



City Council Chambers 214 SE 8th
Street, 2nd Floor Topeka KS 66603
<https://www.topeka.org>

Governing Body Agenda

May 21, 2024
6:00 PM

Mayor: Michael A. Padilla

Councilmembers

Karen A. Hiller	District No. 1	Marcus D.L. Miller	District No. 6
Christina Valdivia-Alcala	District No. 2	Neil Dobler	District No. 7
Sylvia E. Ortiz	District No. 3	Spencer Duncan	District No. 8
David Banks	District No. 4	Michelle Hoferer	District No. 9
Brett D. Kell	District No. 5		

Interim City Manager: Richard U. Nienstedt

Addressing the Governing Body: Public comment for the meeting will be available via Zoom or in-person. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 5:00 p.m. on the date of the meeting, after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.

Written public comment may also be considered to the extent it is personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the date of the meeting for attachment to the meeting minutes.

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 by 5:00 p.m. on Thursday in the City Clerk's Office, 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or on the City's website at <https://www.topeka.org>.

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

1. ROLL CALL:

2. MAYORAL PROCLAMATIONS:

- **National Emergency Medical Services Week**

3. APPOINTMENTS:

A. Board Appointment - Downtown Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the reappointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board to fill a term ending May 31, 2026.

B. Board Appointment - Board of Zoning Appeals

BOARD APPOINTMENT recommending the appointment of Valerie Peckham to the Topeka Board of Zoning Appeals to fill a term ending May 21, 2027. *(Council District No. 1)*

C. Board Appointment - Human Relations Commission

BOARD APPOINTMENT recommending the appointment of Jaron Balderes to the Topeka Human Relations Commission to fill an expired term ending May 21, 2026. *(Council District No. 3)*

D. Board Appointment - NOTO Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the appointment of Thomas Underwood to the NOTO Business Improvement District Advisory Board to fill a term ending May 2, 2026. *(Council District No. 2)*

4. PRESENTATIONS:

- **Topeka Tourism Business Improvement District Annual Report**
- **Kansas Children's Discovery Center**
- **National Public Works Week Video**

5. CONSENT AGENDA:

A. Resolution - Midwest Demo Kings - Noise Exception

RESOLUTION introduced by Councilmember Sylvia Ortiz, granting Midwest Demo Kings an exception to the provisions of City of Topeka Code Section 9.45.150, et seq., concerning noise prohibitions. *(Council District No. 3)*

(Approval would allow for live bands and amplified music and sound during the hours of 2:00 p.m.

and 8:00 p.m. on July 27, 2024, at 210 SE 29th Street.)

- B. Professional Service Contract - Bartlett and West, Inc. -Street Improvement Project T-701028.00 SW Huntoon Street from SW Gage Blvd. to SW Harrison St.**

APPROVAL of a Public Works Engineering Contract between the City of Topeka and Bartlett and West, Inc., in an amount not to exceed \$3,113,844.00 for engineering services.

(Approval will authorize the City Manager to sign and execute the contract for design and preparation of project plans and construction documents for the Street Improvement Project T-701028.00 SW Huntoon Street from SW Gage Blvd. to SW Harrison St.)

- C. MINUTES of the regular meeting of May 14, 2024**

- D. APPLICATIONS:**

6. ACTION ITEMS:

- A. Resolution - Property Maintenance LMI Grant Funding Expansion**

RESOLUTION for the Property Maintenance Grant Expansion in the amount of \$200,000 from the Unassigned Reserve Fund. (The Policy and Finance Committee recommended approval on April 23, 2024.)

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Funding will help low to moderate income homeowners fix code violations.)

- B. Set Public Hearing Date - 2024 Special Assessment Projects**

SETTING a public hearing date of June 11, 2024, for consideration of imposing special assessments for Sherwood Park Subdivision No. 9 Street Improvement Project No. T-601132.00 and Sanitary Sewer Main Improvement Project No. T-401098.00 for 660 NE Highway 24.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would set a public hearing date of June 11, 2024, to consider imposing assessments for public improvements. Notices will be published in the Topeka Metro Newspaper.)

- C. Ordinance - Trade Board Membership Residency Requirement**

ORDINANCE introduced by Interim City Manager Richard U. Nienstedt, concerning the establishment of boards for each trade created, amending Section 5.63.120 of the Topeka Municipal Code and repealing original section. (The Policy and Finance Committee recommended approval on April 23, 2024.)

Voting Requirement: Action requires five (5) votes of the City Council. The Mayor does not vote. The proposed ordinance involves a matter of home rule on which the Mayor has veto authority.

(Approval will open eligibility for board membership to qualified candidates that live in Shawnee County and work for or own a business in the City of Topeka.)

7. NON-ACTION ITEMS:

A. Discussion - 2023 Neighborhood Health Map

DISCUSSION regarding an update on the Neighborhood Health Map.

(The findings on the Neighborhood Health Map updates for 2023 will be presented to the Governing Body.)

B. Discussion - City of Topeka Homelessness Initiative Team Recommendations

DISCUSSION on findings and recommendations of the Homeless Initiative Team regarding mitigation of homelessness.

8. PUBLIC COMMENT:

Public comment for the meeting will be available via Zoom or in-person. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 5:00 p.m. on the date of the meeting, after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting. Written public comment may also be considered to the extent it is personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the date of the meeting for attachment to the meeting minutes. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.

9. ANNOUNCEMENTS:

10. 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.)

11. ADJOURNMENT:



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Jane Murray, Executive Assistant to the Mayor
DOCUMENT #:
SECOND PARTY/SUBJECT: PROJECT #:
CATEGORY/SUBCATEGORY:
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

- National Emergency Medical Services Week

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

National Emergency Medical Services Week

PROCLAMATION

By the Mayor

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, Every day, across our country, paramedics, emergency medical technicians, 911 dispatchers, and other first responders rush to fellow Americans' aid with compassion and lifesaving strength. During Emergency Medical Services (EMS) Week, we celebrate their service and recommit to getting them the resources and support they need to do their essential frontline work for us all; and

WHEREAS, Whether braving a deadly virus, rushing to save victims of gun violence, enduring dangerous natural disasters, or simply supporting people at the most vulnerable moments of their lives, they are there for us. The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating and celebrating 50 years of National Emergency Medical Services Week; now

NOW, THEREFORE, I Michael A. Padilla, Mayor of Topeka, Kansas, do hereby proclaim the week of May 19-25, 2024 as

National Emergency Medical Services Week

In the City of Topeka, Kansas. I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I, Michael A. Padilla, Mayor of the City of Topeka, Kansas, do hereby affix my official signature and the Official Seal of the City of Topeka, Kansas, on this Day of May 21, 2024.

Michael A. Padilla, Mayor



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Mayor Michael A. Padilla DOCUMENT #:
SECOND PARTY/SUBJECT: Downtown Business Improvement District PROJECT #:
Advisory Board
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the reappointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board to fill a term ending May 31, 2026.

VOTING REQUIREMENTS:

At least five (5) votes of the City Council is required. Mayor does not vote.

POLICY ISSUE:

The purpose of the Downtown Business Improvement District Advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor Padilla nominates and recommends the reappointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board (BID) to fill a term ending on May 31, 2026.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The Downtown Business Improvement District Advisory Board shall consist of nine members representing businesses located in the district. Members serve two-year terms and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

A. Broxterman - Reappointment Application

City of Topeka Boards and Commissions Application

Submitted on	4 March 2024, 12:54PM
Receipt number	222
Related form version	8

Profile

First Name	Angela
Last Name	Broxterman
Email Address	abroxterman@midwest-health.com
Street Address	3024 SW Wanamaker
Suite or Apt	Ste 300
City	Topeka
State	Kansas
Zip	66614
Are you a resident of the City of Topeka?	No
What district do you live in?	Other/Outside City Limits
Primary Phone	17852497114
Alternate Phone	
Employer	Midwest Health
Job Title	VP of Real Estate
Which Board would you like to apply for?	Downtown Business Improvement District Advisory Board
Are you a registered voter?	No
Are you currently a full or part-time employee of the City of Topeka?	No
Which department do you work for?	

Are you or any immediate family member related to any city governmental official or employee?	Yes
Who are you related to and how are you related?	Rhiannon Friedman - Daughter
Are you or have you been a party to any civil litigation involving the City of Topeka?	No
Please explain the litigation and your role in it:	
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?	No
Please explain your delinquent payment situation.	
Please state why you are interested in serving on this board or commission:	Midwest Health owns property in Downtown Topeka/

Interests & Experiences

Please describe your education, experience, and expertise including any honors, awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.	My current position with Midwest Health oversees construction and remodel projects along with Property Management of a variety of properties. I sit on the Chamber Board and the Parks for all Foundation and hold an interest in the Downtown area where my employer owns various properties.
List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)	N/A
**Please upload a resume or any additional information you believe may be helpful in considering your application.	Angela Broxterman Resume 2024 -.doc

Voluntary Self Identification

Ethnicity	Caucasian/Non-Hispanic
Gender	Female

Acknowledgements and Verification

Purpose of Information being submitted.	I Agree
The information I am submitting is true and correct.	I Agree
Your electronic signature	
Alternative electronic signature	Angela Broxterman
Notification to applicants for City Board/Commissions	Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon

request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.



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May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Mayor Michael A. Padilla
DOCUMENT #:
SECOND PARTY/SUBJECT: Valerie Peckham Board of Zoning Appeals
PROJECT #:
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL:
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Valerie Peckham to the Topeka Board of Zoning Appeals to fill a term ending May 21, 2027. *(Council District No. 1)*

VOTING REQUIREMENTS:

Action requires at least five (5) votes of the City Council. Mayor does not vote.

POLICY ISSUE:

The board of zoning appeals shall administer the details of appeals from or other matters referred to it regarding the application of the zoning regulations in accordance with the general rules set forth in the Topeka Municipal Code.

STAFF RECOMMENDATION:

Councilmember Hiller nominates and Mayor Padilla recommends the appointment of Valerie Peckham for an unexpired term ending May 21, 2027. Ms. Peckham does not hold a public office for the City and he resides within the corporate area of the city as required.

BACKGROUND:

This is a City-created board requiring the Council nominate and the Mayor appoint. If no Council nominations are received, the Mayor may appoint. The Board of Zoning Appeals shall consist of seven members appointed by the Mayor. None of the members shall hold any other public office by the City except two members may be members of the Topeka Planning Commission. The appointees shall reside inside the corporate area of the city of Topeka. Members shall be appointed for terms of three years each.

BUDGETARY IMPACT:

No budgetary impact.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

V. Peckham - BZA Application & Resume

City of Topeka Boards and Commissions Application

Submitted on	27 March 2024, 1:47PM
Receipt number	230
Related form version	8

Profile

First Name	Valerie
Last Name	Peckham
Email Address	valpeck@ymail.com
Street Address	219 SW Broadmoor Ave
Suite or Apt	
City	Topeka
State	Kansas
Zip	66606
Are you a resident of the City of Topeka?	Yes
What district do you live in?	District 1
Primary Phone	785-393-9809
Alternate Phone	
Employer	Self-Employed
Job Title	Clinical Psychotherapist
Which Board would you like to apply for?	Board of Zoning Appeals
Are you a registered voter?	Yes
Are you currently a full or part-time employee of the City of Topeka?	No
Which department do you work for?	

Are you or any immediate family member related to any city governmental official or employee?	No
Who are you related to and how are you related?	
Are you or have you been a party to any civil litigation involving the City of Topeka?	No
Please explain the litigation and your role in it:	
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?	No
Please explain your delinquent payment situation.	
Please state why you are interested in serving on this board or commission:	In addition to being a therapist, I am a licensed real estate broker. Helen Crow mentioned to me that she was vacating her position on the board and that there may be an opening. I am interested in becoming more involved in the city and community and I believe I can contribute in an intelligent and valuable manner.

Interests & Experiences

Please describe your education, experience, and expertise including any honors, awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.	I have a bachelor's and master's degree in psychology from Washburn University. Additionally, I have been a lecturer and adjunct instructor in psychology at Washburn. I continue to serve on Washburn's Institutional Review Board (IRB). I currently own a private clinical practice in Topeka. The nature of my work makes me an excellent communication and diplomat. I also have a bachelor's degree in education from KU. I also sold real estate in Lawrence for six years prior to becoming a therapist.
List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)	Licensed Clinical Psychotherapist (LCP 1452) Licensed Real Estate Broker (BR 00219312) Kansas Insurance License (21006373)
**Please upload a resume or any additional information you believe may be helpful in considering your application.	Valerie Peckham Resume--Feb.2024.pdf

Voluntary Self Identification

Ethnicity	Caucasian/Non-Hispanic
Gender	Female

Acknowledgements and Verification

Purpose of Information being submitted.	I Agree
The information I am submitting is true and correct.	I Agree
Your electronic signature	



[Link to signature](#)

Alternative electronic signature

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

30 years of diverse experience in business, management, leadership, sales, service, and clinical work.

CORE SKILLS & COMPETENCIES

- Self-motivated and success driven.
- Skilled at networking and building strategic relationships.
- Effective leader who promotes empowerment and growth.
- Fosters collaboration and cooperation among team members.
- Steady and diplomatic in difficult negotiations.
- Able to tolerate and navigate tense interpersonal situations.
- Enthused by change and highly adaptable.
- Highly curious, voracious learner.
- Able to manage time and task effectively.
- Excellent Communicator.
- Engaging trainer, manager, and mentor.
- Superior customer service and sales skills.
- Unafraid to encounter challenges.
- Stimulated by competition.

PROFESSIONAL EXPERIENCE

BUSINESS OPERATIONS & SALES

Company Owner	Acme Counseling & Consulting Services, Topeka KS	2015-Present
<ul style="list-style-type: none">• Sole proprietor responsible for all operational functions of a small business:<ul style="list-style-type: none">⇒ Drive business growth and manage scalability.⇒ Develop and implement effective marketing strategies to generate revenue.⇒ Ensure optimal cashflow and profitability through expense management.⇒ Navigate Third Party Payer contracts and communication.• Provide clinical services to clients.<ul style="list-style-type: none">⇒ Psychological evaluation, diagnosis, and treatment of clinical clients.• Clinician consultation and supervision.<ul style="list-style-type: none">⇒ Contracted as consultant to entrepreneurial clinicians building new private practice businesses.⇒ Provide clinical supervision and consultation for developing clinicians.		
Real Estate Broker	RE/MAX, Lawrence KS	2003-2009
<ul style="list-style-type: none">• Guided clients in navigating real estate sales, purchases, and investment management.<ul style="list-style-type: none">⇒ Effectively marketed clients' properties for sale.⇒ Managed transactions for local and international relocations.⇒ Negotiated millions of dollars in real estate transactions.⇒ Maintained compliance with real estate laws and regulations.• Independent contractor responsible for generating personal income via commission-based sales.<ul style="list-style-type: none">⇒ Earned \$60,000 in commissions within first 9 months of licensing.• Founded a local business networking organization still functioning today, 20 years later (dccks.com).		
Outside Sales Representative	Haik's, Inc., Springfield MO	2001-2003
<ul style="list-style-type: none">• Independent contractor responsible for generating personal income via commission-based sales.<ul style="list-style-type: none">⇒ Generated distributor sales of fabric, patterns, and books to independent retailers.⇒ Serviced a large territory including KS, NE, MO, and OK.⇒ Represented textile companies and products in a professional manner.		
Ambassador Program Field Manager	Aquaria, Inc., Moorpark CA	1998-2000
<ul style="list-style-type: none">• Field manager of nationwide product demonstrator program for prominent aquarium products manufacturer.<ul style="list-style-type: none">⇒ Recruited, trained, and evaluated product demonstrators in key markets.⇒ Developed training programs and manuals for demonstrators and retail sales specialists.• Generated sales of Aquaria products to accounts in KS, MO, NE, IA, KY, and TN.<ul style="list-style-type: none">⇒ Conducted educational seminars for key retailers and their employees.⇒ Consistent high achievement in nationwide individual field sales competitions.		

BUSINESS OPERATIONS & SALES

Operations Manager	Pet World, Inc., Lawrence KS	1994-1998
<ul style="list-style-type: none">• Managed daily operations of a prominent retail business.<ul style="list-style-type: none">⇒ Oversaw purchasing, inventory management, and store merchandising.• Led a team of 25 employees.<ul style="list-style-type: none">⇒ Supervised daily functioning of staff and evaluated employee performance.⇒ Developed and implemented employee training programs.⇒ Designed and spearheaded the Junior Volunteer Program.⇒ Conceived, designed, organized, and implemented the Quarterly Coaches Program.• Achieved sales targets and delivered exceptional customer service.		

CLINICAL EXPERIENCE

Clinician/Company Owner	Acme Counseling and Consulting Services	2015-Present
<ul style="list-style-type: none">• Psychological evaluation, diagnosis, and treatment of clinical clients.<ul style="list-style-type: none">⇒ Specializing in anxiety, depression, ADHD, and trauma.⇒ Proficient in delivery of services via telehealth.		
Mental Health Professional	Correct Care Solutions	2011, 2015-2019
<ul style="list-style-type: none">• Delivered mental health services for inmates in a multiple correctional settings.<ul style="list-style-type: none">⇒ Conducted counseling and brief therapy, assessed crisis situations, and referred inmates for additional services.		
Staff Clinician	Family Service & Guidance Center	2011-2015
<ul style="list-style-type: none">• Provided mental health services to children in a community mental healthcare setting.<ul style="list-style-type: none">⇒ Evaluated and diagnosed children, collaborated with families and clinical staff, and delivered evidence-based psychotherapy.		

TEACHING & TRAINING EXPERIENCE

Lecturer/Adjunct Instructor	Washburn University, Topeka KS	2013-Present
<ul style="list-style-type: none">• Teach various psychology courses at the university level.<ul style="list-style-type: none">⇒ Teaching topics include Basic Concepts in Psychology, Psychology Research Methods, Abnormal Psychology, Correctional Psychology, Adolescent Psychology, and Theories of Personality⇒ Implemented seamless pivot to online learning during COVID-19 pandemic ensuring uninterrupted student engagement and learning.• Provided clinical supervision for graduate students pursuing their Master's degree in clinical psychology• Initiated modernization of medical documentation in the WU Psychological Services Clinic<ul style="list-style-type: none">⇒ Identified the urgent need for use of a modern electronic health record in the WU Psychological Services Clinic.⇒ Researched, identified, and recommended an appropriate EMR (TheraNest).⇒ Assisted in the launch and implementation of TheraNest in December 2019.• Faculty Reviewer for Washburn University Institutional Review Board		
Faculty Instructor	Stormont Vail Health, Topeka KS	2018-2019
<ul style="list-style-type: none">• Conducted trainings on mental health topics to medical professionals to satisfy continuing education requirements.		
Adjunct Instructor	Highland Community College, Perry KS	2012-2013
<ul style="list-style-type: none">• Developed and delivered curricula for courses in General Psychology and Abnormal Psychology.		

EDUCATION & LICENSES

- | | |
|--|--|
| • 2011, MA Psychology, Washburn University | • Licensed Clinical Psychotherapist (LCP 1452) |
| • 2008, BA Psychology, Washburn University | • Licensed Real Estate Broker (BR 00219312) |
| • 1995, BS Education, University of Kansas | • Kansas Insurance License (21006373) |



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May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Mayor Michael A. Padilla **DOCUMENT #:**
SECOND PARTY/SUBJECT: Human Relations **PROJECT #:**
Commission
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Jaron Balderes to the Topeka Human Relations Commission to fill an expired term ending May 21, 2026. *(Council District No. 3)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council is required. Mayor does not vote.

POLICY ISSUE:

Ordinance 18382. The purpose of the Topeka Human Relations Commission is to endeavor to eliminate prejudice among various racial, ethnic and other groups in the city, and to further goodwill among all people of the city.

STAFF RECOMMENDATION:

Councilwoman Ortiz nominates and Mayor Padilla recommends the appointment of Jaron Balderes to the Topeka Human Relations Commission to fill an expired term ending May 21, 2026. Mr. Balderes is a resident of Topeka as required for nomination.

BACKGROUND:

This is a City-created board where the City Council nominates and the Mayor appoints. The board shall be comprised of nine members and serve two-year terms. Members shall be drawn from diverse racial, ethnic, commercial, industrial and other segments of the community and shall be city residents. Members shall serve without compensation.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

J. Balderes - HRC Application & Resume

City of Topeka Boards and Commissions Application

Submitted on	21 February 2024, 3:48PM
Receipt number	221
Related form version	8

Profile

First Name	Jaron
Last Name	Balderes
Email Address	jaron.balderes@gmail.com
Street Address	1928 SW Buchanan St
Suite or Apt	
City	Topeka
State	Kansas
Zip	66604
Are you a resident of the City of Topeka?	Yes
What district do you live in?	District 3
Primary Phone	13169931560
Alternate Phone	
Employer	Environmental Protection Agency
Job Title	Budget Analyst
Which Board would you like to apply for?	Human Relations Commission
Are you a registered voter?	Yes
Are you currently a full or part-time employee of the City of Topeka?	No
Which department do you work for?	

Are you or any immediate family member related to any city governmental official or employee?	No
Who are you related to and how are you related?	
Are you or have you been a party to any civil litigation involving the City of Topeka?	No
Please explain the litigation and your role in it:	
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?	No
Please explain your delinquent payment situation.	
Please state why you are interested in serving on this board or commission:	I am interested in serving on the Human Relations Commission because I am passionate about local action that bridges gaps between government and residents. I am a member of the CAC for Chesney Park, a Board member for Topeka Pride and I am also co-chair for Topeka Pride's event committee. I work tirelessly to create meaningful cultural and local coalitions to build up our city and neighbors to the benefit of all

Interests & Experiences

Please describe your education, experience, and expertise including any honors, awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.	I hold a master's degree in Public Administration from KU and a bachelor's degree in political science from Washburn University. As noted, I am a member of the Citizens Advisory Council and am a Topeka Pride board member.
List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)	N/A
**Please upload a resume or any additional information you believe may be helpful in considering your application.	Jaron Balderes Resume (1).pdf

Voluntary Self Identification

Ethnicity	Hispanic
Gender	Male

Acknowledgements and Verification

Purpose of Information being submitted.	I Agree
The information I am submitting is true and correct.	I Agree
Your electronic signature	



[Link to signature](#)

Alternative electronic signature

Notification to applicants for City Board/Commissions

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If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

Summary Statement

Dedicated finance professional with extensive technical and leadership experience in budget formulation, execution, control, financial systems, and policy.

Professional Experience

Environmental Protection Agency (40-50 hrs/wk)

July 2020-Present—Budget Analyst, CFO's Office, Formulation and Control Team

- Implements and develops the Agency's central budgetary controls for a \$9bn+ budget
- Services a portfolio of four National Offices and provides budgetary oversight, support, and direction
- Provides guidance to Office of Budget management for budget forecasting and data analysis
- Leads nationwide budget exercises across all ten Regions and twelve National Programs
- Manages and maintains the Agency's reporting tool used to provide technical reports to Congress
- Responsible for leading agencywide trainings for the budget community with 1000+ attendees
- Works extensively with federal contractors to run the budgetary system for the agency

City of Kansas City, MO (40-65+ hrs/wk)

September 2018-July 2020—Budget Analyst, Office of Management and Budget

- Formulated and executed the City's \$1.7bn adopted budget
- Led a team of seven professionals during the publication of the City's FY 2020-21 Budget
- Loaded the City's FY 2020-21 adopted budget into the City's accounting system, PeopleSoft
- Served as the City's primary budgetary system administrator
- Assisted developing the City's 2020-21 Capital Improvement Plan
- Developed and managed the City's fixed costs and internal service funds; allocated & forecasted \$155m+
- Served as an ex-officio board member (finance officer) to track expenditures and budget during a merge between the City's and KCPD's IT services groups
- Developed and restructured the City's public-facing data, Open Budget and Balancing Act
- Responsible for writing and presenting ordinances and financial data to City Council

City of Wichita, KS (40-60 hrs/wk)

November 2017-May 2018—Budget Analyst, Office of Budget and Research

- Assisted formulating the City's \$630m proposed budget
- Tracked and reported the City's key performance indicators

City of Topeka, KS (40-50 hrs/wk)

June 2016-November 2017—Management Analyst, Public Works Administrator's Office

- Formulated the department's \$230m+ FY 2017 adopted budget
- Led and coordinated the FY 2018 Capital Improvement Plan Budget for the Public Works Dept.
- Led re-accreditation to implement best practices through the American Public Works Association
- Developed key performance indicators for the department
- Participated in the rollout of the City's capital improvement project tracker tool

State of Kansas, Kansas Department of Health and Environment, Topeka, KS (40hrs/wk)

August 2015-May 2016—Claims Adjuster, State Self Insurance Fund (Worker's Compensation)

- Managed HIPAA regulated information for 50+ claimants simultaneously and adjudicated claims
- Investigated claims and payments disbursed while ensuring informational accuracy and verity of claims

City of Topeka, KS (20 hrs/wk)

January 2015-May 2015—Intern, City Manager's Office

- Assisted developing the FY 2015 CIP with the CFO and Budget Manager
- Developed the City's Strategic Plan along with HR and Finance staff
- Developed the City's fixed costs for FY 2015, a \$40m+ exercise

Topeka Center for Peace and Justice, Topeka, KS (15 hrs/wk)

September 2014- December 2014—Intern, Executive Officer's Office

- Researched grant opportunities to improve financial stability of the organization

Kansas Legislature, Topeka, KS (15 hrs/wk)

January 2014-May 2014—Intern, Senate Minority Leader Anthony Hensley

- Performed committee monitoring and aided in legislative research and development

United States Army, OIF Veteran (40+ hrs/wk)

August 2006-December 2009—Corporal, 13 Foxtrot

- Supervised, trained, and led six soldiers during combat and in garrison
- Developed complex coordinated fire plans (artillery fire) for leadership
- Served on First Sergeant's crew while deployed to Iraq; provided input for troop movement

Additional Information

Education

- Washburn University, Topeka, KS
Political Science—Cum Laude, B.A.
Peace, Justice, and Conflict Resolution Studies (Minor)
- University of Kansas, Lawrence, KS
Public Administration—M.P.A.

Professional and Local Organization Membership

- Government Finance Officers Association, 2017-2021
- Association of Government Accountants, 2020-2021
- Engaging Local Government Leaders, 2018-2020
- American Public Works Association, 2017-2018
- International City Managers Association, 2016-2018

Other Accolades, Awards, and Recognition

- Received “Distinguished” (highest possible) employee review rating for FY 2021 and 2022, EPA
- GFOA Distinguished Budget Presentation Award—FY 2020-21 Adopted Budget for Kansas City, MO
- Employee of the Quarter—Kansas City, MO Finance Department, FY 2019-2020
- Nominee—Leadership Greater Topeka Academy, FY 2017, City of Topeka
- Selected for KUCIMAT—The #1 ranked local government management Master’s program, US News & World Report

Public Action and Other Activities

- Topeka Pride, Committee Member (Current)
- Using the Past as a Tool, CivicPride, Feb. 7th, 2019
- KC PROUD, Secretary, 2018-2020
- Kansas Equality Coalition, Voting member, 2010-2012
- Organized a demonstration against the Kansas Marriage Amendment, 5th anniversary; Kansas Equality Coalition, Wichita, KS, 2010

References

- Christina Ertel, Budget Analyst, NASA
Contact: Personal (352) 250-6369
- Amber Shultz, Secretary of Labor, State of Kansas (Current)
Contact: Personal (785) 218-1008
- Bruce Beatty, Senior Budget Analyst, Kansas City, MO (15+ years of service, retired)
Contact: Personal (816) 896-0085



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Mayor Michael A. Padilla DOCUMENT #:
SECOND PARTY/SUBJECT: Thomas Underwood PROJECT #:
NOTO Business
Improvement District
Advisory Board
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Thomas Underwood to the NOTO Business Improvement District Advisory Board to fill a term ending May 2, 2026. *(Council District No. 2)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council is required. Mayor does not vote.

POLICY ISSUE:

The purpose of the NOTO Business Improvement District Advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor Padilla nominates and recommends the appointment of Thomas Underwood to the NOTO Business Improvement District Advisory Board (BID) to fill a term ending on May 2, 2026.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The NOTO Business Improvement District Advisory Board shall consist of five members representing businesses located in the district. Two members shall serve a one year term and three members shall serve a two year term and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

T. Underwood - Reappt Application

City of Topeka Boards and Commissions Application

Submitted on	4 March 2024, 2:22PM
Receipt number	224
Related form version	8

Profile

First Name	Thomas
Last Name	Underwood
Email Address	thomas.underwood@notoartsdistrict.org
Street Address	935 N Kansas
Suite or Apt	
City	Topeka
State	Kansas
Zip	66608
Are you a resident of the City of Topeka?	No
What district do you live in?	District 2
Primary Phone	7854088996
Alternate Phone	7853833816
Employer	NOTO Arts and Entertainment District
Job Title	Executive Director
Which Board would you like to apply for?	NOTO Business Improvement District Advisory Board
Are you a registered voter?	Yes
Are you currently a full or part-time employee of the City of Topeka?	No
Which department do you work for?	

Are you or any immediate family member related to any city governmental official or employee?	No
Who are you related to and how are you related?	
Are you or have you been a party to any civil litigation involving the City of Topeka?	No
Please explain the litigation and your role in it:	
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?	No
Please explain your delinquent payment situation.	
Please state why you are interested in serving on this board or commission:	Continued development of the NOTO district.

Interests & Experiences

Please describe your education, experience, and expertise including any honors, awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.	Executive Director of NOTO district. Significant experience in community, organizational, and individual development. PhD in Education Masters in Public Administration
List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)	NA
**Please upload a resume or any additional information you believe may be helpful in considering your application.	Underwood Resume_2023.pdf

Voluntary Self Identification

Ethnicity	
Gender	

Acknowledgements and Verification

Purpose of Information being submitted.	I Agree
The information I am submitting is true and correct.	I Agree
Your electronic signature	 Uploaded signature image: Tom signature (2).jpg

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024

CONTACT PERSON: Kurt Young, Topeka Lodging Association
Executive Director;
Dene Mosier, President
and CEO Kansas
Children's Discovery
Center; and Braxton
Copley, Public Works
Director

DOCUMENT #:

SECOND PARTY/SUBJECT: Topeka Tourism
Business Improvement
District, Kansas
Children's Discovery
Center and National
Public Works Week

PROJECT #:

CATEGORY/SUBCATEGORY 006 Communication / 005 Other

CIP PROJECT: No

ACTION OF COUNCIL:

JOURNAL #:

PAGE #:

DOCUMENT DESCRIPTION:

- Topeka Tourism Business Improvement District Annual Report
- Kansas Children's Discovery Center
- National Public Works Week Video

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

Topeka Tourism Business Improvement District (BID) 2025 Report
Kansas Children's Discovery Center Presentation

Topeka Tourism Business Improvement District

Advisory Board Annual Report

Budget and Services 2025

May 15, 2024

Purpose:

The Tourism Business Improvement District (TBID) was created to provide supplemental funding to the Topeka Lodging Association to design and administer a Downtown Topeka Plaza. The Topeka City Council voted to adopt the TBID ordinance on March 14, 2017 and the TBID commenced on January 1, 2018. In accordance with the Kansas Business Improvement District statute, the TBID Advisory Board must present the following year's scope of services and budget before May 15 to the governing body. This document outlines those services as well as the budget for 2025.

Budget:

Following is the annual program of services and proposed budget for calendar year 2025. As you can readily see from this budget, the primary scope of service covered by the fee is the continued operational support of the Evergy Plaza. The distribution proposed in this budget is consistent with previous year's budget's.

Downtown Topeka Foundation- Operational support for Evergy Plaza	81.95%	\$327,800
City Administration	2.00%	\$8,000
Topeka Lodging Association Administration	8.85%	\$35,400
Topeka Lodging Association Contingency*	5.95%	\$23,800
Kansas Kids Wrestling	1.25%	\$5,000
TOTAL	100.00%	\$400,000

**Any balance of the revenues remaining after the above expenses will be held in the contingency fund.*

Fee Methodology:

Payment of the above expenditures will be achieved through the current TBID process as a business improvement service fee of \$1.00 on each qualifying room sold in all of the qualifying lodging properties within the TBID district.

Advisory Committee Members:

A Kurt Young: Executive Director, Topeka Lodging Association

John Gaches: Courtyard Marriott

Dean Patel: Meadow Acres Hotel

Linda Morgan: Ramada Downtown

Rob Bergquist: Cyrus Hotel

Kelsey Savage: Cyrus Hotel

Tim Laurent: Shawnee County Parks and Recreation

the
Kansas
Children's
DiScOvery
Center



About Us

- More than 1 million visitors since 2011.
- More than 1 in 3 admissions are free or reduced, nearly 50,000 admissions in 2023 alone.





Our Reach

- More than 120,000 annual visitors.
- 1 in 4 visitors lives outside Shawnee County.
- Hosted visitors from all 50 states and 23 countries.



Access Discovery

- Keeping the museum affordable for all families
- Preparing children for a lifetime of learning
- Meeting special needs
- Working outside our walls



Play Free Prison Program

Started with Topeka
Correctional Facility (TCF) in
2018

A family visitation program
focused on
JOY!

has now served over 1,500
participants



Play Free: In Her Words



Play Free: The Day

- Custodial caregivers bring children from as far away as 8 hours
- Moms and children share meals, snacks and play.
- Child-led play
- Photos of each family.



Play Free: In Her Words



Play Free: Statewide

- FY 2025 includes expansion to 4 men's facilities across Kansas.
- KJCC: Young parent program and visiting room
- 36 sessions across the state.
- Visiting room renovations



Play Free: Learn More



kansasdiscovery.org/playfree



The image is an aerial architectural rendering of the Kansas Children's Discovery Center. The building features a white, angular roof and large glass windows. A sign on the building reads "Kansas Children's Discovery Center". The foreground shows a paved plaza with colorful spherical sculptures (blue, yellow, green, red) and a parking lot with a handicapped parking space. The background is a lush green forest. The image is framed by large, colorful abstract shapes: a teal shape in the top left, a green shape in the top right, and a purple shape in the bottom left. A dotted line with a star connects the teal and purple shapes. A series of orange horizontal lines is on the right side.

Building Discovery

THE KANSAS CHILDREN'S DISCOVERY CENTER

Why Expand?

- Regularly at capacity. Expansion gives us the ability to serve more families.
- Families need quality child care.
- Larger nationally traveling exhibits





Expansion

- 30,000 sq feet
- 3 learning lab classrooms and a test kitchen
- High quality, STEAM-infused camps and programs.
- Access and safety additions: nursing room, sensory-friendly space, field trip entrance, workshop, and storm shelter.





Kansas Children's
Discovery Center

CAMP KANSAS





PICTURE THE DREAM

The Story of the Civil Rights Movement
through Children's Books





Picture the Dream

- Commemoration of the 70th anniversary of Brown v. Board.
- More than 70 works from 55 different children's books
- Art interactives
- Open through August 11, 2024





City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Councilmember Sylvia Ortiz
DOCUMENT #:
SECOND PARTY/SUBJECT: Whitney Penny
PROJECT #:
CATEGORY/SUBCATEGORY: 020 Resolutions / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL:
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

RESOLUTION introduced by Councilmember Sylvia Ortiz, granting Midwest Demo Kings an exception to the provisions of City of Topeka Code Section 9.45.150, et seq., concerning noise prohibitions.
(Council District No. 3)

(Approval would allow for live bands and amplified music and sound during the hours of 2:00 p.m. and 8:00 p.m. on July 27, 2024, at 210 SE 29th Street.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

City of Topeka Code Section 9.45.170, et seq., authorizes the City Council to grant noise exceptions. Approval grants a noise exception to Midwest Demo Kings for a Car/Audio event on July 27, 2024.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution as part of the consent agenda.

