



Cyrus K. Holliday Building, 1st Floor
Conference Room 620 SE Madison Street
Topeka, KS 66603
<https://www.topeka.org>

Governing Body Agenda

August 20, 2024
6:00 PM

Mayor: Michael A. Padilla

Councilmembers

| | | | |
|---------------------------|----------------|--------------------|----------------|
| Karen A. Hiller | District No. 1 | Marcus D.L. Miller | District No. 6 |
| Christina Valdivia-Alcala | District No. 2 | Neil Dobler | District No. 7 |
| Sylvia E. Ortiz | District No. 3 | Spencer Duncan | District No. 8 |
| David Banks | District No. 4 | Michelle Hoferer | District No. 9 |
| Brett D. Kell | District No. 5 | | |

City Manager: Dr. Robert M. Perez

Addressing the Governing Body: Public comment for the meeting will be available via Zoom or in-person. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 5:00 p.m. on the date of the meeting, after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.

Written public comment may also be considered to the extent it is personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 012B, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the date of the meeting for attachment to the meeting minutes.

If you need any accommodations for the meeting, please contact the City ADA Coordinator at 785-368-4470. Kansas Relay Service at 800-766-3777. Please provide a 48 Hour Notice if possible. Assistive listening devices are available for use in the community forum.

Agendas are available by 5:00 p.m. on Thursday in the City Clerk's Office, 215 SE 7th Street, Room 012B, Topeka, Kansas, 66603 or on the City's website at <https://www.topeka.org>.

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

1. ROLL CALL:

2. MAYORAL RECOGNITION:

- Washburn Tech SkillsUSA Winners

3. PRESENTATIONS:

- Topeka Metropolitan Transit Authority (TMTA) Budget Update

4. CONSENT AGENDA:

- A. Contract - Professional Planning and Land-Use Development Services - Development Strategies, Inc. - East Topeka Development 811012.00**

APPROVAL of a Planning and Land Use Development Contract between the City of Topeka and Development Strategies, Inc., in an amount not to exceed \$150,000. (Council District No. 4)

(Approval would authorize the city manager to execute the contract to provide a development plan for the 45th Street and Croco Road project area in East Topeka.)

- B. MINUTES of the regular meeting of August 13, 2024**

- C. APPLICATIONS:**

5. ACTION ITEMS:

- A. Ordinance - Combined Utility Revenue Bond Series 2024-B**

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing and providing for the issuance of \$23,575,000 aggregate principal amount of Combined Utility Revenue Bonds, Series 2024-B, of the City Of Topeka, Kansas; making certain covenants and agreements to provide for the payment and security thereof and authorizing certain other documents and actions in connection therewith.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would allow the City to move forward with permanently financing previously authorized improvements for the utility systems.)

- B. Resolution - Combined Utility Revenue Bond Series 2024-B**

RESOLUTION introduced by City Manager Dr. Robert M. Perez, prescribing the form and details of and authorizing and directing the sale and delivery of \$23,575,000 aggregate principal amount of Combined Utility Revenue Bonds, Series 2024-B, of the City of Topeka, Kansas, previously authorized by ordinance of the issuer; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would establish the procedures for the bond issuance passed by the Governing Body.)

C. Ordinance - JA Fleeker Addition Annexation (A24/04)

ORDINANCE introduced by City Manager Dr. Robert M. Perez, annexing land to the City of Topeka, Kansas in accordance with K.S.A. 12-520(7), located at 3533 NW 25th Street and 3536 NW 25th Street within unincorporated Shawnee County, Kansas and adjacent to the City of Topeka corporate limits, and said land being annexed for all City purposes. (A24/4) (Council District No. 2)

Voting Requirement: At least six (6) votes of the Governing Body is required.

(Annexation of 23.06-acre tract to accommodate the existing contractor yard and sanitary sewer extension. The tract will be assigned to Council District No. 2)

D. Ordinance - Sunflower Crossing PUD (PUD24/09)

ORDINANCE introduced by City Manager Dr. Robert M. Perez, amending the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code on 17.49 acres located at the corner of the intersection of SW Topeka Boulevard and Interstate 470 on property addressed as 3847 SW Topeka Blvd from “R-1” Single Family Dwelling District and “C-4” Commercial District ALL TO “PUD” Planned Unit Development District (limited “C-4” Commercial District uses and “M-3” Multiple Family Dwelling District uses groups) (PUD 24/09) (Council District No. 5)

Voting Option Requirements: (1) Approve Planning Commission's recommendation, 6 votes are required of the Governing Body (2) Reject or Amend Planning Commission's recommendation, 7 votes are required of the Governing Body; or (3) Remand back to Planning Commission, 6 votes are required of the Governing Body.

(Approval will allow redevelopment of the vacant property for a mix of commercial and multiple family residential uses.)

E. Final Plat - Sunflower Crossing Subdivision (P24/11)

ACCEPTANCE OF LAND DEDICATIONS in the Final Plat for Sunflower Crossing Subdivision on property containing 17.49 acres at the northwest corner of the intersection of SW Topeka Blvd and Interstate 470 within the City of Topeka, Shawnee County Kansas. (P24/11) (Council District No. 5)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval will facilitate the redevelopment of the property for a mix of commercial and multiple-family dwellings by providing the necessary easements and rights-of-way for utilities and public streets in the subdivision.)

F. Notice of Public Hearing Date - 2025 Operating Budget - September 10, 2024

ESTABLISHING a public hearing date of September 10, 2024, for the purpose of hearing and answering objections of taxpayers relating to the proposed City of Topeka 2025 Operating

Budget; setting the maximum expenditure limits; and authorize the publication of the public hearing notice.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval authorizes the public hearing notice to be published in the Topeka Metro Newspaper on August 26, 2024.)

G. Ordinance - Waterline Replacement Project - Eminent Domain

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire permanent right-of-way easements for waterline replacement on NE Curtis. (Project No. 281250.05)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would authorize the City Attorney to initiate eminent domain proceedings.)

H. Ordinance - Alley Repair Project - Eminent Domain

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire an easement for an alley repair project between SW Van Buren Street and S Kansas Avenue from SW 15th Street to 16th Street. (Project No. 841092.02)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would authorize the City Attorney to initiate eminent domain proceedings.)

I. Ordinance - Entrance Relocation and Construction Project - Eminent Domain

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire temporary easements for an entrance relocation and construction near SE 26th Street and SE California Avenue. (Project No. 601137.01)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would authorize the City Attorney to initiate eminent domain proceedings.)

J. Ordinance - Public Infrastructure Improvement Project - Eminent Domain

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire an easement for public infrastructure improvements in the Hi-Crest Neighborhood from SE 37th Street to SE 31st and from the Landon Nature Trail to Se Adams Street. (Project No. 841097.01)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would authorize the City Attorney to initiate eminent domain proceedings.)

K. Ordinance - Truck Routes

ORDINANCE introduced by City Manager Dr. Robert M. Perez, added a new section concerning truck routes to Chapter 10.70, Trucks and Trailers, of the Topeka Municipal Code. *(Approved by the Public Infrastructure Committee on July 16, 2024.)*

Voting Requirement: Action requires at least five (5) votes of the City Council. The proposed ordinance includes a matter of home rule on which the Mayor has veto authority.

(Approval would add a new section to the TMC concerning Truck Routes.)

L. Resolution - Urging Low Mill Levy Rates

RESOLUTION introduced by Councilmember Spencer Duncan on behalf of the citizens of Topeka urging all taxing entities, including the State of Kansas and City of Topeka, to keep mill levies at the lowest possible rates.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval will demonstrate the governing body's concern for citizens financial stability.)

6. NON-ACTION ITEMS:

A. Discussion - 2025 Operating Budget

DISCUSSION related to the City of Topeka 2025 Operating Budget.

(Discussion is scheduled through the months of August and September.)

7. PUBLIC COMMENT:

Public comment for the meeting will be available via Zoom or in-person. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 5:00 p.m. on the date of the meeting, after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting. Written public comment may also be considered to the extent it is personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the date of the meeting for attachment to the meeting minutes. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.

8. ANNOUNCEMENTS:

9. EXECUTIVE SESSION:

10. ADJOURNMENT:



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Jane Murray, Executive Assistant to the Mayor **DOCUMENT #:**
SECOND PARTY/SUBJECT: Washburn Tech SkillsUSA Winners **PROJECT #:**
CATEGORY/SUBCATEGORY: 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

- Washburn Tech SkillsUSA Winners

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

Washburn Tech SkillsUSA Winners

Certificate of Recognition

for

Washburn Tech SkillsUSA Winners

Washburn Tech sent 29 competitors to the SkillsUSA Championships June 24-28 in Atlanta, Georgia. Eight students won medals in this national competition which is a testament to their abilities and hard work as well as to the advisors and instructors who dedicate themselves to training tomorrow's workforce.

A team of students claimed bronze in the Quiz Bowl (college/postsecondary division). Team members included Zevin Para-Cremer, Topeka, cabinet/millwork; Corey York, Silver Lake, information systems technology; William Sevy, Topeka, information systems technology; Alex Runnebaum, Topeka, cabinet/millwork. Eldon Maldonado, Topeka, automotive collision repair; Aspen Lemon, Holton, cabinet/millwork; and Wyatt Raines, Topeka, automotive collision repair. In addition to the Quiz Bowl medal winners, Bailey Longstaff, Ottawa, won a silver medal in T-shirt design. She recently completed Tech's automotive collision repair program.

The SkillsUSA Championships is an annual competition that showcases the best career and technical education students in the nation. More than 6,500 contestants – all state winners – competed hands-on in 110 different trade, technical and leadership fields. Nearly 2,000 judges and contest organizers from labor and management make the national event possible.

Congratulations to these talented competitors from Washburn Tech whose goal is to train and prepare a highly-skilled workforce that can sustain and grow our economy.

In Witness Whereof, I do hereby affix my official signature and the Official Seal of the City of Topeka, Kansas, on this 20th day of August, 2024.

Michael A. Padilla, Mayor



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Josh McAnarney, Budget Manager;
Richard Appelhanz, Topeka Metro CFO
DOCUMENT #:
SECOND PARTY/SUBJECT: Topeka Metropolitan Transit Authority
PROJECT #:
CATEGORY/SUBCATEGORY: 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL:
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

- Topeka Metropolitan Transit Authority (TMTA) Budget Update

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

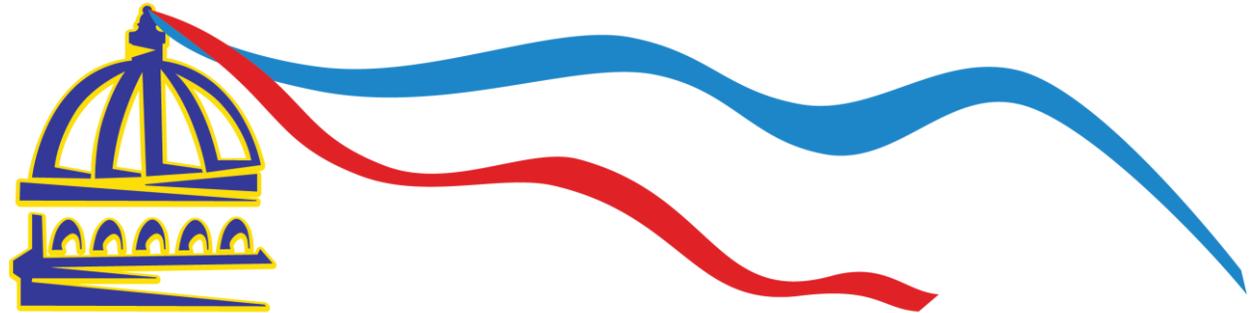
BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

TMTA Presentation



TOPEKA METRO

Property Tax Revenue



Property tax is one of the largest revenue sources for the City. The State of Kansas uses mills to levy property tax. One mill is one dollar per \$1,000 dollars of assessed value. Residential properties pay 11.5% of their value in property taxes. Multiple entities in Shawnee County levy and collect property tax. The below chart illustrates all the entities that levy property tax and their mill rate in 2024.

| Entity | 2021 Mill Rates | 2022 Mill Rates | 2023 Mill Rates ▼ |
|--------------------------------|-----------------|-----------------|----------------------|
| Shawnee County | 50.999 | 49.861 | 48.653 |
| USD 501 TOPEKA | 48.385 | 46.013 | 44.540 |
| City of Topeka | 39.939 | 38.963 | 36.952 |
| Topeka SNCO Library | 9.706 | 8.890 | 8.192 |
| METRO TRANSIT AUTHORITY | 4.200 | 4.200 | 4.200 |
| Washburn University | 3.403 | 3.451 | 3.451 |
| METRO TOPEKA AIRPORT AUTHORITY | 1.930 | 1.750 | 1.750 |
| State of Kansas | 1.500 | 1.500 | 1.500 |
| Total | 160.062 | 154.628 | 149.238 |

Source: City of Topeka 2025, Operating Budget

Mill Levy History



| <u>Charter Ordinance</u> | <u>Year</u> | <u>Mills</u> |
|--------------------------|-------------|--------------|
| CO 19 | 1973 | 1.00 |
| CO 50 | 1980 | 2.00 |
| CO 82 | 1994 | 3.00 |
| CO 99 | 2010 | 5.00 |
| CO 101 | 2011 | 4.40 |
| CO 103 | 2012 | 4.20 |
| CO 107 | 2013 | 4.20 |
| CO 111 | 2014 | 4.20 |
| CO 113 | 2015 | 4.20 |
| CO 115 | 2016 | 4.20 |
| CO 118 | 2019 | 4.20 |

This is not the amount actually levied, only the cap established by our charter ordinance.

We have received 4.2 mills since 2012.

Fund Balance



| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| | \$0 | \$0 | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$5,536,121 | \$5,983,690 | \$6,289,534 | \$6,658,710 |
| PILOTS | \$23,450 | \$26,027 | | \$25,000 |
| Motor Vehicle | \$500,792 | \$528,836 | \$507,066 | \$514,923 |
| Ad Valorem Tax | \$5,011,878 | \$5,428,826 | \$5,782,468 | \$6,118,787 |
| <input type="checkbox"/> Expenses | (\$5,536,121) | (\$5,983,690) | (\$6,289,534) | (\$6,658,710) |
| Contractual | (\$5,536,121) | (\$5,983,690) | (\$6,289,534) | (\$6,658,710) |
| Total | (\$0) | \$0 | \$0 | \$0 |

Notable Information

→ Topeka Metro is keeping their mill levy flat @ 4.20 compared to last year

Source: City of Topeka 2025, Operating Budget

Ad Valorem Tax (Mill Levy) Analysis

| | |
|---------------------------------------------------------------------------------------------|--------------------|
| Ad Valorem Tax in 2024 Budget for Topeka Metro | \$5,782,468 |
| Ad Valorem Tax in 2025 Budget for Topeka Metro | <u>\$6,118,787</u> |
| Increase for 2025 Lost if Topeka Metro is not approved to exceed their Revenue Neutral Rate | \$336,319 |

Potential Cuts



1. Grant Funded Capital Projects such as Bus Stop Improvements and ADA Sidewalk Improvements that require a local match.
2. Service both Fixed Route and Paratransit.
3. Bus Operator Overtime.
4. Maintenance Projects including routine maintenance and repairs to our bus fleet and a new roof for our Maintenance Building.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Rhiannon Friedman, Planning and Development Director
DOCUMENT #:
SECOND PARTY/SUBJECT: Development Strategies, Inc. **PROJECT #:** 811012.00
CATEGORY/SUBCATEGORY: 007 Contracts and Amendments / 005 Professional Services
CIP PROJECT: Yes
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

APPROVAL of a Planning and Land Use Development Contract between the City of Topeka and Development Strategies, Inc., in an amount not to exceed \$150,000. (Council District No. 4)

(Approval would authorize the city manager to execute the contract to provide a development plan for the 45th Street and Croco Road project area in East Topeka.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to approve the contract for professional services. Pursuant to TMC 3.30.010, all contracts for professional services exceeding \$50,000 must be approved by the Governing Body.

STAFF RECOMMENDATION:

Staff recommends the Governing Body approve the contract as part of the consent agenda.

BACKGROUND:

On April 18, 2024, the City issued a request for proposals, bid event 2977 for professional development services for City of Topeka the creation of a development plan for project 811012.00, 45th Street and Croco Road project area in East Topeka. The services include providing planning and land use development services. After evaluations staff recommend entering into an agreement for services as specified with the most qualified firm for this particular

project, Development Strategies, Inc.

BUDGETARY IMPACT:

\$150,000

SOURCE OF FUNDING:

2024 CIP 811012.00 Resolution No.9425, GOB

ATTACHMENTS:

Description

Development Strategies, Inc. Contract

Event 2977 Preview

Event 2977 Comprehensive Planning and Land-Use Development Engineering RFP East Topeka
Development.pdf

Development Strategies Proposal.pdf

2024 CIP Page 52.pdf

**CITY OF TOPEKA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**STANDARD AGREEMENT
FOR
CONSULTING SERVICES**

THIS AGREEMENT, is between the City of Topeka, Kansas (Owner) and Development Strategies, Inc. (Consultant);

WITNESSETH:

WHEREAS, the Owner wishes to employ the Consultant to perform professional consulting services on East Topeka Development Plan (CIP# T-811012.00). These services include providing planning documents for the East Topeka Development Plan (the Project); and,

WHEREAS, the Owner requires certain planning services in connection with the Project (the Services);
and,

WHEREAS, the Consultant is prepared to provide the Services;

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Owner and Consultant agree to the following:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be _____

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Kansas and the codes of the City of Topeka

ARTICLE 3 - SERVICES TO BE PERFORMED BY CONSULTANT

Consultant shall perform the Services described in Attachment A, Scope of Services, in accordance with applicable sections of the City of Topeka Design Criteria and Drafting Standards of latest revision.

ARTICLE 4 - COMPENSATION

Owner shall pay Consultant in accordance with the Attachment B, Compensation.

ARTICLE 5 – OWNER’S RESPONSIBILITIES

Owner shall be responsible for all matters described in Attachment C, Owner's Responsibilities.

ARTICLE 6 - SUPPLEMENTAL AGREEMENTS

The provisions set forth in Attachment D, Supplemental Agreements shall be incorporated into this Agreement.

ARTICLE 7 - PROJECT SCHEDULE

The provisions set forth in the Attachment E, Project Schedule shall be incorporated into this Agreement.

ARTICLE 8 - STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of Services as is ordinarily possessed and exercised by a professional Consultant under similar circumstances.

ARTICLE 9 - INDEMNIFICATION AND INSURANCE

Consultant hereby agrees to fully indemnify and hold harmless Owner and any of its departments, divisions, agencies, officers, employees and elected officials from all loss, damage, cost, or expenses specifically including attorneys’ fees and other expenses of litigation incurred by or on behalf of the Owner and any of its officers, employees or elected officials arising out of Consultant’s negligent performance of Services under this Agreement.

Consultant specifically agrees that this duty to indemnify and hold harmless will apply to the following:

- a. Claims, suits, or action of every kind and description when such suits or actions arise from the alleged negligent acts, errors, or omissions of the Consultant, its employees, agents, or subcontractors.

- b. Injury or damages received or sustained by any party because of the negligent acts, errors, or omissions of the Consultant, its employees, agents, or subcontractors.

Consultant shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure him against claims and liabilities which arise because of the execution of this Agreement.

The insurance coverages are as follows:

- (1) Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- (2) Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- (3) Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- (4) Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

Prior to issuance of the Notice to Proceed by Owner, Consultant shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement.

Consultant shall also maintain valuable papers insurance to assure the restoration of any plans, drawings, field notes or other similar data relating to the work covered by this agreement, in the event of their loss or destruction, until such time as the work has been delivered to the Owner.

Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this Article shall survive.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

Consultant shall not be responsible for the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Consultant, to fulfill contractual responsibilities to the Owner or to comply with federal, state or local laws, regulations, and codes.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Consultant's opinion of probable construction costs and of construction schedules shall be made on the basis of experience and qualifications as a professional consultant. Consultant does not guarantee that proposals, bids, or actual Project construction costs will not vary from Consultant's cost estimates or that actual construction schedules will not vary from Consultant's projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, and computer software prepared by Consultant pursuant to the Agreement are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project. Any reuse without prior written verification or adaptation by Consultant for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant. Any verification or adaptation requested by Owner shall entitle Consultant to compensation at rates to be agreed upon by Owner and Consultant.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, planning documents prepared by Consultant as part of the Services shall become the sole property of Owner, however, that both Owner and Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property protected under the copyright laws of the United States. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of Consultant. Owner shall have the unlimited right to the use of intellectual property developed, utilized, or modified in the performance of the Services at no additional cost to the Owner.

ARTICLE 14 - TERMINATION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written notice to Consultant. Consultant shall terminate or suspend performance of the Services on a schedule acceptable to Owner. If termination or suspension is for Owner's convenience, Owner shall pay Consultant for all Services performed prior to the date of the termination notice. Upon restart, an adjustment acceptable to Owner and Consultant shall be made to Consultant's compensation.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither Owner nor Consultant shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage, judicial restraint, and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Owner or Consultant under this Agreement.

Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement.

Consultant. Completed form shall be retained by Owner for a period of five years and reviewed prior to consultant selection for City projects. In the event Consultant is delayed in the performance of Services because of delays caused by Owner, Consultant shall have no claim against Owner for damages or contract adjustment other than an extension of time.

ARTICLE 16 - COMMUNICATIONS

Any communication required by this Agreement shall be made in writing to the address specified below:

Consultant: Andy Pfister
Development Strategies
10 South Broadway, Suite 1500, St. Louis, Missouri 63102
(314) 421-2800 x14

Owner: City of Topeka City Clerk
215 SE 7th Street, Room 166
Topeka, KS 66603
(785) 368-3940

With a Copy to: City of Topeka Planning Division
620 SE Madison, 3rd Floor, Unit 11
Topeka, KS 66607
(785) 368-3728

Nothing contained in the Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and Owner.

ARTICLE 17 - WAIVER

A waiver by either Owner or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 - INTEGRATION

This Agreement represents the entire and integrated agreement between Owner and Consultant. All prior and contemporaneous communications, representations, and agreements by Consultant, whether oral or written, relating to the subject matter of this Agreement, as set forth in Attachment D, Supplemental Agreements are hereby incorporated into and shall become a part of this Agreement

ARTICLE 20 - SUCCESSORS AND ASSIGNS

Owner and Consultant each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

ARTICLE 21 - ASSIGNMENT

Neither Owner nor Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Consultant from employing independent consultants, associates, and subcontractors to assist in the performance of the Services; however, other agreements to the contrary notwithstanding, in the event Consultant employs independent consultants, associates, and subcontractors to assist in performance of the Services, Consultant shall be solely responsible for the negligent performance of the independent consultants, associates, and subcontractors so employed.

ARTICLE 22 - THIRD PARTY RIGHTS

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Owner and Consultant.

ARTICLE 23 – RELATIONSHIP OF PARTIES

Nothing contained herein shall be construed to hold or to make the Owner a partner, joint venturer, or associate of Consultant, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

IN WITNESS WHEREOF, Owner and Consultant have executed this Agreement.

CITY OF TOPEKA

Owner

Consultant

By: Robert M. Perez, Ph.D.

By:

City Manager

Title

Title

Date:

Date:

Attest:
City Clerk, Brenda Younger

Attest:

APPROVED AS TO FORM AND LEGALITY
DATE _____ BY _____

C&P DIRECTOR

**ATTACHMENT A
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

SCOPE OF SERVICES

BASIC SERVICES

The project is specifically defined below:

Project Number T-811012.00 calls for the creation of a development plan for the 45th Street and Croco Road project area in East Topeka.

The Consultant agrees to provide the following services.

1. Step 1 | LAUNCH & UNDERSTAND

1.1. LAUNCH

1.1.1. Trip #1: The team will make a two-day in-market visit to meet with the client team, conduct fieldwork at the Croco site, and understand local best practices.

1.1.1.1. Context Tour: The team will tour identified developments in Lawrence, Kansas City or other adjacent areas to document best practices and case study examples.

1.1.1.2. Property Tour: During the initial kickoff, the team will tour the Croco study area and relevant adjacent properties to observe key physical attributes, document conditions, identify assets, and begin to inventory places that contribute to the identity and vitality of the neighborhood.

1.1.1.3. Client SWOT Work Session: The consulting team will lead a two to three-hour facilitated discussion to understand SWOT elements (strengths, weaknesses, opportunities and threats) regarding desired development in the study area. This conversation will inform the development option evaluation matrix that will be used to analyze three to five development scenarios.

1.1.2. Establishing Stakeholders: Building on the consultant team's understanding of Topeka and the goals for creating a development plan for the Croco area, we will establish a list of key stakeholders and technical advisors to understand existing initiatives, attitudes, aspirations, and concerns for the Croco area.

1.1.3. Data Request: Having the right data from the outset will be critical to conducting analysis, developing scenarios, and ultimately creating a vision and recommendations for the study

area. Our previous work with the City has identified and obtained a range of available data and GIS layers. After a thorough review and discussion with city staff, we will identify any additional data needs and possible sources.

1.2. UNDERSTAND

To help inform the SWOT work session, the team will conduct a baseline analysis of Topeka's policy, market, and physical systems, and how they impact the study area.

1.2.1. Real Estate & Land Use: To inform the opportunities for potential future development, the team will conduct a:

- 1.2.1.1. high-level market survey, and
- 1.2.1.2. marketability SWOT assessment for review and discussion with the client team.

1.2.2. Economics & Finance: To set the stage for understanding the public finance component of the project, the team will complete a review of:

- 1.2.2.1. taxation districts and rates, and
- 1.2.2.2. government incentive tools.

1.2.3. Design & Infrastructure: To inform an understanding of development suitability, proximity to and enhancement of existing natural amenities, etc., the team will review GIS data, including:

- 1.2.3.1. environmental, stormwater, topography, roads and utilities, and soils, among other available data.

1.2.4. Policy & Services: The consultant team will conduct a high-level demand review including:

- 1.2.4.1. Demographic scan
- 1.2.4.2. Population projections
- 1.2.4.3. Service boundaries, and
- 1.2.4.4. Service requirements.

1.3. **Engagement**: Engagement at the Kick-Off phase is designed to build on the initial conversations and work with the client team to craft the early narrative about the project.

- 1.3.1. Bi-weekly Client Team meetings (virtual)

1.4. **Deliverables**: Trip #1, SWOT presentation and work session, bubble-level framework, vision and guiding principles, stakeholder list

2. Step 2 | ANALYZE

Elaborating on the framework and guiding principles developed at the SWOT work session, the team will conduct further detailed analysis to help hone the proposed framework and development options.

2.1. Real Estate & Land Use

- 2.1.1. Property Ownership Mapping
- 2.1.2. Market Analysis, including data and trends for
 - 2.1.2.1. Housing, Retail, Office, Hospitality
 - 2.1.2.2. Employment

- 2.1.3. Real Estate Program that outlines market supportable development products
- 2.1.4. Sales Data
- 2.2. Economics & Finance
 - 2.2.1. Vertical Cost Inputs
 - 2.2.2. Financial Lending Metrics
 - 2.2.3. Financial Model Creation
 - 2.2.4. Public Finance
 - 2.2.5. Private Finance
 - 2.2.6. Pro Forma
- 2.3. Design & Infrastructure: To inform future design development, the consultant team will review:
 - 2.3.1. Horizontal Cost Inputs
 - 2.3.2. Land Use Capacity to understand what's physically possible on the site
 - 2.3.3. Soil and Slope Suitability
 - 2.3.4. Open Space Systems
 - 2.3.5. Infrastructure – existing systems, future capital projects, and possible need for expansion
 - 2.3.6. Case Studies
 - 2.3.7. Land Use Bubbles
- 2.4. Policy & Services: The consultant team will conduct a high-level demand review including:
 - 2.4.1. Demographic Analysis
 - 2.4.2. Schools
 - 2.4.3. Police & Fire
 - 2.4.4. Parks & Open Spaces
 - 2.4.5. Housing Attainability
- 2.5. **Engagement**: Engagement at this stage focuses on keeping the Client Team apprised and involved leading up to the In-Market Workshop.
 - 2.5.1. Bi-weekly Client Team meetings (virtual)

3. Step 3 | CONCEPTS & ALTERNATIVES (IN-MARKET WORKSHOP)

Ultimately, sound market analysis will inform development scenarios that will be illustrated and vetted through stakeholder engagement, cost-benefit analysis, and alignment with best practices and city goals.

The team will use information from the early analysis and other input received to date, to craft scenarios (including low, medium, and high-growth options) to illustrate scale, density and typologies that will allow the City to harness the development potential of the study area to enhance its economic performance, quality of place, image and livability.

- 3.1. Three-to-four members of our team will make a 2- to 3-day in-market trip to focus on identifying catalysts and exploring site concepts and feasibility testing on site. Topics to be explored during the in-market workshop include:
- 3.2. Real Estate & Land Use
 - 3.2.1. Site Capacity

- 3.2.2. Land Use Compatibility
- 3.2.3. Mixed-Use Strategies
- 3.2.4. Competitive Positioning
- 3.2.5. Development Programs & Product Mix

3.3. Economics & Finance

- 3.3.1. Feasibility and fiscal analysis

3.4. Design & Infrastructure

- 3.4.1. Concept Alternatives including considerations for: Circulation, Open Space, Utilities, Land Use & Density
- 3.4.2. Development Typologies

3.5. Policy & Services

- 3.5.1. Projected impacts and needs

- 3.6. **Engagement:** Engagement at the Concepts & Alternatives phase is designed to move toward a greater understanding of the possibilities for the future of the study area. Client and Stakeholder advisory conversations allow the client team and stakeholders to lean into the details and grapple with the trade-offs through different land use concepts and development scenarios that illustrate different densities, location, amenities, and infrastructure.

- 3.6.1. Bi-weekly Client Team meetings (virtual)
- 3.6.2. In-Market Workshop
- 3.6.3. Stakeholder Advisory Group
- 3.6.4. Property owner and other individual stakeholder meetings (2-3)
- 3.6.5. Planning Commission presentation (optional)

- 3.7. **Deliverables:** Trip #2 in-market workshop; 2-3 scenarios, presentation of scenarios and guiding principles, optional Planning Commission meeting.

4. **Step 4 | REFINE & EVALUATE**

The team will further refine each scenario using the feedback received during Trip #2. In addition, they will produce a cost-benefit of each scenario will illustrate the long-term viability and impact to the City's fiscal health and allow the client team and City leaders to make informed decisions moving forward.

- 4.1. Cost-Benefit of 2-3 alternatives
- 4.2. Evaluation: Economic, Market, Place, Policy
- 4.3. Design & Infrastructure
 - 4.3.1. Future land use plan
 - 4.3.2. Circulation and street plan
 - 4.3.3. Environmental and open space
 - 4.3.4. Utilities and infrastructure plan

4.4. **Engagement:** Engagement at this phase is about working with the client team and stakeholders to ensure alignment between the proposed scenarios and City goals. The Consultant Team will work with staff on refinements to scenarios based on the cost-benefit results.

4.4.1. Bi-weekly Client Team meetings (virtual)

4.4.2. Stakeholder Advisory Group and Property Owners meeting (virtual)

4.5. **Deliverables:** Decision matrix, select chapters from final document including draft market assessment and land use scenarios.

5. Step 5 | IMPLEMENT

Once the preferred land use plan is determined, there will be more work to do, including potential policy changes, more detailed studies, potential partnerships, and other actions. Once the vision is clear, it will become more apparent what needs to be done and why. Recommendations on next steps relating to these topics include:

5.1. Real Estate & Land Use

5.1.1. Phasing

5.1.2. Assembly

5.1.3. Marketing

5.1.4. Catalysts

5.1.5. Zoning

5.2. Economics & Finance

5.2.1. Funding tools

5.2.2. Public-private partnerships

5.2.3. Cost-benefit

5.3. Design & Infrastructure

5.3.1. Integration into CIP

5.3.2. Planning for capital improvements

5.4. Policy & Services

5.4.1. Policy tools

5.4.2. New programs

5.5. **Engagement:** The Consultant Team will work with staff on how to present the final recommendations, and the role they play in promoting and championing the plan with local officials and the broader public.

5.5.1. A communication plan will outline messaging to support the public rollout and implementation of the plan. It will include recommendations on messaging frequency, traditional and social media usage, suggested language and other elements.

5.5.2. Bi-weekly Client Team meetings (virtual)

5.5.3. Open House/Public Meeting

5.6. **Deliverables:** Trip #3, Communications Plan, Final Document, Framework Presentation, Open House/Public Meeting, Council Briefing (optional)

| SCOPE OF SERVICE | BUDGET |
|---------------------------------|---------------|
| Step 1: Launch & Understand | \$30,000 |
| Step 2: Analyze | \$20,000 |
| Step 3: Concepts & Alternatives | \$50,000 |
| Step 4: Refine & Evaluate | \$25,000 |
| Step 5: Implement | \$25,000 |
| TOTAL | \$150,000 |

This scope has been tailored to a budget of \$150,000, inclusive of travel expenses.

SUPPLEMENTAL SERVICES

Any work requested by the Owner that is not included in the Basic Services will be classified as Supplemental Services. Supplemental Services shall include, but are not limited to the following.

None

**ATTACHMENT B
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

COMPENSATION

For the services covered by this Agreement, the Owner agrees to pay the Consultant as follows:

- A. For the Basic Services described in Attachment A, services shall not exceed one hundred fifty-thousand dollars (\$150,000). Payments shall be made monthly in amounts which are consistent with the amount of consulting services provided, as determined by the Consultant.
- B. Compensation for Supplemental Services shall be made as defined below, when authorized in writing by the Owner. The maximum limit for each item of additional service shall be established individually and specifically agreed to by the Owner as stated below, unless the service is included in a subsequent agreement.
- C. Hourly rates for each classification as defined by the Consultant's rate schedule, see Attachment F. Hourly charge rates are subject to adjustment annually on January 1.

Reimbursable charges will be considered the amount of actual costs of expenses or charges, including such items as courier fees, printing, photography, overnight delivery services, facsimile expenses, travel expenses, photocopying, and purchase of data from a third-party vendor.

- D. The entire amount of each statement shall be due and payable upon receipt by the Owner.
- E. It is understood and agreed:
 - 1. That the Consultant shall start the performance of Services within 10 days of receipt of a notice to proceed and shall complete the work in accordance with the contract times set forth in Attachment E, Project Schedule.
 - 2. That the Consultant shall keep records on the basis of generally accepted accounting practice of costs and expenses which records shall be available for inspection at all reasonable times.

**ATTACHMENT C
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

OWNER'S RESPONSIBILITIES

The Owner will furnish, as required by the work and not at the expense of the Consultant, the following items:

1. Make available to the Consultant all records, reports, maps, and other data pertinent to provision of the services required under this contract.
2. Examine all plans, specifications and other documents submitted by the Consultant and render decisions promptly to prevent delay to the Consultant.
3. Designate one City of Topeka employee as the Owner representative with respect to all services to be rendered under this agreement. This individual shall have the authority to transmit instructions, receive information and to interpret and define the Owner's policies and decisions pertinent to the Consultant's services.
4. Issue notices to proceed to the Consultant for each phase of the design services.

**ATTACHMENT D
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

SUPPLEMENTAL AGREEMENTS

Owner and Consultant agree that the following communications, representations, and agreements by Consultant, whether oral or written, relating to the subject matter of the Agreement are hereby incorporated into and shall become a part of the Agreement as set forth in ARTICLE 19 - INTEGRATION.

**ATTACHMENT E
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

PROJECT SCHEDULE

It is anticipated that this planning effort shall be completed within a nine to twelve month timeframe from the date of contract execution, with the exact schedule of meetings, deliverables, and milestones to be developed in close consultation with city staff. Timeline and anticipated schedule of completion is as outlined herein and subject to change by agreement of Owner.

1. Schedule: Consultant will make plan submittals to Owner based on the following schedule:
 - a. Soft virtual kick-off with City team and new City Manager in late July 2024
 - b. **Trip 1:** First site visit and SWOT work session in early to mid-September 2024
 - c. **Trip 2:** In-market workshop in late October or early November 2024
 - d. **Trip 3:** Final trip and final deliverable in late April or early May

**ATTACHMENT F
TO
AGREEMENT FOR CONSULTING SERVICES**

Owner: City of Topeka, Kansas
Consultant: Development Strategies
Project Number & Name: T-811012.00 East Topeka Development Plan

CONSULTANT'S RATE SCHEDULE

| Planning, Market Study, Appraisal | 2024 Rates |
|------------------------------------------|-------------------|
| Principal | \$250 |
| Senior Associate | \$190 |
| Associate | \$150 |
| Planner | \$135 |
| Research/Analysts | \$100 |

| Continuing Services (Government) | 2024 Rates |
|-----------------------------------------|-------------------|
| Principal | \$280 |
| Senior Associate | \$210 |
| Associate | \$165 |
| Planner | \$145 |
| Research/Analysts | \$110 |



CITY OF TOPEKA

Event # 2977-0

Name: Comprehensive Planning & Land-use Dvlp Engineering

Reference: East Topeka Development T-811012.00

Description: The City of Topeka is requesting proposals from qualified firms (or teams of firms) with various areas of expertise in all aspects of engineering, development, and land use. The City is seeking a firm to provide planning and land use development services.

Buyer: Dawn Lacy

Status: Draft

Event Type: RFP

Currency: USD

Category: PROFESSIONAL SERVICES

Sub Category: ENGINEERING

Sealed Bid: Yes

Respond To All Lines: Yes

Q & A Allowed: Yes

Number Of Amendments: 0

Event Dates

Preview:

Q & A Open: 03/19/2024 01:41:00 PM

Open: 03/19/2024 01:40:00 PM

Q & A Close: 04/10/2024 05:00:00 PM

Close: 04/18/2024 02:00:00 PM

Dispute Close:

Terms And Conditions

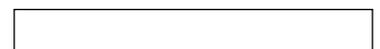
General

General

Read all terms and conditions before registering or responding to a bid event.

Thank you for your interest in registering online to do business with the City of Topeka. All data in this website is subject to the Statutes of the State of Kansas and ordinances contained in the Topeka Municipal Code. The City of Topeka shall not be held liable or legally bound by any software limitation or defect. The City of Topeka operates under and is subject to the Central Time Zone (CST or CDT).

The City of Topeka strives to include as many suppliers as possible to enhance the competitive sealed bidding process. The city is unable to include every supplier in all events that they may be able to quote on. Registration on the city's e-pro website does not guarantee an organization will receive notification of every bidding opportunity.



Event # 2977-0: Comprehensive Planning & Land-use Dvlp Engineering

Disclaimer

The City of Topeka attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The city makes no warranty that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phones, computers, mobile devices), the bid time will be determined based upon the time indicated on the city server for the Strategic Sourcing application. If the user does not submit its bid at or before the time indicated on the City server for the Strategic Sourcing application, the bid will be electronically rejected by the Strategic Sourcing application as untimely.

The City shall not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including but not limited to damages for loss of profits, goodwill, use, data, or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal.

It shall be the bidder's responsibility to advise the City of Topeka of any specifications, language, other requirements, or combinations thereof that restrict or limit bidding. Such notification must be submitted in writing and must be received by the Contracts and Procurement Division no later than five (5) days prior to the bid closing. The specifications were written with the intent of permitting competitive bidding. The City of Topeka reserves the right to waive minor deviations in the specifications that inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter or deter the City from accomplishing the intended use or function. Each bid shall include descriptive literature and specifications for the product. However, the provision of this material shall not be considered a substitute for listing deviations.

Amendments to Bids: To ensure maximum access opportunities for users, events and solicitations shall typically be posted for a minimum of ten (10) days, and no amendments shall typically be made within the last three days before the event or solicitation is due. Bidders and vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason, bidders and vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's or vendor's responsibility to check the website from time to time for updates to events and solicitations and to pick up additional addenda and information.

All bids shall be considered firm for a period of forty-five (45) calendar days from the bid opening date, unless otherwise stated in the bid specification document(s).

If bidders have a concern about bid specifications or any term or condition that they believe restricts competition, bidders must contact, in writing, the procurement buyer assigned no later than five (5) days prior to bid closing. Upon receipt, the procurement buyer will research the issue and provide a response within five (5) days. Failure to submit a question or concern within the five (5) day period will waive any right the bidder may have to challenge the bid or a bid award.

Standard Terms and Conditions

Contractual Provision

City of Topeka
Department of Administrative and Financial Services
Contracts and Procurement Division (Rev 06.2021)

CONTRACTUAL PROVISIONS

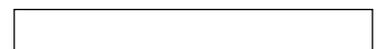
1. TERMS HEREIN CONTROLLING PROVISIONS

It is expressly agreed that the terms of each and every provision in this Attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.

2. AGREEMENT WITH KANSAS LAW

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

3. TERMINATION DUE TO LACK OF FUNDING



Event # 2977-0: Comprehensive Planning & Land-use Dvlp Engineering

If, in the judgment of the City Manager, sufficient funds will not be available to continue the functions performed in this agreement and for the payment of the charges hereunder, City may terminate this agreement at the end of its current and any succeeding fiscal year. City agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided City under the contract. City will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to contractor at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the City or the contractor.

4. TERMINATION FOR CONVENIENCE

The Director of Contracts & Procurement or designee may terminate performance of work under this contract in whole or in part whenever the Director determines that the termination is in the best interest of the City. In the event of termination, the Director or designee shall provide the Contractor written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may not have been terminated by the notice.

5. DISCLAIMER OF LIABILITY

No provision of this contract will be given effect that attempts to require the City to defend, hold harmless, or indemnify any contractor or third party for the City's acts or omissions. The City's liability is limited to the liability established in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

6. ANTI-DISCRIMINATION CLAUSE

The contractor agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful discrimination and to not unlawfully discriminate against any person because of age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status or any other factor protected by law in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor. The contractor understands and agrees that the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated or suspended, in whole or in part by the City of Topeka.

7. ACCEPTANCE OF CONTRACT

This contract shall not become effective until the legally required approvals have been given.

8. ARBITRATION, DAMAGES, WARRANTIES

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any department or division thereof subject to binding arbitration. Further, the City of Topeka shall not be subject to attorney fees and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. REPRESENTATIVE'S AUTHORITY TO CONTRACT

By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

10. RESPONSIBILITY FOR TAXES

The City of Topeka shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

11. INSURANCE

The City of Topeka shall not be required to purchase any insurance against loss or damage to any personal property to which this contract relates. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), and the claims provisions of the Code of the City of Topeka (Section 3.35.010 et seq.), the contractor shall bear the risk of any loss or damage to any personal property in which the contractor holds title.

CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____



Event # 2977-0: Comprehensive Planning & Land-use Dvlp Engineering

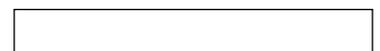
Terms and Conditions

STANDARD TERMS AND CONDITIONS

Qualification Based Selection (RFP, RFQ, etc.)

Includes Architectural, Engineering, and Appraisal Services for Public Buildings and Improvements

1. **READ ALL STANDARD TERMS AND CONDITIONS, SPECIAL TERMS AND CONDITIONS AND THE SCOPE OF WORK CAREFULLY.** Failure to abide by all the conditions of this request may result in the rejection of a proposal. Inquiries about this request must be addressed during the open question and answer period. Proposals including attachments (proposal, drawings, photographs, etc.) shall be submitted through the City's online bidding portal.
2. **SINGLE POINT OF CONTACT:** The single point of contact for all inquiries, questions, or requests shall be the City of Topeka Contracts and Procurement Buyer or their designee initiating this solicitation. All communications shall be directed to the Buyer. No communication is to be had with any other City employee or representative while the bidding event is open and until a contract and/or purchase order is awarded and issued. Bidders may have contact with other City employees or representatives during negotiations, contract signing, or as otherwise specified in the solicitation documentation.
3. **NEGOTIATED PROCUREMENT:** The City reserves the right to negotiate with the selected bidder of this solicitation. The final evaluation and award is made by the Procurement Negotiating Committee (Committee), which consists of the Department Director of the originating department, the Director of Administrative and Financial Services, the Director of Contracts and Procurement, or their designees. (For architectural, engineering and appraisal services, the City Engineer or designee will take the place of the Director of Contracts and Procurement or designee.)
4. **APPEARANCE BEFORE COMMITTEE:** Bidders may be required to appear before the Committee to explain their understanding and approach. The Committee may request additional information. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered as part of the bidder's best and final offer. No additional revisions shall be made after the specified cut-off time unless requested by the Committee.
5. **QUESTIONS & ADDENDA:** All questions shall be submitted during the open questions period section of the City's online bidding portal. It shall be the bidder's responsibility to monitor the City's bidding portal for answers to questions and any addenda issued that may alter or change the scope of the solicitation. Any and all binding modifications to the solicitation shall be made by addendum.
6. **PRE-PROPOSAL CONFERENCE:** If so noted, all Pre-Proposal Conferences will be scheduled and information posted on the Meetings section in the solicitation. Attendance is typically not mandatory, but is strongly encouraged. At the Pre-Proposal Conference impromptu questions will be permitted and spontaneous unofficial answers will be provided when possible. However, bidders should clearly understand that the only official answer or position of the City will be by written and issued by addendum.
7. **COST OF PREPARING PROPOSAL:** The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract, and other costs associated with the solicitation.
8. **EVALUATION OF PROPOSALS:** Award shall be made through the qualification based selection process. Consideration and evaluation of such proposals will include but not be limited to:
 - Adequacy and completeness of proposal;
 - Compliance with the terms and conditions of the request;
 - Experience in providing like services or products;
 - Qualified staff;
 - Methodology in accomplishing objectives;
 - Response format as required by this request;
 - Price; and
 - Any other requirements specific to the service or product as outlined by the City of Topeka.
9. **ACCEPTANCE OR REJECTION:** The City reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify criteria in the solicitation; and unless otherwise specified, to accept any item in a proposal.
10. **CONTRACT:** The successful bidder may be required to enter into a written contract with the City, which will incorporate the Contractual Provisions Attachment and Contractor's Statement of Agreement. No contract shall be considered to have been entered into by the City unless executed by the City Manager and the vendor. Professional service contracts exceeding fifty thousand dollars (50,000) must be approved by the Governing Body prior to being executed by the City Manager.
11. **CONTRACT DOCUMENTS:** In the event of a conflict in terms of language among the documents, the following order shall govern:
 - Contractual Provisions Attachment and Contractor's Statement of Agreement, if incorporated in the Contract;
 - Written modifications to the executed contract;
 - Written contract signed by the parties;
12. **OPEN RECORDS ACT:** All proposals become the property of the City of Topeka. Kansas law requires all information contained in proposals to become open for public review (with certain exceptions available under the Act) once a contract is signed or all proposals rejected.
13. **FEDERAL, STATE AND LOCAL TAXES - GOVERNMENTAL ENTITY:** Unless otherwise specified, the price as negotiated shall



Event # 2977-0: Comprehensive Planning & Land-use Dvlp Engineering

include all applicable federal, state, and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this solicitation. The City of Topeka is exempt from state sales or use taxes, and federal excise taxes. These taxes shall not be included in the bidder's price quotations.

14. **SUSPENSION FROM BIDDING:** Any vendor who defaults on delivery as defined in this solicitation may, at the discretion of the Director of Contracts and Procurement, be barred from bidding or receiving an award on any subsequent solicitation for a period of time to be determined by the City.

15. **INSURANCE:** The City shall not be required to purchase any insurance against loss or damage to any personal property nor shall the City establish a self-insurance fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

16. **CASH BASIS AND BUDGET LAWS:** All contracts are subject to the State of Kansas Cash Basis and Budget laws. [K.S.A. 10-1101; 79-2925 et seq.] Any obligation incurred as a result of the issuance of the contract or purchase order binds the City only to the extent that funds are available at the time payment is required.

City Legal Approval February 8, 2022

RFP Special Provisions

SPECIAL PROVISIONS

Proposal Format: The following information shall be part of the technical proposal: Vendors are instructed to prepare their Technical Proposal following the same sequence as this section of the Request For Proposal.

(1) Transmittal letter which includes the following statements:

(a) That the vendor is the prime contractor and identifying all subcontractors

(b) That the vendor is a corporation or other legal entity

(c) That no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal

(d) That the vendor does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability

(e) That no cost or pricing information has been included in the transmittal letter or the Technical Proposal. Pricing information, if requested, shall be uploaded as separately named electronic file.

(f) That the vendor presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict

(g) That the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;

(h) Whether there is a reasonable probability that the vendor is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the vendor which would relate to the performance of this contract. If the statement is in the affirmative, the vendor is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the City and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the vendor will obtain a similar certification and authorization and failure to do so will constitute grounds for termination of the contract at the option of the City

(i) Vendor agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the Request, contract or modification shall be accompanied by reductions in City payments to contractor and

(j) That the vendor has not been retained, nor has it retained a person to solicit or secure a City contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the vendor for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

Vendor's Qualifications: The vendor must include a discussion of the vendor's corporation and each subcontractor if any. The discussion shall include the following:

(a) Date established

(b) Ownership (public, partnership, subsidiary, etc.)

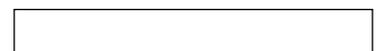
(c) Number of personnel, full and part time, assigned to this project by function and job title

(d) Data processing resources and the extent they are dedicated to other matters

(e) Location of the project within the vendor's organization

(f) Relationship of the project and other lines of business and

(g) Organizational chart



Event # 2977-0: Comprehensive Planning & Land-use Dvlp Engineering

The contractor shall be the sole source of contact for the contract. The City will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

A description of the vendor's qualifications and experience providing the requested or similar service including resumes of personnel assigned to the project stating their education and work experience. The vendor must be an established firm recognized for its capacity to perform. The vendor must be capable of mobilizing sufficient personnel to meet the deadlines specified in the Request.

A timeline for implementing services.

Payment: To be negotiated.

Insurance Req with Errors and Omissions Coverage

INSURANCE REQUIREMENTS

WORKERS COMPENSATION: Contractor's, when required by law must maintain in effect throughout the life of this contract, Workers Compensation insurance to cover the contractor's employees, in full limits as required by statute.

INSURANCE RESPONSIBILITY & LIABILITY: Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any of its departments, officers or employees responsible for loss or damage to persons or property as a result of the contractor's actions.

CONTRACTOR SHALL MAINTAIN MINIMUM COVERAGE AS FOLLOWS:

Commercial General Liability:

Per Occurrence \$1,000,000

General Aggregate \$2,000,000

Products & Completed Operations Coverage Aggregate \$2,000,000

Property Damage per occurrence \$100,000

Automobile Liability

Combined Single Limit for Bodily Injury and Property Damage Aggregate \$500,000

Professional Liability (Errors and Omissions)

Provide separate "claims made" form

Per Claim \$1,000,000

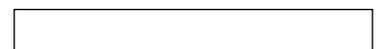
General Aggregate \$2,000,000

CERTIFICATES OF INSURANCE: Certificates of Insurance should be issued immediately after the Contractor received notification of award and prior to the notice to proceed. The Contractor must not commence any work under this Contract until Purchase Orders are issued by the City of Topeka.

NAMED INSURED: The City of Topeka shall be named as an additional insured party on the Certificate of Liability Insurance.

NOTIFICATION OF ALTERATION OR MATERIAL CHANGE OR CANCELLATION: A minimum of ten (10) days written notification must be given by an insurer or any alteration, material change, or cancellation affecting any certificates or policies of insurance as required under this Contract. Such required notification must be sent via Registered or Certified Mail to the address below:

City of Topeka
Contracts & Procurement Division
215 SE 7th Street, Room 60
Topeka, KS 66603



Attachments

Attachment

Event 2977 Comprehensive Planning and Land-Use Development Engineering RFP East Topeka Development.p

Commodity Codes

| Commodity Code | Description |
|----------------|----------------------------------------------------------|
| 906 | ARCHITECTURAL SERVICES, PROFESSIONAL |
| 907 | ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL |
| 918 | CONSULTING SERVICES |
| 925 | ENGINEERING SERVICES, PROFESSIONAL |

Line Details

Line 1: 45th and Croco T-811012.00

Description: In the Line section, enter 1.00 in both the quantity and cost when submitting your response. Upload a complete technical proposal that includes all elements required in the RFP document. You must select "Submit" in order to submit your bid.

Item: EAST TOPEKA DEVELOPMENT STUDY 45th and Croco T-811012.00

Commodity Code: 918 CONSULTING SERVICES

Quantity: 1.000 **UOM:** EA

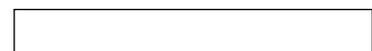
Requested Delivery Date: 12/31/2024

Require Response: Yes **Price Breaks Allowed:** No **Alternate Items Allowed:** No

Add On Charges Allowed: No

Line 1 Distributions

| Event Company | Dist Company | Acct Unit | Account | Percent |
|---------------|--------------|------------|---------|----------|
| 1 | 1 | 8008060800 | 52300 | 100.000% |





CITY OF TOPEKA

Contracts & Procurement Division
City Hall, 215 SE 7th St., Room 60
Topeka, KS 66603

procurement@topeka.org
Tel: 785-368-3749
Fax: 785-368-4499

COMPREHENSIVE PLANNING AND LAND-USE DEVELOPMENT REQUEST FOR PROPOSALS

For the planning area located in or near the City of Topeka including at:
SE 45th Street and SE Croco Road
Project No. T-811012.00

EAST TOPEKA DEVELOPMENT PLAN

I. Purpose for Request

The City of Topeka is requesting proposals from qualified firms (or teams of firms) with various areas of expertise in all aspects of engineering, development, and land use. The City is seeking a firm to provide planning and land use development services. Proposals must focus on the primary project area, which includes the area of 45th Street and Croco Road T-811012.00. The city is also requesting that the proposing firms include a proposal for the development of a secondary project location, which includes SE 6th Street and K-4 Hwy. Primary and secondary locations are indicated in the map below.



- II. Task 1** perform a preliminary analysis that identifies strengths, weaknesses, and opportunities within the planning areas. This should include a high-level review of access, land use, availability of utilities, and growth area policies, and preliminary recommendations for future land use.
- III. Task 2** will be to perform the following Planning, and Land Use and Development Services for the specific area. This task will not start until the City of Topeka reviews and discusses Task 1 with the consultant. Task 2 includes but is not limited to the following considerations and the land use plan development process.

A. Planning Area.

The specific area based on the results of Task 1.

B. Market Analysis

The selected firm will review relevant sourced data for the market demand of residential and non-residential growth in south east and north east Topeka including interviews with key economic, housing, and real estate insiders. The selected firm will consider and review materials to understand community vision that have articulated goals for various land uses including the Land Use and Growth Management Plan (LUGMP) 2040, Shawnee County 2038 Comprehensive Plan, Citywide Housing Market Study and Strategy, Momentum 2022/27, Futures 2045, and staff reports related to the planning areas. The selected firm will be expected to develop a 20-year demand forecast that includes considerations for residential and support for non-residential land uses under low, medium, and high-growth scenarios for the planning area.

C. Vision and Guiding Principles

The selected firm will be expected to develop consensus for an agreed upon vision and set of guiding principles that balances the interests of affected stakeholders including the public entities, landowners, and neighbors. The adopted and agreed upon vision and guiding principles will be written and graphically represented in the final land use plan. The selected firm should rely on the adopted community planning documents as a foundation when developing the vision and guiding principles.

D. Community Engagement

The selected firm will collaborate with the City project team and staff to provide a plan for ongoing public engagement and public communication during the entire land-use plan development process. The form of community engagement should include in-person and online options. The consultant team will lead at least three public engagement events during the process, which include but are not limited to:

1. Visioning Session

This serves as a kick-off meeting to orient the public to the project, outline expectations and assumptions, explain the process, solicit feedback for how the planning area should be developed, and develop a vision and guiding principles for the project.

2. Land Use Scenario Testing

Provide community and stakeholders the ability and tools to evaluate up to three (3) different land use scenarios, including their return on investment analysis.

3. Final Recommendations

Presentation of final recommendations to community and stakeholders after refinement of plan.

E. Future Land Use Plan

Based on market analysis, community feedback, the vision and guiding principles, and the adopted land use planning principles, the selected firm will develop up to three (3) future land use plan scenarios for interactive testing with stakeholders to clearly show a positive return on investment for the City of Topeka. The land use scenarios must be presented visually, provide corresponding cost-benefit information, and help stakeholders evaluate development options analytically. The selected firm will provide engagement tools to allow the community to react to the land use scenarios through open community meetings, stakeholder focus groups, and targeted outreach as agreed upon with City staff.

F. Utility Plan

Based on preferred land use alternatives, the selected firm will develop plans for utilities including routing, facilities, cost estimates, revenue generation, and phasing. At a minimum, the utilities plan should include sanitary sewer, storm water, and water in consultation with the City of Topeka Utilities and Public Works Departments. Inclusion of other utilities such as fiber, natural gas, and electric will be budget dependent.

G. Circulation and Streets Plan

The selected firm will develop a high-level circulation and streets plan with cost estimates and phasing should be developed to commensurate with the goals of preferred land use alternatives, complete street policies, and connectivity to the local transportation network. This includes a plan for arterial and collector street hierarchy with sufficient right-of-way and alignment. The plan should form a continuous travel network during all phases of area growth while accommodating all modes of travel cost-effectively. The selected firm will emphasize connectivity to nearby public facilities and the alignment with the adopted complete street guidelines. The City and Kansas Department of Transportation (KDOT) staff will be able to assist in traffic model runs to measure the impact to the local network's level of service.

H. Environmental and Open Space Plan

Environmentally sensitive areas should be identified and appropriately protected or mitigated through the recommended layout and design of the planning area's developable land. Provisions for natural drainage controls and preservation of open space for the community, including connectivity to nearby open public spaces, must be emphasized in the plan by the selected firm and must meet all minimum City and State requirements.

I. Adequate Public Facilities/Services

The selected firm will include in their plan, a component that confirms each phase of the development will include adequate public facilities and services in place prior to, or at the time of the development so there is no overload or underserving of any particular public service. This includes but is not limited to infrastructure, utilities, public safety, and schools.

J. Phasing, Cost Estimates, and Funding Scenarios

The planning area is not expected to be built out all at once but instead through a phased approach. Therefore, project subareas should be identified that are the most cost-effective for phased and orderly future growth. This should include estimates for public infrastructure costs and subsequent property values/units/square footage. In addition, alternative "who pays?" scenarios for community infrastructure needs (arterials, interceptors, etc.) should be developed to determine the appropriate level and source of participation mix (land owner vs. public).

K. Cost-Benefit Analysis

A cost-benefit analysis will be performed to measure the effective break-even point, or return on investment, for lifecycle construction, maintenance, and service costs in comparison to the expected property taxes and utility revenues for the City of Topeka upon the build-out of each phase in the plan developed by the selected firm.

V. Proposal Format

All information submitted becomes the property of the City of Topeka. Proposals received after the time indicated in this request will not be considered. Proposals are to be limited to a total of 10 (ten) pages (not counting front and back cover, cover letter, table of contents, and section dividers) using margins not smaller than 0.75" and font size not smaller than 10. The proposal should include the following:

- A.** Project understanding
- B.** Project approach
- C.** Company background
- D.** Similar experience
- E.** Project team
- F.** Proposed design schedule
- G.** Exhibit (limit 1 page; 8"x11.5" or 11"x17"; e.g. preliminary street alignment for each of the locations designated in the planning area, plan-profile sheet from a previous project)

VI. Selection Process

The City will review all submittals and select the firm (or team of firms) that is deemed most qualified to begin the negotiation process for the scope of services and schedule of fees. If the City and a selected firm cannot agree on scope and/or a schedule of fees, the City may terminate negotiations and proceed with selecting another firm. Proposal evaluation scoring will be based primarily on the following considerations:

- A.** 20% Project Understanding
- B.** 20% Project Approach
- C.** 15% Company Background
- D.** 15% Similar Experience
- E.** 10% Project Team
- F.** 10% Project Team Availability
- G.** 10% Proposed Planning and Design Schedule



RFP

PROPOSAL FOR COMPREHENSIVE PLANNING AND
LAND-USE DEVELOPMENT SERVICES
PROJECT NO. T-811012.00

EAST TOPEKA DEVELOPMENT PLAN

PREPARED FOR THE CITY OF TOPEKA
April 16, 2024

DEVELOPMENT STRATEGIES®

TEAMING WITH

Professional Engineering Consultants | Venice Communications



TABLE OF CONTENTS

PRIMARY CONTACT

Andy Pfister, AICP
Principal
Development Strategies
10 South Broadway, Suite 1500
St. Louis, Missouri 63102
(314) 421-2800 x 14
apfister@development-strategies.com

| | |
|---------|--------------------------|
| PAGE 1 | TRANSMITTAL LETTER |
| PAGE 2 | PROJECT UNDERSTANDING |
| PAGE 3 | PROJECT APPROACH |
| PAGE 4 | COMPANY BACKGROUND |
| PAGE 5 | SIMILAR EXPERIENCE |
| PAGE 6 | PROJECT TEAM |
| PAGE 7 | ORGANIZATIONAL CHART |
| PAGE 8 | PROPOSED DESIGN SCHEDULE |
| PAGE 10 | EXHIBIT |

April 16, 2024

City of Topeka, Contracts & Procurement Division
City Hall
215 SE 7th St., Room 60
Topeka, Kansas 66603

RE: Proposal for East Topeka Development Plan (Project No. T-811012.00)

Dear Selection Committee,

Development Strategies is pleased to offer this proposal for the East Topeka Development Plan. This is an exciting time to re-imagine what type of development is possible in East Topeka. This is an area with desirable schools and convenient access to one of Topeka's greatest assets—Shawnee Lake. This is an area with excellent connectivity to the regional transportation network, providing access to local and regional jobs, attractions, and amenities. This is also an area that had promise of a mixed-use development that succumbed to the economic challenges of the Great Recession, so getting the planning right this time is critical.

We understand this to be a planning project first, wherein sound market analysis will inform development scenarios that will be illustrated, then vetted through stakeholder and public engagement, cost-benefit analysis, and alignment with best practices and city goals. This is an opportunity to plan differently and holistically, and work toward a more fiscally, economically, and environmentally sustainable development pattern. In doing so, we will create a land use plan that is implementable, with supporting engineering to guide the funding and development of the street networks, utilities, parks and open spaces, public facilities, and other necessary infrastructure. The RFP also clearly defines that this project is to begin with a SWOT analysis of potential planning areas so that the city team and consultant team can work together to better define the planning area. This is a prudent approach that will help us better understand the context of the place before diving into more detailed analysis.

Development Strategies has extensive experience in Topeka and other communities around the country leading similar work. Over the past six years, we completed the Downtown and NOTO Market Strategy, Citywide Housing Study and Strategy, and, most recently, a similar planning exercise in southwest Topeka, wherein we evaluated three land use scenarios and their respective fiscal impacts. We frequently partner with communities like Olathe, Wichita, Kansas City, Clemson, Blacksburg, Charleston County, Grand Forks, Tulsa, Omaha, and others, to evaluate market, demographic, and economic trends to figure out what is possible on a given site, in a given neighborhood or district, or city-wide. We then plan by thoughtfully engaging the client team, city leadership, stakeholders, and the public to find those areas where a plan is both market-supported *and* aligns with community goals and values.

Joining our team are two firms we have worked with in the past and who round out our substantial experience. Professional Engineering Consultants (PEC) brings decades of experience working with municipal clients on subdivision master planning and engineering, including streets, circulation, utilities, landscape architecture, and land use planning. They will assess the infrastructure, open space, and public facility needs of the development scenarios, informing the cost-benefit analysis and overall land use plan. Venice Communications brings more than 25 years of engagement, communications, and public relations experience. Jayne Siemens, the founder and President, will help plan and coordinate public meetings, stakeholder roundtables, and pop-up engagement events. She will also lead social and traditional media outreach to ensure that the general public is well-informed about this project.

We would be grateful to be selected to be your partner for this important work.

Submitted and approved on behalf of Development Strategies:



Andy Pfister, AICP
Principal

A. PROJECT UNDERSTANDING

Our understanding is that this project is about reimagining what development is possible and appropriate for the 45th Street and Croco Road area, so that future actions and policies can be made in ways that work toward a shared vision. This means having a dialogue over a 12-to-15-month period with city staff and leadership, the steering committee (if desired), and community where relevant data is shared, scenarios are placed in front of people to get their reaction, and a conversation occurs that weighs community desires around character and conservation with practical considerations and constraints that may include legal, economic, or policy matters. Real conversation will need to be had regarding the tradeoffs between different approaches, and their relative merits and consequences will need to be fully understood before informed decisions can be made.

We know that City of Topeka has made a sustained effort for several years to invest in its older neighborhoods while also planning for new growth and development. The City and its partners continue to focus efforts to leverage Topeka's advantageous location to grow jobs, attract a wider diversity of new housing types, and integrate assets like parks, trails, and services so that Topeka is truly a live-work-play community. There is also desire to leverage regional job growth from Lawrence and the Kansas City metro to support development here.

The East Topeka Development Plan is an opportunity for the City of Topeka to work with the community to establish a vision for future long-term growth for the 45th Street and Croco Road area and potentially the 6th Street and K-4 area; and then design the infrastructure around that vision.

Part of the primary planning area is already platted and zoned for development; however, the ideas behind those development proposals succumbed to the challenges brought on by Great Recession and may no longer be

relevant to the community or feasible from a market perspective. An important component of this project will be to understand what elements of those plans still apply today, what need to be recalibrated, and where new and emerging development ideas might fit. This is ultimately a re-imagining of what is possible here.

A holistic process is needed to create a plan that:

- is market-supported
- reflects community values and desires
- is economically feasible and viable
- is fiscally sound and responsible
- leverages its location—the proximity to Lake Shawnee, the Kansas Turnpike and I-70, and other nearby amenities,
- clearly defines what public facilities and services are needed, and
- complements existing neighborhoods.

We also understand that the East Topeka Development Plan's primary focus is the SE 45th & Croco area; however, through the initial strengths, weaknesses, opportunities, and threats (SWOT) analysis, the secondary planning area—SE 6th and K-4 may emerge as a priority as well. The intent of Task 1 as described in the RFP is to define the planning area. Our process and approach are designed to be flexible to address the planning needs of a broad range of contexts, and we stand ready to address the unique needs of the primary and secondary study areas.

Ultimately, we understand this to be a planning project first, wherein sound market analysis will inform development scenarios that will be illustrated and vetted through stakeholder and public engagement, cost-benefit analysis, and alignment with best practices and city goals. This is an opportunity to plan differently and holistically, and work toward a more sustainable—fiscally, economically, and environmentally—development pattern.

B. PROJECT APPROACH

Development Strategies does not simply provide numbers. We provide ideas that help cities grow and improve, and support them with numbers. The future of healthy cities is, in part, dependent on their ability to provide appealing environments that foster positive interactions with place and people—and provide access to economic opportunity. We use our creativity and knowledge of other markets to provide concepts and ideas that catalyze development and new investment that lead to the creation of places that are well-positioned in the market.

Our approach includes thoughtful and inclusive community engagement informed by data-driven analysis about the market potential for growth in the study area. We will visualize how different types of development (e.g., mixed-use, retail, employment, hospitality, and housing) would fit in the area and analyze the potential impacts of various land use and development options. This approach will allow our team to work closely with the community on areas of concern and ultimately create a vision and land use plan that will enhance this corridor and provide long-term benefits to the whole community.

MARKET AND SITE ANALYSIS: determines the “baseline” amount of **development that is possible** over a period of time, achievable rents, lease rates, and sale prices, and likely market segments (i.e., housing, retail, office, hospitality, institutional etc.) to draw from. Site analysis evaluates opportunities and challenges of the **physical place**, its natural features, infrastructure, neighborhood connections, and opportunities for placemaking. Context analysis takes in **valuable input** from residents, existing businesses, real estate professionals, and policymakers.

We know that **good plans** are most readily-achieved when **underlying economic conditions support them**. Development Strategies brings extensive experience estimating the economic feasibility of different development and land use alternatives, which inform the **cost-benefit analysis**. A sound understanding of **what scale of development the market will support** will help frame discussions around what is preferred for the study area, as well as land use scenario testing.

VISIONING & GUIDING PRINCIPLES: define the **fundamental values** that create the framework for the plan. They articulate what the **desired future outcomes** for the plan are, based on stakeholder and public conversations and feedback. A thorough study of existing planning documents, current market trends, and the overall market analysis will serve as the basis for **engaging public entities, landowners, neighbors, and other affected stakeholders**. Early community and

stakeholder engagement efforts will focus on establishing a **vision for the planning area and guiding principles that will shape the analysis**, land use scenarios, and land use plan for the area.

ENGAGEMENT: our planning process is fundamentally based in **building trust with the community, listening well** about concerns and aspirations, illustrating, in this case, land use and development options, and **clearly communicating** why certain development patterns are or are not feasible. This allows our team to **fully understand its context**, while integrating our expertise about land use and development into the conversation. The foundation for an **implementable** plan exists where there is alignment between community aspirations and what is possible.

Our engagement approach will include both virtual and in-person events, and the engagement plan will be designed to **build upon and complement recent and ongoing efforts**. It will include at least three in-person public engagement sessions: a visioning session, land use scenario testing, and final recommendations. It will also include strategic pop-up events, in-person and virtual stakeholder roundtables, as well as regular client team, website, social media, and other needed updates. Venice Communications will help the Development Strategies Team coordinate engagement and communications.

FUTURE LAND USE PLAN: The ultimate goal of the market analysis, land use scenario testing, and community engagement is to develop, with the community, a **preferred future land use plan**. Engagement around the **low, medium, and high-growth** options will be informed by **development visualizations to illustrate** scale, density, and typologies. The **cost-benefit** of each scenario will illustrate the **long-term viability and impact** to the City’s fiscal health.

The following elements will be developed once preferred land use alternatives are agreed upon:

- **Utility plan** (led by PEC).
- **Circulation and streets plan** (led by PEC).
- **Environmental and open space plan**
- **Adequate public facilities/services**
- **Project phasing, cost estimates, and funding scenarios**
- **Detailed cost-benefit analysis**

A scope matrix summarizing each step, as well a tentative schedule, is included on pages 7 and 8.

C. COMPANY BACKGROUND

Development Strategies is a full-service planning and development advisory company that was founded in 1988. We take the broadest approach to defining development—economic, real estate, community, policy, and place. It is our philosophy that cities are fundamentally composed of people first, and that the development of cities needs to continually reflect their needs, goals, and aspirations. Our mission is to work with likeminded people who believe that their community can be made better, and engage in a dialogue about what a place can be, and what the community wants it to be.

Our commitment is to not only to devise the best strategies based on sound analysis, but to democratize planning and development by making them accessible and devoid of jargon, so that people can truly make decisions based on the best information. We strive every day to have meaningful interactions, with an approach that is always holistic and adaptive based on continual feedback and refinement. We have the breadth and depth of knowledge and experience to provide City of Topeka with a highly effective land use planning process. Particular areas of expertise include:

- housing policy and incentives
- program implementation
- real estate development
- market analysis and strategy
- site analysis/location
- economic development strategies
- stakeholder engagement
- industry analysis
- land use planning
- urban design
- public finance and funding
- strategic planning
- public policy
- community development

Development Strategies is based in St. Louis, with key team members located in Wichita, Seattle, and the UK. Development Strategies will lead this important project and is joined by two partners who bring expertise in engineering, landscape architecture, communications, and engagement.

Professional Engineering Consultants (PEC) started with less than 30 people in 1965 and now has more than 350 people who hold professional engineering licenses in all 50 states. They are headquartered in Wichita and have offices in Lawrence, as well as in Colorado and Oklahoma. They work nationally on an increasing variety of projects from

highways to hospitals — water towers to wind turbines — stadiums to sidewalks — and everything in between. PEC has provided comprehensive, multi-discipline engineering services to municipalities for nearly six decades.

PEC's methodology for providing advice and services to municipalities is an interactive team effort consisting of key staff members from the city and PEC. This communication and interaction between PEC and city management, staff, and policy-making boards is critical in identifying project goals and developing alternatives that best fit the city's needs. This approach has been improved with each project and is a proven strategy for producing quality projects and satisfied clients.

PEC brings a wealth of experience in environmental and infrastructure planning and engineering, will help the team interpret and understand the high level environmental and infrastructure impacts of different approaches and scenarios to development and conservation of the basin. Development Strategies is currently working with PEC as part of a larger team on a corridor transportation study in the Wichita region.

Venice Communications, founded in 2000, is an award-winning WBE/DBE certified company that provides full-service public engagement, public relations, branding and marketing. They have developed award-winning public relations and engagement campaigns focused on storytelling for community growth. Founder Jayne Siemens has 30+ years of public engagement experience working with municipalities and developers with an emphasis on building consensus.

Venice's expertise encompasses creating opportunities for inclusive community dialogue within diverse populations to build grassroots coalitions, techniques to build awareness and interest in public participation through project and placemaking brand creation, media relations and social media outreach, interactive online survey development, pop-up event concepting and execution, and unique custom community outreach techniques. Development Strategies recently partnered with Venice Communications on a Housing Study and Strategy in Edmond, Oklahoma.

D. SIMILAR EXPERIENCE

In the following list of projects, you will see successful delivery of plans, strategies, feasibility analyses, incentive evaluations, and advisory services that informed policy, zoning, and development implementation.

Based upon the scope of services outlined in the RFP, our team is pleased to present the following project experience. More information for these projects, including references, can be provided upon request.

DEVELOPMENT STRATEGIES

Elevation Parkway Preliminary Land Use Planning | Topeka, KS

- *Description:* Preliminary land use planning effort with market scan, three land use scenarios w/precedent imagery, and fiscal impacts.
- *Key disciplines:* Land use planning, urban design, market analysis, development feasibility and fiscal analysis.

Citywide Housing Market Study & Strategy | Topeka, KS

- Data-driven comprehensive housing study with detailed demographic, socioeconomic, market analysis, and housing need identification. Best practices strategies also recommended and are in various stages of implementation.
- Demographic analysis, housing market analysis, steering committee and stakeholder engagement, public engagement, policy, and strategic thinking.

Downtown/NOTO Market Strategy | Topeka, KS

- Detailed market study and strategy that created a framework for future investments in Topeka's downtown
- Market analysis, stakeholder engagement, public engagement, urban and district planning, development feasibility, policy and strategic thinking.

I-35 Santa Fe Corridor Study | Olathe, KS

- As a subconsultant, Development Strategies evaluated current land use patterns and market conditions to identify sites that may be prime for redevelopment on the Santa Fe corridor. Ten strategic approaches to stabilizing uses along the corridor were detailed.
- Market analysis, stakeholder engagement, land use planning, development feasibility, phasing, development strategies.

Citywide Strategic Plan for Development | Clemson, SC

- Data-driven comprehensive housing study with detailed demographic, socioeconomic, market analysis, and housing need identification. Best practices strategies also recommended and are in various stages of implementation.

- Urban planning, urban design, market analysis, development feasibility, policy, phasing, strategy.

PEC

Park Centre Development Master Plan | Park City, KS

- Master plan with a diversity of housing typologies, multi-modal circulation system, streetscaping, and public parks and open space.
- Urban planning, urban design, landscape architecture, and civil engineering.

Yorktown Parkway Alignment and Conceptual Design | City of Andover, KS

- Developed a conceptual alignment of a critical new roadway aimed at connecting community assets that were previously disconnected with the added objective of providing additional economic development opportunities.
- Transportation planning and civil engineering.

SW 17th Street Improvements | Topeka, KS

- Corridor plan with roadway design, streetscapes, infrastructure enhancements, landscaping, street lighting and crosswalks.
- Urban design, transportation planning and civil engineering.

VENICE COMMUNICATIONS

83rd & Lexington Corridor Study | City of DeSoto, KS

- Corridor study
- Extensive community engagement including stakeholder meetings and public open houses to advance the plan to implementation.

Priorities for Progress: Connecting Community Opportunities - Leavenworth County Regional CIP Transportation Project Prioritization | Leavenworth County, KS

- Transportation plan
- Public engagement included online public surveys, two public open houses and multiple stakeholder meetings throughout Leavenworth County.

Clay County Comprehensive Plan | Clay County, MO

- Comprehensive Plan
- Extensive community outreach that incorporated group listening sessions, a community survey, visioning work-shop, county-wide planning charrette, and pop-up events

E. PROJECT TEAM

TEAM ORGANIZATION

We have assembled a team to complement our holistic approach to this effort. Development Strategies will provide overall direction on the project, as well as expertise in economic development, community development, real estate, policy, urban design, land use planning, and housing. In addition, DS provides storytelling, communications, and engagement expertise.

TEAM ROLES & KEY PERSONNEL

Details about key personnel that make up our team's project leadership are included below. The organizational chart on the following page includes information about additional staff and their roles for this project.

Andy Pfister, AICP – Principal, DEVELOPMENT STRATEGIES: Andy is an urban planner with nearly 20 years of experience in housing, community development, land use planning, real estate feasibility and valuation, economic development, and implementation. He is deeply passionate about understanding the complex social, economic, market, and political factors that influence how our communities grow. Andy leads Development Strategies' national housing strategy work and is deeply involved in our neighborhood and district planning work.

- Andy will serve as the Principal-in-Charge and Senior Real Estate Advisor.

Matt Wetli, AICP – Principal, DEVELOPMENT STRATEGIES: As an urban planner and development strategist, Matt leads the firm in creating strategies for more vibrant, inclusive, and livable cities—with an emphasis on urban revitalization. His passion is helping people better understand how cities actually work, through a combination of education, storytelling, and dialogue—with the goal of empowering decision makers.

Justin Carney, AICP – Principal, DEVELOPMENT STRATEGIES: Through years of strategic planning, Justin has developed a deep understanding of the complex interplay of issues facing communities, and brings a multi-faceted approach to creating workable solutions. He has

broad experience in overseeing neighborhood, housing, land use, and transportation strategies, and as a former Planning Director, has a keen sense of local government capacity to implement plans.

Anu Samarajiva, Senior Associate & Urban Design Practice Lead, DEVELOPMENT STRATEGIES: Anu has a background in design, economics, community engagement and teaching, and is passionate about the power of the built environment to engage and sustain communities. She's skilled in using visualizations and storytelling to make the case for more connected, sustainable and equitable cities, and loves working with diverse communities and a broad range of collaborators to bring planning and development processes to life.

- Anu will serve as Project Manager and Senior Urban Designer.

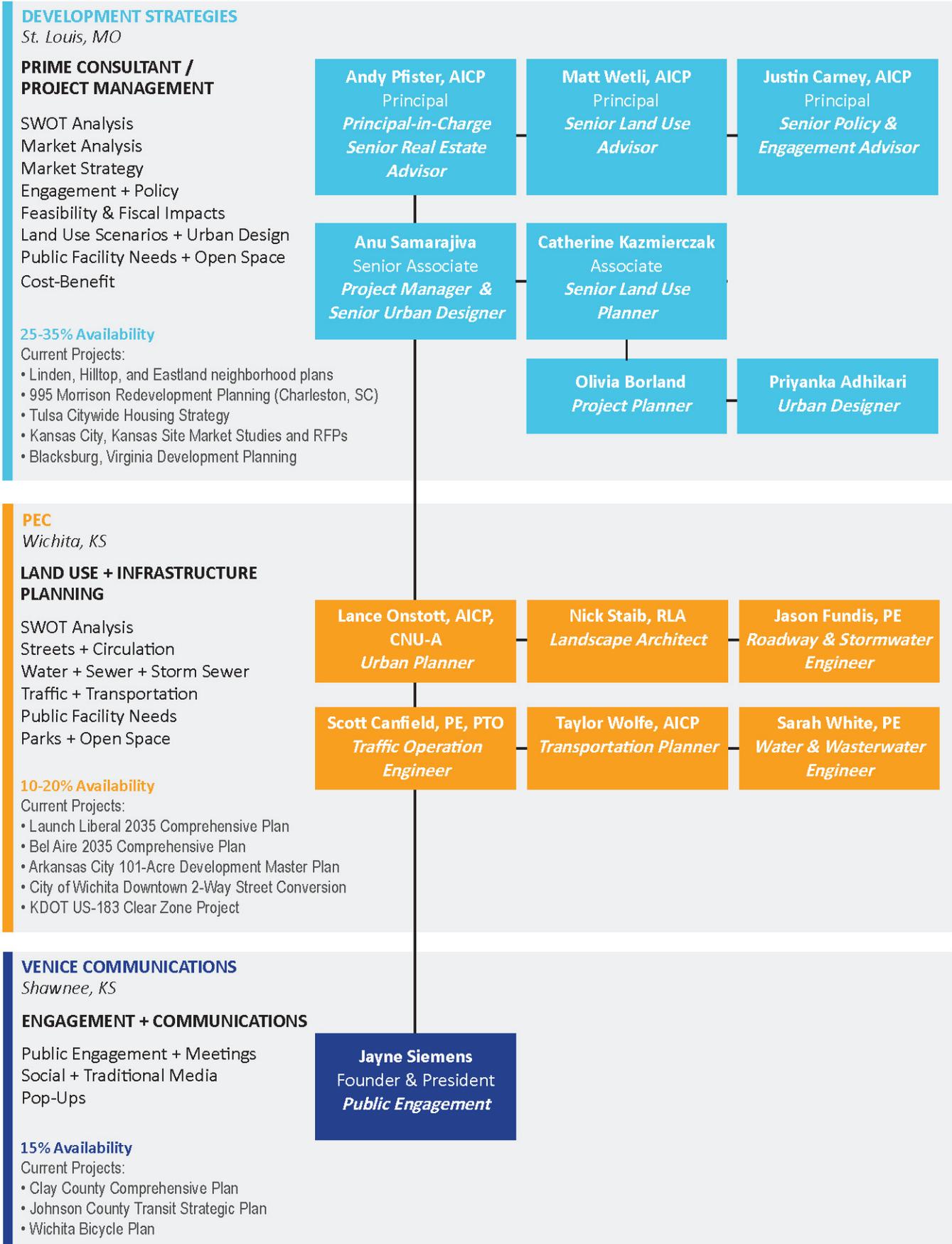
Lance Onstott, AICP, CNU-A, PEC: Lance, who will serve as PEC's project manager, is the practice lead for planning, land development, and GIS for PEC. Lance uses his urban planning and design experience in combination with his public sector experience in urban planning, public works and utilities, stormwater management, economic development, and city management to lead cross disciplinary teams through land use, corridor, placemaking, neighborhood, and transportation planning projects, community engagement, grant funding support, and with private owners to develop property from concept development, entitlements, and through construction.

Jayne Siemens, VENICE COMMUNICATIONS: Jayne is a results-oriented, creative, innovative professional with 30+ years of diverse experience in managing and executing public involvement, stakeholder development, public affairs and grass roots community engagement programs for development, transportation and planning projects. She also manages local and national public relations, branding, social media and marketing campaigns.

CURRENT WORKLOAD AND AVAILABILITY

An Organization Chart, located on the following page, includes firm availability and current workload.

ORGANIZATIONAL CHART



F. PROPOSED DESIGN SCHEDULE

We propose a project schedule of approximately 12 to 15 months, and the key elements of each task and step are summarized in the following two-page matrix.

| | STEP 1 PROJECT LAUNCH & SWOT | 2 LISTEN AND LEARN | 3 CONCEPTS & ALTERNATIVES |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| | TASK 1 | TASK 2 | |
| | Months 1-2 | Months 3-5 | Months 5-8 |
| REAL ESTATE & LAND USE › Supply › Demand › Case Studies › Sales, Rents, and Value DS | Market Survey Marketability/SWOT Assessment | Property Ownership Mapping Market Analysis • Housing • Retail • Office • Hospitality • Employment Real Estate Program Best Practices Case Study Sales Data | Site Capacity Land Use Compatibility Mixed-Use Strategies Competitive Positioning Development Programs & Product Mix |
| ECONOMICS & FINANCE › Vertical Costs › Private Lending › Public Finance › ROI and Fiscal Impacts › Cost-Benefit DS PEC | Taxation Districts and Rates Government Incentive Tools | Vertical Cost Inputs Financial Lending Metrics Financial Model Creation Public Finance Private Finance Pro Forma | Feasibility and Fiscal Analysis |
| DESIGN & INFRASTRUCTURE › Urban Design › Public and Open Space › Circulation › Roads and Utilities DS PEC | GIS Layers • Environmental • Stormwater • Topography • Roads & Utilities • Soils | Horizontal Cost Inputs Land Use Capacity Soil and Slope Suitability Open Space Systems Infrastructure Land Use Bubbles Case Study | Concept Alternatives • Circulation • Open Space • Utilities • Land Use & Density • Development Typologies |
| POLICY & SERVICES › Demographics and Inclusion › Schools › City Services DS PEC | Demographic Scan Population Projections Service Boundaries Service Requirements | Demographic Analysis Service Provider Requirements Schools Police & Fire Parks & Open Spaces Housing Attainability | Projected Impacts and Need |
| VISION & ENGAGEMENT › Vision & Guiding Principals › Engagement › Social & Conventional Media DS VC | City Team SWOT Worksession Stakeholder Identification Steering Committee Creation (if desired) Engagement & Communications Plan Timeline Survey Content Website | Stakeholder Interviews Public Meeting #1 Steering Committee #2 Survey Rollout Website Rollout Project Video #1 Pop Ups Social Media Promotion Regular City | Steering Committee #3 Survey #2 Website Updates Pop Ups Social Media Promotion Regular City Team Mtgs. |

DS Development Strategies **VC** Venice Communications **PEC** Professional Engineering Consultants

4 COMPARE & EVALUATE

5 ALIGN & DECIDE

6 IMPLEMENT

TASK 2

Months 9-10

Months 11-12

Months 12-15

REAL ESTATE & LAND USE

- › Supply
- › Demand
- › Case Study
- › Sales, Rents, and Value

DS

ECONOMICS & FINANCE

- › Vertical Costs
- › Private Lending
- › Public Finance
- › ROI and Fiscal Impacts
- › Cost-Benefit

DS

PEC

DESIGN & INFRASTRUCTURE

- › Urban Design
- › Public and Open Space
- › Circulation
- › Roads and Utilities

DS

PEC

POLICY & SERVICES

- › Demographics and Inclusion
- › Schools
- › City Services

DS

PEC

VISION & ENGAGEMENT

- › Vision & Guiding Principals
- › Engagment
- › Social & Conventional Media

DS

VC

Cost-Benefit of 3 Alternatives

Evaluation
• Economic
• Market
• Place
• Policy

Phasing
Assembly
Marketing
Catalysts
Zoning

Funding Tools
Public-Private Partnerships
Cost-Benefit

Future Land Use Plan
Circulation and Street Plan
Environmental and Open Space
Utilities and Infrastructure Plan

Policy Tools
New Programs

Public Meeting #2
Steering Committee #4
Website Updates
Project Video #2
Pop Ups

Social Media Promotion
Regular City Team Mtgs.

Steering Committee #5
Regular City Team Mtgs.

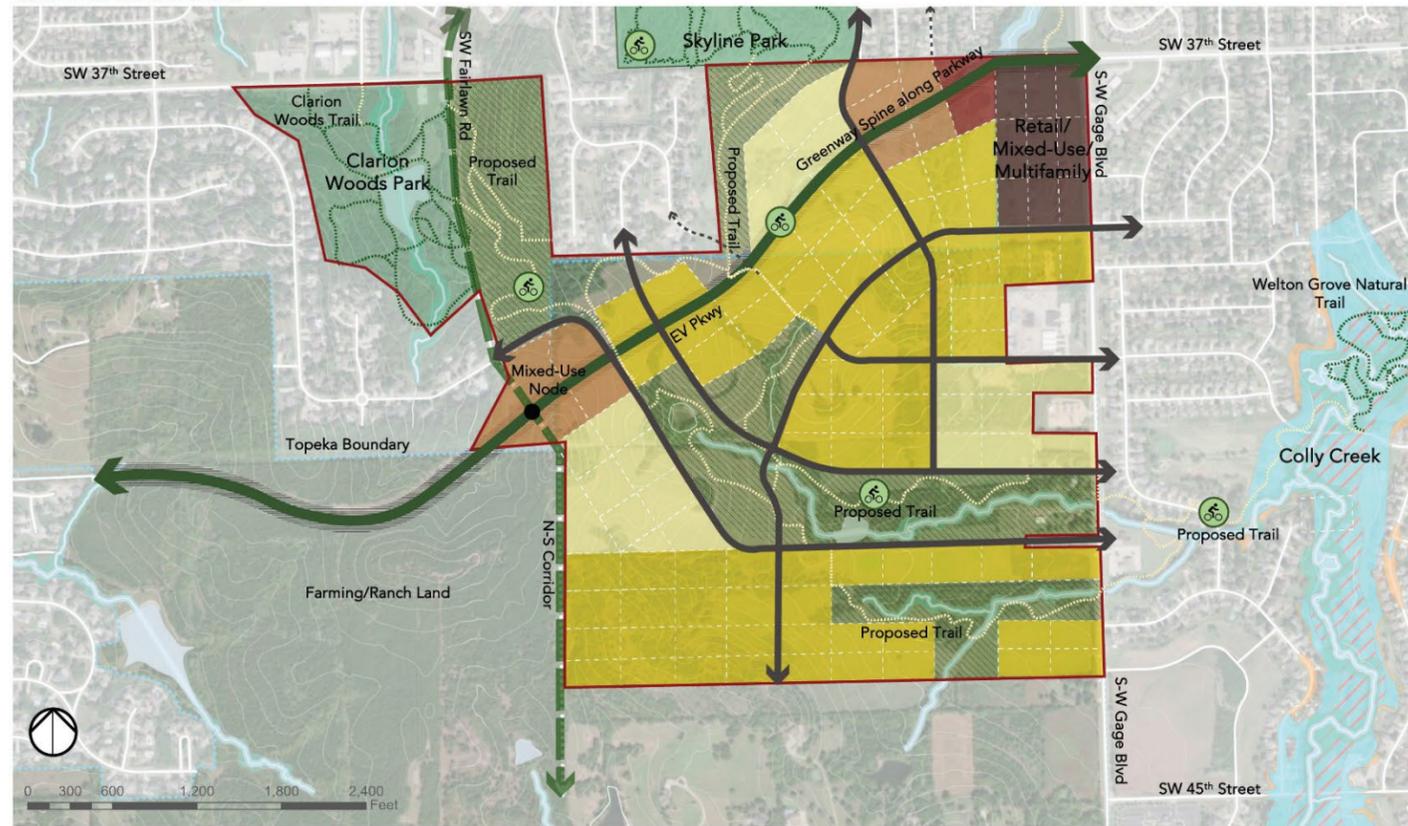
Open Houses / Public Meeting #3
Framework Presentation
Final Document

DS Development Strategies

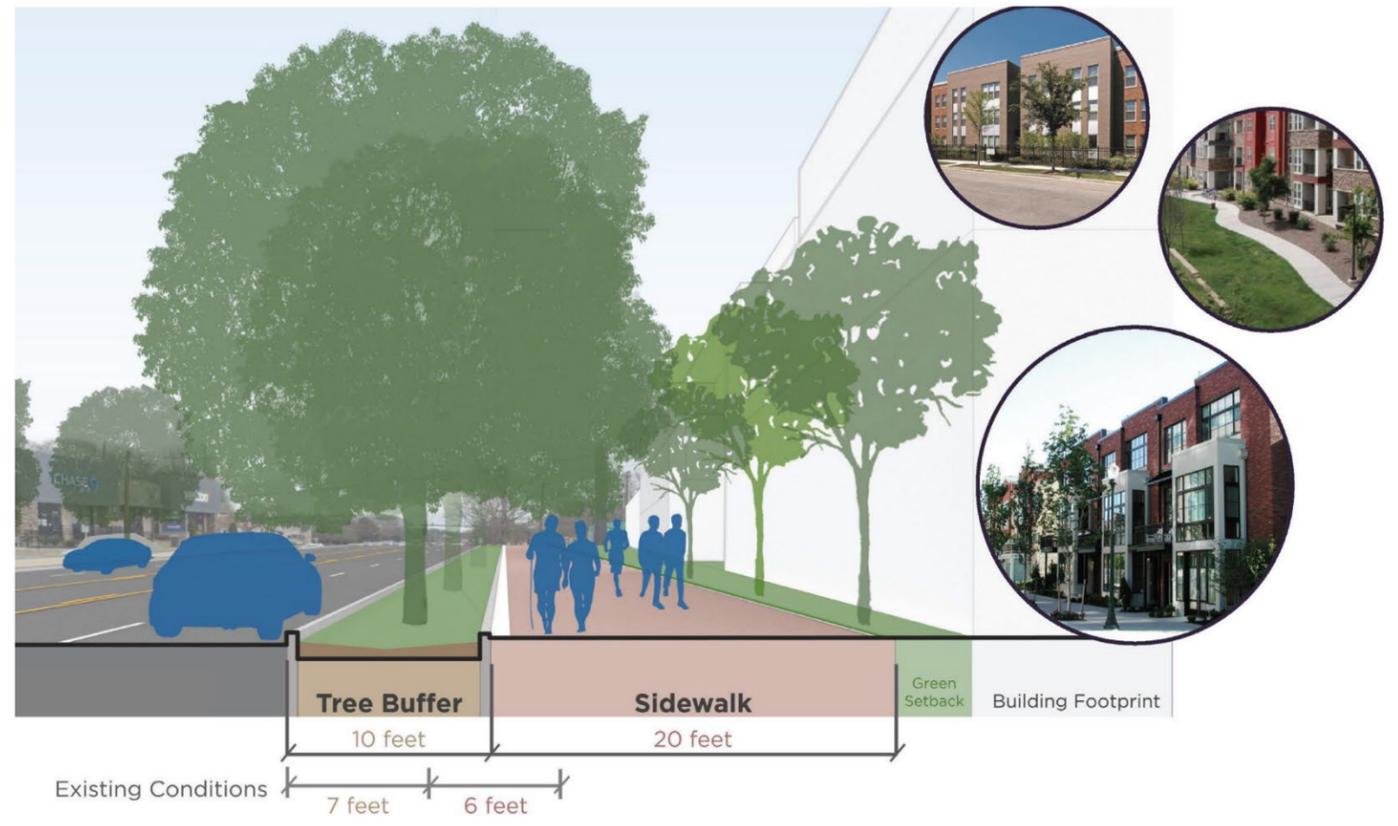
VC Venice Communications

PEC Professional Engineering Consultants

G: EXHIBIT



CIRCULATOR STREETS LAYOUT | TOPEKA, KS



STREET AND PUBLIC SPACE CONFIGURATION | CLEMSON, SC



COMPLETE STREETS ELEMENTS | GREELEY, CO



CIRCULATION AND STREETS DETAILED DESIGN | PARK CENTER, KS (PEC)

| Measures | | | | | | | | Total Score (0-100) | |
|---------------------------------|----------------------|---------------|----------------------|--------------------|-----------------|-------------|-------------|---------------------|-------------------|
| Asset Condition | Equity and Inclusion | Fiscal Impact | Operating Efficiency | Priority Alignment | Project Urgency | | | | |
| Score | 3 | 2 | 3 | 1 | 3 | 0 | | | 55 |
| Project Estimates | | | | | | | | | |
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-2033 | Total CIP | | |
| Design/Admin Fees | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300,000 |
| Right of Way | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Construction/Service Fees | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Technology | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Financing Costs (Temp Notes) | \$ 990 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 990 |
| Cost of Issuance (Rev/GO Bonds) | \$ 6,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,000 |
| Debt Reserve Fund (Rev Bond) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capitalized Interest | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Totals | \$ 306,990 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 306,990 |
| Financing Sources | | | | | | | | | |
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-2033 | Total CIP | | |
| G.O. Bonds | \$ 306,990 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 306,990 |
| Revenue Bonds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| ARPA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fix Our Streets Sales Tax | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Countywide Sales Tax | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund General | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Facilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Fleet | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund IT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Parking | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Stormwater | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Wastewater | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating Fund Water | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Federal Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CDBG | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| G.O. Bonds - Special | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Totals | \$ 306,990 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 306,990 |



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Ben Hart, Interim Chief Financial Officer **DOCUMENT #:**
SECOND PARTY/SUBJECT: Combined Utility Revenue Bond Series 2024-B **PROJECT #:**
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 012 Bond Ordinances
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Dr. Robert M. Perez, authorizing and providing for the issuance of \$23,575,000 aggregate principal amount of Combined Utility Revenue Bonds, Series 2024-B, of the City Of Topeka, Kansas; making certain covenants and agreements to provide for the payment and security thereof and authorizing certain other documents and actions in connection therewith.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would allow the City to move forward with permanently financing previously authorized improvements for the utility systems.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to issue revenue bonds to fund previously approved utility projects.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the ordinance.

BACKGROUND:

The bonds would finance water, wastewater, and stormwater projects

BUDGETARY IMPACT:

Debt service for permanently financed improvements would be scheduled over a 30 year period and payments would be structured through the appropriate utility fund.

SOURCE OF FUNDING:

Debt service is paid through the respective utility fund and is funded by fees associated with each utility.

ATTACHMENTS:

Description

Ordinance

Project List - Bond Series 2024-B

ORDINANCE NO. []

OF

THE CITY OF TOPEKA, KANSAS

PASSED

AUGUST 20, 2024

**COMBINED UTILITY REVENUE BONDS
SERIES 2024-B**

(PUBLISHED IN THE *TOPEKA METRO NEWS* ON AUGUST [___], 2024)

ORDINANCE NO. [___]

AN ORDINANCE INTRODUCED BY CITY MANAGER DR. ROBER M. PEREZ AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF \$25,809,000* AGGREGATE PRINCIPAL AMOUNT OF COMBINED UTILITY REVENUE BONDS, SERIES 2024-B, OF THE CITY OF TOPEKA, KANSAS; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

WHEREAS, the City of Topeka, Kansas (the “City”) is a city of the first class, duly created, organized and existing under the Constitution and laws of the State; and

WHEREAS, the City is authorized under the provisions of the K.S.A. 10-1201 *et seq.* (the “Act”), to issue and sell revenue bonds for the purpose of paying all or part of the cost of the acquisition, construction, reconstruction, alteration, repair, improvement, extension or enlargement of the City’s water, water pollution control and stormwater utilities (collectively, the “System”), provided that the principal of and interest on such revenue bonds shall be payable solely from the Net Revenues derived by the City from the operation of the System; and

WHEREAS, by proceedings duly had, the governing body of the City is previously authorized or hereby authorized, and has declared or declares its intention under the Act, to acquire, construct, reconstruct, alter, repair, improve, extend or enlarge the System, all as more fully listed on *Schedule I* to the hereinafter defined Bond Resolution (collectively, the “Project”), and to issue its Combined Utility Revenue Bonds in an amount of not to exceed \$27,000,000; notices of such intention were published one time in the official newspaper of the City and no sufficient written protest thereto was filed with the Clerk within fifteen (15) days after the dates of said publications, all as set forth in the Act; and

WHEREAS, the Project will not cause duplication of existing utility service furnished by a private utility in the City; and

WHEREAS, the City is authorized under the Act to issue its Combined Utility Revenue Bonds, Series 2024-B (the “Series 2024-B Bonds”) in an amount not to exceed \$27,000,000 in order to finance all or a portion of the costs of the Project, make necessary deposits to a bond reserve account and pay the costs of issuance for the Series 2024-B Bonds; and

WHEREAS, the Parity Resolution provides the City may issue Additional Bonds which constitute Parity Bonds upon the satisfaction of certain conditions; and

WHEREAS, prior to or simultaneously with the issuance of the Series 2024-B Bonds, such terms and conditions will be satisfied.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS, AS FOLLOWS:

Section 1. Definitions of Words and Terms. In addition to words and terms defined elsewhere herein, the following words and terms in this Ordinance shall have the meanings hereinafter set forth. Unless the context shall otherwise indicate, words importing the singular number shall include the plural

and vice versa, and words importing persons shall include firms, associations and corporations, including public bodies, as well as natural persons.

“Act” means the Constitution and statutes of the State including K.S.A. 10-101 to 10-125, inclusive, K.S.A. 10-620 *et seq.*, and K.S.A. 10-1201 *et seq.*, all as amended and supplemented from time to time.

“Additional Bonds” means any bonds secured by the Net Revenues hereafter issued pursuant to the Bond Resolution.

“Additional Obligations” means any leases or other obligations of the City payable from the Gross Revenues or Net Revenues, including Parity Obligations, other than Permitted Loans and the Bonds.

“Bond Resolution” means the resolution to be adopted by the governing body of the City prescribing the terms and details of the Series 2024-B Bonds and making covenants with respect thereto.

“Bonds” means the Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2021-B Bonds, Series 2023-A Bonds, Series 2024-A Bonds, Series 2024-B Bonds, and any Additional Bonds.

“Chief Financial Officer” means the duly appointed and Chief Financial Officer of the City or, in the Chief Financial Officer’s absence, the duly appointed Acting, Deputy or Assistant Chief Financial Officer or Director of Administrative and Financial Services of the City.

“City” means the City of Topeka, Kansas.

“Clerk” means the duly appointed and acting Clerk of the City or, in the Clerk's absence, the duly appointed Deputy, Assistant or Acting Clerk.

“Expenses” means the sum of (a) ordinary expenses of maintenance, operation and repair, (b) administrative expenses, (c) reasonable pension fund contributions, (d) insurance expense, (e) legal expense and (f) payments on Permitted Loans; provided, however, Expenses shall not include payment in lieu of taxes, debt service payments on System Indebtedness, depreciation, amortization or other non-cash items.

“Fiscal Year” means the twelve-month period ending on December 31.

“Gross Revenues” means all receipts and revenues derived by the City from the operation of the Combined Utility, including investment earnings, and any amounts deposited in escrow in connection with the acquisition, construction, remodeling, renovation and equipping of facilities to be applied during the period of determination to pay interest on System Indebtedness, but excluding any grants, proceeds of bond issues and/or insurance proceeds, any profits or losses on the early extinguishment of debt or on the sale or other disposition, not in the ordinary course of business, of investments or fixed or capital assets.

“Junior Lien Bonds” means the Series 2021-B Bonds any Additional Bonds payable from, and secured by a lien on the Net Revenues, which lien is junior to that of any Parity Bonds and Parity Obligations, but senior to that of the Subordinate Lien Bonds.

“**KDHE**” means the Kansas Department of Health and Environment, acting on behalf of the State of Kansas, or its successors in interest.

“**Loan Agreement**” shall mean the Loan Agreement, including all Exhibits attached thereto, between KDHE and the Issuer, for KWPCRF Project No.: C20 3069 01, as such may be supplemented, modified or amended from time to time in accordance with the terms thereof.

“**Mayor**” means the duly elected and acting Mayor of the City or, in the Mayor's absence, the duly appointed and/or elected Deputy Mayor or Acting Mayor of the City.

“**Net Revenues**” means, for the period of determination, Gross Revenues of the Combined Utility minus the sum of (a) Expenses and (b) any required deposits to the Rebate Fund as required under the Bond Resolution, or any other Rebate Fund created in connection with the issuance of the Bonds.

“**Obligation**” shall mean the loan made by KDHE to the City to finance Project Costs pursuant to the Loan Agreement.

“**Ordinance**” means this Ordinance authorizing the issuance of the Series 2024-B Bonds.

“**Parity Bonds**” means the Outstanding Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2023-A Bonds, Series 2024-A Bonds, and Series 2024-B Bonds, and any Additional Bonds hereafter issued pursuant to the Bond Resolution and standing on a parity and equality with the Series 2024-B Bonds with respect to the lien on the Net Revenues.

“**Parity Obligations**” means the Obligation and any Additional Obligation hereafter issued or incurred by the Issuer on a parity basis with the Parity Bonds.

“**Parity Resolution**” means collectively each ordinance and resolution which authorized the issuance of the Parity Bonds, the Bond Resolution, and the ordinances and/or resolutions under which any Parity Obligations or Additional Bonds which constitute Parity Bonds are hereafter issued.

“**Permitted Loans**” means any State Revolving loans between KDHE and the City for public drinking water improvements, pollution control improvements, or stormwater improvements

“**Project(s)**” means the acquisition, construction, reconstruction, alterations, repair, improvements, extensions or enlargements of the System described in the Preamble to this Ordinance, and *Schedule I* to the Bond Resolution, or any Substitute Project.

“**Revenue Fund**” means the Water, Water Pollution Control, and Stormwater Utility Revenue Fund referred to in the Bond Resolution.

“**Series 2014-A Bonds**” means the City's Combined Utility Improvement and Refunding Revenue Bonds, Series 2014-A, dated December 23, 2014.

“**Series 2016-A Bonds**” means the City's Combined Utility Improvement and Refunding Revenue Bonds, Series 2016-A, dated September 6, 2016.

“**Series 2017-A Bonds**” means the City's Combined Utility Revenue Bonds, Series 2017-A, dated September 5, 2017.

“**Series 2018-A Bonds**” means the City's Combined Utility Revenue Bonds, Series 2018-A, dated September 11, 2018.

“**Series 2019-A Bonds**” means the City's Combined Utility Refunding and Improvement Revenue Bonds, Series 2019-A, dated September 17, 2019.

“**Series 2020-A Bonds**” means the City's Combined Utility Refunding and Improvement Revenue Bonds, Series 2020-A, dated September 8, 2020.

“**Series 2021-A Bonds**” means the City's Combined Utility Refunding and Improvement Revenue Bonds, Series 2021-A, dated September 7, 2021.

“**Series 2021-B Bonds**” means the City's Taxable Combined Utility Junior Lien Revenue Bonds, Series 2021-B, dated September 7, 2021.

