



City Council Committee Meeting Notice

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: (785) 368-3710
councilassist@topeka.org
www.topeka.org

Committee: Policy & Finance

Meeting Date: August 15, 2024

Time: 1:00pm

Location: 1st Floor Conference Room, Cyrus K. Holliday Building 620 SE
Madison (*a virtual attendance option is available*)

Agenda:

- 1) Call to order
- 2) Approve June 11, 2024 Meeting Minutes
- 3) ARPA Funds Update
- 4) Land Bank Ordinance
- 5) Legislative Update
- 6) Bi-Annual Contractor Licensing Proposal
- 7) Adjourn

STAFF REQUESTED: Dr. Robert M. Perez, City Manager
Amanda Stanley, City Attorney
Josh McAnarney, Budget Manager
Rhiannon Friedman, Planning
Richard Faulkner, Dev. Services Division Director

COMMITTEE MEMBERS: Marcus Miller – District 6
Spencer Duncan (Chair) – District 8
Michelle Hoferer – District 9

*** Please call the Council Office by 5:00pm on the date prior to the meeting to request Zoom link. ***



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

POLICY AND FINANCE COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: 785-368-3710
Fax: 785-368-3958
www.topeka.org

Date: June 11, 2024

Time: 1:00pm

Location: 1st Floor Conference Room, Cyrus K. Holliday Bldg 620 SE Madison (*a virtual attendance option is available*)

Committee members Present: Spencer Duncan (Chair), Marcus Miller, Michelle Hoferer

City Staff Present: Interim City Manager Richard Nienstedt, Public Works Director Braxton Copley, Planning Director Rhiannon Friedman, Fire Chief Randy Phillips, Senior Grant Program Administrator April Hazen-Shaffer, Budget Manager Josh McAnarney

1) Call to Order

Committee member Duncan called the meeting to order at 1:00pm.

2) Approve April 23, 2024 Meeting Minutes

Committee member Hoferer made a motion to approve the minutes from the previous meeting. Committee member Miller seconded. Motion approved 3-0-0.

3) Unassigned Reserve Fund Projects

[On March 5, 2024 the Governing Body reviewed a recommended list of projects that would utilize \$8,662,000 of the unreserved funds. The item was moved to the March 19, 2024 Governing Body meeting for further discussion and action. Councilmember Neil Dobler had requested the establishment of a fund comprised of excess unassigned General Fund reserves balance. Within his proposal, he suggested each funding request be considered, individually, by the Policy & Finance Committee prior to being separately considered by the Governing Body.

Some of such items are being brought before the Policy & Finance Committee today.]

Hotel Topeka ADA Path, Loading Dock Repairs, Sidewalk Repairs

Public Works Director Braxton Copley introduced the item. This project budget is \$125,600. Trip hazards and loading dock repairs were identified as critical needs in the property condition assessment. In addition to that, one of the highest priorities listed in the Americans with Disabilities Act (ADA) assessment was to

1 - Policy and Finance Committee

Minutes Taken: June 11, 2024

Minutes Approved:

have an accessible route from Topeka Boulevard to Hotel Topeka. Currently, a person would be required to walk on the street to get to the sidewalk.

MOTION: Committee member Hoferer made a motion to approve the request to allocate the requested unassigned reserve funds toward these repairs. Chairman Duncan seconded. Approved 3-0-0.

Hotel Topeka Smoke & Fire Damper Actuator Replacement

Public Works Director Copley introduced this item. The project budget is \$59,500. There are currently 36 sleeping rooms with faulty fire and smoke damper actuators that need to be replaced. Staff has cut the electrical feed to those dampers so that they have failed in a closed position. This will remedy the worst of the worst possible life safety issues.

The access panels are approximately six (6) inches by six (6) inches, and the actuators and dampers are almost 24 inches, so there is no way to replace them or do any meaningful work on them. Part of the project scope and cost includes cutting out the drywall to put in access panels that would be sufficiently sized so that, in the future, work could be done on the actuators.

