



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: Public Health & Safety

Meeting Date: July 16, 2025

Time: 9:30am – 11:00am

Location: 1st Floor Conference Room; Cyrus K. Holliday Building 620 SE Madison
(virtual attendance option also available)

Agenda:

1. Call to order
2. Minutes – June 18, 2025
3. Social Determinants of Health – Presentation (Brief) – Sarah Karns
4. Changing Our Culture of Property Maintenance (CoCPM)
 - a. Outcomes - Review - Nicole Stovall
 - b. Marketing and Education – Updates - Dan Garrett and Monique Glaude'
 - c. Life-Threatening Violations - Discussion - John Schardine and Nicole Stovall
 - d. Vacant Properties – Approach and Status Report - Rhiannon Friedman and Quinn Cole
5. Next Meeting: August 20, 2025 9:30am-11:00am at the 1st Floor Conference Room; Cyrus K. Holliday Building 620 SE Madison
6. Adjourn

STAFF REQUESTED: Property Maintenance Director John Schardine, Changing our Culture Program Administrator Nicole Stovall, Director of the Office of Inclusive Communities Monique Glaude' Fire Marshal Alan Stahl, Communications Dan Garrett, City Attorney Amanda Stanley, Planning and Development Management Analyst Quinn Cole, City Manager Dr. Robert Perez, Assistant City Manager Avery Moore, Director of Planning and Development Rhiannon Friedman, Commander Jennifer Cross

*****Virtual and in-person attendance options available. Please call the Council Office by 12:00pm the date prior to the meeting to request Zoom link. *****

COMMITTEE MEMBERS: Karen Hiller (Chair) - District 1
Christina Valdivia-Alcalá - District 2
David Banks - District 4
Brett Kell - District 5

Contact: Tara Jefferies or Tonya Bailey, City Council Assists 785-368-3710

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CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

PUBLIC HEALTH & SAFETY COMMITTEE

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

Date: June 18, 2025

Time: 9:30am

Location: Topeka Police Department in LEC Classroom A, 320 SE Kansas Ave
(virtual attendance option also available)

Committee members present: Councilmembers Karen Hiller (Chair) and Brett Kell (Zoom). Absent: Christina Valdivia-Alcalá and David Banks

City staff present: City Attorney Amanda Stanley, Director of Communications Dan Garrett, Fire Marshal Alan Stahl, Changing our Culture Program Administrator Nicole Stovall, Property Maintenance Director John Schardine, Chief of Prosecution Kelly Trussell, Animal Control Supervisor Jessica Bowers, Director of the Office of Inclusive Communities Monique Glaude'

Call to Order

Committee chair Hiller called the meeting to order at 9:30am. She introduced staff and committee members.

Approval of May 25, 2025 Meeting Minutes

Committee member Kell made a motion to approve the minutes. Committee chair Hiller seconded. Approved 2-0-0.

Changing Our Culture of Property Maintenance (CoCPM)

Committee Chair Hiller spoke to the mowing flyer that was handed out. It is in the most recent water bill.

Marketing and Education

1. Yard of the Month:

Director of Communications Dan Garrett shared that this month's focus has been the Yard of the Month Program. We have announced the kickoff and are starting to accept applications to encourage people to nominate themselves or neighbors to highlight people taking care of their yards.

Director of the Office of Inclusive Communities Monique Glaude' shared that there have been twenty- eight submissions throughout the community. Information will be sent to our judges to review and cast their votes. The winner should be announced in mid-July. People can continually submit nominations.

2. Community Cleanups

Director of the Office of Inclusive Communities Monique Glaude' shared that at the direction of City Manager Dr. Robert Perez we will have a kickoff on the second Friday of July. We are being the example, so City Employees will go out and clean a particular area, that area will be announced through the Communications Dept.

3. Calls Fielded by OIC Staff

Director of the Office of Inclusive Communities Monique Glaude' reported that the Office of Inclusive Communities have received thirty-one calls since January regarding CoCPM, five calls were related to recommendations for lawnmowing services, one call requested information on tree limb removal resources. The remaining twenty-five calls were identified as either property maintenance, police related, or See Click Fix tickets that in which we created.

4. Community Education

Director of Communications Dan Garrett shared that for June Yard of the Month was the planned promotion.

Amendments to Dangerous Dogs and Cruelty to Animals Ordinances

City Attorney Amanda Stanley spoke to two different ordinances having proposed amendments. The purpose of the first one is to change Cruelty to Animals' ordinance TMC 6.15.170. It does change some definitions and the requirements for providing fresh water, the change is on page one (a)(3). and it changes it from on a regular basis to at all times. Also page four (c) about then the owner if they're reasonably known about, it may petition the court for transfer of the animals, this deals with performance bonds which is very important and is causing significant challenges and costs. The second ordinance is an amendment Dangerous Dog ordinance TMC 6.15.170 (a)(2) and (b) this specifically very much about making it where we don't have dogs that are at Helping Hands for years without any reimbursement for the city for those costs. They don't get a great quality of life when they're on a dangerous dog hold, they don't get time the yard and get other things. So, we want to make sure owners that have dogs in court are paying a responsible bond to cover their costs, as well as making it where the court has some flexibility moving forward.

Chief of Prosecution Kelly Trussell spoke to the importance of the ordinance amendments as it relates to the prosecution of cases.

Animal Control Supervisor Jessica Bowers shared her professional experiences and stated a dog has been held for 19 months resulting in over \$9,000 in court costs. She stated the amendment would force owners to be held accountable.

Committee Chair Hiller inquired about what happens to the dogs and what will change for those dogs that have been picked up and held for long periods of time.

Chief of Prosecution Trussell reported that the Helping Hands Humane Society would determine whether a dog was adoptable and noted at least 99% of the dogs involved in these cases are adoptable.

Animal Control Supervisor Bowers reported Animal Control cases occupy approximately 25% of the Humane Society's holding capacity and the proposed changes will help with this issue significantly. She stated Helping Hands Humane Society Behavior Director Margaret Price strongly supports the amendments because it considers the welfare of dogs as well as addressing capacity issues for the humane society.

Committee member Brett Kell referenced single incidents where dogs are labeled as dangerous. He spoke in support of assessing the animals to be considered for foster care or released back to the owner instead of being kenneled 24/7.

Chief of Prosecution Trussell reported if a dog is on hold and the owner wants it to be returned, pending litigation of that charge, they can file a motion for early release. She stated they base their decision on whether the owner can comply with the dangerous dog conditions in order to protect the public from the dog until it is adjudicated - whether it is actually dangerous or not, and if they are able to comply with conditions to keep people safe from harm, the dog is released. She noted many dogs are released when motions are filed, however, those motions must be filed by the owner for the dog to be released.

Animal Control Supervisor Bowers stated the ordinance allows Animal Control Officers to seize animals at their discretion and a lot of the animals have been dealt with multiple times. She reported keeping dogs in kennels

decreases the odds of being adopted or fostered, and dogs can be cited as dangerous for attacking a chicken or attacking a child.

City Attorney Amanda Stanley clarified the change in process and stated as a municipal government, they cannot seize property without a valid ordinance in place - which in these cases are the dogs. She reported that when owners fail to make an appearance to answer charges in court and do not post bond for the dog the City must have a legal justification to seize the dogs and release them to the Helping Hands Humane Society so the dogs can be adopted out to a loving family.

Chief of Prosecution Trussell reported the cost to prosecute these types of cases was approximately \$60,000 in 2023, \$70,000 in 2024, and \$60,000 in 2025 (January to May).

The consensus of Committee Chair Karen Hiller and Committee member Brett Kell was to move proposed amendments forward to Governing Body.

CoCPM Enforcement and Action (Continued)

Discussion Items

1. 2025 Action Plan and Teams (document attached)

Changing our Culture Program Administrator Nicole Stovall reviewed the 2025 Action Plan and Teams handout. She reported that for the 2025 Action Plan they have been working on updating material on the website, making sure everything is consistent, there are some delays due to the website being completely revamped. Most recently created a flyer that has gone out in water bills. Also working on software transitioning from my gov, as well as City Works and merging all into Tyler so it's all in one location.

Regarding Community Engagement, there were two specific goals for 2025 they are having volunteer opportunities and the city involved with the community, which is part of our promotional education. The IPMC is under review, there has been updates to vegetation and pest control. We're updating our programs and resource lists. We have reached out to Planning and Development to see about developing tip sheets for small and large developers. Making sure our code administration is trained and certified within a certain time period, as well as fire being cross trained on a routine basis. All SOPs are being looked at on a regular basis. Will be making sure the Housing Community Navigator is cross trained with all the

departments. Have reached out to Housing to see about new partners for LMI (Low Moderate Income).

Committee Chair Hiller shared that vacant properties are tremendously important, but we ended up doing the LLC's first then safety nets and retaliation and working on shared databases so it kept getting pushed down the line and so we have now met with Management Analyst Quinn Cole and Director of Planning and Development Rhiannon Friedman who are working with a board with Lank Bank and are serving as the lead.

2. Performance Report (Performance Measures – Data Report from 6/17/2025 document attached)

Changing our Culture Program Administrator Nicole Stovall reported that there were twenty different questions, split into sets of five which goes to each of our four challenges, which is how we are measuring the success of the entire initiative.

Committee Chair Hiller shared that it's important to look at the data as we go looking at the IPMC in terms of reviewing and possibly changing the standards and issues, or how we balance inspections in categories, as well as what our systems are for fines and fees process.

Changing our Culture Program Administrator Nicole Stovall reported data was pulled from 2021-2024. There was a higher number of courtesy inspections, it's not just going in and immediately starting a case and having a violation. We're not having to do as many reinspection's but being able to complete the violations and getting them fixed within initial inspection on C1#1. Regarding C1#2 only our housing violations case types has been logging this violation, which only accounts for a portion of cases. Within the new system the vegetation cases will be counted as external but in the old system they were not accounted for.

