



City Council Committee Meeting Notice

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: (785) 368-3710
www.topeka.org

Committee: Policy & Finance

Meeting Date: August 21, 2025

Time: 10:00am

Location: 1st Floor Conference Room, Cyrus K. Holliday Building
620 SE Madison (*a virtual attendance option is available*)

Agenda:

1. Call to order
2. Approve July 8, 2025 Meeting Minutes
3. Presentation:
 - a. Duplexes in Single Family Residential Districts Update
4. Action Item:
 - a. Ordinance - Merchant and Private Security
5. Discussion with Possible Action:
 - a. Surplus Property Disposal
 - b. Chickens and Rooster Ownership
6. Discussion:
 - a. Digital Kiosks
 - b. Citizen Government Review Committee Recommendations
7. Other Items:
8. Public Comment
9. Adjourn

STAFF REQUESTED: Dr. Robert M. Perez, City Manager
Braxton Copley, Deputy City Manager
Avery Moore, Assistant City Manager
Amanda Stanley, City Attorney
Brandy Roy-Bachman, Senior Attorney
Dan Warner, Planning Division Director

COMMITTEE MEMBERS: Marcus Miller – District 6
Spencer Duncan (Chair) – District 8
Michelle Hoferer – District 9

Contacts: Tonya Bailey, Senior Executive Assistant
Tara Jefferies, Senior Executive Assistant
Council Office: councilassist@topeka.org 785-368-3710



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

POLICY AND FINANCE COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: 785-368-3710
www.topeka.org

Date: July 8, 2025
Time: 10:00am
Location: 1st Floor Conference Room, Cyrus K. Holliday Bldg. 620 SE Madison (*a virtual attendance option is available*)

Committee members Present: Spencer Duncan (chair), Marcus Miller, Michelle Hoferer

City Staff Present: City Manager Dr. Robert M. Perez, Deputy City Manager Braxton Copley, Assistant City Manager Avery Moore, City Attorney Amanda Stanley, Planning & Development Director Rhiannon Friedman, Planning Division Director Dan Warner, Division Director Development Services Richard Faulkner.

1) Call to Order

Committee Chair Duncan called the meeting to order at 10:00am.

2) Approve June 10, 2025 Meeting Minutes

Committee member Hoferer made a motion to approve the minutes from the previous meeting June 10, 2025. Committee member Miller seconded. Motion approved 3-0-0.

3) Presentation:

A. Duplexes in Single Family Residential Districts Update

Housing Committee and Topeka Planning Commissioner Jim Kaup spoke to zoning regulations to ease the City of Topeka housing crisis. He added the intent is to reduce governmental over-regulation by restoring some of the private property development rights. He continued to provide a high-level background about the Housing Committee and stated that the Committee believes it can advance public health, safety and welfare.

Planning Division Director Dan Warner continued to speak to Duplexes in Single Family Residential Districts. He added duplexes building permit is subject to special standards needing an administrative review. Also, triplexes, quadplexes by Conditional Use Permit (CUP); which is similar process to rezoning requiring notification, a public hearing, and Governing Body approval. He continued to speak to the 2020 Citywide Housing Market Study and Strategy. The key findings

from the study, primarily showed the need for affordable housing and the “missing middle”, defined as duplexes up to small apartment buildings. He added in recent years there has been an increase for multifamily projects and also stated there is a need to continue to expand production and promote development for the diverse mix of housing types. Currently, 87% of Topeka’s housing is Single Family zoning. He continued to speak to stakeholder engagements including: Presentations to Neighborhoods and Citizens Advisory Council, survey of neighborhood residents, conducted discussions with housing developers and the Planning Commission. The findings for the neighborhood meetings were favorable from the Historic North Topeka east and Hi-Crest while the College Hill neighborhood had concerns specifically against conversions of homes for multifamily use. The Planning Commission comments showed many against the proposal.

Draft Standards:

- Two-family dwelling allowed by building permit subject to specific standards
- The front 100 feet of the lot must have a width of 37 feet or more
- Driveways must be from alley for sits when alley access is available and when there is no existing access from street
- Driveway width restricted to no more that 50% of the width of the lot for the front 25 feet of the lot.
- Landscape required in front setback and must include one or more trees
- Architectural Design requirements
- Duplexes not meeting al standards may be approved by conditional use permit

Committee member Miller expressed his support to have more housing in the City but is concerned about areas in historical districts when it comes to the parking capacity.

Committee member Hoferer asked if there is a specific proposal and gave emphasis on the importance of how it will affect the neighborhoods. Planning Division Director Dan Warner responded the Planning Commission has received a draft of the proposal in June 2025.

Committee chair Spencer Duncan questioned the meaning of ‘must provide a visual interest’ and tree requirements. He also expressed his concern if the rules would apply Citywide. Dan Warner responded that the purpose is to have visually interesting walls of which they are not flat, such as peaks on the front of the house. Topeka Planning Commissioner Jim Kaup added real estate aesthetics were reviewed from across the country to add residential value. He continued to speak to the concerns the Housing Committee is having when it comes to conversions with existing neighborhoods.

Committee chair Spencer Duncan expressed his support to have carve-outs in historic districts. Jim Kaup responded the Committee is receptive to having carve-outs in neighborhoods to keep the historic character.

Committee chair Spencer Duncan inquired about not having conversions go through the Conditional Use permit process. Jim Kaup responded that it is similar to the rezoning process. He continued to speak to feedback from Developers and the length of the Conditional Use process could talk up to a half a year.

Committee chair Spencer Duncan continued to speak to his support to have a better policy for multifamily dwelling within single family neighborhoods and retain using the Conditional Use Process. He continued to speak to his concerns about the conversion details.

Planning & Development Director Rhiannon Friedman thanked the Policy and Finance Committee for the feedback and expressed her appreciation to being able to address the Committees concerns before taking the proposal to the Governing Body in October 2025.

Committee chair Duncan and Committee member Hoferer spoke to the importance to having public comment allowed with the Housing Committee and Planning Commission.

Committee member Miller concurred with the concerns and expressed the importance for public feedback.

Committee chair Duncan thanked the Housing Committee and Planning Commission for all their work. He announced he would like to have the proposal come to the Policy and Finance Committee before it goes to Governing Body.

4) Action Items:

A. Resolution – 2024 Uniform Mechanical Code (UMC)

Division Director of Development Services Richard Faulkner spoke to the 2024 Uniform Mechanical Code. He continued to speak to the most current code and how it will address changes in the industry, improve safety and quality for the community. He added the Board of Mechanical examiners Appeals is recommending the code be adopted with amendments so the code will be more suited. Lastly, the staff agrees with the recommendation the board is making to adopt the 2024 Uniform Mechanical code.

Committee member Hoferer inquired if there were questions from the Board that was not liked. Faulkner responded there was discussion of a \$15.00 safety valve.

MOTION: Committee chair Hoferer made a motion to approve and move forward to the Governing Body for action. Committee member Miller seconded. Motion approved 3-0-0.

B. Resolution – Reinvestment Housing Incentive District (RHID) Policy

Deputy City Manager Braxton Copley spoke to the proposal to amend the City of Topeka's policy for Reinvestment Housing Incentive District (RHID) policy and to

add Capitalization Rate Criteria and rescinding Resolution No. 9627. He added the “but-for” test is utilized to determine the calculation for the rate of return. He continued to speak to the appropriate capitalization rate for multifamily housing including factors as; length of time until development, providing low-income housing, and locating an intensive care neighborhood. Lastly, he spoke to the proposed policy to add language and allow the RHID Review Team to recommend the higher capitalization rate if there are certain factors such as (1) Downtown redevelopment (2) Workforce housing (3) Affordable housing (4) Historically undeveloped areas (5) Blighted areas (6) Restrictive covenants.