Committee member Hoferer inquired if these dampers and actuators are in current rooms that are being occupied? Director Copley confirmed that there have been about 23 events, annually, where the hotel has seen 90% or greater occupancy and the rooms have been used. The critical life safety issue has been addressed by cutting the electrical feed, so the dampers fail in the closed position. The quality of life issues arises because the closed position means makeup air from the atrium can no longer be pulled into the room.

Chairman Duncan inquired about the timeframe for getting this addressed once passed? Director Copley estimated that it could be about a month. Committee member Hoferer stated she felt this should be a priority.

MOTION: Committee member Hoferer made a motion to approve the expenditure. Committee member Miller seconded. Motion approved 3-0-0.

Fire Department - Portable Radio Lease

Fire Chief Randy Phillips introduced this item. The Fire Department is currently in year two (2) of a five (5) year lease purchase for the replacement of the portable radio system that are used on emergency calls. This item was approved by the Governing Body as it was included within the Unassigned Reserve Funds package. Approval of this request will provide some additional funding over the next three (3) years within the Operating Budget. It will also save about \$2,000 in interest over the term of the lease by making the lump sum payment rather than the

annual lease payments for the term through 2027. The requested amount of \$605,000 pays the lease off, in full, through 2027.

Chairman Duncan inquired about the previous lease, asking if it had been for ten (10) years and asked what would happen when this 5-year lease would end? Chief Phillips stated the radios that they had originally, which was a new digital system, had were purchased by Shawnee County as part of a City/County project. Those radios were over 10 years old, and this lease would allow for them to be replaced. These radios would be a minimum of an additional 5 years beyond that, so it would be at least 2032, or after, before the radios would need to be replaced again.

Chairman Duncan inquired about next steps after the first 5-year lease ends in 2027. Chief Phillips stated that when the lease ends, it would be over. Another 5-year lease program for the replacement of the radios were included within the Capital Improvement Plan (CIP) in 2028. Chief Phillips stated that prior to his term as Chief, a 5-year rotating lease program for the radios had been added into the CIP. And then the next 5-years were to replace the Self-Contained Breathing Apparatus (SCBA). As these are personal protective equipment items that, by standard, are normally used for 10-years and then replaced.

Chairman Duncan summarized that by paying now, it would save the City \$52,000.

MOTION: Committee member Hoferer made a motion to approve the request to allocate the requested unassigned reserve funds toward the lease of new radios. Committee member Miller seconded. Approved 3-0-0.

4) ARPA Grant - Review and Discussion of Redistribution of Funds

Chairman Duncan stated that, reviewing the latest information provided by the Finance Department, it appeared that a few more agencies had been able to pull their awards and bring the remaining amount to under \$1M.

Chairman Duncan provided some clarifications regarding the process, as he has received some questions from groups regarding what the plans will be for distributing the unspent money. He stated that the first and primary goal at this point, and during the next few months, is to continue the commitment to the groups who were thought to be worthy of the dollars to get that money. If, by October, there are remaining dollars, he would like to have a deeper conversation about how to redistribute those funds.

Budget Manager Josh McAnarney shared that ChildCare Aware was able to complete a withdraw of \$134K, the day prior. So their remaining balance to distribute is \$237K. They have indicated they plan to make the rest of their draw-

down in late December. Staff does not anticipate any warning signs, and feel ChildCare Aware will be able to have their money fully withdrawn in time.

Chairman Duncan inquired about the reports. He expressed that his goal for today was to review the recipients who have remaining funds to and to discuss what forms of communications have been made with them.

Oasis Grocery Group:

Mr. McAnarney stated the original scope was for them to buy freezer equipment. Of their \$628K award, they have been given about half of that money. However, they have not yet opened a purchase order for that equipment. With the money being required to be obligated before the end of the year, staff is concerned with this item. Chairman Duncan stated he had received an email from them earlier in the week. They are planning to apply for another grant that will help them finalize what the full cost of the equipment will be. Chairman Duncan stated he would contact them to request that they send their reports as contractually obligated to do so.

