

city of topeka

2018

city manager's

ADOPTED

budget



quality of life



neighborhoods



public safety



infrastructure





GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
Award*

PRESENTED TO

**City of Topeka
Kansas**

For the Fiscal Year Beginning

January 1, 2017

Executive Director

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Adopted: August 15th, 2017

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 2018 budget year, which are clearly reflected in the adopted budget.

The 2018 adopted budget addresses the established priorities adopted by the Governing Body while presenting a balanced budget without an increase in taxes and rates. The City Council has made difficult decisions in prior years to raise revenues, manage expenditures, and put the City in a stronger financial position. Because of this diligence, the 2018 budget is able to strategically direct resources towards the Governing Body's 2018 budget priorities: Investing in infrastructure; continuing a commitment to public safety; continuing a commitment to developing neighborhoods; funding selected strategic investments toward quality of life; improving fiscal sustainability; and improving performance and cost-effectiveness.

General Fund

The General Fund is the City's largest single fund, and represents approximately one third of the City's overall budget. General Fund highlights are included in the following sections. Below are several examples of ways the adopted budget shifts resources to budget priorities.

Investing in Top Budget Priorities: Infrastructure and Public Safety

Street maintenance is a priority in this adopted budget. The 2018 adopted budget includes \$2 million in additional funding for streets in the General Fund (\$1.25 million) and Motor Fuel Fund (\$750,000). With the increase in funding, the City expects to achieve a minimum target Pavement Condition Index (PCI) score of 60 within 10 years. The City will continue to explore options to sustain this investment while addressing other established priorities.

The 2018 adopted budget also addresses the priority of public safety by beginning the transition in the Fire department to provide Advanced Life Support (ALS) at all stations. An implementation date of July 1, 2018 has been established, and will include training current firefighters as paramedics and equipping fire apparatuses with ALS capabilities. The transition to ALS is expected to take three years, starting with an investment of \$244,000 in the 2018 adopted budget.

Increasing Fiscal Sustainability

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, 2016 and 2017 budgets did not raise the mill levy. ***The adopted 2018 budget does not include an increase to the mill levy.*** The adopted budget includes a three percent increase in sales tax revenue, an increase of \$1.3 million. The City's assessed valuation is anticipated to grow 2.33%, which represents an increase of \$600,000 in General Fund property tax. These funding sources combine to provide more than sixty percent of revenue to the General Fund. Development Services license and permit revenues are anticipated to grow by \$400,000 due to an increase in development activity. Revenue from utility franchise fees are reduced by \$400,000 in the adopted budget, but are more reflective of trends in recent years. These revenues are difficult to predict, but staff has invested time in creating accurate projections so the City can make sound budget decisions.



Property Tax Lid

The Kansas Senate and House passed legislation adding a property tax lid (Senate Sub. HB 2088). This lid caps the amount of taxes levied to the five year rolling average of the Consumer Price Index (CPI), which for 2018 is 1.4%. An election must occur to override the tax lid. There are revenue and expenditures exempted from the limit, including revenue increases because of new structures and expenditures tied to public safety. With anticipated exemptions, the City falls underneath the tax lid, and will not require a public vote.

Budget Challenges and Opportunities

The 2018 adopted budget was built with the 2017 budget as a base, and added in contractually obligated or fixed cost increases. These cost increases outpaced revenues, which means the City needed to reallocate some costs to absorb the increases. Due to the addition of street maintenance and ALS in the General Fund, several long and short term options have been utilized to balance the budget. These options include:

- Using 2017 General Fund balance for CIP capital expenses (\$772,240)
- Increasing vacancy credits to a total of \$2.2 million (\$954,406)
- Reducing the Downtown Redevelopment Incentive Program from \$300,000 to \$150,000
- Reducing the General Fund portion of social service grants from \$650,000 to \$552,000
- Removing the contribution to the Riverfront Authority consultant (\$50,000)
- Reducing department budget requests by an average of one percent (\$281,000)
- Funding the Topeka Performing Arts Center at \$150,000, lower than their \$300,000 2017 one-time allocation

Personnel expenses continue to be one of the biggest drivers of the budget. Personnel related expenses account for seventy-eight percent of the General Fund budget, and grow by 3.4 percent over the adopted 2017 budget. The significant unionization of the City's labor force makes forecasting salary and benefit costs a challenge. At this time, three of the City's seven bargaining units have agreements for FY 2018. The adopted budget includes assumptions for bargaining units that have not finalized labor contracts. In 2018, merit based pay will be implemented for management and executive employees. Performance objectives will be based on the City's performance management program with individual performance accountability being the primary weight on the merit based pay criteria. A performance evaluation and competency assessment software which integrates with the Lawson System is in the process of being implemented with manager and employee training slated to commence early this Fall. This system will aid in ensuring objective ratings for employees as we transition to this new performance standard.

Operating Department Budgets

The direction given to City departments was to construct a flat budget for 2018, maintaining programming and services at 2017 levels and to reflect any mandatory increases in expenditures, and propose options for decreasing their operating budgets by one percent. Even standing still, however, the cost of City operations increases. Fixed rising expenditures included fulltime salary and associated benefits, health insurance premiums and utility costs. All told, even with a stay-the-course budget, General Fund expenditures will increase for FY 2018 by a adopted \$1.8 million compared to the 2017 budget, or 1.9%.

Both property tax and sales tax, the two largest revenue sources, are projected to grow modestly in 2018. In addition, revenue related to building permits and Development Services licenses are projected to increase, reflecting a recovering construction economy. As mentioned previously, more than \$6 out of every \$10 in the General Fund is generated from property and sales taxes.



Addressing 2018 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 2018 budget priorities by strategically directing resources to the following priorities:

Invest in infrastructure

- The budget includes \$2 million in additional funding for street maintenance. The investment is expected to increase the City's Pavement Condition Index (PCI) to a score of 60 over 10 years, meeting the Governing Body's established minimum target.
- The 2018 budget includes implementation of a parking study to develop an action plan on the City's parking garages, surface parking lots and overall parking philosophy.

Continue a commitment to public safety

- The Fire department will begin its transition to providing Advanced Life Support on all Fire engines. The transition is expected to take three years.
- Investment in the Alternative Sentencing Court (ASG) is included to meet programmatic needs; this includes a \$45k contract with Valeo and internal staff investment.

Continue a commitment to developing neighborhoods

- The Neighborhood Relations Department budget continues to fund the Special Structures Unit, which included two specialized property maintenance inspectors and demolitions budget at \$400,000.
- The budget continues funding levels for neighborhood infrastructure and street lighting programs.

Selected strategic investment in quality of life

- The budget includes contributions to the Topeka Performance Arts Center (TPAC), social service agencies, Visit Topeka, Downtown Redevelopment Incentive Program Grants, the arts, youth employment, and other quality of life enhancers.
- The budget continues funding for downtown park maintenance.

Improve fiscal sustainability

- The budget and five year forecast maintain at least a 15% fund balance.
- The adopted budget includes utility budgets, which continue to optimize operations and build fiscal sustainability.

Improve performance and cost-effectiveness

- The budget reflects strategic initiatives in the City's performance management program.
- The City continues to pursue excellence in reporting and transparency through the [budget portal](#), [project portal](#), [open checkbook](#), [GIS mapping](#), [open data portal](#) and [performance portal](#).



Public Input

To gain public input and help inform priorities on the 2018 adopted budget, the Council held a “Budget Open House” at the North Topeka Arts Center and conducted online surveys through Nextdoor, Facebook and Twitter. Members of the public were allowed to choose from four options: Infrastructure (e.g., streets, water mains, snow removal); public safety (e.g., police, fire); quality of life (e.g., zoo, bikeways, entertainment); and community development (e.g., neighborhoods, code enforcement, abandoned structures). The results somewhat varied by survey tool, but overall the top priorities were infrastructure and public safety. The City also held a public input session on the budget on May 30, 2017, which provided additional context to these priorities. All information received allowed staff to craft a budget that addresses public input on priorities.

Major 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, Wastewater and Stormwater revenues currently project no rate increases for consumers. However, discussions about utility rates will be an ongoing discussion.

Parking Fund

The Parking fund includes the operation of seven parking garages, eight surface lots and 3,293 on-street public parking spaces in the central downtown business district. In recent years, expenditures have outpaced revenues, and there is a current operating gap in the fund. Parking has engaged with Desman Associates to develop a parking plan in 2017 and programmed 2018 budget for implementation for recommendation including meter technology, wayfinding, and repairs to parking facilities.

Internal Service Funds

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

Risk Funds

The environment for risk management and insurance funds is constantly changing. These funds have been updated to reflect increased costs for insurance across the board. In 2018, the adopted Health Fund budget continues the implementation of the wellness program and clinic to serve City employees. Additionally, the employer and employee contributions to the Health Fund are budgeted at fifteen percent above the 2017 budget, based on recent experience with upward trending claims. However, actual contributions will be finalized as the employer/employee cost share is settled, and as renewal rates are received over the next few months.

Citywide and Countywide Half Cent Sales Tax Funds

The City levies a half-cent sales tax for street, curb, gutter and sidewalk replacement. The 2016 budget included a one-time increase in expenditures in this fund to allow for a concentrated focus on residential streets. The 2018 budget continues a strategic focus on residential streets. The Countywide Half-Cent Sales Tax reflects the Interlocal Agreement passed by the Governing Body in 2016, in addition to budgeting authority to spend the excess \$10 million generated from the 2004-2016 sales tax.



Motor Fuel Fund

Funded through motor fuel tax passed on by the State and County, the Motor Fuel Fund accounts for resources and expenditures for repair, minor reconstruction, alteration and maintenance—including snow removal and sweeping—of all streets and thoroughfares. In 2018, the fund adds \$750,000 as part of the City’s investment in street maintenance. As long as street maintenance service demands continue to rise, a long-term solution will be needed for funding street maintenance.

Budget Review

We hope to assist the City Council’s review of the budget by focusing on the changes in the 2018 budget compared to the 2017 budget. A summary sheet in the beginning of the budget book lays out all of the major impacts to the 2018 budget.

The following pages are similar to what has been presented in the past — overviews of each department followed by descriptions and budgets for each program or division within the departments. Summaries of budgeted funds are also included in the back of the book. New in 2018, the proposed book includes the City’s performance program, representing the City’s effort to tie data to budget decisions.

In addition to the budget book, the Governing Body and citizens will be able to explore the budget using the open budget portal at <http://budget.topeka.org>.

By working together we have jointly set a new course for the City, one that provides a fiscally sustainable mix of revenues and expenditures. Given the slow growth of the revenue base and the much faster growth in the expenditure base, finding ongoing sustainable solutions to balance the budget in all funds will continue to be a challenge. City leadership is 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 cursive script that reads "Brent Trout".

Brent Trout,
City Manager



Introduction



Reviewing the City Budget

The City budget is one of the most important policy documents adopted by the City Council each year. This section is provided as a resource to help the reader understand how to use the budget as a reference document. The Fiscal Year 2018 City of Topeka Budget document is organized into various sections, each highlighting different information and areas of interest.

Below is a high level summary that provides a starting point for those who are new to the Topeka budget process:

Introduction

While it is hard to compare the City's financial management to that of a household, the reader should think of the City's budget more like a collection of checking accounts rather than a single one. The City maintains more than 40 of these accounts—"funds"—each considered a separate accounting and reporting entity. Some funds are required by generally accepted accounting principles; some are required by State law; some the City creates for its own internal financial management. Kansas law does not permit cities to spend money they do not have, except for properly authorized debt transactions. As a result, the resources available to the fund—balances carried over plus current year revenues—must equal or exceed planned expenditures.

Budget Overview

The Budget Overview includes an overview of revenues and expenditures. Revenues are the basis of the City's budget. Since the City is generally required to provide balance in each fund, resources available and expenditures must align at the end of the year. The Revenue section provides an overview of various estimates of the City's major sources of revenue for FY 2018, including property taxes, sales taxes, motor vehicle taxes, franchise fees and user fees.

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

Departmental Budgets

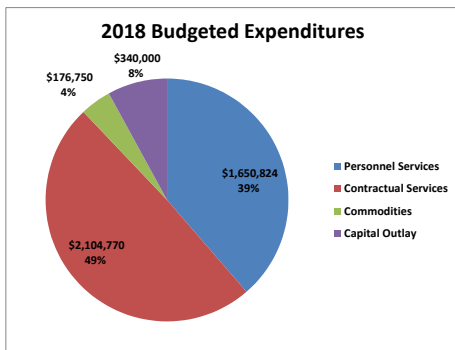
Operationally, the City is organized into a number of departments. Some of these—Police and Public Works, for instance—are very visible in the community. Others, like Administrative and Financial Services and Human Resources, primarily serve other City departments. Many department budgets cross and use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

BUDGET OVERVIEW



Department: Information Technology

EXPENDITURE SUMMARY								
EXPENDITURES	2015		2016		2017		2018	
	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget
Personnel Services	\$ 1,323,551	\$ 1,308,480	\$ 1,585,825	\$ 1,650,824				
Contractual Services	\$ 1,934,267	\$ 1,867,857	\$ 2,054,757	\$ 2,104,770				
Commodities	\$ 294,951	\$ 174,334	\$ 169,792	\$ 176,750				
Capital Outlay	\$ -	\$ -	\$ 445,000	\$ 340,000				
Other	\$ 417	\$ (150)	\$ -	\$ -				
Total	\$ 3,553,186	\$ 3,350,521	\$ 4,255,374	\$ 4,272,344				



FUNDING SOURCE BREAKDOWN				
IT Fund	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
	\$3,553,186	\$3,350,521	\$4,255,374	\$4,272,344

PERSONNEL SUMMARY				
	2015	2016	2017	2018
Full-Time FTEs	14	15	17	17
Total	14	15	17	17

Division: Telecom

DIVISION PROFILE

The IT Telecommunications Program consists of four primary services that include outside plant fiber optic system, structured cabling services, leased telephone circuit services and telephone system services. The deliverables of this program are interconnectivity of all computing systems within City facilities and voice communications. The goal for this program is to strive for maximum availability (up-time) for all telecommunication circuits and systems that support voice and data communications functions.

EXPENDITURE SUMMARY								
EXPENDITURES	2015		2016		2017		2018	
	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget
Personnel Services	\$ 157,356	\$ 140,797	\$ 163,206	\$ 166,786				
Contractual Services	246,036	317,397	445,409	487,891				
Commodities	6,677	6,984	50,800	50,800				
Total	\$ 410,069	\$ 465,179	\$ 659,415	\$ 705,478				

2018 GOALS

- Deploy to customers 500 new telephones as part of the hosted voice system telephone system upgrade project
- Collaborate with Utilities to install 21 Wireless Access Points to expand a wireless mesh network for mobile field communications
- Configure mobile data terminals for the Police and Fire Department to communicate on the City wireless mesh network
- Configure wireless devices (Pads, tablets and laptops) for Public Works and Housing and Neighborhood Relations field crews to communicate on the City wireless mesh network

2017 ACCOMPLISHMENTS

- Deployed to customers 40 new desktop telephones as part of the hosted voice system telephone system upgrade project
- Collaborated with Utilities to install 42 Wireless Access Points to create a wireless mesh network for mobile field communications

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Telecom System Percentage of Uptime	Not Tracked	99.95%	99.99%	100.00%
Telecom System Percentage of Uptime	95%	86%	98%	95%

Departmental Presentations

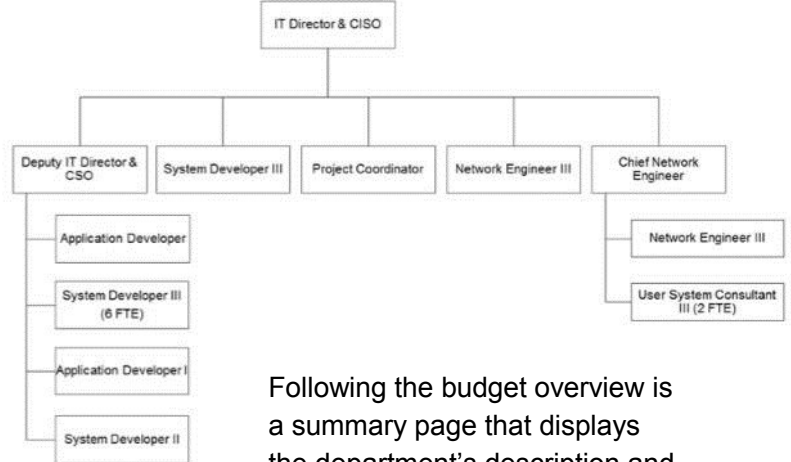
Each department's presentation begins with an overview of the department's resource allocation and a pie chart of expenditures (left). This section also includes the sources of funding for that department, as well as a personnel breakdown.

Department: Information Technology

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART



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

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

BUDGET OVERVIEW



2018 Budget Calendar

Each year the budget calendar is modified slightly, but ultimately the budget must always be adopted by August 25. 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.

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

Event	Date	Day of Week	Time	Location
CIP Open House	2/1/2017	Wednesday	6-7:30 P.M.	Library
Discuss 2018 Budget Priorities	2/7/2017	Tuesday	6:00 P.M.	Council Chambers
CIP Bus Tour	2/11/2017	Saturday	10 A.M.-3 P.M.	Holliday
Budget Open House (Public Engagement)	3/3/2017	Friday	6:00 P.M.	NOTO Arts Center
Discuss 2018-2027 Proposed CIP	3/14 & 4/4/2017	Tuesday	6:00 P.M.	Council Chambers
Council Adopts Budget Priorities	4/4/2017	Tuesday	6:00 P.M.	Council Chambers
2018-2027 CIP and 2018-2020 CIB Adopted	4/18/2017	Tuesday	6:00 P.M.	Council Chambers
Public Engagement Event (<i>Rescheduled from 5/18/17 Meeting</i>)	5/30/2017	Tuesday	6:00 P.M.	Law Enforce. Ctr.
City Manager releases budget to Council	<i>By 5/31/2017</i>	N/A	N/A	N/A
Council Budget Workshop	6/3/2017	Saturday	9:00 A.M.	Law Enforce. Ctr.
Department Presentations During Council Meeting	6/6/2017	Tuesday	6:00 P.M.	Council Chambers
Council Budget Workshop	6/7/2017	Wednesday	6:00 P.M.	Law Enforce. Ctr.
Council Budget Workshop	6/14/2017	Wednesday	6:00 P.M.	Law Enforce. Ctr.
City receives final revenue estimates from County / State	6/15/2017	N/A	N/A	N/A
<i>Setting Maximum Taxes Levied and Publication (Election)</i>	6/20/2017	Tuesday	6:00 P.M.	Council Chambers
<i>Notify County if Election Needed</i>	7/1/2017	Tuesday	6:00 P.M.	N/A
Setting Maximum Taxes Levied and Publication (No Election)	7/11/2017	Tuesday	6:00 P.M.	Council Chambers
Public Hearing (No Election)	8/8/2017	Tuesday	6:00 P.M.	Council Chambers
Council Adopts budget (No Election)	8/15/2017	Tuesday	6:00 P.M.	Council Chambers
Budget must be adopted (No Election)	8/25/2017	N/A	N/A	N/A
<i>Tentative Date of Mail Ballot Election (If Election Needed)</i>	9/15/2017	N/A	N/A	N/A
<i>Election Results By This Date (If Election Needed)</i>	9/20/2017	N/A	N/A	N/A
<i>Public Hearing and Budget Adoption (If Election Needed)</i>	9/26/2017	Tuesday	6:00 P.M.	Council Chambers
<i>For Counties With Election-Completed Budgets Due to County Clerk</i>	10/1/2017	N/A	N/A	N/A

BUDGET OVERVIEW



Expenditure Summary: By Fund

The 2015 and 2016 budgets reflect a change from Generally Accepted Accounting Principles (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	CASH BASIS BUDGET			
	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
General Fund	90,924,879	88,286,941	92,060,171	93,600,223
Downtown Business Improvement (BID)	178,739	158,860	183,500	232,555
Court Technology	7,125	31,822	65,000	66,642
Special Alcohol	636,349	604,038	620,000	535,970
Alcohol and Drug Safety	63,949	66,745	106,746	111,220
Law Enforcement	250,636	532,719	690,921	690,921
Special Liability	456,566	437,628	1,956,507	1,873,297
Transient Guest Tax	2,297,608	1,994,040	3,156,762	3,427,789
Retirement Reserve	263,588	311,154	2,274,623	3,567,577
KP&F Equalization	124,296	162,398	300,000	392,693
Neighborhood Revitalization	-	-	20,000	391,002
Historic Preservation	216,398	212,886	-	24,513
Countywide Half Cent Sales Tax (JEDO)	8,599,553	7,355,782	13,894,102	28,610,110
Special Highway (Motor Fuel)	5,787,215	5,686,109	6,993,705	7,334,675
Citywide Half Cent Sales Tax	15,536,401	19,642,491	14,650,099	28,432,827
Tax Increment Financing	386,660	175,522	190,000	690,000
Community Improvement Districts	404,879	378,070	460,000	560,000
Debt Service	59,668,989	21,023,972	20,994,125	26,950,281
Topeka Tourism Business Improvement District	-	-	-	488,250
Parking	2,983,250	3,051,440	3,136,638	3,456,048
Information Technology	3,619,376	3,388,228	4,255,374	4,270,995
Fleet	1,866,264	1,795,867	1,980,001	3,002,937
Facilities	1,469,057	1,580,039	1,600,014	1,845,241
Water	32,463,795	30,392,391	33,756,339	34,843,658
Stormwater	4,919,208	5,823,035	7,888,421	7,969,479
Wastewater	26,263,735	24,179,617	26,552,520	26,855,589
Insurance	852,406	803,469	979,946	1,083,312
Worker's Comp	2,086,233	1,723,997	1,936,636	2,114,534
Health Insurance	9,729,286	10,907,375	12,155,591	15,025,320
Risk Management Reserve	-	-	1,500	1,500
Unemployment	52,982	18,613	131,701	136,509
Grand Total	272,109,423	230,725,249	252,990,941	298,585,666

BUDGET OVERVIEW



Below is a summary of the most significant increases and decreases to the General Fund *operating* budget. The overall budget grew by \$1.78 million, and necessary expenditure increases were absorbed by reallocating resources and a slight growth in revenue.

General Fund Budget Overview			
	2017 Budget	2018 Budget	Increase
Revenue	\$ 92,060,171	\$ 93,600,223	\$ 1,540,052
Expenditures	\$ 92,060,171	\$ 93,600,223	\$ 1,540,052

Significant Impacts to the 2018 General Fund

	2017 Budget	2018 Budget	Increase/ (Decrease)	Department
Significant Personnel Expenditure Increases				
Full Time Salaries (Cost of Contractually Obligated Wages and 1% + 2% Merit Pool for all else)	\$ 48,907,168	\$ 49,991,204	\$ 1,084,036	All G.F. Departments
Employer Healthcare Contributions	\$ 5,988,194	\$ 7,402,779	\$ 1,414,584	All G.F. Departments
Employer KP&F Contributions	\$ 6,998,324	\$ 7,229,154	\$ 230,830	Police/Fire
Allowables/Reimbursements	\$ 113,322	\$ 216,444	\$ 103,122	Police/Fire
Employer Retirement Reserve Contributions	\$ 1,286,599	\$ 1,385,007	\$ 98,408	All G.F. Departments
Employer Social Security Contributions	\$ 821,861	\$ 882,132	\$ 60,271	All G.F. Departments
Employer KPERS Contributions	\$ 1,332,291	\$ 1,384,371	\$ 52,080	All G.F. Departments
Significant Contractual Expenditure Increases				
Street Maintenance (General Fund)	\$ -	\$ 1,250,000	\$ 1,250,000	Public Works
IT Fees	\$ 2,723,377	\$ 2,817,332	\$ 93,955	All G.F. Departments
Service Licenses	\$ 319,062	\$ 390,357	\$ 71,295	Public Works
Vehicle Maintenance	\$ 129,489	\$ 194,190	\$ 64,701	Fire
Education/Travel	\$ 283,267	\$ 335,411	\$ 52,144	Legal/Fire/Zoo
Vehicle Insurance	\$ 171,036	\$ 221,279	\$ 50,243	All G.F. Departments
Significant Commodity Expenditure Increases				
Materials and Supplies (ALS Primary)	\$ 98,880	\$ 237,980	\$ 139,100	Fire
Motor Vehicle Supplies	\$ 256,643	\$ 350,749	\$ 94,107	Fire
Non-Capital Equipment	\$ 88,458	\$ 145,271	\$ 56,813	Fire
Protective Gear and Equipment	\$ 111,750	\$ 165,350	\$ 53,600	Fire
Significant Capital Expenditure Increases				
Capital Tools and Equipment (ALS Primary)	\$ 11,000	\$ 347,383	\$ 336,383	Fire
Significant Expenditure Decreases				
Vacancy Credits	\$ (1,253,813)	\$ (2,297,945)	\$ (1,044,132)	Non-Departmental
Individual and Contractual Services	\$ 1,629,055	\$ 1,221,886	\$ (407,169)	Fire Primarily
Employee Compensated Personal Leave	\$ 300,000	\$ -	\$ (300,000)	Fire
Downtown and Arts Grants	\$ 330,000	\$ 180,000	\$ (150,000)	Non-Departmental
Education/Dues	\$ 355,090	\$ 233,881	\$ (121,209)	Fire
Holiday Pay	\$ 1,039,485	\$ 939,236	\$ (100,249)	Primarily Police
Social Service Grants	\$ 666,500	\$ 571,233	\$ (95,267)	Neighborhood Relations
Consumable Items	\$ 369,200	\$ 279,647	\$ (89,553)	Police/Fire
Employee Compensated Training	\$ 89,455	\$ -	\$ (89,455)	Police/Fire
Other Purchased Services	\$ 279,067	\$ 195,183	\$ (83,884)	Public Works
Computer Equipment	\$ 354,769	\$ 280,695	\$ (74,074)	Police/Finance
Employer Unemployment Contributions	\$ 122,513	\$ 49,932	\$ (72,581)	All G.F. Departments
Motor Fuel	\$ 679,486	\$ 624,315	\$ (55,171)	All G.F. Departments
Care of Prisoners	\$ 750,000	\$ 700,000	\$ (50,000)	Non-Departmental
Significant Revenue Impacts				
Sales Tax	\$ 30,167,776	\$ 31,484,036	\$ 1,316,260	Citywide
General Property Tax	\$ 25,636,071	\$ 26,234,178	\$ 598,107	Citywide
Development Services Fees	\$ 1,135,000	\$ 1,355,000	\$ 220,000	Citywide
Development Services Licenses	\$ 215,000	\$ 415,000	\$ 200,000	Citywide
Auto Property Tax	\$ 2,155,329	\$ 2,208,487	\$ 53,158	Citywide
Administration Fees	\$ 2,755,553	\$ 2,823,768	\$ (68,215)	Citywide
Service Fees	\$ 524,137	\$ 380,000	\$ (144,137)	Citywide
Interest	\$ 552,791	\$ 357,078	\$ (195,713)	Citywide
Franchise Fees	\$ 15,054,663	\$ 14,650,000	\$ (404,663)	Citywide

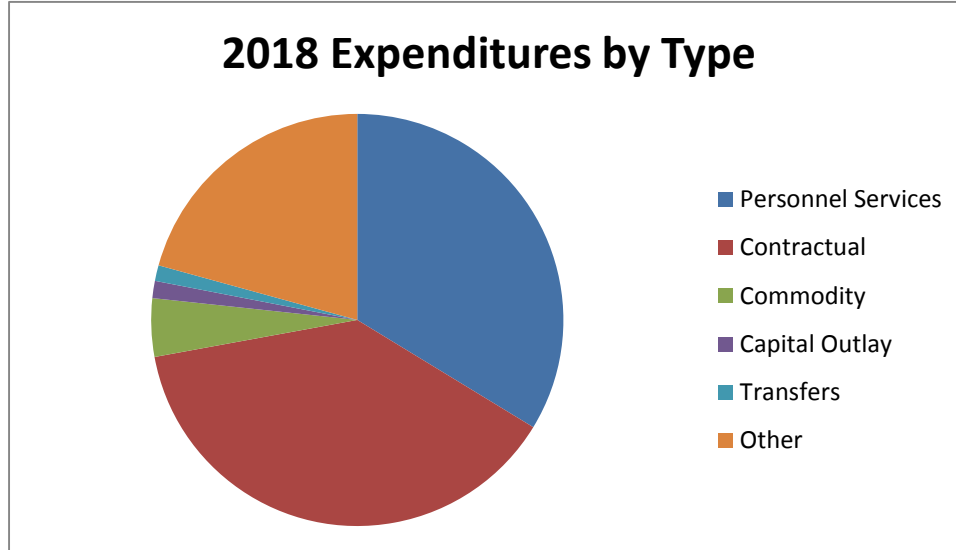


Expenditure Summary: By Category

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).

2018 Expenditure Summary by Category		
Personnel Services		100,661,749
Contractual		114,684,488
Commodity		13,648,332
Capital Outlay		4,025,411
Transfers		3,671,990
Other		61,893,696
Total	\$	298,585,666



BUDGET OVERVIEW



Revenue Summary: By Fund

The revenue estimated to finance the 2018 budget totals \$268 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	2018 Adopted Revenues
General	93,600,223
Debt Service	21,240,470
Special Liability	915,737
Downtown Business Improvement District	210,803
Special Highway	6,350,392
Special Alcohol and Drug	535,970
Alcohol & Drug Safety	74,800
Law Enforcement	282,000
Topeka Tourism Business Improvement Dist	488,250
Transient Guest Tax	2,836,747
Retirement Reserve	1,806,687
KP&F Rate Equalization	-
Neighborhood Revitalization	35,000
Historical Asset Tourism	-
Countywide Half Cent Sales Tax (JEDO)	18,610,110
Citywide Half Cent Sales Tax	14,826,101
Tax Increment Financing	690,000
Court Technology	52,785
Community Improvement Districts	560,000
Water	33,451,500
Stormwater	6,693,000
Wastewater	27,777,000
Public Parking	2,856,370
Facilities	1,695,583
Fleet	1,980,000
IT	3,931,044
Insurance	883,382
Worker's Comp	2,356,844
Health	14,396,219
Risk Reserve	14,580
Unemployment	67,457
Grant	4,299,201
TMTA	4,909,685
Total	\$ 268,427,940

BUDGET OVERVIEW



Revenue Summary: By Category

The revenue estimated to finance the 2018 budget totals \$268 million. Below is a four year history of actual revenues by type. The variations year by year can usually be explained by a change in the way the City accounted for something; an increase in rates or fees; an increase in forecast assumptions; or a major revenue influx, like General Obligation bond refunds.

Revenue Type	CASH BASIS BUDGET			
	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
Property Tax	\$ 44,338,425	\$ 44,829,839	\$ 46,597,087	\$ 48,081,875
Motor Vehicle Property Taxes	\$ 3,831,441	\$ 4,003,977	\$ 3,835,965	\$ 3,937,896
Sales Tax	\$ 52,517,133	\$ 55,385,005	\$ 58,499,859	\$ 64,615,246
Transient Guest Tax	\$ 2,545,883	\$ 2,691,679	\$ 2,781,124	\$ 2,836,747
Payment in Lieu of Taxes	\$ 7,529,928	\$ 7,377,415	\$ 7,497,038	\$ 7,513,168
Liscenses and Permits	\$ 1,735,464	\$ 1,865,515	\$ 1,700,996	\$ 2,091,420
Gas Franchise Fee	\$ 2,452,187	\$ 2,143,771	\$ 3,014,571	\$ 2,230,192
Electric Franchise Fee	\$ 9,432,413	\$ 10,050,965	\$ 10,042,590	\$ 10,459,113
Cable Franchise Fee	\$ 1,869,378	\$ 1,917,729	\$ 2,007,502	\$ 1,970,695
Intergovernmental	\$ 10,220,943	\$ 12,108,724	\$ 5,503,131	\$ 6,124,703
Motor Fuel Taxes	\$ 5,959,483	\$ 5,749,200	\$ 5,968,261	\$ 5,968,261
Fees for Services	\$ 28,397,832	\$ 28,716,047	\$ 30,952,870	\$ 33,554,324
Parking User Fees	\$ 2,625,855	\$ 2,599,564	\$ 2,596,107	\$ 2,654,083
Water User Fees	\$ 26,701,029	\$ 28,683,117	\$ 30,740,000	\$ 30,740,000
Stormwater User Fees	\$ 6,685,027	\$ 6,671,428	\$ 6,650,000	\$ 6,650,000
Sewer User Fees	\$ 24,363,116	\$ 25,846,940	\$ 26,901,000	\$ 26,901,000
Fines and Court Costs	\$ 3,753,107	\$ 3,507,525	\$ 3,515,872	\$ 3,493,872
Other	\$ 56,253,431	\$ 12,699,860	\$ 7,143,662	\$ 8,605,344
Total	291,212,076	256,848,301	255,947,635	268,427,940

Includes Topeka Metro and Grant Funds

REVENUE DETAIL



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

- Informed/Expert Judgment (e.g. the advice of a departmental subject matter expert)
- Deterministic Techniques (e.g. formulaic revenues)
- Time Series Techniques (e.g. moving averages)
- Estimates from the State of Kansas and Shawnee County (e.g. transfer payments, property valuation estimates)

Additional resources include information from the State of Kansas Consensus Revenue Estimating Group, the Demographic Appendices in *The Governor’s Budget Report, Kansas Tax Facts*, the *Budget Tips* put out by the League of Kansas Municipalities, economic data available from the U.S. Department of Labor, and other federal agencies and input from local business and tourism agencies.

Major Revenue Sources

General Property Taxes

According to Kansas law, *ad valorem* (“based on value”) property taxes are computed with a calculation that takes into account the property’s use: residential, personal or commercial and a percentage of its market value. These generally are not elastic or dependent upon the economy, except possibly for the state assessed commercial and industrial properties. However, they do reflect changes in real estate prices, which are affected by interest rates and changes in the local and national economy. A majority of states experienced extreme budget difficulties with declines in property valuations during the global credit crisis. Despite this experience, because of its historic stability, the property tax remains a mainstay in the revenue structure of most local governments.

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

Projection Analysis:

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

Based upon 2017 assessed valuation, each mill of property taxes raises \$1,575,099 in revenues, assuming 100% collections of taxes levied.

Annual Property Tax Revenues			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 44,338,425	\$ 44,829,839	\$ 46,597,087	\$48,081,875

REVENUE DETAIL



Sales Taxes

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.

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

Projection Analysis:

To ensure an accurate, realistic projection of sales tax revenues, the City has relied on a number of forecasting methods: year-to-year average multi-year rolling average, and correlation with projected economic indicators. Collections continue to grow based on a recovering economy. The Sales tax growth rate for 2018 is projected to be 3% more than the 2016 actuals, but the overall revenue amount grows due to the additional Community Improvement District and Countywide Sales Tax.

Annual Sales Tax Revenues			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 52,517,133	\$ 55,385,005	\$ 58,499,859	\$ 64,615,246

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 FY18 revenue estimate is based upon estimated distributions to the City produced by the League of Kansas Municipalities and County estimates, along with internal revenue projections. Based on history, the City is projecting steady revenues.

Annual Motor Fuel Revenues			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 5,959,483	\$ 5,749,200	\$ 5,968,261	\$ 5,968,261

Motor Vehicle Property Taxes

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

Funds: General Fund, Special Liability, Debt Service

Projection Analysis:

The County Treasurer notifies the City of the subsequent year's estimate prior to May 10. The estimate is based on prior year values. The City is projecting a slight increase over 2017 Budget.

Annual Motor Vehicle Tax Revenues			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 3,831,441	\$ 4,003,977	\$ 3,835,965	\$ 3,937,896

REVENUE DETAIL



Electric Franchise Fees

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.

Funds: General Fund

Projection Analysis:

City collections of this revenue source have benefited from rate increases imposed by the utilities in recent years. The franchise fee rate for the electric utilities remains at 6% for 2018.

Annual Electric Franchise Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 9,432,413	\$ 10,050,965	\$ 10,042,590	\$ 10,459,113

Gas Franchise Fees

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.

Funds: General Fund

Projection Analysis:

Collections have rebounded in recent months resulting from more typical winter conditions and a rebound in wholesale natural gas prices. The FY18 projection is slightly higher than the FY16 actuals to be more in line with expected actuals.

Annual Gas Franchise Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 2,452,187	\$ 2,143,771	\$ 3,014,571	\$ 2,230,192

Cable Franchise Fees

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.

Funds: General Fund

Projection Analysis:

The FY18 projection is slightly higher than FY16 actuals to be more in line with expected actuals.

Annual Cable Franchise Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 1,869,378	\$ 1,917,729	\$ 2,007,502	\$ 1,970,695

REVENUE DETAIL



Licenses and Permits

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

Funds: General Fund, Law Enforcement

Projection Analysis:

A generally conservative approach is taken when making these estimates because of the built-in volatility and the gradually declining housing market. These estimates are made primarily by the expert city employees who have knowledge of the business or activity. 2018 has been updated to better reflect actuals.

Annual Licenses and Permits Revenues			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 1,735,464	\$ 1,865,515	\$ 1,700,996	\$ 2,091,420

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, 2016 and 2017.

Annual Water Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 26,701,029	\$ 28,683,117	\$ 30,740,000	\$ 30,740,000

Wastewater User Fees

User fees are typically determined with the assistance of rate studies. Rate studies look at the financing needs of the particular utility, the rate base, changes in the number of users, and other factors to determine the rate level necessary to support a particular revenue stream. Customers that are city residents pay a lower rate than those outside the city limits.

Funds: Wastewater Fund

Projection Analysis:

Water Pollution Control division staff produce estimated rates based upon approved rates, the number of users and predicted usage. The City Council establishes the City's wastewater rates and approved a rate increase for 2015, 2016 and 2017.

Annual Wastewater Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 24,363,116	\$ 25,846,940	\$ 26,901,000	\$ 26,901,000

REVENUE DETAIL



Stormwater User Fees

User fees are typically determined with the assistance of rate studies. Rate studies look at the financing needs of the particular utility, the rate base, changes in the amount of impervious surface and other factors to determine the rate level necessary to support a particular revenue stream. This fee is only charged to inside city residents.

Funds: Stormwater Fund

Projection Analysis:

Water Pollution Control division staff produce estimated rates for the Stormwater Utility based upon approved rates, the number of users and estimated impervious surface. The City Council establishes the City's stormwater rates and has not approved any changes since FY08.

Annual Stormwater Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 6,685,027	\$ 6,671,428	\$ 6,650,000	\$ 6,650,000

Fines and Costs

The majority of this revenue source is generated through the actions of the Municipal Court including fines, fees, court costs, and other court charges. Receipts from the Municipal Court are deposited in the General Fund. The other sources are parking fines and drug alcohol school fees.

Funds: General Fund, Law Enforcement, Court Technology

Projection Analysis:

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

Annual Fine Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 3,753,107	\$ 3,507,525	\$ 3,515,872	\$ 3,493,872

Parking Fees

The City of Topeka owns eight parking garages. Garage stalls are either leased or funded by hourly fees. Currently rates are set to more-or-less ensure a breakeven operation in the Parking Fund.

Funds: Parking Fund

Projection Analysis:

This revenue is founded on expert based estimation from an evaluation of trends, current pricing, spaces available and contracts/agreements. The FY18 budget reflects flat revenues with an addition for Cyrus Hotel.

Annual Parking Fee Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 2,625,855	\$ 2,599,564	\$ 2,596,107	\$ 2,654,083

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 FY18 projection is based upon recent trends. The 2018 budget assumes the extension of the 1% increment previously designated for historic assets.

Annual Transient Guest Tax Revenue			
2015 Actuals	2016 Actuals	2017 Budget	2018 Adopted
\$ 2,545,883	\$ 2,691,679	\$ 2,781,124	\$ 2,836,747

LEADERSHIP—KEY CONTACTS



Larry Wolgast, Mayor

City Hall, Room 350

785.368.3895

Members of the Topeka City Council

City Hall, Room 255

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

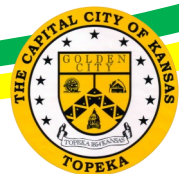
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Executive Department.....Doug Gerber,	Deputy City Manager.....785.368.3947
Finance DepartmentNickie Lee,	Director.....785.368.1653
Fire Department.....Craig Duke,	Fire Chief.....785.368.4000
Public Works Department.....Jason Peek,	Director.....785.368.3949
Neighborhood Relations..... Sasha Haehn,	Director.....785.368.3711
Human Resources Department.....Jacque Russell,	Director.....785.368.3867
Information Technology..... Mark Biswell,	Director.....785.368.3718
Legal Department..... Lisa Robertson,	City Attorney.....785.368.3883
Municipal Court..... Lori Dougherty-Bichsel,	Administrative Judge.....785.368.3776
Planning Department.....Bill Fiander,	Director.....785.368.3728
Police Department.....Bill Cochran,	Interim Police Chief.....785.368.9551
Topeka Zoo.....Brendan Wiley,	Director.....785.368.9180
Utilities Department..... Bob Sample,	Director.....785.368.3725

Brent Trout, City Manager

City Hall, Room 356

785.368.3725

GOVERNING BODY



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

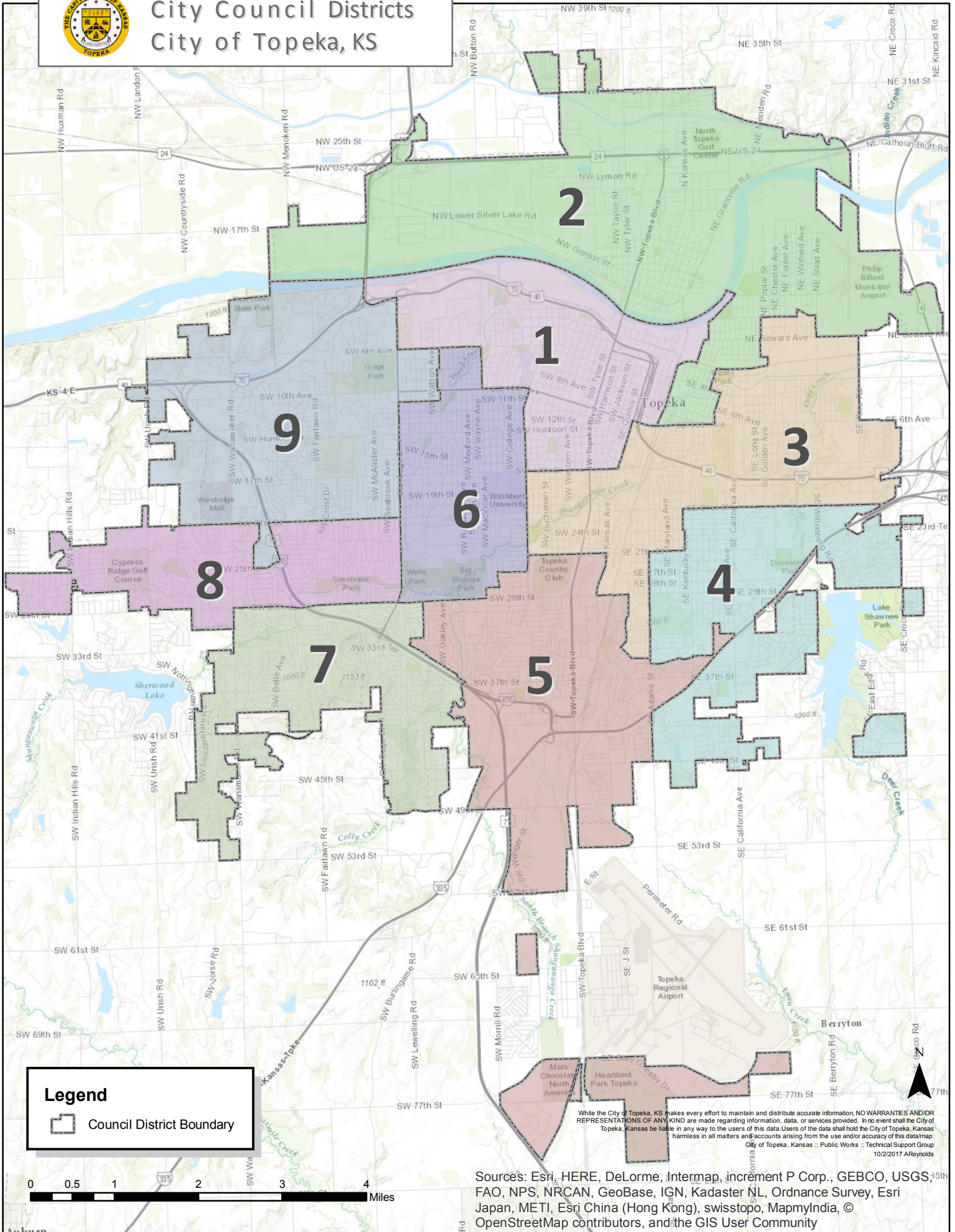
Since its founding, Topeka has operated under four forms of government. From 1857 until 1910, Topeka was governed by the Mayor/Council plan. The Commission form of government was adopted in 1910 and remained in effect until 1985, when the Strong Mayor-City Council-Chief Administrative Officer plan was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

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

The City Council conducts the business of the City by voting on ordinances, resolutions, applications, major plats, zoning petitions, receiving reports and other items. The City Council elects a Deputy Mayor every year, which presides over Council meetings in the absence of the Mayor, makes committee assignments and chairs various Council committees.



City Council Districts City of Topeka, KS



Legend

Council District Boundary

While the City of Topeka, KS makes every effort to maintain and distribute accurate information, NO WARRANTIES AND/OR REPRESENTATIONS OF ANY KIND are made regarding information, data, or services provided. In no event shall the City of Topeka, Kansas be liable in any way to the users of this data. Users of the data shall hold the City of Topeka, Kansas harmless in all matters and accounts arising from the use and/or accuracy of this data/map.
City of Topeka, Kansas :: Public Works :: Technical Support Group
10/2/2017 AR9018

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



CITY
OF
TOPEKA

ORGANIZATIONAL CHART

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Size, Location, and Demographics

The City of Topeka, located 60 miles west of the Kansas City Metropolitan area, serves as both the state capital of Kansas and the seat of Shawnee County. With an estimated population of 126,808 for 2016, Topeka is the fourth largest city in Kansas behind Wichita, Overland Park and Kansas City. The land within the city covers about 60.17 square miles. The estimated population of Shawnee County, where Topeka is located, for 2016 is 178,146. The State Capitol complex, including the Capitol Building, the Kansas Judicial Center, and several state office buildings, is located within the City. The State of Kansas is the largest employer in the Topeka Municipal Service Area (MSA) employing approximately 7,949 people. There are roughly 100 women to every 92 men (52% to 48%), and the racial makeup of the City is approximately 76.2% White, 11.3% African American, 1.4% Native American, 1.3% Asian and .1% Native Hawaiian or Other Pacific Islander. 13.4% of the population identifies as Hispanic or Latino/a. The median household income as of 2015 is \$42,250 with a per capita income of \$24,228.



History

Topeka lies on a rich, sandy river bottomland where a number of different Native American peoples lived for many years near the excellent fords along the Kansas (Kaw) River. The granddaughters of the influential Kaw leader, White Plume, became wealthy landowners in the area that would become Topeka after they inherited valuable tracts of land from their mother. Three of the women married a set of French-Canadian brothers from Missouri called the Pappans. Due to the prime location of their wives' land straddling the Kansas River, the Pappan brothers were able to establish the famous "Pappan Ferry" in 1842 where the Oregon Trail crossed the river. Julie Pappan passed her land down to her grandchildren, one of whom was Charles Curtis, the only Vice-President of the United States of acknowledged Native American descent. Charles Curtis served with President Herbert C. Hoover from 1929 to 1933.



On December 5, 1854, nine men met on the banks of the Kansas River at what is now Kansas Avenue and

Crane Street. The men drew up an agreement, which later became the basis for the Topeka Association, the organization mainly responsible for the establishment and early growth of Topeka. The nine men were Cyrus K. Holliday, F.W. Giles, Daniel H. Horne, George Davis, Enoch Chase, J.B. Chase, M.C. Dickey, Charles Robinson and L.G. Cleveland. Cyrus K. Holliday became the City's chief promoter. The nine had come here for many reasons: some noble, to make Kansas a free state, some personal, to start over in life or to make money. Topeka was born.



After a decade of abolitionist and pro-slavery conflict, drought and talk of civil war, the Kansas territory was admitted to the Union in 1861 as the 34th state. The great prize up for grabs was the location of the state capital. The contest ultimately centered on two towns; Lawrence and Topeka. The residents of Lawrence and Topeka voted in November. Both cities solicited young men as young as 16 years old to vote. Topeka won 14,288 to Lawrence's 5,334. Topeka was chosen as the capital with Dr. Charles Robinson as the first Governor. Cyrus K. Holliday donated a tract of land to the state for the construction of a state capitol building. The City of Topeka was incorporated February 14, 1857, with Cyrus K. Holliday as Mayor.

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.

TOPEKA'S HISTORY AND CITY INFORMATION



In 1869, the railway started moving westward from Topeka. General offices and machine shops of the Atchison, Topeka and Santa Fe Railroad system were established in Topeka in 1878. During the first half of the century, nature presented challenges to Topeka through numerous floods and tornadoes.



During the early part of the 20th Century, the region's economic structure began to settle into the typical pattern of a medium-sized midwestern area, dependent primarily on its agriculture base. Topeka lies at the point where the cattle ranches of the southwest meet the Corn Belt, between the undeveloped mineral resources of the Mississippi Valley and south of the winter snow line, and with ample supplies of water and plenty of room to develop.

In 1951, the Kansas River overflowed, resulting in the permanent closing of the Morrell Meat Packing Plant and the elimination of more than 1,000 jobs. The attraction of the Hallmark Card and DuPont (now Innovia Films) plants and other manufacturing company expansions were important in keeping the economy diverse. In 1966, an F5 tornado tore through Topeka, cutting a swathe of destruction twenty-one miles long and one half mile wide that destroyed much of Washburn University, damaged the dome of the State Capitol, and devastated many homes and businesses in its wake. The tornado killed 17 people and caused over \$104 million in damages.

Recent significant events include the location of a Mars production line expansion, a Home Depot distribution Center, and Bimbo Bakeries USA in the Central Crossing Commerce Park. In 2011, the Kansas Children's Discovery Center opened and in 2014 Mars Chocolate North America opened a new manufacturing plant for the first time 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 two to one to change from the strong mayor/council form of government to the council/manager form. The change became effective April 2005. The Mayor's administrative powers changed, but they are still elected to a four-year term by the city at-large. Mayoral duties include being the City's ceremonial head, presiding over council meetings, providing community leadership, promoting economic development, representing the City in intergovernmental relations, recommending council legislation, and encouraging programs to develop the City.



Educational Facilities

The Topeka Unified School District Number 501 provides elementary and secondary education within the City limits. With over 2,400 administrative and faculty employees, the District operates 15 elementary schools, six middle schools and five high schools as well as an online virtual school. The District serves an enrollment of over 14,000 students. Fourteen parochial and private schools are located in the city. Topeka also enjoys the presence of Washburn University, the only municipally-owned university in the United States. With an enrollment of 6,636 Washburn provides broadly based liberal arts and professional education through more than 200



certificate, associate, baccalaureate, master's and juris doctor programs through the College of Arts and Sciences and the Schools of Law, Business, Nursing and Applied Studies. Washburn University is annually ranked one of the best colleges in the Midwest by The *U.S. News and World Report*.

Transportation Facilities



Topeka lies at a crossroads for major highways. As a result, trucking employs more than 5,500 Topeka workers and provides service to Topeka's agricultural, construction and manufacturing industries. Interstate 70, the Kansas Turnpike, as well as both U.S. and state highways serve the City. The Kansas Turnpike provides ready access to the Kansas City Metropolitan Area to the east, and a direct four-lane connection with Wichita to the southwest. Interstate 70 provides four-lane service with all points west through central Kansas and with Denver, Colorado. Highway U.S. 75 transverses the City from north to south. Three carriers; Union Pacific, Burlington Northern Santa Fe and St. Louis-Southwestern, all provide rail service. All carriers provide a variety of specialized equipment

and services. Piggyback service is available within a 60-mile radius.

Topeka's City Manager

Brent Trout was recently selected to be the City Manager of Topeka, Kansas. Brent served for more than 10 years as the City Administrator for the City of Mason City, Iowa, prior to being selected for the Topeka position. Trout has a Bachelor of Arts Degree from Drake University, with a major in Public Administration and a Master's Degree in Public Administration from Drake University. Now in his 26th year of Public Administration, he began his career in 1987 as an Intern for the City of Des Moines and with the Iowa Department of Economic Development. His previous experience as a City Administrator includes the Iowa communities of Bancroft, Eagle Grove and Boone.

Trout is a retired Lieutenant Colonel from the Iowa National Guard. His military service of 29 years includes a one year tour of duty in Iraq and a six month tour during Operation Desert Shield and Desert Storm in Saudi Arabia. He is active in the community as a member of several professional organizations, including the International City Managers Association and the Iowa City Managers Association, where he served on the board for five years, including one year as president.



Medical and Health Facilities

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



Recreational and Cultural Facilities

Local theatrical production facilities include the Topeka Performing Arts Center, the Topeka Civic Theater and Washburn University's White Concert Hall, all of which attract local, national and international talent of recognized prominence. The 210,000 square foot ExpoCentre convention center, completed in 1987, also hosts entertainment events on



a regular basis including a Mid Plains league baseball team; Topeka Golden Giants, and the Topeka Road Runners; 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 numerous community centers, which offer participation in competitive sports and opportunities for involvement in hundreds of classes in arts and crafts as well as five public swimming pools, three public golf courses, numerous public tennis courts, baseball diamonds, soccer fields, a lighted bicycle motocross, a skateboard park, a seven mile pedestrian/bicycle trail, playground areas, and six natural areas. The USD 501 Hummer Sports Park provides a top-flight athletic facility for the school district and City. The City has approximately 200 religious facilities for all faiths and denominations.

Arts Community Grows

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



NORTH TOPEKA ARTS DISTRICT



Economic Overview

Topeka is a vital retail center in the State, according to the Topeka Chamber of Commerce:

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

The City aggressively promotes economic development, for example:

- The City has a dedicated sales tax generating \$5 million per year (recently extended through 2032) for economic development
- A joint City/County economic development agency which coordinates economic activities
- City staff has a strong commitment to economic and community development

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

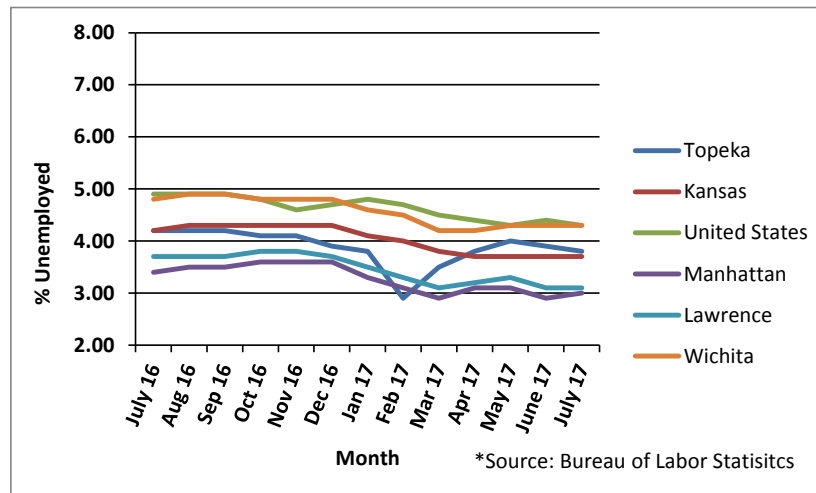
Top Taxpayers	Taxable Assessed Value	% of Total Taxable Assessed Value
Westar Energy	\$ 62,813,380	5.40%
Burlington Northern/ Santa Fe/ Utility	\$ 20,415,060	1.76%
Wal-Mart Properties	\$ 11,293,015	0.97%
Kansas Gas Service/Utility	\$ 9,452,880	0.81%
Westridge Mall LLC	\$ 9,325,001	0.80%
Federal Home Loan Bank of Topeka	\$ 9,057,395	0.78%
Southwestern Bell/Utility	\$ 7,981,486	0.69%
Blue Cross/Blue Shield/KS Hospital Serv/Insurance	\$ 7,145,529	0.61%
Resers Fine Foods Inc	\$ 7,023,215	0.60%
IRET Properties/Apts	\$ 5,203,675	0.45%
Total	\$ 149,710,636	12.87%

Top Employers	Est. Employees*
State of Kansas	7,949
Stormont Vail Regional Medical Center	4,302
Topeka Public Schools	2,500
St. Francis Health Center, Inc	1,700
Goodyear Tire & Rubber Co	1,577
Blue Cross & Blue Shield, Inc	1,329
Wal-Mart Associates, Inc	1,265
City of Topeka	1,250
National Guard	1,206
Shawnee County	1,100
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 national and state-wide rates. The unemployment rate is a measure of prevalence of unemployment and is calculated as a percentage by dividing the number of unemployed individuals by all individuals currently in the labor force or actively seeking employment and willing to work.

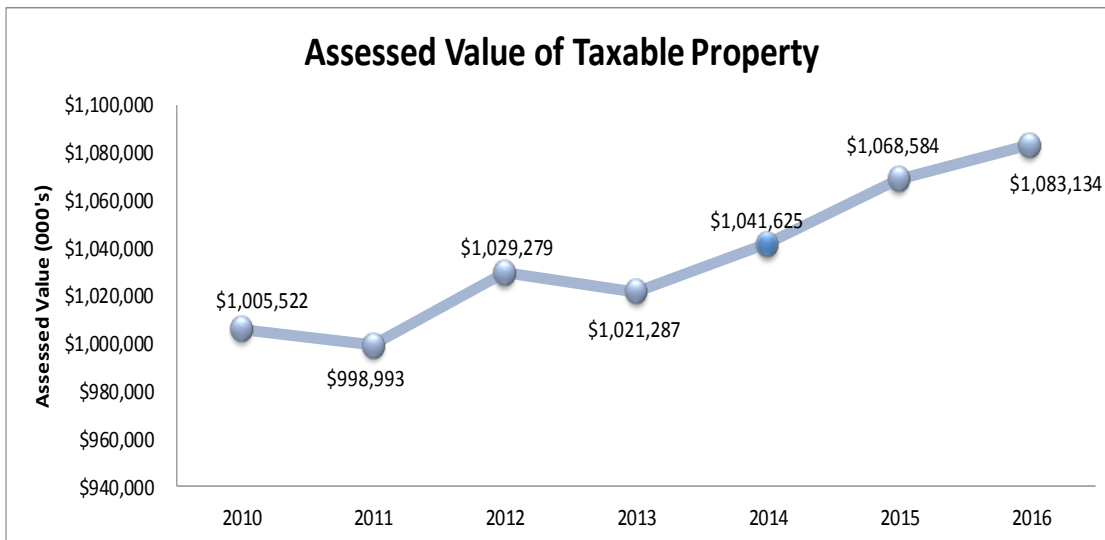




Topeka has an impressive workforce, according to the Topeka Chamber of Commerce:

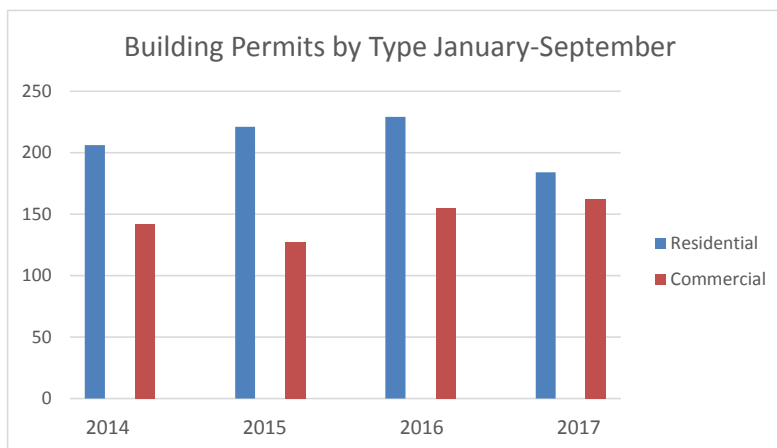
- Topeka's workforce is deep, diverse, well-educated and well-paid
- A study documented Topeka's pull factor as 1.34 (2015)—meaning that Topeka “exports” a significant share of its sales tax burden to non-Topeka residents
- Six quality K-12 districts cover the City
- Strong vocational/technical offerings
- Presence of and partnerships with Washburn University improve the capability of local workforce

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



Building Permits

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





Long Range Financial Planning

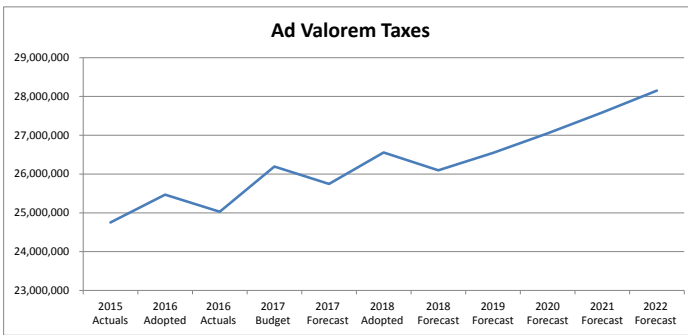
Each budget year, the City modifies the budget process to adjust to the climate of that specific year; it is also important to take into account the Long Range Financial Forecast.

