



City Council Committee Meeting Notice

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: (785) 368-3710
www.topeka.org

Committee: Policy & Finance

Meeting Date: March 25, 2025

Time: 1:00pm

Location: 1st Floor Conference Room, Cyrus K. Holliday Building
620 SE Madison (*a virtual attendance option is available*)

Agenda:

1. Call to order
2. Approve January 28, 2024 Meeting Minutes
3. Presentation: Special Street Fund
4. Action Items:
 - a. Fee Schedule
 - b. Ambulance Service Ordinance
 - c. Downtown Parking Ordinance & Resolution
5. Discussion:
 - a. External Payments in Lieu of Taxes (PILOTS)
6. Other Items:
7. Public Comment
8. Adjourn

STAFF REQUESTED: Dr. Robert M. Perez, City Manager
Brandy Roy-Bachman, Senior City Attorney
Josh McAnarney, Division Director of Budget and Finance
Karisa Mueller, Budget Manager
Jason Tryon, Deputy Director Public Works
Sterling Emerson, Parking Manager

COMMITTEE MEMBERS: Marcus Miller – District 6
Spencer Duncan (Chair) – District 8
Michelle Hoferer – District 9

Contacts: Tonya Bailey, Senior Executive Assistant
Tara Jefferies, Senior Executive Assistant
Council Office: councilassist@topeka.org 785-368-3710

*** Please call the Council Office by 5:00pm on the date prior to the meeting to request Zoom link.***



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

POLICY AND FINANCE COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: 785-368-3710
www.topeka.org

Date: January 28, 2025

Time: 1:00pm

Location: 1st Floor Conference Room, Cyrus K. Holliday Bldg. 620 SE Madison (*a virtual attendance option is available*)

Committee members Present: Spencer Duncan (chair), Marcus Miller, Michelle Hoferer

Council members present: David Banks, Sylvia Ortiz, Christina Valdivia-Alcala

City Staff Present: City Manager Dr. Robert M. Perez, City Attorney Amanda Stanley, Planning & Development Director Rhiannon Friedman, Division Director of Budget and Finance Josh McAnarney, Deputy Director Public Works Jason Tryon, Senior Attorney Brandy Roy-Bachman

1) Call to Order

Committee Chair Duncan called the meeting to order at 1:00pm.

2) Elect 2025 Committee Chair

Committee member Miller nominated Committee member Duncan to serve as the 2025 Chair. Committee member Hoferer seconded. Committee member Duncan accepted the nomination. Motion approved 3-0-0.

3) Approve November 18, 2024 Meeting Minutes

Committee member Miller made a motion to approve the minutes from the previous meeting. Committee member Duncan seconded. Motion approved 3-0-0.

4) Action: CID Policy Amendments

City Attorney Amanda Stanley and Planning & Development Director Rhiannon Friedman both spoke to the presentation of Tax Increment Financing (TIF) District, Community Improvement District (CID), and Reinvestment Incentive Housing District (RHID) policies and procedures. The purpose is to bring a uniform approach across the various City of Topeka incentive programs and their structures.

- Funding Agreement: (1) CID; adding funding agreement of \$25,000 that will align with TIF & RHID. (2) TIF; the addition of any Engineering Fees to reimbursable items under funding agreement. (3) RHID; modify the policy to have the funding agreement signed once the project plan is submitted before further analysis is completed.
- Application Fees: the CID procedure will increase the CID application fee from \$1,500 to \$5,000 putting it in alignment with both TIF and RHID programs.
- Signage: CID will have additional language requiring signage to be displayed in each business within the CID sales tax district.
- Affordable Housing: TIF will have additional language to the program goals adding in creation of affordable housing.

1 - Policy and Finance Committee

Minutes Taken: January 28, 2025

Minutes Approved:

- Provisions & Policy Guidelines: CID- would have an additional requirement of certification that neither the developer entity nor any of its shareholders/partners/members is delinquent on its property tax or special assessment payments on any property it owns or controls in Shawnee County.
- Review Committee: Adjust to have the Review Committee include the following: Assistant City Manager, Chief Financial Officer, Director of Public Works, Director of Planning & Development, and the City Attorney, or their designees.
- RHID terminology- adjust the language to Application & Project Plan.

Committee chair Spencer Duncan spoke to the signage size. He believes when a consumer goes into a business there should be clear signage displayed to allow the public to know the tax percentage. There was support for the signage to be smaller than 8.5 inches by 11 inches.

Committee member Miller expressed his concern if the sign information would persuade the public from going into a business.

Council member Valdivia-Alcala expressed the importance of transparency for consumers to understand the tax programs.

Committee chair Duncan spoke to the requirements for a traffic study and questioned who is responsible for conducting. Planning & Development Director Rhiannon Friedman spoke to the guidelines for a traffic study analysis.

City Attorney Amanda Stanley added the request to add language for Deputy City Manager or Assistant City Manager.

Committee member Michelle Hoferer inquired about the application process. City Attorney Amanda Stanley and Planning & Development Director Rhiannon Friedman provided a general example of the application process.

Committee member Miller questioned if the TIF Public Hearing portion makes it hard to keep consistent with the RHID deadline. City Attorney Amanda Stanley confirmed that are different requirements and staff is able to keep it all consistent and stay organized.

MOTION: Chairman Duncan made a motion to approve the Tax Increment Financing (TIF) District, Community Improvement District (CID), and Reinvestment Incentive Housing District (RHID) policies and procedures. Committee member Miller seconded. Approved 3-0-0.

Authorizing the Signing of Certain Contracts

City Manager Dr. Robert M. Perez spoke to the proposed authorization of personnel within the City Manager's office to sign specific contracts. He stated his request is for Deputy City Manager, Assistant City Manager, and Director of Administrative and Financial Services to sign specific contracts on behalf of the City. The Ordinance would give authority to sign contracts in the event City Manager was not available.

Committee member Miller supports the authorizing of signing of certain contracts. He did question City Manager Perez how often he would anticipate the occurrence. He responded on average 5 times per day.

Council member Banks stated he supports the authorizing of signing certain contracts. He expressed the importance of having consultation with City Manager when there are big contracts. City Manager Perez responded 90% of contracts are electronic and emphasized big contracts he would want to be the one signing the contract.

Council member Ortiz requested to have a clause in the Ordinance stating the name of employee versus the position. City Attorney Amanda Stanley responded that the language could reflect a person's name. City Manager Perez also noted that he has full confidence and trust in his staff.

Committee member Hoferer conveyed her concern about the importance to have a name of the staff member versus position.

Committee chair Duncan stated he does not support authorizing anyone to sign certain contracts on behalf of City Manager. He referred to the processes that the Council can only fire the City Manager and no other staff member. His recommendation is to only have one other person; preferably the Director of Finance or Deputy City Manager and have a dollar threshold.

Council member Valdivia-Alcala spoke to the history the Council has had that leads council members to have a slow approach. She does support naming one other person.

Committee member Miller supports a \$100,000 threshold limit to the staff member.

City Manager Dr. Robert M. Perez stated he is withdrawing this item on the agenda and for any future consideration.

Committee chair Duncan remarked that he understands the logistical situation of assistance of signing certain contracts that is needed for City Manager Perez. He suggested to revise the proposed Ordinance with the recommended adjustments and bring back to the Policy & Finance Committee for consideration.

5) Discussion: 2026 Budget

Division Director of Budget and Finance Josh McAnarney spoke to the 2026 Budget.

- Revenue and Expense Overview: Projected deficit for 2026-\$17,348,663, 2027-\$21,870,507, and 2028-\$23,679,003.
- Options to increase revenue in 2026: Delay CIP projects: \$2,992,786, Use of Unassigned Reserve Fund \$2,500,000, PILOTS: \$500,00, Fee Schedule Adjustment \$300,000, Unused Funds \$523,000, Increase Administration Fees \$500,000, and Spend Down to 15% General Fund Reserve Levels \$3,000,000
- Options for Removing Expenditures in 2026: Hotel Decision \$1,425,000, Grant Program Reduction \$750,000, decrease Police Vehicles \$150,000, and decrease Engineering Studies \$300,00
- 2026 budget will have a short figure of 4.4million. Departments will need to make personnel cuts and non-personnel cuts. 2027 the deficit is \$10,544,844.

- Sales Tax Initiative: A proposed ballot initiative would include a total of \$0.5 sales tax increase that would generate \$19 million. (1) Public Safety (2) Affordable Housing (3) Homelessness Programs
- Next Steps: February 4, 2025-Governing Body Discussion, February 11, 2025-Governing Body Vote, April 28, 2025 Public Vote-if approved to City Council February 11, 2025. October 1, 2025-if approved first date of collection of sales taxes.

Committee member Miller thanked Finance Department staff for the presentation.

Committee chair Duncan questioned the current dollars spent on Public Safety, Affordable Housing and Homeless programs. He spoke to the importance for the Council and public to understand the monies spent. Division Director of Budget and Finance Josh McAnarney responded Public Safety, Police and Fire Department, include 70% of general fund money. Homeless programs are calculated with grant money and general fund money estimated at 3.1 million, and Affordable Housing is calculated with grant money and general fund money estimated at 4 million.

Committee member Hoferer questioned if any of the Affordable Housing or Homeless Programs will be affected by the Federal Government announcement on January 27, 2025 to temporarily pause disbursement. City Attorney Amanda Stanley responded that it is too soon to know the results of the announcement. She is in contact with the Federal delegation to get a comprehensive look at the dollars that could be impacted.

Committee member Miller spoke to the Housing Trust Fund. City Manager Robert Perez responded that reactivating the fund is a strategic goal of his and he will be reviewing as a funding source.

6) Other Items -ARPA Update

Committee chair Duncan spoke to American Rescue Plan Act (ARPA) Update. He questioned if all grantees have been updated and spoke to the importance they understand the timeline. Division Director of Budget and Finance Josh McAnarney responded that the Department will notify those grantees and verify with them a formal notification of the current timeline process.

City Attorney Amanda Stanley announced the Kansas Legislative has reconvened for the 2025 legislative session.

Committee chair Duncan adjourned the meeting at 1:58 pm

The video of this meeting can be viewed at; <https://youtu.be/6ul-LijPs-k>



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: March 25, 2025

CONTACT PERSON: Karisa Mueller, Budget Manager

SUBJECT: Special Street Fund

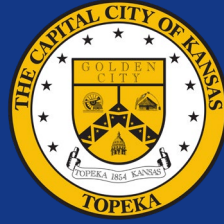
PROJECT #:

DOCUMENT DESCRIPTION:

2026 Special Street Fund.

ATTACHMENTS:

Presentation



CITY OF
TOPEKA



**2026 Special Street Fund
Policy & Finance
March 25, 2025**

Agenda

1

- Special Street Fund Overview
- Revenue Sources
- Historical Finances
- How did we get here?
- 2025 and 2026 Budget
- Expense Allocation
- Where do we go from here?
- Discussion



Special Street/Highway Repair Fund 291

2

Purpose

Repair, minor reconstruction, alteration, and maintenance – including snow removal and sweeping – of all streets and thoroughfares.