BACKGROUND:

Midwest Demo Kings has requested the noise exception due to amplified music and sound at the event.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

Resolution -Noise

1 RESOLUTION NO. _____
2

3 A RESOLUTION introduced by Councilmember Sylvia Ortiz, granting Midwest
4 Demo Kings an exception to the provisions of City of Topeka
5 Code Section 9.45.150, et seq. concerning noise prohibitions.
6

7 WHEREAS, City of Topeka Code Section 9.45.150, et seq. makes it
8 unlawful for any person to make, continue or cause to be made or continued any
9 loud, unnecessary or unusual noise or any noise which either annoys, disturbs,
10 injures or endangers the comfort, repose, health or safety or others within the
11 limits of the city; and

12 WHEREAS, City of Topeka Code Section 9.45.170, et seq. authorizes the
13 City Council to grant exceptions to the prohibitions of this code section upon
14 request and a showing that the proposed activity does not offend the spirit of the
15 findings of City of Topeka Code Section 9.45.150, et seq.; and

16 WHEREAS, Midwest Demo Kings has requested that they be granted an
17 exception to the provisions of City of Topeka Code Section 9.45.150, et seq. for
18 the purposes, dates and times described herein, and

19 WHEREAS, upon review of the application of Midwest Demo Kings, the
20 Governing Body of the City of Topeka does hereby find that the requested
21 activity does not offend the spirit of the findings of City of Topeka Code Section
22 9.45.150, et seq.

23 NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the
24 City of Topeka that Midwest Demo Kings is hereby granted an exception from the
25 provisions of City of Topeka Code Section 9.45.150, et seq. for amplified music
26 and sound at their Car/Audio event located at 210 SE 29th Street during the

27 hours of 2:00 p.m. and 8:00 p.m. on July 27, 2024. The event will be held at
28 Hillcrest Community Center.

29 ADOPTED and APPROVED by the Governing Body_____
30

31 CITY OF TOPEKA, KANSAS

32

33

34

35 _____
Michael A. Padilla, Mayor

36 ATTEST:

37

38

39

40 _____
Brenda Younger, City Clerk

41



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Braxton Copley, **DOCUMENT #:**
Director of Public Works
SECOND PARTY/SUBJECT: Bartlett and West, Inc. **PROJECT #:** T-701028.00
CATEGORY/SUBCATEGORY 007 Contracts and Amendments / 005 Professional Services
CIP PROJECT: Yes
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

APPROVAL of a Public Works Engineering Contract between the City of Topeka and Bartlett and West, Inc., in an amount not to exceed \$3,113,844.00 for engineering services.

(Approval will authorize the City Manager to sign and execute the contract for design and preparation of project plans and construction documents for the Street Improvement Project T-701028.00 SW Huntoon Street from SW Gage Blvd. to SW Harrison St.)

VOTING REQUIREMENTS:

At least six (6) votes of the Governing Body is required.

POLICY ISSUE:

Whether to approve the contract for professional services. Pursuant to TMC 3.30.010, all contracts for professional services exceeding \$50,000 must be approved by the Governing Body.

STAFF RECOMMENDATION:

Staff recommends that the Governing Body approves the contract as part of the consent agenda.

BACKGROUND:

On January 17, 2024, the City issued a request for proposals bid event 2922 for professional engineering services for providing engineering design and conceptual plan development for pavement and other public infrastructure improvements along the project corridor; including the development of construction documents for the complete reconstruction of the SW Huntoon St. roadway, from SW Gage Blvd. to SW Harrison St. Proposals were received on February 13, 2024, and evaluated. After evaluations staff recommend entering into

an agreement for services as specified with the most qualified firm for this particular project with Bartlett and West, Inc.

BUDGETARY IMPACT:

\$3,113,844.00

SOURCE OF FUNDING:

2023 CIP, Res # 9318, Fix our streets sales tax

ATTACHMENTS:

Description

Bartlett and West, Inc. Contract

Insurance attachment

RFP Event 2922 Preveiw

RFP Event 2922 Professional Engineering Services SW Huntoon St. T-701028.00.pdf

2023 CIP Pg 57

Contract No. _____
Project No. 701028.00

**CITY OF TOPEKA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**STANDARD AGREEMENT
FOR
ENGINEERING SERVICES**

THIS AGREEMENT, is between the City of Topeka, Kansas (Owner) and Bartlett & West, Inc. (Engineer);

WITNESSETH:

WHEREAS, the Owner wishes to employ the Engineer to perform professional engineering services on City of Topeka Project No. 701028.00 SW Huntoon St. – SW Gage Blvd. to SW Harrison St. roadway project. These services include providing engineering design and construction documents for the reconstruction of the existing roadway (the Project); and,

WHEREAS, the Owner requires certain engineering services in connection with the Project (the Services);
and,

WHEREAS, the Engineer is prepared to provide the Services;

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Owner and Engineer.
agree to the following:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be _____

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Kansas and the codes of the City of Topeka

Contract No. _____
Project No. 701028.00

ARTICLE 3 - SERVICES TO BE PERFORMED BY ENGINEER

Engineer shall perform the Services described in Attachment A, Scope of Services, in accordance with applicable sections of the City of Topeka Design Criteria and Drafting Standards of latest revision.

ARTICLE 4 - COMPENSATION

Owner shall pay Engineer in accordance with the Attachment B, Compensation.

ARTICLE 5 – OWNER’S RESPONSIBILITIES

Owner shall be responsible for all matters described in Attachment C, Owner's Responsibilities.

ARTICLE 6 - SUPPLEMENTAL AGREEMENTS

The provisions set forth in Attachment D, Supplemental Agreements shall be incorporated into this Agreement.

ARTICLE 7 - PROJECT SCHEDULE

The provisions set forth in the Attachment E, Project Schedule shall be incorporated into this Agreement.

ARTICLE 8 - STANDARD OF CARE

Engineer shall exercise the same degree of care, skill, and diligence in the performance of Services as is ordinarily possessed and exercised by a professional engineer under similar circumstances.

ARTICLE 9 - INDEMNIFICATION AND INSURANCE

Engineer hereby agrees to fully indemnify and hold harmless Owner and any of its departments, divisions, agencies, officers, employees and elected officials from all loss, damage, cost, or expenses specifically including attorneys' fees and other expenses of litigation incurred by or on behalf of the Owner and any of its officers, employees or elected officials arising out of Engineer's negligent performance of Services under this Agreement. Engineer specifically agrees that this duty to indemnify and hold harmless will apply to the following:

- a. Claims, suits, or action of every kind and description when such suits or actions arise from the alleged negligent acts, errors, or omissions of the Engineer, its employees, agents, or subcontractors.

Contract No. _____
Project No. 701028.00

- b. Injury or damages received or sustained by any party because of the negligent acts, errors, or omissions of the Engineer, its employees, agents, or subcontractors.

Engineer shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure him against claims and liabilities which arise because of the execution of this Agreement.

The insurance coverages are as follows:

- (1) Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- (2) Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- (3) Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- (4) Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

Prior to issuance of the Notice to Proceed by Owner, Engineer shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement.

Engineer shall also maintain valuable papers insurance to assure the restoration of any plans, drawings, field notes or other similar data relating to the work covered by this agreement, in the event of their loss or destruction, until such time as the work has been delivered to the Owner.

Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this Article shall survive.

Contract No. _____
Project No. 701028.00

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

Engineer shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project, (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to the Owner or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Attachment A, Scope of Services.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since Engineer has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet Project construction schedules, Engineer's opinion of probable construction costs and of construction schedules shall be made on the basis of experience and qualifications as a professional engineer. Engineer does not guarantee that proposals, bids, or actual Project construction costs will not vary from Engineer's cost estimates or that actual construction schedules will not vary from Engineer's projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, and computer software prepared by Engineer pursuant to the Agreement are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project. Any reuse without prior written verification or adaptation by Engineer for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer. Any verification or adaptation requested by Owner shall entitle Engineer to compensation at rates to be agreed upon by Owner and Engineer.

Contract No. _____
Project No. 701028.00

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by Engineer as part of the Services shall become the sole property of Owner, however, that both Owner and Engineer shall have the unrestricted right to their use. Engineer shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property protected under the copyright laws of the United States. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of Engineer. Owner shall have the unlimited right to the use of intellectual property developed, utilized, or modified in the performance of the Services at no additional cost to the Owner.

ARTICLE 14 - TERMINATION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written notice to Engineer. Engineer shall terminate or suspend performance of the Services on a schedule acceptable to Owner. If termination or suspension is for Owner's convenience, Owner shall pay Engineer for all Services performed prior to the date of the termination notice. Upon restart, an adjustment acceptable to Owner and Engineer shall be made to Engineer's compensation.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither Owner nor Engineer shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage, judicial restraint, and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Owner or Engineer under this Agreement.

Contract No. _____
Project No. 701028.00

Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement.

For delays in performance by Engineer, as set forth in Attachment E, Project Schedule, which are caused by circumstances which are within its control, such delays shall be documented on the Engineer's Project Performance Evaluation form. Said form shall be completed at the conclusion of Project and acknowledged by both Owner and Engineer. Completed form shall be retained by Owner for a period of five years and reviewed prior to consultant selection for City projects.

In the event Engineer is delayed in the performance of Services because of delays caused by Owner, Engineer shall have no claim against Owner for damages or contract adjustment other than an extension of time.

ARTICLE 16 - COMMUNICATIONS

Any communication required by this Agreement shall be made in writing to the address specified below:

Engineer:	Jeff Lolley, PE Bartlett & West, Inc. 1200 SW Executive Drive Topeka, KS 66615 785-272-2252
Owner:	City Clerk 215 SE 7 th St. Topeka, KS 66603 (785) 368-3940
With a Copy to:	City of Topeka Engineering Division 620 SE Madison, 2nd Floor Topeka, KS 66607 (785) 368-3842

Nothing contained in the Article shall be construed to restrict the transmission of routine communications between representatives of Engineer and Owner.

Contract No. _____
Project No. 701028.00

ARTICLE 17 - WAIVER

A waiver by either Owner or Engineer of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 - INTEGRATION

This Agreement represents the entire and integrated agreement between Owner and Engineer. All prior and contemporaneous communications, representations, and agreements by Engineer, whether oral or written, relating to the subject matter of this Agreement, as set forth in Attachment D, Supplemental Agreements are hereby incorporated into and shall become a part of this Agreement

ARTICLE 20 - SUCCESSORS AND ASSIGNS

Owner and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

Contract No. _____
Project No. 701028.00

ARTICLE 21 - ASSIGNMENT

Neither Owner nor Engineer shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Engineer from employing independent consultants, associates, and subcontractors to assist in the performance of the Services; however, other agreements to the contrary notwithstanding, in the event Engineer employs independent consultants, associates, and subcontractors to assist in performance of the Services, Engineer shall be solely responsible for the negligent performance of the independent consultants, associates, and subcontractors so employed.

ARTICLE 22 - THIRD PARTY RIGHTS

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Owner and Engineer.

ARTICLE 23 – RELATIONSHIP OF PARTIES

Nothing contained herein shall be construed to hold or to make the Owner a partner, joint venturer, or associate of Engineer, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

Contract No. _____
Project No. 701028.00

IN WITNESS WHEREOF, Owner and Engineer have executed this Agreement.

CITY OF TOPEKA
Owner

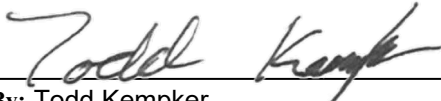
By: Richard U. Nienstedt

Interim City Manager
Title

Date:

Attest:
City Clerk, Brenda Younger

Bartlett & West, Inc.
Engineer



By: Todd Kempker

Sr. Vice President
Title

4/18/2024
Date:

Attest:

Jeff Lolley, Sr. Project Manager

 5/1/2024

APPROVED AS TO FORM AND LEGALITY

DATE _____ BY _____

Contract No. _____
Project No. 701028.00

**ATTACHMENT A
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: City of Topeka, Kansas
Engineer: Bartlett & West, Inc.
Project Number & Name: 701028.00 SW Huntoon Street – SW Gage Blvd. to SW Harrison St.

SCOPE OF SERVICES

BASIC SERVICES

The Engineer agrees to provide services defined below for the project. The project shall be designed in accordance to City of Topeka standards and specifications. The project is specifically defined as the performance of the following:

- Scope Development
- Public Information
 - Four (4) Public Information Meetings
 - Planning, predesign, design, preconstruction
 - 6+ Meetings with local NIA groups, school districts, and affected businesses
- Traffic Study
 - Traffic Counts
 - 1 driving lane vs. 2 driving lanes
 - Stop conditions
 - Crash report and exhibits
- Geotechnical Report
 - 12 to 15 roadway bores, 10' deep
 - Pavement recommendations for asphalt and concrete
 - Pavement base recommendations for aggregate, lime, and concrete
 - Street maintenance recommendations (if applicable)
- Survey
 - Topographic information
 - Right-of-way
 - Easements
- Utilities
 - COT utility coordination meetings
 - Third party utility coordination meetings
 - Utility potholes (pre-relocation)
 - Utility potholes (post-relocation)
 - Utility conflict review
- Monthly Project Design Meetings

Contract No. _____

Project No. 701028.00

- Concept Plans (30% Complete)
 - Title sheet
 - Typical sections
 - Preliminary storm sewer design
 - Preliminary complete streets elements
 - Plan/profile sheets
 - Preliminary construction sequencing
 - Preliminary traffic control for construction
 - Preliminary marking/signing
 - Property line/owner info
 - Cross sections (every 25')
 - Preliminary construction cost estimate
 - QA/QC
- Field Check Plans (60% Complete)
 - Address City of Topeka Comments
 - Storm sewer design
 - Complete streets elements
 - Plan/profile sheets
 - Driveway profiles
 - Curb return profiles
 - Traffic control for construction
 - Construction sequencing
 - Marking/signing
 - Cross sections (every 25')
 - Traffic signals
 - Street lighting
 - Landscaping
 - Construction cost estimate
 - QA/QC
- Office Check Plans (90% Complete)
 - Address City of Topeka Comments
 - Storm sewer design
 - Complete streets elements
 - Plan/profile sheets
 - Driveway profiles
 - Curb return profiles
 - Traffic control for construction
 - Construction sequencing
 - Marking/signing
 - Cross sections (every 25')
 - Traffic signals
 - Street lighting
 - Landscaping
 - Project manual
 - Construction cost estimate
 - QA/QC
- Final Plans (100% Complete)
 - Address City of Topeka Comments
 - Project manual
 - Final construction cost estimate

Contract No. _____

Project No. 701028.00

- QA/QC
- Advertising & Bidding
 - Answer contractor questions during bidding
 - Compile bid tab and award letter for project
- Construction
 - These construction services will not cover an additional full-time observer for waterline construction. It is assumed that the City of Topeka will provide the construction observation for all waterline construction, if needed.
 - Perform construction administration and construction observation services necessary and incidental to the accomplishment of the projects as follows:
 - Furnish services, labor, materials, equipment, supplies and incidentals, other than those hereinafter designated to be furnished by the City, necessary to conduct and complete the services.
 - Designate a project manager and full-time field representative, who shall have experience and certifications (as determined by the City) to observe all work done and materials furnished. All activities of the full-time field representative will be coordinated with the City Engineer or City's representative. Such services may extend to all and any part of the work and to the preparation of materials to be used. The full-time field representative is not authorized to issue instructions contrary to the plans and specifications, or to act as foreman for the project contractor, however, shall have the authority to reject work or materials until any questions at issue can be referred to and be decided by City Engineer.
 - Construction project manager responsibilities include, but are not limited to, attending construction meetings, coordinating the inspectors' schedules, negotiating disputes with the Contractor, and providing a contact point for construction-related activities if the full-time field representative is busy in the field.
 - Conduct any conferences deemed necessary by the City under the terms of this agreement.
 - Become familiar with the standard practices of the City, contract documents (specifications, construction agreement, special provisions and plans), and the contractor's proposed schedule of operations prior to beginning field services to be performed under this agreement.
 - Perform the services in accordance with accepted safety practices, however, these services will not extend to safety practices of the construction contractor. Furnish all equipment required to accomplish the services, and to check or test it prior to use on the project.
 - Observe all phases of construction and, to the best of our Engineer's abilities, determine the contractor's compliance with the contract documents and deem unacceptable such work and material which do not comply with the specifications and plans.
 - Take field samples and/or test materials to be incorporated into the work, and not accept those not meeting the provisions of the contract documents. Make certain that required test report records or certificates of compliance for materials tested off the project site have been received prior to their incorporation into the work.
 - Keep daily documentation and quantity summaries as required by the City.
 - Verify subgrade compaction and compaction reports from waterline installation are within the City specifications.
 - Verify and record in inspection reports that traffic control (morning and end of day) is properly placed and notify the contractor of items that are not correct. This includes all activities of contractor and subs and any adjacent construction that may conflict with Project TTC.
 - Verify and record in inspection reports that erosion control measures are installed per the approved plan and will notify the city and the contractor if additional measures are needed.
 - Verify and record in inspection reports that the contractor is keeping all required erosion control documentation.
 - Review and approve shop drawings with concurrence from the city. (Review and determine if submittals meet city specs. If they don't, they reject. If they do, then they forward to us with a recommendation to approve.)

Contract No. _____

Project No. 701028.00

- Maintain a detailed punch list of items that the contractor needs to address during the project and work with the contractor to address during construction versus coming back and fixing later.
- Attend the inspections at substantial completion, final completion, and end of warranty of the project.
- Measure and compute all materials incorporated into the work and maintain an item account record.
- Maintain for the City all original diaries, accounts, records, and reports prepared upon completion of the project.
- Document changes to the plans and submit to the City.
- Provide construction administration services.
- Conduct any on-site meetings to discuss project issues, as determined necessary by the City Engineer or City's representative. Meetings should include contractor's superintendent, the City Engineer, the design engineer(s), and others related to the project, as necessary.
- Coordinate with Public Works staff on project related issues.
- Prepare and distribute notes that document any construction meetings.
- Prepare weekly construction summaries.
- Coordinate with property owners and businesses affected by the project to minimize disruption to their business/property.
- Coordinate with project design engineer(s) on project modifications / additions to ensure that the original intent of the improvements are being met and that the proposed modifications / additions are designed properly.
- Review pay estimates submitted by the Contractor and forward said pay estimates to the City Engineer or City's representative with comments.
- As-built plans
 - One full sized plan set marked "As Built" shall be submitted. That set shall be modified to reflect all changed made during construction. A USB jump-drive will be submitted for the As- Built plans in PDF format.

SUPPLEMENTAL SERVICES

Any work requested by the Owner that is not included in the Basic Services will be classified as Supplemental Services. Supplemental Services shall include, but are not limited to the following.

- a. Changes in the general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, or design documents when such revisions are required by changes in laws, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies/reports/documents or designs or due to any other causes beyond the Engineer's control.
- b. Analysis of any storm sewer systems or detention facilities outside the proposed project limits, except as previously defined.
- c. Design for any structural retaining walls, beyond the standard City of Topeka combined sidewalk/retaining wall.
- d. Revisions to the plans and specifications when inconsistent with previous approvals or instruction by the Engineer or Owner.
- e. Surveying related to utility relocations.
- f. Design of any utilities for relocation, including water and sanitary lines.

Contract No. _____
Project No. 701028.00

**ATTACHMENT B
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: City of Topeka, Kansas
Engineer: Bartlett & West, Inc.
Project Number & Name: 701028.00 SW Huntoon Street – SW Gage Blvd. to SW Harrison St.

COMPENSATION

For the services covered by this Agreement, the Owner agrees to pay the Engineer as follows:

- A. For the Basic Services described in Attachment A, an amount equal to the cumulative hours charged to the project by each class of Engineer's employees times the standard hourly charge rates for each applicable billing class, plus reimbursable expenses.

The total fee for the project shall not exceed \$ 3,113,844.00 without authorization by the Owner. Any additions to the Scope of Work or changes in the extent of services provided will result in an equitable adjustment in the total maximum fee. Payments shall be made monthly in amounts, which are consistent with the amount of engineering services provided.

Exhibit A shows the individual fee totals per task as outlined in Attachment A.

- B. Compensation for Supplemental Services shall be made as defined below, when authorized in writing by the Owner. The maximum limit for each item of additional service shall be established individually and specifically agreed to by the Owner as stated below, unless the service is included in a subsequent agreement.

Hourly rates for each classification as defined by the Engineer's rate schedule, see Attachment F. Hourly charge rates are subject to adjustment annually on January 1. Overtime, when authorized by the Owner, will be billed at 1.5 times the rates listed (non-engineer time only).

Reimbursable charges will be considered the amount of actual costs of expenses or charges, including such items as staking materials, equipment rental, equipment hourly charges, mileage, toll telephone calls, reproduction and similar project related expenses.

- D. The entire amount of each statement shall be due and payable upon receipt by the Owner.

- E. It is understood and agreed:

1. That the Engineer shall start the performance of Services within 10 days of receipt of a notice to proceed and shall complete the work in accordance with the contract times set forth in Attachment E, Project Schedule.
2. That the Engineer shall keep records on the basis of generally accepted accounting practice of costs and expenses which records shall be available for inspection at all reasonable times.

Contract No. _____
Project No. 701028.00

**ATTACHMENT C
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: City of Topeka, Kansas
Engineer: Bartlett & West, Inc.
Project Number & Name: 701028.00 SW Huntoon Street – SW Gage Blvd. to SW Harrison St.

OWNER'S RESPONSIBILITIES

The Owner will furnish, as required by the work and not at the expense of the Engineer, the following items:

1. Make available to the Engineer all records, reports, maps, and other data pertinent to provision of the services required under this contract.
2. Examine all plans, specifications and other documents submitted by the Engineer and render decisions promptly to prevent delay to the Engineer.
3. Designate one City of Topeka employee as the Owner representative with respect to all services to be rendered under this agreement. This individual shall have the authority to transmit instructions, receive information and to interpret and define the Owner's policies and decisions pertinent to the Engineer's services.
4. Issue notices to proceed to the Engineer for each phase of the design services.

Contract No. _____

Project No. 701028.00

**ATTACHMENT D
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner:	City of Topeka, Kansas
Engineer:	Bartlett & West, Inc.
Project Number & Name:	701028.00 SW Huntoon Street – SW Gage Blvd. to SW Harrison St.

SUPPLEMENTAL AGREEMENTS

Owner and Engineer agree that the following communications, representations, and agreements by Engineer, whether oral or written, relating to the subject matter of the Agreement are hereby incorporated into and shall become a part of the Agreement as set forth in ARTICLE 19 - INTEGRATION.

Contract No. _____
Project No. 701028.00

**ATTACHMENT E
TO
AGREEMENT FOR ENGINEERING SERVICES**

Owner: City of Topeka, Kansas
Engineer: Bartlett & West, Inc.
Project Number & Name: 701028.00 SW Huntoon Street – SW Gage Blvd. to SW Harrison St.

PROJECT SCHEDULE

Owner and Engineer recognize that time is of the essence of the Agreement and that Owner will suffer financial loss if the work is not completed within the times stipulated herein, plus any extensions thereof. Accordingly, Engineer has established time intervals, in calendar days, for submittals at various stages of the project as detailed below. As each actual submittal date occurs, Engineer shall meet with Owner to discuss the progress of the work and the actual submittal date shall be documented. If project is behind schedule, the reason shall be recorded. Engineer shall not be responsible for the time required by Owner's representative to review Engineer's submittal. When review is complete, Owner shall, in writing, authorize Engineer to proceed to the next submittal date. After final submittal date, Engineer and Owner shall meet to evaluate Engineer's performance with regard to design schedule. An Engineer's Project Performance Evaluation form shall be completed and acknowledged by both Owner and Engineer. Completed form shall be retained by Owner for a period of five years and reviewed prior to consultant selection for City projects. Past performance shall be accounted for on the evaluation sheet used to rank consultants during the interview process.

1. Schedule: Engineer will make plan submittals to Owner based on the following schedule:
 - a. Concept Drawings - Engineer will submit concept drawings within 150 calendar days after Notice to Proceed by Owner.
 - b. Field Check - Engineer will submit field check drawings within 150 calendar days after Notice to Proceed by Owner.
 - c. Right-of-Way Drawings - Engineer will submit right-of-way drawings within 180 calendar days after the Notice to Resume Work is given by Owner following Field Check.
 - d. Office Check - Engineer will submit office check drawings and specifications within 180 calendar days after the Notice to Resume Work is given by Owner following Field Check.
 - e. Bid Documents - Engineer will submit bid documents within 150 calendar days after the Notice to Resume Work is given by Owner following Office Check.
 - f. As-Built Plans – Engineer will submit as-built plans within 30 calendar days after marked-up plans are returned to the Engineer, from the Owner or within 30 calendar days after all punch list items have been completed if the Engineer's firm provided construction inspection services for the project.

**ATTACHMENT F
TO
AGREEMENT FOR ENGINEERING SERVICES**

**BARTLETT & WEST, INC.
2024 SCHEDULE OF HOURLY CHARGES
Effective January 1, 2024**

	XII	\$280.00		
	XI	257.00		
	X	240.00	GIS Coordinator IX	\$259.00
Engineer	IX	225.00	GIS Coordinator VIII	243.00
Landscape Architect	VIII	210.00	GIS Coordinator VII	231.00
Architect	VII	196.00	GIS Coordinator VI	215.00
Operations Consultant	VI	185.00	GIS Coordinator V	203.00
Environmental Planner	V	175.00	GIS Coordinator IV	187.00
Transportation Planner	IV	165.00	GIS Coordinator III	176.00
	III	155.00	GIS Coordinator II	159.00
	II	143.00	GIS Coordinator I	147.00
	I	130.00		
			GIS Developer/DBA VI	\$224.00
Engineering Technician XI		\$220.00	GIS Developer/DBA V	207.00
Engineering Technician X		185.00	GIS Developer/DBA IV	191.00
Engineering Technician IX		173.00	GIS Developer/DBA III	176.00
Engineering Technician VIII		155.00	GIS Developer/DBA II	162.00
Engineering Technician VII		142.00	GIS Developer/DBA I	152.00
Engineering Technician VI		130.00		
Engineering Technician V		121.00	GIS Analyst V	\$158.00
Engineering Technician IV		114.00	GIS Analyst IV	141.00
Engineering Technician III		108.00	GIS Analyst III	134.00
Engineering Technician II		102.00	GIS Analyst II	124.00
Engineering Technician I		95.00	GIS Analyst I	114.00
Surveyor X		\$225.00	GIS Technician V	\$127.00
Surveyor IX		205.00	GIS Technician IV	115.00
Surveyor VIII		185.00	GIS Technician III	103.00
Surveyor VII		164.00	GIS Technician II	91.00
			GIS Technician I	80.00
Survey Technician VIII		\$150.00		
Survey Technician VII		135.00	Project Coordinator V	\$182.00
Survey Technician VI		120.00	Project Coordinator IV	166.00
Survey Technician V		110.00	Project Coordinator III	150.00
Survey Technician IV		102.00	Project Coordinator II	137.00
Survey Technician III		95.00	Project Coordinator I	121.00
Survey Technician II		90.00		
Survey Technician I		85.00		
Construction Eng. Tech IX		\$196.00	Systems Analyst	\$201.00
Construction Eng. Tech VIII	174.00		Systems Administrator	152.00
Construction Eng. Tech VII		160.00	Systems Technician	101.00
Construction Eng. Tech VI		149.00		
Construction Eng. Tech V		136.00	Administrator VI	\$157.00
Construction Eng. Tech IV		120.00	Administrator V	140.00
Construction Eng. Tech III		107.00	Administrator IV	126.00
Construction Eng. Tech II		96.00	Administrator III	104.00
Construction Eng. Tech I		84.00	Administrator II	93.00
			Administrator I	84.00
Right-of-Way Technician VI		\$145.00	Administrative Technician V	\$95.00
Right-of-Way Technician V		129.00	Administrative Technician IV	82.00
Right-of-Way Technician IV		116.00	Administrative Technician III	73.00
Right-of-Way Technician III		104.00	Administrative Technician II	68.00
Right-of-Way Technician II		92.00	Administrative Technician I	59.00
Right-of-Way Technician I		84.00		

City of Topeka Project No. 701028.00 SW Huntoon St. - Gage Blvd. to Harrison St.		EXHIBIT A																							
		Engineering										Landscape Architect					Project Coordinator								
Manhour estimate for roadway design and construction inspection		1	3	7	8	12	5	9	3	4	5	6	7	164	3	1	2	3	4	7	9	3	155	2	
		\$ 130	\$ 155	\$ 196	\$ 210	\$ 280	\$ 121	\$ 173	\$ 95	\$ 102	\$ 110	\$ 120	\$ 164	\$ 104	\$ 94	\$ 106	\$ 119	\$ 133	\$ 178	\$ 218	\$ 155	\$ 137			
TASK																						Expenses	Total		
1	Scope Development				16	16																		\$ 7,840	
2	Public Information																							\$ -	
	Four (4) Public Information Meetings	8	8		16	16															40			\$ 5,000	\$ 20,600
	- Planning, predesign, design, preconstruction																							\$ -	
	6+ Meetings with local NIA groups, school districts, and affected businesses	24	24		40																			\$ 15,240	
3	Traffic Study																							\$ 50,000	\$ 50,000
	Traffic Counts																							\$ -	
	1 driving lane vs. 2 driving lanes																							\$ -	
	Stop conditions																							\$ -	
	Crash report and exhibits																							\$ -	
4	Geotechnical Report																							\$ 11,500	\$ 11,500
	12 to 15 roadway bores, 10' deep																							\$ -	
	Pavement recommendations for asphalt and concrete																							\$ -	
	Pavement base recommendations for aggregate, lime, and concrete																							\$ -	
	Street maintenance recommendations (if applicable)																							\$ -	
5	Survey																							\$ -	
	Topographic information								80	80	320	80	60											\$ 10,000	\$ 80,400
	Right-of-way									80	80	80	60											\$ 1,000	\$ 37,400
	Easements								80	40	40	40	40											\$ 5,000	\$ 32,440
6	Utilities																							\$ -	
	COT utility coordination meetings	80	80		80																			\$ 39,600	
	Third party utility coordination meetings	80	80		80																			\$ 39,600	
	Utility potholes (pre-relocation)	16	16		16			16	16				40											\$ 50,000	\$ 68,768
	Utility potholes (post-relocation)	16	16		16			16	16				40											\$ 50,000	\$ 68,768
	Utility conflict review	40	40		24			40																\$ 23,360	
7	Monthly Project Design Meetings	24	24		24	24																		\$ -	
8	Concept Plans (30% Complete)																							\$ -	
	Title sheet				1			2																\$ 556	
	Typical sections	8	8		2			8																\$ 4,084	
	Preliminary storm sewer design	80	80		24			80																\$ 41,680	
	Preliminary complete streets elements																							\$ 30,000	
	Plan/profile sheets	40	40		8			40																\$ 20,000	
	Preliminary construction sequencing	40	40		40			40																\$ 26,720	
	Preliminary traffic control for construction	40	40		40			40																\$ 26,720	
	Preliminary marking/signing	40	40		8			40																\$ 20,000	
	Property line/owner info	8	8					8																\$ 3,664	
	Cross sections (every 25')	80	80					80																\$ 36,640	
	Preliminary construction cost estimate	8	8		16			8																\$ 7,024	
	QA/QC					8																		\$ 2,240	
9	Field Check Plans (60% Complete)																							\$ -	
	Address City of Topeka Comments	40	40		8			40																\$ 20,000	
	Storm sewer design	40	40		8			40																\$ 20,000	
	Complete streets elements																							\$ 30,000	
	Plan/profile sheets	80	80		40			80																\$ 45,040	
	Driveway profiles	40	40		8			40																\$ 20,000	
	Curb return profiles	80	80		8			80																\$ 38,320	
	Traffic control for construction	16	16		8			16																\$ 9,008	
	Construction sequencing	16	16		8			16																\$ 9,008	
	Marking/signing	40	40		8			40																\$ 20,000	
	Cross sections (every 25')	40	40		8			40																\$ 20,000	
	Traffic signals	160																						\$ 20,800	
	Street lighting	160																						\$ 46,160	
	Landscaping	16	16		4			16													160			\$ 32,968	
	Construction cost estimate	8	8		8			8																\$ 5,344	
	QA/QC					8																		\$ 2,240	
10	Office Check Plans (90% Complete)																							\$ -	
	Address City of Topeka Comments	40	40		8			40																\$ 20,000	
	Storm sewer design	40	40		8			40																\$ 20,000	
	Complete streets elements																							\$ 30,000	
	Plan/profile sheets	40	40		8			40																\$ 20,000	
	Driveway profiles	40	40		8			40																\$ 20,000	
	Curb return profiles	40	40		8			40																\$ 20,000	
	Traffic control for construction	8	8		4			8																\$ 4,504	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMA, Inc. - Kansas City 11350 Switzer Rd Suite 200 Overland Park KS 66210	CONTACT NAME: IMA Wichita Team PHONE (A/C, No, Ext): 316-267-9221 E-MAIL ADDRESS: certs@imacorp.com FAX (A/C, No):														
INSURED Bartlett & West, Inc. 1200 SW Executive Drive Topeka KS 66615-3850	INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Fire Insurance Company of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER B : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER D : Beazley Insurance Company, Inc.</td> <td>37540</td> </tr> <tr> <td>INSURER E : American Casualty Company of Reading,</td> <td>20427</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER	NAIC #	INSURER A : National Fire Insurance Company of Hartford	20478	INSURER B : The Continental Insurance Company	35289	INSURER C : Valley Forge Insurance Company	20508	INSURER D : Beazley Insurance Company, Inc.	37540	INSURER E : American Casualty Company of Reading,	20427	INSURER F :	
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INSURER E : American Casualty Company of Reading,	20427														
INSURER F :															

 License#: PC-1210733
 BART&WE-01

COVERAGES
CERTIFICATE NUMBER: 65758800
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6042700793	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6042700731	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Collision Ded: \$ \$1,000/\$1,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6043288583	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6042700745	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional/Pollution Liability			C1BE77230801	7/1/2023	7/1/2024	Prof/Pol Each Claim \$5,000,000 Prof/Pol Aggregate \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

States of North Dakota, Ohio, Washington & Wyoming are not included in the Workers Compensation Coverage.
 General Liability Policy includes Stop Gap Liability for North Dakota, Ohio, Washington & Wyoming, subject to the policy terms and conditions.
 General Liability Policy includes Contractual Liability for Railroads, subject to the terms, conditions, limitations and exclusions

CERTIFICATE HOLDER
CANCELLATION

 City of Topeka
 Public Works Department, Engineering Division
 215 E 7th Street
 Topeka, KS 66603

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF TOPEKA

Event # 2922-0

Name: Professional Engineering Services T-701028.00

Reference: SW Huntoon St., Gage to Harrison T-701028.00

Description: The City of Topeka is requesting proposals for professional engineering services for Project No. T-701028.00, SW Huntoon Street from SW Gage Boulevard to SW Harrison Street. The services include providing a conceptual plan for pavement and other public infrastructure improvements along the project corridor.

Buyer: Glenn Roth

Status: Draft

Event Type: RFP

Currency: USD

Category: PROFESSIONAL SERVICES

Sub Category: ENGINEERING

Sealed Bid: Yes

Respond To All Lines: Yes

Q & A Allowed: Yes

Number Of Amendments: 0

Event Dates

Preview:

Q & A Open: 01/17/2024 10:16:00 AM

Open: 01/17/2024 10:15:00 AM

Q & A Close: 02/07/2024 12:00:00 PM

Close: 02/13/2024 02:00:00 PM

Dispute Close:

Terms And Conditions

General

General

Read all terms and conditions before registering or responding to a bid event.

Thank you for your interest in registering online to do business with the City of Topeka. All data in this website is subject to the Statutes of the State of Kansas and ordinances contained in the Topeka Municipal Code. The City of Topeka shall not be held liable or legally bound by any software limitations or defect. The City of Topeka operates under and is subject to the Central Time Zone (CST or CDT).

The City of Topeka strives to include as many suppliers to enhance the competitive sealed bidding process. The City is unable to include every supplier in all events that they may be able to quote on. Registration on this site does not guarantee your organization notification of every bidding opportunity.

Disclaimer

The City of Topeka attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The City makes no warranties that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phone, computers, mobile devices), the bid time will be determined based upon the time indicated on the City server for the Strategic Sourcing application. If the user does not submit its bid at or before the time indicated on the City server for the Strategic Sourcing application, the bid will be electronically rejected by the Strategic Sourcing application as untimely.