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

The Long Range Financial Forecast is not intended as a budget, nor as a proposed plan. It serves to set the stage for the budget process, assisting both the City Manager and Council in establishing the priorities and allocating resources appropriately. The resource allocation considers the goals and objectives of the Performance Management Program (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 five year revenue and expenditure plan for all funds. The plan incorporates operating and capital budget data to determine the availability and resources to



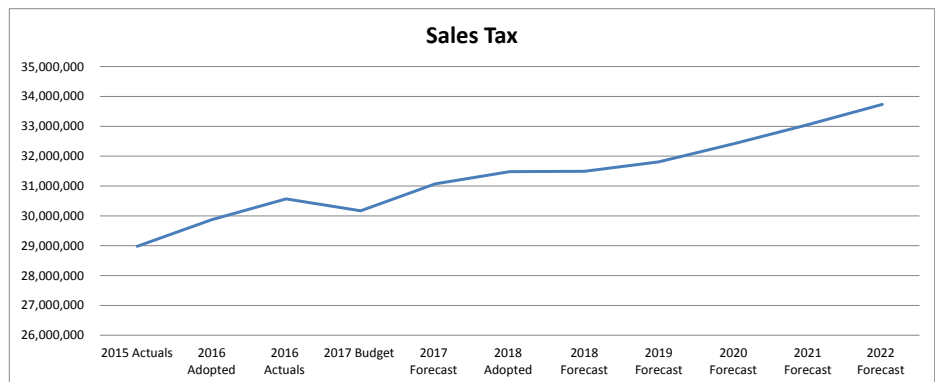
support future anticipated expenditures. The Forecast Team meets monthly or as-needed to evaluate the forecasts and adjust assumptions where necessary.

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

2018-2022 Long Range Financial Outlook

The 2018 budget is just a portion of the five year forecast. In the General Fund, expenditures are projected to outpace revenues by 2019. In the short term, revenues are expected to grow modestly, mostly due to growth in Ad Valorem (Property) tax and sales tax. However the pace of expenditure growth if the City continues down the current path will outpace revenues which future budgets will need to address. In general, in most funds, revenues are projected conservatively to reflect modest growth so expenditures must be monitored.

Each fund is explored individually in the “Fund Summary” portion of the budget book.



LONG RANGE FINANCIAL STRATEGY



General Fund Forecast

Maintaining a 10% 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 five-year forecast. It's a major factor for the rating agency that sets the City's bond rating. As the forecast below indicates, current assumptions project the City to reach a 22.67% fund balance by the end of the current year. In order to maintain that fund balance through the end of the forecast, revenues will need to be increased or expenditures decreased.

Major Assumptions:

- Sales tax is projected to grow at 1% per year.
- Ad Valorem, or Property Tax, is projected to grow at a rate that varies between 1.18% and 1.93% through 2022.
- Personnel expenditures are projected to increase 2% per year, with all other expenditure categories remaining flat.

City of Topeka General Fund Forecast

General Fund Revenue Type	2015 Actuals	2016 Actuals	2017 Forecast	2018 Adopted	2019 Forecast	2020 Forecast
Ad Valorem Taxes	24,752,921	25,026,711	25,744,172	26,557,390	26,546,594	27,050,286
Motor Vehicle AV	2,177,015	2,249,409	2,309,427	2,216,230	2,364,476	2,388,121
Sales Tax	28,980,895	30,567,025	31,069,396	31,484,036	31,809,997	32,413,557
PILOTS	7,472,989	7,254,737	7,175,896	7,471,168	7,274,206	7,274,206
Franchise Fees	13,720,537	14,078,919	14,110,536	14,650,000	14,446,889	14,591,358
Licenses and Permits	1,543,148	1,684,977	1,637,825	1,951,420	1,660,264	1,660,264
Intergovernmental	1,031,389	1,174,074	1,196,014	1,071,940	1,212,399	1,212,399
Fees	5,583,518	4,156,094	4,350,240	4,192,558	4,409,838	4,409,838
Municipal Court	3,230,575	2,471,173	2,208,615	3,000,000	2,900,000	2,900,000
Special Assessments	245,656	236,242	327,034	160,000	331,514	331,514
Misc.	669,468	556,279	560,106	642,982	567,780	567,780
Other	344,126	164,755	154,944	202,500	157,067	157,067
Total Revenues	89,752,237	89,620,395	90,844,206	93,600,224	93,681,024	94,956,391

General Fund Operating Budget	2015 Actuals	2016 Actuals	2017 Forecast	2018 Adopted	2019 Forecast	2020 Forecast
Personal Services	64,832,537	67,000,106	68,545,374	73,009,201	73,190,779	75,386,502
Contractual Services	16,947,373	16,424,538	17,686,631	17,886,996	18,665,866	18,665,866
Commodities	2,701,432	2,288,569	2,483,315	2,551,579	2,577,095	2,577,095
Capital Outlay/Transfers	4,459,076	2,573,728	1,484,418	152,448	800,000	994,528
Total Expenditures	88,940,418	88,286,941	90,199,738	93,600,224	95,233,739	97,623,991

General Fund Performance	2015 Actuals	2016 Actuals	2017 Forecast	2018 Adopted	2019 Forecast	2020 Forecast
Beginning Cash Balance	18,000,060	18,847,881	20,181,335	20,825,803	20,904,544	19,351,829
Revenues	89,752,237	89,620,395	90,844,206	93,600,224	93,681,024	94,956,391
Expenditures	88,940,418	88,286,941	90,199,738	93,600,224	95,233,739	97,623,991
Ending Cash Balance	18,811,879	20,181,335	20,825,803	20,825,803	19,351,829	16,684,229
Cash Balance - Gain / (Loss)	811,819	1,333,454	644,469	(0)	(1,552,715)	(2,667,600)
Ending Balance/Revenues	20.96%	22.52%	22.92%	22.25%	20.66%	17.57%

POSITION OVERVIEW



Every year the City evaluates the number of Full Time Equivalent (FTE) needed to meet City and Council priorities. For the 2018 budget, six positions were added and three were removed:

- Two cadets were added to Fire
Funding Source: General Fund
- A Trade Inspector and Office Specialist was added to Planning
Funding Source: General Fund
- Three Cadets were removed from Police
Funding Source: General Fund
- A Project manager and Maintenance Worker was added to Public Works
Funding Source: General Fund, Facilities Fund

Below is a four (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	2015	2016	2017	2018	2018-2017 Variance
	Adopted FTE	Adopted FTE	Adopted FTE	Adopted FTE	
City Council	10.5	10	10	10	0
Mayor	2	2	2	2	0
Executive	12	11	11	11	0
Admin & Financial Services	24	26	25	25	0
Fire	245	245	246	248	2
Neighborhood Relations	14	47	47	31	-16
Human Resources	11	12	13	13	0
Information Technology	14	15	17	17	0
Legal	14	15	15	15	0
Municipal Courts	23	23	23	23	0
Planning	11	10	10	28	18
Police	367.5	353.5	353.5	350.5	-3
Public Works	168	163	171	173	2
Utilities	222	222	222	222	0
Zoo	22	22	24	24	0
Total	1,160.00	1,176.50	1,189.50	1,192.50	3.00

Development Services was moved from Neighborhood Relations to Planning for the 2018 budget after a trial period.

STRATEGIC PLANNING



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

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

VISION STATEMENT

As the capital city of Kansas, Topeka is recognized as a vibrant community where people choose to live, work, learn, and play, and of which Kansans are proud.

MISSION STATEMENT

To provide exceptional, cost-effective services in partnership with the community, that add value and enhance the quality of life for all.

VALUES STATEMENT

● Collaboration

We embrace a spirit of teamwork, empowerment, cooperation, communication, and community involvement.

● Integrity

We hold ourselves to the highest level of honesty, truthfulness, and ethical conduct.

● Accountability

We use public resources responsibly and regularly report on the achievement of stated performance objectives.

● Professionalism

We are committed to ensuring the highest level of professional standards.

● Transparency

We provide access by the public to timely and reliable information on decisions and performance.

<https://www.topeka.org/citymanager/Pages/Strategic-Plan.aspx>

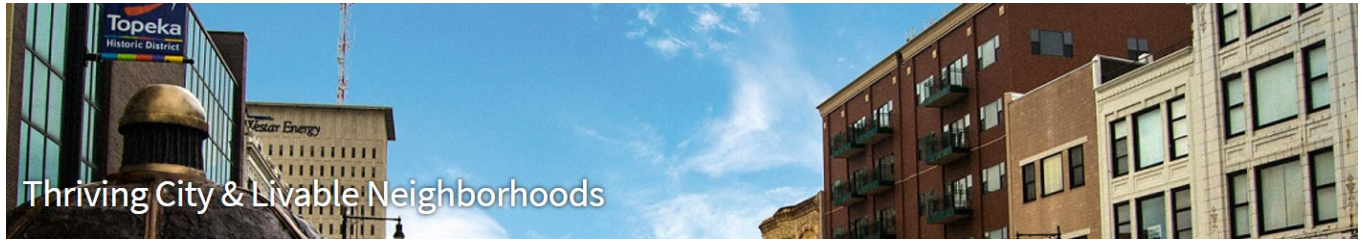
STRATEGIC PLANNING



Safe & Secure Communities

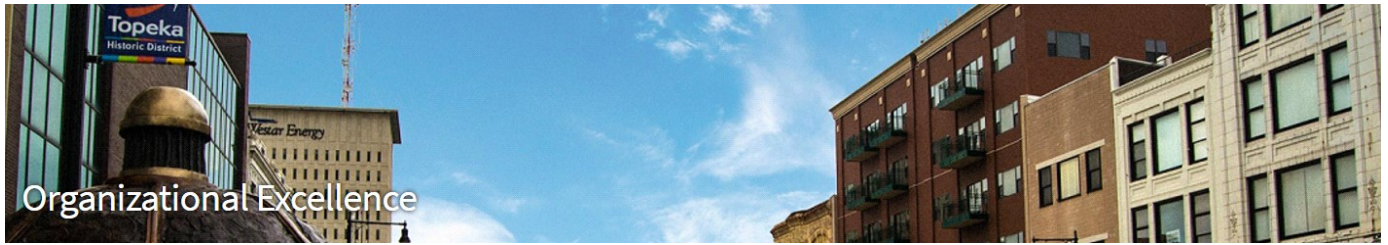
- Continue to build upon community policing initiatives
- Improve Topeka's standing among the Nation's safest capital cities
- Evaluate the efficiency and effectiveness of public safety services
- Improve the public perception of safety

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
Topeka Fire works to increase the number of participants in the Special Assistance in Fire Emergencies (SAFE) Program each year	Citizens with disabilities register for the program and give some basic information regarding name, address, contact information and the type of special assistance that may be needed. Once all the information is gathered and processed it will be added to the 911 dispatch center database. This information will then be relayed to responding Topeka Fire department personnel in the event of an emergency incident. The number of SAFE program participants will be reported on a monthly basis	This goal is measured by tracking the number of participants in the Fire SAFE program throughout the year. These numbers are reported on a quarterly basis throughout the year for the performance portal
The Topeka Fire department works to increase the arrest and conviction rate for arson (incendiary) fires throughout each year	The Topeka Fire department will follow-up to ensure arrest and conviction is pursued for arson fires and report this clearance rate number on a monthly basis	Fire will maintain the arrest and/or conviction clearance rate of arson (incendiary) fires each year. These numbers will be reported on a quarterly basis for the performance portal
Municipal Court addresses the needs of defendants with mental health challenges who have been charged with misdemeanor, criminal, or traffic offenses through the Alternative Sentencing Court (ASC). Municipal Court tracks the number of enrolled defendants	At the conclusion of 2016, Municipal Court had a total of 15 participants who enrolled in the ASC program and hopes to increase that enrollment number to 18 in the year 2017	Municipal Court will record the number of defendants enrolled in the program on a quarterly basis and report this number for the performance portal
Maintain enforcement of Driving Under the Influence (DUI) (laws) to increase the safety of the motoring public	Topeka Police department completes driving under the influence (DUI) saturation patrols based on grant funding. Concentrated enforcement is done around identified problem areas with higher numbers of individuals that drive under the influence (Example: Huntoon & Gage). This will be reported on an annual basis	This measure will show the number the Driving Under the Influence (DUI) violations cited and will be reported annually for the performance portal
Topeka Police Community Policing division will expand and promote crime prevention programs	The Community Oriented Policing and Problem Solving Programs (COPPS) help the Topeka Police department connect with the community by creating relationships and partnerships with citizens. This promotes the trust and confidence that our community has with Police and City Government. Ultimately these programs are implemented to	The Topeka Police department works to initiate at least two Community Oriented Policing and Problem Solving (COPPS) Programs each year. The running list of program names will be updated and reported on a quarterly basis for the performance portal



- Promote a cleaner and healthier city
- Increase civic engagement and public participation
- Preserve and protect the character-defining assets that make our neighborhoods unique
- Strategically reinvest in Topeka's neighborhoods
- Develop local community partnerships to maximize local resources
- Enhance the quality of life and prosperity of Topekans

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
<p>The Department of Neighborhood Relations Community Engagement division increases public participation by implementing empowering events in Topeka's neighborhoods</p>	<p>The Department of Neighborhood Relations Community Engagement division increases public participation by implementing empowering events in intensive care and at-risk neighborhoods that have previously been under served</p>	<p>The Department of Neighborhood Relations Community Engagement division tracks the number and locations of events that are held and works to annually increase event numbers each year</p>
<p>The Department of Neighborhood Relations Housing Services division manages Continuum of Care and Shelter Plus Care programs provide rental assistance to individuals who are homeless with disabilities, primarily those with severe and persistent mental illness, chronic substance abuse issues, or those diagnosed with AIDS or a related disease. The number of residents who receive this assistance are reported</p>	<p>The Department of Neighborhood Relations Housing Services division works to increase the number of residents that receive this assistance each year. The number of residents receiving assistance is tracked and reported quarterly</p>	<p>This goal is measured by tracking the number of residents experiencing homelessness and receiving rental assistance each year from the Continuum of Care / Shelter Plus Care program. The number of residents receiving this assistance is reported quarterly for the performance portal</p>
<p>The Department of Neighborhood Relations Property Maintenance division will reduce unsafe structures through the demolition process and further anti-blight activities</p>	<p>The Department of Neighborhood Relations Property Maintenance division has the goal to increase the number of demolished structures each year. The number reflected in the measure is the total number of demolitions including structures in the process of contract or going through the demolition bid process. The estimate for 2017 is 40 structures, not including the federally funded structures of the voluntary demolition program</p>	<p>Tracking will be done by maintaining the \$400,000 demolition activity budget for 2017 with 10 houses per \$10,000, an estimated 40 total demolitions for 2017 and increase in the number of demolished structures and properties brought into compliance from the prior year by 25% and reduce the number of properties cited by 15% from prior year</p>
<p>The Prosecution division will continue to review all code violation cases and determine appropriate charges for each. The number of cases filed will be tracked for record purposes</p>	<p>If the violation has not been corrected once the deadline for correction is past, the inspector completes an affidavit and sends it to the Prosecution division in the City Attorney's Office. The Prosecution division then reviews the case and files appropriate charges for violations of the IPMC. The number of cases filed will be tracked weekly throughout the year</p>	<p>This goal is measured by the number of property maintenance code violation cases that are filed each quarter. This quarterly number is reported for the performance portal</p>



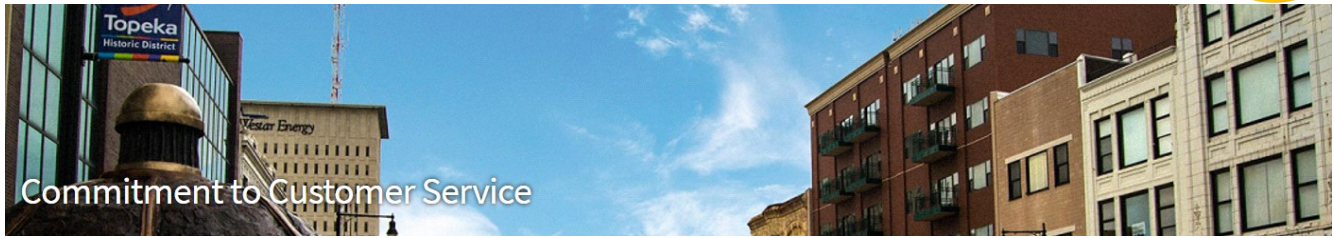
- Promote a qualified, engaged and healthy workforce
- Project a positive image of City government and enhance public trust
- Promote efficiency and effectiveness in the City's operations and through process improvements
- Identify and implement technology solutions to address inefficiencies

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Clerk's Office manages the receipt of Open Record Requests for the City	The Clerk's Office will continue to track and record the number and type of open record requests that are submitted to the City Clerk's Office throughout each year	The Clerk's Office will continue to track and record the types of open record requests received throughout the year and report them on a quarterly basis for the performance portal
The Human Resource department will promote a safe work environment for all employees	The City strives to manage claims through the integration of workplace safety culture, reduce the frequency and severity of risks through training, incentives for safe work practices and review equipment. Return employees to work in a timely, consistent and caring way	The Human Resource department maintains records and tracks expenses related to employee workers' compensation claims that are paid. This expense number is reported each quarter for the performance portal
The Legal department will continue to track and report the number of claims filed against the City on an annual basis	The Legal department will report the number of claims filed against the City on an annual basis	The Legal department will record all claims and report this number on an annual basis for the performance portal
The Legal department will continue to track and report the paid dollar amount associated with the claims filed against the City on an annual basis	The Legal department will report the paid dollar amount associated with the claims filed against the City on an annual basis	The Legal department will report the paid dollar amount associated with the claims filed against the City on an annual basis for the performance portal
The Legal department will continue to track and report the dollar amount associated with the claims filed against the City on an annual basis	The Legal department will report the dollar amount associated with the claims filed against the City on an annual basis	The Legal department will report the dollar amount associated with the claims filed against the City on an annual basis for the performance portal
The Planning department will strive to establish a "development efficient" culture that provides timely, predictable and clear paths to accomplish successful customer outcomes	The Planning department's Development Services division will implement organizational, technological and procedural changes including E-permitting systems, plan check fees, key staff additions, user training (e.g., Cityworks), etc.	The Planning department's Development Services division will attain a minimum 1) 20% reduction in the average number of days to approve a commercial permit and 2) 90% of scheduled inspections meet customer requests or take place within 24 hours of call-in. These will be reported on a quarterly basis for the performance portal



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

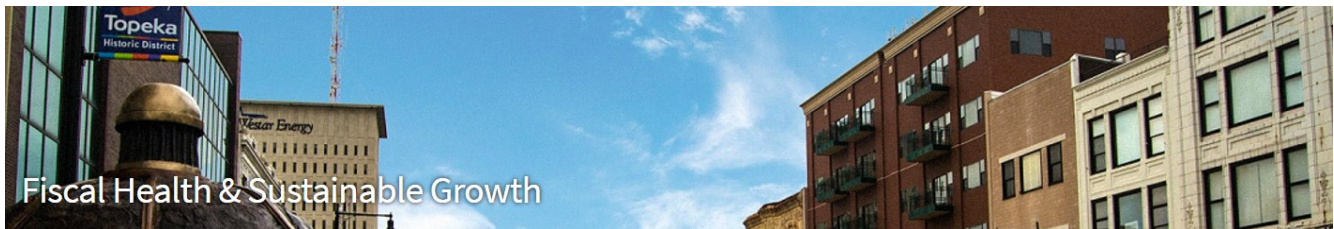
STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Engineering division will complete a minimum of six miles of road repair utilizing the funding from the half cent sales tax program in 2016	The Public Works department tracks the number of miles of street repairs funded by the Citywide Half-Cent Sales Tax on an annual basis	This goal is measured by tracking the miles of City street repairs funded by the Citywide Half-Cent Sales Tax each year. The number of miles is reported on a quarterly basis for the performance portal
The Public Works Street Maintenance division will continue to support the City's residents by improving existing streets and the quality of life for all citizens which utilize the City's roads	The Public Works Street Maintenance division will continue to prioritize major street projects and report the number of projects that are currently underway each quarter throughout the year	This goal is measured by tracking the number of major street projects under construction each year, this number is reported on a quarterly basis for the performance portal
The Public Works Street Maintenance division helps to maintain City streets by tracking the tons of asphalt replaced throughout the City. Tracking asphalt usage enables the City to better understand demands for the upkeep of City roads	This measure helps the City better understand what tonnage of asphalt is required for operations. Tracking this information on a monthly basis throughout the year provides a snapshot of needed operations.	This goal is measured by tracking the tons of asphalt replaced throughout the City each year to maintain and improve City streets and reporting this number on a quarterly basis for the performance portal
The goal of the City is to perform annual maintenance of alleys.	Public Works Street Maintenance division will continue to prioritize alley projects and report the number of projects that are currently underway each quarter throughout the year.	This goal is measured by tracking the number of alley projects completed quarterly and reporting this number on the performance portal
The Public Works Street Maintenance division tracks the number of service requests submitted and closed throughout the year.	This measure gives a snapshot of current operations concerning citizen requests for roadwork and allows the City to monitor and track the efficiency and effectiveness of work being performed on a monthly basis throughout each year	This goal is measured by tracking the number of Public Works Street Maintenance services requests submitted each year but will report this number on a quarterly basis for the performance portal
The Water Utilities division meets the capacity and environmental requirements for providing fresh water to City residents and tracks the number of gallons treated and distributed throughout the City each year.	The number of gallons treated and distributed throughout each year is reported on a monthly basis	The number of gallons treated and distributed throughout each year is reported quarterly for the performance portal
The Water Utilities division focuses on rehabilitation and replacement of water mains located in areas with extensive break and repair histories.	Water main footage that is replaced is tracked and reported on a monthly basis	This goal is measured by tracking the feet of water mains that are replaced throughout each year and reporting this number on a quarterly basis for the performance portal



Commitment to Customer Service

- Promote a service oriented culture in City government
- Enhance customer service through technology
- Use proactive information and education to anticipate and address customer needs

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Clerk's Office will measure the annual number of processed, recorded and approved business licenses for the City of Topeka	The City Clerk's Office approves and provides business licenses within the City and will report these numbers throughout the year on a quarterly basis	This goal is measured by tracking the number of approved business licenses through the City Clerk's Office each quarter and reporting the number for the performance portal
The City Communication division will increase the total number of social media followers and total YouTube subscribers throughout each year	The Communications division will track, on a monthly basis, the number of social media followers in relation to each outlet and including the number of YouTube subscribers	Each month the number of social media followers in each outlet and YouTube subscribers will be reported for the performance portal
The Communication department will continue to host and participate public meetings regarding City services and activities	Communications will track the number of public meetings hosted by City departments throughout the year	The Communications department will track the number of meetings hosted throughout the year and report these on a quarterly basis for the performance portal



Fiscal Health & Sustainable Growth

- Improve and maintain 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
- Maximize the return on public investments by directing support to existing services provided by the City

STRATEGY	KEY PERFORMANCE INDICATORS	MEASUREMENT
The City Finance department will maintain a minimum debt rating of AA from Standard and Poor (S&P) for General Obligation (GO) bonds	The Finance department will monitor Standard and Poor (S&P)	This goal is measured by tracking the annual bond rating received from Standard and Poor (S&P) each year and reporting the outcome for the performance portal
The City Finance department will maintain a minimum debt rating of AA- from Moody's for revenue bonds	The City Finance department will monitor Moody's	This goal is measured by tracking the annual revenue bond rating received from Moody's each year and reporting the outcome for the performance portal

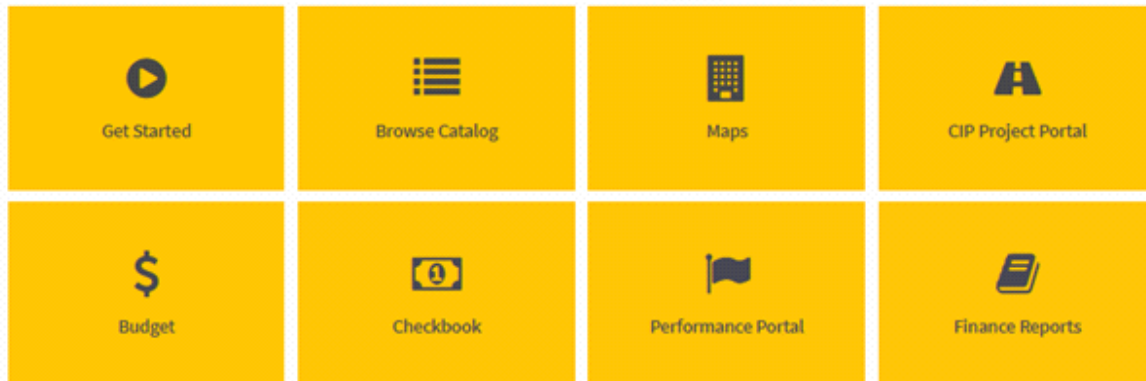
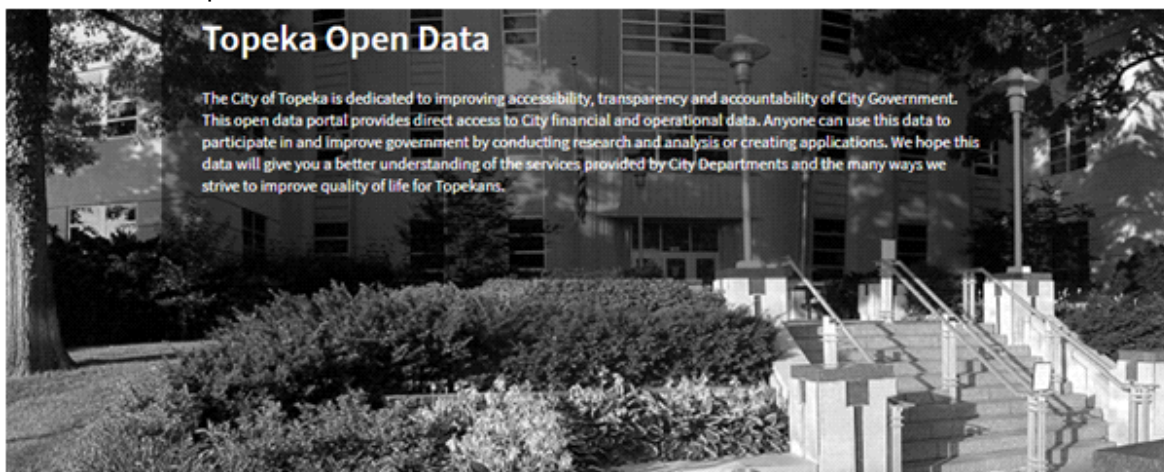


OPEN DATA INITIATIVE

<https://data.topeka.org/>

The City of Topeka Open Portals are dedicated to promoting access to government data and encouraging the development of creative tools to engage and serve Topeka's diverse community. The datasets are presented in easy-to-use formats providing information about City departments, services, facilities and performance. In the months ahead, we'll be continually adding data sets to this portal. As part of our collaborative process, we invite you to participate in the evolution of the catalog by suggesting a dataset and by sharing some of the creative ways you use this resource. Join the conversation via Twitter or email.

One of the main City priorities in 2016 was the creation of [City of Topeka Open Data](#), an open data platform to show the City's budget, expenditures, capital projects and performance measures. The City continues to grow this site to provide education and overviews on all of the services offered to residents.



Digital Government Transformation

The city of Topeka has been selected to join a national initiative that will enhance its distribution and use of data. Operated by Bloomberg Philanthropies, the What Works Cities initiative has helped 39 cities in 25 states analyze their data and make it more readily available for citizens' consumption.



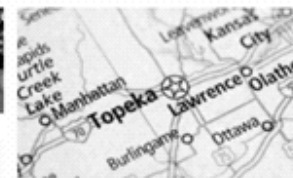
Define Clear and Measurable Goals

In our experience, the most successful open data initiatives identify their open data goals from the outset based on their priorities as an organization.



An Outstanding Citizen Experience

In the early days Topekans had to review a 200 page document to find out the details of the city's budget. Now you can find the information in an interactive portal.



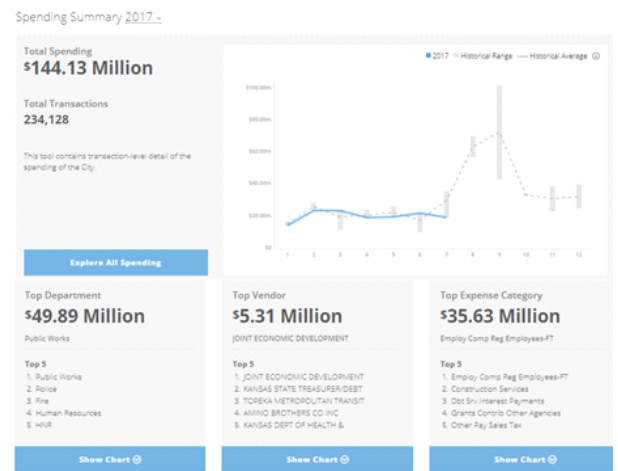
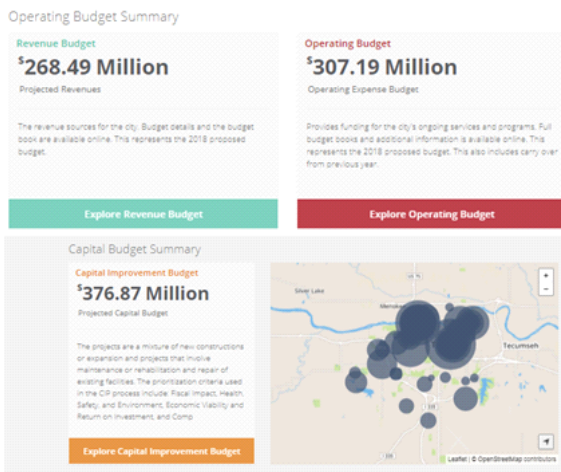
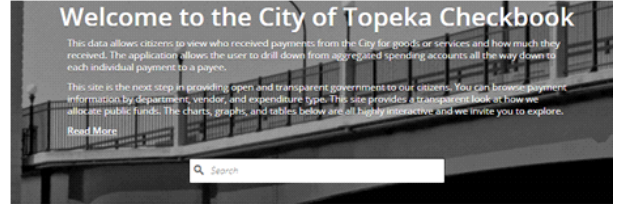
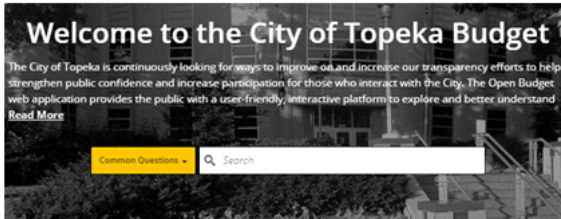
Open Data Implementation

We highly recommend you approach your implementation in phases. For the city's first portal we elected to do this in small phases.

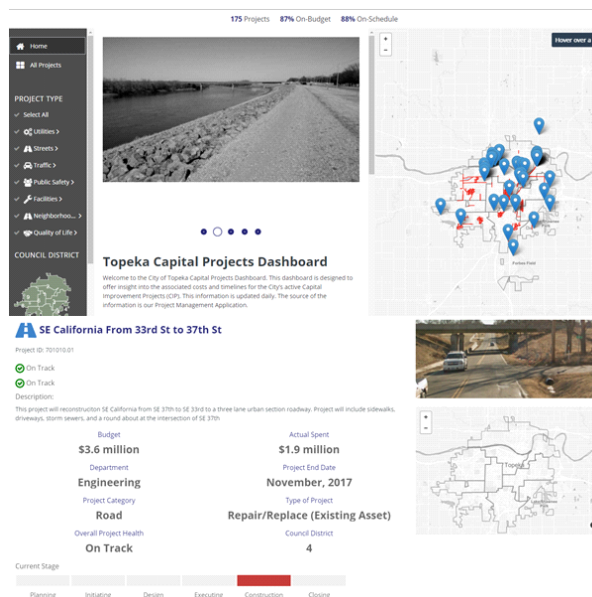


The [Budget Portal](#) allows site visitors to review the allocation of funds for both the revenue and operating budget for the current year and all previous years.

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



The [Open Projects Portal](#) allows site visitors to explore the City's ongoing and future projects. This dashboard is designed to offer insight into the associated costs and timelines for the City's active Capital Improvement Projects (CIP). This information is updated daily. The source of the information is our Project Management Application.





The [City of Topeka Performance Portal](#), launched in late 2016, provides clarification to the public on the overall purpose of the Performance Management Plan. The portal links together the overall budget priorities with each internal department measure. Our internal department goals lead to an increase in productivity, process improvements and increases outcomes generated for residents to see and compare from year to year.

Welcome to Topeka Open Performance

The City of Topeka's performance portal provides a quick, interactive assessment into the City's key service areas, including Thriving and Livable Neighborhoods, Fiscal Health and Sustainable Growth, Stewardship of the City's Physical Assets, Organizational Excellence, Commitment to Customer Service and Safe and Secure Communities. The measures included on the portal are a portion of available measures and metrics highlighted for the current period. The City will frequently feature different performance measures throughout the year.

Commitment to Customer Service

Fiscal Health & Sustainable Growth

Organizational Excellence

Safe & Secure Communities

Stewardship of the City's Physical Assets

Thriving City & Livable Neighborhoods

Topeka Street Conditions

An independent assessment of Topeka's street network in early fall of 2016 gave us an average grade (Pavement Condition Index or PCI) of 85 on a scale of 100. Topeka's grade means our roads are right on the border between fair and poor – and we have some decisions to make.

SeeClickFix Topeka

SeeClickFix is the City of Topeka's new utility to help you report issues around town, such as potholes, downed tree limbs, missing street signs, and other maintenance problems. Simply submit your request through the interface below. First time users will be prompted to create an account. It's as simple as See, Click, Fix - Topeka.

City of Topeka 2016 Wrap Up Video

City of Topeka highlights from 2016, including open data, elephants and our bus lane bicycle designation. Here's looking at you, 2017.

City Construction Projects Dashboard

CLICK HERE to visit the City Project Dashboard and view current Citywide projects

Weekly Reports

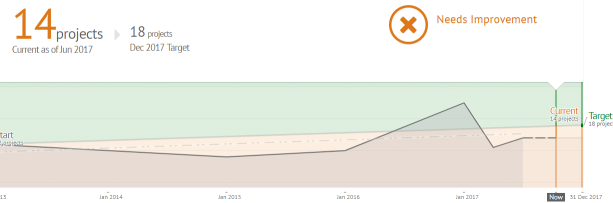
From the Interim City Manager's desk, weekly reports contain updates from across the City's Departments and Divisions about past activity and upcoming events. CLICK here to view the reports on the City's website!

Topeka Selected for What Works Cities

What Works Cities, a Bloomberg Philanthropies' initiative, partners with local governments to enhance their use of data and evidence to improve people's lives.

Major Street Projects

This goal is measured by tracking the number of active major street projects under construction throughout each year. The current target for 2017 is 18 major street projects. Nine (9) of these were started in 2016 and will be completed in 2017 and nine (9) will be new major street projects that will begin in 2017. [Explore the data](#)

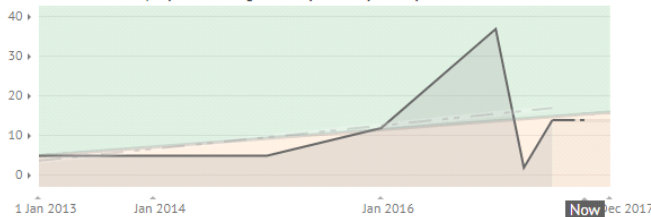


Meetings on Major Street Projects

14 meetings

[Explore the data](#)

This goal is measured by tracking the number of major street construction project meetings held by the City each year.

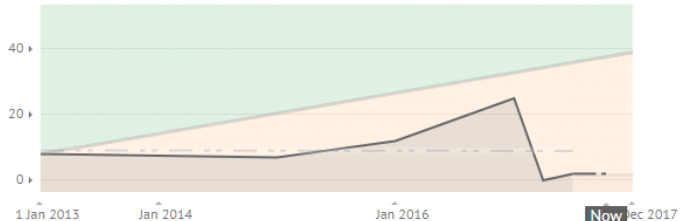


Pavement Management

2 miles

[Explore the data](#)

This goal is measured by tracking the miles of City street repairs funded by the Citywide Half-Cent Sales Tax each year.

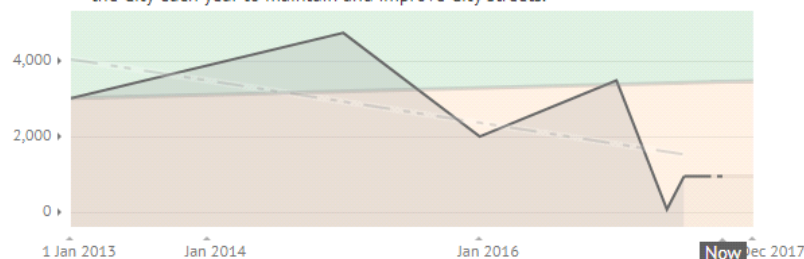


Asphalt Replaced Throughout the City

981 tons

[Explore the data](#)

This goal is measured by tracking the tons of asphalt replaced throughout the City each year to maintain and improve City streets.





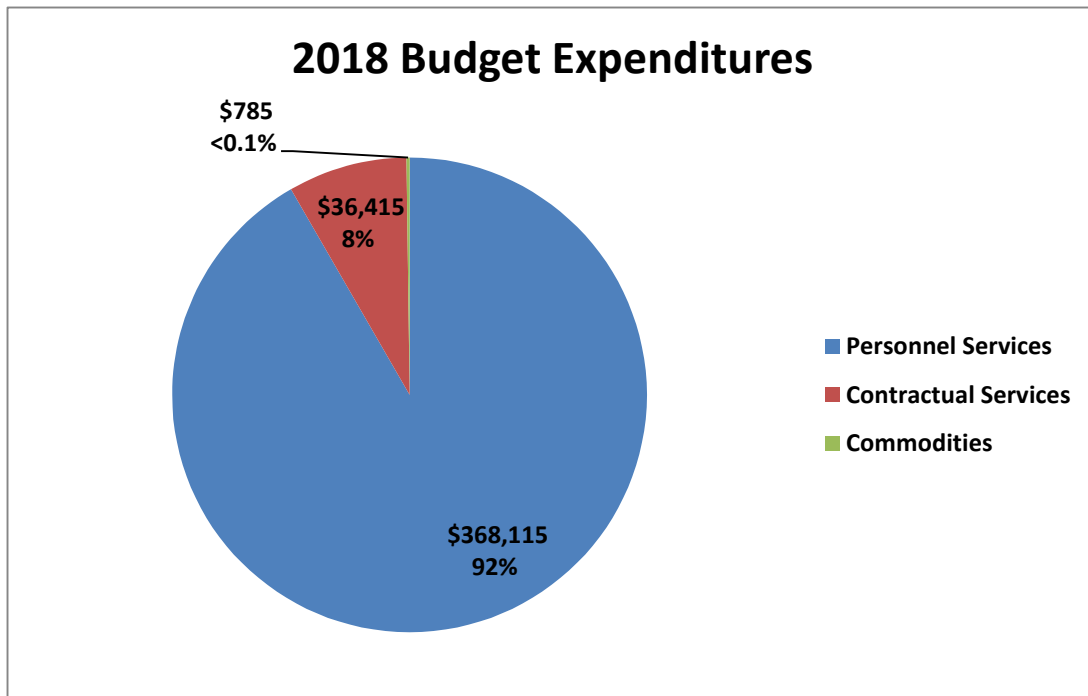
Department Budgets



Department: City Council

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 223,004	\$ 221,231	\$ 338,297	\$ 368,115
Contractual Services	18,730	25,691	36,415	32,658
Commodities	903	1,418	785	785
Total	\$ 242,637	\$ 248,340	\$ 375,497	\$ 401,558



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$242,637	\$248,340	\$375,497	\$401,558

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	10	10	10	10
Part-Time FTEs	0.5	-	-	-
Total	<u>10.5</u>	<u>10</u>	<u>10</u>	<u>10</u>

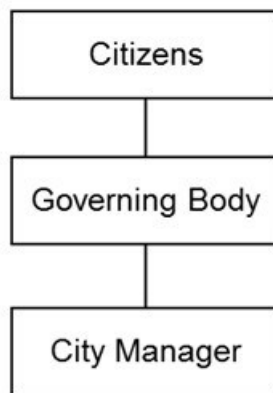


Department: City Council

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. The City Council serves as a resource for citizens and neighborhood groups, providing vision and leadership, strategic planning and the adoption of the annual operating budget and Capital Improvement Project program.

ORGANIZATIONAL CHART



2018 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

2017 ACCOMPLISHMENTS

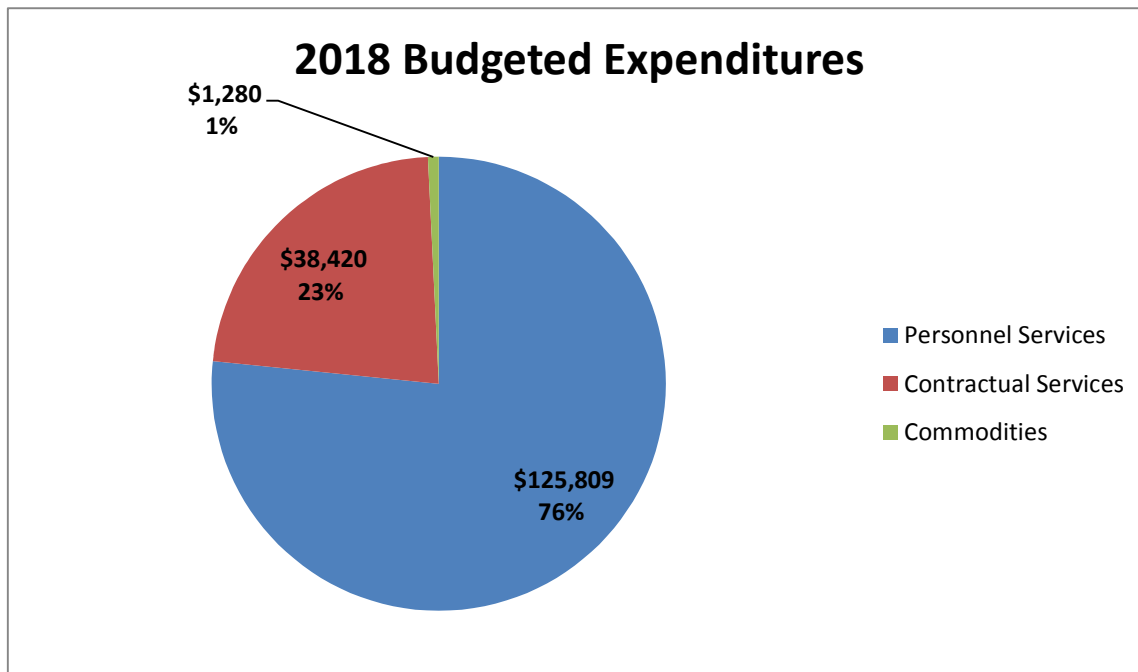
- Voted to pass a structurally balanced budget
- To date, passed 110 Resolutions and 37 Ordinances
- Foresee hosting 36 Governing Body meetings



Department: Mayor

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 79,580	\$ 93,386	\$ 118,437	\$ 125,809
Contractual Services	35,064	35,427	38,420	37,217
Commodities	1,299	1,115	1,280	1,250
Total	\$ 115,943	\$ 129,928	\$ 158,137	\$ 164,276



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$115,943	\$129,928	\$158,137	\$164,276

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	2	2	2	2
Total	2	2	2	2

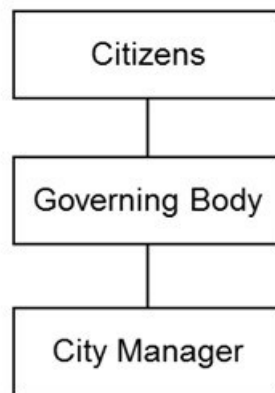


Department: Mayor

DEPARTMENTAL PROFILE

The Mayor is the chief elected officer of the City. The Mayor is elected at-large and serves a four-year term. The Mayor makes recommendations to the council for measures and legislation and votes on all matters before the Council except for those issues on which the Mayor has veto power. The Mayor serves on the Washburn Board of Regents and other local, state and national boards. In addition, the Mayor makes appointments to the 27 boards, commissions and authorities of Topeka.

ORGANIZATIONAL CHART



2018 GOALS

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

2017 ACCOMPLISHMENTS

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

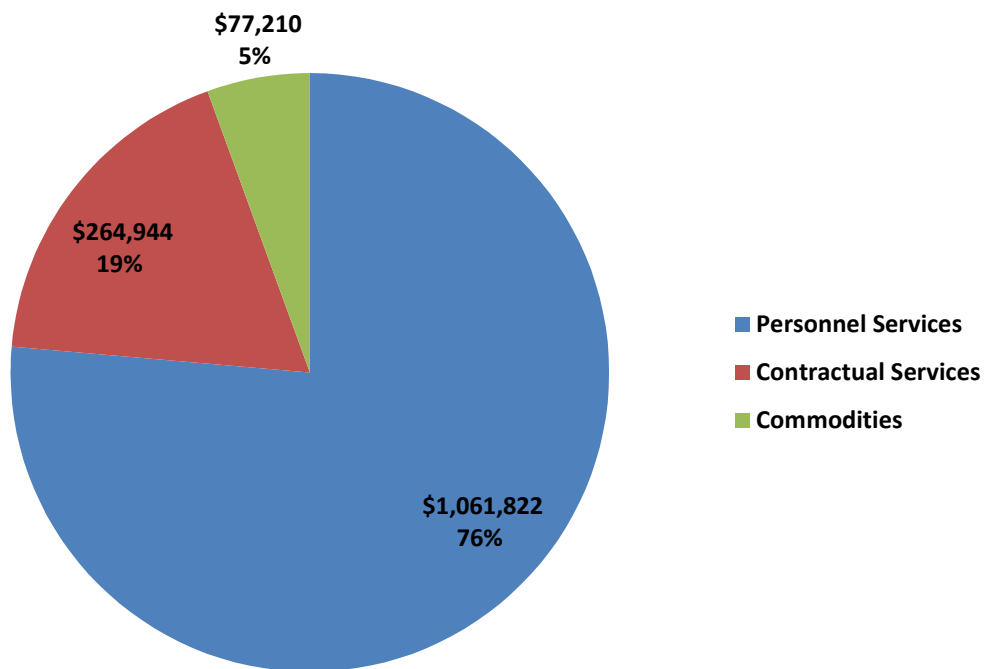


Department: Executive

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 814,129	\$ 948,629	\$ 1,026,434	\$ 1,061,822
Contractual Services	263,791	235,429	262,904	251,258
Commodities	100,465	38,975	79,250	77,210
Total	\$ 1,178,385	\$ 1,223,032	\$ 1,368,588	\$ 1,390,290

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$1,178,385	\$1,223,032	\$1,368,588	\$1,390,290

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	12	11	11	11
Total	12	11	11	11

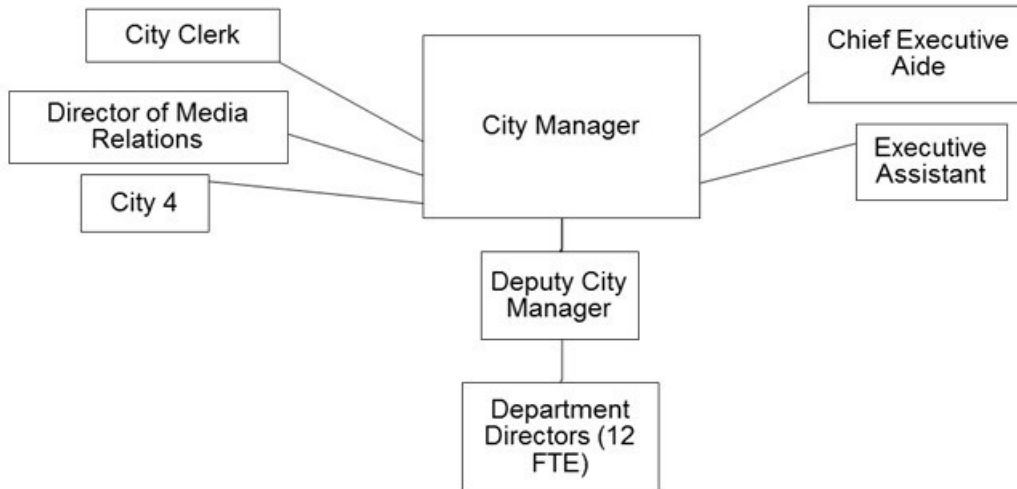


Department: Executive

DEPARTMENTAL PROFILE

The Executive Department is responsible for the performance and productivity of all other City departments. It is composed of the City Manager's office, City Clerk's office, and the Communications department. It is responsible for delivering the highest level of quality information on policies, services and activities to the Topeka government and its 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. It serves 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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 384,203	\$ 489,299	\$ 535,547	\$ 555,691
Contractual Services	151,511	125,674	143,353	127,509
Commodities	1,504	3,849	5,665	4,225
Total	\$ 537,218	\$ 618,823	\$ 684,565	\$ 687,425

2018 GOALS

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

2017 ACCOMPLISHMENTS

- Projected a positive image of City government and enhanced public trust
- Enhanced public perception of Topeka as a more enjoyable place to live
- Focused on accessibility of information to the community, roll out of SeeClickFix Topeka
- Focused on key initiatives that can grow Topeka including urban economic development
- Focused on "meeting the people where they are" implementing more surveys and pop up events

Organizational Excellence Performance Indicators

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

Strategy	Key Performance Indicator	Measurement
The City will implement an internal services survey	The City will implement an internal services survey in 2017 and then in subsequent years, improving upon the scores from each previous year	This will be measured by the satisfaction ratings each year for each department from the internal services survey



Division: City Clerk

DIVISION PROFILE

The City Clerk's office provides administrative support functions that are necessary for the day-to-day operations of the City Manager, Mayor, City Council and other City personnel. The City Clerk's office 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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 184,617	\$ 191,814	\$ 201,746	\$ 211,030
Contractual Services	86,031	43,809	53,473	53,034
Commodities	1,138	2,589	2,125	2,125
Total	\$ 271,786	\$ 238,212	\$ 257,345	\$ 266,189

2018 GOALS

- Continue working with IT and the Data Governance Committee to publish specific types of records through the open data portal initiative, specifically, completion of a special assessment interactive electronic portal

2017 ACCOMPLISHMENTS

- Completed the implementation of a comprehensive special events procedure
- Worked in collaboration with the City of Topeka Data Governance Committee to establish guidelines for the What Works City Open Data initiative

Organizational Excellence Performance Indicators

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Annual Open Record Requests	318	272	284	284

Commitment to Customer Service Performance Indicators

Promote a service oriented culture in City government

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Annual Business Licenses Approved	628	575	575	630



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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 245,308	\$ 267,515	\$ 289,141	\$ 295,101
Contractual Services	26,249	65,945	66,078	70,715
Commodities	97,823	32,537	71,460	70,860
Total	\$ 369,381	\$ 365,997	\$ 426,678	\$ 436,676

2018 GOALS

- Increase awareness and education about the City's open data portal
- Increase civic engagement and public participation through increased and varied public meetings and social media efforts
- Increase Topeka In Two programming and expand video to social media sites
- Project an accurate image of and enhance public trust in City government and City employees
- Enhance social media and website to better engage citizens

2017 ACCOMPLISHMENTS

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

Commitment to Customer Service

Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Annual Number of Social Media Followers	19,395	24,253	26,000	29,000

Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

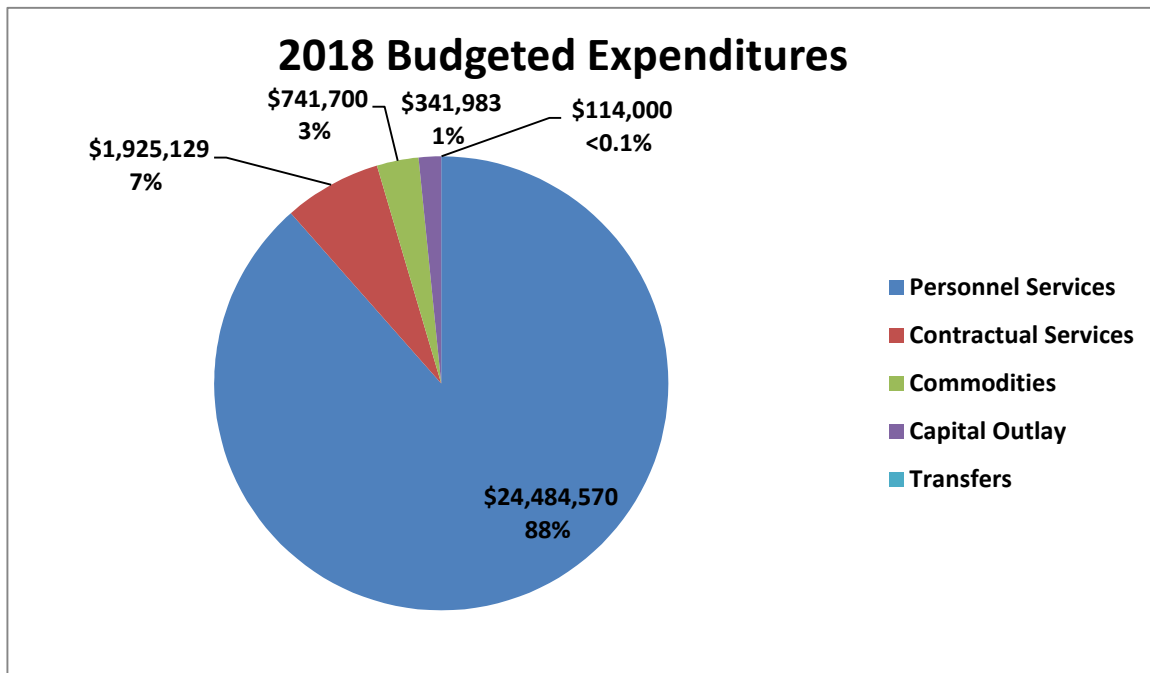
Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Annual City Hosted Public Meetings	281	1,168	1,200	1,200



Department: Fire

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 23,546,162	\$ 23,736,642	\$ 24,279,400	\$ 24,484,570
Contractual Services	1,898,329	1,753,968	2,068,111	1,925,129
Commodities	672,311	676,955	619,642	826,000
Capital Outlay	-	46,515	70,000	441,183
Transfers	37,952	-	-	-
Total	\$ 26,154,753	\$ 26,214,080	\$ 27,037,153	\$ 27,676,883



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$26,154,753	\$26,214,080	\$27,037,153	\$27,676,883

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	245	245	246	248
Total	245	245	246	248

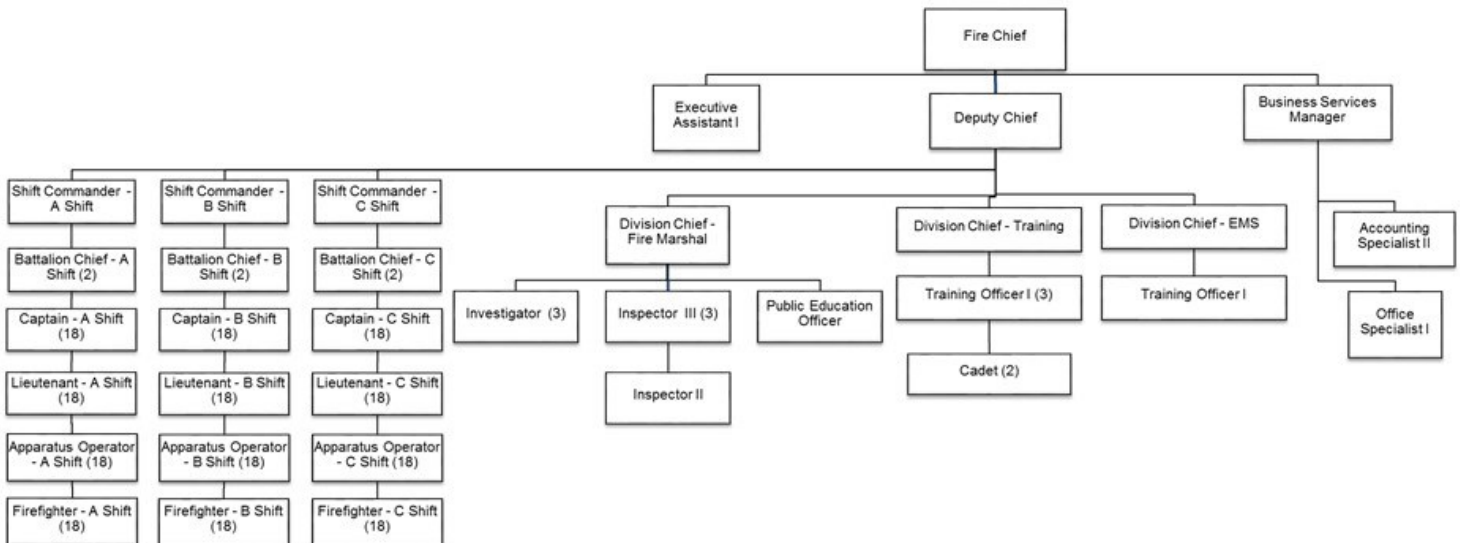


Department: Fire

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Administration & Business Services

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 497,005	\$ 453,571	\$ 456,425	\$ 471,525
Contractual Services	50,323	129,717	604,372	623,442
Commodities	2,229	(3,340)	25,635	11,400
Total	\$ 549,557	\$ 579,948	\$ 1,086,432	\$ 1,106,367

2018 GOALS

- Complete a Standard of Cover document for the department
- Develop a long term strategic plan through stakeholder input
- Continued cooperation with community partners to develop a formal recruitment and career pathway plan

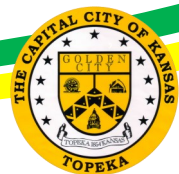
2017 ACCOMPLISHMENTS

- Established a continuing hiring process
- Developed a timeline for the accreditation process
- Developed a process to review and update all department guidelines and policies

Safe and Secure Communities

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Dollars Received Through Grants	Not Formally Tracked	\$55,000	\$ -	\$75,000
Number of specialty personnel in Prevention & Training	11	11	12	12
Maintain Shift Commander and Battalion Chief Numbers	9	9	9	9



Division: Training

DIVISION PROFILE

The Topeka Fire Department Training division provides professional certifications and skills-based training to firefighters through multifaceted programs that address many topics. The Fire department provides training to over 240 sworn firefighters who rely on their training and experiences to deal with any type of emergency in the community. Beginning in 2018, the Training division will oversee the new Cadet program, which will train two individuals that would normally not be eligible for the academy due to age.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 397,345	\$ 396,039	\$ 419,698	\$ 442,939
Contractual Services	20,647	18,114	230,927	97,981
Commodities	5,656	9,492	17,986	47,900
Capital Outlay	-	-	-	16,000
Total	\$ 423,648	\$ 423,645	\$ 668,611	\$ 604,820

2018 GOALS

- Formalize a professional development plan within the department
- Enhance the Safety Officer skill level within the department by obtaining national certification for those filling the role
- Implement a specialty team training program with structured hours and goals

2017 ACCOMPLISHMENTS

- Implemented the Incident Command certification department wide
- Switched to Target Solutions Learning Management system for record keeping
- Increased the use for simulation training for company officers
- Established a self-contained breathing apparatus confidence course

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Total Hours of Fire Fighter Training	Not Formally Tracked	56,348	45,272	46,494