Committee chair Spencer Duncan recapped the proposed changes and expressed his support for the change in policy for the capitalization rate criteria.

Committee member Michelle Hoferer inquired if there were any other language changes. Planning & Development Director Rhiannon Friedman responded according to the 2020 Citywide Housing Market Study and Strategy (“Housing Study”) it was identified there was a need to update the number of units to meet the anticipated housing demand in the market.

MOTION: Committee chair Duncan made a motion to approve and move forward to the Governing Body for action. Committee member Hoferer seconded. Motion approved 3-0-0.

5) Discussion:

A. Rooster Ownership – Consideration of Limits

City Attorney Amanda Stanley spoke to the current code within the City limits of Topeka. She referenced other city ordinances regarding chickens and roosters.

Current Topeka Code addressing the presence of roosters and the noise: (1) TMC 6.30.010 states that it is unlawful for any person to keep domestic poultry or chickens upon any private residence within 50 feet of any dwelling other than that of the owner. (2) TMC 9.45.330 states that it is unlawful to keep or harbor any animal which causes frequent or long continued noise that disturbs the comfort or repose of any person in the vicinity.

Committee chair Spencer Duncan stated the noise issue coming from roosters is the complaint. He continued to speak to the size restrictions to allow roosters within a residence. City Attorney Stanley referenced when comparing other cities there was a 3-acre distance.

Committee member Michelle Hoferer spoke to free-range chickens and having a number of limitations to the amount of chickens. City Attorney Stanley responded it could be legally supported to have restrictions on allowing free range chickens. Stanley also added there is not currently a limitation to the amount of chickens.

Committee chair Duncan spoke to the discussion from the presentation and suggested to have the City legal department prepare a proposal for a policy change. He added the importance to have conversation from Property Maintenance Unit and Animal Control to see current issues and trends.

Resident of the City of Topeka David Peterson played a phone recording of rooster and chicken sounds beginning at 5:30 a.m.; he continued to express his frustration of the sounds and the closeness of them in the City limits. He believes the current ordinances are inadequate and burdensome for the residents of the City.

B. Citizen Government Review Committee Recommendations

Committee chair Spencer Duncan spoke to the Governing Body meeting June 17, 2025 Citizen's Government Review Recommendations Report. A vote was taken by the Governing Body to have the Policy and Finance Committee further review recommendations. There was a consensus by the Committee to review the recommendations made by the Citizen's Government Review Committee. Duncan believes the recommendations are configured around three categories (1) Ordinance change (2) Policy changes (3) Budget decisions. He requested the Legal Department draft proposals.

Citizens Government Review Committee member Jim Kaup spoke to the expectations that the Governing Body would follow through with recommendations.

Committee chair Duncan confirmed the Citizens Government Review Committee members will be invited to the Policy and Finance Committee meeting for discussions.

C. Anti-Discrimination Policies

Committee chair Spencer Duncan spoke to the Governing Body meeting June 17, 2025 approval of Ordinance No. 20568 with the intent for the Policy and Finance Committee to review language amendments. He stated there will be more discussions and community feedback received before the next Policy and Finance Committee and then there will be recommendations.

City Attorney Amanda Stanley spoke to details of the proposed ordinance in regards to the Program Review Committee. She expressed the importance to give the Legal Department guidance for language clarity.

6) Other Items: none

7) Public Comment:

Allen Klassen spoke to Duplexes in Single Family Residential Districts. He expressed his opposition to the proposed zoning changes to any neighborhood.

He continued to speak to the importance of proper zoning in neighborhoods to protect the property values, ensures compatibility, and promotes safety. He also stated there are concerns about the Planning Commission process and questioned the survey that was completed.

Jerry Palmer resident of the Potwin Historical District spoke to the Duplexes in Single Family Residential Districts. He believes the historic and conservation districts should not be included in a proposal. He also suggested single family residences that are converted to a duplex must apply for a Conditional Use Permit. He continued to show opposition of the proposed conversion.

Linell Griffith spoke to Duplexes in Single Family Residential Districts. She added the importance of historic districts and expressed positivity to make Topeka more affordable by having a better tax environment.

Melissa Stiehler expressed her disappointment with the Policy and Finance Committee meeting concerning the Anti-Discrimination Policies. She recommends the Council move forward with expanding local civil rights protections by amending the non-discrimination ordinance as quickly as possible. She expressed appreciation to the council members that have stated the intention to bring back protection.

Committee member Miller requested to discuss Melissa Stiehler comments with staff and Policy & Finance Committee members.

Committee chair Duncan adjourned the meeting at 11:42 a.m.

The video of this meeting can be viewed at: <https://youtu.be/INV28DpE3xg>



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON: Dan Warner, Planning Division Director

SUBJECT: Presentation-Duplexes in Single Family Residential Districts

PROJECT #:

DOCUMENT DESCRIPTION:

Presentation from the Planning & Development Department on Duplexes, Triplexes, Quadplexes in "R" Districts.

ATTACHMENTS:

Presentation



**CITY OF
TOPEKA**



Planning & Development Department

**Duplexes, Triplexes, Quadplexes in “R” Districts
August 21, 2025 Policy & Finance Committee Meeting**

Duplexes, Triplexes, & Quadplexes in “R” Zoning Districts

Current Zoning Regulations:

- Duplexes, triplexes, quads prohibited; rezoning required



Previous Recommendation of Planning Commission Housing Committee:

- Duplexes by building permit subject to special standards
- Triplexes & quadplexes by conditional use permit (CUP).



Duplexes, Triplexes, & Quadplexes in “R” Zoning Districts



Revised Recommendation - PC Housing Committee (as of 8-13-2025):

- Allow duplexes, triplexes & quadplexes by **Conditional Use Permit (CUP)**
- **CUP Process:** Notification of neighboring property owners, public hearing by Planning Commission, decision by Governing Body



Duplexes, Triplexes, & Quadplexes in “R” Zoning Districts

Conditional Use Permit (proposed)	Rezoning (current)
Application with fee paid up front	Application with fee paid up front
Neighborhood Information Meeting prior to public hearing	Neighborhood Information Meeting prior to public hearing
Notice and Public Hearing by Planning Commission	Notice and Public Hearing by Planning Commission
Decision by Governing Body	Decision by Governing Body



Duplexes, Triplexes, & Quadplexes in “R” Zoning Districts

Conditional Use Permit (proposed)	Rezoning (current)
Decision based on Golden Factors and CUP Guidelines	Decision based on Golden Factors
Approval Tied to a Development Plan	Approval <u>not</u> Tied to a Development Plan
<i>Building permits are required for new construction and conversions.</i> <i>Building codes apply. Inspections required.</i>	





**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON: Amanda Stanley, City Attorney

SUBJECT: Merchant and Private Security

PROJECT #:

DOCUMENT DESCRIPTION:

Proposed Ordinance concerning uniform requirements for merchant or private security, amending Section 5.90.020 of the Topeka Municipal Code.

ATTACHMENTS:

Ordinance

1 (Published in the Topeka Metro News _____)
2

3 ORDINANCE NO. _____
4

5 AN ORDINANCE introduced by City Manager Dr. Robert M. Perez, concerning
6 uniform requirements for merchant or private security, amending §
7 5.90.020 of the Topeka Municipal Code and repealing original
8 section.
9

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

11 Section 1. That section 5.90.020, Uniforms, of The Code of the City of
12 Topeka, Kansas, is hereby amended to read as follows:

13 **Uniforms.**

14 ~~Unless a sworn officer of the Police Department is employed directly as an~~
15 ~~employee of a State agency or by a security agency stationed solely at a State agency,~~
16 Uniforms, if any, worn by employees, agents or guards of private security firms while
17 employed within the City shall not be the same color nor sufficiently similar in
18 appearance that a reasonable person could confuse them with uniforms worn by
19 officers of the Police Department or any other law enforcement agency authorized by
20 the State of Kansas to operate within the City of Topeka, without approval from the
21 Chief of Police.