“**Series 2023-A Bonds**” means the City's Combined Utility Revenue Bonds, Series 2023-A, dated September 12, 2023.

“**Series 2024-A Bonds**” means the City's Combined Utility Revenue Bonds, Series 2024-A, authorized by Ordinance No. 20487 of the Issuer.

“**Series 2024-B Bonds**” means the City's Combined Utility Revenue Bonds, Series 2024-B, authorized by this Ordinance.

“**State**” means the State of Kansas.

“**Subordinate Lien Bonds**” means any Additional Bonds or Additional Obligations payable from the Net Revenues on a subordinate lien basis to any Parity Bonds and Junior Lien Bonds, and which constitute general obligations of the City.

“**Substitute Project**” means a substitute or additional project of the System authorized in the manner set forth in the Bond Resolution.

“**System**” or “**Combined Utility System**” means the combined water, water pollution control and stormwater utility facilities of the City, including the entire waterworks plant and system owned and operated by the City for the production, storage, treatment and distribution of drinking water, the water pollution control plant and system owned and operated by the City for the collection, treatment and disposal of sanitary and stormwater waste, and the City’s stormwater inlets, pipes, levees, creeks and rivers and publicly owned or maintained ditches, channels, detention ponds and stormwater quality best management practices, including all appurtenances and facilities connected therewith or relating thereto, together with all extensions, improvements, additions and enlargements thereto hereafter made or acquired by the City.

“**System Indebtedness**” means collectively all Bonds and Additional Obligations, which are payable out of, or secured by an interest in, the Gross Revenues, except Permitted Loans.

Section 2. Authorization of the Series 2024-B Bonds. There shall be issued and are hereby authorized and directed to be issued the Combined Utility Revenue Bonds, Series 2024-B, of the City in the aggregate principal amount of \$25,809,000* for the purpose of providing funds to: (a) pay costs of the Project; (b) pay costs of issuance of the Series 2024-B Bonds; and (c) make a deposit to the Bond Reserve Account.

Section 3. Security for the Series 2024-B Bonds. The Series 2024-B Bonds shall be special obligations of the City payable solely from, and secured as to the payment of principal and interest by a pledge of, the Net Revenues, and the City hereby pledges said Net Revenues to the payment of the principal of and interest on the Series 2024-B Bonds. The Series 2024-B Bonds shall not be or constitute a general obligation of the City, nor shall they constitute an indebtedness of the City within the meaning of any constitutional, statutory or charter provision, limitation or restriction, and the taxing power of the City is not pledged to the payment of the Series 2024-B Bonds, either as to principal or interest.

The covenants and agreements of the City contained herein and in the Series 2024-B Bonds shall be for the equal benefit, protection and security of the legal owners of any or all of the Series 2024-B Bonds, all of which Series 2024-B Bonds shall be of equal rank and without preference or priority of one Bond over any other Bond in the application of the funds herein pledged to the payment of the principal of and the interest on the Series 2024-B Bonds, or otherwise, except as to rate of interest, date of maturity and right of prior redemption as provided in this Ordinance. The Series 2024-B Bonds shall stand on a parity and be equally and ratably secured with respect to the payment of principal and interest from the Net Revenues with any Parity Bonds. The Series 2024-B Bonds shall not have any priority with respect to the payment of principal or interest from said Net Revenues or otherwise over the Parity Bonds; and the Parity Bonds shall not have any priority with respect to the payment of principal or interest from said Net Revenues or otherwise over the Series 2024-B Bonds.

Section 4. Terms, Details and Conditions of the Series 2024-B Bonds. The Series 2024-B Bonds shall be dated and bear interest, shall mature and be payable at such times, shall be in such forms, shall be subject to redemption and payment prior to the maturity thereof, and shall be issued and delivered in the manner prescribed and subject to the provisions, covenants and agreements set forth in the Bond Resolution hereafter adopted by the governing body of the City.

Section 5. Rate Covenant. The City will fix, establish, maintain and collect such rates, fees and charges for the use and services furnished by or through the System, including all repairs, alterations, extensions, reconstructions, enlargements or improvements thereto hereafter constructed or acquired by the City, as will produce Revenues sufficient to (a) pay Expenses; (b) pay the principal of and interest on the Bonds as and when the same become due; and (c) provide reasonable and adequate reserves for the payment of the Bonds and the interest thereon and for the protection and benefit of the System as provided in this Ordinance and the Bond Resolution, provided, however, that such rates, fees and charges of the water, water pollution control and stormwater utilities shall not be set or otherwise established so that the rates, fees or charges of one such division subsidize the other. The Bond Resolution may establish requirements in excess of the requirements set forth herein.

Section 6. Further Authority. The Mayor, Clerk and other City officials are hereby further authorized and directed to execute any and all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of the Ordinance to make alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 7. Governing Law. This Ordinance and the Series 2024-B Bonds shall be governed exclusively by and construed in accordance with the applicable laws of the State.

Section 8. Effective Date. This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City and publication in the official City newspaper.

PASSED AND APPROVED by the Governing Body on August 20, 2024 and **SIGNED** by the Mayor.

(SEAL)

Mayor

ATTEST:

Clerk

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CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of the original ordinance; that said Ordinance was passed on August 20, 2024; that the record of the final vote on its passage is found on page ____ of journal ____; and that the Ordinance or a summary thereof was published in the *Topeka Metro News* on August ____, 2024.

DATED: August 20, 2024.

Clerk

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(PUBLISHED IN THE *TOPEKA METRO NEWS* ON AUGUST [___], 2024)

SUMMARY OF ORDINANCE NO. [____]

On August 20, 2024, the governing body of the City of Topeka, Kansas passed an ordinance entitled:

AN ORDINANCE INTRODUCED BY CITY MANAGER DR. ROBER M. PEREZ AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF \$25,809,000* AGGREGATE PRINCIPAL AMOUNT OF COMBINED UTILITY REVENUE BONDS, SERIES 2024-B, OF THE CITY OF TOPEKA, KANSAS; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

The Series 2024-B Bonds approved by the Ordinance are being issued in the principal amount set forth therein to finance certain improvements to the City’s water, water pollution control and stormwater utilities (the “System”) of the City, and constitute special obligations of the City payable solely from, and secured as to the payment of principal and interest by a pledge of, the Net Revenues derived by the City from the operation of the System. A complete text of the Ordinance may be obtained or viewed free of charge at the office of the City Clerk, 215 S.E. 7th Street, 1st Floor, Topeka, Kansas 66603. A reproduction of the Ordinance is available for not less than 7 days following the publication date of this Summary at <https://www.topeka.org/cityclerk/ordinances-resolutions/ordinances/>.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: August 20, 2024.

City Attorney

SCHEDULE I

LIST OF PROJECTS

**CITY OF TOPEKA, KANSAS
COMBINED UTILITY REVENUE BONDS
SERIES 2024-B**

| Res./Ord. Number | Project Number | Description of Project | Total Amount Authorized* | Project Amount* | Other Legally Available Funds | Net Amount to be Bonded |
|-------------------------|-----------------------|------------------------------------|---------------------------------|------------------------|--------------------------------------|--------------------------------|
| 9521 | 281300.00 | 2025 Watermain Replacement | | | | \$11,028,000.00 |
| 9426 | 501105.00 | 2024 Storm Conveyance System | | | | 3,030,000.00 |
| 9174/9318/ 9425/9325 | 291106.00 | North Topeka WWTP Nutrient Removal | | | | 8,363,627 |
| 9426 | 291144.00 | 2024 WW Force Main | | | | 1,351,000.00 |
| | | | | | | |
| | | | | | SUBTOTAL | |
| | | | | | LESS EXISTING RESERVES | |
| | | | | | BOND RESERVE ACCOUNT | |
| | | | | | COSTS OF ISSUANCE | |
| | | | | | UNDERWRITING DISCOUNT | |
| | | | | | [BOND INSURANCE PREMIUM] | |
| | | | | | REOFFERING PREMIUM | |
| | | | | | TOTAL SERIES 2024-B BONDS | |



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Ben Hart, Interim Chief Financial Officer **DOCUMENT #:**
SECOND PARTY/SUBJECT: Combined Utility Revenue Bond Series 2024-B **PROJECT #:**
CATEGORY/SUBCATEGORY: 020 Resolutions / 004 Public Improvements
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

RESOLUTION introduced by City Manager Dr. Robert M. Perez, prescribing the form and details of and authorizing and directing the sale and delivery of \$23,575,000 aggregate principal amount of Combined Utility Revenue Bonds, Series 2024-B, of the City of Topeka, Kansas, previously authorized by ordinance of the issuer; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would establish the procedures for the bond issuance passed by the Governing Body.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to take the next step in the bond issuance by passing a resolution that sets up the procedures for the issuance of the Series 2024-B revenue bonds.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution.

BACKGROUND:

The bonds would finance water, wastewater, and stormwater projects

BUDGETARY IMPACT:

Debt service for permanently financed improvements would be scheduled over a 30 year period and payments would be structured through the appropriate utility fund.

SOURCE OF FUNDING:

Debt service is paid through the respective utility fund and is funded by fees associated with each utility.

ATTACHMENTS:

Description

Resolution

Project List - Bond Series 2024-B

RESOLUTION NO. []

OF

THE CITY OF TOPEKA, KANSAS

ADOPTED

AUGUST 20, 2024

\$25,809,000*
COMBINED UTILITY REVENUE BONDS
SERIES 2024-B

TABLE OF CONTENTS

ARTICLE I DEFINITIONS

Section 101. Definitions of Words and Terms..... 1

ARTICLE II AUTHORIZATION AND DETAILS OF THE BONDS

Section 201. Authorization of the Series 2024-B Bonds. 13
Section 202. Description of the Series 2024-B Bonds..... 13
Section 203. Designation of Paying Agent and Bond Registrar..... 14
Section 204. Method and Place of Payment of the Bonds..... 15
Section 205. Registration, Transfer and Exchange of Bonds..... 16
Section 206. Execution, Registration, Authentication and Delivery of Bonds..... 16
Section 207. Mutilated, Lost, Stolen or Destroyed Bonds..... 17
Section 208. Cancellation and Destruction of Bonds Upon Payment..... 17
Section 209. Book-Entry Bonds; Securities Depository..... 18
Section 210. Nonpresentment of Bonds..... 19
Section 211. Calculation of Debt Service Requirements..... 19
Section 212. Preliminary and Final Official Statement..... 21
Section 213. Sale of the Series 2024-B Bonds..... 22
Section 214. Parity Bond Certification..... 22

ARTICLE III REDEMPTION OF BONDS

Section 301. Redemption by Issuer..... 22
Section 302. Selection of Bonds to be Redeemed..... 23
Section 303. Notice and Effect of Call for Redemption..... 24

ARTICLE IV SECURITY FOR BONDS

Section 401. Security for the Bonds..... 26

ARTICLE V ESTABLISHMENT OF FUNDS AND ACCOUNTS

DEPOSIT AND APPLICATION OF BOND PROCEEDS AND OTHER MONEYS

Section 501. Ratification; Creation of Funds and Accounts..... 26
Section 502. Deposit of Series 2024-B Bond Proceeds and Other Moneys..... 27
Section 503. Application of Moneys in the Construction Fund..... 27
Section 504. Substitute Project; Reallocation of Proceeds..... 28
Section 505. Application of Moneys in the Rebate Fund..... 28
Section 506. Application of Moneys in the Costs of Issuance Account..... 28

ARTICLE VI COLLECTION AND APPLICATION OF REVENUES

Section 601. Revenue Fund..... 29
Section 602. Application of Moneys in Funds and Accounts..... 29
Section 603. Transfer of Funds to Paying Agent..... 32
Section 604. Payments Due on Saturdays, Sundays and Holidays..... 33

ARTICLE VII DEPOSIT AND INVESTMENT OF MONEYS

Section 701. Deposits and Investment of Moneys..... 33

ARTICLE VIII GENERAL COVENANTS AND PROVISIONS

Section 801. Efficient and Economical Operation..... 34
Section 802. Rate Covenant..... 34
Section 803. Reasonable Charges for all Services..... 34
Section 804. Restrictions on Mortgage or Sale of System..... 34
Section 805. Insurance..... 35
Section 806. Books, Records and Accounts..... 36
Section 807. Annual Budget..... 36
Section 808. Annual Audit..... 36
Section 809. Internal Rate Review..... 37
Section 810. Payments in Lieu of Taxes..... 37
Section 811. Performance of Duties and Covenants..... 38

ARTICLE IX ADDITIONAL BONDS AND OBLIGATIONS

Section 901. Senior Lien Bonds..... 38
Section 902. Additional Permitted Loans..... 38
Section 903. Parity Bonds and Parity Obligations..... 38
Section 904. Junior Lien Bonds..... 40
Section 905. Subordinate Lien Bonds..... 41
Section 906. Refunding Bonds..... 41

ARTICLE X DEFAULT AND REMEDIES

Section 1001. Remedies..... 41
Section 1002. Limitation on Rights of Owners..... 42
Section 1003. Remedies Cumulative..... 42
Section 1004. No Obligation to Levy Taxes..... 42

ARTICLE XI DEFEASANCE

Section 1101. Defeasance..... 42

ARTICLE XII TAX COVENANTS

Section 1201. General Covenants..... 43
Section 1202. Survival of Covenants..... 43

ARTICLE XIII CONTINUING DISCLOSURE REQUIREMENTS

Section 1301. Disclosure Requirements..... 43
Section 1302. Failure to Comply with Continuing Disclosure Requirements..... 44

ARTICLE XIV MISCELLANEOUS PROVISIONS

Section 1401. Amendments..... 44

| | | |
|----------------------------------------------------------|--------------------------------------------------------|-----|
| Section 1402. | Notices, Consents and Other Instruments by Owners..... | 45 |
| Section 1403. | Inconsistent Provisions. | 46 |
| Section 1404. | Electronic Transactions..... | 46 |
| Section 1405. | Further Authority. | 46 |
| Section 1406. | Severability. | 46 |
| Section 1407. | Governing Law. | 46 |
| Section 1408. | Effective Date. | 46 |
| <i>EXHIBIT A – FORM OF SERIES 2024-B BONDS</i> | | A-1 |

RESOLUTION NO. []

A RESOLUTION INTRODUCED BY CITY MANAGER DR. ROBER M. PEREZ PRESCRIBING THE FORM AND DETAILS OF AND AUTHORIZING AND DIRECTING THE SALE AND DELIVERY OF \$25,809,000* AGGREGATE PRINCIPAL AMOUNT OF COMBINED UTILITY REVENUE BONDS, SERIES 2024-B, OF THE CITY OF TOPEKA, KANSAS, PREVIOUSLY AUTHORIZED BY ORDINANCE NO. [] OF THE ISSUER; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.

WHEREAS, the Issuer has heretofore passed the Ordinance authorizing the issuance of the Series 2024-B Bonds; and

WHEREAS, the Ordinance authorized the governing body of the Issuer to adopt a resolution prescribing certain details and conditions and to make certain covenants with respect to the issuance of the Series 2024-B Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS, AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 101. Definitions of Words and Terms. In addition to words and terms defined elsewhere herein and in the Parity Resolution, the following words and terms as used in this Bond Resolution shall have the meanings hereinafter set forth. Unless the context shall otherwise indicate, words importing the singular number shall include the plural and vice versa, and words importing persons shall include firms, associations and corporations, including public bodies, as well as natural persons.

“Act” means the Constitution and statutes of the State including K.S.A. 10-101 to 10-125, inclusive, K.S.A. 10-620 *et seq.*, K.S.A. 10-1201 *et seq.*, all as amended and supplemented from time to time.

“Additional Bonds” means any bonds secured by the Net Revenues hereafter issued pursuant to *Article IX* hereof.

“Additional Obligations” means any leases or other obligations of the Issuer payable from the Gross Revenues or Net Revenues, including Parity Obligations, other than Permitted Loans and the Bonds.

“Authorized Denomination” means \$5,000 or any integral multiples thereof.

“Balloon Indebtedness” means Long-Term Indebtedness, 25% or more of the original principal amount of which becomes due (either by maturity or mandatory redemption) during any consecutive twelve-month period if such principal amount becoming due is not required to be amortized below such percentage by mandatory redemption or prepayment prior to such twelve-month period.

“Beneficial Owner” of Bonds includes any Owner of Bonds and any other Person who, directly or indirectly has the investment power with respect to any such Bonds.

“Bond Counsel” means the firm of Gilmore & Bell, P.C., or any other attorney or firm of attorneys whose expertise in matters relating to the issuance of obligations by states and their political subdivisions is nationally recognized and acceptable to the Issuer.

“Bond Payment Date” means any date on which principal of or interest on any Bond is payable.

“Bond Reserve Account” means the Bond Reserve Account for the Series 2024-B Bonds created by *Section 501* hereof.

“Bond Reserve Requirement” means an amount equal to Maximum Annual Debt Service attributable to the Parity Bonds, except Series 2024-A Bonds, provided, however, that the Bond Reserve Requirement may not exceed the least of (a) 125% of the average annual Debt Service Requirements for the Parity Bonds, except Series 2024-A Bonds, over the term of all such bonds, (b) the aggregate of 10% of the original stated principal amount of each Series of Parity Bonds, except Series 2024-A Bonds, or (c) the Maximum Annual Debt Service for all Parity Bonds, except Series 2024-A Bonds, during any Fiscal Year. If the aggregate initial offering price of any series of Bonds to the public is less than 98% or more than 102% of par, such offering price shall be used in clause (a) in lieu of the stated principal amount. When calculating the Bond Reserve Requirement in conjunction with the issuance of the Bonds described in *Section 906* hereof, the debt service of refunded and defeased Bonds shall be deducted and disregarded in said calculations.

“Bond Register” means the books for the registration, transfer and exchange of Bonds kept at the office of the Bond Registrar.

“Bond Registrar” means: (a) with respect to the Series 2024-B Bonds, the State Treasurer, and its successors and assigns; and (b) with respect to Additional Bonds, the entity designated as Bond Registrar in the supplemental resolution authorizing such Additional Bonds.

“Bond Resolution” means this resolution relating to the Series 2024-B Bonds, and any supplemental resolution authorizing any Additional Bonds.

“Bonds” means the Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2021-B Bonds, Series 2023-A Bonds, Series 2024-A Bonds, Series 2024-B Bonds, and any Additional Bonds.

“Business Day” means a day other than a Saturday, Sunday or any day designated as a holiday by the Congress of the United States or by the Legislature of the State and on which the Paying Agent is scheduled in the normal course of its operations to be open to the public for conduct of its operations.

“Cede & Co.” means Cede & Co., as nominee of DTC and any successor nominee of DTC.

“City” means the City of Topeka, Kansas.

“City Engineer” means the person serving as the city engineer as defined in Section 2-148 of the Code of the City.

“**Clerk**” means the duly appointed and acting Clerk of the City or, in the Clerk's absence, the duly appointed Deputy, Assistant or Acting Clerk.

“**Code**” means the Internal Revenue Code of 1986, as amended, and the applicable regulations promulgated thereunder by the United States Department of the Treasury.

“**Common Bond Reserve Account**” means a Common Bond Reserve Account designated as such under any Parity Resolution under which any Parity Bonds are issued and may contain a separate Bond Reserve Account for any one or more series of Parity Bonds.

“**Common Bond Reserve Requirement**” means, as of any date of calculation, after the Series 2014-A Bonds, Series 2016-A Bonds and Series 2017-A Bonds are no longer Outstanding, with respect to the Covered Bonds, an amount equal to the least of (a) 10% of the aggregate original principal amount (or “issue price,” as computed for federal income tax purposes, if original issuance premium or discount is greater than 2%) of the Covered Bonds, (b) Maximum Annual Debt Service on the Covered Bonds, and (c) 125% of the average annual Debt Service Requirements on the Covered Bonds.

“**Construction Fund**” means the Water, Water Pollution Control and Stormwater Utility Construction Fund ratified pursuant to *Article V* hereof.

“**Consultant**” means the Consulting Engineer, the Independent Accountant, or an independent consultant qualified and having a favorable reputation for skill and experience in financial affairs selected by the Issuer for the purpose of carrying out the duties imposed on the Consultant by the Bond Resolution.

“**Consulting Engineer**” means an independent engineer or engineering firm or architect or architectural firm, having a favorable reputation for skill and experience in the construction, financing and operation of public utilities, at the time employed by the Issuer for the purpose of carrying out the duties imposed on the Consulting Engineer by the Bond Resolution.

“**Costs of Issuance**” means all costs of issuing any series of Bonds, including all publication, printing, signing and mailing expenses in connection therewith, registration fees, financial advisory fees, all legal fees and expenses of Bond Counsel and other legal counsel, expenses incurred in connection with compliance with the Code, all expenses incurred in connection with receiving financial ratings on any series of Bonds, and any premiums or expenses incurred in obtaining any credit enhancement.

“**Costs of Issuance Account**” means the Costs of Issuance Account for Series 2024-B Bonds, created pursuant to *Section 501* hereof.

“**Covered Bond**” or “**Covered Bonds**” means all series of Parity Bonds with respect to which the Issuer under this Bond Resolution or any Parity Resolution under which any Parity Bonds are issued has specified that such series of Parity Bonds will be secured by the Common Bond Reserve Account.

“**Dated Date**” means September 17, 2024.

“**Debt Service Coverage Ratio**” means: (a) with respect to the covenants contained in *Section 802* hereof, the ratio determined by dividing (i) a numerator equal to the Net Revenues for each Fiscal Year, as reflected by information provided by the Independent Accountant, by (ii) a denominator equal to the applicable Debt Service Requirements for the next succeeding Fiscal Year, provided that with respect to the Debt Service Coverage Ratio on Parity Bonds and Parity Obligations, Debt Service Requirements on Junior Lien Bonds and Subordinate Lien Bonds shall be disregarded; and further provided that with

respect to the Debt Service Coverage Ratio on Junior Lien Bonds, the Debt Service Requirements on Subordinate Lien Bonds shall be disregarded; (b) with respect to the covenants contained in **Section 902(b)** hereof, the ratio determined by dividing (i) a numerator equal to the Net Revenues for the Fiscal Year next preceding the issuance of additional Permitted Loans, as reflected by information provided by the Independent Accountant, by (ii) a denominator equal to the Maximum Annual Debt Service on all Parity Bonds and Parity Obligations in the then current or any succeeding Fiscal Year; and (c) with respect to the covenants contained in **Section 903(b)(1)(i)** hereof, the ratio determined by dividing (i) a numerator equal to the Net Revenues for the Fiscal Year next preceding the issuance of Additional Bonds or Parity Obligations, as reflected by information provided by the Independent Accountant, by (ii) a denominator equal to the Maximum Annual Debt Service in the then current or any succeeding Fiscal Year on all Parity Bonds and Parity Obligations, including any Additional Bonds proposed to be issued as Parity Bonds and any Parity Obligations.

“Debt Service Requirements” means, for Bonds, or component thereof, as applicable, the aggregate principal payments (whether at maturity or pursuant to scheduled mandatory sinking fund redemption requirements) and interest payments on the Bonds for the period of time for which calculated; provided, however, that for purposes of calculating such amount, principal and interest shall be excluded from the determination of Debt Service Requirements to the extent that such principal or interest is payable from amounts deposited in trust, escrowed or otherwise set aside for the payment thereof with the Paying Agent or other commercial bank or trust company located in the State and having full trust powers.

“Defaulted Interest” means interest on any Bond which is payable but not paid on any Interest Payment Date.

“Defeasance Obligations” means any of the following obligations:

- (a) Cash; or
- (b) United States Government Obligations that are not subject to redemption in advance of their maturity dates; or
- (c) obligations of any state or political subdivision of any state, the interest on which is excluded from gross income for federal income tax purposes and which meet the following conditions:
 - (1) the obligations are (i) not subject to redemption prior to maturity or (ii) the trustee for such obligations has been given irrevocable instructions concerning their calling and redemption and the issuer of such obligations has covenanted not to redeem such obligations other than as set forth in such instructions;
 - (2) the obligations are secured by cash or United States Government Obligations that may be applied only to principal of, premium, if any, and interest payments on such obligations;
 - (3) such cash and the principal of and interest on such United States Government Obligations (plus any cash in the escrow fund) are sufficient to meet the liabilities of the obligations;
 - (4) such cash and United States Government Obligations serving as security for the obligations are held in an escrow fund by an escrow agent or a trustee irrevocably in trust;

(5) such cash and United States Government Obligations are not available to satisfy any other claims, including those against the trustee or escrow agent; and

(6) such obligations are rated in a rating category by a NRSRO that is no lower than the rating category then assigned by that Rating Agency to United States Government Obligations.

(d) With respect to the Series 2021-A Bonds, Series 2024-A Bonds [and Series 2024-B Bonds] evidences of ownership of proportionate interests in future interest and principal payments on United States Government Obligations held by a bank or trust company as custodian, under which the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor and the underlying United States Government Obligations are not available to any person claiming through the custodian or to whom the custodian may be obligated.

“Derivative” means any investment instrument whose market price is derived from the fluctuating value of an underlying asset, index, currency, futures contract, including futures, options and collateralized mortgage obligations.

“Director of Utilities” means the duly appointed and acting Utilities Director of the City or, in the Utilities Director’s absence, the duly appointed Deputy, Assistant or Acting Director of Utilities of the City.

“Disclosure Undertaking” means the Issuer’s Continuing Disclosure Undertaking relating to the Series 2024-B Bonds, dated September 17, 2024, as may be amended and supplemented, relating to certain obligations contained in the SEC Rule.

“Discount Indebtedness” means Long-Term Indebtedness that is originally sold at a price (excluding accrued interest, but without deduction of any underwriters' discount) of less than 75% of the maturity amount including the amount of principal and interest to accrete at maturity of such Long-Term Indebtedness.

“DTC” means The Depository Trust Company, a limited-purpose trust company organized under the laws of the State of New York, and its successors and assigns, including any successor securities depository duly appointed.

“Event of Default” means each of the following occurrences or events:

(a) Payment of the principal and of the redemption premium, if any, of any of the Bonds shall not be made when the same shall become due and payable, either at Stated Maturity or by proceedings for redemption or otherwise; or

(b) Payment of any installment of interest on any of the Bonds shall not be made when the same shall become due; or

(c) The Issuer shall default in the due and punctual performance of any other of the covenants, conditions, agreements and provisions contained in the Bonds or in this Bond Resolution (other than the covenants relating to continuing disclosure contained herein and in the Disclosure Undertaking) on the part of the Issuer to be performed, and such default shall continue for thirty (30) days after written notice specifying such default and requiring same to be remedied shall have been given to the Issuer by the Owner of any of the Bonds then Outstanding.

“Expenses” means the sum of (a) ordinary expenses of maintenance, operation and repair, (b) administrative expenses, (c) reasonable pension fund contributions, (d) insurance expense, (e) legal expense and (f) payments on Permitted Loans; provided, however, Expenses shall not include payment in lieu of taxes, debt service payments on Bonds, depreciation, amortization or other non-cash items.

“Federal Tax Certificate” means the Issuer's Federal Tax Certificate dated as of the Issue Date, as the same may be amended or supplemented in accordance with the provisions thereof.

“Financeable Costs” means the amount of expenditure for a Project which has been duly authorized by action of the governing body of the Issuer to be financed by Bonds, less: (a) the amount of any Bonds of the Issuer which is currently Outstanding and available to pay such Financeable Costs; and (b) any amount of Financeable Costs which has been previously paid by the Issuer or by any eligible source of funds unless such amounts are entitled to be reimbursed to the Issuer under State or federal law.

“Fiscal Year” means the twelve-month period ending on December 31.

“Funds and Accounts” means funds and accounts created pursuant to or referred to in *Section 501* hereof.

“Gross Revenues” means all receipts and revenues derived by the Issuer from the operation of the System, including investment earnings, and any amounts deposited in escrow in connection with the acquisition, construction, remodeling, renovation and equipping of facilities to be applied during the period of determination to pay interest on Bonds, but excluding any grants, proceeds of bond issues and/or insurance proceeds, any profits or losses on the early extinguishment of debt or on the sale or other disposition, not in the ordinary course of business, of investments or fixed or capital assets.

“Independent Accountant” means an independent certified public accountant or firm of independent certified public accountants at the time employed by the Issuer for the purpose of carrying out the duties imposed on the Independent Accountant by the Bond Resolution.

“Index Rate” means, at the time of calculation, the rate of interest set forth in *The Bond Buyer* Revenue Bond Index (or, in the event that *The Bond Buyer* does not compile such index or ceases publication, another comparable publication recognized in the municipal bond market) published for the week immediately preceding the date of determination.

“Insurance Consultant” means an individual or firm selected by the Issuer qualified to survey risks and to recommend insurance coverage for entities engaged in operations similar to those of the System and having a favorable reputation for skill and experience in making such surveys and recommendations.

“Interest Payment Date(s)” means: (a) with respect to the Series 2024-B Bonds, the Stated Maturity of an installment of interest on the Series 2024-B Bonds which shall be February 1 and August 1 of each year, commencing February 1, 2025; and (b) with respect to Additional Bonds, the Stated Maturity of an installment of interest on such Additional Bonds, as set forth in the supplemental resolution authorizing such Additional Bonds.

“Interim Indebtedness” means Bonds having a term not less than thirteen months, and not in excess of five years, incurred or assumed in anticipation of being refinanced or refunded with Long-Term Indebtedness.

“Issue Date” means the date when the Issuer delivers any series of Bonds to the Purchaser in exchange for the Purchase Price.

“Issuer” means the City and any successors or assigns.

“Junior Lien Bonds” means the Series 2021-B Bonds any Additional Bonds payable from, and secured by a lien on the Net Revenues, which lien is junior to that of any Parity Bonds and Parity Obligations, but senior to that of the Subordinate Lien Bonds.

“Long-Term Indebtedness” means Bonds having an original stated maturity or term greater than five years, or renewable or extendible at the option of the Issuer for a period greater than one year from the date of original issuance or incurrence thereof.

“Maturity” when used with respect to any Bond means the date on which the principal of such Bond becomes due and payable as therein and herein provided, whether at the Stated Maturity thereof or call for redemption or otherwise.

“Mayor” means the duly elected and acting Mayor of the City or, in the Mayor's absence, the duly appointed and/or elected Deputy Mayor or Acting Mayor of the City.

“Maximum Annual Debt Service” means the maximum amount of Debt Service Requirements as computed for the then current or any future Fiscal Year; provided that the Debt Service Requirements in the final Stated Maturity of any series of Bonds shall be reduced by the value of cash and Permitted Investments on deposit in any bond reserve account established for said series of Bonds, so long as, at the time of calculation, the value of cash and Permitted Investments on deposit in bond reserve accounts for all Parity Bonds, except Series 2024-A Bonds, which are not secured by any bond reserve account, equals or exceeds the Bond Reserve Requirement.

“Net Revenues” means, for the period of determination, Gross Revenues of the Combined Utility minus the sum of (a) Expenses and (b) any required deposits to the Rebate Fund as required under the Bond Resolution, or any other Rebate Fund created in connection with the issuance of the Bonds.

“Notice Address” means with respect to the following entities:

(a) To the Issuer at:

Chief Financial Officer
215 SE 7th Street
Topeka, Kansas 66603-3914
Fax: (785) 368-3943

(b) To the Paying Agent at:

Series 2024-B Bonds:

State Treasurer of the State of Kansas
Landon Office Building
900 Southwest Jackson, Suite 201
Topeka, Kansas 66612-1235
Fax: (785) 296-6976

Additional Bonds:

The address set forth in the supplemental resolution authorizing such Additional Bonds.

- (c) To the Purchaser:

Series 2024-B Bonds:

[_____]

[_____]

[_____]

[_____]

Fax:

Additional Bonds:

The address set forth in the supplemental resolution authorizing such Additional Bonds.

- (d) To the Rating Agency(ies):

Moody's Municipal Rating Desk
7 World Trade Center
250 Greenwich Street
23rd Floor
New York, New York 10007

S&P Global Ratings, a division of S&P Global Inc.
55 Water Street, 38th Floor
New York, New York 10004

or such other address as is furnished in writing to the other parties referenced herein.

“Notice Representative” means:

- (a) With respect to the Issuer, the Chief Financial Officer.
- (b) With respect to the Bond Registrar and Paying Agent, the Director of Fiscal Services.
- (c) With respect to any Purchaser, the manager of its Municipal Bond Department.
- (d) With respect to any Rating Agency, any Vice President thereof.

“NRSRO” or **“Nationally Recognized Statistical Rating Organization”** means a credit rating agency registered with the United States Securities and Exchange Commission or its successor pursuant to the Securities Exchange Act of 1934, as amended.

“Obligation” shall mean the loan made by KDHE to the Issuer to finance Project Costs pursuant to the Loan Agreement.

“Official Statement” means Issuer’s Official Statement relating to the Series 2024-B Bonds.

“Ordinance” means Ordinance No. [____] of the Issuer authorizing the issuance of the Series 2024-B Bonds, as amended from time to time.

“Outstanding” means, when used with reference to Bonds, as of a particular date of determination, all Bonds theretofore, authenticated and delivered, except the following Bonds:

(a) Bonds theretofore canceled by the Paying Agent or delivered to the Paying Agent for cancellation pursuant to the Bond Resolution;

(b) Bonds deemed to be paid in accordance with the provisions of *Section 1101* of the Bond Resolution; and

(c) Bonds in exchange for or in lieu of which other Bonds have been authenticated and delivered under the Bond Resolution.

“Owner” when used with respect to any Bond means the Person in whose name such Bond is registered on the Bond Register. Whenever consent of the Owners is required pursuant to the terms of this Bond Resolution, and the Owner of the Bonds, as set forth on the Bond Register, is Cede & Co., the term Owner shall be deemed to be the Beneficial Owner of the Bonds.

“Parity Bonds” means the Outstanding Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2023-A Bonds, Series 2024-A Bonds and Series 2024-B Bonds, and any Additional Bonds hereafter issued pursuant to the Bond Resolution and standing on a parity and equality with the Series 2024-B Bonds with respect to the lien on the Net Revenues.

“Parity Obligations” means the Obligation and any Additional Obligation hereafter issued or incurred by the Issuer on a parity basis with the Parity Bonds.

“Parity Resolution” means collectively each ordinance and resolution which authorized the issuance of the Parity Bonds, the Bond Resolution and the ordinances and/or resolutions under which any Additional Bonds which constitute Parity Bonds are hereafter issued.

“Participants” means those financial institutions for whom the Securities Depository effects book-entry transfers and pledges of securities deposited with the Securities Depository, as such listing of Participants exists at the time of such reference.

“Paying Agent” means: (a) with respect to the Series 2024-B Bonds, the State Treasurer, and its successors and assigns; and (b) with respect to Additional Bonds, the entity designated as Paying Agent in the supplemental resolution authorizing such Additional Bonds.

“Permitted Investments” shall mean the investments that, at the time of their purchase, were authorized by K.S.A. 10-131 or any additional or successor State law applicable to the investment of the Bond proceeds.

“Permitted Loans” means any State revolving loans between KDHE and the Issuer for public drinking water improvements, pollution control improvements, or stormwater improvements.

“Person” means any natural person, corporation, partnership, joint venture, association, firm, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof or other public body.

“Principal and Interest Account” means the Principal and Interest Account for the Series 2024-B Bonds, created by *Section 501* hereof.

“Project(s)” shall mean the repairs, alterations, extensions, reconstructions, enlargements or improvements to the System referred to in the preamble to the Ordinance, and *Schedule I* to this Bond Resolution, or any Substitute Project.

“Projected Debt Service Coverage Ratio” means, with respect to the covenants contained in *Section 902(c)* and *Section 903(b)(1)(ii)* hereof, the ratio determined by dividing (i) Projected Net Revenues by (ii) a denominator equal to the Maximum Annual Debt Service in the then current or any succeeding Fiscal Year on all Parity Bonds and Parity Obligations in that Fiscal Year, including any Additional Bonds proposed to be issued as Parity Bonds and any Parity Obligations proposed to be incurred.

“Projected Net Revenues” means either (a) projected Net Revenues for the Fiscal Year immediately following the issuance or incurrence of any additional Permitted Loans or Additional Bonds, set forth in a report of a Consulting Engineer or an Independent Accountant, based on a detailed investigation and report of such Consulting Engineer or Independent Accountant, as to the amount of annual Net Revenues expected in such Fiscal Year, which projected Net Revenues as defined and certified by such Consulting Engineer or Independent Accountant shall govern in determining the right of the Issuer to issue additional Permitted Loans payable out of the Gross Revenues of the System that are superior in lien and security to the Parity Bonds, or to issue Additional Bonds payable out of the Net Revenues of the System on a parity or equality with the Parity Bonds, or (b) Net Revenues, as reflected by information provided by the Independent Accountant, for the Fiscal Year next preceding the issuance of additional Permitted Loans or Additional Bonds. In determining Projected Net Revenues under the preceding subsection (a), the maximum amount payable in any succeeding Fiscal Year on the proposed additional Permitted Loan shall be treated as an Expense in the Fiscal Year for which the Projected Net Revenues are being computed.

“Purchase Price” means: (a) with respect to the Series 2024-B Bonds the principal amount of the Series 2024-B Bonds plus accrued interest to the date of delivery, [plus a premium of \$_____], [less an underwriting discount of \$[_____]]; and (b) with respect to Additional Bonds, the amount set forth in the supplemental resolution authorizing such Additional Bonds.

“Purchaser” means: (a) with respect to the Series 2024-B Bonds, [_____], [_____], the original purchaser of the Series 2024-B Bonds, and any successor and assigns; and (b) with respect to Additional Bonds, the original purchaser of such Additional Bonds, as set forth in the supplemental resolution authorizing such Additional Bonds.

“Put Indebtedness” means Long-Term Indebtedness which is (a) payable or required to be purchased or redeemed from the holder by or on behalf of the underlying obligor, at the option of the holder thereof, prior to its stated maturity date, or (b) payable or required to be purchased or redeemed from the holder by or on behalf of the underlying obligor, other than at the option of the holder, prior to its stated maturity date, other than pursuant to any mandatory sinking fund or other similar fund, or other than by reason of acceleration upon the occurrence of an Event of Default under this Bond Resolution.

“Rating Agency” means an NRSRO that provided one or more financial ratings for a series of Bonds at the Issuer’s request.

“Rebate Fund” means the Rebate Fund for Series 2024-B Bonds created pursuant to *Section 501* hereof.

“Record Dates” for the interest payable on any Interest Payment Date means the fifteenth day (whether or not a Business Day) of the calendar month next preceding such Interest Payment Date.

“Redemption Date” when used with respect to any Bond to be redeemed means the date fixed for the redemption of such Bond pursuant to the terms of this Bond Resolution.

“Redemption Price” when used with respect to any Bond to be redeemed means the price at which such Bond is to be redeemed pursuant to the terms of the Bond Resolution, including the applicable redemption premium, if any, but excluding installments of interest whose Stated Maturity is on or before the Redemption Date.

“Refunding Bonds” means Bonds issued pursuant to *Section 906* hereof for the purpose of refunding any Outstanding Bonds.

“Renewal and Replacement Account” means the Water, Water Pollution Control and Stormwater Utility Renewal and Replacement Account ratified pursuant to *Article V* hereof.

“Replacement Bonds” means Bonds issued to the Beneficial Owners of the Bonds in accordance with *Section 209* hereof.

“Revenue Fund” means the Water, Water Pollution Control, and Stormwater Utility Revenue Fund ratified pursuant to *Article V* hereof.

“SEC Rule” means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

“Securities Depository” means, initially, DTC, and its successors and assigns.

“Series Bond Reserve Account” means, with respect to any series of Bonds that are not Covered Bonds, the Series Bond Reserve Account, if any, created pursuant to the ordinance or resolution authorizing such series of Bonds.

“Series Debt Service Reserve Requirement” means, with respect to any series of Bonds that are not Covered Bonds, the amount specified in the ordinance or resolution authorizing such series of Bonds.

“Series 2014-A Bonds” means the Issuer's Combined Utility Improvement and Refunding Revenue Bonds, Series 2014-A, dated December 23, 2014.

“Series 2016-A Bonds” means the Issuer's Combined Utility Improvement and Refunding Revenue Bonds, Series 2016-A, dated September 6, 2016.

“Series 2017-A Bonds” means the Issuer's Combined Utility Revenue Bonds, Series 2017-A, dated September 5, 2017.

“Series 2018-A Bonds” means the Issuer's Combined Utility Revenue Bonds, Series 2018-A, dated September 11, 2018.

“**Series 2019-A Bonds**” means the Issuer's Combined Utility Refunding and Improvement Revenue Bonds, Series 2019-A, dated September 17, 2019.

“**Series 2020-A Bonds**” means the Issuer's Combined Utility Refunding and Improvement Revenue Bonds, Series 2020-A, dated September 8, 2020.

“**Series 2021-A Bonds**” means the Issuer's Combined Utility Refunding and Improvement Revenue Bonds, Series 2021-A, dated September 7, 2021

“**Series 2021-B Bonds**” means the Issuer's Taxable Combined Utility Junior Lien Revenue Bonds, Series 2021-B, dated September 7, 2021.

“**Series 2023-A Bonds**” means the Issuer's Combined Utility Revenue Bonds, Series 2023-A, dated September 12, 2023.

“**Series 2024-A Bonds**” means the Issuer's Combined Utility Revenue Bonds, Series 2024-A, authorized by Ordinance No. 20487 of the Issuer.

“**Series 2024-B Bonds**” means the Issuer's Combined Utility Revenue Bonds, Series 2024-B, authorized by the Ordinance and this Bond Resolution.

[“**Series 2024-B-20__ Term Bonds**” means the Series 2024-B Bonds scheduled to mature in the year 20__.]

[“**Series 2024-B-20__ Term Bonds**” means the Series 2024-B Bonds scheduled to mature in the year 20__.]

“**Short-Term Indebtedness**” means Bonds having an original maturity less than or equal to thirteen months from the date of original incurrence thereof, and not renewable or extendible at the option of the obligor thereon for a term greater than one year beyond the date of original issuance.

“**Special Record Date**” means the date fixed by the Paying Agent pursuant to *Section 204* hereof for the payment of Defaulted Interest.

“**State**” means the state of Kansas.

“**State Treasurer**” means the duly elected Treasurer or, in the Treasurer's absence, the duly appointed Deputy Treasurer or acting Treasurer of the State.

“**Stated Maturity**” when used with respect to any Bond or any installment of interest thereon means the date specified in such Bond and this Bond Resolution as the fixed date on which the principal of such Bond or such installment of interest is due and payable.

“**Subordinate Lien Bonds**” means any Additional Bonds or Additional Obligations payable from the Net Revenues on a subordinate lien basis to any Parity Bonds and Junior Lien Bonds, and which constitute general obligations of the Issuer.

“**Substitute Project**” means a substitute or additional project of the System authorized in the manner set forth in *Article V* of this Bond Resolution.

“System” or “Combined Utility System” means the combined water, water pollution control and stormwater utility facilities of the Issuer, including the entire waterworks plant and system owned and operated by the Issuer for the production, storage, treatment and distribution of drinking water, the water pollution control plant and system owned and operated by the Issuer for the collection, treatment and disposal of sanitary and stormwater waste, and the Issuer’s stormwater inlets, pipes, levees, creeks and rivers and publicly owned or maintained ditches, channels, detention ponds and stormwater quality best management practices, including all appurtenances and facilities connected therewith or relating thereto, together with all extensions, improvements, additions and enlargements thereto hereafter made or acquired by the Issuer.

“Term Bonds” means any Bonds designated as Term Bonds in this Bond Resolution or in any supplemental resolution authorizing the issuance of Additional Bonds.

“Treasurer” means the duly appointed and/or elected Treasurer or, in the Treasurer's absence, the duly appointed Deputy Treasurer or acting Treasurer of the Issuer.

“United States Government Obligations” means bonds, notes, certificates of indebtedness, treasury bills or other securities constituting direct obligations of, or obligations the principal of and interest on which are fully and unconditionally guaranteed as to full and timely payment by, the United States of America, including evidences of a direct ownership interest in future interest or principal payment on obligations issued by the United States of America (including the interest component of obligations of the Resolution Funding Corporation), or securities which represent an undivided interest in such obligations.

“Variable Rate Indebtedness” means any Bonds which provides for interest to be payable thereon at a rate per annum that may vary from time to time over the term thereof in accordance with procedures provided in the instrument creating such Bonds.

ARTICLE II

AUTHORIZATION AND DETAILS OF THE BONDS

Section 201. Authorization of the Series 2024-B Bonds. The Series 2024-B Bonds have been heretofore authorized and directed to be issued pursuant to the Ordinance in the principal amount of \$25,809,000*, for the purpose of providing funds to: (a) pay costs of the Project; (b) pay costs of issuance of the Series 2024-B Bonds; and (c) make a deposit to the Bond Reserve Account.

Section 202. Description of the Series 2024-B Bonds. The Series 2024-B Bonds shall consist of fully registered bonds in Authorized Denominations, and shall be numbered in such manner as the Bond Registrar shall determine. All of the Series 2024-B Bonds shall be dated as of the Dated Date, shall become due in the amounts, on the Stated Maturities, and subject to redemption and payment, prior to their Stated Maturities as provided in *Article III* hereof and shall bear interest at the rates per annum as follows:

SERIAL BONDS

| Stated Maturity August 1 | Principal Amount | Annual Rate of Interest | Stated Maturity August 1 | Principal Amount | Annual Rate of Interest |
|-------------------------------------|-----------------------------|------------------------------------|-------------------------------------|-----------------------------|------------------------------------|
| 2025 | \$ | []% | 2040 | \$ | []% |
| 2026 | | []% | 2041 | | []% |
| 2027 | | []% | 2042 | | []% |
| 2028 | | []% | 2043 | | []% |
| 2029 | | []% | 2044 | | []% |
| 2030 | | []% | 2045 | | []% |
| 2031 | | []% | 2046 | | []% |
| 2032 | | []% | 2047 | | []% |
| 2033 | | []% | 2048 | | []% |
| 2034 | | []% | 2049 | | []% |
| 2035 | | []% | 2050 | | []% |
| 2036 | | []% | 2051 | | []% |
| 2037 | | []% | 2052 | | []% |
| 2038 | | []% | 2053 | | []% |
| 2039 | | []% | 2054 | | []% |

[TERM BONDS

| Stated Maturity August 1 | Principal Amount | Annual Rate of Interest |
|-------------------------------------|-----------------------------|------------------------------------|
| | | |
| | |] |

The Series 2024-B Bonds shall bear interest at the above specified rates (computed on the basis of a 360-day year of twelve 30-day months) from the later of the Dated Date or the most recent Interest Payment Date to which interest has been paid on the Interest Payment Dates in the manner set forth in **Section 205** hereof. The Series 2024-B Bonds shall be issued as Book-Entry-Only Bonds and administered in accordance with the provisions of **Section 209** hereof.

Each of the Series 2024-B Bonds, as originally issued or issued upon transfer, exchange or substitution, shall be printed in accordance with the format required by the Attorney General of the State and shall be substantially in the form attached hereto as **Exhibit A** or as may be required by the Attorney General pursuant to the Notice of Systems of Registration for Kansas Municipal Bonds, 2 Kan. Reg. 921 (1983), in accordance with the Kansas Bond Registration Law, K.S.A. 10-620 *et seq.*

Section 203. Designation of Paying Agent and Bond Registrar. The State Treasurer is hereby designated as the Paying Agent for the payment of principal of and interest on the Series 2024-B Bonds and Bond Registrar with respect to the registration, transfer and exchange of the Series 2024-B Bonds. The Mayor of the Issuer is hereby authorized and empowered to execute on behalf of the Issuer an agreement with the Bond Registrar and Paying Agent for the Series 2024-B Bonds.

The Issuer will at all times maintain a Paying Agent and Bond Registrar meeting the qualifications herein described for the performance of the duties hereunder. The Issuer reserves the right to appoint a successor Paying Agent or Bond Registrar, by (a) filing with the Paying Agent or Bond Registrar then performing such function a certified copy of the proceedings giving notice of the termination of such Paying Agent or Bond Registrar and appointing a successor, and (b) causing notice of

appointment of the successor Paying Agent and Bond Registrar to be given by first class mail to each Owner. No resignation or removal of the Paying Agent or Bond Registrar shall become effective until a successor has accepted the duties of Paying Agent or Bond Registrar.

Every Paying Agent or Bond Registrar appointed hereunder shall at all times meet the requirements of K.S.A. 10-501 *et seq.* and K.S.A. 10-620 *et seq.*, respectively.

Section 204. Method and Place of Payment of the Bonds. The principal of, or Redemption Price, and interest on the Bonds shall be payable in any coin or currency which, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

The principal or Redemption Price of each Bond shall be paid at Maturity to the Person in whose name such Bond is registered on the Bond Register at the Maturity thereof, upon presentation and surrender of such Bond at the principal office of the Paying Agent.

The interest payable on each Bond on any Interest Payment Date shall be paid to the Owner of such Bond as shown on the Bond Register at the close of business on the Record Date for such interest (a) by check or draft mailed by the Paying Agent to the address of such Owner shown on the Bond Register or at such other address as is furnished to the Paying Agent in writing by such Owner or (b) in the case of an interest payment to any Owner of \$1,000,000 or more in aggregate principal amount of Bonds, by electronic transfer to such Owner upon written notice given to the Bond Registrar by such Owner, not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank, ABA routing number and account number to which such Owner wishes to have such transfer directed.

Notwithstanding the foregoing provisions of this Section, any Defaulted Interest with respect to any Bond shall cease to be payable to the Owner of such Bond on the relevant Record Date and shall be payable to the Owner in whose name such Bond is registered at the close of business on the Special Record Date for the payment of such Defaulted Interest, which Special Record Date shall be fixed as hereinafter specified in this paragraph. The Issuer shall notify the Paying Agent in writing of the amount of Defaulted Interest proposed to be paid on each Bond and the date of the proposed payment (which date shall be at least 30 days after receipt of such notice by the Paying Agent) and shall deposit with the Paying Agent at the time of such notice an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Paying Agent for such deposit prior to the date of the proposed payment. Following receipt of such funds the Paying Agent shall fix a Special Record Date for the payment of such Defaulted Interest which shall be not more than 15 nor less than 10 days prior to the date of the proposed payment. The Paying Agent shall promptly notify the Issuer of such Special Record Date and, in the name and at the expense of the Issuer, shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, by first class mail, postage prepaid, to each Owner of a Bond entitled to such notice at the address of such Owner as it appears on the Bond Register not less than 10 days prior to such Special Record Date.

The Paying Agent shall keep a record of payment of principal and Redemption Price of and interest on all Bonds and at least annually shall forward a copy or summary of such records to the Issuer.

Section 205. Registration, Transfer and Exchange of Bonds. The Issuer covenants that, as long as any of the Bonds remain Outstanding, it will cause the Bond Register to be kept at the office of the Bond Registrar as herein provided. Each Bond when issued shall be registered in the name of the Owner thereof on the Bond Register.

Bonds may be transferred and exchanged only on the Bond Register as provided in this Section. Upon surrender of any Bond at the principal office of the Bond Registrar, the Bond Registrar shall transfer or exchange such Bond for a new Bond or Bonds in any Authorized Denomination of the same Stated Maturity and in the same aggregate principal amount as the Bond that was presented for transfer or exchange.

Bonds presented for transfer or exchange shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in a form and with guarantee of signature satisfactory to the Bond Registrar, duly executed by the Owner thereof or by the Owner's duly authorized agent.

In all cases in which the privilege of transferring or exchanging Bonds is exercised, the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of this Bond Resolution. The Issuer shall pay the fees and expenses of the Bond Registrar for the registration, transfer and exchange of Bonds provided for by this Bond Resolution and the cost of printing a reasonable supply of registered bond blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Bond Registrar, are the responsibility of the Owners of the Bonds. In the event any Owner fails to provide a correct taxpayer identification number to the Paying Agent, the Paying Agent may make a charge against such Owner sufficient to pay any governmental charge required to be paid as a result of such failure. In compliance with Code § 3406, such amount may be deducted by the Paying Agent from amounts otherwise payable to such Owner hereunder or under the Bonds.

The Issuer and the Bond Registrar shall not be required (a) to register the transfer or exchange of any Bond that has been called for redemption after notice of such redemption has been mailed by the Paying Agent pursuant to *Section 303* hereof and during the period of 15 days next preceding the date of mailing of such notice of redemption; or (b) to register the transfer or exchange of any Bond during a period beginning at the opening of business on the day after receiving written notice from the Issuer of its intent to pay Defaulted Interest and ending at the close of business on the date fixed for the payment of Defaulted Interest pursuant to *Section 205* hereof.

The Issuer and the Paying Agent may deem and treat the Person in whose name any Bond is registered on the Bond Register as the absolute Owner of such Bond, whether such Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal or Redemption Price of and interest on said Bond and for all other purposes. All payments so made to any such Owner or upon the Owner's order shall be valid and effective to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Paying Agent shall be affected by any notice to the contrary.

At reasonable times and under reasonable regulations established by the Bond Registrar, the Bond Register may be inspected and copied by the Owners (or a designated representative thereof) of 10% or more in principal amount of the Bonds then Outstanding or any designated representative of such Owners whose authority is evidenced to the satisfaction of the Bond Registrar.

Section 206. Execution, Registration, Authentication and Delivery of Bonds. Each of the Bonds, including any Bonds issued in exchange or as substitutions for the Bonds initially delivered,

shall be executed for and on behalf of the Issuer by the manual or facsimile signature of the Mayor, attested by the manual or facsimile signature of the Clerk and the seal of the Issuer shall be affixed thereto or imprinted thereon. The Mayor and Clerk are hereby authorized and directed to prepare and execute the Bonds in the manner herein specified, and to cause the Bonds to be registered in the office of the Clerk, which registration shall be evidenced by the manual or facsimile signature of the Clerk with the seal of the Issuer affixed thereto or imprinted thereon. The Bonds shall also be registered in the office of the State Treasurer, which registration shall be evidenced by the manual or facsimile signature of the State Treasurer with the seal of the State Treasurer affixed thereto or imprinted thereon. In case any officer whose signature appears on any Bonds ceases to be such officer before the delivery of such Bonds, such signature shall nevertheless be valid and sufficient for all purposes, as if such person had remained in office until delivery. Any Bond may be signed by such persons who at the actual time of the execution of such Bond are the proper officers to sign such Bond although at the date of such Bond such persons may not have been such officers.

The Mayor and Clerk are hereby authorized and directed to prepare and execute the Bonds as herein specified, and when duly executed, to deliver the Bonds to the Paying Agent for authentication.

The Series 2024-B Bonds shall have endorsed thereon a certificate of authentication substantially in the form attached hereto as *Exhibit A* hereof, which shall be manually executed by an authorized officer or employee of the Bond Registrar, but it shall not be necessary that the same officer or employee sign the certificate of authentication on all of the Bonds that may be issued hereunder at any one time. No Series 2024-B Bond shall be entitled to any security or benefit under this Bond Resolution or be valid or obligatory for any purpose unless and until such certificate of authentication has been duly executed by the Bond Registrar. Such executed certificate of authentication upon any Series 2024-B Bond shall be conclusive evidence that such Series 2024-B Bond has been duly authenticated and delivered under this Bond Resolution. Upon authentication, the Bond Registrar shall deliver the Series 2024-B Bond to the Purchaser upon instructions of the Issuer or its representative.

Section 207. Mutilated, Lost, Stolen or Destroyed Bonds. If (a) any mutilated Bond is surrendered to the Bond Registrar or the Bond Registrar receives evidence to its satisfaction of the destruction, loss or theft of any Bond, and (b) there is delivered to the Issuer and the Bond Registrar such security or indemnity as may be required by each of them, then, in the absence of notice to the Issuer or the Bond Registrar that such Bond has been acquired by a bona fide purchaser, the Issuer shall execute and, upon the Issuer's request, the Bond Registrar shall authenticate and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost or stolen Bond, a new Bond of the same Stated Maturity and of like tenor and principal amount.

If any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the Issuer, in its discretion, may pay such Bond instead of issuing a new Bond.

Upon the issuance of any new Bond under this Section, the Issuer and the Paying Agent may require the payment by the Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses (including the fees and expenses of the Paying Agent) connected therewith.

Every new Bond issued pursuant to this Section shall constitute a replacement of the prior obligation of the Issuer, and shall be entitled to all the benefits of this Bond Resolution equally and ratably with all other Outstanding Bonds.

Section 208. Cancellation and Destruction of Bonds Upon Payment. All Bonds that have been paid or redeemed or that otherwise have been surrendered to the Paying Agent, either at or

before Maturity, shall be cancelled by the Paying Agent immediately upon the payment, redemption and surrender thereof to the Paying Agent and subsequently destroyed in accordance with the customary practices of the Paying Agent. The Paying Agent shall execute a certificate in duplicate describing the Bonds so cancelled and destroyed and shall file an executed counterpart of such certificate with the Issuer.

Section 209. Book-Entry Bonds; Securities Depository. Any series of Bonds may be issued as Book-Entry-Only Bonds. If so, such series of Bonds shall initially be registered to Cede & Co., the nominee for the Securities Depository, and no Beneficial Owner will receive certificates representing their respective interests in the Bonds, except in the event the Bond Registrar issues Replacement Bonds as provided in this Section. It is anticipated that during the term of the Bonds, the Securities Depository will make book-entry transfers among its Participants and receive and transmit payment of principal of, premium, if any, and interest on, the Bonds to the Participants until and unless the Bond Registrar authenticates and delivers Replacement Bonds to the Beneficial Owners as described in the following paragraph.

(a) If the Issuer determines (1) that the Securities Depository is unable to properly discharge its responsibilities, or (2) that the Securities Depository is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as amended, or (3) that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the Beneficial Owners of the Bonds, or (b) if the Bond Registrar receives written notice from Participants having interests in not less than 50% of the Bonds Outstanding, as shown on the records of the Securities Depository (and certified to such effect by the Securities Depository), that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the Beneficial Owners of the Bonds, then the Bond Registrar shall notify the Owners of such determination or such notice and of the availability of certificates to owners requesting the same, and the Bond Registrar shall register in the name of and authenticate and deliver Replacement Bonds to the Beneficial Owners or their nominees in principal amounts representing the interest of each, making such adjustments as it may find necessary or appropriate as to accrued interest and previous calls for redemption; provided, that in the case of a determination under (a)(1) or (a)(2) of this paragraph, the Issuer, with the consent of the Bond Registrar, may select a successor securities depository in accordance with the following paragraph to effect book-entry transfers. In such event, all references to the Securities Depository herein shall relate to the period of time when the Securities Depository has possession of at least one Bond. Upon the issuance of Replacement Bonds, all references herein to obligations imposed upon or to be performed by the Securities Depository shall be deemed to be imposed upon and performed by the Bond Registrar, to the extent applicable with respect to such Replacement Bonds. If the Securities Depository resigns and the Issuer, the Bond Registrar or Owners are unable to locate a qualified successor of the Securities Depository in accordance with the following paragraph, then the Bond Registrar shall authenticate and cause delivery of Replacement Bonds to Owners, as provided herein. The Bond Registrar may rely on information from the Securities Depository and its Participants as to the names of the Beneficial Owners of the Bonds. The cost of printing, registration, authentication, and delivery of Replacement Bonds shall be paid for by the Issuer.

In the event the Securities Depository resigns, is unable to properly discharge its responsibilities, or is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as amended, the Issuer may appoint a successor Securities Depository provided the Bond Registrar receives written evidence satisfactory to the Bond Registrar with respect to the ability of the successor Securities Depository to discharge its responsibilities. Any such successor Securities Depository shall be a securities depository which is a registered clearing agency under the Securities and Exchange Act of 1934, as amended, or other applicable statute or regulation that

operates a securities depository upon reasonable and customary terms. The Bond Registrar upon its receipt of a Bond or Bonds for cancellation shall cause the delivery of Bonds to the successor Securities Depository in appropriate denominations and form as provided herein.

Section 210. Nonpresentment of Bonds. If any Bond is not presented for payment when the principal thereof becomes due at Maturity, if funds sufficient to pay such Bond have been made available to the Paying Agent all liability of the Issuer to the Owner thereof for the payment of such Bond shall forthwith cease, determine and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the Owner of such Bond, who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Bond Resolution or on, or with respect to, said Bond. If any Bond is not presented for payment within four years following the date when such Bond becomes due at Maturity, the Paying Agent shall repay, without liability for interest thereon, to the Issuer the funds theretofore held by it for payment of such Bond, and such Bond shall, subject to the defense of any applicable statute of limitation, thereafter be an unsecured obligation of the Issuer, and the Owner thereof shall be entitled to look only to the Issuer for payment, and then only to the extent of the amount so repaid to it by the Paying Agent, and the Issuer shall not be liable for any interest thereon and shall not be regarded as a trustee of such money.

Section 211. Calculation of Debt Service Requirements.

(a) ***Debt Service Requirements on Balloon, Put, Short-Term and Interim Indebtedness.***

(1) The principal of Balloon Indebtedness, Put Indebtedness or Short-Term Indebtedness being treated as Long-Term Indebtedness under **Section 9023** hereof, or Interim Indebtedness shall be deemed due and payable at its Stated Maturity; provided, however, that at the election of the Issuer for the purpose of any computation of Debt Service Requirements, whether historical or projected, the principal deemed payable on Balloon Indebtedness, Put Indebtedness or Short-Term Indebtedness being treated as Long-Term Indebtedness under **Section 9023** hereof, or Interim Indebtedness, shall be deemed to be payable as set forth below:

(A) If the Issuer has obtained a binding commitment of a bank or other financial institution (whose senior debt obligations, or the senior debt obligations of the holding company of which such bank or financial institution is the principal subsidiary, are then rated in the third highest category (without respect to modifier) or better by any NRSRO) to refinance such Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness, or a portion thereof, including without limitation, a letter of credit or a line of credit, the Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness, or portion thereof to be refinanced, may be deemed to be payable in accordance with the terms of the refinancing arrangement;

(B) If the Issuer has entered into a binding agreement providing for the deposit by the Issuer with a bank or other financial institution (whose senior debt obligations, or the senior debt obligations of the holding company of which such bank or financial institution is the principal subsidiary, are then rated in the third highest category (without respect to modifier) or better by any NRSRO), in trust (herein called a "Special Redemption Fund") of amounts, less investment earnings realized and retained in the Special Redemption Fund, equal in aggregate to the principal amount of such Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness, or a portion thereof, when due from the sums so deposited and investment earnings realized thereon, then the principal amount of the Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim

Indebtedness, or portion thereof, may be deemed to be payable in accordance with the terms of such agreement;

(C) If the Issuer has entered into arrangements or agreements with respect to the principal amount of such Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness, other than those referred to in subsections (A) and (B) above, which a Consultant in a certificate filed with the Issuer determines, taking into account the interests of the Owners of Bonds, provides adequate assurances that the Issuer will be able to meet the Debt Service Requirements due on such Indebtedness, the Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness may be deemed to be payable in accordance with the terms of such arrangement or agreement; or

(D) Such Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness may be deemed to be Bonds which, at the date of its original incurrence, was payable over a term not to exceed twenty (20) years in equal annual installments of principal and interest at the Index Rate.

A Consultant shall deliver to the Issuer a certificate stating that it is reasonable to assume that installment obligations of such term of the Issuer can be incurred and stating the interest rate then applicable to installment obligations of such term of comparable quality. Interim Indebtedness may be deemed to be Indebtedness which, at the date of its original incurrence, would meet the conditions specified in the statement of the Consultant as required in *Section 9023*; provided that the Consultant shall for each annual period that the Debt Service Requirement is computed, provide a supplemental statement that at such period, the certifications contained in the statement are reasonable.

(2) Interest that is payable prior to the Stated Maturity of any Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness shall be considered for such appropriate period in computation of Debt Service Requirements. Interest payable at maturity or early redemption on Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness may either be amortized over the anticipated maturity or such longer period as is permitted under *Section 9023* or *Section 211(a)(1)(D)* or may be treated as principal payable on the principal maturity date of such Balloon Indebtedness, Put Indebtedness, Short-Term Indebtedness or Interim Indebtedness.

(3) In measuring compliance with the applicable tests hereunder in connection with incurring Put Indebtedness and generally for purposes of determining the Debt Service Requirements relating thereto, Put Indebtedness shall be deemed to mature based upon the actual amortization requirements for the Put Indebtedness, only to the extent that the Issuer has a commitment to refinance such Put Indebtedness.

(b) ***Debt Service Requirements on Discount Indebtedness.*** At the election of the Issuer for the purpose of any computation of Debt Service Requirements, whether historical or projected, the principal and interest deemed payable on Discount Indebtedness shall be deemed to be payable as set forth below:

(1) If the Issuer has obtained a binding commitment of a bank or other financial institution (whose senior debt obligations, or the senior debt obligations of the holding company of which such bank or financial institution is the principal subsidiary, are then rated in the third highest category (without respect to modifier) or better by any NRSRO) to refinance such Discount Indebtedness, or a portion thereof, including without limitation, a letter of credit or a line of credit,

the Discount Indebtedness, or portion thereof to be refinanced, may be deemed to be payable in accordance with the terms of the refinancing arrangement;

(2) If the Issuer has entered into a binding agreement providing for the deposit with a bank or other financial institution (whose senior debt obligations, or the senior debt obligations of the holding company of which such bank or financial institution is the principal subsidiary, are then rated in the third highest category (without respect to modifier) or better by any NRSRO), in trust (herein called a “Special Redemption Fund”) of amounts, less investment earnings realized and retained in the Special Redemption Fund, equal in aggregate to the principal amount of such Discount Indebtedness, or a portion thereof, and providing for the payment of such principal amount when due from the sums so deposited, and investment earnings realized thereon, then the Discount Indebtedness, or portion thereof, may be deemed to be payable in accordance with the terms of such agreement;

(3) If the Issuer has entered into arrangements or agreements with respect to the principal amount of such Discount Indebtedness, other than those referred to in subsections (1) and (2) above, which a Consultant in a certificate filed with the Issuer determines, taking into account the interests of the holders of Bonds, provides adequate assurances that the Issuer will be able to meet the Debt Service Requirements due on such Indebtedness, the Discount Indebtedness may be deemed to be payable in accordance with the terms of such arrangement or agreement; or

(4) As of any time the maturity amount represented by Discount Indebtedness shall be deemed to be the accreted value of such Indebtedness computed on the basis of a constant yield to maturity.

(c) ***Debt Service Requirements on Variable Rate Indebtedness.*** When calculating interest requirements on Variable Rate Indebtedness which bears a variable rate of interest for periods as to which the rate of interest has not been determined, the rate of interest on Outstanding Variable Rate Indebtedness shall be the average annual rate of interest which was payable on such Variable Rate Indebtedness during the twelve (12) months immediately preceding the date as of which the calculation is made; and the rate of interest on Variable Rate Indebtedness to be incurred (or incurred less than twelve (12) months preceding such date) shall be the average annual rate of interest which would have been payable on such Variable Rate Indebtedness had it been outstanding for a period of twelve (12) months immediately preceding the date as of which the calculation is made, as evidenced in a certificate of a Consultant, delivered to the Issuer.

Section 212. Preliminary and Final Official Statement. The Preliminary Official Statement dated August [___], 2024 for the Series 2024-B Bonds is hereby ratified and approved. For the purpose of enabling the Purchaser to comply with the requirements of Section (b)(1) of the SEC Rule, the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be “final” as of its date, except for the omission of such information as is permitted by Section (b)(1) of the SEC Rule, and the appropriate officers of the Issuer are hereby authorized, if requested, to provide the Purchaser a letter or certification to such effect and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the SEC Rule.

The final Official Statement is hereby authorized to be prepared by supplementing, amending and completing the Preliminary Official Statement, with such changes and additions thereto as are necessary to conform to and describe the transaction. The Mayor and Chief Financial Officer are hereby authorized to execute the final Official Statement as so supplemented, amended and completed, and the use and public distribution of the final Official Statement by the Purchaser in connection with the reoffering of the

Series 2024-B Bonds is hereby authorized. The proper officials of the Issuer are hereby authorized to execute and deliver a certificate pertaining to such Official Statement as prescribed therein, dated as of the date of payment for and delivery of the Series 2024-B Bonds.

The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2024-B Bonds sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the SEC Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 213. Sale of the Series 2024-B Bonds. The sale of the Series 2024-B Bonds to the Purchaser is hereby ratified and confirmed. The Mayor and Clerk are hereby authorized to execute the official bid form submitted by the Purchaser. Delivery of the Series 2024-B Bonds shall be made to the Purchaser as soon as practicable after the adoption of this Bond Resolution, upon payment of the Purchase Price.

Section 214. Parity Bond Certification. The Issuer hereby represents and covenants that the Series 2024-B Bonds directed to be issued by this Resolution are so issued in full compliance with the restrictions and conditions upon which the Issuer may issue Additional Bonds which stand on a parity of lien with the Net Revenues with the Parity Bonds heretofore issued and Outstanding, as set forth and contained in the Outstanding Parity Bond Resolution, and that the Series 2024-B Bonds herein directed to be issued are so issued in all respects on a parity and equality with the Parity Bonds heretofore issued and Outstanding, except that the Series 2024-A Bonds are not be secured by any bond reserve account.

ARTICLE III

REDEMPTION OF BONDS

Section 301. Redemption by Issuer. The Bonds shall be subject to redemption and payment prior to their Stated Maturity, as follows:

(a) ***Optional Redemption.***

(1) *Series 2024-B Bonds.* At the option of the Issuer, Series 2024-B Bonds maturing on August 1, in the years 2033 and thereafter will be subject to redemption and payment prior to their Stated Maturity on August 1, 2032, and thereafter, as a whole or in part (selection of maturities and the amount of Series 2024-B Bonds of each maturity to be redeemed to be determined by the Issuer in such equitable manner as it may determine) at any time, at the Redemption Price of 100% (expressed as a percentage of the principal amount), plus accrued interest thereon to the Redemption Date.

(2) *Additional Bonds.* Additional Bonds are subject to redemption and payment prior to Stated Maturity in accordance with the provisions of the supplemental resolution authorizing the issuance of such Additional Bonds.

(b) ***Mandatory Redemption.***

(1) *General.* The Term Bonds shall be subject to mandatory redemption and payment prior to Stated Maturity pursuant to the mandatory redemption requirements at a

Redemption Price equal to 100% of the principal amount thereof plus accrued interest to the Redemption Date. At its option, to be exercised on or before the 45th day next preceding any mandatory Redemption Date, the Issuer may: (1) deliver to the Paying Agent for cancellation Term Bonds subject to mandatory redemption on said mandatory Redemption Date, in any aggregate principal amount desired; or (2) furnish the Paying Agent funds, together with appropriate instructions, for the purpose of purchasing any Term Bonds subject to mandatory redemption on said mandatory Redemption Date from any Owner thereof whereupon the Paying Agent shall expend such funds for such purpose to such extent as may be practical; or (3) receive a credit with respect to the mandatory redemption obligation of the Issuer under this Section for any Term Bonds subject to mandatory redemption on said mandatory Redemption Date which, prior to such date, have been redeemed (other than through the operation of the mandatory redemption requirements of this subsection) and cancelled by the Paying Agent and not theretofore applied as a credit against any redemption obligation under this subsection. Each Term Bond so delivered or previously purchased or redeemed shall be credited at 100% of the principal amount thereof on the obligation of the Issuer to redeem Term Bonds of the same Stated Maturity on such mandatory Redemption Date, and any excess of such amount shall be credited on future mandatory redemption obligations for Term Bonds of the same Stated Maturity as designated by the Issuer, and the principal amount of Term Bonds to be redeemed by operation of the requirements of this Section shall be accordingly reduced. If the Issuer intends to exercise any option granted by the provisions of clauses (1), (2) or (3) above, the Issuer will, on or before the 45th day next preceding each mandatory Redemption Date, furnish the Paying Agent a written certificate indicating to what extent the provisions of said clauses (1), (2) and (3) are to be complied with, with respect to such mandatory redemption payment.

[(2) *The Series 2024-B-20__ Term Bonds.* The Issuer shall from the payments specified in **Section 602(a)** hereof which are to be deposited into the Principal and Interest Account redeem on August 1 in each year, the following principal amounts of Series 2024-B-20__ Term Bonds:

| <u>Principal Amount</u> | <u>Year</u> |
|------------------------------------|--------------------|
| | * |

*Final Maturity]

[*The Series 2024-B-20__ Term Bonds.* The Issuer shall from the payments specified in **Section 602(a)** hereof which are to be deposited into the Principal and Interest Account redeem on August 1 in each year, the following principal amounts of Series 2024-B-20__ Term Bonds:

| <u>Principal Amount</u> | <u>Year</u> |
|------------------------------------|--------------------|
| | * |

*Final Maturity]

(3) *Additional Bonds.* Additional Bonds designated as Term Bonds shall be subject to mandatory redemption in accordance with the provisions of the supplemental resolution authorizing such Additional Bonds.

Section 302. Selection of Bonds to be Redeemed. Bonds shall be redeemed only in an Authorized Denomination. When less than all of the Bonds are to be redeemed and paid prior to their

Stated Maturity, such Bonds shall be redeemed in such manner as the Issuer shall determine. Bonds of less than a full Stated Maturity shall be selected by the Bond Registrar in a minimum Authorized Denomination of principal amount in such equitable manner as the Bond Registrar may determine.

In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than a minimum Authorized Denomination are then Outstanding, then for all purposes in connection with such redemption a minimum Authorized Denomination of face value shall be treated as though it were a separate Bond of the denomination of a minimum Authorized Denomination. If it is determined that one or more, but not all, of a minimum Authorized Denomination of face value represented by any Bond is selected for redemption, then upon notice of intention to redeem a minimum Authorized Denomination, the Owner or the Owner's duly authorized agent shall forthwith present and surrender such Bond to the Bond Registrar: (1) for payment of the Redemption Price and interest to the Redemption Date of a minimum Authorized Denomination of face value called for redemption, and (2) for exchange, without charge to the Owner thereof, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the Owner of any such Bond fails to present such Bond to the Paying Agent for payment and exchange as aforesaid, such Bond shall, nevertheless, become due and payable on the redemption date to the extent of a minimum Authorized Denomination of face value called for redemption (and to that extent only).

Section 303. Notice and Effect of Call for Redemption. In the event the Issuer desires to call the Bonds for redemption prior to maturity, written notice of such intent shall be provided to the Bond Registrar in accordance with K.S.A. 10-129, as amended, not less than 45 days prior to the Redemption Date. The Bond Registrar shall call Bonds for redemption and payment and shall give notice of such redemption as herein provided upon receipt by the Bond Registrar at least 45 days prior to the Redemption Date of written instructions of the Issuer specifying the principal amount, Stated Maturities, Redemption Date and Redemption Prices of the Bonds to be called for redemption. The foregoing provisions of this paragraph shall not apply in the case of any mandatory redemption of Term Bonds hereunder, and Term Bonds shall be called by the Paying Agent for redemption pursuant to such mandatory redemption requirements without the necessity of any action by the Issuer and whether or not the Paying Agent holds moneys available and sufficient to effect the required redemption.

Unless waived by any Owner of Bonds to be redeemed, if the Issuer shall call any Bonds for redemption and payment prior to the Stated Maturity thereof, the Issuer shall give written notice of its intention to call and pay said Bonds to the State Treasurer, and the Purchaser. In addition, the Issuer shall cause the Bond Registrar to give written notice of redemption to the Owners of said Bonds. Each of said written notices shall be deposited in the United States first class mail not less than 30 days prior to the Redemption Date.

All official notices of redemption shall be dated and shall contain the following information:

- (a) the Redemption Date;
- (b) the Redemption Price;
- (c) if less than all Outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption of any Bonds, the respective principal amounts) of the Bonds to be redeemed;
- (d) a statement that on the Redemption Date the Redemption Price will become due and payable upon each such Bond or portion thereof called for redemption and that interest thereon shall cease to accrue from and after the Redemption Date; and

(e) the place where such Bonds are to be surrendered for payment of the Redemption Price, which shall be the principal office of the Paying Agent.

The failure of any Owner to receive notice given as heretofore provided or an immaterial defect therein shall not invalidate any redemption.

Prior to any Redemption Date, the Issuer shall deposit with the Paying Agent an amount of money sufficient to pay the Redemption Price of all the Bonds or portions of Bonds that are to be redeemed on such Redemption Date.

For so long as the Securities Depository is effecting book-entry transfers of any series of Bonds, the Bond Registrar shall provide the notices specified in this Section to the Securities Depository. It is expected that the Securities Depository shall, in turn, notify its Participants and that the Participants, in turn, will notify or cause to be notified the Beneficial Owners. Any failure on the part of the Securities Depository or a Participant, or failure on the part of a nominee of a Beneficial Owner of a Bond (having been mailed notice from the Bond Registrar, the Securities Depository, a Participant or otherwise) to notify the Beneficial Owner of the Bond so affected, shall not affect the validity of the redemption of such Bond.

Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall become due and payable on the Redemption Date, at the Redemption Price therein specified, and from and after the Redemption Date (unless the Issuer defaults in the payment of the Redemption Price) such Bonds or portion of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with such notice, the Redemption Price of such Bonds shall be paid by the Paying Agent. Installments of interest due on or prior to the Redemption Date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the Owner a new Bond or Bonds of the same Stated Maturity in the amount of the unpaid principal as provided herein. All Bonds that have been surrendered for redemption shall be cancelled and destroyed by the Paying Agent as provided herein and shall not be reissued.

In addition to the foregoing notice, the Issuer shall provide such notices of redemption as are required by the Disclosure Undertaking. Further notice may be given by the Issuer or the Bond Registrar on behalf of the Issuer as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if official notice thereof is given as above prescribed:

(a) Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (1) the CUSIP numbers of all Bonds being redeemed; (2) the date of issue of the Bonds as originally issued; (3) the rate of interest borne by each Bond being redeemed; (4) the maturity date of each Bond being redeemed; and (5) any other descriptive information needed to identify accurately the Bonds being redeemed.

(b) Each further notice of redemption shall be sent at least one day before the mailing of notice to Owners by first class, registered or certified mail or overnight delivery, as determined by the Bond Registrar, to all registered securities depositories then in the business of holding substantial amounts of obligations of types comprising the Bonds and to one or more national information services that disseminate notices of redemption of obligations such as the Bonds.

(c) Each check or other transfer of funds issued for the payment of the Redemption Price of Bonds being redeemed shall bear or have enclosed the CUSIP number of the Bonds being redeemed with the proceeds of such check or other transfer.

The Paying Agent is also directed to comply with any mandatory standards then in effect for processing redemptions of municipal securities established by the State or the Securities and Exchange Commission. Failure to comply with such standards shall not affect or invalidate the redemption of any Bond.

ARTICLE IV

SECURITY FOR BONDS

Section 401. Security for the Bonds. The Bonds shall be special obligations of the Issuer payable solely from, and secured as to the payment of principal and interest by a pledge of, the Net Revenues, and the Issuer hereby pledges said Net Revenues to the payment of the principal of and interest on the Bonds. Except for Subordinate Lien Bonds, the Bonds shall not be or constitute a general obligation of the Issuer, nor shall they constitute an indebtedness of the Issuer within the meaning of any constitutional, statutory or charter provision, limitation or restriction, and the taxing power of the Issuer is not pledged to the payment of the Bonds, either as to principal or interest.

The Bonds shall be junior and subordinate with respect to the payment of principal and interest and in all other respects to any Permitted Loans, which are payable as Expenses of the System. The covenants and agreements of the Issuer contained herein and in the Parity Bonds shall be for the equal benefit, protection and security of the legal owners of any or all of the Parity Bonds, all of which Parity Bonds shall be of equal rank and without preference or priority of one Parity Bond over any other Parity Bond in the application of the funds herein pledged to the payment of the principal of and the interest on the Parity Bonds, or otherwise, except as to rate of interest, date of maturity, and right of prior redemption, and except that the Series 2024-A Bonds shall not be secured by any bond reserve account, all as provided in this Bond Resolution. The Series 2024-B Bonds shall stand on a parity and be equally and ratably secured with respect to the payment of principal and interest from the Net Revenues and in all other respects with any Parity Bonds. The Series 2024-B Bonds shall not have any priority with respect to the payment of principal or interest from said net income and revenues or otherwise over the Parity Bonds and the Parity Bonds shall not have any priority with respect to the payment of principal or interest from said net income and revenues or otherwise over the Series 2024-B Bonds.

ARTICLE V

ESTABLISHMENT OF FUNDS AND ACCOUNTS

DEPOSIT AND APPLICATION OF BOND PROCEEDS AND OTHER MONEYS

Section 501. Ratification; Creation of Funds and Accounts. The following separate Funds and Accounts created and established in the treasury of the Issuer are hereby ratified and confirmed:

- (a) Water, Water Pollution Control, and Stormwater Utility Revenue Fund.
- (b) Water, Water Pollution Control, and Stormwater Utility Construction Fund.
- (c) Water, Water Pollution Control, and Stormwater Utility Renewal and Replacement Account.

So long as the Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2023-A Bonds and Series 2024-A Bonds remain Outstanding, the Funds and Accounts referred to in this paragraph shall be administered in accordance with the provisions of the Parity Resolution pursuant to which such Parity Bonds were issued, and thereafter in accordance with this Bond Resolution.

Simultaneously with the issuance of the Series 2024-B Bonds, there shall be created within the Treasury of the Issuer the following Funds and Accounts:

- (a) Principal and Interest Account for Combined Utility Revenue Bonds, Series 2024-B.
- (b) Bond Reserve Account for Combined Utility Revenue Bonds, Series 2024-B.
- (c) Costs of Issuance Account for Combined Utility Revenue Bonds, Series 2024-B.
- (d) Rebate Fund for Combined Utility Revenue Bonds, Series 2024-B.

The Funds and Accounts established herein shall be administered in accordance with the provisions of this Bond Resolution so long as the Series 2024-B Bonds are Outstanding.

Section 502. Deposit of Series 2024-B Bond Proceeds and Other Moneys. The net proceeds received from the sale of the Series 2024-B Bonds and certain other moneys shall be deposited simultaneously with the delivery of the Series 2024-B Bonds as follows:

- (a) An amount to pay Costs of Issuance (\$[____]) shall be deposited in the Costs of Issuance Account.
- (b) An amount necessary to meet the Bond Reserve Requirement (\$[____]) shall be deposited in the Bond Reserve Account.
- (c) The remaining balance of the proceeds derived from the sale of the Series 2024-B Bonds (\$[____]) shall be deposited in the Construction Fund.

Section 503. Application of Moneys in the Construction Fund. Moneys in the Construction Fund shall be used for the purpose of: (a) paying costs of the Project, in accordance with the plans and specifications therefor prepared by the City Engineer or Consulting Engineer, heretofore approved by the governing body of the Issuer and on file in the office of the Clerk, including any alterations in or amendments to said plans and specifications deemed advisable by the City Engineer or Consulting Engineer and approved by the governing body of the Issuer; (b) paying Costs of Issuance; and (c) transferring any amounts to the Rebate Fund required by **Section 505** hereof.

Withdrawals from the Construction Fund shall be made only when authorized by executed warrants therefore accompanied by a certificate executed by the Director of Utilities that such payment is being made for a purpose within the scope of this Resolution and that the amount of such payment represents only the contract price of the property, equipment, labor, materials or service being paid for, or if such payment is not being made pursuant to an express contract, that such payment is not in excess of the reasonable value thereof. Nothing herein contained shall prevent the payment out of the Construction Fund of Costs of Issuance of the Series 2024-B Bonds without a certificate from the Director of Utilities of the City. Upon completion of the Project, any surplus of the Series 2024-B Bond proceeds, including

earnings thereon, remaining in the Construction Fund shall be deposited in the Principal and Interest Account.

Section 504. Substitute Project; Reallocation of Proceeds.

(a) The Issuer may elect for any reason to substitute or add other System improvements to be financed with proceeds of the Series 2024-B Bonds provided the following conditions are met: (1) the Substitute Project and the issuance of Bonds to pay the cost of the Substitute Project has been duly authorized by the governing body of the Issuer in accordance with the laws of the State; (2) a resolution or ordinance authorizing the use of the proceeds of the Series 2024-B Bonds to pay the Financeable Costs of the Substitute Project has been duly adopted by the governing body of the Issuer pursuant to this Section, (3) the Attorney General of the State has approved the amendment made by such resolution or ordinance to the transcript of proceedings for the Series 2024-B Bonds to include the Substitute Project; and (4) the use of the proceeds of the Series 2024-B Bonds to pay the Financeable Cost of the Substitute Project will not adversely affect the tax-exempt status of the Series 2024-B Bonds under State or federal law.

(b) The Issuer may reallocate expenditure of Series 2024-B Bond proceeds among all Projects financed by the Series 2024-B Bonds; provided the following conditions are met: (1) the reallocation is approved by the governing body of the Issuer; (2) the reallocation shall not cause the proceeds of the Series 2024-B Bonds allocated to any Project to exceed the Financeable Costs of the Project; and (3) the reallocation will not adversely affect the tax-exempt status of the Series 2024-B Bonds under State or federal law.

Section 505. Application of Moneys in the Rebate Fund.

(a) There shall be deposited in the Rebate Fund such amounts as are required to be deposited therein pursuant to the Federal Tax Certificate. All money at any time deposited in the Rebate Fund shall be held in trust, to the extent required to satisfy the Rebate Amount (as defined in the Federal Tax Certificate), for payment to the United States of America, and neither the Issuer nor the Owner of any Series 2024-B Bonds shall have any rights in or claim to such money. All amounts deposited into or on deposit in the Rebate Fund shall be governed by this Section and the Federal Tax Certificate.

(b) The Issuer shall periodically determine the rebatable arbitrage, if any, under Code § 148(f) in accordance with the Federal Tax Certificate, and the Issuer shall make payments to the United States of America at the times and in the amounts determined under the Federal Tax Certificate. Any moneys remaining in the Rebate Fund after redemption and payment of all of the Series 2024-B Bonds and payment and satisfaction of any Rebate Amount, or provision made therefor, shall be deposited into the Revenue Fund.

(c) Notwithstanding any other provision of this Bond Resolution, including in particular *Article XI* hereof, the obligation to pay rebatable arbitrage to the United States of America and to comply with all other requirements of this Section and the Federal Tax Certificate shall survive the defeasance or payment in full of the Series 2024-B Bonds.

Section 506. Application of Moneys in the Costs of Issuance Account. Moneys in the Costs of Issuance Account shall be used by the Issuer to pay the Costs of Issuance. Any funds remaining in the Costs of Issuance Account, after payment of all Costs of Issuance, but not later than 30 days prior to the first Interest Payment Date, shall be transferred to the Construction Fund until completion of the Project and thereafter to the Principal and Interest Account.

ARTICLE VI

COLLECTION AND APPLICATION OF REVENUES

Section 601. Revenue Fund. The Issuer covenants and agrees that from and after the delivery of the Series 2024-B Bonds, and continuing as long as any of the Bonds remain Outstanding hereunder, all Gross Revenues shall as and when received be deposited into the Revenue Fund. The Revenue Fund shall be administered and applied solely for the purposes and in the manner provided in this Bond Resolution, except as may be modified by the provisions of the Parity Resolution. The Issuer shall first pay from the Revenue Fund the Expenses of the Combined Utility System and of keeping the same in good repair and working order. After paying and providing for the payment of the Expenses, including the Permitted Loans, and any required deposits to the Rebate Fund as provided herein, the Issuer further covenants and agrees that it will allocate, pay and credit the Net Revenues at the time in the Revenue Fund as provided in *Section 602*, in such amounts so that at all times the Issuer will have sufficient money to meet and pay the requirements of the Principal and Interest Account, Bond Reserve Account and any other obligations of the Combined Utility System, on a parity with the Series 2024-B Bonds.

Section 602. Application of Moneys in Funds and Accounts. The Issuer covenants and agrees that from and after the delivery of the Series 2024-B Bonds and continuing so long as any of the Bonds shall remain Outstanding, it will each month administer and allocate all of the Net Revenues then held in the Revenue Fund as follows:

(a) **Parity Resolutions.** The following transfers shall be made on a parity of lien basis with the transfers and requirements of the Parity Resolutions.

(1) **Principal and Interest Account.** There shall be paid and credited monthly to the Principal and Interest Account, to the extent necessary to meet on each Bond Payment Date the payment of all interest on and principal of the Series 2024-B Bonds, the following sums:

(i) Beginning on or before October 1, 2024, and continuing on the first day of each month thereafter an equal pro rata portion of the interest that will become due on the Series 2024-B Bonds on February 1, 2025; and beginning on February 1, 2025, and continuing on the first day of each month thereafter, so long as any of the Series 2024-B Bonds remain Outstanding, an equal pro rata portion of the interest that will become due on the Series 2024-B Bonds on the next succeeding Interest Payment Date; and

(ii) Beginning on or before October 1, 2024, and continuing on the first day of each month thereafter an equal pro rata portion of the principal that will become due on the Series 2024-B Bonds on August 1, 2025; and beginning on August 1, 2025, and continuing on the first day of each month thereafter, so long as any of the Series 2024-B Bonds remain Outstanding, an equal pro rata portion of the amount of principal that will become due on the Series 2024-B Bonds on the next succeeding Maturity date.

The amounts required to be paid and credited to the Principal and Interest Account pursuant to this Section shall be made at the same time and on a parity with the amounts at the time required to be paid and credited to the principal and interest accounts established for the payment of the Debt Service Requirements on Parity Bonds and Parity Obligations under the provisions of the Parity Resolution(s).

Any amounts deposited in the Principal and Interest Account in accordance with *Section 502* hereof shall be credited against the Issuer's payment obligations as set forth in subsection (a)(1)(i) of this Section.

All amounts paid and credited to the Principal and Interest Account shall be expended and used by the Issuer for the sole purpose of paying the Debt Service Requirements of the Series 2024-B Bonds as and when the same become due at Maturity and on each Interest Payment Date, and paying the related fees of the Paying Agent.

If at any time the moneys in the Revenue Fund are insufficient to make in full the payments and credits at the time required to be made to the Principal and Interest Account and to the principal and interest accounts established to pay the principal of and interest on any Parity Bonds, the available moneys in the Revenue Fund shall be divided among such principal and interest accounts in proportion to the respective principal amounts of said Parity Bonds at the time Outstanding which are payable from the moneys in said principal and interest accounts.

(2) ***Bond Reserve Account.*** (i) Except as hereinafter provided in this Section, all amounts paid and credited to the Bond Reserve Account shall be expended and used by the Issuer solely to prevent any default in the payment of interest on or principal of the Series 2024-B Bonds on any Maturity date or Interest Payment Date if the moneys in the respective Principal and Interest Account are insufficient to pay the Debt Service Requirements of said Series 2024-B Bonds as they become due. So long as the Bond Reserve Account aggregates the Bond Reserve Requirement, no further payments into said Account shall be required, but if the Issuer is ever required to expend and use a part of the moneys in said Account for the purpose herein authorized and such expenditure reduces the amount of the Bond Reserve Account below the Bond Reserve Requirement, or if the valuation of the Bond Reserve Account as provided in *Section 701(b)* establishes that the value of the Bond Reserve Account is below the Bond Reserve Requirement, the Issuer shall, after making all payments and credits at the time required to be made by it under the preceding provisions of this Section, make monthly payments or credits to the Bond Reserve Account in such amount as are sufficient to replenish the account to its required balance within eighteen (18) months of the shortfall therein.

If all of the Series 2024-B Bonds Outstanding at any time are called for redemption and payment or are refunded and defeased as is provided in this Bond Resolution, amounts in the Bond Reserve Account may be used or expended by the Issuer to call and redeem, or defease, said Series 2024-B Bonds for payment prior to their Maturity.

(ii) When none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, the Issuer may designate and specify that the Bond Reserve Account serve as a Common Bond Reserve Account, provided that amounts on deposit in the Bond Reserve Account and any other Common Bond Reserve Account must aggregate the Common Bond Reserve Requirement upon such designation. Thereafter, except as hereinafter provided in this Section, all amounts paid and credited to the Bond Reserve Account shall be expended and used by the Issuer solely to prevent any default in the payment of interest on or principal of the Covered Bonds on any Maturity date or Interest Payment Date if the moneys in the respective Principal and Interest Account are insufficient to pay the Debt Service Requirements of said Covered Bonds as they become due. So long as the Bond Reserve Account and any other Common Bond Reserve Account contain, in the aggregate, amounts at least equal to the Common Bond Reserve Requirement, no further payments into said Account shall be required, but if the Issuer is ever required to expend and use a part of the moneys in said Account for the purpose herein authorized and such expenditure reduces the aggregate amount in the Bond Reserve Account and any other Common Bond Reserve Account below the Common Bond Reserve Requirement, or if the valuation of the Bond Reserve Account as provided in *Section 701(b)* establishes that the value of the Bond Reserve Account

and any other Common Bond Reserve Account is, in the aggregate, below the Common Bond Reserve Requirement, the Issuer shall, after making all payments and credits at the time required to be made by it under the preceding provisions of this Section, make monthly payments or credits to the Bond Reserve Account or any other Common Bond Reserve Account in such amounts as are sufficient to replenish amounts to the Common Bond Reserve Requirement within eighteen (18) months of the shortfall.

If all of the Covered Bonds Outstanding at any time are called for redemption and payment or are refunded and defeased as is provided in this Bond Resolution, amounts in the Bond Reserve Account may be used or expended by the Issuer to call and redeem, or defease, said Covered Bonds for payment prior to their Maturity.”

(iii) (A) When none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, the Issuer shall be permitted to substitute a letter of credit, surety bond or other credit enhancement (each, a “credit facility”) for funds on deposit in the Bond Reserve Account, provided that:

- (I) the credit facility (including any replacement credit facility) is issued by a bank, trust company, national banking association or insurance company whose unsecured long term debt obligations (in the case of a bank, trust company or national banking association) or whose claims paying abilities (in the case of an insurance company) are rated, at the time the credit facility is issued and at the time of each extension or renewal thereof, in the third highest category (without respect to modifier) or better by any NRSRO, provided that such rating requirement may be enhanced and made more restrictive by a future Parity Resolution;
- (II) the issuer of the credit facility does not receive as security for any reimbursement obligation in respect of the credit facility any lien, security interest or other similar right or interest that is superior in lien and security to the Parity Bonds;
- (III) the credit facility (including any replacement credit facility, if provided by a different issuer) has an initial term of not less than three (3) years and any extension, renewal or replacement (if provided by the same issuer) thereof has a term of not less than one year; and
- (IV) the Issuer is authorized and has the duty and right to draw on the credit facility to satisfy the purposes for which the Bond Reserve Account is authorized to be drawn and applied.

(B) Upon such substitution, funds on deposit in the Bond Reserve Account which, when added to the face amount of the credit facility, exceed the Bond Reserve Requirement shall be applied as provided in subsection **701(b)** hereof. Thereafter, the credit facility shall be considered a part of the Bond Reserve Account and the amount available thereunder shall be included in any calculations of the amount required to be retained in the Bond Reserve Account; provided that, (I) if the sum of the amount available under the credit facility and the amount of moneys on deposit in the Bond Reserve Account exceeds the amount required to be on deposit, the Issuer shall be permitted (aa) to cause the amount available under the credit facility to be reduced by an amount equal to such excess, or (bb) to direct that the excess moneys be applied as permitted under subsection **701(b)** hereof, and (II) if the credit facility is not extended, renewed or replaced at least six (6) months prior to its scheduled expiration or termination date, the Issuer shall, not later than five days prior to such date, draw on the credit facility for the full amount thereof.

If there are cash and Permitted Investments on deposit in the Bond Reserve Account in addition to a credit facility, such cash and Permitted Investments will be drawn on prior to any draws on such credit facility.

(b) ***Debt Service Accounts-Junior Lien Bonds.*** There shall next be paid and credited monthly to the debt service account(s) for any Junior Lien Bonds, to the extent necessary to meet on each Bond Payment Date an amount equal to the payment of all interest on and principal of any Junior Lien Bonds. The amounts required to be paid and credited to the debt service account(s) for any Junior Lien Bonds shall be made at the same time and on a parity with the amounts at the time required to be paid and credited to other debt service accounts established for the payment of the Debt Service Requirements on any Junior Lien Bonds.

(c) ***Debt Service Accounts-Subordinate Lien Bonds.*** There shall next be paid and credited monthly to the debt service account(s) for any Subordinate Lien Bonds, to the extent necessary to meet on each Bond Payment Date an amount equal to the payment of all interest on and principal of any Subordinate Lien Bonds. The amounts required to be paid and credited to the debt service account(s) for any Subordinate Lien Bonds shall be made at the same time and on a parity with the amounts at the time required to be paid and credited to other debt service accounts established for the payment of the Debt Service Requirements on any Subordinate Lien Bonds.

(d) ***Renewal and Replacement Account.*** After making all payments and credits from the Revenue Fund at the time required to be made under the preceding provisions, all remaining moneys in the Revenue Fund which shall not be required for the operating and maintenance of the System for the ensuing forty-five (45) day period shall be deposited into the Renewal and Replacement Account and may be used by the Issuer for any one or more of the following purposes as determined by both the Director of Utilities and the Chief Financial Officer.

- (1) to pay the cost of extraordinary repairs and maintenance of the System
- (2) for capital improvements to the System; and
- (3) to pay Expenses of the System if sufficient funds are not available in the Revenue Fund.

(e) ***Deficiency of Payments into Funds and Accounts.*** If at any time the Gross Revenues or Net Revenues are insufficient to make any payment on the date or dates hereinbefore specified, the Issuer will make good the amount of such deficiency by making additional payments or credits out of the first available Gross Revenues or Net Revenues, as applicable, such payments and credits being made and applied in the order hereinbefore specified in this Section.

Section 603. Transfer of Funds to Paying Agent. The Treasurer of the Issuer is hereby authorized and directed to withdraw from the Principal and Interest Account, and, to the extent necessary to prevent a default in the payment of either principal of or interest on the Series 2024-B Bonds, from the Bond Reserve Account, as provided in ***Section 602*** hereof, sums sufficient to pay the principal of and interest on the Series 2024-B Bonds as and when the same become due on any Bond Payment Date, and to forward such sums to the Paying Agent in a manner which ensures the Paying Agent will have available funds in such amounts on or before the Business Day immediately preceding each Bond Payment Date. All moneys deposited with the Paying Agent shall be deemed to be deposited in accordance with and subject to all of the provisions contained in this Bond Resolution.

Section 604. Payments Due on Saturdays, Sundays and Holidays. In any case where a Bond Payment Date is not a Business Day, then payment of principal, Redemption Price or interest need not be made on such Bond Payment Date but may be made on the next succeeding Business Day with the same force and effect as if made on such Bond Payment Date, and no interest shall accrue for the period after such Bond Payment Date.

ARTICLE VII

DEPOSIT AND INVESTMENT OF MONEYS

Section 701. Deposits and Investment of Moneys.

(a) Moneys in each of the Funds and Accounts shall be deposited in accordance with laws of the State, in a bank, savings and loan association or savings bank organized under the laws of the State, any other state or the United States: (1) which has a main or branch office located in the Issuer; or (2) if no such entity has a main or branch office located in the Issuer, with such an entity that has a main or branch office located in the county or counties in which the Issuer is located. All such depositaries shall be members of the Federal Deposit Insurance Corporation, or otherwise as permitted by State law. All such deposits shall be invested in Permitted Investments as set forth in this Article or shall be adequately secured as provided by the laws of the State. All moneys held in the Funds and Accounts shall be kept separate and apart from all other funds of the Issuer so that there shall be no commingling with any other funds of the Issuer.

(b) Moneys held in any Fund or Account may be invested in accordance with this Bond Resolution and the Federal Tax Certificate, in Permitted Investments; provided, however, that no such investment shall be made for a period extending longer than to the date when the moneys invested may be needed for the purpose for which such fund was created; and provided, further, that Permitted Investments in the Bond Reserve Account shall have an average aggregate weighted term to maturity not greater than five years. All earnings on any investments held in any Fund or Account shall accrue to and become a part of the Revenue Fund, except that all earnings on investments held in the Bond Reserve Account shall accrue to and become a part of the Bond Reserve Account until the amount on deposit in the Bond Reserve Account shall aggregate the Bond Reserve Requirement.

In determining the amount held in any Fund or Account under any of the provisions of this Bond Resolution, Permitted Investments shall be valued at the lower of the par value or the market value thereof. Such valuation shall be made as of the final Stated Maturity of principal of any Fiscal Year that the Series 2024-B Bonds remain Outstanding and may be made in conjunction with redemption of any Bonds. If and when the amount held in any Fund or Account shall be in excess of the amount required by the provisions of this Bond Resolution, the Issuer shall direct that such excess be paid and credited to the Revenue Fund, except that (1) any amounts in Bond Reserve Account in excess of the Bond Reserve Requirement on any valuation date shall be transferred to the Principal and Interest Account, and (2) any amounts in a Common Bond Reserve Account in excess of the Common Bond Reserve Requirement on any valuation date shall be transferred proportionately to the principal and interest accounts for Common Bonds.

(c) So long as any of the Parity Bonds remain Outstanding, any investments made pursuant to this Section shall be subject to any restrictions in the Parity Resolution with respect to the Funds and Accounts created by and referred to in the Parity Resolution.

ARTICLE VIII

GENERAL COVENANTS AND PROVISIONS

The Issuer covenants and agrees with each of the Owners of any of the Bonds that so long as any of the Bonds remain Outstanding and unpaid it will comply with each of the following covenants:

Section 801. Efficient and Economical Operation. The Issuer will continuously own and will operate the System as a revenue producing facility in an efficient and economical manner and will keep and maintain the same in good repair and working order.

Section 802. Rate Covenant. The Issuer, in accordance with and subject to applicable legal requirements, will fix, establish, maintain and collect such rates and charges for the use and services furnished by or through the System, including all extensions, improvements and enlargements thereto hereafter constructed or acquired by the Issuer, as will produce Gross Revenues sufficient to (a) pay the Expenses; (b) pay the Debt Service Requirements on the Bonds and Additional Obligations as and when the same become due at the Maturity thereof or on any Interest Payment Date; (c) enable the Issuer to have a Debt Service Coverage Ratio of not less than 1.25 on all Parity Bonds and Parity Obligations at the time Outstanding, a Debt Service Coverage Ratio as set forth in the bond resolution for any Junior Lien Bonds at the time Outstanding, and a Debt Service Coverage Ratio as set forth in the bond resolution on any Subordinate Lien Bonds at the time Outstanding; and (d) provide reasonable and adequate reserves for the payment of the Bonds and Additional Obligations and the interest thereon and for the protection and benefit of the System as provided in this Bond Resolution, provided, however, that such rates, fees and charges of the water, water pollution control and stormwater utilities shall not be set or otherwise established so that the rates, fees or charges of one such division subsidize the other. The Issuer will require the prompt payment of accounts for service rendered by or through the System and will promptly take whatever action is legally permissible to enforce and collect delinquent charges. As soon as possible after the end of each Fiscal Year, the annual audit and report made for such Fiscal Year pursuant to provisions of this Bond Resolution shall be presented to and considered by the Issuer's governing body and if it shall appear that an increase in existing rates, fees or charges for the services of the Combined Utility System is necessary in order to satisfy the obligations of the Issuer under provisions of this Bond Resolution, the governing body of the Issuer shall promptly make such increase and shall cause the same to be effective within ninety (90) days thereafter. If prior to the end of a then current Fiscal Year, any interim operating statements of the Combined Utility System shall indicate that an increase in the existing rates, fees or charges is necessary to satisfy the obligations of the Issuer under provisions of this Bond Resolution, the governing body of the Issuer shall promptly make such increase and shall cause the same to be effective within ninety (90) days thereafter.

Section 803. Reasonable Charges for all Services. None of the facilities or services provided by the System will be furnished to any user without a reasonable charge being made therefor.

Section 804. Restrictions on Mortgage or Sale of System. The Issuer will not mortgage, pledge or otherwise encumber the System or any part thereof, nor will it sell, lease or otherwise dispose of the System or any material part thereof; provided, however, the Issuer may:

(a) So long as any of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, dispose of any property which has become obsolete and non-productive or otherwise unusable to the advantage of the Issuer, and any cash proceeds derived from the Issuer's sale of such property shall be used by the Issuer to improve, extend or enlarge the System; and

(b) When none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding:

(1) sell at fair market value any portion of the System which has been replaced by other similar property of at least equal value, or which ceases to be necessary for the efficient operation of the System, and in the event of sale, the Issuer will apply the proceeds to either (i) redemption of Outstanding Bonds in accordance with the provisions governing repayment of Bonds in advance of Stated Maturity, or (ii) replacement of the property so disposed of by other property the revenues of which shall be incorporated into the System as hereinbefore provided;

(2) cease to operate, abandon or otherwise dispose of any property which has become obsolete, nonproductive or otherwise unusable to the advantage of the Issuer;

(3) grant a security interest in equipment to be purchased with the proceeds of any loan, lease or other obligation undertaken in accordance with *Article IX* hereof; or

(4) sell, lease or convey all or substantially all of the System to another entity or enter into a management contract with another entity if:

(i) The transferee entity is a political subdivision organized and existing under the laws of the State, or instrumentality thereof, or an organization described in Code § 501(c)(3), and expressly assumes in writing the due and punctual payment of the principal of and premium, if any, and interest on all outstanding Permitted Loans or Bonds according to their tenor, and the due and punctual performance and observance of all of the covenants and conditions of this Bond Resolution;

(ii) If there remains unpaid any Permitted Loans or Bonds which bear interest that is not includable in gross income under the Code, the Issuer receives an opinion of Bond Counsel, in form and substance satisfactory to the Issuer, to the effect that under then existing law the consummation of such sale, lease or conveyance, whether or not contemplated on any date of the delivery of such Permitted Loans or Bonds, would not cause the interest payable on such Permitted Loans or Bonds to become includable in gross income under the Code;

(iii) The Issuer receives a certificate of the Consultant which demonstrates and certifies that immediately upon such sale or conveyance the transferee entity will not, as a result thereof, be in default in the performance or observance of any covenant or agreement to be performed or observed by it under this Bond Resolution;

(iv) Such transferee entity possesses such licenses to operate the System as may be required if it is to operate the System; and

(v) The Issuer receives an opinion of Bond Counsel, in form and substance satisfactory to the Issuer, as conclusive evidence that any such sale, lease or conveyance, and any such assumption, is permitted by law and complies with the provisions of this Section.