Committee Chair Hiller shared that the numbers are important because we want more protection of renters, we need more interior inspections to do that, so we set up partnership with police, fire and code to do joint inspections.

Changing our Culture Program Administrator Nicole Stovall reported that C1#3 has all our different case types. It shows the total number of

addresses involved, those numbers have gone up and are not duplicate addresses.

Committee Chair Hiller reported that weed cases we wanted to see go down not up. Inspector positions have all just been totally filled. We want to know what data were missing, for example, we want 100% instead of 20% of any particular territory. Due to Covid 2024 is the first baseline year we should use.

Changing our Culture Program Administrator Nicole Stovall reported that C1#4 is a percentage of violations from LLC's or repeat offenders. In 2024 there were 6,638 total cases, 1,954 were owners with just one case, out of those 227 were LLCs, and 897 of that total number of cases were owners that had multiple addresses with just one case for each address, with 435 being LLC's, of those 3,787 cases were from owners that had two or more violations for the same addresses, and 858 for LLCs.

Committee Chair Hiller stated that an LLC is not necessarily a big corporation, but instead an individual, or a small holder who has chosen to be an LLC to hold their properties.

Changing our Culture Program Administrator Nicole Stovall reported C1#5 which is how many individuals are utilizing the appeal form in the notice and what the outcomes were regarding only weed, sanitation and vehicles.

Committee Chair Hiller confirmed that they have ten days to appeal and only 53 out of 6,000 appealed through a judicial hearing.

City Attorney Amanda Stanley clarified it is set in code that the city attorney hires the administration hearing officer, at this point it makes sense for it to be one of our municipal court judges as a cost savings consolidation. It does not need to be a licensed municipal court judge but that is best practice.

Changing our Culture Program Administrator Nicole Stovall reported C2#6 refers to vacant properties, through this process we see vacant properties are not just sitting vacant they have weeds and sanitation issues. Regarding fires, it's based on what was registered as vacant structures. The total known apartment complexes here in the city is 111. Regarding C3#11 shows totals billed and paid it reflects only PMU, C3#12 shows how many abatements costs were sent and retrieved from collections per year. On C3#13 reflects 2023 weeds and sanitation, for 2024 unsafe structure was

included. C3#14 reflects how many cases go to court per year for Chief of Prosecution Kelly Trussell to evaluate and then decide when to file based on priority, due to number of filings allowed each week.

Property Maintenance Director John Schardine reported that if a code case is opened for repeat violators, we'll send those immediately to court to be evaluated by Chief of Prosecution Kelly Trussell's team, if she decides that they qualify, then she can bring it in front of the judge while the case is active.

Committee Chair Hiller shared that the data is discouraging in regards to collections, as understood maybe we should go to an administrative fines and fees procedure.

Changing our Culture Program Administrator Nicole Stovall reported C3#15 Chief of Prosecution Kelly Trussell shared with her in 2021 there was quite a bit of backlog cases, that hadn't been dealt with before her taking position, which is the reason for the huge influx in numbers. Regarding C4#16 it reflects the average number and range of days between cases; range is taking all cases and how many days from start to finish did it take.

Committee Chair Hiller shared it would be instructive to know how many people had contact with inspectors, if someone has gotten a 90-day or even a one-year extension to get something done.

Property Maintenance Director John Schardine shared that each case is evaluated on a case-by-case basis depending on property owner resources to make the repairs. The direction given is that you are not allowed to extend the case any further than the original due process time. The more time spent with property owners and occupants educating, the less complaints we receive, the more compliance we gain.

Changing our Culture Program Administrator Nicole Stovall reported that C4#17 is origin of complaint internal vs external per year in having 5,395 blanks within our system in 2023 it was realized that it was not being marked whether if this a complaint or not, with improvement 2024 only having 84.

Property Maintenance Director John Schardine reported the huge drop is due to his supervisors going and auditing those cases and educating

employees to say that they are missing marking it and all boxes and questions need to be marked and/or acknowledged.

Changing our Culture Program Administrator Nicole Stovall reported that C4#18 shows how much money was applied versus how much was awarded each year, program is on a three-year renewal.

Property Maintenance Director John Schardine reported C4#19 numbers are higher due to having more personal, and more inspections.

Changing our Culture Program Administrator Nicole Stovall shared that C4#20 we still need to have survey; it will be one of the next goals.

Property Maintenance Director John Schardine shared with the addition of the new software coming aboard, he is excited about the public facing information that we can provide in real time instead of asking staff to constantly pull information.

3. Outcome Measures (Four (4) 2022-2026 Challenges document attached)

Changing our Culture Program Administrator Nicole Stovall reported one of the goals is to reduce the current substandard structures by 50% in five years, as well as reduce deterioration in vacant structures, reduce the expense and revenue gap on abatement cases by 50%, then to overall improve the appearance of the community through management of uncultivated and overgrown vegetation, so that the average resident would score Topeka's properties at least at a seven out of ten.

Committee Chair Hiller confirmed timelines for IPMC to be presented to committee. Kudos to Nicole and all who helped with data.

Next Meeting: Committee Chair Hiller requested to meet July 16, 2025 at 9:30 a.m. 1st Floor Conference Room; Cyrus K. Holliday Building 620 SE Madison.

Adjourn: Committee Chair Hiller adjourned the meeting at 11:06 a.m.

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



WHY IS MOWING AND MAINTAINING YOUR PROPERTY IMPORTANT TO YOUR COMMUNITY?

**Maintaining your property isn't just about curb appeal
it's about building a safer, cleaner, and
more welcoming neighborhood for everyone!**

A WELL-KEPT PROPERTY HELPS:

- PREVENT PEST INFESTATIONS
- REDUCE FIRE HAZARDS
- IMPROVE PROPERTY VALUE
- INCREASE PEDESTRIAN AND DRIVER SAFETY
- DETER CRIMINAL ACTIVITY
- BOOST NEIGHBORHOOD PRIDE

ALL PROPERTIES MUST BE MAINTAINED FREE OF VEGETATION OVER 12 INCHES TALL, INCLUDING:

- WEEDS
- WOODY VINES
- VOLUNTEER SAPLINGS (UNDER 4-6" DIAMETER)
- SHRUBS AND BRUSH
- GRASS AND UNCULTIVATED PLANTS

 **CULTIVATED GARDENS, NATIVE PLANTS, AND ORNAMENTAL GRASSES ARE WELCOME.**

 **NOXIOUS WEEDS ARE PROHIBITED.**

 **APPLIES TO YARDS, FENCE LINES, ALLEYWAYS, EASEMENTS, AND RIGHTS-OF-WAY.**

**NEED HELP
WITH MOWING?**
**CONTACT THESE LOCAL
CONTRACTORS**

OMNI CIRCLE GROUP 785-422-7549
ROBERT JOHNSON 303-378-3293
CHRIS WARE 785-806-2755
FOREVER GREEN 785-250-0496



FOR MORE INFORMATION - CALL THE PROPERTY MAINTENANCE TEAM
785-368-3161



¿POR QUÉ ES IMPORTANTE PARA SU COMUNIDAD PODAR EL CÉSPED Y MANTENER SU PROPIEDAD?

**Mantener su propiedad no sólo se trata de tener un exterior atractivo
¡se trata de construir un vecindario más seguro,
limpio y acogedor para todos!**

UNA PROPIEDAD BIEN CUIDADA AYUDA A:

- PREVENIR INFESTACIONES DE PLAGAS
- REDUCIR LOS RIESGOS DE INCENDIOS
- MEJORAR EL VALOR DE LA PROPIEDAD
- AUMENTAR LA SEGURIDAD DE LOS PEATONES Y CONDUCTORES
- DISUADIR LA ACTIVIDAD CRIMINAL
- AUMENTAR EL ORGULLO DEL VECINDARIO

TODAS LAS PROPIEDADES DEBEN MANTENERSE LIBRES DE VEGETACIÓN DE MÁS DE 12 PULGADAS DE ALTURA, INCLUYENDO:

- MALEZAS
- VIÑAS LEÑOSAS
- ÁRBOLES JOVENES VOLUNTARIOS (MENOS DE 4-6" DE DIÁMETRO)
- ARBUSTOS Y MATORRALES
- CÉSPED Y PLANTAS NO CULTIVADAS

 **LOS JARDINES CULTIVADOS, LAS PLANTAS NATIVAS Y LOS
CÉSPEDES ORNAMENTALES SON BIENVENIDOS.**

 **SE PROHÍBEN LAS MALEZAS DAÑINAS.**

 **ESTO APLICA A PATIOS, LÍNEAS DE CERCADO, CALLEJONES,
SERVIDUMBRES Y DERECHOS DE PASO.**

NECESITA AYUDA OMNI CIRCLE GROUP 785-422-7549
PARA CORTAR EL CÉSPED? ROBERT JOHNSON 303-378-3293
PÓNGASE EN CONTACTO CON CHRIS WARE 785-806-2755
ESTOS CONTRATISTAS LOCALES FOREVER GREEN 785-250-0496

**PARA MÁS INFORMACIÓN
LLAME AL EQUIPO DE MANTENIMIENTO DE LA PROPIEDAD AL
785-368-3161**

Changing Our Culture of Property Maintenance 2025 Action Plan

Website Updates

- CoCPM Page- Dan Garrett and Nicole Stovall
- PMU Page- Nicole Stovall
- Sync Across Our Own and Partner Platforms- Dan Garrett

Media

- Determine outreach media to be used (Radio, TV, Social Media, Print/Digital Media)- Dan Garrett
- 2025 Promotional Plan- Dan Garrett
- Develop blast and events lists- Dan Garrett

Software Transition and Merge

- MyGov to Tyler Transfer- Nicole Stovall, Jeremiah Linser, Katy Jackson, Zac Shields
- SNCO location Sync- Tyler Tech
- Cross Department Data-Sharing- Nicole Stovall, Megan Rodecap, Rob Scott, Rhiannon Friedman, Travis Lathrop, Alan Stahl, Jaime Dennis, Amie Gomez, Tyler Corn, Travis Tenbrink
- Revision of all Letters/Layout- John Schardine
- Revision of all Workflows- John Schardine, Carlos Hernandez, Jeanette Weese, Cristian Marino-Leiva, Nathan Dykeman

Data Inventories

- Vacant Property Inventory- John Schardine, Alan Stahl, Megan Rodecap, Nicole Stovall, Quinn Cole, Travis Lathrop
- Rental Properties Fire Investigations (Apartments- 8 or More Units)- John Schardine and Alan Stahl

Community Engagement and Volunteer Opportunities/ Neighborhood Self-Help

- Community Clean Up- Nicole Stovall and Monique Glaude
- Yard of the Month- Nicole Stovall and Monique Glaude

Promotional/Educational Material

- New Vegetation and Pest Control Education Distribution- John Schardine and Nicole Stovall
- Program and Resource Lists:
 - Community Engagement- Monique Glaude
 - Housing - Carrie Higgins
 - Renter Protection- Carrie Higgins
 - PMU- Nicole Stovall
 - Small Developer Tip Sheet- Planning and Development -Rhiannon Friedman, Quinn Cole, Land Bank
- Spanish Translations- Nicole Stovall and Eduardo Herrera
- Neighborhood Profiles- Rhiannon Friedman

Legal/Ordinance Creation

- Update International Property Maintenance Code- John Schardine and Legal
- Revisit Inspector Access to Rental Housing -John Schardine
- Revisit Renter Protection/ Eviction Defense- Amanda Stanley, Carrie Higgins, John Schardine and Partners
- Review Abatement Policies/Procedures and related Kansas law- John Schardine and Matt Mullen
- Review Success of LLC and Repeat Offender Strategies- Amanda Stanley and John Schardine
- Revisit Fines/Fees and related Waiver policies- Amanda Stanley
- Review Practices Regarding Continuances-Amanda Stanley, Courts, John Schardine
- Address Contract for Deed Issues- Amanda Stanley
- Interface with Camping Issues – Public Works, Legal, PMU, City Manager, Fire, Police

PMU Code Administration

- All inspectors to train and certify in code within 18 months- John Schardine
- Institutionalize Fire/PMU Rental Outreach Program on Fixed Rotation- Alan Stahl
- Set goals for balance and comprehensiveness of inspections- John Schardine
- Set Objective Response Times for Hazards and Occupied Rentals- John Schardine
- KDOT Mowing- Steve Baalman, Nicole Stovall, Travis Lathrop
- Problem Property, Safety and Code Collaboration- John Schardine, Housing/Homeless Partners
- Clearly define SOP for Securement and Emergency Securement Cases- John Schardine, Nicole Stovall, Fire, Police

Department Training

- Onboarding and Training manuals for All Positions -John Schardine
- Tyler Software Training-Nicole Stovall
- Customer Service- John Schardine, Carlos Hernandez, Christian Marino-Leiva

Housing Community Navigator

- Refresh Position Description and Location - Monique Glaude and City Manager
- Cross Training in All Applicable Departments/Partners- Monique Glaude, Carrie Higgins, John Schardine, Kelly Trussel and Legal, Mayors Office, Council Office, Partner Networks
- Address Other Resident Legal and Organizational/Safety Net Support Needs for Case Resolution

Performance Data and Measurement

- 2021-2025- Nicole Stovall
- Begin Outcome Measurements using Data- Nicole Stovall

Engagement/Expansion

- Explore New Partners for Challenged LMI Owners- Carrie Higgins

Vacant Property Activation

- Developer/Small Developer Round Tables - Rhiannon Friedman, Quinn Cole, Land Bank
- Study and Settle on Best Redevelopment Strategies for Topeka- Planning and Development
- Explore Creative Ways to Optimize Use of Tax Sales- Quinn Cole and Land Bank

2025 Action Plan- Team Directory

Property Maintenance Unit

John Schardine- Property Maintenance Director

Nicole Stovall- Program Administrator

Jeanette Weese- Supervisor III

Carlos Hernandez- Property Maintenance Field Supervisor

Cristian Marino-Leiva- Property Maintenance Field Supervisor

Nathan Dykeman- Property Maintenance Inspector II

City Manager

Dan Garrett- Division Director of Communications and Media Relations

Eduardo Herrera- Language Access Coordinator

Information Technology

Katy Jackson- Division Director

Jeremiah Linser- Senior System Developer

Travis Lathrop- Manager Technical Services

Amie Gomez-Business Systems Analyst

Finance

Zac Shields- Senior Project Manager

Planning and Development

Rhiannon Friedman- Director of Planning and Development

Carrie Higgins- Division Director of Housing Services

Rob Scott- Manager Field Services

Megan Rodecap- Zoning Inspector

Quinn Cole- Management Analyst

Topeka Fire Department

Alan Stahl- Fire Marshal

Topeka Police Department

Jamie Dennis- Public Safety Systems Administrator

Tyler Technologies

Tyler Corn-

Public Works

Travis Tenbrink- Forestry Manager

Community Engagement

Monique Glade- Division Director

Performance Measures Data 2024

C1 #1 Number of PMU inspections, to include initial, re-inspection, and total per year for all case types

Years	Initial Inspections	Re-Inspections	All Total
2021	7454	12245	19699
2022	6965	11181	18146
2023	9628	8519	15447
2024	9230	10030	19260

*This is how many times the button Resulted had been pressed in the system, so it shows higher than actual case count.

C1 #2 Number of internal and external violations and total number per year

Years	Exterior	Interior	Exterior & Interior	Blank	Total
2021	11			7505	7516
2022	430	87	36	6331	6884
2023	615	67	44	6036	6762
2024	391	77	54	8297	8819

*Only Housing Violation has been logging violation type.

C1 #3 How many cases per year per case type

Year	Graffiti	Housing Condemnation	Housing Violation Notice	Sanitation	Unsafe Structure	Unsafe Structure (Emergency)	Vacant Registry	Vehicle	Weeds	Total
2021	122	143	1008	2514	185	1	627	845	2071	7516
2022	148	168	758	2268	198	1	648	622	2073	6884
2023	101	198	970	2503	177	3	325	799	1675	6751
2024	147	280	989	3037	122		205	1047	3006	8833

C1 #4 Percentage of violations from LLC’s or repeat offenders

30% of all cases were linked to repeat offenders who had multiple total cases but only 1 violation type on each address.

70% of all cases were linked to repeat offenders who had multiple total cases on different addresses and had 2 or more violations for the same address.

C1 #5 How many individuals are utilizing the appeal form in the notice and what were the outcomes

Appeals	Outcomes
2	Abatement Costs and Admin Penalties Affirmed
2	Case Closed
2	Failed to Appear
1	Owner Canceled Hearing
7	Owner Ordered to Abate Property
11	Voluntary Compliance
28	Waived by Hearing Officer
53	Total Appeals

Performance Measures Data 2024

C2 #6 How many vacant properties are cited per year for other case types

Years	Vacant Properties	Graffiti	Weeds	Sanitation	Vehicle	Housing Violation Notice	Housing Condemnation	Unsafe Structure	Total Other Cases
2021	556	4	154	169	43	44	27	9	450
2022	438	2	88	84	21	18	15	2	230
2023	209	1	54	82	11	30	23	5 1 emergency	207
2024	202	2	70	78	13	27	20	3	213

C2 #7 How many vacant properties are registered, complied, and not complied

	Properties Cited	Complied	Not Complied
2021			
2022			
2023			
2024			

C2 #8 How many of the vacant properties have been transferred to tax sale per year

Tax Sale Year	Vacant Properties Cited	Vacant Properties Sent to Tax Sale	Overall Parcel Total at Tax Sale	Redeemed Prior to Tax Sale	Sold at Tax Sale
2021	556	5	24	1	4
2022	438	17	67	2	15
2023	209	13	104	0	13
2024	202	9	85	0	9

C2 #9 How many fires did we have each year (Accidental, Incendiary, and Undetermined)

Years	Accidental	Incendiary	Undetermined	Total	Vacant Properties
2021	21	43	30	94	4
2022	16	44	38	98	2
2023	31	51	46	128	3
2024	27	84	39	150	2

C2 #10 How many inspections are we doing for fire safety violations per year

Years	Total Fire Inspections	Known Apartment Complexes	Number Inspected By Fire	Number Inspected by PMU
2021	3573	111		32 (138 buildings)

Performance Measures Data 2024

C3 #11 How many abatements per year were paid and other fines paid (Abatement costs/case fines/case fees)

Years	Total Billed	Total Paid	*PMU only
2021	\$817,665.74	\$301,794.57	
2022	\$1,002,902.09	\$259,485.27	
2023	\$759,210.60	\$232,840.14	
2024	\$756,389.09	\$146,096.22	

C3 #12 How many abatement costs were sent and retrieved by collections per year

Year	Amount Sent	Amount Paid	Still Active to Collect	Collected on Cancelled	Cancelled Debt	On Hold
2021	\$421,899.97	\$67,220.44	\$254,539.39	\$447.07	\$98,969.53	\$723.54
2022	\$614,789.37	\$77,159.30	\$394,550.12	\$101.52	\$128,632.78	\$14,345.65
2023	\$483,421.15	\$13,692.13	\$169,306.58	\$25.00	\$109,961.44	\$190,436.00
2024	\$381,475.57	\$20,111.00	\$243,517.86	\$0.00	\$115,646.71	\$2,200.00

C3 #13 How much abatement/fine costs were waived per year and for what case type

Years	Case Type	Total Waived Per
2021		
2022		
2023	Weeds	9,436.98
2023	Sanitation	12,784.14
2023		
		2023 22,221.12
2024	Weeds	14,357.13
2024	Sanitation	14,232.74
2024	Unsafe Structure	13,665.85
		2024 42,255.72

C3 #14 How many cases go to court per year and for what case type

Year	Housing Condemnation Case	Housing Violation Case	Total Filed to Court for Intake
2021	7	342	349
2022	17	234	251
2023	25	348	373
2024	26	355	381

*This number is what PMU sends to court each year for Kelly to evaluate during an intake process and then decide when to file it based on importance and number of fillings that are allowed weekly.

