



CITY OF TOPEKA

2016 ADOPTED BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Topeka

Kansas

For the Fiscal Year Beginning

January 1, 2015

Jeffrey R. Emswiler

Executive Director

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CITY MANAGER'S LETTER



August 11, 2015

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 2016 budget year, which are clearly reflected in the adopted budget.

The 2016 general fund adopted budget presents a balanced, fiscally sustainable model for not only 2016 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 2016 budget is able to strategically direct resources towards the Governing Body's 2016 budget priorities: continuing the enhancement of its commitment to developing neighborhoods; continuing a commitment to public safety; improving fiscal sustainability; improving performance and cost-effectiveness; investing in infrastructure; and funding selected strategic investments toward quality of life.

General Fund

Continued Impacts of Recession

The City of Topeka, like all other municipalities, continues to be affected by the effects of the "Great Recession." Sales tax collections have exceeded 2008 pre-recession levels but 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 are projecting to increase due primarily to an increase in commercial property and new construction. These two 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 budget did not raise the mill levy. **The adopted 2016 budget does not include an increase to the mill levy.**

GENERAL FUND DIGEST (Dollars in Millions)				
	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Adopted
Revenues	\$ 89.75	\$ 88.47	\$ 90.62	\$ 90.49
Expenditures	(83.13)	(88.47)	(88.47)	(90.49)
Revenues Over/(Under) Exps.	\$ 6.9	\$ 0	\$ 2.16	\$ 0
Beginning Fund Balance	\$ 11.31	\$ 18.27	\$ 18.27	\$ 20.43
Ending Fund Balance	\$ 18.27	\$ 18.27	\$ 20.43	\$ 20.43

CITY MANAGER'S LETTER



Budget Challenges, Short and Long Term

The 2016 adopted budget was built with the 2015 budget as a base, and added in contractually obligated or fixed cost increases. These cost increases outpaced revenues, which means the City needs to reallocate some costs to absorb the increases. In addition to internal costs, external threats including State legislature conversations continue to be monitored by the City for any impact on the budget.

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, only one of the City's seven bargaining units have a tentative agreement for FY16, and all contracts are open for at least wages. The adopted 2016 budget includes assumptions for each group, but the final budget may need to be modified as negotiations continue.

<i>Union</i>	<i>Status as of August 11, 2015</i>	<i>Budget Compensation Assumption</i>
AFSCME-Development Services	In progress	Step + 1% Pool
AFSCME-Water	In progress	Step + 1% Pool
America Federation of Teachers	In progress	Step + 1% Pool
Fraternal Order of Police	Impasse	Step + 1% Pool
International Association of Firefighters	In progress	Step + 1% Pool
Teamsters	Tentative Agreement	1% Increase + Step
Water Pollution Control	In progress	Step + 1% Pool

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 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.

Despite the budget challenges, the City's current financial position creates opportunities to strategically invest with the 2016 budget. The Governing Body has made difficult decisions that increased the General Fund balance, creating the opportunity to invest budget dollars in new priorities. The 2016 budget includes a focus on neighborhoods, one of the Council's 2016 budget priorities. The newly created Neighborhood Relations Department reorganizes existing city services to better address the community in a strategic fashion. The 2016 budget includes an addition of two property maintenance inspectors, funding for equipment and demolition funding to support a Special Structures Unit that will rehab and demolish abandoned structures. In addition, funding available in the Citywide Half Cent Sales Tax Fund allows for increased expenditures on residential streets in 2016.

Operating Department Budgets

The direction to City departments was to construct a status quo budget for 2016, maintaining programming and services at 2015 levels and reflecting any mandatory increases in expenditures. Even standing still, however, the cost of City operations increases. Fixed rising expenditures included full time salary and associated benefits, increases in insurance premiums, and increases to utility costs. All told, even with a stay-the-course budget, general fund expenditures will increase for FY16 by a adopted \$2 million compared to the 2015 budget.

The general fund revenue base for FY15 is projected to grow \$2m over the 2015 budget. Both property tax and sales tax, the two largest revenue sources, are projected to grow slowly in 2016. In addition, revenue related to building permits is projected to increase which reflects a recovering construction economy. As mentioned earlier, more than six out of every ten general fund dollars is generated from property and sales taxes.



This chart illustrates the proportions of the General Fund allocated to each City focus area.



Addressing 2016 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 2016 budget priorities by strategically directing resources to the following priorities.

Continue a commitment to developing neighborhoods

The Neighborhood Relations Department budget includes introduction of a Special Structures Unit, which will include two new property maintenance inspectors, necessary equipment and increased funding for demolitions. The budget continues funding levels for neighborhood infrastructure programs.

Continue a commitment to public safety

The Police Department budget has reallocated multiple upper level positions to Police Officers. The Fire Department budget maintains current service levels, while continuing to study opportunities to improve cost-effectiveness.

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 strategic plan. The City continues to implement cost effective measures.

Invest in infrastructure

The budget increases expenses in the Citywide Half-Cent Sales Tax fund to invest in residential streets. The budget reflects increased cash expenditures on projects.

Selected strategic investment in quality of life

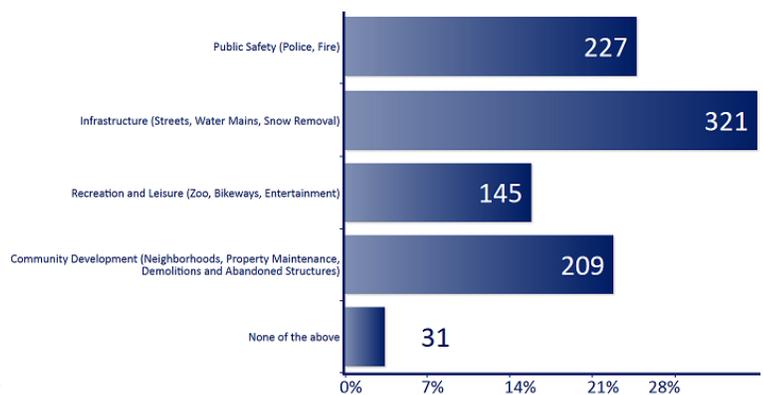
The budget includes contributions to the Topeka Performance Arts Center, social service agencies, Visit Topeka, Downtown Topeka, the arts and multiple other quality of life enhancers.

Public Input

To inform the budget priorities, the Council held three open public budget meetings giving citizens input into the 2016 budget.

Residents gave input by attending the meetings or were also able to indicate their budget priorities using an online poll (results pictured above).

Which of these should receive more resources in the 2016 budget?





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 rate increase adopted in 2014 for the 2015 and 2016 fiscal years. The revenue from the rate increases will be used to fund 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 to internal service funds are overall flat from prior years, however specific allocations have shifted based on prior year usage.

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 2016, the adopted Health Fund budget introduces the concept of a wellness program and clinic to serve City employees, with the first year costs in the 2015 budget partially funded by employees. This will have an upfront cost which will realize long-term savings.

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 is planning to structure future bond sales for General Obligation Bonds in 2016 and beyond on a 15 year flat payment schedule. Moving to a 15 year payment schedule will generally lower interest payments on projects over the life of the term by about 6%. A flat payment schedule will assist with repayment of principal faster, reducing the City's outstanding debt quicker and assisting with future debt planning and projections by having consistent payments throughout the term of the bond. We will remain at 20 years for special assessment programs.

The 2016 budget will fund the shortfalls in Heartland Park revenue through existing resources without increasing property taxes. Regarding the ongoing discussion about Lauren's Bay, it is unknown at this time how much the city might have to pay toward those general obligation bonds for unpaid specials, but the city is committed to finding a solution within existing resources.

Citywide Half Cent Sales Tax Fund

The City levies a half cent sales tax for street, curb, gutter and sidewalk replacement. The 2016 budget includes increased expenditures in this fund to allow for a concentrated focus on residential streets.

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 expenditures in this fund continue to outpace revenues, 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 2016 budget compared to the 2015 budget. A summary sheet in the beginning of the budget book lays out all of the major impacts to the 2016 budget.

After a series of Budget Committee meetings in May, June, and July, the City Council recommended to the Governing Body this 2016 budget. The Budget Committee adopted several amendments to the proposed budget. These are: the addition of a grant writer FTE, the addition of funding for street-lights, a reduction of arts funding, and the addition of funds for a youth employment program. The Governing Body adopted the budget on August 11, 2015.

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 more significant 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 black ink that reads "Jim Colson". The signature is written in a cursive style.

Jim Colson
City Manager



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 2016 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 2016, 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

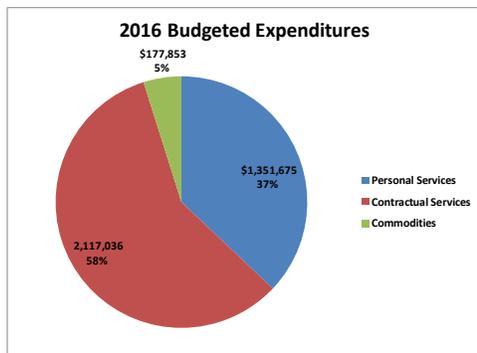


Department: Information Technology

EXPENDITURE SUMMARY				
	2013	2014	2015	2016
EXPENDITURES	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,243,272	\$ 1,222,927	\$ 1,332,961	\$ 1,351,675
Contractual Services	1,618,904	1,371,752	1,980,732	2,117,036
Commodities	205,267	231,066	147,039	177,853
Other	569,955	283,669	-	-
Total	\$ 3,637,398	\$ 3,109,414	\$ 3,460,732	\$ 3,646,564

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.



FUNDING SOURCE BREAKDOWN				
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
IT Fund	\$3,637,398	\$3,109,414	\$3,460,732	\$3,646,564

PERSONNEL SUMMARY				
	2013	2014	2015	2016
Full-Time FTEs	13	15	14	15
Part-Time FTEs	0.5	0	0	0
Total	13.5	15	14	15

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.

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

Division: Telecom

DIVISION PROFILE

The Information Technology 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				
	2013	2014	2015	2016
EXPENDITURES	Actuals	Actuals	Budget	Budget
Personal Services	\$ 383,251	\$ 224,942	\$ 232,815	\$ 155,171
Contractual Services	172,570	348,744	356,824	456,800
Commodities	57,718	45,292	48,791	58,861
Total	\$ 613,540	\$ 618,978	\$ 638,429	\$ 670,831

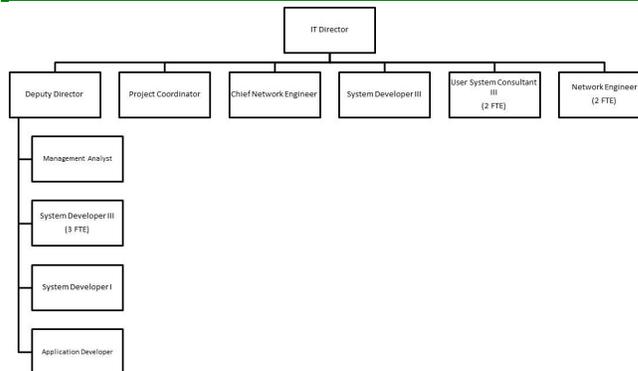
2016 GOALS

- Install AT&T circuits necessary to support a hosted voice system
- Install necessary hardware and integrate with existing Private Branch Exchange to pilot a hosted voice system.
- Install 5-Wireless Access Points to expand a wireless mesh network for mobile field communications
- Assist Police Department with the installation of video surveillance cameras

2015 ACCOMPLISHMENTS

- Completed fiber infrastructure projects to add the Community Policing Offices (PARS and Deer Creek), the Zoo Rain Forest, 29th and California Water Tower and the THA Administrative Building on California Street
- Completed underlying telephone hardware implementation to support the Water Call Center Interactive Voice Response system that allows a computer to interact with humans through the use of voice or keypad. This allows our customers to pay water bills 24x7.
- Completed an implementation plan to pilot a hosted voice system as a replacement for the current PBX system at City Hall
- Converted video systems in Police, Parking, City Hall and Municipal Court to operate on City Video Server

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 strategic plan and performance measurement process, and plans to finally integrate performance measures and data into City operations.

Measure	PERFORMANCE MEASURES			
	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
External Wireless System: Initiate the implementation of a wireless mesh network to provide a field based electronic communication system to support automated electronic meter reading and mobile communications	NA	NA	IT is currently working with Utilities to configure the external wireless system to piggy back off their SCADA wireless backhaul system.	Q1 of 2016 we plan to have 5-WIFI devices installed in the field to support mobile communications.
Installation of AT&T IP Flex Circuits, Border Session Gateway controller's and upgrade of data network at City Hall and at 620 Madison	NA	NA	Waiting until the end of the year to submit PO if funds available. We have had other budget priorities in 2015 that have pushed this project back.	The plan is to have the telephony infrastructure in place to support 25-hosted phones for testing purposes in Q1 of 2016.



Introduction

BUDGET OVERVIEW



2016 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 2016 Budget Priorities	1/20/2015	Tuesday	6:00 P.M.	Council Chambers
Discuss 2016-2020 Proposed CIP	3/10/2015	Tuesday	6:00 P.M.	Council Chambers
2016-2020 CIP and 2016-2018 CIB Adopted	3/17/2015	Tuesday	6:00 P.M.	Council Chambers
Present 2014 Year End, 2015 Update, & 2016 Budget Kick Off	4/21/2015	Tuesday	6:00 P.M.	Council Chambers
"Coffee on your Corner" Public Meeting	5/6/2015	Wednesday	10:00 A.M.	Juli's Coffee
Public Engagement Event	5/11/2015	Monday	6:00 P.M.	Holliday Bldg
Public Engagement Event	5/12/2015	Tuesday	11:00 A.M.	Holliday Bldg
Council to discuss budget priorities	5/12/2015	Tuesday	6:00 P.M.	Council Chambers
Council must adopt 2016 Budget Priorities by this date	5/19/2015	Tuesday	6:00 P.M.	Council Chambers
City Manager releases budget to Council	<i>Before 6/12/2015</i>		N/A	N/A
Budget Committee Meeting	6/13/2015	Saturday	8:00 A.M.	Law Enforce. Ctr.
Budget Committee Meeting	6/17/2015	Wednesday	6:00 P.M.	Law Enforce. Ctr.
Budget Committee Meeting	6/23/2015	Tuesday	6:00 P.M.	Law Enforce. Ctr.
"Coffee on your Corner" Public Meeting	6/24/2015	Wednesday	10:00 A.M.	World Cup Espresso
Budget Committee Meeting	6/30/2015	Tuesday	2:00 P.M.	Law Enforce. Ctr.
City receives final revenue estimates from County / State	7/1/2015	N/A	N/A	N/A
Budget Committee Meeting	7/7/2015	Tuesday	7:00 P.M.	Council Chambers
Council finalizes budget	7/14/2015	Tuesday	6:00 P.M.	Council Chambers
Setting Mill Levy Cap and Publication	7/14/2015	Tuesday	6:00 P.M.	Council Chambers
Public Hearing	8/11/2015	Tuesday	6:00 P.M.	Council Chambers
Council Adopts budget	8/11/2015	Tuesday	6:00 P.M.	Council Chambers
Budget must be adopted	8/25/2015	N/A	N/A	N/A

The calendar is always available to the public at www.topeka.org/budget.

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	
	2013 Actual	2014 Actual	2015 Budget	2016 Adopted
General Fund	80,968,145	81,757,417	90,924,879	101,201,973
Downtown Business Improvement (BID)	158,530	152,247	186,276	254,652
Court Technology	15,084	34,358	45,000	45,000
Special Alcohol	580,973	515,433	600,000	600,000
Alcohol and Drug Safety	60,595	55,705	58,401	68,048
Parkland Acquisition	42,499	-	-	-
Law Enforcement	330,250	362,617	550,000	550,000
Special Liability	641,185	515,213	1,531,241	1,345,940
Transient Guest Tax	2,423,910	2,772,671	2,463,358	2,740,721
Employee Separation Fund	500,640	1,265,159	1,000,000	2,000,000
Retirement Reserve	298,807	250,000	900,000	1,170,009
KP&F Equalization	167,150	109,963	300,000	300,000
Neighborhood Revitalization	-	-	150,000	150,000
Historic Preservation	12,449	253,121	149,038	120,103
Countywide Half Cent Sales Tax (JEDO)	8,321,528	7,053,970	8,487,958	8,738,569
Special Highway (Motor Fuel)	6,062,625	6,001,782	6,515,292	6,378,200
Citywide Half Cent Sales Tax	14,970,518	6,929,228	16,370,047	28,375,602
Tax Increment Financing	357,673	-	192,450	516,766
Community Improvement Districts	81,283	64,625	262,210	421,480
Debt Service	39,495,841	21,667,054	24,430,765	24,592,473
Parking	3,154,450	3,198,487	3,106,817	3,691,117
Information Technology	3,637,398	3,109,413	3,460,732	3,646,565
Fleet	1,736,939	1,690,000	1,907,545	1,980,000
Facilities	1,622,262	1,283,941	1,466,652	1,498,445
Water	30,435,849	31,200,649	40,349,769	31,992,357
Stormwater	5,197,513	5,579,529	9,950,304	6,621,698
Wastewater	24,318,377	24,763,025	28,589,198	28,347,498
Insurance	858,827	1,073,894	1,253,300	993,356
Worker's Comp	1,321,603	1,742,369	1,392,194	1,381,061
Health Insurance	7,746,591	7,956,084	9,915,071	10,427,459
Risk Management Reserve	1,500	800,000	1,500	1,500
Unemployment	109,015	46,689	135,000	131,757
Grand Total	235,630,009	212,204,643	256,644,997	270,282,349

BUDGET OVERVIEW



Below is a summary of the most significant increases and decreases to the General Fund *operating* budget. The overall budget grew by \$2m, and necessary expenditure increases were absorbed by reallocating resources and a slight growth in revenue.

General Fund Budget Overview			
	2015 Budget	2016 Budget	Increase
Revenue \$	88,466,317	\$ 90,491,600	\$ 2,025,283
Expenditures \$	88,466,317	\$ 90,491,600	\$ 2,025,283

Significant Impacts to the 2016 General Fund				
	2015 Budget	2016 Budget	Increase/ (Decrease)	Department
Significant Personnel Expenditure Increases				
Full Time Salaries (Cost of Known Contractually Obligated Wages and 2% for all else)	\$ 46,514,736	\$ 47,318,428	\$ 803,691	All G.F. Departments
Pool for Pending Labor Contracts	\$ -	\$ 462,947	\$ 462,947	All G.F. Departments
Employer Contribution for Health Insurance	\$ 4,776,019	\$ 5,143,333	\$ 367,314	All G.F. Departments
No Longer Using Vacancy Credits	\$ (311,653)	\$ -	\$ 311,653	Police
New: 2 Property Maintenance Inspector II FTEs	\$ -	\$ 101,497	\$ 101,497	Neighborhood Rel.
New: 1 Trade Inspector FTE	\$ -	\$ 56,077	\$ 56,077	Neighborhood Rel.
New: Internal Auditor FTE	\$ 45,000	\$ 92,272	\$ 47,272	Admin & Finance
New: Grant Writer FTE	\$ -	\$ 60,000	\$ 60,000	Admin & Finance
New: Youth Employment Program	\$ -	\$ 50,000	\$ 50,000	Neighborhood Rel.
Significant Contractual Expenditure Increases				
Demolition Funding	\$ 100,000	\$ 400,000	\$ 300,000	Neighborhood Rel.
Anticipated Electric Rate Increase (Primarily Streetlights/Signals)	\$ 2,356,359	\$ 2,647,274	\$ 290,914	All G.F. Dept(Primarily Public Works)
Additional Downtown Funding	\$ 150,000	\$ 300,000	\$ 150,000	Non-Departmental
IT Fees (Internal Service Cost)	\$ 2,304,613	\$ 2,416,207	\$ 111,593	All G.F. Departments
Contributions for Inmate Crew Program	\$ 187,400	\$ 266,915	\$ 79,515	Primarily Public Works & Neighborhood Rel.
New: Establishment of Arts Funding	\$ -	\$ 30,000	\$ 30,000	Non-Departmental
Natural Gas Fee Increases	\$ 139,837	\$ 194,731	\$ 54,894	All G.F. Departments
Increased Funding for Topeka Cemetery	\$ 100,000	\$ 150,000	\$ 50,000	Non-Departmental
Water Fee Increases	\$ 42,317	\$ 62,500	\$ 20,184	All G.F. Departments
Significant Commodity Expenditure Increases				
Motor Vehicle/Equipment Purchase	\$ 933,420	\$ 1,049,484	\$ 116,064	Neighborhood Rel.
Significant Capital Outlay/Other Expenditure Increases				
Transfer to Projects for CIP Cash Items (Holliday Boiler, TFD Station Renovation, Zoo Digital x-ray, Law Enforcement Cameras, and River Weir Project)	\$ -	\$ 681,136	\$ 681,136	Non-Departmental
New: Transfer from General Fund for Sales Tax Revenue (STR) Project	\$ -	\$ 90,000	\$ 90,000	Non-Departmental
Significant Expenditure Decreases				
Parks and Recreation Contractual Obligation	\$ 2,726,191	\$ 1,538,150	\$ (1,188,041)	P&R
Employer KP&F Contributions	\$ 7,486,589	\$ 7,147,419	\$ (339,169)	Police, Fire
Prisoner Care Payment to Shawnee County	\$ 1,000,000	\$ 842,607	\$ (157,393)	Non-Departmental
Motor Fuel	\$ 888,414	\$ 769,444	\$ (118,970)	All G.F. Departments
Significant Revenue Impacts				
Franchise Fees	\$ 13,401,541	\$ 14,905,606	\$ 1,504,065	Citywide
Sales Tax	\$ 28,773,637	\$ 29,869,085	\$ 1,095,448	Citywide
Property Tax	\$ 24,377,706	\$ 24,870,136	\$ 492,430	Citywide
Administrative Fee Paid from Other Funds	\$ 3,873,000	\$ 2,567,960	\$ (1,305,040)	Citywide

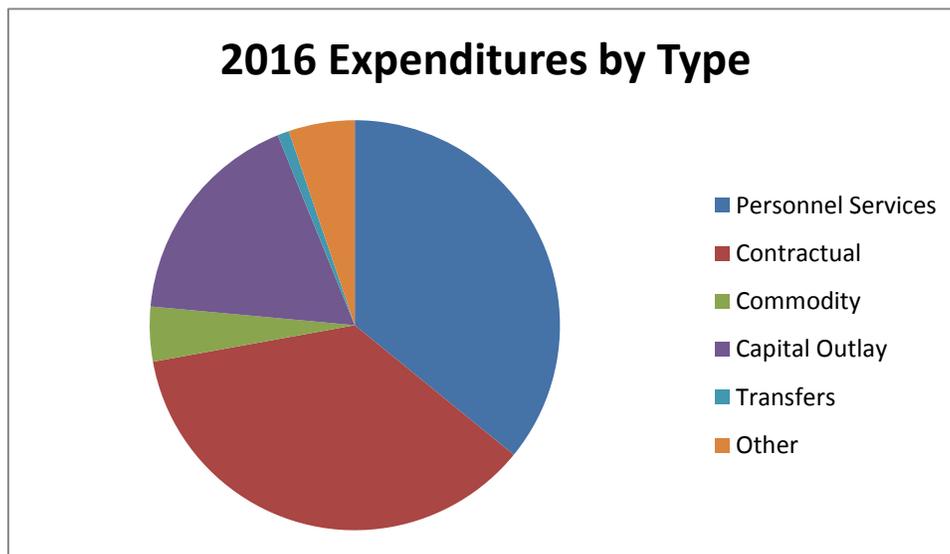


Expenditure Summary: By Category

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).

2016 Expenditure Summary by Category		
Personnel Services		96,997,450
Contractual		98,004,099
Commodity		11,656,535
Capital Outlay		47,058,798
Transfers		2,469,250
Other		14,096,214
Total	\$	270,282,346



BUDGET OVERVIEW



Revenue Summary: By Fund

The revenue estimated to finance the 2016 budget totals \$247 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	2016 Adopted
General	90,491,601
Debt Service	21,734,020
Special Liability	785,237
Downtown Business Improvement District	220,349
Special Highway	5,612,588
Special Alcohol and Drug	526,261
Alcohol & Drug Safety	74,800
Law Enforcement	279,500
Transient Guest Tax	2,687,231
Retirement Reserve	1,127,692
KP&F Rate Equalization	-
Employee Separation	-
Neighborhood Revitalization	35,000
Historical Asset Tourism	-
Countywide Half Cent Sales Tax (JEDO)	16,938,569
Citywide Half Cent Sales Tax	14,701,708
Tax Increment Financing	247,486
Court Technology	52,785
Community Improvement Districts	421,480
Water	33,170,000
Stormwater	6,713,000
Wastewater	27,239,000
Public Parking	2,871,253
Facilities	1,498,445
Fleet	1,980,000
IT	3,656,564
Insurance	1,056,083
Worker's Comp	2,363,069
Health	10,407,098
Risk Reserve	14,580
Unemployment	159,332
Total	247,064,731

BUDGET OVERVIEW



Revenue Summary: By Category

The revenue estimated to finance the 2016 budget totals \$247 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	
	2013 Actual	2014 Actual	2015 Budget	2016 Adopted
Property Tax	35,089,011	39,863,842	40,092,762	40,934,515
Motor Vehicle Property Taxes	3,313,921	3,555,972	3,812,470	3,891,040
Sales Tax	50,361,535	52,485,495	51,796,944	53,700,842
Transient Guest Tax	2,314,781	2,484,726	2,336,540	2,687,231
Payment in Lieu of Taxes	7,359,716	7,179,041	7,563,854	7,475,151
Liscenses and Permits	1,379,073	1,748,149	1,323,732	1,324,396
Gas Franchise Fee	2,774,991	2,955,173	3,116,236	2,984,724
Electric Franchise Fee	7,768,506	9,844,711	8,255,957	9,943,158
Cable Franchise Fee	1,995,483	2,040,969	2,039,348	1,987,724
Intergovernmental	5,961,929	5,338,762	1,711,249	9,865,988
Motor Fuel Taxes	5,716,005	5,857,009	5,402,406	5,301,710
Fees for Services	28,215,890	27,448,202	29,998,076	28,775,776
Parking User Fees	2,909,291	2,819,455	2,952,182	2,676,736
Water User Fees	26,354,351	26,609,979	26,914,214	30,240,000
Stormwater User Fees	6,601,471	6,635,276	6,521,197	6,650,000
Sewer User Fees	23,435,808	23,686,938	24,055,600	26,363,000
Fines and Court Costs	3,220,299	3,512,559	3,537,608	3,486,600
Other	32,579,747	11,994,367	9,600,250	8,812,139
Total	247,351,808	236,060,625	231,030,625	247,100,730

BUDGET OVERVIEW



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. Dept. 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 2015 assessed valuation, each mill of property taxes raises \$1,021,158 in revenues, assuming 100% collections of taxes levied.

Annual Property Tax Revenues			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 33,993,558	\$ 44,064,963	\$ 44,526,515	\$ 45,495,362

BUDGET OVERVIEW



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. The extent and duration of the recent recession is the biggest unknown affecting sales tax estimates.

Collections continue to grow based on a recovering economy. Sales tax for 2016 is projected to be 1% more than the 2015 forecast.

Annual Sales Tax Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 50,361,535	\$ 52,485,495	\$ 51,796,944	\$ 53,700,842

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 FY16 revenue estimate is based upon estimated distributions to the City produced by the League of Kansas Municipalities and County estimates.

Annual Motor Fuel Revenues			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 5,732,398	\$ 5,861,143	\$ 5,418,810	\$ 5,318,114

Motor Vehicle Property Taxes

Funds: General Fund, Special Liability, Debt Service

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

Projection Analysis:

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

Annual Motor Vehicle Tax Revenues			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 3,736,681	\$ 3,973,950	\$ 4,158,342	\$ 4,205,410

BUDGET OVERVIEW



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 for the electric utilities remains at 6% for 2016.

Annual Electric Franchise Fee Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 7,765,507	\$ 9,844,711	\$ 8,255,957	\$ 9,943,158

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 FY16 projection is below the FY15 budget to be more in line with expected actuals.

Annual Gas Franchise Fee Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 2,774,991	\$ 2,955,173	\$ 3,116,236	\$ 2,984,724

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 FY16 projection is below the FY15 budget to be more in line with expected actuals.

Annual Cable Franchise Fee Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 1,344,573	\$ 2,044,933	\$ 2,039,348	\$ 1,987,724

BUDGET OVERVIEW



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.

Annual Licenses and Permits Revenues			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 1,253,586	\$ 1,748,149	\$ 1,323,732	\$ 1,324,396

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			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 26,354,351	\$ 26,609,979	\$ 26,914,214	\$ 29,900,000

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 Revenues			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 23,431,057	\$ 23,686,938	\$ 24,005,600	\$ 26,363,000

BUDGET OVERVIEW



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			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 6,601,471	\$ 6,635,276	\$ 6,521,197	\$ 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 FY15.

Annual Fine Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 2,948,120	\$ 3,534,354	\$ 3,537,608	\$ 3,536,900

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 FY16 budget projects a decrease in parking revenues.

Annual Parking Fee Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 3,146,240	\$ 2,819,455	\$ 2,952,182	\$ 2,676,736

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 FY16 projection is based upon recent trends. The 2016 budget assumes the extension of the 1% increment previously designated for historic assets.

Annual Transient Guest Tax Revenue			
2013 Actuals	2014 Actuals	2015 Budget	2016 Adopted
\$ 2,000,349	\$ 2,484,726	\$ 2,336,540	\$ 2,687,231

LEADERSHIP—KEY CONTACTS



Larry Wolgast, Mayor

City Hall, Room 350

785.368.3895

Members of the Topeka City Council

City Hall, Room 255

785.368.3710

District One	Karen Hiller, Deputy Mayor
District Two	Sandra Clear
District Three.....	Sylvia E. Ortiz
District Four.....	Jonathan Schumm
District Five	Michelle De La Isla
District Six	Brendan Jensen
District Seven	Elaine Schwartz
District Eight.....	Jeffrey Coen
District Nine	Richard Harmon

Administrative Officials

Executive Department.....	Jim Colson, City Manager.....	785.368.3725
Executive Department.....	Doug Gerber, Deputy City Manager.....	785.368.2544
Administrative & Financial Services.....	Brandon Kauffman, Director.....	785.368.0919
Fire Department	Greg Bailey, Fire Chief.....	785.368.4000
Public Works Department	Doug Whitacre, Director	785.368.3801
Neighborhood Relations.....	Sasha Stiles, 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.....	Vic Miller, Administrative Municipal Court 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

Jim Colson, City Manager

City Hall, Room 356

785.368.3725



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

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.

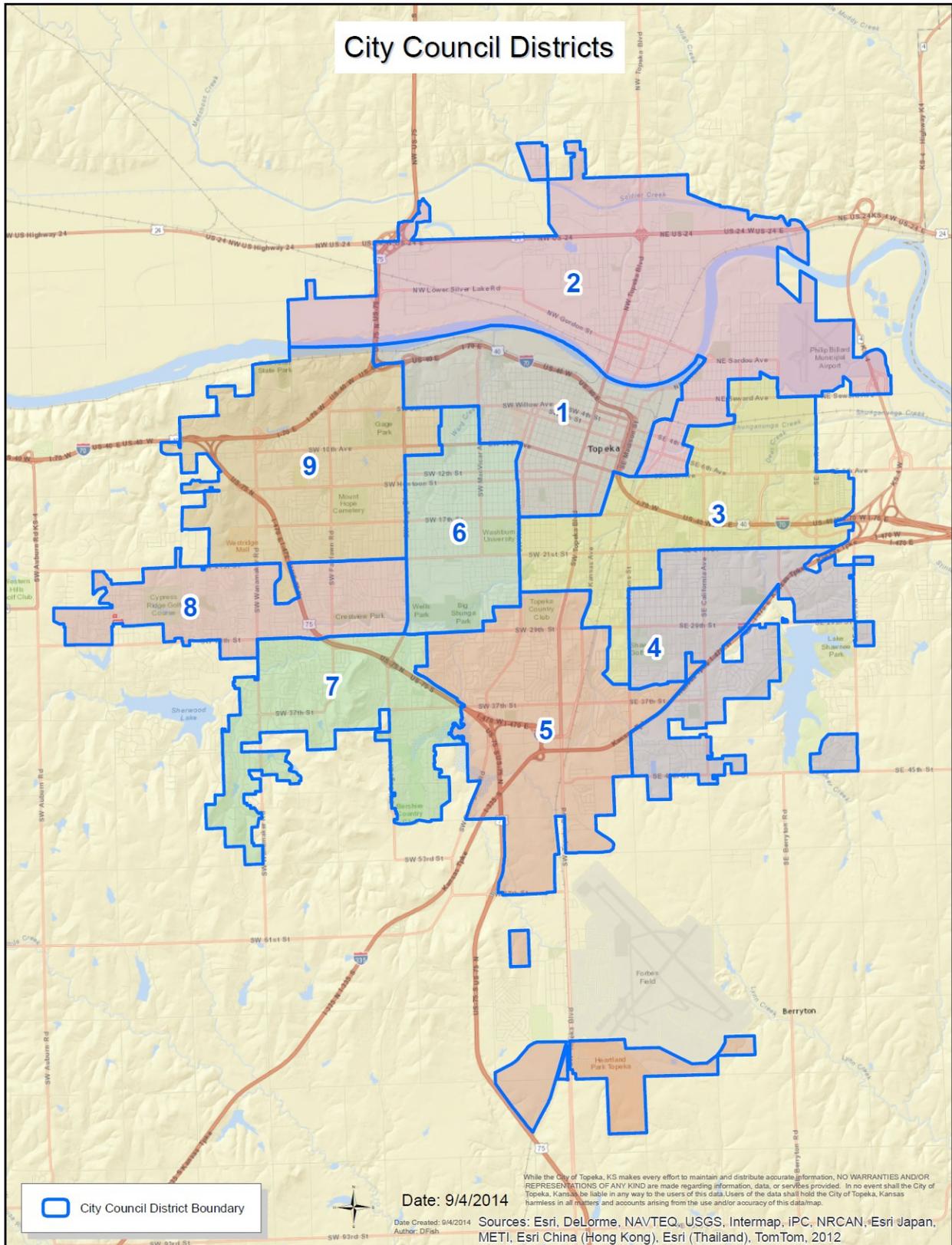
The Topeka City Council is composed of the Mayor who serves the community at large and nine members elected by district. Each City Council Member is elected to a four-year term of office. There is no limit on the number of terms that Council Members are allowed to serve.

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 MAP



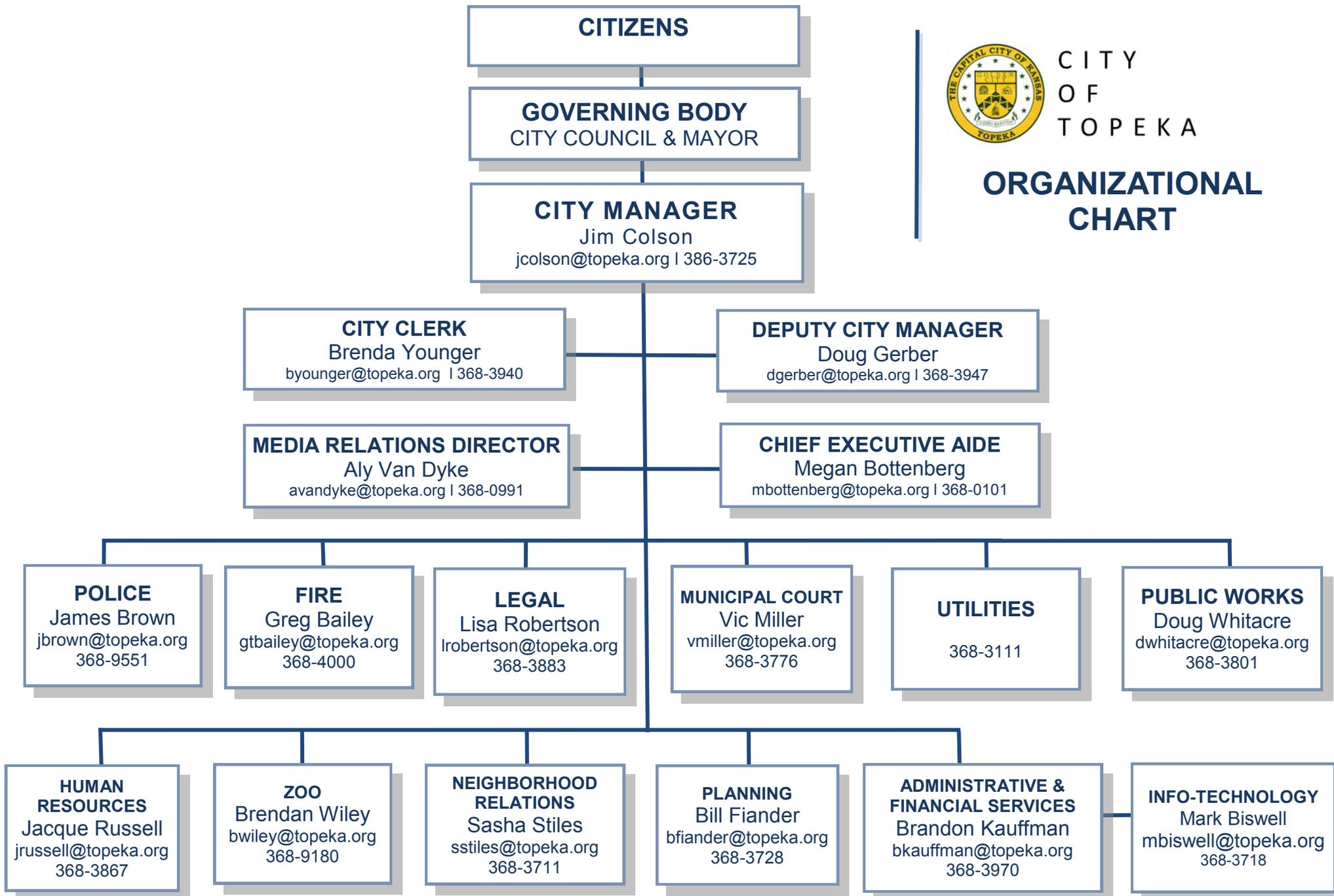
The City of Topeka is the capital city of the State of Kansas and the seat of Shawnee County. Topeka is situated along the Kansas River, and has a total area of 62.49 square miles.





CITY
OF
TOPEKA

ORGANIZATIONAL
CHART





Size, Location and Demographics

The city of Topeka, located 60 miles west of KC Metro area, serves as both the state capital of Kansas and the county seat of Shawnee County, Kansas. With an estimated population of 127,939 for 2012, 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 2012 is 178,991. 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 females to every 92 males (52% to 48%), and the racial makeup of the city is 79% White, 12% African American, 1.3% Asian, and 7.7% from other races. The median household income for a Topeka household is \$35,928, 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 using the excellent fords on 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 Americans 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 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 with floods and tornados.



During the early part of the 20th Century, the region's economic structure appeared to have settled 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, 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 extensions were important in keeping the economy diverse.

Recent significant events include the location of a Target Distribution Center, 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 he is 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 city manager is Jim Colson, who started with the city in August 2012. Colson previously served as the Deputy City Manager for the City of Glendale, AZ which is one of Arizona's largest cities. He was responsible for all community development services, such as planning, building safety, engineering, transportation, downtown redevelopment, community revitalization, the city's airport and code compliance. As economic development director for the city from 1999-2003, he worked to create a world class destination city that today hosts Super Bowls, Fiesta Bowls, National Championship games, Los Angeles Dodgers and Chicago White Sox spring training and other world class events. Colson was one of the lead negotiators in creating Glendale's Sports and Entertainment district that today hosts more than 6 million visitors each year.

Mr. Colson received his Masters of Arts in Theology from Western Seminary and a Master of Urban Planning from the University of Michigan. Under Mr. Colson's lead, the City of Topeka is focusing on providing essential services to the community using the most efficient business practices available. The demands for services have not changed as well as the expectations for the highest quality of service. The City is constantly reviewing the business practices and striving for excellence to ensure that services are provided economically and effectively.

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 is 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, 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 collectively 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 Topeka's own indoor football team, the Kansas Koyotes, minor league team the 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

TOPEKA'S HISTORY AND CITY INFORMATION



Economic Overview

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

- 2014 Kansas Department of Revenue Study indicated the City captures 91.1% of sales tax generated in Shawnee County.
- The same study documented Topeka's pull factor as 1.32 (2014)—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.
- The City Manager has a strong economic and community development resume.

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

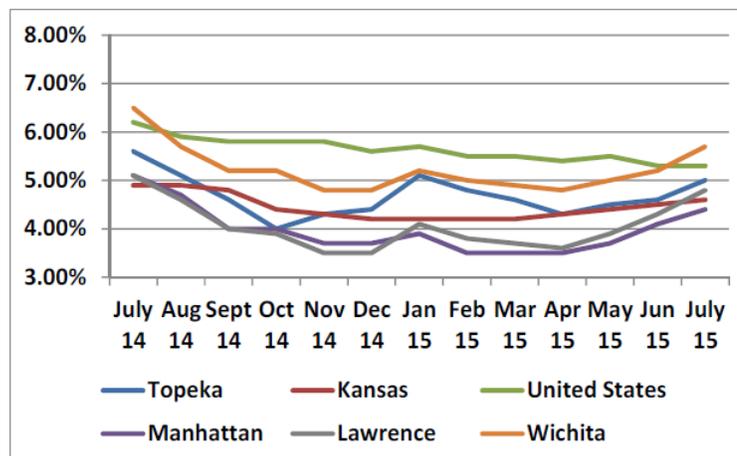
Top Taxpayers	Taxable Assessed Value	% of Total Taxable Assessed Value
Westar Energy	\$ 53,925,726	4.79%
Burlington Northern/ Santa Fe/Utility	\$ 17,943,080	1.59%
Westridge Mall LLC	\$ 9,775,001	0.87%
Kansas Gas Service/Utility	\$ 9,350,089	0.83%
Southwestern Bell/Utility	\$ 8,379,932	0.74%
Wal-Mart Properties	\$ 7,820,847	0.69%
IRET Properties/Apts	\$ 4,824,060	0.43%
Atrium Finance LLC	\$ 3,998,826	0.36%
Security National Properties Funding II	\$ 3,831,151	0.34%
Menard Inc	\$ 3,713,340	0.33%
Total	\$ 123,562,052	10.97%

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
190th ARW	1,206
Shawnee County	1,100
Total	24,178

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

Unemployment

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:

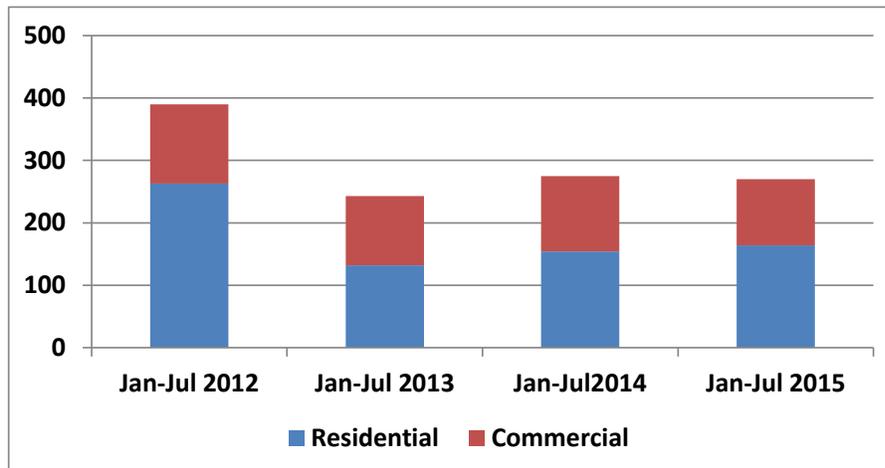
- Topeka's Workforce is Deep, Diverse, Well-Educated and Well-Paid.
- A study documented Topeka's pull factor as 1.32 (2014)—meaning that Topeka "exports" a significant share of its sales tax burden to non-Topeka residents.
- Six quality K-12 districts cover the City.
- Strong vocational/technical offerings.
- 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.