Division: Fire Prevention

DIVISION PROFILE

Our Fire Prevention division includes the Fire Marshal, Fire Inspection, Fire Investigation, Public Education and Public Information. Inspectors use the International Fire Code, along with City ordinances, as a guide to provide fire and life safety code enforcement and building plan reviews. Fire investigators are law enforcement officers that investigate the origin and cause of fires. Public education provides fire safety training and serve as a resource for the entire community. The Fire Marshal serves as the Public Information Officer to keep the public informed regarding fire incidents and safety information.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 981,707	\$ 1,000,466	\$ 1,001,454	\$ 998,389
Contractual Services	83,202	23,591	244,990	26,143
Commodities	20,086	21,995	28,678	21,600
Capital Outlay	-	-	-	87,000
Total	\$ 1,084,995	\$ 1,046,052	\$ 1,275,122	\$ 1,133,132

2018 GOALS

- Replace the vehicles in the Investigation unit
- Implement a pre-fire plan with Operations
- Implement the permitting of fire protection systems

2017 ACCOMPLISHMENTS

- Implemented electronic mobile inspections and data tracking
- Developed a smoke alarm program in cooperation with the Red Cross

Safe and Secure Communities

Improve the public perception of safety

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Special Assistance in Fire Emergencies (SAFE) Program Participants	75	241	300	300
Public Education Provided to Children	12,132	14,621	15,000	15,000



Division: Operations

DIVISION PROFILE

The Operations division has six Battalion Chiefs, three Shift Commanders and 216 personnel working under the direction of the Deputy Chief. Emergency services are provided from 18 operational companies housed in 12 stations strategically located throughout the City of Topeka. Types of services are suppression, rescue, medical aid and responses for hazardous material. Non-emergency services include pre-planning, public education and smoke detector installation. Operations serve an area of 62.39 square miles with a population of approximately 127,000. Additionally agreements are in place to provide or receive mutual aid assistance with surrounding communities. The Operations division also provides several specialty units that include a technical rescue, confined space team and hazardous materials response team with regional responsibilities. The division also maintains equipment for water rescue and brush units for grass fires.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 21,670,105	\$ 21,837,817	\$ 22,183,793	\$ 22,351,068
Contractual Services	1,744,157	1,582,506	987,630	1,152,101
Commodities	644,339	648,808	547,343	627,300
Capital Outlay	-	46,515	70,000	224,183
Transfers	37,952	-	-	-
Total	\$ 24,096,553	\$ 24,115,646	\$ 23,788,767	\$ 24,354,652

2018 GOALS

- Continue company officer training initiatives
- Continue to develop management training to meet industry standards
- Bring staffing levels to capacity
- Identify and replace deficient station furniture and appliances
- Identify and replace of the department's personal protective gear that is going out of compliance with National Fire Protection Association (NFPA) standards
- Fully equip reserve apparatus to a deployable level
- Provide wildland fire personal protective gear to the departments brush units to meet NFPA standards

2017 ACCOMPLISHMENTS

- Implemented an Incident Command certification
- Brought staffing levels to near full capacity
- Completed the transition to New World Mobile by installing mobile data terminals in all apparatus
- Developed systems to more accurately track and analyze data
- Replaced the departments self contained breathing apparatus
- Replaced Light and Air Truck 11
- Developed and utilized an updated promotion system for management positions
- Analyzed all of the department's personal protective gear and replaced gear identified as not meeting NFPA compliance

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Annual Fire Department Responses	4,318	4,357	4,500	4,500



Division: EMS

DIVISION PROFILE

The Topeka Fire EMS division is responsible for the management of Emergency Medical Services (EMS). This management includes compliance with Federal, State and Local laws and regulations related to EMS operations as well as the health and safety of the department's members. Other duties include but are not limited to working with community partners in the delivery of EMS, promoting cardiopulmonary resuscitation (CPR) and first aid awareness to the community, keeping the department up to date on current and best practices in care and documentation and innovations related to the scope of each practice. Beginning in 2018, the EMS division will begin providing Advanced Life Support (ALS) services to persons in need.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ -	\$ 48,749	\$ 218,030	\$ 220,649
Contractual Services	-	40	192	25,463
Commodities	-	-	-	117,800
Capital Outlay	-	-	-	114,000
Transfers	-	-	-	-
Total	\$ -	\$ 48,789	\$ 218,222	\$ 477,912

2018 GOALS

- Continue to enhance the quality improvement and assurance plan
- Deliver Casualty Care training to 100 percent of the department
- Establish two Advance Life Support (ALS) responding engine companies

2017 ACCOMPLISHMENTS

- Developed and began utilization of a formal quality improvement and assurance plan
- Implemented updated medical protocols
- Formalized an inventory of all medical equipment utilized by the department
- Trained the trainer for Tactical Emergency Casualty Care in relation to the rescue task force

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Fire Emergency Medical Service (EMS) Responses	Program Not Initiated	Program Not Initiated	16,280	17,419

NEIGHBORHOOD RELATIONS

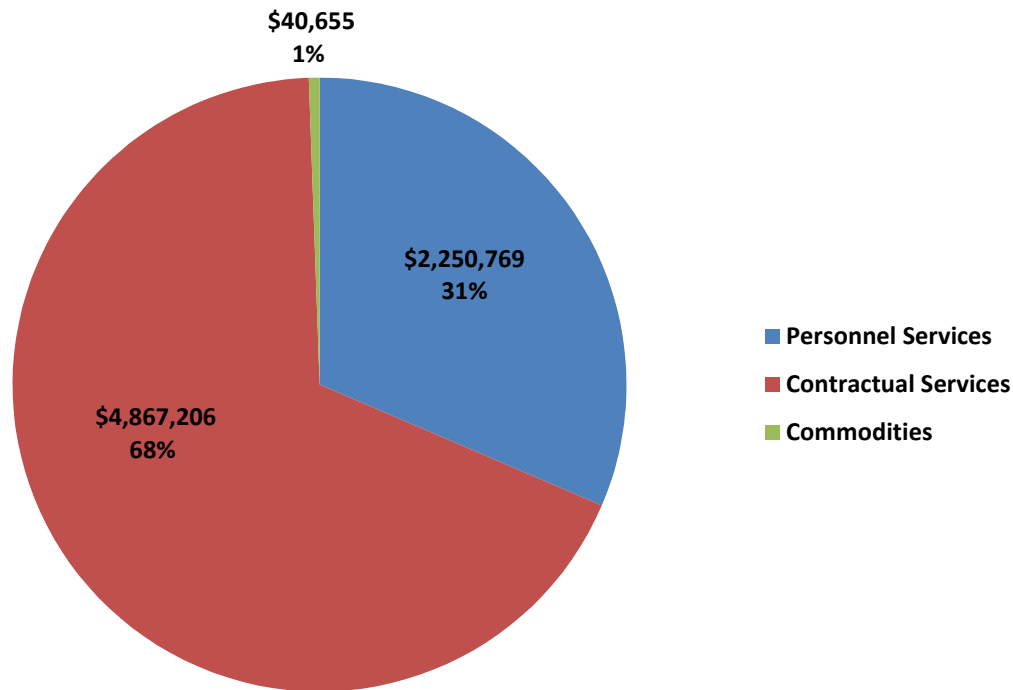


Department: Neighborhood Relations

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,831,007	\$ 1,858,777	\$ 2,145,208	\$ 2,250,769
Contractual Services	4,959,353	5,014,900	4,874,025	4,867,206
Commodities	50,162	106,155	47,895	40,655
Capital Outlay	60,199	-	3,561	-
Total	\$ 6,900,721	\$ 6,979,832	\$ 7,070,690	\$ 7,158,630

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$2,221,736	\$2,628,513	\$2,861,359	\$2,956,888
Streets Fund	\$306,089	\$295,943	\$325,383	\$370,091
Grant Funds	\$4,372,896	\$4,055,376	\$3,883,948	\$3,831,651

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	14	47	47	31
Total	14	47	47	31

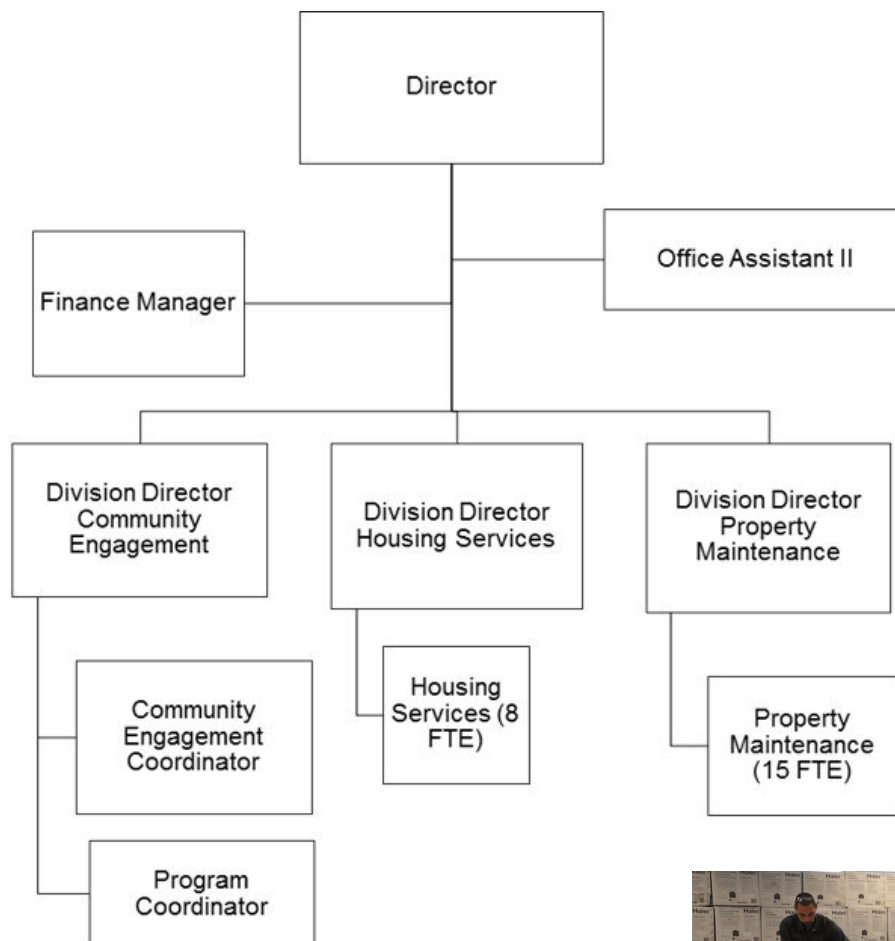


Department: Neighborhood Relations

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 Relation 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 and Urban Development.

ORGANIZATIONAL CHART



NEIGHBORHOOD RELATIONS



Division: Housing Services

DIVISION PROFILE

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

Housing Development: Housing Development consists of major rehab, exterior rehab, emergency repair and accessibility modifications; voluntary demolition program; Topeka's homebuyer program, Topeka Opportunity to Own (TOTO) Program; Homebuyer counseling; and Community Housing Development Organization (CHDO).

Homeless Programs: The Homeless Programs consists of Emergency Solutions Grant providing shelter and essential services to households at-risk of homelessness and the Shelter Plus Care Program providing rental assistance and supportive services to households.

Social Services: The Social Service Grant funds agencies to provide contractual services through Community Development Block Grants, as well as City general funds to assist an estimated 25,000 individuals.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 732,836	\$ 663,854	\$ 808,351	\$ 756,288
Contractual Services	3,628,531	3,385,568	3,061,247	3,067,412
Commodities	11,530	5,955	14,350	7,950
Total	\$ 4,372,896	\$ 4,055,376	\$ 3,883,948	\$ 3,831,651

2018 GOALS

- Rehabilitate 90 homes through major rehab, exterior rehab, emergency repair and accessibility modifications
- Demolish five blighted structures as part of the voluntary demolition program
- Assist five first-time homebuyers through Topeka's homebuyer program
- Develop four rental units by a Community Housing Development Organization (CHDO).
- Approximately 8,000 hours of service will be provided by two inmate crews
- Provide shelter and essential services to 135 households who are or may be at-risk of homelessness
- Provide contractual services to 24 organizations through City general funds
- Provide rental assistance and supportive services to 530 households
- Provide funding to 24 social service organizations through City general funds and Community Development Block Grant (CDBG) funds

2017 ACCOMPLISHMENTS

- Rehabilitated 58 homes through major rehab, exterior rehab, emergency repair and accessibility modifications
- Demolished four blighted structures as part of the voluntary demolition program
- Developed three rental units by a Community Housing Development Organization (CHDO)
- 55 renters received deposit assistance
- Approximately 8,000 hours of service will be provided by two inmate crews
- Provided shelter and essential services to 135 households who were at-risk of homelessness
- Provided contractual services to 19 organizations through City general funds.
- Provided rental assistance and supportive services to 531 households

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Residents Provided Rental Assistance with Continuum of Care	351	391	375	400

NEIGHBORHOOD RELATIONS



Division: Property Maintenance

DIVISION PROFILE

The Property Maintenance Unit is made up of personnel tasked with enforcing City of Topeka Ordinances dealing with structures in need of repair, inoperable vehicles, weeds, sanitation, graffiti and unsafe structures.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 786,316	\$ 816,632	\$ 972,402	\$ 1,067,007
Contractual Services	416,278	666,552	678,131	724,011
Commodities	38,632	50,704	33,545	32,705
Capital Outlay	60,199	-	3,561	-
Total	\$ 1,301,425	\$ 1,533,888	\$ 1,687,640	\$ 1,823,723

2018 GOALS

- Ensure that new inspectors achieve International Property Maintenance Code certification within the prescribed time period
- Property Maintenance Special Structures Unit will be focusing its demolition program on continued work in the residential neighborhoods as well as addressing dilapidated commercial structures in the community with a goal of demolishing 30 structures to include dangerous commercial properties in the community
- Van Buren School at 17th & Van Buren may be demolished in 2018 pending the outcome of ongoing work on a redevelopment project of the property
- Continue with an aggressive inspection process for housing cases. In 2017 our goal was 3,200 housing cases. In 2018 we will set it at 2,600 cases as the majority of the critical cases have been addressed
- Work with Legal department to work out legal issues surrounding mobile homes and how to address them within the current code

2017 ACCOMPLISHMENTS

- All inspectors are either certified in the International Property Maintenance Code or are in the testing process. New hires are in process of training for the certification
- Increased demolition activity has led to more property owners bringing their properties back into compliance. Prior to the increased demolition activity in the community, fewer property owners were taking action to repair and maintain their properties
- Doubled number of housing cases in 2017 from 2016. Witnessed a significant number of owners repairing properties that have been neglected
- Improved relationship with prosecutor and established a 2nd Code Docket specifically for housing cases.
- Began posting notifications of violation physically at vacant lots in violation in an effort to reach out to the owners who have not kept contact information up to date.
- 2017 saw increased voluntary compliance on housing cases through early winter notification project.
- Streamlined notification of violations involving housings cases and unsafe structures

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Demolitions (structures under contract or in the demolition bid process)	13	36	40	30
Properties Brought Back into Voluntary Compliance	6,574	6,114	7,000	7,000

NEIGHBORHOOD RELATIONS



Division: Admin & Community Engagement

DIVISION PROFILE

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

Community Engagement: The Division of Community Engagement (DCE) is devoted to empowering residents through education and neighborhood leadership development. DCE works to increase dialog between local government and residents. Through outreach programs, Community Engagement hopes to encourage all 92 of Topeka neighborhoods to take an active part in their own neighborhood improvements. The division focuses on community building, strengthening private and public partnerships throughout our community, educating neighborhood leaders and developing community events affording the opportunity to disseminate resource information to all neighbors.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 311,856	\$ 378,291	\$ 364,455	\$ 427,474
Contractual Services	914,544	962,780	1,134,647	1,075,783
Commodities	28,001	20,440	43,454	40,000
Capital Outlay	-	49,496	-	-
Total	\$ 1,254,402	\$ 1,411,008	\$ 1,542,556	\$ 1,543,257

2018 GOALS

- Neighborhood Empowerment Program improves public facilities in approximately 12 NIAs
- Community Engagement will work to secure an AmeriCorps Team and an AmeriCorps VISTA for the department in 2018. The AmeriCorps VISTA mission is to strengthen organizations that alleviate poverty through volunteering and the mobilization of services. Our goal is to utilize both programs to continue the much needed work of assisting in the stabilization of our 21 NIAs

2017 ACCOMPLISHMENTS

- Neighborhood Empowerment Program improved public facilities in approximately five NIAs
- City Inmate Program provided approximately 20,567 hours of service to the City. The crews provided services in low-to-moderate neighborhoods anywhere in the City limits

Thriving City & Livable Neighborhoods

Increase civic engagement and public participation

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Neighborhood Training Opportunities Provided by Community Engagement	1	7	10	20

NEIGHBORHOOD RELATIONS



Each year the City allocates General and CDBG Funds for grants for agencies. These agencies either provide contractual work for the City or social services to residents. Below are the 2018 allocations.

2018 Contracted & Social Service Grants					
Contracted Services	2016 Allocation	2017 Allocation	2018 Request	2018 CDBG	2018 GENERAL FUND
Housing & Credit Counseling	53,880	52,340	77,021	-	51,293
Jayhawk Area Aging Agency - Match for OAA	20,000	20,400	25,000	-	19,992
KCSL - Juvenile Intake - Previous TPD Budget	60,000	61,200	61,200	-	59,976
Keep America Beautiful	14,092	13,819	15,000	-	-
PARS - Safe Streets *	63,891	62,066	64,000	-	60,825
YWCA - Center for Safety and Empowerment	19,921	19,538	21,500	-	19,147
Total Contracted Services	231,784	229,363		-	211,233
Total	299,999	229,363	263,721		
Social Services - Emergency Aid	2016 Allocation	2017 Allocation	2018 Request	2018 CDBG	2018 General Fund
Catholic Charities	30,000	25,755	35,000	25,240	-
Doorstep	49,000	15,500	40,000	15,190	-
Let's Help	-	14,896	28,000	14,598	-
Total Emergency Aid	79,000	56,151	103,000	55,028	-
Social Services - Counseling & Prevention	2016 Allocation	2017 Allocation	2018 Request	2018 CDBG	2018 General Fund
Boys and Girls Club - Comprehensive Youth Dev.	20,239	19,850	35,000		19,453
Boys and Girls Club - CYD Teens	-	-	15,000		14,700
Big Brothers Big Sisters - Mentoring	9,849	9,689	20,000		9,495
Breakthrough House - Residential	-	-	25,000		17,000
Breakthrough House- Freedom Club House	-	20,176	25,000		-
CASA - Child in Need of Care	8,137	7,979	15,000		7,819
Community Action - Latino Family Development	14,508	14,093	20,000	11,972	1,839
Community Action - First Tee	-	27,495	30,000		26,945
Doorstep - Medical	-	18,240	19,000		17,875
East Topeka Council on Aging	19,816	19,249	21,840		18,864
El Centro	18,950	18,950	20,000		18,571
Jayhawk Area Agency on Aging - SHICK	-	13,350	15,000		13,083
KCSL - Supporting School Success	24,413	23,483	24,000		23,013
LULAC	13,230	12,852	40,000		12,595
Meals on Wheels	8,611	8,365	15,000		8,198
Papan's Landing	14,616	14,198	14,698		13,914
Positive Connections	38,457	37,718	38,000		36,964
Shawnee Medical Society - Project Health Access	55,440	53,856	65,000		52,779
TDC - Parent Child Learning Center	8,944	8,772	10,000		-
TDC- Full Day Care	17,677	17,172	18,000		16,829
Topeka Youth Project - Jobs for Young Adults	15,725	15,422	16,000		-
Topeka Youth Project - Youth Court	7,622	7,548	7,548		-
United Way - Successful Connections	18,368	18,105	29,564		-
YWCA - Girls on the Run	10,584	10,282	15,000		10,076
Total Counseling & Prevention	325,186	396,844	553,650	11,972	340,012
Grand Total	635,970	682,358	920,371	67,000	551,245

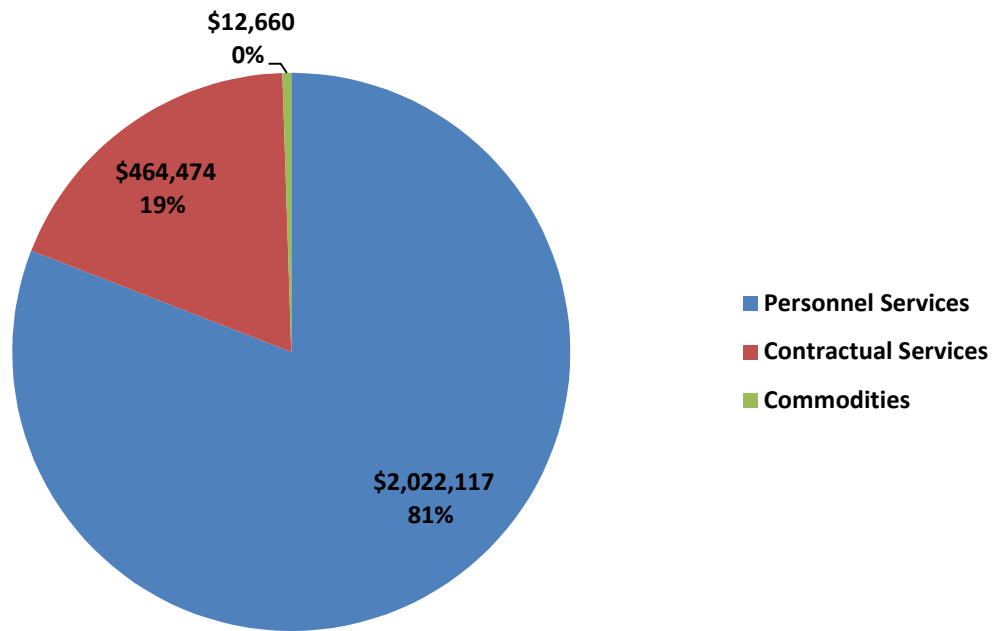


Department: Administrative & Financial Services

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 1,662,512	\$ 1,760,190	\$ 1,871,455	\$ 2,022,117
Contractual Services	303,902	481,787	486,366	464,473
Commodities	10,298	15,231	14,700	12,660
Other	(33)	33,646	-	-
Total	\$ 1,976,679	\$ 2,290,854	\$ 2,372,521	\$ 2,499,250

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$1,976,679	\$2,290,854	\$2,372,521	\$2,499,250

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	24	26	25	25
Total	24	26	25	25

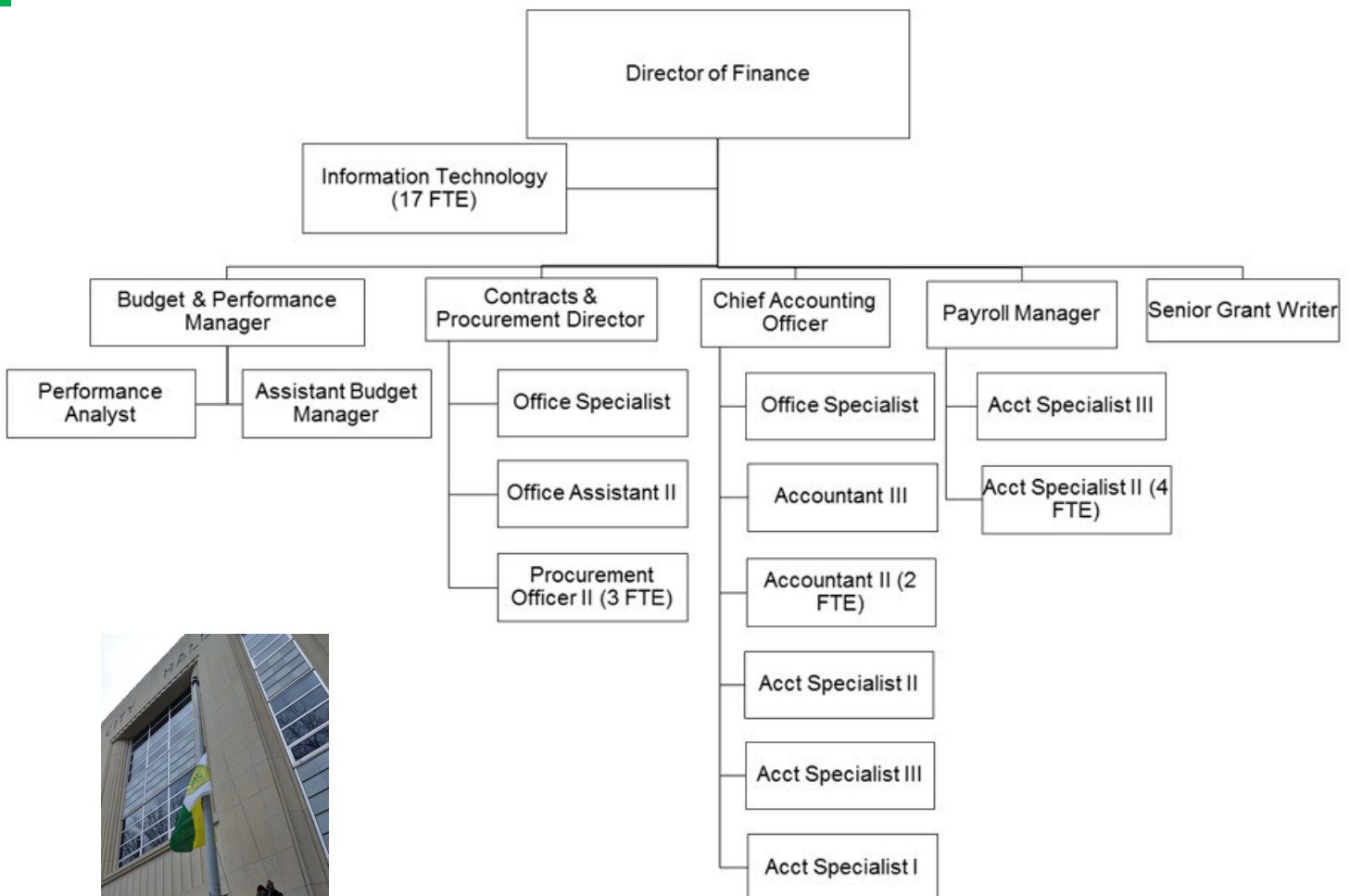


Department: Administrative & Financial Services

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Financial Reporting and Payroll

DIVISION PROFILE

The Financial Reporting function includes all employees in the Central Accounting and Cash unit, and is primarily responsible for maintaining the transparency of city-wide financial systems. This division manages financial reporting, budgeting, treasury functions, debt and business operations for the City as well as citywide performance management and grant administration. The Payroll division manages the payment of wages bi-weekly for almost 1,200 employees, tracks employee time and attendance, maintains records of paid time off and manages retirement systems for City Employees.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 1,258,948	\$ 1,344,022	\$ 1,445,529	\$ 1,558,807
Contractual Services	266,363	444,469	411,244	404,243
Commodities	9,378	14,595	12,100	11,560
Other	(33)	33,646	-	-
Total	\$ 1,534,657	\$ 1,836,732	\$ 1,868,873	\$ 1,974,610

2018 GOALS

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

2017 ACCOMPLISHMENTS

- Continued to provide enhanced monthly and quarterly reports to the Governing Body and public, including an online open data monthly financial report
- Collaborated with Departments to complete requirements for the What Works Cities initiative related to Open Data and Performance Measurement
- Established grant funding priorities and received grants for summer meals program, the Environmental Protection Agency's Brownfields program and historic tax credits.
- Assisted with the implementation of a funding model for a strategic investment in City streets, with the goal to increase the average Pavement Condition Index (PCI) score
- Implemented new capital asset policy to better track and maintain all citywide asset listings

Fiscal Health & Sustainable Growth

Improve and maintain the City's fiscal health

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Bond Ratings from Standard & Poor's	AA	AA	AA	AA+
Moody's Revenue Bond Ratings	Aa3	Aa3	Aa3	Aa3

Organizational Excellence and Commitment to Customer Service

Project a positive image of City government and enhance public trust
Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Government Transparency Open Portal Views	10,018	31,672	46,350	64,516



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	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 403,563	\$ 416,168	\$ 425,927	\$ 463,310
Contractual Services	37,539	37,318	75,122	60,230
Commodities	921	636	2,600	1,100
Total	\$ 442,023	\$ 454,122	\$ 503,649	\$ 524,640

2018 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

2017 ACCOMPLISHMENTS

- Provided support and training for all Infor Lawson users
- Providing daily maintenance of Infor Lawson Procurement and Strategic Sourcing
- Provided support and maintenance for Suppliers in Strategic Sourcing

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Purchase Orders Processed	4,180	4,124	4,200	4,200
Percentage of Purchasing with Purchasing Cards (to total budget)	95%	97%	95%	95%

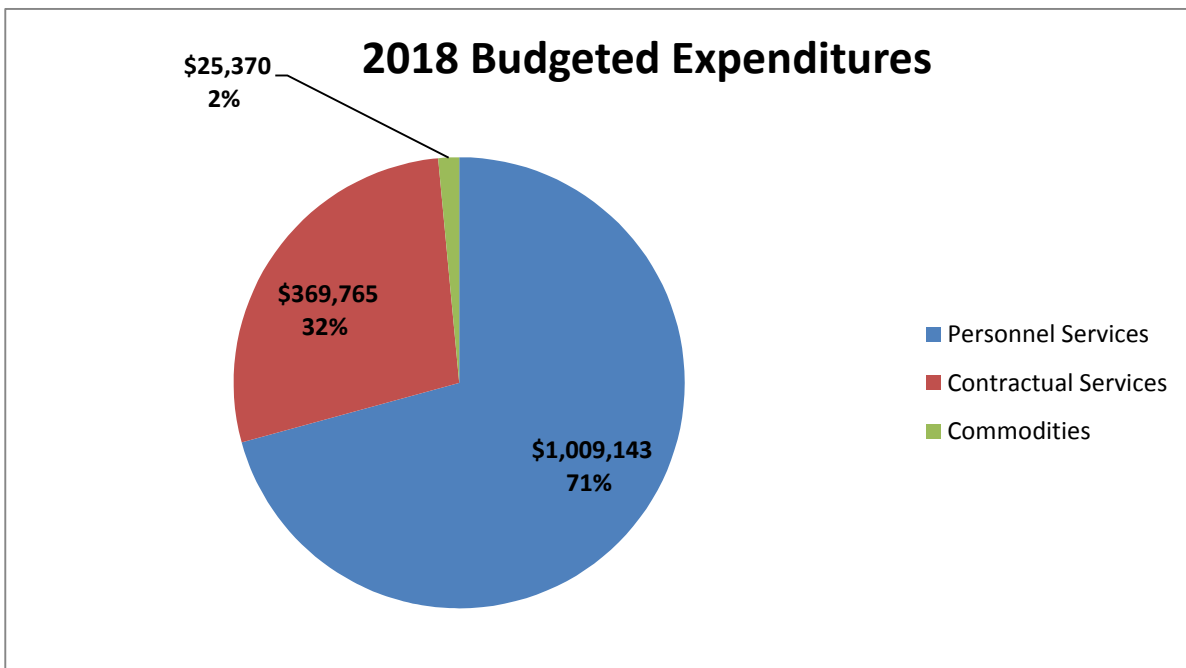
HUMAN RESOURCES



Department: Human Resources

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 767,353	\$ 860,488	\$ 967,192	\$ 1,009,143
Contractual Services	313,668	353,395	366,975	395,907
Commodities	24,073	26,907	28,160	21,370
Total	\$ 1,105,094	\$ 1,240,790	\$ 1,362,327	\$ 1,426,420



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$992,460	\$1,136,153	\$1,237,788	\$1,299,107
Worker's Comp Fund	\$88,834	\$88,778	\$94,978	\$96,418
Health Fund	\$23,801	\$15,858	\$29,562	\$30,895

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	11	12	13	13
Total	11	12	13	13

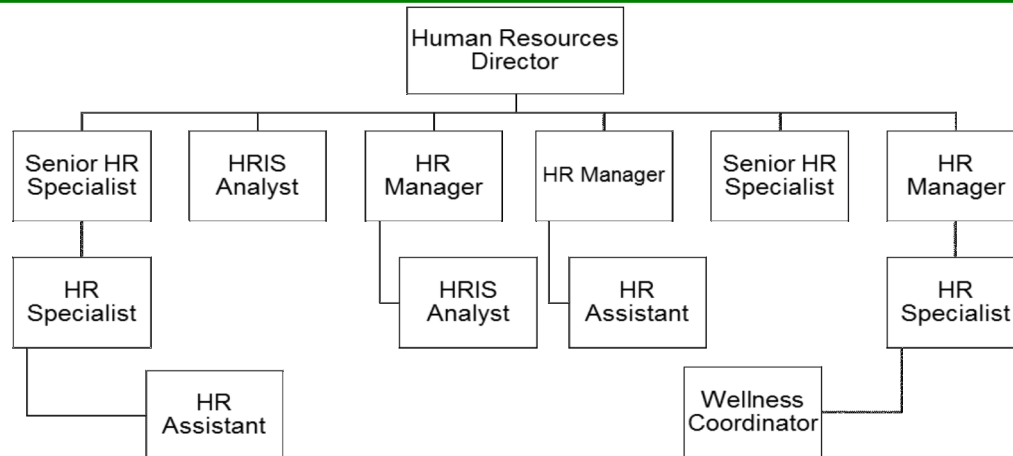


Department: Human Resources

DEPARTMENTAL PROFILE

The Human Resources department provides core administrative services which support all employees through close coordination with the City Manager and all departments. The primary functional areas include: recruitment, position classification, compensation, employee relations, labor relations, benefit programs, risk management, occupational health, wellness programs, employee training and development, HRIS administration for the Lawson, IntelliTime and HR InTouch Systems and employee recognition.

ORGANIZATIONAL CHART



2018 GOALS

- Implement the Merit-Based Performance Evaluation Process and Compass Software to improve efficiency and objectivity of the Performance Evaluation Process for management and executive employees
- Implement the Functional Capacity Evaluation process for public safety positions
- Expand outreach activities to attract more diverse candidates for public safety positions
- Expand wellness initiatives by promoting overall personal wellness toward achieving a more productive and healthy workforce

2017 ACCOMPLISHMENTS

- Implemented the Management and Executive Pay Plan
- Regularly participate in department Safety Committee meetings and review accidents to identify ways to prevent future recurrence and promote safe work practices through regular training and review of procedures
- Implementation of the Selerix benefits administration system. This has greatly improved efficiency and accuracy of transmission of benefits information to the various benefits vendors
- Initiated monthly Supervisory Forums where a City Policy or Procedure is covered in-depth in an effort to ensure understanding and consistent application across the organization

Organizational Excellence

Ensure effectiveness and efficiency in City Operations

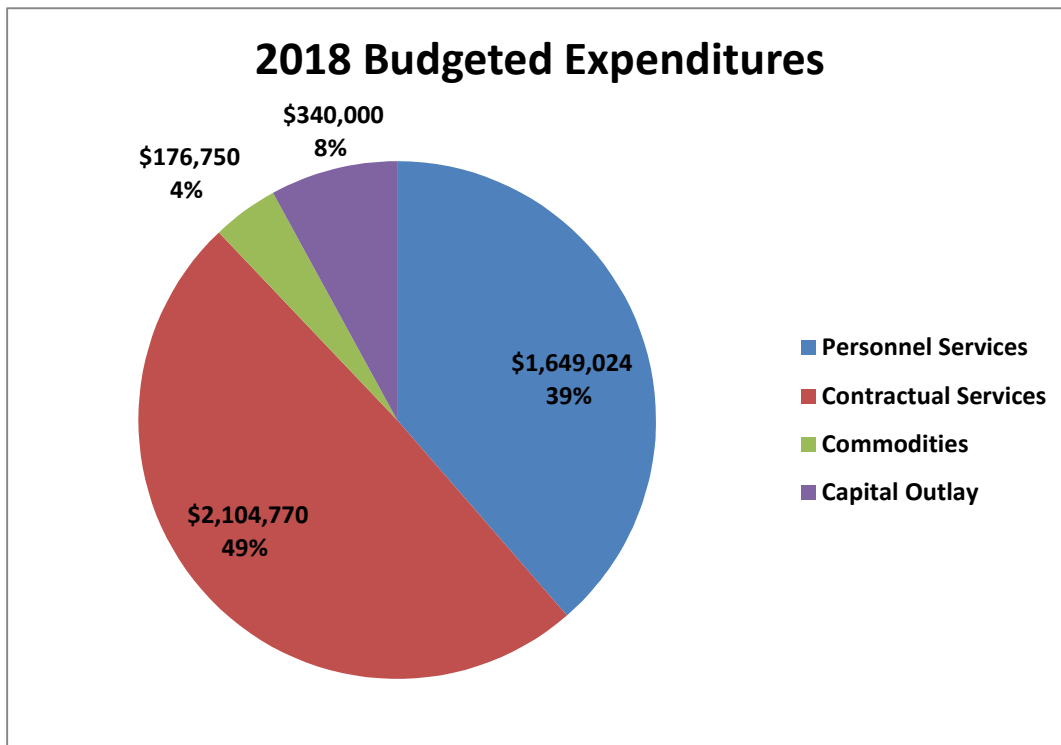
Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Employee Health Care Claims & Administrative Fees	\$9,729,286	\$11,684,657	\$12,155,591	Measuring No Target
Budgeted Amount	\$9,915,071	\$10,427,459	\$12,155,591	\$13,095,837
Employee Worker's Compensation Claims	\$2,086,233	\$1,988,846	\$1,936,636	Measuring No Target
Budgeted Amount	\$1,392,194	\$1,381,061	\$1,936,636	\$2,018,116



Department: Information Technology

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 1,389,533	\$ 1,385,349	\$ 1,585,825	\$ 1,649,024
Contractual Services	1,934,474	1,868,741	2,054,757	2,105,221
Commodities	294,951	174,334	169,792	176,750
Capital Outlay	-	-	445,000	340,000
Other	417	(150)	-	-
Total	\$ 3,619,375	\$ 3,428,274	\$ 4,255,374	\$ 4,270,995



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
IT Fund	\$3,619,375	\$3,428,274	\$4,255,374	\$4,270,995

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	14	15	17	17
Total	14	15	17	17

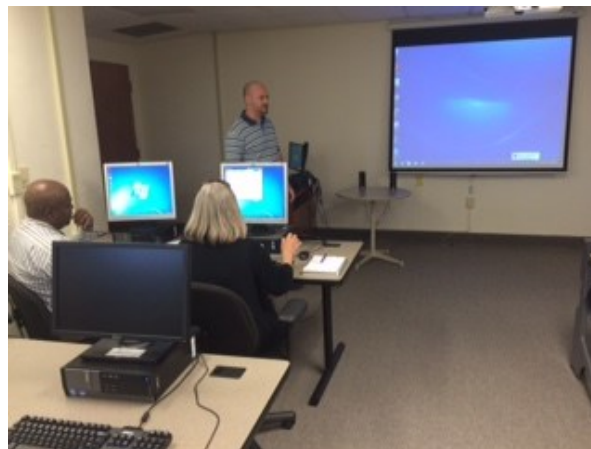
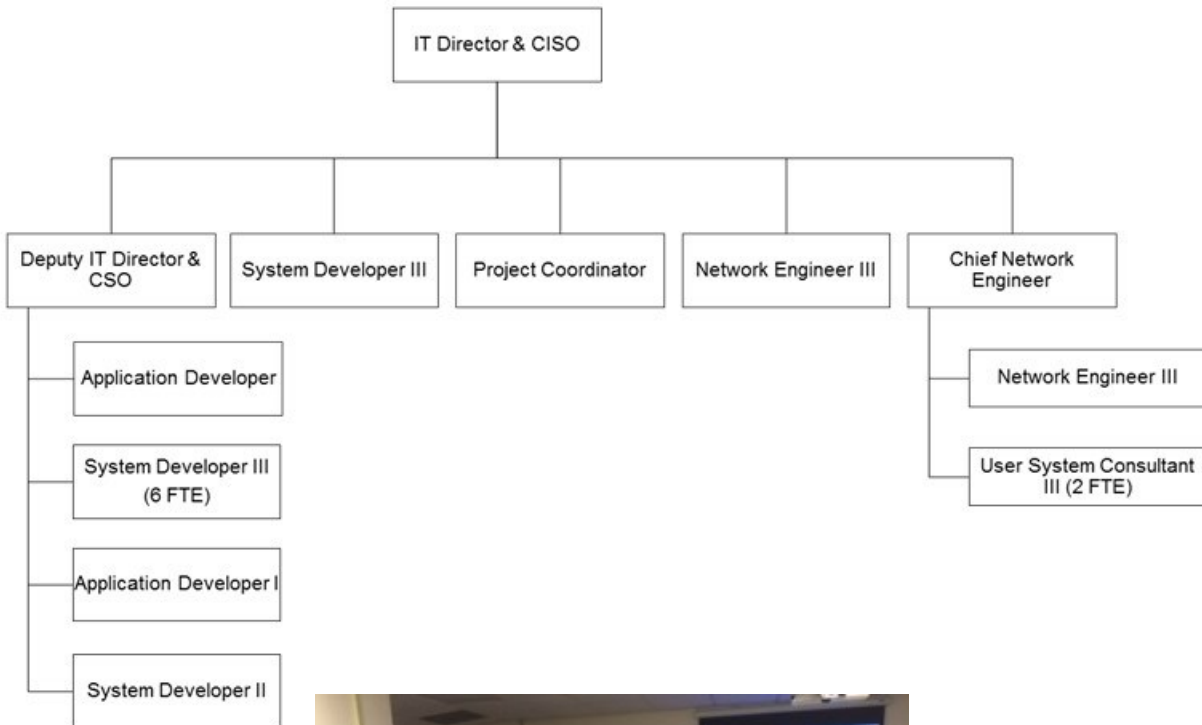


Department: Information Technology

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Telecom

DIVISION PROFILE

The IT Telecommunications Program consists of four primary services that include outside plant fiber optic system, structured cabling services, leased telephone circuit services and telephone system services. The deliverables of this program are interconnectivity of all computing systems within City facilities and voice communications. The goal for this program is to strive for maximum availability (up-time) for all telecommunication circuits and systems that support voice and data communications functions.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 157,356	\$ 140,797	\$ 163,206	\$ 166,786
Contractual Services	246,036	317,397	445,409	488,343
Commodities	6,677	6,984	50,800	50,800
Total	\$ 410,069	\$ 465,179	\$ 659,415	\$ 705,929

2018 GOALS

- Deploy to customers 500 new telephones as part of the hosted voice system telephone system upgrade project
- Collaborate with Utilities to install 21 Wireless Access Points to expand a wireless mesh network for mobile field communications
- Configure mobile data terminals for the Police and Fire Department to communicate on the City wireless mesh network
- Configure wireless devices (iPads, tablets and laptops) for Public Works and Housing and Neighborhood Relations field crews to communicate on the City wireless mesh network

2017 ACCOMPLISHMENTS

- Deployed to customers 40 new desktop telephones as part of the hosted voice system telephone system upgrade project
- Collaborated with Utilities to install 42 Wireless Access Points to create a wireless mesh network

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Telecom System Percentage of Uptime	Not Formally Tracked	99.95%	99.99%	100.00%
Telecommunication Help Desk Survey Satisfaction Rate	95%	86%	98%	95%



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	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 563,122	\$ 566,414	\$ 578,747	\$ 599,234
Contractual Services	975,353	1,179,364	1,261,589	1,407,501
Commodities	285,574	161,895	116,622	116,622
Capital	-	-	245,000	-
Total	\$ 1,824,048	\$ 1,907,673	\$ 2,201,958	\$ 2,123,357

2018 GOALS

- Complete new data center construction City Hall and migrate IT systems from old data center to the new data center
- Continue to upgrade PC systems across the City

2017 ACCOMPLISHMENTS

- Completed the upgrade of 43 edge data switches in smaller City facilities
- Upgraded three Security Appliances
- Upgraded five Device-Device (D2D) Enterprise Data Backup System
- Upgraded 57 UPS units in all City Facilities
- Upgraded Perimeter Firewalls
- Completed upgrade of 30 Mobile Data Terminals at the Police Department
- Deployed 46 new Mobile Data Terminals at the Fire Department
- Installed 12 4G Long-Term Evolution (LTE) signal boosters in the engine bays at all Fire Stations to support Mobile Data Terminals (MDT) operation
- Upgraded 100 PC's across the City

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Networking System Percentage of Uptime	Not Formally Tracked	99.93%	99.99%	100.00%
Computing Help Desk Survey Satisfaction Rate	93.73%	94.00%	95.00%	95.00%



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	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 669,055	\$ 678,137	\$ 843,872	\$ 883,004
Contractual Services	713,085	371,980	347,759	209,377
Commodities	2,700	5,455	2,370	9,328
Capital	-	-	200,000	340,000
Other	417	(150)	-	-
Total	\$ 1,385,258	\$ 1,055,422	\$ 1,394,001	\$ 1,441,709

2018 GOALS

- Implement a project and portfolio management system to track all citywide projects. Expand to other City departments plus enhanced functionality
- Implement an On-Line Payment System to support comprehensive on-line payment capabilities using an agnostic solution for payment card processing (permitting fees, utility bills, court fees, etc.)
- Implement a Citizen Self-Service system to 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

2017 ACCOMPLISHMENTS

- Implemented a Citizen Info System (Open Data Portal) infrastructure to allow easier deployment of information to Citizens to increase transparency
- Implemented a project and portfolio management system to track all citywide projects including a project portal to present information to public. Rolled out Phase I to Public Works and Utilities
- Implemented a Project Open Data Portal that pulls information from the project management application on a daily basis

Organizational Excellence and Commitment to Customer Service

Project a positive image of City government and enhance public trust
Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Datasets Released	3	40	80	100

Organizational Excellence

Identify and implement technology solutions to address inefficiencies

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Major Programs and Applications Moved to the Cloud	Program Not Initiated	2	4	5

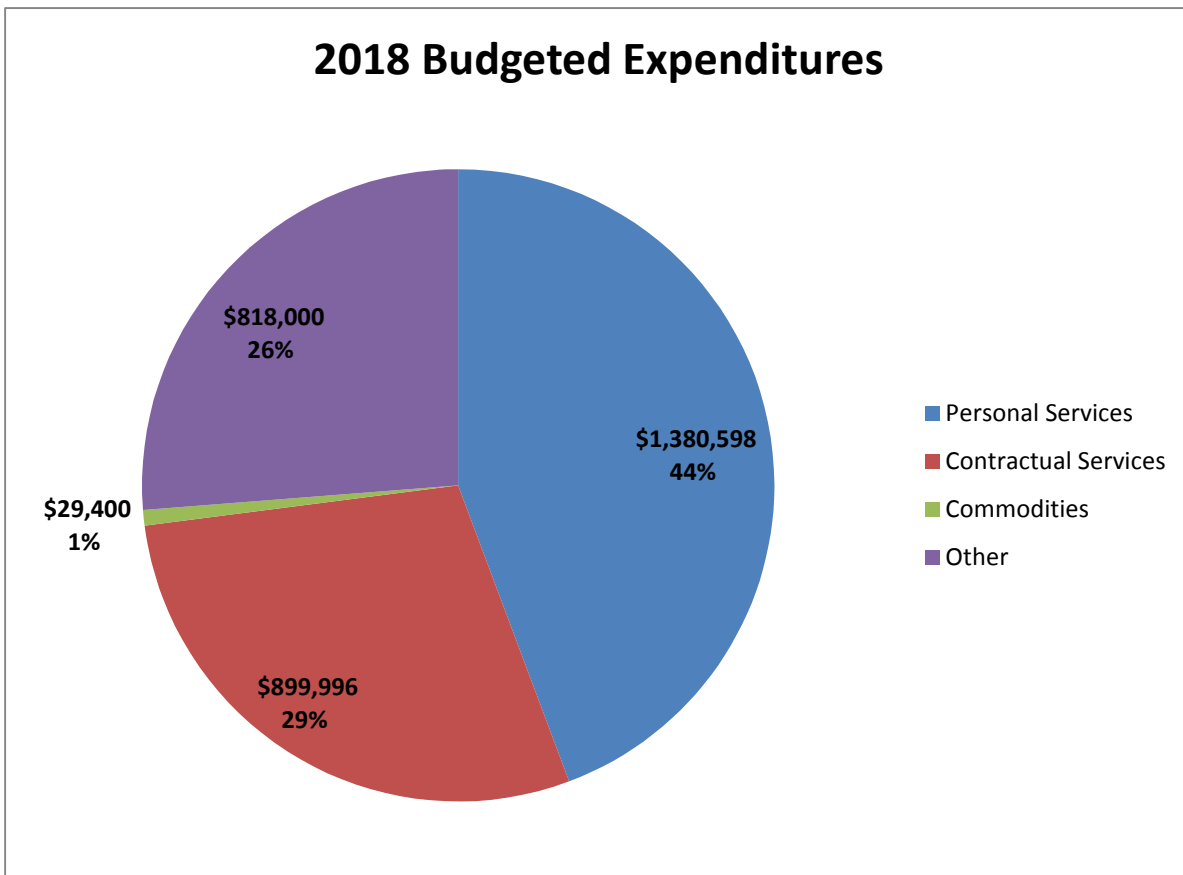


Department: Legal

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personal Services	\$ 1,079,485	\$ 1,261,190	\$ 1,331,770	\$ 1,380,598
Contractual Services	359,896	298,719	892,307	893,796
Commodities	22,253	18,934	29,800	24,886
Other	-	-	946,809	818,000
Total	\$ 1,461,635	\$ 1,578,842	\$ 3,200,686	\$ 3,117,280

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$1,005,068	\$1,141,215	\$1,244,178	\$1,243,983
Special Liability	\$456,566	\$437,628	\$1,956,507	\$1,873,297

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	14	15	15	15
Total	14	15	15	15

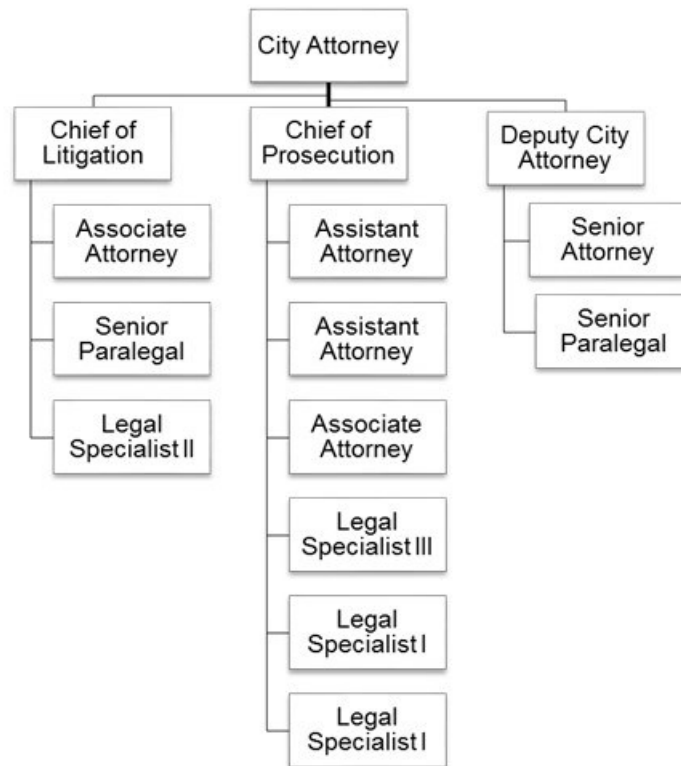


Department: Legal

DEPARTMENTAL PROFILE

The Legal Department consists of three divisions: General Government, Criminal Prosecution and Civil Litigation. Legal services are provided to the City Manager, City departments and employees, the Governing Body and boards and commissions. Alleged violations of City ordinances are prosecuted in the Municipal Court.

ORGANIZATIONAL CHART





Divisions: General Government & Criminal Prosecution

DIVISION PROFILE

The General Government division provides legal advice and representation to the City of Topeka and prepares ordinances and resolutions, reviews contracts, assists with Kansas Open Records Act inquiries, reviews bankruptcy claims, helps oversee labor union negotiations and advises the City Manager, Governing Body, City departments and employees, as well as boards and commissions. The Criminal Prosecution division represents the City of Topeka in criminal prosecution of the Topeka Municipal Code and appeals of such to the District Court.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 836,316	\$ 996,775	\$ 1,055,028	\$ 1,058,349
Contractual Services	148,093	129,708	163,350	165,248
Commodities	20,660	14,732	25,800	20,386
Total	\$ 1,005,068	\$ 1,141,215	\$ 1,244,178	\$ 1,243,983

2018 GOALS

- Work with Human Resources to review personnel policies and procedures to improve consistency across the organization
- Continue reviewing and recommending proposed amendments to Topeka Municipal Code
- Identify areas and initiate training to educate employees on a variety of issues that could have an adverse legal impact or prevent matters from escalating to the point where legal intervention is necessary
- Provide education regarding the activities and responsibilities of the Legal department and each of its divisions (i.e., what we can help with, what we can and cannot do, etc.)