22 Section 2. That original § 5.90.020 of The Code of the City of Topeka, Kansas,
23 is hereby specifically repealed.

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

26 Section 4. This ordinance shall supersede all ordinances, resolutions or rules,
27 or portions thereof, which are in conflict with the provisions of this ordinance.
28

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

PASSED AND APPROVED by the Governing Body on _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON: Braxton Copley, Deputy City Manager

SUBJECT: Surplus Property Disposal

PROJECT #:

DOCUMENT DESCRIPTION:

Discussion with possible action for resolutions to authorize the disposal of real property located at 400 SE 8th Avenue, 225 NW Curtis Street, and 204 SW 5th Street.

ATTACHMENTS:

Resolution (400 SE 8th Ave.)
Attachment (400 SE 8th Ave. Analysis)
Resolution (255 NW Curtis St.)
Attachment (255 NW Curtis Analysis)
Resolution (204 SW 5th St.)
Attachment (204 SW 5th St. Analysis)

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by City Manager Dr. Robert M. Perez, authorizing the
4 disposal of real property located at 400 SE 8th Avenue pursuant to
5 Topeka Municipal Code § 3.30.330.
6

7 WHEREAS, Topeka Municipal Code § 3.30.330 provides for the process to
8 dispose of real property; and

9 WHEREAS, the City of Topeka owns certain real property that has been identified
10 as surplus property, not needed for municipal purposes.

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

13 (1) The real property located at 400 SE 8th Avenue is identified as surplus
14 property owned by the City pursuant to TMC 3.30.330(a).

15 (2) Information required pursuant to TMC 3.30.330(b) for Governing Body
16 consideration to dispose of the property is provided in Exhibit A.

17 (3) The City Manager is hereby authorized to engage a real estate broker to
18 market the property and solicit proposals that consider price and other factors such as
19 economic development, creation of affordable housing and jobs, and restoring the
20 property to the tax base for disposal of the property pursuant to TMC 3.30.330(c)(6).

21 ADOPTED and APPROVED by the Governing Body on _____.

22 CITY OF TOPEKA, KANSAS
23
24

25 _____
26 Michael A. Padilla, Mayor

27 ATTEST:

28
29
30 _____
31 Brenda Younger, City Clerk

EXHIBIT A

Common Address: 400 SE 8th Avenue

Legal Description: Lots 226, 228, 230, 232, 234, 236, 238 and 240 on Madison Street; Lots 227, 229, 231, 233, 235, 237, and 239 on Jefferson Street; and Lots 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, and 192 on Eighth Avenue East, all in Holliday's Addition to the City of Topeka, Shawnee County, Kansas, commonly known as and described as 400 SE 8th Avenue, Topeka, Kansas.

Zoning: D1 - Planned Development District

Date of Acquisition: 8/13/1976

Reason City Acquired: Additional parking space

How City Acquired: General Warranty Deed

Current Use: City vehicle parking

Expected Future Use: Commercial/Residential Development

Assessed Value: \$773,752 (\$7/SF)

Lot Size: 110,536 SF

Improvements: Asphalt surface included in valuation

County 2025 Assessed Value: \$486,400

Method of Disposal: To create an RFP so we may engage a Real Estate Broker to market the property

Financial Impact: Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.



400 SE 8TH AVENUE PROPERTY DISPOSAL ANALYSIS

Disposal Value Analysis Form	
a. Common Address:	400 SE 8th Avenue
b. Legal Description:	Lots 226, 228, 230, 232, 234, 236, 238 and 240 on Madison Street; Lots 227, 229, 231, 233, 235, 237, and 239 on Jefferson Street; and Lots 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, and 192 on Eighth Avenue East, all in Holliday's Addition to the City of Topeka, Shawnee County, Kansas, commonly known as and described as 400 SE 8th Avenue, Topeka, Kansas.
c. Zoning:	D1 - Planned Development District
d. Date of Acquisition:	8/13/1976
e. Reason City Acquired:	Additional parking space
f. How City Acquired:	General Warranty Deed
g. Current Use:	City vehicle parking
h. Expected Future Use:	Commercial/Residential Development
i. Assessed Value:	\$773,752 (\$7/SF)
j. Lot Size:	110,536 SF
k. Improvements (SF/Year Constructed):	Asphalt surface included in valuation
l. County 2025 Assessed Value:	\$486,400
m. Method of Disposal:	To create an RFP so we may engage a Real Estate Broker to market the property.
n. Financial Impact:	Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.
o. Note:	

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by City Manager Dr. Robert M. Perez, authorizing the
4 disposal of real property located at 225 NW Curtis Street pursuant to
5 Topeka Municipal Code § 3.30.330.
6

7 WHEREAS, Topeka Municipal Code § 3.30.330 provides for the process to
8 dispose of real property; and

9 WHEREAS, the City of Topeka owns certain real property that has been identified
10 as surplus property, not needed for municipal purposes.

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

13 (1) The real property located at 225 NW Curtis Street is identified as surplus
14 property owned by the City pursuant to TMC 3.30.330(a).

15 (2) Information required pursuant to TMC 3.30.330(b) for Governing Body
16 consideration to dispose of the property is provided in Exhibit A.

17 (3) The City Manager is hereby authorized to engage a real estate broker to
18 market the property and solicit proposals that consider price and other factors such as
19 economic development, creation of affordable housing and jobs, and restoring the
20 property to the tax base for disposal of the property pursuant to TMC 3.30.330(c)(6).

21 ADOPTED and APPROVED by the Governing Body on _____.

22 CITY OF TOPEKA, KANSAS
23
24

25 _____
26 Michael A. Padilla, Mayor

27 ATTEST:
28
29

30 _____
31 Brenda Younger, City Clerk

EXHIBIT A

Common Address: 225 NW Curtis Street

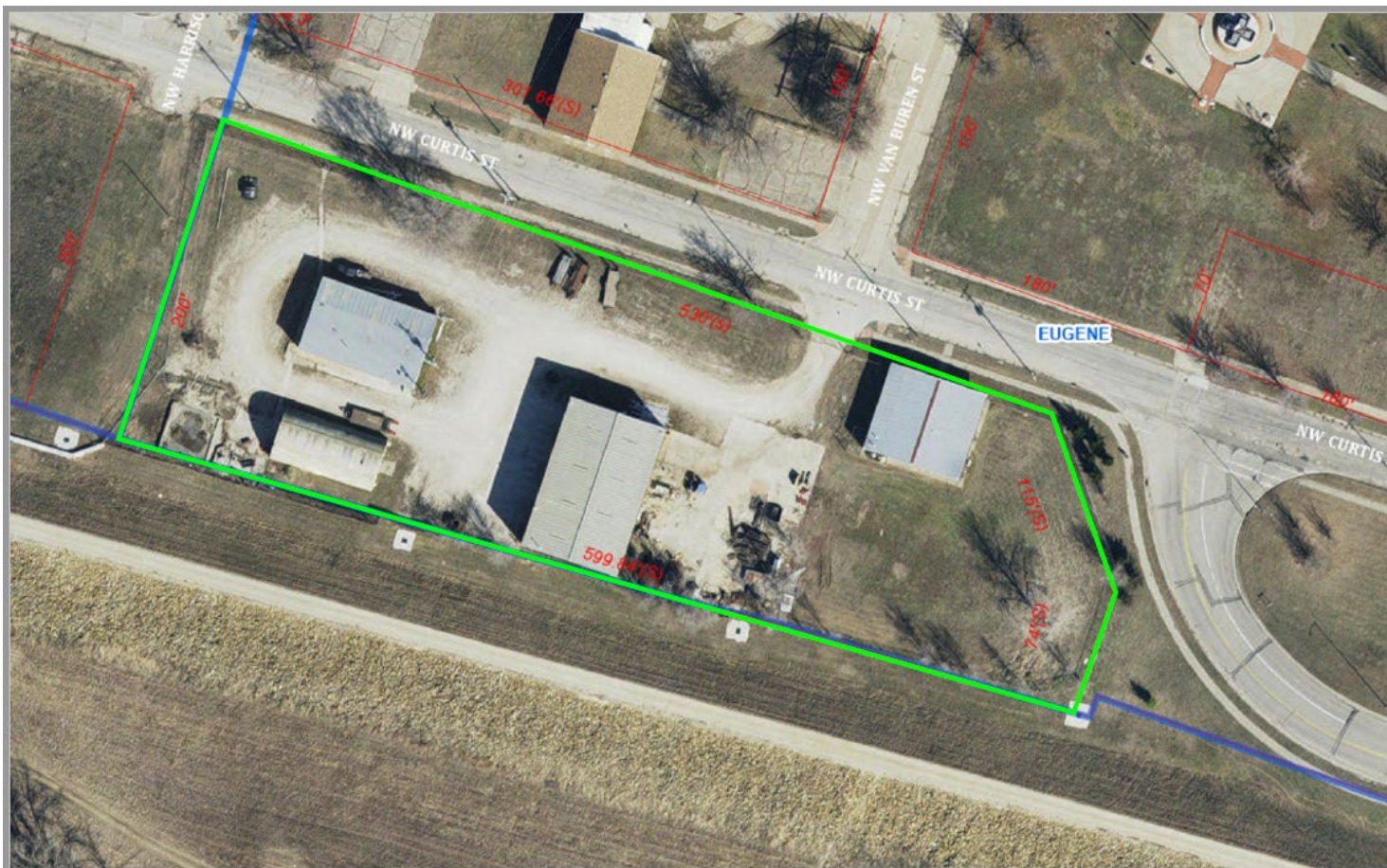
Legal Description: TRACT 1, Lot 64 EXCEPT that part taken by the City of Topeka for flood protection purposes, and all of Lots 66 and 68, Harrison Street, together with the West Half of vacated alley lying East of said lots, and the East Half of vacated Harrison Street lying West of Lot 64 and the South 5 feet of Lot 66; and Lot 63 EXCEPT that part taken by the City of Topeka for flood protection purposes, and Lots 65 and 67, Van Buren Street, together with the East Half of vacated alley lying West of said lots and the West Half of vacated Van Buren Street lying East of said lots, all in EUGENE or NORTH TOPEKA, in the City of Topeka, Shawnee County, Kansas.

TRACT II, Lot 64 EXCEPT that part taken by the City of Topeka for flood protection purposes, and Lots 66 and 68, Van Buren Street, together with the West Half of vacated alley lying East of said lots and the East Half of vacated Van Buren Street lying West of said lots; and Lots 65 and 67, Jackson Street, together with the East Half of vacated alley lying West of said lots, and the West Half of vacated Jackson Street lying East of said lots; and Lot 66 EXCEPT the South 11 1/2 feet, and all of Lot 68, Jackson Street, together with the East Half of vacated Jackson Street lying West of said lots, all in EUGENE or NORTH TOPEKA, in the City of Topeka, Shawnee County, Kansas. LESS Lot 66 on Jackson Street, EXCEPT the South 12 1/2 feet thereof; ALSO LESS: Lots 65, 67 and 68 on Jackson Street; ALSO LESS: The East Half of vacated Jackson Street adjoining said Lot 66, EXCEPT the South 12 1/2 feet thereof; ALSO LESS: The West Half of vacated Jackson Street adjoining said Lots 65 and 67; ALSO LESS: The East Half of vacated Jackson Street adjoining said Lot 68; ALSO LESS: A portion of Lot 68 on Van Buren Street described as: Beginning at a point on the North line of said Lot 68 which is 60 feet West of the Northeast corner of said lot; thence Easterly, 60 feet, to the Northeast corner of Lot 68; thence Southerly, to the Southeast corner of Lot 68; thence Northwesterly, to the point of beginning;

AND ALSO LESS: A portion of the vacated South to North alley, the East line of which is coincident with the West lines of Lots 65 and 67 on Jackson Street, described as: Beginning at the Southwest corner of Lot 65 on Jackson Street; thence Westerly, on an extension of the South line of Lot 65, to the centerline of said vacated alley; thence Northerly, on the centerline of said vacated alley, 58.85 feet; thence Northwesterly, to the Southeast corner of Lot 68 on Van Buren Street; thence Northerly, to the Northeast corner of said Lot 68; thence Easterly, to the Northwest corner of

Lot 67 on Jackson Street; thence Southerly, to the point of beginning; All In Eugene Addition to the City of Topeka, Shawnee County, Kansas

Zoning:	X3
Date of Acquisition:	8/2/2011
Reason City Acquired:	Riverfront Park. Acquired using TGT Funds.
How City Acquired:	General Warranty Deed
Current Use:	Vacant
Expected Future Use:	Commercial/Residential Development
Assessed Value:	\$600,000 (land and improvements)
Lot Size:	104,993 SF
Improvements (SF/Year Constructed):	(3,000/1070), (5,580, 1987), (3,285/1975), (2,048/1975)
County 2025 Assessed Value:	\$492,700
Method of Disposal:	To create an RFP so we may engage a Real Estate Broker to market the property
Financial Impact:	Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.



225 NW CURTIS PROPERTY DISPOSAL ANALYSIS

a. Common Address:	225 NW Curtis Street
b. Legal Description:	<p>TRACT 1, Lot 64 EXCEPT that part taken by the City of Topeka for flood protection purposes, and all of Lots 66 and 68, Harrison Street, together with the West Half of vacated alley lying East of said lots, and the East Half of vacated Harrison Street lying West of Lot 64 and the South 5 feet of Lot 66; and Lot 63 EXCEPT that part taken by the City of Topeka for flood protection purposes, and Lots 65 and 67, Van Buren Street, together with the East Half of vacated alley lying West of said lots and the West Half of vacated Van Buren Street lying East of said lots, all in EUGENE or NORTH TOPEKA, in the City of Topeka, Shawnee County, Kansas.</p> <p>TRACT II</p> <p>Lot 64 EXCEPT that part taken by the City of Topeka for flood protection purposes, and Lots 66 and 68, Van Buren Street, together with the West Half of vacated alley lying East of said lots and the East Half of vacated Van Buren Street lying West of said lots; and Lots 65 and 67, Jackson Street, together with the East Half of vacated alley lying West of said lots, and the West Half of vacated Jackson Street lying East of said lots; and Lot 66 EXCEPT the South 11 1/2 feet, and all of Lot 68, Jackson Street, together with the East Half of vacated Jackson Street lying West of said lots, all in EUGENE or NORTH TOPEKA, in the City of Topeka, Shawnee County, Kansas.</p> <p>LESS Lot 66 on Jackson Street, EXCEPT the South 12 1/2 feet thereof;</p> <p>ALSO LESS: Lots 65, 67 and 68 on Jackson Street;</p> <p>ALSO LESS: The East Half of vacated Jackson Street adjoining said Lot 66, EXCEPT the South 12 1/2 feet thereof;</p> <p>ALSO LESS: The West Half of vacated Jackson Street adjoining said Lots 65 and 67;</p> <p>ALSO LESS: The East Half of vacated Jackson Street adjoining said Lot 68;</p> <p>ALSO LESS: A portion of Lot 68 on Van Buren Street described as: Beginning at a point on the North line of said Lot 68 which is 60 feet West of the Northeast corner of said lot; thence Easterly, 60 feet, to the Northeast corner of Lot 68; thence Southerly, to the Southeast corner of Lot 68; thence Northwesterly, to the point of beginning;</p>

