



# CITY OF TOPEKA

CITY COUNCIL COMMITTEE  
MEETING MINUTES

## ECONOMICS & COMMUNITY DEVELOPMENT COMMITTEE

CITY COUNCIL  
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Date: December 19, 2014

Time: 3:00 p.m.

Location: Holliday Conference Room

Committee Members Present: Councilmembers Michelle De La Isla (Chair), Karen Hiller, and Nathan Schmidt.

City Staff Present: Corrie Wright and Rachelle Vega-Retana from Housing and Neighborhood Development (HND), Jim Colson (City Manager), Nickie Lee (Finance), Brad Reif (HND), Angela Horn (City Council).

1. Chairperson Michelle De La Isla called meeting to order.
2. Councilmember Karen Hiller moved to approve the minute meetings from May 14, 2014. Councilmember Nathan Schmidt seconded it. Motion passed 3-0.
3. Discussion of Agenda Items

Councilmember Hiller stated that she would like to use this meeting largely as a discussion session to refresh everyone's memory on the recommendations. Chairperson De La Isla asked Ms. Wright to please give a brief overview of what recommendations were discussed at their last meeting.

Ms. Wright stated that last year the Committee did mark all of the items as priorities, but they are welcome to mark different items for this year. Chairperson De La Isla stated that the items on the list are historically the same, and the priorities, categories and percentages seemed to work well. She therefore recommended that they be left as they are. Councilmember Hiller agreed, but would like to hear some feedback before making a final decision. Councilmember Schmidt stated that he would be open to any suggestions others may have, but feels that they are acceptable as is.

Chairperson De La Isla summarized what was asked for last year. The Committee allocated 75% of funding to go into counseling and preventative services; 25% of that funding to go into emergency aide. The categories are 1) aging services, 2) medical services, 3) youth, 4) food, clothing, housing and utilities, 5) mental health and neighborhood, 6) language services, 7) contracts. Chairperson De La Isla asked if anyone from the social services agencies had any other comments or suggestions for change. No one did.

Councilmember Hiller moved to renew the form without the 75/25 percent on the form. Councilmember Schmidt seconded it. Motion passed with a vote of 3-0.

Ms. Wright said there was an informational meeting on May 30<sup>th</sup> of last year and agencies had the opportunity to suggest changes to the form. Most of their suggestions were accepted. Ms. Wright reviewed the suggested changes and which ones were accepted. Chairperson De La Isla asked if there were any comments or questions from the agencies in regards to how the comments that were suggested by the agencies were managed by the City. No one did.

Chairperson De La Isla asked for a few minutes to review the revised RFP. She would also request from staff that the bullet points that were presented today in regards to how the comments were managed, be attached to the new application so the agencies can see and compare.

Ms. Wright discussed with the Committee what items on the form have been improved and how.

Councilmember Schmidt discussed the scoring and definition for duplicated services, and suggested a change to the form. Councilmember Hiller pointed out that the application reads, 'Applicant has achieved outcomes and goals' but the word 'goals' should be changed to 'outputs'.

Chairperson De La Isla requested that an addition be made to the outcomes to compare an agency's outcomes from the previous year's application to see if they have the capacity to perform an increase in funding. Councilmember Hiller mentioned that this may be more of an allocation issue. Councilmember Schmidt stated that if the agency

justifies their request for increased funding, it should have no bearing on the application.

Michelle asked the committee if they'd like to meet again in early January after taking time to review the forms. Committee agreed.

Next agenda item was a discussion on appropriate appeal process in the RFP.

Ms. Wright stated that on page 7 of the RFP, they added item G which is the appeal process.

Councilmember Hiller asked that the word 'council' be changed to 'committee'. She also asked Ms. Wright to change the wording in first paragraph to better clarify the layers of the approval and funding process.

Chairperson De La Isla asked if there were any comments from the applicants. Jocelyn Lyons, Jayhawk Area Agency on Aging asked if the appeal procedure would go before the City Council for the Council to buy in to the procedure so there would not be a repeat of last year.

Councilmember Schmidt said we cannot tell the Council what to do; there is nothing we can do to prevent a repeat of last year. The intention of the appeals process is that when we present the recommendations to Council, and someone who may have contacted other members of the Council, we can then say there was an appeals process and we worked with these agencies through it.

Chairperson De La Isla asked for a motion to approve the appeals process with the amendments that have been suggested. Councilmember Schmidt moved to approve; Councilmember Hiller declined to second the motion; she wants to review the revisions made before approving.

Councilmember Hiller asked that the calendar be reviewed. She explained that the appeals process could take up to a month.

Chairperson De La Isla asked the committee to discuss the 75/25 percent allocations. Councilmember Schmidt liked how it worked out last year and thinks it is fine to use. Councilmember Hiller agreed.

Councilmember Hiller asked that the committee review and affirm the contracted services before they approve the sheet. She is fine with the

categories, and is comfortable with staff recommendation for the minimum grant amount.

Councilmember Schmidt moved to approve the allocation of 75% of funding to go into counseling and preventative services, and 25% of funding to go into emergency aide. Councilmember Hiller seconded. Motion passed 3-0.

The Committee discussed the minimum grant amount. Councilmember Hiller stated that it wasn't cost effective to issue small grants in the past. Councilmember Schmidt suggested changing the minimum grant request and minimum grant award amounts to make sure grants are not underfunded. Councilmember Hiller doesn't want to build in padding. She thinks people should be able to figure out that they need to ask for a little more, in case they get awarded a little less, with the minimum being \$10,000. Councilmember Schmidt would prefer that minimum grant request be set at \$13,500 and the minimum grant award at \$10,000. Councilmember Hiller would like to test it on the results from last year. Chairperson De La Isla said the committee could discuss it more at their next meeting.

Councilmember Hiller asked that the six categories on the form be approved. Councilmember Hiller moved to approve. Councilmember Schmidt seconded it. Motion passed 3-0.

Committee discussed new and untested programs. Councilmember Schmidt moved to approve. Councilmember Hiller seconded it. Motion approved 3-0.

Providing funding for core proven programs. Councilmember Hiller moved to approve. Councilmember Schmidt seconded it. Motion passed 3-0.

Chairperson De La Isla reviewed everything that was discussed thus far. Contracted services will be discussed more at the next meeting.

Chairperson De La Isla discussed the utility rebate program. Councilmember Hiller doesn't feel that there will be an increase in the priority on the services this year. Councilmember Hiller said she would like to request a report from staff to see where the different programs are, and to see how much is available, how fast it's going, and feedback

from providers on the adequacies of those programs to see if there is a way to streamline the administration and dollars available.

Ms. Wright made comments on the reporting process. Contracted services are now being handled by HND, which will allow them to confirm that the expectations on the grant applications have been met before quarterly payments are.

Chairperson De La Isla asked for a motion to adjourn. Councilmember Schmidt moved to adjourn. Councilmember Hiller seconded the motion.

Meeting adjourned at 4:13 p.m.