



**City of Topeka**  
**Governing Body Action Form**  
**City Council Chambers**  
**214 SE 8th Street**  
**Topeka, Kansas 66603**  
[www.topeka.org](http://www.topeka.org)  
July 21, 2026

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|------------------------------|-----------------------------------------------|--------------------|
| <b>DATE:</b>                 | <b>July 21, 2026</b>                          |                    |
| <b>CONTACT PERSON:</b>       | <b>Braxton Copley, Deputy City Manager</b>    | <b>DOCUMENT #:</b> |
| <b>SECOND PARTY/SUBJECT:</b> | <b>Friends of the Topeka Zoo, Inc. (FOTZ)</b> | <b>PROJECT #:</b>  |
| <b>CIP PROJECT:</b>          | <b>No</b>                                     |                    |
| <b>ACTION OF COUNCIL:</b>    |                                               | <b>JOURNAL #:</b>  |
|                              |                                               | <b>PAGE #:</b>     |

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**DOCUMENT DESCRIPTION:**

**APPROVAL of a CONTRACT AMENDMENT to License and Management Agreement No. 49243 with Friends of the Topeka Zoo ("FOTZ") for the operation and management of the Topeka Zoo and Conservation Center.**

*(The proposed amendment revises the deadline for FOTZ to submit its annual audited financial statements to the City. This change reflects that the Topeka Zoo is no longer included as a component unit in the City's annual financial audit.)*

**VOTING REQUIREMENTS:**

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

**POLICY ISSUE:**

Whether to approve the contract amendment.

**STAFF RECOMMENDATION:**

Staff recommends the Governing Body approve the amendment to the contract.

**BACKGROUND:**

The proposed amendment to the License and Management Agreement extends the deadline for Friends of the Topeka Zoo to submit its independently audited financial statements from April 1 to July 1 of each year, with the option for a one-time extension of up to 60 days if needed and approved by the City. The change is necessary because the Zoo is no longer included as a component of the City's annual financial audit. The delay in the submission of the audited financial statements will allow the Zoo to save approximately 20-25% annually on the audit fee.

**BUDGETARY IMPACT:**

No budgetary impact.

**SOURCE OF FUNDING:**

Not Applicable.

**ATTACHMENTS:**

[Contract - Amendment No. 2 to Contract No. 49243](#)