



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

ECONOMICS & COMMUNITY DEVELOPMENT COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
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Date: December 13, 2016
Time: 1:00 p.m.
Location: 320 S. Kansas Ave., TPD LEC, Classroom A

Committee members present: Deputy Mayor Michelle De La Isla, Councilmembers Brendan Jensen and Sandra Clear.

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

1. Deputy Mayor De La Isla called the meeting to order.
2. The December 1, 2016 meeting minutes were approved.
3. 2018 Planning
 - a. Develop Priorities Recommendation

Corrie Wright presented the revised Social Services Funding Priorities document and the Social Services & Contracted Services Priority Areas for 2018 document (see attached).

Councilmember Clear asked for more information about the management of the Water Share and Franchise Fee programs. GR Laughlin, Executive Director of the Community Resources Council (CRC) explained how CRC contracts with the City of Topeka to oversee these programs.

Sasha Haehn reviewed the contracted services agencies that provide essential services to the City (see December 2015 memo attached). Sasha also distributed the 2016 grant applications for the Safe Streets program and the Keep America Beautiful program.

Kristi Pankratz with Safe Streets talked about the Neighborhood Watch Program and how Safe Streets works with the TPD and NIA's to provide services to the community. Kristi agreed to send the Committee their spreadsheet of meetings/presentations scheduled throughout the year.

Councilmember Clear moved to recommend approval of the Social Services Funding Priorities for 2018. Councilmember Jensen seconded. Motion passed with a vote of 3-0.

Councilmember Jensen recommended that the Committee schedule a future meeting to define in more detail the essential services provided by each contracted service provider.

Corrie Wright stated that the RFP goes out on February 8, 2017, so if any changes are necessary, they would need to be decided prior to this date.

4. No other items before the Committee.

Meeting adjourned at 1:31 p.m.

Next meeting is scheduled for December 19, 2016 at 9:00 a.m. at the TPD LEC.

Meeting video can be viewed at:

<https://www.youtube.com/watch?v=YXSnFzrdvgM&feature=youtu.be>

City of Topeka - Social Services Funding Priorities - Year 2018

Contracted City Services – confirm/add/delete See Social Services and Contracted Services
~~Outcomes Priority Areas for 2018. (page 2)~~ All services are competitive and one award is given per service.

Social Service Grants See Outcomes assignments on Social Services and Contracted Services
~~Outcomes Priority Areas for 2018. (page 2)~~ All grants are competitive and more than one award can be made per category.

Emergency Aid Yes No Comments: 25% of funding, + or – 15%

Preventive and Counseling Yes No Comments: 75% of funding, + or – 15%

Social Services Grant Categories

Aging Services Yes No

Medical Yes No

At-Risk Youth (all ages) Yes No

Emergency Housing and Utility Yes No

Mental Health/Neighborhood Yes No

Language Services Yes No

Social Services Grant Detail

Minimum Grant Amount \$ 10,000 Maximum Grant Amount \$ No cap

Core funding for proven programs Yes No

Comments:

New untested programs Yes No Set-aside Amount None

* Maximum \$15,000 per program available for organization not established with the City during last 3 — years.

Recommended Social Services Funding for Year 2017

Contracted City Services:	\$ <u>229,363</u>
Social Services Grants:	\$ <u>488,944</u>
Total Funding:	\$ <u>718,307</u>

Social Services and Contracted Services Outcomes-Priority Areas - 2017-2018

Outcome-1 Priority 1: Quality, Cost-Effective Social Services Nonprofits and Network

- *Business/Financial/Technical management and 501(c)(3) umbrella emerging and unincorporated organizations and others (organization list and services to be itemized)
- *Long-term strategic planning assistance for organizations (to be itemized)
- *Centralized data system for emergency aid and Emergency Aid Council and Homeless Task Force Administrator
- *Management of NetReach Center
- *Master listing of social services, used by agencies and by the community
- *Usable statistics for grant writers to use for program planning and grant applications
- *Contribute toward master countywide grant match for umbrella grant for aging services

Outcome-2 Priority 2: Attractive, well-kept City

~~*Volunteer-based cleanup programs~~ Assist all NIA's with neighborhood specific cleanups by providing volunteers and/or financial assistance.

—* Partner with Department of Neighborhood Relations for annual clean up activities and efforts citywide.

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Outcome-3 Priority 3: Handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success

- *Domestic violence shelter, education, community service referrals and support
 - *Centralized juvenile intake
 - *Tenant-Landlord and Fair Housing Counseling and Education
 - *Neighborhood safety organizing – Neighborhood Watch, National Night Out, Safe Streets Coalition
 - *Crime prevention education – as prioritized by the Police Department
 - Senior citizen neighborhood-based programming (options to include – meals, activities, transportation)
 - Medical
 - Programs for at-risk youth
 - Emergency Housing and Utility Assistance
 - Neighborhood and independent living based services for persons with severe and persistent mental illness
 - Connect our non-English-speaking residents with services
- * Programs funded as essential to the City, Contracted Services



CITY OF TOPEKA

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MEMORANDUM

Date: December 1st, 2015
To: Economic & Community Development Committee
From: Sasha Haehn, Director of Neighborhood Relations
Subject: Contractual Services

BACKGROUND:

Economic and Community Development Committee (ECD) has been charged with allocating funding to contracted and social service agencies. This funding is a mix of General Fund and Community Development Block Grant dollars that is awarded annually to support various social service programs in the community.

At the last ECD meeting discussion surrounded removing contracted services from the pool of competitive grant recipients and implementing a RFP and contract that would be managed by staff. Staff recommended this change as a best management practice based on the nature of the services being provided to the City. Many of the programs in contractual services are essential to City operations. These include KCSL Juvenile Intake, Jayhawk Area Agency on Aging, YWCA Center for Safety & Empowerment, CRC/HMIS administration, and HCCI/Landlord Tenant Counseling. Without these contacted services, the City would have to implement the programs which would be more costly and less efficient in many cases.

FINANCIAL CONSIDERATIONS:

Funding levels would not be impacted by transitioning to an RFP process.

RECOMMENDATION/ACTION:

Staff is recommending that these specific Contractual Services be removed from the grant process; KCSL Juvenile Intake, Jayhawk Area Agency on Aging, YWCA Center for Safety & Empowerment, CRC/HMIS administration, and HCCI/Landlord Tenant Counseling. Staff would manage an RFP process that would result in a contract for the service.

Keep America Beautiful and Safe Streets would be moved into the Social Services group for competitive grant funding opportunities.