Section 805. Insurance. The Issuer will carry and maintain a reasonable amount of all risk insurance upon the properties forming part of the System insofar as they are of an insurable nature, the amount of such insurance being the amount as would normally be carried by a municipal corporation engaged in a similar type of utility enterprise. In the event of loss or damage, the Issuer, with all reasonable dispatch, will use the proceeds of such insurance to reconstruct and replace the property

damaged or destroyed or, if such reconstruction or replacement be unnecessary, then either improve, extend or enlarge the System or to redeem or purchase in the open market the Outstanding Bonds. The Issuer in operating the System will carry and maintain public liability and worker's compensation insurance in such amounts as would normally be maintained by a municipal corporation engaged in a similar type of utility enterprise, provided, however, the amount of such liability insurance shall be in amounts not less than the then maximum liability of a governmental entity for claims arising out of a single occurrence, as provided by the State's tort claims act or other similar future law (currently \$500,000 per occurrence). The proceeds derived from any of such public liability and worker's compensation policies shall be used in paying the claims on the account of which such proceeds were received. Notwithstanding the foregoing, the Issuer may, under applicable law, elect to be self-insured for all or any part of the foregoing requirements if (a) the Issuer annually obtains a written evaluation with respect to such self-insurance program from an Insurance Consultant, (b) the evaluation is to the effect that the self-insurance program is actuarially sound, (c) unless the evaluation states that such reserves are not necessary, the Issuer deposits and maintains adequate reserves for the self-insurance program with a corporate trustee, who may also be the Paying Agent, and (d) in the case of workers' compensation, adequate reserves created by the Issuer for such self-insurance program are deposited and maintained in such amount and manner as are acceptable to the State. The cost of all insurance referred to in this paragraph, including Insurance Consultant fees and expenses, shall be paid as an operating Expense out of the Gross Revenues of the Combined Utility System.

Section 806. Books, Records and Accounts. The Issuer will install and maintain proper books, records and accounts (entirely separate from all other records and accounts of the Issuer) in which complete and correct entries will be made of all dealings and transactions of or in relation to the properties, business and affairs of the System. Such accounts shall show the amount of revenues received from the System, the application of such funds, and all financial transactions in connection therewith. Said books shall be kept by the Issuer according to standard accounting practices as applicable to the operation of municipal utilities.

Section 807. Annual Budget. Prior to the commencement of each Fiscal Year, the Issuer will cause to be prepared and filed with the Clerk a budget setting forth the estimated receipts and expenditures of the System for the next succeeding Fiscal Year. Said annual budget shall be prepared in accordance with the requirements of the laws of the State and shall contain all information that is required by such laws, including:

- (a) An estimate of the Gross Revenues from the System during the next ensuing Fiscal Year.
- (b) A statement of the estimated Expenses during the next ensuing Fiscal Year.
- (c) A statement of any anticipated unusual Expenses for the System during the next Fiscal Year.
- (d) A statement of any necessary repairs or replacements to the System which may be anticipated during the next Fiscal Year.
- (e) A statement of the amount of Debt Service Requirements to be paid on Outstanding Bonds to be paid from Net Revenues during the next Fiscal Year.
- (f) A statement of the estimated Net Revenues during the next Fiscal Year.

Section 808. Annual Audit. Annually, as soon as possible after the end of the Fiscal Year, the Issuer will cause an audit to be made of the financial statements System for the preceding Fiscal

Year by an Independent Accountant to be employed for that purpose and paid from the Gross Revenues. Said annual audit shall cover in reasonable detail the operation of the System during such Fiscal Year. The report of said annual audit shall include:

(a) a classified statement of the Gross Revenues received, of Expenses for operation and maintenance, of expenditures for all other purposes, and the amount of any capital expenditures made from such Gross Revenues made during the Fiscal Year;

(b) A complete balance sheet as of the end of each Fiscal Year with the amount on hand at the end of such Fiscal Year in each of the Funds and Accounts created by and referred to in this Bond Resolution;

(c) a statement showing gain or loss for such Fiscal Year;

(d) a statement of the Bonds redeemed, purchased or paid during the preceding Fiscal Year, and a statement of all interest paid during such year on the Bonds;

(e) A statement of the number of customers served by the System at the beginning and the end of such Fiscal Year;

(f) A statement showing the amount and character of the insurance carried on the property constituting the System and showing the names of the insurers, the expiration dates of the policies and the premiums thereon;

(g) the opinion of the Independent Accountant as to whether or not the Issuer is meeting the requirements of **Section 802** of this Bond Resolution by maintaining and collecting adequate rates, fees and charges for System services furnished by the Issuer; and

(h) Such remarks and recommendations regarding the practices and procedures of operating the System and its accounting practices as said Independent Accountant may deem appropriate.

Within 30 days after the completion of each such annual audit, a copy of the report of thereof shall be filed in the office of the Clerk. Such audit reports shall at all times during the usual business hours be open to the examination and inspection by any user of the services of the System, any Owner of any of the Bonds, or by anyone acting for or on behalf of such user or Owner.

As provided in **Section 802** hereof, as soon as possible after the completion of the annual audit, the governing body of the Issuer shall review the report of such audit, and if the audit report discloses that proper provision has not been made for all of the requirements of this Bond Resolution and the Act, the Issuer will promptly cure such deficiency and will promptly proceed to modify the rates and charges to be charged for the use and services furnished by the System or take such other action as may be necessary to adequately provide for such requirements.

Section 809. Internal Rate Review. The Issuer shall semiannually conduct an internal rate review for the purpose of determining the sufficiency of the water, water pollution control and stormwater utility rates and charges of the Issuer, in view of the covenants herein and heretofore made.

Section 810. Payments in Lieu of Taxes. As long as the Bonds are Outstanding, any payments in lieu of taxes made to the Issuer from the Net Revenues of the System shall not exceed an amount based on the method currently in effect in the Issuer, such method being based on the net value of

the equity of the Issuer in the System located within the corporate limits of the Issuer. Further, such payment in lieu of taxes will not be made if the Issuer is in default in paying the Debt Service Requirements on any Parity Bonds or Parity Obligations, or if such payment would cause the Issuer to default in the payment of the Debt Service Requirements on the Parity Bonds or Parity Obligations.

Section 811. Performance of Duties and Covenants. The Issuer will faithfully and punctually perform all duties, covenants and obligations with respect to the operation of the System now or hereafter imposed upon the Issuer by the Constitution and laws of the State and by the provisions of this Bond Resolution.

ARTICLE IX

ADDITIONAL BONDS AND OBLIGATIONS

Section 901. Senior Lien Bonds. Other than additional Permitted Loans, the Issuer covenants and agrees that so long as any of the Parity Bonds remain Outstanding, the Issuer will not issue any Bonds payable out of the Gross Revenues or which is superior to the Parity Bonds with respect to the lien on the Net Revenues.

Section 902. Additional Permitted Loans. Except as hereinafter provided, the Issuer hereby covenants and agrees that so long as any of the Parity Bonds remain Outstanding and unpaid, it will not issue or incur any additional Permitted Loans payable out of the Gross Revenues of the System that are superior in lien and security to the Parity Bonds and Parity Obligations unless each of the following conditions are met:

(a) The Issuer shall not be in default in making any of the payments at the time required to be made in connection with any outstanding Permitted Loans or into the respective Funds or Accounts created to or referred to in this Bond Resolution, or the performance of any covenant contained therein.

(b) The Debt Service Coverage Ratio shall be not less than 1.25.

(c) In addition, the Projected Debt Service Coverage Ratio shall be not less than 1.25

Section 903. Parity Bonds and Parity Obligations. Except as hereinafter provided, the Issuer hereby covenants and agrees that so long as the Series 2024-B Bonds remain outstanding and unpaid it will not issue any Additional Bonds or Parity Obligations payable out of the Net Revenues of the System which stand on a parity or equality with the Parity Obligations and the Parity Bonds unless each of the following conditions is met:

(a) The Issuer shall not be in default in making any of the payments at the time required to be made by it into the respective Funds or Accounts created or referred to in this Bond Resolution or any Parity Resolution, or in performance of any covenant contained herein or therein.

(b) The Issuer shall deliver the following:

(1) **Long-Term Indebtedness.** A certificate signed by the Issuer evidencing the following:

(i) The Debt Service Coverage Ratio shall be not less than 1.25.

(ii) In addition, the Projected Debt Service Coverage Ratio shall be not less than 1.25, provided that if the issuance of the proposed Additional Bonds or Parity Obligations shall not increase the Debt Service Requirements on all Parity Bonds and Parity Obligations, including any Additional Bonds or Parity Obligations proposed to be issued, in any Fiscal Year, the requirement of this subsection (ii) shall be inapplicable.

(2) **Short-Term Indebtedness.** For so long as any of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, the following provision shall not be applicable, but thereafter:

A certificate signed by the Issuer evidencing any *one* of the following:

(i) The principal amount of all Outstanding Short-Term Indebtedness does not exceed 15% of the Gross Revenues for the most recently ended Fiscal Year for which financial information is available from the Independent Accountant;

(ii) The Short-Term Indebtedness could be incurred under **subsection (b)(1)** hereof assuming it was Long-Term Indebtedness.

(iii) There is delivered to the Issuer a certificate of a Consultant to the effect that it is such Consultant's opinion that it is reasonable to assume that the Issuer will be able to refinance such Short-Term Indebtedness prior to its Stated Maturity in compliance with the provisions of this Section and the conditions described in **subsection (b)(1)** are met with respect to such Short-Term Indebtedness when it is assumed that such Short-Term Indebtedness is Long-Term Indebtedness maturing over 20 years (or such shorter period as such Consultant indicates is reasonable to assume in such statement) from the date of issuance of the Short-Term Indebtedness and bears interest on the unpaid principal balance at the Index Rate and is payable on a level annual debt service basis over a 20-year period (or such shorter period as such Consultant indicates is reasonable to assume in such statement).

(3) **Interim Indebtedness.** For so long as any of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, the following provision shall not be applicable, but thereafter:

A certificate signed by the Issuer evidencing *either* of the following:

(i) The Interim Indebtedness could be incurred under **subsection (b)(1)** hereof assuming it was Long-Term Indebtedness.

(ii) There is delivered to the Issuer a certificate of a Consultant to the effect that it is such Consultant's opinion that it is reasonable to assume that the Issuer will be able to refinance such Interim Indebtedness prior to its Stated Maturity in compliance with the provisions of this Section and the conditions described in **subsection (b)(1)** are met with respect to such Interim Indebtedness when it is assumed that such Interim Indebtedness is Long-Term Indebtedness maturing over 20 years (or such shorter period as such Consultant indicates is reasonable to assume in such statement) from the date of issuance of the Interim Indebtedness and bears interest on the unpaid principal balance at the Index Rate and is payable on a level annual debt service basis over a 20-year period (or such shorter period as such Consultant indicates is reasonable to assume in such statement).

(c) When the issuance of Bonds of Additional Obligations of equal stature and priority is permitted by the Statutes of the State.

(d) With respect to the issuance of Additional Bonds proposed to be issued as Parity Bonds, an additional deposit to a bond reserve account shall be made to bring the aggregate deposits in bond reserve accounts for Parity Bonds to an amount equal to the Bond Reserve Requirement. In addition, if the Issuer receives an opinion of Bond Counsel to the effect that the Bond Reserve Requirement must be reduced in connection with the issuance of Additional Bonds as Parity Bonds in order that the amounts on deposit in bond reserve accounts may continue to be invested without yield restriction under the Code, the amount held in such bond reserve account or accounts shall be reduced in conformity with said opinion. Notwithstanding the foregoing, when none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, or if the Additional Bonds proposed to be issued are to secure and evidence a loan provided by KDHE to the Issuer pursuant to a loan agreement between KDHE and the Issuer, which loan is not a Permitted Loan and which loan is insured by a municipal bond insurance policy that guarantees the payments when due on such loan, the Issuer may choose to not apply the provisions of the immediately preceding sentence and instead specify that any Additional Bonds be secured by a Series Bond Reserve Account, or no bond reserve account, and any such Series Bond Reserve Account must be funded at the Series Bond Reserve Requirement and may secure only such Additional Bonds proposed to be issued.

(e) The ordinance and/or resolution authorizing such Bonds or Additional Obligations shall contain or provide for substantially the same terms, conditions, covenants and procedures as established in this Bond Resolution.

(f) So long as any Series 2024-A Bonds remain Outstanding, when the requirements of *Section 2.07* of the Loan Agreement are met.

When none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, and notwithstanding the foregoing restrictions, Additional Bonds may be issued under this Section if it is necessary: (1) in the opinion of the Consulting Engineer to do so to repair the System if damaged or destroyed by disaster to such extent necessary to keep it in good operating condition; or (2) in the opinion of the Issuer's legal counsel to remedy any deficiency of the System relating to environmental pollution matters or to comply with the requirements of any governmental agency having jurisdiction over the Issuer with respect thereto.

Additional Bonds or Parity Obligations issued under the conditions set forth in this Section shall stand on a parity with the Parity Bonds and Parity Obligations and shall enjoy complete equality or lien on and claim against the Net Revenues, and the Issuer may make equal provision for paying the Debt Service Requirements on such Bonds or Parity Obligations out of the Revenue Fund and may likewise provide for the creation of reasonable principal and interest accounts and bond reserve accounts for the payment of the Debt Service Requirements on such Bonds or Parity Obligations and the interest thereon out of moneys in the Revenue Fund, *provided that* no Parity Obligation shall be issued while any of the Series 2014-A Bonds, Series 2016-A Bonds, Series 2017-A Bonds, Series 2018-A Bonds, Series 2019-A Bonds, Series 2020-A Bonds, Series 2021-A Bonds, Series 2021-B Bonds and Series 2023-A Bonds remain Outstanding, unless such Parity Obligation is a loan between the Issuer and KDHE that is not a Permitted Loan, but which is secured by Parity Bonds that further evidence such loan and insured by a municipal bond insurance policy that guarantees the payments when due on such loan.

Section 904. Junior Lien Bonds. Nothing in this Article shall prohibit or restrict the right of the Issuer to issue Junior Lien Bonds for any lawful purpose in connection with the operation of

and benefiting the System and to provide that the Debt Service Requirements on such Junior Lien Bonds shall be payable out of the Net Revenues, provided at the time of the issuance of such Junior Lien Bonds the Issuer is not in default in the performance of any covenant or agreement contained in the Parity Resolution (unless such Bonds shall be issued to cure such default and shall be junior and subordinate to the Parity Bonds) so that if at any time the Issuer shall be in default in paying either interest on or principal of the Parity Bonds, or if the Issuer is in default in making debt service, operation and maintenance or bond reserve account deposits or payments required to be made by it under the Parity Resolution, the Issuer shall make no payments of either principal of or interest on said Junior Lien Bonds until said default or defaults be cured.

Section 905. Subordinate Lien Bonds. Nothing in this Article shall prohibit or restrict the right of the Issuer to issue Subordinate Lien Bonds for any lawful purpose in connection with the operation of and benefiting the System and to provide that the Debt Service Requirements on such Subordinate Lien Bonds shall be payable out of the Net Revenues, provided at the time of the issuance of such Subordinate Lien Bonds the Issuer is not in default in the performance of any covenant or agreement contained in the Parity Resolution (unless such Bonds shall be issued to cure such default and shall be junior and subordinate to the Parity Bonds and Junior Lien Bonds) so that if at any time the Issuer shall be in default in paying either interest on or principal of the Parity Bonds and Junior Lien Bonds, or of the Issuer is in default in making debt service, operation and maintenance or bond reserve account deposits or payments required to be made by it under the Parity Resolution, the Issuer shall make no payments of either principal of or interest on said Subordinate Lien Bonds until said default or defaults be cured. Such Subordinate Lien Bonds may also constitute general obligations of the Issuer.

Section 906. Refunding Bonds. When none of the Series 2014-A Bonds, Series 2016-A Bonds, and Series 2017-A Bonds remain Outstanding, the Issuer shall have the right, without complying with the provisions of *Section 9023* hereof:

(a) to issue Refunding Bonds for the purpose of refunding any complete series then Outstanding of the Bonds under the provisions of any law then available, and the Refunding Bonds so issued shall enjoy complete equality of pledge as did the Bonds that was refunded;

(b) to issue Refunding Bonds for the purpose of refunding any partial series then Outstanding of the Bonds under the provisions of any law then available, and the Refunding Bonds so issued shall enjoy complete equality of pledge as did the Bonds that was refunded; provided such Refunding Bonds must produce debt service payment savings in total and provided that such consent is not needed from Owners of Subordinate Lien Bonds or Junior Lien Bonds.

ARTICLE X

DEFAULT AND REMEDIES

Section 1001. Remedies. The provisions of this Bond Resolution, including the covenants and agreements herein contained, shall constitute a contract between the Issuer and the Owners of the Bonds. If an Event of Default occurs and shall be continuing, the Owner or Owners of not less than 10% in principal amount of the Bonds at the time Outstanding shall have the right for the equal benefit and protection of all Owners of Bonds similarly situated:

(a) by mandamus or other suit, action or proceedings at law or in equity to enforce the rights of such Owner or Owners against the Issuer and its officers, agents and employees, and to require and

compel duties and obligations required by the provisions of the Bond Resolution or by the Constitution and laws of the State;

(b) by suit, action or other proceedings in equity or at law to require the Issuer, its officers, agents and employees to account as if they were the trustees of an express trust; and

(c) by suit, action or other proceedings in equity or at law to enjoin any acts or things which may be unlawful or in violation of the rights of the Owners of the Bonds.

Section 1002. Limitation on Rights of Owners. The covenants and agreements of the Issuer contained herein and in the Bonds shall be for the equal benefit, protection, and security of the Owners of any or all of the Bonds, all of which Bonds of any series shall be of equal rank and without preference or priority of one Bond over any other Bond in the application of the Funds and Accounts herein pledged to the payment of the principal of and the interest on the Bonds, or otherwise, except as to rate of interest, date of maturity and right of prior redemption as provided in this Bond Resolution. No one or more Owners secured hereby shall have any right in any manner whatever by his or their action to affect, disturb or prejudice the security granted and provided for herein, or to enforce any right hereunder, except in the manner herein provided, and all proceedings at law or in equity shall be instituted, had and maintained for the equal benefit of all Owners of such Outstanding Bonds.

Section 1003. Remedies Cumulative. No remedy conferred herein upon the Owners is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and in addition to every other remedy and may be exercised without exhausting and without regard to any other remedy conferred herein. No waiver of any default or breach of duty or contract by the Owner of any Bond shall extend to or affect any subsequent default or breach of duty or contract or shall impair any rights or remedies thereon. No delay or omission of any Owner to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein. Every substantive right and every remedy conferred upon the Owners of the Bonds by this Bond Resolution may be enforced and exercised from time to time and as often as may be deemed expedient. If action or proceedings taken by any Owner on account of any default or to enforce any right or exercise any remedy has been discontinued or abandoned for any reason, or shall have been determined adversely to such Owner, then, and in every such case, the Issuer and the Owners of the Bonds shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of the Owners shall continue as if no such suit, action or other proceedings had been brought or taken.

Section 1004. No Obligation to Levy Taxes. Nothing contained in this Bond Resolution shall be construed as imposing on the Issuer any duty or obligation to levy any taxes either to meet any obligation incurred herein or to pay the principal of or interest on the Bonds.

ARTICLE XI

DEFEASANCE

Section 1101. Defeasance. When any or all of the Series 2024-B Bonds, redemption premium, if any, or scheduled interest payments thereon have been paid and discharged, then the requirements contained in this Bond Resolution and the pledge of the Net Revenues hereunder and all other rights granted hereby shall terminate with respect to the Series 2024-B Bonds or scheduled interest payments thereon so paid and discharged. The Series 2024-B Bonds, redemption premium, if any, or scheduled interest payments thereon shall be deemed to have been paid and discharged within the meaning of this Bond Resolution if there has been deposited with the Paying Agent, or other commercial

bank or trust company located in the State and having full trust powers, at or prior to the Stated Maturity or Redemption Date of said Series 2024-B Bonds or the interest payments thereon, in trust for and irrevocably appropriated thereto, moneys and/or Defeasance Obligations which, together with the interest to be earned on any such Defeasance Obligations, will be sufficient for the payment of the principal or Redemption Price of said Bonds and/or interest accrued to the Stated Maturity or Redemption Date, or if default in such payment has occurred on such date, then to the date of the tender of such payments. If the amount to be so deposited is based on the Redemption Price of any Series 2024-B Bonds, no such satisfaction shall occur until: (a) the Issuer has elected to redeem such Series 2024-B Bonds, and (b) either notice of such redemption has been given, or the Issuer has given irrevocable instructions, or shall have provided for an escrow agent to give irrevocable instructions, to the Bond Registrar to give such notice of redemption in compliance with *Section 303* of this Bond Resolution. Any money and Defeasance Obligations that at any time shall be deposited with the Paying Agent or other commercial bank or trust company by or on behalf of the Issuer, for the purpose of paying and discharging any of the Series 2024-B Bonds, shall be and are hereby assigned, transferred and set over to the Paying Agent or other bank or trust company in trust for the respective Owners of the Series 2024-B Bonds, and such moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. All money and Defeasance Obligations deposited with the Paying Agent or such bank or trust company shall be deemed to be deposited in accordance with and subject to all of the provisions of this Bond Resolution.

ARTICLE XII

TAX COVENANTS

Section 1201. General Covenants. The Issuer covenants and agrees that it will comply with: (a) all applicable provisions of the Code necessary to maintain the exclusion from gross income for federal income tax purposes of the interest on the Series 2024-B Bonds; and (b) all provisions and requirements of the Federal Tax Certificate. The Mayor and Chief Financial Officer are hereby authorized and directed to execute the Federal Tax Certificate in a form approved by Bond Counsel, for and on behalf of and as the act and deed of the Issuer. The Issuer will, in addition, adopt such other ordinances or resolutions and take such other actions as may be necessary to comply with the Code and with all other applicable future laws, regulations, published rulings and judicial decisions, in order to ensure that the interest on the Series 2024-B Bonds will remain excluded from federal gross income, to the extent any such actions can be taken by the Issuer. The Series 2024-B Bonds are not designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code.

Section 1202. Survival of Covenants. The covenants contained in this Article and in the Federal Tax Certificate shall remain in full force and effect notwithstanding the defeasance of the Series 2024-B Bonds pursuant to *Article XI* hereof or any other provision of this Bond Resolution until such time as is set forth in the Federal Tax Certificate.

ARTICLE XIII

CONTINUING DISCLOSURE REQUIREMENTS

Section 1301. Disclosure Requirements. The Issuer hereby covenants with the Purchaser and the Beneficial Owners to provide and disseminate such information as is required by the SEC Rule and as further set forth in the Disclosure Undertaking, which are incorporated herein by reference. Such covenant shall be for the benefit of and enforceable by the Purchaser and the Beneficial Owners.

Section 1302. Failure to Comply with Continuing Disclosure Requirements. In the event the Issuer fails to comply in a timely manner with its covenants contained in the preceding section, the Purchaser and/or any Beneficial Owner may make demand for such compliance by written notice to the Issuer. In the event the Issuer does not remedy such noncompliance within 10 days of receipt of such written notice, the Purchaser or any Beneficial Owner may in its discretion, without notice or demand, proceed to enforce compliance by a suit or suits in equity for the specific performance of such covenant or agreement contained in the preceding section or for the enforcement of any other appropriate legal or equitable remedy, as the Purchaser and/or any Beneficial Owner shall deem effectual to protect and enforce any of the duties of the Issuer under such preceding section. Notwithstanding any other provision of the Bond Resolution, failure of the Issuer to comply with its continuing disclosure covenants contained in the Bond Resolution shall not be considered an Event of Default under the Bond Resolution

ARTICLE XIV

MISCELLANEOUS PROVISIONS

Section 1401. Amendments. The rights and duties of the Issuer and the Owners, and the terms and provisions of the Bonds or of this Bond Resolution, may be amended or modified at any time in any respect by resolution of the Issuer with the written consent of the Owners of not less than a majority in principal amount of the Bonds then Outstanding, such consent to be evidenced by an instrument or instruments executed by such Owners and duly acknowledged or proved in the manner of a deed to be recorded, and such instrument or instruments shall be filed with the Clerk, but no such modification or alteration shall:

- (a) extend the maturity of any payment of principal or interest due upon any Bond;
- (b) effect a reduction in the amount which the Issuer is required to pay as principal of or interest on any Bond;
- (c) permit preference or priority of any Bond over any other Bond;
- (d) reduce the percentage in principal amount of Bonds required for the written consent to any modification or alteration of the provisions of this Bond Resolution; or
- (e) permit the creation of a lien on the Gross Revenues prior or equal to the lien of the Parity Bonds.

Any provision of the Bonds or of this Bond Resolution may, however, be amended or modified by resolution or ordinance duly adopted by the governing body of the Issuer at any time in any legal respect with the written consent of all of the Bonds at the time Outstanding.

Without notice to or the consent of any Owners, the Issuer may amend or supplement this Bond Resolution for the purpose of curing any formal defect, omission, inconsistency or ambiguity herein, to grant to or confer upon the Owners any additional rights, remedies, powers or authority that may lawfully be granted to or conferred upon the Owners, to more precisely identify the Project, to reallocate proceeds of the Bonds among Project, to provide for Substitute Project, to conform this Bond Resolution to the Code or future applicable federal law concerning tax-exempt obligations, or in connection with any other change therein which is not materially adverse to the interests of the Owners. Copies of any amendments shall be provided to the applicable NRSO at least 10 days prior to the effective date thereof.

Every amendment or modification of the provisions of the Bonds or of this Bond Resolution, to which the written consent of the Owners is given, as above provided, shall be expressed in a resolution or ordinance adopted by the governing body of the Issuer amending or supplementing the provisions of this Bond Resolution and shall be deemed to be a part of this Bond Resolution. A certified copy of every such amendatory or supplemental resolution or ordinance, if any, and a certified copy of this Bond Resolution shall always be kept on file in the office of the Clerk, and shall be made available for inspection by the Owner of any Bond or a prospective purchaser or owner of any Bond authorized by this Bond Resolution, and upon payment of the reasonable cost of preparing the same, a certified copy of any such amendatory or supplemental resolution or ordinance of this Bond Resolution will be sent by the Clerk to any such Owner or prospective Owner.

Any and all modifications made in the manner hereinabove provided shall not become effective until there has been filed with the Clerk a copy of the resolution or ordinance of the Issuer hereinabove provided for, duly certified, as well as proof of any required consent to such modification by the Owners of the Bonds then Outstanding. It shall not be necessary to note on any of the Outstanding Bonds any reference to such amendment or modification. Copies of any amendments shall be filed on EMMA at least 10 days prior to the effective date thereof.

The Issuer shall furnish to the Paying Agent a copy of any amendment to the Bonds or this Bond Resolution which affects the duties or obligations of the Paying Agent under this Bond Resolution.

Section 1402. Notices, Consents and Other Instruments by Owners. Any notice, consent, request, direction, approval or other instrument to be signed and executed by the Owners may be in any number of concurrent writings of similar tenor and may be signed or executed by such Owners in person or by agent appointed in writing. Proof of the execution of any such instrument or of the writing appointing any such agent and of the ownership of Bonds, if made in the following manner, shall be sufficient for any of the purposes of this Bond Resolution, and shall be conclusive in favor of the Issuer and the Paying Agent with regard to any action taken, suffered or omitted under any such instrument, namely:

(a) The fact and date of the execution by any person of any such instrument may be proved by a certificate of any officer in any jurisdiction who by law has power to take acknowledgments within such jurisdiction that the person signing such instrument acknowledged before such officer the execution thereof, or by affidavit of any witness to such execution.

(b) The fact of ownership of Bonds, the amount or amounts, numbers and other identification of Bonds, and the date of holding the same shall be proved by the Bond Register.

In determining whether the Owners of the requisite principal amount of Bonds Outstanding have given any request, demand, authorization, direction, notice, consent or waiver under this Bond Resolution, Bonds owned by the Issuer shall be disregarded and deemed not to be Outstanding under this Bond Resolution, except that, in determining whether the Owners shall be protected in relying upon any such request, demand, authorization, direction, notice, consent or waiver, only Bonds which the Owners know to be so owned shall be so disregarded. Notwithstanding the foregoing, Bonds so owned which have been pledged in good faith shall not be disregarded as aforesaid if the pledgee establishes to the satisfaction of the Owners the pledgee's right so to act with respect to such Bonds and that the pledgee is not the Issuer.

(c) Any notice, request, complaint, demand or other communication required or desired to be given or filed under this Bond Resolution shall be in writing, given to the Notice Representative at the

Notice Address and shall be deemed duly given or filed if the same shall be: (i) duly mailed by registered or certified mail, postage prepaid; or (ii) communicated via fax, with electronic or telephonic confirmation of receipt. Copies of such notices shall also be given to the Paying Agent. The Issuer, the Paying Agent, and the Purchaser of the Series 2024-B Bonds may from time to time designate, by notice given hereunder to the others of such parties, such other address to which subsequent notices, certificates or other communications shall be sent.

All notices given by: (iii) certified or registered mail as aforesaid shall be deemed duly given as of the date they are so mailed; (iv) fax as aforesaid shall be deemed duly given as of the date of confirmation of receipt. If, because of the temporary or permanent suspension of regular mail service or for any other reason, it is impossible or impractical to mail any notice in the manner herein provided, then such other form of notice as shall be made with the approval of the Paying Agent shall constitute a sufficient notice.

Section 1403. Inconsistent Provisions. In case any one or more of the provisions of this Bond Resolution or of the Series 2024-B Bonds issued hereunder shall for any reason be inconsistent with the provisions of any Parity Resolution or any Parity Bonds: (a) the provisions of any Parity Resolution adopted prior to this Bond Resolution shall prevail with respect to Parity Bonds issued prior in time, so long as such Parity Bonds are Outstanding; and (b) the provisions of this Bond Resolution shall prevail with respect to any Parity Resolution adopted subsequent to the Bond Resolution, so long as any Parity Bonds issued under this Bond Resolution are Outstanding.

Section 1404. Electronic Transactions. The issuance of the Series 2024-B Bonds and the transactions related thereto and described herein may be conducted and documents may be stored by electronic means.

Section 1405. Further Authority. The officers and officials of the Issuer, including the Mayor and Clerk, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Bond Resolution and to make ministerial alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 1406. Severability. If any section or other part of this Bond Resolution, whether large or small, is for any reason held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Bond Resolution.

Section 1407. Governing Law. This Bond Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State.

Section 1408. Effective Date. This Bond Resolution shall take effect and be in full force from and after its adoption by the governing body of the Issuer.

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ADOPTED by the governing body of the Issuer on August 20, 2024.

(SEAL)

Mayor

ATTEST:

Clerk

CERTIFICATE

I, the undersigned, hereby certify that the above and foregoing is a true and correct copy of Resolution No. [____] (the “Bond Resolution”) of the City of Topeka, Kansas, adopted by the governing body on August 20, 2024, as the same appears of record in my office, and that the Bond Resolution has not been modified, amended or repealed and is in full force and effect as of this date.

DATED: August 20, 2024.

Clerk

EXHIBIT A

(FORM OF SERIES 2024-B BONDS)

**REGISTERED
NUMBER** _____

**REGISTERED
\$** _____

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York Corporation (“DTC”), to the Issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

**UNITED STATES OF AMERICA
STATE OF KANSAS
COUNTY OF SHAWNEE
CITY OF TOPEKA
COMBINED UTILITY REVENUE BOND
SERIES 2024-B**

**Interest
Rate:**

**Maturity
Date:**

**Dated
Date: September 17, 2024**

CUSIP:

REGISTERED OWNER:

PRINCIPAL AMOUNT:

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Topeka, in the County of Shawnee, State of Kansas (the “Issuer”), for value received, hereby acknowledges itself to be indebted and promises to pay to the Registered Owner shown above, or registered assigns, but solely from the source and in the manner herein specified, the Principal Amount shown above on the Maturity Date shown above, unless called for redemption prior to said Maturity Date, and to pay interest thereon at the Interest Rate per annum shown above (computed on the basis of a 360-day year of twelve 30-day months), from the Dated Date shown above, or from the most recent date to which interest has been paid or duly provided for, payable semiannually on February 1 and August 1 of each year, commencing February 1, 2025 (the “Interest Payment Dates”), until the Principal Amount has been paid.

Method and Place of Payment. The principal or redemption price of this Series 2024-B Bond shall be paid at maturity or upon earlier redemption to the person in whose name this Series 2024-B Bond is registered at the maturity or redemption date thereof, upon presentation and surrender of this Series 2024-B Bond at the principal office of the Treasurer of the State of Kansas, Topeka, Kansas (the “Paying Agent” and “Bond Registrar”). The interest payable on this Series 2024-B Bond on any Interest Payment Date shall be paid to the person in whose name this Series 2024-B Bond is registered on the registration books maintained by the Bond Registrar at the close of business on the Record Date(s) for such interest,

which shall be the 15th day (whether or not a business day) of the calendar month next preceding the Interest Payment Date. Such interest shall be payable (a) by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register or at such other address as is furnished to the Paying Agent in writing by such Registered Owner or, (b) in the case of an interest payment to any Registered Owner of \$1,000,000 or more in aggregate principal amount of Series 2024-B Bonds, by electronic transfer to such Registered Owner upon written notice given to the Bond Registrar by such Registered Owner, not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank, ABA routing number and account number to which such Registered Owner wishes to have such transfer directed. The principal or redemption price of and interest on the Series 2024-B Bonds shall be payable in any coin or currency that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts. Interest not punctually paid will be paid in the manner established in the within defined Bond Resolution.

Definitions. Capitalized terms used herein and not otherwise defined herein shall have the meanings assigned to such terms in the hereinafter defined Bond Resolution.

ADDITIONAL PROVISIONS OF THIS SERIES 2024-B BOND ARE CONTINUED ON THE REVERSE HEREOF AND SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS THOUGH FULLY SET FORTH AT THIS PLACE.

Authentication. This Series 2024-B Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the hereinafter defined Bond Resolution until the Certificate of Authentication and Registration hereon shall have been lawfully executed by the Bond Registrar.

IT IS HEREBY DECLARED AND CERTIFIED that all acts, conditions, and things required to be done and to exist precedent to and in the issuance of this Series 2024-B Bond have been properly done and performed and do exist in due and regular form and manner as required by the Constitution and laws of the State of Kansas, that the total indebtedness of the Issuer, including this series of bonds, does not exceed any constitutional or statutory limitation, and that provision has been duly made for the collection and segregation of the Gross Revenues of the combined water, water pollution control and stormwater utility facilities of the Issuer (the "System") and for the application of the same as provided in the hereinafter defined Bond Resolution.

IN WITNESS WHEREOF, the Issuer has caused this Series 2024-B Bond to be executed by the manual or facsimile signature of its Mayor and attested by the manual or facsimile signature of its Clerk, and its seal to be affixed hereto or imprinted hereon.

CITY OF TOPEKA, KANSAS

(Facsimile Seal)

(facsimile)
Mayor

ATTEST:

By _____
(facsimile)
Clerk

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Series 2024-B Bond is one of a series of Combined Utility Revenue Bonds, Series 2024-B, of the City of Topeka, Kansas, described in the within-mentioned Bond Resolution.

Registration Date: _____

Office of the State Treasurer,
Topeka, Kansas,
as Bond Registrar and Paying Agent

By _____

Registration Number: _____

(FORM OF REVERSE SIDE OF BOND)

ADDITIONAL PROVISIONS

Authorization of Series 2024-B Bonds. This Series 2024-B Bond is one of an authorized series of bonds of the Issuer designated “Combined Utility Revenue Bonds, Series 2024-B,” aggregating the principal amount of \$25,809,000* (the “Series 2024-B Bonds”) issued for the purposes set forth in the Ordinance of the Issuer authorizing the issuance of the Series 2024-B Bonds and the Resolution of the Issuer prescribing the form and details of the Series 2024-B Bonds (collectively, the “Bond Resolution”). The Series 2024-B Bonds are issued by the authority of and in full compliance with the provisions, restrictions and limitations of the Constitution and laws of the State of Kansas, including K.S.A. 10-620 *et seq.*, and K.S.A. 10-1201 *et seq.*, as amended, and all other provisions of the laws of the State of Kansas applicable thereto.

Special Obligations. The Series 2024-B Bonds are special obligations of the Issuer payable solely from, and secured as to the payment of principal and interest by a pledge of, the Net Revenues, and the taxing power of the Issuer is not pledged to the payment of the Series 2024-B Bonds either as to principal or interest. The Series 2024-B Bonds shall not be or constitute a general obligation of the Issuer, nor shall they constitute an indebtedness of the Issuer within the meaning of any constitutional, statutory or charter provision, limitation or restriction. The Series 2024-B Bonds shall be junior and subordinate with respect to the payment of principal and interest and in all other respects to the Permitted Loans, which are payable as Expenses of the System. The Series 2024-B Bonds stand on a parity and are equally and ratably secured with respect to the payment of principal and interest from the Net Revenues and in all other respects with the Issuer’s Combined Utility Improvement and Refunding Revenue Bonds, Series 2014-A, Combined Utility Improvement and Refunding Revenue Bonds, Series 2016-A, Combined Utility Revenue Bonds, Series 2017-A, Combined Utility Revenue Bonds, Series 2018-A, Combined Utility Improvement and Refunding Revenue Bonds, Series 2019-A, Combined Utility Improvement and Refunding Revenue Bonds, Series 2020-A, Combined Utility Improvement and Refunding Revenue Bonds, Series 2021-A, Combined Utility Revenue Bonds, Series 2023-A and Combined Utility Revenue Bonds, Series 2024-A, except that the Series 2024-A Bonds are not secured by any bond reserve account. *Under the conditions set forth in the Bond Resolution, the Issuer has the*

right to issue Additional Bonds payable from the same source and secured by the Net Revenues on a parity with said Net Revenues; provided, however, that such Additional Bonds may be so issued only in accordance with and subject to the covenants, conditions and restrictions relating thereto set forth in the Bond Resolution.

The Issuer hereby covenants and agrees with the Registered Owner of this Series 2024-B Bond that it will keep and perform all covenants and agreements contained in the Bond Resolution, and will fix, establish, maintain and collect such rates, fees and charges for the use and services furnished by or through the System, as will produce Net Revenues sufficient to pay the costs of operation and maintenance of the System, pay the principal of and interest on the Series 2024-B Bonds as and when the same become due, and provide reasonable and adequate reserve funds. Reference is made to the Bond Resolution for a description of the covenants and agreements made by the Issuer with respect to the collection, segregation and application of the Gross Revenues, the nature and extent of the security for the Series 2024-B Bonds, the rights, duties and obligations of the Issuer with respect thereto, and the rights of the Registered Owners thereof.

Redemption Prior to Maturity. The Series 2024-B Bonds are subject to redemption prior to maturity as set forth in the Bond Resolution.

Book-Entry System. The Series 2024-B Bonds are being issued by means of a book-entry system with no physical distribution of bond certificates to be made except as provided in the Bond Resolution. One certificate with respect to each date on which the Series 2024-B Bonds are stated to mature or with respect to each form of Series 2024-B Bonds, registered in the nominee name of the Securities Depository, is being issued and required to be deposited with the Securities Depository and immobilized in its custody. The book-entry system will evidence positions held in the Series 2024-B Bonds by the Securities Depository's participants, beneficial ownership of the Series 2024-B Bonds in Authorized Denominations being evidenced in the records of such participants. Transfers of ownership shall be effected on the records of the Securities Depository and its participants pursuant to rules and procedures established by the Securities Depository and its participants. The Issuer and the Bond Registrar will recognize the Securities Depository nominee, while the Registered Owner of this Series 2024-B Bond, as the owner of this Series 2024-B Bond for all purposes, including (i) payments of principal of, and redemption premium, if any, and interest on, this Series 2024-B Bond, (ii) notices and (iii) voting. Transfer of principal, interest and any redemption premium payments to participants of the Securities Depository, and transfer of principal, interest and any redemption premium payments to Beneficial Owners of the Series 2024-B Bonds by participants of the Securities Depository will be the responsibility of such participants and other nominees of such Beneficial Owners. The Issuer and the Bond Registrar will not be responsible or liable for such transfers of payments or for maintaining, supervising or reviewing the records maintained by the Securities Depository, the Securities Depository nominee, its participants or persons acting through such participants. While the Securities Depository nominee is the Owner of this Series 2024-B Bond, notwithstanding the provision hereinabove contained, payments of principal of, redemption premium, if any, and interest on this Series 2024-B Bond shall be made in accordance with existing arrangements among the Issuer, the Bond Registrar and the Securities Depository.

Transfer and Exchange. **EXCEPT AS OTHERWISE PROVIDED IN THE BOND RESOLUTION, THIS GLOBAL BOND MAY BE TRANSFERRED, IN WHOLE BUT NOT IN PART, ONLY TO ANOTHER NOMINEE OF THE SECURITIES DEPOSITORY OR TO A SUCCESSOR SECURITIES DEPOSITORY OR TO A NOMINEE OF A SUCCESSOR SECURITIES DEPOSITORY.** This Series 2024-B Bond may be transferred or exchanged, as provided in the Bond Resolution, only on the Bond Register kept for that purpose at the principal office of the Bond Registrar, upon surrender of this Series 2024-B Bond together with a written instrument of transfer

or authorization for exchange satisfactory to the Bond Registrar duly executed by the Registered Owner or the Registered Owner's duly authorized agent, and thereupon a new Series 2024-B Bond or Series 2024-B Bonds in any Authorized Denomination of the same maturity and in the same aggregate principal amount shall be issued to the transferee in exchange therefor as provided in the Bond Resolution and upon payment of the charges therein prescribed. The Issuer shall pay all costs incurred in connection with the issuance, payment and initial registration of the Series 2024-B Bonds and the cost of a reasonable supply of bond blanks. The Issuer and the Paying Agent may deem and treat the person in whose name this Series 2024-B Bond is registered on the Bond Register as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes. The Series 2024-B Bonds are issued in fully registered form in Authorized Denominations.

LEGAL OPINION

The following is a true and correct copy of the approving legal opinion of Gilmore & Bell, P.C., Bond Counsel, which was dated and issued as of the date of original issuance and delivery of such Series 2024-B Bonds:

GILMORE & BELL, P.C.

Attorneys at Law

100 N. Main Suite 800

Wichita, Kansas 67202

(PRINTED LEGAL OPINION)

STATEMENT OF INSURANCE

BOND ASSIGNMENT

FOR VALUE RECEIVED, the undersigned do(es) hereby sell, assign and transfer to

(Name and Address)

(Social Security or Taxpayer Identification No.)

the Series 2024-B Bond to which this assignment is affixed in the outstanding principal amount of \$_____, standing in the name of the undersigned on the books of the Bond Registrar. The undersigned do(es) hereby irrevocably constitute and appoint _____ as agent to transfer said Series 2024-B Bond on the books of said Bond Registrar with full power of substitution in the premises.

Dated _____

Name

Social Security or
Taxpayer Identification No.

Signature (Sign here exactly as name(s)
appear on the face of Certificate)

Signature guarantee:

By _____

CERTIFICATE OF CLERK

STATE OF KANSAS)
) SS.
COUNTY OF SHAWNEE)

The undersigned, Clerk of the City of Topeka, Kansas, does hereby certify that the within Series 2024-B Bond has been duly registered in my office according to law as of September 17, 2024.

WITNESS my hand and official seal.

(Facsimile Seal)

(facsimile)

Clerk

CERTIFICATE OF STATE TREASURER

OFFICE OF THE TREASURER, STATE OF KANSAS

STEVEN JOHNSON, Treasurer of the State of Kansas, does hereby certify that a transcript of the proceedings leading up to the issuance of this Series 2024-B Bond has been filed in the office of the State Treasurer, and that this Series 2024-B Bond was registered in such office according to law on _____.

WITNESS my hand and official seal.

(Facsimile Seal)

By: _____ (facsimile)

Treasurer of the State of Kansas

SCHEDULE I

LIST OF PROJECTS

**CITY OF TOPEKA, KANSAS
COMBINED UTILITY REVENUE BONDS
SERIES 2024-B**

| Res./Ord. Number | Project Number | Description of Project | Total Amount Authorized* | Project Amount* | Other Legally Available Funds | Net Amount to be Bonded |
|-------------------------|-----------------------|------------------------------------|---------------------------------|------------------------|--------------------------------------|--------------------------------|
| 9521 | 281300.00 | 2025 Watermain Replacement | | | | \$11,028,000.00 |
| 9426 | 501105.00 | 2024 Storm Conveyance System | | | | 3,030,000.00 |
| 9174/9318/ 9425/9325 | 291106.00 | North Topeka WWTP Nutrient Removal | | | | 8,363,627 |
| 9426 | 291144.00 | 2024 WW Force Main | | | | 1,351,000.00 |
| | | | | | | |
| | | | | | SUBTOTAL | |
| | | | | | LESS EXISTING RESERVES | |
| | | | | | BOND RESERVE ACCOUNT | |
| | | | | | COSTS OF ISSUANCE | |
| | | | | | UNDERWRITING DISCOUNT | |
| | | | | | [BOND INSURANCE PREMIUM] | |
| | | | | | REOFFERING PREMIUM | |
| | | | | | TOTAL SERIES 2024-B BONDS | |

SCHEDULE I

LIST OF PROJECTS

**CITY OF TOPEKA, KANSAS
COMBINED UTILITY REVENUE BONDS
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| Res./Ord. Number | Project Number | Description of Project | Total Amount Authorized* | Project Amount* | Other Legally Available Funds | Net Amount to be Bonded |
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| | | | | | BOND RESERVE ACCOUNT | |
| | | | | | COSTS OF ISSUANCE | |
| | | | | | UNDERWRITING DISCOUNT | |
| | | | | | [BOND INSURANCE PREMIUM] | |
| | | | | | REOFFERING PREMIUM | |
| | | | | | TOTAL SERIES 2024-B BONDS | |



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Dan Warner, AICP, Planning Division Director
DOCUMENT #:
SECOND PARTY/SUBJECT: JA Fleeker
PROJECT #: A24/04
CATEGORY/SUBCATEGORY: 014 Ordinances – Non-Codified / 001 Annexation
CIP PROJECT: No
ACTION OF COUNCIL:
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Dr. Robert M. Perez, annexing land to the City of Topeka, Kansas in accordance with K.S.A. 12-520(7), located at 3533 NW 25th Street and 3536 NW 25th Street within unincorporated Shawnee County, Kansas and adjacent to the City of Topeka corporate limits, and said land being annexed for all City purposes. (A24/4) (Council District No. 2)

Voting Requirement: At least six (6) votes of the Governing Body is required.

(Annexation of 23.06-acre tract to accommodate the existing contractor yard and sanitary sewer extension. The tract will be assigned to Council District No. 2)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to approve the annexation of 23.06 acres located at 3533 NW 25th Street and 3536 NW 25th Street.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to adopt the ordinance.

BACKGROUND:

Jane A Fleeker has requested annexation of 23.06 acres located 3533 NW 25th Street and 3536 NW 25th Street. The property is currently being used as a contractor yard but the owner proposes a building addition and extension of the sanitary sewer along NW 25th Street.

Land Use and Growth Management Plan 2040

The property lies within the Employment Tier of the Urban Growth Area and the primary service area. The Employment Tier is intended for employment related uses which are primarily industrial in nature. These areas do not need to be developed in a compact manner due to

- a higher return on investment,
- lower call volume for emergency services, and
- separation between industrial uses and residential neighborhoods.

The subject property is contiguous to the City and sanitary sewer service will be extended by the developer. City water is available along NW 25th Street.

The current and proposed development are consistent with the Employment Tier designation in the Land Use and Growth Management Plan.

Street Network

NW 25th Street is a two-lane collector. The north half of the road is being annexed. The annexation will increase the City's operation and maintenance cost by \$1,759 annually.

The Topeka Planning Commission reviewed the annexation proposal at their meeting on July 15, 2024 and found the annexation to be consistent with the City's Land Use and Growth Management Plan.

While the state law does not require that annexations be reviewed by the Planning Commission, the City's adopted Comprehensive Land Use and Growth Management Plan 2040 requires that the Planning Commission make a determination that annexations of 10 acres or more are consistent with the plan.

BUDGETARY IMPACT:

Services

There are no additional costs to serve the proposed annexation for Fire, Police, and Forestry.

Streets

Due to the north half of NW 25th Street being annexed, there is an estimated annual operation and maintenance cost of \$1,759.

Water

There are no additional costs to serve the property and is expected to generate \$580 in revenue annually.

Sewer

The new sanitary sewer will lead to \$586 in new operations, maintenance and replacement costs and will generate \$609 in revenue annually.

Stormwater

There are no additional costs to serve the property and is anticipated to generate \$14,496 in revenue annually.

SOURCE OF FUNDING:

Not applicable

ATTACHMENTS:

Description

Ordinance

Presentation

Planning Commission Minutes July 15, 2024

Memo to Planning Commission July 15, 2024

Aerial Map

Annexation Fact Sheet

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Dr. Robert Perez annexing land to the City of Topeka, Kansas, in accordance with K.S.A. 12-520, located at 3533 NW 25th Street and 3536 NW 25th Street, within unincorporated Shawnee County, Kansas and adjacent to the City of Topeka corporate limits, and said land being annexed for all City purposes. **(A24/4) (Council District No. 2)**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

Section 1. That the following described land, meeting the conditions for annexation prescribed in K.S.A. 12-520(a)(7), is hereby annexed and made a part of the City of Topeka, Kansas:

A tract located in the Northwest Quarter of Section 14, Township 11 South, Range 15 East of the 6th P.M., Shawnee County, Kansas, being described by Patrick Leo LaFontaine, PS 1690, on March 7, 2024, as follows: Commencing at the Southeast corner of said Northwest Quarter; thence along the South line of said Northwest Quarter, on the Kansas North State Plane bearing of S88°19'20"W a distance of 140.51 feet (140 feet, described) to the POINT OF BEGINNING, said point being the Southeast corner of a tract described in Book 2629, Page 550; thence along said South line, S88°19'20"W a distance of 271.89 feet (272.50 feet, described), said point being the Southeast corner of ADR Industrial Park, recorded in Book 46, Page 4 and also being the Southwest corner of tract described in Book 2629, Page 550; thence N01°41'56"W along the East line of ADR Industrial Park and the West line of tract described in Book 2629, Page 550 a distance of 37.50 feet to the Southeast corner of Lot 11, Block A, ADR Industrial Park; thence continuing N01°41'56"W along the East line of ADR Industrial Park and the West line of tract described in Book 2629, Page 550 a distance of 988.64 feet (988.68 feet, plat) to a corner of ADR Industrial Park, said point also being a corner of a tract described in Book 2629, Page 551; thence N41°24'05"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 645.22 feet (645.46 feet described, 645.35 feet plat) to a corner of ADR Industrial Park and tract described in Book 2629, Page 551; thence N01°58'22"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 82.61 feet (82.50 feet described, 82.48 feet plat) to a corner of ADR Industrial Park and tract described in Book 2629, Page 551; thence N85°05'40"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 24.82 feet (24.88 feet described, 24.67 feet plat) to a corner of ADR Industrial Park and tract described in Book 2629, Page 551; thence S46°36'12"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 53.05 feet (52.96 feet described, 53.39 feet plat) to a corner of ADR Industrial Park and tract described in Book 2629, Page 551; thence S28°09'05"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 225.02 feet (225.22 feet described, 224.70 feet plat) to a corner of ADR Industrial Park and tract described in Book 2629, Page 551; thence N79°17'20"W along the perimeter of ADR Industrial Park and tract described in Book 2629, Page 551 a distance of 165.96 feet (166.05 feet described, 165.81 feet plat) to a corner of ADR

Industrial Park and tract described in Book 2629, Page 551, said corner also being on the East Right-of-Way line of US 75 Highway; thence N03°27'06"E along said East Right-of-Way line and said tract described in Book 2629, Page 551 a distance of 297.41 feet (300.28 feet described) to a corner of tract described in Book 2629, Page 551; thence N12°54'23"W along said East Right-of-Way line and said tract described in Book 2629, Page 551 a distance of 44.00 feet (44.00 feet described) to a point on the South Right-of-Way line of the North Topeka Drainage District as described in Book 2629, Page 551; thence along said South Right of-Way line on a curve to the left, having a radius of 3995.72 feet, an arc distance of 1203.26 feet (1203.66 feet described) and a chord bearing of N75°18'28"E a distance of 1198.72 feet (1199.11 feet described) to a point on the East line of said Northwest Quarter and the East line of tract described in Book 2629, Page 551, said point also being 630.52 feet (630.55 feet described) South of the Northeast corner of said Northwest Quarter; thence S01°03'03"E along the East line of said Northwest Quarter and the East line of tract described in Book 2629, Page 551 a distance of 1012.41 feet (1012.36 feet described) to a point on the North line of a tract described in Book 2291, Page 759 and on the South line of tract described in Book 2629, Page 551; thence S88°07'33"W along the North line of tract described in Book 2291, Page 759 and the South line of tract described in Book 2629, Page 551 a distance of 137.77 feet to the Northeast corner of tract described in Book 2629, Page 550, said point being the Northwest corner of tract described in Book 2291, Page 759; thence S00°53'42"E along the East line of tract described in Book 2629, Page 550 and the West line of tract described in Book 2291, Page 759 a distance of 1009.56 feet to the POINT OF BEGINNING. The described tract contains 23.23 acres, more or less.

Section 2. That all land described in Section 1 of this Ordinance is taken into and made a part of the City for all City purposes and is assigned to City Council District No. 2.

Section 3. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

Section 4. Upon passage and publication, the City Clerk shall file a certified copy of this Ordinance with the County Clerk, the Register of Deeds, and the Shawnee County Election Commissioner.

PASSED AND APPROVED by the Governing Body of the City of Topeka,

_____, 2024.

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk

To Be Codified
Not To Be Codified X



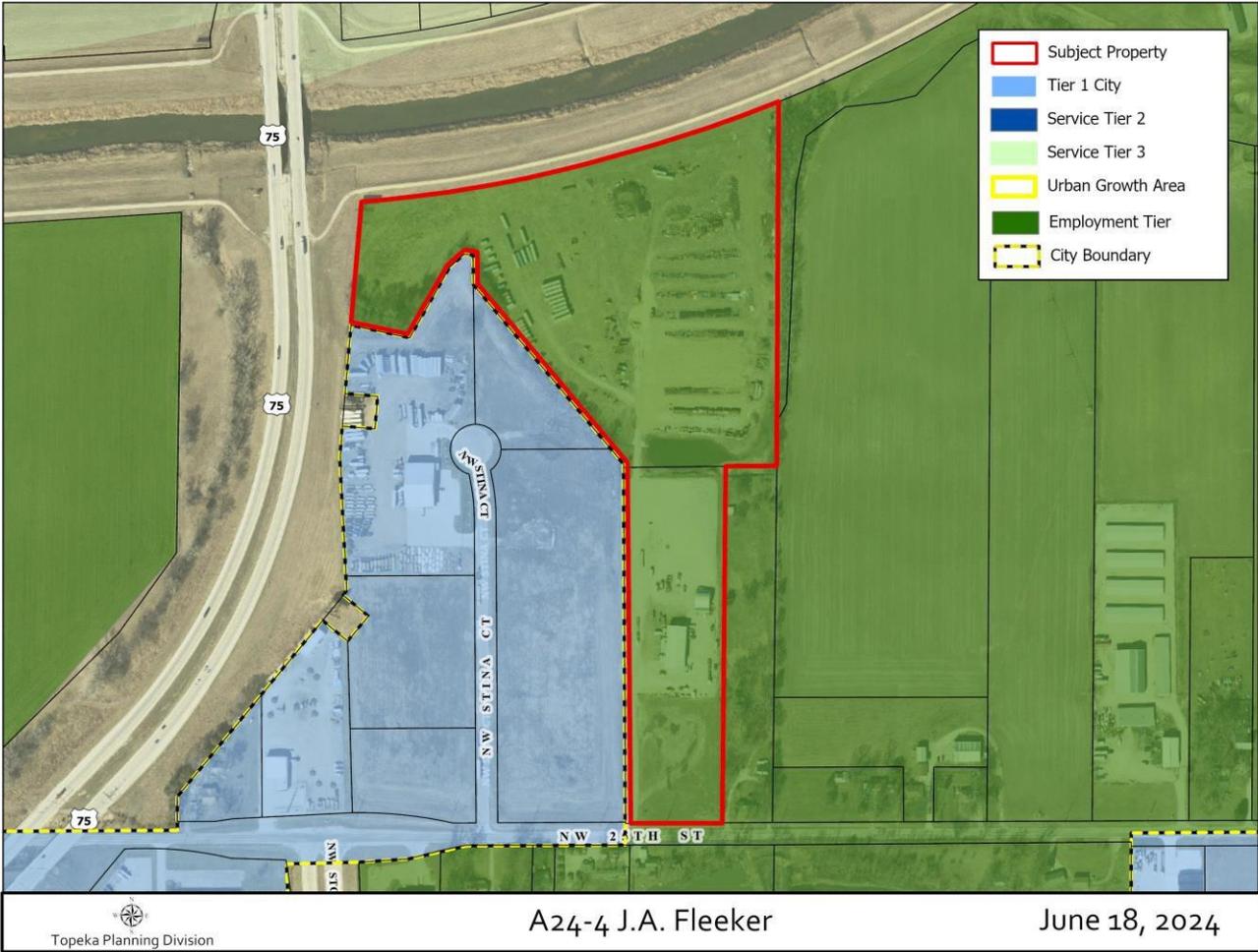
CITY OF
TOPEKA



**A24/04 J.A. Fleeker Annexation
PUD24/09 Sunflower Crossing Master
PUD Plan
P24/11 Sunflower Crossing
Subdivision**

Dan Warner, AICP, Planning Director

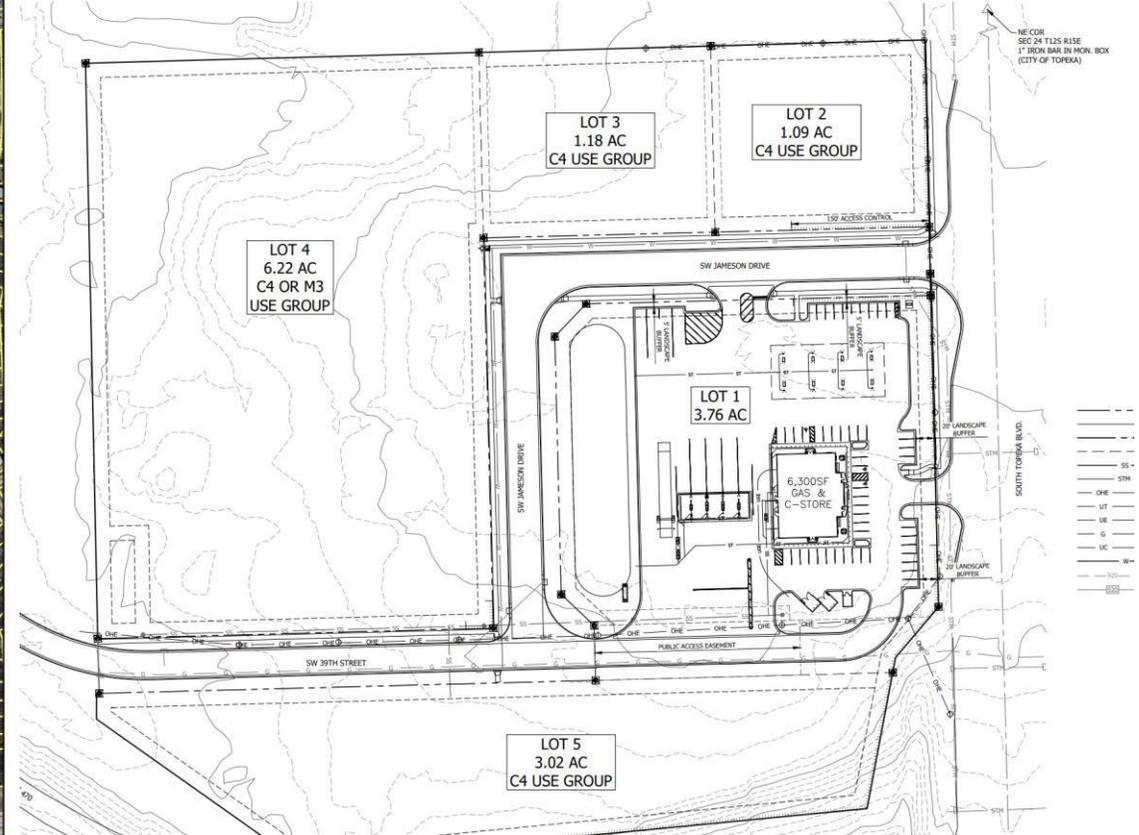
A24/04 J.A. Fleeker Annexation



PUD24/09 Sunflower Crossing Master PUD Plan



SUNFLOWER CROSSING PLANNED UNIT DEVELOPMENT MASTER PLAN





CITY OF
TOPEKA

TOPEKA PLANNING COMMISSION

Monday, July 15, 2024

CASE MINUTES

Members present: Willie Brooks, Corey Dehn, Jennifer Hannon, Del-Metrius Herron, Jim Kaup, Katy Nelson, Donna Rae Pearson, and Jim Tobaben (8)

Members Absent: William Naeger (1)

Staff Present: Rhiannon Friedman, Planning & Development Director; Michael Hall, Land Use Manager; Ann Marie Driver, Planner; Bryson Risley, Planner; Amanda Tituana-Feijoo, Administrative Officer; Matthew Mullen, Legal

A24/04 JA Fleeker, Annexation requesting annexation of approximately 23.06 acres located at 3533 NW 25th Street and 3536 NW 25th Street

Staff:

Bryson Risley presented the staff report and staff's recommendations of approval.

Questions/Comments from Commissioners:

Commissioner Kaup referenced the loss of revenue for Soldier Township, and suggested adding the phrase "and the property were to be developed as proposed". Mr. Risley stated that he attempted to clean it up with the language "if the annexation did not take place". Commissioner Kaup also referenced \$1,759.00, and having "an annual expense to the city" added.

Owner Representative:

Jane A Fleeker (Not present)

Ms. Pearson **opened the hearing up for public comment**. With no one coming forward, **the public hearing was closed**.

Motion by Commissioner Kaup, **second** by Commissioner Dehn to approve the annexation of the subject property is consistent with the comprehensive plan. **Approved 8-0-0**



CITY OF TOPEKA

Planning Division
620 SE Madison, Unit 11
Topeka, KS 66607

Dan Warner, AICP, Planning Division Director
Tel: 785-368-3728
www.topeka.org

MEMORANDUM

To: Topeka Planning Commission
From: Dan Warner, AICP; Planning Division Director
Date: July 15, 2024
RE: A24/04 – Annexation request by Jane A. Fleeker for the 23.06-acre property located at 3533 NW 25th and 3536 NW 25th Street.

Proposal

Jane A. Fleeker has consented to annexation of 23.06-acres located at 3533 NW 25th Street and 3536 NW 25th Street (see Map 1). The owner has an existing contractor yard, but will construct a 17-foot by 48-foot building addition. The addition will require a sanitary sewer main extension, triggering the annexation (see Map 2).

The proposed use requires connection to City of Topeka water and sanitary sewer. The developer has submitted plans for a sanitary sewer extension project. Additionally, a private or public water main and hydrant will be required to serve the existing building due to City of Topeka Fire Department standards. Annexation of this property is appropriate as the proposed development is served by city water and sewer.

Background

Unilateral annexations of this type, one in which the property owner has consented to the annexation and the property is contiguous to the City, requires City of Topeka Governing Body approval. However, the Land Use and Growth Management Plan 2040 (LUGMP) established a policy that the Planning Commission review annexations greater than 10 acres for consistency with growth management principles of the LUGMP.

LUGMP Review

The property lies within the Employment Tier of the Urban Growth Area (see Map 1) and the primary service area. The Employment Tier is intended for employment related uses which are primarily industrial in nature. These areas do not need to be developed in a compact manner due to: higher return on investment, lower call volume for emergency services, and separation between industrial uses and neighborhoods. Generally speaking, the City of Topeka should ensure adequate services are available, and land is contiguous to City limits, prior to annexation.

Four of the five required services are available to the site as it abuts the City boundary and the ADR Industrial Park subdivision. Water is currently available along NW 25th

Street. Sanitary sewer service is currently unavailable to the site, but is located at the southwest edge of the property line. The developer will pay to extend the sanitary sewer the length of the property along NW 25th Street, roughly 272 feet. The development will take access from the collector NW 25th Street, which will be annexed to the centerline of the road. City of Topeka Fire Department and Police Department indicated no additional costs associated with the proposed annexation.

The subject property is designated as Urban Growth Area (industrial) and Employment Tier by the Topeka Future Land Use Map (see Map 3). The proposed use aligns with the Future Land Use identified in the Land Use and Growth Management Plan 2040.

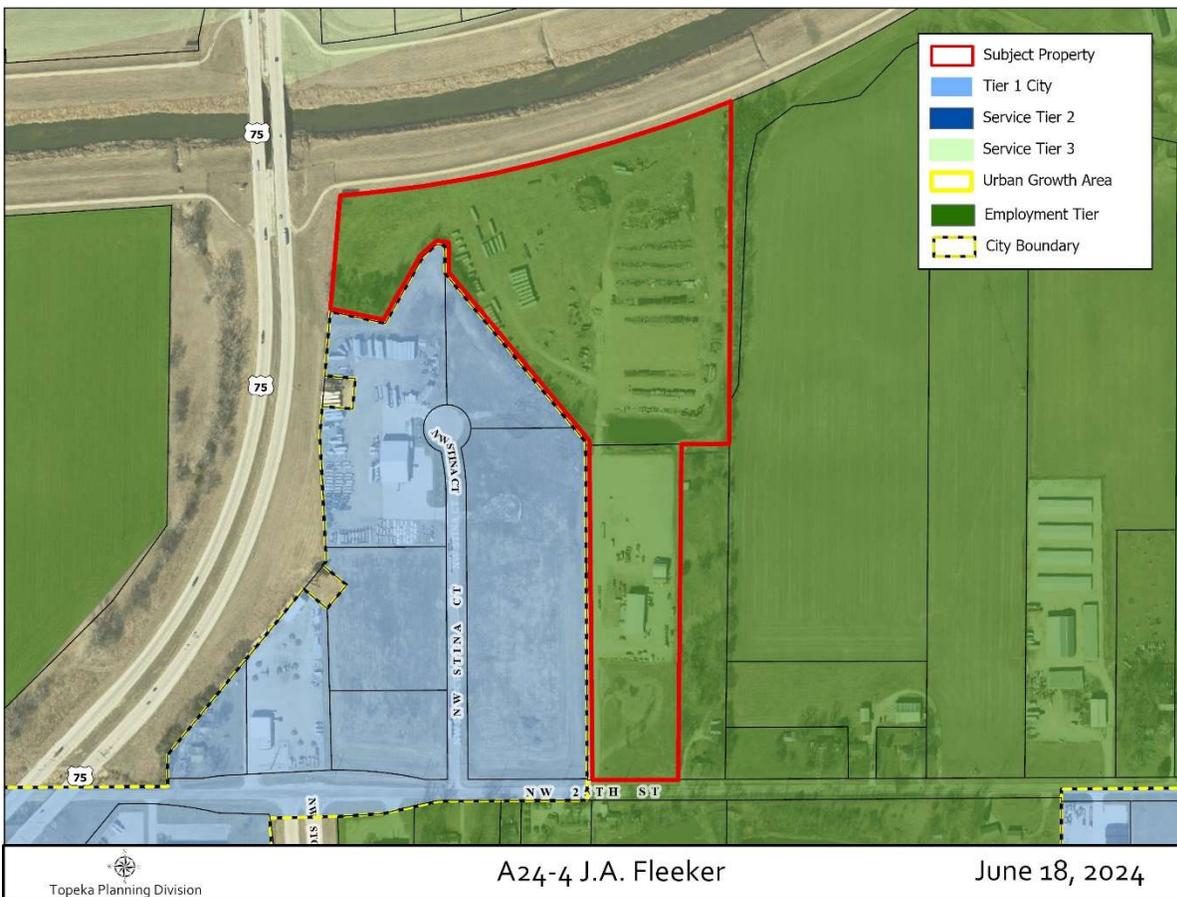
Street Network

Future access to the site will come from NW 25th Street a two-lane collector.

Recommendation

Annexing the subject property is consistent with the Comprehensive Plan.

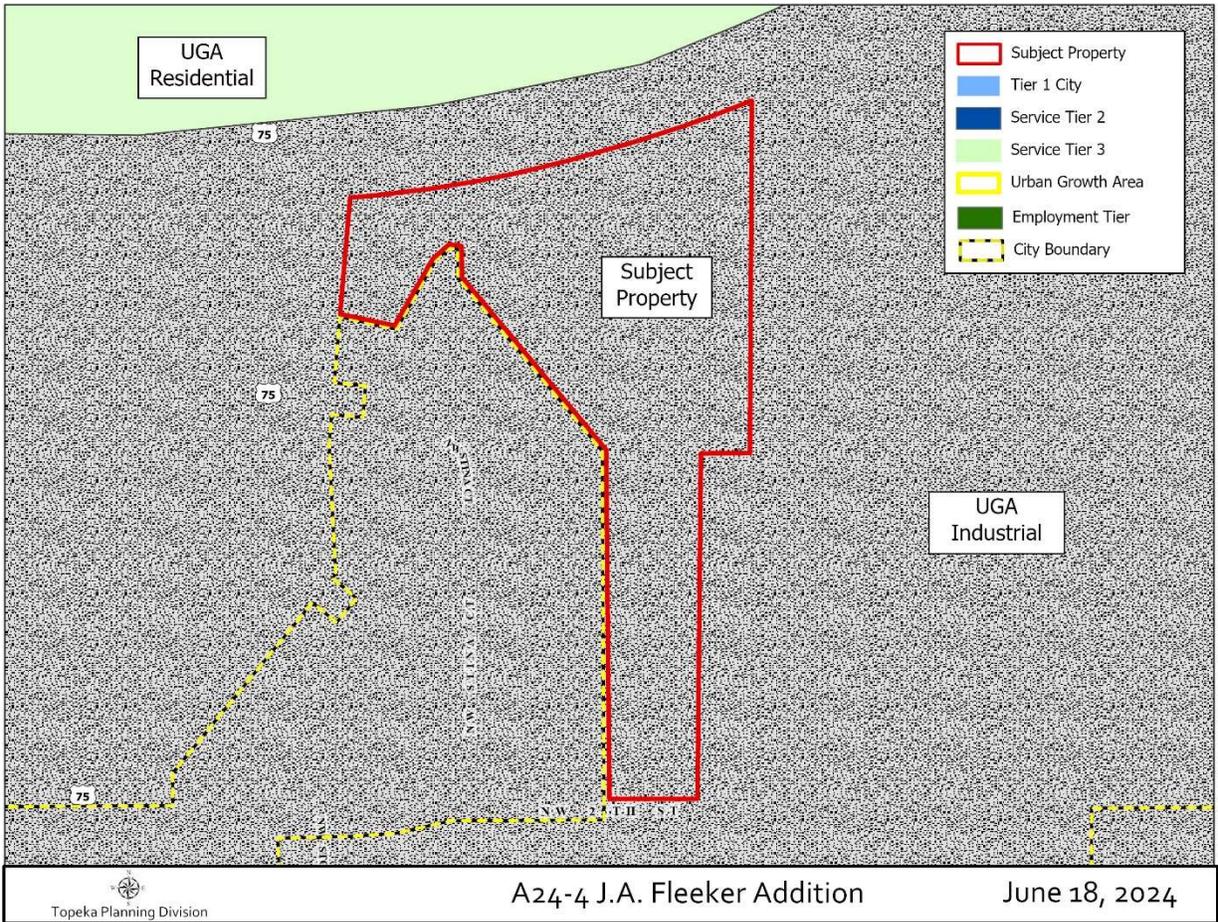
Map 1 – Property Location Relative to the UGA



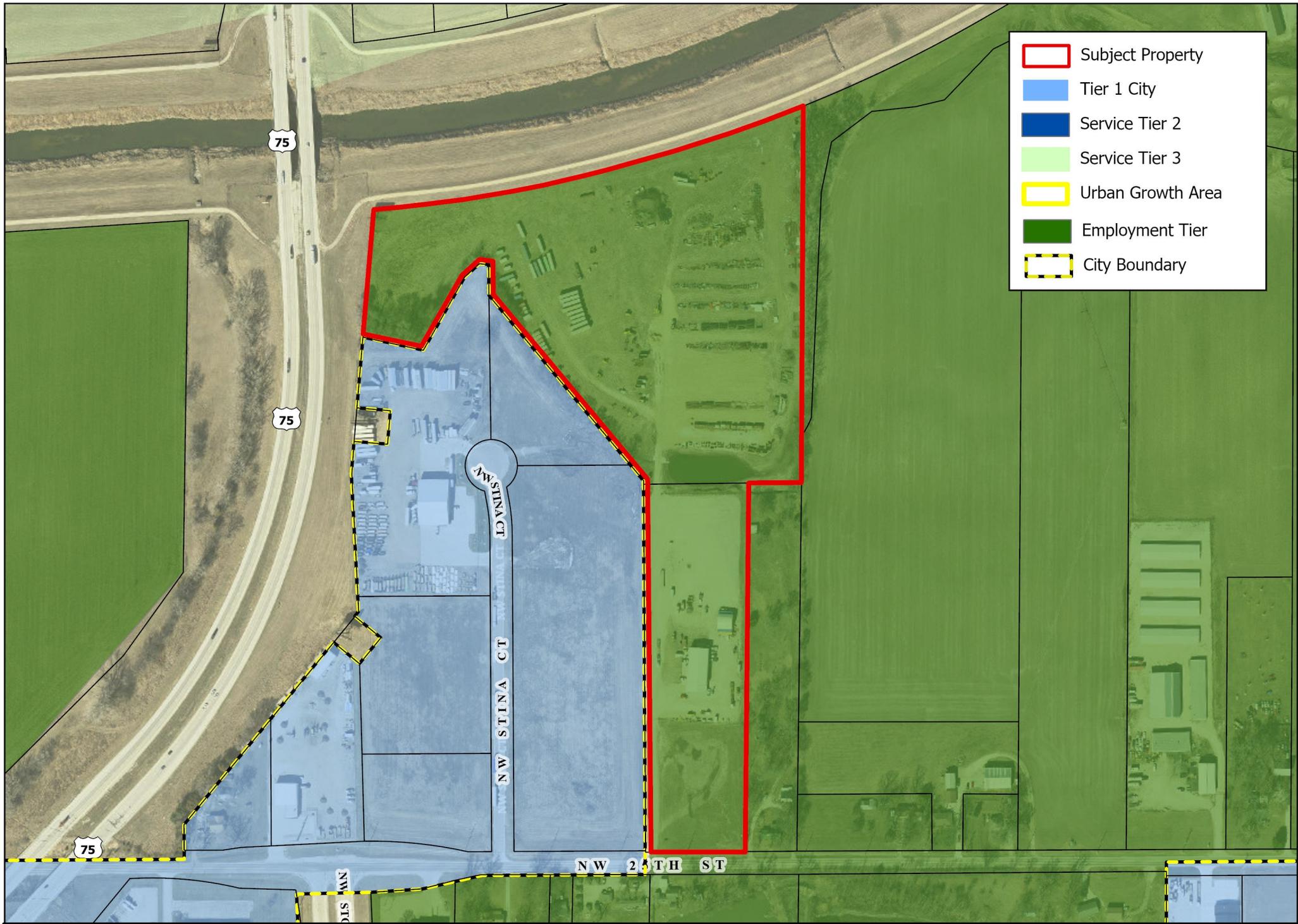
Map 2 – Existing Site Conditions



Map 3 – Future Land Use



Attachments:
HME Annexation Fact Sheet



- Subject Property
- Tier 1 City
- Service Tier 2
- Service Tier 3
- Urban Growth Area
- Employment Tier
- City Boundary

Annexation Proposal
Properties located at 3533 and 3536 NW 25th Street
Fact Sheet & Department Comments

Site

Address/Location: 3533 NW 25th & 3536 NW 25th Street

Owner: Jane A Fleeker

Size: Approximately 23.06 acres

Existing Land Use: Contractor Yard

Proposed Land Use: Contractor Yard

Subdivision: Minor Plat has been submitted

Planning

Existing Zoning: “I-1” Light Industrial and “I-2” Heavy Industrial

Proposed Zoning: Per TMC 18.50.070 All territory hereinafter annexed by the city of Topeka shall retain its zoning classification of record as established by county resolution; provided, that the city shall have the right to rezone the annexed territory subsequent to annexation or at the time of annexation.

Current Population: 0 residents

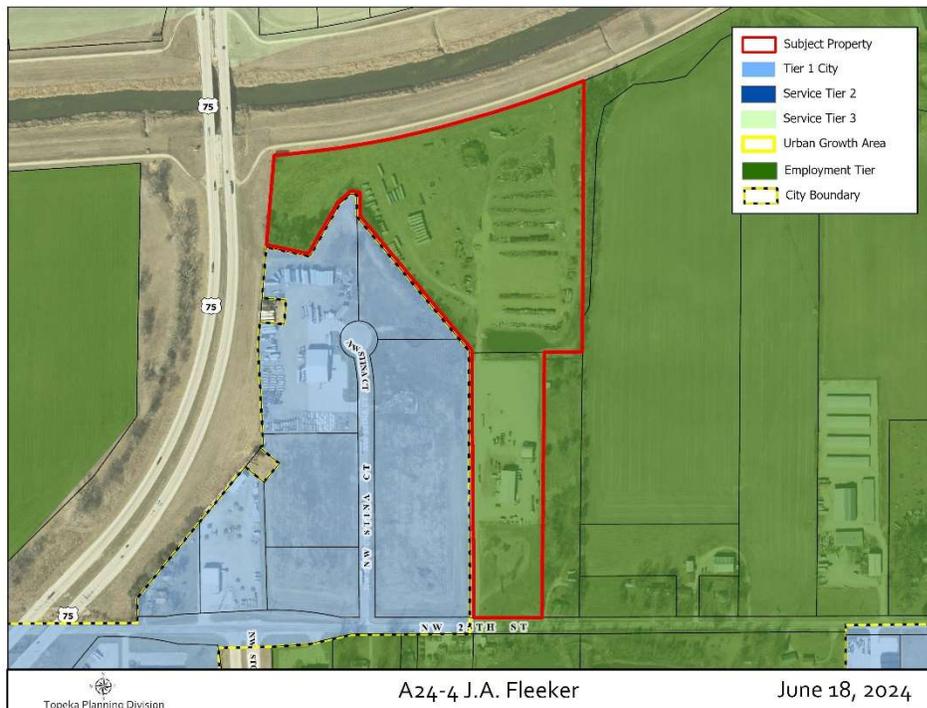
Projected Population: 0 residents

Density: N/A

Comprehensive Plan: Urban Growth Area – Industrial

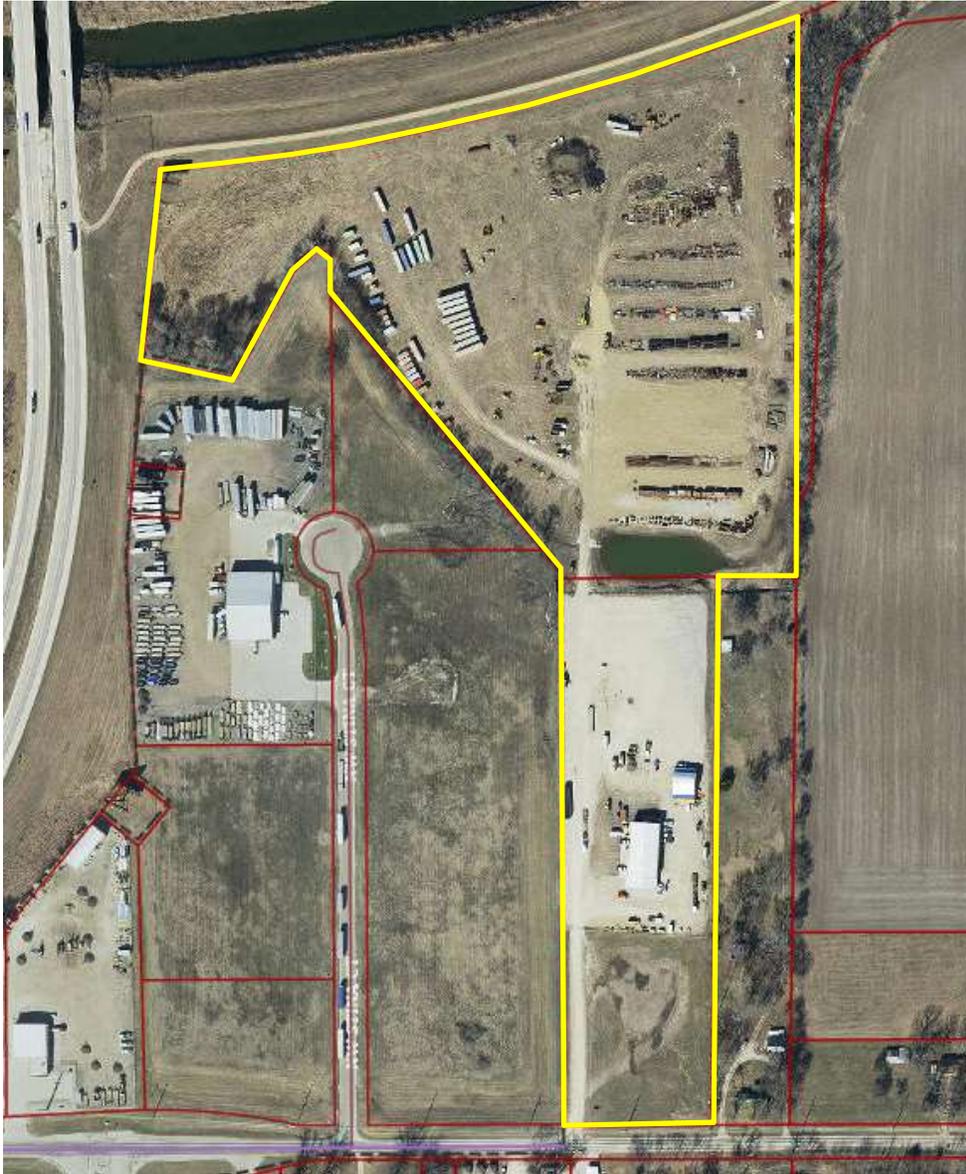
Primary Service Area (Sewer Required): Sewer service is available at the SW corner of the property. The owner will need to extend the sanitary sewer main the extent of the property that fronts NW 25th Street.

Urban Growth Area Map



Annexation Proposal
Properties located at 3533 and 3536 NW 25th Street
Fact Sheet & Department Comments

Current Site & Proposed Development



Annexation Procedure

Contiguous?: Yes

Consent?: Yes. Owner provided a written consent.

Requirements: Eligible for annexation under KSA 12-520(7). No required hearings or notices. No service extension plan is required.

Approval Method: COT governing body passes ordinance.

Annexation Proposal
 Properties located at 3533 and 3536 NW 25th Street
 Fact Sheet & Department Comments

Revenue/Expenses Estimates

Property tax revenue to the City of Topeka in 2024 would be approximately **\$4,225**. Property tax revenue to Soldier Township would be **\$2,095** in 2024 if annexation did not take place.

There is no existing **utility revenue**. **Future annual COT utility revenue** to the City of Topeka upon development of the property is estimated to be approximately **\$15,685**.

There are no additional costs to serve the proposed annexation for Fire, Police, and Forestry.

Streets will incur an additional operations or maintenance cost of \$89,708, over the life of the road, due to the property being annexed at the centerline of NW 25th Street.

Stormwater will have no new annualized operations and maintenance cost.

Water will have no new additional annualized infrastructure operational and replacement cost.

Sanitary sewer will have a new annualized operations and maintenance cost of \$586.

Utility and Service Providers

| | Current | Proposed |
|------------------------|---------------------|----------------|
| Water | COT | COT |
| Wastewater | N/A | COT |
| Fire | Soldier Township | COT |
| Police | Shawnee County | COT |
| Streets – Local | N/A | N/A |
| Parks | Shawnee County | Shawnee County |
| Governing Body | Shawnee County (#1) | COT (#2) |

Utilities

The subject property is an existing contractor yard, with small changes proposed to the existing structure. The new building addition will require the extension of a sewer main, that will run the length of the property along NW 25th Street. The existing stormwater basin will be expanded to accommodate the new building addition. Total, the annexation will create \$586 in new operations and maintenance costs, while generating \$15,685 in revenue.

Streets

The proposed development will utilize NW 25th Street (collector) for access. Private drives will be utilized for interior circulation. The proposed annexation includes the north portion of NW 25th Street from the centerline of the road, creating \$1,759 in new operations, maintenance, and reconstruction costs.

Metro Bus Service

Fixed-route service is not currently available to this site. The proposed annexation area is 2.56 miles away from an existing route. Expansion of Metro Bus Service to this site is unlikely.

Ability to Provide Adequate Public Services

FIRE

- 1) What is the estimated cost (operational and capital) to your Department/Division to provide adequate service to the proposed annexation?**

No additional.

- 2) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?**

Yes.

- 3) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.**

The existing hydrant spacing appears to have been well exceeded. Any buildings constructed beyond the existing structures will require hydrants in accordance with the International Fire Code, 2021 Edition. (See TFD P24/10 Comments)

Ability to Provide Adequate Public Services

FORESTRY

- 1) What is the estimated cost (operational and capital) to your Department/Division to provide adequate service to the proposed annexation?**

No major cost to department

- 2) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?**

Yes

- 3) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.**

Single small annexations can be taken care of by forestry with no major impacts to operating budget. However, the cumulative effects of multiple annexations will ultimately not be sustainable.

Ability to Provide Adequate Public Services

POLICE

- 1) What is the estimated cost (operational and capital) to your Department/Division to provide adequate service to the proposed annexation?**

The cost to provide service to the proposed annexation would be minimal.

- 2) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?**

The cost to provide service to the proposed annexation would be minimal.

Annexation Proposal
Properties located at 3533 and 3536 NW 25th Street
Fact Sheet & Department Comments

3) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.

I see no issues for our agency to provide service to the proposed annexation area.

Ability to Provide Adequate Public Services
STREETS

1) What is the estimated cost/benefit of providing adequate service to the proposed annexation (in 2024 \$'s):

- a. Estimate operations/maintenance/reconstruction cost over the lifecycle of the assets? \$87,949
- b. Estimate annualized operations/maintenance/reconstruction cost of the asset. \$1,759

2) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?

Not at current funding levels. Will need to explore in future increase funding for street maintenance and pavement management programs.

3) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.

N/A

Ability to Provide Adequate Public Services
STORMWATER

1) What is the estimated cost/benefit of providing adequate service to the proposed annexation (in 2024 \$'s):

- a. Estimate annualized operations/maintenance cost over the lifecycle of the assets
No additional infrastructure proposed.
- b. Estimate annualized replacement cost of the asset This is based on 100-year replacement cycle.
No additional infrastructure proposed.
- c. Estimate annualized revenue over the lifecycle of the assets).
\$14,496

2) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?

Yes

Annexation Proposal
Properties located at 3533 and 3536 NW 25th Street
Fact Sheet & Department Comments

- 3) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.**
None at this time.

Ability to Provide Adequate Public Services
WASTEWATER

- 1) What is the estimated cost/benefit of providing adequate service to the proposed annexation (in 2024 \$'s):**
- a. **Estimate annualized operations/maintenance cost over the lifecycle of the assets**
\$66
 - b. **Estimate annualized replacement cost of the asset This is based on 100-year replacement cycle.**
\$520
 - c. **Estimate annualized revenue over the lifecycle of the assets).**
\$609

- 1) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?**
Yes

- 2) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.**
None at this time.

Ability to Provide Adequate Public Services
WATER

- 1) What is the estimated cost/benefit of providing adequate service to the proposed annexation (in 2024 \$'s):**
- a. **Estimate annualized operations/maintenance cost over the lifecycle of the assets**
No additional infrastructure proposed.
 - b. **Estimate annualized replacement cost of the asset This is based on 100-year replacement cycle.**
No additional infrastructure proposed.
 - c. **Estimate annualized revenue over the lifecycle of the assets).**
\$580

- 1) Can the estimated cost of service be carried out under your current or anticipated future budget? If not, what would it take to do so?**
Yes

Annexation Proposal
Properties located at 3533 and 3536 NW 25th Street
Fact Sheet & Department Comments

- 2) Describe any other issues that would affect your ability to provide adequate service to the annexation area, or impact service levels to existing residents/businesses of the city.**
None at this time.

**Ability to Provide Adequate Public Services
Topeka Metro Bus Service**

- 1) Do you currently provide service to this subdivision/immediate area?**
No.
- 2) If not, can you provide service?**
No, it is 2.56 miles outside our current service area.
- 3) What is the estimated cost of providing service to this subdivision?**
N/A



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Dan Warner, AICP, Planning Division Director DOCUMENT #:
SECOND PARTY/SUBJECT: BHI Development Inc. / Jerry Rousch PROJECT #: PUD24/09
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 007 Zoning
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Dr. Robert M. Perez, amending the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code on 17.49 acres located at the corner of the intersection of SW Topeka Boulevard and Interstate 470 on property addressed as 3847 SW Topeka Blvd from “R-1” Single Family Dwelling District and “C-4” Commercial District ALL TO “PUD” Planned Unit Development District (limited “C-4” Commercial District uses and “M-3” Multiple Family Dwelling District uses groups) (PUD 24/09) (Council District No. 5)

Voting Option Requirements: (1) Approve Planning Commission's recommendation, 6 votes are required of the Governing Body (2) Reject or Amend Planning Commission's recommendation, 7 votes are required of the Governing Body; or (3) Remand back to Planning Commission, 6 votes are required of the Governing Body.

(Approval will allow redevelopment of the vacant property for a mix of commercial and multiple family residential uses.)

VOTING REQUIREMENTS:

The Governing Body has the following voting options:

1. Approve the Planning Commission's recommendation by adopting the ordinance. A minimum of 6 votes are

required of the Governing Body.

2. Amend the Planning Commission's recommendation by amending the ordinance. A minimum of 7 votes are required is required of the Governing Body.
3. Refuse to approve the Planning Commission's recommendation by rejecting the ordinance. A minimum of 7 votes are required of the Governing Body.
4. Remand to the Planning Commission for further consideration, with a statement specifying the basis for the governing body's failure to approve or disapprove. A minimum of 6 votes are required of the Governing Body.

POLICY ISSUE:

Whether to adopt the Planning Commission's recommendation to rezone the property.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to adopt the Ordinance approving the rezoning as recommended by the Planning Commission.

BACKGROUND:

PUD24/09 is a redevelopment of 17.5 acres of land at the NW corner of SW Topeka Boulevard and I-470 for a mixture of commercial and multiple family residential uses. The master PUD plan includes a Quick Trip convenience store with truck fueling pumps, restaurants, and multiple-family dwelling buildings. If the residential development does not come to fruition, the PUD master plan allows that land to be developed for commercial uses.

The applicant held a Neighborhood Information Meeting on June 19, 2024 at the Kansas Turnpike Authority (KTA) offices. Representatives of KTA and two other property owners attended. Attendees asked questions but did not express any particular concerns about the proposed development.

The Planning Commission recommended approval by a vote of 8-0-0 on July 15, 2024. Staff recommends approval per the attached staff report.

BUDGETARY IMPACT:

Approval will not have a budgetary impact.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Ordinance

Presentation

Planning Commission Meeting Minutes PUD24/09 - July 15, 2024

Changes requested by applicant at PC meeting

Staff Report Sunflower Crossing PUD24/09

Aerial Map

Zoning Map

Future Land Use Map

Neighborhood Meeting Summary

Neighborhood Meeting attendance sheet

PUD Master Plan

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

ORDINANCE introduced by City Manager Dr. Robert Perez, amending the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code on 17.49 acres located at the corner of the intersection of SW Topeka Boulevard and Interstate 470 on property addressed as 3847 SW Topeka Blvd from “R-1” Single Family Dwelling District and “C-4” Commercial District ALL TO “PUD” Planned Unit Development District (limited “C-4” Commercial District uses and “M-3” Multiple Family Dwelling District uses groups) *(PUD 24/09) (Council District No. 5)*

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

Section 1. That the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code (TMC), be, and the same is hereby amended, by reclassifying the following described property:

DESCRIBED BY CHRIS HUMPHREY, PS#-1557, ON MAY 14, 2024, AS FOLLOWS:

A TRACT OF LAND IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH P.M., CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS,

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID NORTHEAST QUARTER, THENCE NORTH 1 DEGREE 26 MINUTES 34 SECONDS WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 480.16 FEET, THENCE SOUTH 88 DEGREES 33 MINUTES 26 SECONDS WEST A DISTANCE OF 153.34 FEET TO THE POINT OF BEGINNING, SAID POINT BEING THE SOUTHEAST CORNER OF LOT 1, BLOCK A, BRIGGS 1ST ADDITION, AS RECORDED IN BOOK 45, PAGE 36, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE ON APRIL 2ND, 2008,

THENCE SOUTH 84 DEGREES 27 MINUTES 36 SECONDS WEST ALONG THE SOUTHERLY LINE OF LOT 1, BLOCK A, BRIGGS SUBDIVISION, A DISTANCE OF 510.38 FEET TO THE SOUTHEASTERLY CORNER OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION, AS RECORDED IN BOOK 29, PAGE 105, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE, ON JUNE 10TH, 1981; THENCE ALONG THE SOUTHERLY AND WESTERLY LINES OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION FOR THE FOLLOWING FOUR COURSES:

SOUTH 80 DEGREES 30 MINUTES 59 SECONDS WEST, A DISTANCE OF 35.75 FEET;
SOUTH 88

DEGREES 21 MINUTES 26 SECONDS WEST A DISTANCE OF 77.91 FEET; NORTH 54 DEGREES 37

MINUTES 44 SECONDS WEST A DISTANCE OF 268.51 FEET; NORTH 0 DEGREES 24 MINUTES 43 SECONDS EAST A DISTANCE OF 27.96 FEET.

THENCE NORTH 88 DEGREES 29 MINUTES 24 SECONDS EAST A DISTANCE OF 2.82 FEET; THENCE NORTH 1 DEGREE 30 MINUTES 36 SECONDS WEST A DISTANCE

OF 60.00 FEET; THENCE NORTH 1 DEGREE 12 MINUTES 11 SECONDS WEST A DISTNCE OF 629.69 FEET TO A POINT ON THE SOUTHERLY LINE OF BEARD SUBDIVISION, AS RECORDED IN BOOK 28, PAGE 78 IN THE SHAWNEE COUNTY, REGISTER OF DEEEDS OFFICE, ON SEPTEMBER 20TH, 1977 , THENCE NORTH 88 DEGREES 25 MINUTES 13 SECONDS EAST, ALONG SAID SOUTHERLY LINE, A DISTANCE OF

515.38 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF BEARD SUBDIVISION; THENCE NORTH 88 DEGREES 22 MINUTES 53 SECONDS, ALONG SAID SOUTHERLY LINE A DISTANCE OF 400.15 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH TOPEKA BOULEVARD;

THENCE ALONG SAID WESTERLY LINE FOR THE FOLLOWING FOUR COURSES:

SOUTH 1 DEGREE 15 MINUTES 15 SECONDS EAST A DISTANCE OF 255.94 FEET; THENCE SOUTH 1 DEGREE 25 MINUTES 44 SECONDS EAST A DISTANCE OF 364.64 FEET; THENCE SOUTH 40 DEGREES 15 MINUTES 38 SECONDS WEST A DISTANCE OF 72.69 FEET; THENCE SOUTH 10 DEGREES 37 MINUTES 46 SECONDS WEST A DISTANCE OF 168.12 FEET TO THE POINT OF BEGINNING.

CONTAINING 761,851 SQUARE FEET (GROSS) 665,285 SQUARE FEET (LESS RIGHT-OF-WAY) OR
17.49 ACRES (GROSS) 15.27 ACRES (LESS RIGHT-OF-WAY), MORE OR LESS.

subject to:

- 1. Use and development of the site in accordance with the Planned Unit Development (PUD) Master Plan for Sunflower Crossing Master Planned Unit Development Plan.**

Section 2. The PUD Master Plan for Sunflower Crossing shall be recorded with the Shawnee County Register of Deeds in accordance with Section 18.190.060(b) of the Topeka Municipal Code (TMC). Following the recording of the PUD Master Plan and prior to building permit and/or land development on the site, site development plans as required by the PUD Master Plan shall be submitted for review and administrative approval by the Planning Director.

Section 3. This Ordinance Number shall be fixed upon the "District Map".

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body, City of Topeka, KS _____,

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk



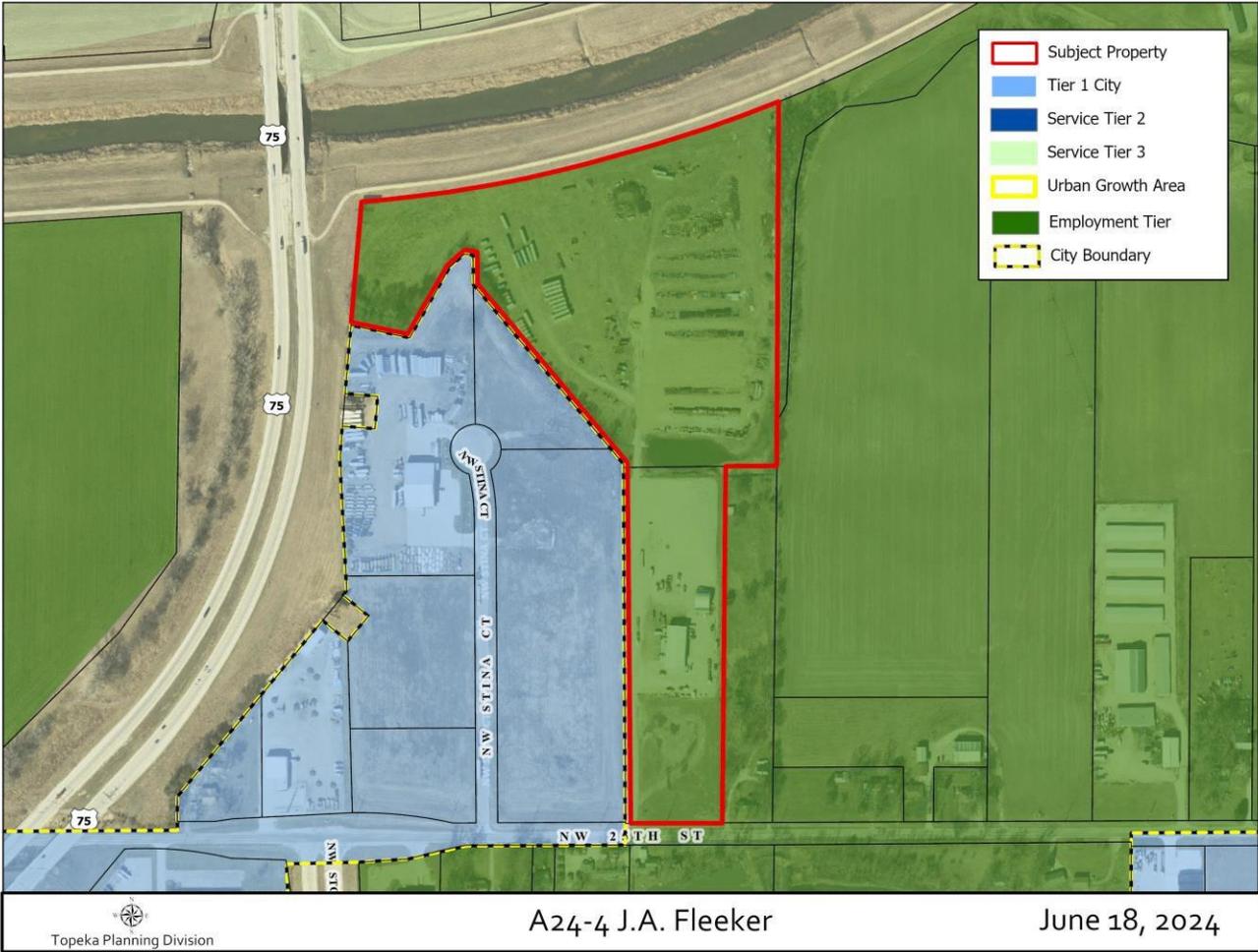
CITY OF
TOPEKA



**A24/04 J.A. Fleeker Annexation
PUD24/09 Sunflower Crossing Master
PUD Plan
P24/11 Sunflower Crossing
Subdivision**

Dan Warner, AICP, Planning Director

A24/04 J.A. Fleeker Annexation



P24/11 Sunflower Crossing Subdivision





CITY OF
TOPEKA

TOPEKA PLANNING COMMISSION

Monday, July 15, 2024

CASE MINUTES

Members present: Willie Brooks, Corey Dehn, Jennifer Hannon, Del-Metrius Herron, Jim Kaup, Katy Nelson, Donna Rae Pearson, and Jim Tobaben (8)

Members Absent: William Naeger (1)

Staff Present: Rhiannon Friedman, Planning & Development Director; Michael Hall, Land Use Manager; Ann Marie Driver, Planner; Bryson Risley, Planner; Amanda Tituana-Feijoo, Administrative Officer; Matthew Mullen, Legal

PUD24/09 Sunflower Crossing Master PUD Plan by BHI Developments requesting to amend the District Zoning Map on approximately 17 acres of land located at the northwest corner of Interstate 470 and SW Topeka Blvd from “C-4” Commercial District and “R-1” Single Family Dwelling District ALL to “PUD” Planned Unit Development District for a mix of uses, including residential apartments, gas station/convenience store, medical prompt care facility, retail, and restaurants.

Staff:

Ann Marie Driver presented the staff report and staff’s recommendations of approval.

Questions/Comments from Commissioners:

Commissioner Kaup referenced the “C4” zoning vs the “Multifamily” zoning for lots 4 and 5 on the master plan. Ms. Driver stated the applicant submitted revised revisions to accommodate either commercial or residential uses on lot 4, and commercial use on lot 5.

Mr. Hall clarified that there have been changes by the applicant, and they have the option of doing either multifamily residential, or commercial on both lots. The master plan in front of the commissioners has not caught up with the changes.

Commissioner Kaup asked if “C4” is used for all or part of lots 4 and 5, if an amendment process would be triggered for the PUD. Mr. Hall confirmed that no amendment process would be triggered.

Commissioner Tobaben asked if traffic signals installed would be included in the initial phases of the project, or if they would be when warranted. Ms. Driver confirmed that it would be when warranted.

Owner Representative:

John Ladson, United Engineering Group
Russ Briggs, Briggs Automotive Group

Jerry Roush, BHI Development

Mr. Roush stated the goal is to bring people into the community by getting them off that first exit, as South Topeka Boulevard is the gateway into the city.

Mr. Ladson stated that the applicant agrees with the conditions set forth by city staff. Mr. Ladson addressed Commissioner Tobaban's question about the traffic light signal, and stated that it will be going in during phase one of the construction project; along with all the streets, sewer, water, and infrastructure.

Ms. Pearson **opened the hearing up for public comment.**

Tara Limbach, QuickTrip, stated that this quick trip will have both fueling stations for regular cars, and larger trucks. Quick Trip does not encourage overnight stays, or provide showers that might encourage overnight stays.

With no one else coming forward, **the public hearing was closed.**

Discussion by Commissioners:

Commissioner Kaup referenced the storm water issue. Ms. Driver stated the that stormwater engineer has approved an existing versus proposed conditions baseline study. United Engineering does not have the final designs yet, and those will be addressed with final site plan review. Any final requirements will be handled by City Administrative Staff, Engineers, and Utilities.

Commissioner Pearson asked about the surrounding plats and if they will be developed in the future. Ms. Driver referenced a note on the plat that read "Approval of all Public Improvement Plans by the City of Topeka Engineer shall be under contract for construction prior to the issuance of building permits for the first phase".

Commissioner Brooks asked about the timing of the project. Mr. Ladson stated that all the infrastructure would be completed within phase one. Commissioner Brooks also asked if the owner would be required to do any work on the "non-Quick Trip" sites in the immediate phase, or if it could lay as is until the site was ready to be worked. Ms. Driver stated that she did not have that information yet. Mr. Hall clarified that it will be platted, and the individual lots can remain vacant until they are developed. Commissioner Pearson asked if they would be cleaning up as they go and Mr. Ladson confirmed that they would.

