



City of Topeka
Governing Body Action Form
City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
April 7, 2026

DATE:	April 7, 2026		
CONTACT PERSON:	Carrie Higgins, Housing Division Director and Dan Warner, Planning and Development Director	DOCUMENT #:	
SECOND PARTY/SUBJECT:	Kansas Legal Services	PROJECT #:	
CIP PROJECT:	No		
ACTION OF COUNCIL:		JOURNAL #:	
		PAGE #:	

DOCUMENT DESCRIPTION:

DISCUSSION with POSSIBLE ACTION of a PROFESSIONAL SERVICES CONTRACT for Amendment No. 2 to City of Topeka Contract No. 52066, amended by Contract No. 52958, between the City of Topeka and Kansas Legal Services, Inc., to administer the Eviction Defense Program for the City of Topeka.

Voting Requirement: Action requires at least six (6) votes of the Governing Body.

(Approval will authorize the City Manager to sign and execute the contract renewal for a period ending April 30, 2027, for the continued administration of the eviction defense program as designed to assist participants in stabilizing their current housing, facilitating access to appropriate housing, and preventing homelessness based on the City's Changing the Culture of Property Maintenance Initiative, especially when dealing with substandard living conditions.)

VOTING REQUIREMENTS:

Discussion only. Action requires at least six (6) votes of the Governing Body.

POLICY ISSUE:

Whether to approve the contract that will exceed \$50,000 to provide a variety of free housing legal services to eligible tenants who live in the City of Topeka to prevent increased numbers of our unsheltered population.

STAFF RECOMMENDATION:

Staff recommends the Governing Body approve the Kansas Legal Services Contract for year 3 of the Eviction Defense program.

BACKGROUND:

On January 2, 2024, the City issued a Request for Proposals Bid Event No. 2917 for Program Administration Services - Eviction Defense. The solicitation sought proposals from not-for-profit service agencies and/or legal

clinics or firms to administer eviction defense program services on behalf of the City of Topeka. Proposals were received and evaluated on January 31, 2024. Following the evaluation process, staff recommended entering into an agreement with the most qualified of these services, Kansas Legal Services, Inc.

On May 7, 2024, the Governing Body approved the initial Contract No. 52066 in an amount not to exceed \$84,137 for the first year of the program administration.

On May 20, 2025, the Governing Body approved the contract renewal in an amount not to exceed \$84,137 for the second year of the program administration.

Kansas Legal Services has successfully provided eviction defense program administration services during the contract terms, and City staff recommend approval of a renewal under the same pricing and terms as the original agreement.

BUDGETARY IMPACT:

\$84,137

SOURCE OF FUNDING:

2026 Adopted Budget General Fund Non-Departmental Housing Services

ATTACHMENTS:

[Kansas Legal Services TED Program Report \(May 2025 - March 2026\)](#)
[Presentation - Kansas Legal Services Annual Contract Review](#)
[Proposed Contract - Amendment No. 2 - Kansas Legal Services Eviction Defense Program](#)
[Contract No. 52958 - Amendment No. 1 \(June 16, 2025\)](#)
[Contract No. 52066 \(April 30, 2024\)](#)