



City of Topeka City Council Agenda

City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org

November 17, 2015
6:00 PM

Mayor: Larry E. Wolgast Councilmembers

Karen A. Hiller	District No. 1	Brendan Jensen	District No. 6
Sandra Clear	District No. 2	Elaine Schwartz	District No. 7
Sylvia E. Ortiz	District No. 3	Jeff Coen	District No. 8
Jonathan Schumm	District No. 4	Richard Harmon	District No. 9
Michelle De La Isla	District No. 5		

City Manager: Jim Colson

Addressing the Council: No person shall address the Council during a Council Meeting, unless they have notified the City Clerk at (785)368-3940 by 5:00 P.M. on the day of any Council Meeting of their desire to speak on a specific matter on the published meeting agenda or during the public comment portion of the Council Meeting. This limitation shall not apply to items added during the course of a meeting. The Council does not take action with respect to any subject not on the agenda unless added to the agenda by a two-thirds vote of the Council.

Persons addressing the City Council will be limited to four (4) consecutive minutes of public address on a particular agenda item. Debate, question/answer dialogue or discussion between Councilmembers will not be counted towards the four (4) minute time limitation. The Chair may extend time with the unanimous consent of the Council or the Council by affirmative vote of five (5) members may extend the four (4) minute limitation.

Persons will be limited to addressing the City Council one (1) time on a particular matter unless otherwise allowed by an affirmative vote of five (5) members of the City Council.

To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred.

The Federal Communications Commission (FCC) has adopted use of the 711 dialing code for access to Telecommunications Relay Services (TRS). TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. To reach the City Clerk's office using the TRS, please dial 711.

(Agendas are available on Thursday afternoon in the City Clerk's office, 215 SE 7th - Room 166 and on the City's web site at <http://www.topeka.org>)

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

1. MAYORAL PROCLAMATIONS:

"National Adoption Month"
"Clean Driving Initiative"
"Topeka Annual Community Thanksgiving Dinner"

2. PRESENTATIONS:

"Kansas Avenue Update"
"3rd Quarter Financial Report and Yearend Projections"

3. ROLL CALL:

4. CONSENT AGENDA:

A. Board Appointment - Shawnee County Community Corrections Advisory Board

BOARD APPOINTMENT recommending the appointment of Joel Cromwell to the Shawnee County Community Corrections Advisory Board for a term ending November 30, 2017.
(*Council District No. 9*)

B. Board Appointment - Topeka Americans with Disabilities Act Advisory Council

ADVISORY COUNCIL APPOINTMENT of Joseph Harrington to the City of Topeka ADA Advisory Council for a term ending November 30, 2017. (*Council District No. 6*)

C. Board Appointment - Topeka Board of Zoning Appeals

BOARD APPOINTMENT recommending the appointment of Carole Jordan to the Topeka Board of Zoning Appeals to fill an unexpired term ending November 30, 2018. (*Council District No. 1*)

D. Board Appointment - Community Action Board

BOARD APPOINTMENT recommending the appointment of Patrice Coleman to the Community Action Board. Appointee will serve the same term as the Mayor and the Council Representatives.

E. MINUTES of the regular meeting of November 10, 2015

F. APPLICATIONS:

5. ACTION ITEMS:

A. Notice of Public Hearing - 2015 Budget Amendment

AUTHORIZING a public hearing for December 8, 2015, for the purpose of hearing and answering objections of taxpayers relating to the proposed amendments to the 2015 Operating Budget.

(Approval authorizes publication of the Notice of Public Hearing for December 8, 2015, in the November 23, 2015, edition of the Topeka Metro Newspaper. The amendment would increase the expenditure level of the 2015 Adopted Budget from \$17,540,799 to \$20,351,075, a \$2,810,276 increase.)

B. Resolution - Designating Depositories

A RESOLUTION introduced by City Manager Jim Colson, naming banks and savings institutions that are designated as depositories for all City of Topeka accounts and authorizing signatories and rescinding City of Topeka Resolution No. 8689.

(Approval is necessary due to changes in staff and working titles to complete daily duties.)

C. Resolution - State of Kansas Municipal Investment Pool

A RESOLUTION introduced by City Manager Jim Colson, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8688.

(Approval is necessary to amend changes in staff and working titles.)

D. Resolution - Transportation Alternatives 2015 Grant Applications

A RESOLUTION supporting two grant applications for the Kansas Department of Transportation's (KDOT) 2015 Transportation Alternatives (TA) program.

(Approval supports two grant applications sponsored by the City of Topeka for Quincy Elementary Safe Routes to School and the Hi-Crest/Landon Trail Multi-Use Bridge.)

E. Resolution - 2016 Neighborhood Empowerment Grants

A RESOLUTION introduced by City Manager Jim Colson, approving the 2016 Neighborhood Empowerment Grants as recommended by the Neighborhood Empowerment Grant Committee. (Council District Nos. 1, 2, 4 and 6)

(Approval would allocate \$137,890 to seven projects in Central Highland Park, Central Park, Oakland, Valley Park and Ward-Meade, and provide for a contingency of \$12,110 for an allocated total of \$150,000.)

6. NON-ACTION ITEMS:

A. Discussion - 2016 Legislative Agenda

DISCUSSION regarding legislative priorities identified by the Council to be addressed or monitored during the 2016 Legislative Session.

B. Discussion - Utility Bond Rate Update

DISCUSSION regarding the recent City of Topeka bond rating received by Moody's rating services.

7. ANNOUNCEMENTS:

PRELIMINARY AGENDA

(The City Clerk will provide a brief summary of items on the next scheduled Council meeting agenda. Also during this time, the City Manager and Governing Body Members may offer comments regarding City business and announce upcoming events.)

8. PUBLIC COMMENT:

9. EXECUTIVE SESSION:

Executive Sessions are closed meetings held in accordance with the provisions of the Kansas Open Meetings Act.

(Executive sessions will be scheduled as needed and may include topics such as personnel matters, considerations of acquisition of property for public purposes, potential or pending litigation in which the city has an interest, employer-employee negotiations and any other matter provided for in K.S.A. 75-4319.)

10. ADJOURNMENT:



City of Topeka
Council Action Form
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214 SE 8th Street
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www.topeka.org
November 17, 2015

DATE:	November 17, 2015	
CONTACT PERSON:		DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE: November 17, 2015
CONTACT PERSON: Mayor Wolgast **DOCUMENT #:**
SECOND PARTY/SUBJECT: Community Corrections **PROJECT #:**
Advisory Board
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Joel Cromwell to the Shawnee County Community Corrections Advisory Board for a term ending November 30, 2017. (Council District No. 9)

POLICY ISSUE:

KSA 75-5297. The Shawnee County Community Corrections Advisory Board deals with adult offenders in community corrections and develops the annual community corrections comprehensive plan.

STAFF RECOMMENDATION:

Mayor Wolgast is recommending the appointment of Joel Cromwell to the Shawnee County Community Corrections Advisory Board for a two-year term ending November 30, 2017.

BACKGROUND:

Members shall participate in the formulation of the comprehensive plan for the development, implementation, and operation of the correctional services within the County. Board makes formal recommendation to the County Commission concerning the plan and its implementation and operation during the ensuing year.

Statute provides for "governing body appointment" (3 members.) KSA 75-5297(a)(7). There are 12 members with appointing authorities defined by statute. The board is a statutory board wherein the Mayor nominates and Council has final approval. Mr. Cromwell's experience as an U.S. Probation Officer and other community experience will be valuable to the Board.

BUDGETARY IMPACT:

There will be no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Cromwell

City of Topeka

Submit Date: Oct 17, 2015

Application for Appointment to a Board or Commission

Status: submitted

Profile

You are seeking an appointment to a public board. Your appointment is subject to approval by the Mayor and City Council and is governed by certain city ordinances and in some instances, state statutes. The information provided in this application will be used to determine if you meet the requirements required by city ordinances and other applicable laws. Please note that the information provided on this application will be subject to the Kansas Open Records Act.

Joel

First Name

Cromwell

Last Name

joel_cromwell@ksp.uscourts.gov

Email Address

Street Address

Suite or Apt

City

State

Postal Code

Are you a resident of the City of Topeka?

☒ Yes ☐ No

Other / Don't Know

In which district do you live?

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Shawnee County Community Corrections Advisory Board

United States District Court -
District of Kansas

Employer

United States Probation Officer

Job Title

Are you a registered voter?

☒ Yes ☐ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Interests & Experiences

Please tell us about yourself and why you want to serve.

Please state why you are interested in serving on this board or commission:

I am currently working in the corrections field as a U.S. Probation Officer. I have an interested in sharing my knowledge and experience in the field as well as learning from others. I enjoy working with others in the field to discuss the best ways to work with defendants to reduce their risk of reoffending and promoting safety to the community. I am also looking to serve the community in which I live in a way where I have some knowledge and interest.

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

I have a Bachelor's degree in Criminal Justice and Sociology from Bethany College. I have a Master's degree in Criminal Justice from Fort Hays State University. I served as a state probation officer in Salina, Kansas for 11 years leaving as a Deputy Chief. I am currently a United States Probation Officer and have served as such for a little over 3 years. I am a certified firearms instructor and serve on our firearms and safety team. I am a certified faciator for Moral Reconation Therapy and Lifeskills Offender Corrections program. I am a member of the Federal Probation and Pretrial Officers Association. I previously served as the Training Chairperson for the Kansas Association of Court Services Officers. I also have a certificate in Management from Wichita State Universtity.

[Joel_resume_2015.doc](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

The Mayor and City Council are seeking diversity among appointees. We have provided an optional voluntary self-identification form should you choose to provide that information with your application.

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

Caucasian/Non-Hispanic

Ethnicity

Male

Gender

Acknowledgements and Verification

Purpose of information being submitted.

I understand that the information I have provided may be used to determine my suitability to perform the duties required by the position I seek.

☒ I Agree

The information I am submitting is true and correct.

By checking this box, I declare under penalty of perjury that I am the person named above, and the information I have provided is true and correct.

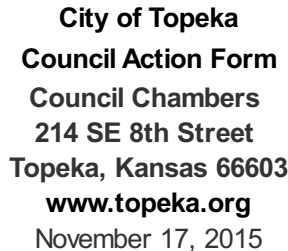
☒ I Agree

Electronic Signature

By checking this box, I agree that I am affixing my electronic signature to this application form.

☒ I Agree

Submission instructions: You may either submit this application online via this web form, or print and email your completed form with attachments to cotappointments@topeka.org or mail to Office of the Mayor, City Hall, 215 SE 7th St., Suite 350 Topeka, KS 66603-3914. For questions, call the Mayor's Office 785-368-3895.



Not Applicable

ATTACHMENTS:

Description

J. Harrington Application ADA

J. Harrington Resume 2015

Application for Appointment to a Board or Commission

Status: submitted

Profile

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Joseph

First Name

Harrington

Last Name

ksujoeh@gmail.com

Email Address

904 SW Oakley Ave.

Street Address

Suite or Apt

Topeka

City

KS

State

66606

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**District 6**

In which district do you live?

Mobile: (785) 212-1592

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?**Americans with Disabilities Act Advisory Council****Finney & Turnipseed Trans. &
C.E.**

Employer

Civil Engineer

Job Title

Are you a registered voter?☒ Yes ☐ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Interests & Experiences

Please tell us about yourself and why you want to serve.

Please state why you are interested in serving on this board or commission:

Being involved in the planning & design of some of the city street projects has exposed me to many ADA guidelines and codes. I would like to increase my knowledge of what is needed to be done and try to increase the mobility of Topekans that are disabled. I believe that I could help the City a lot with building infrastructure to ADA code. I also think I could learn a lot from many of the citizens who have experienced the problems first hand.

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Bachelor's Degree in Civil Engineering Experience in the design, planning, and inspection in infrastructure construction

[RESUME.docx](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

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Caucasian/Non-Hispanic

Ethnicity

Male

Gender

Acknowledgements and Verification

Purpose of information being submitted.

I understand that the information I have provided may be used to determine my suitability to perform the duties required by the position I seek.

☒ I Agree

The information I am submitting is true and correct.

By checking this box, I declare under penalty of perjury that I am the person named above, and the information I have provided is true and correct.

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Electronic Signature

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Joe Harrington

1229 SW Webster Avenue, Topeka, KS 66604

785-212-1592

ksujoeh@gmail.com

Education

- Bachelor of Science in Civil Engineering
Kansas State University, Manhattan, KS
Cumulative GPA: 3.22/4.0
Graduated: August 2012

Professional Experience

Finney & Turnipseed, Topeka, KS

June 2012-present

Civil EIT

- Performed bridge/ road design and hydraulic analysis
- Daily use of Microstation, Geopak, HEC-RAS, and other engineering softwares
- Surveying bridge/ road sites and importing into software
- Construction inspection and material testing

Koss Construction, Topeka, KS

Summer 2011

Field Engineer

- Supervised crew of 3-8 (depending on job)
- Construction inspection

KDOT, Topeka, KS

Summer 2009

Engineer Intern

- Inspected roads and bridges
- Tested dirt, asphalt, and concrete

Activities and Memberships

- **Chi Epsilon Honor Society**, Member Since fall 2010
- **American Society of Civil Engineers**, KSU chapter member, national member Since fall 2009

ATTACHMENTS:

Description

C. Jordan Resume

Carole Jordan

Objective

My goal since retiring has been to increase my service to the Topeka community. I am a board member of the Shawnee County League of Women Voters and a board member of the LULAC Senior Citizens Center, a member of the steering committee of the Shawnee County KONZA Club for alumni of the Kansas Leadership Center, a volunteer with Heartland Visioning, Midland Care, and KU Continuing Education's Osher Center. I co-chaired the NOTO blues event in 2012.

Experience

Jan. 2008-Nov. 2011 Kansas Department of Commerce Topeka, KS

Director, Division of Rural Development

- Managed the programs, \$20 million budget and employees of the division encompassing community development block grants (CDBG), agricultural marketing, and community assistance services.

2003-2008 Kansas Department of Agriculture Topeka, KS

Director of Rural and Legislative Affairs

- Directed professional employees responsible for research and analysis, homeland security and emergency response and public information duties. Directed legislative planning, renewable energy and industry initiatives. Advised the Secretary of Agriculture on policy.

1978-2003 Kansas Department of Agriculture Topeka, KS

Director of Education and Outreach/Public Information Officer

- Managed internal audit and program improvement action teams; monitored legislative contacts, represented the Secretary with industry and constituent groups, organized events, developed testimony and issue papers, annual reports and publications. Other duties included program analysis, constituent and media relations.

1973-1978 University of Kansas Medical Center Kansas City, KS

Informational Writer

- Performed constituent relations and media relations duties. Designed, wrote and edited publications and news releases. Organized events.

Education

1975 and 1995 University of Kansas Lawrence, KS

- Bachelor's Degree in Journalism, 1975
- Master's Degree in Public Administration, 1995

Interests

My professional interests include all aspects of public policy with a particular focus on Kansas communities, natural resources and health issues, community leadership and community capacity building. I've had further training in quality management, context and competencies with the Kansas Leadership Center, and online media and social networking.

1



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SECOND PARTY/SUBJECT: **PROJECT #:**
CATEGORY/SUBCATEGORY
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Patrice Coleman to the Community Action Board. Appointee will serve the same term as the Mayor and the Council Representatives.

POLICY ISSUE:

Board administers many of the federally funded programs for moderate to low-income persons. Agency performs outreach and referral services for poor and disadvantaged, mobilizes public and private resources to fund programs to help eliminate poverty; provide case management services to promote self-reliance, operates weatherization program. Board meets bi-monthly, committees meet monthly.

STAFF RECOMMENDATION:

Councilmember Coen nominates and Mayor Wolgast recommends the appointment of Patrice Coleman to the Community Action Board. Appointee will serve the same term as the Mayor and the Council Representatives.

BACKGROUND:

The Board consists of twenty-four to fifty-one members with no term limits. Members shall represent the private sector of Shawnee County, representatives and advocates of the poverty sector and five members shall be City public elected officials or their designee. Mayor and or Mayor's representative and two Councilmembers or their alternates. Appointees will serve the same term as the Mayor and the Council representative. Other members are from the private sector.

BUDGETARY IMPACT:

No budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

P. Coleman Application Community Action Board

P. Coleman Resume

Application for Appointment to a Board or Commission

Status: submitted

Profile

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Patrice

First Name

Last Name

patrice.coleman32@yahoo.com

Email Address

Street Address

66614

Suite or Apt

Topeka

City

KS

State

66614

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**District 8**

In which district do you live?

Mobile: (314) 482-7990

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?**Community Action Board**

Employer

Job Title

Are you a registered voter?☐ Yes ☒ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

N/A

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

N/A

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

N/A

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

N/A

Interests & Experiences

Please tell us about yourself and why you want to serve.

Please state why you are interested in serving on this board or commission:

I am a citizen of Topeka, dedicated to making a change in the lives of poverty stricken individuals. I have a passion for educating others on personal growth, family living and situation betterment and community involvement. I myself, have been a single mother since the age of 18 and have been challenged with overcoming many obstacles in life to become a productive individual with a promising future. I would like to serve on a board that would allow me to give back and share some of the knowledge and wisdom I have obtained on this journey.

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

I am originally from St. Louis where I previously worked as a temporary case worker for Community Action Agency. I attend classes on housing rehabilitation concerning the program. I also reviewed documentation and spoke with members of low-income families in an effort to identify resources that would aid the family in there current situations. In addition,I processed heating assistance applications for low income families that participated in programs provided by Community Action Agency. I am a junior at Columbia College pursuing my BS.BA/Marketing. I work closely as a volunteer with non profit agencies here in Topeka to aid them in process streamlining, fundraising, and procedure structure through my own company, Kameran Micheals Consulting and Design. I recently completed the New Venture class at Go Topeka. I am also involved in community relations. I put my efforts into urging members of low-income communities to participate in the betterment of their neighborhoods to enhance the success of community projects and the use of provided resources.

[Patrice_Coleman_s_Resume.docx](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

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AfricanAmerican

Ethnicity

Female

Gender

Acknowledgements and Verification

Purpose of information being submitted.

I understand that the information I have provided may be used to determine my suitability to perform the duties required by the position I seek.

☒ I Agree

The information I am submitting is true and correct.

By checking this box, I declare under penalty of perjury that I am the person named above, and the information I have provided is true and correct.

☒ I Agree

Electronic Signature

By checking this box, I agree that I am affixing my electronic signature to this application form.

☒ I Agree

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Patrice Coleman

2250 SW Ancaster Rd. Topeka, KS 66614 • 314-482-7990 • patrice.coleman32@yahoo.com

Summary of Skills

- Policy and procedure development
- Strategic planning
- Critical thinking
- Staff development and training
- Public Speaking
- Management and leadership skills
- Great team player
- Superior attention to detail
- Dedicated relationship builder
- Information retention

Volunteer Activities

Topeka, KS

Current

- Community relations
- Aid nonprofit agencies in streamlining and process / procedure development to maximize efforts and enhance positive outcomes of community projects
- Aid in strategic planning of community activities
- Spokesperson for Creative Pathways and Means
- Spokesperson for the “Dying To Get A Text” Campaign
- Mentor underprivileged adolescents and women
- Provide struggling small business with logos and hand-crafted artwork for office decorations

Experience

- **Director of Revenue** Coffey Health System Burlington, KS 2014-2015
Oversaw the Admissions and Billing departments for a 34 bed hospital, and 6 facilities
- Reduced accounts receivable by 100 days in 9 months
- Identified areas of revenue loss, streamlined lined process between our facilities and departments to aid in cash collection
- Instrumental in correcting the charge master and general ledger to provide accurate insurance, patient billing and accurate system reporting
- Raised department productivity by identifying unproductive procedures, developed and implemented new policies and procedures, developed and implemented denial tracking system, conducted successful project management, developed and implemented a streamlined goal driven workflow and cash tracking system.
- Reduced department liabilities by developing new policies to prevent HIPAA and PHI issues

Revenue Analyst National Medical Billing Service St. Louis, MO 2011-2014

- Oversaw all functions of the revenue cycle to ensure adequate cash flow and reduce account receivable days to 45 or less in outpatient surgery centers across 7 different states
- Develop and record policies and procedures to assist in training new employees and offshore affiliates on company systems and process
- Corresponded with various internal groups to resolve billing issues and client concerns
- Increased cash by analyzing contracts and requesting proper payment of patient benefits in addition to Educating and counseling the AR team in the resolution of difficult accounts
- Managing liaison between company's offshore location in India and 13 Out-patient surgery centers in the U.S. to ensure excellent customer service and correct information transfer.
- Perform monthly reconciliations and End of Month closing for 15 medical centers to produce correct system reporting and client satisfaction.
- Format, manage, and disperse daily cash sheets for 15 different facilities

Patrice Coleman

2250 SW Ancaster Rd. Topeka, KS 66614 • 314-482-7990 • patrice.coleman32@yahoo.com

Commercial Manager Auto Zone St.Louis, MO 2008-2011

- Manage the structure of a commercial sales department of 8 employees
- Increased sales by 60% in 4 months through superb customer service and staff motivation
- Obtained 15 new commercial accounts by building a strong rapport with surrounding automotive shop owners and exhibiting extensive knowledge in the craft.
- Ensured KPIs and production met or exceeded company expectations by increasing product knowledge , critiquing staff sales technique and providing individual training
- Collaborated with District Manager and Regional Manager to create plans of action to increase profit and production in low performing stores

Education

Columbia College

BS.BA Marketing 4.0 GPA

2013- Current

Quantum Leadership Institute

Leadership Strategies and Development for Healthcare Professionals

2015- Certificate of Completion

Florissant Community College St. Louis, MO.

Engineering Drafting and Design

2005-2006 –Certificate of Completion

Ranken Technical College St. Louis, MO.

Automotive Technology

2001-2002 -- Certificate of Completion

Patrice Coleman

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DATE:	November 17, 2015	
CONTACT PERSON:	Brandon Kauffman, Director of Finance	DOCUMENT #:
SECOND PARTY/SUBJECT:	Budget Amendment/Establish Public Hearing Date	PROJECT #:
CATEGORY/SUBCATEGORY	004 Budgets or Appropriations / 001 Operating Budget - City	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

AUTHORIZING a public hearing for December 8, 2015, for the purpose of hearing and answering objections of taxpayers relating to the proposed amendments to the 2015 Operating Budget.

(Approval authorizes publication of the Notice of Public Hearing for December 8, 2015, in the November 23, 2015, edition of the Topeka Metro Newspaper. The amendment would increase the expenditure level of the 2015 Adopted Budget from \$17,540,799 to \$20,351,075, a \$2,810,276 increase.)

POLICY ISSUE:

Kansas state statute KSA 79-2929 allows for governing bodies to amend a budget based upon a standard process outlined in statute that follows a similar process for the budget adoption. Any amended budgets for proposed increases in expenditures are required to be balanced by previous unbudgeted revenues or balances other than ad valorem property taxes. At no time after setting the maximum taxes levied can the governing body increase the ad valorem property taxes.

During budget planning, staff are planning for budgets typically eight months in advance of the beginning of the upcoming fiscal year. The governing body typically will adopt the budget four months in advance of the upcoming fiscal year. Amendments are needed due to the changing nature of the City's budget, especially if more revenues are received than estimated.