North Topeka Outreach:

Chairman Duncan inquired about the follow-up process requirements from the Federal Government. He asked if the agencies had been providing their quarterly reports? Mr. McAnarney noted the North Topeka Outreach group has not kept up on their reporting. He suggested it may be helpful for a Committee member to reach out to them. Staff did not have any other concerns about the other agencies.

Interim City Manager Nienstedt suggested that, in the future, a clause is added to grant contracts that lays out consequences for what happens with money not spent within a certain period of time.

Public Comment was received:

Sandra Lassiter thanked the committee and the City for the process and noted she has been intentional with keeping in touch with the staff.

Deputy Mayor Christina Valdivia-Alcalá provided comments toward the process and expressed gratitude toward the applicants toward their thoughtful approach in how to utilize the funding, and toward staff in this process. She suggested finding a way to share the success stories about how these dollars were used as this is funding that will never be seen again. Chairman Duncan appreciated the suggestion and agreed that sharing stories and successes of the agencies and being able to highlight the partnership with the City and the ARPA funding that made those community successes possible.

Danielle Twemlow, community member, commended the successes that have come from the dollars. She stated that when organizations see increased funding, positive changes follow and she would like to see that in the future, budgeting and other processes are done city-wide for allocating funds. She reflected on the various types of data that could be collected to show the impact from each of the programs. She was also interested in the redistribution of unused funds, and would like to see them be given to social service agencies or programs.

5) Other Items

Chairman Duncan stated a meeting would be scheduled for mid to late July. In addition to reviewing any updates to this ARPA process, he would like to do a first-run review of the 2025 Legislative Priorities.

6) Adjourn

Chairman Duncan adjourned the meeting at 1:30pm.

The video of this meeting can be viewed at: <https://youtu.be/px4QucapUFE>

City of Topeka ARPA Grant Awardees

Organization Name	Funding used for:	Original Funding Request	Amount Awarded	Amount Remaining 8/6/2024
Topeka Lulac Multipurpose Senior Center	Make building ADA compliant	\$125,000	\$105,000	\$0
Topeka North Outreach	Weekend meals to students w/food insecurity	\$20,000	\$20,000	\$0
East Topeka Senior Center	New vehicles to transport seniors	\$50,000	\$47,490	\$0
IBSA	Job assistance, and programs for LMI individuals	\$92,000	\$92,000	\$0
Patterson Family Child Care	Sustain operations and meet community needs	\$50,000	\$41,280	\$0
Community Center at Ripley Park	Walk in freezer and cooler, plumbing, & signage	\$25,000	\$25,696	\$0
Community Center at Ripley Park	Kitchen remodel	\$25,000	\$19,325	\$0
Positive Connections	Case management for HIV individuals	\$40,000	\$27,000	\$0
Mirror Inc,	Sober Living Program, inpatient and outpatient	\$600,000	\$360,000	\$0
Cornerstone of Topeka	Transitional housing duplex	\$229,256	\$226,256	\$0
Open Arms Outreach Ministries	Community Oasis Project, shelter and food	\$150,000	\$127,000	\$0
Habitat for Humanity	Affordable housing partnership & construction	\$475,000	\$340,000	\$0
Community Resources Council	Computer/internet labs for LMI communities	\$250,000	\$214,000	\$0
SNCO Medical Society HealthAccess	Healthcare/prescriptions for LMI individuals	\$25,000	\$20,000	\$0
Prevention and Resiliency Services	Expand services, software, & parking lot repairs	\$335,000	\$105,498	\$0
Door Step Inc	Rental assistance, daycare, & other bills of LMI individuals	\$181,000	\$133,000	\$0
Positive Connections	Prevention/education and mobile testing unit	\$180,000	\$150,987	\$0
Strengthening & Equipping Neighborhoods Together (SENT)	Mental health services for Hi-Crest	\$50,000	\$30,000	\$0
Child Care Aware of Eastern Kansas	Expansion of current childcare services	\$1,533,587	\$500,000	\$237,157
First Congregational Church of Topeka	Trauma care and shelter for teens, LGBTQ+ safety	\$450,000	\$340,000	\$0
Salvation Army of Topeka	Assistance for individuals facing a housing or utility shut off	\$25,000	\$25,000	\$0