The City shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal.

It shall be the bidder's responsibility to advise the City of Topeka of any specifications, language, other requirements or any combinations thereof, which restricts or limits bidding. Such notification must be submitted in writing and must be received by the Contracts and Procurement Division no later than five (5) days prior to the bid closing. The specifications were written with the intent of permitting competitive bidding. The City of Topeka reserves the right to waive minor deviations in the specifications which inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter nor deter the City from accomplishing the intended use or function. Each bid shall include descriptive literature and specifications on the product bid. However, the providing of this material shall not be considered a substitute for listing deviations.

Amendments to Bids: To ensure maximum access opportunities for users, events/solicitations shall typically be posted for a minimum of ten (10) days and no amendments shall typically be made within the last three days before the event/solicitation is due. Bidders/vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason bidders/vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's/vendor's responsibility to check the website from time to time for updates to events/solicitations and to pick up additional addenda and information.

All bids shall be considered firm for a period of forty-five (45) calendar days from the bid opening date unless otherwise stated in the bid specification document(s).

If bidders have a concern about bid specifications, or any term or condition that they believe restricts competition, bidders must contact, in writing, the Procurement Buyer assigned, no later than five (5) days prior to bid closing. Upon receipt, the Procurement Buyer will research the issue and provide a response within five (5) days. Failure to submit a question or concern within the five (5) day period will waive any right the bidder may have to challenge the bid letting or a bid award.

Standard Terms and Conditions

Contractual Provision

City of Topeka
Department of Administrative and Financial Services
Contracts and Procurement Division (Rev 06.2021)

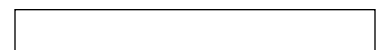
CONTRACTUAL PROVISIONS

1.TERMS HEREIN CONTROLLING PROVISIONS

It is expressly agreed that the terms of each and every provision in this Attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.

2.AGREEMENT WITH KANSAS LAW

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.



Event # 2922-0: Professional Engineering Services T-701028.00

3.TERMINATION DUE TO LACK OF FUNDING

If, in the judgment of the City Manager, sufficient funds will not be available to continue the functions performed in this agreement and for the payment of the charges hereunder, City may terminate this agreement at the end of its current and any succeeding fiscal year. City agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided City under the contract. City will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to contractor at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the City or the contractor.

4. TERMINATION FOR CONVENIENCE

The Director of Contracts & Procurement or designee may terminate performance of work under this contract in whole or in part whenever the Director determines that the termination is in the best interest of the City. In the event of termination, the Director or designee shall provide the Contractor written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may not have been terminated by the notice.

5.DISCLAIMER OF LIABILITY

No provision of this contract will be given effect that attempts to require the City to defend, hold harmless, or indemnify any contractor or third party for the City's acts or omissions. The City's liability is limited to the liability established in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

6.ANTI-DISCRIMINATION CLAUSE

The contractor agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful discrimination and to not unlawfully discriminate against any person because of age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status or any other factor protected by law in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor. The contractor understands and agrees that the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated or suspended, in whole or in part by the City of Topeka.

7.ACCEPTANCE OF CONTRACT

This contract shall not become effective until the legally required approvals have been given.

8.ARBITRATION, DAMAGES, WARRANTIES

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any department or division thereof subject to binding arbitration. Further, the City of Topeka shall not be subject to attorney fees and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9.REPRESENTATIVE'S AUTHORITY TO CONTRACT

By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

10.RESPONSIBILITY FOR TAXES

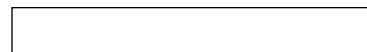
The City of Topeka shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

11.INSURANCE

The City of Topeka shall not be required to purchase any insurance against loss or damage to any personal property to which this contract relates. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), and the claims provisions of the Code of the City of Topeka (Section 3.35.010 et seq.), the contractor shall bear the risk of any loss or damage to any personal property in which the contractor holds title.

CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____



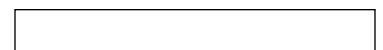
Terms and Conditions

STANDARD TERMS AND CONDITIONS

Qualification Based Selection (RFP, RFQ, etc.)

Includes Architectural, Engineering, and Appraisal Services for Public Buildings and Improvements

1. **READ ALL STANDARD TERMS AND CONDITIONS, SPECIAL TERMS AND CONDITIONS AND THE SCOPE OF WORK CAREFULLY.** Failure to abide by all the conditions of this request may result in the rejection of a proposal. Inquiries about this request must be addressed during the open question and answer period. Proposals including attachments (proposal, drawings, photographs, etc.) shall be submitted through the City's online bidding portal.
2. **SINGLE POINT OF CONTACT:** The single point of contact for all inquiries, questions, or requests shall be the City of Topeka Contracts and Procurement Buyer or their designee initiating this solicitation. All communications shall be directed to the Buyer. No communication is to be had with any other City employee or representative while the bidding event is open and until a contract and/or purchase order is awarded and issued. Bidders may have contact with other City employees or representatives during negotiations, contract signing, or as otherwise specified in the solicitation documentation.
3. **NEGOTIATED PROCUREMENT:** The City reserves the right to negotiate with the selected bidder of this solicitation. The final evaluation and award is made by the Procurement Negotiating Committee (Committee), which consists of the Department Director of the originating department, the Director of Administrative and Financial Services, the Director of Contracts and Procurement, or their designees. (For architectural, engineering and appraisal services, the City Engineer or designee will take the place of the Director of Contracts and Procurement or designee.)
4. **APPEARANCE BEFORE COMMITTEE:** Bidders may be required to appear before the Committee to explain their understanding and approach. The Committee may request additional information. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered as part of the bidder's best and final offer. No additional revisions shall be made after the specified cut-off time unless requested by the Committee.
5. **QUESTIONS & ADDENDA:** All questions shall be submitted during the open questions period section of the City's online bidding portal. It shall be the bidder's responsibility to monitor the City's bidding portal for answers to questions and any addenda issued that may alter or change the scope of the solicitation. Any and all binding modifications to the solicitation shall be made by addendum.
6. **PRE-PROPOSAL CONFERENCE:** If so noted, all Pre-Proposal Conferences will be scheduled and information posted on the Meetings section in the solicitation. Attendance is typically not mandatory, but is strongly encouraged. At the Pre-Proposal Conference impromptu questions will be permitted and spontaneous unofficial answers will be provided when possible. However, bidders should clearly understand that the only official answer or position of the City will be by written and issued by addendum.
7. **COST OF PREPARING PROPOSAL:** The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract, and other costs associated with the solicitation.
8. **EVALUATION OF PROPOSALS:** Award shall be made through the qualification based selection process. Consideration and evaluation of such proposals will include but not be limited to:
 - Adequacy and completeness of proposal;
 - Compliance with the terms and conditions of the request;
 - Experience in providing like services or products;
 - Qualified staff;
 - Methodology in accomplishing objectives;
 - Response format as required by this request;
 - Price; and
 - Any other requirements specific to the service or product as outlined by the City of Topeka.
9. **ACCEPTANCE OR REJECTION:** The City reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify criteria in the solicitation; and unless otherwise specified, to accept any item in a proposal.
10. **CONTRACT:** The successful bidder may be required to enter into a written contract with the City, which will incorporate the Contractual Provisions Attachment and Contractor's Statement of Agreement. No contract shall be considered to have been entered into by the City unless executed by the City Manager and the vendor. Professional service contracts exceeding fifty thousand dollars (50,000) must be approved by the Governing Body prior to being executed by the City Manager.
11. **CONTRACT DOCUMENTS:** In the event of a conflict in terms of language among the documents, the following order shall govern:
 - Contractual Provisions Attachment and Contractor's Statement of Agreement, if incorporated in the Contract;
 - Written modifications to the executed contract;
 - Written contract signed by the parties;
12. **OPEN RECORDS ACT:** All proposals become the property of the City of Topeka. Kansas law requires all information contained in proposals to become open for public review (with certain exceptions available under the Act) once a contract is signed or all



Event # 2922-0: Professional Engineering Services T-701028.00

proposals rejected.

13. **FEDERAL, STATE AND LOCAL TAXES – GOVERNMENTAL ENTITY:** Unless otherwise specified, the price as negotiated shall include all applicable federal, state, and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this solicitation. The City of Topeka is exempt from state sales or use taxes, and federal excise taxes. These taxes shall not be included in the bidder's price quotations.

14. **SUSPENSION FROM BIDDING:** Any vendor who defaults on delivery as defined in this solicitation may, at the discretion of the Director of Contracts and Procurement, be barred from bidding or receiving an award on any subsequent solicitation for a period of time to be determined by the City.

15. **INSURANCE:** The City shall not be required to purchase any insurance against loss or damage to any personal property nor shall the City establish a self-insurance fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

16. **CASH BASIS AND BUDGET LAWS:** All contracts are subject to the State of Kansas Cash Basis and Budget laws. [K.S.A. 10-1101; 79-2925 et seq.] Any obligation incurred as a result of the issuance of the contract or purchase order binds the City only to the extent that funds are available at the time payment is required.

City Legal Approval February 8, 2022

RFP Special Provisions

SPECIAL PROVISIONS

Proposal Format: The following information shall be part of the technical proposal: Vendors are instructed to prepare their Technical Proposal following the same sequence as this section of the Request For Proposal.

(1) Transmittal letter which includes the following statements:

(a) That the vendor is the prime contractor and identifying all subcontractors

(b) That the vendor is a corporation or other legal entity

(c) That no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal

(d) That the vendor does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability

(e) That no cost or pricing information has been included in the transmittal letter or the Technical Proposal. Pricing information, if requested, shall be uploaded as separately named electronic file.

(f) That the vendor presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict

(g) That the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;

(h) Whether there is a reasonable probability that the vendor is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the vendor which would relate to the performance of this contract. If the statement is in the affirmative, the vendor is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the City and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the vendor will obtain a similar certification and authorization and failure to do so will constitute grounds for termination of the contract at the option of the City

(i) Vendor agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the Request, contract or modification shall be accompanied by reductions in City payments to contractor and

(j) That the vendor has not been retained, nor has it retained a person to solicit or secure a City contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the vendor for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

Vendor's Qualifications: The vendor must include a discussion of the vendor's corporation and each subcontractor if any. The discussion shall include the following:

(a) Date established

(b) Ownership (public, partnership, subsidiary, etc.)

(c) Number of personnel, full and part time, assigned to this project by function and job title

(d) Data processing resources and the extent they are dedicated to other matters

(e) Location of the project within the vendor's organization



Event # 2922-0: Professional Engineering Services T-701028.00

(f) Relationship of the project and other lines of business and
(g) Organizational chart

The contractor shall be the sole source of contact for the contract. The City will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

A description of the vendor's qualifications and experience providing the requested or similar service including resumes of personnel assigned to the project stating their education and work experience. The vendor must be an established firm recognized for its capacity to perform. The vendor must be capable of mobilizing sufficient personnel to meet the deadlines specified in the Request.

A timeline for implementing services.

Payment: To be negotiated.

Insurance Req with Errors and Omissions Coverage

INSURANCE REQUIREMENTS

WORKERS COMPENSATION: Contractor's, when required by law must maintain in effect throughout the life of this contract, Workers Compensation insurance to cover the contractor's employees, in full limits as required by statute.

INSURANCE RESPONSIBILITY & LIABILITY: Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any of its departments, officers or employees responsible for loss or damage to persons or property as a result of the contractor's actions.

CONTRACTOR SHALL MAINTAIN MINIMUM COVERAGE AS FOLLOWS:

Commercial General Liability:

Per Occurrence \$1,000,000

General Aggregate \$2,000,000

Products & Completed Operations Coverage Aggregate \$2,000,000

Property Damage per occurrence \$100,000

Automobile Liability

Combined Single Limit for Bodily Injury and Property Damage Aggregate \$500,000

Professional Liability (Errors and Omissions)

Provide separate "claims made" form

Per Claim \$1,000,000

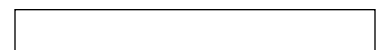
General Aggregate \$2,000,000

CERTIFICATES OF INSURANCE: Certificates of Insurance should be issued immediately after the Contractor received notification of award and prior to the notice to proceed. The Contractor must not commence any work under this Contract until Purchase Orders are issued by the City of Topeka.

NAMED INSURED: The City of Topeka shall be named as an additional insured party on the Certificate of Liability Insurance.

NOTIFICATION OF ALTERATION OR MATERIAL CHANGE OR CANCELLATION: A minimum of ten (10) days written notification must be given by an insurer or any alteration, material change, or cancellation affecting any certificates or policies of insurance as required under this Contract. Such required notification must be sent via Registered or Certified Mail to the address below:

City of Topeka
Contracts & Procurement Division
215 SE 7th Street, Room 60
Topeka, KS 66603



Attachments

Attachment

Event 2922 Professional Engineering Services SW Huntoon St. T-701028.00.pdf

Commodity Codes

Commodity Code	Description
918	CONSULTING SERVICES
925	ENGINEERING SERVICES, PROFESSIONAL

Line Details

Line 1: Professional Engineering Services T-701028.00

Description: Enter 1.00 in the unit price field and upload your technical proposal. Pricing proposals are not being solicited at this time and will be negotiated with the selected firm. You must click "Submit" to submit your proposal.

Item: SW HUNTOON STREET T-701028.00 HUNTOON GAGE TO SW HARRISON ST

Commodity Code: 925 ENGINEERING SERVICES, PROFESSIONAL

Quantity: 1.000 **UOM:** EA

Requested Delivery Date: 12/31/2024

Require Response: Yes

Add On Charges Allowed: No

Price Breaks Allowed: No

Alternate Items Allowed: No

Line 1 Distributions

Event Company	Dist Company	Acct Unit	Account	Percent
1	1	2750909105	53000	100.000%



CITY OF TOPEKA

Contracts & Procurement Division
City Hall, 215 SE 7th St., Room 60
Topeka, KS 66603

procurement@topeka.org
Tel: 785-368-3749
Fax: 785-368-4499

RFP for Professional Engineering Services SW Huntoon Street (SW Gage Blvd. to SW Harrison Street) Conceptual Plan Project No. 701028.00

I. Purpose for Request

The City of Topeka (City) is requesting proposals for professional engineering services for Project No. 701028.00, “SW Huntoon St.: Gage Blvd. to Harrison St.” (the Project). The services include providing a conceptual plan for pavement and other public infrastructure improvements along the Project corridor. See exhibit at the end of this request for the Project limits. This concept plan will identify and define multiple options for the scope of improvements for the following: pavement, curb and gutter, and sidewalks; lane configuration; addition of Complete Streets elements; traffic signals and other traffic control devices; street lighting; landscaping; and construction timeframe/phasing. In addition, the condition of all City-owned utilities will be investigated, and the concept plan will include recommendations for replacement or repair, as appropriate. The concept plan will be conducted in 2024 and will provide the City with multiple options for the scope of improvements for the Project.

II. Background Information

SW Huntoon St. is a two-lane, one-way (eastbound) minor arterial roadway between Gage Blvd. and Harrison St. PCI values range from 12 to 84, with a weighted average of 60. This section of Huntoon St. is primarily residential as it goes past the Westboro, Collins Park, College Hill, Central Park, and Historic Holiday Park neighborhoods. There is also a small business area at Oakley Ave. There are existing traffic signals at the Gage Blvd., Washburn Ave., Lane St., Taylor St., and Topeka Blvd. intersections.

III. Scope of Services

This project will investigate multiple options for the scope of improvements. Basic Services provided may include, but are not limited to the following:

- A. Meet with City staff at critical stages throughout the conceptual investigation for the Project and document these meetings.
- B. Measure existing and determine projected traffic volumes.
- C. Perform select field and topographic surveys, as needed.
- D. Coordinate with the City Utilities Department to assess the existing condition of City-owned utility systems, and determine warrants and guidelines to follow for improvements to these systems.

- E. Investigate existing subgrade and pavement types, thicknesses, and conditions.
- F. Investigate and/or provide recommendations for changes to or additions of the following elements: scope of pavement improvements, pavement type, lane configuration, sidewalks, Complete Streets elements, traffic signals and other traffic control devices, street lighting, and landscaping.
- G. Attend and conduct up to six (6) public information and/or stakeholder meetings during the concept phase to gather input and feedback from (and provide information and updates to) the public, neighborhood associations, and other stakeholder groups.
- H. Determine up to three (3) options for the scope of improvements for the Project, with a preliminary opinion of construction cost estimate for each option. Associated design life, level of service, and other pros and cons should be clearly identified for each option. General construction phasing and timelines should also be determined for each option.
- I. Assist City staff with public relations and responses to inquiries from residents, business owners, the general public.

Additional services to be considered, as selected at the sole option of the City, include the following: survey and design; construction inspection and administration.

IV. Deliverables

The concept plan will be conducted in 2024. Multiple options for the scope of improvements, as described above, will be presented to the City for determination and selection of the desired scope of work. The Engineering Division will administer the Project for the City.

V. Schedule

The concept plan will be conducted in 2024. Design work will begin in 2025, with right-of-way acquisition and utility relocations, as necessary, in 2026. Depending on the ultimate scope of work, construction is anticipated to occur in 2027-2029.

VI. City Resources to Be Provided

All information that the City has relating to the project will be made available to the selected firm.

VII. Proposed Format

All information submitted becomes the property of the City of Topeka. Proposals received after the time indicated in this request will not be considered. Proposals are to be limited to a total of 10 (ten) pages (not counting front and back cover, cover letter, table of contents, and section dividers) using margins not smaller than 0.75" and font size not smaller than 10. The proposal should include the following:

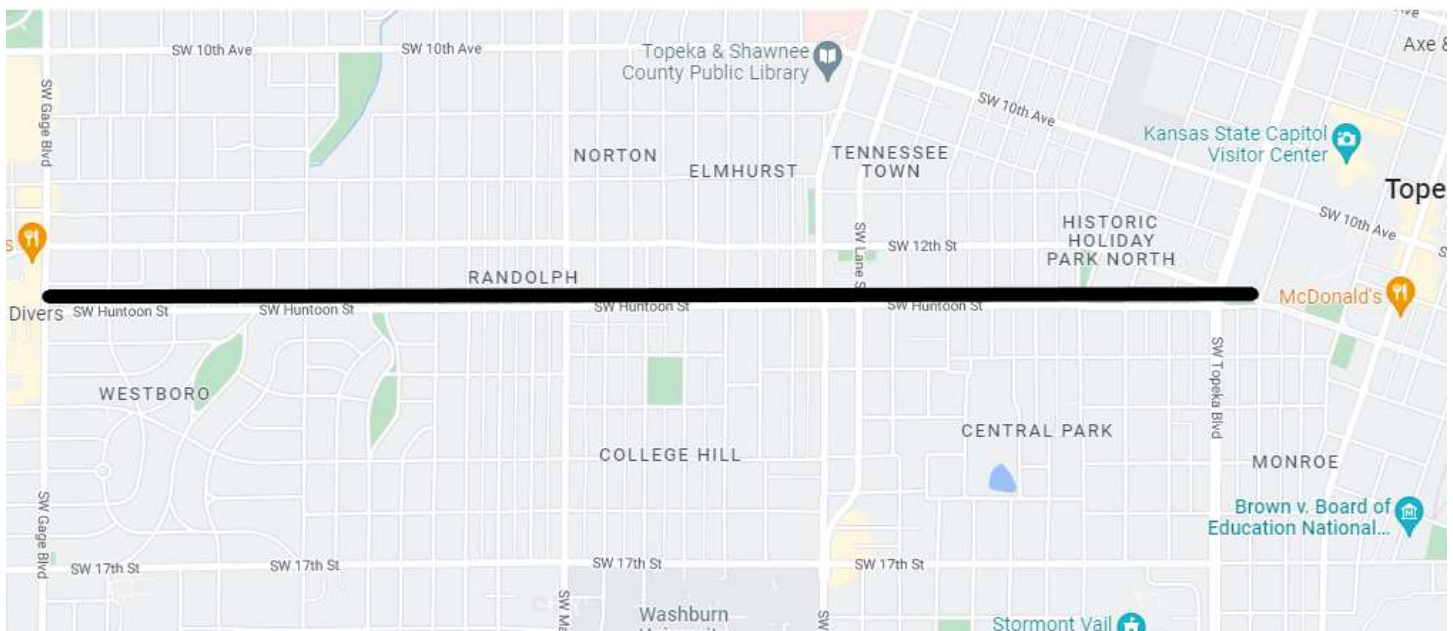
- A. Project understanding
- B. Project approach
- C. Company background
- D. Similar experience
- E. Project team
- F. Proposed design schedule
- G. Exhibit (limit 1 page; 8"x11.5" or 11"x17"; e.g. preliminary alignment for the Project, plan-profile sheet from a previous project, public relations flier from previous project)

VIII. Selection Process

The City will review all submittals and select the Firm that is deemed most qualified to begin the negotiation process for the scope of services and schedule of fees. If the City and the selected Firm cannot agree on scope and/or a schedule of fees, the City may terminate negotiations and proceed with selecting another Firm. Proposal evaluation scoring will be based primarily on the following considerations:

- A. 20% Project Understanding
- B. 20% Project Approach
- C. 15% Company Background
- D. 15% Similar Experience
- E. 15% Project team
- F. 15% Proposed Design Schedule

Project Limits



SW Huntoon Street: Gage Blvd. to Harrison Street

Capital Improvement Project Summary

Project Name:	Huntoon (2 Lanes) Gage to SW Harrison	Council Priority:	Investing in Infrastructure
Project Number:	701028.00	Project Year(s):	2023 to 2028
Department:	Public Works	Estimated Useful Life:	30 Year(s)
Division:	Street	Contact:	Mark Schreiner
Council District(s):		New to CIP?	No
Type:	Repair/Replace	If Not New, First Year in CIP:	
Project Status:		Previously Approved in CIB:	\$600,000
Primary Funding Source:	Countywide JEDO Sales Tax	New money in CIB:	\$400,000
Estimated Operating Cost		Total Current CIB:	\$1,000,000
CIP Years 4-10:	\$7,260,000	Total Project Cost:	\$8,260,000

Project Description:

This project reconstructs Huntoon between Gage and Harrison. A concept phasing plan will be established in 2023 and will identify utility (both public and private) conflict points and conditions. Construction is currently anticipated to occur over 3 years from 2026 to 2028.

Project Justification:

This project was identified in 2016 by the Joint Economic Development Organization (JEDO) as an infrastructure improvement and quality of life project to be completed using Countywide Half-Cent sales tax dollars. The underlying structure of the road is deteriorating and in need of reconstruction.

History:

The JEDO interlocal agreement was entered into on April 19th, 2016 between the City of Topeka and Shawnee County. The agreement includes a half-cent sales tax that is used for economic development and infrastructure projects.

Measures	Time/Location	Infrastructure	Council Priority	Impact on Budget	Equity	External Funding	Total Score (0-100)	
Score	1.5	2	2.75	2	1	4	53	
Project Estimates	2023	2024	2025	2026	2027	2028-2032	Total CIP	
Design/Admin Fees	\$ 100,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ -	\$	900,000
Right of Way	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$	100,000
Construction/Service Fees	\$ -	\$ -	\$ -	\$ 3,630,000	\$ 3,630,000	\$ -	\$	7,260,000
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Financing Costs (Temp Notes)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Cost of Issuance (Rev/GO Bonds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Debt Reserve Fund (Rev Bond)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Capitalized Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Totals	\$ 100,000	\$ 500,000	\$ 400,000	\$ 3,630,000	\$ 3,630,000	\$ -	\$	8,260,000
Financing Sources	2023	2024	2025	2026	2027	2028-2032	Total CIP	
G.O. Bonds and or ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Revenue Bonds and or ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Fix Our Streets Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Countywide JEDO Sales Tax	\$ 100,000	\$ 500,000	\$ 400,000	\$ 3,630,000	\$ 3,630,000	\$ -	\$	8,260,000
Operating Fund General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Fleet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund IT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Wastewater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Operating Fund Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
G.O. Bonds - Special	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Totals	\$ 100,000	\$ 500,000	\$ 400,000	\$ 3,630,000	\$ 3,630,000	\$ -	\$	8,260,000



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Carrie Higgins, Housing Services Division Director
DOCUMENT #:
SECOND PARTY/SUBJECT: Rhiannon Friedman, Planning and Development Director
PROJECT #:
CATEGORY/SUBCATEGORY 020 Resolutions / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL: vote required for approval
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

RESOLUTION for the Property Maintenance Grant Expansion in the amount of \$200,000 from the Unassigned Reserve Fund. *(The Policy and Finance Committee recommended approval on April 23, 2024.)*

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Funding will help low to moderate income homeowners fix code violations.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

The City currently partners with the Federal Home Loan Bank and receives a 3-year \$750,000 grant to help low to moderate income homeowners fix code violations. The grant requires that a percentage of applications fall in their HELP area. As a result, we have a waitlist of applicants who need assistance that are not in the HELP area.

BUDGETARY IMPACT:

\$200,000.00 from the Unassigned Reserve Fund.

SOURCE OF FUNDING:

The Unassigned Reserve Fund.

ATTACHMENTS:

Description

Property Maintenance - LMI Grant Fund Resolution

Summary - LMI Grant Funding Request

Unassigned Reserve Fund Summary

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by the Policy and Finance Committee comprised of
4 Councilmembers Marcus Miller, Spencer Duncan and Michelle
5 Hoferer, authorizing the use of \$200,000 from the Unassigned
6 Reserve Fund for LMI Property Maintenance within the City of
7 Topeka.
8

9 WHEREAS, Resolution No. 9512 establishes a policy regarding Unassigned
10 Reserve Fund expenditures that requires Governing Body authorization; and

11 WHEREAS, the Property Maintenance Grant is used to assist low to moderate
12 income homeowners with code violations within the City. Currently, the City has a waitlist
13 for applications for the Grant and the Property Maintenance Division is expecting an
14 increase in code violations. Immediate additional funding is needed to assist LMI
15 households with property maintenance to address code violations; and

16 WHEREAS, the Governing Body agrees with the need to provide additional funding
17 to LMI Property Maintenance.

18 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
19 CITY OF TOPEKA, KANSAS, that it authorizes \$200,000 from the Unassigned Reserve
20 Fund for LMI Property Maintenance to assist with low to moderate income homeowners
21 with code violations. This project meets one or more of the conditions stated in Resolution
22 No. 9512 for use of said funds.

23 ADOPTED and APPROVED by the Governing Body _____.

24 CITY OF TOPEKA, KANSAS

25
26
27
28 _____
Michael Padilla, Mayor

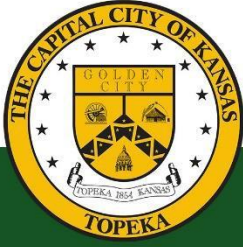
29 ATTEST:

30
31
32 _____
33 Brenda Younger, City Clerk

LMI Property Maintenance Rehab Funding

- **Amount:** \$200,000
- **Description:** The city currently partners with the Federal Home Loan Bank and receives a 3-year \$750,000 grant to help low-to-moderate income homeowners address property needs for code violations. While this grant has been extremely beneficial, the city has a number of code violations that require the attention of additional funds. Expanding this grant with additional funds would allow the city to assist individuals related to these needs and bring a whole property up to code. Often individuals are put on a waitlist while waiting to receive funds to help support.





CITY OF TOPEKA

City of Topeka Finance Department
215 SE 7th St, Rm 355
Topeka, KS 66603

budget@topeka.org
785-368-3970
www.topeka.org

To: Richard Nienstedt, Interim City Manager
From: Josh McAnarney, Budget Manager
Date: April 18, 2024
Re: Unassigned Reserve Fund Balance Update

Provided is the updated balance report for the City's Unassigned Reserve Fund. This document provides a comprehensive overview, including project names, requested amounts, approvals by both the full Governing Body and the Policy and Finance Committee, along with corresponding approval dates.

This report will eventually add project expenses as they are incurred, but no expenses have been recorded thus far, as approval was granted for the two approved projects just last week. Subsequent to the list of approved projects, you will find:

- Initial fund balance
- The amount approved by the full Governing Body (Please note: Only amounts approved by the full Governing Body are considered in this total; those approved solely by the Finance and Policy Committee are excluded)
- The remaining balance is derived from subtracting the approved amount from the initial fund balance

To summarize, the fund began with a balance of **\$11,706,274**. Following the approval of expenditures amounting to **\$1,007,254**, an unallocated balance of **\$10,699,020** remains.

Project Name	Amount Requested	Amount Approved	Date to Policy & Finance Committee	Approved?	Date to Full Governing Body	GB Approved?
Hotel Operations Chiller	\$ 217,254.24	\$ 217,254.24	4/26/2024	Y	5/7/2024	Yes
LMI Property Maintenance Rehab Funding	\$ 200,000.00		4/26/2024	Y	5/21/2024	
IT Network Switches	\$ 790,000.00	\$ 790,000.00	4/26/2024	Y	5/7/2024	Yes
Total	\$ 1,207,254.24	\$ 1,007,254.24				

Beginning Fund Balance	\$ 11,706,274
Amount Approved by Governing Body	\$ 1,007,254
Amount Remaining	\$ 10,699,020



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Ben Hart, Interim Chief Financial Officer DOCUMENT #:
SECOND PARTY/SUBJECT: Set Public Hearing Date PROJECT #:
- 2024 Special Assessments
CATEGORY/SUBCATEGORY 006 Communication / 003 Requests
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

SETTING a public hearing date of June 11, 2024, for consideration of imposing special assessments for Sherwood Park Subdivision No. 9 Street Improvement Project No. T-601132.00 and Sanitary Sewer Main Improvement Project No. T-401098.00 for 660 NE Highway 24.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval would set a public hearing date of June 11, 2024, to consider imposing assessments for public improvements. Notices will be published in the Topeka Metro Newspaper.)

VOTING REQUIREMENTS:

Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to set a date for the public hearing that is required by state law prior to the imposition of special assessments.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve a public hearing date of June 11, 2024.

BACKGROUND:

State law requires that the governing body direct the Clerk to publish notice in the newspaper that a public hearing will be held to entertain public input regarding the imposition of special assessments on properties that

have benefited from public projects (e.g. installation of streets, sewers, water mains.) The notice must be published at least 10 days prior to the hearing and mailed to the property owners who will be assessed.

BUDGETARY IMPACT:

There is no significant budgetary impact to the City to set a public hearing.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

Sherwood Park Subdivision No. 9 Street Improvement Project 601132.00 Public Hearing Notice

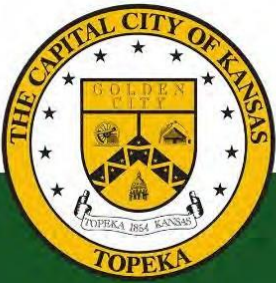
NE Hwy 24 Sanitary Sewer Project 401098.00 Public Hearing Notice

Sherwood Park Subdivision No. 9 Street Improvement Project 601132.00 - Authorizing Resolution 9279 and Petition

NE Hwy 24 Sanitary Sewer Project 401098.00 - Authorizing Resolution No. 9303 and Petition

RTJ LLC - Affidavit for Special Assesments to Schuster Sub No. 3 (May 16, 2024)

Resolution 9539 (May 14, 2024) Sherwood Park Sub No. 9 Project 601132.00



CITY OF TOPEKA

(Published in the Topeka Metro News May 27, 2024)

NOTICE OF PUBLIC HEARING

SHERWOOD PARK SUBDIVISION NO. 9 STREET IMPROVEMENT PROJECT NO. T-601132.00

Notice is hereby given that there will be a meeting of the Governing Body of the City of Topeka, Shawnee County, Kansas, held on **June 11, 2024, at 6:00 P.M.**, in the Council Chamber 214 E. 8th, for the purpose of considering written or oral objections to the proposed assessments on file in the office of the Clerk, on all lots, parcels and pieces of ground liable for the cost of improvement, same being **street improvement for Sherwood Park Subdivision No. 9 authorized by Resolution of Advisability and Authorization No 9279, adopted and approved December 14, 2021, and Resolution of Advisability and Authorization No 9330, adopted and approved June 14, 2022, amended by Resolution of Advisability and Authorization No 9539, adopted and approved May 14, 2024.**

GENERAL NATURE OF IMPROVEMENT:

To construct paved street to serve 18 lots within Sherwood Park Subdivision No. 9, along with concrete curb and gutters, storm sewer structures, piping, and engineering and all other contingencies required for a complete project.

IMPROVEMENT DISTRICT:

Sherwood Park Subdivision No. 9

Lots 1 through 7, Block A

Lots 1 through 11, Block B

METHOD OF ASSESSMENT:

On a unit basis for all lots which are included in the improvement district. There are 18 Lots.

TOTAL COST & APPORTIONMENT OF COSTS:

Total Cost = \$1,028,889.34

18 Units in Improvement District

100% paid by the Improvement District.

All of above described territory being situated in the City of Topeka, Shawnee County, Kansas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City for Topeka to be affixed on May 9, 2024.



/s/ Brenda Younger

Brenda Younger
City Clerk



CITY OF TOPEKA

(Published in the Topeka Metro News May 27, 2024)

NOTICE OF PUBLIC HEARING

660 NE HIGHWAY 24 SANITARY SEWER MAIN IMPROVEMENT PROJECT NO. T-401098.00

Notice is hereby given that there will be a meeting of the Governing Body of the City of Topeka, Shawnee County, Kansas, held on **June 11, 2024, at 6:00 P.M.**, in the Council Chamber 214 E. 8th, for the purpose of considering written or oral objections to the proposed assessments on file in the office of the Clerk, on all lots, parcels and pieces of ground liable for the cost of improvement, same being **sanitary sewer main improvement for 660 NE Highway 24 authorized by Resolution of Advisability and Authorization No 9303, adopted and approved April 19, 2022.**

GENERAL NATURE OF IMPROVEMENT:

To construct and extend 750 linear feet of sanitary sewer main and lateral lines for 6 lots within 660 NE Hwy 24, and all other contingencies required for a complete project.

IMPROVEMENT DISTRICT:

Unit 1: Schuster Subdivision No. 2, S17, T11, R16, Block A, Lot 3

Unit 2: Schuster Subdivision No. 3, S17, T11, R16, Block A, Lots 1, and 2 and the east 30 feet of the south 150 feet of North Topeka Golf Center No. 2, Block A Lot 4

Unit 3: North Topeka Golf Center No. 2, S17, T11, R16, Block A, Lots 2, 3 and 4, except the east 30 feet of the south 150 feet of North Topeka Golf Center, No. 2, Block A, Lot 4

METHOD OF ASSESSMENT:

On a unit basis for all lots which are included in the improvement district. There are 6 Lots.

TOTAL COST & APPORTIONMENT OF COSTS:

Total Cost = \$150,000

6 Units in Improvement District

100% paid by the Improvement District.

All of above described territory being situated in the City of Topeka, Shawnee County, Kansas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City for Topeka to be affixed on May 9, 2024.



/s/ Brenda Younger
Brenda Younger, City Clerk

1 **RESOLUTION OF ADVISABILITY AND AUTHORIZATION NO. 9279**

2
3 A RESOLUTION introduced by City Manager Brent Trout, authorizing Improvement
4 Project No. T-601132.00 which provides for street improvements for
5 Sherwood Park Subdivision, No. 9, as more specifically described
6 herein.

7
8 WHEREAS, the City Clerk has received a petition, pursuant to K.S.A. 12-6a04(c), as
9 amended, containing the signature of the sole property owner, RMD Development, LLC, of
10 100% of the area in the improvement district hereinafter described; and

11 WHEREAS, the property owner, having waived the notice and hearing requirements
12 of K.S.A. 12-6a04 and TMC 3.45, has agreed to pay all of the costs for the proposed
13 improvement which the property owner is requesting be constructed by the City.

14 NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of
15 Topeka, Kansas, that it finds Improvement Project No. T-601132.00, hereinafter described,
16 to be advisable and does hereby authorize and order said improvement to be made in
17 accordance with its findings as follows:

18 A. GENERAL NATURE OF IMPROVEMENT:

19
20 To construct paved street to serve 18 lots within Sherwood Park
21 Subdivision No. 9, along with concrete curb and gutters, storm sewer
22 structures, piping and engineering and all other contingencies
23 required for a complete project.

