



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

ECONOMICS & COMMUNITY DEVELOPMENT COMMITTEE

CITY COUNCIL
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Date: January 8, 2016
Time: 9:30 a.m.
Location: Holliday Conference Room, 620 SE Madison St.

Committee members present: Deputy Mayor Karen Hiller (Chair), Councilmembers Brendan Jensen and Jonathan Schumm.

City staff present: Sasha Haehn, Corrie Wright and Rachelle Vega-Retana from Neighborhood Relations.

1. Chairperson Hiller called the meeting to order. Adding agenda item 4c. eCImpact Software Consideration, was approved.
2. The December 4, 2015 meeting minutes were approved.
3. 2017 Planning
 - a. Priorities-Set and Structure-Complete

Information requested at the December 4, 2015 Economic and Community Development (ECD) Committee meeting:

1. Who uses the Community Resource Council (CRC) directory and how is it funded?
2. How is the Hi-Crest Net Center structured and what is CRC's relationship?

Corrie Wright reviewed the email response (attached) from GR Laughlin, CRC Executive Director & CEO, regarding the Hi-Crest Net Center and CRC Directory.

3. Consideration of combining other utility grant programs into the funding process.

Sasha Haehn reported that Deputy City Manager, Doug Gerber, recommends that the utility grant programs not be combined with this funding process.

Councilmember Jensen moved to schedule a separate meeting to discuss further the possibility of combining the other utility grant programs. Councilmember Schumm seconded the motion. Motion passed 3-0.

Social Services Funding Priorities-2017

The Committee and Neighborhood Relations staff recommended changes to the Social Services Funding Priorities-2017 document. Additional recommendations were to add the Social Services and Contracted Services Outcomes-2017 as page 2 of this document, merging the two documents into one; and to move Safe Streets services back under Contracted Services, as recommended by Police Chief Brown (see attached).

Councilmember Schumm moved to approve to change the language in the Social Services Funding Priorities-2017 document as recommended, and to approve making it a two page document. Councilmember Jensen seconded the motion. Motion passed 3-0.

Councilmember Schumm moved to amend his motion and add approval to move Safe Streets services back under Contracted Services. Councilmember Jensen seconded the motion to amend. Motion passed 3-0.

Corrie Wright provided the Committee with the split of the \$800,000 total recommended funding for 2017, with \$312,000 for Contract Services and \$488,000 for Social Services. Councilmember Schumm moved to approve these funding amounts. Councilmember Jensen seconded the motion. Motion passed 3-0.

Social Services and Contracted Services Outcomes-2017

The Committee recommended changes to the Social Services and Contracted Services Outcomes-2017 document. Additional changes recommended were to strike 'for data' under Outcome 1, and under

Outcome 3 change the wording after *Crime prevention education to 'as prioritized by the Police Department'.

Councilmember Schumm moved to approve the changes to the Social Services and Contracted Services Outcomes-2017 document as recommended. Councilmember Jensen seconded the motion. Motion passed 3-0.

b. Calendar and process

i. Use of Experts

Committee and staff agreed they will be able to find experts to provide assistance with grant applications at no cost for 2016.

Possible expert resources are Joanne Morrell, Contracted Grant Coordinator for the City of Topeka; Vanessa Lamoreaux with Kansas Foundation for Medical Care; Tara Dimick with Heartland Healthy Neighborhoods; and Dina Pennington, Retired Director of Shawnee County Community Corrections.

Neighborhood Relations staff recommended the annual outcome training should be held in October, with the recorded training being posted online. A list of possible expert resources will also be provided to applicants to assist them with the grant application process.

Neighborhood Relations staff will assemble a review panel of five, to review applications, with a minimum of one expert.

The Committee recommended that a coordination meeting be scheduled in the fall with all major grant funders in the community.

ii. Calendar

Corrie Wright reviewed the 2017 Grant Process Timeline Social Services Grant Calendar. The Committee recommended changing

the expert advisors sentence to read 'Expert advisors are secured by staff.'

Councilmember Jensen moved to approve the language 'Expert advisors are secured by staff'. Councilmember Schumm seconded the motion. Motion passed 3-0.

Debbie Guilbault with Positive Connections asked if the February 17th Application Workshop could be moved to February 10th, since the RFP is released on February 8th.

Councilmember Schumm moved to amend the motion to include changing the Application Workshop date to February 10, 2016. Councilmember Jensen seconded the motion. Motion passed 3-0.

Councilmember Schumm moved to amend the motion to include adding '*Outcomes Training annually in the Fall'. Councilmember Jensen seconded the motion. Motion passed 3-0.

iii. Scoring

The Committee and staff reviewed recommended changes to the Youth and Social Services & Contracted Services Scoring Sheet. Sasha Haehn stated that formatting changes are not necessary since staff will be using the new eImpact software, not this paper scoring sheet.

In reference to the Capacity (30 pts) category, under 'Organization has the resources to produce the proposed outcomes efficiently and effectively', Councilmember Schumm asked that it be included in the meeting minutes, that the applications review team will take into consideration the abilities and success of an agency as a whole, when evaluating new programs and new staff. Corrie Wright stated that if an agency was new and had no history, the review team removed those 10 points from their scoring requirements.

Additional recommended changes to the content are in green text as follows:

| | |
|---|--|
| Issues and Outcomes - 50 Points | |
| Outputs and outcomes are clear and related to identified needs | |

| | |
|--|--|
| Plan has been identified to measure outputs and outcomes | |
| 5 | Plans identified, measurable and clear measurements are clear and appropriate |
| 3 | Plan is not identified, clear or measurable only some measurements are clear and appropriate |
| 0 | No meaningful plan has been established |

| | |
|---|---|
| Applicant has achieved outputs and outcomes on prior grants- per meaningful measures | |
| 20 | 100 90% or better of outputs and outcomes are met |

| | |
|---|--|
| Capacity - 30 Points | |
| Organization has the resources to produce the proposed outcomes efficiently and effectively | |
| 10 | There is an agency history of effective program management, cost effective and quality service delivery and evaluation/planning |
| 5 | Limited evidence of agency effective program management, cost effective and quality service delivery and/or evaluation/planning |

| | |
|--|---|
| Collaboration & Partnerships - 5 Points | |
| Partnerships | |
| 5 | Meaningful collaboration with 6 or more entities |
| 3 | Meaningful collaboration with less than 6 entities |

The Committee voted 3-0 to approve the changes to the Youth and Social Services & Contracted Services Scoring Sheet.

4. Any other items before the Committee

a. 2016 Water/Sewer Reserve - \$9,698

Corrie Wright stated that in lieu of putting this out as an RFP, they would like to keep this in-house to be administered by the Neighborhood Relations Department.

Councilmember Schumm moved to approve. Councilmember Jensen seconded the motion. Motion passed 3-0.

b. 2016 Marian Clinic Funds - \$7,844

The Marian Clinic closed as of December 31, 2016. Sasha Haehn recommends that these funds are returned to their original source.

Councilmember Jensen moved to approve. Councilmember Schumm seconded the motion. Motion passed 3-0.

c. eImpact Software Consideration

Sasha Haehn stated that she and her staff have decided to purchase the eImpact Software to use during this funding cycle. The software will help to streamline the process and can provide reports on historical data. Grant applicants will receive training on this software; Neighborhood Relations staff will be available to assist applicants as well. The eImpact Software will be presented at the February 10th Applications Workshop.

Meeting adjourned at 11:35 a.m.

Meeting video can be viewed at: <https://youtu.be/HjtnLB2c9Po>

Angela D Horn

From: GR Laughlin <GLaughlin@CRCNet.org>
Sent: Monday, December 21, 2015 10:05 AM
To: Corrie Wright
Cc: Mary Thomas; GR Laughlin
Subject: RE: Questions for ECD Meeting

Avondale East NET Center...our relationship is a complicated one. CRC is the landlord to many agencies within the Avondale East NET Center. Agencies within the building are NET Reach of the Topeka Rescue Mission, Community Action, Mirror Inc., KACAP (Kansas Assoc. of Community Action Programs) they represent all Community Action Org's in the State of Kansas, and Heartland Healthy Neighborhoods plus CRC. All of us offer some kind of resource to the community. CRC has offered the Franchise Fee Utility Credit program for the last 2 years and will most likely have the contract again for 2016. We lease different rooms to each of these agencies. Also in the building...USD501 Police Force and Parents as Teachers. USD501 owns the building and we lease the property from them and then sublease rooms to the agencies. We aren't simply the landlord but also the building management. We have two media rooms that are filled with meetings all year long including nights and weekends. The media rooms are used by over 100+ different non-profits agencies from over the state.

