signal Replacement	T-141020.00		\$640,000	\$640,000	\$640,000	\$640,000		\$2,560,000
<b>Subtotal Traffic</b>		<b>\$185,000</b>	<b>\$825,000</b>	<b>\$825,000</b>	<b>\$825,000</b>	<b>\$825,000</b>		<b>\$3,485,000</b>
<b>Streets</b>								
Complete Streets	T-601058.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000
Citywide Infrastructure	T-601059.00	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,000,000
SE California Ave. -- 29th St. to 33rd St.	T-701011.00	\$2,200,000	\$500,000					\$2,700,000
Bike Lanes on SE 6th & SE 10th Ave Bridges over I-70	T-861009.00					\$500,000		\$500,000
SW Arvon Place/Huntoon Street/I-470 Ramps	T-701014.00	\$1,125,000	\$1,125,000					\$2,250,000
Infill Sidewalks/Pedestrian Master Plan	T-241034.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000		\$3,000,000
SW 10th Avenue -- SW Fairlawn Road to SW Wanamaker Road	T-701015.00	\$400,000	\$240,000	\$2,360,000	\$3,000,000			\$6,000,000
SW Wanamaker Rd/SW Huntoon/ I470 Ramps	T-701018.00			\$200,000	\$1,000,000	\$1,000,000		\$2,200,000
NW Tyler St, NW Lyman Rd to NW Beverly St	T-701019.00				\$150,000	\$1,650,000		\$1,800,000
SE 29th Street/KTA Interchange	T-701017.00				\$500,000			\$500,000
<b>Subtotal Streets</b>		<b>\$4,625,000</b>	<b>\$2,765,000</b>	<b>\$3,460,000</b>	<b>\$5,550,000</b>	<b>\$4,050,000</b>		<b>\$20,450,000</b>
<b>Quality of Life</b>								
Zoo Parking Lot Resurfacing and Enlargement	T-301052.00			\$396,267				\$396,267
Zoo Tropical Rain Forest HVAC Replacement	T-301053.00			\$194,040				\$194,040
Zoo Discovering Apes Roof Replacement	T-301054.00				\$181,913			\$181,913
Kay's Garden	T-301049.00	\$2,233,086						\$2,233,086
<b>Subtotal Quality of Life</b>		<b>\$2,233,086</b>	<b>\$0</b>	<b>\$590,307</b>	<b>\$181,913</b>	<b>\$0</b>		<b>\$3,005,306</b>
<b>City Facilities</b>								
Municipal Buildings Systems Renovation (Elec, HVAC, Mech)	T-131039.00	\$261,164						\$261,164
Municipal Building Renovations (abatement, plumbing)	T-131036.00	\$175,000	\$859,125	\$859,125	\$859,125			\$2,752,375
Sustainability Initiative: High Efficiency LEDs	T-131043.00			\$400,000	\$451,700	\$451,700		\$1,303,400
<b>Subtotal Facilities</b>		<b>\$436,164</b>	<b>\$859,125</b>	<b>\$1,259,125</b>	<b>\$1,310,825</b>	<b>\$451,700</b>		<b>\$4,316,939</b>
<b>TOTAL GO Bond Projects</b>		<b>\$11,398,032</b>	<b>\$8,830,632</b>	<b>\$8,879,932</b>	<b>\$11,363,238</b>	<b>\$8,279,200</b>		<b>\$48,751,033</b>
<b>Total Annual Target</b>		<b>\$9,000,000</b>	<b>\$9,000,000</b>	<b>\$9,000,000</b>	<b>\$9,000,000</b>	<b>\$9,000,000</b>		<b>\$36,000,000</b>
<b>Difference Target to Subtotal</b>		<b>(\$2,398,032)</b>	<b>\$169,369</b>	<b>\$120,068</b>	<b>(\$2,363,238)</b>	<b>\$720,800</b>		<b>(\$3,751,033)</b>
<b>Difference Target to Subtotal, excluding Kay's Garden*</b>		<b>(\$164,946)</b>	<b>\$169,369</b>	<b>\$120,068</b>	<b>(\$2,363,238)</b>	<b>\$720,800</b>		<b>(\$1,517,947)</b>

\*The city is bonding the project cost, but Friends of the Zoo (FOTZ) will pay \$250,000 annually to cover the full debt payment.

# CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE



	Adopted Number	Capital Improvement Budget			Capital Improvement Plan		
		Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	5 Year Total
<b>Utility Funded Projects</b>							
<b>Utilities/Wastewater Fund</b>							
Wastewater Lining & Replacement Program	T-291042.00	\$1,000,000	\$1,000,000				\$2,000,000
Adams Street Interceptor Sewer Rehabilitation	T-291041.00	\$1,550,000					\$1,550,000
Lining Repairs - NTWWTP and Wanamaker PS	T-291043.00	\$321,586	\$1,178,414				\$1,500,000
Eastside IS-Relief-CSO#3 to Ash St PS	T-291050.00		\$900,000	\$7,448,760			\$8,348,760
NTWWTP Nutrient Removal	T-291052.00				\$6,363,627		\$6,363,627
Oakland WWTP - UV Expansion	T-291062.00			\$2,703,750			\$2,703,750
Wastewater Plant Operations Equipment & Fleet Maint. & Replacement Program		\$300,000	\$100,000	\$300,000	\$100,000	\$300,000	\$1,100,000
WPC Inflow & Infiltration Program	T-291063.00	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Oakland Wastewater Treatment Plant Solids Handling/Facility Upgrades Phase II	T-291018.02	\$8,098,274					\$8,098,274
Neighborhood Infrastructure	T-601056.00	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Combined Sewer Overflow Management Plan**	T-291046.00	\$391,000					\$391,000
WPC Facility Rehabilitation Program	T-291064.00	\$1,000,000	\$1,000,000				\$2,000,000
ADS System Meter Upgrade & Maint. Program		\$200,000	\$200,000	\$200,000	\$200,000	\$315,000	\$1,115,000
Small WW Pump Station Rehab & Repl Program.	T-291065.00	\$1,500,000	\$1,500,000				\$3,000,000
Sanitary Sewer Interceptor Maint & Rehab	T-291066.00	\$1,500,000	\$1,500,000				\$3,000,000
SCADA System Upgrade	T-291055.00	\$406,000					\$406,000
Wanamaker Force Main Rehab Repl	T-291056.00	\$125,000	\$8,500,000				\$8,625,000
Ash St Force Main Replacement	T-291057.00	\$2,500,000	\$2,500,000				\$5,000,000
Shunga Pump Station Rehab	T-291058.00	\$300,000	\$6,500,000				\$6,800,000
WW Pump Station VFD Replacement	T-291059.00	\$1,000,000					\$1,000,000
Oakland Aerator & Mixing Replacement	T-291060.00	\$2,500,000	\$2,500,000				\$5,000,000
Grant/Jefferson Pump Station Rehab	T-291061.00		\$1,321,000	\$9,000,000			\$10,321,000
<b>Subtotal Wastewater</b>		<b>\$23,341,860</b>	<b>\$29,349,414</b>	<b>\$20,302,510</b>	<b>\$7,313,627</b>	<b>\$1,265,000</b>	<b>\$81,572,411</b>
<b>Utilities/Stormwater Fund</b>							
Storm Conveyance System Rehab	T-501025.00	\$2,500,000	\$1,000,000				\$3,500,000
Kansas River Levee System Rehabilitation - Ph. II	T-831000.01	\$3,600,000	\$2,700,000				\$6,300,000
Levee Repairs / Replacement Program	T-501012.00	\$4,726,700					\$4,726,700
Adams St IS SW Removal - KS River to 10th St.**	T-501024.00	\$2,456,828					\$2,456,828
Stormwater Operations Equipment & Fleet Mant. & Replacement Program		\$100,000	\$300,000	\$100,000	\$300,000	\$100,000	\$900,000
Drainage Correction Program	T-151028.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Levee Asset Repair / Rehab		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
BMP Development & Construction Program		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Shunga Flood Mitigation Study	T-151000.01	\$560,000					\$560,000
<b>Subtotal Stormwater</b>		<b>\$14,543,528</b>	<b>\$4,600,000</b>	<b>\$700,000</b>	<b>\$900,000</b>	<b>\$700,000</b>	<b>\$21,443,528</b>
<b>Utilities/Water Fund</b>							
Water Main Replacement Program	T-281088.00	\$3,000,000	\$3,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$10,500,000
Water Plant Rehabilitation Program	T-281110.00	\$1,300,000	\$1,000,000	\$500,000	\$200,000	\$200,000	\$3,200,000
18" on Indian Hills Rd., SW 29th to 21st St.	T-281090.00	\$539,100	\$1,288,250				\$1,827,350
2.2-MGD Meriden Booster Pump Station	T-281091.00	\$788,826					\$788,826
East High Service Pumping Motor Control and Electrical Switch Gear	T-281107.00		\$2,689,950				\$2,689,950
2.0-MG West Elevated Tank - Indian Hills Road	T-281055.00		\$4,744,300				\$4,744,300
Water Plant Operations Equipment & Fleet Maint. & Replacement Program		\$300,000	\$200,000	\$100,000	\$100,000	\$100,000	\$800,000
24" on Crane - NW Harrison to NE Branner; 24" on Jefferson - NE Crane to SE 2nd	T-281086.00	\$491,100					\$491,100
Annual Valve & hydrant Exercising Repl Program		\$200,000					\$200,000
Meter Replacement / AMR Upgrade Program		\$200,000	\$200,000	\$250,000	\$250,000	\$250,000	\$1,150,000
Water Storage Tank Maint (Inspect-Repair-Painting)		\$200,000	\$200,000	\$250,000	\$250,000	\$250,000	\$1,150,000
Rehab East Filters at the Water Treatment Plant	T-281102.00	\$1,600,000					\$1,600,000
Water Treatment Plant Master Plan Update	T-281103.00	\$200,000					\$200,000
Water Distribution Master Plan Update	T-281105.00	\$150,000					\$150,000
24" NE Strait from NE Seward to SE 6th Ave	T-281104.00	\$2,700,000					\$2,700,000
Phase II Layne High Service Pump Rehabilitation	T-281032.01	\$1,402,500					\$1,402,500
Utility Billing and Customer Service System	T-801013.00	\$500,000	\$650,000				\$1,150,000
Upstream River Weir	T-281058.01	\$300,000					\$300,000
<b>Subtotal Water</b>		<b>\$13,871,526</b>	<b>\$13,972,500</b>	<b>\$2,600,000</b>	<b>\$2,300,000</b>	<b>\$2,300,000</b>	<b>\$35,044,026</b>
<b>Total Utility Fund</b>		<b>\$51,756,914</b>	<b>\$47,921,914</b>	<b>\$23,602,510</b>	<b>\$10,513,627</b>	<b>\$4,265,000</b>	<b>\$138,059,965</b>

\*\* This effort is part of a Consent Order Agreement by and between KDHE and the City of Topeka

# CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE

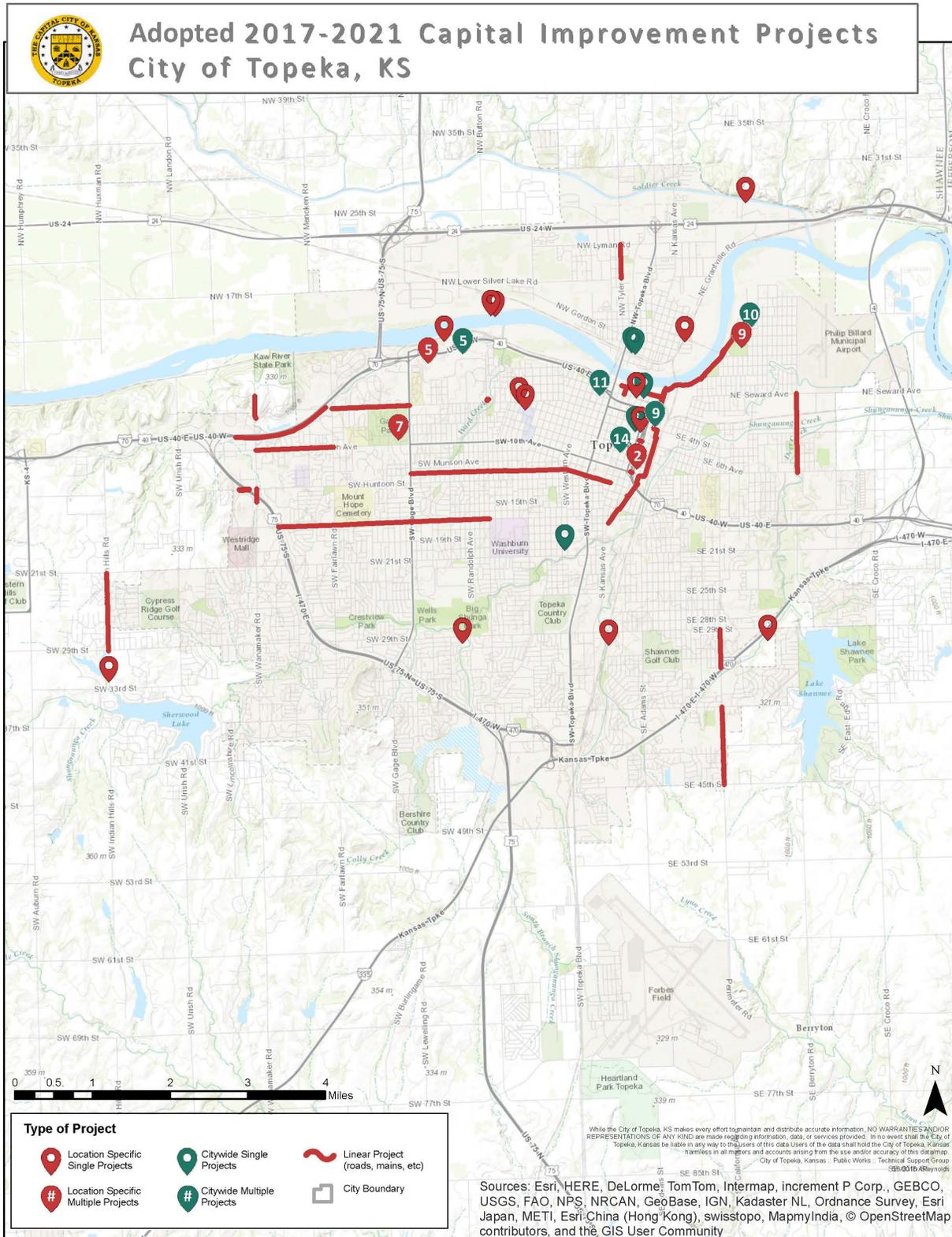


	Adopted Number	Capital Improvement Budget			Capital Improvement Plan		5 Year Total
		Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	
<b>Other Funding Sources</b>							
<b>City Half-Cent Sales Tax Street Repair</b>							
Maintain & Improve Existing Streets 2017	T-841017.00	\$9,350,000					\$9,350,000
Maintain & Improve Existing Streets 2018	T-841017.01		\$9,485,000				\$9,485,000
Maintain & Improve Existing Streets 2019	T-841017.02			\$9,621,350			\$9,621,350
ADA Sidewalk Ramp Repair	T-241036.00	\$300,000	\$300,000	\$300,000			\$900,000
Curbs, Gutters & Street Repair	T-841034.00	\$1,500,000	\$1,500,000	\$1,500,000			\$4,500,000
Alley Repair	T-841041.00	\$250,000	\$250,000	\$250,000			\$750,000
Sidewalk Repair Program	T-241037.00	\$100,000	\$100,000	\$100,000			\$300,000
Street Maintenance and Repair: Local Streets	T-841040.00	\$2,000,000	\$2,000,000	\$2,000,000			\$6,000,000
<b>Subtotal Half-Cent Sales Tax</b>		<b>\$13,500,000</b>	<b>\$13,635,000</b>	<b>\$13,771,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,906,350</b>
<b>Federal Funds</b>							
Bridge on SW Cherokee St over Ward Cr.	T-121001.00	\$50,000	\$730,000				\$780,000
Bridge on SW 3rd St over Ward Cr.	T-121003.00	\$75,000	\$50,000	\$750,000			\$875,000
Bridge on SE 29th Street over Butcher Creek	T-121005.00		\$80,000	\$70,000	\$850,000		\$1,000,000
Neighborhoods Infrastructure	T-601056.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Kansas River Levee System Rehabilitation - Ph. II	T-831000.01	\$10,000,000	\$5,000,000				\$15,000,000
Upstream River Weir (Federal Portion)	T-281058.01	\$500,000					\$500,000
Bridge Deck Patching and Polymer Overlay	T-121006.00					\$1,200,000	\$1,200,000
SW Arvonla Place/Huntoon Street/I-470 Ramps	T-701014.00	\$1,375,000	\$1,375,000				\$2,750,000
SW Wanamaker Rd/SW Huntoon/ I470 Ramps	T-701018.00				\$1,100,000	\$1,100,000	\$2,200,000
<b>Subtotal Fed Funds</b>		<b>\$12,600,000</b>	<b>\$7,835,000</b>	<b>\$1,420,000</b>	<b>\$2,550,000</b>	<b>\$2,900,000</b>	<b>\$27,305,000</b>
<b>General Fund/Debt Service Cash</b>							
Fire Stations Renovations	T-131035.00	\$170,000	\$230,000				\$400,000
Police Department Fleet Replacement		\$550,000	\$550,000	\$250,000	\$250,000	\$250,000	\$1,850,000
Heritage Foundation Grant for TPAC & City Hall (City Portion)	T-131042.00	\$383,800					\$383,800
Zoo - Fire Hydrants	T-301050.00	\$150,000					\$150,000
Municipal Buildings Roof Replacement	T-131040.00	\$73,000					\$73,000
Law Enforcement Center Parking Garage	T-131041.00	\$887,000					\$887,000
Zoo Service Road Repair	T-301051.00		\$206,724				\$206,724
Self Contained Breathing Apparatus (SCBA) - Fire	T-801009.00		\$159,111	\$159,111	\$159,111	\$159,111	\$636,444
City4 TV Equipment Replacement	T-861011.00	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
<b>Subtotal General Fund Cash</b>		<b>\$2,283,800</b>	<b>\$1,215,835</b>	<b>\$479,111</b>	<b>\$479,111</b>	<b>\$479,111</b>	<b>\$4,936,968</b>
<b>IT Fund Cash</b>							
Telephone System Replacement		\$137,000	\$137,000				\$274,000
Desktop Computer Replacement		\$83,250	\$83,250	\$83,250	\$83,250		\$333,000
Security System Replacement		\$52,500	\$52,500	\$52,500	\$52,500		\$210,000
Data Back-up System Replacement		\$62,500	\$62,500	\$62,500	\$62,500		\$250,000
Citywide Single Payment Portal	T-801011.00	\$200,000	\$190,000				\$390,000
Citywide Asset Management Upgrade	T-801012.00		\$360,000	\$300,000			\$660,000
Data Center Construction	T-801010.00	\$245,000					\$245,000
<b>Subtotal IT Fund Cash</b>		<b>\$780,250</b>	<b>\$885,250</b>	<b>\$498,250</b>	<b>\$198,250</b>	<b>\$0</b>	<b>\$2,362,000</b>
<b>Donations/Outside Funding Sources</b>							
Zoo Masterplan	T-301047.00		\$1,600,000	\$1,500,000	\$3,000,000	\$5,000,000	\$11,100,000
Heritage Foundation Grant for TPAC & City Hall	T-131042.00	\$90,000					\$90,000
SW Wanamaker -- SW 4th to SW 6th	T-701020.00	\$650,000					\$650,000
Kay's Garden	T-301049.00	\$500,000					\$500,000
<b>Subtotal Donations</b>		<b>\$1,240,000</b>	<b>\$1,600,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$5,000,000</b>	<b>\$12,340,000</b>
<b>Countywide Sales Tax Proposal (2017-2031)</b>							
SW 6th-Gage to Fairlawn	T-701013.00	\$500,000	\$5,100,000				\$5,600,000
Zoo Masterplan	T-301047.00		\$1,500,000	\$1,500,000			\$3,000,000
Bikeway Master Plan	T-861010.00		\$500,000		\$500,000		\$1,000,000
12th Street (2 lanes) - Gage Blvd to Kansas Ave	T-701016.00			\$500,000	\$400,000	\$6,140,000	\$7,040,000
SE California Avenue -- SE 37th Street to SE 45th Street	T-701021.00		\$400,000	\$200,000	\$5,000,000		\$5,600,000
S.W. 17th Street, MacVicar to Interstate 470						\$800,000	\$800,000
<b>Subtotal Countywide Sales Tax</b>		<b>\$500,000</b>	<b>\$7,500,000</b>	<b>\$2,200,000</b>	<b>\$5,900,000</b>	<b>\$6,940,000</b>	<b>\$23,040,000</b>
<b>Total Other Sources</b>		<b>\$30,904,050</b>	<b>\$32,671,085</b>	<b>\$19,868,711</b>	<b>\$12,127,361</b>	<b>\$15,319,111</b>	<b>\$110,890,318</b>
<b>Total Capital Improvements</b>		<b>\$ 94,058,996</b>	<b>\$ 89,423,631</b>	<b>\$ 52,351,153</b>	<b>\$ 34,004,226</b>	<b>\$ 27,863,311</b>	<b>\$ 297,701,316</b>

# CIP: MAP OF PROJECTS



Capital Improvement Plan projects occur throughout the City. Below is a map showing where the 2017-2021 projects will occur. Note that Citywide projects, like half-cent sales tax projects, will occur in multiple locations but are represented by a single green point.



# CIP: DEBT SERVICE OBLIGATIONS



## Debt Summary

The City of Topeka debt management policy is to maintain the City's ability to incur present and future debt at the most beneficial rates in amounts needed for financing the adopted Capital Improvement Plan without adversely affecting the City's ability to finance essential services.

Review and analysis of the City's debt position is required to provide a capital financing plan for infrastructure and other improvements. Long-term projected financing is linked with economic development, demographic and financial resources expected to be available to repay debt. City debt ratios are examined as well as the impact of future debt financing on those ratios.

Funding sources for debt payments include property taxes, sales taxes, special assessments, fees for services and water, wastewater, and stormwater fees.

## Debt Policy

On November 23, 2004, the governing body of Topeka approved resolution number 7554 that established 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

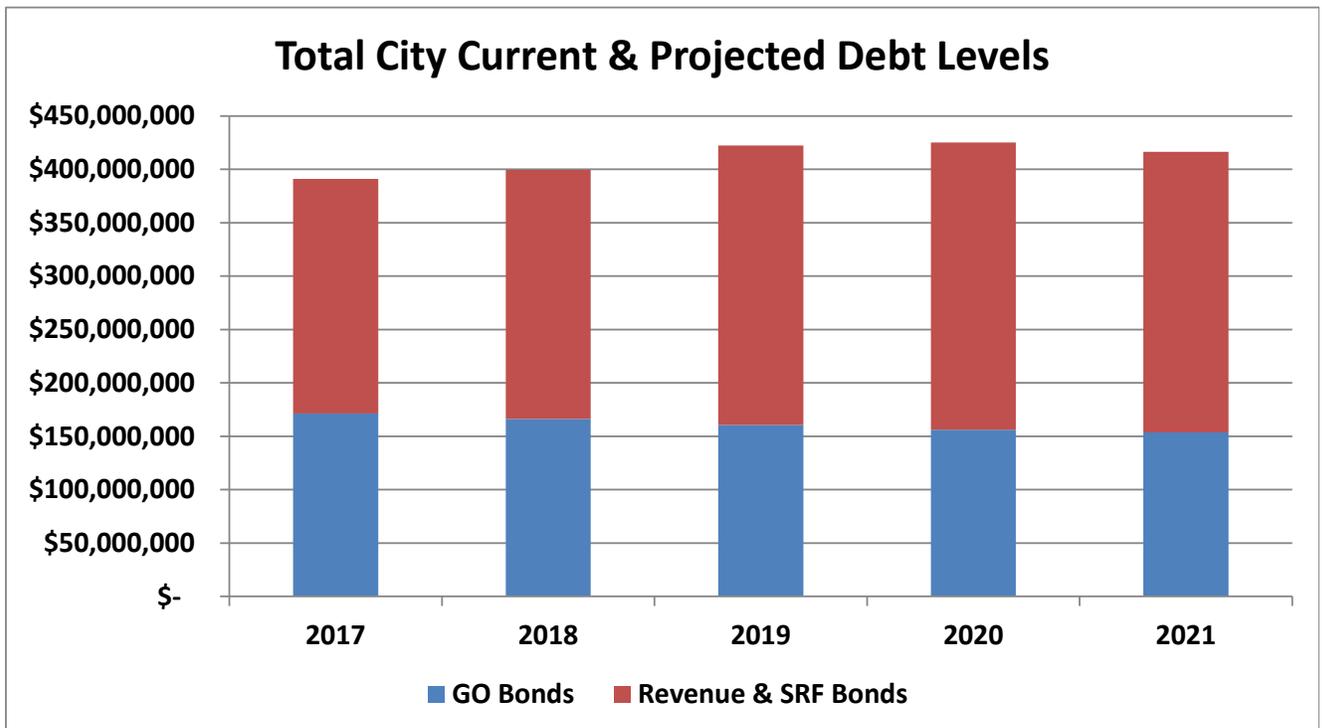
3) Characteristics of debt issuance

4) Debt administration and financing

This policy was created 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 benchmarks are as follows:

- Net debt per capita should remain under \$950
- Net debt as a % of assessed valuation should not exceed 13%
- Ratio of debt payments as a % of governmental fund expenditures should not exceed 14%
- Debt per capita as a % of personal income per capita should not exceed 5%
- Maintain a General Fund balance equal to no less than 10% of revenue for the preceding year
- Maintain a bond credit rating of
  - a. General Obligation Bonds rate "Aa3"



# CIP: DEBT SERVICE OBLIGATIONS



- a. Revenue Bonds rated "A2"
- b. General Obligation Temporary Notes rated "Mig-1"
- Maintain 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.

*Note current bond ratings can be found at Topeka.org.*

## Debt Capacity

Finance staff oversee all debt issued by the City, which includes General Obligation (GO), revenue backed, revolving loan funds, temporary notes and special assessment debt. As of December 31, 2015 the City had \$387,604,808 in total debt, compared to \$388,463,077 on December 31, 2014 or a .22% decrease. According to K.S.A. 10-308, the City is limited to general obligation debt that cannot be greater than 30% of the tangible assessed valuation of the City. Certain debt is then not subject to the debt limitation and is subsequently backed out of the calculation. As of December 31, 2015, the City had \$282,393,004 of its remaining bonding authority available, an increase of approximately .04% over the December 31, 2014 amount of \$281,148,740. The City is currently utilizing 18% of the debt authority as authorized by State statute.

## Statement of Legal Debt Limit as of December 31, 2015

A	Tangible Assessed Valuation	1,150,524,542
<b>B</b>	<b>Debt Limit - 30% of Assessed Valuation (A*.3=B)</b>	<b>345,157,363</b>
	Bonded Indebtedness	158,385,000
	Temporary Notes	49,620,000
C	Total Net Debt	208,005,000
D	Less Exemptions Allowed by Law	145,240,642
E	Legal Debt Applicable to Debt Margin (C-D=E)	62,764,358
<b>F</b>	<b>Debt Authority Remaining (B-E=F)</b>	<b>282,393,004</b>

# CIP: DEBT SERVICE OBLIGATIONS



## Projected General Obligation Debt

The level of City GO at-large debt will decrease in the duration of the CIP. City debt levels will continue to decrease over time.

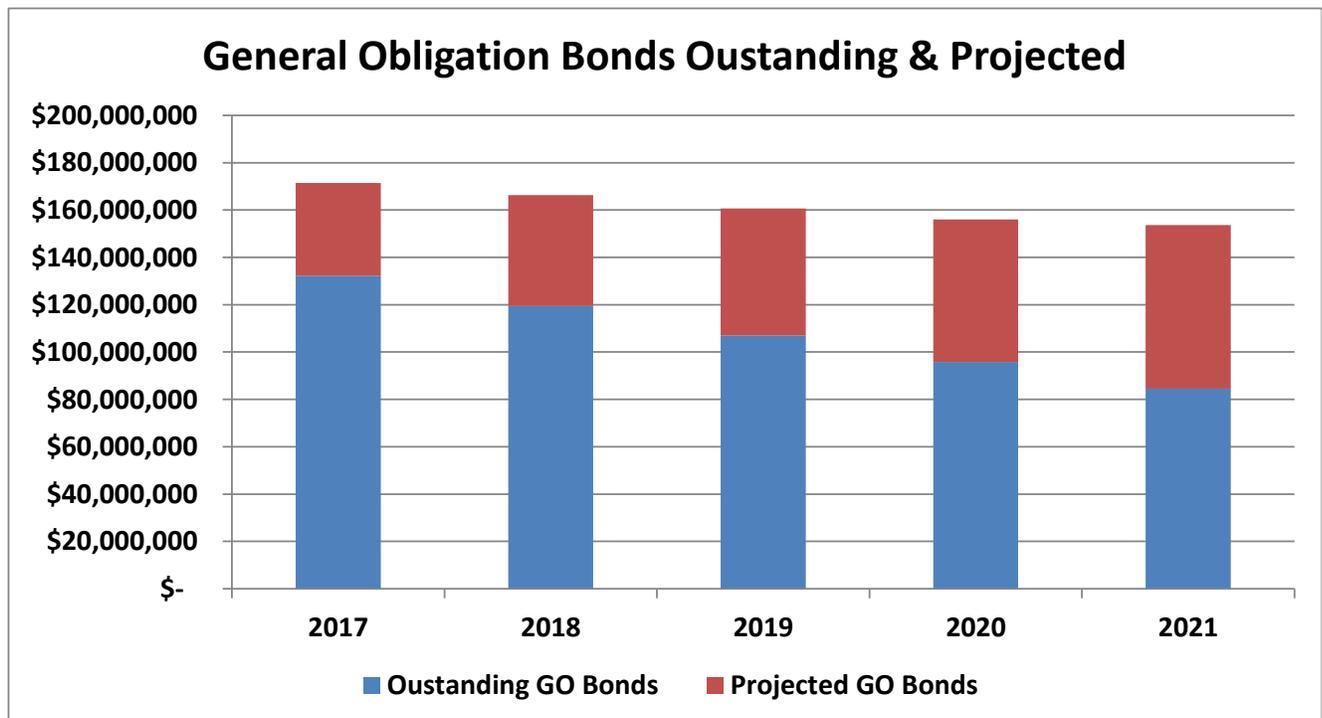
At the end of the current planning period, GO debt is projected to decrease to \$153,700,637 in 2021 from \$171,460,447 in 2017. This represents a 10% decrease from the 2017 projected levels to the 2021 projected levels. Current outstanding bonds are projected to decrease from \$132,215,000 in 2017 to \$84,580,000 in 2021, this represents a 36% decrease. Projected new general obligation debt is expected to increase by \$39,245,447 in 2017 and increase to \$69,120,637 in 2021, a 76% increase, minus any expected principal payments to occur during those years.