Challenge

Fund projected to be over encumbered in 2026 due to flat revenue vs. rising commodity and personnel costs.



Each year, we receive a portion of the state’s motor fuel tax. The amount received is calculated based on number of counties and city population within that state.

Main Revenue Types	2022 Actuals	2023 Actuals	2024 Actuals
Miscellaneous	\$44,784	\$28,769	\$17,790
Investments from Interest	\$26,354	\$170,955	\$140,481
State and County Motor Fuel Tax Distribution	\$5,445,116	\$5,498,518	\$5,568,660



Historical Finances

Category	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals
Revenues	\$6,095,505	\$5,516,254	\$5,711,469	\$5,726,931
Expenses	\$5,389,491	\$5,182,334	\$6,165,265	\$6,919,313
Projected Surplus/(Deficit)	\$706,014	\$333,920	(\$453,796)	(\$1,192,383)
End of Year Fund Balance	\$3,709,057	\$4,042,977	\$3,589,181	\$2,396,798

Fund	2022 FTEs	2023 FTEs	2024 FTEs	2025 FTEs
Special Street	53	55	61*	58



How did we get here

5

- Salary and Vacancy Correlation: Street Maintenance Worker
 - 2022 and 2023 Vacancies Averaged 35%
 - Late 2023 Contract Renegotiation
 - 2024 Vacancy Average 15%
- Blight Crew replacing KDOC Prisoner Crew
 - 6 Additional Street Maintenance Workers Added late 2023
- Decreased Revenue
 - Decrease in demand for motor fuel



Revenue and Expense Overview

Category	2025 Adopted Budget	2026 Preliminary Budget
Revenues	\$5,204,250	\$5,200,000
Expenses	\$8,274,449	\$8,439,937
Projected Surplus/(Deficit)	(\$3,070,199)	(\$3,239,937)
Projected End of Year Fund Balance	(\$673,401)	(\$3,913,338)



Allocation of Expenses

7

- **Personnel – 55%**
 - Salaries and benefits
- **Contractual – 26%**
 - Utility Fees for building usage, 3rd party contracts, insurance charges, cell phones, equipment
- **Commodities – 19%**
 - Office supplies, tools, deicing material (salt), asphalt patching materials, signs/markers, uniforms, PPE, repair parts



Options to Increase Revenue in 2026

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- Subsidize from General Fund
- Sales Tax Initiative



Options to Remove Expenditures in 2026

- Transfer additional expenses to Citywide Half-Cent Fund
- Transfer additional expenses to General Fund
- Reduce Services – services would have to be absorbed elsewhere, contracted out, or no longer performed
 - Immediate Impacts:
 - Less potholes filled
 - Increased time to clear streets in a snow event
 - Overgrown Rights-of-Way
 - Increase in Blight





**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: March 25, 2025

CONTACT PERSON: Karisa Mueller, Budget Manager

SUBJECT: Fee schedule

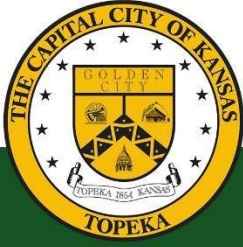
PROJECT #:

DOCUMENT DESCRIPTION:

Proposed fee schedule changes for the City of Topeka.

ATTACHMENTS:

Proposed Fee Schedule



CITY OF TOPEKA

City of Topeka Finance Department
215 SE 7th St, Rm 355
Topeka, KS 66603

budget@topeka.org
785-368-3970
www.topeka.org

To: Governing Body
From: Karisa Mueller, Budget Manager
Date: March 6, 2025
Re: Proposed Fee Schedule Change

As part of the 2026 budget preparation process, departments were tasked with reviewing their existing fee schedules. For several departments, fees had not been adjusted since their initial adoption, resulting in rates that were below market value.

The review identified multiple fees that were significantly lower than those of comparable agencies or other cities. To ensure our fees reflect market rates and account for inflation, departments have updated various charges accordingly.

Notable Fee Adjustments:

- **Planning & Development Services** – Increased multiple fees to account for inflation.
- **Topeka Police Department** – Adjusted fees based on comparisons with similar agencies.
- **Property Maintenance** – Updated fees to allow the City of Topeka to recover actual service costs.
- **Topeka Fire Department** – Introduced fee schedule with current services to recoup service costs.

Fee Tracking Enhancements:

In addition to updating the fee schedules, departments will implement standardized and consistent tracking requirements. This improvement will provide more accurate and detailed financial data, allowing for better forecasting of fee-generated revenue. These updates align with the City's commitment to fiscal responsibility and operational efficiency.

Finance will work with each department once the fee schedule is implemented in order to assist with the fee tracking requirements.

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Development Services	After hours Inspection	Outside working hours - Time and a half	\$50.00	\$150.00	Does not cover our running cost
	After hours Inspection-Holiday	Holiday - Double time	\$100.00	\$300.00	Does not cover our running cost
	Annual access lift certificate	Per Unit	\$20.00	No Change	
	Annual dumbwaiter certificate	Per Unit	\$20.00	No Change	
	Annual escalator certificate	Per Unit	\$35.00	No Change	
	Annual freight elevator certificate	Per Unit	\$50.00	No Change	
	Annual passenger elevator certificate	Per Unit	\$50.00	No Change	
	Change of Address	Failure to notify Development Services Director	\$10.00	\$30.00	Matches returned check fee
	Change of Designated Master		\$50.00	No Change	
	CMB Inspection	Cereal Malt Beverage	\$50.00	\$55.00	
	Commercial Trade Permit	For work not done under a duly issued building permit for projects up to \$200,000.	\$100.00	No Change	
		For work not done under a duly issued building permit for projects from \$200,000-\$500,000.	\$500.00	No Change	
		For work not done under a duly issued building permit for projects exceeding \$500,000.	\$1,000.00	No Change	
	Compliance Letter Fee		\$100.00	No Change	
	Condensing Unit replacement Permit	Self-Inspected by Licensed Mechanical Contractor	\$20.00	\$50.00	Matches other Permit fees
	Dance Hall Inspection		\$50.00	No Change	
	Duplicate License		\$10.00	No Change	
	Electrical Service Clearance (Everygy)	No Permit	\$50.00	\$55.00	Inflation
	Exam application		\$50.00	\$120.00	Out dated. Average exam costs are \$115
	Exam Re-Test		\$20.00	\$120.00	
	Expedited CMB Inspection	Less than 24 hours notice	\$100.00	No Change	
	Homeowner Trade Permit		\$50.00	\$55.00	Inflation 10%
	Inactive Master or Journeyman		\$30.00	\$33.00	Inflation 10%
	Investigation Inspection	Fee in addition to required permit fee if it is determined work was done without a valid permit.	\$50.00	\$55.00	Inflation 10%
	Journeyman Registration	Registration fee for individuals holding trade licenses issued by another jurisdiction which has license requirements which comply with the provisions of TMC 5.63.081	\$50.00	\$55.00	Inflation 10%
	Late Fees - Apprentice License 25%		25% of License Renewal Fee		
	Late Fees - Apprentice License 50%		50% of License Renewal Fee		
	Late Fees - Contractor License 25%		25% of License Renewal Fee		

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Development Services	Late Fees - Contractor License 50%		50% of License Renewal Fee		
	Late Fees - General Contractor G1 License 25%		25% of License Renewal Fee		
	Late Fees - General Contractor G1 License 50%		50% of License Renewal Fee		
	Late Fees - General Contractor G2 License 25%		25% of License Renewal Fee		
	Late Fees - General Contractor G2 License 50%		50% of License Renewal Fee		
	Late Fees - Journeyman License 25%		25% of License Renewal Fee		
	Late Fees - Journeyman License 50%		50% of License Renewal Fee		
	Late Fees - Master License 25%		25% of License Renewal Fee		
	Late Fees - Master License 50%		50% of License Renewal Fee		
	Late Fees - Renewal License 25%		25% of License Renewal Fee		
	Late Fees - Renewal License 50%		50% of License Renewal Fee		
	Master Registration	Registration fee for individuals holding trade licenses issued by another jurisdiction which has license requirements which comply with the provisions of TMC 5.63.080	\$100.00	\$110.00	Inflation 10%
	Mobile Home Park License		\$40.00 per park plus \$2.00 per unit. Maximum fee limited to \$240.00	No Change	
	New Apprentice Registration		\$65.00	\$75.00	Inflation 10%
	New Backflow Tester License		\$100.00	\$110.00	Inflation 10%
	New Class B License for Technical activities		\$250.00	\$275.00	Inflation 10%
	New Commercial contractor type I	3 Stories or less	\$500.00	\$550.00	Inflation 10%
	New Commercial contractor type II	Unlimited	\$900.00	\$990.00	Inflation 10%
	New Concrete Contractor		\$300.00	\$330.00	Inflation 10%
	New Demolition Contractor		\$300.00	\$330.00	Inflation 10%
	New Elevator Contractor		\$300.00	\$330.00	Inflation 10%
	New Excavation Contractor		\$300.00	\$330.00	Inflation 10%
	New Fire Alarm contractor		\$300.00	\$330.00	Inflation 10%
	New Fire Sprinkler Contractor		\$300.00	\$330.00	Inflation 10%
	New Framing Contractor		\$300.00	\$330.00	Inflation 10%
	New Journeyman License		\$100.00	\$110.00	Inflation 10%
	New Lawn Irrigation Contractor		\$500.00	\$550.00	Inflation 10%
	New Master License		\$200.00	\$220.00	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Development Services	New Residential Contractor	One and Two Family	\$400.00	\$440.00	
	New Roofing Contractor		\$300.00	\$330.00	Inflation 10%
	New Solid Fuel Contractor		\$500.00	\$550.00	Inflation 10%
	New Swimming Pool Contractor		\$500.00	\$330.00	Inflation 10%
	New Trade Contractor	MEP	\$500.00	\$550.00	Inflation 10%
	New Water Softener Contractor		\$500.00	\$550.00	Inflation 10%
	On-Site Consultation		Free	No Change	
	On-site Consultation (Bid assist)		\$50.00	\$55.00	Inflation 10%
	Reinspection Fee	Per Hour	\$50.00	\$55.00	Inflation 10%
	Re-Inspection Fee		\$50.00	\$55.00	Inflation 10%
	Reinstatement Fee		\$30.00	\$35.00	Inflation 10%
	Renewal Commercial contractor type I	3 Stories or less	\$400.00	\$440.00	Inflation 10%
	Renewal Commercial contractor type II	Unlimited	\$800.00	\$880.00	Inflation 10%
	Renewal Apprentice Registration		\$40.00	\$44.00	Inflation 10%
	Renewal Backflow Tester License		\$60.00	\$66.00	Inflation 10%
	Renewal Class B License		\$400.00	No Change	
	Renewal Concrete Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Demolition Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Elevator Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Excavation Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Fire Alarm Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Fire Sprinkler Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Framing Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Journeyman License		\$60.00	\$66.00	Inflation 10%
	Renewal Lawn Irrigation Contractor		\$300.00	\$330.00	Inflation 10%
	Renewal Master License		\$150.00	\$165.00	Inflation 10%
	Renewal Residential Contactor	One and Two Family	\$150.00	\$165.00	Inflation 10%
	Renewal Roofing Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Solid Fuel Contractor		\$300.00	\$330.00	Inflation 10%
	Renewal Swimming Pool Contractor		\$200.00	\$220.00	Inflation 10%
	Renewal Trade Contractor	Plumbing ,Mechanical or Electrical	\$400.00	\$440.00	Inflation 10%
	Renewal Water Softener Contractor		\$300.00	\$330.00	Inflation 10%
	Residential Trade Permit	For work not done under a duly issued building permit.	\$50.00	\$55.00	Inflation 10%
	ROW Excavation		\$10.00	\$55.00	Matches other Permit fees
	Returned Check Fee		\$30.00	No Change	
	Same Day Inspection	Requested after 4:00 PM on the previous work day	\$50.00	\$55.00	Inflation 10%
	Specified Time Inspection	Inspection requested at a specified time.	\$50.00	\$150.00	Causes disruption to schedules
	Technology Improvement Fee	Fee for each permit and License to improve technology	\$3.00	\$5.00	Inflation 10%
	Water Heater Replacement Permit	Self-Inspected by Licensed Plumbing Contractor	\$20.00	\$55.00	Matches other Permit fees