Motion by Commissioner Dehn, **second** by Commissioner Tobaban to move approval of the rezoning from "R1" single family dwelling district and "C4" commercial district all to "PUD" Planned Unit Development district with "C4" commercial and "M3" multi-family dwelling use groups subject to the conditions recommended by staff including changes requested by the applicant (United Engineering Group) per the memorandum presented at this meeting. **Approved 8-0-0**



Memorandum

To: Ann-Marie Driver, AICP, City of Topeka Planning Division

From: Steve LaCasse, UEG Group, Consultant on Behalf of BHI Development Inc.

Subject: PUD for Sunflower Crossing

In addition to the PUD that has been submitted to the Planning Department and also changes to the document proposed by the planning staff in the Staff Report, we are requesting the following additional changes to the Planned Unit Development for Sunflower Crossing:

1. In "Project Data", in the list of uses not to be permitted anywhere, we propose to change "TRUCK STOP" to "OVERNIGHT TRUCK STOP". This is to prevent any confusion with current plans to provide fueling and scales for trucks. The planned gas station will provide services to trucks, but will not have overnight lodging, showers, etc characteristic of a truck stop.
2. In "Signage Notes", we propose the following changes (with modified language in bold):
3. TMC 18, DIVISION 2 SIGNS SHALL GOVERN ALL OTHER SIGNS UNLESS SPECIFICALLY STATED HERE IN AND IN ACCORDANCE WITH THE FOLLOWING:
 - A. A MAXIMUM OF **ONE (1)** FREE-STANDING SIGN SHALL BE PERMITTED AND LOCATED AS FOLLOWS:
 1. ONE MONUMENT STYLE, MULTI-TENANT CENTER SIGN AT THE NW OR SW CORNER OF JAMESON DRIVE AND TOPEKA BOULEVARD NOT TO EXCEED THIRTY FEET (30') IN OVERALL HEIGHT AND 250 SQUARE FEET OF TENANT COPY AREA PER **SIDE**. TENANT COPY AREA MAY INCLUDE ONE ELECTRONIC MESSAGE CENTER NOT TO EXCEED 60 SQUARE FEET PER SIDE.
 2. IN ADDITION TO THE TENANT COPY ON CENTER SIGN, CENTER SIGN MAY INCLUDE UP TO 150 SQUARE FEET OF COPY PER SIDE TO INCLUDE THE CENTER NAME AND LOGO PROVIDED SAID

COPY CONSISTS OF PAN CHANNEL LETTERS OR OTHER INDIVIDUAL LETTERS CONSTRUCTED OF A DURABLE AND RIGID MATERIAL. PERMITTED.

B. INDIVIDUAL FREE-STANDING BUILDING SITE SIGNS:

1. NO MORE THAN ONE MONUMENT STYLE ON PREMISE SIGN TO A MAXIMUM HEIGHT OF 15 FEET AND MAXIMUM AREA OF 80 SQUARE FEET SHALL BE ALLOWED ON EACH LOT 1, 2, AND 3 IN ADDITION TO THE ABOVE LISTED SIGNS.
2. NO MORE THAN TWO MONUMENT STYLE ON PREMISE SIGNS TO A MAXIMUM HEIGHT OF 15 FEET AND MAXIMUM AREA OF 80 SQUARE FEET SHALL BE ALLOWED ON EACH LOT 5 IN ADDITION TO THE ABOVE LISTED SIGNS
3. ON PREMISE FREE-STANDING SIGNS ARE PERMITTED ON LOT 4 IN ACCORDANCE WITH THE REQUIREMENTS FOR THE ZONING AND LAND USE FOR LOT 4.
4. INDIVIDUAL FREE-STANDING BUILDING SITE SIGNS SHALL BE LOCATED NO CLOSER THAN 75 FEET FROM ANY OTHER INDIVIDUAL FREE-STANDING BUILDING SITE SIGN OR CENTER SIGN.
5. NO MORE THAN ONE INCIDENTAL SIGN TO A MAXIMUM HEIGHT OF **25** FEET AND A MAXIMUM AREA OF **130** SQUARE FEET PER SIDE SHALL BE ALLOWED ON LOT 1 **LOCATED AT THE TRUCK SCALE IMMEDIATELY WEST OF THE TRUCK FUEL PUMPS AND A MINIMUM OF 100 FEET FROM THE SOUTH AND WEST LOT LINES AND NO CLOSER THAN 300 FEET FROM THE NORTH LOT LINE.**

C. FREE STANDING INCIDENTAL SIGNS (I.E. SMALL DIRECTIONAL SIGNS, RESTAURANT MENU BOARDS, ETC.) ARE PERMITTED IN ACCORDANCE WITH THE TOPEKA SIGN CODE.

D. ONE FREE-STANDING ILLUMINATED SIGN WITH ELECTRONIC MESSAGE CENTER ALONG THE SOUTH LOT LINE OF LOT 5 NOT TO EXCEED FIFTY-FIVE FEET (55') IN OVERALL HEIGHT AND 300 SQUARE FEET OF TOTAL AREA PER SIDE. AREA MAY INCLUDE ONE ELECTRONIC MESSAGE CENTER NOT TO EXCEED 50 SQUARE FEET PER SIDE.

**STAFF REPORT – PLANNED UNIT DEVELOPMENT
TOPEKA PLANNING DEPARTMENT**

PLANNING COMMISSION DATE: Monday, July 15, 2024

APPLICATION CASE NO

PUD24/09 – Sunflower Crossing PUD

REQUESTED ACTION / CURRENT ZONING:

Rezoning from “R-1” Single Family Dwelling District and “C-4” Commercial District ALL TO “PUD” Planned Unit Development District with “C-4” Commercial and “M-3” Multiple Family Dwelling use groups to allow for a mixed use development to include multi-family residential dwelling buildings, a convenience store and gas pumps for automobiles and semi-truck trailers, and restaurants.)

APPLICANT / PROPERTY OWNER:

BHI Development Inc.

APPLICANT REPRESENTATIVE:

John Ladson, United Engineering Group

PROPERTY ADDRESS & PARCEL ID:

3847 SW Topeka Blvd, 555 SW 39th Street, 540 and 532 SW 39th Street / 1462401001020000, 1462401004001000, 1462401001017000, 1462401001016000

PARCEL SIZE:

17.49 acres (15.27 acres excluding street rights-of-way)

STAFF PLANNER(S):

Ann-Marie Driver, AICP, Planner II

RECOMMENDATION:

APPROVAL subject to conditions in the staff report

RECOMMENDED MOTION:

I move to recommend to the Governing Body **APPROVAL** of the rezoning from “R-1” Single Family Dwelling District and “C-4” Commercial District ALL TO “PUD” Planned Unit Development District with “C-4” Commercial and “M-3” Multiple Family Dwelling use groups)subject to the conditions recommended by staff.

PROJECT AND SITE INFORMATION

PROPOSED USE / SUMMARY:

A mixed use development comprised of a five-lot commercial and residential development for “C-4” Commercial District use and M-3 Multiple Family Dwelling District uses. The PUD places limitations on commercial uses as indicated below:

- Lot 1 – Quick Trip with fuel pumps, including pumps for fueling of semi-tractor trailers only, but not including truck stop, overnight sleeping for truck drivers, or resting areas for truck drivers.
- Lots, 2, 3 – C-4 Commercial District uses, not including: Vehicle tow lots or body shop, automobile service station type III, and pawn shops/second hand shops.

- Lot 1 and 2 shall exclude Recreational Vehicle Short Term Camp Grounds, Building Construction and Trades Office, and Self-Storage Type I and II
- Lots 4 and 5: Multi-family residential apartment buildings up to a maximum of 35 dwelling units per acre or C-4 Commercial District uses.

DEVELOPMENT / CASE HISTORY:

The property has been zoned for General Commercial use since 1959. The two residential parcels fronting on to SW 39th Street have remained zoned for single family residential uses. Prior to 1959, the entire property was zoned for single-family dwellings. The property has been vacant since 2009 when there was a Howard Johnson’s Restaurant and Motel on this site. During the COVID19 shut-down in 2020, the site was used as a temporary storage lot for trailer parking and there has also been stockpiling of fill on the site.

**PUD MASTER PLAN ELEMENTS
(PROPOSED):**

**DEVELOPMENT
PHASING
SCHEDULE:**

The development will be constructed in several phases. The first phase will include construction of the Quick Trip on Lot 1 and all public infrastructure, including streets and stormwater detention, sanitary sewer and water lines.

**PARKING, CIRCULATION
& TRAFFIC:**

Off-street parking and bicycle parking shall comply with TMC 18.240 unless a variance is approved by the Planning Department to reduce any of the required parking as noted below in the conditions of approval. All parking areas shall be surfaced pursuant to the City of Topeka Off-Street Parking and Surfacing Policy.

**SETBACKS, AND
DESIGN:**

Building setbacks shall comply with the base zoning use groups of “M-3” (25’ front, 5’ side, 25’ rear) and C-4 (25’ front, 10’ side, 25’ rear).

LANDSCAPING:

A Landscape Plan subject to TMC 18.235 including parking lot front yard setback and residential buffer yards will be required at the time of Site Plan Review Application. The PUD Master Plan establishes a further requirements that will require street trees along the length of SW Topeka Blvd and along the length of Interstate 470 on the south side of Lot 5. .

SIGNAGE:

TMC Division 2 Sign Code shall govern the size, location, height, and setbacks of on-premise signs, unless stated otherwise on the Master PUD Plan. The PUD establishes following sign standards as part of a master sign plan for the property:

- A maximum of two free-standing signs: 1.) One multi-tenant center sign up to 250 sf and 55’ in height along the south lot line of Lot 5; 2.) One monument style tenant sign at the northwest and southwest corner of Jameson Drive and Topeka Blvd.
- Individual free-standing building site signs: 1.) Lots 1,2 3: one per lot to a maximum of 15’ in height and 80 sf; 2.) Lot 5: Two

per lot up to 15' in height and 80 sf. 3.) A separation of 75 ft. between each individual free-standing tenant sign 4.) Lot 1: One sign to a maximum of 30' in height and maximum area of 30 sf on Lot 1 that is associated with truck scales.

PROJECT DATA:

Use: "C-4" Commercial and "M-3" Multiple Family Dwelling uses. More specifically to include: Quick Trip convenience store and fueling pumps for semi-trucks, mixed use development for retail, restaurants and a residential apartments of a type and density generally consistent with M-3 zoning.

**VARIANCES
REQUESTED:**

A variance to the requirement for a 5' landscaped parking lot setback along the north property line of Lot 1. A variance to reduce required off-street parking for multiple family dwellings.

COMPLIANCE WITH DEVELOPMENT STANDARDS AND GUIDELINES

The Master PUD Plan establishes development standards and guidelines, as indicated above.

OTHER FACTORS

SUBDIVISION PLAT:

A subdivision plat for Sunflower Crossing Subdivision is under review in conjunction with this application.

TRANSPORTATION/MTPO:

A Traffic Impact Analysis has been approved for the site by Traffic Engineering and that TIA includes public improvements associated with the site work will be under contract prior to issuance of a Certificate of Occupancy. Following are proposed public improvements recommended at SW Topeka Blvd, internal drives and I-470 interchange:

1. *New traffic signal at Drive 1 (Jameson Drive) and Topeka Blvd and separate eastbound left and right turn lanes.*
2. *Sidewalks along both sides of Drive 1 (Jameson Dr.) and along both sides of SW 39th Street. A variance was approved for the sidewalk along the east side of Jameson, as needed, to allow for appropriate semi-turning widths.*
3. *Improvements at I-470 ramps and Topeka Blvd intersection, including yield signage, right – turn re-configuration, traffic signal clearances.*
4. *Install a dual east bound left turn lane at I-470 and Topeka Blvd. with minimum of 300 ft. of storage plus taper along with partial signal modifications at the existing signal*

In addition, there is also a ½ cent sales tax project in the 2025-38 Capital Improvement Plan listed for Topeka Blvd from SW 38th to SW 29th Street.

UTILITIES:

Sanitary sewer and water will be extended to serve the individual building lots at the expense of the developer.

**FLOOD HAZARDS,
STREAM BUFFERS:**

The property is located in Zone X Area of Minimal Flooding.

HISTORIC PROPERTIES:

Not applicable.

NEIGHBORHOOD MEETING:

The applicant held a Neighborhood Information Meeting on Wednesday, June 19, 2024 at the Kansas Turnpike Authority (KTA) offices (located on Topeka Boulevard across from the subject property) Owner/developer Jerry Roush and consultant and civil engineer John Ladson, United Engineering Group, conducted the meeting. Planning staff (Mike Hall) and a representative for Quick Trip also attended. Representatives of KTA and two other property owners attended. Attendees asked questions about the plans and how those plans affect Topeka Boulevard, Attendees did not express any particular concerns about the proposed PUD. The NIM summary and attendance sheet is attached with the packet.

REVIEW COMMENTS BY CITY DEPARTMENTS AND EXTERNAL AGENCIES

ENGINEERING/STORMWATER:

A baseline Stormwater Report was submitted at the time of subdivision plat demonstrating proposed versus existing development for the subdivision in its entirety. The City of Topeka Stormwater Engineer provided comments in a memo dated June 11, 2024 and conditionally approved the report based upon the submittal of a stormwater management plan addressing all water quality and quantity Best Management Practices (i.e. Detention and treatment of water runoff) be provided at the time of site plan review. The existing report was written as a baseline report for future development. Deviations are very likely as each site develops at the time of site plan review application. The report did indicate the sizing and capacity of the downstream pipes are questionable and the detention ponds for each phase will need to be sized accordingly, which will depend upon actual impervious surface proposed at the time site's development. The consultant does not have what is required to prepare a full stormwater management plan at this time since the proposed amount of new impervious surface will change

ENGINEERING/TRAFFIC:

A Traffic Impact Study was completed by the consultant as required by the City Traffic Engineer and recommends public improvements to SW Topeka Blvd and Interstate 470 interchange. All associated public improvements will be designed, financed and constructed by the developer.

FIRE:

The Fire Department has indicated they do not foresee issues with the proposed PUD amendment and will review and approve future plans prior to construction for access and fire suppression requirements and adequate hydrant spacing.

DEVELOPMENT SERVICES:

Parking Lot Permits and Site Construction Activity Permits are required with each phase of development prior to any land clearing, disturbance or grading on the site

KEY DATES

| | |
|------------------------------------------|---------------|
| SUBMITTAL: | May 24, 2024 |
| NEIGHBORHOOD INFORMATION MEETING: | June 19, 2024 |
| LEGAL NOTICE PUBLICATION: | June 19, 2024 |
| PROPERTY OWNER NOTICE MAILED: | June 21, 2024 |

STAFF ANALYSIS

CHARACTER OF THE NEIGHBORHOOD:

The surrounding neighborhood includes a variety of land uses is characterized by heavy commercial and industrial development. The site is located at a key gateway into the City of Topeka that is prominently situated near the interchange of the Kansas Turnpike with Interstate 470 and Topeka Boulevard and is thus in a highly visible location. The frontages of Topeka Blvd contain a self- storage facility, motels, automobile dealerships, fast-food restaurants, Kansas Turnpike Administration Office, and other retail uses. Frito Lay is located south of the Kansas Turnpike Interchange on Topeka Blvd. Historically, Topeka Blvd was the City's prime commercial corridor when the roadway was designated State Highway 75. Topeka Blvd slowly began to decline as a key gateway when its designation as a State Highway was removed and the I-470 bypass was constructed. Recent commercial developments have contributed to bringing back the character of the neighborhood as a regional commercial corridor. Therefore, the proposed mixed use development project is compatible with the character of the corridor and the proposed uses are consistent with City land use policies that encourage infill housing along regional commercial corridors.

ZONING OF SURROUNDING AREA AND NEARBY PROPERTIES:

The zoning of surrounding and nearby properties are entirely "C-4" Commercial District and heavy commercial in nature. Therefore, the proposed zoning change is consistent with the zoning of nearby properties. The proposed PUD is required to allow for the multiple family residential development and provide additional site and landscape amenities that are not ordinarily required by the base zoning use group. This includes, particularly, the proposed master signage plan that restricts allowed signage and landscaping requirements for additional street trees.

LENGTH OF TIME THE PROPERTY HAS REMAINED VACANT AS ZONED OR USED FOR ITS CURRENT USE UNDER THE PRESENT CLASSIFICATION:

The properties have remained vacant since 2009 when the original Howard Johnson's restaurant and motel was located on the site. The subject properties have remained under the present zoning classifications for "R-1" and "M-3" since 1959. The subject property has been used temporarily during the 2020-21 COVID shut-down as parking of semi-truck trailers and for the stockpiling of fill from other sites.

SUITABILITY OF USES TO WHICH THE PROPERTY HAS BEEN RESTRICTED:

The property is suitable under its current C-4 zoning, which is relatively unrestricted and allows for a broad range of commercial uses. However, the properties have been vacant for more than a decade and the owner intends to develop a large part of the property for multiple-family residential use. The current C-4 zoning does not allow multiple-family residential development on the ground floor of a building. The two properties along SW 39th Street, that together comprise less than one acre, are zoned R-1 for single-family residential use are no longer a suitable fit for the heavy commercial neighborhood. The PUD makes it possible for the developer to provide new multiple – family dwellings located in proximity to nearby large employers such as Frito Lay. The proposed development is consistent with City policies that encourage

housing in proximity to the work place. Therefore, development allowed by the proposed PUD master plan is also suitable for the subject property. The PUD master plan restricts some “C-4” Commercial uses, such as outside storage, pawn shops/second hand shops, RV campgrounds, and other C-4 uses that could detract from the developer’s intent for a project that has a positive impact to this key entrance into the City. The PUD includes aesthetic requirements such as additional landscaping and signage restrictions not typically found in the base zoning districts.

CONFORMANCE TO THE COMPREHENSIVE PLAN:

The proposal supports City land use policies and principles of the Land Use and Growth Management Plan – 2040, which designate SW Topeka Boulevard for *Community Commercial*. In addition, policies of the LUGMP support high and medium density residential development adjacent to regional commercial centers and as part of mixed use areas to encourage infill development.

As recommended, the PUD Master Plan is expected to exhibit a high standard of design to ensure a compatible development with the proximity of the site at a gateway interchange where the Kansas Turnpike connects to Interstate 470 and Topeka Blvd. Therefore, the request is in conformance with the Comprehensive Plan.

THE EXTENT TO WHICH REMOVAL OF RESTRICTIONS WILL DETRIMENTALLY AFFECT NEARBY PROPERTIES:

The change in zoning will not have a detrimental effect on nearby properties as the proposed zoning will allow the undeveloped property to redevelop for a mix of uses in a manner appropriate along a regional commercial corridor and gateway to the City. The site has remained undeveloped and vacant since at least 2009 and City land use policies encourage infill multiple family residential development. Provided all requirements and conditions of the PUD Master Plan are met, there will not be a detrimental effect upon nearby commercial properties. Based on a traffic study by the developer and approved by the city engineer, development will include a new traffic signal and other transportation infrastructure to ensure safe and effective access into and out of the subdivision’s sites... Development in accordance with the PUD master plan will have a positive impact on surrounding properties and along this segment of Topeka Boulevard supports the community’s interest in redeveloping SW Topeka Boulevard.

THE RELATIVE GAIN TO THE PUBLIC HEALTH, SAFETY AND WELFARE BY THE DESTRUCTION OF THE VALUE OF THE OWNER’S PROPERTY AS COMPARED TO THE HARDSHIP IMPOSED UPON THE INDIVIDUAL LANDOWNER:

There is nothing to be gained by either the owner or the general public by denial of the proposed rezoning. Approval of the proposal will benefit public health, safety and welfare. The property has sat vacant and undeveloped for at least 15 years, which is not ideal along the visible gateway to Topeka. The redevelopment will encourage and support future improvements along Topeka Blvd. Denial of the proposal will leave the property as currently zoned which inhibits and harms the landowner’s flexibility to redevelop the site considering the property has remained vacant for 15 years or longer.

AVAILABILITY OF PUBLIC SERVICES:

All essential public utilities, services and facilities are available to the area and will be extended at the expense of the developer, as required prior to issuance of the Certificate of Occupancy. The applicant prepared a traffic impact study and all public improvements associated with the project will be completed at the time of site development.

COMPLIANCE WITH ZONING AND SUBDIVISION REGULATIONS:

The PUD Master Plan establishes development standards and guidelines as indicated on the master plan.

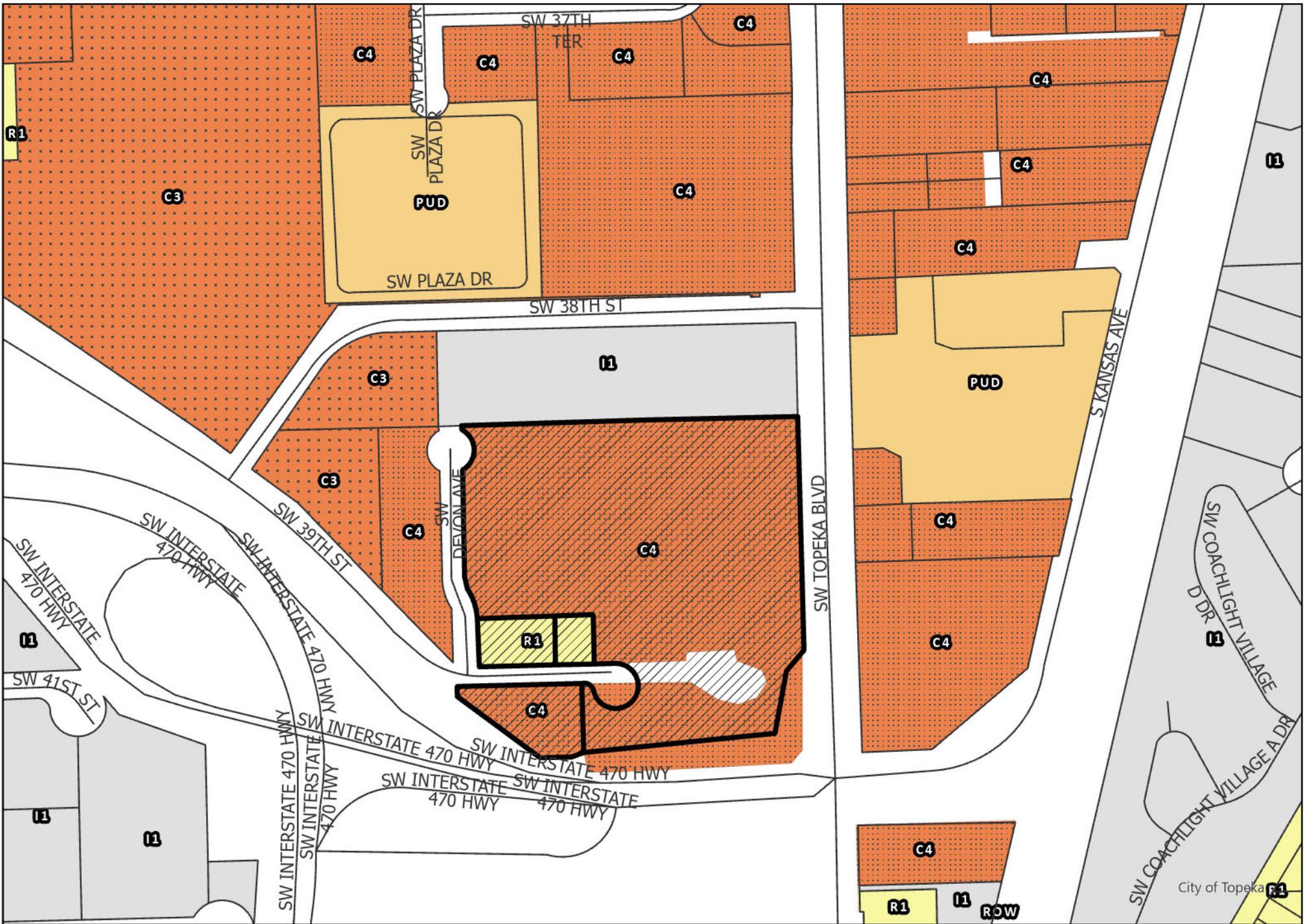
STAFF RECOMMENDATION

Based upon the above findings and analysis the Planning Department recommends **APPROVAL** of the proposed PUD amendment, subject to the following conditions being depicted on the PUD Master Plan:

1. Under Project Data, add the following note: *“Parking for multiple family dwellings: For Lot 4: Provide two parking stalls per unit for the first 72 units; 1.5 parking spaces per unit for all other units exceeding 72 units. For Lot 5: Provide two parking stalls per unit for the first 25 units; 1.5 parking stalls per unit for all other units exceeding 25 units.”*
2. Under Variances, add the following note: *“A variance to reduce the required off-street parking lots 4 and 5 is approved in conjunction with approval of the master plan.”*
3. Revising Building #1 Project Data to indicate the following statement: *“In addition to the Automobile Service Station Type II, fueling pumps for semi – trucks services only are permitted on Lot 1...”*
4. Revising Note #1 under Signage to include: *“... or as required below.”*
5. Adding a note under Signage to state: *“The exterior base of the sign shall be constructed using an exterior material compatible with the buildings on the lot and adjacent lots within the planned unit development.”*
6. Revising Note #5 to state: *“30 ft.”* instead of *“23 ft.”*

ATTACHMENTS:

Aerial Map
Zoning Map
Future Land Use Map
Master PUD Plan
NIM Meeting Summary and attendance sheet



PUD24/09 By: BHI Development Inc for Sunflower Crossing PUD



BHI DEVELOPMENT, Inc

3820 SW Van Buren Street, Topeka, Kansas 66611

Jerry Roush 913-208-8721 jroush@scretail.com

Neighborhood Meeting Notes
June 19th, 2024
PUD 24/09

June 19th 2024

Notes and Feedback:

The neighborhood meeting for PUD 24/09 was held at the KTA building located at 3939 SW Topeka Blvd at 6pm on June 19th, hosted by David Jacobson. David is an employee for KTA. The meeting started with introductions, please see sign in sheet for attendee list. Jerry Roush started with introductions. John Ladson went through lot design and PLAT design with a slide show presentation. Rick Stallbaummer questioned what uses were planned. He also ask what the development was going to allow for multifamily use. Tarun, owner of the Plaza Inn ask about the stop light. All questions were answered based on the traffic study and prior meetings with the city. Tara Limbauch with QT spoke about the company's commitment to Community Safety, Food Service and employee retention and training. She also had a slide show presentation. Mike Hall spoke about the process and timing of the next steps. BHI Development feels the meeting was positive and the community is excited about the development. Please reach out with questions.

Sincerely,

Jerry Roush
BHI Development, Inc.

SUNFLOWER CROSSING PLANNED UNIT DEVELOPMENT MASTER PLAN

BOOK _____ PAGE _____
DATE _____ TIME _____

RECORDED WITH THE SHAWNEE COUNTY REGISTER OF DEEDS

PROJECT DATA

OVERALL AREA EXCLUDING STREET RIGHT OF WAY: 15.27 ACRES
ZONING: EXCEPT AS NOTED, C-4 STANDARDS APPLY TO LOTS 1, 2, AND 3. REGARDING LOTS 4 AND 5, M-3 STANDARDS APPLY FOR RESIDENTIAL AND INSTITUTIONAL USES PERMITTED UNDER M-3 ZONING, AND C-4 STANDARDS APPLY FOR ALL OTHER USES.
MAXIMUM RESIDENTIAL DENSITY ON LOTS 4 AND 5: 35 UNITS PER ACRE
TOTAL MAXIMUM BUILDING AREA: 1.91 ACRES
BUILDING 1: SERVICES FOR THE TRUCKING INDUSTRY SHALL NOT INCLUDE TRUCK REPAIR, OVERNIGHT SLEEPING QUARTERS, OR RESTING AREAS FOR TRUCKS AND DRIVERS. AUTOMOBILE SERVICE STATION TYPE II, FUELING PUMPS FOR SEMI-TRUCK SERVICES ARE ONLY PERMITTED ON LOT 1.
BUILDINGS 2 THROUGH 6: AS PERMITTED BY THE STANDARDS HEREIN
OUTDOOR STORAGE AS A PRIMARY USE IS NOT PERMITTED. OUTDOOR STORAGE AS AN ACCESSORY USE, AS MAY BE ASSOCIATED WITH A BUILDING CONSTRUCTION OR TRADES CONTRACTOR OFFICE, SHALL BE SITED AND SCREENED SO THAT IT IS NOT VISIBLE FROM STREET RIGHTS-OF-WAY OR OTHER PROPERTIES.
THE FOLLOWING USES SHALL NOT BE PERMITTED ANYWHERE:
AUTOMOBILE OR VEHICLE TOW LOT WITH OR WITHOUT AN AUTOMOTIVE BODY SHOP; AUTO SERVICE STATION TYPE III
MANUFACTURED HOUSING & ACCESSORY STRUCTURE SALES; PAWN SHOPS OR SECOND HAND SHOPS; OVERNIGHT TRUCK STOP
THE FOLLOWING USES SHALL NOT BE PERMITTED ON LOTS 1 OR 2:
RV SHORT-TERM CAMPGROUND; BUILDING CONSTRUCTION OR TRADES CONTRACTOR OFFICE; SELF-STORAGE, TYPE I
PARKING FOR MULTIPLE FAMILY DWELLINGS:
LOT 4: PROVIDE TWO PARKING STALLS PER UNIT FOR THE FIRST 72 UNITS; 1.5 PARKING STALLS PER UNIT FOR ALL OTHER UNITS EXCEEDING 72 UNITS
LOT 5: PROVIDE TWO PARKING STALLS PER UNIT FOR THE FIRST 25 UNITS; 1.5 PARKING STALLS PER UNIT FOR ALL OTHER UNITS EXCEEDING 25 UNITS

GENERAL NOTES

- UNLESS OTHERWISE STATED HEREIN, THE BASE USE SHALL APPLY.
- THE BUILDING LAYOUTS ARE CONCEPTUAL IN NATURE MINOR ADJUSTMENTS TO THE BUILDING LAYOUT MAY BE PERMITTED.
- NO BUILDING PERMITS SHALL BE ISSUED UNTIL INDIVIDUAL SITE DEVELOPMENT PLANS SUBJECT TO TMC 18.190.060(C) HAVE BEEN REVIEWED AND APPROVED BY THE PLANNING DIRECTOR. THESE SITE PLANS SHALL ADDRESS INDIVIDUAL BUILDING SITE LOCATIONS, OFF-STREET PARKING AND INTERNAL CIRCULATION, FIRE HYDRANTS, LANDSCAPING, PEDESTRIAN CONNECTIVITY, EXTERNAL LIGHTING, SIGNAGE, BUILDING ELEVATIONS, UTILITIES, STORM WATER, RELATIONSHIP OF ADJACENT LOTS, ETC.
- NO BUILDING PERMITS SHALL BE ISSUED UNTIL THE PROPERTY IS PLATTED
- NO BUILDING PERMIT(S) SHALL BE ISSUED UNTIL ALL STORMWATER MANAGEMENT REQUIREMENTS SET FORTH IN THE TOPEKA MUNICIPAL CODE (TMC) ARE MET: INCLUDING APPROVAL OF STORMWATER MANAGEMENT PLAN, GRANTING OF ANY NECESSARY STORMWATER MANAGEMENT, DRAINAGE OR STREAM BUFFER EASEMENTS, AND CONSTRUCTION AND INSPECTION OF ALL STORMWATER MANAGEMENT FACILITIES CONTAINED IN THE APPROVED STORMWATER MANAGEMENT PLAN FOR EACH PHASE AS APPLICABLE.
- NO CITY OF TOPEKA DEVELOPMENT SERVICES PERMITS SHALL BE ISSUED UNTIL ALL CITY OF TOPEKA STORM WATER MANAGEMENT REQUIREMENTS ARE MET INCLUDING: APPROVAL OF STORM WATER MANAGEMENT PLANS AND GRANTING OF ANY NECESSARY STORM WATER MANAGEMENT EASEMENTS.
- BHI DEVELOPMENT INC. OR ITS SUCCESSORS AND ASSIGNS, ("OWNER"), MAY SOLELY INITIATE AMENDMENTS TO SUNFLOWER CROSSING PUD MASTER PLAN. THE TERMS AND PROVISIONS HEREOF SHALL EXTEND TO AND BE BINDING UPON THE HEIR, EXECUTORS, ADMINISTRATORS, TRUSTEES AND ASSIGNS OF BHI DEVELOPMENT INC., SHOULD MORE THAN ONE ENTITY HOLD TITLE, THEN ALL SUCH AFFECTED OWNERS AS DETERMINED BY THE PLANNING DIRECTOR OF ALL SUCH TITLE SHALL BE REQUIRED TO EXECUTE ANY SUCH AMENDMENT.
- PURSUANT TO TMC 18.190, THE APPLICANT MUST RECORD THE MASTER PUD PLAN WITH THE SHAWNEE COUNTY REGISTER OF DEEDS WITHIN SIXTY(60) DAYS UPON APPROVAL OF THE GOVERNING BODY. FAILURE BY THE APPLICANT TO RECORD THE PLAN WITHIN THE PRESCRIBED TIME PERIOD AND PROVIDE THE PLANNING DEPARTMENT WITH THE REQUIRED NUMBER OF COPIES OF THE RECORDED PLAN WITHIN NINETY(90) DAYS OF THE DATE OF ACTION BY THE GOVERNING BODY SHALL RENDER THE ZONING PETITION NULL AND VOID.
- THE DEVELOPMENT MAY BE CONSTRUCTED IN PHASES. PHASE ONE SHALL INCLUDE ALL PUBLIC UTILITIES, ALL PUBLIC STREETS, TOPEKA BOULEVARD TRAFFIC SIGNAL AND IMPROVEMENTS AND LOT 1 DEVELOPMENT. THE PUBLIC STREET SHALL BE CONSTRUCTED AND ACCEPTED FOR MAINTENANCE BY THE CITY OF TOPEKA PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY. IF THE LAND USE THRESHOLD EXCEEDS WHAT IS ALLOWED UNDER THE APPROVED TRAFFIC IMPACT ANALYSIS, A REVISED ANALYSIS MAY BE REQUIRED BY THE CITY TRAFFIC ENGINEER.

VARIANCES

- A VARIANCE TO ALLOW FOR NO PUBLIC SIDEWALK ALONG THE WEST PROPERTY LINE OF LOT 1 AND THE NORTH PROPERTY LINE OF LOT 5.
- A VARIANCE TO REDUCE THE LANDSCAPE BUFFER ALONG THE NORTH PROPERTY LINE OF LOT 1 TO 5' FOOT.
- A VARIANCE TO REDUCE THE REQUIRED OFF-STREET PARKING ON LOTS 4 AND 5 IS APPROVED IN CONJUNCTION WITH APPROVAL OF THE MASTER PLAN.

UTILITY NOTES

- LIGHTING SHALL BE FULL CUT OFF, SHIELDED & RECESSED WITH CUT-OFF ANGLES TO PREVENT THE CAST OF LIGHTING BEYOND THE PROPERTY & NOT EXCEED 3 FOOT CANDLES AS MEASURED AT THE PROPERTY LINE. EXTERIOR LIGHTING SHALL FOLLOW ACCEPTED NATIONAL GUIDELINES FOR PARKING LOT LIGHTING (I.E. CPTED). THE TYPE, ILLUMINATION, POLE HEIGHT & QUANTITY OF NEW PARKING LOT LIGHTINGS SHALL BE APPROVED BY THE TOPEKA PLANNING DEPARTMENT AT THE TIME OF PERMIT APPROVAL BY DEVELOPMENT SERVICES. A FOOT CANDLE ANALYSIS WILL APPROVED AT THE SITE DEVELOPMENT PLAN STAGE.
- WATER AND SEWER WILL BE PROVIDED BY CITY OF TOPEKA WITH ALL CONNECTIONS AND PUBLIC EXTENSIONS BEING MADE AND THE EXPENSE OF THE DEVELOPER. THE FIRE DEPARTMENT SHALL REVIEW AND APPROVE FUTURE PLANS SHOWING FIRE HYDRANT LOCATIONS AND FIRE ACCESS PRIOR TO THE START OF CONSTRUCTION.
- ALL NEW UTILITIES SHALL BE PLACED UNDERGROUND PURSUANT TO THE CITY'S RIGHT-OF-WAY MANAGEMENT STANDARDS.
- MINIMUM 20 FT. WIDE FIRE LANES SHALL BE PROVIDED AND POSTED 'NO PARKING' PURSUANT TO 901.4.2 OF THE UNIFORM FIRE CODE AS REQUIRED. ALL FIRE HYDRANT LOCATIONS SHALL BE APPROVED BY THE CITY OF TOPEKA FIRE DEPARTMENT AS PART OF THE IMPROVEMENT PLANS PRIOR TO THE START OF CONSTRUCTION.

FIRE DEPARTMENT NOTES

- FINAL LOCATION OF ALL FIRE HYDRANTS MUST BE APPROVED BY THE TOPEKA FIRE DEPARTMENT. TRAVEL DISTANCE BETWEEN FIRE HYDRANTS SHALL NOT EXCEED 400 FEET.
- AN ACTIVE FIRE HYDRANT SHALL BE LOCATED WITHIN 400 FEET OF ANY BUILDING TO BE CONSTRUCTED OF COMBUSTIBLE MATERIALS AS PERMITTED BY CODE PRIOR TO COMMENCEMENT OF ABOVE GRADE CONSTRUCTION. LOCATION OF REQUIRED FIRE HYDRANTS SHALL BE REVIEWED AND APPROVED BY THE TOPEKA FIRE DEPARTMENT PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- TEMPORARY CONSTRUCTION ACCESS DRIVES SHALL BE CLEARLY DELINEATED AT ALL TIMES DURING CONSTRUCTION. TEMPORARY ACCESS DRIVES SHALL BE 20 FEET WIDE AND CONSTRUCTED OF A MINIMUM OF SIX INCHES OF CRUSHED STONE OR EQUIVALENT, IN ORDER TO SUPPORT EMERGENCY FIRE AND RESCUE APPARATUS. LOCATION, CONFIGURATION AND MARKING OF TEMPORARY ACCESS DRIVES ARE SUBJECT TO REVIEW AND APPROVAL BY THE TOPEKA FIRE DEPARTMENT. TEMPORARY ACCESS DRIVES SHALL BE MAINTAINED AS REQUIRED BY THE TOPEKA FIRE DEPARTMENT.

LANDSCAPE NOTES

- THERE SHALL BE A MINIMUM 5' LANDSCAPE BUFFER ALONG THE NORTH AND SOUTH PROPERTY LINES OF LOT 1 AND A MINIMUM 20' LANDSCAPE BUFFER ALONG THE EAST AND WEST PROPERTY LINES OF LOT 1.
- LANDSCAPING SHALL BE PROVIDED CONSISTENT WITH TMC 18.235 LANDSCAPING REGULATIONS. THE SPECIFIC POINTS, TYPES, AND QUANTITIES SHALL APPROVED AT THE TIME OF SITE PLAN REVIEW FOR EACH PHASE. ALL APPLICABLE STANDARDS INDICATED IN TMC 18.235, INCLUDING STREET FRONTAGE AND RESIDENTIAL BUFFER, SHALL APPLY UNLESS A VARIANCE IS APPROVED AS SET HEREIN. OTHERWISE, DETAILED LANDSCAPE PLANS SHALL BE SUBMITTED TO THE CITY OF TOPEKA FOR REVIEW AND APPROVAL AS PART OF THE SITE PLAN REVIEW PROCESS.
- THE CARE, MAINTENANCE, AND OWNERSHIP OF COMMON OPEN SPACE, PARKING AREAS, UTILITIES, PRIVATE STREETS, ACCESS WAYS, STORM WATER MANAGEMENT EASEMENTS, FENCING, AND LANDSCAPING SHALL BE THE RESPONSIBILITY OF THE OWNERS, ALL LANDSCAPING SHALL BE INSTALLED PURSUANT TO PHASING SCHEDULE AND PROPERLY MAINTAINED. IF ANY PORTION OF THE LANDSCAPED MATERIAL DIES, IT SHALL BE REPLACED BY THE NEXT PLANTING SEASON.
- STREET TREES SHALL BE PROVIDED ALONG PUBLIC STREET FRONTAGES OF ALL LOTS AT A RATE OF AT LEAST ONE MEDIUM SHADE TREE OR LARGE CANOPY TREE AS LISTED ON CITY OF TOPEKA RECOMMENDED SPECIES LIST, OR APPROVED EQUIVALENT, PER 50 FEET OF PUBLIC STREET FRONTAGE EXCLUSIVE OF DRIVEWAYS. A DIVERSITY OF TREE SPECIES WITHIN THE AREA OF THE PUD IS REQUIRED. INCLUSION OF MEDIUM OR LARGE TREES IS ENCOURAGED WHERE IT IS POSSIBLE CONSIDERING UTILITIES AND OTHER SITE CONSTRAINTS. WHERE UNDERSTORY OR ORNAMENTAL TREES (PER CITY OF TOPEKA RECOMMENDED SPECIES LIST) ARE USED, THEY SHALL BE PLANTED AT A RATE OF AT LEAST ONE TREE PER 40 FEET OF STREET FRONTAGE. TREES ALONG STREET FRONTAGE SHALL BE PLANTED WITHIN 15 FEET OF THE PROPERTY LINE AT THE EDGE OF STREET RIGHT-OF-WAY WHERE POSSIBLE, ALTHOUGH STREET TREES MAY BE LOCATED FURTHER FROM THE PROPERTY LINE OR CLUSTERED WHEN CIRCUMSTANCES DICTATE, SUCH AS CORNER LOTS WHERE TREES WOULD CONFLICT WITH THE SIGHT TRIANGLE, OVERHEAD UTILITY LINES, OR OTHER UTILITIES.
- TREES SHALL BE PROVIDED ALONG THE EAST 400 FEET OF THE SOUTH LOT LINE OF LOT 5 WHERE IT ABUTS INTERSTATE 470 AT A RATE OF AT LEAST ONE MEDIUM SHADE TREE OR LARGE CANOPY TREE AS LISTED ON CITY OF TOPEKA RECOMMENDED SPECIES LIST, OR ACCEPTABLE EQUIVALENT, PER 70 FEET OF THE LOT LINE. FEWER THAN ONE HALF OF THE REQUIRED TREES ALONG SAID LOT LINE MAY CONSIST OF UNDERSTORY, ORNAMENTAL, OR CONIFEROUS TREES PER THE CITY OF TOPEKA RECOMMENDED SPECIES LIST, OR ACCEPTABLE EQUIVALENT, AT A RATE OF ONE TREE PER 50 FEET OF THE LOT LINE. TREES SHALL BE PLANTED WITHIN 30 FEET OF THE LOT LINE AND MAY BE LOCATED IN THE RIGHT-OF-WAY IF APPROVED BY KANSAS DEPARTMENT OF TRANSPORTATION.

SIGNAGE NOTES

- SIGNS SHALL BE APPROVED BY SEPARATE SIGN PERMIT APPLICATION AS SET FORTH BY TMC DIVISION 18.10 SIGN CODE FOR THE APPLICABLE USE GROUP OR AS REQUIRED BELOW.
- INCIDENTAL SIGNS SHALL BE PERMITTED IN ACCORDANCE WITH TMC 18.10.
- TMC 18. DIVISION 2 SIGNS SHALL GOVERN ALL OTHER SIGNS UNLESS SPECIFICALLY STATED HERE IN AND IN ACCORDANCE WITH THE FOLLOWING:
 - A MAXIMUM OF ONE (1) FREE-STANDING SIGN SHALL BE PERMITTED AND LOCATED AS FOLLOWS:
 - ONE MONUMENT STYLE, MULTI-TENANT CENTER SIGN AT THE NW OR SW CORNER OF JAMESON DRIVE AND TOPEKA BOULEVARD NOT TO EXCEED THIRTY FEET (30') IN OVERALL HEIGHT AND 250 SQUARE FEET OF TENANT COPY AREA PER SIDE. TENANT COPY AREA MAY INCLUDE ONE ELECTRONIC MESSAGE CENTER NOT TO EXCEED 60 SQUARE FEET PER SIDE. THE EXTERIOR BASE OF THE SIGN SHALL BE CONSTRUCTED USING AN EXTERIOR MATERIAL COMPATIBLE WITH THE BUILDINGS ON THE LOT AND ADJACENT LOTS WITHIN THE PLANNED UNIT DEVELOPMENT.
 - IN ADDITION TO THE TENANT COPY ON CENTER SIGN, CENTER SIGN MAY INCLUDE UP TO 150 SQUARE FEET OF COPY PER SIDE TO INCLUDE THE CENTER NAME AND LOGO PROVIDED SAID COPY CONSISTS OF PAN CHANNEL LETTERS OR OTHER INDIVIDUAL LETTERS CONSTRUCTED OF A DURABLE AND RIGID MATERIAL PERMITTED.
 - INDIVIDUAL FREE-STANDING BUILDING SITE SIGNS:
 - NO MORE THAN ONE MONUMENT STYLE ON PREMISE SIGN TO A MAXIMUM HEIGHT OF 15 FEET AND MAXIMUM AREA OF 80 SQUARE FEET SHALL BE ALLOWED ON EACH LOT 1, 2, AND 3 IN ADDITION TO THE ABOVE LISTED SIGNS.
 - NO MORE THAN TWO MONUMENT STYLE ON PREMISE SIGNS TO A MAXIMUM HEIGHT OF 15 FEET AND MAXIMUM AREA OF 80 SQUARE FEET SHALL BE ALLOWED ON EACH LOT 5 IN ADDITION TO THE ABOVE LISTED SIGNS
 - ON PREMISE FREE-STANDING SIGNS ARE PERMITTED ON LOT 4 IN ACCORDANCE WITH THE REQUIREMENTS FOR THE ZONING AND LAND USE FOR LOT 4.
 - INDIVIDUAL FREE-STANDING BUILDING SITE SIGNS SHALL BE LOCATED NO CLOSER THAN 75 FEET FROM ANY OTHER INDIVIDUAL FREE-STANDING BUILDING SITE SIGN OR CENTER SIGN.
 - NO MORE THAN ONE INCIDENTAL SIGN TO A MAXIMUM HEIGHT OF 25 FEET AND A MAXIMUM AREA OF 130 SQUARE FEET PER SIDE SHALL BE ALLOWED ON LOT 1 LOCATED AT THE TRUCK SCALE IMMEDIATELY WEST OF THE TRUCK FUEL PUMPS AND A MINIMUM OF 100 FEET FROM THE SOUTH AND WEST LOT LINES AND NO CLOSER THAN 300 FEET FROM THE NORTH LOT LINE.
 - FREE STANDING INCIDENTAL SIGNS (I.E. SMALL DIRECTIONAL SIGNS, RESTAURANT MENU BOARDS, ETC.) ARE PERMITTED IN ACCORDANCE WITH THE TOPEKA SIGN CODE.
 - ONE FREE-STANDING ILLUMINATED SIGN WITH ELECTRONIC MESSAGE CENTER ALONG THE SOUTH LOT LINE OF LOT 5 NOT TO EXCEED FIFTY-FIVE FEET (55') IN OVERALL HEIGHT AND 300 SQUARE FEET OF TOTAL AREA PER SIDE. AREA MAY INCLUDE ONE ELECTRONIC MESSAGE CENTER NOT TO EXCEED 50 SQUARE FEET PER SIDE. THE EXTERIOR BASE OF THE SIGN SHALL BE CONSTRUCTED USING AN EXTERIOR MATERIAL COMPATIBLE WITH THE BUILDINGS ON THE LOT AND ADJACENT LOTS WITHIN THE PLANNED UNIT DEVELOPMENT.

CIRCULATION, PARKING & TRAFFIC NOTES

- HANDICAP SPACES SHALL MEET MINIMUM ADA CRITERIA WITH A MINIMUM OF 9 HANDICAP SPACES PER 401-500 PARKING SPACES.
- A 40 FT. SIGHT TRIANGLE, MEASURED FROM THE FACE OF CURB EXTENDED, SHALL BE MAINTAINED AT ALL ENTRANCES; NO OBSTRUCTIONS GREATER THAN (30) INCHES ABOVE GRADE OF ANY ADJACENT STREET OR ENTRANCE MAY BE PLACED WITHIN THIS AREA.
- ACCESS OPENINGS SHALL BE ALLOWED AS DEPICTED ON THE PLAN.
- ALL PUBLIC IMPROVEMENTS SHALL BE DESIGNED AND CONSTRUCTED USING CITY OF TOPEKA STANDARDS AND SPECIFICATIONS.
- ALL DRIVES, LANES & PRIVATELY OWNED ACCESS WAYS PROVIDING ACCESSIBILITY TO STRUCTURES, BUILDINGS AND USES WITHIN THE PLANNED UNIT DEVELOPMENT SHALL BE CONSIDERED AND SERVE AS MUTUAL RIGHTS OF ACCESS TO OWNERS, TENANTS, INVITED GUESTS, CLIENTS, EMPLOYEES, CUSTOMERS,SUPPORT AND UTILITY PERSONNEL AND EMERGENCY SERVICE PROVIDERS, INCLUDING LAW ENFORCEMENT, FIRE PROTECTION AND AMBULANCE SERVICES. ALL ACCESS WAYS PROVIDING GENERAL ACCESSIBILITY TO, AND CIRCULATION AMONG, THE USES WITHIN THE PLANNED UNIT DEVELOPMENT SHALL BE MAINTAINED AT ALL TIMES IN GOOD SERVICEABLE CONDITION WITH THE MAINTENANCE OF SAID ACCESS WAYS BEING THE RESPONSIBILITY OF THE OWNER.
- ALL ROADWAY IMPROVEMENTS REQUIRED FOR EACH DEVELOPMENT PHASE SHALL BE UNDER CONTRACT FOR COMPLETION PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY FOR ANY BUILDINGS WITHIN PHASE 1 AS DESCRIBED IN THE PHASING SCHEDULE SET FORTH HEREIN.
- OFF-STREET PARKING, INCLUDING BICYCLE PARKING SHALL GENERALLY BE PROVIDED IN ACCORDANCE WITH TMC 18.240.020 UNLESS STATED OTHERWISE HEREIN. ALL PARKING, DRIVES APPROACHES, AND WALKS SHALL BE IMPROVED TO CITY OF TOPEKA STANDARDS.

BUILDING ELEVATION NOTES

- MINOR ADJUSTMENTS TO THESE DESIGN GUIDELINES MAY BE APPROVED ADMINISTRATIVELY BY THE PLANNING DIRECTOR AT THE SITE DEVELOPMENT STAGE PROVIDED THE ARCHITECTURAL INTENT IS BEING MET.
- COMPLIANCE WITH THE TYPE B BUILDING DESIGN GUIDELINES SET FORTH IN TOPEKA MUNICIPAL CODE SECTION 18.275 SHALL BE MET AT AND APPROVED BY THE PLANNING DEPARTMENT AT THE TIME OF SITE PLAN REVIEW.

LEGAL DESCRIPTION

DESCRIBED BY CHRIS HUMPHREY, PS#-1557, ON MAY 14, 2024, AS FOLLOWS:

A TRACT OF LAND IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH° P.M., CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS,

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID NORTHEAST QUARTER, THENCE NORT 1 DEGREE 26 MINUTES 34 SECONDS WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 480.15 FEET, THENCE SOUTH 88 DEGREES 33 MINUTES 26 SECONDS WEST A DISTANCE OF 153.34 FEET TO THE POINT OF BEGINNING, SAID POINT BEING THE SOUTHEAST CORNER OF LOT 1, BLOCK A, BRIGGS 1ST ADDITION, AS RECORDED IN BOOK 45, PAGE 36, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE ON APRIL 2ND, 2008,

THENCE SOUTH 84 DEGREES 27 MINUTES 36 SECONDS WEST ALONG THE SOUTHERLY LINE OF LOT 1, BLOCK A, BRIGGS SUBDIVISION, A DISTANCE OF 510.38 FEET TO THE SOUTHEASTERLY CORNER OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION, AS RECORDED IN BOOK 29, PAGE 105, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE, ON JUNE 10TH, 1981; THENCE ALONG THE SOUTHERLY AND WESTERLY LINES OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION FOR THE FOLLOWING FOUR COURSES:

SOUTH 80 DEGREES 30 MINUTES 59 SECONDS WEST, A DISTANCE OF 35.75 FEET; SOUTH 88 DEGREES 21 MINUTES 26 SECONDS WEST A DISTANCE OF 77.91 FEET; NORTH 54 DEGREES 37 MINUTES 44 SECONDS WEST A DISTANCE OF 268.51 FEET; NORTH 0 DEGREES 24 MINUTES 43 SECONDS EAST A DISTANCE OF 27.96 FEET.

THENCE NORTH 88 DEGREES 29 MINUTES 24 SECONDS EAST A DISTANCE OF 2.82 FEET; THENCE NORTH 1 DEGREE 30 MINUTES 36 SECONDS WEST A DISTANCE OF 60.00 FEET; THENCE NORTH 1 DEGREE 12 MINUTES 11 SECONDS WEST A DISTANCE OF 629.69 FEET TO A POINT ON THE SOUTHERLY LINE OF BEARD SUBDIVISION, AS RECORDED IN BOOK 28, PAGE 78 IN THE SHAWNEE COUNTY, REGISTER OF DEEDS OFFICE, ON SEPTEMBER 20TH, 1977 ; THENCE NORTH 88 DEGREES 25 MINUTES 13 SECONDS EAST, ALONG SAID SOUTHERLY LINE, A DISTANCE OF 515.38 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF BEARD SUBDIVISION; THENCE NORTH 88 DEGREES 22 MINUTES 53 SECONDS, ALONG SAID SOUTHERLY LINE A DISTANCE OF 400.15 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH TOPEKA BOULEVARD;

THENCE ALONG SAID WESTERLY LINE FOR THE FOLLOWING FOUR COURSES:

SOUTH 1 DEGREE 15 MINUTES 15 SECONDS EAST A DISTANCE OF 255.94 FEET; THENCE SOUTH 1 DEGREE 25 MINUTES 44 SECONDS EAST A DISTANCE OF 364.64 FEET; THENCE SOUTH 40 DEGREES 15 MINUTES 38 SECONDS WEST A DISTANCE OF 72.69 FEET; THENCE SOUTH 10 DEGREES 37 MINUTES 46 SECONDS WEST A DISTANCE OF 168.12 FEET TO THE POINT OF BEGINNING.

CONTAINING 761,851 SQUARE FEET (GROSS) 665,285 SQUARE FEET (LESS RIGHT-OF-WAY) OR 17.49 ACRES (GROSS) 15.27 ACRES (LESS RIGHT-OF-WAY), MORE OR LESS.

CERTIFICATION OF MASTER PUD PLAN APPROVAL

THIS PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN HAS BEEN REVIEWED AND APPROVED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 18.190 OF THE COMPREHENSIVE ZONING REGULATIONS OF THE CITY OF TOPEKA AND SHAWNEE COUNTY, KANSAS AND MAY BE AMENDED ONLY AS PRESCRIBED IN TMC 18.190.070 AND AS SET FORTH ON THIS DOCUMENT OR AS MAY SUBSEQUENTLY BE APPROVED AND RECORDED.

DAN WARNER, PLANNING DIRECTOR

DATE

SECRETARY TO PLANNING COMMISSION

BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 2024 BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE CAME DAN WARNER WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHO EXECUTED THE WITHIN INSTRUMENT OF WRITING, AND SUCH PERSON DULY ACKNOWLEDGED THE EXECUTION OF THE SAME.

IN WITNESS WHEREOF, I HEREBY SET MY HAND AND AFFIX MY NOTARIAL SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

OWNER CERTIFICATE

BHI DEVELOPMENT INC., OWNER, AGREES TO COMPLY WITH THE CONDITIONS AND RESTRICTIONS AS SET FORTH ON THE MASTER PUD PLAN.

IN TESTIMONY WHEREOF: BHI DEVELOPMENT INC., THE OWNERS OF THE ABOVE DESCRIBED PROPERTY HAS SIGNED THESE PRESENTS THIS _____ DAY OF _____, 2024.

RUSSELL K BRIGGS
BHI DEVELOPMENT INC.

BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 2024 BEFORE ME, A NOTARY

PUBLIC IN AND FOR SAID COUNTY AND STATE CAME RUSSELL K BRIGGS OF BHI DEVELOPMENT INC. OWNERS OF THE ABOVE DESCRIBED PROPERTY.

I HEREBY SET MY HAND AND AFFIX MY NOTARIAL SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

SUNFLOWER CROSSING PLANNED UNIT DEVELOPMENT MASTER PLAN

BOOK _____ PAGE _____
DATE _____ TIME _____

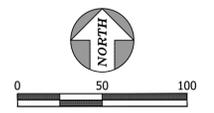
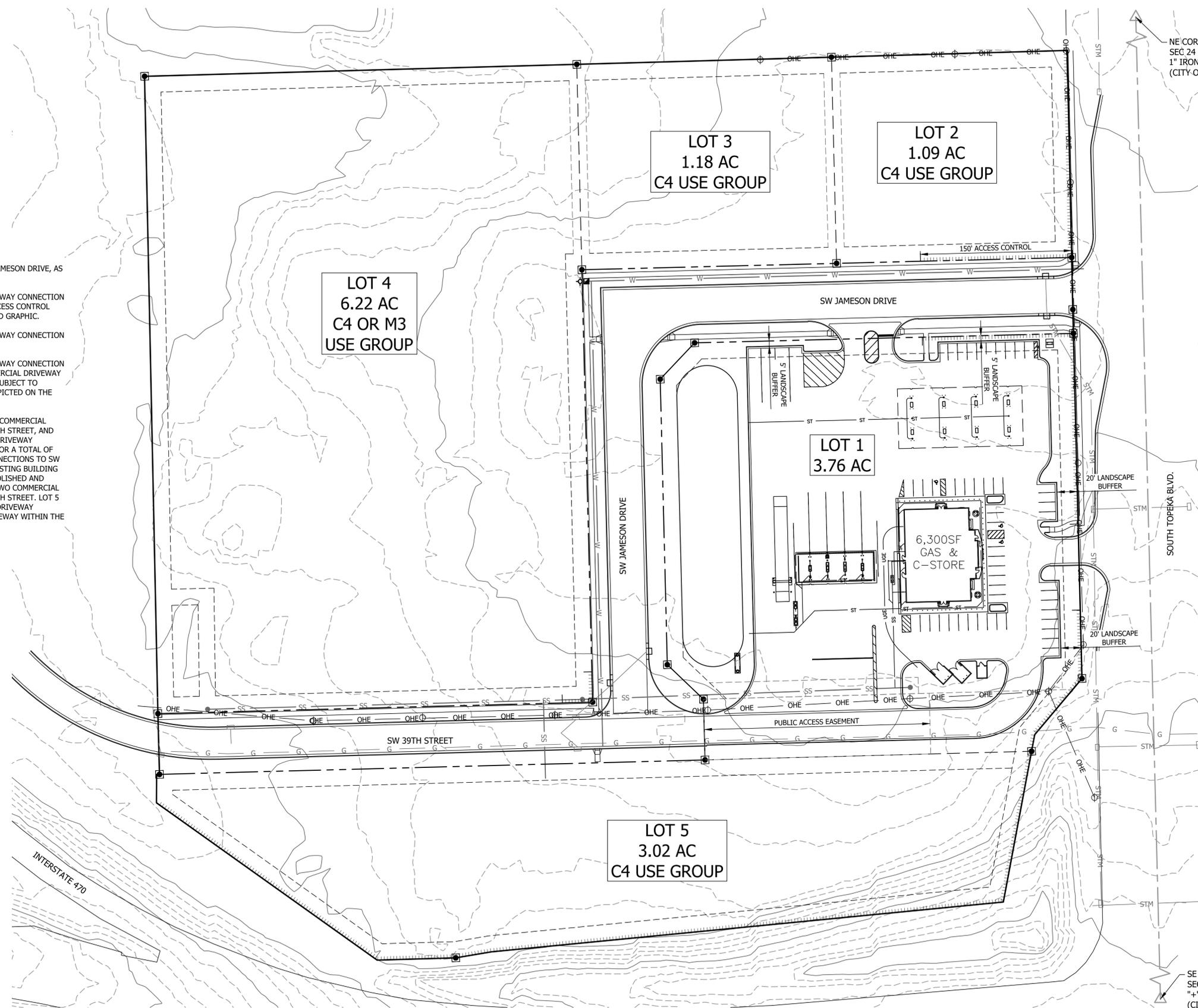
NE COR
SEC 24 T12S R15E
1" IRON BAR IN MON. BOX
(CITY OF TOPEKA)

LEGEND

- WATER METER
- WATER VALVE
- FIRE HYDRANT
- STREET LIGHT
- POWER POLE
- GUY POLE
- TRANSFORMER/ELECTRIC PAD
- ELECTRIC METER
- CABLE TV PEDESTAL
- GAS METER
- GAS VALVE
- GAS TEST STATION
- TELEPHONE PEDESTAL
- TELEPHONE POLE
- EXISTING MANHOLE
- TRAFFIC MANHOLE
- DOWN GUY
- BILLBOARD
- POST
- SIGN
- SECTION CORNER
- RIGHT OF WAY LINE
- LOT LINE
- SECTION LINE
- EASEMENT LINE
- SS SANITARY SEWER
- STM STORM SEWER
- OHE OVERHEAD POWER
- UT UNDERGROUND TELEPHONE
- UE UNDERGROUND POWER
- G GAS LINE
- UC UNDERGROUND CABLE TV
- W WATER LINE
- 920 EXISTING CONTOUR
- 920 PROPOSED CONTOUR

PUD DRIVEWAY NOTES

- LOT 1 SHALL HAVE DRIVEWAY ACCESS TO JAMESON DRIVE, AS DEPICTED ON THE PUD GRAPHIC.
- LOT 2 SHALL HAVE ONE COMMERCIAL DRIVEWAY CONNECTION TO JAMESON DRIVE, SUBJECT TO ACCESS CONTROL RESTRICTIONS DEPICTED ON THE PUD GRAPHIC.
- LOT 3 SHALL HAVE ONE COMMERCIAL DRIVEWAY CONNECTION TO JAMESON DRIVE.
- LOT 4 SHALL HAVE ONE COMMERCIAL DRIVEWAY CONNECTION TO JAMESON DRIVE AND ONE COMMERCIAL DRIVEWAY CONNECTION TO SW 39TH STREET, SUBJECT TO ACCESS CONTROL RESTRICTIONS DEPICTED ON THE PUD GRAPHIC.
- LOT 5 SHALL MAINTAIN THE EXISTING TWO COMMERCIAL DRIVEWAY CONNECTIONS TO SW 39TH STREET, AND ALSO HAVE ONE NEW COMMERCIAL DRIVEWAY CONNECTION TO SW 39TH STREET, FOR A TOTAL OF THREE COMMERCIAL DRIVEWAY CONNECTIONS TO SW 39TH STREET. IN THE EVENT THE EXISTING BUILDING AND PARKING LOT ON LOT 5 IS DEMOLISHED AND RE-DEVELOPED, LOT 5 SHALL HAVE TWO COMMERCIAL DRIVEWAY CONNECTIONS TO SW 39TH STREET. LOT 5 WILL ALSO HAVE ONE COMMERCIAL DRIVEWAY CONNECTION TO THE PLANNED DRIVEWAY WITHIN THE PUBLIC ACCESS EASEMENT ON LOT 1.



ueg united engineering group
 4501 NW Oakley Ave, Suite 232 | Topeka, KS 66618
 Phone: 785.806.2806 | www.unitedeng.com

SE COR NE 1/4
SEC 24 T12S R15E
"+" CUT IN CONCRETE
(CITY OF TOPEKA)



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

| | | | |
|------------------------------|-------------------------------------------------------------|--------------------|---------------|
| DATE: | August 20, 2024 | | |
| CONTACT PERSON: | Dan Warner, AICP, Planning Division Director | DOCUMENT #: | P24/11 |
| SECOND PARTY/SUBJECT: | BHI Development Inc. / Jerry Rousch | PROJECT #: | N/A |
| CATEGORY/SUBCATEGORY | 017 Plats/002 Final | | |
| CIP PROJECT: | No | | |
| ACTION OF COUNCIL: | | JOURNAL #: | |
| | | PAGE #: | |

DOCUMENT DESCRIPTION:

ACCEPTANCE OF LAND DEDICATIONS in the Final Plat for Sunflower Crossing Subdivision on property containing 17.49 acres at the northwest corner of the intersection of SW Topeka Blvd and Interstate 470 within the City of Topeka, Shawnee County Kansas. (P24/11) (Council District No. 5)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval will facilitate the redevelopment of the property for a mix of commercial and multiple-family dwellings by providing the necessary easements and rights-of-way for utilities and public streets in the subdivision.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to accept or reject the dedications of land for public purposes (e.g. easements and rights-of-way). The City-maintained infrastructure will include sanitary, storm, water, and public streets.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to accept the dedications of land identified in the final plat for Sunflower Crossing Subdivision.

BACKGROUND:

Sunflower Crossing is a five-lot subdivision intended for a mix of commercial and multiple-family residential

development. The subdivision plat includes vacation of unimproved street right-of-way and new right-of-way for SW Jameson Drive.

The Planning Commission moved to approve the preliminary and final plats of the subdivision for Sunflower Crossing by a vote of 8-0-0 at its July 15, 2024 meeting as recommended by the City of Topeka Planning Department staff.

BUDGETARY IMPACT:

The public street, sanitary sewer, storm sewer, and water will be constructed by the developer as a developer improvement project. Upon construction, the City of Topeka will accept the streets and public utilities (sanitary, water) for maintenance.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Presentation

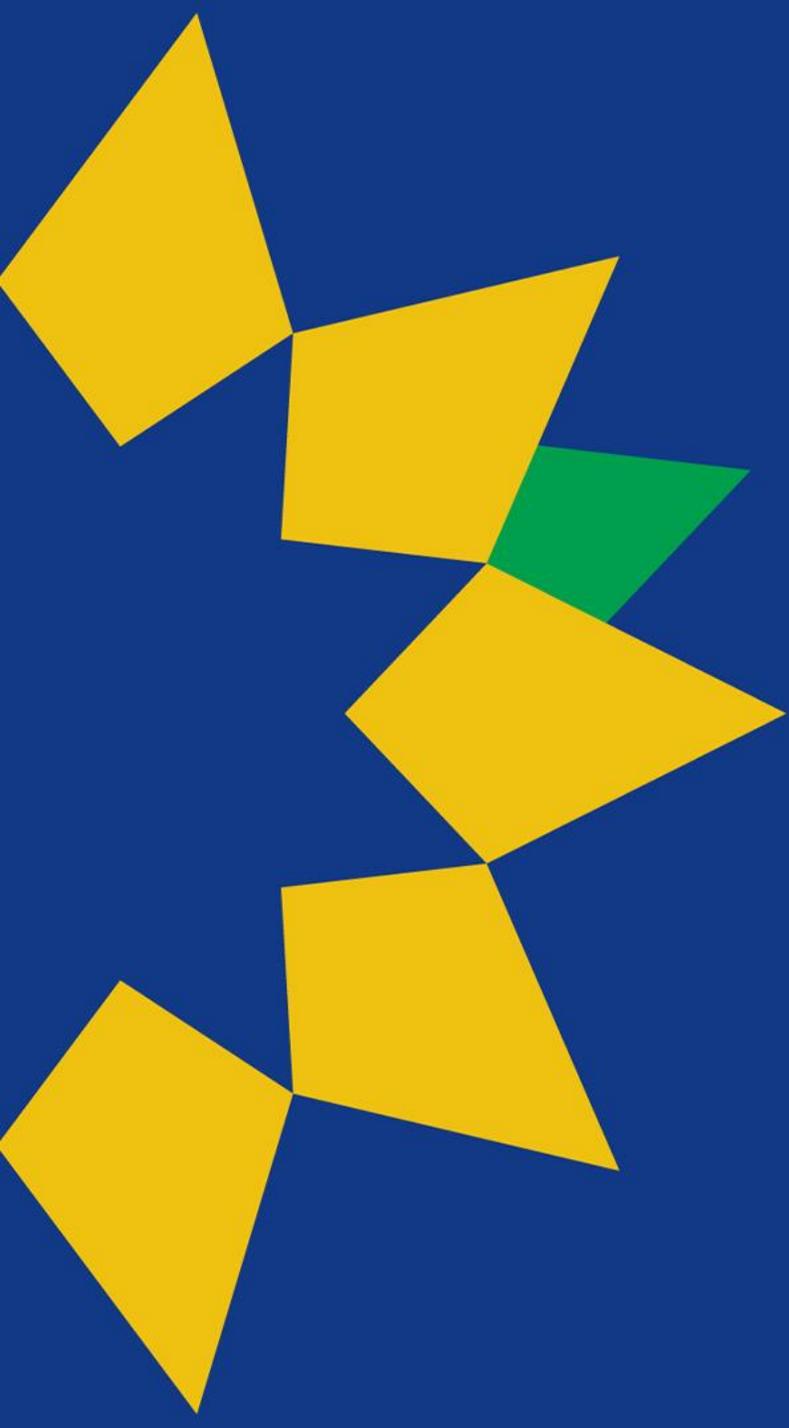
Planning Commission Meeting Minutes P24/11 - July 15, 2024

Staff Report

Aerial Map

Final Plat

Preliminary Plat



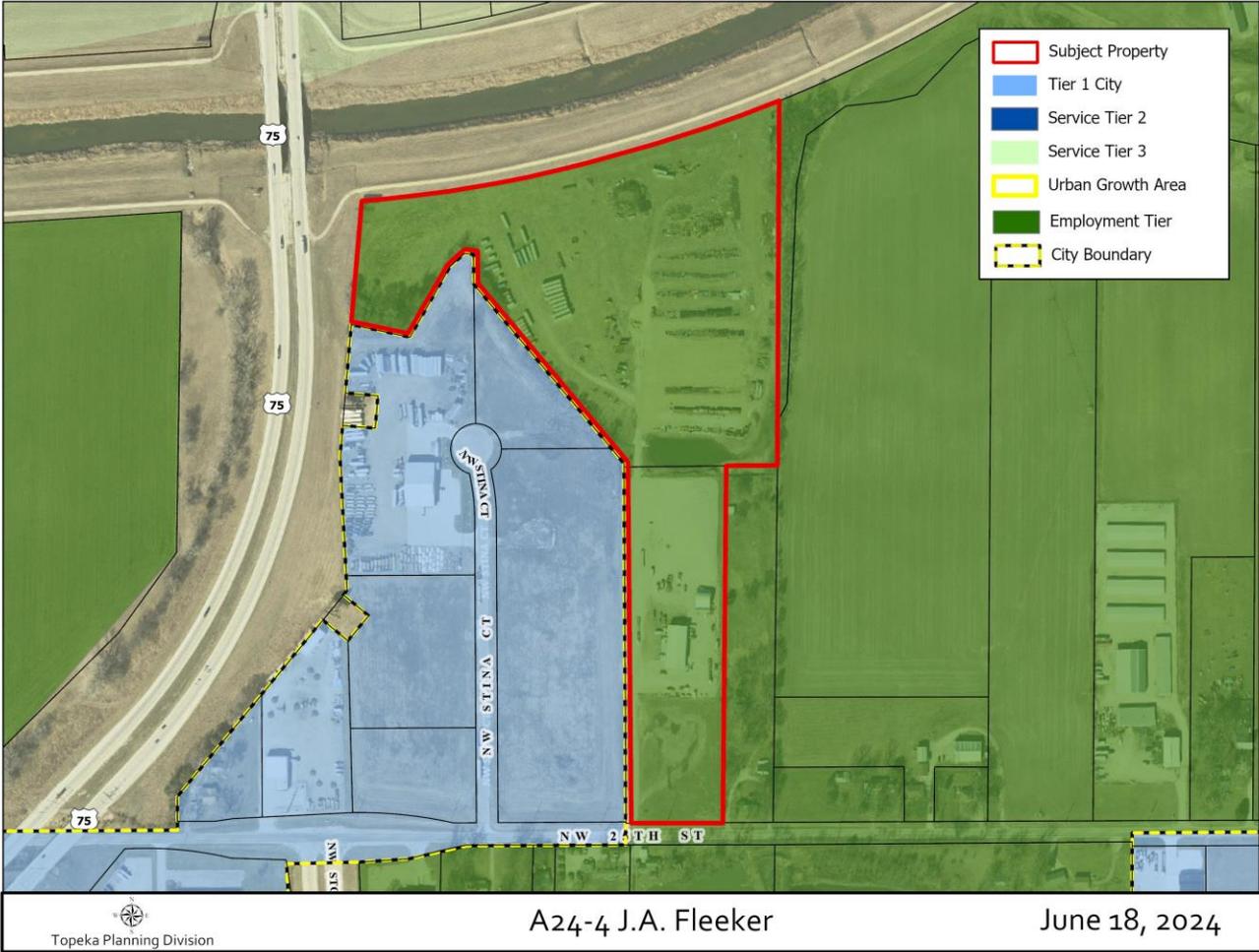
**CITY OF
TOPEKA**



**A24/04 J.A. Fleeker Annexation
PUD24/11 Sunflower Crossing Master
PUD Plan
P24/11 Sunflower Crossing
Subdivision**

Dan Warner, AICP, Planning Director

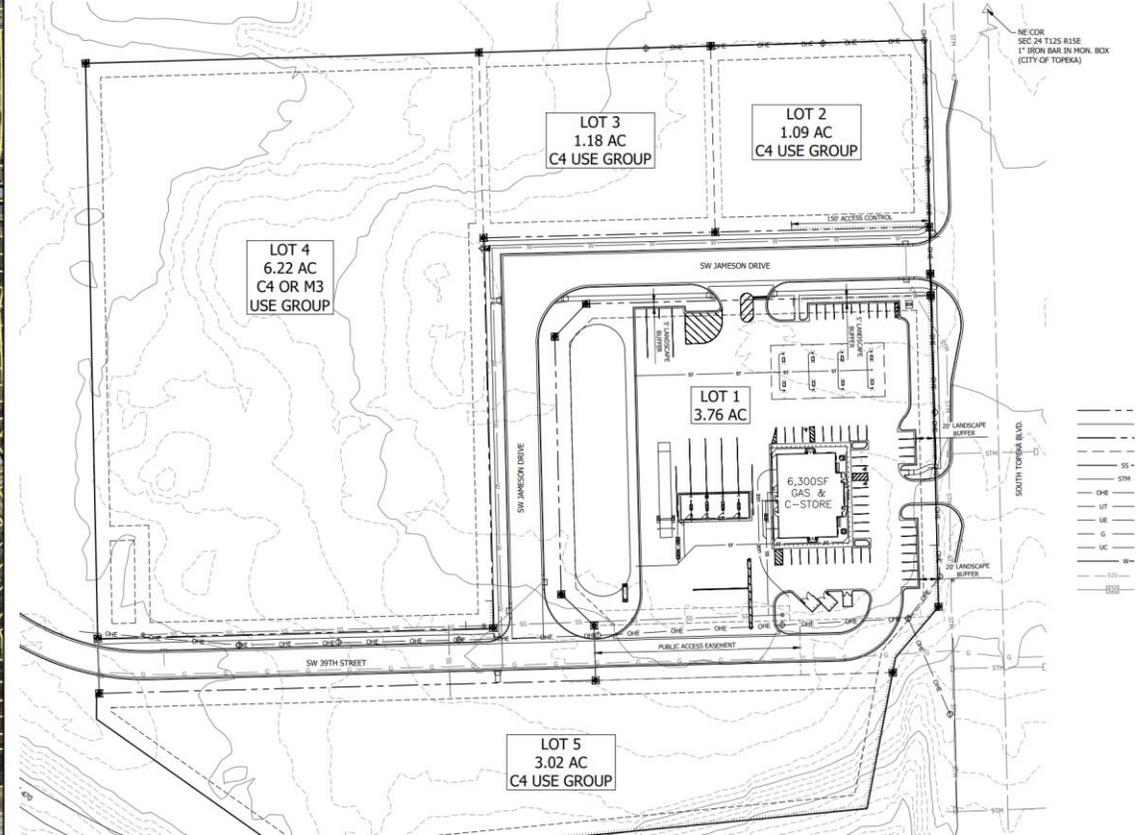
A24/04 J.A. Fleeker Annexation



PUD24/09 Sunflower Crossing Master PUD Plan



SUNFLOWER CROSSING PLANNED UNIT DEVELOPMENT MASTER PLAN





CITY OF
TOPEKA

TOPEKA PLANNING COMMISSION

Monday, July 15, 2024

CASE MINUTES

Members present: Willie Brooks, Corey Dehn, Jennifer Hannon, Del-Metrius Herron, Jim Kaup, Katy Nelson, Donna Rae Pearson, and Jim Tobaben (8)

Members Absent: William Naeger (1)

Staff Present: Rhiannon Friedman, Planning & Development Director; Michael Hall, Land Use Manager; Ann Marie Driver, Planner; Bryson Risley, Planner; Amanda Tituana-Feijoo, Administrative Officer; Matthew Mullen, Legal

PUD24/11 Sunflower Crossing Subdivision (Preliminary and Final Plat Phases) by BHI Developments on a 17.49 – acre property generally located at the northwest intersection of SW Topeka Blvd and Interstate 470, and including property located south of SW 39th St, the center line of the tract being approximately 600 ft from SW Topeka Blvd and 780 ft from Interstate 470.

- Sunflower Crossing Subdivision Plat was discussed previously while Sunflower Crossing Master PUD was discussed.

Staff:

Ann Marie Driver presented the staff report and staff's recommendations of approval.

Motion by Commissioner Dehn, **second** by Commissioner Brooks to move approval of the final plat for Sunflower Crossing Subdivision to the governing body for acceptance of land to be dedicated for public purposes subject to the conditions in the staff report. **Approved 8-0-0**

STAFF REPORT - SUBDIVISION

CITY OF TOPEKA PLANNING DEPARTMENT

Preliminary Plat Phase

[Preliminary and Final Plat]

Final Plat Phase

RECOMMENDATION: Based upon the findings and staff analysis below, the Planning & Development Department recommends the preliminary and final plat phases of Sunflower Crossing Subdivision be **APPROVED** and forwarded to the City Council for its acceptance of land to be dedicated for public purposes, subject to the conditions in the staff report stated below.

RECOMMENDED MOTION: I move to forward approval of the final plat for Sunflower Crossing Subdivision to the Governing Body for acceptance of land to be dedicated for public purposes subject to the conditions in the staff report stated below.

NAME: Sunflower Crossing Subdivision [P24/11]

OWNER/DEVELOPER: BHI Development Inc.

ENGINEER/SURVEYOR: United Engineering / John Ladson P.E.

STAFF: Ann-Marie Driver, AICP, Planner II

GENERAL LOCATION: On properties generally located at the northwest intersection of Interstate 470 and SW Topeka Blvd and addressed as 3847 SW Topeka Blvd, 555 SW 39th Street, 540 and 532 SW 39th Street

PARCEL ID NUMBERS: 1462401001020000, 1462401004001000, 1462401001017000, 1462401001016000

JURISDICTION: Class "A" Subdivision – within the corporate limits of the City of Topeka

| Area | # of Lots | Residential Density | Proposed Land Use | Proposed Zoning |
|------------------------------------------------------|-----------|------------------------------|----------------------------------------------------------------------|-------------------------------------------------------|
| 17.49 acres (15.27 excluding rights of way) | 5 lots | Lot 4 (32 units per acre) | Commercial (Lots 1-3, 5); Multiple Family Dwellings (Lot 4) | "PUD" Planned Unit Development (C-4 / M-3 uses) |

Zoning Case: PUD24/09 – There is a pending application that is proposed in conjunction with this application to rezone the properties from C-4 Commercial District and R-1 Single Family Dwelling District all to PUD Planned Unit Development to facilitate a mix of commercial and multiple-family residential uses along the commercial corridor.

Design: The re-plat is located at the northwest corner of Interstate 470 and SW Topeka Boulevard and contains five lots for the purpose of a mixed use commercial and multiple – family residential development project. The purpose of the subdivision plat is to facilitate a mixed use redevelopment (residential and commercial) along SW Topeka Blvd by providing for public rights-of-way and public utility easements that will enable required infrastructure to serve the proposed lots. The plat proposes a 75' wide right of way for Jameson to accommodate a wider street as needed for the circulation of semi-trucks accessing Lot 1. A variance is requested along the west side of Lot 1 to eliminate the requirement for a public sidewalk along one side of the street due to the desire to discourage pedestrians crossing on this side of Lot 1 where semi-truck trailers will make deliveries to this lot. Traffic Engineering has approved the variance to the sidewalk along the east side of Lot 1 because it is required based on semi- truck turning templates.

BACKGROUND: The site has remained vacant since at least 2009 when Howard Johnson’s restaurant and motel was located on the site. The site has been used for various stockpiling of fill and as a temporary semi -trailer parking site during COVID in 2020-21.

SERVICES AND FACILITIES:

1. **WATER SERVICE:** The development will be serviced by the extension of, and connection to, City of Topeka public water supply with all extensions and connections being at the expense of the developer. Public Improvement Plans will be approved by the City Engineer and under contract for construction prior to issuance of a Certificate of Occupancy for any lots in the subdivision.
2. **SEWAGE DISPOSAL:** The development will be served by the extension of, and connection to, City of Topeka public sanitary sewer with all extensions and connections being at the expense of the developer. Public Improvement Plans will be approved by the City Engineer and under contract for construction prior to issuance of a Certificate of Occupancy of any lots in the subdivision.
3. **WASTEWATER PLAN SERVICE AREA:** The property is located within the Urban Service Area (city limits) of the Land Use and Growth Management Plan -2040, which requires service by a sanitary sewer system. In this respect, the proposal is in full compliance with said Plan.
4. **STORMWATER CONDITIONS:** The applicant’s civil engineering consultant provided a Stormwater Report at the time of subdivision plat demonstrating proposed versus existing development for the subdivision in its entirety. The City of Topeka Stormwater Engineer provided comments in a memo dated June 11, 2024 and conditionally approved the report based upon the submittal of a stormwater management plan addressing all water quality and quantity Best Management Practices (i.e. Detention and treatment of water runoff) be provided at the time of site plan review. The existing report was written as a baseline report for future development rather than a full Stormwater Management Plan since deviations from this conceptual site design are very likely as each site develops at the time of site plan review application. However, the report did indicate the sizing and capacity of the downstream pipes are questionable and the detention ponds for each phase will need to be sized accordingly, which will depend upon actual impervious surface proposed at the time site’s development. For these reasons, the consultants only submitted a baseline drainage report to the Department of Utilities. The consultant does not have what is required to prepare a full stormwater management plan at this time since the proposed amount of new impervious surface will change.
5. **STREET PLAN/ACCESS:** Access to the proposed lots will be provided by means of the extension of SW Jameson Drive (public street). A Traffic Impact Analysis was approved by the City Traffic

Engineer and required substantial public street improvements. Public improvement plans for SW Jameson Drive will be approved prior to issuance of building permits and at the time of site plan review application. The developer shall be responsible for all public improvements to SW Topeka Blvd. The developer is not responsible for the recommendations of the TIA related to the 470 and Topeka Blvd intersection.

Following are proposed public improvements required at SW Topeka Blvd, internal drives and I-470 interchange:

- *New traffic signal at Jameson Drive and Topeka Blvd and separate eastbound left and right turn lanes.*
 - *Sidewalks along both sides of Drive 1 (Jameson Dr.) and along both sides of SW 39th Street. A variance was approved for the sidewalk along the east side of Jameson, as needed, to allow for appropriate semi-turning widths.*
 - *Improvements at I-470 ramps and Topeka Blvd intersection, including yield signage, right – turn re-configuration, traffic signal clearances.*
 - *Install dual east bound left turn lane at I-470 and Topeka Blvd. with minimum of 300 ft. of storage plus taper along with partial signal modifications at the existing signal.*
6. FIRE DISTRICT: The City of Topeka Fire Department indicated hydrant spacing may be an issue and verification is needed that the fire-flow requirements and hydrant spacing is addressed in accordance with the IFC 2021. Plans do not accurately depict the existing two hydrants shown on City of Topeka utility maps.
 7. STREAM BUFFER: Not Applicable
 8. SCHOOL DISTRICT: USD No. 501 – Topeka Unified School District
 9. PARKS/OPEN SPACE: The developer will be assessed a Parkland Dedication exaction of \$117 per multiple – family residential unit (\$23,400 total for the anticipated 200 unit development) at the time of Building Permit issuance subject to subdivision regulation section TMC 18.40.130.

WAIVER/VARIANCE TO STANDARDS: A variance to remove the public sidewalk along the west side of Lot 1 is recommended by the Planning Department. This proposed land use and design of the subdivision necessitates the need for the variance in order to discourage pedestrian traffic along the west side of Lot 1. SW Jameson is designated as an industrial collector because of the volume of semi-trucks that will enter/exit the fuel pumps proposed on Lot 1 and a stormwater detention pond on the west portion of Lot 1. Staff believes this design justifies a waiver of the sidewalk requirement along this side of Lot 1.

CAPITAL IMPROVEMENT PLAN (CIP): The 2025-35 City Capital Improvement Plan lists a County ½ cent sales tax project for SW Topeka Blvd extending from SW 29th to SW 38th Streets.

CONFORMANCE TO COMPREHENSIVE PLAN: The subject property is designated for *Community Commercial* land uses in the Land Use and Growth Management Plan – 2040. The plan supports mixed use commercial and multiple-family residential development in areas, such as, this site. Therefore, the proposal for both commercial and multiple family residential is supported by the Comprehensive Plan.

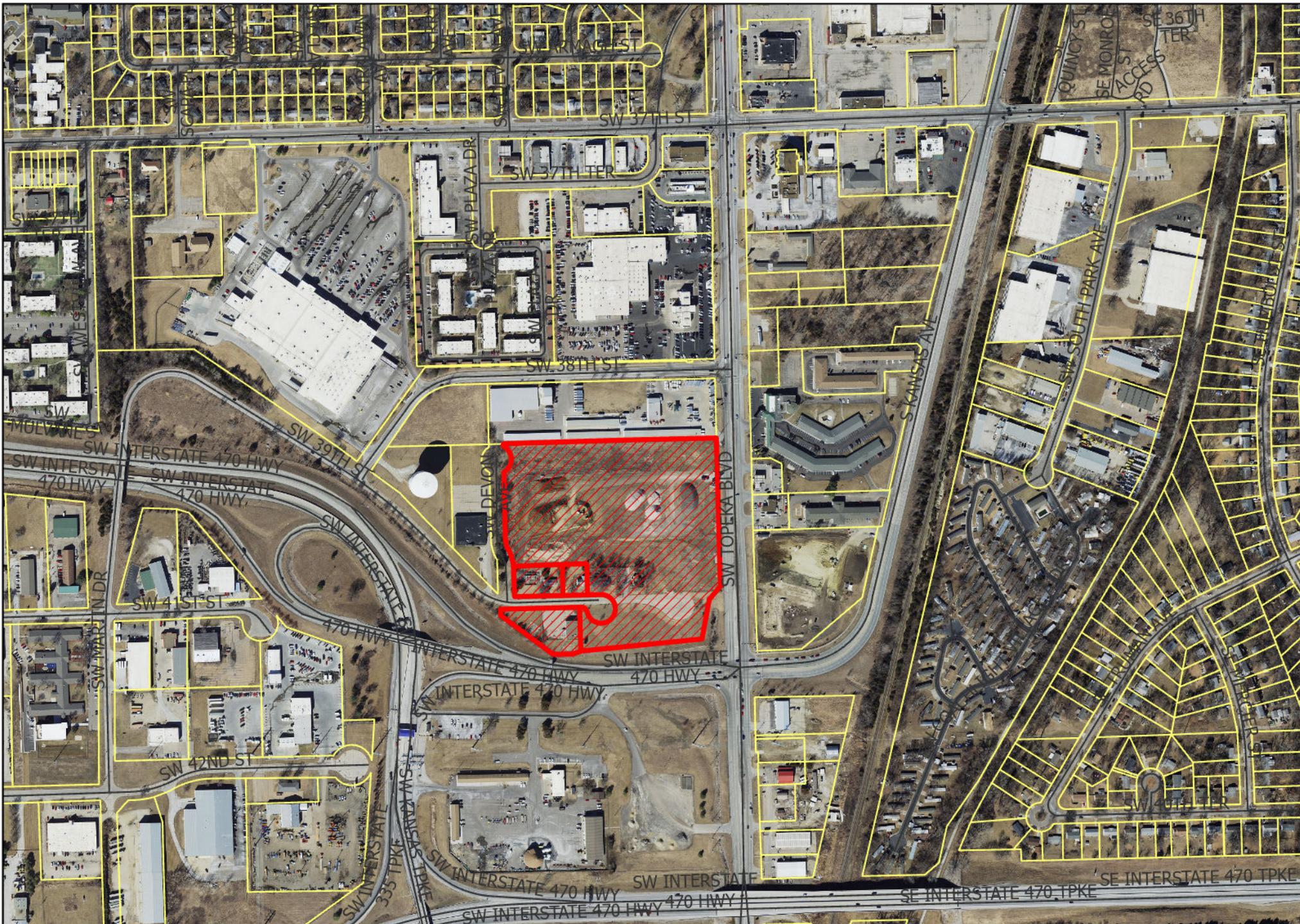
STAFF ANALYSIS: The subdivision design and density comply with Topeka subdivision regulations (TMC 18.30). Based

upon the above findings and analysis, staff recommends Sunflower Crossing Subdivision be **APPROVED** and forwarded to the City Council for its acceptance of land to be dedicated for public purposes, subject to the following conditions:

1. Adding note stating: *“Subject to Topeka Municipal Code Section 18.230.040 design variances, a variance is granted to remove the requirement for a public sidewalk along the west side of Lot 1 which will facilitate a improved subdivision design and accommodate the storm water detention pond..”*
2. Add Note: *“Approval of all public improvement plans by the City of Topeka Engineer shall be under contract for construction prior to issuance of the building permits for the first phase..”*
3. Extend restricted access markings along the entire length of the south boundary of Lot 5 where abutting the Interstate.
4. ADD STANDARD PLAT NOTE FOR STREETS: The public ways (streets and roads) not heretofore dedicated, are hereby dedicated to the public. Temporary turn-around easements are hereby established as shown on the accompanying plat and shall be automatically vacated when streets are extended.
5. ADD STANDARD PLAT NOTE: No building permits shall be issued until arrangements for the installation of water mains and/or connection charges have been made with the City of Topeka Water Department.
6. ADD STANDARD PLAT NOTE: Restricted access line defines portions of the subdivision boundary in which the public is not allowed to cross in order to gain access to the subdivision other than in an emergency situation or for temporary access during construction activities. Temporary access requires prior approval from the Director of Public Works.

Attachments:

Aerial Map
Preliminary Plat
Final Plat



**P24/11 Sunflower Crossing Subdivision
(Preliminary/Final Plat Phases)**



M:\50300 - BHI Dev\50302 - S Topeka Blvd Dev\CAD\Survey\5-14-2024 - Final Plat.dwg 7/18/2024 3:01:53 PM UEGKS-HP-01



VICINITY MAP
NO SCALE

LEGAL DESCRIPTION

DESCRIBED BY CHRIS HUMPHREY, PS#-1557, ON MAY 14, 2024, AS FOLLOWS:

A TRACT OF LAND IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH P.M., CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS,

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID NORTHEAST QUARTER, THENCE NORT 1 DEGREE 26 MINUTES 34 SECONDS WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 480.15 FEET, THENCE SOUTH 88 DEGREES 33 MINUTES 26 SECONDS WEST A DISTANCE OF 153.34 FEET TO THE POINT OF BEGINNING, SAID POINT BEING THE SOUTHEAST CORNER OF LOT 1, BLOCK A, BRIGGS 1ST ADDITION, AS RECORDED IN BOOK 45, PAGE 36, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE ON APRIL 2ND, 2008, THENCE SOUTH 84 DEGREES 27 MINUTES 36 SECONDS WEST ALONG THE SOUTHERLY LINE OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION, A DISTANCE OF 510.38 FEET TO THE SOUTHEASTLY CORNER OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION, AS RECORDED IN BOOK 29, PAGE 105, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE, ON JUNE 10TH, 1981; THENCE ALONG THE SOUTHERLY AND WESTERLY LINES OF LOT 1, BLOCK A, FOSTORIA SUBDIVISION FOR THE FOLLOWING FOUR COURSES:

SOUTH 80 DEGREES 30 MINUTES 59 SECONDS WEST, A DISTANCE OF 35.75 FEET; SOUTH 88 DEGREES 21 MINUTES 26 SECONDS WEST A DISTANCE OF 77.91 FEET; NORTH 54 DEGREES 37 MINUTES 44 SECONDS WEST A DISTANCE OF 268.51 FEET; NORTH 0 DEGREES 24 MINUTES 43 SECONDS EAST A DISTANCE OF 27.96 FEET.

THENCE NORTH 88 DEGREES 29 MINUTES 24 SECONDS EAST A DISTANCE OF 2.82 FEET; THENCE NORTHE 1 DEGREE 30 MINUTES 36 SECONDS WEST A DISTANCE OF 60.00 FEET; THENCE NORTH 1 DEGREE 12 MINUTES 11 SECONDS WEST A DISTANCE OF 629.69 FEET TO A POINT ON THE SOUTHERLY LINE OF BEARD SUBDIVISION, AS RECORDED IN BOOK 28, PAGE 78 IN THE SHAWNEE COUNTY, REGISTER OF DEEDS OFFICE, ON SEPTEMBER 20TH, 1977. THENCE NORTH 88 DEGREES 25 MINUTES 13 SECONDS EAST, ALONG SAID SOUTHERLY LINE, A DISTANCE OF 515.38 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF BEARD SUBDIVISION; THENCE NORTH 88 DEGREES 22 MINUTES 53 SECONDS, ALONG SAID SOUTHERLY LINE A DISTANCE OF 400.15 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH TOPEKA BOULEVARD;

THENCE ALONG SAID WESTERLY LINE FOR THE FOLLOWING FOUR COURSES:

SOUTH 1 DEGREE 15 MINUTES 15 SECONDS EAST A DISTANCE OF 255.94 FEET; THENCE SOUTH 1 DEGREE 25 MINUTES 44 SECONDS EAST A DISTANCE OF 364.64 FEET; THENCE SOUTH 40 DEGREES 15 MINUTES 38 SECONDS WEST A DISTANCE OF 72.69 FEET; THENCE SOUTH 10 DEGREES 37 MINUTES 46 SECONDS WEST A DISTANCE OF 168.12 FEET TO THE POINT OF BEGINNING.

CONTAINING 761,851 SQUARE FEET (GROSS) 665,285 SQUARE FEET (LESS RIGHT-OF-WAY) OR 17.49 ACRES (GROSS) 15.27 ACRES (LESS RIGHT-OF-WAY), MORE OR LESS.

NOTES:

- 1. WATER SERVICE SHALL BE BY THE CITY OF TOPEKA. ALL CONNECTIONS AND PUBLIC EXTENSIONS SHALL BE MADE AT THE EXPENSE OF THE DEVELOPER.
- 2. SANITARY SEWER SERVICE SHALL BE BY THE CITY OF TOPEKA. ALL CONNECTIONS AND PUBLIC EXTENSIONS SHALL BE MADE AT THE EXPENSE OF THE DEVELOPER.
- 3. ACCORDING TO THE FLOOD INSURANCE RATE MAP "FIRM" COMMUNITY PANEL 20177C0302E, EFFECTIVE DATE SEPTEMBER 29, 2011, THIS PROPERTY IS LOCATED IN FLOOD ZONE X. AREA IS SHOWN AS BEING OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
- 4. ALL UTILITIES SHALL BE PLACED UNDERGROUND PURSUANT TO THE CITY'S RIGHT-OF-WAY MANAGEMENT STANDARDS.
- 5. PROPERTY OWNERS SHALL BE RESPONSIBLE FOR PLACING ANY PERMANENT OR SEMI-PERMANENT OBSTRUCTION IN PERMANENT SEWER, DRAINAGE OR UTILITY EASEMENTS, THIS INCLUDES, BUT IS NOT LIMITED TO, TREES, SHRUBS, FENCES, RETAINING WALLS, BUILDINGS OR OTHER MISCELLANEOUS OBSTRUCTIONS THAT INTERFERE WITH ACCESS OR EGRESS OF MAINTENANCE VEHICLES OR EQUIPMENT FOR THE OPERATION AND MAINTENANCE OF THE UTILITIES OR PIPE LINES LOCATED IN THE EASEMENT. ANY PERMANENT OR SEMI-PERMANENT OBSTRUCTION LOCATED IN THE PERMANENT SEWER OR UTILITY EASEMENT MAY BE REMOVED BY PERSONNEL REPRESENTING THE GOVERNING BODY, TO PROVIDE FOR THE PROPER OPERATION AND MAINTENANCE OF THAT UTILITY LINE, WITHOUT COST OR OBLIGATION FOR REPLACEMENT, COST OF REMOVAL, AND/OR REPLACEMENT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
- 6. NO BUILDING PERMITS SHALL BE ISSUED UNTIL ARRANGEMENTS FOR THE INSTALLATION OF WATER MAINS AND/OR CONNECTION CHARGES HAVE BEEN MADE WITH THE CITY OF TOPEKA WATER DEPARTMENT.
- 7. ALL MEASURED BEARINGS ARE KANSAS STATE PLANE NORTH ZONE, NAD83.
- 8. NO BUILDING PERMIT(S) SHALL BE ISSUED UNTIL ALL STORMWATER MANAGEMENT REQUIREMENTS SET FORTH IN THE TOPEKA MUNICIPAL CODE (TMC) ARE MET: INCLUDING APPROVAL OF STORMWATER MANAGEMENT PLAN, GRANTING OF ANY NECESSARY STORMWATER MANAGEMENT, DRAINAGE OR STREAM BUFFER EASEMENTS, AND CONSTRUCTION AND INSPECTION OF ALL STORMWATER MANAGEMENT FACILITIES CONTAINED IN THE APPROVED STORMWATER MANAGEMENT PLAN FOR EACH PHASE AS APPLICABLE.
- 9. THE LOCATION, SPACING AND NUMBER OF ACCESS OPENINGS ON SW JAMESON DRIVE AND SW 39TH STREET SHALL BE APPROVED BY THE CITY TRAFFIC ENGINEER AT THE SITE PLAN REVIEW STAGE PRIOR TO ISSUANCE OF PERMIT AND SHALL BE CONSISTENT WITH CITY OF TOPEKA STREET DESIGN STANDARDS.
- 10. SUBJECT TO TOPEKA MUNICIPAL CODE SECTION 18.230.040 DESIGN VARIANCES, A VARIANCE IS GRANTED TO REMOVE THE REQUIREMENT FOR A PUBLIC SIDEWALK ALONG THE WEST SIDE OF LOT 1 WHICH WILL FACILITATE AN IMPROVED SUBDIVISION DESIGN AND ACCOMMODATE THE STORM WATER DETENTION POND.
- 11. APPROVAL OF ALL PUBLIC IMPROVEMENT PLANS BY THE CITY OF TOPEKA ENGINEER SHALL BE UNDER CONTRACT FOR CONSTRUCTION PRIOR TO ISSUANCE OF THE BUILDING PERMITS FOR THE FIRST PHASE.
- 12. THE PUBLIC WAYS (STREETS AND ROADS) NOT HERETOFORE DEDICATED, ARE HEREBY DEDICATED TO THE PUBLIC. TEMPORARY TURN-AROUND EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN ON THE ACCOMPANYING PLAT AND SHALL BE AUTOMATICALLY VACATED WHEN STREETS ARE EXTENDED.
- 13. NO BUILDING PERMITS SHALL BE ISSUED UNTIL ARRANGEMENTS FOR THE INSTALLATION OF WATER MAINS AND/OR CONNECTION CHARGES HAVE BEEN MADE WITH THE CITY OF TOPEKA WATER DEPARTMENT.
- 14. RESTRICTED ACCESS LINE DEFINES PORTIONS OF THE SUBDIVISION BOUNDARY IN WHICH THE PUBLIC IS NOT ALLOWED TO CROSS IN ORDER TO GAIN ACCESS TO THE SUBDIVISION OTHER THAN IN AN EMERGENCY SITUATION OR FOR TEMPORARY ACCESS DURING CONSTRUCTION ACTIVITIES. TEMPORARY ACCESS REQUIRES PRIOR APPROVAL FROM THE DIRECTOR OF PUBLIC WORKS.

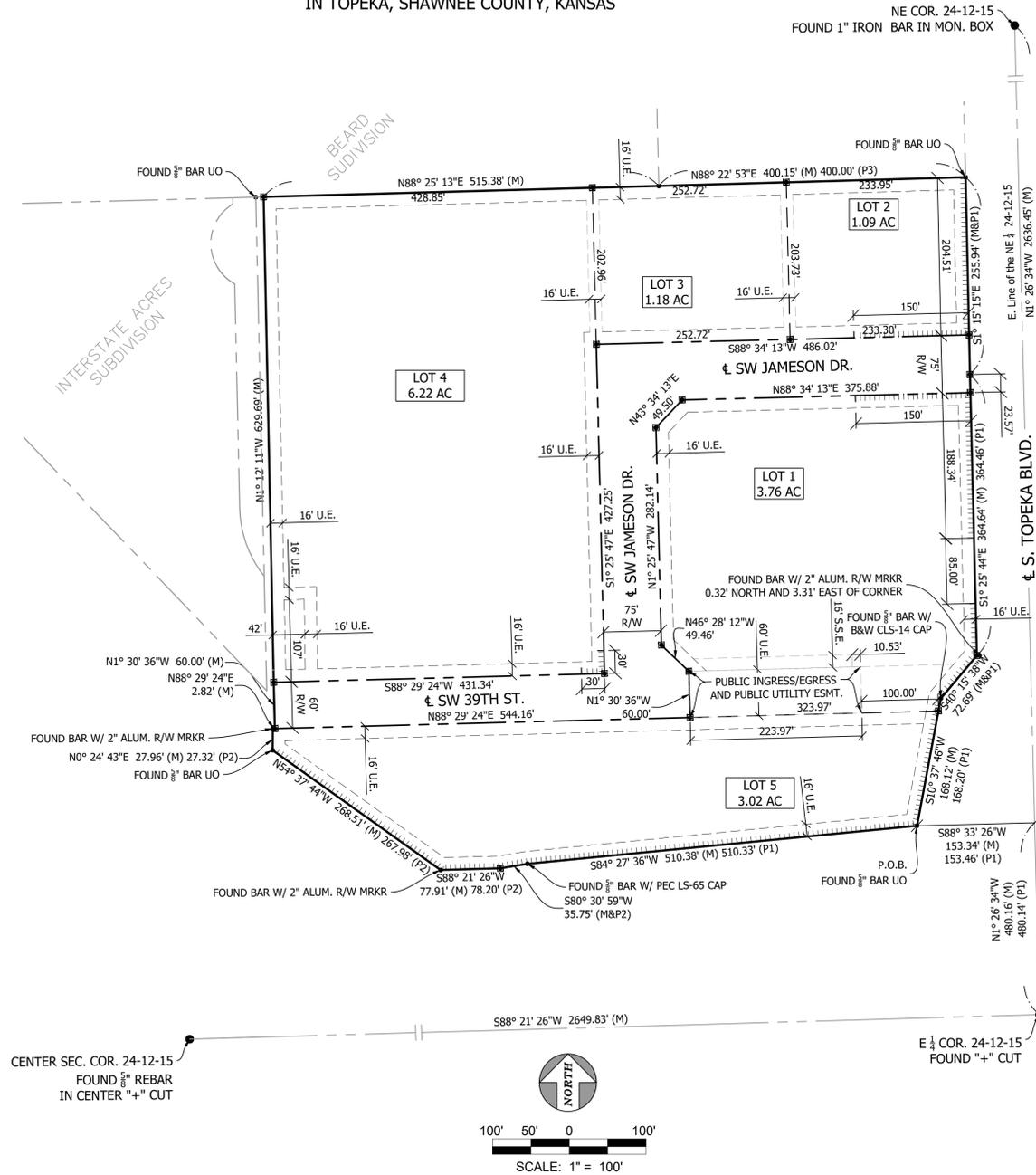
SME EASEMENT:

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PROPERTY OWNERS SHALL NOT PLACE OR PERMIT ANY PERMANENT, SEMI-PERMANENT OR TEMPORARY OBSTRUCTION IN SAID SME INCLUDING, BUT NOT LIMITED TO, TREES, SHRUBS, VEGETATION, ROCKS, FENCES, RETAINING WALLS, LANDSCAPING, STRUCTURES, BUILDINGS OR OTHER OBSTRUCTIONS THAT INTERFERE WITH OR OBSTRUCT DESIGNED WATER FLOW AND/OR TREATMENT PROCESS IN AN ENGINEERED CHANNEL, CONDUIT, STRUCTURE OR AREA, NOR SHALL PROPERTY OWNERS OBSTRUCT, PREVENT OR OTHERWISE HINDER INGRESS, EGRESS OR OPERATION OF MAINTENANCE VEHICLES, EQUIPMENT AND PERSONNEL. UPON RECEIVING WRITTEN PERMISSION FROM THE APPLICABLE PUBLIC WORKS DIRECTOR OR DESIGNEE, PROPERTY OWNERS MAY CONSTRUCT AT THEIR OWN PERIL OTHER LIMITED IMPROVEMENTS AND/OR LANDSCAPING WITHIN THE SME WHICH DO NOT AND WILL NOT INTERFERE WITH THE FUNCTION OF THE STORM WATER MANAGEMENT SYSTEM. ANY OBSTRUCTIONS OR IMPROVEMENTS IN THE SME, PERMITTED OR NOT PERMITTED, MAY BE REMOVED BY THE APPLICABLE PUBLIC WORKS DEPARTMENT OR ITS CONTRACTOR TO PROVIDE FOR DESIGNED WATER FLOW AND/OR TREATMENT PROCESS OF THE STORM WATER MANAGEMENT SYSTEM. COST OF REMOVAL, DAMAGE AND ANY REPAIR OR REPLACEMENT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. ALL MAINTENANCE AND REPAIRS WITHIN THE SME SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS OF THE PROPERTY ON WHICH THE SME IS LOCATED. HOWEVER, IF DESIGNED WATER FLOW AND/OR TREATMENT PROCESS ARE IMPEDED BY NEGLECTED MAINTENANCE, SYSTEM FAILURE OR ARE SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES CAUSING A HAZARD OR THREAT TO PUBLIC SAFETY, AS DETERMINED BY THE APPLICABLE PUBLIC WORKS DIRECTOR OR DESIGNEE, EMERGENCY OR CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE APPLICABLE PUBLIC WORKS DEPARTMENT OR ITS CONTRACTOR WITH COSTS CHARGED TO SAID PROPERTY OWNERS. UNPAID COSTS SHALL BE ASSESSED TO AND IMPOSED AS A LIEN ON THE LAND.