Organization Name	Funding used for:	Original Funding Request	Amount Awarded	Amount Remaining 8/6/2024
Florence Crittenton Services of Topeka	Salary increases, training for mental health staff	\$250,000	\$153,000	\$0
Breakthrough House	Payee Program, help those in financial crisis	\$8,300	\$7,300	\$0
Breakthrough House	Residential program for mental health	\$750,000	\$600,000	\$0
Love Fellowship Church	Daycare for congregants	\$25,000	\$25,000	\$0
Valeo Behavioral Health	Assertive Community Treatment Mental Health Program	\$683,726	\$562,635	\$0
Cornerstone of Topeka	Construction of affordable housing duplex	\$187,390	\$117,000	\$0
Cornerstone of Topeka	Construction of 3 single family affordable homes	\$306,064	\$172,103	\$0
ArtsConnect	Art healing for veterans & first responders	\$59,565	\$59,565	\$0
Topeka Center for Peace and Justice	Job Training for juvenile programs	\$106,537	\$100,469	\$0
Catholic Charities of Northeast Kansas	Increase wrap-around services & building repairs	\$264,980	\$150,000	\$0
SLI	Training & equipment to help individuals with intellectual disabilities	\$277,885	\$212,780	\$0
Community Resources Council	Create more affordable housing for LMI individuals	\$900,000	\$800,000	\$0
Central Topeka Grocer Oasis Group	Build green grocery store in food desert	\$800,000	\$628,136	\$314,068
It Takes a Village	Performing Arts programs for at-risk youth	\$235,000	\$200,950	\$0
Gil Carter Initiative	Food and clothing assistance for LMI individuals	\$50,000	\$50,000	\$0
Community Action	Rental assistance, food for those in need	\$700,000	\$600,000	\$0
Papans Landing Senior Center Inc	Salaries, expansion, van, security, & HEPA air filters	\$493,410	\$365,805	\$0
YWCA Northeast Kansas	To fund Day Center operations	\$184,837	\$101,636	\$0
Stay Calm	Marketing & education to stay calm in emergencies	\$50,000	\$32,900	\$0
Boys & Girls Club of Topeka	New buses	\$180,000	\$280,000	\$0
Boys & Girls Club of Topeka	Staff recruitment and retention	\$150,000	\$280,000	\$0
YWCA Northeast Kansas	Facility repairs and HVAC replacement	\$418,000	\$318,000	\$0
El Centro de Servicios para Hispanos	Immigrant Assistance Clinic	\$828,295	\$221,795	\$0
Community First/International Academy	Programs for school	\$800,000	\$597,727	\$0

Organization Name	Funding used for:	Original Funding Request	Amount Awarded	Amount Remaining 8/6/2024
TARC	Feeding clinic for children in need	\$92,500	\$72,500	\$0
Family Service & Guidance Center	New Youth Crisis & Recovery Center	\$1,000,000	\$500,000	\$0
Housing and Credit Counseling, Inc.	Tenant & landlord counseling/ eviction prevention	\$84,920	\$76,140	\$0
HEARTS	Public Health and Safety Crew Program	\$50,000	\$45,027	\$0
TOTAL			\$10,000,000	\$551,225

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2 (Published in the Topeka Metro News _____)
3

4 ORDINANCE NO. _____
5

6 AN ORDINANCE introduced by Councilmember Spencer Duncan concerning the
7 land bank administration of property, amending Section 6 of
8 Ordinance 20426, to be codified at TMC 2.260.060.
9

10 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:
11

12 Section 1. That Section 6 of Ordinance No. 20426, to be codified at TMC
13 2.260.060, Administration of Property, of The Code of the City of Topeka, Kansas is
14 hereby amended to read as follows:

15 **Administration of property.**

16 Pursuant to K.S.A. 12-5907 and amendments thereto, the Board shall assume
17 possession and control of any property acquired by it and shall hold and administer
18 such property. In the administration of property, the Board shall:

19 (a) Manage, maintain and protect or temporarily use for a public
20 purpose such property in the manner the Board deems appropriate;

21 (b) Compile and maintain a written inventory of such property;

22 (c) Study, analyze and evaluate potential, present and future uses for
23 such property which would provide for its effective reutilization;

24 (d) Plan for and use the Board's best efforts to consummate a sale or
25 other disposition of Bank property upon such terms and conditions deemed
26 appropriate; ~~except that the Board shall not transfer any property to be utilized as~~
27 ~~rental property; and~~

28 (e) Sell property acquired by the Bank upon such terms and conditions
29 allowed by K.S.A. 12-5908 and amendments thereto.