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
GIS	Maps				
	8 1/2 x 11		No Fee	No Fee	
	11 x 17 (Aerials OR Contours)		\$2.00	\$2.60	Resources are increasing (ink and paper)
	Aerials AND Contours		\$4.00	\$5.20	Resources are increasing (ink and paper)
	Generic Map		N/A	\$2.60	Resources are increasing (ink and paper)
	18 x 24 (Aerials OR Contours)		\$4.00	\$5.20	Resources are increasing (ink and paper)
	Aerials AND Contours		\$8.00	\$10.40	Resources are increasing (ink and paper)
	Generic Map		N/A	\$5.20	Resources are increasing (ink and paper)
	24 x 24 (Aerials OR Contour)		\$6.00	\$7.80	Resources are increasing (ink and paper)
	Aerials AND Contours		\$12.00	\$15.60	Resources are increasing (ink and paper)
	Generic Map		N/A	\$7.80	Resources are increasing (ink and paper)
	24 x 36 (Aerials OR Contours)		\$6.00	\$7.80	Resources are increasing (ink and paper)
	Aerials AND Contours		\$12.00	\$15.60	Resources are increasing (ink and paper)
	Generic Map		N/A	\$7.80	Resources are increasing (ink and paper)
	36 x 36 (Aerials OR Contours)		\$9.00	\$11.70	Resources are increasing (ink and paper)
	Aerials AND Contours		\$12.00	\$20.80	Resources are increasing (ink and paper)
	Generic Map		N/A	\$11.70	Resources are increasing (ink and paper)
	36 x 48 (Aerials OR Contours)		\$12.00	\$15.60	Resources are increasing (ink and paper)
	Aerials AND Contours		\$26.00	\$26.00	Resources are increasing (ink and paper)
	Generic Map		N/A	\$15.60	Resources are increasing (ink and paper)
Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Municipal Court	Dogs Running At Large		\$30.00	\$60.00	Encourage community to license dogs
Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Engineering	Developer Fee	per hour staff engineer time for plan review or project management *Utilities Department needs to agree charge this as well since it's a similar fee		Actual hours at current labor rate	Matches Utilities
	Developer Fee	per hour for inspection time *Utilities Department needs to agree charge this as well since it's a similar fee		Actual hours at current labor rate	Matches Utilities
*Added after 3/3	Overweight Bridge Load Review			Actual charges incurred by consultants	
*Added after 3/4	Pre-Application Review	per hour staff time for pre-application review and/or pre-application meeting time		Actual hours at current labor rate	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Police	Per hour Research fee		\$25.00	No Change	Made comparison to other agencies in different counties to determine proposed cost
	Copy of Auto Accident Report		\$5.00	\$8.00	Local agency comparison, cost to revenue comparison of services
	DVD copy of Auto Accident Photos		\$25.00	\$30.00	Cost to revenue comparison of services
	Copy of Criminal Report (first 5 pages)		\$2.00	\$4.00	Local agency comparison, cost to revenue comparison of services
	per page past 5 pages		\$1.00	No Change	
	Misc. list of costs for actual photographs (very uncommon)				
	Copy of non-criminal documents (per page, Ex: CAD notes or grant documentation)		\$0.25	No Change	
	Alarm company License (monitor only)		\$25.00	No Change	
	Alarm company License (installation and monitor)		\$300.00	No Change	
	Alarm company renewal fee (monitor only)		\$25.00	No Change	
	Alarm company renewal fee (installation and monitor)		\$100.00	No Change	
	Alarm company transfer fee (transfer license to new company)		\$10.00	No Change	
	New Alarm Agent License/Merchant Guard		\$30.00	\$40.00	Local agency comparison, cost to revenue comparison of services
	Renewal Alarm Agent/Merchant Guard		\$25.00	\$30.00	Local agency comparison, cost to revenue comparison of services
	False Alarm Fee (no fee for first 2 false alarms each calendar year)		\$25.00	\$50.00 Residential/\$100.00 Commercial	Increase recommended to incentivize businesses and home owners to try to find ways to reduce the number of reoccurring false alarms they have with their alarms. We want to ultimately reduce the amount of time needed for officers to respond to false alarms. We would still offer no fee for the first 2 false alarms as accidents happen. Many local agencies do a scale based on number of false alarms but that would be very labor intensive so we are recommending one price for residential and one price for commercial.
	Finger Printing (unlimited number of fingerprint cards)		\$10.00	\$15.00 for up to 2 cards/\$5.00 per additional card	Local agency comparison, cost to revenue comparison of services

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Police	Pet license 1 year (spayed/neutered)		\$8.00	\$10.00	Local agency comparison, cost to revenue comparison of services (special note this was our original recommendation however recently at one of the budget council meetings some of the City Council members seemed to oppose the idea of increasing animal control licenses)
	Pet license 1 year (unspayed/unneutered)		\$20.00	\$25.00	Local agency comparison, cost to revenue comparison of services, higher increase on unspayed/unneutered to incentivize citizens to spay/neuter their pets (special note this was our original recommendation however recently at one of the budget council meetings some of the City Council members seemed to oppose the idea of increasing animal control licenses)
	Late fee for late pet license renewals after 30 day grace period (\$2.00 per month late)		\$2.00	\$4.00 Flat Fee	Requesting to change the late fee calculation because many citizens are confused by the current language - this would make the process easier and reduce the number of times we have to refund late fee overpayment.
	Replacement for lost pet tag		\$1.00	\$2.00	Cost to revenue comparison of services, doesn't happen very often
	Dangerous Dog		\$50.00	No Change	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Utilities	Service Deposit	Charged for a new account number establish in the billing system	\$25 - \$300	Residential accounts \$50 Duplex \$100 Apt/Condo \$30 per unit Bus./Comm. \$100-\$600	Brings deposit amounts closer to average monthly invoice amounts, better protects city's interest.
	Service Transfer Fee Deposit	Charged when customer's security deposit was returned but payment history is unfavorable	Double Standard Amount	No Change	
	Returned Payment Fee		\$30.00	No change	
	Credit/Debit Card Charge		TBD	No Change	
	E-Check Charge		TBD	No Change	
	Late Payment Fee		TBD		
	Delinquent (disconnect) Fee		\$32.00	\$35.00	Account for increased costs in fuel, labor, equipment maintenance and insurance
	Same Day Turn-on/Reconnection Fee		\$24.00	\$35.00	Account for increased costs in fuel, labor, equipment maintenance and insurance
	Illegal Water Usage Fee		\$50.00	\$75.00	Enhance the penalty to discourage repeat offenders
	Tampering Fee		\$100.00	No Change	
	Unauthorized Water Service Fee		TBD	No Change	
	Utility Billing Insert and/or message fee		By quote, actual fee from city utility bill print vendor plus 15% administrative fee	No Change	
	Meter Testing 5/8" & 1" meters		\$110.00	No Change	Based on updated labor rate and testing practice.
	Meter Testing 1 1/2" & 2" meters		\$330.00	\$335.00	Based on updated labor rate and testing practice.
	Meter Testing 3" and larger meters		\$195.00	\$260.00	Based on updated labor rate and testing practice.
	Non-Emergency After hours response		Actual hrs at current overtime labor rate, 1 hour minimum	No Change	
**Added after 3/3	Bench Testing Fee	Assessed when a meter is brought into the meter shop to be tested rather than being tested in the field.	N/A	\$75.00	In addition to the listed price for testing on meter size. Allows for staff time to bring meter into shop and return to location.
	Mobile Home Park Meter Maintenance		\$30.00	\$35.00	20% increase to account for increased costs
	Meter Deposit 1" meter hydrant		\$1,100.00	No Change	
	Meter Deposit 3" hydrant meter		\$2,225.00	No Change	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Utilities	Monthly rental fee 1" disc hydrant meter		\$40.00	\$60.00	Allow for increase in costs of routine maintenance
	Monthly rental fee 3" turbine hydrant meter		\$50.00	\$100.00	Allow for increase in costs of routine maintenance
**Updated After 3/3	Hydrant Meter Delinquent Account Fee		\$40.00	\$50.00	Reduce delinquency rate, 20% increase
	Annual Testing Fee Penalty		\$100.00 if not returned w/in 10 days of notification	No Change	
**Added after 3/3	Hydrant Meter Permit Administrative Fee	Assessed on all new hydrant meter rental permits	N/A	\$20.00	Account for staff time
	City Installation, Relocation & Maintenance Rates		Parts & Materials: Cost +15%, Equipment: Current Equipment rate per maintenance management system, Labor: Actual hours at current labor rate, Excavation Permit: \$13.00 (Inside City Excavations/Installation only), Engineering & Administrative Fee: 5% of total cost	Excavation Permit \$60.00	Excavation Permit Increase is based on Development Services.
	Plan Review		N/A	Actual hours at current labor rate	Account for a portion of staff time spent reviewing developers plans.
	Water Main Tap Fee 2" and smaller		\$35.00	\$65.00	Increased costs. Comp city average \$696
	Water Main Tap Fee - 3" and larger		\$180.00	\$330.00	Increased costs. Comp city average \$1,586
			Inside City/Outside City	Inside City/Outside City	
	Water System Fee - 1"		\$350/\$613	\$760/\$1,330	Fees have been the same dating back to at least 2004
	Water System Fee - 1 1/2"		\$700/\$1,225	\$1,295/\$2,266	Fees have been the same dating back to at least 2004
	Water System Fee - 2"		\$1,120/\$1,960	\$2,072/\$3,626	Fees have been the same dating back to at least 2004
	Water System Fee - 3"		\$2,100/\$3,675	\$3,885/\$6,779	Fees have been the same dating back to at least 2004
	Water System Fee - 4"		\$3,500/\$6,125	\$6,475/\$11,331	Fees have been the same dating back to at least 2004
	Water System Fee - 6"		\$7,000/\$12,250	\$12,950/\$22,663	Fees have been the same dating back to at least 2004
	Water System Fee - 8"		\$11,200/\$19,600	\$20,720/\$36,260	Fees have been the same dating back to at least 2004
	5/8" Meter and 1" Tap & Service		\$1,222.73	\$1,410.00	Increased material costs
	1" Meter and 1" Tap & Service		\$1,280.23	\$1,490.00	Increased material costs
	1 1/2" Meter and 1 1/2" Tap & Service		\$4,391.39	\$5,515.00	Increased material costs