We interact with all our tenants by providing information on resources within our community so that each can help their clients better, etc.

CRC Directory is funded by the City of Topeka for the most part. On occasion someone asks for the directory in paper form and we charge \$5 - \$10 depending if they want it in a 3-ring binder and want it two sided or one-sided. We get about \$100-200 each year from that. In regards to who uses it...most non-profits use it, school counselors, health department, social workers, teachers, local hospitals, etc. the Resource Directory is currently on line for free to everyone within the community and out of the community in both English and Spanish. It's searchable.

"usable statistics for grantwriters..." - This is called the Progress Report which is also on our website, crcnet.org, for free to all to use. This progress report has six areas of statistical information. Education, Quality of Life, Infra Structure, Economic Development, Gov't and Kids Count. Why the progress report is a good tool is because many of the statistics grant writers need is within this one report. Please go to the website under Research section then to Progress Report to see all those stat's.

We are currently in the process of updating our website again and all the new info for the Directory and Progress report will be updated within the next 2 weeks pending no major issue with the website company.

Hopefully this will help the ECD committee...Thanks Respectfully, G.R.

From: Corrie Wright [<mailto:cwright@Topeka.org>]
Sent: Monday, December 14, 2015 11:28 AM
To: GR Laughlin <GLaughlin@CRCNet.org>
Cc: Sasha Haehn <ssbiles@topeka.org>
Subject: Questions for ECD Meeting

G.R.,

The ECD committee members would like to know a little more information about your services before the next meeting. They are determining on what contracted services they need for 2017.

SAFE STREETS FUNDING REMAINING IN CONTRACTED SERVICES

PURPOSE

For more than 20 years, the Topeka Police Department has successfully partnered with Safe Streets to reduce crime and empower Topeka residents to mobilize together to take a stance against crime. It is the recommendation of the Topeka Police Department to the City Council's Economic Community Development Committee that the services Safe Streets provides are essential and should remain in the contracted services funding.

DISCUSSION

Safe Streets services are essential to the safety/development of the community as well as to the success of law enforcement. The activities of this group are unique in that they help to connect the community and support the efforts and mission of law enforcement.

Neighborhood Activities -

- Safe Streets is a recognized community resource that has an established rapport with the community. It provides services to more than 100 neighborhood groups as well as to individuals seeking assistance.
 - Services include attending/leading meetings (depending upon the group), arranging for presenters and community officers to attend, developing flyers for meetings, providing crime updates (if law enforcement are not present), creating and maintaining phone trees and membership listings, mediation, assisting with identification of neighborhood problems, needs and working to find solutions. Bilingual services are offered.
- Additionally, an extension of neighborhood watch is the annual National Night Out event. While it is a one-day event, it engages city/county organizations and requires coordination and planning for more than 6 months. We are currently ranked 7th in the nation for our NNO event.
- Safe Streets performs target outreach to particular groups within the community – including loss prevention (to assist with shoplifting and financial crimes), landlords and realtors. They also customize initiatives, presentations and trainings depending upon needs of the community.
- Within the last year, Safe Streets has developed programming to reach the Latino population of our community with crime prevention and neighborhood mobilization information. This is a hard demographic for law enforcement to reach due to cultural barriers.

All of these are services that, if not performed by Safe Streets, would require additional financial and personnel resources of the Topeka Police Department and cause a decline in community engagement.

Resource Generator

- Through the Safe Streets Coalition, other initiatives have emerged, including an Underage Drinking Task Force (now known as Substance Abuse Task Force) which has been responsible for bringing more than \$2 million in federal money into the community over the last 10 years.
- These funds continue to support many activities in the community, including school programs and education campaigns. They also assist the Topeka Police Department's underage drinking enforcement and social hosting efforts. The efforts have worked – underage drinking as measured by the Communities That Care data has reduced from 30% of youth using in 2005 to 19% in 2015.

SUMMARY

Safe Streets is an invaluable partner to the Topeka Police Department. It helps keep our community engaged and safe. It is critical to the success of our organization that they maintain as a contracted service.