

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL SPECIAL MEETING MINUTES**  
**Wednesday, February 15, 2023**  
**6:45 p.m. – 8:30 p.m.**

**In Person:** Holliday Conference Room, 1<sup>st</sup> Floor, 620 SE Madison Ave and via Zoom

**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.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
<b>I.CALL TO ORDER</b>	ShaMecha opened the meeting by greeting attendees and offered an affirmation. She began with an explanation about the meeting. Discussion to cover the support fund process and recognizing that each neighborhood have unique needs and goals.	The meeting was called to order at 6:45 p.m.	<i>ShaMecha King Simms, Citizen Advisory Council Chair</i>
<b>Next Steps for this project</b>	<p>The goal of tonight is to create an application for requesting support funds that is efficient and simple. First exercise is called: Spiral – A 10 minute exercise to move past fears and presuppositions</p> <ul style="list-style-type: none"> <li>• Rules               <ol style="list-style-type: none"> <li>1. Fears, protest and rhetorical questions only</li> <li>2. If you hear something you agree with, you may say: “Yes! And...”</li> <li>3. No counterpoints</li> <li>4. Be self-aware of time and others</li> <li>5. Get it all out</li> </ol> </li> <li>• Followed by sharing of budget information since 2020 – 2022</li> <li>• Impact of \$1000 startup amount for 14 NIAs, 6 NIAs not included – because either inactive and/or did not spend more than \$250 in 2022</li> </ul>	<p><b><u>Purpose of special meeting:</u></b></p> <ol style="list-style-type: none"> <li>1. Select questions</li> <li>2. Set parameter for amounts</li> <li>3. The frequency NIAs are able to request funds</li> </ol> <p>See attachments from presentation</p>	<i>ShaMecha King Simms, Citizen Advisory Council Chair</i>

<p><b>Impacts of \$1000</b></p>	<p><b>Update of the following NIAs funds:</b></p> <ul style="list-style-type: none"> <li>• Oakland – 88 % decreased</li> <li>• East End – 28% decreased</li> </ul> <p>Average percentage decrease in funds for 11 NIAs – 62% Increase for 3 NIAs</p> <ul style="list-style-type: none"> <li>• Tennessee Town – 2%</li> <li>• Jefferson Square – 11%</li> <li>• Quinton Heights-Steele – 26%</li> </ul>		
<p><b>Essential Questions</b></p>	<p><b>The following questions suggestions and outside the scope:</b></p> <ul style="list-style-type: none"> <li>• Who will determine if requests are approved or denied</li> <li>• When can NIAs expect a decision to be reached?</li> <li>• What recourse can a NIA take if they disagree with the decision?</li> <li>• What is the maximum amount NIAs can request in a fiscal year?</li> <li>• How do we balance a minimum number of questions that provides a solid grasp of the NIA's vision for the funds?</li> <li>• How many rounds of funding will be available?</li> <li>• What supporting documents will be required?</li> </ul>	<p>CAC Members were asked to: <b>Individually:</b> Look over survey result list. Identify your 5 essential questions</p> <p><b>Group/Pairs:</b> Discuss your 5 essential questions. Identify which questions came up consistently in your group/pairs.</p>	
<p><b>Action Items</b></p>	<p><b>Discussion and Sharing from CAC members:</b></p> <ul style="list-style-type: none"> <li>• Compiled questions from each group</li> <li>• Group similar questions together</li> <li>• Open the floor to discuss the question</li> <li>• Vote on inclusion of the question on the application</li> <li>• Discussed annual budget meeting in March – each NIA create a budget for Jan – Dec. and submit at March meeting             <ol style="list-style-type: none"> <li>1. Motion to approve March timeline Moved by Deb McClelland Second: Wayne Roberts Motion passed</li> </ol> </li> </ul>	<p>Each group had someone designated to speak for group.</p>	

	<ul style="list-style-type: none"> <li>• New motion: Pertaining to NIA budget Members need to ask for amount needed Motion: Deb McClelland Second: Michael Bell Motion passes</li> <li>• Next motion: Members will need to complete the application by answering following suggested questions: <ol style="list-style-type: none"> <li>1. What the funds will be used for</li> <li>2. How it will benefit the NIA</li> </ol> Motion: Wayne Roberts Second: Michael Bell Motion passed Discussion that Minutes will reflect that the budget was discussed.  Motion: Yvonne May Second: Michael Bell Motion passes</li> </ul>	<p>The application for budget requests will be on-line and a hard copy</p>	
<p><b>Verbiage for application</b></p>	<p><b>CAC members looked at possible methods for verbiage on support fund application:</b></p> <ol style="list-style-type: none"> <li>1. "Amount not to exceed more than xx% above 2022 allotment."</li> <li>2. "Amount not to exceed more than \$(dollar amount) above 2022 allotment."</li> </ol> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• We need both a percentage and a dollar amount due to some NIAs will benefit more from using one over the other.</li> </ul>	<p>Examples were shared See attachments</p> <p>Discussion followed working on examples of Percentage vs Dollar amount. See presentation</p>	<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>

**Budget Discussion**

**Discussion included:**

- NIAs know their budget from 2022
- They can ask for a percentage over or stay at 2022 budget
- Can ask for budget to return to the 2022 budget or ask for a percentage increase.
- Members need to decide if budget will be done both by percentage or dollar ask.

**A motion was made to extend the agenda**

Motion: Michael Bell; Second: Yvonne May

Motion passes

**Discussion continued:**

NIAs can ask up to 2022 amounts or 30% - \$500 max over budget

Motion: Bob Clawson; Second: Deb McClland

Motion passes with a friendly amendment:

“Ask for base total of 2022 then can ask for 30% or \$500 whichever is greater. Can revisit if needed.

**Motion was made: no more than \$500 maximum over NIA 2022 allotment**

Motion: Wayne Roberts; Second: Alicia Barber

Motion passes

**Motion was made: NIAs can apply up to 30% to increase their 2022 budget allotment**

Motion: Yvonne May; Second: Michael Bell

Motion passes with one no vote – Wayne Roberts

**Budget will be looked at again in March 2023**

**Meeting adjourned**

--	--	--	--