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Utilities	2" Meter and 2" Tap & Service		\$4,793.47	\$6,075.00	Increased material costs
	Engineering Division Construction Inspection Fee		\$49.55	\$64.95	Increased labor costs
	Sewer Tap or Connection Fee		\$200.00	\$250.00	Increased costs, Fee has been the same dating back to at least 2004
			Inside City/Outside City	Inside City/Outside City	
	Sewer System Fee - 5/8"		\$680/\$1,190	\$1,258/\$2,202	Fees have been the same dating back to at least 2004
	Sewer System Fee - 1"		\$680/\$1,190	\$1,470/\$2,573	Fees have been the same dating back to at least 2004
	Sewer System Fee - 1 1/2"		\$1,360/\$2,380	\$2,515/\$4,401	Fees have been the same dating back to at least 2004
	Sewer System Fee - 2"		\$2,176/\$3,808	\$4,025/\$7,044	Fees have been the same dating back to at least 2004
	Sewer System Fee - 3"		\$4,080/\$7,140	\$7,550/\$13,213	Fees have been the same dating back to at least 2004
	Sewer System Fee - 4"		\$6,800/\$11,900	\$11,250/\$19,688	Fees have been the same dating back to at least 2004
	Sewer System Fee - 6"		\$13,600/\$23,800	\$25,160/\$44,030	Fees have been the same dating back to at least 2004
	Sewer System Fee - 8"		\$21,760/\$38,080	\$40,260/\$70,455	Fees have been the same dating back to at least 2004
	Biochemical Oxygen Demand (BODS) Inside		\$0.002161 per mg/l per 1,000 gallons	\$0.003242 per mg/l per 1,000 gallons	Increased chemical costs for treatment. Comp Cities are 62-124% higher
	Biochemical Oxygen Demand (BODS) Outside		\$0.003782 per mg/l per 1,000 gallons	\$0.005673 per mg/l per 1,000 gallons	Increased chemical costs for treatment. Comp Cities are 62-124% higher
	Suspended Solids Inside		\$0.001371 per mg/l per 1,000 gallons	\$0.0020570 per mg/l per 1,000 gallons	Increased treatment costs
	Suspended Solids Outside		\$0.002399 per mg/l per 1,000 gallons	\$0.0035990 per mg/l per 1,000 gallons	Increased treatment costs
	Septic Disposal		\$40.25 per 1,000 gallons	\$59.40 per 1,000 gallons	Increased treatment costs
	Hauled Waste Tipping Fee		\$15.00 per 1,000 gallons	\$25.00 per 1,000 gallons	Increased treatment costs
	Grease Disposal		\$80.00 per 1,000 gallons	No Change	
	Septic Industrial Waste		\$100.00 per 1,000 gallons	No Change	
	Jetting (JOTJ)		\$40.25 per 1,000 gallons	\$59.40 per 1,000 gallons	Increased treatment costs
	Bulk Water		\$0.25 per 50 gallons	\$0.50 per 50 gallons	Increased treatment costs
	Lime Residual Hauling		\$300.00 per 16-20 ton truck load	No Change	
	Septic Hauler Permit		\$150 / 3 years + \$20/truck	No Change	
	Current Labor Rate		\$55.00/hr	\$75.00/hr	Increased labor costs

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Property Maintenance	2 x 4's		\$6/each	Actual incurred charges	
	Admin Penalty Fee		\$100.00	no change	set per ordinance
	Admin Penalty Fee		\$200.00	no change	set per ordinance
	Administrative Fee		\$140.00	no change	set per ordinance
	Blast Media Glass		\$12.00/per bag	Actual incurred charges	
	Blast Media Soda		\$15.00/per bag	Actual incurred charges	
	Demolition			Actual costs of contractor to complete demolition	
	Demolition Administrative Fee		\$140.00	no change	set per ordinance
	Dumpster Fee		\$85.00 minimum	no change	this is our cost
	Fuel		\$4.00/gallon	Actual incurred charges	
	Hand Labor		\$25.00/per hour	per person	
	Hardware & Paint			Actual incurred charges	
	Loader Fee		\$50.00/per hour	No Change	
	Mileage		\$0.55/per mile	Actual incurred charges	
	Orange Fencing		\$3.50/per ft	Actual incurred charges	
	OSB		\$28.03/per sheet	Actual incurred charges	
	Plywood		\$30.00/per sheet	Actual incurred charges	
	T-Posts		\$7.00/each	Actual incurred charges	
	Tires		\$2.00/each without rims	Actual incurred charges	
	Tires		\$5.00/each with rims	Actual incurred charges	
	Truck Time		\$50.00/per hour	Actual incurred charges	
	Cut Fee (Weeds)		Varies	Actual cost of contractor	
	Failure to Register Vacant Property Penalty		\$250/ per ordinance	No Change	
	Black/White Copies		0.25/per page	No Change	
	Color Copies		\$1.00/ per page	No Change	
	Research		\$15.00/per hour	No Change	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Clerks Office	Alcoholic Liquor Distributor		\$2000 /2yrs	No change	Regulated by the KSA 41-101; License Period Runs in conjunction with State License; Occupational Tax not a License Fee
	Ambulance Business		\$25/yr	No change	Term Set by Annual Franchise Ordinance Article XI Expires Dec 31
	Ambulance Vehicle		\$275 /yr	No change	Term Set by Annual Franchise Ordinance Article XI Expires Dec 31
	Amusement Park		\$20/day; \$80/wk; \$150/yr	No change	REPEALED Ordinance 20299
	Auctioneer		\$2 / Day \$20 /yr	No change	Annual Year-to-date; limits set by KSA 50-1019 & KSA 50-1023
	Automobile Bus		<6-\$50; 6/7-\$70; 8 or more-\$100	Change to Vehicle for Hire, see below	Annual Expiration Sept 10; Based on Vehicle Seating Capacity
	Bill Poster		\$2/day; \$5/wk; \$10/mo; \$25/yr	No change	REPEALED 2021 Ordinance 20299
	Cereal Malt Beverage-General Retailer On-Premise		\$225/yr	No change	Occupational Tax not a License Fee; \$200 to City; \$25 to State; Expires Dec 31; Require Inspections
	Cereal Malt Beverage-Limited Retailer Off-Premise		\$75/yr	No change	Occupational Tax not a License Fee; \$50 to City; \$25 to State; 3.2% Beer; Expires June 30; Requires Inspections
	Cleaners & Dry Cleaners		\$20 /yr	No change	Year-to-Date Issue
	Dance Hall-Beer		\$160/yr	No change	REPEALED 2021 Ordinance 20299
	Dance Hall-Hall		\$80/yr	No change	REPEALED 2021 Ordinance 20299
	Dance Hall-Non Profit		\$8/yr	No change	REPEALED 2021 Ordinance 20299
	Dance Hall-Regular		\$50/yr	No change	REPEALED 2021 Ordinance 20299
	Domestic Partnership Registry		\$50 One-Time Fee	No change	City Manager has Admin Authority to Set Fee 2.50.040(b); NO FEE to cancel
	Fireworks Stand		\$280.00	No change	2018 Ord 20112 for Sale June 29 - July 4; Discharge July 3-4; 2004 Ord 18294 for fee increase
	Flea Market Promoter		\$100/yr	No change	Expires Dec 31
	Funeral Escort Service		\$80 initial/\$40 renew	No change	REPEALED 2021 Ordinance 20299 Regulated by KSA 8-2010
	Going out of Business		\$75/60 days; additional 45 days \$120	No change	60 Day License; One-Time 45 Day Renewal Allowed
	Haunted House		\$105.00	No change	REPEALED 2021 Ordinance 20299
	Mobile Food Service Unit		\$300 /yr	No change	Jan 1-Dec 13; Not Valid during Special Events; Fire Inspection Requirement
	Pawnbroker		\$140 /yr	No change	Expires Dec 31

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Clerks Office	Peddlers		\$250 /yr	No change	In 2016 Ord 20039 Peddlers, Solicitors & Itinerant Merchants (Transient Merchants & Sidewalk Vendor) Regulations & Fees were changed.
	Precious Metal Dealer		\$35 /yr	No change	Expires July 1
	Private Club/Drinking Establishment		\$500 /2yrs	No change	Regulated by KSA 41-2601; Occupational Tax not a License Fee; Runs inconjunction with State License
	Professional Boxing/Wrestling		\$140/yr	No change	REPEALED 2021 Ordinance 20299
	Retail Liquor Store		\$600/2yrs	No change	Regulated by KSA 41-102; Occupatonal Tax not a License Fee; Runs in conjunction with State License
	Second Hand Dealer		\$32 /yr	\$40	Expires Dec 31
	Sidewalk Vendor		\$10/day	No change	In 2016 Ord 20039 Peddlers, Solicitors & Itinerant Merchants (Transient Merchants & Sidewalk Vendor) Regulations & Fees were changed.
	Sign Hanger		\$50 /yr	\$75	Runs the length of Insurance
	Solicitors		\$250 /yr	No change	In 2016 Ord 20039 Peddlers, Solicitors & Itinerant Merchants (Transient Merchants & Sidewalk Vendor) Regulations & Fees were changed.
	Special Event		\$50/Special Event \$25/Block Party \$250-\$500 Debris Deposit	\$50 Application Fee, \$50 per day to close streets, \$75 late application fee, debris stays the same	All Special Events must submit a \$250 debris deposit for less than 2,000 participants; \$500 debris deposit for over 2,000 participants.
	Taxi Cab Company		\$20/cab min 8	Change to Vehicle for Hire, see below	Expires Dec 31; Need to check with Legal on State Regulations
	Taxi Cab Driver		\$10/yr	Change to Vehicle for Hire, see below	All license fees collected shall be deposited to the law enforcement special revenue fund. Any fines collected for violations of this chapter shall be paid into the general fund.
	Taxi Cab Inspections		\$20/cab	Change to Vehicle for Hire, see below	Every 6 months