A FINAL PLAT FOR: SUNFLOWER CROSSING SUBDIVISION

A MAJOR PLAT LOCATED IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH P.M., IN TOPEKA, SHAWNEE COUNTY, KANSAS



- LEGEND**
- SUBDIVISION LINE
 - RIGHT OF WAY LINE
 - LOT LINE
 - EASEMENT LINE
 - CONTROLLED ACCESS
- SET 1/2" x 24" BAR W/ CLS-391 CAP
- FOUND MONUMENT
(Found monuments are of Unknown Origin unless otherwise noted)
- R/W RIGHT-OF-WAY
- UO UNKNOWN ORIGIN
- (R1) RECORDED - DOC. NO. 2021R20330
- (P1) BRIGGS 1ST ADDITION - BOOK 45 PAGE 36
- (P2) FOSTORIA SUBDIVISION - BOOK 29 PAGE 105
- (P3) BEARD SUBDIVISION - BOOK 28 PAGE 78
- (M) MEASURED
- U.E. PLATTED UTILITY ESMT
- S.S.E PLATTED SANITARY SEWER ESMT

EASEMENTS:

EASEMENTS ARE HEREBY GRANTED TO THE PUBLIC AS FOLLOWS: "UTILITY EASEMENTS" TO ALLOW PUBLIC UTILITY PROVIDERS, CONTRACTORS, AND AUTHORIZED AGENTS TO LOCATE, CONSTRUCT AND MAINTAIN FACILITIES TO PROVIDE UTILITY SERVICE TO THE PUBLIC. ALL PUBLIC UTILITIES SPECIFICALLY INCLUDING BUT NOT LIMITED TO WATER, GAS, SEWER, STORMWATER, AND TELECOMMUNICATIONS MAY PLACE OR LOCATE THEIR FACILITIES OVER, UNDER AND ALONG THE STRIPS MARKED "UTILITY EASEMENTS". A TEMPORARY CONSTRUCTION EASEMENT OF 12-FEET ADJACENT TO THE SIDE OF THE UTILITY EASEMENT IS DEDICATED FOR THE USE OF THE PUBLIC UTILITIES WHILE INITIAL CONSTRUCTION OF THE PUBLIC UTILITIES FACILITIES ARE IN PROGRESS.

NOTICE:

IN THE EVENT THERE ARE OTHER OWNERS OR THOSE HOLDING ANY PROPRIETARY INTEREST IN ANY LAND CONTAINED IN THIS SUBDIVISION WHO DO NOT APPEAR AND DULY ACKNOWLEDGE THIS PLAT PRIOR TO THE TIME OF RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS, THE PLAT SHALL BE NULL AND VOID.

SURVEYOR CERTIFICATE:

I HEREBY CERTIFY THE DETAILS OF THIS PLAT TO BE CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL BOUNDARY CORNERS OF THIS SUBDIVISION OF LAND HAVE BEEN MONUMENTED, THAT IRON PINS ARE SET AS SHOWN ON THE ATTACHED PLAT THIS _____ DAY OF _____, 20__.

CHRIS M. HUMPHREY - LS # 1557
UNITED ENGINEERING GROUP - MIDWEST

BOOK: _____ PAGE: _____
DATE: _____ TIME: _____

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS TO THE DESCRIBED TRACT OF LAND HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS AND PUBLIC WAYS WHICH SHALL BE KNOWN AS SUNFLOWER CROSSING SUBDIVISION.

IN TESTIMONY WHEREOF, THE OWNER, BHI DEVELOPMENT, INC, HAS CAUSED THESE PRESENTS TO BE SIGNED THIS _____ DAY OF _____, 20__

RUSSELL K BRIGGS
BHI DEVELOPMENT, INC

STATE OF _____, COUNTY OF _____, SS:

BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 20__, BEFORE ME A NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE AFORESAID, CAME RUSSELL K BRIGGS, BHI DEVELOPMENT, INC, WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHO EXECUTED THE WITHIN INSTRUMENT OF WRITING, AND SUCH PERSON DULY ACKNOWLEDGED THE EXECUTION OF THE SAME.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND, AND AFFIXED MY SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

CERTIFICATE OF APPROVALS:

APPROVED BY THE TOPEKA PLANNING DIRECTOR THIS _____ DAY OF _____, 20__

DAN WARNER, AICP, PLANNING DIRECTOR

APPROVED BY THE TOPEKA PUBLIC WORKS DIRECTOR THIS _____ DAY OF _____, 20__

BRAXTON COPLEY, PUBLIC WORKS DIRECTOR

ENTERED ON THE TRANSFER RECORD OF SHAWNEE COUNTY, KANSAS, THIS _____ DAY OF _____, 20__

CYNTHIA A. BECK, COUNTY CLERK

FILED FOR RECORD IN THE OFFICE OF THE SHAWNEE COUNTY REGISTER OF DEEDS

THIS _____ DAY OF _____, 20__, AT _____ O'CLOCK.

REBECCA J. NIOCE, REGISTER OF DEEDS

united engineering group
ueg
4501 NW Oakley Ave, Suite 232 | Topeka, KS 66618
Phone: 785.806.2806 | www.unitedeng.com

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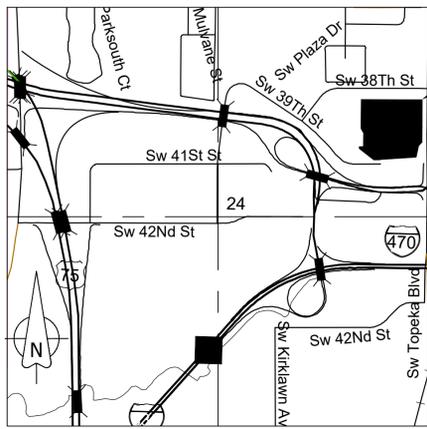
FINAL PLAT
SUNFLOWER CROSSING SUBDIVISION
3847 SW Topeka Blvd.
Topeka, Kansas

SUBMITTALS:

| | |
|--------------|-----|
| DESIGNED BY: | CMH |
| DRAWN BY: | CMH |
| CHECKED BY: | SEL |

FP00-000

M:\50300 - BHI Dev\50302 - S Topeka Blvd Dev\CAD\Survey\5-14-2024 - Preliminary Plat.dwg 6/24/2024 5:19:11 PM UEGKS-HP-01



VICINITY MAP
NO SCALE

LEGAL DESCRIPTION

DESCRIBED BY CHRIS HUMPHREY, PS#-1557, ON MAY 14, 2024, AS FOLLOWS:

A TRACT OF LAND IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH P.M., CITY OF TOPEKA, SHAWNEE COUNTY, KANSAS,

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID NORTHEAST QUARTER, THENCE NORT 1 DEGREE 26 MINUTES 34 SECONDS WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 480.15 FEET, THENCE SOUTH 88 DEGREES 33 MINUTES 26 SECONDS WEST A DISTANCE OF 153.34 FEET TO THE POINT OF BEGINNING, SAID POINT BEING THE SOUTHWEST CORNER OF LOT 1, BLOCK A, BRIGGS 1ST ADDITION, AS RECORDED IN BOOK 45, PAGE 36, IN THE SHAWNEE COUNTY REGISTER OF DEEDS OFFICE ON APRIL 2ND, 2008,

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CONTAINING 761,851 SQUARE FEET (GROSS) 665,285 SQUARE FEET (LESS RIGHT-OF-WAY) OR 17.49 ACRES (GROSS) 15.27 ACRES (LESS RIGHT-OF-WAY), MORE OR LESS.

NOTES:

- 1. WATER SERVICE SHALL BE BY THE CITY OF TOPEKA. ALL CONNECTIONS AND PUBLIC EXTENSIONS SHALL BE MADE AT THE EXPENSE OF THE DEVELOPER.
- 2. SANITARY SEWER SERVICE SHALL BE BY THE CITY OF TOPEKA. ALL CONNECTIONS AND PUBLIC EXTENSIONS SHALL BE MADE AT THE EXPENSE OF THE DEVELOPER.
- 3. ACCORDING TO THE FLOOD INSURANCE RATE MAP "FIRM" COMMUNITY PANEL 20177C0302E, EFFECTIVE DATE SEPTEMBER 29, 2011, THIS PROPERTY IS LOCATED IN FLOOD ZONE X. AREA IS SHOWN AS BEING OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
- 4. ALL UTILITIES SHALL BE PLACED UNDERGROUND PURSUANT TO THE CITY'S RIGHT-OF-WAY MANAGEMENT STANDARDS.
- 5. THE LOCATION, SPACING, AND NUMBER OF ACCESS OPENINGS SHALL BE APPROVED BY THE CITY TRAFFIC ENGINEER SUBJECT TO STREET DESIGN SPECIFICATIONS AT THE TIME OF SITE PLAN REVIEW.
- 6. PROPERTY OWNERS SHALL BE ADMONISHED FROM PLACING ANY PERMANENT OR SEMI-PERMANENT OBSTRUCTION IN PERMANENT SEWER, DRAINAGE, OR UTILITY EASEMENTS. THIS INCLUDES, BUT IS NOT LIMITED TO, TREES, SHRUBS, FENCES, RETAINING WALLS, BUILDINGS OR OTHER MISCELLANEOUS OBSTRUCTIONS THAT INTERFERE WITH ACCESS OR EGRESS OF MAINTENANCE VEHICLES OR EQUIPMENT FOR THE OPERATION AND MAINTENANCE OF THE UTILITIES OR PIPE LINES LOCATED IN THE EASEMENT. ANY PERMANENT OR SEMI-PERMANENT OBSTRUCTION LOCATED IN THE PERMANENT SEWER OR UTILITY EASEMENT MAY BE REMOVED BY PERSONNEL REPRESENTING THE GOVERNING BODY, TO PROVIDE FOR THE PROPER OPERATION AND MAINTENANCE OF THAT UTILITY LINE, WITHOUT COST OR OBLIGATION FOR REPLACEMENT, COST OF REMOVAL, AND/OR REPLACEMENT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
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- 9. NO BUILDING PERMIT(S) SHALL BE ISSUED UNTIL ALL STORMWATER MANAGEMENT REQUIREMENTS SET FORTH IN THE TOPEKA MUNICIPAL CODE (TMC) ARE MET, INCLUDING APPROVAL OF STORMWATER MANAGEMENT PLAN, GRANTING OF ANY NECESSARY STORMWATER MANAGEMENT, DRAINAGE OR STREAM BUFFER EASEMENTS, AND CONSTRUCTION AND INSPECTION OF ALL STORMWATER MANAGEMENT FACILITIES CONTAINED IN THE APPROVED STORMWATER MANAGEMENT PLAN FOR EACH PHASE AS APPLICABLE.
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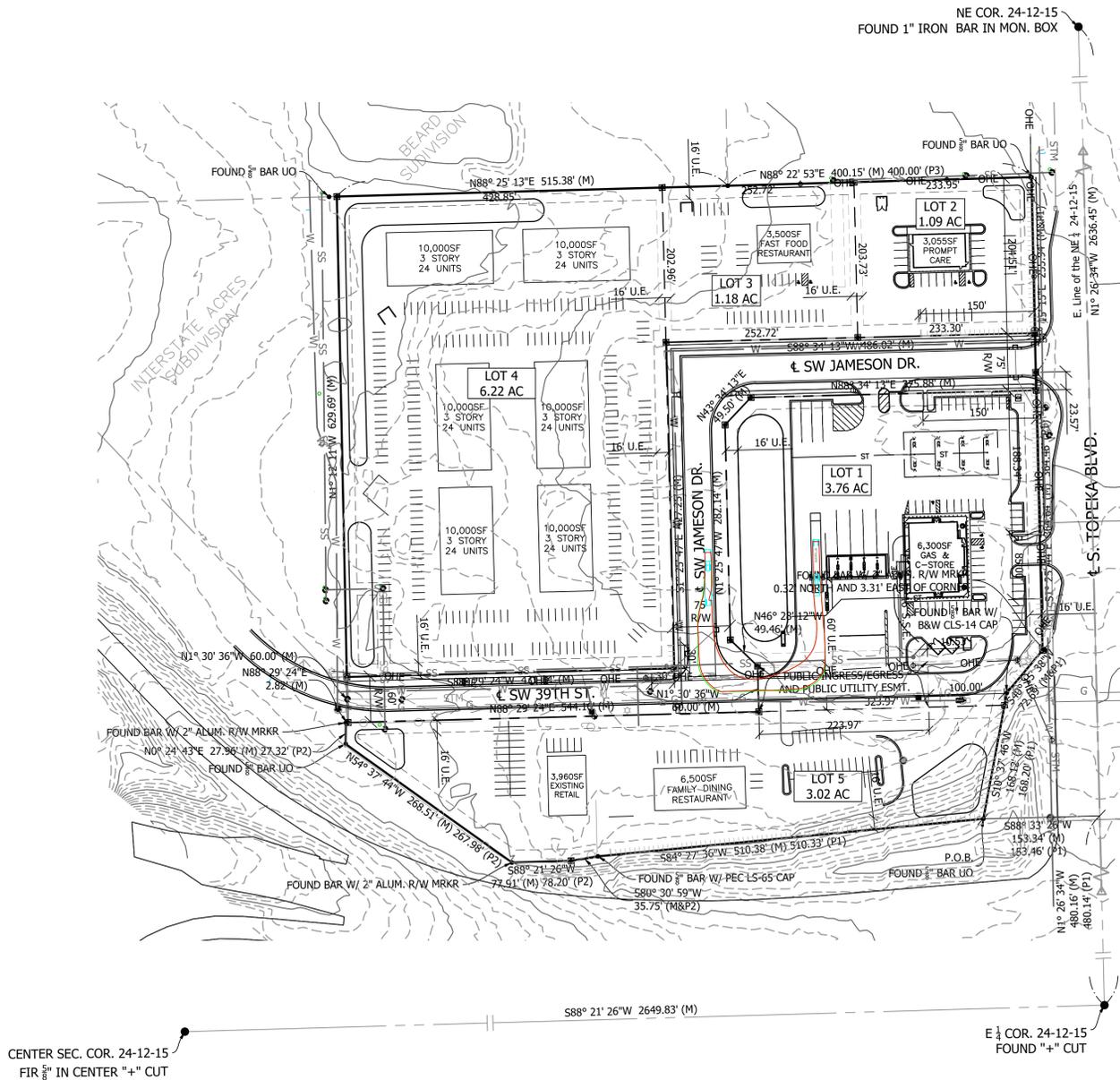
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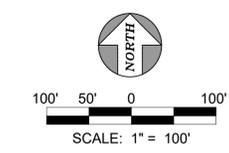
A PRELIMINARY PLAT FOR: SUNFLOWER CROSSING SUBDIVISION

A MAJOR PLAT LOCATED IN THE NORTHEAST QUARTER, SECTION 24, TOWNSHIP 12 SOUTH, RANGE 15 EAST OF THE 6TH P.M., IN TOPEKA, SHAWNEE COUNTY, KANSAS



LEGEND

- Water Meter
- Water Valve
- Fire Hydrant
- Street Light
- Power Pole
- Guy Pole
- Transformer/Electric Pad
- Electric Meter
- Cable TV Pedestal
- Gas Meter
- Gas Valve
- Gas Test Station
- Telephone Pedestal
- Telephone Pole
- Existing Manhole
- Traffic Manhole
- Down Guy
- Billboard
- Post
- Sign
- Section Corner
- Right of Way Line
- Lot Line
- Section Line
- Easement Line
- Sanitary Sewer
- Storm Sewer
- Overhead Power
- Underground Telephone
- Underground Power
- Gas Line
- Underground Cable TV
- Water Line
- Existing Contour
- Proposed Contour



EASEMENTS:

EASEMENTS ARE HEREBY GRANTED TO THE PUBLIC AS FOLLOWS: "UTILITY EASEMENTS" TO ALLOW PUBLIC UTILITY PROVIDERS, CONTRACTORS, AND AUTHORIZED AGENTS TO LOCATE, CONSTRUCT AND MAINTAIN FACILITIES TO PROVIDE UTILITY SERVICE TO THE PUBLIC. ALL PUBLIC UTILITIES SPECIFICALLY INCLUDING BUT NOT LIMITED TO WATER, GAS, SEWER, STORMWATER, AND TELECOMMUNICATIONS MAY PLACE OR LOCATE THEIR FACILITIES OVER, UNDER AND ALONG THE STRIPS MARKED "UTILITY EASEMENTS". A TEMPORARY CONSTRUCTION EASEMENT OF 12-FEET ADJACENT TO THE SIDE OF THE UTILITY EASEMENT IS DEDICATED FOR THE USE OF THE PUBLIC UTILITIES WHILE INITIAL CONSTRUCTION OF THE PUBLIC UTILITIES FACILITIES ARE IN PROGRESS.

NOTICE:

IN THE EVENT THERE ARE OTHER OWNERS OR THOSE HOLDING ANY PROPRIETARY INTEREST IN ANY LAND CONTAINED IN THIS SUBDIVISION WHO DO NOT APPEAR AND DULY ACKNOWLEDGE THIS PLAT PRIOR TO THE TIME OF RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS, THE PLAT SHALL BE NULL AND VOID.

SURVEYOR CERTIFICATE:

I HEREBY CERTIFY THE DETAILS OF THIS PLAT TO BE CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL BOUNDARY CORNERS OF THIS SUBDIVISION OF LAND HAVE BEEN MONUMENTED, THAT IRON PINS ARE SET AS SHOWN ON THE ATTACHED PLAT THIS _____ DAY OF _____, 20____.

CHRIS M. HUMPHREY - LS # 1557
UNITED ENGINEERING GROUP - MIDWEST



4501 NW Oakley Ave., Suite 232 | Topeka, KS 66618
Phone: 785.806.2806 | www.unitedeng.com

| NO. | REVISIONS | DESCRIPTION | DATE |
|-----|-----------|-------------|------|
| | | | |
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PRELIMINARY PLAT
SUNFLOWER CROSSING SUBDIVISION
3847 SW Topeka Blvd.
Topeka, Kansas

| | |
|--------------|-----|
| SUBMITTALS: | |
| DESIGNED BY: | CMH |
| DRAWN BY: | CMH |
| CHECKED BY: | SEL |

| |
|----------------|
| SHEET 1 OF 1 |
| PROJECT NUMBER |
| 50302 |

FP00-000

State law requires publication of the date and time of the public hearing to consider taxpayer objections to the 2025 operating budget. The publication must include the maximum amount of taxes proposed to be levied. Once published, the amount cannot be exceeded. The budget is required to be provided to Shawnee County by October 1, 2024.

BUDGETARY IMPACT:

The budgetary impact is described in the proposed 2025 budget.

SOURCE OF FUNDING:

Cost to publish the Public Hearing Notice is expended from the General Fund.

ATTACHMENTS:

Description

Notice of Public Hearing - September 10, 2024

City of Topeka 2025 Budget Hearing

Notice to Exceed RNR - 2025 Operating Budget

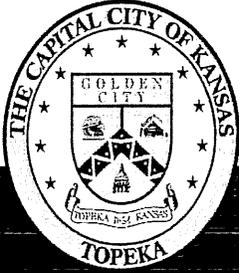
Published in the Topeka Metro News on August 26, 2024

Notice of Revenue Neutral Rate (RNR) Public Hearing for the City of Topeka and the Topeka Metro Transit Authority (TMTA)

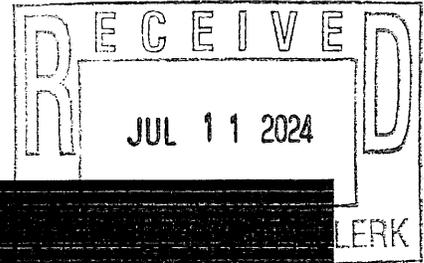
The Governing Body of the City of Topeka will meet on September 10, 2024 at 6:00 p.m. in the Cyrus K. Holliday Building First Floor Conference Room, 620 SE Madison Street, Topeka, Kansas, for the purpose of holding a public hearing to consider comment from the public concerning the Governing Body's consideration of adopting a budget for 2025 that exceeds the RNR which is 35.341. If the Governing Body approves exceeding the RNR, the Governing Body will adopt a budget that results in a tax rate of 38.952.

As the Governing Body is responsible for levying a mill levy on behalf of the TMTA, the Governing Body will also consider comment from the public concerning whether to exceed the TMTA's revenue neutral rate of 4.017 and impose a proposed tax rate of 4.2 mills.

This Notice also appears on the City of Topeka website at www.topeka.org



CITY OF
TOPEKA



City of Topeka Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF CITY OF TOPEKA, KANSAS, HEREBY NOTIFIES THE SHAWNEE COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

X **YES** we intend to exceed the Revenue Neutral Rate for the **City of Topeka** and our proposed mill rate is **38.952**.

The breakdown of the levy is as follows:

General: 27.554 Bond and Interest: 10.717 Special Liability: 0.681

The public hearing date shall take place on September 10, 2024 at 6:00 PM in the Cyrus K. Holliday Building, First Floor Conference Room, located at 620 SE Madison Street, Topeka, Kansas.

X **YES** we intend to exceed the Revenue Neutral Rate for the **Topeka Metro Transit Authority (TMTA)** and our proposed mill rate is **4.2**.

The breakdown of the levy is as follows:

General: 4.2

The public hearing date shall take place on September 10, 2024 at 6:00 PM in the Cyrus K. Holliday Building, First Floor Conference Room, located at 620 SE Madison Street, Topeka, Kansas.

WITNESS my hand and official seal on July 11, 2024.



Brenda Younger
Brenda Younger, M.M.C.
City Clerk



CITY OF TOPEKA

CERTIFICATE

I, Brenda Younger, City Clerk of the City of Topeka, Shawnee County, Kansas, do hereby certify that the attached is a true and correct copy of City of Topeka Resolution No. 9558 passed and approved by the Governing Body on July 9, 2024, as the same appears on record in the Office of the City Clerk.



Brenda Younger
Brenda Younger, City Clerk

29 County Clerk on or before July 20, 2024.

30 4. This resolution shall take effect and be in force immediately upon its adoption.

31 ADOPTED and APPROVED by the Governing Body on July 9, 2024.

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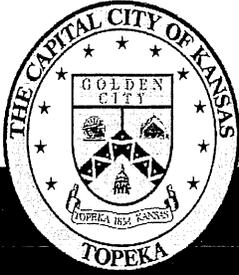
ATTEST:

Brenda Younger
Brenda Younger, City Clerk

CITY OF TOPEKA, KANSAS

Michael A. Padilla

Michael A. Padilla, Mayor



CITY OF TOPEKA

CERTIFICATE

I, Brenda Younger, City Clerk of the City of Topeka, Shawnee County, Kansas, do hereby certify that the attached is a true and correct copy of City of Topeka Resolution No. 9552 passed and approved by the Governing Body on July 2, 2024, as the same appears on record in the Office of the City Clerk.



Brenda Younger

Brenda Younger, City Clerk

1 **RESOLUTION NO. 9552**

2
3 A RESOLUTION introduced by City Manager, Dr. Robert M. Perez notifying the County
4 Clerk of: (1) a proposed intent to exceed the revenue neutral rate for
5 the Topeka Metro Transit Authority (TMTA); (2) the proposed tax rate;
6 and (3) the date, time and location of the public hearing to consider
7 adopting a budget that exceeds the revenue neutral rate.
8

9 WHEREAS, pursuant to Topeka Municipal Code Section A9-2, the Governing Body
10 must levy a tax of 4.2 mills, the proceeds of which are used by the TMTA for transit
11 services; and

12 WHEREAS, the TMTA mill levy is included in the City's budget for calendar year
13 2025; and

14 WHEREAS, K.S.A. 79-2988 prohibits a taxing subdivision from levying a tax rate in
15 excess of the revenue neutral rate ("RNR") determined by the County Clerk unless certain
16 procedures are followed; and

17 WHEREAS, K.S.A. 79-2988 requires the County Clerk, by June 15, 2024, to notify
18 the TMTA of the TMTA's RNR; and

19 WHEREAS, the TMTA has requested that the Governing Body notify the County
20 Clerk of a proposed intent to exceed the TMTA's RNR which is 4.017; and

21 WHEREAS, on July 2, 2024, the Governing Body met to discuss the TMTA's
22 request; and

23 WHEREAS, K.S.A. 79-2988 requires the Governing Body to notify the County Clerk
24 on or before July 20, 2024.

25 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
26 CITY OF TOPEKA, KANSAS that this Resolution shall constitute notice to the County Clerk
27 of the Governing Body's proposed intent to adopt a resolution exceeding the TMTA's RNR.

28 BE IT FURTHER RESOLVED THAT:

29 1. The Governing Body adopts a proposed tax rate for the TMTA at 4.2 mills.

30 2. The public hearing to entertain public comment regarding possible adoption of a
31 2025 budget that exceeds the TMTA's RNR of 4.017 shall take place on September 10,
32 2024 at 6:00 p.m. in the Cyrus K. Holliday Building, First Floor Conference Room, 620
33 SE Madison Street, Topeka, Kansas.

34 3. The City Clerk is directed to provide a certified copy of this Resolution to the
35 County Clerk on or before July 20, 2024.

36 4. This resolution shall take effect and be in force immediately upon its adoption.

37 ADOPTED and APPROVED by the Governing Body on July 2, 2024.

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ATTEST:

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

Brenda Younger, City Clerk

three appraisers to view the property, hold a public hearing, and issue a report determining the fair market value of the easement. The City will pay the fair market value to the Court which will distribute the award to the owners.

BUDGETARY IMPACT:

The appraised value of the properties interest are estimated at \$600.

SOURCE OF FUNDING:

Project Budget

ATTACHMENTS:

Description

Ordinance

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by the City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire permanent right-of-way easements for waterline replacement on NE Curtis - Project No. 281250.05.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA,
KANSAS:

Section 1. That it is hereby declared necessary to condemn and appropriate for the use of the City of Topeka certain property within the corporate limits of the City of Topeka for waterline replacement and construction, said property being described as follows:

Parcel 1 (NE Monroe St, PID 1092903007002000)

Owner of Record: Hills Pet Nutrition Inc.
400 SW 8th Ave
Topeka, KS 66603

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Owner of Record

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Permanent Public Right-of-Way Easement:

A part of Lot 68 on Quincy Street in Eugene Addition to the City of Topeka, Shawnee County, Kansas, being described by Patrick Leo Lafontaine, PS 1690, on April 23, 2024, as follows: The North 5.0 feet of the West 82.5 feet of said Lot 68.

Containing 413 square feet, more or less.

Parcel 2 (NE Curtis St, PID 1092903007004000)

Owner of Record: Marie Cortez
221 SE Winfield Ave
Topeka, KS 66607-2164

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Vacant Lot

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Permanent Public Right-of-Way Easement:

A part of Lot 68 on Quincy Street in Eugene Addition to the City of Topeka, Shawnee County, Kansas, being described by Patrick Leo Lafontaine, PS 1690, on April 23, 2024, as follows: The North 5.0 feet of the East 50 feet of said Lot 68.

Containing 250 square feet, more or less.

Section 2. That the City Attorney, on behalf of the governing body of the City of Topeka, Kansas shall present a written application to the District Court of Shawnee County, Kansas, for the appointment of appraisers to make the appraisal and assessment required by law when land is taken for public purposes, and the City Attorney shall do all things necessary for the condemnation of said land completing the appropriation of the same for public purposes.

Section 3. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk

the eminent domain process. Should the governing body approve the ordinance, the legal department will file a petition in district court requesting the the court appoint three appraisers to view the property, hold a public hearing, and issue a report determining the fair market value of the easement. The City will pay the fair market value to the Court which will distribute the award to the owners.

BUDGETARY IMPACT:

The appraised value of the property interest is estimated at \$100.

SOURCE OF FUNDING:

Project Budget

ATTACHMENTS:

Description

Ordinance

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by the City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire temporary easement for an alley repair between SW Van Buren Street and S Kansas Avenue from SW 15th Street to 16th Street- Project No. 841092.02.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA,
KANSAS:

Section 1. That it is hereby declared necessary to condemn and appropriate for the use of the City of Topeka certain property within the corporate limits of the City of Topeka for alley repair between SW Van Buren Street and S Kansas Avenue from SW 15th Street to 16th Street, said property being described as follows:

Parcel 1 (115 SW 15th Street)

Owner of Record: Dulce M. Giron
3419 SE Michigan Ave
Topeka, KS 66605

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Occupant
115 SW 15th Street
Topeka, KS 66612

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Temporary Easement:

A portion of the West 32 1/2 feet of Lot 547, on Kansas Avenue, Orchard Place Addition, located in the Northwest Quarter of Section 6, Township 12 South, Range 16 East of the 6th P.M., in the City of Topeka, Shawnee County, Kansas written this 27th day of March, 2024 by Michael A. Adams, P.S. 1126 and described as follows: The West 4 feet of Lot 547 on Kansas Avenue, Orchard Place Addition, to the City of Topeka, Shawnee County, Kansas, containing 100 square feet of land more or less.

This easement will expire one year after the project's acceptance for maintenance.

Section 2. That the City Attorney, on behalf of the governing body of the City of Topeka, Kansas shall present a written application to the District Court of Shawnee County, Kansas, for the appointment of appraisers to make the appraisal and assessment required by law when land is taken for public purposes, and the City Attorney shall do all things necessary for the condemnation of said land completing the appropriation of the same for public purposes.

Section 3. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk

provided that easement, it is necessary to initiate proceedings to acquire it through the eminent domain process. Should the governing body approve the ordinance, the legal department will file a petition in district court requesting the the court appoint three appraisers to view the property, hold a public hearing, and issue a report determining the fair market value of the easement. The City will pay the fair market value to the Court which will distribute the award to the owners.

BUDGETARY IMPACT:

The budgetary impact of the acquisition is estimated at \$0.

SOURCE OF FUNDING:

Project Budget

ATTACHMENTS:

Description

Ordinance

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by the City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire temporary easements for an entrance relocation and construction near SE 26th Street and SE California Avenue - Project No. 601137.01.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA,
KANSAS:

Section 1. That it is hereby declared necessary to condemn and appropriate for the use of the City of Topeka certain property within the corporate limits of the City of Topeka for an entrance relocation and construction, said property being described as follows:

Parcel 1 (2524 SE California Avenue)

Owner of Record: Store Master Funding XIII LLC
Cindy Bennie, Director of Portfolio Operations
8377 E Hartford Drive, Ste 100
Scottsdale, AZ 85255

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Club Car Wash
2524 SE California Ave
Topeka, KS 66605

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Temporary Easement:

A part Lot 1 and Lot 2, Block A, Community Plaza Subdivision Number 4 in the City of Topeka, Shawnee County, Kansas, being described by Matt Broxterman, PS 1424, on May 2, 2024, as follows: The West 27.50 feet of the said Lot 1 and Lot 2. The above described tract contains 9,073 square feet, more or less.

This easement will expire one year from the project's acceptance for maintenance.

Parcel 2 (2600 SE California Avenue)

Owner of Record: LC Zig Topeka LLC
Tiffany Adams, Director of Operations
231 S Berniston Ave, Ste 300
St Louis, MO 63105

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Dollar Tree
2600 SE California Ave
Topeka, KS 66605

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Temporary Easement:

A part of the South 20 feet of Lot 11, Lot 12, Lot 13, Lot 14, Block A, Community Plaza Subdivision in the City of Topeka, Shawnee County, Kansas, being described by Matt Broxterman, PS 1424, on May 2, 2024, as follows: The West 60 feet of the said South 20' feet of Lot 11, Lot 12, Lot 13, Lot 14. The above described tract contains 10,202 square feet, more or less.

This easement will expire one year from the project's acceptance for maintenance.

Section 2. That the City Attorney, on behalf of the governing body of the City of Topeka, Kansas shall present a written application to the District Court of Shawnee County, Kansas, for the appointment of appraisers to make the appraisal and assessment required by law when land is taken for public purposes, and the City Attorney shall do all things necessary for the condemnation of said land completing the appropriation of the same for public purposes.

Section 3. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk

SE Adams Street. Because the owner of the property has not provided that easement, it is necessary to initiate proceedings to acquire it through the eminent domain process. Should the governing body approve the ordinance, the legal department will file a petition in district court requesting the the court appoint three appraisers to view the property, hold a public hearing, and issue a report determining the fair market value of the easement. The City will pay the fair market value to the Court which will distribute the award to the owners.

BUDGETARY IMPACT:

The appraised value of the property interest is estimated at \$420.

SOURCE OF FUNDING:

Project Budget

ATTACHMENTS:

Description

Ordinance

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by the City Manager Dr. Robert M. Perez, authorizing initiation of condemnation proceedings to acquire temporary easement for public infrastructure improvements in the Hi-Crest Neighborhood from SE 37th Street to SE 31st and from the Landon Nature Trail to Se Adams Street - Project No. 841097.01.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

Section 1. That it is hereby declared necessary to condemn and appropriate for the use of the City of Topeka certain property within the corporate limits of the City of Topeka for street repair, said property being described as follows:

Parcel 4 (3029 SE Adams)

Owner of Record: Tien Hoang Pham
2510 Poplar Avenue
Kansas City, KS 64127-4655

Contract Purchaser: None

Lienholder of Record: None

Party in Possession: Vacant house.

Party of Interest: None

PROPERTY TO BE ACQUIRED:

Temporary Easement:

A part of the North 20 acres of the South half of the Northeast Quarter of Section 18, Township 12 South, Range 16 East of the 6th P.M., Shawnee County, Kansas, being described by Patrick Leo LaFontaine, PS 1690, on January 25, 2024, as follows:

Commencing at a point 30.00 feet North of the Southeast corner of said 20 acres; thence West parallel with the South line of said 20 acres N89 57'05"W (Golf Park Subdivision bearing) a

distance of 215.25 feet to the POINT OF BEGINNING; thence continuing N89 57'05"W a distance of 193.15 feet to a Southeast corner of Lot 1, Block A of Golf Park Subdivision; thence N00 45'29"E along an East line of said Lot 1 a distance of 12.00 feet; thence S89 57'05"E a distance of 193.00 feet; thence S00 02'55"W a distance of 12.00 feet to the POINT OF BEGINNING. Containing 2,317 square feet, more or less

This easement will expire one year after the project's acceptance for maintenance.

Section 2. That the City Attorney, on behalf of the governing body of the City of Topeka, Kansas shall present a written application to the District Court of Shawnee County, Kansas, for the appointment of appraisers to make the appraisal and assessment required by law when land is taken for public purposes, and the City Attorney shall do all things necessary for the condemnation of said land completing the appropriation of the same for public purposes.

Section 3. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Braxton Copley, Public Works Director **DOCUMENT #:**
SECOND PARTY/SUBJECT: Truck Routes TMC **PROJECT #:** 10.70
CATEGORY/SUBCATEGORY: 013 Ordinances - Codified / 001 General Provisions
CIP PROJECT: No
ACTION OF COUNCIL: Withdrawn from the agenda 08-13-24. **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Dr. Robert M. Perez, added a new section concerning truck routes to Chapter 10.70, Trucks and Trailers, of the Topeka Municipal Code. *(Approved by the Public Infrastructure Committee on July 16, 2024.)*

Voting Requirement: Action requires at least five (5) votes of the City Council. The proposed ordinance includes a matter of home rule on which the Mayor has veto authority.

(Approval would add a new section to the TMC concerning Truck Routes.)

VOTING REQUIREMENTS:

Voting Requirement: Action requires at least five (5) votes of the City Council. The proposed ordinance includes a matter of home rule on which the Mayor has veto authority.

POLICY ISSUE:

Whether to approve the addition of TMC 10.70.050 Truck Routes and Truck Delivery Routes Established.

STAFF RECOMMENDATION:

Staff recommends the City Council move to adopt the ordinance.

BACKGROUND:

Currently the City does not have a truck route ordinance in place. The proposed ordinance will allow the City to

designate certain roads as truck routes. The City is concerned with vehicles over 26,000 Gross Vehicle Weight. The ordinance will also prohibit trucks of that to drive on roads that not truck routes. For example, if the City receives complaints about semi tractor trailers routinely driving in a residential neighborhood, the City erects a sign on that street that states, "Trucks over 26,000 GVW Prohibited." If a law enforcement officer catches a truck on that street, the driver can be ticketed. The ordinance also has exceptions to allow for City Street Department trucks to patch potholes and plow snow, and businesses to deliver packages. The Public Infrastructure Committee recommended approval on July 16, 2024, by a vote of 2-0-0.

BUDGETARY IMPACT:

Cost of signage to be determined.

SOURCE OF FUNDING:

Operating Budget

ATTACHMENTS:

Description

Ordinance

Truck Routes Map

PI Committee Report (July 16, 2024)

PI Committee Meeting Minutes (July 16, 2024)

1 (Published in the Topeka Metro News _____)
2

3 ORDINANCE NO. _____
4

5 AN ORDINANCE introduced by City Manager Dr. Robert M. Perez, adding a new
6 section concerning truck routes to Chapter 10.70, Trucks and
7 Trailers, of the Topeka Municipal Code.
8

9 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

10 Section 1. That the Code of the City of Topeka, Kansas, is hereby amended
11 by adding a section, to be numbered 10.70.050 which said section reads as follows:

12 **Truck routes and truck delivery routes established.**

13 (a) Truck Route and Truck Delivery Route designations shall be established
14 by the City Manager or his or her designee. A map of truck routes and truck delivery
15 routes shall be posted on the City website. It shall be unlawful for any person, firm,
16 association, partnership or corporation to operate a truck, trailer, or semi-trailer with a
17 registered gross vehicle weight rating in excess of 26,000 pounds, on any street within
18 the corporate limits of the City, other than on the designated truck routes.

19 (b) The provisions of this section shall not be applicable to those vehicles
20 which are designed and used primarily to carry passengers: emergency vehicles:
21 vehicles engaged in repairing, maintaining or constructing streets or other public
22 infrastructure: city or franchised utility vehicles: vehicles conducting refuse collections:
23 any other city vehicles operating under the authority of the city or contractors' vehicles
24 when engaged in projects for the city: vehicles carrying goods, wares or merchandise or
25 other articles to and from any house, residence or business establishment within the
26 City or vehicles providing equipment or materials necessary for repair or construction of
27 any house, residence or business establishment, provided that such vehicles takes the
28 most direct route to and from the facilities or locations served using the designated truck

29 routes whenever possible. For the purposes of this section, taking the most direct route
30 shall not be deemed to include the use of local streets when access can be obtained
31 from an arterial or collector street.

32 (c) On streets and thoroughfares designated as truck routes, all drivers shall
33 comply with bridge and culvert load limit signs and regulations, which take precedence
34 over truck route designations.

35 Section 2. This ordinance shall take effect and be in force from and after its
36 passage, approval and publication in the official City newspaper.

37 Section 3. This ordinance shall supersede all ordinances, resolutions or rules,
38 or portions thereof, which are in conflict with the provisions of this ordinance.

39 Section 4. Should any section, clause or phrase of this ordinance be declared
40 invalid by a court of competent jurisdiction, the same shall not affect the validity of this
41 ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

42 PASSED AND APPROVED by the City Council on _____.

43 CITY OF TOPEKA, KANSAS
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49 _____
Michael A. Padilla, Mayor

50 ATTEST:
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53 _____
54 Brenda Younger, City Clerk

City of Topeka

-  Topeka City Limits
-  Truck Routes
-  Fed/State HWY Trucks Permitted

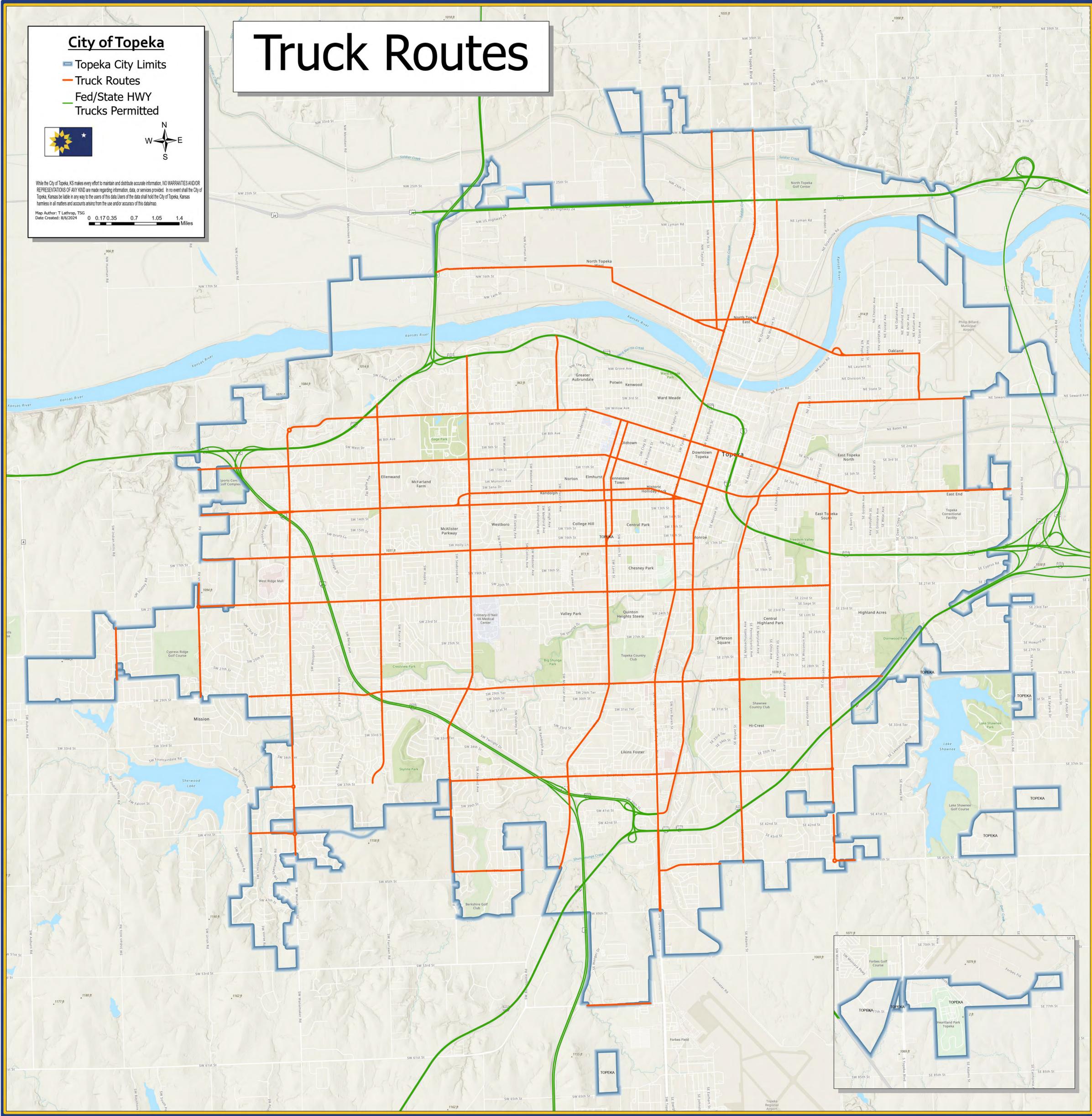


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Map Author: T Lathrop, TSG
Date Created: 8/6/2024

0 0.17 0.35 0.7 1.05 1.4 Miles

Truck Routes



COMMITTEE REFERRAL SHEET

COMMITTEE REPORT

Name of Committee: Public Infrastructure

Title: ORDINANCE - Truck Route

Date referred from Council meeting:

Date referred from Committee: July 16, 2024

Committee Action: MOTION: Committee member Banks made a motion to approve the ordinance and for it to move forward to the Governing Body. Chairwoman Ortiz seconded. Motion approved 2-0-0.

Comments:

Amendments:

Members of Committee: Councilmembers Sylvia Ortiz (Chair), David Banks, and Neil Dobler

Agenda Date Requested: July 30, 2024



CITY OF TOPEKA

CITY COUNCIL
City Hall, 215 SE 7th St., Room 255
Topeka, KS 66603-3914
(785) 368-3710

Liz Toyne, Executive Assistant
E-mail: etoyne@topeka.org

www.topeka.org

EXCERPT

HOLLIDAY 1st FLOOR CONFERENCE ROOM, Topeka, Kansas, Tuesday, July 16, 2024. The Public Infrastructure Committee members met at 11:00 A.M., with the following Committee members present: Sylvia Ortiz (Chair), and David Banks. Neil Dobler was absent.

The following is an excerpt of the draft minutes from the meeting:

APPROVAL of Ordinance introduced by City Manager Dr. Robert M. Perez adding a new section concerning truck routes to Chapter 10.70, Trucks and Trailers, of the Topeka Municipal Code.

Truck Route Ordinance

Public Works Director Braxton Copley gave a brief update noting that Forestry crews and blight crew were currently out on location picking up branches that fell as a result of this morning's storm. He indicated special attention was being made to the area and routes leading to the Fiesta Topeka in Oakland.

Chairwoman Ortiz noted this ordinance came out of the East Topeka South NIA, after having large semi-trucks using residential neighborhood streets to get to their businesses. In doing so, fire hydrants have been removed after being hit by a truck. The neighborhood streets are also often narrower and trucks drive off of the street to make a turn. This constant use tears up the corners of yards and wears down the street. Director Copley noted he had received complaints about issues arising with semi-trucks driving through residential streets. In reviewing current ordinances, Topeka does not currently have designated streets and truck routes establishing where large trucks are and are not able to travel through the city. In addition to creating the ordinance, a truck map will need to be updated on a regular basis. Director Copley stated that in areas where specific complaints have been made within the residential areas, signs will be posted.

Chairwoman Ortiz inquired about how notifications would be made to the businesses where commercial trucks have been seen. He noted there would need to be exceptions made for instances such as snow plow trucks or other large utility trucks that are in an area working, trash trucks, as well as moving trucks or business vehicles such as Amazon making a delivery. However, they will be instructed to take the most direct route, using arterial or collector streets whenever possible.

Director Copley stated the ordinance would not be able to address all issues, however serves as a starting point.

Committee member Banks inquired about drivers who accidentally get onto the residential streets by mistake? Would they be immediately ticketed? Senior Attorney Brandy Roy-Bachman noted that the Prosecutor would need to show intent.

City Manager Robert M. Perez added that the ordinance was created with the intent to prohibit businesses with large trucks from habitually driving through residential streets.

MOTION: Committee member Banks made a motion to approve the ordinance and for it to move forward to the Governing Body. Chairwoman Ortiz seconded. Motion approved 2-0-0.

ATTACHMENTS:

Description

Resolution (Revised August 12, 2024)

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by Councilmember Spencer Duncan on behalf of
4 the citizens of Topeka urging all taxing entities, including the
5 State of Kansas and City of Topeka, to keep mill levies at the
6 lowest possible rates.
7

8 WHEREAS, the citizens of Topeka are facing rising costs including property taxes
9 and inflation; and

10 WHEREAS, fairer appraisal processes are essential to alleviate the burden on
11 property owners within the city; and

12 WHEREAS, it is imperative for the State of Kansas to take immediate action to
13 address this pressing issue; and

14 WHEREAS, the City of Topeka urges the State of Kansas to update the appraisal
15 process to ease the uncertainty of valuations; and

16 WHEREAS, property taxes are assessed by multiple government entities in
17 Shawnee County including the County, School Districts, the State of Kansas, a public
18 library, Washburn University, the Airport Authority, the Transit Authority, and the City; and

19 WHEREAS, it is crucial for all taxing entities to recognize the enormous impact
20 property taxes have on homeowners and take steps to mitigate this impact.

21 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
22 CITY OF TOPEKA, KANSAS, that:

23 1. The City of Topeka asks the State of Kansas to undertake a comprehensive
24 examination of and update the appraisal process to be fairer and more equitable.

25 2. The City of Topeka ~~calls upon~~ asks all taxing entities to acknowledge the
26 strain placed on homeowners by rising property tax rates, and work during their budget
27 processes to keep mill levies at the lowest possible rates. This includes the City of Topeka.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: Josh McAnarney, City Budget Manager **DOCUMENT #:**
SECOND PARTY/SUBJECT: 2025 Operating Budget **PROJECT #:**
CATEGORY/SUBCATEGORY: 004 Budgets or Appropriations / 001 Operating Budget - City
CIP PROJECT: No
ACTION OF COUNCIL: Discussion: 07-30-24; 08-13-24; **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION related to the City of Topeka 2025 Operating Budget.

(Discussion is scheduled through the months of August and September.)

VOTING REQUIREMENTS:

Discussion only, no action required by the Governing Body.

POLICY ISSUE:

The City shall adopt an operating budget for each fiscal year and set forth estimated revenues and estimated costs for operations and maintenance, extension and replacement and debt service.

STAFF RECOMMENDATION:

Discussion item only. No action required by the Governing Body.

BACKGROUND:

As Staff prepares the proposed budget, there is a need to seek direction from the Governing Body on appropriate options for the 2025 City mill rate. Staff expects property valuations from the County before the meeting which will allow staff to prepare scenarios to discuss with the Governing Body.

As discussions continue through the months of August and September the 2025 Proposed Budget and all supplemental information will be available online at <https://www.topeka.org/finance/budget/>.

BUDGETARY IMPACT:

The budgetary impact is described in the proposed 2025 budget.

SOURCE OF FUNDING:

Various City Funds

ATTACHMENTS:

Description

August 20, 2024 GB Meeting Budget Presentation

August 13, 2024 GB Meeting Presentation

July 30, 2024 GB Meeting Presentation

2025 City of Topeka Preliminary Budget (July 30, 2024)



CITY OF
TOPEKA



Department Budget
Presentations
8/20/2024



CITY OF
TOPEKA



Department Budget
Presentations: Public Works



Overview

The Public Works department has three main divisions: administration, which maintains, parking, city facilities, and fleet services, engineering, which oversees public street projects, inspects right-of-way work, manages survey data, and handles bridge inspections and maintenance, and street maintenance which maintains streets, signals, lights, signs, forestry, and pavement markings

Budget Details (General Fund)

| | |
|-----------------------|--------------------|
| Personnel | \$4,530,887 |
| Contractual | \$4,186,491 |
| Commodities | \$156,100 |
| Capital Outlay | \$7,250 |
| TOTAL | \$8,880,728 |

FY25 Increases

- Increase in \$600,000 in engineering consultant fees (Without this request the PW would have decreased in FY 2025 vs. FY 2024 Budget for the General Fund)





Service Overview

The City faces strategic challenges in maintaining its assets, which cost more to repair or replace than the revenue it generates. According to the latest PCI report, the major assets maintained by Public Works include:

- **Bridges (2023):** 101
- **Center Line Miles (2022):** 703.6
 - 2022 PCI = 67.71
- **Miles of Paved Alleys (2022):** 45.24
- **Miles of Curb and Gutter (2019):** 918
- **Signalized Intersections (2022):** 186
- **Miles of Sidewalks (2019):** 655

Budget Details

| | |
|---------------------------------------|---------------------|
| Citywide Half-Cent Sales Tax | \$31,122,760 |
| Countywide Half-Cent Sales Tax | \$9,798,500 |
| Federal Funds Exchange | \$2,215,000 |
| Engineering Administration | \$4,246,011 |
| TOTAL | \$47,382,271 |





2024 Projects

- Kansas and Gordon Intersection
- 45th and Topeka Turn Lane
- 21st to 29th on Topeka Boulevard
- NW Goodyear Rd. at US-24 Interchange
- NE River Rd. from Crane St. to Emmett St.
- Tyler Street: Paramore to Beverly
- Bridge Deck Rehabilitation: Burlingame @ 27th St.
- Signal Projects:
 - 17th and Fairlawn
 - 6th and Golden
 - Lane / Washburn @ 10th

2025 Major Projects

- Fairlawn: 23rd to 28th
- Butcher Creek Bridge
- 29th : Kansas to Adams
- 6th : Rice to Golden
- Design of Huntoon St. : Gage to Harrison
- Topeka Boulevard: 15th – 21st





Service Overview

The Special Highway fund receives the motor fuel taxes from the State of Kansas and pays for street improvements and staffing to maintain those assets throughout the City.

FY25 Goals

- Start with implementation of SS4A Grant to include the upgrade of all school flashers and signage to meet the latest industry standards.
- Upgrade street maintenance fleet and other equipment
- Initiate new training program for motor grader and paver

FY24 Accomplishments

- Reached full staffing capacity for street maintenance
- Introduced into practice applying brine mix for winter weather events
- Filled 36,039 potholes
- Swept 2,771 miles of street
- Maintained (graded) 87,411 linear feet of aggregate alleys
- 5 snow events using 1,393 tons of salt
- 320 lane miles pretreated with salt brine solution

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$4,553,507 |
| Non-Personnel | \$3,720,145 |
| TOTAL | \$8,272,652 |





Service Overview

The City Fleet Department manages and maintains the city’s vehicles and equipment, including police cars, fire trucks, and maintenance vehicles. It handles vehicle procurement, regular maintenance, repairs, and fuel management to ensure all assets operate efficiently and safely while optimizing performance and cost-effectiveness.

FY25 Goals

- Increase enrollment in the City's vehicle and equipment replacement fund
- Relocate fleet light duty to new location
- Maintain fleet readiness above 90%

FY24 Accomplishments

- Delivered reports on vehicle and equipment asset management
- Achieved nearly full staffing
- Year to date (6/13/24) value of surplus items sold on Govdeals.com was \$82,344

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$2,013,155 |
| Non-Personnel | \$1,662,402 |
| TOTAL | \$3,675,557 |





Service Overview

The City Facilities Department manages the maintenance and repair of municipal buildings, offices, and public spaces. It ensures facilities are safe, functional, and well-maintained while handling budgets and coordinating repairs and upgrades.

FY25 Goals

- Complete TPAC HVAC replacement
- Improve accessibility of City facilities
- New ADA compliant walkway on the East side of TPAC

FY24 Accomplishments

- Completed City Hall Boiler conversion and TPAC air handling unit and continue to work on HVAC replacement
- Replaced various mechanical features at the Law Enforcement Center and Fire Department Facilities
- Replaced roofs at Fire Stations 4 and 7 and the Water Distribution Building

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$1,093,754 |
| Non-Personnel | \$2,425,412 |
| TOTAL | \$3,519,166 |



If a Reduction of 13% was Applied (PW)



13% Reduction is \$1,154,495

- Eliminate 1/2 Consultant Cost (\$300,000)
- Eliminate 7 FTEs (\$865,000)

Service Impact

- Eliminating engineering positions increases the reliance on consultants for completing projects and reduce level of service on number of projects managed in house
- Reduction in service level to council and constituents who make requests for traffic control such as signals, stop signs, and RRFB's



If a Reduction of 13% was Applied (Fleet)



10

13% Reduction is \$477,822

- Eliminate 4 FTEs (\$456,353)
- Would not update diagnostic equipment (\$3,370)
- Reduce training for mechanics on new models of vehicles (\$18,000)

Service Impact

- Reduce the number of lift inspections
- Not maintain automatic vehicle location technology
- Reduce fleet readiness which increases the vehicle not being ready for an emergency
- Would require outsourcing of some repairs at higher cost



If a Reduction of 13% was Applied (Facilities)



11

13% Reduction is \$457,491

- Eliminate 2 FTEs (\$127,000)
- Eliminate Service Contracts for generator inspection, pest control, and landscaping (\$91,000)
- Reduction of external contractors for repairs like overhead door, plumbing, electrical, and HVAC, etc. (\$250,000)

Service Impact

- Delays in Responding to service requests for maintenance
- Inability to perform regular inspections of equipment
- Reduction of preventative maintenance like filter replacement, tightening belts, and preventative cleaning
- Cutting external contractors would result in a delay of repairs for facilities





CITY OF
TOPEKA



Department Budget
Presentations: Utilities



Overview

The Water Utility comprises three main sections: Distribution, Plant Operations & Maintenance, and Customer Service. Water employees ensure compliance with KDHE standards for safe drinking water and serve around 56,000 retail customers across a 70-square-mile area.

FY24 budget: \$52.6M ♦ 7.5% under FY25

FY25 Increases

- Commodities budget increase of approximately 10% is driven by an increase in materials used for water treatment & distribution, water quality testing and inflation in prices of lab supplies. (\$900,000)
- Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers (\$1,800,000)

Budget Details

| | |
|-----------------------|---------------------|
| Personnel | \$11,604,432 |
| Contractual | \$12,816,876 |
| Commodities | \$10,107,490 |
| Capital Outlay | \$400,000 |
| Debt | \$13,592,479 |
| Other Payments | \$8,007,100 |
| TOTAL | \$56,528,377 |





Service Overview

Water Services personnel manage all facets of treatment and distribution of 7.8 billion gallons of water annually. The total operation and maintenance cost is \$2,148 per MG of water produced .

Water Assets

| | |
|--------------------------|-------------------------|
| 900 miles of water mains | \$1,092,350,000 |
| 11 water towers | \$42,100,000 |
| 16,656 valves | \$12,650,000 |
| 10 pump stations | \$17,383,000 |
| 5,244 hydrants | \$20,543,000 |
| 57,000 water meters | \$14,899,000 |
| Water Treatment Plant | \$123,876,000 |
| TOTAL VALUE | \$1,323,801,000* |

*Based on 2019 Assessment

FY24 Accomplishments

- Meet or exceed all KDHE requirements for safe, clean drinking water
- 424 water main breaks repaired
- 9,494 LF of water mains replaced
- 102,900 customers assisted
- 1,400 meters exchanged
- 534,633 bills generated
- Zero findings on the 2023 financial audit

▪ 2024 YTD

FY25 Goals

- Meet or exceed all KDHE requirements for safe, clean drinking water
- Complete ongoing meter exchange program
- Resume preventative maintenance for hydrants & valves
- Increase electronic customer communication
- Begin development of specialized training programs





2024 Projects

- Montara Water Tower
- West Plant Basin Rehab
- Water Main Replacement/Rehab Projects
 - SW 12th St. from Gage Blvd. to Kansas Ave
 - SW Gage Blvd from SW 10th to Huntoon
 - Quincy St from SE 6th Ave to SE 8th Ave
 - SW 21st St from SW Washburn to SW Fillmore
 - SW 21st St from SW Tyler St to S Kansas Ave

2025 Major Projects

- Water Main Replacement/Rehab Projects
 - SW Randolph from SW 22nd St to 24th St.
 - SW Moundview
 - SW Stoneybrook
 - SW Boswell
- Water Treatment Plant Rehab Projects
 - West Intake Rehab Construction
 - Chemical Building Rehab
 - East Plant Basin Rehab Design
- Design for Quincy Water Tower Painting
- Complete Meter Exchange Program



If a Reduction of 13% was Applied (Water)



13% Reduction is \$7,348,689

- Staff Reductions (12 FTEs)- \$861,306
- Not Filling Vacancies (15.5 FTEs)- \$1,233,905
- Close City Express Customer Service - \$197,000
- Eliminate Equipment Purchases - \$400,000
- Reduce after hours, weekend and holiday call center & response hours - \$351,000
- Eliminate Low Income Assistance Program - \$500,000
- Reduction or Elimination of Capital Programs - \$3,805,478

Service Impact

- Negative Impact on Level of Service provided to Customers
 - Delayed response to Water Main Breaks after hours, on weekends or holidays.
 - Slowed response to calls during business hours
 - No in-person Customer Service Option
- Service Reduction in the Water Main Replacement Capital Improvement Program, extending the replacement cycle out to more than 200 years.





Overview

The Stormwater Utility is responsible for the operation and maintenance of all facilities related to the collection, treatment and mitigation of stormwater in an approximately 60 square mile area. Additionally, staff also ensure compliance with all state and federal regulations. The total operation and maintenance cost is \$6,634 per mile of Stormwater infrastructure

FY24 budget: \$13.7M ♦ 7.2% over FY23

Budget Details

| | |
|-----------------------|---------------------|
| Personnel | \$2,453,053 |
| Contractual | \$2,361,487 |
| Commodities | \$258,961 |
| Capital Outlay | \$300,000 |
| Debt | \$2,567,519 |
| Other Payments | \$4,786,200 |
| TOTAL | \$12,727,220 |

FY25 Increases

- Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers (\$379,000)





Service Overview

The Stormwater system includes inlets, pipes, levees, creeks and rivers and publicly owned or maintained ditches, channels, detention ponds and stormwater quality Best Management Practices (BMP).

FY25 Goals

- Apply for grants to assist with EFS projects
- Participate in at least four community events
- Conduct four controlled burns

FY24 Accomplishments

- 4,573 Stormwater Inlets cleaned
- 2,623 LF Storm Sewer pipes cleaned
- 3,716 LF Storm Sewer Main replaced

▪ 2024 YTD

Stormwater Assets

| | |
|--------------------------------|-----------------------|
| 16,209 storm inlets | \$91,428,650 |
| 4,508 storm manholes | \$25,442,000 |
| 423 miles of storm sewer lines | \$274,043,360 |
| 179 miles of ditches | \$21,335,600 |
| 140 miles of stream & rivers | \$417,185,550 |
| TOTAL VALUE | \$829,435,160* |

| | |
|--------------------------------|----------------------|
| 22 miles earthen levees | \$26,605,000 |
| .78 miles flood wall | \$31,322,800 |
| 87 relief wells | \$5,700,200 |
| 72 closure/drainage structures | \$4,063,500 |
| 8 pump stations | \$24,381,000 |
| TOTAL VALUE | \$92,072,500* |

*Based on 2019 Assessment



Stormwater Projects



2024 Projects

- Stormwater Master Plan
- Shunga Master Plan
- Storm Conveyance Replacement & Rehab Projects
 - Fire Station #8 - 2700 SW Fairlawn
 - SW 17th St & SW Westport Dr
 - East Topeka North Stormwater Improvements
 - 23rd & Market
 - SW Jewell Ave. from SW 2nd to 3rd
- Drainage Correction Projects
 - Colly Creek South
 - Colly Creek North
 - 37th & California

2025 Major Projects

- Fairlawn Rd from SW 22nd Park to 28th St
- Storm Conveyance Replacement & Rehab Projects
 - NW Reo Stormsewer Replacement
 - NW Elm Row Ave
 - SE 29th from Adams to California
- Drainage Correction Projects
 - SE Virginia Court
 - SW 28th Terrace



If a Reduction of 13% was Applied (Stormwater)



13% Reduction is \$1,654,539

- Staff Reduction (4 FTE's) - \$301,344
- Not Filling Vacancies (4 FTE's) - \$445,087
- Eliminate Equipment Purchases - \$300,000
- Reduce after hours, weekend and holiday response hours - \$25,000
- Eliminate Homeless Abatement - \$150,000
- Reduction or Elimination of Additional Capital Programs - \$934,452

Service Impact

- Negative Impact on Level of Service provided to Customers
 - Delayed Response to after hours, weekends and holiday back-up calls
 - Slow response calls during business hours
- Increased public health and safety concerns, and negative impact on the overall quality of the community appearance
- 10% Reduction in Storm Conveyance Replacement & Rehabilitation Capital Improvement Program
- Increased National Flood Insurance Policy premiums for residents in higher risk areas
- Consent Orders and fines for non-compliance





Overview

The Wastewater Utility is responsible for collecting, transporting, treating and disposing of sanitary and industrial wastewater discharged to sewers within the service area and ensuring associated regulatory compliance. Management of the RNG Facility is also tasked to Wastewater staff. The total operation and maintenance cost is \$2,451 per MG of wastewater treated.

FY 24 budget \$45.87M ♦ 10.4% over FY25

FY25 Increases

- Much of the increase in the contractual and commodities budgets for wastewater are a result of shifting of WPC SCADA operations from the Capital Improvement Program to the operations budget and transitioning to a predictive budgeting practice for Shawnee County Wastewater Treatment based on historical costs. Shawnee County expenses are billed back to the County.

Budget Details

| | |
|-----------------------|---------------------|
| Personnel | \$6,959,796 |
| Contractual | \$11,673,653 |
| Commodities | \$2,539,551 |
| Capital Outlay | \$350,000 |
| Debt | \$11,724,199 |
| Other Payments | \$7,846,110 |
| TOTAL | \$41,111,308 |





Service Overview

Wastewater personnel manage all facets of collection and treatment of 5.2 billion gallons of wastewater annually.

FY25 Goals

- Rehabilitation of the Grant Jefferson & Shunga Pump Stations and Force Mains
- Increase Biosolids Processing
- Increase Land Application
- Maintain compliance with city NPDES Permit Requirements

FY24 Accomplishments

- Maintained compliance with city NPDES Permit requirements
- 560,220 LF of Sewer Mains cleaned
- 19% fewer calls regarding odor complaint compared to 2023

▪ 2024 YTD



Wastewater Projects



2024 Projects

- Harland Ct. Sewer Realignment
- Wastewater Lining & Replacement
 - Polk-Quincy Quarter Section
- Small Wastewater Pump Stations Rehab
 - S Kansas
 - Shawnee I & II

2025 Major Projects

- Grant Jefferson Pump Station & Force Main Rehab
- Shunga Pump Station & Force Main Rehab
- Complete North Topeka Wastewater Treatment Plant Modifications

Wastewater Assets

In addition to City of Topeka assets, Wastewater personnel provide maintenance for county assets, including an additional 37 sanitary pump stations and operates a third wastewater treatment plant.

| | |
|----------------------------------|-------------------------|
| 828 miles of sanitary sewer line | \$905,965,000 |
| 15,962 manholes | \$99,530,000 |
| 47 pump stations | \$81,500,000 |
| 2 wastewater treatment plants | \$220,000,000 |
| TOTAL ASSETS | \$1,306,995,000* |

**Based on 2019 Assessment*



If a Reduction of 13% was Applied (Wastewater)



13% Reduction is \$5,344,470

- Staff Reduction (9 FTE's) - \$690,849
- Not Filling Vacancies (9 FTE's) - \$525,436
- Eliminate Equipment Purchases - \$350,000
- Reduce after hours, weekend and holiday response hours - \$328,398
- Elimination of Chemical Dosing associated with Odor Control - \$175,000
- Reduction or Elimination of Capital Programs - \$3,454,060

Service Impact

- Negative Impact on Level of Service provided to Customers
 - Delayed Response to after hours, weekends and holiday back-up calls
 - Slow response calls during business hours
- Elimination of Capital Improvement Programs:
 - Odor Control
 - Wastewater Lining & Replacement
 - Inflow & Infiltration
- Increased odor from wastewater treatment, negatively impacting the quality of life for nearby residents.
- Consent Orders and fines for non-compliance





CITY OF
TOPEKA



Department Budget
Presentations: Municipal
Court



Service Overview

Municipal court is a court of limited jurisdiction that adjudicates traffic infractions and misdemeanor offenses that are alleged to have occurred within the Topeka city limits. Its main mission is to promptly and fairly adjudicate all cases and enforce judgments rendered.

FY25 Goals

- Relocate Court and Probation operations to original locations
- Fully staff divisions and hire new FTEs approved for the 2024 budget
- Work with Topeka Public School to hold a holiday/back-to-school drive
- Continue to cultivate and grow the Alternative Sentencing Court [partnership with Valeo]

FY24 Accomplishments

- **Volume:** Average 10,000 active cases per month, adjudicate approximately 1000 cases per month
- **Grant Award:** Secured the DOJ Violence Against Women Grant with city grant writing and prosecution.
- **Property Maintenance:** Issued judgments in 31 cases using the LLC ordinance.
- **Domestic Violence Cases:** 302 cases filed through July 31st.
- **KLS DL Clinics:** Assisted with 3 clinics, with a 4th scheduled for September.

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$1,735,303 |
| Non-Personnel | \$547,320 |
| TOTAL | \$2,296,623 |



If a Reduction of 13% was Applied (Court)



Reductions- \$298,561

- Majority of budget personnel so all reductions would go to staffing cuts
- Reduction 5 FTEs (\$299,000)

Impact

- Higher caseload for probation officers, impact on public safety
- Core services such as case intake and docketing would take longer
- Reduced public hours to ensure core services are completed
- Slower processing of payments to restitution victims
- Overworked clerk's office, high-stress job, more turnover





CITY OF
TOPEKA



Department Budget
Presentations
8/20/2024



CITY OF
TOPEKA



Department Budget
Presentations
8/13/2024



CITY OF
TOPEKA



Department Budget Presentations: Police



Mission Statement

The mission of the Topeka Police Department is to provide a safe community and faithfully serve our citizens with impeccable integrity, enduring professionalism and immeasurable honor.

FY25 Increases

- Increase in contract with VALEO for Behavioral Health Unit (\$60,000)
- Commodities increased to cover Axon Camera/Taser upgrade (\$105,000)
- Capital Outlay purchases to include 12 Front Line Vehicles, 2 Animal Control Trucks, and 2 Detective Vehicles (\$300,000)
- Personnel Increase is based off the current status of the FOP Contract

Budget Details

| | |
|-----------------------|---------------------|
| Personnel | \$46,476,688 |
| Contractual | \$5,915,133 |
| Commodities | \$2,328,028 |
| Capital Outlay | \$879,852 |
| TOTAL | \$55,599,702 |





Service Overview

Initial response to emergent and non-emergent citizen calls for police service

Securing the scene and beginning the initial assessment as to incident specifics

Requesting the additional resources needed to reach a successful conclusion

Goals for FY25

- Continue evaluation of best practice for police response
- Assess and evaluate new technology for front line response
- Reduce vacancies thru innovative recruiting efforts

FY24 Accomplishments

- Upgrade from the Taser 7 to the Taser 10
- Increased Medical Response Capabilities (IFAK/Narcan)

Budget Details

| | |
|----------------------|---------------------|
| Personnel | \$21,579,757 |
| Non-Personnel | \$1,003,193 |
| TOTAL | \$22,582,950 |



Criminal Investigations (Pages 69 – 72)



Service Overview

Violent crime investigations

Investigative focus on State of Kansas statutory violations that center on property crime offenses

Specialized investigations involving crime against children, sex offenses and family violence

Goals for FY25

- Increase investigative abilities through partnership with the Real Time Crime Center
- Meet or exceed the national homicide clearance rate

FY24 Accomplishments

- Assigned Axon cameras to Detectives
- Exceeded the national homicide clearance rate

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$8,419,722 |
| Non-Personnel | \$110,212 |
| TOTAL | \$8,529,934 |



Community Policing (Pages 69 – 72)



Service Overview

Community policing includes development of community partnerships and engaging in problem solving at a neighborhood level

Houses the Behavioral Health Unit which provides specialized Police Service in partnership with mental health professionals

Goals for FY25

- Grow our police community relations through transparent participation in various community meetings
- Foster neighborhood pride and cohesiveness
- Strengthen our commitment with our Co-Responder Program partners

FY24 Accomplishments

- Completed 2024 Spring TPD Citizen's Academy with the 2024 Fall TPD Citizen's Academy beginning August 22nd
- Filled 2nd shift Co-Responder position

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$2,782,799 |
| Non-Personnel | \$348,009 |
| TOTAL | \$3,130,808 |





Service Overview

Protect public health and welfare by enforcing the International Property Maintenance Code (IMPC). The IMPC regulates housing, unsafe structures, sanitation, unlicensed vehicles, weeds, and graffiti on private property within city limits.

Goals for FY25

- Continuing the transformation of the culture of Property Maintenance
- Improve the overall quality of structures and premises within Topeka
- Work with partners to enhance community appearance

FY24 Accomplishments

- Collaborated with Housing Services and EAS Program Coordinator to recommend housing alternatives
- Abated 19 encampments, committed 117 man-hours, and removed 26.29 tons of trash/rubbish

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$1,589,411 |
| Non-Personnel | \$1,030,293 |
| TOTAL | \$2,619,704 |



If a Reduction of 13% was Applied (TPD)



13% Reduction is \$7,227,961

- Reduction of 47 Sworn FTE's \$4,976,662
- Reduction of 7 Non-Sworn FTE's \$486,289
- Reduction of Overtime Budget \$736,124
- 50% Reduction to Vehicle Budget \$432,436
- 50% Reduction to Training Budget \$57,500
- Suspension of Co-Responder Partnership \$200,000
- Contractual/Commodity Reduction Corresponding to the Reduction of FTE's \$338,950

Service Impact

- Special Events/Planning
- Mental Health Calls
- Narcotics Investigations
- Community Meetings/Events
- Delays to Response Times
- Sworn Personnel Absorbing Duties of Civilian Staff
- Reduced Training Opportunities for Sworn Personnel
- Negative Impact on an Already Aging Fleet



If a Reduction of 13% was Applied (PMU)



13% Reduction is \$360,062

- 2 Property Maintenance FTE's
\$134,449
- Reduction of Demolition Budget
\$140,000
- 50% Reduction to Vehicle Budget
\$51,817
- 50% Reduction to Training Budget
\$9,750
- Contractual/Commodity Reduction
Corresponding to the Reduction of
FTE's \$4,546

Service Impact

- Negative Impact on Ability to Address
Blight in our Community
- Delays in Responding to Violations of
the Property Maintenance Code





CITY OF
TOPEKA



Department Budget Presentations: Fire



Mission Statement

To save lives and protect property by providing excellence and leadership in fire, rescue, emergency medical response, fire prevention and public education.

FY25 Increases

- Education/Travel increased (\$31,000)
- Maintenance of equipment (\$50,000) & office computer equipment (\$13,000)
- Uniforms (\$70,000) & Protective Gear (\$25,000)
- Repair Parts (\$17,500)

Budget Details

| | |
|-----------------------|---------------------|
| Personnel | \$33,789,909 |
| Contractual | \$3,558,221 |
| Commodities | \$993,600 |
| Capital Outlay | \$70,000 |
| TOTAL | \$38,411,729 |





Service Overview

Fire department operations encompass fire suppression, rescue, medical services, hazardous materials response, aiming to protect life, property, and the environment from emergencies.

FY25 Goals

- Complete Bluecard IMS training for all company officers
- Reduce average response time for all emergent level calls
- Continuing recruiting and retention to ensure a workforce more reflective of the community as a whole (Camp Courage and Fire Explorer Post)

FY24 Accomplishments

- Responded to highest number of working structure fires and highest number of calls since 2003
- Conducted officer development program (ODP) for 15 personnel
- Reduction in total number fire related deaths
- Completed installation of new alerting system in all 12 fire stations

Budget Details

| | |
|----------------------|---------------------|
| Personnel | \$31,070,450 |
| Non-Personnel | \$2,858,338 |
| TOTAL | \$33,928,788 |





Service Overview

Function: Conduct cause and origin investigations for all fire types, conducts inspections of multiple types of occupancies on yearly basis, and provides fire safety education to the public.

Impact: Helps reduce the overall number of fires in the community.

FY25 Goals

- Completion of fire safety program in all USD 501 elementary schools
- Meet or exceed the national clearance rate of arson investigations
- Complete inspection of all apartment complexes with interior hallways per IFC.

FY24 Accomplishments

- New Fire Inspections Software:** Implemented a new system for efficiency
- Fuel Station Inspections:** Took over inspections previously managed by the State Fire Marshal
- Joint Apartment Inspections:** Partnered with Property Maintenance Division for fire inspections of apartment buildings
- Fireworks Stand Inspections:** Successfully completed inspections of all fireworks stands
- New Fire Investigator:** Promoted and enrolled in Topeka Police Department Academy for Law Enforcement Training
- Fire Education:** Completed fire safety education programs in all USD 501 elementary schools

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$1,519,075 |
| Non-Personnel | \$130,219 |
| TOTAL | \$1,649,294 |





Service Overview

Role in Emergency Responses: Integral part of suppression personnel's responses.

Advanced Life Support (ALS): Provides higher-level care, enhancing community health and well-being.

Basic Life Support (BLS) Training: Required for all personnel to fulfill first responder capabilities.

FY25 Goals

- Add additional company to ALS response levels
- Enroll additional personnel in AEMT course

FY24 Accomplishments

- Completed AEMT training for 7 personnel, and EMT training for 4 new recruits
- Work started with I.T. to build QA/QI database
- Implemented joint QA/QI process with AMR
- 7 personnel trained as American Heart Association ACLS and/or BLS instructors
- Started additional quarterly training for ALS personnel

Budget Details

| | |
|----------------------|-----------------|
| Personnel | \$0 |
| Non-Personnel | \$97,750 |
| TOTAL | \$97,750 |





Service Overview

Programs that prepare firefighters with essential skills and knowledge for responding to fires and emergencies, including firefighting techniques, safety procedures, and equipment use. The aim is to ensure effective, safe, and efficient emergency responses.

FY25 Goals

- Provide training required to meet ISO standards and provide education hours to all personnel required to meet EMS continuing education requirements
- Increase hands-on training to TFD personnel (both fire and EMS)

FY24 Accomplishments

Hazardous Materials Technicians: 16 personnel trained and certified.

New Firefighters: 15 recruits graduated from the academy.

Recruit Evaluation: Established a new method for assessing recruit skill levels.

New Reporting System: Implemented and trained all personnel on the Emergency Networking Fire/EMS reporting system.

Training Hours: Coordinated delivery of over 60,000 hours of training to department personnel

Budget Details

| | |
|----------------------|------------------|
| Personnel | \$718,375 |
| Non-Personnel | \$263,503 |
| TOTAL | \$981,878 |



If a Reduction of 13% was Applied (TFD)



13% Service Reduction is \$4,993,524

| | |
|-----------------------------------------|----------------------|
| Uniform Staff Reductions (37 positions) | (\$3,216,976) |
| Not Filling Vacancies (8) | (\$722,223) |
| Reduction in Call Back/Overtime | (\$525,000) |
| New Hire Savings | (\$78,200) |
| Equipment Purchases | (\$106,500) |
| Personal Protective Equipment | (\$35,000) |
| General Purpose Vehicle Replacement | (\$201,430) |
| Reduction in Training Expenditures | (\$88,700) |
| Software Licensing Cancellation | (\$20,000) |
| TOTAL | (\$4,994,029) |

Service Impact

- Closing of three fire companies permanently
- Utilization of specialty personnel (Inspectors, Training Officers, Public Education Officer) for reduction of Callback and Overtime
- Reduction in community engagement activities
- Forgoing of essential equipment and PPE replacement for current personnel





CITY OF
TOPEKA



Department Budget
Presentations:
Information Technology



Mission Statement

Providing reliable, secure, and innovative technology solutions to support the efficient and effective operations of the City government, while prioritizing citizen service and data security.

FY25 Increases

- Inflationary Costs
- Microsoft 365 Licensing Restructure

Budget Details

| | |
|--------------------|--------------------|
| Contractual | \$3,499,645 |
| Personnel | \$3,158,763 |
| Commodities | \$76,060 |
| TOTAL | \$6,734,468 |





Service Overview

Business Systems consists of back-end support, data analytics, and web development for applications and systems across the organization.

This service also focuses on the maintenance and development of applications by the IT Department.

FY25 Goals

- Complete software upgrades and migrations
- Implement new systems for enhanced operational capability
- Improved public/resident portal services

FY24 Accomplishments

- Migration to the new Microsoft environment for Microsoft applications utilized by city staff in all areas of the City
- Provide better continuity of operations and security
- Design a Disaster Recovery Plan to compliment continuity of operations plan

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$1,517,004 |
| Non-Personnel | \$220,287 |
| TOTAL | \$1,737,291 |





Mission Statement

To efficiently and effectively provide geospatial information and applications. These tools, and datasets, should aid city employees and the public in order to enhance city operations, improve decision making and provide enhanced public services.

FY25 Goals

- Improve and expand city asset and inventory data
- Continue to improve GIS application capability

FY24 Accomplishments

Vacant Lot Application: Provides visibility to departments of all 'vacant' properties within the City

Landbank Application: Allows the public to see city owned properties that are for sale

Road Closure Applications/WAZE Notifications: Provides road closures to all navigation routing applications. Public facing apps for PQV and general road closures

Field Applications: Applications were built for employees who work in the field to enrich the GIS (signs, alleys) while in the field

Budget Details

| | |
|----------------------|--------------------|
| Personnel | \$794,357 |
| Non-Personnel | \$619,904 |
| TOTAL | \$1,414,261 |





Service Overview

An ERP (Enterprise Resource Planning) system is a software platform that integrates and manages essential business processes like finance, HR, and supply chain, streamlining operations and improving decision-making through centralized data and automated workflows.

Timeline

- **Selection of Vendor:** Tyler Technologies
- Managed to negotiate approximately \$600k off the cost of the implementation and roughly \$500k off the price of SaaS fees for a total savings of ~\$1.2 million below the original RFP
- Next Steps
 - Assess Current Business Processes
 - Map Data for Conversion
 - Build Chart of Accounts



If a Reduction of 13% was Applied (IT)



13% Service Reduction is \$875,481

- Reduction in Cybersecurity Protection by greater than 50%
- Reduction in Operational Software (See ClickFix, ShareFile, Document Retention, DocuSign, OpenForms, etc.)
- 2 FTE directly impacts customer service by greater than 50%
- Reduction in Professional Service Support which slows response times and time to complete projects
- No IT Help Desk Software
- No Remote Work for City Employees
- No Remote Vendor Access
- Reduction in hardware & maintenance

Service Impact

- May impact cybersecurity insurance premiums
- Increases risk of cyber attacks to the organization and end user devices
- Increase risk of data loss/theft
- Reduction in customer service
- SCADA and Traffic day to day operational impacts
- Limit end user devices (iPads, Docking Stations, Monitors, etc.)





CITY OF
TOPEKA



Department Budget Presentations



CITY OF
TOPEKA



Budget Overview

7/30/2024

Agenda

- 3** | Budget Presentation Schedule
- 4** | Budget Sessions
- 5** | Revenue Projections
- 6-7** | Taxing Entities in Topeka
- 8-10** | Expense Projections
- 11-12** | FY 2024 to FY 2025 Expense Increases
- 13-14** | FY 2026 to FY 2027 Financial Forecast
- 15-17** | Future Budget Policy Considerations



Tentative Budget Presentation Schedule

3

- **July 30th** : Budget Overview
- **August 13th** : Police, Fire, IT
- **August 20th** : Public Works, Utilities, Municipal Court
- **August 27th (Special Meeting)** : Planning, HR, Legal, Finance, Community Engagement
- **September 3rd** : Other items as needed
- **September 10th** :
 - Public Hearing of RNR Rate
 - Set Mill Levy
 - Budget Hearing
 - Budget Adoption



Listening Sessions

What we heard:

- Sell the Hotel
- Enhance the City's traffic division
- Fully fund the Fire Department
- Decrease Police Funding- reduce salaried Law Enforcement
- Increase Social Services/Mental Health/Community Violence Prevention
- Increase Metro Services to other areas
- Equal Access to Economic Development
- Invest in Unsheltered population
- Affordable housing/Use the Housing Trust Fund
- Lower Property Taxes in favor of Sales Tax



2025 Revenue Scenarios for Operating Budget

| Major Revenue Categories | RNR Rate @ 35.341 | Current Rate @ 36.952 | +1 Mill Rate @ 37.952 | +2 Mill Rate @ 38.952 |
|---------------------------------|------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Sales Tax | \$40,569,000 | \$40,569,000 | \$40,569,000 | \$40,569,000 |
| Property Tax | \$34,292,785 | \$36,611,284 | \$38,050,281 | \$39,489,278 |
| Franchise Fees | \$14,331,161 | \$14,331,161 | \$14,331,161 | \$14,331,161 |
| Other Sources | \$23,807,096 | \$23,807,096 | \$23,807,096 | \$23,807,096 |
| Total Revenues | \$113,000,042 | \$115,318,541 | \$116,757,538 | \$118,196,535 |

- Max Mill Rate is an increase of 2 mills from current 2024 mill rate
- Difference Between Current Mill Rate vs. RNR = \$2,318,499
- +/- 1 Mill = \$1,438,997



Taxing Entities in Topeka

| Taxing Entities | 2021 Mill Rates | 2022 Mill Rates | 2023 Mill Rates | 2023 Percentage |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|
| Shawnee County | 50.999 | 49.861 | 48.653 | 32.60% |
| USD 501 Topeka | 48.385 | 46.013 | 44.54 | 29.84% |
| City of Topeka | 39.939 | 38.963 | 36.952 | 24.76% |
| Topeka/SNCO Library | 9.706 | 8.89 | 8.192 | 5.49% |
| Metro Transit Authority | 4.2 | 4.2 | 4.2 | 2.81% |
| Washburn University | 3.403 | 3.451 | 3.451 | 2.31% |
| Metro Topeka Airport Authority | 1.93 | 1.75 | 1.75 | 1.17% |
| State of Kansas | 1.50 | 1.50 | 1.50 | 1.01% |
| Totals | 160.062 | 154.628 | 149.238 | 100.00% |



City of Topeka Portion of Tax to Property Owners

| Various Mill Rates | \$150,000 Appraised Property | \$200,000 Appraised Property | \$250,000 Appraised Property | \$300,000 Appraised Property |
|--------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| RNR Rate @ 35.341 | \$609.63 | \$812.84 | \$1,016.05 | \$1,219.26 |
| Current COT Mill Rate @ 36.952 | \$637.42 | \$849.90 | \$1,062.37 | \$1,274.84 |
| +1 Mill Increase @ 37.952 | \$654.67 | \$872.90 | \$1,091.12 | \$1,309.34 |
| +2 Mill Increase @ 38.952 | \$671.92 | \$895.90 | \$1,119.87 | \$1,343.84 |
| Variance of +/- 1 Mill | \$17.25 | \$23.00 | \$28.75 | \$34.50 |

- Difference between current mill rate and RNR rate = 1.611 mills



Projected 2025 General Fund Expenses

| Categories | 2023 Actuals | 2024 Budget | 2025 Budget |
|------------------------------------|----------------------|----------------------|----------------------|
| Police Department | \$42,942,799 | \$47,392,888 | \$55,599,415 |
| Fire Department | \$32,881,490 | \$36,003,280 | \$38,411,729 |
| Public Works Department | \$6,790,654 | \$8,335,471 | \$8,880,728 |
| 3 Largest Department Totals | \$82,614,943 | \$91,731,639 | \$102,891,872 |
| Other General Fund Departments | \$21,685,890 | \$23,275,359 | \$25,522,615 |
| General Fund Expense Totals | \$104,300,833 | \$115,006,998 | \$128,414,487 |



Scenarios for the General Fund Deficit

| Categories | RNR Rate @ 35.341 | Current Rate @ 36.952 | +1 Mill Rate @ 37.952 | +2 Mill Rate @ 38.952 |
|-------------------|------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Total Revenues | \$113,000,042 | \$115,318,541 | \$116,757,538 | \$118,196,535 |
| Total Expenses | \$128,414,487 | \$128,414,487 | \$128,414,487 | \$128,414,487 |
| Deficit | (\$15,414,445) | (\$13,095,946) | (\$11,656,949) | (\$10,217,952) |

Utilizing Unassigned Reserves - \$15,374,383*

- Move 2025 FIRM to Bonding - \$2,300,000 – relieves FY25 Operating Budget
- Move 2024 DREAMS from Cash to Bonding - \$1,500,000
- CIP Change from Bonding to Federal Funds Exchange – 2024 Traffic Signals and 2023 Infill Sidewalks which reduces bonding for FY24 by \$1,400,000
- Bonding Fleet Building - \$3,200,000 (Council Adopted Authority)



General Fund Reserve Balance Projections

| Projected End of Year Fund Balance | 2023 | 2024 | 2025 |
|-------------------------------------------|----------------|----------------|----------------|
| General Fund Balance | \$ 27,586,643 | \$ 22,726,229 | \$ 22,686,167 |
| General Fund Revenue* | \$ 115,900,043 | \$ 113,631,143 | \$ 128,414,487 |
| Percentage | 23.80% | 20.00% | 17.67% |
| Goal | 20% | 20% | 20% |
| Policy Minimum | 15% | 15% | 15% |

* Assumes Revenue Neutral mill levy rate and previous slide recommendations

* No remaining funds in the unassigned reserves



General Fund Operating Expense Categories

| Categories | 2024 Budget | 2025 Budget | % Total of Expenses | % Total of Revenue |
|-----------------------|----------------------|----------------------|---------------------|--------------------|
| Personnel | \$87,945,650 | \$97,382,103 | 75.83% | 86.15% |
| Contractual | \$21,160,129 | \$25,393,701 | 19.77% | 22.46% |
| Commodities | \$3,419,832 | \$4,222,418 | 3.29% | 3.74% |
| Other Payments | \$1,600,000 | \$232,100 | 0.18% | 0.21% |
| Capital Outlays | \$697,803 | \$1,184,166 | 0.92% | 1.05% |
| Lease Payments | \$183,583 | \$0 | 0.00% | 0.00% |
| Expense Totals | \$115,006,998 | \$128,414,487 | 100% | 100% |

*2025 Projected Minimum Revenue Collection = **\$113,040,104**



- **\$13,407,490 increase from FY24 to FY25 Expense Budget**
 - Personnel = **+\$9,443,667**
 - Non-Union +\$1.4m, FOP +\$5.3m, IAFF +\$1.9m , AFT +\$913k, Development Services +\$97k, Health Insurance +\$1.2m, Vacancy Credit - \$1.4m
 - Hotel = **+\$425,000**
 - SNCO Prisoner Fees = **+\$300,000**
 - SAAS Fees (ERP) = **+\$700,000**
 - Vehicle Requests = **+\$486,363**
 - Engineering = **+\$600,000**
- **FTE Count Increased from 1,187 to 1,188**
 - General Fund Decreased from 803.32 to 802.35
 - Non-General Fund increased 383.68 to 385.65



Forecasting General Fund Projections for FY 2025 – FY 2027

| Object Category | 2025 | 2026 | 2027 |
|------------------------|------------------------------|------------------------------|------------------------------|
| Sales Tax | \$40,569,000 | \$40,996,176 | \$41,816,099 |
| Property Tax* | \$36,611,284 | \$38,456,288 | \$40,217,586 |
| Franchise Fees | \$14,331,161 | \$15,397,669 | \$15,705,622 |
| Other Revenue Sources | \$23,807,096 | \$22,974,988 | \$23,447,950 |
| Total Revenues | <u>\$115,318,541</u> | <u>\$117,825,122</u> | <u>\$121,187,258</u> |
| Personnel | \$97,416,430 | \$102,299,641 | \$108,006,340 |
| Non-Personnel | \$30,998,057 | \$32,817,747 | \$34,621,387 |
| Total Expenses | <u>\$128,414,487</u> | <u>\$135,117,388</u> | <u>\$142,627,727</u> |
| Net Deficit | <u>(\$13,095,946)</u> | <u>(\$17,292,266)</u> | <u>(\$21,440,469)</u> |

*Assumes 2024 Mill Rate (36.952) and 4.5% Valuation Increase for FY26 and FY27



Quantifying Reductions

| | 2025 | 2026 | 2027 |
|-----------------|-----------------------|-----------------------|-----------------------|
| Total Revenues* | \$115,318,541 | \$117,825,122 | \$121,187,258 |
| Total Expenses | \$128,414,487 | \$135,117,388 | \$142,627,727 |
| Deficit | (\$13,095,946) | (\$17,292,266) | (\$21,440,469) |

Utilizing one-time funds in 2025, causes the need for budget reductions in 2026 and 2027

- **2026:**
 - No reductions Police, Fire, PW, Non-Dept.: **76.12%** decrease to Planning, Finance, CM, Code Enforcement, Municipal Court, HR, City Attorney, City Council/Mayor's Office
 - Decreasing all departments across the General Fund: **12.80%** from projected 2026 budget
- **2027:**
 - No reductions Police, Fire, PW, Non-Dept.: **89.54%** decrease to Planning, Finance, CM, Code Enforcement, Municipal Court, HR, City Attorney, City Council/Mayor's Office
 - Decreasing all departments across the General Fund: **15.03%** from projected 2027 budget

*Assumes 2024 Mill Rate (36.952)



- **Half-Cent Public Safety Tax***: A public safety sales tax is a tax added to purchases within a jurisdiction, with the revenue used for funding law enforcement, fire services, and emergency response. **Council approval to set election for public vote.**
- **Half-Cent General Use Tax***: A general fund sales tax for city government is a tax on purchases within the city, with the revenue used to fund various municipal services and operations. **Council approval to set election for public vote.**
- **Fees Schedule**: Departments such as City Clerk, Planning, City Attorney, Fire, Engineering, etc. to see if we need to apply a CPI increase.
- These policy considerations will be vetted with the Governing Body over the course of 2025 for potential implementation in 2026



Implementing Proposed Sales Tax Initiatives

| Categories | 2025 | 2026 | 2027 |
|-------------------------------------------|-----------------------|-----------------------|-----------------------|
| Total Revenues* | \$115,318,541 | \$117,825,122 | \$121,187,258 |
| Total Expenses | \$128,414,487 | \$135,117,388 | \$142,627,727 |
| Current Projected Deficit | (\$13,095,946) | (\$17,292,266) | (\$21,440,469) |
| Proposed Public Safety Tax Revenue** | +\$19,000,000 | +\$19,000,000 | +\$19,000,000 |
| Proposed General Use Sales Tax Revenue*** | +\$19,000,000 | +\$19,000,000 | +\$19,000,000 |
| Possible Revenues | \$153,318,541 | \$155,825,122 | \$159,187,258 |
| Potential Projected Surplus | \$24,944,116 | \$20,707,734 | \$16,559,531 |

*Assumes Current Mill Rate (36.952)

** Public Safety Sales Tax to ONLY be used on Public Safety Expenditures

***General Use Sales Tax to be used for any General Fund Expenditures



Mill Levy Scenarios FY 2025 Budget

| Categories | RNR Mill Rate @ 35.341 | Current Mill Rate @ 36.952 | +1 Mill Rate @ 37.952 | +2 Mill Rate @ 38.952 |
|-----------------------------------------|------------------------|----------------------------|-----------------------|-----------------------|
| Revenues | \$113,000,042 | \$115,318,541 | \$116,757,538 | \$118,196,535 |
| Expenses | \$128,414,487 | \$128,414,487 | \$128,414,487 | \$128,414,487 |
| Net Deficit | (\$15,414,445) | (\$13,095,946) | (\$11,656,949) | (\$10,217,952) |
| Use of Unassigned Reserve | \$15,374,383 | \$13,095,946 | \$11,656,949 | \$10,217,952 |
| FY25 Ending Fund Balance | \$22,686,167 | \$25,004,666 | \$25,682,897 | \$25,682,897 |
| Percentage | 17.67% | 19.47% | 20.00% | 20.00% |
| Amount Remaining in Unassigned Reserves | \$0 | \$0 | \$763,901 | \$2,202,898 |



Proposed Recommendation for FY 2025 Budget

| Categories | +1 Mill Rate @ 37.952 |
|-----------------------------------------|----------------------------------|
| Total Revenues | \$116,757,538 |
| Total Expenses | \$128,414,487 |
| Net Deficit | (\$11,656,949) |
| Use of Unassigned Reserve | \$11,656,949 |
| FY25 Ending Reserve Fund Balance | \$25,682,897 |
| Percentage | 20.00% |
| Amount Remaining in Unassigned Reserves | \$763,901 |

- Maintains a 20% Reserve Target @ \$25,682,897
- Allows Use of Unassigned Reserves \$763,901



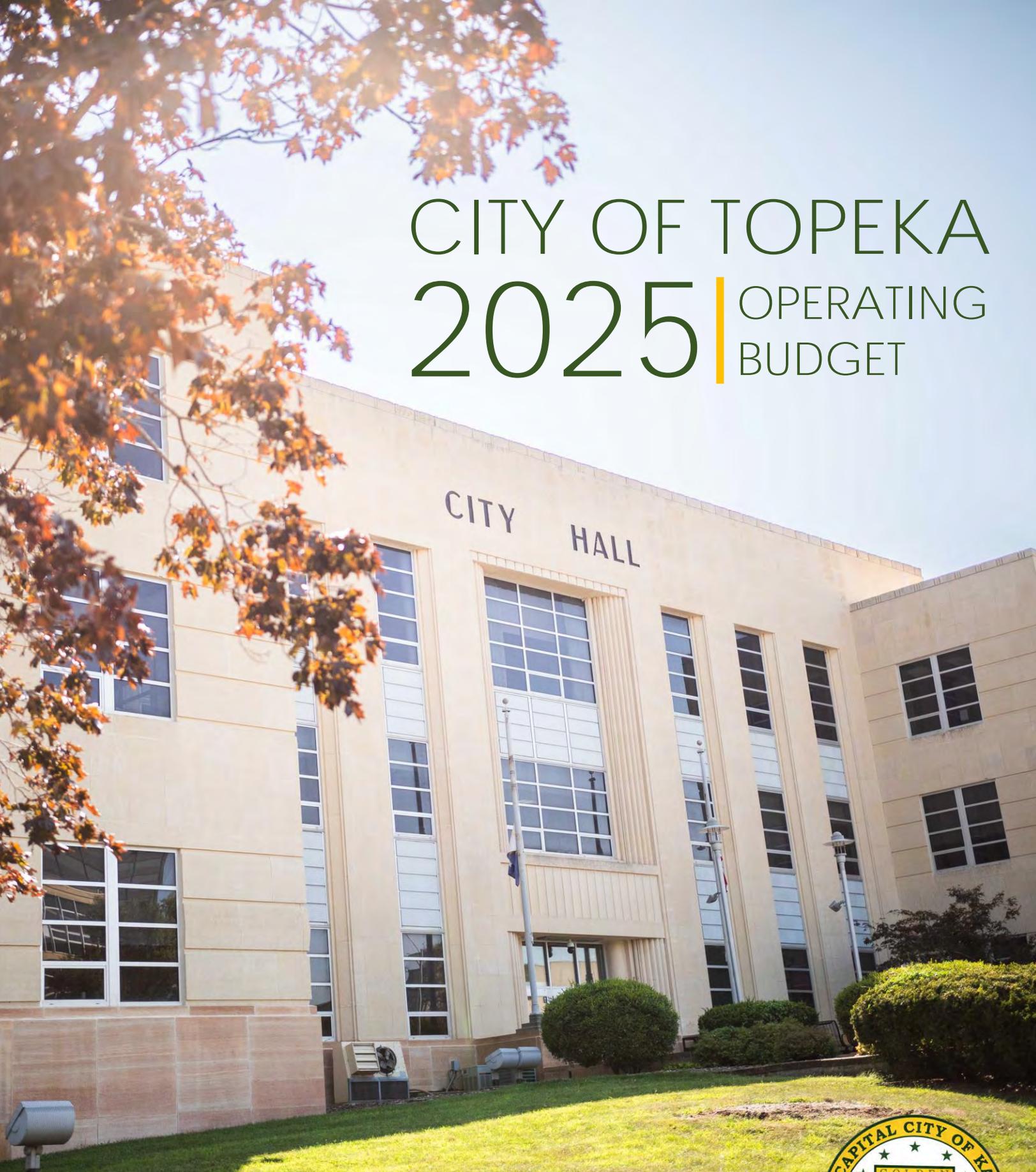


CITY OF
TOPEKA



Questions?

CITY OF TOPEKA 2025 | OPERATING BUDGET





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Topeka
Kansas**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director

TABLE OF CONTENTS



INTRODUCTION

City Manager's Letter - 8
Budget Calendar - 12

FINANCIAL INFORMATION

Financial Summary

Position Change Overview - 30
Three Year Financial Forecast - 33
Statistical Section - 34

Department Summary

Mayor & City Council - 37
City Manager - 38
City Attorney - 42
Financial Services - 45
Municipal Court - 48
DEI - 51
Human Resources - 53
Community Engagement - 55
Fire - 57
Information Technology - 62
Planning & Development Services - 65
Police Department - 69
Public Works - 73
Utilities - 78
Miscellaneous Non-Departmental - 89

Fund Overview

General Fund Overview - 93

APPENDIX

City of Topeka Profile - 135
Debt Schedules - 138
Financial Policies - 142
Glossary - 150
Full FTE Listing for Past Four Budget Cycles - 153
Vacancy Listing by Department - 172





INTRODUCTION

GOVERNING BODY

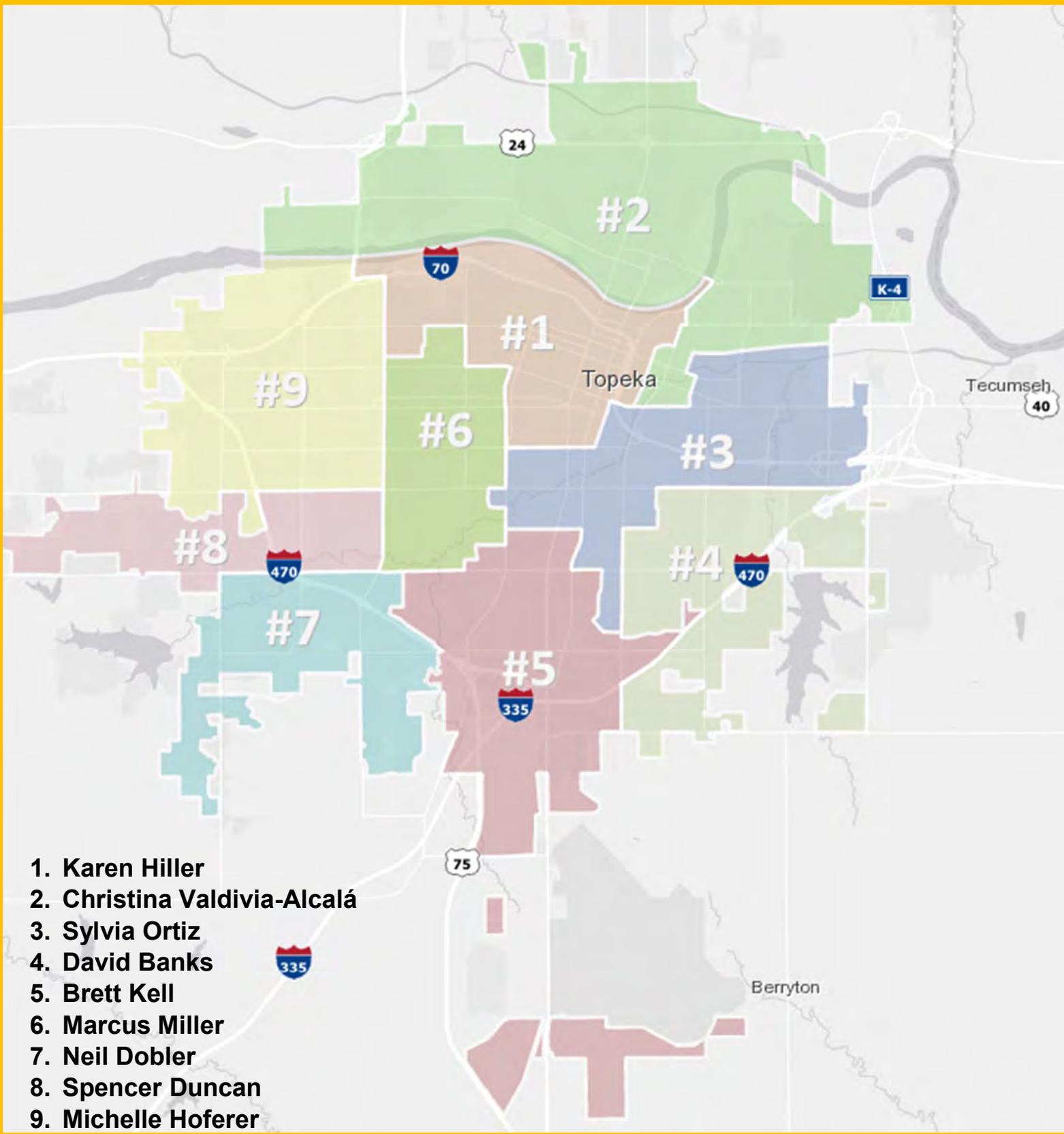


Since 2005, the City of Topeka has operated under a Council-Manager form of government. This system of local government combines the strong political leadership of elected officials with the managerial experience of a professional local government manager.

