

City Council Committee Meeting Notice

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

Committee: Policy and Finance
Date: November 18, 2016
Time: 3:00 p.m.
Location: TPD LEC Classroom A, 320 S. Kansas Ave.

Agenda:

- 1) Call to order
- 2) Approve minutes from August 19, 2016
- 3) Discussion and possible action on Records Fees
- 4) Continue discussion and possible action on Council Rules & Procedures
- 5) Schedule future meeting for discussion and possible action on Council Training
- 6) Any other items before the Committee

STAFF NOTIFIED: Legal, City4, TPD, City Manager, City Council, Mayor

STAFF REQUESTED: Lisa Robertson and Mary Feighny, Legal Department; Darin Scott, Police Department; Brenda Younger, City Clerk.

MEMBERS: Karen Hiller (Chairperson)
Richard Harmon
Tony Emerson



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: August 19, 2016

Time: 2:00 p.m.

Location: Holliday Conference Room, 620 SE Madison St.

Committee Members Present: Councilmembers Karen Hiller (Chair), Richard Harmon and Tony Emerson.

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

- 1) Chairperson Karen Hiller called the meeting to order.
- 2) The July 26, 2016 meeting minutes were approved by a vote of 2-0-1. Councilmember Richard Harmon abstained; he was not in attendance at the July 26, 2016 meeting.
- 3) Continued 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.

The Committee reviewed and discussed an updated draft of the City Council Rules and Procedures (attached) that legal staff revised to incorporate the changes recommended by the Committee at the July 26, 2016 Committee meeting.

1.1 Charter

(b) is a new section proposed by Chairperson Hiller, regarding the governing body establishing work groups or task forces to discuss issues with city staff. Richard Harmon opposes this addition; he does not see a reason for this section, since the governing body is already allowed to meet with people. Chairperson Hiller explained she had

suggested the language because new members are not certain of what they can do.

The Committee agreed on the following proposed changes:

2.5 Duties of City Manager Relative to Governing Body. Changes clarify when communication between city staff and the governing body is acceptable.

2.7 Duties of City Attorney Relative to the Governing Body. Changes clarify the role of the City Attorney.

5.2 Addition and Removal of Items from the Agenda. Changes clarify the need for an explanation.

5.5 Public Comment.

The Committee discussed the 5:00 p.m. deadline to sign up to speak at a council meeting and the 4 minute limit rule.

Councilmember Harmon suggested that the deadline for citizen's to sign up to speak at a City Council meeting should be changed from 5:00 p.m. to 6:00 p.m. Citizens could still sign up before 5:00 p.m. through the City Clerk's Office, but they could also sign up in the Council Chamber, prior to the 6 p.m. start of the City Council Meeting.

6.2 Motions.

(e) To Amend a Motion. Adding the language 'An amendment to a motion cannot be amended' is not necessary since it is mentioned elsewhere in the document.

8.5 Procedure for Committee Items.

(a) Reference to Committee; Initiation by Committee. Make 'reference to committee' item (a)(1) and 'initiation by committee' item (a)(2).

(b) Referred Item Action Deadline. Change 60 days to discharge from committee to 90 days. Change 'council agenda' to 'governing body agenda' in last line. (c) Committee Action (2) Placement on Governing Body Meeting Agenda has been moved to section (d). Change 'pursuant to section 8.5(a)' to 'pursuant to sections 8.5(a)(1) and (2)'.

8.10 Minutes.

Change wording to state that if the committee does not meet within 30 days, the chairperson may approve the minutes if there are no objections or changes from other committee members.

The Committee agreed to discuss section 2.6 further at the next meeting.

2.6 Duties of the Deputy Mayor, is a new section proposed by Chairperson Hiller.

Chairperson Hiller proposed a change to the Charter Ordinance regarding the Deputy Mayor duties, and to remove proposed section 2.6 from the Council Rules and Procedures document. Legal staff advised against amending the Charter Ordinance. Councilmember Harmon objected to any additions to the Deputy Mayor duties. He stated that many of these proposed duties should be covered by the City Manager's Office and not the Deputy Mayor. Lisa Robertson suggested removing any duties with no legal authority.

4) There were no other items before the Committee.

Meeting was adjourned at 3:52 p.m.

The full meeting video can be viewed at:

Part 1: <https://www.youtube.com/watch?v=qY0nf1DBcuQ&feature=youtu.be>

Part 2: <https://www.youtube.com/watch?v=ca2NryeGd00&feature=youtu.be>

1 (Published in the Topeka Metro News _____)

2

3

ORDINANCE NO. _____

4

5

AN ORDINANCE introduced by City Manager Jim Colson, concerning fees and procedures for record requests, amending City of Topeka Code § 2.20.090, § 2.20.110, § 2.20.120, and § 10.10.050 and specifically repealing said original sections.

6

7

8

9

10

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:

11

12

Section 1. That section 2.20.090, Requests to be directed to custodian, of The

13

Code of the City of Topeka, Kansas, is hereby amended to read as follows:

14

Requests to be directed to custodian.

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

(a) ~~All members of the public, in seeking~~As the official custodian of city records, the city clerk shall receive and coordinate all requests for access to, or copies of, a public record in accordance with the provisions of the Kansas Open Records Act, shall address their written requests to the city clerk.

(b) ~~Requesters of records may submit a w~~Written requests submitted to any other city office; however, all record requests shall be referredforwarded to the office of the city clerk for timely and proper processing.

(c) ~~Whenever any city officer or employee is presented with a written request for access to, or a copy of, a public record which is not in his or her possession and for which he or she has not been given responsibility to keep and maintain, the officer or employee shall so advise the person requesting the record. Further, the person making the request shall be advised to direct the request to the city clerk.~~

27

28

29

Section 2. That section 2.20.110, Inspection fee, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

29

Inspection and search fee.

30 (a) Where a request has been made for inspection of any open public record
31 which is readily available to the record custodian, there will be no inspection fee
32 charged to the requester.

33 (b) In all cases not covered by subsection (a) of this section, a record
34 inspection fee may be charged at ~~the rate of \$13.00a~~ per hour per rate determined by
35 the records custodian comparatively based on the hourly rate of the employee engaged
36 in the record search and production. ~~A minimum charge of \$6.00 may be charged for~~
37 ~~each such request.~~

38 Section 3. That section 2.20.120, Copying fee, of The Code of the City of
39 Topeka, Kansas, is hereby amended to read as follows:

40 **2.20.120 Copying and other fees.**

41 A fee of \$0.25 per page may be charged for ~~photocopying~~ black and white
42 photocopies of public records, such fee to cover the cost of labor, materials and
43 equipment. The records custodian may establish a fee schedule for production of
44 records in other formats, such as color copies or records provided electronically. The
45 records custodian may set flat fees for certain types of records. Additional fees,
46 including any other costs incurred by the agency in connection with complying with a
47 record request (e.g. mailing costs), may be assessed to the requestor.

48 Section 4. That section 10.10.050, Fees collected by the records section, of
49 The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

50 **Fees collected by the records section.**

51 (a) Employers. In all cases where the records section of the police
52 department is requested and authorized to check and give information from its files

53 regarding individuals who may be potential employees, or for any other purposes, a fee
 54 of \$5.00 shall be charged for each name checked, such fee to be due and payable at
 55 the time the check is made and the information is given.

56 (b) Accident Reports. In all cases where the records section of the police
 57 department is requested to provide traffic accident reports from its accident report files,
 58 a flat fee of ~~\$5.00~~\$8.00 shall be charged, such fee to be due and payable at the time the
 59 accident report is given.

60 (c) In any case where the records section is requested to provide any other
 61 report from its files, ~~a fee of \$2.00 shall be charged for reports not exceeding five~~
 62 ~~pages~~fees for accessing records will be in accordance with Chapter 2.20 TMC. For
 63 ~~reports exceeding five pages, the fee shall be \$2.00 for the first five pages, plus \$1.00~~
 64 ~~per page for each page over five pages, such fee to be due and payable at the time the~~
 65 ~~report copy is given. Requests which require research of files older than one year will be~~
 66 ~~charged a research fee of \$25.00 per person-hour. An estimated amount may be~~
 67 ~~required to be paid for such research in advance.~~

68 (c) ~~Photographs. In all cases where the records section of the police~~
 69 ~~department is requested to provide copies of photographs taken by the police~~
 70 ~~department, the following fees shall be charged:~~

| | |
|--|--------|
| (1) For each black and white picture requested: | |
| - (i) For a 4-inch by 5-inch picture | \$2.00 |
| - (ii) For a 5-inch by 7-inch picture | \$2.50 |
| - (iii) For an 8-inch by 10-inch picture | \$5.00 |
| - (iv) For an 11-inch by 14-inch picture | \$6.50 |
| - (v) For each Polaroid copy | \$5.00 |
| - (vi) For a 4-inch by 5-inch copy negative | \$5.00 |
| (2) For each color picture requested: | |
| - (i) For standard 127 and 35mm prints | \$2.50 |

| | | | |
|-----|--------------------|-----------------------------------|---------|
| - | (ii) | For a 5-inch by 7-inch picture | \$3.50 |
| - | (iii) | For an 8-inch by 10-inch picture | \$6.50 |
| - | (iv) | For an 11-inch by 14-inch picture | \$8.00 |
| - | (v) | For each color Polaroid copy | \$7.00 |
| (3) | For color slides:- | | |
| - | (i) | Minimum order for slides | \$10.00 |
| - | (ii) | Color slides from prints (each) | \$1.25 |

71 Such fees are due and payable at the time the copies of photographs are requested.

72 (d) Disposition. All fees collected under the provisions of this section shall be
73 paid into the city treasury as provided by law.

74 Section 5. That original § 2.20.090, § 2.20.110, § 2.20.120, and § 10.10.050 of
75 The Code of the City of Topeka, Kansas, are hereby specifically repealed.

76 Section 6. This ordinance shall take effect and be in force from and after its
77 passage, approval and publication in the official City newspaper.

78 Section 7. This ordinance shall supersede all ordinances, resolutions or rules,
79 or portions thereof, which are in conflict with the provisions of this ordinance.

80 Section 8. Should any section, clause or phrase of this ordinance be declared
81 invalid by a court of competent jurisdiction, the same shall not affect the validity of this
82 ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

83 PASSED AND APPROVED by the City Council on _____.

84 CITY OF TOPEKA, KANSAS

85
86
87
88
89 _____
90 Larry E. Wolgast, Mayor

91 ATTEST:
92
93
94
95 _____
96 Brenda Younger, City Clerk

1 (Published in the Topeka Metro News _____)
2

3 ORDINANCE NO. _____
4

5 AN ORDINANCE introduced by City Manager Jim Colson, concerning open record
6 request fees, amending City of Topeka Code § 2.20.110 and §
7 2.20.120 and specifically repealing said original sections.
8

9 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:
10

11 Section 1. That section 2.20.110, Inspection fee, of The Code of the City of
12 Topeka, Kansas, is hereby amended to read as follows:

13 **Inspection and search fee.**

14 (a) Where a request has been made for inspection of any open public record
15 which is readily available to the record custodian, there will be no inspection fee
16 charged to the requester.

17 (b) In all cases not covered by subsection (a) of this section, a record
18 inspection fee may be charged at ~~the rate of \$13.00~~ a per hour perrate determined by
19 the records custodian based on the hourly rate of the employee engaged in the record
20 search and production. ~~A minimum charge of \$6.00 may be charged for each such~~
21 ~~request.~~

22 Section 2. That section 2.20.120, Copying fee, of The Code of the City of
23 Topeka, Kansas, is hereby amended to read as follows:

24 **2.20.120 Copying fee.**

25 A fee of \$0.25 per page may be charged for photocopying public records, such
26 fee to cover the cost of labor, materials and equipment. The records custodian may set
27 flat fees for certain types of records.



CITY OF TOPEKA

2015 KORA Statistics

GENERAL INFO

Total No. of Requests: 319 (approximately 50 "abandoned" (requested but never picked up))

Total Fees Assessed: \$2898.00

Types of Requests Logged in Clerk's Office:

- o 92 Fire Incident Reports
- o 59 Property Info records--includes zoning verification (fire), environmental assessments (planning), building permits/certificates of occupancy (development services)
- o 143 "Other"--copies of ordinances, contracts, RFPs and bid information, utility bills, utility inspection reports, employee salary/staffing information, code compliance reports/complaints, accident/traffic counts, light sequencing reports, municipal court records, lists of approved permits/registries (firework stands, food trucks, domestic partner registry)
- o 25 TPD (most requested directly at station or online??)

Who are the Requestors:

- o Most requests for fire reports are by insurance agencies
- o Most requests for property info are businesses
- o 25 requests by media

STAFF TIME

Generally, requests taking 15 minutes or less are only charged based on the \$.25 per page rate, whether the copies are provided on paper or delivered electronically.

Total staff time reported for the year: 145 hours

Total assessed for staff time at \$13/hour: \$1885.00

Range of hourly wages for researching staff: \$46.15-\$17.70 (Avg-\$27.68)

Potentially could have assessed \$4013.60 for research based on these rates, for additional \$2128.60 in revenue

Other "Unrecovered" Costs

- No additional fees are charged for mailing or faxing

1
2
3
4

5

6

7

8

9

10

11
12
13

City of Topeka
Governing Body I

Rules of Procedure

Adopted on _____

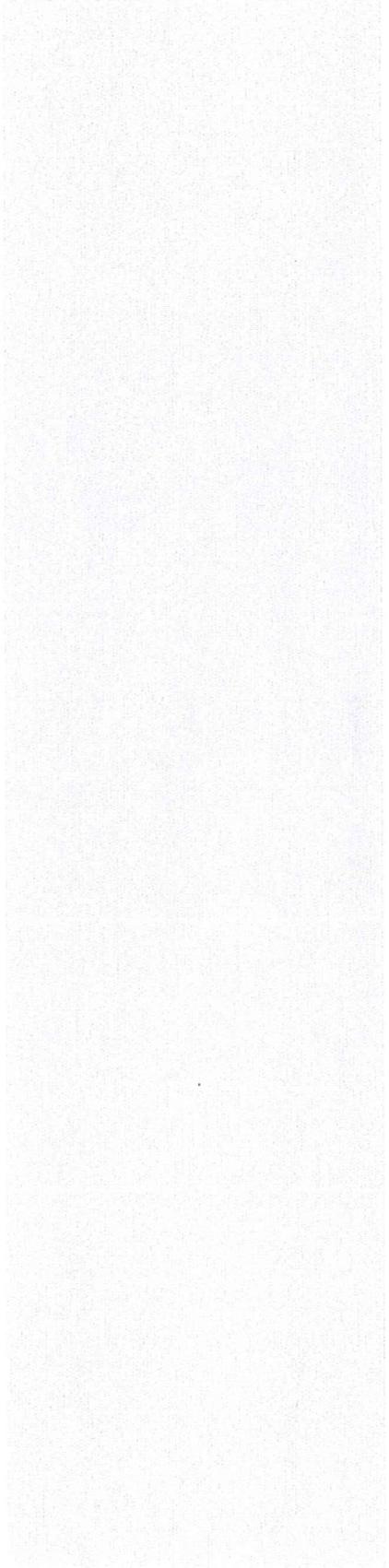


TABLE OF CONTENTS

15 1. **AUTHORITY** ERROR! BOOKMARK NOT DEFINED.
16 1.1 Charter.....Error! Bookmark not defined.

17 2. **GENERAL RULES** ERROR! BOOKMARK NOT DEFINED.
18 2.1 Meetings to be PublicError! Bookmark not defined.
19 2.2 QuorumError! Bookmark not defined.
20 2.3 Record of Proceedings.....Error! Bookmark not defined.
21 2.4 Right of Floor.....Error! Bookmark not defined.
22 2.5 Duties of City Manager Relative to Governing Body.....Error! Bookmark not defined.
23 2.6 Duties of City Attorney Relative to Governing Body.....Error! Bookmark not defined.
24 2.7 City ClerkError! Bookmark not defined.
25 2.8 Officers and EmployeesError! Bookmark not defined.
26 2.9 Rules of OrderError! Bookmark not defined.
27 2.10 Television CoverageError! Bookmark not defined.
28 2.11 Seating During Council Meetings.....Error! Bookmark not defined.

29 3. **TYPES OF MEETINGS**..... ERROR! BOOKMARK NOT DEFINED.
30 3.1 Governing Body Meetings.....Error! Bookmark not defined.
31 3.2 Special Governing Body MeetingsError! Bookmark not defined.
32 3.3 Committee MeetingsError! Bookmark not defined.
33 3.4 Attendance of Media at Governing Body MeetingsError! Bookmark not defined.

34 4. **CHAIR AND DUTIES** ERROR! BOOKMARK NOT DEFINED.
35 4.1 ChairError! Bookmark not defined.
36 4.2 Call to OrderError! Bookmark not defined.
37 4.3 Preservation of OrderError! Bookmark not defined.
38 4.4 Point of OrderError! Bookmark not defined.
39 4.5 Questions to be StatedError! Bookmark not defined.

40 5. **AGENDAS** ERROR! BOOKMARK NOT DEFINED.
41 5.1 Preparation and CirculationError! Bookmark not defined.
42 5.2 Addition and Removal of Items from the AgendaError! Bookmark not defined.
43 5.3 Agenda ContentsError! Bookmark not defined.
44 5.4 Planning Department Agenda ItemsError! Bookmark not defined.
45 5.5 Public Comment.....Error! Bookmark not defined.
46 5.6 Adjournment.....Error! Bookmark not defined.

47 6. **RULES OF ORDER** ERROR! BOOKMARK NOT DEFINED.
48 6.1 Governing ProcedureError! Bookmark not defined.
49 6.2 Motions.....Error! Bookmark not defined.

50 7. **ORDINANCES AND RESOLUTIONS** ERROR! BOOKMARK NOT DEFINED.
51 7.1 Preparation of Ordinances and Resolutions.....Error! Bookmark not defined.
52 7.2 Consideration of Ordinances and ResolutionsError! Bookmark not defined.
53 7.3 Numbering Ordinances and ResolutionsError! Bookmark not defined.
54

| | | |
|----|---|------------------------------|
| 55 | 8. COMMITTEES | ERROR! BOOKMARK NOT DEFINED. |
| 56 | 8.1 Purpose | Error! Bookmark not defined. |
| 57 | 8.2 Standing Committees | Error! Bookmark not defined. |
| 58 | 8.3 Special Committees | Error! Bookmark not defined. |
| 59 | 8.4 Duties and Powers of Committees | Error! Bookmark not defined. |
| 60 | 8.5 Procedure for Committee Items | Error! Bookmark not defined. |
| 61 | 8.6 Quorum | Error! Bookmark not defined. |
| 62 | 8.7 Alternate Members of Committees | Error! Bookmark not defined. |
| 63 | 8.8 Committee Meeting Times..... | Error! Bookmark not defined. |
| 64 | 8.9 Agenda Preparation | Error! Bookmark not defined. |
| 65 | 8.10 Minutes | Error! Bookmark not defined. |
| 66 | 8.11 Public Comment..... | Error! Bookmark not defined. |
| 67 | 8.12 Committee Expenses..... | Error! Bookmark not defined. |
| 68 | 8.13 Rules..... | Error! Bookmark not defined. |
| 69 | 8.14 Television Coverage | Error! Bookmark not defined. |
| 70 | 9. CITIZEN INPUT | ERROR! BOOKMARK NOT DEFINED. |
| 71 | 9.1 Manner of Addressing the Governing Body | Error! Bookmark not defined. |
| 72 | 9.2 Personal and Slanderous Remarks..... | Error! Bookmark not defined. |
| 73 | 9.3 Communication with the Governing Body. | Error! Bookmark not defined. |
| 74 | 10. SUSPENSION AND AMENDMENT OF GOVERNING BODY RULES.... | ERROR! |
| 75 | BOOKMARK NOT DEFINED. | |
| 76 | 10.1 Suspension of These Rules | Error! Bookmark not defined. |
| 77 | 10.2 Amendment of These Rules..... | Error! Bookmark not defined. |
| 78 | | |
| 79 | | |

80 **1. AUTHORITY**

81
82 **1.1 Charter:**

83
84 (a) TMC A2-30 provides that the governing body may determine its
85 own rules of procedure for meetings. The following set of rules
86 shall be in effect upon their adoption by the governing body and
87 until such time as they are amended or new rules adopted in the
88 manner provided by these rules.

89
90 (b) Nothing in these rules of procedure shall preclude a governing body
91 member(s) from ~~establishing a work group or task force~~
92 **meeting with others** to examine any issue that may be presented for
93 consideration to the city manager, a Council committee or the
94 governing body. Members may include individuals and groups that
95 have an interest in the subject.

96
97 **2. GENERAL RULES**

98
99 **2.1 Meetings to be Public:** All meetings of the governing body shall be open
100 to the public, except for executive sessions as provided for by state
101 statute. Persons attending meetings shall turn off or mute any device or
102 instrument capable of emitting an audible sound or tone before entering
103 the meeting room.

104
105 **2.2 Quorum:** Six members of the governing body shall constitute a quorum
106 and be necessary for the transaction of business

107
108 **2.3 Record of Proceedings:** An account of all proceedings of the governing
109 body shall be kept by the city clerk and shall constitute the official record.

110
111 **2.4 Right of Floor:** Any member desiring to speak shall be recognized by the
112 meeting chair, and shall confine his or her remarks to the subject under
113 consideration or the one to be considered.

114
115 **2.5 Duties of City Manager Relative to Governing Body:**

116
117 (a) The members of the governing body and the city manager shall
118 observe scrupulously the relationship and the respective authorities
119 and responsibilities of each as provided by the statutes, city
120 ordinances, governing body rules or procedure and the ethics of
121 good conduct. Generally speaking, the governing body shall act as
122 a policy-making body only except as specifically provided otherwise
123 by statute and the city manager shall act as the administrative head
124 of the city. The governing body shall delegate to the city manager
125 all administrative duties not specifically required by statute to be

126 performed by the governing body. No member of the governing
127 body shall interfere directly with the conduct of any municipal
128 department. All instructions or direction to the city manager shall
129 come from the governing body after approval of a majority (six) of
130 the members. The city manager shall disregard any other
131 instructions or directions and shall refer them to the governing body
132 as a whole. Requests for routine information may be made to the
133 city manager, department heads or their designees by any member
134 of the governing body, but all requests for lengthy or detailed
135 reports shall be made only to the city manager. Except for the
136 assistant to the Council, no instructions or directions shall be given
137 by any member of the governing body to department heads or to
138 other city employees who shall refer such instructions immediately
139 to the city manager, who, in turn, shall bring such improper actions
140 to the attention of the governing body for such action as may be
141 appropriate in each individual case. Notwithstanding this subsection
142 (a), when the city manager delegates a specific task to a particular
143 staff member(s), including staffing a committee, direct
144 communication may occur between council members and that staff
145 member(s).

- 146
- 147 (b) The city manager shall act as the administrative head of the city
148 and in such capacity shall direct the affairs of the city within the
149 limits of the budget, the policies established by the governing body
150 and the requirements of the statutes. The city manager or a
151 designee shall attend all meetings of the governing body unless
152 excused by a majority of the governing body. The city manager
153 shall prepare and submit the annual budget to the governing body,
154 shall keep the governing body advised as to the financial condition
155 and requirements of the city and shall make recommendations on
156 all matters concerning the welfare of the city. The city manager
157 shall have no vote in the public meetings of the governing body and
158 shall refrain from attempting to establish policy except to make
159 recommendations to the governing body. The city manager shall
160 observe the highest standard of ethics of the city manager
161 profession. The city manager shall consult with the governing body
162 on matters pertaining to the affairs of the city.

164 2.6 Duties of Deputy Mayor

- 165
- 166 (a) Serves in the absence or temporary disability of the Mayor.
- 167 (b) Appoints council members to council committees
- 168 (c) Appoints a council member to the Shawnee County Local
169 Emergency Planning Committee
- 170 (d) Appoints a Council chaplain.
- 171 (e) Serves on the City Employees' Health Care Advisory Committee or
172 appoints a designee

Comment [LR1]: 9-30-16 DISCUSISON
ITEM: Committee needs to determine what
recommendation it wishes to make to the
GB with respect to duties of Deputy Mayor.

Comment [MF2]: Sec. A2-26(b)

Comment [MF3]: Council Rule 8.2(b)

Comment [MF4]: Resolution 7458

Comment [MF5]: TMC 2.140.390(a)

- 173 (f) Facilitates the appointment process for County Parks & Rec
- 174 advisory board
- 175 (g) Facilitates city manager evaluation, including establishing
- 176 goals/objectives pursuant to TMC 2.14.010.
- 177 (h) Facilitates setting budget priorities.
- 178 (i) Provides to the governing body a list of possible topics for a
- 179 legislative agenda.
- 180 (j) Sponsors a resolution, annually, setting the governing body
- 181 meeting schedule, including cancellations.

Comment [MF6]: This is a practice. No legal authority. Contract No. 41460; 41425

Comment [MF7]: This is a practice. No legal authority. TMC 2.14.010

Comment [MF8]: This is a practice. No legal authority. TMC 3.05.050

Comment [MF9]: Resolution No. 8044

Comment [MF10]: This is a practice. No legal authority. However, TMC 2.15.020(b) allows Mayor, with concurrence of DM, to cancel GB meetings where special circumstances exist.

2.7 Duties of City Attorney Relative to the Governing Body:

- 185 (a) The city attorney or a designee shall attend all meetings of the
- 186 governing body. He or she shall draft or cause to be drafted all
- 187 ordinances, resolutions, contracts, releases, agreements and other
- 188 instruments pertaining to legal actions of the city which shall have
- 189 been approved as to form and legality by the city attorney or a
- 190 designee before presentation to the governing body. When
- 191 requested by any member of the governing body, the city attorney
- 192 shall furnish an opinion, either written or oral as may be appropriate
- 193 in each case, concerning parliamentary rulings, interpretations of
- 194 governing body rules of procedure and opinions as to legality of
- 195 matters under consideration. The City Attorney represents the City
- 196 through its governing body, as a whole, as well as the city
- 197 manager; but not individual residents or individual governing body
- 198 members.
- 200 (b) The city attorney shall be the parliamentarian for the governing
- 201 body, and shall provide advice and counsel to the meeting chair on
- 202 all interpretations of the rules and procedures for the conduct of
- 203 meetings. However, the meeting chair shall rule on all such
- 204 matters, as provided by Rule 4.4.

2.8 City Clerk: The City Clerk or a designated representative shall attend all meetings of the governing body and shall keep the official record (minutes) and perform such other duties as may be requested.

2.9 Officers and Employees:

- 212 (a) Notwithstanding TMC A2-54, which gives the city manager the
- 213 power to appoint, discipline and remove any employee in
- 214 accordance with City personnel policies, the mayor and deputy
- 215 mayor, or their designees, may provide input to the city manager
- 216 regarding the employment and evaluation of the assistant to the
- 217 mayor and assistant to the council.

- 219 (b) When there is pertinent business from their departments on the
220 agenda, department heads or their designees shall attend such
221 meetings upon request of the city manager.
222
- 223 **2.10 Rules of Order:** "Roberts Rules of Order Revised" shall govern the
224 proceedings of the council in all cases, unless they are in conflict with
225 these rules.
226
- 227 **2.11 Television Coverage:** Except as otherwise provided herein, the public
228 portions of governing body meetings shall be televised live, subject to
229 budget constraints or technical difficulties.
230
- 231 **2.12 Seating during Meetings:** The council shall be seated in council district
232 order.
233

234 **3. TYPES OF MEETINGS**

- 235
- 236 **3.1 Governing Body Meetings:** The governing body shall meet in the
237 council chambers for meetings pursuant to TMC § 2.15.020.
238
- 239 **3.2 Special Governing Body Meetings:** Special meetings may be called by
240 the city manager, mayor or by four (4) or more members of the council.
241 The call for a special meeting shall be submitted to the city clerk, except
242 an announcement of a special meeting during any meeting at which a
243 quorum of members are present shall be sufficient notice of such special
244 meeting. The call for a special meeting shall specify the day, the hour,
245 and the location of the special meeting and shall list the subject or
246 subjects to be considered. Only such business may be transacted at a
247 special meeting as may be listed in notice. Except for emergencies, the
248 city clerk shall provide documented notice of a special meeting to the city
249 manager, the entire governing body, and shall post the notice on the City's
250 web site at least 24 hours prior to the meeting date.
251
- 252 **3.3 Committee Meetings:** Committee meetings may be held pursuant to
253 Rule 8.
254
- 255 **3.4 Attendance of Media at Meetings:** All meetings of the governing body
256 and its committees shall be open to the media, freely subject to recording
257 by radio, television, and photographic services at any time, provided that
258 such arrangements do not interfere with the orderly conduct of the
259 meetings.
260

261 **4. CHAIR AND DUTIES**

- 262
- 263 **4.1 Meeting Chair:** The mayor, if present, shall preside as chair at all
264 meetings of the governing body. In the absence of the mayor, the deputy

265 mayor shall preside. In the absence of both the mayor and deputy mayor,
266 the city clerk shall preside until a chair is elected.

267
268 **4.2 Call to Order:** The meetings of the governing body shall be called to
269 order by the mayor or, in the mayor's absence, by the deputy mayor. In
270 the absence of both the mayor and the deputy mayor, the meeting shall be
271 called to order by the city clerk for the election of a temporary chair.

272
273 **4.3 Preservation of Order:** The chair shall preserve order and decorum,
274 prevent attacks on personalities or the impugning of member's motives,
275 and confine members in debate to the question under discussion. The
276 following will not be tolerated: uttering fighting words, slander, speeches
277 invasive of the privacy of individuals, unreasonably loud or repetitious
278 speech, and speeches so disruptive of proceedings that the legislative
279 process is substantially interrupted. Any governing body member
280 engaging in any of these will be warned once by the chair and if the
281 behavior continues, the governing body member will be ordered to leave
282 the council chambers and that order shall be effective after a two thirds
283 affirmative vote of the members present. If necessary, the governing body
284 member will be escorted from the chambers if such member persists in
285 interfering with the ability of the governing body to reasonably carry out its
286 functions.

287
288 **4.4 Point of Order:** The chair shall determine all points of order, subject to
289 the right of any member to appeal to the council. If any appeal is taken,
290 the question shall be, "Shall the decision of the chair be sustained?"

291
292 **4.5 Questions to be Stated:** The chair shall state all questions submitted for
293 a vote and announce the result.

294 295 **5. GOVERNING BODY MEETING AGENDAS**

296
297 **5.1 Preparation and Circulation:** The city manager shall create an agenda
298 for governing body meetings. Each Thursday, the city clerk shall make
299 available the agendas for the next two consecutive meetings and, absent
300 technical difficulties, post the agendas to the City's website.

301
302 **5.2 Addition and Removal of Items from the Agenda:** Notwithstanding
303 section 5.1, items may be added to the agenda pursuant to TMC 2.15.040,
304 which requires an explanation for the necessity of adding the item and a
305 majority vote of the governing body to add the item. The city manager
306 may remove any item from the agenda if the item is not ready for
307 consideration unless the governing body has taken action to defer the item
308 to a date certain or the item has been considered by a committee pursuant
309 to Council Rule 8.5(b).

310

311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356

5.3 Agenda Contents: Each agenda shall include the following:

- Call to order.
- Invocation.
- Pledge of allegiance.
- Mayoral Proclamations.
- Presentations. Presentations include staff reports.
- Roll Call.
- Appointments. Appointments made by the Mayor to boards and commissions will be confirmed collectively by the Council. Any appointment may be considered separately by request of a council member, in which event the item will be moved to Action items.
- Consent agenda. The consent agenda is comprised of routine matters to be approved collectively (e.g. meeting minutes, license applications, claims). Any item may be considered separately by request of a governing body member or the city manager, in which event the item will be moved to Action items.
- Action items. Action items include matters where the Council or governing body, as appropriate, takes action. (e.g. ordinances, resolutions).
- Non-action items. Non-action items include discussions, public hearings, and any other items not requiring action.
- Announcements. The city manager, mayor, and council members may offer comments regarding City business and/or bring to the attention of the public upcoming events of interest. The Clerk shall briefly summarize items that are on the agenda for the next scheduled governing body meeting.
- Public comment.
- Adjournment.

5.4 Planning Department Agenda Items: Public hearings on zoning matters shall be conducted by the Planning Commission in accordance with state law. No additional public hearings shall be held by the governing body.

5.5 Public Comment:

- (a) General public comment: Requests by members of the public to speak during the public comment portion of the meeting will be placed on the agenda on a "first-come, first-served" basis. The request should state the name of the individual(s) desiring to be heard. Comments pertaining to personnel and litigation matters shall not be allowed. Further, public comment shall be limited to topics directly relevant to business of the governing body. Rules of decorum as provided in these rules will be observed.

- 357 (b) Public comment on an agenda item: Members of the public may
358 comment concerning a specific agenda item at the time the item is
359 considered. Persons will be limited to addressing the governing
360 body one (1) time on a particular matter unless otherwise allowed
361 by an affirmative vote of six (6) members of the governing body.
362
- 363 (c) Members of the public desiring to comment must notify the City
364 Clerk by 5:00 p.m. on the day of the governing body meeting, or
365 sign up at the meeting on or before 6 p.m. Members of the public
366 will be limited to four (4) minutes unless the governing body, by
367 majority vote, extends the limitation. Debate, question/answer
368 dialogue or discussion with governing body members will not be
369 counted towards the four (4) minute time limitation. The
370 requirement to notify the City Clerk will not apply to public hearings
371 required by any state or federal law.
372

373 **5.6 Adjournment:** Adjournment shall occur no later than the hour of 10:00
374 p.m. or as shall be announced by the chair at the conclusion of business.
375 Meetings may be continued beyond the hour of 10:00 p.m. only when
376 approved by a majority of members present.
377

378 **6. RULES OF ORDER**

379
380 **6.1 Governing Procedure:** "Roberts Rules of Order Revised" shall govern
381 the proceedings, except as provided below and unless they are in conflict
382 with these rules.
383

384 **6.2 Motions:** Generally speaking, actions shall be indicated by a vote of the
385 members present at each meeting after motions have been made and
386 seconded. Except as otherwise provided by ordinance, statute or these
387 rules, the following rules shall apply to motions:
388

389 (a) **"To Defer":** Consideration of any ordinance, resolution or other
390 matter on a meeting agenda may be deferred for up to six (6)
391 months. The deferral date may be amended by the approval of a
392 motion establishing a new date for consideration of the item. The
393 new date for consideration shall be no sooner than the next
394 governing body meeting following approval of the motion.
395

396 (b) **"To Refer":** Such action shall be appropriate in connection with
397 investigation and report (e.g. refer a matter to a committee).
398

399 (c) **"To Strike":** This motion may be used to remove an item from the
400 agenda without prejudice to said item so that it may be returned to
401 the agenda at any later date in accordance with established
402 procedure.

- 403
404 | (d) *To Dispose of a Matter with Affirmative or Negative Action.* In
405 | order to dispose of a matter with affirmative or negative action, the
406 | following motions shall be in order:
407 |
408 | (1) "To approve": ~~Aa~~ specific recommendation or proposal.
409 |
410 | (2) "To disapprove": Aa specific recommendation or proposal.
411 |
412 | (3) "To request": ~~Aa~~ specific action.
413 |
414 | (4) "To direct": ~~Aa~~ specific action.
415 |
416 | (e) *To Amend a Motion.* The purpose of a motion to amend is to
417 | retain the original motion but with a few changes accomplished by
418 | deleting or adding verbiage. Treatment of amendments will depend
419 | upon timing. More specifically:
420 |
421 | (1) After a motion has been made and seconded, but before the
422 | Chair states the motion – any suggested modifications will
423 | require the consent of the two individuals who made and
424 | seconded the motion.
425 |
426 | (2) After the Chair states the motion – members of the
427 | governing body may propose amendments without such
428 | consent.
429 |
430 | ~~An amendment to a motion cannot be amended.~~
431 |
432 | (f) *To Substitute a Motion.* The purpose of a substitute motion is to
433 | offer a different approach to the subject matter. It is different from a
434 | motion to amend because a motion to amend seeks to retain the
435 | original motion with a few changes (usually accomplished by
436 | deleting or adding verbiage). Substitute motions cannot be used
437 | for purposes of confusing the issue and cannot be contrary to the
438 | original motion.
439 |
440 | A motion "to substitute" shall be in order providing that the
441 | substitute motion shall be made immediately after the original
442 | motion has been made and seconded and before a vote has been
443 | taken. Substitute motions shall be made only once and shall be
444 | debatable providing the original motion was a debatable motion.
445 |
446 | (g) *To Reconsider a Motion/Item.* Except as provided below, an item
447 | previously acted upon may not be reconsidered until six (6) months
448 | has elapsed since the previous action. This limitation shall apply to
449 | any matter upon which a vote was taken, including the

450 consideration of ordinances or resolutions which repeal, in their
451 entirety, previously adopted ordinances or resolutions. These
452 limitations on reconsideration shall not apply to the following:

453
454 (1) A motion to reconsider the matter that is adopted during the
455 same meeting as the initial action.

456
457 (2) Reconsideration is needed to correct a typographical or legal
458 error in the original item, or if the new item amends or differs
459 in a substantive manner from the previously adopted or
460 considered item.

461
462 (3) Reconsideration is otherwise allowed by statute or law.

463
464 (h) *To Suspend a Rule.* In order to temporarily suspend any particular
465 rule for a particular purpose not contrary to statute or city
466 ordinance, a motion "to suspend" a rule shall be in order.
467 Suspension of a rule shall be approved by a two thirds (2/3rds)
468 majority of the governing body, shall take effect for the particular
469 rule in question and shall not be considered as a permanent
470 suspension of a rule.

471
472 (i) *To Adjourn a Meeting.* When it appears that there is no further
473 business, the chair may adjourn the meeting. Alternatively, a
474 motion "to adjourn" shall be in order providing such motion is made
475 at the ordinary or usual conclusion of business on the agenda and
476 providing that motions to adjourn shall not be used to embarrass, to
477 harass, to foreclose discussion and debate, or for any other
478 purpose other than the orderly termination of proceedings at such
479 times as may be appropriate in each particular meeting.

480
481 (j) *Calling the Question.* A call for the question, if seconded, shall
482 immediately end all debate and discussion, and if passed by two
483 thirds (2/3rds) vote, the current motion must be voted on without
484 delay; provided however, that the call of the question shall not be
485 implemented until all members of the governing body have had an
486 opportunity to speak to the current motion. After the formal vote
487 has been taken, all further discussion of the matter shall cease
488 unless appropriate affirmative action follows to place the matter
489 again for reconsideration.

490
491
492
493
494
495

496 **7. ORDINANCES AND RESOLUTIONS**

497
498 **7.1 Preparation of Ordinances and Resolutions:**

499
500 (a) Ordinances and resolutions shall be prepared by the city attorney
501 or designee upon request by the city manager. In keeping with
502 TMC Section A2-28(c) which prohibits governing body members
503 from giving orders to staff, any requests by members of the
504 governing body for preparation of ordinances or resolutions shall be
505 directed to the city manager.

506
507 (b) All ordinances and resolutions shall address fiscal impacts, if any,
508 and identify funding sources.

509
510 **7.2 Consideration of Ordinances and Resolutions:**

511 (a) Recording of Votes. All votes shall be reported in the minutes.

512
513 (b) Manner of Voting. When any vote is called, each member shall
514 indicate the member's vote or abstention by voice or by utilizing a
515 device that displays the vote or abstention. No member shall vote
516 in absentia. A member must be physically present at the time a
517 vote is called in order for the member to vote.

518
519 (c) Notice. No action shall be taken on any ordinance or resolution
520 unless the item has been provided to the governing body at least
521 five days prior to a meeting. This restriction shall not apply to
522 ordinances or resolutions that (1) have no administrative impact;
523 and (2) no fiscal impact greater than \$5,000.00.

524
525 **7.3 Numbering Ordinances and Resolutions:** Upon passage, a number
526 shall be assigned to each ordinance or resolution by the city clerk.

527
528
529 **8. COMMITTEES**

530
531 **8.1 Purpose:** The orderly and timely transactions of the city government shall
532 be better served by having in place a committee framework whereby
533 resolution of certain issues may be developed prior to consideration by the
534 governing body. The committee framework shall include the use of
535 standing committees and special committees.

536
537 **8.2 Standing Committees:**

538 (a) The governing body shall have the following four (4) standing
539 committees, each comprised of three (3) members of the council:
540
541

- 542
- Policy and Finance.
 - 543 • Economic and Community Development.
 - 544 • Public Health and Safety.
 - 545 • Transient Guest Tax.
- 546
- 547 (b) Appointment. The deputy mayor shall appoint the members of the
- 548 standing committees. Appointments shall be made by the first
- 549 meeting in February. Each councilmember shall fill out a committee
- 550 preference list for a standing committee and the deputy mayor shall
- 551 make every effort to appoint councilmembers to the committee of
- 552 their choice.
- 553
- 554 (c) Term. Councilmembers shall serve on their assigned committees
- 555 for a one (1) year term. Councilmembers who wish to change
- 556 committee assignments may do so with permission of the deputy
- 557 mayor. Each standing committee shall elect the chair from among
- 558 its members.

559

560 **8.3 Special Committees:**

561

- 562 (a) Special committees may be established when there is an issue that
- 563 needs special focus and would be better handled outside standing
- 564 committees. Special committees may be created by a majority vote
- 565 of the governing body. Any proposition addressed to the
- 566 establishment of a special committee must state tasks and the time
- 567 period in which the committee should complete its assignment.
- 568
- 569 (b) The deputy mayor shall appoint the members of any special
- 570 committee. The chair shall be designated by committee members.
- 571

572 **8.4 Duties and Powers of Committees:**

573

- 574 (a) It shall be the duty of the committees to act promptly and faithfully
- 575 in all matters referred to them. This does not preclude standing
- 576 committees from considering other matters within the scope of their
- 577 duties.
- 578
- 579 (b) All committees shall have the power to hold hearings and request
- 580 production of records relating to any subject within its jurisdiction.
- 581 Standing committees may appoint subcommittees from their
- 582 committee membership.
- 583

584 **8.5 Procedure for Committee Items:**

585

- 586 (a) Reference to Committee; Initiation by Committee.

Comment [LR11]: 9-30-16 DISCUSSION
ITEM: The content of this section was re-
organized and modified slightly to make it
easier to follow.

- 587 | (1) Any item may be referred to a committee by a majority vote
588 | of the governing body.
- 589 | (2) The examination of any subject can be initiated by a
590 | committee chair or by majority vote of the committee.
- 591 |
- 592 | (b) Referred Item Action Deadline: Each item referred to a committee
593 | shall remain in that committee until the committee shall act upon it
594 | as provided for in subsection (c); or it is discharged from the
595 | committee's consideration as provided for in subsection (d); or until
596 | passage of ~~sixty (60)~~ninety (90) calendar days, whichever occurs
597 | first. The item shall thereafter be placed on ~~an council~~ agenda for
598 | action or for purposes of providing the committee chair the
599 | opportunity to provide an update regarding the committee's
600 | progress.
- 601 |
- 602 | (c) Committee Action:
- 603 |
- 604 | (1) Recommendation.—A committee may take any of the
605 | following actions:
- 606 |
- 607 | (1) Recommend approval of the item.
- 608 |
- 609 | (2) Recommend approval, with amendments.
- 610 |
- 611 | (3) Recommend that the item not be approved.
- 612 |
- 613 | (4) Make no recommendation (no second means no
614 | recommendation).
- 615 |
- 616 | (2d) Placement on Governing Body Meeting Agenda. An item referred to
617 | and considered by a committee shall be placed on a governing
618 | body agenda and the chairperson or designee shall report to the
619 | governing body.
- 620 |
- 621 | (1) An item referred to and considered by a committee pursuant
622 | to section 8.5(a)(1) shall be placed on a governing body
623 | agenda and the chairperson or designee shall report to the
624 | governing body.
- 625 |
- 626 | (2) An item *initiated* and considered by a committee pursuant to
627 | section 8.5(a)(2) may be placed on a governing body
628 | agenda and the chairperson or designee may report to the
629 | governing body.
- 630 |
- 631 | (d) Discharge from Committee:
- 632 |

633 (1) The governing body may determine whether a committee
634 should be discharged from further consideration of an item
635 provided that at least 30 days have passed since the item
636 was referred to the committee.

637
638 (2) If a majority of the governing body votes in the affirmative to
639 discharge the committee, the governing body may then
640 determine whether the item should be committed to any
641 other committee or addressed by the governing body.

642
643 **8.6 Quorum:** In order to meet and take action, a majority of the committee
644 members must be present.

645
646 **8.7 Alternate Members of Committees:** If a member of a committee cannot
647 be present at a meeting, an alternate council member may be appointed
648 to serve at that meeting, with full voting rights. The alternate shall be
649 appointed by one of the following individuals, listed in order of priority:

650
651 (a) The absent committee member.

652
653 (b) The committee chair.

654
655 (c) The deputy mayor.

656
657 **8.8 Committee Meeting Times:** Each committee shall meet as needed.
658 Meetings may be called by the committee chair or by action of the
659 committee. The city manager shall be notified of committee meetings at
660 least twenty-four (24) hours in advance of any meeting. Any request for
661 resource staff will be included in the notification. Council staff shall notify
662 the city clerk of the time, place, and agenda at least twenty-four (24) hours
663 in advance of the meeting. The city clerk shall post the notification to the
664 city web site upon notification by Council staff.

665
666 **8.9 Agenda Preparation:** The chair shall be responsible for establishing the
667 agenda for each committee meeting. Members desiring an item to be
668 placed on the agenda should contact the chair directly or through the
669 council staff.

670
671 **8.10 Minutes:** Minutes shall be kept of each meeting. Minutes are defined as
672 an overview of the proceedings, to include those in attendance, a brief
673 summary of the issues discussed and a record of the action(s) taken
674 (including the result of any vote(s) taken). Minutes shall be reviewed and
675 approved by the committee at the next meeting. However, in the event
676 that the committee will not meet ~~again before February, when new~~
677 ~~committee members are appointed~~ within the next thirty (30) days, the
678 chairperson may approve the minutes if there are no objections or

679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725

changes from other committee members. In the event of objections or changes, the committee shall meet to discuss and take **action**.

8.11 Public Comment: Public comment may be allowed on any matter on a committee agenda, at the discretion of the chairperson. All rules of decorum and conduct for comment established by these Rules and Procedures shall be applicable to public speakers.

8.12 Committee Expenses: No committee shall incur any expense without having been authorized by a vote of a majority of the governing body.

8.13 Rules: These Rules and Procedures shall apply to committees unless inconsistent with this section.

8.14 Television Coverage: Except as otherwise provided, the public portions of any committee meeting shall be televised, subject to budget constraints or technical difficulties.

9. CITIZEN INPUT

9.1 Manner of Addressing the Governing Body: Each person shall step up to the microphone and shall state his or her name in an audible tone or voice for the record. All remarks shall be addressed to the governing body and not to any member thereof. No person, other than members of the governing body and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members. Any questions asked by the person having the floor or by members shall be allowed at the sole discretion of the meeting chair.

9.2 Personal and Slanderous Remarks: The following will not be tolerated: uttering fighting words, slander, speeches invasive of the privacy of individuals, unreasonably loud or repetitious speech, or speeches so disruptive of council proceedings that the legislative process is substantially interrupted. Any individual engaging in this type of behavior will be warned once by the chair and if the behavior continues, the speaker will be ordered to leave the podium. If necessary, the speaker will be escorted to a seat in the council chambers, or escorted from the chambers if such person persists in interfering with the ability of the council to reasonably carry out council functions.

9.3 Communication with the Governing Body. Nothing in these Rules and Procedures shall be construed to limit a person's ability to contact members of the governing body.

Comment [MF12]: *Roberts Rules allows the delegation of approval of minutes to one or more persons in situations when the body won't be meeting for a while and/or there will be a change of membership.*

Angela should follow the process outlined below (and may wish to reduce it to writing for her (and others') future reference).

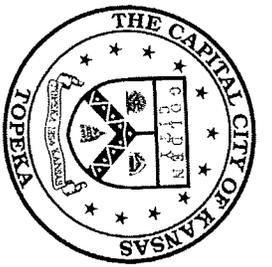
1. Angela provides draft minutes to Committee Chair.
2. Chair tentatively approves draft minutes.
3. Angela then initiates two separate emails to the other two committee members (CM 1 and CM 2): "Attached are the minutes that have been tentatively approved by the Chair. If you have any changes or objections, please advise and I will schedule a committee meeting to discuss. Please do not advise regarding the nature of the change or objection, as this will be discussed at the meeting. However, if I do not hear from you by _____, I will assume that you have no changes/objections."
4. If either of the CMs objects or offers changes, Angela will advise Chair and set up a meeting to discuss. At no point will the objections or changes be discussed until that meeting. If the deadline passes and the CMs have not responded or have responded 'no changes,' then Angela will advise the Chair and the minutes will be considered approved.

726
727
728
729
730
731
732
733
734
735
736
737
738

10. SUSPENSION AND AMENDMENT OF RULES

- 10.1 Suspension of These Rules:** Any provision of these rules not governed by the city charter or city code may be temporarily suspended by a two thirds (2/3rds) vote of the governing body. The vote on any such suspension shall be included in the record.

- 10.2 Amendment of These Rules:** These rules may be amended, or new rules adopted, by a majority vote of the governing body, provided that the proposed amendments or new rules shall have been considered at a governing body meeting.



Topoka City Council Meeting Sign Up Sheet

September 13, 2016

1. Print your name clearly and mark the item(s) you would like to speak under.
2. Reference attached Council Agenda for corresponding agenda items.

| Name | 5A | 5B | 5C | 5D | 6A | 6B | Public Comment |
|--------------|----|----|----|----|----|----|----------------|
| Jane Smith | ✓ | | | | ✓ | ✓ | ✓ |
| Edward Brown | | ✓ | | | | ✓ | ✓ |
| Lee Owen | | | ✓ | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

4-21-16 Roles of the City of Topeka Deputy Mayor

Serve in absence or temporary disability of Mayor

Chair Budget Committee (May-July)

Chair Strategic Planning Committee (as convened)

Chair Committee of the Whole – Meetings and Events

City Manager

Hiring (as needed)

Supervision (lead, ongoing, in conjunction with Mayor)

Annual Review (Oct-Dec)

Annual Goals and Objectives (Dec, qtrly reviews)

Council Assistant

Hiring (as needed)

Supervision (lead, ongoing, periodic goal review)

Annual Review (August)

Council Business

New Member Orientation (Jan, alt years and as needed)

Annual Retreat (Feb)

Council Departmental Budget Preparation (April, May)

Council Committee and other Appointments (by Feb 1; by May 1 in 2016)

Council Committee and other Appointment Replacements (as needed)

Council Rules and Roles leadership (as needed)

Council appointments to County Parks and Rec Advisory Board (by July 1)

Annual Meeting Calendar proposal (Fall)

Legislative Agenda topic introduction (Fall)

Appoints Council Chaplain (by Feb 1; by May 1 in 2016)

Serves on JEDO

Serves on Health Care Advisory Committee (or designee) (appt by Feb 1; by May 1 in 2016)

These roles, to date, have been assigned by the Charter Ordinance, by Council Rules, by other sections of the Topeka Municipal Code and by custom.

RESOLUTION NO. 7458

1
2
3
4
5
6
7
8

A RESOLUTION introduced by Councilmember Lisa Stubbs relating to the establishment of an unpaid volunteer position of Chaplain to the City Council.

WHEREAS, it is a chaplain's role to provide non-denominational, support as well as crisis intervention, counseling, and guidance to those in need; and

WHEREAS, workplace stress is at its highest level in decades. Chaplaincy provides privileged communication which is helpful in seeking clarity in tense situations; and

WHEREAS, providing a chaplain to assist the City Council through stressful times is one more resource the City can utilize to reach out with concern to its employees.

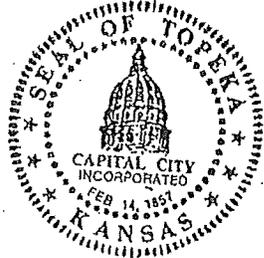
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Topeka that an unpaid volunteer position of Chaplain to the City Council be established to provide the following services:

1. Participate in Council work sessions as least once a month to become familiar with the issues.
2. Visit City Council office every other week to check in on and be available for consultation with the City Council.
3. Provide intervention in times of crisis for the City Council.
4. Share his/her point of view in private consultation.

BE IT FURTHER RESOLVED that any type of public advocacy on the part of the chaplain relating to issues before the City Council shall be prohibited.

27 BE IT FURTHER RESOLVED that the Chaplain shall be appointed by the Deputy
28 Mayor on May 1 of each year.

29 ADOPTED and APPROVED by the City Council APR 20 2004



James A. McClinton
James A. McClinton, Mayor

36 ATTEST:

38 *Iris E. Walker*
39 _____
40 Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 4/23/04 BY EL

1 **RESOLUTION NO. 8044**

2
3 A RESOLUTION introduced by Councilmember Jack Woelfel establishing a schedule
4 for the annual adoption of a legislative agenda.

5
6 WHEREAS, the Kansas legislature, from time to time, considers legislation that
7 could impact the City of Topeka; and

8 WHEREAS, the City Council desires to inform the legislature of the Council's support
9 or opposition to such legislation; and

10 WHEREAS, the City has engaged the services of a professional lobbyist to assist
11 the City in communicating to the legislature the Council's position on legislation; and

12 WHEREAS, it is necessary for the City Council to establish a legislative agenda and
13 to provide that agenda to City's lobbyist in a timely fashion.

14 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
15 TOPEKA, KANSAS, that the Deputy Mayor shall by October 1 of each year provide the City
16 Council a list of possible topics for a legislative agenda.

17 BE IT FURTHER RESOLVED that the City Council shall by November 15 of each
18 year adopt a resolution establishing a legislative agenda for the next session of the Kansas
19 legislature.

20 ADOPTED and APPROVED by the City Council March 25, 2008

21 CITY OF TOPEKA, KANSAS

22
23
24 _____
25 William W. Bunten, Mayor

26 ATTEST:

27
28
29 _____
30 Brenda Younger, City Clerk