

Supplement 3

Below are questions that were asked from Councilmembers upon the budgets release and during the budget workshop session. All questions and answers are paraphrased from both councilmembers and department heads. For any question, comments, or concerns please contact the Topeka Budget Team at budget@Topeka.org

Q: Still 42 days median for permit approvals? Any RPI planned? Adjusted goals?

A: No RPI planned. 42 days is still the goal for approving NEW COMMERCIAL when we are at full capacity (this is 24 days better than 2016). This number includes both staff and applicant times. We are experiencing longer approvals (51 day median) due to much longer applicant waits and slightly higher staff times due to shortage of staff for the last year (70% applicant, 30% staff). REHAB COMMERCIAL is stable at 20 days, same as last year. We are making several changes internally to increase quality control in the permit section while it is understaffed.

Q: Raising funds for the Affordable Housing Trust Fund is not on the lists anywhere. Who is responsible? Performance Measures is incomplete. Should include measures such as property values increasing and positive reports about appeal, appearance and character.

A: This is a team effort between Department head, City Manager, GTP, and Community Foundation to prepare marketing materials and find a champion for fundraising. Housing Services will administer RFP and application process once HTF is capitalized (see Future Goals).

Q: This department does not do any non-Housing infrastructure activity? Have the money to do what the CIP proposes for future years. Please explain.

A: No. We plan and help ID projects. Public Works implements those projects.

Q: Are all neighborhood projects other than Housing given to Public Works to manage fully? SORT was migrating to Public Works before Reorg, right? With the Reorg, SORT/DREAMS project admin will be with Community Engagement or Public Works?

A: Yes. Planning helps identify projects in the plans we do; Engineering refines further and implements. Road/alley/sidewalk SORT projects have always been handed off to Engineering after the neighborhood plan for implementation. No, SORT was not migrating to PW. SORT/DREAMS will be community engagement.

Q: Housing 11 FTE's Please explain what each of these people do. There is a new Senior Program Administrator? And 2 positions funded by CDBG are actually in the City Manager's office? And a CDBG-funded Finance person is in Finance?

A: See attached org chart with notes in red. Carrie Higgins was promoted from Program Coordinator (Impact Avenue) to Sr. Program Administrator supervising Impact Avenues (50%) and ESG, Shelter + Care, and social service grants (50%). A new person (Stephanie Carrillo) was hired to fill Carrie's old Program Coordinator position. Shelter + Care is a \$1.6M grant that

requires at least 1 FTE. Yes, these 3 positions are not in Housing Services but must do CDBG-eligible work in those departments.

Q: Can we confirm that \$100K of the Ped Plan every year is open for bidding (so that neighborhoods or other projects who are not line-itemed can bid)

A: This is a CIP matter, but sidewalks would be opened up to all neighborhoods as part of DREAMS. This could be reserved or weighted for those neighborhoods that are not programmed for Ped. Plan funds.

Q: Legal – What was actual total of claims paid for 2020?

A: \$22,932.42

Q: Do we have a grant writer position?

A: Position Review Committee approved a grant writer position on 8/17. This position will be funded from the general fund and from American Rescue Plan Act funds. The position will be funded for at least three years, with the expectation that the position will be able to find grants to continue employment. Along with grant writing this position will also be responsible for ARPA tracking and reporting.

Q: Will Topeka Metro Transit Authority levy property tax that exceeds revenue neutral?

A: Topeka Metro Transit Authority (TMTA) will be keeping their mill levy flat, but the current proposal is asking for the capture of property tax growth. The TMTA budget can be found on page 256. The city has no operational authority over the TMTA, but simply sets the maximum mill levy and acts as a pass-through for property tax collections.

Q: Can we find the necessary money to fully fund the Alcohol Fund requests?

A: We have secured the necessary funding as defined by the presentation to GB on Aug. 17.

DEPARTMENT DIRECTOR
(Bill Fiander)

ADMINISTRATIVE OFFICER
(K. Wagers)

PLANNING DIVISION DIRECTOR
(Dan Warner)

DEVELOPMENT SERVICES DIVISION DIRECTOR
(Richard Faulkner)

HOUSING SERVICES DIVISION DIRECTOR
(Corrie Wright)

COMPREHENSIVE PLANNING MANAGER
Dan Warner

CURRENT PLANNING MANAGER
Mike Hall

TRANSPORTATION PLANNING MANAGER
Carlton Scroggins

PERMIT SECTION MANAGER
Fran Hug

FIELD SERVICES MANAGER
Dave Lundry

SENIOR PROGRAM ADMINISTRATOR
Renee Criqui

SENIOR PROGRAM ADMINISTRATOR
Carrie Higgins

2 FTE
PLANNER II
(T. Paris)
PLANNER I
(B. Risley)

2 FTE
PLANNER I
(vacant)
PLANNER I
(vacant)

1 FTE
PLANNER II
(T. Ricketts)

ZONING ENFORCEMENT ZONING INSPECTOR
(M. Rodecap)

4 FTE
COMMERCIAL PLANS REVIEWER
(vacant)
(vacant)
COMPLIANCE INSPECTOR
(K. Taylor)
LAND DEVELOPMENT COORD.
(A. Driver)
PERMIT SPECIALIST
(J. Taylor)

9 FTE
INSPECTORS
(B. Gardner) -Building
(K. Arkenberg) -Building / Elevators
(J. Owens) -Cross Connection
(R. Scott) -Electrical
(E. Alford) -Electrical / Mobile Home
(D. Schuh) -Mechanical
(M. Cooley) -Mechanical
(J. Jones) -Plumbing
(K. Reece) -Plumbing

CONTRACTOR LICENSING ADMIN ACCTG SPECIALIST
(Kitty Carr)

OFFICE SPECIALIST
(L. Valdivia-Price)

3 FTE
HQS INSPECTOR
(G. McGivern)
REHABILITATION SPECIALIST I
(B. Hannigan)
(R. Smith)

4 FTE
GRANTS ADMINISTRATOR
(R. Vega-Retana)
Alcohol/Drug Grants, HESG, Rental Assitance
HOUSING SPECIALIST / HMIS
(H. Lopez-Foster)
Homeless Mngt Info System, Shelter+Care
OA / SHELTER + CARE
(T. Leather)
Front Desk, Shelter+Care
PROGRAM COORDINATOR - IMPACT AVENUES
(S. Carrillo)

OFFICE SPECIALIST
(S. Wilson)
Application Intake/Process
(housing, Covid, etc.)