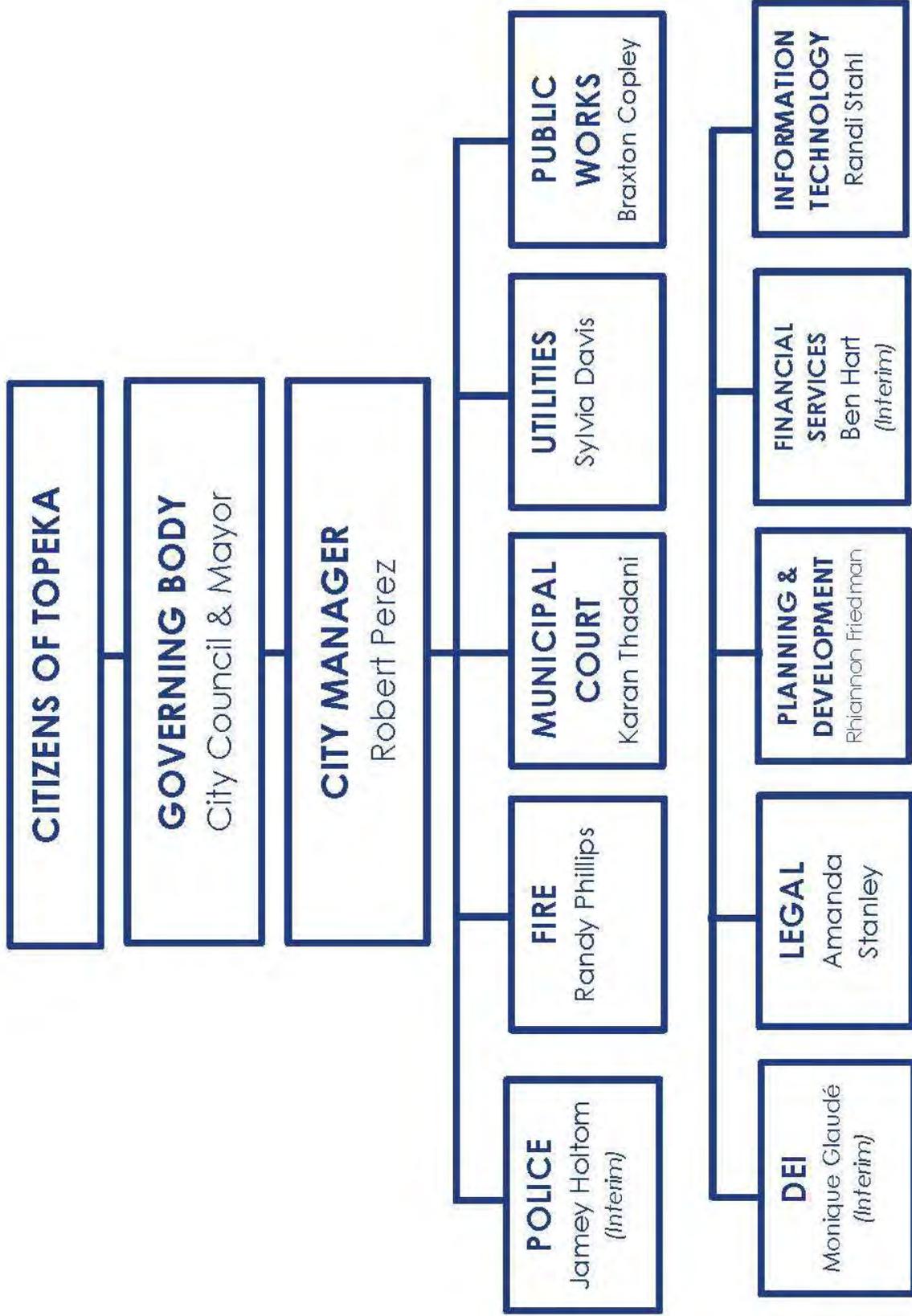
The City is governed by a ten-member Governing Body, including a directly elected Mayor and a nine-member City Council elected by district. Governing Body members serve 4-year staggered terms. A City Manager, appointed by the Governing Body, is responsible for the implementation of the Governing Body's policy and the day-to-day operations of the City.

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

GOVERNING BODY



CITY OF TOPEKA ORGANIZATIONAL CHART



CITY MANAGER'S LETTER

Honorable Mayor Michael Padilla
Members of the Topeka City Council
215 SE 7 Street Topeka, Kansas 66603

Dear Mayor Padilla and City Councilmembers,

I am pleased to present the Fiscal Year 2025 (FY25) Budget for your Governing Body Review. The budget is structurally balanced for FY2025. In the last year and during this budgeting process, we have observed our revenues stabilize compared to budget unlike in previous years where revenues came in greater than budget. Additionally, the City's personnel costs have grown from the last budget cycle. Due to these factors, the City is going to use one-time reserves to cover an initial deficit of \$15m. I am confident in the ability of this budget to meet the current needs of the citizens of Topeka for FY25; however, the City will need policy changes in place for FY26 & FY27 because those one-time reserves will be depleted.

Budget Issues Facing the Governing Body

Policy Issues

The initial deficit of the budget if the City used the Revenue Neutral Mill Rate (RNR) would be roughly \$15m. In order to not be in a deficit, the City is recommending the following approvals for this year's budget cycle:

- Increase mill levy by 1 mill from 36.952 to 37.952 mills—which would generate an additional \$1.4 million for the General Fund operations
- Move the Facilities Improvement Repair and Maintenance Program (FIRM) back to being funded by general obligation bonds as opposed to cash. In order to alleviate the operating budget, the City would recommend moving to bonds which would reduce the operating budget by \$2,300,000. **Note:** This budget presents FIRM already being moved out of the operating budget.
- The City currently has \$13.8 million in Unassigned Reserve Fund—in which \$2m of that is encumbered. It is recommended used the remaining \$11.8m to supplement the General Fund.
- Additionally, the City would recommend amending CIP projects to bonding or other revenue sources to free up General Fund operating funds to create this balanced budget. These projects would be:
 - 2024 Traffic Signals move from bonding to Federal Funds Exchange (\$800,000)
 - 2023 Infill Sidewalks move from bonding to Federal Funds Exchange (\$600,000)
 - Move 2024 DREAMS from cash funded to GO bonding (\$1,500,000)—if approved, \$1,500,000 cash would be transferred to the unassigned reserve fund
 - Amend the Fleet Building Project from cash funding to GO Bond funding (\$3,200,000)
- Assume a \$3.1 million vacancy credit. This is an increase from the \$1.7 million credit used in FY24. The purpose of the vacancy credit is to lower the overall budgetary expense so that the tax burden on citizens is more accurate to what the City will actually experience rather than if we budgeted for all positions and no vacancy credits. As of July 22, 2024, the City has 131 vacant positions. Within the General Fund alone, there are 81 vacant positions. At approximately the same time last year, there were 79 vacant positions in the General Fund. Filling the City's vacant positions continues to be a priority of every department. We are fortunate to have City staff that are willing to step into other roles and do things outside of their job description to provide needed service, but to continue to move forward as an organization, we will do all that we can to fill these positions.

CITY MANAGER'S LETTER

If these recommendations were accepted the City would be just above its 20% target fund balance at the end of FY25, and still have about \$760,000 in the unassigned reserve fund to help with future one-time projects or be used to spend down in the following budget cycle.

Economic Factors

The City's overall assessed value has increased by 4.5% from the prior year assessment rate conducted by Shawnee County. This increase in valuation could allow the City an additional \$2.3 million in revenue if the current mill rate remains the same at 36.952, compared to the RNR rate of 35.341. Collections in sales tax have stabilized in 2024 compared to 2023; for the first four months of this year, collections totaled \$12,645,044, whereas they were \$11,806,088 in the first four months of last year. The city expects conservative sales tax growth in 2025 compared to previous years.

However, while expenses have increased and revenues are not as favorable as previously predicted, the City is seeking ways to cut costs, enhance efficiency, and reduce expenditures wherever possible. I have asked departments to review their fee schedules and ensure they align with market standards for the area.

Although the increase in property valuations has boosted potential revenue, expenses have also risen. At the time of this letter, the City is negotiating with four unions. The rising costs of inflation are driving up expenses for contractual items and commodities purchased by the City. Employee healthcare costs are projected to increase by 14.5% over 2024. These increases have led to an approximate \$13.4 million rise in expenses for the FY25 budget from the previously approved FY24 budget.

To alleviate the burden of property taxes, the City of Topeka will continue the Property Tax Rebate Program (\$300,000), which began in 2024 to assist qualifying residents with property tax relief. This budget proposes moving the program from in-house administration to the CRC to streamline the process for citizens, who currently navigate between the CRC for Utility Rebates and the City for Property Tax relief. Moving this program to the CRC will enhance efficiency for both citizens and staff in the process.

Regulatory and Legislative Changes

The City continues to operate under K.S.A. 70-2088 which requires the Governing Body to hold a public hearing in September if it is to increase property tax beyond the Revenue Neutral Rate (RNR). The Revenue Neutral Rate is the tax rate that would generate the same amount of tax revenue as the previous year. As previously mentioned, this budget assumes the Governing Body will approve increasing the tax levy above the Revenue Neutral Rate. During this legislative session, there were a number of other bills that have the potential to impact the budget that were not signed into law. We expect continued discussion of these bills in future sessions.

General Fund

The General Fund is the City of Topeka's primary operating fund. It finances a number of departments such as City Council, Mayor, Police, Fire, Executive, Public Works, and various others. The General Fund receives the largest portion of the mill levy to support various services throughout the City. It represents approximately one-third of the citywide budget with total planned expenditures of \$128m, an increase of 10.2% from the FY24 budget of \$115m. It is driven by increases in the following:

- Union and Non-Union Increases in Wages (+\$9.4 million)
- Hotel Topeka operating costs (+\$425,000)
- SNCO Inmate Fees (+\$300,000)
- SAAS Fees for the ERP (+\$700,000)
- Vehicle Requests (+\$486,363)
- Engineering (+\$600,000)

CITY MANAGER'S LETTER

The largest portion of the General Fund is personnel costs at 76% of the total budget. Personnel costs increased by about \$9.4 million or 10.8%. The personnel budget includes the information contained in each finalized union contract along with assumptions regarding any contract in active negotiations. Also included is a 2% pool available as a Cost of Living Adjustment for non-union employees as well as a 3% merit pool for performance. The remaining 24% of non-personnel expenses increased by about \$3.8 million or a 14.5% increase from FY24. As mentioned before, this includes adjustments for increases in inflationary costs.

For FY25, increase in the General Fund is made possible by the utilizing one-time funds in the Unassigned Reserve Fund, a 1 mill increase, and moving a number of cash funded projects to bonding or other funding sources. Previous budgets have accounted for substantial increases in franchise fees and sales tax. The trends staff sees, do not support this continued model and suggest that sales tax will be moderately flat compared to 2024 at this point, with only a 2% increase.

Utility Funds

The combined Utilities funds comprised of Water, Stormwater, and Wastewater reflect the approved rate increases passed in early 2023. The Utilities funds' budgets continue to work towards a 150-year replacement cycle, while spending down cash reserves to levels discussed during rate discussions. Through all budget discussions, the Utilities funds balance the need for improving infrastructure without putting an undue burden on consumers. In 2024, it was determined that the General Fund would give a \$2 million discount to the Utilities funds annual Payment in Lieu of Taxes (PILOT). Each year, the General Fund PILOT fee for the Utilities funds is \$7.5 million. With the change going forward, the PILOT fee will be \$5.5 million. In addition to the PILOT reduction, the 2024 operating budget keeps the City Internal Service Fund fees flat (except for Information Technology charges which increased by 18%) or lower than FY24 for the Utilities funds.

Internal Service Funds

Internal Service Funds, including Information Technology, Fleet, and Facilities, are funded through fees to City departments. Facilities charges have increased significantly in order to account for building utility costs such as electricity and water. This move will allow for centralized billing that assists the Facilities department in making decisions that will help save money in the long-term.

Half-Cent Sales Tax Fund

The City levies a half-cent sales tax for street, curb, gutter, and sidewalk replacement. The FY25 Budget reflects the approved 2025-2034 Capital Improvement Plan (CIP). The Street Maintenance and Project Management services continue to work through changes in project costs and delays to spend available funds on improving City streets. This budget cycle there is \$15m of half-cent sales tax funds dedicated to streets.

Risk Funds

The Risk Management, Health, and Insurance Funds are routinely evaluated to ensure that they reflect current expectations. Property insurance increased 5% from FY24, and health insurance costs increased 14.5% citywide. The City made the decision to self-insure vehicle claims in 2024 which has resulted in a new fund specifically dedicated to vehicle claims.

Other Funds

Other funds, including the Special Liability Fund, and Grant funds continue to fund specific citywide activities. These funds continue to receive steady revenue with expenditure adjustments in accordance with inflationary pressures.

CITY MANAGER'S LETTER

Future Budget Policy Considerations for FY 2026 & FY 2027

The City is spending down reserves to fill the operating budget deficit for FY25 this is a one-time use to where the option will not be available for FY26 and FY27. In lieu of sustainable service reductions, the City will ask the Governing Body to consider the following in future budget cycles:

- **Half-Cent Public Safety Tax:** A public safety sales tax is a tax added to purchases within a jurisdiction, with the revenue used for funding law enforcement, fire services, and emergency response. Council approval to set election for public vote.
- **Half-Cent General Use Tax:** A general fund sales tax for city government is a tax on purchases within the city, with the revenue used to fund various municipal services and operations. Council approval to set election for public vote.
- **Fee Schedules:** Departments such as City Clerk, Planning, City Attorney, Fire, Engineering, etc. to see if we need to apply a CPI increase

Each of the Half-Cent Sales Tax initiatives could generate around \$19m to where the City can be financially sound for the upcoming years as well as make greater investment in Governing Body initiatives if both sales taxes were approved. The City will evaluate future revenue enhancements and strategic expense reductions to balance future budget years.

Conclusion

Decreased revenue growth, rising crucial expenditure categories, inflation, and deferred capital maintenance continue to present challenges to the Budget and the City's long-term financial health. City management remains committed to addressing these challenges and supporting the Governing Body in implementing sustainable long-term solutions.

Respectfully submitted,

Dr. Robert Perez

City Manager



FY25 BUDGET PUBLIC MEETINGS CALENDAR

JULY

| M | T | W | R | F | S | S |
|----|-----------|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

NOTE: The July 2nd meeting is the revenue neutral rate hearing

AUGUST

| M | T | W | R | F | S | S |
|----|-----------|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SEPTEMBER

| M | T | W | R | F | S | S |
|----|------------|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10* | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

*Anticipated budget approval date

 FISCAL YEAR 2025 OPERATING BUDGET CALENDAR

May

- 1st - Budget Kickoff

June

- 7th - Department budgets due
- Mid-June - Receive property value estimate
- 28th - Finalization of Department budget proposals

July

- 9th - Revenue Neutral Rate (RNR) hearing date set
- 30th - Budget presented to City Council

August

- 13th and 20th - Budget presented to City Council

September

- 3rd - Budget presented to City Council
- 10th - Budget public hearing and adoption



FINANCIAL SUMMARY



FINANCIAL SUMMARY

Expenditures Glossary

The purpose of this section is to describe the major expenditure types for all funds. These major expenditures are divided into **six categories**: Capital Outlay, Commodities, Contractual, Debt, Other Payments, Personnel.

Capital Outlay: Capital Outlay expenditures include payments that are made for land, building improvements, furniture, motor vehicles, computer software, tools, and equipment.

Commodities: Commodities include materials for asphalt, rock, sand, salt, insecticide, fuel, chemicals, and office supplies.

Contractual: Contractual costs are expenditures related to the operations of the City. They include items such as property insurance premiums, utility costs, printing services, rent, and maintenance services.

Debt: Debt expenditures include the costs of principal and interest for all current outstanding debt and any debt obligations refinanced during the fiscal year.

Other Payments: Other Payments include expenditures for debt service payments and operating transfers. The types of expenditures in this category consist of transfers between funds and debt payments that are paid by the Utilities, Parking, and Debt Service funds.

Personnel: Personnel costs are expenditures related to employee compensation, including employee benefit costs such as the City's contribution for retirement, social security, and health insurance.

FINANCIAL SUMMARY

Revenues Glossary

The purpose of this section is to describe the major revenues of the City. The major revenue sources fall into nine categories: Fees for Service, Franchise Fees, Intergovernmental Revenue, Licenses & Permits, Miscellaneous, Municipal Court, PILOTs, Special Assessments, and Taxes.

Fees for Service: Fees for Service revenues are those collected in return for a service provided by the City such as water, stormwater, wastewater, and parking.

Franchise Fees: Franchise Fees are revenue generated from agreements between the City and local utilities for the use of rights-of-ways. These agreements result in 5-6% of the utility's revenue due to the City.

Intergovernmental Revenue: Intergovernmental Revenue is revenue collected by the City that comes from other government agencies such as the State of Kansas and Shawnee County.

Licenses & Permits: Licenses and Permits are revenues related to various permitting and licensing services available in the City Clerk and Development Services divisions. These include business licenses and development permits.

Miscellaneous: Miscellaneous revenue is all other revenues collected by the City that is not otherwise assigned to a category in this list.

Municipal Court: Municipal Court revenue are those fines and fee assessed and collected by the City's judicial system.

PILOTs: Payments in Lieu of Taxes (PILOTs) are payments made to the City by various organizations or agencies based on agreements. In these agreements, the City may have granted tax abatements, and PILOTs are a portion of the taxes that may be due to the City.

Special Assessments: Special Assessment revenue are the taxes levied against property owners inside an approved improvement district that provide for the construction of certain public projects such as water and sewer lines or streets.

Taxes: Tax revenues include ad valorem (property) tax, sales taxes, and motor vehicle tax. Property tax is derived from tax levied on real property, personal property, and state assessed utilities. The City receives three sales taxes, two for direct operations and one for countywide purposes.

CITYWIDE FUND DETAILS

Citywide Funds: Detailed Four Year Summary

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|------------------------------------------|------------------------|------------------------|------------------------|------------------------|
| <input type="checkbox"/> Revenues | \$388,264,315 | \$399,062,097 | \$341,778,743 | \$360,397,435 |
| Fees For Service | \$120,006,743 | \$127,915,345 | \$141,521,706 | \$149,979,065 |
| Sales Tax | \$76,459,883 | \$79,429,067 | \$83,782,188 | \$82,526,552 |
| Ad Valorem Tax | \$53,648,920 | \$56,495,487 | \$57,210,430 | \$61,467,350 |
| Miscellaneous | \$72,227,424 | \$45,770,321 | \$2,112,480 | \$16,609,965 |
| Franchise Fees | \$16,115,074 | \$15,263,008 | \$17,718,766 | \$14,365,512 |
| PILOTS | \$8,010,562 | \$8,027,067 | \$5,983,664 | \$6,040,664 |
| Intergovernmental Revenue | \$23,912,966 | \$32,368,539 | \$14,549,517 | \$6,009,470 |
| Investments from Interest | \$1,817,929 | \$16,815,079 | \$2,176,500 | \$5,808,000 |
| Motor Vehicle | \$5,233,266 | \$5,555,993 | \$5,211,111 | \$5,151,821 |
| Special Assessments | \$4,089,593 | \$4,225,091 | \$4,203,568 | \$4,219,253 |
| Transient Guest Tax | \$2,839,597 | \$3,283,923 | \$3,798,675 | \$4,156,276 |
| Licenses & Permits | \$1,729,354 | \$1,820,289 | \$1,376,988 | \$1,869,257 |
| Fines | \$1,575,380 | \$1,518,206 | \$1,570,000 | \$1,590,000 |
| Municipal Court | \$597,623 | \$574,681 | \$563,150 | \$604,250 |
| <input type="checkbox"/> Expenses | (\$360,199,804) | (\$365,458,594) | (\$390,518,161) | (\$400,307,118) |
| Capital Outlay | (\$5,613,360) | (\$10,113,331) | (\$3,255,599) | (\$3,259,466) |
| Commodities | (\$14,127,364) | (\$17,161,878) | (\$18,735,284) | (\$19,321,342) |
| Other Payments | (\$51,411,629) | (\$52,282,724) | (\$60,148,000) | (\$43,635,411) |
| Debt | (\$49,179,255) | (\$28,045,485) | (\$43,853,581) | (\$47,023,533) |
| Personnel | (\$101,168,028) | (\$109,784,930) | (\$122,112,203) | (\$134,488,487) |
| Contractual | (\$138,700,168) | (\$148,070,246) | (\$142,413,493) | (\$152,578,879) |
| Total | \$28,064,511 | \$33,603,502 | (\$48,739,418) | (\$39,909,684) |

CITYWIDE FUND DETAILS

Expenditure Summary for Citywide Funds

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|
| 101 - General Fund | (\$105,785,099) | (\$116,007,107) | (\$115,006,998) | (\$128,414,487) |
| 102 - Unassigned Reserve Fund | | | | (\$15,374,383) |
| 110 - Capital Assets | \$0 | \$0 | | |
| 216 - Downtown Bus Improv Dist | (\$215,312) | (\$194,957) | (\$338,608) | (\$203,011) |
| 217 - Topeka Tourism Bid | (\$398,833) | (\$369,397) | (\$402,861) | (\$379,247) |
| 218 - Noto Business Improve District | | (\$5,006) | (\$15,000) | (\$15,000) |
| 220 - Tif (Tx Increm Fin) College HI | (\$406,896) | (\$2,200) | (\$250,000) | (\$251,000) |
| 227 - Court Technology Fund | (\$40,816) | (\$44,013) | (\$243,000) | (\$70,000) |
| 228 - Special Alcohol Program | (\$659,892) | (\$567,661) | (\$720,534) | (\$746,025) |
| 229 - Alcohol & Drug Safety | (\$103,797) | (\$115,786) | (\$69,354) | (\$5,743) |
| 231 - Parkland Acquisitions | (\$11,393) | (\$17,886) | | |
| 232 - Law Enforcement | (\$444,611) | (\$463,750) | (\$1,527,500) | (\$551,477) |
| 236 - Special Liability | (\$719,792) | (\$1,015,460) | (\$3,429,504) | (\$1,536,190) |
| 271 - Transient Guest Tax | (\$2,029,030) | (\$2,347,597) | (\$2,965,043) | (\$2,018,469) |
| 272 - Tgt - Sunflower Soccer | (\$282,044) | (\$283,313) | (\$548,697) | (\$294,254) |
| 273 - Transient Guest Tax (New) | (\$331,762) | (\$468,903) | (\$379,205) | (\$482,970) |
| 274 - .50% Sales Tax (State To Jedo) | (\$11,332,164) | (\$11,608,064) | (\$14,397,909) | (\$11,956,306) |
| 275 - 0.5% Sales Tax (Jedo Proj) | (\$6,481,591) | (\$7,356,405) | (\$15,244,820) | (\$9,798,500) |
| 276 - Federal Funds Exchange | (\$2,855,342) | (\$499,400) | (\$3,750,000) | (\$2,215,000) |
| 286 - Retirement Reserve | (\$1,582,707) | (\$1,492,940) | (\$4,304,166) | (\$1,127,170) |
| 287 - K P & F Rate Equalization | (\$141,116) | \$0 | | |
| 288 - Neighborhood Revit Fund | (\$241,931) | | | |
| 289 - Historic Asset Tourism | | | (\$16,781) | (\$12,930) |
| 290 - .50% Sales Tax Fund | (\$247,740) | | | \$0 |
| 291 - Special Street Repair | (\$5,182,332) | (\$6,165,267) | (\$8,208,806) | (\$8,273,652) |
| 292 - Sales Tax Street Maint | (\$8,986,051) | (\$17,440,245) | (\$32,660,128) | (\$31,122,760) |
| 294 - Cid - Holliday Square | (\$132,454) | (\$121,348) | (\$138,758) | (\$124,989) |
| 295 - Cid - 12Th & Wanamaker | (\$345,335) | (\$294,834) | (\$358,311) | (\$306,628) |
| 296 - Cid - Cyrus Hotel | (\$99,186) | (\$125,884) | (\$103,376) | (\$130,919) |
| 297 - Cid - Se 29Th | (\$85,187) | (\$92,283) | (\$88,621) | (\$95,513) |
| 298 - Wheatfield Fund | (\$306,593) | (\$354,724) | (\$318,314) | (\$368,913) |
| 299 - City Donations And Gifts | | | | (\$999,800) |
| 301 - Debt Service | (\$37,675,794) | (\$20,558,785) | (\$21,288,611) | (\$18,743,733) |
| 400 - Economic Development | (\$291,297) | (\$326,720) | (\$302,829) | (\$343,056) |

CITYWIDE FUND DETAILS

Expenditure Summary for Citywide Funds

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------|----------------|----------------|----------------|----------------|
| 401 - Sherwood Cid | (\$159,589) | (\$323,961) | (\$166,161) | (\$190,623) |
| 402 - Tif - Sherwood Crossing | (\$50,700) | (\$119,021) | (\$100,000) | (\$150,000) |
| 403 - Tif - Wheatfield | (\$794,424) | (\$302,896) | (\$500,000) | (\$500,000) |
| 404 - Cid - Downtown Ramada Inn | (\$115,702) | (\$56,373) | | (\$59,191) |
| 406 - Cid - South Topeka | | (\$91) | | |
| 407 - Eastgate #4 Rhid | | | | (\$50,000) |
| 499 - Economic Dev - Clearing Fund | (\$878) | (\$31,000) | | |
| 500 - Metro Trans Authority | (\$5,536,121) | (\$5,983,690) | (\$6,289,534) | (\$6,658,710) |
| 601 - Public Parking | (\$3,376,896) | (\$2,841,272) | (\$3,079,418) | (\$3,464,334) |
| 613 - Information Technology | (\$4,639,802) | (\$5,295,593) | (\$5,970,730) | (\$6,734,468) |
| 614 - Fleet Management | (\$2,212,264) | (\$2,431,674) | (\$3,934,274) | (\$3,675,557) |
| 615 - Facilities Operations | (\$4,458,695) | (\$3,052,773) | (\$3,657,295) | (\$3,519,166) |
| 621 - Water Utility | (\$45,240,555) | (\$43,987,480) | (\$52,593,962) | (\$56,528,377) |
| 623 - Stormwater Utility | (\$10,587,615) | (\$10,884,107) | (\$13,708,172) | (\$12,727,220) |
| 625 - Wastewater Fund | (\$40,010,261) | (\$41,847,637) | (\$45,867,083) | (\$41,111,308) |
| 640 - Property & Vehicle Insurance | (\$2,153,715) | (\$2,724,191) | (\$2,809,643) | (\$2,939,841) |
| 641 - Workers Comp Self Ins | (\$1,356,252) | (\$2,106,426) | (\$2,348,789) | (\$2,434,218) |
| 642 - Group Health Insurance | (\$13,667,625) | (\$15,070,873) | (\$16,174,142) | (\$17,657,460) |
| 643 - Risk Management Reserve | | | (\$2,000) | (\$2,000) |
| 644 - Unemployment Comp | (\$27,888) | (\$21,993) | (\$81,442) | (\$81,442) |
| 700 - Hud Grants | (\$5,611,045) | (\$5,897,957) | (\$4,583,630) | (\$3,887,505) |
| 710 - Other Grants | (\$1,046,289) | (\$1,195,522) | (\$1,045,567) | (\$1,072,672) |
| 720 - Public Health Emergency Response | (\$10,387,187) | (\$15,735,578) | | |
| 730 - Opioid Settlement Fund | (\$2,200) | (\$6,600) | (\$28,585) | (\$362,546) |
| 740 - Economic Development Fund | | (\$500,000) | (\$500,000) | (\$538,355) |

CITYWIDE FUND DETAILS

Expenditure Summary: Total Citywide Funds by Category

| Object Category | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------|------------------------|------------------------|------------------------|------------------------|
| Contractual | (\$138,700,168) | (\$148,070,246) | (\$142,413,493) | (\$152,578,879) |
| Personnel | (\$101,168,028) | (\$109,784,930) | (\$122,112,203) | (\$134,488,487) |
| Debt | (\$49,179,255) | (\$28,045,485) | (\$43,853,581) | (\$47,023,533) |
| Other Payments | (\$51,411,629) | (\$52,282,724) | (\$60,148,000) | (\$43,635,411) |
| Commodities | (\$14,127,364) | (\$17,161,878) | (\$18,735,284) | (\$19,321,342) |
| Capital Outlay | (\$5,613,360) | (\$10,113,331) | (\$3,255,599) | (\$3,259,466) |
| Total | (\$360,199,804) | (\$365,458,594) | (\$390,518,161) | (\$400,307,118) |

CITYWIDE FUND DETAILS

Revenue Summary for Citywide Funds

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------------------------|---------------|---------------|---------------|---------------|
| 101 - General Fund | \$105,633,153 | \$115,900,043 | \$113,631,143 | \$128,414,487 |
| 102 - Unassigned Reserve Fund | | \$11,706,274 | | \$0 |
| 216 - Downtown Bus Improv Dist | \$183,098 | \$178,715 | \$204,361 | \$184,920 |
| 217 - Topeka Tourism Bid | \$400,680 | \$369,551 | \$416,707 | \$384,333 |
| 218 - Noto Business Improve District | | \$12,650 | \$15,000 | \$15,000 |
| 220 - Tif (Tx Increm Fin) College HI | \$406,896 | \$2,165 | \$250,000 | \$251,000 |
| 227 - Court Technology Fund | \$27,907 | \$26,332 | \$25,000 | \$25,000 |
| 228 - Special Alcohol Program | \$688,856 | \$723,737 | \$720,534 | \$746,025 |
| 229 - Alcohol & Drug Safety | \$27,581 | \$16,936 | \$25,000 | \$22,000 |
| 231 - Parkland Acquisitions | \$16,046 | \$13,149 | | |
| 232 - Law Enforcement | \$532,216 | \$375,587 | \$163,850 | \$189,000 |
| 236 - Special Liability | \$920,369 | \$1,153,167 | \$1,015,862 | \$1,059,376 |
| 271 - Transient Guest Tax | \$2,029,030 | \$2,347,597 | \$2,716,457 | \$2,972,974 |
| 272 - Tgt - Sunflower Soccer | \$414,462 | \$478,031 | \$551,913 | \$602,920 |
| 273 - Transient Guest Tax (New) | \$396,105 | \$458,296 | \$530,304 | \$580,381 |
| 274 - .50% Sales Tax (State To Jedo) | \$11,332,164 | \$11,608,064 | \$11,397,909 | \$11,956,306 |
| 275 - 0.5% Sales Tax (Jedo Proj) | \$7,231,770 | \$8,237,529 | \$7,408,641 | \$7,760,018 |
| 276 - Federal Funds Exchange | \$1,633,664 | \$1,730,053 | \$1,500,000 | \$1,600,000 |
| 286 - Retirement Reserve | \$1,834,747 | \$2,195,924 | \$1,920,000 | \$1,930,000 |
| 287 - K P & F Rate Equalization | \$30,935 | (\$0) | | |
| 291 - Special Street Repair | \$5,516,254 | \$5,698,242 | \$5,224,260 | \$8,204,250 |
| 292 - Sales Tax Street Maint | \$18,817,864 | \$21,053,623 | \$21,442,018 | \$20,511,907 |
| 294 - Cid - Holliday Square | \$131,437 | \$121,015 | \$136,694 | \$124,645 |
| 295 - Cid - 12Th & Wanamaker | \$346,261 | \$293,643 | \$360,112 | \$305,388 |
| 296 - Cid - Cyrus Hotel | \$99,899 | \$125,311 | \$103,895 | \$130,324 |
| 297 - Cid - Se 29Th | \$85,640 | \$91,830 | \$89,066 | \$95,044 |
| 298 - Wheatfield Fund | \$307,609 | \$353,787 | \$319,914 | \$367,939 |
| 299 - City Donations And Gifts | \$498,192 | \$249,800 | | |
| 301 - Debt Service | \$38,862,493 | \$22,377,973 | \$20,067,773 | \$20,682,399 |
| 400 - Economic Development | \$292,655 | \$325,585 | \$304,361 | \$341,864 |

CITYWIDE FUND DETAILS

Revenue Summary for Citywide Funds

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------|--------------|--------------|--------------|---------------|
| 401 - Sherwood Cid | \$166,480 | \$182,499 | \$173,140 | \$191,623 |
| 402 - Tif - Sherwood Crossing | \$51,735 | \$117,986 | \$100,000 | \$150,000 |
| 403 - Tif - Wheatfield | \$523,953 | \$573,367 | \$500,000 | \$500,000 |
| 404 - Cid - Downtown Ramada Inn | \$77,682 | \$55,709 | | \$58,494 |
| 407 - Eastgate #4 Rhid | | | | \$50,000 |
| 499 - Economic Dev - Clearing Fund | \$5,000 | \$81,500 | | |
| 500 - Metro Trans Authority | \$5,536,121 | \$5,983,690 | \$6,289,534 | \$6,658,710 |
| 501 - Payroll Clearing | (\$1,589) | (\$1,383) | | |
| 561 - Law Enforcement Trust | \$4,082 | \$41,526 | | |
| 601 - Public Parking | \$2,519,410 | \$3,190,720 | \$2,332,320 | \$2,461,570 |
| 613 - Information Technology | \$4,114,169 | \$4,134,913 | \$6,005,081 | \$7,039,278 |
| 614 - Fleet Management | \$2,034,721 | \$2,554,209 | \$2,817,180 | \$3,039,000 |
| 615 - Facilities Operations | \$3,645,790 | \$1,440,838 | \$3,753,679 | \$3,520,000 |
| 621 - Water Utility | \$45,790,293 | \$55,462,390 | \$51,551,802 | \$55,145,100 |
| 623 - Stormwater Utility | \$10,207,830 | \$11,950,661 | \$10,857,900 | \$11,307,000 |
| 625 - Wastewater Fund | \$35,341,768 | \$39,931,521 | \$39,094,550 | \$41,708,225 |
| 640 - Property & Vehicle Insurance | \$2,524,821 | \$2,790,030 | \$2,727,445 | \$3,000,000 |
| 641 - Workers Comp Self Ins | \$2,574,965 | \$3,628,868 | \$3,196,224 | \$3,146,224 |
| 642 - Group Health Insurance | \$12,085,703 | \$13,363,020 | \$16,174,143 | \$16,146,000 |
| 643 - Risk Management Reserve | \$3,059 | \$22,883 | \$10,000 | \$0 |
| 644 - Unemployment Comp | \$74,731 | \$101,209 | \$81,565 | \$81,565 |
| 700 - Hud Grants | \$6,408,589 | \$5,980,804 | \$4,343,092 | (\$4,350,000) |
| 710 - Other Grants | \$1,516,877 | \$1,211,248 | \$1,230,313 | \$1,087,145 |
| 720 - Public Health Emergency Response | \$8,364,669 | \$16,745,806 | | |
| 730 - Opioid Settlement Fund | \$30,785 | \$369,146 | | \$0 |
| 740 - Economic Development Fund | \$1,038,355 | \$500,000 | | \$0 |

SCHEDULE OF FUND BALANCES

| Fund Search | 2022 Balance | 2023 Balance | 2024 Projected | 2025 Projected |
|--------------------------------------|--------------|--------------|----------------|----------------|
| 101 - General Fund | \$26,413,585 | \$24,102,084 | \$22,726,229 | \$22,726,230 |
| 102 - Unassigned Reserve Fund | | \$15,374,383 | \$15,374,383 | \$0 |
| 110 - Capital Assets | | \$848,584 | \$848,584 | \$848,584 |
| 216 - Downtown Bus Improv Dist | \$115,606 | \$99,364 | (\$34,883) | (\$52,974) |
| 217 - Topeka Tourism Bid | \$4,153 | \$4,307 | \$18,153 | \$23,239 |
| 218 - Noto Business Improve District | | \$7,644 | \$7,644 | \$7,644 |
| 220 - Tif (Tx Increm Fin) College HI | | (\$35) | (\$35) | (\$35) |
| 227 - Court Technology Fund | \$258,004 | \$240,324 | \$22,323 | (\$22,677) |
| 228 - Special Alcohol Program | \$47,986 | \$204,062 | \$204,062 | \$204,062 |
| 229 - Alcohol & Drug Safety | \$106,321 | \$7,470 | (\$36,883) | (\$20,626) |
| 231 - Parkland Acquisitions | \$2,646 | (\$2,091) | (\$2,091) | (\$2,091) |
| 232 - Law Enforcement | \$1,759,823 | \$1,671,660 | \$308,010 | (\$54,467) |
| 236 - Special Liability | \$3,095,125 | \$3,244,561 | \$830,918 | \$354,104 |
| 271 - Transient Guest Tax | \$52,114 | \$52,114 | (\$196,472) | \$758,033 |
| 272 - Tgt - Sunflower Soccer | \$336,772 | \$531,490 | \$534,706 | \$843,372 |
| 273 - Transient Guest Tax (New) | \$76,672 | \$66,064 | \$217,164 | \$314,575 |
| 274 - .50% Sales Tax (State To Jedo) | | \$968,720 | (\$2,031,280) | (\$2,031,280) |
| 275 - 0.5% Sales Tax (Jedo Proj) | \$12,211,568 | \$13,092,692 | \$5,256,513 | \$3,218,031 |
| 276 - Federal Funds Exchange | \$2,169,764 | \$3,400,417 | \$1,150,417 | \$535,417 |
| 286 - Retirement Reserve | \$3,661,858 | \$4,404,731 | \$2,020,565 | \$2,823,395 |
| 287 - K P & F Rate Equalization | \$0 | | | |
| 289 - Historic Asset Tourism | \$29,711 | \$29,711 | \$12,930 | \$0 |
| 290 - .50% Sales Tax Fund | | | | \$0 |
| 291 - Special Street Repair | \$4,042,978 | \$3,589,181 | \$604,635 | \$535,234 |
| 292 - Sales Tax Street Maint | \$33,322,579 | \$35,422,592 | \$24,204,482 | \$13,593,629 |
| 294 - Cid - Holliday Square | \$704 | \$7,786 | \$5,722 | \$5,378 |
| 295 - Cid - 12Th & Wanamaker | \$4,013 | \$27,888 | \$29,689 | \$28,450 |
| 296 - Cid - Cyrus Hotel | \$983 | | \$519 | (\$76) |
| 297 - Cid - Se 29Th | \$748 | | \$445 | (\$24) |
| 298 - Wheatfield Fund | \$2,180 | | \$1,600 | \$625 |
| 299 - City Donations And Gifts | \$750,000 | \$999,800 | \$999,800 | \$0 |
| 301 - Debt Service | \$13,496,490 | \$15,301,137 | \$14,080,298 | \$16,018,964 |
| 400 - Economic Development | \$2,623 | | \$1,532 | \$341 |

SCHEDULE OF FUND BALANCES

| Fund Search ▲ | 2022 Balance | 2023 Balance | 2024 Projected | 2025 Projected |
|----------------------------------------|---------------|--------------|----------------|----------------|
| 401 - Sherwood Cid | \$31,289 | | \$6,978 | \$7,979 |
| 402 - Tif - Sherwood Crossing | \$1,035 | \$0 | \$0 | \$0 |
| 403 - Tif - Wheatfield | \$270,471 | (\$0) | (\$0) | (\$0) |
| 404 - Cid - Downtown Ramada Inn | \$812 | \$4,442 | \$4,442 | \$3,745 |
| 406 - Cid - South Topeka | | (\$91) | (\$91) | (\$91) |
| 407 - Eastgate #4 Rhid | | | | \$0 |
| 499 - Economic Dev - Clearing Fund | \$4,122 | | | |
| 500 - Metro Trans Authority | | \$0 | \$0 | \$0 |
| 501 - Payroll Clearing | (\$2,585) | | | |
| 561 - Law Enforcement Trust | \$4,463 | | | |
| 601 - Public Parking | \$4,656,989 | \$4,798,094 | \$4,050,997 | \$3,048,233 |
| 613 - Information Technology | \$555,103 | (\$439,115) | (\$404,764) | (\$99,954) |
| 614 - Fleet Management | (\$795,776) | \$2,166,230 | \$1,049,136 | \$412,578 |
| 615 - Facilities Operations | (\$1,999,663) | (\$918,159) | (\$821,775) | (\$820,941) |
| 621 - Water Utility | \$63,161,410 | \$70,630,964 | \$69,588,804 | \$68,205,526 |
| 623 - Stormwater Utility | \$28,586,871 | \$29,292,591 | \$26,442,319 | \$25,022,100 |
| 625 - Wastewater Fund | \$102,828,457 | \$99,759,346 | \$92,986,813 | \$93,583,730 |
| 640 - Property & Vehicle Insurance | \$1,061,272 | \$1,127,111 | \$1,044,913 | \$1,105,072 |
| 641 - Workers Comp Self Ins | \$8,375,965 | \$10,136,724 | \$10,984,159 | \$11,696,165 |
| 642 - Group Health Insurance | \$5,451,331 | \$3,995,373 | \$3,995,373 | \$2,483,914 |
| 643 - Risk Management Reserve | \$398,881 | \$421,764 | \$429,764 | \$427,764 |
| 644 - Unemployment Comp | \$349,505 | \$428,721 | \$428,844 | \$428,967 |
| 700 - Hud Grants | \$170,394 | | (\$240,538) | (\$8,478,043) |
| 710 - Other Grants | \$12,821 | | \$184,746 | \$199,218 |
| 720 - Public Health Emergency Response | \$775,307 | \$1,066,415 | \$1,066,415 | \$1,066,415 |
| 730 - Opioid Settlement Fund | \$28,585 | \$391,131 | \$362,546 | (\$0) |
| 740 - Economic Development Fund | \$1,038,355 | \$1,038,355 | \$538,355 | (\$0) |

GENERAL FUND DEPARTMENTS

Expenditure Summary for General Fund Departments

| Department Name | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Police Department | (\$38,330,239) | (\$42,942,799) | (\$47,392,888) | (\$55,599,702) |
| Fire Department | (\$31,020,024) | (\$32,881,490) | (\$36,003,280) | (\$38,411,729) |
| Public Works | (\$7,113,162) | (\$6,790,654) | (\$8,335,471) | (\$8,880,728) |
| Planning Department | (\$2,681,102) | (\$2,749,575) | (\$3,838,884) | (\$4,298,712) |
| Misc. Non - Departmental | (\$10,310,127) | (\$5,032,312) | (\$4,083,688) | (\$3,876,900) |
| Financial Services | (\$5,535,036) | (\$14,764,499) | (\$3,142,881) | (\$3,532,073) |
| City Manager | (\$1,468,120) | (\$1,784,926) | (\$2,443,303) | (\$3,365,703) |
| Neighborhood Relations/Code Enforcement | (\$2,240,644) | (\$2,374,631) | (\$2,484,187) | (\$2,769,704) |
| Municipal Court | (\$1,417,841) | (\$1,700,440) | (\$2,097,035) | (\$2,296,623) |
| Human Resources | (\$1,429,061) | (\$1,546,103) | (\$2,158,261) | (\$2,133,371) |
| City Attorney | (\$1,033,533) | (\$1,403,471) | (\$1,743,962) | (\$1,817,465) |
| Park And Recreation Pass-Through | (\$688,856) | (\$723,737) | (\$720,534) | (\$746,025) |
| City Council | (\$375,177) | (\$363,489) | (\$391,897) | (\$504,645) |
| Mayor's Office | (\$143,425) | (\$148,087) | (\$170,727) | (\$181,105) |
| Topeka Zoological Park | (\$1,998,752) | (\$800,894) | (\$0) | \$0 |
| Total | (\$105,785,099) | (\$116,007,107) | (\$115,006,998) | (\$128,414,487) |

TAX REVENUE BREAKDOWN

Tax Revenue

The purpose of this section is to breakdown the tax revenue the City of Topeka receives. The City receives four main types of tax revenue: Ad Valorem Tax, Sales Tax, Motor Vehicle Tax, and Transient Guest Tax.

Ad Valorem (Property Taxes): The Ad Valorem Tax is one of the largest single revenue streams available to Kansas cities. These revenues are derived from taxes levied on real property, personal property, and state assessed utilities. The Shawnee County Appraiser assigns values to real and personal properties, while the State of Kansas assigns values to state assessed utilities. The City maintains three taxing funds: the General Fund, Debt Service Fund, and Special Liability Fund.

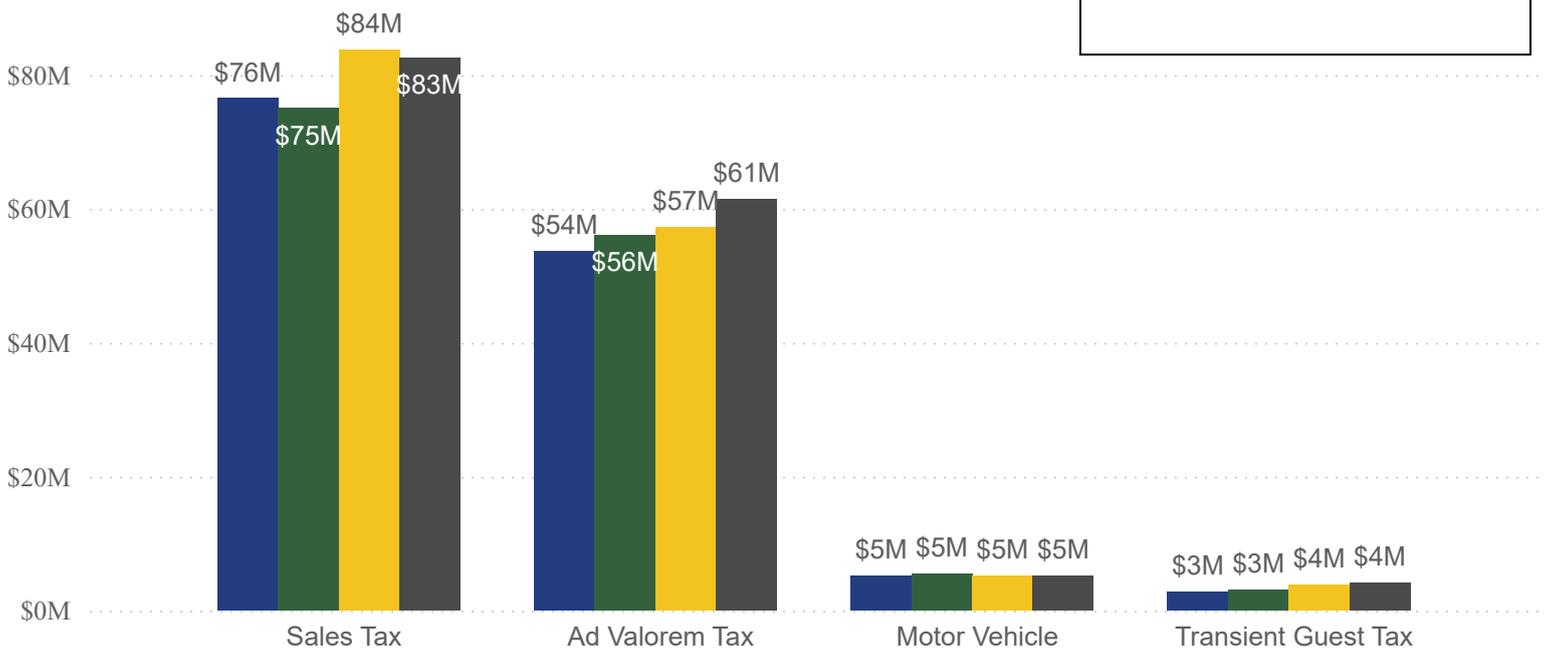
Sales Tax: The City of Topeka receives three sales taxes - two for direct operations and one for countywide purposes. In addition to those, the City also manages sales tax for the payment of debt service and pay-as-you-go community improvement districts. The two sales taxes that are utilized for operations are a 1 cent sales tax for the General Fund and a 1/2 cent sales tax utilized for existing street maintenance.

Motor Vehicles: The State of Kansas collects taxes when an applicant applies for title on a motor vehicle, trailer, all-terrain vehicle, boat, or outboard motor (unit), regardless of the purchase date. Revenue projections are received from the County.

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

Tax Summary

● 2022 Actuals ● 2023 Budget ● 2024 Budget ● 2025 Budget



Note: Chart includes the General Fund (101), Special Liability (236), Transient Guest Taxes (271-273), and Debt Service (301)



PROPERTY TAX BREAKDOWN

Property Tax Revenue

Property tax is one of the largest revenue sources for the City. The State of Kansas uses mills to levy property tax. One mill is one dollar per \$1,000 dollars of assessed value. Residential properties pay 11.5% of their value in property taxes. Multiple entities in Shawnee County levy and collect property tax. The below chart illustrates all the entities that levy property tax and their mill rate in 2024.

| Entity | 2021 Mill Rates | 2022 Mill Rates | 2023 Mill Rates |
|--------------------------------|-----------------|-----------------|-----------------|
| Shawnee County | 50.999 | 49.861 | 48.653 |
| USD 501 TOPEKA | 48.385 | 46.013 | 44.540 |
| City of Topeka | 39.939 | 38.963 | 36.952 |
| Topeka SNCO Library | 9.706 | 8.890 | 8.192 |
| METRO TRANSIT AUTHORITY | 4.200 | 4.200 | 4.200 |
| Washburn University | 3.403 | 3.451 | 3.451 |
| METRO TOPEKA AIRPORT AUTHORITY | 1.930 | 1.750 | 1.750 |
| State of Kansas | 1.500 | 1.500 | 1.500 |
| Total | 160.062 | 154.628 | 149.238 |

USER FEE BREAKDOWN

User Fee Revenue

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.

Water Utility: Water division staff produce estimated revenues based upon approved rates, the number of users, and predicted usage. The City Council establishes the City’s water rates and approved a 8.5% rate increase for 2024.

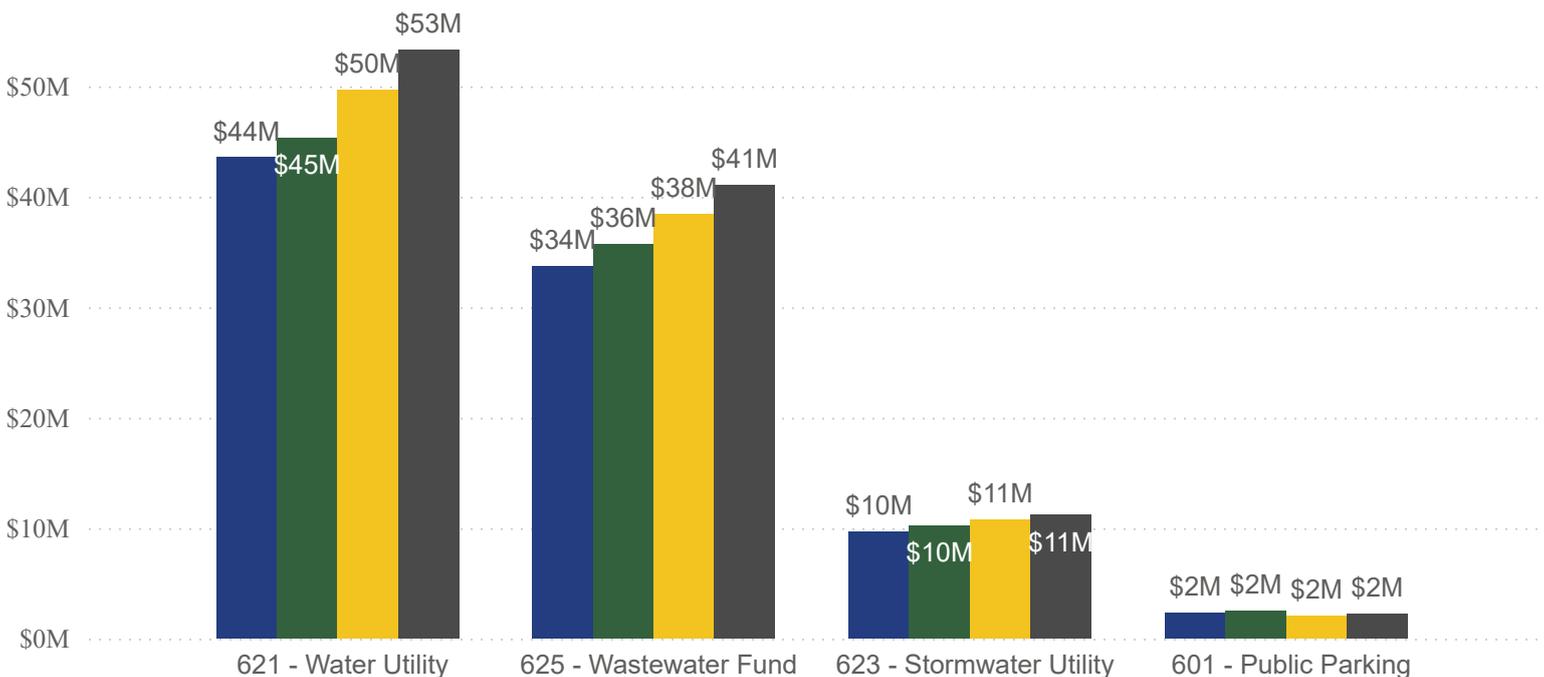
Wastewater Fund: Water Pollution Control division staff produce estimated rates based upon approved rates, the number of users, and predicted usage. The City Council establishes the City’s wastewater rates and approved a 7.5% rate increase for 2024.

Stormwater Utility: Water Pollution Control division staff produce estimated rates for the Stormwater Utility based upon approved rates, the number of users, and estimated impervious surface. The City Council establishes the City’s stormwater rates and approved a 6.5% rate increase for 2024. This fee is only charged to inside city residents.

Public Parking: The City of Topeka owns eight parking garages. Garage stalls are either leased or funded by hourly fees. This revenue is founded on expert-based estimation from an evaluation of trends, current pricing, spaces available, and contracts/agreements.

User Fee Summary

● 2022 Actuals ● 2023 Budget ● 2024 Budget ● 2025 Budget



FRANCHISE FEE BREAKDOWN

Franchise Fee Revenue

Franchise Fees are revenue generated from agreements between the City and local utilities for the use of rights-of-ways. These agreements result in 5-6% of the utility's revenue due to the City.

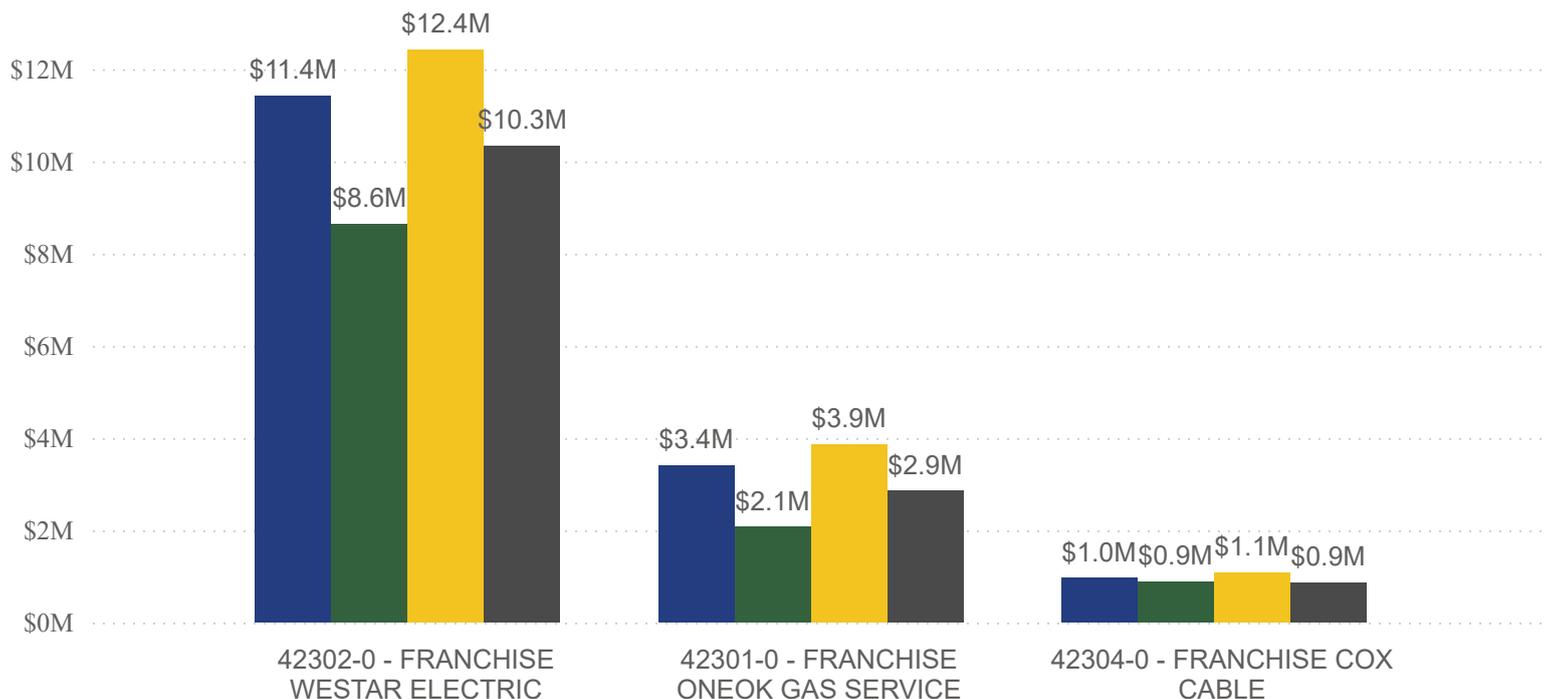
Franchise Westar Electric: Electric franchise fees are applied to the gross receipts of electric utilities operating within the City. Currently, the fee for Kaw Valley Electric is 5% and Evergy is 6%. Electric Franchise Fees are dependent on the number of users and usage. This revenue source is affected significantly by changes in the weather, as well as modifications to electric rates permitted by the Kansas Corporation Commission.

Franchise Oneok Gas Service: 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.

Franchise Cox Cable: 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.

Franchise Fee Summary

● 2022 Actuals ● 2023 Budget ● 2024 Budget ● 2025 Budget



POSITION CHANGE OVERVIEW

Full Time Equivalent Positions

Every year the City evaluates the number of Full Time Equivalent (FTE) positions needed to meet City Council Priorities. Below is a four year personnel history for all funds:

| Department | 2022 Budget | 2023 Budget | 2024 Budget | 2025 Budget |
|----------------------|---------------|---------------|---------------|---------------|
| Police Department | 361.0 | 368.0 | 373.0 | 372.0 |
| Fire Department | 246.0 | 247.0 | 247.0 | 247.0 |
| Public Works | 158.0 | 159.0 | 155.0 | 154.0 |
| Water | 122.0 | 121.0 | 121.0 | 123.0 |
| Wastewater | 77.0 | 76.0 | 76.0 | 76.0 |
| Planning Department | 40.0 | 43.0 | 49.0 | 51.0 |
| Financial Services | 23.0 | 26.0 | 28.0 | 26.0 |
| IT | 16.0 | 16.0 | 25.0 | 26.0 |
| Stormwater | 25.0 | 26.0 | 26.0 | 25.0 |
| Municipal Court | 20.0 | 20.0 | 21.0 | 21.0 |
| City Attorney | 15.0 | 15.0 | 18.0 | 18.0 |
| City Manager | 15.0 | 12.0 | 13.0 | 15.0 |
| HR | 13.0 | 13.0 | 14.0 | 15.0 |
| City Council | 10.0 | 10.0 | 10.0 | 11.0 |
| Community Engagement | 0.0 | 5.0 | 4.0 | 4.0 |
| DEI | 0.0 | 0.0 | 2.0 | 2.0 |
| Mayor's Office | 2.0 | 2.0 | 2.0 | 2.0 |
| Topeka Zoo | 3.0 | 3.0 | 3.0 | 0.0 |
| Total | 1146.0 | 1162.0 | 1187.0 | 1188.0 |

POSITION CHANGE OVERVIEW

Full Time Equivalent Positions in General Fund Variances

1. **General Fund (803.32 to 802.35 FTEs)**
 - a. **10101- City Council – (10 FTEs to 11 FTEs)**
 - i. +1 Executive Assistant
 - b. **10102 - City Manager – (17 FTEs to 20.6 FTEs)**
 - i. +1 Assistant City Manager, +1 Emergency Coordinator, +1.6 Employees Program and Senior Program Coordinator moved from Grant Funded to General Fund
 - c. **10103 – City Attorney – (12.90 FTEs to 12.15 FTEs)**
 - i. Partially moved .75 FTEs out of General Fund into Special Liability Fund
 - d. **10104 – Finance – (27 FTEs to 26 FTEs)**
 - i. Removed 1 Graduate Fellowship Position
 - e. **10105 – Municipal Court – (20.67 FTEs to 21 FTEs)**
 - i. Partially moved .33 into the General Fund from the Special Alcohol Fund (Probation Officer)
 - f. **10106 – Human Resources – (10.0 FTEs to 10.5 FTEs)**
 - i. Moved .5 FTEs (HR Director) out into Health and Workers Compensation Fund, +1.0 FTE Human Resource Assistant
 - g. **10170 – Mayor’s Office – No Change**
 - h. **10120 – Fire Department – No Change**
 - i. **10125 – Police Department – (372 FTEs to 371 FTEs)**
 - i. Moved out 1 FTE into IT which was Senior System Developer
 - j. **10130 – Public Works – (45.25 FTEs to 44.60 FTEs)**
 - i. +3 Equipment Operators from Special Highway Fund, -3.25 FTEs into the Citywide Half-Cent Sales Tax (ETI, Project Manager, 1.25 Engineers) +.6 FTE Deputy Director into General Fund from Facilities, Parking, and Fleet Fund, Removed 1 Accounting Specialist
 - k. **10150 – Zoo – (3 FTEs to 0 FTEs)**
 - i. Removed 3 FTEs
 - l. **10160 – Planning and Development – No Changes**
 - m. **10170 – Code Enforcement – No Changes**

POSITION CHANGE OVERVIEW

Full Time Equivalent Positions for Non- General Fund Variances

Non-General Fund increased 383.68 to 385.65

- 1. Special Alcohol Fund (.33 FTEs to 0 FTEs)**
 - a. Moved .33 FTE of Probation Officer into Municipal Court General Fund
- 2. Special Liability (5.10 FTEs to 5.85 FTEs)**
 - a. Partially moved .75 FTEs into special liability
- 3. Special Highway Fund (61.0 FTEs to 58.0 FTEs)**
 - a. Moved 3 equipment operators into the 10130 – Public Works Budget
- 4. Citywide Half-Cent Sales Tax (1 FTE to 4.25 FTEs)**
 - a. +.25 Engineer from 10130 – Public Works Budget, +1 Project Manager from 10130 – Public Works Budget, +1 Engineering Tech from 10130 – Public Works Budget, +1 Engineer from 10130- Public Works Budget
- 5. 601 – Parking (10.25 – 10.15 FTEs)**
 - a. -.1 FTE Deputy Director into the 10130 – Public Works Budget
- 6. 613 – Information Technology Budget (25.0 FTEs – 26.0 FTEs)**
 - a. +1 Senior System Development Director from PD
- 7. 614 – Fleet Management (22.25 FTEs to 22 FTEs)**
 - a. -.25 Deputy Director into the 10130 – Public Works Budget
- 8. 615 – Facilities (15.25 FTEs to 15 FTEs)**
 - a. -.25 Deputy Director into the 10130 – Public Works Budget
- 9. Utilities (223 FTEs to 224 FTEs)**
 - a. +1 Engineer in Training
- 10. 641 – Workers Compensation Fund (2.0 FTEs to 2.25 FTEs)**
 - a. Added .25 FTEs from 10106- HR (HR Director)
- 11. 642 – Health Fund (2.0 FTEs to 2.25 FTEs)**
 - a. Added .25 FTEs from 10106- HR (HR Director)
- 12. Grant Funds (16.5 FTEs to 15.9 FTEs)**
 - a. Moved .6 FTE into City Manager (Program Coordinator)

3-Year Financial Forecast

The City presents a 3-year financial forecast each year during the budget cycle. Below is a table indicating FY25 - FY27 if the mill levy remained current and property valuations increases each year were at 4.5%:

3-Year Forecast

| Categories | 2025 | 2026 | 2027 |
|---------------------------------------|----------------------|---------------------|------------------------|
| Total Revenues* | \$ 128,414,487 | \$ 117,825,122 | \$ 121,187,258 |
| Total Expenses | \$ 128,414,487 | \$ 135,117,388 | \$ 142,627,727 |
| Current Projected Deficit | | \$ (17,292,266) | \$ (21,440,469) |
| Current Projected Fund Balance | \$ 22,726,229 | \$ 5,433,963 | \$ (16,006,506) |

| | | | |
|------------------------------|--------|-------|---------|
| Current Projected Percentage | 17.70% | 4.61% | -13.21% |
| Target Percentage | 20% | 20% | 20% |
| Minimum Percentage | 15% | 15% | 15% |

| Categories | 2025 | 2026 | 2027 |
|-------------------------------------------|------|----------------------|----------------------|
| Proposed Public Safety Tax Revenue** | | \$ 19,000,000 | \$ 19,000,000 |
| Proposed General Use Sales Tax Revenue*** | | \$ 19,000,000 | \$ 19,000,000 |
| Possible Revenues | | \$ 155,825,122 | \$ 159,187,258 |
| Potential Projected Surplus | | \$ 20,707,734 | \$ 16,559,531 |

| | | | |
|------------------------|---------------|---------------|---------------|
| Potential Fund Balance | \$ 22,726,229 | \$ 43,433,963 | \$ 59,993,494 |
| Percentage | 17.70% | 32.15% | 42.06% |
| Minimum Percentage | 15% | 15% | 15% |

*Assumes current mill @ 36.952

** Public Safety Sales Tax to ONLY be used on Public Safety Expenditures

***General Use Sales Tax to be used for any General Fund Expenditures

The City is going to explore the following ways to generate revenue:

Half-Cent Public Safety Tax: A public safety sales tax is a tax added to purchases within a jurisdiction, with the revenue used for funding law enforcement, fire services, and emergency response. **Council approval to set election for public vote.**

Half-Cent General Use Tax*: A general fund sales tax for city government is a tax on purchases within the city, with the revenue used to fund various municipal services and operations. **Council approval to set election for public vote.**

STATISTICAL SECTION

Employment

The City has a consistent employer base due to a diverse business community ranging from federal and state government to distribution centers and manufacturing facilities, complimented by a full range of retail and service businesses. The State of Kansas is the top employer with 9,919 employees. Stormont-Vail Health Care follows next at 4,400 employees.

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

| Top Ten Employers | Employees | Percentage of Total City Employment |
|----------------------------------------------------|-----------|-------------------------------------|
| State of Kansas | 9,919 | 8.71% |
| Stormont-Vail Health Care | 4,400 | 3.86% |
| Hills Pet Nutrition Inc | 3,439 | 3.02% |
| Unified School District # 501 | 2,500 | 2.20% |
| Blue Cross Blue Shield of Kansas | 2,026 | 1.78% |
| BNSF Railway Company | 1,931 | 1.70% |
| Washburn University | 1,596 | 1.40% |
| Colmery-O'Neil VA Medical Center | 1,544 | 1.36% |
| University of Ks Health Systems- St Francis Campus | 1,334 | 1.17% |
| Security Benefit Group of Companies | 1,000 | 0.88% |

STATISTICAL SECTION

Tax Base

The top taxpayer in Topeka is Evergy Kansas Central Inc./Westar at \$86,878,337. The other top taxpayers are between \$6,700,000 and \$15,000,000 in value.

| Top Ten Taxpayers | Taxable Assessed Value |
|---------------------------------------------------|------------------------|
| Evergy Kansas Central Inc/Westar | \$86,878,337 |
| Kansas Gas Service/Utility | \$15,219,383 |
| Target Corporation | \$13,759,075 |
| Burlington Northern/Santa Fe/Utility | \$13,465,027 |
| Walmart Properties and Sam's Club | \$12,990,099 |
| Blue Cross/Blue Shield/Ks Hospital Serv/Insurance | \$7,942,074 |
| Big Heart Pet Brands | \$7,697,469 |
| Frito Lay/Manufacturing | \$7,383,209 |
| ARC HDTPAKS001 LLC/Distribution (Home Depot) | \$6,769,795 |
| Security Benefit Life/Insurance | \$6,733,280 |

Assessed Value of Taxable Property

The City's tax base remained relatively stable through the 2004-2009 recession and total assessed value has trended upward ever since. The assessed value continued to rise through 2020 Covid-19 effects.

| Year | Total Value of Taxable Property |
|------|---------------------------------|
| 2012 | \$1,106,396,833 |
| 2014 | \$1,126,187,327 |
| 2015 | \$1,133,023,721 |
| 2013 | \$1,135,205,618 |
| 2016 | \$1,163,193,458 |
| 2017 | \$1,178,734,089 |
| 2018 | \$1,252,639,786 |
| 2019 | \$1,267,354,837 |
| 2020 | \$1,303,411,607 |
| 2021 | \$1,354,782,081 |
| 2022 | \$1,459,642,715 |
| 2023 | \$1,582,549,889 |



DEPARTMENTS



MAYOR & CITY COUNCIL

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

The City Council is responsible for setting the policy directives of the City. The Council serves as a resource for citizens and neighborhood groups by providing vision, leadership, and strategic planning. They set priorities to guide the adoption of the annual operating budget and Capital Improvement Plan.

Department Budget History

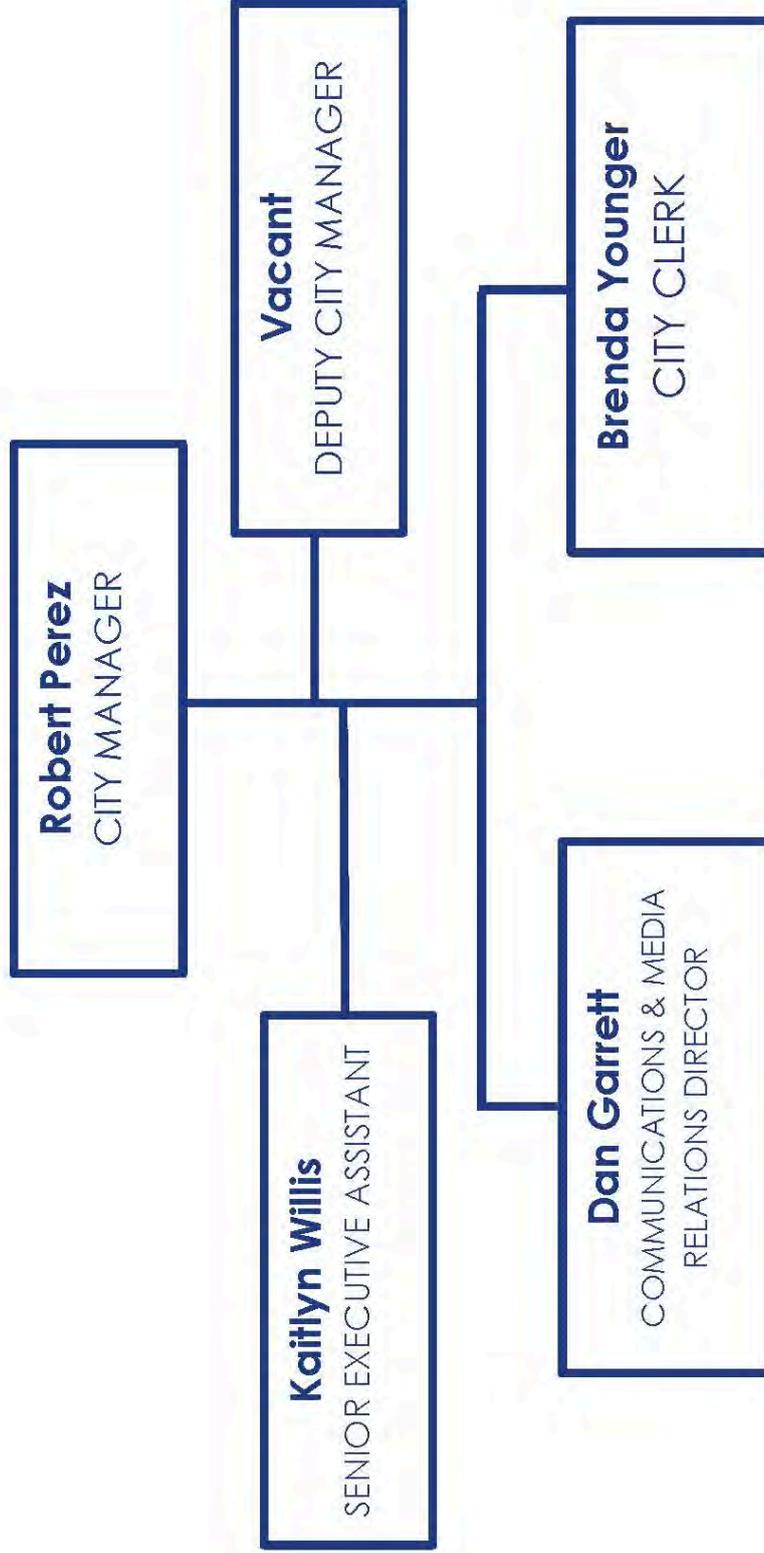
| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| 101 - General Fund | (\$518,602) | (\$511,576) | (\$562,624) | (\$685,750) |
| Total | (\$518,602) | (\$511,576) | (\$562,624) | (\$685,750) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▲ |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| <input type="checkbox"/> Expenses | (\$518,602) | (\$511,576) | (\$562,624) | (\$685,750) |
| Personnel | (\$458,086) | (\$454,925) | (\$474,126) | (\$577,749) |
| Contractual | (\$56,138) | (\$50,842) | (\$81,833) | (\$100,352) |
| Commodities | (\$4,379) | (\$5,808) | (\$6,664) | (\$7,650) |
| Total | (\$518,602) | (\$511,576) | (\$562,624) | (\$685,750) |

Changes from 2024 Budget

- Added +1 FTE (Executive Assistant)
- Increased Education/Travel budget (\$9,000)

CITY MANAGER'S OFFICE



The City Manager's Office is responsible for the performance and productivity of all other City departments. It is composed of the City Clerk and Communications Divisions. It is responsible for delivering the highest level of quality information on policy, services and activities of Topeka government



CITY MANAGER

The City Manager's office is responsible for ensuring the effective implementation, administration, and evaluation of City programs that have been established through the policy directives of the Governing Body. The City Manager's office aims to provide vision, leadership, and strategic planning for the preparation of the annual operating budget and Capital Improvement Project (CIP) program. The City Manager's office also serves as a resource for citizens and neighborhood groups. The City Manager's office directs the City Clerk and Communications divisions.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▲ |
|---------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> 101 - General Fund | (\$1,467,791) | (\$1,765,642) | (\$1,889,589) | (\$2,529,989) |
| City Manager | (\$778,593) | (\$929,113) | (\$752,210) | (\$1,332,474) |
| Communications | (\$420,046) | (\$506,170) | (\$769,933) | (\$785,445) |
| City Clerk | (\$269,153) | (\$330,360) | (\$367,446) | (\$412,070) |
| Total | (\$1,467,791) | (\$1,765,642) | (\$1,889,589) | (\$2,529,989) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▲ |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Expenses | (\$1,467,791) | (\$1,765,642) | (\$1,889,589) | (\$2,529,989) |
| Personnel | (\$938,067) | (\$1,362,145) | (\$1,473,336) | (\$2,060,072) |
| Contractual | (\$473,131) | (\$324,918) | (\$321,186) | (\$367,418) |
| Commodities | (\$56,593) | (\$78,521) | (\$91,755) | (\$99,400) |
| Capital Outlay | | | (\$3,313) | (\$3,000) |
| Other Payments | | (\$58) | | (\$100) |
| Total | (\$1,467,791) | (\$1,765,642) | (\$1,889,589) | (\$2,529,989) |

Changes from 2024 Budget

- Added 2 FTE's for City Manager (Assistant City Manager and an Emergency Manager Coordinator)
- Increased Individual and Contractual Services (\$30,000) – This amount covers the cost of Granicus, the software that replaces NOVUS for assembling agendas. The remaining \$15,000 was allocated to lobbying services

CITY MANAGER: CITY CLERK

Accomplishments

- Recorded, transcribed and distributed 478 pages of Governing Body meeting minutes
- Processed and distributed 39 Governing Body meeting agenda packets consisting of 16,726 pages
- Approved 300 Business Licenses consisting of 27 different categories
- Issued 83 Special Event Permits in collaboration with City Departments
- Processed and distributed 137 Ordinances and Resolutions approved by the Governing Body
- Processed and distributed 1,038 Administrative Contracts.
- Received 229 Open Records Request
- Provided training for City Department Record Custodians

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|-----------------------------------------------------------------------------------------------------------------------------|------|-------------|------|--------|
| % of administrative contracts signed and distributed within three business days | N/A | New Measure | 95 | 95 |
| % of City Council meeting minutes drafted, presented for approval and posted to the website by next regular Council meeting | 94 | 86 | 99 | 95 |
| % of licenses and/or permits submitted to workflow within 24 hours | N/A | New Measure | 99 | 95 |
| % of ordinances codified within 14 business days of effective date | 98 | 98 | 98 | 95 |
| % of ordinances/resolutions posted to the public website within 3 business days of approval by the Governing Body | 99 | 99 | 99 | 95 |
| Number of Business Licenses Approved | 518 | 426 | 300 | N/A |
| Number of Special Event Permits Approved | 59 | 75 | 83 | N/A |
| Percentage of KORA requests distributed to departments for response within 24 hours. | N/A | New Measure | 98 | 95 |

Goals

- Respond to the legislative needs of the Governing Body and their constituents
- Consistent and responsive customer service
- Administer records management training for the City of Topeka to effectively maintain custody of City Documents. A Viable records management program ensures that each department can maximize its operational goals by making information more readily available for service delivery.

CITY MANAGER: COMMUNICATIONS

Accomplishments

- Hire and onboard the new Language Access Coordinator
- Administer the Affordable Connectivity Outreach Grant Program, and help spread awareness about digital equity resources in partnership with the Community Engagement and the TSC – Get Digital Coalition
- Upgrade City4 system to provide more enhanced, clear visuals
- Continued promotion of the Changing our Culture on Property Maintenance initiative coverage and education campaign

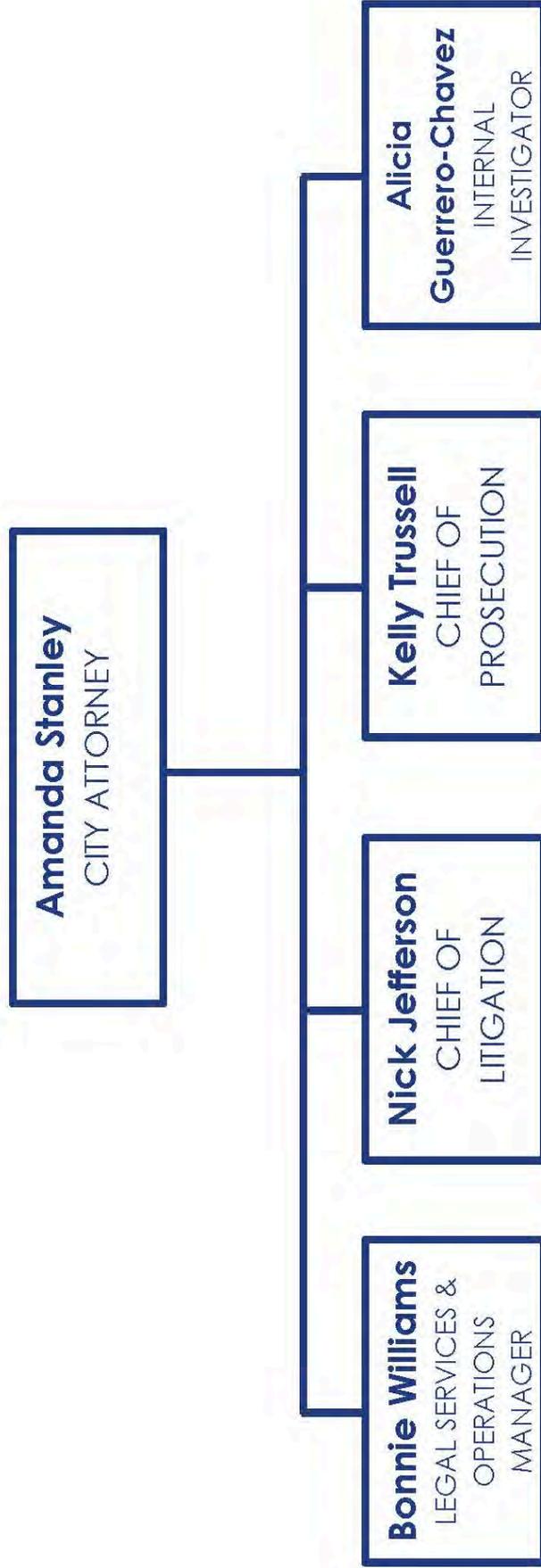
Performance Measures

| Performance Measure | 2022 | 2023 | Target |
|---------------------------------------------------|-------|--------|--------|
| Branding and Image | 53400 | 120300 | 130200 |
| City4 | 107 | 92 | 93 |
| Community Collaboration and Other Media Relations | N/A | 34 | 41 |

Goals

- Produce a day-in-the-life video once a month for different departments
- Create more in-house content for Channel 4
- Continue implementation of Language Access Plan

CITY ATTORNEY'S OFFICE



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



CITY ATTORNEY

The City Attorney's Office provides legal advice and services to the city organization and departments. There are three divisions within the department: Civil Litigation, General Government, and Criminal Prosecution. The Civil Litigation division pursues claims on behalf of the City and defends city officials and employees. The General Government division provides legal advice and representation to the City. The Criminal Prosecution division prosecutes alleged violations of City ordinances in the Municipal Court and appeals in the district and appellate courts.

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-------------------------|----------------------|----------------------|----------------------|----------------------|
| 101 - General Fund | (\$1,033,533) | (\$1,403,471) | (\$1,743,962) | (\$1,817,465) |
| 236 - Special Liability | (\$719,792) | (\$1,015,460) | (\$1,429,504) | (\$1,536,190) |
| Total | (\$1,753,325) | (\$2,418,931) | (\$3,173,466) | (\$3,353,655) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$1,753,325) | (\$2,418,931) | (\$3,173,466) | (\$3,353,655) |
| Personnel | (\$1,452,392) | (\$1,924,092) | (\$2,204,052) | (\$2,313,917) |
| Contractual | (\$276,037) | (\$468,035) | (\$938,114) | (\$1,004,238) |
| Commodities | (\$24,896) | (\$26,805) | (\$31,300) | (\$35,500) |
| Total | (\$1,753,325) | (\$2,418,931) | (\$3,173,466) | (\$3,353,655) |

Changes from 2024 Budget

- Miscellaneous Contingency removed from 2025 budget for the Special Liability Fund
- Added additional software license for 2025 to replace current, outdated software (\$46,000)

CITY ATTORNEY

Accomplishments

- Processed and evaluated over 100 tort claims made against the City
- Created innovative new trainings on the 4th amendment for Department Heads
- Utilized technology to redeploy limited resources due to staffing shortages and to provide better metrics and tracking on a wide array of legal requests
- Successfully testified in opposition to multiple pieces of legislation that would have had a negative impact on our community
- Continued to expand the domestic violence prosecution program and received federal grant money to assist in this necessary work
- Helped serve as a conduit between departments working on code and zoning issues to ensure cases were being looked at holistically

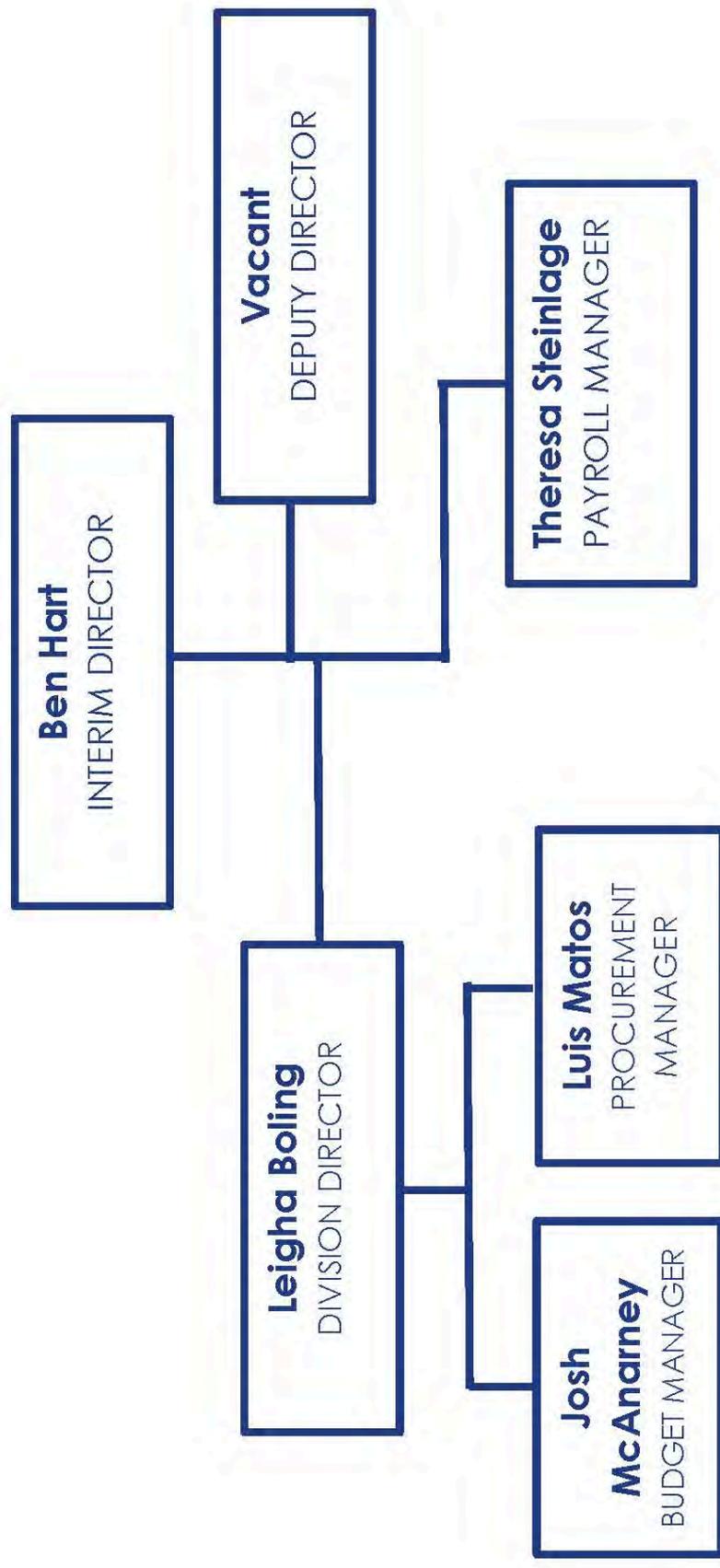
Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|---------------------------------------------------------------------------|--------------|-------------|-------------|--------|
| Amount Paid to Claimants by the City | 21568 | 54758 | 56326 | N/A |
| Dollar Amount of Claims Sought by Claimant | 12.8 million | 1.2 million | 107 million | N/A |
| Number of Claims Filed Against the City | 93 | 106 | 130 | N/A |
| Property Maintenance Code Violation Cases Closed with Compliance Obtained | 567 | 283 | 229 | 300 |
| Property Maintenance Code Violation Cases Convicted | 5 | 4 | 17 | N/A |
| Property Maintenance Code Violation Cases Filed | 896 | 376 | 387 | 300 |

Goals

- Identify areas of various liability risk and work with the relevant departments to improve processes or increase training
- Continue to build strong relationship with the City's state legislative delegation to ensure the City has a voice in issues affecting local governments
- Create additional city-wide employee trainings on emerging issues
- Implement a new law practice management system
- Continue to build and improve victim-oriented domestic violence prosecutions
- Increase the number of code violation corrections by owner

FINANCIAL SERVICES



Our mission is to provide accurate, timely, clear and complete financial information and support to city departments, citizens and the community at large.



FINANCIAL SERVICES

The Administrative & Financial Services department includes the Central Accounting, Budget and Performance Management, Payroll, and Contracts and Procurements divisions. This department maintains transparency of City finances and purchases. This department also reports on the finances of several divisions including grants.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget ▲ | 2025 Budget |
|---------------------------------------------|----------------------|-----------------------|----------------------|----------------------|
| <input type="checkbox"/> 101 - General Fund | (\$5,534,926) | (\$14,764,411) | (\$3,142,881) | (\$3,532,073) |
| Central Accounting & Cash | (\$5,036,950) | (\$14,203,870) | (\$2,544,704) | (\$2,909,327) |
| Contracts And Procurement | (\$497,976) | (\$560,541) | (\$598,177) | (\$622,746) |
| Total | (\$5,534,926) | (\$14,764,411) | (\$3,142,881) | (\$3,532,073) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▲ |
|-----------------------------------|----------------------|-----------------------|----------------------|----------------------|
| <input type="checkbox"/> Expenses | (\$5,534,926) | (\$14,764,411) | (\$3,142,881) | (\$3,532,073) |
| Personnel | (\$1,950,579) | (\$2,271,157) | (\$2,577,195) | (\$2,839,630) |
| Contractual | (\$441,058) | (\$589,720) | (\$550,586) | (\$674,793) |
| Commodities | (\$10,427) | (\$18,355) | (\$15,100) | (\$17,650) |
| Debt | (\$132,867) | | | |
| Other Payments | (\$2,999,995) | (\$11,885,179) | | \$0 |
| Total | (\$5,534,926) | (\$14,764,411) | (\$3,142,881) | (\$3,532,073) |

Changes from 2024 Budget

- Increase in bank fees and Columbia Capital Financial Advising Contract (\$10,000)
- In 2025 there will be an increase in the cost of audit services (\$10,000)
- Additional Software Contractual Increases (\$55,000)
- Adding Property Tax Rebate Program to CRC (\$50,000)

FINANCIAL SERVICES

Accomplishments

- Began transition to electronic file storage
- Conducted multiple workshops to educate potential vendors and expand the businesses that contract with the City
- The Procurement Division successfully applied for and was awarded a \$15,000 grant to participate in the National League of Cities' (NLC) City Inclusive Entrepreneurship Program (CIE).
- Revised contract templates to streamline the drafting process for agreements, facilitating a more efficient review by the city's legal department.

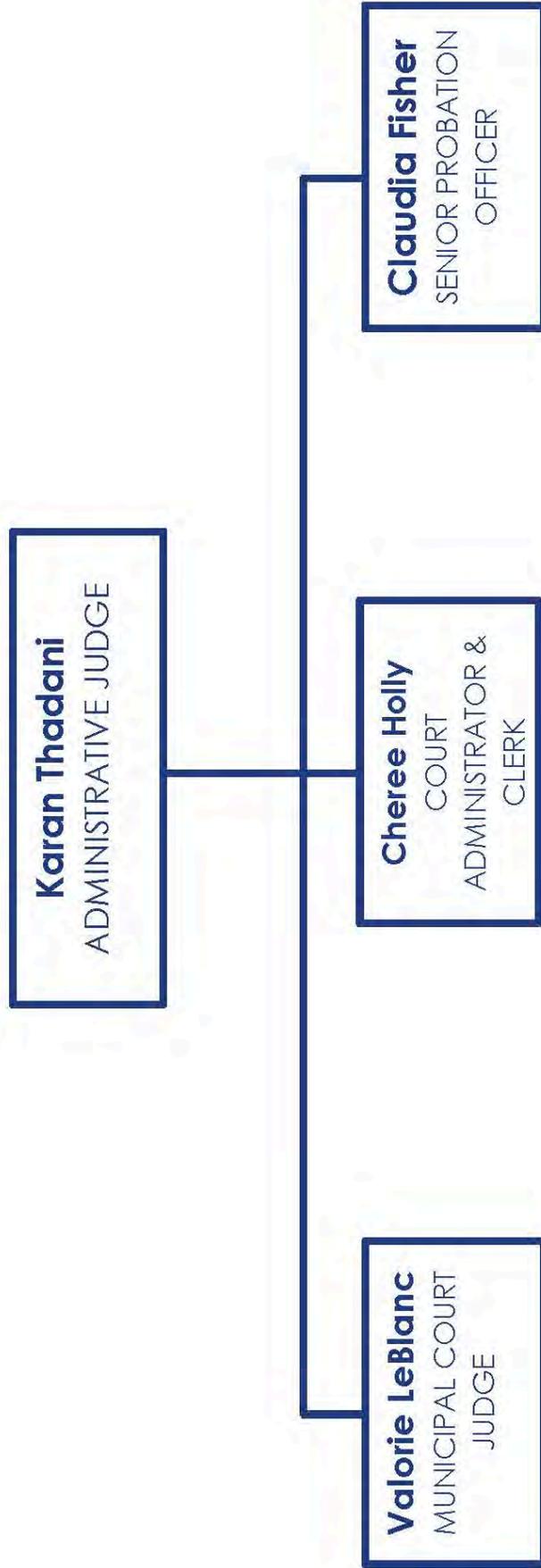
Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|------------------------------------------------------------------------------|------------|------------|------------|------------|
| Audit opinion | Unmodified | Unmodified | Unmodified | Unmodified |
| Deposits processed | 4998 | 4455 | 5277 | 5000 |
| Diverse vendor spending (%) | 6 | 22.7 | 19.24 | 20 |
| General fund as % of total budget | 27 | 28 | 31 | 20 |
| Invoices paid | 31803 | 30111 | 31526 | 31000 |
| M/W/DBE utilization (%) | 45.41 | 41.095 | 40.91 | 40 |
| Number of awarded bids | 196 | 195 | 178 | 190 |
| Number of bid protests | N/A | 0 | 2 | 0 |
| Percentage of time federal, state, and KPERS deposits are submitted on time | 100 | 100 | 100 | 100 |
| Percentage of time the 2-day standard for uploading the bank ACH file is met | 96 | 96 | 100 | 100 |
| S&P Bond Rating | AA | AA | AA | AA |

Goals

- Successfully navigate the testing and implementation of the new ERP
- Put into service Earned Wage Access
- Complete a successful audit
- Host a workshop for vendors to learn about the City's process for making qualification-based selections that are not based on prices
- Successfully host a second annual Supplier Diversity Expo with the support of area sponsors and anchor procurement agencies
- Develop more specification templates that City staff can use to be more efficient when building specifications for bids on materials or services

MUNICIPAL COURT



The Topeka Municipal Court, through its judges and staff, adjudicates traffic infractions and misdemeanor offenses alleged to have occurred within the Topeka city limits pursuant to applicable provisions of City Ordinance, various state laws and court rules and collects fines and fees.



MUNICIPAL COURT

The Municipal Court handles traffic infractions and misdemeanor offenses as well as the Probation and Alcohol & Drug Program. The Probation and Alcohol & Drug Assessment and Referral Program division provides supervision to defendants for various misdemeanor offenses as well as tracks community services and house arrest defendants.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> 101 - General Fund | (\$1,417,841) | (\$1,700,440) | (\$2,097,035) | (\$2,296,623) |
| Municipal Court | (\$1,249,124) | (\$1,457,633) | (\$1,653,166) | (\$1,828,180) |
| Probation | (\$168,717) | (\$242,807) | (\$443,868) | (\$468,444) |
| Total | (\$1,417,841) | (\$1,700,440) | (\$2,097,035) | (\$2,296,623) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Expenses | (\$1,417,841) | (\$1,700,440) | (\$2,097,035) | (\$2,296,623) |
| Personnel | (\$1,011,283) | (\$1,269,613) | (\$1,621,084) | (\$1,735,303) |
| Contractual | (\$403,257) | (\$419,850) | (\$461,551) | (\$547,320) |
| Commodities | (\$3,302) | (\$10,219) | (\$11,900) | (\$11,500) |
| Capital Outlay | | (\$758) | (\$2,500) | (\$2,500) |
| Total | (\$1,417,841) | (\$1,700,440) | (\$2,097,035) | (\$2,296,623) |

Changes from 2024 Budget

→ Increase in professional audit/legal services for 2025 budget (\$65,000)

MUNICIPAL COURT

Accomplishments

- 200.5 community services hours completed through Probation Department
- Assisted Kansas Legal Services with several driver’s license clinics held in Shawnee County
- Awarded Department of Justice’s - Violence Against Women Grant with the help of city’s grant writing and probation divisions
- Advanced the changing our culture of property maintenance initiative by using the LLC ordinance to order judgments in 31 cases

Performance Measures

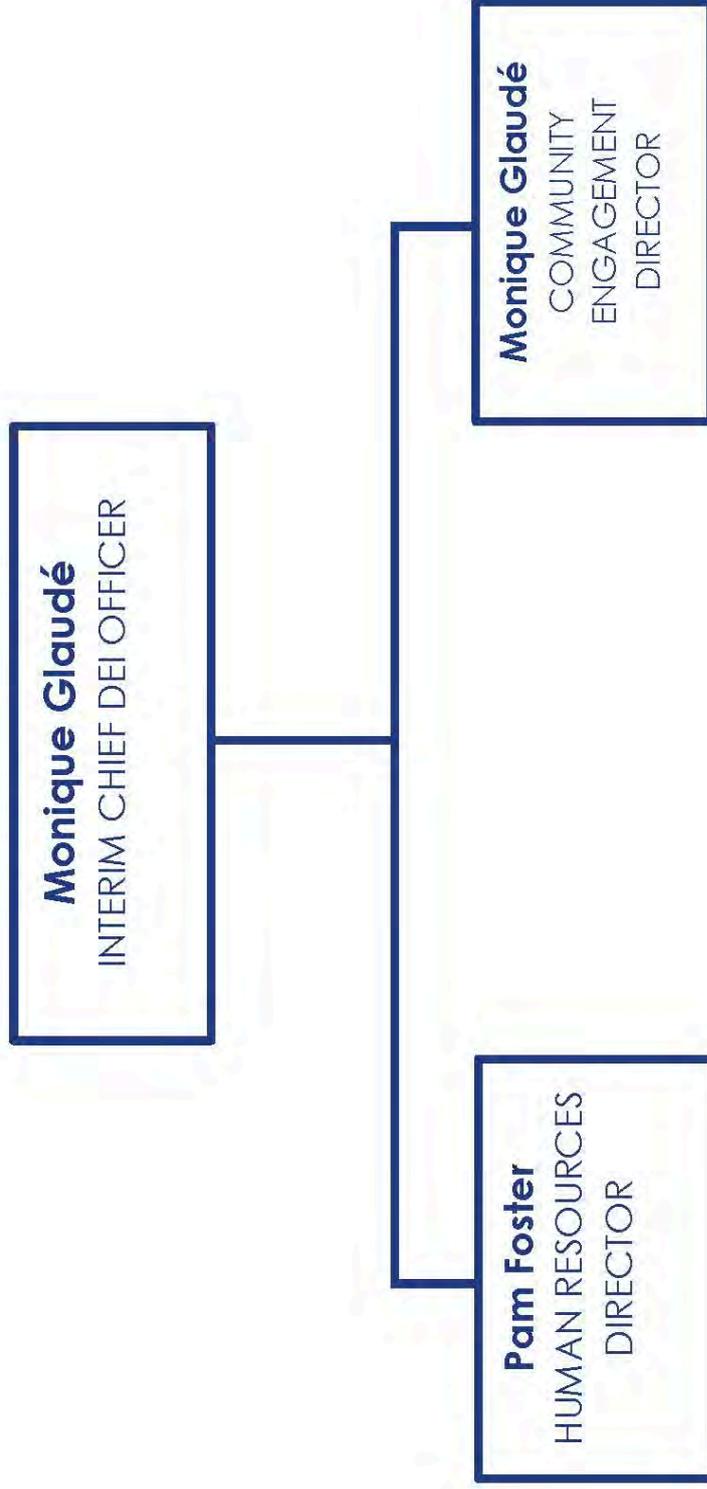
| Performance Measure | 2021 | 2022 | 2023 | Target |
|------------------------------------------------------------------------------|------|------|-------|--------|
| # of admissions into program | 9 | 8 | 10 | 10 |
| # of Community Service hours | N/A | N/A | 200.5 | 200 |
| # of referrals completed | 21 | 21 | 35 | 25 |
| % of cases scheduled for Arraignment brought before the Court within 45 days | 90 | | 90 | 95 |
| % of cases scheduled for Trial brought before the Court within 60 days | 100 | | 100 | 100 |

Goals

- Relocate operations to Municipal Court after 6 months of a temporary court set-up in TPAC due to HVAC renovations
- Relocate Probation Division to 1st floor of City Hall after 6 months of a temporary office set-up in the City Hall basement due to HVAC renovations
- Continue with community outreach through KLS DL clinics
- Fully staff probation division and hire new FTE approved for budget year 2024



DIVERSITY, EQUITY, & INCLUSION



The Diversity Equity and Inclusion (DEI) Office is responsible for the development, implementation, and incorporation of proactive diversity, equity, and inclusion strategies throughout all aspects of the city. It is composed of offices of Human Resources and Community Engagement



DIVERSITY EQUITY & INCLUSION

The City of Topeka's Diversity Equity and Inclusion (DEI) Office was established in December 2022. The DEI Office is responsible for the development, implementation, and incorporation of proactive diversity, equity, and inclusion strategies throughout all aspects of the city.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget ▲ | 2025 Budget |
|--------------------|--------------|------------------|--------------------|--------------------|
| 101 - General Fund | | (\$5,866) | (\$292,686) | (\$335,430) |
| Total | | (\$5,866) | (\$292,686) | (\$335,430) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------|------------------|--------------------|--------------------|
| <input type="checkbox"/> Expenses | | (\$5,866) | (\$292,686) | (\$335,430) |
| Personnel | | (\$5,866) | (\$241,941) | (\$279,189) |
| Contractual | | | (\$47,246) | (\$52,741) |
| Commodities | | | (\$3,500) | (\$3,500) |
| Total | | (\$5,866) | (\$292,686) | (\$335,430) |

Changes from 2024 Budget

→ No material changes for 2025

HUMAN RESOURCES

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

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------|----------------------|----------------------|----------------------|----------------------|
| 101 - General Fund | (\$1,429,061) | (\$1,546,103) | (\$2,158,261) | (\$2,133,371) |
| Total | (\$1,429,061) | (\$1,546,103) | (\$2,158,261) | (\$2,133,371) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$1,429,061) | (\$1,546,103) | (\$2,158,261) | (\$2,133,371) |
| Personnel | (\$852,335) | (\$924,448) | (\$1,205,460) | (\$1,209,350) |
| Contractual | (\$558,099) | (\$581,363) | (\$923,876) | (\$892,221) |
| Commodities | (\$18,627) | (\$40,292) | (\$28,925) | (\$31,800) |
| Total | (\$1,429,061) | (\$1,546,103) | (\$2,158,261) | (\$2,133,371) |

Changes from 2024 Budget

- Increased ClearCo contract (\$65,000)
- Fire Physicals increased (\$78,000)
- Training and Development (\$60,000)
- Moved .5 FTEs from General Fund to risk funds

HUMAN RESOURCES

Accomplishments

- Implement electronic on-boarding process for new hire candidates
- Restructure New Hire Orientation process

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 ▲ |
|---------------------------------------------------------|----------|----------|-----------|
| Employee Workers' Compensation Claims Paid | 1205958 | 1248165 | 1298000 |
| Employee Health Care Claims & Administrative Fees | 11984923 | 12530600 | 13221500 |
| Annual Turnovers | 141 | 180 | 180 |
| Annual Retirements | 35 | 35 | 45 |
| Employees Attended Training and Education Opportunities | 197 | 960 | 750 |

Goals

- Prepare for Enterprise Resource Program conversation. Assist with the implementation with a primary focus on the employee data, position requisition and performance evaluation components of the system
- Develop an improved repository for Position Descriptions
- In collaboration with departments review and update position descriptions to ensure an accurate reflection of current organizational needs regarding minimum qualifications
- Review and improve the position requisition process

COMMUNITY ENGAGEMENT

The Division of Community Engagement is devoted to empowering residents through education and neighborhood leadership development. Community Engagement works to increase dialog between local government and residents. Through these outreach programs, Community Engagement hopes to encourage all Topeka neighborhoods to take an active part in their own improvements.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------|--------------|-------------------|--------------------|--------------------|
| 101 - General Fund | | (\$13,417) | (\$261,027) | (\$500,283) |
| Total | | (\$13,417) | (\$261,027) | (\$500,283) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------|--------------|-------------------|--------------------|--------------------|
| ▣ Expenses | | (\$13,417) | (\$261,027) | (\$500,283) |
| Personnel | | (\$11,795) | (\$195,049) | (\$365,058) |
| Contractual | | (\$1,510) | (\$58,629) | (\$127,475) |
| Commodities | | (\$112) | (\$7,350) | (\$7,750) |
| Total | | (\$13,417) | (\$261,027) | (\$500,283) |

Changes from 2024 Budget

→ Additional neighborhood support budgeted for 2025 (\$50,000)

COMMUNITY ENGAGEMENT

Accomplishments

- Administered programming in low-to-moderate income neighborhoods
- TSC Get Digital program:
 - Panelist for the 2023 New Mexico Tech Summit.
 - 60+ initiative – distributed computer devices to 786 L-M-I neighbors
 - Connected 334 neighbors to FREE digital literacy training
- Facilitated the 2024 DREAMS 3 Workshop
- Keep America Beautiful Event – Coordinated a successful employee clean-up effort resulting in the removal of 4.7 tons of illegally dumped waste
- Community sponsor for the 2023 Poverty Simulation Discussion

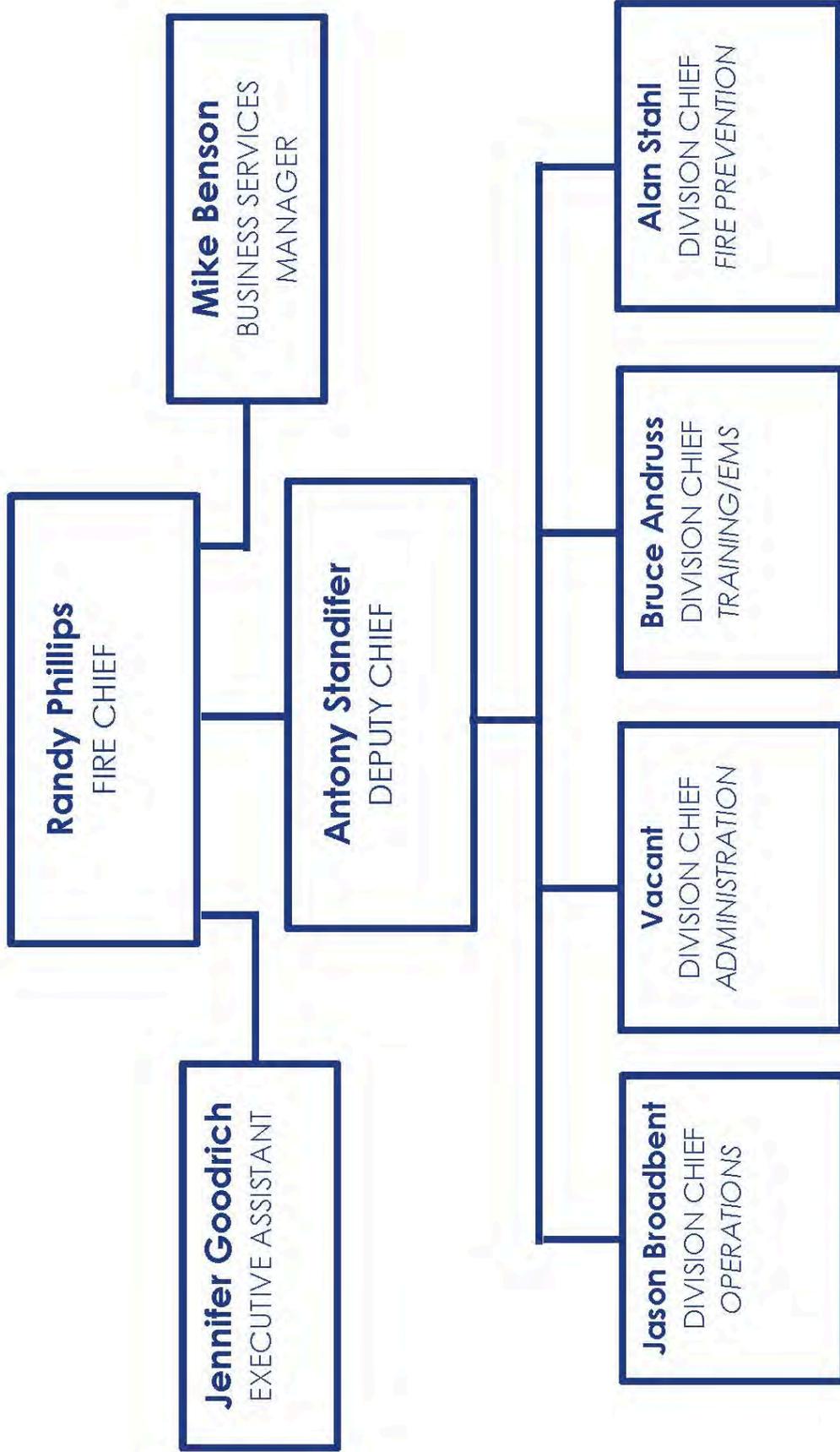
Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|-------------------------------------------------------|------|-------|-------|--------|
| # of Community Events | N/A | 6 | 4 | 10 |
| # of Community partners related to community building | N/A | 42 | 48 | 100 |
| # of Households that received NIA newsletters | N/A | 31127 | 31318 | 40000 |
| # of Neighborhood Walk-n-Talks | N/A | 3 | 3 | 5 |
| # of neighbors that received CE resource bags | | | 3268 | 5000 |

Goals

- Implement a community e-blast that will be a valuable resource, distributing quality-of-life-enhancing information directly to the recipient's inbox
- Foster inclusive participation
- Strengthen community relationships
- Enhance youth engagement

FIRE DEPARTMENT



Our mission is to save lives and protect property by providing excellence and leadership in fire, rescue, emergency medical response, fire prevention and public education.