Performance Measures Data 2024

C3 #15 How many does the court find owners guilty of violations per year

Year	Total Filed	Dismissed	Convictions
2021	896 (3 Zoning)	567	5
2022	367 (2 Fire)	283	4
2023	387 (2 Fire, 8 Zoning)	229	17
2024	323 (13 Fire, 6 Zoning)	203	46

*Kelly reported an extremely high value in 2021 because there was a backlog of cases in the intake process that had not been delt with before she arrived in the position.

C4 #16 Average number and range of days between case start date and volunteer compliance per year

Years/Range	Graffiti	Weeds	Sanitation	Vehicle	Housing Violation Notice	Housing Condemnation	Unsafe Structure
2021	0-340	0-651	0-1009	2-205	0-1267	2-635	66-553
2022	1-63	0-568	0-517	1-426	0-683	2-252	1-301
2023	1-124	2-234	1-440	5-311	1-636	5-485	209-533
2024	5-195	2-142	2-265	1-277	5-404	2-412	176-134
Years/Average	Graffiti	Weeds	Sanitation	Vehicle	Housing Violation Notice	Housing Condemnation	Unsafe Structure
2021	35	22	31	29	222	83	189
2022	21	20	33	32	86	46	152
2023	29	22	38	34	133	173	327
2024	32	16	31	30	89	59	152

C4 #17 Origin of complaint internal vs external per year

Years	External	Internal (City)	See Click Fix	Marked Yes but No Complaint Type	Total Cases
2023	320	111	193	13	637
2024	1376	650	1721	55	3802
Years	Blank	No Complaint	Yes Complaint		Total Cases
2023	5395	732	637		6764
2024	84	4932	3802		8818

C4 #18 How much money was applied for vs how much was awarded per year

Years	Grant Money Received	General Funds Received	Grant Money Allocated	Households
2019-2022	750,000	0	750,000	37
2023-2026	750,000	200,000	272,358.98	14

C4 #19 How many abatements were completed per year for sanitation and weeds

Year	Case Type	Number Of Abatements	Total for Year
2021	Sanitation	432	2514
2021	Weeds	550	2071
2022	Sanitation	448	2268
2022	Weeds	467	2073
2023	Sanitation	395	2503
2023	Weeds	558	1675
2024	Sanitation	574	3037
2024	Weeds	1042	3006

C4 #20 Does the survey show a better overall appearance from the public

Four (4) 2022-2026 Challenges

1) Reduce current substandard structures by 50% in 5 years.

By:

- Establish a system, within existing laws, to do complete interior inspections on all structures that appear to need it and/or upon request
- Establish a single visit complete inspection system that provides for one inspection and one write-up procedure for all violations
- Allow extensions to parties who are working on compliance
- Set up system for referring property owners to paid or volunteer laborers
- Initiate courtesy inspections
- Establish processes & consequences such that citizens will want to take care of issues so that Code does not even request access
- Establish communitywide or neighborhood wide campaigns if needed

2) Reduce Deterioration in Vacant Structures

By:

- Staff establishes procedures to advise owners of long-term vacant or soon-to-be vacant structures about "Mothballing" standards
- Encourage owners to implement and refer them to resources for advice and assistance
- The process would be implemented through the Vacant Registry through communications
- Establish strategy with the TPD to optimize vacant structure security

3) Reduce the expense / revenue gap on abatement cases by 50%

By:

- Establish a system and culture whereby it is clear that COT expects owners to take full responsibility for their properties. Includes implementing current capacity to increase fines for extended or repeat violations.

4) Improve the appearance of the community through management of uncultivated and overgrown vegetation such that the average resident or visitor would score Topeka's property appearance at least a 7 on a scale of 10. The Police Department would rate 80% or more of properties as in compliance with CPTED (Crime Prevention through Environmental Design) principles within 5 years. At the same time, tree and shrub abatements by City Departments would be reduced by at least 50% (Links with #2 above)

By:

- Initiative will require a minor amendment of new legal interpretation of the Code about vegetation that is over 12" that has turned into shrubs, trees or vines as well as synch-up with non-IPMC section of the TMC that addresses the same issue
- Will likely require a community education campaign in conjunction with a volunteer assistance campaign
- Optimal partnership with all departments who deal with exterior maintenance issues (Police, Engineering, Zoning, Forestry, KDOT) as well as combined ticketing, billing and collections system would seem to be in order

LIVEWELL IMPACT TEAMS

Sarah Karns



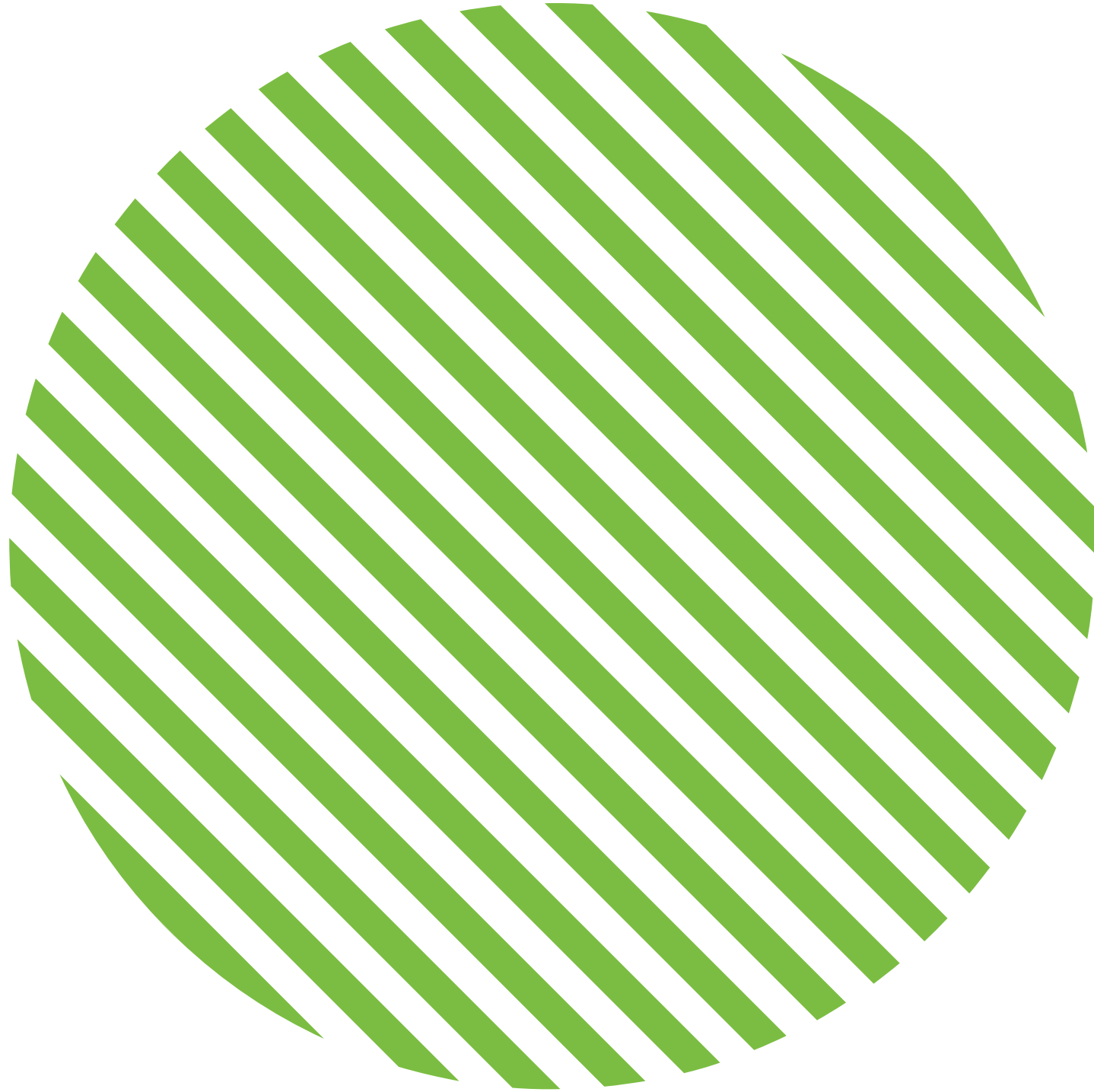
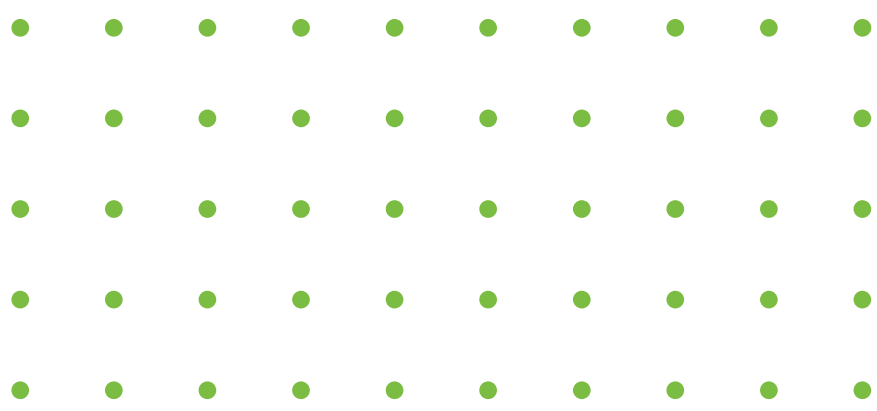
IMPACT TEAMS

LiveWell Shawnee County is made up of 7 Impact Teams who work to improve the health and well-being of Topeka and Shawnee County. Each Impact Team is made up of a chair and dedicated members who focus on a specific area of community health. These teams use their expertise and shared goals to create meaningful, measurable change in the lives of local residents.