225 NW CURTIS PROPERTY DISPOSAL ANALYSIS

		<p>AND ALSO LESS:</p> <p>A portion of the vacated South to North alley, the East line of which is coincident with the West lines of Lots 65 and 67 on Jackson Street, described as:</p> <p>Beginning at the Southwest corner of Lot 65 on Jackson Street; thence Westerly, on an extension of the South line of Lot 65, to the centerline of said vacated alley; thence Northerly, on the centerline of said vacated alley, 58.85 feet; thence Northwesterly, to the Southeast corner of Lot 68 on Van Buren Street; thence Northerly, to the Northeast corner of said Lot 68; thence Easterly, to the Northwest corner of Lot 67 on Jackson Street; thence Southerly, to the point of beginning; All In Eugene Addition to the City of Topeka, Shawnee County, Kansas.</p>
c.	Zoning:	X3
d.	Date of Acquisition:	8/2/2011
e.	Reason City Acquired:	Riverfront Park. Acquired using TGT Funds.
f.	How City Acquired:	General Warranty Deed
g.	Current Use:	Vacant
h.	Expected Future Use:	Commercial/Residential Development
i.	Assessed Value:	\$600,000 (land and improvements)
j.	Lot Size:	104,993 SF
k.	Improvements (SF/Year Constructed):	(3,000/1070), (5,580, 1987), (3,285/1975), (2,048/1975)
l.	County 2025 Assessed Value:	\$492,700
m.	Method of Disposal:	To create an RFP so we may engage a Real Estate Broker to market the property.
n.	Financial Impact:	Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.
o.	Note:	Phase 1 and Phase 2 Environmental Site Assessment have been completed. Recognized Environmental Concerns have been identified. The report is attached

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by City Manager Dr. Robert M. Perez, authorizing the
4 disposal of real property located at 204 SW 5th Street pursuant to
5 Topeka Municipal Code § 3.30.330.
6

7 WHEREAS, Topeka Municipal Code § 3.30.330 provides for the process to
8 dispose of real property; and

9 WHEREAS, the City of Topeka owns certain real property that has been identified
10 as surplus property, not needed for municipal purposes.

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

13 (1) The real property located at 204 SW 5th Street is identified as surplus
14 property owned by the City pursuant to TMC 3.30.330(a).

15 (2) Information required pursuant to TMC 3.30.330(b) for Governing Body
16 consideration to dispose of the property is provided in Exhibit A.

17 (3) The City Manager is hereby authorized to engage a real estate broker to
18 market the property and solicit proposals that consider price and other factors such as
19 economic development, creation of affordable housing and jobs, and restoring the
20 property to the tax base for disposal of the property pursuant to TMC 3.30.330(c)(6).

21 ADOPTED and APPROVED by the Governing Body on _____.

22 CITY OF TOPEKA, KANSAS
23
24

25 _____
26 Michael A. Padilla, Mayor

27 ATTEST:
28
29

30 _____
31 Brenda Younger, City Clerk

EXHIBIT A

Common Address:	204 SW 5th Street
Legal Description:	Lots 129, 131 and 133 on Jackson Street in the City of Topeka, Shawnee County, Kansas
Zoning:	D1 - Planned Development District
Date of Acquisition:	South five lots purchased in 1878, Lots 129,131 and 133 purchased in 1972
Reason City Acquired:	City of Topeka Police Headquarters
How City Acquired:	General Warranty Deed
Current Use:	Parking lot partially leased by D. Pratt
Expected Future Use:	Commercial / Residential Development
Assessed Value:	\$255,000 (\$8.50/SF)
Lot Size:	30,000 SF
Improvements:	Asphalt surface included in valuation
County 2025 Assessed Value:	\$214,400
Method of Disposal:	To create an RFP so we may engage a Real Estate Broker to market the property.
Financial Impact:	Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.



204 SW 5th STREET PROPERTY DISPOSAL ANALYSIS

Disposal Value Analysis Form	
a. Common Address:	204 SW 5th Street
b. Legal Description:	Lots 129, 131 and 133 on Jackson Street in the City of Topeka, Shawnee County, Kansas
c. Zoning:	D1 - Planned Development District
d. Date of Acquisition:	South five lots purchased in 1878, Lots 129,131 and 133 purchased in 1972
e. Reason City Acquired:	City of Topeka Police Headquarters
f. How City Acquired:	General Warranty Deed
g. Current Use:	Parking lot partially leased by D. Pratt.
h. Expected Future Use:	Commercial/Residential Development
i. Assessed Value:	\$255,000 (\$8.50/SF)
j. Lot Size:	30,000 SF
k. Improvements (SF/Year Constructed):	Asphalt surface included in valuation
l. County 2025 Assessed Value:	\$214,400
m. Method of Disposal:	To create an RFP so we may engage a Real Estate Broker to market the property.
n. Financial Impact:	Getting the parcel back on the tax rolls with the potential to create affordable housing and jobs.
o. Note:	Former Topeka Police headquarters site. Phase 1 and Phase 2 Environmental Site Assessment have been completed. Recognized Environmental Concerns have been identified. The report is attached.



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON: Brandy Roy-Bachman, Senior Attorney

SUBJECT: Chickens and Rooster Ownership

PROJECT #:

DOCUMENT DESCRIPTION:

Discussion and possible action concerning chickens and roosters, amending Sections 6.30.010 and 6.30.020, repealing original sections, and adding new Sections 6.30.030 through 6.30.070.

ATTACHMENTS:

Ordinance
Memo

1 (Published in the Topeka Metro News _____)

2
3 ORDINANCE NO. _____

4
5 AN ORDINANCE introduced by Policy and Finance Committee, comprised of
6 Councilmembers Marcus Miller, Spencer Duncan, and Michelle
7 Hoferer, concerning chickens and roosters, amending § 6.30.010
8 and § 6.30.020, repealing original sections, and adding new §§
9 6.30.030 through 6.30.070

10
11 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS:

12 Section 1. That section 6.30.030, Destruction of birds and birds' nests
13 prohibited – Exceptions, of the Code of the City of Topeka, Kansas, is hereby renumbered
14 as 6.05.115.

15 Section 2. That section 6.30.010, Restrictions applicable to domestic fowl,
16 poultry, of the Code of the City of Topeka, Kansas, is hereby amended to read as follows:

17 **Restrictions applicable to domestic fowl, poultry.**

18 It shall be unlawful for any person, with no requirement of a culpable mental state,
19 to keep or maintain any domestic fowl or poultry upon any private premises in the City
20 (when such keeping is lawful under other ordinances of the City) within 50 feet of any
21 dwelling other than that of the owner or tenant of the premises on which such fowl or
22 poultry are kept or maintained, or to keep or maintain such fowl or poultry at any time on
23 any premises in a manner or condition constituting a public nuisance.

24 Section 3. That section 6.30.020, Enclosure required - Running at large
25 prohibited, of the Code of the City of Topeka, Kansas, is hereby amended to read as
26 follows:

27 **Enclosure required-Running at large prohibited.**

28 It shall be unlawful for any person, with no requirement of a culpable mental state,
29 to allow or permit domestic fowl or poultry to run or be at large at any time in the City.