2017 ACCOMPLISHMENTS

- Worked with the City Clerk and other departments to revise open records request processes to improve efficiencies and restructure the fee schedule
- Worked with Governing Body and other departments to create the Topeka Tourism and Business Investment District
- Provided support for various economic development projects
- Worked with Governing Body to amend Topeka Municipal Code (i.e., Title 2 and Title 6) for the purpose of simplifying regulations, eliminating confusion and restructuring the organizational hierarchy
- Implemented electronic discovery for defense attorneys
- Passed technical security audit conducted by the Kansas Highway Patrol

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Property Maintenance Code Violation Cases Filed	300	451	450	450
City Contracts Prepared and Reviewed	1,049	1,096	1,150	1,100



Division: Civil Litigation

DIVISION PROFILE

Civil Litigation division 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 Civil Litigation division also handles all appeals involving the City of Topeka on both the State and Federal Level.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 243,170	\$ 264,415	\$ 276,741	\$ 322,249
Contractual Services	211,803	169,011	728,957	728,548
Commodities	1,594	4,202	4,000	4,500
Other	-	-	946,809	818,000
Total	\$ 456,566	\$ 437,628	\$ 1,956,507	\$ 1,873,297

2018 GOALS

- Analyze tort claim data captured by the new system and identify areas of risk to provide recommendations on a plan to reduce such claims

2017 ACCOMPLISHMENTS

- Completed creation and testing of the tort claims database and electronic work flow process and readied for full implementation in 2018

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Claims Made and Filed Against the City	90	92	85	Measured Annually
Amount for Claims Made and Filed Against the City	\$15,103,511.00	\$11,300,000.00	\$340,630.00	Measured Annually
Amount Paid for Claims Made and Filed Against the City	\$68,400.02	\$16,144.09	\$15,000.00	Measured Annually

MUNICIPAL COURT

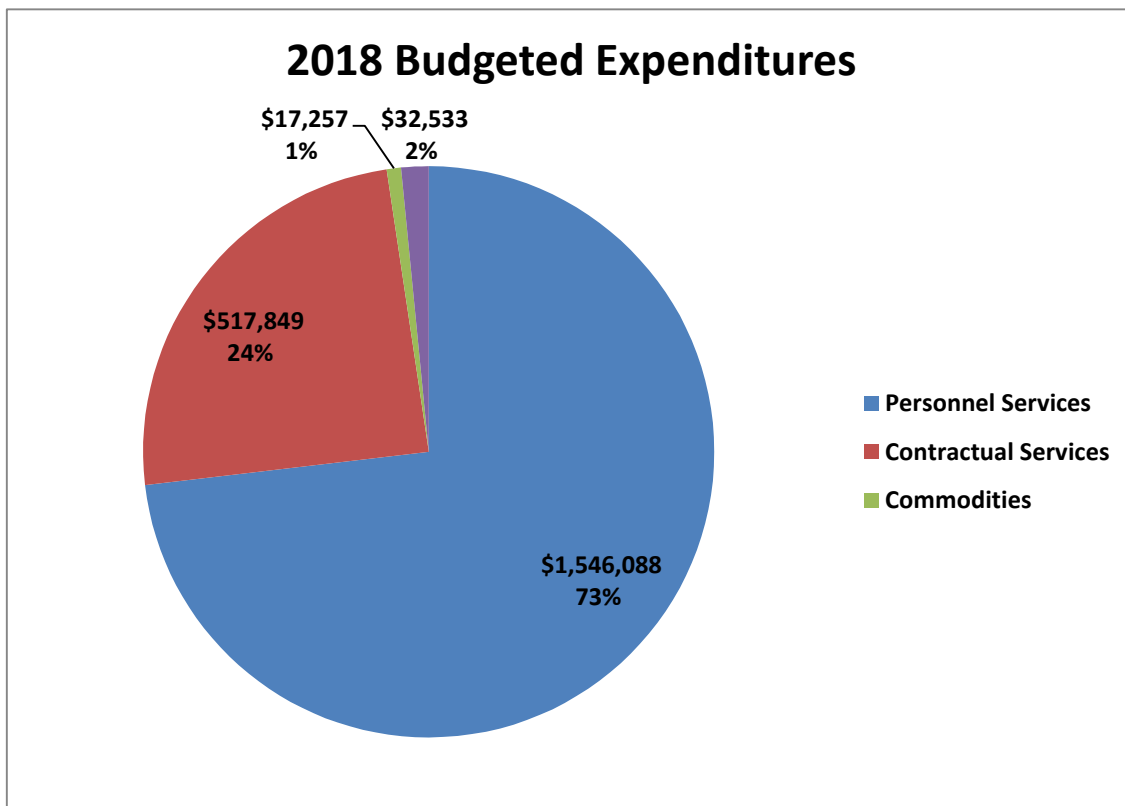


Department: Municipal Court

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,281,785	\$ 1,303,504	\$ 1,500,737	\$ 1,546,088
Contractual Services	421,712	460,015	526,280	517,849
Commodities	9,647	8,797	18,877	17,257
Other	-	-	36,852	32,533
Total	\$ 1,713,144	\$ 1,772,316	\$ 2,082,746	\$ 2,113,727

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$1,634,614	\$1,692,011	\$1,951,000	\$1,977,507
Grant Fund	\$14,581	\$13,560	\$25,000	\$25,000
Other Fund (ADSAP)	\$63,949	\$66,745	\$106,746	\$111,220

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	23	23	23	23
Total	23	23	23	23

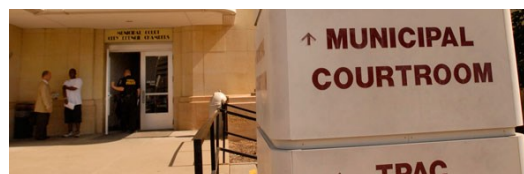
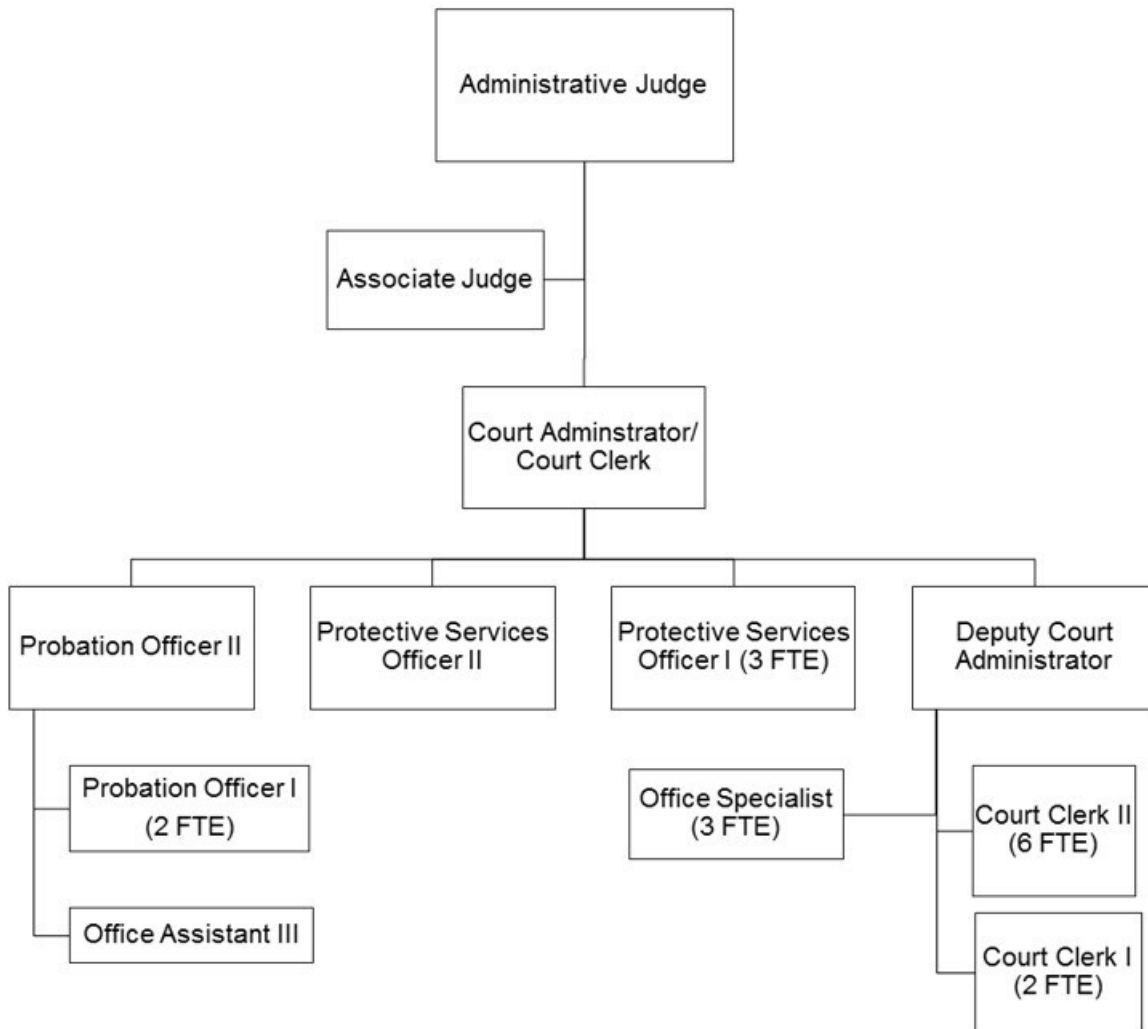


Department: Municipal Court

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





Division: Judicial

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 1,054,342	\$ 1,104,841	\$ 1,248,719	\$ 1,297,350
Contractual Services	359,545	399,836	462,377	445,909
Commodities	7,535	6,938	13,831	10,165
Total	\$ 1,421,422	\$ 1,511,615	\$ 1,724,926	\$ 1,753,424

2018 GOALS

- 18 new defendants enrolled in Alternative Sentencing Court (ASC) program
- Administrative Judge will engage with community in a public forum once per quarter
- Implementation of electronic filing as a convenient service to attorneys and citizens

2017 ACCOMPLISHMENTS

- 15 defendants enrolled in the ASC program with four graduates to date
- All arraignments set within 45 days of request
- Worked with Prosecutor's Office to accommodate the filing of backlogged code cases
- Clean Slate Day was held in May, 2017 with over 700 visitors participating

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
80% of Arraignments Scheduled within 45 Days of Request	100%	100%	95%	95%

Safe and Secure Communities

Improve the public perception of safety

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Enrolled Defendants in Alternative Sentencing Court (ASC)	30	15	18	18

Commitment to Customer Service

Use proactive information and education to anticipate and address customer needs

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Municipal Court Public Engagement Events	Program Not Initiated	7	4	4



Division: Probation and Alcohol & Drug Assessment and Referral Program (Formerly Probation & Alcohol/Drug Safety)

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 227,443	\$ 198,662	\$ 252,018	\$ 248,738
Contractual Services	62,167	60,180	63,904	71,940
Commodities	2,112	1,859	5,047	7,092
Capital Outlay	-	-	-	-
Other	-	-	36,852	32,533
Total	\$ 291,722	\$ 260,700	\$ 357,820	\$ 360,302

2018 GOALS

- Sort and shred supervision files based on record retention schedule
- Scan supervision documents requiring retention for case years 2004-2005
- Complete at least 140 urinalysis tests

2017 ACCOMPLISHMENTS

- Scanning supervision documents requiring retention through case year 2003
- Conducted Alcohol Information School bi-monthly
- Increased the number of urinalysis tests completed by more than 100% from 66 in 2016

Safe and Secure Communities

Evaluate the efficiency and effectiveness of public safety services

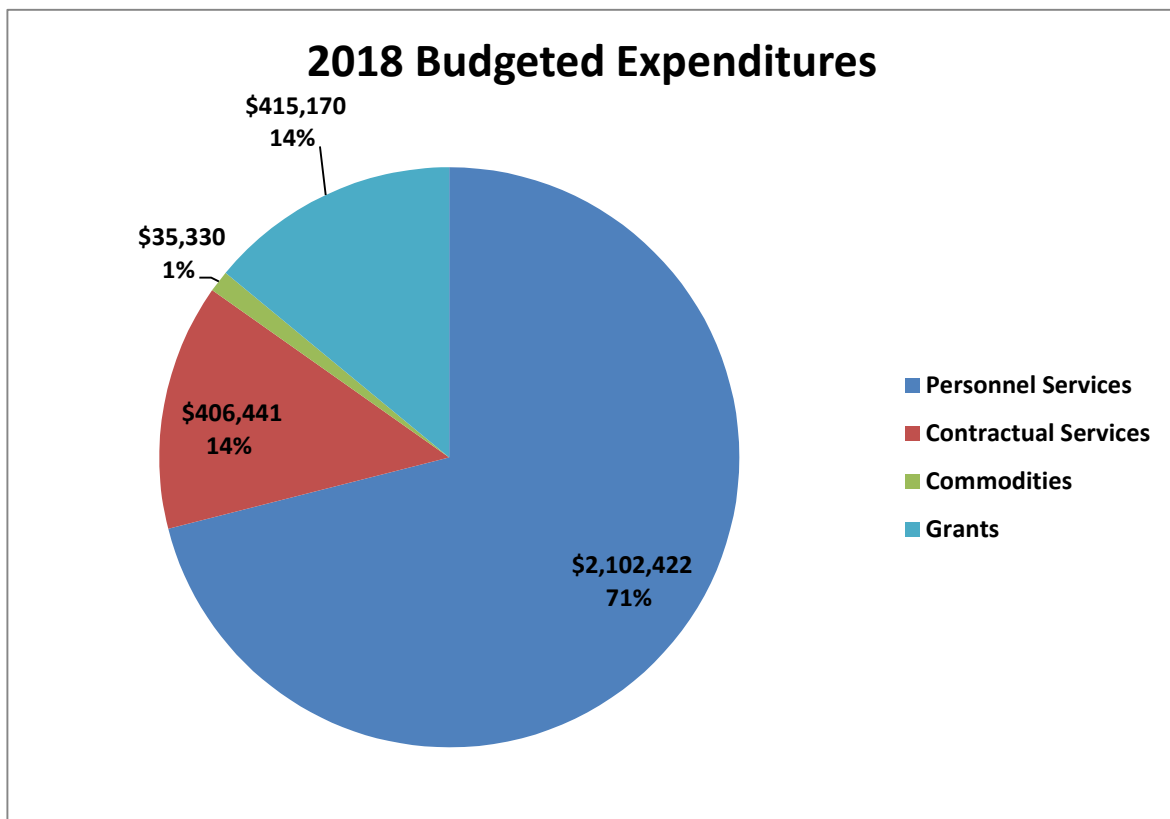
Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Defendants Completed Court Ordered Requirements	65%	89%	70%	70%
Defendants Completed Court Ordered Substance Abuse Requirements	95%	77%	90%	90%



Department: Planning

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 679,696	\$ 689,989	\$ 750,227	\$ 2,102,422
Contractual Services	140,435	116,474	164,446	406,441
Commodities	4,971	10,409	5,670	35,330
Capital Outlay	17,675	-	-	-
Grants	226,423	415,170	402,032	415,170
Total	\$ 1,069,201	\$ 1,232,042	\$ 1,322,374	\$ 2,959,363



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$842,778	\$816,872	\$920,342	\$2,544,193
Grant Fund	\$226,423	\$415,170	\$402,032	\$415,170

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	11	10	10	28
Total	11	10	10	28

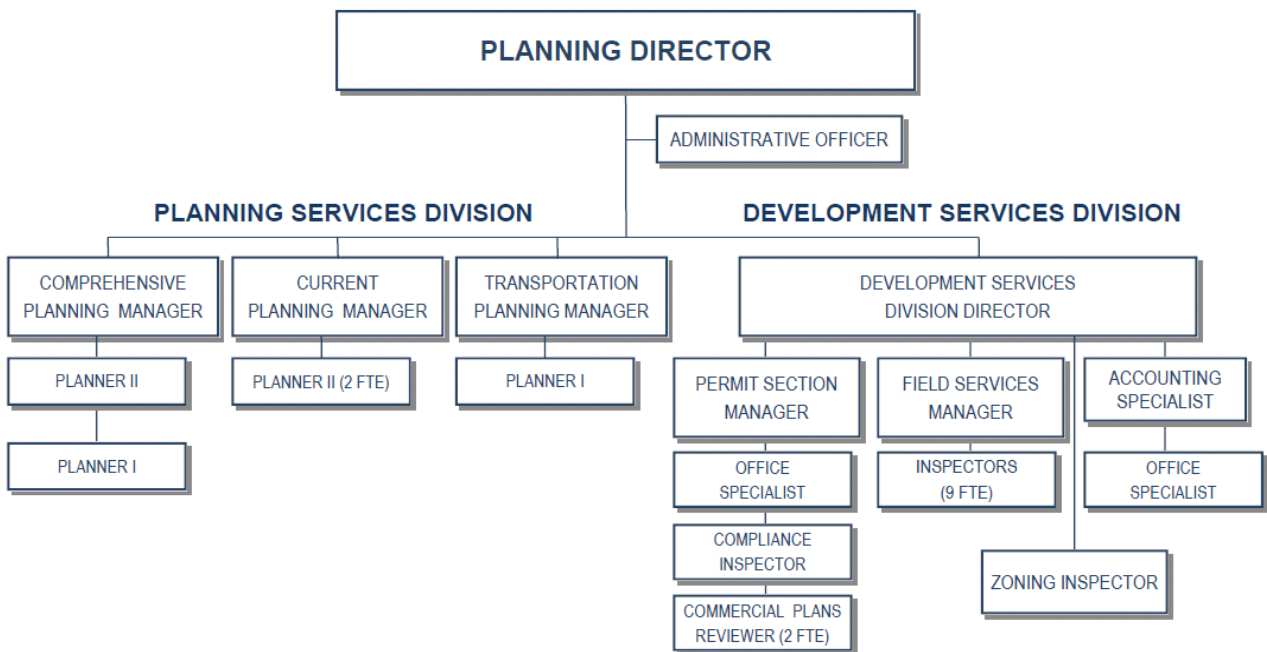


Department: Planning

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Administration

DIVISION PROFILE

Planning 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: Administration, Current Planning, Comprehensive Planning and Transportation Planning division expenditures are included below.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 679,696	\$ 689,989	\$ 750,227	\$ 767,676
Contractual Services	140,435	116,474	164,446	164,386
Commodities	4,971	10,409	5,670	5,730
Capital Outlay	17,675	-	-	-
Grants	226,423	415,170	402,032	415,170
Total	\$ 1,069,201	\$ 1,232,042	\$ 1,322,374	\$ 1,352,962

2018 GOALS

- Provide leadership and administrative support for all projects under current planning, comprehensive planning, transportation planning, permitting, inspections and licensing
- Continue working toward converting all applications to CityWorks

2017 ACCOMPLISHMENTS

- Provided administrative support for all projects
- Maintained website with up-to-date information
- Began potentially multi-year project of converting applications to CityWorks
- Welcomed the Development Services Division into Planning and provided support and budget oversight
- Added three Full Time employees to Development Services Division





Division: Current Planning

DIVISION PROFILE

The Current Planning division 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.

2018 GOALS

- Complete stakeholder outreach for proposed sign code rewrite
- Complete final draft and present for adoption to Planning Commission and Governing Body
- Complete stakeholder outreach for proposed building design standards
- Complete final draft and present to Planning Commission and Governing Body for adoption

2017 ACCOMPLISHMENTS

- Completed zoning code update which was adopted by the Governing Body in May, 2017
- Updated zoning, sign standards and design guidelines for downtown by converting C-5 zoning to the D-1 district
- Initiated update of new sign code and citywide commercial development design guidelines including visualization tools for stakeholder outreach
- Governing Body approved Master Planned Unit Development (PUD) for new Reser’s Fine Foods 400,000 square foot food manufacturing and processing facility

Fiscal Health & Sustainable Growth

Strive to be a prosperous City by promoting compact land development, transportation and housing choices, and a diverse and resilient economy

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
City's Share of New Housing Units vs the Three Mile Area Outside of the City	59%	61%	63%	65%
Days Required for Approving New or Additional Commercial Buildings	Not Formally Tracked	66	53	43



Division: Comprehensive Planning

DIVISION PROFILE

The Comprehensive Planning division 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.

2018 GOALS

- Update and renew the Neighborhood Revitalization Program
- Update the Neighborhood Health Map
- Survey one or more historic neighborhoods

2017 ACCOMPLISHMENTS

- Published first-ever monthly Development and Growth Management Report
- Implemented a 30-day demolition delay policy for non-registered historic properties
- Completed the 1st phase of the Auburndale Neighborhood Historic Survey
- Completed the Preliminary Site Information Questionnaire (PSIQ) and National Register nomination for the Topeka Cemetery
- Successfully awarded grants from the Kansas State Preservation Office to survey the 2nd phase of the Auburndale Neighborhood, survey the Collins Park Neighborhood, and survey a portion of the Country Club Neighborhood.
- Governing Body approved two annexations, both of which were consistent with the Land Use and Growth Management Plan (LUGMP), as well as a Comprehensive Plan Amendment that aligned Comprehensive Plan policy with the requested zoning for Reser's Fine Foods.
- Began developing two new SORT neighborhood plans for Tennessee Town and Quinton Heights

Thriving City & Livable Neighborhoods

Strategically reinvest in Topeka's neighborhoods

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Neighborhoods Surveyed and Adopted as Historic Districts or Neighborhood Conservation Districts (NCD)	368	627	241	240



Division: Transportation Planning

DIVISION PROFILE

The Transportation Planning division 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, Topeka Metropolitan Transit Authority. Federal law requires certain planning products be approved by the Policy Board in order to receive federal/state funding for regionally significant transportation projects. The budget reflects the City's 20% match for a Planner III and a Planner I. The other 80% is funded through KDOT's Community Planning Grants (CPGs) as received from the Federal Highways Administration.

2018 GOALS

- Complete the Complete Streets Guidelines Plan
- Complete the Transportation Safety Plan
- Begin planning for Phase IV of Bikeways Plan
- Continue work on Implementation of Pedestrian Plan (TA Grant projects: 50/50 projects In-fill projects)
- Begin implementation of Wayfinding signage program (CIP project)
- Update Transportation Improvement Program (TIP)
- Incorporate in-house use of Traffic Model

2017 ACCOMPLISHMENTS

- Completed Futures 2040 Plan (Regional Transportation Plan)
- Began the development (with consultant) of the Complete Streets Design Guidelines Manual for City and County
- Updated portions of the Bikeways Master Plan in conjunction with the Transportation Alternatives (TA) Grant submission for completion of Phase III of the Bikeways Master Plan
- Developed Scope of Work and RFP for Hiring of a consultant to assist in the production of Transportation Safety Plan. Hired the consultant and began developing the Plan
- Began work on application for the Silver Level Bicycle Friendly Community (BFC)
- Worked with local businesses on fulfilling application requirements to become "Bicycle Friendly" Businesses
- Began implementation of the Pedestrian Plan (conducted sidewalk surveys in priority areas) for allocation of designated Pedestrian funds

Fiscal Health & Sustainable Growth

Strive to be a prosperous City by promoting compact land development, transportation and housing choices, and a diverse and resilient economy

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
City's Share of New Housing Units vs the Three Mile Area Outside of the City	59%	61%	63%	65%
Mileage of Safe and Connected Bikeways	Program Not Initiated	32	45	50



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. Please note that Development Services transitioned from Neighborhood Relations to Planning beginning with the 2018 budget.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 1,334,746
Contractual Services	-	-	-	242,055
Commodities	-	-	-	29,600
Total	\$ -	\$ -	\$ -	\$ 1,606,401

2018 GOALS

- Implement process to have staff person follow each plan review submittal to completion
- Establish process to issue contractor license online
- Implement permit portal for tracking of inspections

2017 ACCOMPLISHMENTS

- Implemented permit portal for tracking status of plans online by public
- Adopted 2015 International Building Code
- Established a process to access the timeliness of inspections
- Started the process of electronic plan review

Organizational Excellence

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

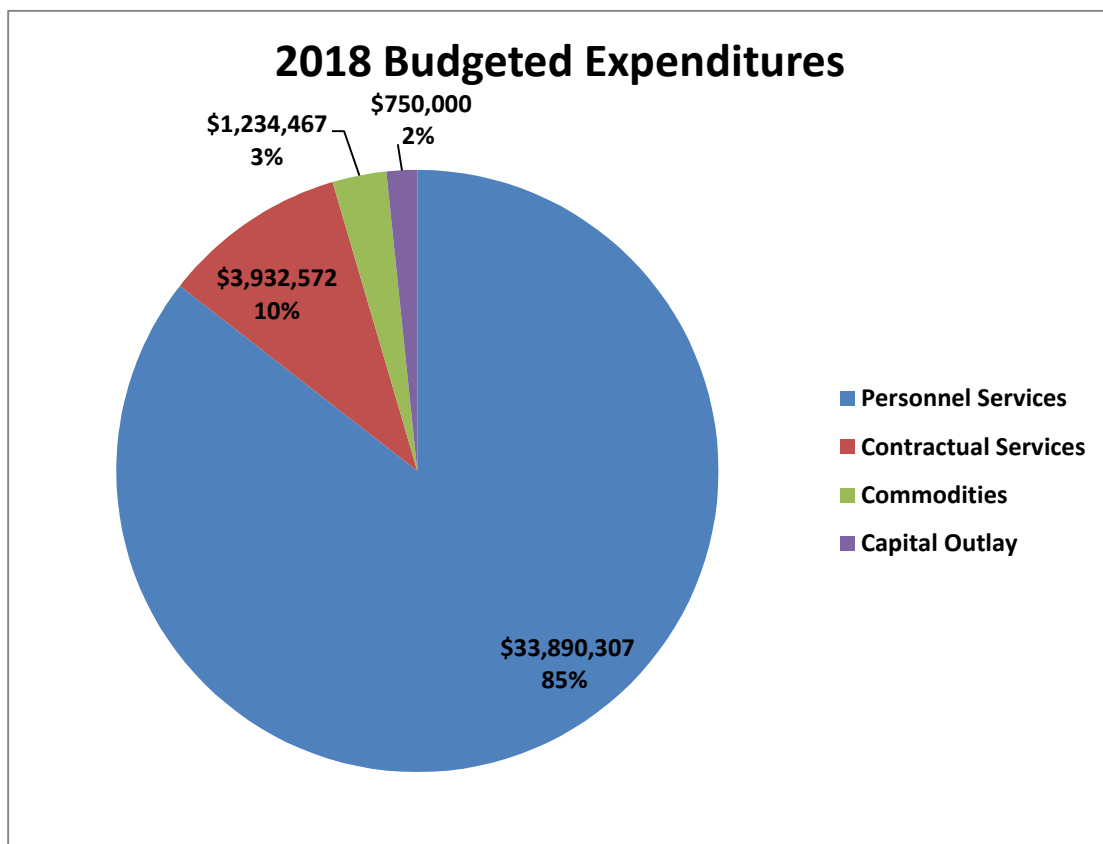
Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Days Required for Approving New or Additional Commercial Buildings	Not Formally Tracked	66	53	43
Days Required for Approving Commercial Building Interior Remodeling	Not Formally Tracked	31	25	20



Department: Police Department

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Service	\$ 28,511,325	\$ 29,657,958	\$ 32,749,676	\$ 33,890,307
Contractual Serv	3,911,206	3,993,483	3,972,902	3,932,572
Commodities	1,396,351	1,041,180	1,260,283	1,149,023
Capital Outlay	848,595	1,318,089	700,000	650,000
Total	\$ 34,667,477	\$ 36,010,710	\$ 38,682,861	\$ 39,621,902



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
General Fund	\$34,667,477	\$36,010,710	\$38,682,861	\$39,621,902

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	367	353	353	350
Part-Time FTEs	0.5	0.5	0.5	0.5
Total	367.5	353.5	353.5	350.5

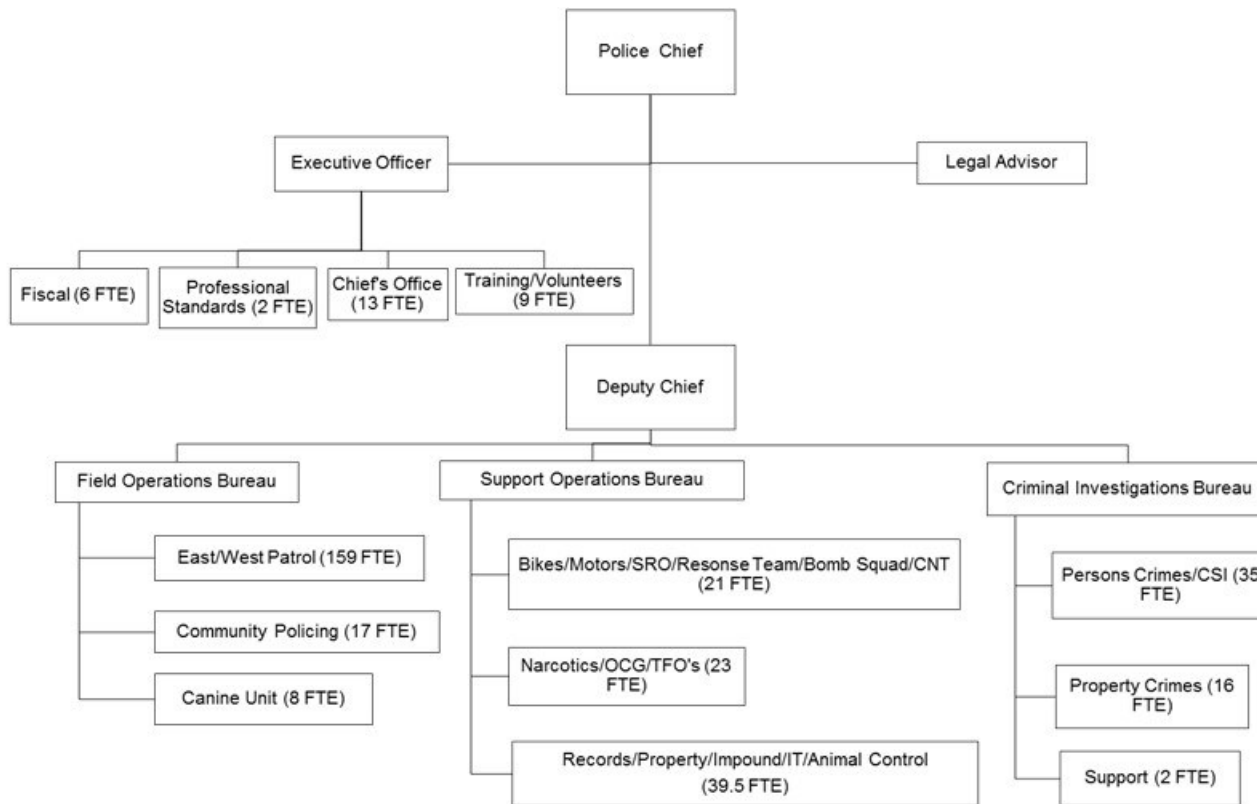


Department: Police

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 personnel under the Chief's Office are responsible for the overall integrity and security of the department. Threat analysis, training/volunteers, fiscal management/accreditation, and public information release all report to the executive officer in this bureau. The legal advisor and professional standards unit report directly to the Chief of Police. Effective training, policy review, accreditation management, compliance investigation, internal inspections, crime analysis and public relations are all essential tools for any modern law enforcement agency.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 2,771,401	\$ 2,675,781	\$ 3,141,509	\$ 3,031,689
Contractual Services	809,020	1,019,056	883,207	967,431
Commodities	659,410	504,372	545,240	526,084
Capital Outlay	818,834	1,288,370	700,000	650,000
Total	\$ 5,058,665	\$ 5,487,579	\$ 5,269,956	\$ 5,175,204

2018 GOALS

- Reduce crime in all categories to ensure a safer and more secure community
- Continue to improve agency transparency through community outreach programs
- Advance TPD's current community partnerships and develop new avenues of collaboration
- Increase to 18,000+ Facebook likes and 10,000 Twitter followers

2017 ACCOMPLISHMENTS

- The Training Academy had seven officers graduate and become commissioned Law Enforcement Officers with an October Academy pending
- 40th and 41st Citizen Academy – 49 Participants
- Increased Social Media presence on Facebook (17,232 likes) and Twitter (8,784 followers)

Safe & Secure Communities

Improve the public perception of safety

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Cardiopulmonary Resuscitation (CPR) Class and Preparedness Go Kit Presentations Conducted	28	42	20	20



Division: Field Operations

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 14,141,482	\$ 15,115,353	\$ 16,868,582	\$ 17,189,729
Contractual Services	817,836	658,229	579,934	501,243
Commodities	387,969	323,147	421,763	342,056
Capital Outlay	-	5,749	-	-
Total	\$ 15,347,287	\$ 16,102,479	\$ 17,870,280	\$ 18,033,027

2018 GOALS

- Reduce crime in all categories to ensure a safer and more secure community
- Increase traffic safety through education, technology, and enforcement – utilizing local and social media to promote our efforts
- Enhance crime prevention through predictive crime analysis and allocation of manpower based on that model

2017 ACCOMPLISHMENTS

- Continued engagement and education programs (EX: Pathfinders Youth Academy & OK Program) which focus on positive law enforcement interactions with at-risk youth
- Hosted five “Coffee with a Cop” events that gave the public the opportunity to casually interact with officers
- Violent Crime Focus Area projects based on reported crimes and trend analysis to lead manpower allocation

Safe & Secure Communities

Continue to build upon community policing initiatives

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Driving Under the Influence (DUI) Violations Cited	239	188	188	188
Accidents Related to Driving Under the Influence (DUI)	97	82	30	Measuring
Safe Streets Meetings and Presentations	12	11	10	10



Division: Support Operations

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 6,095,057	\$ 5,962,678	\$ 6,628,564	\$ 7,116,867
Contractual Services	2,040,163	2,097,001	2,311,140	2,283,467
Commodities	271,485	161,146	230,672	218,205
Capital Outlay	27,742	23,969	-	-
Total	\$ 8,434,446	\$ 8,244,793	\$ 9,170,376	\$ 9,618,539

2018 GOALS

- Reduce crime in all categories to ensure a safer and more secure community
- Make online report purchasing available to the public
- Transition to 90% or higher electronic field reporting on primary reports
- Continue investigative integration with federal law enforcement partners to maximize impact on violent crime

2017 ACCOMPLISHMENTS

- Increased public participation in online pet licensing
- Credit card option made available to public for purchase of reports and pet licenses as well as payment of alarm fees
- LEC IP Camera system fully operational

Commitment to Customer Service

Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Citizens Utilizing PetData to License Pets	Program Not Initiated	62%	70%	75%

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Officers Utilizing E-ticketing for Ticket Issuance	29.28%	35%	40%	50%



Division: Criminal Investigation

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 5,503,384	\$ 5,904,146	\$ 6,111,021	\$ 6,552,022
Contractual Services	244,187	219,197	198,620	180,432
Commodities	77,488	52,515	62,608	62,678
Capital Outlay	2,019	-	-	-
Total	\$ 5,827,078	\$ 6,175,859	\$ 6,372,250	\$ 6,795,132

2018 GOALS

- Reduce crime in all categories to ensure a safer and more secure community
- Meet or exceed national clearance rates in reported crime categories
- Assess and evaluate new technology to enhance investigative capabilities
- Seek training to continue to ensure development of investigative personnel skill sets

2017 ACCOMPLISHMENTS

- Added technology to assist in electronic device investigations
- Added technology to assist in crime scene documentation and search abilities
- Training completed to ensure development of investigative personnel skill sets

Safe & Secure Communities

Improve the public perception of safety

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
The Topeka Police Department's Criminal Investigation Bureau assigns cases to investigative personnel based on assigning criteria. This criteria results in clearance rates that are then compared annually to the				
National Rate: Homicide 61.50%	Homicide 72.73%	Homicide 52.94%	Homicide 61.50%	Homicide 61.50%
National Rate: Rape 34.50%	Rape 32.61%	Rape 41.67%	Rape 34.50%	Rape 34.50%
National Rate: Robbery 28.40%	Robbery 27.65%	Robbery 28.24%	Robbery 28.40%	Robbery 28.40%
National Rate: Agg. Assault 50.20%	Agg. Assault 49.87%	Agg. Assault 49.88%	Agg. Assault 50.20%	Agg. Assault 50.20%
National Rate: Burglary 11.10%	Burglary 3.83%	Burglary 5.23%	Burglary 11.10%	Burglary 11.10%
National Rate: Theft 20.20%	Theft 22.96%	Theft 16.29%	Theft 20.20%	Theft 20.20%
National Rate: Auto Theft 12.00%	Auto Theft 7.52%	Auto Theft 7.67%	Auto Theft 12.00%	Auto Theft 12.00%
National Rate: Arson 20.50%	Arson 25.00%	Arson 100%	Arson 20.50%	Arson 20.50%

PUBLIC WORKS

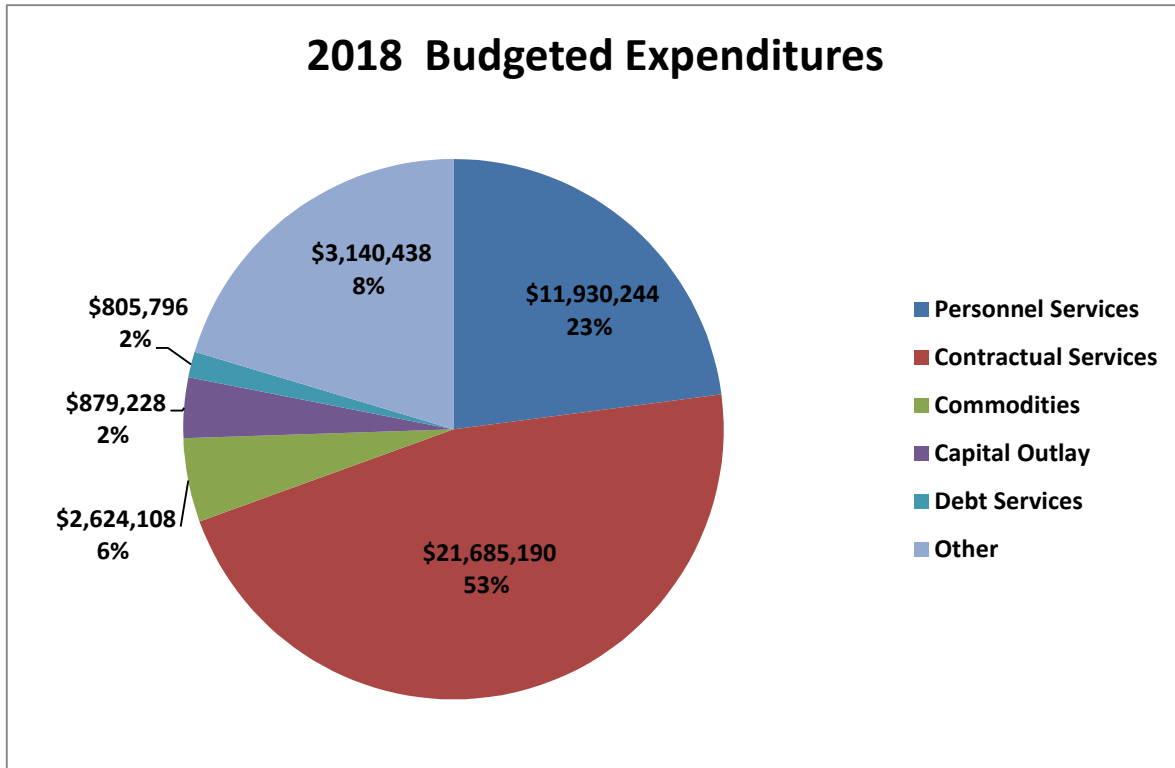


Department: Public Works

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 8,986,680	\$ 9,150,557	\$ 11,143,467	\$ 11,930,244
Contractual Services	19,732,956	26,218,004	20,723,466	24,178,346
Commodities	1,004,112	1,299,030	1,907,503	2,610,599
Capital Outlay	647,316	616,873	738,500	1,879,228
Debt Services	228,915	268,883	840,796	805,796
Transfers	2,300,000	-	-	-
Other	291,589	(598,481)	4,137,106	10,589,027
Total	\$ 33,191,567	\$ 36,954,865	\$ 39,490,838	\$ 51,993,240

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$5,981,279	\$6,008,393	\$6,905,126	\$8,291,604
Special Street Tax	\$15,508,903	\$19,642,491	\$18,805,174	\$28,432,827
Motor Fuel	\$5,481,125	\$5,390,167	\$6,668,322	\$6,964,583
Fleet Fund	\$1,866,264	\$1,839,404	\$1,980,001	\$3,002,937
Facilities Fund	\$1,469,057	\$1,601,636	\$1,995,577	\$1,845,241
Parking Fund	\$2,983,250	\$2,472,774	\$3,136,638	\$3,456,048

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	168	163	171	173
Total	168	163	171	173

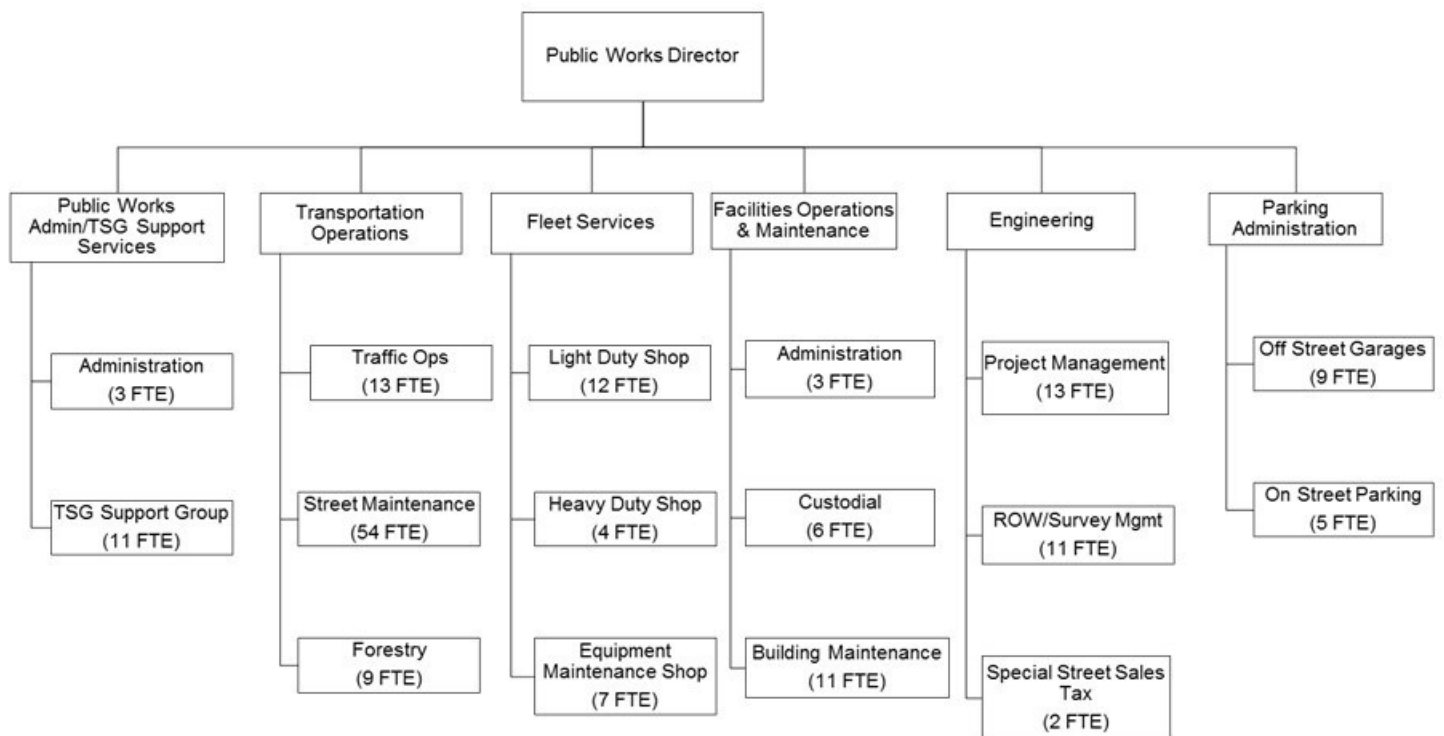


Department: Public Works

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Public Works Admin/Technical Support Group

DIVISION PROFILE

Empowering decision makers and the citizenry is vital to creating efficient, viable and transparent programs and initiatives. The Technical Support Group (TSG) carries out their mission with the belief that accurate, reliable, and timely information is strengthened with metrics, analytics and coordination. Their emphasis is to create value, sustainability and scalability for all resources and operations. Their core foundation includes asset management, geographic information systems (GIS), analytics, workflow integration, licensing, permitting and content management.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 556,879	\$ 607,019	\$ 1,050,997	\$ 1,174,334
Contractual Services	401,048	491,894	676,924	560,686
Commodities	12,425	19,063	16,150	7,149
Capital Outlay	17,675	-	-	-
Other	(560,175)	(611,100)	(1,019,743)	(1,049,435)
Total	\$ 427,853	\$ 506,875	\$ 724,328	\$ 692,734

2018 GOALS

- Establish a geospatial portfolio management plan which will drive the City's Asset Management Program
- Implement geospatial data portals to support open data and smart city initiatives
- Develop a stronger online mapping presence
- Deploy Cityworks for Planning and Code Enforcement

2017 ACCOMPLISHMENTS

- Cultivated citizen engagement with the launch of SeeClickFix
- Ensured data integrity and workflow efficiency by performing a Cityworks audit
- Created a sustainable data management platform by implementing a new database architecture
- Streamlined key business processes by creating an online permitting and licensing system

Commitment to Customer Service

Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Percentage of Service Requests Submitted and Closed Under TSG	81%	88%	95%	96%
Percentage of Work Orders Submitted and Closed Under TSG	87%	91%	92%	95%



Division: Engineering

DIVISION PROFILE

The Engineering Division reviews and administers all public street 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 (including Construction Inspection), and Bridge Inspection and Maintenance.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,497,158	\$ 1,375,644	\$ 1,797,519	\$ 1,918,475
Contractual Services	451,547	444,694	398,642	1,625,179
Commodities	27,797	22,733	49,110	36,600
Capital Outlay	26,400	21,850	35,000	21,200
Total	\$ 2,002,902	\$ 1,864,921	\$ 2,280,271	\$ 3,601,454

2018 GOALS

- Complete condition assessment of City alleys
- Hold public information and input meetings on 15 infrastructure projects
- Continue to provide infrastructure improvements that are within budget and on-schedule
- Build our asset management capabilities within Engineering

2017 ACCOMPLISHMENTS

- On schedule to hold 20 public informational and input meetings on projects ranging from Neighborhood SORT projects to major street improvement projects
- Maintained City bridges to ensure safe and uninterrupted traffic flow
- New bridge installed on SE 10th Street over the Shunganunga Creek
- As part of the Half-Cent Citywide Sales Tax, 10 separate street and subdivision projects were started and completed in 2017 and design started on seven projects for 2018
- Completed several projects started in 2016, including SW Topeka Blvd from 7th to 11th, SW Belle from 17th to 21st, SW Clay from 6th to 10th, sections of SE California between 29th and 37th, and SW 10th from Gage to Fairlawn

Stewardship of the City's Physical Assets

Maintain and improve the condition of City streets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Major Street Projects	10	25	18	8
Major Street Construction Project Meetings Hosted by City	12	37	16	14



Division: Forestry

DIVISION PROFILE

The Forestry division is responsible for tree and landscape care on City of Topeka right-of-ways and City-owned properties.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 496,996	\$ 503,770	\$ 598,606	\$ 662,393
Contractual Services	159,862	204,524	179,577	172,037
Commodities	74,919	46,718	75,250	61,741
Total	\$ 731,777	\$ 755,012	\$ 853,433	\$ 896,171

2018 GOALS

- Develop a maintenance contract for the planting beds along Kansas Avenue
- Develop a tree replacement/planting program for city right of ways and capture this information within CityWorks

2017 ACCOMPLISHMENTS

- Developed a process and procedure to capture time, materials, and monetary cost associated with division operations in CityWorks
- Developed a process to report frequency of each function within monthly reports

Thriving City & Livable Neighborhoods

Promote a cleaner and healthier City

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Trees Pruned	1,143	1,000	1,000	1,000



Division: Transportation Operations/Street Maintenance

DIVISION PROFILE

The Street Maintenance division 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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 2,701,071	\$ 2,911,761	\$ 3,343,205	\$ 3,549,482
Contractual Services	1,626,296	1,388,109	1,528,176	2,273,486
Commodities	536,789	624,583	645,730	569,616
Capital Outlay	616,970	465,713	545,000	572,000
Other	-	-	606,211	-
Total	\$ 5,481,125	\$ 5,390,167	\$ 6,668,322	\$ 6,964,583

2018 GOALS

- Maintain budget expenses below actual motor fuel tax revenue
- Increase number of citywide street sweeps
- Coordinate an asset management program with Fleet Services

2017 ACCOMPLISHMENTS

- Annual budget expenses below actual motor fuel tax revenues
- Received 2 new street sweepers to assist in improving street sweeping goal accomplishments
- Installed street sweeping route scheduling on Nextdoor
- Pavement maintenance data updated and uploaded into Cityworks

Safe & Secure Communities

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Crosswalks Painted, both Pedestrian and School	871	871	847	847



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Stewardship of the City's Physical Assets

Maintain and improve the condition of City streets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Tons of Asphalt Replaced Throughout the City	2,032	3,515	3,500	3,500
Linear Miles of Aggregate Alleys Maintained	10	31	33	35



Division: Citywide Half-Cent Sales Tax

DIVISION PROFILE

The voter-approved special purpose Citywide Half-Cent Sales Tax is used to fund improvements and repairs of existing streets, sidewalks, curbs and gutters and streetlights.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 96,163	\$ 136,007	\$ 169,327	\$ 168,663
Contractual Services	13,126,489	19,502,762	13,680,772	15,158,847
Commodities	-	3,722	800,000	1,616,000
Capital Outlay	(13,749)	-	-	-
Transfers	2,300,000	-	-	-
Other	-	-	4,155,075	11,489,317
Total	\$ 15,508,903	\$ 19,642,491	\$ 18,805,174	\$ 28,432,827

2017 GOALS

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

2016 ACCOMPLISHMENTS

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

Stewardship of the City's Physical Assets

Maintain and improve the condition of City streets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Miles of Street Repairs Funded by the Citywide Half-Cent Sales Tax	12	25	9	9



Division: Fleet Services

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,375,614	\$ 1,325,499	\$ 1,499,653	\$ 1,587,700
Contractual Services	324,489	330,905	329,942	316,003
Commodities	88,648	67,287	99,905	74,735
Capital Outlay	20	106,302	50,500	1,024,500
Transfers	-	-	-	-
Other	77,493	9,411	-	-
Total	\$ 1,866,264	\$ 1,839,404	\$ 1,980,001	\$ 3,002,937

2018 GOALS

- Implement a fleet replacement program. Some funding is available for 2018 vehicle replacement
- Develop the Fleet Services Dashboard. Used to tell us how we are doing on our Key Performance Indicators (KPIs)
- Increase scheduled preventive maintenance completed on time by 5% over 2017 percentage
- Fleet vehicle availability goal for 2018 is 95%

2017 ACCOMPLISHMENTS

- Equipment Maintenance and Light Duty shops had LED lighting installed in 2017
- Fleet Replacement Fund created for 2018 expenditure
- Fleet Availability actual for 2017: 92% as of 8/18/2017

Organizational Excellence

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

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Fleet Preventive Maintenance Completed as Scheduled	96%	95%	95%	95%
Gallons of Fuel Used by Fleet	478,251	494,572	529,330	550,000



Division: Buildings & General Services (Facilities)

DIVISION PROFILE

The division provides general services and maintenance to more than 140 City-operated facilities, including parking garages. It is staffed with a licensed Electrician, Plumber, HVAC Technician, Carpenter, seventeen maintenance worker positions and a Systems Developer. A Manager and two Supervisor II positions oversee the daily maintenance and repair operations with the support of an Office Assistant.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 793,400	\$ 796,766	\$ 996,289	\$ 1,081,892
Contractual Services	596,046	696,514	528,425	501,004
Commodities	68,590	82,742	75,300	113,200
Capital Outlay	-	23,008	-	-
Other	11,022	2,606	395,563	149,145
Total	\$ 1,469,057	\$ 1,601,636	\$ 1,995,577	\$ 1,845,241

2018 GOALS

- Develop a preventative maintenance program for the fixed mechanical equipment at City Hall, the Law Enforcement Center (LEC), the Holliday Building and the Fire Stations
- Design the new CityWorks program to produce the daily, semi-monthly, monthly, quarterly, semi-annual and annual schedule for our preventative maintenance activities
- Upgrade fleet by purchasing one new van for HVAC trade
- Perform a comprehensive building audit on the Holliday Bldg., LEC, Fleet bldgs., Street Dept. bldgs., structures at 2nd and Golden, Water Dept. at 19th and Western and all Fire Stations
- Develop a Department comprehensive Safety committee

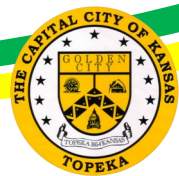
2017 ACCOMPLISHMENTS

- Preventative Maintenance Program implemented at City Hall, Topeka Performing Arts Center (TPAC), LEC, Holliday buildings.
- Performed a comprehensive building audit on the Holliday Bldg., and LEC
- Developed a Department comprehensive Safety committee
- Replaced the 80,000 sq. ft. roof at the Law Enforcement Center
- Replaced all the windows at Fire Stations #10 & #12
- Replaced the Fire Line and Backflow Preventer at the LEC
- Completed major maintenance initiatives at the Topeka Zoo to secure accreditation for the facility

Commitment to Customer Service

Enhance customer service through technology

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Percentage of Facility Work Orders Submitted and Closed	87%	90%	90%	90%



Division: Parking Administration

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 707,106	\$ 727,297	\$ 825,012	\$ 878,066
Contractual Services	1,095,150	1,048,636	1,219,230	1,381,558
Commodities	188,830	427,358	143,600	129,100
Capital Outlay	-	-	108,000	261,528
Debt Service	228,915	268,883	840,796	805,796
Other	763,249	601	-	-
Total	\$ 2,983,250	\$ 2,472,774	\$ 3,136,638	\$ 3,456,048

2018 GOALS

- Implement suggestions from 2017 Comprehensive Parking Study for Downtown Topeka
- Upgrade software technology for all garages for entrance and exits, along with availability display at entrances
- Modernization of Park N' Shop Garage
- Develop Capitol Asset list
- Explore more modern meter technology
- Explore updated citation devices
- Develop friendly way finding signage to garages and lots

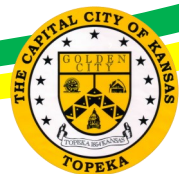
2017 ACCOMPLISHMENTS

- Completed Comprehensive Parking Study of Downtown Topeka
- Implemented Delinquent Process of Garages and Lot Accounts
- Updated credit card processing at Centre City

Stewardship of the City's Physical Assets

Plan for future infrastructure needs

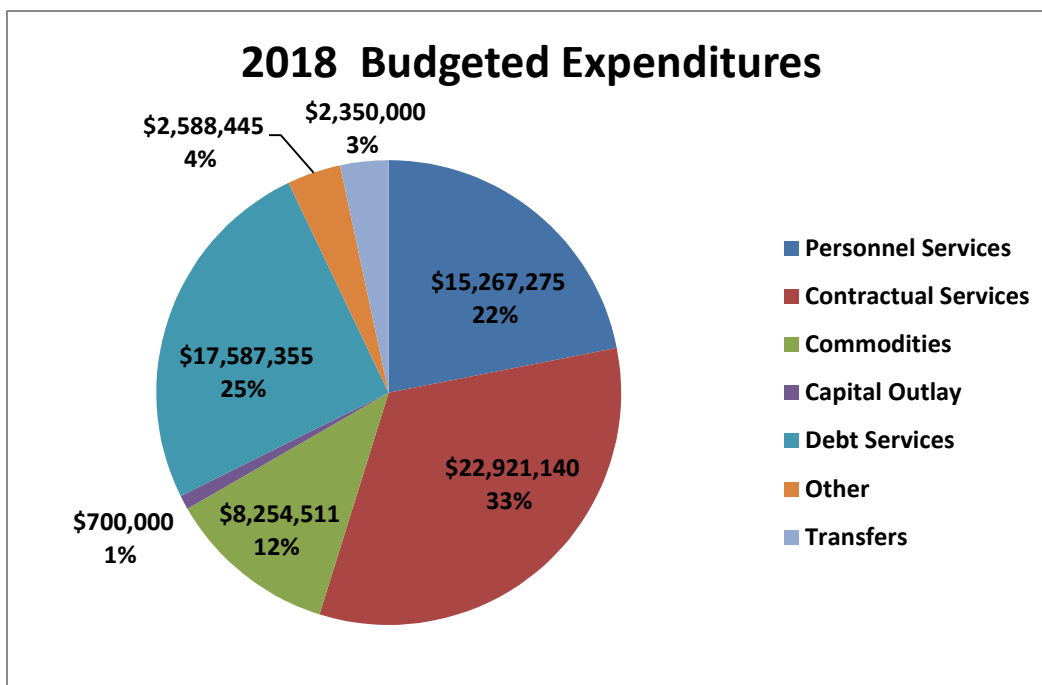
Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Percent of Stalls Utilized in City Owned Parking Garages	87%	89%	87%	87%
Percent of Leased Parking Area	35%	32%	30%	30%



Department: Utilities

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 13,195,692	\$ 13,255,861	\$ 15,349,295	\$ 15,267,275
Contractual Services	23,392,606	22,715,369	22,290,887	22,921,140
Commodities	7,086,386	7,490,831	7,976,002	8,254,511
Capital Outlay	37,657	1,211,960	700,000	700,000
Debt Services	19,929,222	15,654,008	16,553,725	17,587,355
Other	5,174	67,015	1,726,370	2,588,445
Transfers	-	-	3,601,000	2,350,000
Total	\$ 63,646,738	\$ 60,395,044	\$ 68,197,280	\$ 69,668,726



FUNDING SOURCE BREAKDOWN

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Water	\$32,463,795	\$30,392,391	\$33,756,339	\$34,843,658
Stormwater	\$4,919,208	\$5,823,035	\$7,888,421	\$7,969,479
Wastewater	\$26,263,735	\$24,179,617	\$26,552,520	\$26,855,589

PERSONNEL SUMMARY

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Full-Time FTEs	222	222	222	222
Total	222	222	222	222

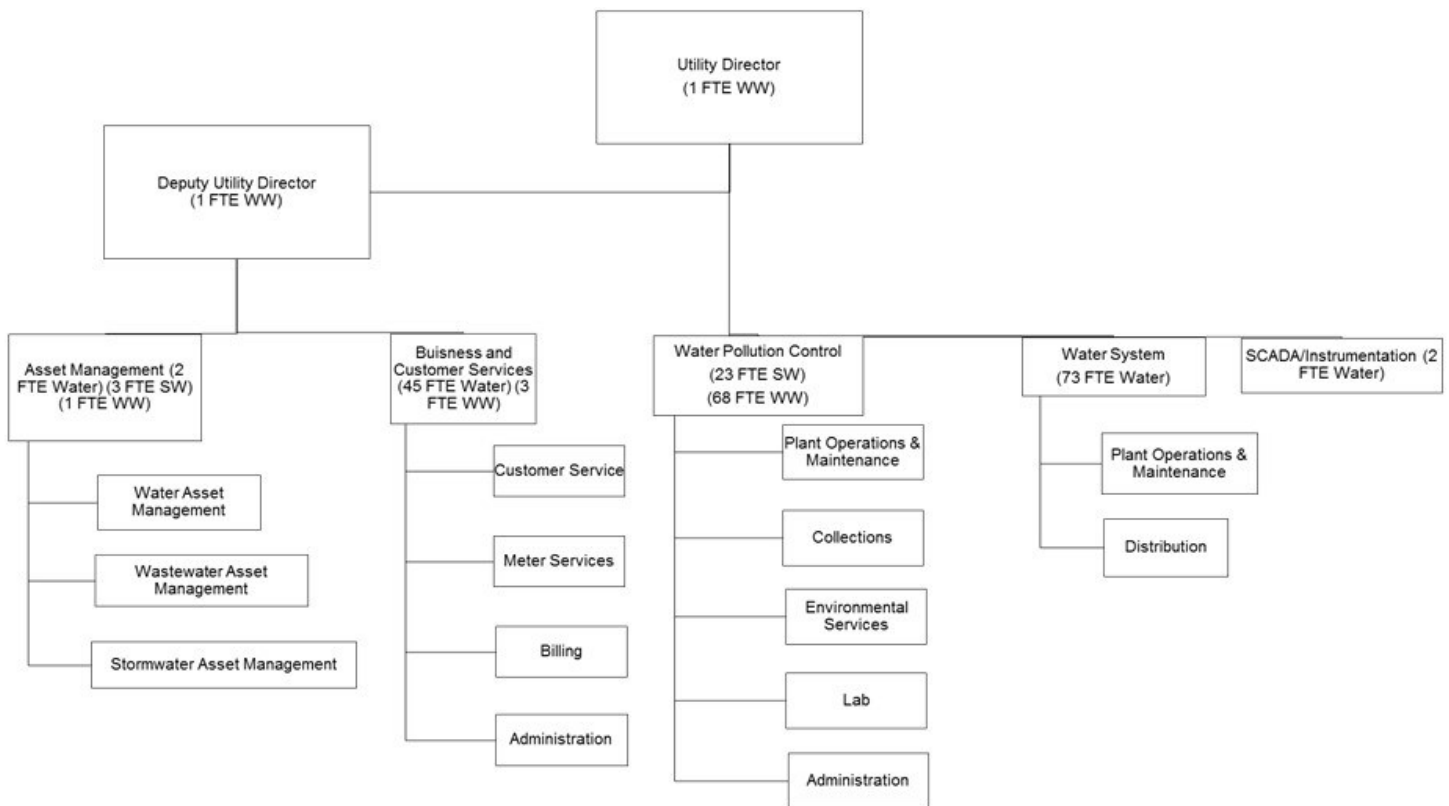


Department: Utilities

DEPARTMENTAL PROFILE

The Utilities department is responsible for the operation, maintenance, repairs, replacement and capital improvements for the water, wastewater, stormwater and levee systems. The department plays an important role in protecting the public's health and safety by providing clean drinking water, ensuring proper wastewater treatment, and managing stormwater and flooding controls. The Department is divided among five separate divisions: Water System, Water Pollution Control (Wastewater and Stormwater Utility), Asset Management, Business and Customer Services and SCADA. The Water System, Water Pollution Control and SCADA Divisions provide for the operations and maintenance of each utility. The Asset Management Division provides for the asset oversight and capital improvement planning of each utility. The Business and Customer Services division provides budget oversight and is responsible for meter reading and maintenance, establishing and maintaining customer accounts and producing customer billing. They also provide a 24 hour a day emergency call center to receive and dispatch emergency personnel for a variety of Public Works functions that include water main breaks, sewer backups or stormwater flooding.

ORGANIZATIONAL CHART





Division: Water Utility

DIVISION PROFILE

The Water Utility division supplies drinking water to Topeka, Shawnee County and surrounding counties. This Utility is operated, maintained and improved entirely by fees for services. The Water Utility is comprised of four functional areas: Asset Management, Business & Customer Services, Supervisory Control and Data Acquisition Systems (SCADA) and Water System.

