Conducting the CIP workshop remotely presents several challenges for communication and navigation to those involved. Accordingly, the staff has implemented two enhancements to the book. The first is the usage of hyperlinks in the CIP’s electronic format. The second is the usage of the topekaspeaks.org application.

The budget team developed the nearly 250-page Proposed CIP using efficient hyperlinks on individual pages and in the indexes. In an effort to provide additional guidance to the reader and to make it easier to flip between pages and sections, the attached pages demonstrate how best to use the document.

Topekaspeaks.org is a depository filled with helpful documents that are both current and historical. It also allows participants in the discussion to provide their comment, so that the Governing Body can interface with constituents and answer questions.

We look forward to guiding the Governing Body through this year’s CIP workshop and to answer questions that the Governing Body may have. We welcome questions, comments, and ideas on ways to improve the user experience. The budget division’s email is budget@topeka.org.
The electronic version of this book contains several user-friendly hyperlinks to enhance navigation.

The *Proposed Capital Improvement Plan Master Summary* section that begins on page 15 is organized by revenue sources such as revenue bonds, General Obligation Bonds, federal funds, etc. Within those revenue sources, projects are divided among the seven Council-designated priorities of Facilities, Neighborhoods, Public Safety, Quality of Life, Streets, Traffic, and Utilities. Each item carries a unique project number, and is accompanied by the funding amount for the next five years, previous and future funding amounts, and the total funding amount. An example is placed below:

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Proposed 2022</th>
<th>Proposed 2023</th>
<th>Proposed 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shunga Creek Flood Mitigation</td>
<td>$0</td>
<td>$1,500,000</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Stormwater Pump Station Rehab/Replacement Program</td>
<td>$0</td>
<td>$0</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Clicking on specific project numbers— in this case the 161008.00— takes the user to the specific detail page where more information such as the description of the project, funding sources, and the project schedule are included. An abbreviated example can be seen below:

**City of Topeka Capital Improvement Project Summary**

**Shunga Creek Flood Mitigation**  
 **Project Year:** 2023 to 2025

- **Project Title:** Shunga Creek Flood Mitigation  
- **Department:** Stormwater  
- **Type:** New  
- **Location:** Shunga Creek, MaVicar to I-70  
- **Contact:** Brenton Copley  
- **Previous Funding:** $0  
- **Total Funding:** $16,749,999  
- **Future Funding:** $0

**Description:**

This is a cost shared project with the US Army Corps of Engineers (35% City/65% Federal) to design and construct drainage improvements along Shunga Creek. The proposed improvements include 1 mile of levee construction from MaVicar to Buchanan and 1.5 miles of channel modification from Buchanan to I-70. If needed, additional improvements may be made to the spoil levee downstream on the right bank including study, geotechnical, construction and rehab improvements. The level of flood protection is at a 25-year level as summarized in Shunga Flood Mitigation Study (City Project T-1510000.01). The cost-sharing allocation is as follows: construction (35% City/65% Federal); design (50% City/50% Federal); right-of-way acquisition (100% City, however costs may be credited if the total Federal funding limit has not been exceeded).

Clicking on the underlined “Total by Fund Page” button returns one to the main cover page and allows readers to quickly navigate throughout the CIP. Clicking on the underlined “Utilities” item allows readers to be taken back to that specific category page as seen below:
At the end of the book is an index by project name and identifying number. This is provided to allow readers to easily find their desired destination without scanning the entire book.

For example, if you are searching for the “Alley Repair Program 2022” a reader can go to the *Index by Name* page which is in alphabetical order, and then click on the specific ID number assigned to that page to quickly transition to the detailed page. Specific page numbers are also provided within the index if readers wish to cite information for future use.

The same method can be done when searching by project numbers. They are listed in numerical order, and clicking on the specific project number still allows readers to jump to the specific CIP page.