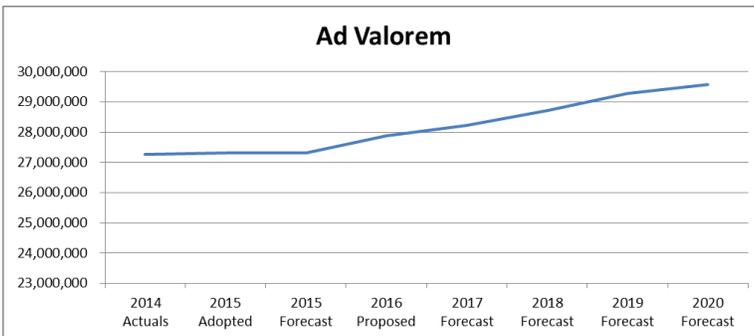
Long Range Financial Planning

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 Strategic Plan to ensure the budget is allocated in such a way that accents the long range goals of the City.

Forecasting

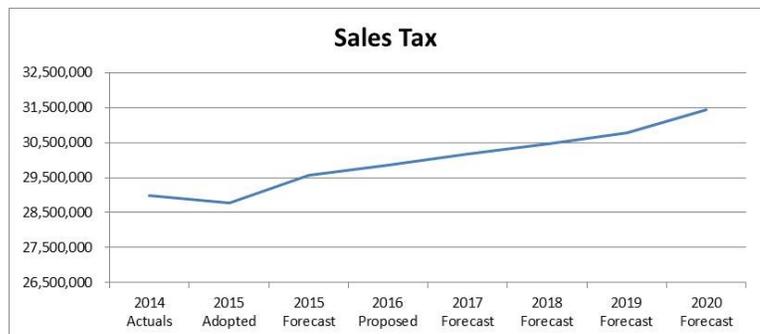


The City uses a variety of forecasting models to develop a 5-year revenue and expenditure plan for all funds. The plan incorporates operating and capital budget data to determine the availability and resources to support future anticipated expenditures. The Forecast Team meets monthly or as-needed to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

2016-2020 Long Range Financial Outlook

The 2016 budget is just a portion of the 5-year forecast. In the General Fund, expenditures are projected to outpace revenues by 2017. 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 15% 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 Forecast	2016 Proposed	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
Ad Valorem	27,265,882	27,314,015	27,314,015	27,865,759	28,219,942	28,714,753	29,278,661	29,571,447
Sales Tax	28,993,482	28,773,637	29,573,352	29,869,085	30,167,776	30,469,454	30,774,148	31,441,564
PILOTS	7,136,479	7,492,854	7,492,854	7,433,151	7,433,151	7,433,151	7,433,151	7,433,151
Franchise Fees	14,758,026	13,401,541	14,758,026	14,905,606	15,054,662	15,205,209	15,357,261	15,510,833
Licenses and Permits	1,618,007	1,173,796	1,173,796	1,183,396	1,183,396	1,183,396	1,183,396	1,183,396
Intergovernmental	1,031,414	1,060,000	1,060,000	1,052,523	1,052,523	1,052,523	1,052,523	1,052,523
Fees	5,450,472	5,265,470	5,265,470	4,081,059	4,081,059	4,081,059	4,081,059	4,081,059
Municipal Court	3,004,772	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Special Assessments	191,904	170,100	170,100	170,100	170,100	170,100	170,100	170,100
Misc.	302,482	579,914	579,914	703,977	703,977	703,977	703,977	703,977
Other	175,921	235,000	235,000	226,945	226,945	226,945	226,945	226,945
Total Revenues	89,928,840	88,466,327	90,622,527	90,491,601	91,293,530	92,240,566	93,261,220	94,374,995

General Fund Operating Budget	2014 Actuals	2015 Adopted	2015 Forecast	2016 Proposed	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
Personal Services	64,003,042	68,178,561	68,178,561	69,874,491	71,271,981	72,697,420	74,151,369	75,634,396
Contractual Services	16,153,280	16,937,832	16,937,832	16,670,684	16,670,684	16,670,684	16,670,684	16,670,684
Commodities	2,495,976	2,779,556	2,779,556	2,624,078	2,624,078	2,624,078	2,624,078	2,624,078
Capital Outlay/Transfers	588,210	570,378	570,368	1,322,348	1,322,348	1,322,348	1,322,348	1,322,348
Total Expenditures	83,240,508	88,466,327	88,466,317	90,491,600	91,889,090	93,314,530	94,768,478	96,251,506

General Fund Performance	2014 Actuals	2015 Adopted	2015 Forecast	2016 Forecast	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
Beginning Fund Balance	11,311,728	18,000,060	18,000,060	20,156,270	20,156,270	19,560,710	18,486,746	16,979,488
Revenues	89,928,840	88,466,327	90,622,527	90,491,601	91,293,530	92,240,566	93,261,220	94,374,995
Expenditures	83,240,508	88,466,327	88,466,317	90,491,600	91,889,090	93,314,530	94,768,478	96,251,506
Ending Fund Balance	18,000,060	18,000,060	20,156,270	20,156,270	19,560,710	18,486,746	16,979,488	15,102,977
Fund Balance - Gain / (Loss)	6,688,330	0	2,156,210	0	(595,560)	(1,073,964)	(1,507,258)	(1,876,511)
Ending Fund Balance/Revenues	20.02%	20.35%	22.24%	22.27%	21.43%	20.04%	18.21%	16.00%

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 .8% and 2% through 2020.

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 2016 budget, it was decided that an additional 16.5 FTEs were needed:

- One Internal Auditor and one Grant Writer in the Administrative and Financial Services Department. *Funding Source: General Fund.*
- *The creation of the Neighborhood Relations Department to which positions were transferred from Housing and Neighborhood Development, Public Works and Police.*
- Two Property Maintenance Inspectors and one Mechanical Trade Inspector in Neighborhood Relations. *Funding Source: General Fund.*
- One Office Specialist in the Legal Department. *Funding Source: General Fund.*
- Eight positions in Public Works to support Street Maintenance. *Funding Source: Motor Fuel Fund*
- Two new custodians in Facilities Maintenance. *Funding Source: Facilities Fund.*
- One HR Specialist III in Human Resources. *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	2013	2014	2015	2016	2016-2015 Variance	
	Budgeted FTEs	Approved FTEs	Approved FTEs	Proposed FTE		
City Council	10.5	10.5	10.5	10	-0.5	
Mayor	1.5	2	2	2	0	
Executive	8	11	12	11	-1	
Admin & Financial Services	23.5	23	24	26	2	
Fire	246	245	245	245	0	
Neighborhood Relations (Former Housing & Neighborhood Development)	14	14	14	47	33	
Human Resources	10.5	10.5	11	12	1	
Information Technology	13.5	15	14	15	1	
Legal	17.5	14	14	15	1	
Municipal Courts	24	23	23	23	0	
Parks & Recreation	0	0	0	0	0	
Planning	11	11	11	10	-1	
Police	367	367.5	367.5	353.5	-14	
Public Works	382	382	390	385	-5	
Zoo	24.5	22	22	22	0	
Total	1,153.50	1,150.50	1,160.00	1,176.50	16.50	

STRATEGIC PLAN



The City of Topeka is in the process of developing a long-term Strategic Plan which will align City objectives with Community and Council priorities. The plan is being developed by a cross-departmental working group and will be presented to the Council and public when complete. The chart below illustrates how Department goals line up with the Strategic Plan priorities. These are long-term goals which will remain consistent for 5 years, whereas goals listed on the Department and Division sections are short term goals for this specific budget year.

CITYWIDE 5-YEAR STRATEGIC 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 PLAN

City Priorities						
Departmental 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
Executive						
Increase citizen engagement and public participation.						
Project a positive image of City government and enhance public trust.						
Provide seamless services.						
Create a service-oriented culture in City government.						
Use proactive information and education to anticipate and address customer needs.						
Ensure effectiveness in City operations.						
Admin & Financial Services						
Ensure effectiveness in City operations.						
Plan for future infrastructure needs.						
Use proactive information and education to anticipate and address customer needs.						
Improve the City's fiscal health.						
Maximize return on public investments by directing urbanized development to existing or planned infrastructure and services.						
Fire						
Improve Topeka's standing among safest cities.						
Improve the efficiency and effectiveness of public safety services.						
Improve the public perception of safety.						

STRATEGIC PLAN

City Priorities						
Departmental 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
Neighborhood Relations						
Produce a cleaner and healthier city.						
Increase citizen engagement and public participation.						
Preserve and protect the character-defining aspects 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.						
Ensure effectiveness and efficiency in City operations.						
Human Resources						
Promote a qualified, engaged, and healthy workforce.						
Ensure effectiveness and efficiency in City operations.						
Information Technology						
Ensure effectiveness and efficiency in City operations.						
Maintain and improve the condition of City facilities and assets.						
Improve customer service through technology.						
Use proactive information and education to anticipate and address customer needs.						

STRATEGIC PLAN

City Priorities						
Departmental 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
Legal						
Ensure effectiveness and efficiency in City operations.						
Provide seamless services.						
Improve the City's fiscal health.						
Municipal Court						
Improve the public perception of safety.						
Planning						
Preserve and protect the character-defining aspects 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.						
Plan for future infrastructure needs.						
Strive to be a prosperous city by promoting compact land development, transportation and housing choices, and a diverse and resilient economy.						
Maximize return on investment by directing urbanized development to existing or planned infrastructure or services.						

STRATEGIC PLAN

City Priorities						
Departmental 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
Police						
Continue to build upon community policing initiatives.						
Improve Topeka's standing among safest cities.						
Evaluate the efficiency and effectiveness of public safety initiatives.						
Improve the public perception of safety.						
Produce a cleaner and healthier city.						
Promote a qualified, engaged, and healthy workforce.						
Ensure effectiveness and efficiency in City's operations.						
Public Works						
Improve the public perception of safety.						
Produce a cleaner and healthier city.						
Ensure effectiveness in City's operations.						
Maintain and improve the condition of City streets.						
Maintain and improve the condition of City facilities and assets.						
Promote and enhance sustainability initiatives.						
Plan for future infrastructure needs.						
Provide seamless services.						
Create a service-oriented culture in City government, and improve Customer Service through technology.						
Zoo						
Enhance public perception of Topeka as a more enjoyable place to live.						



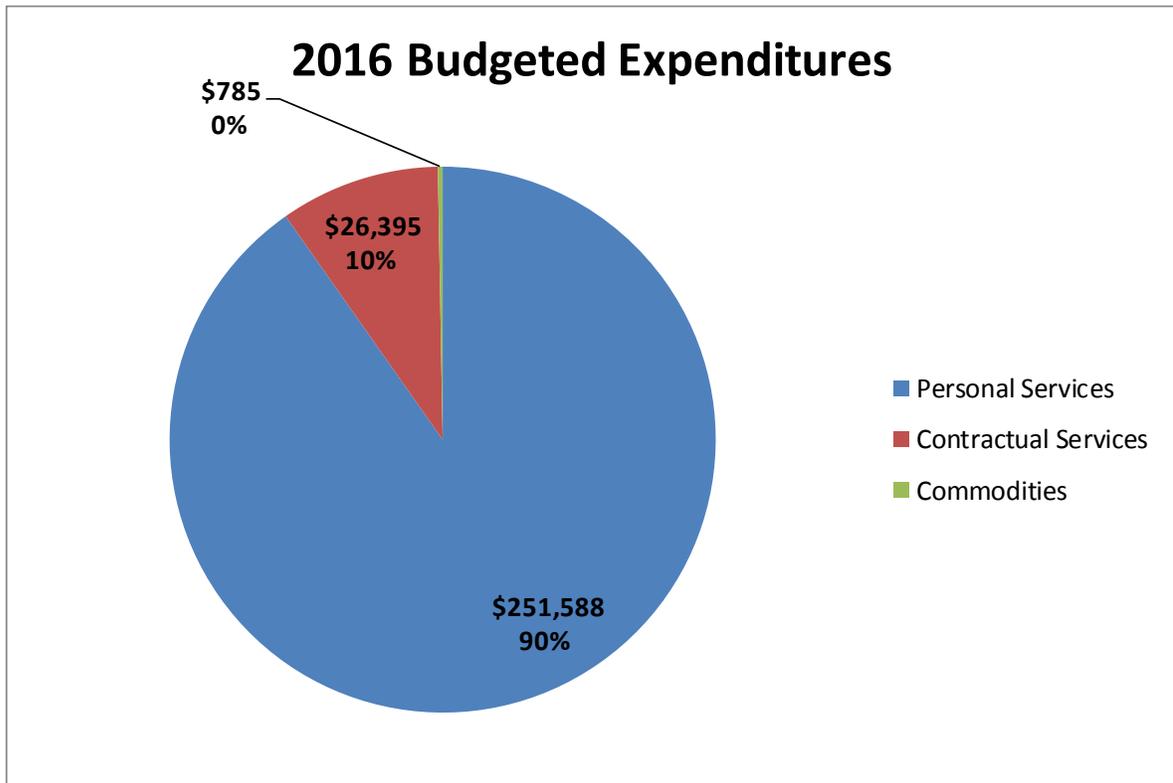
Department Budgets



Department: City Council

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 268,512	\$ 248,554	\$ 261,982	\$ 251,588
Contractual Services	27,587	16,365	20,568	26,395
Commodities	836	481	860	785
Total	\$ 296,935	\$ 265,400	\$ 283,410	\$ 278,768



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$296,935	\$265,400	\$283,410	\$278,768

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	10	10	10	10
Part-Time FTEs	0.5	0.5	0.5	0
Total	10.5	10.5	10.5	10

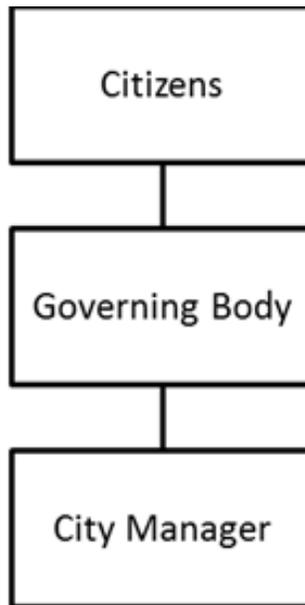


Department: City Council

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



2016 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

2015 ACCOMPLISHMENTS

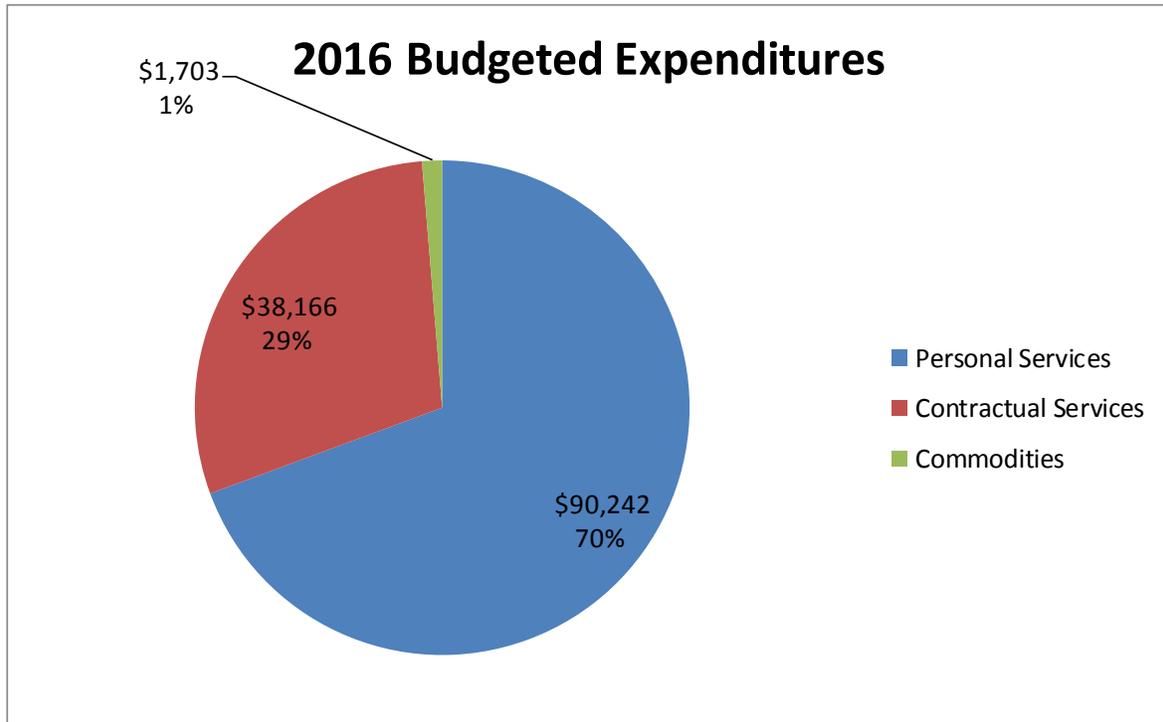
- Voted to pass a structurally balanced budget
- Voted to pass the City's restructured Capital Improvement Plan
- Oriented new City Councilmembers
- To date, passed 33 ordinances and 64 resolutions
- Foresee hosting 36 council meetings



Department: Mayor

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 97,074	\$ 79,010	\$ 81,157	\$ 90,242
Contractual Services	20,079	26,821	37,175	38,166
Commodities	1,493	1,644	1,703	1,703
Capital Outlay	-	1,195	-	-
Total	\$ 118,646	\$ 108,670	\$ 120,035	\$ 130,111



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$118,646	\$108,670	\$120,035	\$130,111

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	1	2	2	2
Part-Time FTEs	0.5	0	0	0
Total	1.5	2	2	2

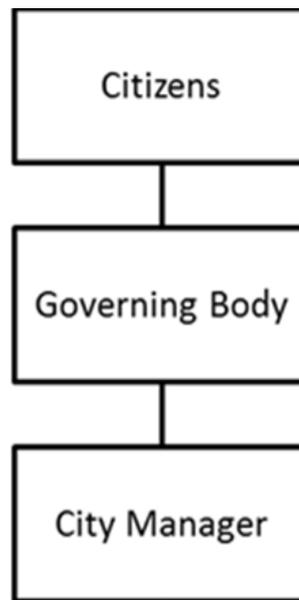


Department: Mayor

DEPARTMENTAL PROFILE

The Mayor is responsible for providing leadership and marshaling public interest in and support for municipal activity. The Mayor actively promotes economic and cultural development, represents the City at local and regional endeavors, and serves on various boards, commission and authorities.

ORGANIZATIONAL CHART



2016 GOALS

- Continue to provide community leadership and marshaling public interest and support for municipal activities
- Chair the City Council meetings and advise on the annual budget

2015 ACCOMPLISHMENTS

- Attended meetings of boards that the Mayor is appointed to serve on
- Mayor acted as the City ambassador and welcomed a variety of conferences and events to the City of Topeka
- Participated in groundbreaking events

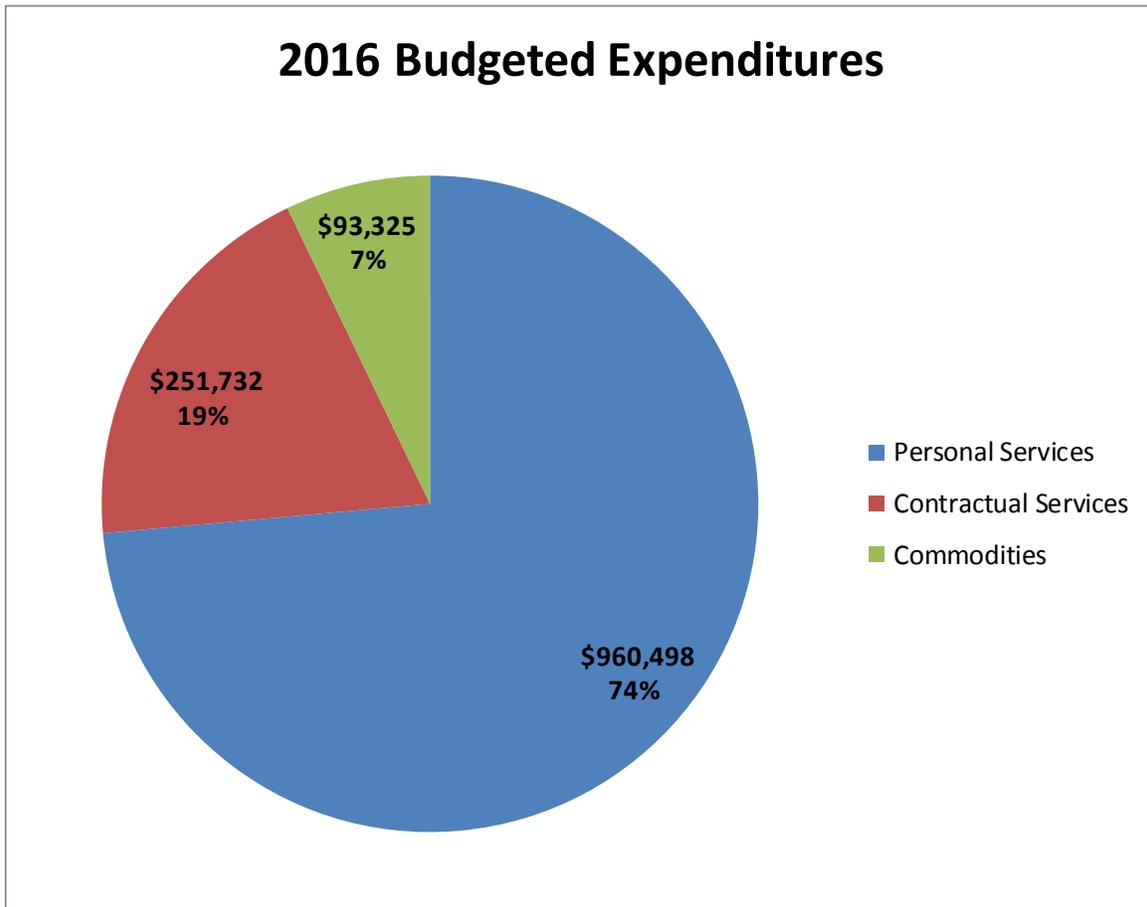


Department: Executive

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 637,391	\$ 846,394	\$ 961,625	\$ 960,498
Contractual Services	236,707	251,271	252,952	251,732
Commodities	8,663	79,240	108,445	93,325
Total	\$ 882,761	\$ 1,176,905	\$ 1,323,022	\$ 1,305,555

2016 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$882,761	\$1,176,905	\$1,323,022	\$1,305,555

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	8	11	12	11
Total	8	11	12	11

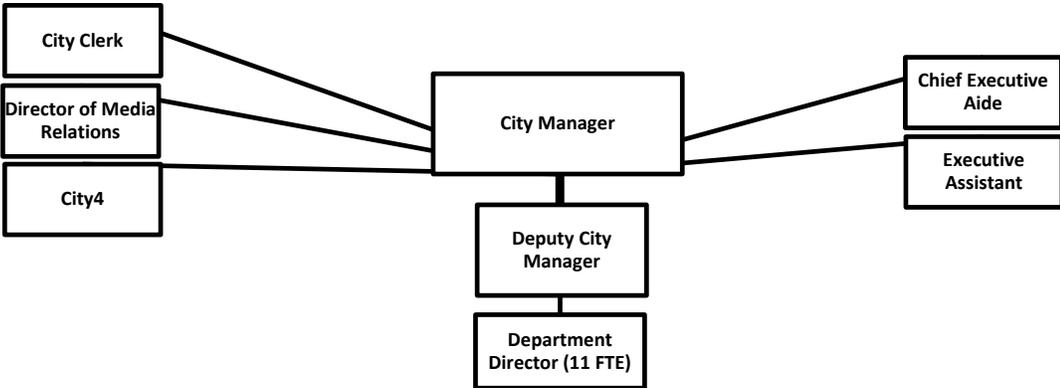


Department: Executive

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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 455,992	\$ 412,900	\$ 491,447	\$ 485,720
Contractual Services	163,361	143,751	145,949	129,306
Commodities	5,989	10,339	19,100	19,100
Total	\$ 625,342	\$ 566,990	\$ 656,496	\$ 634,126

2016 GOALS

- Enhance service-oriented culture in City government
- Project a positive image of City government and enhance public trust
- Enhance public perception of Topeka as a more enjoyable place to live
- Use proactive information and education to anticipate and address customer needs
- Focus on key initiatives that can grow Topeka including urban economic development

2015 ACCOMPLISHMENTS

- Transformed the City’s Departments to be more service-oriented and customer-focused
- Led the process to recommend a structurally balanced budget which focuses on our City’s priorities and secure the City’s financial footing
- Provided staff support to all City Council meetings and City functions

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Prepare and present city manager’s proposed budget to the governing body by June	Achieved	Achieved	Achieved	Achieved
Communicate with employees via email or large meetings at least bi-monthly	Data Unavailable	Data Unavailable	Intranet is updated weekly, newsletter has been created and sent out on a monthly basis, and emails from the City Manager to all City employees have been sent out on a monthly basis	Continue 2015 initiatives and plan employee meetings with the City Manager



Division: City Clerk

DIVISION PROFILE

The office of the City Clerk provides administrative support functions that are necessary for the day-to-day operations of the City Manager, Mayor, City Council and other City personnel, and provides essential customer service functions for the City of Topeka by serving as a link between the public and local government. The majority of City Clerk's Office services are mandated by the City Charter, Kansas State Statutes or City policy provisions. The City Clerk's Office serves under the administrative direction of the City Manager.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 181,571	\$ 173,943	\$ 192,552	\$ 197,908
Contractual Services	73,083	70,466	86,461	72,935
Commodities	2,674	2,933	2,445	2,125
Total	\$ 257,328	\$ 247,341	\$ 281,458	\$ 272,968

2016 GOALS

- Complete project plan for online records depository
- Work in collaboration with Information Technology to determine best plan for creating an electronic process for administrative documents to streamline process

2015 ACCOMPLISHMENTS

- Worked in collaboration with City4 to implement a new electronic voting system for the Governing Body
- Completed the first phase of project plan for online records depository, including legal parameters and indexing of documents

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Attest and process more than 800 administrative documents to corresponding City departments	856 Administrative Documents	900 Administrative Documents	878 Administrative Documents	890 Administrative Documents
Process and distribute over 600 business licenses	624 Licenses	632 Licenses	628 Licenses	630 Licenses



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ (173)	\$ 259,552	\$ 277,626	\$ 276,870
Contractual Services	263	37,054	20,542	49,492
Commodities	-	65,969	86,900	72,100
Total	\$ 90	\$ 362,575	\$ 385,068	\$ 398,462

2016 GOALS

- Increase civic engagement and public participation through increased public meetings and online engagement
- Project a positive image of City government and enhance public trust
- Enhance City's website and all forms of social media

2015 ACCOMPLISHMENTS

- Increased civic engagement and public participation through increased public meetings and online engagement
- Increased civic engagement and public participation through increased public meetings and online engagement
- Utilized new media, such as Nextdoor City and Topeka Mindmixer sites
- Began Tweet-a-longs
- Archived City Council meeting video online.
- Continued City4 feature called Topeka on Point

PERFORMANCE MEASURES

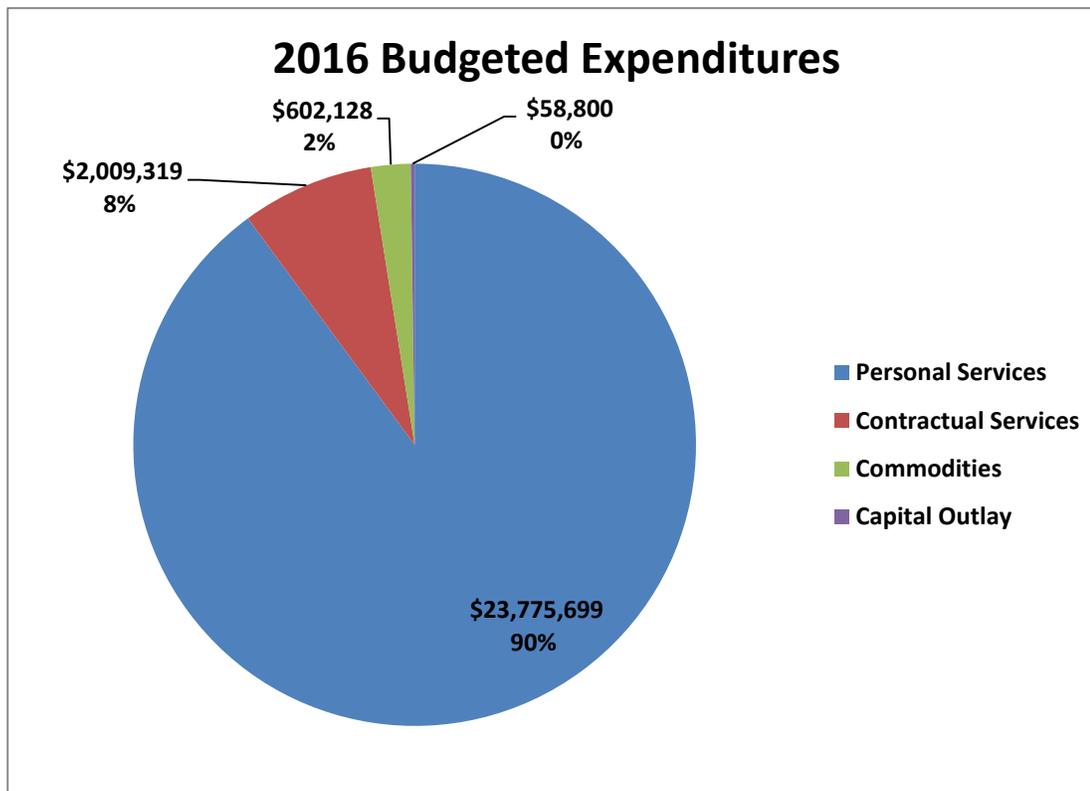
Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Update and implement social media policy	NA	NA	Implemented Tweet-a-long project + blog	Continue expanding social media followers, building trust and putting out more news stories
Update and implement internal and external communications procedures	NA	NA	Complete policy and have it approved	Implement, track and make changes as necessary



Department: Fire

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	21,406,702	22,732,464	23,485,799	23,775,699
Contractual Services	1,849,732	1,712,659	2,302,609	2,009,319
Commodities	545,386	523,802	598,736	602,128
Capital Outlay	-	-	58,803	58,800
Transfers	47,103	47,103	-	-
Total	\$ 23,848,924	\$ 25,016,028	\$ 26,445,947	\$ 26,445,946



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>
General Fund	\$23,848,924	\$25,016,028	\$26,445,947	\$26,445,946

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	246	245	245	245
Total	246	245	245	245

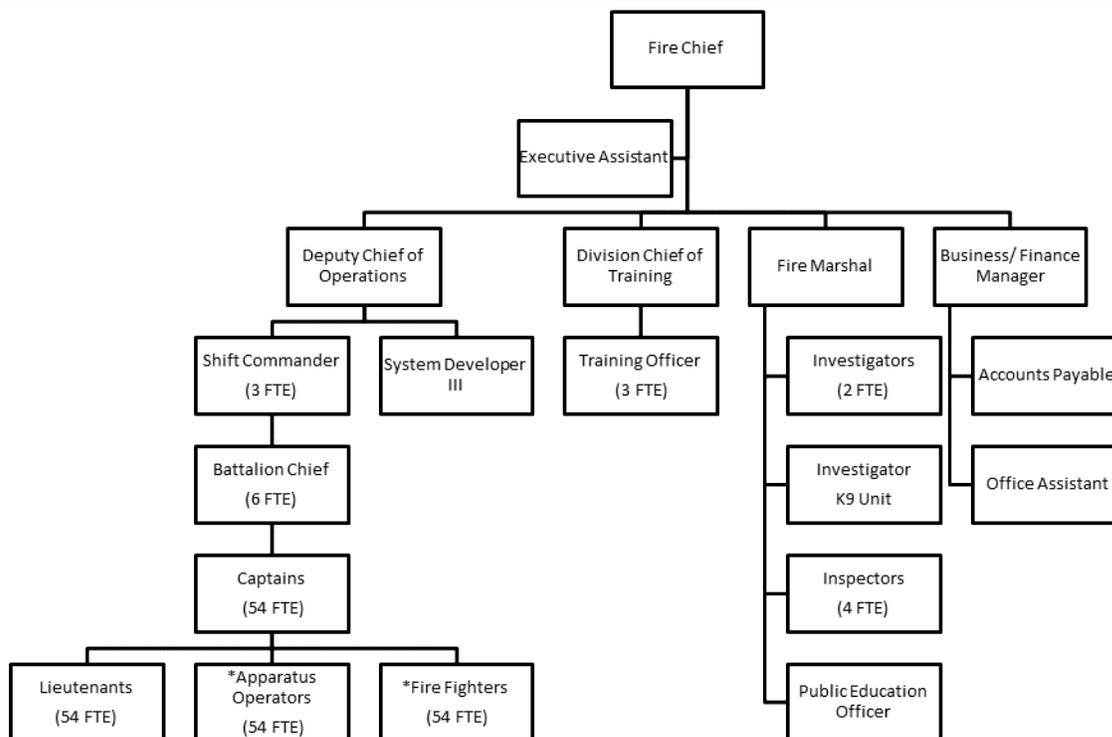


Department: Fire

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART



* Can report to Lieutenants depending on who is the officer in charge.





Division: Administration & Business Services

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 508,608	\$ 492,439	\$ 518,878	\$ 509,167
Contractual Services	597,758	37,862	39,392	40,140
Commodities	5,057	6,041	25,635	25,635
Total	\$ 1,111,423	\$ 536,342	\$ 583,905	\$ 574,942

2016 GOALS

- Enhance the understanding and participation levels of our personnel to further engage in department-wide initiatives e.g. pursuing accreditation, increased community-wide fire and life-safety prevention efforts; to a level of individual and collective professional growth for our departmental personnel.
- Collaborate with governing body and community to further engage in future infrastructure needs discussions.
- Identify and take next steps appropriately in response to respective Study's recommendations.

2015 ACCOMPLISHMENTS

- Replaced two thirds of our top middle management personnel and one fifth of our executive staff – “A” & “C” Shift Commanders; Division Chief of Training; although Chief of Training position has not been filled, the process has started and anticipated to be completed by year's end.
- Engaged in future infrastructure needs discussions – provided recommendations to the Resource Allocations Study; participated in initial community discussions as a result.
- Updated Facilities and Deployment Study – contracted with ESCi (Emergency Services Consulting inc.), authors of the 2006 Fire and Rescue Services Facility Deployment Study, to update the 2006 Study; although contract has been initiated and the work started, this is an ongoing effort.
- Introduced department-wide communication tool – “From The Chief” as a supplemental resource for department-wide sharing of “Kudos” and timely information from administration, via our Fire Chief.

PERFORMANCE MEASURES

Measure	2013 Actual	2014 Actuals	2015 Projected	2016 Target
Update facilities and deployment study. Evaluate facilities; develop update plan; initiate a deployment study	Admin Office Bldg Exterior window replacements and Interior rehab	Training Facility constructed from Capital Improvement Budget	Fire Safety/Public Education Trailer Request For Proposal released	Capital Improvement Plan Automatic External Defibrillator /upgrade & replacement



Division: Training

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 415,636	\$ 452,760	\$ 435,924	\$ 438,577
Contractual Services	6,438	15,173	232,056	238,911
Commodities	2,854	14,624	16,390	16,486
Total	\$ 424,928	\$ 482,558	\$ 684,370	\$ 693,974

2016 GOALS

- Expand use of the new firefighter training building
- Implement New World system
- Study options to transition to Advanced Life Support first responder status
- Use simulation for scenario based fire training

2015 ACCOMPLISHMENTS

- Department wide Company Officer I training initiative
- Hands-on training at the new firefighter training building
- Offered apparatus Operator certification training and testing
- Offered Instructor I certification training and testing
- Host firefighter recruit academy in the fall

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Identify improvement opportunities within TFD to achieve higher point values in ISO rating. Study and evaluate the ISO rating values; develop plan to maintain/improve rating. ISO hours needed to maintain a rating of 2 per suppression firefighter (216): Company drill hours required 160. Company Officer hours required 12. Apparatus Operator hours required 12. HazMat hours required 4	Company Drill-100% Company Officer-100% Apparatus Operator-100% HazMat-100%	Company Drill-100% Company Officer-100% Apparatus Operator-100% HazMat-100%	Through August 14 th, 2015 (61% of YTD) Company Drill-100% Company Officer-100% Apparatus Operator-100% HazMat-100%	ISO hours needed to maintain a rating of 2 per suppression firefighter (216): Company drill hours required 160. Company Officer hours required 12. Apparatus Operator hours required 12. HazMat hours required 4



Division: Fire Prevention

DIVISION PROFILE

The Fire Prevention Division includes fire inspection, fire investigation, fire and life safety education and public information. 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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 910,535	\$ 899,572	\$ 952,467	\$ 948,727
Contractual Services	10,643	15,933	240,581	249,395
Commodities	13,992	21,396	24,265	25,478
Total	\$ 935,170	\$ 936,900	\$ 1,217,313	\$ 1,223,599

2016 GOALS

- Implement new Public Education Program to include industry, business, neighborhood and elderly education
- Acquire a new Fire Safety Trailer
- Implement After the Fire program
- Adopt 2015 International Fire Code and 2015 Life Safety Code
- Implement new New World Inspection and Investigation
- Contract with The Compliance Engine to provide fire alarm, sprinkler system and hood system inspection compliance reporting

2015 ACCOMPLISHMENTS

- Replaced 2 Inspection Vehicles
- Replaced Public Education Vehicle
- Conducted 3 SAFE WALKS in targeted Neighborhood Improvement Associations
- Redesigned Open Burning Policy to allow for yearly permitting
- Awarded American Red Cross Hero Award for SAFE WALK Program
- Addressed Council concern regarding Consumer Fireworks and assisted in Ordinance change
- Promoted new Public Education Officer
- Began redesign of Public Education Program
- Participated in Planning Focus Group and redesigned plan review process and CityWorks tracking for Fire Inspection

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Increase percentage of cleared incendiary classified fires through arrest and/or conviction. Report incendiary fires to proper authority; Follow-up to ensure arrest and/or conviction	Total incidents: 264 Total cases: 130 K-9 Deployment: 18 Total Incendiary: 64 Total arrests: 11	Total incidents: 241 Total cases: 117 K-9 Deployment: 23 Total Incendiary: 52 Total arrests: 5	Total incidents: 312 Total cases: 117 K-9 Deployment: 23 Total Incendiary: 40 Total arrests: 7	10% increase in incidents attended. 5% reduction in incendiary fires projected arrests 9
Provide Community Risk Reduction safety awareness campaigns to neighborhoods. Goal to increase participants by 30% from 2014	October Open House 2 Citizen Academies	Spoke to HiCrest NIA SAFE Program SAFE WALK October 2015. Open House October 2015	October 2015 TBA SAFE WALK. October Open House October 3 Safety programs at Fire Administration	Conduct 4 risk reduction safety awareness campaigns



Division: Operations

DIVISION PROFILE

The Operations Division provides emergency services from 12 fire stations which are strategically located throughout the 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 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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 19,571,923	\$ 20,887,693	\$ 21,578,531	\$ 21,879,229
Contractual Services	1,234,893	1,643,691	1,790,580	1,480,873
Commodities	523,483	481,741	532,446	534,529
Capital Outlay	-	-	58,803	58,800
Transfers	47,103	47,103	-	-
Total	\$ 21,377,402	\$ 23,060,229	\$ 23,960,359	\$ 23,953,431

2016 GOALS

- Continue use of the new firefighter training building
- Implement new version of New World System for National Fire Incident Reporting
- Transition to Advanced Life Support first responder status
- Participate in use of simulation for scenario based fire training
- Continue Company Officer training Initiatives
- Implement Battalion Chief training initiatives

2015 ACCOMPLISHMENTS

- Personnel participated in department wide Company Officer I training initiative
- Personnel participated in hands-on training at the new firefighter training building
- Personnel have completed more than 35,000 continuing education hours 2015YTD
- Crews have responded to approximately 12,000 emergency calls 2015YTD
- Paramedic personnel beginning to practice to scope and level of certification
- Digital radio reprogramming completed, including installation of a dedicated emergency fire ground channel .
- Portable radios upgraded by manufacturer in groups for recall items

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Maintain and/or improve first on-scene arrival times to meet NFPA & ISO recommendations. Evaluate monthly arrival times on-scene; identify improvements	Overall average response time 4:48. 62% of responses under 5:01	Overall average response time 4:50. 61% of responses under 5:01	Overall average response time 4:48. 62% of responses under 5:01	Overall average response time 4:48. 65% of responses under 5:01
Place in service new fire apparatus according to Fire/Fleet replacement schedule. Capital Improvement Plan; prepare specs, purchase apparatus	Consolidated contracts for pumper CIPs 2012-13	3 Pumpers put into service from 2012-13 CIB	Apparatus contracts awarded, dependant on GIS and Study results	Deploy 2014-15 CIB apparatus purchases. Rotate existing apparatus to extend life cycles

NEIGHBORHOOD RELATIONS

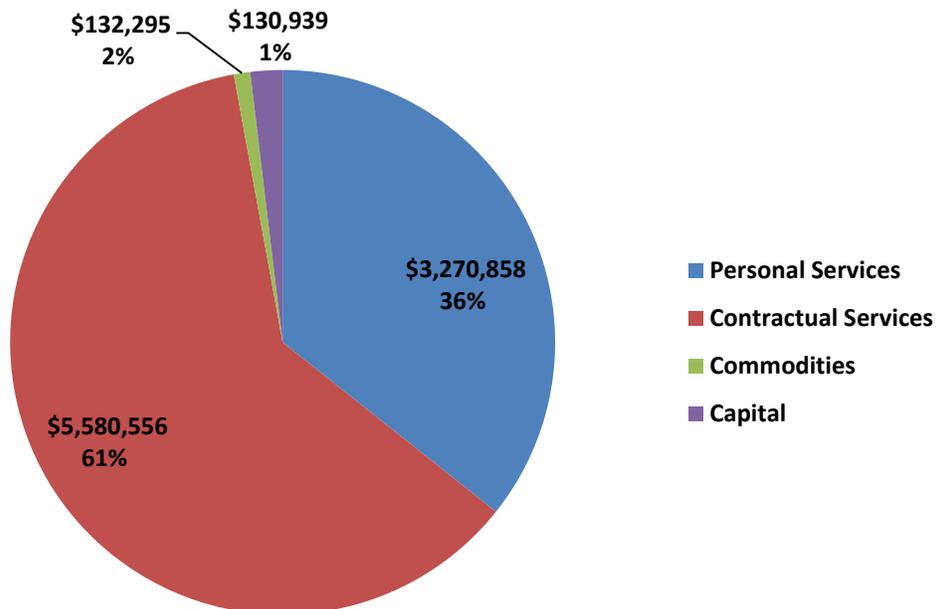


Department: Neighborhood Relations

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 806,577	\$ 900,238	\$ 951,793	\$ 3,270,858
Contractual Services	4,071,506	4,609,503	4,437,626	5,630,556
Commodities	16,525	20,849	17,200	88,841
Capital	22,395	11,553	35,725	174,393
Total	\$ 4,917,002	\$ 5,542,143	\$ 5,442,344	\$ 9,164,648

2016 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$563,249	\$631,750	\$695,118	\$4,517,682
Streets Fund	\$257,539	\$320,533	\$356,486	\$320,090
Grant Funds	\$4,096,215	\$4,589,860	\$4,390,740	\$4,326,876

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	14	14	14	47
Total	14	14	14	47



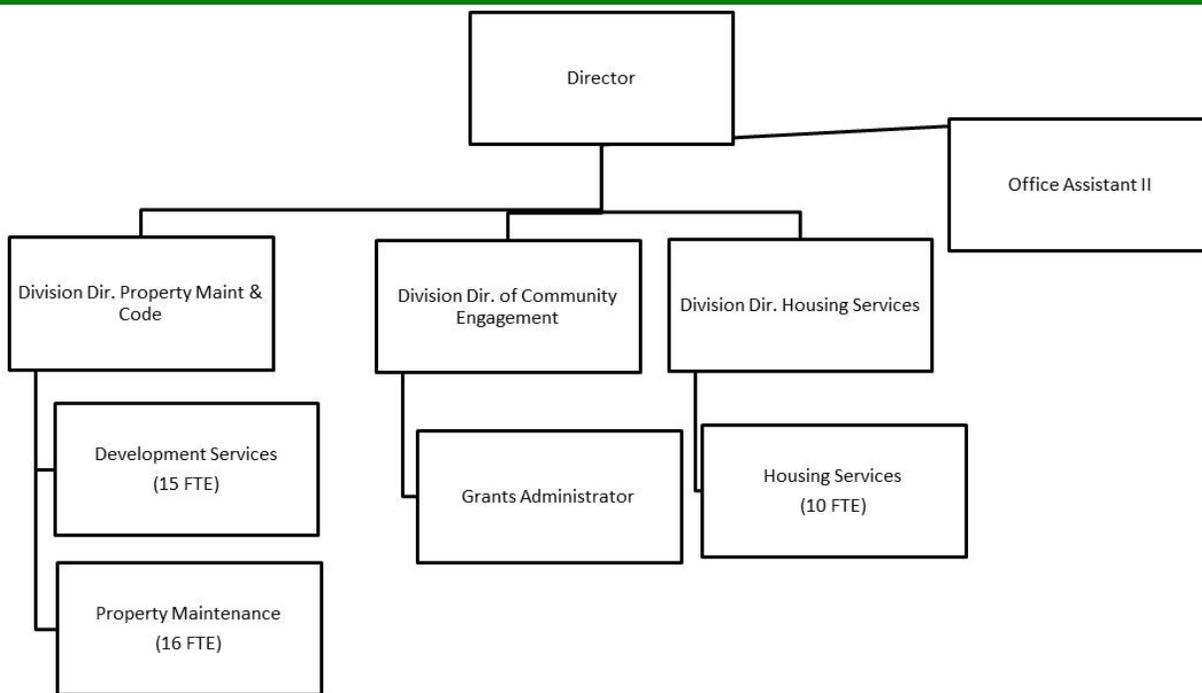
Department: Neighborhood Relations

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

This division includes Housing Development, Neighborhood Services, Homeless Programs, and Social Services. Housing Development expects to rehabilitate 58 homes through Major Rehab, Exterior Rehab, Emergency Repair, and Accessibility Modifications; demolish 4 blighted structures as part of the Voluntary Demolition program; assist 9 first time homebuyers through Topeka's homebuyer program, the TOTO Program; 180 individuals receive homebuyer counseling, 3 rental units will be developed by a Community Housing Development Organization (CHDO), 55 renters will receive deposit assistance.