As required by State law, the governing body must hold a public hearing to consider amendments to the 2015 Operating Budget. Approval would set a public hearing date of December 8, 2015, and authorize the publication of the public hearing notice in the Topeka Metro Newspaper on November 23, 2015. Approval of the amendments would be considered on the same date as the public hearing.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to set the public hearing date on December 8, 2015, and authorize publication of the public hearing notice in the Topeka Metro Newspaper on November 23, 2015.

BACKGROUND:

The proposed amendments for the 2015 budget would increase the adopted budget from \$17,540,799 to \$20,351,075, a \$2,810,276 increase for the following funds:

Alcohol & Drug Safety Fund (229): The proposed amendment would increase the alcohol and drug safety fund budget by \$6,899. This increase is due to a change in benefits by an employee.

Transient Guest Tax Funds (271/272): The proposed amendment would increase the budget by \$236,642. Revenues for the transient guest tax came in higher than projected, resulting in a budget amendment needed to disburse funds.

Employee Separation Fund (284): The proposed amendment would increase the budget by \$1,200,000. Expenditures for the employee separation fund are higher than projected based upon retirements from the City.

Historic Preservation Fund (289): The proposed amendment would increase the budget by \$90,962. A higher balance was available for the Historic Preservation committee to grant out, they felt comfortable in granting this higher amount and proceeded in this manner for 2015 resulting in increased expenditures.

Countywide Half Cent Fund (290): The proposed amendment would increase the budget by \$612,042. This increase is due to higher revenues than projected in the budget process.

TIF Funds (293/220): The proposed amendment would increase the budget by \$202,630. This increase is due to the closing of the Eastgate TIF and disbursing those funds to the County.

CID Funds (294/295): The proposed amendment would increase the budget by \$175,485. This increase is due to higher revenues than projected for the CID funds based upon sales from the Crosswinds CID.

IT Fund (613): The proposed amendment would increase the budget by \$149,268. Increased expenditures are primarily due to an accounting prepaid item that needs to be expensed in to clear the liability off the books.

Facilities Fund (615): The proposed amendment would increase the budget by \$136,348. Increased expenditures are primarily due to higher than anticipated deferred maintenance in the facilities budget.

BUDGETARY IMPACT:

The amendment would increase the expenditure level of the 2015 Adopted Budget from \$17,540,799 to \$20,351,075, a \$2,810,276 increase.

SOURCE OF FUNDING:

The following source of funding includes:

Special Alcohol (229): Revenue
Transient Guest Tax Funds (271/272): Revenue
Employee Separation Fund (284): Fund Balance
Historic Preservation Fund (289): Fund Balance
Countywide Half Cent Fund (290): Revenue
TIF Funds (293/220): Fund Balance
CID Funds (294/295): Revenue
IT Fund (613): Fund Balance
Facilities Fund (615): Fund Balance

ATTACHMENTS:

Description

Budget Amendment Summary 2015
Public Hearing Notice
Budget Amendment Certificate 2015

2015 Budget Amendment Summary



Below is a summary of each of the proposed amendments to the 2015 budget.

Alcohol & Drug Safety (229) – The 2015 adopted budget was \$58,401, and is recommended to increase to \$65,300, which would come from the existing cash balance in the fund. Revenue is generated from municipal court fees and supports the probation officer who deals directly with alcohol and drug safety cases. The amendment is needed due to a change in benefit status that costs more than what was originally included in the budget.

Transient Guest Tax Funds (271/272) – The 2015 adopted budget was \$2,463,358, and is recommended to increase to \$2,700,000. These funds account for revenues received from the 7% transient guest tax that is imposed on hotel and motel room rentals and is utilized for promotion of conventions and tourism in the City of Topeka. Revenues for the transient guest tax were higher than projected in the annual budget process, resulting in higher expenditures than budgeted.

Employee Separation Fund (284) – The 2015 adopted budget was \$1,000,000 and is recommended to increase to \$2,200,000. The employee separation fund pays for accrued vacation and sick leave for employees that separate employment with the City. The adopted budget was set at \$1,000,000, however it is hard to anticipate the amount of retirements the City will have in one year. Employee retirements have occurred at a higher level than anticipated, requiring the City to pay out vacation and sick leave according to policy.

Historic Preservation Fund (289) – The 2015 adopted budget was \$149,038 and is recommended to increase to \$240,000. This fund provides funding for acquisition, rehabilitation and preservation of historic landmarks or historic resources located within the City that facilitate tourism. Revenue is generated from the Transient Guest Tax collections. Expenditures are estimated based on the amount of money which is expected to be granted out that year. In 2015, the City carried over more than expected, resulting in the additional authority needed to expend the grant funds.

Countywide 1/2 Cent Fund (290) – The 2015 adopted budget was \$8,487,958 and is recommended to increase to \$9,100,000. The countywide 1/2 cent sales tax fund provides for collections for the street improvements, economic development and county bridge improvements as approved by voters in 2004. Revenues were higher than originally projected in the budget. Once the City receives its distributions, it sends those to the Joint Economic Development Organization who then expends the funds according to the interlocal agreement.

Tax Increment Financing Fund (293/220) – The 2015 adopted budget was \$192,450 and is recommended to increase to \$395,080. These funds were established to monitor the amount of property and sales taxes received for tax increment financing districts created for redevelopment of blighted areas. The City currently has two districts: Eastgate and College Hill. In 2015, the City closed down the Eastgate TIF district and distributed the funds to Shawnee County, which caused the need for the budget amendment.

Community Improvement District Funds (294/295) – The 2015 adopted budget is \$262,210 and is recommended to increase to \$437,695. These funds provide for the use of public financing to fund projects within a prescribed district to strengthen economic development and employment opportunities, enhance tourism or upgrade dated real estate. The City currently has two districts: Crosswinds and Holiday Square. Revenues for the districts were higher than originally projected, resulting in the need for a budget amendment.

Information Technology Fund (613) – The 2015 adopted budget was \$3,460,732 and is recommended to increase to \$3,610,000. This fund provides for the information technology needs of the City and is funded by charging

2015 Budget Amendment Summary



departments annual IT fees. A budget amendment is being needed due to an accounting entry required to be expensed that will cause an increase in their expenditures over the 2015 adopted budget.

Facilities Fund (615) – The 2015 adopted budget was \$1,466,652 and is recommended to increase to \$1,603,000. This fund provides for the labor costs to maintain and repair City facilities. A budget amendment is needed due to a larger amount of repairs to facilities due to deferred maintenance.

2015

**Notice of Budget Hearing for Amending the
2015 Budget**

The governing body of

City of Topeka, KS

will meet on the day of December 8, 2015 at 6:00 PM at City Council Chambers, 214 E Eighth St for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Office of the City Clerk at City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2015 Adopted Budget			2015 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Alcohol & Drug Safety			58,401	65,300
Transient Guest Tax			2,463,358	2,700,000
Employee Separation			1,000,000	2,200,000
Historic Preservation			149,038	240,000
Countywide 1/2 Cent			8,487,958	9,100,000
TIF			192,450	395,080
CID			262,210	437,695
IT			3,460,732	3,610,000
Facilities			1,466,652	1,603,000
			0	0

Brenda Younger
Official Title: City Clerk

2015

**Amended
Certificate
For Calendar Year 2015**

To the Clerk of Shawnee County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Topeka, KS
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

			2015 Amended Budget		
Table of Contents:			Amount of 2014 Tax that was Levied	Adopted 2015 Expenditures	Proposed Amended 2015 Expenditures
Fund	<u>K.S.A.</u>	Page No.			
Alcohol & Drug Safety	Administrative	2		58,401	65,300
Transient Guest Tax	Charter Ord 69	3		2,463,358	2,700,000
Employee Seperation	Ord. 17546	4		1,000,000	2,200,000
Historic Preservation	City Code 2-2331	5		149,038	240,000
Countywide 1/2 Cent	Interlocal	6		8,487,958	9,100,000
TIF	KSA 12-1775	7		192,450	395,080
CID	Administrative	8		262,210	437,695
IT	City Code 2-14	9		3,460,732	3,610,000
Facilities	Administrative	10		1,466,652	1,603,000
Totals		xxxxxxxxxxx	0	17,540,799	20,351,075
Summary of Amendments		11			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

City of Topeka, KS

2015

Adopted Budget

Alcohol & Drug Safety	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	336,237	351,616
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Court Fees	74,800	77,000
Interest on Idle Funds		
Total Receipts	74,800	77,000
Resources Available:	411,037	428,616
Expenditures:		
Personnel	51,067	58,000
Contractual	4,334	4,300
Commodities	3,000	3,000
Total Expenditures	58,401	65,300
Unencumbered Cash Balance December 31	352,636	363,316

City of Topeka, KS

2015

Adopted Budget

Transient Guest Tax	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	0	
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Transient Guest Tax	2,463,358	2,700,000
Interest on Idle Funds		
Total Receipts	2,463,358	2,700,000
Resources Available:	2,463,358	2,700,000
Expenditures:		
Personnel	0	0
Contractual	1,836,492	1,790,000
Commodities	0	
Other Payments	626,866	910,000
Capital Outlay	0	
Total Expenditures	2,463,358	2,700,000
Unencumbered Cash Balance December 31	0	0

City of Topeka, KS

2015

Adopted Budget

Employee Separation:	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	3,858,508	3,203,353
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Interest on Idle Funds		
Total Receipts	0	0
Resources Available:	3,858,508	3,203,353
Expenditures:		
Personnel	1,000,000	2,200,000
Contractual		
Commodities		
Other Payments		
Capital Outlay		
Total Expenditures	1,000,000	2,200,000
Unencumbered Cash Balance December 31	2,858,508	1,003,353

City of Topeka, KS

2015

Adopted Budget

Historic Preservation	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	224,100	185,031
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Transfer In	149,038	210,000
Interest on Idle Funds		
Total Receipts	149,038	210,000
Resources Available:	373,138	395,031
Expenditures:		
Personnel	0	0
Contractual	149,038	240,000
Commodities	0	0
Other Payments	0	0
Capital Outlay	0	0
Total Expenditures	149,038	240,000
Unencumbered Cash Balance December 31	224,100	155,031

City of Topeka, KS

2015

Adopted Budget

Countywide 1/2 Cent	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	3,745,472	0
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Sales Tax	8,487,958	9,100,000
Interest on Idle Funds		
Total Receipts	8,487,958	9,100,000
Resources Available:	12,233,430	9,100,000
Expenditures:		
Personnel	0	0
Contractual	8,487,958	9,100,000
Commodities	0	
Other Payments	0	
Capital Outlay	0	
Total Expenditures	8,487,958	9,100,000
Unencumbered Cash Balance December 31	3,745,472	0

City of Topeka, KS

2015

Adopted Budget

TIF	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	689,132	205,080
Receipts:		
Ad Valorem Tax	235,495	190,000
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Interest on Idle Funds		
Total Receipts	235,495	190,000
Resources Available:	924,627	395,080
Expenditures:		
Personnel	0	0
Contractual	0	0
Commodities	0	0
Other Payments	192,450	395,080
Capital Outlay	0	0
Total Expenditures	192,450	395,080
Unencumbered Cash Balance December 31	732,177	0

City of Topeka, KS

2015

Adopted Budget

CID	2015 Adopted Budget	2015 Proposed Budget
Unencumbered Cash Balance January 1	4,653	37,695
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Sales Tax	262,210	400,000
Interest on Idle Funds		
Total Receipts	262,210	400,000
Resources Available:	266,863	437,695
Expenditures:		
Personnel	0	0
Contractual	262,210	437,695
Commodities	0	0
Other Payments	0	0
Capital Outlay	0	0
Total Expenditures	262,210	437,695
Unencumbered Cash Balance December 31	4,653	0

2015

**Notice of Budget Hearing for Amending the
2015 Budget**

The governing body of

City of Topeka, KS

will meet on the day of December 8, 2015 at 6:00 PM at City Council Chambers, 214 E Eighth St for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Office of the City Clerk at City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2015 Adopted Budget			2015 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Alcohol & Drug Safety			58,401	65,300
Transient Guest Tax			2,463,358	2,700,000
Employee Separation			1,000,000	2,200,000
Historic Preservation			149,038	240,000
Countywide 1/2 Cent			8,487,958	9,100,000
TIF			192,450	395,080
CID			262,210	437,695
IT			3,460,732	3,610,000
Facilities			1,466,652	1,603,000
			0	0

Brenda Younger
Official Title: City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE: November 17, 2015
CONTACT PERSON: Brandon Kauffman, **DOCUMENT #:**
Director of Finance
SECOND PARTY/SUBJECT: Bank Depositories and **PROJECT #:**
Signature Requirements
CATEGORY/SUBCATEGORY 020 Resolutions / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION introduced by City Manager Jim Colson, naming banks and savings institutions that are designated as depositories for all City of Topeka accounts and authorizing signatories and rescinding City of Topeka Resolution No. 8689.

(Approval is necessary due to changes in staff and working titles to complete daily duties.)

POLICY ISSUE:

Approval would name certain banks and saving institutions as designated depositories for all City of Topeka accounts and authorizing signatories.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution.

BACKGROUND:

Approval is necessary to allow staff members to complete daily duties. The following named banks and savings institutions are designated to be depositories which can accept deposits from any and all accounts of the City:

Alliance Bank	Heritage Bank
Bank of America	Merrill Lynch
Intrust Bank	Capital City Bank
Kaw Valley State Bank & Trust	Capitol Federal Savings
Landmark National Bank	Central National Bank
Lyndon State Bank	Community National Bank
Silver Lake Bank	CoreFirst Bank & Trust

Sunflower Bank
UMB Bank
US Bank
Vision Bank

Denison State Bank
Equity Bank
Fidelity State Bank

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Depository Resolution
US Bank Signature File

RESOLUTION NO. _____

A RESOLUTION introduced by Jim Colson, City Manager, naming banks and savings institutions that are designated as depositories for all City of Topeka accounts and authorizing signatories and rescinding City of Topeka Resolution No. 8689.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS that the following named banks and savings institutions are hereby designated to be depositories which can accept deposits from any and all accounts of the City:

Alliance Bank	Heritage Bank
Bank of America Merrill Lynch	Intrust Bank
Capital City Bank	Kaw Valley State Bank & Trust
Capitol Federal Savings	Landmark National Bank
Central National Bank	Lyndon State Bank
Community National Bank	Silver Lake Bank
CoreFirst Bank & Trust	Sunflower Bank
Denison State Bank	UMB Bank
Equity Bank	US Bank
Fidelity State Bank	Vision Bank

BE IT FURTHER RESOLVED that the above-named banks and savings institutions may accept all checks, drafts, bills of exchange, or other orders for the payment of money when drawn on or addressed to any of the banks and savings institutions, if the *facsimile* signatures of both the following persons are imprinted thereon:

City Manager: Jim Colson

Director of Finance: Brandon Kauffman

BE IT FURTHER RESOLVED that any of the above-named banks and savings institutions may accept *manually* drafted checks, drafts, bills of exchange, or other orders for payment of money, when drawn on any of the banks and savings institutions, with the proper dual signatures. The dual signatures will come from the persons listed below and *require at least one signature* being the Director of Finance or Chief Accounting Officer:

23 Title: City Manager Name: Jim Colson
24 Title: Director of Finance Name: Brandon Kauffman
25 Title: Chief Accounting Officer Name: Simon Martinez
26 Title: Accountant III Name: Rachelle Matthews
27 Title: Accountant II Name: Amanda Meyer

28 BE IT FURTHER RESOLVED that checks, drafts or other instruments for payment of
29 money drawn to the order of the City of Topeka shall, when properly endorsed, be
30 accepted by the banks and savings institutions for deposit only to the credit of the City of
31 Topeka.

32 BE IT FURTHER RESOLVED that Resolution No. 8689 is rescinded and that the
33 foregoing powers and authority outlined herein are to be continued until written notice or
34 revocation has been given to the banks and savings institutions by the City of Topeka.

35 This Resolution shall become effective after it is adopted and approved by the City
36 Council.

37 ADOPTED and APPROVED by City Council _____.

38 CITY OF TOPEKA, KANSAS

39
40
41
42
43 _____
44 Larry E. Wolgast, Mayor

44 ATTEST:

45
46
47
48 _____
49 Brenda Younger, City Clerk

SIGNATURES FOR RESOLUTION NO. _____

A RESOLUTION introduced by Jim Colson, City Manager, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8689.

Title: City Manager Name: Jim Colson

Signature: _____

Title: Director of Finance Name: Brandon Kauffman

Signature: _____

Title: Chief Accounting Officer Name: Simon Martinez

Signature: _____

Title: Accountant III Name: Rachelle Matthews

Signature: _____

Title: Accountant II Name: Amanda Meyer

Signature: _____



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE:	November 17, 2015	
CONTACT PERSON:	Brandon Kauffman, Director of Finance	DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY	020 Resolutions / 005 Miscellaneous	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION introduced by City Manager Jim Colson, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8688.

(Approval is necessary to amend changes in staff and working titles.)

POLICY ISSUE:

The State of Kansas Municipal Investment Pool (MIP) offers participants the safety of principal, liquidity, and a competitive market rate on short-term investments. All monies deposited in the MIP are promptly invested as part of the Pooled Money Investment Portfolio in securities authorized by State statutes. Safekeeping and audit controls for all investments made for the Portfolio comply with State statutes and are monitored by the Pooled Money Investment Board (PMIB).

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution.

BACKGROUND:

The revisions are necessary due to changes in staff members and working titles. The governing body of any Kansas county, city, township, school district, or any other governmental entity as defined in K.S.A. 12-1675 can invest funds it holds. Funds must first be offered to all eligible banks, savings and loans, and federally chartered savings banks which have home offices or branches in the investing community.

Participating in the MIP is an easy way to invest excess and idle funds more effectively. Local government or agency officials maintain discretion over their investment including the amount and the maturity. The PMIB employs professional investment personnel who constantly monitor the major investment markets. By investing in the MIP, public entities can take advantage of this expertise at no additional expense to local taxpayers.

BUDGETARY IMPACT:

No budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

MIP Resolution

MIP Signature File

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by Jim Colson, City Manager, concerning the City of
4 Topeka's participation in the State of Kansas Municipal Investment Pool
5 and rescinding City of Topeka Resolution No. 8688.
6

7 WHEREAS, the City of Topeka is a municipality, as defined in K.S.A. 12-1675a,
8 hereinafter referred to as "Participant," and from time to time has funds on hand in excess
9 of current needs; and

10 WHEREAS, it is in the best interests of Participant and its inhabitants to invest funds
11 in investments that yield a favorable rate of return while providing the necessary liquidity
12 and protection of the principal; and

13 WHEREAS, the Pooled Money Investment Board, hereinafter referred to as "PMIB,"
14 operates the Municipal Investment Pool, hereinafter referred to as "MIP," a public funds
15 investment pool, pursuant to K.S.A. 12-1677a, and amendments thereto; and,

16 WHEREAS, the MIP is a permitted investment of the City under K.S.A 12-1675

17 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
18 TOPEKA, KANSAS:

19 1. That Participant approves the establishment of an account in its name in the
20 MIP for the purpose of transmitting funds for investment, subject to the MIP Participation
21 Policy adopted by the PMIB, and Participant acknowledges it has received a current copy
22 of such Participation Policy. Participant's taxpayer identification number assigned by the
23 Internal Revenue Service is 48-6028701.

24 2. That the following individuals are officers or employees of Participant and are
25 each hereby authorized to transfer funds for investment in the MIP, to withdraw funds from
26 time to time, to issue letters of instruction, and to take all other actions deemed necessary
27 or appropriate for the investment of funds upon submission of dual signatures. The dual

signatures will come from the persons listed below and requires at least one signature by the Administrative and Financial Services Director, Chief Fiscal Officer or Accounting Manager:

Title: Director of Finance Name: Brandon Kauffman

Title: Chief Accounting Officer Name: Simon Martinez

Title: Accountant III Name: Rachelle Matthews

Title: Accountant II Name: Amanda Meyer

3. That notices required by the PMIB's Municipal Investment Pool Participant Policy shall be provided to:

Administrative and Financial Services
215 SE 7th, Room 358
Topeka, Kansas 66603
785-368-2544
785-368-3975 (fax)

4. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

BE IT FURTHER RESOLVED that the City of Topeka Resolution No. 8688 is hereby rescinded.

ADOPTED and APPROVED by City Council on _____.

CITY OF TOPEKA, KANSAS

Larry E. Wolgast, Mayor

ATTEST:

Brenda Younger, City Clerk

SIGNATURES FOR RESOLUTION NO. _____

A RESOLUTION introduced by Jim Colson, City Manager, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8688.

Title: City Manager Name: Jim Colson

Signature: _____

Title Director of Finance Name: Brandon Kauffman

Signature: _____

Title: Chief Accounting Officer Name Simon Martinez

Signature: _____

Title: Accountant III Name: Rachelle Matthews

Signature: _____

Title: Accountant II Name: Amanda Meyer

Signature: _____



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE:	November 17, 2015	
CONTACT PERSON:	Bill Fiander	DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY	010 Grants / 006 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION supporting two grant applications for the Kansas Department of Transportation's (KDOT) 2015 Transportation Alternatives (TA) program.

(Approval supports two grant applications sponsored by the City of Topeka for Quincy Elementary Safe Routes to School and the Hi-Crest/Landon Trail Multi-Use Bridge.)

POLICY ISSUE:

Quincy Elementary Safe Routes to Schools (SRTS) Implementation:

- It will implement the major steps outlined in the 2015 SRTS Study funded through the Metropolitan Topeka Planning Organization (MTPO)
- It will address sidewalk needs in an area identified as a "high need" target area in the neighborhood planning process
- It will help a neighborhood that is ranked "At Risk" and "Intensive Care" on Topeka's Neighborhood Health indicator scale
- It will improve pedestrian connections in an identified "hot spot" from the proposed Pedestrian Master Plan
- It will build on investments made within the neighborhood for implementing the 2012 Bikeways Master Plan, as well as linking recreational trails and public transportation routes

Hi-Crest Multi-Use Bridge:

- It will implement recommendations of the 2015 Hi-Crest Neighborhood Plan
- It will improve connections between trails and neighborhoods as called for in the 2015 Shawnee County Parks and Recreation Master Plan
- It will build on investments made within the neighborhood for implementing the 2012 Bikeways Master Plan, as well as linking trails and public transportation routes
- It will help a neighborhood that is ranked "Intensive Care" on Topeka's Neighborhood Health indicator

scale

· It will improve pedestrian connections in an identified “hot spot” from the proposed Pedestrian Master Plan

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution and submission of the grant applications.