24
25 B. PROPOSED IMPROVEMENT DISTRICT:

2021R27608

26
27 Sherwood Park Subdivision No. 9
28 Lots 1 through 7, Block A
29 Lots 1 through 11, Block B

SHAWNEE COUNTY, KANSAS
REGISTER OF DEEDS
REBECCA J. NIOCE
DATE RECORDED:
12/17/2021 12:20:34 PM

30
31 C. ESTIMATED OR PROBABLE COST:

32
33 \$888,000

34
35 This cost estimate has been prepared using the best information available,
36 without benefit of a detailed engineering design. Variances may occur as the
37 design details are developed. These costs should not be considered final.

38
39 D. PROPOSED METHOD OF ASSESSMENT:

On a unit basis for all lots which are included in the improvement district.
(18 Lots)

E. APPORTIONMENT OF COSTS:

100% of the costs will be paid by the property owners within the
Improvement District

BE IT FURTHER RESOLVED THAT:

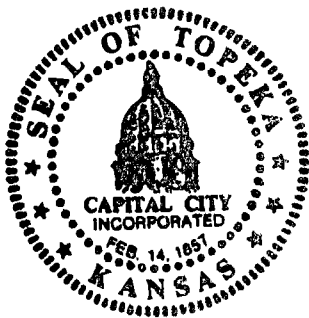
1. The City Clerk is directed to file a certified copy of this Resolution with the
Register of Deeds.

2. Upon completion of the project described herein, the City Clerk is directed to
provide all assessment notices in accordance with the provisions of K.S.A. 12- 6a09, as
amended.

THIS RESOLUTION shall become effective upon one publication in the official city
newspaper.

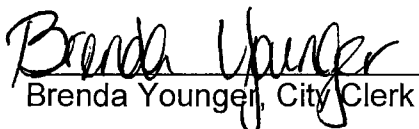
ADOPTED and APPROVED by the Governing Body on December 14, 2021.

CITY OF TOPEKA, KANSAS



ATTEST:


Michelle De La Isla, Mayor


Brenda Younger, City Clerk

PROJECT BUDGET
Project No. (T-601132.00)
SBB Engineering Project No. 21-029

Sherwood Park Subdivision No. 9 Phase I - Street Benefit District

LOCATION:

Sherwood Park Subdivision No. 9, City of Topeka, Shawnee County, Kansas (18 Lots)
Lots 1 through 7, Block A
Lots 1 through 11, Block B

DESCRIPTION OF PROJECT:

To construct paved street to serve 18 lots within Sherwood Park Subdivision No. 9, along with concrete curb and gutters, storm sewer structures, piping, and engineering and all other contingencies required for a complete project.

SOURCE OF FUNDS:

Assesment District

COST ESTIMATE:

	City of Topeka	Other Funds	Total
Construction:	\$ 677,700		\$677,700
Design:	\$ 54,216		\$54,216
Geotech:	\$ -		\$0
Utility Adjustments	\$ -		\$0
Project Services Fees:	\$ -		\$0
Construction Admin. & Inspection: (8%)	\$ 54,216		\$54,216
" Construction Staking	\$ 13,500		\$13,500
Administrative Fees:			
Legal Dept. Admin. (3%)	\$ 20,331		\$20,331
Engineering Admin. (2%)	\$ 13,554		\$13,554
Right-of-Way Acquisition:	\$ -		\$0
Contingency amount: 3%	\$ 20,331		\$20,331
Interim Interest: 5%	\$ 33,885		\$33,885
	\$ -		\$0
Total:	\$887,733		\$887,733

PUBLIC HEARING:

PROJECT AUTHORITY:

a. Statutes:	KSA 12-6a01 Petition Project	Date
b. Ord.\Res. No.		
c. Improvement District:		
d. City at Large:		
e. Method of Assessment:	Unit Basis	

PROJECT ENGINEER:

SBB Engineering
101 S. Kansas Ave.
Topeka, KS 66603

IMPROVEMENT PROJECT

PETITION

THE MAYOR AND COUNCILMEMBERS
City of Topeka

We, the undersigned owners of record of real estate located within the Improvement District legally described herein, do hereby respectfully petition for the following street improvements, in accordance with the conditions herein contained, and as provided by K.S.A. 12-6a01, *et seq.*, as amended.

STREET IMPROVEMENT - PROJECT NO. T-601132.00

A. GENERAL NATURE OF IMPROVEMENT:

To construct paved street to serve 18 lots within Sherwood Park Subdivision No. 9, along with concrete curb and gutters, storm sewer structures, piping, and engineering and all other contingencies required for a complete project.

B. PROPOSED IMPROVEMENT DISTRICT:

Sherwood Park Subdivision No. 9, City of Topeka, Shawnee County, Kansas
Lots 1 through 7, Block A;
Lots 1 through 11, Block B;

C. ESTIMATED OR PROBABLE COST:

\$888,000

This cost estimate has been prepared using the best information available, without benefit of a detailed engineering design. Variances may occur as the design details are developed. These costs should not be considered final.

D. METHOD OF ASSESSMENT:

Unit Basis.

E. APPORTIONMENT OF COSTS:

Costs are to be paid 100 percent by the owners of property within the Improvement District.

F. CERTIFICATION OF SIGNERS OF THE PETITION:

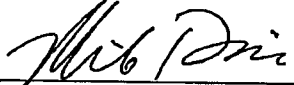
We understand, agree and certify:

- (i) That we own 100% of the property or properties included in the Improvement District; and
- (ii) That this Petition is one submitted pursuant to subsection (c) of K.S.A. 12-6a04, and amendments thereto; and
- (iii) That the proposed Improvement District does not include all properties which may be deemed to benefit from the proposed improvements; and
- (iv) That we may not withdraw our signature(s) from this Petition after the Governing

Body commences consideration of this Petition or later than seven (7) days after such filing, whichever occurs first; and

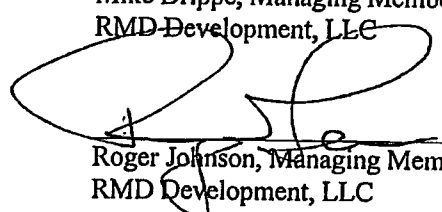
- (v) That we are willing to pay the costs of the proposed improvements; and
- (vi) That we hereby waive the notice of and the opportunity to appear at a Public Hearing available under K.S.A. 12-6a01. et seq. and Article 2 of TMC Chapter 3.45. Further we request that the City Council adopt a Resolution authorizing the above described improvement; and
- (vii) That the parcels of property contained within the Improvement District may not be altered by replatting or other means until assessments have been levied unless the developer submits a new Petition signed by all property owners with the changes or modifications to the parcels within the Improvement District. Provided, however, no new petition will be required if all owners of the parcel(s) to be altered provide the City Engineer written notice specifying the allocation of the project costs among the new parcels to be created through the replat. Said written notice of the allocation of project costs shall accompany the application for the replat and also shall be filed with the Register of Deeds and shall be a covenant running with the land and binding on the subsequent owners of said parcels; and
- (viii) That, in addition to the costs for the improvement, we will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management; and
- (ix) No signator to this petition has a financial interest in an existing development with delinquent tax obligations. (Resolution No. 8726); and
- (x) If the signator is a legal entity, no director, officer, or member of the entity has a financial interest in any property with delinquent special assessments, ad valorem/property taxes, or other federal or state tax liens anywhere within the State of Kansas (Resolution No. 8726); and
- (xi) That, if the property is not owned by an individual or individuals, we have disclosed the name of the company, partnership, trust corporation or other entity which owns the property along with our title, position or office, and we have been duly authorized to execute this Petition on behalf of the entity; and
- (xii) The signatories declare under penalty of perjury that the statements in this petition and certification are true and correct.

Name of Property Owner	Name, Title and Signature of Person Executing Petition	Legal Description of Property Owned	Date
------------------------	--	-------------------------------------	------


Mike Drippe, Managing Member
RMD Development, LLC

10/12/2021
Date

Sherwood Park Subdivision No. 9
Lots 1 through 7, Block A;
Lots 1 through 11, Block B;

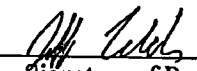

Roger Johnson, Managing Member
RMD Development, LLC

10-12-21
Date

CERTIFICATION OF PERSON CARRYING PETITION AND WITNESSING SIGNATURES

I, the undersigned, hereby certify that I have personally witnessed each and every person whose name appears on this document individually affix his or her signature and swear that the foregoing is true and correct to the best of my knowledge.

10/12/2021
Date


Signature of Person Carrying Petition

CERTIFICATION OF DEVELOPER

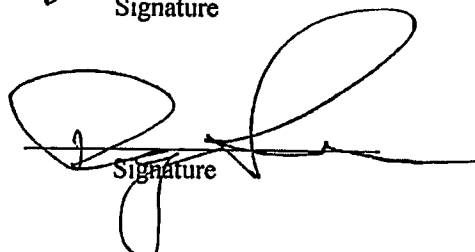
I, the undersigned developer of record of real estate located within the Improvement District, hereby certify:

- (i) That I have reviewed the City's policy for special benefit districts in Resolution No. 8726 and will supply the information requested.
- (ii) That, as required by K.S.A. 12-6a20, I will notify, in writing, each and every purchaser of parcels of property within the Improvement District that the property is located in an improvement district and is subject to special assessments to pay for the Improvement; and
- (iii) That I will notify in writing each and every purchaser of parcels of property within the Improvement District that in addition to the costs for the Improvement, the property owners will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management.

10-12-21
Date


Signature

10-12-21
Date


Signature

(Published in the Topeka Metro News on April 25, 2022)

RESOLUTION OF ADVISABILITY AND AUTHORIZATION NO. 9303

A RESOLUTION introduced by Interim City Manager William E Cochran, authorizing Improvement Project No. T-401098.00 which provides for sanitary sewer improvements for 660 NE Hwy 24, as more specifically described herein.

WHEREAS, the City Clerk has received a petition, pursuant to K.S.A. 12-6a04(c), as amended, containing the signature of the property owners, Aarothan, LLC, RTJ, LLC, and Snow Terminators, LLC of 100% of the area in the improvement district hereinafter described; and

WHEREAS, the property owners, having waived the notice and hearing requirements of K.S.A. 12-6a04 and TMC 3.45, has agreed to pay all of the costs for the proposed improvement which the property owners are requesting be constructed by the City.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Topeka, Kansas, that it finds Improvement Project No. T-401098.00, hereinafter described, to be advisable and does hereby authorize and order said improvement to be made in accordance with its findings as follows:

A. GENERAL NATURE OF IMPROVEMENT:

To construct and extend 750 linear feet of sanitary sewer main and lateral lines for 6 lots within 660 NE Hwy 24, and all other contingencies required for a complete project.

B. PROPOSED IMPROVEMENT DISTRICT:

Unit 1: Schuster Sub No. 2, S17, T11, R16, BLK A, Lot 3

Unit 2: Schuster Sub No. 2, S17, T11, R16, BLK A, Lots 1, 2 and East 30 feet of the south 150 feet of North Topeka Golf Center No. 2, BLK A, Lot 4

Unit 3: North Topeka Golf Center No. 2, S17, T11, R16, BLK A, Lots 2, 3, and 4, except east 30 feet of the south 150 feet of North Topeka Golf Center, No. 2, BLK A, Lot 4

2022R08540

SHAWNEE COUNTY, KANSAS
REGISTER OF DEEDS
REBECCA J. NIOCE
DATE RECORDED:
05/02/2022 08:00:50 AM

C. ESTIMATED OR PROBABLE COST:

\$150,000

This cost estimate has been prepared using the best information available, without benefit of a detailed engineering design. Variances may occur as the design details are developed. These costs should not be considered final.

D. PROPOSED METHOD OF ASSESSMENT:

On a unit basis for all lots which are included in the improvement district.
(6 Lots)

E. APPORTIONMENT OF COSTS:

100% of the costs will be paid by the property owners within the
Improvement District

BE IT FURTHER RESOLVED THAT:

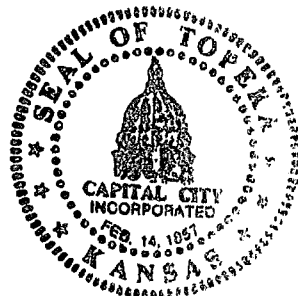
1. The City Clerk is directed to file a certified copy of this Resolution with the
Register of Deeds.

2. Upon completion of the project described herein, the City Clerk is directed to
provide all assessment notices in accordance with the provisions of K.S.A. 12- 6a09, as
amended.

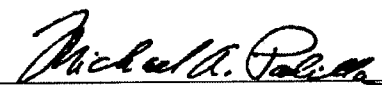
THIS RESOLUTION shall become effective upon one publication in the official city
newspaper.

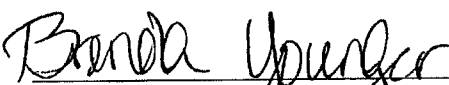
ADOPTED and APPROVED by the Governing Body on April 19, 2022.

CITY OF TOPEKA, KANSAS



ATTEST:


Michael A Padilla, Mayor


Brenda Younger, City Clerk

**IMPROVEMENT PROJECT
PETITION
(100% of Property Owners within Improvement District)**

THE MAYOR AND COUNCILMEMBERS
City of Topeka

We, the undersigned owners of record of real estate located within the Improvement District legally described herein, do hereby respectfully petition for the following Sanitary Sewer improvements, in accordance with the conditions herein contained, and as provided by K.S.A. 12-6a01, *et seq.*, as amended.

PROJECT NO. _____

A. GENERAL NATURE OF IMPROVEMENT:

Extension of approximately 750 linear feet of sanitary sewer main and lateral lines

B. PROPOSED IMPROVEMENT DISTRICT:

Six (6) lots as shown on Exhibit 1.

C. ESTIMATED OR PROBABLE COST:

\$150,000

This cost estimate has been prepared using the best information available, without benefit of a detailed engineering design. Variances may occur as the design details are developed. These costs should not be considered final.

D. METHOD OF ASSESSMENT:

Unit method of assessment per the following unit distribution of six (6) total units:

<i>Name of Property Owner</i>	<i>Partial Legal Description of Property Owned</i>	<i>Unit Assessment</i>
AAROTHAN LLC	NORTH TOPEKA GOLF CENTER NO 2, S17, T11, R16, BLK A LOTS 2, 3, AND 4, EXCEPT EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	3
RTJ LLC	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOTS 1, 2, AND EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	2
SNOW TERMINATORS LLC	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOT 3	1
	UNIT TOTAL	6

E. APPORTIONMENT OF COSTS:

Costs are to be paid 100 percent by the owners of property within the Improvement District through a special assessment levied upon the benefited properties.

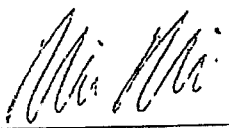
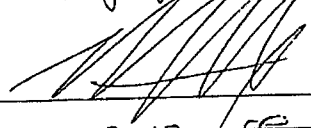
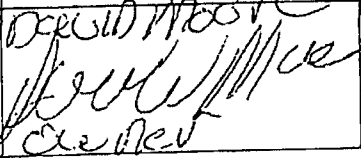
F. CERTIFICATION OF SIGNERS OF THE PETITION:

We understand, agree and certify:

- (i) That we own 100% of the property or properties included in the Improvement District; and
- (ii) That this Petition is one submitted pursuant to subsection (c) of K.S.A. 12-6a04, and amendments thereto; and
- (iii) That the proposed Improvement District does not include all properties which may be deemed to benefit from the proposed improvements; and
- (iv) That we may not withdraw our signature(s) from this Petition after the Governing Body commences consideration of this Petition or later than seven (7) days after such filing, whichever occurs first; and
- (v) That we are willing to pay the costs of the proposed improvements; and
- (vi) That we hereby waive the notice of and the opportunity to appear at a Public Hearing available under K.S.A. 12-6a01. *et seq.*, Further we request that the Governing Body adopt a Resolution authorizing the above described improvement; and
- (vii) That the parcels of property contained within the Improvement District may not be altered by replatting or other means until assessments have been levied unless the developer submits a new Petition signed by all property owners with the changes or modifications to the parcels within the Improvement District. Provided, however, no new petition will be required if all owners of the parcel(s) to be altered provide the City Engineer written notice specifying the allocation of the project costs among the new parcels to be created through the replat. Said written notice of the allocation of project costs shall accompany the application for the replat and also shall be filed with the Register of Deeds and shall be a covenant running with the land and binding on the subsequent owners of said parcels; and
- (viii) That, in addition to the costs for the improvement, we will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management; and
- (ix) No signator to this petition has a financial interest in an existing development with delinquent tax obligations. (Resolution No. 8726); and
- (x) If the signator is a legal entity, no director, officer, or member of the entity has a financial interest in any property with delinquent special assessments, ad valorem/property taxes, or other federal or state tax liens anywhere within the State of Kansas (Resolution No. 8726); and
- (xi) That, if the property is not owned by an individual or individuals, we have

disclosed the name of the company, partnership, trust corporation or other entity which owns the property along with our title, position or office, and we have been duly authorized to execute this Petition on behalf of the entity; and

- (xii) The signatories declare under penalty of perjury that the statements in this petition and certification are true and correct.

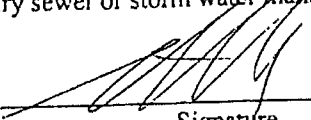
Name of Property Owner	Name, Title and Signature of Person Executing Petition	Legal Description of Property Owned	Date
AAROTHAN I.LC	Mike Main VP, Aarothan, LLC 	NORTH TOPEKA GOLF CENTER NO 2, S17, T11, R16, BLK A LOTS 2, 3, AND 4, EXCEPT EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	4/7/2021
RTJ LLC	Ross W. Stryker managing member 	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOTS 1, 2 AND EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	8 April 2021
SNOW TERMINATORS LLC	David Moore  owner	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOT 3	4-8-21

CERTIFICATION OF DEVELOPER

I, the undersigned developer of record of real estate located within the Improvement District, hereby certify:

- (i) That I have reviewed the City's policy for special benefit districts in Resolution No. 8726 and will supply the information requested.
- (ii) That, as required by K.S.A. 12-6a20, I will notify, in writing, each and every purchaser of property within the Improvement District that the property is located in an improvement district and is subject to special assessments to pay for the Improvement; and
- (iii) That I will notify in writing each and every purchaser of parcels of property within the Improvement District that in addition to the costs for the Improvement, the property owners will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management.

8 April 2021
Date


Signature

Number of lots

5

Utility	Length	Operations Cost	Replacement Cost	Revenue	Difference
Wastewater (Annualized)	725	1,152	1,842	2,425	(569)
Stormwater (Annualized)	-	-	-	-	-
Total		1,152	1,842	2,425	(569)

Estimated Revenue-annual per unit	2022	2023
Wastewater	475.56	485.04
Stormwater		

* At Residential Avg of 5,000 gallons

** Would break even at about 7,000

Commercial usage varies greatly

Asset	Quantity	Units	Repair or Replace		Clean Cycle	Cost Per Clean	Cost/Yr	Yr Cycle Cost
			Cost	Method	Life			
Stormwater								
Inlet	0	Each	260.00	Clean	10	-	-	-
Pipe	0	LF	0.50	clean per LF	10	-	-	-
Replacement		-	-	Replace	100	-	-	-
Total						-	-	-

Asset	Quantity	Units	Repair or Replace		Clean Cycle	Cost Per Clean	Cost/Yr	Yr Cycle Cost
			Cost	Method	Life			
Wastewater								
Manholes	5	Each	1,540.00	Clean	7	7,700	1,100	55,000
Pipe	725	LF	0.50	clean per LF	7	363	52	5,179
Replacement - MH		-	-	Replace	50	-	600	30,000
Replacement - Pipe		-	-	Replace	100	-	1,242.00	124,200
Total						8,063	2,994	214,379



September 28, 2021

Kevin Holland
CFS Engineers
2930 SW Woodside Dr
Topeka, KS 66614

RE: Hwy 24, sanitary sewer extension

To whom it may concern,

The proposed sanitary sewer extension is a needed piece of the puzzle for the development of the five properties identified to pay for the proposed improvements. None of the lots can obtain a construction permit until a sanitary sewer is available. The value of all five lots will increase substantially due to the construction of the new sanitary sewer main being constructed on the five properties tying into an existing main.

The benefit to each of the lots will create economic development in an area of town that has been ready to develop and needed the infrastructure to catch up. This project allows that to happen.

Feel free to contact me with additional questions.

Sincerely,

Mark Rezac
785-228-5308
mark@kscommercial.com



SHEET NUMBER	REVISION NO. DATE DESCRIPTION	OWNER:		DEVELOPER:		CFS NO.: 20-5079	CFS ENGINEERS cfse.com 2930 SW WOODSIDE DR., TOPEKA, KS 66604 O: 785.372.4700 F: 785.372.4736	SCALE:
		DATE:		DRAWN BY:				
EXHIBIT 1 TOPEKA, KS								

2024R07024

SHAWNEE COUNTY, KANSAS
REGISTER OF DEEDS
REBECCA J. NIOCE
DATE RECORDED:
05/16/2024 11:28:42 AM

AFFIDAVIT FOR SPECIAL ASSESMENTS TO SCHUSTER SUBDIVISION NO. 3

I, Ross Stryker, Managing Member of RTJ LLC of lawful age, being first duly sworn, on oath, deposes and says:

This Affidavit is for assessing Special Assessments for City of Topeka Sanitary Sewer Developer Project Number 401098.00 for Schuster Subdivision No. 3, recorded in the Register of Deeds Office, Shawnee County, Kansas at Book 55 Page 112.

The original Improvement Project Petition, attached, for said Project Number 401098.01 was for Six Unit Assessments, two of which were for Schuster Subdivision No. 2 being Lot 1 and Lot 2, Block A. On July 28th, 2021 RTJ LLC caused Schuster Subdivision No. 2, Lots 1 & 2 and a part of Lot 9, Block A North Topeka Golf Center Subdivision to be Platted as Lot 1, Block A, Schuster Subdivision No. 3.

It is understood and agreed upon on that Lot 1, Block A, Schuster Subdivision No. 3 of the replatted Subdivision shall be assessed Two Unit Assessments for Lots 1 & 2 of the original Subdivision as set forth by the original Improvement Project Petition until such time that the Special Assessments have been paid in full.

Dated this 9th day of May, 2024.

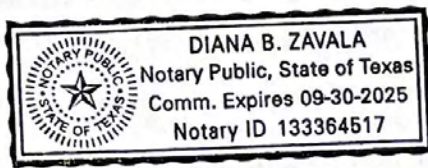

Ross Stryker,
Managing Member, RTJ LLC

ss. Texas
STATE OF ~~KANSAS~~, COUNTY OF Tarrant, ss. ss.

BE IT REMEMBERED, that on this 9 day of May, 2024, before me, the undersigned, a notary public in and for the County and State aforesaid, came Ross Stryker, Managing Member, RTJ LLC who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year last above written.





Diana B. Zavala
Notary Public

My commission expires: 09-30-2025

**IMPROVEMENT PROJECT
PETITION
(100% of Property Owners within Improvement District)**

THE MAYOR AND COUNCILMEMBERS
City of Topeka

We, the undersigned owners of record of real estate located within the Improvement District legally described herein, do hereby respectfully petition for the following Sanitary Sewer improvements, in accordance with the conditions herein contained, and as provided by K.S.A. 12-6a01, *et seq.*, as amended.

PROJECT NO. _____

A. GENERAL NATURE OF IMPROVEMENT:

Extension of approximately 750 linear feet of sanitary sewer main and lateral lines

B. PROPOSED IMPROVEMENT DISTRICT:

Six (6) lots as shown on Exhibit 1.

C. ESTIMATED OR PROBABLE COST:

\$150,000

This cost estimate has been prepared using the best information available, without benefit of a detailed engineering design. Variances may occur as the design details are developed. These costs should not be considered final.

D. METHOD OF ASSESSMENT:

Unit method of assessment per the following unit distribution of six (6) total units:

<i>Name of Property Owner</i>	<i>Partial Legal Description of Property Owned</i>	<i>Unit Assessment</i>
AAROTHAN LLC	NORTH TOPEKA GOLF CENTER NO 2, S17, T11, R16, BLK A LOTS 2, 3, AND 4, EXCEPT EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	3
RTJ LLC	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOTS 1, 2, AND EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	2
SNOW TERMINATORS LLC	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOT 3	1
	UNIT TOTAL	6

E. APPORTIONMENT OF COSTS:

Costs are to be paid 100 percent by the owners of property within the Improvement District through a special assessment levied upon the benefited properties.

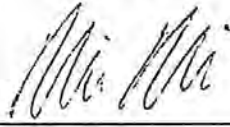

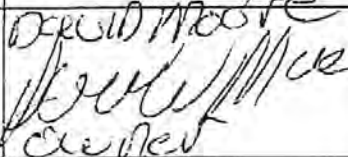
F. CERTIFICATION OF SIGNERS OF THE PETITION:

We understand, agree and certify:

- (i) That we own 100% of the property or properties included in the Improvement District; and
- (ii) That this Petition is one submitted pursuant to subsection (c) of K.S.A. 12-6a04, and amendments thereto; and
- (iii) That the proposed Improvement District does not include all properties which may be deemed to benefit from the proposed improvements; and
- (iv) That we may not withdraw our signature(s) from this Petition after the Governing Body commences consideration of this Petition or later than seven (7) days after such filing, whichever occurs first; and
- (v) That we are willing to pay the costs of the proposed improvements; and
- (vi) That we hereby waive the notice of and the opportunity to appear at a Public Hearing available under K.S.A. 12-6a01. *et seq.*, Further we request that the Governing Body adopt a Resolution authorizing the above described improvement; and
- (vii) That the parcels of property contained within the Improvement District may not be altered by replatting or other means until assessments have been levied unless the developer submits a new Petition signed by all property owners with the changes or modifications to the parcels within the Improvement District. Provided, however, no new petition will be required if all owners of the parcel(s) to be altered provide the City Engineer written notice specifying the allocation of the project costs among the new parcels to be created through the replat. Said written notice of the allocation of project costs shall accompany the application for the replat and also shall be filed with the Register of Deeds and shall be a covenant running with the land and binding on the subsequent owners of said parcels; and
- (viii) That, in addition to the costs for the improvement, we will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management; and
- (ix) No signator to this petition has a financial interest in an existing development with delinquent tax obligations. (Resolution No. 8726); and
- (x) If the signator is a legal entity, no director, officer, or member of the entity has a financial interest in any property with delinquent special assessments, ad valorem/property taxes, or other federal or state tax liens anywhere within the State of Kansas (Resolution No. 8726); and
- (xi) That, if the property is not owned by an individual or individuals, we have

disclosed the name of the company, partnership, trust corporation or other entity which owns the property along with our title, position or office, and we have been duly authorized to execute this Petition on behalf of the entity; and

- (xii) The signatories declare under penalty of perjury that the statements in this petition and certification are true and correct.

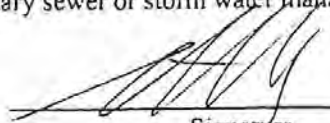
<i>Name of Property Owner</i>	<i>Name, Title and Signature of Person Executing Petition</i>	<i>Legal Description of Property Owned</i>	<i>Date</i>
AAROTHAN LLC	Mike Main VP, Aarothan, LLC 	NORTH TOPEKA GOLF CENTER NO 2, S17, T11, R16, BLK A LOTS 2, 3, AND 4, EXCEPT EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	4/7/2021
RTJ LLC	Ross W. Stryker managing member 	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOTS 1, 2 AND EAST 30 FEET OF THE SOUTH 150 FEET OF NORTH TOPEKA GOLF CENTER NO 2, BLK A LOT 4	8 April 2021
SNOW TERMINATORS LLC	David Moore  owner	SCHUSTER SUB NO 2, S17, T11, R16, BLK A, LOT 3	4-8-21

CERTIFICATION OF DEVELOPER

I, the undersigned developer of record of real estate located within the Improvement District, hereby certify:

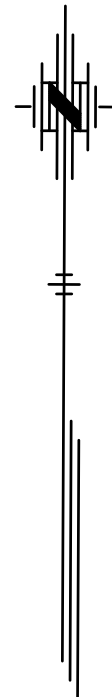
- (i) That I have reviewed the City's policy for special benefit districts in Resolution No. 8726 and will supply the information requested.
- (ii) That, as required by K.S.A. 12-6a20, I will notify, in writing, each and every purchaser of property within the Improvement District that the property is located in an improvement district and is subject to special assessments to pay for the Improvement; and
- (iii) That I will notify in writing each and every purchaser of parcels of property within the Improvement District that in addition to the costs for the Improvement, the property owners will be responsible for paying all applicable rates, fees or charges for municipal services such as water, sanitary sewer or storm water management.

8 April 2021
Date


Signature

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SEAL:

CFS

ENGINEERS

cfse.com

2850 SW WOODSIDE DR., TOPEKA, KS 66614
O-785.272.4706
F-785.272.4758

CFS NO.: 20-5079

DEVELOPER:

OWNER:

EXHIBIT 1
TOPEKA, KS

CHECKED BY:

DRAWN BY:

DATE:

REVISIONS:		
NO.	DATE	DESCRIPTION

SHEET NUMBER:

ORIGINAL CONTRACT
DOCUMENT

RESOLUTION NO. 9539

AMENDING RESOLUTION OF ADVISABILITY & AUTHORIZATION NO. 9279 & 9330

A RESOLUTION introduced by Interim City Manager Richard U. Nienstedt further amending Resolution of Advisability & Authorization No. 9279, as previously amended by Resolution No. 9330, which provides street improvements for Sherwood Park Subdivision No. 9 as more specifically described herein.

WHEREAS, on December 14, 2021, the Governing Body adopted and approved Resolution of Advisability and Authorization No. 9279 authorizing Improvement Project No. T-601132.00 with an estimated probable cost of \$888,000; and

WHEREAS, on June 14, 2022, the Governing Body adopted and approved Resolution of Advisability and Authorization No. 9330 authorizing Improvement Project No. T-601132.00 with an increased estimated probable cost of \$965,033; and

WHEREAS, the cost of the project has increased to \$1,028,889.34; and

WHEREAS, the City Clerk has received a revised petition, pursuant to K.S.A. 12-6a01, *et seq.*, as amended, containing the signatures of the owners of one hundred percent (100%) of the area in the improvement district; and

WHEREAS, seven (7) days have elapsed since the filing of said petition.

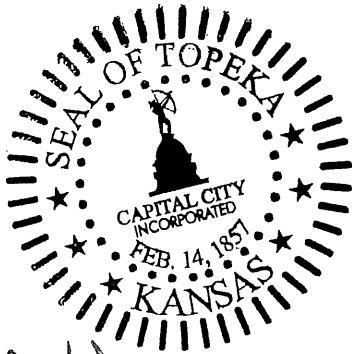
NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Topeka, Kansas, that Resolution of Advisability & Authorization No. 9279, as amended by Resolution No. 9330, is hereby further amended to increase the estimated or probable cost of the project from \$965,033 to \$1,028,889.34.

BE IT FURTHER RESOLVED that all other provisions of Resolution No. 9279 and Resolution No. 9330 not in conflict with this Resolution remain in full force and effect.

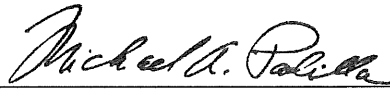
THIS RESOLUTION shall become effective upon one publication in the official city newspaper.

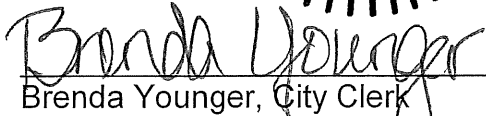
ADOPTED and APPROVED by the Governing Body on May 14, 2024..

CITY OF TOPEKA, KANSAS



ATTEST:


Michael A. Padilla, Mayor


Brenda Younger, City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE: May 21, 2024
CONTACT PERSON: Richard Faulkner, DOCUMENT #:
Development Services
Division Director
SECOND PARTY/SUBJECT: Trade Board Residency PROJECT #:
Requirement
CATEGORY/SUBCATEGORY 013 Ordinances - Codified / 002 Administration
CIP PROJECT: No
ACTION OF COUNCIL: Discussion 05-14-24. JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by Interim City Manager Richard U. Nienstedt, concerning the establishment of boards for each trade created, amending Section 5.63.120 of the Topeka Municipal Code and repealing original section. *(The Policy and Finance Committee recommended approval on April 23, 2024.)*

Voting Requirement: Action requires five (5) votes of the City Council. The Mayor does not vote. The proposed ordinance involves a matter of home rule on which the Mayor has veto authority.

(Approval will open eligibility for board membership to qualified candidates that live in Shawnee County and work for or own a business in the City of Topeka.)

VOTING REQUIREMENTS:

Action requires at least five (5) votes of the City Council. The Mayor does not vote.

POLICY ISSUE:

This is a request to modify Section 5.63.120 of the Topeka Municipal Code to allow people who live in the county and either work or own a business in the city to serve on city boards. The current ordinance requires that you live in the city limits to serve on city boards. We have had several candidates apply to sit on our boards but were denied because they did not live in the city limits but they worked in the city or owned a business in the city. We have three trade boards that are in need of members. The boards are required to have 5 members. The plumbing and mechanical boards are in need of two members and the electrical board is in need of one member. We have had candidates apply but were denied because they did not live in the city limits.

STAFF RECOMMENDATION:

Discussion only. Staff is recommending approval by the Governing Body when the ordinance is considered.

BACKGROUND:

The Board of Building Fire and Appeals went through a similar process to help fill seats on the board with qualified candidates. The board worked to get the requirement modified to allow people who live in the county and work in the city to be allowed to sit on city boards.

BUDGETARY IMPACT:

Not applicable.

SOURCE OF FUNDING:

Not applicable.

ATTACHMENTS:**Description**

Proposed Ordinance

Cover Memo - R. Faulkner (April 12, 2024)

Policy and Finance Committee Presentation (April 23, 2024)

Policy and Finance Committee Report (April 23, 2024)

Policy and Finance Committee Meeting Minutes Excerpt (April 23, 2024)

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by Interim City Manager Richard U. Nienstedt, concerning the establishment of boards for each trade created, amending § 5.63.120 of the Topeka Municipal Code and repealing original section.

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

Section 1. That section 5.63.120, Boards, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

Boards.

(a) *Boards for Each Trade Created.* There is hereby created a board for each of the licensed trades: Board of Electrical Appeals, Board of Plumbing Appeals, and Board of Mechanical Appeals. Such boards shall have five members and shall be comprised of two masters licensed in the particular trade, two journeymen licensed in the particular trade, and an engineer, practicing in the particular trade, appointed in accordance with TMC 2.205.010 and the Charter Ordinance codified at Appx. A, Section A2-72. Provided, however, the two positions designated to be filled by journeymen may be filled by licensed journeymen, licensed masters, or engineers practicing in that particular trade. Further, a candidate for a position on the board, who is otherwise qualified but does not reside in the City, may be appointed if the candidate resides in Shawnee County and is employed or operates a business within the City. The purpose of the boards shall be to hear appeals from administrative decisions and upon request from the administration to review applicants in accordance with this chapter.

(b) *Terms of Members.* The terms of office for the members of the trade licensing boards shall be two years.

29 (c) *Chairpersons.* The chairpersons of the trade licensing boards shall be
30 selected by a majority vote of the members thereof.

31 (d) *Licensing Authority.* The Board shall have the final authority to determine the
32 experience and competency to take the examination for the particular license. The
33 Development Services Director shall review all initial applications prior to testing to
34 determine eligibility and shall notify the applicant of the test results within seven working
35 days after receipt of the test results. Any appeals from the licensing determination of the
36 Development Services Director shall be made to the Board.

37 (e) *Authority to Hear Appeals, Permit Exceptions and Grant Variances or Waivers.*

38 (1) The Board shall have authority to hear and determine appeals from
39 interpretations or other determinations by the Development Services Director of the
40 code.

41 (2) The Board shall also have the authority to grant exceptions, variances or
42 waivers from the code provisions in cases or situations which meet the purpose and
43 intent of the code. An exception, variance or waiver shall only be granted in those
44 situations that will not endanger life or limb, health, property, or public welfare. All
45 requests for appeals from interpretation of the code by the Development Services
46 Director, exceptions, variances or waivers shall be written. Such application shall be
47 accompanied by a full written explanation of the rationale and reasoning for such
48 request.