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Clerks Office	Tobacco Novelty		\$500/yr	No change	All license fees collected shall be deposited to the law enforcement special revenue fund. Any fines collected for violations of this chapter shall be paid into the general fund.
	Transient Merchant		\$10/day	\$15	In 2016 Ord 20039 Peddlers, Solicitors & Itinerant Merchants (Transient Merchants & Sidewalk Vendor) Regulations & Fees were changed.
	Tree, Shrub & Vine Service		\$100/yr \$10SS	Travis Tenbrink is researching	\$10 fee for single service of dead tree
	Wholesale Beer Distributor		\$1400/yr	No change	Regulated by the KSA 41-101; License Period Runs inconjunction with State License; Occupational Tax not a License Fee
	Vacancies/Elections				
	Temporary ABC License	1 day ABC License	Not currently charged	\$10 each day	State sets fee cap at \$25 per license
	Vehicle for Hire		changed from above	\$25 business application, \$50 per vehicle	

Department	Fee Name	Description	Current Fee	Proposed Fee	Reason for change
Fire	Residential Burning Permit	Valid for 1 year from purchase date	N/A	\$25.00	
	Commercial Burning Permit	Valid for each burn operation	N/A	\$110.00	
	Operational and Construction Permit	Requires individual review of operations and construction projects to determine how many permits are required (Example; Smoke Control Systems)	N/A	\$100/Year	
	Fire Inspection	Businesses not requiring operational or construction permits will require fire inspection	N/A	\$100 First Inspection	
	Fire Re-Inspection - First Re-Inspect		N/A		
		0-49,000 SQ Feet		\$100.00	
		50,000 - 199,999 SQ Feet		\$250.00	
		>200,000 SQ Feet		\$400.00	
	Fire Re-Inspection - Second Re-Inspect		N/A		
		0-49,000 SQ Feet		\$200.00	
		50,000 - 199,999 SQ Feet		\$350.00	
		>200,000 SQ Feet		\$500.00	
	Fire Re-Inspection - Third and Beyond Re-Inspect		N/A		
		0-49,000 SQ Feet		\$300.00	
		50,000 - 199,999 SQ Feet		\$450.00	
		>200,000 SQ Feet		\$600.00	
	Special Event Permit	Holding an event that requires fire services to attend	N/A	\$110.00	
	Fire Protection Report Submissions	Fire protection reports submission via online portal	N/A	\$5/per report	
	False Alarm Fee (no fee for first 2 false alarms each calendar year)		N/A	\$50.00 Residential/\$100.00 Commercial	Match Police Fees



TOPEKA FIRE
DEPARTMENT

Randy Phillips, Fire Chief
324 SE Jefferson Street
Topeka, KS 66607

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www.topeka.org

Fire Department Permit/Inspections Proposed Fees Summary

The Topeka Fire Department seeks to enhance its cost recovery strategies by introducing and revising a range of fees related to fire safety and prevention. The analysis compares Topeka's current fee structure with those in neighboring communities and nearby states, noting gaps and opportunities for revenue generation. Key proposals include:

1. Burning Permits: Establishing fees of **\$25** for residential (valid for 1 year) and **\$110** for commercial burning permits (valid for each burn operation), with potential revenue of approximately \$20,000 per year based on permits issued for 2023.

2. Operational and Construction Permits: Implementing fees based on the 2021 International Fire Code (IFC) for various fire safety operations and installations. The current code requires operational permits for 52 different operations and construction permits for 24 different construction activities. Each permit would cost **\$100 per year**. Businesses could be required to have multiple permits. Examples include fees for high-piled storage, compressed gas systems, and smoke control systems. A conservative revenue estimate is \$42,100.

3. Fire Inspections and Re-Inspections: Shifting to a model where fees cover re-inspections, with a tiered structure based on property size. Businesses that do not require an operational or construction permit will have an initial inspection fee of **\$100**. Estimated re-inspection revenue, based on current inspection records, is approximately \$42,000 per year.

	0- 49,999 SQ Feet	50,000- 199,999 SQ Feet	200,000 or more SQ Feet
1 st Re-Inspect	\$100	\$250	\$400
2 nd Re-Inspect	\$200	\$350	\$500
3 rd Re-Inspect and any additional inspections	\$300	\$450	\$600



**TOPEKA FIRE
DEPARTMENT**

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4. Special Event Permits: Charging **\$110** for events that require public resources like fire or police services, with potential revenue of \$9,000 per year based on 2023 figures. This cost estimate is to cover Fire Department expenses in reviewing the permits. This does not include any cost estimate for the services of other departments.

5. Fire Protection Report Submissions: Introducing a **\$5** fee for fire protection report submissions via an online portal. The city currently has over 2000 system reports that are received annually with an estimated revenue of \$10,000.

6. False Alarm Response: Enforcing an existing ordinance on false fire alarms to recover costs from occupancies with frequent occurrences. The expected revenue based on the previous calendar year of August 1, 2023, to July 31, 2024, was \$23,750.

The department acknowledges that fee implementation will require administrative support and new software systems to streamline billing and payments. The transition to the Tyler Technologies system is expected to increase efficiency and ease of use for both citizens and the fire department by 2026.



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: March 25, 2025

CONTACT PERSON: Brandy Roy-Bachman, Senior City Attorney

SUBJECT: Ambulance Service

PROJECT #:

DOCUMENT DESCRIPTION:

Modifications to the ambulance service ordinance.

ATTACHMENTS:

Ordinance
Staff Memo

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Robert M. Perez, amending §5.25.010, §5.25.020, §5.25.030, §5.25.050, and §5.25.140 concerning Ambulance Services of the Topeka Municipal Code and repealing original sections.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

Section 1. That section 5.25.010, Definitions, of the Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Ambulance” means a vehicle for hire, including helicopters and airplanes, equipped or used for the transportation of wounded, injured, sick, invalid or deceased persons. There term “ambulance” shall not include vehicles used for the purpose of transporting deceased persons for funeral or burial purposes.

“Applicant” means any person who shall have filed a written application for a franchise under this chapter as provided in Article II of this chapter.

~~“City County Ambulance Advisory Council” means the advisory council composed of all members of the City Council and all members of the Board of County Commissioners established by the City and County for purposes of promoting City County cooperation in providing ambulance services to the residents of the City and County.~~

“Franchise” means the nonexclusive authorization granted under this chapter to

use the streets and alleys of the City to operate an ambulance service within the corporate limits of the City, as now existing or hereafter altered.

“Grantee” means any person to whom a franchise is granted by the Council under this chapter.

“Person” means an individual, firm, partnership, corporation, joint venture, or any other association of persons.

~~“Rules and regulations promulgated by the Secretary” means duly adopted regulations of the State Department of Health and Environment, as amended.~~

~~“Secretary” means the Secretary of the State Department of Health and Environment.~~

“Surrender” means the voluntary relinquishment of the rights and duties conferred by an awarded and accepted franchise for the unexpired term of such franchise by action of the grantee pursuant to the conditions stated in the franchise agreement.

“Termination” means the involuntary withdrawal of the rights and duties conferred by an awarded and accepted franchise for the unexpired terms of such franchise by action of the Council pursuant to the authority reserved in the franchise agreement.

~~“Type I, II, and III” means that class of ambulance services and ambulances as required by K.A.R. 28-40-65 and 28-40-66.~~

Section 2. That section 5.25.020, Statement of Intent, of The Code of the City of Topeka, Kansas is hereby amended to read as follows:

Statement of intent.

The Council recognizes that the citizens of Topeka are entitled to responsible emergency medical care. Therefore, it is hereby declared that the Council intends to grant

franchise contracts for the operation of ambulance services in the City and to cooperate with the Board of County Commissioners to provide a unified system of ambulance services, subject to State statutes and rules and regulations promulgated pursuant to the Kansas Secretary of State and the Emergency Medical Services Board thereto, which license ambulance services within the state.

Section 3. That section 5.25.030, Cooperation with County, of The Code of the City of Topeka, Kansas is hereby amended to read as follows:

Cooperation with County.

The Council shall with respect to all actions pursuant to this chapter give due consideration to the ambulance service resolutions of the Board of County Commissions and to any contract awarded and accepted thereunder. A recommendation may be requested from the ~~City-County Ambulance Advisory Council~~ any County-City advisory council, committee, task force, or group created to provide subject matter expertise regarding the emergency medical services system when any question regarding cooperation between the City and the County exists or is foreseen.

Section 4. That section 5.25.050, Type of service provided, of The Code of the City of Topeka, Kansas is hereby amended to read as follows:

~~Type of service provided.~~

~~Any ambulance service franchised by the City shall provide type I service, as defined by rules and regulations promulgated by the Secretary. All equipment, personnel and services offered and provided by the grantee shall conform to such regulations.~~

Section 5. That section 5.25.140, Liability insurance requirements, of The Code of the City of Topeka, Kansas is hereby amended to read as follows:

75 **Liability insurance requirements.**

76 (a) During the term of the franchise grant and during such time as the grantee
77 is providing service pursuant to such grant, there shall be on file with the City Clerk an
78 insurance policy, approved as to form and endorsed by the City Attorney, providing
79 liability coverage for each and every ambulance owned, operated or leased by the
80 grantee.

81 (b) Minimum coverage of the insurance policy required by this section shall be
82 in the amounts of ~~\$300,000~~ \$1,000,000 for any one person killed or injured in any one
83 accident or occurrence and ~~\$500,000~~ \$2,000,000 for more than one person injured or
84 killed in any one accident or occurrence, with passenger or patient hazard included in
85 the policy. Such policy shall also provide a minimum coverage of \$100,000 for all
86 damages arising out of injury to or destruction of property. Each insurance policy shall
87 include medical professional liability insurance in a minimum amount of \$1,000,000.

88 Section 6. This ordinance shall take effect and be in force from and after its
89 passage, approval and publication in the official City newspaper.

90 Section 7. This ordinance shall supersede all ordinances, resolutions or rules,
91 or portions thereof, which are in conflict with the provisions of this ordinance.