The City of Topeka in 2015 shifted from a 20 year debt cycle, down to a 15 year cycle. This downward trend will continue to assist the City in paying down debt at a faster pace than before.

In addition, the City Council has implemented a policy practice to assist in decreasing the amount of debt by limiting the amount of debt in the planning period to approximately \$9 million. This policy has decreased the amount of debt outstanding for the City over the planning period.

Projected GO Debt Issuance		
Year	Amount	Total Outstanding Debt
2017	\$11,615,073	\$171,460,447
2018	\$9,164,946	\$166,341,722
2019	\$8,830,632	\$160,620,797
2020	\$8,879,932	\$155,984,187
2021	\$11,763,268	\$153,700,637

The debt service fund is projected to maintain a flat mill levy over the planning period. In addition it is projected to maintain a 15% fund balance in case of any emergencies to have a sufficient reserve balance.



# CIP: DEBT SERVICE OBLIGATIONS



## Projected Utility Revenue Bonds & SRF Loans

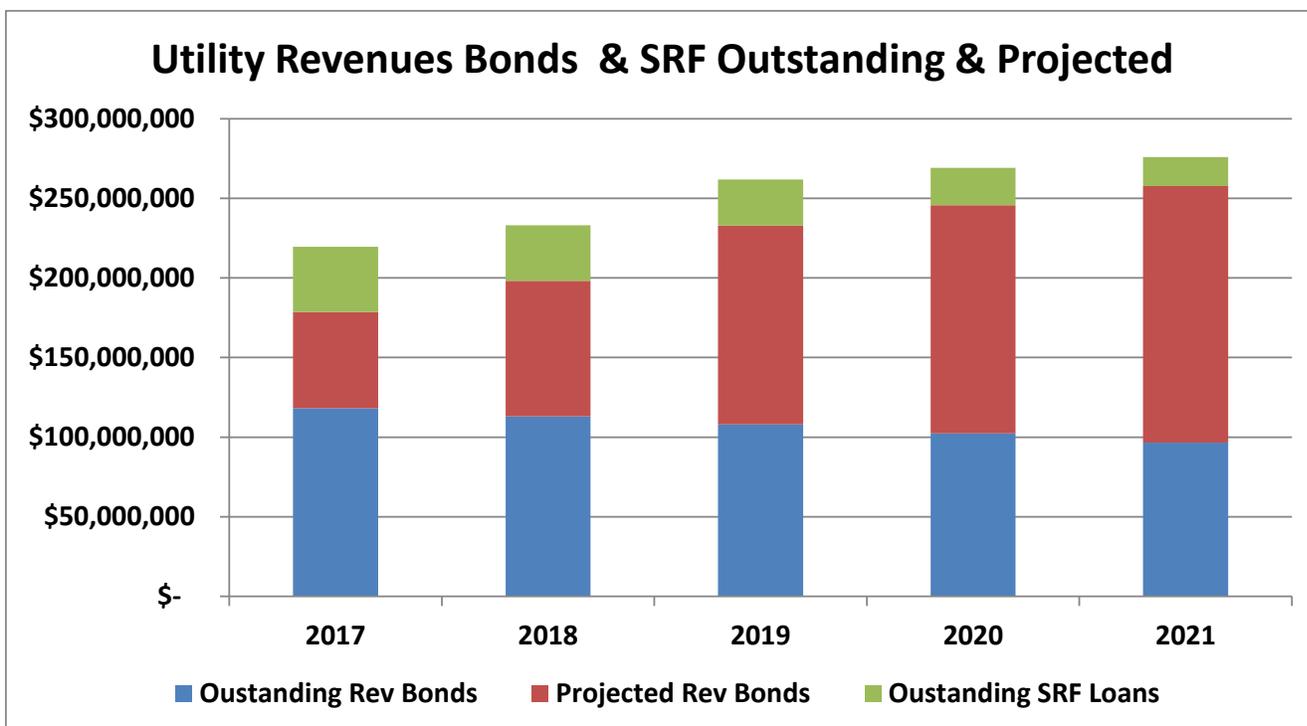
The level of City Revenue Bonds will increase in the duration of the CIP. City revenue and state revolving loan funds will increase over time, due to new issuance of revenue bonds.

At the end of the current planning period, total utility debt is projected to increase to \$262,769,126 in 2021 from \$219,607,048 in 2017. This decrease represents a 24% increase from the 2017 projected levels to the 2021 projected levels. Current revenue bonds are projected to decrease from \$118,105,000 in 2017 to \$96,505,000 in 2021, this represents a 19% decrease. Current State Revolving Loan funds are projected to decrease from \$40,931,607 in 2017 to \$18,086,214 in 2021, this represents a 65% decrease.

Projected new revenue bond debt is expected to increase by \$60,570,440 in 2017 and increase to \$148,177,912 in 2021, a 145% increase, minus any expected principal payments to occur during those years.

The pro forma included in the financial section of the CIP does not include any rate increases at this time. However, rate increases will need to be considered starting in 2018 and moving forward in order to maintain the financial viability of the funds moving forward.

Projected Revenue Bond Debt Issuance		
Year	Amount	Total Outstanding Rev & SRF Debt
2017	\$31,093,774	\$219,607,048
2018	\$25,574,012	\$233,049,969
2019	\$41,621,914	\$261,833,424
2020	\$20,652,510	\$269,122,367
2021	\$7,563,627	\$262,769,126



# CIP: PROJECT SHEET SAMPLE



*Operations and Maintenance are estimated for each project and included in the operating budget where applicable.*

## City of Topeka Capital Improvement Project Summary



1. Project Title: Bikeways Master Plan 2. Project #: T-861010.00  
 3. Dept/Div: Public Works -- Engineering / Planning 4. Project Year(s): 2018 & 2020  
 5. Type: New Repair/Replace x 6. Project Location: Various  
 7. Contact Name: Terry Coder 8. Contact Phone: 368-3129

9. Project Description: This project will construct bikeway routes identified in the Topeka Bikeways Master Plan. The project will improve the bicycle network across the City by providing such features as side paths, shared routes, connecting links, and bike lanes. The project will be funded by an extension of the Countywide Half Cent sales tax to take effect January 1, 2017. The project will be constructed in phases every other year starting in 2018.

### 10. Project Schedule and Estimate

	Year	Amount
a. Design/Administrative Fees	2018 & 2020	\$ 75,000
b. Right-of Way		\$ -
c. Construction/Service Fees	2018 & 2020	\$ 850,000
d. Contingency	2018 & 2020	\$ 75,000
e. Technology		\$ -
f. Financing Costs (Temp Notes)		\$ -
g. Cost of Issuance (Rev/GO Bonds)		\$ -
h. Debt Reserve Fund (Rev Bonds)		\$ -
i. Capitalized Interest		\$ -
<b>Project Total</b>		<b>\$ 1,000,000</b>

Estimated Life of Item (years): 10-30 years  
 Source of Estimate/Year: Eng. Div. -- 2015

### 11. Estimated Annual Operating Cost

Basis for Cost Estimate and Funding Source:  
 Operating costs include replacing pavemen markings and signs. The primary funding source is Motor Fuel Tax.

### 12. Amount by source of financing

	1. Countywide Half Cent Sales Tax	2.	3.	4.	5.	TOTAL
2017						\$0
2018	500,000					\$500,000
2019						\$0
2020	500,000					\$500,000
2021						\$0
<b>TOTAL</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

*The total project cost is reflected on the Projects by Funding Source summary. Costs can be revised with the 2018-2022 CIP if necessary.*

# CIP: DEBT SCHEDULE



Below is a schedule of the next 5 years of debt payments as of 9/21/2016. Further details can be found in the City's [Comprehensive Annual Financial Report](#) (CAFR) located on the City's Website. The CAFR includes a detailed debt schedule with amounts, dates and purposes of issues.

	2017	2018	2019	2020	2021
<b>Debt Service Fund (General Obligation Bonds)</b>					
Principal	\$ 14,215,000	\$ 14,060,000	\$ 14,005,000	\$ 12,665,000	\$ 12,850,000
Interest	\$ 5,358,131	\$ 4,923,229	\$ 4,356,491	\$ 3,823,879	\$ 3,320,619
<b>Total</b>	<b>\$ 19,573,131</b>	<b>\$ 18,983,229</b>	<b>\$ 18,361,491</b>	<b>\$ 16,488,879</b>	<b>\$ 16,170,619</b>
<b>Water, Wastewater and Stormwater Funds (Revenue Bonds)</b>					
Principal	\$ 5,405,000	\$ 5,540,000	\$ 5,740,000	\$ 6,285,000	\$ 6,410,000
Interest	\$ 4,901,496	\$ 4,779,453	\$ 4,579,470	\$ 4,342,115	\$ 4,100,503
<b>Total</b>	<b>\$ 10,306,496</b>	<b>\$ 10,319,453</b>	<b>\$ 10,319,470</b>	<b>\$ 10,627,115</b>	<b>\$ 10,510,503</b>
<b>State Revolving Loan Fund Bonds</b>					
Principal	\$ 5,977,440	\$ 6,024,024	\$ 6,068,925	\$ 5,363,804	\$ 5,388,638
Interest	\$ 1,310,034	\$ 1,135,408	\$ 962,433	\$ 791,731	\$ 637,979
Service Fee	\$ 124,398	\$ 108,471	\$ 92,575	\$ 76,822	\$ 62,522
<b>Total</b>	<b>\$ 7,411,873</b>	<b>\$ 7,267,903</b>	<b>\$ 7,123,932</b>	<b>\$ 6,232,357</b>	<b>\$ 6,089,140</b>

# CIP: FUTURE FUNDING PROJECT LIST



The City has far more infrastructure needs than funding available. Below is a nonexclusive list of currently unfunded projects. These are projects that have been identified as potential projects in the next 5 –10 years, but are not included in the Capital Improvement Plan due to funding constraints. Note there may be additional unfunded projects that aren't included below. This list is a "living document" which will be added to throughout the year and considered each year with the next CIP process.

2017-2021 CIP Future Funding List			
Project Title	Type	Estimated Cost	Reason
SW 10 <sup>th</sup> Avenue – SW Wanamaker Road to SW Gerald Lane	Street	2,000,000	Road Expansion, Future Comm. Development
SW Huntoon Street – SW Executive Drive to SW Urish Road	Street	3,800,000	Road Expansion, Future Residential Devel.
Replacement of Medians	Street	300,000	Maintenance
Union Pacific Railroad Pedestrian Crossing N. Ks Ave./NOTO	Street	1,300,000	Safety
Southwest Parkway – SW Gage Blvd. to SW Wanamaker Road	Street	11,000,000	New Road Construction, Future Development
SW Fairlawn Road – SW 37 <sup>th</sup> Street to Southwest Parkway	Street	2,800,000	New Road Construction, Future Development
SW Urish Road – SW 21 <sup>st</sup> Street to SW 29 <sup>th</sup> Street	Street	5,400,000	Road Expansion
SW Urish Road – SW 17 <sup>th</sup> Street to SW Huntoon Street	Street	3,000,000	Road Expansion, Future Development
SW 45 <sup>th</sup> Street – SW Gage Blvd. to SW Burlingame Road	Street	6,500,000	Road Expansion, Future Residential Devel.
SW 49 <sup>th</sup> Street – SW Topeka Blvd. to SW Wenger Road	Street	3,000,000	Road Expansion, Future Industrial Devel.
SW 57 <sup>th</sup> Street – SW Topeka Blvd. to Hwy 75	Street	5,200,000	Road Expansion, Future Industrial Devel.
SE Indiana Avenue – SE 42 <sup>nd</sup> Street to SE 45 <sup>th</sup> Street	Street	1,500,000	New Road Construction, Future Resid. Devel.
NW Tyler Street – NW Beverly Street to NW Paramore Street	Street	1,500,000	Road Expansion
S. Topeka Blvd. from 37th Street to 49th Street	Street	5,200,000	Maintain Existing Street
S. Kansas Avenue from 10th Street to 19th Street	Street	4,000,000	Maintain Existing Street
SW 29 <sup>th</sup> Street from Burlingame Road to Topeka Blvd.	Street	2,000,000	Maintain Existing Street
S. Topeka Blvd from 21st Street to 29th Street	Street	4,000,000	Maintain Existing Street
SW 21st Street from I-470 Bridges To Fairlawn Road	Street	2,000,000	Maintain Existing Street
SE Quincy Street from 6th Street to 10th Street	Street	1,500,000	Maintain Existing Street
SW Gage Blvd. from I-70 to 6th Street	Street	2,200,000	Maintain Existing Street
SW 6th Avenue from Wanamaker Road west to Museum Drive	Street	1,500,000	Maintain Existing Street
SE 29th Street from Kansas Avenue to Adams Street	Street	2,500,000	Maintain Existing Street
SW Fairlawn Road from 23rd Street to 29th Street	Street	3,000,000	Maintain Existing Street
Oakland WWTP - Headworks Generator	Wastewater	850,000	Emergency backup power at Oakland WWTP
North Topeka Pump Station Rehabilitation	Wastewater	2,846,000	Age, deterioration, inefficient operation
Wastewater Replacement Program	Wastewater	13,500,000	Improve integrity of infrastructure, regulatory compliance
WPC Facility Rehabilitation Program	Wastewater	3,000,000	Repair and/or replacement of aged and failing structures
Small WW Pump Station Rehab & Repl Progr.	Wastewater	4,500,000	Improve integrity of infrastructure, regulatory compliance
Sanitary Sewer Interceptor Maint & Rehab	Wastewater	4,500,000	CSO impact removal of source (storm) water
Wastewater Plant Operations Equipment & Fleet Maint. & Replacement Program	Wastewater	400,000	Repair and replacement of equipment and vehicles
Shunga Flood Mitigation Program	Stormwater	14,000,000	Projects from the Shunga Flood Mitigation Feasibility Study
Storm Conveyance System Rehab	Stormwater	15,500,000	Improve integrity of infrastructure, regulatory compliance
Stormwater Operations Equipment & Fleet Mant. & Replacement Program	Stormwater	600,000	Repair and replacement of equipment and vehicles
Drainage Correction Program	Stormwater	1,000,000	Create solutions for existing drainage problems
Soldier Township Transmission Improvements Phase I	Water	1,299,575	Water demands have exceeded capacity
High Service Pumping Emergency Power	Water	3,143,950	Emergency backup power for Layne Station at WTP
18" on SW Fairlawn and SW 45th - SW 41st to SW Gage	Water	3,000,000	To meet current and future water demands
Soldier Township Transmission Improvements Phase II	Water	3,121,250	Water demands have exceeded capacity
Disinfection Modification Phase I	Water	10,000,000	Improve water quality, reduce impact of TTHMs and HAAs
16" on SW Wenger - Home Depot to SW 57th; 18" on SW 57th - SW Wenger to SW Top	Water	2,462,950	To meet current and future water demands
24" on SW MacVicar - SW 29th to SW 37th	Water	2,400,525	To meet current and future water demands
Disinfection Modification Phase II	Water	12,000,000	Improve water quality, reduce impact of TTHMs and HAAs
24" to Montara Pump Station - SW 57th to SW University	Water	2,264,325	To meet current and future water demands
Soldier Township Transmission Improvements Phase III	Water	2,258,650	Water demands have exceeded capacity
South Elevated Tank; SW 65th Street	Water	5,360,690	Water demands have exceeded capacity
Water Main Replacement Program	Water	8,000,000	Improve integrity of infrastructure, regulatory compliance
Water Plant Rehabilitation Program	Water	7,950,000	Repair and/or replacement of aged and failing structures
Water Plant Operations Equipment & Fleet Maint. & Replacement Program	Water	1,200,000	Repair and replacement of equipment and vehicles
Meter Replacement / AMR Upgrade Program	Water	100,000	Replacing old and inaccurate meters throughout the city
Water Storage Tank Maint (Inspect-Repair-Painting)	Water	100,000	Structural maintenance, repair cathodic protection systems
Annual Valve & hydrant Exercising Repl Progr	Water	800,000	Exercise valves to maintain operability
<b>Total:</b>		<b>\$201,357,915</b>	



- GO Bonds
- Water
- Stormwater
- Wastewater
- Citywide Half Cent Sales Tax
- Countywide Half Cent Sales tax
- Federal Funding
- Cash (General, Donations or IT)

## WHAT IS THE CIP?

The Capital Improvement Plan (CIP) is a 5-year program for building and of paying for improvements to streets, quality of life, utility and other projects.

