



CITY OF TOPEKA

POLICY AND FINANCE COMMITTEE

CITY COUNCIL COMMITTEE MEETING MINUTES

CITY COUNCIL
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Date: December 16, 2022
Time: 9:00am
Location: Virtual meeting only, via Zoom

Committee members Present: Spencer Duncan (Chair), Christina Valdivia-Alcalá, Hannah Naeger

City Staff Present: City Manager Stephen Wade, Rachelle Mathews (Interim Finance Director), Mary Feighny (Deputy City Attorney), Bill Fiander (Planning Director), Richard Faulkner (Development Services Division Director), Fran Hug (Development Services), Dylan Smith (Topeka Fire Dept), Rhiannon Friedman (Director of Growth & Development)

1) Call to Order

Chairman Duncan called the meeting to order at 9:00am. Committee members introduced themselves.

2) Approve Minutes from November 18, 2022 Meeting

Committee member Valdivia-Alcalá made a motion to approve the minutes. Committee member Naeger seconded. Minutes approved 3-0-0.

3) 2021 Updates: International Building Code (IBC) and International Fire Code (IFC)

Planning Director Bill Fiander introduced the items and stated there were no additional changes or updates to the IBC & IFC that were reviewed at the November 18th meeting. Changes listed are to specifically move from the 2015 versions of both sets of codes to the 2021 versions.

It is staff's recommendation for the Committee to move to approve forwarding the proposed resolutions forward to the Governing Body.

Deputy City Attorney Mary Feighny added that the Board of Building and Fire Appeals has reviewed and are in support of approving these recommendations.

MOTION: Chairman Duncan made a motion to approve the 2021 International Building Code. Committee member Naeger seconded the motion. Motion approved 3-0-0.

MOTION: Chairman Duncan made a motion to approve the 2021 International Fire Code. Committee member Naeger seconded the motion. Motion approved 3-0-0.

4) ARPA Funds Award and Oversight Process

Interim Finance Director Rachelle Mathews provided information to the Committee with regard to the ARPA Social Service Grant award process. The Governing Body approved the recommendation, which was made by the Committee, on November 15, 2022. The following day, recipients were contacted via email and postal mail to inform them of the approval and to provide information about the process of getting set up with the City as a vendor, and how to register with sam.gov website to register their entity. As of this moment, 23 of the 49 participants have completed that process.

Interim Director is also currently working with Legal and Grant staff to develop a memorandum of understanding and a reporting requirements document that will serve as a contract between the recipients and the City. Once a recipient completes the initial process, they then begin the contract process. Interim Director Mathews stated it was staff's hope to have the process well underway during the month of December, to allow for disbursement of funds to begin in January. It is staff's intention to distribute half of the award up front in January to recipients, with the remaining half being disbursed in draws as requested by the recipient.

Committee member Naeger inquired if there were any structures related to the request for draws? Or, if someone needed all of the money now, they could theoretically request all of it up front? Interim Director Mathews confirmed the latter would be true. The recipient could request the full amount of the remainder of the award after their first half of the disbursement was provided.

Committee member Valdivia-Alcalá inquired if the Committee could receive a copy of the MOU, the contract and the reporting documents? Chairman Duncan asked staff to send those items out to the Committee as they become available. Interim Director Mathews confirmed staff would be able to meet that request. She added that each of the 49 recipient contracts will be specific to their project, however she would share the master template which will give an idea of what the City is requesting.

Committee member Valdivia-Alcalá inquired if there were any processed in place to nudge the remaining recipients to begin their final processes for receiving the awards? Interim Director Mathews confirmed, and noted that they were given until today, December 16th, to contact the City to accept their initial offering. She has asked staff to send follow-up emails and phone calls today and Monday to those who have not met the requested deadline. This will also be an opportunity

for awardees to let staff know if they are struggling with the Federal forms or any other aspects of the City's process that they are having trouble with, to offer assistance.

Committee member Valdivia-Alcalá inquired if a form, that was attached to the agenda packet, which references an initial lump sum, a semi-annual report for review which will include location info, budget to actual expenditure reporting, etc. She inquired if that form has already been developed? And, will there be one specific oversight staff member reviewing the semi-annual reports or will it be a departmental team that reviews those reports? Interim Director Mathews responded that the review process will be housed out of the Finance Department, with an initial review being completed by the Grants Administrator, with final reports then being sent back to the Finance Director for final review and approval. This will ensure the process is maintaining compliance with the federal rules and ARPA guidelines, and to confirm that the recipients are doing what they stated their intentions would be.

Committee member Valdivia-Alcalá inquired about the next steps for recipients who were not meeting requirements by the second report. Interim Director Mathews stated staff would reach out to them to discuss the reason for the delay, or if there has been a change to their process, or if there were any questions. Staff would want to proactively reach out in 2023 in order to stay on track for awardees to receive their funds that are committed by 2024, as were laid out in the application.

Committee member Valdivia-Alcalá inquired if Chairman Duncan would find it appropriate to ask staff to continue to provide semi-annual updates to the Policy & Finance Committee throughout the process, regardless of which City Council members were assigned? Chairman Duncan felt this was an appropriate request for staff, and felt it would be a good way for the Council members to stay keyed in, should there be any issues that arise. He felt that having staff present periodically would also benefit them, in the event that there is a hiccup with an application. It would give staff a chance to bring that issue forward to the Committee and not have to take on the whole burden of trying to figure it all out on their own.

Committee member Valdivia-Alcalá would like to remind awardees to reach out to City staff with questions, as there is a relatively quick turnaround in response time, in the way of customer service.

Chairman Duncan inquired if, to date, any group has been identified that may not be able to get what they need in the process with the federal government? Interim Director Mathews did not feel there was a concern at this time and noted that with it being the holiday season and the general nature of working through a federal

registration system, the process may simply be the reason for some of the delays. The City has a customer service contact at sam.gov, if an entity is experiencing any delay or issue with that website, and can reach out on behalf of the entity.

Chairman Duncan commented that the only standards that the City is holding the applicants to is the one they set out for themselves in discussions. With that, the review process will be specific to each application.

Bill Persinger, VALEO, thanked staff and the Committee for their work on this process. Committee member Naeger also thanked staff and the applicants for their work on the process and getting to this point.

5) Other Items

No additional items.

6) Adjourn

Chairman Duncan adjourned the meeting at 9:14am.

The video of this meeting can be viewed at: <https://youtu.be/AedCzj0-YOM>