



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: October 22, 2024

Time: 1:00pm

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

Council member Present: Karen Hiller

City Staff Present: City Manager Dr. Robert M. Perez, Assistant City Manager Braxton Copley, Deputy Director Public Works Jason Tryon, Budget Manager Josh McAnarney, Interim Chief Financial Officer Ben Hart, CIP Analyst Dalton Beightel, Senior Attorney Brandy Roy-Bachman, Parking Manager Sterling Emerson

1) Call to Order

Chairman Duncan called the meeting to order at 1:00pm.

2) Approve September 19, 2024 Meeting Minutes

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

3) Presentation - Downtown Parking

Deputy Director Public Works Jason Tryon explained there is an estimated loss of \$415,965 for 2024 and a budgeted loss of \$454,775 in 2025.

Parking Manager, Sterling Emerson, provided a presentation on Downtown Parking.

- Downtown Parking Update- Locations downtown is scheduled for repair from 2023-2026 totaling \$22,236,792.
- Rate Structure- 2 rates were changed in 2022; all remaining unchanged since 2010.
- Current Issues: Zones are inconsistent, current policies encourage leapfrogging, on street reserved spaces are not permitted for food trucks, current rate structure does not meet annual expenses.
- Recommendation- (1) Eliminate 24 meters on 10th Street west of Topeka Blvd. (2) Convert all 1 hour meters to 2 hour meters (3) Convert all 1 hour zones to 2 hour zones. (4) Convert all 3 hour zones to 4 hour zones (5) Relax parking north of 5th street on Kansas and north of 6th street on other streets.
- Leapfrogging Recommendation: (1) Eliminate all 1 hour zones. (2) Add following language "Within Downtown Business District, when parking in an unpaid, timed zone, the allowable time for parking a vehicle will terminate when the posted time has expired. Vehicles are not allowed to move to

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- another unpaid, timed zone within the Downtown Business District on the same calendar date.” (3) One free unpaid session per enforcement day.
- Reserved Space Recommendation: No permissible use for food trucks or other vendors in a for profit use case;
 - Recommendation: adopt following language under 10.60.220 b (12) Persons/agencies or businesses with a physical address in the Downtown Business District are permitted to reserve space contiguous to their business for the purpose of sales/vending consistent with their business needs. The space may not be continuously occupied for more than 10 consecutive hours. Sale or lease to a 3rd party within City ROW is prohibited.”
 - Rate Structure Recommendation:
 - Parking Garages: Estimated revenue of \$162,612 at current occupancy with price increase. (1) Increase Parking Garage Rate from \$67.75 to \$74.00. (2) Establish price parity across meters. (3) Establish price parity between street permits and garage permits.
 - Street Parking: Estimated revenue \$350,000 (1) Paid parking \$1.25/hour on Kansas Ave. (2) Restore \$1.00/hour on 100 block East and West of Kansas Ave.
 - Rate increases along with other price increases could bring the total revenue up by \$512,612; covering the \$454,775 budgeted shortfall.

Questions from the Committee:

1. Will there be a need for new meters? No, there will be none purchased.
2. Can a vehicle use the One Free Unpaid Session if used multiple times in one day? No, the vehicle would be encouraged to use the Parking Garage.
3. How are Restaurant Food Pick Up 15-Minute spaces handled? There is no recommendation for a change at this time. Chairman Duncan suggested an Ordinance for clarity of reserved parking spaces for businesses/restaurants.
4. What is the occupancy in Parking Garages? Currently, overall occupancy is at 84%, which includes leased space.
5. Do jurors pay when at the Shawnee County Courthouse? Yes, Shawnee County pays the standard hourly rate.
6. Are there spaces open for the Public in the garages at all times? Yes, typically there are always spaces available and kept monitored for availability.
7. Have hours of operation been reviewed for Parking Garages? Yes, there is communication with Downtown business owners for events for potential adjustments, while considering safety during late hours.
8. Does Construction companies pay for parking? Yes, they have the same policies and restrictions.
9. Are there meters North of 5th Street? Yes, proposing to go from 1-hour zone to 2-hour zone.

Chairman Spencer Duncan, spoke to the need for additional signage to increase visibility for the use of Parking Garages.

Committee member Marcus Miller stated he supports being Revenue Neutral for the parking garages and believes increasing rates is necessary.

Committee member Michelle Hoferer questioned revenue from Special Events downtown that results in parking closures. Jason Tryon, stated the revenue goes into General Fund.

Councilmember Karen Hiller stated that the vision for Downtown is to get folks off the street and use the parking garages. A system is needed to encourage citizens to stay longer downtown.

4) Presentation - Quarter 3 General Fund

Budget Manager Josh McAnarney provided an overview of the General Fund Revenues. Seven months of sales tax is 2.24% higher than 2023's first seven months. He added collections are below budget. Personnel expenses are under budget due to employment vacancies. Contractual expenses have exceeded due to Hotel Topeka at City Center. Currently, the City of Topeka is projected to be 2 million under budget. For the 2024 Income it is projected for the General Fund Reserve to be \$21,895,550.

Chairman Spencer Duncan inquired about the expenditure for the Topeka Zoo. McAnarney responded it was due to a one-time payout for insurance.

5) 2025 Legislative Agenda

Chairman Duncan expressed his support for the 2025 Legislative Agenda and spoke to the new items that will be proposed.

- Sales Tax- The City of Topeka to have voter approved local sales taxes without interference from the county and continue to be able to determine voter-approved local sales tax allocations.
- Property Tax Valuation- City of Topeka has a vested interest in an equitable and sustainable valuation system to include using a rolling average system.
- Revenue neutral process- The State of Kansas should be transparent and abide by the same limitations, restrictions, and requirements which includes taking a vote to exceed the revenue neutral rate. Ask the State to work together on innovative approaches to reduce property taxes.
- Housing- Giving support for legislation allowing cities to require mandatory inspection for landlords plus giving cities additional tools to deal with vacant and abandoned housing.
- Firefighter Helmet Cameras- Support the ability of local governments to determine when and how helmet cameras and drone audio/visual recordings will be used.
- Law Enforcement Officer Age Requirement- Allow individuals to enter the law enforcement academy if the individual will meet the current minimum age of 21 when the individual graduates from the academy.
- Metropolitan Topeka Airport Authority (MTAA)- Supports legislative to receive a budgetary appropriation for expansion into the field of aircraft maintenance, repair and overhaul (MRO).
- Local Government Employment Grants- Supports legislation to create programs that incentive individuals in hard to fill professions.

- CROWN Act- Supports the State to pass Creating A Respectful and Open World for Natural Hair Act.

Chairman Duncan thanked City Attorney, Amanda Stanley, for her work on preparing the proposed resolution.

MOTION: Chairman Duncan made a motion to approve the 2025 Legislative Agenda and get on the Governing Body Agenda November 12, 2024 for Discussion. Committee member Miller seconded. Approved 3-0-0.

6) ARPA Funding.

Chairman Duncan provided an update that there will be no extra ARPA Funds available for 2024. All organizations have spent the dollars and complied with spending the funds wisely. He added that he would like to see the City of Topeka Communications Department continue to show the community how the grant dollars have been spent.

Chairman Duncan added that Grocery Oasis has given a request to recategorize how the grant funds were given to them.

7) Other Items

Chairman Duncan requested to staff that Topeka Performing Art Center (TPAC) be considered to be included in the Common Consumption Area (CCA). He added that he is in support of the addition.

Chairman Duncan adjourned the meeting at 2:11pm

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