



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

City of Topeka
CITIZEN ADVISORY COUNCIL
MEETING NOTICE AND MINUTES
Wednesday, February 2, 2022

CALL TO ORDER – *Susan McClacherty, Citizen Advisory Council Chair*

- Susan McClacherty opened the meeting by introducing Carrie Higgins.

Carrie Higgins, Impact Avenues program coordinator

Carrie presented the January - December 2021 Year End Report for Housing Services. The Accessibility, Emergency Repair and Property Maintenance Rehabilitation attachments have been provided for further review. To learn more about the various programs please refer to the recorded meeting.

COVID Assistance Programs – Federal funds were used by helping agencies in Topeka

- **Homeless Emergency Solutions Grant (HESG) – \$1.9M awarded;** still working on this funding
- **Small Business Grants Program** – still accepting applications; apply up to \$20,000 grant
- **Basic Needs Assistance COVID** – spent on foreclosures/eviction mitigation
- **Mortgage Assistance** – CRC
- **IMPACT Avenues** still in progress
 - 283 homeless kids and their families referred
 - 35 partner agencies meet weekly using a single point of service at Garfield Community Center. This allows the families easy access to all agencies

Carrie also highlighted Housing Services accomplishments:

- Assisted in building a single home with Habitat for Humanity
- Assisted in building two duplexes with Cornerstone
- Working with SORT area to use some Housing funds to purchase land
- Changed soft mortgage requirements from after 7 years/mortgage reduced by 50%; now after five years/mortgage 100% forgiven

Presentation ended with the opportunity for those attending to ask questions.

Anti-Blight Proposal James Jackson, Public Works Director and Monique Glaude, Director of Community Engagement & Ombudsman

This is a city wide program. Director Jackson asked for Monique to share what her department is doing for this project:

- There are 3 inmate crews working on this project.
- They have captured 135 tons in a 2 month period.
- There is a need for funding support and this was shared with the previous city manager.
- There is funding available until July 2022.

\$1.5 million funding is needed to sustain the program until July 2023. A request of \$2 million has been requested that would provide coverage through 2024. This amount will provide 3 crews, 1 leader/3 team

members. The crews would be filled with temporary employees from employment Funding will salaries, trucks, trailers and dumping fees.

If \$2 million is allotted, cameras will be posted in illegal dumping areas. The cameras would enable the city to prosecute those who are illegally dumping. The Topeka Police Department will be erecting signage in areas within the next 30 days. If approved it will be utilized for 2023-2024. The tentative start date for the additional crews is April 1st.

Monique stated how appreciative the City is to the CAC for \$4,000 to support this project. Also concluded with stating how grateful everyone is for Director Jackson's help with this project.

Susan thanked Director Jackson and Director Glaude' for their presentation.

Topeka's Work Finance Workgroup – Kim Thompson

Kim reported on the Virtual budget workshops being offered. There are 5 workshops offered beginning in January, February ending on March 10th. Kim shared the ETC Citizen Survey and how it coincides with the activities and projects CAC is discussing. There are workgroups, and they are working on topics of developing neighborhoods, quality of life, infrastructure, public safety and quality of Police services.

Kim also covered the various types of budgets:

- Outcomes Based Budgets
- Zero Based Budgets
- Activities Based Budgets

Those attending were asked what methods they used for budgeting for their NIA's by Susan. The majority in attendance responded that their NIAs were using Activities Based Budgets.

Status of CAC Working Groups

- **Membership – Michael Bell & Jill Rice**
Looking into food, affordable housing, the SENT program, possible opportunity to replicate it in Tennessee Town and other NIA's
- **Dumpster Project – Dave Holl, Kim Thompson, Jill Rice**
Waiting for winter to end to determine number of dumpsters needed and where to place them
- **Infrastructure – Alicia Barber, David Bawden**
Have not met yet
- **Translation for Spanish Speaking Families – English to Spanish – ShaMecha Simms**
ShaMecha has met with a translator who would like to work with NIA's, her fee is \$30 an hour. Like to create a library with posters that can be shared by all NIA's or have her work with individual NIA's that need to be have materials translated
- **Water Drainage Problems – Kim Thompson**
No updates

Susan asked if everyone received a copy of January minutes. Monique was asked to display the January minutes so members could vote and approve.

Susan asked to discuss Rules of Engagement:

- **Where we used ground rules well and what we used:**

Susan gave an example of members raising their hands to speak

Laura Pederzani gave an example of people muting themselves on zoom to keep background noise down

- **How could we improve:** no recommended improvements to be made

Susan stated that she had reviewed the Keep American Beautiful Calendar. She asked members if these activities would be good for everybody to take to their meetings.

Laura stated that minutes were sent out on Jan.18, so she would like to waive the reading of the minutes. Moved to accept January minutes as corrected with Safety group addition.

Moved to accept: Laura Pederzani; **Second:** Kim Thompson; **Motion passed**

Staff updates – Monique Glaude´, Community Engagement Director & Ombudsman

Shared last month that our printer will not be available. They will help getting our RFQ created and will help with getting bids from other printers. Their last day is May 15. An RFP will be going out soon. Our budget shows the amount of money used by NIA's for printing through the years is as follows:

Printing dollars used by NIA's: 2018 - \$17,249; 2019 - \$14,000; 2020 - \$3,100; 2021 - \$7,600

Average use by NIA's was \$10,000 over those four years. But \$20,000 will be budgeted for printing for NIA's to be safe.

Inmate Funds 2022

Monique will be reallocating \$25,000 in inmate crew funding toward the Changing Culture of Property Maintenance Program for administrative fees for a non-profit to provide lawn mowing services and other services for qualified LMI families. This funding is only for 2022. These funds will be needed in 2023 for use in blighted neighborhoods.

Topeka Shawnee County Digital Inclusion

We have received grants for TSC Digital Inclusion Program- TSC

- \$250,000 grant to help pay salaries and program marketing; digital/technical navigators paid out of the grant
- \$40,000 from Jayhawk Area on Aging – enables purchase of 2,000 devices for income qualifying persons 60 and over; will also allow them to receive free internet access for one year

The TSC Committee is also seeking other funds and requesting \$600,000 of the City's ARPA funds be allocated for this program. This would allow for the purchase of more devices and a partnership with TSCPL to provide digital classes for free. TSCPL will also go to Churches and community centers to train.

Susan asked members to share any other announcements. Michael Bell shared update on Keep America Beautiful program.

Susan requested a motion for adjournment.

Motion to adjourn – David Bawden; Second- Michael Bell; Motion carried.