BACKGROUND:

The City of Topeka is seeking grant funding for two projects through the Kansas Department of Transportation’s (KDOT) Transportation Alternatives (TA) program. TA funds can be used for alternative forms of transportation projects such as recreations trails, pedestrian, bike, and transit facilities. The applying entity must commit to a 20% cash match for the total cost of the project. The Metropolitan Topeka Planning Organization (MTPO) must also endorse any grant applications. The application deadline is November 20. The following projects are described below:

Quincy Safe Routes to Schools Implementation:

With funding through the MTPO, Shawnee County (SNCO) Health Agency completed a Safe Routes to Schools Report for the Quincy Elementary School area in 2015. The school is located in the Historic North Topeka East Neighborhood. This Report outlined barriers to walkability and proposed implementation steps such as sidewalk improvements, traffic calming, crosswalk marking, code enforcement, and clearing brush from the right-of-way. In April, City departments met with SNCO Health Agency and USD 501 to start addressing the non-infrastructure implementation suggestions. Since January 2015, 34 new cases have been opened on vacant or abandoned buildings in the SRTS area, crosswalks by the school have been repainted, and two sidewalks specifically recommended in the SRTS report have been designed and are scheduled to be constructed in 2016. Funding through the grant will add 6,300 linear feet of sidewalks to the existing 15,417 feet of sidewalk network within a 5-10 minute walk of the school focused on 4 priority street routes - Kansas, Quincy, Central, and Paramore.

Hi-Crest Multi-Use Bridge:

The Hi-Crest neighborhood has a high poverty rate and the latest Census Bureau numbers show that 10-20% of households do not have cars. There has already been significant public investment in this area to improve its access to multimodal transportation networks—previous TA grants have helped develop the bikeways network and the Landon Trail. Hi-Crest has 4 bike routes and the Landon Trail running through the neighborhood but the neighborhood itself has no direct access to the Landon Trail. Improving the connection between the neighborhood, the Landon Trail, and the bikeways network is supported by a variety of agencies’ policy documents: the 2015 Hi-Crest Neighborhood Plan (public hearing scheduled for 11/16), the 2014 Shawnee County Parks and Recreation Master Plan, and the 2012 Bikeways Master Plan. The bridge would span 130 feet and connect the Landon Trail with 700 linear feet of 10-foot wide side-paths through the park.

BUDGETARY IMPACT:

Quincy Elementary Safe Routes to Schools:

\$650,000 total sidewalk project budget

TA Request: \$520,000 (80%)

City Match: \$130,000 (20%)

Funding from the Infill Sidewalk/Pedestrian Master Plan Program (GO Bonds – CIP 2016)

Hi-Crest Multi-Use Bridge:

\$535,000 total multimodal bridge project

TA Request: \$428,000 (80%)

City Match: \$107,000 (20%)

Funding from the Hi-Crest SORT Neighborhood Infrastructure (GO Bonds – CIP 2016)

SOURCE OF FUNDING:

Infill Sidewalk/Pedestrian Master Plan Program (GO Bonds – CIP 2016)

Hi-Crest SORT Neighborhood Infrastructure (GO Bonds – CIP 2016)

ATTACHMENTS:

Description

Resolution
Quincy Elementary Project Application
Quincy Project Map
Hi-Crest Multiuse Bridge Project Application
Hi-Crest Project Map
Presentation from B Fiander
Shawnee County Resolution 2015-98

1
2 RESOLUTION NO. _____
3

4 A RESOLUTION introduced by Jim Colson, City Manager, supporting the City of
5 Topeka's application for funding from the Kansas Department of
6 Transportation for Quincy Elementary Safe Routes to Schools
7 Sidewalks and the Hi-Crest Multiuse Bridge.
8

9 WHEREAS, the City of Topeka, Kansas, has the authority to apply for, receive and
10 administer federal and state grants; and

11 WHEREAS, the City desires to submit an application to the Kansas Department of
12 Transportation for Transportation Alternatives Program funds afforded by the Federal
13 Transportation Equity Act of the 21st Century; and

14 WHEREAS, after appropriate public input and due consideration, the governing
15 body supports submission of an application for funding to further implement sidewalks
16 recommended in the Quincy Safe Routes to Schools Study and the Historic North Topeka
17 East Neighborhood Plan; and

18 WHEREAS, after appropriate public input and due consideration, the governing
19 body also supports submission of an application for funding for a multiuse bridge in Hi-
20 Crest linking Betty Phillips Park to the Landon Trail, identified in the Bikeways Master Plan
21 and the Hi-Crest Neighborhood Plan.
22

23 NOW, THEREFORE, BE IT RESOLVED, BY THE GOVERNING BODY OF THE
24 CITY OF TOPEKA, KANSAS, that:

25 Section 1. The governing body authorizes the City Manager to submit an
26 application to the Kansas Department of Transportation for transportation alternatives

program funds provided through the Federal Transportation Equity Act of the 21st Century.

Section 2. The City assures the Kansas Department of Transportation of sufficient City funding for the construction, operation, and maintenance of these two projects.

Section 3. The City Manager is authorized to execute the application to the Kansas Department of Transportation for Transportation Alternatives program funding. The City Manager is also authorized to submit additional information as may be required and act as the official representative of the City in this and subsequent related activities.

Section 4. The City assures the Kansas Department of Transportation that the City is willing and able to administer the designing, letting and construction of these projects, if either of these projects are selected for funding.

ADOPTED and APPROVED by the City Council on November ____, 2015.

CITY OF TOPEKA, KANSAS

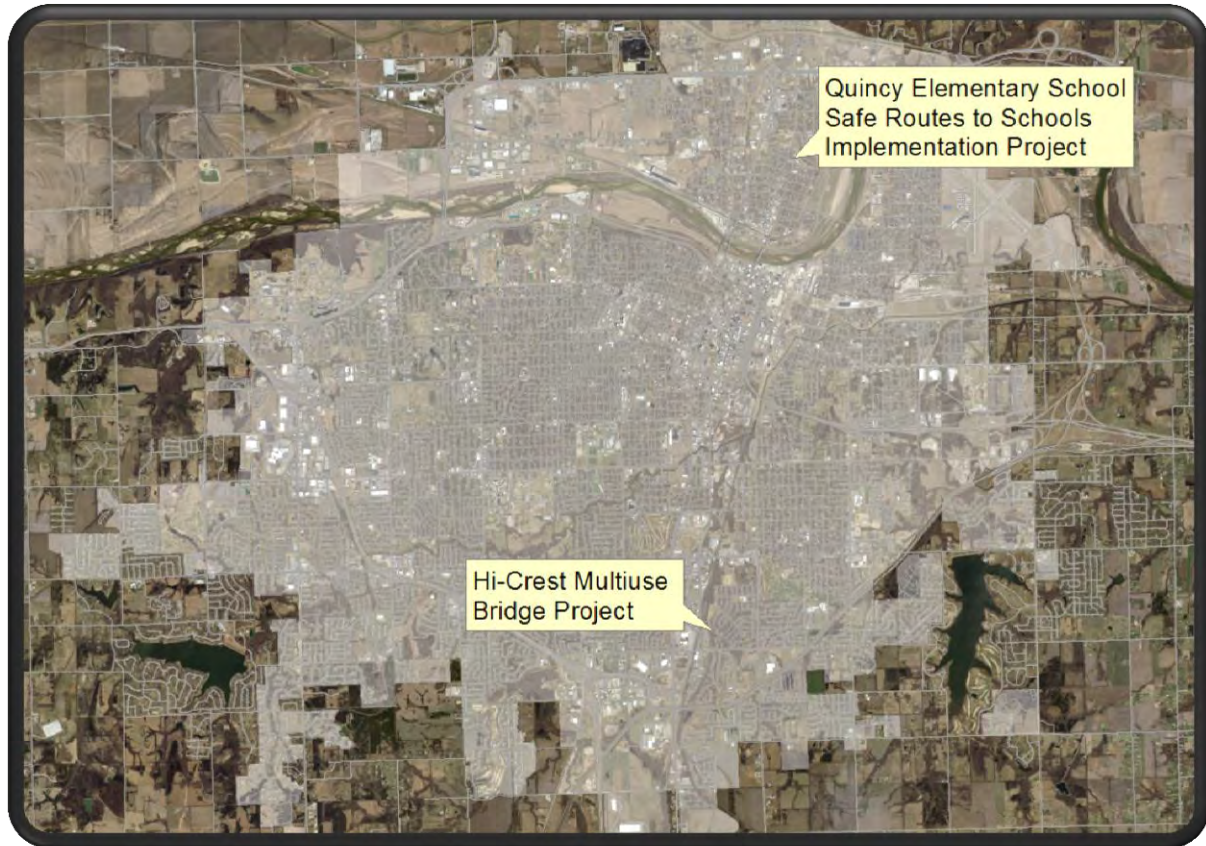
Larry E. Wolgast, Mayor

ATTEST:

Brenda Younger, City Clerk



Quincy Elementary School Safe Routes to Schools Implementation Project



Transportation Alternatives Program Application 2015

City of Topeka, KS



DRAFT 11.12.2015

Section A: Narrative

A neighborhood school in distress, a SRTS calling attention to the needs, City departments, the neighborhood, and other organizations stepping up....will you?

The North Topeka East neighborhood in Topeka is in need of serious help. The City's neighborhood stability indicators show the area surrounding Quincy Elementary School as consistently "at-risk"—the second to lowest scoring category for infrastructure, property values, homeownership, vacant structures, and crime. The most recent Kansas State Department of Education Building Report Card for Quincy shows that 96.5% of its students are economically disadvantaged compared to a district average of 77.1% and a state average of 49.9%. 98% of the students qualify for free or reduced-price meals.

Figure 1: Examples of Sidewalks Needing Repairs Adjacent to Quincy Elementary School



Many of the sidewalks near Quincy are brick and have either become covered in dirt or heaved up by tree roots and are impassible for anyone with mobility issues. Some areas have had concrete sidewalks installed in the past but sections of these, too, have deteriorated to the point of needing to be replaced. And, other sections—major routes identified in school maps dating back to 2008 as primary walking routes to Quincy Elementary—have no sidewalks but rather a path worn into the grass next to the curb.

Figure 2: Students Walking in Grass Across from Quincy Elementary School on National Walk to School Day 2015



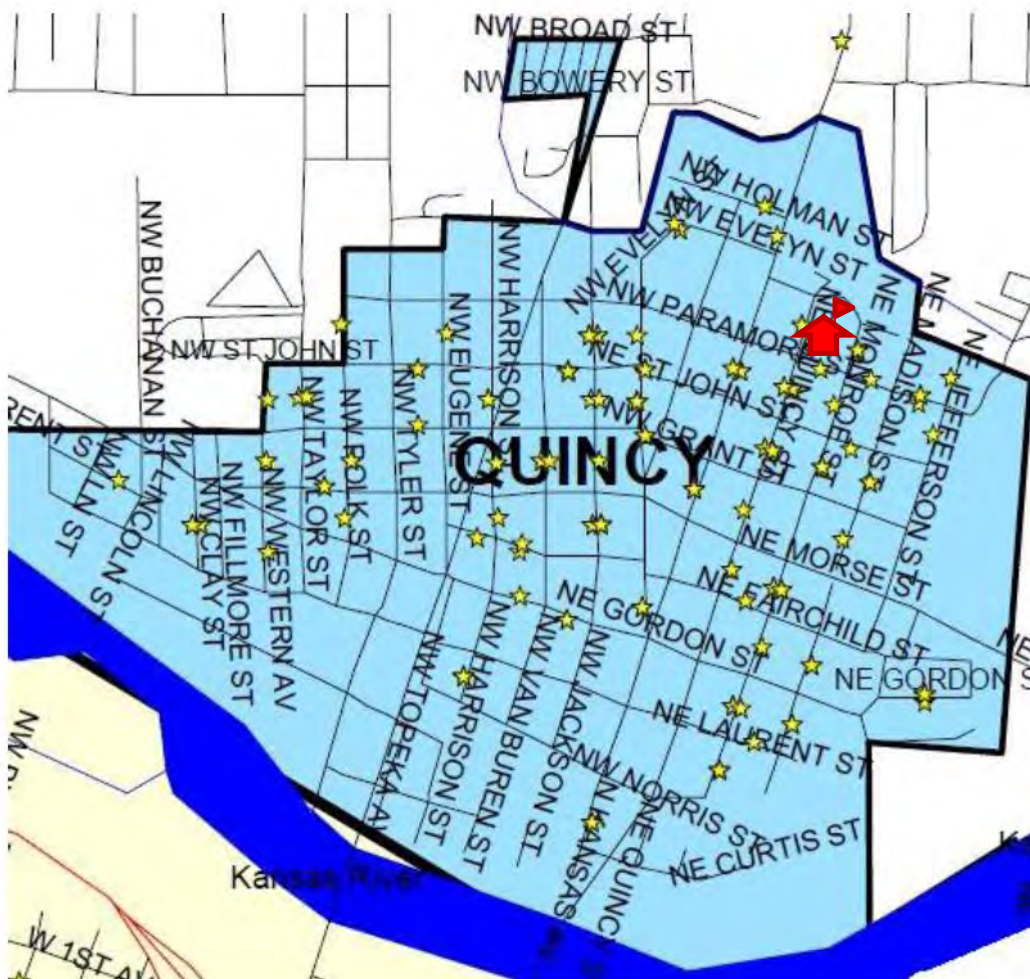
A

Last year, the Shawnee County Health Agency (SCHA) conducted a Safe Routes to Schools (SRTS) study and the implementation suggestions all reflected what was already known. The school is in an older neighborhood, surrounded by higher volume streets, and framed with deteriorating infrastructure. Sidewalks are broken, heaved, covered in dirt, or non-existent. Street markings are fading, vacant and abandoned houses line the blocks next to the school—streets children have to walk down every day. Loose dogs roam the streets and brush and weeds hang over the sidewalks that do exist, both forcing pedestrians to walk in the street to avoid these hazards.

The SRTS study used parent survey forms to get information about perceptions and barriers to having children walk to school.

- 27 percent of the students already walk to school
- 62 percent of students live within 1 mile of school, yet distance from the school was the top indicator for parents not allowing their children to walk/bicycle to school (59 percent)
- 52.4 percent of parents would not feel comfortable letting their child walk/bicycle to school without an adult at any age
- 76.2 percent of parents recognized that walking/bicycling to school was healthy for their children

Map 1: Quincy Elementary School Attendance Map - courtesy of USD 501



The neighborhood knows this area needs help; the City knows this area needs to be a focus of assistance; outside agencies see the need here and support every effort to improve the situation and stabilize this neighborhood, both for the children and the residents.

People are working to change this.

The USD 501 School District declared Quincy Elementary a “Signature Arts School,” where art is incorporated into every class in its curriculum. The District has allocated \$100,000 per year to fund this. Blossoming from this commitment is a growing connection with the NOTO arts district. Quincy was awarded a \$4,000 grant from Heartland Visioning in September 2014 to give the students a hands-on art project, has received a grant to fund a Visual Arts Learning Academy after school program, and received a grant for the Summer STREAM (Science, Technology, Research, Engineering, Art, and Math) that included a NOTO Arts Camp.

The Historic North Topeka East Neighborhood Improvement Association applied for a City grant to update their neighborhood plan and fund infrastructure and housing improvements in the area. In 2013, they were awarded the Stages of Resource Targeting (SORT) grant, providing \$1.4 million in infrastructure improvements and \$500,000 in housing improvement funds to the neighborhood on the west side of N. Kansas Avenue. A section of the neighborhood plan addressed the Safe Routes to Schools program, the study that SCHA was then-looking to fund, and also how a 2011 City of Topeka Planning Department Study identified Quincy Elementary School as having a high importance to the neighborhood.

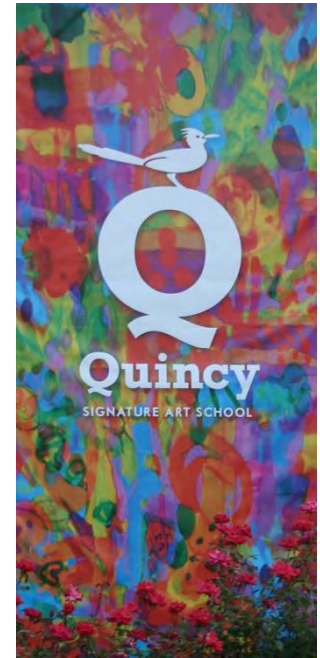


Figure 3: Quincy Students Working on Art Projects in NOTO



A

Shortly after the release of the SCHA SRTS study, City staff met to determine how the City could help implement suggestions from the plan. Looking through the document, staff began to help with what they could. In addition to the SORT funding spent nearby, the City has allocated \$35,000 to repaint crosswalks and install two new major sidewalk connections called for in the SRTS plan. Additionally, since January 2015, the Code Enforcement Unit has opened 34 cases on vacant structures and abandoned buildings in the SRTS area to target in on the SRTS recommendations as well.



2014 During SRTS Study



October 8, 2015

Figure 4: A Walking School Bus on Walk to School Day 2015



The grant proposal

The City is proposing a \$650,000 sidewalk project that will add ~7,400 linear feet of sidewalk to the existing 15,417 feet of sidewalk network connecting the North Topeka East population to Quincy Elementary School (Map 2) and can be completed in one phase. This addition will also help link the SORT infrastructure improvement areas, the two sidewalk segments in design by the City recommended by the SRTS grant, and the school. Additionally, it will strengthen and improve the safety between Quincy School and the NOTO Arts District with new sidewalks connecting these two essential elements of the North Topeka Community.

Through the SORT grant, 4,300 feet of sidewalks in the pedestrian network west of Kansas Avenue is scheduled to be completed or repaired—funding from this TA grant would expand the network on the east side, providing a more-continuous route for children in the Quincy School area.

While the initial idea was to focus on sidewalk completion only within a ¼ mile radius of Quincy Elementary School, it became clear that to only do so would leave gaps between this and the other elements in the immediate area that had already received substantial investments – the trail network, the bikeways network, public transportation stops, the SORT area. By extending a little beyond the identified ¼ mile radius, the networks could be connected in one project rather than leaving one block gaps that would need to be completed later. However, this required prioritizing this funding to be concentrated on the main connecting routes—Kansas Ave., Paramore, Quincy, St. John, Soldier, and Central.

Should both the grant and match funding look to be expended prior to completion of the entirety of the project, Section D lists the sidewalk segments in order of priority. They should be completed in such order.

Map 2: Quincy Elementary School Vicinity Map

Quincy Elementary Vicinity Sidewalk Map

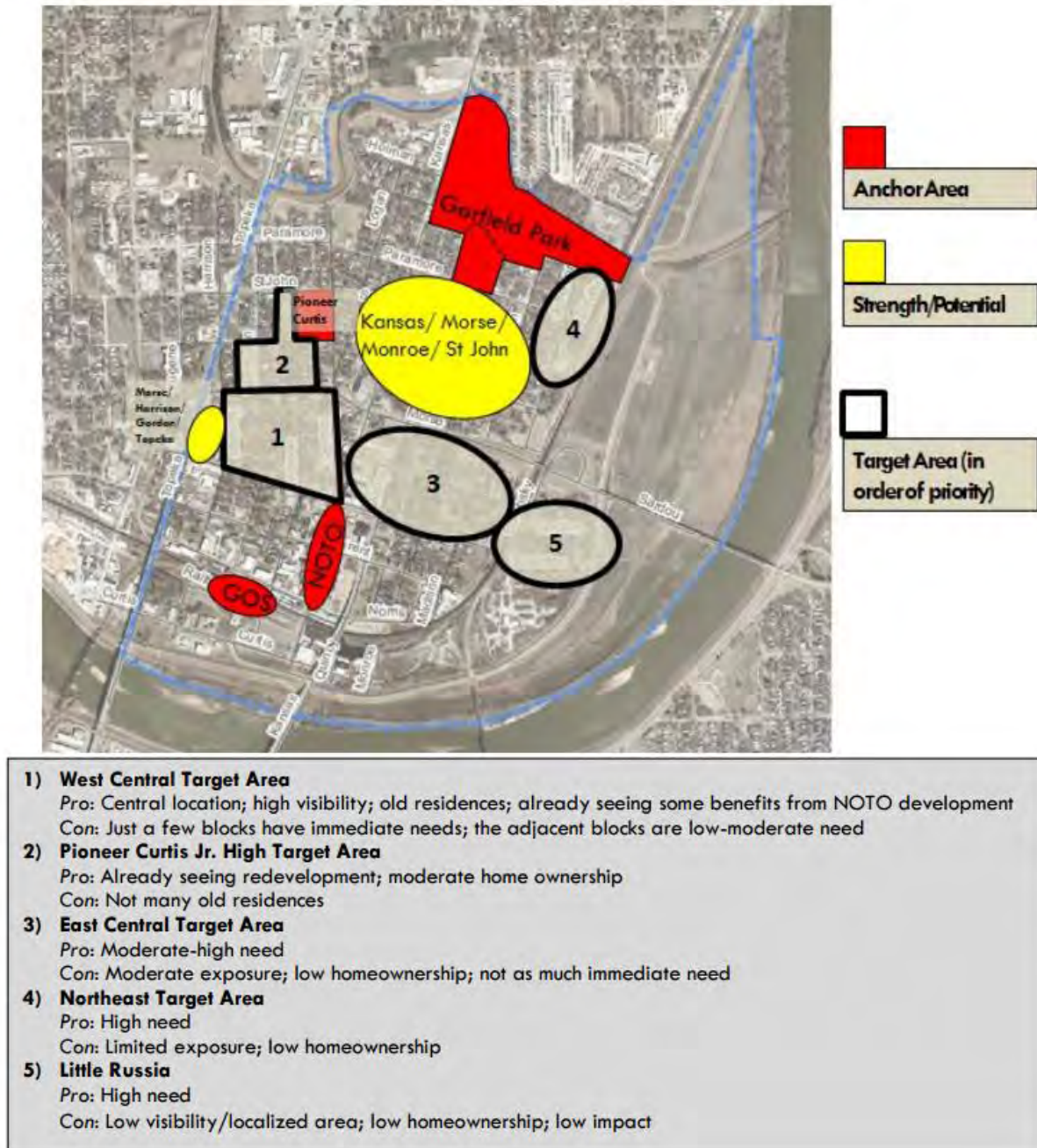


This proposal will touch on many plans that overlap in this area.

- It will implement the major steps outlined in the 2015 SRTS Study
- It will address sidewalk needs in an area identified as a “high need” target area in the neighborhood planning process (Map 3)
- It will help a neighborhood that is ranked “At Risk” and “Intensive Care” on Topeka’s Neighborhood Health indicator scale, indicating environmental justice considerations (Map 4)
- It will improve pedestrian connections in an identified “hot spot” from the 2015 Pedestrian Master Plan (Map 5)
- It will build on investments made within the neighborhood for implementing the 2012 Bikeways Master Plan, as well as linking trails and public transportation routes (Map 6)

The required 20% City match would be allocated from funding set aside for infill sidewalk projects.