EXPENDITURE SUMMARY

EXPENDITURES	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Personnel Services	\$ 7,464,840	\$ 7,701,490	\$ 8,743,135	\$ 8,515,241
Contractual Services	10,910,813	10,181,161	10,107,411	10,401,440
Commodities	5,274,835	5,387,408	6,088,500	6,538,950
Capital Outlay	16,772	294,606	300,000	300,000
Debt Services	8,790,521	6,786,878	6,894,209	7,833,181
Other	6,015	40,848	823,084	754,846
Transfers	-	-	800,000	500,000
Total	\$ 32,463,795	\$ 30,392,391	\$ 33,756,339	\$ 34,843,658

2018 GOALS

- Maximize outbound dialing opportunities to assist with delinquency management
- Examine delinquent processes and identify potential efficiencies
- Develop an Asset Management Plan which will identify projects for the CIB/CIP based on condition and consequence of failure
- Completion of Meriden booster pump station.
- Test 110 large meters and replace or rehabilitate 40 large meters as part of the Large Meter Repair and Replacement program
- Rehabilitation of East High Service pump station and East Filters at the Water Treatment Plant.
- Develop a plan to implement an Automated Metering Infrastructure (AMI) system
- Complete replacement of Water Treatment Plant SCADA controllers (PLCs)
- Install and implement SCADA security systems

2017 ACCOMPLISHMENTS

- Completed a master plan for the transmission system that recommends future projects to improve reliability
- Completed a master plan for the Water Treatment Plant that includes an equipment condition assessment and identified required process changes
- Implemented hydrant testing and maintenance and valve preventative maintenance programs
- Implemented Large Meter Repair and Replacement Program
- Completed construction of Montara and Norwood booster pump stations
- Completed rehabilitation of Layne pump station
- Successful implementation of AS400 and Click2Gov system upgrades
- Updated Cityworks for the Water Treatment Plant to include all plant assets and attached preventative maintenance work orders
- Completed installation of new lime slakers and replacement of all turbidity meters necessary for regulatory compliance

Stewardship of the City's Physical Assets

Maintain and improve the condition of City facilities and assets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Feet of Water Mains Replaced or Constructed	17,158	32,258	47,746	40,000
Gallons of Fresh Water Distributed	6,235,740,000	6,395,560,000	6,499,550,000	6,500,000,000



Division: Stormwater Utility

DIVISION PROFILE

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

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,329,916	\$ 1,320,073	\$ 1,640,961	\$ 1,818,052
Contractual Services	2,635,992	3,080,700	2,898,850	2,758,882
Commodities	215,418	218,837	220,702	254,986
Capital Outlay	20,885	498,635	100,000	300,000
Debt Services	716,997	704,790	699,165	900,663
Other	-	-	418,743	586,896
Transfers	-	-	1,910,000	1,350,000
Total	\$ 4,919,208	\$ 5,823,035	\$ 7,888,421	\$ 7,969,479

2018 GOALS

- Develop an Asset Management Plan which will identify projects for the CIB/CIP based on condition and consequence of failure
- Continue to identify and implement stormwater and sanitary sewer separation projects
- Participate in stormwater asset repairs and improvements in conjunction with Citywide Half-Cent sales tax projects.
- Begin construction of the improvements to the South Topeka and the Waterworks levee units
- Completion of Bridlewood and 26th and Chelsea drainage correction projects
- Complete comprehensive review of the Municipal Stormwater Program
- Completion of the improvements to the North Topeka levee unit

2017 ACCOMPLISHMENTS

- All stormwater assets have been identified and added to CityWorks
- Began construction of North Topeka Unit levee repairs and finished design of improvements to the South Topeka and Waterworks levee units
- Completed Shunga Creek bank repair project
- Completed evaluation on Jackson Street stormwater bioswales
- Completed major rehabilitation of City Park stormwater pump station

Stewardship of the City's Physical Assets

Maintain and improve the condition of City facilities and assets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Stormwater Inlets Inspected and Cleaned	27,701	24,010	26,000	26,000



Division: Wastewater Utility

DIVISION PROFILE

The Wastewater Utility division collects and treats approximately 18 million gallons of wastewater per day from the City of Topeka and Shawnee County. This Utility is operated, maintained and improved entirely by fees for services. The Wastewater Utility is comprised of four functional areas: Asset Management, Business and Customer Services, SCADA and Water Pollution Control.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 4,400,937	\$ 4,234,297	\$ 4,965,199	\$ 4,933,981
Contractual Services	9,845,802	9,453,508	9,284,627	9,760,819
Commodities	1,596,133	1,884,587	1,666,800	1,460,575
Capital Outlay	-	418,719	300,000	100,000
Debt Services	10,421,704	8,162,340	8,960,351	8,853,511
Other	(840)	26,167	484,543	1,246,703
Transfers	-	-	891,000	500,000
Total	\$ 26,263,735	\$ 24,179,617	\$ 26,552,520	\$ 26,855,589

2018 GOALS

- Develop an Asset Management Plan which will identify projects for the CIB/CIP based on condition and consequence of failure
- Rehabilitation of Shunga pump station
- Installation of new scales at Oakland WWTP
- Installation of new mixers in the Oakland aeration basin
- Complete design for Oakland WWTP solids handling
- Rehabilitation of Carnahan pump station.
- Commence design of the replacement/rehabilitation of the Ash Street and Wanamaker force mains
- Complete replacement of Oakland WWTP SCADA controllers (PLCs)
- Install and implement SCADA security systems

2017 ACCOMPLISHMENTS

- Completed Wonderware system improvements
- Completed Variable Frequency Drive (VFD) installation at Wanamaker and Shunga pump stations
- Installed new generator transfer switch and pad at Oakland Wastewater Treatment Plant (WWTP)
- Replacement of polymer feed at Oakland WWTP
- Completed Combined Sewer Overflow Long Term Control Plan
- Rehabilitation of South Kansas pump station elevator
- Initiated design and preparation of construction plans for main lining and replacement projects in Hi-Crest and are north of I-470 and Gage
- Completed SCADA (Supervisory Control and Data Acquisition) security plan

Stewardship of the City's Physical Assets

Maintain and improve the condition of City facilities and assets

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Gallons of Wastewater Treated	6,833,165,000	7,259,100,000	6,646,771,667	7,000,000,000

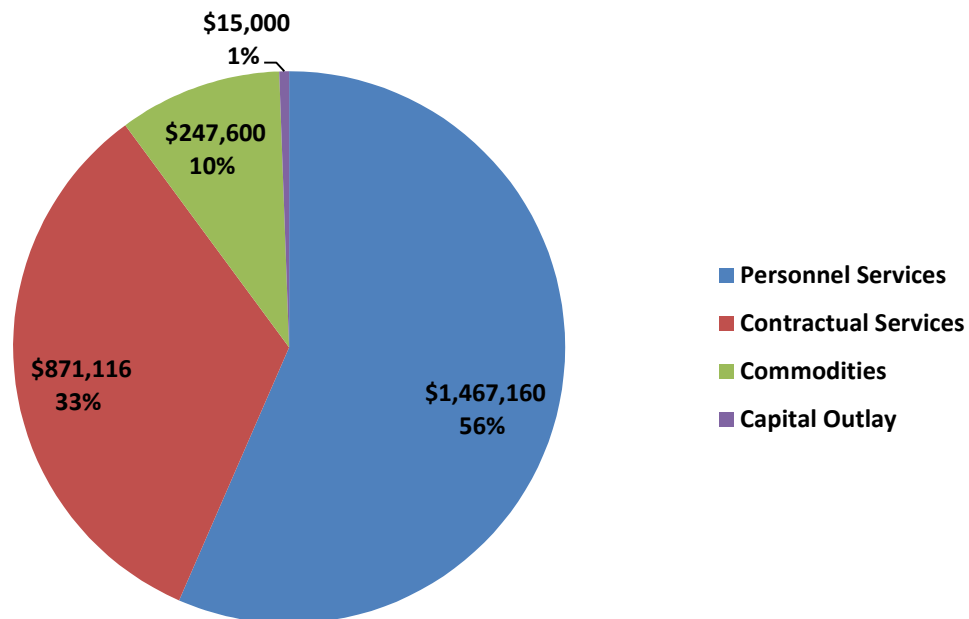


Department: Zoo

EXPENDITURE SUMMARY

	2015	2016	2017	2018
EXPENDITURES	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 1,202,779	\$ 1,256,575	\$ 1,366,262	\$ 1,467,160
Contractual Services	1,030,891	869,202	911,716	865,516
Commodities	237,900	247,076	217,300	247,600
Capital Outlay	12,927	2,116	4,700	15,000
Transfers	(13,934)	-	-	-
Total	\$ 2,470,563	\$ 2,374,968	\$ 2,499,979	\$ 2,595,276

2018 Budgeted Expenditures



FUNDING SOURCE BREAKDOWN

	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
General Fund	\$2,470,563	\$2,374,968	\$2,499,979	\$2,595,276

PERSONNEL SUMMARY

	2015	2016	2017	2018
Full-Time FTEs	22	22	24	24
Total	22	22	24	24

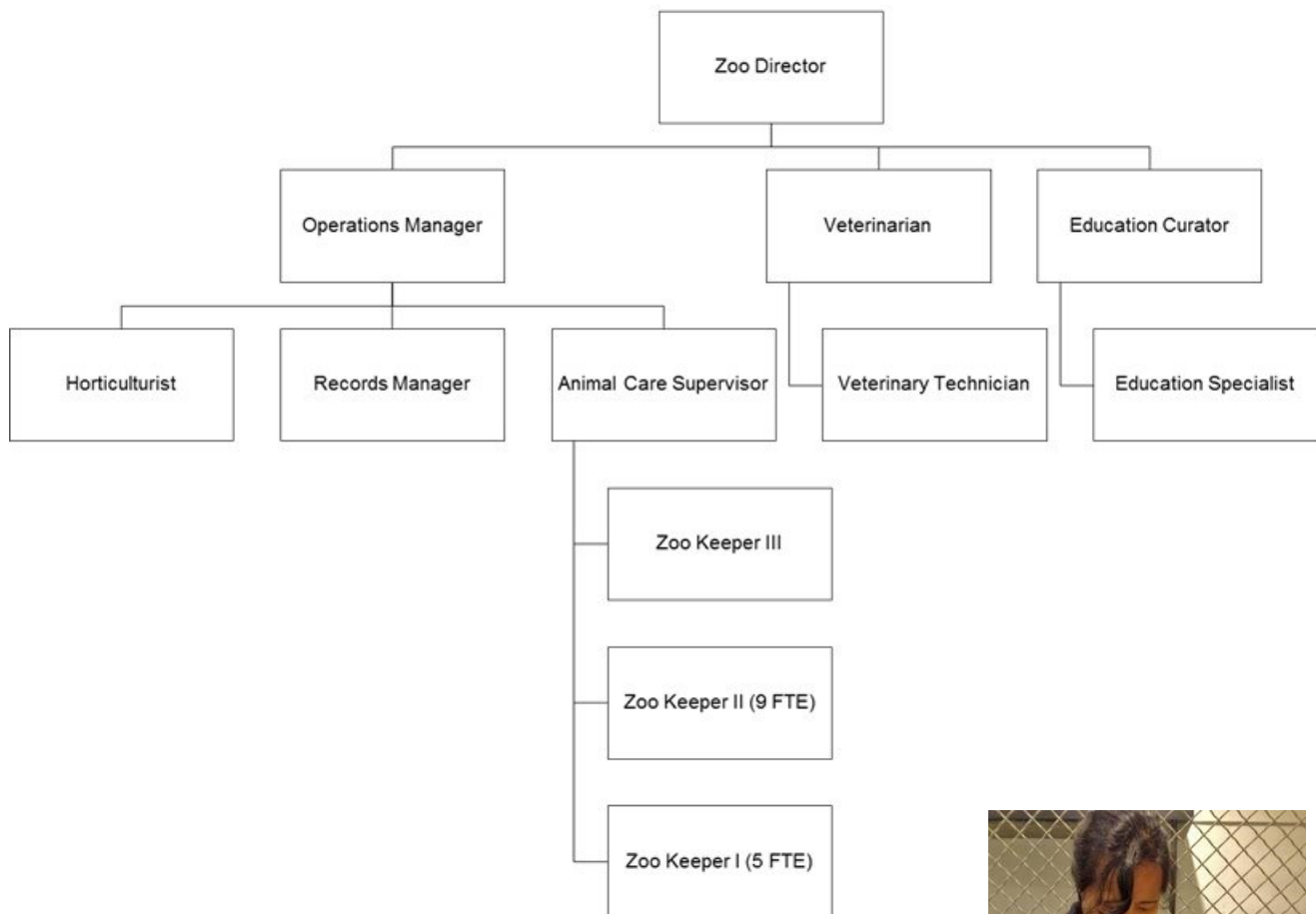


Department: Zoo

DEPARTMENTAL PROFILE

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

ORGANIZATIONAL CHART





Division: Zoo Finance

DIVISION PROFILE

The Zoo Finance division provides administrative support and resources to Zoo services. The financial model adapts to meet the zoo's needs, encourage growth and guide the Zoo's purpose. Zoo staff provide care for living animals in the 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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 107,139	\$ 114,708	\$ 120,069	\$ 124,531
Contractual Services	619,452	536,718	430,460	803,043
Commodities	18,148	21,254	5,733	11,050
Transfers	(13,934)	-	-	-
Total	\$ 730,804	\$ 672,680	\$ 556,262	\$ 938,624

2018 GOALS

- Break ground on Kay's Garden
- Implement storm water drainage plan for current and new parking
- Complete fundraising for Camp Cowabunga and Kay's Garden
- Begin fundraising for Tiger project
- Explore strategic opportunities to secure the Zoo's future

2017 ACCOMPLISHMENTS

- Broke ground on Camp Cowabunga
- Initiated design project for new and current parking with new storm water management plan
- Completed first private fund raising goal on Camp Cowabunga.
- Initiated second fund raising campaign for Camp Cowabunga for project costs exceeding budget estimate

Thriving City & Livable Neighborhoods

Enhance the quality of life and prosperity of Topekans

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Zoo Attendance	193,614	203,407	189,169	217,544
Amount of Funding Still Needed for Camp Cowabunga	Program Initiated	\$250,000.00	\$600,000.00	\$500,000.00
Amount of Funding Still Needed for Kay's Garden	Program Initiated	\$ -	\$500,000.00	\$510,000.00



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 do this through timely, interactive, local and global, exciting, innovative and conservation based education.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 118,161	\$ 124,297	\$ 126,990	\$ 131,300
Contractual Services	27,108	13,655	29,150	22,847
Commodities	5,177	5,264	7,317	8,500
Total	\$ 150,447	\$ 143,216	\$ 163,457	\$ 162,647

2018 GOALS

- Expand camp offerings for teens
- Continue to enhance Eco Club to extend age usage of the Zoo
- Develop more community collaboration in the Zoo's conservation initiative

2017 ACCOMPLISHMENTS

- Developed partnership with Kansas History Museum to increase pollinator habitat and to use their prairie as outdoor classroom for citizen science programs
- Sold every space in each camp program
- 19,544 individuals participated in formal education programs

Thriving City & Livable Neighborhoods

Enhance the quality of life and prosperity of Topekans

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Endangered Animal Education Courses Offered through Grants	12	44	Grant Not Renewed at this Time	48



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 Animal Care Staff consistently focusing on innovation.

EXPENDITURE SUMMARY

EXPENDITURES	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 776,937	\$ 802,847	\$ 903,072	\$ 963,148
Contractual Services	299,262	238,025	288,563	28,125
Commodities	165,086	158,845	146,525	162,000
Capital Outlay	12,927	2,116	4,700	15,000
Total	\$ 1,254,213	\$ 1,201,833	\$ 1,342,860	\$ 1,168,273

2018 GOALS

- Increase the amount of time Zoo Keepers engage with Zoo guests
- Complete cooperative health care training initiatives with the orangutans
- Continue integration of new elephants into Zoo's geriatric health care management plan
- Acquire and acclimate new species for the Camp Cowabunga project

2017 ACCOMPLISHMENTS

- Completed turnover in Tiger breeding program by transferring out one adult male and three juveniles and transferred in one new adult male
- Hatched and released back into the wild five Trumpeter Swans
- Successful breeding programs included: Rainbow Lorikeet, Bali Mynah, Nicobar Pigeon, Sloth, Chevrotain and Giant African Millipedes
- Relocated lions to the Zoo's quarantine for Camp Cowabunga construction
- Returned Pronghorn to the Zoo's collection
- Began collecting and selling honey produced on Zoo grounds

Thriving City & Livable Neighborhoods

Develop local community partnerships to maximize local resources

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Volunteer Hours Dedicated to the Topeka Zoo	842	2,011	10,000	15,000
Volunteer Hours Contributed by Docent Participants	Program Not Initiated	Program Not Initiated	2 Academy Trainings, 50 Docents, 6 Discovery Stations	3 Academy Trainings, 100 Docents, 9 Discovery Stations



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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 130,483	\$ 148,639	\$ 150,121	\$ 178,036
Contractual Services	11,153	20,490	43,833	1,000
Commodities	39,235	45,661	50,792	46,550
Total	\$ 180,871	\$ 214,789	\$ 244,745	\$ 225,586

2018 GOALS

- Continue to expand the amount of research the Zoo participates in
- Transition culture from Animal Hospital to Animal Health Center
- Expand community engagement with Zoo's veterinary program

2017 ACCOMPLISHMENTS

- Increased proficiency with sonography
- Trained additional staff on the use of chemical capture equipment
- Worked with Animal Care staff to include blood pressure readings as part of the preventative health management plan for a number of animals

Stewardship of the City's Physical Assets

Promote and enhance sustainability initiatives

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Animal Health Care Equipment Acquired	Large Animal Anesthesia Machine	Digital X-ray Equipment	Acquire Endoscope	Cold Laser Equipment
Exotic Animal Research Projects	3	5	8	1



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	2015	2016	2017	2018
	Actuals	Actuals	Budget	Budget
Personnel Services	\$ 70,059	\$ 66,083	\$ 66,010	\$ 70,145
Contractual Services	73,915	60,192	119,711	10,500
Commodities	10,254	16,052	6,933	19,500
Total	\$ 154,228	\$ 142,327	\$ 192,654	\$ 100,145

2018 GOALS

- Open Camp Cowabunga to the public.
- Continue to explore feasibility of Zoo Lights Program
- Continue to increase number of volunteer hours interacting with Zoo guests

2017 ACCOMPLISHMENTS

- Maintained attendance level with significant construction occurring in and around the Zoo
- Implemented new docent program.
- Completed design process for Kay's Garden

Commitment to Customer Service

Promote a service oriented culture in City government

Measure	2015 Actuals	2016 Actuals	2017 Projected	2018 Target
Percent of Customer Satisfaction from the Zoo Staff Evaluation Survey	91%	93%	85%	89%



General Fund Non-Departmental & Other Programs

PROGRAM SUMMARY

PROGRAM SUMMARY				
	2015	2016	2017	2018
Expenditures	Actuals	Actuals	Budget	Budget
Cemeteries	\$ 164,135	\$ 221,841	\$ 220,000	\$ 220,000
General Non-Departmental	3,957,749	1,438,209	10,127,193	10,200,994
Prisoner Care	728,368	551,952	750,000	700,000
Franchise Fee Rebate Program	180,100	180,100	200,100	200,100
Parks & Recreation Contract	2,559,914	1,562,676	520,045	520,045
Topeka Performing Arts Center	383,682	451,840	416,823	436,621
Total Expenditures	\$ 7,973,948	\$ 4,406,618	\$ 12,234,161	\$ 12,277,760

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 (TPAC). 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-Departmental 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 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 (CIP).

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: The 2018 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 2018 budgeted revenues and expenditures are located throughout the budget book.

General Fund

Special Revenue Funds

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

Debt Service

Enterprise Funds

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

Internal Service Funds

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

Fiduciary and Agency Funds (Unbudgeted)

- Court Bonds
- Fire Insurance Proceeds
- 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

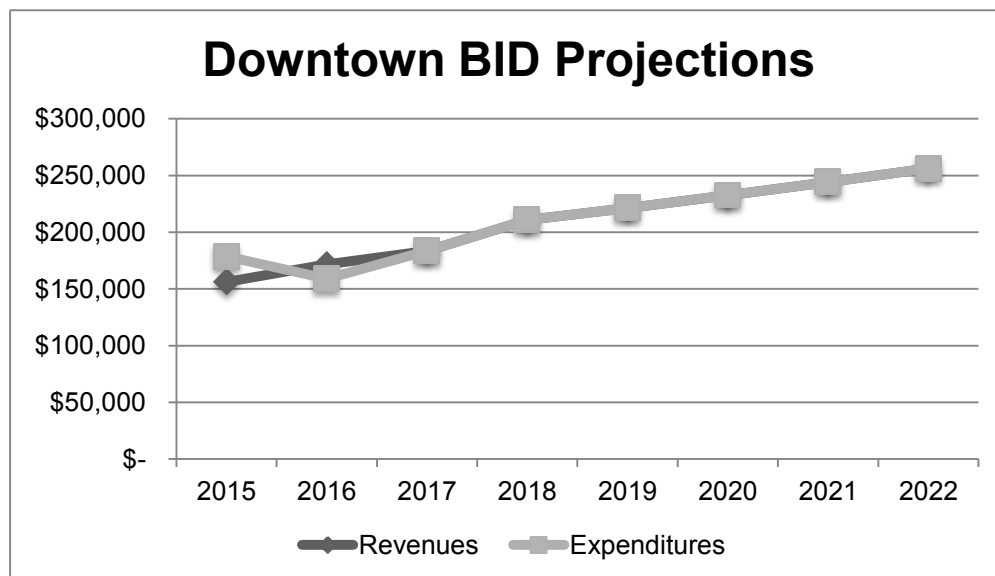
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	31,446	8,967	21,752	21,752
REVENUES				
Fees for Services	156,260	175,966	174,326	189,051
Miscellaneous	-	(4,320)	9,174	21,752
Total Revenues \$	\$ 156,260	\$ 171,646	\$ 183,500	\$ 210,803
EXPENSES				
Contractual Services	178,739	158,860	174,326	189,051
Miscellaneous	-	-	9,174	43,504
Total Expenditures \$	\$ 178,739	\$ 158,860	\$ 183,500	\$ 232,555
Revenue Net Expenses \$	\$ (22,479)	\$ 12,786	\$ -	\$ (21,752)
Ending Balance	8,967	21,753	21,752	-

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. Beginning with the 2017 budget there is a contingency to account for the potential of higher expenditure needs.



FUND SUMMARIES



Court Technology Fund

REVENUE AND EXPENDITURE SUMMARY

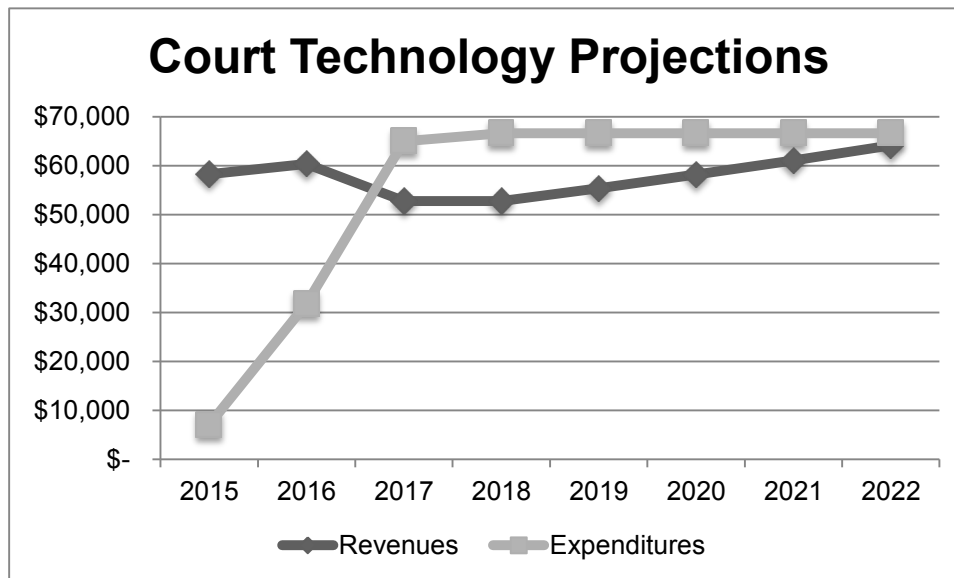
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	148,990	200,124	228,641	216,426
REVENUES				
Court Fees	58,258	60,339	52,785	52,785
Miscellaneous	-	-	-	-
Total Revenues \$	\$ 58,258	\$ 60,339	\$ 52,785	\$ 52,785
EXPENSES				
Personal Services	-	-	-	-
Contractual Services	7,125	31,822	45,000	45,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Other	-	-	20,000	21,642
Transfers	-	-	-	-
Total Expenditures \$	\$ 7,125	\$ 31,822	\$ 65,000	\$ 66,642
Revenue Net Expenses \$	\$ 51,133	\$ 28,517	(12,215)	(13,857)
Ending Balance	148,991	228,641	216,426	202,569

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 2018 budget includes a contingency to account for the potential of higher expenditure needs.



FUND SUMMARIES



Special Alcohol Fund

REVENUE AND EXPENDITURE SUMMARY

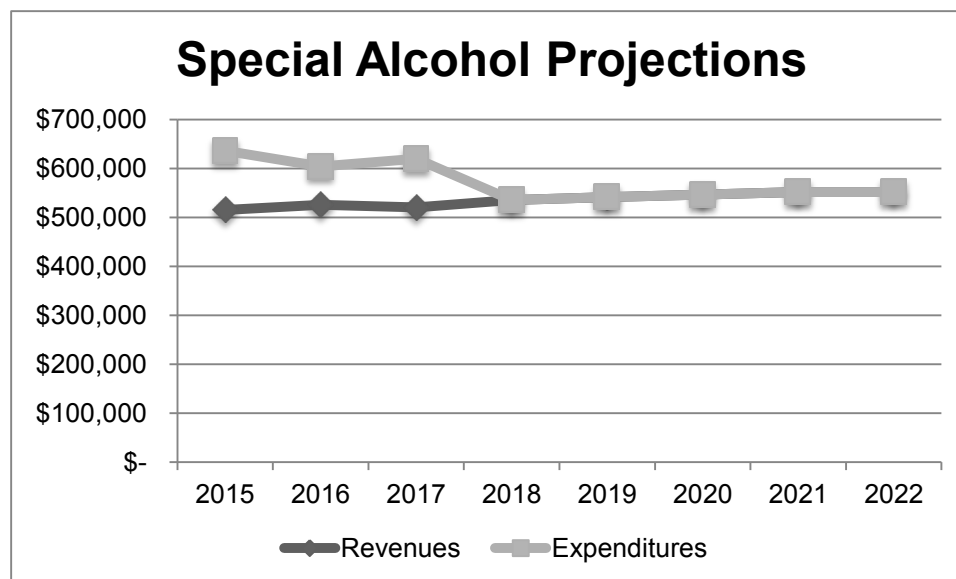
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	316,680	196,025	117,744	18,538
REVENUES				
State Private Club Liquor Tax	515,694	525,757	520,794	535,970
Total Revenues \$	\$ 515,694	\$ 525,757	\$ 520,794	\$ 535,970
EXPENSES				
Contractual Services - Grants	636,349	604,038	620,000	535,970
Total Expenditures \$	\$ 636,349	\$ 604,038	\$ 620,000	\$ 535,970
Revenue Net Expenses	\$ (120,655)	\$ (78,281)	\$ (99,206)	\$ -
Ending Balance	196,025	117,744	18,538	18,538

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 was built up, allowing for several years of higher expenditures than revenues.



FUND SUMMARIES



Law Enforcement Fund

REVENUE AND EXPENDITURE SUMMARY

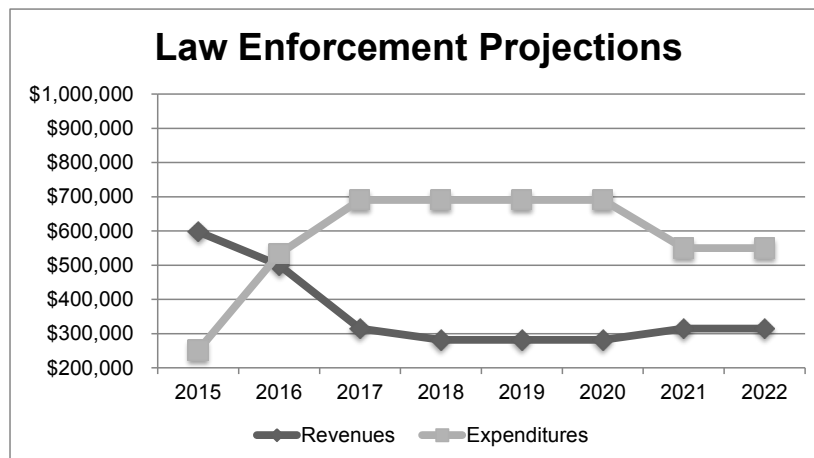
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	1,567,760	1,914,706	1,882,125	1,506,204
REVENUES				
Licenses and Permits	14,500	13,000	15,000	14,000
Intergovernmental	99,372	34,270	50,000	40,000
Court Fines	204,278	182,058	205,000	183,000
Miscellaneous	276,407	245,831	45,000	45,000
Other	3,025	24,979	-	-
Total Revenues \$	\$ 597,582	\$ 500,138	\$ 315,000	\$ 282,000
EXPENSES				
Personal Services	-	-	-	-
Contractual Services	144,900	165,092	432,750	429,000
Commodities	105,736	46,733	117,250	121,000
Capital Outlay	-	320,894	-	-
Other	-	-	140,921	140,921
Transfers	-	-	-	-
Total Expenditures \$	\$ 250,636	\$ 532,719	\$ 690,921	\$ 690,921
Revenue Net Expenses	\$ 346,946	\$ (32,581)	\$ (375,921)	\$ (408,921)
Ending Balance	1,914,706	1,882,125	1,506,204	1,097,283

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 - partially funding CrimeStoppers and Safe Streets activities 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 licenses, and municipal court fines. Because of this, a fund balance is maintained and expenditures are kept stable to account for varying revenue years. The 2017 and 2018 budget include a contingency to account for the potential of higher expenditure needs.



FUND SUMMARIES



Special Liability Fund

REVENUE AND EXPENDITURE SUMMARY

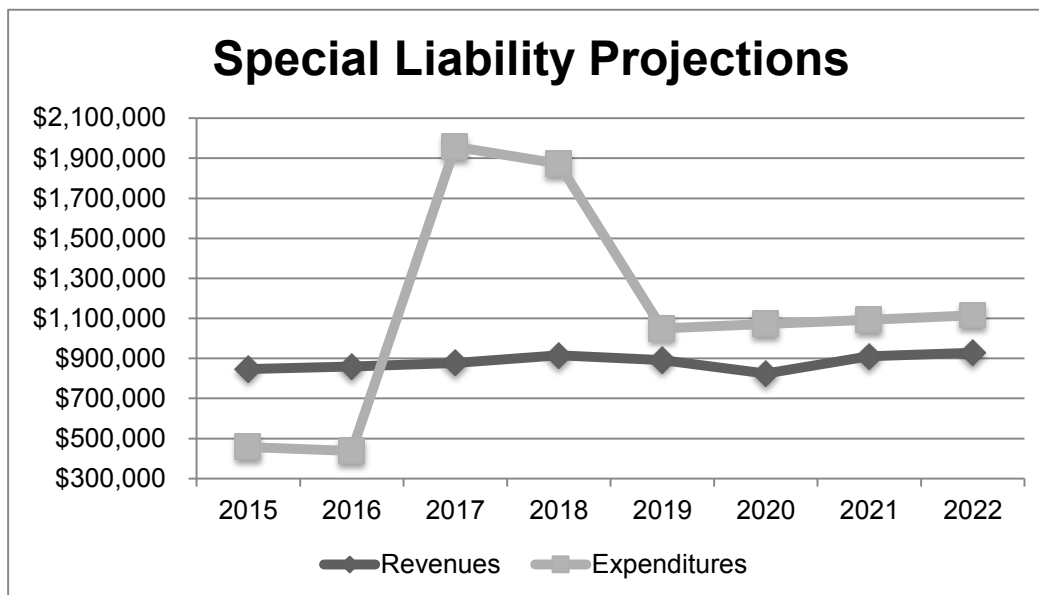
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	1,225,942	1,616,227	2,037,726	957,917
REVENUES				
Property Taxes	846,851	857,484	876,698	915,737
Miscellaneous	-	1,643	-	-
Total Revenues \$	\$ 846,851	\$ 859,127	\$ 876,698	\$ 915,737
EXPENSES				
Personal Services	243,170	264,415	276,741	322,248
Contractual Services	211,803	169,011	728,957	728,548
Commodities	1,594	4,202	4,000	4,500
Other	-	-	946,809	818,000
Total Expenditures \$	\$ 456,566	\$ 437,628	\$ 1,956,507	\$ 1,873,296
Revenue Net Expenses \$	\$ 390,285	\$ 421,499	\$ (1,079,809)	\$ (957,559)
Ending Balance	1,616,227	2,037,726	957,917	358

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

	2015 Actuals	2016 Actuals	2017 Projected	2018 Budget
Beginning Balance	66,824	178,119	966,681	591,042
REVENUES				
Transient Guest Tax - General	2,180,176	2,014,759	2,020,160	2,060,563
Transient Guest Tax - Sunflower	365,707	392,203	380,482	388,092
TGT New 1% Allocation	-	375,639	380,482	388,092
Total Revenues \$	\$ 2,545,883	\$ 2,782,601	\$ 2,781,124	\$ 2,836,747
EXPENSES				
Contractual Services	187,851	340,456	55,621	56,735
Contributions to Other Agencies	1,569,402	1,517,878	2,530,562	2,198,022
Other	-	-	-	591,042
Transfers	677,335	135,705	570,579	581,990
Total Expenditures \$	\$ 2,434,588	\$ 1,994,039	\$ 3,156,762	\$ 3,427,789
Revenue Net Expenses	\$ 111,295	\$ 788,562	\$ (375,638)	\$ (591,042)
Ending Balance	178,119	966,681	591,043	-

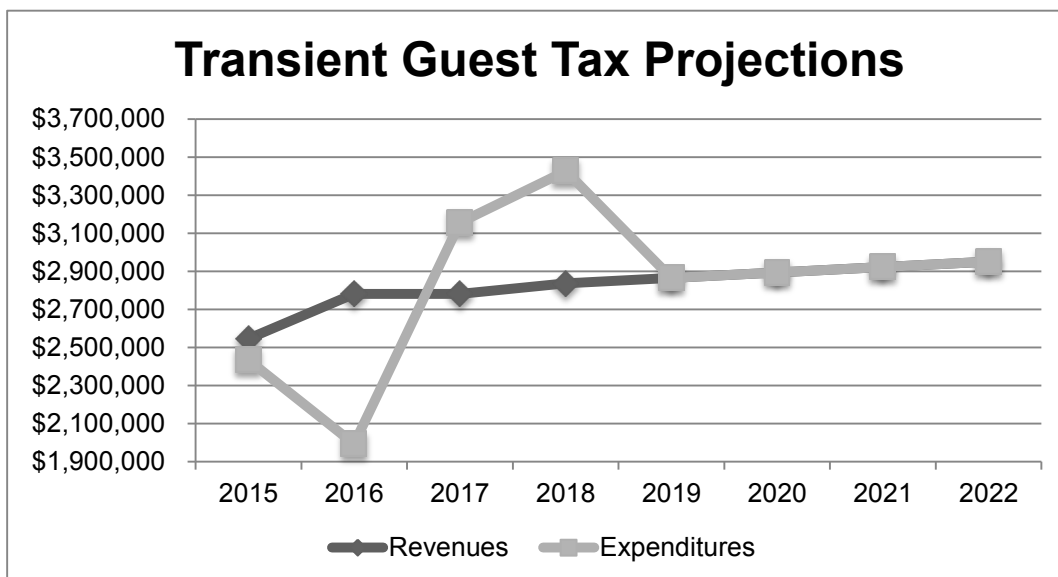
FUND PROFILE

This fund accounts for revenues received from a 7% Transient Guest Tax imposed on hotel and motel room rentals and is used for promotion of conventions and tourism in Topeka. In 2013 an additional 1% of tax was added to be used to pay the special assessments on a new building and sewer connection for Sunflower Soccer over 20 years.

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. Starting in 2017, the Council will allocate 1% of the tax previously dedicated to the Historical Asset Fund to the Downtown Plaza, Evel Knievel Museum, Jayhawk Theatre and Constitution Hall.

LONG TERM OUTLOOK

Revenues are contingent on the tourism economy and how many people are staying in hotels in Topeka. Modest growth is predicted to continue. Expenditures and revenues are projected to be equal in the out years. Starting with the 2017 budget, there is a contingency to account for the potential of higher expenditure needs.



FUND SUMMARIES



Retirement Reserve Fund

REVENUE AND EXPENDITURE SUMMARY

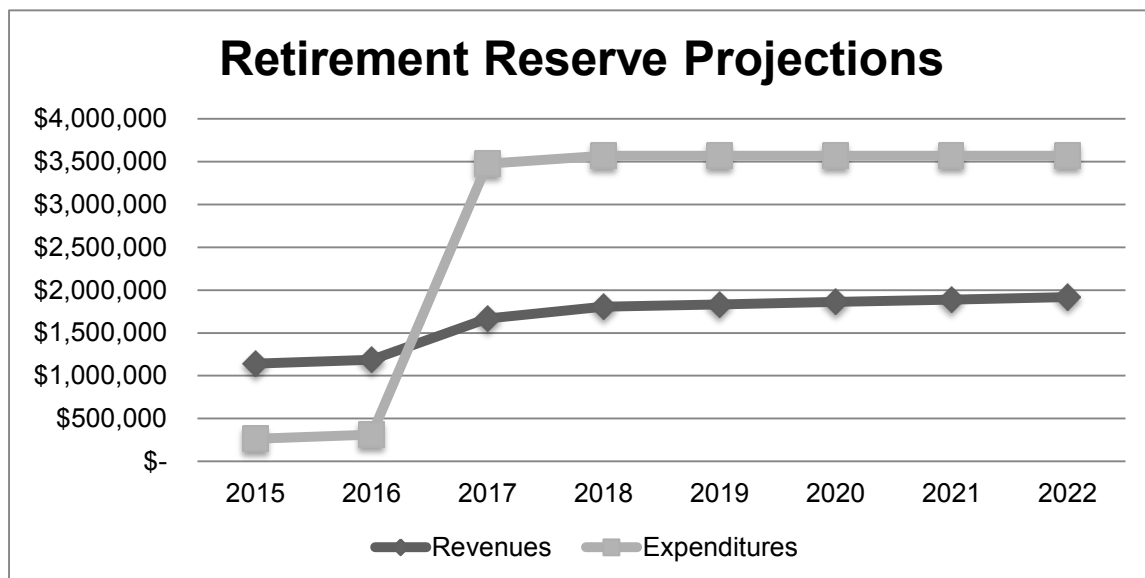
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	613,767	1,490,802	2,367,991	1,760,890
REVENUES				
Transient Guest Tax - General	-	-	-	-
Fees for Services	1,140,623	1,188,343	1,667,522	1,806,687
Miscellaneous	-	-	-	-
Total Revenues \$	\$ 1,140,623	\$ 1,188,343	\$ 1,667,522	\$ 1,806,687
EXPENSES				
Personal Services	13,588	41,145	2,000,000	2,500,600
Contractual Services	-	20,009	24,623	4,393
Contributions to Other Agencies	-	-	-	-
Other	-	-	1,199,848	812,584
Transfers	250,000	250,000	250,000	250,000
Total Expenditures \$	\$ 263,588	\$ 311,154	\$ 3,474,471	\$ 3,567,577
Revenue Net Expenses	\$ 877,035	\$ 877,189	\$ (1,806,949)	\$ (1,760,890)
Ending Balance	1,490,802	2,367,991	561,042	-

FUND PROFILE

Provides funding for and absorbs those accrued sick leave, vacation and other related costs of City employees upon their retirement. In 2013, the City issued general obligation bonds to establish the Employee Separation Fund which helped offset expected costs to this fund due to anticipated retirements.

LONG TERM OUTLOOK

Revenues will continue to build in this fund while the Employee Separation Fund bond proceeds are used for employee separation payouts. The fund balance will be built up in order to prepare for several years of what are expected to be major retirements and for when the employee separation funds are exhausted. The 2018 budget includes a contingency to account for the potential of higher expenditure needs.





Topeka Tourism Business Improvement District Fund

REVENUE AND EXPENDITURE SUMMARY

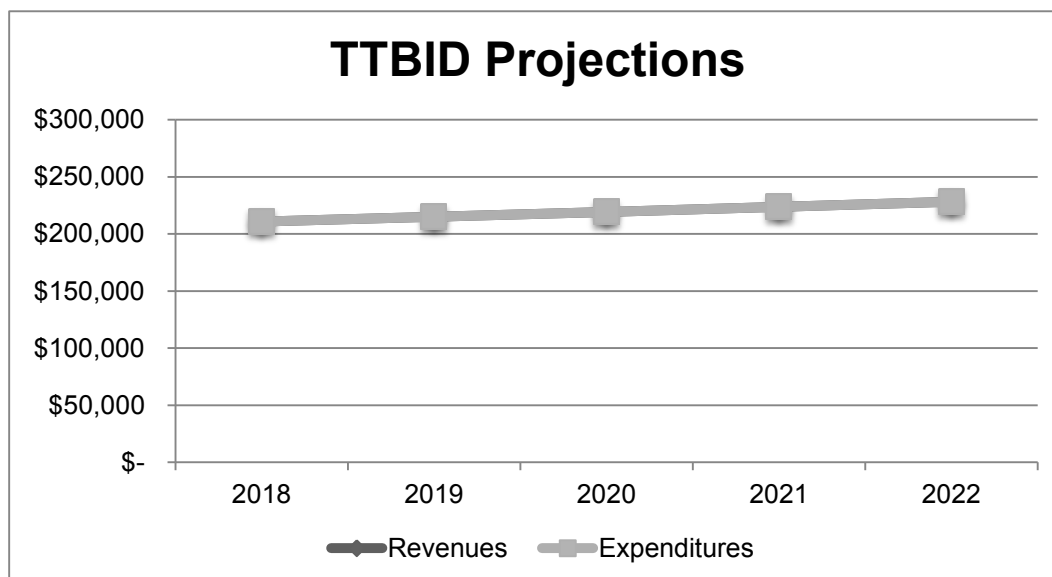
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	-	-	-	-
REVENUES				
Fees for Services	-	-	-	465,000
Miscellaneous	-	-	-	23,250
Total Revenues \$	- \$	- \$	- \$	488,250
EXPENSES				
Contractual Services	-	-	-	455,700
Admin Fee	-	-	-	9,300
Total Expenditures \$	- \$	- \$	- \$	465,000
Revenue Net Expenses \$	\$ -	\$ -	\$ -	\$ 23,250
Ending Balance	-	-	-	23,250

FUND PROFILE

New in 2018, this fund provides for a \$1 per night per room tax on hotels in the City that will be provided to the Topeka Lodging Association to provide supplemental funding for the design and administration of the Downtown Topeka Plaza.

LONG TERM OUTLOOK

As funds are received they will be provided to the Topeka Lodging Association. The Topeka Tourism Business Improvement District Advisory Board submitted a proposed budget of \$465k. A contingency has been included to allow for potential revenues above the estimated amount.



FUND SUMMARIES



Alcohol & Drug Assessment and Referral Fund

(Formerly Alcohol & Drug Safety)

REVENUE AND EXPENDITURE SUMMARY

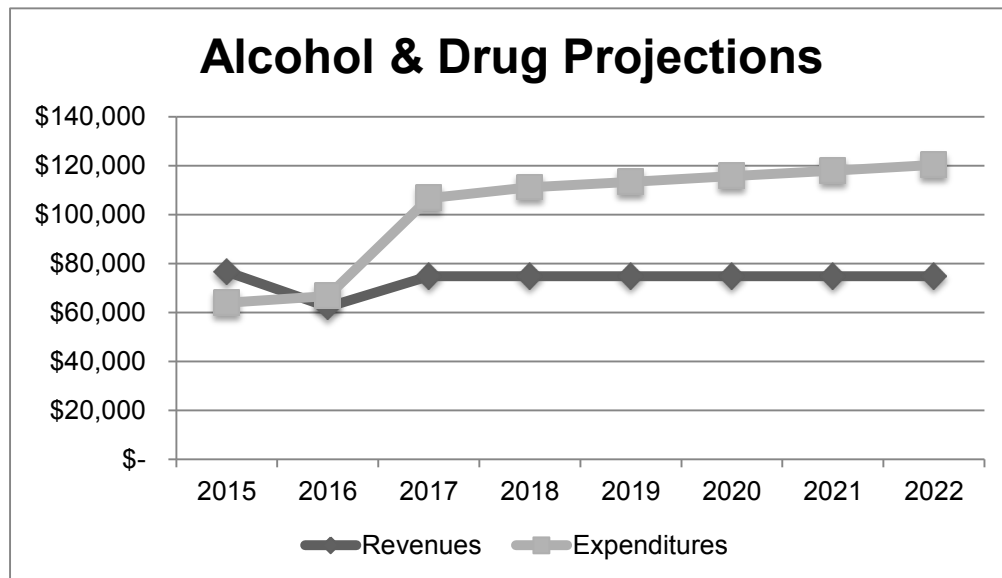
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	349,014	361,774	357,278	325,332
REVENUES				
Court Fees	76,709	62,249	74,800	74,800
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues \$	\$ 76,709	\$ 62,249	\$ 74,800	\$ 74,800
EXPENSES				
Personal Services	57,415	60,401	62,548	67,338
Contractual Services	4,423	4,913	4,346	6,304
Commodities	2,112	1,432	3,000	5,045
Capital Outlay				
Transfers				
Other			\$ 36,852	32,533
Total Expenditures \$	\$ 63,950	\$ 66,746	\$ 106,746	\$ 111,220
Revenue Net Expenses	\$ 12,759	\$ (4,497)	\$ (31,946)	\$ (36,420)
Ending Balance	361,773	357,277	325,332	288,912

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.



FUND SUMMARIES



KP&F Equalization Fund

REVENUE AND EXPENDITURE SUMMARY

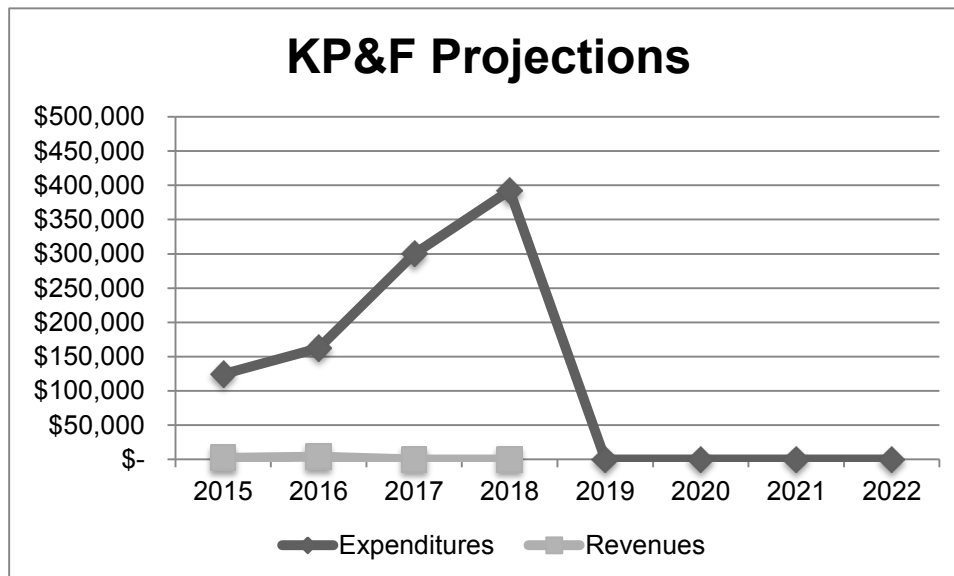
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	973,032	851,146	692,693	392,693
REVENUES				
Miscellaneous	2,410	3,945	-	-
Total Revenues	\$ 2,410	\$ 3,945	\$ -	\$ -
EXPENSES				
Personal Services-Emp. Benefits	124,296	162,398	300,000	392,693
Total Expenditures	\$ 124,296	\$ 162,398	\$ 300,000	\$ 392,693
Revenue Net Expenses	\$ (121,886)	\$ (158,453)	\$ (300,000)	\$ (392,693)
Ending Balance	851,146	692,693	392,693	-

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



Neighborhood Revitalization Fund

REVENUE AND EXPENDITURE SUMMARY

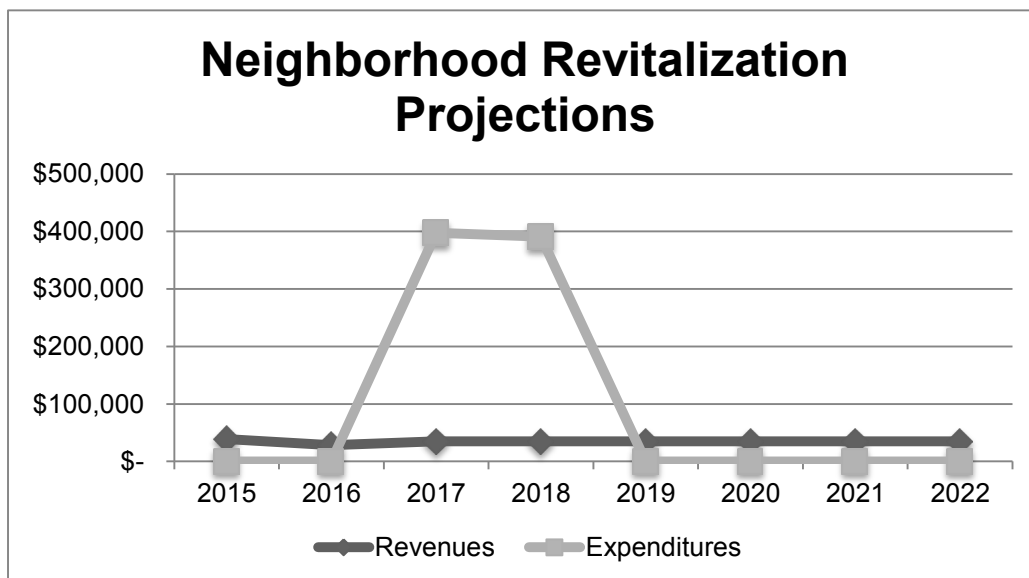
	2015 Actuals	2016 Actuals	2017 Projected	2018 Budget
Beginning Balance	289,349	327,882	356,002	371,002
REVENUES				
Other-Portion of NRA Rebate	38,533	28,120	35,000	35,000
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues \$	\$ 38,533	\$ 28,120	\$ 35,000	\$ 35,000
EXPENSES				
Personal Services	-	-	-	-
Contractual Services	-	-	20,000	150,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Other	-	-	-	241,002
Transfers	-	-	-	-
Total Expenditures \$	\$ -	\$ -	\$ 397,882	\$ 391,002
Revenue Net Expenses	\$ 38,533	\$ 28,120	\$ (362,882)	\$ (356,002)
Ending Balance	327,882	356,002	(6,880)	15,000

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 2016, the Fund had a balance of \$356,002 and the City was working on a plan to spend these funds.

LONG TERM OUTLOOK

Revenues are collected as a portion of the neighborhood revitalization rebate taxpayers receive. The 2017 and 2018 budgets and forecast includes an estimate for implementation of a program.



FUND SUMMARIES



Historic Preservation Fund

REVENUE AND EXPENDITURE SUMMARY

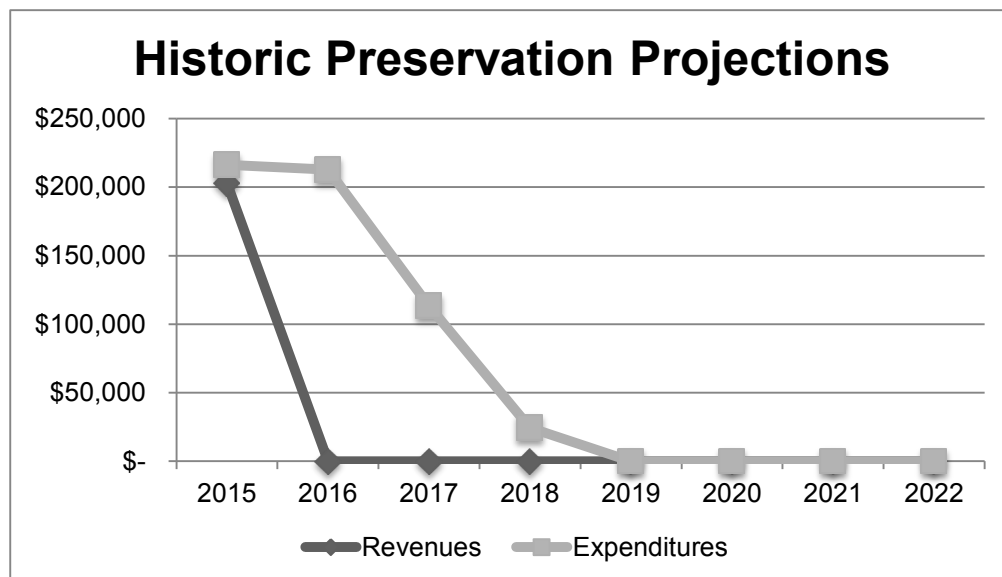
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	250,701	237,399	24,513	24,513
REVENUES				
Transfer-From Transient Guest Tax	203,095	-	-	-
Transient Guest Tax - Sunflower	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	\$ 203,095	\$ -	\$ -	\$ -
EXPENSES				
Personal Services	-	-	-	-
Contractual Services	7,000	18,650	-	-
Contractual Services-Grants	209,398	194,236	-	-
Capital Outlay	-	-	-	-
Other	-	-	113,194	24,513
Total Expenditures	\$ 216,398	\$ 212,886	\$ 113,194	\$ 24,513
Revenue Net Expenses	\$ (13,303)	\$ (212,886)	\$ (113,194)	\$ (24,513)
Ending Balance	237,398	24,513	(88,681)	-

FUND PROFILE

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

LONG TERM OUTLOOK

Per Resolution 7253 established in 2002, the Transient Guest Tax rate was increased from 5% to 6% to collect funds for historic preservation. Of the 1% collected, \$200k was designated for specific projects (The Great Overland Station and Riverfront Park), and the remaining funds collected were deposited into this fund. The resolution expired at the end of 2015. The trends show the balance of the fund being spent in 2016, due to the transient guest tax allocation expiring in 2015. The contingency in 2017-2018 is for any unspent carryover from preceding years.



FUND SUMMARIES



Special Highway (Motor Fuel) Fund

REVENUE AND EXPENDITURE SUMMARY

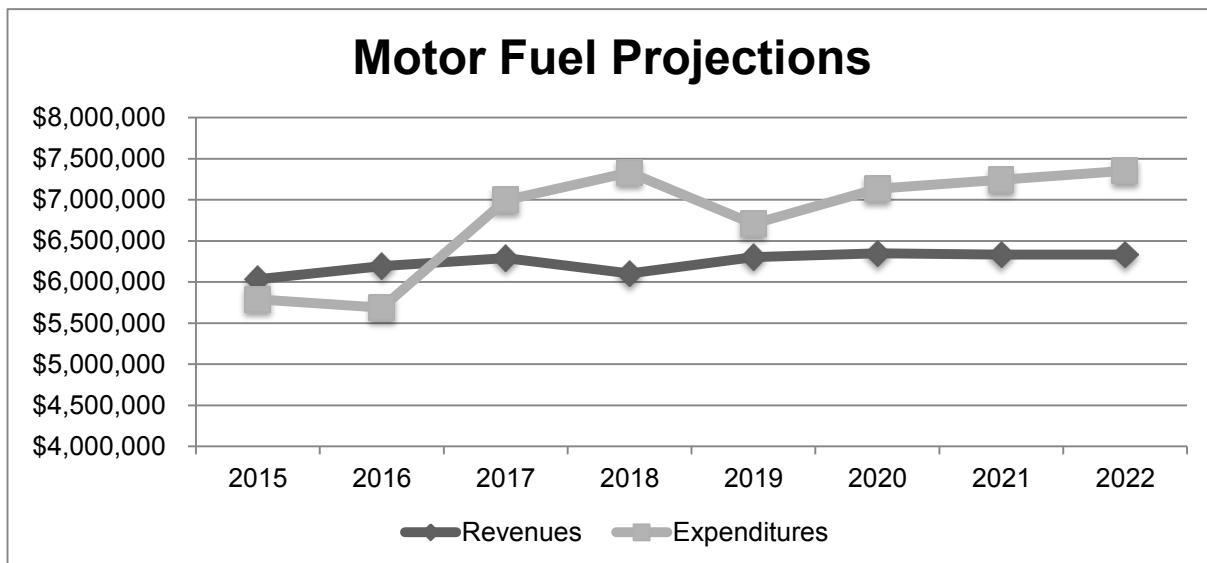
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	2,197,819	2,700,435	3,116,579	2,423,266
REVENUES				
Intergovernmental-State and County	6,018,995	5,808,563	6,033,061	6,033,061
Fees-Inmate Program and Other	206,500	255,582	255,290	305,291
Miscellaneous	12,376	29,479	12,040	12,040
Other	51,176	8,030	-	-
Total Revenues	\$ 6,289,047	\$ 6,101,654	\$ 6,300,391	\$ 6,350,392
EXPENSES				
Personal Services	2,701,071	2,911,761	3,343,205	3,549,482
Contractual Services	1,626,296	1,388,109	1,528,176	2,273,486
Commodities	536,789	624,583	645,730	569,616
Capital Outlay	616,970	465,713	545,000	572,000
Other	-	-	606,211	-
Inmate Program	306,089	295,943	325,383	370,091
Total Expenditures	\$ 5,787,215	\$ 5,686,109	\$ 6,993,705	\$ 7,334,675
Revenue Net Expenses	\$ 501,832	\$ 415,545	\$ (693,314)	\$ (984,283)
Ending Balance	2,699,651	3,115,980	2,423,265	1,438,983

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. The spike in 2018 expenditures is the result of budgeting \$750,000 for street maintenance. It is projected that expenditures will need to decline to equal revenues.



FUND SUMMARIES



Countywide Half Cent Sales Tax Fund

REVENUE AND EXPENDITURE SUMMARY

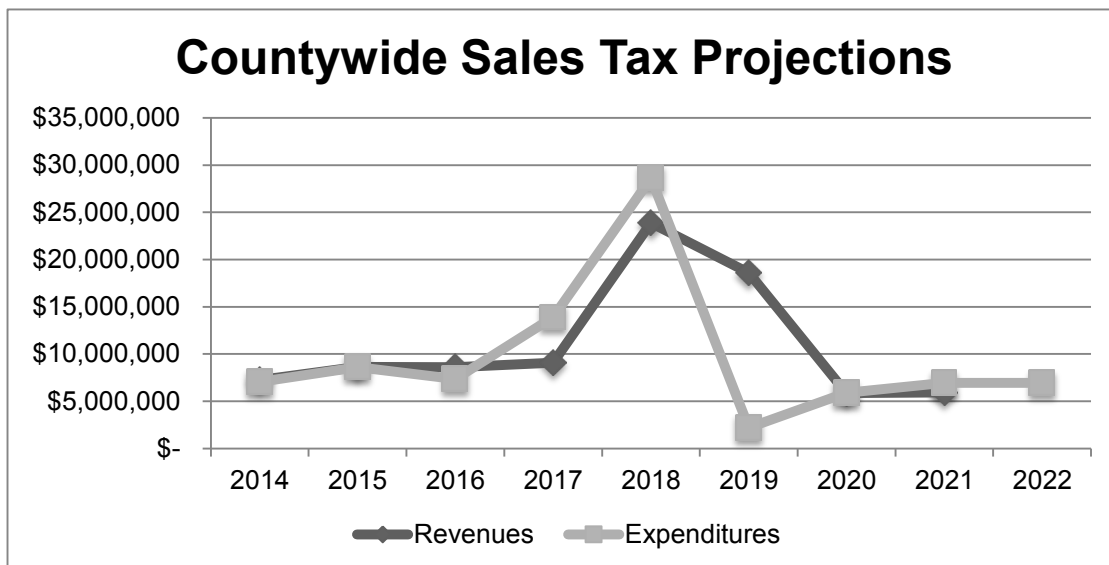
	2015 Actuals	2016 Actuals	2017 Projected	2018 Budget
Beginning Balance	(1,726,469)	(1,726,469)	-	10,000,000
REVENUES				
Half Cent Sales Tax Collections	8,599,553	9,082,251	23,232,478	17,723,914
Miscellaneous	-	-	661,624	886,196
Total Revenues \$	\$ 8,599,553	\$ 9,082,251	\$ 23,894,102	\$ 18,610,110
EXPENSES				
Contractual Services	8,599,553	7,355,782	13,232,478	27,723,914
Other	-	-	661,624	886,196
Total Expenditures \$	\$ 8,599,553	\$ 7,355,782	\$ 13,894,102	\$ 28,610,110
Revenue Net Expenses	\$ -	\$ 1,726,469	\$ 10,000,000	\$ (10,000,000)
Ending Balance	(1,726,469)	-	10,000,000	-

FUND PROFILE

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

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. 2018 includes an extra \$10 million projected excess from Phase I of the tax. Future year projections are demonstrating the projected amount of expenditures on projects.



FUND SUMMARIES



Citywide Half Cent Sales Tax Fund

REVENUE AND EXPENDITURE SUMMARY

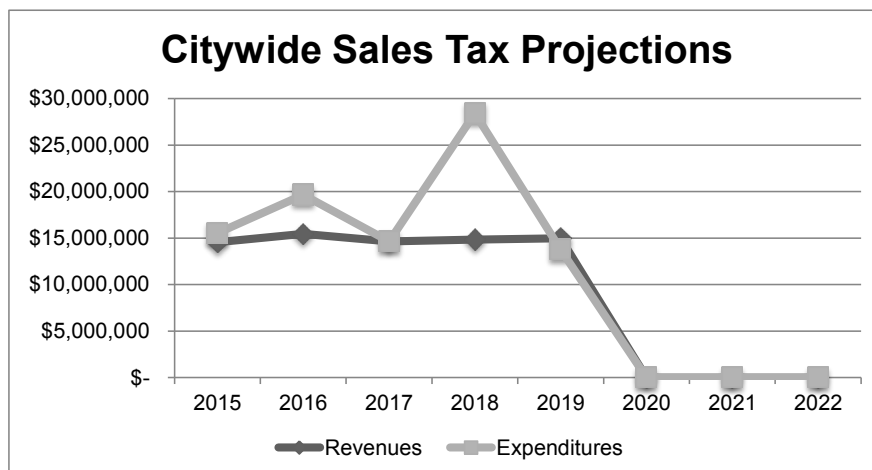
	2015 Actuals	2016 Actuals	2017 Projected	2018 Budget
Beginning Balance	18,768,570	17,789,901	13,607,220	13,606,726
REVENUES				
Half Cent Sales Tax Collections	14,474,856	15,283,512	14,619,605	14,765,801
Intergovernmental	-	-	-	-
Miscellaneous	82,876	176,298	30,000	60,300
Total Revenues	\$ 14,557,732	\$ 15,459,810	\$ 14,649,605	\$ 14,826,101
EXPENSES				
Personal Services	96,163	136,007	169,327	168,663
Contractual Services	13,126,489	19,502,762	13,680,772	15,158,847
Commodities	-	3,722	800,000	1,616,000
Capital Outlay	13,749	-	-	-
Transfers	2,300,000	-	-	-
Other	-	-	-	11,489,317
Total Expenditures	\$ 15,536,401	\$ 19,642,491	\$ 14,650,099	\$ 28,432,827
Revenue Net Expenses	\$ (978,669)	\$ (4,182,681)	\$ (494)	\$ (13,606,726)
Ending Balance	17,789,901	13,607,220	13,606,727	-

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 chart shows higher expenses in 2018 due to a contingency equalling the remaining cash balance. It is not anticipated that all of this contingency will be spent. Any remaining fund balance is spent in year 2020 as the tax ends in 2019.