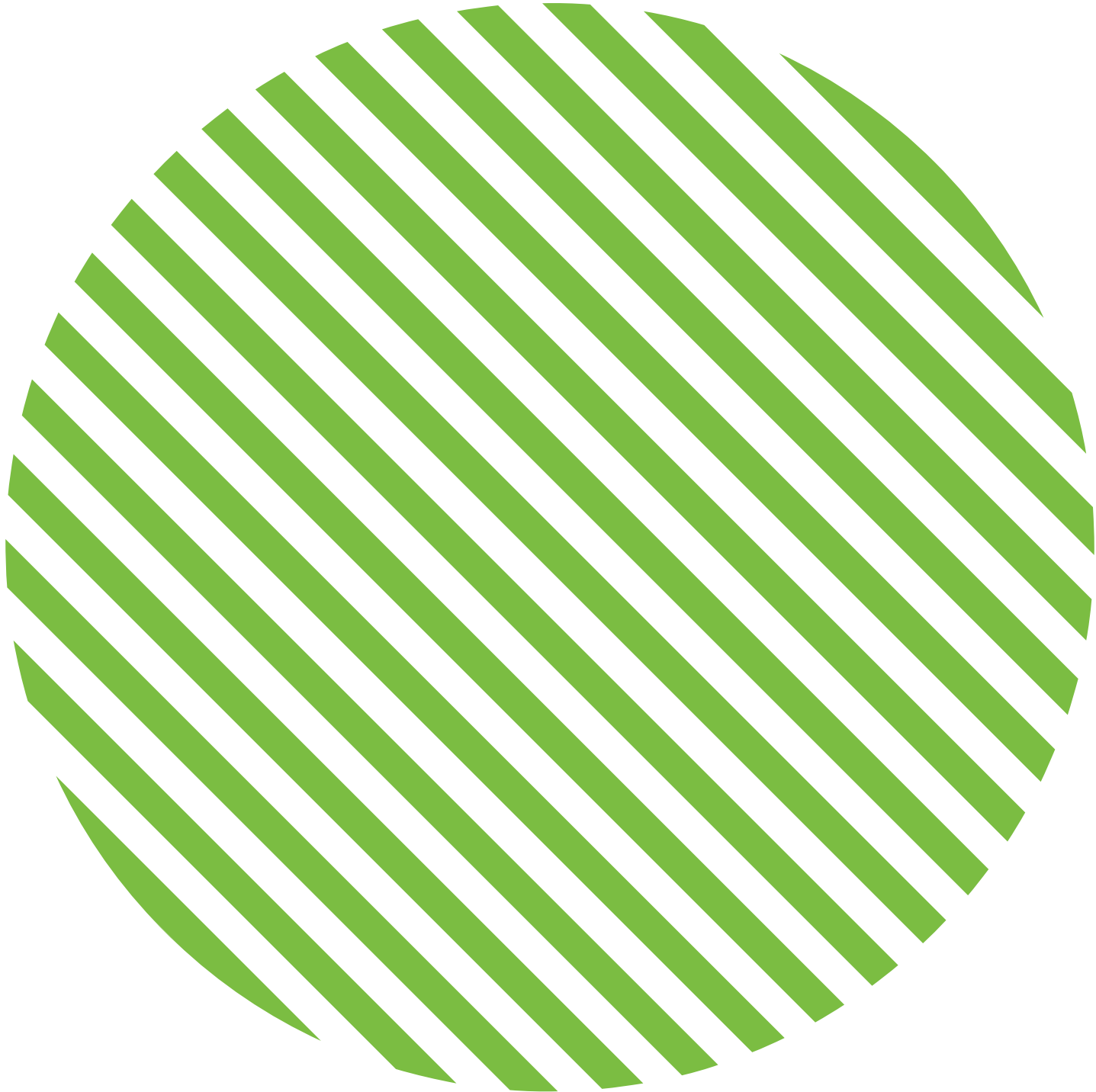
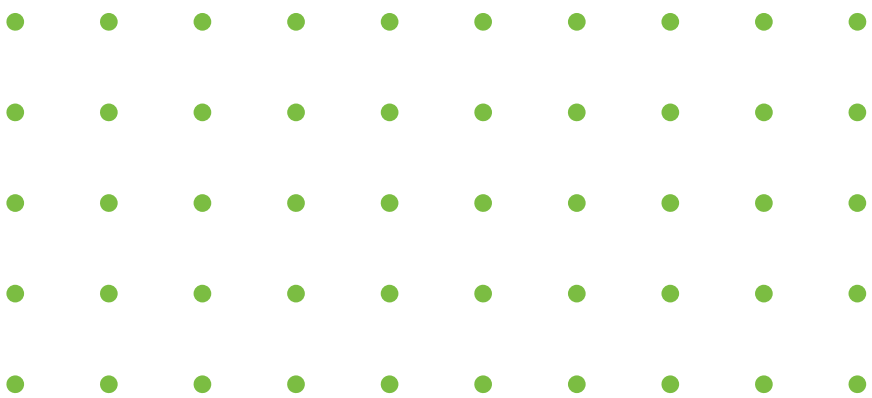
ACTIVE ENVIRONMENT

The Active Environment Impact Team helps make it easier and more inviting for everyone in Shawnee County, no matter their age, background, or ability, to get moving and stay active. We work to improve parks, sidewalks, trails, and other shared spaces so people can enjoy the outdoors and live healthier, more active lives.



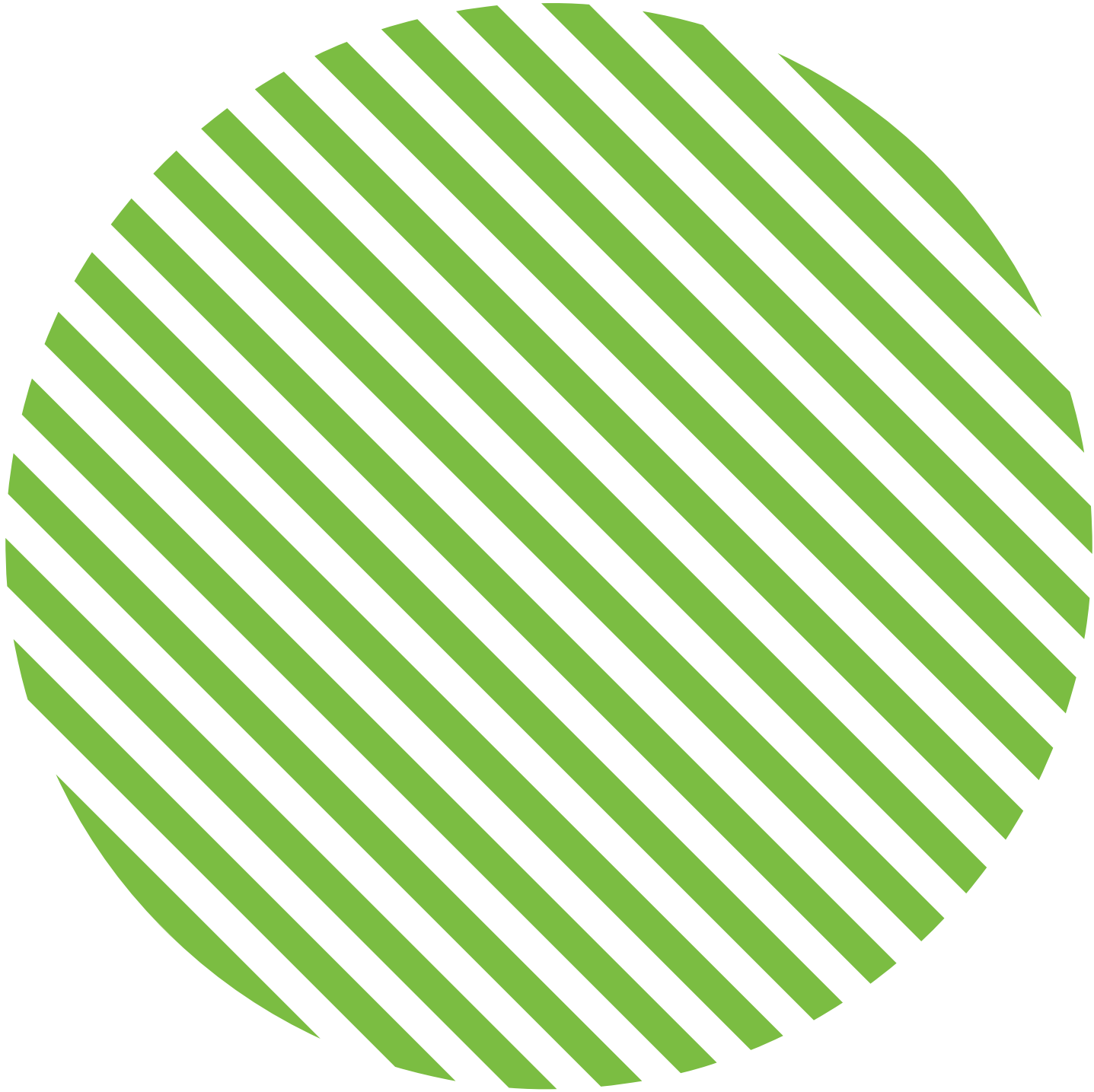
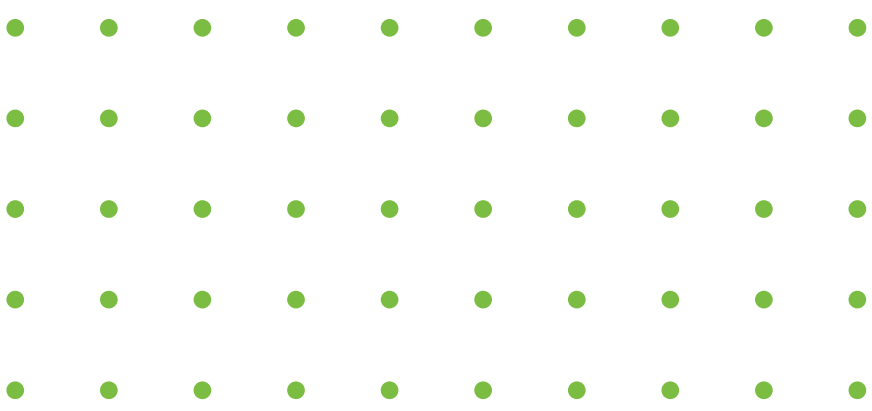
HEALTHY BABIES

The Healthy Babies Impact Team works to lower infant death rates and support healthy development in babies and young children. We partner with families and community organizations to give every child a healthy start in life. Our team also promotes prenatal care, parenting support, and early childhood education.