25 (3) Sales Tax. As the majority of commerce occurs inside city limits, cities should be
26 able to impose voter-approved local sales taxes without interference from the
27 county.

28 (4) Unfunded Mandates. If the state or federal governments seek to promote
29 particular policy objectives, such mandates should be accompanied by an
30 appropriate level of funding.

31 **Public Welfare.**

32 (1) Abandoned Housing. We support legislation that would give cities additional
33 tools to deal with vacant and abandoned housing.

34 (2) Mental Health. We support allocating additional resources for mental health
35 programs, including establishment of a state mental health facility in Topeka to
36 provide additional bed space for patients with mental health issues.

37 (3) Medicaid Expansion. Kansas is one of only 11 states that has not expanded
38 Medicaid eligibility which is supported by 7 out of 10 Kansas voters. We urge the
39 Legislature to do so in order to provide health care to individuals who cannot afford
40 to access these services.

41 (4) Homelessness. We support allocating a portion of the budget surplus to help
42 cities address homelessness and its underlying causes which include a lack of
43 affordable housing and social services.

44 (5) Minimum Wage. We support passage of 2023 S.B. 140 which would allow cities
45 to utilize their Home Rule power to require employers to pay wages higher than
46 the minimum wage.

47 **Community Development**

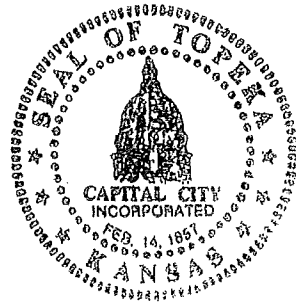
48 (1) Menninger Property. We support efforts to secure state funding for projects to
49 redevelop Menninger Hill.

50 (2) Broadband. The State should support efforts that invest in broadband as an
51 essential utility for the success of the community.

52 **League of Kansas Municipalities**. We support the League of Kansas
53 Municipalities 2024 Statement of Municipal Policy to the extent the Policy is consistent
54 with the City's priorities and agenda, including opposing legislation limiting the City's
55 Home Rule authority.

56 ADOPTED and APPROVED by the Governing Body on November 21, 2023.

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ATTEST:

Brenda Younger

Brenda Younger, City Clerk

CITY OF TOPEKA, KANSAS

Michael A. Padilla

Michael A. Padilla, Mayor



CITY OF
TOPEKA



Topeka Municipal Code Amendment to Licensing Requirement

Section 5.63.040 License and Registration Term

Our current municipal code requires that all trade licenses be issued for one year:

TMC 5.63.040 All licenses and registrations shall be for a term of one year ...

We are proposing to issue licenses for two years.



- We have been working to improve the time it takes to renew trade contractors license.
- One of the things we have done is to implement online license renewal
- Before the online license renewal we would start in December and work until March of the next year issuing renewals. We also needed to hire temporary staff.
- Now with online licensing we can renew a license the same day. We were able to complete license renewals in one month.



- By issuing a two year license we could cut the renewal time down to two weeks.
- Allow contractors to deal with license renewal once every two years not every year.
- When contractors renew there license online at the same time they can crash the computer server.
- This will allow us to provide more timely service during the renewal.



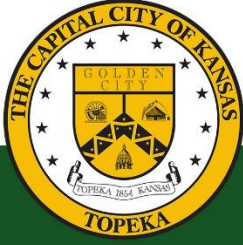
- We have sent out emails to our licensed contractors to get their input on looking into two year licensing
- We discussed this proposal with the trade boards and the Board of Building and Fire appeals (BBFA)
- We have reviewed that state statutes to make sure this can be done and not violate any statutes
- We typically compare our building code issues to Olathe, Overland Park, Junction City, Shawnee, Lawrence, Leavenworth, and Manhattan. Manhattan is the only other community that has two year licensing.