FIRE

The Fire department supplies fire and medical services throughout the City of Topeka. The Fire Administration division provides customer service and resources to support the Fire department. The City's Fire Prevention, Training, Operations, and Emergency Medical Services (EMS) divisions aid in maintaining security throughout City neighborhoods.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 101 - General Fund | (\$31,020,024) | (\$32,881,490) | (\$36,003,280) | (\$38,411,729) |
| Total | (\$31,020,024) | (\$32,881,490) | (\$36,003,280) | (\$38,411,729) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$31,020,024) | (\$32,881,490) | (\$36,003,280) | (\$38,411,729) |
| Personnel | (\$27,601,507) | (\$29,391,949) | (\$31,696,624) | (\$33,789,909) |
| Debt | (\$191,909) | (\$200,494) | (\$183,583) | \$0 |
| Contractual | (\$2,227,020) | (\$2,457,564) | (\$3,186,222) | (\$3,558,221) |
| Commodities | (\$999,587) | (\$822,255) | (\$829,350) | (\$993,600) |
| Capital Outlay | \$0 | (\$9,228) | (\$107,500) | (\$70,000) |
| Total | (\$31,020,024) | (\$32,881,490) | (\$36,003,280) | (\$38,411,729) |

Changes from 2024 Budget

- Radio lease was paid of early with use of Unassigned Reserve fund which is why debt decreased
- Education/Travel increased (\$31,000)
- Maintenance of equipment (\$50,000)
- Office computers equipment (\$13,000)
- Uniforms (\$70,000)
- Protective Gear (\$25,000)
- Repair Parts (\$17,500)



FIRE

Accomplishments

Fire Administration

- Assisted with review of TFD budget structure and made suggestions for more accurate tracking of budgetary resources.
- Assist City Administration with successful completion of bargaining unit contract negotiations.
- Completed ISO evaluation process with overall score improvement of 5 points
- Continued review of all TFD policies and procedures in Lexipol software system to increase overall department efficiencies.
- Completed installation of new alerting systems in all TFD stations
- Developed plans for remodel and update of fire station 9

Fire Prevention: Inspections and Investigations

- Implemented new fire inspections software system.
- Designed and implemented a new burn permit process that allows for more rapid approval and delivery of burn permits utilizing less staff time.
- Took over fuel station inspections from the state fire marshal
- Inspected all food trucks with a city license
- In conjunction with the Property Maintenance Division began joint fire inspections of Apartments buildings with interior exits.
- Successfully completed inspection of all fireworks stands.
- o Hired new Fire Investigator and enrolled him in the Topeka Police Department Academy to complete necessary Law Enforcement Training
- Became members of the Northeast Kansas Multi-County Arson Taskforce

Fire Prevention: Public Education

- Delivered an updated annual Citizen's Academy
- Assisted with Camp Courage
- Completed fire education programs in most 501 schools
- Recorded fireworks safety videos with the Kansas Fireworks Association for statewide distribution

Training Division

- 16 personnel trained and certified as Hazardous Materials Technicians
- 15 new firefighters graduated from recruit academy
- Established improved method for evaluating recruits' proficiency with firefighting skills during the recruit academy
- Improved Training score used to determine ISO rating
- Implemented and provided training to all personnel on our new Fire/EMS reporting system (Emergency Networking)

Fire Operations: Suppression

- Delivery of two new fire apparatus
- Reduction in total number fire related deaths
- Conducted Officer Development Program (ODP) for 15 personnel
- Certified 2 additional instructors, as well as 15 additional personnel in Blue Card Incident Command Management System
- Reduced the absenteeism rate of TFD personnel EMS Division

EMS Division

- Completed AEMT training for 7 personnel, and EMT training for 4 new recruits
- Work started with I.T. to build QA/QI database
- Joint QA/Qi process with AMR
- 7 personnel trained as American Heart Association ACLS and/or BLS instructors
- Started additional quarterly training for our ALS personnel

FIRE

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|---------------------------------------------------------------------------------------------------------------------------|-------------|-------------|----------------|-------------|
| Average "chute time" of TFD units to emergent calls of all types | N/A | New Measure | 96 seconds | 90 seconds |
| Average "response time" of TFD units to emergent calls of all types | N/A | New Measure | 322 seconds | 240 seconds |
| Average response time of TFD units to emergent level BLS calls | 374 seconds | 305 seconds | 285 seconds | 285 seconds |
| Citizen's Academy | | | 20 | 20 |
| Clearance rate of arson cases investigated within the city | N/A | New Measure | 0.27 | 0.4 |
| Completion of TFD recruit academy for new hires | 14 | 15 | 19 | 18 |
| Number of arson fires within the city | 85 | 51 | 44 | 35 |
| Number of duty related injuries to suppression personnel | N/A | 30 | 19 | 0 |
| Number of investigation personnel with law enforcement certification | 1 | 2 | 3 | 4 |
| Number of personnel certified to the AEMT and/or Paramedic level | N/A | 21 | 27 | 27 |
| Number of recertification hours completed for EMS certifications for TFD personnel | 3046 | 3730 | 4547 | 4000 |
| Number of requests for fire extinguisher training within the community | 0 | 2 | 17 | 25 |
| Number of USD 501 schools receiving fire safety program education | 2 | 4 | 17 | 15 |
| Personnel in the Officer Development Program | 0 | 15 | 15 | 15 |
| Successful completion of all plans reviews in accordance with time constraints established as part of overall city review | 685 | 569 | 778 | 575 |
| Total number of fatalities related to fires | N/A | 6 | 4 | 0 |
| Total number of inspections in apartment buildings | 321 | 307 | 143 | 150 |
| Total Number of Training Hours Delivered | 59012 | 58372 | 60486 | 60000 |
| Total response time of less than 480 seconds to Delta/Echo ALS level calls | N/A | New Measure | N/A | >90% |
| Total time to start emergency treatment from dispatch time | N/A | New Measure | In Development | |
| Total time to start treatment from dispatch time | N/A | New Measure | In Development | |

FIRE

Goals

Fire Administration

- Finalize the review of all TFD policies and procedures through the Lexipol software system to increase overall department efficiencies
- Transition to Emergency Networking reporting software for the utilization of their inventory program for more accurate tracking of the age and location of specific items
- Assist with other city departments in the transition of various new software being implemented
- Complete manufacturing process and delivery of multiple fire apparatus
- Complete remodel of fire station 9
- Continue recruiting and retention efforts to ensure a workforce more reflective of the community as a whole.

Fire Prevention: Inspections and Investigations

- Inspect 90+% of apartments with interior/common corridors
- Inspect 95% of all assembly occupancies with an occupant load of >300
- Inspect 50% of assembly occupancies >50
- Permit all mobile food vendors operating within city limits
- Implement Permitting and Plan Review Module for precise tracking and validation
- Inspect 100% of MOU list for OSFM
- Reduce the total number of arson fires within the city
- Clearance rate of 40% for arson fires within the city
- Complete new fire investigator training

Fire Prevention: Public Education

- Completion of an annual Citizens' Academy
- Completion of fire safety program in all USD 501 elementary schools.
- Implement new fire extinguisher trainer system
- Completion of all requests for fire extinguisher training within the city.

Training Division

- Provide training required to meet ISO standards
- Provide education hours to all personnel required to meet EMS continuing education requirements of the Board of EMS
- Train additional recruit firefighters
- Continue to increase hands-on training to TFD personnel (both fire and EMS training)
- Continue development of two new Training Officers

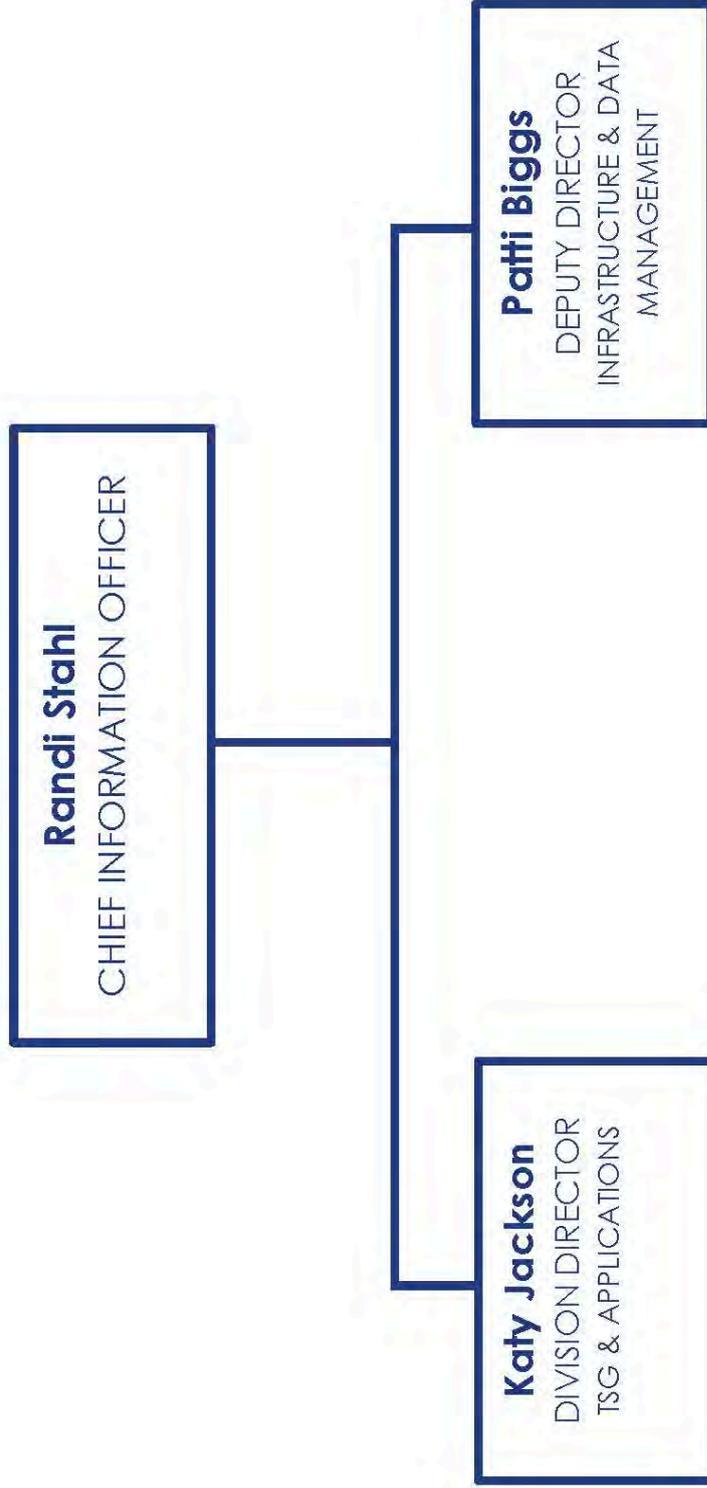
Fire Operations: Suppression

- Decrease average response time of TFD units to emergent calls of all types.
- Reduce total number of fatalities related to fires to 0.
- Reduce number of duty related injuries to fire personnel.
- Reduce average "turn-out time" (out of the station) of TFD units to emergent calls of all types.
- Increase number of TFD personnel certified in Blue Card Incident Management System.
- Delivery of Camp Courage.
- Delivery of Officer Development Program ODP

EMS Division

- Increase number of current fire companies to ALS response level
- Work with local hospitals to develop patient outcomes section in Emergency Networking
- Improve management and tracking of EMS equipment and supplies
- Continue working to establish tracking benchmarks associated with cardiac arrest calls
 - Start tracking program for the following in cardiac arrest calls
 - Time unit dispatched
 - Time CPR started
 - Time first defibrillation delivered
 - Return of spontaneous circulation (ROSC)

INFORMATION TECHNOLOGY



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



INFORMATION TECHNOLOGY

The Information Technology Department delivers information technology services to all City departments. The IT Department contains three divisions: Business Systems, Computing, and Telecommunications. The IT Business Systems consists of back-end support, application implementation, data analytics, and web development. The IT Computing division consists of data networking services, computer systems and help desk support services, server and network storage systems, and information security systems. The 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.

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|------------------------------|----------------------|----------------------|----------------------|----------------------|
| 613 - Information Technology | (\$4,636,382) | (\$5,292,172) | (\$5,970,730) | (\$6,734,468) |
| Total | (\$4,636,382) | (\$5,292,172) | (\$5,970,730) | (\$6,734,468) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$4,636,382) | (\$5,292,172) | (\$5,970,730) | (\$6,734,468) |
| Personnel | (\$1,888,085) | (\$2,075,887) | (\$2,822,067) | (\$3,158,763) |
| Other Payments | | (\$0) | | \$0 |
| Debt | (\$413,089) | | | |
| Contractual | (\$2,287,118) | (\$3,146,743) | (\$3,071,025) | (\$3,499,645) |
| Commodities | (\$48,090) | (\$22,641) | (\$77,638) | (\$76,060) |
| Capital Outlay | | (\$46,902) | | \$0 |
| Total | (\$4,636,382) | (\$5,292,172) | (\$5,970,730) | (\$6,734,468) |

Changes from 2024 Budget

→ Prices in technology have increased computer cost 25% over the last 18 months (\$400,000)

INFORMATION TECHNOLOGY

Accomplishments

- Successfully completed the integration of the Technical Support Group division into the IT department
- Continually support City staff with technology issues as they arose
- Provided continual telecommunications service to City departments throughout the HVAC relocation project.
- Successfully worked with staff to resolve citizen SeeClickFix tickets

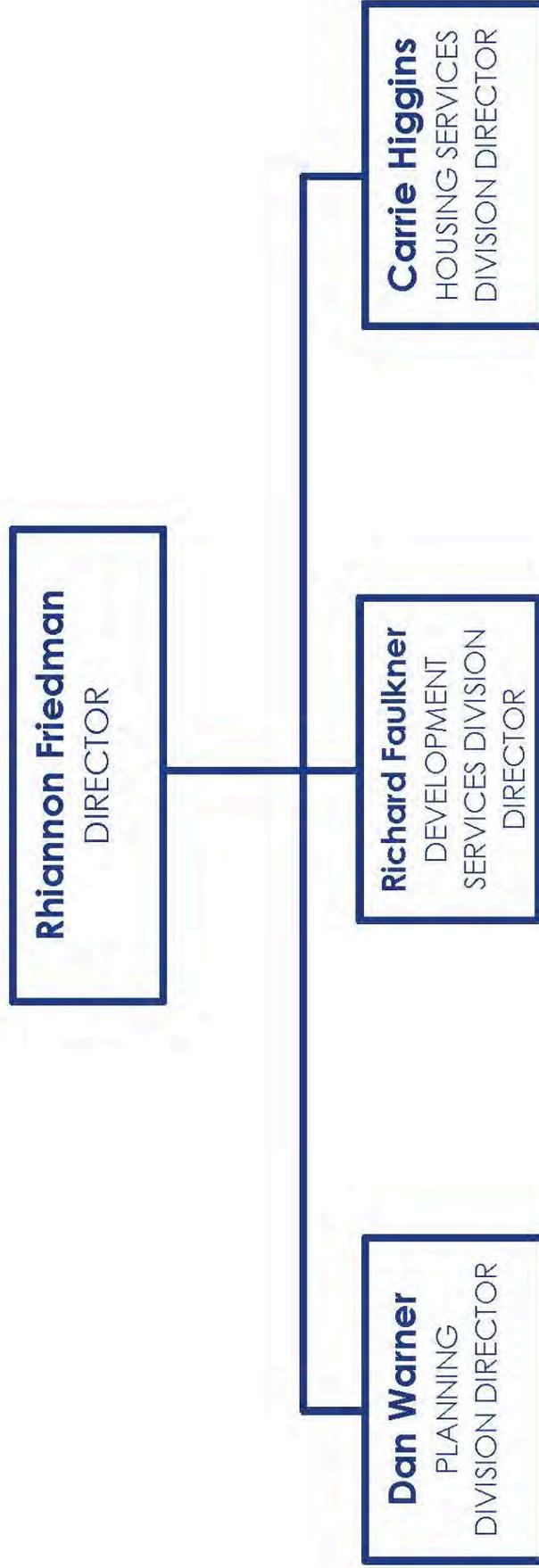
Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|-------------------------------------------|------|------|------|----------------|
| Complete migration to OneDrive | N/A | N/A | | In Development |
| ERP Implementation Plan Document creation | N/A | N/A | | In Development |
| Number of support tickets resolved | N/A | N/A | | In Development |
| Published IT Department Strategic Plan | N/A | N/A | | In Development |

Goals

- Continue upgrades of GIS software and maps to increase capability of decision making for infrastructure projects within the city
- Continue migration to the new Microsoft environment for Microsoft applications utilized by city staff in all areas of the city
- Continue to migrate required retention of data in on-premises file storage (to OneDrive)
- Continue with refining our continuity of operations, disaster recovery and security approaches
- Continue implementation of ERP/Work Order software
- Continue to modernize data tracking and reporting systems for support to end users
- Update the long-term IT Strategic Plan with short and long-term objectives that address the vision of the city and describes the desired outcomes of the IT Department
- Continue to evaluate and gain efficiencies, address the diverse community and staff needs, consider, cost controls, limited staffing, and best practices from city governments in all facets of data management, infrastructure, application management/development, security, and accessibility

PLANNING AND DEVELOPMENT



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



PLANNING & DEVELOPMENT

The Planning & Development department includes the Planning, Development Services, and Housing Services divisions and supports the land development and shelter needs of the community. The Planning division is made up of three functions: comprehensive planning, current planning, and transportation planning. The Development Services division includes three functional areas: permits, inspections, and licensing. The Housing Services division includes housing development, homeless programs, and social services.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> 101 - General Fund | (\$2,681,102) | (\$2,749,575) | (\$3,838,884) | (\$4,298,712) |
| Planning - Development Services | (\$1,861,914) | (\$1,826,603) | (\$2,243,244) | (\$2,347,332) |
| Planning Department | (\$819,187) | (\$917,656) | (\$1,250,999) | (\$1,382,033) |
| Housing Division | | (\$5,316) | (\$344,642) | (\$569,348) |
| Total | (\$2,681,102) | (\$2,749,575) | (\$3,838,884) | (\$4,298,712) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Expenses | (\$2,681,102) | (\$2,749,575) | (\$3,838,884) | (\$4,298,712) |
| Personnel | (\$2,166,087) | (\$2,406,747) | (\$3,259,323) | (\$3,545,501) |
| Contractual | (\$486,300) | (\$315,797) | (\$548,431) | (\$603,382) |
| Commodities | (\$28,715) | (\$27,031) | (\$31,130) | (\$31,900) |
| Capital Outlay | | | | (\$117,929) |
| Total | (\$2,681,102) | (\$2,749,575) | (\$3,838,884) | (\$4,298,712) |

Changes from 2024 Budget

→ No material changes for 2025 budget.

PLANNING & DEVELOPMENT

Accomplishments

- Expanded the Equity.Access.Shelter program to include a Housing Navigator and improved data entry in the HMIS system allowing the use of coordinated entry for services.
- Completed Accessory Dwelling Unit text amendment
- Completed updates to the Neighborhood Health Map and the Neighborhood Revitalization Plan
- Completed zoning code amendments related to incentivizing attainable housing projects
- Maintained 99% on inspection completed as scheduled
- Adopted the 2021 International Residential Code

Performance Measures

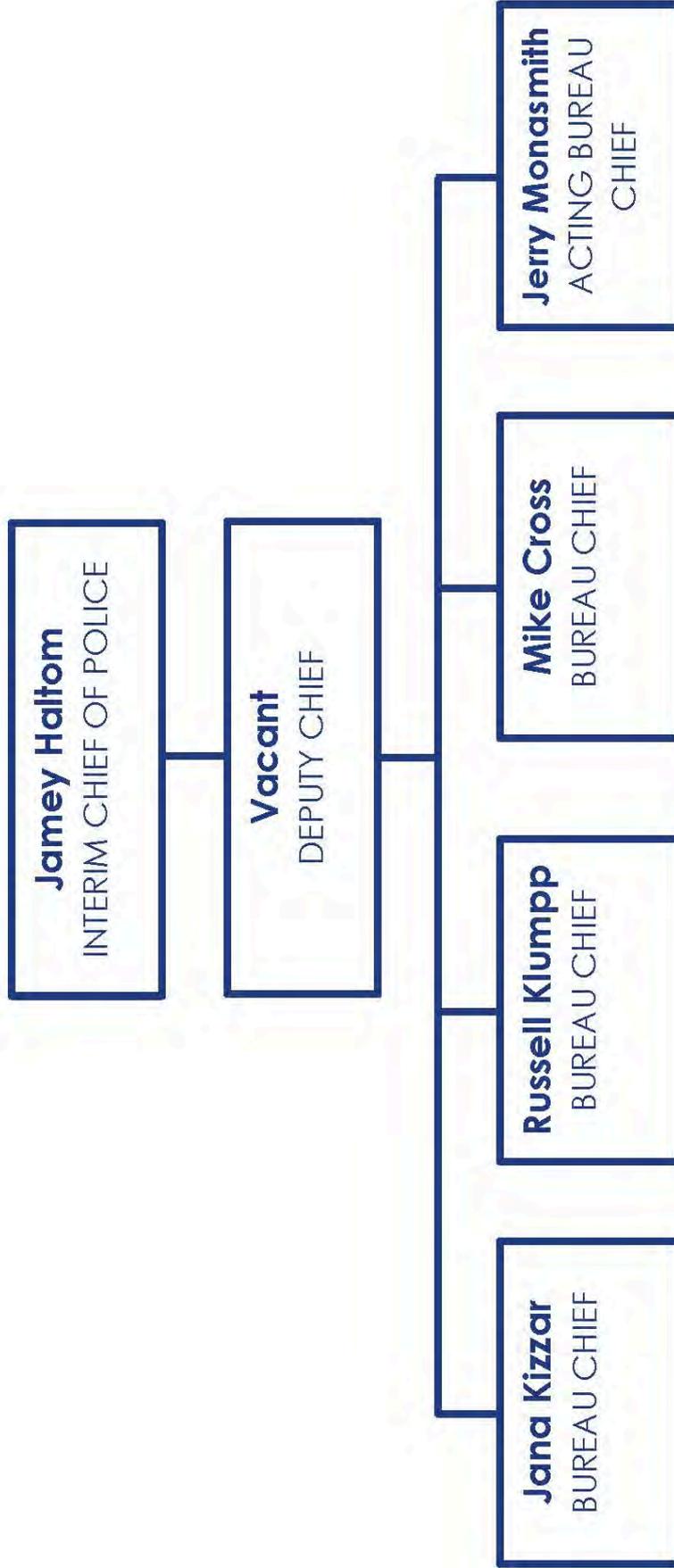
| Performance Measure | 2021 | 2022 | 2023 | Target |
|----------------------------------------------------------------------------------------------------------------------|------|------|------|--------|
| Weatherization - number of homes | 9 | 20 | 28 | 30 |
| Voluntary Demolition - number of homes | 5 | 1 | 1 | 5 |
| TOTO- Number of newly owned homes receiving rehab | 4 | 6 | 6 | 10 |
| Shelter Plus Care- Households served | 330 | 530 | 430 | 400 |
| Rapid Rehousing - Households served | 186 | 53 | 36 | 40 |
| Property Code Repairs - number of homes | 16 | 16 | 24 | 12 |
| Number of renters receiving deposit assistance | 60 | 71 | 53 | 50 |
| Neighborhoods and Properties Surveyed and Adopted as Historic Districts or Neighborhood Conservation Districts (NCD) | 215 | 150 | 65 | 169 |
| Miles of Sidewalks | 714 | 726 | 747 | 750 |
| Miles of Separated Bikeways | 25 | 28 | 32 | 45 |
| Miles of Bikeways | 76 | 79 | 97 | 105 |
| Major Rehab - number of homes | 1 | 1 | 3 | 9 |
| Infill - number of new duplexes for rentals | 1 | 1 | 1 | 1 |
| Homelessness Prevention- Households served | 282 | 69 | 65 | 75 |
| Exterior Rehab - number of homes | 1 | 1 | 1 | 5 |
| Emergency Rehab - number of homes | 32 | 42 | 50 | 55 |
| Credit Counseling - number of households served | 145 | 156 | 156 | 200 |
| CHDO - number of new duplexes for rentals | 2 | 2 | 3 | 1 |
| Cases closed at violation | N/A | 14 | 27 | 21 |
| Cases closed at courtesy | N/A | 34 | 58 | 46 |
| Cases closed at court | N/A | 1 | 0 | 3 |
| Accessibility modifications - number of homes | 31 | 25 | 26 | 25 |

PLANNING & DEVELOPMENT

Goals

- Transition EAS to Built for Zero
- Implement the findings of the Homeless Innovation Project
- Complete additional Missing Middle text amendments to the zoning code
- Begin implementing projects associated with the Safe Routes to School Plan
- Implement 2-year licensing
- Staff trade boards to full capacity
- Adopt the 2024 international building code, uniform plumbing code, and uniform mechanical code

POLICE DEPARTMENT



The Topeka Police Department is committed to providing a safe environment for citizens who live, work and play in our capital city. We will constantly evaluate and improve our efforts to partner with our community with the goal of improving the quality of life in Topeka, Kansas.



POLICE

The Police department maintains safety and prevents criminal activity throughout the City of Topeka. The Police department's Executive Bureau maintains the overall integrity and security of the department. The department also runs several other divisions including Criminal Investigation, Field Operations, Community Outreach, and Property Maintenance.

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ☐ 101 - General Fund | (\$40,570,883) | (\$45,317,430) | (\$49,877,076) | (\$58,369,406) |
| Police Department | (\$38,330,239) | (\$42,942,799) | (\$47,392,888) | (\$55,599,702) |
| Neighborhood Relations/Code Enforcement | (\$2,240,644) | (\$2,374,631) | (\$2,484,187) | (\$2,769,704) |
| Total | (\$40,570,883) | (\$45,317,430) | (\$49,877,076) | (\$58,369,406) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ☐ Expenses | (\$40,570,883) | (\$45,317,430) | (\$49,877,076) | (\$58,369,406) |
| Personnel | (\$33,423,832) | (\$37,108,610) | (\$40,679,515) | (\$48,066,100) |
| Contractual | (\$5,240,624) | (\$5,308,970) | (\$6,365,121) | (\$6,911,751) |
| Commodities | (\$1,445,353) | (\$2,131,893) | (\$2,253,199) | (\$2,408,068) |
| Capital Outlay | (\$461,074) | (\$767,958) | (\$579,240) | (\$983,487) |
| Total | (\$40,570,883) | (\$45,317,430) | (\$49,877,076) | (\$58,369,406) |

Changes from 2024 Budget

- Increase in contract with VALEO for Behavioral Health Unit (\$60,000)
- Commodities increased to cover Axon Camera/Taser upgrade (105,000)
- Capital Outlay purchases to include 12 Front Line Vehicles, 2 Animal Control Trucks, and 2 Detective Vehicles (\$300,000)
- Fuel Increase (\$17,000)
- Personnel Increase is based off the current status of the FOP Contract

POLICE

Accomplishments

- Successful implementation of Kansas River Bank Clean up.
- Expanded community partnerships through Topeka Civic Theater Public Safety Team Summer Camp Scholarship.
- Transition to Interim Police Chief.
- Exceeded the national homicide clearance rate.
- Implemented innovative recruitment strategies for new recruits and lateral transfers.
- Acquired new incident command trailer after nearly a two-year project.

Performance Measures

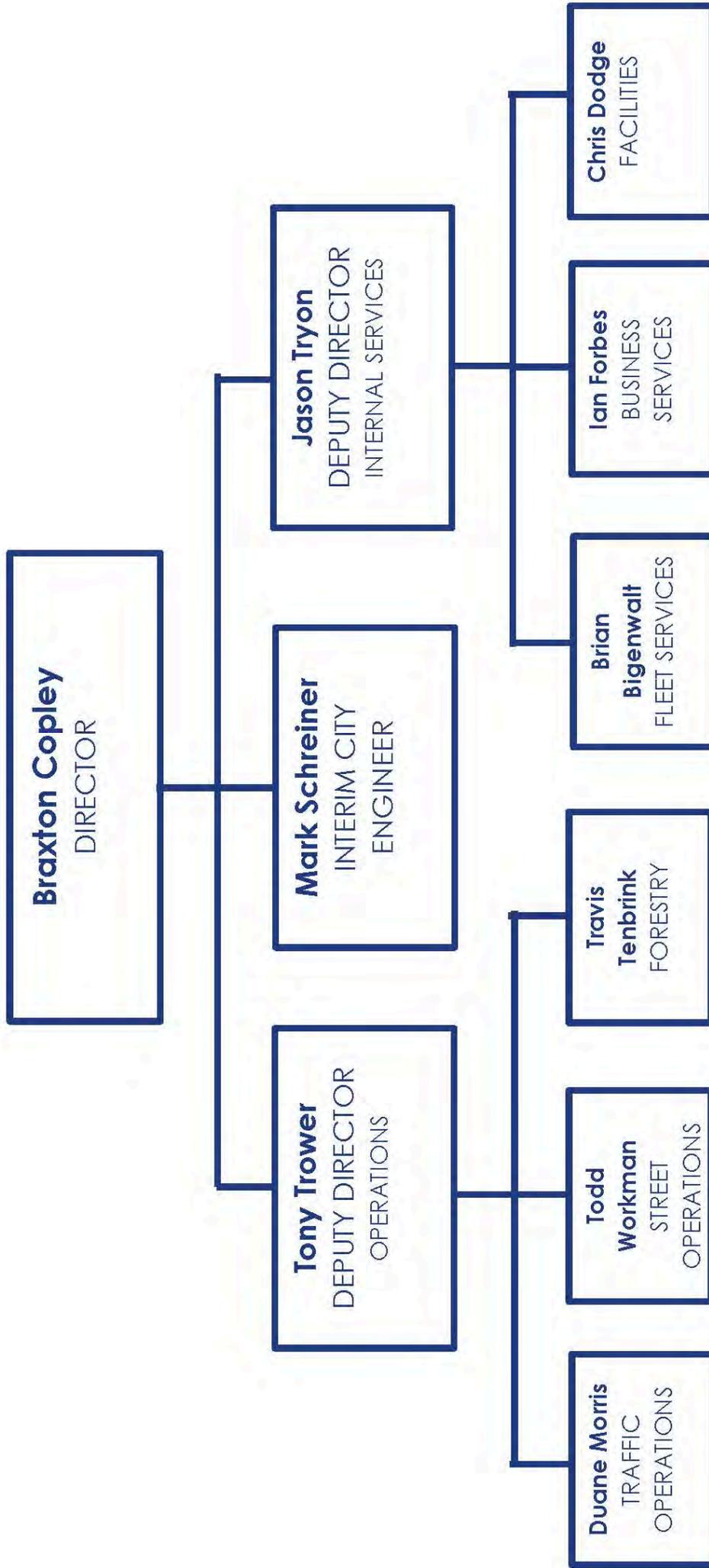
| Performance Measure | 2021 | 2022 | 2023 | Target |
|-----------------------------------------------------------------|--------|---------|---------|--------|
| Attendance of Commanders at community meetings | 198 | 454 | 640 | 600 |
| Burglary cases cleared (%) | 11 | 12 | 12 | N/A |
| Homicide cases cleared (%) | 93 | 78 | 80 | N/A |
| Number of abatements | 1115 | 970 | 979 | 1200 |
| Number of calls for service | 86646 | 84716 | 88024 | N/A |
| Number of calls for service - Animal Control | 4112 | 4890 | 5040 | N/A |
| Number of cases presented to the grand jury | 271 | 836 | 735 | N/A |
| Number of City ID's issued | N/A | 630 | 997 | 1000 |
| Number of criminal cases referred to the City Attorney's Office | 427 | 262 | 388 | 400 |
| Number of fatality accidents | 15 | 7 | 7 | N/A |
| Number of firearms test fired | 530 | 570 | 531 | N/A |
| Number of hiring/testing opportunities | 18 | 25 | 40 | 45 |
| Number of inspections | 16406 | 32072 | 28552 | 26000 |
| Number of investigative reports processed | 90623 | 90457 | 97531 | 95000 |
| Number of mental health service calls responded to | 1844 | 1525 | 1616 | N/A |
| Number of NIBIN leads | 87 | 138 | 331 | N/A |
| Number of non-fatality accidents | 2857 | 3322 | 3489 | N/A |
| Number of victims served by the in house advocate | 3357 | 2451 | 3404 | N/A |
| Number of volunteer hours | 6095.5 | 6772.95 | 6694.25 | 7000 |

POLICE

Goals

- Expand investigative capabilities through the use of NIBIN technology
- Meet or exceed the national homicide clearance rate
- Decrease vacancies in sworn personnel through innovative recruitment and retention efforts
- Increase investigative abilities through partnership with the Real Time Crime Center
- Expand investigative capabilities through the expansion of the UAS program
- Continue to grow community partnerships through direct involvement on board and program representation

PUBLIC WORKS



Our mission is to enhance the community by providing and maintaining quality infrastructure and public services. Our vision is to create an environment conducive to the development of sustainable economic growth that will improve the quality of life for future generations.



PUBLIC WORKS

The Public Works department runs several divisions to help maintain and construct infrastructure in the City. The Administration division operates and maintains the City's infrastructure including streets, parking, traffic signals, signs and markings, forestry, bridges, city facilities, and fleet services. The Engineering division reviews and administers all public street improvement projects, inspects work performed in each public right-of-way, maintains and controls all survey data within the city, and manages the city bridge inspection and maintenance program.

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 101 - General Fund | (\$7,113,162) | (\$6,790,654) | (\$8,335,471) | (\$8,880,728) |
| 275 - 0.5% Sales Tax (Jedo Proj) | (\$6,481,591) | (\$7,356,405) | (\$15,244,820) | (\$9,798,500) |
| 276 - Federal Funds Exchange | (\$2,855,342) | (\$499,400) | (\$3,750,000) | (\$2,215,000) |
| 291 - Special Street Repair | (\$5,182,332) | (\$6,165,267) | (\$8,208,806) | (\$8,273,652) |
| 292 - Sales Tax Street Maint | (\$8,986,051) | (\$17,440,245) | (\$32,660,128) | (\$31,122,760) |
| 601 - Public Parking | (\$2,647,479) | (\$2,903,549) | (\$3,079,418) | (\$2,805,138) |
| 614 - Fleet Management | (\$2,173,652) | (\$2,503,097) | (\$3,934,274) | (\$3,675,557) |
| 615 - Facilities Operations | (\$4,492,786) | (\$3,056,947) | (\$3,657,295) | (\$3,519,166) |
| Total | (\$39,932,395) | (\$46,715,564) | (\$78,870,211) | (\$70,290,502) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$39,932,395) | (\$46,715,564) | (\$78,870,211) | (\$70,290,502) |
| Personnel | (\$9,627,985) | (\$10,929,507) | (\$12,772,627) | (\$13,473,813) |
| Other Payments | (\$1,667,998) | \$10,409 | (\$13,750,000) | (\$5,175,500) |
| Debt | (\$635,269) | (\$846,223) | (\$815,622) | (\$620,603) |
| Contractual | (\$26,079,662) | (\$33,322,388) | (\$46,233,796) | (\$47,798,762) |
| Commodities | (\$1,751,927) | (\$1,302,095) | (\$3,805,120) | (\$2,209,274) |
| Capital Outlay | (\$169,554) | (\$325,760) | (\$1,493,046) | (\$1,012,550) |
| Total | (\$39,932,395) | (\$46,715,564) | (\$78,870,211) | (\$70,290,502) |

PUBLIC WORKS

Changes from 2024 Budget

General Fund

→ Increase in \$600,000 in engineering consultant fees

Countywide Half-Cent Sales Tax (JEDO)

→ With the 17th Street Project being pushed out projected expenses for FY25 have decreased (\$1,500,000)

Federal Funds Exchange

→ Increase in FFE funded projects (\$575,000)

Special Street Repair

→ Increase in construction services (\$100,000)

Citywide Half-Cent Sales Tax

→ Spending reflect CIP Authority

Fleet

→ No material changes

Facilities

→ No material changes

Accomplishments

Transportation Operations

- Updated the 8th Street corridor from Topeka Blvd to Madison with pedestrian actuated intersections
- Implemented pilot solar street light program
- Reached full staffing capacity for street maintenance
- Introduced into practice applying brine mix for winter weather events
- Maintained 80% completion rate of forestry work orders within a 90-day window
- Arbor Day planting with Governor and Kansas Arborist Association

Facilities

- Completed City Hall Boiler conversion and TPAC air handling unit and continue to work on HVAC replacement
- Replaced various mechanical features at the Law Enforcement Center and Fire Department Facilities
- Replaced roofs at Fire Stations 4 and 7 and the Water Distribution Building

Fleet

- Delivered reports on vehicle and equipment asset management
- Achieved nearly full staffing
- Year to date (6/13/24) value of surplus items sold on Govdeals.com was \$82,344

Parking

- Repaired/replaced lighting in parking garages
- Increased adoption of app based pay to 38.2%
- ADA accessible parking and door openers installed at Coronado Garage

PUBLIC WORKS

Goals

Transportation Operations

- Implement an asset/GIS based program
- Assist with the safe route to school program to include the upgrade of all school flashers and signage to meet the latest industry standards.
- Upgrade street maintenance fleet and other equipment
- Initiate new training program for motor grader and paver
- Continue Tree City USA recognition
- Develop tree planting plan and funding source

Facilities

- Complete TPAC HVAC replacement
- Improve accessibility of City facilities

Fleet

- Increase enrollment in the City's vehicle and equipment replacement fund
- Prepare Light Duty Fleet Shop for transition to next location
- Maintain fleet readiness above 90%

Parking

- Modernize garages through the ongoing repair program and utilize new technologies
- Improve financial sustainability through increasing occupancy and reducing past due accounts
- Improve and maintain customer service

Performance Measures

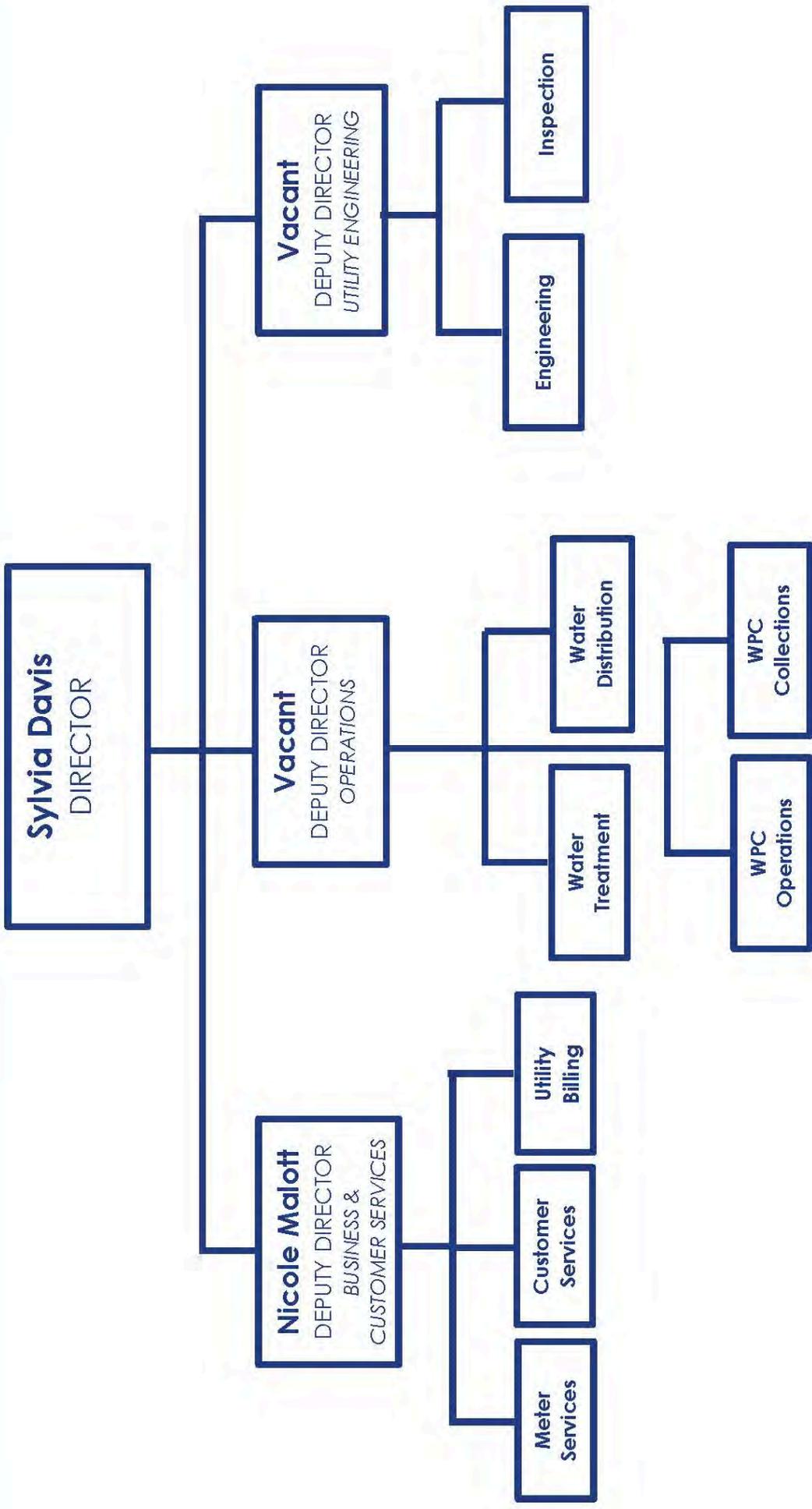
| Performance Measure | 2021 | 2022 | 2023 | Target |
|--------------------------------------------|--------|------------|------------|-----------|
| # of Crosswalks converted per year | N/A | 50 | 50 | 54 |
| Average Age of Asset | N/A | 9.55 years | 8.63 years | 3-5 years |
| Crack Sealing Linear Feet | 118200 | 129000 | 100195 | 130000 |
| Number of Alleys Maintained (blocks) | 369 | 220 | 277 | 300 |
| Number of Emergency Work Orders | N/A | 410 | 537 | 400 |
| Number of Long Lines Marked per Year | N/A | 285 | 285 | 285 |
| Number of Miles Aggregate Alley Maintained | 40 | 23 | 29 | 40 |

PUBLIC WORKS

Performance Measures Continued

| Performance Measure | 2021 | 2022 | 2023 | Target |
|---------------------------------------------------------|-------------|-------------------|-------------|-------------------|
| Number of Non-Emergency Work Orders | N/A | 778 | 1148 | 1000 |
| Number of Potholes Filled | 27088 | 33332 | 36580 | 30000 |
| Number of scheduled maintenance work orders | 265 | 443 | 443 | 440 |
| Number of scheduled maintenance work orders | N/A | 242 | 242 | 231 |
| Number of Signs Installed per Year | 1327 | 1250 | 1250 | 1200 |
| Number of trees pruned or raised | 1500 | 1000 | 1216 | 1100 |
| Number of trees removed | 312 | 300 | 320 | 300 |
| Number of Winter Weather Events Managed | 11 | 13 | 4 | 5 |
| Number of Work Orders | 57 | 80 | 25 | 25 |
| Number of Work Orders | N/A | 79 | 79 | N/A |
| Preventative Maintenance vs. Corrective Maintenance (%) | N/A | 75% (CM) 25% (PM) | | 75% (PM) 25% (CM) |
| Preventative vs. Corrective Maintenance (%) | 40 PM/60 CM | 34 PM/66CM | 39 PM/61 CM | 80 PM/20 CM |
| Project Closeout within 30 days | | | | 1 |
| Signalized Intersections Replaced | 3 | 3 | 3 | 3 |
| Street Sweeping Lane Miles | 3735 | 4305 | 3081 | 4300 |
| Streetlight Outage Complaint | N/A | 66 | 66 | 50 |
| Tons of Bulk Deicing Material | 2260 | 4030 | 1284 | 4000 |
| Vehicle Availability | 0.946 | 0.9457 | 0.9229 | >90 |
| Work Order Completion Rate within 90 days | N/A | 81.9 | 84.2 | 80 |

UTILITIES



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



WATER

The Water Utility produces our community's safe drinking water and manages all operations and maintenance of the water system in order to supply water to Topeka, Shawnee County, and surrounding areas.

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 621 - Water Utility | (\$41,138,970) | (\$40,916,874) | (\$52,593,962) | (\$56,528,377) |
| Total | (\$41,138,970) | (\$40,916,874) | (\$52,593,962) | (\$56,528,377) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Expenses | (\$41,138,970) | (\$40,916,874) | (\$52,593,962) | (\$56,528,377) |
| Personnel | (\$7,860,171) | (\$8,444,351) | (\$10,892,607) | (\$11,604,432) |
| Other Payments | (\$34,842) | (\$4,157) | (\$9,124,425) | (\$8,007,100) |
| Debt | (\$13,741,622) | (\$11,280,698) | (\$10,704,226) | (\$13,592,479) |
| Contractual | (\$11,871,956) | (\$11,633,998) | (\$12,284,960) | (\$12,816,876) |
| Commodities | (\$7,630,379) | (\$9,553,671) | (\$9,187,745) | (\$10,107,490) |
| Capital Outlay | | | (\$400,000) | (\$400,000) |
| Total | (\$41,138,970) | (\$40,916,874) | (\$52,593,962) | (\$56,528,377) |

Changes from 2024 Budget

- Commodities budget increase of approximately 10% is driven by an increase in water quality testing and inflation in prices of lab supplies and materials used for water treatment and distribution. (\$1,100,000)
- Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers (\$2,800,000)

WATER

Accomplishments

**(2024 metrics are through June 30, 2024)*

Water main breaks repaired

- 2023 - 680
- 2024* - 286 YTD
- **Meet or exceeded all KDHE requirements for safe, clean drinking water ; Completed five of the recommended Risk & Resiliency improvements**
- **Zero findings on 2023 financial audit**
- **14,351 LF of water mains replaced or rehabilitated in 2023 including:**
 - SW Gage Blvd from SW 10 St to SW Huntoon St
 - SW 21 from SW Washburn Ave to SW Fillmore St

9,473 LF of water main replaced or rehabilitated in 2024* YTD

Customer Service

- 2023 Customers Assisted:
 - Answered 120,362 calls to 368-3111
 - Assisted 31,215 walk-in customers at City Express
 - Responded to 4,042 on-line inquiries
- 2024* Customers Assisted - YTD
 - Answered 62,690* calls to 368-3111
 - Assisted 15,116* walk-in customers at City Express
 - Responded to 4,603* on-line inquiries
- Maintained improved Call Center service level

Meter Services:

- Service Orders:
 - 2023 - 50,696 complete
 - 2024* - 22,661 completed YTD
- Water Meter Exchanges
 - 2023 – 7,299 completed
 - 2024* – 980 completed YTD

Utility Billing

- Utility Bills Generated for City Utilities & SNCO Solid Waste
 - 2023 - 734,263 bills generated
 - 2024* - 375,940 generated YTD
- 4.3% increase in paperless customer accounts in 2023

WATER

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|---------------------------------------------------------------------------------|--------------|--------------|--------------|----------------|
| Accounts Receivable invoices paid in timely manner according to City policy (%) | N/A | New Measure | 100 | 95 |
| Average AMI reading captured | N/A | New Measure | 52573 | N/A |
| Average gallons of water distributed daily | 21.35 MG/day | 23.63 MG/day | 24.42 MG/day | N/A |
| Billing accuracy, as a percentage | 0.0215 | 0.0223 | 0.023 | 0.05 |
| Call Center Service Level (%) | 77.4 | 71.7 | 74.25 | 90 |
| Drinking water compliance rate | 100 | 100 | 100 | 100 |
| Highest number of gallons of water distributed | 34.77 MG | 36.77 MG | 37.82 MG | N/A |
| Length of time to repair water main breaks (hours) | N/A | 5 | 5.5 | < 5 |
| Linear Feet of sanitary sewer mains replaced or rehabilitated per year | 16430 | 18368 | 5630 | 17000 |
| Linear Feet of storm sewer mains replaced or rehabilitated per year | 16430 | 3009 | 12749 | 8000 |
| Linear Feet of water mains replaced or rehabilitated per year | 9283 | 14610 | 14531 | 12000 |
| Number of bills generated | 711548 | 731238 | 734263 | 730000 |
| Number of calls received | 121461 | 112928 | 120362 | N/A |
| Number of hydrants receiving preventative maintenance | 419 | 40 | 3 | 1000 |
| Number of large meters tested | N/A | New Measure | 3 | In Development |
| Number of meters replaced | 11431 | 10126 | 7299 | 10800 |
| Number of paper suppressed accounts | N/A | New Measure | 24346 | In Development |
| Number of payments processed via CSR | N/A | New Measure | 47855 | N/A |
| Number of SCADA staff call back events | N/A | 21 | 47 | N/A |
| Number of service orders completed | N/A | 61839 | 59382 | 60000 |
| Number of skipped meter readings | 1308 | 928 | 511 | 850 |
| Number of valves receiving preventative maintenance | 1041 | 32 | 3 | 1500 |

WATER

Performance Measures

| Performance Measure ▲ | 2021 | 2022 | 2023 | Target |
|-------------------------------------------------------------------------------|-------|-------------|-------|--------|
| Number of walk-in customers | 34889 | 33202 | 31215 | N/A |
| Purchasing card transactions approved and closed according to City policy (%) | N/A | New Measure | 100 | 95 |
| Remote site communications up time (percentage) | N/A | New Measure | 99.95 | 100 |

Goals

Begin Water Treatment Plant Rehabilitation projects:

- West Intake Rehabilitation Construction
- Chemical Building Rehabilitation Construction
- East Plant Basin Rehabilitation Design
- Begin design stage of painting Quincy Water tower
- Meet or exceeded all KDHE requirements for safe, clean drinking water
- Improve time required to repair broken water mains to 5 hours or less
- Resume preventative maintenance for hydrants and valves

Complete ongoing meter exchange program

- 1,534 remaining to exchange

Complete water main replacement or rehabilitation projects at:

- SW Randolph Ave from SW 22nd St. to SW 24th St.
- SW Moundview
- SW Stoneybrook
- Montara Neighborhood Phase I
- SW Boswell
- Gemini & Aries

Customer Service:

- Increase electronic customer communication by 3% over prior year
- Improve and maintain Call Center service level

Meter Services:

- Complete ongoing meter exchange program
- Test 7 large meters

Utility Billing:

- Increase paperless customer accounts by 2% over prior year
- Maintain billing accuracy rate of at least 99.95%
- Increase proactive customer contact regarding continuous consumption/ possible leak event by 3% over prior year

STORMWATER

The Stormwater Utility operates and maintains the City's flood protection and drainage systems. Services of the Stormwater Utility are primarily managed by the Water Pollution Control division. Services include stormwater collection system maintenance, levee system operations and maintenance, and best management practices (BMP).

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------------------|----------------------|----------------------|-----------------------|-----------------------|
| 623 - Stormwater Utility | (\$6,701,741) | (\$7,121,712) | (\$13,708,172) | (\$12,727,220) |
| Total | (\$6,701,741) | (\$7,121,712) | (\$13,708,172) | (\$12,727,220) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|----------------------|----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$6,701,741) | (\$7,121,712) | (\$13,708,172) | (\$12,727,220) |
| Personnel | (\$1,487,041) | (\$1,765,598) | (\$2,347,212) | (\$2,453,053) |
| Other Payments | | | (\$6,275,991) | (\$4,786,200) |
| Debt | (\$2,285,765) | (\$1,910,144) | (\$2,188,192) | (\$2,567,519) |
| Contractual | (\$2,646,036) | (\$3,132,486) | (\$2,323,441) | (\$2,361,487) |
| Commodities | (\$254,352) | (\$313,485) | (\$223,335) | (\$258,961) |
| Capital Outlay | (\$28,547) | | (\$350,000) | (\$300,000) |
| Total | (\$6,701,741) | (\$7,121,712) | (\$13,708,172) | (\$12,727,220) |

Changes from 2024 Budget

- Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers (\$379,000)
- Commodities increase (\$35,000)

STORMWATER

Accomplishments

***(2024 metrics are through June 30, 2024)**

- 71,262 LF of Storm Sewer pipes cleaned in 2023
2024* - 2,623 LF YTD
- 8,676 Stormwater Inlets cleaned and inspected in 2023
2024* - 3,227 YTD
- 12,749 LF of Stormwater mains replaced or rehabilitated in 2023
2024* - 1,722 LF YTD

Performance measures for 2024 are on track to be met:

- Mowing of levees to control unwanted vegetation
- Conducting 130 outfall inspections
- Conducting four controlled burns
- Participating in four public involvement events
- Coordinate one public event
- Collect 12 bi-weekly stream samples for detecting illicit discharge
- Annual and bi-annual inspections of ditches and channels
- Annual maintenance and exercising of levee sluice gates, and relief wells

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|--------------------------------------------------------------------------------------------------|--------|-------|-------|--------|
| Completed Outfall Inspections | N/A | 113 | 130 | 100 |
| Controlled Burns Conducted | N/A | 2 | 3 | 3 |
| Erosion & Sediment Control Submittals Reviewed | N/A | 339 | 422 | 400 |
| Linear feet of storm sewer mains cleaned | 112710 | 43225 | 71262 | 100000 |
| Number of storm sewer inlets inspected and cleaning | 13401 | 14607 | 8676 | 6572 |
| Percentage of Levee maintenance and exercising of levee sluice gates, and relief wells completed | 100 | 100 | 100 | 100 |
| Stream Samples Collected | N/A | 23 | 25 | 12 |

STORMWATER

Goals

- Meet 2025 Performance Metrics
- Conduct 130 outfall inspections
- Conduct four controlled burns
- Participate in four public involvement events, such as trash cleanup, citizen's academy, etc. and coordinate one
- Apply for grants to assist with EFS projects and operations

WASTEWATER

The Wastewater Utility collects and treats wastewater at three treatment plants to protect the health and safety of our community. Services of the Wastewater Utility are primarily managed by the Water Pollution Control division.

Department Budget History

| Fund Search ▲ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 625 - Wastewater Fund | (\$28,346,554) | (\$28,700,292) | (\$45,867,083) | (\$41,111,308) |
| Total | (\$28,346,554) | (\$28,700,292) | (\$45,867,083) | (\$41,111,308) |

| Main Type ▼ | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> Expenses | (\$28,346,554) | (\$28,700,292) | (\$45,867,083) | (\$41,111,308) |
| Personnel | (\$4,811,924) | (\$5,401,479) | (\$6,397,876) | (\$6,959,796) |
| Other Payments | (\$31,989) | (\$32,894) | (\$17,915,584) | (\$7,864,110) |
| Debt | (\$9,461,463) | (\$8,568,417) | (\$8,813,347) | (\$11,724,199) |
| Contractual | (\$12,228,480) | (\$12,595,048) | (\$10,366,591) | (\$11,673,653) |
| Commodities | (\$1,812,698) | (\$2,102,454) | (\$2,073,685) | (\$2,539,551) |
| Capital Outlay | | | (\$300,000) | (\$350,000) |
| Total | (\$28,346,554) | (\$28,700,292) | (\$45,867,083) | (\$41,111,308) |

Changes from 2024 Budget

→ Increase of approximately 13% in the contractual budget and 22% increase in commodities for wastewater are a result of shifting of WPC SCADA operations from the Capital Improvement Program to the operations budget and transitioning to a predictive budgeting practice for Shawnee County Wastewater Treatment based on historical costs. Shawnee County expenses are billed back to the County.

WASTEWATER

Accomplishments

*(2024 metrics are through June 30, 2024)

→ **Sanitary Sewer mains cleaned**

2023 - 813,927 LF

2024* - 560,220 LF YTD

→ **Sanitary Sewer mains replaced or rehabilitated**

12,749 LF in 2023

→ Televiser sanitary sewer mains for current condition

→ Increased biosolids processing by 21%

→ Increased land application by 33%

→ Maintained Compliance with City NPDES Permit requirements

→ Adhered to State and Federal regulations and The Clean Water Act, regarding the treatment and release of wastewater

→ Completed the change of controllers at 31 Wastewater Stations

→ Replaced controllers at the Sherwood Wastewater Plant

→ Reduced calls regarding wastewater odor by 12%

Performance Measures

| Performance Measure | 2021 | 2022 | 2023 | Target |
|------------------------------------------------------------------|--------------|-------------|-------------|--------------|
| Linear footage of 6" to 15" gravity mains cleaned | 1.13 million | 974949 | 813927 | 1.12 million |
| Number of bypass events over 8 hours without secondary treatment | 11 | 4 | 1 | 0 |
| Number of gallons of wastewater treated | 6.9 billion | 6.6 billion | 5.2 billion | N/A |
| Number of occurrences resulting in Notice of Violation | 10 | 20 | 4 | 0 |
| Response time to customer calls | 97 | 99.5 | 98 | 100 |
| The number of system back-up calls | N/A | New Measure | 210 | N/A |

WASTEWATER

Goals

- Rehabilitation of the Grant Jefferson and Shunga Pump Stations & Force Mains
- Complete Plant modifications at North Topeka Wastewater Treatment Plant
- Increase biosolids processing by 7%
- Increase land application by 12%
- Maintain Compliance with City NPDES Permit requirements
- Adhere to State and Federal regulations and The Clean Water Act, regarding the treatment and release of wastewater
- Reduce calls regarding wastewater odor by 8%

MISC. NON-DEPARTMENTAL

The Non-Departmental budget within the City's General Fund exists primarily to post expenses that are citywide in nature and not generated through the actions of a specific department

Department Budget History

| Fund Search | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▲ |
|---------------------------------------------|-----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> 101 - General Fund | (\$10,310,127) | (\$5,032,312) | (\$4,083,688) | (\$3,876,900) |
| Prisoner Care | (\$759,963) | (\$945,977) | (\$800,000) | (\$1,100,000) |
| Social Service Grants | (\$596,135) | (\$546,708) | (\$752,379) | (\$752,500) |
| Topeka Performance Center | (\$240,284) | (\$404,340) | (\$718,561) | (\$721,860) |
| Non Departmental - Hotel | | (\$691,691) | | (\$425,000) |
| Misc. Non - Departmental | (\$8,016,049) | (\$2,181,061) | (\$1,337,748) | (\$402,530) |
| Cemeteries | (\$369,696) | (\$222,535) | (\$295,000) | (\$295,000) |
| Franchise Fee Program | (\$100,000) | (\$100,000) | (\$180,000) | (\$180,010) |
| Equipment & Improv Nondept | (\$228,000) | \$60,000 | | |
| Total | (\$10,310,127) | (\$5,032,312) | (\$4,083,688) | (\$3,876,900) |

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget ▼ |
|-----------------------------------|-----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Expenses | (\$10,310,127) | (\$5,032,312) | (\$4,083,688) | (\$3,876,900) |
| Personnel | | | \$1,774,863 | \$3,154,048 |
| Capital Outlay | (\$516,702) | (\$101,392) | | \$0 |
| Other Payments | (\$5,981,189) | (\$239,630) | (\$1,600,000) | (\$232,000) |
| Commodities | (\$2,559) | (\$313,539) | | (\$425,000) |
| Contractual | (\$3,809,677) | (\$4,377,750) | (\$4,258,551) | (\$6,373,948) |
| Total | (\$10,310,127) | (\$5,032,312) | (\$4,083,688) | (\$3,876,900) |

Changes from 2024 Budget

→ See next page for itemized list of expenses for FY2025

MISC. NON-DEPARTMENTAL

Itemized List of 2025 Non-Departmental Expenses

Below are list of material expenditures in the Misc. Non-Departmental Expense Budget:

- Cemeteries Contract: \$295,000
- TPAC Contract: \$150,000
- Franchise Fees Rebate with CRC: \$180,010
- Social Service Grants with United Way Administration: \$470,000
- Safe Streets: \$61,000
- Kansas Children's Services: \$60,000
- YWCA Northeast Kansas: \$20,000
- Housing & Credit Counseling: \$57,000
- SAVE: \$75,000
- SNCO Prisoner Care: \$1,100,000
- Hotel Operating Expenses: \$425,000
- Arts Connect: \$30,000
- Downtown Topeka Redevelopment Grant: \$150,000
- NOTO Funding: \$50,000
- Pocket Park Contract & Downtown Topeka Foundation Contract: \$102,350
- SAAS Fees: \$700,000
- Eviction Defense Contract: \$90,000
- Property Tax Rebate Program: \$300,000
- Utility Rebate Program: \$74,500
- WSU Fire Study: \$30,000
- Lawson License: \$460,000



FUNDS SUMMARY



FUNDS WITH DEPARTMENTAL BUDGET IMPACTS

| Funds | | | | | | | | | | | |
|------------------------|---------|-------------------|-----------------------|------------|-----------------------|---------------------|----------------|------------------|-----------------------|---------|-----------------|
| Department | General | Special Liability | Alcohol & Drug Safety | Risk Funds | Special Street Repair | Half Cent Sales Tax | Public Parking | Fleet Management | Facilities Operations | IT Fund | Utilities Funds |
| Mayor & City Council | | | | | | | | | | | |
| City Manager | | | | | | | | | | | |
| Legal | | | | | | | | | | | |
| Finance | | | | | | | | | | | |
| Municipal Court | | | | | | | | | | | |
| DEI | | | | | | | | | | | |
| HR | | | | | | | | | | | |
| Community Engagement | | | | | | | | | | | |
| Fire | | | | | | | | | | | |
| Police | | | | | | | | | | | |
| Public Works | | | | | | | | | | | |
| Planning & Development | | | | | | | | | | | |
| Information Technology | | | | | | | | | | | |
| Utilities | | | | | | | | | | | |

101 - GENERAL FUND

The General Fund is the City of Topeka's primary operating fund. It finances a number of departments such as City Council, Mayor, Police, Fire, Executive, Public Works, and various others. The General Fund receives the largest portion of the mill levy to support various services throughout the City.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$26,413,585 | \$24,102,084 | \$22,726,229 | \$22,726,230 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|
| <input type="checkbox"/> Revenues | \$105,633,153 | \$115,900,043 | \$113,631,143 | \$128,414,487 |
| Sales Tax | \$37,623,100 | \$39,013,156 | \$42,082,474 | \$40,569,000 |
| Ad Valorem Tax | \$30,353,728 | \$35,597,172 | \$34,956,561 | \$38,050,281 |
| Franchise Fees | \$16,080,722 | \$15,228,457 | \$17,684,415 | \$14,331,161 |
| Miscellaneous | \$532,879 | \$604,951 | \$314,111 | \$12,029,065 |
| PILOTS | \$7,906,170 | \$7,930,388 | \$5,907,664 | \$5,937,664 |
| Fees For Service | \$4,165,986 | \$4,378,649 | \$4,110,068 | \$4,426,854 |
| Investments from Interest | \$823,131 | \$4,761,336 | \$550,000 | \$4,335,000 |
| Motor Vehicle | \$3,014,163 | \$3,201,631 | \$3,327,645 | \$3,309,405 |
| Licenses & Permits | \$1,627,712 | \$1,719,408 | \$1,236,488 | \$1,781,757 |
| Intergovernmental Revenue | \$1,377,713 | \$1,447,474 | \$1,441,068 | \$1,492,050 |
| Fines | \$1,287,105 | \$1,233,003 | \$1,235,000 | \$1,275,000 |
| Municipal Court | \$521,067 | \$510,974 | \$488,150 | \$537,250 |
| Special Assessments | \$319,677 | \$273,444 | \$297,500 | \$340,000 |
| <input type="checkbox"/> Expenses | (\$105,785,099) | (\$116,007,107) | (\$115,006,998) | (\$128,414,487) |
| Debt | (\$324,777) | (\$200,494) | (\$183,583) | \$0 |
| Other Payments | (\$7,861,693) | (\$10,994,307) | (\$1,600,000) | (\$232,100) |
| Capital Outlay | (\$977,776) | (\$881,250) | (\$697,803) | (\$1,184,166) |
| Commodities | (\$3,185,188) | (\$3,611,597) | (\$3,419,832) | (\$4,222,418) |
| Contractual | (\$20,202,871) | (\$19,834,924) | (\$21,160,129) | (\$25,390,488) |
| Personnel | (\$73,232,794) | (\$80,484,535) | (\$87,945,650) | (\$97,385,315) |
| Total | (\$151,946) | (\$107,064) | (\$1,375,855) | \$1 |

101 - GENERAL FUND

Material Changes from FY24 Budget to FY 2025 Budget

Material Changes in Revenues

→ **Property Valuation Increases are increasing at slower rate than in previous budgets:**

2022 – 3.77% over 2021

2023 – 8.78% over 2022

2024 – 4.59% over 2023

→ **General Fund Sales Tax Collections through 5 months are 1.70% in FY24 vs. FY23:**

2022 – \$14,725,090

2023 – \$15,907,955 (Increase of 8.03% to 2022)

2024 – \$16,177,677 (Increase of 1.70% to 2023)

→ **Franchise Fees are decreasing from prior years:**

2022 – \$16,080,722

2023 – \$15,228,457 (5.3% Decrease from 2022)

2024 – Preliminary Projections \$14,801,063

Material Changes in Expenses

→ Personnel Expense Increases = +\$9,215,725

→ Hotel Operating Loss = +\$425,000

→ SNCO Inmate Fees = +\$300,000

→ SAAS Fees = +\$700,000

→ Vehicle Requests = +\$486,363

→ Engineering = +\$600,000

102 - UNASSIGNED RESERVE FUND

The City shall maintain a minimum unassigned fund balance equal to fifteen percent (15%) of the General Fund revenues and a target unassigned fund balance of twenty percent (20%) of the General Fund revenues. In the event that the unassigned fund balance exceeds twenty percent (20%) at the end of the fiscal year, those excess funds shall be moved to the Unassigned Reserve Fund.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| | \$15,374,383 | \$15,374,383 | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------|--------------|--------------|-------------|----------------|
| ▣ Revenues | | \$11,706,274 | | \$0 |
| Miscellaneous | | \$11,706,274 | | \$0 |
| ▣ Expenses | | | | (\$15,374,383) |
| Other Payments | | | | (\$15,374,383) |
| Total | | \$11,706,274 | | (\$15,374,383) |

Notable Information

→ The City plans on using unassigned reserves to supplement the general fund operating budget for FY25 ; if the City raised the mill levy by1 it would leave \$ in the unassigned reserve \$763,000 if the City kept a 20% fund balance

216 - DOWNTOWN BUSINESS DIST.

The Downtown Business Improvement fund accounts for assessments that are levied against tenants within the downtown business improvement district.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$115,606 | \$99,364 | \$80,117 | \$62,026 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| <input type="checkbox"/> Revenues | \$183,098 | \$178,715 | \$204,361 | \$184,920 |
| Special Assessments | \$196,501 | \$178,666 | \$204,361 | \$184,920 |
| Investments from Interest | (\$13,403) | \$0 | | \$0 |
| Miscellaneous | | \$48 | | \$0 |
| <input type="checkbox"/> Expenses | (\$215,312) | (\$194,957) | (\$223,608) | (\$203,011) |
| Contractual | (\$215,312) | (\$194,957) | (\$223,608) | (\$203,011) |
| Total | (\$32,214) | (\$16,242) | (\$19,247) | (\$18,091) |

Notable Information

→ No material changes in FY25 budget

217 - TOPEKA TOURISM IMPROV.

The Tourism Business Improvement fund accounts for assessments that are levied against lodging facilities within the City of Topeka to provide for improvements and promotion of the downtown plaza development area.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$4,153 | \$4,307 | \$18,153 | \$23,239 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| ▼ | | | | |
| <input type="checkbox"/> Revenues | \$400,680 | \$369,551 | \$416,707 | \$384,333 |
| Special Assessments | \$400,680 | \$369,551 | \$416,707 | \$384,333 |
| <input type="checkbox"/> Expenses | (\$398,833) | (\$369,397) | (\$402,861) | (\$379,247) |
| Contractual | (\$398,833) | (\$369,397) | (\$402,861) | (\$379,247) |
| Total | \$1,847 | \$154 | \$13,846 | \$5,086 |

Notable Information

→ No material changes in FY25 budget

218 - NOTO BUSINESS IMPROV.

The NOTO Improvement fund accounts for assessments that are levied against tenants within the NOTO business improvement district.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| | \$7,644 | \$7,644 | \$7,644 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------|------------------|-------------------|-------------------|
| <input type="checkbox"/> Revenues | | \$12,650 | \$15,000 | \$15,000 |
| Special Assessments | | \$13,050 | \$15,000 | \$15,000 |
| Investments from Interest | | (\$400) | | \$0 |
| <input type="checkbox"/> Expenses | | (\$5,006) | (\$15,000) | (\$15,000) |
| Contractual | | (\$5,006) | (\$15,000) | (\$15,000) |
| Total | | \$7,644 | \$0 | \$0 |

Notable Information

→ No material changes in FY25 budget

227 - COURT TECHNOLOGY FUND

The Court Technology fund collects fees in addition to existing mandatory court costs for upgrading the court's electronic records and payment system.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$258,004 | \$240,324 | \$202,323 | \$157,323 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------|-------------------|-------------------|-------------------|-------------------|
| ▣ Revenues | \$27,907 | \$26,332 | \$25,000 | \$25,000 |
| Municipal Court | \$27,907 | \$26,332 | \$25,000 | \$25,000 |
| ▣ Expenses | (\$40,816) | (\$44,013) | (\$63,000) | (\$70,000) |
| Contractual | (\$39,963) | (\$43,712) | (\$40,000) | (\$45,000) |
| Commodities | (\$854) | | (\$3,000) | (\$5,000) |
| Capital Outlay | | (\$302) | (\$20,000) | (\$20,000) |
| Total | (\$12,910) | (\$17,681) | (\$38,000) | (\$45,000) |

Notable Information

→ No material changes in FY25 budget

228 - SPECIAL ALCOHOL FUND

The Special Alcohol fund is collected and distributed in accordance with state statute K.S.A. 79-41a04. Revenues come from a 10% tax on the sale of liquor and must be spent towards drug and alcohol abuse programs.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$47,986 | \$204,062 | \$204,062 | \$204,062 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| <input type="checkbox"/> Revenues | \$688,856 | \$723,737 | \$720,534 | \$746,025 |
| Intergovernmental Revenue | \$688,856 | \$723,737 | \$720,534 | \$746,025 |
| <input type="checkbox"/> Expenses | (\$659,892) | (\$567,661) | (\$720,534) | (\$746,025) |
| Contractual | (\$659,892) | (\$567,661) | (\$720,534) | (\$746,025) |
| Total | \$28,964 | \$156,076 | \$0 | \$0 |

Notable Information

→ No material changes in FY25 budget

229 - ALCOHOL DRUG & SAFETY FUND

The Alcohol and Drug Safety fund receives revenue through Municipal Court fees and supports the probation officer who interacts directly with alcohol and drug safety cases.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$106,321 | \$7,470 | \$117 | \$16,374 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------|--------------------|--------------------|-------------------|------------------|
| ☐ Revenues | \$27,581 | \$16,936 | \$25,000 | \$22,000 |
| Municipal Court | \$27,581 | \$16,936 | \$25,000 | \$22,000 |
| ☐ Expenses | (\$103,797) | (\$115,786) | (\$32,354) | (\$5,743) |
| Personnel | (\$99,198) | (\$111,532) | (\$26,010) | \$0 |
| Contractual | (\$927) | (\$1,179) | (\$1,743) | (\$1,143) |
| Commodities | (\$3,672) | (\$3,075) | (\$4,600) | (\$4,600) |
| Total | (\$76,216) | (\$98,850) | (\$7,354) | \$16,257 |

Notable Information

→ No material changes in FY25 budget

232 - LAW ENFORCEMENT FUND

This fund was established for collecting revenues through donations, federal monies, license fees, warrant fees, and Municipal Court fees. The purpose is to subsidize crime prevention activities including training, canine and officer equipment, and prevention programs.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$1,759,823 | \$1,671,660 | \$1,258,010 | \$895,533 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------------|--------------------|--------------------|--------------------|--------------------|
| Revenues | \$532,216 | \$375,587 | \$163,850 | \$189,000 |
| Municipal Court | \$21,068 | \$20,439 | \$25,000 | \$20,000 |
| Miscellaneous | \$388,246 | \$169,598 | \$15,000 | \$20,000 |
| Licenses & Permits | \$14,500 | \$17,500 | \$14,500 | \$17,500 |
| Investments from Interest | \$9,331 | \$53,076 | \$9,100 | \$36,500 |
| Intergovernmental Revenue | \$256 | \$24,750 | \$250 | \$5,000 |
| Fines | \$98,816 | \$90,223 | \$100,000 | \$90,000 |
| Expenses | (\$444,611) | (\$463,750) | (\$577,500) | (\$551,477) |
| Contractual | (\$326,466) | (\$332,853) | (\$536,911) | (\$518,588) |
| Commodities | (\$15,658) | (\$29,720) | (\$40,589) | (\$32,889) |
| Capital Outlay | (\$102,486) | (\$101,176) | | \$0 |
| Total | \$87,605 | (\$88,163) | (\$413,650) | (\$362,477) |

Notable Information

→ No material changes in FY25 budget

236 - SPECIAL LIABILITY FUND

The Special Liability fund is utilized to defend the City in court for cases, such as workers compensation, and claims against the City.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$3,095,125 | \$3,244,561 | \$2,830,918 | \$2,354,104 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$920,369 | \$1,153,167 | \$1,015,862 | \$1,059,376 |
| PILOTS | \$3,797 | \$4,220 | \$1,000 | \$3,000 |
| Motor Vehicle | \$80,075 | \$85,626 | \$82,148 | \$79,229 |
| Miscellaneous | \$1,125 | | \$2,000 | \$0 |
| Investments from Interest | \$24,163 | \$183,099 | | \$0 |
| Ad Valorem Tax | \$811,209 | \$880,221 | \$930,714 | \$977,147 |
| <input type="checkbox"/> Expenses | (\$719,792) | (\$1,015,460) | (\$1,429,504) | (\$1,536,190) |
| Personnel | (\$555,822) | (\$706,582) | (\$680,635) | (\$773,301) |
| Contractual | (\$161,229) | (\$304,940) | (\$743,369) | (\$755,890) |
| Commodities | (\$2,741) | (\$3,938) | (\$5,500) | (\$7,000) |
| Total | \$200,576 | \$137,707 | (\$413,643) | (\$476,814) |

Notable Information

→ Moved .75 FTEs to be paid out of the special liability fund from the general fund for FY25

271 - TRANSIENT GUEST TAXES

These funds account for revenues received from a transient guest tax imposed on hotel and motel room rentals. This tax is utilized for the promotion of conventions and tourism in the City of Topeka.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$52,114 | \$52,114 | \$803,528 | \$1,758,033 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$2,029,030 | \$2,347,597 | \$2,716,457 | \$2,972,974 |
| Transient Guest Tax | \$2,029,030 | \$2,347,597 | \$2,716,457 | \$2,972,974 |
| <input type="checkbox"/> Expenses | (\$2,029,030) | (\$2,347,597) | (\$1,965,043) | (\$2,018,469) |
| Other Payments | (\$198,053) | (\$229,148) | (\$200,000) | (\$236,022) |
| Contractual | (\$1,830,977) | (\$2,118,449) | (\$1,765,043) | (\$1,782,447) |
| Total | \$0 | \$0 | \$751,414 | \$954,505 |

Notable Information

→ No material changes in FY25 budget

272 - TRANSIENT GUEST TAXES SS

This fund accounts for revenues received from transient guest tax and pays towards improvements at Sunflower Soccer.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$336,772 | \$531,490 | \$784,706 | \$1,093,372 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------|--------------------|--------------------|--------------------|--------------------|
| ▼ | | | | |
| ☐ Revenues | \$414,462 | \$478,031 | \$551,913 | \$602,920 |
| Transient Guest Tax | \$414,462 | \$478,031 | \$551,913 | \$602,920 |
| ☐ Expenses | (\$282,044) | (\$283,313) | (\$298,697) | (\$294,254) |
| Contractual | (\$282,044) | (\$283,313) | (\$298,697) | (\$294,254) |
| Total | \$132,418 | \$194,718 | \$253,217 | \$308,666 |

Notable Information

→ No material changes in FY25 budget

273 - TRANSIENT GUEST TAXES (NEW)

This fund accounts for revenues received from transient guest tax and distributes funds to four community entities.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$76,672 | \$66,064 | \$217,164 | \$314,575 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------|--------------------|--------------------|--------------------|--------------------|
| ▣ Revenues | \$396,105 | \$458,296 | \$530,304 | \$580,381 |
| Transient Guest Tax | \$396,105 | \$458,296 | \$530,304 | \$580,381 |
| ▣ Expenses | (\$331,762) | (\$468,903) | (\$379,205) | (\$482,970) |
| Contractual | (\$331,762) | (\$468,903) | (\$379,205) | (\$482,970) |
| Total | \$64,343 | (\$10,608) | \$151,099 | \$97,411 |

Notable Information

→ No material changes in FY25 budget

274-275 - COUNTYWIDE HALF CENT SALES TAX

This fund tracks sales tax being received from the state and transferred to the Joint Economic Development Organization (JEDO) for the funding of economic development and countywide infrastructure as authorized by voters in April of 2016.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$12,211,568 | \$14,061,411 | \$11,225,232 | \$9,186,750 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Revenues | \$18,563,934 | \$19,845,593 | \$18,806,550 | \$19,716,324 |
| Sales Tax | \$18,385,654 | \$19,142,062 | \$18,806,550 | \$19,716,324 |
| Investments from Interest | \$106,397 | \$703,531 | | \$0 |
| Miscellaneous | \$71,882 | | | \$0 |
| <input type="checkbox"/> Expenses | (\$17,813,755) | (\$18,964,469) | (\$21,642,729) | (\$21,754,806) |
| Capital Outlay | | (\$290) | | (\$1,000) |
| Contractual | (\$17,813,755) | (\$18,964,179) | (\$21,642,729) | (\$21,753,806) |
| Total | \$750,179 | \$881,124 | (\$2,836,179) | (\$2,038,482) |

Notable Information

→ Project concepts that are beginning include SW Huntoon St. - Gage Blvd. to Harrison St. and SW Topeka Blvd. -15th - 21st St.

276 - FEDERAL FUNDS EXCHANGE

Federal Funds Exchange is a voluntary program that allows local agencies to trade all or part of its federal fund allocation in a specific federal fiscal year with the Kansas Department of Transportation (KDOT) in exchange for state transportation dollars. The available funds are determined annually by KDOT for use on specific types of transportation improvement projects including, but not limited to, roadway construction, reconstruction, and pavement preservation.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$2,169,764 | \$3,400,417 | \$1,150,417 | \$535,417 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|--------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$1,633,664 | \$1,730,053 | \$1,500,000 | \$1,600,000 |
| Miscellaneous | \$5,594 | | | \$0 |
| Investments from Interest | \$19,624 | \$187,339 | | \$0 |
| Intergovernmental Revenue | \$1,608,446 | \$1,542,714 | \$1,500,000 | \$1,600,000 |
| <input type="checkbox"/> Expenses | (\$2,855,342) | (\$499,400) | (\$3,750,000) | (\$2,215,000) |
| Other Payments | (\$2,857,698) | (\$499,400) | (\$3,750,000) | (\$2,215,000) |
| Contractual | \$2,356 | | | \$0 |
| Total | (\$1,221,678) | \$1,230,653 | (\$2,250,000) | (\$615,000) |

Notable Information

→ Projects include annual bridge maintenance program, SW Fairlawn RD. - 28th St. to 23rd St., and SE Sardou Avenue over Union Pacific Railroad

→ This budget will amend the 2024 Traffic Signal Replacement Program and the 2023 Infill Sidewalk Program from GO Bonds as a funding source to FFE

286 - RETIREMENT RESERVE FUND

The Retirement Reserve fund provides revenues for and absorbs those accrued sick leave, vacation, and other related costs of City employees upon their retirement.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$3,661,858 | \$4,404,731 | \$5,520,565 | \$6,323,395 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|--------------------|----------------------|
| <input type="checkbox"/> Revenues | \$1,834,747 | \$2,195,924 | \$1,920,000 | \$1,930,000 |
| Investments from Interest | (\$802) | \$182,757 | \$20,000 | \$30,000 |
| Fees For Service | \$1,835,549 | \$2,013,167 | \$1,900,000 | \$1,900,000 |
| <input type="checkbox"/> Expenses | (\$1,582,707) | (\$1,492,940) | (\$804,166) | (\$1,127,170) |
| Personnel | (\$1,534,301) | (\$1,475,346) | (\$786,996) | (\$1,110,000) |
| Other Payments | (\$30,689) | | | |
| Contractual | (\$17,717) | (\$17,594) | (\$17,170) | (\$17,170) |
| Total | \$252,040 | \$702,983 | \$1,115,834 | \$802,830 |

Notable Information

→ No material changes in FY25 budget

289 - HISTORIC ASSET FUND

Prior to 2017, this fund provided funding for acquisitions, rehabilitation, and preservation of historical landmarks or historic resources located within the City. The funding source was Transient Guest Tax (TGT). The allocation from TGT expired in 2016, so the only funds spent will be carried over from prior year grants.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$29,711 | \$29,711 | \$12,930 | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|--------------|--------------|-------------------|-------------------|
| <input type="checkbox"/> Expenses | | | (\$16,781) | (\$12,930) |
| Contractual | | | (\$16,781) | (\$12,930) |
| Total | | | (\$16,781) | (\$12,930) |

Notable Information

→ No material changes in FY25 budget

291 - SPECIAL HIGHWAY FUND

The Special Highway fund receives the motor fuel taxes from the State of Kansas and pays for street improvements and staffing to maintain those assets throughout the City.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$4,042,978 | \$3,589,181 | \$604,635 | \$535,234 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$5,516,254 | \$5,698,242 | \$5,224,260 | \$8,204,250 |
| Miscellaneous | \$44,784 | \$28,769 | \$30,000 | \$3,025,000 |
| Investments from Interest | \$26,354 | \$170,955 | | \$0 |
| Intergovernmental Revenue | \$5,445,116 | \$5,498,518 | \$5,194,260 | \$5,179,250 |
| <input type="checkbox"/> Expenses | (\$5,182,332) | (\$6,165,267) | (\$8,208,806) | (\$8,273,652) |
| Personnel | (\$2,866,615) | (\$3,257,167) | (\$4,470,695) | (\$4,553,507) |
| Other Payments | | (\$500,000) | | \$0 |
| Contractual | (\$1,562,113) | (\$1,449,995) | (\$2,012,323) | (\$2,148,045) |
| Commodities | (\$753,604) | (\$758,158) | (\$1,425,788) | (\$1,572,100) |
| Capital Outlay | | (\$199,947) | (\$300,000) | \$0 |
| Total | \$333,922 | (\$467,025) | (\$2,984,546) | (\$69,402) |

Notable Information

→ The Special Highway Tax is projected to be over encumbered in 2025 due to flat revenue vs. rising commodity and personnel cost. Staff is actively looking for ways to make transfers into the funds to plug the deficit and/or cut costs to lower the deficit in order to keep the fund balance positive. Three million will be transferred into the fund from the Citywide Half-Cent Sales Tax.

292 - CITYWIDE HALF-CENT SALES TAX

The Citywide Half-Cent Sales Tax fund provides for street improvements on existing streets, gutter, curbs, sidewalks, alleys, and street lighting . This sales tax was approved by voters. This report reflects actual dollars expended year to date and does not include encumbered funds or prior obligations.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$33,322,579 | \$35,422,592 | \$29,204,482 | \$18,593,629 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Revenues | \$18,817,864 | \$21,053,623 | \$21,442,018 | \$20,511,907 |
| Sales Tax | \$18,811,505 | \$19,506,578 | \$21,262,018 | \$20,481,907 |
| Miscellaneous | \$23,789 | \$25,615 | \$30,000 | \$30,000 |
| Investments from Interest | (\$17,429) | \$1,521,235 | \$150,000 | \$0 |
| Fees For Service | | \$195 | | \$0 |
| <input type="checkbox"/> Expenses | (\$8,986,051) | (\$17,440,245) | (\$27,660,128) | (\$31,122,760) |
| Personnel | (\$129,391) | (\$291,039) | (\$183,254) | (\$623,049) |
| Other Payments | | | | (\$3,000,000) |
| Contractual | (\$8,725,535) | (\$16,965,940) | (\$25,614,474) | (\$27,209,710) |
| Commodities | (\$150,383) | (\$183,266) | (\$1,842,400) | (\$270,000) |
| Capital Outlay | \$19,258 | | (\$20,000) | (\$20,000) |
| Total | \$9,831,813 | \$3,613,378 | (\$6,218,110) | (\$10,610,853) |

Notable Information

→ Projects the 50/50 Sidewalk Program, 2025 Pavement Management Program, 2025 Alley Repair Program, 2025 Curb and Gutter Program, and 2025 Street Lighting Program

299 - AFFORDABLE HOUSING TRUST

A special revenue fund established in 2020 to account for revenue and expenses related to affordable housing

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$750,000 | \$999,800 | \$999,800 | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------|------------------|------------------|-------------|--------------------|
| ▣ Revenues | \$498,192 | \$249,800 | | |
| Miscellaneous | \$498,192 | \$249,800 | | |
| ▣ Expenses | | | | (\$999,800) |
| Other Payments | | | | (\$999,800) |
| Total | \$498,192 | \$249,800 | | (\$999,800) |

Notable Information

→ No material changes in FY25 budget

301 - DEBT SERVICE FUND

The Debt Service fund pays for the general obligation and revenue bonds, excluding utilities, that the City has incurred. This fund pays these expenses by levying taxes, special assessments, making transfers, and receiving STAR bond sales tax revenue.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$13,496,490 | \$15,301,137 | \$14,080,298 | \$16,018,964 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Revenues | \$38,862,493 | \$22,377,973 | \$20,067,773 | \$20,682,399 |
| Special Assessments | \$3,087,662 | \$3,317,495 | \$3,230,000 | \$3,230,000 |
| Sales Tax | \$131,960 | \$217,894 | \$143,964 | \$144,000 |
| PILOTS | \$77,145 | \$66,432 | \$75,000 | \$75,000 |
| Motor Vehicle | \$1,638,236 | \$1,739,899 | \$1,294,252 | \$1,248,264 |
| Miscellaneous | \$17,071,261 | \$1,977,346 | \$238,869 | \$240,000 |
| Investments from Interest | \$43,484 | \$749,277 | \$125,000 | \$125,000 |
| Intergovernmental Revenue | \$323,225 | \$413,881 | \$270,000 | \$250,000 |
| Ad Valorem Tax | \$16,489,520 | \$13,895,751 | \$14,690,687 | \$15,370,135 |
| <input type="checkbox"/> Expenses | (\$37,675,794) | (\$20,558,785) | (\$21,288,611) | (\$18,743,733) |
| Debt | (\$37,487,439) | (\$20,343,399) | (\$21,148,611) | (\$18,518,733) |
| Contractual | (\$188,355) | (\$215,385) | (\$140,000) | (\$225,000) |
| Total | \$1,186,699 | \$1,819,189 | (\$1,220,838) | \$1,938,666 |

Notable Information

- 2025 Bonded Projects includes 2025 - 2027 Fire Fleet Replacements, 2023-2024 DREAMS Projects, 2023-2024 Neighborhood Infrastructure, and new curb and gutter on 21st to 29th on Topeka Blvd.
- Debt Service Fund Mill Levy is flat at 10.717

220, 402, 403, 405 - TAX INCREMENT FINANCING

The Tax Increment Financing fund was established to monitor the amount of property and sales taxes received for tax increment financing (TIF) districts created for redevelopment of blighted areas. Areas include College Hill, Wheatfield Village, Sherwood Crossing, and South Topeka.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$271,506 | (\$35) | (\$35) | (\$35) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|--------------------|--------------------|--------------------|
| <input type="checkbox"/> Expenses | (\$1,252,020) | (\$424,117) | (\$850,000) | (\$901,000) |
| Contractual | (\$845,124) | (\$421,917) | (\$600,000) | (\$650,000) |
| Other Payments | (\$406,896) | (\$2,200) | (\$250,000) | (\$251,000) |
| <input type="checkbox"/> Revenues | \$982,584 | \$693,518 | \$850,000 | \$901,000 |
| Ad Valorem Tax | \$982,584 | \$693,518 | \$850,000 | \$901,000 |
| Total | (\$269,436) | \$269,401 | \$0 | \$0 |

Notable Information

→ No material changes in FY25 budget

294, 295, 296, 297, 298, 400, 401, 404, 406 - COMMUNITY IMPROVEMENT DISTRICTS

The Community Improvement District fund provides for the use of public financing for projects within a prescribed district to strengthen economic development, employment opportunities, enhance tourism, or upgrade older real estate.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$43,352 | \$40,025 | \$50,837 | \$46,327 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|--------------|-------------------|--------------------|-----------------|------------------|
| ☐ Revenues | \$1,507,664 | \$1,549,377 | \$1,487,182 | \$1,615,321 |
| Sales Tax | \$1,507,664 | \$1,549,377 | \$1,487,182 | \$1,615,321 |
| ☐ Expenses | (\$1,535,344) | (\$1,696,219) | (\$1,476,370) | (\$1,619,831) |
| Contractual | (\$1,535,344) | (\$1,696,219) | (\$1,476,370) | (\$1,619,831) |
| Total | (\$27,679) | (\$146,841) | \$10,812 | (\$4,510) |

Notable Information

→ No material changes in FY25 budget

407 - EASTEGATE RHID

The Kansas Reinvestment Housing Incentive District (RHID) program was designed to aid cities, counties, and developers in building houses within Kansas communities by assisting in the financing of eligible improvements through the incremental increase in real property taxes created by a housing development. The first approved RHID is Eastgate Subdivision No. 4.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| | | | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------|--------------|--------------|-------------|-------------|
| ▼ | | | | |
| ☐ Revenues | | | | \$50,000 |
| Ad Valorem Tax | | | | \$50,000 |
| ☐ Expenses | | | | (\$50,000) |
| Other Payments | | | | (\$50,000) |
| Total | | | | \$0 |

Notable Information

→ No material changes in FY25 budget

500 - TOPEKA METRO

The Topeka Metropolitan Transit Authority provides bus service within the Topeka city limits and works with other organizations to meet mass transit needs.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| | \$0 | \$0 | \$0 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$5,536,121 | \$5,983,690 | \$6,289,534 | \$6,658,710 |
| PILOTS | \$23,450 | \$26,027 | | \$25,000 |
| Motor Vehicle | \$500,792 | \$528,836 | \$507,066 | \$514,923 |
| Ad Valorem Tax | \$5,011,878 | \$5,428,826 | \$5,782,468 | \$6,118,787 |
| <input type="checkbox"/> Expenses | (\$5,536,121) | (\$5,983,690) | (\$6,289,534) | (\$6,658,710) |
| Contractual | (\$5,536,121) | (\$5,983,690) | (\$6,289,534) | (\$6,658,710) |
| Total | (\$0) | \$0 | \$0 | \$0 |

Notable Information

→ Topeka Metro is keeping their mill levy flat @ 4.20 compared to last year

601- PUBLIC PARKING FUND

The Parking fund supports all on-street and garage parking that the City owns. Revenues are utilized to support ongoing maintenance and debt service payments of the parking garages.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$4,656,989 | \$4,798,094 | \$4,050,997 | \$3,048,233 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$2,519,410 | \$3,190,720 | \$2,332,320 | \$2,461,570 |
| Fees For Service | \$2,293,264 | \$2,183,530 | \$2,075,320 | \$2,222,570 |
| Miscellaneous | \$27,934 | \$730,043 | \$22,000 | \$14,000 |
| Fines | \$189,460 | \$194,980 | \$235,000 | \$225,000 |
| Investments from Interest | \$8,752 | \$82,167 | | \$0 |
| <input type="checkbox"/> Expenses | (\$3,376,896) | (\$2,841,272) | (\$3,079,418) | (\$3,464,334) |
| Commodities | (\$25,076) | (\$24,303) | (\$173,028) | (\$39,230) |
| Capital Outlay | (\$164,090) | (\$98,144) | (\$67,796) | (\$84,300) |
| Debt | (\$634,763) | (\$124,749) | (\$815,622) | (\$620,603) |
| Other Payments | (\$728,282) | (\$659,196) | | (\$659,196) |
| Personnel | (\$612,730) | (\$708,642) | (\$691,715) | (\$659,461) |
| Contractual | (\$1,211,955) | (\$1,226,237) | (\$1,331,257) | (\$1,401,545) |
| Total | (\$857,487) | \$349,448 | (\$747,098) | (\$1,002,764) |

Notable Information

→ No material changes in FY25 budget

613 - INFORMATION TECHNOLOGY

The information technology needs of the City are funded through this internal service fund.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$555,103 | (\$439,115) | (\$404,764) | (\$99,954) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$4,114,169 | \$4,134,913 | \$6,005,081 | \$7,039,278 |
| Fees For Service | \$4,055,840 | \$4,099,793 | \$5,970,730 | \$7,004,927 |
| Franchise Fees | \$34,352 | \$34,552 | \$34,351 | \$34,351 |
| Miscellaneous | \$23,977 | \$568 | | \$0 |
| <input type="checkbox"/> Expenses | (\$4,639,802) | (\$5,295,593) | (\$5,970,730) | (\$6,734,468) |
| Debt | (\$413,089) | | | |
| Other Payments | (\$3,421) | (\$3,421) | | \$0 |
| Commodities | (\$48,090) | (\$22,641) | (\$77,638) | (\$76,060) |
| Capital Outlay | | (\$46,902) | | \$0 |
| Personnel | (\$1,888,085) | (\$2,075,887) | (\$2,822,067) | (\$3,158,763) |
| Contractual | (\$2,287,118) | (\$3,146,743) | (\$3,071,025) | (\$3,499,645) |
| Total | (\$525,634) | (\$1,160,680) | \$34,352 | \$304,810 |

Notable Information

→ Fund balance is negative because of unfunded pension liability

614 - FLEET FUND

The Fleet fund pays for maintenance and repair of all City vehicles.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| (\$795,776) | (\$317,521) | (\$1,434,615) | (\$2,071,172) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$2,034,721 | \$2,554,209 | \$2,817,180 | \$3,039,000 |
| Miscellaneous | \$997 | \$216,163 | | \$0 |
| Fees For Service | \$2,033,724 | \$2,338,046 | \$2,817,180 | \$3,039,000 |
| <input type="checkbox"/> Expenses | (\$2,212,264) | (\$2,431,674) | (\$3,934,274) | (\$3,675,557) |
| Personnel | (\$1,718,691) | (\$1,757,573) | (\$1,906,960) | (\$2,013,155) |
| Other Payments | (\$56,068) | (\$228,015) | | \$0 |
| Debt | (\$1,641) | | | |
| Contractual | (\$349,688) | (\$463,747) | (\$838,570) | (\$670,059) |
| Commodities | (\$61,455) | (\$57,012) | (\$88,744) | (\$92,344) |
| Capital Outlay | (\$24,722) | \$74,672 | (\$1,100,000) | (\$900,000) |
| Total | (\$177,543) | \$122,536 | (\$1,117,094) | (\$636,557) |

Notable Information

→ Fund balance is negative because of unfunded pension liability

615 - FACILITIES FUND

The Facilities fund pays for all maintenance of facilities throughout the City of Topeka.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|---------------|---------------|------------------------|------------------------|
| (\$1,999,663) | (\$3,231,892) | (\$3,135,508) | (\$3,134,675) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$3,645,790 | \$1,440,838 | \$3,753,679 | \$3,520,000 |
| Miscellaneous | \$2,304,219 | \$11,821 | | \$0 |
| Fees For Service | \$1,341,571 | \$1,429,017 | \$3,753,679 | \$3,520,000 |
| <input type="checkbox"/> Expenses | (\$4,458,695) | (\$3,052,773) | (\$3,657,295) | (\$3,519,166) |
| Personnel | (\$661,248) | (\$1,099,299) | (\$1,064,199) | (\$1,093,754) |
| Other Payments | \$54,765 | \$42,300 | | \$39,500 |
| Contractual | (\$3,750,096) | (\$1,897,459) | (\$2,433,096) | (\$2,385,413) |
| Commodities | (\$169,106) | (\$138,740) | (\$160,000) | (\$79,500) |
| Capital Outlay | \$66,990 | \$40,425 | | |
| Total | (\$812,904) | (\$1,611,935) | \$96,384 | \$834 |

Notable Information

→ Fund balance is negative because of unfunded pension liability

621 - WATER FUND

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

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$63,161,410 | \$70,630,964 | \$69,588,804 | \$68,205,526 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Revenues | \$45,790,293 | \$55,462,390 | \$51,551,802 | \$55,145,100 |
| Miscellaneous | \$2,039,213 | \$6,959,914 | \$1,251,500 | \$1,242,600 |
| Investments from Interest | \$214,424 | \$1,877,735 | \$625,500 | \$625,500 |
| Fees For Service | \$43,536,656 | \$46,624,741 | \$49,674,802 | \$53,277,000 |
| <input type="checkbox"/> Expenses | (\$45,240,555) | (\$43,987,480) | (\$52,593,962) | (\$56,528,377) |
| Personnel | (\$7,860,171) | (\$8,444,351) | (\$10,892,607) | (\$11,604,432) |
| Other Payments | (\$12,513,923) | (\$11,183,181) | (\$9,124,425) | (\$8,007,100) |
| Debt | (\$5,740,376) | (\$3,500,979) | (\$10,704,226) | (\$13,592,479) |
| Contractual | (\$11,871,956) | (\$11,633,998) | (\$12,284,960) | (\$12,816,876) |
| Commodities | (\$7,630,379) | (\$9,553,671) | (\$9,187,745) | (\$10,107,490) |
| Capital Outlay | \$376,249 | \$328,700 | (\$400,000) | (\$400,000) |
| Total | \$549,737 | \$11,474,910 | (\$1,042,160) | (\$1,383,277) |

Notable Information

→ Commodities budget increase of approximately 10% is driven by an Increase in water quality testing and inflation in prices of lab supplies and materials used for water treatment and distribution.

→ Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers

623 - STORM WATER FUND

The Stormwater fund supports all stormwater operations throughout the City. Fees for service serve as the primary revenue for the stormwater fund, and expenses are utilized for operations and capital improvement projects.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$28,586,871 | \$29,292,591 | \$26,442,319 | \$25,022,100 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> Revenues | \$10,207,830 | \$11,950,661 | \$10,857,900 | \$11,307,000 |
| Miscellaneous | \$522,389 | \$556,508 | | \$0 |
| Investments from Interest | \$40,151 | \$879,210 | \$115,900 | \$116,000 |
| Fees For Service | \$9,645,289 | \$10,514,944 | \$10,742,000 | \$11,191,000 |
| <input checked="" type="checkbox"/> Expenses | (\$10,587,615) | (\$10,884,107) | (\$13,708,172) | (\$12,727,220) |
| Personnel | (\$1,487,041) | (\$1,765,598) | (\$2,347,212) | (\$2,453,053) |
| Other Payments | (\$5,293,869) | (\$5,515,186) | (\$6,275,991) | (\$4,786,200) |
| Debt | (\$1,039,191) | (\$637,698) | (\$2,188,192) | (\$2,567,519) |
| Contractual | (\$2,646,036) | (\$3,132,486) | (\$2,323,441) | (\$2,361,487) |
| Commodities | (\$254,352) | (\$313,485) | (\$223,335) | (\$258,961) |
| Capital Outlay | \$132,874 | \$480,346 | (\$350,000) | (\$300,000) |
| Total | (\$379,785) | \$1,066,554 | (\$2,850,272) | (\$1,420,220) |

Notable Information

→ Debt and Other Payments budgets are linked to existing debt, anticipated debt service revenue bonds, and capital cash transfers (\$379,000)

→ Commodities increase (\$35,000)

625 - WASTEWATER FUND

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

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|---------------|--------------|------------------------|------------------------|
| \$102,828,457 | \$99,759,346 | \$92,986,813 | \$93,583,730 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | \$35,341,768 | \$39,931,521 | \$39,094,550 | \$41,708,225 |
| Special Assessments | \$85,074 | \$72,884 | \$40,000 | \$65,000 |
| Miscellaneous | \$1,525,040 | \$1,900,403 | \$4,000 | \$4,300 |
| Licenses & Permits | \$71,096 | \$70,232 | \$126,000 | \$70,000 |
| Investments from Interest | (\$23,724) | \$2,817,730 | \$541,000 | \$540,000 |
| Fees For Service | \$33,684,282 | \$35,070,272 | \$38,383,550 | \$41,028,925 |
| Expenses | (\$40,010,261) | (\$41,847,637) | (\$45,867,083) | (\$41,111,308) |
| Personnel | (\$4,811,924) | (\$5,401,479) | (\$6,397,876) | (\$6,959,796) |
| Other Payments | (\$18,190,617) | (\$18,443,849) | (\$17,915,584) | (\$7,864,110) |
| Debt | (\$3,701,125) | (\$3,349,036) | (\$8,813,347) | (\$11,724,199) |
| Contractual | (\$12,228,480) | (\$12,595,048) | (\$10,366,591) | (\$11,673,653) |
| Commodities | (\$1,786,556) | (\$2,137,414) | (\$2,073,685) | (\$2,539,551) |
| Capital Outlay | \$708,440 | \$79,189 | (\$300,000) | (\$350,000) |
| Total | (\$4,668,493) | (\$1,916,115) | (\$6,772,533) | \$596,917 |

Notable Information

→ Increase of approximately 13% in the contractual budget and 22% increase in commodities for wastewater are a result of shifting of WPC SCADA operations from the Capital Improvement Program to the operations budget and transitioning to a predictive budgeting practice for Shawnee County Wastewater Treatment based on historical costs. Shawnee County expenses are billed back to the County.

