



Community Engagement
Cyrus K. Holliday Bldg.
Holliday Conference Rm.
620 SE Madison

City of Topeka
CITIZEN ADVISORY COUNCIL
MEETING MINUTES
Wednesday, May 5, 2021

Citizen Advisory Council Vision Statement: *“A community of neighborhoods illuminating collaborative models to foster harmonious and balanced neighborhood communities.”*

Citizen Advisory Council Mission Statement: *“The Citizen Advisory Council is a community of neighborhoods organized to forge available resources to empower, rebuild, and revitalize areas within the city of Topeka.”*

I. CALL TO ORDER & CAC UPDATES

The Citizen Advisory Council meeting was called to order by Susan McClacherty, CAC Chair at 6:45 p.m.

City Employees Present: LaToya Burnett, Community Engagement Coordinator; Sarah Douglas, Community Engagement Coordinator; Monique Glaudé, Director of Community Engagement; Mike Haugen, Division Director of Code Compliance; Corrie Wright, Division Director of Housing Services; Brent Trout, City Manager

City Council Members Present: 0

CAC Members Present: 13 (see annual attendance ledger)

Other Public Attendees and Substitutes: 0

II. SPEAKERS

A. Mike Haugen, Division Director of Code Compliance

At full staff, Code Compliance has 8 inspectors; currently, there are 5 inspectors and one inspector in training. Code Compliance addresses issues pertaining to housing repairs, sanitation, inoperable vehicles on private property only; weeds and grass (over 12 inches tall). [Police Department addresses vehicles parked on public property/street.] For sanitation, vehicle, weeds and grass violations, the property owner is allowed up to 10 days to address the issue(s). Warrants are served on the 11th day of non-compliance. If a property owner does not

address weeds, grass, and sanitation issues, the male Inmate Services crews (Shawnee County Corrections) provide mowing and abatement services for the City, and a service fee is assessed to the property owner. For housing violations, the property owner is allowed up to 60 days to address the issue(s). This timeframe may be extended if reasonable progress has been made to address the issue(s). Property owners are also provided with a list of resources to assist them with materials. There is currently not a volunteer program in place to assist elderly and disabled property owners. Although property owners may receive a courtesy letter any time from November through February, housing violations are typically only addressed in the Spring and Summer. Once warrants are issued for code violations, the cases are turned over to the City Prosecutor's Office. Code Compliance also reports verified vacant properties to the Shawnee County Appraiser's Office. The Appraiser's Office manages the foreclosure and vacant property sales programs.

B. Corrie Wright, *Division Director of Housing Services*

CAPR (Consolidated Annual Performance Report) provides a summary of program performance for HUD programming administered by the City. In 2020 the CDBG funding provided for 13 housing accessibility projects, 27 emergency housing repair projects, 6 voluntary demolitions, 11 TOTO (Topeka Opportunity to Own) homes were provided with up to \$30,000 each for home improvements, 237 people received home ownership counseling through HCCI partnership program, 7 homes received major rehab and 2 new duplexes were built as part of the SORT program in the Tennessee Town neighborhood. \$1.6 million was awarded through the Social Services Grant Program that served 8,699 households. \$435,000 funded the Shelter Plus Care Program that provided 532 households with tenant deposit assistance. 62 households were served through the HOME Program, 790 households were served through the ESG Rapid Rehousing program, a partnership with the Topeka Rescue Mission. The Housing Services Division will also be re-applying for a \$1 million grant from Federal Home Loan Bank to continue the Property Maintenance Rehab Program, which provides up to \$20,000 in grant funding for housing repair assistance to homeowners with property maintenance violations.

III. STAFF UPDATES

A. Brent Trout, *City Manager*

Recap of the Department of Neighborhood Relations reorganization changes made in May of 2020: Code Compliance is a division of the Police Department; Housing Services is a division of the Planning Department; Community Engagement is part of the City Manager's Office administration team. City Manager's office sent out a survey to CAC members and NIA officers to gather feedback about these changes and concerns regarding the future of neighborhood programming. NIA officers and CAC members have also been invited to attend a follow up discussion meeting with the City Manager on Wednesday, May 26 at 6:00 p.m. in the Holliday Conference Room. Members of the Governing Body have also made some suggestions to the revised CAC draft ordinance. These suggestions will be shared with the CAC Chair to determine if changes should be adopted. Ordinance changes pertaining to the dissolution of the Department and the CAC draft ordinance will be on the City Council agenda in June.

IV. DISCUSSION ITEMS

A. CAC Core Values (see link in April 2021 meeting documents) Susan McClacherty, *CAC Chair*
CAC assessment pertaining to Core Values was sent out to all members. Per the assessment, the core values are considered adopted.

B. Committee Reports

- Clean Up

Susan McClacherty, *CAC Chair*

There have been no requests to date for assistance from residents; there are volunteers ready to help when needed. Approximately 50% of participants in the first event stated that they were not aware that the event was taking place. CAC contacted KAB (Keep America Beautiful) about partnering to promote the next event. KAB charges a \$500 fee for partners. CAC would have logo on KAB banners and other promotional items.

- United Way Virtual Volunteer Engagement Event

Susan McClacherty, *CAC Chair*

CAC was not able to participate in this event because it required that a representative be available for the entire 6-hour timeframe.

- Enhancement Program Mike Bell (CAC At-Large)

Will provide complete report at the June CAC meeting. Donald Fortin (CAC, Tennessee Town) will provide a list of agencies that have agreed to assist with funding and materials. Mike Bell will provide program details and HUD requirements. Courtney Seevers (CAC, Chesney Park) will provide list of social service agencies that have agreed to assist with providing volunteers.

C. Collaboration Survey

Susan McClacherty, *CAC Chair*

This survey was sent out to all CAC members and is still available. The input provided will support the development of future CAC procedures, processes, and goals.

D. Logo

Susan McClacherty, *CAC Chair*

Propose that CAC consider updating the current CAC logo to remove the “s” in Citizens Advisory Council to read Citizen Advisory Council.

Mike Bell (CAC At-Large) made a motion to consider the design of a new logo. Laura Pederzani (President, North Topeka West) seconded the motion. The motion carried.

Donald Fortin (CAC, Tennessee Town) suggested reviewing all three of the previous logos that were presented and voted on in 2018.

Susan McClacherty (CAC Chair) Further discussion will be held at the June 2021 meeting. The City will provide the previous logos, a Logo request form, and a list of Logo do’s and don’ts to consider.

V. OTHER STAFF UPDATES

A. Monique Glaudé, *Community Engagement Director*

The Kansas Department of Corrections is making modifications to the female inmate services program. We are in negotiations and hope the program is not eliminated. This crew is currently responsible for removing blight in the community.

B. Corrie Wright, *Division Director of Housing Services*

Special Consolidated Action Plan Meeting to be held on Wednesday, June 9, from 7:00 p.m. to 8:00 p.m.

VI. ADJOURNMENT

Motion to adjourn by Donald Fortin (CAC, Tennessee Town), seconded by Yvonne May (CAC, Central Highland Park), carried and the meeting was adjourned at 8:30 p.m.

The next CAC meeting is June 2, 2021, at 6:45 p.m. for networking discussion followed by meeting starting at 7:00 p.m.