92 Section 8. Should any section, clause or phrase of this ordinance be declared
93 invalid by a court of competent jurisdiction, the same shall not affect the validity of this
94 ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

95 PASSED AND APPROVED by the City Council on _____.

96 CITY OF TOPEKA, KANSAS
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ATTEST:

Michael A. Padilla, Mayor

Brenda Younger, City Clerk



CITY OF TOPEKA

Legal Department -- General Government
215 SE 7th Street, Room 353
Topeka, KS 66603

Tel: (785) 368-3883
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www.topeka.org

MEMORANDUM

To: Policy and Finance Committee

From: Brandy Roy-Bachman

Date: March 18, 2025

Re: Modifications to Ambulance services Ordinances

Dear Policy and Finance Committee members,

Last year it was brought to legal's attention that an ambulance service was operating within Topeka City limits without having applied for a franchise agreement. This eventually led to a review of the City of Topeka's ambulance services ordinances and a realization that they were outdated and therefore some changes needed to be made.

These changes were imperative due to the fact that the last update to these ordinances occurred in 1995. Over the past three decades, significant changes have taken place in the field of emergency medical services, necessitating a revision of the existing ordinances. The previous ordinances contained numerous references and citations to laws that have since been amended or repealed or used industry verbiage that is no longer in use.

Key changes to the ordinances include:

1. **Updated Definitions:** The definitions section has been revised. The section regarding the City-County Ambulance Advisory Council has been removed, as it no longer exists in its previous form. The council's responsibilities are now distributed among various groups, committees, and task forces. There is a possibility that the City-County Ambulance Advisory Council may be reformed in the future, or that the current groups may be changed, so the language in the ordinance should be vague enough that if the committees or task forces change, the City does not need redo the ordinance. We have also added a definition for "person," clarifying that the term can refer to an individual or a business. References to the State Department of Health and Environment have been removed, as regulation is now under the Kansas Board of Emergency Medical

Services. Additionally, outdated termination regarding ambulance service types have been eliminated.

2. **Types of Services provided:** The ordinance no longer distinguishes between different types of ambulances services. The old language referenced outdated language and cited to laws that have since been repealed. With these changes, all operators of an ambulance service which regularly offers and provides transportation to residents of the City, must apply for a franchise agreement, with approval based upon the franchise applications and the Council's findings that public convenience will be promoted and public necessity requires the ambulance service.
3. **Minimum Insurance Requirements:** The ordinances now provide updated minimum insurance requirements for ambulance service providers. This change is designed to enhance the protection of both service providers and the public, ensuring adequate coverage in the event of incidents or accidents. The amounts of the minimum insurance is discretionary and loosely based upon what our Risk Manager was able to obtain as it appears that most ambulance companies carry limits of \$1 million per occurrence for their general liability policies.

Prepared by,
Brandy Roy-Bachman
Senior City Attorney



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: March 25, 2025

CONTACT PERSON: Sterling Emerson, Parking Manager

SUBJECT: Downtown Parking

PROJECT #:

DOCUMENT DESCRIPTION:

Downtown Parking consideration for price changes and parking zones.

ATTACHMENTS:

Presentation
Proposed Ordinance
Proposed Resolution
Presentation -October 22, 2024



CITY OF
TOPEKA



Downtown Parking Policy and Finance

March 25, 2026

Downtown Parking Current Issues

2

- Current zones are confusing and inconsistent
- Current policies encourage leapfrogging
- On street reserved spaces are not permitted for food trucks or similar vendors
- Revenue at current rate structure does not meet annual expenses



Engagement with Downtown Stakeholders

3

In January we held engagement meetings with the DTI Board, Downtown Merchants Association, major stakeholders, merchants and employers.

Positive feedback on policing leapfrogging.

No objections to food truck proposal.

Positive response to signed 15 minute loading/unloading spaces in lieu of cones.

No objection to increasing costs of 10 hour meters

Weary of garage increases but acknowledged they were reasonable.

Both property managers and business owners were passionately opposed to charging for on street parking in 100 blocks and Kansas. 2024 was worst year ever, now is the wrong time. Will cause business to close



Downtown Parking – Recommendations

4

1. Increase Garage monthly rate from \$67.75 to \$74.00
 - a. Effective at earliest convenience in Centre City, Crosby Place and Townsite Garage
 - b. Effective at Uptowner upon re-opening to the public
 - c. Effective at 512 and Park N Shop upon completion of structural repairs, estimated fall 2025.
 - d. Effective at Coronado Garage upon completion of structural repairs, no later than 2026.
 - e. 9th Street Garage would increase from \$47.43 to \$51.00 upon increase at Coronado (This is obligated by contract with BNSF)
2. Increase 10 hour meter price from \$0.50/hour to \$1.00/hour
3. Increase 10 hour monthly permit price from \$44.00 to \$74.00
4. Add code language from KS Avenue block zone to all timed zones (eliminating leapfrogging)
5. Add language allowing reserved spaces to include downtown businesses seeking for profit sales
6. Introduce designated and signed 15 minute pick up spaces on KS Avenue (replaces orange cones)
7. Relax restrictions north of sixth street, remove metered spaces West of Topeka Boulevard.
8. Remove yellow hoods on 100 blocks East and West of KS Avenue, charge \$1.00 per hour, institute paid parking on KS Avenue of \$1.25/hour effective January 1st 2026.



Updated Map Jan. 2026

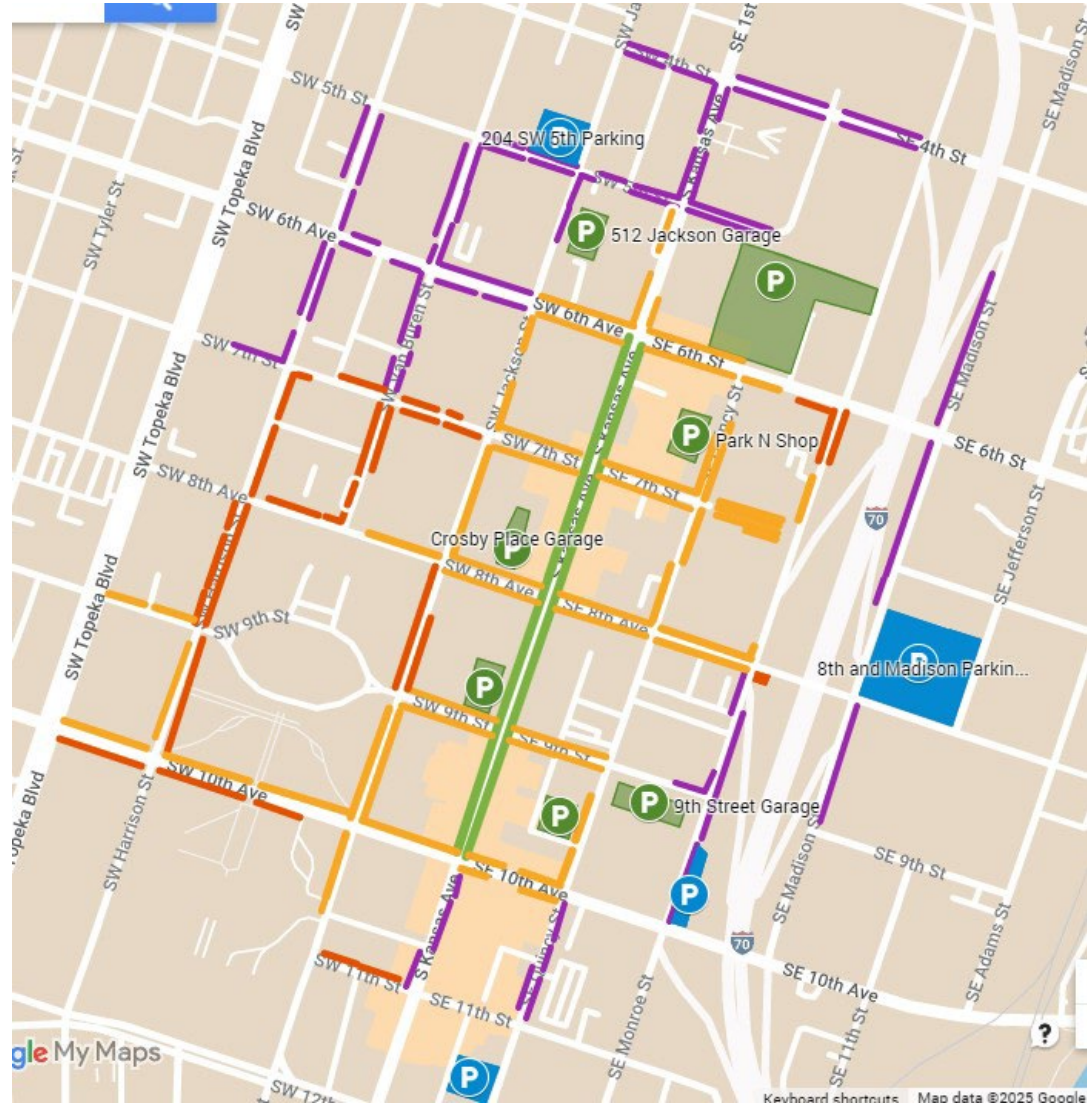
5

Green – 2 Hour, \$1.25 HR

Orange – 2 Hour, \$1.00 HR

Red – 10 Hour, \$1.00 HR

Purple – 4 Hour, Free Parking



(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Dr. Robert M. Perez, concerning parking in the downtown central business district, amending § 10.60.320, § 10.60.330, § 10.60.340, § 10.60.150, § 10.60.200 and § 10.60.220 of the Topeka Municipal Code and repealing original sections.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

Section 1. That section 10.60.320, Defined, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Defined.

A “block parking zone” is any side of a block or blocks designated in the central business district for which parking is restricted through the use of parking meters or other time restrictions pursuant to this ~~title chapter. On Kansas Avenue, between 6th Street and 10th Street~~ For parking restricted by time limitations anywhere in the central business district, the allowable time for parking a vehicle shall terminate when the posted time has expired. Vehicles are not allowed to move to another parking space ~~on Kansas Avenue between 6th Street and 10th Street~~ restricted by time limitations in the central business district on the same calendar date. ~~Parking fines will be imposed and accumulated each time a vehicle exceeds the restrictions contained herein.~~

Section 2. That section 10.60.330, Parking restriction, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Parking restriction.

No person shall be parked ~~within a designated block parking zone~~ in a parking space restricted by time limitations beyond ~~at~~ the specified time period. The time period

shall:

(a) Begin when the vehicle is first parked in a ~~block parking zone~~parking space restricted by time limitations;

(b) Continue whether or not the vehicle is thereafter moved to another parking space restricted by time limitations within the ~~same block parking area~~central business district, ~~except that the period shall be terminated if such vehicle is moved and parked in an area without a block parking zone designation~~; and

(c) Include all time during which the vehicle is thereafter parked in another single vehicle parking place having the same maximum lawful time limit unless movement of the vehicle has terminated the period as provided in subsection (b) of this section.

Section 3. That section 10.60.340, Overtime parking, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Overtime parking.

It shall be unlawful for any person or driver to cause, allow or permit any motor vehicle registered in his name or operated or controlled by him to stand or be parked in any block parking zone beyond the maximum amount of time allowed for parking by the parking time restrictions or parking meters within ~~that block parking zone~~the central business district.

Section 4. That section 10.60.150, Establishment, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Establishment.

(a) Parking meter zones are hereby established in the central business district

or upon those streets or parts of streets described in the schedule maintained in the records on file in the office of the City Clerk and the Transportation Operations Superintendent. In such zones, the parking of vehicles on the street shall be regulated by parking meters between the hours of 8:00 a.m. and 6:00 p.m. of any day except:

(1) Saturdays, when all time limitations shall remain in effect but no coin need be deposited; and

(2) Sundays and the following specific days: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day, when no time limitations shall be in effect nor the deposit of coin required.

(b) The Transportation Operations Superintendent may designate, alter or remove parking meter zones upon those streets or parts of streets where it is determined upon the basis of a parking study that the designation, alteration or removal of parking meters shall be necessary to aid in the regulation and control of the parking of vehicles.

(c) Curbside pickup parking zones may be designated by the Transportation Operations Superintendent to provide convenient short-term parking not to exceed 15 minutes in the central business district.

Section 5. That section 10.60.200, Time-restricted parking rates – Parking meters, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Time-restricted parking rates – Parking meters.

(a) The Transportation Operations Superintendent may establish parking rates

in parking meter and time-restricted parking zones within the following minimum and maximum ranges:

(1) On street: \$0.50 and \$3.00 per hour.

(2) Ten-hour permits: \$44.00 and ~~\$65.00~~74.00 per month.

(b) In determining the parking rates, the Transportation Operations Superintendent will consider the availability of on-street parking, garage and lot parking, parking congestion and any other factors relative to parking operations in the central business district.

Section 6. That section 10.60.220, Permit for hood or cover, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Permit for hood or cover.

(a) Permitted. Any parking meter need not be placed in operation by the deposit of a coin therein when the conditions set forth in this section have been satisfied and a permit issued for the hooding of such meter.

(b) Eligible Applicants. Criteria for issuing a permit for the hooding, covering or removal of the proximate parking meter, when so required for actual prosecution of the work or activity, are hereby established as follows:

(1) Persons having a permit from the Development Services Division to encumber any street or sidewalk in connection with any building or wrecking project.

(2) Persons having a permit from the Development Services Division to perform any plumbing, electrical, heating, sign hanging or other project in any public way or on premises which directly adjoin any street, alley or sidewalk.

98 (3) Persons engaged in any public improvement under contract with the
99 City or engaged in any work under supervision of the Public Works Department.

100 (4) Service crews of public utilities (private or municipal) engaging in
101 construction and maintenance work in or adjoining any public way.

102 (5) Persons engaged in the business of moving personal property and
103 effects from and to residential or commercial buildings adjoining any public way.

104 (6) Persons licensed as funeral directors and holding services in any
105 funeral home or church.

106 (7) Persons engaged in the repair and maintenance of building service
107 installations or office equipment.

108 (8) Persons requiring temporary parking space immediately adjacent to
109 commercial and industrial establishments for loading or unloading of building and
110 office equipment of immediate necessity.

111 (9) Persons acting under the authority or requirements of the Police and
112 Fire Departments to provide temporary special use parking zones.

113 (10) Governmental agencies sponsoring an agency event or meeting
114 where additional parking stalls are required to meet the parking needs of the
115 attendees.

116 (11) Persons with a severe mobility impairment which necessitates the
117 continued use of a wheelchair or canes and where the hooded parking stall is in
118 close proximity to the person's place of employment. Provided, the fee for such a
119 hooded parking meter shall be at the market rate for garage parking.

120 (12) Persons/agencies or businesses with a physical address in the

Downtown Business District are permitted to reserve space contiguous to their business for the purpose of sales/vending consistent with their business needs. The space may not be continuously occupied for more than 10 consecutive hours. Sale or lease to a 3rd party within City ROW is prohibited.

(c) Approval of Application. The Transportation Operations Superintendent shall determine compliance with the above criteria for the hooding, covering or removal of any parking meter, and upon approval of the application therefor and payment of the appropriate fee, shall authorize the required parking meter to be hooded or removed in accordance with the application as approved. Upon the hooding or covering of the face of any parking meter, such meter need not be placed in operation by the deposit of a coin otherwise required by this article.

(d) Exceptional Cases. Exceptions to the rules and regulations and payment of required fees may be made in appropriate cases involving special circumstances not covered by this section upon an application and a showing that the hooding or removal of any parking meter serves the public convenience and safety, and is in harmony with the other provisions of this code; provided, that such exceptions shall be approved in advance by the Director of Public Works.

(e) Time of Filing Application. The application for a permit shall be made in writing and filed at least 12 hours in advance of the time any parking meter is to be hooded or removed; provided, that this requirement may be waived by the Transportation Operations Superintendent in emergency situations where public safety is at risk.

(f) Form of Application. The application for a permit under this section shall be

on a form prepared by the Transportation Operations Superintendent. The failure or refusal of any applicant to furnish information requested in such application shall be sufficient grounds for denial by the Transportation Operations Superintendent. The application shall show:

- (1) The name and business of the applicant;
- (2) The reason for the hooding or removal of the parking meter;
- (3) Evidence that a permit for the encumbering of any street has been issued by the Building Inspection Division, if applicable;
- (4) The location and number of parking meters desired to be hooded or removed and the day or dates and the hours such meters are to be hooded or removed; and
- (5) Such other information as may be required in such application form. If the Transportation Operations Superintendent finds from the application that the proposed use of a meter hood will be consistent on a yearly basis, then the Transportation Operations Superintendent may grant a permit on a month-to-month basis.

(g) Exhibit of Permit. In all cases, any permit issued under this section shall be kept by the permittee or his agent at the location of the parking meters authorized to be hooded or removed, and shall be exhibited to any officer or employee of the City upon demand.

(h) Issuance – Duties of City Officer. When an application for a permit has been approved, authorized employees of the City Transportation Operations Division shall cause the designated parking meters to be hooded in accordance with the permits; and

such employees shall remove the covers and return such covers to the custody of the Transportation Operations Superintendent at the expiration of the time limit as noted on the permit. If a meter is removed, it shall be removed by or under the direction of the Transportation Operations Superintendent so that the maximum amount of material may be salvaged.

(i) Fees. The Transportation Operations Superintendent may establish daily meter hood permit rates within the minimum and maximum ranges of \$6.00 and \$30.00. There shall be no permit fee imposed for Sundays or Saturdays. Each applicant shall pay the required fee per meter when any portion of the parking space controlled by the meter is used by the applicant or reserved under a permit granted as provided for in this section. Under no circumstances will the permit fee or any portion thereof be refunded to any applicant. All fees received under this section shall be deposited with the City Treasurer to the credit of the parking fund of the City.

(j) Termination of Permit. Notwithstanding anything in this section to the contrary, the Transportation Operations Superintendent shall have the right to unilaterally terminate a permit granted pursuant to this section.

Section 7. That original § 10.60.320, § 10.60.330, § 10.60.340, § 10.60.200 and § 10.60.220 of The Code of the City of Topeka, Kansas, are hereby specifically repealed.

Section 8. This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper.

Section 9. This ordinance shall supersede all ordinances, resolutions or rules, or portions thereof, which are in conflict with the provisions of this ordinance.

Section 8. Should any section, clause or phrase of this ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

PASSED AND APPROVED by the Governing Body on _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by _____ to continue free
4 parking through 2025, commencing and resuming metered parking on
5 certain downtown streets.
6

7 WHEREAS, for a variety of reasons including construction and a global pandemic,
8 free parking has been allowed downtown on the 100 blocks off of Kansas Avenue (east
9 and west) between 6th and 10th Streets since 2017; and

10 WHEREAS, there has been a significant decline in parking revenue for several
11 years ; and

12 WHEREAS, amendments to ordinances regulating parking downtown now allow for
13 metered parking on Kansas Avenue between 6th and 10th Streets; and

14 WHEREAS, at its March 25, 2025, the Policy and Finance Committee
15 recommending restoring metered parking on the side streets and implementing metered
16 parking on Kansas Avenue commencing January 1, 2026.

17 NOW, THEREFORE, BE IT RESOLVED, BY THE GOVERNING BODY OF THE
18 CITY OF TOPEKA, KANSAS, that the City Manager is directed to facilitate the following:

19 1. Removal of the parking hoods and restore enforcement of paid meters
20 located on the 100 blocks off of Kansas Avenue (east and west) between 6th and 10th
21 Streets and to implement metered parking on Kansas Avenue between 6th and 10th Streets
22 as allowed by ordinance commencing January 1, 2026.

23 2. Increase rates at Centre City, Crosby and Townsite parking garages from
24 \$67.75 to \$74.00 effective after public education, notification and any necessary equipment
25 updates and modifications.

3. Increase rates at 512, Park N Shop, and Coronado parking garages from \$67.75 to \$74.00 effective upon completion of major work but no later than January 2026.

4. Increase rates at 9th Street parking garage from \$47.73 to \$51.00 effective at same time of parking garages in #3.

5. Increase 10 hour meters effective after public education, notification and any necessary equipment updates and modifications from \$0.50 to \$1.00.

6. Increase 10 hour permits effective after public education, notification and any necessary equipment updates and modifications from \$44.00 to \$74.00.