A GREAT PLACE TO GROW POTATOES



# FOUR YEAR PERSONNEL HISTORY

Below is a detailed history of full time equivalent (FTE) positions in the City of Topeka. Detailed information for each Department can be found in the Department pages of the Budget Book.

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
CITY COUNCIL	OFFICE ASSISTANT III	0.5	0.5	0	0
CITY COUNCIL	CITY COUNCIL OFFICE MANAGER	1	1	1	1
CITY COUNCIL	COUNCIL MEMBER	9	9	9	9
<b>CITY COUNCIL Total</b>		<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10</b>
	<b>CITY COUNCIL</b>	<b>10.5</b>	<b>10.5</b>	<b>10</b>	<b>10</b>
CITY MANAGER	EXECUTIVE ASSISTANT II	2	2	1	1
CITY MANAGER	CHIEF EXECUTIVE AIDE	0	0	1	1
CITY MANAGER	CITY MANAGER	1	1	1	1
CITY MANAGER	DEPUTY CITY MANAGER	1	1	1	1
<b>CITY MANAGER Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
CITY CLERK	ADMINISTRATIVE OFFICER	2	2	2	2
CITY CLERK	CITY CLERK	1	1	1	1
<b>CITY CLERK Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
CITY COMMUNICATIONS	PUBLIC RELATIONS SPECIALIST	1	1	1	1
CITY COMMUNICATIONS	PRODUCTION SPECIALIST	2	2	2	2
CITY COMMUNICATIONS	COMM & MARKETING DIRECTOR	1	1	0	0
CITY COMMUNICATIONS	MEDIA RELATIONS DIRECTOR	0	0	1	1
CITY COMMUNICATIONS	SYSTEM DEVELOPER II	0	1	0	0
<b>CITY COMMUNICATIONS Total</b>		<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>
	<b>CITY MANAGER EXECUTIVE OFFICES</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>11</b>
LEGAL	LEGAL SPECIALIST II	1	1	1	1
LEGAL	LEGAL SPECIALIST I	0	0	1	2
LEGAL	ATTORNEY II	1	1	1	0
LEGAL	ATTORNEY I	1	1	1	3
LEGAL	PARALEGAL	1	1	0	0
LEGAL	ATTORNEY III	2	2	2	1
LEGAL	ATTORNEY IV	1	1	1	1
LEGAL	LEGAL SPECIALIST III	1	1	1	1
LEGAL	OFFICE ASSISTANT III	1	1	1	0
LEGAL	CITY ATTORNEY	1	1	1	1
LEGAL	DEPUTY CITY ATTORNEY	1	1	1	1
LEGAL	CHIEF OF PROSECUTION	1	1	1	1
LEGAL	SENIOR PARALEGAL	1	1	2	2
LEGAL	CHIEF OF LITIGATION	1	1	1	1
	<b>LEGAL</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>
CENTRAL ACCOUNTING & CASH	ACCOUNTANT II	4	3	3	3
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST II	2	1	5	5
CENTRAL ACCOUNTING & CASH	PAYROLL MANAGER	0	0	1	1
CENTRAL ACCOUNTING & CASH	OFFICE SPECIALIST	4	5	1	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST III	2	3	2	2
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST I	1	1	1	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING MANAGER	1	1	0	0
CENTRAL ACCOUNTING & CASH	CHIEF ACCOUNTING OFFICER	0	0	1	1
CENTRAL ACCOUNTING & CASH	BUDGET MANAGER	1	1	1	1
CENTRAL ACCOUNTING & CASH	DIRECTOR OF ADMIN & FINC SVCS	1	1	1	1
CENTRAL ACCOUNTING & CASH	CHIEF FISCAL OFFICER	1	1	1	0
CENTRAL ACCOUNTING & CASH	MANAGEMENT ANALYST	0	1	1	2
CENTRAL ACCOUNTING & CASH	INTERNAL AUDITOR	0	0	1	0
CENTRAL ACCOUNTING & CASH	GRANT WRITER	0	0	1	1
<b>CENTRAL ACCOUNTING &amp; CASH Total</b>		<b>17</b>	<b>18</b>	<b>20</b>	<b>19</b>
CONTRACTS & PROCUREMENT	OFFICE SPECIALIST	1	1	1	1
CONTRACTS & PROCUREMENT	OFFICE ASSISTANT II	1	1	1	1
CONTRACTS & PROCUREMENT	PROCUREMENT OFFICER II	3	3	3	3
CONTRACTS & PROCUREMENT	PURCHASING DIRECTOR	1	1	1	1
<b>CONTRACTS &amp; PROCUREMENT Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
	<b>ADMIN &amp; FINANCIAL SERVICES</b>	<b>23</b>	<b>24</b>	<b>26</b>	<b>25</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
MUNICIPAL COURT	MUNICIPAL COURT ADMINISTRATOR/	1	1	1	1
MUNICIPAL COURT	OFFICE SPECIALIST	3	3	3	3
MUNICIPAL COURT	DEPUTY MUNICIPAL COURT ADMIN	1	1	1	1
MUNICIPAL COURT	COURT CLERK I	2	2	2	2
MUNICIPAL COURT	COURT CLERK II	6	6	6	6
MUNICIPAL COURT	SENIOR COURT CLERK	0	0	0	0
MUNICIPAL COURT	ADMIN MUNICIPAL COURT JUDGE	1	1	1	1
MUNICIPAL COURT	MUNICIPAL COURT JUDGE	1	1	1	1
MUNICIPAL COURT	PROTECTIVE SERVICES OFFICER I	3	3	3	3
MUNICIPAL COURT	PROTECTIVE SERVICES OFFICER II	1	1	1	1
MUNICIPAL COURT	SUPERVISOR	0	0	0	0
<b>MUNICIPAL COURT Total</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
PROBATION	PROBATION OFFICER II	1	1	1	1
PROBATION	OFFICE ASSISTANT III	1	1	1	1
PROBATION	PROBATION OFFICER I	2	2	2	2
<b>PROBATION Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
	<b>PROBATION</b>				
	<b>MUNICIPAL COURT</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
HUMAN RESOURCES	HUMAN RESOURCES ASSISTANT	1	1	1	3
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST I	3	2	1	1
HUMAN RESOURCES	MANAGEMENT (HRIS) ANALYST	1	1	1	1
HUMAN RESOURCES	MANAGER HUMAN RESOURCES	2	2	2	2
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST III	2	2	3	3
HUMAN RESOURCES	WELLNESS COORDINATOR	0.5	1	1	1
HUMAN RESOURCES	DIRECTOR OF HUMAN RESOURCES	1	1	1	1
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST I	0	1	2	1
<b>HUMAN RESOURCES Total</b>		<b>10.5</b>	<b>11</b>	<b>12</b>	<b>13</b>
	<b>HUMAN RESOURCES</b>	<b>10.5</b>	<b>11</b>	<b>12</b>	<b>13</b>
MAYOR	ASSISTANT TO THE MAYOR	1	1	1	1
MAYOR	MAYOR	1	1	1	1
<b>MAYOR Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>MAYOR</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
ADMINISTRATION	FIRE CHIEF	1	1	1	1
ADMINISTRATION	EXECUTIVE ASSISTANT	1	1	1	1
SUPPRESSION/OPERATIONS	DEPUTY CHIEF	1	1	1	1
TRAINING	CHIEF OF TRAINING	1	1	1	1
EMS	DIVISION CHIEF OF EMS	0	0	0	1
FIRE PREVENTION	FIRE MARSHAL	1	1	1	1
BUSINESS SERVICES	BUSINESS SERVICES MANAGER	1	1	1	1
SUPPRESSION/OPERATIONS	COMMUNICATIONS OFFICER III	1	1	0	0
I.T.	SYSTEMS SUPPORT	0	0	1	0
FIRE PREVENTION	PUBLIC EDUCATION OFFICER	1	1	1	1
FIRE PREVENTION	FIRE INSPECTOR	4	4	4	4
FIRE PREVENTION	FIRE INVESTIGATOR	3	3	3	3
TRAINING	TRAINING OFFICER	3	3	3	4
BUSINESS SERVICES	ACCOUNT SPECIALIST II	1	1	1	1
BUSINESS SERVICES	OFFICE ASSISTANT III	1	1	1	1
<b>ADMIN AND SPECIALITY Total</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 1 Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 2 Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SUPPRESSION/OPERATIONS	SHIFT COMMANDER	3	3	3	3
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 3 Total</b>		<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 4 Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SUPPRESSION/OPERATIONS	BATTALION CHIEF	3	3	3	3
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 5 Total</b>		<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 6 Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 7 Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 8 Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 9 Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 10 Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	6
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
<b>STATION 11 Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
SUPPRESSION/OPERATIONS	BATTALION CHIEF	3	3	3	3
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	3
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
<b>STATION 12 Total</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>DEPARTMENT TOTAL</b>	<b>FIRE</b>	<b>245</b>	<b>245</b>	<b>245</b>	<b>246</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
POLICE ADMINISTRATION	POLICE CHIEF	1	1	1	1
POLICE ADMINISTRATION	DEPUTY CHIEF OF POLICE	1	1	1	1
POLICE ADMINISTRATION	POLICE CAPTAIN	1	1	0	0
POLICE ADMINISTRATION	POLICE MAJOR	0	0	1	1
POLICE ADMINISTRATION	POLICE LIEUTENANT	1	1	1	1
POLICE ADMINISTRATION	ATTORNEY III	1	1	1	0
POLICE ADMINISTRATION	EXECUTIVE ASSISTANT I	1	1	1	1
POLICE ADMINISTRATION	ADMINISTRATIVE OFFICER	1	0	0	0
POLICE ADMINISTRATION	POLICE DETECTIVE	1	1	2	2
POLICE ADMINISTRATION	SENIOR PROJECT MANAGER	0	0	1	1
POLICE ADMINISTRATION	POLICE OFFICER	0	0	0	1
POLICE ADMINISTRATION	PUBLIC RELATIONS SPECIALIST	0	0	0	1
POLICE ADMINISTRATION	POLICE SERGEANT	0	0	0	1
POLICE ADMINISTRATION	SENIOR ATTORNEY	0	0	0	1
<b>POLICE ADMINISTRATION Total</b>		<b>8</b>	<b>7</b>	<b>9</b>	<b>12</b>
POLICE PROFESSIONAL STANDARDS	POLICE CAPTAIN	1	1	0	0
POLICE PROFESSIONAL STANDARDS	POLICE LIEUTENANT	2	2	1	1
POLICE PROFESSIONAL STANDARDS	POLICE SERGEANT	0	0	2	1
<b>POLICE PROFESSIONAL STANDARDS Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
POLICE EXEC SERVICES	CRIME ANALYSIS UNIT COORDINATOR	1	1	1	1
POLICE EXEC SERVICES	CRIME ANALYST	2	2	2	2
POLICE EXEC SERVICES	POLICE OFFICER	1	1	1	1
POLICE EXEC SERVICES	POLICE SERGEANT	1	1	1	1
POLICE EXEC SERVICES	ACCOUNTANT I	1	1	1	0
POLICE EXEC SERVICES	OFFICE ASSISTANT II	2	2	2	1
POLICE EXEC SERVICES	SENIOR PROJECT MANAGER	1	1	1	1
POLICE EXEC SERVICES	BUSINESS SERVICE MANAGER	0	0	0	1
<b>POLICE EXECUTIVE SERVICES Total</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>
POLICE RECRUITING & HIRING	POLICE SERGEANT	1	1	1	0
POLICE TRAINING	POLICE LIEUTENANT	1	1	1	1
POLICE TRAINING	OFFICE ASSISTANT III	1	1	1	1
POLICE TRAINING	POLICE OFFICER	2	2	2	4
POLICE TRAINING	POLICE CORPORAL	1	1	1	1
POLICE TRAINING	POLICE SERGEANT	1	1	1	1
POLICE TRAINING	CADETS	0	0	0	5
<b>POLICE TRAINING Total</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>13</b>
POLICE ADULT & JUVENILE CRIMES	MAJOR POLICE	1	1	1	1
POLICE ADULT & JUVENILE CRIMES	POLICE CAPTAIN	1	1	1	1
POLICE ADULT & JUVENILE CRIMES	POLICE LIEUTENANT	3	3	2	2
POLICE ADULT & JUVENILE CRIMES	OFFICE ASSISTANT II	2	2	2	1
POLICE ADULT & JUVENILE CRIMES	POLICE DETECTIVE	34	34	33	33
POLICE ADULT & JUVENILE CRIMES	POLICE SERGEANT	6	6	6	6
POLICE ADULT & JUVENILE CRIMES	OFFICE SPECIALIST	1	1	1	1
<b>POLICE ADULT &amp; JUVENILE CRIMES Total</b>		<b>48</b>	<b>48</b>	<b>46</b>	<b>45</b>
POLICE CRIME SCENE INVESTIGATION	POLICE OFFICER	6	6	7	5
POLICE CRIME SCENE INVESTIGATION	POLICE SERGEANT	2	2	2	2
<b>POLICE CRIME SCENE INVESTIGATION Total</b>		<b>8</b>	<b>8</b>	<b>9</b>	<b>7</b>
POLICE FIELD OPERATIONS	MAJOR POLICE	1	1	1	1
POLICE FIELD OPERATIONS	POLICE CAPTAIN	2	2	2	2
POLICE FIELD OPERATIONS	POLICE LIEUTENANT	6	6	6	6
POLICE FIELD OPERATIONS	POLICE OFFICER IN TRAINING	24	24	18	33
POLICE FIELD OPERATIONS	POLICE OFFICER	99	99	102	92
POLICE FIELD OPERATIONS	POLICE CORPORAL	14	14	14	12
POLICE FIELD OPERATIONS	POLICE SERGEANT	17	17	12	14
POLICE FIELD OPERATIONS	OFFICE ASSISTANT II	0	0	0	1
<b>POLICE FIELD OPS UNIT Total</b>		<b>163</b>	<b>163</b>	<b>155</b>	<b>161</b>
POLICE COMMUNITY OFFICERS	POLICE OFFICER	12	12	14	14
POLICE COMMUNITY OFFICERS	POLICE SERGEANT	2	2	2	2
<b>POLICE COMMUNITY OFFICERS Total</b>		<b>14</b>	<b>14</b>	<b>16</b>	<b>16</b>
POLICE BICYCLE UNIT	POLICE OFFICER	2	2	5	3
POLICE BICYCLE UNIT	POLICE CORPORAL	1	1	1	0
POLICE BICYCLE UNIT	POLICE SERGEANT	1	1	1	1
<b>POLICE BICYCLE UNIT Total</b>		<b>4</b>	<b>4</b>	<b>7</b>	<b>4</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
POLICE MOTORCYCLE UNIT	POLICE OFFICER	3	3	5	6
POLICE MOTORCYCLE UNIT	POLICE LIEUTENANT	0	0	1	1
POLICE MOTORCYCLE UNIT	POLICE CORPORAL	1	1	1	0
POLICE MOTORCYCLE UNIT	POLICE SERGEANT	1	1	1	1
<b>POLICE MOTORCYCLE UNIT Total</b>		<b>5</b>	<b>5</b>	<b>8</b>	<b>8</b>
POLICE NARCOTICS UNIT	MAJOR POLICE	1	1	1	1
POLICE NARCOTICS UNIT	POLICE CAPTAIN	1	1	1	1
POLICE NARCOTICS UNIT	POLICE LIEUTENANT	1	1	1	1
POLICE NARCOTICS UNIT	OFFICE ASSISTANT II	1	1	1	0
POLICE NARCOTICS UNIT	POLICE OFFICER	17	17	15	16
POLICE NARCOTICS UNIT	POLICE CORPORAL	2	2	2	0
POLICE NARCOTICS UNIT	POLICE SERGEANT	2	2	2	2
POLICE NARCOTICS UNIT	OFFICE SPECIALIST	0	0	0	1
POLICE NARCOTICS UNIT	POLICE DETECTIVE	0	0	0	1
<b>POLICE NARCOTICS UNIT Total</b>		<b>25</b>	<b>25</b>	<b>23</b>	<b>23</b>
POLICE CANINE UNIT	POLICE OFFICER	7	7	8	6
POLICE CANINE UNIT	POLICE CORPORAL	1	1	0	0
POLICE CANINE UNIT	POLICE SERGEANT	1	1	1	1
<b>POLICE CANINE UNIT Total</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>7</b>
POLICE SCHOOL RESOURCE PROGRAM	POLICE LIEUTENANT	1	1	0	0
POLICE SCHOOL RESOURCE PROGRAM	POLICE OFFICER	9	9	9	6
POLICE SCHOOL RESOURCE PROGRAM	POLICE CORPORAL	1	1	1	0
POLICE SCHOOL RESOURCE PROGRAM	POLICE SERGEANT	1	1	1	1
<b>POLICE SCHOOL RESOURCE PROGRAM Total</b>		<b>12</b>	<b>12</b>	<b>11</b>	<b>7</b>
POLICE ANIMAL CONTROL	SUPERVISOR II	1	1	1	1
POLICE ANIMAL CONTROL	ANIMAL CONTROL OFFICER	3	3	4	4
POLICE ANIMAL CONTROL	SENIOR ANIMAL CONTROL OFFICER	2	2	1	1
<b>POLICE ANIMAL CONTROL Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
POLICE CODE ENFORCEMENT	OFFICE SPECIALIST	1	1	0	0
POLICE CODE ENFORCEMENT	SUPERVISOR II	2	2	0	0
POLICE CODE ENFORCEMENT	MANAGER CODE SERVICES	1	1	0	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR II	1	1	0	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR III	1	1	0	0
POLICE CODE ENFORCEMENT	OFFICE ASSISTANT II	1	1	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	0	1	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	5	5	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	0	1	0	0
<b>POLICE CODE ENFORCEMENT Total</b>		<b>12</b>	<b>14</b>	<b>0</b>	<b>0</b>
POLICE VOLUNTEERS	OFFICE SPECIALIST	1	1	1	0
POLICE VOLUNTEERS	PROJECT COORDINATOR	0	0	0	1
<b>POLICE VOLUNTEERS Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
POLICE PHYSICAL SERVICES	SUPERVISOR II	1	1	1	1
POLICE PHYSICAL SERVICES	INVENTORY SPECIALIST	6	5	6	5
POLICE PHYSICAL SERVICES	POLICE SERGEANT	2	2	2	1
POLICE RECORDS	SUPERVISOR I	2	2	2	2
POLICE RECORDS	SUPERVISOR III	1	1	1	1
POLICE RECORDS	OFFICE ASSISTANT I	2	2	2	2
POLICE RECORDS	OFFICE ASSISTANT II	16.5	16.5	16.5	16.5
POLICE RECORDS	POLICE LIEUTENANT	0	0	1	1
POLICE PHYSICAL SERVICES	SUPERVISOR I	0	0	0	1
<b>RECORDS/PHYSICAL SERVICES Total</b>		<b>30.5</b>	<b>29.5</b>	<b>31.5</b>	<b>30.5</b>
POLICE COMPUTER	SYSTEM DEVELOPER III	1	1	1	0
POLICE COMPUTER	SYSTEM DEVELOPER II	2	2	2	2
POLICE COMPUTER	NETWORK ENGINEER III	0	0	0	1
<b>POLICE COMPUTER Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
	<b>POLICE</b>	<b>367.5</b>	<b>367.5</b>	<b>353.5</b>	<b>353.5</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
ZOO FINANCE	ZOO DIRECTOR	1	1	1	1
<b>ZOO FINANCE Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
ZOO GUEST EXPERIENCE	HORTICULTURIST	1	1	1	1
<b>ZOO GUEST EXPERIENCE Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
ZOO ANIMAL CARE	SUPERVISOR II	1	1	1	1
ZOO ANIMAL CARE	ZOO OPERATIONS MANAGER	1	1	1	1
ZOO ANIMAL CARE	ASSISTANT CURATOR / RECORDS MANAGER	1	1	1	1
ZOO ANIMAL CARE	ZOO KEEPER I	6	6	6	5
ZOO ANIMAL CARE	ZOO KEEPER II	6	6	6	9
ZOO ANIMAL CARE	ZOO KEEPER III	1	1	1	1
<b>ZOO ANIMAL CARE Total</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>18</b>
ZOO CONSERVATION EDUCATION	FOOD SERVICE COORDINATOR	1	1	1	1