The Neighborhood Services component consists of two programs, Neighborhood Improvement Associations (NIA) Support and Anti-Blight Activities (neighborhood cleanups and an inmate crew). NIA Support will provide assistance to 20 NIAs in the form of newsletters and operational support. Anti-Blight will assist the cleanups of the 20 NIAs and an inmate crew which will provide 4,000 hours of services and remove approximately 150 tons of trash and debris.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 740,337	\$ 765,609	\$ 832,994	\$ 787,174
Contractual Services	3,818,430	4,244,203	4,054,643	4,221,083
Commodities	16,525	20,849	17,200	17,200
Total	\$ 4,575,291	\$ 5,030,661	\$ 4,904,837	\$ 5,025,457

2016 GOALS

- 12 homes improved through the Major Rehab program
- 10 homes improved through the Exterior Rehab program
- 80 homes assisted through Emergency repair program
- 50 homes assisted through Accessibility repair program
- 15 homes/structures demolished through the Voluntary Demolitions program
- 20 families assisted through the Topeka Opportunity To Own homeownership program
- 170 individuals assisted through the Home Buyers Assistance program through our partnership with Housing & Credit Counseling Inc.

2015 ACCOMPLISHMENTS

- Major Rehabilitation on 9 homes up to \$30,000/home
- Exterior Rehabilitation on 7 homes up to \$15,000/home
- Emergency funds spent on 72 homes in low to moderate income neighborhoods
- Accessibility improvements funds on 45 homes were completed
- Completed 8 voluntary demolitions on structures
- Completed 2016-2020 Consolidated Action Plan
- 2015 SORT-Hi-Crest & North Topeka West Neighborhood Plan Development
- 18 Topeka Opportunity To Own Homes
- 153 individuals Home Buyers Assisted

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Evaluate housing program services. Conduct evaluation on Community needs for affordable housing and neighborhoods. Update or modify programs based on findings	NA	NA	Evaluation of communication was entered in consolidation plan and used for 2016 budgeting measures	Completed
Increase constituent input. High Customer Satisfaction with services provided and processes to access services. Conduct constituent survey; Adopt or modify processes; follow-up survey a year out	NA	NA	90% Satisfaction Rate	92% Satisfaction Rate

NEIGHBORHOOD RELATIONS



Division: Property Maintenance

DIVISION PROFILE

Property Code (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. The Special Structures Unit will be tasked with addressing over 700 vacant single family home structures in the community.

Note that prior year actuals for this division were previously shown in the Police Department.

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ -	\$ -	\$ -	\$ 968,845
Contractual Services	-	-	-	683,657
Commodities	-	-	-	35,334
Capital Outlay	-	-	-	130,939
Total	\$ -	\$ -	\$ -	\$ 1,818,775

2016 GOALS

- Implement Special Structures Unit to address over 700 vacant homes
- Increase demolitions to 75/year
- Work with Municipal Court to obtain higher rates of compliance on property maintenance issues
- Decrease complaints regarding property maintenance enforcement

2015 ACCOMPLISHMENTS

- Establish a working relationship with Shawnee County to move vacant properties to tax sale
- Received funding for the special structures unit
- Worked to get 5 property maintenance inspectors certified by International Code Council as Property Maintenance Inspectors
- Participated in the Makeover Take Over by hauling away debris and tires
- Participated in the House Number project

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Establish a task force of code inspectors that only focuses on abandoned structures; Develop a report quantifying number of structures and cost.. Look at number of demolitions by year.	10 demolitions	21 demolitions	13 demolitions	30 demolitions (Van Buren School estimated at 50% of 2016 demolition budget)
Increased number of demolished structures and properties brought into compliance from prior year by 25%. Reduce number of properties cited by 15% from prior year.	Demo: 10 Compliance: 7,197 Cited: 10,537	Demo: 21 Compliance: 5,951 Cited: 9,326	Demo 13 Compliance: 6,574 Cited: 9,931	Demo: 60 (+80%) Compliance: 6,574 Cited: 9,931

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.

Note that prior year actuals for this division were previously shown in the Public Works Department.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ -	\$ -	\$ -	\$ 1,165,851
Contractual Services	-	-	-	241,147
Commodities	-	-	-	36,307
Total	\$ -	\$ -	\$ -	\$ 1,443,305

2016 GOALS

- Increase customer satisfaction with plan review & building permit processes
- Work with the Shawnee County Exploratory Committee on adopting building codes
- Adopt the 2015 International Building Code
- Work to combine Development Services and Property Maintenance into a team
- Implement Electronic Plan Review

2015 ACCOMPLISHMENTS

- Implemented a plan review process to move smaller projects through the plan review process quicker
- Worked with other departments to get a timely response to plan review projects
- Received approval for hiring another mechanical inspector which will help provide better service to the citizens of Topeka
- Worked with Planning on conducting a development forum to improve the Development Process
- Conducted an inspection forum to improve the Inspection Process

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Complete fee assessment. Fees are 80% of what comparable cities our size charges if appropriate, propose fee increases	NA	We have reviewed other communities fees and the COT permit fees are at 100% or have 100% repayment plan collections which are comparable to other surrounding cities	We have reviewed other communities fees and the COT permit fees are at 100% or have 100% repayment plan collections which are comparable to other surrounding cities	We are not planning to make any changes to or fees for this year based on the study conducted in 2015
Start the adoption process of the 2015 codes with the participation of community boards; Identify required code changes to comply to current standards	NA	NA	Planning in Progress	Adopt 2015 International Building Code

NEIGHBORHOOD RELATIONS



Division: Admin & Community Engagement

DIVISION PROFILE

Neighborhood Relations Administration, a new Division for 2016, provides program implementation and oversight for the Department. This includes the application process and reporting requirements for four federal funding programs, as well as ensuring compliance with various federal regulations. The Community Engagement section of Neighborhood Relations Admin consists of two programs. The Neighborhood Empowerment Program will improve public facilities in approximately 7 Neighborhood Improvement Associations. The City Inmate Program consists of the Neighborhood Action Team B and Code Inmate crews, as well as the Housing and Neighborhood Relations Inmate Coordinator. These two crews provide approximately 10,000 hours of service to the City.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	66,240	134,629	118,799	348,988
Contractual Services	253,076	365,300	382,983	484,669
Capital Outlay	22,395	11,553	35,725	43,454
Total	\$ 341,711	\$ 511,482	\$ 537,507	\$ 877,111

2016 GOALS

- Provide Quarterly Neighborhood Leadership Roundtable meetings beginning this Fall
- Attend specialized neighborhood training
- Implementation of a Volunteer program- Both Neighborhoods and constituents will be afforded the opportunity to assist a neighbor in need

2015 ACCOMPLISHMENTS

- Offer monthly “Coffee On Your Corner” sessions providing an informational session during normal business hours to hear directly from city officials and representatives in an informal session at a local venue.
- Department of Neighborhood Relations (DNR) and Topeka Police Department (TPD) collaboration with Community Policing Unit (CPU) – DNR and the CPU meet weekly to strategize on neighborhood concerns and develop solutions
- Continually developing relationships with local organizations to create collaborations to assist with strengthening and empowering neighborhoods

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Identifying and enhance Neighborhood Leadership. Increase leadership training by 25% from 2014. Reach 25% neighborhoods previously unserved	NA	NA	1st Neighborhood Leaders Roundtable will be offered in the Fall	Quarterly Neighborhood Leadership Roundtable & Leadership Training will be offered
Increase public participation. Implement empowering events in Intensive Care and At-Risk neighborhoods. 15% increase of events in neighborhoods previously unserved	NA	NA	Implemented Police Department Neighborhood Relations Partnership. Developed the Rock the Block Initiative	Create and implement specialized events and programs for neighborhoods

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 2016 allocations.

2016 Contracted & Social Service Grants				
Contracted Services	2015 Allocation	2016 CDBG	2016 General Fund	Total 2016 Funding
Community Resources Council	60,000	-	60,000	60,000
Jayhawk Area Aging Agency	20,000	-	20,000	20,000
PARS - Safe Streets *	60,849	-	63,891	63,891
Keep America Beautiful	13,682	-	14,092	14,092
YWCA - Center for Safety and Empowerment	19,155	-	19,921	19,921
Housing & Credit Counseling	51,314	-	53,880	53,880
KCSL - Juvenile Intake - Previous TPD Budget	-	-	60,000	60,000
Return to General Fund	-	-	8,215	8,215
Total Contracted Services	225,000	-	299,999	299,999

Social Services - Emergency Aid	2015 Allocation	2016 CDBG	2016 General Fund	Total 2016 Funding
Catholic Charities	25,500	30,000	-	30,000
Salvation Army	46,304	-	-	-
Doorstep	15,196	49,000	-	49,000
Let's Help	14,749	-	-	-
Reserve for Water, Sewer Asst.	-	-	9,698	9,698
Total Emergency Aid	101,749	79,000	9,698	88,698

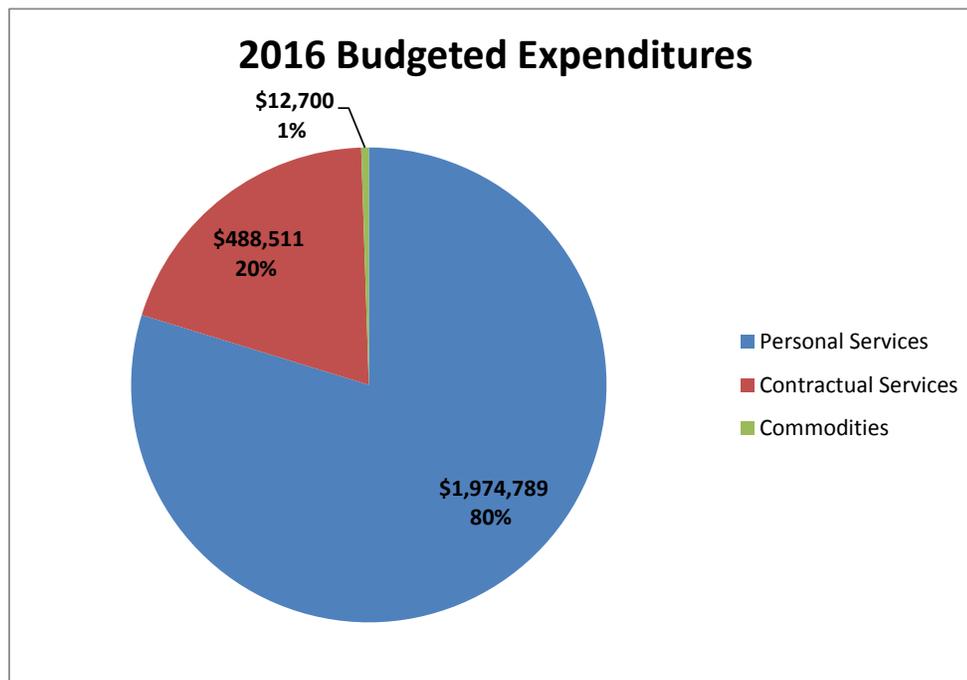
Social Services - Counseling & Prevention	2015 Allocation	2016 CDBG	2016 General Fund	Total 2016 Funding
Boys and Girls Club - Comprehensive Youth Dev.	19,461	-	20,239	20,239
Positive Connections	36,978	-	38,457	38,457
KCSL - Supporting School Success	23,250	-	24,413	24,413
Community Action - Project Attention	26,956	28,304	-	28,304
El Centro	-	-	18,950	18,950
TDC- Full Day Care	16,835	-	17,677	17,677
Shawnee Medical Society - Project Health Access	52,800	-	55,440	55,440
Big Brothers Big Sisters - Mentoring	9,499	9,849	30	9,879
TDC - Parent Child Learning Center	8,600	-	8,944	8,944
YWCA - Girls on the Run	10,080	-	10,584	10,584
Topeka Youth Project - Jobs for Young Adults	15,120	-	15,725	15,725
LULAC	12,600	-	13,230	13,230
Papan's Landing	13,920	-	14,616	14,616
CASA - Child in Need of Care	7,900	-	8,137	8,137
Meals on Wheels	8,201	-	8,611	8,611
Community Action - Latino Family Development	13,817	14,508	-	14,508
Topeka Youth Project - Youth Court	7,400	-	7,622	7,622
United Way - Successful Connections	17,750	-	18,638	18,638
East Topeka Council on Aging	18,872	-	19,816	19,816
Marian Clinic	7,470	5,162	2,682	7,844
Breakthrough House- Freedom Club House	19,780	-	-	-
Breakthrough House - Residential	16,785	-	-	-
Total Counseling & Prevention	383,171	57,823	303,811	361,634
Grand Total	709,920	136,823	613,508	750,331



Department: Administrative & Financial Services

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,501,665	\$ 1,614,574	\$ 1,720,400	\$ 1,974,789
Contractual Services	538,625	477,511	488,439	488,511
Commodities	26,714	12,186	12,700	12,700
Capital Outlay	16,635	-	-	-
Other	(58)	(259)	-	-
Total	\$ 2,083,581	\$ 2,104,012	\$ 2,221,539	\$ 2,476,000



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$2,083,581	\$2,104,012	\$2,221,539	\$2,476,000

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	23	23	24	26
Part-Time FTEs	0.5	0	0	0
Total	23.5	23	24	26

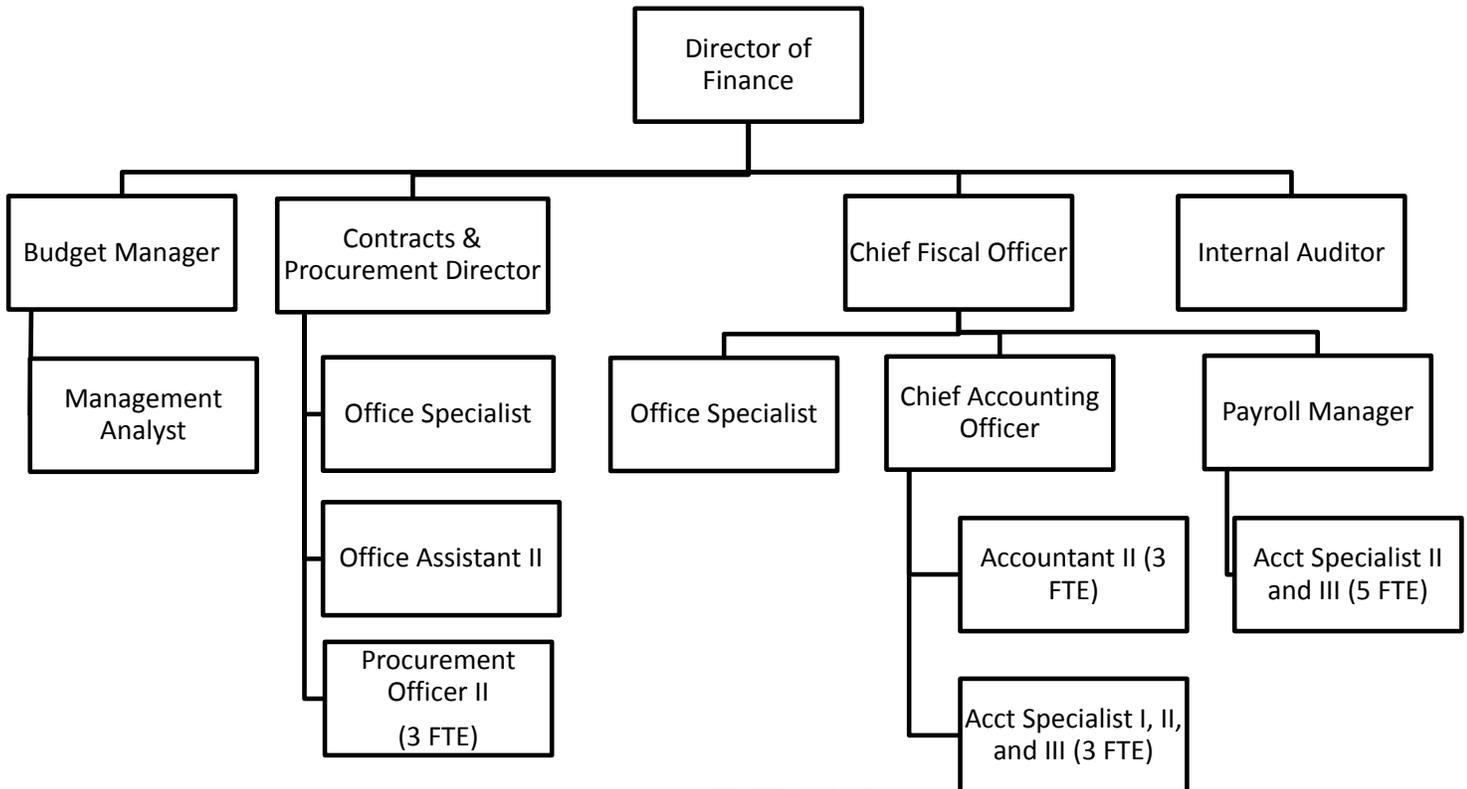


Department: Administrative & Financial Services

DEPARTMENTAL PROFILE

The Administrative and Financial Services Department is the lead City agency charged with stewardship of the public's financial resources. Finance collect 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.

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, and business operations for the City. 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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,105,129	\$ 1,208,480	\$ 1,307,480	\$ 1,557,280
Contractual Services	435,324	375,398	381,752	381,824
Commodities	13,955	10,948	10,100	10,100
Capital Outlay	16,635	-	-	-
Other	(58)	(259)	-	-
Total	\$ 1,570,985	\$ 1,594,568	\$ 1,699,332	\$ 1,949,203

2016 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
- Be responsive and accurate to all council and public inquiries regarding budgetary and financial information

2015 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
- Enhanced monthly budget reports to better communicate to departments.

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Improve or Maintain Bond Ratings from Standard & Poor's	Maintained General Obligation Aa3, Revenue Aa3	Improved General Obligation AA, Revenue Aa3	Maintained General Obligation AA, Revenue Aa3	Improve General Obligation AA+, Revenue Aa3
Maintain an Adequate General Fund Balance	Fund Balance of 11.97%	Fund Balance of 20.02%	Fund Balance of 22.24%	Fund Balance of 22.27%
Prepare appropriate documents to receive CAFR and budget awards from GFOA	CAFR Yes Budget No	CAFR Yes Budget No	CAFR Yes Budget Yes	CAFR Yes Budget Yes



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 396,536	\$ 406,093	\$ 412,920	\$ 417,510
Contractual Services	103,301	102,113	106,687	106,687
Commodities	12,759	1,237	2,600	2,600
Total	\$ 512,597	\$ 509,443	\$ 522,207	\$ 526,797

2016 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

2015 ACCOMPLISHMENTS

- Provides support and training to all users for Lawson
- January 1 through August 31: The division processed 190 Bids and Request for Proposals, 3,047 purchase orders, and 5,182 purchasing card transactions.
- January 1 through August 31: The division's total purchasing orders totaled \$72,522,644.

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Move all Lawson applications to the cloud and update to the latest version; improve process for bidding and RFP submissions as well as update strategic sourcing application	Began in 2015	Began in 2015	Target date to go live with updates is November 12, 2015	Completed

HUMAN RESOURCES

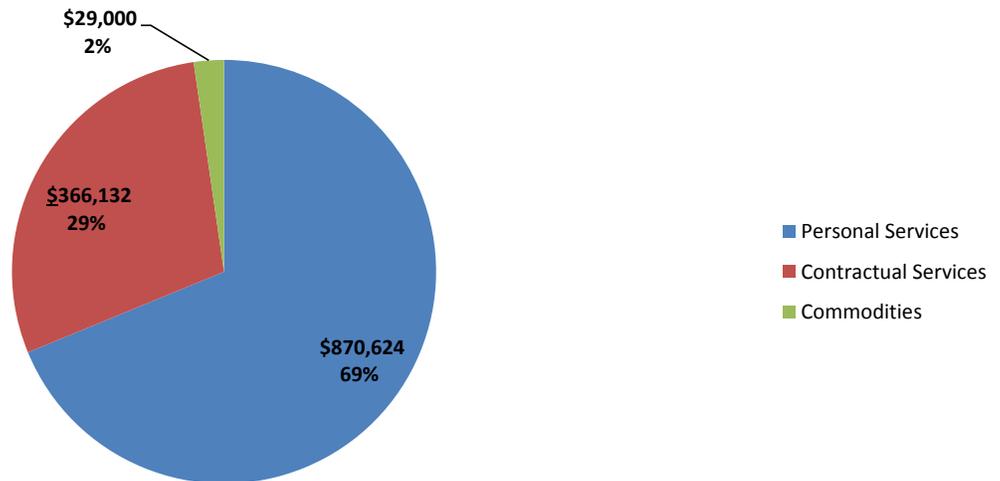


Department: Human Resources

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 742,897	\$ 693,110	\$ 761,837	\$ 870,624
Contractual Services	259,605	225,341	326,354	366,132
Commodities	22,954	27,633	28,000	29,000
Total	\$ 1,025,455	\$ 946,084	\$ 1,116,191	\$ 1,265,756

2016 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
General Fund	\$922,315	\$859,945	\$1,003,313	\$1,151,965
Worker's Comp	\$103,141	\$86,139	\$89,146	\$89,248
Health Fund	\$0	\$0	\$23,732	\$24,543

PERSONNEL SUMMARY

	2013	2014	2015	2016
Full-Time FTEs	10	10	11	12
Part-Time FTEs	0.5	0.5	0	0
Total	10.5	10.5	11	12

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.

2016 GOALS

- Complete Comparability Study of Management & Executive Position Classifications
- Revise and Update the current Management Pay Plan to include a performance based component based on recommendations from compensation consultants
- Revise and update the current Performance Evaluation Process for non-bargaining unit employees to fit with a pay-for-performance model based on recommendations from compensation consultants
- Complete an updated Affirmative Action Plan which includes a plan for addressing deficiencies
- Complete functional capacity analysis for Public Safety Positions

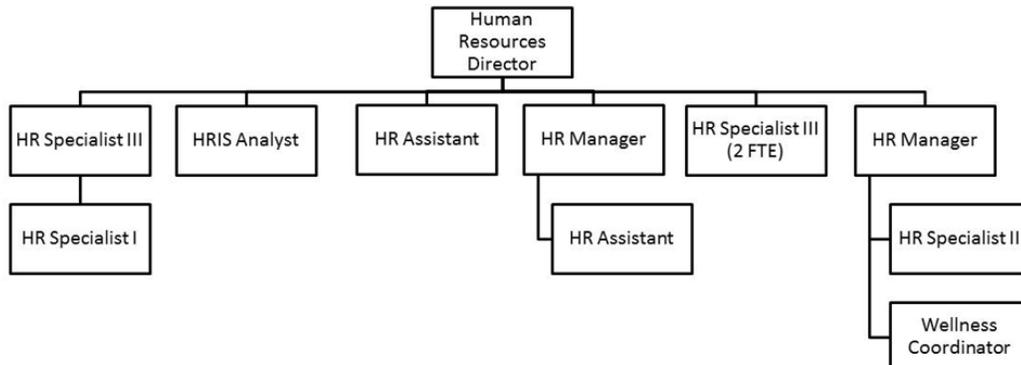
2015 ACCOMPLISHMENTS

- Complete imaging of personnel files and set up with viewable access through the Lawson HR Module
- Complete drug screenings of all new hires
- Continue the Position Review Committee for all Position Vacancies and Reclassification Requests
- Implement onsite health and wellness center which provides acute care services and wellness coaching
- Complete salary Comparability studies for American Federation of Teachers, Water Pollution Control, and Police employee groups

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Maintain or reduce Medical claims expense	Claims of \$6,694,118	Claims of \$8,488,071	Claims of \$8,139,339	TBD
Complete compensation study for employee/union groups	Comparability Study, including full job analysis, of all American Federation of Teachers bargaining Unit Classifications Began May 2013	Completed comparability study of all Police and Fire classifications July 2014.	Complete Water Pollution Control employees' comparability study	Complete review of management and executive pay
Assess injuries; identify training and modified practices, and safety equipment; benchmark against other municipalities to reduce number of claims compared to 2014; lower claims per \$1 million of payroll	Total Work Comp Medical Claims & Indemnity \$1,023,971	Total Work Comp Medical Claims & Indemnity \$846,851	Total Work Comp Medical Claims & Indemnity \$875,000	Total Work Comp Medical Claims & Indemnity \$875,000

ORGANIZATIONAL CHART

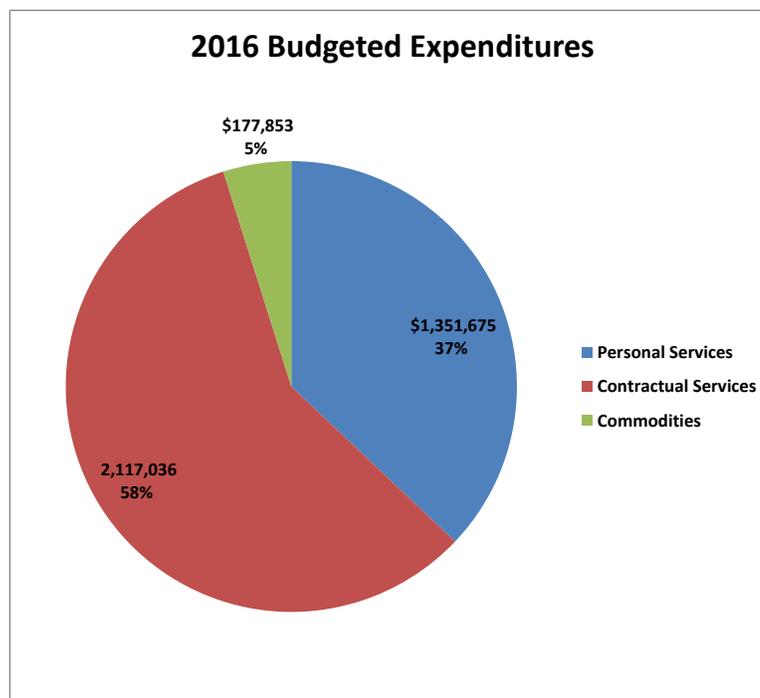




Department: Information Technology

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,243,272	\$ 1,222,927	\$ 1,332,961	\$ 1,351,675
Contractual Services	1,618,904	1,371,752	1,980,732	2,117,036
Commodities	205,267	231,066	147,039	177,853
Other	569,955	283,669	-	-
Total	\$ 3,637,398	\$ 3,109,414	\$ 3,460,732	\$ 3,646,564



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
IT Fund	\$3,637,398	\$3,109,414	\$3,460,732	\$3,646,564

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	13	15	14	15
Part-Time FTEs	0.5	0	0	0
Total	13.5	15	14	15

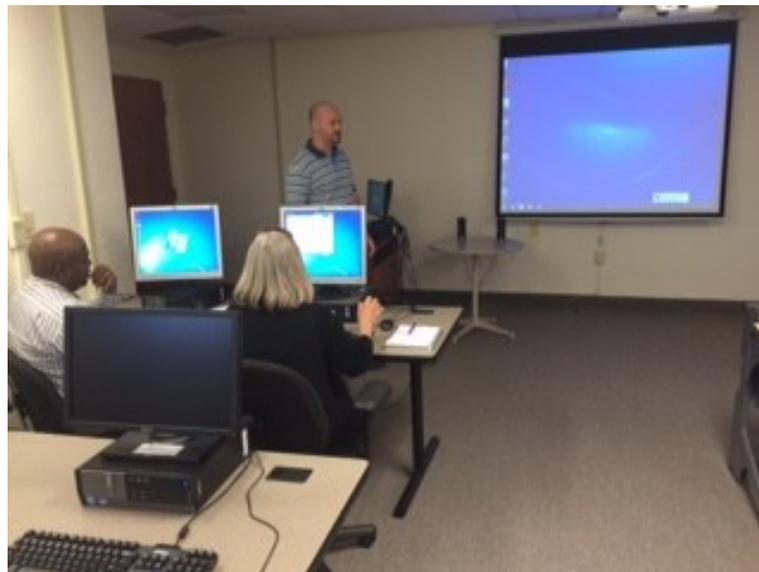
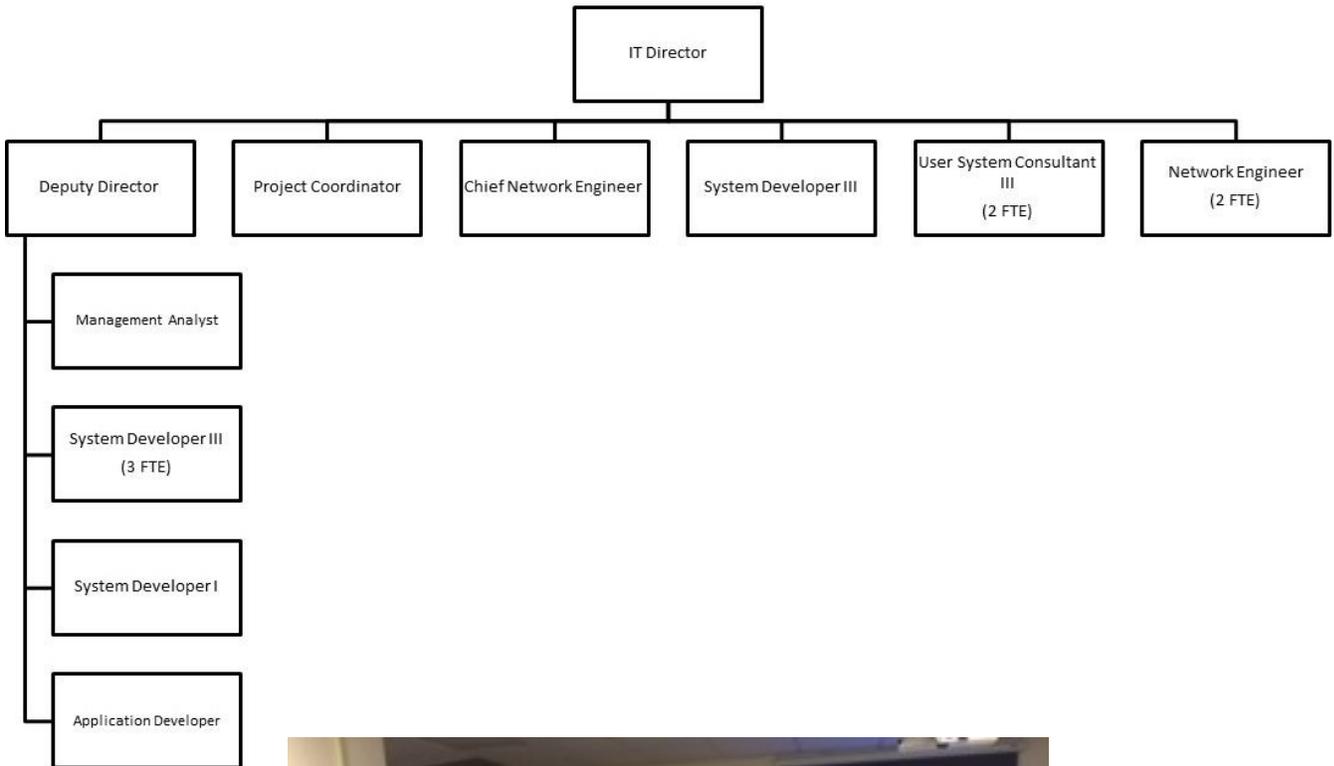


Department: Information Technology

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 Information Technology 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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 383,251	\$ 224,942	\$ 232,815	\$ 155,171
Contractual Services	172,570	348,744	356,824	456,800
Commodities	57,718	45,292	48,791	58,861
Total	\$ 613,540	\$ 618,978	\$ 638,429	\$ 670,831

2016 GOALS

- Install AT&T circuits necessary to support a hosted voice system
- Install necessary hardware and integrate with existing Private Branch Exchange to pilot a hosted voice system
- Install 5-Wireless Access Points to expand a wireless mesh network for mobile field communications
- Assist Police Department with the installation of video surveillance cameras

2015 ACCOMPLISHMENTS

- Completed fiber infrastructure projects to add the Community Policing Offices (PARS and Deer Creek), the Zoo Rain Forest, 29th and California Water Tower and the Topeka Housing Authority Administrative Building on California Street
- Completed underlying telephone hardware implementation to support the Water Call Center Interactive Voice Response system that allows a computer to interact with humans through the use of voice or keypad. This allows our customers to pay water bills 24x7
- Completed an implementation plan to pilot a hosted voice system as a replacement for the current PBX system at City Hall
- Converted video systems in Police, Parking, City Hall and Municipal Court to operate on City Video Server

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Initiate the implementation of a wireless network to provide an electronic communication system to support automated electronic meter reading and mobile communications	NA	NA	IT is currently working with Utilities to configure the external wireless system to piggy back off their SCADA wireless backhaul system	Q1 of 2016 we plan to have 5-WIFI devices installed in the field to support mobile communications
Installation of AT&T IP Flex Circuits, Border Session Gateway controller's and upgrade of data network at City Hall and at 620 Madison	NA	NA	NA	The plan is to have the telephony infrastructure in place to support 25-hosted phones for testing purposes in Q1 of 2016



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 across the enterprise

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 254,066	\$ 489,659	\$ 560,646	\$ 558,154
Contractual Services	834,801	524,431	1,259,128	1,248,204
Commodities	116,450	183,724	90,000	116,622
Total	\$ 1,205,317	\$ 1,197,814	\$ 1,909,774	\$ 1,922,980

2016 GOALS

- Complete upgrade of edge data switches in smaller City facilities
- Upgrade Enterprise Storage Area Networks in the primary data center at City Hall and the back-up data center at the LEC
- Complete the Mobile Data Terminal Project at the Police Department.
- Complete electronic citation system at Police Department

2015 ACCOMPLISHMENTS

- Completed upgrade of core data switches and data switches in medium sized City Facilities
- Assisted with upgrade of SCADA server and storage systems at the Water Treatment Plant
- Enhanced security posture by integrating 3-major advanced security systems to IT Infrastructure
- Upgraded 50-Mobile Data Terminals at the Police Department
- Upgraded 150-PC's and 20-Laptops across the City
- Integrated a Mobile Management System and a System Event and Information System to security architecture

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Identify all mission critical information not supported and develop upgrade strategy. Conduct inventory of all applications used	NA	NA	NA	Listing of all application and upgrade plans 4th QTR
Update the IT Business Continuity Plan and Disaster Recovery Plan to ensure timely recovery of critical applications in the event of an unplanned event or outage based on identified business and operational priorities	NA	NA	In Process	Functional plan to be documented by Q1 of 2016



Division: Business Systems & Dept. Overhead

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 605,955	\$ 508,326	\$ 539,501	\$ 638,351
Contractual Services	611,532	498,577	364,780	412,032
Commodities	31,099	2,050	8,248	2,370
Other	569,955	283,669	-	-
Total	\$ 1,818,541	\$ 1,292,622	\$ 912,529	\$ 1,052,753

2016 GOALS

- Citizen Info System (Open Data Portal): Create an infrastructure to allow easier deployment of information to Citizens to increase transparency
- Implement a project and portfolio management system to track all citywide projects including a project portal to present information to public
- On-Line Payment Systems: Support comprehensive on-line payment capabilities using an agnostic solution for payment card processing (permitting fees, utility bills, court fees, etc.)
- Citizen Self-Service: Establish web applications and tools to support self-service management for services (e.g. license requests, permits, Water Bills, etc.); Government to Citizen; Government to Business; Government to Government

2015 ACCOMPLISHMENTS

- 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 thru 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.mission application
- Document Imaging for HR expanding capability to store and retrieve personnel information electronically

PERFORMANCE MEASURES

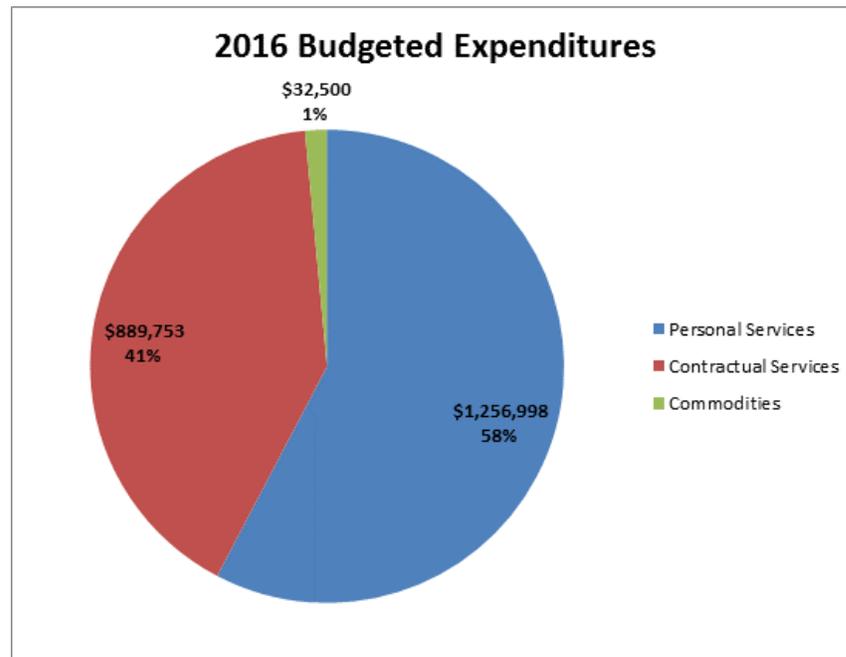
Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Automatic update of financial information represented on a drill around dashboard. Deploy 10 datasets	NA	NA	Budget portal and base data portal have been deployed	Add reports throughout the year
Move all Lawson applications to cloud and update to latest version. Maintenance Data Packs/Environment Service Packs installation, advanced training, upgrade of application	NA	NA	4th Quarter, data will be moved by the end of the year	Phase 2 incorporate process improvements and deployment of new Business Intelligence



Department: Legal

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,233,770	\$ 1,132,078	\$ 1,235,617	\$ 1,256,998
Contractual Services	513,333	362,704	900,189	889,753
Commodities	28,899	20,580	34,800	32,500
Other	-	-	515,000	371,687
Total	\$ 1,776,002	\$ 1,515,362	\$ 2,685,606	\$ 2,550,938



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$1,134,818	\$1,000,149	\$1,154,365	\$1,172,014
Special Liability	\$641,185	\$515,213	\$1,531,241	\$1,378,924

PERSONNEL SUMMARY

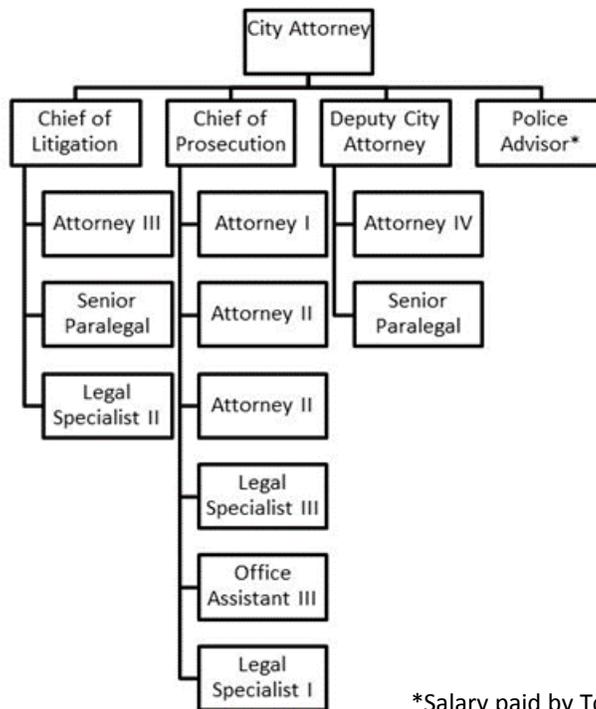
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	17	14	14	15
Part-Time FTEs	0.5	0	0	0
Total	17.5	14	14	15



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.