Conclusion

- All the trade boards, trade contractors and the BBFA have support this request to amend this code to the Governing Body
- Staff supports this recommendation
- Buy amending this code we can serve the contractors in a more timely manner





CITY OF TOPEKA

Richard Faulkner
Division Director of Development Services
Holliday Building, 620 SE Madison St., Topeka, KS 66607

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Tel: 785-368-1606
www.topeka.org

Date: August 15, 2024

To: Policy & Finance Committee
Marcus Miller
Spencer Duncan
Michelle Hoferer

From: Richard Faulkner, Division Director Development Services

Subject: Bi-Annual Contractor Licensing TMC 5.63.40 & 5.63.50

Traditionally there is a choke-point in December where the process of licensing the trades and contractors happen. The ripple effect of this extremely busy and stressful time is directly related to IT pressure, overwhelmed telephone lines, late billing, and inspection scheduling difficulties.

We carry approximately 3,000 licenses yearly.

Proposal to move to a two-year license which we stagger into two equal sized groups. This would effectively halve the number of licenses to renew each year and cease the backlog to the listed ripples above, improving the City's efficiency to serve its customers.

Proposal that the license should be the same price per year as we have used for the past years though obviously twice the amount to cover the duration of the new license. During the implementation year one "half/group" will receive the traditional one-year license in order to stagger the groups going forwards.

The required CEU accreditation can be handled by either accepting 12 hours at the end of the license or by 6 hours each year (State Statute, KS 12-1509) This year we implemented a fully online approach to renewal through the uploading of those CEU documents. This will allow us to keep a digital receipt of those hours in our database for our customers negating the issue of lost certificates on their part.

Also because of the move to online renewal we can put together an accurate database enabling us to email notifications to our customers.

Bi-Annual License Split 2024/25

<u>Contractors with Qualifying Party</u>					
		<u>Fee</u>	<u>#</u>	<u>Total Fee</u>	
One Year License	Concrete	\$103	54	\$5,562	
	Demolition	\$103	25	\$2,575	
	Excavating	\$103	70	\$7,210	
	Fire Alarm	\$103	33	\$3,399	
	Fire Sprinkler	\$103	36	\$3,708	
	Electrical	\$231	369	\$85,239	
	General Class A (G2)	\$403	164	\$66,092	
	Lawn Irrigation	No Fee	16	\$0	
	Residential Class C (R1)	\$103	93	\$9,579	
	Roofing	\$103	66	\$6,798	
	Backflow Tester	\$33	118	\$3,894	
	Electrical Journeymen	\$33	186	\$6,138	
	Total Fees				\$200,194
Total Licenses			1230		
<u>Trade Contractors with Master</u>					
		<u>Fee</u>	<u>#</u>	<u>Total Fee</u>	
Two Year License	Plumbing	\$231	263	\$121,506	
	Mechanical	\$231	241	\$111,342	
	General Class B (G1)	\$203	259	\$105,154	
	Electrical Apprentice	\$23	40	\$1,840	
	Solid Fuel Master	\$78	5	\$780	
	Mechanical Apprentice	\$23	24	\$1,104	
	Mechanical Journeymen	\$33	96	\$6,336	
	Plumbing Apprentice	\$23	20	\$920	
	Plumbing Journeymen	\$33	69	\$4,554	
	Mobile Home Setter	No Fee	1	\$0	
	Total Fees				\$353,536
	Total Licenses			1018	

NOTE: This is NOT reflective of any proposed fee increase going forwards. Tech Fee is included

Total fees for first year \$553,730
Total fees for second year \$400,388
Total fees for third year \$353,536
Total fees for the fourth year \$400,388

Per above Table
 Contractor with Qualifying Party column only for two years
 Trade Contractor column Only
 Contractor with Qualifying Party column only