ZOO CONSERVATION EDUCATION	EDUCATION SPECIALIST II	1	1	1	1
<b>ZOO CONSERVATION EDUCATION Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
ZOO ANIMAL CARE	ZOO VET TECH	1	1	1	1
ANIMAL HEALTH	ZOO VETERINARIAN	1	1	1	1
<b>ANIMAL HEALTH Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>ZOO</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>24</b>
PLANNING	PLANNING DIRECTOR	1	1	1	1
PLANNING	OFFICE SPECIALIST	1	1	1	1
PLANNING	PLANNER I	1	1	1	1
PLANNING	PLANNER II	4	4	4	4
PLANNING	PLANNER III	3	3	3	3
PLANNING	ZONING INSPECTOR	1	1	0	0
<b>PLANNING Total</b>		<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>
	<b>PLANNING</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>
INFORMATION TECHNOLOGY	DIRECTOR OF INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	DEPUTY DIRECTOR INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	MANAGEMENT ANALYST	1	1	1	1
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER II	1	0	0	1
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER III	4	4	5	6
INFORMATION TECHNOLOGY	APPLICATION DEVELOPER	1	1	1	1
INFORMATION TECHNOLOGY	USER SYSTEM CONSULTANT III	2	2	2	2
INFORMATION TECHNOLOGY	NETWORK ENGINEER III	2	2	2	2
INFORMATION TECHNOLOGY	CHIEF NETWORK ENGINEER	1	1	1	1
INFORMATION TECHNOLOGY	PROJECT COORDINATOR	1	1	1	1
<b>INFORMATION TECHNOLOGY Total</b>		<b>15</b>	<b>14</b>	<b>15</b>	<b>17</b>
	<b>INFORMATION TECHNOLOGY</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>17</b>
<i>Note Public Works has been reorganized so some of the position titles and division names may have changed slightly from 2013 to 2017.</i>					
ADMINISTRATION	OFFICE ASSISTANT III	1	1	1	1
ADMINISTRATION	DIRECTOR OF PUBLIC WORKS	1	1	1	1
ADMINISTRATION	MANAGEMENT ANALYST	0	0	0	1
ADMINISTRATION	MANAGER COMMUNITY EDUCATION	0	0	1	1
<b>ADMINISTRATION Total</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>
TECH SUPPORT GROUP	SENIOR PROJECT MANAGER	1	1	0	0
TECH SUPPORT GROUP	TECH SUPPORT ANALYST II	1	1	1	1
TECH SUPPORT GROUP	MANAGER TECHNICAL SUPPORT	1	1	1	1
TECH SUPPORT GROUP	MANAGER COMMUNITY EDUCATION	1	1	0	0
TECH SUPPORT GROUP	ENGINEERING TECHNICIAN II	1	1	1	4
TECH SUPPORT GROUP	ENGINEERING TECHNICIAN I	0	0	0	1
TECH SUPPORT GROUP	USER SYSTEM CONSULTANT II	1	1	1	1
TECH SUPPORT GROUP	SYSTEM DEVELOPER III	0	0	0	1
TECH SUPPORT GROUP	MANAGEMENT ANALYST	0	0	0	1
<b>TECH SUPPORT GROUP Total</b>		<b>6</b>	<b>6</b>	<b>4</b>	<b>10</b>
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	1	1	0	0
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	1	1	0	0
DEVELOPMENT SERVICES	CODE ENFORCEMENT DIRECTOR	1	1	0	0
DEVELOPMENT SERVICES	PLAN REVIEWER	1	1	0	0
DEVELOPMENT SERVICES	OFFICE SPECIALIST	1	1	0	0
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	1	1	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR	4	4	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	1	1	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	2	2	0	0
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	1	1	0	0
<b>DEVELOPMENT SERVICES Total</b>		<b>14</b>	<b>14</b>	<b>0</b>	<b>0</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
PROJECT MANAGEMENT	CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	ASSISTANT CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	MANAGER PAVEMENT IMPROVEMENTS	1	1	1	1
PROJECT MANAGEMENT	ENGINEER I	1	1	1	0
PROJECT MANAGEMENT	ENGINEER II	3	3	3	3
PROJECT MANAGEMENT	ENGINEER III	0	0	0	1
PROJECT MANAGEMENT	ACCOUNTING SPECIALIST II	1	1	1	1
PROJECT MANAGEMENT	OFFICE ASSISTANT III	1	1	1	1
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN I	1	1	2	2
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN II	4	4	3	3
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN III	0	0	0	0
PROJECT MANAGEMENT	REAL ESTATE OFFICER	1	1	1	1
<b>PROJECT MANAGEMENT Total</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN III	2	2	2	2
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN I	3	3	3	3
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN II	4	4	4	3
ROW & SURVEY MANAGEMENT	MANAGER CONSTRUCTION INSPECTI	1	1	1	1
ROW & SURVEY MANAGEMENT	MANAGER SURVEY DESIGN & REC	1	1	1	1
<b>ROW &amp; SURVEY MANAGEMENT Total</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>
FORESTRY	MANAGER FORESTRY/CITY FORESTER	1	1	1	1
FORESTRY	SUPERVISOR	0	0	1	1
FORESTRY	ARBORIST I	1	1	1	1
FORESTRY	ARBORIST III	4	4	3	3
FORESTRY	ARBORIST II	3	3	3	3
<b>FORESTRY Total</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
	<b>PUBLIC WORKS (GENERAL FUND)</b>	<b>57</b>	<b>57</b>	<b>42</b>	<b>48</b>
METER PARKING	SUPERVISOR I	1	1	1	1
METER PARKING	OFFICE ASSISTANT II	1	1	1	1
METER PARKING	PARKING CONTROL OFFICER I	3	3	3	4
METER PARKING	PARKING CONTROL OFFICER II	1	1	1	0
METER PARKING	MANAGER	1	1	1	1
METER PARKING	SUPERVISOR II	1	1	1	1
METER PARKING	MAINTENANCE WORKER II	4	4	4	4
METER PARKING	OFFICE ASSISTANT III	1	1	1	1
METER PARKING	SYSTEM DEVELOPER I	1	1	1	1
<b>PARKING Total</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
FLEET MANAGEMENT	MANAGER FLEET SERVICES	1	1	1	1
FLEET MANAGEMENT	OFFICE SPECIALIST	1	1	1	1
FLEET MANAGEMENT	SUPERVISOR III	4	4	4	4
FLEET MANAGEMENT	OFFICE ASSISTANT II	1	1	1	1
FLEET MANAGEMENT	OFFICE ASSISTANT III	0	0	0	0
FLEET MANAGEMENT	ACCOUNTING SPECIALIST I	1	1	1	1
FLEET MANAGEMENT	MASTER MECHANIC	7	7	7	7
FLEET MANAGEMENT	MAINTENANCE WORKER II	2	2	2	2
FLEET MANAGEMENT	MAINTENANCE WORKER III	6	6	6	6
<b>FLEET MANAGEMENT Total</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
ADMIN & FACILITIES	MANAGER FACILITIES	1	1	1	1
ADMIN & FACILITIES	SUPERVISOR II	1	1	1	1
ADMIN & FACILITIES	OFFICE ASSISTANT III	1	1	1	1
ADMIN & FACILITIES	CARPENTER	1	1	1	1
ADMIN & FACILITIES	ELECTRICIAN	1	1	1	1
ADMIN & FACILITIES	MAINTENANCE WORKER I	3	3	5	6
ADMIN & FACILITIES	MAINTENANCE WORKER II	4	4	4	5
ADMIN & FACILITIES	MAINTENANCE WORKER III	1	1	1	1
ADMIN & FACILITIES	PLUMBER	1	1	1	1
ADMIN & FACILITIES	HVAC SPECIALIST II	1	1	1	1
<b>ADMIN &amp; FACILITIES Total</b>		<b>15</b>	<b>15</b>	<b>17</b>	<b>19</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
TO ADMINISTRATION	DIRECTOR ST MAINT & TRAFFIC OP	1	1	1	1
TO ADMINISTRATION	ASSISTANT SUPERINTENDENT SMTO	1	1	1	1
TO ADMINISTRATION	MANAGER SUPPORT	4	4	4	4
TO ADMINISTRATION	SENIOR PROGRAM COORDINATOR	2	2	2	2
TO ADMINISTRATION	OFFICE ASSISTANT I	1	1	1	1
TO ADMINISTRATION	OFFICE ASSISTANT III	2	2	2	2
TO ADMINISTRATION	FIELD LEAD	0	0	0	0
TO ADMINISTRATION	MANAGER QUALITY ASSURANCE	2	2	2	2
<b>TO ADMINISTRATION Total</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
TO MAIN STREET (QA)	EQUIPMENT OPERATOR	33	33	41	41
<b>TO MAIN STREET (QA) Total</b>		<b>33</b>	<b>33</b>	<b>41</b>	<b>41</b>
TO MAIN TRAFFIC OPS	INFRASTRUCTURE SUPPORT MANAGER	2	2	2	2
TO MAIN TRAFFIC OPS	TRAFFIC OPS ADMINISTRATOR	1	1	1	1
TO MAIN TRAFFIC OPS	EQUIPMENT OPERATOR I	5	5	5	3
TO MAIN TRAFFIC OPS	EQUIPMENT OPERATOR II	0	0	0	2
TO MAIN TRAFFIC OPS	OFFICE ASSISTANT III	1	1	1	1
TO MAIN TRAFFIC OPS	ELECTRONICS TECHNICIAN I	2	2	2	1
TO MAIN TRAFFIC OPS	ELECTRONICS TECHNICIAN II	2	2	2	3
<b>TO MAIN TRAFFIC OPS Total</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
	<b>PUBLIC WORKS TOTAL</b>	<b>168</b>	<b>168</b>	<b>163</b>	<b>171</b>
CUSTOMER SERVICE CUSTOMER CARE	DIRECTOR OF CUSTOMER SERVICE	1	1	1	1
CUSTOMER SERVICE CUSTOMER CARE	MANAGER SUPPORT	1	1	1	1
CUSTOMER SERVICE CUSTOMER CARE	OFFICE SPECIALIST	1	1	1	1
CUSTOMER SERVICE CUSTOMER CARE	SUPERVISOR II	2	2	2	2
CUSTOMER SERVICE CUSTOMER CARE	BUSINESS SUPPORT ANALYST	1	1	1	1
CUSTOMER SERVICE CUSTOMER CARE	MANAGEMENT ANALYST	0	0	0	0
CUSTOMER SERVICE CUSTOMER CARE	OFFICE ASSISTANT II	9	9	9	9
CUSTOMER SERVICE CUSTOMER CARE	OFFICE ASSISTANT III	2	2	2	2
<b>CS CUSTOMER CARE Total</b>		<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
CUSTOMER SERVICE METER MAINT	MANAGER SUPPORT	1	1	1	0
CUSTOMER SERVICE METER MAINT	DIRECTOR OF METER SERVICES	0	0	0	1
CUSTOMER SERVICE METER MAINT	SUPERVISOR II	2	2	2	2
CUSTOMER SERVICE METER MAINT	OFFICE ASSISTANT II	1	1	1	1
CUSTOMER SERVICE METER MAINT	LEADPERSON	1	1	1	1
CUSTOMER SERVICE METER MAINT	LEADPERSON	1	1	1	1
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER I	0	0	0	1
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER I	0	0	0	1
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER I	0	0	0	1
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER II	5	5	5	5
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER III	6	6	6	6
<b>CS METER MAINT Total</b>		<b>17</b>	<b>17</b>	<b>17</b>	<b>20</b>
CUSTOMER SERVICE UTILITY BILLING	MANAGER SUPPORT	1	1	1	1
CUSTOMER SERVICE UTILITY BILLING	OFFICE SPECIALIST	1	1	1	1
CUSTOMER SERVICE UTILITY BILLING	OFFICE ASSISTANT II	1	1	1	1
CUSTOMER SERVICE UTILITY BILLING	OFFICE ASSISTANT III	1	1	1	1
<b>CS UTILITY BILLING Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
UTILITY INFRA BACKFLOW	CROSS CONNECTION INSP I	1	1	1	1
<b>BACKFLOW Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
UTILITY INFRA TECHNICAL ANALYSIS	SENIOR PROJECT MANAGER	1	1	1	1
UTILITY INFRA TECHNICAL ANALYSIS	ENGINEERING TECHNICIAN II	2	2	2	0
<b>TECHNICAL ANALYSIS Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>
UTILITY INFRA UTILITY REPAIR & INSPECTION	MANAGER SUPPORT	1	1	1	1
UTILITY INFRA UTILITY REPAIR & INSPECTION	OFFICE ASSISTANT III	1	1	1	1
UTILITY INFRA UTILITY REPAIR & INSPECTION	ENGINEERING TECHNICIAN II	2	2	2	1
<b>UTILITY REPAIR &amp; INSPECTION Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
WATER SERVICES MAIN DISTRIBUTION	FOREPERSON	3	3	3	3
<b>WS MAIN DISTRIBUTION Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
UTILITY INFRA OPS TREATMENT	WATER SYSTEM GENERAL MANAGER	1	1	1	1
UTILITY INFRA OPS TREATMENT	MANAGER WATER TREATMENT PLANT	1	1	1	1
UTILITY INFRA OPS TREATMENT	WATER PLANT OPERATOR	1	1	1	1
UTILITY INFRA OPS TREATMENT	CLASS IV WATER PLANT OPERATOR	5	5	5	5
<b>OPS TREATMENT Total</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
<b>OPS TREATMENT Total</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
UTILITY INFRA OPS LAB	CHEMIST	1	1	1	1
UTILITY INFRA OPS LAB	LABORATORY TECHNICIAN	1	1	1	1
<b>OPS LAB Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
UTILITY INFRA OPS SCADA	SYSTEM DEVELOPER I	1	1	1	0
UTILITY INFRA OPS SCADA	NETWORK ENGINEER III	0	0	0	1
UTILITY INFRA OPS SCADA	ELEC / INSTRUMENT MECH II	1	1	1	1
<b>OPS SCADA Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
UTILITY INFRA MAINT PLANT	MANAGER SUPPORT	2	2	2	2
UTILITY INFRA MAINT PLANT	ELECTRICIAN	1	1	1	1
UTILITY INFRA MAINT PLANT	FOREPERSON	5	5	5	5
UTILITY INFRA MAINT PLANT	LEADPERSON	3	3	3	3
UTILITY INFRA MAINT PLANT	UTILITY SYSTEM WORKER II	3	3	3	3
UTILITY INFRA MAINT PLANT	UTILITY SYSTEM WORKER III	6	6	6	6
<b>MAINT PLANT Total</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEER II	1	1	1	1
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEERING TECHNICIAN II	1	1	1	0
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEERING IN TRAINING	0	0	0	1
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEER I	0	0	1	1
<b>PROJECT MGMT-STORMWATER Total</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
UTIL INFRA BMP MANAGEMENT	MANAGER SUPPORT	1	1	1	1
UTIL INFRA BMP MANAGEMENT	EROSION CONTROL INSPECTOR II	1	1	1	1
UTIL INFRA BMP MANAGEMENT	HORTICULTURIST	1	1	1	1
<b>BMP MANAGEMENT Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
UTILITY INFRA NPDES	ENVIRONMENTAL TECHNICIAN I	2	2	2	2
UTILITY INFRA NPDES	ENVIRONMENTAL TECHNICIAN II	0	0	0	0
<b>NPDES Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
WPC NPDES	MANAGER WPC OPERATIONS	1	1	1	1
<b>WPC NPDES Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
UTIL INFRA PROJECT MGMT-WASTEWATER	ENGINEER IN TRAINING	0	0	0	1
UTIL INFRA PROJECT MGMT-WASTEWATER	ENGINEER II	1	1	1	1
<b>PROJECT MGMT-WASTEWATER Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>
UAM/WA PROJECT MGMT	ADMINISTRATIVE OFFICER	1	1	1	1
UAM/WA PROJECT MGMT	ENGINEER II	1	1	1	1
UAM/WA PROJECT MGMT	DIRECTOR OF UTILITIES INFRASTR	1	1	1	1
<b>UAM/WA PROJECT MGMT Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
WATER SERVICES MAIN DISTRIBUTION	DIRECTOR OF WATER SERVICES	1	1	1	1
WATER SERVICES MAIN DISTRIBUTION	ASST DIRECTOR WATER SERVICES	1	1	1	1
WATER SERVICES MAIN DISTRIBUTION	MANAGER SUPPORT	3	3	3	3
WATER SERVICES MAIN DISTRIBUTION	OFFICE ASSISTANT III	2	2	2	2
WATER SERVICES MAIN DISTRIBUTION	FOREPERSON	8	8	8	8
WATER SERVICES MAIN DISTRIBUTION	LEADPERSON	6	6	6	6
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER II	8	8	8	8
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER III	5	5	5	5
WATER SERVICES MAIN DISTRIBUTION	WATER INVENTORY SPECIALIST	1	1	1	1
<b>WS MAIN DISTRIBUTION Total</b>		<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
BUSINESS SERV/WATER ADMIN	ACCOUNTANT I	1	1	1	0
BUSINESS SERV/WATER ADMIN	ACCOUNTANT II	0	0	0	1
BUSINESS SERV/WATER ADMIN	OFFICE ASSISTANT III	3	3	3	3
<b>BS/WATER ADMIN Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
BUSINESS SERV STORMWATER ADMIN	OFFICE ASSISTANT II	1	1	1	1
<b>BS STORMWATER ADMIN Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
BUSINESS SERV WASTERWATER ADMIN	ADMINISTRATIVE OFFICER	1	1	1	1
BUSINESS SERV WASTERWATER ADMIN	OFFICE ASSISTANT III	2	2	2	2
BUSINESS SERV WASTERWATER ADMIN	ACCOUNTING SPECIALIST II	0	0	0	0
<b>BS WASTERWATER ADMIN Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
BUSINESS SERV UTILITIES & TRANS ADMIN	EXECUTIVE ASSISTANT I	1	1	1	1
BUSINESS SERV UTILITIES & TRANS ADMIN	UTILITIES & TRANSP COORDINATOR	1	1	1	1
BUSINESS SERV UTILITIES & TRANS ADMIN	DIRECTOR OF BUSINESS SERVICES	1	1	1	1
BUSINESS SERV UTILITIES & TRANS ADMIN	UTILITIES SUPERINTENDENT	1	1	1	0
<b>BS UTILITIES &amp; TRANS ADMIN Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
WPC MAIN WW COLLECTIONS	MANAGER SUPPORT	2	2	2	2
WPC MAIN WW COLLECTIONS	SUPERVISOR III	1	1	1	1
WPC MAIN WW COLLECTIONS	WPC I&I /CCTV SL II	3	3	3	3
WPC MAIN WW COLLECTIONS	WPC EQUIP OPERATOR SL I	8	8	8	8
WPC MAIN WW COLLECTIONS	WPC EQUIP OPERATOR SL II	3	3	3	3
WPC MAIN WW COLLECTIONS	WPC EQUIP OPERATOR SL III	12	12	12	12
<b>WPC MAIN WW COLLECTIONS Total</b>		<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>

# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
WPC MAINT SW COLLECTIONS	WPC I&I /CCTV SL II	1	1	1	1
WPC MAINT SW COLLECTIONS	WPC EQUIP OPERATOR SL III	1	3	3	3
<b>WPC MAINT SW COLLECTIONS Total</b>		<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>
WPC MAINT DITCHES	MANAGER SUPPORT	1	1	1	1
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL I	0	1	1	1
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL II	0	1	0	0
<b>WPC MAINT DITCHES Total</b>		<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>
WPC MAIN N TOPEKA PLAN	WPC MAINT MECHANIC SL III	0	1	1	1
WPC MAIN N TOPEKA PLAN	WPC ELECT & INST MECH-E&I SLII	1	1	1	1
<b>WPC MAIN N TOPEKA PLAN Total</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
WPC MAIN OAKLOAD PLANT	WPC MAINT MECHANIC SL II	0	1	1	1
<b>WPC MAIN OAKLOAD PLANT Total</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
WPC MAIN PUMP STATIONS	MANAGER SUPPORT	1	1	1	1
WPC MAIN PUMP STATIONS	WPC MAINT MECHANIC SL I	2	2	2	2
WPC MAIN PUMP STATIONS	WPC MAINT MECHANIC SL III	4	4	4	4
<b>WPC MAIN PUMP STATIONS Total</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
WPC MAIN N TOPEKA PLAN	WPC MAINTENANCE MECHANIC II	1	1	1	1
WPC MAIN N TOPEKA PLAN	WPC ELECT & INST MECH-E&I SLII	1	1	1	1
<b>WPC MAIN N TOPEKA PLAN Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
WPC MAIN OAKLOAD PLANT	MANAGER SUPPORT	1	1	1	1
<b>WPC MAIN OAKLOAD PLANT Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
WPC OPS OAKLAND PLANT	WPC MAINTENANCE MECHANIC II	1	1	1	1
<b>WPC OPS OAKLAND PLANT Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
WPC MAIN N TOPEKA PLAN	WPC MAINT MECHANIC SL III	2	2	2	2
<b>WPC MAIN N TOPEKA PLAN Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
WPC MAIN OAKLAND PLANT	WPC ELECT & INST MECH-E&I SLII	1	1	1	1
<b>WPC MAIN OAKLAND PLANT Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
WPC MAIN PUMP STATIONS	WPC MAINT MECHANIC SL II	1	1	1	1
<b>WPC MAIN PUMP STATIONS Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
WPC OPS LAB	BIOLOGIST	2	2	2	2
WPC OPS LAB	LABORATORY TECHNICIAN	1	1	1	1
WPC OPS LAB	MANAGER LABORATORY OPERATIONS	1	1	1	1
<b>WPC OPS LAB Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
WPC OPS BIOSOLIDS	WPC BIO-SOLIDS TECH I - SL II	1	1	1	1
WPC OPS BIOSOLIDS	WPC BIO-SOLIDS TECH II - SLIII	2	2	2	2
<b>WPC OPS BIOSOLIDS Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
WPC OPS OAKLAND PLANT	MANAGER SUPPORT	1	1	1	1
WPC OPS OAKLAND PLANT	WPC GENERAL MANAGER	1	1	1	1
WPC OPS OAKLAND PLANT	MANAGER WPC OPERATIONS	1	1	1	1
WPC OPS OAKLAND PLANT	WPC PLANT OPERATOR SL I	1	1	1	1
WPC OPS OAKLAND PLANT	WPC PLANT OPERATOR SL II	1	1	1	1
WPC OPS OAKLAND PLANT	WPC PLANT OPERATOR SL IV	8	9	9	9
WPC OPS OAKLAND PLANT	WPC ELECT & INST MECH-E&I SL I	0	1	1	1
<b>WPC OPS OAKLAND PLANT Total</b>		<b>13</b>	<b>15</b>	<b>15</b>	<b>15</b>
WPC OPS N TOPEKA PLAN	WPC PLANT OPERATOR SL IV	4	4	4	4
<b>WPC OPS N TOPEKA PLAN Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
WPC SHERWOOD TREATMENT	WPC PLANT OPERATOR SL IV	2	2	2	2
<b>WPC SHERWOOD TREATMENT Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>UTILITIES TOTAL</b>	<b>214</b>	<b>222</b>	<b>222</b>	<b>222</b>
HOUSING SERVICES	DEPUTY DIRECTOR HND	1	1	0	0
HOUSING SERVICES	MANAGER HND SERVICES	1	1	1	1
HOUSING SERVICES	DIV DIRC HOUSING SERVICES	0	0	1	1
HOUSING SERVICES	ACCOUNTANT I	1	1	1	1
HOUSING SERVICES	ACCOUNTING SPECIALIST II	1	1	1	1
HOUSING SERVICES	GRANTS ADMINISTRATOR	1	1	1	1
HOUSING SERVICES	COMMUNITY RESOURCE SPECIALIST	1	1	1	1
HOUSING SERVICES	REHABILITATION SPECIALIST II	1	1	2	2
HOUSING SERVICES	REHABILITATION SPECIALIST III	1	1	0	0
HOUSING SERVICES	REHABILITATION SPECIALIST I	3	3	2	2
HOUSING SERVICES	OFFICE ASSISTANT I	1	1	0	0
HOUSING SERVICES	OFFICE ASSISTANT II	1	1	0	0
HOUSING SERVICES	OFFICE SPECIALIST	0	0	1	1
HOUSING SERVICES	PROGRAM COORDINATOR	1	1	1	1
<b>HOUSING AND NEIGH. DEV.</b>		<b>14</b>	<b>14</b>	<b>12</b>	<b>12</b>