ADOPTED and APPROVED by the Governing Body on_____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk



CITY OF
TOPEKA



Downtown Parking Policy and Finance

October 22, 2024

Downtown Parking Update

2

- Approval was given in November 2022 to make capital improvements to parking facilities
- The following types of repairs are scheduled from 2023 to 2026:
 - Structural
 - Waterproofing
 - Mechanical
 - Plumbing
 - Electrical
 - Fire Protection
 - Façade
- Cost are estimates and subject to change

Location	Cost (Inflation Adjusted)
<i>Townsite</i>	\$4,552,965
<i>Uptowner</i>	\$7,567,394
512 Jackson	\$1,550,882
Centre City	\$840,944
Coronado	\$1,967,637
Crosby	\$1,132,502
Ninth Street	\$3,135,349
Park 'N Shop	\$1,489,120
Totals	\$22,236,792



Downtown Parking Update

3

- Rate structure was revised in November 2022 to establish minimum and maximum rates
 - Only 2 rates were changed, citations and hoods, remaining rates have been unchanged since 2010.
 - Practice of 1st time warning for out of county/state citations was discontinued

	<u>Term</u>	<u>Min</u>	<u>Max</u>	<u>Current</u>
Parking Lots	Month	\$ 15.00	\$ 80.00	\$ 18.00-45.00
Parking Garages	Month	\$ 40.00	\$ 120.00	\$ 67.75
Hourly	Hour	\$ 0.50	\$ 3.00	\$ 1.00
On Street				
On Street Meter	Hour	\$ 0.50	\$ 3.00	\$ 1.00 (0.50 10 HR)
10 Hour Meter Permit	Month	\$ 44.00	\$ 65.00	\$ 44.00
Meter Hood	Day	\$ 6.00	\$ 30.00	\$ 20.00 (30.00 Ks Ave)
Fines				
1st Offense	Each	\$ 8.00	\$ 20.00	\$ 10.00
2nd Offense	Each	\$ 15.00	\$ 40.00	\$ 20.00



Downtown Parking Current Issues

4

- Current zones are confusing and inconsistent
- Current policies encourage leapfrogging
- On street reserved spaces are not permitted for food trucks or similar vendors
- Revenue at current rate structure does not meet annual expenses



Downtown Parking - Simplification

5

- Different Colors on the map represent a different rule
- Multiple types of parking, timed zones, paid zones, sometimes within the same block
- Timed zones have different time limits
- Metered areas have different prices or different allowable lengths of stay



Downtown Parking – Simplification Recommendation

6

- Eliminate 24 meters on 10th Street west of Topeka Blvd.
- Convert all 1 hour meters to 2 hour meters.
- Convert all 1 hour zones to 2 hour zones.
- Convert all 3 hour zones to 4 hour zones.
- Relax parking north of 5th street on Kansas and north of 6th street on other streets.
 - Primarily 4 hour zones to discourage all day occupancy, but reduced patrolling unless notified of issues.



Downtown Parking - Leapfrogging

7

- Current code prohibits people moving from block to block within the KS Avenue block zone
- Municipal Code 10.60.320 “On Kansas Avenue, between 6th Street and 10th Street, the allowable time for parking a vehicle shall terminate when the posted time has expired. Vehicles are not allowed to move to another parking space on Kansas Avenue between 6th Street and 10th Street on the same calendar date.”



- Eliminate all 1 hour zones
- Add following language
 - “Within Downtown Business District, when parking in an unpaid, timed zone, the allowable time for parking a vehicle will terminate when the posted time has expired. Vehicles are not allowed to move to another unpaid, timed zone within the Downtown Business District on the same calendar date.”
- One free unpaid session per enforcement day (8:00 am to 6:00 pm) if after 2 hours you remain in the Downtown Business District, you would need to move to a paid space or parking garage, or be subject to a citation.



Downtown Parking: Reserved Space

- On street hoods are currently only allowed under the following circumstances: (10.60.220 b)
 - 11 allowable circumstances falling into 3 major categories
 - Government agencies
 - Moving/Demolition/Construction where there is a need for adjacent parking
 - Funeral Services



- No permissible use for food trucks or other vendors in a for profit use case
- Advantages/Disadvantages
 - Food trucks and other vendors contribute to the overall downtown experience
 - Existing vendors/restaurants could be disadvantaged by their presence
- Recommendation, adopt following language under 10.60.220 b
 - (12) Persons/agencies or businesses with a physical address in the Downtown Business District are permitted to reserve space contiguous to their business for the purpose of sales/vending consistent with their business needs. The space may not be continuously occupied for more than 10 consecutive hours. Sale or lease to a 3rd party within City ROW is prohibited."
- An invitation is required, but cannot be sold, and cannot be a permanent arrangement
 - Employee appreciation events allowed, tent would be allowed, but must be removed daily.



Downtown Parking: Current Rate Structure

11

- Estimated 2024 loss of (415,965)
- 2025 Budgeted loss of (\$454,775)
- Current forecast would deplete the parking reserve fund in 2027
 - Increase revenue through change in pricing structure
 - Reduce expenses through reductions in maintenance and service
 - Subsidize parking from other revenue sources



Downtown Parking: Rate Structure Recommendation

12

- Increase Parking Garage Rate from \$67.75 to \$74.00
- Establish price parity across meters
- Establish price parity between on street permits and garage permits

	<u>Term</u>	<u>Current</u>	<u>Min</u>	<u>Max</u>	<u>Target</u>
Parking Garages	Month	\$ 67.75	\$ 60.00	\$ 105.00	\$ 74.00
On Street					
On Street Meter	Hour	\$ 1.00	\$ 0.50	\$ 3.00	\$ 1.00
On Street Meter (10 Hr)	Hour	\$ 0.50	\$ 0.50	\$ 3.00	\$ 1.00
10 Hour Meter Permit	Month	\$ 44.00	\$ 44.00	\$ 65.00	\$ 74.00



- Phased price increase as additional improvements are made.
 - Implement 10% price increase with garage improvements being made over next 2 years
 - 3% inflationary increases beginning in 2026
 - Price changes every 3 years thereafter
- Estimated additional revenue of \$162,612 at current occupancy with price increase.



Downtown Parking: Rate Structure Recommendation

14

	Current	Proposed	2026	2029	2032
Standard Garage Parking	\$67.75	\$74.00	\$81.00	\$89.00	\$97.00
Reserved Garage Parking	\$75.50	\$95.00	\$104.00	\$114.00	\$125.00
9th Street Garage	\$47.43	\$51.00	\$56.00	\$62.00	\$65.00
Premium Lot	\$45.00	\$45.00	\$49.00	\$54.00	\$59.00
Outer Lot	\$18.00	\$18.00	\$20.00	\$22.00	\$25.00
10 Hour Permit	\$44.00	\$74.00	\$81.00	\$89.00	\$97.00

- Standard Garage: 512 Jackson, Center City, Crosby Place, Park N Shop, Townsite, Coronado and Uptowner
- 9th Street Garage is contractually obligated to be no more than 70% of the cost of other garages
- Premium Lots: Monroe Lot and 4th and Jackson Lot
- Outer Lots: Water Tower Lot and 8th and Madison Lot



- Implement paid parking of \$1.25 per hour on Kansas Avenue
- Restore \$1.00 per hour parking on 100 block East and West of Kansas Avenue
 - 3 month timeline for KS Avenue paid parking implementation. Lead time of pay stations and public awareness campaign.
 - Future plans are to remove physical meters to then transition to payment by pay station or app.
- Estimated Revenue for additional on street parking
 - \$250,000 annually from Kansas Avenue
 - \$100,000 annually from 100 blocks East and West of Kansas Avenue
- In combination with other price increases, total revenue would increase \$512,612 covering the \$454,775 budgeted shortfall



Downtown Parking: Recommendation Recap

16

- Consolidate zones and times, relax policies in underutilized areas
- Add language to code clarifying 1 free session per day
- Add additional circumstance to space reservations to include for profit sales (food trucks/vendors)
- Increase Parking Garage Rate from \$67.75 to \$74.00
- Establish price parity across meters
- Establish price parity between on street permits and garage permits
- Implement paid parking of \$1.25 per hour on Kansas Avenue
- Restore \$1.00 per hour parking on 100 block East and West of Kansas Avenue





**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: March 25, 2025

CONTACT PERSON: Karisa Mueller, Budget Manager

SUBJECT: Payments in Lieu of Taxes (PILOT) Fee Matrix

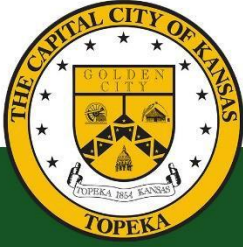
PROJECT #:

DOCUMENT DESCRIPTION:

Payments in Lieu of Taxes (PILOT) Fee Matrix are payments made to the City organizations or agencies based on agreements.

ATTACHMENTS:

Proposed PILOT Fee Matrix



CITY OF TOPEKA

City of Topeka Finance Department
215 SE 7th St, Rm 355
Topeka, KS 66603

budget@topeka.org
785-368-3970
www.topeka.org

To: Councilmember Duncan
From: Karisa Mueller, Budget Manager
Date: January 27, 2025
Re: Proposed PILOT Fee Matrix

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.

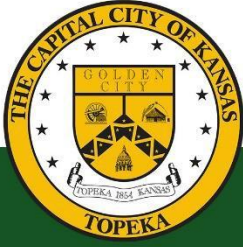
Currently, no external organization or commercial buildings with tax abatements voluntarily pay anything to the City of Topeka in the form of a PILOT fee. The proposal for suggested PILOT fees for commercial buildings that have been granted tax abatements can be found below. The PILOT fee matrix proposed would base suggested PILOT fees on square footage of physical building size – not including additional acreage outside of the building footprint.

Pilot Fee Matrix

Building Square Footage	Price Per Sq. Ft	Potential Revenue Range	
<9,999 sq. ft	\$ 1.50	\$ 1,500.00	\$ 14,998.50
10,000-99,999 sq. ft	\$ 0.85	\$ 8,500.00	\$ 84,999.15
100,000-499,999 sq. ft	\$ 0.55	\$ 55,000.00	\$ 274,999.45
500,000-999,999 sq. ft	\$ 0.30	\$ 150,000.00	\$ 299,999.70
>1,000,000 sq. ft	\$ 0.25	\$ 250,000.00	

An estimated 200+ commercial buildings throughout the city of Topeka are property tax exempt (this number includes government buildings, churches, healthcare/hospital buildings, etc.). The introduction of the proposed PILOT fee Matrix has the potential to increase City of Topeka's annual revenue. The total amount of potential revenue will vary based on which entities we choose to propose the PILOT fees to and which entities will enter into a voluntary PILOT agreement with the City of Topeka. The potential annual revenue per commercial building depending on size can be seen in the figure above.

In order to create the PILOT fee matrix, finance took a sample size of commercial buildings and calculated a price per square feet based on City of Topeka property tax amount and building square footage. List of commercial buildings used in the sample can be seen below.



CITY OF TOPEKA

City of Topeka Finance Department
215 SE 7th St, Rm 355
Topeka, KS 66603

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Sample Size

Location	Building Sq. Ft	City Tax	Price Per Sq. Ft
Capitol Federal - Downtown	88,700	\$ 72,075.29	\$ 0.81
Advisors Excel - McClure	78,287	\$ 89,905.63	\$ 1.15
Security Benefit	306,985	\$ 184,780.00	\$ 0.60
BCBS - Tyler St	97,204	\$ 113,944.62	\$ 1.17
Target Distribution	1,351,980	\$ 505,476.78	\$ 0.37
Frito Lay	9,000	\$ 18,279.40	\$ 2.03
Mars	693,914	\$ 2,350,428.32	\$ 3.39
Kansas Association of School Boards	8,630	\$ 14,335.86	\$ 1.66