



City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
<https://www.topeka.org>

Governing Body Agenda

December 18, 2018
6:00 PM

Mayor: Michelle De La Isla

Councilmembers

Karen A. Hiller	District No. 1	Brendan Jensen	District No. 6
Sandra Clear	District No. 2	Aaron Mays	District No. 7
Sylvia E. Ortiz	District No. 3	Jeff Coen	District No. 8
Tony Emerson	District No. 4	Michael Lesser	District No. 9
Mike Padilla	District No. 5		

City Manager: Brent Trout

Addressing the Governing Body: No person shall address the Governing Body during a Governing Body Meeting, unless they have notified the City Clerk at (785)368-3940 or by email at cclerk@topeka.org by 5:00 P.M. on the day of any Governing Body Meeting or sign up to speak at the meeting by 6:00 P.M. This limitation shall not apply to items added during the course of a meeting. The Governing Body does not take action with respect to any subject not on the agenda unless added to the agenda by a two-thirds vote of the Governing Body.

Persons addressing the Governing Body will be limited to four (4) consecutive minutes on a particular agenda item. Debate, question/answer dialogue or discussion between Governing Body members will not be counted towards the four (4) minute time limitation. The Chair may extend time with the unanimous consent of the Governing Body or by an affirmative vote of five (5) Governing Body members may extend the four (4) minute limitation. The requirement to notify the City Clerk will not apply towards public hearings required by State and Federal law.

To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred.

The Federal Communications Commission (FCC) has adopted use of the 711 dialing code for access to Telecommunications Relay Services (TRS). TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. To reach the City Clerk's office using the TRS, please dial 711.

(Agendas are available on Thursday afternoon in the City Clerk's office, 215 SE 7th -Room 166 and on the City's web site at <https://www.topeka.org>)

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

1. PRESENTATIONS:

**"Shawnee County Vacant Lot Tax Sale Pilot Project"
"Rapid Process Improvement (RPI)"**

2. ROLL CALL:

3. APPOINTMENTS:

A. Board Appointment - Board of Building and Fire Appeals

BOARD APPOINTMENT recommending the appointment of Nelda Henning to the Board of Building and Fire Appeals for a term ending January 1, 2021. (Council District No. 1)

B. Board Appointment - Board of Building and Fire Appeals

BOARD APPOINTMENT recommending the reappointment of Keith Finney to the Board of Building and Fire Appeals for a term ending January 1, 2021. (Council District No. 6)

C. Board Appointment - Board of Electrical Appeals

BOARD APPOINTMENT recommending the reappointment of Shawn Smith to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. (Council District No. 7)

D. Board Appointment - Board of Electrical Appeals

BOARD APPOINTMENT recommending the reappointment of Dave Krug to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. (Council District No. 6)

E. Board Appointment - Downtown Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the appointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board for a term ending December 18, 2020.

4. CONSENT AGENDA:

A. Ordinance - Expenditures - November 3-30, 2018

ORDINANCE introduced by City Manager Brent Trout, allowing and approving City expenditures for the period November 3, 2018 through November 30, 2018, and enumerating said expenditures therein.

(Approve expenditures in the amount of \$20,956,856.96.)

B. MINUTES of the regular meeting of December 11, 2018

C. APPLICATIONS:

5. ACTION ITEMS:

A. 2020 Social Services Funding Grant Priorities and Process Calendar

APPROVAL of the 2020 Social Services grant funding priorities and process calendar. *(The Committee recommended approval by a vote of 3-0-0 on October 15, 2018.)*

Voting Requirement: At least six (6) votes of the Governing Body is required.

(Approval would establish the funding priorities and 2020 grant process calendar.)

6. NON-ACTION ITEMS:

A. Discussion - Snow and Ice Operations

OVERVIEW of City of Topeka Snow and Ice Operations and discussion on future expectations for level of service.

B. Discussion - 2019 Legislative Agenda

DISCUSSION regarding legislative priorities identified by the Governing Body to be addressed or monitored during the 2019 Legislative Session.

C. Discussion - Governing Body Rules and Procedures Revisions

DISCUSSION on the proposed revisions to Governing Body Rules and Procedures.

(Continue discussion from the December 11, 2018 Governing Body meeting on the annual review of the Governing Body Rules and Procedures.)

7. ANNOUNCEMENTS:

8. PUBLIC COMMENT:

9. EXECUTIVE SESSION:

10. ADJOURNMENT:



City of Topeka
Council Action Form
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www.topeka.org
December 18, 2018

DATE:	December 18, 2018	DOCUMENT #:
CONTACT PERSON:		PROJECT #:
SECOND PARTY/SUBJECT:		
CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

"Shawnee County Vacant Lot Tax Sale Pilot Project"
"Rapid Process Improvement (RPI)"

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

Shawnee County Presentation
Rapid Process Improvement (RPI) Presentation

Shawnee County/City of Topeka Partnership

Using Judicial Tax Foreclosures to Address Blight, Promote Neighborhood Revitalization, and Encourage New Construction

Megan Barrett, Shawnee County Counselor's Office

Sasha Haehn, Director, City of Topeka Neighborhood Relations

Shawnee County and Tax Foreclosures

- Shawnee County Counselor's Office – civil legal department for the County.
- Judicial Tax Foreclosures – in the state of Kansas, counties are required to sell real property having delinquent real estate taxes at the conclusion of the judicial tax foreclosure process via an open auction. Properties are sold to the highest qualified bidder.

Eligibility for Judicial Tax Foreclosure

- K.S.A. 79-2401a and 79-2801 establish a sliding schedule that determines when a particular parcel of real estate is eligible for a judicial foreclosure.
 - Homestead Property – 3 years
 - Occupied by the owner as their primary residence.
 - Other Property (not abandoned) – 2 years
 - Includes vacant/undeveloped land, commercial buildings, apartment buildings, duplexes, residential property wherein someone other than the owner of the property is residing there.
 - Abandoned Buildings – 1 year
 - Abandoned defined as: building or structure that is unoccupied and the owner has failed to provide reasonable maintenance and taxes remain unpaid for a period of 1 year.

Shawnee County and Tax Foreclosures

- Property Selection Process designed to:
 - Maximize collection of taxes
 - Minimize expenses
 - Calculate risks
 - Ensure overall efficiency
 - Remove any suggestion of potential political or personal bias

Shawnee County and Tax Foreclosures

- Selection Criteria:
 - Overall tax amount owed
 - Property's value and classification (i.e. residential, commercial, total number of acres, etc.)
 - Total number of years delinquent
 - Priority to include owners who own multiple properties which have unpaid taxes
 - Work with City Code Compliance to help identify abandoned and vacant properties

Shawnee County and Tax Foreclosures

- Tax Sale Process
 - Petition
 - Service
 - Judgment
 - Publication
 - Sale
 - Confirmation
 - Sheriff's Deeds
 - Distribution
- Total Distribution from Tax Sales 2010-present
 - \$11.5 million total distribution
 - \$8.5 million applied to taxes
 - \$1.4 million in excess proceeds

Partnership between Shawnee County and the City of Topeka

- Partnership formed between:
 - Shawnee County Counselor's Office
 - City of Topeka, Neighborhood Relations Department
 - City of Topeka, Planning Department
- In conjunction with the Topeka-Shawnee County Holistic Economic Development Strategy (more commonly known as "Momentum 2022").
- Momentum 2022 is a comprehensive, actionable, and consensus-based plan to guide the community's collective actions to make Topeka-Shawnee County a better place to live, work, play, and do business.

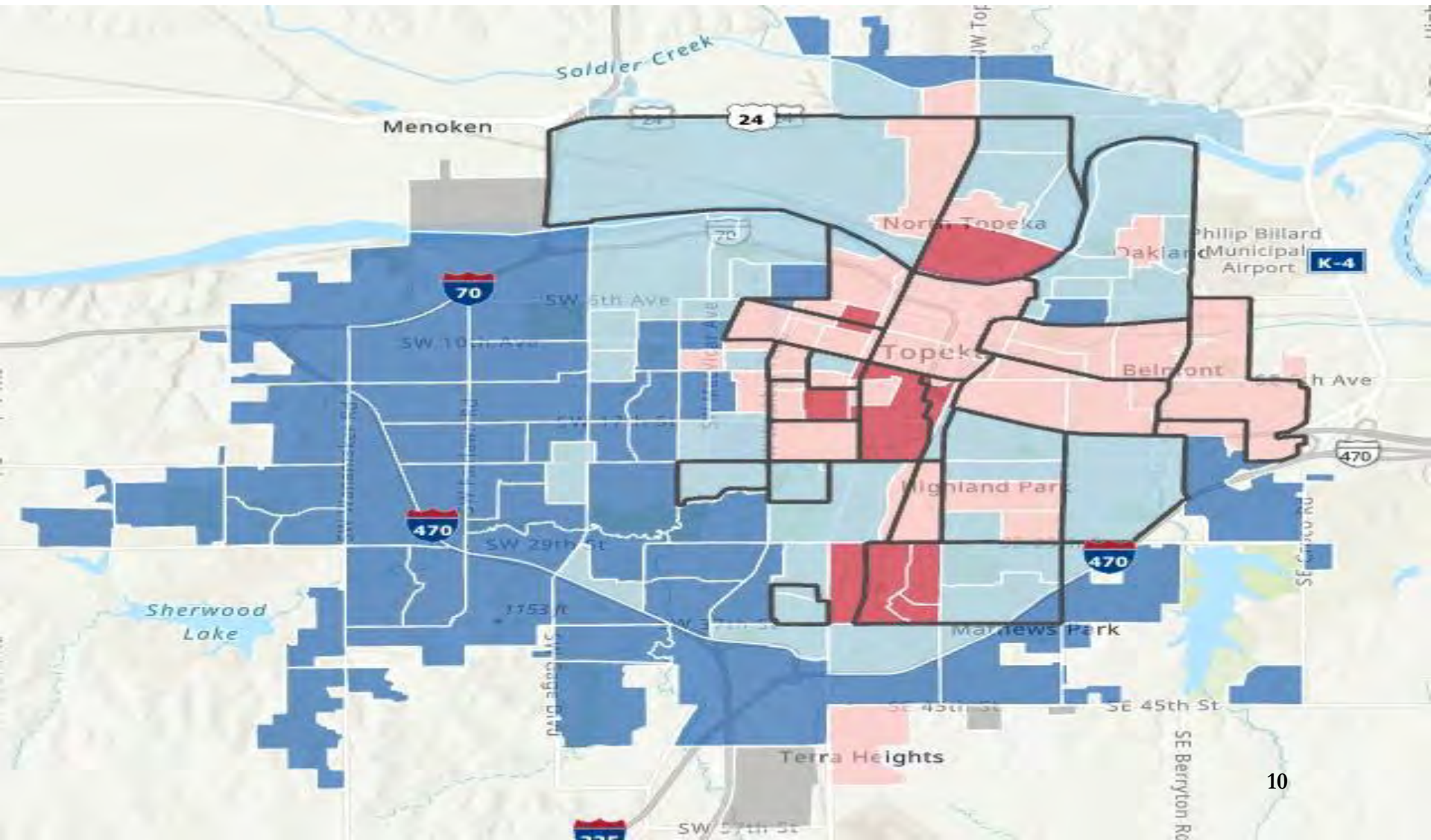
Partnership between Shawnee County and the City of Topeka

- Quality of Place Work Group
 - 2.1.5 Expand and pursue options to address blighted properties and ensure responsible ownership
 - 2.1.6 Adopt a collaborative program of highly targeted neighborhood beautification revitalization

City of Topeka Initiatives

- Topeka Neighborhood Health Map (<https://www.topeka.org/planning/neighborhood-health/>)
 - Planning tool which helps prioritize resources by evaluating the “health” of neighborhoods.
 - Five indicators of neighborhood health
 - Poverty
 - Public Safety
 - Average Residential Property Value
 - Homeowner Tenure
 - Boarded Houses
 - Four Ratings
 - Healthy
 - Out Patient
 - At Risk
 - Intensive Care

2017 Topeka Neighborhood Health Map



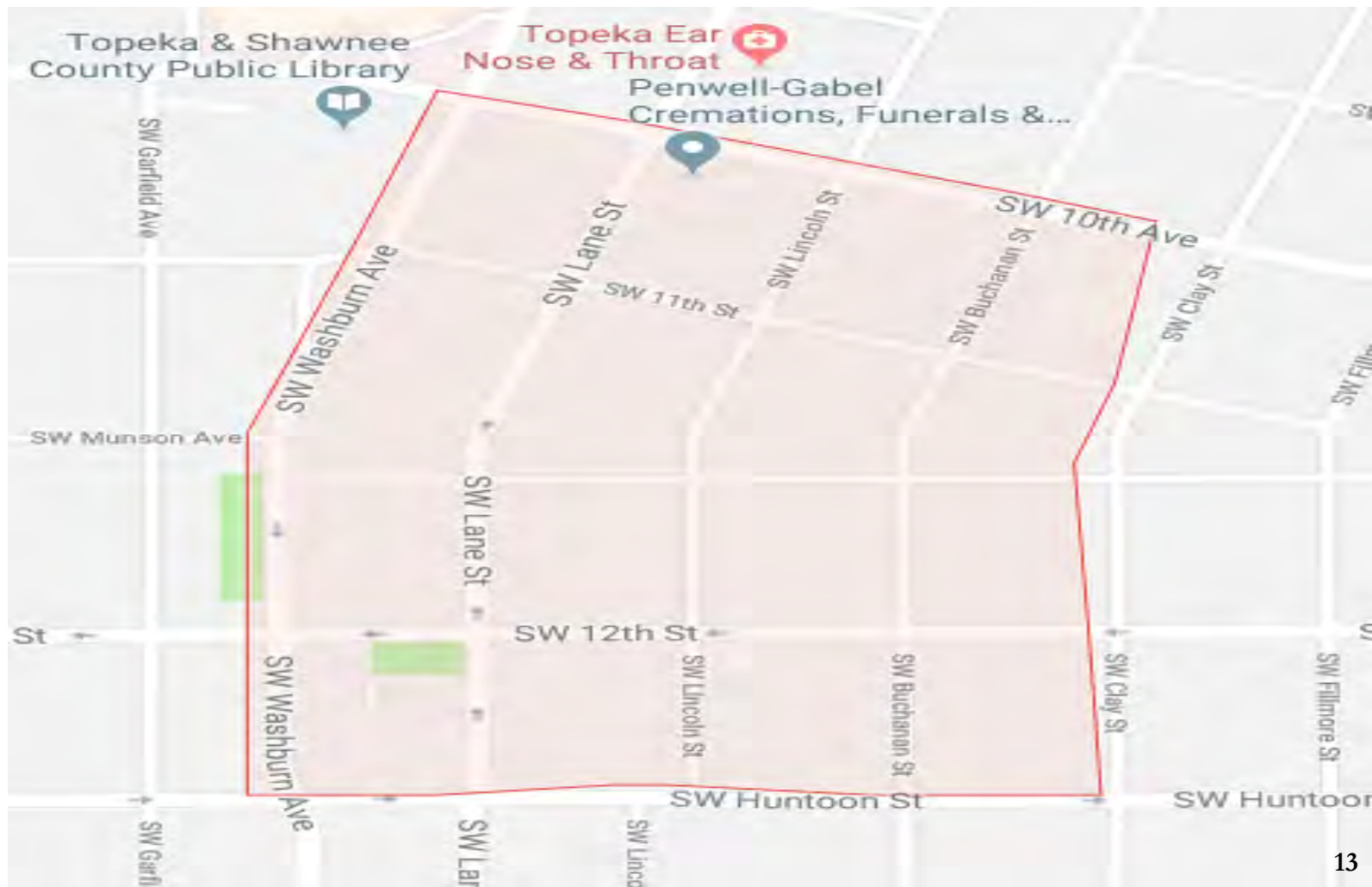
City of Topeka Initiatives

- S.O.R.T. (Stages of Resource Targeting) – Neighborhood Improvement Program.
<https://www.topeka.org/neighborhoodrelations/community-engagement/neighborhood-sort-program/>
- Investment in Intensive Care/At Risk neighborhoods (based on Topeka's Neighborhood Health Map).
- Public Infrastructure:
 - \$1.4 million of the City of Topeka's Capital Improvement Funding is dedicated to public improvements in the target neighborhood. These improvements include sidewalk replacement, curb and gutter repair, alley restorations, and other neighborhood quality of life enhancements.
- Affordable Housing Investment
 - An additional \$330,000 is dedicated through Housing and Urban Development funding for housing rehabilitation.

Quinton Heights Neighborhood (SW 21st to SW 27th & SW Burlingame to SW Western)



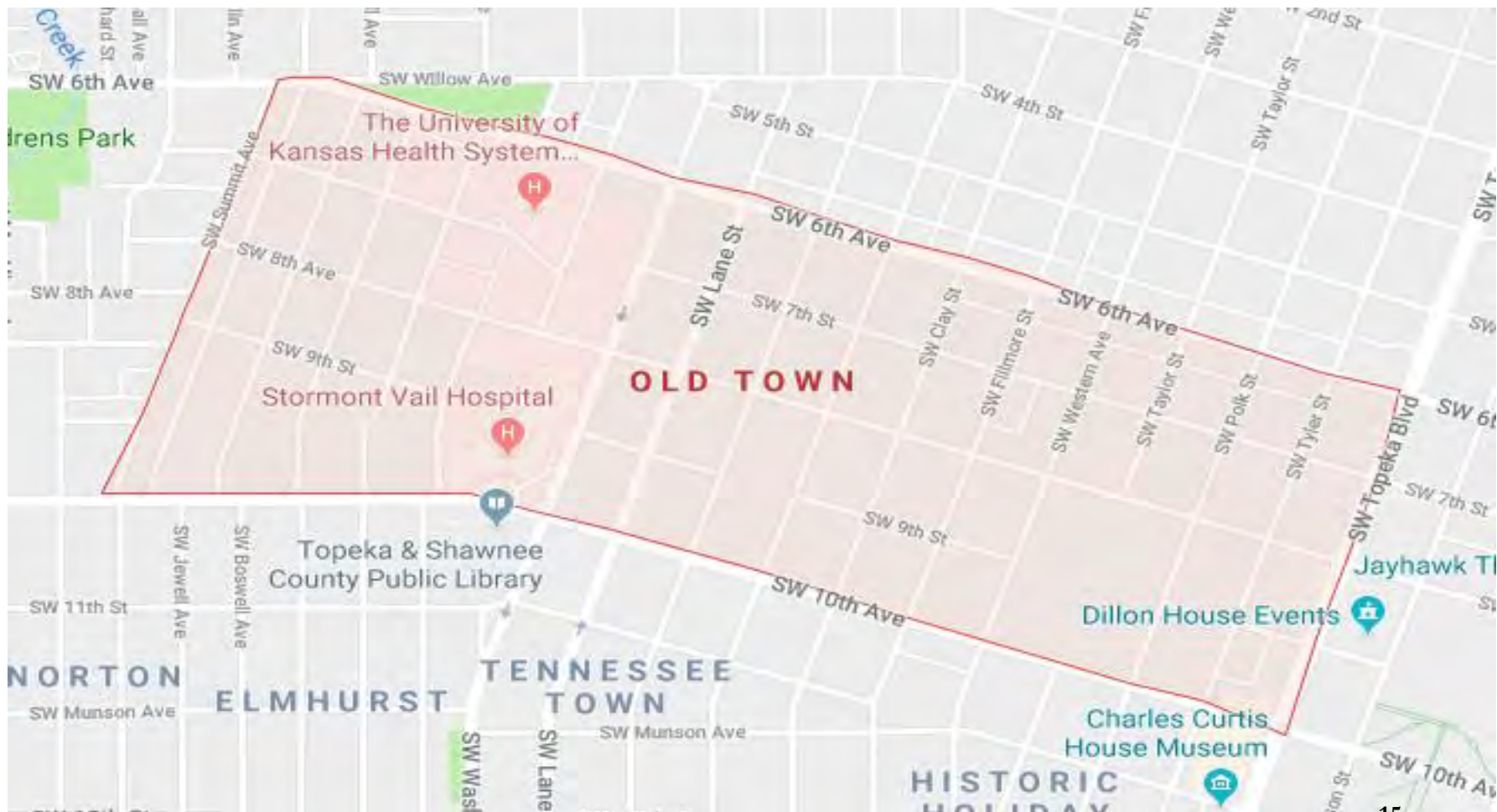
Tennessee Town Neighborhood (SW 10th to SW Huntoon & SW Washburn to SW Clay)



City of Topeka Initiatives

- Team Up to Clean Up – Neighborhood Improvement Program.
<https://www.topeka.org/neighborhoodrelations/team-up-to-clean-up/>
- City departments teaming up with community partners to offer assistance and provide services focusing on a targeted area/neighborhood (based on Topeka's Neighborhood Health Map)
 - Property Maintenance
 - Fire Department
 - Police Department
 - Utilities
 - Public Works

Historic Old Town Neighborhood (SW 6th to SW 10th & SW Summit to SW Topeka)

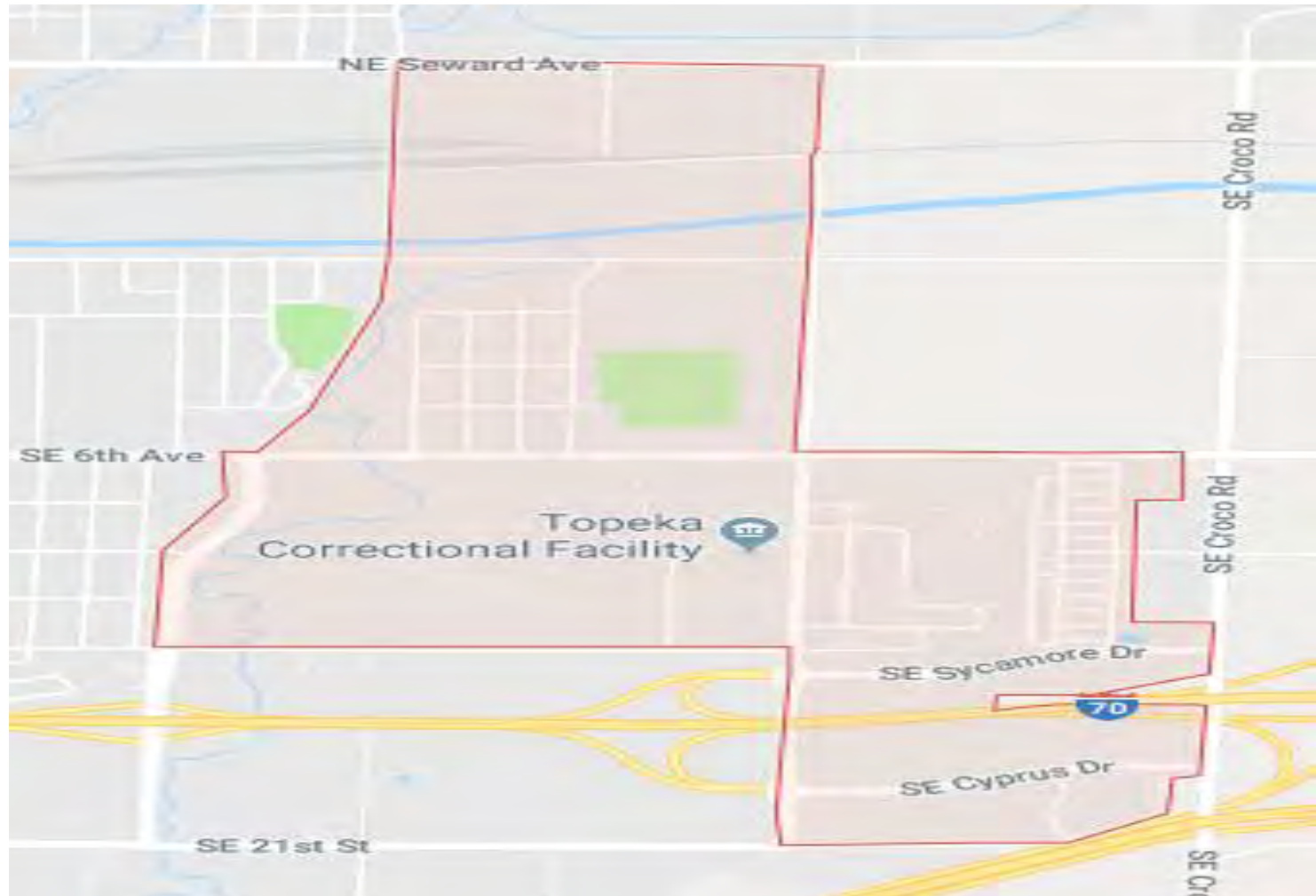


Central Park Neighborhood (SW Huntoon to SW 17th & SW Washburn to SW Topeka)



A map of the Ward Meade neighborhood in Topeka, Kansas. The map shows a grid of streets including W 1st Ave, W 2nd St, W 3rd St, W 4th St, W 5th St, W 6th Ave, W 7th St, SW 1st Ave, SW 2nd St, SW 3rd St, SW 4th St, SW 5th St, SW 6th Ave, SW 7th St, SW 8th St, SW 9th St, SW 10th St, SW 11th St, SW 12th St, SW 13th St, SW 14th St, SW 15th St, SW 16th St, SW 17th St, SW 18th St, SW 19th St, SW 20th St, SW 21st St, SW 22nd St, SW 23rd St, SW 24th St, SW 25th St, SW 26th St, SW 27th St, SW 28th St, SW 29th St, SW 30th St, SW 31st St, SW 32nd St, SW 33rd St, SW 34th St, SW 35th St, SW 36th St, SW 37th St, SW 38th St, SW 39th St, SW 40th St, SW 41st St, SW 42nd St, SW 43rd St, SW 44th St, SW 45th St, SW 46th St, SW 47th St, SW 48th St, SW 49th St, SW 50th St, SW 51st St, SW 52nd St, SW 53rd St, SW 54th St, SW 55th St, SW 56th St, SW 57th St, SW 58th St, SW 59th St, SW 60th St, SW 61st St, SW 62nd St, SW 63rd St, SW 64th St, SW 65th St, SW 66th St, SW 67th St, SW 68th St, SW 69th St, SW 70th St, SW 71st St, SW 72nd St, SW 73rd St, SW 74th St, SW 75th St, SW 76th St, SW 77th St, SW 78th St, SW 79th St, SW 80th St, SW 81st St, SW 82nd St, SW 83rd St, SW 84th St, SW 85th St, SW 86th St, SW 87th St, SW 88th St, SW 89th St, SW 90th St, SW 91st St, SW 92nd St, SW 93rd St, SW 94th St, SW 95th St, SW 96th St, SW 97th St, SW 98th St, SW 99th St, SW 100th St. The map also shows the Kansas River, Ward-Meade Park, Capital City Oil, and the Kansas Sand & Concrete building. The neighborhood is bordered by Kenwood to the west and Old Town to the south. The map is labeled with 'WARD MEADE' in large red letters.

East End Neighborhood (NE Seward to SE 21st & SE Carnahan to SE Croco Road)



Targeted Neighborhoods for Future Tax Suits

- Referred to Title Company (11/13/18)
 - Quinton Heights (20)
 - Tennessee Town (40)
 - Historic Old Town (47)
- Still Reviewing - To Be Referred
 - Central Park
 - Ward Meade
 - East End

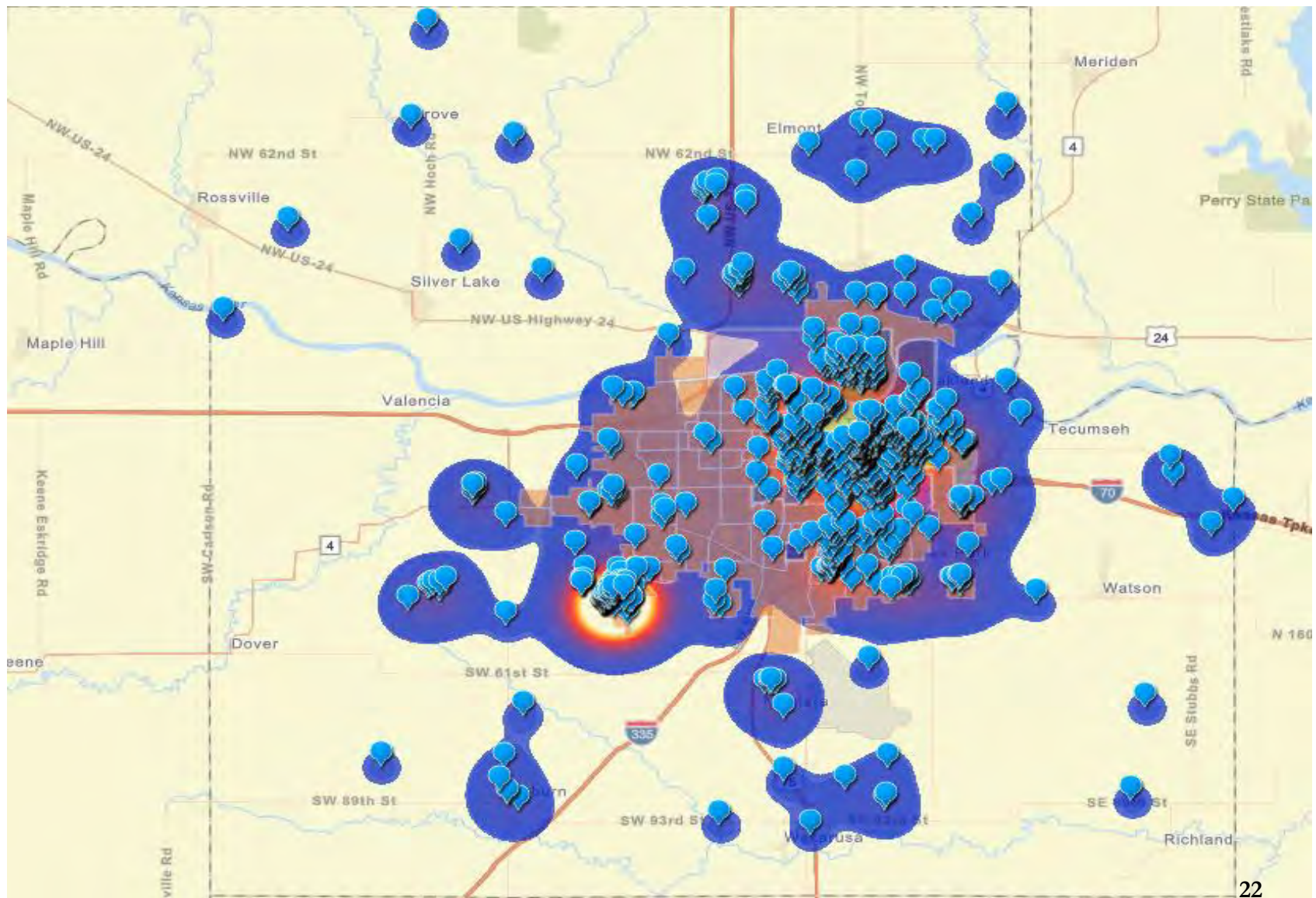
“Bare Lot” Judicial Tax Foreclosure Sale



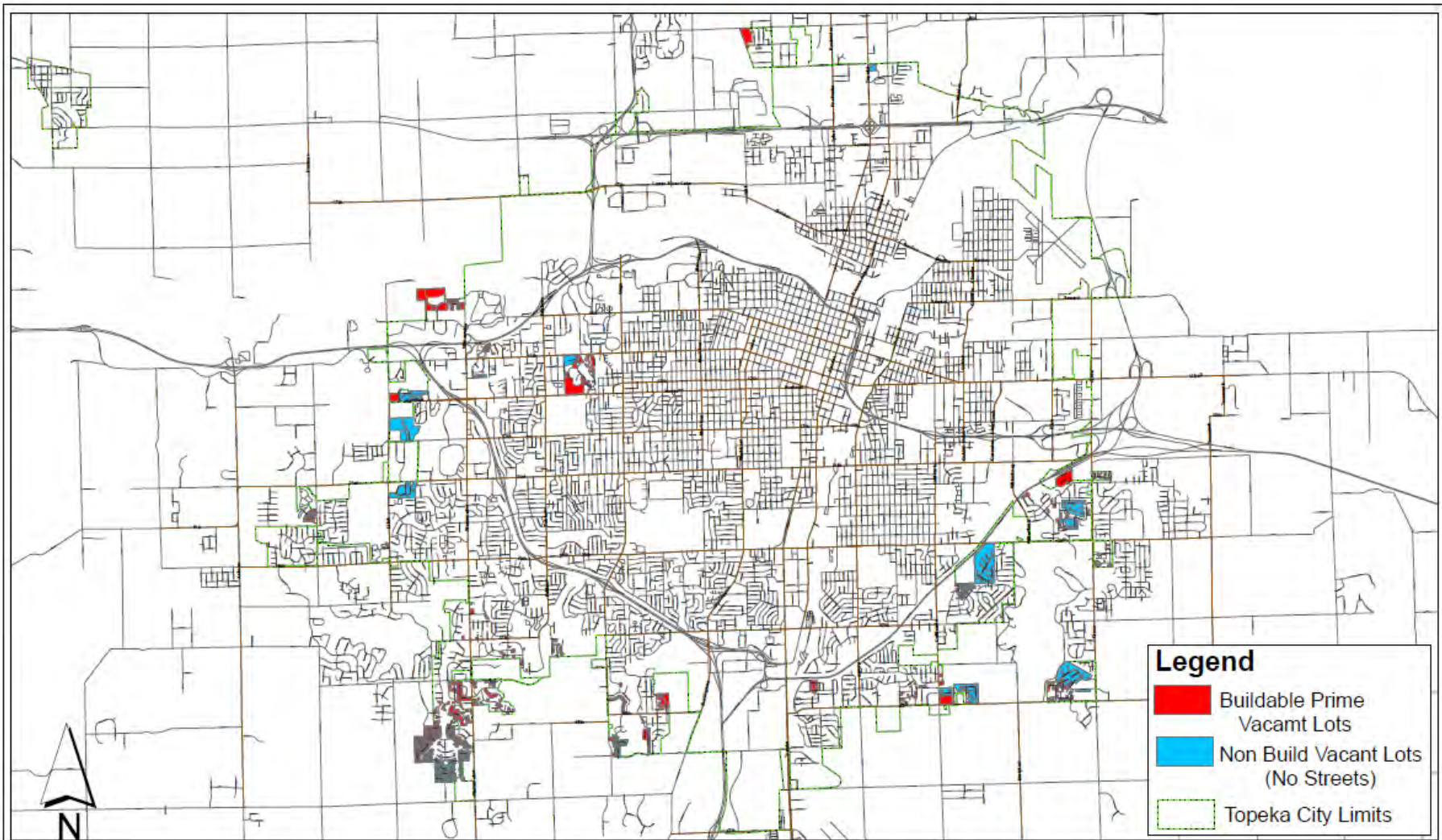
“Bare Lot” Judicial Tax Foreclosure Sale

- Shawnee County identified vacant “bare” lots eligible for tax sale
- City Planning identified which of those are buildable, not in the floodplain, no dimension issues, etc.
- Existing City programs/initiatives - Neighborhood Revitalization Program and Topeka Buildable Prime Vacant Lots Map.
- Presentation to Topeka Area Building Association (11/15/18) to gauge interest for “bare lot” auction to local builders.

Vacant Parcels Aerial Map



Topeka Buildable Prime Lots Map



So What Are the Benefits?? ~ Builders

- **REBATES** - Builder/owner receives tax rebates for improving the property (in NRP areas)
- **CLEAR TITLE** – all prior liens and mortgages are extinguished and any title issues (ex. defunct business, death, unreleased liens, errors in deed transfer, etc.) will be cleared up through the process. Additionally, any delinquent taxes, fines, fees, and **SPECIALS** which have accumulated on the property get wiped off.
- **LOW PRICES** - Extreme bargain prices and great opportunity for equity accumulation.
- **REDUCED EXPENSES** - Lots are in established neighborhoods with existing infrastructure.

So What Are the Benefits?? ~ Community Impact

- New owner responsible to maintain property
 - City/County no longer expending resources to maintain/mow property/environmental health issues
- More local construction jobs
- Neighborhood beautification & revitalization
- More affordable housing inventory options available
- Increase overall property values
- Increase overall tax base (vacant lot vs. residential)

Timeline / Next Steps in the Process

- 11/15/18 Present to Topeka Area Builders Association
- 11/29/18 Present to Shawnee County Commission
- 12/03/18 Meeting scheduled with Topeka City Manager
- 12/18/18 To present to Topeka City Council (Tentative)
- Other Groups to Possibly Present to:
 - Momentum 2022 Quality of Place Work Group
 - NIA's for areas being targeted
 - Topeka-Shawnee County Realtor Groups
 - Greater Topeka Chamber/GO Topeka Boards

Timeline / Next Steps in the Process

- Pilot Program – Bare Lot Foreclosure Auction
 - To select approximately 50 parcels for lawsuit
 - Parcels to be heavily vetted
 - Marketing Campaign - Materials/Brochure
 - Updated Bidder Registration Process
 - Auction timing – plan to file suit so that any subsequent auction would take place in early to late Fall.

QUESTIONS?

Megan Barrett – Shawnee County Counselor's Office
200 SE 7th Street, Room 100, Topeka, KS 66603
Office: 785-251-4042 ; E-Mail: megan.barrett@snco.us



RAPID PROCESS IMPROVEMENT

City of Topeka

December 18, 2018





RAPID PROCESS IMPROVEMENT

1992 Practical Quality Services (PQS) was started by Steve Dickinson

1995 Steve Dickinson of PQS Created Rapid Process Improvement (RPI) Training

2014 Shelley Dickinson Yaun became President

Shelly has worked all over the country providing training for both facilitator level and management level employees, in both private and public sectors.





RAPID PROCESS IMPROVEMENT

- 1 Based on Lean Enterprise concepts intended to take the waste out of work processes by reducing defects, rework, and non value-added steps in the process.
- 2 Utilizes a team of people who perform the work on a daily basis, or the subject matter experts, to improve their own processes while meeting a specific mission.
- 3 A team creates a visual description of how work is performed today using sticky notes. Then they analyze the process and design a new, improved process.
- 4 Once the team finalizes the new process they then create a standard work playbook and an implementation plan used to share and follow the new process.



RAPID PROCESS IMPROVEMENT

5 The team learns how to improve their own processes by learning just what they need to know when they need to know it using “Just In Time Training.”

6 Led by the manager or supervisor who has operational accountability for improving the process

7 Intended to pick the problems considered to be the low hanging fruit. Focuses on low cost/no cost, obvious solutions to problems.

8 People driven process, not a data driven process so it is known to be a significant source of positive organizational culture



RAPID PROCESS IMPROVEMENT

RPI for Facilitators

- **5 Day Training**
- **Tools & Techniques for Facilitating 3 to 5 Day RPI Events**
- **Case Studies**
- **Mock Facilitation Events & Participation**

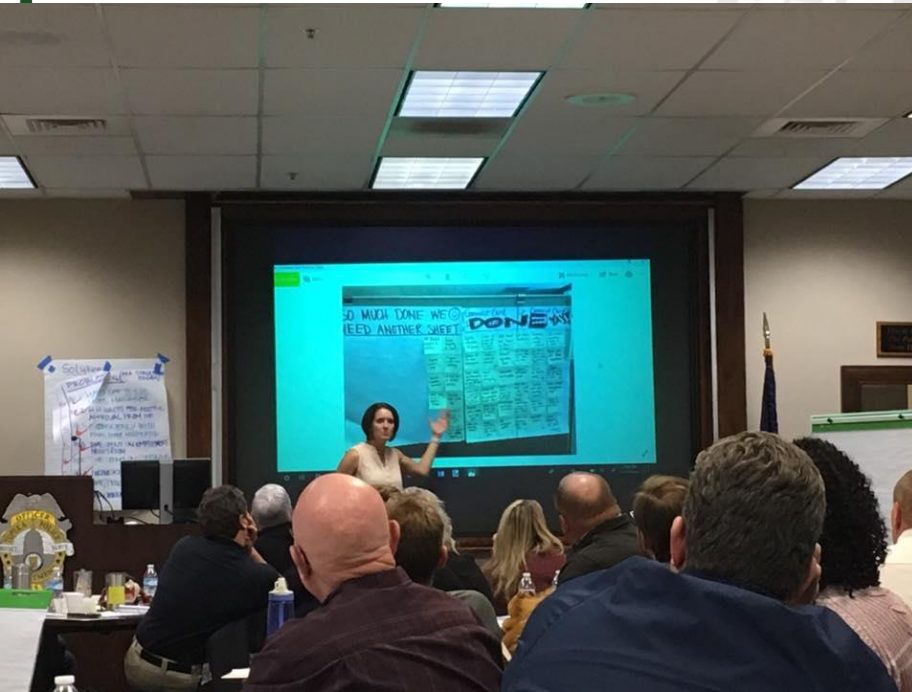




RAPID PROCESS IMPROVEMENT

RPI for Managers

- **3 Day Training**
- Tools & Techniques for Managing RPI Events within their **Specific Areas**
- **Team Case Studies**
- Overall **Support and Influence** for RPI throughout the City





RAPID PROCESS IMPROVEMENT

RPI Events Lead by Facilitators

- Cross-Functional: Evaluates large parts of value streams
- Intense with significant advanced planning required
- Led by highly trained Facilitators: Often their full-time job for the period of the event
- Continuous event that usually lasts 3-5 days in a row
- Champion is usually selected from the Executive or Department Director level
- Analysis and solutions involve many departments and functions
- Requires a Team Charter
- Facilitators are not decision makers: The Team makes all of the decisions
- Facilitator leads the Planning and event while the Team Leader leads the Implementation



RAPID PROCESS IMPROVEMENT

RPI Events Lead by Managers (RPIM)

- Focuses only on the area reporting to the Manager: Evaluates small parts of value streams
- Much less planning required due to limited scope of work and the Planning is done between the Manager and the Champion
- Led by the Manager of the area that is being improved
- Events may be broken into smaller pieces over a longer period of time
- Champion is usually at the Department Director or Division Head level
- Analysis is limited to the area reporting to the Manager but may pull in others from outside functional areas for assistance
- Typically requires a Team Charter
- The Manager is a Team Member and participates in the decision making with the Team
- The Manager leads the entire project including serving as a Facilitator and Team Leader



RAPID PROCESS IMPROVEMENT

Next Steps

- First RPI Event
- 2019 Expectations
- Event Summary Dashboards
- Team Presentations

WRM Success Stories

SRF Disbursement Process Improvement September 2013

Problem

The State Revolving Fund Management Program receives disbursement requests through several different avenues. The process was not standardized and had many inefficiencies, including duplicate review efforts.

Objectives

- Create a process map
- Reduce amount of paper in the process
- Increase efficiencies
- Standardize process
- Eliminate duplication of work

Implementation

- Revise "Review Disburser" checklist to ensure clarity and thoroughness of review.
- Create a disbursement review checklist for Senior Management Analyst (SMA) to reduce mistakes (different than disburser review checklist).
- Disbursers remove unnecessary information from packet before sending to SMA.
- Implement regularly scheduled updates of disbursement log (twice daily).
- Come up with a reminder process and standard communications for requesting additional information when outstanding.
- Ensure ineligible items are marked up before they reach the disbursers.
- Combine two forms (Davis Bacon form and Authorized Representative Certification form) into a single form.
- Create a standardized email asking sponsors to submit disbursements through "Shared SRF Reporting" mailbox, and reminding them of information needed to process.