Map 3: Target Area Concept Map - 2013 Historic North Topeka East Neighborhood Plan



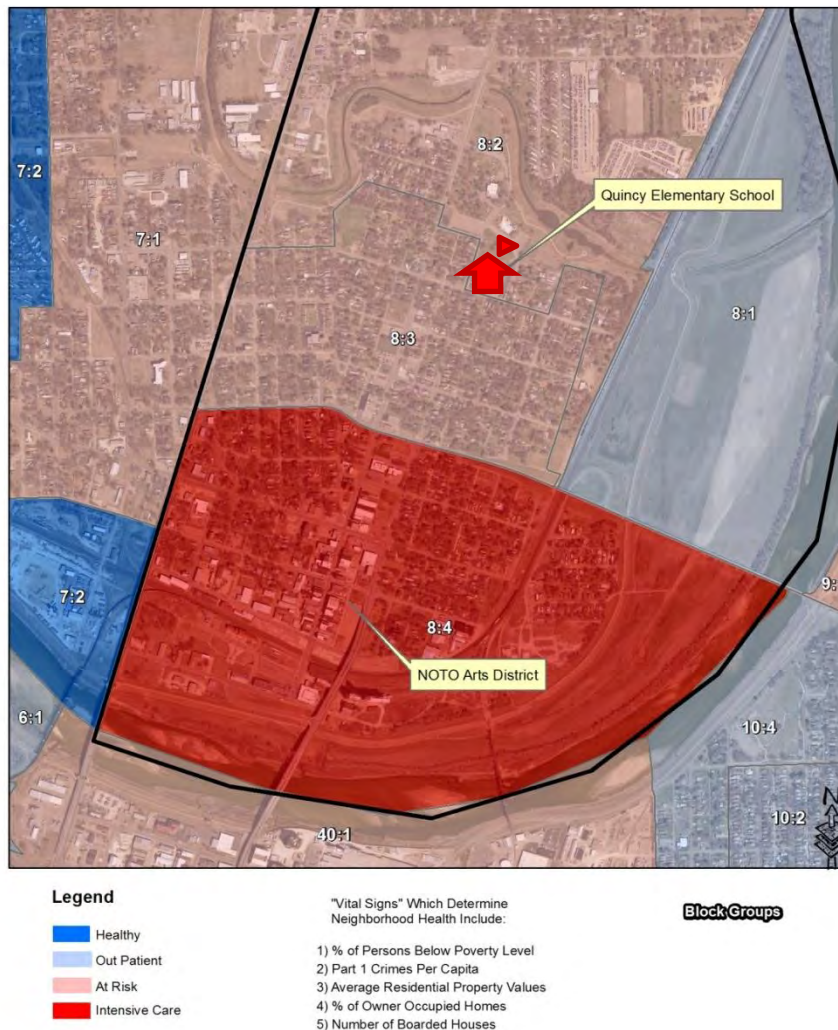
Neighborhood Health

The City of Topeka uses a health analogy to compare its neighborhoods and track their changes over time. The best conditions are seen in a “Healthy” neighborhood, with conditions getting progressively worse in “Out Patient,” “At Risk,” and finally “Intensive Care.” Neighborhoods are ranked on the number of boarded house cases opened, poverty, number of Part 1 crimes, homeownership, and residential property values. These scores are then averaged to show the composite neighborhood ranking.

The neighborhood immediately surrounding Quincy Elementary School has ranked “At Risk” since the City started tracking these indicators in 2000. The neighborhood south of Morse St has been “Intensive Care” for this entire time period as well. Average property values range between \$27-\$35,000 for single family homes and most of the homes were build in the late 1950s.

Residents in this neighborhood also require environmental justice consideration. Population and income demographics for each of the neighborhood’s block groups were pulled from the 2010 Census and the 2013 5-Year American Community Survey as part of the Neighborhood Plan in 2013 and this data indicates that Environmental Justice covered populations are present in Historic North Topeka East. In addition to facing low property values and aging infrastructure, the average household median income actually fell from \$25,286 in 2000 to \$24,396 in 2010, now only 60.5% of the median household income for the Topeka area. According to the 2013 5-Year ACS, block groups 8:2 and 8:3 each have 26% poverty rates while 8:4 has 49% of its population below poverty.

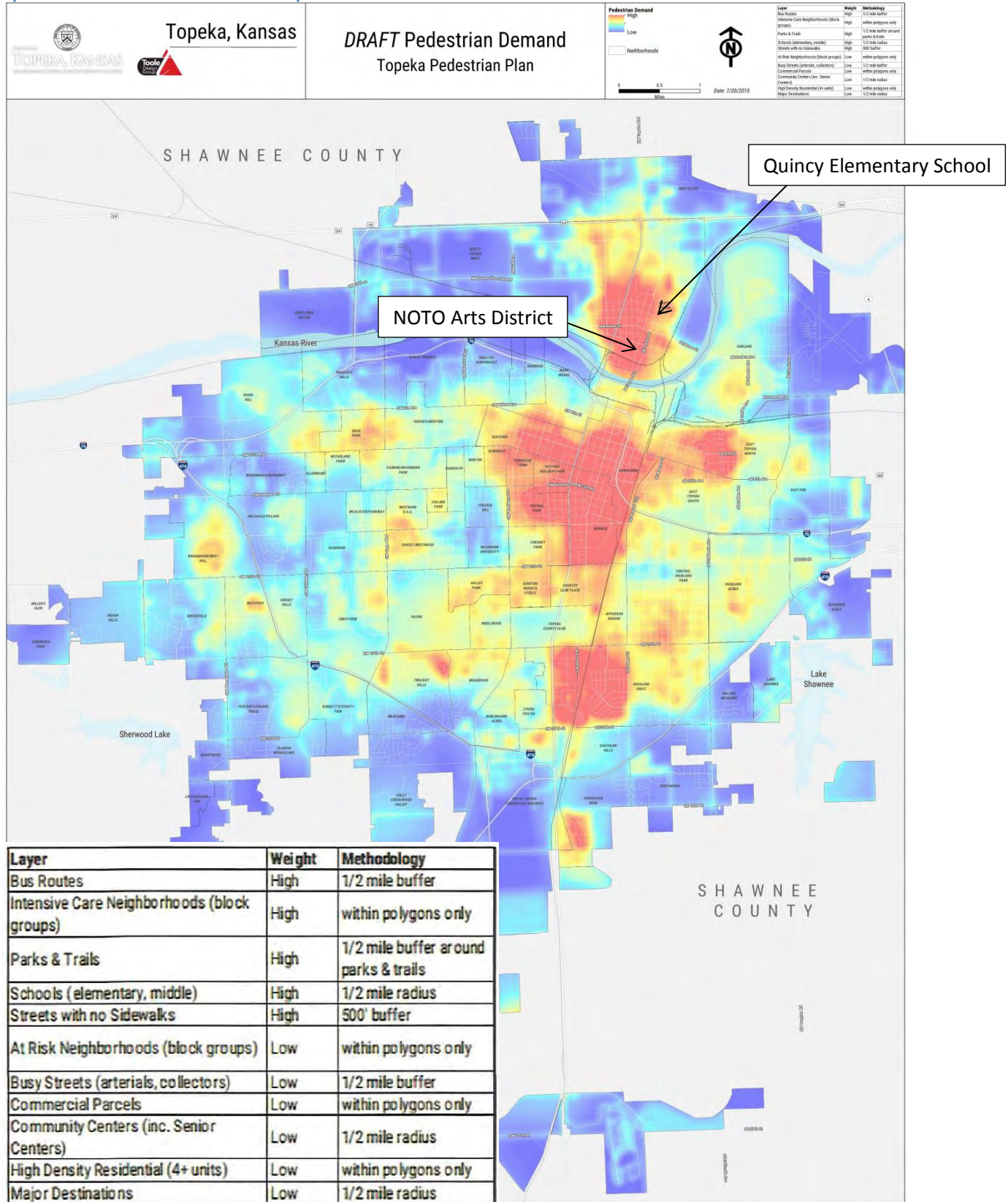
Map 4: 2014 Historic North Topeka East Neighborhood Health



The Pedestrian Plan

The Pedestrian Plan used 11 different layers to help show where pedestrian demand is the highest throughout the city. Factors creating the demand shown around Quincy Elementary School include: Bus Routes, Intensive Care Neighborhoods, Parks and Trails, Schools, Streets with no Sidewalks, At Risk Neighborhoods, Busy Streets, and its Community Center.

Map 5: 2015 Draft Pedestrian Demand Map



Bikeways, Trails, and Public Transportation

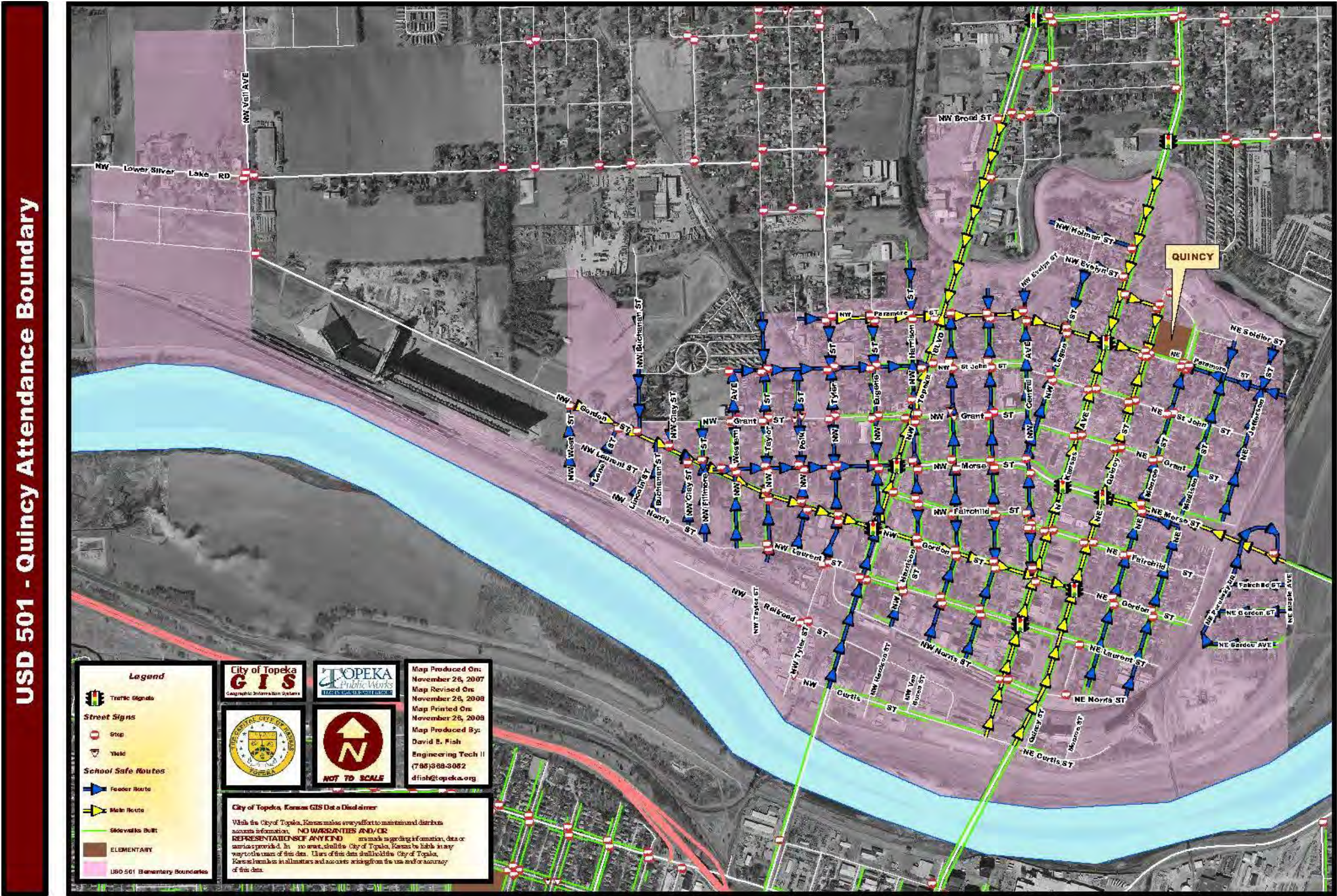
The area surrounding Quincy Elementary is very close to linking to major bike, trail, and bus network routes. To encourage people to take advantage of this fact, access to these networks needs to be safe—feeder routes that have level sidewalks so people do not have to walk in the street because of no sidewalks or because the sidewalks are in such disrepair. Not only will this promote the goals of the Safe Routes to Schools program, it will also supplement the investment already made by the City, KTA, and private individuals in building the bike network, by the Topeka Metro in the public transportation network, and by the City and Shawnee County in the established trails network.

Map 6: Project Area in Relation to Bikeways, Trails, and Public Transportation

Quincy Elementary Vicinity Sidewalk Map

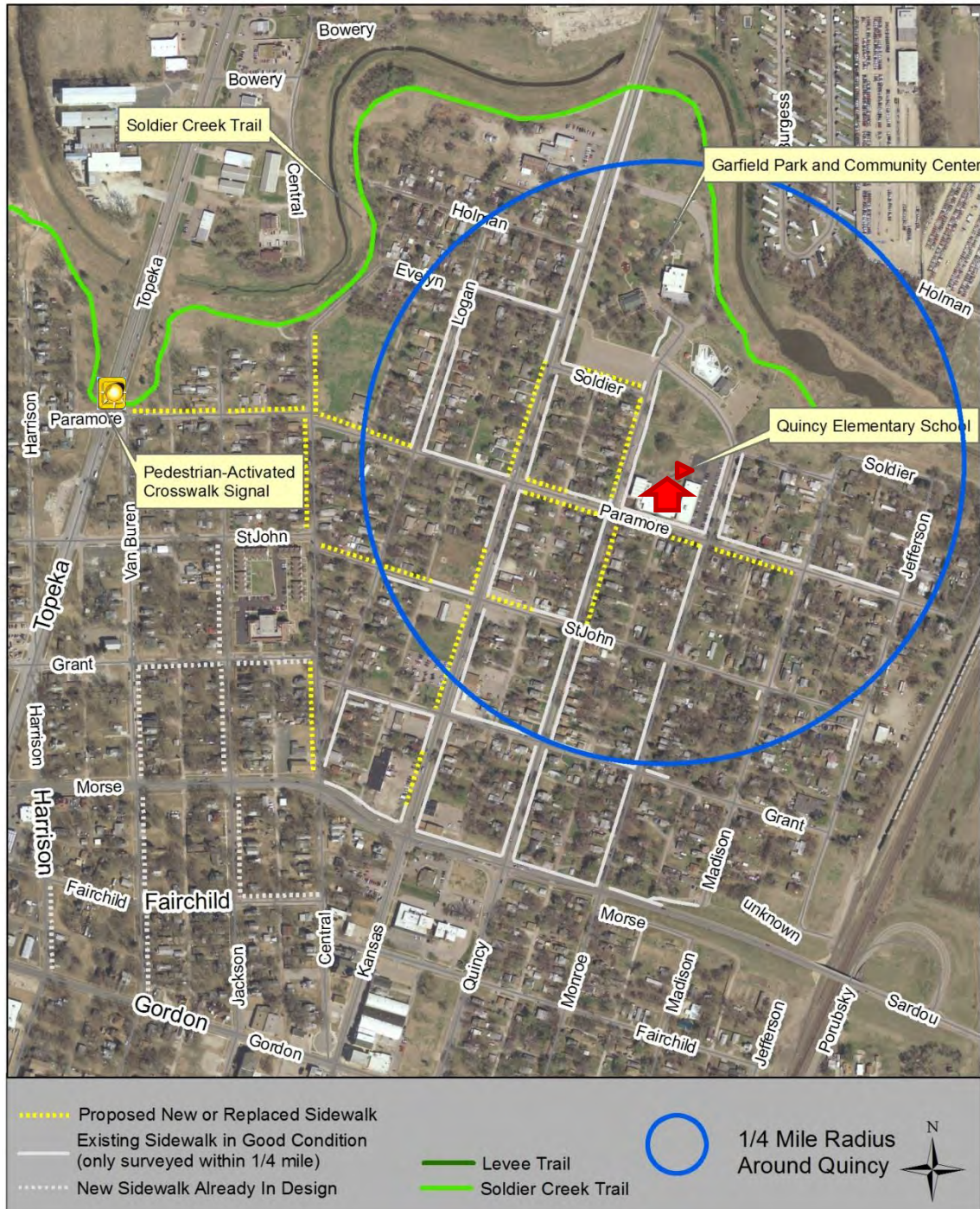


Map 7: Safe Routes to Schools Map showing Main Routes and Feeder Routes to Quincy Elementary School



Section B: Detailed Map and Photo

Quincy Elementary Vicinity Sidewalk Map



Section C: Sketch-Plan

(Not Applicable)

Section D: Itemized Breakdown

Street	Side	Linear footage	Total
Paramore Kansas - Quincy	N	170	\$ 14,346
Paramore Kansas - Quincy	S	280	\$ 24,181
Paramore Quincy - Monroe	S	370	\$ 39,049
Paramore Monroe - Madison	S	365	\$ 33,045
Kansas N of Morse to 1227 N KS	W	275	\$ 22,210
Kansas Grant - St John	W	485	\$ 45,265
Kansas N of St John - Paramore	W	370	\$ 28,761
Kansas Paramore - Soldier	W	510	\$ 38,464
Quincy St John - Paramore	E	485	\$ 31,816
Quincy Paramore - Soldier	W	510	\$ 31,816
Paramore Central – Jackson	N	~370	\$ ~40,000
Paramore Jackson – Van Buren	N	~370	\$ ~35,000
Paramore Logan – Central	N	~410	\$ ~40,000
Central St John- Paramore	W	475	\$ 41,514
Central Morse-Grant	W	500	\$ 46,189
Central Paramore – Soldier	E	~350	\$ ~40,000
St John Kansas – Quincy	N	360	\$ 26,777
St John Logan – Kansas	N	220	\$ 20,929
St John Central – Logan	N	260	\$ 31,253
Soldier Kansas – Quincy	N	275	\$ 17,205
Total		7,410	\$ 647,820
Total (Rounded)			\$ 650,000

The costs above include design, engineering, and construction estimates.

Section E: Time Schedule

This project will be completed in two years. The first year will be for design and acquisition of right-of-way. The second year will be for utility relocation and construction.

Section F: Official Endorsement

The City agrees to adequately maintain the new sidewalks and existing sidewalks that are a part of this project for a minimum of 10 years. City Code imposes the responsibility for keeping sidewalks in repair on the property owner(s) whose property abuts the sidewalk. Should a sidewalk located within the project area necessitate repair, the City will contact the appropriate property owner. In the event the property owner fails to complete the work, the City will utilize its resources to do so.

Section G: Letter of Support from MPO

(Letter of Support Pending)

Section H: Public Participation Process

Historic North Topeka East Neighborhood Plan

The Historic North Topeka East Neighborhood Plan was updated in 2013 and adopted as part of the Neighborhood Element of the City of Topeka's Comprehensive Plan in December of that year. During that time, all property owners within the neighborhood were notified by mail twice of upcoming meetings so they could provide input on their priorities for improvements. An additional five steering committee meetings were held, as well as a public hearing with the Topeka Planning Commission. At the final neighborhood meeting, attendees were asked to vote on key long-term action priorities. Out of the twelve options given, repair of existing sidewalks or construction of new sidewalks ranked number 5.

Also during the Neighborhood Plan update, a conditions analysis was conducted to see what areas of the neighborhood were most in need of public assistance. The area just east of Quincy was identified as having a high need but was not selected as a primary or secondary target area.

Figure 5: Historic North Topeka East Neighborhood Plan Kickoff Meeting April 10, 2013



Safe Routes to School Report

Student Surveys

For this project, a modified version of the Student Tally form developed by the National Center for SRTS was used. Teachers were asked to use this form to record specific information about how children traveled to and from school on Tuesday, Wednesday, and/or Thursday of a normal school week. Teachers were asked to tally at least two days of that week in the classroom.

Teachers administered these surveys on two different occasions during this project. Surveys were conducted once in April of the 2013-2014 school year and once in September of the 2014-2015 school year. The goal was to get data from two different sets of students. For the April surveys, 72 percent of

the student population was surveyed; 79 percent of students were surveyed during the September surveys. The following tables detail results from both surveys:

April 22nd & 24th

	Walk	Bicycle	School Bus	Car
Tues AM	34	3	69	85
Tues PM	38	3	68	82
Thurs AM	29	2	70	86
Thurs PM	33	2	70	82

September 16th & 18th

	Walk	Bicycle	School Bus	Car
Tues AM	31	5	74	99
Tues PM	32	4	74	99
Thurs AM	26	1	72	108
Thurs PM	24	1	72	110

Numbers are listed as total number of students

Parent Surveys

For this project, the Parent Survey form developed by the National Center for SRTS was used to look at travel mode to school, factors that affect letting children walk or bicycle to school, the presence of key safety-related conditions along routes to school, and related background information. Surveys were sent home with students as well as conducted in person at Quincy Elementary School's Parent Night and Book Fair in order to reach a majority of parents. The surveys were made available in both English and Spanish.

Quincy Elementary Vicinity Sidewalk Map



- Proposed New or Replaced Sidewalk
- Existing Sidewalk in Good Condition (only surveyed within 1/4 mile)
- New Sidewalk Already In Design

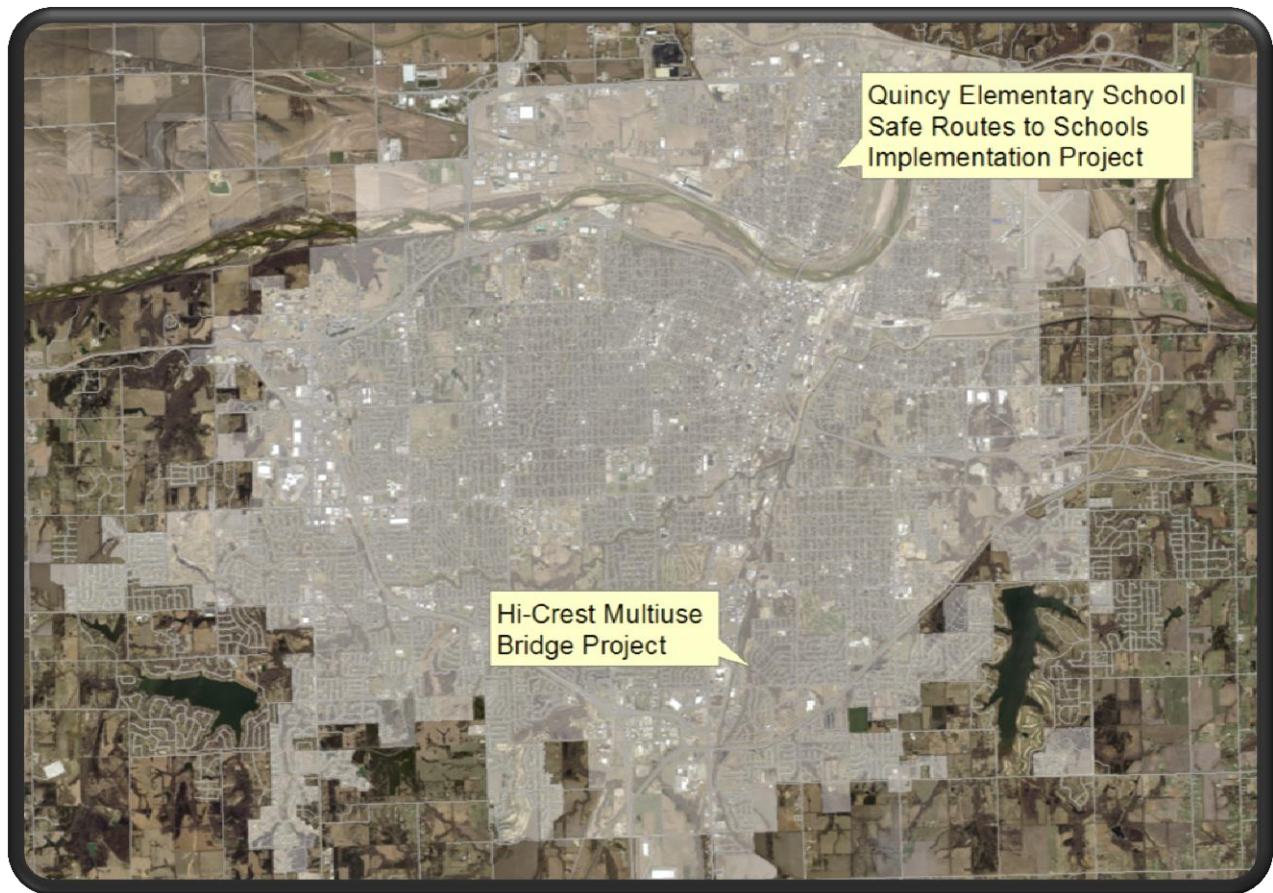
- Levee Trail
- Soldier Creek Trail



1/4 Mile Radius
Around Quincy



Hi-Crest Multiuse Bridge Project



Transportation Alternatives Program Application 2015

City of Topeka, KS



Section A: Narrative

The Hi-Crest neighborhood in Topeka has always had significant need. Its residents are poor, many lacking cars and they must walk, bike, or take public transportation to get to where they need to go. Not only is this neighborhood part of a food desert, but work opportunities, social services, and medical services are all located far beyond the borders of the neighborhood. Over the last 15 years, a focused effort has been made by the City, various organizations, and non-profit groups to target their efforts in the Hi-Crest area to help improve the lives of the residents. One theme that has emerged in this work has been to improve the interconnectivity of the bikeways and trails network to allow residents to easily and safely access these corridors when traveling to their destinations.

Figure 2: Landon Trail Entrance from 37th St



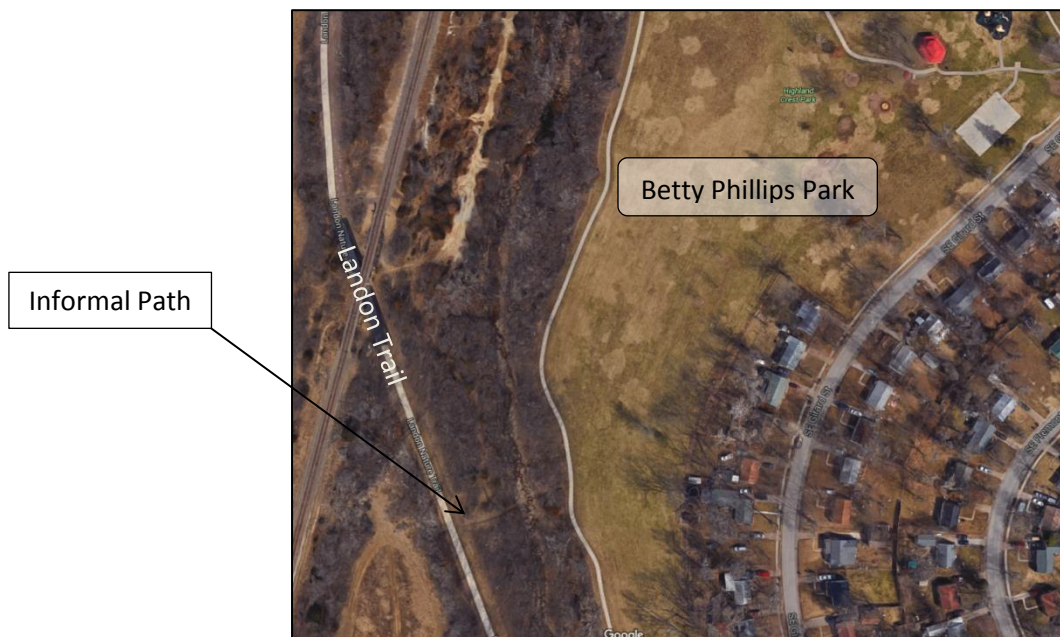
Figure 1: Betty Phillips Park from Girard St



The grant proposal

The City of Topeka is requesting funding to be used for the construction of a multiuse bridge to directly connect Betty Phillips Park to the Landon Trail. This would cross Butcher Creek on the southwest side of the park and be accessed with a new 10' wide sidepath. It will cross the creek in a location where both sides are fairly level, eliminating the need for long access ramps, and the biking community has already created a path here that can even be seen on Google Earth aerials. The total design, construction, and engineering cost of the project is \$535,000.

As described later in this document, the neighborhood has voted that the 20% match will come out of the infrastructure improvement funds allocated with their 2015 neighborhood plan update.

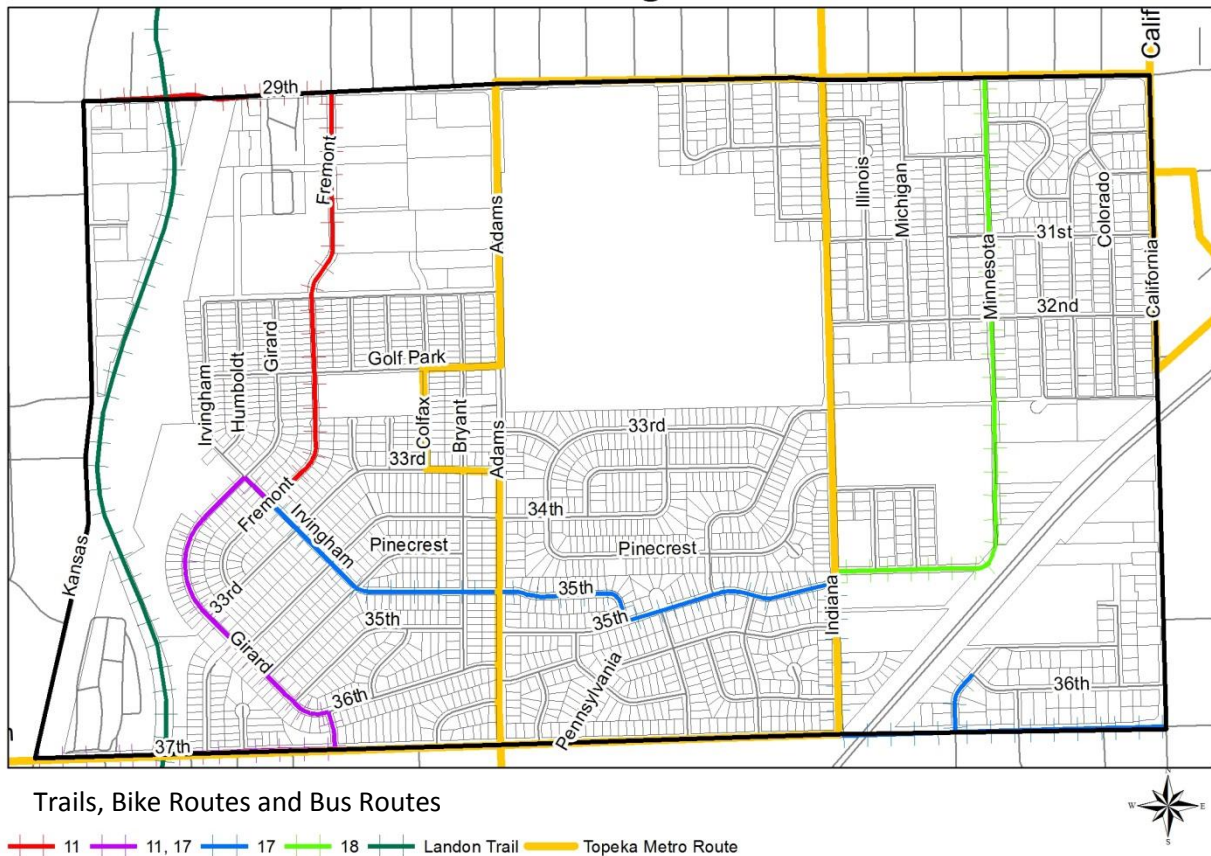


Building on Existing Investments in Hi-Crest

Hi-Crest lies adjacent to the Landon Trail and has four designated bike routes running through its streets. Not only is a direct linkage between for the Landon Trail called for at this location in the Bikeways Master Plan and the Hi-Crest Neighborhood Plan, but providing a direct connection between these two systems will have a real impact on the lives of the residents who use these systems not for recreation or environmental reasons but for necessity alone. According to the 2013 5-Year American Community Survey, between 10-20% of residents in the western half of Hi-Crest have no vehicles at their household.

Funding from previous years' TA grants has gone to improving the Landon Trail and to implementing infrastructure improvements associated with the Bikeways Master Plan. This project would directly connect the two and provide improved access to the trail network via the Landon Trail.

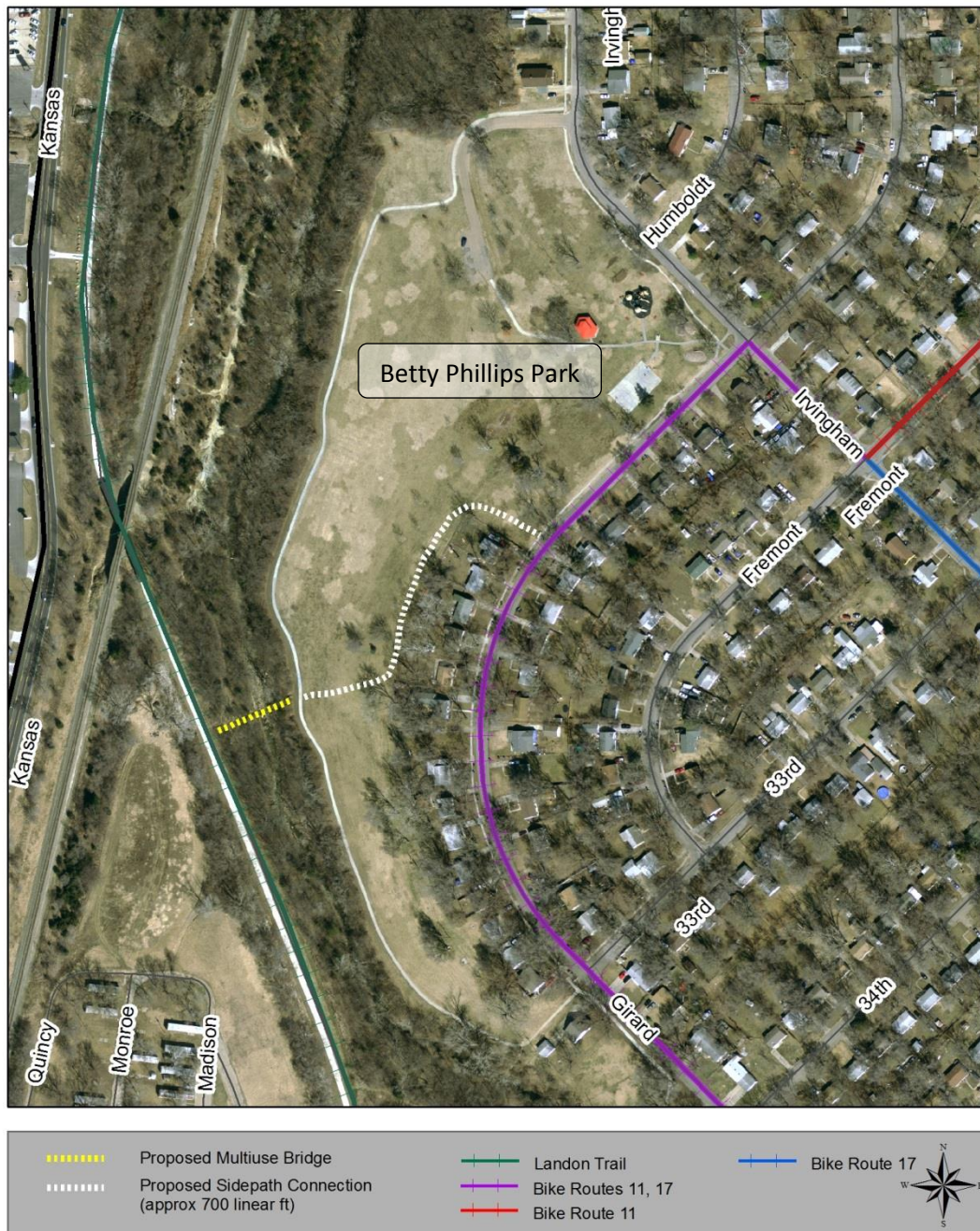
Hi-Crest Neighborhood



The Hi-Crest Neighborhood Plan

The neighborhood's need for a direct connection to the Landon Trail has continually come up in conversation since 2003, when the first Hi-Crest Neighborhood Plan was adopted. The Plan was updated in 2015, with five neighborhood meetings held on it. When asked to vote on implementation projects this summer, a multiuse bridge linking Betty Phillips Park to the Landon Trail ranked 4th on the list—after 2 major street reconstruction projects and a partnership with Westar on an LED streetlight installation program.

Hi-Crest/Landon Trail/Bikeways Master Plan Linkage



The need for a multiuse bridge connection is supported in the recently updated Hi-Crest Neighborhood Plan in the Goals and Objectives, Circulation and Infrastructure, and Implementation categories. In fact, the neighborhood voted that the match funding for this project come out of their allocated infrastructure funding that is associated with the plan update. Some of the Guiding Principles in the Plan that support this project are:

- “Continue to build on previous successes and investments such as the Landon Trail, Betty Phillips Park, and in implementing the Bikeways Master Plan”
- “Make neighborhood parks, trails, and open spaces more accessible”
- “Improve the visibility and safety along the access to the Landon Trail to encourage additional usage of this asset by the neighborhood”

Recommendations in the Circulation and Infrastructure section of the Plan include:

- “Provide a direct connection from Betty Phillips Park to the Landon Trail with a multiuse bridge over Butcher Creek”
- “Promote Hi-Crest as a bike-friendly neighborhood through coordination with the Bikeways Master Plan implementation, signage, and pavement markings”

The interior of Hi-Crest does not have direct access to the Trail, a deterrent to both recreational users and those with limited mobility needing a route to access downtown or commercial facilities. Currently, the only access point from Hi-Crest to the Trail is a bridge linking Girard St. to Humboldt St. across Butcher Creek. Users then would progress south to 37th St and then west to the Trail. Not only is this an indirect route for trail users, but there are no designated parking lots—users are restricted to on-street parking or parking in the Kwik Shop parking lot, neither of which is a good solution, especially considering that there is a parking lot located in Betty Phillips Park.

The best solution to improve both access to the Landon Trail and the awareness of Hi-Crest’s ideal proximity to the Trail and the extensive trail network which it serves is locating the multiuse bridge here. This would provide easy, direct access and the parking lot in the Park would serve as an alternative to on-street parking.

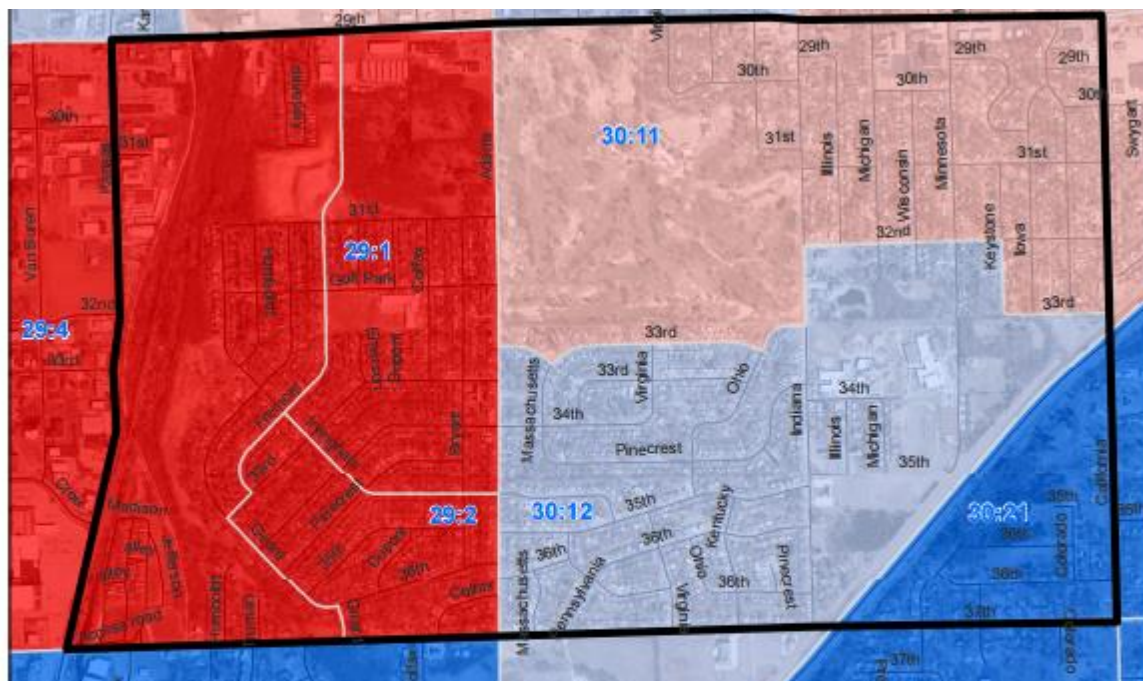
Neighborhood Health

The City of Topeka uses a health analogy to compare its neighborhoods and track their changes over time. The best conditions are seen in a “Healthy” neighborhood, with conditions getting progressively worse in “Out Patient,” “At Risk,” and finally “Intensive Care.” Neighborhoods are ranked on the number of boarded house cases opened, poverty, number of Part 1 crimes, homeownership, and residential property values. These scores are then averaged to show the composite neighborhood ranking.

The western half of Hi-Crest is ranked “Intensive Care,” with poverty rates exceeding 80%, average residential property values from \$20-30,000, and around 70% renter occupied units. Contrary to common perception, crime rates are relatively good here, falling in the second best “Out Patient” category.

Residents in this neighborhood also require environmental justice consideration. Population and income demographics for each of the neighborhood’s block groups were pulled from the 2010 Census and the 2013 5-Year American Community Survey as part of the Neighborhood Plan in 2015 and this data indicates that Environmental Justice covered populations are present in West Hi-Crest. In addition to high rental rates and low property values, the average household median income for the three block groups in West Hi-Crest ranged from \$16,855 - \$24,327, compared to a \$40,342 median household income for the Topeka area. According to the 2013 5-Year ACS, block groups 29:1 has 68% poverty, 29:2 has 82% poverty, and 29:4 has 63% poverty.

2014 Hi-Crest Neighborhood Health



Legend

- Healthy
- Out Patient
- At Risk
- Intensive Care

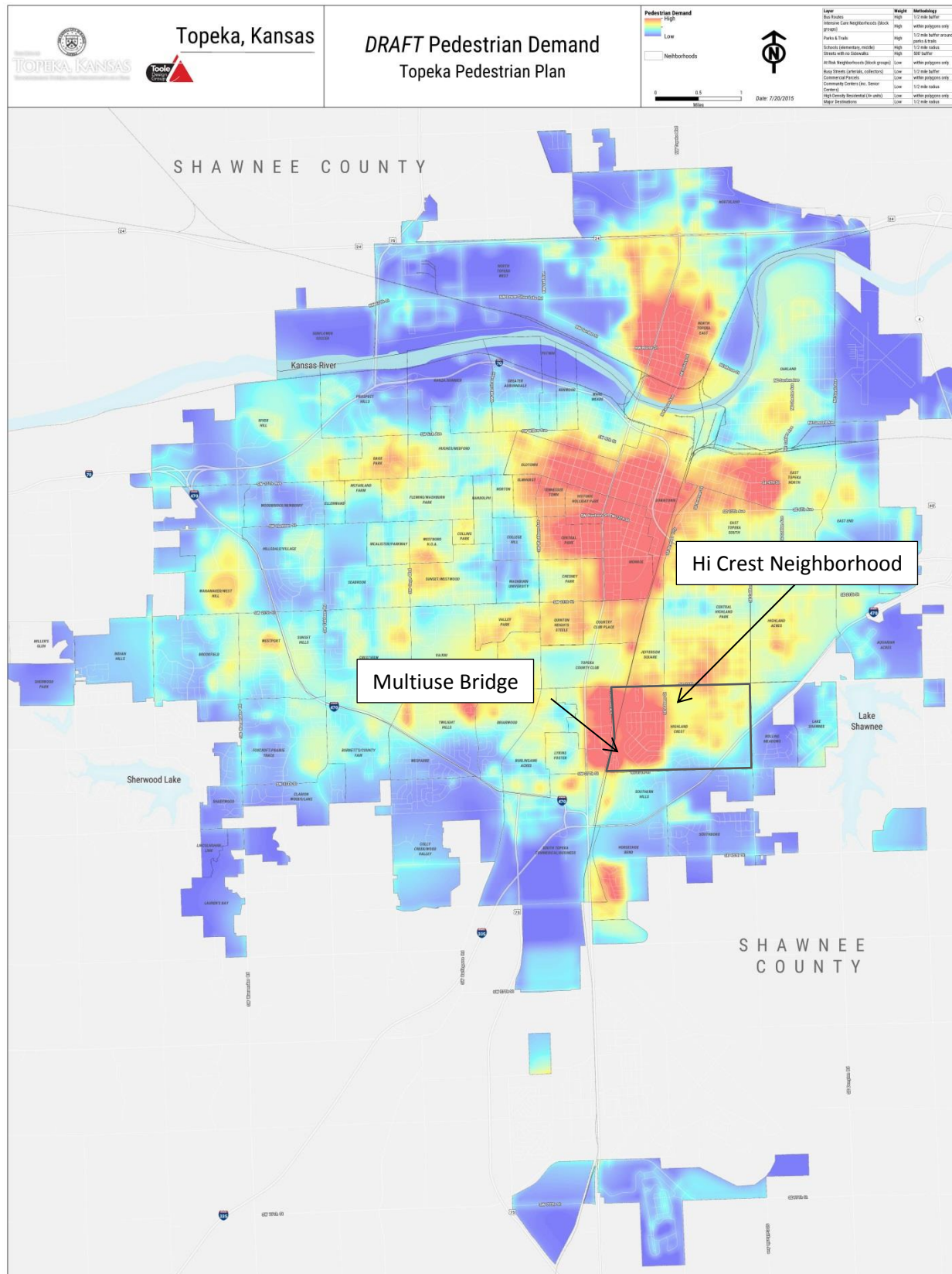
"Vital Signs" Which Determine Neighborhood Health Include:

- 1) % of Persons Below Poverty Level
- 2) Part 1 Crimes Per Capita
- 3) Average Residential Property Values
- 4) % of Owner Occupied Homes
- 5) Number of Boarded Houses

Block Groups

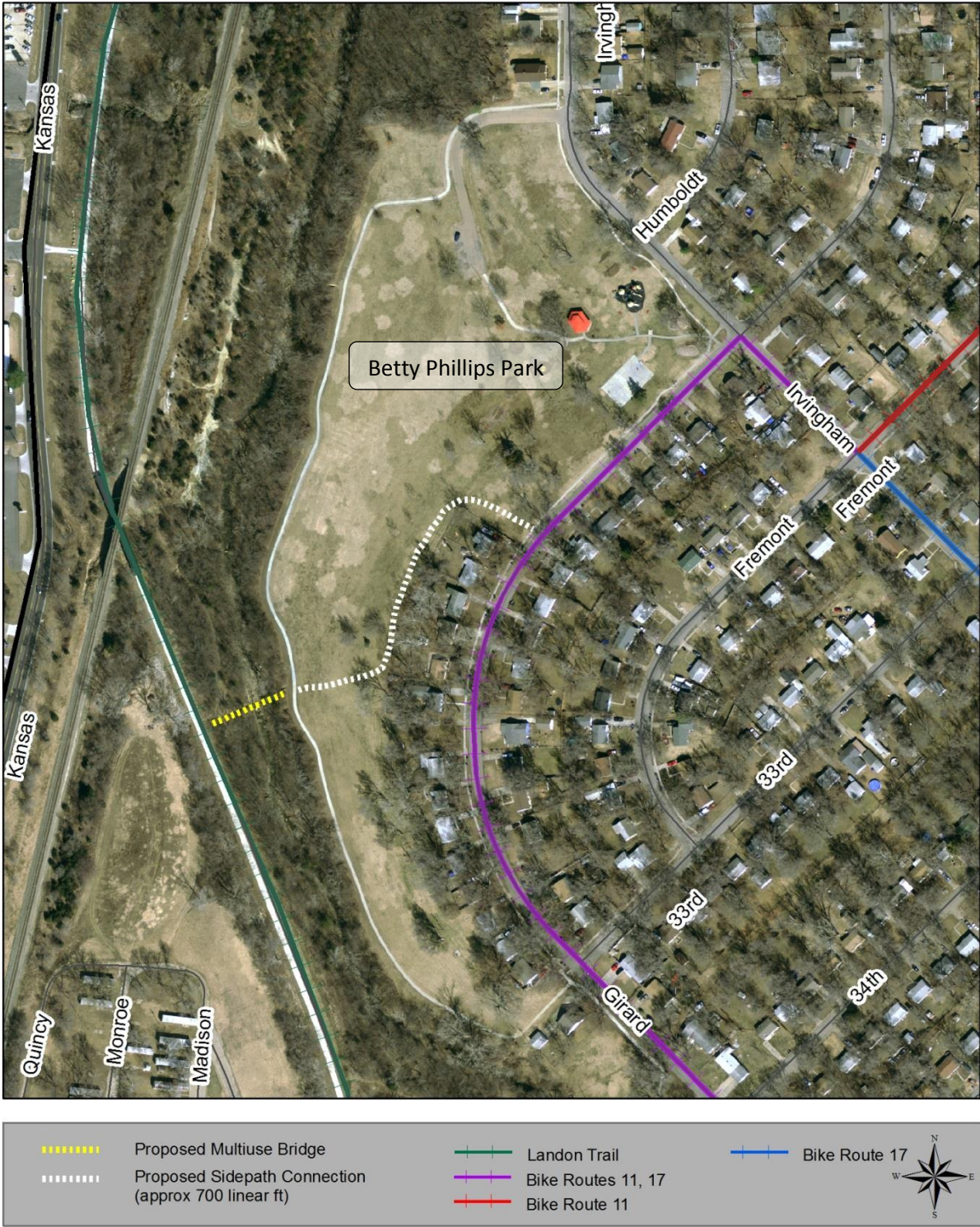
The Pedestrian Plan

The Pedestrian Plan used 11 different layers to help show where pedestrian demand is the highest throughout the city. Factors creating the demand shown Hi-Crest include: Bus Routes, Intensive Care Neighborhoods, Parks and Trails, Streets with no Sidewalks, At Risk Neighborhoods, and Busy Streets.



Section B: Detailed Map and Photo

Hi-Crest/Landon Trail/Bikeways Master Plan Linkage



Section C: Sketch-Plan

(Not Applicable)

Section D: Itemized Breakdown

Bid Item	Unit	Quantity	Unit Price	10/21/15 Total
Clearing & Grubbing	L.S.	1	\$8,000.00	\$8,000.00
Pavement Removal	yd ²	30	\$15.00	\$450.00
Removal of Large Trees	each	12	\$750.00	\$9,000.00
Unclassified Excavation	yd ³	350	\$15.00	\$5,250.00
Supplementary Borrow Material	yd ³	200	\$20.00	\$4,000.00
Embankment in Place	yd ³	400	\$5.50	\$2,200.00
Combined Curb & Gutter, Type II	lin. ft.	20	\$40.00	\$800.00
5" Concrete Sidewalk, (10'-0" Wide)	ft ²	7000	\$7.50	\$52,500.00
Pedestrian Fence (Special)	lin. ft.	20	\$75.00	\$1,500.00
Seeding, Fertilizing & Mulching	acres	0.75	\$5,000.00	\$3,750.00
Temporary Seeding	L.S.	1	\$5,000.00	\$5,000.00
Mobilization	L.S.	1	\$25,000.00	\$25,000.00
Class I Excavation	yd ³	85	\$35.00	\$2,975.00
Class II Excavation	yd ³	60	\$65.00	\$3,900.00
Concrete Grade 4.0 (AE)	yd ³	70.9	\$700.00	\$49,630.00
Reinforcing Steel (Gr. 60)(Epoxy Coated)	lb.	6025	\$1.10	\$6,627.50
Steel Pile (HP10x42)	lin. ft.	120	\$75.00	\$9,000.00
Pedestrian Bridge (130')	L.S.	1	\$165,000.00	\$165,000.00
Slope Protection (Riprap Stone)	yd ³	280	\$55.00	\$15,400.00
Traffic Control	L.S.	1	\$1,500.00	\$1,500.00
Sub-Total				\$371,482.50
Contingency 10%				\$37,148.25
Total				\$408,630.75

x 1.3 (design fees)

~\$535,000

Section E: Time Schedule

This project will be completed in two years. The first year will be for design and acquisition of right-of-way. The second year will be for utility relocation and construction.

Section F: Official Endorsement

(Official Endorsement from Shawnee County Pending)

Section G: Letter of Support from MPO

(Letter of Support Pending)

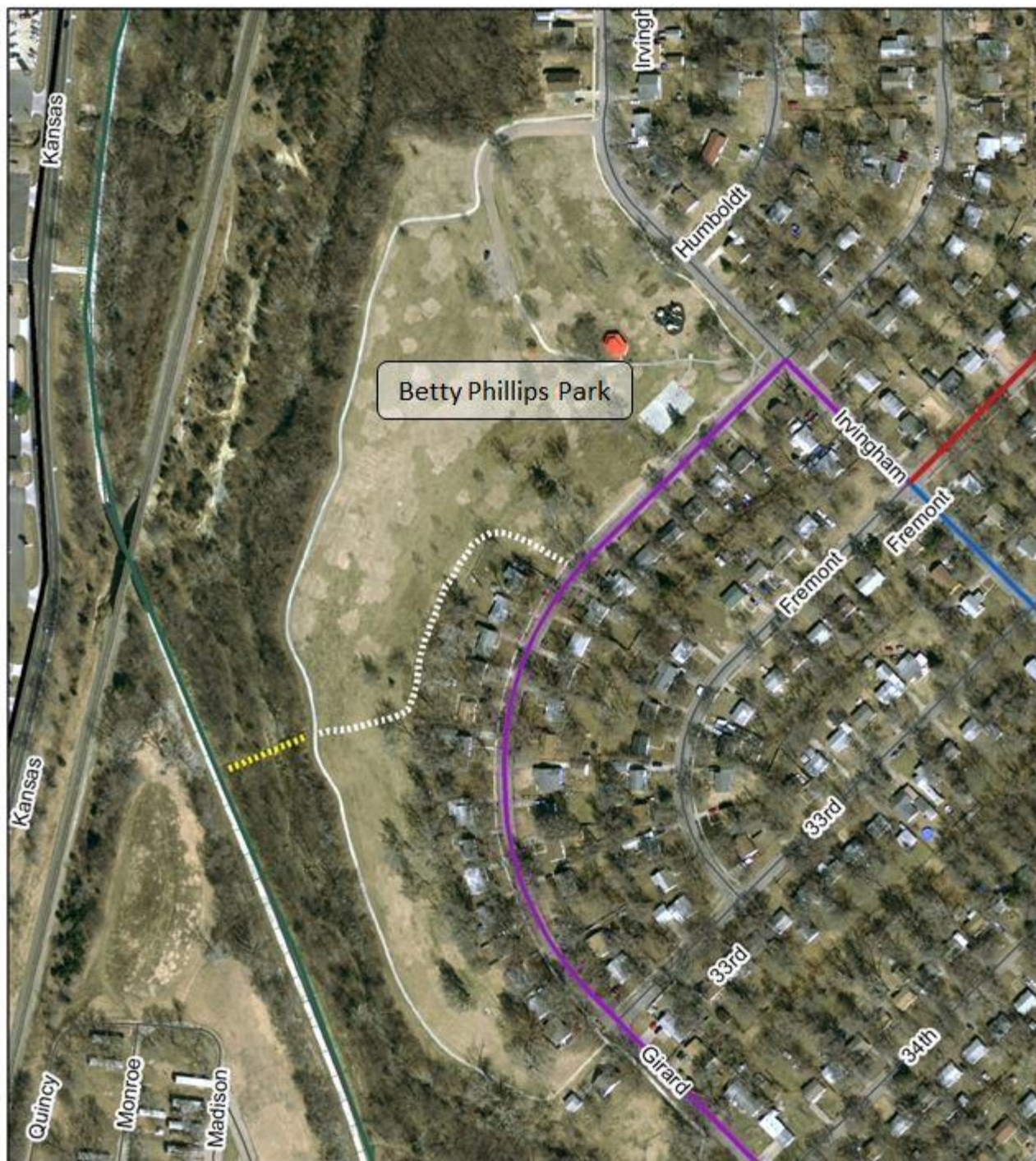
Section H: Public Participation Process

Hi-Crest Neighborhood Plan

The Hi-Crest Neighborhood Plan was created in 2003 and updated in 2015 as part of the Neighborhood Element of the City of Topeka's Comprehensive Plan. The update is scheduled to be heard by the Planning Commission in November and the City Council in December. During this summer, 3 steering committee meetings were held before the monthly Neighborhood Improvement Association meetings so everyone who was interested could be involved in the Plan update discussion. All property owners within the neighborhood were notified of the kickoff meeting, the final meeting, and the Planning Commission public hearing. At the final meeting where attendees voted on infrastructure projects, this was the only "quality of life" project in the top 4.



Hi-Crest/Landon Trail/Bikeways Master Plan Linkage



Proposed Multiuse Bridge



Proposed Sidepath Connection
(approx 700 linear ft)



Landon Trail



Bike Routes 11, 17



Bike Route 11



Bike Route 17



QUINCY ELEMENTARY Safe Routes to Schools

An Implementation Project

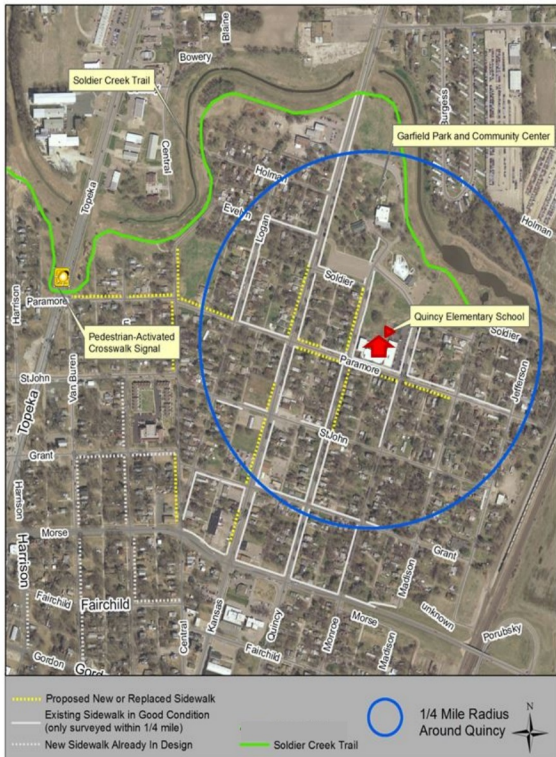
Transportation
Alternatives (TA) Program
Application - City of Topeka, KS

NOVEMBER, 2015



KDOT TA Grants

Transportation improvement grants for surface facilities related to pedestrians and bicyclists, safe routes to schools, historic facilities, and scenic environments. Past grants were awarded to City of Topeka for bikeways, trails, and streetscape lighting. Funding cycles are every other year. Local cash match is 20%.



BACKGROUND

SRTS Study 2014 - Quincy Elementary

40% students BMI at risk/overweight

High need school in math and reading

Children scoring higher on physical fitness tests earn high math and reading scores

Neighborhood walkability leads to more children walking/biking to school and more active during day

CoT already implementing (34 code cases, crosswalks repainted, design, etc)

PARTNERS

- MTPO
- Shawnee County Health Agency
- Topeka Public Schools
- Quincy Elementary
- City of Topeka
- Shawnee County Parks + Rec



PLANS

- Safe Routes to School Study
- Historic No. Topeka East N-hood Plan
- Neighborhood Health Map
- Pedestrian Master Plan (draft)
- Bikeways Master Plan

PROJECT



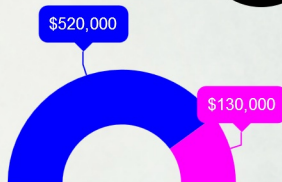
Sidewalk improvements within 5-10 minute walk to school (6,300 linear ft. and 15 segments) on primary routes...

Paramore
Kansas
Quincy
Central (bike route)

FUNDING



\$650k



■ KDOT (80%) ■ CoT (20%)

CoT = CIP 2016 Infill Sidewalk/Ped Plan (GO Bonds)

HI-CREST Multiuse Bridge

An Implementation Project

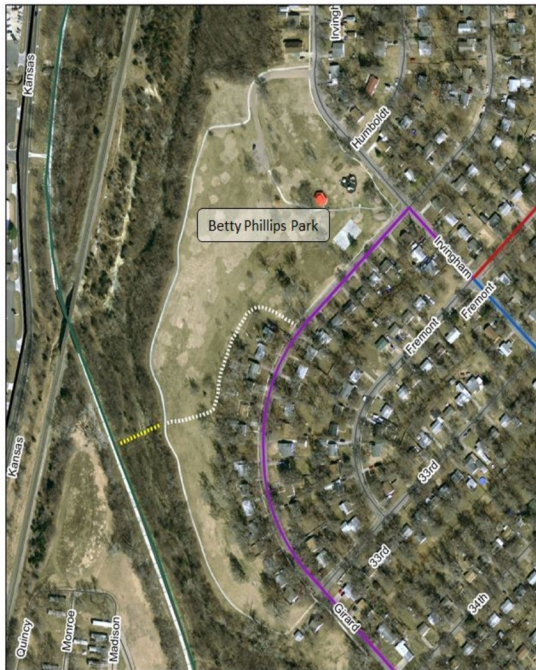
Transportation
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Application . City of Topeka, KS

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Proposed Multiuse Bridge

Proposed Sidepath Connection
(approx 700 linear ft)

Landon Trail

Bike Routes 11, 17

Bike Route 11

Bike Route 17



BACKGROUND

Landon Trail - part of Topeka/Shawnee County trails system - funded by past TA grants

Betty Phillips Park - neighborhood park with walking trail in Hi-Crest

Bike routes through Hi-Crest do not connect to Landon Trail through park (only 130' away over Butcher Creek)

Significant public investments made in park, trail, and bike routes

"Intensive Care" SORT target area

PARTNERS

- Hi-Crest NIA
- City of Topeka
- Shawnee County Parks + Rec

PLANS

- Hi-Crest Neighborhood Plan
- Neighborhood Health Map
- Pedestrian Master Plan (draft)
- Bikeways Master Plan
- SN County Parks+Rec Master Plan

PROJECT



10 foot wide bike/ped bridge over Butcher Creek (130')

10 foot wide sidepath (700') through Betty Phillips Park

Connects bike routes and park directly to Landon Trail

FUNDING



\$535k



■ KDOT (80%) ■ CoT (20%)

CoT = CIP 2016 Neighborhood Infrastructure SORT (GO Bonds)

RESOLUTION NO. 2015-98

**A RESOLUTION ENDORSING THE QUINCY ELEMENTARY SAFE ROUTES SIDEWALKS
AND THE HI-CREST MULTIUSE BRIDGE PROJECT
AND SHAWNEE COUNTY'S PLEDGE TO MAINTAIN THE COMPLETED BRIDGE PROJECT**

Sponsored by Commissioner Cook

WHEREAS, The City of Topeka is in the process of applying for a Transportation Alternatives grant to install sidewalks recommended in the Quincy Safe Routes to Schools Study; and

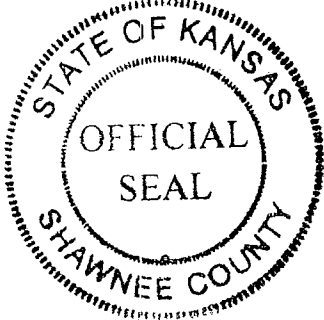
WHEREAS, The City of Topeka is in the process of applying for a Transportation Alternatives grant for the development of a trail through Betty Phillips Park to Butcher Creek and construction of a bridge across Butcher Creek that connects to the Landon Trail (the Project); and

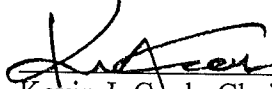
WHEREAS, the grant application requires an official endorsement from Shawnee County approving and agreeing to maintain the completed Project.

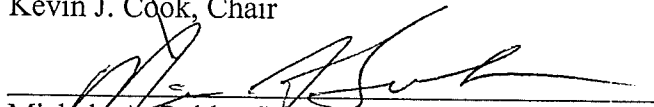
NOW THEREFORE, the Board of County Commissioners of the County of Shawnee, Kansas, meeting in regular session this 12th day of November, 2015, does hereby resolve as follows.

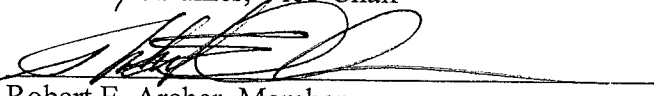
1. The Board hereby endorses the development of a trail through Betty Phillips Park to Butcher Creek and construction of a bridge across Butcher Creek that connects to the Landon Trail (the Project).
2. The Board hereby pledges to maintain the completed Project for its intended public use for a minimum of twenty (20) years following Project completion.
3. The County Clerk is hereby directed to forward a copy of this Resolution to the Topeka City Clerk.

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

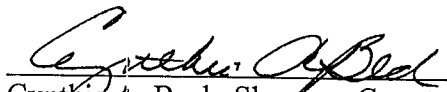



Kevin J. Cook, Chair


Michele A. Buhler, Vice-Chair


Robert E. Archer, Member

ATTEST:


Cynthia A. Beck, Shawnee County Clerk

Approved as to Legality
and Form: Date 11-5-15

ASST. CO. COUNSELOR



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE:	November 17, 2015	
CONTACT PERSON:	Sasha Stiles, Department of Neighborhood Relations	DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY	010 Grants / 004 HUD	
CIP PROJECT:	No	
ACTION OF COUNCIL:	Accept the Committee's recommendation and approve the projects selected for 2016 Empowerment Grant Funding	JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION introduced by City Manager Jim Colson, approving the 2016 Neighborhood Empowerment Grants as recommended by the Neighborhood Empowerment Grant Committee. (Council District Nos. 1, 2, 4 and 6)

(Approval would allocate \$137,890 to seven projects in Central Highland Park, Central Park, Oakland, Valley Park and Ward-Meade, and provide for a contingency of \$12,110 for an allocated total of \$150,000.)

POLICY ISSUE:

The Empowerment Grant Program provides federal funding for improvements to neighborhood infrastructure and parks to enhance the quality of life in Topeka neighborhoods.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the recommendation from the Review Committee and approve the resolution.

BACKGROUND:

Neighborhood Empowerment Grant funds are used to support a variety of neighborhood designed and based public facility projects. This would include neighborhood infrastructure (primarily sidewalks) and park improvements.

BUDGETARY IMPACT:

Approval would allocate \$137,890 to seven projects in Central Highland Park, Central Park, Oakland, Valley Park and Ward-Meade, and provide for a contingency of \$12,110 for an allocated total of \$150,000.

SOURCE OF FUNDING:

Allocation of 2016 Community Development Block Grant (CDBG) funding, contingent upon final federal appropriations. These funds were reserved for the Empowerment Grant Program as part of the 2016 Consolidated Plan Action Plan process.

ATTACHMENTS:**Description**

2016 Empowerment Grant Resolution

2016 Empowerment Grant Review Committee Funding Recommendations

1 RESOLUTION NO. _____
2
3

4 A RESOLUTION introduced by City Manager Jim Colson approving the 2016
5 Neighborhood Empowerment Grants as recommended by the
6 Neighborhood Empowerment Grant Committee.
7

8 WHEREAS, the City of Topeka, Kansas, in its efforts to enhance and improve the
9 quality of life in area neighborhoods, allocated \$150,000 of 2016 Community
10 Development Block Grant (CDBG) funds for the Neighborhood Empowerment Grant
11 Program; and

12 WHEREAS, the Neighborhood Empowerment Grant Committee, comprised of three
13 City staff members and four neighborhood organization representatives appointed by the
14 Mayor, evaluated the applications received for Empowerment Grant funding; and

15 WHEREAS, the Neighborhood Empowerment Grant Committee developed the
16 following funding recommendations:

- 17 ▪ Central Highland Park – Hillcrest Community Center Fitness Equipment -
18 \$26,300
- 19 ▪ Central Highland Park – Hillcrest Park Improvements - \$12,750
- 20 ▪ Central Park – Central Park Improvements - \$16,000
- 21 ▪ Oakland – Little Oakland Park Improvements - \$16,340
- 22 ▪ Oakland – Archway for Seward Ave. & Branner - \$9,500
- 23 ▪ Valley Park – Shunga Park Improvements - \$25,000
- 24 ▪ Ward Meade – SW 3rd Brick Sidewalk - \$32,000
- 25 ▪ Project Contingency - \$12,110

26 NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Topeka,
27 Kansas, that it supports and approves the recommended funding allocations from the
28 Neighborhood Empowerment Committee.
29

30 ADOPTED and APPROVED by City Council _____.

31 CITY OF TOPEKA, KANSAS

32

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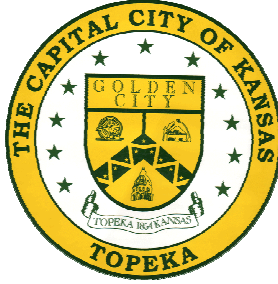
39

40

ATTEST:

Larry E. Wolgast, Mayor

Brenda Younger, City Clerk



2016 EMPOWERMENT GRANT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

REVIEW COMMITTEE FUNDING RECOMMENDATIONS
AUGUST 2015

Department of Neighborhood Relations
620 SE Madison, 1st Floor
Topeka, Kansas 66607
www.topeka.org

2016 Empowerment Grant Overview

The Empowerment Grant Program is funded through the federal Community Development Block Grant (CDBG) Program. These funds are used to support a variety of neighborhood based public facility projects. Projects must be located within predominately low/moderate income neighborhoods. Neighborhood Improvement Associations (NIA) who are designated as 2015 Stages of Resource Targeting areas are not eligible for this program.

Eligible neighborhoods are invited to submit funding application(s) in the late spring. The neighborhood determines which particular project(s) to submit for consideration. A Review Committee, described below, reviews the application and develops a funding recommendation, which is then provided to the City Council for approval.

2016 Empowerment Grant Review Process

Review Team members were identified by Roseanna Haugen of Neighborhood Relations, and were approved by Mayor Larry Wolgast.

The Review Team was configured to include persons with knowledge of infrastructure needs for neighborhoods and public facility projects. Further consideration was given to assure racial and ethnic diversity, and the utilization of persons who did not constitute any conflict of interest. The committee members had all of the proposals with applications to review before the meeting. The committee members followed the application form titled "Review Committee Criteria" (attached).

Each member scored each proposal and then all of their scores were averaged. Two projects that were submitted for funding were not selected for consideration by the committee, but these determinations were not made based on the application scores, rather the committee has specific reservations on each and chose to not include them in the 2016 projects for consideration.

Tennessee Town Land Garden project was not included for consideration due to concerns about ongoing maintenance of the project by the neighborhood. Ward-Meade Solar Lighting Phase II project was not included for consideration because the committee wanted to see the Phase I project completed and in place prior to consideration of funding future phases. Phase I of the project should be completed in 2015, so the applicants were encouraged to re-submit the application for Phase II next year (2017 funding).

Neighborhood Organization Representatives

Bev Schneider	Highland Acres NIA
L J Polly	Elmhurst NA
John Moyer	East Topeka North NIA
Linda Finch	Chesney Park NIA

City/County Staff

Susan Hanzlik	Planning
Shawn Maisberger	City Manager's Office
Bill Riphahn	Parks & Rec

Neighborhood Relations staff (non-voting members)

Roseanna Haugen	Sasha Stiles
-----------------	--------------

2016 Empowerment Grant Timetable

The selection process is the same as it has been in years past. The following is the timeline for the process.

05/01/2015	Applications available at Neighborhood Relations & were mailed to all NIA officers
05/16/2015	First Empowerment Application Workshop held at the Holliday Building
05/18/2015	Second Empowerment Application Workshop held at the Holliday Building
07/06/2015	Applications due, 5pm at the Department of Neighborhood Relations
08/24/2015	Review committee comprised of three City of Topeka/County employees and four neighborhood representatives who have not submitted an Empowerment application
08/24/2015	Review committee meets to select and finalize funding recommendations.
11/2015	Committee recommendations presented to the City Council for consideration.

**EMPOWERMENT GRANT
2016 FUNDING RECOMMENDATIONS**

Neighborhood		Project	Application Score	2015 Request	2015 Recom	Available Funds	Census Tract	Health Status	LMI
						\$150,000.00			
1	Central Highland Park #1	Outdoor Fitness Equipment for Hillcrest Community Center	38.7	\$26,300.00	\$26,300.00	\$123,700.00	12:03	At Risk	80.8%
2	Central Highland Park #2	Open air shelter and other park amenities for Hillcrest Community Center	39.0	\$70,250.00	\$12,750.00	\$110,950.00	12:03	At Risk	80.8%
3	Central Park #1	Park amenities for Central Park	50.5	\$16,000.00	\$16,000.00	\$94,950.00	4:03	At Risk	75.1%
4	Oakland #1	Little Oakland Park improvements	32.5	\$16,340.00	\$16,340.00	\$78,610.00	10:4	Out Patient	57.4%
5	Oakland #2	Oakland Archway for Seward Ave & Branner	43.3	\$9,500.00	\$9,500	\$69,110.00	10:4	Out Patient	57.4%
6	Tennessee Town	Lane Garden Improvements	44.2	\$26,572.50	\$0.00	\$69,110.00	5:03	Out Patient	68.8%
7	Valley Park	Additional play equipment and benches to Shunga Park	59.2	\$25,000.00	\$25,000.00	\$44,110.00	16.01:1	Out Patient	51.2%
8	Ward Meade #1	Repair brick sidewalk – 800 blk SW 3 rd heading north on Western	49.3	\$32,000.00	\$32,000.00	\$12,110.00	6:01	Out Patient	66.2%
9	Ward Meade #2	Solar lighting – between 4 th to 6 th Ave & Topeka Blvd to Lane St	56.3	\$36,000.00	0.00	\$12,110.00	6:01	Out Patient	66.2%

TOTAL

\$257,963.00

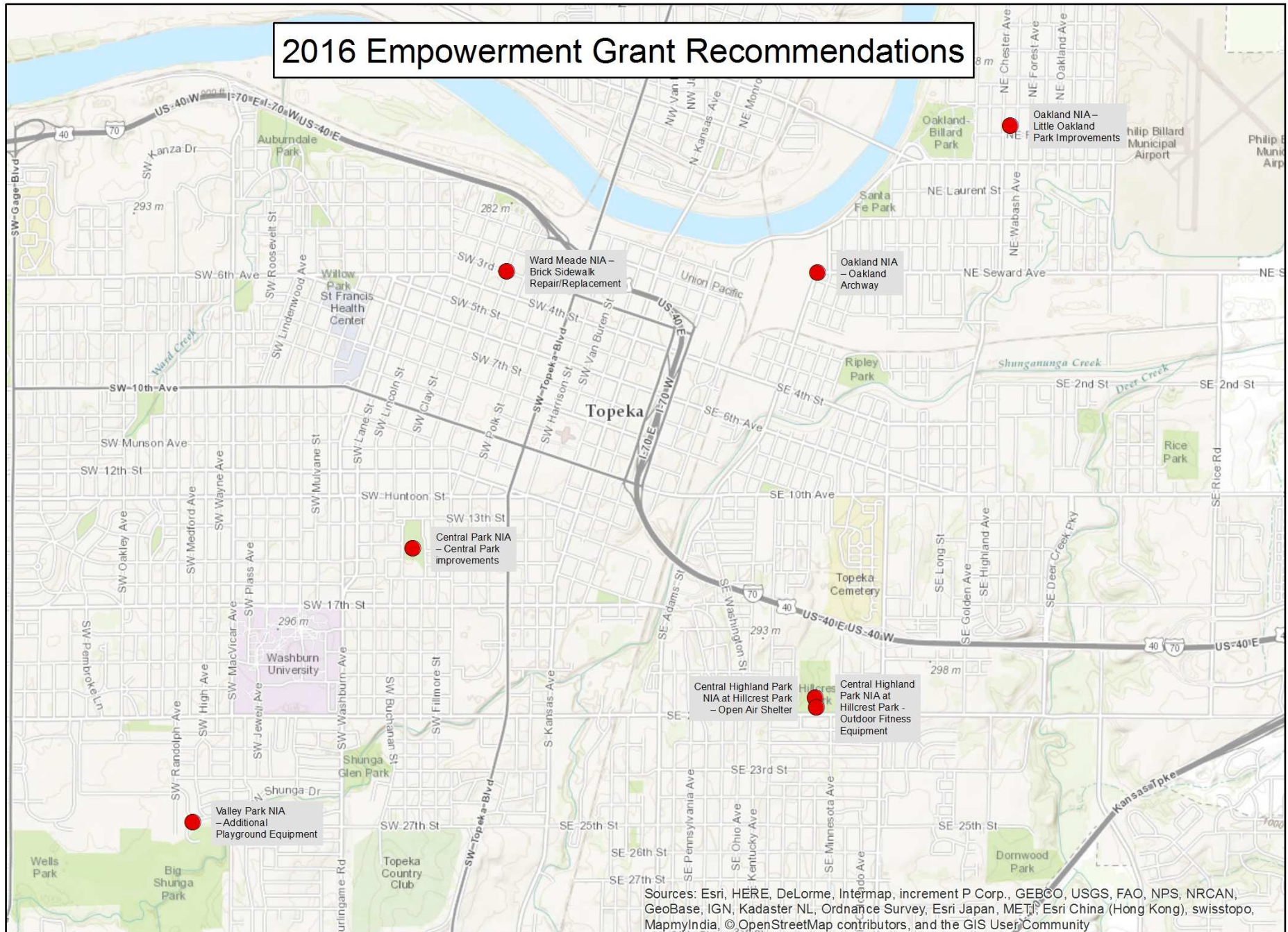
\$137,890.00

Summary

Total Applications	9
Total Applications Funded	7
Total Eligible Requests	9
Funds Requested	\$257,963.00
Recommended Funding	\$137,890.00
Total Funds Available	\$150,000.00
*Contingency	\$12,110.00

*Due to expected increase in petroleum cost, an approximate one (1) year period before projects would commence and Davis-Bacon wages rates for construction labor, we believe bids may come in higher than originally quoted. Therefore, a recommended contingency fund should be set aside for such costs.

2016 Empowerment Grant Recommendations



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, ©OpenStreetMap contributors, and the GIS User Community

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Created by: dfish
Date: 11/4/2015

Map created for the Novus Agenda system.

NIA Name _____

Scored by _____

PROJECT TITLE _____

ADDRESS OR LOCATION OF PROJECT _____

PART 6: REVIEW COMMITTEE CRITERIA

	Subtotal	Total
	Points	Points
Project Description & Impact: (Maximum Points –40)		
Project has a widespread impact which can be measured	15	
Project contributes to the continuity of the existing neighborhood or prior project	15	
Project consists of accessibility and/or complete street improvements (sidewalks)	10	
Calculate Total Points		
Neighborhood Ratings (Location of project) (Maximum Points – 40) Please note: Only one health rating qualifies		
Intensive Care Neighborhood project OR	20	
At-Risk Neighborhood project OR	10	
Out-Patient Neighborhood project OR	5	
Healthy Neighborhood project	0	
Neighborhood has never been designated as a Target Area for the SORT Concept	15	
Consistent with Neighborhood Plan or other existing plan recognized by HND	5	
Calculate Total Points		
Resident Input & History (Maximum Points –20)		
Applicant has an active mechanism for resident input. The project has been conceptualized and presented to the entire area to be impacted (i.e. minutes of an affirmative vote along with the attendance sheet, other meetings, surveys, etc.)	10	
Funding history of the organization: No funding from this source in the last three years.	10	
Calculate Total Points		
Grand Total (Maximum Possible Points)	100	

Committee may request a presentation from the applicant.

TOTAL SCORE _____



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015

DATE:	November 17, 2015	
CONTACT PERSON:	Jim Colson	DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY	020 Resolutions / 005 Miscellaneous	
CIP PROJECT:	No	
ACTION OF COUNCIL:	Approve Resolution	JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION regarding legislative priorities identified by the Council to be addressed or monitored during the 2016 Legislative Session.

POLICY ISSUE:

Determine legislative priorities for the 2016 Legislative Session.

STAFF RECOMMENDATION:

Not applicable

BACKGROUND:

The Governing Body provides issues they would like addressed during the next Legislative Session and the Deputy Mayor coordinates the issues for a complete agenda.

BUDGETARY IMPACT:

No budgetary impact to the City.

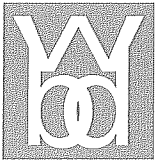
SOURCE OF FUNDING:

Not applicable

ATTACHMENTS:

Description

Memo from Whitney Damron
Abandon Homes - Question and Answer Summary
Resolution No. 8660 - 2015 Priorities



MEMORANDUM

TO: City Manager Jim Colson
Mayor Larry Wolgast
Members of the Topeka City Council

FROM: Whitney Damron/Kathy Damron
Lobbyists for the City of Topeka

RE: 2016 City of Topeka Legislative Priorities

DATE: November 17, 2015

Less than six months ago, the Kansas Legislature adjourned the longest session in history – 114 days. Filling a revenue shortfall of nearly \$450 million proved challenging and elusive, ultimately being addressed by increases in sales and cigarette taxes, repeal of certain tax exemptions, transfers from KDOT and related budgetary maneuvers.

Since the adoption of a two-year budget by the 2015 Legislature (FY 2016: July 1, 2015 – June 30, 2016 & FY 2017: July 1, 2016 – June 30, 2017), the state has yet to hit its monthly revenue projections. Most recently the receipts for the month of October were \$11 million short of estimates, which brings the shortfall to date to \$77.9 million, which is approximately the amount the State estimated would remain in the state's bank account on June 30, 2016. Following that announcement, Rep. Ron Ryckman, Jr., R-Olathe, chair of the House Appropriations Committee was quoted in the *Lawrence Journal-World* on November 3 as saying, "I'm guessing we'll be about \$100 million negative" in reference to the current fiscal year.

Chairman Ryckman's estimate proved to be a bit low after the report by the Consensus Revenue Estimating Group was released on Friday, November 7 that indicated a \$159 million revenue shortfall for the current fiscal year with more problems ahead in FY 2017 likely.

The Governor and his staff moved quickly after the CREG report was released with \$109.5 million in allotments (targeted budget cuts) that includes another nearly \$50 million out of KDOT, leaving the agency with \$100 million of the \$536 million previously earmarked for KDOT for FY 2016 according to a recent *Hawver News Report*. If all goes according to the latest plan, the State of Kansas will have approximately \$6 million left in the bank on June 30, 2016 (end of FY 2016). Not much room for error when the State is projecting \$6.17 billion in receipts for the year.

Earlier this year the Governor announced he would not support or approve any tax increases next year to shore up the budget. Legislators and political observers took that as yet another affirmation of the Governor's commitment to his tax policy adopted by the 2012 Legislature that exempted 330,000 LLC's, partnerships, sole proprietorships and farms from any state income tax and began the process of lowering state income taxes for individuals and corporations as well. It remains to be seen whether legislators will stand with the Governor, who is term-limited out of running for reelection when all 165 House and Senate seats are up for election in 2016.

In a related matter, a part of the 2015 tax bill that enabled the session to conclude was creation of a Special Committee on Taxation charged to review various tax exemptions and incentives to see if some of them should be modified or repealed altogether. That committee recently met for two days (November 5-6) and is likely to meet again for at least a day to consider recommendations to the 2016 Legislature sometime in December. Consensus from that committee will be difficult to achieve and even if there were agreement on changes to existing exemptions and economic development programs, getting by the Governor's objection to tax increases would require a pretty strong marketing effort to paint a repeal of exemptions as "closing loopholes" rather than "increasing taxes" and during an election year, I am not sure that is possible.

Layered on top of the current fiscal challenges facing the state is a looming school finance decision that could add hundreds of millions to the State's obligation to fund K-12 education, litigation over a \$40 million tax refund that may become due and payable to former Pizza Hut magnate Gene Bicknell and continued lagging revenues into the next fiscal year. All of this makes for a challenging session for 165 legislators who are all scheduled to stand for election in 2016.

As a result of these challenges, we can expect to see pressure from legislative leaders to keep the floor agenda tamped down to a minimal number of bills subject to possible amendment with issues they would rather not debate (e.g., tax bills, Medicaid expansion, education spending, etc.).

There were several issues passed in the 2015 session that were potential candidates for review next year, but it appears at least one of them will be left alone – municipal elections. As we know, the 2015 Legislature adopted legislation to move municipal elections from the spring of odd-numbered years to the fall of the same years, leaving partisanship questions to the local governing units. It was thought there may be a need for clarification of the law based upon its potential impact on certain local units of government. However, during an interim committee meeting held earlier this year, consensus was the law was not in need of amendment.

One issue likely to be revisited is the piece of the tax bill imposing a tax lid on local units of government beginning in 2017 (Property tax increases limited to rate of inflation or require a public vote). It is anticipated the Kansas Association of Realtors will seek to move the enacting date up to 2016 and repeal certain exemptions placed in the bill, while opponents will likely seek to repeal the tax lid altogether and in the alternative, add exemptions to the current enactment. Most recently we have seen headlines highlighting increases in property taxes are commonplace this year. If one reads more than the headline, though, increases are primarily attributable to reductions in state funding for K-12 education. The symptom (headlines on property tax increases) will be the narrative championed by the Realtors and others opposed to tax increases and state spending in 2016, not the cause (reduced state funding).

With the aforementioned review of the 2015 session and the financial forecast for the new year, the City of Topeka has developed a legislative agenda for consideration that is focused on several of its most important priorities: Abandoned Housing, protection of existing revenue state revenues and urban redevelopment.

Proposed legislative agenda for the 2016 legislative session:

- Support reintroduction of SB 84 from the 2015 legislative session to allow cities to petition district court for temporary possession of housing and structures determined by the court to be abandoned by their lawful owners, possessors or parties of interest for the preceding 180 days or more and which have a blighting influence on surrounding properties as defined in the legislation.

- Support review and discussion of tax policy in Kansas, but oppose change that would negatively impact or shift state responsibilities to the local units of government.
- Support legislation which would allow for urban economic development opportunities for the City of Topeka.
 - Options include:
 - PEAK-type benefits for jobs within an Urban Opportunity Zone.
 - Tax Increment Financing.
 - Development Incentive Tax (e.g., higher taxes if blighted; reduced if redeveloped).
 - Urban Gap Fund to match private dollars; loan guarantee fund; etc.
- To the extent it is consistent with our priorities and agenda, the City of Topeka supports the League of Kansas Municipalities' 2016 municipal policy.

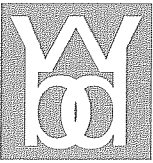
Given the likely challenges facing the City of Topeka, other municipalities and the State of Kansas in the 2016 legislative session, a narrowly-drafted legislative agenda would be helpful in focusing the Legislature's attention on the City's leading priorities and enhance its opportunity for success.

The 2016 Legislature will convene on Monday, January 11. We would anticipate the 2016 session will be shorter, if for no other reason than the Legislature will want to try to conclude its business in a timely manner, given the fall elections.

The City of Topeka has begun the process of advocating for these issues and will enhance our efforts once a legislative agenda is approved by the City Council.

On behalf of your lobbyists for the City, Kathy and I are pleased to respond to your questions regarding the 2016 legislative session and the City's proposed legislative priorities.

WBD/KD



MEMORANDUM

TO: Mr. Jim Colson, City Manager

FROM: Whitney Damron

RE: Abandoned Housing Q&A

DATE: November 11, 2015

The City of Topeka has joined with the League of Kansas Municipalities, the Unified Government of Wyandotte County and Kansas City, Kansas, the City of Wichita and others in support of legislation that would provide local units of government with additional tools to deal with abandoned housing in their communities. During the 2015 session, the primary bill under consideration was SB 84.

SB 84 was amended by a Senate Committee on Commerce Subcommittee and advanced to the floor of the Senate late in the calendar, but never scheduled for floor debate and the bill was ultimately stricken from the calendar. A companion bill was introduced in the House (HB 2236), but no hearings or action was taken on the bill in the House. The House has passed a bill similar to SB 84 (2014 session), but the bill has stalled in the Senate. To initiate further consideration in 2016 in the Senate, proponents need to request introduction of a new bill.

This Q&A document has been prepared to provide legislators and interested parties with greater information on this subject.

Q. What is the purpose of special legislation for abandoned housing? Why can't these issues be dealt with by code enforcement?

A. Cities have appropriate enforcement tools to deal with code issues under existing law. However, such tools are only useful when a property owner can be identified and service of process is available or the property is occupied by an owner or tenant. In recent years, cities have often had to deal with properties where there are no tenants, title to the property is unclear or the property owner is unresponsive to communications from the city and service of process is not possible.

In Topeka even when an owner has been identified and service of process is provided, the property maintenance issues are not addressed. This happens regularly in the Property Maintenance Division and in the Municipal Court – we are not able to obtain compliance even when making contact with owners. Often these are out of town or incapacitated owners. Cities being able to gain control of properties in these situations much sooner, could help stop many of the issues surrounding blighted properties – criminal activity, diminished property value of the abandoned property and the properties surrounding it, broken window syndrome and the impacts on neighborhoods from blighted property that goes unaddressed.

Q. How can this happen? How can a city not be able to determine who owns a piece of real estate? Isn't the owner identifiable from the office of the Register of Deeds or other sources?

A. The short answer is usually, but not always. Examples that make it difficult to determine ownership or responsibility include:

- Property subject to one or more loans (e.g., mortgage, second mortgage, mechanic's liens, etc.) and in a foreclosure action. Lenders rarely record change in ownership with the register of deeds in many cases; they are not legally required to do so. It is the norm for foreclosed properties to remain in the name of the individual who lost the property for years until some resolution is reached with the foreclosure.
- Property where the last known owner has died with no heirs or heirs who reside out of state and are either unable or unwilling to accept responsibility for a property.
- Disputed ownership (e.g., last known owner has died; siblings disagree on responsibility).
- There are instances where a homeowner becomes frustrated with their inability to sell their property and simply leaves the area or state with no forwarding address, making formal communication or service of process extremely difficult and enforcement of local ordinances almost impossible.

Q. If someone is owed money on a property, such as a bank, can't they be held responsible to take care of the property?

A. Oftentimes these properties are left to deteriorate and they deteriorate to the point they need to be demolished. If cities could gain control of the properties and repurpose them into productive properties in the community it would help to ebb the flow of urban decay and blight in our aging inner cities.

It is not the responsibility of the lender to care for the property; it is the responsibility of the property owner. In some instances, if there is equity in the property, a lender might invest additional resources to maintain the value of the property. However, in most cases, all equity is lost either through lack of payment or past due taxes, interest and penalties. Homes that are abandoned become vandalized through lack of care and oversight (e.g., broken windows, weeds, scrap metal theft, criminal activity, etc.). A lender, such as a national bank may have literally thousands and thousands of homes in various stages of foreclosure. A bank is not motivated to expend the resources for a foreclosure action if there will not be any residual value or funds generated by the action. Therefore, oftentimes such properties simply sit and wait for a willing buyer to approach the bank with an offer... which may never come.

Q. If a property owner doesn't want to take care of their property, so what? Doesn't a city have more pressing issues to deal with?

A. Abandoned housing has a significant negative impact on neighborhoods and communities. These properties are often the source of complaints and concerns from those most impacted – the neighbors to these properties. These neighbors are truly the ones who are harmed through increased criminal activity, including metal theft, drug use and related crimes behind the walls of the property; threats to children both in terms of safety and criminal activity; reduced property values; and, increased risk for first responders (e.g., police, fire, etc., entering unsafe structures).

Q. What makes a property “abandoned” under this legislation?

A. Property that has been unoccupied continuously by persons legally in possession for the previous 180 days and which has a blighting influence on surrounding properties would be subject to an action under this legislation. “Blighting influence” is defined under the bill.

Q. So if a city determines a piece of property to be abandoned and a blighting influence, they will just take possession of the property through some kind of municipal enforcement action?

A. No. A city would be required to bring an action in district court and seek a determination that a piece of property has been abandoned and is a blighting influence as defined under the act. All lawfully-required notices will be given and the judge will make the determination that appropriate efforts to bring the responsible parties before the court have been made. At all times, the owners have access to redress in district court (note: not municipal court).

Q. Why doesn’t a city or county simply foreclose on the property?

A. Foreclosure requires delinquent taxes for two or more years. In some instances, a lender will continue to make all or partial remittance of property taxes. However, even if a property is allowed to be delinquent and foreclosure can be commenced after two years, by that time the property is likely in such a state of disrepair that it is inhabitable and no longer cost-effective for habitation.

Q. Once a city gets control of an abandoned house through this act, what happens to the house?

A. A city can work with a nonprofit or other suitable entity (e.g., municipal housing agency) and make or allow repairs to a property to bring it into code compliance and make it habitable. Such municipal agency or nonprofit can then allow for the home to be occupied (e.g., available for rent). Under this legislation, the City of Topeka would be able to gain control of the properties in a timelier manner. Rehabilitation of a property is preferable to demolition.

Q. What happens if the rightful owner comes back and wants their house back?

A. The lawful owner has the right to seek redress in the same district court that previously declared the property to be abandoned. Such owner will be required to resolve outstanding tax, interest and penalty issues, including payment for code violations and other enforcement actions, just as they would even if this law were not in effect. Furthermore, if funds were expended on the property by a municipality, housing authority or nonprofit, such entity will be allowed to make a claim for reimbursement of such expenditures.

Q. Why would a city or nonprofit take the risk they will invest money into a property and someday see the owner return and demand possession?

A. In all likelihood, the property has been abandoned for a reason. The property owners died without heirs; the property owner is underwater financially with the lender and simply walks away from the debt; the property is in such a state of disrepair and with past due taxes, interest and penalties, it is no longer worth the investment of the property owner; and etc. At some point in time (e.g., after two or more years of nonpayment of property taxes), a foreclosure action can be brought by a county (2 years) or a city (3 years) and fee simple title can be transferred to the nonprofit or occupants of the property.

If the City of Topeka or any city does not take the risk to obtain this property there are multiple consequences that could occur—blight, economic development, crime, and safety issues. It is difficult for non-profits to use funds and existing laws to obtain control of these properties. They are often too small to absorb the financial and administrative burdens needed to obtain the property in the first place and keep the property should the owner return. A municipality is in a much better position to deal with this type of situation from a funding and staffing perspective.

Q. This seems like a lot of work to deal with these kinds of properties. Is it really a problem?

A. Yes, it is. A recent *CNBC* article highlighted the problems with “Zombie Foreclosures” whereby literally thousands of homes were abandoned in the past decade by the owners who became upside down in debt to value ratios, but were not yet repossessed and put up for sale. In some areas, these abandoned houses comprised more than half of a block. Some of the problems have been mitigated by increasing home values, particularly in large subdivisions that saw dozens or even hundreds of homes constructed during the last housing boom. However, in older and more urban neighborhoods, residential real estate prices have been slower to come back and many such properties remain abandoned and taxes delinquent with either the original property owner to recover financially or the lender to unable to generate a profit or cover its costs through foreclosure.

Zombie foreclosures lurk locally but largely vanish
CNBC, October 8, 2015

Q. Would this legislation really make a difference?

A. Yes, it can. Even a single abandoned house in a block or neighborhood can have a devastating impact on properties around it. Cities typically see a multitude of complaints and criminal activity emanating from such property and what likely will occur is a homeowner’s association or community improvement association will request a city commence an action under this authority.

Addressing abandoned housing and neighborhood blight is one of the leading issues for the City of Topeka and its citizens. In October, the City of Topeka announced it would quadruple its budget for the demolition of unsafe homes. On average, the City demolishes 11 homes a year, with estimates for 2016 increased to 44. There are 700 vacant homes in the City of Topeka, although not all are in need of demolition (yet). Time and neglect is the enemy of these properties and the neighborhoods in which they are located.

City of Topeka quadruples budget for demolitions of unsafe homes
Topeka Capital-Journal, October 11, 2015

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RESOLUTION NO. 8660

A RESOLUTION introduced by City Manager Jim Colson, relating to the City of Topeka's legislative agenda for the 2015 legislative session.

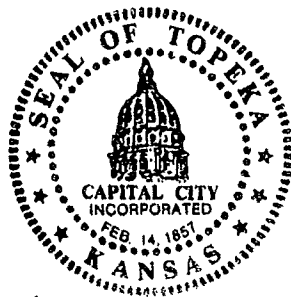
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS, that the following is hereby adopted as the City of Topeka's legislative agenda for the 2015 legislative session:

- Support legislation which would allow the City to take possession of abandoned homes through a judicial quit claim deed and sell the home or repurpose it for community development purposes.
- Oppose the reduction or elimination of motor fuel tax payments to local municipalities.
- Support review and discussion of tax policy in Kansas, but oppose change that would negatively impact or shift state responsibilities to the local units of government.
- To the extent it is consistent with our priorities and agenda, the City of Topeka supports the League of Kansas Municipalities' 2015 municipal policy, including opposing any restrictions on the use of state and local public moneys to provide information and advocate on behalf of cities and our citizens.
- Eliminate the dual majority requirement of K.S.A. 12-352(e) which prohibits adoption of city/county consolidation unless a majority of electors residing in the City of Topeka and a majority of electors residing outside the City limits vote in favor of the proposed consolidation plan.

- 27 • Support for city elections to remain non-partisan and separate from state and
28 national elections, and for cities to continue to determine when elections are
29 held.
- 30 • Support stricter regulation of the sale and purchase of salvage and scrap
31 materials.
- 32 • Amend K.S.A. 8-1590 to remove the provision that prohibits bicyclists from riding
33 on roads if there is a 'usable path' for bicycles adjacent to the road.
- 34 • Support efforts to advocate for the State Capitol's nomination as a World
35 Heritage site.
- 36 • Support efforts to facilitate public tours of the State Capitol on the weekends.
- 37 • Support legislation that would reduce the local retailer sales tax minimum
38 increment to .05%
- 39 • Support legislation that would increase the interest rate for property tax
40 delinquencies
- 41 • Support the expansion of Medicaid

42 ADOPTED and APPROVED by the City Council December 9, 2014.

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48 ATTEST:



49
50
51 *Brenda Younger*
52 Brenda Younger, City Clerk
53

CITY OF TOPEKA, KANSAS

Larry E. Wolgast
Larry E. Wolgast, Mayor



**City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 17, 2015**

DATE:	November 17, 2015	
CONTACT PERSON:	Brandon Kauffman, Finance Director	DOCUMENT #:
SECOND PARTY/SUBJECT:	Utility Bond Rate Update	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION regarding the recent City of Topeka bond rating received by Moody's rating services.

POLICY ISSUE:

The purpose of the discussion is to develop an understanding of how Moody's reviews City utility bonds and why it is important for the City of Topeka.

STAFF RECOMMENDATION:

It is important to understand the rating review system and how reviewing Moody's rating methodology could provide us a more indepth understanding of our systems comprehensive strengths and weaknesses.

BACKGROUND:

Moody's is the credit agency that annually reviews the creditworthiness of the City in order to communicate their view to investors our ability to repay bonds.

BUDGETARY IMPACT:

Rating agencies scores can impact the ability of the City of Topeka to attain higher or lower interest rates through the market.

SOURCE OF FUNDING:

Water, Stormwater and Wastewater Revenues.

ATTACHMENTS:

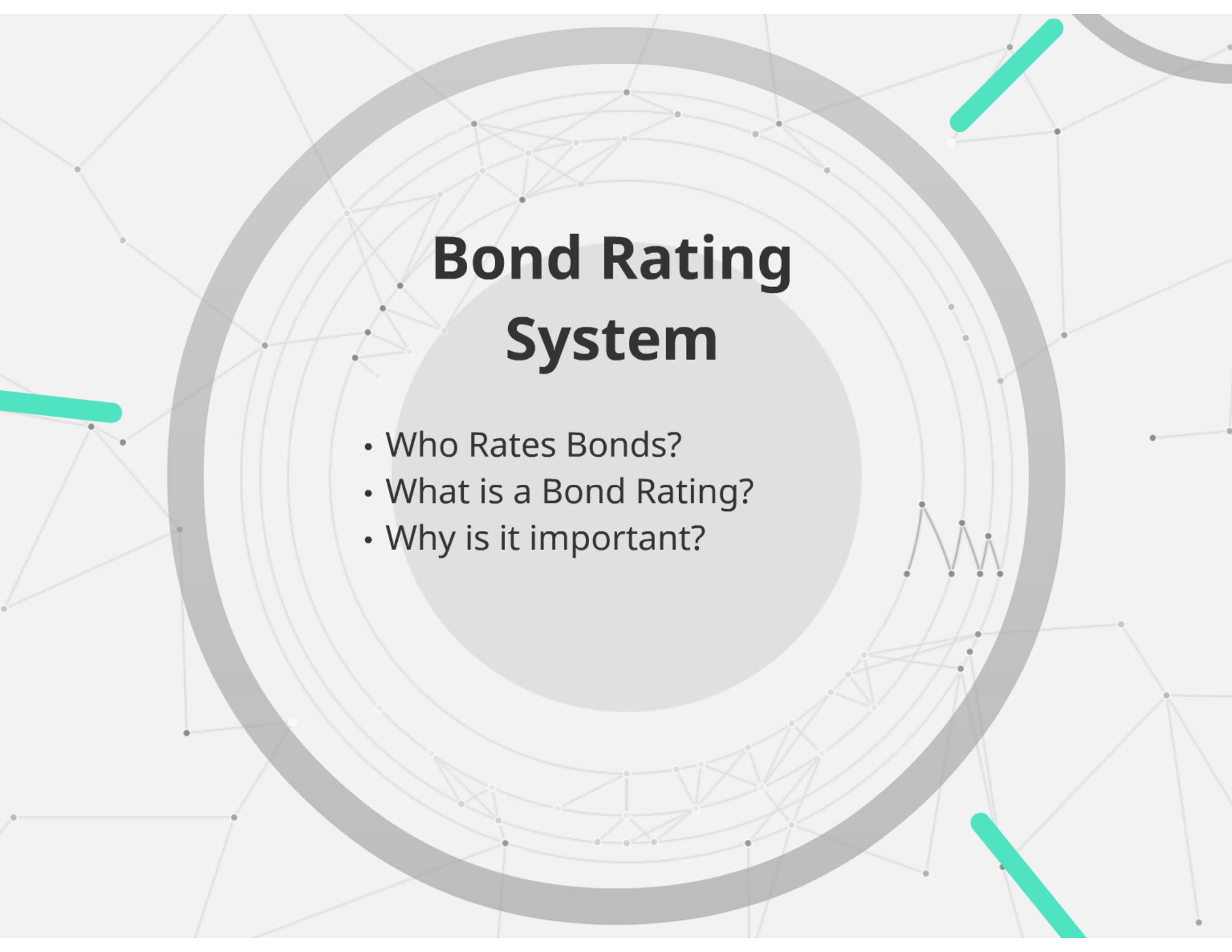
Description

Presentation

Glossary of Terms

Utility Bond Rating Update



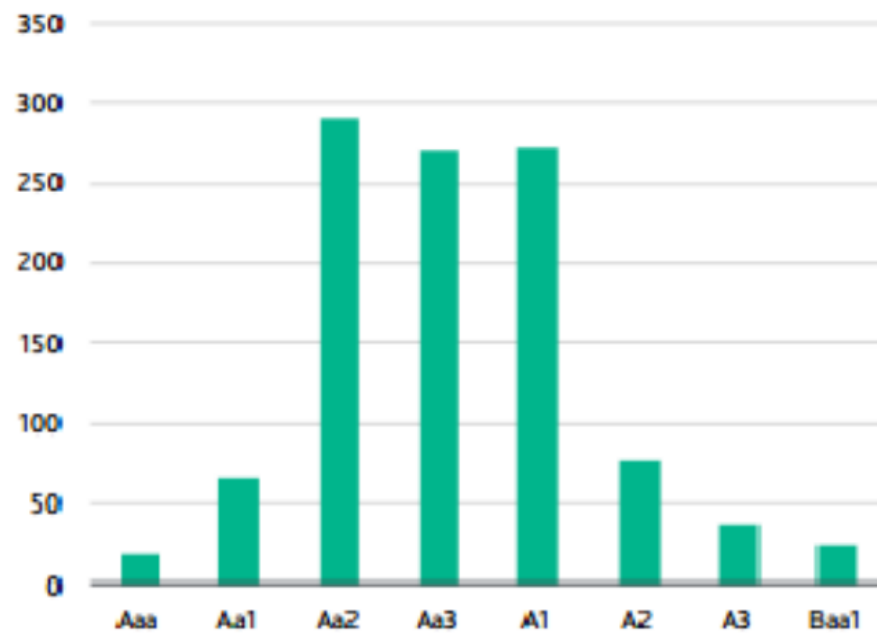


Bond Rating System

- Who Rates Bonds?
- What is a Bond Rating?
- Why is it important?

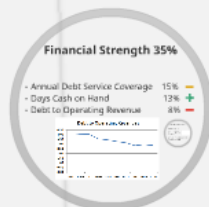
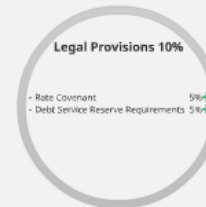
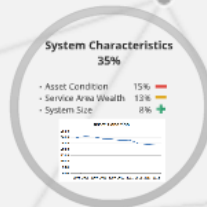
Moody's

EXHIBIT 2
Municipal Utility Rating Distribution



Source: Moody's

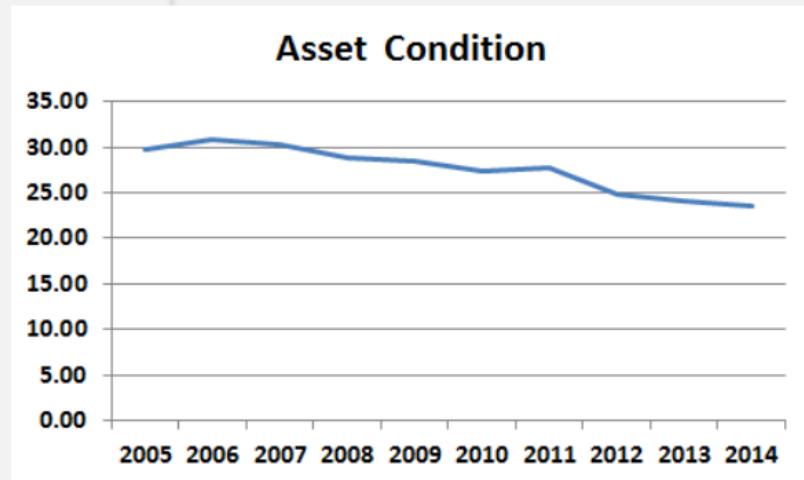
How Does Moody's Evaluate?



System Characteristics

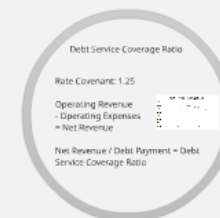
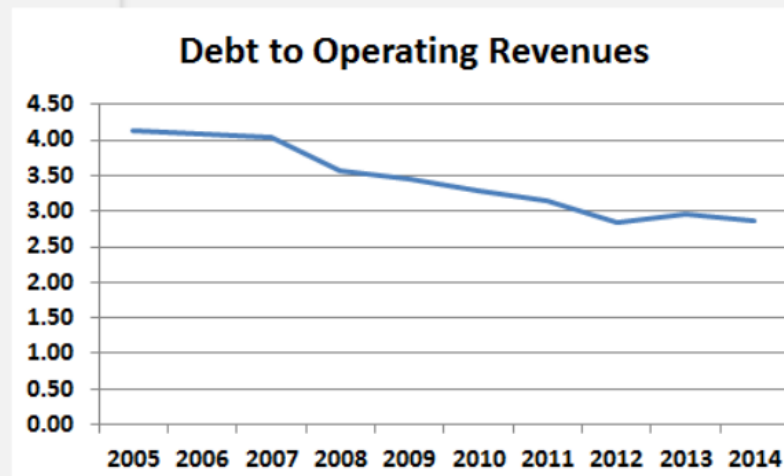
35%

- Asset Condition 15% 
- Service Area Wealth 13% 
- System Size 8% 



Financial Strength 35%

- Annual Debt Service Coverage 15% 
- Days Cash on Hand 13% 
- Debt to Operating Revenue 8% 

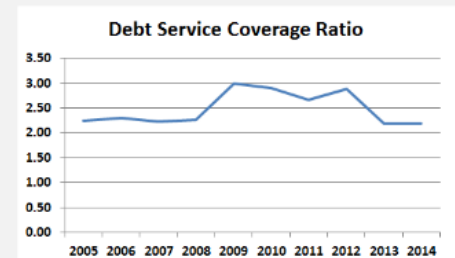


Debt Service Coverage Ratio

Rate Covenant: 1.25

Operating Revenue
- Operating Expenses
= Net Revenue

Net Revenue / Debt Payment = Debt
Service Coverage Ratio

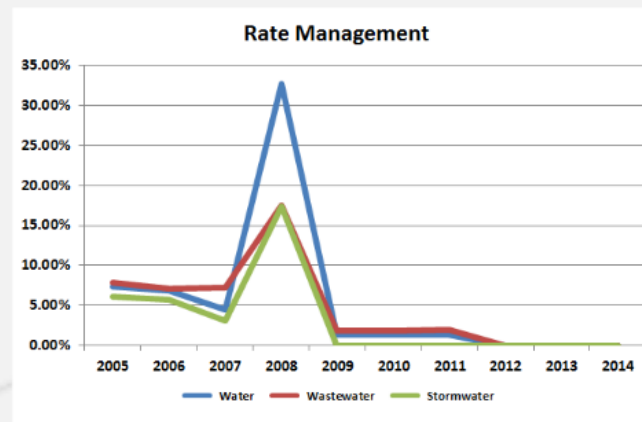


Management 20%

- Rate Management
- Regulatory Compliance & Capital Planning

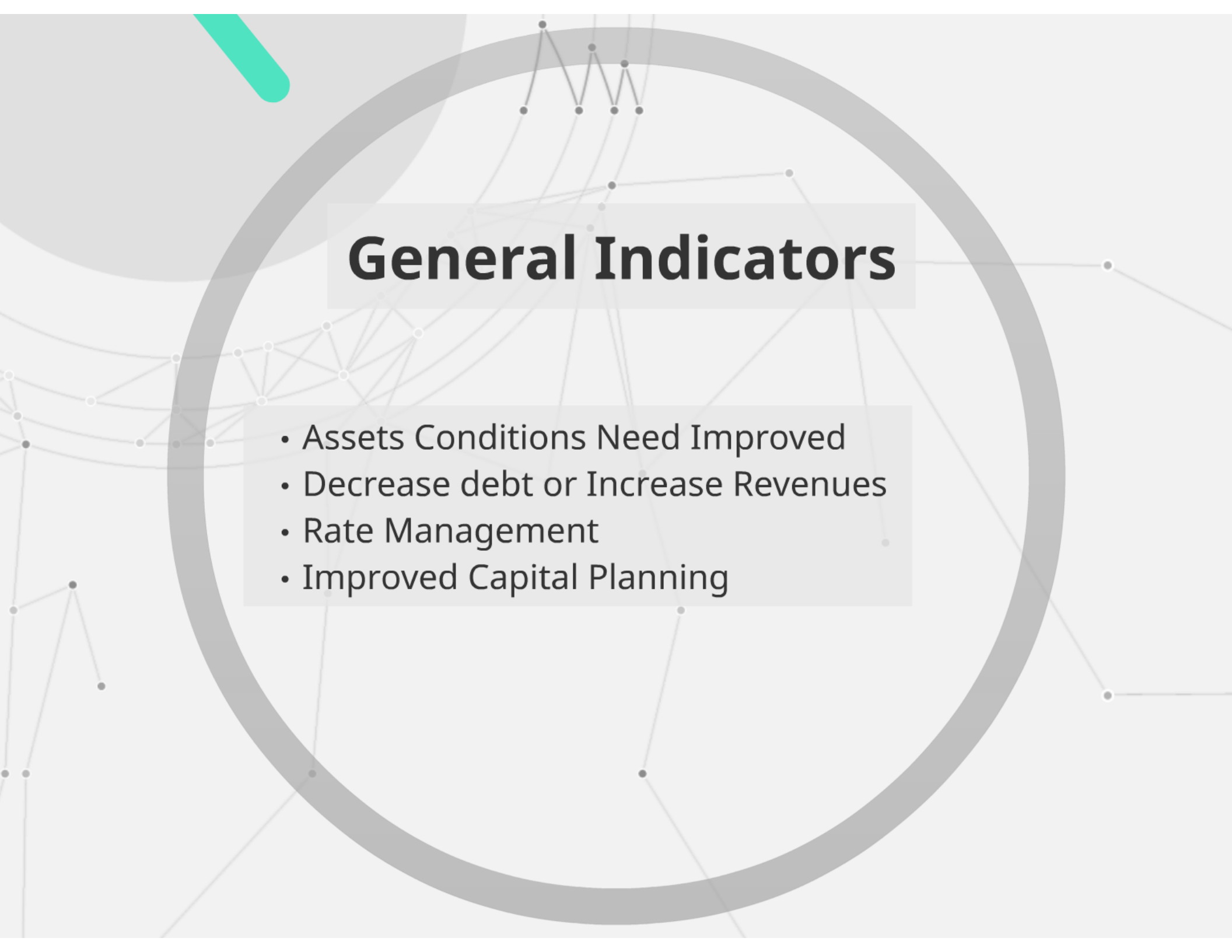
10% 

10% 



Legal Provisions 10%

- Rate Covenant 5%+
- Debt Service Reserve Requirements 5%+



General Indicators

- Assets Conditions Need Improved
- Decrease debt or Increase Revenues
- Rate Management
- Improved Capital Planning



Questions

Glossary of Terms



Revenue Bonds:	Bonds guaranteed solely from revenues generated by the utilities, which include water, stormwater and wastewater.
Bond Rating:	Review of the creditworthiness of a borrowing institution.
Rate Covenant:	A provision set by a municipality in bond agreements to meet certain guidelines in order to protect the bondholders interest.
Debt Service Coverage Ratio:	Important ratio the City agrees to maintain through bond covenants to investors The City of Topeka has set a 1.25 ratio. The formula is below: $\frac{\text{Total Operating Revenues} - \text{Total Operating Expenditures} = \text{Net Revenue}}{\text{Net Revenue} / \text{Annual Debt Payments}}$
Combined Sewer Overflow:	When a combined system sewer system that collects rainwater, domestic sewage and industrial waste in the same pipe is impacted by a high volume event such as rainwater that exceeds the capacity of the treatment plant and discharges excess to nearby river.
Debt Service Reserve:	When revenue bonds are issued, a portion of the funds are set aside in a trust account so in the event of default of payments, the reserve is utilized to meet those payments. In the event of no default, the reserve is utilized to help pay the last bond payment.