FUND SUMMARIES



Tax Increment Financing (TIF) Fund

REVENUE AND EXPENDITURE SUMMARY

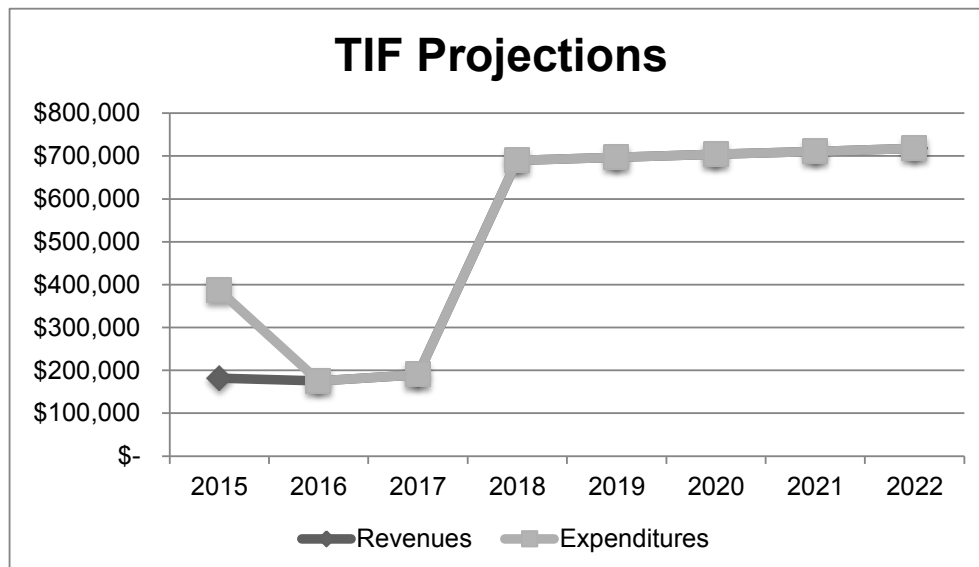
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	19	-	-	-
REVENUES				
Taxes	181,580	175,522	190,000	690,000
Total Revenues \$	\$ 181,580	\$ 175,522	\$ 190,000	\$ 690,000
EXPENSES				
Personal Services	-	-	-	-
Contractual Services	210,072	-	-	500,000
Commodities	-	-	-	-
Debt Service	1,000	-	-	-
Transfers	175,588	175,522	190,000	190,000
Total Expenditures \$	\$ 386,660	\$ 175,522	\$ 190,000	\$ 690,000
Revenue Net Expenses \$	\$ (205,080)	\$ -	\$ -	\$ -
Ending Balance	(205,061)	-	-	-

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. Expenses and revenues will increase due to a proposed new TIF (Wheatfield) being budgeted beginning in 2018.

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. Expenses and revenues will increase due to a proposed new TIF (Wheatfield) being budgeted beginning in 2018.



FUND SUMMARIES



Community Improvement District (CID) Fund

REVENUE AND EXPENDITURE SUMMARY

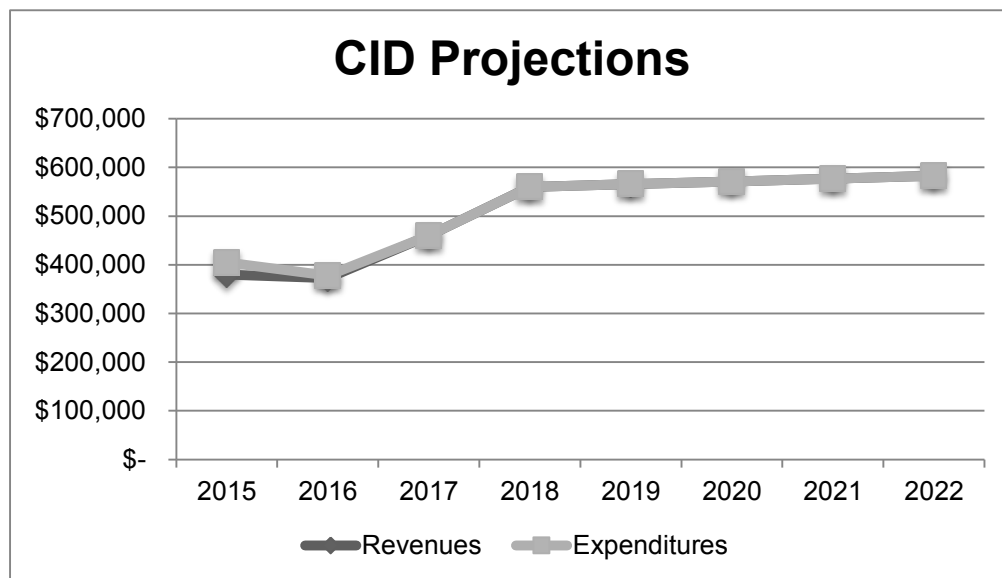
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	62,884	37,991	32,241	32,241
REVENUES				
Taxes	379,987	372,320	460,000	560,000
Total Revenues \$	\$ 379,987	\$ 372,320	\$ 460,000	\$ 560,000
EXPENSES				
Contractual Services	404,879	378,070	460,000	560,000
Total Expenditures \$	\$ 404,879	\$ 378,070	\$ 460,000	\$ 560,000
Revenue Net Expenses \$	\$ (24,892)	\$ (5,750)	\$ -	\$ -
Ending Balance	37,992	32,241	32,241	32,241

FUND PROFILE

This fund receives the extra levied 1% sales tax generated within the proposed Wheatfield (new for 2018), Holliday Square District and 12th and Wanamaker. The revenue is used to pay the developer for certified costs to upgrade the district to strengthen economic development and employment opportunities, enhance tourism or upgrade older real estate.

LONG TERM OUTLOOK

Revenues and expenditures are based on the amount of sales taxes generated in the districts. 2018-2022 expenditures are forecasted to equal revenues. The proposed Wheatfield District is new for 2018.



FUND SUMMARIES



Debt Service Fund

REVENUE AND EXPENDITURE SUMMARY

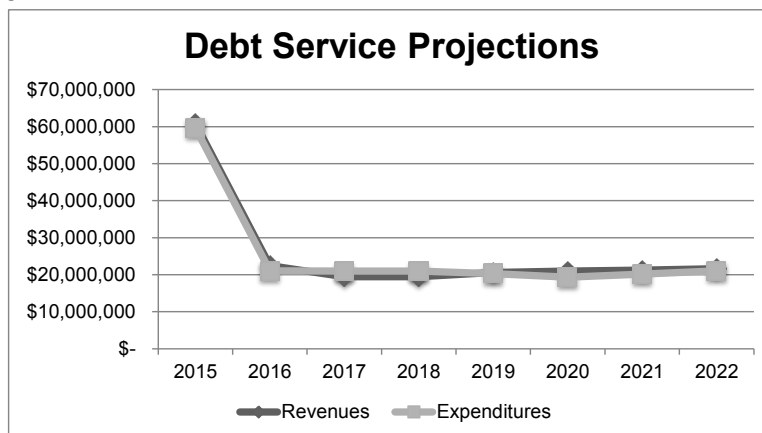
	2015 Actuals	2016 Actuals	2017 Projected	2018 Budget
Beginning Balance	2,914,274	4,157,825	5,607,311	4,071,422
REVENUES				
Taxes	15,744,121	15,956,618	16,145,262	16,145,262
Intergovernmental	3,450,656	1,776,591	40,000	40,000
Special Assessments	1,959,635	2,312,432	2,711,759	2,711,759
Miscellaneous	51,870	203,134	127,513	127,513
Other	39,706,258	2,224,682	433,702	433,702
Total Revenues	\$ 60,912,540	\$ 22,473,458	\$ 19,458,236	\$ 19,458,236
EXPENSES				
Contractual Services	301,800	166,718	45,000	45,000
Debt Service	58,855,189	20,468,901	19,125,236	19,125,236
Other	-	-	1,323,889	1,323,889
Transfers	512,000	388,353	500,000	500,000
Total Expenditures	\$ 59,668,989	\$ 21,023,972	\$ 20,994,125	\$ 20,994,125
Revenue Net Expenses	\$ 1,243,551	\$ 1,449,486	\$ (1,535,889)	\$ (1,535,889)
Ending Balance	4,157,825	5,607,311	4,071,422	2,535,533

FUND PROFILE

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

LONG TERM OUTLOOK

The major source of revenue in the Debt Service fund is property tax. Additionally the fund receives revenues for special purposes such as transfers for Countywide Half Cent Sales Tax projects, sales tax generated for Heartland Park, and special assessments. The majority of expenses in the Debt Service fund are for principal 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

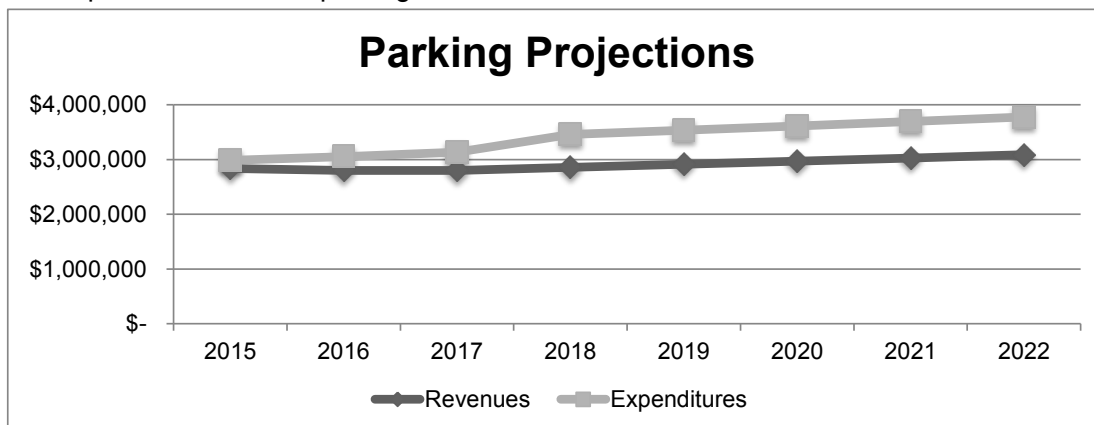
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	2,349,721	2,203,264	1,952,975	1,614,731
REVENUES				
Taxes	-	-	-	-
Fees	2,625,855	2,599,564	2,596,107	2,654,083
Fines	183,287	168,016	183,287	183,287
Miscellaneous	27,650	32,117	19,000	19,000
Other	-	1,454	-	-
Total Revenues \$	\$ 2,836,793	\$ 2,801,151	\$ 2,798,394	\$ 2,856,370
EXPENSES				
Personal Services	707,106	703,073	825,012	878,066
Contractual Services	1,095,150	1,048,636	1,219,230	1,381,558
Commodities	188,830	427,358	143,600	129,100
Capital Outlay	-	-	108,000	261,528
Debt Service	228,915	872,373	840,796	805,796
Other	763,249	-	-	-
Total Expenditures \$	\$ 2,983,250	\$ 3,051,440	\$ 3,136,638	\$ 3,456,048
Revenue Net Expenses \$	\$ (146,457)	\$ (250,289)	\$ (338,244)	\$ (599,677)
Ending Balance	2,203,264	1,952,975	1,614,731	1,015,054

FUND PROFILE

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

LONG TERM OUTLOOK

The major source of revenue in the Parking fund is user fees. The City does not anticipate any major changes in operations at this point in time so modest growth in revenues and expenditures are projected. Parking is currently working on a comprehensive study to develop a master plan for downtown parking.



FUND SUMMARIES



Information Technology Fund

REVENUE AND EXPENDITURE SUMMARY

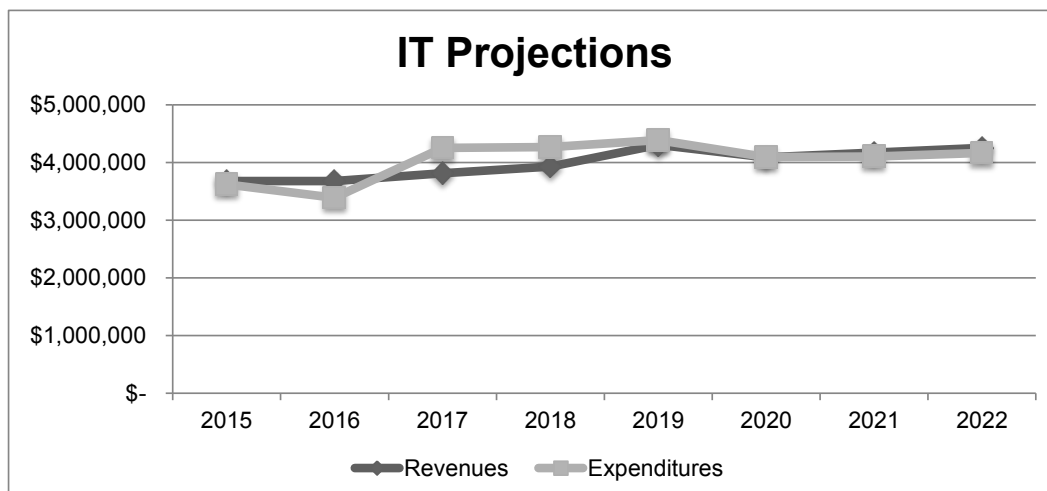
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	1,087,167	1,147,796	1,441,151	1,002,683
REVENUES				
License and Permits	33,441	33,547	10,000	10,000
Internal Service Fees	3,646,563	3,647,937	3,806,906	3,921,044
Fines	-	-	-	-
Miscellaneous	-	99	-	-
Other	-	-	-	-
Total Revenues \$	\$ 3,680,004	\$ 3,681,583	\$ 3,816,906	\$ 3,931,044
EXPENSES				
Personal Services	1,389,533	1,345,303	1,585,825	1,649,024
Contractual Services	1,934,474	1,868,741	2,054,757	2,105,221
Commodities	294,951	174,334	169,792	176,750
Capital Outlay	-	-	445,000	340,000
Other	417	(150)	-	-
Total Expenditures \$	\$ 3,619,376	\$ 3,388,228	\$ 4,255,374	\$ 4,270,995
Revenue Net Expenses \$	\$ 60,628	\$ 293,355	\$ (438,468)	\$ (339,951)
Ending Balance	1,147,795	1,441,151	1,002,683	662,732

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, and Computing and Business Systems. 17 employees are budgeted in this fund.

LONG TERM OUTLOOK

Revenues are generated from Departments based on anticipated technological needs. Expenditures vary year to year: Some purchases are annual and others are infrequent, one-time technology purchases. It can be difficult to forecast this fund because of unanticipated technological advances and needs, so the forecast is based on recent expenditure patterns. In 2017 and 2018, several capital projects were partially paid for out of the fund balance which is why expenditures exceed revenues.



FUND SUMMARIES



Fleet Fund

REVENUE AND EXPENDITURE SUMMARY

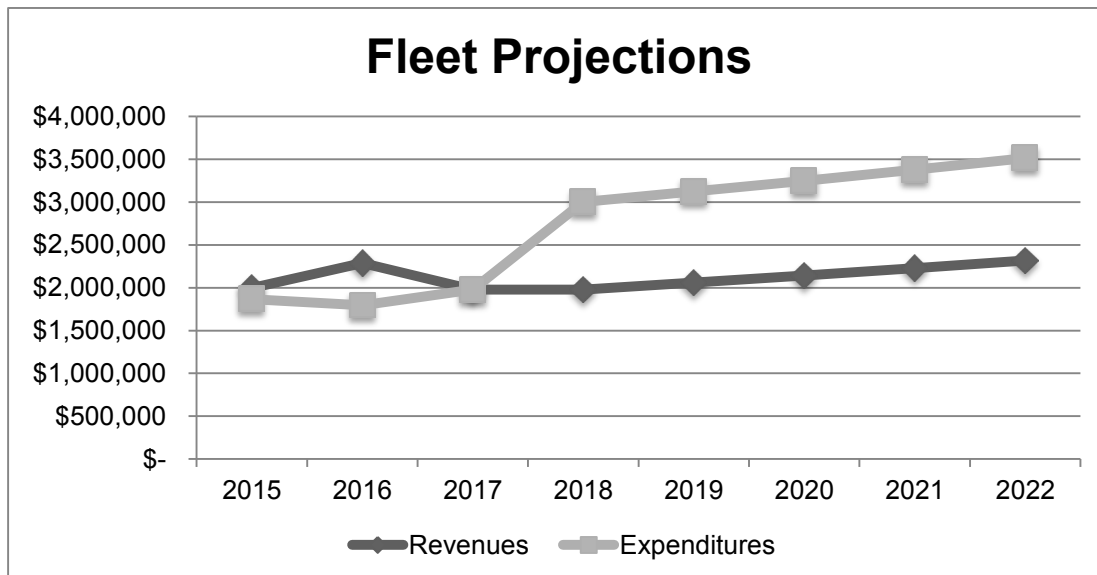
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	1,303,136	1,434,925	1,628,792	1,628,791
REVENUES				
Internal Service Fees	1,982,617	1,981,049	1,980,000	1,980,000
Transfers	-	300,000	-	-
Miscellaneous	7,759	7,101	-	-
Other	7,677	1,564	-	-
Total Revenues \$	\$ 1,998,053	\$ 2,289,714	\$ 1,980,000	\$ 1,980,000
EXPENSES				
Personal Services	1,375,614	1,281,963	1,499,653	1,587,700
Contractual Services	324,489	330,905	329,942	316,003
Commodities	88,648	67,287	99,905	74,735
Capital Outlay	20	106,302	50,500	1,024,500
Other	77,493	9,411	-	-
Total Expenditures \$	\$ 1,866,264	\$ 1,795,867	\$ 1,980,001	\$ 3,002,937
Revenue Net Expenses \$	\$ 131,789	\$ 493,847	\$ (1)	\$ (1,022,937)
Ending Balance	1,434,925	1,928,772	1,628,791	605,854

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. In 2016, \$300,000 was transferred into the Fleet fund for future fleet needs.



FUND SUMMARIES



Facilities Fund

REVENUE AND EXPENDITURE SUMMARY

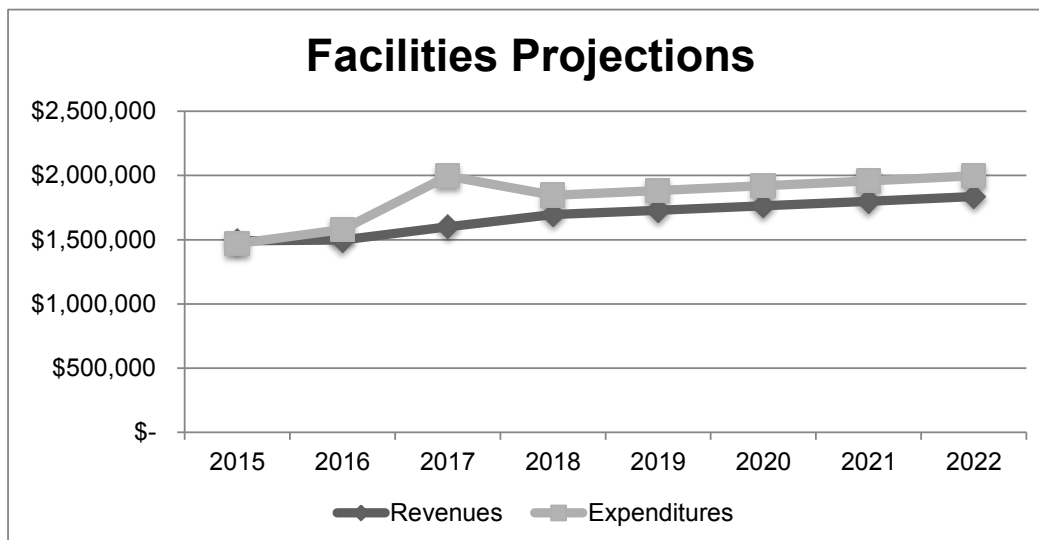
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	208,331	395,563	314,080	314,080
REVENUES				
Taxes	-	-	-	-
Internal Service Fees	1,489,226	1,497,645	1,600,014	1,695,583
Fines	-	-	-	-
Miscellaneous	1,228	911	-	-
Other	1,413	-	-	-
Total Revenues	\$ 1,491,867	\$ 1,498,556	\$ 1,600,014	\$ 1,695,583
EXPENSES				
Personal Services	793,400	775,169	996,289	1,081,892
Contractual Services	596,046	696,514	528,425	501,005
Commodities	68,590	82,742	75,300	113,200
Capital Outlay	-	23,008	-	-
Other	3,546	(14)	395,563	149,145
Clearing	7,476	2,620	-	-
Total Expenditures	\$ 1,469,057	\$ 1,580,039	\$ 1,995,577	\$ 1,845,242
Revenue Net Expenses	\$ 22,810	\$ (81,483)	\$ (395,563)	\$ (149,659)
Ending Balance	231,141	314,080	(81,483)	164,421

FUND PROFILE

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

LONG TERM OUTLOOK

Revenues are generated from Departments based on the amount of funding anticipated to support facility operations. This amount is based on prior year actuals and projected personnel costs. Each year a certain amount of money is set aside for capital needs to correct one-time larger items with cash as needed. The 2018 budget includes a contingency to account for the potential of higher expenditure needs.



FUND SUMMARIES



Insurance (Property and Vehicle) Fund

REVENUE AND EXPENDITURE SUMMARY

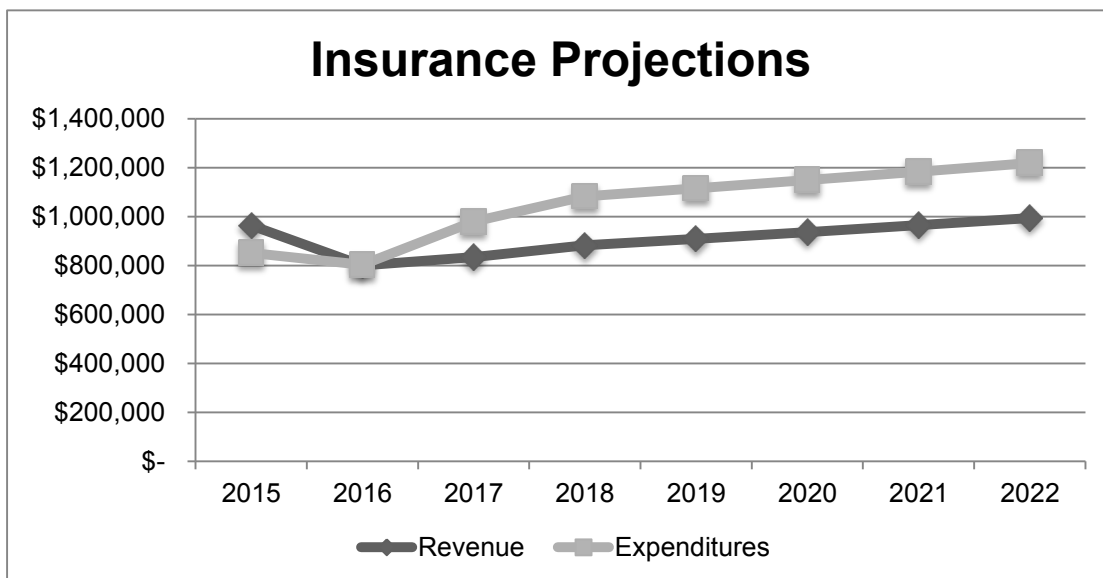
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	390,941	502,854	500,764	355,718
REVENUES				
Internal Service Fees	959,242	796,697	824,899	873,382
Miscellaneous	5,077	4,682	10,000	10,000
Total Revenues \$	\$ 964,319	\$ 801,379	\$ 834,899	\$ 883,382
EXPENSES				
Contractual Services	852,406	803,469	979,946	1,083,312
Commodities	-	-	-	-
Total Expenditures \$	\$ 852,406	\$ 803,469	\$ 979,946	\$ 1,083,312
Revenue Net Expenses \$	\$ 111,913	\$ (2,090)	\$ (145,047)	\$ (199,930)
Ending Balance	502,854	500,764	355,717	155,788

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 an average of their past three years of claims.

LONG TERM OUTLOOK

Revenues are generated from Departments based on the amount of funding needed to pay for claims and insurance premiums. Budgeted claim expenses will lead to an analysis of revenues with potential internal services fee increases.



FUND SUMMARIES



Worker's Compensation Fund

REVENUE AND EXPENDITURE SUMMARY

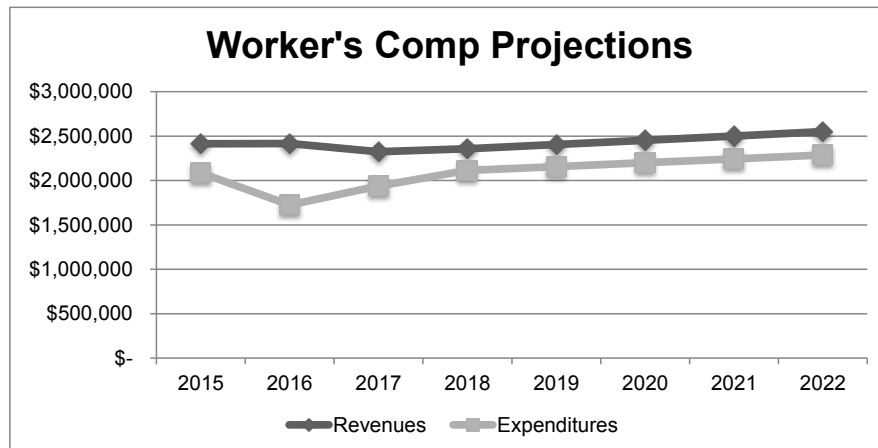
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	(103,730)	222,510	914,301	1,302,323
REVENUES				
Taxes	-	-	-	-
Internal Service Fees	2,373,452	2,399,218	2,323,158	2,355,344
Fines	-	-	-	-
Miscellaneous	39,022	16,569	1,500	1,500
Other	-	-	-	-
Total Revenues \$	\$ 2,412,474	\$ 2,415,787	\$ 2,324,658	\$ 2,356,844
EXPENSES				
Personal Services	88,834	88,778	94,978	96,418
Contractual Services	1,997,320	1,631,763	1,840,908	2,016,616
Commodities	80	3,456	750	1,500
Capital Outlay	-	-	-	-
Other	-	-	-	-
Total Expenditures \$	\$ 2,086,234	\$ 1,723,997	\$ 1,936,636	\$ 2,114,534
Revenue Net Expenses \$	\$ 326,240	\$ 691,790	\$ 388,022	\$ 242,310
Ending Balance	222,510	914,300	1,302,323	1,544,633

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.



FUND SUMMARIES



Health Fund

REVENUE AND EXPENDITURE SUMMARY

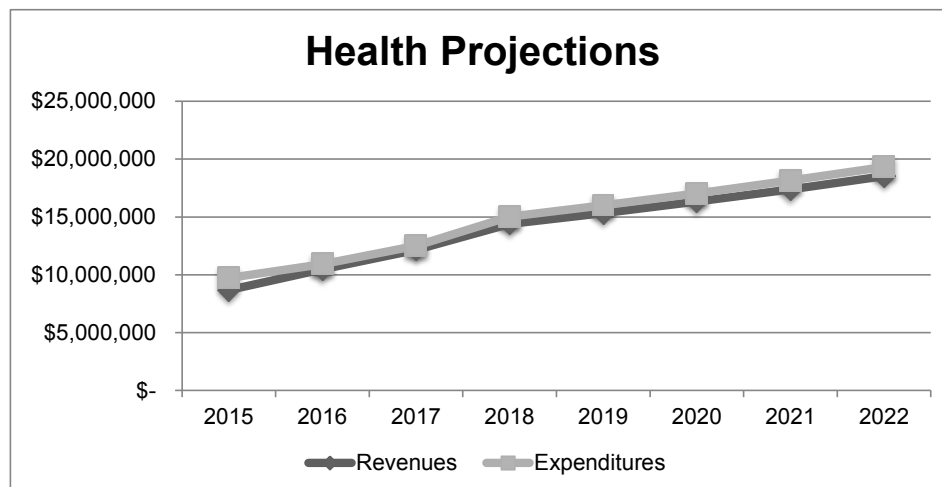
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	5,452,440	4,407,357	3,966,129	3,966,129
REVENUES				
Fees	8,672,654	10,450,005	12,143,002	14,383,630
Miscellaneous	11,549	16,141	12,589	12,589
Total Revenues \$	\$ 8,684,203	\$ 10,466,146	\$ 12,155,591	\$ 14,396,219
EXPENSES				
Personal Services	23,801	15,858	29,562	30,895
Contractual Services	9,380,485	10,891,294	12,474,511	14,992,625
Commodities	-	222	-	1,800
Transfer to Projects	325,000	-	-	-
Total Expenditures \$	\$ 9,729,286	\$ 10,907,375	\$ 12,504,073	\$ 15,025,320
Revenue Net Expenses	\$ (1,045,083)	\$ (441,229)	\$ (348,482)	\$ (629,101)
Ending Balance	4,407,357	3,966,128	3,617,647	3,337,028

FUND PROFILE

This fund provides fiscal and accounting control for the City employee health self-insurance plan. Funding is allocated from departments based on individual employee enrollment pursuant to the joint cost-share agreement between the City of Topeka and employee groups. Beginning in 2015, a comprehensive wellness program is included in the cost of the premium and represented in the budgeted expenditures, including the cost of one half of a wellness coordinator and contractual costs for running a wellness program and/or clinic.

LONG TERM OUTLOOK

In 2011, the fund balance in this fund was diminished due to underfunding and high claims. Both employer and employee health costs were increased to improve the health of the fund. In 2013 the fund reached a healthy balance and began to implement measures to make it an attractive health plan. Overall expenditures are projected to increase based on increasing claims due to employee lifestyles and wellness initiatives. 2015 expenditures include the upfront costs of the wellness clinic and initiatives. 2017 and 2018 expenditures increase due to high claims that drove up renewal costs.



FUND SUMMARIES



Risk Management Reserve Fund

REVENUE AND EXPENDITURE SUMMARY

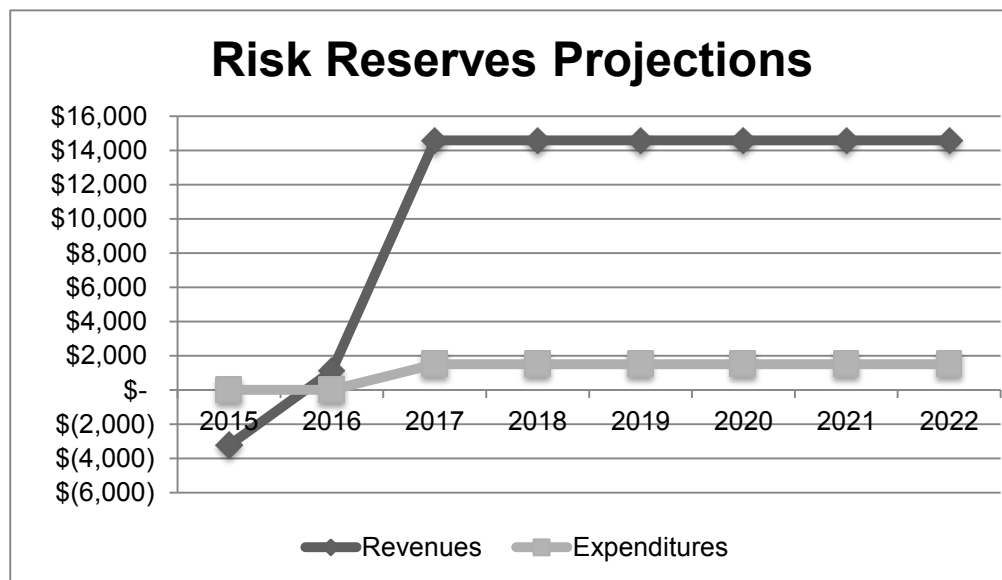
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	370,772	367,539	368,657	381,737
REVENUES				
Miscellaneous	(3,233)	1,118	14,580	14,580
Total Revenues \$	(3,233) \$	1,118 \$	14,580 \$	14,580 \$
EXPENSES				
Contractual Services	-	-	1,500	1,500
Transfer to Projects	-	-	-	-
Total Expenditures \$	- \$	- \$	1,500 \$	1,500 \$
Revenue Net Expenses \$	(3,233) \$	1,118 \$	13,080 \$	13,080 \$
Ending Balance	367,539	368,657	381,737	394,817

FUND PROFILE

This fund provides money to reimburse the City from insurable losses not otherwise insured. No additional funding is being allocated except for interest income, and the only budgeted expenses are for a portion of an actuarial study.

LONG TERM OUTLOOK

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



FUND SUMMARIES



Unemployment Fund

REVENUE AND EXPENDITURE SUMMARY

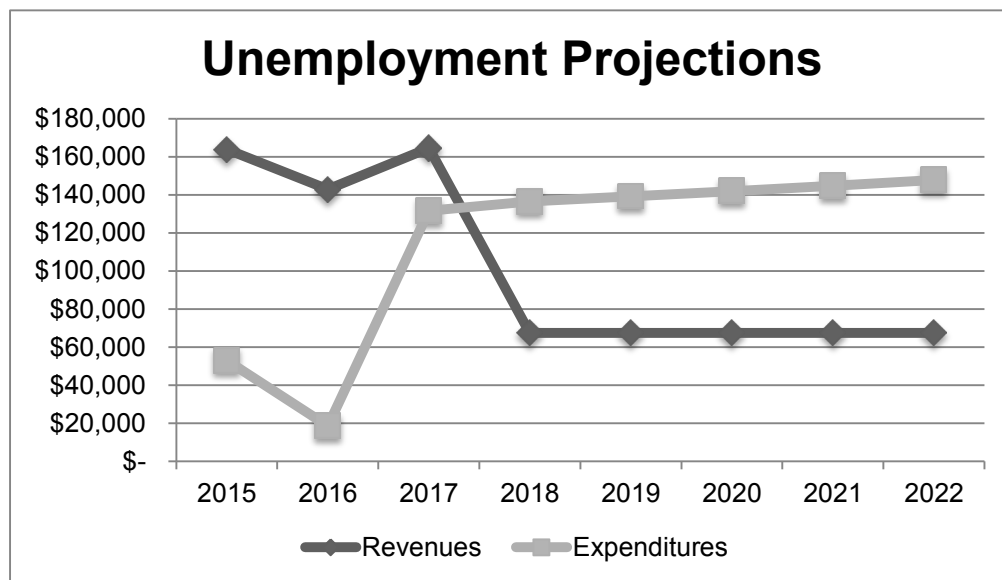
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	(139,084)	(28,100)	96,231	129,199
REVENUES				
Fees	163,966	142,943	164,669	67,457
Total Revenues \$	\$ 163,966	\$ 142,943	\$ 164,669	\$ 67,457
EXPENSES				
Contractual Services	52,982	18,613	131,701	136,509
Total Expenditures \$	\$ 52,982	\$ 18,613	\$ 131,701	\$ 136,509
Revenue Net Expenses \$	\$ 110,984	\$ 124,330	\$ 32,968	\$(69,052)
Ending Balance	(28,100)	96,230	129,199	60,147

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

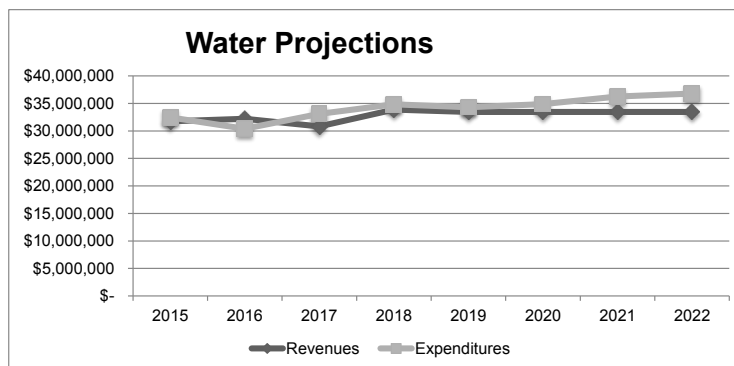
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	14,132,464	13,863,195	14,282,543	13,977,705
REVENUES				
Taxes	-	-	-	-
Intergov	263,622	-	-	-
Fees	28,470,628	30,433,398	32,263,350	32,263,350
Fines	-	-	-	-
Miscellaneous	2,145,360	1,333,302	1,188,150	1,188,150
Other	1,314,916	(954,961)	-	-
Total Revenues \$	\$ 32,194,526	\$ 30,811,740	\$ 33,451,500	\$ 33,451,500
EXPENSES				
Personal Services	7,464,840	7,701,490	8,743,135	8,515,241
Contractual Services	10,910,813	10,181,161	10,107,411	10,401,440
Commodities	5,274,835	5,387,408	6,088,500	6,538,950
Capital Outlay	16,772	294,606	300,000	300,000
Debt Services	8,790,521	6,786,878	6,894,209	7,833,181
Other	(315)	40,848	823,084	754,846
Transfers	-	-	800,000	500,000
Clearing	6,330	-	-	-
Total Expenditures \$	\$ 32,463,795	\$ 30,392,391	\$ 33,756,339	\$ 34,843,658
Revenue Net Expenses	\$ (269,269)	\$ 419,348	\$ (304,839)	\$ (1,392,158)
Ending Balance	13,863,195	14,282,543	13,977,705	13,274,565

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: Asset Management, Business & Customer Services, SCADA and Water System.

LONG TERM OUTLOOK

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



FUND SUMMARIES



Stormwater Fund

REVENUE AND EXPENDITURE SUMMARY

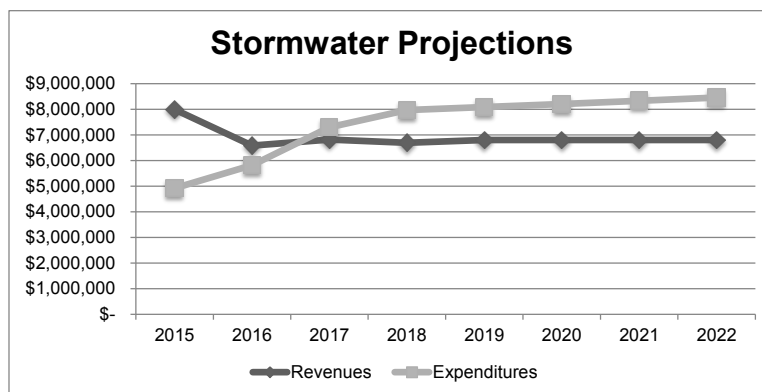
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	3,023,259	6,104,859	6,484,176	5,288,755
REVENUES				
Taxes	-	-	-	-
Fees	6,685,027	6,671,916	6,650,000	6,650,000
Fines	-	-	-	-
Miscellaneous	1,173,837	28,267	43,000	43,000
Transfer from Projects	-	-	-	-
Other	141,944	(118,416)	-	-
Total Revenues \$	\$ 8,000,808	\$ 6,581,768	\$ 6,693,000	\$ 6,693,000
EXPENSES				
Personal Services	1,329,916	1,320,073	1,640,961	1,818,052
Contractual Services	2,635,992	3,080,700	2,898,850	2,758,882
Commodities	215,418	218,837	220,702	254,986
Capital Outlay	20,885	498,635	100,000	300,000
Debt Service	716,997	704,790	699,165	900,663
Other	-	-	418,743	586,896
Transfers	-	-	1,910,000	1,350,000
Total Expenditures \$	\$ 4,919,208	\$ 5,823,035	\$ 7,888,421	\$ 7,969,479
Revenue Net Expenses	\$ 3,081,600	\$ 758,733	\$ (1,195,421)	\$ (1,276,479)
Ending Balance	6,104,859	6,484,176	5,288,755	4,012,276

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 four functional areas: Asset Management, Business & Customer Services, SCADA and Water Pollution Control.

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. Revenues and expenditures are projected to remain relatively steady. In 2016, the City implemented a utility reserve fund which accounts for some expenditure that would have previously been accounted for in this fund. Revenue projections assume flat rates.



FUND SUMMARIES



Wastewater Fund

REVENUE AND EXPENDITURE SUMMARY

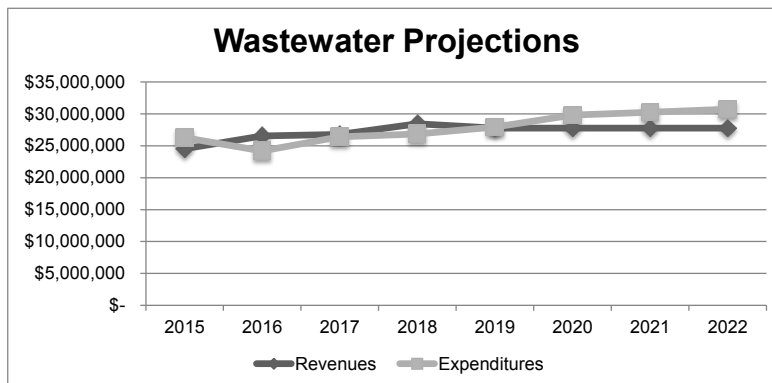
	2015 Actuals	2016 Actuals	2017 Budget	2018 Budget
Beginning Balance	7,593,383	7,866,783	10,474,286	11,698,766
REVENUES				
Taxes	-	-	-	-
Fees and Permits	24,932,637	26,444,911	27,477,000	27,477,000
Special Assessments	74,138	94,795	40,000	40,000
Miscellaneous	318,400	274,539	260,000	260,000
Transfer from Projects	-	-	-	-
Other	1,211,961	(27,125)	-	-
Total Revenues	\$ 26,537,135	\$ 26,787,120	\$ 27,777,000	\$ 27,777,000
EXPENSES				
Personal Services	4,400,937	4,234,297	4,965,199	4,933,981
Contractual Services	9,845,802	9,453,508	9,284,627	9,760,819
Commodities	1,596,133	1,884,587	1,666,800	1,460,575
Capital Outlay	-	418,719	300,000	100,000
Debt Service	10,421,704	8,162,340	8,960,351	8,853,511
Other	(840)	24,710	484,543	1,246,703
Transfers	-	-	891,000	500,000
Clearing	-	1,457	-	-
Total Expenditures	\$ 26,263,735	\$ 24,179,617	\$ 26,552,520	\$ 26,855,589
Revenue Net Expenses	\$ 273,400	\$ 2,607,503	\$ 1,224,480	\$ 921,411
Ending Balance	7,866,783	10,474,286	11,698,766	12,620,177

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: Water Pollution Control, Business & Customer Services and Asset Management.

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 rate increases for the first time since 2011. This explains the increase in revenues from 2015 to 2016. In 2016, the city implemented a utility reserve fund which accounts for some expenditure that would have previously been accounted for in this fund. Rate increases end in 2017, as such revenues assumptions are flat until new rates are implemented.



FUND SUMMARIES



It is important to understand the relationship between funds and operating Departments. Some funds have specific functions that do not directly impact Departmental operations, but other funds are budgeted for Departmental operations. The chart below illustrates which Departmental budgets are directly impacted by the funds.

Funds with Departmental Operating Budget Impacts												
Department	General	Alcohol & Drug	Special Liability	Street (Motor Fuel)	Citywide Half Cent Sales Tax	Utilities	Parking	Inform. Tech.	Fleet	Facilities	Health	Worker's Comp
City Council	x											
Mayor	x											
Executive	x											
Fire	x											
Neighborhood Relations	x			x								
Administrative & Financial Sv	x											
Human Resources	x										x	x
Information Technology								x				
Legal	x		x									
Municipal Court	x	x										
Planning	x											
Police	x											
Public Works	x			x	x		x		x	x		
Utilities						x						
Zoo	x											

FUND SUMMARIES



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

Fund	2017 Projected Ending Balance	2018 Projected Ending Balance	% Change	Explanation
General Fund	20,181,335	20,753,473	3%	It is Council policy to maintain at least a 10% fund balance, with a goal of at least 15%.
Downtown Business Improvement (BID)	30,926	43,504	41%	Significant growth in balance is not anticipated as all revenues are expended out.
Court Technology	236,426	224,211	-5%	A small balance will be carried in anticipation of future technology needs.
Special Alcohol	18,538	18,538	0%	This fund is allocated to outside agencies and plans to grant out larger amounts in future years in order to spend down the balance.
Alcohol and Drug Safety	362,184	321,444	-11%	The balance is driven off revenues which vary year to year and a balance is desired to maintain funding for personnel.
Law Enforcement	1,645,373	1,236,452	-25%	Expenditures will increase slightly in order to draw down a portion of the fund balance that has been building.
Special Liability	1,904,726	799,699	-58%	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	591,042	591,042	0%	All revenues are immediately expended out, thus no balance is anticipated.
BID	-	23,250	N/A	It is anticipated that funds will be expended as collected.
Retirement Reserve	1,760,890	812,584	-54%	This balance is intentionally being built up so that when the Employee Separation Fund revenues are expended, this fund can take on all retiree expenses. Balance will decrease slightly due to a newly added debt payment and administrative fee.
KP&F Equalization	392,693	-	-100%	The balance is anticipated to decrease because no new revenue will be deposited into the fund.
Neighborhood Revitalization	371,002	255,002	-31%	This balance is expected to decrease as a new program is being implemented with the intention to spend down the balance.
Historic Preservation	24,513	24,513	0%	No new revenues are expected in this fund so the balance was spent in 2016.
Countywide Half Cent Sales Tax (JEDO)	10,661,624	886,196	-92%	A one time revenue will be received in 2016 which represents the excess balance of the first sales tax referendum expiring in 2016. It is anticipated funds will be spent fully each year in future years.
Special Highway (Motor Fuel)	3,029,477	1,438,984	-53%	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	13,606,726	11,489,317	-16%	The balance will remain relatively flat, as the goal is to expend all revenues each year.
Tax Increment Financing	-	-	N/A	It is anticipated the balance will be spent each year.
Community Improvement	2,241	2,241	0%	All revenues are expended out, thus no change in balance is anticipated.
Debt Service	5,395,311	3,957,236	-27%	Fund balance in this fund will be maintained per the reserve fund policy. It is not anticipated reserves will be depleted but a contingency and transfer to project have been budgeted to give maximum flexibility.
Parking	1,614,731	1,015,054	-37%	Higher expenses than revenues in 2018 lead to a lower fund balance.
Information Technology	1,002,683	662,732	-34%	One-time CIP projects bring the balance down.
Fleet	1,628,791	605,854	-63%	The balance shows decreasing because of capital outlay expenses; all of which will not be realized in 2018.
Facilities	149,658	149,145	0%	It is budgeted a portion of the balance will be spent as needed on facility needs. It is not expected the full amount will be spent.
Water	14,282,543	13,977,705	-2%	Expenditure increases brings the balance down slightly.
Stormwater	6,484,176	5,288,755	-18%	A portion of the balance will be spent on budgeted capital projects.
Wastewater	10,474,286	11,698,766	12%	Expenditure decreases brings the balance up.
Insurance	355,718	155,788	-56%	A large budget for potential claim and damages is included in 2018 expenditures, but it is not expected that full amount will be spent.



Appendix



CIP Introduction and Process

The City's Capital Improvement Plan (CIP) approval process historically runs consecutively to the development of the annual City operating budget. Historically, the City Council has approved a five-year Capital Improvement Plan, which includes a two-year Capital Improvement Budget (CIB) comprised of the first two years of the plan. Beginning with the 2015 CIP, the Council was asked to adopt the CIP *before* the annual budget process, and to approve a three-year budget. This gives departments a three-year picture for capital project planning. It is noted that appropriations can only be made on an annual basis. In order to realize better financial planning this will be the first CIP that utilizes a 10 year time-frame as opposed to five.

The following pages represent a summary of those projects scheduled to commence during the 2018 - 2020 budget years along with tables showing the adopted five-year CIP as well as an additional five years of projects in list form. 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 million for G.O. bond projects each year, which had been roughly equivalent to the amount of principal paid each year. The City Council codified this target in 2016 as a three year \$27 million cap which would amount to an average of \$9 million over each of the Capital Improvement Budget's 3 years.

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
- Information technology projects costing a minimum of \$50,000

Impact of Capital Improvement Projects on the Operating Budget

The projects approved for 2018-2027 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 rigorous prioritization efforts.

Leveraging technical expertise and institutional knowledge, departments prioritized CIP projects and submitted them to the Finance Department which analyzed projects for financial prudence and met with the full CIP Committee to create the proposed 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

Staff continually updates the 10 year CIP lookback and plans to present on past CIP projects to council in March.

Item	Date
Staff Submits 2018-2027 CIP Requests	Dec. 2016
CIP Approved by Planning Commission	2/20/2017
CIP Presented to City Council	3/14/2017
Resolution and Project Budgets approved by Council	4/18/2017

CIP: TYPES OF PROJECTS



Types of Projects

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

Neighborhoods 2018-2022 CIP: \$10,000,000

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 2018-2022 CIP: \$26,790,003

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

Funding source - G.O. Bonds and Cash

Traffic 2018-2022 CIP: \$5,905,000

Projects to improve traffic signal and traffic safety.

Funding source - G.O. Bonds.

Facilities 2018-2022 CIP: \$14,768,952

Projects to improve City facilities.

Funding source - G.O. Bonds and Cash

Streets 2018-2022 CIP: \$90,317,091

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 2018-2022 CIP: \$19,382,483

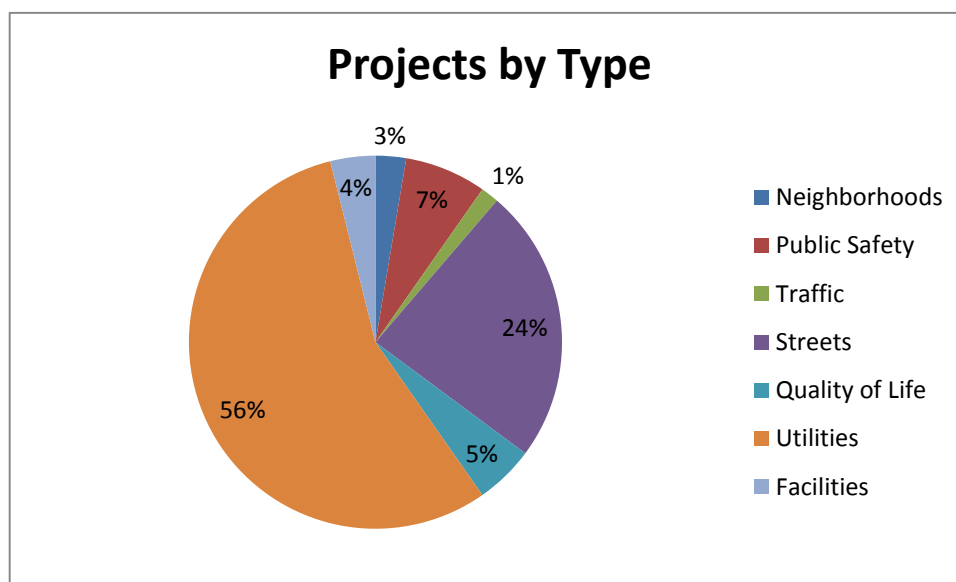
Projects that benefit quality of life including improvements to the Topeka Zoo.

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

Utilities 2018-2022 CIP: \$211,145,351

Projects to improve or expand utility infrastructure.

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



CIP: HIGHLIGHTED PROJECTS



Non- Recurring Capital Projects

Detailed project sheets for all projects can be found in the CIP document. Highlighted non-recurring major projects in the 2018-2022 CIP include:

- **SW Arvonía Place/Huntoon Street/I-470 Ramps:** This project will improve traffic operations, safety and the level of service in the area of SW Arvonía Place, SW Huntoon Street, SW Winding Road, I-470 Ramps, and SW Wanamaker Road.
- **Construction of Fire Station (Station 13):** Design will begin in 2018 for a Fire Station in the 6th and Fairlawn area of the City, exact location to be determined.
- **Municipal Building Renovations:** Significant renovations to City Hall including sewer gas venting issue, domestic plumbing leaking, asbestos removal, and fixing fire suppressant system to be code compliant. The project will require significant construction to the interior of the building to mechanical and plumbing.
- **Ash Street Force Main:** This project will consist of preliminary and final design, and construction of a new force main from the Ash Street Pump Station to the influent of the Oakland Wastewater Treatment Plant. The area is being analyzed as part of the City's Combined Sewer Overflow Management Plan Project for possible increase in the sanitary sewer conveyance ability to assist in the mitigation of combined sewer overflows.
- **Zoo Master Plan:** The Zoo master plan will be completed with the second round of Countywide Half-Cent Sales Tax funds. Combined with private donations, funds will include elements of the plan including Tiger Trails, Elephant Reserve, and Giraffe Canopy. This project also includes Camp Cowabunga.
- **2.0-MG West Elevated Tank:** This 2.0 MG elevated water storage tank on Indian Hills between 29th and 41st St will replace the existing 750k gallon elevated tank located at Indian Hills and 17th St. Additional storage is needed to maintain domestic service, fire flows and to provide operational equalization for pumps and booster stations, assisting in reducing broken mains in this area.
- **SW 10th Avenue -- SW Fairlawn Road to SW Wanamaker Road:** This project will widen SW 10th Avenue between SW Fairlawn Road and SW Wanamaker Road. The new roadway will include curb and gutter, sidewalks, street lighting, and a drainage system.

Recurring Capital Projects

Some projects are ongoing and reoccur every year. Highlighted recurring major projects in the 2018-2022 CIP include:

- **Neighborhood Infrastructure:** Annual project which targets certain neighborhoods and includes improvements such as rebuilding deteriorated streets, curb and gutters, 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 citywide.





Funding Source Definitions

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

G.O. Bond 2018-2022 CIP: \$65,422,248

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 2018-2022 CIP: \$206,145,351*

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 2018-2022 CIP: \$27,646,311

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

Countywide Half-Cent Street Sales Tax 2018-2022 CIP: \$38,420,000

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

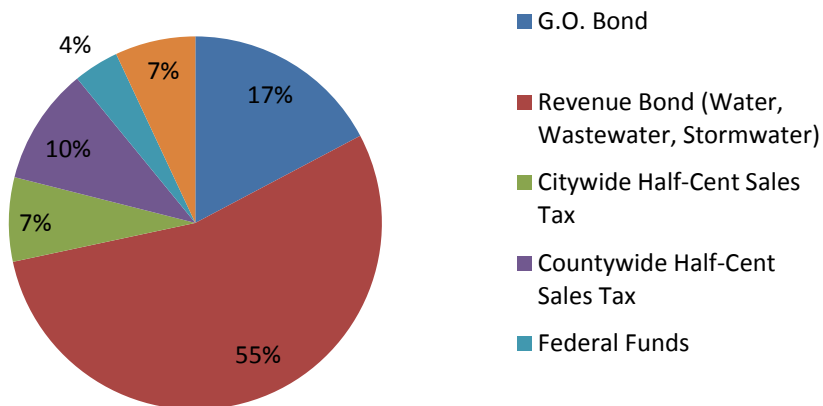
Federal Funds 2018-2022 CIP: \$14,930,000

Funds received from the Federal government.

