



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: February 28, 2020

Time: 10:00 a.m.

Location: Executive Conference Room, 3rd Floor City Hall; 215 SE 7th St

Attendance

Committee members Present: Hannah Naeger, Spencer Duncan, Michael Lesser

City Staff Present: Brent Trout (City Manager), Lisa Robertson (City Attorney)

1) Call to Order

Brent Trout, City Manager, called the meeting to order.

2) Election of Committee Chair

Committee member Naeger nominated Committee member Lesser to serve as Committee Chair. Committee member Duncan seconded the nomination.

Committee member Lesser accepted the nomination. 3:0 Committee member Lesser will serve as the 2020 Chair.

3) Discussion: Governing Body Meeting Location

Mr. Trout introduced the request from Staff to have the Committee discuss changes to the Governing Body meetings. This request has two sections:

- Arrange the Governing Body meeting agenda format to utilize the first and third meetings for action items, and reserve the second meeting for non-action items. Mr. Trout noted there may be times when this format would need to be adjusted slightly, if something was time sensitive.
- The goal of the second meeting would be to arrange the table in a way to hold a more round-table style of meeting rather than requiring pertinent Staff to stand at the podium during conversation. Interest had also been expressed by Governing Body members to have the ability to hold the second meeting at various locations around the city.

Mr. Trout introduced Molly Hadfield, Media Relations Director, who provided information regarding needs by the City4 equipment in order to accommodate for traveling. The total cost associated will be \$12,362. There is money in the Capital Improvement budget that is already reserved for City4 equipment needs.

1 - Policy and Finance Committee

Minutes Taken: February 28, 2020

Minutes Approved: As per Governing Body Rule 8.10, Chairman Michael Lesser approved the minutes on 4/30/2020.

Chairman Lesser made the following inquiries, responses provided by City Manager Trout:

- What does “on the road” mean? Places outside of City buildings which are not already set with equipment needed to record and transmit the meeting.
- Are we required to broadcast meetings? There is no requirement per state law, however, it is in the Governing Body rules that all Governing Body meetings will be broadcasted.
- Of the \$12,000 additional expenses, would there be a cost saving to record the meeting and broadcasted at a later time rather than broadcasting it live? Ms. Hadfield responded many of the costs are associated with the need to purchase additional audio equipment, a projector and screen, and a laptop. Those items would be needed regardless of if the meeting was televised live or recorded and shown at a later time. Cost could be saved by not purchasing the LiveU transmitter system, however meetings could not be shown live. Committee member Naeger inquired if the funding was currently budgeted for. Ms. Hadfield confirmed and stated there is a portion of the CIP money allotted to the Communications Department for the purchase of equipment.

Committee member Naeger inquired if there were other projects that would be pushed back to allow for these other purchases. Ms. Hadfield confirmed, but stated those other projects were not of significant importance and could be purchased next year. Ms. Hadfield stated if the LiveU transmitter system was purchased, there would be an additional annual \$1,800 reoccurring cost that would need to be included in budget.

Committee member Duncan shared the following inquiries and comments:

- How many off-site meetings are being proposed? Mr. Trout responded the initial idea was to rearrange the agenda items to allow for discussion on the second meeting of the month. However, with regard to off-site, perhaps two to four times a year. Rotating through each council district within a two year period.
- Generally, meetings are publicized about two weeks out. With off-site meetings, there is a need to allow for as much advanced notice regarding meeting locations provided to the public as possible. City Manager agreed.
- Goal would be to host a meeting in each of the 9 council districts. Having four to five meetings a year would allow this goal to be accomplished within a two year cycle. City Manager agreed and expressed that being an intention so each council member has a fair opportunity to host a meeting within their district, and suggested the change be included in the proposed policy.

Chairman Lesser had the following inquiries:

- Cost for additional labor and what is compensation for current staff who attend/run the technical pieces of the meetings? Ms. Hadfield noted City4 staff are paid hourly.
 - Do you anticipate any additional costs due to overtime, etc? Ms. Hadfield replied there would be none. Staff would make arrangements to their weekly work schedule to flex around the changes.
- Have conversations regarding needs for additional security staff, with regard to different types of potential venues, taken place? Mr. Trout noted these conversations had not taken place. However, staff have spoken about the following:
 - Secure access points - Mitigating the number of public access points are in a building/room.
 - Some buildings that we have utilized for other public meetings have offered the use of their building free of charge. Committee member Duncan inquired about using Community Centers and if Shawnee County had given permission to utilize for free.
 - Court security officers would deploy to outside location and duties would not change from expectations of Council Chamber location.
 - Any additional security that would be deemed necessary would be on-duty officer, and no additional costs.
 - Security screening upon entrance - metal detecting wand and quick look inside of bags.

Chairman Lesser noted he appreciated the idea of making the meetings accessible and to go into the community. In addition to the meeting, Chairman Lesser stated it may be beneficial to include something prior to the meeting such as a resource fair, or information booths. Mr. Trout liked that idea. Chairman Lesser stated he would prefer to have each of the meetings at a different location, and did not want to move from the Council Chambers to another City building such as the Holliday Building or Law Enforcement Center.

Committee member Naeger expressed agreement with Chairman Lesser's suggestion. By moving a meeting into the community, it becomes more accessible to the constituents in the area and businesses in the area.

Committee member Duncan stated he was in favor of making the meetings more accessible, pending the responses to previous questions.

Committee member Naeger appreciated the idea of being able to engage the community by moving meetings around to each district. Mr. Trout included that in addition to hosting a meeting, the outside location could be further engaged by providing a presentation at the meeting.

Committee member Duncan expressed agreement with offering a few meetings a year and moving throughout each council district, and not moving from one City building to another.

Committee member Naeger inquired about the venue set-up coordination. Mr. Trout noted the Administrative Assistants from the Council and City Manager's offices, Communications Director, supervisor of Court Security would do an initial walk-through of the facility. The day of the meeting, the Council Assistant would take mail and other materials as is done currently.

Chairman Lesser made a motion for discussion: The Committee is directing the City Manager to move forward with the plan under the parameters that the meetings be held off-site in the different districts, and not in City buildings. Additionally, the meetings would be held quarterly within the community. Committee member Duncan seconded the motion for discussion. Motion passes 3:0.

Additional discussion:

- Committee member Duncan would like to have language included in proposed resolution to note that a district would only be allowed to be selected once until all districts have been selected.
- Committee member Duncan would like to have language included to direct staff to post notices for the off-site Governing Body meetings with a longer advanced notice than is currently practiced for regular meetings.
- City Manager Trout recommended making the designations for the year at the meeting where the Governing Body approves the annual meeting calendar for the upcoming year. Once those districts are known, Staff will coordinate with the Council representative and begin working on the other logistics.

Following the comments, Chairman Lesser made a final motion. Committee member Duncan seconded. Final motion passes 3:0.

Mr. Trout noted that Staff is always looking for new opportunities to engage with the community.

4) Schedule Next Meeting

No Monday morning or Friday afternoon meetings. Next meeting will be TBD, and will be posted to the City of Topeka Public Calendar once known.

5) Adjourn

Committee member Duncan made a motion to adjourn. Committee member Naeger seconded the motion. Chairman Lesser adjourned the meeting 10:31am.

The video of this meeting can be viewed at: <https://youtu.be/Q33GjwYJsug>

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Minutes Taken: February 28, 2020

Minutes Approved: As per Governing Body Rule 8.10, Chairman Michael Lesser approved the minutes on 4/30/2020.