*Salary paid by Topeka Police Department





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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 966,618	\$ 853,826	\$ 956,803	\$ 982,711
Contractual Services	143,924	128,004	168,762	160,803
Commodities	24,275	18,319	28,800	28,500
Total	\$ 1,134,818	\$ 1,000,149	\$ 1,154,365	\$ 1,172,014

2016 GOALS

- Continue creating and organizing paperless filing system
- Possible consolidation of main office with prosecution office to provide more efficient services and economical use of resources
- Legal training for all attorneys and support staff
- Clarify role of legal department within City operations
- Continue working with court's new database system that interfaces with prosecution's software to enhance process of filing cases
- Continue implementation of paperless dockets and discovery
- Adopt 2015 Uniform Public Offense Code and Standard Traffic Ordinance

2015 ACCOMPLISHMENTS

- Negotiated with all 7 collective bargaining units (5 full contracts/ 2 wage reopeners)
- Reviewed and processed over 250 Kansas Open Records Act requests
- Some Discovery being provided by electronic means instead of paper copies
- Implemented electronic dockets for prosecutor use
- Prepared and/or reviewed: 987 (2014) contracts and 672 (Ytd 2015), YTD 28 ordinances (62 in 2014), YTD 52 resolutions (85 in 2014) From Jan-July the Division had:
 - Traffic Cases filed– 5,503
 - DUI Cases filed – 118
 - Misdemeanor Cases filed – 3,333
 - Animal – 576
 - Domestic – 30
 - Youth Court Referrals – 53
 - Criminal Diversions – 180
 - Traffic Amendments - 241
 - *12 new appeals filed
 - *250 long form complaints filed (this 999 includes code)
 - Cases Closed – 13,038

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Pass State Audits	Passed	Passed	No Audit	Pass
Staff attend at least 1 training	Yes	Yes	Yes	Yes



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 267,151	\$ 278,252	\$ 278,814	\$ 274,287
Contractual Services	369,409	234,700	731,427	728,950
Commodities	4,624	2,261	6,000	4,000
Other	-	-	515,000	371,687
Total	\$ 641,185	\$ 515,213	\$ 1,531,241	\$ 1,378,924

2016 GOALS

- Continue creating historic database of past cases for ease of reference
- Report litigation expenditures and costs by department in order to identify areas of increased risk
- Recommend training programs for at-risk departments to minimize exposure to litigation

2015 ACCOMPLISHMENTS

- 86 (2014) and 55 (Ytd) tort claims processed
- (Totals for 2014): 15 pending civil cases; 4 cases closed with no financial liability to the City; 1 cases with significant financial exposure to the City was settled for \$32,240; 1 case pending appeal; (YTD 2015 totals): 15 pending cases; 2 cases with no financial liability to the City; 1 case settled for \$3000; 2 pending appeal cases
- 116 old cases reviewed and scanned into electronic database system

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Maintain adequate, healthy fund balance in the Special Liability Fund	Fund balance is healthy			

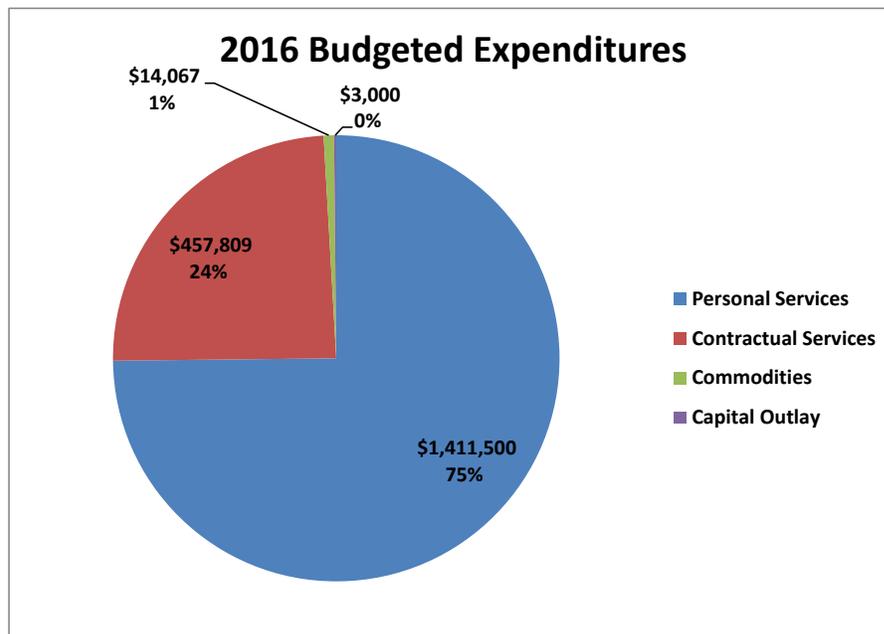
MUNICIPAL COURT



Department: Municipal Court

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,290,558	\$ 1,289,211	\$ 1,422,363	\$ 1,411,500
Contractual Services	\$ 404,372	\$ 311,532	\$ 457,767	\$ 457,809
Commodities	\$ 19,343	\$ 10,138	\$ 14,097	\$ 14,067
Capital Outlay	\$ -	\$ -	\$ 3,000	\$ 3,000
Other	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ 1,714,273	\$ 1,610,882	\$ 1,897,227	\$ 1,911,375



FUNDING SOURCE BREAKDOWN

	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
General Fund	\$1,651,600	\$1,550,286	\$1,835,046	\$1,818,327
Other Fund	\$62,673	\$60,595	\$62,181	\$68,048
Grant Fund	\$0	\$0	\$0	\$25,000

PERSONNEL SUMMARY

	2013	2014	2015	2016
Full-Time FTEs	24	23	23	23
Total	24	23	23	23

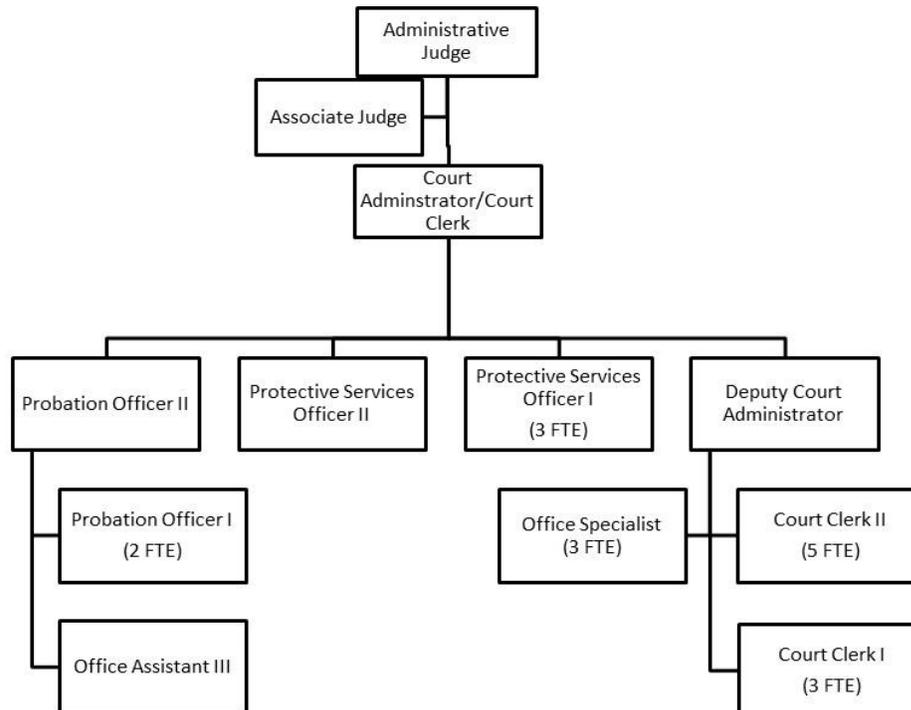


Department: Municipal Court

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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,094,763	\$ 1,073,398	\$ 1,199,050	\$ 1,175,711
Contractual Services	356,040	265,862	407,542	408,588
Commodities	16,387	7,883	9,050	9,020
Grant	-	-	-	25,000
Total	\$ 1,467,189	\$ 1,347,143	\$ 1,615,641	\$ 1,618,319

2016 GOALS

- Achieve full staffing
- Work with Police Department to accomplish smooth transition to 100% e-ticket usage through operational and software optimization
- Eliminate substantiated customer complaints for clerks, protective service officers and judges
- Work with Prosecutor's Office to develop clear process on establishing and collecting victim restitution
- Initiate paperless courtroom signature
- Realize first graduates from the Alternative Sentencing Court

2015 ACCOMPLISHMENTS

- Achieved full staffing
- Maintained court operations and essential services to citizens while chronically short staffed
- Partnered with the Veterans Affairs to extend Alternative Sentencing Court to veterans
- All arraignments and trials set within 45 and 60 days of request respectively
- Zero substantiated formal complaints against judges for fourth consecutive year

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
80% of all arraignments are scheduled within 45 days of request	Data not available	Data not available	100% of all arraignments are scheduled within 45 days of request	100% of all arraignments are scheduled within 45 days of request
Install and implement eticketing program; streamlined process for both citizens and court from issuance to adjudication; establish average processing time by reducing the average time by 20% to process cases from citizen receipt of citation to filing of case	Program not started yet	System implemented with limited use	Continued utilization of the system; expansion of violations available through e-citation; resolution of remaining issues with software provider with a view to full police utilization by December 2016	100% e-citation usage by police slated for December 2016



Division: Probation & Alcohol/Drug Safety

DIVISION PROFILE

Provides probation supervision to defendants for various misdemeanor offenses as well as tracks and monitors community services and house arrest defendants. The Alcohol & Drug Safety Action Program prepares drug and alcohol evaluations, supervises and monitors person on probation and tracks substance abuse requirement completion for diversion cases and conducts Alcohol Information School.

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 195,795	\$ 215,813	\$ 223,314	\$ 235,789
Contractual Services	48,332	45,670	50,225	49,221
Commodities	2,956	2,255	5,047	5,047
Capital Outlay	-	-	3,000	3,000
Total	\$ 247,084	\$ 263,739	\$ 281,586	\$ 293,056

2016 GOALS

- Scan remaining supervision documents requiring retention
- Obtain multi-year licensing for Alcohol/Drug Assessment and Referral from the State of Kansas
- Zero substantiated customer complaints for probation staff

2015 ACCOMPLISHMENTS

- Sorted and shredded backlog of supervision related files
- Maintained full staffing for 2015
- Implemented new procedures for supervision of Alternative Sentencing Court probation program defendants

PERFORMANCE MEASURES

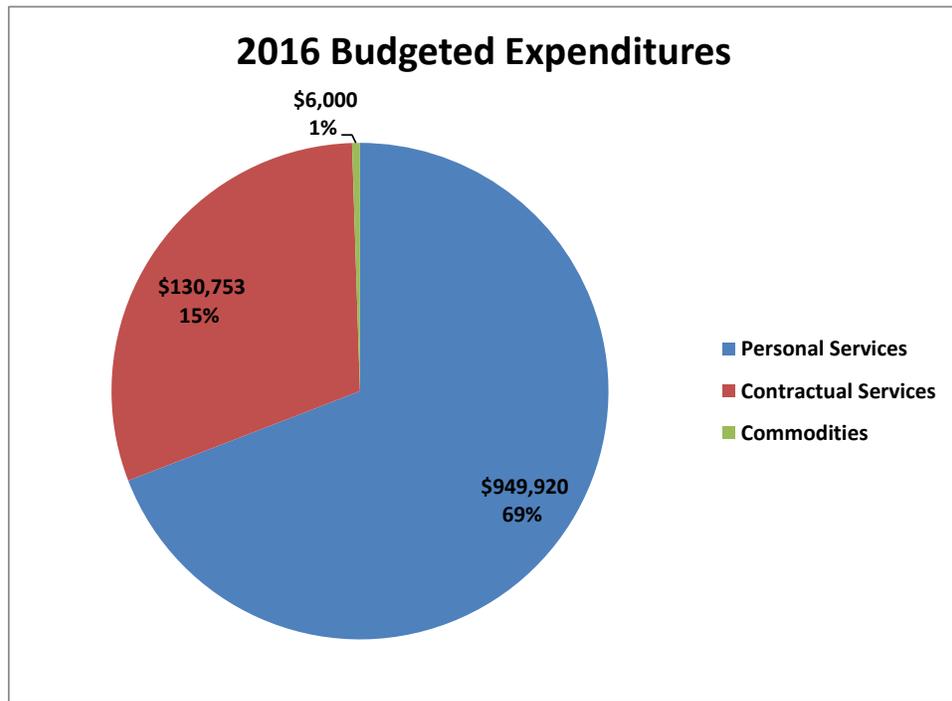
Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Monitor number of court ordered requirements ordered vs. completed	60% of defendants completed court ordered requirements	65% of defendants completed court ordered requirements	On target for a 65% completion of court ordered requirements	65% completion of court ordered requirements
Monitor number of court ordered substance abuse requirements are ordered vs. completed	90% of defendants court ordered to complete substance abuse requirements did so	95% of defendants court ordered to complete substance abuse requirements did so	On target for a 95% completion rate of court ordered substance abuse requirements	95% completion of court ordered substance abuse requirements



Department: Planning

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 778,649	\$ 806,064	\$ 984,786	\$ 949,920
Contractual Services	183,401	327,514	137,950	417,193
Commodities	401	(21,954)	6,247	7,000
Total	\$ 962,451	\$ 1,111,624	\$ 1,128,983	\$ 1,374,113



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$810,246	\$846,984	\$857,073	\$851,229
Grant Fund	\$152,205	\$264,639	\$271,911	\$522,885

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	11	11	11	10
Total	11	11	11	10

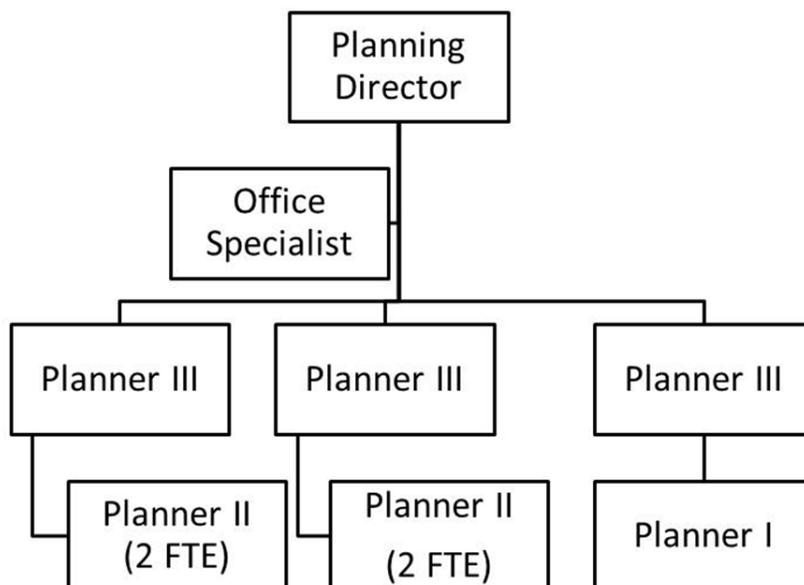


Department: Planning

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. Major activities of the Department include land use planning, zoning administration and enforcement, 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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 671,729	\$ 697,020	\$ 720,320	\$ 714,476
Commodities	8,007	3,724	6,247	6,000
Contractual Services	130,510	146,241	130,506	130,753
Grants	152,205	264,639	271,911	522,885
Total	\$ 962,451	\$ 1,111,624	\$ 1,128,984	\$ 1,374,114

2016 GOALS

- Provide leadership and administrative support for all projects under current planning, comprehensive planning, and transportation to carry out department goals
- Continue digitization of files

2015 ACCOMPLISHMENTS

- Provided administrative support for all projects
- Began process of digitizing case files
- Maintained website with up-to-date information





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.

2016 GOALS

- Create and make use of tools to communicate processes and requirements (i.e. “playbook”, “manual”) prior to development application
- Adopt conversion of downtown zoning district (C-5) to downtown zoning district with design guidelines (D-1) for Downtown which will establish design overlay standards for new construction
- Begin public process for comprehensive sign code update
- Initiate creation of commercial development design guidelines or standards
- Complete process improvements identified by Development Review Focus Group

2015 ACCOMPLISHMENTS

- Improved pre-application meeting process and improved pre-application issue resolution
- Completed initial information gathering and analysis and initiated stakeholder engagement process for comprehensive sign code update
- Implemented new land development policies and regulations per Land Use & Growth Management Plan 2040
- Organized a Development Review Focus Group made up of contractors, engineers, and architects to identify process improvements. Began implementation of recommendations including early site plan review process

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Improved aesthetic quality of exterior site/building designs by Adopting/Updating 1 major "visual code" standard annually	Temporary sign regulations forwarded to Council but not approved	Adopted new Electronic Message Center (EMC) sign regulations	Working on Downtown Historic District design guidelines and conversion of C-5 to D-1	Begin comprehensive sign code update and commercial building design standards
Prevent sprawl development patterns that do not accommodate urban densities and are more costly to serve by ensuring that 100% of subdivisions approved outside the city should meet new LUGMP design standards	Not adopted or measured as a strategy yet	Not adopted or measured as a strategy yet	Updated subdivision and utility regulations outside city were adopted; 100% compliance at administrative approval level	Continue to implement 100% compliance at admin level



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.

2016 GOALS

- Update Neighborhood Health maps
- Adopt and implement a second Neighborhood Conservation District
- Adopt and implement two neighborhood plans through the SORT process
- Bring forth unilateral annexations consistent with new Land Use and Growth Management Plan (LUGMP) policies
- Develop citywide interpretive plan for heritage tourism
- Adopt updated platting and utility rules for UGA areas, consistent with LUGMP

2015 ACCOMPLISHMENTS

- Governing Body adopted the City of Topeka's Land Use and Growth Management Plan (LUGMP) 2040 to encourage a more fiscally responsible and sustainable growth pattern including investment within existing neighborhoods
- Governing Body adopted platting and utility rules consistent with the LUGMP for Urban Growth Areas (UGA) and non-UGA areas with City utilities to ensure fringe growth is affordable and well-planned for future urban densities.
- Updated the City's Neighborhood Health Maps for 2014 and used them to help implement strategic investments into neighborhoods
- Successfully nominated two Downtown historic districts: the South Kansas Avenue Commercial Historic District, the Mill Block Historic District, to the National Register of Historic Places and makes 118 properties eligible for economic incentives.
- The Topeka Landmarks Commission approved the creation of a Design Review Committee to streamline the review process for projects in Historic Districts.
- Approved the John Nelson Local Historic District, Topeka's first local historic district
- Developed the Hi-Crest Neighborhood Plan in collaboration with the Neighborhood Improvement Association (NIA)
- Developed the North Topeka West Neighborhood Plan in collaboration with the NIA

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Re-invest where our services already are 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 adopted or measured as a strategy yet	Not adopted or measured as a strategy yet	Adopted LUGMP; compare 2014 vs 2015 building permits	Compare 2016 permit counts
Initiate an annexation program aligned with the Land Use and Growth Management Plan. Annex 5% of UGA Tier II.	Did not apply; LUGMP not adopted yet	Did not apply; LUGMP not adopted yet	Assess small-scale unilateral annexations that round out city boundaries and eliminate service response issues	Assess any larger-scale annexations that round out city boundaries and eliminate service
Increase number of historic assets preserved/protected as part of city's overall revitalization strategy by having 1 or more neighborhood surveyed, nominated, or NCD adoption	Adopted NCD enabling legislation	Adopted NCD zoning overlay and implemented Westboro NCD	Clarify Westboro NCD standards for fences, work on Elmhurst NCD, and hire consultants for College Hill historic survey and Downtown HD design guidelines	Adopt Elmhurst NCD and Downtown HD design guidelines



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 TMTA's 20% match for a Planner I. The other 80% is funded through KDOT's community planning grants (CPG) as received from the Federal Highways Administration.

2016 GOALS

- Hire Consultants and began development of 2040 Long Range Transportation Plan
- Complete phases I and II of Bikeways implementation
- Complete and implement Pedestrian Master Plan recommendations
- Assist Visit Topeka in the completion of the Wayfinding Study
- Complete SW Arvonía/Huntoon/I-470 traffic study in collaboration with Kansas Department of Transportation and implement recommendations
- Apply for Bicycle Friendly Community bronze status

2015 ACCOMPLISHMENTS

- Hired Multi-Modal Planner
- Began Pedestrian Master Plan development
- Began Wayfinding Plan development (hired consultants)
- Began SW Arvonía/Huntoon/I-470 traffic study in collaboration with Kansas Department of Transportation
- Developed Regional Economic Model for Shawnee County
- Continued implementation of Bikeways Phase I
- Began implementation of Bikeways Phase II
- Completed Phase I of designated bus stop location and shelter placements
- Completed second round of Bike Counts pursuant to Bike Friendly Community Bronze level attainment

PERFORMANCE MEASURES

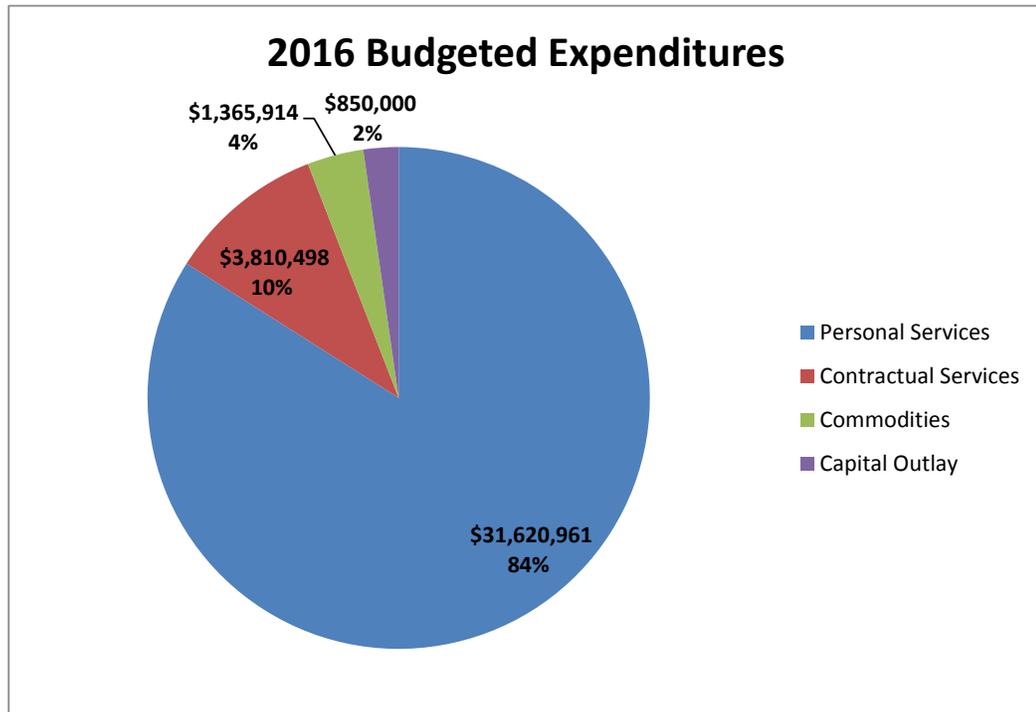
Measure	2013 Actuals	2014 Actuals	2015 Projections	2016 Target
Continue to implement Bikeways Master Plan. Realize a 5% increase of bicycle counts over previous year; Achieve Bronze status as a Bicycle Friendly Community	Applied for and achieved honorable mention Bicycle Friendly Community; established base-line counts	43% decrease in bike/ped counts from 2013 to 2014	Conduct bike counts in fall and implement Phase 1 of bikeways construction	Apply for Bicycle Friendly Community status and design Phase II of bikeways implementation
Increase the capacity of safe and connected walkways for all residents as a viable transportation choice. Increase miles of sidewalks in high priority areas, percentage of people that walk, and national walkability score	Not adopted or measured as a strategy yet	Not adopted or measured as a strategy yet	Complete final draft of Pedestrian Master Plan and present to the public	Adopt Pedestrian Master Plan, implement infill sidewalk construction, and policy/program recommendations



Department: Police Department

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 28,045,958	\$ 29,536,839	\$ 31,833,955	\$ 31,620,961
Contractual Services	4,028,552	3,752,886	4,145,264	3,810,498
Commodities	1,281,649	1,430,301	1,523,697	1,365,914
Capital Outlay	350,272	693,410	900,000	850,000
Total	\$ 33,706,432	\$ 35,413,436	\$ 38,402,916	\$ 37,647,372



FUNDING SOURCE BREAKDOWN

	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
General Fund	\$33,706,432	\$35,413,436	\$38,402,916	\$37,647,372

PERSONNEL SUMMARY

	2013	2014	2015	2016
Full-Time FTEs	367	367	367	353
Part-Time FTEs	0	0.5	0.5	0.5
Total	367	367.5	367.5	353.5

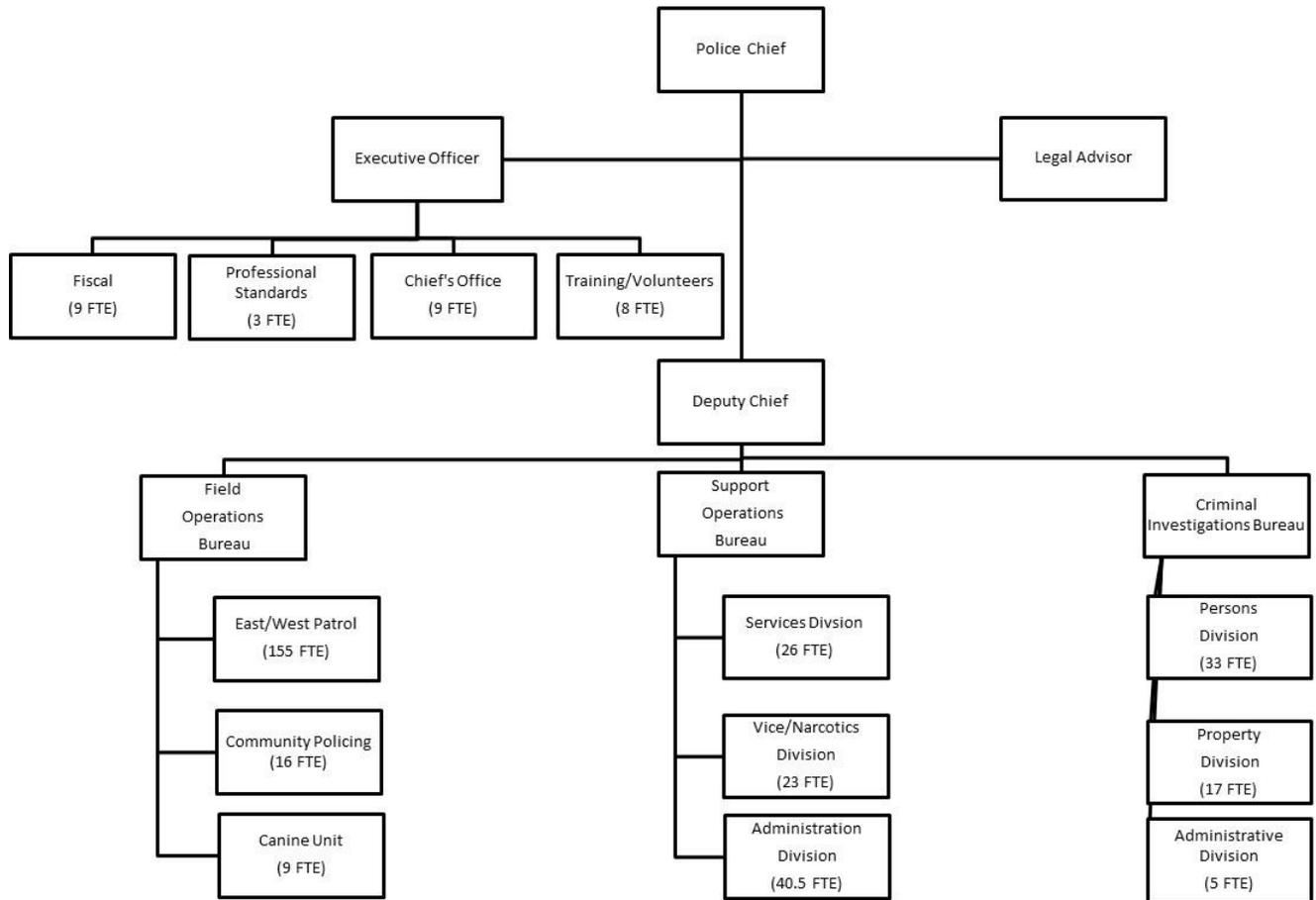


Department: Police

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, fiscal and public information fall under the executive officer while the legal advisor and professional standards unit reports directly to the Chief. Effective training, policy, accreditation, complaint investigation, internal inspections, crime analysis and public relations are essential for a healthy law enforcement agency.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 2,583,249	\$ 2,588,277	\$ 2,659,803	\$ 2,819,495
Contractual Services	1,088,164	591,578	541,620	853,627
Commodities	349,083	536,878	463,512	533,203
Capital Outlay	344,873	576,867	900,000	850,000
Total	\$ 4,365,371	\$ 4,293,599	\$ 4,564,934	\$ 5,056,325

2016 GOALS

- Continue to improve internal relationships through weekly Chief's notes informing employees about general department news and updates
- Revise and update all Police Department policies following a 3rd party audit

2015 ACCOMPLISHMENTS

- The Training Academy conducted academies with 10 officers making it to graduation and were commissioned certified Law Enforcement Officers
- Held the 36th and 37th Citizens Academy with nearly 64 participants
- Significantly increased the footprint on the Social Media outlets Facebook, Twitter and Nextdoor. Added a Facebook for the Police Department – previously shared the City of Topeka's Facebook page
- Improved Media relations with monthly meetings
- Over 60% of City Employees have their CPR/First Aid Certification through the Emergency Management Department

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Enhance social media activities through Facebook, Twitter, Nextdoor, and other social media outlets by increasing social media contacts by 50%	NA	Utilized Twitter and City of Topeka Facebook Page	50% or more increase by adding TPD Facebook Page, NEXTDOOR, and increasing twitter followers	Estimate 25% increase in followers
Provide up to date information on programs and initiatives (State of Police Dept) to neighborhood organizations and business. Conduct 2 COMPSTAT (COMPUter STATistics) meetings	4 COMPSTAT meetings held	3 COMPSTAT meetings held	2 COMPSTAT meetings held	2 COMPSTAT meetings held



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 13,611,804	\$ 14,247,471	\$ 16,143,067	\$ 15,890,233
Contractual Services	386,512	666,330	858,671	559,919
Commodities	597,065	519,713	649,915	532,823
Capital Outlay	5,399		-	-
Total	\$ 14,600,780	\$ 15,433,514	\$ 17,651,653	\$ 16,982,975

2016 GOALS

- Increase community satisfaction through prompt response to community police hotline tips
- Try to attend 100% of scheduled community meetings
- Host at least one crime summit through a council district

2015 ACCOMPLISHMENTS

- Relocated the Community Police Officers to provide citizens with increased access to our Community Police Officers – East side located in Deer Creek Community Center Topeka Housing Authority and West side located in Shawnee Regional Prevention and Recovery Services (PARS) building
- Introduced Community Police Hotline 368-2500 and email address communitypolicehotline@topeka.org to better handle neighborhood complaints
- Substantially increased the number of community meetings attended by our Community Policing Officers and Management personnel

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Improve response time for Priority 2 and 3 calls from 2014 in 2015. Improve response time by 20%	Priority 2: 5:25 Priority 3: 4:18	Priority 2: 5:54 (9% increase) Priority 3: 4:33 (5.8% increase)	Priority 2: 5:31 (8.5% decrease) Priority 3: 4:33 (0.0% change)	Estimate 5% decrease of both priority 2 and 3
Increase DUI and safe driving awareness by conducting 4 traffic safety education programs and sobriety check lanes and reducing accidents by 20%	Changed reporting system no comparable total in new system	4081 accidents recorded	Estimated 4100 accidents based on current total = 5% increase	Estimated 4000 = 2.5% decrease



Division: Special Operations

DIVISION PROFILE

The Special Operations Bureau contains several units that require specialized training, skills and equipment to accomplish specific law enforcement functions. They primarily target violent offenders and those involved in illegal narcotics. This Division also contains the largest number of non-sworn personnel assigned to records, property and evidence, volunteers, and information technology. School Resource Officers fall under this Division as well.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 6,605,939	\$ 7,112,193	\$ 7,069,371	\$ 7,090,620
Contractual Services	2,384,167	2,297,250	2,506,430	2,160,466
Commodities	257,682	282,770	319,721	230,694
Capital Outlay		116,543	-	-
Total	\$ 9,247,788	\$ 9,808,756	\$ 9,895,523	\$ 9,481,780

2016 GOALS

- Make online pet licensing available to citizens
- Add the option of using credit cards to pay for reports, alarms and pet licenses
- Upgrade current Police Department security system from analog to digital
- Fully integrate electronic ticketing throughout the entire agency

2015 ACCOMPLISHMENTS

- The Police Department created an Organized Crime and Gang Unit
- Property Department purchased a Drug Terminator – allows for the department to incinerate confiscated and lost/found drugs in a timely manner
- Contracted a 3rd party agency to audit the Police Department's Property Room – incorporated suggested changes from the audit
- Increased personnel in Motorcycle unit to handle increased community activities, events and service requests
- Upgrade Animal Control vehicles to increase efficiency to handle citizen complaints

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actual	2016 Projected	2016 Target
Intergrade direct reporting with Highway Patrol KLER Portal System. Successful integration and implementation of new KLER System	NA	NA	Still Pending	Complete depending on software company
Accreditation review and audit of information and data from current AS400 system; Identify available new systems; Successful integration and implementation of a new system	NA	NA	Still Pending	Complete



Division: Criminal Investigation

DIVISION PROFILE

Criminal Investigations Bureau (CIB) is charged with the thorough investigation of crime in the City of Topeka. CIB is divided into 3 Sections—Crimes Against Persons, Crimes Against Property, and Administration (Crime Scene, Crime Victims Assistance, Bomb, and Accident Reconstruction). Complete investigations often include interviewing witnesses and suspects, crime scene processing, report writing and coordination with prosecuting authorities.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 5,244,966	\$ 5,588,898	\$ 5,961,715	\$ 5,820,614
Contractual Services	169,709	197,729	238,543	236,485
Commodities	77,819	90,939	90,549	69,193
Total	\$ 5,492,494	\$ 5,877,565	\$ 6,290,807	\$ 6,126,292

2016 GOALS

- Meet or exceed National Clearance rate averages
- Identify training and equipment needs to keep up with the rapidly evolving technology needs to maintain investigative effectiveness

2015 ACCOMPLISHMENTS

- Faro Scanner training provided – Scanner now operational for accident reconstruction and crime scene investigation

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Deploy investigative personnel on case assignment in accordance with crime statistics. This is compared with Department's clearance rates measures against National FBI Clearance Rates for populations of 100,000-249,000 which are: Homicide 61.30% Rape 34.20% Robbery 28.90% Agg. Assault 54.80% Burglary 11.80% Theft 21.20% Auto Theft 10.70% Arson 19.90%	Homicide 45.45% Rape 47.06% Robbery 36.42% Agg. Assault 59.90% Burglary 5.00% Theft 21.84% Auto Theft 11.23% Arson 14.29%	Homicide 66.67% Rape 38.64% Robbery 36.68% Agg. Assault 53.49% Burglary 4.53% Theft 27.34% Auto Theft 8.09% Arson 20.00%	Maintain and improve upon the National Clearance Rates already achieved - strive towards increasing overall percentage on stats less than national rate Homicide 61.30% Rape 34.20% Robbery 28.90% Agg. Assault 54.80% Burglary 5.53% Theft 21.20% Auto Theft 9.09% Arson 19.90%	Maintain and improve upon the National Clearance Rates already achieved - strive towards increasing overall percentage on stats less than national rate Homicide 61.30% Rape 34.20% Robbery 28.90% Agg. Assault 54.80% Burglary 6.53% Theft 21.20% Auto Theft 10.09% Arson 19.90%

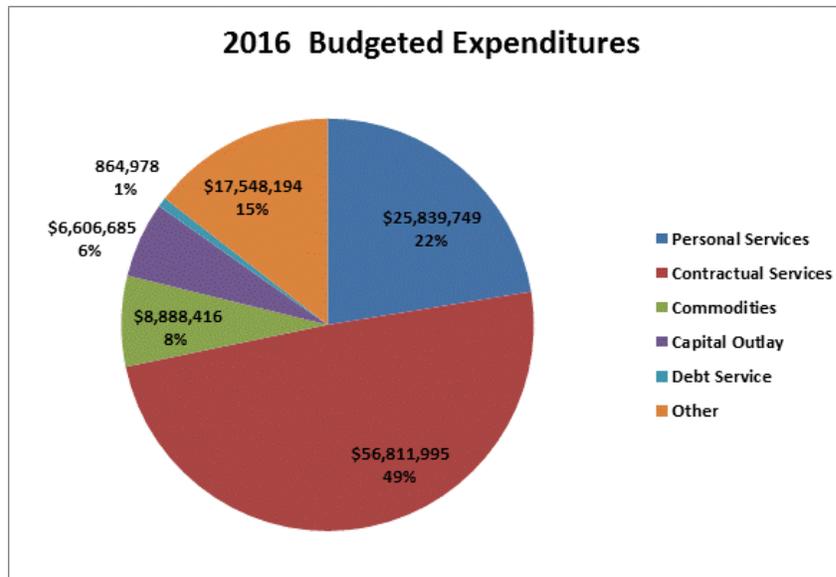
PUBLIC WORKS



Department: Public Works

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 22,295,306	\$ 22,332,657	\$ 24,374,395	\$ 25,839,749
Contractual Services	41,587,721	34,612,306	45,718,664	56,811,995
Commodities	7,597,136	8,640,447	9,826,456	8,195,395
Capital Outlay	561,834	54,165	22,201,762	6,826,685
Debt Service	311,058	287,015	637,780	864,978
Transfers	14,580	(976)	-	-
Other	20,402,246	20,151,584	16,392,674	16,683,216
Total	\$ 92,769,882	\$ 86,077,199	\$ 119,151,732	\$ 115,222,018



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$5,528,889	\$5,751,093	\$6,428,298	\$6,657,191
Special Street Tax	\$14,970,518	\$6,929,228	\$16,370,047	\$28,375,602
Motor Fuel	\$5,805,086	\$5,681,249	\$6,158,806	\$6,058,110
Fleet Fund	\$1,736,939	\$1,689,999	\$1,907,545	\$1,980,000
Facilities Fund	\$1,622,262	\$1,283,942	\$1,466,652	\$1,498,445
Parking Fund	\$3,154,450	\$3,198,487	\$3,106,817	\$3,691,117
Water	\$30,435,849	\$31,200,649	\$38,366,790	\$31,992,357
Wastewater	\$24,318,376	\$24,763,024	\$32,935,210	\$28,347,498
Stormwater	\$5,197,513	\$5,579,529	\$12,411,568	\$6,621,698

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	382	382	390	385
Total	382	382	390	385

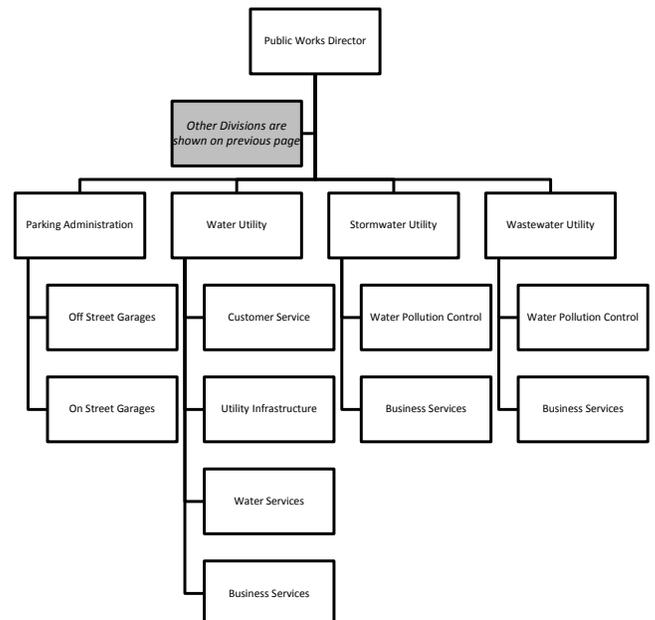
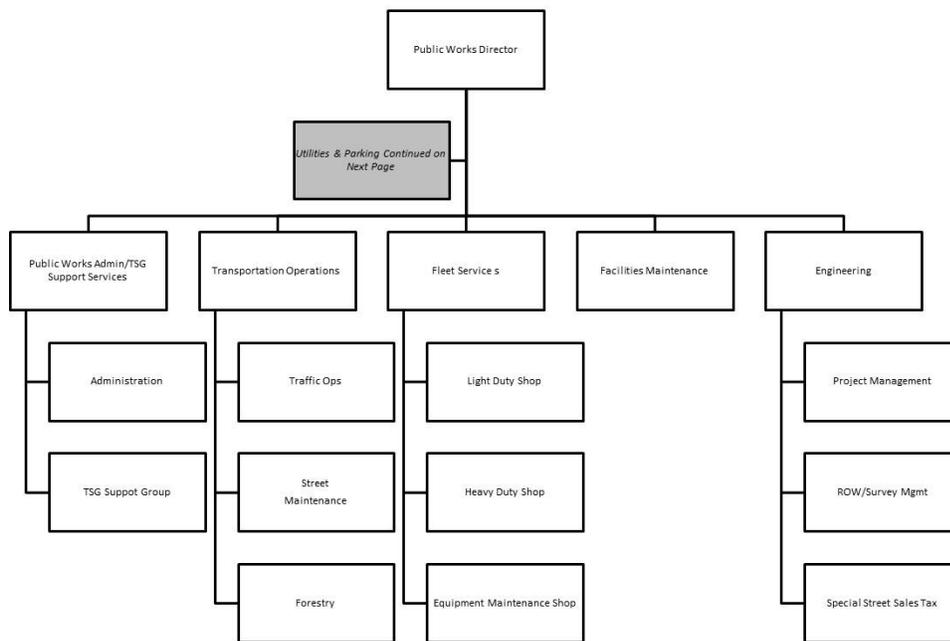


Department: Public Works

DEPARTMENTAL PROFILE

The Public Works Department operates and maintains the City's infrastructure including: streets; parking system; traffic signals, signs, and markings; forestry; bridges; City facilities and fleet; stormwater drainage system; flood control system; water treatment facility and distribution system; sanitary sewer collection system; and, wastewater treatment facilities. Public Works plays an important role in protecting the public's health and safety by providing clean drinking water, ensuring proper wastewater treatment, developing and maintaining the transportation system, and managing stormwater. The department coordinates development through facility planning efforts, ensures environmental compliance, and manages the construction of capital improvements, such as new roads, bridges, water mains and sewer lines.

ORGANIZATIONAL CHART





Division: Public Works Admin/Technical Support Group

DIVISION PROFILE

Public Works Administration provides support for all divisions within Public Works. TSG implements, supports, updates, and maintains all software and databases for GIS and the maintenance management system. All expenses are allocated to the divisions and departments supported which reduces the TSG budget to zero.

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 587,313	\$ 626,187	\$ 643,224	\$ 606,166
Contractual Services	349,239	393,218	575,608	589,516
Commodities	12,028	5,937	15,418	36,030
Capital Outlay	-	-	16,920	-
Other	(611,100)	(611,100)	(611,100)	(611,100)
Total	\$ 337,480	\$ 414,242	\$ 640,070	\$ 620,612

2016 GOALS

- Identify a path for implementing and execution of an enterprise GIS management program
- Modernize GIS and Cityworks systems and data infrastructure
- Implement Open Data and Public Portals providing a platform for self-service and citizenry engagement
- Create data, workflows, policies and standards for Next Generation 9-1-1 in concert with state initiatives
- Develop mapping data for past, current, and planned capital improvement projects
- Create Cityworks workflows for zoning inspections, water service processes, Water Pollution Control, and special permits

2015 ACCOMPLISHMENTS

- Created custom connections between Cityworks and e311 for citizen service requests
- Completed production of Fire Department burn permit workflow
- Completed facility floor plans and design evacuation routes
- Completed enhancements of various Cityworks workflows and GIS data

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Promote increased use of Topeka e311 through education, promotions, etc., to streamline and enhance citizens experiences	NA	NA	Added E311 button to all PW webpages. Presented E311 process during public meetings for road construction projects. Usage increased by >20%	Completed
Provide support and input for the citywide mobility plan using Cityworks, GIS, and Electronic Images	NA	NA	Identify path for implementing an enterprise GIS management program and begin implementation with Utility Department	Incorporate other departments into the enterprise program.



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,652,133	\$ 1,440,532	\$ 1,762,155	\$ 1,766,726
Contractual Services	249,127	432,867	344,747	359,545
Commodities	34,543	25,831	73,980	52,135
Capital Outlay	1,895	19,390	30,500	37,545
Total	\$ 1,937,698	\$ 1,918,620	\$ 2,211,382	\$ 2,215,951

2016 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 a responsive workforce providing excellent service to both internal and external customers
- Maintain City bridges to ensure safe and uninterrupted traffic flow
- Receive compliance from the Kansas Department of Transportation on the Biennial Bridge Inspection data submittal

2015 ACCOMPLISHMENTS

- Completed over forty public improvement projects
- Performed right-of-way inspections at 440 locations
- Completed Biennial Inspections of all City bridges
- Actively incorporated complete street elements into major street projects
- Held public information meetings on twelve major projects

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Target	2016 Projected
Develop a comprehensive project plan for development and construction; including impact of resources and timeline against competing budgets	NA	NA	Complete a comprehensive project plan for development and construction	Implement the comprehensive project plan for development and construction
Identify funding sources to implement the complete streets plan. Receive approval for yearly funding of complete streets plans	\$100,000 Complete Streets Project included in Approved CIP	\$100,000 Complete Streets Project included in Approved CIP	\$100,000 Complete Streets Project included in Approved CIP	\$100,000 Complete Streets Project included in Approved CIP



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 755,531	\$ 758,634	\$ 788,725	\$ 831,590
Contractual Services	1,789,505	1,957,532	2,028,295	2,203,143
Commodities	9,037	838	2,440	2,458
Total	\$ 2,554,072	\$ 2,717,004	\$ 2,819,460	\$ 3,037,190

2016 GOALS

- Cityworks/E311 Service requests processed and inspected within 24 hours
- Complete 283 miles of pavement line makings.
- Respond to all Stop sign knockdowns within 1 hour of notification
- Respond to all traffic signal outage requests within 1 hour of being notified
- Reduce Street Light Request list by 35 locations before 12/31/16

2015 ACCOMPLISHMENTS

- Converted lights to LED on Topeka Blvd. Bridge and round-about at Rice Road and Sycamore, to reduce the city electricity consumption and maintenance costs
- Completed connections and upgrades to activate Insync traffic signal platform on Topeka Blvd from SW 45th Street to SW 29th
- Installed all City of Topeka owned equipment to activate Insync from SW 21st and Gage to SW 10th and Gage
- Installed and activated Insync on SE California between 25th Street to 29th Street
- Installed and programmed Real-Time clocks and monitoring system in all City of Topeka school flashers
- Produced a RFP for the Traffic Signal software and controller replacement project slated for 2016

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Identify additional funding sources or programs to improve street lighting within the neighborhoods	Constituents requested installation of 101 light fixtures	Constituents requested installation of 106 light fixtures	Constituents requested installation of 109 light fixtures	2016 Street Light request list will be reduced with additional budget funding allocated by City Council



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 2,527,466	\$ 2,692,813	\$ 2,887,002	\$ 3,453,359
Contractual Services	1,515,241	1,542,801	1,626,275	1,481,347
Commodities	1,288,639	1,414,625	1,247,730	353,404
Capital Outlay	473,741	31,010	397,800	770,000
Total	\$ 5,805,086	\$ 5,681,249	\$ 6,158,806	\$ 6,058,110

2016 GOALS

- Cityworks/E311 Service requests processed and inspected within 24 hours of receipt.
- All pothole service requests completed in accordance with established priorities for peak season. (Priority 1-48 hours, Priority 2- 14 days, Priority 3- 30 days).
- All City Streets swept 4 times annually.
- 1,500,00 Lineal feet of crack sealing completed.
- 205,000 linear foot of aggregate alley maintained.
- Arterials, Collectors, and business district streets cleared of snow and ice within 36 hours from the end of precipitation.
- Curb and Gutter Project T841031 Completed by 12/31/16

2015 ACCOMPLISHMENTS

- Completed and closed three projects for City wide curb and gutter replacements; bid and awarded the 2015 project for curb and gutter replacement. Each of these projects contained \$500,000 in contracted work
- Replaced several failed sections of road along SW Indian Hills Road between SW 21st and SW 29th Street
- Repaired and repaved NW Tyler Street at NW Paramore to eliminate a standing water problem that was a hazard and causing the roadway to fail
- Repaved SW Wanamaker Road between SW 3rd and SW 6th to eliminate a hazard and to give this section of Wanamaker numerous additional years of life
- Collaborated with Engineering staff to build two new alleys in the Highland Park area that were required as part of street improvement project
- Three concrete panel replacements in the 800 block of SW Webster, 3100 block of SE Adams Road and in the intersection of SE 23rd & SE Bellview

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2014 Projected	2016 Target
Develop a pavement management plan	2013 Pavement Maintenance plan in 2008 Stantec Road Matrix report	2014 Pavement Maintenance plan in 2008 Stantec Road Matrix report	2015 Pavement Maintenance plan in 2008 Stantec Road Matrix report	2016 Pavement Maintenance data uploaded into Cityworks to establish pavement maintenance plan once the City has updated this software to the 2015 version
Maximize services within budget constraints so that final year end expenditures at or less than annual Motor Fuel Tax revenues	2013 year end expenses were in excess of MFT revenues	2014 year end expenses were in excess of MFT revenues	2015 year end expenses are anticipated to be in excess of MFT revenues	2016 year end expenses will be at or less than MFT revenues



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 152,722	\$ 153,121	\$ 159,879	\$ 165,410
Contractual Services	14,816,160	6,776,107	16,210,168	28,210,192
Capital Outlay	1,636	-	-	-
Total	\$ 14,970,518	\$ 6,929,228	\$ 16,370,047	\$ 28,375,602

2016 GOALS

- Increase the number of miles of City streets repaired
- Provide project information to directly affected property owners 100% of the time
- Coordinate street repair work with needed waterline, storm sewer and sanitary sewer work
- Maximize the amount of street repair work performed versus dollars spent
- Provide safe traffic and pedestrian control through construction areas

2015 ACCOMPLISHMENTS

- Repaired over 10 miles of city streets
- Coordinated street repair work with needed utility improvements
- Performed major projects at nine separate locations spread across the City
- Included work on residential streets within two neighborhoods
- Completed tentative list of project locations for 2016-2020

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Hold public information meetings for 100% of major street construction projects	5 public meetings held for 5 major street projects	5 public meetings held for 5 major street projects	12 public meetings held for 12 major street projects	13 public meetings held for 13 major street projects
Repair a minimum of 6 miles of streets each year	8 miles of streets repaired	7 miles of streets repaired	10 miles of streets repaired	30 miles of streets repaired



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,322,121	\$ 1,293,811	\$ 1,360,105	\$ 1,375,208
Contractual Services	305,049	280,327	371,430	398,799
Commodities	41,545	42,626	139,010	92,153
Capital Outlay	-	-	37,000	113,840
Transfers	4,000	-	-	-
Other	64,224	73,235	-	-
Total	\$ 1,736,939	\$ 1,689,999	\$ 1,907,545	\$ 1,980,000

2016 GOALS

- Complete up-fitting of remaining Police Department vehicles
- Increase the percentage of preventive maintenance completed on time by 10%. Currently at 65.5%
- Increase vehicle availability by 1%
- Develop vehicle replacement funding, guidelines and policies with assistance from Financial Services
- Implement fleet replacement plan

2015 ACCOMPLISHMENTS

- Vehicle availability rate at 96.07 % for year to date
- Technician productivity average for all three shops at 93%
- Install new 2 post vehicle lift at Light Duty shop
- Remove 2 nonfunctioning in ground truck lifts at Heavy Duty shop
- Purchase new service truck for Equipment Maintenance shop and equip it with tools for making service calls
- Complete Mercury and Associates fleet replacement plan

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Execute all preventive maintenance as scheduled to minimize out of service time and have 80% preventative maintenances fulfilled on time	66.9 % completed on or before the due date	65.7 % completed on or before the due date	65.5 % completed on or before the due date	80% completed on or before the due date
Have a fleet replacement policy/fund implemented by the end of 2016	NA	Contracted with Mercury and Assoc. for a fleet replacement study	Mercury and Assoc. study completed. Start working on funding sources, replacement guidelines and policies	Implement fleet replacement plan



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 of the general fund operations, with the support of an office assistant.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 744,256	\$ 719,856	\$ 797,830	\$ 882,430
Contractual Services	813,820	485,046	555,172	539,015
Commodities	53,606	80,016	105,350	77,000
Capital Outlay	-	-	8,300	-
Transfers	10,580	(976)	-	-
Total	\$ 1,622,262	\$ 1,283,942	\$ 1,466,652	\$ 1,498,445

2016 GOALS

- Require all requests for service to come to Facilities through e311 and require customer notification of work order status before placing in "completion" status
- Visit with each department. Arrange e311 training if necessary
- Move department to 318 NW Crane to establish a hub from where all Trades report and receive directives
- Hire at least two more Maintenance workers
- Hire at least one Supervisor to oversee Trade and Janitorial staff activities
- Preventative Maintenance Program fully operational
- City of Topeka Roofs secured and tight from leaks

2015 ACCOMPLISHMENTS

- Janitorial service plans for City of Topeka buildings complete
- e311 training for Facility services complete
- 90% Work Orders Completed on Time
- Electrical upgrades for Fire Department completed

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Develop an asset management plan for City facilities. Asset Management Plan Developed for City Hall and Law Enforcement Center	NA	NA	Audit Buildings for Structural, Mechanical, Plumbing, and Electrical integrity. Establish a Preventative Maintenance System for Buildings and Equipment. Set due dates for work orders	Preventative Maintenance Performance at 90%
Improve response time to service requests and reduce recalls on work orders so that they are completed on time 90% of the time	NA	NA	Require all requests for service to come to Facilities through e311 and require customer notification of WO status before placing in "completion" status	90% of work orders submitted thru e311



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. 1,684 of the parking spaces are metered spaces.

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 928,751	\$ 780,056	\$ 756,289	\$ 778,137
Contractual Services	1,018,869	1,191,946	1,441,797	1,194,152
Commodities	101,110	138,455	120,950	163,850
Capital Outlay	-	-	150,000	690,000
Debt Service	311,058	287,015	637,780	864,978
Other	794,662	801,015	-	-
Total	\$ 3,154,450	\$ 3,198,487	\$ 3,106,817	\$ 3,691,117

2016 GOALS

- Improve customer service through technology by upgrading garage credit card payment to remain Payment Card Industry compliant
- Improve customer service through technology by upgrading administrative software to the Fullcourt Enterprise browser system
- Hire a consultant firm to provide public parking study
- Purchase new parking meters

2015 ACCOMPLISHMENTS

- Courtesy East/West side yellow hood meters for free 2 hour parking in the 100 blocks
- Hired three new full-time Parking Control Officers
- Hired a part-time Coin Collector
- Managed boot list on a daily basis – immobilized 11 total vehicles in 2015
- Improve customer service by upgrading garage credit card payment to remain PCI compliant
- Improve customer service through technology by upgrading administrative software to the Fullcourt Enterprise browser system
- Hire a consultant firm to provide public parking study
- Leased 355 garage spaces at 512 Jackson
- Completion of Structural repairs at the Townsite Parking Garage

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Develop an overall long-range parking plan by analyzing information and develop action plan of increased resources	NA	NA	Complete research of parking needs and wants from downtown businesses	Select consultant and complete long range plan
Upgrade garage software and implement administrative process	NA	NA	Software needs identified. Proposals received New equipment installed	Goal completed



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 four functional areas: Customer Services, Asset Management, Water Services and Business Services.

EXPENDITURE SUMMARY

EXPENDITURES	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	7,619,089	7,564,621	8,230,088	8,620,764
Contractual Services	10,143,886	10,221,894	10,418,356	10,019,868
Commodities	4,314,821	5,001,390	5,995,600	5,439,600
Capital Outlay	81,550	3,765	6,744,159	800,000
Other	8,276,504	8,408,979	6,978,587	7,112,125
Total	\$ 30,435,849	\$ 31,200,649	\$ 38,366,790	\$ 31,992,357

2016 GOALS

- Examine possibility of outbound dialing to assist in customer communication
- Review and implement State Debt Set Off Program for unpaid Utility Bills
- Examine delinquent process and identify potential efficiencies
- Implement Advanced Metering Infrastructure System and add at least 20% of the city to the system.
- Implement 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
- Perform major rehab on the primary water treatment plant pump station

2015 ACCOMPLISHMENTS

- Implementation of Electronic Billing
- Implementation of IVR Upgrade, allowing customers to pay bills via phone without contact with a customer service agent
- 100% notification of water main breaks through various means including door-to-door, Next Door, Twitter, and Facebook. Hired Public Relations Specialist to ensure better and more proactive communication internally and to the public
- Consolidation of utility locating personnel and procedures to the water distribution section. Increased efficiency of accountability for both locators and contractors which decreases damaged utilities and reduces costs
- Consolidation of utility repair and restoration services to increase efficiency, accountability, and responsiveness for repair and restoration services.

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Use the utility connection process as an opportunity to welcome new customers and share information about city services by providing all new customers with a welcome packet	NA	NA	1,444 welcome packets provided	3,100 welcome packets provided
Provide a Water Supply system that meets all State and Federal Standards for quality and quantity	All regulatory standards met	All regulatory standards met	All regulatory standards met	All regulatory standards met



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	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Personal Services	\$ 1,438,541	\$ 1,523,546	\$ 1,627,757	\$ 1,701,395
Contractual Services	1,980,957	2,251,811	2,692,192	2,789,117
Commodities	214,585	211,256	300,953	199,702
Capital Outlay	3,000	-	7,045,964	1,015,300
Other	1,560,430	1,592,916	744,702	916,184
Total	\$ 5,197,513	\$ 5,579,529	\$ 12,411,568	\$ 6,621,698

2016 GOALS

- Develop a plan to address water quality with the use of Best Management Practices
- Complete levee Oakland Unit repairs and continue on with project
- Clean 100,000 feet of storm sewer
- Clean and inspect 15,000 storm inlets

2015 ACCOMPLISHMENTS

- GIS Mapping of stormwater system
- Finished design and started repairs of the levee Oakland Unit
- Reviewed and updated flood training plan
- Implemented a storm sewer lining program

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Promote and enhance sustainability initiatives, green infrastructure by identifying if programs/initiatives are in 100% compliance with Stormwater management plan.	100%	100%	100%	100%
Increase civic engagement and public participation by holding community and civic events to provide education on environmental issues	2 events held	4 events held	4 events held	4 events held



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 three functional areas: Asset Management, Water Pollution Control, and Business Services.

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 4,094,519	\$ 4,335,649	\$ 4,809,003	\$ 5,090,205
Contractual Services	8,443,889	8,900,973	9,321,828	8,881,361
Commodities	1,462,429	1,639,863	1,752,775	1,709,925
Capital Outlay	12	-	7,771,119	3,400,000
Other	10,317,527	9,886,539	9,280,485	9,266,007
Total	\$ 24,318,376	\$ 24,763,024	\$ 32,935,210	\$ 28,347,498

2016 GOALS

- Prioritize the condition of all pump stations as part of an asset management plan
- Find efficiencies by identifying resources to be used across the utilities
- Clean 1,000,000 Feet of sewer main
- Televis 200,000 Feet of sewer main

2015 ACCOMPLISHMENTS

- Completion of Cityworks implementation for all plants and pump stations
- Start-up of an additional Closed-circuit television crew
- Completed digester rehabilitation project at the Oakland Wastewater Treatment Plant
- Implemented a sewer main lining program

PERFORMANCE MEASURES

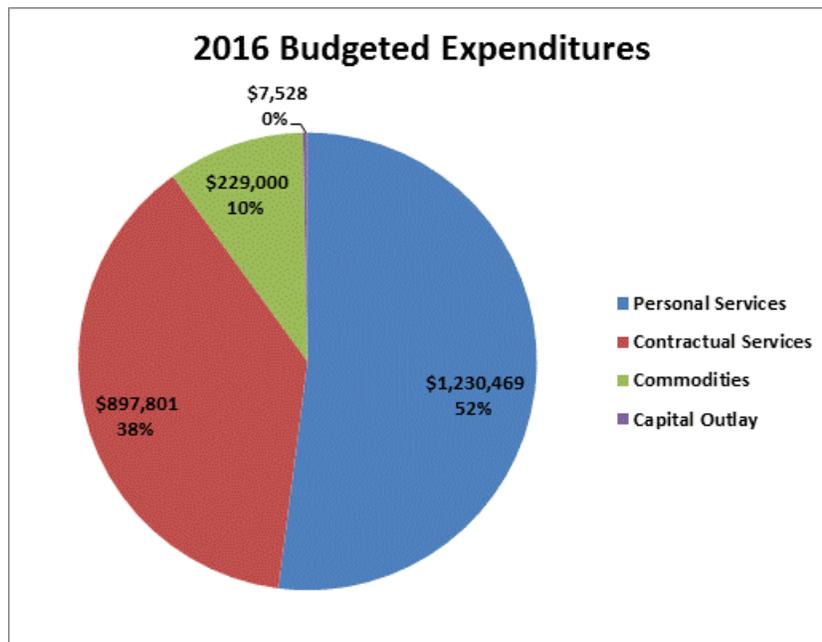
Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Security/Safety measures at Utility Plants are reviewed and updated by reviewing each of the utility's security plant	Review held	Review held	Review held	Review held
Promote a qualified, engaged, and healthy workforce by holding leadership classes for supervisors and 2 continuing education opportunities for all employees	50%	75%	100%	100%



Department: Zoo

EXPENDITURE SUMMARY

EXPENDITURES	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,219,998	\$ 1,153,998	\$ 1,215,874	\$ 1,230,469
Contractual Services	882,357	810,685	858,599	897,801
Commodities	253,663	261,935	257,130	229,000
Capital Outlay	16,332	11,080	18,500	7,528
Transfers	59,741	59,741	-	-
Total	\$ 2,432,091	\$ 2,297,439	\$ 2,350,102	\$ 2,364,798



FUNDING SOURCE BREAKDOWN

	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
General Fund	\$2,432,091	\$2,297,439	\$2,350,102	\$2,364,798

PERSONNEL SUMMARY

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Full-Time FTEs	24	22	22	22
Part-Time FTEs	0.5	0	0	0
Total	24.5	22	22	22

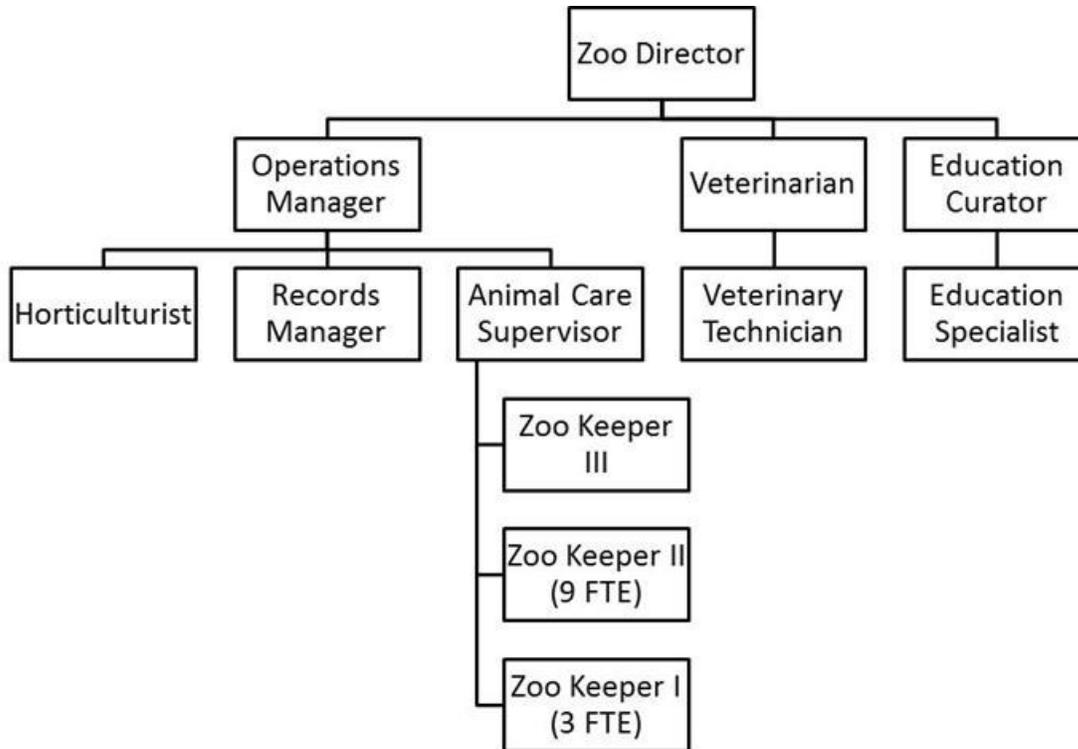


Department: Zoo

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 our destiny. 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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 147,565	\$ 118,843	\$ 105,887	\$ 108,727
Contractual Services	541,965	394,642	652,164	743,035
Commodities	13,521	19,221	1,300	2,989
Transfers	59,741	59,741	-	-
Total	\$ 762,791	\$ 592,446	\$ 759,351	\$ 854,751

2016 GOALS

- Complete fundraising and break ground on the Camp Cowabunga project
- Complete the design and break ground on an Asian Garden project
- Increase attendance over prior year by 5%

2015 ACCOMPLISHMENTS

- Worked with private individuals and Friends of the Topeka Zoo to raise funds for new capital projects
- Through the Capital Improvement Plan made repairs to ponds within the zoo.
- Continued to partner with Friends of the Topeka Zoo to increase service and amenities with minimal impact to zoo budget

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Develop a model to increase attendance. Present a five year strategy and funding source. Increase attendance by 5%	Attendance of 172,692	Attendance of 202,711	Attendance of 193,614	Attendance of 199,916
Develop a long-term capital maintenance plan. Identify an approach to fund capital maintenance at an average of \$400,000 a year	NA - Goal established in 2015	NA - Goal established in 2015	Evaluate needs and options	Present action plan



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	2013		2014		2015		2016	
	Actuals	Actuals	Budget	Budget	Budget	Budget	Budget	Budget
Personal Services	\$ 80,438	\$ 90,733	\$ 65,974	\$ 123,644				
Contractual Services	20,922	50,937	53,827	31,939				
Commodities	12,245	4,818	17,360	10,418				
Total	\$ 113,605	\$ 146,488	\$ 137,161	\$ 166,001				

2016 GOALS

- Develop new programming for the zoo's Wildlife Theatre
- Become a regional leader with Monarch Butterfly conservation
- Build conservation support to a level that is equal to 2.5% of the zoo's operating budget

2015 ACCOMPLISHMENTS

- Worked to increase the education programs that are offered
- Conducted a sold out spring break and summer camp program for six to twelve year olds.
- Introduced a new week long summer camp for teenagers.
- Obtained Child Care Facility License for camp programs.
- Obtained national and international speakers for zoo's bimonthly conservation program
- Partnering with other Kansas Zoos to strengthen statewide conservation initiatives

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Create a zoo master sustainability plan that tracks Carbon footprint and develop zoo sustainability plan. Reduce carbon footprint by 10%.	NA - Goal established in 2015	NA - Goal established in 2015	Establish Baseline	10% Reduction
Develop and implement at-risk educational programs and activities. Develop and administer 10 at-risk programs. Track program revenue and attendance.	NA - Goal established in 2014	Program Development	12 Programs	20 Programs



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 753,706	\$ 734,925	\$ 779,528	\$ 787,726
Contractual Services	161,636	237,814	80,972	90,805
Commodities	140,086	175,801	177,130	154,216
Capital	16,332	11,080	18,500	7,528
Total	\$ 1,071,761	\$ 1,159,620	\$ 1,056,130	\$ 1,040,275

2016 GOALS

- Develop training plans for voluntary blood collection and hand injections for mountain lions and Sumatran tigers
- Continue to add training plans that support geriatric elephant management
- Increase the amount of time zoo keepers engage with zoo guests

2015 ACCOMPLISHMENTS

- Developed training program that led to the successful voluntary blood collection from three African lions
- Acquired a new reticulated giraffe to complete the zoo's breeding herd
- Developed plans and worked with outside partners to have the ability to lift a down elephant if needed to do so
- Acquired elk for the zoo's North American area
- Continue to have success with zoo's Golden Lion Tamarin breeding program

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Implement volunteer program to provide personal interaction and education to visitors. Track volunteer hours and increase hours by 50% over 2014	NA - Goal established in 2014	1848 volunteer hours	2881 volunteer hours	3500 volunteer hours
Establish a cooperative training program for animal health needs. Establish baseline for preventative health management by developing goals and timelines for objectives. Implementation of staff training program for health management, number of classes/staff	NA - Goal established in 2014	Gorilla Cardiac Ultrasound	Lion Voluntary Blood Draws	Tiger and Mountain Lion Voluntary Blood Draws, Bear Voluntary Injections



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 133,644	\$ 135,710	\$ 148,134	\$ 145,004
Contractual Services	22,645	29,699	43,834	12,739
Commodities	47,552	44,067	52,290	49,918
Total	\$ 203,841	\$ 209,475	\$ 244,258	\$ 207,661

2016 GOALS

- Through both public and private support, replace current film radiograph system with a new digital system
- Continue to increase the amount of research the zoo contributes to

2015 ACCOMPLISHMENTS

- Completed comprehensive cardiac ultrasound on the zoo's lowland gorilla
- Acquired new large animal anesthesia machine through a donation from Friends of the Zoo.
- Participate in research projects relating to mountain lions and elephants

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Improve equipment needed for animal health care. Evaluate current equipment and prioritize needs. Solve at least one major need annually	NA - Goal established in 2014	NA - Goal established in 2015	Acquired large animal anesthesia machine	Acquire digital x-ray equipment
Make a greater contribution to the science relating to exotic animals. Participate in appropriate research projects as available. Be a participant of three to five research projects annually	NA - Goal established in 2015	NA - Goal established in 2016	Participating in three projects	Participate in five projects



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	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 104,645	\$ 73,789	\$ 116,350	\$ 65,367
Contractual Services	135,188	97,592	27,802	19,283
Commodities	40,260	18,029	9,050	11,459
Total	\$ 280,093	\$ 189,409	\$ 153,202	\$ 96,109

2016 GOALS

- Develop conceptual design for a future area called Tiger Trails
- Enhance children's play areas
- Increase number of volunteers to increase amount of guest engagement

2015 ACCOMPLISHMENTS

- Developed new pollinator gardens throughout the zoo
- Constructed a new interactive lorikeet feeding exhibit
- Developed a new children's play area
- Installed a children's mining sluice
- Provided new themed programming at the wildlife theatre
- Completed the design of a future infrastructure project called Camp Cowabunga

PERFORMANCE MEASURES

Measure	2013 Actuals	2014 Actuals	2015 Projected	2016 Target
Define and implement IMPACT, a new guest service philosophy. Create customer staff evaluation survey. Increase positive feedback by 20% from 2014 survey	NA - Goal established in 2014	Established Baseline	20% Increase	10% Increase (Construction Year)



General Fund Non-Departmental & Other Programs

PROGRAM SUMMARY

	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Cemeteries	165,327	168,656	170,000	220,000
General Non-Departmental	506,642	799,609	854,795	1,685,066
Prisoner Care	811,868	738,645	1,000,000	842,607
Franchise Fee Rebate Program	78,367	79,925	180,100	180,100
Parks & Recreation Contract	3,555,127	2,559,914	1,522,424	520,045
Topeka Performing Arts Center	383,719	383,682	424,359	416,823
Total Expenditures	\$ 5,501,050	\$ 4,730,431	\$ 4,151,678	\$ 3,864,641

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 2016 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 2016 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 2016 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

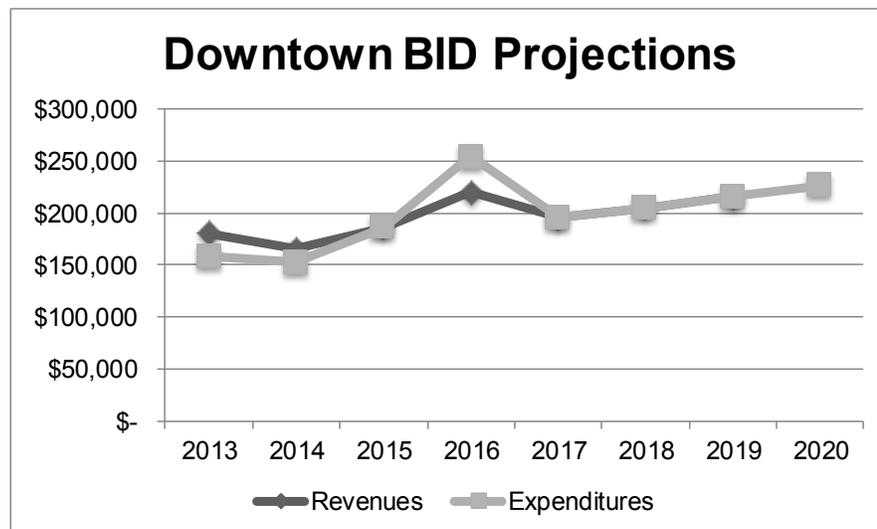
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	(850)	20,911	34,303	34,303
REVENUES				
Fees for Services	178,281	165,639	186,276	186,542
Miscellaneous	2,010	-	-	33,807
Total Revenues	\$ 180,291	\$ 165,639	\$ 186,276	\$ 220,349
EXPENSES				
Contractual Services	158,530	152,247	186,276	186,542
Miscellaneous	-	-	-	68,110
Total Expenditures	\$ 158,530	\$ 152,247	\$ 186,276	\$ 254,652
Revenue Net Expenses	\$ 21,761	\$ 13,392	\$ -	\$ (34,303)
Ending Balance	20,911	34,303	34,303	-

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. A one time expenditure increase was granted for 2016, due to a high fund balance, after which spending returns to the 2015 levels with the associated increase per year.



FUND SUMMARIES



Court Technology Fund

REVENUE AND EXPENDITURE SUMMARY

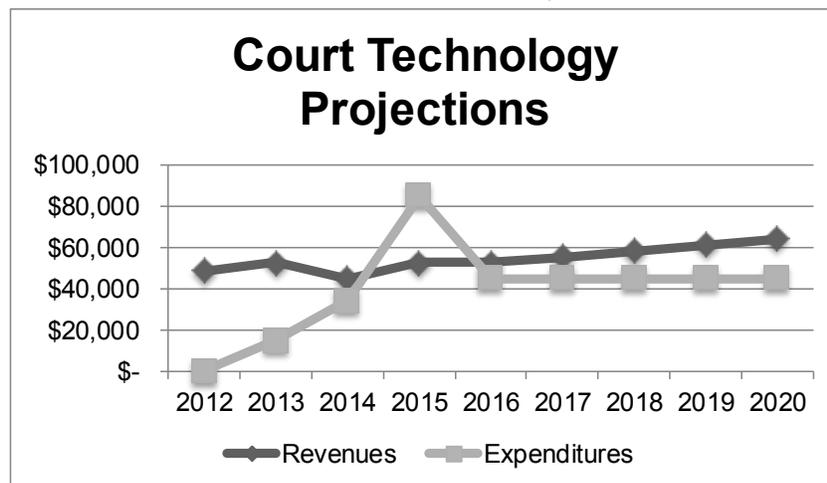
	2013 Actuals	2014 Actuals	2015 Projections	2016 Budget
Beginning Balance	87,346	125,046	148,991	156,776
REVENUES				
Court Fees	52,785	58,303	52,785	52,785
Total Revenues	\$ 52,785	\$ 58,303	\$ 52,785	\$ 52,785
EXPENSES				
Contractual Services	15,084	21,988	85,000	45,000
Capital Outlay	-	12,370	-	-
Total Expenditures	\$ 15,084	\$ 34,358	\$ 85,000	\$ 45,000
Revenue Net Expenses	\$ 37,701	\$ 23,945	\$ (32,215)	\$ 7,785
Ending Balance	125,046	148,991	156,776	164,561

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 increase in 2015 is attributed to a one-time software update.



FUND SUMMARIES



Special Alcohol Fund

REVENUE AND EXPENDITURE SUMMARY

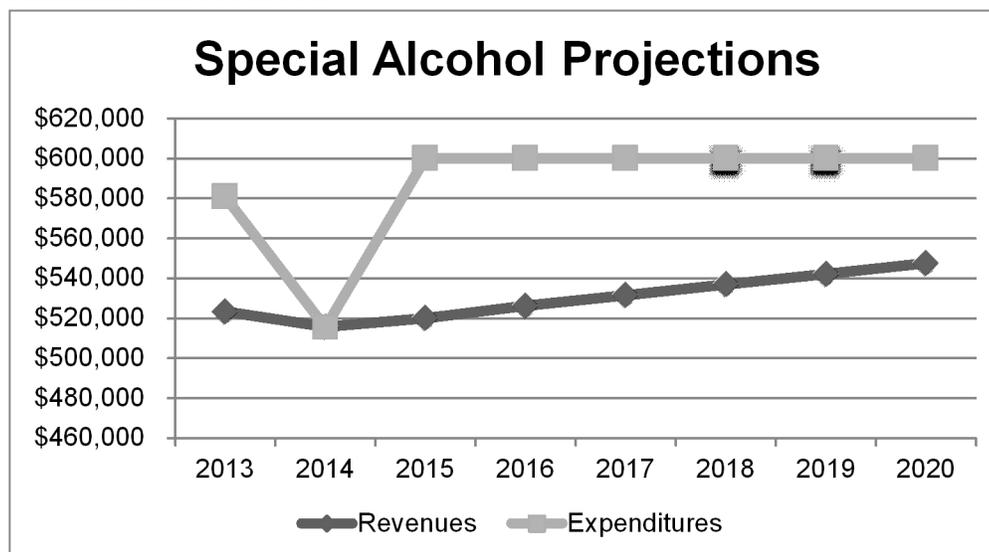
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	373,984	316,405	316,680	236,725
REVENUES				
State Private Club Liquor Tax	523,395	515,707	520,045	526,261
Total Revenues \$	\$ 523,415	\$ 515,707	\$ 520,045	\$ 526,261
EXPENSES				
Contractual Services - Grants	580,973	515,433	600,000	600,000
Total Expenditures \$	\$ 580,973	\$ 515,433	\$ 600,000	\$ 600,000
Revenue Net Expenses	\$ (57,558)	\$ 274	\$ (79,955)	\$ (73,739)
Ending Balance	316,405	316,680	236,725	162,986

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

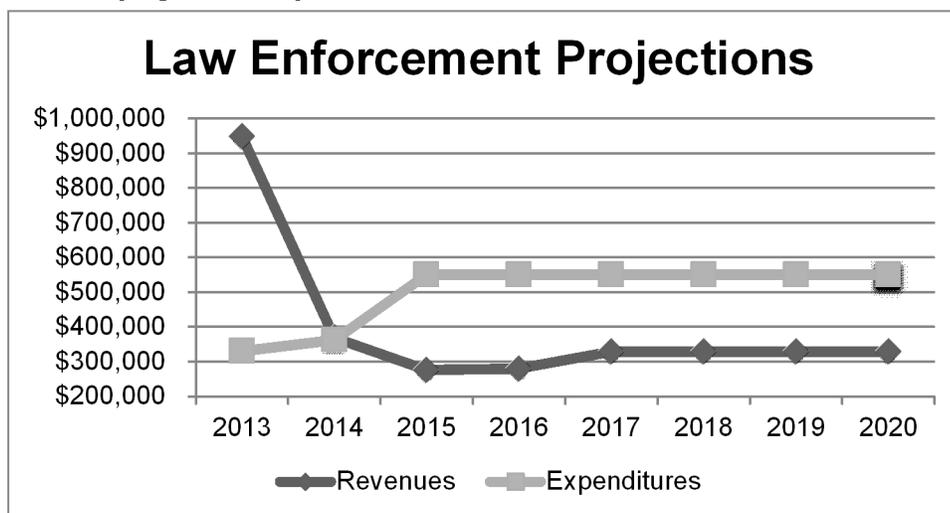
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	939,237	1,557,869	1,564,336	1,290,836
REVENUES				
Liscenses and Permits	19,500	14,000	22,000	15,000
Intergovernmental	11,636	6,901	50,000	6,000
Court Fines	179,568	189,626	160,000	183,500
Miscellaneous	738,176	158,559	44,500	75,000
Total Revenues \$	\$ 948,880	\$ 369,086	\$ 276,500	\$ 279,500
EXPENSES				
Contractual Services	209,114	215,709	468,000	462,500
Commodities	105,444	71,621	82,000	87,500
Capital Outlay	15,291	75,288	-	-
Total Expenditures \$	\$ 329,849	\$ 362,618	\$ 550,000	\$ 550,000
Revenue Net Expenses	\$ 619,031	\$ 6,468	\$ (273,500)	\$ (270,500)
Ending Balance	1,557,869	1,564,336	1,290,836	1,020,336

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.



FUND SUMMARIES



Special Liability Fund

REVENUE AND EXPENDITURE SUMMARY

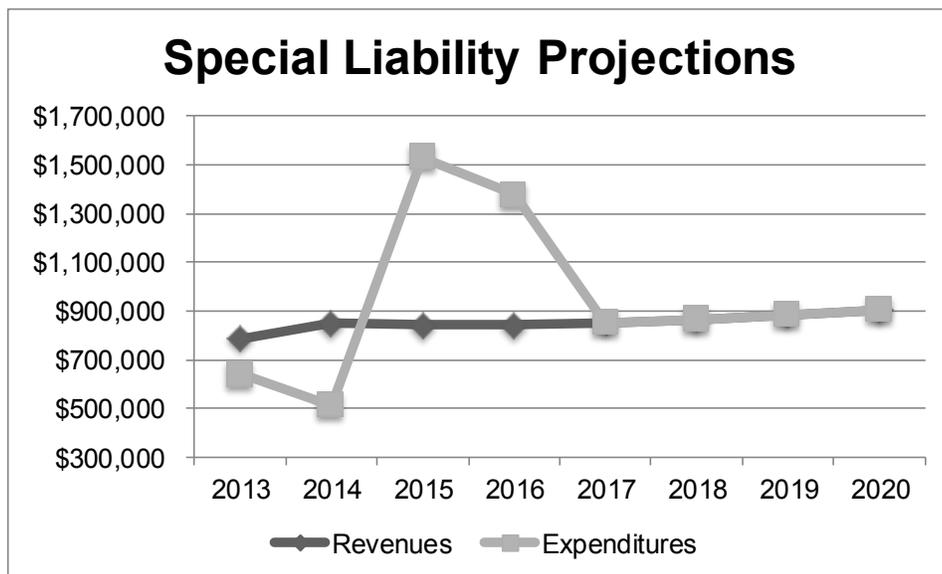
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	744,956	892,651	1,225,947	536,815
REVENUES				
Property Taxes	782,286	848,499	842,109	785,237
Miscellaneous	6,593	10	-	-
Total Revenues \$	\$ 788,879	\$ 848,509	\$ 842,109	\$ 785,237
EXPENSES				
Personal Services	267,151	278,252	278,814	274,287
Contractual Services	369,409	234,700	731,427	728,950
Commodities	4,624	2,261	6,000	4,000
Other	-	-	515,000	338,703
Total Expenditures \$	\$ 641,184	\$ 515,213	\$ 1,531,241	\$ 1,345,940
Revenue Net Expenses	\$ 147,695	\$ 333,296	\$ (689,132)	\$ (560,703)
Ending Balance	892,651	1,225,947	536,815	(23,888)

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

	2013 Actuals	2014 Actuals	2015 Projected	2016 Budget
Beginning Balance	456,371	347,242	59,298	53,490
REVENUES				
Transient Guest Tax - General	2,000,349	2,129,765	2,236,253	2,303,341
Transient Guest Tax - Sunflower	314,432	354,961	372,709	383,890
Total Revenues	\$ 2,314,781	\$ 2,484,726	\$ 2,608,962	\$ 2,687,231
EXPENSES				
Contractual Services	43,996	49,694	44,725	46,067
Contributions to Other Agencies	1,864,914	1,655,520	1,642,622	1,727,506
Transfers	515,000	1,067,456	927,423	959,725
Other	-	-	-	7,423
Total Expenditures	\$ 2,423,910	\$ 2,772,670	\$ 2,614,770	\$ 2,740,721
Revenue Net Expenses	\$ (109,129)	\$ (287,944)	\$ (5,808)	\$ (53,490)
Ending Balance	347,242	59,298	53,490	-

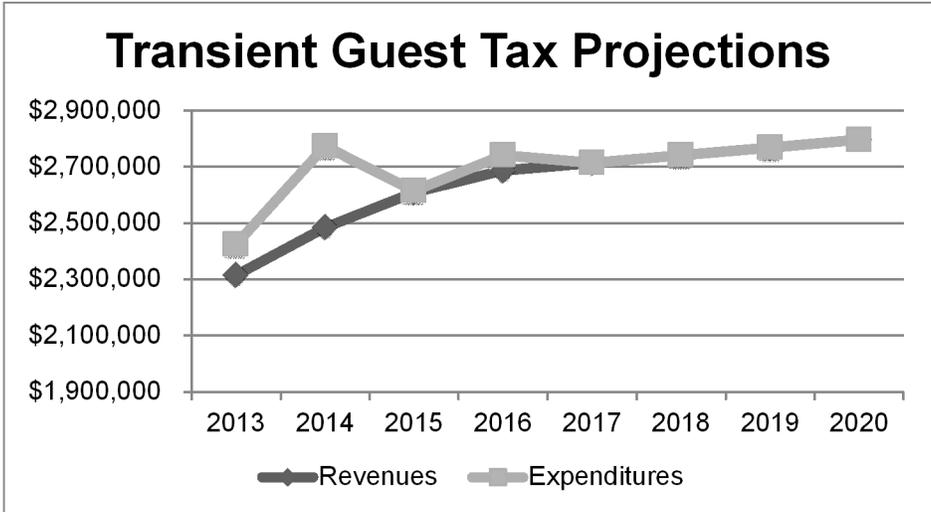
FUND PROFILE

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 2016, the council will decide how to allocate 1% of the tax previously dedicated to the Historical Asset Fund, Great Overland Station, and Riverfront Park

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.



FUND SUMMARIES



Employee Separation Fund

REVENUE AND EXPENDITURE SUMMARY

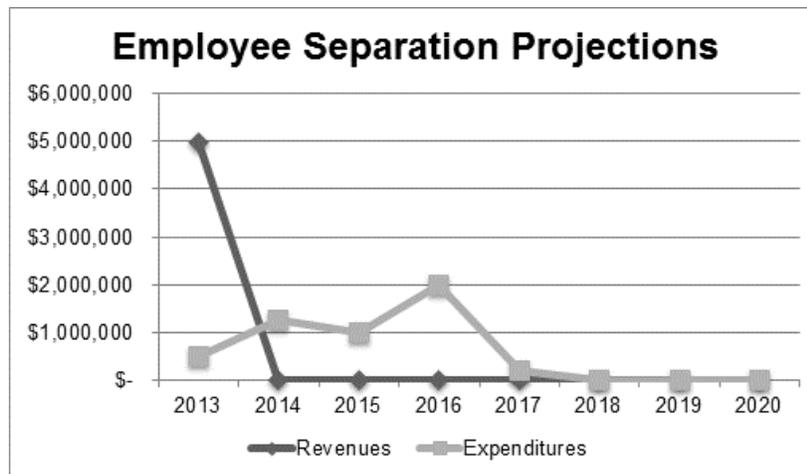
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	-	4,454,254	3,203,353	2,203,353
REVENUES				
GO Bond	4,965,410		-	-
Miscellaneous	(6,262)	14,258	-	-
Total Revenues	\$ 4,959,148	\$ 14,258	\$ -	\$ -
EXPENSES				
Personal Services	432,281	1,265,114	1,000,000	2,000,000
Contractual Services	26,554	45	-	-
Other	41,805	-	-	-
Total Expenditures	\$ 500,640	\$ 1,265,159	\$ 1,000,000	\$ 2,000,000
Revenue Net Expenses	\$ 4,458,508	\$ (1,250,901)	\$ (1,000,000)	\$ (2,000,000)
Ending Balance	4,454,254	3,203,353	2,203,353	203,353

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 shows there is a potential for a large amount of retirees with significant payouts over the next few years. Funds in the Retirement Reserve Fund will be utilized once these bond proceeds are spent, which is expected to occur in 2017.



FUND SUMMARIES



Retirement Reserve Fund

REVENUE AND EXPENDITURE SUMMARY

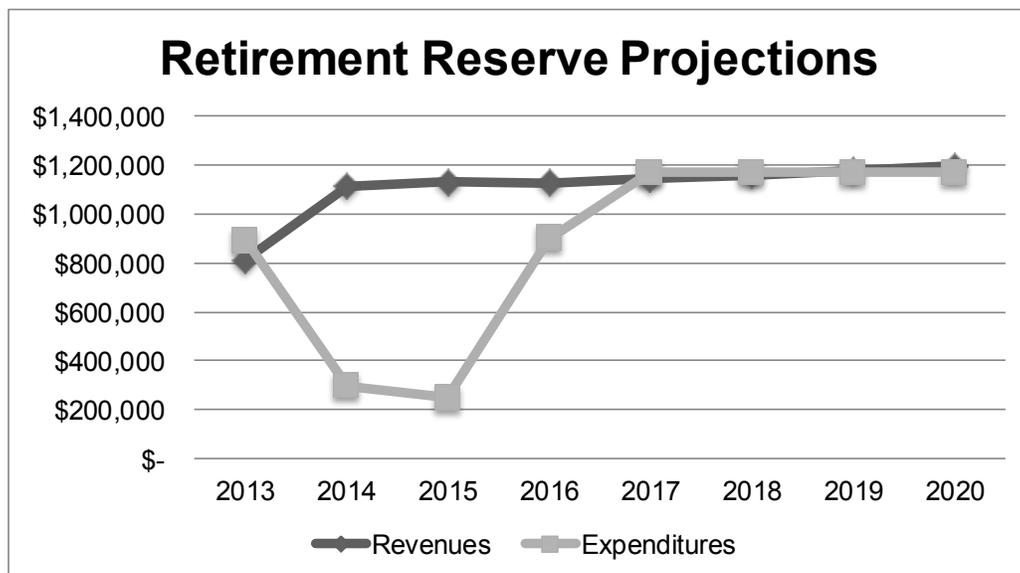
	2013 Actuals	2014 Actuals	2015 Projected	2016 Budget
Beginning Balance	(348,536)	165,423	1,030,867	1,262,780
REVENUES				
Fees for Services	812,767	1,115,444	1,131,913	1,127,692
Total Revenues \$	\$ 812,767	\$ 1,115,444	\$ 1,131,913	\$ 1,127,692
EXPENSES				
Personal Services	298,807	-	900,000	900,000
Contractual Services	-	-	-	20,009
Transfers	-	250,000	-	250,000
Total Expenditures \$	\$ 298,807	\$ 250,000	\$ 900,000	\$ 1,170,009
Revenue Net Expenses	\$ 513,960	\$ 865,444	\$ 231,913	\$ (42,317)
Ending Balance	165,423	1,030,867	1,262,780	1,220,463

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 will help 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. Although budget authority is requested for this fund, it is not anticipated that expenditures will be made until 2017.



FUND SUMMARIES



KP&F Equalization Fund

REVENUE AND EXPENDITURE SUMMARY

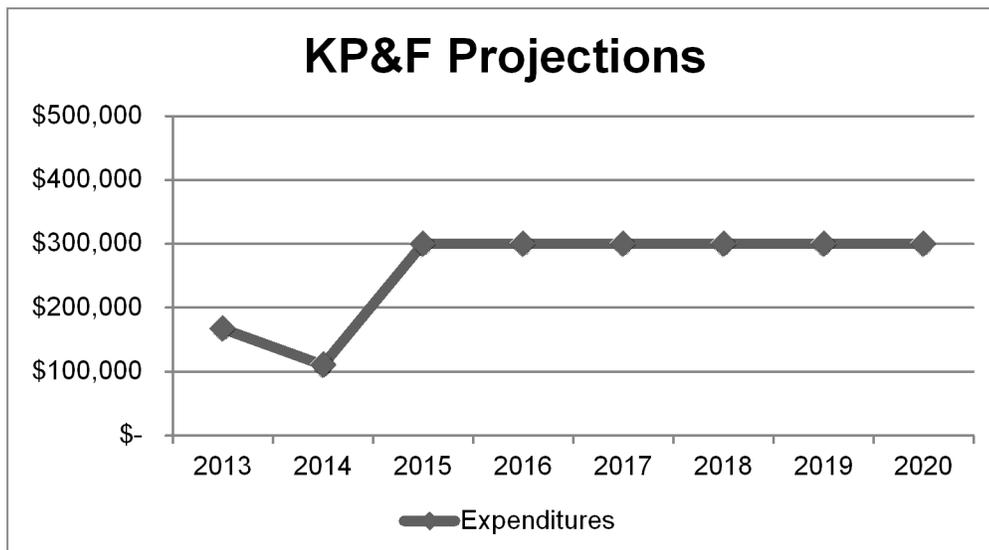
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	1,249,191	1,080,558	974,302	674,302
REVENUES				
Miscellaneous	(1,483)	3,707	-	-
Total Revenues	\$ (1,483)	\$ 3,707	\$ -	\$ -
EXPENSES				
Personal Services-Emp. Benefits	167,150	109,963	300,000	300,000
Total Expenditures	\$ 167,150	\$ 109,963	\$ 300,000	\$ 300,000
Revenue Net Expenses	\$ (168,633)	\$ (106,256)	\$ (300,000)	\$ (300,000)
Ending Balance	1,080,558	974,302	674,302	374,302

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 and Drug Fund

REVENUE AND EXPENDITURE SUMMARY

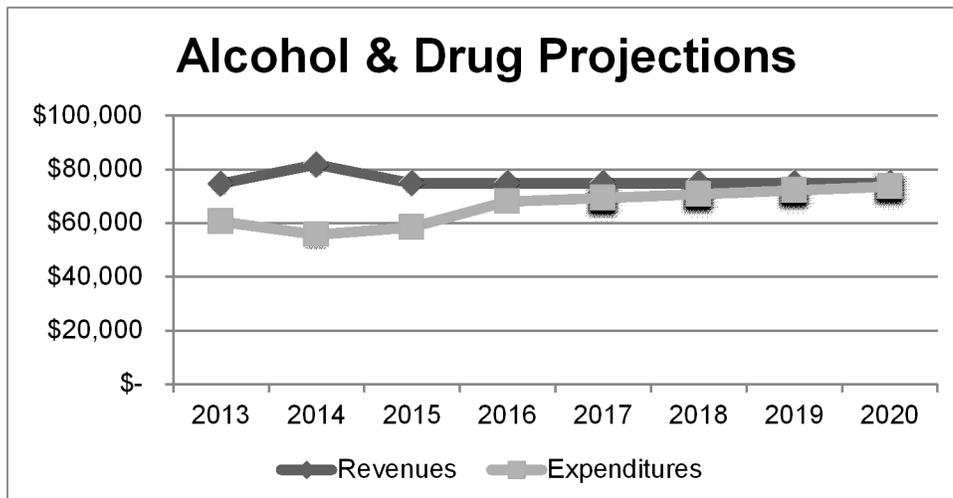
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	308,810	322,915	349,012	365,411
REVENUES				
Court Fees	74,701	81,801	74,800	74,800
Total Revenues	\$ 74,753	\$ 81,801	\$ 74,800	\$ 74,800
EXPENSES				
Personal Services	54,045	50,235	51,067	60,702
Contractual Services	3,595	3,215	4,334	4,346
Commodities	2,956	2,255	3,000	3,000
Total Expenditures	\$ 60,596	\$ 55,705	\$ 58,401	\$ 68,048
Revenue Net Expenses	\$ 14,157	\$ 26,096	\$ 16,399	\$ 6,752
Ending Balance	322,915	349,012	365,411	372,163

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.





Neighborhood Revitalization Fund

REVENUE AND EXPENDITURE SUMMARY

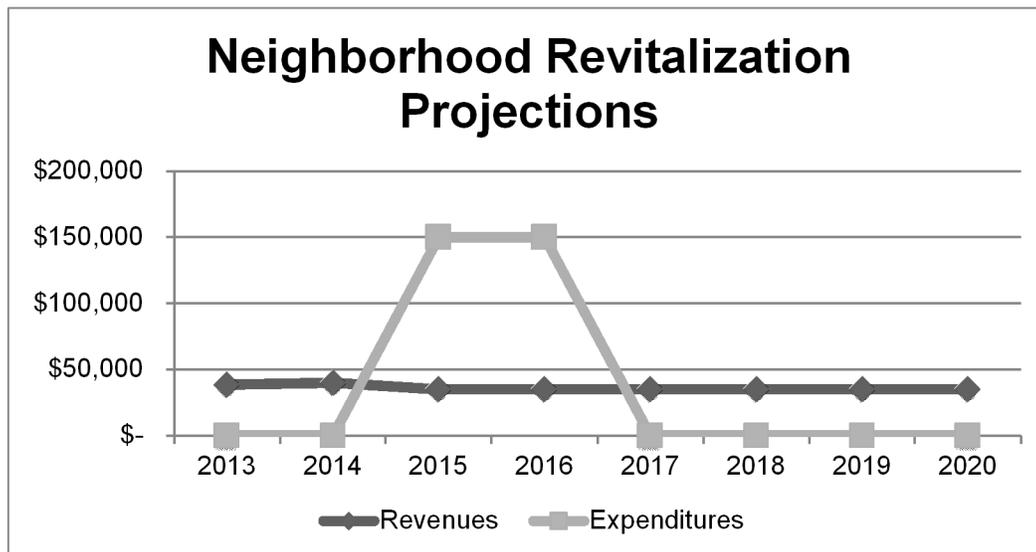
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	210,932	249,387	289,349	174,349
REVENUES				
Other-Portion of NRA Rebate	38,455	39,962	35,000	35,000
Total Revenues	\$ 38,507	\$ 39,962	\$ 35,000	\$ 35,000
EXPENSES				
Contractual Services	-	-	150,000	150,000
Total Expenditures	\$ -	\$ -	\$ 150,000	\$ 150,000
Revenue Net Expenses	\$ 38,507	\$ 39,962	\$ (115,000)	\$ (115,000)
Ending Balance	249,387	289,349	174,349	59,349

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 2014, the Fund had a balance of \$289,349 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. Accumulated revenues will be expended when a program is in place.



FUND SUMMARIES



Historic Preservation Fund

REVENUE AND EXPENDITURE SUMMARY

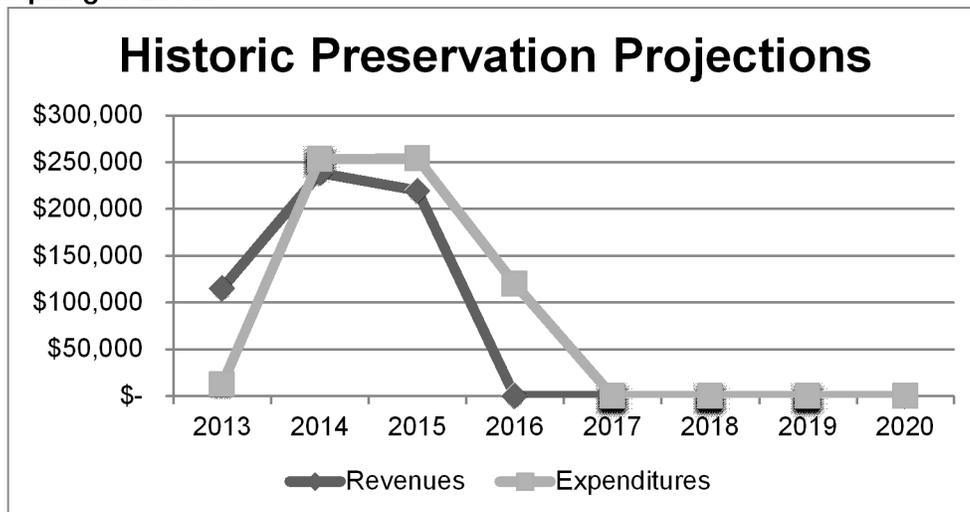
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	66,521	169,071	154,394	120,103
REVENUES				
Transfer-From Transient Guest Tax	115,000	238,444	219,709	-
Total Revenues	\$ 115,000	\$ 238,444	\$ 219,709	\$ -
EXPENSES				
Contractual Services	7,000	-	-	-
Contractual Services-Grants	5,449	253,121	254,000	120,103
Capital Outlay	-	-	-	-
Total Expenditures	\$ 12,449	\$ 253,121	\$ 254,000	\$ 120,103
Revenue Net Expenses	\$ 102,551	\$ (14,677)	\$ (34,291)	\$ (120,103)
Ending Balance	169,071	154,394	120,103	-

FUND PROFILE

This fund provides funding for projects that facilitate 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 are awarded heritage tourism grants from this fund as selected through a competitive application process by the Transient Guest Tax Committee. The funding source is the Transient Guest Tax although other sources of funds may be contributed.

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 has been designated for specific projects (The Great Overland Station and Riverfront Park), and the remaining funds collected are desposited into this fund. Currently the resolution is set to expire 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.



FUND SUMMARIES



Countywide Half Cent Sales Tax Fund

REVENUE AND EXPENDITURE SUMMARY

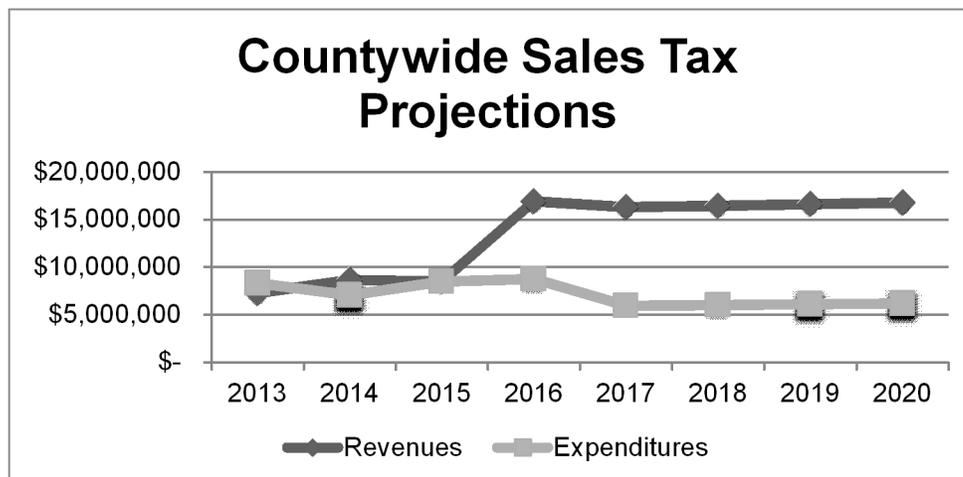
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	138,970	(926,601)	671,477	671,477
REVENUES				
Half Cent Sales Tax Collections	8,321,528	8,652,048	8,487,958	8,738,569
Intergovernmental revenue	-	-	-	8,200,000
Miscellaneous	(1,065,571)	-	-	-
Total Revenues	\$ 7,255,957	\$ 8,652,048	\$ 8,487,958	\$ 16,938,569
EXPENSES				
Contractual Services	-	-	3,249,950	8,738,569
Commodities	8,321,528	7,053,970	-	-
Transfers	-	-	5,238,008	-
Total Expenditures	\$ 8,321,528	\$ 7,053,970	\$ 8,487,958	\$ 8,738,569
Revenue Net Expenses	\$ (1,065,571)	\$ 1,598,078	\$ -	\$ 8,200,000
Ending Balance	(926,601)	671,477	671,477	8,871,477

FUND PROFILE

This fund tracks the countywide half cent sales tax being received from the state and transferred over to the Joint Economic Development Organization (JEDO) for the funding for economic development and countywide infrastructure development as authorized by voters in August 2004, and renewed in November 2014. It is also governed by an interlocal agreement Number 43522. The fund also tracks the transfers back to the City for projects and the bridge payment as well as the City's shared costs such as audit and bank fees.

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.



FUND SUMMARIES



Special Highway (Motor Fuel) Fund

REVENUE AND EXPENDITURE SUMMARY

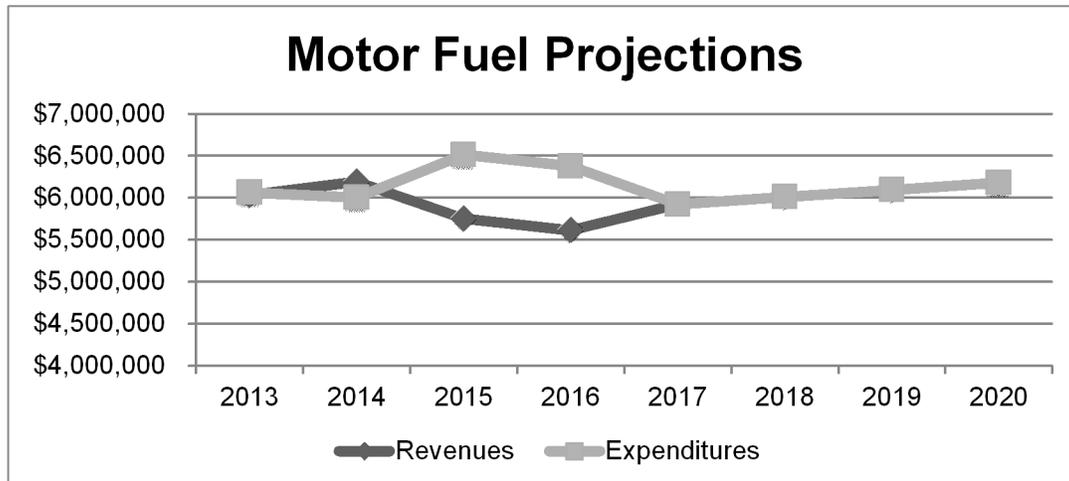
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	2,008,797	1,979,723	2,169,901	1,404,803
REVENUES				
Intergovernmental-State and County	5,732,398	5,861,143	5,418,810	5,318,114
Fees-Inmate Program and Other	156,408	279,149	357,000	320,090
Miscellaneous	96,872	51,668	(25,616)	(25,616)
Other	47,874	-	-	-
Total Revenues	\$ 6,033,552	\$ 6,191,960	\$ 5,750,194	\$ 5,612,588
EXPENSES				
Personal Services	2,527,466	2,692,813	2,887,002	3,453,359
Contractual Services	1,515,241	1,542,801	1,626,275	1,481,347
Commodities	1,288,639	1,414,625	1,247,730	353,404
Capital Outlay	473,741	31,010	397,800	770,000
Inmate Program	257,539	320,533	356,486	320,090
Total Expenditures	\$ 6,062,625	\$ 6,001,782	\$ 6,515,292	\$ 6,378,200
Revenue Net Expenses	\$ (29,073)	\$ 190,178	\$ (765,098)	\$ (765,612)
Ending Balance	1,979,723	2,169,901	1,404,803	639,191

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. Beginning in 2017 it is projected that expenditures will need to decline to equal revenues.



FUND SUMMARIES



Citywide Half Cent Sales Tax Fund

REVENUE AND EXPENDITURE SUMMARY

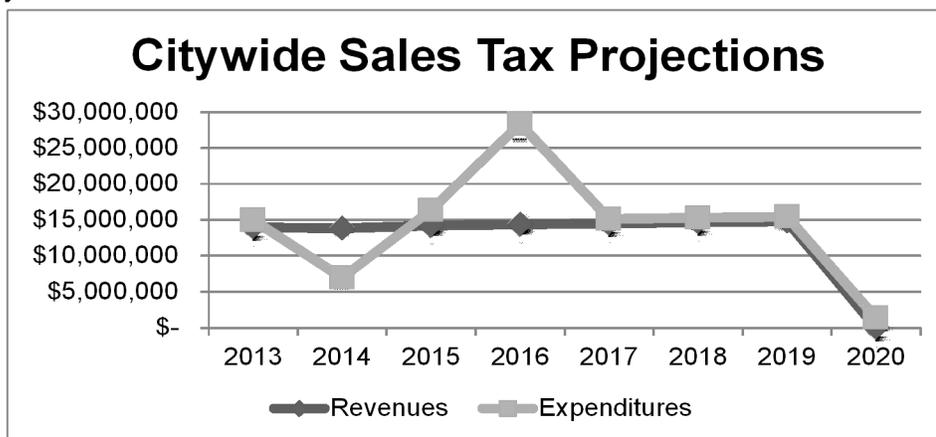
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	12,352,378	11,370,937	19,032,374	16,902,327
REVENUES				
Half Cent Sales Tax Collections	13,965,074	14,496,741	14,210,000	14,671,708
Intergovernmental	20,000	-	-	-
Miscellaneous	4,003	93,924	30,000	30,000
Total Revenues	\$13,989,076	\$14,590,665	\$14,240,000	\$ 14,701,708
EXPENSES				
Personal Services	152,722	153,121	159,879	165,410
Contractual Services	14,816,160	6,776,107	16,210,168	27,517,171
Commodities	-	-	-	693,021
Capital Outlay	1,636	-	-	-
Total Expenditures	\$ 14,970,518	\$ 6,929,228	\$ 16,370,047	\$ 28,375,602
Revenue Net Expenses	\$ (981,441)	\$ 7,661,437	\$ (2,130,047)	\$ (13,673,894)
Ending Balance	11,370,937	19,032,374	16,902,327	3,228,433

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. The 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

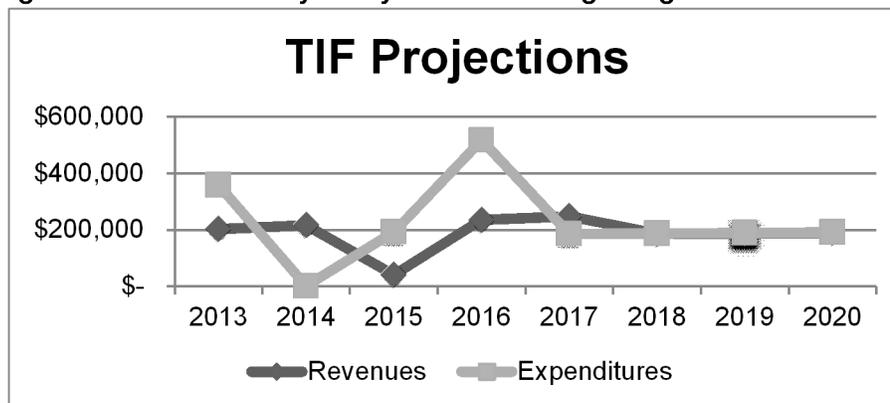
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	102,131	(39,944)	-	83,045
REVENUES				
Taxes	215,550	39,944	235,495	247,486
Total Revenues	\$ 215,550	\$ 39,944	\$ 235,495	\$ 247,486
EXPENSES				
Contractual Services	48	-	20,000	333,480
Debt Service	357,625	-	172,450	183,286
Total Expenditures	\$ 357,673	\$ -	\$ 192,450	\$ 516,766
Revenue Net Expenses	\$ (142,123)	\$ 39,944	\$ 43,045	\$ (269,280)
Ending Balance	(39,944)	-	83,045	167,245

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

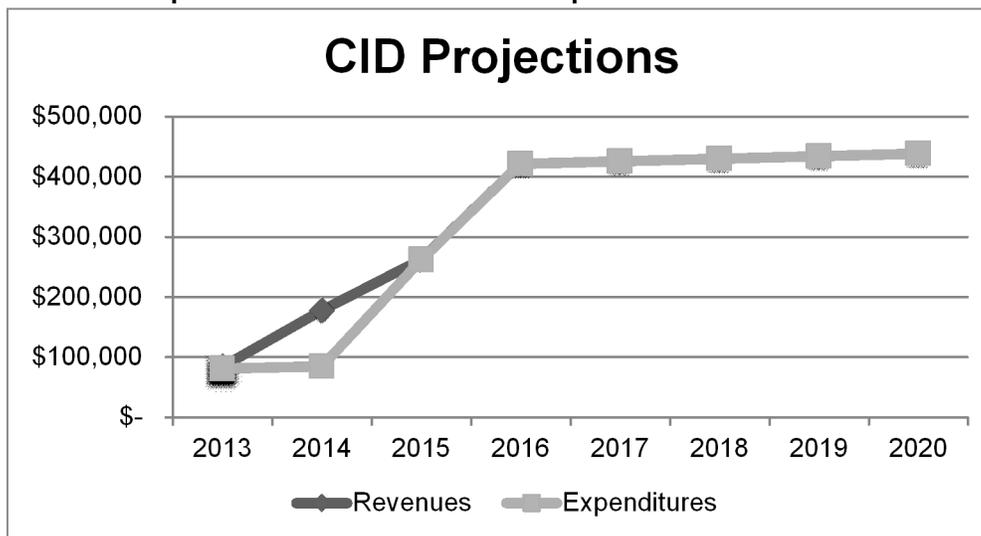
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	(58,294)	(55,185)	37,695	37,695
REVENUES				
Taxes	82,892	178,097	262,210	421,480
Fees	1,500	-	-	-
Total Revenues	\$ 84,392	\$ 178,097	\$ 262,210	\$ 421,480
EXPENSES				
Contractual Services	81,283	85,217	262,210	421,480
Total Expenditures	\$ 81,283	\$ 85,217	\$ 262,210	\$ 421,480
Revenue Net Expenses	\$ 3,109	\$ 92,880	\$ -	\$ -
Ending Balance	(55,185)	37,695	37,695	37,695

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. 2016-2020 expenditures are forecasted to equal revenues.



FUND SUMMARIES



Debt Service Fund

REVENUE AND EXPENDITURE SUMMARY

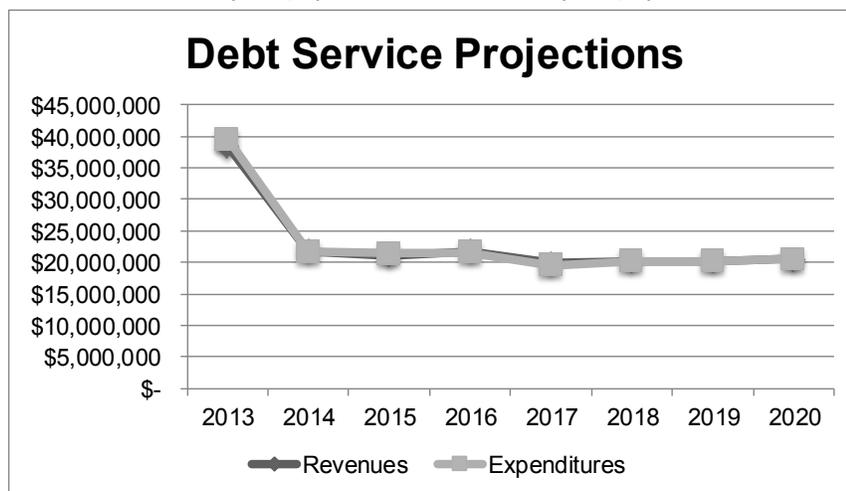
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	3,340,305	2,296,989	2,377,920	2,081,597
REVENUES				
Taxes	12,123,955	15,250,902	15,647,751	15,933,072
Intergovernmental	3,383,156	3,587,744	-	-
Special Assessments	1,860,171	2,168,623	2,000,000	2,298,648
Miscellaneous	11,986	226,069	25,000	126,250
Other	21,073,257	514,646	3,439,900	3,376,050
Total Revenues	\$ 38,452,525	\$ 21,747,984	\$ 21,112,651	\$ 21,734,020
EXPENSES				
Contractual Services	20,606	20,475	45,000	45,000
Debt Service	39,475,234	21,646,578	21,363,974	21,478,020
Miscellaneous	-	-	-	200,000
Total Expenditures	\$ 39,495,840	\$ 21,667,053	\$ 21,408,974	\$ 21,523,020
Revenue Net Expenses	\$ (1,043,315)	\$ 80,931	\$ (296,323)	\$ 211,000
Ending Balance	2,296,989	2,377,920	2,081,597	2,292,597

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. Finally, the fund accounts for the deposit of Countywide Half Cent sales tax money collected for payment of debt service on the sales tax bonds issued to finance construction of the Topeka Blvd Bridge.

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

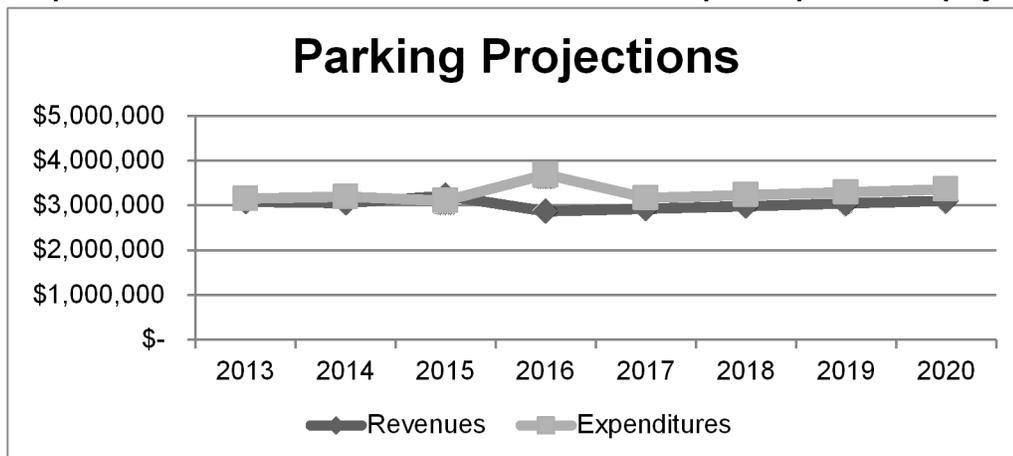
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	1,525,770	1,458,519	1,316,377	1,430,766
REVENUES				
Fees	2,909,291	2,819,455	2,952,182	2,676,736
Fines	197,478	199,852	250,023	175,515
Miscellaneous	(19,569)	37,037	19,000	19,000
Total Revenues	\$ 3,087,199	\$ 3,056,345	\$ 3,221,206	\$ 2,871,251
EXPENSES				
Personal Services	928,751	780,056	756,289	778,137
Contractual Services	1,018,869	1,191,946	1,441,797	1,194,152
Commodities	101,110	138,455	120,950	163,850
Capital Outlay	-	-	150,000	690,000
Debt Service	311,058	287,015	637,780	864,978
Other	794,662	801,015	-	-
Total Expenditures	\$ 3,154,450	\$ 3,198,487	\$ 3,106,817	\$ 3,691,117
Revenue Net Expenses	\$ (67,251)	\$ (142,142)	\$ 114,389	\$ (819,865)
Ending Balance	1,458,519	1,316,377	1,430,766	610,902

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 3,923 on-street (1,684 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

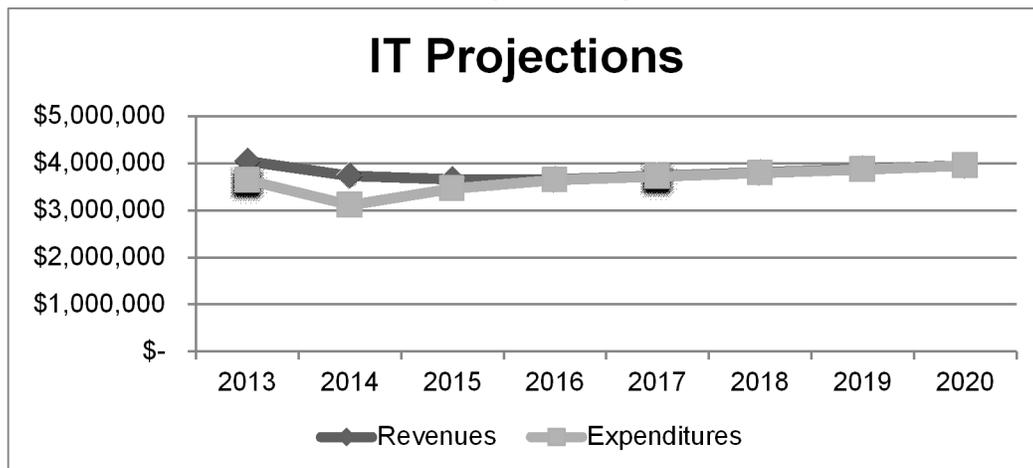
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	(210,557)	198,522	819,154	1,014,986
REVENUES				
License and Permits	21,195	82,826	10,000	10,000
Internal Service Fees	4,025,282	3,646,564	3,646,564	3,646,564
Miscellaneous	-	655	-	-
Total Revenues	\$ 4,046,477	\$ 3,730,045	\$ 3,656,564	\$ 3,656,564
EXPENSES				
Personal Services	1,243,272	1,222,927	1,332,961	1,351,675
Contractual Services	1,618,904	1,371,752	1,980,732	2,117,036
Commodities	205,267	231,066	147,039	177,853
Other	569,955	283,669	-	-
Total Expenditures	\$ 3,637,398	\$ 3,109,414	\$ 3,460,732	\$ 3,646,564
Revenue Net Expenses	\$ 409,079	\$ 620,631	\$ 195,832	\$ 10,000
Ending Balance	198,522	819,154	1,014,986	1,024,985

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 14 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.



FUND SUMMARIES



Fleet Fund

REVENUE AND EXPENDITURE SUMMARY

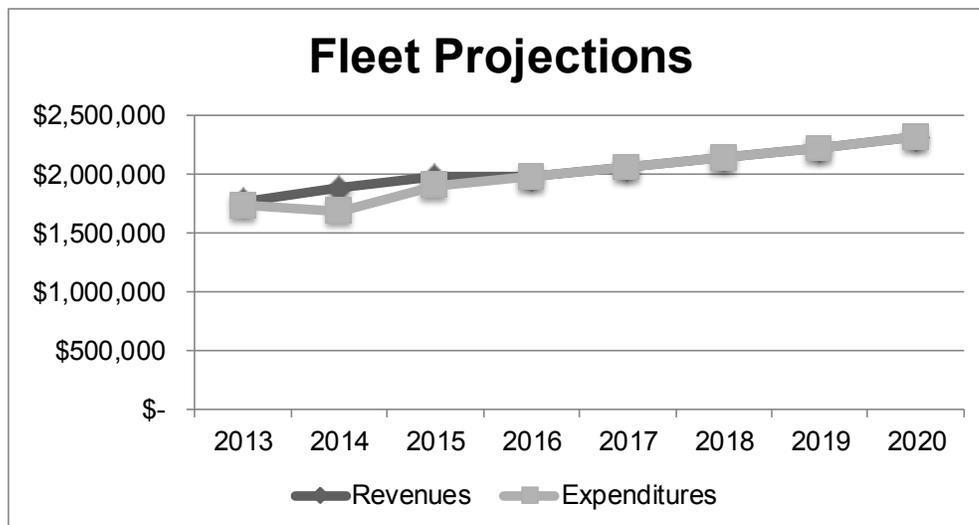
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	254,502	290,940	485,271	557,726
REVENUES				
Internal Service Fees	1,761,868	1,875,595	1,980,000	1,980,000
Miscellaneous	8,003	7,890	-	-
Other	3,506	846	-	-
Total Revenues \$	1,773,377	\$ 1,884,331	\$ 1,980,000	\$ 1,980,000
EXPENSES				
Personal Services	1,322,121	1,293,811	1,360,105	1,375,208
Contractual Services	305,049	280,327	371,430	398,799
Commodities	41,545	42,626	139,010	92,153
Capital Outlay	-	-	37,000	113,840
Other	68,224	73,235	-	-
Total Expenditures \$	1,736,939	\$ 1,689,999	\$ 1,907,545	\$ 1,980,000
Revenue Net Expenses	\$ 36,438	\$ 194,332	\$ 72,455	\$ -
Ending Balance	290,940	485,271	557,726	557,726

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

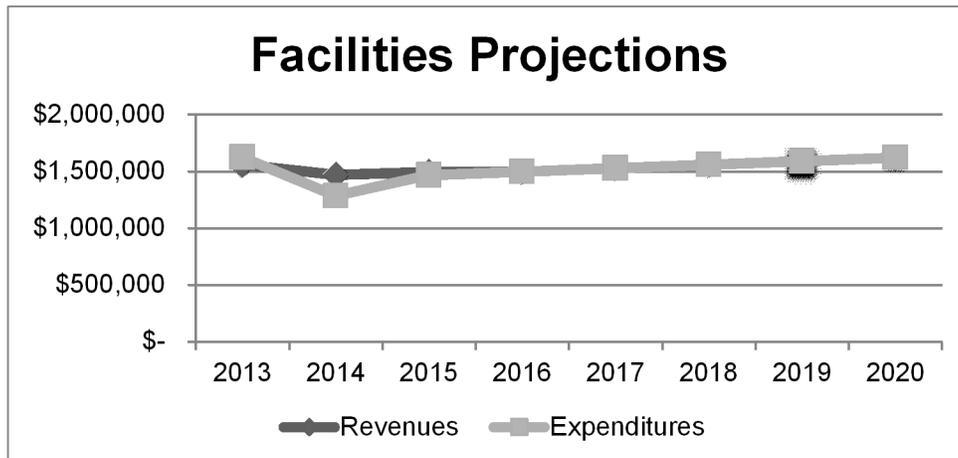
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	(28,590)	(93,261)	91,054	117,460
REVENUES				
Internal Service Fees	1,555,801	1,262,404	1,493,058	1,498,445
Miscellaneous	1,790	205,852	-	-
Total Revenues	\$ 1,557,591	\$ 1,468,256	\$ 1,493,058	\$ 1,498,445
EXPENSES				
Personal Services	744,256	719,856	797,830	882,430
Contractual Services	813,820	485,046	555,172	539,015
Commodities	53,606	80,016	105,350	77,000
Capital Outlay	-	-	8,300	-
Other	10,580	(976)	-	-
Total Expenditures	\$ 1,622,262	\$ 1,283,942	\$ 1,466,652	\$ 1,498,445
Revenue Net Expenses	\$ (64,671)	\$ 184,314	\$ 26,406	\$ -
Ending Balance	(93,261)	91,054	117,460	117,461

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.



FUND SUMMARIES



Insurance (Property and Vehicle) Fund

REVENUE AND EXPENDITURE SUMMARY

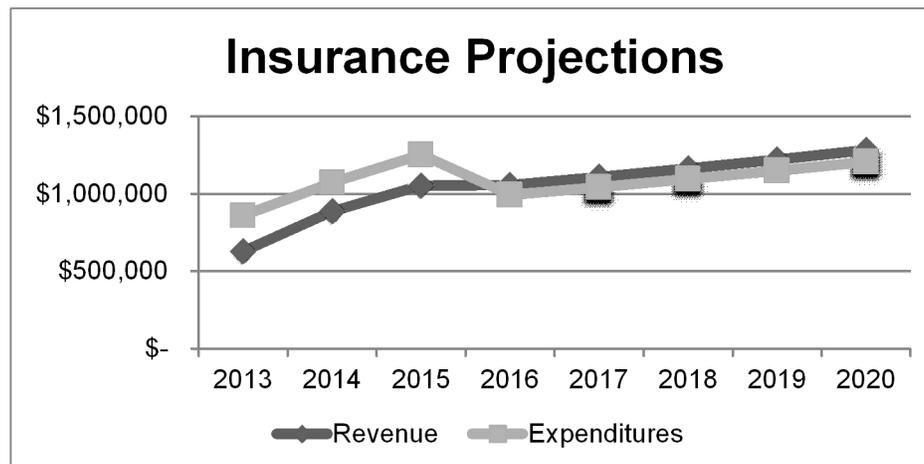
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	808,231	575,998	388,953	189,515
REVENUES				
Internal Service Fees	606,507	879,371	959,506	1,051,727
Miscellaneous	20,086	7,478	94,356	4,356
Total Revenues	\$ 626,593	\$ 886,849	\$ 1,053,862	\$ 1,056,083
EXPENSES				
Contractual Services	858,827	1,073,894	1,253,300	993,356
Commodities	-	-	-	-
Total Expenditures	\$ 858,827	\$ 1,073,894	\$ 1,253,300	\$ 993,356
Revenue Net Expenses	\$ (232,234)	\$ (187,045)	\$ (199,438)	\$ 62,727
Ending Balance	575,998	388,953	189,515	252,242

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. A 2014 audit showed the City was under-insuring several major facilities which resulted in necessary increased premiums for 2015 and beyond.



FUND SUMMARIES



Worker's Compensation Fund

REVENUE AND EXPENDITURE SUMMARY

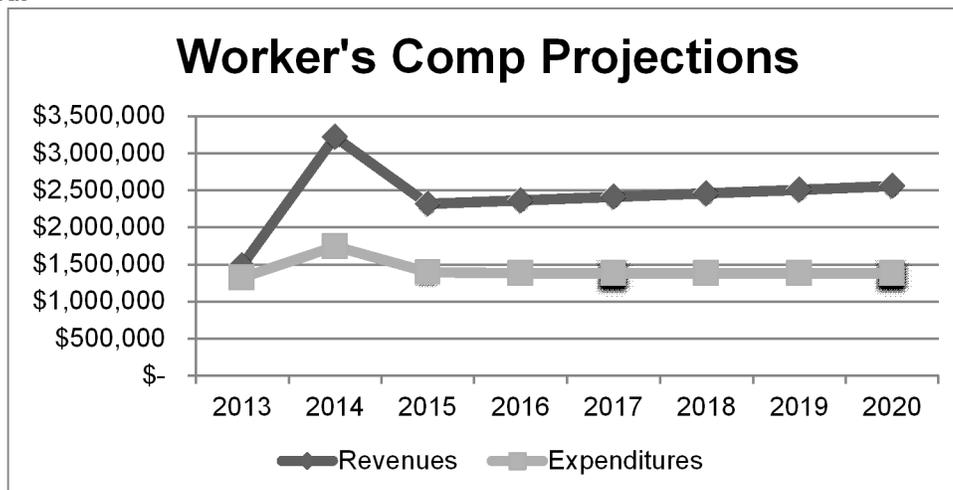
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	(1,723,816)	(1,562,964)	(85,279)	841,863
REVENUES				
Internal Service Fees	1,480,234	2,377,449	2,317,836	2,361,569
Miscellaneous	2,221	42,605	1,500	1,500
Other	-	800,000	-	-
Total Revenues	\$ 1,482,455	\$ 3,220,054	\$ 2,319,336	\$ 2,363,069
EXPENSES				
Personal Services	103,141	86,139	89,146	89,248
Contractual Services	1,216,611	1,656,223	1,302,600	1,291,363
Commodities	1,851	7	448	450
Total Expenditures	\$ 1,321,603	\$ 1,742,369	\$ 1,392,194	\$ 1,381,061
Revenue Net Expenses	\$ 160,852	\$ 1,477,685	\$ 927,142	\$ 982,008
Ending Balance	(1,562,964)	(85,279)	841,863	1,823,871

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

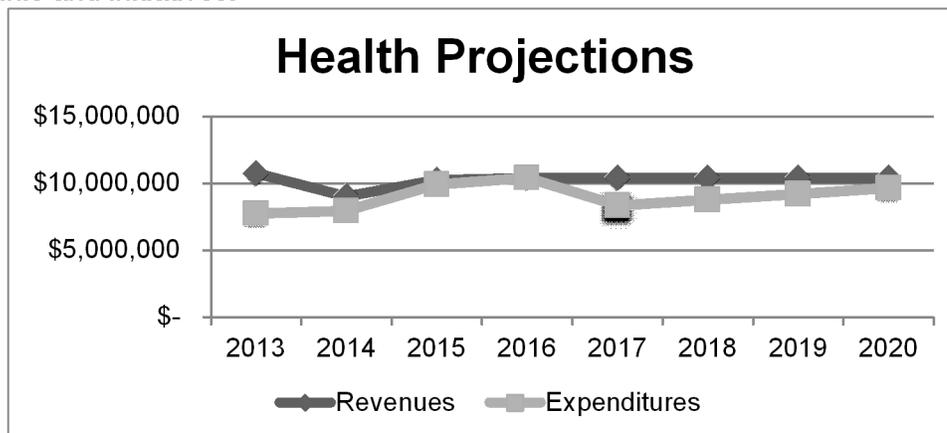
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	1,957,308	4,958,795	6,015,906	6,344,528
REVENUES				
Fees	10,691,991	8,966,365	10,238,693	10,402,098
Miscellaneous	56,087	46,831	5,000	5,000
Total Revenues	\$ 10,748,078	\$ 9,013,196	\$ 10,243,693	\$ 10,407,098
EXPENSES				
Personal Services	-	-	23,732	24,543
Contractual Services	1,049,897	1,134,629	1,502,000	2,009,431
Commodities	6,696,689	6,821,456	8,139,339	8,143,485
Other	5	-	-	-
Transfer to Projects	-	-	250,000	250,000
Total Expenditures	\$ 7,746,591	\$ 7,956,085	\$ 9,915,071	\$ 10,427,459
Revenue Net Expenses	\$ 3,001,487	\$ 1,057,111	\$ 328,622	\$ (20,361)
Ending Balance	4,958,795	6,015,906	6,344,528	6,324,167

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 potential capital 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 decrease based on decreasing claims due to employee lifestyles and wellness initiatives. 2014 and 2015 expenditures high due to the upfront costs of the wellness clinic and initiatives.