Cash 2018-2022 CIP: \$25,744,970

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

Projects by Funding Source



CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE



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

	Adopted Number	Capital Improvement Budget				Capital Improvement Plan		5 Year Total
		Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Proposed 2023	
General Obligation Bond Projects								
Neighborhoods								
Neighborhood Infrastructure	T-601075.00	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000		\$7,000,000
Subtotal Neighborhoods		\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000		\$7,000,000
Public Safety								
Fire Station (FS #13)**	T-131059.00	\$5,776,261						\$5,776,261
Fire Station (FS #14)**	T-131037.00				\$5,776,261			\$5,776,261
Purchase Two Engine Apparatus (Engines 1 & 11)	T-801004.00	\$1,345,500						\$1,345,500
Purchase One Aerial Apparatus (Aerial 8)	T-801005.00		\$1,345,500					\$1,345,500
Purchase Two Engine Apparatus (Engines 8 & 10)	T-801006.00			\$1,345,500				\$1,345,500
Purchase 2 Trucks (Trucks 3 & 9)	T-801007.00				\$1,552,500			\$1,552,500
Purchase Two Engine Apparatus (Engines 3 & 9)	T-801014.00					\$1,424,670		\$1,424,670
Fire Portable Radios	T-801015.00					\$693,450		\$693,450
Subtotal Public Safety		\$7,121,761	\$1,345,500	\$1,345,500	\$7,328,761	\$2,118,120		\$19,259,642
Traffic								
Traffic Safety Projects	T-601076.00	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000		\$1,100,000
Traffic Signal Replacement	T-141020.00	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000		\$4,425,000
Public Works Facilities Assessment	T-131050.00			\$80,000	\$150,000	\$150,000		\$380,000
Subtotal Traffic		\$1,105,000	\$1,105,000	\$1,185,000	\$1,255,000	\$1,255,000		\$5,905,000
Streets								
Complete Streets	T-601077.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000
Citywide Infrastructure	T-601078.00	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,000,000
SE California Ave. -- 29th St. to 33rd St.	T-701011.00	\$500,000						\$500,000
Bike Lanes on SE 6th & SE 10th Ave Bridges over I-70	T-861009.00					\$500,000		\$500,000
SW Arvoncia Place/Huntoon Street/I-470 Ramps	T-701014.00		\$1,023,500	\$1,024,000	\$1,594,000			\$3,641,500
Infill Sidewalks/Pedestrian Master Plan	T-241038.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000		\$3,000,000
SW 10th Avenue -- SW Fairlawn Road to SW Wanamaker Road	T-701015.00			\$240,000	\$1,360,000	\$4,000,000		\$5,600,000
SW Wanamaker Rd/SW Huntoon/ I470 Ramps	T-701018.00			\$200,000	\$1,000,000	\$1,000,000		\$2,200,000
NW Tyler St, NW Lyman Rd to NW Paramore St	T-701019.00			\$150,000	\$150,000	\$1,600,000		\$1,900,000
SE 29th Street/KTA Interchange	T-701017.00					\$500,000		\$500,000
SW 29th St Burlingame to Mulvane	T-601069.00					\$50,000		\$50,000
SE Quincy St from 6th-8th	T-601070.00					\$300,000		\$300,000
SW 10th Wanamaker-SW Gerald	T-701023.00					\$150,000		\$150,000
South Kansas Avenue (1st-6th St)	T-701024.00			\$150,000	\$50,000	\$100,000		\$300,000
Wayfinding Signs	T-861014.00	\$300,000	\$170,000					\$470,000
Subtotal Streets		\$1,700,000	\$2,093,500	\$2,664,000	\$5,054,000	\$9,100,000		\$20,611,500
Quality of Life								
Zoo Parking Lot Resurfacing and Enlargement Phase 1	T-301052.00	\$416,079						\$416,079
Zoo Tropical Rain Forest HVAC Replacement	T-301053.00		\$243,432					\$243,432
Zoo Discovering Apes Roof Replacement	T-301054.00			\$191,009				\$191,009
Kay's Garden	T-301049.00	\$2,233,086						\$2,233,086
Zoo Public Area Electrical Upgrade	T-301055.00					\$262,500		\$262,500
Zoo - School and Group Entrance and Parking Lot Phase 2	T-301056.00			\$600,000				\$600,000
Zoo Public Path Barrier Replacement Project	T-301057.00					\$500,000		\$500,000
Subtotal Quality of Life		\$2,649,165	\$243,432	\$791,009	\$0	\$762,500		\$4,446,106
City Facilities								
Municipal Building Renovations	T-131036.00	\$1,350,000	\$2,000,000	\$2,000,000	\$1,650,000	\$1,200,000		\$8,200,000
Subtotal Facilities		\$1,350,000	\$2,000,000	\$2,000,000	\$1,650,000	\$1,200,000		\$8,200,000
Annual Total GO Bond Projects		\$15,325,926	\$8,187,432	\$9,385,509	\$16,687,761	\$15,835,620		\$65,422,248
TOTAL GO Bond Projects in CIB								
Total Aggregate Target for CIB								
Difference Target to Subtotal								
Difference Target to Subtotal, excluding Kay's Garden and Prior Station Authorization*								

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

**Prior authorization amounts have been backed out and were included in prior GO bond caps.

CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE



	Adopted Number	Capital Improvement Budget			Capital Improvement Plan		
		Adopted 2018	Adopted 2019	Adopted 2020	Proposed 2021	Proposed 2022	5 Year Total
Utility Funded Projects							
Utilities/Wastewater Fund							
Annual Wastewater Lining & Replacement Program	T-291048.00	\$2,000,000	\$3,000,000	\$4,000,000	\$5,000,000	\$8,000,000	\$22,000,000
Annual WPC Facility Rehabilitation Program	T-291069.00	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Annual Small WW Pump Station Rehab & Repl Progr.	T-291068.00	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
Annual Sanitary Sewer Interceptor Maint & Rehab	T-291067.00	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
Annual WPC Operations Equipment & Fleet Maint. & Replacement Program	T-291080.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Annual WPC Inflow & Infiltration Program & Neighborhood Infrastructure	T-291084.00	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Lining Repairs - NTWWTP and Wanamaker PS	T-291043.00	\$1,178,414					\$1,178,414
Wanamaker Force Main Rehab Repl	T-291056.00	\$8,500,000					\$8,500,000
Ash St Force Main Repl	T-291057.00	\$2,500,000					\$2,500,000
Shunga Pump Station Rehab	T-291058.00	\$6,500,000					\$6,500,000
Oakland Aerator & Mixing Repl	T-291060.00	\$2,500,000					\$2,500,000
Eastside IS-Relief-CSO#3 to Ash St PS*	T-291050.00	\$900,000	\$7,448,760				\$8,348,760
Grant/Jefferson Pump Station Rehab	T-291061.00	\$1,321,000	\$9,000,000				\$10,321,000
Oakland WWTP - UV Expansion	T-291062.00		\$2,703,750				\$2,703,750
NTWWTP Nutrient Removal	T-291052.00			\$6,363,627			\$6,363,627
Oakland Wastewater Treatment Plant Solids Handling/Facility Upgrades Phase II	T-291018.02	\$10,500,000					\$10,500,000
Oakland WWTP - Headworks Generator	T-291040.00				\$850,000		\$850,000
North Topeka Pump Station Rehabilitation	T-291087.00				\$2,846,000		\$2,846,000
Subtotal Wastewater		\$40,699,414	\$26,952,510	\$15,163,627	\$13,496,000	\$12,800,000	\$109,111,551
Utilities/Stormwater Fund							
Annual Storm Conveyance System Rehab	T-501035.00	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$12,500,000
Annual Stormwater Operations Equipment & Fleet Mant. & Replacement Program	T-501038.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Annual Drainage Correction Program	T-151031.00	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Annual Levee Asset Repair / Rehab Program	T-161003.00	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Annual BMP Development & Construction	T-501042.00	\$100,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,100,000
Kansas River Levee System Rehabilitation - Ph. II	T-831000.01	\$2,700,000					\$2,700,000
Subtotal Stormwater		\$6,100,000	\$3,550,000	\$3,550,000	\$3,550,000	\$3,550,000	\$20,300,000
Utilities/Water Fund							
Annual Water Main Replacement Program	T-281095.00	\$3,000,000	\$3,000,000	\$3,000,000	\$4,500,000	\$4,000,000	\$17,500,000
Annual Water Plant Rehabilitation Program	T-281113.00	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Annual Water Plant Operations Equipment & Fleet Maint. & Replacement Program	T-281124.00	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
18" Indian Hills Rd., SW 29th to 21st St.	T-281090.00	\$1,288,250					\$1,288,250
CIS Utility Billing, Dynamic Portal, CS System	T-801013.00	\$650,000					\$650,000
East High Service Pumping Motor Control and Electrical Switch Gear	T-281107.00	\$2,689,950					\$2,689,950
2.0-MG West Elevated Tank - Indian Hills Road	T-281055.00	\$4,744,300					\$4,744,300
Citywide Water Meter Replacement/AMI Upgrade	T-281141.00	\$12,485,000					\$12,485,000
Soldier Township Transmission Improvements	T-281106.00				\$1,299,575		\$1,299,575
Disinfection Modification Phase I	T-281037.02		\$10,000,000				\$10,000,000
18" on SW Fairlawn and SW 45th - SW 41st to SW Gage	T-281108.00				\$2,213,250		\$2,213,250
Disinfection Modification Phase II	T-281037.03			\$12,000,000			\$12,000,000
16" on SW Wenger - Home Depot to SW 57th; 18" on SW 57th - SW Wenger to SW Topeka	T-281142.00					\$2,462,950	\$2,462,950
24" on SW MacVicar - SW 29th to SW 37th	T-281143.00					\$2,400,525	\$2,400,525
Subtotal Water		\$26,257,500	\$14,400,000	\$16,400,000	\$9,412,825	\$10,263,475	\$76,733,800
Total Utility Fund		\$73,056,914	\$44,902,510	\$35,113,627	\$26,458,825	\$26,613,475	\$206,145,351

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

CIP: SUMMARY OF PROJECTS BY FUNDING SOURCE



	Adopted Number	Capital Improvement Budget			Capital Improvement Plan		
		Adopted 2018	Adopted 2019	Adopted 2020	Proposed 2021	Proposed 2022	5 Year Total
Other Funding Sources							
City Half-Cent Sales Tax Street Repair							
Maintain & Improve Existing Streets 2018	T-841017.01	\$8,660,311					\$8,660,311
Maintain & Improve Existing Streets 2019	T-841017.02		\$8,800,000				\$8,800,000
ADA Sidewalk Ramp Repair	T-241039.00	\$300,000	\$300,000				\$600,000
Curbs, Gutters & Street Repair	T-841046.00	\$1,500,000	\$1,500,000				\$3,000,000
Alley Repair	T-841047.00	\$250,000	\$250,000				\$500,000
Sidewalk Repair Program	T-241040.00	\$100,000	\$100,000				\$200,000
Street Maintenance and Repair: Local Streets	T-841048.00	\$2,998,000	\$2,888,000				\$5,886,000
Subtotal Half-Cent Sales Tax		\$13,808,311	\$13,838,000	\$0	\$0	\$0	\$27,646,311
Federal Funds							
Bridge on SW Cherokee St over Ward Cr.	T-121001.00	\$730,000					\$730,000
Bridge on SW 3rd St over Ward Cr.	T-121003.00	\$50,000	\$750,000				\$800,000
Bridge on SE 29th Street over Butcher Creek	T-121005.00	\$80,000	\$70,000	\$850,000			\$1,000,000
Neighborhoods Infrastructure	T-601075.00	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Kansas River Levee System Rehabilitation - Ph. II	T-831000.01	\$5,000,000					\$5,000,000
Bridge Deck Patching and Polymer Overlay	T-121006.00				\$1,200,000		\$1,200,000
SW Arvonnia Place/Huntoon Street/I-470 Ramps	T-701014.00	\$1,000,000					\$1,000,000
SW Wanamaker Rd/SW Huntoon/I-470 Ramps	T-701018.00			\$1,100,000	\$1,100,000		\$2,200,000
Subtotal Fed Funds		\$7,460,000	\$1,420,000	\$2,550,000	\$2,900,000	\$600,000	\$14,930,000
General Fund/Debt Service Cash							
Body Worn Camera/Taser Equipment Replacement Plan	T-801016.00	\$291,865	\$235,224	\$235,224	\$235,224	\$235,224	\$1,232,761
Zoo Service Road Repair	T-301051.00				\$217,060		\$217,060
Self Contained Breathing Apparatus (SCBA) - Fire	T-801009.00	\$159,304	\$159,304	\$159,304	\$159,304	\$159,304	\$796,520
City4 TV Equipment Replacement	T-861011.00	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
Fire Station (FS #13) Furniture	T-131059.00	\$200,000					\$200,000
Fire Station (FS #14) Furniture	T-131037.00				\$200,000		\$200,000
GPS Based AVL System	T-861015.00		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
GeoCortex	T-801017.00			\$59,280			\$59,280
Public Safety/Code Compliance at Municipal Buildings	T-131051.00	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Fire House Annual Renovation	T-131052.00	\$321,080	\$370,000	\$370,000	\$370,000	\$370,000	\$1,801,080
Police Department Fleet Replacement	T-801018.00	\$800,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,800,000
Subtotal General/Debt Service Fund Cash		\$1,942,249	\$1,534,528	\$1,593,808	\$1,951,588	\$1,534,528	\$8,556,701
IT Fund Cash							
Telephone System Replacement	IS - 2017-004	\$137,000					\$137,000
Desktop Computer Replacement	IS - 2017-005	\$83,250	\$83,250	\$83,250			\$249,750
Security System Replacement	IS - 2017-006	\$52,500	\$52,500	\$52,500			\$157,500
Data Back-up System Replacement	IS - 2017-007	\$62,500	\$62,500	\$62,500			\$187,500
Citywide Single Payment Portal	T-801011.00	\$190,000					\$190,000
Citywide Asset Management Upgrade	T-801012.00	\$360,000	\$300,000				\$660,000
Microsoft Azure	IS - 2018-001	\$150,000	\$100,000	\$50,000			\$300,000
Network Switch Upgrade - Phase-1	IS - 2019-001		\$125,000	\$125,000	\$125,000	\$125,000	\$500,000
Computer Upgrade - 2	IS - 2018-002	\$44,750	\$44,750	\$44,750	\$44,750		\$179,000
Microsoft Enterprise Agreement	IS - 2019-002		\$316,667		\$316,666		\$950,000
Network Switch Upgrade - Phase - 2	IS - 2020-001			\$21,878	\$21,878	\$21,878	\$65,634
Computer Upgrade - 3	IS - 2019-003		\$37,250	\$37,250	\$37,250	\$37,250	\$149,000
Fire Department Mobile Data Terminal Upgrade	IS - 2020-003			\$31,250	\$31,250	\$31,250	\$93,750
Police Department Mobile Data Terminal Upgrade Phase - 1	IS - 2020-004			\$56,250	\$56,250	\$56,250	\$168,750
Police Department Mobile Data Terminal Upgrade Phase-2	IS - 2020-005			\$25,000	\$25,000	\$25,000	\$75,000
Storage Area Network Upgrade	IS - 2020-006			\$162,500	\$162,500	\$162,500	\$487,500
Security Systems Replacement - 2	IS - 2020-002			\$65,000	\$65,000	\$65,000	\$195,000
Computer Upgrade - 4	IS - 2020-007			\$33,250	\$33,250	\$33,250	\$99,750
Data Back-up System Replacement - 2	IS - 2020-008			\$75,000	\$75,000	\$75,000	\$225,000
Subtotal IT Fund Cash		\$1,080,000	\$1,121,917	\$1,242,045	\$993,794	\$632,378	\$5,070,134
Parking Fund Cash							
512 Jackson Elevator Upgrade	T-131053.00		\$105,881	\$105,881			\$211,762
9th Street Elevator	T-131054.00	\$123,528	\$123,528				\$247,056
Parking Garage Systems (Hardware and Software)	T-131055.00	\$138,000	\$138,000	\$138,000	\$138,000	\$138,000	\$690,000
Subtotal Parking Fund Cash		\$261,528	\$367,409	\$243,881	\$138,000	\$138,000	\$1,148,818
Donations/Outside Funding Sources							
Zoo Masterplan	T-301047.00	\$1,800,000		\$1,500,000		\$5,000,000	\$8,300,000
Kay's Garden	T-301049.00	\$2,669,317					\$2,669,317
Subtotal Donations		\$4,469,317	\$0	\$1,500,000	\$0	\$5,000,000	\$10,969,317
Countywide Sales Tax Proposal							
SW 6th - Gage to Fairlawn	T-701013.00	\$3,100,000					\$3,100,000
Kay's Garden	T-301049.00	\$500,000					\$500,000
Zoo Masterplan	T-301047.00	\$1,000,000		\$250,000		\$1,750,000	\$3,000,000
Bikeway Master Plan	T-861010.00	\$500,000		\$500,000		\$500,000	\$1,500,000
12th Street (2 lanes) - Gage Blvd to Kansas Ave	T-701016.00		\$500,000	\$400,000	\$6,140,000	\$6,140,000	\$13,180,000
SE California Avenue -- SE 37th Street to SE 45th Street	T-701021.00	\$200,000	\$400,000	\$5,000,000			\$5,600,000
S.W. 17th Street, MacVicar to Interstate 470	T-701025.00				\$800,000	\$500,000	\$1,300,000
Pavement Management Project	T-601071.00	\$3,330,000	\$3,330,000	\$3,330,000			\$9,990,000
Zoo - School and Group Entrance and Parking Lot Phase 2	T-301056.00			\$250,000			\$250,000
Subtotal Countywide Sales Tax		\$8,630,000	\$4,230,000	\$9,730,000	\$6,940,000	\$8,890,000	\$38,420,000
Total Other Sources		\$37,651,405	\$22,511,854	\$16,859,734	\$12,923,382	\$16,794,906	\$106,741,281
Total Capital Improvements		\$ 126,034,245	\$ 75,601,796	\$ 61,358,870	\$ 56,069,968	\$ 59,244,001	\$ 378,308,880

CIP: 2023-2027 PROJECTS



In addition to the three year Capital Improvement Budget (CIB), the 2018-2027 CIP will include 10 years of projects. The first five years of projects will be detailed with specific project sheets as in prior years, but years 6-10 (2023-2027) will be included in a summarized list, similar to the Future Funding list.

6-10 Year Project List (2023-2027)				
Project	Department	Estimated Year	Estimated Cost	Estimated Funding Source (If known)
Pavement Management Rehabilitation & Reconstruction Program (Micropaver) - Program will perform pavement rehabilitation work such as mill and overlays, overlays, panel repairs, and reconstruction work necessary to achieve desire Pavement Condition Index Goals.	PW	2023-2027	\$ 44,000,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
Bikeway Master Plan	PW	2024 and 2026	\$ 1,000,000	Countywide
Master Address Database	PW	2023	\$ 750,000	G.O. Bonds
Neighborhood Infrastructure	PW	2023-2027	\$ 5,000,000	GO Bond (continuation of current funding levels)
Neighborhood Infrastructure	PW	2023-2027	\$ 3,000,000	CDBG (continuation of current funding levels)
Traffic Safety Projects	PW	2023-2027	\$ 1,100,000	GO Bond (Increase from current funding level of \$0.185M)
Traffic Signal Replacement	PW	2023-2027	\$ 4,400,000	GO Bond (Increase from current funding level of \$0.64M)
Complete Streets	PW	2023-2027	\$ 500,000	GO Bond (continuation of current funding levels)
Cityside Infrastructure	PW	2023-2027	\$ 1,000,000	GO Bond (continuation of current funding levels)
Curb & Gutter Replacement Program	PW	2023-2027	\$ 7,500,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
Alley Repair	PW	2023-2027	\$ 1,250,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
ADA Sidewalk Ramp Program	PW	2023-2027	\$ 1,500,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
Sidewalk Repair Program (50/50)	PW	2023-2027	\$ 500,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
Street Contract Preventative Maintenance Program (Micropaver) - Project will perform preventative maintenance work such as crack seal, surface seals, patching, and other items to extend life of city streets.	PW	2023-2027	\$ 10,000,000	Currently Citywide 1/2 sales tax thru 2019, future funding unknown
SW 29th Street from Burlingame to Mulvane Street	PW	2022-2023	\$ 1,750,000	G.O. Bonds; Continuation of 2022 funding
SW Huntoon Street – SW Executive Drive to SW Urish Road	PW	2023-2025	\$ 3,800,000	G.O Bond and/or sales tax funding dependent
Replacement of Medians	PW	2023-2024	\$ 600,000	G.O Bond and/or sales tax funding dependent
Union Pacific Railroad Pedestrian Crossing N. Ks Ave./NOTO	PW	2025	\$ 1,300,000	G.O Bond and/or sales tax funding dependent
Public Works Facility Improvements	PW	2023-2027	\$ 8,000,000	GO Bond project to fund facility improvements/relocation for Public Works Facilities due to potential river front development and operational needs
S. Kansas Avenue (1st Street to 6th Street)	PW	2023-2027	\$ 14,700,000	G.O. Bond - project is to continue streetscape and infrastructure replacement of Kansas Avenue
SW Urish Road – SW 21 st Street to SW 29 th Street	PW	2023-2025	\$ 5,000,000	G.O Bond and/or sales tax funding dependent
NW Tyler Street – NW Beverly Street to NW Paramore Street	PW	2023-2025	\$ 1,500,000	G.O. or potentially renewed City Sales Tax if approved
S. Topeka Blvd from 15th Street to 21st Street	PW	2026-2028	\$ 4,900,000	County Sales - \$500k in 2026/27 - \$4.4M const 2028
S. Topeka Blvd from 21st Street to 29th Street	PW	2023-2024	\$ 1,680,000	G.O Bond and/or sales tax funding dependent
S. Topeka Blvd from 29th Street to 37th Street	PW	2023-2025	\$ 2,500,000	G.O Bond and/or sales tax funding dependent
S. Topeka Blvd. from 37th Street to 49th Street	PW	2025-2027	\$ 5,200,000	G.O Bond and/or sales tax funding dependent
S. Kansas Avenue from 10th Street to 17th Street	PW	2023-2024	\$ 2,000,000	G.O Bond and/or sales tax funding dependent
S. Kansas Avenue from 17th Street to 19th Street	PW	2025-2026	\$ 1,500,000	G.O Bond and/or sales tax funding dependent
SW 6th Avenue from Wanamaker Road west to Museum Drive	PW	2026	\$ 1,500,000	G.O Bond and/or sales tax funding dependent
SW 10 th Avenue – SW Wanamaker Road to SW Gerald Lane	PW	2022-2024	\$ 1,350,000	G.O. Bonds - Design 2021 ROW/Utilities 2022
SW 17th Street - MacVicar to I470	PW	2021-2025	\$ 13,300,000	County Sales - \$1.3M (21/22) - \$13.3M (23-25)
SW 21st Street from I-470 Bridges To Fairlawn Road	PW	2025-2027	\$ 2,000,000	G.O Bond and/or sales tax funding dependent
SW 29th Street from Fairlawn Road to Wanamaker Road	PW	2027-2029	\$ 6,100,000	County Sales Tax - \$400k in 2027
SW 29th Street from Topeka Blvd to Burlingame Road.	PW	2023-2024	\$ 1,075,000	G.O Bond and/or sales tax funding dependent
SE 29th Street from Kansas Avenue to Adams Street	PW	2023-2024	\$ 2,500,000	G.O Bond and/or sales tax funding dependent
SW 37th Street - Scapa Place to Burlingame Road	PW	2027-2029	\$ 3,700,000	County Sales Tax - \$200k in 2027
SE Quincy Street from 8th Street to 10th Street	PW	2022-2023	\$ 1,000,000	G.O Bond and/or sales tax funding dependent
SW Gage Blvd. from I-70 to 6th Street	PW	2022-2024	\$ 2,200,000	G.O Bond and/or sales tax funding dependent
Huntoon (2 Lanes) Gage to SW Harrison	PW	2024-2027	\$ 11,740,000	County Sales - \$500k (24) - \$300k (25) - \$11M (26/27)
SW Fairlawn Road from 23rd Street to 29th Street	PW	2024-2026	\$ 3,000,000	G.O Bond and/or sales tax funding dependent
SW Adams from 37th to 45th. Improve to a 3 lane urban section w/ enclosed storm sewers	PW	2025-2027	\$ 3,000,000	G.O Bond and/or sales tax funding dependent
Asset Inventory/ Geospatial Updates	PW	2023	\$ 1,190,000	G.O Bonds and/or Cash
Geocortex	PW	2023	\$ 100,000	Continuation of 2019-2022 Funding
Secure Staging Facility	Fire	2023	\$ 750,000	G.O. Bonds
Engine 2	Fire	2025	\$ 779,902	G.O. Bonds
Engine 4	Fire	2026	\$ 803,299	G.O. Bonds

CIP: 2023-2027 PROJECTS



In addition to the three year Capital Improvement Budget (CIB), the 2018-2027 CIP will include 10 years of projects. The first five years of projects will be detailed with specific project sheets as in prior years, but years 6-10 (2023-2027) will be included in a summarized list, similar to the Future Funding list.

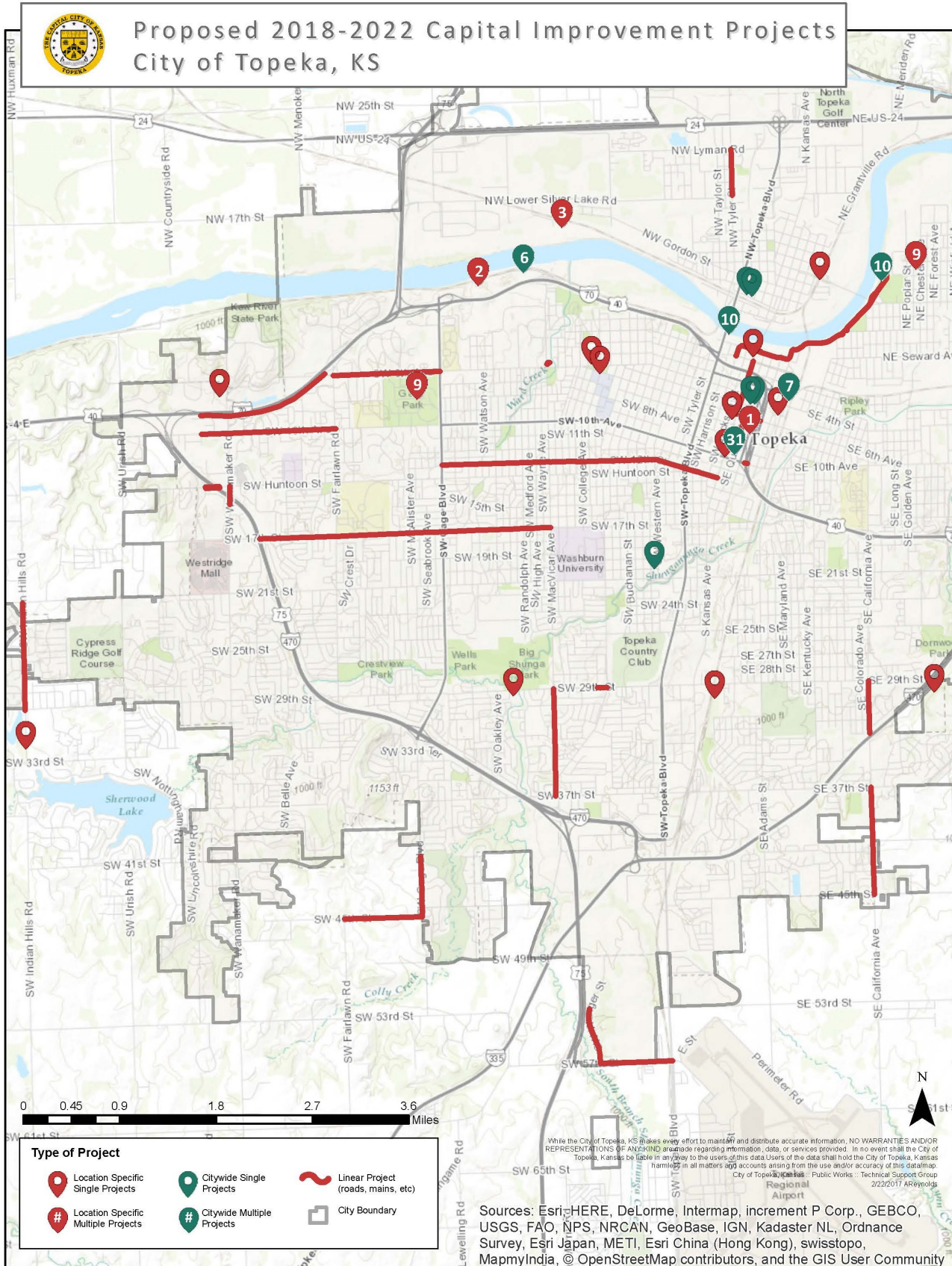
6-10 Year Project List (2023-2027)

Project	Department	Estimated Year	Estimated Cost	Estimated Funding Source (If known)
Engine 5	Fire	2024	\$ 757,186	G.O. Bonds
Engine 6	Fire	2024	\$ 757,186	
Engine 7	Fire	2027	\$ 827,398	
Engine 12	Fire	2025	\$ 779,902	
Truck 11	Fire	2027	\$ 926,883	
Aerial 5	Fire	2023	\$ 1,514,372	G.O. Bonds
Rescue 11	Fire	2023	\$ 225,000	G.O. Bonds
Hazmat 8	Fire	2023	\$ 517,500	G.O. Bonds
Pre-fab Restroom Replacement	Zoo	2027	\$ 134,000	GO Bonds
Public Path	Zoo	2023	\$ 243,000	GO Bonds
Helen Hocker Demo / Parking Lot Phase 3	Zoo	2023	\$ 642,000	GO Bonds
Fire Hydrant Phase 2 (to 6th st.)	Zoo	2024	\$ 250,000	GO Bonds
Zoo New Entrance	Zoo	2025	\$ 5,000,000	1/2 Cent County Wide Retailers Sales Tax and Donations
Commissary	Zoo	2025	\$ 225,000	GO Bonds
Zoo Rain Forest HVAC	Zoo	2026	\$ 403,267	GO Bonds
Pond Dredging	Zoo	2027	\$ 238,000	GO Bonds
	Police	2023-2027	\$ 1,234,925	General Funds
Law Enforcement Center Parking Garage/Secure Storage Area	Police	2023	\$ 4,500,000	General Funds
TPD Firearm Range Overhead Roof + Baffle System	Police	2023	\$ 948,289	General Funds
Police Department Fleet Replacement	Police	2023	\$ 500,000	General Funds
Police Department Fleet Replacement	Police	2024	\$ 500,000	General Funds
Police Department Fleet Replacement	Police	2025	\$ 500,000	General Funds
Police Department Fleet Replacement	Police	2026	\$ 500,000	General Funds
Police Department Fleet Replacement	Police	2027	\$ 500,000	General Funds
Communications City4 Equipment Annual Upgrade	Communications	2023-2027	\$ 350,000	General Funds
Data Back-up System Replacement - 2	IT	2023	\$ 75,000	IT Fund
Security System Replacement - 2	IT	2023	\$ 65,000	IT Fund
Computer Upgrade - 4	IT	2023	\$ 33,250	IT Fund
Storage Area Network Upgrade	IT	2023	\$ 162,500	IT Fund
PD Mobile Data Terminal Upgrade Phase 1	IT	2023	\$ 56,250	IT Fund
PD Mobile Data Terminal Upgrade Phase 2	IT	2023	\$ 25,000	IT Fund
Network Switch Upgrade Phase 2	IT	2023	\$ 21,878	IT Fund
Fire Mobile Data Terminal Upgrade	IT	2023	\$ 31,250	IT Fund
Annual WPC Operations Equipment & Fleet Maint. & Replacement Program	Utilities	2023-2027	\$ 1,500,000	WW Operating Funds
Annual Wastewater Lining & Replacement Program	Utilities	2023-2027	\$ 47,000,000	WW Operating Funds/Revenue Bonds
Annual WPC Facility Rehabilitation Program	Utilities	2023-2027	\$ 5,000,000	Revenue Bonds
Annual Small WW Pump Station Rehab & Repl Program	Utilities	2023-2027	\$ 7,500,000	Revenue Bonds
Annual WPC Inflow & Infiltration Program & Neighborhood Infrastructure	Utilities	2023-2027	\$ 2,500,000	WW Operating Funds
Annual Storm Conveyance System Rehab	Utilities	2023-2027	\$ 22,800,000	SW Operating Funds/Revenue Bonds
Annual Stormwater Operations Equipment & Fleet Mant. & Replacement Program	Utilities	2023-2027	\$ 1,500,000	SW Operating Funds
Annual Drainage Correction Program	Utilities	2023-2027	\$ 1,500,000	SW Operating Funds
Annual Levee Asset Repair/Rehab Program	Utilities	2023-2027	\$ 1,000,000	SW Operating Funds
Annual BMP Development & Construction	Utilities	2023-2027	\$ 1,250,000	SW Operating Funds
Annual Water Main Replacement Program	Utilities	2023-2027	\$ 19,500,000	Water Operating Funds/Revenue Bonds
Annual Water Plant Rehabilitation Program	Utilities	2023-2027	\$ 5,000,000	Revenue Bonds
Annual Water Plant Operations Equipment & Fleet Maint. & Replacement Program	Utilities	2023-2027	\$ 2,000,000	Water Operating Funds
24" to Montara Pump Station - SW 57th to SW University	Utilities	2023	\$ 2,264,325	Revenue Bonds
South Elevated Tank; SW 65th St	Utilities	2024	\$ 5,441,100	Revenue Bonds
18" on SE California - SE 21st to SE 28th	Utilities	2023	\$ 1,410,000	Revenue Bonds
24" on SE 15th and I-470 - SE Monroe to SE California	Utilities	2025	\$ 4,130,000	Revenue Bonds
8" on SE Berryton - SE 50th to SE 53rd	Utilities	2025	\$ 450,000	Revenue Bonds
18" SE California, SE 41st, & SE West Edge Rd. - SE 37th to SE 45th	Utilities	2025	\$ 2,900,000	Revenue Bonds
0.5-MG Southeast Elevated Tank - SE 41st St	Utilities	2026	\$ 2,150,000	Revenue Bonds
30" on SE California and SE 10th - SE 11th to SE Market; 18" on SE Market - SE 10th to SE 4th	Utilities	2026	\$ 2,130,000	Revenue Bonds
12" on SW 45th - SW Cambridge to SW Burlingame	Utilities	2026	\$ 530,000	Revenue Bonds
Topeka Blvd- University to Ormsby	Utilities	2026	\$ 1,740,000	Revenue Bonds
30" on SE 6th - SE Market to SE Norwood	Utilities	2027	\$ 3,315,000	Revenue Bonds
24" on SW Burlingame and SW 57th - SW 49th to SW Wenger	Utilities	2027	\$ 4,755,000	Revenue Bonds
18" on SW Fairlawn and SW 53rd; SW 45th to SW Burlingame	Utilities	2027	\$ 3,670,000	Revenue Bonds
Water Treatment Plant Master Plan Update	Utilities	2027	\$ 300,000	Water Operating Funds
Water Distribution Master Plan Update	Utilities	2027	\$ 250,000	Water Operating Funds
Annual Sanitary Sewer Interceptor Maint & Rehab	Utilities	2023-2027	\$ 7,500,000	Revenue Bonds
		5 Year Total	\$ 376,447,662	
		2023 Total	\$ 78,894,099	
		2024 Total	\$ 72,759,957	
		2025 Total	\$ 78,566,789	
		2026 Total	\$ 67,008,551	
		2027 Total	\$ 79,218,266	

CIP: MAP OF PROJECTS



Capital Improvement Plan (CIP) projects occur throughout the City. Below is a map showing where the 2018-2022 projects will occur. Note that Citywide projects, like half-cent sales tax projects, will occur in multiple locations but are represented by a single green point.





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 CIP without adversely affecting the City's ability to finance essential services. This policy was updated to enhance the creditworthiness and prudent financial management of the City's resources and assist in creating a systematic capital plan. This policy is located in the policies section of the budget book for more detailed information.

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 October 4, 2016, the Governing Body of Topeka approved resolution number 8818 (replacing 7554) that established a debt management policy. The policy set forth guiding principles for debt issuance in the following areas:

- 1) Definition of a capital project
- 2) Benchmarks desired to achieve
- 3) Characteristics of debt issuance
- 4) Debt administration and financing

Several benchmarks are included in the City's debt policy that serve as a guidance for staff on debt issuance.

The policy requires the City maintain a bond credit rating of:

- General Obligation Bonds rated not less than the third highest rating by at least one Nationally Recognized Statistical Rating Organization (NRSRO)
- Revenue Bonds rated not less than the fourth highest rating by at least one Nationally Recognized Statistical Rating Organization (NRSRO)
- General Obligation Temporary Notes rated not less than the highest category by at least one Nationally Recognized Statistical Rating Organization (NRSRO)

Current bond rating reports 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, 2016 the City had \$393,764,049 in total debt, compared to \$387,604,808 on December 31, 2015 or a 1.5% increase. According to K.S.A. 10-308, the City is limited to general obligation debt that cannot be greater than 30% of the tangible assessed valuation of the City. Certain debt is then not subject to the debt limitation and is subsequently backed out of the calculation. As of October 2016, the City had \$270,732,176 of its remaining bonding authority available, a decrease from the December 31, 2015 amount of \$282,393,004. The City is currently utilizing 20% of the debt authority as authorized by State statute.



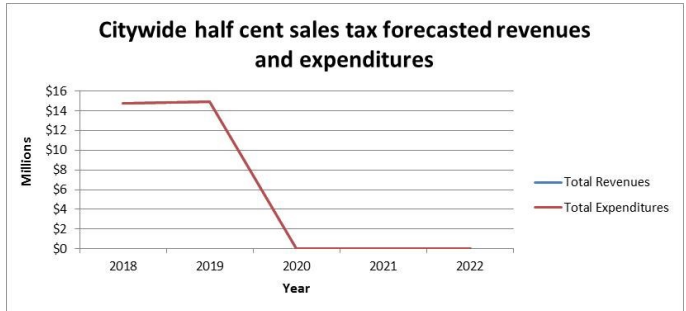
Other Fund Impacts

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

Improvement Plan (CIP), 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 cash balance is spent in year 2020 as the tax ends in 2019.

Countywide Half Cent Sales Tax Fund

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 countrywide infrastructure development as authorized by voters in August 2004 and renewed in November 2014. It is governed by interlocal agreements.

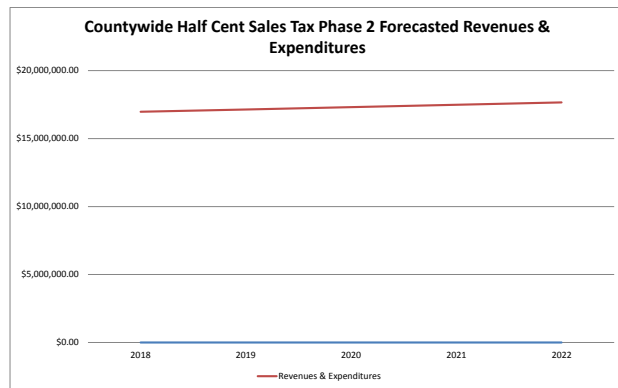


Note: Total Revenues are not shown graphically, as the Total Revenues nearly match expenditures.

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.

Information Technology Fund

The technology needs of the City are funded through this internal service fund, supported by fees from departments. Programs included in this fund are Telecom, Computing and Business Systems, and 14 employees are budgeted in this fund.



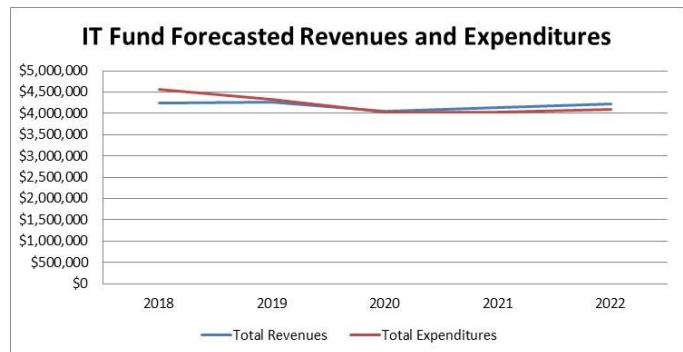
Revenues are generated from departments based on anticipated technological needs. Expenditures vary year to year: Some purchases are annual and others are infrequent or one-time technology purchases. IT projects are included starting with the 2017 CIP; it is important that future CIP's continue to capture capital projects in this fund as technology is constantly changing and capital needs will need to be revised regularly.

Citywide Half Cent Sales Tax Fund

The City levies a half cent sales tax for street, curb, gutter, sidewalk replacement. The fund receives the sales tax and monitors the expenses for the repair projects. Specific programs in this fund include: Street Projects, Alley Projects, Sidewalk Projects, 50/50 Sidewalk Projects and Curb and Gutter Projects.

The cash balance is utilized for several of the CIP projects causing the large cash reserves to draw down as desired.

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



CIP: OTHER FUND FORECASTS



Debt Service Fund

The major source of revenue in the Debt Service fund is property tax. Additionally the fund receives revenues for special purposes such as 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.

The adoption of this CIP would maintain a constant mill levy, while also building flexibility to spend cash on several projects rather than financing.

Debt Service Fund Pro Forma (March 2017)

	2017 Budget	2018 Forecast	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Cash Balance January 1	\$ 5,034,763	\$ 4,822,764	\$ 4,827,333	\$ 4,613,693	\$ 4,607,067	\$ 4,610,417
Budgeted Revenues:						
Ad Valorem Taxes	\$ 14,829,334	\$ 14,856,252	\$ 15,135,612	\$ 15,453,299	\$ 15,783,650	\$ 15,941,487
Sales Tax	\$ 20,000	\$ 80,000	\$ 130,000	\$ 150,000	\$ 170,000	\$ 190,000
Transient Guest Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicle	\$ 1,255,928	\$ 1,268,487	\$ 1,281,172	\$ 1,293,984	\$ 1,306,924	\$ 1,319,993
Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 40,000	\$ 200,000	\$ 240,000	\$ 270,000	\$ 270,000	\$ 270,000
Fees for Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Court	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessments	\$ 2,711,759	\$ 2,711,759	\$ 2,634,799	\$ 2,634,799	\$ 2,594,279	\$ 2,594,279
Miscellaneous	\$ 561,215	\$ 829,288	\$ 584,323	\$ 589,447	\$ 594,659	\$ 599,963
PILOTS	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Total Budgeted Revenues	\$ 19,458,236	\$ 19,985,786	\$ 20,045,907	\$ 20,431,529	\$ 20,759,512	\$ 20,955,722
Budgeted Expenditures						
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Payments	\$ 19,625,236	\$ 19,936,217	\$ 20,214,547	\$ 20,393,154	\$ 20,711,162	\$ 20,965,644
Capital Outlay (Transfer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 19,670,236	\$ 19,981,217	\$ 20,259,547	\$ 20,438,154	\$ 20,756,162	\$ 21,010,644
Over/Under	\$ (212,000)	\$ 4,570	\$ (213,641)	\$ (6,626)	\$ 3,350	\$ (54,922)
Cash Balance - December 31	\$ 4,822,764	\$ 4,827,333	\$ 4,613,693	\$ 4,607,067	\$ 4,610,417	\$ 4,555,495
Fund Balance	24.79%	24.15%	23.02%	22.55%	22.21%	21.74%

Future Funding List

In addition to the funded projects in the Debt Service fund and other funds, there is also a list of future funding projects on pages 154-155. These projects are intended to be initiated when funding becomes available, but are not currently included in the individual fund forecasts. The total estimated costs for the unfunded streets projects is \$162,205,000.

CIP: OTHER FUND FORECASTS



The Combined Utility Pro Forma below assumes a continuous 6%-5%-5% rate increase as shown in the "Budgeted Revenues" row below. As has been mentioned, in order to improve debt coverage ratios and days cash, revenues must increase or expenditures must decrease.

Combined Utilities Pro Forma					
	2018	2019	2020	2021	2022
Cash Balance January 1	\$ 28,213,574	\$ 28,531,862	\$ 32,827,669	\$ 34,813,661	\$ 37,727,573
Budgeted Revenues:	6.0%	5.0%	5.0%	6.0%	5.0%
Permits	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000
Fees for Service	\$ 69,766,277	\$ 72,760,692	\$ 75,884,023	\$ 79,895,570	\$ 83,326,043
Interest	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000
Surcharges	\$ 337,239	\$ 354,101	\$ 371,806	\$ 394,114	\$ 413,820
Miscellaneous	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000
Other	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Total Budgeted Revenues	\$ 71,432,516	\$ 74,443,793	\$ 77,584,829	\$ 81,618,684	\$ 85,068,864
Budgeted Expenditures	1.5%	1.5%	1.5%	1.5%	1.5%
Personnel	\$ 15,579,535	\$ 15,813,228	\$ 16,050,426	\$ 16,291,182	\$ 16,535,550
Contractual	\$ 22,963,251	\$ 22,140,450	\$ 22,472,556	\$ 22,809,645	\$ 23,151,789
Commodities	\$ 8,095,642	\$ 8,217,077	\$ 8,340,333	\$ 8,465,438	\$ 8,592,419
Other Payments	\$ 20,175,800	\$ 21,227,232	\$ 24,985,522	\$ 27,388,507	\$ 29,478,522
Capital Outlay	\$ 4,300,000	\$ 2,750,000	\$ 3,750,000	\$ 3,750,000	\$ 5,250,000
Total Expenditures	\$ 71,114,228	\$ 70,147,986	\$ 75,598,837	\$ 78,704,772	\$ 83,008,281
Over/Under	\$ 318,288	\$ 4,295,807	\$ 1,985,991	\$ 2,913,912	\$ 2,060,583
Cash Balance - December 31	\$ 28,531,862	\$ 32,827,669	\$ 34,813,661	\$ 37,727,573	\$ 39,788,156
Fund Balance	39.94%	44.10%	44.87%	46.22%	46.77%

Future Funding List

In addition to the funded projects in utilities, there is also a list of future funding projects on pages 154-155. These projects are intended to be initiated when funding becomes available, but are not currently included in the pro forma. The total estimated costs for the unfunded utility projects is \$191,930,000.



Combined Utility Funds

For the purposes of revenue bonds and bond ratings, the Water, Stormwater and Wastewater Funds are combined into a Combined Utility Fund. However it is important to understand each fund separately.

Water Fund: The Water Utility supplies drinking water to Topeka, Shawnee County and surrounding counties. This Utility is operated, maintained, and improved entirely by fees for services.

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. Currently there is no rate increase set for 2018 and beyond, but the adopted CIP includes a rate increase assumption.

Stormwater Fund: The Stormwater Utility serves approximately 47,000 customers through the operation and maintenance of the Topeka flood protection and drainage systems. This Utility is operated, maintained and improved entirely by user fees.

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. Revenues and expenditures are projected to remain relatively steady. Currently there is no rate increase set for 2018 and beyond, but the adopted CIP includes a rate increase assumption.

Wastewater Fund: Wastewater Utility collects and treats approximately 18 million gallons of wastewater per day from the City of Topeka and Shawnee County. This Utility is operated, maintained, and improved entirely by fees for service.

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. Currently there is no rate increase set for 2018 and beyond, but the adopted CIP includes a rate increase assumption.

Financial Analysis

From a bond rating perspective, days cash and debt service coverage are important indicators. Days cash represents how many days the utility could operate with its cash balance, and coverage ratio is the ratio of cash available for debt servicing to interest, principal and lease payments.

Projected Revenue Bonds		
Year	Days Cash	Debt Service Coverage
2018	202	1.93
2019	230	2.04
2020	226	1.72
2021	234	1.69
2022	233	1.66

CIP: SAMPLE PROJECT SHEET



City of Topeka

Capital Improvement Project Summary Sample Sheet

1. Project Title: <u>Neighborhood Infrastructure</u>	2. Project #: <u>T-601075</u>
3. Dept/Div: <u>Public Works/Engineering/ Neighborhood Relations</u>	4. Project Year(s): <u>2018-2022</u>
5. Type: <u>Repair/Replace</u>	6. Project Location: <u>Various Locations</u>
7. Contact Name: <u>Brian Faust/Sasha Haehn</u>	8. Contact Phone: <u>368-3033 & 368-4484</u>

9. Project Description: This project is a component of the Stages of Resource Targeting program (SORT). The City generally targets a majority of Neighborhood Relation's resources in two redevelopment areas or neighborhoods per year. The neighborhood infrastructure piece includes improvements such as rebuilding deteriorated streets, curb/gutters, alleys and sidewalks. These funds are leveraged with the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds utilized for housing rehabilitation and construction. The 2017-2019 SORT neighborhoods are Quinton Heights Steele and Tennessee Town.

10. Previous Funding: <u>\$2.15M/yr</u>	Total Funding: <u>\$2.15M/yr</u>	Future Funding: <u>\$2.15M/yr</u>
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11. Project Schedule and Estimate			12. Estimated Annual Operating Cost
	<u>Year</u>	<u>Amount</u>	<u>Basis for Cost Estimate and Funding Source:</u>
a. Design/Administrative Fees	Annual	\$ 100,000	The funding source for street repair work is primarily Motor Fuel Tax. This project should provide a net reduction in operating costs by improving deteriorated infrastructure elements. Operations costs are estimated for each project and included in the budget where applicable. The impact of Capital Improvements on operating budgets is very important to the City. Many projects, including street maintenance and building renovations, actually decrease needed annual operating expenses. The routine and timely use of large CIP projects serves to save time and resources by lowering operating costs. While providing valuable services to the city, new buildings and infrastructure can increase operating costs in the short-term.
b. Right-of Way		\$ -	
c. Construction/Service Fees	Annual	\$ 1,910,000	
d. Contingency	Annual	\$ 50,000	
e. Technology		\$ -	
f. Financing Costs (Temp Notes)	Annual	\$ 60,000	
g. Cost of Issuance (Rev/GO Bonds)		\$ 30,000	
h. Debt Reserve Fund (Rev Bonds)		\$ -	
i. Capitalized Interest		\$ -	
Project Total		\$ 2,150,000	
Estimated Life of Item (years):	<u>30</u>		
Source of Estimate/Year:	<u>2016</u>		

13. Amount by source of financing				
	1. G.O. Bonds	2. Federal Funding	3. Wastewater Cash (in existing project)	4. TOTAL
2018	1,400,000	600,000	150,000	\$2,150,000
2019	1,400,000	600,000	150,000	\$2,150,000
2020	1,400,000	600,000	150,000	\$2,150,000
2021	1,400,000	600,000	150,000	\$2,150,000
2022	1,400,000	600,000	150,000	\$2,150,000
5 Year Total:	\$7,000,000	\$3,000,000	\$750,000	\$0 \$10,750,000

The total project cost is reflected on the Projects by Funding Source summary. Costs can be revised with the 2019-2028 CIP if necessary.

CIP: DEBT SCHEDULE



Below is a schedule of the next five years of debt payments as of 10/27/2017. Further details can be found in the City's Comprehensive Annual Financial Report (CAFR) located on the City's Website (topeka.org). The CAFR includes a detailed debt schedule with amounts, dates and purposes of issues.

	2018	2019	2020	2021	2022
Debt Service Fund (General Obligation Bonds)					
Principal	\$ 14,048,270	\$ 14,007,711	\$ 12,780,153	\$ 13,042,989	\$ 12,978,948
Interest	\$ 5,084,546	\$ 4,542,229	\$ 3,965,326	\$ 3,414,291	\$ 2,948,582
Total	\$ 19,132,816	\$ 18,549,940	\$ 16,745,479	\$ 16,457,280	\$ 15,927,530
Water, Wastewater and Stormwater Funds (Revenue Bonds)					
Principal	\$ 5,950,000	\$ 6,100,000	\$ 6,655,000	\$ 6,795,000	\$ 7,125,000
Interest	\$ 5,343,636	\$ 5,190,195	\$ 4,942,040	\$ 4,685,628	\$ 4,415,828
Total	\$ 11,293,636	\$ 11,290,195	\$ 11,597,040	\$ 11,480,628	\$ 11,540,828
State Revolving Loan Fund Bonds					
Principal	\$ 5,882,592	\$ 6,068,925	\$ 5,363,804	\$ 5,388,638	\$ 5,559,804
Interest	\$ 1,133,046	\$ 962,433	\$ 791,731	\$ 637,980	\$ 481,389
Service Fee	\$ 108,294	\$ 92,575	\$ 78,821	\$ 62,522	\$ 47,947
Total	\$ 7,123,932	\$ 7,123,933	\$ 6,234,356	\$ 6,089,140	\$ 6,089,140

CIP: DEBT SCHEDULE



City of Topeka, Kansas
Statement of Bonded Indebtedness
 Prepared on August 10, 2017

GENERAL OBLIGATION DEBT - APPLICABLE TO LIMIT

Series	Amount
2010-C Bonds	\$ 3,895,000
2011-B Bonds	\$ 2,578,717
2013-B Bonds	\$ 8,615,000
2013-C Pension Bonds	\$ 2,060,000
2014-A Bonds	\$ 4,910,000
2015-A Bonds	\$ 13,657,812
2016-A Bonds	\$ 943,411
2016-B Bonds	\$ 21,310,000
2017-A Bonds	\$ 12,500,000
2017-A Notes	\$ 10,890,000
Total GO Debt - Applicable to Limit	\$ 81,359,940

GENERAL OBLIGATION DEBT - OUSTIDE GENERAL DEBT LIMIT

Series	Statute	Amount
2011A STAR Bonds	KSA 12-1774	\$ 6,705,000
2011-B Sanitary & Stormwater	KSA 10-309	\$ 101,283
2013-A Refunding Bonds Garage Portion	KSA 10-309	\$ 981,757
2013-A Refunding Bonds	KSA 10-427a	\$ 13,803,243
2015-A Refunding Bonds	KSA 10-427a	\$ 33,043,959
2015-A Refunding Bonds Garage Portion	KSA 10-309	\$ 2,028,229
2016 TIF Bonds	KSA 12-1774	\$ 3,985,000
2016-A Refunding Bonds	KSA 10-427a	\$ 16,966,297
2016-A Garage Portion	KSA 10-309	\$ 1,475,292
2017-A Notes	KSA 10-309	\$ 31,495,000
2017-A Refunding Portion	KSA 10-309	\$ 15,990,000
Total GO Debt - Outside Debt Limit		\$ 126,575,060

Total General Obligation Debt **\$ 207,935,000**

Tangible Assessed Valuation (Includes motor vehicles, as of November 2017) **\$ 1,176,221,783**

Legal Debt Limit 30.00% of assessed valuation. KSA 10-308	\$ 352,866,535
Less: Outstanding debt subject to debt limit	\$ 81,359,940

Margin of legal debt **\$ 271,506,595**

2018-2027 FUTURE FUNDING LIST



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

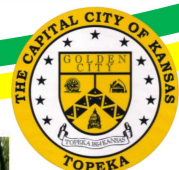
2018-2027 CIP Future Funding List (Currently Unfunded)			
Project Title	Type	Estimated Cost	Reason
SW Huntoon Street – SW Executive Drive to SW Urish Road	Street	\$ 3,800,000	Road Expansion, Future Residential Devel.
Replacement of Medians	Street	\$ 300,000	Maintenance
Union Pacific Railroad Pedestrian Crossing N. Ks Ave./NOTO	Street	\$ 1,300,000	Safety
Southwest Parkway – SW Gage Blvd. to SW Wanamaker Road	Street	\$ 11,000,000	New Road Construction, Future Development
SW Fairlawn Road – SW 37 th Street to Southwest Parkway	Street	\$ 2,800,000	New Road Construction, Future Development
SW Urish Road – SW 21 st Street to SW 29 th Street	Street	\$ 5,400,000	Road Expansion
SW Urish Road – SW 17 th Street to SW Huntoon Street	Street	\$ 3,000,000	Road Expansion, Future Development
SW 45 th Street – SW Gage Blvd. to SW Burlingame Road	Street	\$ 6,500,000	Road Expansion, Future Residential Devel.
SW 57 th Street – SW Topeka Blvd. to Hwy 75	Street	\$ 5,200,000	Road Expansion, Future Industrial Devel.
SE Indiana Avenue – SE 42 nd Street to SE 45 th Street	Street	\$ 1,500,000	New Road Construction, Future Resid. Devel.
NW Tyler Street – NW Beverly Street to NW Paramore Street	Street	\$ 1,500,000	Road Expansion
S. Topeka Blvd. from 37th Street to 49th Street	Street	\$ 5,200,000	Maintain Existing Street
S. Kansas Avenue from 10th Street to 19th Street	Street	\$ 4,000,000	Maintain Existing Street
SW 29 th Street from Burlingame Road to Topeka Blvd.	Street	\$ 2,000,000	Maintain Existing Street
S. Topeka Blvd from 21st Street to 29th Street	Street	\$ 4,000,000	Maintain Existing Street
SW 21st Street from I-470 Bridges To Fairlawn Road	Street	\$ 2,000,000	Maintain Existing Street
SW Gage Blvd. from I-70 to 6th Street	Street	\$ 2,200,000	Maintain Existing Street
SW 6th Avenue from Wanamaker Road west to Museum Drive	Street	\$ 1,500,000	Maintain Existing Street
SE 29th Street from Kansas Avenue to Adams Street	Street	\$ 2,500,000	Maintain Existing Street
SW Fairlawn Road from 23rd Street to 29th Street	Street	\$ 3,000,000	Maintain Existing Street
Council Chamber Renovation	PW	\$ 300,000	Unfunded
TPAC Renovations	PW	\$ 1,874,000	Unfunded
OnBase (ECM) & Document Preservation	PW	\$ 325,000	Unfunded
Sustainability Initiative: High Efficiency LEDs	PW	\$ 903,400	Unfunded
SW 49 th Street – SW Topeka Blvd. to SW Wenger Road (no access to Hwy75)	Street	\$ 3,000,000	Road Expansion, Future Industrial - Development driven
SW 57 th Street – SW Topeka Blvd. to Hwy 75 (has access to Hwy75)	Street	\$ 5,200,000	Road Expansion, Future Industrial - Development driven
SE Indiana Avenue – SE 42 nd Street to SE 45 th Street	Street	\$ 1,500,000	New Road Construction
Southwest Parkway – SW Gage Blvd. to SW Wanamaker Road	Street	\$ 11,000,000	New Road Construction, Future - Development driven
SW Fairlawn Road – SW 37 th Street to Southwest Parkway	Street	\$ 2,800,000	New Road Construction, Future - Development driven
SW 17th Street - Adams to Washburn	Street	\$ 8,300,000	Capacity Increase
SW 45 th Street – SW Gage Blvd. to SW Burlingame Road (portion in County)	Street	\$ 6,500,000	Road Expansion, Future Residential - Development driven
Annual Wastewater Lining & Replacement Program	Utilities	\$ 8,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 7,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 6,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 5,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 2,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 2,000,000	For utilities to maintain 100 year replacement cycle
Annual Wastewater Lining & Replacement Program	Utilities	\$ 1,000,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 5,200,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 3,000,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 3,000,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 3,000,000	For utilities to maintain 100 year replacement cycle
Annual Storm Conveyance System Rehab	Utilities	\$ 3,000,000	For utilities to maintain 100 year replacement cycle

2018-2027 FUTURE FUNDING LIST



2018-2027 CIP Future Funding List (Currently Unfunded)

Project Title	Type	Estimated Cost	Reason
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Shunga Flood Mitigation Program	Utilities	\$ 3,405,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 7,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 7,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 7,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 5,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 6,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 4,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 6,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 6,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 6,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Main Replacement Program	Utilities	\$ 7,000,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
Annual Water Plant Rehabilitation Program	Utilities	\$ 1,500,000	For utilities to maintain 100 year replacement cycle
2.0-MG East Elevated Tank - SE California Avenue	Utilities	\$ 4,180,000	For utilities to maintain 100 year replacement cycle
Fleet Replacement	PW	\$ 17,500,000	Unfunded
Pavement Management Rehabilitation & Reconstruction Program (Micropaver) - <i>Program will perform pavement rehabilitation work such as mill and overlays, overlays, panel repairs, and reconstruction work necessary to achieve desired Pavement Condition Index Goals.</i>	Street	\$ 55,205,000	Future funding source is not determined, but will likely be a combination of sales tax, general fund, and other sources. Funding level is based on achieving a PCI of 70 over a ten year period.
City Hall Pocket Park	PW	\$ 300,000	Unfunded
	Sum:	\$ 375,337,400	



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

WHAT IS THE CIP?

The Capital Improvement Plan (CIP) is a 10-year program for building and of paying for improvements to streets, quality of life, utility and other projects.

A GREAT PLACE TO GROW POTATOES

For more information call or visit at topeka.org/CIP

4 YEAR PERSONNEL HISTORY



Below is a detailed history of full time equivalent (FTE) positions in the City of Topeka. Detailed information of each department can be found in the department pages of the budget book.

Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
CITY COUNCIL	CITY COUNCIL OFFICE MANAGER	1	1	0	0
CITY COUNCIL	OFFICE ASSISTANT III	0.5	0	0	0
CITY COUNCIL	SENIOR EXECUTIVE ASSISTANT	0	0	1	1
CITY COUNCIL	COUNCIL MEMBER	9	9	9	9
CITY COUNCIL Total		10.5	10	10	10
	CITY COUNCIL	10.5	10	10	10
CITY MANAGER	EXECUTIVE ASSISTANT II	2	1	1	0
CITY MANAGER	SENIOR EXECUTIVE ASSISTANT	0	0	0	1
CITY MANAGER	CHIEF EXECUTIVE AIDE	0	1	1	1
CITY MANAGER	CITY MANAGER	1	1	1	1
CITY MANAGER	DEPUTY CITY MANAGER	1	1	1	1
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	1	1	1	0
CITY COMMUNICATIONS	PRODUCTION SPECIALIST	2	2	2	3
CITY COMMUNICATIONS	COMM & MARKETING DIRECTOR	1	0	0	0
CITY COMMUNICATIONS	MEDIA RELATIONS DIRECTOR	0	1	1	1
CITY COMMUNICATIONS	SYSTEM DEVELOPER II	1	0	0	0
CITY COMMUNICATIONS Total		5	4	4	4
	CITY MANAGER EXECUTIVE OFFICES	12	11	11	11
LEGAL	LEGAL SPECIALIST I	0	1	2	2
LEGAL	LEGAL SPECIALIST II	1	1	1	1
LEGAL	LEGAL SPECIALIST III	1	1	1	1
LEGAL	ATTORNEY I	1	1	3	0
LEGAL	ATTORNEY II	1	1	0	0
LEGAL	PARALEGAL	1	0	0	0
LEGAL	ATTORNEY III	2	2	1	0
LEGAL	ATTORNEY IV	1	1	1	0
LEGAL	OFFICE ASSISTANT III	1	1	0	0
LEGAL	CITY ATTORNEY	1	1	1	1
LEGAL	DEPUTY CITY ATTORNEY	1	1	1	1
LEGAL	CHIEF OF PROSECUTION	1	1	1	1
LEGAL	SENIOR PARALEGAL	1	2	2	2
LEGAL	SENIOR ATTORNEY	0	0	0	1
LEGAL	ASSISTANT ATTORNEY	0	0	0	2
LEGAL	ASSOCIATE ATTORNEY	0	0	0	2
LEGAL	CHIEF OF LITIGATION	1	1	1	1
LEGAL Total		14	15	15	15
	LEGAL	14	15	15	15

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
CENTRAL ACCOUNTING & CASH	ACCOUNTANT II	3	3	3	2
CENTRAL ACCOUNTING & CASH	ACCOUNTANT III	0	0	0	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST I	1	1	1	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST II	1	5	5	5
CENTRAL ACCOUNTING & CASH	ACCOUNTING SPECIALIST III	3	2	2	2
CENTRAL ACCOUNTING & CASH	MANAGER PAYROLL	0	1	1	1
CENTRAL ACCOUNTING & CASH	OFFICE SPECIALIST	5	1	1	1
CENTRAL ACCOUNTING & CASH	ACCOUNTING MANAGER	1	0	0	0
CENTRAL ACCOUNTING & CASH	CHIEF ACCOUNTING OFFICER	0	1	1	1
CENTRAL ACCOUNTING & CASH	BUDGET & PERFORMANCE MANAGER	1	1	1	1
CENTRAL ACCOUNTING & CASH	ASSISTANT BUDGET MANAGER	0	0	0	1
CENTRAL ACCOUNTING & CASH	DIRECTOR OF ADMIN & FINC SVCS	1	1	1	1
CENTRAL ACCOUNTING & CASH	CHIEF FISCAL OFFICER	1	1	0	0
CENTRAL ACCOUNTING & CASH	MANAGEMENT ANALYST	1	1	2	1
CENTRAL ACCOUNTING & CASH	INTERNAL AUDITOR	0	1	0	0
CENTRAL ACCOUNTING & CASH	SENIOR GRANT WRITER	0	0	0	1
CENTRAL ACCOUNTING & CASH	GRANT WRITER	0	1	1	0
CENTRAL ACCOUNTING & CASH Total		18	20	19	19
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	24	26	25	25
MUNICIPAL COURT	ADMIN MUNICIPAL COURT JUDGE	1	1	1	1
MUNICIPAL COURT	DEPUTY MUNICIPAL COURT ADMIN	1	1	1	1
MUNICIPAL COURT	MUNICIPAL COURT JUDGE	1	1	1	1
MUNICIPAL COURT	MUNICIPAL COURT ADMINISTRATOR	1	1	1	1
MUNICIPAL COURT	COURT CLERK I	3	3	2	2
MUNICIPAL COURT	COURT CLERK II	5	5	6	6
MUNICIPAL COURT	OFFICE SPECIALIST	3	3	3	3
MUNICIPAL COURT	PROTECTIVE SERVICES OFFICER I	3	3	3	3
MUNICIPAL COURT	PROTECTIVE SERVICES OFFICER II	1	1	1	1
MUNICIPAL COURT Total		19	19	19	19
PROBATION	PROBATION OFFICER I	2	2	2	2
PROBATION	PROBATION OFFICER II	1	1	1	1
PROBATION	OFFICE ASSISTANT III	1	1	1	1
PROBATION Total		4	4	4	4
	MUNICIPAL COURT	23	23	23	23
HUMAN RESOURCES	DIRECTOR OF HUMAN RESOURCES	1	1	1	1
HUMAN RESOURCES	MANAGER HUMAN RESOURCES	2	2	2	3
HUMAN RESOURCES	HUMAN RESOURCES ASSISTANT	1	1	3	2
HUMAN RESOURCES	SENIOR HUMAN RESOURCES SPECIALIST	0	0	0	2
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST I	3	3	2	2
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST III	2	3	3	0
HUMAN RESOURCES	MANAGEMENT (HRIS) ANALYST	1	1	1	2
HUMAN RESOURCES	WELLNESS COORDINATOR	1	1	1	1
HUMAN RESOURCES Total		11	12	13	13
	HUMAN RESOURCES	11	12	13	13
MAYOR	ASSISTANT TO THE MAYOR	1	1	1	0
MAYOR	MAYOR	1	1	1	1
MAYOR	SENIOR EXECUTIVE ASSISTANT	0	0	0	1
MAYOR Total		2	2	2	2
	MAYOR	2	2	2	2

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
ADMINISTRATION	FIRE CHIEF	1	1	1	1
ADMINISTRATION	FIRE MARSHAL	1	1	1	1
ADMINISTRATION	DIVISION CHIEF OF EMS	0	0	1	1
ADMINISTRATION	BUSINESS SERVICES MANAGER	1	1	1	1
ADMINISTRATION	EXECUTIVE ASSISTANT I	1	1	1	1
ADMINISTRATION	OFFICE ASSISTANT III	1	1	1	1
ADMINISTRATION	ACCOUNT SPECIALIST II	1	1	1	1
ADMINISTRATION	I.T. SYSTEMS SUPPORT	0	1	0	0
OPERATIONS EMS	TRAINING OFFICER I	0	0	0	1
PREVENTION	FIRE INVESTIGATOR III	3	3	3	2
PREVENTION	FIRE INSPECTOR I	1	1	1	1
PREVENTION	FIRE INSPECTOR III	3	3	3	3
TRAINING	DIVISION CHIEF FIRE TRAINING	1	1	1	1
TRAINING	FIRE CADET	0	0	0	2
TRAINING	FIREFIGHTER III	0	0	0	7
TRAINING	PUBLIC EDUCATION OFFICER I	1	1	1	1
TRAINING	TRAINING OFFICER	3	3	3	3
OPERATIONS	DEPUTY FIRE CHIEF	1	1	1	1
OPERATIONS	COMMUNICATIONS OFFICER III	1	0	0	0
ADMIN AND SPECIALITY Total		20	20	20	29
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 II	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
SUPPRESSION/OPERATIONS	SHIFT COMMANDER	3	3	3	2
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	7
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
SUPPRESSION/OPERATIONS	INVESTIGATOR I	0	0	1	1
STATION 3 Total		27	27	28	28
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	2
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	4
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	5
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	SHIFT COMMANDER	0	0	0	1
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	7
STATION 5 Total		27	27	27	28
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	3
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	2
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	3
STATION 6 Total		12	12	12	11
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

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	5
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	5
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	5
STATION 8 Total		24	24	24	21
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	4
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	7
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	7
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	7
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	6
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	5
STATION 10 Total		24	24	24	24
SUPPRESSION/OPERATIONS	FIREFIGHTER	6	6	6	4
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	6	6	6	6
SUPPRESSION/OPERATIONS	LIEUTENANT	6	6	6	5
SUPPRESSION/OPERATIONS	CAPTAIN	6	6	6	6
STATION 11 Total		24	24	24	21
SUPPRESSION/OPERATIONS	BATTALION CHIEF	3	3	3	3
SUPPRESSION/OPERATIONS	FIREFIGHTER	3	3	3	2
SUPPRESSION/OPERATIONS	APPARATUS OPERATOR	3	3	3	2
SUPPRESSION/OPERATIONS	LIEUTENANT	3	3	3	3
SUPPRESSION/OPERATIONS	CAPTAIN	3	3	3	4
STATION 12 Total		15	15	15	14
	FIRE	245	245	246	248
ZOO FINANCE	ZOO DIRECTOR	1	1	1	1
ZOO FINANCE Total		1	1	1	1
ZOO GUEST EXPERIENCE	HORTICULTURIST	1	1	1	1
ZOO GUEST EXPERIENCE Total		1	1	1	1
ZOO ANIMAL CARE	ZOO OPERATIONS MANAGER	1	1	1	1
ZOO ANIMAL CARE	SUPERVISOR II	1	1	1	2
ZOO ANIMAL CARE	ZOO REGISTRAR	0	0	0	1
ZOO ANIMAL CARE	ASSISTANT CURATOR / RECORDS MANAGER	1	1	1	0
ZOO ANIMAL CARE	ZOO KEEPER I	6	6	5	7
ZOO ANIMAL CARE	ZOO KEEPER II	6	6	9	7
ZOO ANIMAL CARE	ZOO KEEPER III	1	1	1	0
ZOO ANIMAL CARE Total		16	16	18	18
ZOO CONSERVATION EDUCATION	FOOD SERVICE COORDINATOR	1	1	1	0
ZOO CONSERVATION EDUCATION	EDUCATION SPECIALIST	0	0	0	1
ZOO CONSERVATION EDUCATION	EDUCATION SPECIALIST II	1	1	1	1
ZOO CONSERVATION EDUCATION Total		2	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	22	22	24	24

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
PLANNING	DIRECTOR OF PLANNING	1	1	1	1
PLANNING	OFFICE SPECIALIST	1	1	1	0
PLANNING	ADMINISTRATIVE OFFICER	0	0	0	1
PLANNING	PLANNER I	1	1	1	2
PLANNING	PLANNER II	4	4	4	3
PLANNING	PLANNER III	3	3	3	3
PLANNING	ZONING INSPECTOR	1	0	0	0
PLANNING Total		11	10	10	10
DEVELOPMENT SERVICES	DIV DIRC DEVELOPMENT SVCS	0	0	0	1
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	0	0	0	1
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	0	0	0	1
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	0	0	0	1
DEVELOPMENT SERVICES	PLAN REVIEWER	0	0	0	2
DEVELOPMENT SERVICES	OFFICE SPECIALIST	0	0	0	2
DEVELOPMENT SERVICES	TRADE INSPECTOR	0	0	0	5
DEVELOPMENT SERVICES	MULTI-TRADE INSPECTOR - MOBILE HOME	0	0	0	1
DEVELOPMENT SERVICES	MULTI-TRADE INSPECTOR - ELEVATOR	0	0	0	1
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	0	0	0	1
DEVELOPMENT SERVICES	ZONING INSPECTOR	0	0	0	1
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	0	0	0	1
DEVELOPMENT SERVICES		0	0	0	18
	PLANNING	11	10	10	28
INFORMATION TECHNOLOGY	DIRECTOR OF INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	DEPUTY DIRECTOR INFORMATION TECHNOLOGY	1	1	1	1
INFORMATION TECHNOLOGY	MANAGEMENT ANALYST	1	1	1	0
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER II	0	0	1	1
INFORMATION TECHNOLOGY	SYSTEM DEVELOPER III	4	5	6	6
INFORMATION TECHNOLOGY	APPLICATION DEVELOPER	1	1	1	1
INFORMATION TECHNOLOGY	APPLICATION DEVELOPER I	0	0	0	1
INFORMATION TECHNOLOGY	USER SYSTEM CONSULTANT III	2	2	2	2
INFORMATION TECHNOLOGY	CHIEF NETWORK ENGINEER	1	1	1	1
INFORMATION TECHNOLOGY	NETWORK ENGINEER III	2	2	2	2
INFORMATION TECHNOLOGY	PROJECT COORDINATOR	1	1	1	1
INFORMATION TECHNOLOGY Total		14	15	17	17
	INFORMATION TECHNOLOGY	14	15	17	17
NR ADMIN	DIRECTOR OF DNR	0	1	1	1
NR ADMIN	OFFICE ASSISTANT II	1	1	1	1
NR REGULATORY COMPLIANCE	ACCOUNTANT II	1	1	1	1
NEIGHBORHOOD RELATIONS ADMIN		2	3	3	3
COMMUNITY ENGAGEMENT	DIV DIRC COMM ENGAGEMENT	0	1	1	1
COMMUNITY ENGAGEMENT	SENIOR PROGRAM COORDINATOR	0	0	0	1
COMMUNITY ENGAGEMENT	PROGRAM COORDINATOR	0	0	0	1
NEIGHBORHOOD RELATIONS COMM ENGAG		0	1	1	3

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
HOUSING SERVICES	DIV DIRC HOUSING SERVICES	0	1	1	1
HOUSING SERVICES	COMMUNITY RESOURCE SPECIALIST	1	1	1	1
HOUSING SERVICES	GRANTS ADMINISTRATOR	1	1	1	1
HOUSING SERVICES	HQS INSPECTOR	0	0	0	1
HOUSING SERVICES	OFFICE SPECIALIST	0	1	1	1
HOUSING SERVICES	REHABILITATION SPECIALIST I	2	2	2	3
HOUSING SERVICES	SENIOR PROGRAM ADMINISTRATOR	0	0	0	1
HOUSING SERVICES	SENIOR PROGRAM COORDINATOR	0	0	0	1
HOUSING SERVICES	DEPUTY DIRECTOR DNR	1	0	0	0
HOUSING SERVICES	MANAGER DNR SERVICES	1	1	1	0
HOUSING SERVICES	ACCOUNTANT I	1	1	1	0
HOUSING SERVICES	ACCOUNTING SPECIALIST II	1	1	1	0
HOUSING SERVICES	REHABILITATION SPECIALIST II	1	2	2	0
HOUSING SERVICES	REHABILITATION SPECIALIST III	1	0	0	0
HOUSING SERVICES	OFFICE ASSISTANT I	1	0	0	0
HOUSING SERVICES	OFFICE ASSISTANT II	1	0	0	0
HOUSING AND NEIGH. DEV.		12	11	11	10
DEVELOPMENT SERVICES	DIV DIRECTOR PROP CODE DEV SV	0	1	1	0
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	0	1	1	0
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	0	1	1	0
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	0	1	1	0
DEVELOPMENT SERVICES	PLAN REVIEWER	0	1	1	0
DEVELOPMENT SERVICES	OFFICE SPECIALIST	0	1	1	0
DEVELOPMENT SERVICES	TRADE INSPECTOR	0	5	5	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	0	1	1	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	0	2	2	0
DEVELOPMENT SERVICES	ZONING INSPECTOR	0	1	1	0
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	0	1	1	0
DEVELOPMENT SERVICES		0	16	16	0
CODE ENFORCEMENT	MANAGER PROPERTY CODE SERVICES	0	1	1	1
CODE ENFORCEMENT	SUPERVISOR II	0	1	1	1
CODE ENFORCEMENT	OFFICE SPECIALIST	0	1	1	0
CODE ENFORCEMENT	OFFICE ASSISTANT II	0	1	1	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR II	0	1	1	1
CODE ENFORCEMENT	EQUIPMENT OPERATOR III	0	1	1	1
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	0	1	1	0
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	0	8	8	9
CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	0	1	1	1
CODE ENFORCEMENT Total		0	16	16	15
NEIGHBORHOOD RELATIONS (FORMER HND)		14	47	47	31
POLICE ADMINISTRATION	POLICE CHIEF	1	1	1	1
POLICE ADMINISTRATION	DEPUTY CHIEF OF POLICE	1	1	1	1
POLICE ADMINISTRATION	ATTORNEY III	1	1	0	0
POLICE ADMINISTRATION	SENIOR ATTORNEY	0	0	1	1
POLICE ADMINISTRATION	POLICE MAJOR	0	1	1	1
POLICE ADMINISTRATION	POLICE DETECTIVE	1	2	2	1
POLICE ADMINISTRATION	POLICE LIEUTENANT	1	1	1	1
POLICE ADMINISTRATION	POLICE SERGEANT	0	0	1	0
POLICE ADMINISTRATION	POLICE CAPTAIN	1	0	0	1
POLICE ADMINISTRATION	POLICE OFFICER	0	0	1	2
POLICE ADMINISTRATION	EXECUTIVE ASSISTANT I	1	1	1	1
POLICE ADMINISTRATION	SENIOR PROJECT MANAGER	0	1	1	1
POLICE ADMINISTRATION	PUBLIC RELATIONS SPECIALIST	0	0	1	1
POLICE ADMINISTRATION	SENIOR PROGRAM COORDINATOR	0	0	0	1
POLICE ADMINISTRATION Total		7	9	12	13

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
POLICE PROFESSIONAL STANDARDS	POLICE CAPTAIN	1	0	0	0
POLICE PROFESSIONAL STANDARDS	POLICE LIEUTENANT	2	1	1	1
POLICE PROFESSIONAL STANDARDS	POLICE SERGEANT	0	2	1	1
POLICE PROFESSIONAL STANDARDS Total		3	3	2	2
POLICE EXEC SERVICES	CRIME ANALYSIS UNIT COORDINATOR	1	1	1	1
POLICE EXEC SERVICES	CRIME ANALYST	2	2	2	2
POLICE EXEC SERVICES	POLICE SERGEANT	1	1	1	0
POLICE EXEC SERVICES	POLICE OFFICER	1	1	1	0
POLICE EXEC SERVICES	BUSINESS SERVICE MANAGER	0	0	1	1
POLICE EXEC SERVICES	ACCOUNTANT I	1	1	0	0
POLICE EXEC SERVICES	OFFICE ASSISTANT II	2	2	1	1
POLICE EXEC SERVICES	SENIOR PROJECT MANAGER	1	1	1	1
POLICE EXECUTIVE SERVICES Total		9	9	8	6
POLICE RECRUITING & HIRING	POLICE SERGEANT	1	1	0	0
POLICE TRAINING	POLICE LIEUTENANT	1	1	1	1
POLICE TRAINING	POLICE SERGEANT	1	1	1	2
POLICE TRAINING	POLICE CORPORAL	1	1	1	0
POLICE TRAINING	POLICE OFFICER	2	2	4	3
POLICE TRAINING	CADETS	0	0	5	2
POLICE TRAINING	OFFICE ASSISTANT III	1	1	1	0
POLICE TRAINING Total		7	7	13	8
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 DETECTIVE	34	33	33	34
POLICE ADULT & JUVENILE CRIMES	POLICE LIEUTENANT	3	2	2	2
POLICE ADULT & JUVENILE CRIMES	POLICE SERGEANT	6	6	6	6
POLICE ADULT & JUVENILE CRIMES	OFFICE ASSISTANT II	2	2	1	1
POLICE ADULT & JUVENILE CRIMES	OFFICE SPECIALIST	1	1	1	1
POLICE ADULT & JUVENILE CRIMES Total		48	46	45	46
POLICE CRIME SCENE INVESTIGATION	POLICE OFFICER	6	7	5	5
POLICE CRIME SCENE INVESTIGATION	POLICE SERGEANT	2	2	2	2
POLICE CRIME SCENE INVESTIGATION Total		8	9	7	7
POLICE FIELD OPERATIONS	MAJOR POLICE	1	1	1	1
POLICE FIELD OPERATIONS	POLICE CAPTAIN	2	2	2	2
POLICE FIELD OPERATIONS	POLICE LIEUTENANT	6	6	6	6
POLICE FIELD OPERATIONS	POLICE OFFICER IN TRAINING	24	18	33	20
POLICE FIELD OPERATIONS	POLICE OFFICER	99	102	92	103
POLICE FIELD OPERATIONS	POLICE CORPORAL	14	14	12	12
POLICE FIELD OPERATIONS	POLICE SERGEANT	17	12	14	14
POLICE FIELD OPERATIONS	OFFICE ASSISTANT II	0	0	1	1
POLICE FIELD OPS UNIT Total		163	155	161	159
POLICE COMMUNITY OFFICERS	POLICE OFFICER	12	14	14	15
POLICE COMMUNITY OFFICERS	POLICE SERGEANT	2	2	2	2
POLICE COMMUNITY OFFICERS Total		14	16	16	17
POLICE BICYCLE UNIT	POLICE SERGEANT	1	1	1	1
POLICE BICYCLE UNIT	POLICE OFFICER	2	5	3	4
POLICE BICYCLE UNIT	POLICE CORPORAL	1	1	0	0
POLICE BICYCLE UNIT Total		4	7	4	5
POLICE MOTORCYCLE UNIT	POLICE LIEUTENANT	0	1	1	1
POLICE MOTORCYCLE UNIT	POLICE SERGEANT	1	1	1	2
POLICE MOTORCYCLE UNIT	POLICE OFFICER	3	5	6	6
POLICE MOTORCYCLE UNIT	POLICE CORPORAL	1	1	0	0
POLICE MOTORCYCLE UNIT Total		5	8	8	9

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
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	POLICE OFFICER	17	15	16	15
POLICE NARCOTICS UNIT	POLICE CORPORAL	2	2	0	0
POLICE NARCOTICS UNIT	POLICE SERGEANT	2	2	2	2
POLICE NARCOTICS UNIT	OFFICE SPECIALIST	0	0	1	1
POLICE NARCOTICS UNIT	POLICE DETECTIVE	0	0	1	2
POLICE NARCOTICS UNIT	OFFICE ASSISTANT II	1	1	0	0
POLICE NARCOTICS UNIT Total		25	23	23	23
POLICE CANINE UNIT	POLICE SERGEANT	1	1	1	1
POLICE CANINE UNIT	POLICE OFFICER	7	8	6	7
POLICE CANINE UNIT	POLICE CORPORAL	1	0	0	0
POLICE CANINE UNIT Total		9	9	7	8
POLICE SCHOOL RESOURCE PROGRAM	POLICE SERGEANT	1	1	1	1
POLICE SCHOOL RESOURCE PROGRAM	POLICE OFFICER	9	9	6	6
POLICE SCHOOL RESOURCE PROGRAM	POLICE LIEUTENANT	1	0	0	0
POLICE SCHOOL RESOURCE PROGRAM	POLICE CORPORAL	1	1	0	0
POLICE SCHOOL RESOURCE PROGRAM Total		12	11	7	7
POLICE ANIMAL CONTROL	SUPERVISOR II	1	1	1	1
POLICE ANIMAL CONTROL	SENIOR ANIMAL CONTROL OFFICER	2	1	1	1
POLICE ANIMAL CONTROL	ANIMAL CONTROL OFFICER	3	4	4	4
POLICE ANIMAL CONTROL Total		6	6	6	6
POLICE CODE ENFORCEMENT	OFFICE SPECIALIST	1	0	0	0
POLICE CODE ENFORCEMENT	SUPERVISOR II	2	0	0	0
POLICE CODE ENFORCEMENT	MANAGER CODE SERVICES	1	0	0	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR II	1	0	0	0
POLICE CODE ENFORCEMENT	EQUIPMENT OPERATOR III	1	0	0	0
POLICE CODE ENFORCEMENT	OFFICE ASSISTANT II	1	0	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR I	1	0	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR II	5	0	0	0
POLICE CODE ENFORCEMENT	PROPERTY MAINT INSPECTOR III	1	0	0	0
POLICE CODE ENFORCEMENT Total		14	0	0	0
POLICE VOLUNTEERS	PROJECT COORDINATOR	0	0	1	1
POLICE VOLUNTEERS	OFFICE SPECIALIST	1	1	0	0
POLICE VOLUNTEERS Total		1	1	1	1
POLICE PHYSICAL SERVICES	SUPERVISOR I	0	0	1	1
POLICE PHYSICAL SERVICES	SUPERVISOR II	1	1	1	1
POLICE PHYSICAL SERVICES	INVENTORY SPECIALIST	5	6	5	5
POLICE PHYSICAL SERVICES	POLICE LIEUTENANT	0	1	1	1
POLICE PHYSICAL SERVICES	POLICE SERGEANT	2	2	1	1
POLICE RECORDS	OFFICE ASSISTANT I	2	2	2	2
POLICE RECORDS	OFFICE ASSISTANT II	16.5	16.5	16.5	0
POLICE RECORDS	POLICE RECORDS CLERK	0	0	0	16.5
POLICE RECORDS	SUPERVISOR I	2	2	2	2
POLICE RECORDS	POLICE LIEUTENANT	1	1	1	1
RECORDS/PHYSICAL SERVICES Total		29.5	31.5	30.5	30.5
POLICE COMPUTER	SYSTEM DEVELOPER II	2	2	2	1
POLICE COMPUTER	SYSTEM DEVELOPER III	1	1	0	1
POLICE COMPUTER	NETWORK ENGINEER III	0	0	1	1
POLICE COMPUTER Total		3	3	3	3
POLICE		367.5	353.5	353.5	350.5

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
ADMINISTRATION	DIRECTOR OF PUBLIC WORKS	1	1	1	1
ADMINISTRATION	MANAGEMENT ANALYST	0	0	1	1
ADMINISTRATION	OFFICE ASSISTANT III	1	1	1	1
ADMINISTRATION	MANAGER COMMUNITY EDUCATION	0	1	1	1
ADMINISTRATION Total		2	3	4	4
TECH SUPPORT GROUP	MANAGER TECHNICAL SUPPORT	1	1	1	1
TECH SUPPORT GROUP	SENIOR GIS ANALYST	0	0	0	1
TECH SUPPORT GROUP	PROJECT ADMINISTRATOR	0	0	0	1
TECH SUPPORT GROUP	MANAGER COMMUNITY EDUCATION	1	0	0	0
TECH SUPPORT GROUP	ENGINEERING TECHNICIAN II	1	1	4	2
TECH SUPPORT GROUP	GIS ANALYST	0	0	0	2
TECH SUPPORT GROUP	SOLUTIONS ARCHITECT	0	0	0	1
TECH SUPPORT GROUP	TECH SUPPORT ANALYST II	1	1	1	1
TECH SUPPORT GROUP	USER SYSTEM CONSULTANT II	1	1	1	1
TECH SUPPORT GROUP	SENIOR PROJECT MANAGER	1	0	0	0
TECH SUPPORT GROUP	ENGINEERING TECHNICIAN I	0	0	1	0
TECH SUPPORT GROUP	SYSTEM DEVELOPER III	0	0	1	0
TECH SUPPORT GROUP	MANAGEMENT ANALYST	0	0	1	0
TECH SUPPORT GROUP Total		6	4	10	10
DEVELOPMENT SERVICES	MANAGER SPECIAL PROJECTS	1	0	0	0
DEVELOPMENT SERVICES	COMPLIANCE INSPECTOR I	1	0	0	0
DEVELOPMENT SERVICES	CODE ENFORCEMENT DIRECTOR	1	0	0	0
DEVELOPMENT SERVICES	PLAN REVIEWER	1	0	0	0
DEVELOPMENT SERVICES	OFFICE SPECIALIST	1	0	0	0
DEVELOPMENT SERVICES	MANAGER FIELD SERVICES	1	0	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR	4	0	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - MOBILE HOME	1	0	0	0
DEVELOPMENT SERVICES	TRADE INSPECTOR - ELEVATOR	2	0	0	0
DEVELOPMENT SERVICES	ACCOUNTING SPECIALIST II	1	0	0	0
DEVELOPMENT SERVICES Total		14	0	0	0
PROJECT MANAGEMENT	ACCOUNTING SPECIALIST II	1	1	1	1
PROJECT MANAGEMENT	ASSISTANT CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	CITY ENGINEER	1	1	1	1
PROJECT MANAGEMENT	ENGINEER II	3	3	3	4
PROJECT MANAGEMENT	ENGINEER III	0	0	1	1
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN I	1	2	2	2
PROJECT MANAGEMENT	ENGINEERING TECHNICIAN II	4	3	3	3
PROJECT MANAGEMENT	MANAGER PAVEMENT IMPROVEMENTS	1	1	1	1
PROJECT MANAGEMENT	OFFICE ASSISTANT III	1	1	1	1
PROJECT MANAGEMENT	ENGINEER I	1	1	0	0
PROJECT MANAGEMENT	REAL ESTATE OFFICER	1	1	1	0
PROJECT MANAGEMENT Total		15	15	15	15
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN I	3	3	3	3
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN II	4	4	3	3
ROW & SURVEY MANAGEMENT	ENGINEERING TECHNICIAN III	2	2	2	2
ROW & SURVEY MANAGEMENT	MANAGER CONSTRUCTION INSPECTI	1	1	1	1
ROW & SURVEY MANAGEMENT	MANAGER SURVEY DESIGN & REC	1	1	1	1
ROW & SURVEY MANAGEMENT	RIGHT OF WAY AGENT	0	0	0	1
ROW & SURVEY MANAGEMENT Total		11	11	10	11
FORESTRY	MANAGER FORESTRY	1	1	1	1
FORESTRY	SUPERVISOR III	0	1	1	1
FORESTRY	ARBORIST I	1	1	1	3
FORESTRY	ARBORIST II	3	3	3	2
FORESTRY	ARBORIST III	4	3	3	2
FORESTRY Total		9	9	9	9
	PUBLIC WORKS (GENERAL FUND)	57	42	48	49

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
METER PARKING	MANAGER PARKING	1	1	1	1
METER PARKING	SUPERVISOR I	1	1	1	1
METER PARKING	SUPERVISOR II	1	1	1	1
METER PARKING	OFFICE ASSISTANT II	1	1	1	1
METER PARKING	OFFICE ASSISTANT III	1	1	1	1
METER PARKING	MAINTENANCE WORKER II	4	4	4	4
METER PARKING	PARKING CONTROL OFFICER I	3	3	4	4
METER PARKING	SYSTEM DEVELOPER I	1	1	1	1
METER PARKING	PARKING CONTROL OFFICER II	1	1	0	0
PARKING Total		14	14	14	14
FLEET MANAGEMENT	MANAGER FLEET SERVICES	1	1	1	1
FLEET MANAGEMENT	ACCOUNTING SPECIALIST I	1	1	1	1
FLEET MANAGEMENT	MASTER MECHANIC	7	7	7	7
FLEET MANAGEMENT	MECHANIC I	0	0	0	2
FLEET MANAGEMENT	MECHANIC II	0	0	0	6
FLEET MANAGEMENT	OFFICE ASSISTANT II	1	1	1	1
FLEET MANAGEMENT	OFFICE SPECIALIST	1	1	1	1
FLEET MANAGEMENT	SUPERVISOR III	4	4	4	4
FLEET MANAGEMENT	MAINTENANCE WORKER II	2	2	2	0
FLEET MANAGEMENT	MAINTENANCE WORKER III	6	6	6	0
FLEET MANAGEMENT Total		23	23	23	23
ADMIN & FACILITIES	MANAGER FACILITIES	1	1	1	1
ADMIN & FACILITIES	CARPENTER	1	1	1	1
ADMIN & FACILITIES	ELECTRICIAN	1	1	1	1
ADMIN & FACILITIES	HVAC SPECIALIST	0	0	0	1
ADMIN & FACILITIES	SUPERVISOR II	1	1	1	1
ADMIN & FACILITIES	OFFICE ASSISTANT III	1	1	1	1
ADMIN & FACILITIES	MAINTENANCE WORKER I	3	5	6	6
ADMIN & FACILITIES	MAINTENANCE WORKER II	4	4	5	5
ADMIN & FACILITIES	MAINTENANCE WORKER III	1	1	1	2
ADMIN & FACILITIES	PLUMBER	1	1	1	1
ADMIN & FACILITIES	HVAC SPECIALIST II	1	1	1	0
ADMIN & FACILITIES Total		15	17	19	20
TO STREET MAINTENANCE	DIRECTOR STREET MAINT & TRAFFIC OPS	1	1	1	1
TO STREET MAINTENANCE	ASSISTANT SUPERINTENDENT SM & TO	1	1	1	1
TO STREET MAINTENANCE	INFRASTRUCTURE SUPPORT MANAGER	4	4	4	4
TO STREET MAINTENANCE	MANAGER QUALITY ASSURANCE	2	2	2	2
TO STREET MAINTENANCE	OFFICE ASSISTANT I	1	1	1	1
TO STREET MAINTENANCE	OFFICE ASSISTANT III	2	2	2	2
TO STREET MAINTENANCE	SENIOR PROGRAM COORDINATOR	2	2	2	2
TO STREET MAINTENANCE	EQUIPMENT OPERATOR	33	41	41	41
TO MAIN STREET (QA) Total		46	54	54	54
TO TRAFFIC OPERATIONS	TRAFFIC OPS ADMINISTRATOR	1	1	1	1
TO TRAFFIC OPERATIONS	OFFICE ASSISTANT III	1	1	1	1
TO TRAFFIC OPERATIONS	ELECTRONICS TECHNICIAN I	2	2	1	1
TO TRAFFIC OPERATIONS	ELECTRONICS TECHNICIAN II	2	2	3	3
TO TRAFFIC OPERATIONS	INFRASTRUCTURE SUPPORT MANAGER	2	2	2	2
TO TRAFFIC OPERATIONS	EQUIPMENT OPERATOR I	5	5	3	3
TO TRAFFIC OPERATIONS	EQUIPMENT OPERATOR II	0	0	2	2
TO MAIN TRAFFIC OPS Total		13	13	13	13
PUBLIC WORKS TOTAL		168	163	171	173
ASSET MGMT WA PROJECT MGMT	ADMINISTRATIVE OFFICER	1	1	1	0
ASSET MGMT WA PROJECT MGMT	ENGINEER II	1	1	1	1
ASSET MGMT WA PROJECT MGMT	ENGINEER IN TRAINING	0	0	0	1
ASSET MGMT WA PROJECT MGMT	DIRECTOR OF UTILITIES INFRASTR	1	1	1	0
ASSET MGMT WA PROJECT MGMT Total		3	3	3	2

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
ASSET MGMT SW PROJECT MGMT	ENGINEER II	1	1	1	2
ASSET MGMT SW PROJECT MGMT	ENGINEERING TECHNICIAN II	1	1	0	0
ASSET MGMT SW PROJECT MGMT	ENGINEERING IN TRAINING	0	0	1	1
ASSET MGMT SW PROJECT MGMT	ENGINEER I	0	1	1	0
ASSET MGMT SW PROJECT MGMT Total		2	3	3	3
ASSET MGMT WW PROJECT MGMT	ENGINEER IN TRAINING	0	0	1	0
ASSET MGMT WW PROJECT MGMT	ENGINEER II	1	1	1	0
ASSET MGMT WW PROJECT MGMT	ENGINEER III	0	0	0	1
ASSET MGMT WW PROJECT MGMT Total		1	1	2	1
	ASSET MANAGEMENT	6	7	8	6
BUS & CUST SERVICE WATER ADMIN	ACCOUNTANT I	1	1	0	0
BUS & CUST SERVICE WATER ADMIN	ACCOUNTANT II	0	0	1	1
BUS & CUST SERVICE WATER ADMIN	OFFICE ASSISTANT III	3	3	3	2
BCS WATER ADMIN Total		4	4	4	3
BUS & CUST SERVICE CUSTOMER CARE	DIRECTOR OF CUSTOMER SERVICE	1	1	1	0
BUS & CUST SERVICE CUSTOMER CARE	MANAGER SUPPORT	1	1	1	0
BUS & CUST SERVICE CUSTOMER CARE	OFFICE SPECIALIST	1	1	1	1
BUS & CUST SERVICE CUSTOMER CARE	SUPERVISOR II	2	2	2	2
BUS & CUST SERVICE CUSTOMER CARE	BUSINESS SUPPORT ANALYST	1	1	1	1
BUS & CUST SERVICE CUSTOMER CARE	INFRASTRUCTURE SUPPORT MANAGER	0	0	0	1
BUS & CUST SERVICE CUSTOMER CARE	OFFICE ASSISTANT II	9	9	9	10
BUS & CUST SERVICE CUSTOMER CARE	OFFICE ASSISTANT III	2	2	2	2
BCS CUSTOMER CARE Total		17	17	17	17
BUS & CUST SERVICE UTILITY BILLING	INFRASTRUCTURE SUPPORT MANAGER	0	0	0	1
BUS & CUST SERVICE UTILITY BILLING	MANAGER SUPPORT	1	1	1	0
BUS & CUST SERVICE UTILITY BILLING	OFFICE SPECIALIST	1	1	1	1
BUS & CUST SERVICE UTILITY BILLING	OFFICE ASSISTANT II	1	1	1	0
BUS & CUST SERVICE UTILITY BILLING	OFFICE ASSISTANT III	1	1	1	2
BCS UTILITY BILLING Total		4	4	4	4
BUS & CUST SERVICE UTILITIES ADMIN	INFRASTRUCTURE SUPPORT MANAGER	1	1	1	0
BUS & CUST SERVICE UTILITIES ADMIN	EXECUTIVE ASSISTANT I	1	1	1	0
BUS & CUST SERVICE UTILITIES ADMIN	UTILITIES & TRANSP COORDINATOR	1	1	1	0
BUS & CUST SERVICE UTILITIES ADMIN	DIRECTOR OF BUSINESS SERVICES	1	1	1	0
BUS & CUST SERVICE UTILITIES ADMIN	UTILITIES SUPERINTENDENT	1	1	0	0
BUS & CUST SERVICE UTILITIES ADMIN	UTILITIES DIRECTOR	0	0	0	1
BUS & CUST SERVICE UTILITIES ADMIN	DEPUTY UTILITIES DIRECTOR	0	0	0	1
BUS & CUST SERVICE UTILITIES ADMIN	BUS & CUST SERVICES GENERAL MANAGER	0	0	0	1
BUS & CUST SERVICE UTILITIES ADMIN	MANAGEMENT ANALYST	0	0	0	1
BUS & CUST SERVICE UTILITIES ADMIN	ENGINEER III (ASSET MANAGER)	0	0	0	1
BCS UTILITIES ADMIN Total		5	5	4	5
	BUSINESS & CUSTOMER SERVICES	30	30	30	29
WPC NPDES	MANAGER WPC OPERATIONS	1	1	1	0
WPC NPDES Total		1	1	1	0
WPC STORMWATER ADMIN	OFFICE ASSISTANT II	1	1	1	0
WPC STORMWATER ADMIN	OFFICE ASSISTANT III	0	0	0	1
WPC STORMWATER ADMIN Total		1	1	1	1
WPC SW MAINT COLLECTIONS	WPC EQUIP OPERATOR SL I	0	0	0	5
WPC SW MAINT COLLECTIONS	WPC EQUIP OPERATOR SL II	0	0	0	2
WPC SW MAINT COLLECTIONS	WPC EQUIP OPERATOR SL III	0	0	0	8
WPC MAINT SW COLLECTIONS Total		0	0	0	15
WPC MAINT DITCHES	MANAGER SUPPORT	1	1	1	1
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL I	1	1	1	0
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL II	1	0	0	0
WPC MAINT DITCHES	WPC EQUIP OPERATOR SL III	0	0	0	2
WPC MAINT DITCHES Total		3	2	2	3

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
WPC BMP MANAGEMENT	MANAGER SUPPORT	1	1	1	0
WPC BMP MANAGEMENT	EROSION CONTROL INSPECTOR II	1	1	1	1
WPC BMP MANAGEMENT	HORTICULTURIST	1	1	1	1
WPC BMP MANAGEMENT Total		3	3	3	2
WPC NPDES	ENVIRONMENTAL TECHNICIAN I	2	2	2	1
WPC NPDES	SW PERMIT COORDINATOR	0	0	0	1
WPC NPDES Total		2	2	2	2
WPC WASTERWATER ADMIN	ADMINISTRATIVE OFFICER	1	1	1	1
WPC WASTERWATER ADMIN	OFFICE ASSISTANT III	2	2	2	2
WPC WASTERWATER ADMIN Total		3	3	3	3
WPC MAIN PUMP STATIONS	WPC MAINT MECHANIC SL II	1	1	1	0
WPC MAIN PUMP STATIONS Total		1	1	1	0
WPC MAIN OAKLOAD PLANT	WPC MAINT MECHANIC SL II	1	1	1	0
WPC MAIN OAKLOAD PLANT Total		1	1	1	0
WPC MAIN OAKLOAD PLANT	MANAGER SUPPORT	1	1	1	0
WPC MAIN OAKLOAD PLANT Total		1	1	1	0
WPC OPS OAKLAND PLANT	WPC MAINTENANCE MECHANIC II	1	1	1	0
WPC OPS OAKLAND PLANT Total		1	1	1	0
WPC MAINT PUMP STATIONS	MANAGER SUPPORT	1	1	1	1
WPC MAINT PUMP STATIONS	WPC MAINT MECHANIC SL I	2	2	2	4
WPC MAINT PUMP STATIONS	WPC MAINT MECHANIC SL III	4	4	4	4
WPC MAINT PUMP STATIONS Total		7	7	7	9
WPC MAINT OAKLAND PLANT	MANAGER SUPPORT	0	0	0	1
WPC MAINT OAKLAND PLANT	WPC MAINT MECHANIC SL I	0	0	0	1
WPC MAINT OAKLAND PLANT	WPC ELECT & INST MECH-E&I SLI	0	0	0	2
WPC MAINT OAKLAND PLANT	WPC ELECT & INST MECH-E&I SL II	1	1	1	0
WPC MAINT OAKLAND PLANT	WPC ELEC & INSTRUMENT MECHANIC III	0	0	0	1
WPC MAINT OAKLAND PLANT Total		1	1	1	5
WPC MAINT N TOPEKA PLAN	WPC ELECT & INST MECH-E&I SLII	1	1	1	0
WPC MAINT N TOPEKA PLAN	WPC MAINT MECHANIC SL III	2	2	2	2
WPC MAINT N TOPEKA PLAN	WPC MAINTENANCE MECHANIC II	1	1	1	0
WPC MAINT N TOPEKA PLAN	WPC ELECT & INST MECH-E&I SLI	0	0	0	1
WPC MAINT N TOPEKA PLAN	WPC MAINT MECHANIC SL I	0	0	0	3
WPC MAINT N TOPEKA PLAN Total		4	4	4	6
WPC OPS LAB	BIOLOGIST	2	2	2	2
WPC OPS LAB	LABORATORY TECHNICIAN	1	1	1	0
WPC OPS LAB	MANAGER LABORATORY OPERATIONS	1	1	1	1
WPC OPS LAB	ENVIRONMENTAL TECHNICIAN II	0	0	0	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	3
WPC OPS OAKLAND PLANT	WPC PLANT OPERATOR SL II	1	1	1	1
WPC OPS OAKLAND PLANT	WPC PLANT OPERATOR SL IV	9	9	9	8
WPC OPS OAKLAND PLANT	WPC ELECT & INST MECH-E&I SL I	1	1	1	0
WPC OPS OAKLAND PLANT	SENIOR PROJECT MANAGER	0	0	0	1
WPC OPS OAKLAND PLANT Total		15	15	15	16
WPC OPS N TOPEKA PLANT	WPC PLANT OPERATOR SL I	0	0	0	1
WPC OPS N TOPEKA PLANT	WPC PLANT OPERATOR SL II	0	0	0	1
WPC OPS N TOPEKA PLANT	WPC PLANT OPERATOR SL IV	4	4	4	1
WPC OPS N TOPEKA PLANT Total		4	4	4	3

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
WPC SHERWOOD TREATMENT	WPC PLANT OPERATOR SL IV	2	2	2	2
WPC SHERWOOD TREATMENT Total		2	2	2	2
WPC MAINT WW COLLECTIONS	INFRASTRUCTURE SUPPORT MANAGER	0	0	0	2
WPC MAINT WW COLLECTIONS	MANAGER WPC OPERATIONS	0	0	0	1
WPC MAINT WW COLLECTIONS	MANAGER SUPPORT	2	2	2	0
WPC MAINT WW COLLECTIONS	SUPERVISOR III	1	1	1	0
WPC MAINT WW COLLECTIONS	WPC I&I /CCTV SL II	3	3	3	2
WPC MAINT WW COLLECTIONS	WPC EQUIP OPERATOR SL I	8	8	8	3
WPC MAINT WW COLLECTIONS	WPC EQUIP OPERATOR SL II	3	3	3	1
WPC MAINT WW COLLECTIONS	WPC EQUIP OPERATOR SL III	12	12	12	7
WPC MAINT WW COLLECTIONS	WPC ELECT & INST MECH-E&I SL I	0	0	0	1
WPC MAINT WW COLLECTIONS Total		29	29	29	17
	WATER POLUTION CONTROL	86	85	85	91
UTILITY INFRA TECHNICAL ANALYSIS	SENIOR PROJECT MANAGER	1	1	1	0
UTILITY INFRA TECHNICAL ANALYSIS	ENGINEERING TECHNICIAN II	2	2	0	0
TECHNICAL ANALYSIS Total		3	3	1	0
UTILITY INFRA UTILITY REPAIR & INSPECTION	MANAGER SUPPORT	1	1	1	0
UTILITY INFRA UTILITY REPAIR & INSPECTION	OFFICE ASSISTANT III	1	1	1	0
UTILITY INFRA UTILITY REPAIR & INSPECTION	ENGINEERING TECHNICIAN II	2	2	1	0
UTILITY REPAIR & INSPECTION Total		4	4	3	0
WATER SERVICES MAIN DISTRIBUTION	FOREPERSON	3	3	3	0
WS MAIN DISTRIBUTION Total		3	3	3	0
WATER SERVICES METER MAINT	MANAGER SUPPORT	1	1	0	0
WATER SERVICES METER MAINT	DIRECTOR OF WATER METER SERVICES	0	0	1	1
WATER SERVICES METER MAINT	SUPERVISOR II	2	2	2	0
WATER SERVICES METER MAINT	OFFICE ASSISTANT II	1	1	1	1
WATER SERVICES METER MAINT	LEADPERSON	1	1	1	2
WATER SERVICES METER MAINT	UTILITY SYSTEM WORKER I	0	0	1	2
WATER SERVICES METER MAINT	UTILITY SYSTEM WORKER II	5	5	5	6
WATER SERVICES METER MAINT	UTILITY SYSTEM WORKER III	6	6	6	6
WATER SERVICES METER MAINT	INFRASTRUCTURE SUPPORT MANAGER	0	0	0	2
WS METER MAINT Total		20	20	20	20
WATER SERVICES BACKFLOW	CROSS CONNECTION INSP I	1	1	1	1
WS BACKFLOW Total		1	1	1	1
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	2
WATER SERVICES MAIN DISTRIBUTION	OFFICE ASSISTANT III	2	2	2	2
WATER SERVICES MAIN DISTRIBUTION	FOREPERSON	8	8	8	10
WATER SERVICES MAIN DISTRIBUTION	LEADPERSON	6	6	6	7
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER I	0	0	0	1
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER II	8	8	8	13
WATER SERVICES MAIN DISTRIBUTION	UTILITY SYSTEM WORKER III	5	5	5	0
WATER SERVICES MAIN DISTRIBUTION	WATER INVENTORY SPECIALIST	1	1	1	1
WATER SERVICES MAIN DISTRIBUTION	ENGINEERING TECHNICIAN II	0	0	0	2
WATER SERVICES MAIN DISTRIBUTION	PUBLIC RELATIONS SPECIALIST	0	0	0	1
WS MAIN DISTRIBUTION Total		35	35	35	41
WATER SERVICES OPS TREATMENT	WATER SYSTEM GENERAL MANAGER	1	1	1	1
WATER SERVICES OPS TREATMENT	MANAGER WATER TREATMENT PLANT	1	1	1	1
WATER SERVICES OPS TREATMENT	WATER PLANT OPERATOR	1	1	1	1
WATER SERVICES OPS TREATMENT	CLASS IV WATER PLANT OPERATOR	5	5	5	5
WATER SERVICES OPS TREATMENT	CHEMIST	0	0	0	1
WATER SERVICES OPS TREATMENT	LABORATORY TECHNICIAN	0	0	0	1
WS OPS TREATMENT Total		8	8	8	10

4 YEAR PERSONNEL HISTORY



Division Description	Position Description	2015 FTE	2016 FTE	2017 FTE	2018 FTE
UTILITY INFRA OPS LAB	CHEMIST	1	1	1	0
UTILITY INFRA OPS LAB	LABORATORY TECHNICIAN	1	1	1	0
WS OPS LAB Total		2	2	2	0
WATER SERVICES OPS SCADA	SYSTEM DEVELOPER I	1	1	0	0
WATER SERVICES OPS SCADA	NETWORK ENGINEER III	0	0	1	2
WATER SERVICES OPS SCADA	ELEC / INSTRUMENT MECH II	1	1	1	1
WS OPS SCADA Total		2	2	2	3
WATER SERVICES MAINT PLANT	DIRECTOR OF WATER PLANT OPS	0	0	0	1
WATER SERVICES MAINT PLANT	OFFICE ASSISTANT III	0	0	0	1
WATER SERVICES MAINT PLANT	MANAGER SUPPORT	2	2	2	1
WATER SERVICES MAINT PLANT	ELECTRICIAN	1	1	1	2
WATER SERVICES MAINT PLANT	FOREPERSON	5	5	5	3
WATER SERVICES MAINT PLANT	LEADPERSON	3	3	3	3
WATER SERVICES MAINT PLANT	UTILITY SYSTEM WORKER II	3	3	3	5
WATER SERVICES MAINT PLANT	UTILITY SYSTEM WORKER III	6	6	6	5
WS MAINT PLANT Total		20	20	20	21
	WATER SERVICES	96	96	96	96
	UTILITIES TOTAL	222	222	222	222
	Grand Total:	1,160.00	1,176.50	1,189.50	1,192.50

Note Public Works has been reorganized so some of the position titles and division names may have changed slightly from 2013 to 2017.

4 YEAR PERSONNEL HISTORY



Personnel Summary: 4 Year History					
Department	2015 Adopted FTE	2016 Adopted FTE	2017 Adopted FTE	2018 Adopted FTE	2018- 2017 Variance
City Council	10.5	10	10	10	0
Mayor	2	2	2	2	0
Executive	12	11	11	11	0
Admin & Financial Services	24	26	25	25	0
Fire	245	245	246	248	2
Neighborhood Relations	14	47	47	31	-16
Human Resources	11	12	13	13	0
Information Technology	14	15	17	17	0
Legal	14	15	15	15	0
Municipal Courts	23	23	23	23	0
Planning	11	10	10	28	18
Police	367.5	353.5	353.5	350.5	-3
Public Works	168	163	171	173	2
Utilities	222	222	222	222	0
Zoo	22	22	24	24	0
Total	1,160.00	1,176.50	1,189.50	1,192.50	3.00

Development Services was moved from Neighborhood Relations to Planning for the 2018 budget after a trial period.



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;
- Existing or projected revenues are sufficient to service the planned debt;
- The cost of the asset or assets financed would place an undue burden on today's current tax- or rate-payers if financed on a pay-as-you-go basis; or
- The use of debt is necessary to promote the stability over time of the City's property tax demands or user fee levels

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

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

The City strives to achieve, maintain, and, whenever possible, improve its bond credit ratings, currently assigned by Standard & Poor's Ratings Services for GO and Temp Notes, and Moody's Rating Services for Revenue Bonds. Ratings as of Fall 2016 are: General Obligation Bonds "AA"; General Obligation Temporary Notes rated "SP -1", and Revenue Bonds rated "Aa3". The City understands that such ratings will facilitate the achievement of favorable interest rates in, and the preservation of its access to, the credit markets.

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

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



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

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

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

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

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

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

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

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 \$5,000 or more and a useful life of three years or more. Examples of capital assets include land, improvements to land, buildings, furniture, fixtures and equipment.

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

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

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

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

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

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

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

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

Contractual Services Account. A category of accounts used to record the authorization and expenditure of monies for the purchase of services.

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

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

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 20 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 60 days thereafter, which will be used to pay liabilities of the current period. Expenditures are recorded when the fund liability is incurred, except for debt service expenditures and the expenditures related to compensated absences and claims and judgments, which are recorded only when payment is due. All Governmental Funds and all Fiduciary Fund types except Agency Fund types are accounted for using the modified accrual basis of accounting.

Moody’s Investors and Standard & Poor’s Services. Independent corporations that provides services such as credit ratings, research, risk analysis and financial information to the capital markets. Credit ratings and research help investors analyze the credit risks associated with fixed-income securities. Such independent credit ratings and research also contribute to efficiencies in fixed-income markets and other obligations, such as insurance policies and derivative transactions, by providing credible and independent assessments of credit risk.

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

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

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

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

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

Pay-As-You-Go. Refers to requirements that new spending proposals on entitlements or tax cuts must be offset by cuts in other entitlements or by other tax increases, to ensure that their enactment does not cause a deficit.

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

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

Policy. A written statement stating an organization’s official position on an issue.

GLOSSARY OF TERMS



Practice. A customary way of operation or behavior.

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

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

Proprietary Fund Types. The generic fund types considered as Proprietary are Enterprise and Internal Service fund types.

Retained Earnings. An equity account reflecting the accumulated earnings of an Proprietary Fund.

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

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

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

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

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

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

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

CERTIFICATE

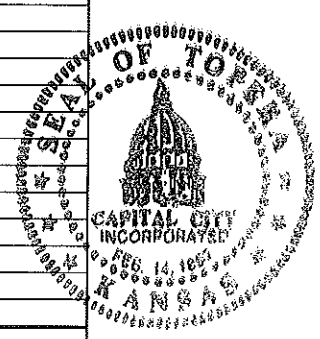
To the Clerk of Shawnee, State of Kansas

We, the undersigned, officers of

City of Topeka

- certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2018; and
 (3) the Amount(s) of 2017 Ad Valorem Tax are within statutory limitations.

			2018 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2017 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:			Page No.		
Computation to Determine Limit for 2018			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	104,951,039	26,790,949	
Debt Service	10-113	8	26,950,281	15,610,726	
Library	12-1220	8			
Special Liability	75-6110	9	1,873,297	843,978	
Retirement Reserve	Administrative	9	3,567,577		
KP&F Rate Equalization	Administrative	17	392,693		
Neighborhood Revitalization	12-17, 114	17	391,002		
Historical Asset Tourism	City Code 2-33	13	24,513		
Half Cent Sales Tax (JEDO)	Administrative	13	28,610,110		
Half Cent Sales Tax (Street)	Admin. Code Sec. 138.36	14	28,432,827		
Tax Increment Financing	12-1775 (b)(2)	14	690,000		
Court Technology	City Code 3.25.170	15	66,642		
Downtown Improvement	12-1792	15	232,555		
Special Highway	12-1, 119	10	7,334,675		
Special Alcohol & Drug	79-41A04	10	535,970		
Alcohol & Drug Safety	Administrative	11	111,220		
Law Enforcement	City Code 2-334	11	690,921		
Transient Guest Tax	Charter Ord 69	12	3,427,789		
Community Development	Administrative	12	560,000		
Employee Separation	Ord. 17546; 17505	17			
Tourism Improvement	12-1792	23	488,250		
Combined Utilities	City Code Chpt. 146, Art 1	18	69,668,726		
Public Parking	13-1379	19	3,456,048		
Facilities	Administrative	21	1,845,241		
IT	City Code Sec. 2-144		4,270,995		
Fleet	Ordinance #15665	20	3,002,938		
Non-Budgeted Funds-A		24	18,361,175		
Totals		XXXXXX	309,936,484	43,245,653	
Election Required - Review HB2088 Template.					County Clerk's Use Only
Budget Summary					
Neighborhood Revitalization Rebate					Nov 1, 2017 Total Assessed Valuation



Tax Levy for Other Agencies

Topeka Metro Transit Authority
Assisted by:

Charter Ord 115

4,909,685 4,690,187

Address:

Email:

Attest: _____ 2017

County Clerk

Larry E. Wolgast
Larry E. Wolgast, Mayor

Governing Body

ATTEST:

NOTICE OF BUDGET HEARING

The governing body of
City of Topeka

will meet on August 8, 2017 at 6:00 p.m. 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 2018 Expenditures and Amount of 2017 Ad Valorem Tax establish the maximum limits of the 2018 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

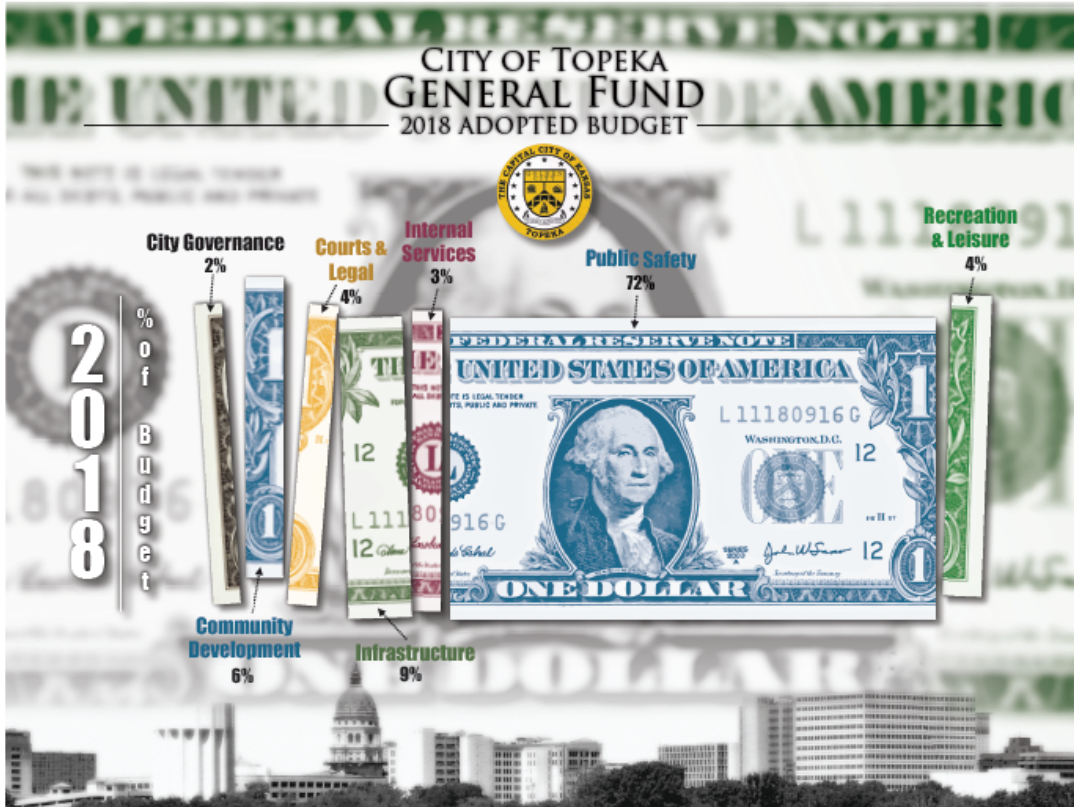
FUND	Prior Year Actual for 2016		Current Year Estimate for 2017		Proposed Budget for 2018		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2017 Ad Valorem Tax	Estimate Tax Rate *
General	87,733,374	24.662	91,932,345	24.735	104,951,039	26,790,949	24.735
Debt Service	21,023,973	14.371	19,670,236	14.413	26,950,281	15,610,726	14.413
Library							
Special Liability	437,628	0.776	1,956,507	0.779	1,873,297	843,978	0.779
Retirement Reserve	311,154		2,274,623		3,567,577		
KP&F Rate Equalization	162,398		300,000		392,693		
Neighborhood Revitalization			20,000		391,002		
Historical Asset Tourism	212,886				24,513		
Half Cent Sales Tax (JEDO)	7,355,782		13,894,102		28,610,110		
Half Cent Sales Tax (Street)	19,642,491		14,650,099		28,432,827		
Tax Increment Financing	175,522		190,000		690,000		
Court Technology	31,822		65,000		66,642		
Downtown Improvement	158,588		183,500		232,555		
Special Highway	5,686,109		6,993,704		7,334,675		
Special Alcohol & Drug	604,038		620,000		535,970		
Alcohol & Drug Safety	66,746		106,746		111,220		
Law Enforcement	532,719		690,921		690,921		
Transient Guest Tax	1,994,039		3,156,763		3,427,789		
Community Development	378,070		460,000		560,000		
Employee Separation	1,611,354		1,000,000				
Tourism Improvement					488,250		
Combined Utilities	60,395,042		68,197,279		69,668,726		
Public Parking	3,051,440		3,136,638		3,456,048		
Facilities	1,580,039		1,600,014		1,845,241		
Fleet	1,795,868		1,980,000		3,002,938		
IT	3,388,228		4,255,374		4,270,995		
Risk Funds	13,453,453		15,205,373		18,361,175		
Totals	231,782,763	39.809	252,539,224	39.927	309,936,484	43,245,653	39.927
Less: Transfers	4,267,083		2,124,139		1,321,990		
Net Expenditure	227,515,680		250,415,085		308,614,494		
Total Tax Levied	41,463,438		42,663,840		XXXXXXXXXXXXXXXXXXXX		
Assessed Valuation	1,041,624,829		1,068,583,794		1,083,134,194		
Outstanding Indebtedness, January 1,							
G.O. Bonds	190,585,000		208,005,000		199,475,000		
Revenue Bonds	138,490,000		130,460,000		147,380,000		
Other	58,133,937		52,810,634		46,909,050		
Lease Purchase Principal	3,729,468		2,797,754		3,526,552		
Total	390,938,405		394,073,388		397,290,602		

*Tax rates are expressed in mills

	2016 Actual	Mill Levy	2017 Expenditures	Mill Levy	2018 Budget Authority	Amount of 2017 Ad Valorem Tax	Estimated Tax Rate
Metropolitan Transit Author	4,654,227	4.200	4,932,745	4.200	4,909,685	4,690,187	4.200

Brenda Younger
City Official Title: City Clerk

SPENDING BREAKOUTS



PROPERTY TAX HISTORY

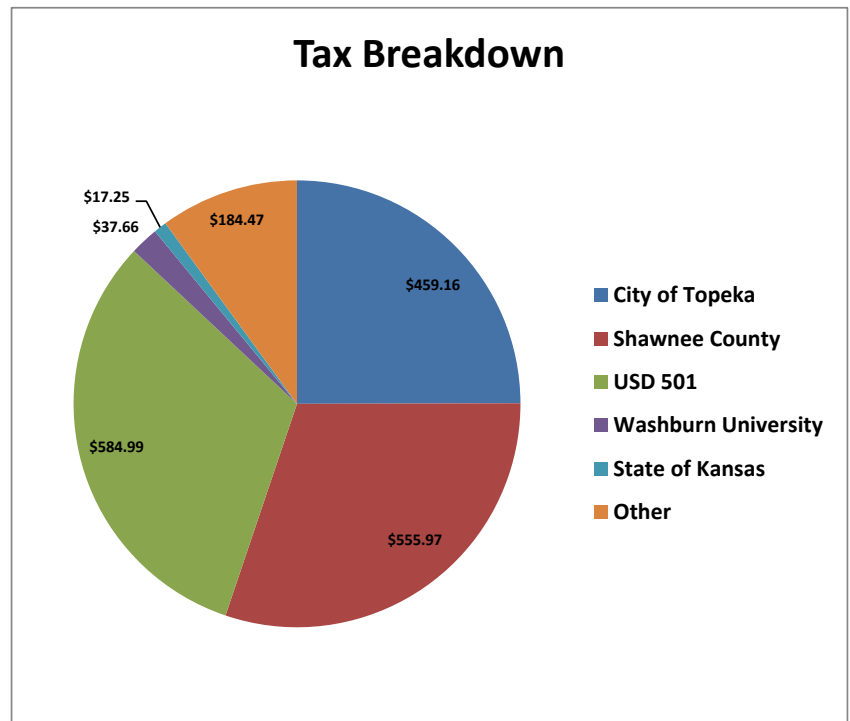
20-Year Property Tax Levy Digest

LEVY RATE	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
City of Topeka	32.588	31.671	31.785	32.574	32.447	33.129	33.224	32.391	30.653	30.747
Shawnee County	37.193	36.958	37.014	35.971	40.592	40.734	43.043	42.091	41.850	41.919
USD 501†	58.771	50.971	51.984	46.610	52.563	47.769	46.198	54.007	53.295	53.367
Washburn University††	17.847	18.317	3.313	3.311	3.312	3.314	3.308	3.313	3.313	3.314
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other†††	10.816	11.291	12.849	13.819	12.848	13.384	13.967	14.195	13.118	13.707
Total	158.715	150.708	138.445	133.785	143.262	139.830	141.240	147.497	143.729	144.554

LEVY RATE	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
City of Topeka	32.457	32.682	32.592	32.849	32.928	35.838	39.736	39.733	39.809	39.927
Shawnee County	41.662	40.117	40.965	41.016	43.165	44.196	48.180	48.191	48.266	48.345
USD 501†	53.423	54.740	54.429	54.301	56.307	56.319	56.320	52.536	51.722	50.869
Washburn University††	3.315	3.316	3.316	3.317	3.298	3.318	3.319	3.322	3.266	3.275
State of Kansas	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Other†††	13.272	13.289	14.715	14.566	15.202	15.203	16.027	16.040	16.050	16.041
Total	145.629	145.644	147.517	147.549	152.400	156.374	165.082	161.322	160.613	159.957

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

<u>Taxing Source</u>	<u>Amount</u>
City of Topeka	\$459.16
Shawnee County	\$555.97
USD 501	\$584.99
Washburn University	\$37.66
State of Kansas	\$17.25
Other	\$184.47
Total Tax Bill	\$1,839.51



Growth 1998-2017
22.5%
30.0%
-13.4%
-81.6%
0.0%
48.3%
0.8%