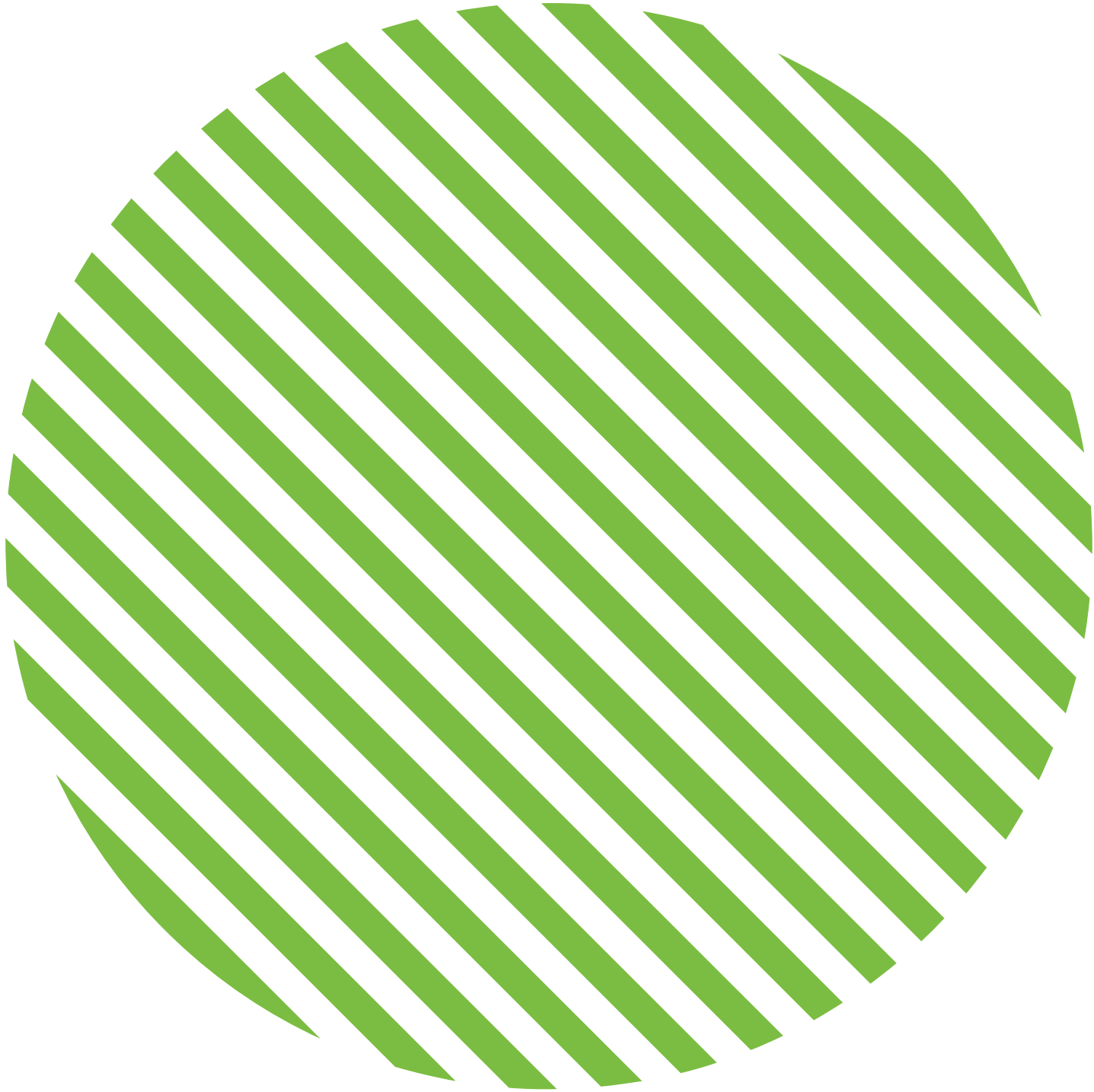
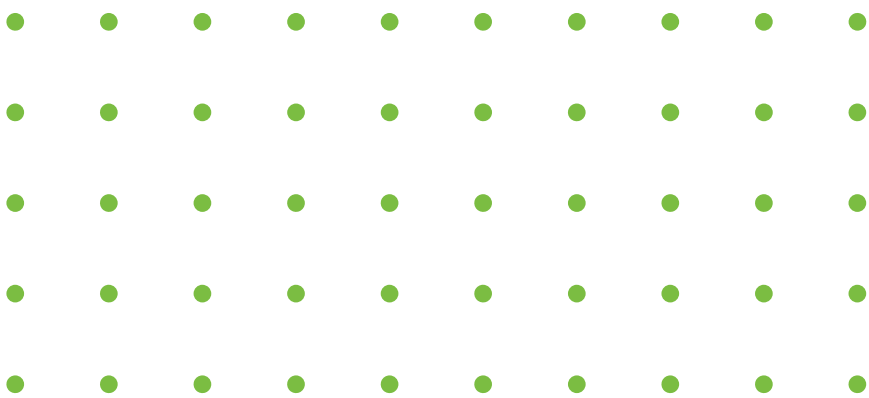
HEALTHY FOOD ACCESS

The Healthy Food Access Impact Team works to make healthy food choices easier for everyone in Shawnee County. We focus on improving policies and systems so people have better access to nutritious food and the information they need to make healthy decisions. These environments help families and communities build long-term habits for better health.



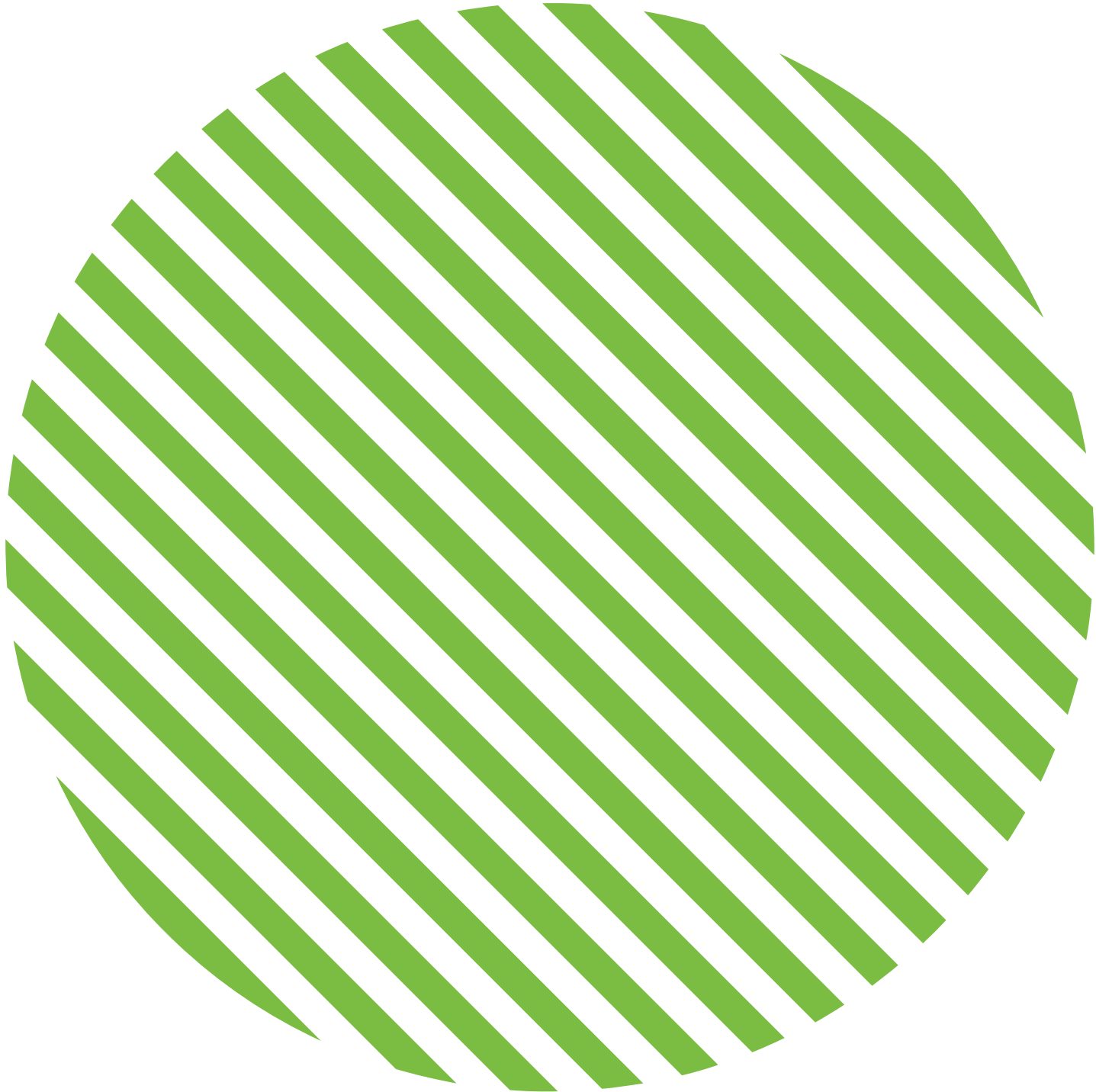
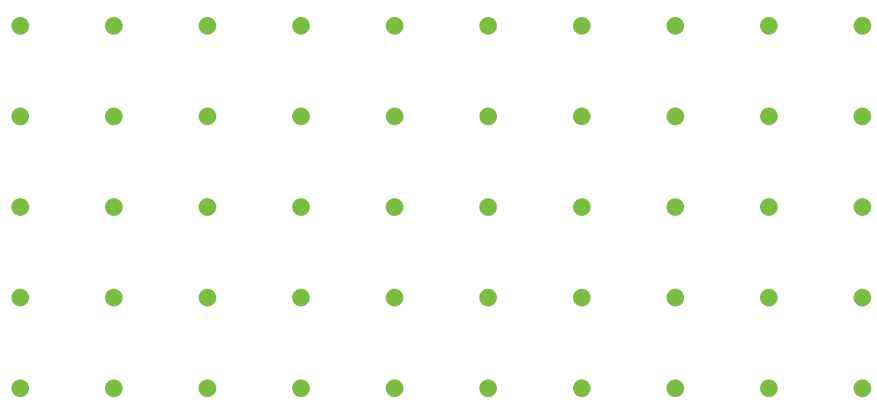
MENTAL HEALTH

The Mental Health Impact Team brings people together to support emotional well-being for everyone in Shawnee County. We focus on improving mental health resources and support for individuals at every age and stage of life. Our goal is to reduce stigma and ensure that mental health care is accessible, welcoming, and effective for all.



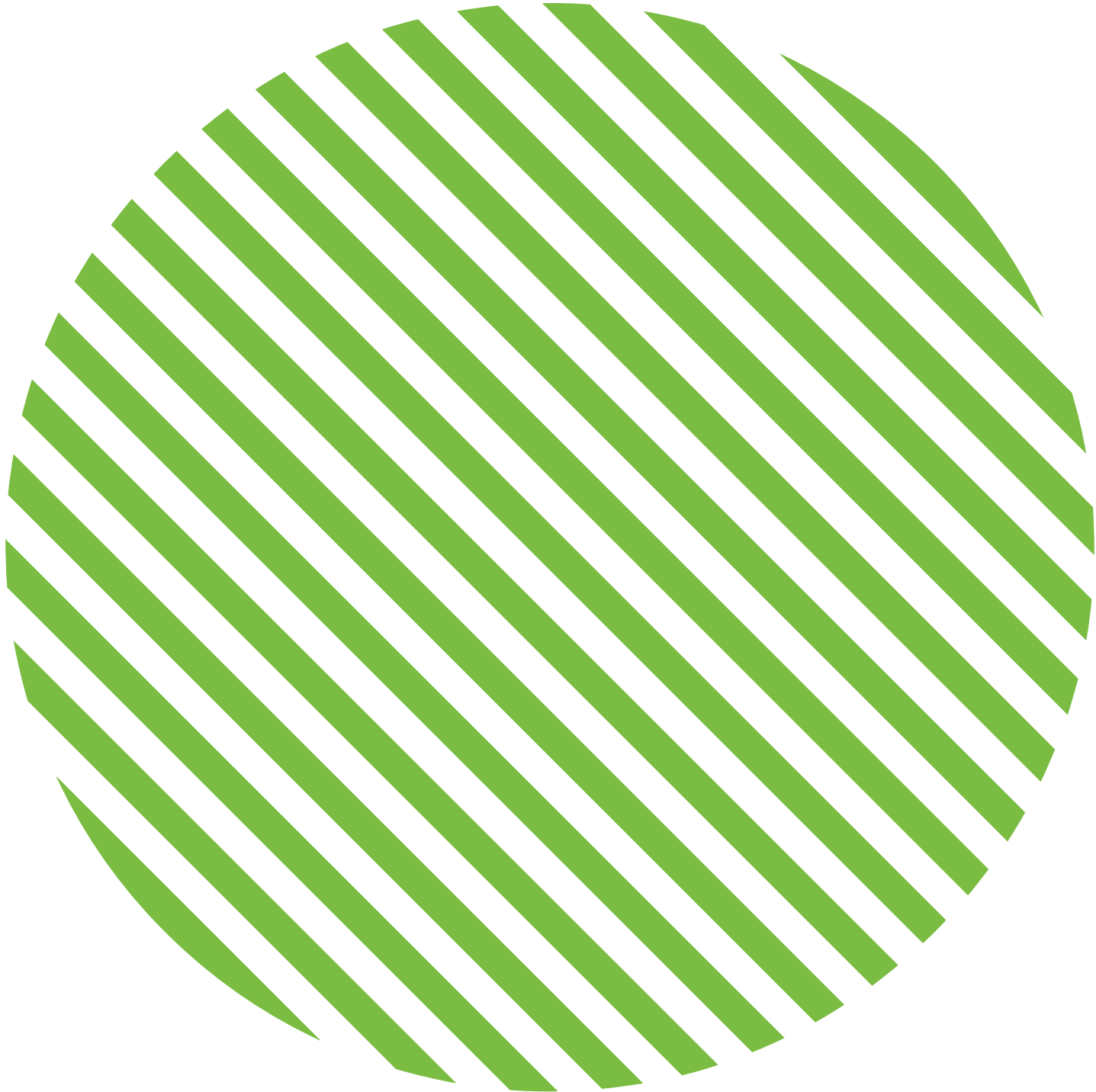
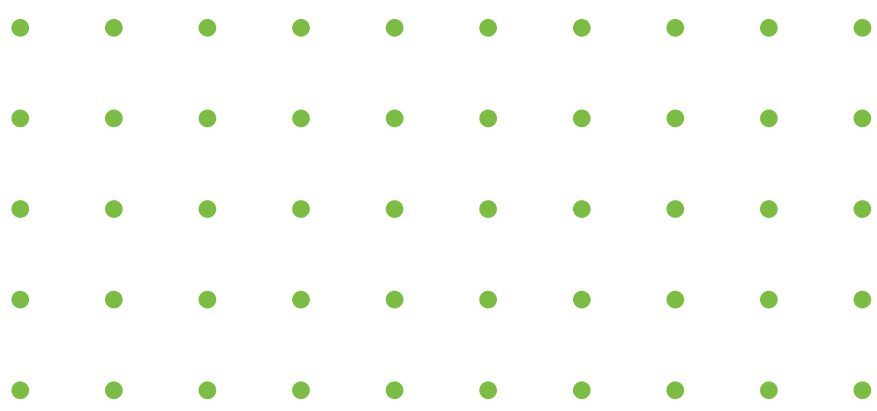
SEXUAL HEALTH

The Sexual Health Impact Team provides education, support, and advocacy to help people in Shawnee County make informed decisions about their sexual and reproductive health, no matter their background or situation. We strive to create safe spaces where individuals can access accurate information and quality care.