FUND SUMMARIES



Risk Management Reserve Fund

REVENUE AND EXPENDITURE SUMMARY

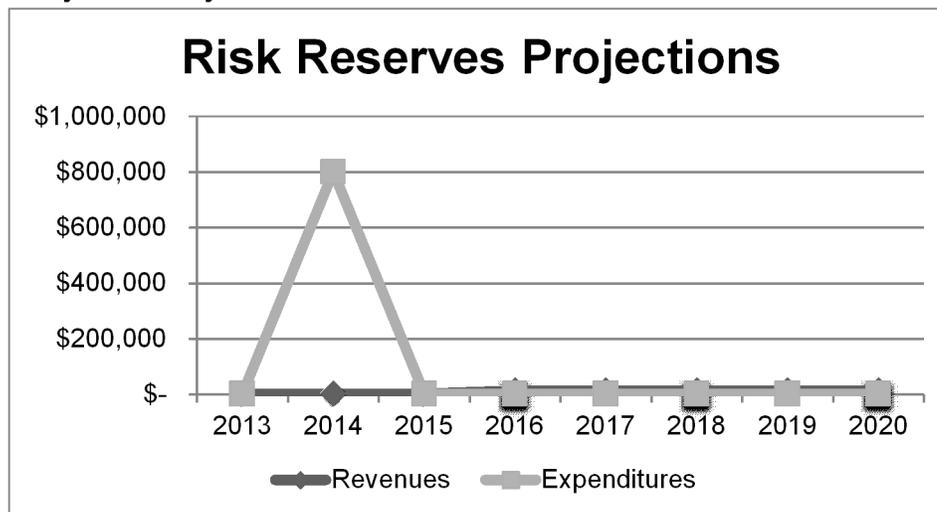
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	804,451	805,384	8,376	9,876
REVENUES				
Miscellaneous	2,432	2,992	3,000	14,580
Total Revenues	\$ 2,432	\$ 2,992	\$ 3,000	\$ 14,580
EXPENSES				
Contractual Services	1,500	-	1,500	1,500
Transfer to Projects	-	800,000	-	-
Total Expenditures	\$ 1,500	\$ 800,000	\$ 1,500	\$ 1,500
Revenue Net Expenses	\$ 932	\$ (797,008)	\$ 1,500	\$ 13,080
Ending Balance	805,384	8,376	9,876	22,956

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.





Unemployment Fund

REVENUE AND EXPENDITURE SUMMARY

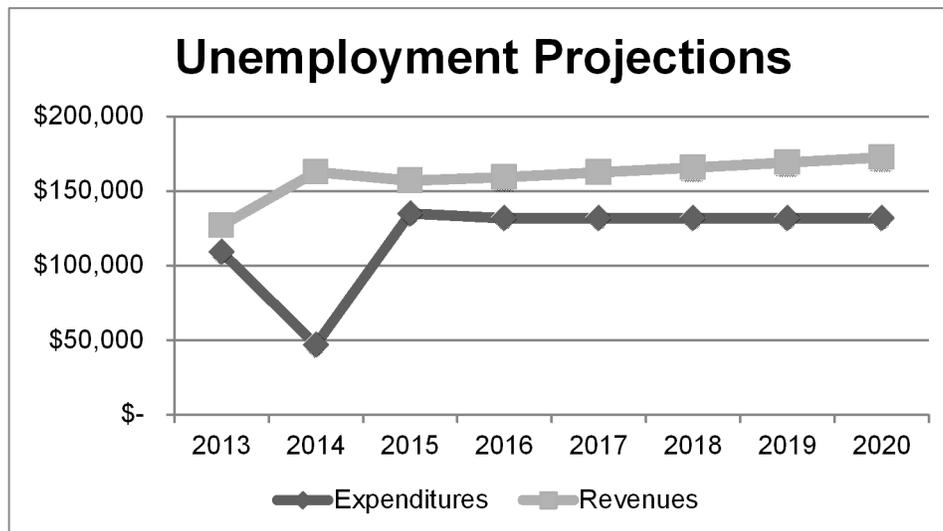
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	84,163	101,928	218,003	239,850
REVENUES				
Fees	126,780	162,764	156,847	159,332
Total Revenues \$	\$ 126,780	\$ 162,764	\$ 156,847	\$ 159,332
EXPENSES				
Contractual Services	109,015	46,689	135,000	131,757
Total Expenditures \$	\$ 109,015	\$ 46,689	\$ 135,000	\$ 131,757
Revenue Net Expenses	\$ 17,765	\$ 116,075	\$ 21,847	\$ 27,575
Ending Balance	101,928	218,003	239,850	267,425

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

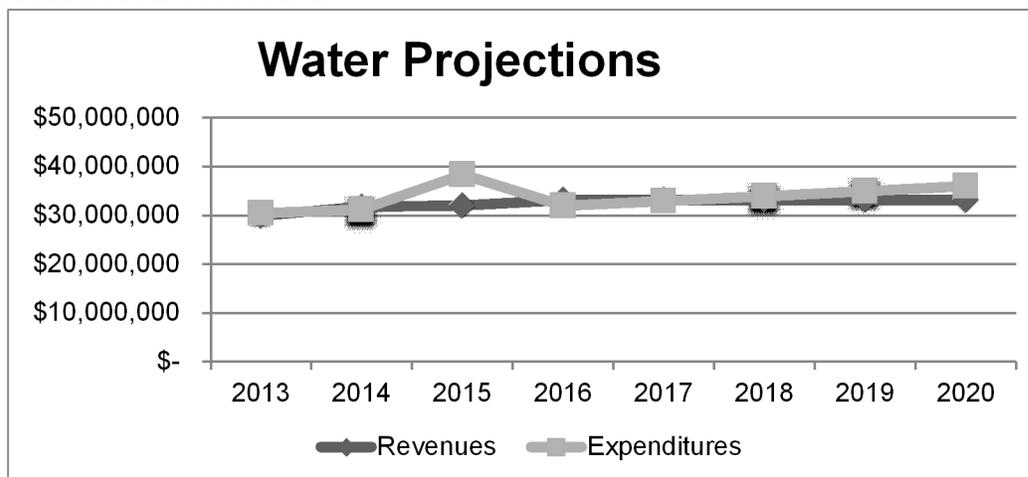
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	12,993,559	12,478,841	13,038,114	6,725,216
REVENUES				
Fees	27,950,985	27,665,062	30,547,162	32,002,000
Miscellaneous	1,845,147	4,094,860	1,506,730	1,168,000
Transfer from Projects	125,000	-	-	-
Total Revenues	\$ 29,921,132	\$ 31,759,922	\$ 32,053,892	\$ 33,170,000
EXPENSES				
Personal Services	7,619,089	7,564,621	8,230,088	8,620,764
Contractual Services	10,143,886	10,221,894	10,418,356	10,019,868
Commodities	4,314,821	5,001,390	5,995,600	5,439,600
Capital Outlay	81,550	3,765	6,744,159	800,000
Other	8,276,504	8,408,979	6,978,587	7,112,125
Total Expenditures	\$ 30,435,850	\$ 31,200,649	\$ 38,366,790	\$ 31,992,357
Revenue Net Expenses	\$ (514,718)	\$ 559,273	\$ (6,312,898)	\$ 1,177,643
Ending Balance	12,478,841	13,038,114	6,725,216	7,902,860

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 four functional areas: Customer Services, Utility Infrastructure, 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.



FUND SUMMARIES



Stormwater Fund

REVENUE AND EXPENDITURE SUMMARY

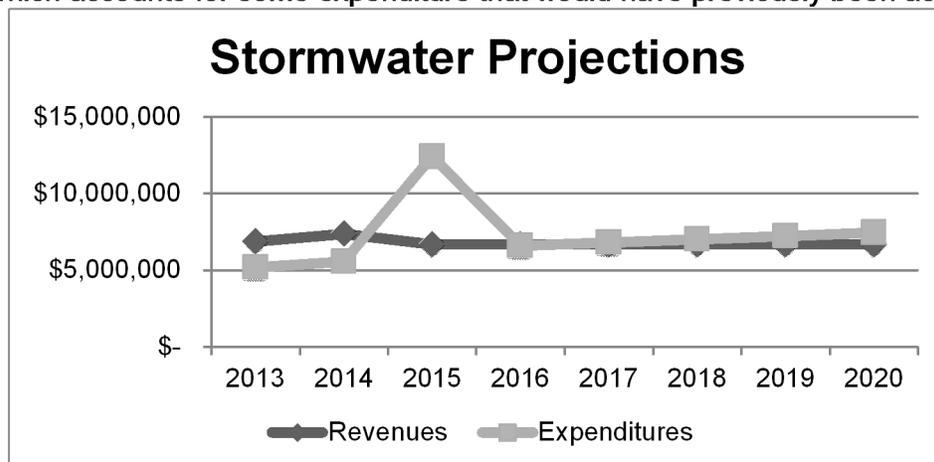
	2013	2014	2015	2016
	Actuals	Actuals	Budget	Budget
Beginning Balance	4,566,446	6,247,607	8,047,896	2,330,909
REVENUES				
Fees	6,607,246	6,635,963	6,521,197	6,650,000
Miscellaneous	271,427	743,855	173,384	63,000
Total Revenues	\$ 6,878,673	\$ 7,379,819	\$ 6,694,581	\$ 6,713,000
EXPENSES				
Personal Services	1,438,541	1,523,546	1,627,757	1,701,395
Contractual Services	1,980,957	2,251,811	2,692,192	2,789,117
Commodities	214,585	211,256	300,953	199,702
Capital Outlay	3,000	-	7,045,964	1,015,300
Other	1,560,430	1,592,916	744,702	916,184
Total Expenditures	\$ 5,197,513	\$ 5,579,529	\$ 12,411,568	\$ 6,621,698
Revenue Net Expenses	\$ 1,681,160	\$ 1,800,290	\$ (5,716,987)	\$ 91,302
Ending Balance	6,247,607	8,047,896	2,330,909	2,422,211

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 three functional areas: Utility Infrastructure, 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.



FUND SUMMARIES



Wastewater Fund

REVENUE AND EXPENDITURE SUMMARY

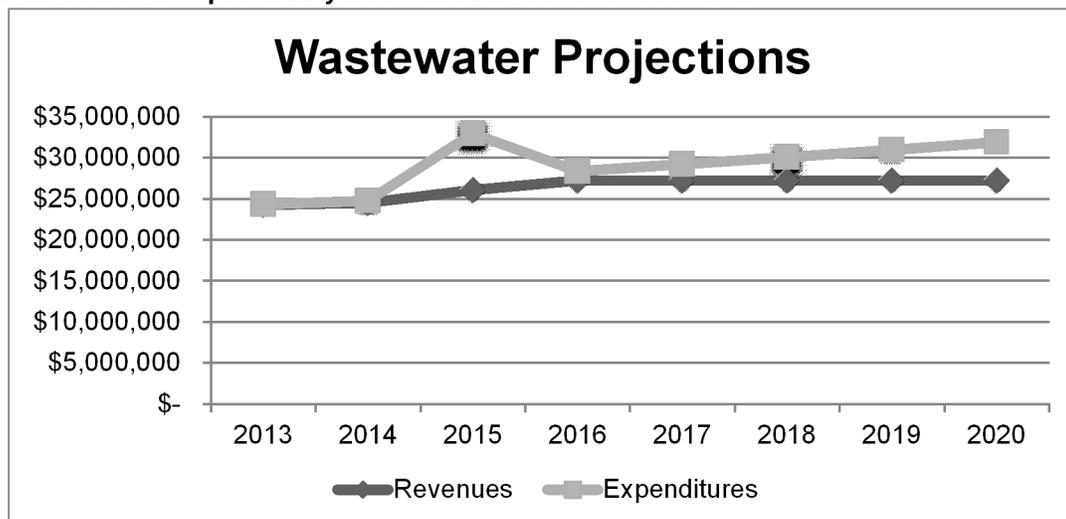
	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget
Beginning Balance	14,210,015	14,151,561	13,927,149	7,071,375
REVENUES				
Fees and Permits	23,859,791	24,232,992	25,777,936	26,939,000
Special Assessments	42,035	41,970	40,000	40,000
Miscellaneous	358,097	263,650	261,500	260,000
Total Revenues	\$ 24,259,923	\$ 24,538,612	\$ 26,079,436	\$ 27,239,000
EXPENSES				
Personal Services	4,094,519	4,335,649	4,809,003	5,090,205
Contractual Services	8,443,889	8,900,973	9,321,828	8,881,361
Commodities	1,462,429	1,639,863	1,752,775	1,709,925
Capital Outlay	12	-	7,771,119	3,400,000
Other	10,317,527	9,886,539	9,280,485	9,266,007
Total Expenditures	\$ 24,318,376	\$ 24,763,024	\$ 32,935,210	\$ 28,347,498
Revenue Net Expenses	\$ (58,453)	\$ (224,412)	\$ (6,855,774)	\$ (1,108,498)
Ending Balance	14,151,561	13,927,149	7,071,375	5,962,877

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 three functional areas: Utility Infrastructure, 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.



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	x			
Zoo	x												

FUND SUMMARIES



Below is a discussion of any major changes in balances. There are several significant changes in

Fund	Projected Ending	Projected Ending	% Change	Explanation
General Fund	10,674,371	10,674,371	0%	It is Council policy to maintain at least a 10% fund balance, with a goal of at least 15%.
Downtown Business Improvement (BID)	34,303	-	-100%	Growth in balance is not anticipated as all revenues are expended out.
Court Technology	156,776	164,561	5%	A small balance will be carried in anticipation of future technology needs.
Special Alcohol	236,725	162,986	-31%	This fund is allocated to outside agencies and plans to grant out larger amounts in 2015 and 2016 in order to spend down the balance.
Alcohol and Drug Safety	365,411	372,163	2%	The balance is driven off revenues which vary year to year and a balance is desired to maintain funding for personnel.
Law Enforcement	1,290,836	1,020,336	-21%	The 2015 balance was exceptionally high due to a large one-time revenue in 2013, so in 2015 and 2016 larger expenditures have been budgeted.
Special Liability	536,815	(23,888)	-104%	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.
Transient Guest Tax	53,490	-	0%	All revenues are immediately expended out, thus no balance is anticipated.
Employee Separation Fund	2,203,353	203,353	-91%	The balance is anticipated to decrease because no new revenue will be deposited into the fund.
Retirement Reserve	1,262,780	1,220,463	-3%	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
KP&F Equalization	674,302	374,302	-44%	The balance is anticipated to decrease because no new revenue will be deposited into the fund.
Neighborhood Revitalization	174,349	59,349	-66%	This balance is expected to decrease as a new program will be implemented with the intention to spend down the balance.
Historic Preservation	120,103	-	-100%	No new revenues are expected in this fund so it is the goal to expend the balance in 2016.
Countywide Half Cent Sales Tax (JEDO)	671,477	8,871,477	1221%	A one time revenue will be received in 2016 which represents the excess balance of the first sales tax referendum expiring in 2016.
Special Highway (Motor Fuel)	1,404,803	639,191	-54%	Revenue for this fund is decreasing as expenditures are increasing so the balance will continue to decrease as this trend continues.
Citywide Half Cent Sales Tax	16,902,327	3,228,433	-81%	An increase in budgeted projects in 2016 intentionally is spending down the balance.
Tax Increment Financing Community Improvement	83,045	167,245	101%	The projected lower fund balance in 2016 is due to the closure of one of the TIF districts.
Debt Service	2,081,597	2,292,597	9%	A slight increase in revenue in 2016 brings the balance up.
Parking	1,430,766	610,902	-57%	Rising expenses and decreasing revenues in 2016 led to a lower fund balance.
Information Technology	1,014,986	1,024,985	1%	This fund is not budgeted to carry a large balance as revenues are meant to be fully expended.
Fleet	557,726	557,726	0%	Modest revenue growth is expected to build the balance slightly to save for future infrastructure and technology needs.
Facilities	117,460	117,461	3%	The goal is to build or retain this balance to save for future facility needs.
Water	6,725,216	7,902,860	18%	At the time of budget adoption revenues were projected to increase since rate increases were occurred resulting in an increase in the balance.
Stormwater	2,330,909	2,422,211	4%	Modest growth is expected in the fund balance.
Wastewater	7,071,375	5,962,877	-16%	The change to a Cash-basis budget is the primary reason that the fund balance decreases.
Insurance	189,515	252,242	33%	A contingency is included in 2016 expenditures for unanticipated needs, but it is not expected that full amount will be spent.
Worker's Comp	841,863	1,823,871	117%	The 2015 balance appeared low due to outstanding liabilities, and 2016 revenues are increasing to build the balance.
Health Insurance	6,344,528	6,324,167	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.
Risk Management Reserve	9,876	22,956	132%	Growth in balance is not needed in this fund.
Unemployment	239,850	267,425	11%	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 last year's 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 2016 - 2018 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 2016-2020 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 CIP as necessary. Results from the exercise were used to compile the recommended CIP.

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

Completed CIP Projects

In January 2015, City staff compiled a 10 year CIP history capturing completed projects from 2004-2014. It is intended this will be updated annually.

2016-2020 CIP Calendar

Item	Date
Staff Submits 2016-2020 CIP Requests	Dec. 2014
CIP Presented to Planning Commission	1/21/2015
CIP Approved by Planning Commission	2/16/2015
CIP Presented to City Council	3/10/2015
Resolution and Project Budgets approved by Council	3/17/2015

CIP OVERVIEW: 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 2016-2020 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 2016-2020 CIP: \$11,835,636

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

Funding source - G.O. Bonds.

Traffic 2016-2020 CIP: \$4,683,800

Projects to improve traffic signal and traffic safety.

Funding source - G.O. Bonds.

Facilities 2016-2020 CIP: \$3,362,500

Projects to improve City facilities.

Funding source - G.O. Bonds and Cash

Streets 2016-2020 CIP: \$113,975,000

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 2016-2020 CIP: \$11,443,306

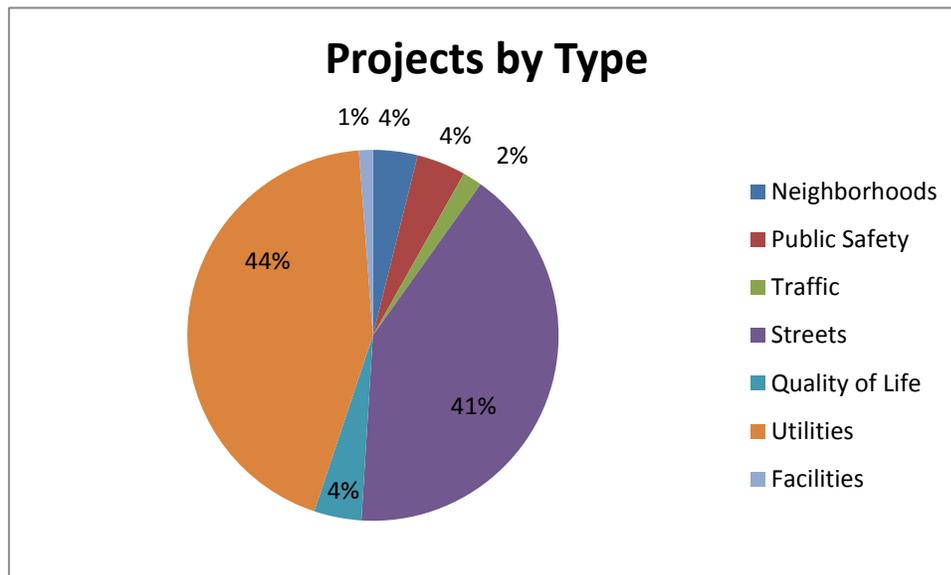
Projects that benefit quality of life including improvements to the Topeka Zoo.

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

Utilities 2016-2020 CIP: \$120,949,824

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 2016-2020 CIP include:

- **SE California Avenue, 33rd Street to 37th:** This project constructs new three lane pavement on SE California and will include curb & gutter, sidewalks, street lighting, and a drainage system.
- **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 Renovations:** Upgrades to City Hall including HVAC and piping updates.
- **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.
- **Parking Garage System Upgrades:** Replacement of existing parking maintenance management system as well as gate/entry and existing automated systems and related hardware.
- **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.
- **Kansas River Weir Retrofit:** 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.

Recurring Capital Projects

Some projects are ongoing and reoccur every year. Highlighted recurring major projects in the 2016-2020 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 2016-2020 CIP: \$43,754,066

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 2016-2020 CIP: \$102,799,824*

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 2016-2020 CIP: \$84,050,000

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 \$13.8m per year.

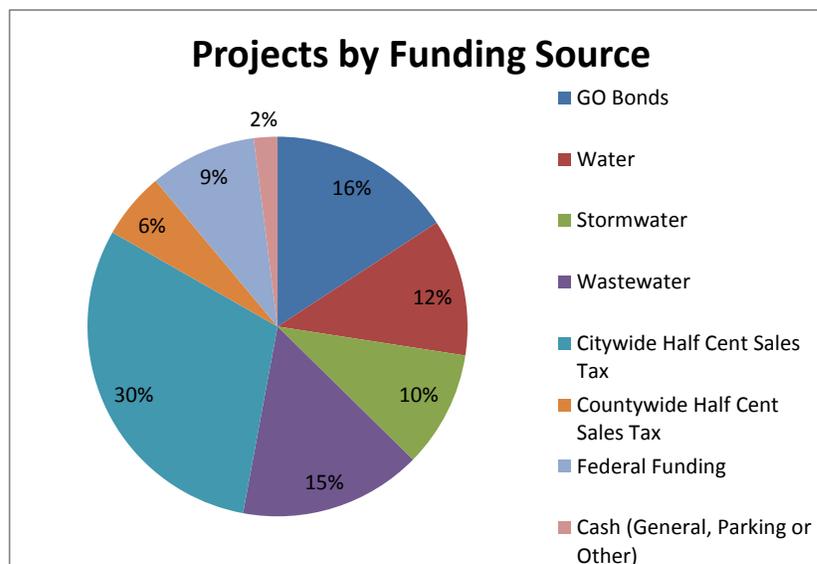
Countywide Half-Cent Street Sales Tax 2016-2020 CIP: \$15,700,000 This is funded by a voter approved half-cent sales tax initiative. A new addition to the CIP, these projects represent what is proposed to be completed with the second round of funds collected from 2017-2020.

Federal Funds 2016-2020 CIP: \$25,125,000

Funds received from the Federal government.

Cash To be Determined based on Availability

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



CIP OVERVIEW: PROJECT SHEET SAMPLE



City of Topeka Capital Improvement Project Summary

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

1. Project Title: Zoo Discovering Apes Building Roof Replacement

2. Dept/Div: Zoo 3. Project Year(s): 2020

4. Type: Replace 5. Project Location: Topeka Zoological Park

6. Contact Name: Brendan Wiley 7. Contact Phone: 368-9131

7. Project Description: This project will replace the roof on the Discovering Apes Building that was built in 1985. The roof is expected to be at the end of its life around this year.

9. Project Schedule and Estimate	10. Estimated Annual Operating Cost																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;"><u>Year</u></th> <th style="width: 20%; text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>a. Design/Administrative Fees</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">10,500</td> </tr> <tr> <td>b. Right-of Way</td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>c. Construction/Service Fees</td> <td></td> <td style="text-align: right;">150,000</td> </tr> <tr> <td>d. Contingency</td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>e. Financing Costs (Temp Notes)</td> <td></td> <td style="text-align: right;">9,000</td> </tr> <tr> <td>f. Cost of Issuance (Rev/GO Bonds)</td> <td></td> <td style="text-align: right;">3,750</td> </tr> <tr> <td>g. Debt Reserve Fund (Rev Bonds)</td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>h. Capitalized Interest</td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td style="text-align: right;">Project Total</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">173,250</td> </tr> </tbody> </table>		<u>Year</u>	<u>Amount</u>	a. Design/Administrative Fees	\$	10,500	b. Right-of Way		-	c. Construction/Service Fees		150,000	d. Contingency		-	e. Financing Costs (Temp Notes)		9,000	f. Cost of Issuance (Rev/GO Bonds)		3,750	g. Debt Reserve Fund (Rev Bonds)		-	h. Capitalized Interest		-	Project Total	\$	173,250	<p><u>Basis for Cost Estimate and Funding Source:</u> This project will not increase annual operating costs.</p>
	<u>Year</u>	<u>Amount</u>																													
a. Design/Administrative Fees	\$	10,500																													
b. Right-of Way		-																													
c. Construction/Service Fees		150,000																													
d. Contingency		-																													
e. Financing Costs (Temp Notes)		9,000																													
f. Cost of Issuance (Rev/GO Bonds)		3,750																													
g. Debt Reserve Fund (Rev Bonds)		-																													
h. Capitalized Interest		-																													
Project Total	\$	173,250																													
<p>Estimated Life of Item (years): <u>30 Years</u></p> <p>Source of Estimate/Year: <u>2014 Bid for similar work</u></p>																															

11. Amount by source of financing

	1. G.O. Bonds	2.	3.	4.	5.	TOTAL
2016	0					\$0
2017	0					\$0
2018	0					\$0
2019	0					\$0
2020	173,250					\$173,250
TOTAL	\$173,250	\$0	\$0	\$0	\$0	\$173,250

The total project cost is reflected on the Projects by Funding Source summary. Costs can be revised with the 2017-2021 CIP if necessary.

CIP OVERVIEW: 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.

	Capital Improvement Budget			Capital Improvement Plan		
	Adopted 2016	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	5 Year Total
General Obligation Bond Projects						
Neighborhoods						
Neighborhood Infrastructure	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$7,000,000
Public Safety						
South Fire Station (FS #14)	\$263,187	\$1,968,407	\$1,436,007			\$3,667,600
Secure Staging Facility					\$750,000	\$750,000
Purchase 1 Truck Apparatus (Truck 10)		\$705,500				\$705,500
Purchase Two Engine Apparatus (Engines 1 & 12)			\$1,349,500			\$1,349,500
Purchase One Aerial Apparatus				\$1,378,000		\$1,378,000
Purchase Two Engine Apparatus (Engines 8 & 10)					\$1,417,500	\$1,417,500
Traffic						
Traffic Safety Projects	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	\$925,000
Traffic Signal Replacement	\$640,000		\$640,000	\$640,000	\$640,000	\$2,560,000
Traffic Signal Communication System Upgrade	\$1,198,800					\$1,198,800
Streets						
Complete Streets	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Citywide Infrastructure	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
SW 37th Street -- SW Burlingame Rd to Gage Blvd.	\$300,000					\$300,000
SE California Ave. -- 33rd St. to 37th St.	\$3,300,000					\$3,300,000
SE California Ave. -- 29th St. to 33rd St.	\$200,000	\$2,200,000	\$500,000			\$2,900,000
Bike Lanes on SE 6th & SE 10th Ave Bridges over I-70					\$500,000	\$500,000
SW Arvon Place/Huntoon Street/I-470 Ramps	\$500,000	\$1,000,000	\$500,000			\$2,000,000
Infill Sidewalks/Pedestrian Master Plan	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
SW 10th Avenue -- SW Fairlawn Road to SW Wanamaker Road		\$400,000	\$240,000	\$4,360,000	\$1,000,000	\$6,000,000
SE 29th Street/KTA Interchange					\$500,000	\$500,000
Quality of Life						
Zoo Green House and Storage Building	\$154,200					\$154,200
Zoo Service Road Repair		\$212,520				\$212,520
Zoo Parking Lot			\$377,396			\$377,396
Zoo Rain Forest HVAC				\$184,800		\$184,800
Zoo Discovering Apes Roof Replacement					\$173,250	\$173,250
City Facilities						
Municipal Building Renovations & Mechanical System Upgrades	\$50,000	\$125,000	\$1,025,000			\$1,200,000
Facility Improvements					\$1,000,000	\$1,000,000
TOTAL GO Bond Projects	\$8,991,187	\$8,996,427	\$8,452,903	\$8,947,800	\$8,365,750	\$43,754,066
Total Annual Target	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000	\$45,000,000
	Difference Target to Subtotal	\$8,813	\$3,574	\$547,098	\$52,200	\$1,245,934

CIP OVERVIEW: PROJECTS BY FUNDING SOURCE



	Capital Improvement Budget			Capital Improvement Plan		
	Adopted	Adopted	Adopted	Adopted	Adopted	5 Year
	2016	2017	2018	2019	2020	Total
Utility Funded Projects						
Utilities/Wastewater Fund						
Wastewater Replacement Program	\$1,500,000	\$2,000,000	\$2,000,000			\$5,500,000
Oakland WWTP - Headworks Generator	\$850,000					\$850,000
Adams St IS Rehabilitation	\$450,000	\$1,550,000				\$2,000,000
Lining Repairs - NTWWTP and Wanamaker PS		\$321,586	\$1,178,414			\$1,500,000
NTWWTP Solids Handling - South Wall Replacement		\$376,586	\$1,123,414			\$1,500,000
Eastside IS-Relief-CSO#3 to Ash St PS			\$900,000	\$7,448,760		\$8,348,760
NTWWTP Nutrient Removal			\$6,363,627			\$6,363,627
Oakland WWTP - UV Expansion				\$2,703,750		\$2,703,750
Wastewater Plant Operations Equipment & Fleet Maint. & Replacement Program	\$100,000	\$300,000	\$100,000	\$300,000	\$100,000	\$900,000
WPC Inflow & Infiltration Program	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Oakland Wastewater Treatment Plant Solids Handling/Facility Upgrades Phase II	\$1,425,000	\$8,098,274				\$9,523,274
Neighborhood Programs	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Combined Sewer Overflow Management Plan	\$300,000	\$300,000				\$600,000
Utilities/Stormwater Fund						
Storm Conveyance System Rehab	\$3,000,000	\$3,000,000				\$6,000,000
Kansas River Levee System Rehabilitation - Ph. II	\$4,300,000	\$3,600,000	\$2,700,000			\$10,600,000
Levee Repairs	\$573,800	\$4,726,700				\$5,300,500
Adams St IS SW Removal	\$543,172	\$2,456,828				\$3,000,000
Stormwater Operations Equipment & Fleet Mant. & Replacement Program	\$300,000	\$100,000	\$300,000	\$100,000	\$300,000	\$1,100,000
Drainage Correction Program	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Utilities/Water Fund						
Water Main Replacement Program	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$12,500,000
Crane at Jefferson-East to Seward/Strait	\$726,565					\$726,565
California - 33rd to 41st	\$625,362					\$625,362
Southeast Elevated Tank - SE 41st St	\$166,484	\$416,210	\$3,442,806			\$4,025,500
37th St. - Kentucky to California	\$1,558,700					\$1,558,700
Water Plant Rehabilitation Program	\$800,000					\$800,000
Topeka Blvd- University to Ormsby	\$744,400	\$1,960,646				\$2,705,046
Indian Hills Rd., SW 29th to 21st St.		\$2,110,100	\$1,000,000			\$3,110,100
Booster Pump Station (Meridan and Norwood)		\$550,000				\$550,000
Water Plant Operations Equipment & Fleet Maint. & Replacement Program	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Crane, NE Harrison to Jefferson to 2nd to Seward / Branner	\$2,758,900	\$1,399,740				\$4,158,640
Total Utility Fund	\$24,472,383	\$37,016,670	\$22,858,261	\$14,302,510	\$4,150,000	\$102,799,824

CIP OVERVIEW: PROJECTS BY FUNDING SOURCE



Capital Improvement Budget			Capital Improvement Plan		
Adopted 2016	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	5 Year Total

Other Funding Sources

City Half-Cent Sales Tax Street Repair

Maintain & Improve Existing Streets	\$14,300,000	\$14,500,000	\$14,700,000	\$14,900,000	\$15,100,000	\$73,500,000
ADA Street Curb Repair	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Curbs, Gutters and Street Maintenance and Repair	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
Alley Repair	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Sidewalk Repair 50-50	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000

Federal Funds

Bridge on Cherokee St over Ward Cr.	\$70,000	\$50,000	\$730,000			\$850,000
Bridge on 3rd St over Ward Cr.		\$75,000	\$50,000	\$750,000		\$875,000
Bridge on SE 29th Street over Butcher Creek			\$80,000	\$70,000	\$850,000	\$1,000,000
Neighborhoods (Housing Portion)	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Kansas River Levee System Rehabilitation - Ph. II	\$9,000,000	\$7,000,000	\$2,900,000			\$18,900,000
Upstream River Weir (Federal Portion)		\$500,000				\$500,000

General Fund Cash

Cyrus K. Holliday Building Boiler/carpet replacement	\$112,500					\$112,500
TFD Stations Renovations	\$60,000	\$120,000	\$180,000			\$360,000
Police Department Fleet Replacement	\$850,000	\$550,000	\$550,000	\$250,000	\$250,000	\$2,450,000
Zoo Digital X-Ray	\$91,140					\$91,140
Law Enforcement Building - Surveillance System	\$117,536					\$117,536

Parking Fund Cash

Parking Garage Systems (Hardware and software) Upgrades	\$690,000					\$690,000
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Cash (To be Determined)

Upstream River Weir (Cash and Donations Portion)	\$350,000	\$1,400,000				\$1,750,000
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Countywide Sales Tax Proposal (2017-2031)

SW 6th-Gage to Fairlawn		\$500,000	\$5,100,000			\$5,600,000
Zoo Master Plan			\$1,500,000	\$1,500,000	\$5,000,000	\$8,000,000
Bikeway Master Plan			\$300,000		\$600,000	\$900,000
12th Street (2 lanes) - Gage to Kansas Ave				\$500,000	\$300,000	\$800,000
SE California-37th-45th					\$400,000	\$400,000

Total Other Sources

	\$28,351,176	\$27,405,000	\$28,800,000	\$20,680,000	\$25,210,000	\$130,446,176
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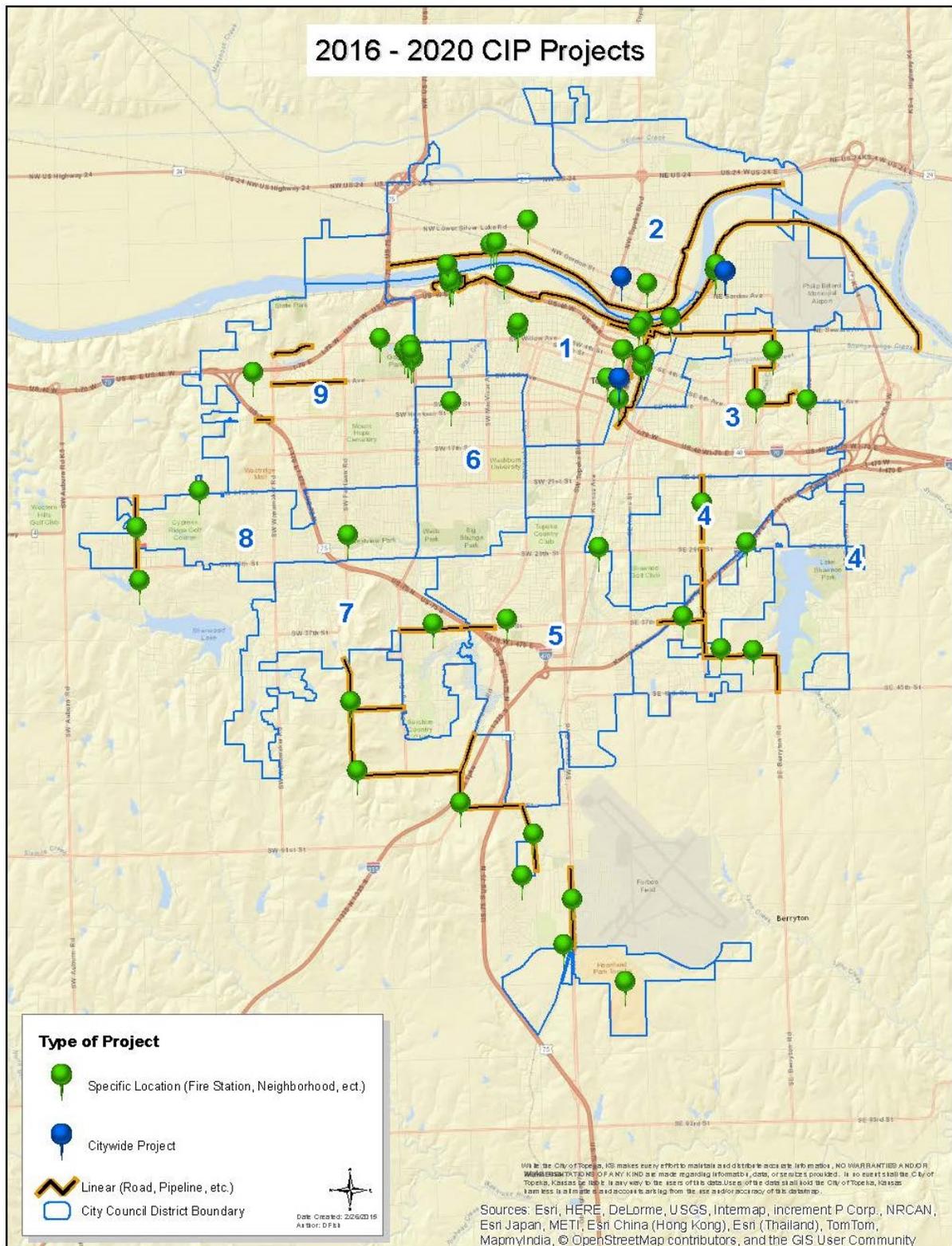
Total Capital Improvements

	\$ 61,814,746	\$ 73,418,097	\$ 60,111,163	\$ 43,930,310	\$ 37,725,750	\$ 277,000,066
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CIP OVERVIEW: MAP OF PROJECTS



Capital Improvement Plan projects occur throughout the City. Below is a map showing where the 2016-2020 projects will occur. Note that Citywide projects, like half-cent sales tax projects, will occur in multiple locations but are represented by a single blue point.



CIP OVERVIEW: 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"
 - b. Revenue Bonds rated "A2"
 - c. 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, 2014 the City had \$387,604,808 in total debt, compared to \$388,463,077 on December 31, 2013 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, 2014, the City had \$281,148,740 of its remaining bonding authority available, an increase of approximately .90% over the December 31, 2013 amount of \$278,638,098. The City is currently utilizing 17% of the debt authority as

Statement of Legal Debt Limit as of December 31, 2014

A 2013 Tangible Assessed Valuation	\$ 1,135,205,618
B Debt Limit- 30% of Assessed Valuation (A*.3=B)	\$ 340,561,685
Bonded Indebtedness	\$ 163,265,000
Temporary Notes	\$ 33,390,000
C Total Net Debt	\$ 196,655,000
D Less Exemptions Allowed by Law	\$ 137,242,055
E Legal Debt Applicable to Debt Margin (C-D=E)	\$ 59,412,945
F Debt Authority Remaining (B-E=F)	\$ 281,148,740

CIP OVERVIEW: DEBT SCHEDULE



Below is a schedule of the next 5 years of debt payments as of 9/21/2015. 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.

	2016	2017	2018	2019	2020
Debt Service Fund (General Obligation Bonds)					
Principal	\$ 12,693,020	\$ 12,318,796	\$ 12,179,073	\$ 12,037,080	\$ 10,627,710
Interest	\$ 4,852,086	\$ 4,499,929	\$ 4,095,802	\$ 3,651,032	\$ 3,238,984
Total	\$ 17,545,106	\$ 16,818,725	\$ 16,274,875	\$ 15,688,112	\$ 13,866,694
Debt Service Fund (Revenue Bonds)					
Principal	\$ 3,035,000	\$ -	\$ -	\$ -	\$ -
Interest	\$ 91,050	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,126,050	\$ -	\$ -	\$ -	\$ -
Parking Fund (General Obligation Bonds)					
Principal	\$ 571,980	\$ 586,204	\$ 560,927	\$ 537,920	\$ 492,290
Interest	\$ 278,976	\$ 265,066	\$ 252,645	\$ 241,028	\$ 232,188
Total	\$ 850,956	\$ 851,270	\$ 813,572	\$ 778,948	\$ 724,478
Water, Wastewater and Stormwater Funds (Revenue Bonds)					
Principal	\$ 4,565,000	\$ 4,755,000	\$ 4,950,000	\$ 5,150,000	\$ 5,690,000
Interest	\$ 4,567,203	\$ 4,386,853	\$ 4,197,953	\$ 4,000,453	\$ 3,769,178
Total	\$ 9,132,203	\$ 9,141,853	\$ 9,147,953	\$ 9,150,453	\$ 9,459,178
State Revolving Loan Fund Bonds					
Principal	\$ 5,901,585	\$ 5,977,440	\$ 6,024,024	\$ 6,068,925	\$ 5,363,804
Interest	\$ 1,481,741	\$ 1,310,034	\$ 1,135,408	\$ 962,433	\$ 791,731
Service Fee	\$ 140,034	\$ 124,398	\$ 108,471	\$ 92,575	\$ 76,822
Total	\$ 7,523,360	\$ 7,411,873	\$ 7,267,903	\$ 7,123,932	\$ 6,232,357

4 YEAR PERSONNEL SUMMARY

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	2013 FTE	2014 FTE	2015 FTE	2016 FTE
CITY COUNCIL	OFFICE ASSISTANT III	0.5	0.5	0.5	0
CITY COUNCIL	CITY COUNCIL OFFICE MANAGER	1	1	1	1
CITY COUNCIL	COUNCIL MEMBER	9	9	9	9
CITY COUNCIL Total		10.5	10.5	10.5	10.5
	CITY COUNCIL	10.5	10.5	10.5	10
CITY MANAGER	EXECUTIVE ASSISTANT II	2	2	2	1
CITY MANAGER	CHIEF EXECUTIVE AIDE	0	0	0	1
CITY MANAGER	CITY MANAGER	1	1	1	1
CITY MANAGER	DEPUTY CITY MANAGER	1	1	1	1
CITY MANAGER	MANAGEMENT ANALYST	0	0	0	0
CITY MANAGER	PERFORMANCE MGT COORDINATOR	0	0	0	0
CITY MANAGER	PUBLIC INFORMATION OFFICER	0	0	0	0
CITY MANAGER Total		4	4	4	4
CITY CLERK	ADMINISTRATIVE OFFICER	2	2	2	2
CITY CLERK	CITY CLERK	1	1	1	1
CITY CLERK Total		3	3	3	3
CITY COMMUNICATIONS	PUBLIC RELATIONS SPECIALIST	0	1	1	1
CITY COMMUNICATIONS	PRODUCTION SPECIALIST	0	2	2	2
CITY COMMUNICATIONS	COMM & MARKETING DIRECTOR	1	1	1	0
CITY COMMUNICATIONS	MEDIA RELATIONS DIRECTOR	0	0	0	1
CITY COMMUNICATIONS	SYSTEM DEVELOPER II	0	0	1	0
CITY COMMUNICATIONS Total		1	4	5	4
	CITY MANAGER EXECUTIVE OFFICES	8	11	12	11
LEGAL	LEGAL SPECIALIST II	1	1	1	1
LEGAL	LEGAL SPECIALIST I	0	0	0	1
LEGAL	ATTORNEY II	2	1	1	1
LEGAL	ATTORNEY I	2	1	1	2
LEGAL	PARALEGAL	1	1	1	1
LEGAL	ATTORNEY III	2.5	2	2	1
LEGAL	ATTORNEY IV	2	1	1	1
LEGAL	LEGAL SPECIALIST II	2	0	0	0
LEGAL	LEGAL SPECIALIST III	0	1	1	1
LEGAL	OFFICE ASSISTANT I	0	0	0	0
LEGAL	OFFICE ASSISTANT III	1	1	1	1
LEGAL	CITY ATTORNEY	1	1	1	1
LEGAL	DEPUTY CITY ATTORNEY	1	1	1	1
LEGAL	CHIEF OF PROSECUTION	0	1	1	1
LEGAL	SENIOR PARALEGAL	1	1	1	1
LEGAL	CHIEF OF LITIGATION	1	1	1	1
	LEGAL	17.5	14	14	15
CENTRAL ACCOUNTING & CASH	ACCOUNTANT II	4	4	3	3
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST II	3	2	1	5
CENTRAL ACCOUNTING & CASH	PAYROLL MANAGER	1	0	0	1
CENTRAL ACCOUNTING & CASH	OFFICE SPECIALIST	3	4	5	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST III	2	2	3	2
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST I	1	1	1	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING MANAGER	1	1	1	0
CENTRAL ACCOUNTING & CASH	CHIEF ACCOUNTING OFFICER	0	0	0	1
CENTRAL ACCOUNTING & CASH	BUDGET MANAGER	0	1	1	1
CENTRAL ACCOUNTING & CASH	DIRECTOR OF ADMIN & FINC SVCS	1	1	1	1
CENTRAL ACCOUNTING & CASH	CHIEF FISCAL OFFICER	0	1	1	1
CENTRAL ACCOUNTING & CASH	CITY CONTROLLER	0	0	0	0
CENTRAL ACCOUNTING & CASH	CITY TREASURER	1	0	0	0
CENTRAL ACCOUNTING & CASH	MANAGEMENT ANALYST	0.5	0	1	1
CENTRAL ACCOUNTING & CASH	INTERNAL AUDITOR	0	0	0	1
CENTRAL ACCOUNTING & CASH	Grant Writer	0	0	0	1
CENTRAL ACCOUNTING & CASH Total		17.5	17	18	20
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
CONTRACTS & PROCUREMENT Total		6	6	6	6
	ADMIN & FINANCIAL SERVICES	23.5	23	24	26

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
MUNICIPAL COURT	MUNICIPAL COURT ADMINISTRATOR/	1	1	1	1
MUNICIPAL COURT	OFFICE SPECIALIST	1	2	2	2
MUNICIPAL COURT	DEPUTY MUNICIPAL COURT ADMIN	1	1	1	1
MUNICIPAL COURT	COURT CLERK I	3	4	4	4
MUNICIPAL COURT	COURT CLERK II	6	5	5	5
MUNICIPAL COURT	SENIOR COURT CLERK	1	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	1	0	0	0
MUNICIPAL COURT Total		20	19	19	19
PROBATION	PROBATION OFFICER II	1	1	1	1
PROBATION	OFFICE ASSISTANT III	1	1	1	1
PROBATION	PROBATION OFFICER I	2	2	2	2
PROBATION Total		4	4	4	4
	MUNICIPAL COURT	24	23	23	23
HUMAN RESOURCES	HUMAN RESOURCES ASSISTANT	1	1	1	1
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST I	3	3	2	1
HUMAN RESOURCES	MANAGEMENT ANALYST	1	1	1	1
HUMAN RESOURCES	MANAGER HUMAN RESOURCES	2	2	2	2
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST III	2	2	2	3
HUMAN RESOURCES	WELLNESS COORDINATOR	0.5	0.5	1	1
HUMAN RESOURCES	DIRECTOR OF HUMAN RESOURCES	1	1	1	1
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST I	0	0	1	2
HUMAN RESOURCES Total		10.5	10.5	11	12
	HUMAN RESOURCES	10.5	10.5	11	12
MAYOR	ASSISTANT TO THE MAYOR	1	1	1	1
MAYOR	MAYOR	0.5	1	1	1
MAYOR Total		1.5	2	2	2
	MAYOR	1.5	2	2	2
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
FIRE PREVENTION	FIRE MARSHAL	1	1	1	1
BUSINESS SERVICES	BUSINESS SERVICES MANAGER	1	1	1	1
SUPPRESSION/OPERATIONS	COMMUNICATIONS OFFICER III	1	1	1	0
I.T.	SYSTEMS SUPPORT	0	0	0	1
FIRE PREVENTION	PUBLIC EDUCATION OFFICER	1	1	1	1
FIRE PREVENTION	FIRE INSPECTOR	5	4	4	4
FIRE PREVENTION	FIRE INVESTIGATOR	3	3	3	3
TRAINING	TRAINING OFFICER	3	3	3	3
BUSINESS SERVICES	ACCOUNT SPECIALIST II	1	1	1	1
BUSINESS SERVICES	OFFICE ASSISTANT III	1	1	1	1
ADMIN AND SPECIALITY Total		21	20	20	20
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
STATION 1 Total		12	12	12	12
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
STATION 2 Total		12	12	12	12

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
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
STATION 3 Total		27	27	27	27
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
STATION 4 Total		12	12	12	12
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
STATION 5 Total		27	27	27	27
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
STATION 6 Total		12	12	12	12
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
STATION 7 Total		12	12	12	12
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
STATION 8 Total		24	24	24	24
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
STATION 9 Total		24	24	24	24
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
STATION 10 Total		24	24	24	24
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
STATION 11 Total		24	24	24	24
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
STATION 12 Total		15	15	15	15
DEPARTMENT TOTAL	FIRE	246	245	245	245

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
POLICE ADMINISTRATION	POLICE CHIEF	1	1	1	1
POLICE ADMINISTRATION	DEPUTY CHIEF OF POLICE	2	1	1	1
POLICE ADMINISTRATION	POLICE CAPTAIN	1	1	1	0
POLICE ADMINISTRATION	POLICE MAJOR	0	0	0	1
POLICE ADMINISTRATION	POLICE LIEUTENANT	1	1	1	1
POLICE ADMINISTRATION	ATTORNEY III	1	1	1	1
POLICE ADMINISTRATION	EXECUTIVE ASSISTANT I	1	1	1	1
POLICE ADMINISTRATION	ADMINISTRATIVE OFFICER	1	1	0	0
POLICE ADMINISTRATION	POLICE DETECTIVE	1	1	1	2
POLICE ADMINISTRATION	SENIOR PROJECT MANAGER	0	0	0	1
POLICE ADMINISTRATION Total		9	8	7	9
POLICE PROFESSIONAL STANDARDS	POLICE CAPTAIN	1	1	1	0
POLICE PROFESSIONAL STANDARDS	POLICE LIEUTENANT	2	2	2	1
POLICE PROFESSIONAL STANDARDS	POLICE SERGEANT	0	0	0	2
POLICE PROFESSIONAL STANDARDS Total		3	3	3	3
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	1
POLICE EXEC SERVICES	OFFICE ASSISTANT II	2	2	2	2
POLICE EXEC SERVICES	SENIOR PROJECT MANAGER	1	1	1	1
POLICE EXECUTIVE SERVICES Total		9	9	9	9
POLICE RECRUITING & HIRING	POLICE SERGEANT	1	1	1	1
POLICE TRAINING	POLICE LIEUTENANT	1	1	1	1
POLICE TRAINING	OFFICE ASSISTANT III	1	1	1	1
POLICE TRAINING	POLICE OFFICER	2	2	2	2
POLICE TRAINING	POLICE CORPORAL	1	1	1	1
POLICE TRAINING	POLICE SERGEANT	1	1	1	1
POLICE TRAINING Total		7	7	7	7
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	3	2
POLICE ADULT & JUVENILE CRIMES	OFFICE ASSISTANT II	2	2	2	2
POLICE ADULT & JUVENILE CRIMES	POLICE DETECTIVE	34	34	34	33
POLICE ADULT & JUVENILE CRIMES	POLICE SERGEANT	6	6	6	6
POLICE ADULT & JUVENILE CRIMES	OFFICE SPECIALIST	1	1	1	1
POLICE ADULT & JUVENILE CRIMES Total		48	48	48	46
POLICE CRIME SCENE INVESTIGATION	POLICE OFFICER	6	6	6	7
POLICE CRIME SCENE INVESTIGATION	POLICE SERGEANT	2	2	2	2
POLICE CRIME SCENE INVESTIGATION Total		8	8	8	9
POLICE FIELD OPERATIONS	MAJOR POLICE	2	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	24	18
POLICE FIELD OPERATIONS	POLICE OFFICER	96	99	99	102
POLICE FIELD OPERATIONS	POLICE CORPORAL	14	14	14	14
POLICE FIELD OPERATIONS	POLICE SERGEANT	17	17	17	12
POLICE FIELD OPS UNIT Total		161	163	163	155
POLICE COMMUNITY OFFICERS	POLICE OFFICER	12	12	12	14
POLICE COMMUNITY OFFICERS	POLICE SERGEANT	2	2	2	2
POLICE COMMUNITY OFFICERS Total		14	14	14	16
POLICE BICYCLE UNIT	POLICE OFFICER	2	2	2	5
POLICE BICYCLE UNIT	POLICE CORPORAL	1	1	1	1
POLICE BICYCLE UNIT	POLICE SERGEANT	1	1	1	1
POLICE BICYCLE UNIT Total		4	4	4	7

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
POLICE MOTORCYCLE UNIT	POLICE OFFICER	3	3	3	5
POLICE MOTORCYCLE UNIT	POLICE LIEUTENANT	0	0	0	1
POLICE MOTORCYCLE UNIT	POLICE CORPORAL	1	1	1	1
POLICE MOTORCYCLE UNIT	POLICE SERGEANT	1	1	1	1
POLICE MOTORCYCLE UNIT Total		5	5	5	8
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	1
POLICE NARCOTICS UNIT	POLICE OFFICER	17	17	17	15
POLICE NARCOTICS UNIT	POLICE CORPORAL	2	2	2	2
POLICE NARCOTICS UNIT	POLICE SERGEANT	2	2	2	2
POLICE NARCOTICS UNIT Total		25	25	25	23
POLICE CANINE UNIT	POLICE OFFICER	7	7	7	8
POLICE CANINE UNIT	POLICE CORPORAL	1	1	1	0
POLICE CANINE UNIT	POLICE SERGEANT	1	1	1	1
POLICE CANINE UNIT Total		9	9	9	9
POLICE SCHOOL RESOURCE PROGRAM	POLICE LIEUTENANT	1	1	1	0
POLICE SCHOOL RESOURCE PROGRAM	POLICE OFFICER	9	9	9	9
POLICE SCHOOL RESOURCE PROGRAM	POLICE CORPORAL	1	1	1	1
POLICE SCHOOL RESOURCE PROGRAM	POLICE SERGEANT	1	1	1	1
POLICE SCHOOL RESOURCE PROGRAM Total		12	12	12	11
POLICE ANIMAL CONTROL	SUPERVISOR II	1	1	1	1
POLICE ANIMAL CONTROL	ANIMAL CONTROL OFFICER	3	3	3	4
POLICE ANIMAL CONTROL	SENIOR ANIMAL CONTROL OFFICER	2	2	2	1
POLICE ANIMAL CONTROL Total		6	6	6	6
POLICE CODE ENFORCEMENT	OFFICE SPECIALIST	1	1	1	0
POLICE CODE ENFORCEMENT	SUPERVISOR II	2	2	2	0
POLICE CODE ENFORCEMENT	MANAGER CODE SERVICES	1	1	1	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR II	1	1	1	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR III	1	1	1	0
POLICE CODE ENFORCEMENT	OFFICE ASSISTANT II	1	1	1	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	0	0	1	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	5	5	5	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	0	0	1	0
POLICE CODE ENFORCEMENT Total		12	12	14	0
POLICE VOLUNTEERS	OFFICE SPECIALIST	1	1	1	1
POLICE VOLUNTEERS Total		1	1	1	1
POLICE PHYSICAL SERVICES	SUPERVISOR II	1	1	1	1
POLICE PHYSICAL SERVICES	INVENTORY SPECIALIST	6	6	5	6
POLICE PHYSICAL SERVICES	POLICE SERGEANT	2	2	2	2
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	17	16.5	16.5	16.5
POLICE RECORDS	POLICE LIEUTENANT	0	0	0	1
RECORDS/PHYSICAL SERVICES Total		31	30.5	29.5	31.5
POLICE COMPUTER	SYSTEM DEVELOPER III	1	1	1	1
POLICE COMPUTER	SYSTEM DEVELOPER II	2	2	2	2
POLICE COMPUTER Total		3	3	3	3
	POLICE	367	367.5	367.5	353.5

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
ZOO FINANCE	ZOO DIRECTOR	1	1	1	1
ZOO FINANCE	OFFICE SPECIALIST	1	0	0	0
ZOO FINANCE Total		2	1	1	1
ZOO GUEST EXPERIENCE	HORTICULTURIST	1	1	1	1
ZOO GUEST EXPERIENCE Total		1	1	1	1
ZOO ANIMAL CARE	SUPERVISOR II	2	1	1	1
ZOO ANIMAL CARE	ZOO OPERATIONS MANAGER	1	1	1	1
ZOO ANIMAL CARE	ZOO REGISTRAR	1	0	0	0
ZOO ANIMAL CARE	ZOO RECORDS MANAGER	0	1	1	1
ZOO ANIMAL CARE	ZOO KEEPER I	7	6	6	6
ZOO ANIMAL CARE	ZOO KEEPER II	4	6	6	6
ZOO ANIMAL CARE	ZOO KEEPER III	1	1	1	1
ZOO ANIMAL CARE Total		16	16	16	16
ZOO CONSERVATION EDUCATION	FOOD SERVICE COORDINATOR	1	1	1	1
ZOO CONSERVATION EDUCATION	EDUCATION SPECIALIST II	1	1	1	1
ZOO CONSERVATION EDUCATION	OFFICE ASSISTANT I	1	0	0	0
ZOO CONSERVATION EDUCATION	REC SPECIALIST I	0.5	0	0	0
ZOO CONSERVATION EDUCATION Total		3.5	2	2	2
ZOO ANIMAL CARE	ZOO VET TECH	1	1	1	1
ANIMAL HEALTH	ZOO VETERINARIAN	1	1	1	1
ANIMAL HEALTH Total		2	2	2	2
	ZOO	24.5	22	22	22
PLANNING	PLANNING DIRECTOR	1	1	1	1
PLANNING	DEPUTY PLANNING DIRECTOR	1	0	0	0
PLANNING	OFFICE SPECIALIST	1	1	1	1
PLANNING	PLANNER I	2	1	1	1
PLANNING	PLANNER II	3	4	4	4
PLANNING	PLANNER III	2	3	3	3
PLANNING	ZONING INSPECTOR	1	1	1	0
PLANNING Total		11	11	11	10
	PLANNING	11	11	11	10
INFORMATION TECHNOLOGY	DIRECTOR OF INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	DEPUTY DIRECTOR INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	MANAGEMENT ANALYST	0.5	1	1	1
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER I	1	1	0	0
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER III	4	4	4	5
INFORMATION TECHNOLOGY	APPLICATION DEVELOPER	1	1	1	1
INFORMATION TECHNOLOGY	USER SYSTEM CONSULTANT III	0	2	2	2
INFORMATION TECHNOLOGY	NETWORK ENGINEER I	0	0	0	0
INFORMATION TECHNOLOGY	NETWORK ENGINEER III	1	2	2	2
INFORMATION TECHNOLOGY	CHIEF NETWORK ENGINEER	0	1	1	1
INFORMATION TECHNOLOGY	PROJECT COORDINATOR	1	1	1	1
INFORMATION TECHNOLOGY	PRODUCTION SPECIALIST	2	0	0	0
INFORMATION TECHNOLOGY	PUBLIC RELATIONS SPECIALIST	1	0	0	0
INFORMATION TECHNOLOGY Total		13.5	15	14	15
	INFORMATION TECHNOLOGY	13.5	15	14	15
<i>Note Public Works has been reorganized so some of the position titles and division names may have changed slightly from 2013 to 2016.</i>					
ADMINISTRATION	OFFICE ASSISTANT III	1	1	1	1
ADMINISTRATION	DIRECTOR OF PUBLIC WORKS	0	1	1	1
ADMINISTRATION	DIRECTOR OF BLDG AND GENERAL SVS	1	0	0	0
ADMINISTRATION	DIRECTOR OF DEVELOPMENT COORD	1	0	0	0
ADMINISTRATION	MANAGER COMMUNITY EDUCATION	0	0	0	1
ADMINISTRATION	DEPUTY DIRECTOR, HND	0	0	0	0
ADMINISTRATION Total		3	2	2	3
TECH SUPPORT GROUP	SENIOR PROJECT MANAGER	0	1	1	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	1	0
TECH SUPPORT GROUP	ENGINEERING TECHNICIAN II	1	1	1	1
TECH SUPPORT GROUP	USER SYSTEM CONSULTANT II	1	1	1	1
TECH SUPPORT GROUP Total		5	6	6	4

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	1	1	1	0
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	1	1	1	0
DEVELOPMENT SERVICES	CODE ENFORCEMENT DIRECTOR	1	1	1	0
DEVELOPMENT SERVICES	PLAN REVIEWER	1	1	1	0
DEVELOPMENT SERVICES	OFFICE SPECIALIST	1	1	1	0
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	1	1	1	0
DEVELOPMENT SERVICES	TRADE INSPECTOR	4	4	4	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	2	1	1	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	2	2	2	0
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	1	1	1	0
DEVELOPMENT SERVICES Total		15	14	14	0
PROJECT MANAGEMENT	CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	ASSISTANT CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	MANAGER PAVEMENT IMPROVEMENTS	0	1	1	1
PROJECT MANAGEMENT	ENGINEER I	1	1	1	1
PROJECT MANAGEMENT	ENGINEER II	3	3	3	3
PROJECT MANAGEMENT	ACCOUNTING SPECIALIST II	1	1	1	1
PROJECT MANAGEMENT	OFFICE ASSISTANT III	1	1	1	1
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN I	5	1	1	1
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN II	7	4	4	4
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN III	2	0	0	0
PROJECT MANAGEMENT	REAL ESTATE OFFICER	1	1	1	1
PROJECT MANAGEMENT Total		23	15	15	15
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN III	0	2	2	2
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN I	0	3	3	3
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN II	0	4	4	4
ROW & SURVEY MANAGEMENT	MANAGER CONSTRUCTION INSPECTI	1	1	1	1
ROW & SURVEY MANAGEMENT	MANAGER SURVEY DESIGN & REC	1	1	1	1
ROW & SURVEY MANAGEMENT Total		2	11	11	11
FORESTRY	MANAGER FORESTRY/CITY FORESTER	1	1	1	1
FORESTRY	SUPERVISOR	0	0	0	1
FORESTRY	ARBORIST I	1	1	1	1
FORESTRY	ARBORIST III	4	4	4	3
FORESTRY	ARBORIST II	3	3	3	3
FORESTRY Total (Included in Parks & Recr. in 2012, Public Works in other years)		9	9	9	9
	PUBLIC WORKS (GENERAL FUND)	57	57	57	42
METER PARKING	SUPERVISOR I	1	1	1	1
METER PARKING	OFFICE ASSISTANT II	5	1	1	1
METER PARKING	PARKING CONTROL OFFICER I	3	3	3	3
METER PARKING	PARKING CONTROL OFFICER II	1	1	1	1
METER PARKING	PROJECT COORDINATOR	0	1	1	1
METER PARKING	SUPERVISOR III	1	1	1	1
METER PARKING	MAINTENANCE WORKER II	4	4	4	4
METER PARKING	OFFICE ASSISTANT III	0	1	1	1
METER PARKING	SYSTEM DEVELOPER I	1	1	1	1
METER PARKING Total		16	14	14	14
FLEET MANAGEMENT	MANAGER FLEET SERVICES	1	1	1	1
FLEET MANAGEMENT	OFFICE SPECIALIST	2	1	1	1
FLEET MANAGEMENT	SUPERVISOR III	3	4	4	4
FLEET MANAGEMENT	OFFICE ASSISTANT II	1	1	1	1
FLEET MANAGEMENT	OFFICE ASSISTANT III	1	0	0	0
FLEET MANAGEMENT	ACCOUNTING SPECIALIST I	0	1	1	1
FLEET MANAGEMENT	MASTER MECHANIC	7	7	7	7
FLEET MANAGEMENT	MAINTENANCE WORKER II	3	2	2	2
FLEET MANAGEMENT	MAINTENANCE WORKER III	5	6	6	6
FLEET MANAGEMENT Total		23	23	23	23

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
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	2	3	3	5
ADMIN & FACILITIES	MAINTENANCE WORKER II	3	4	4	4
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
ADMIN & FACILITIES Total		13	15	15	17
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	0	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	1	0	0	0
CUSTOMER SERVICE CUSTOMER CARE	OFFICE ASSISTANT II	8	9	9	9
CUSTOMER SERVICE CUSTOMER CARE	OFFICE ASSISTANT III	4	2	2	2
CS CUSTOMER CARE Total		18	17	17	17
CUSTOMER SERVICE METER MAINT	MANAGER SUPPORT	2	1	1	1
CUSTOMER SERVICE METER MAINT	SUPERVISOR II	2	2	2	2
CUSTOMER SERVICE METER MAINT	OFFICE ASSISTANT II	0	1	1	1
CUSTOMER SERVICE METER MAINT	LEADPERSON	0	1	1	1
CUSTOMER SERVICE METER MAINT	LEADPERSON	0	1	1	1
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER II	7	5	5	5
CUSTOMER SERVICE METER MAINT	UTILITY SYSTEM WORKER III	5	6	6	6
CS METER MAINT Total		16	17	17	17
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
CS UTILITY BILLING Total		4	4	4	4
UTILITY INFRA BACKFLOW	CROSS CONNECTION INSP I	1	1	1	1
BACKFLOW Total		1	1	1	1
UTILITY INFRA TECHNICAL ANALYSIS	SENIOR PROJECT MANAGER	1	1	1	1
UTILITY INFRA TECHNICAL ANALYSIS	ENGINEERING TECHNICIAN II	2	2	2	2
TECHNICAL ANALYSIS Total		3	3	3	3
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	2
UTILITY REPAIR & INSPECTION Total		4	4	4	4
WATER SERVICES MAIN DISTRIBUTION	FOREPERSON	3	3	3	3
WS MAIN DISTRIBUTION Total		3	3	3	3
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
OPS TREATMENT Total		8	8	8	8
UTILITY INFRA OPS LAB	CHEMIST	1	1	1	1
UTILITY INFRA OPS LAB	LABORATORY TECHNICIAN	1	1	1	1
OPS LAB Total		2	2	2	2
UTILITY INFRA OPS SCADA	SYSTEM DEVELOPER I	1	1	1	1
UTILITY INFRA OPS SCADA	ELEC / INSTRUMENT MECH II	1	1	1	1
OPS SCADA Total		2	2	2	2

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
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
MAINT PLANT Total		20	20	20	20
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEER II	1	1	1	1
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEERING TECHNICIAN II	1	1	1	1
UTIL INFRA PROJECT MGMT-STORMWATER	ENGINEER I	0	0	0	1
PROJECT MGMT-STORMWATER Total		2	2	2	3
UTIL INFRA BMP MANAGEMENT	MANAGER SUPPORT	2	1	1	1
UTIL INFRA BMP MANAGEMENT	EROSION CONTROL INSPECTOR II	1	1	1	1
UTIL INFRA BMP MANAGEMENT	HORTICULTURIST	1	1	1	1
BMP MANAGEMENT Total		4	3	3	3
UTILITY INFRA NPDES	ENVIRONMENTAL TECHNICIAN I	2	2	2	2
UTILITY INFRA NPDES	ENVIRONMENTAL TECHNICIAN II	1	0	0	0
NPDES Total		3	2	2	2
WPC NPDES	MANAGER WPC OPERATIONS	1	1	1	1
WPC NPDES Total		1	1	1	1
UTIL INFRA PROJECT MGMT-WASTEWATER	ENGINEER II	0	1	1	1
PROJECT MGMT-WASTEWATER Total		0	1	1	1
UAM/WA PROJECT MGMT	ADMINISTRATIVE OFFICER	1	1	1	1
UAM/WA PROJECT MGMT	ENGINEER II	2	1	1	1
UAM/WA PROJECT MGMT	DIRECTOR OF UTILITIES INFRASTR	1	1	1	1
UAM/WA PROJECT MGMT Total		4	3	3	3
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	5	8	8	8
WATER SERVICES MAIN DISTRIBUTION	LEADPERSON	7	6	6	6
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER II	9	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
WS MAIN DISTRIBUTION Total		34	35	35	35
BUSINESS SERV/WATER ADMIN	ACCOUNTANT I	1	1	1	1
BUSINESS SERV/WATER ADMIN	OFFICE ASSISTANT III	3	3	3	3
BS/WATER ADMIN Total		4	4	4	4
BUSINESS SERV STORMWATER ADMIN	OFFICE ASSISTANT II	0	1	1	1
BS STORMWATER ADMIN Total		0	1	1	1
BUSINESS SERV WASTERWATER ADMIN	ADMINISTRATIVE OFFICER	1	1	1	1
BUSINESS SERV WASTERWATER ADMIN	OFFICE ASSISTANT III	0	2	2	2
BUSINESS SERV WASTERWATER ADMIN	ACCOUNTING SPECIALIST II	0	0	0	0
BS WASTERWATER ADMIN Total		1	3	3	3
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	1
BS UTILITIES & TRANS ADMIN Total		4	4	4	4
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
WPC MAIN WW COLLECTIONS Total		29	29	29	29

4 YEAR PERSONNEL SUMMARY

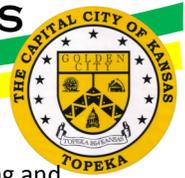
Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
WPC MAINT SW COLLECTIONS	WPC I&I /CCTV SL II	1	1	1	1
WPC MAINT SW COLLECTIONS	WPC EQUIP OPERATOR SL III	3	1	3	3
WPC MAINT SW COLLECTIONS Total		4	2	4	4
WPC MAINT DITCHES	MANAGER SUPPORT	1	1	1	1
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL I	0	0	1	1
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL II	0	0	1	0
WPC MAINT DITCHES Total		1	1	3	2
WPC MAIN N TOPEKA PLAN	WPC MAINT MECHANIC SL III	0	0	1	1
WPC MAIN N TOPEKA PLAN	WPC ELECT & INST MECH-E&I SLII	1	1	1	1
WPC MAIN N TOPEKA PLAN Total		1	1	2	2
WPC MAIN OAKLOAD PLANT	WPC MAINT MECHANIC SL II	0	0	1	1
WPC MAIN OAKLOAD PLANT Total		0	0	1	1
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
WPC MAIN PUMP STATIONS Total		7	7	7	7
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
WPC MAIN N TOPEKA PLAN Total		2	2	2	2
WPC MAIN OAKLOAD PLANT	MANAGER SUPPORT	0	1	1	1
WPC MAIN OAKLOAD PLANT Total		0	1	1	1
WPC OPS OAKLAND PLANT	WPC MAINTENANCE MECHANIC II	1	1	1	1
WPC OPS OAKLAND PLANT Total		1	1	1	1
WPC MAIN N TOPEKA PLAN	WPC MAINT MECHANIC SL III	2	2	2	2
WPC MAIN N TOPEKA PLAN Total		2	2	2	2
WPC MAIN OAKLAND PLANT	WPC ELECT & INST MECH-E&I SLII	1	1	1	1
WPC MAIN OAKLAND PLANT Total		1	1	1	1
WPC MAIN PUMP STATIONS	WPC MAINT MECHANIC SL II	0	1	1	1
WPC MAIN PUMP STATIONS Total		0	1	1	1
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
WPC OPS LAB Total		4	4	4	4
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
WPC OPS BIOSOLIDS Total		3	3	3	3
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	9	8	9	9
WPC OPS OAKLAND PLANT	WPC ELECT & INST MECH-E&I SL I	1	0	1	1
WPC OPS OAKLAND PLANT Total		15	13	15	15
WPC OPS N TOPEKA PLANT	WPC PLANT OPERATOR SL IV	4	4	4	4
WPC OPS N TOPEKA PLANT Total		4	4	4	4
WPC SHERWOOD TREATMENT	WPC PLANT OPERATOR SL IV	2	2	2	2
WPC SHERWOOD TREATMENT Total		2	2	2	2
TO ADMINISTRATION	DIRECTOR ST MAINT & TRAFFIC OP	1	1	1	1
TO ADMINISTRATION	ASSISTANT SUPERINTENDENT SMTO	0	1	1	1
TO ADMINISTRATION	MANAGER SUPPORT	4	4	4	4
TO ADMINISTRATION	SENIOR PROGRAM COORDINATOR	2	2	2	2
TO ADMINISTRATION	SPECIAL PROJECTS COORDINATOR	1	0	0	0
TO ADMINISTRATION	OFFICE ASSISTANT I	1	1	1	1
TO ADMINISTRATION	OFFICE ASSISTANT III	2	2	2	2
TO ADMINISTRATION	FIELD LEAD	1	0	0	0
TO ADMINISTRATION	MANAGER QUALITY ASSURANCE	2	2	2	2
TO ADMINISTRATION Total		14	13	13	13
TO MAIN STREET (QA)	EQUIPMENT OPERATOR	32	33	33	41
TO MAIN STREET (QA) Total		32	33	33	41

4 YEAR PERSONNEL SUMMARY

Division Description	Position Description	2013 FTE	2014 FTE	2015 FTE	2016 FTE
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	4	5	5	5
TO MAIN TRAFFIC OPS	EQUIPMENT OPERATOR III	1	0	0	0
TO MAIN TRAFFIC OPS	OFFICE ASSISTANT III	1	1	1	1
TO MAIN TRAFFIC OPS	ELECTRONICS TECHNICIAN I	4	2	2	2
TO MAIN TRAFFIC OPS	ELECTRONICS TECHNICIAN II	0	2	2	2
TO MAIN TRAFFIC OPS Total		13	13	13	13
	TRAFFIC OPERATIONS	17	59	59	59
	PUBLIC WORKS TOTAL	382	382	390	385
HOUSING SERVICES	DEPUTY DIRECTOR HND	1	1	1	0
HOUSING SERVICES	MANAGER HND SERVICES	1	1	1	1
HOUSING SERVICES	DIV DIRC HOUSING SERVICES	0	0	0	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	1	2
HOUSING SERVICES	REHABILITATION SPECIALIST III	1	1	1	0
HOUSING SERVICES	REHABILITATION SPECIALIST I	3	3	3	2
HOUSING SERVICES	OFFICE ASSISTANT I	1	1	1	0
HOUSING SERVICES	OFFICE ASSISTANT II	1	1	1	0
HOUSING SERVICES	OFFICE SPECIALIST	0	0	0	1
HOUSING SERVICES	PROGRAM COORDINATOR	1	1	1	1
HOUSING AND NEIGH. DEV.		14	14	14	12
NR ADMIN	DIRECTOR OF HNR	0	0	0	1
NR ADMIN	OFFICE ASSISTANT II	1	1	1	1
NR ADMIN	DIV DIRC COMM ENGAGEMENT	0	0	0	1
NEIGHBORHOOD RELATIONS ADMIN		1	1	1	3
DEVELOPMENT SERVICES	DIV DIRECTOR PROP CODE DEV SV	0	0	0	1
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	0	0	0	1
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	0	0	0	1
DEVELOPMENT SERVICES	CODE ENFORCEMENT DIRECTOR	0	0	0	0
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	0	0	0	1
DEVELOPMENT SERVICES	PLAN REVIEWER	0	0	0	1
DEVELOPMENT SERVICES	OFFICE SPECIALIST	0	0	0	1
DEVELOPMENT SERVICES	TRADE INSPECTOR	0	0	0	5
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	0	0	0	1
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	0	0	0	2
DEVELOPMENT SERVICES	ZONING INSPECTOR	0	0	0	1
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	0	0	0	1
DEVELOPMENT SERVICES		0	0	0	16
CODE ENFORCEMENT	MANAGER CODE SERVICES	0	0	0	1
CODE ENFORCEMENT	SUPERVISOR II	0	0	0	1
CODE ENFORCEMENT	OFFICE SPECIALIST	0	0	0	1
CODE ENFORCEMENT	OFFICE ASSISTANT II	0	0	0	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR II	0	0	0	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR III	0	0	0	1
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	0	0	0	1
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	0	0	0	8
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	0	0	0	1
CODE ENFORCEMENT Total		0	0	0	16
	NEIGHBORHOOD RELATIONS (FORMER HND)	14	14	14	47
	Grand Total	1,153.50	1,150.50	1,160.00	1,176.50

4 YEAR PERSONNEL SUMMARY

Personnel Summary: 4 Year History					
Department	2013	2014	2015	2016	2016-2015 Variance
	Budgeted FTEs	Approved FTEs	Approved FTEs	Adopted FTE	
City Council	10.5	10.5	10.5	10	-0.5
Mayor	1.5	2	2	2	0
Executive	8	11	12	11	-1
Admin & Financial Services	23.5	23	24	26	2
Fire	246	245	245	245	0
Neighborhood Relations (<i>Former Housing & Neighborhood Development</i>)	14	14	14	47	33
Human Resources	10.5	10.5	11	12	1
Information Technology	13.5	15	14	15	1
Legal	17.5	14	14	15	1
Municipal Courts	24	23	23	23	0
Parks & Recreation	0	0	0	0	0
Planning	11	11	11	10	-1
Police	367	367.5	367.5	353.5	-14
Public Works	382	382	390	385	-5
Zoo	24.5	22	22	22	0
Total	1,153.50	1,150.50	1,160.00	1,176.50	16.50



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

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

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

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



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;
- There are revenues sufficient to service the debt, whether from future property taxes, user fees, or other specified and reserved resources, and debt supported by user fees, special assessments or special charges shall be preferred over that supported from taxes;
- The debt shall be primarily used to finance capital projects with a relatively long life, typically ten years or longer;
- Any equipment to be financed is an item that is purchased infrequently, has an expected useful life of at least five years, and costs \$100,000 or more.

In an effort to conserve statutorily limited debt capacity, the City borrows only when necessary and uses "pay-as-you-go" financing to the extent possible. The City intends to maintain its overall debt burden within the following generally accepted benchmarks as established for municipalities by municipal debt rating agencies:

- Net debt *per capita* should remain under nine hundred fifty dollars (\$950).
- Net debt as a percentage of estimated assessed value of taxable property within the City's corporate limits should not exceed thirteen percent (13%). The ratio of debt service expenditures as a percent of governmental fund expenditures should not exceed fourteen percent (14%).
- The debt *per capita* as a percentage of personal income *per capita* should not exceed five percent (5%).
- The City strives to achieve, and maintain a General Fund "Fund Balance" equal to no less than ten percent (10%) of General Fund "Revenue" for the next year.

The City strives to achieve, maintain, and, whenever possible, improve its bond credit ratings, currently assigned by Standard & Poor's Ratings Services for GO and Temp Notes, and Moody's Rating Services for Revenue Bonds. Ratings as of Fall 2014 are: General Obligation Bonds "AA"; General Obligation Temporary Notes rated "SP -1", and Revenue Bonds rated "Aa3". The City understands that such ratings will facilitate the achievement of favorable interest rates in, and the preservation of its access to, the credit markets.

In general, the City adheres to the following debt guidelines:

- When measuring its commitment to its infrastructure and related service delivery potential, the City addresses both its capital needs and its operating and maintenance requirements.
- In the case of capital needs, when measuring inter-period equity, the City considers the allocation of any debt burden among generations that will benefit from the financed capital assets, as well as the need to distribute the financing burden over appropriate fiscal periods.
- The City uses a "level debt service" strategy as a means to equalize the burden of its debt service assessment over time. This approach provides a slightly declining percentage of budget over time, presuming a gradually increasing budget.
- The City maintains a minimum ratio of Combined Utility Fund revenues to annual total revenue bond debt service requirements of 125%, and maintain operating reserves of 90 days.



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

The City reviews its outstanding debt at least annually for the purpose of determining if the financial marketplace will afford the City an opportunity to refinance long-term debt and so reduce its debt service costs. In order to consider the possible current refunding of an issue, a net present value (NPV) savings of at least three percent (3%) of outstanding principal of the refunded debt shall be the threshold expected to be achieved before proceeding with such refunding, unless the refinancing is expected to relieve the City of other onerous obligations or significantly reduce the remaining term of the financing. The City considers advance refunding when a five percent (5%) NPV threshold is met and synthetic refunding when a seven percent (7%) NPV threshold is met.

Capital acquisitions, improvements, equipment, and projects are categorized into "pay-as-you-go" or "debt financing" classifications. Pay as you go capital items are those with a cost of less than \$100,000, those with short asset lives of five or fewer years, and those that extend the useful life of an existing capital asset for five or fewer years. Debt financing capital items is limited to those major, non-recurring capital expenditures for assets or asset improvements costing more than \$100,000 and having a useful life of more than five years. However, the City will use current operating funds for capital items categorized as "debt financing" as well, whenever it is cost feasible to do so.

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, strategic plans, 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.

2016

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

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the
maximum expenditures for the various funds for the year 2016; and
(3) the Amount(s) of 2015 Ad Valorem Tax are within statutory limitations.

		2016 Adopted Budget			
		Page No.	Budget Authority for Expenditures	Amount of 2015 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:					
Computation to Determine Limit for 2016		2			
Allocation of MVT, RVT, and 16/20M Vehicle		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Fund					
	K.S.A.				
General	12-101a	7	101,201,973	25,687,559	
Debt Service	10-113	8	24,592,473	14,968,362	
Library	12-1220	8			
Special Liability	75-6110	9	1,345,940	807,517	
Special Highway	KSA 12-1, 119	10	6,378,200		
Special Alcohol & Drug	KSA 79-41A04	10	600,000		
Alcohol & Drug Safety	Administrative	11	68,048		
Law Enforcement	City Code 2-334	11	550,000		
Transient Guest Tax	Charter Ord 69	12	2,740,721		
Retirement Reserve	Administrative	12	1,170,009		
KP&F Rate Equalization	Administrative	13	300,000		
Neighborhood Revitalization	KSA 12-17, 114	13	150,000		
Historical Asset Tourism	City Code 2-331	14	120,103		
Half Cent Sales Tax (JEDO)	Administrative; Interlocal Ag	14	8,738,569		
Half Cent Sales Tax (Street)	City Code Section 1	15	28,375,602		
Tax Increment Financing	KSA 12-1775 (b)(2)	15	516,766		
Court Technology	City Code 3.25.170	16	45,000		
Downtown Improvement	Ordinance 19722	17	254,652		
Community Development	Administrative	17	421,480		
Employee Separation	Ordinance #17546; #175	16	2,000,000		
Combined Utilities	Code Chapter 146, Ar	18	66,961,553		
Public Parking	KSA 13-1379	19	3,691,117		
Facilities	Administrative	20	1,498,445		
IT	City Code Section 2-14	21	3,646,565		
Fleet	Ordinance #15665	22	1,980,000		
Non-Budgeted Funds-A		23	12,935,133		
Totals		XXXXXX	270,282,349	41,463,438	
Notice of the vote to adopt required to be published and attached to the budg				No	County Clerk's Use Only
Budget Summary		24			
Neighborhood Revitalization Rebate		25			

Tax Levy for Other Agencies

Topcka Metro Transit Authority Charter Ord 113 9 4603523 4382507

Assisted by: _____

Address: _____

Email: _____

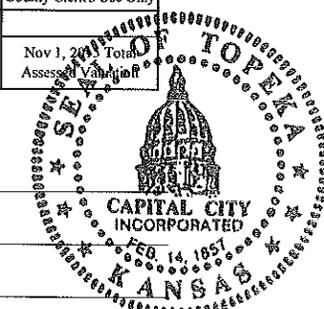
Attest: _____ 2015

County Clerk

ATTEST:
Brenda Younger
CITY CLERK

Governing Body

Larry E. Wolgast



NOTICE OF BUDGET HEARING

The governing body of
City of Topeka
will meet on August 11, 2015 at 6:00 PM 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 2016 Expenditures and Amount of 2015 Ad Valorem Tax establish the maximum limits of the 2016 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2014		Current Year Estimate for 2015		Proposed Budget for 2016		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2015 Ad Valorem Tax	Estimate Tax Rate *
General	83,240,507	24.960	87,193,247	24.615	101,201,973	25,687,559	24.615
Debt Service	21,667,054	13.999	21,408,974	14.344	24,592,473	14,968,362	14.344
Special Liability	515,213	0.777	1,531,241	0.774	1,345,940	807,517	0.774
Special Highway	6,001,806		6,515,292		6,378,200		
Special Alcohol & Drug	515,433		600,000		600,000		
Alcohol & Drug Safety	55,705		58,401		68,048		
Law Enforcement	362,617		550,000		550,000		
Transient Guest Tax	2,772,671		2,614,770		2,740,721		
Retirement Reserve	250,000		900,000		1,170,009		
KP&F Rate Equalization	109,963		300,000		300,000		
Neighborhood Revitalization			150,000		150,000		
Historical Asset Tourism	253,121		254,000		120,103		
Half Cent Sales Tax (County)	7,053,970		8,487,958		8,738,569		
Half Cent Sales Tax (City)	6,929,229		16,370,047		28,375,602		
Tax Increment Financing	220,255		192,450		516,766		
Court Technology	34,358		45,000		45,000		
Downtown Improvement	152,247		186,276		254,652		
Community Development	85,217		262,210		421,480		
Employee Separation	1,265,159		1,000,000		2,000,000		
Combined Utilities	61,543,202		83,713,468		66,961,553		
Public Parking	3,198,487		3,106,817		3,691,117		
Facilities	1,283,941		1,466,652		1,498,445		
IT	3,109,415		3,460,732		3,646,565		
Fleet	1,689,999		1,907,545		1,980,000		
Risk Funds	11,619,036		12,697,065		12,935,133		
Totals	213,928,604	39.736	254,972,145	39.733	270,282,349	41,463,438	39.733
Less: Transfers	2,688,946		1,511,000		2,665,549		
Net Expenditure	211,239,658		253,461,145		267,616,800		
Total Tax Levied	40,775,484		40,577,095		XXXXXXXXXXXXXXXXXX		
Assessed Valuation	1,029,273,763		1,021,286,924		1,043,563,308		
Outstanding Indebtedness, January 1,							
	<u>2013</u>		<u>2014</u>		<u>2015</u>		
G.O. Bonds	180,495,000		199,395,000		190,585,000		
Revenue Bonds	122,550,000		123,790,000		138,490,000		
Other	83,988,938		65,123,785		58,529,808		
Lease Purchase Principal	4,714,788		4,391,583		3,729,468		
Total	391,748,726		392,700,368		391,334,276		
*Tax rates are expressed in mills							
	2014 Actual	Mill Levy	2015 Expenditures	Mill Levy	2016 Budget Authority	Amount of 2015 Ad Valorem Tax	Estimated Tax Rate
Metropolitan Transit Author	4,602,743	4.200	4,779,625	4.200	4,603,523	4,382,507	4.200

Brenda Younger
City Official Title: City Clerk

APPENDIX



Below is information about the City of Topeka property taxes, including a levy history and breakdown from 1996-2015, along with an example of how this breakdown works, specifically.

20-Year Property Tax Levy Digest

LEVY RATE	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
City of Topeka	42.184	36.053	32.588	31.671	31.785	32.574	32.447	33.129	33.224	32.391
Shawnee County	32.668	36.668	37.193	36.958	37.014	35.971	40.592	40.734	43.043	42.091
USD 501†	63.786	60.856	58.771	50.971	51.984	46.610	52.563	47.769	46.198	54.007
Washburn University††	17.828	17.599	17.847	18.317	3.313	3.311	3.312	3.314	3.308	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†††	10.829	11.540	10.816	11.291	12.849	13.819	12.848	13.384	13.967	14.195
Total	168.795	164.216	158.715	150.708	138.445	133.785	143.262	139.830	141.240	147.497

LEVY RATE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City of Topeka	30.653	30.747	32.457	32.682	32.592	32.849	32.928	35.838	39.736	39.733
Shawnee County	41.850	41.919	41.662	40.117	40.965	41.016	43.165	44.196	48.180	48.191
USD 501†	53.295	53.367	53.423	54.740	54.429	54.301	56.307	56.319	56.320	52.536
Washburn University††	3.313	3.314	3.315	3.316	3.316	3.317	3.298	3.318	3.319	3.322
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other†††	13.118	13.707	13.272	13.289	14.715	14.566	15.202	15.203	16.027	16.040
Total	143.729	144.554	145.629	145.644	147.517	147.549	152.400	156.374	165.082	161.322

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

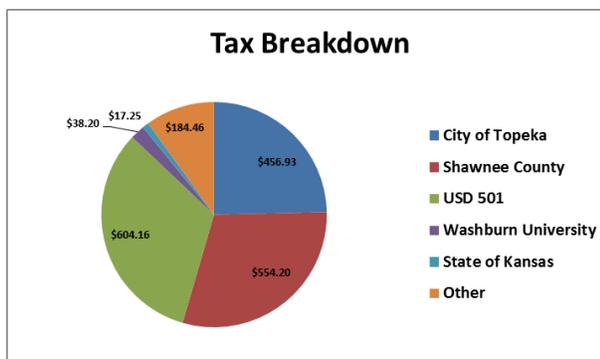
†† Washburn substituted a dedicated sales tax for the majority of its property tax levy starting in 2000.

††† 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	\$456.93
Shawnee County	\$554.20
USD 501	\$604.16
Washburn University	\$38.20
State of Kansas	\$17.25
Other	\$184.46
Total Tax Bill	\$1,855.20



For more information and a property tax estimate specific to your property, visit the Shawnee County website at snco.us.