Fowl or poultry must be kept on the owner's property, within a fenced area and inside a fully enclosed pen. The fact of any domestic fowl or poultry being found at large shall be prima facie evidence of a violation of this section.

Section 4. That The Code of the City of Topeka, Kansas, is hereby amended by adding a section, to be numbered 6.30.030, which said section reads as follows:

Keeping of chickens.

It shall be unlawful for any person to keep or otherwise maintain more than six (6) female chickens upon any residential property within the City, or upon any agriculture property as defined in TMC 18.55.010, of less than three (3) acres being used for residential purposes. Roosters or male chickens are not allowed on a property less than three acres within the City.

Section 5. That The Code of the City of Topeka, Kansas, is hereby amended by adding a section, to be numbered 6.30.040, which said section reads as follows:

Chicken permit.

It shall be unlawful for any person, with no requirement of a culpable mental state, to own, keep, possess or harbor within the corporate limits of this City any chicken without first obtaining a permit therefor from the Chief of Police or authorized agent, who may issue such permit when proper application is made in writing.

Section 6. That The Code of the City of Topeka, Kansas, is hereby amended by adding a section, to be numbered 6.30.050, which said section reads as follows:

When chicken permit required.

The owner of any chicken shall be required to have a permit for his or her chickens upon the date brought into the City.

Section 7. That The Code of the City of Topeka, Kansas, is hereby amended by

adding a section, to be numbered 6.30.060, which said section reads as follows:

Application for chicken permit.

Applications for chicken permits shall be made with the Chief of Police or authorized agent upon forms provided by the Chief of Police or authorized agent, setting forth such information as necessary to properly implement the terms and provisions of this chapter. Such forms shall be completed by the applicant and submitted to the Chief of Police or authorized agent for approval and, after approval and payment of the permit fee, such forms shall serve as the permit.

Section 8. That The Code of the City of Topeka, Kansas, is hereby amended by adding a section, to be numbered 6.30.070, which said section reads as follows:

Chicken permit fees.

(a) The permit fees required by this chapter, for each permit year, shall be \$20.

(b) No permit fee shall be required for any animal shelter, humane society or veterinary hospital.

(c) All fees shall be nonrefundable and nontransferable. Failure to pay the fee shall constitute a violation of this Chapter.

Section 9. That original § 6.30.010 and § 6.30.020 of The Code of the City of Topeka, Kansas, are hereby specifically repealed.

Section 10. This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper.

Section 11. This ordinance shall supersede all ordinances, resolutions or rules, or portions thereof, which are in conflict with the provisions of this ordinance.

Section 12. Should any section, clause or phrase of this ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

PASSED AND APPROVED by the City Council on _____.

CITY OF TOPEKA, KANSAS

Michael A. Padilla, Mayor

ATTEST:

Brenda Younger, City Clerk



CITY OF TOPEKA

Legal Department -- General Government
215 SE 7th Street, Room 353
Topeka, KS 66603

Tel: (785) 368-3883
Fax: (785) 368-3901
www.topeka.org

MEMORANDUM

To: Amanda Stanley
From: Brandy Roy-Bachman
Date: August 7, 2025
Re: Roosters within City limits

Current Topeka Code

Roosters are permitted within City limits under our current code. However, there are a few provisions that address the presence of the roosters or the noise that they make and may be applicable to the situation at hand:

- TMC 6.30.010 states that it is unlawful for any person to keep domestic poultry or fowl (i.e. chickens) upon any private residence within 50 feet of any dwelling other than that of the owner.
- TMC 9.45.330 states that it is unlawful to keep or harbor any animal which causes frequent or long continued noise that disturbs the comfort or repose of any person in the vicinity.

Other city ordinances regarding chickens and roosters.

Cities Allowing Chickens but Banning Roosters: Among other cities, Wichita, Emporia, McPherson, Bonner Springs, and Lawrence have ordinances that permit the keeping of chickens while explicitly banning roosters. This prohibition is primarily due to the noise disturbances associated with roosters.

Cities with Conditional Rooster Allowance: Overland Park and Ottawa allow roosters only on properties that are three acres or larger.

Recent Developments in Ottawa: In 2023, Ottawa faced a lawsuit challenging its prohibitions on home-based business involving animals of any kind. This legal action prompted the enactment of ordinances 4117-23, 4118-23 and 4119-23. These ordinances redefined city agriculture by adding beekeeping and the keeping of chickens for the purpose of producing unfertilized eggs to the definition of city agriculture that is permitted in certain zones within the city. Ordinance 4118-23 regulated and set minimum standards for the keeping of bees and ordinance 4119-23 regulated and set minimum standards for the keeping of chickens, further defining that the zoning regulations allow up to five female chickens on a single residence on city lots up to three acres in size. It

further established that in order to have chickens a coop and fenced run is required to be built and that this structure may not be allowed closer than 10 feet from any property line of an adjoining property, no closer than 50 feet of any house or other building other than the residence or lot on which the coop is located, and only on the rear yard of the property. Though Ottawa does not specifically mention roosters, it is clear by its inclusion of the term female chickens that roosters would only be allowed on property of 3 acres or more. The exclusion of adding roosters to the definition of city agriculture was primarily due to concerns over noise pollution.

Conclusion

Options in the current code for handling complaints regarding roosters within the city, are to ensure that each rooster owner is not in violation of the 50-foot rule under TMC 6.30.010, or issue a citation for a noise violation under TMC 9.45.330.

The ordinance that has been drafted would (1) limit the keeping of female chickens to 6 on residential property, (2) allow no roosters on property less than 3 acres and (3) require a permit to be issued by the city.

The proposed limitations on the number of chickens and the requirement for a permit were drawn from examples of ordinances in various municipalities across Kansas. It is common for cities that permit the keeping of female chickens within city limits to prohibit roosters, or ban the presence of roosters on property of less than three acres. Additionally, the regulation of the number of female chickens per owner appears to be a standard practice, with permissible numbers ranging anywhere from 5 to 20 female chickens, depending on the municipality's discretion.

Several cities continue to regulate the presence of female chickens by establishing procedures to apply for and be granted a permit. The permit process typically requires applicants to disclose the number of chickens they own and affirm their understanding of relevant city regulations. Such measures enable the city to maintain accurate records of chicken ownership and ensure compliance with local ordinances.

The language concerning the permit requirement in the proposed ordinance is modeled after the existing provisions for cats and dogs. The suggested permit fee is intended for council consideration, with the understanding that the fee amount should cover the administrative costs of issuing such a permit. It is noted that cities requiring chicken permits have varied fee structures.

Sincerely,

Brandy Roy-Bachman
Senior City Attorney



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE:

August 21, 2025

CONTACT PERSON:

Braxton Copley, Deputy City Manager
Alleigh Weems, Senior Management Analyst

SUBJECT:

Digital Kiosks

PROJECT #:

DOCUMENT DESCRIPTION:

Discussion on Downtown Digital Kiosks Pilot Program.

ATTACHMENTS:

Presentation



CITY OF
TOPEKA

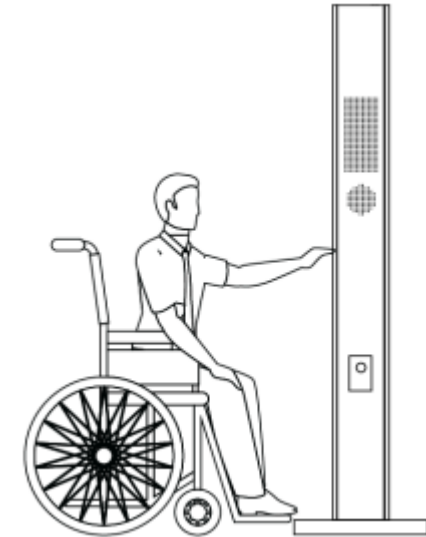


Downtown Digital Kiosk Pilot Program

- **City Updates** – Ability to post event calendars, alerts, and public service announcements
- **Emergency Messages** – Kiosks allow for real time urgent notifications such as emergency alerts, road closures, and safety messages
- **Training & Onboarding** - Vendor provides flexible operational training for City personnel
- **Reporting Tools** – Usage analytics will be available via customizable reports to inform City strategy and content planning



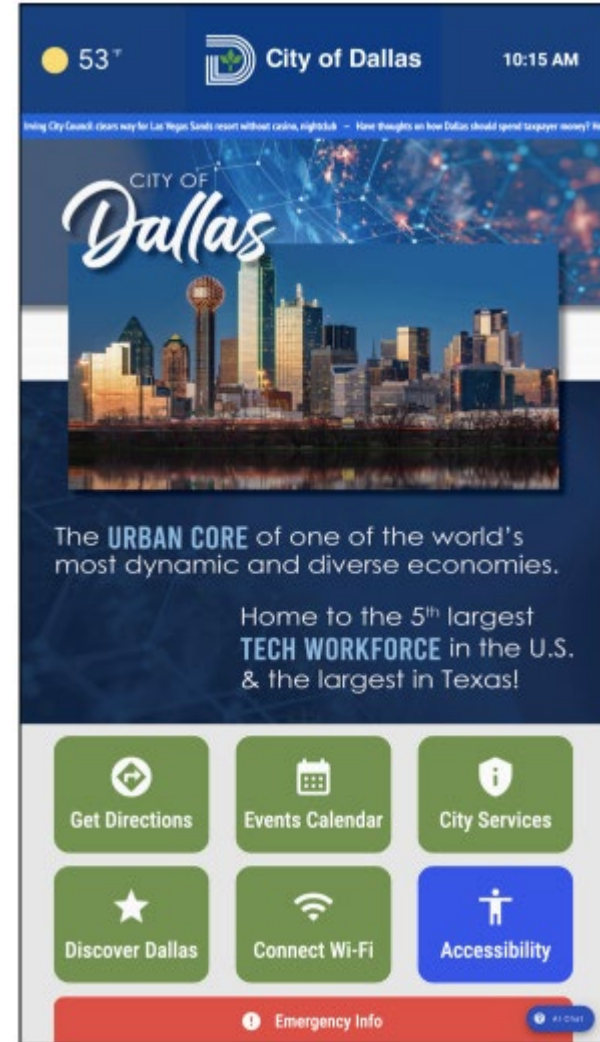
- Accessible touchpoints within reach of wheelchair users
- Audio guidance and screen reader compatibility with multilingual support
- High-contrast user interface, adjustable fonts, and intuitive navigation
- Multilingual options



Smart City Integration and Civic Connect

4

- **Public Wi-Fi:** Potential to support up to 200 people
- **Environmental Sensors:** Able to sense air quality, temperature, and foot traffic
- **Custom Interface:** City can modify kiosk interface to suit its needs
- **AI Assistant:** Provides user support
- **Panic Buttons:** In case of emergencies to alert authorities
- **Security Cameras:** Layer of protection against vandalism



- 55" IP65-rated, vandal-resistant outdoor kiosk
 - IP65 is a high level of protection against dust and water ensuring durability in various weather conditions
- Operating system: Microsoft Windows and cloud-based content-management service with customizable branding/layout
- 5G/4G/LTE with optional Wi-Fi mesh support and real-time technical support
 - Cellular networks compatible with a broad range of devices. Wi-Fi mesh systems ensure a more reliable connection with faster speeds.
- Maintenance services provided
 - Monthly cleanings and inspections
 - Onsite repairs within 48 hours of issue reporting
 - Optional coverage for damage
- Security features
 - Includes Secure Boot which protects against malware
 - Firmware integrity checks, encrypted data transmission, tamper alerts, secure updates
 - Personal data is not stored
 - 24/7 remote system monitoring ensure full control and response capability



Implementation Timeline

Start to Finish \approx 2-4 months, including:

1. Site Assessment & Preliminary Proposal
2. City Approval & Stakeholder Engagement
3. Deployment Planning & Site Preparation
4. Physical Delivery & Installation
5. Connectivity & System Configuration
6. Quality Assurance & Observation Period



Revenue

7

- No anticipated cost to the City for the kiosk, including installation
- Revenue-sharing model
- City share is a percentage of total gross revenue generated by the kiosk through:
 - Advertising
 - Screen time
- Minimum annual revenue guaranteed





**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON: Amanda Stanley, City Attorney

SUBJECT: Citizen Government Review Committee Recommendations

PROJECT #:

DOCUMENT DESCRIPTION:

Discussion on the Citizen Government Review Committee Recommendations.

ATTACHMENTS:

Memo



CITY OF TOPEKA

Legal Department -- General Government
215 SE 7th Street, Room 353
Topeka, KS 66603

Tel: (785) 368-3883
Fax: (785) 368-3901
www.topeka.org

MEMORANDUM

To: Policy and Finance Committee
From: Brandy Roy-Bachman
Date: July 21, 2025
Re: Citizen Government Review Committee Recommendations Classification

1. City Manager Form of Government. *RECOMMENDATION: The Committee recommends taking no action regarding changes to the Council-Manager form of government. It is noted that the Committee heard criticism related to the turnover in the City Manager position, i.e. the City's failure to follow-up on actions recommended in City-commissioned studies, from civic groups, and from citizens. This contributes to some level of public frustration and a sense that accountability is not consistently demonstrated. While it is too soon to give a grade to the current city manager, the comments received showed confidence that he would provide the stability and continuity the community needs.*

Implementation: There is no action recommended to change the form of government. However, if the Governing Body wishes to affirm the current Council-Manager form of government, it may do so. No action is required to do this, but the Governing Body can choose to pass a resolution to formally show that the Governing Body agrees with the decision of the Committee. If the Governing Body disagrees with the recommendation of the Committee, then it can change the current form of government by a change of the charter ordinance. This can occur by the adoption of a resolution submitting the question to the voters, a vote of the electors at an election and the passing of an ordinance by two-thirds vote of the Governing Body and publication of the ordinance in the city's official newspaper for two consecutive weeks.

2. Elections, Terms and Representation. *RECOMMENDATION: The Committee recommends taking no action regarding the number of Councilmembers and no action regarding the method of election and terms of the Governing Body. The Committee does recommend acting regarding the structure and considerations of the Redistricting commission. It is recommended that the members of the commission are not chosen only by Councilmembers to avoid conflicts of interest. It is also recommended that the commission remain at nine*

members, but with the addition of a tenth member appointed by the Administrative Judge of the Topeka Municipal Court who shall serve as the chair of the commission. The Committee also recommends that it is written in the City's charter that when the redistricting commission makes its own recommendation to the Governing Body, the new council district lines are not made with the consideration of incumbent council members' home addresses.

Implementation. To enact the Committee's recommendation of restructuring the Redistricting Commission would require amendments to TMC 2.205.020, Redistricting Commission, TMC 2.40.070, regarding the Duties of the Judge, and Charter Ordinance A2-23 that would allow the Administrative Judge to appoint a commission member. Amendment of a regular ordinance would require 5 votes of the Governing Body and publication in an official city newspaper. To enact the recommendation that new council lines are not made with the consideration of incumbent council members home addresses would require amendment to Charter Ordinance A2-23. To amend a charter ordinance would require a two-thirds vote of the governing body, publication in the official city newspaper for two consecutive weeks and the ordinance does not become law until 60 days after the last publication per Kansas Constitutional Home Rule Article 12, Section 5.

3. Follow Up Procedures. *RECOMMENDATION: The Committee recommends a formal follow-up mechanism for Committee/Board/Commission recommendations. The Committee recommends the Governing Body and Staff collect and categorize correspondence to ensure timely documentation and categorize feedback. To designate responsible parties to ensure clear ownership and set deadlines for feedback on correspondence. To create an action plan of development that prioritizes feedback, by identifying if the correspondence is a critical issue or medium importance or low importance and create a corresponding action plan. To complete regular progress updates in the form of status reports to ensure transparency. To hold follow up meetings/check-ins that include scheduled reviews and to encourage continuous feedback. Evaluate feedback to determine effectiveness and lessons learned. To complete a final report and acknowledge contributions of the Governing Body/Staff members. This will be a final summary to be shared with the Governing Body. To use automated tools such as task management software to track feedback and automate reminders and deadlines.*

Implementation: A formal follow up mechanism for Committee/ Board/ Commission recommendations can be enacted by the Governing Body through a resolution that establishes specific procedures to ensure that each recommendation makes it to the Governing Body and determines how each recommendation is resolved/handled before leaving the Governing Body. Additionally, these changes can be made through an amendment to the Governing Body Rules that determines how the Governing Body handles Committee/ Board/ Commission recommendations and designates how correspondence is documented and responded to.

In looking at the recommendation of acquiring a task management software, this would be a budgetary issue that the Governing Body would need to determine if such a software exists that meets the criteria established by the City, and if the funds are available for that software. If the Governing Body makes the determination that funds are available and the City would benefit from the existence of such software, they can direct the City to purchase the software and could pass a resolution instructing the City to purchase it.

4. Interlocal Cooperation. *RECOMMENDATION: The Committee recommends the Governing Body and Shawnee County Board of County Commissioners (BOCC) conduct joint meetings on a regular basis to consider matters of mutual concern, including review of existing interlocal agreements, to research the Secretary of State's records to identify programs and services the City has not previously considered, the Governing Body, working with BOCC, create a joint City-County body, similar to the Joint Economic Development Organization (JEDO), to identify areas where cooperation with other local units of government can result in efficiencies and economies. That body would make recommendations to the Governing Body and the BOCC for those matters of highest priority, with timelines for the necessary actions to reach desired outcomes. Interlocal agreements would be used to provide a degree of certainty, and longevity, to any agreed-to cooperative measures. To help ensure that the recommended actions of the body are given proper consideration, annual reports on the status of interlocal agreements would be given to the Governing Body by the City Manager or the proposed City Auditor.*

Implementation: This is a policy decision that would need to be made between the Governing Body and Shawnee Commissioners as a joint collaboration under State statute K.S.A. 12-2904. To accomplish this recommendation, there would need to be a joint resolution or ordinance between the City and the County establishing a joint committee organization and an interlocal agreement between the parties. The interlocal agreement is required to be approved by the Kansas Attorney General and then needs to be filed with the Shawnee County Register of Deeds and the Secretary of State. This resolution and interlocal agreement should establish the procedure for selection of members of the organization, establish the frequency of meetings, and outline the duties, responsibilities, and expectations of the organization. A resolution needs to be approved by 6 members of the Governing Body before it can be enacted.

5. City Auditor. *RECOMMENDATION: The Committee recommends changing the City charter to create the office of the City Auditor, who will be appointed by the Governing Body and serve at the pleasure of the Governing Body. An Audit Committee of the Council will provide direction to the City Auditor. The City Auditor will perform both performance and financial audits. The recommendation is for the Governing Body to utilize readily-available and professional resources, and to talk with other cities, to identify the best set of duties the auditor should fulfill. An auditor appointed by the Governing Body to advise the Council, Mayor and the City Manager, is the auditor position the Committee envisions.*

Implementation. To create an office of City Auditor that is appointed by the Governing Body would require adding a new position of City Auditor to the City's charter ordinance. This would require a two-thirds vote by the Governing Body, publication in an official city newspaper for two consecutive weeks, and enactment of the charter ordinance 60 days after the last publication. An Audit Committee can be formed similarly to other Committees such as Policy and Finance Committee by resolution of the Governing Body with majority vote.

If the recommendation is to allow the Mayor and City Council to have administrative powers to enact recommendations of the City Auditor, then changes to Charter Ordinances A2-24 and A2-25 would need to be enacted. These charter ordinance changes would require a two-thirds vote by the Governing Body, publication in an official city newspaper for two consecutive weeks. Upon the 2/3 approval of the Governing Body for passage of the charter ordinance, the Governing Body would need to pass another ordinance calling for an election on the charter ordinance and fixing the date of the election. This ordinance would need to be published once a week for three consecutive weeks in the official city newspaper. After publication, an election would need to be held seeking a majority of voter approval.

Municipal elections are only held every year on the same day as the primary election, the general election, or on the 1st Tuesday after the 1st Monday in March. The election officer needs 90 days prior to the election date to mail out ballots for any election. Therefore, to have an election on adding the position of City Auditor to the charter ordinance, the soonest election date would be March 3, 2026. In order to meet the notification requirements for this election date, the deadline to have voted on the proposed charter ordinance and notified the County election officer is December 3, 2025.

6. Citizens Government Review Committee Size/Appointment. *RECOMMENDATION: The Committee recommends no change in the timeline of reviewing the form of government every 10 years. The Committee recommends changing the composition from 5 members to 10 members, one member from each council district who resides in that district and is appointed by the councilmember for that district and the tenth member appointed by the Mayor.*

Implementation: Adoption of this recommendation would require an amendment to TMC 2.210.020, regarding the formation of the Citizen Government Review Committee. This would require 5 votes of City Council to approve (the mayor does not vote) and publication in the official city newspaper.

7. Code of Ethics Misconduct and Practice Violations. *RECOMMENDATION: The Committee heard credible testimony that, at least in the recent past, there have been*

violations of Sec. A2-28(c) of the Charter-the provision prohibiting councilmembers from "dealing" with officers and employees under the city manager's supervision. The Committee recommends requiring a signature to acknowledge receipt and understanding of codes of ethics and practices with yearly reviews to refresh current councilmembers with future review and possibilities of forming an ethics committee.

Implementation. This Committee recommendation is a policy decision that the Governing Body can choose to adopt if it so desires. If the Governing Body does decide to require all future Governing Body members to sign a document acknowledging receipt and understanding of the City's code of ethics, the Governing Body has several ways in which they can accomplish this. One way is for the Governing Body to amend the charter ordinances and expand on the duties of council members, adopting a code of ethics and requiring each member to sign an acknowledgment as part of their official duties. An amendment of the charter ordinance would require a two-thirds vote, publication of the ordinance in an official city newspaper for two consecutive weeks, and the ordinance would not take effect until 60 days after the last publication. Another option for adopting this recommendation is through the passage of a regular ordinance establishing a code of ethics and requirement that all council members sign an acknowledgment of the code. Finally, language can be incorporated into the Governing Body Rules by the enactment of a resolution establishing a set code of ethics and requiring each member to sign acknowledgment of such code.

An ethics committee can be established by resolution or simple ordinance.

Sincerely,

Brandy Roy-Bachman
Senior City Attorney



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON:

SUBJECT: Other Items

PROJECT #:

DOCUMENT DESCRIPTION:

ATTACHMENTS:



**City of Topeka
Policy &
Finance
Committee**

620 SE Madison St.
Topeka, Kansas 66603
www.topeka.org

DATE: August 21, 2025

CONTACT PERSON:

SUBJECT: Public Comment

PROJECT #:

DOCUMENT DESCRIPTION:

ATTACHMENTS: