



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
Fax: 785-368-3958
www.topeka.org

Date: July 26, 2016

Time: 1:00 p.m.

Location: Topeka Police Department, LEC Classroom A

Committee Members Present: Councilmembers Karen Hiller, Sandra Clear (proxy for Richard Harmon) and Tony Emerson.

City Staff Present: Mayor Larry Wolgast, City Attorney Lisa Robertson, Deputy City Attorney Mary Feighny, City Council Assistant Angela Horn.

- 1) Councilmember Hiller called the meeting to order.
- 2) Councilmember Tony Emerson nominated Councilmember Karen Hiller as Chairperson; Councilmember Sandra Clear seconded. Councilmember Hiller accepted the nomination. Approved by a vote of 3-0.
- 3) The January 8, 2015 meeting minutes were approved (previously reviewed and approved by Councilmember Elaine Schwartz who served on the committee in 2015.)
- 4) Discussion and possible action on proposed revisions to the City Council Rules and Procedures to reflect changes to Charter Ordinance No. 117 that became effective on April 23, 2016, as well as changes recommended by The Citizens Government Review Committee.

A revised draft of the Governing Body Rules and Procedures was reviewed and discussed (7-26-16 document attached).

The Committee, Mayor and Legal staff discussed the role of the City Attorney as it relates to the Governing Body and City staff. Mayor Larry Wolgast referenced an article in the Kansas Government Journal, March 2016 edition, titled, 'Your City Attorney: Friend or Foe', by Larry R. Baer (attached).

Additional changes to the Governing Body Rules and Procedures were proposed by the Committee and are summarized below (revised 7-28-16 document attached).

- Authority. 1.1(b) NEW. A governing body member(s) can establish a work group or task force to examine an issue.
- Duties of City Manager. 2.5(a) REVISED: add 'except for the council assistant' and 'after City Manager delegates staff to assist council members, direct communication can occur'.
- Duties of Deputy Mayor 2.6 NEW. Outlines duties of the Deputy Mayor.
- Duties of the City Attorney 2.7 REVISED. Add that the City Attorney represents the City.
- Officers and Employees 2.9(a) REVISED. Add how council and mayor assistants are managed.
- Chair and Duties. 4.1(a) REVISED. Add 'meeting' before 'chair'.
- Governing Body Meeting Agenda 5 REVISED. Add 'governing body meeting' before 'agendas'.
- Addition & Removal of Items from the Agenda 5.2 REVISED. Add that an explanation for adding an item and majority vote is required.
- Public Comment 5.5(c) REVISED. Add 'notifying City Clerk is not required for public hearings.
- Motions 6.2(e)(1) REVISED. Replace 'any proposed amendment' to 'any suggested modifications'.
- Motions 6.2(e)(2) REVISED. Replace 'a motion may be amended only once before a vote has been taken' to 'an amendment to a motion cannot be amended.'
- Motions 6.2(g) REVISED. Replace 'considered and voted on' to 'upon which a vote was taken'.
- Motions 6.2(i) REVISED. Replace 'In order to adjourn a meeting' with 'When it appears that there is no further business, the chair may adjourn the meeting. Alternately...'
- Consideration of Ordinances and Resolutions 7.2(b) REVISED. Replace 'each member shall respond yes or no or abstain.' With 'each member shall indicate the member's vote or abstention by voice or by utilizing a device that displays the vote or abstention.'

- Procedure for Committee Items 8.5(c)(1) REVISED. Replace 'Recommend changes to the item' with 'Recommend approval with amendments'.
- Procedure for Committee Items 8.5(c)(2) REVISED. Changed wording regarding items referred to vs. items initiated by the Committee.
- Minutes 8.10 REVISED. Added that if a committee won't meet again before February, the chairperson may approve the minutes.

Regarding section 5.5(c) Public Comment, the Committee discussed the sign up in advance/time limit process.

The Committee tentatively set a future meeting date to finalize the proposed changes. The City Council Assistant will check schedules and confirm a meeting date and time.

5) There were no other items before the Committee.

Meeting was adjourned at 4:07 p.m.

The full meeting video can be viewed at:

<https://www.youtube.com/watch?v=BTuJhv8zBOo>