49 (3) Procedure for appeal and granting exceptions, variances or waivers shall be
50 in accordance with TMC 2.45.010 et seq. Provided, however, appeals under this

chapter shall be to the Board and not to a Hearing Officer. Further, the decision of the Board shall constitute the final determination by the City.

(f) *Authority to Suspend or Revoke License.*

(1) The Board shall be empowered to suspend a license for infractions including but not limited to the following:

- (i) Failure to obtain a permit prior to initiating work on the project.
- (ii) Creating a hazardous situation which endangers life and/or property.
- (iii) Failure to correct a written violation notice within the allotted time.

(2) The Board shall be empowered to revoke a license for infractions including but not limited to the following:

- (i) Loaning of his license to another individual or company.
- (ii) Creating a hazardous situation which endangers life and/or property.
- (iii) Subsequent violations of failure to obtain a permit prior to initiating work on the project, creating a hazardous situation which endangers life and/or property, or failure to correct written violation notice within the allotted time after having been previously suspended for such violation.

(3) The Development Services Director shall send written notice to the license holder setting forth the alleged infraction(s) and setting forth a time and place at which the proposed suspension or revocation will be heard by the Board. Procedure for administrative hearings related to suspension or revocation shall be in accordance with TMC 2.45.010 et seq. to the extent applicable. Provided, however, appeals under this chapter shall be to the Board and not to a Hearing Officer. Further, the decision of the Board shall constitute the final determination by the City.

74 During the course of suspension or revocation, all work shall cease except that work
75 necessary to correct a hazardous situation or correct a written violation notice.

76 Section 2. That original § 5.63.120 of The Code of the City of Topeka, Kansas,
77 is hereby specifically repealed.

78 Section 3. This ordinance shall take effect and be in force from and after its
79 passage, approval and publication in the official City newspaper.

80 Section 4. This ordinance shall supersede all ordinances, resolutions or rules,
81 or portions thereof, which are in conflict with the provisions of this ordinance.

82 Section 5. Should any section, clause or phrase of this ordinance be declared
83 invalid by a court of competent jurisdiction, the same shall not affect the validity of this
84 ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

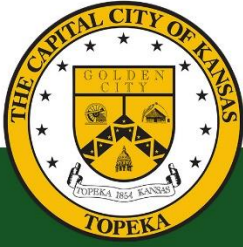
85 PASSED AND APPROVED by the Governing Body on _____.

86
87 CITY OF TOPEKA, KANSAS
88
89
90

91 _____
92 Michael A. Padilla, Mayor

93 ATTEST:

94
95
96
97 _____
98 Brenda Younger, City Clerk



CITY OF TOPEKA

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

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

Date: April 23, 2024

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

From: Richard Faulkner, Division Director Development Services

Subject: Topeka Municipal Code 5.63.120

At the present time we have three trade boards, Plumbing, Mechanical and Electrical, which need members to fill the boards. The Plumbing Board is down 2 members, Mechanical Board down 2 members, and the Electrical Board down 1 member. We have reached out to people in these trades to get members. We had some response and had people in these trades submit applications to join the boards but were not selected. The issue that they faced is they do not live within the city limits so their applications were denied.

This is an issue that was faced by the Board of Building Fire Appeals (BBFA). To address this issue the BBFA worked to get the requirement of living within City limits modified. They were able to get it modified to allow board members who own a business or work within the city limits be allowed to be on BBFA. We are working to get this same modification applied to the trade boards.



CITY OF
TOPEKA



Topeka Municipal Code Amendment

Section 5.63.120 Boards

Our current municipal code requires that all members of our boards reside within the city limits of Topeka:

TMC 2.205.010 ...Unless otherwise provided, all members appointed to any board, commission, or plural authority shall be residents of the City...



- The current code limited the number of people who may apply to a board
- Our trade boards are not filled at this time (Plumbing-2, Mechanical-2, and Electrical-1)
- We reached out to our contractors in these fields to get candidates for these boards.
- We had enough candidates to fill the boards but they did not live in the city limits
- The Board of Building Fire and Appeals (BBFA) was faced with same situation



- We have sent out emails to our licensed contractors to get their input on looking into modifying this code to include people who live in the county and either own a business or work in Topeka
- We discussed this proposal with the trade boards and the BBFA
- The BBFA was able to get the requirement modified to allow people who live in the county and either own a business or work in Topeka to join their board



- All the trade boards and the BBFA have recommended that we bring this request to amend this code to the Governing Body
- Staff supports this recommendation
- Our trade boards are important part of the development of our community, and having these boards full is important to collect input and feedback



COMMITTEE REFERRAL SHEET

COMMITTEE REPORT

**Name of
Committee:**

Policy & Finance

Title:

Ordinance: Modification to Section 5.63.120 of the TMC

**Date referred
from Council
meeting:**

**Date referred
from
Committee:**

April 23, 2024

**Committee
Action:**

MOTION: Committee member Hoferer made a motion to approve the request to amend the TMC 5.65.120. Committee member Miller seconded. Motion approved 3-0-0.

Comments:

**Members of
Committee:**

Councilmembers Spencer Duncan (Chair), Marcus Miller, Michelle Hoferer

**Agenda Date
Requested:**

May 14, 2024



CITY OF TOPEKA

CITY COUNCIL
City Hall, 215 SE 7th St., Room 255
Topeka, KS 66603-3914
(785) 368-3710

Liz Toyne, Executive Assistant
E-mail: etoyne@topeka.org

www.topeka.org

EXCERPT

1st Floor Conference Room; Cyrus K. Holliday Building Topeka, Kansas, Tuesday, April 23, 2024. The Policy & Finance Committee members met at 2:00 P.M., with the following Committee members present: Duncan (Chair), Miller, and Hoferer.

The following is an excerpt of the draft minutes from the meeting:

APPROVAL by the Committee of an ORDINANCE to modify Section 5.63.120 of the Topeka Municipal Code to allow people who live in the county and either work or own a business in the city to serve on city boards.

Trades Board Membership Residency Requirement

Development Services Division Director Richard Faulkner presented information on the Municipal Code, section 5.63.120 Boards. Presently, applicants to City Trade Boards are required to reside within the city limits of Topeka. This has put limitations on professionals who work in Topeka, and some recent applicants own businesses in Topeka, but live outside of the city limits. At present time, there are three (3) City Trade Boards and all of the boards are short members. This begins to cause a problem when it comes to being able to have a quorum to hold a meeting and conduct business.

Presentation Highlights:

Current board vacancies include: 2 on the Board of Plumbing Appeals, 2 on the Board of Mechanical Examiners Appeals, and 1 on the Board of Electrical Appeals.

Contractors in these fields are contacted to help recruit candidates for the boards.

There have been enough qualified candidates that were needed, however they do not reside inside of the city-limits.

The Board of Building Fire and Appeals (BBFA) was faced with the same situation.

Staff sent emails to licensed contractors to seek input on interest of modifying the code to include people who live in the county and either own a business or work in Topeka. – The feedback received was positive and in favor of this change.

Staff discussed the proposal with the trade boards and the BBFA. – They were also in favor of the change.

The BBFA was able to get the requirement modified to allow people who live in the county and either own a business or work in Topeka to join their board. They had also experienced this issue previously.

Staff supports the recommendation, as does all of the trade boards and the BBFA and is seeking approval by the Governing Body to amend it.

The trade boards are an important part of the development of our community, and having these boards full is important to collect input and feedback.

Questions/Comments:

Committee member Hoferer voiced support for approving this. She provided testimony from a professional standpoint on the matter to support what Division Director Faulkner presented on.

Chairman Duncan noted the BBFA change was made about two years ago and echoed the same concerns that they had faced prior to the change, and felt that people who worked or owned businesses inside of the city limits still provided an investment into Topeka. He noted that the change has since been positive and he would also support doing this for the Trade Boards.

Committee member Miller touched on the same sentiments made by the other Committee members.

Interim City Manager Nienstedt anecdotally pointed out that this model being considered is not unusual, and that there are other communities that have faced the same issue. He stated that whether or not the tradespeople live in the city they work in, they share the same goal to try and ensure that the trade is regulated correctly and fairly.

MOTION: Committee member Hoferer made a motion to approve the request to amend the TMC 5.65.120. Committee member Miller seconded. Motion approved 3-0-0.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE:	May 21, 2024	
CONTACT PERSON:	Dan Warner, AICP, Planning Division Director	DOCUMENT #:
SECOND PARTY/SUBJECT:	Neighborhood Health 2023	PROJECT #:
CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION regarding an update on the Neighborhood Health Map.

(The findings on the Neighborhood Health Map updates for 2023 will be presented to the Governing Body.)

VOTING REQUIREMENTS:

N/A.

POLICY ISSUE:

Present the 2023 Neighborhood Health update to understand what changes have occurred.

STAFF RECOMMENDATION:

Discuss findings.

BACKGROUND:

The City of Topeka has measured the "health" of its neighborhoods since 2000 to determine priorities for planning and investment decisions. Based on a medical treatment theme, five "vital signs" (poverty, crimes, residential property values, homeownership, and unsafe structures) are used as indicators of the overall "health" classification for a neighborhood. Those classifications include:

Healthy - optimal conditions

Out Patient - favorable conditions

At Risk - emerging negative conditions

Intensive Care - seriously distressed conditions

Health ratings provide insight and measure progress which in turn can be used to improve neighborhood conditions. Many investment programs and initiatives have been based on the health ratings including the Neighborhood Revitalization Program, DREAMS I and DREAMS II (previously SORT), Pedestrian Master Plan, and other community initiatives.

The health ratings actually measure Census Block Groups which may overlap established neighborhood boundaries. Each neighborhood may contain one or more block groups.

The Planning Department created the original health map in 2000 with updates in 2003, 2007, 2011, 2014, 2017, and 2020. The most recent update uses 2023 data.

BUDGETARY IMPACT:

Neighborhood health ratings can be used as a factor in budget decisions.

SOURCE OF FUNDING:

N/A.

ATTACHMENTS:

Description

2023 Neighborhood Health Update Presentation

Neighborhood Health Executive Summary

2023 Health Maps



CITY OF
TOPEKA



Topeka Neighborhood Health

Dan Warner, AICP
Planning Division Director

TOPEKA
NEIGHBORHOOD
HEALTH



2000

03

07

11

14

17

20

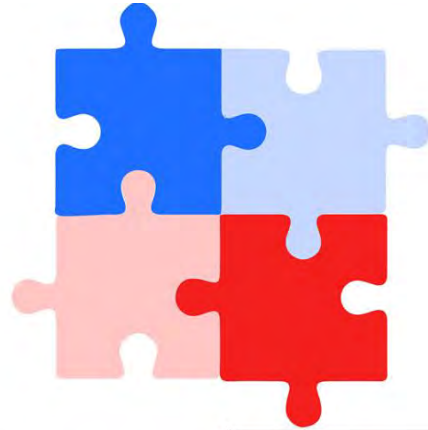
2023

What is neighborhood health?



1 Planning Tool

- Triage metric for neighborhoods
- Residential-based indicators
- Measures progress
- Guides investment decisions and helps prioritize resources



Health = 5 Vital Signs



POVERTY



CRIMES



**RESIDENTIAL
PROPERTY
VALUES**



**HOME
OWNERSHIP**



**UNSAFE
STRUCTURES**

NOTE: Influenced by larger market trends



Vital signs



average

Classifications



optimal



favorable



emerging
negative

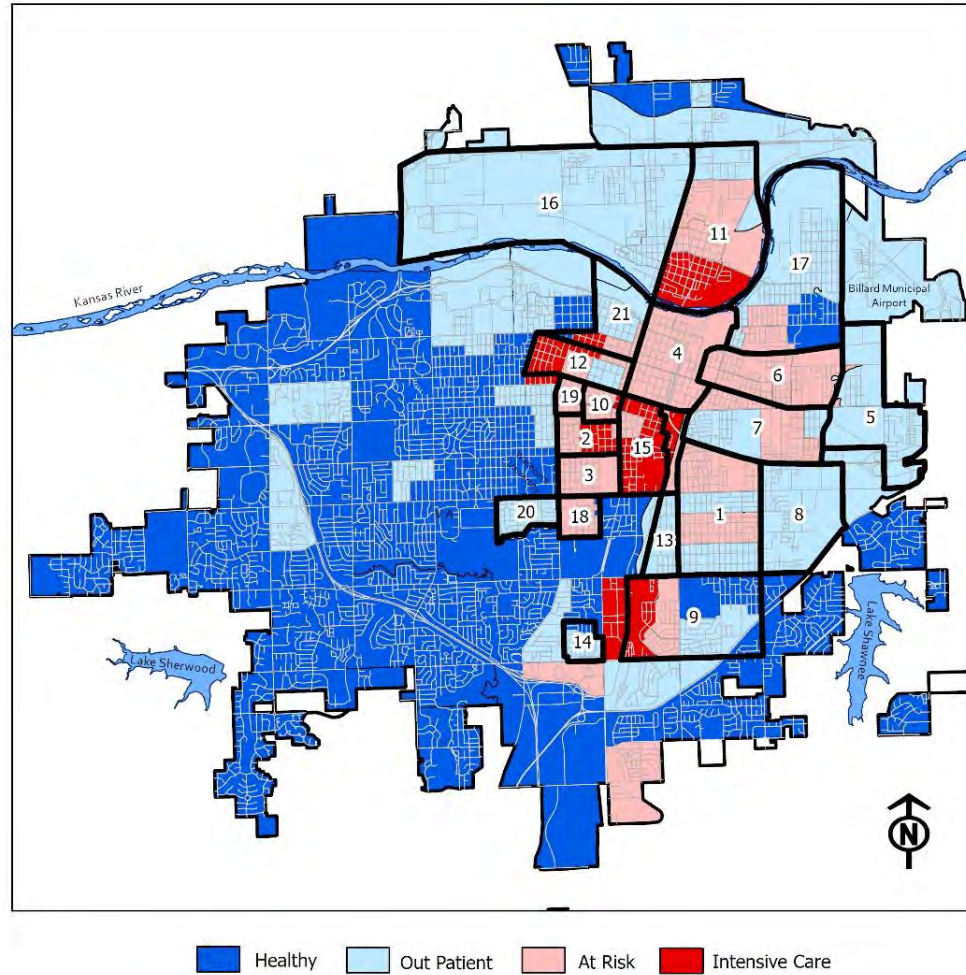


seriously
distressed

What changed for 2023?



Neighborhood Health 2020-2023



124 block groups

↑ 19 block groups
Better Health Rating
(14 Healthy or Out Patient)

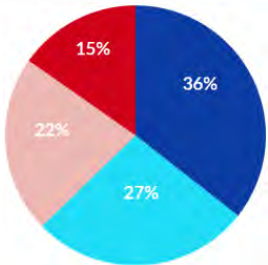
↓ 7 block groups
fell into Out Patient

↓ 7 block groups
fell into At Risk

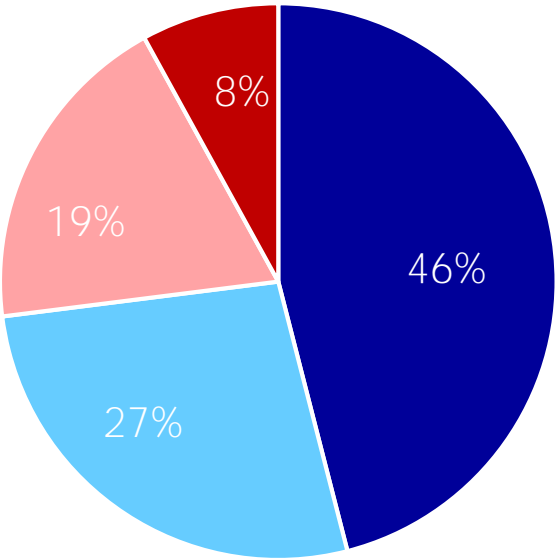
↓ 2 block group
fell into Intensive Care



City-Wide Health Trending Up



2000

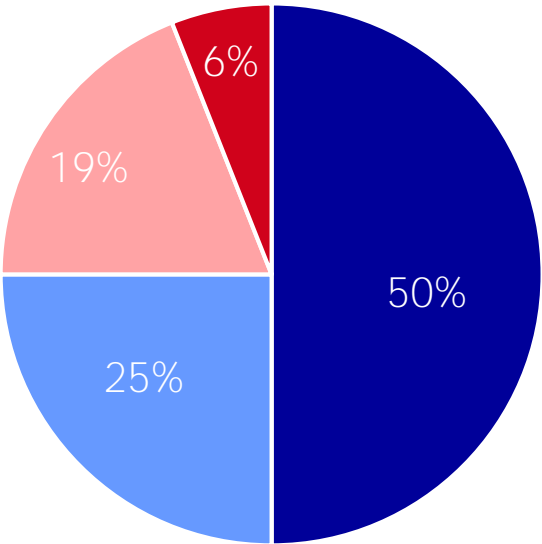


2020

Census block groups

Intensive Care/At Risk
cut from:
27% to 25% (2020)
37% to 25% (2000)

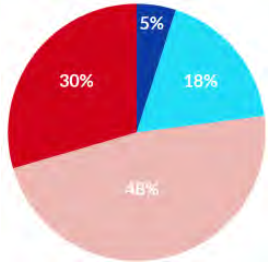
Health/OP improved
from:
73% to 75% (2020)
63% to 75% (2000)



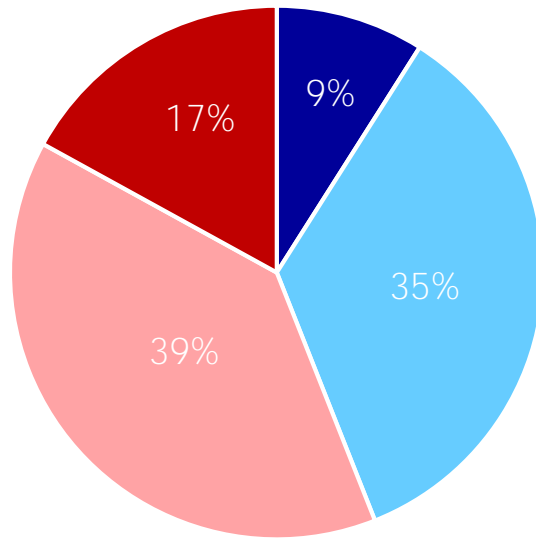
2023



NIA Health Trending Up



2000

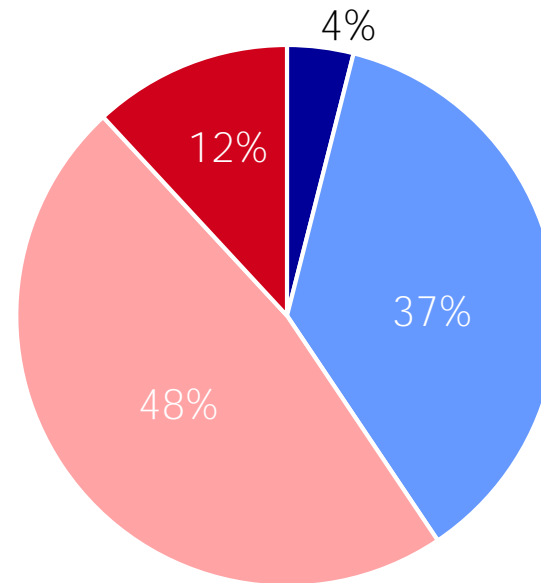


2020

Census block groups

Healthy/OP changes from:
44% to 41% (2020)
23% to 41% (2000)

Intensive Care/At
Risk changes from:
56% to 60% (2020)
77% to 60% (2000)



2023

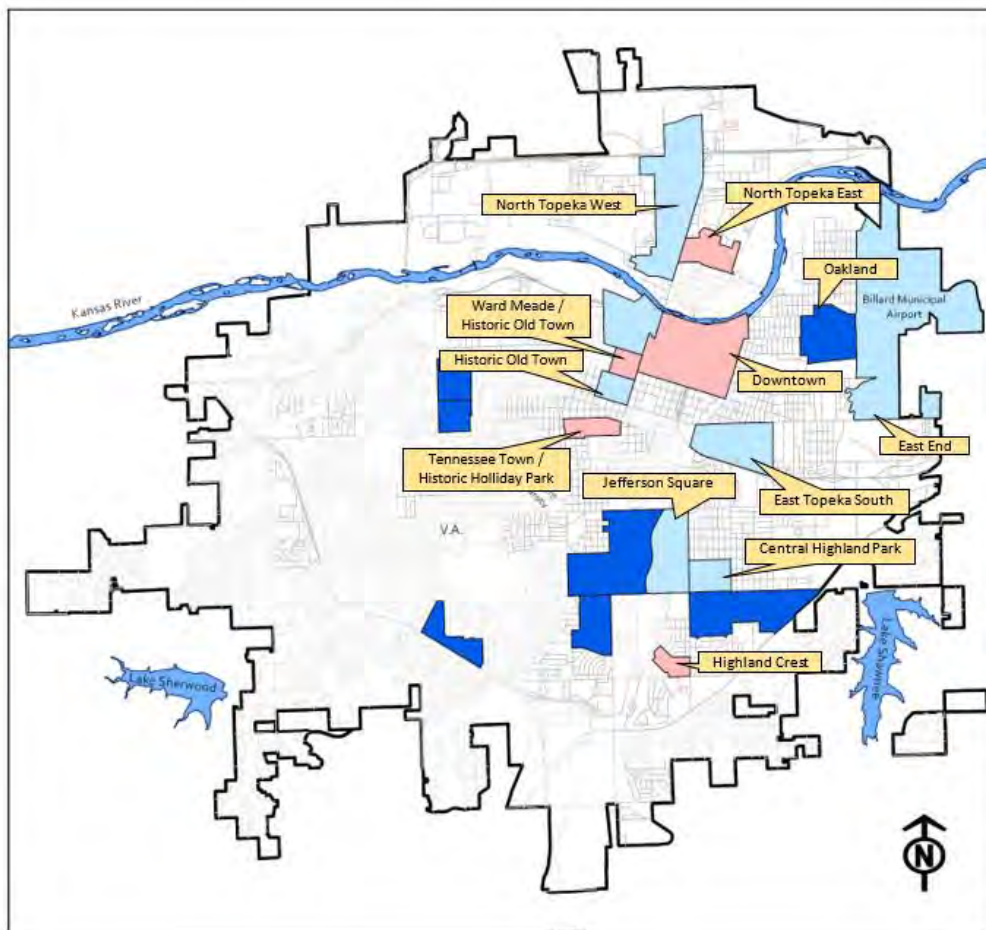




Where?

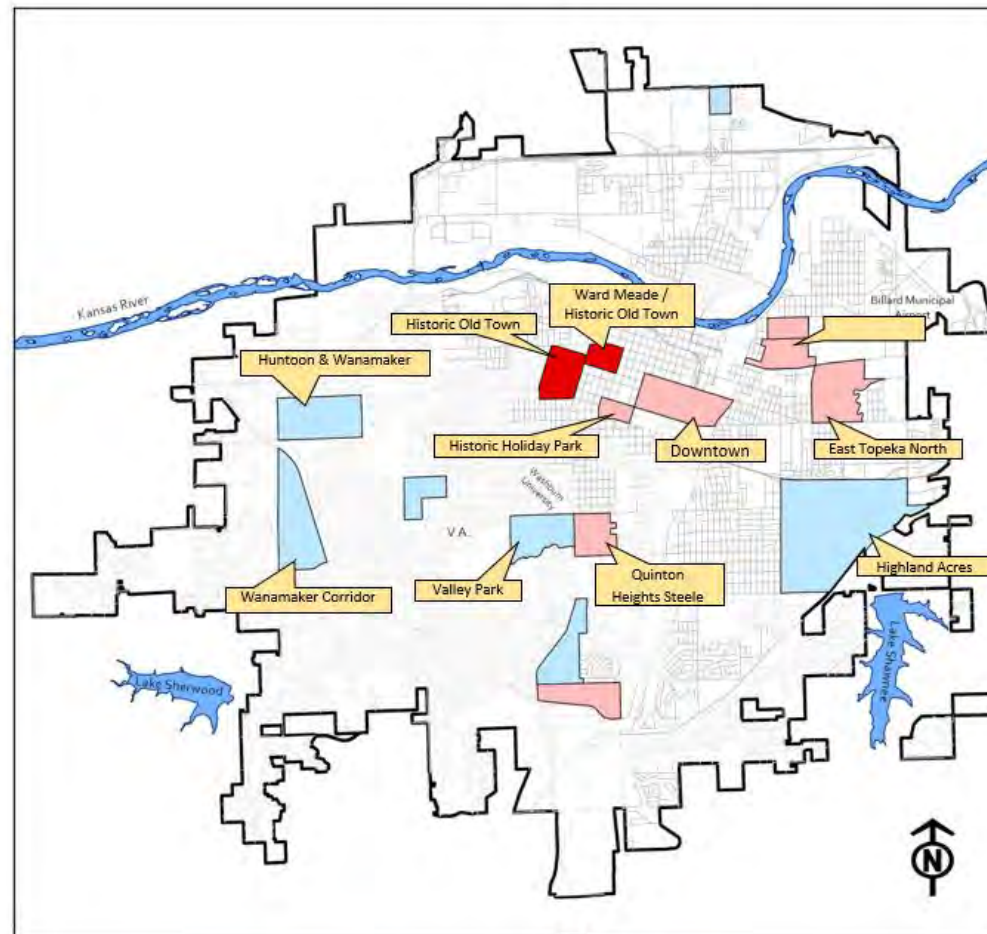


"Better" Health Rating 2020 - 2023 (Color Change)



■ Healthy
 ■ Out Patient
 ■ At Risk
 ■ Intensive Care

"Worse" Health Rating 2020 - 2023 (Color Change)

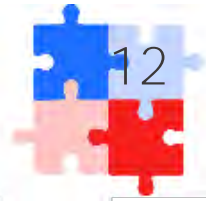


■ Healthy
 ■ Out Patient
 ■ At Risk
 ■ Intensive Care

Why?



Larger Trends



Worldwide Inflation

- Pandemic impacts still being felt; costs on the rise

Economy

- More people poverty; improved job market

Housing Market

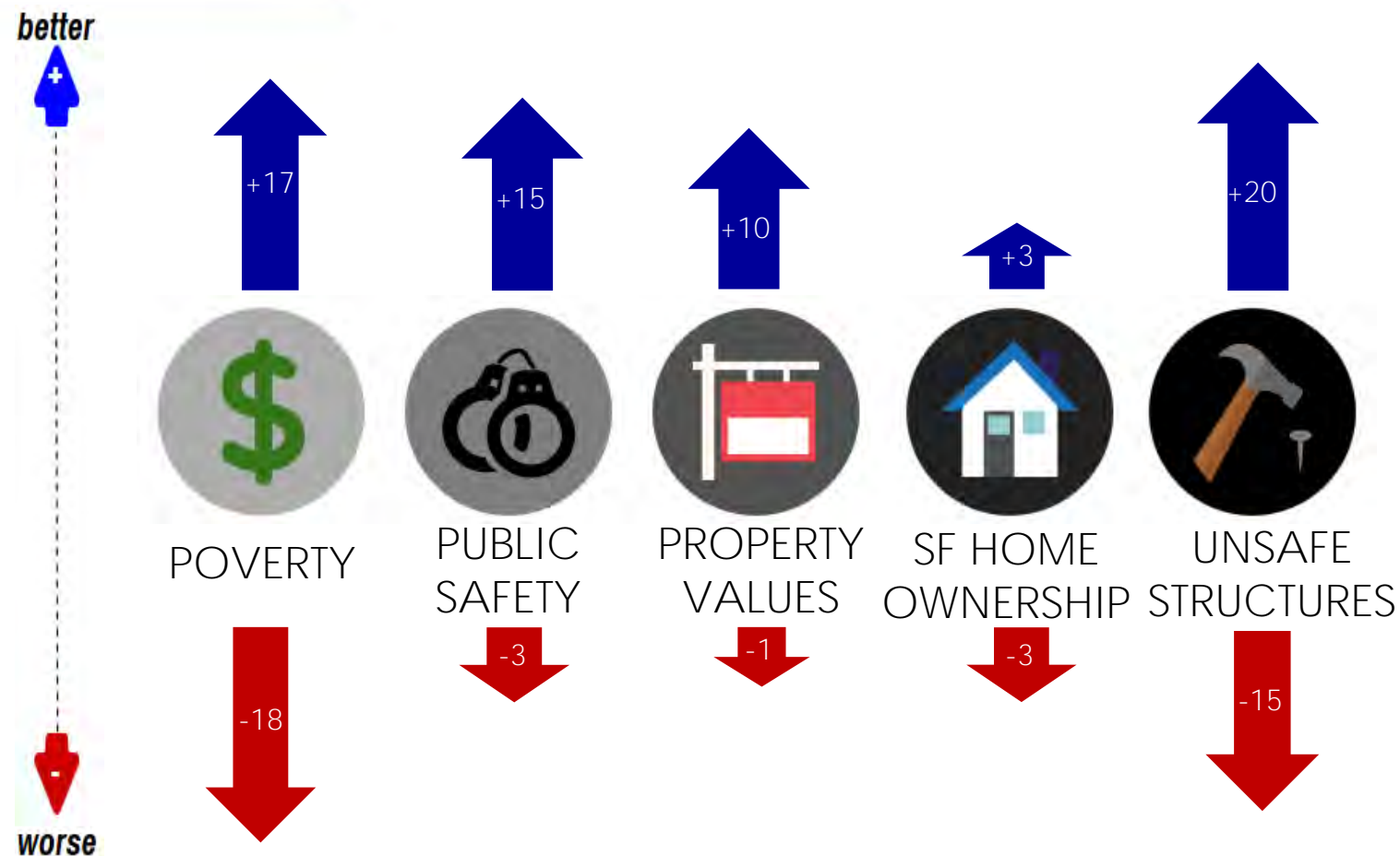
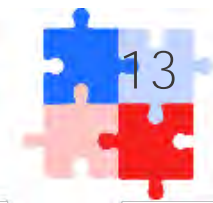
- “For sale” inventory very low; values appreciating rapidly; shift to multi-family; Infill and rehabilitation projects on the rise

Property Maintenance

- More blighted and vacant structures cited; Changing Our Culture of Property Maintenance



2020-2023 NIA Block Groups



How will the findings be used?



Help the public understand trends/data

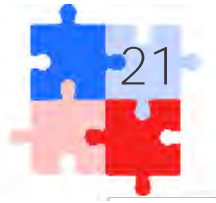
- Open access to data online
- Reach out to impacted neighborhoods and CAC

Update programs and measures

- NRP tax rebates
- DREAMS
- Property Maintenance
- Neighborhood Partnerships
- Affordable Housing
- Other



Summary



Health Gains for Most

- More areas improved than not since 2020; East Topeka continues it's rise

Economy Matters

- Property values and incomes positively impacted

Property Maintenance Matters

- Ramped up anti-blight initiatives tied to Changing Our Culture of Property Maintenance

Long-Term NIA Health Remains Steady

- Healthy and OP block groups nearly the same from 2020





More Information & Interactive Map

www.topeka.org/planning/neighborhood-health

Neighborhood Health 2023 – Executive Summary

Background

Since 2000, the City of Topeka has measured the “health” of its neighborhoods to determine priorities for planning and investment decisions. Based on a medical treatment theme, 5 “vital signs” are used as indicators of the overall “health” classification of a neighborhood. Health ratings provide insight and measure progress which in turn can be used to improve neighborhood conditions. Many investment programs have been based on the health ratings including the Neighborhood Revitalization Program, DREAMS program, Pedestrian Master Plan, and other community initiatives.

Each vital sign contains a score ranging from the most desirable condition (4 points) to the least desirable conditions (1 point). The average scores for all five vital signs are used to determine the block group/neighborhood’s overall health as shown below:

Health Classifications (Composite)	
Healthy – optimal conditions	(3.4 – 4.0)
Out Patient – favorable conditions	(2.8 – 3.2)
At Risk – emerging negative conditions	(2.0 – 2.6)
Intensive Care – seriously distressed conditions	(1.0 – 1.8)
Vital Signs	
Source	
Poverty Level	2018-2022 US Census Bureau 5-Year American Community Survey
Public Safety	2022-2023 Topeka Police Department and City of Topeka Planning Department
Residential Property Values	2023 Shawnee County Appraiser’s Office
Single Family Home Ownership	2023 Shawnee County Appraiser’s Office and City of Topeka Planning Department
Unsafe Structures	2023 City of Topeka Property Maintenance Division

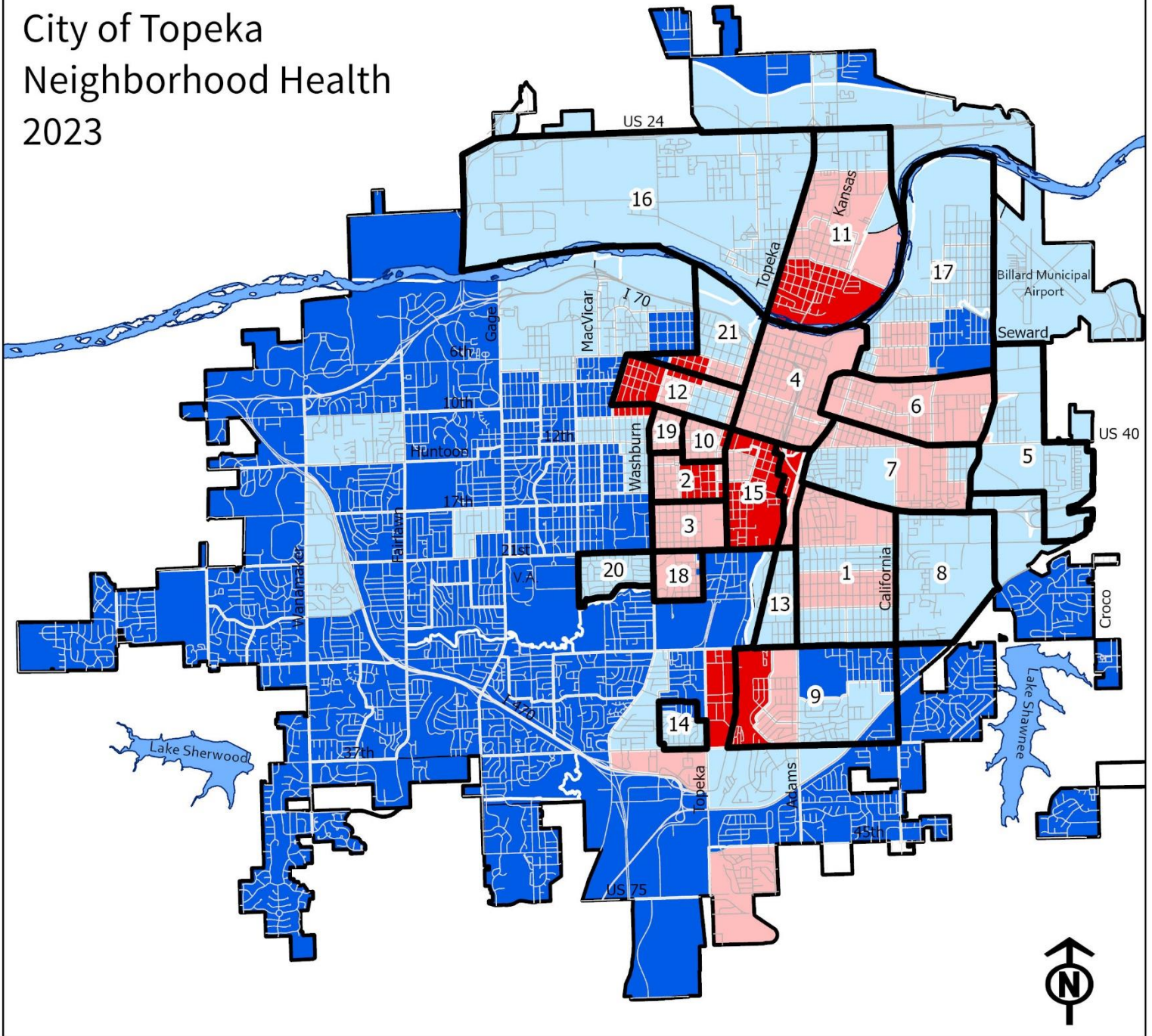
The resulting health maps and data show neighborhoods by **Census Block Groups** – Geographic areas used by the U.S. Census Bureau to provide neighborhood-level data. Some block groups overlap established neighborhood boundaries and the neighborhoods may contain more than one block group. Health ratings are calculated for each block group as a composite of all five vital signs.

