



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: November 18, 2016

Time: 3:00 p.m.

Location: TPD, LEC Classroom A, 320 S. Kansas Ave.

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

Others Present: City Attorney Lisa Robertson, Deputy City Attorney Mary Feighny, City Clerk Brenda Younger, TPD Major Darin Scott, TPD Records Clerk Jaime Dennis, City Council Assistant Angela Horn.

- 1) Chairperson Karen Hiller called the meeting to order.
- 2) The August 19, 2016 meeting minutes were approved.
- 3) Records Fees

The Committee reviewed the proposed revisions to the Records Fees Ordinance. Brenda Younger explained that these revisions were proposed to help streamline the process citywide and establish a flat fee for all departments.

Councilmember Tony Emerson asked if victims of a crime are charged for a police report.

Jaime Dennis, TPD Records Clerk, stated that only victims of identity theft are provided public police reports, front page only, free of charge; otherwise the fee is \$2.

Major Darin Scott stated that TPD has the discretion to waive fees (ie. victims of vehicle theft are waived fees to get their vehicle out of the impound lot.) He stated that TPD has discussed waiving fees for victims and they would be in agreement with whatever the committee and council would advise. He agreed to get more data on the financial impact of waiving fees to the committee, by their next meeting.

Councilmember Richard Harmon asked for clarification of public vs. private police reports, and who can get full reports and who gets front page only.

Mary Feighny, Deputy City Attorney, stated that it would take a lot to make all of the changes to the ordinance that would cover everything (ie. How many pages are free? What types of cases would this apply to? What is the definition of a victim? etc.)

Councilmember Karen Hiller expressed concern with TPD using their own discretion on when to charge victims because there may be inconsistencies; wouldn't it be better to set the procedure, train staff, and everyone follow the same policy?

Mary Feighny suggested that the committee deal with what is currently being presented, and when the committee reports back to the council, the council could discuss whether to give victims free police reports.

Councilmember Tony Emerson moved to include a discussion of free police reports in the committee report. Councilmember Richard Harmon seconded the motion. Motion passed 3-0.

Councilmember Richard Harmon moved to recommend to the Governing Body to adopt the proposed Records Fee Ordinance. Councilmember Tony Emerson seconded. Motion passed 3-0.

4) Governing Body Rules of Procedure-Roles of the Deputy Mayor

Councilmember Karen Hiller reviewed her Roles of the Deputy Mayor document. After discussion, the following roles were agreed upon by the committee:

1. The Deputy Mayor will serve in the absence or temporary disability of the Mayor.
2. The Mayor will Chair all governing body meetings which includes council, budget, and long range/strategic planning meetings, and public hearings.
3. The Mayor will lead the process for the hiring, supervision, evaluation, and setting of goals for the City Manager.
4. Section 2.9 Officers and Employees, lines 212 thru 218 is new language regarding the supervision of the Mayor's Assistant and

- Council's Assistant. Councilmember Richard Harmon suggested adding ', respectively' at the end of line 217. Committee agreed.
5. Aside from the particular duties approved, there will be no statutory role for the Deputy Mayor regarding representation or leadership of the councilmembers.
 6. The City Manager's Office will be in charge of New Councilmember Orientations and Governing Body Retreats.
 7. The Council Assistant will continue to be in charge of the Council budget and will elicit feedback from Council before the annual budget is submitted.
 8. The Deputy Mayor will continue to make appointments to the council standing committees.
 9. The Deputy Mayor will lead the Council in making their appointments to the Shawnee County Parks & Rec Advisory Board.
 10. The Mayor will work with the City Manager to set the council meeting dates for the next calendar year.
 11. Rescind Resolution No. 8044 - Legislative Agenda. The Mayor and City Manager will establish the legislative agenda to provide to the City's lobbyist.
 12. Rescind Resolution No. 7458 - Council Chaplain.
 13. The Deputy Mayor serves on JEDO.
 14. Legal staff will research documentation authorizing the Deputy Mayor to make appointments to the Shawnee County Local Emergency Planning Committee.
 15. The Deputy Mayor, or their designee, will serve on Health Care Advisory Committee.

Legal staff will prepare documents, reflecting the above recommendations, for action at the December 2, 2016 committee meeting.

5) Council Travel and Training Policy

The committee reviewed proposed changes to the council travel and training Resolution #6795. Councilmember Tony Emerson suggested changing line 20 to read 'provide a written or verbal report'.

Councilmember Harmon moved to approve the proposed council travel and training policy. Councilmember Emerson seconded the motion.

Lisa Robertson suggested changing line 3 to replace 'out-of-state travel' with 'travel and training'. Councilmember Harmon suggested replacing some of the references to 'council' with 'governing body'.

Councilmember Harmon suggested that Legal work on the document and bring it back to the committee at their December 2, 2016 meeting. There appeared to be a consensus.

Councilmember Hiller asked Legal to email the revised documents to the committee to review prior to the next meeting date.

6) There were no other items before the Committee.

Meeting was adjourned at 4:51 p.m.

The full meeting video can be viewed at:

<https://www.youtube.com/watch?v=DVd1-5lXgUE&feature=youtu.be>