Annual Results
Paper Savings
24,010 Pages - \$1,456
Cost Savings from Improved Efficiencies
\$3,687
Total Savings
\$5,143

Outcomes

- All disbursement requests submitted electronically
- Combined forms allow authorized representatives to sign one form instead of two
- Eliminated duplication efforts throughout review process
- Approximately 49 pages eliminated from the disbursement process.



Team members from left to right: Sandy Waters, Brian Moody, Angela Knacht (Champion), Carleen Proyn (Team Leader), April Davis (Facilitator), Bob Ballard, Teresa Chase, Dewondrick Jones, Evie Crosby (Facilitator—not shown)

WRM Success Stories

High Performing Filters Lead To Increased Savings Start: February 19, 2014 / End: Ongoing

Program:

Certification & Restoration Program

Participants:

Tom Heath, Flo Moise, Charles Coultas, Tracie Priest, Ron McCulley

Challenge/Situation

Owners of private wells with Arsenic exceeding Florida's Drinking Water Standards maximum contaminant levels (MCL) receive filters from the Certification & Restoration Program to restore their water to safe drinking water standards. In some cases, where Arsenic levels are extraordinarily high, water is filtered at both the point-of-entry (typically at the well) and at the point-of-use (typically at the kitchen sink).

Action/Response

After analyzing our filter exchange policies, practices, and sampling data, we determined that Arsenic levels in the water exiting the first point-of-entry filter did not significantly challenge the media of the second point-of-use filter. Because of this, we determined that point-of-use filters could go longer without needing to be exchanged.



Tom Heath, Flo Moise, Charles Coultas, Tracie Priest, and Ron McCulley

2014 Savings
\$57,000
Average Recurring Cost Savings
\$28,500/yr.

Outcomes

Point-of-use filters that are preceded by a point-of-entry filter will now be exchanged every two years as opposed to the current practice of exchange on an annual basis. Each filter exchange costs an average of \$750. The savings associated with keeping 76 perfectly functioning and usable POU filters in place for a second year will be approximately \$57,000 for the year 2014. The average recurring cost savings moving forward will be approx. \$28,500 per year.



Point of Entry (left) and Point of Use (right) filters.



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DATE: December 18, 2018
CONTACT PERSON: Mayor Michelle De La Isla **DOCUMENT #:**
SECOND PARTY/SUBJECT: Board of Building and Fire Appeals **PROJECT #:**
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Nelda Henning to the Board of Building and Fire Appeals for a term ending January 1, 2021. *(Council District No. 1)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council. Mayor does not vote.

POLICY ISSUE:

The City of Topeka Board of Building and Fire Appeals (BBFA) is responsible for reviewing and deciding on appeals relative to the application and interpretation of the currently adopted commercial and residential building and fire codes utilized within the Topeka jurisdiction. The BBFA has authority to hear and decide upon proposed alternatives, equivalencies and performance measures that may not be specifically prescribed by these codes. To be approved, any proposal must comply with the intent of the provisions of these codes. The BBFA does not have the authority to waive the requirements of these codes.

STAFF RECOMMENDATION:

Councilmember Hiller nominates and Mayor De La Isla recommends the appointment of Nelda Henning to the Board of Building and Fire Appeals for a two-year term that will end January 1, 2021. The position requires the member be a licensed commercial contractor and live within the city. Ms. Henning meets these requirements.

BACKGROUND:

This is a City-created board where the City Council nominates and the Mayor appoints. If no nominations are received, the Mayor may appoint. The board shall be comprised of seven members who shall be currently licensed or engaged in or have substantial past experience in the following fields or professions: licensed professional engineer, licensed architect, licensed commercial contractor, or other experienced professional

working in a field related to building construction. The board shall always consist of at least two engineers, two architects, and one contractor. Board members must live within the limits of the city of Topeka and will serve a two-year term.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable.

ATTACHMENTS:

Description

N Henning Application

Profile

Nelda

First Name

Henning

Last Name

nhenning@ksbor.org

Email Address

1610 NW Grove Ave

Street Address

Suite or Apt

Topeka

City

KS

State

66606

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 1Check for your district here -> <https://www.topeka.org/citycouncil>

Home: (785) 224-5235

Primary Phone

Business: (785) 430-4245

Alternate Phone

Which Boards would you like to apply for?

Board of Building and Fire Appeals: Submitted

State of Kansas

Employer

Director, Facilities

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

Having a diverse background of experience in residential, commercial, corporate and government design and construction gives me a unique view point that could provide a benefit to the Board of Building and Fire Appeals.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Masters of Architecture, KSU Certified Local Governemnt NACP NCARB APPA SCUP

[Resume_2017M.PDF](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Licensed Architect, State of Kansas #4644, current

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

Nelda J. Henning

1610 NW Grove Ave

Topeka, Kansas 66611

785.224.5235 (cell)

nelda.gaito@sbcglobal.net

PROFESSIONAL SUMMARY

Licensed Architect with over 15 years of project experience managing facilities maintenance, campus design and construction teams and a total of 25 years of architectural field experience. Manages entire process from point of inception, project research, site visits, design standards and development to completion. Highly skilled in managing multi-year, multi-building projects simultaneously with an understanding of the impact on the campus community. Areas of expertise include dealing effectively with staff, client, contracting firms and internal teams. Proven ability to manage simultaneous demands efficiently to complete projects within deadlines and budgets and evoking creative innovative thinking from team members.

EDUCATION

Masters of Architecture

Kansas State University, Manhattan, Kansas

LICENSE

State of Kansas #4644

NCARB Certified

EXPERIENCE

Kansas Board of Regents, Topeka, Kansas

November 2016 to Present

Director, Facilities

- The Director of Facilities represents and advises the Vice President for Finance and Administration, the President and CEO, and the Board of Regents on matters pertaining to the Board of Regent system facilities. Having a strong background in architecture, campus planning and construction, interpersonal skills due to the work with a diverse group of constituents, commitment to timely and dedicated service, as well as effective oral and written communication skills.

Kansas State University, Manhattan, Kansas

Senior Project Manager

October 2014 to November 2016

- Provides high level leadership and development of project scope, design and construction documents, estimating and project management to include capital construction of new facilities, major building renewals and minor renovation projects. Minimizes exposure and risk across large scale projects. Serves as a key participant in team meetings. Tactfully communicates sensitive information.

Washburn University, Topeka, Kansas

University Architect

August 2013 to October 2014

- Provides leadership and direction for design and construction projects. Oversight for major, multi-year, multi-building campus renovation initiative. Ensures timely, successful delivery of projects within deadlines and budgets. Responsible for architectural, engineering, and construction services, including planning and administration of new construction, on-going renovation and remodeling projects, campus aesthetics, and design approvals. Communicates project status and budget transparency at each phase. Administers all capital construction contracts and renovation projects, both in-house design and construction administration.

Interim Facilities Co-Director

May 2013 to Sept. 2013

- Oversight for multi-year \$150 million campus renovation initiative. Handled multiple projects simultaneously. Provided guidance and consultation to University personnel and constituents. Ensured efficient, cost effective facilities operations.

Project Manager

August 2002 to April 2013

- Directed remodel and maintenance issues for the University Campus. Worked with academic heads to manage space planning and space utilization for campus buildings. Supervised facilities planning and capital construction projects. Estimated costs and managed budget. Ensured code and ADA compliance.

ACI-Boland, Inc., Leawood, Kansas

March 2002 to June 2002

Project Manager

- Managed projects for St. Luke's Shawnee Mission Health Systems, Lee's Summit Campus.

Boice-Raidl-Rhea, Inc., Merriam, Kansas

June 1998 to March 2002

Project Manager/Team Leader

- Directed the design, plans and specifications for Bidding and Construction for North Region Team. Worked with Team Leaders on special elevation projects. Oversight and direction of technical staff.

TK Architects, Inc., Kansas City, Missouri

June 1996 to May 1998

Senior Job Captain/Project Manager

- Directed the design, plans and specifications for bidding and construction of multi-screen Movie Theater Complexes. Provided oversight and direction of technical staff.

Division of Architectural Services, State of Kansas, Topeka, Kansas

Sept. 1992 to June 1996

Project Designer

- Designed projects for State buildings and agencies in the Capitol Complex and for Regents Universities.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE: December 18, 2018
CONTACT PERSON: Mayor Michelle De La Isla **DOCUMENT #:**
SECOND PARTY/SUBJECT: Board of Building and Fire Appeals **PROJECT #:**
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the reappointment of Keith Finney to the Board of Building and Fire Appeals for a term ending January 1, 2021. *(Council District No. 6)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council. Mayor does not vote.

POLICY ISSUE:

The City of Topeka Board of Building and Fire Appeals (BBFA) is responsible for reviewing and deciding on appeals relative to the application and interpretation of the currently adopted commercial and residential building and fire codes utilized within the Topeka jurisdiction. The BBFA has authority to hear and decide upon proposed alternatives, equivalencies and performance measures that may not be specifically prescribed by these codes. To be approved, any proposal must comply with the intent of the provisions of these codes. The BBFA does not have the authority to waive the requirements of these codes.

STAFF RECOMMENDATION:

Councilmember Jensen nominates and Mayor De La Isla recommends the reappointment of Keith Finney to the Board of Building and Fire Appeals for a two-year term that will end January 1, 2021. The position requires the member be a licensed commercial contractor and live within the city. Mr. Finney meets these requirements.

BACKGROUND:

This is a City-created board where the City Council nominates and the Mayor appoints. If no nominations are received, the Mayor may appoint. The board shall be comprised of seven members who shall be currently licensed or engaged in or have substantial past experience in the following fields or professions: licensed professional engineer, licensed architect, licensed commercial contractor, or other experienced professional

working in a field related to building construction. The board shall always consist of at least two engineers, two architects, and one contractor. Board members must live within the limits of the city of Topeka and will serve a two-year term.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable.

ATTACHMENTS:

Description

K Finney Application

Profile

Keith

First Name

Finney

Last Name

kfinney@ftstructures.com

Email Address

6 SW Westboro Place

Street Address

Suite or Apt

Topeka

City

KS

State

66604

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 6Check for your district here -> <https://www.topeka.org/citycouncil>

Mobile: (785) 633-3231

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Board of Building and Fire Appeals: Submitted

F&T Structures LLC

Employer

Principal

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

Current Board Member

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

BS Civil Engineering

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Professional Engineer State of Kansas Current

Voluntary Self Identification

Ethnicity

None Selected

Gender

None Selected

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

City of Topeka

Profile

Keith
First Name

Finney
Last Name

kfinney@ftstructures.com
Email Address

6 SW Westboro Place
Street Address

Suite or Apt

Topeka
City

Kansas
State

66604
Postal Code

Are you a resident of the City of Topeka?

☒ Yes ☐ No

What district do you live in?

785-633-3231
Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Building and Fire Appeals

F&T Structures, LLC
Employer

Principal
Job Title

Are you a registered voter?

☒ Yes ☐ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Interests & Experiences

Please state why you are interested in serving on this board or commission:

Please describe your education, experience and expertise including any honors or awards,

civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards.

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Professional Engineer - Kansas

Voluntary Self Identification

White

Ethnicity

Male

Gender

Acknowledgements and Verification

Purpose of information being submitted.

Board of Building and Fire Appeals Reappointment

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

Keith H. Finney

A handwritten signature in black ink, appearing to read "Keith H. Finney", written over a horizontal line.

☒ I Agree



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE:	December 18, 2018	
CONTACT PERSON:	Mayor Michelle De La Isla	DOCUMENT #:
SECOND PARTY/SUBJECT:	Board of Electrical Appeals	PROJECT #:
CATEGORY/SUBCATEGORY	005 Claims / 006 Appeals	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the reappointment of Shawn Smith to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. *(Council District No. 7)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council. Mayor does not vote.

POLICY ISSUE:

This board reviews applications and approves the issuance of licenses in accordance with the Code of the City of Topeka. The board is empowered to hear and determine interpretations of applicable codes and to permit exceptions, variances, or waivers there from, provided such exceptions, variances, or waivers meet the intent of the adopted code and do not endanger life, limb, property or public welfare

STAFF RECOMMENDATION:

Councilmember Mays recommends the reappointment of Shawn Smith to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. Mr. Smith is a licensed master electrician.

BACKGROUND:

The board shall be comprised of two licensed electrical masters, two licensed journeymen, and an engineer practicing in the trade. However, the two positions designated to be filled by journeymen may be filled by licensed journeymen, licensed masters, or engineers practicing in the electrical trade.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

S Smith Application

Profile

SHAWN

First Name

SMITH

Last Name

shawn.smith@dlsmith.com

Email Address

5736 SW CLARION LAKES WAY

Street Address

5736 SW CLARION LAKES
WAY

Suite or Apt

TOPEKA

City

KS

State

66610

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 7Check for your district here -> <https://www.topeka.org/citycouncil>

Mobile: (785) 231-8723

Primary Phone

Business: (785) 267-4920

Alternate Phone

Which Boards would you like to apply for?

Board of Electrical Appeals: Submitted

DL Smith Electric

Employer

President

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Voluntary Self Identification

Ethnicity

None Selected

Gender

None Selected

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>



CITY OF TOPEKA

Application for Appointment to a Board or Commission

You are seeking an appointment to a public board. Your appointment is subject to approval by the Mayor and City Council and is governed by certain city ordinances and in some instances, state statutes. The information provided in this application will be used to determine if you meet the requirements required by city ordinances and other applicable laws. Please note that the information provided on this application will be subject to the Kansas Open Records Act.

Please state your name:

SHAWN

P

SMITH

FIRST

MIDDLE

LAST

SUFFIX

State the name of the board or commission to which you are seeking appointment:

ELECTRICAL APPEALS

Are you a resident of the City of Topeka: ☒ YES ☐ NO

Please provide your HOME ADDRESS: (necessary for residency requirement)

SW CLARION LAKES WAY

TOPEKA

KS

66609

STREET

CITY

STATE

ZIP CODE

785-271-7243

785-231-8723

785-267-4920

HOME PHONE

CELL PHONE

BUSINESS PHONE

shawn.smith@dlsmith.com

E-MAIL

Are you a registered voter: ☒ YES ☐ NO

Are you currently a full or part-time employee of the City of Topeka? ☐ YES ☒ NO

If yes, please advise in which department you work.

Are you or any immediate family member related to any city governmental official or employee?

☐ YES

☒ NO

If yes, please advise who and how you are related.

If you are employed please provide the name and address of your employer.

DL SMITH ELECTRICAL CONSTRUCTION, INC.

Are you or have you been a party to any civil litigation involving the City of Topeka? ☐ YES ☒ NO

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka? ☐ YES ☒ NO If yes, please explain:

Please state why you are interested in serving on this board or commission:

THIS IS A RE APPOINTMENT,CURRENT APPOINTMENT ENDS

12/31/2016

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking. (You may provide this as an attachment or use the back of this form.)

SEE ATTACHED RESUME

Complete ONLY if you are applying for one of these boards: Building and Fire Appeals; Board of Electrical Appeals, Board of Plumbing Appeals, Board of Mechanical Appeals; Sustainability; Planning Commission

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

ELECTRICAL MASTER LICENSE

PROFESSIONAL ELECTRICAL LICENSE

I understand that the information I have provided may be used to determine my suitability to perform the duties required by the position I seek.

By checking this box, I declare under penalty of perjury that I am the person named above, and the information I have provided is true and correct. ☒

Please print your name and then sign below:

Print name: SHAWN P SMITH

Signed by: Shawn P Smith Date: 11/3/16

Electronic Signature: ☐ You may submit your signature electronically by checking this box.

Submission instructions: Email your completed form with attachments to Vicki Buening at vbuening@topeka.org or mail to Office of the Mayor, City Hall, 215 SE 7th St., Suite 350 Topeka, KS 66603-3914. For questions, call the Mayor's Office 785-368-3895.

The Mayor and City Council are seeking diversity among appointees. We have provided an optional voluntary self-identification form should you choose to provide that information with your application. (See page 3) Thank you.



D.L.Smith Electrical Construction, Inc.

*1405 S.W. 41 st Street
Topeka, Kansas 66609
(785) 267-4920*

Shawn P Smith

President/ Electrical Engineer

Registration: State of Kansas

Shawn is President and Electrical engineer for the company. Shawn has extensive background in industrial and fast-track projects and excels in coordinating key components of the company to ensure efficient and timely results within the project delivery system. He is a second-generation electrical contractor with 20 years of experience in the construction industry and associated electrical design. His emphasis in commercial, industrial, manufacturing electrical and lighting design.

Current & Past Professional Societies:

Architectural Engineering Advisory Board Member, University of Kansas
Illuminating Engineering Society, IES Heart of America Section: Chapter Treasurer, 1993-1994
International Association of Electrical Inspectors, IAEI
Institute of Electrical and Electronic Engineers, IEEE
Kansas Chapter NECA – Governor
National Electrical Contractors Association, NECA

Education:

Kansas University, Lawrence
B.S. in Architectural Engineering, May 1991
Robert J. Besal memorial Scholarship, 1989-1991 Emphasis in electrical systems
Kansas University, Lawrence
Post-graduate work in Architectural Engineering, construction management emphasis.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE:	December 18, 2018	
CONTACT PERSON:	Mayor Michelle De La Isla	DOCUMENT #:
SECOND PARTY/SUBJECT:	Board of Electrical Appeals	PROJECT #:
CATEGORY/SUBCATEGORY	005 Claims / 006 Appeals	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the reappointment of Dave Krug to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. *(Council District No. 6)*

VOTING REQUIREMENTS:

At least five (5) votes of the City Council. Mayor does not vote.

POLICY ISSUE:

This board reviews applications and approves the issuance of licenses in accordance with the Code of the City of Topeka. The board is empowered to hear and determine interpretations of applicable codes and to permit exceptions, variances, or waivers there from, provided such exceptions, variances, or waivers meet the intent of the adopted code and do not endanger life, limb, property or public welfare.

STAFF RECOMMENDATION:

Councilmember Jensen recommends the reappointment of Dave Krug to the City of Topeka Board of Electrical Appeals for a term ending January 1, 2021. Mr. Krug is a licensed engineer.

BACKGROUND:

The board shall be comprised of two licensed electrical masters, two licensed journeymen, and an engineer practicing in the trade. However, the two positions designated to be filled by journeymen may be filled by licensed journeymen, licensed masters, or engineers practicing in the electrical trade.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

D Krug Application

Profile

Dave

First Name

Krug

Last Name

dakrug@brackengin.com

Email Address

3114 SW Canterbury Lane

Street Address

3114 SW Canterbury Ln

Suite or Apt

Topeka

City

KS

State

66604

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 6Check for your district here -> <https://www.topeka.org/citycouncil>

Home: (785) 233-6905

Primary Phone

Mobile: 7856406731

Alternate Phone

Which Boards would you like to apply for?

Board of Electrical Appeals: Submitted

Brack and Associates Consulting
Engineers, PA

Employer

Vice President

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

I am a practicing engineer interested in maintaining the health, safety and welfare of the community.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Bachelors of Architectural Engineering, Kansas State University, 1986

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Kansas Professional Engineer 11801

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE: December 18, 2018
CONTACT PERSON: Mayor Michelle De La Isla DOCUMENT #:
SECOND PARTY/SUBJECT: Downtown Business Improvement District Advisory Board PROJECT #:
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board for a term ending December 18, 2020.

VOTING REQUIREMENTS:

At least five (5) vote of the City Council. Mayor does not vote.

POLICY ISSUE:

The purpose of the Downtown Business Improvement District Advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor De La Isla nominates and recommends the appointment of Angela Broxterman to the Downtown Business Improvement District Advisory Board (BID) for a term ending December 18, 2020.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The Downtown Business Improvement District Advisory Board shall consist of nine members representing businesses located in the district. Members serve two-year terms and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

A Broxterman Application

Profile

Angela

First Name

Broxterman

Last Name

abroxterman@midwest-health.com

Email Address

3024 SW Wanamaker Road

Street Address

Ste 300

Suite or Apt

Topeka

City

KS

State

66614

Postal Code

Are you a resident of the City of Topeka?☐ Yes ☒ No**What district do you live in? ***☒ Other / Outside City LimitsCheck for your district here -> <https://www.topeka.org/citycouncil>

Mobile: (785) 249-7114

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Downtown Business Improvement District Advisory Board: Appointed

Midwest Health

Employer

Vice President of Real Estate

Job Title

Are you a registered voter?☐ Yes ☒ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

In my position I am involved in downtown development and have a personal interest as well. The development of a downtown is exciting. Especially when you have grown up in the area and have worked downtown and watched the different phases over the years.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

I have an Associate of Arts and an Associate of Science from Allen County Community College. I also have a Bachelors in Business Administration from Baker University where I graduated Summa Cum Laude. I have worked in the Real Estate field for the past 17 years. I have worked Retail, Commercial, Residential Living and Senior Living and have held various positions where I have been the Tenant working with the Landlord, the Landlord working with the Tenant, a Lease Administrator, Lease Auditor, Property Manager, Facilities Maintenance Manager, Operations Director, Retail Mall Manager and my current position VP of Real Estate. When it comes to development and downtown I have a vast background that allows me to relate to many people in many different roles that have an interest in Downtown and thus the Business Improvement District.

[Angela Broxterman Resume 2018 -.doc](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

- Manage all Commercial Office and Retail Leases
- Manage Contracts (HVAC, Plumbing, Landscape, Janitorial, Pest Control, etc..)
- Manage All HUD property requirements and projects resulting from inspections

08/13-08/14 **Simon Property Group** **Topeka, KS**
Mall Manager/Operations Director

- Manage 1.4 million leasable square feet of retail commercial space at West Ridge Mall and West Ridge Plaza in Topeka, KS
- Responsible for Mall Management, Facilities Management / Operations (including a Central Plant)
- Manage a Mall Staff of twelve along with the Director of Security and the Director of Housekeeping
- Send out RFPs, Negotiate and Award contracts for services including landscape, snow removal, lot sweeping and general maintenance/repairs and construction
- Review all invoices, AR/AP Accounting
- Review all Leases and Contracts
- Oversee Construction/Remodels of new Tenants
- Manage combined Operating Budgets of 5.5 million
- Due Diligence
- Customer Service
- Leadership & Management
- Relationship Building

02/07-08/13 **MRV, Inc.** **Topeka, KS**
Property Manager

- Manage 1,000,000 leasable square feet of retail commercial space in four states
- Obtain/Negotiate/Award contracts for services including landscape, snow removal, lot sweeping and general maintenance/repairs and construction
- Review all invoices, AR/AP Accounting
- Review all Leases and Contracts
- Reconcile all year end accounting for each property
- Facilities Management
- Budgeting
- Due Diligence
- Customer Service
- Leadership & Management
- Relationship Building
- Negotiating
- Leasing

10/05-02/07 **Payless ShoeSource Inc.** **Topeka, KS**
Lease Auditor

- Maintain the West store block of 800 stores for Shopping Centers, CBDs, Freestanders and Junior Centers
- Audit CAM, Tax, Insurance and Utilities per the lease language
- Work with Landlords to bring accounts current by issuing any payments due and take any credits for overpayment
- Negotiate with Landlords any points of contention where the Lease language is unclear
- Maintain monthly Percent Rent reporting
- Prepare requested documentation for Sales Audits

3/05-10/05 **Payless ShoeSource Inc.** **Topeka, KS**

Lease Administrator

- Review for Lease compliance and issue any payments invoiced for Taxes and Insurance that are not escrowed
- Coordinate and process Landlord changes through Vendor Maintenance
- Review Landlord statements

6/01-3/05 Payless ShoeSource Inc. Topeka, KS
Executive Assistant to Vice President of Store Development & Construction

- Provide administrative support with solid integrity for Vice President of Construction
- Manage all necessary resources to ensure adequate communication, including telecommunication, managing Lotus Notes calendars, and scheduling extensive domestic/international travel
- Manage and track expense reports, project files, and personnel files
- Provide support for SVP and backup for Executive Assistant
- Manage overall day to day office management operations and work on special projects
- Provide administrative support with solid integrity for Director of Architectural Planning & Design
- Manage Lotus Notes calendar, travel arrangements, expense reports and personnel files
- Manage special projects, architectural reports, remodel reports, and all necessary resources essential for a high level of communication and teamwork

2/01-6/01 Parade of Shoes Topeka, KS
Retail Operations Support Associate to Director of Retail Operations & Retail Operations Manager

- Provide day to day operational support for Director of Retail Operations, District Manager, and Store Associates via telephone, fax, and email
- Manage all Parade Store Associate personnel files
- Manage Store Associate payroll adjustments in People Soft
- Control various Parade directories for field teams
- Provide direction and maintenance for lot list, operations updates and monthly store communication tool
- Provide administrative support for Director and Manager of Retail Operations for Parade

1999-2001 Hill Financial Services Topeka, KS
Administrative Assistant

- Update, schedule, and organize calendar and appointments
- Manage and maintain client files and accounts, with extensive client interaction
- Work with Fund companies to obtain account information
- Prepare and manage all compliance files required by Securities broker/dealer
- Organize, prepare, and distribute all mailings

1989-1999 Cotton-O'Neil Clinic Topeka, KS
Medical Assistant / CNA / Pacemaker Clinic Tech/Coordinator

- Receptionist 1989-1990 for six Cardiologists, manage appointments, on-call schedules, and patient files
- Medical Assistant/ CNA 1990-1993 administering patient care
- Pacemaker Clinic Tech/Coordinator 1993-1999, managing all aspects of the clinic from scheduling appointments, coding/billing, maintaining patient files, patient teaching and pacemaker follow-up

Education: 2005 Baker University Topeka, KS

Bachelor of Business Administration

2004 **Allen Co. Community College** **Topeka, KS**
Associate of Arts Degree
Associate of Science Degree

1989 **Jefferson West High School** **Meriden, KS**
High School Diploma

Training:

Courses:

- * Kepner-Tregoe Problem Solving/Decision Making
- * Franklin Covey Seven Habits
- * Better Business Writing
- * Teamwork's
- * Coaching for Performance/Career Development

Software:

- * Microsoft Office
- * Retail Lease
- * Lotus Notes
- * SAS View
- * TSO
- * Adobe
- * People Soft
- * Skyline
- * JD Edwards
- * CTI
- * AS400
- * SharePoint
- * Direct Supply TELS
- * Yardi
- * Smartsheet

Other/

References:

Member of T.E.A.M. Payless Task Force
Member/Site Coordinator of Payless United Way Day of Caring Committee
Palace Properties HOA Board President
References available upon request



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE: December 18, 2018
CONTACT PERSON: Nick Hawkins/kej **DOCUMENT #:**
SECOND PARTY/SUBJECT: Monthly Expenditures **PROJECT #:**
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Brent Trout, allowing and approving City expenditures for the period November 3, 2018 through November 30, 2018, and enumerating said expenditures therein.

(Approve expenditures in the amount of \$20,956,856.96.)

VOTING REQUIREMENTS:

At least six (6) votes of the Governing Body is required.

POLICY ISSUE:

Approve and allow weekly payments of valid operating expenditures, pursuant to Resolution No. 7607.

STAFF RECOMMENDATION:

Staff recommends the Governing Body approve the ordinance.

BACKGROUND:

Pursuant to Resolution No. 7607, adopted on April 12, 2005, which provides authorization to pay for certain expenditures prior to approval by the Council in an expenditure ordinance, the expenditures being authorized by this ordinance have been previously paid, in accordance with established procedures and policies for such payments.

BUDGETARY IMPACT:

Approved expenditures for the period November 3, 2018 through November 30, 2018, in the amount of \$20,956,856.96.

SOURCE OF FUNDING:

Appropriated funds and fees-for-service revenues of various City departments.

ATTACHMENTS:

Description

Monthly Expenditures

Detail A/P Report fo 11/3 to 11/30/18

Detail CB55 Report for 11/3 to 11/30/18

1 (Published in the Topeka Metro News _____)

2
3
4 ORDINANCE NO. _____

5
6 AN ORDINANCE introduced by City Manager Brent Trout, allowing and approving City
7 expenditures for the period of November 3, 2018, through November
8 30, 2018, and enumerating said expenditures herein.

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

11 Section 1. All expenditures made or authorized to be made by issuance of checks
12 or electronic transfers as enumerated herein, are in accordance with City of Topeka
13 Resolution No. 7607.

14 Section 2. The claims and expenditures listed in Exhibit A, which is on file in the
15 City Council Office and the City Clerk's Office and incorporated herein by said reference,
16 are hereby allowed and approved for payment.

17	<u>Section 3.</u>	Total of 337 vendor checks written this period	2,649,913.08
18		Total vendor payments voided in this period (net)	(00.00)
19		Total of 559ACH transfers to vendors this period	14,675,768.01
20		Total of 11 payroll checks to employees this period	18,957.53
21		Total of 3,687 payroll electronic transfers this period	<u>3,612,218.34</u>
22		Total for expenditures in this period	<u>\$20,956,856.96</u>

23 Section 4. This ordinance shall take effect and be in force after its passage,
24 approval and publication in the official city newspaper.

25 PASSED and APPROVED by the Governing Body _____

26
27
28 ATTEST:

Michelle DeLaisla, Mayor

29
30
31 _____
32 Brenda Younger, City Clerk

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
Electronic Payments			
69657	11/09/2018	STATE OF KANSAS 2732	152.35
00000007418110		Child Support - Amt	152.35
69658	11/09/2018	STATE OF KANSAS 2732	163.43
00000008618110		Child Support - Amt	163.43
69659	11/09/2018	STATE OF KANSAS 2732	546.62
00000009418110		Child Support - Amt	546.62
69660	11/09/2018	STATE OF KANSAS 2732	160.50
00000014518110		Child Support - Amt	160.50
69661	11/09/2018	STATE OF KANSAS 2732	91.85
00000020418110		Child Support - Amt	91.85
69662	11/09/2018	STATE OF KANSAS 2732	1,272.00
00000022218110		Child Support - Amt	1,272.00
69663	11/09/2018	STATE OF KANSAS 2732	53.08
00000024218110		Child Support - Amt	53.08
69664	11/09/2018	STATE OF KANSAS 2732	112.15
00000031618110		Child Support - Amt	112.15
69665	11/09/2018	STATE OF KANSAS 2732	810.71
00000032818110		Child Support - Amt	810.71
69666	11/09/2018	STATE OF KANSAS 2732	277.38
00000034018110		Child Support - Amt	277.38
69667	11/09/2018	STATE OF KANSAS 2732	498.46
00000034318110		Child Support - Amt	498.46
69668	11/09/2018	STATE OF KANSAS 2732	92.10
00000034518110		Child Support - Amt	92.10
69669	11/09/2018	STATE OF KANSAS 2732	183.29
00000034818110		Child Support - Amt	183.29
69670	11/09/2018	STATE OF KANSAS 2732	184.44
00000038518110		Child Support - Amt	184.44
69671	11/09/2018	STATE OF KANSAS 2732	144.46
00000041718110		Child Support - Amt	144.46
69672	11/09/2018	STATE OF KANSAS 2732	323.08
00000064118110		Child Support - Amt	323.08
69673	11/09/2018	STATE OF KANSAS 2732	415.51
00000066718110		Child Support - Amt	415.51
69674	11/09/2018	STATE OF KANSAS 2732	346.15
00000068218110		Child Support - Amt	346.15
69675	11/09/2018	STATE OF KANSAS 2732	209.08
00000075418110		Child Support - Amt	209.08
69676	11/09/2018	STATE OF KANSAS 2732	286.15
00000077918110		Child Support - Amt	286.15

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69677	11/09/2018	STATE OF KANSAS 2732	185.08
00000078518110		Child Support - Amt	185.08
69678	11/09/2018	STATE OF KANSAS 2732	122.77
00000079118110		Child Support - Amt	122.77
69679	11/09/2018	STATE OF KANSAS 2732	369.34
00000081018110		Child Support - Amt	369.34
69680	11/09/2018	STATE OF KANSAS 2732	256.15
00000082718110		Child Support - Amt	256.15
69681	11/09/2018	STATE OF KANSAS 2732	715.38
00000085318110		Child Support - Amt	715.38
69682	11/09/2018	STATE OF KANSAS 2732	232.45
00000091118110		Child Support - Amt	232.45
69683	11/09/2018	STATE OF KANSAS 2732	147.23
00000092418110		Child Support - Amt	147.23
69684	11/09/2018	STATE OF KANSAS 2732	88.64
00000093618110		Child Support - Amt	88.64
69685	11/09/2018	STATE OF KANSAS 2732	304.15
00000095918110		Child Support - Amt	304.15
69686	11/09/2018	STATE OF KANSAS 2732	487.38
00000098218110		Child Support - Amt	487.38
69687	11/09/2018	STATE OF KANSAS 2732	368.88
00000104318110		Child Support - Amt	368.88
69688	11/09/2018	STATE OF KANSAS 2732	276.92
00000109318110		Child Support - Amt	276.92
69689	11/09/2018	STATE OF KANSAS 2732	71.08
00000109718110		Child Support - Amt	71.08
69690	11/09/2018	STATE OF KANSAS 2732	109.64
00000112418110		Child Support - Amt	109.64
69691	11/09/2018	STATE OF KANSAS 2732	196.21
00000112918110		Child Support - Amt	196.21
69692	11/09/2018	STATE OF KANSAS 2732	831.02
00000113118110		Child Support - Amt	831.02
69693	11/09/2018	STATE OF KANSAS 2732	335.64
00000118118110		Child Support - Amt	335.64
69694	11/09/2018	STATE OF KANSAS 2732	183.23
00000147418110		Child Support - Amt	183.23
69695	11/09/2018	STATE OF KANSAS 2732	246.53
00000197318110		Child Support - Amt	246.53
69696	11/09/2018	STATE OF KANSAS 2732	115.38
00000215418110		Child Support - Amt	115.38
69697	11/09/2018	STATE OF KANSAS 2732	458.91

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
00000225918110		Child Support - Amt	458.91
69698	11/09/2018	STATE OF KANSAS 2732	180.46
00000233518110		Child Support - Amt	180.46
69699	11/09/2018	STATE OF KANSAS 2732	66.92
00000237918110		Child Support - Amt	66.92
69700	11/09/2018	STATE OF KANSAS 2732	1,127.54
00000247618110		Child Support - Amt	1,127.54
69701	11/09/2018	STATE OF KANSAS 2732	363.06
00000247818110		Child Support - Amt	363.06
69702	11/09/2018	STATE OF KANSAS 2732	203.31
00000247818110		Child Support - Amt	203.31
69703	11/09/2018	STATE OF KANSAS 2732	102.46
00000251518110		Child Support - Amt	102.46
69704	11/09/2018	STATE OF KANSAS 2732	357.34
00000254818110		Child Support - Amt	357.34
69705	11/09/2018	STATE OF KANSAS 2732	50.00
00000257818110		Child Support - Amt	50.00
69706	11/09/2018	STATE OF KANSAS 2732	264.00
00000261618110		Child Support - Amt	264.00
69707	11/09/2018	STATE OF KANSAS 2732	82.62
00000264218110		Child Support - Amt	82.62
69708	11/09/2018	STATE OF KANSAS 2732	66.00
00000264218110		Child Support - Amt	66.00
69709	11/09/2018	STATE OF KANSAS 2732	260.77
00000272018110		Child Support - Amt	260.77
69710	11/09/2018	STATE OF KANSAS 2732	327.23
00000275818110		Child Support - Amt	327.23
69711	11/09/2018	STATE OF KANSAS 2732	193.38
00000285518110		Child Support - Amt	193.38
69712	11/09/2018	STATE OF KANSAS 2732	128.77
00000285918110		Child Support - Amt	128.77
69713	11/09/2018	STATE OF KANSAS 2732	94.62
00000286018110		Child Support - Amt	94.62
69714	11/09/2018	STATE OF KANSAS 2732	113.08
00000287018110		Child Support - Amt	113.08
69715	11/09/2018	STATE OF KANSAS 2732	183.74
00000287418110		Child Support - Amt	183.74
69716	11/09/2018	STATE OF KANSAS 2732	268.15
00000289318110		Child Support - Amt	268.15
69717	11/09/2018	STATE OF KANSAS 2732	115.38
00000297518110		Child Support - Amt	115.38

Between 11/3/2018 and 11/30/2018

[illegible]

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69727	11/09/2018	AMERIPRIDE SERVICES INC 197	635.47
2300970536	41383		31.71
2300971158	41917		94.82
2300971234	41727		141.14
2300971237	41383		34.61
2300971254	41383		15.86
2300971277	41917		10.56
2300971279	41917		41.02
2300971282	41917		211.53
2300971283	41917		54.22
69728	11/09/2018	AMINO BROTHERS CO INC 8026	284,020.66
42999 5	42999		210,611.96
43995 1	43995		73,408.70
69729	11/09/2018	ANDRITZ SEPARATION INC 222	3,373.32
8480085567	44356		3,373.32
69730	11/09/2018	ANSWER TOPEKA 237	832.40
181000024	41394		832.40
69731	11/09/2018	ARBITRAGE COMPLIANCE 9839	3,800.00
G6069	44757		3,800.00
69732	11/09/2018	ARTHUR J GALLAGHER RISK 9717	60,000.00
2783118	44937		60,000.00
69733	11/09/2018	BERGKAMP INC 454	48.68
35414	41393		-371.94
35502	41393		202.62
35563	41393		218.00
69734	11/09/2018	BINSWANGER ENTERPRISES LLC 7825	710.92
I593024708	41465		710.92
69735	11/09/2018	BLUE CROSS BLUE SHIELD INC 528	173,274.59
W/E 11/6/18	41597		173,274.59
69736	11/09/2018	BRB CONTRACTORS INC 597	80,191.28
43986 1	43986		80,191.28
69737	11/09/2018	BURNS & MCDONNELL ENGINEERING 717	13,020.62
110339 1	43376		13,020.62
69738	11/09/2018	C & C PRODUCE 7788	656.50
001365355	41777		656.50
69739	11/09/2018	CASA OF SHAWNEE COUNTY 838	2,340.77
20183Q	42720		2,340.77
69740	11/09/2018	CHRYSLIS SOFTWARE INC 10053	16,650.00
22451	44534		16,650.00
69741	11/09/2018	CODE PUBLISHING COMPANY 999	128.70
61550	41933		128.70
69742	11/09/2018	COLLECTION BUREAU 1023	816.97
5671	41751		816.97
69743	11/09/2018	CONCRETE SUPPLY OF TOPEKA 1066	9,269.88
210791	41965		817.38

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
210792R	41397		841.25
210793	41397		575.00
210794	41397		575.00
210795	41397		575.00
210856	41811		380.00
211387	41397		1,150.00
211863	41397		575.00
211864	41397		266.25
210857	41397		345.00
211127	41397		1,150.00
211128	41397		575.00
211129	41397		295.00
211385	41397		575.00
211386	41397		575.00
69744	11/09/2018	CONRAD FIRE EQUIPMENT INC 1073	574.75
530862	41415		35.90
530996	41415		538.85
69745	11/09/2018	CONSOLIDATED ELECTRICAL 6778	5,503.05
8795 562087	41697		208.00
8795 562122	41697		54.00
8795 562446	41697		651.60
8795 562450	41372		102.70
8795 562479	41372		489.74
8795 562564	41372		254.73
8795 563381	41372		2.80
8795 563389	41697		303.69
8795 563476	41372		189.56
8795 563477	41372		184.50
8795 563521	41372		122.40
8795 563084	41372		1,437.58
8795 563091	41697		442.76
8795 563095	41697		22.30
8795 563185	41372		80.25
8795 563267	41697		41.48
8795 563272	41697		79.20
8795 562578	41372		239.68
8795 562612	41372		21.00
8795 562637	41372		147.58
8795 562643	41372		342.63
8795 562759	41372		25.27
8795 562824	41697		59.60
69746	11/09/2018	CONSOLIDATED RURAL WATER 1075	5,250.00
41590 10	41590		5,250.00
69747	11/09/2018	CROSTONE CONSTRUCTION & 10179	5,000.00
CITY HALL SECL	40667		5,000.00
69748	11/09/2018	DELTA DENTAL OF KANSAS INC 1323	22,742.40
W/E 10/25/18	41679		9,976.90
W/E 11/01/18	41679		12,765.50
69749	11/09/2018	DH PACE COMPANY INC 1346	179.00
SVC 210366	41738		179.00
69750	11/09/2018	DOWNTOWN TOPEKA INC 1408	8,110.52
BID ADMIN 2018	CONTRACT		8,110.52
69751	11/09/2018	DURKIN EQUIPMENT CO 1451	5,765.60
120009543	41521		4,291.20
120009548	41521		1,474.40

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69752 1727002	11/09/2018 44067	ELECTRONICS SUPPLY CO INC 1505	77,875.53 77,875.53
69753 CO2220388	11/09/2018 43440	ETHANOL PRODUCTS LLC 9576	1,721.23 1,721.23
69754 L0417527	11/09/2018 41573	EUROFINS EATON ANALYTICAL INC 8594	3,577.50 3,577.50
69755 IN2885605	11/09/2018 43138	FLEETMATICS USA HOLDINGS INC 11210	2,128.00 2,128.00
69756 10637440 11176025	11/09/2018 42215 42215	FLEETPRIDE INC 7822	49.91 577.05 626.96
69757 SS340009910	11/09/2018 44425	FOLEY EQUIPMENT COMPANY 9605	366.00 366.00
69758 3RD QTR 2018	11/09/2018 44302	FRIENDS OF THE FREE STATE 1793	7,673.68 7,673.68
69759 210772 210920 211080 211643 212273	11/09/2018 42800 42800 42800 42800 42800	HAMM INC 6576	161.55 180.45 4,243.05 2,155.95 157.95 6,898.95
69760 010220339	11/09/2018 43419	HARCROS CHEMICALS INC 2090	3,404.65 3,404.65
69761 20676549 US0AE	11/09/2018 42272	INFOR US INC 8591	27,904.00 27,904.00
69762 3083806 3084299 3084393 3084558 3084767 3084842 3085627 3085641 3085643 3085656 3085671 3085715 3085159 3085250 3085547 3085568 3085574 3085588 3084854 3084908 3084924 3085098 3085118 3085148	11/09/2018 41433 41433 41433 41433 41433 41433 41359 41433 41378 41433 41433 41378 41490 41433 41433 41433 41433 41359 41433 41433 41433 41359 41433 41433 41490	JOBBER'S AUTOMOTIVE WAREHOUSE 2639	111.69 92.57 8.64 9.24 6.87 236.81 2.21 1.81 66.82 27.90 44.53 19.31 20.88 69.92 22.80 27.90 43.68 81.73 23.33 9.57 8.04 12.11 9.24 39.14 996.74

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69763	11/09/2018	KANSAS FENCING INC 2703	168.09
17976	43732		
69764	11/09/2018	KANSAS PERSONNEL SERVICES INC 2849	3,415.50
3049353	41789		48.60
3049354	41545		648.00
3049357	44500		543.55
3049358	42585		540.00
3049359	41545		837.72
3049360	41694		797.63
69765	11/09/2018	KCR INTERNATIONAL TRUCKS INC 1347	671.26
130131685	41416		182.31
130131800	41485		319.41
130131839	41416		169.54
69766	11/09/2018	KEY WORKFORCE SOLUTIONS INC 9879	2,262.00
5000519	41589		1,566.00
5000520	41589		696.00
69767	11/09/2018	LETS HELP INC 5775	8,257.12
7 47125	40304		
69768	11/09/2018	LEWIS, GAIL A 9952	2,083.00
10 2018	43643		
69769	11/09/2018	LIGHTHOUSE CONTRACTING INC 3061	35,379.00
1129LANE 1	44661		8,200.00
1759SE29 2	44406		16,000.00
3104FREM P	43434		6,500.00
3309FREMT 4	43089		4,679.00
69770	11/09/2018	LOVES ENTERPRISES 3112	14,506.10
68104	44634		
69771	11/09/2018	MATHER FLARE RENTAL INC 5791	8,640.94
2157 10/17/18	41586		585.60
2158	41586		443.30
2159	41586		973.08
2160	41586		455.48
2161	41586		146.88
2168	41798		12.50
2169	41691		392.70
2162	41586		906.00
2163	41586		1,125.72
2164	41586		1,891.52
2165	41586		545.40
2166	41586		762.76
2167	41798		400.00
69772	11/09/2018	MEDTRAK SERVICES LLC 3330	124,320.99
287246	41643		115,789.75
287465	41643		8,501.21
287466	41643		30.03
69773	11/09/2018	MICHAEL & SONS INC 3377	14,596.11
583519	44753		2,975.75
583520	44805		4,987.73
583521	44817		6,632.63
69774	11/09/2018	MINNESOTA ELEVATOR INC 7834	573.00
773330	44832		191.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
773331	44830		382.00
69775 17906	11/09/2018 41349	MISSOURI DOOR CO INC 3747	1,769.12
69776 412471	11/09/2018 41505	MITCH LEE PRODUCTS LLC 9668	14,740.00
69777 18 1814A 18 1814B	11/09/2018 42988 42988	MTS CONTRACTING INC 7170	109,035.00 27,172.80
69778 S2591642 001	11/09/2018 41701	NEENAN COMPANY 3649	44.51
69779 0152 435284 0152 435436 0152 435948 0152 435978 0152 435987 0152 436067 0191 367148 0152 436073 0152 436174 0152 436175 0152 436177 0152 436214 0152 436374	11/09/2018 41442 41442 41442 41442 41442 41442 41442 41442 41442 41442 41442 41442 41442	O REILLY AUTOMOTIVE STORES INC 3714	44.56 31.32 22.35 75.60 425.04 13.23 6.85 154.62 -37.24 -68.43 -87.22 4.69 25.86
69780 42700 3	11/09/2018 42700	PAPANS LANDING SENIOR CENTER 3811	4,282.14
69781 1288406	11/09/2018 41831	POLYDYNE INC 5879	21,120.00
69782 1160019300 1160020018	11/09/2018 41476 41476	POMPS TIRE SERVICE INC 10675	30.00 356.25
69783 1077	11/09/2018 41680	PREMIER WORKSITE SOLUTIONS LLC 10540	2,380.00
69784 518612 518640 518641 518642 518643 518646 518647 518649 600479	11/09/2018 39879 44677 42413 44250 36943 40619 40127 44844 33435	PROFESSIONAL ENGINEERING 4018	43,131.80 3,864.70 57,450.00 6,890.00 2,712.50 11,325.00 3,914.75 1,950.00 1,516.36
69785 43227 7	11/09/2018 43227	PRUETT, MELODEE K 9855	450.00
69786 44438 6428 SW 2 44481 2615 SW F 44482 2437 SW F 44488 2751 BERI	11/09/2018 44438 44481 44482 44488	QUALITY BUILT CONSTRUCTION LLC 9575	534.34 1,203.65 1,662.00 1,198.40

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69787	11/09/2018	REIN, LINNEA S 4166	4,199.00
368301	41659		308.00
368302	41659		107.00
368303	41659		73.50
368304	41659		109.00
368305	41659		176.00
368306	41659		106.00
928648	41659		156.00
928649	41659		37.00
928650	41659		61.50
928642	41659		69.00
928643	41659		82.00
928644	41659		180.00
928645	41659		37.00
928646	41659		72.00
928647	41659		37.00
928635	41659		72.00
928636	41659		113.00
928638	41659		69.00
928639	41659		69.00
928640	41659		93.00
928641	41659		37.00
928628	41659		27.00
928629	41659		166.00
928630	41659		160.00
928631	41659		69.00
928632	41659		65.00
928634	41659		166.00
928621	41659		125.00
928622	41659		125.00
928623	41659		82.00
928624	41659		129.50
928625	41659		128.50
928627	41659		82.00
368307	41659		69.00
368308	41659		63.00
368309	41659		99.00
928618	41659		413.00
928619	41659		101.00
928620	41659		65.00
69788	11/09/2018	SHAWNEE COUNTY 4503	79,648.16
SEPTEMBER 2018	42156		79,648.16
69789	11/09/2018	SIMPLIFILE LC 9508	692.00
OCTOBER 2018	DE		692.00
69790	11/09/2018	SOUTHWEST PAPER COMPANY INC 4674	282.71
141313	41908		282.71
69791	11/09/2018	STAPLES CONTRACT N COMMERCIAL 4725	1,566.92
3393104187	44671		119.96
3393296950	44687		8.44
3393296951	44687		33.84
3393447312	44721		31.90
3393447313	44722		202.27
3393513991	44740		563.19
3393657799	44762		44.16
3393657800	44762		17.09
3393657801	44755		199.69
3393513992	44740		113.97
3393513993	44740		18.60

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
3393579884	44752		57.12
3393579885	44754		33.24
3393657797	44754		44.75
3393657798	44756		78.70
69792	11/09/2018	TERMINIX INTERNATIONAL 10096	210.10
21306425	41533		210.10
69793	11/09/2018	THE GOODYEAR TIRE & RUBBER CO 9375	1,768.78
123 1057534	41471		-140.00
123 1057569	41503		1,280.50
123 1057571	41471		628.28
69794	11/09/2018	YOUNG WOMENS CHRISTIAN 5583	2,519.00
GOTR2018 3	42707		2,519.00
69795	11/09/2018	TIM HICKS 5882	1,091.00
001	41459		1,091.00
69796	11/09/2018	TIMBERLINE FISHERIES CORP 10900	102.80
104325269	41531		102.80
69797	11/09/2018	TOPEKA HABITAT FOR HUMANITY 7178	2,100.00
8281702 18	44915		2,100.00
69798	11/09/2018	TOPEKA LODGING ASSOCIATION 11196	37,621.58
SEPTEMBER 20	42425		37,621.58
69799	11/09/2018	TOPEKA METROPOLITAN TRANSIT 5037	17,142.85
39048 FINAL 201	39048		17,142.85
69800	11/09/2018	TOPEKA METROPOLITAN TRANSIT 8812	68,428.96
SNCO TAX 10/31	DE		68,428.96
69801	11/09/2018	TRIA HEALTH LLC 6938	8,650.00
1018 0006	41822		4,900.00
1118 0006	41822		3,750.00
69802	11/09/2018	U S LIME COMPANY - ST CLAIR 5117	17,826.70
170063	43571		4,576.38
170078	43571		4,382.36
170114	43571		4,514.08
170136	43571		4,353.88
69803	11/09/2018	VETERINARY MEDICAL & SURGICAL 5222	363.07
116572	41678		363.07
69804	11/09/2018	WALKER TOWEL & UNIFORM 5266	213.45
2519391	41390		86.45
2521482	41353		13.05
2522541	41692		16.90
2522542	41692		2.40
2522543	41692		23.70
2522544	41692		4.80
2522545	41692		15.00
2522546	41692		11.60
2523212	41353		23.90
2523213	41353		7.65
2523217	41692		8.00
69805	11/09/2018	YORK RISK SERVICES GROUP INC 11307	1,439.65
CLAIMS 10/1-31/	43855		1,439.65

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69806 CAR102-1118	11/09/2018	KLARER, SEAN ESG 1st Month Rent & Deposit	11494 1,250.00
69807 WAS101-1118	11/09/2018	TOPEKA RENTALS LLC ESG 1st Month Rent & Deposit	5046 650.00
69808 UNA1181109164 UNA1181109164 UNA1181109164 UNA1181109164	11/09/2018	AFSCME MISSOURI STATE COUNCIL Union Dues - AFSCME Union Dues - AFSCME Union Dues - AFSCME Union Dues - AFSCME	83 376.50 301.20 715.35 828.30
69809 OCTOBER 2018	11/09/2018 PAYROLL	APPLICATION SOFTWARE INC	8140 741.00
69810 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641 FR101811091641	11/09/2018	CITY OF TOPEKA FRIENDSHIP FUND Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund	948 81.00 31.50 24.00 33.00 7.00 28.00 5.00 15.00 29.00 113.42 71.00 12.00
69811 FO101811091641	11/09/2018	FIREMENS OFF DUTY RELIEF FUND Firefighter's Off Duty Relief	1676 3,650.60
69812 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164 FOTZ181109164	11/09/2018	FRIENDS OF THE TOPEKA ZOO Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass	1794 60.80 77.83 14.86 16.03 5.34 26.22 3.34 23.04 15.36 125.43 28.06 3.01
69813 ADMIN FEE 11/9/ UNI11811091641	11/09/2018 PAYROLL	INTERNATIONAL ASSOCIATION OF Union Dues - IAFF	2424 -13.62 7,861.01
69814 DC95181109164	11/09/2018	INTERNATIONAL CITY MANAGEMENT DEF COMP(ICMA RC) ER CONTRIB	11301 208.33
69815 UNK1181109164 UNK1181109164 UNK1181109164 UNK1181109164 UNK1181109164 UNK1181109164 UNK1181109164 UNK1181109164	11/09/2018	KANSAS ASSOCIATION OF PUBLIC Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE Union Dues - KAPE	2630 62.28 90.80 33.41 20.76 81.95 91.26 283.57 19.67

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69816 UNT1181109164	11/09/2018	TEAMSTERS LOCAL UNION 696 Union Dues - Teamsters	4892 1,060.00
69817 UW10181109164 UW10181109164 UW10181109164 UW10181109164 UW10181109164 UW10181109164 UW10181109164 UW10181109164 UW10181109164	11/09/2018	UNITED WAY OF GREATER TOPEKA United Way United Way United Way United Way United Way United Way United Way United Way United Way	5157 79.50 35.00 1.00 10.00 4.50 43.00 6.00 16.00 10.00
69818 ADMIN FEE 11/9/ UNW2181109164	11/09/2018 PAYROLL	UNITED WORKERS OF Union Dues - UWETT	10010 -4.70 615.00
69819 5066	11/09/2018 41744	ACE ELECTRIC JONES COMPANY INC	35 248.40
69820 06188408 06188459 06188514	11/09/2018 41456 41456 41629	BERRY COMPANIES INC	5408 274.63 115.85 20.10
69821 1810091	11/09/2018 42907	BETTIS ASPHALT & CONSTRUCTION	470 218.93
69822 109946 110056	11/09/2018 41557 41341	CAPITAL BELT & SUPPLY INC	776 42.00 37.24
69823 1093696	11/09/2018 41336	CAPITAL CITY OIL CO INC	778 23,008.08
69824 550082	11/09/2018 41483	CHAMPION BRANDS LLC	883 624.58
69825 8792 606419 8792 606467 8792 606485 8792 606688 8792 606780 8792 606851 8792 607278 8792 607352 8792 607397 8792 607676 8792 607967	11/09/2018 41542 41542 41542 41542 41542 41542 41542 44617 41834 41542 41834	CONSOLIDATED ELECTRICAL	4174 500.45 113.16 141.97 225.09 85.15 427.81 338.18 18,300.00 657.60 127.77 1,163.09
69826 J474764 J563963	11/09/2018 44209 44543	CORE & MAIN LP	2146 9,191.92 3,358.00
69827 NT243594 NT243661	11/09/2018 41448 41448	ELECTROLIFE BATTERY INC	5014 94.98 3.99
69828	11/09/2018	FERGUSON ENTERPRISES INC	1639

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
7088017	41368		207.40
69829	11/09/2018	FLU-CON INC 1729	7.14
P 36944 0	41419		
69830	11/09/2018	GRAINGER 1964	1,061.27
9934607657	44676		165.81
9937565555	41358		27.36
9939829314	44763		868.10
69831	11/09/2018	HACH COMPANY 2038	9,741.60
11183874	44622		7,845.00
11186838	41562		1,896.60
69832	11/09/2018	HD SUPPLY FACILITIES 5175	49.45
714477	41565		
69833	11/09/2018	IBT INC 2377	973.38
7349769	41880		
69834	11/09/2018	JOHN G LEVIN 3071	173.00
1198463	43709		32.00
1209605	43709		16.00
243487	41524		125.00
69835	11/09/2018	SAFETY CONSULTING INC 4335	260.00
181059	44195		
69836	11/09/2018	SALISBURY SUPPLY COMPANY INC 4352	867.53
169509	41556		140.00
169511	41556		40.80
169530	41765		-6.26
169672	41515		57.75
169684	41556		106.33
169688	41765		6.08
169692	41765		52.33
169821	41765		50.61
169919	41556		84.59
169921	41556		160.00
169952	41556		8.70
170064	41765		166.60
69837	11/09/2018	SHAWNEE COUNTY 4518	708,302.00
OCTOBER 2018	DE		
69838	11/09/2018	TAZCO INC 4885	26,437.22
3513	43907		2,670.00
3514	43858		9,390.75
3515	44396		3,597.00
3516	44337		10,779.47
69839	11/09/2018	TFM COMM INC 4914	253.98
196852	41794		
69840	11/16/2018	A B CREATIVE INC 15	41,611.00
18275 2	43805		
69841	11/16/2018	AAA CLUB ALLIANCE INC 10251	456.00
296777	41399		38.00
296876	41399		38.00
296878	41475		38.00
296901	41399		38.00

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
297062	41475		38.00
284123	41399		38.00
296480	41399		38.00
296678	41399		38.00
296680	41399		38.00
296729	41399		38.00
296730	41399		38.00
283944	41399		38.00
69842	11/16/2018	ALTERNATIVES EAP LLC 8445	1,791.37
7814	41687		1,791.37
69843	11/16/2018	AMERICAN MESSAGING SERVICES 5814	106.79
F1050996SK	41388		106.79
69844	11/16/2018	AMERICAN PRESORT 177	9,454.66
OCTOBER 2018	POSTAGE		9,454.66
69845	11/16/2018	AMERIPRIDE SERVICES INC 197	1,089.25
2300975787	41917		20.27
2300975790	41917		140.28
2300975792	41917		54.22
2300974969	41383		31.71
2300975663	41917		97.13
2300975721	41727		141.14
2300975725	41383		34.61
2300975756	41383		15.86
2300975785	41917		10.56
2300973362	41917		94.82
2300973382	41383		15.86
2300973407	41917		10.56
2300973409	41917		20.27
2300973415	41917		140.28
2300973418	41917		54.22
2300972740	41383		31.71
2300973355	41727		141.14
2300973357	41383		34.61
69846	11/16/2018	AMINO BROTHERS CO INC 8026	119,686.45
39137 8 FINAL	39137		119,686.45
69847	11/16/2018	ANSWER TOPEKA 237	74.50
181000023	41740		74.50
69848	11/16/2018	BARTLETT & WEST ENGINEERS 391	114,276.13
730067411	39779		612.17
730068730	42212		3,560.95
730068731	44442		1,899.80
730068738	35611		1,037.60
730068739	43403		10,016.60
730068757	35057		22,434.43
730068758	43082		35,831.18
730068759	43403		2,289.65
730068784	44068		11,951.00
730068786	44697		21,345.75
730068818	29980		3,297.00
69849	11/16/2018	BERMUDEZ, OSCAR 10602	45,835.07
942	44542		2,540.90
943	43098		819.55
944	42931		703.80
945	44394		9,288.45
946	44295		6,290.20

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
947	44287		1,760.50
948	44460		3,671.91
949	44086		4,822.70
950	43577		9,579.75
951	44192		2,307.91
952	44467		2,579.40
953	43353		1,470.00
69850	11/16/2018	BERRY COMPANIES INC 463	8,120.12
03028955	44758		7,500.00
03029150	41398		559.75
03029151	41398		18.94
03029235	41398		41.43
69851	11/16/2018	BLUE CROSS BLUE SHIELD INC 528	115,000.00
11/21/18 ADVAN	41597		115,000.00
69852	11/16/2018	BLUE CROSS BLUE SHIELD INC 528	81,894.44
W/E 11/16/18	41597		81,894.44
69853	11/16/2018	BOBS JANITORIAL SERVICE & SUPP 539	669.00
193021	41662		669.00
69854	11/16/2018	BORDER STATES INDUSTRIES INC 10997	439.26
916455570	41861		59.09
916488377	41861		380.17
69855	11/16/2018	BOYS & GIRLS CLUB OF TOPEKA 576	11,970.00
42717 2018 03	42717		2,200.00
42718 2018 31	42718		1,198.28
46635 2018 03	42607		3,675.00
46636 2018 03	42608		4,896.72
69856	11/16/2018	BRB CONTRACTORS INC 597	905,425.02
43168 5	43168		190,776.42
43986 2	43986		97,830.00
44222 1	44222		616,818.60
69857	11/16/2018	BRENNTAG MID SOUTH 607	3,528.93
BMS127226	41700		3,528.93
69858	11/16/2018	BUTLER ANIMAL HEALTH HOLDING 9758	188.77
MB51348	41617		-17.50
MP16115	41617		-192.60
MU77718	41617		8.94
NB49139	41617		94.91
ND08223	41617		94.91
NP55329	41617		94.91
PH16523	41617		105.20
69859	11/16/2018	C & C PRODUCE 7788	1,559.00
001369022	41777		654.50
001369440	41777		129.50
001372627	41777		775.00
001373348	41777		92.50
C9BVOG	41777		-92.50
69860	11/16/2018	CE WATER MANAGEMENT INC 858	366.00
C51802	41868		366.00
69861	11/16/2018	CENTRAL MECHANICAL CONST CO IN 863	490.00
0000505147	42813		280.00

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
0000505295	42813		210.00
69862	11/16/2018	CONCRETE SUPPLY OF TOPEKA 1066	9,735.38
213982	41397		460.00
213983	41397		862.50
214631	41811		1,016.75
214632	41397		575.00
214910	41397		1,550.00
212529	41397		287.50
212959	41397		546.25
213043	41965		545.63
213540	41811		1,016.75
213909	41397		575.00
213910	41397		575.00
212211	41397		575.00
212527	41397		575.00
212528	41397		575.00
69863	11/16/2018	CONCRETE UNLIMITED CONST INC 6582	275.98
8694	44198		275.98
69864	11/16/2018	CONRAD FIRE EQUIPMENT INC 1073	1,115.58
531163	41415		170.15
531227	41415		945.43
69865	11/16/2018	CONTINUANT INC 11415	3,407.79
INV 2018 24171	44281		542.68
INV 2018 24172	44281		2,865.11
69866	11/16/2018	COOK FLATT & STROBEL ENGINEERS 1089	20,270.63
39606	39650		15,948.63
39607	43914		4,322.00
69867	11/16/2018	COPY CENTER OF TOPEKA 1107	1,578.50
143107	44868		1,578.50
69868	11/16/2018	CUT N EDGE INC 5919	2,565.00
44906 CUSTOME	44906		2,565.00
69869	11/16/2018	DELTA DENTAL OF KANSAS INC 1323	15,273.60
41679 ADMIN OC	41679		3,316.50
W/E 11/08/18	41679		11,957.10
69870	11/16/2018	DH PACE COMPANY INC 1346	314.00
SVC 210407	41738		314.00
69871	11/16/2018	DOWNTOWN TOPEKA INC 1408	7,403.66
21076	43965		7,403.66
69872	11/16/2018	DSB ENTERPRISES INC 10462	12,800.00
393711	44870		2,475.00
393716	44951		2,475.00
393718	44870		2,475.00
401077	44909		5,375.00
69873	11/16/2018	DURKIN EQUIPMENT CO 1451	847.00
120009599	41521		847.00
69874	11/16/2018	ELECTRONICS SUPPLY CO INC 1505	480.03
1728039	41567		480.03
69875	11/16/2018	ETHANOL PRODUCTS LLC 9576	7,000.96

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
CO2220532	43440		1,776.83
CO2220770	43440		1,739.53
CO2221034	43440		1,713.26
CO2221459	43440		1,771.34
69876	11/16/2018	EUROFINS EATON ANALYTICAL INC 8594	5,332.00
L0418787	41573		75.00
L0419489	41573		2,385.00
L0420387	41573		2,385.00
S316247	41573		487.00
69877	11/16/2018	EVOQUA WATER TECHNOLOGIES LLC 9245	12,178.88
903765031	41696		1,100.00
903765064	41696		2,000.00
903761606	41696		6,878.88
903764993	41696		1,100.00
903765011	41696		1,100.00
69878	11/16/2018	EXELON CORPORATION 8898	11,652.39
2456649	CONSTELLATION		11,652.39
69879	11/16/2018	EXPRESS SERVICES INC 9622	5,276.92
21370645	42788		1,072.00
21370646	41882		1,058.60
21370647	41528		1,286.40
21370649	41882		495.80
21370650	42125		1,364.12
69880	11/16/2018	FLEETPRIDE INC 7822	837.13
11884938	42215		352.70
12324715	42215		258.04
13139148	42215		34.50
8303595	42215		191.89
69881	11/16/2018	FOLEY EQUIPMENT COMPANY 9605	22,319.66
SS240014647	43413		21,882.78
SS340009981	44554		436.88
69882	11/16/2018	GALLS LLC 11317	265.50
00R26059	43532		265.50
69883	11/16/2018	GARDA CL SOUTHWEST INC 1839	968.00
10437415	41638		968.00
69884	11/16/2018	GO BLUE LLC 7071	2,210.01
2018 0963	42417		2,210.01
69885	11/16/2018	GRID SOLUTIONS LLC 11240	1,468.25
1120637	43074		1,468.25
69886	11/16/2018	HALL DIRECTORY INC 2053	85.00
118551	44985		85.00
69887	11/16/2018	HAMM INC 6576	6,678.90
212276	42800		549.90
213067	42800		381.60
213071	42800		5,747.40
69888	11/16/2018	HELPING HANDS HUMANE SOCIETY I 2183	2,136.55
41596 OCT 2018	41596		2,136.55
69889	11/16/2018	HERNLY ENVIRONMENTAL INC 9487	695.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
1137	44869		695.00
69890	11/16/2018	HOUSING & CREDIT COUNSELING IN 2312	5,490.83
102018A	43500		2,740.83
102018B	43500		2,750.00
69891	11/16/2018	HR PARTNERS LLC 1165	4,379.50
7658	42242		873.50
7738	42242		3,506.00
69892	11/16/2018	HOUSE OF TOOL & ENGINEERING 10409	1,456.00
761983 001	41400		1,456.00
69893	11/16/2018	HUNDERTFUND, RICHARD G 9192	1,078.76
41600 OCT 2018	41600		1,078.76
69894	11/16/2018	INDUSTRIAL MAINTENANCE OF 10183	1,900.00
8486	44392		1,900.00
69895	11/16/2018	INNOVATIVE BUSINESS CONCEPTS 8226	1,310.81
591	41594		9.10
41849 2018	CONTRACT		1,301.71
69896	11/16/2018	JOBBER'S AUTOMOTIVE WAREHOUSE 2639	751.70
3086726	41433		210.00
3086749	41433		1.40
3086758	41359		28.48
3086863	41490		25.95
3086541	41433		-35.00
3086597	41490		33.40
3086611	41433		2.70
3086627	41433		3.18
3086653	41378		10.89
3086677	41378		22.05
3086455	41490		6.09
3086456	41433		31.16
3086458	41378		81.45
3086506	41490		72.48
3086509	41378		52.83
3086527	41359		18.64
3086244	41433		2.29
3086283	41378		9.74
3086387	41433		27.44
3086393	41433		5.20
3086430	41433		51.34
3086432	41359		31.25
3085758	41433		38.92
3086068	41433		3.11
3086142	41433		20.69
3086173	41433		-25.00
3086209	41433		18.81
3086228	41378		2.21
69897	11/16/2018	STATE OF KANSAS 2673	8,246.21
2018 10 AH A	41512		3,954.57
2018 10 CI A	41513		4,291.64
69898	11/16/2018	KANSAS FENCING INC 2703	2,604.59
18210	43732		168.09
18213	44342		2,436.50
69899	11/16/2018	KANSAS GAS SERVICE 2707	9,946.40
142366182-10.18		215 SE 7TH - COMMONS 2.69%	27.60

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
142366182A-10.1		215 SE 7TH - CONTRACTS 1.95%	20.00
142366182B-10.1		215 SE 7TH - IT/ERP 7.32%	75.09
164248773-10.18		2200 SW CENTRAL PRK	89.45
164679945-10.18		1115 NE POPLAR	700.70
164679945A-10.1		1115 NE POPLAR	1,158.78
202392518-10.18		635 SW GAGE #QUAR - ZOO	108.36
203447609-10.18		636 SW ZOO PKWY # DOGHSE	132.76
155014682-10.18		500 NE STRAIT	34.69
156651709-10.18		619 SE RICE RD #2	115.09
156677591-10.18		1901 SW WESTERN	32.63
160108282-10.18		2101 SW URISH #12	90.55
160204909-10.18		1215 SW 38TH	31.24
162940345-10.18		6305 SW 9TH ST	39.59
145210518N-10.1		320 S KANSAS AVE BIKE UNIT 1.0	7.93
145210518O-10.1		320 S KANSAS AVE CANINE UNIT 2	15.86
145210518P-10.1		320 S KANSAS AVE - FLEET 8.44%	66.94
145210518Q-10.1		320 S KANSAS AVE - CORONER 4.0	31.73
145210518R-10.1		320 S KANSAS AVE - SHERIFF 27.	221.52
155014382-10.18		2521 SE 2ND ST	146.40
145210518H-10.1		320 S KANSAS AVE SCHOOL RES 2.	15.86
145210518I-10.18		320 S KANSAS AVE MOTORCYCLE UN	7.93
145210518J-10.1		320 S KANSAS AVE ANIMAL CONTRO	23.79
145210518K-10.1		320 S KANSAS AVE REC/PROP 6.0%	47.59
145210518L-10.1		320 S KANSAS AVE PD IT .32%	2.54
145210518M-10.1		320 S KANSAS AVE NARC 3.0%	23.79
145210518B-10.1		320 S KANSAS AVE EXEC SRV 1.0	7.93
145210518C-10.1		320 S KANSAS AVE TRAIN 1.0%	7.93
145210518D-10.1		320 S KANSAS AVE ADULT CRIME 7	55.52
145210518E-10.1		320 S KANSAS AVE CRIME SCENE 1	7.93
145210518F-10.1		320 S KANSAS AVE FIELD OPS 26.	208.68
145210518G-10.1		320 S KANSAS AVE COMM POLICE 2	15.86
145209500L-10.1		620 MADISON - DSD INSPECTION 6	15.50
145209500M-10.1		620 MADISON - TPD EMER COMM 2.	7.02
145209500N-10.1		620 MADISON - FIRE INS 2.52%	6.06
145209500O-10.1		620 MADISON - PW ADMIN 4.07%	9.78
145209500P-10.1		620 MADISON - PLANNING 11.3%	27.16
145210518-10.18		320 S KANSAS AVE CHIEF OFF 3.0	23.81
145209500F-10.1		620 MADISON - IT 5.3%	12.74
145209500G-10.1		620 MADISON - TSG 5.6%	13.46
145209500H-10.1		620 MADISON - PARKING 3.12%	7.50
145209500I-10.18		620 MADISON - ENG 18.8%	45.19
145209500J-10.1		620 MADISON - CODE 4.9%	11.78
145209500K-10.1		620 MADISON - DSD PERMIT 6.45%	15.50
145209500-10.18		620 MADISON - COMMONS .14%	0.34
145209500A-10.1		620 MADISON - HOLLIDAY ROOM 5.	13.22
145209500B-10.1		620 MADISON - WELLNESS CLINIC	7.86
145209500C-10.1		620 MADISON - TPD INTERNAL AFF	3.51
145209500D-10.1		620 MADISON - WATER 3.6%	8.65
145209500E-10.1		620 MADISON - HND 14.6%	35.09
144748418-10.18		2816 SW 29TH	34.43
144748591-10.18		2447 SE 29TH #9	210.09
144748782-10.18		2010 SW 37TH #10	140.89
144752045-10.18		5961 SW 10TH	38.13
144752136-10.18		545 NE LAKE	30.56
145208391-10.18		504 NW WINTER	42.10
144747818B-10.1		821 SW GAGE	79.27
144747818C-10.1		635 SW GAGE #C ZOO	70.79
144747818D-10.1		635 SW GAGE #B-B ZOO	104.71
144747818E-10.1		4200 SW 6TH BIG GAGE	167.45
144747818F-10.1		815 SW GAGE APES	165.76
144747818G-10.1		639 SW GAGE RAINFOREST	582.89
144746918-10.18		720 SW 21ST #5	170.46
144747064-10.18		1901 SW WESTERN - WATER	70.79
144747164-10.18		1215 SW OAKLEY #7	61.62

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
144747382-10.18		2700 SW FAIRLAWN #8	156.00
144747818-10.18		701 SW GAGE	428.59
144747818A-10.1		823 SW GAGE ZOO	104.71
144746336-10.18		201 NW TOPEKA-STREET 47.8%	74.17
144746336A-10.1		201 NW TOPEKA-FLEET 25.1%	38.95
144746336B-10.1		201 NW TOPEKA-FORESTRY 22.4%	34.76
144746336C-10.1		201 NW TOPEKA-FACILITIES 4.7%	7.28
144746564-10.18		3245 NW WATERWORKS	767.72
144746645-10.18		813 SW CLAY #4	54.69
144745491-10.18		2000 NW 17TH #11	77.34
144745545-10.18		1600 NW BUTTON	503.01
144745745-10.18		2521 SE 2ND ST	114.20
144746036-10.18		322 NW CRANE - PD IMP LOT	75.64
144746127-10.18		318 NW CRANE - ENG 27.52%	22.15
144746127A-10.1		318 NW CRANE - FACILITIES 72.4	58.32
144743873-10.18		318 SE JEFFERSON #3	60.79
144743927-10.18		1419 NE SEWARD #6	53.99
144744009-10.18		1200 NE DIVISION	38.96
144744300-10.18		1115 NE POPLAR	339.71
144744873-10.18		934 NE QUINCY #1	45.03
144745291-10.18		927 NW HARRISON - TRAFFIC	75.27
142366182O-10.1		215 SE 7TH - MAYOR .82%	8.41
142366182P-10.1		215 SE 7TH - CITY MGR 1.3%	13.34
142366182Q-10.1		215 SE 7TH - FINANCE 3.80%	38.99
144743664-10.18		324 SE JEFFERSON ACA	49.64
144743709-10.18		312 SE JEFFERSON FIRE ADMIN 54	30.21
144743709A-10.1		312 SE JEFFERSON FLEET 46%	25.74
142366182I-10.1		215 SE 7TH - PROSECUTION 1.86%	19.08
142366182J-10.1		215 SE 7TH - PROBATION 2.4%	24.62
142366182K-10.1		215 SE 7TH - COUNCIL OFFICE 1.	11.28
142366182L-10.1		215 SE 7TH - CITY4 .86%	8.82
142366182M-10.1		215 SE 7TH - LEGAL 1.3%	13.34
142366182N-10.1		215 SE 7TH - LEGAL SPEC LIABIL	13.34
142366182C-10.1		215 SE 7TH - FACILITIES .20%	2.05
142366182D-10.1		215 SE 7TH - TPAC 60%	615.51
142366182E-10.1		215 SE 7TH - COURT 5.6%	57.45
142366182F-10.1		215 SE 7TH - CREDIT UNION 1.2%	12.31
142366182G-10.1		215 SE 7TH - CITY CLERK 1.6%	16.41
142366182H-10.1		215 SE 7TH - HR/WELLNESS 4.7%	48.21
69900	11/16/2018	KANSAS PERSONNEL SERVICES INC	2849
3049440	41545		608.04
3049356	41754		607.50
3049435	41789		89.10
3049436	41545		648.00
3049437	41754		648.00
3049438	44500		555.20
3049439	42585		540.00
69901	11/16/2018	KANSAS STATE TREASURER	2757
OCTOBER 2018	DE		30,497.70
69902	11/16/2018	KBS CONSTRUCTORS INC	2645
18 1018	42437		459,457.36
69903	11/16/2018	KCR INTERNATIONAL TRUCKS INC	1347
130131922	41416		74.89
130131948	41416		165.44
130132044	41416		278.90
CM130132044	41416		-72.00
130132045	41485		272.76
130132077	41416		112.23
130132077X1	41416		112.23
			3,695.84
			30,497.70
			459,457.36
			1,616.87

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
130132092	41416		303.72
130132116	41416		246.99
130132190	41416		121.71
69904	11/16/2018	KEY WORKFORCE SOLUTIONS INC 9879	2,392.50
5000541	41589		1,696.50
5000542	41589		696.00
69905	11/16/2018	LOCATE HOLDINGS INC 10901	38,849.50
305404	41669		38,849.50
69906	11/16/2018	MATHER FLARE RENTAL INC 5791	12.24
2186	41798		12.24
69907	11/16/2018	MATHESON TRI-GAS INC 7179	897.80
18529349	43680		23.29
51370912	41342		225.68
51370913	41342		70.68
51370914	41342		53.01
51370915	42269		63.24
51370918	41365		365.18
51370919	41365		96.72
69908	11/16/2018	MCAFFEE HENDERSON SOLUTIONS INC 11181	9,002.50
3451	43404		9,002.50
69909	11/16/2018	MICHAEL & SONS INC 3377	6,821.74
583522	44517		6,821.74
69910	11/16/2018	MINNESOTA ELEVATOR INC 7834	3,688.36
773766	44855		955.00
776013	44031		2,733.36
69911	11/16/2018	O REILLY AUTOMOTIVE STORES INC 3714	40.18
0152 436158	41379		40.18
69912	11/16/2018	OPTIV SECURITY INC 1700	9,200.00
INV 100100531	44742		9,200.00
69913	11/16/2018	OZARK KENWORTH INC 3375	203.08
R0029370001991	41439		203.08
69914	11/16/2018	PACE ANALYTICAL SERVICES 3794	858.00
1860060742	41705		204.00
1860061395	41705		654.00
69915	11/16/2018	PATTERSON VETERINARY SUPPLY 11338	26.35
0034327297	43630		12.45
0034590522	43630		13.90
69916	11/16/2018	PEOPLES COMMERCIAL INSURANCE 6948	186.00
14070	44914		26.00
14093	44992		80.00
44992 LANGSTO	44992		80.00
69917	11/16/2018	POE, LTD 3964	21,525.00
WIC 9845	42341		21,525.00
69918	11/16/2018	POLYDYNE INC 5879	18,450.00
1289525	43554		18,450.00
69919	11/16/2018	POMPS TIRE SERVICE INC 10675	46.00

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
1160020036	41476		31.00
1160020174	41476		15.00
69920	11/16/2018	PREMIER WORKSITE SOLUTIONS LLC 10540	2,388.00
1084	41680		2,388.00
69921	11/16/2018	PROFESSIONAL ENGINEERING 4018	12,802.50
518416	39836		5,942.50
518645	39836		6,180.00
518199	39836		680.00
69922	11/16/2018	REIN, LINNEA S 4166	1,813.00
368322	41659		120.00
368323	41659		90.00
928637	41910		162.00
368313	41659		79.00
368314	41659		80.50
368316	41659		608.00
368319	41659		110.50
368320	41659		65.00
368321	41659		90.00
368310	41659		149.00
368311	41659		180.00
368312	41659		79.00
69923	11/16/2018	ROBERT ARMSTRONG 255	1,850.00
3127	44573		1,850.00
69924	11/16/2018	SBB ENGINEERING LLC 8999	84,333.00
3251	43674		55,695.00
3252	44255		28,638.00
69925	11/16/2018	SCHWERDT DESIGN GROUP 4427	3,975.00
40352	39827		3,975.00
69926	11/16/2018	SIRCHIE ACQUISITION COMPANY 4585	4,200.00
0369497 IN	44631		1,500.00
0370067 IN	44631		1,500.00
0370642 IN	44631		1,200.00
69927	11/16/2018	SOUND PRODUCTS INC 4663	47.96
3219772 IN	41757		47.96
69928	11/16/2018	SOUTHERN UNIFORM & EQUIPMENT 4672	199.96
77099	44266		199.96
69929	11/16/2018	SOUTHWEST PAPER COMPANY INC 4674	1,482.56
143526	41908		1,482.56
69930	11/16/2018	SPLENDOR JANITORIAL SOLUTIONS 10630	294.00
111318	42190		294.00
69931	11/16/2018	ST JOHNS LUTHERAN CHURCH 11492	200.00
44911	44911		200.00
69932	11/16/2018	STAPLES CONTRACT N COMMERCIAL 4725	3,353.62
3394536932	44845		397.05
3394536933	44846		265.35
3394536934	44847		176.35
3395119618	44858		15.98
3395119619	44867		988.30
3394217892	44811		311.31

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
3394217893	44812		44.49
3394302701	44751		13.10
3394302702	44815		67.27
3394302703	44837		140.52
3394302704	44837		9.01
3393908594	44684		24.50
3393999534	44740		125.37
3393999535	44754		47.40
3393999536	44795		143.46
3394072524	44806		46.07
3394072525	44800		133.90
3393104195	44681		299.90
3393579883	44751		104.29
69933	11/16/2018	SUPPORT WAREHOUSE LTD 9614	2,147.00
0000141063	44798		
69934	11/16/2018	TERMINIX INTERNATIONAL 10096	561.65
21306426	41533		210.10
21306427	41533		210.10
21309037	41335		47.15
21309047	41335		47.15
21309245	41335		47.15
69935	11/16/2018	THE GOODYEAR TIRE & RUBBER CO 9375	2,260.18
123 1057606	41471		18.95
123 1057614	41503		1,995.75
123 1057620	41471		245.48
69936	11/16/2018	THE VICTOR L PHILLIPS CO 5225	8,773.57
RT11425	43505		2,200.00
WT37952	41455		2,148.76
WT37963	41455		2,668.77
WT37968	41455		1,756.04
69937	11/16/2018	TIM HICKS 5882	1,623.00
002	41459		1,623.00
69938	11/16/2018	TIMBERLINE FISHERIES CORP 10900	140.60
104331062	41531		57.55
104336178	41531		83.05
69939	11/16/2018	TOPEKA INDEPENDENT LIVING 5772	70.00
112	44940		70.00
69940	11/16/2018	U S LIME COMPANY - ST CLAIR 5117	26,543.36
170166	43571		4,323.62
170203	43571		4,467.80
170243	43571		4,416.18
170265	43571		4,531.88
170313	43571		8,803.88
69941	11/16/2018	UMB BANK NA 5127	117,380.91
PCARD11142018			117,380.91
69942	11/16/2018	UTILIWORKS CONSULTING LLC 5181	1,000.00
5403	43127		1,000.00
69943	11/16/2018	VETERINARY MEDICAL & SURGICAL 5222	244.76
116575	41678		40.16
116597	41678		92.00
116640	41678		112.60

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69944	11/16/2018	WALKER TOWEL & UNIFORM 5266	290.10
2529439	41353		23.90
2529440	41353		7.65
2529444	41692		8.00
2528754	41692		16.90
2528755	41692		2.40
2528756	41692		23.70
2528757	41692		4.80
2528758	41692		15.00
2528759	41692		11.60
2524597	41353		12.45
2524623	41541		33.25
2525617	41390		86.45
2526313	41353		23.90
2526314	41353		7.65
2527733	41353		12.45
69945	11/16/2018	WHITNEY B DAMRON PA 5418	1,035.71
41610 OCT 2018	41610		1,035.71
69946	11/16/2018	WSP USA INC 10927	3,057.57
821350	40779		3,057.57
69947	11/16/2018	TOPEKA RENTALS LLC 5046	10.00
WAS101-1118A		ESG Shorted 1st Month Rent & D	10.00
69948	11/16/2018	SURENCY LIFE & HEALTH 10654	38.70
52920 11/1-30/18	41650		38.70
69949	11/16/2018	ACE ELECTRIC JONES COMPANY INC 35	11,626.52
5050	41540		11,626.52
69950	11/16/2018	BERRY COMPANIES INC 5408	2,053.68
06188671	41456		452.41
06188831	41629		8.15
06188965	41456		1,593.12
69951	11/16/2018	CAPITAL BELT & SUPPLY INC 776	106.38
110114	41698		25.93
110154	41698		53.05
110171	41411		12.40
110239	41411		15.00
69952	11/16/2018	CAPITAL CITY OIL CO INC 778	21,913.14
1094116	41336		21,893.14
1094126	41412		20.00
69953	11/16/2018	CHAMPION BRANDS LLC 883	1,263.28
551004	41483		1,283.28
89192	41483		-20.00
69954	11/16/2018	CONSOLIDATED ELECTRICAL 4174	8,803.51
8792 607886	41542		164.08
8792 607975	41542		19.41
8792 608675	41542		-248.98
8792 606035	41542		3,483.12
8792 606163	41542		1,200.10
8792 606196	41542		2,973.94
8792 607216	41542		817.51
8792 607313	41542		394.33

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69955	11/16/2018	CORE & MAIN LP 2146	2,357.15
J647262	44209		801.15
J648420	44209		1,556.00
69956	11/16/2018	ELECTROLIFE BATTERY INC 5014	114.98
NT243940	41448		114.98
69957	11/16/2018	FERGUSON ENTERPRISES INC 1639	1,424.66
7096833	41877		1,106.30
7103436	41569		318.36
69958	11/16/2018	FLU-CON INC 1729	340.39
I 36756 0	41419		235.80
P 37115 0	41419		33.71
P 37281 0	41419		70.88
69959	11/16/2018	GRAINGER 1964	182.32
9937692664	44983		182.32
69960	11/16/2018	HACH COMPANY 2038	1,357.58
11189128	41562		503.52
11201747	41562		854.06
69961	11/16/2018	HD SUPPLY FACILITIES 5175	1,556.34
714980	41565	CUSTOMER# 930538	1,556.34
69962	11/16/2018	KEY EQUIPMENT & SUPPLY CO 2847	1,700.28
254825	41436		407.51
254843	41436		76.37
254868	41491		716.06
254892	41436		73.89
254937	41436		161.45
255006	41436		265.00
69963	11/16/2018	NEPTUNE TECHNOLOGY GROUP INC 3658	109,764.00
N545442	44640		6,664.00
N545468	44723		700.00
N545795	44640		102,400.00
69964	11/16/2018	NORTHEAST KANSAS HYDRAULICS IN 3705	580.63
32206	41441		205.63
32226	41441		375.00
69965	11/16/2018	SAFETY CONSULTING INC 4335	6,255.00
181058	41555		855.00
181071	41555		5,400.00
69966	11/16/2018	SALISBURY SUPPLY COMPANY INC 4352	2,636.41
171229	41556		68.84
171265	41444		58.48
171382	41556		280.00
170797	41556		31.20
170803	41556		33.81
170817	41556		1,276.80
170820	41765		11.99
171076	41765		29.70
171084	41556		50.90
170196	41556		219.54
170219	41515		180.00
170354	41556		5.50
170626	41556		122.57
170641	41765		49.12

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
170658	41556		217.96
69967	11/16/2018	SCHMIDTLEIN EXCAVATING INC 4406	240,642.74
18104 04	42164		240,642.74
69968	11/16/2018	TAZCO INC 4885	23,057.93
3517	44398		3,819.60
3518	44412		2,172.60
3519	44749		2,356.60
3520	44354		14,709.13
69969	11/16/2018	TFM COMM INC 4914	13,938.05
196850	41351		38.05
196898	44692		6,500.00
196901	44692		7,400.00
69970	11/16/2018	TOPEKA BLUE PRINT INC 5015	140.50
179702	41577		140.50
69971	11/16/2018	TOPEKA ELECTRIC MOTOR REPAIR 5025	1,792.27
47037	41813		826.00
47042	41813		966.27
69972	11/23/2018	STATE OF KANSAS 2732	152.35
00000007418112		Child Support - Amt	152.35
69973	11/23/2018	STATE OF KANSAS 2732	163.43
00000008618112		Child Support - Amt	163.43
69974	11/23/2018	STATE OF KANSAS 2732	546.62
00000009418112		Child Support - Amt	546.62
69975	11/23/2018	STATE OF KANSAS 2732	160.50
00000014518112		Child Support - Amt	160.50
69976	11/23/2018	STATE OF KANSAS 2732	91.85
00000020418112		Child Support - Amt	91.85
69977	11/23/2018	STATE OF KANSAS 2732	1,272.00
00000022218112		Child Support - Amt	1,272.00
69978	11/23/2018	STATE OF KANSAS 2732	53.08
00000024218112		Child Support - Amt	53.08
69979	11/23/2018	STATE OF KANSAS 2732	112.15
00000031618112		Child Support - Amt	112.15
69980	11/23/2018	STATE OF KANSAS 2732	810.71
00000032818112		Child Support - Amt	810.71
69981	11/23/2018	STATE OF KANSAS 2732	277.38
00000034018112		Child Support - Amt	277.38
69982	11/23/2018	STATE OF KANSAS 2732	498.46
00000034318112		Child Support - Amt	498.46
69983	11/23/2018	STATE OF KANSAS 2732	92.10
00000034518112		Child Support - Amt	92.10
69984	11/23/2018	STATE OF KANSAS 2732	183.29
00000034818112		Child Support - Amt	183.29

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
69985	11/23/2018	STATE OF KANSAS 2732	184.44
00000038518112		Child Support - Amt	184.44
69986	11/23/2018	STATE OF KANSAS 2732	144.46
00000041718112		Child Support - Amt	144.46
69987	11/23/2018	STATE OF KANSAS 2732	323.08
00000064118112		Child Support - Amt	323.08
69988	11/23/2018	STATE OF KANSAS 2732	415.51
00000066718112		Child Support - Amt	415.51
69989	11/23/2018	STATE OF KANSAS 2732	346.15
00000068218112		Child Support - Amt	346.15
69990	11/23/2018	STATE OF KANSAS 2732	209.08
00000075418112		Child Support - Amt	209.08
69991	11/23/2018	STATE OF KANSAS 2732	286.15
00000077918112		Child Support - Amt	286.15
69992	11/23/2018	STATE OF KANSAS 2732	185.08
00000078518112		Child Support - Amt	185.08
69993	11/23/2018	STATE OF KANSAS 2732	122.77
00000079118112		Child Support - Amt	122.77
69994	11/23/2018	STATE OF KANSAS 2732	369.34
00000081018112		Child Support - Amt	369.34
69995	11/23/2018	STATE OF KANSAS 2732	256.15
00000082718112		Child Support - Amt	256.15
69996	11/23/2018	STATE OF KANSAS 2732	715.38
00000085318112		Child Support - Amt	715.38
69997	11/23/2018	STATE OF KANSAS 2732	232.45
00000091118112		Child Support - Amt	232.45
69998	11/23/2018	STATE OF KANSAS 2732	147.23
00000092418112		Child Support - Amt	147.23
69999	11/23/2018	STATE OF KANSAS 2732	88.64
00000093618112		Child Support - Amt	88.64
70000	11/23/2018	STATE OF KANSAS 2732	304.15
00000095918112		Child Support - Amt	304.15
70001	11/23/2018	STATE OF KANSAS 2732	487.38
00000098218112		Child Support - Amt	487.38
70002	11/23/2018	STATE OF KANSAS 2732	368.88
00000104318112		Child Support - Amt	368.88
70003	11/23/2018	STATE OF KANSAS 2732	276.92
00000109318112		Child Support - Amt	276.92
70004	11/23/2018	STATE OF KANSAS 2732	71.08
00000109718112		Child Support - Amt	71.08
70005	11/23/2018	STATE OF KANSAS 2732	109.64

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
00000112418112		Child Support - Amt	109.64
70006	11/23/2018	STATE OF KANSAS 2732	196.21
00000112918112		Child Support - Amt	196.21
70007	11/23/2018	STATE OF KANSAS 2732	831.02
00000113118112		Child Support - Amt	831.02
70008	11/23/2018	STATE OF KANSAS 2732	335.64
00000118118112		Child Support - Amt	335.64
70009	11/23/2018	STATE OF KANSAS 2732	183.23
00000147418112		Child Support - Amt	183.23
70010	11/23/2018	STATE OF KANSAS 2732	246.53
00000197318112		Child Support - Amt	246.53
70011	11/23/2018	STATE OF KANSAS 2732	115.38
00000215418112		Child Support - Amt	115.38
70012	11/23/2018	STATE OF KANSAS 2732	458.91
00000225918112		Child Support - Amt	458.91
70013	11/23/2018	STATE OF KANSAS 2732	180.46
00000233518112		Child Support - Amt	180.46
70014	11/23/2018	STATE OF KANSAS 2732	66.92
00000237918112		Child Support - Amt	66.92
70015	11/23/2018	STATE OF KANSAS 2732	1,127.54
00000247618112		Child Support - Amt	1,127.54
70016	11/23/2018	STATE OF KANSAS 2732	461.68
00000247818112		Child Support - Amt	461.68
70017	11/23/2018	STATE OF KANSAS 2732	258.54
00000247818112		Child Support - Amt	258.54
70018	11/23/2018	STATE OF KANSAS 2732	102.46
00000251518112		Child Support - Amt	102.46
70019	11/23/2018	STATE OF KANSAS 2732	357.34
00000254818112		Child Support - Amt	357.34
70020	11/23/2018	STATE OF KANSAS 2732	50.00
00000257818112		Child Support - Amt	50.00
70021	11/23/2018	STATE OF KANSAS 2732	264.00
00000261618112		Child Support - Amt	264.00
70022	11/23/2018	STATE OF KANSAS 2732	82.62
00000264218112		Child Support - Amt	82.62
70023	11/23/2018	STATE OF KANSAS 2732	66.00
00000264218112		Child Support - Amt	66.00
70024	11/23/2018	STATE OF KANSAS 2732	170.31
00000268218112		Child Support - Amt	170.31
70025	11/23/2018	STATE OF KANSAS 2732	260.77
00000272018112		Child Support - Amt	260.77

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
70026 00000275818112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	327.23 327.23
70027 00000285518112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	193.38 193.38
70028 00000285918112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	128.77 128.77
70029 00000286018112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	94.62 94.62
70030 00000287018112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	113.08 113.08
70031 00000287418112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	183.74 183.74
70032 00000289318112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	268.15 268.15
70033 00000297518112	11/23/2018	STATE OF KANSAS Child Support - Amt 2732	115.38 115.38
70034 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531 FR101811231531	11/23/2018	CITY OF TOPEKA FRIENDSHIP FUND Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund Friendship Fund	948 29.00 110.92 71.00 12.00 24.00 33.00 7.00 28.00 5.00 15.00 80.00 31.50
70035 11/23/18 PAYROI 11/9/18 PAYROLI ADJ-TOFTE 10/1	11/23/2018 PAYROLL PAYROLL PAYROLL	COLONIAL LIFE & ACCIDENT 8789	7,902.18 3,951.09 3,989.37 -38.28
70036 11/23/18 PAYROI 11/9/18 PAYROLI ADJ -TOFTE 10/1	11/23/2018 PAYROLL PAYROLL PAYROLL	COLONIAL LIFE & ACCIDENT 8789	10,141.92 5,073.59 5,107.73 -39.40
70037 11/23/18 PAYROI 11/9/18 PAYROLI	11/23/2018 PAYROLL PAYROLL	COLONIAL LIFE & ACCIDENT 8789	2,206.34 1,103.17 1,103.17
70038 11/23/18 PAYROI 11/9/18 PAYROLI ADJ-TOFTE 10/1	11/23/2018 PAYROLL PAYROLL PAYROLL	COLONIAL LIFE & ACCIDENT 8789	6,880.88 3,429.11 3,482.11 -30.34
70039 FOTZ181123153 FOTZ181123153 FOTZ181123153	11/23/2018	FRIENDS OF THE TOPEKA ZOO Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass Friends of the Topeka Zoo Pass	398.32 3.34 22.04 15.36

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
FOTZ181123153		Friends of the Topeka Zoo Pass	125.43
FOTZ181123153		Friends of the Topeka Zoo Pass	28.06
FOTZ181123153		Friends of the Topeka Zoo Pass	3.01
FOTZ181123153		Friends of the Topeka Zoo Pass	60.80
FOTZ181123153		Friends of the Topeka Zoo Pass	77.83
FOTZ181123153		Friends of the Topeka Zoo Pass	14.86
FOTZ181123153		Friends of the Topeka Zoo Pass	16.03
FOTZ181123153		Friends of the Topeka Zoo Pass	5.34
FOTZ181123153		Friends of the Topeka Zoo Pass	26.22
70040	11/23/2018	INTERNATIONAL ASSOCIATION OF	2424
ADMIN FEE 11/2	PAYROLL		-13.62
UNI11811231531		Union Dues - IAFF	7,861.01
70041	11/23/2018	INTERNATIONAL CITY MANAGEMENT	11301
DC95181123153		DEF COMP(ICMA RC) ER CONTRIB	208.33
70042	11/23/2018	KANSAS ASSOCIATION OF PUBLIC	2630
UNK1181123153		Union Dues - KAPE	81.95
UNK1181123153		Union Dues - KAPE	91.26
UNK1181123153		Union Dues - KAPE	263.90
UNK1181123153		Union Dues - KAPE	19.67
UNK1181123153		Union Dues - KAPE	62.28
UNK1181123153		Union Dues - KAPE	90.80
UNK1181123153		Union Dues - KAPE	33.41
UNK1181123153		Union Dues - KAPE	20.76
70043	11/23/2018	SURENCY LIFE & HEALTH	10654
11/23/18 PAYROI	PAYROLL		4,485.61
11/9/18 PAYROLI	PAYROLL		4,508.39
ADJ-TOFTE M 1C	PAYROLL		-14.82
70044	11/23/2018	UNITED WAY OF GREATER TOPEKA	5157
UW10181123153		United Way	10.00
UW10181123153		United Way	4.50
UW10181123153		United Way	43.00
UW10181123153		United Way	6.00
UW10181123153		United Way	16.00
UW10181123153		United Way	10.00
UW10181123153		United Way	79.50
UW10181123153		United Way	35.00
UW10181123153		United Way	1.00
70045	11/30/2018	COOK & ASSOCIATES LLC	10126
46356 2018	CONTRACT		9,660.00
70046	11/30/2018	HENSON HUTTON MUDRICK GRAGSON	2199
36131	40778		1,287.00
36132	44130		5,526.80
36133	45077		2,262.00
36134	45073		493.30
36157	42167		800.00
70047	11/30/2018	1ST DUE EMERGENCY RESPONSE	5911
18 2792	42396		198.00
70048	11/30/2018	A 1 LOCK & KEY LLC	13
94852	41553		161.74
70049	11/30/2018	A-1 RENTAL INC	20
60211	44050		90.00
70050	11/30/2018	AAA CLUB ALLIANCE INC	10251
			1,545.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
297016	41399		38.00
297084	41399		38.00
297085	41399		38.00
297090	41475		38.00
296949	41399		38.00
297007	41399		38.00
297008	41475		38.00
297009	41475		38.00
297010	41399		38.00
297012	41475		38.00
296826	41399		38.00
296887	41399		38.00
296902	41399		38.00
296903	41399		38.00
296904	41399		38.00
296905	41399		38.00
296745	41399		38.00
296779	41399		38.00
296780	41399		38.00
296781	41475		38.00
296820	41399		38.00
296823	41399		38.00
296682	41399		38.00
296683	41399		38.00
296684	41399		38.00
296686	41399		38.00
296731	41399		38.00
296737	41399		38.00
296487	41399		38.00
296490	41399		38.00
296492	41399		38.00
296493	41399		38.00
296615	41399		63.00
296681	41399		38.00
284124	41399		38.00
284126	41399		38.00
284517	41399		38.00
284519	41399		38.00
296483	41399		38.00
296485	41399		38.00
70051	11/30/2018	ADVANCED WINDOW COVERINGS INC	10469
3618	44338		4,687.66
70052	11/30/2018	ALL INCLUSIVE CONSTRUCTION &	7135
43269 FINAL	43269		3,527.00
44652 2	44652		7,020.00
70053	11/30/2018	AMERIPRIDE SERVICES INC	197
2300977917	41383		34.61
2300977935	41383		15.86
2300977964	41917		10.56
2300977967	41917		20.27
2300977970	41917		140.28
2300977972	41917		54.22
2300977183	41383		31.71
2300977768	41917		94.82
2300977912	41727		180.14
70054	11/30/2018	AMINO BROTHERS CO INC	8026
43429 5	43429		419,189.56
70055	11/30/2018	ANIMAL CLINIC OF NORTH TOPEKA	235

4,687.66

10,547.00

582.47

419,189.56

947.03

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
209915	41377		947.03
70056 1021263	11/30/2018 DE	ARBITRAGE COMPLIANCE 9839	1,900.00 1,900.00
70057 181041 181042	11/30/2018 38077 38077	ARCHITECT ONE PA 249	6,785.29 4,100.00 2,685.29
70058 44913 #601071 0	11/30/2018 44913	ARREDONDO, DARREL 11489	100.00 100.00
70059 730068619 730068712 730068598 730068609 730068611 730068615 730068617 730068618	11/30/2018 42207 43882 37836 43917 29826 41853 40559 40559	BARTLETT & WEST ENGINEERS 391	133,213.14 3,105.00 4,646.65 3,243.20 24,792.94 66,551.20 7,191.00 10,438.63 13,244.52
70060 40621 11 43311 7	11/30/2018 40621 43311	BG CONSULTANTS INC 477	3,600.00 2,800.00 800.00
70061 1282715	11/30/2018 37647	BLACK & VEATCH CORPORATION 505	64,371.00 64,371.00
70062 11/21/18 ADV CR W/E 11/20/18 W/E 11/27/18	11/30/2018 41597 41597 41597	BLUE CROSS BLUE SHIELD INC 528	63,653.13 -115,000.00 107,719.42 70,933.71
70063 916506674 916535575	11/30/2018 41861 41861	BORDER STATES INDUSTRIES INC 10997	332.85 277.09 55.76
70064 001376168	11/30/2018 41777	C & C PRODUCE 7788	1,122.50 1,122.50
70065 R16866	11/30/2018 45062	CE WATER MANAGEMENT INC 858	1,304.00 1,304.00
70066 504710 504743 504818 506519	11/30/2018 41675 41675 41675 41675	CENTURY BUSINESS TECHNOLOGIES 870	5,407.84 -967.88 4,508.64 1,642.08 225.00
70067 61666	11/30/2018 41933	CODE PUBLISHING COMPANY 999	235.95 235.95
70068 5751 5754 5755 5756 5757 5759	11/30/2018 41520 41751 42275 41998 41962 41593	COLLECTION BUREAU 1023	11,852.21 7,095.78 3,040.62 140.10 1,560.07 0.16 15.48
70069	11/30/2018	COLUMBIA CAPITAL MANAGEMENT LL 1038	5,500.00

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
18116018	41639		5,500.00
70070 11406	11/30/2018 44993	COMPANION ANIMAL DENTISTRY OF 7866	981.08 981.08
70071 213541 214909 215737 216033 216220 210229R	11/30/2018 41965 41811 41811 41811 41397 41397	CONCRETE SUPPLY OF TOPEKA 1066	1,053.06 125.75 190.75 1,048.25 620.00 452.75 3,490.56
70072 8752	11/30/2018 44198	CONCRETE UNLIMITED CONST INC 6582	542.93 542.93
70073 530086	11/30/2018 41909	CONRAD FIRE EQUIPMENT INC 1073	1,258.29 1,258.29
70074 142666 142845	11/30/2018 45030 44941	COPY CENTER OF TOPEKA 1107	336.00 426.00 762.00
70075 138083	11/30/2018 43341	CUT N EDGE INC 5919	394.00 394.00
70076 79745452 79745453 79745454	11/30/2018 23723 24838 25842	DELL FINANCIAL SERVICES LP 1320	1,599.32 1,558.72 4,534.82 7,692.86
70077 W/E 11/15/18	11/30/2018 41679	DELTA DENTAL OF KANSAS INC 1323	8,739.15 8,739.15
70078 49656 49913	11/30/2018 41517 41517	DH LAWN & GARDEN EQUIPMENT 8839	299.35 22.00 321.35
70079 1018636361 1018636998	11/30/2018 41595 41595	DILLONS COMPANIES INC 2918	8.07 34.43 42.50
70080 393715	11/30/2018 45020	DSB ENTERPRISES INC 10462	2,475.00 2,475.00
70081 120009628	11/30/2018 41521	DURKIN EQUIPMENT CO 1451	1,639.40 1,639.40
70082 012699	11/30/2018 44826	EMBROIDERY PLUS BY TURQUOISE & 1522	147.95 147.95
70083 44694 1	11/30/2018 44694	EMERSON CONSTRUCTION INC 1527	14,542.20 14,542.20
70084 41601 OCT 2018	11/30/2018 41601	ENDSLEY, BYRON L 10136	671.40 671.40
70085 CO2221543 CO2221904	11/30/2018 43440 43440	ETHANOL PRODUCTS LLC 9576	1,750.47 1,760.53 3,511.00
70086	11/30/2018	EUROFINS EATON ANALYTICAL INC 8594	25.00

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
L0421373	41573		25.00
70087	11/30/2018	EXPRESS SERVICES INC 9622	11,805.40
21350782	43191		536.00
21419320	41882		455.60
21447546	42788		1,232.80
21447547	41528		1,929.60
21447549	41882		428.80
21447550	42125		1,366.80
21350783	42788		1,072.00
21350784	41882		1,045.20
21350785	41528		1,286.40
21350787	41882		402.00
21350788	42125		1,353.40
21419317	41882		696.80
70088	11/30/2018	FIT EXCAVATING INC 3126	9,216.00
2257	44848		3,799.00
2258	44816		2,477.00
2259	44999		2,940.00
70089	11/30/2018	FLEETMATICS USA HOLDINGS INC 11210	504.00
IN2909010	42997		504.00
70090	11/30/2018	FLEETPRIDE INC 7822	1,104.67
13547301	42215		577.05
13600826	42215		88.23
13905207	42215		62.85
14250420	42215		376.54
70091	11/30/2018	FOLEY EQUIPMENT COMPANY 9605	3,338.45
SS300021251	43413		2,867.77
SS340010080	44776		470.68
70092	11/30/2018	G&B GLOBAL REFERRAL 10113	50.00
45021	45021		50.00
70093	11/30/2018	GLMV ARCHITECTURE INC 8325	10,696.25
0115942	40077		10,696.25
70094	11/30/2018	GREAT SOUTHERN BANK 9969	19,552.72
NOVEMBER 2018	CID CROSSWINDS		19,552.72
70095	11/30/2018	HALL DIRECTORY INC 2053	341.00
181712	41663		125.00
181713	41663		216.00
70096	11/30/2018	HAMM INC 6576	7,191.90
213797	42800		440.10
214048	42800		6,044.85
214421	42800		362.25
215203	42800		344.70
70097	11/30/2018	HARCROS CHEMICALS INC 2090	2,369.01
010220718	42506		2,369.01
70098	11/30/2018	HELPING HANDS HUMANE SOCIETY INC 2183	26,384.23
46460 2018	CONTRACT		26,384.23
70099	11/30/2018	HERNLY ENVIRONMENTAL INC 9487	695.00
1139	44905		695.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
70100	11/30/2018	HOLIDAY SQUARE PARTNERS LLC 11018	6,985.79
NOVEMBER 2018	CID HOLLIDAY		6,985.79
70101	11/30/2018	HOUSE OF TOOL & ENGINEERING 10409	5,776.94
747125 001M	40460		2,480.00
760231 001	41400		3,296.94
70102	11/30/2018	INDUSTRIAL MAINTENANCE OF 10183	2,100.00
8487	44392		2,100.00
70103	11/30/2018	INFOR US INC 8591	48,809.50
20679470 US0AE	42272		48,809.50
70104	11/30/2018	JOINT ECONOMIC DEVELOPMENT 6898	753,007.93
PAYMENT 11/30/	JEDO		753,007.93
70105	11/30/2018	KAGE MANUFACTURING LLC 11348	6,351.38
2018 102	43681		5,841.54
2018 117	43681		509.84
70106	11/30/2018	KANSAS CHILDRENS SERVICE 2651	2,233.71
22077 093018	42695		2,233.71
70107	11/30/2018	KANSAS DEPT OF HEALTH & 9774	2,816,101.02
C20 1271 01 DEC	SRF LOAN		137,213.81
C20 1272 02 DEC	SRF LOAN		2,062,894.88
C20 1272 04 DEC	SRF LOAN		284,617.44
C20 1472 01 DEC	SRF LOAN		331,374.89
70108	11/30/2018	KANSAS FENCING INC 2703	1,461.12
18181	44908		61.12
18331	DE		1,400.00
70109	11/30/2018	KANSAS HEAVY CONSTRUCTION LLC 9260	938,168.95
5000 6	43398		642,099.04
6000 6	43486		296,069.91
70110	11/30/2018	KANSAS PERSONNEL SERVICES INC 2849	6,513.03
3049521	41545		689.04
3049522	41694		772.81
3049596	41545		518.40
3049598	44500		485.31
3049599	42585		432.00
3049600	41545		397.44
3049441	41694		776.36
3049517	41545		648.00
3049518	41754		648.00
3049519	44500		605.67
3049520	42585		540.00
70111	11/30/2018	KANSAS VAN & STORAGE 5830	625.40
19428	44306		625.40
70112	11/30/2018	KCR INTERNATIONAL TRUCKS INC 1347	2,715.85
130132316	41416		40.51
130132332	41416		30.10
130205608	41416		427.49
CM130132274	41416		-90.00
130132092X1	41416		1,382.71
130132169	41416		396.15
130132245	41416		186.15
130132274	41416		310.05

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
130132290	41416		32.69
70113	11/30/2018	KEY WORKFORCE SOLUTIONS INC 9879	4,380.45
5000562	41589		1,579.05
5000563	41589		696.00
5000587	41589		1,409.40
5000588	41589		696.00
70114	11/30/2018	KUNKEL PROPERTIES INC 9406	185.00
83128 133892	41339		185.00
70115	11/30/2018	LEWIS LEGAL NEWS INC 11367	64.00
L76480	43889		64.00
70116	11/30/2018	LIGHTHOUSE CONTRACTING INC 3061	18,720.00
1220WSTN 2	43933		17,000.00
2207TAYFINA	42444		1,720.00
70117	11/30/2018	LINEAGE MAILING SERVICES LLC 9223	1,768.93
425382	41346		1,768.93
70118	11/30/2018	MARTINEZ, CHRISTOPHER E 11446	100.00
1001	44881		100.00
70119	11/30/2018	MATHER FLARE RENTAL INC 5791	70.00
2126	45036		70.00
70120	11/30/2018	MATHESON TRI-GAS INC 7179	358.61
18610470	41342		14.96
18621867	41342		325.39
18610469	41365		18.26
70121	11/30/2018	MEDTRAK SERVICES LLC 3330	90,106.41
289303	41643		85,563.93
289665	41643		4,534.31
289666	41643		8.17
70122	11/30/2018	MIDWEST COATING 3407	2,490.00
08730	41348		2,490.00
70123	11/30/2018	MINNESOTA ELEVATOR INC 7834	334.58
776634	44896		286.50
776635	44895		48.08
70124	11/30/2018	MISSOURI DOOR CO INC 3747	5,652.35
17320	44183		2,972.00
18160	41349		1,715.24
18203	41349		240.00
18204	41349		573.11
18210	41349		80.00
18434	41349		72.00
70125	11/30/2018	NATIONAL VISION INC 3634	146.00
039141118	41730		146.00
70126	11/30/2018	NEENAN COMPANY 3649	1,913.62
S2593262 001	41701		1,680.28
S2594441 001	41701		144.33
S2596279 001	41701		89.01
70127	11/30/2018	O REILLY AUTOMOTIVE STORES INC 3714	2,041.26
0191 369824	41442		117.10

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount	
0191 370451	41442		9.79	
0191 370625	41442		147.92	
0152 440503	41379		22.53	
0152 440567	41361		35.27	
0191 368416	41442		4.89	
0191 368686	41442		27.02	
0191 368830	41442		3.96	
0191 369644	41442		12.15	
0152 439427	41361		18.60	
0152 439461	41442		2.89	
0152 439472	41442		232.49	
0152 440107	41442		93.76	
0152 440436	41379		58.79	
0152 440445	41442		-232.49	
0152 438290	41442		12.17	
0152 438929	41442		58.77	
0152 439122	41442		45.34	
0152 439147	41442		9.46	
0152 439178	41442		4.06	
0152 439234	41442		26.64	
0152 437601	41442		15.67	
0152 437759	41442		464.21	
0152 437799	41442		6.22	
0152 438019	41442		216.76	
0152 438034	41442		139.70	
0152 438068	41442		40.37	
0152 436940	41442		33.67	
0152 436956	41442		-5.84	
0152 436958	41442		14.95	
0152 437252	41442		9.98	
0152 437315	41361		128.07	
0152 437582	41442		8.19	
0152 436498	41442		2.44	
0152 436612	41361		24.49	
0152 436931	41442		231.27	
70128	11/30/2018	ONTARIO SYSTEMS LLC	11389	241.15
1501988 IN	44223			241.15
70129	11/30/2018	OZARK KENWORTH INC	3375	115,968.00
V0029000052328	43139			115,968.00
70130	11/30/2018	PACE ANALYTICAL SERVICES	3794	1,734.00
1860060459	41705			476.00
1860060734	41705			136.00
1860062040	41705			1,122.00
70131	11/30/2018	PETDATA INC	10112	2,995.00
7159	41870			2,995.00
70132	11/30/2018	POSITIVE CONNECTIONS INC	5011	8,645.37
2018 3	42701			8,645.37
70133	11/30/2018	PROFESSIONAL ENGINEERING	4018	58,682.50
518949	39081			1,117.50
518950	39836			2,745.00
518952	40947			11,047.50
518648	40947			18,615.00
518787	39879			23,907.50
518947	36943			1,250.00
70134	11/30/2018	R & R VENTURES OF TOPEKA INC	4065	2,304.00
2018 23	41920			2,304.00

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
70135 3128	11/30/2018 44990	ROBERT ARMSTRONG 255	3,000.00 3,000.00
70136 3115	11/30/2018 44962	SBB ENGINEERING LLC 8999	2,530.00 2,530.00
70137 18 13404	11/30/2018 44828	SELERIX SYSTEMS INC 11431	7,591.25 7,591.25
70138 219390	11/30/2018 44899	SHELTERED WINGS INC 9365	191.96 191.96
70139 B09091459 B09097027	11/30/2018 43836 43836	SHI INTERNATIONAL CORPORATION 4540	220,873.00 1,580.00 222,453.00
70140 3395851786 3395921340 3396001119 3396001120 3395690722 3395690724 3395690726 3395781891 3395851784 3395851785 3395286125	11/30/2018 44936 44943 44956 44956 44902 44904 44904 44910 44910 44928 44871	STAPLES CONTRACT N COMMERCIAL 4725	99.60 82.76 72.67 3.74 55.37 6.02 638.03 240.81 -9.50 176.18 172.04 1,537.72
70141 21308849	11/30/2018 41533	TERMINIX INTERNATIONAL 10096	210.10 210.10
70142 123 1057652	11/30/2018 41471	THE GOODYEAR TIRE & RUBBER CO 9375	1,422.93 1,422.93
70143 65494	11/30/2018 41725	THE TIRE CUTTERS INC 5633	600.00 600.00
70144 WT37974	11/30/2018 41455	THE VICTOR L PHILLIPS CO 5225	447.52 447.52
70145 104314165 104341652	11/30/2018 41531 41531	TIMBERLINE FISHERIES CORP 10900	104.91 59.05 163.96
70146 170373 170386 170429	11/30/2018 43571 43571 43571	U S LIME COMPANY - ST CLAIR 5117	4,302.26 4,332.52 4,426.86 13,061.64
70147 PCARD11162018 PCARD11192018 PCARD11262018	11/30/2018	UMB BANK NA 5127	60.00 41,512.74 32,337.56 73,910.30
70148 355787 356357 356827 354554 354672	11/30/2018 45034 45034 45026 45034 45034	VANDERBILT'S NO 6 5199	29.99 29.99 282.98 119.99 159.99 1,292.89

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
354673	45034		29.99
354749	45034		75.00
355207	41581		124.99
355785	45034		179.99
354410	45034		99.99
354439	45034		159.99
70149	11/30/2018	VETERINARY MEDICAL & SURGICAL 5222	299.80
116272	41678		128.28
116795	41678		171.52
70150	11/30/2018	WALKER TOWEL & UNIFORM 5266	77.25
2530943	41541		33.25
2532664	41353		23.90
2532665	41353		7.65
2530916	41353		12.45
70151	11/30/2018	YORK RISK SERVICES GROUP INC 11307	6,759.00
SERVICE FEES {	43855		1,550.00
SERVICE FEES {	43855		4,097.00
SERVICE FEES1	43855		1,112.00
70152	11/30/2018	ACE ELECTRIC JONES COMPANY INC 35	13,407.23
5119	41540		11,924.54
5132	44840		1,482.69
70153	11/30/2018	ANCOR INFORMATION MANAGEMENT 7058	33,205.81
1218 PA	41630		21,000.00
INV00297524	41630		12,205.81
70154	11/30/2018	BETTIS ASPHALT & CONSTRUCTION 470	189.71
1811031	42907		189.71
70155	11/30/2018	CAPITAL CITY OIL CO INC 778	39,971.04
1094442	41336		20,308.08
1094499	41481		162.20
1094724	41336		16,726.58
1094756	41481		520.95
GG 413	41336		688.01
L18887	41481		650.88
L18888	41481		914.34
70156	11/30/2018	CONSOLIDATED ELECTRICAL 4174	1,846.56
8792 608974	41542		174.28
8792 608991	41542		37.00
8792 609195	41542		96.89
8792 608430	41542		60.01
8792 608511	41542		37.31
8792 608519	41542		29.34
8792 608556	41542		198.51
8792 608797	41542		243.56
8792 608883	41542		13.75
8792 608074	41542		211.36
8792 608113	41542		486.66
8792 608226	41542		257.89
70157	11/30/2018	CORE & MAIN LP 2146	7,814.10
J609137	44209		4,365.30
J721113	44819		3,448.80
70158	11/30/2018	ELECTROLIFE BATTERY INC 5014	65.98
NT244069	41448		65.98

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
70159	11/30/2018	GRAINGER 1964	58.51
9956526736	41376		28.54
9956526744	41358		29.97
70160	11/30/2018	HD SUPPLY FACILITIES 5175	295.40
733260	41565		295.40
70161	11/30/2018	JCI INDUSTRIES INC 2507	2,244.95
8167437	44823		2,244.95
70162	11/30/2018	JOHN G LEVIN 3071	220.10
1170957 CR	41686		-31.60
1198255	41686		16.50
1201000	41686		25.60
1218960	43709		16.00
245054	43709		38.40
1201004	42159		64.00
1204207	41904		25.60
1204371	42202		19.20
1205573	42159		19.20
1210144	41904		19.20
1217346	41904		8.00
70163	11/30/2018	KEY EQUIPMENT & SUPPLY CO 2847	68.36
254934	41800		68.36
70164	11/30/2018	MID-AMERICAN SIGNAL INC 3393	2,975.00
18 704	44890		2,975.00
70165	11/30/2018	NEPTUNE TECHNOLOGY GROUP INC 3658	182,700.00
N546599	44807		182,700.00
70166	11/30/2018	NORTHEAST KANSAS HYDRAULICS IN 3705	2,272.81
32234	41441		2,272.81
70167	11/30/2018	OLATHE WINWATER WORKS CO 3737	5,914.00
135288 00	44820		5,914.00
70168	11/30/2018	OLDCASTLE PRECAST INC 3739	613.36
120041461	41828		613.36
70169	11/30/2018	SAFETY CONSULTING INC 4335	4,940.00
181055	41881		4,680.00
181056	42014		260.00
70170	11/30/2018	SALISBURY SUPPLY COMPANY INC 4352	501.92
171811	41765		59.80
171813	41556		36.90
171935	41556		199.00
172060	41556		37.35
172178	41556		14.31
171653	41556		31.00
171676	41765		7.86
171809	41556		115.70
70171	11/30/2018	TAZCO INC 4885	15,624.18
3521	44286		5,765.08
3522	44466		9,859.10
70172	11/30/2018	TFM COMM INC 4914	17,476.51
196296	41367		1,920.00
196851	41729		756.51

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
197093	44692		7,400.00
197222	44692		7,400.00
Total for Electronic Payments			12,047,960.17
Need to Define MNL			
103	11/08/2018	POLICE IMPREST FUNDS	3971
41873 7	41873		2,435.00
709	11/09/2018	CORVEL HEALTHCARE CORPORATION	8818
W/E 11/2/18	ACH DEBT		17,796.19
710	11/16/2018	GREAT WEST LIFE & ANNUITY	9755
737702953	PAYROLL		57,183.56
711	11/16/2018	CORVEL HEALTHCARE CORPORATION	8818
W/E 11/9/18	ACH DEBT		43,153.33
712	11/16/2018	DEPT OF TREASURY	9805
PAYROLL 11/9/18	PAYROLL		453,714.98
713	11/16/2018	KANSAS DEPT OF REVENUE	9806
PAYROLL 11/9/18	PAYROLL		104,727.31
714	11/16/2018	KPERS	9818
PAYROLL-KPER:	PAYROLL		186,141.57
PAYROLL-KPF 1	PAYROLL		381,772.77
715	11/30/2018	ASI DAILY EMPLOYEE PAYMENTS	9872
W/E 11/16/18	ACH DEBT		2,466.99
W/E 11/2/18	ACH DEBT		2,066.09
W/E 11/23/18	ACH DEBT		6,246.98
W/E 11/9/18	ACH DEBT		5,016.78
716	11/30/2018	GREAT WEST LIFE & ANNUITY	9755
739552064	PAYROLL		57,315.58
717	11/30/2018	TRANSFIRST HOLDINGS INC	9923
CC FEE OCT 201	ACH DEBT		51,792.24
718	11/30/2018	VERIFONE INC	5217
73922434 11/201	ACH DEBT		200.00
719	11/30/2018	CORVEL HEALTHCARE CORPORATION	8818
W/E 11/16/18	ACH DEBT		45,158.23
W/E 11/23/18	ACH DEBT		3,568.80
720	11/30/2018	DEPT OF TREASURY	9805
PAYROLL 11/23/	PAYROLL		476,563.12
721	11/30/2018	KANSAS DEPT OF REVENUE	9806
PAYROLL 11/23/	PAYROLL		111,266.26
722	11/30/2018	KPERS	9818
PAYROLL-KPER:	PAYROLL		187,918.67
PAYROLL-KPF 1	PAYROLL		415,912.09
PAYROLL-OP LIF	PAYROLL		6,673.49
Total for Need to Define MNL			2,619,090.03
Need to Define PPD			
7423	11/09/2018	AZHAR, KASIM	11471
43406.6119		ATLANTA GA 10/28-31/18	362.48

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
7424 43404.6560	11/09/2018	BELT, RAPHAEL EE-TRAINING REIMBURSEMENT 9452	1,000.00 1,000.00
7425 43389.4142	11/09/2018	COCHRAN, WILLIAM E ORLANDO FL 10/6-12/18 996	519.14 519.14
7426 43403.4869	11/09/2018	DINWIDDIE, DENNIS E SEATTLE WA 9/24-28/18 8206	148.00 148.00
7427 43397.5377	11/09/2018	FIANDER, WILLIAM B CHATTANOOGA TN 10/16-19/18 1648	230.75 230.75
7428 43403.6133	11/09/2018	HAEHN, SASHA D M EE-LUNCH/GREATER KC LISC 11230	65.00 65.00
7429 44938	11/09/2018 44938	OYLER, JASON D 9248	1,000.00 1,000.00
7430 43403.5152	11/09/2018	ROST, RACHAEL SEATTLE WA 9/24-28/18 9672	148.00 148.00
7431 43404.4901	11/09/2018	SCROGGINS, CARLTON O EE-ANNUAL VOLUNTEER APPREC 4447	263.11 263.11
7432 43400.6397	11/09/2018	LLIZO, SHIRLEY ATLANTA GA 9/23-27/18 6968	296.70 296.70
7433 43312.4384	11/09/2018	STURGEON, SHELBY ADV-SAN DIEGO CA 11/12-18/18 6231	272.00 272.00
7434 43413.4834	11/16/2018	BOLING, LEIGHA SHANNON EE-SNACKS/RPI TRAINING 11/5-9 10808	39.46 39.46
7435 EE 43376 6966	11/16/2018 44632	JOYCE, JUSTIN M 7205	75.00 75.00
7436 43371.3746	11/16/2018	ROWLEY, JARED M ADV-GLASSES 9451	400.80 400.80
7437 43405.6786	11/16/2018	WIEBE, PATRICIA L EE-RELOCATION EXPENSES 11482	1,000.00 1,000.00
7438 43376.5950	11/30/2018	ALFORD, EDWARD J APPLETON WI 9/16-19/18 116	206.00 206.00
7439 43413.4245	11/30/2018	DUKE, CRAIG G GARDEN CITY KS 10/26-28/18 11231	444.43 444.43
7440 43342.4721	11/30/2018	FROST, CALEB EE-CDL LICENSE 11499	13.33 13.33
7441 43424.5085	11/30/2018	GATEWOOD, CHUCK CLAY CENTER KS 10/15-26/18 9482	419.52 419.52
7442 43417.6540 43418.4056 43418.5844 43420.7051	11/30/2018	GERBER, DOUGLAS EUGENE TREANOR HL MEETING/MILES&MEAL BALTIMORE MD 9/30-10/3/18 CHATTANOOGA TN 10/16-19/18 PITTSBURG KS 11/15-16/18 9621	554.91 44.38 179.95 127.65 202.93

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Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
7443 43410.4089	11/30/2018	JOHNSON, RYAN 10551 EE-ELECTRICAL LICENSE COURSE	100.00 100.00
7444 43419.5238	11/30/2018	MALOTT, NICOLE 3183 TALLASSEE AL 11/5-8/18	428.26 428.26
7445 43417.5026	11/30/2018	PARIS, TIMOTHY 6611 EE-HISTORIC WIN RESTORE WKSHP	77.92 77.92
7446 43430.3871	11/30/2018	ROST, RACHAEL 9672 PHILADELPHIA PA 11/13-16/18	54.90 54.90
7447 43424.4225	11/30/2018	SIGLE JR, RICHARD D 4557 NASHVILLE TN 10/28-11/2/18	471.35 471.35
7448 43424.5144	11/30/2018	TROUT, BRENT 11029 PITTSBURG KS 11/14-16/18	13.75 13.75
7449 43342.4704	11/30/2018	WILLIAMS, KRISTOPHER F 11498 EE-CDL LICENSE	13.00 13.00
7450 43397.3957	11/30/2018	WINTER, BRUCE 11462 EE-ELECTRICAL LICENSE TRAINING	100.00 100.00
Total for Need to Define PPD			8,717.81
Check Payments			
733374 00000263518110	11/09/2018	BC SERVICES INC 10424 Garnishment - Pct of Net	354.96 354.96
733375 00000244718110	11/09/2018	BUTLER & ASSOCIATES PA 731 Garnishment - Pct of Net	415.13 415.13
733376 00000064118110	11/09/2018	BUTLER & ASSOCIATES PA 731 Garnishment - Pct of Net	340.66 340.66
733377 00000297018110	11/09/2018	CALIFORNIA DEPARTMENT OF CHILD 753 Child Support - Amt	220.61 220.61
733378 00000119218110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	63.70 63.70
733379 00000067718110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	484.61 484.61
733380 00000100918110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	138.46 138.46
733381 00000015218110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	183.69 183.69
733382 00000254718110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	46.15 46.15
733383 00000237918110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	130.00 130.00
733384 00000029718110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	207.69 207.69
733385 00000229618110	11/09/2018	CHAPTER 13 TRUSTEE 2494 Bankruptcy - Amt 26 PP	120.00 120.00

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733386 00000074118110	11/09/2018	CHAPTER 13 TRUSTEE Bankruptcy - Amt 26 PP 2494	291.23 291.23
733387 00000241018110	11/09/2018	CHAPTER 13 TRUSTEE Bankruptcy - Amt 26 PP 2494	94.15 94.15
733388 00000251518110	11/09/2018	CHAPTER 13 TRUSTEE Bankruptcy - Amt 26 PP 2494	41.54 41.54
733389 00000246818110	11/09/2018	CHAPTER 13 TRUSTEE Bankruptcy - Amt 26 PP 2494	46.15 46.15
733390 00000296718110	11/09/2018	CHAPTER 13 TRUSTEE Bankruptcy - Amt 26 PP 2494	36.92 36.92
733391 00000241018110	11/09/2018	FAMILY SUPPORT PAYMENT CENTER Child Support - Amt 6780	307.85 307.85
733392 00000294918110	11/09/2018	FAMILY SUPPORT PAYMENT CENTER Child Support - Amt 6780	150.46 150.46
733393 00000217318110	11/09/2018	H KENT HOLLINS ATTORNEY AT LAW Garnishment - Pct of Net 6502	347.40 347.40
733394 00000055818110	11/09/2018	KANSAS DEPARTMENT OF REVENUE Tax Levy State - Pct 6574	818.40 818.40
733395 00000299318110	11/09/2018	KATHLEEN A LAUGHLIN Bankruptcy - Amt 26 PP 11480	289.00 289.00
733396 00000278418110	11/09/2018	NEWMAN HESSE & ASSOCIATES PA Garnishment - Pct of Net 10838	255.42 255.42
733397 00000258518110	11/09/2018	PITTENGER LAW GROUP LLC Garnishment - Pct of Net 10882	422.94 422.94
733398 00000265318110	11/09/2018	OFFICE OF THE ATTORNEY GENERAL Child Support - Amt 10437	92.31 92.31
733399 00000215518110	11/09/2018	UNITED STATES GOVERNMENT Student Loan Federal - Pct 9489	252.84 252.84
733400 00000257118110	11/09/2018	UNITED STATES GOVERNMENT Student Loan Federal - Pct 9489	174.20 174.20
733401 00000109318110	11/09/2018	UNITED STATES GOVERNMENT Student Loan Federal - Pct 9489	266.80 266.80
733402 00000111618110	11/09/2018	UNITED STATES TREASURY Tax Levy Federal - Amount 5156	219.24 219.24
733403 00000020918110	11/09/2018	WILLIAM GRIFFIN CHAPTER Bankruptcy - Amt 26 PP 5446	276.92 276.92
733404 00000286018110	11/09/2018	WILLIAM GRIFFIN CHAPTER Bankruptcy - Amt 26 PP 5446	80.77 80.77
733405 00000025418110	11/09/2018	WILLIAM GRIFFIN CHAPTER Bankruptcy - Amt 26 PP 5446	476.31 476.31

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733406 00000041318110	11/09/2018	WILLIAM GRIFFIN CHAPTER Bankruptcy - Amt 26 PP	5446 648.46
733407 00000080118110	11/09/2018	WILLIAM GRIFFIN CHAPTER Bankruptcy - Amt 26 PP	5446 739.62
733408 125025307	11/09/2018 44863	ADT US HOLDINGS INC	10996 9.00
733409 2547555	11/09/2018 43569	AFFINITY CHEMICAL LLC	11339 3,394.65
733410 1191	11/09/2018 44611	ARMELY LLC	11405 1,050.00
733411 OCTOBER 2018	11/09/2018 MONTHLY PHONE	AT&T	281 21,038.48
733412 147404396	11/09/2018 11/1/1 POLICE UVERSE	AT&T	281 117.73
733413 148547694	11/09/2018 10/25WELLNESS UVERS	AT&T	281 51.19
733414 1634564707	11/09/2018 43208	AUTOZONE STORES LLC	11262 46.99
733415 8059	11/09/2018 41587	C & B INDUSTRIES INC	9568 205.21
733416 110344567	11/09/2018 44934	CIMPRESS USA INCORPORATED	11424 157.94
733417 03312018LFD 06302018LFD 09302018LFD 09302018TFT	11/09/2018 44658 44658 44658 43021	COMMUNITY ACTION INC	1051 3,612.40 3,653.14 2,736.71 6,724.73
733418 C18427 C18428 C18429	11/09/2018 43008 43008 43008	DESMAN INC	10815 760.00 5,625.00 1,760.36
733419 725657 726461 728062	11/09/2018 41403 41403 41403	ED BOZARTH CHEVROLET INC	578 -286.02 31.03 489.27
733420 8 716651 8 716652 8 717309 8 Z08716	11/09/2018 41457 41457 41457 41498	ELLIOTT AUTO SUPPLY COMPANY	5676 -127.50 -62.03 219.48 178.86
733421 882013	11/09/2018 41561	ENVIRONMENTAL RESOURCE	1546 295.75
733422 6 356 36544	11/09/2018 41574	FEDEX	1632 334.21
733423	11/09/2018	FINLAY AUTOMOTIVE SUPPLY INC	10237

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
125323	41506		192.42
125332	41506		122.79
125336	41474		-107.80
125550	41474		34.92
733424	11/09/2018	FORTILINE INC 7351	1,080.00
4416934	44641		1,080.00
733425	11/09/2018	GH STORE FIFTEEN LLC 11479	408.63
139419	44932		7.49
139467	44932		36.98
139525	44932		21.99
139538	44932		19.47
139571	44932		15.96
139640	44932		39.95
140246	44932		12.98
139924	44932		13.94
140071	44932		9.95
140099	44932		2.79
140116	44932		4.79
140178	44932		12.99
140184	44932		84.98
139661	44932		49.99
139668	44932		6.49
139722	44932		13.99
139798	44932		0.92
139845	44932		26.99
139865	44932		25.99
733426	11/09/2018	GREATER TOPEKA PARTNERSHIP INC 11246	463,987.71
3RD QUARTER 2	44955		463,987.71
733427	11/09/2018	HAYS FIRE AND RESCUE SALES AND 11147	1,080.62
3910N	42028		1,080.62
733428	11/09/2018	HEARTLAND ALARMS INC 5718	345.00
51977	43313		345.00
733429	11/09/2018	SPENCER & COMPANY 2321	6,710.57
S 26095	41425		5,863.71
S 26154	41425		217.09
W 30416	41425		629.77
733430	11/09/2018	IRON MOUNTAIN INC 2444	336.00
AFWT816	42779		312.00
AFWT817	42779		24.00
733431	11/09/2018	KA-COMM INC 2615	89.04
164292	41431		89.04
733432	11/09/2018	NAILL ENTERPRISES LTD 4931	96.15
3036 29	41704		96.15
733433	11/09/2018	PEARSON KENT MCKINLEY RAAF 3867	10,400.00
11562	44679		10,400.00
733434	11/09/2018	POLICE EXECUTIVE RESEARCH 3970	9,500.00
5093	44874		9,500.00
733435	11/09/2018	PRESERVATION RESOURCES INC 4005	11,800.00
1502	44917		11,800.00

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733436	11/09/2018	PUR O ZONE INC 6773	1,735.74
765144	41344		43.00
765146	41344		445.00
765148	41344		605.74
765149	41344		532.00
765264	41344		110.00
733437	11/09/2018	REEVES WIEDEMAN COMPANY INC 4154	58.80
5293028	41370		38.10
5294010	41370		20.70
733438	11/09/2018	ROSENBAUER AERIALS LLC 7575	2,304.79
0000011735	41464		2,304.79
733439	11/09/2018	SECURITAS SECURITY SERVICES US 4451	349.30
W6240224	41539		349.30
733440	11/09/2018	SOUTHWESTERN BELL TELEPHONE CO 282	594.50
0738033665 1025	CIRCUITS		594.50
733441	11/09/2018	SOUTHWESTERN BELL TELEPHONE CO 282	875.44
0780773571 1025	CIRCUITS		875.44
733442	11/09/2018	SPRINT SPECTRUM LP 4704	804.80
986018815 131	DE		804.80
733443	11/09/2018	STORMWIND LLC 9663	1,790.00
22698	44792		1,790.00
733444	11/09/2018	T-MOBILE USA INC 8549	3,538.39
OCTOBER 2018	DE		3,538.39
733445	11/09/2018	T-MOBILE USA INC 8549	8,884.59
OCTOBER 2018	DE		8,884.59
733446	11/09/2018	TERRACON CONSULTANTS INC 4906	2,800.00
TB25086	44699		2,800.00
733447	11/09/2018	RAD INC 5042	39.26
66718	41451		39.26
733448	11/09/2018	UNITED PARCEL SERVICE INC 5140	22.48
0000693358438	41677		22.48
733449	11/09/2018	VARSITY BRANDS HOLDING CO INC 10379	108.00
903381471	41913		108.00
733450	11/09/2018	VERITIV OPERATING COMPANY 10171	188.64
9021512904	41345		188.64
733451	11/09/2018	WELLS, DAVID L 5359	1,202.00
084	41530		1,202.00
733452	11/09/2018	WESTAR ENERGY INC 5376	515,627.30
0115356084-10.1		METERED TRAFFIC SIGNALS	9,113.51
0262780905-10.1		1127 INNOVATION PKWY PUMP	40.52
0552066743-10.1		4103 SW POSTOAK DRIVE	339.79
0586274562-10.1		434 SE NORWOOD	2,942.33
0681383808-10.1		101 SW US HIGHWAY 75 SIGN	45.94
0749842804-10.1		2200 WATERWORKS DR	43.97
969270611-10.18		3700 FAIRLAWN PUMP	8,383.50
9772420004-10.1		6900 SW CRESTWOOD	43.91

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9785702480-10.1		2306 SE SAGIS CT	73.36
9804384888-10.1		1901 SW 17TH ST ST LT	112.85
9905880069-10.1		1200 NE DIVISION (PAL)	36.32
994842527-10.18		2010 SW 37TH ST	441.51
9673824013M-10		320 S KANSAS AVE NARC 3.0%	708.96
9673824013N-10		320 S KANSAS AVE BIKE UNIT 1.0	236.32
9673824013O-10		320 S KANSAS AVE CANINE UNIT 2	472.64
9673824013P-10.		320 S KANSAS AVE - FLEET 8.44%	1,994.53
9673824013Q-10		320 S KANSAS AVE - CORONER 4.0	945.28
9673824013R-10		320 S KANSAS AVE - SHERIFF 27.	6,600.40
9673824013G-10		320 S KANSAS AVE COMM POLICE 2	472.64
9673824013H-10		320 S KANSAS AVE SCHOOL RES 2.	472.64
9673824013I-10.		320 S KANSAS AVE MOTORCYCLE UN	236.32
9673824013J-10.		320 S KANSAS AVE ANIMAL CONTRO	708.96
9673824013K-10.		320 S KANSAS AVE REC/PROP 6.0%	1,417.92
9673824013L-10.		320 S KANSAS AVE PD IT .32%	75.62
9673824013-10.1		320 S KANSAS AVE CHIEF OFF 3.0	708.94
9673824013B-10.		320 S KANSAS AVE EXEC SRV 1.0	236.32
9673824013C-10		320 S KANSAS AVE TRAIN 1.0%	236.32
9673824013D-10		320 S KANSAS AVE ADULT CRIME 7	1,654.23
9673824013E-10.		320 S KANSAS AVE CRIME SCENE 1	236.32
9673824013F-10.		320 S KANSAS AVE FIELD OPS 26.	6,217.56
9464440167-10.1		1801 SW 44TH	91.27
9511026279-10.1		SCHOOL SPEED FLASHER	371.00
9561558646-10.1		2447 SE 29TH STREET #9 99.98%	642.52
9610319286-10.1		1900 SW 17TH ST LT	105.18
9619954781-10.1		6548 SW 21ST ST ST LT	79.07
9662481100-10.1		5605 SW FOXCROFT CIR S	41.01
9281634463-10.1		635 SW GAGE BLVD - EXHIBIT	86.51
9381575612-10.1		1115 NE POPLAR ST	35,209.41
9388419420-10.1		1908 SE 29TH ST A	60.08
9401992362-10.1		635 SW GAGE BLVD POLE	0.00
9406297791-10.1		720 SW 21st STREET	1,329.63
9415932749-10.1		1615 NW 8TH ST	34.35
8917561729-10.1		120 NW CRANE - EMER WATER PUMP	346.79
8927971666-10.1		1200 DIVISION ST.	5,903.90
8990425420-10.1		PEDESTRIAN ST LIGHTS	2,297.99
9163909456-10.1		5610 SW FOXCROFT CIR.	73.31
9172705484-10.1		6255 CALIFORNIA (Gun Range)	361.21
9244495706-10.1		2001 NW WINTER ST	39.33
8573461924-10.1		1103 QUINCY/TANK	61.82
8595931907-10.1		201 NW TOPEKA-STREET	24.09
8718757529-10.1		1703 INDIAN HILLS	150.69
8797295426-10.1		3107 SE SILVERLEAF CT	51.12
8828977802-10.1		6305 SW 9TH ST	1,337.26
889044562-10.18		1419 NE SEWARD AVE	15.58
8101041023-10.1		3158 1/2 SE 6TH AVE	27.66
8276026298-10.1		322 NW CRANE ST (PAL) (Impound	0.00
8290044485-10.1		3414 SE 35TH ST.	66.97
8336454201-10.1		1600 NW BUTTON RD.	38,764.42
8513066501-10.1		2300 SE 45TH ST	84.55
857144328-10.18		2000 NW 17TH ST	34.08
7678466617-10.1		200 NE CRANE	119.02
7781238941-10.1		STREET LIGHTS	145,694.60
7858393411-10.1		3712 SW STONEBRIDGE CT.	63.46
7891221852-10.1		300 SE JEFERSON - FIRE 54%	449.64
7891221852A-10.		300 SE JEFERSON - FLEET 46%	383.03
8045856673-10.1		932 NE Quincy - FIRE	320.27
7479004144-10.1		112 SW 8TH CROSBY PLACE	2,329.51
7548807911-10.1		4035 SW 6TH AVE - ZOO LIGHTING	139.47
7549234627-10.1		1255 SW ARVONIA PL	11.61
7561894529-10.1		8TH & MONROE (PAL)	108.02
7634627729-10.1		3030 SE CROCO RD.	69.75
7672355786-10.1		3450 SW BELLE AVE POND	274.78

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Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
7129070441-10.1		324 SE JEFFERSON	2,353.34
7165756657-10.1		400 US HWY 24	76.16
7222261768-10.1		138 N KS AVE	33.42
7291675894-10.1		300 SE 40TH	83.32
731539692-10.18		BURNETTES MOUND (PAL) (tower)	71.72
7391817447-10.1		123 SE 29TH ST LT	24.08
6987642013-10.1		2860 SE GOLDEN	33.22
7006406272-10.1		2000 NW TYLER	85.70
7052702107-10.1		2101 SW URISH RD	506.28
7054526981-10.1		DECORATIVE STREET LIGHTS	2,077.27
7093577888-10.1		2000 NW 17TH ST	763.92
7108482567-10.1		223 SW TUFFY KELLOGG DR LT	168.90
6548990643-10.1		PARKNSHOP/611 QUINCY	1,047.38
6600935533-10.1		BURNETT'S MOUND	91.34
6684018868-10.1		5002 NW KENDALL DR	41.02
6806672566-10.1		1610 BUTTON RD.	227.61
6878412783-10.1		3245 NW WATER WORKS DR	53.82
6954355345-10.1		6400 UNIVERSITY	383.11
6149102541-10.1		600 SW 42ND ST TANK	26.10
6358801391-10.1		2700 NE MERIDEN RD	2,445.05
6385101124-10.1		4540 NW SIOUX	156.84
6418900406-10.1		230 SE ALKIRE	38.67
6473225120-10.1		4300 SE 23RD TERR	678.41
6515388660-10.1		5802 SW 6TH AVE	90.59
5755425065-10.1		635 SW GAGE BLVD - A-QUARANTEE	245.89
575745505-10.18		4545 NW 43RD ST PUMP	40.41
6029216846-10.1		635 SW GAGE BLVD #24 - APES	889.23
6043959044-10.1		CRANE & N HARRISON (PAL) (Impo	0.00
6145729420-10.1		318 NW CRANE ST FAC 72.48%	201.33
6145729420A-10.		318 NW CRANE ST ENG 27.52%	76.45
528113064-10.18		2222 NW 35TH ST	190.25
52866323-10.18		6009 SW 29TH ST ST LT	97.21
5288815051-10.1		5961 SW 10TH	2,860.03
5365632154-10.1		322 NW CRANE ST (PAL)	278.78
5380218945-10.1		831 NE US HWY 24	36.80
5652128807-10.1		1641 SW ANCASTER	154.58
5080166655-10.1		CRANE & N HARRISON (PAL)(Impou	0.00
5162823140-10.1		ITS CAMERAS	81.37
5209177869-10.1		322 NW CRANE ST (Impound)	962.30
5237660226-10.1		1439 NE ATCHISON AVE	75.65
5256371057-10.1		N TYLER & KS RV	24.20
5278673283-10.1		3306 SE CROCO RD	203.31
5033670348K-10.		700 JEFFERSON- DSD PERMIT 6.45	42.83
5033670348L-10.		700 JEFFERSON- DSD INSPECTION	42.83
5033670348M-10		700 JEFFERSON- TPD EMER COMM 2	19.39
5033670348N-10		700 JEFFERSON- FIRE INS 2.52%	16.73
5033670348O-10		700 JEFFERSON- PW ADMIN 4.07%	27.03
5033670348P-10.		700 JEFFERSON- PLANNING 11.3%	75.05
5033670348E-10.		700 JEFFERSON- HND 14.6%	96.95
5033670348F-10.		700 JEFFERSON- IT 5.3%	35.20
5033670348G-10		700 JEFFERSON- TSG 5.6%	37.19
5033670348H-10		700 JEFFERSON- PARKING 3.12%	20.72
5033670348I-10.		700 JEFFERSON- ENG 18.8%	124.84
5033670348J-10.		700 JEFFERSON- CODE 4.9%	32.54
5026432749-10.1		2816 SW 29TH ST.- WW	4,844.31
5033670348-10.1		700 JEFFERSON- COMMONS .14%	0.93
5033670348A-10.		700 JEFFERSON- HOLLIDAY ROOM 5	36.52
5033670348B-10.		700 JEFFERSON - WELLNESS CLINI	21.71
5033670348C-10		700 JEFFERSON - TPD INTERNAL A	9.70
5033670348D-10		700 JEFFERSON- WATER 3.6%	23.91
4688166907-10.1		3300 SE DOWNING DR	77.26
4727296348-10.1		324 SE JEFFERSON - FIRE	24.09
4732150028-10.1		3033 SW WANAMAKER ST LT	66.48
4756774986-10.1		3930 SW WANAMAKER	52.97

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4789320685-10.1		415 SE 43RD PUMP	122.44
4901109460-10.1		TOWNSITE/120 SE 6TH	5,460.22
4500418622B-10.		201 NW TOPEKA-FORESTRY 13.7%	304.12
4500418622C-10		201 NW TOPEKA-FACILITIES 2.9%	64.38
4542484126-10.1		JACKSON/512 SW JACKSON	2,505.01
4565831865-10.1		6305 SW 9TH B B	1,146.22
4634088434-10.1		1019 SW 22ND	7,827.39
4672756422-10.1		3205 NW HICKORY RIDGE LN	62.11
4398184091-10.1		1901 WESTERN AVE A	150.02
4451931225-10.1		2906 SW KANZA DR LT	168.90
4495154762-10.1		315 SE 21ST	58.87
4495259422-10.1		6402 SW 21ST ST ST LT	85.47
4500418622-10.1		201 NW TOPEKA-STREET 55.2.%	1,225.37
4500418622A-10.		201 NW TOPEKA-FLEET 28.2%	626.01
4181861543-10.1		500 NE STRAIT AVE.	8,528.38
4208864031-10.1		WINTER & I70	81.86
4243670442-10.1		2905 SW BURLINGAME RD	10.61
4264149424-10.1		4748 NW GREEN HILLS RD	77.15
4269643687-10.1		2901 SE CROCO	52.82
4284165684-10.1		815 SW GAGE BLVD-ZOO COMMISSAR	542.04
3890967088-10.1		635 SW GAGE BLVD #1 - OFFICE	1,441.52
3962419033-10.1		545 NE LAKE	6,371.79
4010895542-10.1		400 NE SPRUCE LN PUMP	120.54
4058088318-10.1		5000 1/2 SW REDBUD LN.	110.29
4141273470-10.1		934 NE QUINCY	39.43
416151990-10.18		BURNETTS MOUND (tower)	73.36
3675168021-10.1		3105 NW GREEN HILLS RD HALF DA	54.70
3675521733-10.1		1200 JEFFERSON	724.10
3703989372-10.1		810 NW US HIGHWAY 24 PUMP	57.28
3704094176-10.1		2744 SE 33RD TERR.	51.97
3769422865-10.1		639 SW GAGE BLVD- ZOO RAIN FO	3,556.02
3791139844-10.1		3441 SHORELINE DR.	62.54
3377855825-10.1		3332 SW WANAMAKER ST LT	66.14
3379200926-10.1		3140 SW WANAMAKER ST LT CENTER	69.49
342334703-10.18		6315 SW 29TH ST ST LT	122.02
3429732386-10.1		QUINCY ST PUMP FPM	29.58
3468280796-10.1		201 NE CURTIS ST	119.81
3481742208-10.1		1419 NE SEWARD AVE	529.45
3182415820-10.1		3919 SE 29TH STREET	82.83
3216962429-10.1		5950 SW 41ST	22.73
3235310123-10.1		550 NW 46TH	88.76
3358892424-10.1		635 SW GAGE BLVD #14 - QUARAN	171.06
3359889707-10.1		318 NW CRANE ST FAC 72.48%	20.40
3359889707A-10.		318 NW CRANE ST ENG 27.52%	7.75
2952910200-10.1		3305 SW 46TH	67.24
2978671422-10.1		635 SW GAGE BLVD 2 - CONCESSIO	664.05
3068995963-10.1		2739 SE LAKE TERR	28.30
309522996-10.18		201 NW TOPEKA-STREET PAL	191.36
3145100253-10.1		1901 WESTERN	2,314.67
3170930287-10.1		1240 SW ARVONIA PL	10.60
2527930189O-10		620 MADISON - PW ADMIN 4.07%	360.50
2527930189P-10.		620 MADISON - PLANNING 11.3%	1,000.91
2556481079-10.1		8TH & MADISON (PAL)	229.15
2772553529-10.1		4130 SE EAST EDGE RD PUMP	353.53
2868104065-10.1		201 NW TOPEKA-STREET	187.93
2909742456-10.1		200 N KANSAS AVE	0.00
2527930189I-10.		620 MADISON - ENG 18.8%	1,665.22
2527930189J-10.		620 MADISON - CODE 4.9%	434.02
2527930189K-10.		620 MADISON - DSD PERMIT 6.45%	571.31
2527930189L-10.		620 MADISON - DSD INSPECTION 6	571.31
2527930189M-10		620 MADISON - TPD EMER COMM 2.	258.64
2527930189N-10		620 MADISON - FIRE INS 2.52%	223.21
2527930189C-10		620 MADISON - TPD INTERNAL AFF	129.32
2527930189D-10		620 MADISON - WATER 3.6%	318.87

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2527930189E-10.		620 MADISON - HND 14.6%	1,293.21
2527930189F-10.		620 MADISON - IT 5.3%	469.45
2527930189G-10		620 MADISON - TSG 5.6%	496.02
2527930189H-10		620 MADISON - PARKING 3.12%	276.36
249842055P-10.1		215 SE 7TH - CITY MGR 1.3%	64.15
249842055Q-10.1		215 SE 7TH - FINANCE 3.80%	187.51
2518492210-10.1		CORONADO/917 QUINCY	2,427.83
2527930189-10.1		620 MADISON - COMMONS .14%	12.40
2527930189A-10.		620 MADISON - HOLLIDAY ROOM 5.	487.17
2527930189B-10.		620 MADISON - WELLNESS CLINIC	289.64
249842055J-10.1		215 SE 7TH - PROBATION 2.4%	118.43
249842055K-10.1		215 SE 7TH - COUNCIL OFFICE 1.	54.28
249842055L-10.1		215 SE 7TH - CITY4 .86%	42.44
249842055M-10.		215 SE 7TH - LEGAL 1.3%	64.15
249842055N-10.1		215 SE 7TH - LEGAL SPEC LIABIL	64.15
249842055O-10.1		215 SE 7TH - MAYOR .82%	40.47
249842055D-10.1		215 SE 7TH - TPAC 60%	2,960.86
249842055E-10.1		215 SE 7TH - COURT 5.6%	276.35
249842055F-10.1		215 SE 7TH - CREDIT UNION 1.2%	59.22
249842055G-10.1		215 SE 7TH - CITY CLERK 1.6%	78.96
249842055H-10.1		215 SE 7TH - HR/WELLNESS 4.7%	231.93
249842055I-10.1		215 SE 7TH - PROSECUTION 1.86%	91.79
2362208215-10.1		1915 WESTERN	1,140.40
2437202074-10.1		200 NE QUINCY ST	24.09
249842055-10.18		215 SE 7TH - COMMONS 2.69%	132.75
249842055A-10.1		215 SE 7TH - CONTRACTS 1.95%	96.23
249842055B-10.1		215 SE 7TH - IT/ERP 7.32%	361.22
249842055C-10.1		215 SE 7TH - FACILITIES .20%	9.87
2189423730-10.1		2700 SW FAIRLAWN RD	662.50
2266273903-10.1		825 S KANSAS AVE G CENTRE CITY	1,495.78
2272608403-10.1		800 SE MONROE ST (PAL)	101.89
2273632565-10.1		1800 NE GRANTVILLE RD	133.42
2336545121-10.1		635 SW GAGE BLVD C - CARNIVORE	83.56
2336829480-10.1		NINTH STREET/215 SE 9TH	2,435.82
1883517398-10.1		619 SE RICE RD	514.84
1894285067-10.1		1115 NE POPLAR ST B	63.79
1911987884-10.1		4827 NW 17TH ST PUMP (SUNFLOWE	29.38
1947734359-10.1		201 NW TOPEKA-STREET PAL	491.02
1977020420-10.1		2521 SE 2ND ST	87.60
2069150421-10.1		7325 SW 40TH	48.11
1720154406-10.1		6834 SW 17TH STREET PUMP	221.46
1737172307-10.1		6531 SW 29TH ST S LT	122.98
1747452090-10.1		2400 NW WATERWORKS	6,462.86
1762092009-10.1		1908 SE 29TH ST B	6.84
1793486451-10.1		120 NW CRANE -SW	31.25
1830815552-10.1		420 NW WAITE ST	24.53
1597278899-10.1		419 SE 13TH ST	42.99
1601805968-10.1		3500 SW WANAMAKER ST LT	68.49
1644917029-10.1		3245 NW WATER WORKS DR	114,632.19
1671696488-10.1		7215 SW TOPEKA BLVD	34.46
1677223701-10.1		635 SW GAGE BLVD A - VET CLINI	485.06
1709729387-10.1		201 NW TOPEKA-STREET	27.80
1421891304N-10		215 SE 7TH - LEGAL SPEC LIABIL	144.47
1421891304NO-1		215 SE 7TH - MAYOR .82%	91.13
1421891304OP-1		215 SE 7TH - CITY MGR 1.3%	144.47
1421891304Q-10		215 SE 7TH - FINANCE 3.80%	422.30
1519476504-10.1		813 SW CLAY STREET	536.43
1563891404-10.1		635 SW GAGE BLVD COWAB	961.70
1421891304H-10		215 SE 7TH - HR/WELLNESS 4.7%	522.32
1421891304I-10.		215 SE 7TH - PROSECUTION 1.86%	206.71
1421891304J-10.		215 SE 7TH - PROBATION 2.4%	266.72
1421891304K-10.		215 SE 7TH - COUNCIL OFFICE 1.	122.25
1421891304L-10.		215 SE 7TH - CITY4 .86%	95.57
1421891304M-10		215 SE 7TH - LEGAL 1.3%	144.47

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1421891304B-10.		215 SE 7TH - IT/ERP 7.32%	813.49
1421891304C-10		215 SE 7TH - FACILITIES .20%	22.23
1421891304D-10		215 SE 7TH - TPAC 60%	6,667.94
1421891304E-10.		215 SE 7TH - COURT 5.6%	622.34
1421891304F-10.		215 SE 7TH - CREDIT UNION 1.2%	133.36
1421891304G-10		215 SE 7TH - CITY CLERK 1.6%	177.81
1213827529-10.1		635 SW Gage #19 - ARC BUILDING	410.81
1315447745-10.1		5928 SW 53RD ST PUMP	57.03
1348331074-10.1		3305 SE WESTEDGE	56.32
1408512766-10.1		1215 SW 38TH	1,348.47
1421891304-10.1		215 SE 7TH - COMMONS 2.69%	298.95
1421891304A-10.		215 SE 7TH - CONTRACTS 1.95%	216.71
0793252472-10.1		927 HARRISON OFFICE	1,018.47
0843913860-10.1		5261 NW BRICKYARD RD	27.72
0846578667-10.1		801 NE KINCAID RD	29.61
1047755001-10.1		635 SW GAGE BLVD B ZOO BEARS	68.93
1079563957-10.1		1215 SW OAKLEY AVE	486.53
1119938145-10.1		402 SE BRANNER ST LT	71.37
733453	11/09/2018	WESTAR ENERGY	5377
CAR102-1118		2758510540	1,302.63
			1,302.63
733454	11/09/2018	CORVEL CORPORATION INC	8931
INDEMNITY 10/1-	41758		5,585.00
			5,585.00
733455	11/09/2018	OCCUVAX LLC	3722
136847	44933		1,595.00
			1,595.00
733470	11/09/2018	PICCININNO, ANTHONY	11108
PK000000028		REFUND PARKING CREDIT	33.85
			33.85
733471	11/09/2018	FRATERNAL ORDER OF POLICEMEN	1773
UNF1181109164		Union Dues - FOP	9,329.74
			9,329.74
733472	11/09/2018	US DEPT OF TREASURY	10515
00000026618110		Garnishment - Pct of Net	333.56
			333.56
733473	11/09/2018	FASTENAL COMPANY	1619
KSTOP259648	41878		30.12
KSTOP259692	41568		59.52
KSTOP259707	41568		4.55
KSTOP259710	41568		60.25
KSTOP259783	41568		619.78
			774.22
733474	11/09/2018	KANSAS SAND & CONCRETE INC	2744
90235457	41522		540.00
90235584	41522		240.00
90235693	41522		360.00
90235840	41522		600.00
90235842	41522		300.00
90236083	41522		1,200.00
			3,240.00
733475	11/09/2018	MID-STATES MATERIALS LLC	3401
74841	41585		372.76
			372.76
733476	11/09/2018	SAMCO INC	4355
SVC10243	41799		1,694.00
SVC10244	43020		650.25
SVC10248	43020		342.92
			2,687.17
733477	11/09/2018	SHAWNEE COUNTY	4504
OCTOBER 2018	DE		144,663.84
			144,663.84

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733478 OCTOBER 2018	11/09/2018 DE	SHAWNEE COUNTY	7574 250,263.96
			250,263.96
733479 CR 2006 001055:AM CALDERON-OR CR 2006 001055:AM CALDERON-OR CR 2006 001055:AM CALDERON-OR CR 2006 001055:AM CALDERON-OR CR 2006 001055:AM CALDERON-OR CR 2006 001055:AM CALDERON-OR	11/09/2018	AMERICANS FAMILY INSURANCE	10035 50.00 50.00 40.00 60.00 50.00 50.00
			300.00
733480 CR 2015 000795:DAVID T GAINES	11/09/2018	COX COMMUNICATIONS	7748 745.96
			745.96
733481 CR 2008 001848:PAULA S RAMSEY CR 2008 001848:PAULA S RAMSEY	11/09/2018	FLOYD, MICHELLE	10173 54.54 100.00
			154.54
733482 CR 2018 000997: RA RUMMEL	11/09/2018	GUY, YVONNE A	11496 91.13
			91.13
733483 CR 2015 000160:AARON M COWDIN	11/09/2018	HOWLAND, BRIAN R	10281 50.00
			50.00
733484 CR 2016 001497: KP GOODMAN	11/09/2018	WAGEMAKER, WILLIAM	6826 50.00
			50.00
733485 OTHER/DAMAGE PERMANENT EA TEMPORARY EA	11/16/2018 44953 44942 44953	MATTHEWS, JOSEPH L	11491 1,850.00 1,065.00 85.00
			3,000.00
733486 OTHER EASEME PERMANENT EA TEMPORARY EA	11/16/2018 44952 44952 44952	TOPEKA PROPERTY LLC	11490 34,600.00 5,145.00 255.00
			40,000.00
733487 125632751	11/16/2018 PROTECTION 1	ADT US HOLDINGS INC	10996 1,431.06
			1,431.06
733488 1649830471822 1649830471824	11/16/2018 41389 41389	ADVANCE STORES COMPANY INC	64 13.56 4.96
			18.52
733489 2547638	11/16/2018 43569	AFFINITY CHEMICAL LLC	11339 3,464.80
			3,464.80
733490 2413 2416	11/16/2018 44333 43946	AMERI-CRETE INC	9644 58,299.07 19,520.31
			77,819.38
733491 1195	11/16/2018 44611	ARMELY LLC	11405 1,610.00
			1,610.00
733492 18 61333 CONT#	11/16/2018 44963	BNSF RAILWAY COMPANY INC	537 4,966.00
			4,966.00
733493 526 68325	11/16/2018 41487	BRIDGESTONE AMERICAS INC	1855 474.48
			474.48
733494	11/16/2018	BROWNS SUPER SERVICE INC	670
			650.00

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65933	41409		200.00
66306	41409		250.00
66404	41409		200.00
733495	11/16/2018	CBS MANHATTAN LLC 854	720.00
706114	44984		300.00
706182	41796		420.00
733496	11/16/2018	CELLCO PARTNERSHIP 9497	1,329.30
9817514366	DE		1,329.30
733497	11/16/2018	CHAVEZ RESTORATION & CLEANING 7037	1,343.02
20181002081	43757		1,343.02
733498	11/16/2018	COMMUNITY ACTION INC 1051	8,178.70
09302018HESG1	44653		8,178.70
733499	11/16/2018	COREFIRST BANK & TRUST 1111	4,084.46
OCTOBER 2018	44997		4,084.46
733500	11/16/2018	CROSS MATCH TECHNOLOGIES INC 1182	396.00
297183	44969		396.00
733501	11/16/2018	D & D LAWN CARE LLC 10861	830.00
0000754	43623		830.00
733502	11/16/2018	DOUG RICHERT CADILLAC INC 1397	188.83
273511	41417		34.91
273525	41417		88.55
273554	41417		65.37
733503	11/16/2018	ELLIOTT AUTO SUPPLY COMPANY 5676	265.48
2 4872716	41498		29.40
2 4873158	41498		50.40
8 717529	41457		-219.48
8 718183	41498		151.62
8 718196	41457		222.01
8 718303	41457		31.53
733504	11/16/2018	ENVIRONMENTAL ENERGY INC 1545	79.90
104581	41343		79.90
733505	11/16/2018	ENVISION INDUSTRIES INC 1549	27.59
0003518311	41523		27.59
733506	11/16/2018	EXPERIAN INFORMATION SOLUTIONS 5760	264.00
CD1907004965	41591		212.00
CD1907004966	41591		52.00
733507	11/16/2018	FINLAY AUTOMOTIVE SUPPLY INC 10237	990.90
125966	41474		396.25
126055	41474		35.55
126251	41474		297.06
126263	41474		13.15
126829	41506		248.89
733508	11/16/2018	FISHER SCIENTIFIC COMPANY LLC 4949	479.87
2939516	41564		232.91
5813517	41564		246.96
733509	11/16/2018	FORTILINE INC 7351	1,530.00
4426315	44775		1,530.00

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733510 D0011869	11/16/2018 44831	GEOSOURCE LLC 1876	2,800.00 2,800.00
733511 52063	11/16/2018 43313	HEARTLAND ALARMS INC 5718	120.00 120.00
733512 15382751	11/16/2018 43688	HERITAGE-CRYSTAL CLEAN INC 9426	283.36 283.36
733513 12616	11/16/2018 42268	HMS ZOO DIETS INC 2263	145.82 145.82
733514 W 30985 S 26310 S 26324 S 26340 W 30812 W 30923 W 30938 S 25555 S 25986 S 26057 S 26183 S 26184 S 26185	11/16/2018 41425 41425 41425 41425 41425 41425 41425 41425 41425 41425 41425 41425 41425	SPENCER & COMPANY 2321	2,871.77 -2,400.00 25.27 55.07 5,880.41 495.94 544.85 26,837.51 86.70 9,055.84 -465.75 7.82 118.17 43,113.60
733515 2325718	11/16/2018 41381	INFORMATION NETWORK OF KANSAS 2395	1,820.32 1,820.32
733516 TFD04 TFD05 TPD14	11/16/2018 44987 44780 43060	INSIGHT PUBLIC SAFETY AND 11149	2,250.00 900.00 4,450.00 7,600.00
733517 AGWM304 AGWM305 AGWM565 AGWM752	11/16/2018 42779 42779 42990 42782	IRON MOUNTAIN INC 2444	144.00 24.00 35.00 34.00 237.00
733518 316138	11/16/2018 41429	JAMES L DUNLAP 2533	42.00 42.00
733519 1027 LS BK0811	11/16/2018 44859	JEFFERSON STREET HOTEL PARTNER 4090	2,053.60 2,053.60
733520 1046380 1048273	11/16/2018 41458 41458	JOHN DEERE FINANCIAL FSB 5769	5,450.19 229.58 5,679.77
733521 1752875 1753506 1753956 1754117 1756928 1758472 1759139 443291	11/16/2018 41434 41434 41434 41434 41434 41434 41434 41434	KANSAS CITY FREIGHTLINER SALES 2654	976.71 13.78 -1,545.45 18.00 136.62 139.62 3.41 571.20 313.89

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733522	11/16/2018	STATE OF KANSAS 2691	53,624.17
8306 85KJ 82DD SALES TAX WATE			
733523	11/16/2018	STATE OF KANSAS 2691	27.73
8318 2D6B 2T53 SALES TAX ZOO			
733524	11/16/2018	KANSAS ONE CALL SYSTEM INC 2728	3,680.40
8100474 41552			
733525	11/16/2018	KINGS CONSTRUCTION CO INC 11427	60,344.38
44693 1 44693			
733526	11/16/2018	L & H MOBILE ELECTRONICS LLC 2930	240.00
110294 41437			
733527	11/16/2018	LAIRD NOLLER FORD INC 2939	940.68
1217113 41438			-400.00
1217365 41438			153.67
1217407 41438			119.29
1217570 41438			95.76
1217727 41438			66.53
1217774 41438			32.08
1217789 41438			7.16
1217817 41438			176.41
1217856 41438			344.89
1217857 41438			344.89
733528	11/16/2018	LE UPFITTER LLC 10758	6,435.79
3933 44628			5,489.62
3982 44628			946.17
733529	11/16/2018	LKQ MIDAMERICA AUTO PARTS INC 8236	75.00
100774629 41466			
733530	11/16/2018	MM EXCAVATING LLC 9938	8,313.75
393 44066			1,170.00
394 44062			7,143.75
733531	11/16/2018	MOSER, ROBERT E 3537	900.00
41642 SEP-OCT 41642			
733532	11/16/2018	NAILL ENTERPRISES LTD 4931	192.30
3036 30 41704			96.15
9036 31 41704			96.15
733533	11/16/2018	NEBRASKALAND TIRE INC 8548	306.00
77214 41362			
733534	11/16/2018	NOWAK CONSTRUCTION CO INC 10902	353,227.50
43442 4 43442			343,498.50
43504 4 43504			9,729.00
733535	11/16/2018	OMNI DISTRIBUTION 3750	589.00
28752 44701			
733536	11/16/2018	OZARK INTEGRATED PEST SERVICE 3791	6,600.00
24470 44785			600.00
24491 44785			600.00
24500 44785			600.00
24502 44785			600.00
24504 44785			600.00
24505 44785			600.00

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24513	44785		600.00
24514	44785		600.00
24515	44785		600.00
24516	44785		600.00
24521	44785		600.00
733537	11/16/2018	PREMIER FARM & HOME LLC 4002	277.00
212155	41535		277.00
733538	11/16/2018	PRISON REHABILITATIVE 6556	26.00
E1037677	44893		26.00
733539	11/16/2018	PUR O ZONE INC 6773	129.30
766256	41344		129.30
733540	11/16/2018	REEVES WIEDEMAN COMPANY INC 4154	67.45
5295825	41370		36.72
5295833	41370		173.40
5298606	41370		212.67
5299844	41370		53.99
5300574	41566		57.63
5300659	41866		
733541	11/16/2018	REWIND FITNESS LLC 11260	272.00
1316	44876		272.00
733542	11/16/2018	ROLLING PRAIRIE 9658	80.35
56800	41504		80.35
733543	11/16/2018	SALTUS TECHNOLOGIES LLC 9478	1,140.00
1811 21	44629		1,140.00
733544	11/16/2018	SCHULTE SUPPLY INC 9563	8,089.00
S1143214 001	44777		371.56
S1143223 001	44797		240.03
S1143575 001	44733		
733545	11/16/2018	SEABROOKS TOO LLC 10813	279.00
2018 2475	41366		279.00
733546	11/16/2018	SECURITAS SECURITY SERVICES US 4451	349.30
W6248523	41539		349.30
W6257072	41539		
733547	11/16/2018	SHAWNEE COUNTY EXTENSION COUNC 4508	105.00
4200 SE PAULEN	41703		78.00
4200 SE PAULEN	41703		24.00
4200 SE PAULEN	41703		
733548	11/16/2018	SHAWNEE COUNTY RURAL WATER 5719	1,508.00
41707 OCT 2018	41707		1,508.00
733549	11/16/2018	SIMILAR MODE UNIFORMS INC 4563	1,033.51
44213	44213		2,425.09
44447	44447		113.50
44592	44592		
733550	11/16/2018	TOPEKA FOUNDRY & IRON WORKS IN 5029	58.75
12089	41449		261.16
12299	41449		
733551	11/16/2018	TRANSUNION RISK AND 9436	

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OCT 2018 ACCT	41654		127.50
733552	11/16/2018	TYLER TECHNOLOGIES INC 10407	19,601.00
030 16333	44877		3,024.00
030 16334	44877		16,577.00
733553	11/16/2018	UNITED STATES POSTAL SERVICE 5147	2,127.44
41972 P#PI309 1	41972		2,127.44
733554	11/16/2018	UNIVERSITY OF GEORGIA 292	70.00
401497	41526		70.00
733555	11/16/2018	UNIVERSITY OF MIAMI 10725	724.00
4499079895	41615		724.00
733556	11/16/2018	WEST PUBLISHING CORPORATION 4972	707.00
839151204	42193		707.00
733557	11/16/2018	WILLAIM B KARR 2784	501.08
9909	41435		127.58
9914	41435		100.65
9915	41435		201.95
9918	41435		70.90
733558	11/16/2018	ARC PHYSICAL THERAPY PLUS 9956	550.00
1023744	41885		550.00
733559	11/16/2018	HEALTHSTAT INC 9951	64,328.28
104259	42452		64,328.28
733560	11/16/2018	EXPRESS CASH 11506	11.25
PK00001296		REFUND CROSBY PLACE GARAGE	11.25
733561	11/16/2018	HANSON, ALEX 11503	45.85
PK00001349		REFUND NINTH ST GARAGE	45.85
733574	11/16/2018	TOWNSITE CAFE 11504	17.75
PK00001341		REFUND TOWNSITE GARAGE	17.75
733575	11/16/2018	VASANTH, BHARATH UDIYANA 11505	1.61
PK00001348		REFUND NINTH ST GARAGE	1.61
733576	11/16/2018	CAPITOL CONCRETE PRODUCTS INC 789	492.25
90238311	44854		492.25
733577	11/16/2018	DANIEL R HOUSER INC 7046	1,387.50
20180169	41518		1,387.50
733578	11/16/2018	CUES INC 1196	1,049.98
519961	44813		1,049.98
733579	11/16/2018	FASTENAL COMPANY 1619	406.69
KSTOP260059	41568		23.51
KSTOP260074	41418		5.71
KSTOP260114	41568		239.16
KSTOP260234	41878		138.31
733580	11/16/2018	KANSAS SAND & CONCRETE INC 2744	3,110.00
90236515	41522		170.00
90236862	41522		1,020.00
90238098	41522		720.00
90238604	41522		1,200.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733581	11/16/2018	MID-STATES MATERIALS LLC 3401	7,267.32
74928	41585		352.37
74974	41585		2,903.47
75217	41585		4,011.48
733582	11/16/2018	MIDWEST MOTOR SUPPLY CO INC 2854	431.25
6717743	41492		377.00
6717745	41360		54.25
733583	11/16/2018	ALANIS-NEGRETE, J REYES 9715	25.00
CR 2007 001176	DEANN K MASSEY		25.00
733584	11/16/2018	BARNES, DENNIS 9995	30.00
CR 2015 000534	BEVERLY MARTIN		30.00
733585	11/16/2018	BUTTS, RAYME JO 11502	265.00
CR 2018 000181	KALI B BEFORT		265.00
733586	11/16/2018	KANSAS BUREAU OF INVESTIGATION 2646	10.00
CR 2005 000669	TROY A MAUNEY		10.00
733587	11/16/2018	LUTHI, PAMELA 10889	25.00
CR 2015 001522	AJ BRUNDAGE		25.00
733588	11/23/2018	BC SERVICES INC 10424	489.81
00000263518112	Garnishment - Pct of Net		489.81
733589	11/23/2018	BESSINE WALTERBACH LLP 10466	335.41
00000238518112	Garnishment - Pct of Net		335.41
733590	11/23/2018	BUTLER & ASSOCIATES PA 731	438.42
00000244718112	Garnishment - Pct of Net		438.42
733591	11/23/2018	CALIFORNIA DEPARTMENT OF CHILD 753	220.61
00000297018112	Child Support - Amt		220.61
733592	11/23/2018	CHAPTER 13 TRUSTEE 2494	63.70
00000119218112	Bankruptcy - Amt 26 PP		63.70
733593	11/23/2018	CHAPTER 13 TRUSTEE 2494	484.61
00000067718112	Bankruptcy - Amt 26 PP		484.61
733594	11/23/2018	CHAPTER 13 TRUSTEE 2494	138.46
00000100918112	Bankruptcy - Amt 26 PP		138.46
733595	11/23/2018	CHAPTER 13 TRUSTEE 2494	183.69
00000015218112	Bankruptcy - Amt 26 PP		183.69
733596	11/23/2018	CHAPTER 13 TRUSTEE 2494	46.15
00000254718112	Bankruptcy - Amt 26 PP		46.15
733597	11/23/2018	CHAPTER 13 TRUSTEE 2494	130.00
00000237918112	Bankruptcy - Amt 26 PP		130.00
733598	11/23/2018	CHAPTER 13 TRUSTEE 2494	207.69
00000029718112	Bankruptcy - Amt 26 PP		207.69
733599	11/23/2018	CHAPTER 13 TRUSTEE 2494	120.00
00000229618112	Bankruptcy - Amt 26 PP		120.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733600	11/23/2018	CHAPTER 13 TRUSTEE	291.23
00000074118112		Bankruptcy - Amt 26 PP	291.23
733601	11/23/2018	CHAPTER 13 TRUSTEE	94.15
00000241018112		Bankruptcy - Amt 26 PP	94.15
733602	11/23/2018	CHAPTER 13 TRUSTEE	41.54
00000251518112		Bankruptcy - Amt 26 PP	41.54
733603	11/23/2018	CHAPTER 13 TRUSTEE	46.15
00000246818112		Bankruptcy - Amt 26 PP	46.15
733604	11/23/2018	CHAPTER 13 TRUSTEE	36.92
00000296718112		Bankruptcy - Amt 26 PP	36.92
733605	11/23/2018	FAMILY SUPPORT PAYMENT CENTER	307.85
00000241018112		Child Support - Amt	307.85
733606	11/23/2018	FAMILY SUPPORT PAYMENT CENTER	150.46
00000294918112		Child Support - Amt	150.46
733607	11/23/2018	H KENT HOLLINS ATTORNEY AT LAW	347.41
00000217318112		Garnishment - Pct of Net	347.41
733608	11/23/2018	KANSAS DEPARTMENT OF REVENUE	1,028.05
00000055818112		Tax Levy State - Pct	1,028.05
733609	11/23/2018	KATHLEEN A LAUGHLIN	289.00
00000299318112		Bankruptcy - Amt 26 PP	289.00
733610	11/23/2018	NEWMAN HESSE & ASSOCIATES PA	198.82
00000278418112		Garnishment - Pct of Net	198.82
733611	11/23/2018	PITTENGER LAW GROUP LLC	450.30
00000258518112		Garnishment - Pct of Net	450.30
733612	11/23/2018	OFFICE OF THE ATTORNEY GENERAL	92.31
00000265318112		Child Support - Amt	92.31
733613	11/23/2018	UNITED STATES GOVERNMENT	280.58
00000215518112		Student Loan Federal - Pct	280.58
733614	11/23/2018	UNITED STATES GOVERNMENT	251.04
00000257118112		Student Loan Federal - Pct	251.04
733615	11/23/2018	UNITED STATES GOVERNMENT	382.94
00000109318112		Student Loan Federal - Pct	382.94
733616	11/23/2018	UNITED STATES TREASURY	219.24
00000111618112		Tax Levy Federal - Amount	219.24
733617	11/23/2018	WILLIAM GRIFFIN CHAPTER	276.92
00000020918112		Bankruptcy - Amt 26 PP	276.92
733618	11/23/2018	WILLIAM GRIFFIN CHAPTER	80.77
00000286018112		Bankruptcy - Amt 26 PP	80.77
733619	11/23/2018	WILLIAM GRIFFIN CHAPTER	476.31
00000025418112		Bankruptcy - Amt 26 PP	476.31
733620	11/23/2018	WILLIAM GRIFFIN CHAPTER	648.46

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
00000041318112		Bankruptcy - Amt 26 PP	648.46
733621	11/23/2018	WILLIAM GRIFFIN CHAPTER 5446	739.62
00000080118112		Bankruptcy - Amt 26 PP	739.62
733622	11/23/2018	FRATERNAL ORDER OF POLICEMEN 1773	9,329.74
UNF1181123153		Union Dues - FOP	9,329.74
733623	11/23/2018	US DEPT OF TREASURY 10515	367.02
00000026618112		Garnishment - Pct of Net	367.02
733624	11/30/2018	CONSTANGY BROOKS SMITH 10761	2,331.00
510973	42173		2,331.00
733625	11/30/2018	ADVANCE STORES COMPANY INC 64	22.07
1649831272097	41389		22.07
733626	11/30/2018	AFFINITY CHEMICAL LLC 11339	3,480.05
2547887	43569		3,480.05
733627	11/30/2018	ANTECH DIAGNOSTIC INC 11478	528.65
3 201810 0	44864		528.65
733628	11/30/2018	AT&T 281	316.36
7870544408	LONG DISTANCE		316.36
733629	11/30/2018	AT&T 281	4,115.63
2913915400	42277		4,115.63
733630	11/30/2018	AT&T 281	730.40
3105787551	42277		730.40
733631	11/30/2018	AT&T 281	722.00
GE86592	42277		722.00
733632	11/30/2018	AT&T CORP 289	167.58
810 020883	41991		-58.11
811 020856	41991		225.69
733633	11/30/2018	BIG TWIN INC 5031	27.96
733844	41450		27.96
733634	11/30/2018	BRIDGESTONE AMERICAS INC 1855	1,525.30
526 68411	41487		22.62
526 68473	41421		178.86
526 68501	41487		809.34
526 68600	41487		514.48
733635	11/30/2018	BROWNS SUPER SERVICE INC 670	200.00
66623	41409		200.00
733636	11/30/2018	C & B INDUSTRIES INC 9568	203.82
8884	41587		203.82
733637	11/30/2018	CAPITAL ELECTRIC CONSTRUCTION 11488	3,165.46
42948	44960		3,165.46
733638	11/30/2018	CDW LLC 10026	3,292.20
PXN9084	44965		3,292.20
733639	11/30/2018	CIMPRESS USA INCORPORATED 11424	561.90
110369185	44946		561.90

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733640 44737	11/30/2018 44737	CONROY CONTRACTORS INC 2538	4,125.00 4,125.00
733641 41706 NOV 2018	11/30/2018 41706	CONSOLIDATED RURAL WATER 1076	1,274.00 1,274.00
733642 25007000	11/30/2018 44920	CRAFCO INC 9801	83,902.00 83,902.00
733643 182420	11/30/2018 44970	CYTEK MEDIA SYSTEMS INC 1227	200.00 200.00
733644 C18492	11/30/2018 43008	DESMAN INC 10815	475.00 475.00
733645 5 3491352 5 3491353	11/30/2018 41498 41498	ELLIOTT AUTO SUPPLY COMPANY 5676	48.72 60.54 109.26
733646 127648 127824	11/30/2018 41474 41474	FINLAY AUTOMOTIVE SUPPLY INC 10237	12.78 17.78 30.56
733647 17121	11/30/2018 44939	FISHER PARKING & SECURITY INC 5802	632.50 632.50
733648 140642 140742 140436 140444 140456 140511 140536 140612 140169 140298 140312 140363 140377	11/30/2018 44932 44932 44932 44932 44932 44932 44932 44932 44932 44932 44932 44932 44932 44932	GH STORE FIFTEEN LLC 11479	3.60 13.99 39.95 17.97 60.48 7.38 52.97 18.99 31.98 8.38 27.48 12.99 21.99 318.15
733649 52122	11/30/2018 45061	HEARTLAND ALARMS INC 5718	290.00 290.00
733650 15394099 15401219	11/30/2018 43688 43688	HERITAGE-CRYSTAL CLEAN INC 9426	203.87 239.05 442.92
733651 S 26379 S 26411 W 31233	11/30/2018 41489 41425 41425	SPENCER & COMPANY 2321	147.90 -115.00 928.54 961.44
733652 3112926	11/30/2018 45022	ICE-MASTERS INC 9074	130.00 130.00
733653 TPD15	11/30/2018 43060	INSIGHT PUBLIC SAFETY AND 11149	1,120.00 1,120.00
733654 45031 #15770 PII	11/30/2018 45031	KANSAS DEPT OF HEALTH & ENVIR 2676	20.00 20.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
733655 45053 #12343 HII	11/30/2018 45053	KANSAS DEPT OF HEALTH & ENVIR 2676	20.00 20.00
733656 200003727	11/30/2018 42186	KANSAS MUNICIPAL UTILITIES INC 9097	5,970.00 5,970.00
733657 SN048268 SN049328 SN049329	11/30/2018 42865 42865 42865	KANSAS SECURED TITLE/ 2747	100.00 640.00 640.00 1,380.00
733658 110611	11/30/2018 41437	L & H MOBILE ELECTRONICS LLC 2930	10.00 10.00
733659 115738 116035	11/30/2018 45035 45035	LOWER PLUMBING HEATING AND AIR 11318	1,648.00 111.00 1,759.00
733660 11002	11/30/2018 44670	MM EXCAVATING LLC 9938	2,784.83 2,784.83
733661 3036 32	11/30/2018 41704	NAILL ENTERPRISES LTD 4931	96.15 96.15
733662 211247 211489 211847 212269 212271 212580 213283	11/30/2018 41535 41535 41535 41535 41535 41535 41535	PREMIER FARM & HOME LLC 4002	277.00 62.54 145.00 405.86 2,385.53 529.00 585.00 4,389.93
733663 5305366 5305612 5305955 5302803 5303510 5304566 5304786	11/30/2018 41370 41566 41866 41566 41566 41370 41566	REEVES WIEDEMAN COMPANY INC 4154	158.95 4.49 108.06 6.24 29.88 224.17 11.10 542.89
733664 S1142667 001 S1143069 001	11/30/2018 44627 44733	SCHULTE SUPPLY INC 9563	930.42 947.34 1,877.76
733665 W6266959	11/30/2018 41539	SECURITAS SECURITY SERVICES US 4451	349.30 349.30
733666 43000 4	11/30/2018 43000	SENNE COMPANY INC 4474	53,840.14 53,840.14
733667 A1987 A1988 A1989	11/30/2018 41374 41374 41374	SHAWNEE COUNTY 4521	33.75 40.75 33.75 108.25
733668 ACCT 177403 3 C	11/30/2018 UNEMPLOYMENT	STATE OF KANSAS DEPT OF LABOR 2687	18,976.46 18,976.46
733669	11/30/2018	STATE OF KANSAS 2697	460.00

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

Check No.	Check Date/PO #	Vendor Name and Number	Check Amount
45048 CFF EVEN	45048		460.00
733670 1025	11/30/2018 44994	THE GIL CARTER INITIATIVE INC 11501	400.00
733671 12417 12551	11/30/2018 41449 43333	TOPEKA FOUNDRY & IRON WORKS IN 5029	708.78 40.06 668.72
733672 134056 134216 134485 134498	11/30/2018 44496 44496 44496 44496	U S ENGINEERING COMPANY 11361	2,138.98 618.73 445.25 947.50 127.50
733673 437557	11/30/2018 44270	UNDERGROUND VAULTS & STORAGE 5130	50.43
733674 086	11/30/2018 41530	WELLS, DAVID L 5359	870.00
733697 88450	11/30/2018 41413	CENTRAL STATES MACHINING & WEL 869	325.35
733698 520399	11/30/2018 44813	CUES INC 1196	5,008.53
733699 KSTOP260397 KSTOP260382	11/30/2018 41568 41418	FASTENAL COMPANY 1619	405.96 400.27 5.69
733700 62915 63250	11/30/2018 45032 44852	KANSAS FIRE & SAFETY EQUIPMENT 2704	120.00 35.00 85.00
733701 90240087 90240088 90240089 90240090 90240194 90240203 90239981 90239982	11/30/2018 41522 41522 41522 41522 41522 41522 41522 41522	KANSAS SAND & CONCRETE INC 2744	6,135.00 600.00 600.00 1,200.00 600.00 1,260.00 945.00 510.00 420.00
733702 75517	11/30/2018 41585	MID-STATES MATERIALS LLC 3401	121.40
733703 SVC10242 SVC10261 SVC10302	11/30/2018 43020 43020 43020	SAMCO INC 4355	1,006.42 515.50 75.00 415.92
733704 130578	11/30/2018 42019	TARWATER FARM & HOME SUPPLY 4872	27.79
733705 62007 62061	11/30/2018 41548 41548	TESSENDORF WELDING & MACHINE I 4909	150.00 75.00 75.00
733706 CR 2001 004982(	11/30/2018 KEVIN J HAYES	COOK, TROY LEWIS 10098	218.30

COUNCIL REPORT OF VENDOR PAYMENTS

Between 11/3/2018 and 11/30/2018

<u>Check No.</u>	<u>Check Date/PO #</u>	<u>Vendor Name and Number</u>	<u>Check Amount</u>
733707	11/30/2018	DITTAMO, MICHAEL P	10542
CR 2006 000881	BRETT W DEGAND		25.00
733708	11/30/2018	KANSAS BUREAU OF INVESTIGATION	2646
CR 2007 001463	JL COLLINS		150.00
733709	11/30/2018	KANSAS DEPT OF TRANSPORTATION	11514
CR 2011 001692	ERIC W ALLEN		53.09
733710	11/30/2018	PATTILLO, STELLA	11474
CR 2018 000728	BYRON E NARD		100.00
Total for Check Payments			2,609,883.75
TOTAL OF PAYMENTS			17,285,651.76

Payment Listing

CB255 Date: 12/04/18
Time: 10:23

JOB SUBMISSION PARAMETERS

User Name: INFORBC\KJOHNSON
Job Name: CB255KEJ
Step Nbr: 1

Cash Code: 07 US BANK OPERATING ACCT
or Cash Code Group:

Transaction Code: SYS AP SYSTEM PAYMENT
Check Date: 110318 - 113018
Check Nbr: -
Company:

Transaction Status: P Paid
Report Sequence: C By Transaction Code
Detail Option: Summary

Payment Listing

CB255 Date 12/04/18
Time 10:23

Page 1

Payment Listing
Cash Code 07 US BANK OPERATING ACCT
By Transaction Code (Status: Paid)

Transaction Code SYS AP SYSTEM PAYMENT

Reference Number	Payment Nbr	Co.	Post Date	Pay Date	Void Date	Amount	Status	Payee Name	Pay Group	Proc Grp
1809 SW 24	733456	1	11/05/18	11/09/18		15221.45	Historical	ZACHARY MATHENY AND	COT	
CUSHING CO	733457	1	11/02/18	11/09/18		94.13	Historical	COURTNEY C CUSHING	COT	
SHULER EDU	733458	1	11/05/18	11/09/18		8098.93	Historical	SHULER EDUCATION CEN	COT	
STEELE JAC	733459	1	11/02/18	11/09/18		290.50	Historical	JACKIE STEELE	COT	
TOPEKA PER	733460	1	11/03/18	11/09/18		250.00	Historical	TOPEKA PERIODONTICS	COT	
USD 501 MC	733461	1	11/01/18	11/09/18		250.00	Historical	USD 501 MCCARTER ELE	COT	
USD 501 ME	733462	1	11/01/18	11/09/18		250.00	Historical	USD 501 MEADOWS ELEM	COT	
CASTO DONA	733463	1	10/30/18	11/09/18		500.00	Historical	DONALD RAY CASTO	COT	
FORD CHAST	733464	1	11/01/18	11/09/18		37.01	Historical	CHASTA RANAE FORD	COT	
SPENCER JE	733465	1	11/01/18	11/09/18		3359.00	Historical	JERAMIAH RAY SPENCER	COT	
WARREN TRE	733466	1	11/02/18	11/09/18		99.00	Historical	TRENTON DANIEL WARRE	COT	
FLOTT BRYI	733467	1	10/26/18	11/09/18		10.00	Historical	BRYIAN FLOTT	COT	
MAHONEY KE	733468	1	10/26/18	11/09/18		10.00	Historical	KENNETH L MAHONEY	COT	
MAHONEY TI	733469	1	10/26/18	11/09/18		10.00	Historical	TIFFANY MAHONEY	COT	
FINK KENNE	733562	1	11/08/18	11/16/18		895.00	Historical	KENNETH FINK	COT	
MARTENSON	733563	1	11/13/18	11/16/18		134.55	Historical	DAVID M MARTENSON	COT	
SNOOK JESS	733564	1	11/06/18	11/16/18		125.00	Historical	JESSICA SNOOK	COT	
ZACH EVENT	733565	1	11/13/18	11/16/18		250.00	Historical	ZACH EVENTS LLC	COT	
BLEVINS CH	733566	1	11/08/18	11/16/18		324.00	Historical	CHRISTINA ANN BLEVIN	COT	
GONZALEZ-F	733567	1	11/08/18	11/16/18		275.00	Historical	SALVADOR GONZALEZ-FL	COT	
RICE ROY M	733568	1	11/07/18	11/16/18		1307.00	Historical	ROY MARK RICE	COT	
ROSE KARRI	733569	1	11/07/18	11/16/18		50.00	Historical	KARRI LYNN ROSE	COT	
SIMON JAME	733570	1	11/09/18	11/16/18		100.00	Historical	JAMES RUSSELL SIMON	COT	
CAY SONIA	733571	1	11/02/18	11/16/18		10.27	Historical	SONIA M CAY	COT	
HEARD ERIN	733572	1	11/02/18	11/16/18		12.18	Historical	ERIN RENEE HEARD	COT	
TUCKER ASH	733573	1	11/02/18	11/16/18		10.00	Historical	ASHLEY TUCKER	COT	
5008 SW 28	733675	1	11/19/18	11/30/18		2933.56	Historical	LISA GRAGSON	COT	
CABELLO CA	733676	1	11/19/18	11/30/18		553.99	Historical	CARLOS CABELLO	COT	
CAPITAL RE	733677	1	11/27/18	11/30/18		79.81	Historical	CAPITAL REALITY LLC	COT	
GREY MORG	733678	1	11/16/18	11/30/18		374.81	Historical	MORGAN T GREY	COT	
RICHARDS S	733679	1	11/27/18	11/30/18		7.75	Historical	SHARON RICHARDS	COT	
SAGE ELIZA	733680	1	11/27/18	11/30/18		73.44	Historical	ELIZABETH SAGE	COT	
SHUGHART D	733681	1	11/27/18	11/30/18		25.34	Historical	DUSTIN M SHUGHART	COT	
WHITE AVA	733682	1	11/27/18	11/30/18		415.83	Historical	AVA J WHITE	COT	
ABATE OF K	733683	1	11/26/18	11/30/18		250.00	Historical	ABATE OF KANSAS DIST	COT	
ESTES JOHN	733684	1	11/26/18	11/30/18		250.00	Historical	JOHN ESTES	COT	
GREATER TO	733685	1	11/26/18	11/30/18		500.00	Historical	GREATER TOPEKA PARTN	COT	
HALSTEAD T	733686	1	11/19/18	11/30/18		500.00	Historical	THAD HALSTEAD	COT	
HOFELT BRA	733687	1	11/19/18	11/30/18		30.00	Historical	BRANDON EDWARD HOFEL	COT	
HOFELT BR	733688	1	11/19/18	11/30/18		30.00	Historical	BRANDON EDWARD HOFEL	COT	
SUAREZ ISA	733689	1	11/15/18	11/30/18		100.00	Historical	ISAIAS SUAREZ	COT	
HOWE RACHE	733690	1	11/20/18	11/30/18		6.16	Historical	RACHEL SUE HOWE	COT	
JACOBS ALI	733691	1	11/19/18	11/30/18		1450.00	Historical	ALISHA D JACOBS	COT	
STREICH SU	733692	1	11/26/18	11/30/18		63.50	Historical	SUSAN L STREICH	COT	
WILLIAMS L	733693	1	11/20/18	11/30/18		381.68	Historical	LASHA DUPREE WILLIAM	COT	
CUFFEL DER	733694	1	11/16/18	11/30/18		10.44	Historical	DERRICK L CUFFEL	COT	
ROSE JAMES	733695	1	11/16/18	11/30/18		10.00	Historical	JAMES M ROSE	COT	
SIEFER JEN	733696	1	11/21/18	11/30/18		10.00	Historical	JENNY B SIEFER	COT	

Payment Listing

CB255 Date 12/04/18
Time 10:23

Page 2

Payment Listing
Cash Code 07 US BANK OPERATING ACCT
By Transaction Code (Status: Paid)

Transaction Code SYS AP SYSTEM PAYMENT

Reference Number	Payment Nbr	Co.	Post Date	Pay Date	Void Date	Amount	Status	Payee Name	Pay Group	Proc Grp
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Transaction Code SYS	Total	40029.33
Cash Code 07	Total	40029.33
Report Total		40029.33

*** REPORT COMPLETED ***



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE:	December 18, 2018		
CONTACT PERSON:	Sasha Haehn, Director of Neighborhood Relations	DOCUMENT #:	
SECOND PARTY/SUBJECT:	2020 Social Services Grant Funding Priorities and Process Calendar	PROJECT #:	
CATEGORY/SUBCATEGORY	006 Communication / 005 Other		
CIP PROJECT:	No		
ACTION OF COUNCIL:		JOURNAL #:	
		PAGE #:	

DOCUMENT DESCRIPTION:

APPROVAL of the 2020 Social Services grant funding priorities and process calendar. *(The Committee recommended approval by a vote of 3-0-0 on October 15, 2018.)*

Voting Requirement: At least six (6) votes of the Governing Body is required.

(Approval would establish the funding priorities and 2020 grant process calendar.)

VOTING REQUIREMENTS:

At least six (6) votes of the Governing Body is required.

POLICY ISSUE:

Approval would adopt the recommendation of the Economic and Community Development Committee regarding funding priorities and grant process calendar for the 2020 grant process.

STAFF RECOMMENDATION:

Staff is recommending the Governing Body move to approve the priorities and calendar as recommended by the Economic and Community Development Committee.

BACKGROUND:

The Economic and Community Development Committee (ECD) has been charged with allocating funding to social service agencies. This funding is a mix of General Fund and Community Development Block Grant

dollars that is awarded annually to support various social service programs in the community. In September of 2018 the Committee reviewed and approved the 2020 Social Services Funding Priorities as well as the 2020 Grant Process calendar.

The ECD approved the following 2020 mission statement and priorities

Mission Statement: Quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

- Senior citizen neighborhood-based programming to include – meals, activities, transportation
- Medical assistance for low-income individuals Programs for at-risk youth Emergency housing and utility assistance
- Neighborhood and independent living based services for persons with severe and persistent mental illness
- Support services for residents whom are non-English-speaking

The 2020 Grant Process calendar was adjusted slightly with minor changes such as adding the securing of 3-5 grant application reviewers in March of the grant calendar process.

BUDGETARY IMPACT:

The total funding amount recommended for the 2020 grant pool is \$440,000 of combined General Fund and Community Development Block Grant funding.

The total minimum grant award available in 2020 is \$10,000 and the maximum is \$25,000. Two agencies were grandfathered into the 2020 priorities at higher funding totals due to the critical nature of the services provided;

1. Shawnee Medical Society - \$50,000
2. Positive Connections - \$35,000

New and untested programs will be eligible to apply for up to \$15,000 in funding per program if the organization is not established with the City/ECD during the past 3 years. New programs will not be funded unless funding is available after all eligible existing programs have been funded first.

SOURCE OF FUNDING:

General Fund and Community Development Block Grant (CDBG) Fund

ATTACHMENTS:

Description

ECD Committee Draft Minutes 10-15-18

ECD Committee Report 10-15-18

2020 Social Service Funding Priorities

Social Service Grant Process Timeline



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

ECONOMIC & COMMUNITY DEVELOPMENT 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: October 15, 2018
Time: 3:00 p.m.
Location: Classroom A; LEC 320 S. Kansas Ave Ste 100

Committee members present: Councilmembers Karen Hiller, Sandra Clear (Chair), Sylvia Ortiz

City staff present: Sasha Haehn, Director Neighborhood Relations; Corrie Wright, Division Director of Housing Services; Rachelle Vega-Retana, Grants Administrator with Neighborhood Relations

Call to Order

Councilmember Clear called the meeting to order.

Approve Minutes from September 24, 2018 meeting

Councilmember Hiller moved to approve the minutes. The motion was seconded by Councilmember Ortiz and carried unanimously (3-0-0). Councilmember Clear proposed moving agenda item five, Other Items, to the top in order to allow individuals who were wishing to address the committee to do so and leave if they needed to. Councilmembers Hiller and Ortiz agreed. Agenda items will now be Other Items, Draft 2020 Calendar, and Priorities Sheet. Councilmember Clear proposed waiting to vote on the agenda items until the end of the meeting. Councilmember Hiller agreed.

Other Items

- Councilmember Clear read down the list of the Social Service Grant Review Committee Selection Guidelines draft.
 - “3-5 member committee comprised of volunteer positions”

Councilmember Clear would like to see 5 reviewers. Councilmember Ortiz agreed that 5 was a good amount and would caution against having an even number. Councilmember Hiller noted that leaving the amount of 3-5 was acceptable to her. Corrie Wright noted that finding volunteers to go through the reviewer training and process was difficult. Councilmember Hiller noted that in the past, the reviewer process was purposely made difficult and technical to ensure quality reviewers. Councilmember Clear would like to have a goal of 5 reviewers used. Sasha Haehn noted that it would be the goal.

- “Committee members should have 5 or more years of experience in the grant arena”
No comments/changes
- “Experience can include professional grant writer, professional grant administrator or professional grant maker within an organization”
Councilmember Clear inquired about the differences between the grant maker and the grant administrator. Sasha Haehn noted that the grant writer applies for the grant, and writes it. Ms. Haehn used the City of Topeka as an example of a grant maker, citing that Rachelle Vega-Retana’s position within the City to oversee the grantees and the grant process as it is applicable to the City’s grant that has been offered. The grant administrator refers to an additional position within an agency to assist the grant writer in administering the program. Councilmember Ortiz inquired about what the City’s grant writer’s role was in this process. Sasha Haehn and Corrie Wright noted that for these particular grants, the City’s grant writer, Sheena Schmidt, assists with training and trains the grantees as well as providing training for the reviewers. If agencies applying for the City’s ECD grants are in need of assistance, Ms. Schmidt is able to offer assistance in a number of areas where training is concerned.
- “Committee members with affiliation with any organization receiving grant funds from the City must have been separated from the organization for at least one year”
No comments/changes
- “Preference will be given to those individuals with experience in the social service provision or social service grant arenas”
Councilmember Hiller noted that she felt it was important for reviewers to be familiar with the agencies they are reviewing.
- “Emphasis on experience in outcomes and outputs and performance based grants”
No comments/changes
- Councilmember Hiller inquired about the process that had been used in the past regarding the service scoring sheet and 2019 application that was provided as a sample. Councilmember Hiller inquired with staff as to whether or not the scoring sheet and sample application that committee members received, and if staff could give information on the reviewer training as well as the comments provided by reviewers during the debriefing interview.

Corrie Wright noted that Rachelle Vega-Retana has created a document that is new this coming year which has not been used in the past with hopes of making the reviewing process easier. One reviewer noted the length of time it took to go over the applications. One reviewer commented that they would like to see some scoring on the budget. Some reviewers wanted to have more training regarding outputs and outcomes for grantees. One inquired about the need for the program versus the actual outcome for the program. Ms. Vega-Retana is currently working on formatting the score sheet, which can be found on E-CImpact to make the process of viewing two screens more efficient.

With regard to an organization's application, Councilmember Hiller inquired about the organization's budget and how that information, along with the organization's capacity and history could be added to the first ten-point question. Corrie Wright noted that the budget is reviewed with regard to the capacity, and stated that it is difficult to review another agency's budget without having a deeper knowledge of the ins and outs. Councilmember Hiller spoke about some big picture things that should be reviewed and inquired with staff if people were already being directed in a way to show how those grant dollars are being utilized within the operating budget. Councilmember Ortiz felt that simply looking at an organization's budget, it would be an unfair way to assess what would constitute for a need. Councilmember Hiller inquired with staff if they interpreted that the phrasing regarding the budget allows the committee to see what an organization may be doing. Corrie Wright answered that the score sheet can be found in the RFP, and that the committee and ultimately the Governing Body would make a policy to decide how it would be handled. Sasha provided the example of 2016 with an organization having their funding put on probation based on how their budget the following year looked and the Governing Body voted to wait and see how they performed the following year. Sasha cautioned committee members to not require staff or volunteer reviewers to score an agency on their budget, but rather to judge how an agency was utilizing grant dollars by reviewing the outcomes and outputs based on what they say will happen to see how those dollars were used. Councilmember Clear noted that she did not feel comfortable with making that final call as to where non-profit organizations used their operating budget dollars. Councilmember Hiller notes that the City has a limited budget and that it is the Council's duty to do their best to make sure the City is getting the best outcome in return for those funds.

With regard to Board leadership, Councilmember Hiller stated a concern about the board diversity requirement. Staff was able to provide the area on the application to find where this answer can be found.

On the topic of outcomes and outputs, Councilmember Hiller observed that nothing is in the application about the racial/ethnic diversity of clientele and she would like to know if this would be information that could have relevance. There was no explanation of why there was a drop listed in the goals portion. Corrie Wright noted that the reviewers place a score based on the previous year's numbers. Sasha was not able to provide an answer at this meeting, but it would be something that could be reviewed later. Councilmember Clear inquired as to what information could be gathered by looking at this. Councilmember Hiller noted that if all agencies underestimate on their applications so that they would be able to have a higher outcome, others would catch on and receive more funding. Sasha Haehn noted that the last year when all four quarters have been reported is something that is found much later. Councilmember Clear noted that there also had to be a bit of trust with the organizations. Councilmember Hiller noted that with the provided example, they received a complete score on their outcome however had a 85% lower amount of clientele served. Sasha Haehn noted that the application also noted that the organization stated that they collect their data from existing clients. Corrie Wright

clarified that the clientele served were maintaining at the same or better level of health. Council member Hiller questioned that lower income seniors having 100% of no-change or improvements was unlikely. Rachelle Vega-Retana and Corrie Wright noted that surveys were provided and the organizations reported what they received back. Ms. Wright inquired if Councilmember Hiller had an example of a better way to record that information.

There was no change to the collaborators. Councilmember Hiller appreciated that section.

Councilmember Hiller inquired about the process of program reporting and suggested that if reviewers had knowledge about an organization, if that information could be shared with staff and committee members. Councilmember Hiller referenced page 10 and 11 reporting age groups and income and asked if reviewers put together the correlation between the two categories. Sasha Haehn noted that the majority of individuals within the program are income levels are falling into HUD reporting funds, however this grant does not require organizations to be income qualifying.

Councilmember Ortiz inquired with Corrie Wright about having a second agency contact listed. Corrie Wright reported that in the specific example of Midland, three staff members had received emails regarding the grant information. Ms. Wright added that at least two people within an agency will be notified. Rachelle Vega-Retana stated that generally the director, as well as a second person, is always listed. Councilmember Hiller noted that there is a place on the application for additional information. Sasha Haehn noted that in training, it could be required for organizations to include contact information for at least two individuals so that grant details and deadlines could be changed. Councilmember Hiller suggested having three individuals be listed for contact information. Councilmember Ortiz also suggested inquiring about staff changes. Sasha Haehn noted that this was a good idea and would have it added.

Councilmember Ortiz inquired about the numbers on the score sheet lining up. Corrie Wright noted that it was an error on the printout that the committee had received and was actually correct.

Approve Draft 2020 Calendar

Councilmember Hiller referenced the timeline and three documents that would be reviewed and voted on by the Governing Body, the priorities and the process and the budget recommendation and inquired if the word “priorities and process” to that heading to assist with clarifying. Sasha Haehn answered that it could be done. Councilmember Hiller also noted that with the wording on the calendar, stating the amount of \$440,000 will perhaps assist with easing fears of changes being made to the amount of funding each year with each new committee. Councilmember Clear liked that explanation. Sasha Haehn noted that the Finance Department had recommended

that the \$440,000 for 2020 be given so that the ECD committee can provide that number when the budget recommendations for 2020 come out. Sasha Haehn noted that Finance would not be recommending additional funding due to the property tax evaluations. Councilmember Hiller inquired about the two agencies that had been grandfathered in. Councilmember Ortiz inquired as to the reason for grandfathering in. Councilmember Hiller noted that from what she understood, there was some misinformation that when the organizations were brought up, there were disagreements on how this occurred. Councilmember Clear inquired for suggestions. Councilmember Hiller noted that the case could be made to put SNCO Health Access into the Emergency Aid category. If the \$50,000 were to be used in that category in 2018, there would only be about 20% of that funding being utilized. Councilmember Hiller proposed moving Health Access up to the Emergency Aid. Sasha Haehn clarified that Councilmember Hiller was suggesting to have the committee set the minimum funding amount of emergency services at 25% of the total, which adds up to the \$110,000. From there, all applicants who apply for and meet the scoring for the emergency aid funding would have that \$110,000 split up between them which could be in excess of the \$25,000 cap, and based on the score, additional funding could be provided on top of that \$25,000.

Sasha Haehn noted that feedback from agencies for 2018 funding requested to not change the formula. Corrie Wright noted that the emergency aid funding did not receive more funding due to their percentages. Councilmember Clear would be open to capping SNCO Medical and Positive Connections at the \$25,000 cap. Sasha Haehn noted that moving SNCO Medical up into the Emergency Aid funding category would make sense. Corrie Wright recommended moving them and keeping the score at the +-15% that is given to the other emergency aid agencies in and grandfathering them in at their current level. Councilmember Hiller noted that if they are not moved, then everyone remains where they are and there is not room for moving up. Councilmember Clear inquired about the +-15%. Sasha Haehn answered that perhaps there was some confusion on those numbers. Councilmember Hiller provided some historical background noting that there were previously no caps but now that there are caps and other inquiries, it kept the money from moving too drastically. However with the cap, the +-15% is not as important. Staff agreed that with the cap in place, the +-15% is not as important. Councilmember Ortiz agreed with Councilmember Hiller to remove the cap and the grandfathering of two agencies to give everyone a fair opportunity into funding.

Councilmember Clear asked if SNCO Health Access or Positive Connections wanted to speak.

Karla Hedquist with SNCO spoke to committee members and noted that there are three criteria that individuals must meet: be a Shawnee County resident, no other health care assistance/coverage, and make less than 150% of the federal poverty rate. When the program began in 2002 the medical society knew that charity care was not where it should be and noted the missing piece was prescriptions. The agency asks people to apply for the Affordable Care Act, directly to the manufacturers, to request generic, and no narcotics are prescribed. The main goal is to help people get well. There are

emergency providers, however SNCO is the only agency that can provide the long-term medical needs that the emergency one-time agencies are not able to provide. She inquired with committee to look at the outcomes and if the decision to cut funding was based on not providing the services, that is a fair decision, but cutting the funding simply due to wanting the numbers to look better, it would be more difficult to understand. Councilmember inquired about a maximum funding amount. Ms. Hedquist replied that there is a \$1,000 per person per year funding maximum, \$200 per prescription per month, as well as generic medications only. Physicians help with formulary decisions however, generic medication prices are rising. Ms. Headquist ended by saying that a \$25,000 cut would negatively affect those who are receiving assistance through the agency.

Debbie Guilbault with Positive Connections addressed the committee. Ms. Guilbault noted that when PC began receiving funding from the city, HIV/AIDS was at an epidemic rate. Now, HIV is more treatable, however today's younger generation is not receiving the education and a new population is being effected. PC see a lot of lower income patients as well, if they are able to receive any other insurance, they have to take it and PC can help with co-pays. All of the medications are about \$1,800/mo. PC can assist those individuals with that co-pay. Many clients are homeless. About 75% are Topeka residents. About 80% of patients are reaching an undetectable viral load. They have to have access to the medical care, however, in order to reach that goal. About 80-85% of PC clients are able to see that undetectable viral load. Without medications, the viral load will come back and public safety will be at risk again. On paper, PC looks better than they did a few years ago. The Sisters of Charity bought the floor below and PC is now able to have a purchased building so it looks like there is more money, however it is not more cash. Ms. Guilbault ended by stating that she is not sure where additional funding would be found if City cut the amount of funds.

Councilmember Clear inquired if there were other agencies that wanted to speak.

Councilmember Clear wanted to vote on the percentages. She would like to remove the percentage, but leave in the grandfathering.

Councilmember Hiller noted that people asked for \$10,000, however no one achieved that in 2019. Councilmember Ortiz voiced concern with keeping the group grandfathering process and would be okay with keeping them for 2019, but then knowing that those organizations would be receiving cuts after that. Corrie Wright recommended continuing everything as it was as there were no complaints from other agencies. Only the bottom agency would be cut, rather than all agencies receiving cuts.

Councilmember Ortiz made a motion to approve the calendar. Councilmember Hiller amended to add a process to review the grandfathering in 2019. Councilmember Hiller seconded the motion. The motion was approved 3:0.

Approve Priorities Sheet

Councilmember Clear made a motion on the Social Services funding priorities to remove emergency aid and preventative counseling percentages and put on the calendar to look at grandfathering agency priorities sheet with the request that 2019 committee members will review. Ortiz seconded 3:0

Next Meeting

No meeting to be scheduled at this time.

Adjourn

Councilmember Clear adjourned the meeting.

Meeting video can be viewed at: <https://youtu.be/BMF2VsdT1mU>

COMMITTEE REFERRAL SHEET

COMMITTEE REPORT

**Name of
Committee:**

Economic and Community Development

Title:

APPROVAL of the Economic and Community Development Committee Report and Recommendations regarding 2020 Social Services funding priorities and initial budget recommendations.

**Date referred
from Council
meeting:**

N/A

**Date referred
from
Committee:**

October 15, 2018

**Committee
Action:**

Committee voted 3-0 to approve. The Committee is recommending the Governing Body move to approve the Committee report and recommendations as presented, including a recommendation to approve the calendar with a note for the 2019 ECD Committee members to review the two agencies which had been grandfathered in 2019. A motion to remove emergency aid and preventative counseling percentages from the priorities sheet was made. A final recommendation is to request a total amount of \$440,000 to be provided in 2020.

Comments:

Amendments:

**Members of
Committee:**

Chair Sandra Clear, Karen Hiller, Sylvia Ortiz

**Agenda Date
Requested:**

December 18, 2018

City of Topeka - Social Services Funding Priorities - Year 2020

Mission Statement: Quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

- Senior citizen neighborhood-based programming to include – meals, activities, transportation
- Medical assistance for low-income individuals
- Programs for at-risk youth
- Emergency housing and utility assistance
- Neighborhood and independent living based services for persons with severe and persistent mental illness
- Support services for residents whom are non-English-speaking

Social Services Grant Detail

Minimum Grant Amount \$ 10,000 Maximum Grant Amount \$ \$25,000

- * Two agencies grandfathered: Shawnee Medical Society maximum amount at \$50,000 and Positive Connections maximum amount at \$35,000

New untested programs Yes x No Set-aside Amount No

- * Maximum \$15,000 per program available for organization not established with the City during last 3 years.

Recommended Social Services Funding for Year 2020

Social Services Grant Total: \$ 440,000

The City will accept applications for new programs with the knowledge if funding is exhausted on established programs, new programs will not be funded. Applications will be scored and the percentage of their score multiplied by the amount requested will be the total funding allocation. For example: Request for \$25,000 and they got a 95% the agency would receive \$23,750. Once the threshold is met the funding will be cut off based on ranking.

2020 - Grant Process Timeline

Social Services Grants

(These dates are tentative and are subject to change)

Communication	Economic & Community Development (ECD) Committee receives testimony, develops Priorities and a Budget Recommendation for next funding cycle – August/September 2018
	City Council adopts Priorities, Process and Budget Recommendation for next Funding cycle prior to December 31 st , 2018
Application Process	Request for Proposal released February 11, 2019
	Training for ECD on grant process immediately following appointments in February 2019
	Application Workshop held by City on February 13, 2019
Intake of Applications	Applications are due March 12, 2019 by 5:00 p.m. to the Department of Neighborhood Relations office through e-CImpact
	Proposals that do not meet minimum standards for submission will not be eligible for funding. Applicants will be notified by March 20, 2019
Review	Three to five reviewers are secured by staff by March 31 st , 2019
	By May 10, 2019, application scoring, as well as year-end performance report for prior year grants, will be provided to the ECD Committee members (by city staff)
	Week of May 13, 2019, ECD Committee will meet for approval of review committee scoring and recommendations
	Week of May 20, 2019, appeal process closes
Recommendation	By June 18, 2019, recommendation ready for City Council (per Finance)
Approval	By August 25 th , 2019, City Council adopts City Budget
	After City budget adoption late August, the ECD Committee affirms or adjusts recommendations based on adopted budget



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE:	December 18, 2018	
CONTACT PERSON:	Jason Peek, Public Works Director	DOCUMENT #:
SECOND PARTY/SUBJECT:	Snow and Ice Operations Overview	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

OVERVIEW of City of Topeka Snow and Ice Operations and discussion on future expectations for level of service.

VOTING REQUIREMENTS:

Discussion only. No action required by the Governing Body.

POLICY ISSUE:

The report will provide an update on Citywide Half-Cent Sales Tax Projects, relationship to the pavement management program, and reauthorization of the sales tax.

STAFF RECOMMENDATION:

This item is for discussion on changes to level of service expectations on snow and ice removal.

BACKGROUND:

The City of Topeka's response to snow and ice removal is dependent on the type of winter weather, duration of event and extended forecast. The current operations prioritize response to Emergency and Priority Routes. Staff is requesting feedback from the Governing Body regarding changes to level of service for snow operations. Based on this feedback staff will prepare information on additional cost and delivery methods for consideration.

BUDGETARY IMPACT:

No changes to current budgets are recommended with this report.

SOURCE OF FUNDING:

Winter Operations are funded through Motor Fuel fund and Citywide Half-Cent Sales Tax. Use of Citywide

Funds was approved as part of the 2019 budget authorization. Beyond the 2019 budget, use of citywide sales tax funds for winter operations requires approval of the Governing Body.

ATTACHMENTS:

Description

Snow and Ice Removal Presentation

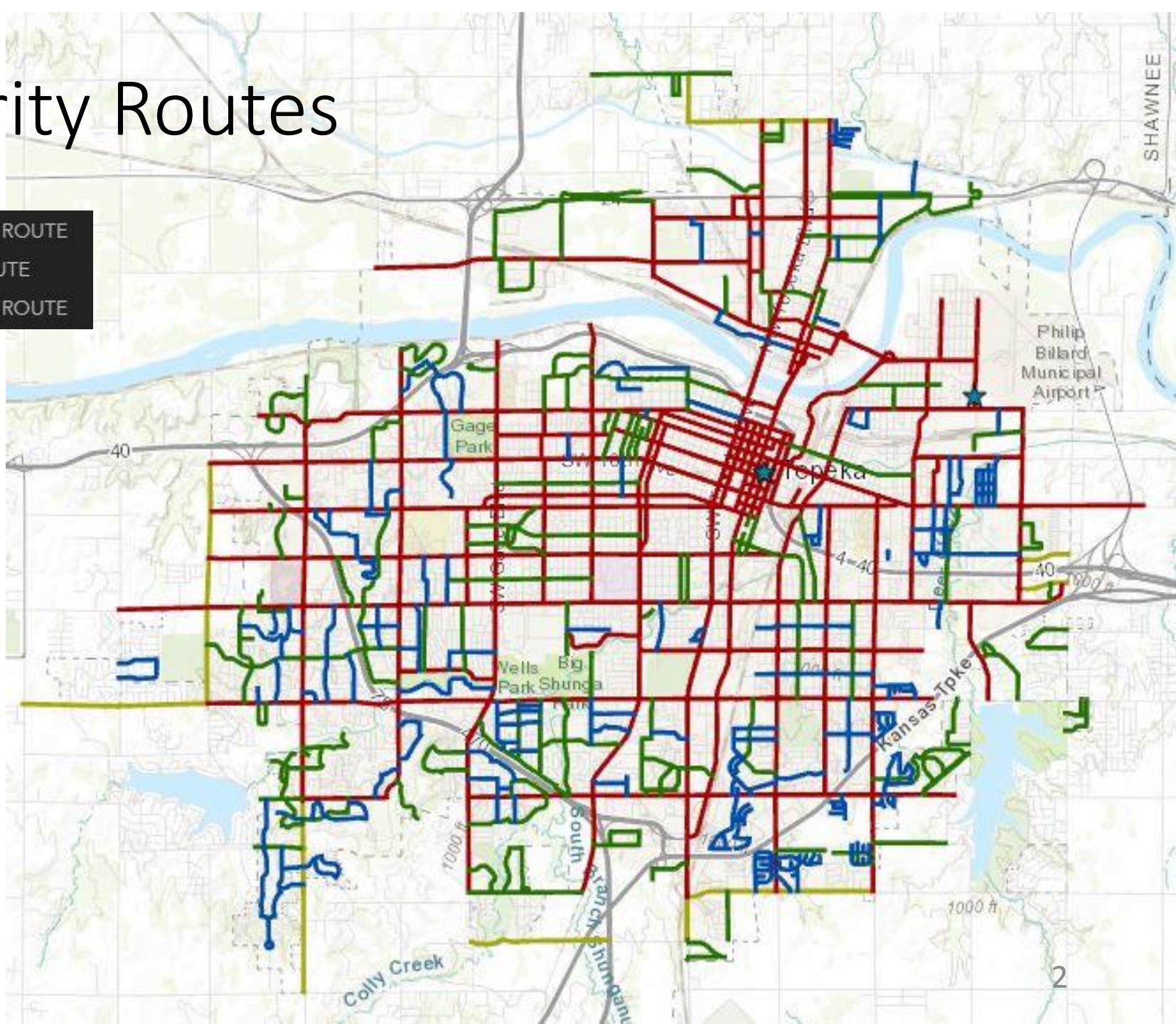
Snow & Ice Operations Overview



December 18, 2018

Priority Routes

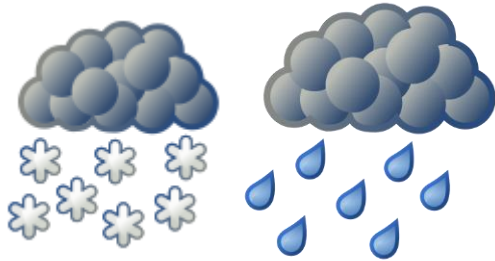
- EMERGENCY ROUTE
- PRIMARY ROUTE
- SECONDARY ROUTE



Event Management



Prepare and Plan

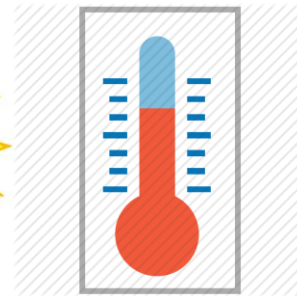


Precipitation (Snow, Ice,
Freezing Rain, or Combination)

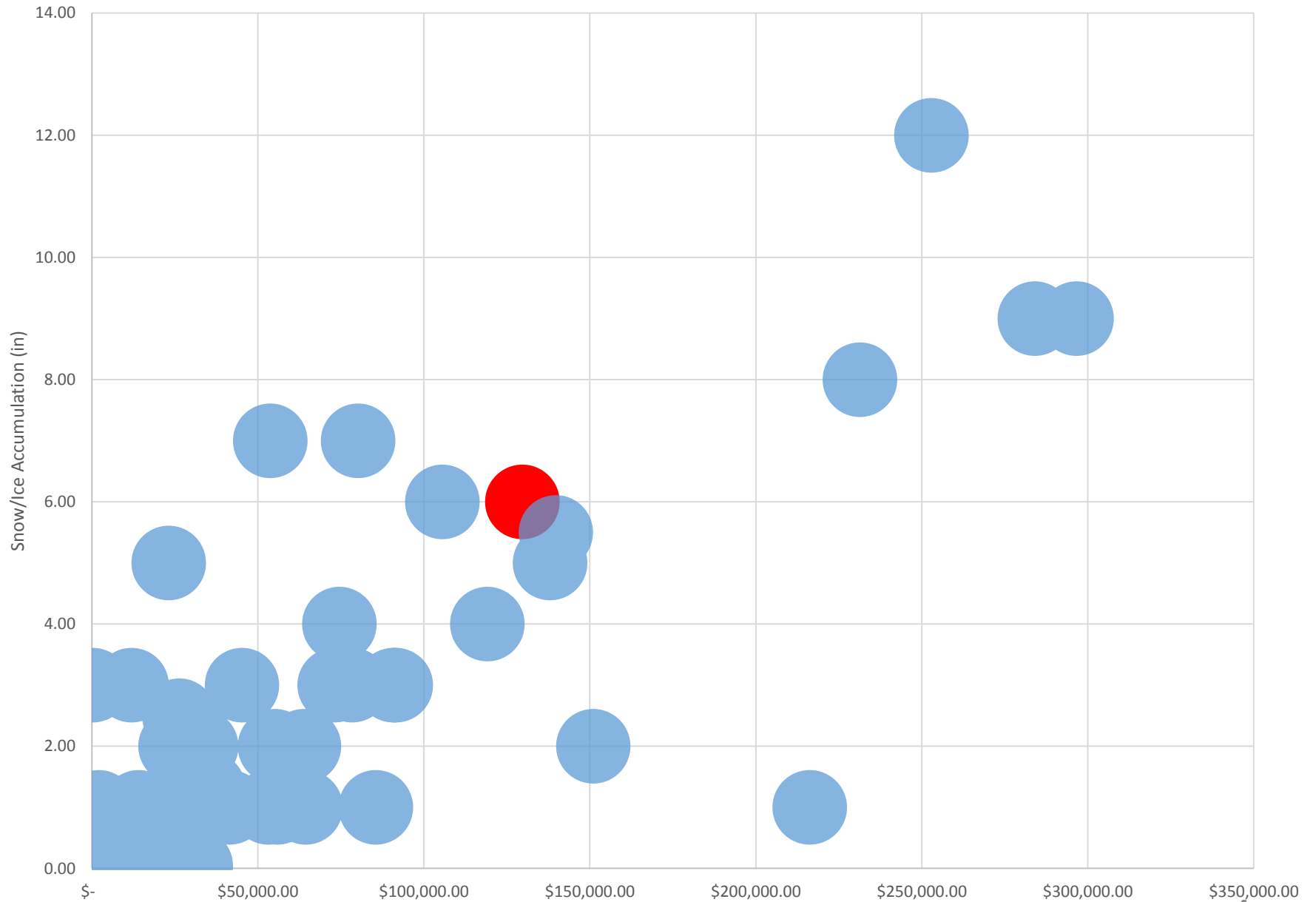


Respond (Operations –
Plow, Treat, and remove

Extended Forecast



Cost per Snow & Ice Accumulation Event 2010 -2018





Clear Street



Wheel Paths
& Slush

Plowed



Plowed
&
Treated



No Action





City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
December 18, 2018

DATE:	December 18, 2018	
CONTACT PERSON:	Brent Trout, City Manager	DOCUMENT #:
SECOND PARTY/SUBJECT:		PROJECT #:
CATEGORY/SUBCATEGORY	020 Resolutions / 005 Miscellaneous	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

DISCUSSION regarding legislative priorities identified by the Governing Body to be addressed or monitored during the 2019 Legislative Session.

VOTING REQUIREMENTS:

Discussion only. No action required by the Governing Body.

POLICY ISSUE:

Determine legislative priorities for the 2019 Legislative Session.

STAFF RECOMMENDATION:

Staff is making no recommendation. Discussion item only.

BACKGROUND:

The Governing Body provides issues they would like addressed during the next Legislative Session and the Deputy Mayor coordinates the issues for a complete agenda.

BUDGETARY IMPACT:

No budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable

ATTACHMENTS:

Description

Resolution No. 8964 - 2018 Legislative Priorities

2019 Legislative Agenda Presentation

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NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS, that the following is hereby adopted as the City of Topeka's legislative agenda for the 2018 legislative session:

- RES/2018 Legislative Agenda 1/8/2018 1

27 ADOPTED and APPROVED by the Governing Body on January 8, 2018.

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ATTEST:

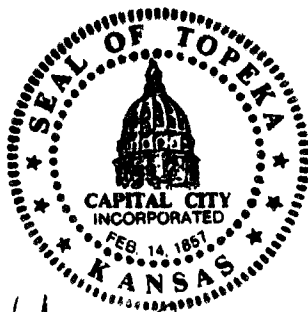
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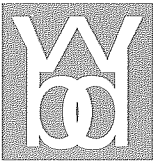
38

Brenda Younger
Brenda Younger, City Clerk



CITY OF TOPEKA, KANSAS

Michelle De La Isla
Michelle De La Isla, Mayor



MEMORANDUM

TO: Mr. Brent Trout, City Manager
Mayor Michelle De La Isla
Members of the City Council

CITY OF TOPEKA

FROM: Whitney Damron

RE: Legislative Update; 2019 Legislative Session Overview

DATE: December 18, 2018

The 2019 Kansas legislative session is scheduled to begin on Monday, January 14 when Governor-elect Laura Kelly is sworn into office as well as 125 House members.

We will see about a ¼ turnover in the Kansas House, four new senators and a new governor and administration become part of the legislative and executive branches of state government.

On December 3, I forwarded a legislative and political update document to the City, which identified a number of potential issues that are likely to be considered by the Legislature or new administration next year, including:

- K-12 Funding
- Expansion of Medicaid
- State Government Reform (e.g., Privatization of Medicaid, Bidding, Foster Care, etc.)
- Transportation Plan
- Tax Issues (Mega Tax Bill, Sales Tax on Food, etc.)
- Electric Rates
- Sports Wagering

As of the submittal date for this memorandum and related documents, I am scheduled to appear before the Shawnee County Delegation on Wednesday, December 12 and present a summary of legislative priorities for the City of Topeka. Attached is a draft document that I intend to use, subject to amendments before that date.

Issues highlighted in that document include:

- Community Improvement District Proposal/Developer Inquiry
- Transportation Plan
- Abandoned Housing

Also included with this memorandum is a copy of the 2019 Action Agenda for the League of Kansas Municipalities and the 2019 Legislative Policy Statement for the Kansas Association of Counties.

Issues identified of possible interest from those documents and incorporated into the December 12 memorandum to the Shawnee County Delegation include:

- Tax Lid Repeal/Amendments
- Internet Sales Tax
- Alternative Property Tax Valuation (Dark Stores)

The 2019 Session will be unique in a number of ways, including a new administration, new legislators and a visible roadmap for the resolution of the school finance litigation, combined with a more stable financial situation for the State of Kansas.

I am pleased to stand for questions.

WBD

Attachments:

- Draft Shawnee County Delegation Memorandum
- 2019 Action Agenda for the League of Kansas Municipalities
- 2019 Legislative Policy Statement for the Kansas Association of Counties.

draft

MEMORANDUM

TO: Shawnee County Delegation

FROM: Whitney Damron
On behalf of the City of Topeka

RE: 2019 Legislative Session; Issues of Possible Interest to the City of Topeka

DATE: December 12, 2018

On behalf of Mayor Michelle De La Isla and me, we appreciate the opportunity to visit with you this morning to discuss the City's issues of possible interest for the 2019 session. Due to scheduling conflicts, City Manager Brent Trout and Deputy City Manager Doug Gerber were unable to attend today.

By way of information, the City of Topeka has yet to finalize its 2019 legislative agenda. The City Council is scheduled to meet on Tuesday, December 18 to consider this matter and when the City's legislative priorities are confirmed, we will share them with you.

Specifically, we would offer the following comments in regard to the 2019 session:

- We have followed closely the hearings of the Special Transportation Task Force that met in a number of cities throughout the state this fall and are supportive of efforts to adopt a successor to the 2010 T-WORKS Transportation plan. We believe the State should continue its commitment to transportation infrastructure through state projects, city/county revenue sharing and explore opportunities for state/local/private partnerships to help expand the opportunities for transportation investment.
- The City has been approached by a local developer interested in expanding the Community Improvement District statutes to allow for inclusion of alcohol sales in a CID, which is currently limited to a sales tax up to 2% but is not applicable to an excise tax on liquor sales. The City has expressed interest in further consideration of this issue but believe the developer should take the lead on crafting legislation and seeking support among various stakeholders.
- The City has supported legislation to address abandoned housing issues during the past three legislative sessions and expended considerable time and energy. And, although a bill has gone to the governor's desk (vetoed in 2016) and passed the House by a substantial margin as recently as 2018, it is apparent there remains strong opposition to this legislation in the Kansas Senate, where there has not been an election and substantive change in leadership. The City remains committed to support of legislation and other means to help alleviate this problem and has recently entered into a partnership with Shawnee County to use tax foreclosure laws to help revitalize neighborhoods.

- The City continues to support the legislative agenda of the League of Kansas Municipalities in areas of common interest. For 2019, these items, depending upon direction from the City, may include:
 - o Tax Lid Repeal and/or related amendments (e.g., budget timelines);
 - o Internet Sales Tax Collections; and
 - o Alternative Property Valuation Legislation.

###

Before ending our time before you today, Mayor Michelle De La Isla would like to offer a few comments.

I would be pleased to stand for questions now or following the Mayor's remarks.

Thank you for your time.

WBD



2019 ACTION AGENDA

The prosperity of the State of Kansas is absolutely dependent upon the prosperity of our cities. Over 82% of Kansans live in an incorporated city. In an effort to promote healthy and sustainable communities, the elected and appointed city officials of Kansas hereby establish the following as our action agenda for 2019:

HOME RULE. Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters in 1960, we support local elected officials making decisions for their communities, particularly local tax and revenue decisions.

PROTECTION OF THE FIRST AMENDMENT. The right of the people through their democratically elected and appointed officials to petition and speak to their government officials shall not be abridged. We support cities' First Amendment right of freedom of association to work together to accomplish common goals.

TAX LID REPEAL. We support repeal of the property tax lid.

INTERNET SALES TAX COLLECTIONS. The inability of governments to collect local option sales or compensating use tax on remote sales continues to erode a viable and fair revenue source. The League supports state legislation establishing a program to help the state collect state and local sales and compensating use taxes due from in-state purchasers. Remitted taxes should be distributed using existing methods for the state and local governments.

ALTERNATIVE PROPERTY VALUATION. We support proven techniques to define commercial properties at their highest and best use. The Kansas Board of Tax Appeals should be required to consider all three methods of valuation — cost minus depreciation, sales comparison, and income — when determining a property's true value.

BUDGET TIMELINE. We support legislation to allow the adoption of City budgets by November 30 but keep the August 25 deadline for certification of the amount of ad valorem tax revenue needed. The current statutory framework for the adoption of municipal budgets makes it difficult for cities to plan for budgets that must be presented to governing bodies five months before the start of the fiscal year.

WORKERS' COMPENSATION. We support reasonable and just benefits for employees injured within the course and scope of their public employment, and effective enforcement of the Workers' Compensation Act.

KAC Legislative Policy Statement

The Kansas Association of Counties (KAC) serves Kansas counties by acting as a liaison with other levels of government, presenting the county position on state issues, and advocating legislative policies that advance the interest of Kansas counties. This document represents the values and positions for our member counties.

2019 Legislative Priorities

1. **Constitutional Home Rule** – KAC favors enacting constitutional home rule for counties—a change that will enable county leaders to best serve their constituents.
2. **Property Tax Lid** – KAC supports complete repeal of the tax lid. In the absence of repeal, KAC supports correcting the unworkable procedures in the tax lid to ensure a practical law for local officials.
3. **Tax Valuation and Appeals** – KAC supports a fair and consistent approach to valuation, and KAC supports taxation that reflects the services furnished and funded by counties and takes into consideration economic realities and true market value. The KAC favors procedural changes to the tax appeals process that are balanced and sensible for both the taxpayer and the counties. We oppose any legislation that artificially limits or otherwise alters property valuation and strongly support a legislative change adding language to current state law to clearly indicate that fair market value does not include a hypothetical lease fee.
4. **Medicaid Expansion** – KAC supports expansion of the Kansas Medicaid program to extend healthcare coverage for at-risk Kansans and supports the pursuit of public health.
5. **Mental Health and Jails** – KAC supports limiting incarceration of the mentally ill in county jails. Furthermore, we support greater effort for accessible treatment to address mental illness and substance-use disorders.
6. **State Funding** – KAC opposes deferring payments to the Kansas Public Employees Retirement System and sweeping funds intended for transportation. Kansas needs a structured and balanced state budget. Our counties also support the Federal Funds Exchange Program and other partnership efforts between Kansas and its counties.
7. **Broadband Access** – KAC supports policies enabling broadband development (high-speed internet) and access to improve economic development, telemedicine care, and government efficiency.
8. **Federal Taxes** – KAC supports restoring the federal tax deduction for local taxes (SALT) and preserving the tax exemption for municipal bonds.



DOCUMENT DESCRIPTION:

DISCUSSION on the proposed revisions to Governing Body Rules and Procedures.

(Continue discussion from the December 11, 2018 Governing Body meeting on the annual review of the Governing Body Rules and Procedures.)

VOTING REQUIREMENTS:

Discussion only. No action required by the Governing Body.

POLICY ISSUE:

The Governing Body adopts its own rules and procedures and revisions are being considered following an annual review.

STAFF RECOMMENDATION:

Staff recommends continuing discussion before proceeding with final consideration.

BACKGROUND:

The Governing Body adopts its own rules and procedures, which are reviewed on an annual basis. The revisions proposed following the 2018 review include:

- Adding a reference to voting requirements as set out in the City Charter and cleaning up language throughout document to reflect these requirements and eliminate confusion;
- Adding clarification related to the distinctions between regular and special meetings (primarily related to

the handling of agendas and public comment);

- Adding a reference to, and a corresponding time limit for, "presentations" and including the ability to allow for extensions with a 2/3 vote (7 votes);
- Adding another public comment period toward the beginning of the meeting and limiting that particular period to one hour;
- Clarifying that individuals must choose between which public comment period at which they would like to speak – at the beginning of the meeting or at the end;
- Moving the process and protocol for citizen input from the end of the Rules into the portion of the Rules that deals more directly with the public comment process;
- Codifying the current practice of directing all questions on an agenda item to the City Manager for his response/direction;
- Simplifying/Clarifying language related to motions;
- Adding a section related to receiving input from Governing Body members regarding agenda items prior to consideration at a meeting;
- Renaming the "Economic and Community Development" standing committee to the "Social Service Grants" committee; and
- Adding a reference related to amending the Rules on an annual basis.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Summary of Proposed Revisions (2nd Draft) 12-18-18

Governing Body Rules and Procedures (2nd Draft Redline Version) 12-18-18

Governing Body Rules and Procedures (2nd Draft Clean Version) 12-18-18

Summary of Proposed Revisions (1st Draft) 12-11-18

Governing Body Rules and Procedures (1st Draft Redline Version) 12-11-18

Governing Body Rules and Procedures (Adopted 2-20-18)

OVERVIEW OF REVISIONS SHOWN IN REDLINE DOCUMENT

December 18, 2018

Page 9, Lines 319-326

Section 5.1(a) "Preparation and Circulation" – Strongly recommend leaving this subsection as currently written to allow for greater flexibility.

Page 9, Line 342

Section 5.3 "Agenda Contents" – Added another public comment Agenda Item after "Roll Call" – the specific reference is "Public Comment (limited to one hour total)". [The City Clerk's Office will establish protocols for how this particular public comment segment will be handled based upon the GB decision on number of speaking slots that will be made available in conjunction with the length of time each speaker will be given and ensure that these protocols are properly advertised.]

Page 10, Lines 379-394

Section 5.5(a)(1) and (2) "Placement on Agenda; Time Limitation (Presentations)"

- Subsection (1) revised to state that the City Manager shall "reference" any presentations to be made at the time he creates the agenda to provide for greater flexibility.
 - Subsection (2) revised to allow extensions past the eight-minute time limit upon a two-thirds (2/3rds) vote of the Governing Body.
-

Page 10, Lines 403-407

Section 5.5(b)(2) "Sign-Up; Time Limitation (Public Comment)"

- Added a reference to the fact that any member of the public who wishes to speak during a special meeting will be limited to speaking to the specific agenda item(s) listed on the meeting notice.
 - Added the option of signing up prior to the start-time set out in the meeting notice.
-

Page 11, Lines 412-442

Section 5.5(b)(4) "Sign-Up; Time Limitation (Public Comment)"

- Retained four-minute time limit
- Provided three options related to how extensions would be granted (i.e., upon a two-thirds (2/3rds) vote of the Governing Body OR limiting the total amount of time allotted for extensions to four minutes (eight minutes total) OR no extensions.

Page 12, Lines 451-464

Section 5.5(d) "General Public Comment"

- Clarified that individuals must choose between which public comment period at which they would like to speak – at the beginning of the meeting or at the end.
- *Changed the order of language, but not the substance, in Lines 455-460

Page 12, Lines 469-497

Section 5.6 "Procedure for Addressing the Governing Body" – Moved into Section 5 ("Governing Body Meeting Agendas") as Section 5.6 -- (formerly Section 9.1).

Section 5.7 "Rules of Decorum" – Moved into Section 5 ("Governing Body Meeting Agendas") as Section 5.7 -- (formerly Section 9.2).

Section 5.8 "Communication with the Governing Body" – Moved into Section 5 ("Governing Body Meeting Agendas") as Section 5.8 -- (formerly Section 9.3).

Page 13, Lines 516-532 and Line 540-543

Section 6.3 "Motions"

- Simplified subsection (a).
- Revised subsection (b)(1) to add a reference to the City Clerk, in addition to the Meeting Chair.

Pages 20, Lines 826-850

Section 9 "CITIZEN INPUT" – Moved into Section 5, as Sections 5.6, 5.7 and 5.8.

Page 20, Lines 859-863

Section 9.2 "Amendment of These Rules" – Added reference to amending on at least an annual basis.

December 18, 2018 – Second Draft

City of Topeka Governing Body

Rules and Procedures

Effective Date:

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80		
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82 **1. AUTHORITY**

- 83
- 84 **1.1 Charter:** TMC §A2-30 provides that the governing body may determine
- 85 its own rules of procedure for meetings. The following set of rules shall be
- 86 in effect upon their adoption by the governing body and until such time as
- 87 they are amended or new rules adopted in the manner provided by these
- 88 rules.
- 89

90 **2. GENERAL RULES**

- 91
- 92 **2.1 Meetings to be Public:** All meetings of the governing body shall be open
- 93 to the public, except for executive sessions as provided for by state
- 94 statute. Persons attending meetings shall turn off or mute any device or
- 95 instrument capable of emitting an audible sound or tone before entering
- 96 the meeting room.
- 97

98 **2.2 Quorum; Voting:**

99

100 (a) Six (6) members of the governing body shall constitute a quorum

101 and be necessary for the transaction of business.

102

103 (b) All actions by the governing body shall be taken by an affirmative

104 vote of six (6) or more members, unless a greater or lesser number

105 of votes is required by state law, city ordinance or these rules.

106

107 (c) All actions by the council with regard to ordinances enacted

108 pursuant to the City's home rule power (ordinary ordinances) that

109 are subject to a mayoral veto shall be taken by an affirmative vote

110 of five (5) or more council members.

111

- 112 **2.3 Record of Proceedings:** An account of all proceedings of the governing
- 113 body shall be kept by the city clerk and shall constitute the official record.
- 114

- 115 **2.4 Right of Floor:** Any member desiring to speak shall be recognized by the
- 116 meeting chair, and shall confine his or her remarks to the subject under
- 117 consideration or the one to be considered.
- 118

119 **2.5 Duties of City Manager Relative to Governing Body:**

- 120
- 121 (a) The members of the governing body and the city manager shall
- 122 observe scrupulously the relationship and the respective authorities
- 123 and responsibilities of each as provided by the statutes, city
- 124 ordinances, governing body rules or procedure and the ethics of
- 125 good conduct. Generally speaking, the governing body shall act as
- 126 a policy-making body only except as specifically provided otherwise
- 127 by statute and the city manager shall act as the administrative head

of the city. The governing body shall delegate to the city manager all administrative duties not specifically required by statute to be performed by the governing body. No member of the governing body shall interfere directly with the conduct of any municipal department. All instructions or direction to the city manager shall come from the governing body after approval of a majority (six) of the members. The city manager shall disregard any other instructions or directions and shall refer them to the governing body as a whole. Requests for routine information may be made to the city manager, department heads or their designees by individual councilmembers or the mayor, but all requests for lengthy or detailed reports shall be made only to the city manager. Except for the assistant to the Council, no instructions or directions shall be given by any member of the governing body to department heads or to other city employees who shall refer such instructions immediately to the city manager, who, in turn, shall bring such improper actions to the attention of the governing body for such action as may be appropriate in each individual case. Notwithstanding this subsection (a), when the city manager delegates a specific task to a particular staff member(s), including staffing a committee, direct communication may occur between council members and that staff member(s).

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

2.6 Duties of City Attorney Relative to Governing Body:

- (a) The city attorney or a designee shall attend all meetings of the governing body. He or she shall draft or cause to be drafted all ordinances, resolutions, contracts, releases, agreements and other instruments pertaining to legal actions of the city which shall have

174 been approved as to form and legality by the city attorney or a
175 designee before presentation to the governing body. When
176 requested by any member of the governing body, the city attorney
177 shall furnish an opinion, either written or oral as may be appropriate
178 in each case, concerning parliamentary rulings, interpretations of
179 governing body rules of procedure and opinions as to legality of
180 matters under consideration. The city attorney is the chief legal
181 advisor to the city through its governing body, as a whole, as well
182 as the city manager; but not individual residents or individual
183 governing body members.

- 184
185 (b) The city attorney shall be the parliamentarian for the governing
186 body and shall provide advice and counsel to the meeting chair on
187 all interpretations of the rules and procedures for the conduct of
188 meetings. However, the meeting chair shall rule on all such
189 matters, as provided by Rule 4.4.
190

191 **2.7 Duties of City Clerk Relative to Governing Body:** The City Clerk or a
192 designated representative shall attend all meetings of the governing body;
193 keep the official record (minutes); tally the votes taken; announce the
194 votes both for and against; and perform such other duties as may be
195 requested.
196

197 **2.8 Officers and Employees:**
198

- 199 (a) Notwithstanding TMC A2-54, which gives the city manager the
200 power to appoint, discipline and remove any employee in
201 accordance with City personnel policies, the mayor and council
202 members may provide input to the city manager regarding the
203 employment and evaluation of the assistant to the mayor and
204 assistant to the council, respectively.
205

- 206 (b) When there is pertinent business from their departments on the
207 agenda, department heads or their designees shall attend such
208 meetings upon request of the city manager.
209

210 **2.9 Rules of Order:** "Roberts Rules of Order Revised" shall govern the
211 proceedings of the governing body in all cases, unless they are in conflict
212 with these rules.
213

214 **2.10 Television Coverage:** Except as otherwise provided herein, the public
215 portions of governing body meetings shall be televised live, subject to
216 budget constraints or technical difficulties.
217

218 **2.11 Seating During Meetings:** The council shall be seated in council district
219 order for meetings pursuant to TMC § 2.15.020.

220
221
222
223 **3. TYPES OF MEETINGS**
224

225 **3.1 Regular Governing Body Meetings:** The governing body shall meet in
226 the governing body chambers for regular meetings and call such meetings
227 in accordance with applicable provisions of the City Charter, TMC Chapter
228 2.15 and these Governing Body Rules.
229

230 **3.2 Special Governing Body Meetings:**
231

232 (a) Special meetings may be called by the city manager, the mayor or
233 by four (4) or more members of the council.
234

235 (b) The call for a special meeting shall be submitted to the city clerk,
236 except an announcement of a special meeting during any meeting
237 at which a quorum of members are present shall be sufficient notice
238 of such special meeting.
239

240 (c) The notice calling for a special meeting shall specify the day, the
241 hour, the location and an agenda that lists the subject or subjects
242 that will be considered during the special meeting. Only such
243 business may be transacted at a special meeting as may be listed
244 in the agenda that is part of the notice.
245

246 (d) Except for emergencies, the city clerk shall provide documented
247 notice of a special meeting to the city manager, as well as the
248 entire governing body, and shall post the notice on the City's web
249 site at least 24 hours prior to the meeting date and time.
250

251 (e) The governing body may work in conjunction with staff to develop
252 procedures to address particular issues during special meetings
253 (i.e., budget meetings and how budget amendments will be
254 handled, special public hearings).
255

256 **3.3 Committee Meetings:** Committee meetings may be held pursuant to
257 provisions contained in Rule 8.
258

259 **3.4 Attendance of Media at Meetings:** All meetings of the governing body
260 and its committees shall be open to the media, freely subject to recording
261 by radio, television, and photographic services at any time, provided that
262 such arrangements do not interfere with the orderly conduct of the
263 meetings.
264
265

266
267
268
269 **4. CHAIR AND DUTIES**
270

271 **4.1 Chair:**
272

- 273 (a) *Mayor.* The mayor, if present, shall preside as chair at all meetings
274 of the governing body.
275
276 (b) *Deputy Mayor.* In the absence of the mayor, the deputy mayor
277 shall preside. Anytime there is a need for an election of a deputy
278 mayor, council members who have served the longest period of
279 time and have not previously served as deputy mayor will
280 automatically be nominated.
281
282 (c) *City Clerk.* In the absence of both the mayor and deputy mayor,
283 the city clerk shall preside until a chair is elected from among the
284 council members present.
285

286 **4.2 Call to Order:** The meetings of the governing body shall be called to
287 order by the mayor or, in the mayor's absence, by the deputy mayor. In
288 the absence of both the mayor and the deputy mayor, the meeting shall be
289 called to order by the city clerk for the election of a temporary chair.
290

291 **4.3 Preservation of Order:** The chair shall preserve order and decorum,
292 prevent attacks on personalities or the impugning of member's motives,
293 and confine members in debate to the question under discussion. ~~The~~
294 ~~following will not be tolerated: uttering fighting words, slander, speeches~~
295 ~~invasive of the privacy of individuals, unreasonably loud or repetitious~~
296 ~~speech, and speeches so disruptive of proceedings that the legislative~~
297 ~~process is substantially interrupted.~~ All rules of decorum and conduct
298 established by these Rules and Procedures, as set forth in Section 5.7,
299 shall apply. Any governing body member ~~engaging in any of these~~ who
300 violates the rules of decorum will be warned ~~once~~ by the chair and if the
301 behavior continues, the governing body member will be ~~ordered~~ asked to
302 leave the ~~council~~ governing body chambers ~~and that order shall be~~
303 ~~effective after~~ upon a two-thirds ~~(2/3rds)~~ affirmative vote of the members
304 ~~present~~ (seven (7) or more). If necessary, the governing body member will
305 be escorted from the chambers if such member persists in interfering with
306 the ability of the governing body to reasonably carry out its functions.
307

308 **4.4 Point of Order:** The chair shall determine all points of order, subject to
309 the right of any member to appeal to the council. If any appeal is taken,
310 the question shall be, "Shall the decision of the chair be sustained?"
311

312 **4.5 Questions to be Stated:** The chair shall state all questions submitted for
313 a vote and announce the result.
314

315 **5. GOVERNING BODY MEETING AGENDAS**

316 **5.1 Preparation and Circulation:**

317
318
319 (a) The city manager shall create an agenda for regular governing
320 body meetings. Each Thursday, the city clerk shall post the
321 agendas for the next two consecutive meetings to the City's
322 website, along with the final version of any supporting documents
323 related to items included as part of the final agenda and all
324 available supporting documents related to items included as part of
325 the preliminary agenda; provided, however, that no technical
326 difficulties would prevent this from occurring.

327
328 (b) The agenda of any special governing body meeting shall be set by
329 the city manager and included as part of the notice calling for such
330 meeting, as prepared by the city clerk in accordance with Rule 3.2.
331

332 **5.2 Addition and Removal of Items from the Agenda:** Notwithstanding
333 section 5.1, items may be added to thea regular governing body meeting
334 agenda pursuant to TMC 2.15.040, which requires an explanation for the
335 necessity of adding the item and a majority vote of six (6) or more
336 members of the governing body to add the item. The city manager may
337 remove any item from thea regular governing body meeting agenda if the
338 item is not ready for consideration unless the governing body has taken
339 action to defer the item to a date certain or the item has been considered
340 by a committee pursuant to Council Rule 8.5(b).
341

342 **5.3 Agenda Contents:** Each agenda for a regular governing body meeting
343 shall include the following:
344

- 345 • Call to order.
- 346 • Invocation.
- 347 • Pledge of Allegiance.
- 348 • Mayoral Proclamations.
- 349 • Presentations. Presentations include staff reports.
- 350 • Roll Call.
- 351 • Public Comment (limited to one hour total).
- 352 • Appointments. Appointments made by the Mayor to boards and
353 commissions will be confirmed collectively by the Council. Any
354 appointment may be considered separately by request of a council
355 member, in which event the item will be moved to Action items.
- 356 • Consent agenda. The consent agenda is comprised of routine
357 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 Opportunities to Present Information or Make Public Comment:

(a) Placement on Agenda; Time Limitation (Presentations):

- (1) The City Manager shall reference any presentations to be made during a regular governing body meeting at the time he or she creates the agenda, in accordance with Section 5.1 above.
- (2) Any individual(s) making a presentation to the governing body will be limited to eight (8) minutes, with no extensions; provided, however, that question/answer dialogue or discussion with the governing body members will not be counted towards this eight (8) minute time limitation. Extensions may be granted upon a two-thirds (2/3rds) vote of the members (seven (7) or more).

(eb) Sign-Up; Time Limitation (Public Comment):

- (1) Members of the public desiring to comment during a regular governing body meeting must notify the City Clerk by 5:00 p.m. on the day of the governing body such meeting, or sign up at the such meeting before 6:00 p.m.
- (2) Members of the public desiring to comment during on a special governing body meeting agenda item must notify the

City Clerk at least one hour prior to the time such meeting is scheduled to begin, as set out in the corresponding meeting notice, or sign up at such meeting prior to it start-time.

(3) The requirement to notify the City Clerk will not apply to public hearings required by any state or federal law.

(4) Members of the public will be limited to four (4) minutes of comment during any regular or special governing body meeting, unless the governing body, by majority vote a two-thirds (2/3rds) vote of the members (seven (7) or more), extends the limitation; provided, however, that Debate, question/answer dialogue or discussion with governing body members will not be counted towards the four (4) minute time limitation.

OR

(4) Members of the public will be limited to four (4) minutes of comment during any regular or special governing body meeting unless the governing body, by majority vote, extends the limitation; provided, however, that Debate, question/answer dialogue or discussion with governing body members will not be counted towards the four (4) minute time limitation. Extensions of time shall be discouraged. If the governing body would like to entertain extensions of time in certain circumstances, such extension(s) shall not exceed four (4) minutes, combined; for a total of eight (8) minutes.

OR

(4) Members of the public will be limited to fiveour (45) minutes of comment during any regular or special governing body meeting, with no extensions unless the governing body, by majority vote, extends the limitation; provided, however, that Debate, question/answer dialogue or discussion with governing body members will not be counted towards the fiveour (45) minute time limitation.

(bc) Public comment on an specific agenda item: Comments from Members of the public may comment concerning a specific agenda item will be heard at the time the item is considered. Persons will be limited to addressing the governing body one (1) time on a particular matter unless otherwise allowed by an affirmative vote of six (6) or more members of the governing body.

(ad) General public comment: Requests by members of the public to speak during the public comment portion of ~~the~~ a regular governing body 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. Each such individual shall be limited to addressing the governing body one (1) time, either during the first public comment period (to the extent time allows) or during the second public comment period. Public comment shall be limited to topics directly relevant to business of the governing body; provided however, that 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.~~

~~(e) — The rules of decorum provided in Rule 9 shall be observed during any and all public comment.~~

95.61 Manner of Procedure for 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 as a whole and not to any individual member thereof. No person, other than members of the governing body and the person who ~~has~~ving the floor, shall be permitted to enter into any discussion, either directly or through the members. Any questions asked by the person who ~~has~~ving the floor or by governing body members shall be allowed at the sole discretion of the meeting chair.

95.72 Personal and Slanderous Remarks~~Respectful Communication~~**Rules of Decorum:** The following behavior will not be tolerated from members of the public, governing body or staff: uttering fighting words, slander, speeches invasive of the privacy of individuals, unreasonably loud speech,~~or~~ repetitious speeches or debate, or speeches so disruptive of 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 cease his/her behavior. If necessary, the speaker will be escorted to a seat in the council governing body chambers, or escorted from the chambers if such person persists in interfering with the ability of the governing body to reasonably carry out its functions. Members of the public, governing body and staff are expected to treat one another with respect.

95.83 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 outside of a regular, special or committee meeting.

5.96 Adjournment: Adjournment from a regular governing body meeting shall occur no later than the hour of 10:00 p.m. or as shall be announced by the chair at the conclusion of business. Meetings may be continued beyond the hour of 10:00 p.m. only when approved by a majority of members present.

6. RULES OF ORDER

6.1 Questions Related to Agenda Items: The Governing Body shall direct questions related to any agenda item to the City Manager, who shall either answer the question or call upon the appropriate staff member to answer the question.

6.21 Governing Procedure: "Roberts Rules of Order Revised" shall govern the proceedings, except as provided below and unless they are in conflict with these rules.

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

(a) *To Dispose of a Matter with Affirmative or Negative Action.* Motions may be either affirmative or negative. ~~In order to dispose of a matter with affirmative or negative action, the following motions shall be in order:~~

~~(1) "To approve" a specific recommendation or proposal.~~

~~(2) "To disapprove" a specific recommendation or proposal.~~

~~(3) "To request" a specific action.~~

~~(4) "To direct" a specific action.~~

(b) *To Amend a Motion.* The purpose of a motion to amend is to retain the original motion but with a few changes accomplished by deleting or adding verbiage. A motion shall be amended only once before a vote has been taken. Treatment of amendments will depend upon timing. More specifically:

(1) After a motion has been made and seconded, but before the Chair or the City Clerk states the motion – any suggested

modifications will require the consent of the two individuals who made and seconded the motion.

(2) After the Chair states the motion – members of the governing body may propose amendments without such consent.

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

(d) *To Refer.* Such action shall be appropriate in connection with investigation and report (e.g. refer a matter to a committee).

(e) *To Substitute a Motion.* The purpose of a substitute motion is to offer a different approach to the subject matter. It is different from a motion to amend because a motion to amend seeks to retain the original motion with a few changes (usually accomplished by deleting or adding verbiage). Substitute motions cannot be used for purposes of confusing the issue and cannot be contrary to the original motion.

A motion "to substitute" shall be in order providing that the substitute motion shall be made immediately after the original motion has been made and seconded and before a vote has been taken. Substitute motions shall be made only once and shall be debatable providing the original motion was a debatable motion.

(f) *To Suspend a Rule.* In order to temporarily suspend any particular rule for a particular purpose not contrary to statute or city ordinance, a motion "to suspend" a rule shall be in order. Suspension of a rule shall be approved by a two-thirds (2/3rds) majority vote of the governing body (seven (7) or more), shall take effect for the particular rule in question and shall not be considered as a permanent suspension of a rule.

(g) *To Reconsider a Motion/Item.* Any motion to reconsider must be made by a person who voted on the prevailing side of the motion to be reconsidered. Except as provided below, an item previously acted upon may not be reconsidered until six (6) months has elapsed since the previous action. This limitation shall apply to any matter upon which a vote was taken, including the consideration of ordinances or resolutions which repeal, in their entirety, previously

588 adopted ordinances or resolutions. These limitations on
589 reconsideration shall not apply to the following:

- 590
- 591 (1) A motion to reconsider the matter that is adopted during the
592 same meeting as the initial action.
- 593
- 594 (2) Reconsideration is needed to correct a typographical or legal
595 error in the original item, or if the new item amends or differs
596 in a substantive manner from the previously adopted or
597 considered item.
- 598
- 599 (3) Reconsideration is otherwise allowed by statute or law.
- 600

601 (h) *Calling the Question.* A call for the question, if seconded, shall
602 immediately end all debate and discussion; and, if ~~passed~~approved
603 by a two-thirds (2/3rds) vote of the governing body (seven (7) or
604 more), the current motion must be voted on without delay; provided
605 however, that the call of the question shall not be implemented until
606 all members of the governing body have had an opportunity to
607 speak to the current motion. After the formal vote has been taken,
608 all further discussion of the matter shall cease unless appropriate
609 affirmative action follows to place the matter again for
610 reconsideration.

611

612 (i) *To Adjourn a Meeting.* When it appears that there is not further
613 business, the chair may adjourn the meeting. Alternatively, a
614 motion "to adjourn" shall be in order providing such motion is made
615 at the ordinary or usual conclusion of business on the agenda and
616 providing that motions to adjourn shall not be used to embarrass, to
617 harass, to foreclose discussion and debate, or for any other
618 purpose other than the orderly termination of proceedings at such
619 times as may be appropriate in each particular meeting.

620

621 **7. ORDINANCES AND RESOLUTIONS**

622 **7.1 Preparation:**

- 623
- 624
- 625 (a) Ordinances and resolutions shall be prepared by the city attorney
626 or designee upon request by the city manager. In keeping with
627 TMC Section A2-28(c), which prohibits governing body members
628 from giving orders to staff, any requests by members of the
629 governing body for preparation of ordinances or resolutions shall be
630 directed to the city manager.
- 631
- 632 (b) All ordinances and resolutions shall address fiscal impacts, if any,
633 and identify funding sources.
- 634

7.2 **Input from the Governing Body:** Each member of the governing body is entitled to ask questions or offer comments or proposed revisions related to any item included as part of a governing body meeting agenda. If reasonably possible, governing body members are encouraged to submit their questions, comments and proposed revisions to the city manager by 8:00 a.m. on the Monday immediately preceding the regular governing body meeting at which the item will be discussed or initially considered to assist with moving the item forward in a more timely fashion, (avoiding unnecessary delay and/or deferrals).

7.32 **Consideration:**

- (a) Recording of Votes. All votes shall be reported in the minutes.
- (b) Manner of Voting. When any vote is called, each member shall indicate the member's vote by utilizing a device that displays the vote or abstention. No member shall vote in absentia. A member must be physically present at the time a vote is called in order for the member to vote.
- (c) Notice. No action shall be taken on any ordinance or resolution unless the item has been provided to the governing body at least five days prior to a meeting. This restriction shall not apply to ordinances or resolutions that (1) have no administrative impact; and (2) no fiscal impact greater than \$5,000.00.

7.43 **Numbering:** Upon passage, a number shall be assigned to each ordinance or resolution by the city clerk.

8. COMMITTEES

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

8.2 Standing Committees:

- (a) The governing body shall have the following four (4) standing committees, each comprised of three (3) members of the council:
 - Policy and Finance.
 - Social Service Grants~~Economic~~ ~~and~~ ~~Community Development~~.
 - Public Health and Safety.

- Transient Guest Tax.