The original Health Map was established in 2000 and updated in 2003, 2007, 2011, 2014, 2017, 2020, and 2023.

City of Topeka

Neighborhood Health

2023



NIAS

1. Central Highland Park
2. Central Park
3. Chesney Park
4. Downtown
5. East End
6. East Topeka North
7. East Topeka South
8. Highland Acres
9. Highland Crest
10. Historic Holiday Park
11. Historic North Topeka East
12. Historic Old Town
13. Jefferson Square
14. Likins Foster
15. Monroe
16. North Topeka West
17. Oakland
18. Quinton Heights Steele
19. Tennessee Town
20. Valley Park
21. Ward Meade

Health Status

- Healthy
- Out Patient
- At Risk
- Intensive Care

Public Safety (Part 1 Crimes per 100 Residents)

- Healthy (0 - 12)
- Out Patient (13 - 18)
- At Risk (19 - 28)
- Intensive Care (29+)

2022-2023 Topeka Police Dept. & Census Bureau's 2018-2022 American Community Survey

Single-Family Home Ownership

- Healthy (70 - 100%)
- Out Patient (50 - 69%)
- At Risk (34 - 49%)
- Intensive Care (0 - 33%)

2023 Shawnee County Appraiser's Office & Topeka Planning Department

Poverty (% of Persons Below Poverty)

- Healthy (0 - 9%)
- Out Patient (10 - 18%)
- At Risk (19 - 30%)
- Intensive Care (31 - 100%)

Census Bureau's 2018-2022 American Community Survey

Number of secured and unsafe structures per 100 properties

- Healthy (0 - 0.25)
- Out Patient (0.26 - 0.75)
- At Risk (0.76 - 1.75)
- Intensive Care (1.76+)

City of Topeka Property Maintenance Division

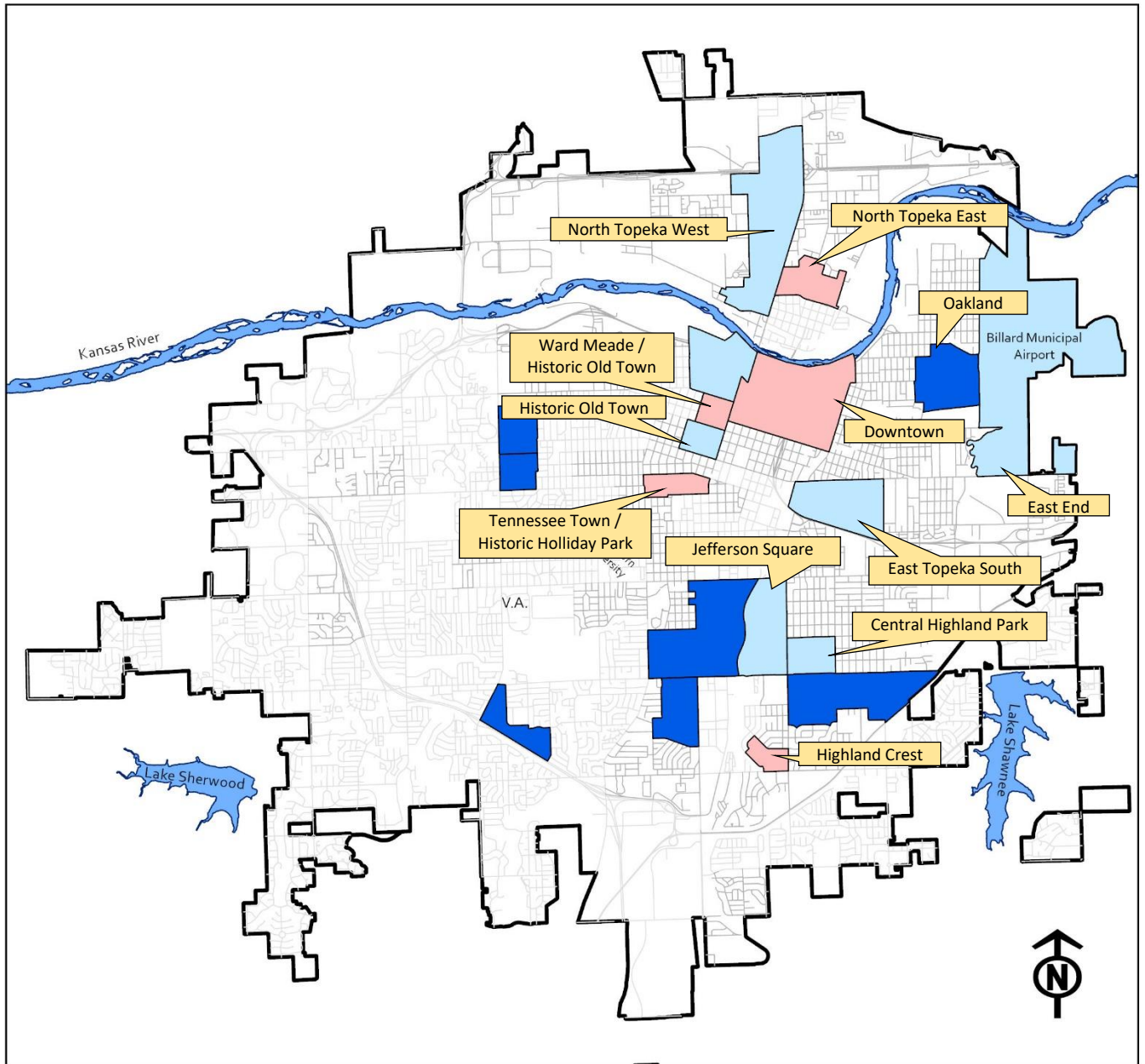
Residential Property Values

- Healthy (\$111,872+)
- Out Patient (\$72,694 - \$111,871)
- At Risk (\$43,195 - \$72,693)
- Intensive Care (\$0 - \$43,194)

2023 Shawnee County Appraiser's Office

"Better" Health Rating 2020 - 2023

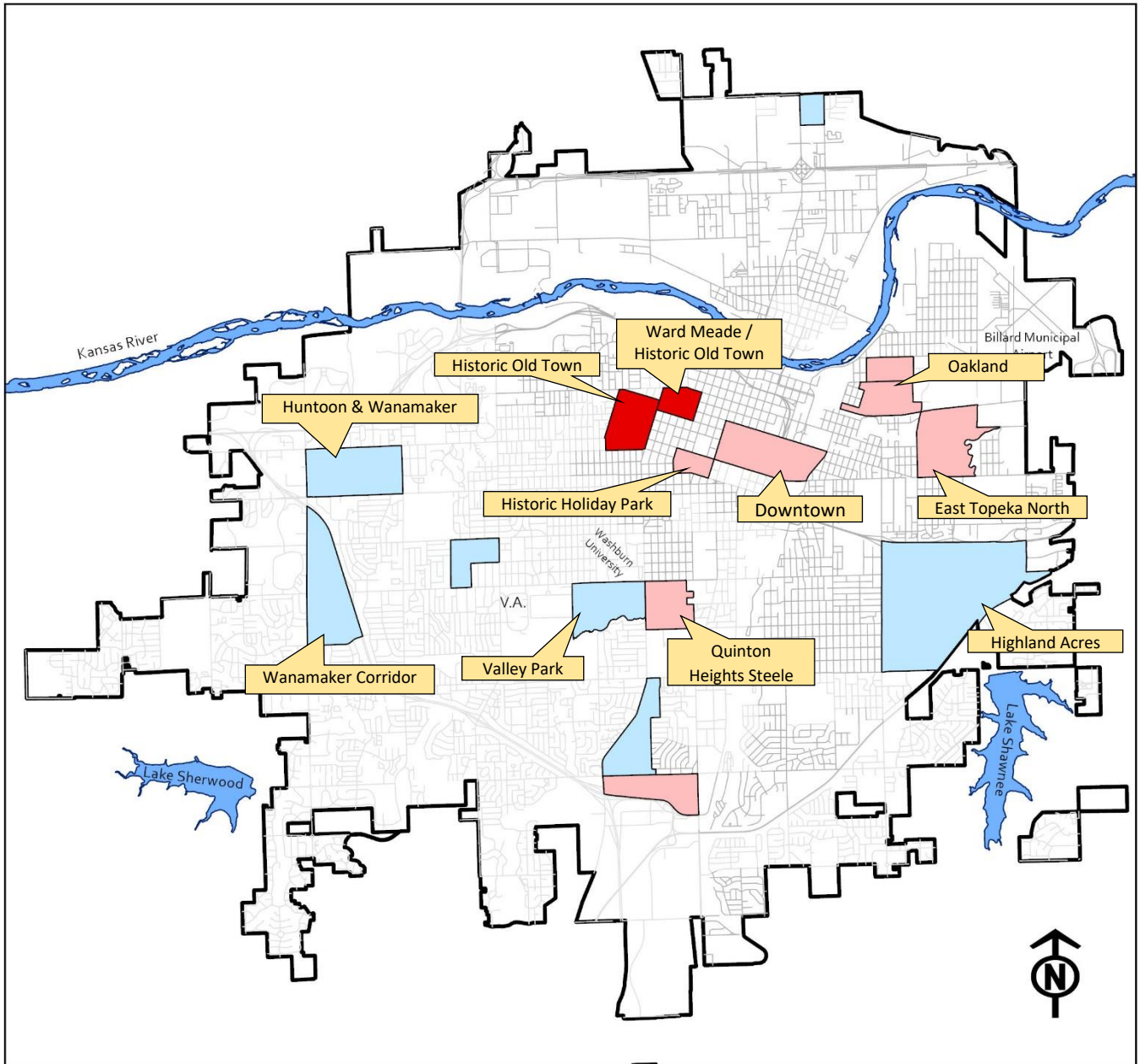
(Color Change)



Healthy Out Patient At Risk Intensive Care

"Worse" Health Rating 2020 - 2023

(Color Change)



Healthy Out Patient At Risk Intensive Care

Neighborhood Highlights

The 2023 Neighborhood Health Ratings showed improvement in 15 block groups and a decline in 10 block groups which impacted 16 Neighborhood Improvement Associations (NIAs). Block groups do not perfectly overlap with NIA's and this can result in multiple Health Ratings being associated with an NIA. The following highlights some of those neighborhoods that changed their health rating for "better" or "worse", since the last update in 2020.

"Better" Health Rating Highlights

Healthy

Hi-Crest (30:11)

- First time receiving a "Healthy" health rating
- Reduction in number in poverty and secured/unsafe structures
- Appraised home values increased nearly \$30,000 since 2020 health rating

Oakland (10:1)

- Returned to "Healthy" for first time since 2014
- \$20,000 increase in appraised home value
- Reduction in number of secured/unsafe structures

Out Patient

Central Highland Park (13:4)

- Southwest section of the neighborhood, bounded by Indiana, 26th, Adams, and 29th
- Returned to "Out Patient" after dipping to "At-Risk" in 2020
- Reduction in secured/unsafe structures and crime

East End (9:2)

- Block group 9:2 shifted from Oakland to East End
- Returned to "Out Patient" for the first time since 2014
- Reduction in the number of individuals in poverty

East Topeka South (12:1)

- First-ever "Out Patient" health rating
- Reduction in poverty rate and crimes per 100 people

Historic Old Town (5:1)

- First-ever "Out Patient" health rating
- Average appraised residential property values increased nearly \$40,000
- Reduction in the number of persons in poverty and crimes per 100 people

Jefferson Square (15:3)

- Returned to "Out-Patient" for the first time since 2007
- Average appraised residential property value increased by \$28,000
- Reduction in the number of crimes per 100 people

North Topeka West (7:1)

- First-ever "Out Patient" health rating
- Reduction in the number of secured/unsafe structures

Ward Meade (6:1)

- Returned to “Out Patient” for the first time since 2014
- Reduction in the number of secured/unsafe structures

At Risk

Downtown (40:1)

- Returned to “At-Risk” after “Intensive Care” in 2020
- Reduction in the number of secured/unsafe structures
- Small reduction in the number in poverty

Central Park/Historic Holiday Park/Tennessee Town (4:1)

- Returned to “At-Risk” after “Intensive Care” in 2020
- Reduction in the number of secured/unsafe structures
- Reduction in the number of crimes per 100 people

Hi Crest - West (29:2)

- First time with an “At-Risk” health rating since 2003
- Reduction in number of part 1 crimes per 100 people
- Reduction in the number of secured/unsafe structures

Historic North Topeka East (8:3)

- Generally, this is the area between Morse and Soldier Creek
- Reduction in the number of persons in poverty and crimes per 100 people

Ward Meade/Historic Old Town (6:2)

- Returned to “At-Risk” for the first time since 2014
- Reduction in the number of individuals in poverty and secured/unsafe structures

“Worse” Health Rating Highlights

Intensive Care

Old Town (21:1)

- First time falling into the “Intensive Care” health rating
- Increase in crime per 100 people and secured/unsafe structures

Old Town/Ward Meade (6:3)

- First time falling into the “Intensive Care” health rating since 2000
- Increase in number of secured/unsafe structures
- Percent of people in poverty doubled

At Risk

37th and Topeka Boulevard (28:3)

- Instances of crime per 100 people remains high
- Large increase in the number of secured/unsafe structures

Downtown (40:2)

- Returned to “At-Risk” after one cycle in Intensive Care

- Decrease in single-family homeownership
- Increase in secured/unsafe structures

East Topeka North (11:1)

- Appraised average residential values grew at a faster rate than other block groups within the NIA
- Increase in the number of secured/unsafe structures

Historic Holliday Park (5:2)

- Significant increase in the percentage of people in poverty
- Appraised average residential values out paced other block groups within the NIA
- Increase in the number of secured/unsafe structures

Oakland (10:2 & 10:3)

- First time falling into “At-Risk” for both block groups
- Both experienced an increase in the percent of people in poverty
- All other variables remained consistent

Quinton Heights Steele (28:2)

- Significant increase in the percent of people in poverty
- This block group has cycled between “At-Risk” and “Out-Patient” since the development of neighborhood health mapping.

Out Patient

Highland Acres (31:4)

- New Block was created that removed land area east of I-470.
- Total population declined and total number in poverty increased
- Average residential home values stagnated, owner-occupancy dropped, and secured/unsafe structures increased

Valley Park (16:11)

- Increase in the percent of people in poverty
- The number of secured/unsafe structures dropped

DREAMS I

Since 2003, the City of Topeka has used a targeted approach for reinvestment in its most distressed neighborhoods. Previously SORT (Stages of Resource Targeting), and what is now DREAMS I and DREAMS II, annually combines \$300,000 to \$500,000 of the City’s federal housing allocation with \$1.4 to \$1.7M of local infrastructure funds to strategically reinvest into a 4-5 block target area, primarily within an *At Risk/Intensive Care* neighborhood. The funding implements neighborhood plans developed by the City and Neighborhood Improvement Associations (NIA). Below are the neighborhoods and their census block group Target Areas that have been selected for SORT/DREAMS I between 2000 and 2023 and composite scores over the same period.

SORT Year	NIA	Target Area Block Group	Health Score							
			2000	2003	2007	2011	2014	2017	2020	2023
2003	East Topeka South	11:3	1	1.4	1.4	1.8	2.2	2.2	2.2	2
		12:1	1.4	2.2	2.0	2.0	1.8	2.4	2.6	3
2003	Monroe	40:3	1.6	1.4	1.4	1.8	1.4	1.4	1.8	1.6
2003/2017	Tennessee Town	4:1	1.8	1.4	1.8	2.0	2.4	2.2	1.4	2
		5:3	1.4	1.8	2.0	2.8	2.6	2.2	2.4	2.2
2005/2009	Chesney Park	4:4	1.6	1.6	1.8	2.4	2.4	2	2.4	2.4
2005/2020	East Topeka North	11:2	2	2.0	2.0	1.8	1.8	2.2	2.2	2.2
		11:3	1	1.4	1.4	1.8	2.2	2.2	2.2	2
2005/2011/ 2015	Hi-Crest	29:1	1.4	1.0	1.4	1.6	1.6	1.8	2	2.2
		29:2	1.4	2.2	1.6	1.8	1.8	1.6	1.6	2.2
		29:4	1.4	1.6	1.4	1.8	1.6	1.2	1.2	1.6
2005	Old Town	5:1	2	2.2	2.0	2.0	1.8	2.2	2.2	2.8
		5:3	2	1.8	2.0	2.8	2.6	2.2	2.4	2.2
2007/2019	Central Park	4:2	2	2.4	2.2	2.4	2.6	2.4	2.4	2.2
		4:3	2.2	1.6	1.6	2.2	1.8	1.6	1.4	1.6
2008/2023*	Historic Holliday Park	4:1	1.8	1.4	1.8	2.0	2.4	2.2	1.4	2
		5:2	2.2	2.2	2.2	2.4	2.6	2.8	2.8	2.4
2009	Ward Meade	6:1	2	2.2	2.6	2.8	3.0	2.4	2.4	2.8
		6:3	1.8	2.0	2.0	2.0	2.0	2	2.4	1.6
2011	Central Highland Park	13:3	2.2	2.6	2.4	2.8	2.6	2.6	3	3
2013	Historic North Topeka East	8:4	1.8	1.4	1.4	1.4	1.6	1.4	1.8	1.8
2013	Oakland	10:1	3	3.2	2.8	3.2	3.4	3.2	3	3.4
		10:2	3	3.0	3.2	3.0	2.8	3	2.8	2.6
		10:3	2.8	3.0	3.2	2.8	2.8	3.4	3	2.6
2015	North Topeka West	7:1	2.6	2.2	2.2	2.0	2.0	2.2	2.6	2.8
2017	Quinton Heights-Steele	15:1	2.8	2.6	3.0	2.4	2.0	3	2.8	2.4
2021	Valley Park	16:11	3.2	3.6	3.6	3.2	3.2	3.2	3.4	3
Average Score			2.0	2.1	2.1	2.3	2.2	2.3	2.3	2.3

*2023 DREAMS I – Planning phase completed; no implementation yet

** Census Tract Block Groups 4:1,5:3, and 11:3 are duplicated in neighborhoods. Block Group 5:3 had a different boundary alignment in the year 2000.

While the SORT/DREAMS I Planning Process begins in the SORT Year, implementation of infrastructure projects and housing investment does not happen until two years after. Due to this, improvements to the Health Score should not be expected until several years after the SORT/DREAMS I Year. In years where the SORT/DREAMS I year falls between Neighborhood Health Scores; the implementation may not be reflected in the Health Score for two Neighborhood Health cycles.

Neighborhood Improvement Associations and Other “At Risk” and “Intensive Care” Block Groups

Block Group		2000	2003	2007	2011	2014	2017	2020	2023
45th & Topeka	37:13*	3.6	2.6	3.4	3.4	2.6	2.2	2.4	2.2
Central Highland Park	12:2	2.4	2.0	2.0	2.2	2.2	2.8	2.6	2.4
Central Highland Park	13:1	2.5	3.0	3.4	3.2	2.8	3	3	3
Central Highland Park	13:2	2.4	2.4	2.8	2.6	2.6	2.6	2.4	2.6
Central Highland Park	13:3	2.2	2.6	2.4	2.8	2.6	2.6	3	2.8
Central Highland Park	13:4	2.6	3.0	2.8	2.8	2.8	3.2	2.6	2.8
Central Park	4:2	2.0	2.4	2.2	2.4	2.6	2.4	2.4	2.2
Central Park	4:3	2.2	1.6	1.6	2.2	1.8	1.6	1.4	1.6
Chesney Park	4:4	1.6	1.6	1.8	2.4	2.4	2	2.4	2.4
College Hill	18:1	Out Patient	3.2	3.6	3.2	2.8	2.4	2.8	3.2
College Hill	18:2	Healthy	3.4	3.6	4.0	3.4	3.2	3.6	3.4
College Hill	18:3	Healthy	3.8	4.0	3.6	3.6	3.6	3.4	3.6
College Hill	18:4	Healthy	3.6	3.8	3.4	3.8	3.6	3.6	3.4
Downtown	40:1	1.6	1.6	1.4	2.0	2.4	2	1.8	2.2
Downtown	40:2	1.8	2.2	2.0	2.4	2.0	2.2	2.8	2.6
East End	9:2*	3.2	3.2	3.0	2.8	2.8	2.6	2.6	3
East End	31:01	2.4	2.6	2.2	2.8	2.8	2.4	3	3
East Topeka North	11:1	1.6	2.2	2.2	2.0	2.2	2.2	2.8	2.6
East Topeka North	11:2	2.0	2.0	2.0	1.8	1.8	2.2	2.2	2.2
East Topeka North	11:3	1.0	1.4	1.4	1.8	2.2	2.2	2.2	2
East Topeka South	11:3	1.0	1.4	1.4	1.8	2.2	2.2	2.2	2
East Topeka South	12:1	1.4	2.2	2.0	2.0	2.0	2.4	2.6	3
East Topeka South	31:2	2.0	2.2	1.8	2.0	2.0	2.2	2.6	2.4
Elmhurst	18:1	Out Patient	3.2	3.6	3.2	2.8	2.4	2.8	3.2
Elmhurst	21:1	At Risk	2.8	2.6	2.4	2.4	2.2	2	1.8
Elmhurst	21:2	Out Patient	2.8	3.4	3.4	2.6	3	3	3.2
Highland Acres	31:4*	2.8	3.2	2.8	3.0	2.6	3	3.4	2.8
Highland Crest	29:1	1.4	1.0	1.4	1.6	1.6	1.8	2	2.2
Highland Crest	29:2	1.4	2.2	1.6	1.8	1.8	1.6	1.6	2.2
Highland Crest	29:4	1.4	1.6	1.4	1.8	1.6	1.2	1.2	1.6
Highland Crest	30:011	3.2	2.6	2.6	3.0	2.6	3.2	2.8	3.4
Highland Crest	30:012	3.2	2.6	2.6	2.8	2.8	2.8	3	3
Historic Holliday Park	4:1	1.8	1.4	1.8	2.0	2.4	2.2	1.4	2
Historic Holliday Park	5:2	2.2	2.2	2.2	2.4	2.6	2.8	2.8	2.4

Healthy 3.4 – 4.0

Out Patient 2.8 – 3.2

At Risk 2.0 – 2.6

Intensive Care 1.0 – 1.8

Historic North Topeka East	8:2	2.8	2.6	2.8	2.6	2.4	3.2	2.6	2.6
Historic North Topeka East	8:3	2.2	2.2	1.8	2	2.2	2.2	1.8	2.4
Historic North Topeka East	8:4	1.8	1.4	1.4	1.4	1.6	1.4	1.8	1.8
Historic Old Town	5:1	2.0	2.2	2.0	2.0	1.8	2.2	2.2	2.8
Historic Old Town	5:3	2.0	1.8	2.0	2.8	2.6	2.2	2.4	2.2
Historic Old Town	21:1	2.6	2.8	2.6	2.4	2.4	2.2	2	1.8
Jefferson Square	15:3	3	2.8	2.8	2.6	2.4	2.6	2.6	3.2
Likins Foster	28:2	2.2	3	3.2	3.2	2.8	2.8	2.8	3
Monroe	40:3	1.6	1.4	1.4	1.8	1.4	1.4	1.8	1.6
Monroe	40:4	2.4	2.2	2.2	2.8	2	2.6	2.2	2.4
North Topeka West	7:1	2.6	2.2	2.2	2.0	2.0	2.2	2.6	2.8
Norton	18:1	Out Patient	3.2	3.6	3.2	2.8	2.4	2.8	3.2
Norton	18:3	Healthy	3.8	4	3.6	3.6	3.6	3.4	3.6
Norton	18:4	Healthy	3.6	3.8	3.4	3.8	3.6	3.6	3.4
Norton	21:1	At Risk	2.8	2.6	2.4	2.4	2.2	2	1.8
Norton	21:2	Out Patient	2.8	3.4	3.4	2.6	3	3	3.2
Norton	21:3	Healthy	3.4	3.2	3	2.6	2.6	3	3.2
Norton	21:4	Out Patient	3.6	3.2	3	3.2	3.6	3.6	3.4
Oakland	9:1	3.6	3.8	3.8	3.0	2.6	3	3.2	3.2
Oakland	9:3	3.0	3.4	3.4	2.8	3.4	3	3	3.2
Oakland	10:1	3.0	3.2	2.8	3.2	3.4	3.2	3	3.4
Oakland	10:2	3.0	3.0	3.2	3.0	2.8	3	2.8	2.6
Oakland	10:3	2.8	3.0	3.2	2.8	2.8	3.4	3	2.6
Oakland	10:4	3.0	2.8	3.0	3.0	3.0	2.8	3	3
Quinton Heights Steele	15:1	2.8	2.6	3	2.4	2	3	2.8	2.4
Randolph	18:4	Healthy	3.6	3.8	3.4	3.8	3.6	3.6	3.4
Randolph	21:3	Out Patient	3.4	3.2	3.0	2.6	2.6	3	3.2
Randolph	21:4	Out Patient	3.8	3.2	3.0	3.2	3.6	3.6	3.4
Tennessee Town	4:1	1.8	1.4	1.8	2.0	2.4	2.2	1.4	2
Tennessee Town	5:3	1.4	1.8	2.0	2.8	2.6	2.2	2.4	2.2
Valley Park	16:11	3.2	3.6	3.6	3.2	3.2	3.2	3.4	3
Ward Meade	6:1	2.0	2.2	2.6	2.8	3.0	2.4	2.4	2.8
Ward Meade	6:2	1.0	1.4	1.6	2.2	2.0	1.6	1.6	2
Ward Meade	6:3	1.8	2.0	2.0	2.0	2.0	2	2.4	1.6

* indicates a change in block group numbering from previous years

Healthy 3.4 – 4.0

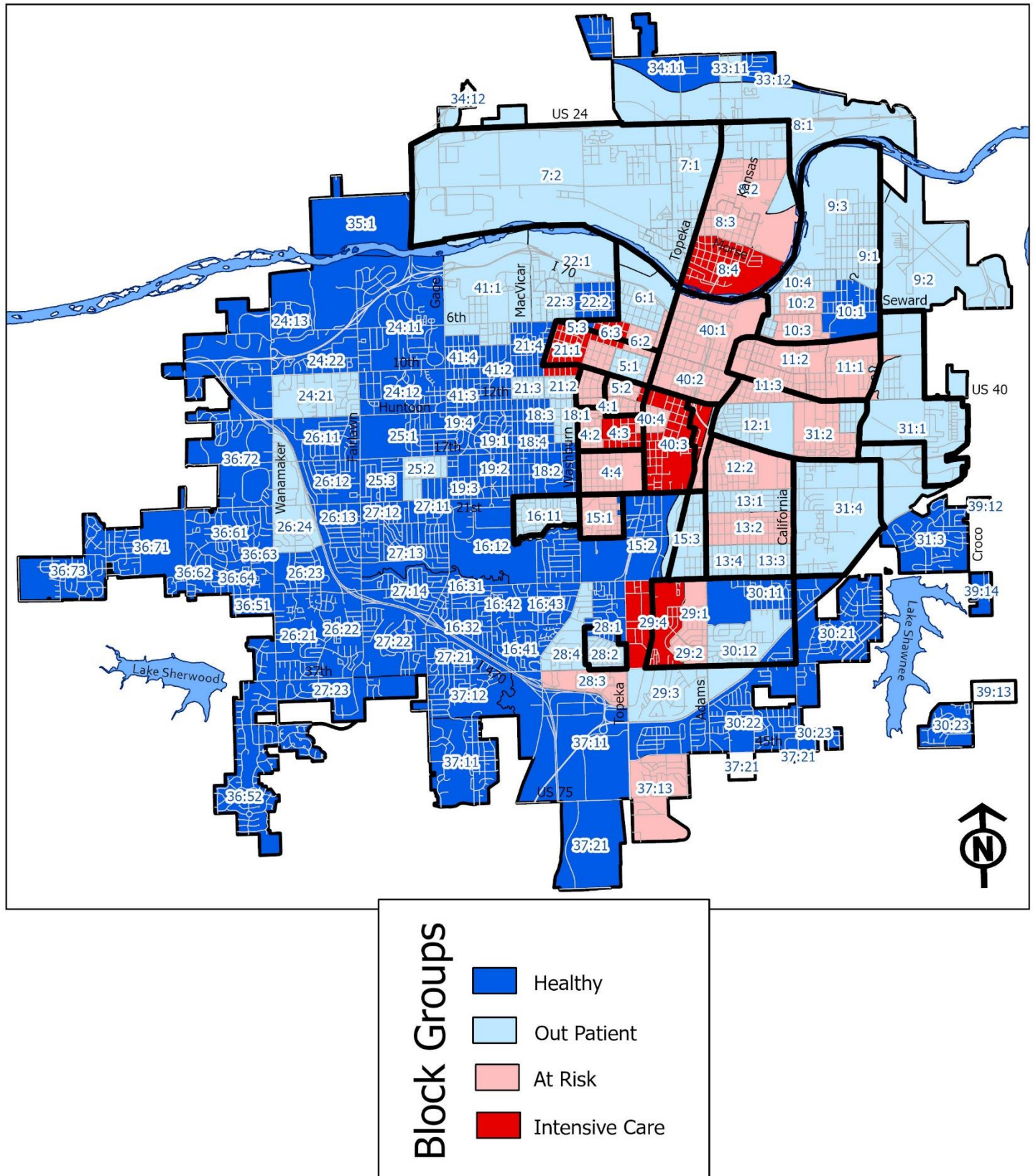
Out Patient 2.8 – 3.2

At Risk 2.0 – 2.6

Intensive Care 1.0 – 1.8

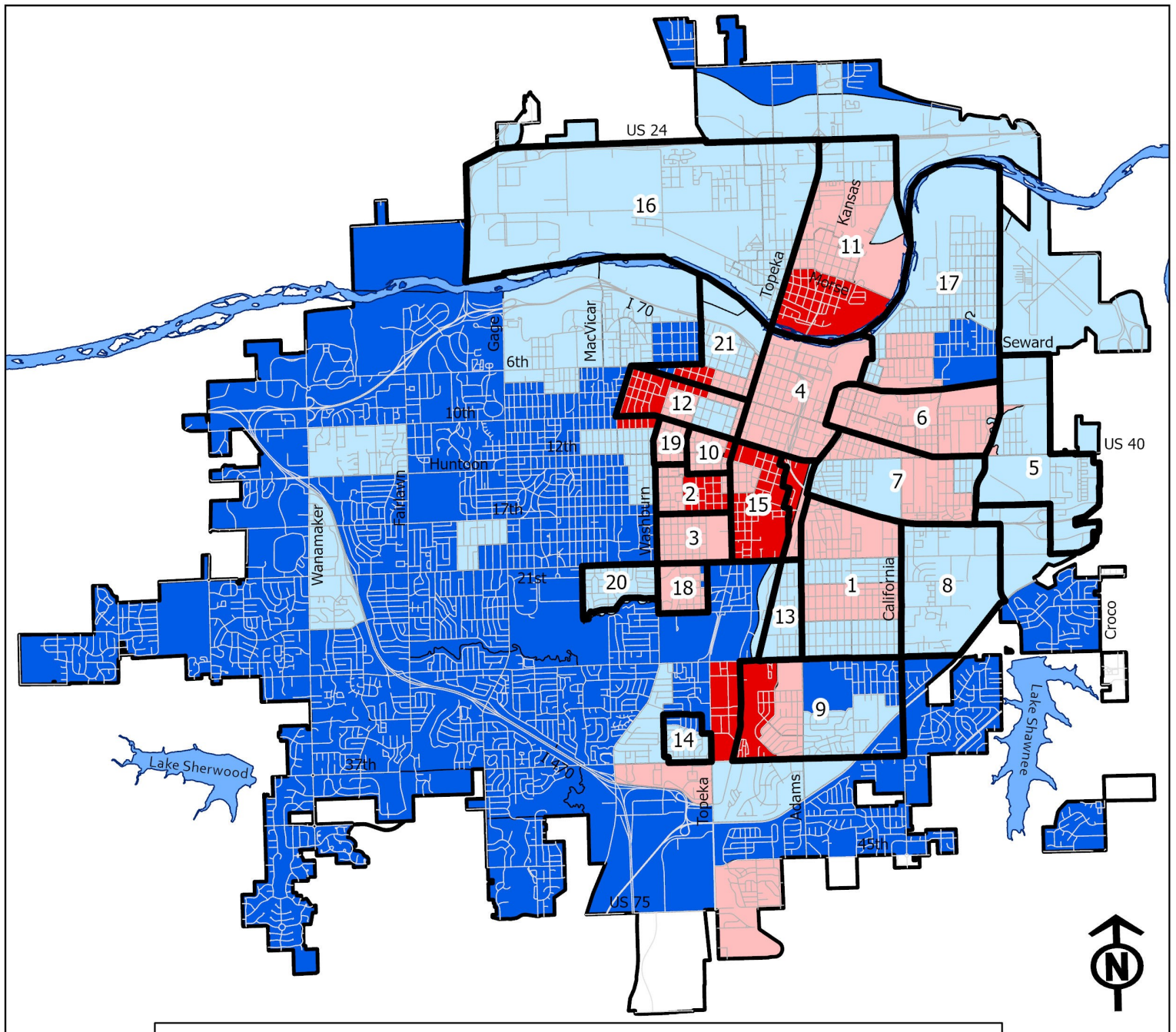
City of Topeka Neighborhood Health 2023

Block Groups



City of Topeka Neighborhood Health 2023

Composite



NIAS

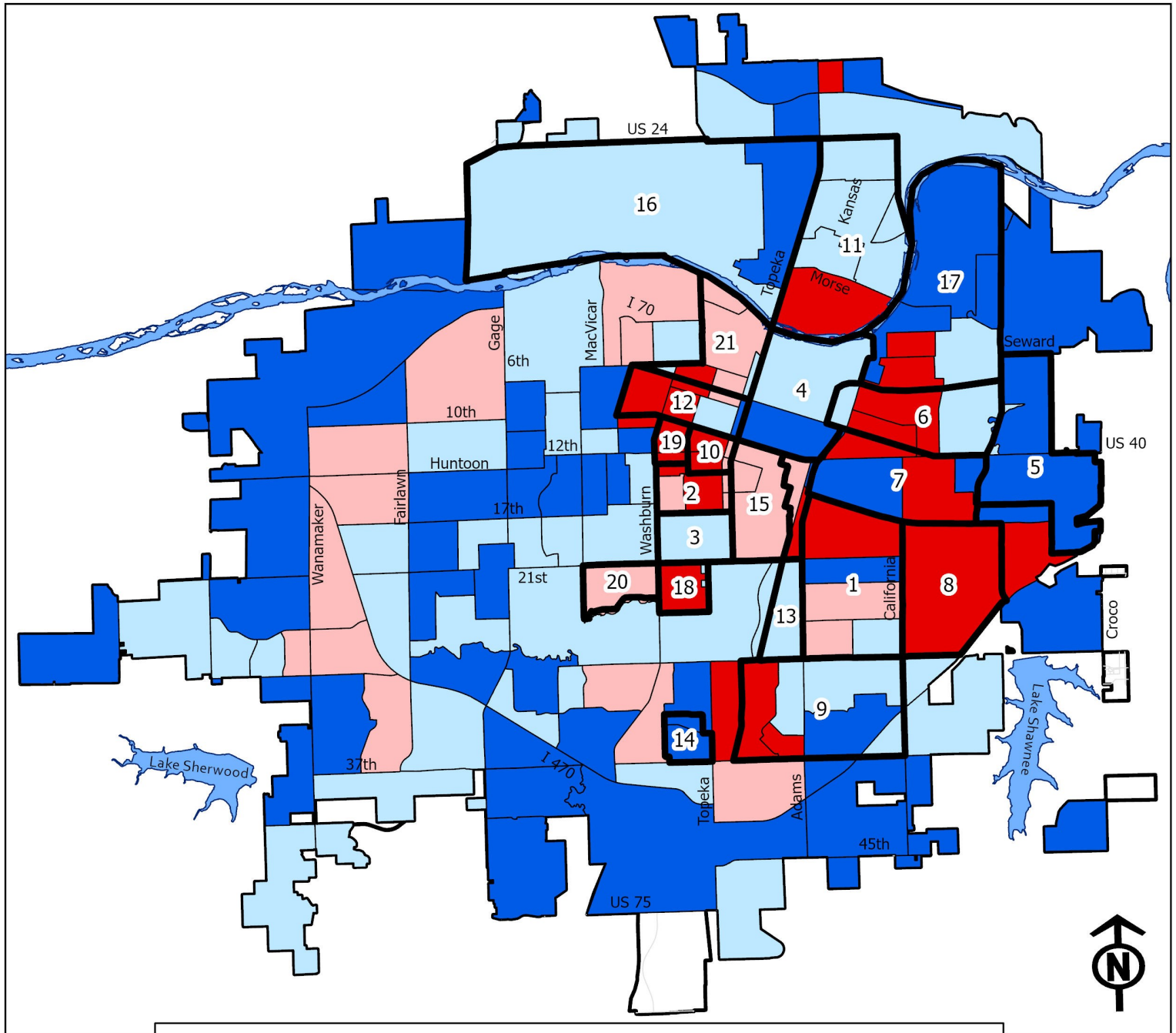
- | | |
|--------------------------------|----------------------------|
| 1. Central Highland Park | 12. Historic Old Town |
| 2. Central Park | 13. Jefferson Square |
| 3. Chesney Park | 14. Likins Foster |
| 4. Downtown | 15. Monroe |
| 5. East End | 16. North Topeka West |
| 6. East Topeka North | 17. Oakland |
| 7. East Topeka South | 18. Quinton Heights Steele |
| 8. Highland Acres | 19. Tennessee Town |
| 9. Highland Crest | 20. Valley Park |
| 10. Historic Holiday Park | 21. Ward Meade |
| 11. Historic North Topeka East | |

Health Status

- Healthy
- Out Patient
- At Risk
- Intensive Care

City of Topeka Neighborhood Health 2023

Poverty



NIAS

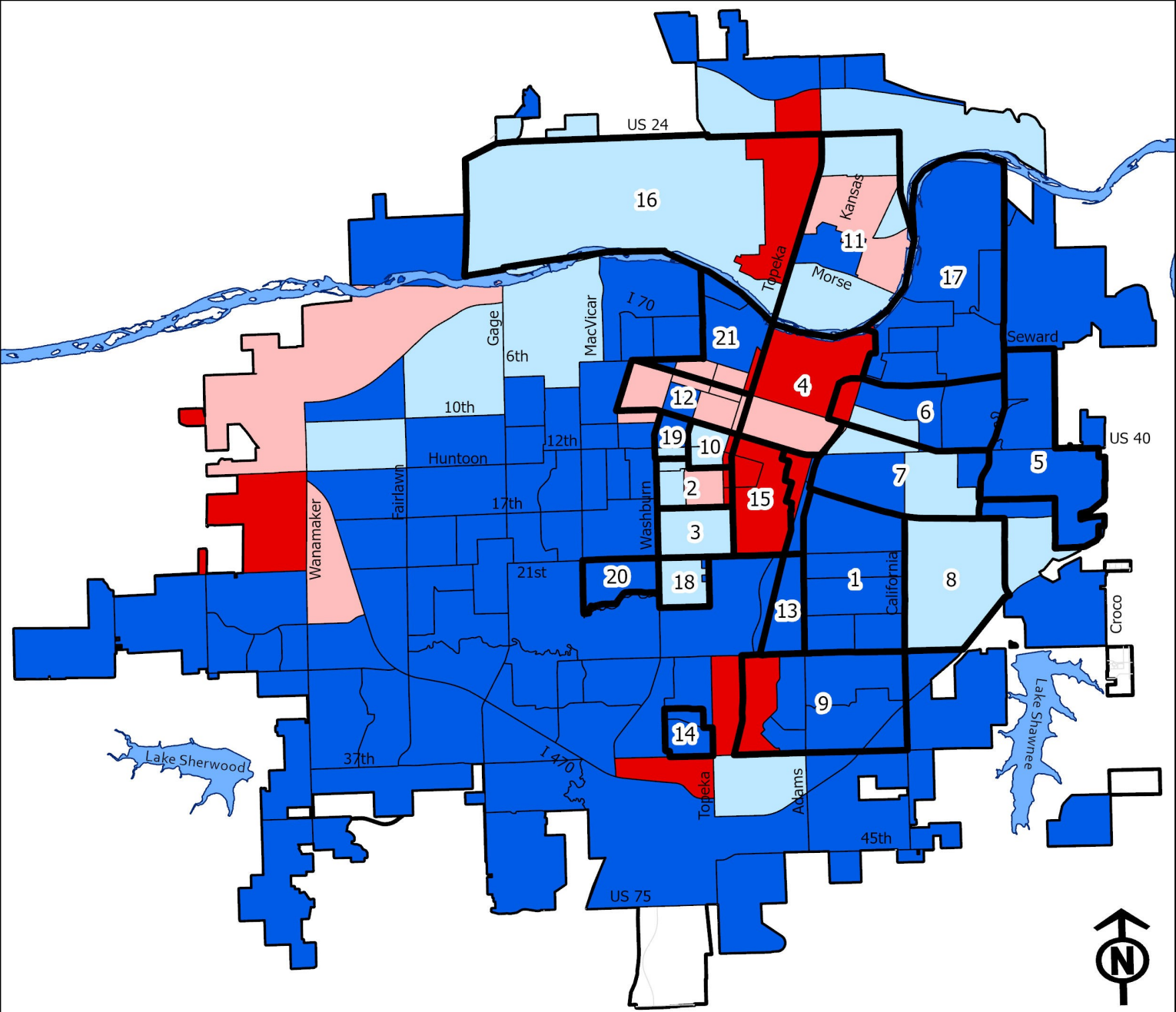
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|--------------------------------|----------------------------|
| 1. Central Highland Park | 12. Historic Old Town |
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| 10. Historic Holiday Park | 21. Ward Meade |
| 11. Historic North Topeka East | |

Poverty (% of Persons
Below Poverty)

- | |
|---|
| Healthy (0 to 9%) |
| Out Patient (10 to 18%) |
| At Risk (19 to 30%) |
| Intensive Care (31 to 100%) |

City of Topeka Neighborhood Health 2023

Public Safety



NIAS

1. Central Highland Park

2. Central Park

3. Chesney Park

4. Downtown

5. East End

6. East Topeka North

7. East Topeka South

8. Highland Acres

9. Highland Crest

10. Historic Holiday Park

11. Historic North Topeka East

12. Historic Old Town

13. Jefferson Square

14. Likins Foster

15. Monroe

16. North Topeka West

17. Oakland

18. Quinton Heights Steele

19. Tennessee Town

20. Valley Park

21. Ward Meade

Public Safety (Pt. 1 Crimes
per 100 Residents)

Healthy (0 to 12)

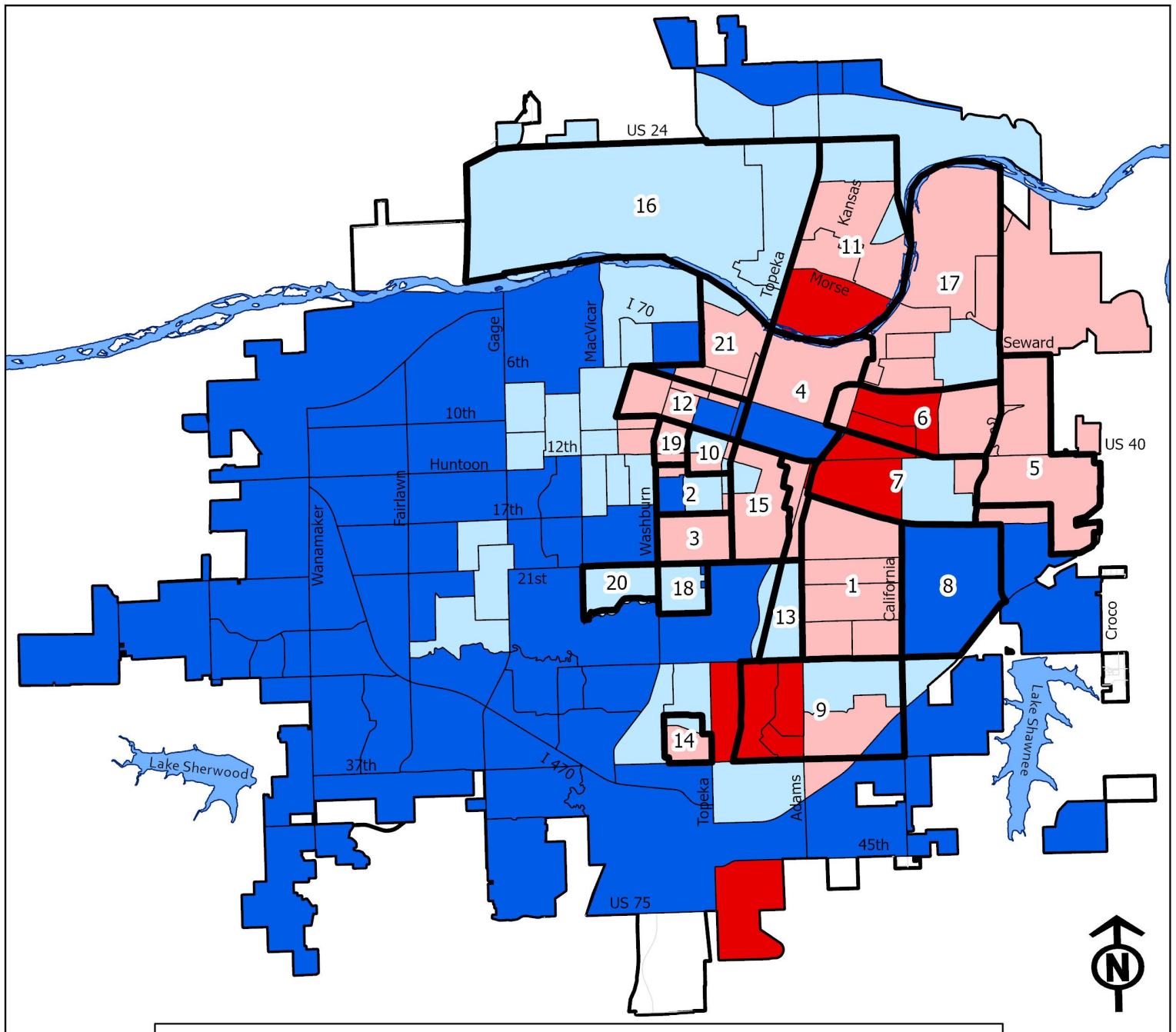
Out Patient (13 to 18)

At Risk (19 to 28)

Intensive Care (29 plus)

City of Topeka Neighborhood Health 2023

Residential Property Value



NIAS

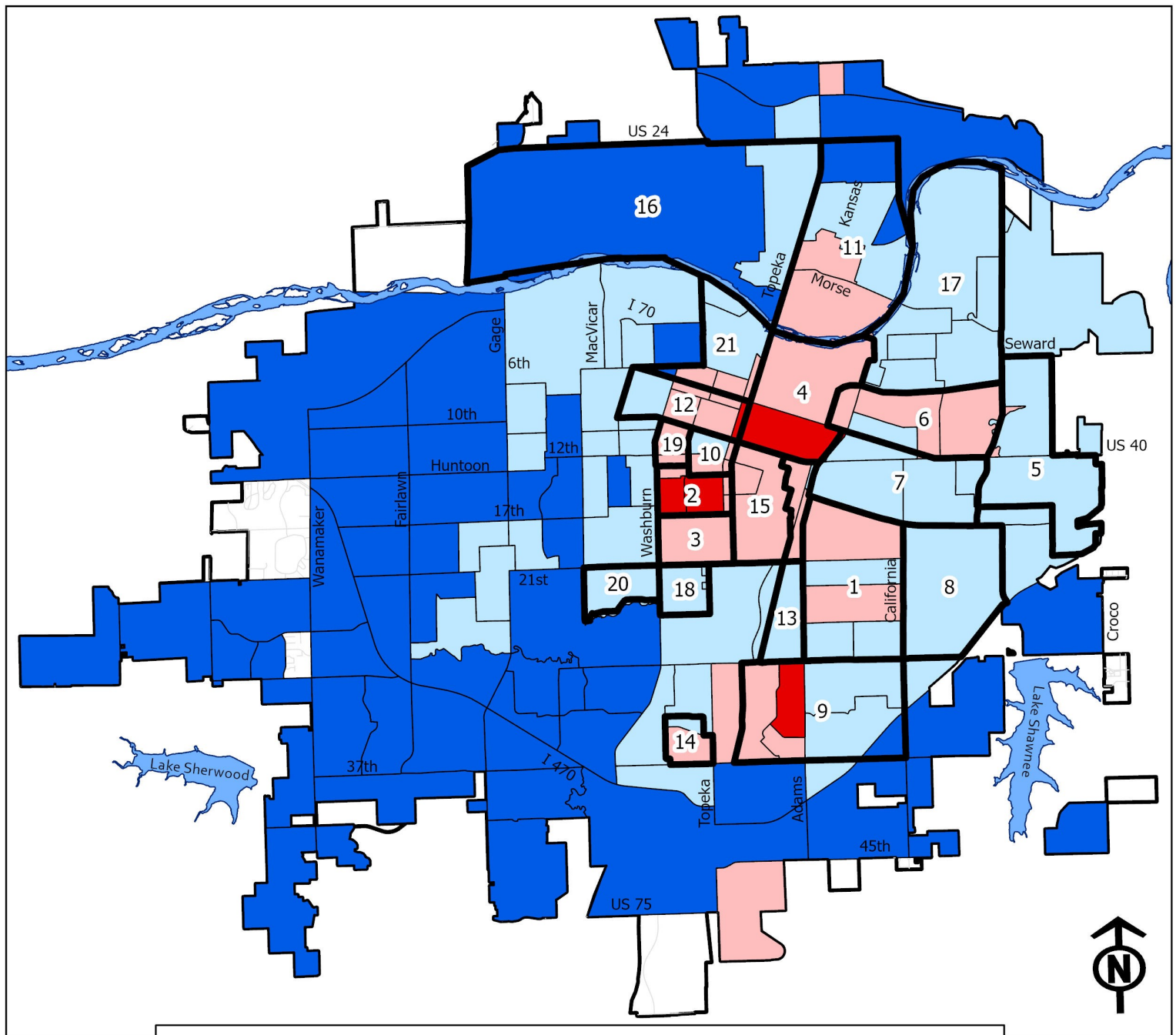
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|--------------------------------|----------------------------|
| 1. Central Highland Park | 12. Historic Old Town |
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| 3. Chesney Park | 14. Likins Foster |
| 4. Downtown | 15. Monroe |
| 5. East End | 16. North Topeka West |
| 6. East Topeka North | 17. Oakland |
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| 8. Highland Acres | 19. Tennessee Town |
| 9. Highland Crest | 20. Valley Park |
| 10. Historic Holiday Park | 21. Ward Meade |
| 11. Historic North Topeka East | |

Residential Property
Values

- | | |
|---|-------------------------------------|
| | Healthy (\$134,451+) |
| | Out Patient (\$87,448 to \$134,450) |
| | At Risk (\$51,961 to \$87,447) |
| | Intensive Care (\$0 to \$51,960) |

City of Topeka Neighborhood Health 2023

Single-Family Home Ownership



NIAS

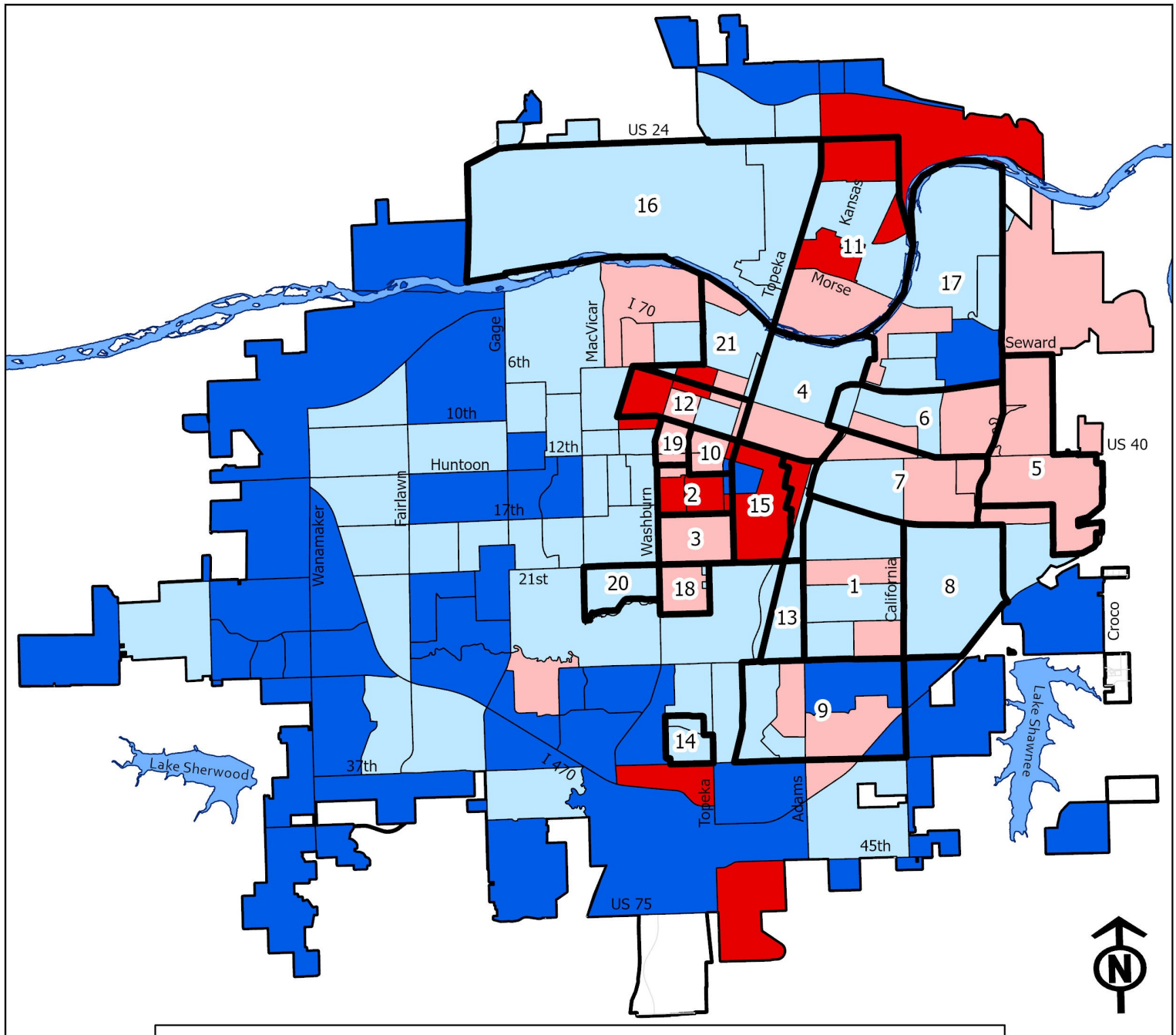
1. Central Highland Park
2. Central Park
3. Chesney Park
4. Downtown
5. East End
6. East Topeka North
7. East Topeka South
8. Highland Acres
9. Highland Crest
10. Historic Holiday Park
11. Historic North Topeka East
12. Historic Old Town
13. Jefferson Square
14. Likins Foster
15. Monroe
16. North Topeka West
17. Oakland
18. Quinton Heights Steele
19. Tennessee Town
20. Valley Park
21. Ward Meade

Single-Family
Home Ownership

- Healthy (70 - 100%)
- Out Patient (50 - 69%)
- At Risk (34 - 49%)
- Intensive Care (0 - 33%)

City of Topeka Neighborhood Health 2023

Secured Buildings & Unsafe Structures



NIAS

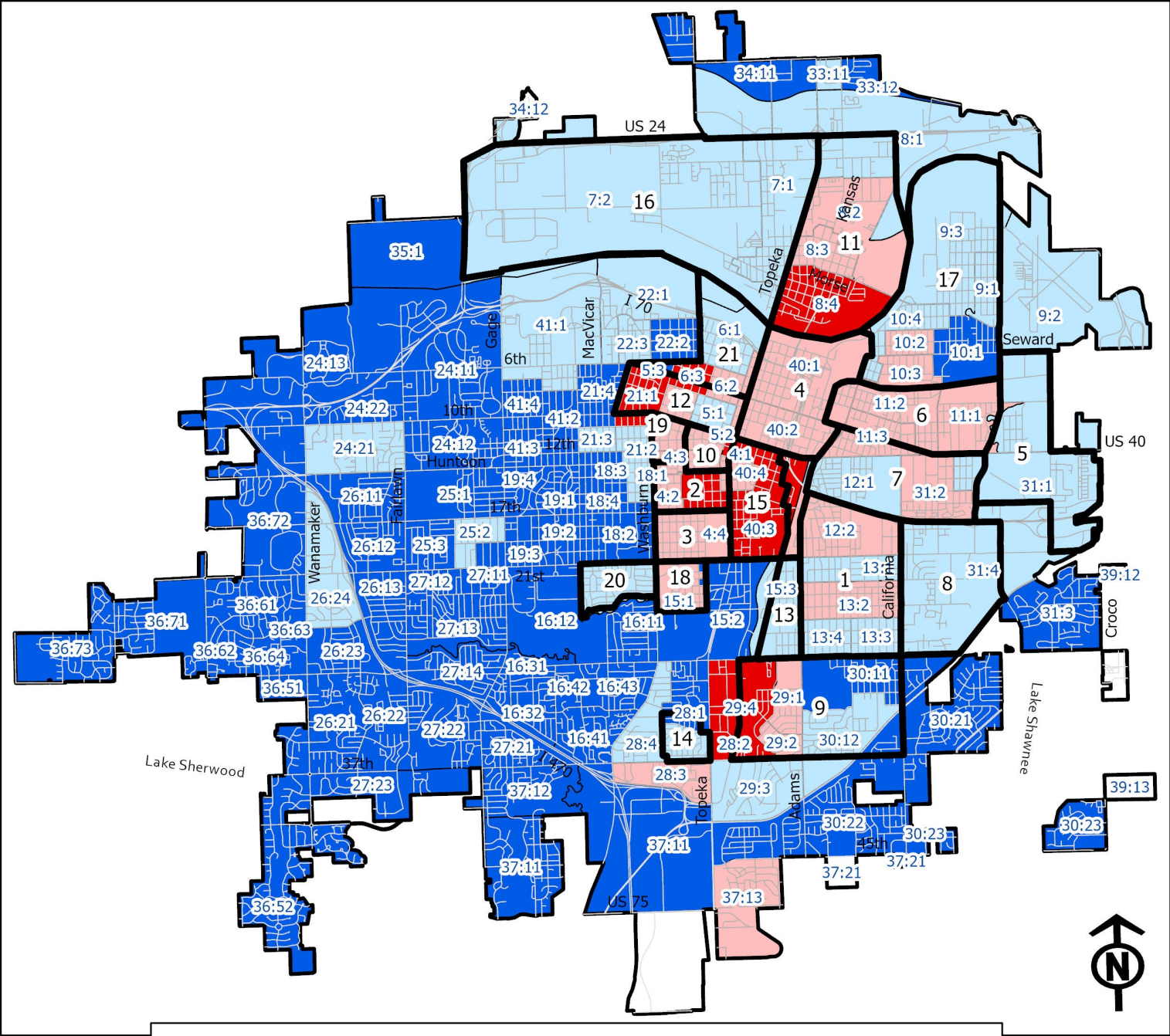
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| 9. Highland Crest | 20. Valley Park |
| 10. Historic Holiday Park | 21. Ward Meade |
| 11. Historic North Topeka East | |

Number of secured and unsafe structures per 100 properties

- | |
|--|
| Healthy (0 to .25) |
| Out Patient (0.26 to 0.75) |
| At Risk (0.76 to 1.75) |
| Intensive Care (> 1.75) |

City of Topeka Neighborhood Health 2023

Block Groups



NIAS

1. Central Highland Park

2. Central Park

3. Chesney Park

4. Downtown

5. East End

6. East Topeka North

7. East Topeka South

8. Highland Acres

9. Highland Crest

10. Historic Holiday Park

11. Historic North Topeka East

12. Historic Old Town

13. Jefferson Square

14. Likins Foster

15. Monroe

16. North Topeka West

17. Oakland

18. Quinton Heights Steele

19. Tennessee Town

20. Valley Park

21. Ward Meade

Health Status

Healthy

Out Patient

At Risk

Intensive Care



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE:	May 21, 2024	
CONTACT PERSON:	Richard U. Nienstedt, Interim City Manager	DOCUMENT #:
SECOND PARTY/SUBJECT:	City of Topeka 2023 Homelessness Task Force Recommendations	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION on findings and recommendations of the Homeless Initiative Team regarding mitigation of homelessness.

VOTING REQUIREMENTS:

Discussion only.

POLICY ISSUE:

Update the Governing Body on efforts of Homeless Initiative Team to mitigating homelessness.

STAFF RECOMMENDATION:

Staff will provide an update on the City's Homelessness strategies.

BACKGROUND:

In February 2023, the City hired Sylver Consulting, Inc., to facilitate a team of individuals who will develop effective solutions to address homelessness in Topeka in a proactive and thoughtful way.

In August 2023, the Governing Body approved the working group, made up of a core and auxiliary team. The group was comprised of representatives from the City of Topeka, Shawnee County, local residents, a previously unsheltered homeless individual, and the following organizations:

- Compassion Strategies
- Habitat for Humanity
- Shawnee County

- Shawnee County Department of Corrections
- Shawnee County Landlords Association
- Topeka Housing Authority
- Topeka Rescue Mission Ministries
- Valeo Behavioral Health Care
- YWCA Northeast Kansas

The group worked to understand and define the homelessness problem and conducted in-depth research with subject matter experts, collecting and reviewing the data, generating and testing possible solutions, and much more. The entire process was expected to last eight months with the expectation the City would be provided with multiple solutions to address homelessness in Topeka, including at least two that have been tested in the community. Multiple community engagement points occurred throughout the process, especially in the research phase.

BUDGETARY IMPACT:

To be determined.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Presentation



Addressing Homelessness in Topeka Using the Path to Innovation Approach

Council Update | May 21, 2024

BY

Brianna Sylver



The focus of our charge is to...

Decrease homelessness

by promoting a safe and unified community, that addresses the complexities of homelessness, through community education and using data driven approaches that increase the accessibility of housing and transformational services.

Two “teams” have led this initiative

CORE TEAM

(the day-to-day, core working group for the initiative)

Members:

- **Housing Navigator — Irma Faudoa (co-lead)**
- **Topeka Police Department — Major Jana Kizzar (co-lead)**
- City Attorney — Amanda Stanley
- Senior Paralegal — Bonnie Williams
- Housing Services Division Director — Carrie Higgins
- Property Maintenance Division Director — John Schardine
- Streets Operations Manager — Todd Workman
- CEO Valeo Behavioral Health Care — Bill Persinger
- Topeka Rescue Mission Executive Director – La Manda Broyles
- President Topeka Housing Authority — Trey George
- District 2 Business Owner — Pedro Concepcion
- Assistant Shawnee County Counselor – Ashley Biegert

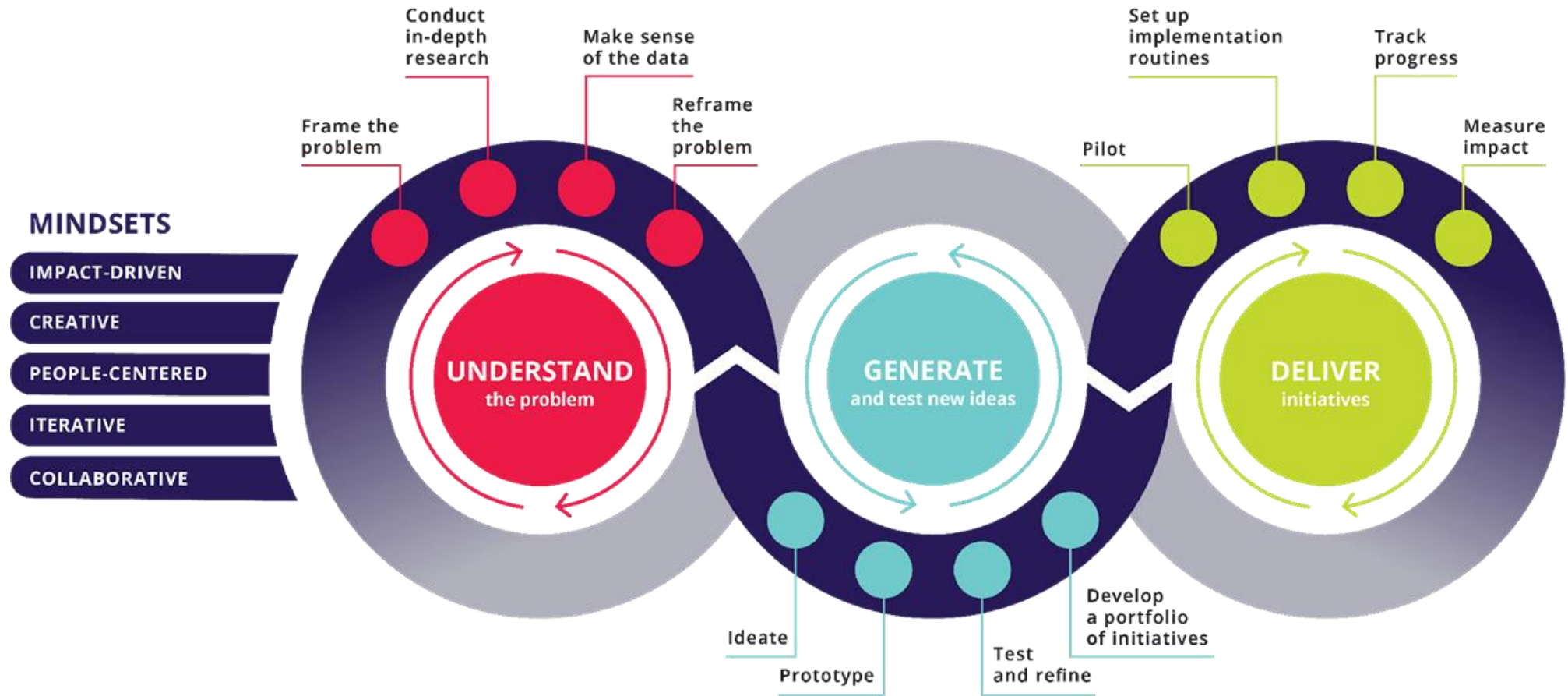
AUXILIARY TEAM

(the advisory group consulted at various points)

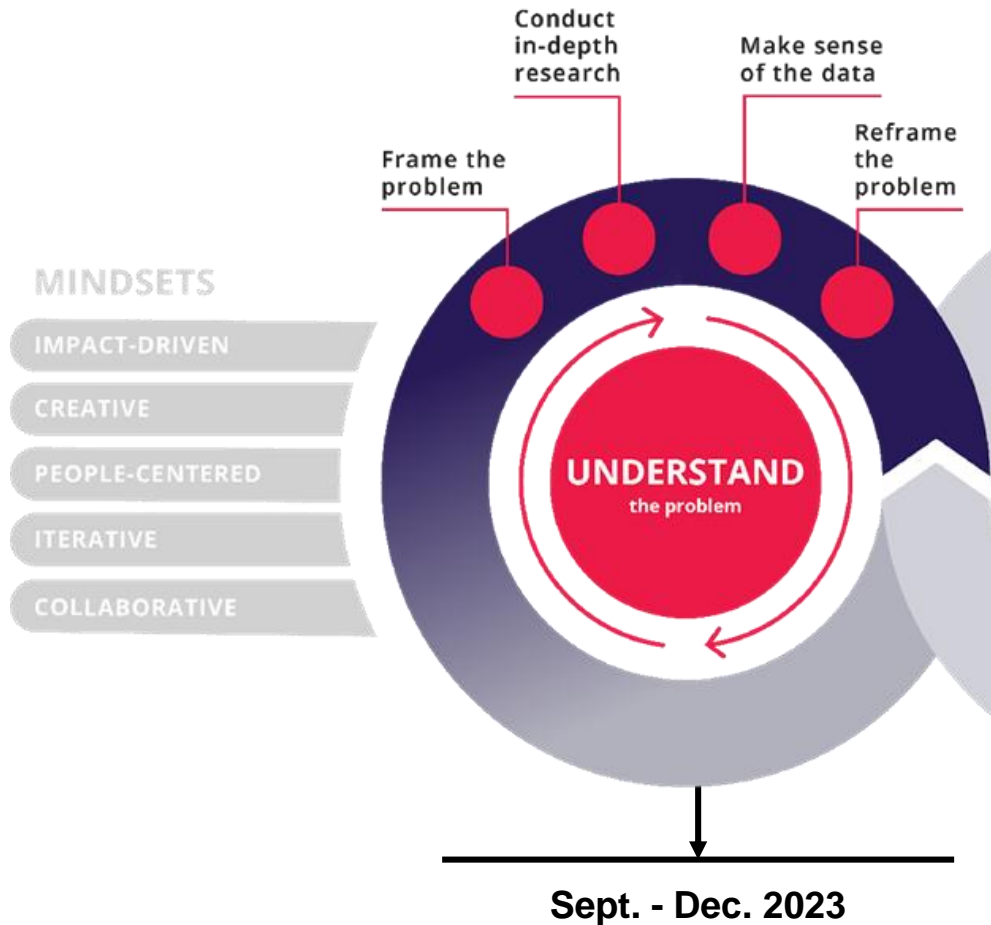
Members:

- Topeka Fire Chief — Randy Phillips
- Topeka Police Department — Captain Colleen Stuart
- Director of Planning and Development — Rhiannon Friedman
- Director of Communications — Gretchen Spiker and Rosie Nichols
- Director of Community Engagement — Monique Glaude’
- District 2 — Councilwoman Christina Valdivia-Alcalá
- CEO Compassion Strategies — Barry Feaker
- Director of the Shawnee County Department of Corrections — Brian Cole
- President of the Shawnee County Landlords Association — Steve Vogel
- Program Director YWCA — Becca Spielman
- CEO Habitat for Humanity — Janice Watkins
- Topeka Rescue Mission – Haleigh Hipsher
- Community Member — Cory Chandler

The “Path to Innovation” methodology has guided our work



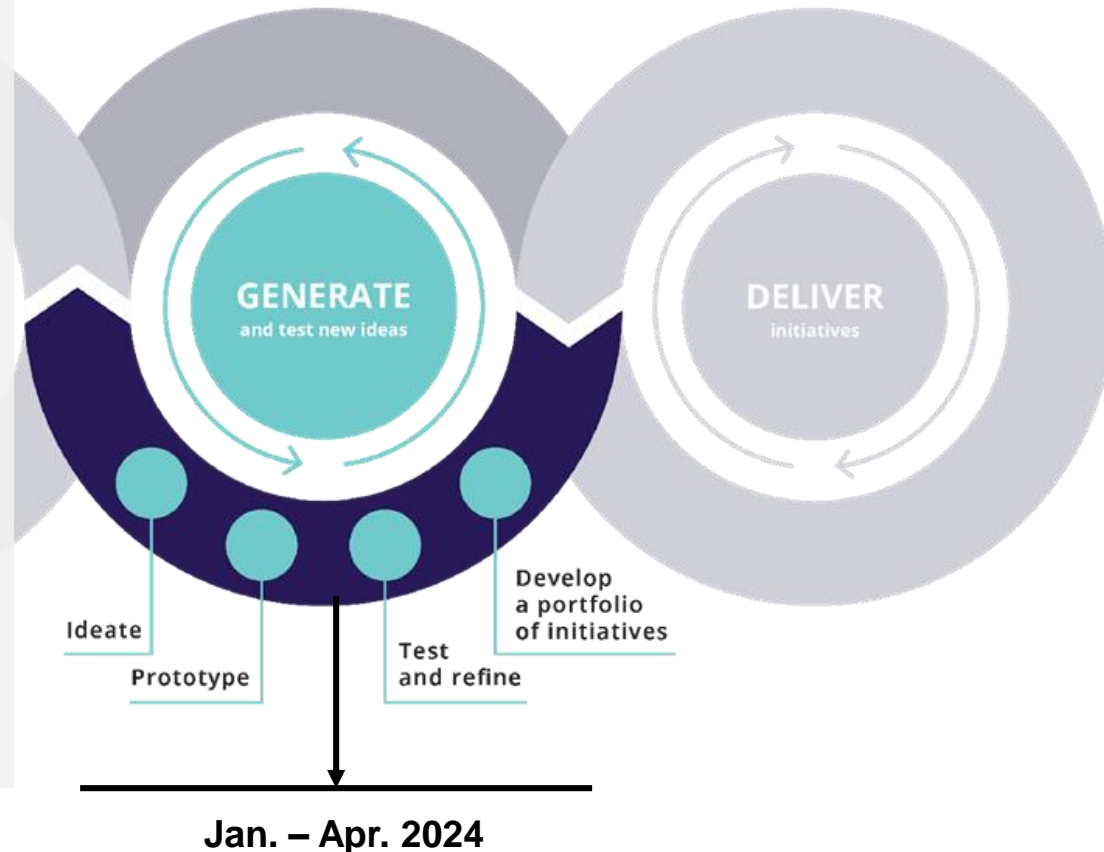
UNDERSTAND: Fall in love with the problem



- **Over 1,000 hours were spent understanding the problem.**
- **30 experts engaged in 1 – 2 hour conversations.** Experts ranged from people who are or have experienced homelessness to agencies supporting people who are experiencing homelessness to public health and safety personnel of Topeka.
- **20 literature reviews completed.** Literature reviews involved dissecting state and national studies on homelessness, processing data from the Topeka community on homelessness and looking into what neighboring cities have done to address the issue and what has worked vs. not in those different contexts.