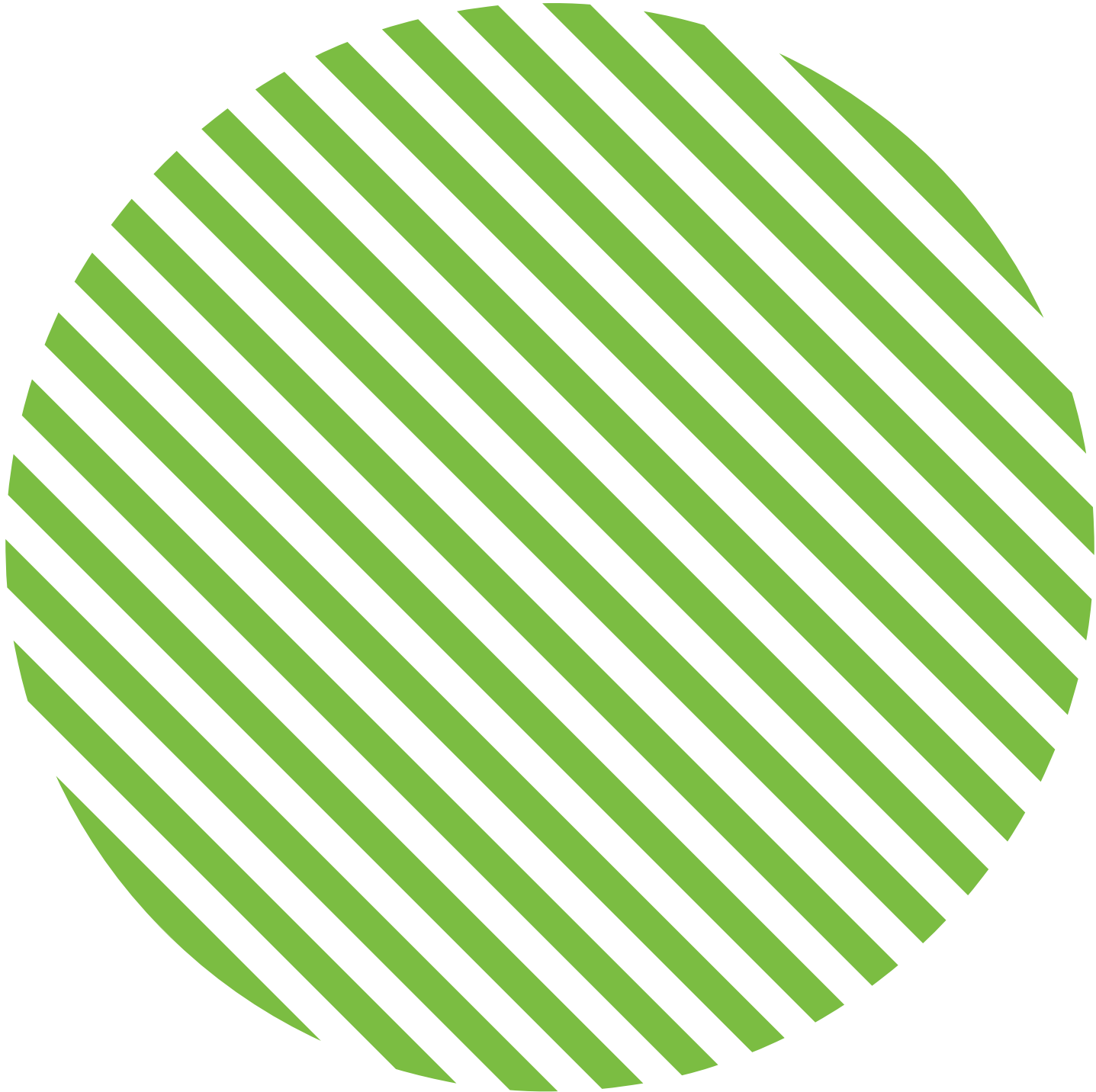
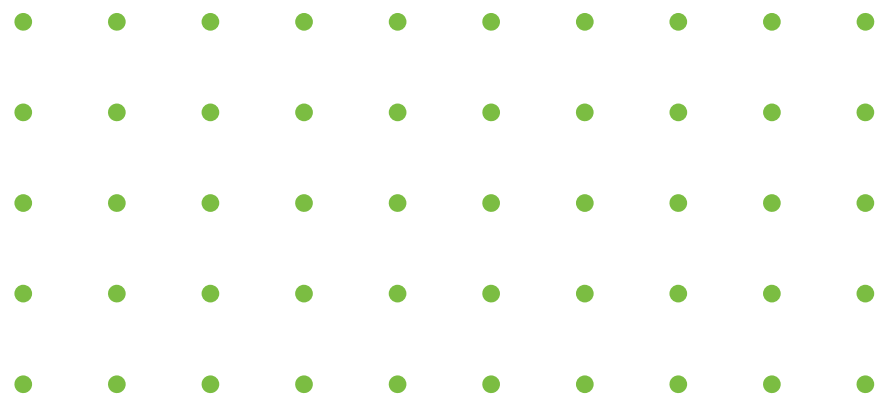
SUBSTANCE MISUSE

The Substance Misuse Impact Team focuses on preventing and addressing issues related to drug and alcohol use. We stay informed on current trends and resources so we can help individuals and families get the support they need. Through education, outreach, and partnerships, we work to build a safer and healthier community.

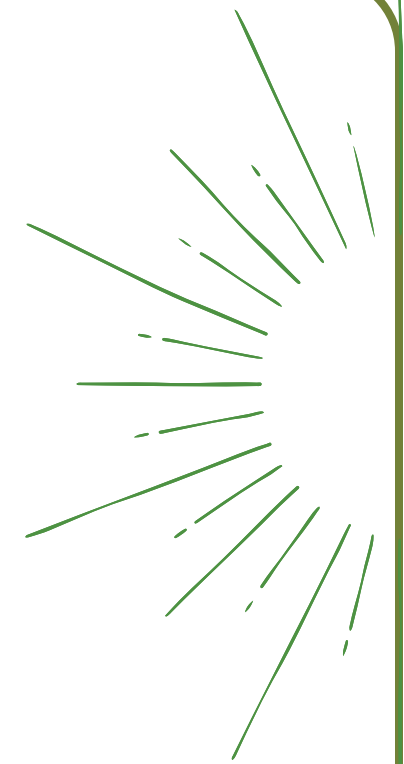


TOBACCO/AEROSOL PREVENTION

The Tobacco and Aerosol Prevention Impact Team brings together community partners to reduce the use of tobacco and vape products. We focus on prevention, education, and creating a healthier future for Shawnee County. Our efforts aim to protect youth and reduce the long-term health risks caused by nicotine use.



THE CHAIRS



ACTIVE ENVIRONMENT

Andy Fry, Co-Chair
farmerfry@gmail.com

Myron Leintwetter, Co-Chair
mljhawk@hotmail.com

MENTAL HEALTH

Kristin Stock, Chair
kstock@valeotopeka.org

HEALTHY BABIES

Danielle Twemlow, Chair
danielle.twemlow@gmail.com

HEALTHY FOOD ACCESS

Sofia Diaz Buezo, Co-Chair
ansdb24@ksu.edu

Savanna Gaumer, Co-Chair
Savanna.Gaumer@stormontvail.org

SEXUAL HEALTH

Carrie Delfs and Sarah Karns, Co-Chairs
skarns@uwkawvalley.org

SUBSTANCE MISUSE

Haley Gil, Chair
hgil@parstopeka.org

TOBACCO/AEROSOL PREVENTION

Adia Vaughn Hunter, Chair
adia.vaughn@snco.us



THANK YOU

Any questions?

skarns@UWKawvalley.org
www.reallygreatsite.com



PMU Life and Safety Violation Prioritization

Life safety violations are code compliance issues that pose immediate or significant risks to the health, safety, and welfare of occupants or the public. These violations are **often prioritized** for enforcement due to their potential to **cause injury or death**. Common examples of life safety violations include:

1. Structural Integrity

- Severe structural damage (e.g., collapsing walls, roofs, or floors).
- Inadequate foundations that compromise stability.
- Overloaded or unsafe structural elements (e.g., sagging beams).

2. Fire Safety

- Non-functional or missing smoke alarms and carbon monoxide detectors.
- Blocked or inaccessible emergency exits.
- Lack of fire-rated materials in required areas.
- Faulty electrical systems create fire hazards, such as exposed wiring or overloaded circuits.

3. Electrical Hazards

- Exposed live wires.
- Improperly installed or maintained electrical panels or outlets.
- Lack of ground-fault circuit interrupters (GFCIs) in areas prone to moisture, such as bathrooms and kitchens.

4. Gas and HVAC Systems

- Leaking or improperly maintained gas lines.
- Malfunctioning or unsafe heating, ventilation, and air conditioning (HVAC) systems.
- Inadequate ventilation for combustion appliances, increasing carbon monoxide risks.

5. Plumbing and Sanitation

- Lack of potable water or functional sewage systems.
- Severe leaks or water intrusions causing mold or structural damage.
- Blocked or non-functional drains leading to unsanitary conditions.

6. Egress and Accessibility

- Obstructed or improperly maintained pathways, stairways, and exits.
- Non-compliance with accessibility standards, such as the Americans with Disabilities Act (ADA), in public buildings.

7. Hazardous Materials

- Presence of lead-based paint in deteriorating conditions.
- Asbestos exposure due to damaged materials.
- Storage or use of flammable, explosive, or toxic substances in unsafe conditions.

8. Pest Infestations

- Severe rodent or insect infestations that threaten habitability.

9. Unsafe Occupancy

- Overcrowding or illegal occupancy that exceeds the building's designed capacity.
- Occupying spaces not intended for living, such as basements without proper egress or ventilation.

Addressing life safety violations is typically urgent, requiring immediate action from property owners or enforcement agencies to mitigate risks.

If a code officer identifies one or more of these violations, an immediate affidavit for Municipal Court is prepared. PMU intends to prosecute all life safety violations whether or not the abatement takes place before the deadline indicated on the notice.



CITY OF
TOPEKA



Land Bank Update

Quinn Cole, Sr. Management Analyst

Rhiannon Friedman, Director of Planning and Development

Agenda

2

3 | Introduction to the Land Bank

4-5 | How the Land Bank Works

6 | Current Operations

7 | First Transfer

8 | Next Steps

9 | How to Get Involved



Introduction to the Land Bank

- Adopted May 2023 after recommendation from the 2020 housing study.
- The purpose of the Land Bank is to serve the public purpose of providing for the orderly, planned, and reutilization of abandoned, tax-foreclosed, or otherwise underutilized **residential** properties.
- \$500,000 fully funded operating budget for a 3-year pilot period.



How the Land Bank Works

4

1. The Land Bank acquires land
2. Acquired parcels are forgiven for any outstanding property taxes or code violations
3. The Land Bank funds/performs maintenance or demolition as necessary
4. The Land Bank sells properties to responsible owners



How the Land Bank Works

5

- Governed by a five member board of trustees appointed by the mayor, including one city council member, one city staff member, one resident representing and NIA, and two residents at-large. Terms end Dec 2024.
- All land transactions are reviewed and approved by the board of trustees.



- # Land Bank Map
- ## City of Topeka

< 2 of 6 >

Parcels for Sale 

Address	Parcel ID	Tax A
1332 SE 18TH TER	1330504003001000	8,580
S KANSAS AVE	1330601025006000	40,340
1326 SW FILLMORE ST	1410101014006000	2,550
SE MONROE ST	1330601012016000	1,350
1163 SW LANE ST	0973604019001000	420
SW TAYLOR ST	1093102010006000	2,810



First Transfer

7

- Capital Reality LLC
- 3 bed, 1 bath single family home
- Selling Price: \$110,000-\$125,000



Short Term (EOY 2025)

- Acquire and turn over at least one property with an existing structure
- Learn more from Shawnee County about the tax sale process
- Refresh and renew marketing efforts



How to Get Involved

9

- Buying land
- Donating land
- Participating in public meetings
- Sharing with interested parties

Email:

landbank@topeka.org