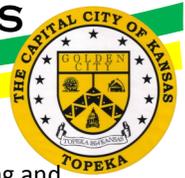
# FOUR YEAR PERSONNEL HISTORY

Division Description	Position Description	2014 FTE	2015 FTE	2016 FTE	2017 FTE
NR ADMIN	DIRECTOR OF HNR	0	0	1	1
NR ADMIN	OFFICE ASSISTANT II	1	1	1	1
NR ADMIN	DIV DIRC COMM ENGAGEMENT	0	0	1	1
<b>NEIGHBORHOOD RELATIONS ADMIN</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>
DEVELOPMENT SERVICES	DIV DIRECTOR PROP CODE DEV SV	0	0	1	1
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	0	0	1	1
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	0	0	1	1
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	0	0	1	1
DEVELOPMENT SERVICES	PLAN REVIEWER	0	0	1	1
DEVELOPMENT SERVICES	OFFICE SPECIALIST	0	0	1	1
DEVELOPMENT SERVICES	TRADE INSPECTOR	0	0	5	5
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	0	0	1	1
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	0	0	2	2
DEVELOPMENT SERVICES	ZONING INSPECTOR	0	0	1	1
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	0	0	1	1
<b>DEVELOPMENT SERVICES</b>		<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>
CODE ENFORCEMENT	MANAGER CODE SERVICES	0	0	1	1
CODE ENFORCEMENT	SUPERVISOR II	0	0	1	1
CODE ENFORCEMENT	OFFICE SPECIALIST	0	0	1	1
CODE ENFORCEMENT	OFFICE ASSISTANT II	0	0	1	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR II	0	0	1	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR III	0	0	1	1
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	0	0	1	1
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	0	0	8	8
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	0	0	1	1
<b>CODE ENFORCEMENT Total</b>		<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>
<b>NEIGHBORHOOD RELATIONS (FORMER HND)</b>		<b>14</b>	<b>14</b>	<b>47</b>	<b>47</b>
<b>Grand Total</b>		<b>1,150.50</b>	<b>1,160.00</b>	<b>1,176.50</b>	<b>1,189.50</b>

# PERSONNEL HISTORY SUMMARY

Personnel Summary: 4 Year History					
Department	2014	2015	2016	2017	2017-2016 Variance
	Approved FTEs	Approved FTEs	Adopted FTE	Proposed FTE	
City Council	10.5	10.5	10	10	0
Mayor	2	2	2	2	0
Executive	11	12	11	11	0
Admin & Financial Services	23	24	26	25	-1
Fire	245	245	245	246	1
Neighborhood Relations ( <i>Former Housing &amp; Neighborhood Development</i> )	14	14	47	47	0
Human Resources	10.5	11	12	13	1
Information Technology	15	14	15	17	2
Legal	14	14	15	15	0
Municipal Courts	23	23	23	23	0
Planning	11	11	10	10	0
Police	367.5	367.5	353.5	353.5	0
Public Works	382	390	385	171	-214
Utilities	0	0	0	222	222
Zoo	22	22	22	24	2
<b>Total</b>	<b>1,150.50</b>	<b>1,160.00</b>	<b>1,176.50</b>	<b>1,189.50</b>	<b>13.00</b>

*Neighborhood Relations was a newly formed Department in the 2016 budget, formerly known as Housing & Neighborhood Development. Utilities was previously included in the Public Works total.*



## Financial Policies, Guidelines and 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 annual budgets. By August 25<sup>th</sup> of each year, prior to commencement of the new fiscal year on the following January 1<sup>st</sup>, the governing body of the City must adopt a budget, which is filed with the County Clerk and the State Director of Accounts and Reports. The budget itemizes anticipated revenues and proposed expenditures, detailed by program and object of expenditures, for the next fiscal year. Funds must be balanced so that total resources equal obligations in accordance with Kansas law (K.S.A. 79-2927), which requires that, "The budget of expenditures for each fund shall balance with the budget of revenues for such fund....". The level of budgetary control or expenditure limit is at the fund level, except for the General Fund which also has established expenditure limits for each Department financed. However, statutes allow for the transfer of budgeted amounts between line items within a fund. Departments are responsible for managing their budgets to the fund or department total level. The City maintains a financial and budgetary control system. Expenditures and revenues are tracked to ensure adherence to the budget and awareness of the financial environment. Monthly reports are prepared that compare actual revenues and expenditures to budgeted amounts and provide a picture of the City's cash position.

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

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

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



**Investment Policy.** The City of Topeka recognizes that effective cash management is an integral component of good financial management. It shall be the policy of the City that funds deemed idle, based on projected cash flow, be invested in a manner that seeks to maximize their productivity until such time as they are needed for the operations of the City. The City's investment portfolio shall be designed and managed in accordance with this policy to ensure public trust and be consistent with state and local laws. Investments shall be at the highest rates obtainable at the time of the investment, within the limitations of the law and the city's prudent investment policy in accordance with the following criteria.

**Safety:** Safety of principal will be the foremost objective of the investment program for the City of Topeka. Each investment will be made in a manner, which ensures the preservation of capital in the portfolio.

**Liquidity:** The City of Topeka shall remain sufficiently liquid so as to meet all operating needs and expenses. The City will consider liquidity as a priority, while still recognizing the need to maximize yield.

**Return on Investment:** The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints, state statutes, cash flow needs of the City. Investments shall be made at the highest rates obtainable at the time of investment, within the limitation of the law and the City's prudent investment policy.

**Diversification:** Market risk shall be minimized by diversification of investment types. The City shall diversify (where prudent judgment dictates) its investments so that reliance on any one issuer (financial institution) or investment type will not place an undue burden on the City.

The investment policy also outlines safeguards, investment procedures, legal authority and other procedures related to the prudent investment of funds.

**Capital Improvement Policy and Procedure.** The Capital Improvement Policy provides a guideline and methodology for the development of the City's five-year capital improvement plan. The first three years of the Capital Improvement Plan (CIP) will consist of projects adopted as part of the Capital Improvement Budget (CIB). The first year of the CIB contains projects that will be initiated and completed during the proposed operating budget year. The second and third year projects are those for which plans are prepared for implementation. The projects in the following two years are those planned for implementation as they move towards the CIB. Thoughtful planning is essential for all departments submitting CIP requests. The Capital Improvement Policy includes definitions of a capital improvement project and other terms. It provides the following review principles to be followed in the adoption of the CIP.

1. The property tax levy for capital improvements should be maintained at a relatively consistent level from year to year. If movement either upward or downward becomes necessary, it should be done gradually.
2. When considering a consistent capital improvement property tax levy, the City should include the property tax requirements for debt service as well as for projects financed by direct appropriation or other means.
3. The City should maximize utilization of all Federal and State revenue sources for capital improvements.
4. The CIP is viewed as a long-term program that will continually address capital requirements far into the future. The use of long-term debt should be minimized, allowing the City to put money into actual projects that benefit Topeka residents and businesses rather than into interest payments to financial institutions and bond holders. The City should issue debt only for major capital projects and not try to finance the entire capital program with debt.
  - Bonds should not be used to fund operating projects or costs.
  - Bonds should not be used to fund any project whose expected life does not exceed the maturity on the bonds.
  - To the extent practicable, bonded indebtedness should be considered only for major capital projects where the City share is a minimum of \$100,000.



5. Approved capital improvement projects should have a funding plan for maintenance and operating costs identified in the project description and project budget. When feasible, priority should be given to those that will result in a reduction in operating costs.
6. The City should not acquire and hold land that is not needed for existing or near future City purposes. Land for projects that are not part of the approved five-year Capital Improvement Plan should not be acquired, except as part of a long-range annexation plan or other adopted plan.
7. Unless otherwise mandated by City ordinances, revenues derived from the sale and lease of surplus City real properties should be dedicated to the Capital Improvement Program and programmed after receipt by the City.
8. Enterprise funds should generate sufficient revenue to finance operations and related capital projects including debt service.
9. The City should fully investigate alternative financing sources for its capital projects, but should use such sources only if it can be clearly shown that they are in the best interests of the City.
10. The City should maximize utilization of current facilities and should give higher priority to maintaining present facilities and infrastructure over new construction where feasible.
11. In order to increase the long-term use of a City facility, as much flexibility as is consistent with operating efficiency should be built into all new or renovated facilities projects that the City undertakes.
12. Inflation factors for all projects in the capital improvement program should be considered each year and appropriate adjustments made to all project estimates.
13. All projects shall be reviewed by the CIP Review Committee for a recommendation to the City Manager and City Council.

In accordance with the definition of a capital improvement, City Departments submit capital improvement requests for each five year period of the Capital Improvement Budget and Plan. Projects are to be submitted by priority and year. The CIP Review Team, which is a cross-departmental group, will then review all projects and rank them based on established Capital Project Criteria (listed below). These rankings will be provided to the City Manager for use in determining the City Manager's recommended CIP. The Public Works City Engineer and the Budget Manager will prepare a status report of prior approved projects. This status review allows the City Manager and City Council the opportunity to stay informed of these projects. Individual requests and a compilation are forwarded to the City Planning Commission for their review and input to the City Manager and City Council. The City Manager reviews the capital improvement project requests, considers the recommendations of the Planning Commission, if available, and develops the City Manager's Proposed CIP. The Proposed CIP is presented to the City Council, which reviews the document and makes changes as it deems necessary. The City Council has the final responsibility to adopt the CIB and CIP.

The following criteria will be used by the CIP Review Team to evaluate capital projects. Each project is measured accordingly and a score assigned.

- Fiscal Impact
- Health, Safety, and Environment
- Economic Viability and Return on Investment
- Comprehensive Plan and Smart Growth.



**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:

- Direct Debt as a ratio of estimated actual (market) value of taxable property within the City's corporate limits shall not exceed three percent (3%).
- Direct Debt as a ratio of total governmental funds' revenue shall not exceed one hundred twenty percent (120%).
- Direct Debt Service Expenditures as a ratio of total governmental fund expenditures shall not exceed fifteen percent (15%).
- Not less than 65% of the City's general obligation bonds shall amortize within the ten years next succeeding the current 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.
- Days of cash on hand, as defined by the NRSROs then-rating the City, shall not be less than 185 for the Combined Utility



- The City strives to keep the average maturity of its general obligation bonds at or below fifteen (15) years.
- When the City finances capital projects by issuing bonds, it will amortize the debt over a term not to exceed the average useful life of the projects being financed.

The City shall review at least annually its outstanding debt for economic refunding opportunities. The City shall evaluate refunding opportunities on a net present value savings basis, considering for execution those refunding opportunities that stand to produce present value savings as a ratio of refunded principal of no less than three percent (3%), five percent (5%) and seven percent (7%) for current, advance and synthetic refundings, respectively. Refunding or restructuring opportunities that do not meet these minimum savings thresholds, but are otherwise determined to produce substantive economic, strategic, budgetary or other material benefits to the City may be considered. Unless an alternative structure is deemed to serve a particularly prudent, economical or strategic purpose, refunding savings shall be structured substantially evenly over the life of the refunded bonds, or in a manner to reduce the terms of the bond repayment cycle.

Capital acquisitions, improvements, equipment, and projects are categorized into either “pay-as-you-go” or “debt financing” classifications. The City shall evaluate each project to determine the most affordable and/or advantageous method of financing with consideration for the following principles. In general, pay-as-you-go capital projects shall be characterized by a cost of no more than one hundred twenty-five thousand dollars (\$125,000), an asset life of no more than five (5) years, or an improvement that is expected to extend the useful life of an existing capital asset by no more than five (5) years. Debt financing capital projects shall generally be restricted to major, non-recurring capital expenditures for assets or asset improvements costing in excess of one hundred twenty-five thousand dollars (\$125,000) and having an expected useful life in excess of five (5) years.

The City confines long-term debt financing to capital items with useful lives of ten or more years, which cannot be financed from current revenues or fund equity. When appropriate, the City uses special assessment taxes or other user-based revenue sources to pay the costs of related debt financing, so that those benefiting from the improvements will absorb all or most of the cost of the capital item being financed.

The City uses State Revolving Fund (SRF) Loan programs in lieu of revenue bond financing for utility projects whenever such funds are available at more favorable rates. The City continues to monitor bond rating agency concerns with overall utility debt levels when participating in the SRF program.

The City will continue to comply with SEC Rules by disclosing and updating its financial information to nationally recognized municipal securities information repositories, bondholders, and appropriate municipal debt rating agencies. The City will continue to follow a policy of full disclosure in its Comprehensive Annual Financial Report (CAFR) and in its bond offering documents.

The Debt Management Policy also lays out guidelines for debt administration and financing procedures and methods. This includes investment and arbitrage, use of an independent financial advisor, temporary note financing, conduit financings, and communication with credit rating agencies.

# 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, natural reduction in membership or personnel, as 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.

# GLOSSARY OF TERMS



**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 \$2,500 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 Plan (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.** A Community Improvement District (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.

# GLOSSARY OF TERMS



**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.

# GLOSSARY OF TERMS



**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.

# GLOSSARY OF TERMS



**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 sixty (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” accumulates 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 in. 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.

# GLOSSARY OF TERMS



**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 an Proprietary Fund.

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

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

**Short-Term Initiative.** An organized and coordinated strategy to address needs, issues or desires within the current cycle or period, typically one to two years.

**Significant Features.** An outline or statement that explains the changes in programming or personnel in a department.

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

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

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

**CERTIFICATE**

To the Clerk of Shawnee, State of Kansas  
We, the undersigned, officers of  
City of Topeka

certify that: (1) the hearing mentioned in the attached publication was held;  
(2) after the Budget Hearing this budget was duly approved and adopted as the  
maximum expenditures for the various funds for the year 2017; and  
(3) the Amount(s) of 2016 Ad Valorem Tax are within statutory limitations.

		2017 Adopted Budget			
		Page No.	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	County Clerk's Use Only
<b>Table of Contents:</b>					
Computation to Determine Limit for 2017		2			
Allocation of MVT, RVT, and 16/20M Vehicle Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
<b>Fund</b>					
	<b>K.S.A.</b>				
General	12-101a	7	101,410,998	26,430,789	
Debt Service	10-113	8	20,994,125	15,401,094	
Library	12-1220	8			
Special Liability	75-6110	9	1,956,507	831,957	
Retirement Reserve	Administrative	12	3,474,471		
KP&F Rate Equalization	Administrative	17	300,000		
Neighborhood Revitalization	KSA 12-17, 114	17	397,882		
Historical Asset Tourism	City Code 2-331	13	113,914		
Half Cent Sales Tax (JEDO)	Administrative	13	23,894,102		
Half Cent Sales Tax (Street)	City Code Section 2	14	18,805,175		
Tax Increment Financing	KSA 12-1775 (b)(2)	14	190,000		
Court Technology	City Code 3.25.170	15	65,000		
Downtown Improvement	Ordinance 19722	15	183,500		
Special Highway	KSA 12-1, 119	10	6,993,704		
Special Alcohol & Drug	KSA 79-41A04	10	620,000		
Alcohol & Drug Safety	Administrative	11	106,746		
Law Enforcement	City Code 2-334	11	690,921		
Transient Guest Tax	Charter Ord 69	12	2,781,124		
Community Development	Administrative	16	460,000		
Employee Separation	Ordinance #17546; #175	16	1,000,000		
Combined Utilities	Code Chapter 146, Art	18	68,197,280		
Public Parking	KSA 13-1379	19	3,136,638		
Facilities	Administrative	21	1,995,577		
IT	City Code Section 2-14	22	4,255,374		
Fleet	Ordinance #15665	20	1,980,000		
Non-Budgeted Funds-A		23	15,205,373		
Totals		x	279,208,411	42,663,840	
Resolution required? Notice of the vote to adopt required to be published?			Yes		County Clerk's Use Only
Budget Summary		24			
Neighborhood Revitalization Rebate		25			Nov 1, 2016 Total Assessed Valuation

**Tax Levy for Other Agencies**

Topoka Metro Transit Authority  Charter Ord 113 9 4,722,170 4,501,194

Assisted by:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Email:

\_\_\_\_\_

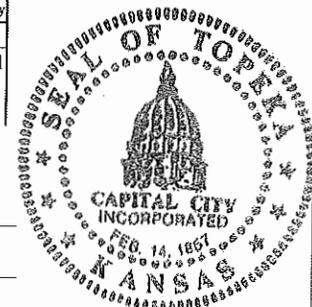
Attest: \_\_\_\_\_ 2016

County Clerk

Governing Body

**Larry E. Wolgast, Mayor**

**ATTEST:**  
*Brenda Younger*  
CITY CLERK



**NOTICE OF BUDGET HEARING**

The governing body of  
City of Topeka  
will meet on August 9, 2016 at 6:00pm at City Council Chambers at 214 E Eighth Street for the purpose of  
hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.  
Detailed budget information is available at Office of the City Clerk at City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2017 Expenditures and Amount of 2016 Ad Valorem Tax establish the maximum limits of the 2017 budget.  
Estimated Tax Rate is subject to change depending on the final assessed valuation.

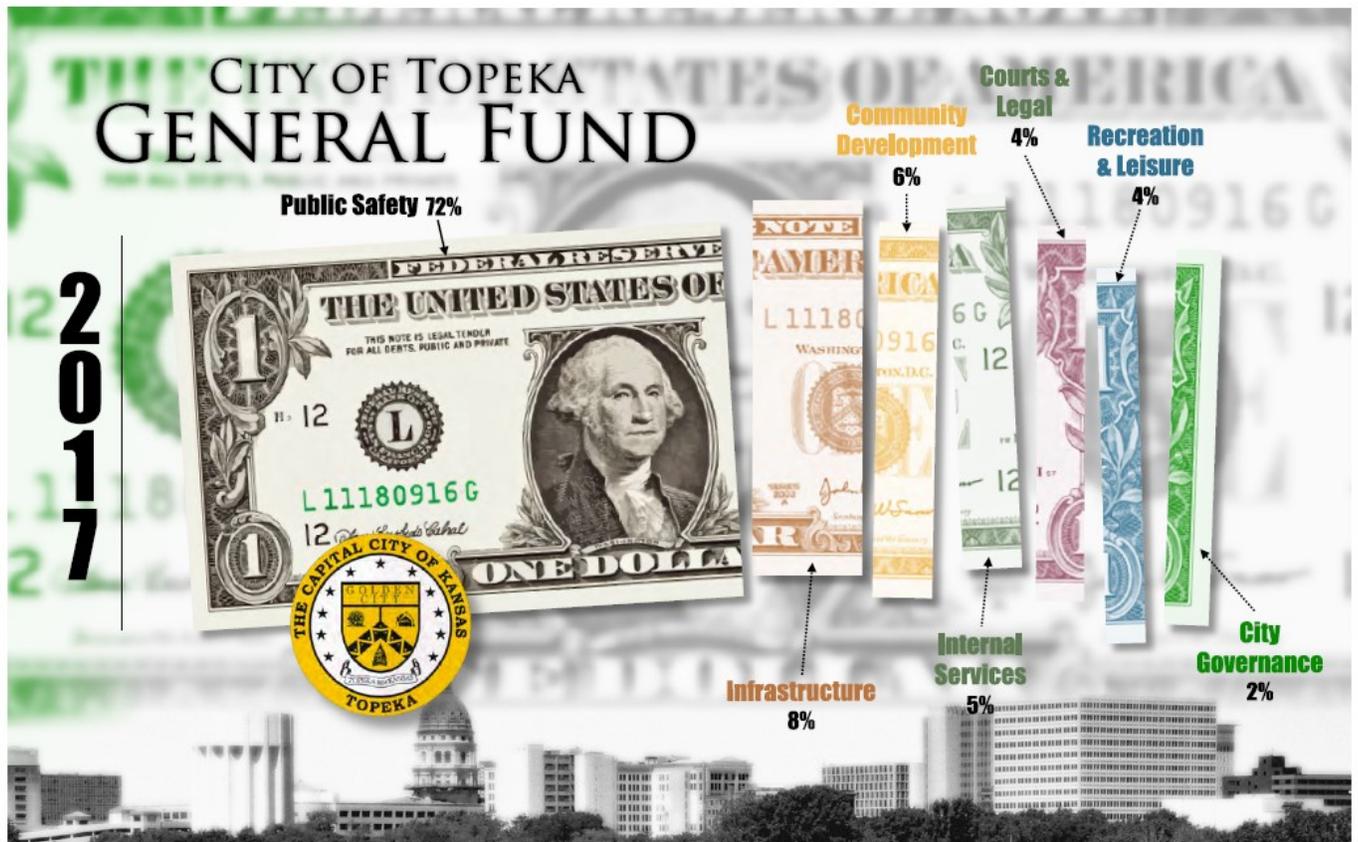
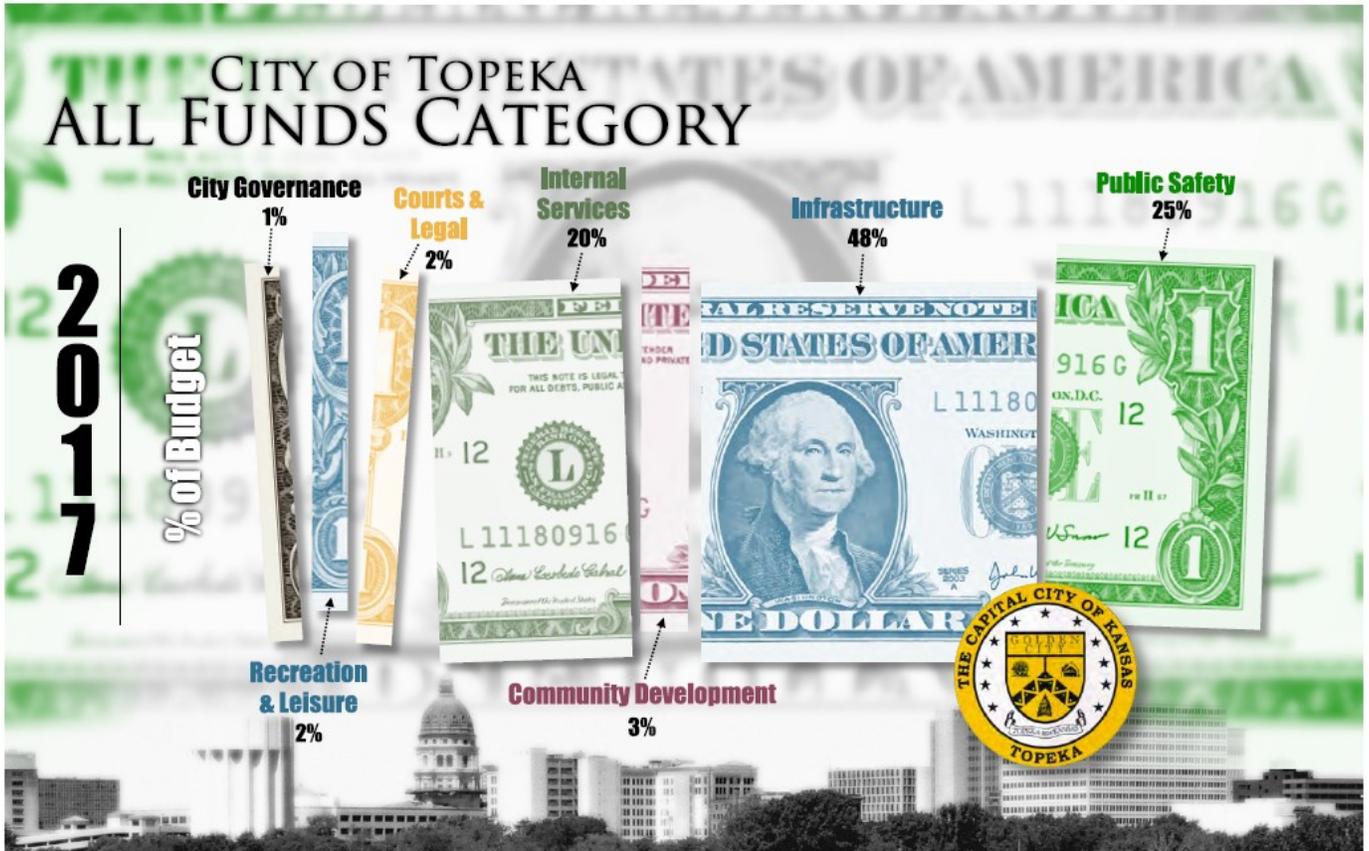
FUND	Prior Year Actual for 2015		Current Year Estimate for 2016		Proposed Budget for 2017		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	Estimate Tax Rate *
General	87,776,641	24.615	90,490,399	24.662	101,410,998	26,430,789	24.662
Debt Service	59,668,990	14.344	24,592,473	14.371	20,994,125	15,401,094	14.371
Library							
Special Liability	456,567	0.774	1,345,939	0.776	1,956,507	831,957	0.776
Retirement Reserve	263,588		1,170,009		3,474,471		
KP&F Rate Equalization	124,296		300,000		300,000		
Neighborhood Revitalization					397,882		
Historical Asset Tourism	216,398		102,630		113,914		
Half Cent Sales Tax (JEDO)	8,599,553				23,894,102		
Half Cent Sales Tax (Street)	15,740,831		28,375,602		18,805,175		
Tax Increment Financing	386,660		176,569		190,000		
Court Technology	7,125		45,000		65,000		
Downtown Improvement	178,739		186,542		183,500		
Special Highway	5,787,215		6,378,200		6,993,704		
Special Alcohol & Drug	636,349		600,000		620,000		
Alcohol & Drug Safety	63,950		68,048		106,746		
Law Enforcement	250,636		550,000		690,921		
Transient Guest Tax	2,434,588		2,596,801		2,781,124		
Community Development	404,878		421,480		460,000		
Employee Separation	1,987,688		1,216,024		1,000,000		
Combined Utilities	63,646,738		66,961,554		68,197,280		
Public Parking	5,861,444		3,691,117		3,136,638		
Facilities	1,399,004		1,498,445		1,995,577		
IT	3,575,830		3,646,564		4,255,374		
Fleet	1,783,964		1,980,000		1,980,000		
Risk Funds	12,720,907		12,935,133		15,205,373		
Totals	273,972,579	39.733	249,328,529	39.809	279,208,411	42,663,840	39.809
Less: Transfers	8,578,765		1,745,360		2,214,139		
Net Expenditure	265,393,814		247,583,169		276,994,272		
Total Tax Levied	40,577,095		41,463,438		XXXXXXXXXXXXXXXXXX		
Assessed Valuation	1,021,286,924		1,041,624,829		1,071,711,738		
Outstanding Indebtedness, January 1,							
G.O. Bonds	2014 190,385,000		2015 190,585,000		2016 208,005,000		
Revenue Bonds	132,800,000		138,490,000		130,460,000		
Other	65,123,785		58,133,937		52,810,634		
Lease Purchase Principal	4,391,583		3,729,468		2,797,754		
Total	392,700,368		390,938,405		394,073,388		

\*Tax rates are expressed in mills

	2015 Actual	Mill Levy	2016 Expenditures	Mill Levy	2017 Budget Authority	Amount of 2016 Ad Valorem Tax	Estimated Tax Rate
Metropolitan Transit Authority	4,688,081	4.200	4,603,523	4.200	4,722,170	4,501,194	4.200

Brenda Younger  
City Official Title: City Clerk

# SPENDING BREAKOUTS



# APPENDIX



Below is information about the City of Topeka property taxes, including a levy history and breakdown from 1997-2016, along with an example of how this breakdown works, specifically.

## 20-Year Property Tax Levy Digest

LEVY RATE	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
City of Topeka	36.053	32.588	31.671	31.785	32.574	32.447	33.129	33.224	32.391	30.653
Shawnee County	36.668	37.193	36.958	37.014	35.971	40.592	40.734	43.043	42.091	41.850
USD 501†	60.856	58.771	50.971	51.984	46.610	52.563	47.769	46.198	54.007	53.295
Washburn University††	17.599	17.847	18.317	3.313	3.311	3.312	3.314	3.308	3.313	3.313
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other†††	11.540	10.816	11.291	12.849	13.819	12.848	13.384	13.967	14.195	13.118
<b>Total</b>	<b>164.216</b>	<b>158.715</b>	<b>150.708</b>	<b>138.445</b>	<b>133.785</b>	<b>143.262</b>	<b>139.830</b>	<b>141.240</b>	<b>147.497</b>	<b>143.729</b>

LEVY RATE	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
City of Topeka	30.747	32.457	32.682	32.592	32.849	32.928	35.838	39.736	39.733	39.809
Shawnee County	41.919	41.662	40.117	40.965	41.016	43.165	44.196	48.180	48.191	48.266
USD 501†	53.367	53.423	54.740	54.429	54.301	56.307	56.319	56.320	52.536	51.722
Washburn University††	3.314	3.315	3.316	3.316	3.317	3.298	3.318	3.319	3.322	3.266
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other†††	13.707	13.272	13.289	14.715	14.566	15.202	15.203	16.027	16.040	16.050
<b>Total</b>	<b>144.554</b>	<b>145.629</b>	<b>145.644</b>	<b>147.517</b>	<b>147.549</b>	<b>152.400</b>	<b>156.374</b>	<b>165.082</b>	<b>161.322</b>	<b>160.613</b>

† USD 501 includes the 20 mill statewide levy. The local levy is constrained by the State school funding law.

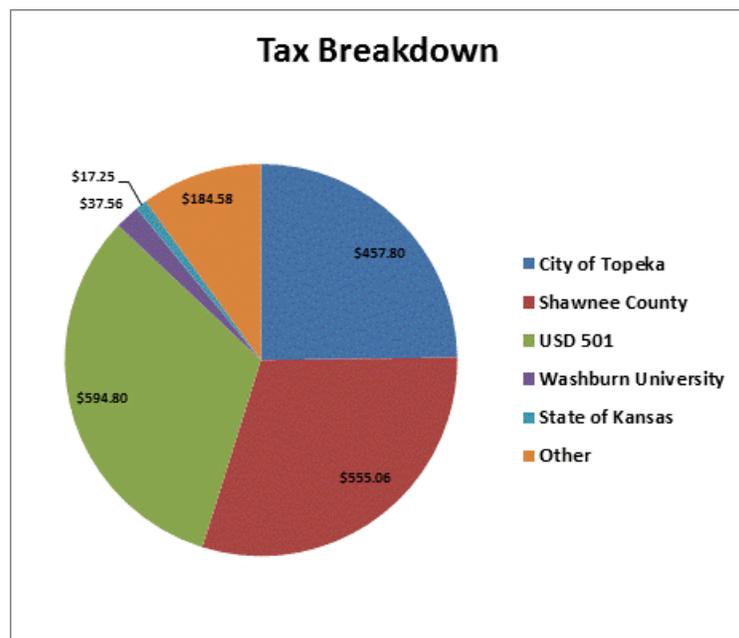
†† Washburn substituted a dedicated sales tax for the majority of its property tax levy starting in 2000.

††† Other includes Airport Authority, Metropolitan Topeka Transit Authority, Shawnee County Library

City of Topeka taxes are only a portion of the total property tax that residents pay. Below is a tax breakdown showing what property taxes would be owed on a \$100,000 house.

### Tax breakdown on a home appraised at \$100,000

<u>Taxing Source</u>	<u>Amount</u>
City of Topeka	\$457.80
Shawnee County	\$555.06
USD 501	\$594.80
Washburn University	\$37.56
State of Kansas	\$17.25
Other	\$184.58
<b>Total Tax Bill</b>	<b>\$1,847.05</b>



For more information and a property tax estimate specific to your property, visit the Shawnee County website at [snco.us](http://snco.us).