GENERATE: Shape ideas for maximum impact

- **Four ideation sessions** were conducted, with over 80 people participating.
- **More than 140 ideas were generated.**
- After methodically reviewing those ideas for fit and impact in the Topeka community, **nine ideas represent this committee's proposal for where the community's efforts should be directed in support of reducing homelessness in Shawnee County.**



There are nine recommended next step actions

**Two ideas were advanced for prototyping and testing. These represent ideas that we feel are necessary for the community to gain traction in the goal towards reducing homelessness.

60 community members were engaged in helping to shape these ideas for maximum impact.

RECOMMENDED FOR NEXT STEP ACTION IN 2024 - 2025

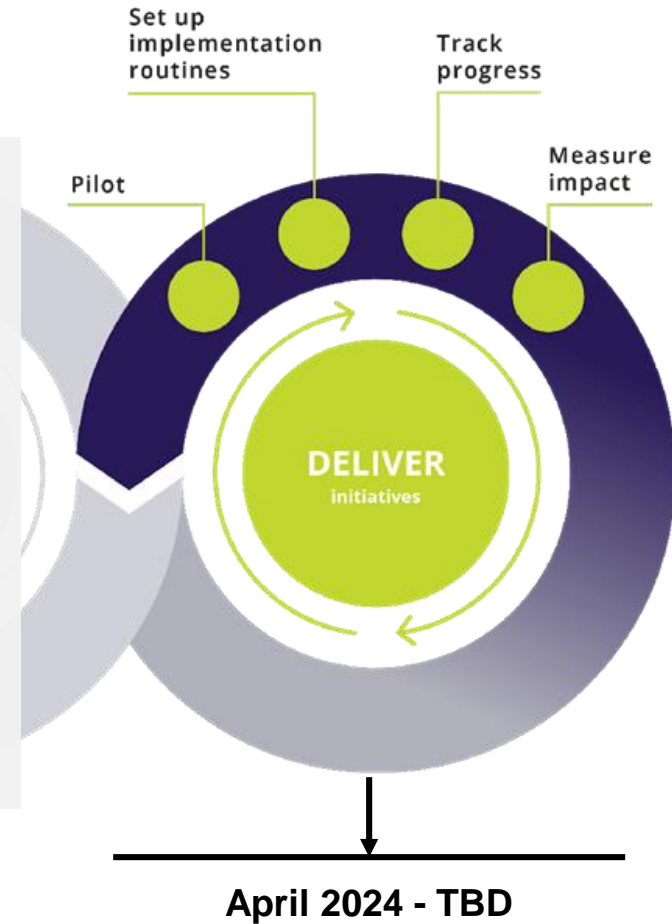
1. **One Stop Homeless Resource Center****
2. **Investment in a Continuum of Housing Solution**** — specifically a low-barrier shelter and permanent tiny home villages
3. **Multi-Sector Community Coalition** — Development of a multi-sector community coalition, designed to support systemic and collaborative action towards solutions designed to reduce/end homelessness
4. **Transportation Service** to help people experiencing homelessness to access support services and employment, when available public transit is gapped
5. **Doubling Down on Programs and Services that are Working in the Community** — conducting an audit, guided by a rubric of various programs in the city and investing in grant writers to support channeling more money to those programs
6. **Housing and Employment Second Chance Offering** — designed to reconcile housing and employment problems that might lead to a person becoming homeless
7. **Creation of a Centralized Data Hub** — aggregate data from across agencies is collected and analyzed to support data-driven decisions community-wide on where and how funding for services should be invested in the community

RECOMMENDED FOR ACTION 2026 AND BEYOND

8. **Workplace Connections** — designed to create job matches between people experiencing homelessness and the employers in the Topeka region needing skilled labor
9. **Landlord Incentives for Second Chances** — creating intentional partnerships with landlords, where they are willing to “take a chance” on someone who might have poor credit or other red flags in their background, in return for attractive incentives

DELIVER: Implement solutions into Topeka

- “Deliver” plans have taken shape for two initiatives of the portfolio:
 - One Stop Homeless Resource Center
 - Investment in a Continuum of Housing Solution:
 - Low Barrier Shelter
 - Permanent Tiny Home Village



DEEP DIVE INTO THE...

One Stop Homeless Resource Center



Topeka's One Stop Homeless Resource Center centralizes all essential services to support individuals experiencing homelessness within a single, designated location within the city.

WHY IT IS A VALUABLE IDEA?

The One Stop Homeless Resource Center **accelerates the pathway to stability for people experiencing homelessness, as it both streamlines and simplifies the process of accessing services**, by consolidating services into one location. It also fosters greater community collaboration between agencies seeking to serve this population, through proximity.

THE ONE STOP HOMELESS RESOURCE CENTER OFFERS A COMPREHENSIVE ARRAY OF ON-SITE SERVICES:

- Basic necessities
- PO boxes
- Digital connectivity
- Physical health services
- Behavioral health service
- Dental health services
- Shelter and housing services
- Employment services
- Financial services
- Resource navigation
- Legal guidance
- Life coaching and mentorship
- Child day care services
- Multilingual support

How it works...the vision vs. what we propose as the start

	THE LONG-TERM VISION	THE SHORT-TERM PROPOSAL
HOURS OF OPERATION	Mon – Sat; 7am – 6pm	Three days a week; 9 – 3pm
APPOINTMENTS	No appointments are needed, walk-ins are welcomed and encouraged	
SUPPORT OFFERED	Every individual served is assigned a dedicated Navigator. Navigators remain involved as case managers, ensuring continuity of care and support	
ENGAGEMENT FOSTERED	Frequent engagement with the One Stop Homeless Resource Center is encouraged, incentivized, and celebrated to support achievement of stabilization goals of those experiencing homelessness	
PARTNER AGENCIES	Partner agencies occupy dedicated spaces within the facility and/or have the ability to engage virtually with individuals Center when not physically there. Partner agencies choose the frequency with which they would like to participate	Partner agencies are available for support only when physically located in the Center. Each partner agency may not receive a dedicated space
WHO WILL BE SERVED	Designed to cater to individuals who meet the federal definition of homelessness, either using the HUD definition or the McKinney-Vento definition (defined as people who lack a fixed, regular, and adequate nighttime residence). It's expected that the space of the Homeless Resource Center will serve a wide variety of individuals experiencing homelessness in Topeka, inclusive of families with children, seniors, victims of exploitation, individuals transitioning from incarceration, individuals exiting the foster care system, veterans, single adults with sex crimes and more	
LOCATION	A "campus vision" is recommended	A free-standing community space that can accommodate the operational needs of IMPACT Avenues and MAP

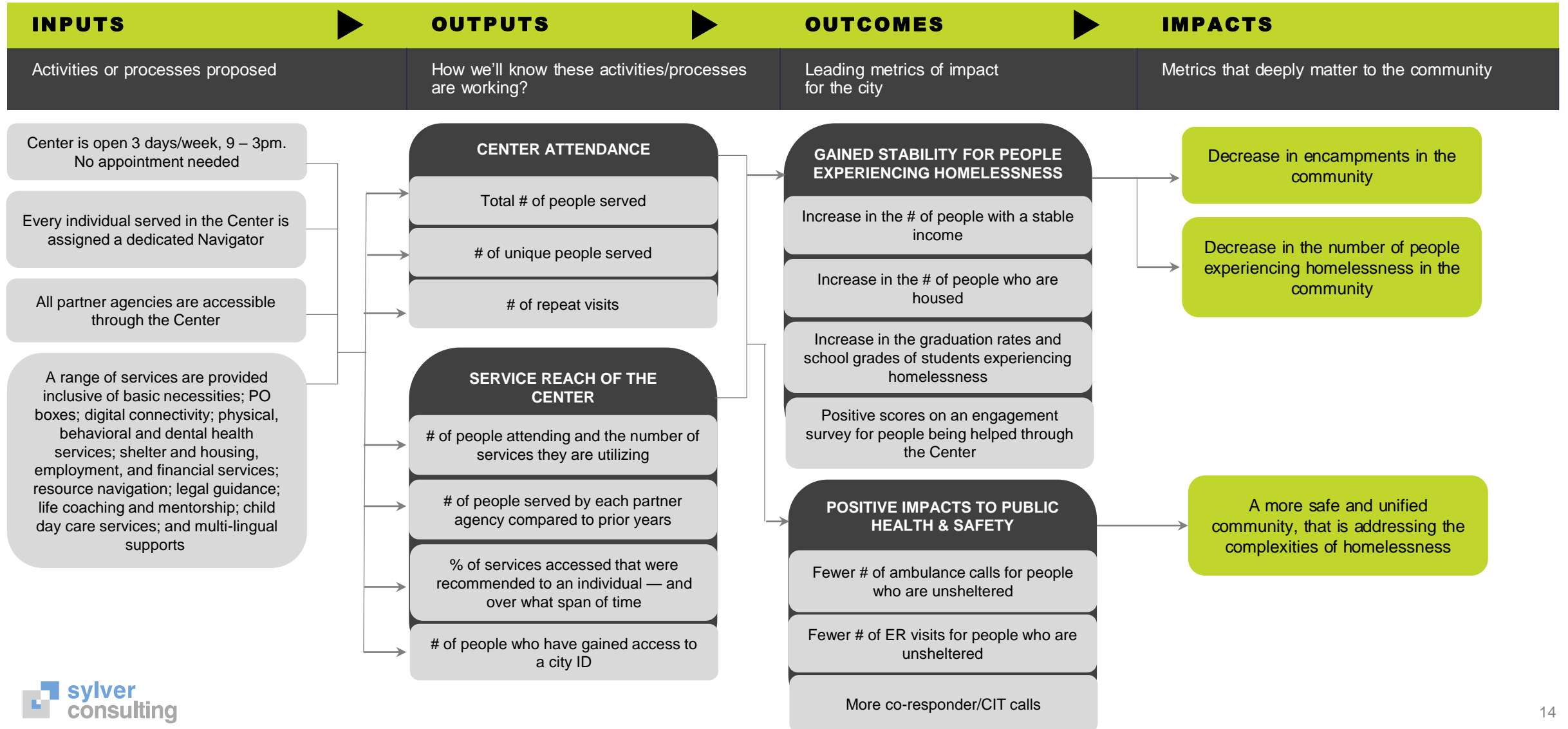
Quarter 2 & 3: May – Sept. 2024

CORE GOALS FOR MAY – SEPT. 2024	TASK	TIME FRAME
Define the ideal location for the short-term proposal of the One Stop Homeless Resource Center	Need to define which community spaces could support the power and water draws of MAP and the partner capacity and privacy needs of IMPACT (Need to make sure the space has access to showers in the winter)	May - June 2024
	Secure the space	July 2024
Define the staffing and logistics	Determine which partner agencies of the community would like to be part of the Center and when	June – mid-Aug. 2024
	Define which group(s) will be providing the navigation services for the Center	June – mid-Aug. 2024
	Run a simulation, with a small group of people, of the One Stop Homeless Resource Center in action	End of Aug. 2024
Open the Center for 3 days/week, no appointment required	Center is opened for operation	Mid-Sept. 2024

Quarter 4 2024 – Quarter 3 2025

CORE GOALS FOR OCT. 2024 – SEPT. 2025	TASK	TIME FRAME
Center is operated for 3 days/week, no appointment required	Center is operated for 3 days/week, across three seasons: Fall, Winter, Spring	Sept. 2024 – June 2025
	Monthly, the team assesses what about the Center is working and where there is opportunity for improvements	At the end of each month; Oct. 2024 – June 2025
The Operations Team of the Center assesses if the current infrastructure of the Center is sufficient or if there is merit in preparing for the "bigger vision"	Assess if the current infrastructure is enough or if more investment (more days, better facilities, more services, etc.) would likely create better outcomes	Sept. 2025

The impact of the Homeless Resource Center will be monitored and tracked



DEEP DIVE INTO THE...

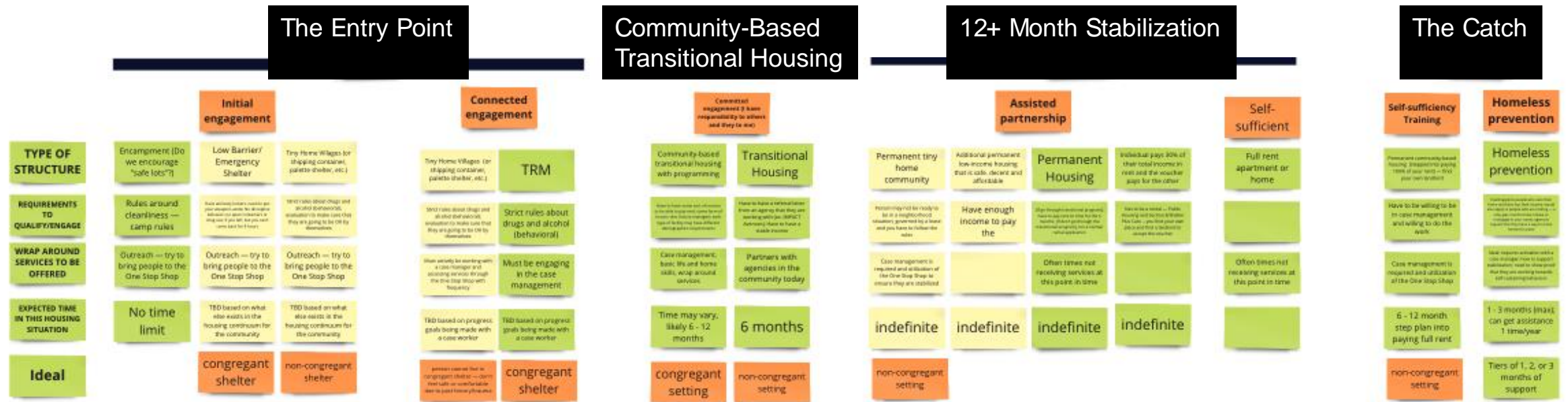
Investment in a Continuum of Housing Solution



LOW BARRIER SHELTER & PERMANENT TINY HOME VILLAGE

An ideal housing continuum for Topeka was reviewed with community members

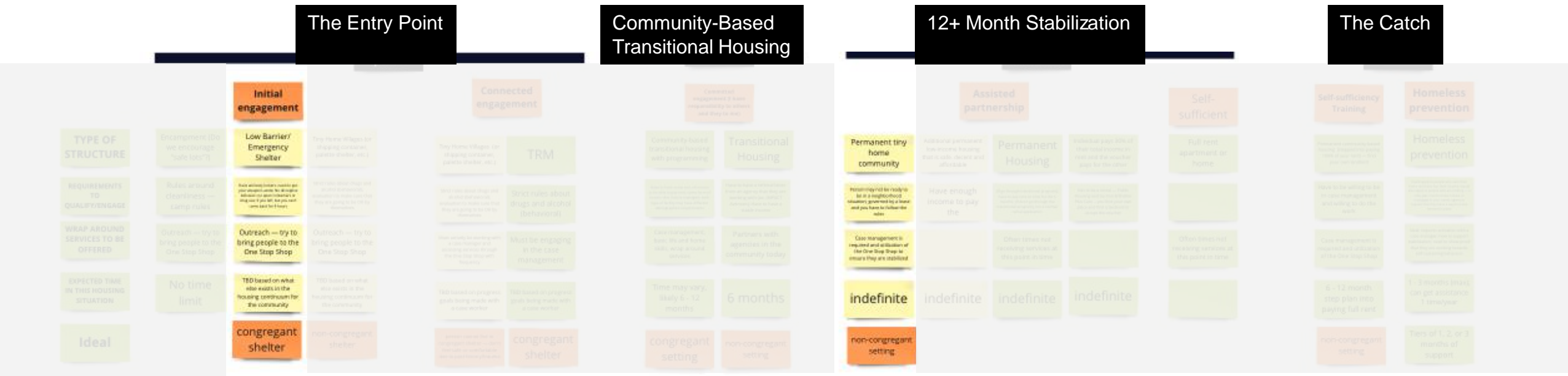
Goal of those conversations were to understand where in this housing continuum efforts of the community should be directed first.



Example of the prototype shared with community members

A low barrier shelter and permanent tiny home village are the recommendation—NOT to be owned and operated by the City of Topeka

This recommendation was informed by many different types of community members—from people experiencing homelessness to agencies who support them to city employees to developers working in the community.



Example of the prototype shared with community members

Key requirements for each shelter...

FOR THE LOW-BARRIER SHELTER...

- Includes both congregant and non-congregant shelter
- Is built to include different level of incentive for accepting and committing to support
- Is built to accommodate pets, to eliminate that as a barrier to accessing support
- Is secured and is weapon free
- Includes lots of community education about what is a low-barrier shelter and what it is not

FOR THE PERMANENT TINY HOME VILLAGE...

- Is a village of eight tiny homes constructed within a neighborhood of Topeka, near a transit line of the community
- Each tiny home includes a small kitchen and a bathroom
- Case management is offered in the village (using a peer mentor model)
- People living in the community are hired to take care of the community
- Housing of the village is zoned to be affordable (rent based on a % of an individual's income)
- Supports development models that promote safe, affordable, and decent permanent housing up to and including ownership
- New residents of the village are provided a financial safety net of 12 - 18 months

The **implementation timeline is similar** for both housing solutions

(the low barrier shelter and the permanent tiny home village).

Q2 and Q3 2024

CORE GOALS FOR Q2 AND Q3 2024 (MAY – SEPT 2024)	TASK	TIME FRAME
Gain public support for the projects	Introduce the community to what a low barrier shelter is and what it is not; expand perspective on the different expressions of low barrier shelters throughout the country	May - Sept. 2024
	Introduce the community to what a permanent tiny home village is and what it is not; expand perspective on the different expressions of tiny home villages throughout the country	May - Sept. 2024
Define who the interested parties are in the community; the orgs who are interested in participating in the build out and operation of a low barrier shelter and/or permanent tiny home village	Create a system for collecting info on who the interested parties are for the low barrier shelter and/or the permanent tiny home village	May - June 2024
	Bring together the interested parties for the low barrier shelter. Create the education campaign related to this initiative for the community	June 2024
	Bring together the interested parties for the permanent tiny home village. Create the education campaign related to this initiative for the community	June 2024

Q2 and Q3 2024 cont.

CORE GOALS FOR Q2 AND Q3 2024 (MAY – SEPT 2024) (CONT.)	TASK	TIME FRAME
Research best practices for low barrier shelters and permanent tiny home villages through the country	Explore best practices associated with structures and models of operation, funding, and location placement (for both the low barrier shelter and the permanent tiny home village)	May – July 2024
Define what the ideal low barrier shelter and permanent tiny home village is for the Topeka community	Interested parties for each structure come together to make that decision—or to define the options for consideration	August 2024
	Interested parties seek alignment with policymakers on the best structure for each housing solution (the low barrier shelter and permanent tiny home village)	Sept. 2024

Q4 2024

CORE GOALS FOR Q4 2024 (OCT. DEC. 2024)	TASK	TIME FRAME
Define funding for each project	Assess the funds that all interested parties bring to each of the two projects—the low barrier shelter and the permanent tiny home village	Oct. 2024
	Assess what grants might be available to support any funding gaps (for both startup and long-term operational costs) that might exist for both projects—the low barrier shelter and the permanent tiny home village	Nov. – Dec. 2024
Define the location of each structure in the Topeka community	Identify the possible locations in the community for each structure. Consider zoning and policy changes that might be required when making those decisions	Oct. – Dec. 2024

2025

CORE GOALS FOR 2025 (JAN. - DEC. 2025)	TASK	TIME FRAME
Make a decision on who will operate the low barrier shelter and the permanent tiny home village in the community	Create a RFP/RFQ to be disbursed to interested parties of each type of structure (low barrier shelter and permanent tiny home village). Ask in the RFP/RFQ for the full 5-year costs of starting and sustaining each shelter type	Q1 2025
	Define who in the community/which entity will manage the RFP/RFQ process for the build out of each structure (low barrier shelter and permanent tiny home village)	Q1 2025
	Make a decision on which entity will operate each structure (low barrier shelter and permanent tiny home village) for the community	Q2 2025
Secure funds for each project	Secure funds from committed community partners interested in each project	Q3 2025
	Apply for grants to fill the gaps in funding that might exist for both projects	Q3 2025 and beyond
	Establish a capital campaign in the community to help with start up costs, if needed, for both projects	Q3 2025 - 2026
Secure the location for each structure	Purchase or lease the land for each structure	Q4 2025
Create the detailed building plans for each structure	Craft the development plan for each structure	Q4 2025 – Q1 2026

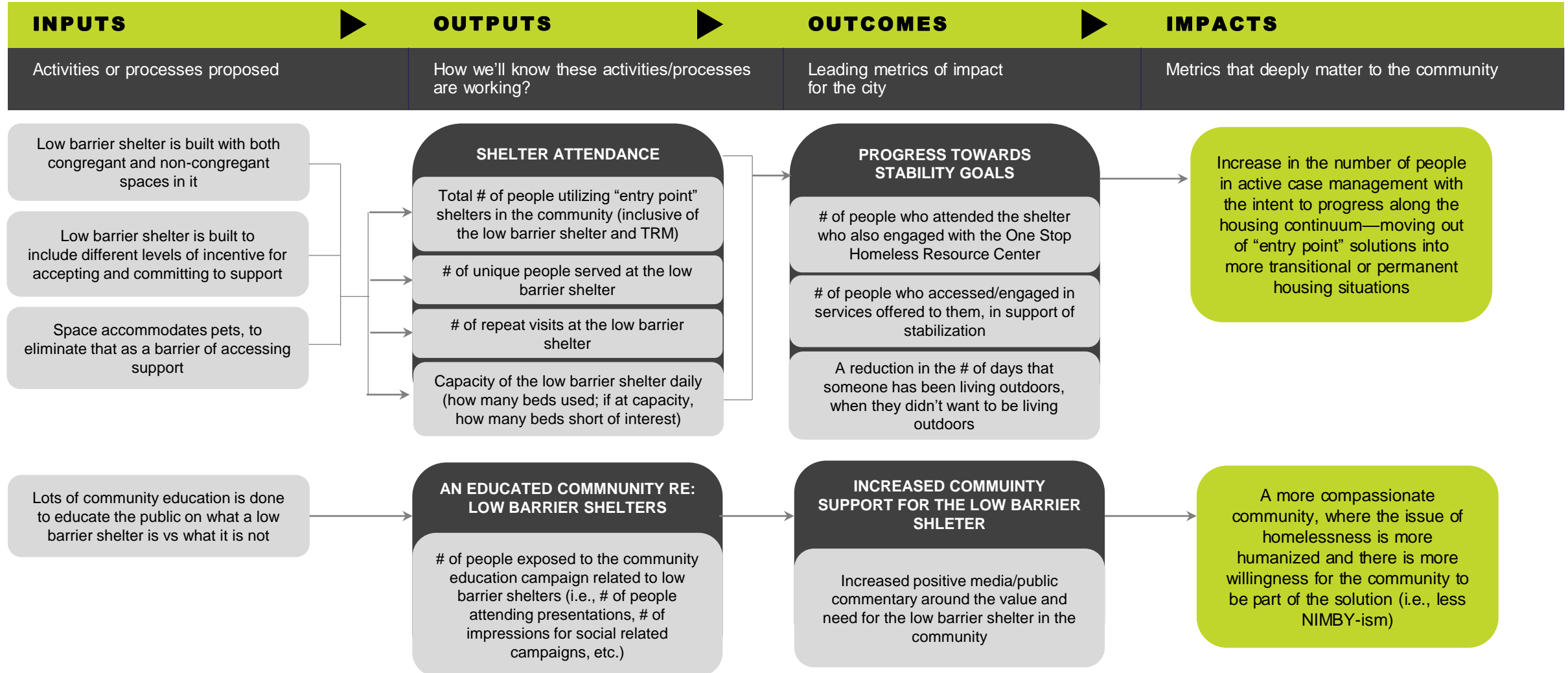
2026 and 2027

CORE GOALS FOR 2026 (JAN. - DEC. 2026)	TASK	TIME FRAME
Construction of each structure begins	Construct the low barrier shelter	Q2 – Q4 2026
	Ready the infrastructure for the permanent tiny home village (inclusive of zoning and policy)	Q1 – Q2 2026
	Install the first phase of the tiny homes (an 8 home village)	Q3 2026
First permanent tiny home village is opened in Topeka	Move residents into the first permanent tiny homes of the community	Q4 2026
Low barrier shelter is opened for operation in Topeka	Open the low barrier shelter for operation	Q1 2027
Permanent tiny home village is operated and next steps assessed	Operate the permanent tiny home village for a year to see how the village navigates and changes over the different seasons of the year	Q1 – Q4 2027
	Assess next steps in terms of expanding the permanent tiny home village concept to other areas of the city	Q4 2027

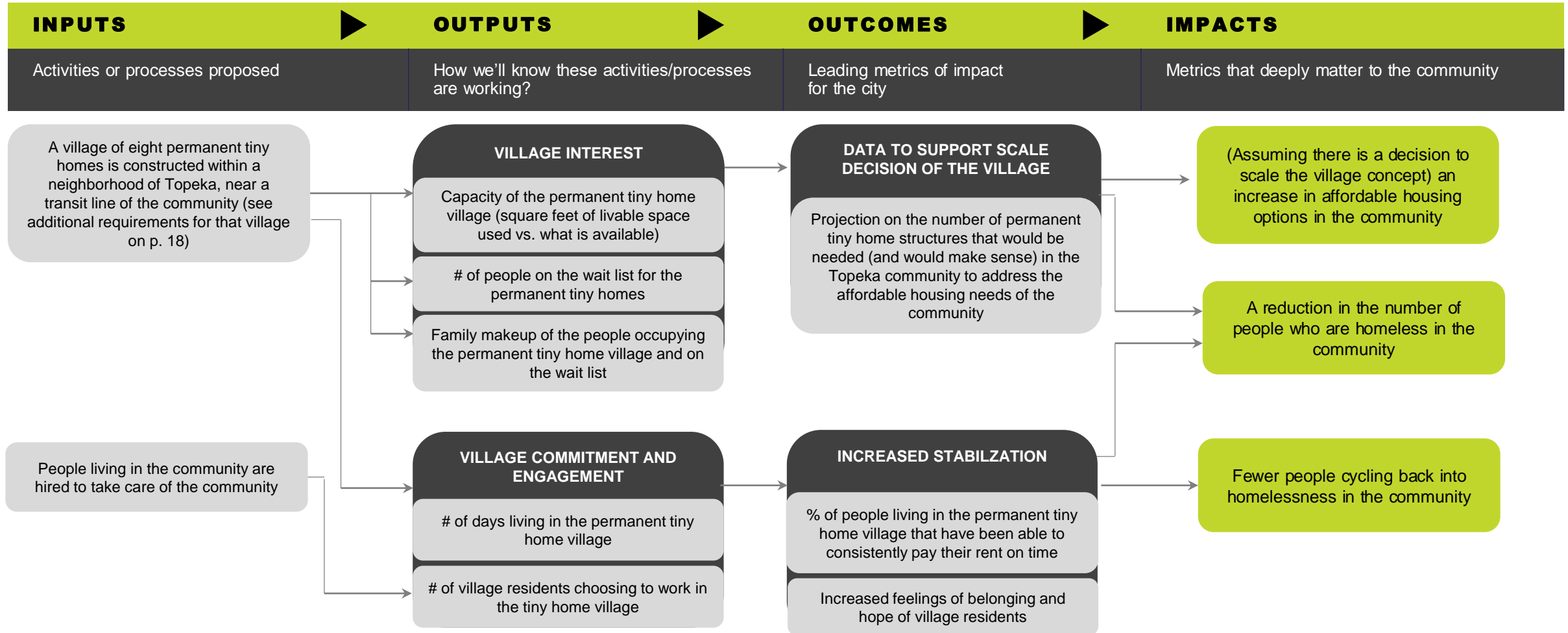
The **impact measurement plan** for each housing solution is different

(the low barrier shelter and the permanent tiny home village).

The impact of the Low Barrier Shelter will be monitored and tracked



The impact of the Permanent Tiny Home Village will also be monitored and tracked



Two asks of the Governing Body:

1

Support for the concepts of the:

- One Stop Homeless Resource Center
- Low Barrier Shelter
- Permanent Tiny Homes

2

Official chartering of a multi-sector community coalition, like the All Hands on Deck initiative being suggested by Compassion Strategies in the community.

Q2 and Q3 2024 actions for the Homeless Resource Center

CORE GOALS FOR MAY – SEPT. 2024	TASK	TIME FRAME
Define the ideal location for the short-term proposal of the One Stop Homeless Resource Center	Need to define which community spaces could support the power and water draws of MAP and the partner capacity and privacy needs of IMPACT (Need to make sure the space has access to showers in the winter)	May - June 2024
	Secure the space	July 2024
Define the staffing and logistics	Determine which partner agencies of the community would like to be part of the Center and when	June – mid-Aug. 2024
	Define which group(s) will be providing the navigation services for the Center	June – mid-Aug. 2024
	Run a simulation, with a small group of people, of the One Stop Homeless Resource Center in action	End of Aug. 2024
Open the Center for 3 days/week, no appointment required	Center is opened for operation	Mid-Sept. 2024

Q2 and Q3 2024 actions for the Low Barrier Shelter and the Permanent Tiny Home Village

CORE GOALS FOR Q2 AND Q3 2024 (MAY – SEPT 2024)	TASK	TIME FRAME
Gain public support for the projects	Introduce the community to what a low barrier shelter is and what it is not; expand perspective on the different expressions of low barrier shelters throughout the country	May - Sept. 2024
	Introduce the community to what a permanent tiny home village is and what it is not; expand perspective on the different expressions of tiny home villages throughout the country	May - Sept. 2024
Define who the interested parties are in the community; the orgs who are interested in participating in the build out and operation of a low barrier shelter and/or permanent tiny home village	Create a system for collecting info on who the interested parties are for the low barrier shelter and/or the permanent tiny home village	May - June 2024
	Bring together the interested parties for the low barrier shelter. Create the education campaign related to this initiative for the community	June 2024
	Bring together the interested parties for the permanent tiny home village. Create the education campaign related to this initiative for the community	June 2024

Q2 and Q3 2024 actions for the Low Barrier Shelter and the Permanent Tiny Home Village cont.

CORE GOALS FOR Q2 AND Q3 2024 (MAY – SEPT 2024) <small>CONT.</small>	TASK	TIME FRAME
Research best practices for low barrier shelters and permanent tiny home villages through the country	Explore best practices associated with structures and models of operation, funding, and location placement (for both the low barrier shelter and the permanent tiny home village)	May – July 2024
Define what the ideal low barrier shelter and permanent tiny home village is for the Topeka community	Interested parties for each structure come together to make that decision—or to define the options for consideration	August 2024
	Interested parties seek alignment with policymakers on the best structure for each housing solution (the low barrier shelter and permanent tiny home village)	Sept. 2024

Thank You!

Do we have your support for the...

1

Concepts of the:

- One Stop Homeless Resource Center
- Low Barrier Shelter
- Permanent Tiny Homes

2

Official chartering of a multi-sector community coalition, like the All Hands on Deck initiative being suggested by Compassion Strategies in the community.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
May 21, 2024

DATE:	May 21, 2024	DOCUMENT #:
CONTACT PERSON:		PROJECT #:
SECOND PARTY/SUBJECT:	Public Comment Protocol	
CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

PUBLIC COMMENT PROTOCOL

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

Governing Body Rule 5.5

(c) **Public Comment on a specific agenda item:** Comments from members of the public concerning a specific agenda item will be heard at the time the item is considered. Persons will be limited to addressing the governing body one (1) time on a particular matter unless otherwise allowed by a vote of six (6) or more members of the governing body.

(d) **General public comment:** Requests by members of the public to speak during the public comment portion of a regular governing body meeting will be placed on the agenda on a "first-come, first-served" basis. The request should state the name of the individual(s) desiring to be heard. Each such individual shall be limited to addressing the governing body one (1) time and his or her comments shall be limited to topics directly relevant to business of the governing body; provided however, that comments pertaining to personnel and litigation matters shall not be allowed.

Procedures for Addressing the Governing Body

In accordance with Governing Body Rules 5.6 and 5.7, the following protocols for public comment apply:

- Each person shall state his or her name and city of residence in an audible tone for the record.
- All remarks shall be addressed to the Governing Body as a whole -- not to any individual member.

- In order to provide additional time for as many individuals as possible to address the Governing Body, each individual signed up to speak will need to complete his or her comments within four minutes.

The following behavior will not be tolerated from any speaker:

- Uttering fighting words
- Slander
- Speeches invasive of the privacy of individuals (no mention of names) Unreasonably Loud Speech
- Repetitious Speech or Debate
- Speeches so disruptive of proceedings that the legislative process is substantially interrupted

Any speaker who engages in this type of behavior will be warned once by the presiding office (Mayor). If the behavior continues, the speaker will be ordered to cease his or her behavior. If the speaker persists in interfering with the ability of the Governing Body to carry out its function, he or she will be removed from the City Council Chambers or Zoom meeting room.

Members of the public, Governing Body and staff are expected to treat one another with respect at all times.

Zoom Meeting Protocol

- Make sure your Zoom name, email and/or phone number matches what was submitted to the City Clerk when you signed up for public comment. Any misnamed or unauthorized users will not be admitted to Zoom.
- Please keep your mic muted and your camera off until you are called by the Mayor to give your comment.
- If you are cut off during your comment time due to an internet connection or technical issue, you will need to submit your comments in writing to the City Clerk at atcclerk@topeka.org 215 SE 7th Street, Room 166, Topeka, KS 66603 for attachment to the minutes.
- If you break any of the public comment rules, you will receive one warning from the Mayor. If you continue any prohibited behavior, you will be removed from the Zoom meeting room and will not be allowed to rejoin.
- Public comment is limited to four minutes. You may receive an extension at the discretion of the Governing Body. The timer will be visible to you in the 'City of Topeka Admin' window on the Zoom app. Call-in users will hear one beep when a minute is remaining and then another beep when time has expired.
- Please do not share the Zoom login information with anyone. Any unauthorized users will not be admitted to the Zoom meeting room.

BUDGETARY IMPACT:

SOURCE OF FUNDING: