



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: March 1, 2022

Time: 1:30pm

Location: 1st Floor Conference Room; Holliday Bldg 620 SE Madison (*virtual option also available*)

Committee members Present: Christina Valdivia-Alcalá, Hannah Naeger, Spencer Duncan

City Staff Present: Stephen Wade (Finance Director), Amanda Stanley (City Attorney)

1) Call to Order

Committee member/Deputy Mayor Duncan called the meeting to order at 1:30pm. Committee members introduced themselves.

2) Approve Minutes from December 3, 2021 Meeting

Committee member Naeger made a motion to approve the minutes. Committee member Duncan seconded the motion. Minutes approved 3-0-0.

3) Elect 2022 Committee Chair

Committee member Valdivia-Alcalá nominated Committee member Duncan to serve as the Committee Chair. Committee member Naeger seconded the motion. Motion approved 3-0-0.

4) Review of ARPA Funding Grant Application Templates

Chairman Duncan stated the Committee had been tasked, by the Governing Body, with reviewing the American Rescue Plan Act (APRA) application process, and present a recommendation as to what that process might look like for discussion and consideration by the Body.

Finance Director Stephen Wade stated the Committee had received three types of grant applications, an easy, medium and hard style. These will show the various levels of detail that would be requested from applicants. The State's SPARK application was also requested to be reviewed for consideration.

Kalea Pauole, Senior Grant Administrator, spoke to where the application template styles were modeled after.

Chairman Duncan inquired if there were any reporting requirements included within these applications? Director Wade stated that it was his understanding that there would be a reporting follow-up requirement that would be included with any application style that was used. He stated it had been his understanding that the Governing Body wanted to have an application that was fairly simple for initial consideration, with a potential for a follow-up application or interview process to take place once the pool of applicants had been narrowed down, and that there would be a reporting requirement as well.

Committee member Naeger suggested setting the expectation from the beginning to have some type of reporting responsibility. That it was not as simple as asking for money and receiving it and that is the end of the process. She felt having an application that was somewhere in between the sample one and two would help to establish the expectations from the beginning of the process.

Committee member Valdivia-Alcalá suggested to have a review of the current Social Service Grants (SSG) application, and use pieces from that application. She noted that the full application would not be necessary, as there are a lot of sections involved, however that it was a process that had been worked on thoroughly by the Committee, Staff and members of United Way that helped close some of the gaps that were identified through earlier versions of the application. She felt that some of the current SSG components could be used within the SPARK application to create the City's ARPA grant application for Social Services.

Chairman Duncan offered next steps. He suggested setting up a meeting to come up with a working template of what the application will look like. This would provide a conversation piece to work with rather than just a conceptual conversation. He would like to have Staff send a rough draft of the new application to the Committee for feedback within the next week. Once the Committee members have submitted feedback, Staff will be able to bring the working document to the next meeting.

Committee member Valdivia-Alcalá inquired about the criteria and additional categories that may not fall under the social services umbrella but would be qualifying needs as well. Chairman Duncan noted he felt this was a good idea and felt the Committee could hold those conversations to work through some of those processes. He would like to receive some baseline suggestions from the Committee to include additional categories that should qualify for these funds that may be outside of the traditional social service agencies. Then, these items could be part of the recommendation that is taken to the Governing Body.

Director Wade noted he was understanding that the Committee wanted to review the Social Service Grants template as well as the SPARK template and work from those to create this new application model.

Chairman Duncan would like to schedule a public input session during the evening, to allow for comments regarding the application template and the criteria for who should qualify for funding. The Committee selected Wednesday, March 23rd at 6:00pm. The meeting will allow for in-person or virtual attendance. More information will be available on the City's website and public event calendar.

Following the public input meeting, the Committee will meet again to compile information for their recommendation which will be presented to the Governing Body in April.

Chairman Duncan noted that one topic that has come up was regarding a threshold for if individual organizations have received other monies...whether this would be CARES Act funding or other COVID funds, and this was left hanging. His request of the Committee was to think about whether there is a set threshold for allowing this. One option is to deny any organization which received any additional funding. Another option is to allow it, but set a threshold for what amount could be received but also still qualify to apply for this process. He suggested leaving spaces on the application for organizations to fill in what their additional funding has been. Committee member Naeger agreed, and added that by having this information blank on the application, it would allow the Committee and Staff to perhaps see what the threshold is, instead of simply putting an arbitrary number on it.

5) Governing Body Rules and Procedures (video 20:30 minute mark)

Chairman Duncan stated he placed this item on the agenda as a notice, that the topic will be reviewed further in the coming months. There were some technical things that other Council members had brought to Chairman Duncan to have reviewed by the Committee.

6) Adjourn

Chairman Duncan adjourned the meeting at 1:55pm.

The video of this meeting can be viewed at: <https://youtu.be/4gKl-uz2O3Y>