640 - PROPERTY & VEHICLE INSURANCE

This fund is one of the City's Risk Funds. The Property and Vehicle Insurance fund is responsible for maintaining the City's property and vehicle insurance. In 2024, the City made the decision to become self-insured for vehicle insurance.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$1,061,272 | \$1,127,111 | \$1,044,913 | \$1,105,072 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$2,524,821 | \$2,790,030 | \$2,727,445 | \$3,000,000 |
| Miscellaneous | \$78,644 | \$55,801 | | \$0 |
| Investments from Interest | \$5,255 | \$48,528 | | \$0 |
| Fees For Service | \$2,440,921 | \$2,685,700 | \$2,727,445 | \$3,000,000 |
| <input type="checkbox"/> Expenses | (\$2,153,715) | (\$2,724,191) | (\$2,809,643) | (\$2,939,841) |
| Contractual | (\$2,152,675) | (\$2,722,617) | (\$2,809,643) | (\$2,939,841) |
| Commodities | (\$1,040) | (\$1,574) | | \$0 |
| Total | \$371,106 | \$65,839 | (\$82,198) | \$60,159 |

Notable Information

→ No material changes in FY25 budget

641 - WORKERS COMP FUND

This fund is one of the City's Risk Funds. The Workers Compensation Self Insurance fund is responsible for the workers compensation claims that the City receives.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$8,375,965 | \$10,136,724 | \$10,984,159 | \$11,696,165 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Revenues | \$2,574,965 | \$3,628,868 | \$3,196,224 | \$3,146,224 |
| Miscellaneous | \$58,523 | \$103,191 | \$50,000 | \$0 |
| Investments from Interest | \$78,123 | \$648,211 | | \$0 |
| Fees For Service | \$2,438,319 | \$2,877,465 | \$3,146,224 | \$3,146,224 |
| <input type="checkbox"/> Expenses | (\$1,356,252) | (\$2,106,426) | (\$2,348,789) | (\$2,434,218) |
| Personnel | (\$166,069) | (\$380,569) | (\$205,261) | (\$289,194) |
| Contractual | (\$1,188,353) | (\$1,723,317) | (\$2,143,528) | (\$2,140,023) |
| Commodities | (\$1,830) | (\$2,539) | | (\$5,000) |
| Total | \$1,218,713 | \$1,522,442 | \$847,435 | \$712,006 |

Notable Information

→ No material changes in FY25 budget

642 - HEALTH INSURANCE FUND

This is one of the City's Risk Funds. The Group Health Insurance fund is responsible for the health insurance provided by the City of Topeka.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$5,451,331 | \$3,995,373 | \$3,995,373 | \$2,483,914 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Revenues | \$12,085,703 | \$13,363,020 | \$16,174,143 | \$16,146,000 |
| Miscellaneous | \$5,583 | \$9,315 | \$5,000 | \$5,000 |
| Investments from Interest | \$52,312 | \$283,925 | \$30,000 | \$0 |
| Fees For Service | \$12,027,807 | \$13,069,780 | \$16,139,143 | \$16,141,000 |
| <input type="checkbox"/> Expenses | (\$13,667,625) | (\$15,070,873) | (\$16,174,142) | (\$17,657,460) |
| Personnel | (\$167,754) | (\$293,695) | (\$183,472) | (\$250,789) |
| Contractual | (\$13,496,582) | (\$14,773,488) | (\$15,988,171) | (\$17,402,771) |
| Commodities | (\$3,289) | (\$3,689) | (\$2,500) | (\$3,900) |
| Total | (\$1,581,922) | (\$1,707,853) | \$1 | (\$1,511,460) |

Notable Information

→ Health Insurance increases expected to be 14.5% for this budget cycle

643 - RISK MANAGEMENT FUND

This is one of the City's Risk Funds. The Risk Management Reserve is available to assist the City with risk-associated expenses.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$398,881 | \$421,764 | \$429,764 | \$427,764 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|----------------|-----------------|------------------|------------------|
| ▼ | | | | |
| <input type="checkbox"/> Revenues | \$3,059 | \$22,883 | \$10,000 | \$0 |
| Investments from Interest | \$3,059 | \$22,883 | \$10,000 | \$0 |
| <input type="checkbox"/> Expenses | | | (\$2,000) | (\$2,000) |
| Contractual | | | (\$2,000) | (\$2,000) |
| Total | \$3,059 | \$22,883 | \$8,000 | (\$2,000) |

Notable Information

→ No material changes in FY25 budget

644 - UNEMPLOYMENT COMP. FUND

This is one of the City's Risk Funds. The Unemployment Compensation fund pays for the City's unemployment expenses.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$349,505 | \$428,721 | \$428,844 | \$428,967 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
| <input type="checkbox"/> Revenues | \$74,731 | \$101,209 | \$81,565 | \$81,565 |
| Investments from Interest | \$2,698 | \$23,380 | | \$0 |
| Fees For Service | \$72,033 | \$77,829 | \$81,565 | \$81,565 |
| <input type="checkbox"/> Expenses | (\$27,888) | (\$21,993) | (\$81,442) | (\$81,442) |
| Contractual | (\$27,888) | (\$21,993) | (\$81,442) | (\$81,442) |
| Total | \$46,843 | \$79,216 | \$123 | \$123 |

Notable Information

→ No material changes in FY25 budget

720 - PUBLIC HEALTH FUND

This is a special revenue fund established in 2020 to account for revenue and expenses related to the COVID-19 public health emergency along with other federal stimulus support.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$775,307 | \$1,066,415 | \$1,066,415 | \$1,066,415 |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|-----------------------|-----------------------|-------------|-------------|
| <input type="checkbox"/> Revenues | \$8,364,669 | \$16,745,806 | | |
| Investments from Interest | \$404,079 | \$1,557,479 | | |
| Intergovernmental Revenue | \$7,960,590 | \$15,188,327 | | |
| <input type="checkbox"/> Expenses | (\$10,387,187) | (\$15,735,578) | | |
| Personnel | (\$1,858,724) | (\$134,580) | | |
| Contractual | (\$5,326,054) | (\$14,830,210) | | |
| Commodities | (\$12,030) | (\$22,514) | | |
| Capital Outlay | (\$3,190,378) | (\$748,275) | | |
| Total | (\$2,022,518) | \$1,010,228 | | |

Notable Information

→ No material changes in FY25 budget

730 - OPIOID SETTLEMENT FUND

A special fund whose revenue can be used on activities that prevent, reduce, treat, or mitigate the effects of substance abuse and addiction or to reimburse localities for previous expenses in these areas. Revenue in this fund comes from the State of Kansas who reached multiple settlements with pharmaceutical companies and related organizations. The authority to spend these funds comes from Kansas House Bill 2079.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$28,585 | \$391,131 | \$362,546 | (\$0) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|-----------------------------------|------------------|------------------|-------------------|--------------------|
| <input type="checkbox"/> Revenues | \$30,785 | \$369,146 | | \$0 |
| Investments from Interest | \$175 | \$21,483 | | \$0 |
| Intergovernmental Revenue | \$30,610 | \$347,664 | | \$0 |
| <input type="checkbox"/> Expenses | (\$2,200) | (\$6,600) | (\$28,585) | (\$362,546) |
| Contractual | (\$2,200) | (\$6,600) | (\$28,585) | (\$362,546) |
| Total | \$28,585 | \$362,546 | (\$28,585) | (\$362,546) |

Notable Information

→ No material changes in FY25 budget

740 - ECONOMIC DEVELOPMENT FUND

The purpose of the fund shall be to promote, stimulate, and improve the economic welfare of the City and assist in the creation, retention, expansion, and development of economic opportunities for its citizens.

Fund Balance

| 2022 Balance | 2023 Balance | 2024 Projected Balance | 2025 Projected Balance |
|--------------|--------------|------------------------|------------------------|
| \$1,038,355 | \$1,038,355 | \$538,355 | (\$0) |

Fund Revenues and Expenses

| Main Type | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget |
|----------------|--------------------|--------------------|--------------------|--------------------|
| ☐ Revenues | \$1,038,355 | \$500,000 | | \$0 |
| Miscellaneous | \$1,038,355 | \$500,000 | | \$0 |
| ☐ Expenses | | (\$500,000) | (\$500,000) | (\$538,355) |
| Other Payments | | (\$500,000) | | \$0 |
| Contractual | | | (\$500,000) | (\$538,355) |
| Total | \$1,038,355 | \$0 | (\$500,000) | (\$538,355) |

Notable Information

→ No material changes in FY25 budget



APPENDIX



CITY OF TOPEKA PROFILE

History

Topeka lies on a rich, sandy river bottomland where a number of different Native American peoples lived for many years near the 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. Three of the women married a set of French- Canadian brothers called the Pappans. The Pappan brothers established 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.

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. Cyrus K. Holliday (one of the nine men) became the City's chief promoter, especially to make Kansas a free state. Topeka was born!

The Kansas territory was admitted into the Union in 1861 as the 34th state. A contest to decide the location of the state capital centered on two towns; Lawrence and Topeka. The residents of both cities voted in November and Topeka won. Topeka was chosen as the capital with Dr. Charles Robinson as the first Governor. Cyrus K. Holliday donated land for the construction of a state capitol building. The City of Topeka was incorporated February 14, 1857, with Cyrus K. Holliday as Mayor. In 1869, the railway started moving westward from Topeka. General offices and machine shops of the Atchison, Topeka, and Santa Fe Railroad system were established in Topeka in 1878.

During the 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 with plenty of room to develop. With the onset of World War II and later post war years, the railroad, meat packing, and agricultural base shifted to manufacturing and government/military services. Forbes Air Force Base was established during the war, and the Goodyear Tire & Rubber Company opened a plant in 1944.

Recent significant events include the location of a Target Distribution Center, MARS expansion, Reser's Expansion, FHL Bank Expansion, a Home Depot distribution Center, and Bimbo Bakeries USA in the Central Crossing Commerce Park. In 2019, Walmart chose Topeka to build its largest distribution center in Kansas. The Evergy Plaza in the heart of downtown Topeka was established in spring of 2020. Various other organizations are expanding to the City of Topeka which assists in uplifting the economy.

CITY OF TOPEKA PROFILE

Stats

The City of Topeka serves as both the state capital of Kansas and the seat of Shawnee County. With an estimated population of 125,475 for 2023, Topeka is the fifth largest city in Kansas behind Wichita, Overland Park, Kansas City, and Olathe. The land within the city covers about 61.4 square miles. Topeka is home to the State Capitol complex, which includes the Capitol Building, the Kansas Judicial Center, and several state office buildings. Additionally, the State of Kansas is the largest employer in the City of Topeka.

Other notable employers include Evergy, Stormont-Vail HealthCare, Topeka Unified School District #501, BlueCross BlueShield of Kansas, and Burlington Northern Santa Fe Railway. There are a diversity of gender, age, and racial backgrounds in Topeka. The median household income in 2022 dollars was \$55,870.

Form of Government

Topeka has operated under four forms of government since its founding. From 1857 until 1910, the City was governed by the Mayor-Council plan. The commission form of government was adopted in 1910, and it remained in effect until 1985 when the Strong Mayor-City Council-Chief Administrative Officer plan was adopted. On November 2, 2004, the voters adopted a Council-City Manager form of government.

The Mayor is elected to a four-year term and their 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.

CITY OF TOPEKA PROFILE

Community

Topeka and Shawnee County are served by five public school districts and a number of private schools. Topeka also enjoys the presence of Washburn University, which provides broadly based liberal arts and professional education through more than 200 certificate, associate, baccalaureate, master's, and juris doctor programs. Local theatrical production facilities include the Topeka Performing Arts Center, the Topeka Civic Theater, and Washburn University's White Concert Hall. Within 65 miles of Topeka, seven major lakes and reservoirs provide all forms of water recreation.

There are numerous community centers, offering competitive sports and opportunities for involvement, hundreds of classes in arts and crafts, as well as five public swimming pools, three public golf courses, public tennis courts, baseball diamonds, soccer fields, and various other amenities and natural areas. The City also has approximately 200 religious facilities for all faiths and denominations.

Recently, 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.

Topeka also 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.

Topeka's regional medical community is nationally recognized for offering high-quality healthcare for patients. A multitude of community outreach services are provided by two general hospitals and five specialized hospitals that together employ approximately 8,000 people.

DEBT SCHEDULES

General Obligation Debt Service Schedule: Debt Service Fund 301

| Year | Principal | Interest | Total | Balance |
|------|-----------------|----------------|-----------------|-----------------|
| 2025 | \$15,871,675.30 | \$2,969,541.93 | \$18,841,217.23 | \$97,634,700.54 |
| 2026 | \$14,284,934.85 | \$2,436,696.50 | \$16,721,631.35 | \$83,349,765.69 |
| 2027 | \$13,159,633.47 | \$1,955,748.37 | \$15,115,381.84 | \$70,190,132.22 |
| 2028 | \$12,288,834.15 | \$1,592,002.15 | \$13,880,836.30 | \$57,901,298.07 |
| 2029 | \$11,601,939.04 | \$1,341,555.07 | \$12,943,494.11 | \$46,299,359.03 |
| 2030 | \$11,485,960.98 | \$1,116,856.92 | \$12,602,817.90 | \$34,813,398.05 |
| 2031 | \$9,088,281.44 | \$893,368.10 | \$9,981,649.54 | \$25,725,116.61 |
| 2032 | \$6,854,094.08 | \$690,547.82 | \$7,544,641.90 | \$18,871,022.53 |
| 2033 | \$5,985,422.82 | \$523,470.50 | \$6,508,893.32 | \$12,885,599.71 |
| 2034 | \$4,426,751.55 | \$373,880.76 | \$4,800,632.31 | \$8,458,848.16 |
| 2035 | \$2,913,847.86 | \$266,020.74 | \$3,179,868.60 | \$5,545,000.30 |
| 2036 | \$2,450,000.00 | \$186,600.00 | \$2,636,600.00 | \$3,095,000.00 |
| 2037 | \$1,765,000.00 | \$113,450.00 | \$1,878,450.00 | \$1,330,000.00 |
| 2038 | \$395,000.00 | \$53,200.00 | \$448,200.00 | \$935,000.00 |
| 2039 | \$175,000.00 | \$37,400.00 | \$212,400.00 | \$760,000.00 |
| 2040 | \$180,000.00 | \$30,400.00 | \$210,400.00 | \$580,000.00 |
| 2041 | \$185,000.00 | \$23,200.00 | \$208,200.00 | \$395,000.00 |
| 2042 | \$195,000.00 | \$15,800.00 | \$210,800.00 | \$200,000.00 |
| 2043 | \$200,000.00 | \$8,000.00 | \$208,000.00 | \$0.00 |

DEBT SCHEDULES

Utilities Debt Service Schedule: Water Fund 621

| Year | Principal | Interest | Total | Balance |
|------|--------------|-------------|--------------|----------------|
| 2025 | \$253,317.46 | \$41,203.86 | \$294,521.32 | \$2,263,948.66 |
| 2026 | \$259,436.24 | \$36,137.52 | \$295,573.76 | \$2,004,512.42 |
| 2027 | \$269,226.29 | \$28,354.44 | \$297,580.73 | \$1,735,286.13 |
| 2028 | \$276,568.83 | \$22,969.88 | \$299,538.71 | \$1,458,717.30 |
| 2029 | \$280,240.09 | \$20,204.20 | \$300,444.29 | \$1,178,477.21 |
| 2030 | \$282,687.60 | \$17,401.82 | \$300,089.42 | \$895,789.61 |
| 2031 | \$190,905.92 | \$14,574.94 | \$205,480.86 | \$704,883.69 |
| 2032 | \$190,905.92 | \$12,427.24 | \$203,333.16 | \$513,977.77 |
| 2033 | \$194,577.18 | \$10,279.54 | \$204,856.72 | \$319,400.59 |
| 2034 | \$198,248.45 | \$6,388.02 | \$204,636.47 | \$121,152.14 |
| 2035 | \$121,152.14 | \$2,423.04 | \$123,575.18 | (\$0.00) |

Parking Debt Service Schedule: Parking Fund 601

| Year | Principal | Interest | Total | Balance |
|------|--------------|--------------|--------------|----------------|
| 2025 | \$490,007.24 | \$130,595.57 | \$620,602.81 | \$4,431,351.10 |
| 2026 | \$505,628.91 | \$116,832.34 | \$622,461.25 | \$3,925,722.19 |
| 2027 | \$446,140.24 | \$102,651.05 | \$548,791.29 | \$3,479,581.95 |
| 2028 | \$429,597.02 | \$91,689.33 | \$521,286.35 | \$3,049,984.93 |
| 2029 | \$437,820.87 | \$82,984.59 | \$520,805.46 | \$2,612,164.06 |
| 2030 | \$451,351.42 | \$73,685.11 | \$525,036.53 | \$2,160,812.64 |
| 2031 | \$435,812.64 | \$62,807.06 | \$498,619.70 | \$1,725,000.00 |
| 2032 | \$320,000.00 | \$51,750.00 | \$371,750.00 | \$1,405,000.00 |
| 2033 | \$340,000.00 | \$42,150.00 | \$382,150.00 | \$1,065,000.00 |
| 2034 | \$345,000.00 | \$31,950.00 | \$376,950.00 | \$720,000.00 |
| 2035 | \$355,000.00 | \$21,600.00 | \$376,600.00 | \$365,000.00 |
| 2036 | \$365,000.00 | \$10,950.00 | \$376,600.00 | (\$0.00) |

DEBT SCHEDULES

Combined Utilities Debt: Revenue Bond Amortization Schedule

| Date | Principal | Interest | Total | Debt Service Remaining at 12/31 |
|----------|-----------------|----------------|-----------------|---------------------------------|
| | | | | 355,200,000.00 |
| 2/1/2025 | \$0.00 | \$5,828,557.53 | \$5,828,557.53 | |
| 8/1/2025 | \$15,390,000.00 | \$5,811,664.86 | \$21,201,664.86 | 343,205,000.00 |
| 2/1/2026 | \$0.00 | \$5,540,182.53 | \$5,540,182.53 | |
| 8/1/2026 | \$15,895,000.00 | \$5,540,182.53 | \$21,435,182.53 | 327,310,000.00 |
| 2/1/2027 | \$0.00 | \$5,251,207.53 | \$5,251,207.53 | |
| 8/1/2027 | \$15,970,000.00 | \$5,232,557.57 | \$21,202,557.57 | 311,340,000.00 |
| 2/1/2028 | \$0.00 | \$4,974,251.28 | \$4,974,251.28 | |
| 8/1/2028 | \$16,010,000.00 | \$4,974,251.28 | \$20,984,251.28 | 295,330,000.00 |
| 2/1/2029 | \$0.00 | \$4,699,670.03 | \$4,699,670.03 | |
| 8/1/2029 | \$13,730,000.00 | \$4,679,092.72 | \$18,409,092.72 | 281,600,000.00 |
| 2/1/2030 | \$0.00 | \$4,470,938.79 | \$4,470,938.79 | |
| 8/1/2030 | \$13,765,000.00 | \$4,470,938.79 | \$18,235,938.79 | 267,835,000.00 |
| 2/1/2031 | \$0.00 | \$4,285,388.78 | \$4,285,388.78 | |
| 8/1/2031 | \$14,045,000.00 | \$4,262,714.06 | \$18,307,714.06 | 253,790,000.00 |
| 2/1/2032 | \$0.00 | \$4,047,895.03 | \$4,047,895.03 | |
| 8/1/2032 | \$13,400,000.00 | \$4,047,895.03 | \$17,447,895.03 | 240,390,000.00 |
| 2/1/2033 | \$0.00 | \$3,827,804.40 | \$3,827,804.40 | |
| 8/1/2033 | \$13,820,000.00 | \$3,802,805.52 | \$17,622,805.52 | 226,570,000.00 |
| 2/1/2034 | \$0.00 | \$3,634,028.78 | \$3,634,028.78 | |
| 8/1/2034 | \$12,300,000.00 | \$3,634,028.78 | \$15,934,028.78 | 214,270,000.00 |
| 2/1/2035 | \$0.00 | \$3,444,223.14 | \$3,444,223.14 | |
| 8/1/2035 | \$12,335,000.00 | \$3,416,673.35 | \$15,751,673.35 | 201,935,000.00 |
| 2/1/2036 | \$0.00 | \$3,254,439.39 | \$3,254,439.39 | |
| 8/1/2036 | \$11,890,000.00 | \$3,254,439.39 | \$15,144,439.39 | 190,045,000.00 |
| 2/1/2037 | \$0.00 | \$3,072,230.64 | \$3,072,230.64 | |
| 8/1/2037 | \$12,055,000.00 | \$3,047,923.34 | \$15,102,923.34 | 177,990,000.00 |
| 2/1/2038 | \$0.00 | \$2,897,826.26 | \$2,897,826.26 | |
| 8/1/2038 | \$12,155,000.00 | \$2,897,826.26 | \$15,052,826.26 | 165,835,000.00 |

DEBT SCHEDULES

Combined Utilities Debt: Revenue Bond Amortization Schedule Continued

| Date | Principal | Interest | Total | Debt Service Remaining at 12/31 |
|----------|-----------------|----------------|-----------------|---------------------------------|
| 2/1/2039 | \$0.00 | \$2,719,682.52 | \$2,719,682.52 | |
| 8/1/2039 | \$12,415,000.00 | \$2,693,379.84 | \$15,108,379.84 | 153,420,000.00 |
| 2/1/2040 | \$0.00 | \$2,536,873.75 | \$2,536,873.75 | |
| 8/1/2040 | \$12,795,000.00 | \$2,536,873.75 | \$15,331,873.75 | 140,625,000.00 |
| 2/1/2041 | \$0.00 | \$2,345,700.63 | \$2,345,700.63 | |
| 8/1/2041 | \$12,385,000.00 | \$2,317,266.53 | \$14,702,266.53 | 128,240,000.00 |
| 2/1/2042 | \$0.00 | \$2,150,356.88 | \$2,150,356.88 | |
| 8/1/2042 | \$12,730,000.00 | \$2,150,356.88 | \$14,880,356.88 | 115,510,000.00 |
| 2/1/2043 | \$0.00 | \$1,946,733.76 | \$1,946,733.76 | |
| 8/1/2043 | \$13,130,000.00 | \$1,915,986.83 | \$15,045,986.83 | 102,380,000.00 |
| 2/1/2044 | \$0.00 | \$1,736,246.89 | \$1,736,246.89 | |
| 8/1/2044 | \$13,560,000.00 | \$1,736,246.89 | \$15,296,246.89 | 88,820,000.00 |
| 2/1/2045 | \$0.00 | \$1,517,841.88 | \$1,517,841.88 | |
| 8/1/2045 | \$13,300,000.00 | \$1,483,561.95 | \$14,783,561.95 | 75,520,000.00 |
| 2/1/2046 | \$0.00 | \$1,301,480.63 | \$1,301,480.63 | |
| 8/1/2046 | \$13,735,000.00 | \$1,301,480.63 | \$15,036,480.63 | 61,785,000.00 |
| 2/1/2047 | \$0.00 | \$1,077,281.26 | \$1,077,281.26 | |
| 8/1/2047 | \$12,960,000.00 | \$1,040,101.80 | \$14,000,101.80 | 48,825,000.00 |
| 2/1/2048 | \$0.00 | \$863,550.00 | \$863,550.00 | |
| 8/1/2048 | \$12,440,000.00 | \$863,550.00 | \$13,303,550.00 | 36,385,000.00 |
| 2/1/2049 | \$0.00 | \$655,656.25 | \$655,656.25 | 0.00 |
| 8/1/2049 | \$10,265,000.00 | \$614,073.64 | \$10,879,073.64 | 26,120,000.00 |
| 2/1/2050 | \$0.00 | \$492,075.00 | \$492,075.00 | |
| 8/1/2050 | \$9,425,000.00 | \$492,075.00 | \$9,917,075.00 | 16,695,000.00 |
| 2/1/2051 | \$0.00 | \$340,312.50 | \$340,312.50 | |
| 8/1/2051 | \$6,695,000.00 | \$293,786.80 | \$6,988,786.80 | 10,000,000.01 |

FINANCIAL POLICIES

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 Governing Body adopted policies for capital improvements and debt management in 2004. 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

Since 2015, the City's annual operating budget has been 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.

Budgeting, Accounting, and Audit Practices

Kansas law prescribes the policies and procedures by which the cities prepare the Governing Body of the City to 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.

FINANCIAL POLICIES

Timing and Amendment Process: Revenue Neutral Rate

During the 2021 State of Kansas legislative session, the tax lid was removed and the legislature enacted SB13 and HB2104. This legislation establishes new notice and public hearing requirements if a municipality's required property tax revenue in its proposed budget will exceed the amount collected in property tax in the prior budget year.

The Revenue Neutral Rate (RNR) is the tax rate in mills that would generate the same property tax revenue in dollars as what the municipality collected the previous year using the current tax year's total assessed valuation.

The Revenue Neutral Rate is calculated by using last year's total property tax raised in dollars divided by the current year's assessed valuation as of June 15. The following process is required to exceed the Revenue Neutral Rate.

The City will receive the assessed value and Revenue Neutral Rate, calculated by the County Clerk, by June 15th of each year. Once received, the City uses this number to determine the budget needs for the upcoming budget year. When doing so, the amount of property tax needed to fund the budget is calculated. From this, it is determined whether the amount needed will require a tax levy that exceeds the predetermined Revenue Neutral Rate. The following process is required follow the RNR requirement.

If the Revenue Neutral Rate IS Exceeded:

By July 20th, the County Clerk must be notified of the City's intent to exceed the Revenue Neutral Rate. The City must hold a public hearing about its intent to exceed. To inform the public, the City must publish a notice on the City's website and in the newspaper for general circulation in the county. This notice must be published 10 days before the public hearing is scheduled. In addition, this notice must provide details on both the Revenue Neutral Rate hearing and overall Budget Approval hearing. These hearings must be completed by September 20th.

The Governing Body votes whether to approve exceeding the Revenue Neutral Rate at the hearing. Once approved, the Governing Body adopts a resolution to exceed the Revenue Neutral Rate. On or before October 1st, the City must certify to the County Clerk the amount of property taxes that will be levied.

If the Revenue Neutral Rate is NOT Exceeded:

If the Revenue Neutral Rate is not exceeded, the City must publish the proposed budget and hearing notice (which includes the Revenue Neutral Rate) on or before August 5th. A public hearing on the budget must be held on or before August 15th. Once approved, the City must certify the budget and tax levied to the County Clerk on or before August 15th.

FINANCIAL POLICIES

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 an Annual Comprehensive Financial Report (ACFR), 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 ACFR 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.

Liquidity and Return on Investment

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.

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, and 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.

FINANCIAL POLICIES

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 ten-year Capital Improvement Plan (CIP). The first three years of the Capital Improvement Plan is called the Capital Improvement Budget (CIB). Thoughtful planning is essential for all departments submitting CIP requests. The Capital Improvement Policy includes definitions of a capital improvement project and other terms. It provides the following review principles to be followed in the adoption of the CIP:

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

FINANCIAL POLICIES

Capital Improvement Policy and Procedure Continued

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 ten-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 ten 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. 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 Governing Body 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 Governing Body. 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 Governing Body, which reviews the document and makes changes as it deems necessary. The Governing Body has the final responsibility to adopt the CIB and CIP.

FINANCIAL POLICIES

Debt Management Policy

The debt management policy establishes debt issuance management guidelines. The policy is applicable to all debt financing for the City of Topeka. The City of Topeka projects debt requirements on a five-year basis to facilitate better short-term decisions in light of other priorities that may arise, and to examine the long-range implications and effects of existing and contemplated debt. The City does not fund current operations or routine maintenance costs from the proceeds of long-term debt. The City confines long-term borrowing and capital leases to capital acquisitions, improvements, projects, or equipment that cannot be financed from current financial resources, under the following circumstances:

- The project is included in the City's Capital Improvement Budget;
- The project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the City;
- The project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing;
- Existing or projected revenues are sufficient to service the planned debt;
- The cost of the asset or assets financed would place an undue burden on today's current tax- or rate-payers if financed on a "pay-as-you-go" basis; or
- The use of debt is necessary to promote the stability over time of the City's property tax demands or user fee levels.

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

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

The City strives to achieve, maintain, and, whenever possible, improve its bond credit ratings, currently assigned by Standard & Poor's Ratings Services for GO and Temp Notes, and Moody's Rating Services for Revenue Bonds. Ratings as of Fall 2022 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.

FINANCIAL POLICIES

Debt Management Policy Continued

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

- When measuring its commitment to its infrastructure and related service delivery potential, the City addresses both its capital needs and its operating and maintenance requirements.
- In the case of capital needs, when measuring inter-period equity, the City considers the allocation of any debt burden among generations that will benefit from the financed capital assets, as well as the need to distribute the financing burden over appropriate fiscal periods.
- The City uses a level debt service strategy as a means to equalize the burden of its debt service assessment over time. This approach provides a slightly declining percentage of budget over time, presuming a gradually increasing budget.
- The City maintains a minimum ratio of Combined Utility Fund revenues to annual total revenue bond debt service requirements of 125%, and maintain operating reserves of 90 days.
- The City strives to keep the average maturity of its general obligation bonds at or below fifteen (15) years.
- When the City finances capital projects by issuing bonds, it will amortize the debt over a term not to exceed the average useful life of the projects being financed.

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

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.

FINANCIAL POLICIES

Debt Management Policy Continued

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 Annual Comprehensive Financial Report and in its bond offering documents. The Debt Management Policy also lays out guidelines for debt administration and financing procedures and methods. This includes investment and arbitrage, use of an independent financial advisor, temporary note financing, conduit financing, and communication with credit rating agencies.

GLOSSARY

BOND: A written promise to pay a sum of money (the face value or principal amount) plus interest at a specified date in the future (the maturity date).

BUDGET: A plan of financial operation for a given time period based on proposed expenditures and revenues.

CAPITAL ASSET: A tangible asset owned by a government which has an initial cost greater than \$5,000 and a useful life of three years or more. Examples of capital assets include land, buildings, furniture, fixtures, and equipment.

CAPITAL IMPROVEMENT PLAN (CIP): A capital improvement plan is a long-term multiyear plan for capital improvement projects (things such as street repair, facility maintenance, and water treatment plant upgrades). The **CAPITAL IMPROVEMENT BUDGET (CIB)** is the first three years of this plan.

CAPITAL OUTLAY: A category of expense related to spending money on/related to capital assets that are not included in the capital project fund.

COMMODITIES: Commodity expenditures include costs for materials. Examples are items such as asphalt, rock, sand, salt, insecticide, fuel, chemicals, and office supplies.

CONTRACTUALS: Contractual costs are expenditures related to the operations of the City. They include items such as property insurance premiums, utility costs, printing services, rent, and maintenance services.

DEBT FINANCING: The borrowing of money by government in order to obtain funding to pay for large scale projects and assets over the long term.

DEBT SERVICE FUND: Money in the Debt Service fund is used to pay off the City's debt principal and interest.

DEFICIT: A budget deficit occurs when the expenses are greater than the collected or expected revenues.

ENTERPRISE FUND: A fund established to record the financial transactions of an enterprise operation. An enterprise operation operates like a private sector business (such as the City's water utility) and receives revenues from fees charged for services.

EXPENDITURES: Decreases in financial resources for Governmental and Fiduciary Funds (money going out). Expenditures include current operating expenses funded through resources such as current assets, intergovernmental payments, or debt service.

EXPENSES: Outflows of assets and/or incurrence of liabilities in Proprietary Funds from activities within an organization's typical or central operations (money going out)

GLOSSARY

FISCAL YEAR: A period of time for the operating budget. The City of Topeka uses the calendar year as its fiscal year.

FULL-TIME EQUIVALENT (FTE): FTEs are a common unit used when budgeting for personnel costs. This is an employee position expressed as a decimal equivalent of a full-time position (40 hours a week, or 2,080 hours worked per year). For example, a City employee working 20 hours a week would be considered 0.5 FTE, while an employee with a typical full-time schedule is 1 FTE.

FUND: A fiscal and accounting entity where financial resources, liabilities, expenses, and other changes are recorded. Funds are typically related to a specific activity and often have special regulations or restrictions.

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.

GENERAL FUND: As the City's largest fund, the General Fund (GF) includes all financial resources that are not in another fund. Services like public safety, public works, and administration are included in the GF.

GENERAL OBLIGATION BONDS: A G.O. Bond is debt issued by a government that is backed by the full faith, credit, and taxing power of the City.

GRANT: A contribution of funding by one governmental unit or organization to another. Often, these contributions are made to local governments from the Federal and State government for specified purposes and projects.

INFRASTRUCTURE: A permanent installation, facility, or system that provides service to the public. Examples include buildings, roads, and water treatment plants.

INTERGOVERNMENTAL REVENUES: Revenues that are collected by one government but shared with another government.

LEVY: (1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The amount of taxes, special assessments, or service charges applied by a government.

MILL: One mill is \$1 per \$1000 of assessed value. Property tax rates are expressed in mills.

OPERATING BUDGET: The annual operating budget is the primary means by which most of the revenue collection, spending, and service delivery activities of a government are controlled.

GLOSSARY

PERSONNEL COST: Salaries, wages, benefits, and other labor costs. Personnel costs comprise a large portion of the City's budget.

REVENUE: An increase in the net assets of a fund (money coming in). The City primarily collects revenues from taxes and fees.

REVENUE BOND: A bond that is payable from a specific source of revenue. For example, water treatment plant upgrades are often funded through revenue bonds based on revenue from customer charges. Unlike a General Obligation bond, the full faith and credit of the City's taxing power is not pledged.

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 101 - GENERAL | 780.67 | 791.57 | 803.32 | 802.35 |
| 10101 - CITY COUNCIL | 10.00 | 10.00 | 10.00 | 11.00 |
| 1010110 - CITY COUNCIL | 10.00 | 10.00 | 10.00 | 11.00 |
| COUNCIL MEMBER | 9.00 | 9.00 | 9.00 | 9.00 |
| SENIOR EXECUTIVE ASSISTANT | 1.00 | 1.00 | 1.00 | 2.00 |
| 10102 - CITY MANAGER | 11.00 | 13.00 | 17.00 | 20.60 |
| 1010210 - CITY MANAGER | 11.00 | 13.00 | 13.00 | 15.00 |
| ADMINISTRATIVE OFFICER | 2.00 | 2.00 | 2.00 | 3.00 |
| ASSISTANT CITY MANAGER | | | | 1.00 |
| CHIEF OF STAFF | 1.00 | 1.00 | | |
| CITY CLERK | 1.00 | 1.00 | 1.00 | 1.00 |
| CITY MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| COMMUNICATIONS & PRODUCTION MANAGER | | | | 1.00 |
| DEI OFFICER | | 1.00 | | |
| DEPUTY CITY MANAGER | | | 1.00 | 1.00 |
| DIV DIRC OF COMMUNICATIONS & MEDIA RELATIONS | | 1.00 | 1.00 | 1.00 |
| EMERGENCY MANAGEMENT OFFICER | | | | 1.00 |
| Employee Investigator | | 1.00 | | |
| INDEPENDENT POLICE AUDITOR | 1.00 | | | |
| LANGUAGE ACCESS COORDINATOR | | | 1.00 | |
| MEDIA RELATIONS DIRECTOR | 1.00 | | | |
| PRODUCTION SPECIALIST | 3.00 | 2.00 | 2.00 | 2.00 |
| PUBLIC RELATIONS SPECIALIST | | | 3.00 | 2.00 |
| PUBLIC RELATIONS SPECIALIST II | | 1.00 | | |
| SENIOR EXECUTIVE ASSISTANT | 1.00 | 2.00 | 1.00 | 1.00 |
| 1010215 - DEI Office | | | 4.00 | 5.60 |
| CHIEF DIVERSITY EQUITY & INCLUSION OFFICER | | | 1.00 | 1.00 |
| DIVISION DIRECTOR - COMMUNITY ENGAGEMENT | | | 1.00 | 1.00 |
| OMBUDSMAN | | | 1.00 | 1.00 |
| PROGRAM ADMINISTRATOR | | | 1.00 | 1.00 |
| PROGRAM COORDINATOR | | | | 1.00 |
| SENIOR PROGRAM COORDINATOR | | | | 0.60 |
| 10103 - CITY ATTORNEY | 9.90 | 9.90 | 12.90 | 12.15 |
| 1010310 - GENERAL GOVERNMENT & CRIMINAL PROSECUTION | 9.90 | 9.90 | 12.90 | 12.15 |
| ASSISTANT ATTORNEY | 3.00 | | 2.00 | 2.00 |
| ASSOCIATE ATTORNEY | | 2.00 | | |
| CHIEF OF PROSECUTION | 1.00 | 1.00 | 1.00 | 1.00 |
| CITY ATTORNEY | 0.65 | 0.65 | 0.65 | 0.65 |
| DEPUTY CHIEF OF PROSECUTION | | 1.00 | 1.00 | 1.00 |
| DEPUTY CITY ATTORNEY | 0.75 | 0.75 | 0.75 | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|---------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| INTERNAL INVESTIGATOR / IPA | | | 1.00 | 1.00 |
| LEGAL SERVICES AND OPERATIONS MANAGER | | | | 0.00 |
| LEGAL SPECIALIST | | | 2.00 | 2.00 |
| LEGAL SPECIALIST I | 2.00 | 1.00 | | |
| LEGAL SPECIALIST II | | 1.00 | | |
| LEGAL SPECIALIST III | 1.00 | 1.00 | | |
| PARALEGAL | | | | 1.00 |
| SENIOR ATTORNEY | 0.75 | 0.75 | 1.75 | 2.50 |
| SENIOR LEGAL SPECIALIST | | | 1.00 | 1.00 |
| SENIOR PARALEGAL | 0.75 | 0.75 | 1.75 | |
| 10104 - FINANCIAL SERVICES | 23.00 | 26.00 | 27.00 | 26.00 |
| 1010410 - CENTRAL ACCOUNTING & CASH | 23.00 | 26.00 | 27.00 | 26.00 |
| ACCOUNTANT | | | 2.00 | 2.00 |
| ACCOUNTANT II | 2.00 | 3.00 | | |
| ACCOUNTING SPECIALIST | | | 2.00 | 3.00 |
| ACCOUNTING SPECIALIST I | 1.00 | 1.00 | 1.00 | 1.00 |
| ACCOUNTING SPECIALIST II | 2.00 | 1.00 | | |
| ACCOUNTING SPECIALIST III | 4.00 | 5.00 | | |
| ADMINISTRATIVE OFFICER | 2.00 | 2.00 | 1.00 | 2.00 |
| BUDGET & PERFORMANCE MANAGER | 1.00 | | | |
| BUSINESS SERVICE MANAGER | 1.00 | 1.00 | | |
| CHIEF FINANCIAL OFFICER | | | 1.00 | 1.00 |
| DEPUTY DIRECTOR OF FINANCE | | 1.00 | 1.00 | 1.00 |
| DIRECTOR OF ADMIN & FINC SVCS | 1.00 | 1.00 | | |
| DIVISION DIRECTOR OF BUDGET AND PROCUREMENT | | | | 1.00 |
| DIVISION DIRECTOR PROCUREMENT | 1.00 | 1.00 | | |
| GRADUATE FELLOW | | 2.00 | 1.00 | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| MANAGEMENT ANALYST | 2.00 | | 2.00 | 2.00 |
| MANAGEMENT ANALYST II | | 2.00 | | |
| MANAGER BUDGET | | | 1.00 | 1.00 |
| MANAGER BUSINESS | | | 1.00 | |
| MANAGER FINANCE | 2.00 | 1.00 | | |
| MANAGER PAYROLL | 1.00 | 1.00 | 1.00 | 1.00 |
| MANAGER PROCUREMENT | | | 1.00 | 1.00 |
| OFFICE SPECIALIST | | | 1.00 | |
| PROCUREMENT OFFICER I | 3.00 | 3.00 | 2.00 | 2.00 |
| PROCUREMENT OFFICER II | | | 1.00 | 1.00 |
| SENIOR ACCOUNTANT | | | 1.00 | 1.00 |
| SENIOR ACCOUNTING SPECIALIST | | | 5.00 | 4.00 |
| SENIOR GRANTS PROGRAM ADMINISTRATOR | | 1.00 | 1.00 | 1.00 |
| SENIOR PROJECT MANAGER | | | 1.00 | 1.00 |
| 10105 - MUNICIPAL COURT | 18.67 | 18.67 | 20.67 | 21.00 |
| 1010510 - MC JUDICIAL | 18.67 | 18.67 | 20.67 | 21.00 |
| ADMIN MUNICIPAL COURT JUDGE | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSOCIATE MUNICIPAL COURT JUDGE | 1.00 | 1.00 | | |
| COURT CLERK I | 2.00 | 2.00 | 2.00 | 2.00 |
| COURT CLERK II | 7.67 | 7.67 | 7.67 | 8.00 |
| DEPUTY MUNICIPAL COURT ADMIN | 1.00 | 1.00 | 1.00 | 1.00 |
| MUNICIPAL COURT ADMINISTRATOR/ | 1.00 | 1.00 | 1.00 | 1.00 |
| MUNICIPAL COURT JUDGE | | | 1.00 | 1.00 |
| OFFICE SPECIALIST | 3.00 | 3.00 | 3.00 | 3.00 |
| PROBATION OFFICER I | 2.00 | 2.00 | 1.00 | 2.00 |
| PROBATION OFFICER II | | | 2.00 | 1.00 |
| SENIOR PROBATION OFFICER | | | 1.00 | 1.00 |
| 10106 - HUMAN RESOURCES | 10.00 | 9.00 | 10.00 | 10.50 |
| 1010610 - HUMAN RESOURCES | 10.00 | 9.00 | 10.00 | 10.50 |
| CDL & EQUIPMENT CERTIFICATION MANAGER | | | 1.00 | 1.00 |
| DEPUTY DIRECTOR OF HUMAN RESOURCES | | 1.00 | 1.00 | 1.00 |
| DIRECTOR OF HUMAN RESOURCES | 1.00 | 1.00 | 1.00 | 0.50 |
| HRIS ANALYST | 1.00 | 1.00 | 1.00 | |
| HUMAN RESOURCES ASSISTANT | 2.00 | 1.00 | 1.00 | 2.00 |
| HUMAN RESOURCES GENERALIST | | 1.00 | 1.00 | 1.00 |
| HUMAN RESOURCES SPECIALIST | | 1.00 | 1.00 | 1.00 |
| MANAGER HUMAN RESOURCES | 2.50 | 0.50 | 0.50 | 2.00 |
| SENIOR HRIS ANALYST | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR HUMAN RESOURCES MANAGER | | | | 0.50 |
| SENIOR HUMAN RESOURCES SPECIALIST | 1.50 | 1.50 | 1.50 | 0.50 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|---------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| WELLNESS COORDINATOR | 1.00 | | | |
| 10107 - MAYOR'S OFFICE | 2.00 | 2.00 | 2.00 | 2.00 |
| 1010710 - MAYOR'S OFFICE | 2.00 | 2.00 | 2.00 | 2.00 |
| ASSISTANT TO THE MAYOR | 1.00 | 1.00 | | |
| MAYOR | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR EXECUTIVE ASSISTANT | | | 1.00 | 1.00 |
| 10120 - FIRE DEPARTMENT | 246.00 | 247.00 | 247.00 | 247.00 |
| 1012010 - FIRE ADMINISTRATION & BUSINESS SERVICES | 4.00 | 5.00 | 4.00 | 4.00 |
| ADMINISTRATIVE OFFICER | 1.00 | 1.00 | | |
| BUSINESS SERVICES MANAGER | 1.00 | 1.00 | | |
| DIVISION CHIEF FIRE - ADMINISTRATION | | 1.00 | 1.00 | 1.00 |
| EXECUTIVE ASSISTANT II | | | 1.00 | 1.00 |
| FIRE CHIEF | 1.00 | 1.00 | | |
| MANAGER BUSINESS | | | 1.00 | 1.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| 1012015 - FIRE PREVENTION | 10.00 | 10.00 | 10.00 | 10.00 |
| ASSISTANT FIRE MARSHAL/FIRE PLANS EXAMINER | 1.00 | 1.00 | 1.00 | 1.00 |
| FIRE MARSHALL | 1.00 | 1.00 | 1.00 | 1.00 |
| INSPECTOR I FIRE | | 1.00 | 1.00 | |
| INSPECTOR III FIRE | 4.00 | 3.00 | 3.00 | 2.00 |
| INVESTIGATOR I | 1.00 | | | 1.00 |
| INVESTIGATOR III FIRE | 2.00 | 3.00 | 3.00 | 1.00 |
| LIEUTENANT FIRE | | | | 1.00 |
| PUBLIC EDUCATION OFFICER I | 1.00 | 1.00 | 1.00 | |
| PUBLIC EDUCATION OFFICER II | | | | 1.00 |
| TRAINING OFFICER I | | | | 2.00 |
| 1012016 - FIRE TRAINING | 4.00 | 5.00 | 5.00 | 5.00 |
| DIVISION CHIEF FIRE - TRAINING/EMS | | 1.00 | 1.00 | 1.00 |
| DIVISION CHIEF FIRE-TRAINING | 1.00 | | | |
| INSPECTOR I FIRE | | | | 2.00 |
| TRAINING OFFICER I | 1.00 | 1.00 | 2.00 | |
| TRAINING OFFICER II | | 1.00 | | |
| TRAINING OFFICER III | 2.00 | 2.00 | 2.00 | 2.00 |
| 1012017 - FIRE OPERATIONS | 227.00 | 227.00 | 228.00 | 228.00 |
| ADVANCED FIREFIGHTER | 15.00 | 20.00 | 5.00 | 5.00 |
| APPARATUS OPERATOR | 54.00 | 54.00 | 54.00 | 54.00 |
| BATTALION FIRE CHIEF (24 HR) | 6.00 | 6.00 | 6.00 | 6.00 |
| CAPTAIN FIRE | 54.00 | 54.00 | 54.00 | 54.00 |
| Deputy Chief Fire | 1.00 | | | |
| DEPUTY FIRE CHIEF | | 1.00 | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| DIVISION CHIEF FIRE | 1.00 | | | |
| DIVISION CHIEF FIRE - OPERATIONS | | 1.00 | 1.00 | 1.00 |
| FIRE CHIEF | | | 1.00 | 1.00 |
| FIREFIGHTER I | 18.00 | 11.00 | 13.00 | 13.00 |
| FIREFIGHTER II | 9.00 | 9.00 | 18.00 | 16.00 |
| FIREFIGHTER III | 12.00 | 14.00 | 18.00 | 20.00 |
| INVESTIGATOR III FIRE | | | | 1.00 |
| LIEUTENANT FIRE | 54.00 | 54.00 | 54.00 | 53.00 |
| SHIFT COMMANDER FIRE | 3.00 | 3.00 | 3.00 | 3.00 |
| 1012018 - FIRE EMS | 1.00 | | | |
| DIVISION CHIEF FIRE - EMS | 1.00 | | | |
| 10125 - POLICE DEPARTMENT | 344.00 | 349.00 | 351.00 | 350.00 |
| 1012510 - POLICE EXECUTIVE BUREAU | 27.00 | 31.00 | 25.00 | 25.00 |
| ADMINISTRATIVE OFFICER | | 1.00 | 2.00 | 2.00 |
| BUILDING SECURITY OFFICER | | 2.00 | 2.00 | 2.00 |
| BUSINESS SERVICE MANAGER | 1.00 | 1.00 | | |
| DEPUTY CHIEF OF POLICE | 1.00 | 1.00 | 1.00 | 1.00 |
| EXECUTIVE ASSISTANT I | 1.00 | 1.00 | | |
| EXECUTIVE ASSISTANT II | | | 1.00 | 1.00 |
| MANAGER BUSINESS | | | 1.00 | 1.00 |
| OFFICE ASSISTANT II | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE ACCREDITATION COORDINATOR | | | 1.00 | 1.00 |
| POLICE CHIEF | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE DETECTIVE | 3.00 | 3.00 | | |
| POLICE LIEUTENANT | 3.00 | 3.00 | 3.00 | 3.00 |
| POLICE MAJOR | | | 1.00 | 1.00 |
| POLICE OFFICER | 6.00 | 6.00 | 4.00 | 4.00 |
| POLICE SERGEANT | 7.00 | 7.00 | 6.00 | 6.00 |
| PUBLIC RELATIONS SPECIALIST II | 1.00 | 1.00 | | |
| SENIOR ATTORNEY | 1.00 | 1.00 | | |
| SENIOR BUILDING SECURITY OFFICER | | 1.00 | 1.00 | 1.00 |
| SENIOR PROJECT MANAGER | 1.00 | 1.00 | | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 1012512 - POLICE CRIMINAL INVESTIGATIONS BUREAU | 55.00 | 56.00 | 59.00 | 59.00 |
| GRAND JURY CASE COORDINATOR | | | 1.00 | 1.00 |
| OFFICE ASSISTANT II | 1.00 | 1.00 | 1.00 | |
| OFFICE ASSISTANT III | | | | 1.00 |
| POLICE CAPTAIN | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE DETECTIVE | 34.00 | 34.00 | 37.00 | 37.00 |
| POLICE LIEUTENANT | 2.00 | 2.00 | 2.00 | 2.00 |
| POLICE MAJOR | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE OFFICER | 5.00 | 5.00 | 6.00 | 6.00 |
| POLICE OFFICER - CORPORAL RATE | 1.00 | 1.00 | | |
| POLICE SERGEANT | 9.00 | 9.00 | 9.00 | 9.00 |
| PROGRAM COORDINATOR | | | 1.00 | 1.00 |
| SENIOR PROGRAM COORDINATOR | 1.00 | 1.00 | | |
| SENIOR PROJECT MANAGER | | 1.00 | | |
| 1012513 - POLICE FIELD OPERATIONS BUREAU | 186.00 | 187.00 | 190.00 | 190.00 |
| OFFICE ASSISTANT II | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE CAPTAIN | 3.00 | 3.00 | 3.00 | 3.00 |
| POLICE LIEUTENANT | 7.00 | 7.00 | 7.00 | 7.00 |
| POLICE MAJOR | 2.00 | 2.00 | 2.00 | 2.00 |
| POLICE OFFICER | 112.00 | 113.00 | 109.00 | 109.00 |
| POLICE OFFICER - CORPORAL RATE | 4.00 | 4.00 | 3.00 | 2.00 |
| POLICE OFFICER IN TRAINING | 36.00 | 36.00 | 43.00 | 44.00 |
| POLICE SERGEANT | 21.00 | 21.00 | 22.00 | 22.00 |
| 1012514 - POLICE COMMUNITY OUTREACH BUREAU | 76.00 | 75.00 | 77.00 | 76.00 |
| ANIMAL CONTROL OFFICER | 4.00 | 4.00 | 3.00 | 4.00 |
| ANIMAL CONTROL SUPERVISOR | | | 1.00 | 1.00 |
| CRIME ANALYSIS UNIT COORDINATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| CRIME ANALYST | 1.00 | 1.00 | 1.00 | 1.00 |
| INVENTORY SPECIALIST | 4.00 | 4.00 | 4.00 | 4.00 |
| MANAGER POLICE RECORDS | | | 1.00 | 1.00 |
| NETWORK ENGINEER III | 1.00 | 1.00 | | |
| OFFICE ASSISTANT I | 1.00 | 1.00 | 1.00 | |
| OFFICE ASSISTANT II | | | | 1.00 |
| POLICE DETECTIVE | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE LIEUTENANT | 2.00 | 2.00 | 2.00 | 2.00 |
| POLICE OFFICER | 33.00 | 32.00 | 32.00 | 32.00 |
| POLICE RECORDS CLERK | 17.00 | 17.00 | 17.00 | 17.00 |
| POLICE RECORDS SUPERVISOR | | | 2.00 | 2.00 |
| POLICE SERGEANT | 4.00 | 4.00 | 4.00 | 4.00 |
| PROPERTY/EVIDENCE SUPERVISOR | | | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| PUBLIC SAFETY SYSTEM ADMINISTRATOR | | | 1.00 | 1.00 |
| SENIOR ANIMAL CONTROL OFFICER | 1.00 | 1.00 | 2.00 | 1.00 |
| SENIOR NETWORK ENGINEER | | | 1.00 | 1.00 |
| SENIOR SYSTEM DEVELOPER | | | 1.00 | |
| SENIOR USER SYSTEM CONSULTANT | | | 1.00 | 1.00 |
| SUPERVISOR I | 2.00 | 2.00 | | |
| SUPERVISOR II | 1.00 | 1.00 | | |
| SUPERVISOR III | 1.00 | 1.00 | | |
| SYSTEM DEVELOPER II | 1.00 | | | |
| SYSTEM DEVELOPER III | 1.00 | 1.00 | | |
| USER SYSTEM CONSULTANT III | | 1.00 | | |
| 10130 - PUBLIC WORKS | 56.00 | 54.00 | 45.25 | 44.60 |
| 1013010 - PUBLIC WORKS BUSINESS SUPPORT | 13.00 | 12.25 | 5.25 | 3.85 |
| DEPUTY DIRECTOR PUBLIC WORKS | 1.00 | 0.25 | 0.25 | 0.85 |
| DIRECTOR OF PUBLIC WORKS | 1.00 | 1.00 | 1.00 | 1.00 |
| EXECUTIVE ASSISTANT II | | | 1.00 | 1.00 |
| GIS ANALYST | 1.00 | 1.00 | | |
| GIS MANAGER | 1.00 | | | |
| GIS TECHNICIAN | 2.00 | 2.00 | | |
| MANAGEMENT ANALYST | | | 1.00 | |
| MANAGER COMMUNITY EDUCATION | 1.00 | 1.00 | | |
| MANAGER PUBLIC WORKS BUSINESS SERVICES | | | 1.00 | 1.00 |
| MANAGER TECHNICAL SUPPORT | 1.00 | 1.00 | | |
| OFFICE ASSISTANT III | 1.00 | 1.00 | | |
| SENIOR GIS ANALYST | 1.00 | 1.00 | | |
| SENIOR MANAGEMENT ANALYST | | | 1.00 | |
| TECH SUPPORT ANALYST II | 2.00 | 3.00 | | |
| TECH SUPPORT ANALYST III | 1.00 | 1.00 | | |
| 1013019 - PUBLIC WORKS ENGINEERING | 22.00 | 22.75 | 21.00 | 18.75 |
| ACCOUNTING SPECIALIST II | 1.00 | 1.00 | 1.00 | |
| ADMINISTRATIVE OFFICER | | 1.00 | | |
| BUSINESS SERVICES MANAGER | 1.00 | | | |
| CITY ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| DIVISION DIRECTOR OF BUSINESS SERVICES | | 0.75 | | |
| ENGINEER | | | 2.00 | 2.75 |
| ENGINEER II | 2.00 | 2.00 | | |
| ENGINEER III | 1.00 | 1.00 | | |
| ENGINEERING TECHNICIAN I | 3.00 | 3.00 | 3.00 | 3.00 |
| ENGINEERING TECHNICIAN II | 4.00 | 4.00 | 4.00 | 3.00 |
| ENGINEERING TECHNICIAN III | 2.00 | 2.00 | 1.00 | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| MANAGEMENT ANALYST | 1.00 | | | 1.00 |
| MANAGER CONSTRUCTION INSPECTI | 1.00 | 2.00 | 1.00 | 1.00 |
| MANAGER SPECIAL PROJECTS | 1.00 | 1.00 | | |
| MANAGER SURVEY DESIGN & REC | 1.00 | 1.00 | 1.00 | 1.00 |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | 1.00 |
| RIGHT OF WAY AGENT | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ENGINEER | | | 2.00 | |
| SENIOR ENGINEERING TECHNICIAN | | | 1.00 | 2.00 |
| SENIOR MANAGEMENT ANALYST | | | | 1.00 |
| SENIOR PROJECT MANAGER | | | 1.00 | |
| TRAFFIC ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| 1013020 - TRANS OPERATIONS | 12.00 | 10.00 | 10.00 | 13.00 |
| ELECTRONICS TECHNICIAN I | 1.00 | 2.00 | 2.00 | 2.00 |
| ELECTRONICS TECHNICIAN II | 3.00 | 2.00 | 2.00 | 2.00 |
| EQUIPMENT OPERATOR I | 2.00 | | | 4.00 |
| EQUIPMENT OPERATOR II | 1.00 | | | 1.00 |
| EQUIPMENT OPERATOR III | 1.00 | 2.00 | 2.00 | |
| INFRASTRUCTURE SUPPORT MANAGER | 2.00 | 2.00 | | |
| MANAGER INFRASTRUCTURE | | | 2.00 | 2.00 |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | |
| OFFICE SPECIALIST | | | | 1.00 |
| TRAFFIC OPERATIONS COORDINATOR | | | 1.00 | 1.00 |
| TRAFFIC OPS ADMINISTRATOR | 1.00 | 1.00 | | |
| 1013070 - FACILITIES OPERATIONS | 9.00 | 9.00 | 9.00 | 9.00 |
| ARBORIST I | 2.00 | 2.00 | 1.00 | 1.00 |
| ARBORIST II | 2.00 | 2.00 | 3.00 | 3.00 |
| ARBORIST III | 3.00 | 3.00 | 3.00 | 3.00 |
| FIELD OPERATIONS SUPERVISOR | | | 1.00 | 1.00 |
| MANAGER FORESTRY | 1.00 | 1.00 | 1.00 | 1.00 |
| SUPERVISOR III | 1.00 | 1.00 | | |
| 10150 - TOPEKA ZOOLOGICAL PARK | 3.00 | 3.00 | 3.00 | |
| 1015020 - ZOO ANIMAL CARE | 2.00 | 2.00 | 2.00 | |
| MANAGER ZOO OPERATIONS | | | 1.00 | |
| ZOO KEEPER | 1.00 | 1.00 | 1.00 | |
| ZOO OPERATIONS MANAGER | 1.00 | 1.00 | | |
| 1015030 - ZOO EDUCATION & CONSERVATION | 1.00 | 1.00 | 1.00 | |
| ZOO VETERINARIAN | 1.00 | 1.00 | 1.00 | |
| 10160 - PLANNING DEPARTMENT | 27.10 | 28.00 | 36.50 | 36.50 |
| 1016010 - PLANNING DEPARTMENT | 8.10 | 9.00 | 10.00 | 10.00 |
| ADMINISTRATIVE OFFICER | 0.90 | 1.00 | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| ASSOCIATE PLANNER | | | 1.00 | |
| DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT | | | 1.00 | 1.00 |
| DIRECTOR OF PLANNING DEVEL SVS & HOUSING | 0.80 | 1.00 | 1.00 | 1.00 |
| DIVISION DIRECTOR OF PLANNING | 1.00 | 1.00 | 1.00 | 1.00 |
| MANAGEMENT ANALYST | | | 1.00 | 1.00 |
| PLANNER I | 2.00 | 2.00 | 1.00 | 1.00 |
| PLANNER II | 2.20 | 2.00 | 2.00 | 3.00 |
| PLANNER III | 1.20 | 1.00 | | |
| SENIOR PLANNER | | | 1.00 | 1.00 |
| ZONING INSPECTOR | | 1.00 | | |
| 1016015 - PLANNING - DEVELOPMENT SERVICES | 19.00 | 19.00 | 21.00 | 21.00 |
| ACCOUNTING SPECIALIST II | 1.00 | | | |
| ADMINISTRATIVE OFFICER | 1.00 | 1.00 | 2.00 | 2.00 |
| COMPLIANCE INSPECTOR I | 1.00 | 1.00 | 1.00 | 1.00 |
| DEVELOPMENT NAVIGATOR | | | | 1.00 |
| DIV DIRC DEVELOPMENT SVCS | 1.00 | 1.00 | 1.00 | 1.00 |
| LAND DEVELOPMENT COORDINATOR | 1.00 | 1.00 | 1.00 | |
| MANAGER FIELD SERVICES | 1.00 | 1.00 | 1.00 | 1.00 |
| MANAGER PERMITS | | 1.00 | | |
| MANAGER PERMITTING | | | 1.00 | 1.00 |
| MANAGER SPECIAL PROJECTS | 1.00 | | | |
| OFFICE SPECIALIST | 1.00 | 1.00 | 2.00 | 2.00 |
| Permit Specialist | | 1.00 | | |
| PLAN REVIEWER | 1.00 | 2.00 | 1.00 | 2.00 |
| PROJECT MANAGER | 1.00 | | | |
| TRADE INSPECTOR | 8.00 | 9.00 | 9.00 | 8.00 |
| ZONING INSPECTOR | 1.00 | | 2.00 | 2.00 |
| 1016020 - Housing Division | | | 5.50 | 5.50 |
| EAS/HOUSING NAVIGATOR | | | 1.00 | |
| FRONT DESK OFFICE SPECIALIST | | | 1.00 | |
| OFFICE SPECIALIST | | | | 1.00 |
| PROGRAM COORDINATOR | | | 3.00 | 4.00 |
| SENIOR PROGRAM ADMINISTRATOR | | | 0.50 | 0.50 |
| 10170 - NEIGHBORHOOD RELATIONS | 20.00 | 22.00 | 21.00 | 21.00 |
| 1017010 - NR ADMIN & COMMUNITY ENGAGEMENT | 4.00 | 6.00 | | |
| Blight Crew Members | | 2.00 | | |
| COMMUNITY ENGAGEMENT DIRECTOR & OMBUDSMAN | 1.00 | 1.00 | | |
| SENIOR PROGRAM ADMINISTRATOR | 1.00 | 1.00 | | |
| SENIOR PROGRAM COORDINATOR | 2.00 | 1.00 | | |
| USER SYSTEM CONSULTANT III | | 1.00 | | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 1017015 - NR PROPERTY MAINTENANCE | 16.00 | 16.00 | 21.00 | 21.00 |
| ABATEMENT SPECIALIST I | | 1.00 | 1.00 | 1.00 |
| ABATEMENT SPECIALIST II | | 1.00 | 1.00 | 1.00 |
| DIVISION DIRECTOR PROP MAINT CODE ENFORCEMENT | 1.00 | 1.00 | | |
| DIVISION DIRECTOR PROPERTY MAINTENANCE | | | 1.00 | 1.00 |
| EQUIPMENT OPERATOR II | 1.00 | | | |
| EQUIPMENT OPERATOR III | 1.00 | | | |
| HOUSING NAVIGATOR | | | 1.00 | 1.00 |
| MANAGER SPECIAL PROJECTS | | 1.00 | | |
| OFFICE ASSISTANT II | 1.00 | 1.00 | 1.00 | |
| OFFICE ASSISTANT III | | | | 1.00 |
| PROGRAM ADMINISTRATOR | | | | 1.00 |
| PROPERTY MAINT INSPECTOR I | | 2.00 | 10.00 | 9.00 |
| PROPERTY MAINT INSPECTOR II | 9.00 | 7.00 | 3.00 | 3.00 |
| PROPERTY MAINTENANCE SUPERVISOR | | | 2.00 | 2.00 |
| SENIOR PROGRAM ADMINISTRATOR | 1.00 | | | |
| SENIOR PROJECT MANAGER | | | 1.00 | 1.00 |
| SUPERVISOR II | 2.00 | | | |
| SUPERVISOR III | | 2.00 | | |
| 229 - ALCOHOL & DRUG SAFETY | 1.33 | 1.33 | 0.33 | |
| 22905 - ALCOHOL & DRUG SAFETY | 1.33 | 1.33 | 0.33 | |
| 2290553 - ALCOHOL & DRUG SAFETY | 1.33 | 1.33 | 0.33 | |
| COURT CLERK II | 0.33 | 0.33 | 0.33 | |
| PROBATION OFFICER II | 1.00 | 1.00 | | |
| 236 - SPECIAL LIABILITY EXP | 5.10 | 5.10 | 5.10 | 5.85 |
| 23603 - SPECIAL LIABILITY | 5.10 | 5.10 | 5.10 | 5.85 |
| 2360321 - SPECIAL LIABILITY | 5.10 | 5.10 | 5.10 | 5.85 |
| ASSOCIATE ATTORNEY | 1.00 | | | |
| CHIEF OF LITIGATION | 1.00 | 1.00 | 1.00 | 1.00 |
| CITY ATTORNEY | 0.35 | 0.35 | 0.35 | 0.35 |
| DEPUTY CITY ATTORNEY | 0.25 | 0.25 | 0.25 | |
| LEGAL SERVICES AND OPERATIONS MANAGER | | | | 1.00 |
| LEGAL SPECIALIST | | | 1.00 | 1.00 |
| LEGAL SPECIALIST II | 1.00 | 1.00 | | |
| SENIOR ATTORNEY | 0.25 | 1.25 | 1.25 | 1.50 |
| SENIOR PARALEGAL | 1.25 | 1.25 | 1.25 | 1.00 |
| 291 - SPECIAL STREET REPAIR | 53.00 | 55.00 | 61.00 | 58.00 |
| 29130 - TRANS OPERATIONS | 53.00 | 55.00 | 61.00 | 58.00 |
| 2913020 - TRANS OPERATIONS | 53.00 | 55.00 | 61.00 | 58.00 |
| ADMINISTRATIVE OFFICER | | | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| DEPUTY DIRECTOR PUBLIC WORKS | 1.00 | 1.00 | 1.00 | 1.00 |
| EQUIPMENT OPERATOR I | | 2.00 | 1.00 | |
| EQUIPMENT OPERATOR II | | | 1.00 | |
| INFRASTRUCTURE PLANNER | 1.00 | 1.00 | | |
| INFRASTRUCTURE SUPPORT MANAGER | 4.00 | 4.00 | | |
| MAINTENANCE WORKER II | | | 6.00 | 6.00 |
| MANAGEMENT ANALYST | 1.00 | 1.00 | | |
| MANAGER INFRASTRUCTURE | | | 5.00 | 5.00 |
| MANAGER STREETS | | | 1.00 | 1.00 |
| MANAGER TRAFFIC | | | 1.00 | 1.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| PROGRAM COORDINATOR | 1.00 | 1.00 | 1.00 | |
| SAFETY AND TRAINING COORDINATOR | | | 1.00 | 1.00 |
| SENIOR PROGRAM COORDINATOR | 1.00 | 1.00 | | |
| STREET MAINTENANCE WORKER | 31.00 | 31.00 | 24.00 | 23.00 |
| STREET MAINTENANCE WORKER SENIOR | 4.00 | 2.00 | 2.00 | 2.00 |
| STREET MAINTENANCE WORKER SPECIALIST | | 1.00 | 1.00 | 1.00 |
| STREET MAINTENANCE WORKER TRAINEE | 6.00 | 7.00 | 14.00 | 15.00 |
| STREET OPERATIONS MANAGER | 1.00 | 1.00 | | |
| TRAFFIC OPERATIONS MANAGER | 1.00 | 1.00 | | |
| 292 - SALES TAX STREET MAINT | 2.00 | 1.00 | 1.00 | 4.25 |
| 29230 - TRANS OPERATIONS | 2.00 | 1.00 | 1.00 | 4.25 |
| 2923020 - TRANS OPERATIONS | 2.00 | 1.00 | 1.00 | 4.25 |
| ENGINEER | | | 1.00 | 1.25 |
| ENGINEER II | | | | 1.00 |
| ENGINEER IN TRAINING | | | | 1.00 |
| ENGINEERING TECHNICIAN II | 1.00 | | | |
| MANAGER PAVEMENT IMPROVEMENTS | 1.00 | 1.00 | | |
| SENIOR PROJECT MANAGER | | | | 1.00 |
| 601 - PUBLIC PARKING | 11.00 | 10.50 | 10.25 | 10.15 |
| 60130 - PARKING | 11.00 | 10.50 | 10.25 | 10.15 |
| 6013070 - FACILITIES OPERATIONS | 11.00 | 10.50 | 10.25 | 10.15 |
| DEPUTY DIRECTOR PUBLIC WORKS | | 0.25 | 0.25 | 0.15 |
| DIVISION DIRECTOR OF BUSINESS SERVICES | | 0.25 | | |
| FACILITY MAINTENANCE SUPERVISOR | | | 1.00 | 1.00 |
| MAINTENANCE WORKER II | 2.00 | 3.00 | 3.00 | 3.00 |
| MAINTENANCE WORKER III | 1.00 | | | |
| MANAGEMENT ANALYST | 2.00 | 1.00 | 1.00 | 1.00 |
| MANAGER PARKING | | | | 1.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| PARKING CONTROL OFFICER I | 3.00 | 3.00 | 3.00 | 3.00 |
| PARKING CONTROL SUPERVISOR | | | 1.00 | |
| SUPERVISOR I | 1.00 | 1.00 | | |
| SUPERVISOR II | 1.00 | 1.00 | | |
| 613 - INFORMATION TECHNOLOGY | 16.00 | 16.00 | 25.00 | 26.00 |
| 61312 - INFORMATION TECHNOLOGY | 16.00 | 16.00 | 16.00 | 18.00 |
| 6131259 - IT DEPARTMENT OVERHEAD | 16.00 | 16.00 | 16.00 | 18.00 |
| APPLICATION DEVELOPER | | | 1.00 | 1.00 |
| APPLICATION DEVELOPER I | 1.00 | 1.00 | | |
| APPLICATION DEVELOPER II | 1.00 | | | |
| APPLICATION DEVELOPER III | | 1.00 | | |
| APPLICATION DEVELOPER I-Web Developer | 1.00 | | | |
| CHIEF INFORMATION OFFICER | | | 1.00 | 1.00 |
| CHIEF NETWORK ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| DEPUTY DIRECTOR INFORMATION T | 1.00 | 1.00 | 1.00 | 1.00 |
| DIRECTOR OF INFORMATION TECHNO | 1.00 | 1.00 | | |
| DIVISION DIRECTOR INFORMATION TECHNOLOGY | | | 1.00 | 1.00 |
| NETWORK ENGINEER III | 2.00 | 3.00 | | |
| PROJECT COORDINATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR APPLICATION DEVELOPER | | | 1.00 | 1.00 |
| SENIOR NETWORK ENGINEER | | | 2.00 | 2.00 |
| SENIOR SYSTEM DEVELOPER | | | 4.00 | 6.00 |
| SENIOR USER SYSTEM CONSULTANT | | | 2.00 | 3.00 |
| SYSTEM DEVELOPER II | 1.00 | 1.00 | 1.00 | |
| SYSTEM DEVELOPER III | 4.00 | 4.00 | | |
| USER SYSTEM CONSULTANT III | 2.00 | 2.00 | | |
| 61330 - INFORMATION TECHNOLOGY | | | 9.00 | 8.00 |
| 6133010 - IT DEPARTMENT OVERHEAD | | | 9.00 | 8.00 |
| BUSINESS SYSTEMS ANALYST | | | 3.00 | 2.00 |
| GIS ANALYST | | | 1.00 | 1.00 |
| GIS TECHNICIAN | | | 2.00 | 2.00 |
| MANAGER TECH/SUPPORT GROUPS | | | 1.00 | 1.00 |
| SENIOR BUSINESS SERVICES ANALYST | | | 1.00 | 1.00 |
| SENIOR GIS ANALYST | | | | 1.00 |
| SENIOR GIS ANALYST | | | 1.00 | |
| 614 - FLEET MANAGEMENT | 22.00 | 22.50 | 22.25 | 22.00 |
| 61404 - FLEET MANAGEMENT | 22.00 | 22.50 | 22.25 | 22.00 |
| 6140459 - FLEET SERV ADMN/LD SHOP | 22.00 | 22.50 | 22.25 | 22.00 |
| ACCOUNTANT | | | 1.00 | 1.00 |
| ACCOUNTANT II | 1.00 | 1.00 | | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| ACCOUNTING SPECIALIST I | 1.00 | 1.00 | 1.00 | 1.00 |
| DEPUTY DIRECTOR PUBLIC WORKS | | 0.50 | 0.25 | |
| FLEET SERVICES SUPERVISOR | | | 3.00 | 3.00 |
| FLEET SUPERVISOR | | 3.00 | | |
| MANAGER FLEET SERVICES | 1.00 | 1.00 | 1.00 | 1.00 |
| MASTER MECHANIC | 7.00 | 6.00 | 6.00 | 6.00 |
| MECHANIC I | 2.00 | 2.00 | 5.00 | 5.00 |
| MECHANIC II | 6.00 | 7.00 | 4.00 | 4.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| SUPERVISOR III | 3.00 | | | |
| 615 - FACILITIES OPERATIONS | 14.00 | 16.00 | 15.25 | 15.00 |
| 61530 - FACILITIES OPERATIONS | 14.00 | 16.00 | 15.25 | 15.00 |
| 6153070 - FACILITIES OPERATIONS | 14.00 | 16.00 | 15.25 | 15.00 |
| DEPUTY DIRECTOR PUBLIC WORKS | | | 0.25 | |
| ELECTRICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| FACILITIES MANAGER | 1.00 | 1.00 | | |
| HVAC SPECIALIST | 1.00 | 1.00 | | 1.00 |
| MAINTENANCE WORKER I | 1.00 | 2.00 | 2.00 | 2.00 |
| MAINTENANCE WORKER II | 2.00 | 1.00 | 2.00 | 2.00 |
| MAINTENANCE WORKER III | 3.00 | 4.00 | 3.00 | 3.00 |
| MANAGER FACILITIES | | | 1.00 | 1.00 |
| PLUMBER | 1.00 | 1.00 | | 1.00 |
| PREVENTATIVE MAINTENANCE TECHNICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| PROJECT MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR FACILITY MAINTENANCE SUPERVISOR | | | 1.00 | 1.00 |
| SENIOR HVAC SPECIALIST | | | 1.00 | |
| SENIOR PLUMBER | | | 1.00 | |
| SENIOR PROJECT MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SUPERVISOR II | | 1.00 | | |
| SUPERVISOR III | 1.00 | 1.00 | | |
| 621 - WATER UTILITY | 122.00 | 121.00 | 121.00 | 123.00 |
| 62130 - WATER UTILITY | 122.00 | 121.00 | 121.00 | 123.00 |
| 6213010 - WATER ADMINISTRATION | 4.00 | 4.00 | 4.00 | 5.00 |
| ACCOUNTING SPECIALIST III | 1.00 | 1.00 | | |
| ENGINEER | | | 1.00 | 1.00 |
| ENGINEER II | 1.00 | 1.00 | | |
| ENGINEER IN TRAINING | 1.00 | 1.00 | 1.00 | 1.00 |
| ENGINEERING TECHNICIAN I | | | | 1.00 |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ACCOUNTING SPECIALIST | | | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|--------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 6213058 - WA UTILITY ACCOUNT | 43.00 | 43.00 | 43.00 | 44.00 |
| BUSINESS SERVICE MANAGER | 1.00 | 1.00 | | |
| BUSINESS SUPPORT ANALYST | 1.00 | 1.00 | | |
| CUSTOMER SERVICE SUPERVISOR | | | 2.00 | 2.00 |
| DIRECTOR OF WATER METER SVCS | 1.00 | 1.00 | | |
| FIELD OPERATIONS SUPERVISOR | | | 2.00 | 2.00 |
| FOREPERSON | 1.00 | 1.00 | | |
| INFRASTRUCTURE SUPPORT MANAGER | 2.00 | 2.00 | | |
| LEADPERSON | 1.00 | 1.00 | 1.00 | 2.00 |
| MANAGEMENT ANALYST | | | 1.00 | |
| MANAGER UTILITY BUSINESS SERVICES | | | 3.00 | 2.00 |
| MANAGER UTILITY CUSTOMER SERVICE | | | 1.00 | 1.00 |
| MANAGER WATER METERS | | | 1.00 | 1.00 |
| OFFICE ASSISTANT II | 11.00 | 11.00 | 11.00 | 11.00 |
| OFFICE ASSISTANT III | 3.00 | 2.00 | 2.00 | 2.00 |
| OFFICE SPECIALIST | 2.00 | 3.00 | 3.00 | 3.00 |
| PROGRAM ADMINISTRATOR | | | | 1.00 |
| PROGRAM COORDINATOR | | | 1.00 | 3.00 |
| PROJECT MANAGER | | | 1.00 | 1.00 |
| SENIOR PROGRAM ADMINISTRATOR | 1.00 | 1.00 | | |
| SUPERVISOR II | 1.00 | 1.00 | | |
| SUPERVISOR III | 2.00 | 3.00 | | |
| SYSTEM DEVELOPER III | 1.00 | 1.00 | | |
| UTILITIES CUSTOMER SERVICE GENERAL MANAGER | 1.00 | 1.00 | | |
| UTILITY SYSTEM WORKER I | 2.00 | 3.00 | | 1.00 |
| UTILITY SYSTEM WORKER II | 3.00 | 3.00 | 3.00 | 2.00 |
| UTILITY SYSTEM WORKER III | 9.00 | 7.00 | 11.00 | 10.00 |
| 6213061 - WA MAINTENANCE | 36.00 | 36.00 | 38.00 | 38.00 |
| ENGINEERING TECHNICIAN I | | | 1.00 | 2.00 |
| ENGINEERING TECHNICIAN II | 2.00 | 2.00 | 2.00 | 1.00 |
| FIELD OPERATIONS SUPERVISOR | | | 1.00 | 1.00 |
| FOREPERSON | 7.00 | 6.00 | 7.00 | 6.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 2.00 | | | |
| LEADPERSON | 5.00 | 6.00 | 5.00 | 5.00 |
| MANAGER INFRASTRUCTURE | | | 1.00 | 2.00 |
| MANAGER WATER DISTRIBUTION | | | 1.00 | 1.00 |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR INFRASTRUCTURE MANAGER | | | 1.00 | 1.00 |
| SENIOR INFRASTRUCTURE SUPPORT MANAGER | | 1.00 | | |
| SUPERVISOR III | 2.00 | 3.00 | | |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| UTILITY SYSTEM WORKER I | 1.00 | 1.00 | | |
| UTILITY SYSTEM WORKER II | 10.00 | 9.00 | 14.00 | 15.00 |
| UTILITY SYSTEM WORKER III | 5.00 | 6.00 | 3.00 | 2.00 |
| WATER INVENTORY SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| 6213062 - WA TECHNICAL SERVICES | 5.00 | 4.00 | 4.00 | 4.00 |
| FOREPERSON | 3.00 | 3.00 | 3.00 | 3.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 1.00 | 1.00 | | |
| MANAGER INFRASTRUCTURE | | | 1.00 | |
| SENIOR INFRASTRUCTURE MANAGER | | | | 1.00 |
| TRADE INSPECTOR | 1.00 | | | |
| 6213064 - WA OPERATIONS | 34.00 | 34.00 | 32.00 | 32.00 |
| CHEMIST | 1.00 | 1.00 | 1.00 | 1.00 |
| CLASS IV WATER PLANT OPERATOR | 4.00 | 4.00 | 4.00 | 4.00 |
| ELEC / INSTRUMENT MECH II | 1.00 | | | |
| ELECTRICIAN | 2.00 | 3.00 | 3.00 | 3.00 |
| FOREPERSON | 3.00 | 4.00 | 3.00 | 3.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 1.00 | 1.00 | | |
| LABORATORY TECHNCIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| LEADPERSON | 4.00 | 3.00 | 3.00 | 3.00 |
| MANAGER INFRASTRUCTURE | | | 1.00 | 1.00 |
| MANAGER WATER PLANT OPERATIONS | | | 1.00 | 1.00 |
| MANAGER WATER QUALITY | | | 1.00 | 1.00 |
| NETWORK ENGINEER III | 1.00 | 1.00 | | |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR NETWORK ENGINEER | | | 1.00 | 1.00 |
| UTILITY SYSTEM WORKER II | 3.00 | 2.00 | 2.00 | 3.00 |
| UTILITY SYSTEM WORKER III | 6.00 | 6.00 | 6.00 | 5.00 |
| WATER DISTRIBUTION GENERAL MANAGER | 1.00 | 1.00 | | |
| WATER PLANT OPERATOR | 3.00 | 4.00 | 4.00 | 4.00 |
| WATER PLANT OPS GENERAL MANAGER | 1.00 | 1.00 | | |
| WATER SYSTEM GENERAL MANAGER | 1.00 | 1.00 | | |
| 623 - STORMWATER UTILITY | 25.00 | 26.00 | 26.00 | 25.00 |
| 62330 - STORMWATER | 25.00 | 26.00 | 26.00 | 25.00 |
| 6233010 - STORMWATER ADMINISTRATION | 5.00 | 5.00 | 5.00 | 5.00 |
| ENGINEER | | | 2.00 | 2.00 |
| ENGINEER I | 1.00 | 1.00 | | |
| ENGINEER II | 2.00 | 2.00 | | |
| ENGINEER IN TRAINING | | | 1.00 | 1.00 |
| ENGINEERING TECHNICIAN I | 1.00 | 1.00 | 1.00 | 1.00 |
| OFFICE ASSISTANT III | 1.00 | 1.00 | 1.00 | 1.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 6233064 - STORMWATER MAINTENANCE | 16.00 | 17.00 | 17.00 | 16.00 |
| EQUIPMENT OPERATOR | 7.00 | 7.00 | 5.00 | 3.00 |
| FIELD OPERATIONS SUPERVISOR | | | 1.00 | |
| INFRASTRUCTURE SUPPORT MANAGER | 1.00 | 1.00 | | |
| INSPECTION & VERIFICATION OPERATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| MANAGER INFRASTRUCTURE | | | | 1.00 |
| SENIOR EQUIPMENT OPERATOR | 7.00 | 8.00 | 9.00 | 10.00 |
| SENIOR INFRASTRUCTURE MANAGER | | | 1.00 | 1.00 |
| 6233065 - STORMWATER FIELD SERVIES | 4.00 | 4.00 | 4.00 | 4.00 |
| ENVIRONMENTAL TECHNICIAN I | 1.00 | 1.00 | 1.00 | 1.00 |
| EROSION CONTROL INSPECTOR I | | 1.00 | 1.00 | 1.00 |
| EROSION CONTROL INSPECTOR II | 1.00 | | | |
| HORTICULTURIST | 1.00 | 1.00 | 1.00 | 1.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 1.00 | 1.00 | | |
| MANAGER INFRASTRUCTURE | | | 1.00 | 1.00 |
| 625 - WASTEWATER FUND | 77.00 | 76.00 | 76.00 | 76.00 |
| 62530 - WASTEWATER | 77.00 | 76.00 | 76.00 | 76.00 |
| 6253010 - WASTEWATER ADMINISTRATION | 3.00 | 3.00 | 3.00 | 3.00 |
| ADMINISTRATIVE OFFICER II | 1.00 | 1.00 | | |
| ENGINEER | | | | 1.00 |
| ENGINEER III | 1.00 | 1.00 | | |
| MANAGER UTILITY BUSINESS SERVICES | | | 1.00 | 1.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ENGINEER | | | 1.00 | |
| 6253067 - WASTEWATER MAINTENANCE | 17.00 | 17.00 | 17.00 | 17.00 |
| ELECT & INST MECH-E&I | 1.00 | | 1.00 | 1.00 |
| ELECTRICIAN | 2.00 | 3.00 | 2.00 | 2.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 1.00 | 1.00 | | |
| MAINTENANCE MECHANIC | 11.00 | 11.00 | 11.00 | 11.00 |
| MANAGER INFRASTRUCTURE | | | 2.00 | 2.00 |
| SENIOR MAINTENANCE MECHANIC | 1.00 | 1.00 | 1.00 | 1.00 |
| SUPERVISOR III | 1.00 | 1.00 | | |
| 6253068 - WASTEWATER LAB | 4.00 | 4.00 | 4.00 | 4.00 |
| BIOLOGIST | 2.00 | 2.00 | 1.00 | 1.00 |
| ENVIRONMENTAL TECHNICIAN II | 1.00 | 1.00 | | |
| MANAGER LABORATORY OPERATIONS | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR BIOLOGIST | | | 1.00 | 1.00 |
| SENIOR ENVIRONMENTAL TECHNICIAN | | | 1.00 | 1.00 |
| 6253069 - WASTEWATER OPERATIONS | 25.00 | 23.00 | 23.00 | 23.00 |
| EQUIPMENT OPERATOR | 2.00 | 1.00 | 2.00 | 2.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| INFRASTRUCTURE SUPPORT MANAGER | 2.00 | 2.00 | | |
| MANAGER INFRASTRUCTURE | | | 3.00 | 3.00 |
| MANAGER WATER POLLUTION CONTROL | | | 1.00 | 1.00 |
| NETWORK ENGINEER III | 1.00 | | | |
| SENIOR EQUIPMENT OPERATOR | 2.00 | 2.00 | 1.00 | 1.00 |
| SENIOR WASTEWATER TREATMENT FACILITY OPERATOR | 8.00 | 6.00 | 6.00 | 7.00 |
| SUPERVISOR III | 1.00 | 1.00 | | |
| WASTEWATER TREATMENT FACILITY OPERATOR I | 6.00 | 8.00 | 8.00 | 8.00 |
| WASTEWATER TREATMENT FACILITY OPERATOR II | 2.00 | 2.00 | 2.00 | 1.00 |
| WPC GENERAL MANAGER | 1.00 | 1.00 | | |
| 6253069 - WPC SCADA | | 1.00 | 1.00 | 2.00 |
| NETWORK ENGINEER III | | 1.00 | | |
| SENIOR NETWORK ENGINEER | | | 1.00 | 1.00 |
| SYSTEM DEVELOPER II | | | | 1.00 |
| 6253072 - WPC COUNTY CONTRACTS | 2.00 | 2.00 | 2.00 | 2.00 |
| SENIOR WASTEWATER TREATMENT FACILITY OPERATOR | 2.00 | 1.00 | 1.00 | 1.00 |
| WASTEWATER TREATMENT FACILITY OPERATOR I | | 1.00 | | 1.00 |
| WPC WASTEWATER TREATMENT FACILITY OPERATOR II | | | 1.00 | |
| 6253074 - UTILITIES & TRANSP ADM | 17.00 | 17.00 | 17.00 | 18.00 |
| EQUIPMENT OPERATOR | 4.00 | 2.00 | 3.00 | 5.00 |
| INFRASTRUCTURE SUPPORT MANAGER | 2.00 | 2.00 | | |
| INSPECTION & VERIFICATION OPERATOR | 2.00 | 2.00 | 2.00 | 2.00 |
| MANAGER INFRASTRUCTURE | | | 2.00 | 1.00 |
| MANAGER WATER POLLUTION CONTROL | | | 1.00 | 1.00 |
| SENIOR EQUIPMENT OPERATOR | 8.00 | 10.00 | 9.00 | 8.00 |
| SENIOR INFRASTRUCTURE MANAGER | | | | 1.00 |
| WPC GENERAL MANAGER | 1.00 | 1.00 | | |
| 6253080 - UTILITIES & TRANSP ADM | 9.00 | 9.00 | 9.00 | 7.00 |
| ADMINISTRATIVE OFFICER | | | 1.00 | 1.00 |
| ADMINISTRATIVE OFFICER II | 1.00 | 1.00 | | |
| BUSINESS SERVICE MANAGER | 1.00 | 1.00 | | |
| DEPUTY UTILITY DIRECTOR | 4.00 | 4.00 | 4.00 | 3.00 |
| MANAGEMENT ANALYST | | | | 1.00 |
| MANAGER BUSINESS | | | 1.00 | 1.00 |
| MANAGER COMMUNITY EDUCATION | 1.00 | 1.00 | | |
| PROGRAM COORDINATOR | 1.00 | 1.00 | 1.00 | |
| PUBLIC RELATIONS SPECIALIST | | | 1.00 | |
| UTILITIES DIRECTOR | 1.00 | 1.00 | 1.00 | 1.00 |
| 641 - WORKERS COMP SELF INS | 2.00 | 2.00 | 2.00 | 2.25 |
| 64150 - RISK FUNDS | 2.00 | 2.00 | 2.00 | 2.25 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| 6415020 - WORKERS COMPENSATION | 2.00 | 2.00 | 2.00 | 2.25 |
| DIRECTOR OF HUMAN RESOURCES | | | | 0.25 |
| HUMAN RESOURCES ASSISTANT | | 1.00 | 1.00 | |
| HUMAN RESOURCES SPECIALIST | 1.00 | | | |
| MANAGER HUMAN RESOURCES | 1.00 | 1.00 | 1.00 | |
| SENIOR HUMAN RESOURCES MANAGER | | | | 1.00 |
| SENIOR HUMAN RESOURCES SPECIALIST | | | | 1.00 |
| 642 - GROUP HEALTH INSURANCE | 1.00 | 2.00 | 2.00 | 2.25 |
| 64252 - RISK FUNDS | 1.00 | 2.00 | 2.00 | 2.25 |
| 6425250 - GROUP HEALTH INSURANCE | 1.00 | 2.00 | 2.00 | 2.25 |
| DIRECTOR OF HUMAN RESOURCES | | | | 0.25 |
| HUMAN RESOURCES SPECIALIST | | | | 1.00 |
| MANAGER HUMAN RESOURCES | 0.50 | 0.50 | 0.50 | |
| SENIOR HUMAN RESOURCES MANAGER | | | | 0.50 |
| SENIOR HUMAN RESOURCES SPECIALIST | 0.50 | 0.50 | 0.50 | 0.50 |
| WELLNESS COORDINATOR | | 1.00 | 1.00 | |
| 700 - HUD GRANTS | 10.00 | 10.00 | 12.50 | 10.90 |
| 70002 - HUD COMM ENG Grants | | | 2.00 | |
| 7000215 - HUD COMM ENG Grants | | | 2.00 | |
| PROGRAM COORDINATOR | | | 1.00 | |
| SENIOR PROGRAM COORDINATOR | | | 1.00 | |
| 70071 - HND GRANTS | 10.00 | 10.00 | 10.50 | 10.90 |
| 7007171 - NR HOUSING SERVICES | 10.00 | 10.00 | 10.50 | 10.90 |
| ACCOUNTANT | | | 1.00 | |
| ACCOUNTANT II | 1.00 | | | |
| DIV DIRC HOUSING SERVICES | 1.00 | 1.00 | 1.00 | 1.00 |
| GRANTS ADMINISTRATOR | 1.00 | | | |
| MANAGER BUSINESS | | | | 1.00 |
| OFFICE ASSISTANT I | 1.00 | 1.00 | | |
| OFFICE SPECIALIST | 2.00 | 1.00 | 1.00 | |
| OFFICE SPECIALIST II | | 1.00 | | |
| PROGRAM COORDINATOR | 1.00 | 2.00 | 2.00 | 3.00 |
| REHABILITATION SPECIALIST I | 3.00 | 3.00 | 4.00 | 4.00 |
| SENIOR PROGRAM ADMINISTRATOR | | | 1.50 | 1.50 |
| SENIOR PROGRAM COORDINATOR | | 1.00 | | 0.40 |
| 710 - OTHER GRANTS | 3.90 | 6.00 | 4.00 | 5.00 |
| 71025 - OTHER GRANTS | 1.00 | 1.00 | 1.00 | 1.00 |
| 7102571 - LAW ENFORCEMENT GRANTS | 1.00 | 1.00 | 1.00 | 1.00 |
| OFFICE SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| 71060 - OTHER GRANTS | 1.90 | 2.00 | 2.00 | 2.00 |

| Row Labels | FY 22 Budgeted FTEs | FY 23 Budgeted FTEs | FY 24 Budgeted FTEs | FY 25 Budgeted FTEs |
|------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 7106071 - PLANNING GRANTS | 1.90 | 2.00 | 2.00 | 2.00 |
| ADMINISTRATIVE OFFICER | 0.10 | | | |
| DIRECTOR OF PLANNING DEVEL SVS & HOUSING | 0.20 | | | |
| PLANNER II | 0.80 | 1.00 | 1.00 | 1.00 |
| PLANNER III | 0.80 | 1.00 | | |
| SENIOR PLANNER | | | 1.00 | 1.00 |
| 71071 - OTHER GRANTS | 1.00 | 3.00 | 1.00 | 2.00 |
| 7107171 - HND STATE GRANTS | 1.00 | 3.00 | 1.00 | 2.00 |
| PROGRAM COORDINATOR | | 2.00 | 1.00 | 2.00 |
| SENIOR PROGRAM ADMINISTRATOR | 1.00 | 1.00 | | |
| (blank) | | | | |
| Grand Total | 1146.00 | 1162.00 | 1187.00 | 1188.00 |

| Row Labels | 7/22/2024 Vacancy Total |
|-----------------------------------------------------|-------------------------|
| 101 - GENERAL | 81.00 |
| 10101 - CITY COUNCIL | 1.00 |
| 1010110 - CITY COUNCIL | 1.00 |
| SENIOR EXECUTIVE ASSISTANT | 1.00 |
| 10102 - CITY MANAGER | 3.00 |
| 1010210 - CITY MANAGER | 2.00 |
| DEPUTY CITY MANAGER | 1.00 |
| PRODUCTION SPECIALIST | 1.00 |
| 1010215 - DEI Office | 1.00 |
| CHIEF DIVERSITY EQUITY & INCLUSION OFFICER | 1.00 |
| 10103 - CITY ATTORNEY | 1.00 |
| 1010310 - GENERAL GOVERNMENT & CRIMINAL PROSECUTION | 1.00 |
| ASSISTANT ATTORNEY | 1.00 |
| 10104 - FINANCIAL SERVICES | 5.00 |
| 1010410 - CENTRAL ACCOUNTING & CASH | 5.00 |
| ADMINISTRATIVE OFFICER | 1.00 |
| CHIEF FINANCIAL OFFICER | 1.00 |
| DEPUTY DIRECTOR OF FINANCE | 1.00 |
| GRADUATE FELLOW | 1.00 |
| MANAGEMENT ANALYST | 1.00 |
| 10105 - MUNICIPAL COURT | 7.00 |
| 1010510 - MC JUDICIAL | 7.00 |
| COURT CLERK I | 1.00 |
| COURT CLERK II | 4.00 |
| PROBATION OFFICER I | 1.00 |
| PROBATION OFFICER II | 1.00 |
| 10106 - HUMAN RESOURCES | 1.00 |
| 1010610 - HUMAN RESOURCES | 1.00 |
| HUMAN RESOURCES ASSISTANT | 1.00 |
| 10120 - FIRE DEPARTMENT | 5.00 |
| 1012010 - FIRE ADMINISTRATION & BUSINESS SERVICES | 1.00 |
| DIVISION CHIEF FIRE - ADMINISTRATION | 1.00 |

| Row Labels | 7/22/2024 Vacancy Total |
|-------------------------------------------------|-------------------------|
| 1012017 - FIRE OPERATIONS | 4.00 |
| ADVANCED FIREFIGHTER | 4.00 |
| 10125 - POLICE DEPARTMENT | 40.00 |
| 1012510 - POLICE EXECUTIVE BUREAU | 1.00 |
| POLICE CHIEF | 1.00 |
| 1012512 - POLICE CRIMINAL INVESTIGATIONS BUREAU | 2.00 |
| POLICE DETECTIVE | 1.00 |
| POLICE MAJOR | 1.00 |
| 1012513 - POLICE FIELD OPERATIONS BUREAU | 23.00 |
| POLICE OFFICER | 18.00 |
| POLICE OFFICER IN TRAINING | 5.00 |
| 1012514 - POLICE COMMUNITY OUTREACH BUREAU | 14.00 |
| ANIMAL CONTROL OFFICER | 2.00 |
| ANIMAL CONTROL SUPERVISOR | 1.00 |
| INVENTORY SPECIALIST | 1.00 |
| POLICE OFFICER | 6.00 |
| POLICE RECORDS CLERK | 4.00 |
| 10130 - PUBLIC WORKS | 8.00 |
| 1013019 - PUBLIC WORKS ENGINEERING | 6.00 |
| ACCOUNTING SPECIALIST | 1.00 |
| CITY ENGINEER | 1.00 |
| ENGINEERING TECHNICIAN I | 1.00 |
| MANAGEMENT ANALYST | 1.00 |
| SENIOR ENGINEERING TECHNICIAN | 1.00 |
| TRAFFIC ENGINEER | 1.00 |
| 1013020 - TRANS OPERATIONS | 2.00 |
| EQUIPMENT OPERATOR I | 2.00 |
| 10150 - TOPEKA ZOOLOGICAL PARK | 3.00 |
| 1015020 - ZOO ANIMAL CARE | 2.00 |
| MANAGER ZOO OPERATIONS | 1.00 |
| ZOO KEEPER | 1.00 |
| 1015030 - ZOO EDUCATION & CONSERVATION | 1.00 |

| Row Labels | 7/22/2024 Vacancy Total |
|-------------------------------------------|-------------------------|
| ZOO VETERINARIAN | 1.00 |
| 10160 - PLANNING DEPARTMENT | 4.00 |
| 1016010 - PLANNING DEPARTMENT | 1.00 |
| DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT | 1.00 |
| 1016015 - PLANNING - DEVELOPMENT SERVICES | 3.00 |
| ADMINISTRATIVE OFFICER | 1.00 |
| PLAN REVIEWER | 1.00 |
| TRADE INSPECTOR | 1.00 |
| 10170 - NEIGHBORHOOD RELATIONS | 3.00 |
| 1017015 - NR PROPERTY MAINTENANCE | 3.00 |
| HOUSING NAVIGATOR | 1.00 |
| PROPERTY MAINT INSPECTOR I | 1.00 |
| PROPERTY MAINT INSPECTOR II | 1.00 |
| 291 - SPECIAL STREET REPAIR | 10.00 |
| 29130 - TRANS OPERATIONS | 10.00 |
| 2913020 - TRANS OPERATIONS | 10.00 |
| MAINTENANCE WORKER II | 2.00 |
| STREET MAINTENANCE WORKER | 1.00 |
| STREET MAINTENANCE WORKER TRAINEE | 7.00 |
| 613 - INFORMATION TECHNOLOGY | 3.00 |
| 61312 - INFORMATION TECHNOLOGY | 2.00 |
| 6131259 - IT DEPARTMENT OVERHEAD | 2.00 |
| SENIOR SYSTEM DEVELOPER | 2.00 |
| 61330 - INFORMATION TECHNOLOGY | 1.00 |
| 6133010 - IT DEPARTMENT OVERHEAD | 1.00 |
| BUSINESS SYSTEMS ANALYST | 1.00 |
| 614 - FLEET MANAGEMENT | 1.00 |
| 61404 - FLEET MANAGEMENT | 1.00 |
| 6140459 - FLEET SERV ADMN/LD SHOP | 1.00 |
| MASTER MECHANIC | 1.00 |
| 615 - FACILITIES OPERATIONS | 4.00 |
| 61530 - FACILITIES OPERATIONS | 4.00 |

| Row Labels | 7/22/2024 Vacancy Total |
|-------------------------------------|-------------------------|
| 6153070 - FACILITIES OPERATIONS | 4.00 |
| MAINTENANCE WORKER II | 1.00 |
| MAINTENANCE WORKER III | 1.00 |
| PLUMBER | 1.00 |
| PREVENTATIVE MAINTENANCE TECHNICIAN | 1.00 |
| 621 - WATER UTILITY | 16.00 |
| 62130 - WATER UTILITY | 16.00 |
| 6213010 - WATER ADMINISTRATION | 2.00 |
| ENGINEER | 1.00 |
| ENGINEERING TECHNICIAN I | 1.00 |
| 6213061 - WA MAINTENANCE | 6.00 |
| FOREPERSON | 2.00 |
| LEADPERSON | 3.00 |
| MANAGER INFRASTRUCTURE | 1.00 |
| 6213064 - WA OPERATIONS | 8.00 |
| LEADPERSON | 1.00 |
| MANAGER INFRASTRUCTURE | 1.00 |
| OFFICE ASSISTANT III | 1.00 |
| SENIOR NETWORK ENGINEER | 1.00 |
| UTILITY SYSTEM WORKER II | 1.00 |
| UTILITY SYSTEM WORKER III | 1.00 |
| WATER PLANT OPERATOR | 2.00 |
| 623 - STORMWATER UTILITY | 4.00 |
| 62330 - STORMWATER | 4.00 |
| 6233010 - STORMWATER ADMINISTRATION | 2.00 |
| ENGINEER | 1.00 |
| ENGINEER IN TRAINING | 1.00 |
| 6233064 - STORMWATER MAINTENANCE | 2.00 |
| EQUIPMENT OPERATOR | 1.00 |
| SENIOR INFRASTRUCTURE MANAGER | 1.00 |
| 625 - WASTEWATER FUND | 11.00 |
| 62530 - WASTEWATER | 11.00 |

| Row Labels | 7/22/2024 Vacancy Total |
|------------------------------------------|-------------------------|
| 6253067 - WASTEWATER MAINTENANCE | 3.00 |
| MAINTENANCE MECHANIC | 3.00 |
| 6253069 - WASTEWATER OPERATIONS | 3.00 |
| MANAGER INFRASTRUCTURE | 1.00 |
| WASTEWATER TREATMENT FACILITY OPERATOR I | 2.00 |
| 6253069 - WPC SCADA | 1.00 |
| SYSTEM DEVELOPER II | 1.00 |
| 6253074 - UTILITIES & TRANSP ADM | 2.00 |
| EQUIPMENT OPERATOR | 2.00 |
| 6253080 - UTILITIES & TRANSP ADM | 2.00 |
| DEPUTY UTILITY DIRECTOR | 2.00 |
| 710 - OTHER GRANTS | 1.00 |
| 71060 - OTHER GRANTS | 1.00 |
| 7106071 - PLANNING GRANTS | 1.00 |
| PLANNER II | 1.00 |
| (blank) | |
| Grand Total | 131.00 |



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
August 20, 2024

DATE: August 20, 2024
CONTACT PERSON: **DOCUMENT #:**
SECOND PARTY/SUBJECT: Public Comment **PROJECT #:**
Protocol
CATEGORY/SUBCATEGORY
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

PUBLIC COMMENT PROTOCOL

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

Governing Body Rule 5.5

(c) **Public Comment on a specific agenda item:** Comments from members of the public concerning a specific agenda item will be heard at the time the item is considered. Persons will be limited to addressing the governing body one (1) time on a particular matter unless otherwise allowed by a vote of six (6) or more members of the governing body.

(d) **General public comment:** Requests by members of the public to speak during the public comment portion of a regular governing body meeting will be placed on the agenda on a "first-come, first-served" basis. The request should state the name of the individual(s) desiring to be heard. Each such individual shall be limited to addressing the governing body one (1) time and his or her comments shall be limited to topics directly relevant to business of the governing body; provided however, that comments pertaining to personnel and litigation matters shall not be allowed.

Procedures for Addressing the Governing Body

In accordance with Governing Body Rules 5.6 and 5.7, the following protocols for public comment apply:

- Each person shall state his or her name and city of residence in an audible tone for the record.
- All remarks shall be addressed to the Governing Body as a whole -- not to any individual member.
- In order to provide additional time for as many individuals as possible to address the Governing Body, each individual signed up to speak will need to complete his or her comments within four minutes.

The following behavior will not be tolerated from any speaker:

- Uttering fighting words
- Slander
- Speeches invasive of the privacy of individuals (no mention of names) Unreasonably Loud Speech
- Repetitious Speech or Debate
- Speeches so disruptive of proceedings that the legislative process is substantially interrupted

Any speaker who engages in this type of behavior will be warned once by the presiding office (Mayor). If the behavior continues, the speaker will be ordered to cease his or her behavior. If the speaker persists in interfering with the ability of the Governing Body to carry out its function, he or she will be removed from the City Council Chambers or Zoom meeting room.

Members of the public, Governing Body and staff are expected to treat one another with respect at all times.

Zoom Meeting Protocol

- Make sure your Zoom name, email and/or phone number matches what was submitted to the City Clerk when you signed up for public comment. Any misnamed or unauthorized users will not be admitted to Zoom.
- Please keep your mic muted and your camera off until you are called by the Mayor to give your comment.
- If you are cut off during your comment time due to an internet connection or technical issue, you will need to submit your comments in writing to the City Clerk at atcclerk@topeka.org 215 SE 7th Street, Room 012B, Topeka, KS 66603 for attachment to the minutes.
- If you break any of the public comment rules, you will receive one warning from the Mayor. If you continue any prohibited behavior, you will be removed from the Zoom meeting room and will not be allowed to rejoin.
- Public comment is limited to four minutes. You may receive an extension at the discretion of the Governing Body. The timer will be visible to you in the 'City of Topeka Admin' window on the Zoom app. Call-in users will hear one beep when a minute is remaining and then another beep when time has expired.
- Please do not share the Zoom login information with anyone. Any unauthorized users will not be admitted to the Zoom meeting room.

BUDGETARY IMPACT:

SOURCE OF FUNDING: