

00:05:52 Sylvia Ortiz: Sylvia - East Topeka South/East Topeka North

00:10:02 Michael Bell: Lots of background noise. Are the mics not in use turned off?

00:10:26 Sylvia Ortiz: Ditto, making it hard to hear

00:14:23 Michael Bell: I agree with Yvonne in working directly with Public Works.

00:14:44 Michael Bell: At least for now.

00:23:49 Michael Bell: Thank you, Monique! I've been asking 4 a grant writer specifically devoted to LMI people and neighborhoods for years.

00:28:53 Sylvia Ortiz: 🙏

00:29:05 Michael Bell: Yes!

00:29:44 Sylvia Ortiz: I am hopeful it will stay with us.

00:30:20 Sylvia Ortiz: Seems like when we find a good person they leave. 😞

00:31:03 Michael Bell: Me, too. We'll need governing body support to make that happen. Let me know how I can help. 😊

00:32:41 Michael Bell: Even a 0.5 FTE is better than no one. Gotta pay people and offer some flexibility regarding where can work from, etc.

00:35:05 Sylvia Ortiz: Agree

00:35:55 Michael Bell: Hey, when do the new city council members join the body?

00:57:12 Michael Bell: ShaMecha, please visit with me regarding Elmhurst, the TTNIA's neighbors to the west.



CITY OF TOPEKA

COMMUNITY ENGAGEMENT BY THE NUMBERS

NOVEMBER 2023

NEIGHBORHOOD IMPROVEMENT ASSOCIATION SUPPORT FUNDS BUDGET REPORTS

Support funds are provided by the City of Topeka Division of Community Engagement through the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. Federal regulations permit the City of Topeka to enact policies in accordance with federal HUD guidelines. The following table includes items that are permissible and items that are restricted from federal funding use.

NIA Support	\$57,500.00
Contingency	\$ 5,000.00
Citizen Advisory Council	\$ 2,500.00
Total NIA Support Annual Budget	\$ 65,000.00

<https://www.topeka.org/citymanager/neighborhood-association-information/neighborhood-improvement-association-support-fund-budget-reports/>

Affordable Connectivity Program ACP

The ACP Program provides qualifying households with a discount on their monthly internet bill, and a one-time discount of up to \$100 for a device like a laptop, desktop computer or a tablet.

If you participate in programs such as SNAP, Medicaid, WIC, etc. you are eligible for the ACP.

Apply today at getinternet.gov/apply. If you would like assistance applying for the program, the City of Topeka is her to help. Call us at 785-368-3098 and we'll be glad to walk you thorough the application.

<https://vimeo.com/880774759/fd0bb9b956>

TSC GET DIGITAL

The Topeka and Shawnee County Get Digital program provides affordable and equitable access to computer and internet equipment and services, along with technical support, training opportunities, and digital literacy services for low and moderate-income individuals and families. Through community collaboration and partnership, the program focuses on strategies and investments to create opportunities that help to reduce barriers to technology access and use with the overall goal of ensuring that all Topeka and Shawnee County residents and neighborhoods have the equipment and services needed for civic and cultural participation, employment, lifelong learning, and access to other essential health and human services.

- > 1,296 DISTRIBUTED COMPUTERS
- INTO THE COMMUNITY
- > 23 DIGITAL LITERACY TRAINING

GUN LOCK DISTRIBUTION EVENT THURSDAY, DECEMBER 14TH 11:00 AM – 1:00 P.M.

A SMART GUN OWNER IS A SAFE GUN OWNER

The City of Topeka and the Topeka Police Department are partnering to distribute free gun locks to community members.

City Hall, 1st floor conference room
215 SE 7th Street

FIRST COME, FIRST SERVED/ONE PER PARTICIPANT
Question? Contact Monique Glaude
mglaudef@topeka.org or 785-368-4470

COMMUNITY ENGAGEMENT RESOURCE BAGS

The Community Resource Bag is a printed version of local community resource information to give a quick view of helping agencies you are mostly liked to need when helping yourself or someone else. We probably haven't captured everything, but our team is working hard to constantly improve the information by adding verified community programming on a weekly basis if you are interested in obtaining resource bags for your agency/organization please contact Monique Glaude at mglaudef@topeka.org or 785-368-4470.

> 4,900 BAGS DISTRIBUTED

ANNOUNCEMENTS

DREAMS 2021-2023 Program Debrief Meeting

January 17, 6:00 PM – 8:00 PM
Holiday Building, 600 SE Madison,
1st floor conference room

Community Engagement will host a meeting with neighborhood leaders to discuss both the staff and NIAS perspectives on the DREAM program process over the last three years. The agenda will cover:

- What's working?
- What's not working? AND
- What changes can be made to improve the program going forward?

For more information, please contact Monique Glaude at mglaudef@topeka.org or 785-368-4470.

Public Works staff is working on a RAISE grant application for a sidewalk project in historically underserved census tracts such as those in NIA neighborhoods. They have requested the help of City Council members to identify areas without sidewalks or sidewalks in disrepair that prevent safe, accessible travel or connections. They would also like to welcome this input from the CAC and the NIAs.

Some examples of projects that will be included in the \$5M grant request include the following:
SE California from SE 10th Avenue to SE 10th Street along the cemetery
SE Golden from I-70 to SE 21st, and
NW Lyman from NW Tyler to NW Vail

They would like this information by December 31 so staff can work on high level cost estimates in January and submit on February 1st.

Options for sharing your recommendations:

- Submit your individual recommendations to: apweems@topeka.org and cc: mschreiner@topeka.org and bcopley@topeka.org
- Submit your NIA recommendations to your Council Member
- CAC may choose to submit their recommendations as a collective if the Chair would like to designate a committee for this effort.

TMC Chapter 2.25 BYLAWS

ARTICLE I *Authorization*

- Section 1.** **Name.** The name of this organization is the Citizen Advisory Council (“CAC”). The term “CAC” in the following sections of these bylaws shall mean the Citizen Advisory Council established pursuant to Topeka Municipal Code (“TMC”) Chapter 2.25.
- Section 2.** **Membership.** Membership of the CAC shall be as established by the previously cited Chapter of the TMC, which specifies the number, method of appointment and term of office.

ARTICLE II *Purpose*

- Section 1.** **Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the CAC and for procedures of operation.
- Section 2.** **CAC.** As provided in TMC Chapter 2.25, the purpose of the CAC is to provide advice and input to appropriate City departments/divisions, as well as the governing body regarding neighborhood and community needs as they relate to the allocation of city, state, federal and Topeka housing trust funds. -The CAC is one of several resources through which citizen input is obtained and shall be referenced as such in the Citizen Participation Plan of the City’s Consolidated Plan. -In all cases, the advice and input provided to the City Manager by the CAC are recommendations only. -City staff, with the advice and input of the CAC, will prepare and present the Consolidated Plan to the Governing Body of the City of Topeka for final approval.

When the term “Consolidated Plan” is used in these bylaws it refers to the Annual Consolidated Action Plan, as well as the Five Year Consolidated Plan.

ARTICLE III *Organization*

- Section 1.** **Officers.** The officers of the CAC shall include a ~~chairperson~~**Chair** and a ~~Vice-chairperson~~**chair** who shall be elected by the voting members of CAC at the first November regular meeting in January of each year. Terms of office shall be one (1)

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year. -No person may serve more than two (2) consecutive terms as the chairpersonChair or Vice-chairpersonchair.

Section 2. **ChairpersonChair**. The chairpersonChair shall preside over all CAC meetings, and may consult with the Director regarding meeting agendas. -In addition to other forms of citizen participation and input at CAC meetings, the Chair may conduct informal polling of members to ascertain a general consensus on issues provided the communication is in accordance with the Kansas Open Meetings Act.

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Section 3. **Vice-Chairpersonchair**. The Vice-chairpersonchair shall act as chairpersonChair in the absence of the chairpersonChair. -In the event the office of chairpersonChair becomes vacant, the Vice-chairpersonchair shall succeed to that office for the unexpired term, and the CAC shall select a new Vice-chairpersonchair for the unexpired term at the next regular meeting.

Section 4. **Director of Community Engagement Division Temporary Chair**. The Director of the Community Engagement Division ("Director") shall prepare the agendas for all regular and special meetings of the CAC, in consultation with the chairperson. The Director may convene meetings as provided in TMC Chapter 2.25 and these bylaws. City Staff shall, when presenting the Consolidated Plan or other funding issues, present the recommendations of the CAC to the Governing Body of the City of Topeka, Kansas ("Governing Body") along with the City Manager's recommendations. -In addition to other forms of citizen participation and input, the Director may conduct informal polling of members to ascertain a general consensus on issues. -In the event both the chairpersonChair and the Vice-chairpersonchair are absent, the members may elect another member to preside. the Director of the Community Engagement Division ("Director") shall preside over the meeting.

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Section 5. **Community Engagement Division Staff**. Community Engagement staff will be responsible for keeping attendance records and minutes of the CAC meetings and assist the members with receiving and retaining their supporting records and copies of approved minutes during their term. ~~City Staff shall, when presenting the Consolidated Plan or other funding issues, present the recommendations of the CAC to the Governing Body of the City of Topeka, Kansas ("Governing Body") along with the City Manager's recommendations.~~

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Section 6. **Committees**. The ~~Director, in consultation with the chairpersonChair~~, may establish committees deemed necessary or convenient to carry out the various duties and functions of the CAC and to receive general citizen input on specific issues. -Such committees may be made up, in part or in whole, of the members of the CAC.

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Section 7. **Attendance**. Any member who is absent from three consecutive meetings without good cause shall have such absences reported by the ~~chairperson to the Director to~~ the Chair.

ARTICLE IV
Meetings

- Section 1. Regular Meetings.** The CAC annual meeting schedule will be determined by the ~~Director~~Chair, in consultation with CAC membership, in accordance with TMC Chapter 2.25. ~~Generally, the CAC will meet at a time, date, and location determined by the CAC, to be consistent with the ordinance. regular meetings shall be scheduled on the first Wednesday of each month unless that date falls on a recognized holiday or there is some other event scheduled that would interfere with the ability of a majority of the members to attend. Should the date on which a regular meeting is scheduled need to be changed, it will be rescheduled by the Director in consultation with the chairperson.~~ All regular meetings shall be open to the public.
- Section 2. Special Meetings.** A special meeting of the CAC may be requested by the Chair or the ~~CAC~~Director or the ~~Governing Body~~ in accordance with TMC Chapter 2.25. Notice of special meetings shall be given by the Chair in consultation with the Director not less than three (3) business days prior to the meetings. ~~The notice shall state the purpose and time and place of the meeting. Notice may be provided by telephone, regular or electronic mail. All special meetings shall be open to the public.~~
- Section 3. Agenda.** Agendas for all regular meetings and special meetings will be established by the Director in consultation with the ~~chairperson~~Chair. ~~To the extent possible, agendas and supporting documents shall be made available to members of the CAC at least five (5) business days before each regular meeting and three (3) business days before any special meeting.~~
- Section 4. Quorum Requirements.** A quorum of the CAC shall consist of those voting members present and a simple majority of voting members present shall decide any question at any regular or special meeting. ~~A quorum of any committee shall consist of a majority of the committee members present at any committee meeting. No official business shall be conducted by the CAC, or any committee, in the absence of a quorum. In the absence of a quorum at any meeting, the presiding officer, after consultation with those members present, may adjourn the meeting to a specified date, time and place. A quorum is not lost when a member or members abstain from voting.~~
- Section 5. Motions and Voting Requirements.** All motions shall be made in accordance with ARTICLE V, Section 4 of these bylaws. ~~CAC members may vote by voice ballot or any other method that records and identifies, publically, each member's vote on the subjects listed below:~~
- a) Election of the ~~Chairperson~~Chair;
 - b) Election of the Vice-~~chairperson~~chair;
 - c) Approval of previous meeting minutes;

- d) Limiting the time allowed by the ~~Chairperson~~Chair for any agenda item;
- e) Adding issues to the agenda;
- ~~Any issue where there is conflict of interest for either the CAC member or the Neighborhood Improvement Association (NIA) they represent, said member should recuse themselves from voting on that issue. When multiple NIAs are included in one action item, the item shall be split into separate issues to ensure that even though a member might have to recuse themselves when conflicts arise, they can still vote on other issues in that action item;~~
- f) Recommendations related to the CAC Issues set out in ARTICLE V, Section 3 of these bylaws; and
- g) Adjournment.

All votes shall be tallied by the Director, or designee, and recorded in the minutes.

ARTICLE V

Conduct of Meetings

Section 1. Parliamentary Authority. Meetings shall be conducted according to Robert’s Rules of Order in all cases where they are applicable and not inconsistent with these bylaws.

Section 2. Appearance before the CAC. The ~~Chair~~Director may allow any person to appear before the CAC to address issues on the agenda and to present their views and statements either for or against agenda items. –The public may address their comments or concerns to the CAC either in person, electronically, or in writing. The ~~Chairperson~~Chair may limit the length of presentation or discussion to ensure the orderly conduct of CAC business; provided, however, that the decision of the ~~Chairperson~~Chair may be overridden by a majority vote of CAC members present.

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f) Other issues in pursuit of the National Objectives of HUD.

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Section 6. **Record of Proceedings.** The Director shall record or cause to be recorded the minutes of each meeting as a matter of public record and shall present such minutes to the CAC for approval at the next meeting.

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Amendments

Section 1. These bylaws may be amended by the Director at any regular meeting, provided the members have been notified one (1) month in advance and the proposed amendment has been placed on the meeting agenda.

Presented to the CAC on ~~January-December~~ 6, 2023~~4~~ by Monique Glaude', Director of the Community Engagement Division. Adopted by the CAC on ~~February~~ 3, 2024~~1~~.

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Presented to the CAC on ~~January-December~~ 6, 2023~~+~~ by Monique Glaude', Director of the Community Engagement Division. Adopted by the CAC on ~~February~~ 3, 2024~~+~~.

CAC Suggested Bylaws Revisions

12-6-23

(Strikethroughs indicate deletions, underlining indicates additions)

ARTICLE III, Organization, Section 6. Committees.

The ~~Director~~ Chairperson, in consultation with the ~~chairperson~~ Director, may establish committees deemed necessary or convenient to carry out the various duties and functions of the CAC and to receive general citizen input on specific issues. Such committees may be made up, in part or in whole, of the members of the CAC.

Rationale: It is not the Director's duty to establish CAC committees. That duty belongs to the Chairperson in consultation with and ratification by the CAC membership.

ARTICLE IV, Meetings, Section 1. Regular Meetings.

The CAC annual meeting schedule will be determined by the Director, in consultation with CAC membership, in accordance with TMC Chapter 2.25. ~~Generally, the regular meetings shall be scheduled on the first Wednesday of each month unless that date falls on a recognized holiday or there is some other event scheduled that would interfere with the ability of a majority of the members to attend. The CAC will hold its regular meetings at a time and on a date determined by the CAC's membership.~~ Should the date on which a regular meeting is scheduled need to be changed, it will be rescheduled by the ~~Director~~ Chairperson in consultation with the ~~chairperson~~ Director. All regular meetings shall be open to the public.

Rationale: Regarding when regular meetings happen, the open-ended language suggested here is clearer and more flexible regarding scheduling those meetings. Regarding who schedules CAC regular meetings, the CAC is an independent body created in city ordinance that largely selects its own membership and exclusively selects its leadership. Decisions of this kind should be initiated by its Chairperson and not Community Engagement, an entity that the CAC works with but is not subservient to.

ARTICLE IV, Meetings, Section 2. Special Meetings.

A special meeting of the CAC may be requested by the Chairperson in consultation with the Director ~~and/or the Governing Body~~ in accordance with TMC Chapter 2.25. Notice of special meetings shall be given by the Director not less than three (3) business days prior to the meetings. The notice shall state the purpose and time and place of the meeting. Notice may be provided by telephone, regular or electronic mail. All special meetings shall be open to the public.

Rationale: Again, the CAC is an independent body created in city ordinance that largely selects its own membership and exclusively selects its leadership. It should be directly involved in the calling of any CAC special meetings.

ARTICLE IV, Meetings, Section 3. Agenda.

Agendas for all regular meetings and special meetings will be established by the ~~Director~~ Chairperson in consultation with the ~~chairperson~~ Director. To the extent possible, agendas and supporting documents shall be made available to members of the CAC at least five (5) business days before each regular meeting and three (3) business days before any special meeting.

Rationale: Again, the CAC is an independent body created in city ordinance that largely selects its own membership and exclusively selects its leadership. Decisions of this kind should be initiated by its Chairperson and not Community Engagement, an entity that the CAC works with but is not subservient to.

ARTICLE V, Conduct of Meetings, Section 2, Appearance before the CAC.

The ~~Director~~ Chairperson may allow any person to appear before the CAC to address issues on the agenda and to present their views and statements either for or against agenda items. The public may address their comments or concerns to the CAC either in person or in writing. The Chairperson may limit the length of presentation or discussion to ensure the orderly conduct of CAC business; provided, however, that the decision of the Chairperson may be overridden by a majority vote of CAC members present.

Rationale: Again, the CAC is an independent body created in city ordinance that largely selects its own membership and exclusively selects its leadership. Decisions of this kind should be initiated by its chairperson and not Community Engagement, an entity that the CAC works with but is not subservient to.

ARTICLE VI, Amendments, Section 1.

These bylaws may be amended by the ~~Director~~ CAC's membership at any regular meeting, provided the members have been notified one (1) month in advance and the proposed amendment has been placed on the meeting agenda.

Rationale: Again, the CAC is an independent body created in city ordinance that largely selects its own membership and exclusively selects its leadership. Decisions of this kind should be initiated by the CAC's membership and not Community Engagement, an entity that the CAC works with but is not subservient to.

EPILOGUE:

The suggestions contained herein have been made to demonstrate that the CAC is not a subset of the City of Topeka or Community Engagement in addition to reflecting the independent nature of the CAC and its role as Topeka's chief vehicle through which advocacy for low- to moderate-income people and neighborhoods happens.