- (b) Appointment. The deputy mayor shall appoint the members to each standing committee referenced in subsection (a) above and shall make a reasonable effort to stagger terms for the purpose of establishing familiarity and continuity from year to year. Appointments shall be made by the first meeting in February. Each councilmember shall fill out a committee preference list for a standing committee and the deputy mayor shall make every effort to appoint councilmembers to the committee of their choice.
- (c) Term. Councilmembers who are appointed to any standing committee referenced in subsection (a) above shall serve on their assigned committees for a one (1) year term. Councilmembers who wish to change committee assignments may do so with permission from the deputy mayor. Each standing committee shall elect the chair from among its members.

8.3 Special Committees:

- (a) Special committees may be established when there is an issue that needs special focus and would be better handled outside standing committees. Special committees may be created by a ~~majority~~ of six (6) or more members of the governing body. Any proposition addressed to the establishment of a special committee must state tasks and the time period in which the committee should complete its assignment.
- (b) The deputy mayor shall appoint the members of any special committee. The chair shall be designated by committee members.

8.4 Duties and Powers of Committees:

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

8.5 Procedure for Committee Items:

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

- (1) Any item may be referred to a committee by a ~~majority~~ vote of six (6) or more members of the governing body. The governing body may set a fixed date for the committee to report back to the governing body.
- (2) The examination of any subject can be initiated by a committee chair or by majority vote of the committee.
- (b) Committee Action. A committee may take any of the following actions:
- (1) Recommend approval of the item.
- (2) Recommend approval, with amendments.
- (3) Recommend that the item not be approved.
- (4) Make no recommendation (no second means no recommendation).
- (c) Committee Action Deadline. Each item referred to a committee shall be acted upon on or before any deadline set by the governing body or ninety (90) calendar days of the date upon which it was referred, whichever occurs first. Although the committee shall make every reasonable effort to act upon the item prior to expiration of the established deadline or ninety (90) calendar days, if this is not possible then the item shall be placed on an agenda for purposes of allowing the committee chair to provide an update regarding the committee's progress.
- (d) Placement on Governing Body Meeting Agenda.
- (1) An item *referred to* and considered by a committee pursuant to section 8.5(a)(1) shall be placed on a regular governing body meeting agenda as an action item and the chairperson or designee shall report to the governing body.
- (2) An item *initiated* and considered by a committee pursuant to section 8.5(a)(2) may be placed on a regular governing body meeting agenda as an action item and the chairperson or designee may report to the governing body.

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

- 8.7 Alternate Members of Committees:** If a member of a committee cannot be present at a meeting, an alternate council member may be appointed to serve at that meeting, with full voting rights. The alternate shall be appointed by one of the following individuals, listed in order of priority:
- (a) The absent committee member.
 - (b) The committee chair.
 - (c) The deputy mayor.
- 8.8 Committee Meeting Times:** Each committee shall meet as needed. Meetings may be called by the committee chair or by action of the committee. The city manager shall be notified of committee meetings at least twenty-four (24) hours in advance of any meeting. Any request for resource staff will be included in the notification. Council staff shall notify the city clerk of the time, place, and agenda at least twenty-four (24) hours in advance of the meeting. The city clerk shall post the notification to the city web site upon notification by Council staff.
- 8.9 Agenda Preparation:** The chair shall be responsible for establishing the agenda for each committee meeting. Members desiring an item to be placed on the agenda should contact the chair directly or through the council staff.
- 8.10 Minutes:** Minutes shall be kept of each meeting. Minutes are defined as an overview of the proceedings, to include those in attendance, a brief summary of the issues discussed and a record of the action(s) taken (including the result of any vote(s) taken). Minutes shall be reviewed and approved by the committee at a subsequent meeting. However, in the event that the committee will not meet within the next thirty (30) days, the chairperson may approve the minutes if there are no objections or 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 six (6) or more members of a majority of the governing body.
- 8.13 Rules Applicable:** These Rules and Procedures shall apply to committees unless inconsistent with this section.

821
822 **8.14 Television Coverage:** Except as otherwise provided, the public portions
823 of any committee meeting shall be televised, subject to budget constraints
824 or technical difficulties.
825

826 **9. ~~CITIZEN INPUT~~ [Now Section 5.6, 5.7 and 5.8]**

827
828 **9.1 ~~Manner of Addressing the Governing Body:~~** Each person shall step up
829 to the microphone and shall state his or her name in an audible tone or
830 voice for the record. All remarks shall be addressed to the governing body
831 and not to any member thereof. No person, other than members of the
832 governing body and the person having the floor, shall be permitted to
833 enter into any discussion, either directly or through the members. Any
834 questions asked by the person having the floor or by members shall be
835 allowed at the sole discretion of the meeting chair.
836

837 **9.2 ~~Personal and Slanderous Remarks:~~** The following will not be tolerated:
838 uttering fighting words, slander, speeches invasive of the privacy of
839 individuals, unreasonably loud or repetitious speech, or speeches so
840 disruptive of proceedings that the legislative process is substantially
841 interrupted. Any individual engaging in this type of behavior will be
842 warned once by the chair and if the behavior continues, the speaker will
843 be ordered to leave the podium. If necessary, the speaker will be
844 escorted to a seat in the council chambers, or escorted from the chambers
845 if such person persists in interfering with the ability of the governing body
846 to reasonably carry out its functions.
847

848 **9.3 ~~Communication with the Governing Body:~~** Nothing in these Rules and
849 Procedures shall be construed to limit a person's ability to contact
850 members of the governing body.
851

852 **109. SUSPENSION AND AMENDMENT OF RULES**

853
854 **109.1 Suspension of These Rules:** Any provision of these rules not governed
855 by the city charter or city code may be temporarily suspended by a two-
856 thirds (2/3rds) vote of the governing body, (seven (7) or more). The vote
857 on any such suspension shall be included in the record.
858

859 **109.2 Amendment of These Rules:** These rules mayshall be amended, or new
860 rules adopted, by a majority vote of six (6) or more members of the
861 governing body, provided that the proposed amendments or new rules
862 shall have been considered at a governing body meeting on at least an
863 annual basis.
864

December 18, 2018 – Second Draft/CLEAN

City of Topeka Governing Body

Rules and Procedures

Effective Date:

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80		
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82 **1. AUTHORITY**

- 83
- 84 **1.1 Charter:** TMC §A2-30 provides that the governing body may determine
- 85 its own rules of procedure for meetings. The following set of rules shall be
- 86 in effect upon their adoption by the governing body and until such time as
- 87 they are amended or new rules adopted in the manner provided by these
- 88 rules.
- 89

90 **2. GENERAL RULES**

- 91
- 92 **2.1 Meetings to be Public:** All meetings of the governing body shall be open
- 93 to the public, except for executive sessions as provided for by state
- 94 statute. Persons attending meetings shall turn off or mute any device or
- 95 instrument capable of emitting an audible sound or tone before entering
- 96 the meeting room.
- 97

98 **2.2 Quorum; Voting:**

- 99
- 100 (a) Six (6) members of the governing body shall constitute a quorum
- 101 and be necessary for the transaction of business.
- 102
- 103 (b) All actions by the governing body shall be taken by an affirmative
- 104 vote of six (6) or more members, unless a greater or lesser number
- 105 of votes is required by state law, city ordinance or these rules.
- 106
- 107 (c) All actions by the council with regard to ordinances enacted
- 108 pursuant to the City's home rule power (ordinary ordinances) that
- 109 are subject to a mayoral veto shall be taken by an affirmative vote
- 110 of five (5) or more council members.
- 111

- 112 **2.3 Record of Proceedings:** An account of all proceedings of the governing
- 113 body shall be kept by the city clerk and shall constitute the official record.
- 114

- 115 **2.4 Right of Floor:** Any member desiring to speak shall be recognized by the
- 116 meeting chair, and shall confine his or her remarks to the subject under
- 117 consideration or the one to be considered.
- 118

119 **2.5 Duties of City Manager Relative to Governing Body:**

- 120
- 121 (a) The members of the governing body and the city manager shall
- 122 observe scrupulously the relationship and the respective authorities
- 123 and responsibilities of each as provided by the statutes, city
- 124 ordinances, governing body rules or procedure and the ethics of
- 125 good conduct. Generally speaking, the governing body shall act as
- 126 a policy-making body only except as specifically provided otherwise
- 127 by statute and the city manager shall act as the administrative head

of the city. The governing body shall delegate to the city manager all administrative duties not specifically required by statute to be performed by the governing body. No member of the governing body shall interfere directly with the conduct of any municipal department. All instructions or direction to the city manager shall come from the governing body after approval of a majority (six) of the members. The city manager shall disregard any other instructions or directions and shall refer them to the governing body as a whole. Requests for routine information may be made to the city manager, department heads or their designees by individual councilmembers or the mayor, but all requests for lengthy or detailed reports shall be made only to the city manager. Except for the assistant to the Council, no instructions or directions shall be given by any member of the governing body to department heads or to other city employees who shall refer such instructions immediately to the city manager, who, in turn, shall bring such improper actions to the attention of the governing body for such action as may be appropriate in each individual case. Notwithstanding this subsection (a), when the city manager delegates a specific task to a particular staff member(s), including staffing a committee, direct communication may occur between council members and that staff member(s).

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

2.6 Duties of City Attorney Relative to Governing Body:

- (a) The city attorney or a designee shall attend all meetings of the governing body. He or she shall draft or cause to be drafted all ordinances, resolutions, contracts, releases, agreements and other instruments pertaining to legal actions of the city which shall have

174 been approved as to form and legality by the city attorney or a
175 designee before presentation to the governing body. When
176 requested by any member of the governing body, the city attorney
177 shall furnish an opinion, either written or oral as may be appropriate
178 in each case, concerning parliamentary rulings, interpretations of
179 governing body rules of procedure and opinions as to legality of
180 matters under consideration. The city attorney is the chief legal
181 advisor to the city through its governing body, as a whole, as well
182 as the city manager; but not individual residents or individual
183 governing body members.
184

- 185 (b) The city attorney shall be the parliamentarian for the governing
186 body and shall provide advice and counsel to the meeting chair on
187 all interpretations of the rules and procedures for the conduct of
188 meetings. However, the meeting chair shall rule on all such
189 matters, as provided by Rule 4.4.
190

191 **2.7 Duties of City Clerk Relative to Governing Body:** The City Clerk or a
192 designated representative shall attend all meetings of the governing body;
193 keep the official record (minutes); tally the votes taken; announce the
194 votes both for and against; and perform such other duties as may be
195 requested.
196

197 **2.8 Officers and Employees:**
198

- 199 (a) Notwithstanding TMC A2-54, which gives the city manager the
200 power to appoint, discipline and remove any employee in
201 accordance with City personnel policies, the mayor and council
202 members may provide input to the city manager regarding the
203 employment and evaluation of the assistant to the mayor and
204 assistant to the council, respectively.
205

- 206 (b) When there is pertinent business from their departments on the
207 agenda, department heads or their designees shall attend such
208 meetings upon request of the city manager.
209

210 **2.9 Rules of Order:** "Roberts Rules of Order Revised" shall govern the
211 proceedings of the governing body in all cases, unless they are in conflict
212 with these rules.
213

214 **2.10 Television Coverage:** Except as otherwise provided herein, the public
215 portions of governing body meetings shall be televised live, subject to
216 budget constraints or technical difficulties.
217

218 **2.11 Seating During Meetings:** The council shall be seated in council district
219 order for meetings pursuant to TMC § 2.15.020.

220
221
222
223 **3. TYPES OF MEETINGS**
224

225 **3.1 Regular Governing Body Meetings:** The governing body shall meet in
226 the governing body chambers for regular meetings and call such meetings
227 in accordance with applicable provisions of the City Charter, TMC Chapter
228 2.15 and these Governing Body Rules.
229

230 **3.2 Special Governing Body Meetings:**
231

232 (a) Special meetings may be called by the city manager, the mayor or
233 by four (4) or more members of the council.
234

235 (b) The call for a special meeting shall be submitted to the city clerk,
236 except an announcement of a special meeting during any meeting
237 at which a quorum of members are present shall be sufficient notice
238 of such special meeting.
239

240 (c) The notice calling for a special meeting shall specify the day, the
241 hour, the location and an agenda that lists the subject or subjects
242 that will be considered during the special meeting. Only such
243 business may be transacted at a special meeting as may be listed
244 in the agenda that is part of the notice.
245

246 (d) Except for emergencies, the city clerk shall provide documented
247 notice of a special meeting to the city manager, as well as the
248 entire governing body, and shall post the notice on the City's web
249 site at least 24 hours prior to the meeting date and time.
250

251 (e) The governing body may work in conjunction with staff to develop
252 procedures to address particular issues during special meetings
253 (i.e., budget meetings and how budget amendments will be
254 handled, special public hearings).
255

256 **3.3 Committee Meetings:** Committee meetings may be held pursuant to
257 provisions contained in Rule 8.
258

259 **3.4 Attendance of Media at Meetings:** All meetings of the governing body
260 and its committees shall be open to the media, freely subject to recording
261 by radio, television, and photographic services at any time, provided that
262 such arrangements do not interfere with the orderly conduct of the
263 meetings.
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269 **4. CHAIR AND DUTIES**
270

271 **4.1 Chair:**
272

- 273 (a) *Mayor.* The mayor, if present, shall preside as chair at all meetings
274 of the governing body.
275
276 (b) *Deputy Mayor.* In the absence of the mayor, the deputy mayor
277 shall preside. Anytime there is a need for an election of a deputy
278 mayor, council members who have served the longest period of
279 time and have not previously served as deputy mayor will
280 automatically be nominated.
281
282 (c) *City Clerk.* In the absence of both the mayor and deputy mayor,
283 the city clerk shall preside until a chair is elected from among the
284 council members present.
285

286 **4.2 Call to Order:** The meetings of the governing body shall be called to
287 order by the mayor or, in the mayor's absence, by the deputy mayor. In
288 the absence of both the mayor and the deputy mayor, the meeting shall be
289 called to order by the city clerk for the election of a temporary chair.
290

291 **4.3 Preservation of Order:** The chair shall preserve order and decorum,
292 prevent attacks on personalities or the impugning of member's motives,
293 and confine members in debate to the question under discussion. All
294 rules of decorum and conduct established by these Rules and
295 Procedures, as set forth in Section 5.7, shall apply. Any governing body
296 member who violates the rules of decorum will be warned by the chair and
297 if the behavior continues, the governing body member will be asked to
298 leave the governing body chambers upon a two-thirds (2/3rds) vote of the
299 members (seven (7) or more). If necessary, the governing body member
300 will be escorted from the chambers if such member persists in interfering
301 with the ability of the governing body to reasonably carry out its functions.
302

303 **4.4 Point of Order:** The chair shall determine all points of order, subject to
304 the right of any member to appeal to the council. If any appeal is taken,
305 the question shall be, "Shall the decision of the chair be sustained?"
306

307 **4.5 Questions to be Stated:** The chair shall state all questions submitted for
308 a vote and announce the result.
309
310
311

5. GOVERNING BODY MEETING AGENDAS

5.1 Preparation and Circulation:

- (a) The city manager shall create an agenda for regular governing body meetings. Each Thursday, the city clerk shall post the agendas for the next two consecutive meetings to the City's website, along with the final version of any supporting documents related to items included as part of the final agenda and all available supporting documents related to items included as part of the preliminary agenda; provided, however, that no technical difficulties would prevent this from occurring.
- (b) The agenda of any special governing body meeting shall be set by the city manager and included as part of the notice calling for such meeting, as prepared by the city clerk in accordance with Rule 3.2.

5.2 Addition and Removal of Items from the Agenda: Notwithstanding section 5.1, items may be added to a regular governing body meeting agenda pursuant to TMC 2.15.040, which requires an explanation for the necessity of adding the item and a vote of six (6) or more members of the governing body to add the item. The city manager may remove any item from a regular governing body meeting agenda if the item is not ready for consideration unless the governing body has taken action to defer the item to a date certain or the item has been considered by a committee pursuant to Council Rule 8.5(b).

5.3 Agenda Contents: Each agenda for a regular governing body meeting shall include the following:

- Call to order.
- Invocation.
- Pledge of Allegiance.
- Mayoral Proclamations.
- Presentations. Presentations include staff reports.
- Roll Call.
- Public Comment (limited to one hour total).
- 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 Opportunities to Present Information or Make Public Comment:

(a) Placement on Agenda; Time Limitation (Presentations):

- (1) The City Manager shall reference any presentations to be made during a regular governing body meeting at the time he or she creates the agenda.
- (2) Any individual(s) making a presentation to the governing body will be limited to eight (8) minutes; provided, however, that question/answer dialogue or discussion with the governing body members will not be counted towards this eight (8) minute time limitation. Extensions may be granted upon a two-thirds (2/3rds) vote of the members (seven (7) or more).

(b) Sign-Up; Time Limitation (Public Comment):

- (1) Members of the public desiring to comment during a regular governing body meeting must notify the City Clerk by 5:00 p.m. on the day of such meeting, or sign up at such meeting before 6:00 p.m.
- (2) Members of the public desiring to comment ~~during~~ on a special governing body meeting agenda item must notify the City Clerk at least one hour prior to the time such meeting is

405 scheduled to begin, as set out in the corresponding meeting
406 notice, or sign up at such meeting prior to it start-time.
407

408 (3) The requirement to notify the City Clerk will not apply to
409 public hearings required by any state or federal law.
410

411 (4) Members of the public will be limited to four (4) minutes of
412 comment during any regular or special governing body
413 meeting, unless the governing body, by a two-thirds (2/3rds)
414 vote of the members (seven (7) or more), extends the
415 limitation; provided, however, that question/answer dialogue
416 or discussion with governing body members will not be
417 counted towards the four (4) minute time limitation.
418

419 OR

420
421 (4) Members of the public will be limited to four (4) minutes of
422 comment during any regular or special governing body
423 meeting; provided, however, that question/answer dialogue
424 or discussion with governing body members will not be
425 counted towards the four (4) minute time limitation.
426 Extensions of time shall be discouraged. If the governing
427 body would like to entertain extensions of time in certain
428 circumstances, such extension(s) shall not exceed four (4)
429 minutes, combined; for a total of eight (8) minutes.
430

431 OR

432
433 (4) Members of the public will be limited to five (5) minutes of
434 comment during any regular or special governing body
435 meeting, with no extensions; provided, however, that
436 question/answer dialogue or discussion with governing body
437 members will not be counted towards the five (5) minute time
438 limitation.
439

440 (c) Public comment on a specific agenda item: Comments from
441 members of the public concerning a specific agenda item will be
442 heard at the time the item is considered. Persons will be limited to
443 addressing the governing body one (1) time on a particular matter
444 unless otherwise allowed by a vote of six (6) or more members of
445 the governing body.
446

447 (d) General public comment: Requests by members of the public to
448 speak during the public comment portion of a regular governing
449 body meeting will be placed on the agenda on a "first-come, first-
450 served" basis. The request should state the name of the

individual(s) desiring to be heard. Each such individual shall be limited to addressing the governing body one (1) time, either during the first public comment period (to the extent time allows) or during the second public comment period. Public comment shall be limited to topics directly relevant to business of the governing body; provided however, that comments pertaining to personnel and litigation matters shall not be allowed.

5.6 Procedure for 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 as a whole and not to any individual member thereof. No person, other than members of the governing body and the person who has the floor, shall be permitted to enter into any discussion, either directly or through the members. Any questions asked by the person who has the floor or by governing body members shall be allowed at the sole discretion of the meeting chair.

5.7 Rules of Decorum: The following behavior will not be tolerated from members of the public, governing body or staff: uttering fighting words, slander, speeches invasive of the privacy of individuals, unreasonably loud speech, repetitious speeches or debate, or speeches so disruptive of 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 cease his/her behavior. If necessary, the speaker will be escorted to a seat in the governing body chambers, or escorted from the chambers if such person persists in interfering with the ability of the governing body to reasonably carry out its functions. Members of the public, governing body and staff are expected to treat one another with respect.

5.8 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 outside of a regular, special or committee meeting.

5.9 Adjournment: Adjournment from a regular governing body meeting shall occur no later than the hour of 10:00 p.m. or as shall be announced by the chair at the conclusion of business. Meetings may be continued beyond the hour of 10:00 p.m. only when approved by a majority of members present.

6. RULES OF ORDER

6.1 Questions Related to Agenda Items: The Governing Body shall direct questions related to any agenda item to the City Manager, who shall either

answer the question or call upon the appropriate staff member to answer the question.

6.2 Governing Procedure: "Roberts Rules of Order Revised" shall govern the proceedings, except as provided below and unless they are in conflict with these rules.

6.3 Motions: Except as otherwise provided by ordinance, statute or these rules, the following rules shall apply to motions:

- (a) *To Dispose of a Matter with Affirmative or Negative Action.* Motions may be either affirmative or negative.
- (b) *To Amend a Motion.* The purpose of a motion to amend is to retain the original motion but with a few changes accomplished by deleting or adding verbiage. A motion shall be amended only once before a vote has been taken. Treatment of amendments will depend upon timing. More specifically:
 - (1) After a motion has been made and seconded, but before the Chair or the City Clerk states the motion – any suggested modifications will require the consent of the two individuals who made and seconded the motion.
 - (2) After the Chair states the motion – members of the governing body may propose amendments without such consent.
- (c) *To Defer.* Consideration of any ordinance, resolution or other matter on a meeting agenda may be deferred for up to six (6) months. The deferral date may be amended by the approval of a motion establishing a new date for consideration of the item. The new date for consideration shall be no sooner than the next governing body meeting following approval of the motion.
- (d) *To Refer.* Such action shall be appropriate in connection with investigation and report (e.g. refer a matter to a committee).
- (e) *To Substitute a Motion.* The purpose of a substitute motion is to offer a different approach to the subject matter. It is different from a motion to amend because a motion to amend seeks to retain the original motion with a few changes (usually accomplished by deleting or adding verbiage). Substitute motions cannot be used for purposes of confusing the issue and cannot be contrary to the original motion.

A motion "to substitute" shall be in order providing that the substitute motion shall be made immediately after the original motion has been made and seconded and before a vote has been taken. Substitute motions shall be made only once and shall be debatable providing the original motion was a debatable motion.

(f) *To Suspend a Rule.* In order to temporarily suspend any particular rule for a particular purpose not contrary to statute or city ordinance, a motion "to suspend" a rule shall be in order. Suspension of a rule shall be approved by a two-thirds (2/3rds) vote of the governing body (seven (7) or more), shall take effect for the particular rule in question and shall not be considered as a permanent suspension of a rule.

(g) *To Reconsider a Motion/Item.* Any motion to reconsider must be made by a person who voted on the prevailing side of the motion to be reconsidered. Except as provided below, an item previously acted upon may not be reconsidered until six (6) months has elapsed since the previous action. This limitation shall apply to any matter upon which a vote was taken, including the consideration of ordinances or resolutions which repeal, in their entirety, previously adopted ordinances or resolutions. These limitations on reconsideration shall not apply to the following:

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

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

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

(h) *Calling the Question.* A call for the question, if seconded, shall immediately end all debate and discussion and, if approved by a two-thirds (2/3rds) vote of the governing body (seven (7) or more), the current motion must be voted on without delay; provided however, that the call of the question shall not be implemented until all members of the governing body have had an opportunity to speak to the current motion. After the formal vote has been taken, all further discussion of the matter shall cease unless appropriate affirmative action follows to place the matter again for reconsideration.

(i) *To Adjourn a Meeting.* When it appears that there is not further business, the chair may adjourn the meeting. Alternatively, a

590 motion "to adjourn" shall be in order providing such motion is made
591 at the ordinary or usual conclusion of business on the agenda and
592 providing that motions to adjourn shall not be used to embarrass, to
593 harass, to foreclose discussion and debate, or for any other
594 purpose other than the orderly termination of proceedings at such
595 times as may be appropriate in each particular meeting.
596

597 **7. ORDINANCES AND RESOLUTIONS**

598 **7.1 Preparation:**

- 600
- 601 (a) Ordinances and resolutions shall be prepared by the city attorney
602 or designee upon request by the city manager. In keeping with
603 TMC Section A2-28(c), which prohibits governing body members
604 from giving orders to staff, any requests by members of the
605 governing body for preparation of ordinances or resolutions shall be
606 directed to the city manager.
607
- 608 (b) All ordinances and resolutions shall address fiscal impacts, if any,
609 and identify funding sources.
610

611 **7.2 Input from the Governing Body:** Each member of the governing body is 612 entitled to ask questions or offer comments or proposed revisions related 613 to any item included as part of a governing body meeting agenda. If 614 reasonably possible, governing body members are encouraged to submit 615 their questions, comments and proposed revisions to the city manager by 616 8:00 a.m. on the Monday immediately preceding the regular governing 617 body meeting at which the item will be discussed or initially considered to 618 assist with moving the item forward in a more timely fashion, (avoiding 619 unnecessary delay and/or deferrals). 620

621 **7.3 Consideration:**

- 622
- 623 (a) Recording of Votes. All votes shall be reported in the minutes.
624
- 625 (b) Manner of Voting. When any vote is called, each member shall
626 indicate the member's vote by utilizing a device that displays the
627 vote or abstention. No member shall vote in absentia. A member
628 must be physically present at the time a vote is called in order for
629 the member to vote.
630
- 631 (c) Notice. No action shall be taken on any ordinance or resolution
632 unless the item has been provided to the governing body at least
633 five days prior to a meeting. This restriction shall not apply to
634 ordinances or resolutions that (1) have no administrative impact;
635 and (2) no fiscal impact greater than \$5,000.00.

636
637 **7.4 Numbering:** Upon passage, a number shall be assigned to each
638 ordinance or resolution by the city clerk.
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640
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642

643 **8. COMMITTEES**
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645 **8.1 Purpose:** The orderly and timely transactions of the city government shall
646 be better served by having in place a committee framework whereby
647 resolution of certain issues may be developed prior to consideration by the
648 governing body. The committee framework shall include the use of
649 standing committees and special committees.
650

651 **8.2 Standing Committees:**
652

653 (a) The governing body shall have the following four (4) standing
654 committees, each comprised of three (3) members of the council:
655

- 656 • Policy and Finance.
- 657 • Social Service Grants.
- 658 • Public Health and Safety.
- 659 • Transient Guest Tax.
- 660

661 (b) Appointment. The deputy mayor shall appoint the members to
662 each standing committee referenced in subsection (a) above and
663 shall make a reasonable effort to stagger terms for the purpose of
664 establishing familiarity and continuity from year to year. Appointments shall be made by the first meeting in February. Each
665 councilmember shall fill out a committee preference list for a
666 standing committee and the deputy mayor shall make every effort
667 to appoint councilmembers to the committee of their choice.
668
669

670 (c) Term. Councilmembers who are appointed to any standing
671 committee referenced in subsection (a) above shall serve on their
672 assigned committees for a one (1) year term. Councilmembers
673 who wish to change committee assignments may do so with
674 permission from the deputy mayor. Each standing committee shall
675 elect the chair from among its members.
676

677 **8.3 Special Committees:**
678

679 (a) Special committees may be established when there is an issue that
680 needs special focus and would be better handled outside standing
681 committees. Special committees may be created by a vote of six

(6) or more members of the governing body. Any proposition addressed to the establishment of a special committee must state tasks and the time period in which the committee should complete its assignment.

- (b) The deputy mayor shall appoint the members of any special committee. The chair shall be designated by committee members.

8.4 Duties and Powers of Committees:

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

8.5 Procedure for Committee Items:

- (a) Reference to Committee; Initiation by Committee.
 - (1) Any item may be referred to a committee by a vote of six (6) or more members of the governing body. The governing body may set a fixed date for the committee to report back to the governing body.
 - (2) The examination of any subject can be initiated by a committee chair or by majority vote of the committee.
- (b) Committee Action. A committee may take any of the following actions:
 - (1) Recommend approval of the item.
 - (2) Recommend approval, with amendments.
 - (3) Recommend that the item not be approved.
 - (4) Make no recommendation (no second means no recommendation).
- (c) Committee Action Deadline. Each item referred to a committee shall be acted upon on or before any deadline set by the governing body or ninety (90) calendar days of the date upon which it was

referred, whichever occurs first. Although the committee shall make every reasonable effort to act upon the item prior to expiration of the established deadline or ninety (90) calendar days, if this is not possible then the item shall be placed on an agenda for purposes of allowing the committee chair to provide an update regarding the committee's progress.

(d) Placement on Governing Body Meeting Agenda.

(1) An item *referred to* and considered by a committee pursuant to section 8.5(a)(1) shall be placed on a regular governing body meeting agenda as an action item and the chairperson or designee shall report to the governing body.

(2) An item *initiated* and considered by a committee pursuant to section 8.5(a)(2) may be placed on a regular governing body meeting agenda as an action item and the chairperson or designee may report to the governing body.

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

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

(a) The absent committee member.

(b) The committee chair.

(c) The deputy mayor.

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

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

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- 8.10 Minutes:** Minutes shall be kept of each meeting. Minutes are defined as an overview of the proceedings, to include those in attendance, a brief summary of the issues discussed and a record of the action(s) taken (including the result of any vote(s) taken). Minutes shall be reviewed and approved by the committee at a subsequent meeting. However, in the event that the committee will not meet within the next thirty (30) days, the chairperson may approve the minutes if there are no objections or 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 six (6) or more members of the governing body.
- 8.13 Rules Applicable:** 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.

803 **9. *SUSPENSION AND AMENDMENT OF RULES***

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- 9.1 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, (seven (7) or more). The vote on any such suspension shall be included in the record.
- 9.2 Amendment of These Rules:** These rules shall be amended, or new rules adopted, by a vote of six (6) or more members of the governing body, provided that the proposed amendments or new rules shall have been considered at a governing body meeting on at least an annual basis.

OVERVIEW OF REVISIONS SHOWN IN REDLINE DOCUMENT

Page 4, Lines 98-110

Section 2.2 “Quorum; Voting”-- Added “voting” to the title of this section and placed existing language (related to quorum) as subsection (a), while adding new language (related to voting) as subsections (b) and (c) to reference Charter Ordinance A2-30(b):

- All actions taken by the governing body require an affirmative vote of six (6) or more *governing body* members, unless a greater or lesser number is otherwise required. [Lines 103-105]
- All actions taken by the council related to matter over which the mayor has veto authority (ordinances enacted pursuant to the City’s home rule power) require an affirmative vote of five (5) or more *council* members. [Lines 107-110]

Page 8, Lines 293-304

Section 4.3 “Preservation of Order”

- Restructured the language to specifically reference that rules of decorum are to be applied for purposes of preserving order and where those rules of decorum can be located for review. [Lines 293-302]
- Clarified voting requirement language. [Lines 302-304]

Page 9, Lines 328-330

Section 5.1 “Preparation and Circulation”-- Revised to add a new subsection (b) to address agendas related to “special” governing body meetings.

Page 9, Lines 333, 335-337

Section 5.2 “Addition and Removal of Items from the Agenda”

- Added reference to the meeting being “regular” for clarity (given the cross references to 5.1(a) and TMC 2.15.040, which pertain to “regular” meeting.) [Lines 333 and 337]
- Clarified voting requirement language. [Line 335-336]

Page 10-11, Lines 378-434

Section 5.5 “Opportunities to Present Information or Make Public Comment”

- Added a new subsection (a) to address “Presentations,” which incorporates a corresponding time frame of eight (8) minutes - with no additional time allowed upon expiration. [Lines 380-391]

- Restructured the lengthy paragraph in former subsection (c) – now (b) – by breaking it into four separate subsections: Subsections (b)(1) and (4) contain clarification of rules that apply to regular versus special governing body meetings [Lines 395-398] and provides an additional minute for public comment (five rather than four) - with no additional time allowed upon expiration [Lines 408-414]; and subsection (b)(2) contains new language added to provide guidance to those who wish to provide public comment during “special” meetings [Lines 400-403]. Subsection (b)(3) was not changed.
- Former subsection (b) – now (c) – clarifies that comments related to a specific agenda item will be heard at the time that particular item is considered [Lines 416-418] and clarified voting requirement language. [Lines 420-421]
- Added a reference in former subsection (a) – now (d) – to “regular” governing body meetings, given that only regular governing body meetings have a specific agenda item entitled “public comment.” [Lines 424-425]
- Added a new subsection (e) to specifically reference that rules of decorum are to be observed and where those rules of decorum can be located for review. [Lines 433-434]

Page 11, Line 436

Section 5.6 “Adjournment”-- Added reference to the meeting being “regular” for clarification.

Page 11, Lines 444-447

Section 6.1 “Questions on Agenda Items”-- Added a new section to codify current practice of directing all questions on an agenda item to the City Manager, who will either answer the question posed, or call upon a staff member to answer the question. Re-numbered the next two sections contained in Section 6.

Pages 12-13, Lines 453-540

Section 6.3 “Motions”

- Deleted first sentence, as the requirement that members be physically present to vote is already specifically addressed in Rule 7.2(b) -- (now Rule 7.3(b) – see Pages 14-15, Lines 585-589).) [Lines 453-455]
- Deleted subsection (a), entitled “To Dispose of a Matter with Affirmative or Negative Action,” as this describes a “typical” motion that does not need to be specifically set out/addressed in the rules. Re-lettered the remaining subsections contained in Section 6.2. [Line 458-468]

- Clarified voting requirement language in former subsection (f) – now (e). *[Lines 512-513]*
 - Clarified voting requirement language in subsection (h) – now (g). *[Lines 538-540]*
-

Page 14, Lines 571-579

Section 7.2 “Input from the Governing Body”-- Added a new section to encourage members of the Governing Body to contact the City Manager at least the day prior to a regular governing body meeting at which a particular agenda item will be discussed or initially considered with any questions, issues or proposed course of action related to the item. Re-numbered remaining Sections in Section 7.

Page 15, Lines 614-615

Section 8.2(a) “Standing Committees”-- Revised to re-name the “Economic and Community Development” Committee to “Social Service Grants” Committee to more accurately reflect the responsibilities this particular committee is tasked with.

Page 16, Lines 639-640

Section 8.3 “Special Committees”-- Clarified voting requirement language.

Pages 16-17, Lines 664-665 and 697-703

Section 8.5(a)(1) and (d)(1) and (2) “Procedure for Committee Items”

- Clarified voting requirement language. *[Lines 664-665]*
 - Added reference to the meeting being “regular” for clarification. *[Lines 697-698, 702-703]*
-

Page 18, Line 750

Section 8.12 “Committee Expenses”-- Clarified voting requirement language.

Page 18, Lines 765-769

Section 9.1 “Procedure for Addressing the Governing Body”-- Revised to clarify that comments from the public should be addressed to the Governing Body as a whole, as opposed to individual members.

Pages 18-19, Lines 772-784

Section 9.2 “Respectful Communication” -- Revised to clarify that all meeting participants, including not only members of the public, but also Governing Body and staff members, should engage in respectful communications.

Page 19, Line 788-789

Section 9.3 “Communication with Governing Body” -- Added language to clarify that members of the public are not prohibited from communicating with the Governing Body “outside of a regular, special or committee meeting.”

Page 19, Lines 794-795

Section 10.1 “Suspension of These Rules” -- Clarified voting requirement language.

Page 19, Line 799

Section 10.2 “Amendment of These Rules” -- Clarified voting requirement language.

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City of Topeka Governing Body

Rules and Procedures

Effective Date:

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80		
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82 **1. AUTHORITY**

- 83
84 **1.1 Charter:** TMC §A2-30 provides that the governing body may determine
85 its own rules of procedure for meetings. The following set of rules shall be
86 in effect upon their adoption by the governing body and until such time as
87 they are amended or new rules adopted in the manner provided by these
88 rules.
89

90 **2. GENERAL RULES**

- 91
92 **2.1 Meetings to be Public:** All meetings of the governing body shall be open
93 to the public, except for executive sessions as provided for by state
94 statute. Persons attending meetings shall turn off or mute any device or
95 instrument capable of emitting an audible sound or tone before entering
96 the meeting room.
97

98 **2.2 Quorum; Voting:**

99
100 (a) Six (6) members of the governing body shall constitute a quorum
101 and be necessary for the transaction of business.

102
103 (b) All actions by the governing body shall be taken by an affirmative
104 vote of six (6) or more members, unless a greater or lesser number
105 of votes is required by state law, city ordinance or these rules.

106
107 (c) All actions by the council with regard to ordinances enacted
108 pursuant to the City's home rule power (ordinary ordinances) that
109 are subject to a mayoral veto shall be taken by an affirmative vote
110 of five (5) or more council members.
111

- 112 **2.3 Record of Proceedings:** An account of all proceedings of the governing
113 body shall be kept by the city clerk and shall constitute the official record.
114

- 115 **2.4 Right of Floor:** Any member desiring to speak shall be recognized by the
116 meeting chair, and shall confine his or her remarks to the subject under
117 consideration or the one to be considered.
118

119 **2.5 Duties of City Manager Relative to Governing Body:**

- 120
121 (a) The members of the governing body and the city manager shall
122 observe scrupulously the relationship and the respective authorities
123 and responsibilities of each as provided by the statutes, city
124 ordinances, governing body rules or procedure and the ethics of
125 good conduct. Generally speaking, the governing body shall act as
126 a policy-making body only except as specifically provided otherwise
127 by statute and the city manager shall act as the administrative head

of the city. The governing body shall delegate to the city manager all administrative duties not specifically required by statute to be performed by the governing body. No member of the governing body shall interfere directly with the conduct of any municipal department. All instructions or direction to the city manager shall come from the governing body after approval of a majority (six) of the members. The city manager shall disregard any other instructions or directions and shall refer them to the governing body as a whole. Requests for routine information may be made to the city manager, department heads or their designees by individual councilmembers or the mayor, but all requests for lengthy or detailed reports shall be made only to the city manager. Except for the assistant to the Council, no instructions or directions shall be given by any member of the governing body to department heads or to other city employees who shall refer such instructions immediately to the city manager, who, in turn, shall bring such improper actions to the attention of the governing body for such action as may be appropriate in each individual case. Notwithstanding this subsection (a), when the city manager delegates a specific task to a particular staff member(s), including staffing a committee, direct communication may occur between council members and that staff member(s).

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

2.6 Duties of City Attorney Relative to Governing Body:

- (a) The city attorney or a designee shall attend all meetings of the governing body. He or she shall draft or cause to be drafted all ordinances, resolutions, contracts, releases, agreements and other instruments pertaining to legal actions of the city which shall have

174 been approved as to form and legality by the city attorney or a
175 designee before presentation to the governing body. When
176 requested by any member of the governing body, the city attorney
177 shall furnish an opinion, either written or oral as may be appropriate
178 in each case, concerning parliamentary rulings, interpretations of
179 governing body rules of procedure and opinions as to legality of
180 matters under consideration. The city attorney is the chief legal
181 advisor to the city through its governing body, as a whole, as well
182 as the city manager; but not individual residents or individual
183 governing body members.

- 184
185 (b) The city attorney shall be the parliamentarian for the governing
186 body and shall provide advice and counsel to the meeting chair on
187 all interpretations of the rules and procedures for the conduct of
188 meetings. However, the meeting chair shall rule on all such
189 matters, as provided by Rule 4.4.
190

191 **2.7 Duties of City Clerk Relative to Governing Body:** The City Clerk or a
192 designated representative shall attend all meetings of the governing body;
193 keep the official record (minutes); tally the votes taken; announce the
194 votes both for and against; and perform such other duties as may be
195 requested.
196

197 **2.8 Officers and Employees:**
198

- 199 (a) Notwithstanding TMC A2-54, which gives the city manager the
200 power to appoint, discipline and remove any employee in
201 accordance with City personnel policies, the mayor and council
202 members may provide input to the city manager regarding the
203 employment and evaluation of the assistant to the mayor and
204 assistant to the council, respectively.
205
206 (b) When there is pertinent business from their departments on the
207 agenda, department heads or their designees shall attend such
208 meetings upon request of the city manager.
209

210 **2.9 Rules of Order:** "Roberts Rules of Order Revised" shall govern the
211 proceedings of the governing body in all cases, unless they are in conflict
212 with these rules.
213

214 **2.10 Television Coverage:** Except as otherwise provided herein, the public
215 portions of governing body meetings shall be televised live, subject to
216 budget constraints or technical difficulties.
217

218 **2.11 Seating During Meetings:** The council shall be seated in council district
219 order for meetings pursuant to TMC § 2.15.020.

220
221
222
223 **3. TYPES OF MEETINGS**
224

225 **3.1 Regular Governing Body Meetings:** The governing body shall meet in
226 the governing body chambers for regular meetings and call such meetings
227 in accordance with applicable provisions of the City Charter, TMC Chapter
228 2.15 and these Governing Body Rules.
229

230 **3.2 Special Governing Body Meetings:**
231

- 232 (a) Special meetings may be called by the city manager, the mayor or
233 by four (4) or more members of the council.
234
235 (b) The call for a special meeting shall be submitted to the city clerk,
236 except an announcement of a special meeting during any meeting
237 at which a quorum of members are present shall be sufficient notice
238 of such special meeting.
239
240 (c) The notice calling for a special meeting shall specify the day, the
241 hour, the location and an agenda that lists the subject or subjects
242 that will be considered during the special meeting. Only such
243 business may be transacted at a special meeting as may be listed
244 in the agenda that is part of the notice.
245
246 (d) Except for emergencies, the city clerk shall provide documented
247 notice of a special meeting to the city manager, as well as the
248 entire governing body, and shall post the notice on the City's web
249 site at least 24 hours prior to the meeting date and time.
250
251 (e) The governing body may work in conjunction with staff to develop
252 procedures to address particular issues during special meetings
253 (i.e., budget meetings and how budget amendments will be
254 handled, special public hearings).
255

256 **3.3 Committee Meetings:** Committee meetings may be held pursuant to
257 provisions contained in Rule 8.
258

259 **3.4 Attendance of Media at Meetings:** All meetings of the governing body
260 and its committees shall be open to the media, freely subject to recording
261 by radio, television, and photographic services at any time, provided that
262 such arrangements do not interfere with the orderly conduct of the
263 meetings.
264
265

266
267
268
269 **4. CHAIR AND DUTIES**
270

271 **4.1 Chair:**
272

- 273 (a) *Mayor.* The mayor, if present, shall preside as chair at all meetings
274 of the governing body.
275
276 (b) *Deputy Mayor.* In the absence of the mayor, the deputy mayor
277 shall preside. Anytime there is a need for an election of a deputy
278 mayor, council members who have served the longest period of
279 time and have not previously served as deputy mayor will
280 automatically be nominated.
281
282 (c) *City Clerk.* In the absence of both the mayor and deputy mayor,
283 the city clerk shall preside until a chair is elected from among the
284 council members present.
285

286 **4.2 Call to Order:** The meetings of the governing body shall be called to
287 order by the mayor or, in the mayor's absence, by the deputy mayor. In
288 the absence of both the mayor and the deputy mayor, the meeting shall be
289 called to order by the city clerk for the election of a temporary chair.
290

291 **4.3 Preservation of Order:** The chair shall preserve order and decorum,
292 prevent attacks on personalities or the impugning of member's motives,
293 and confine members in debate to the question under discussion. ~~The~~
294 ~~following will not be tolerated: uttering fighting words, slander, speeches~~
295 ~~invasive of the privacy of individuals, unreasonably loud or repetitious~~
296 ~~speech, and speeches so disruptive of proceedings that the legislative~~
297 ~~process is substantially interrupted.~~ All rules of decorum and conduct
298 established by these Rules and Procedures, as set forth in Section 9, shall
299 apply. Any governing body member ~~engaging in any of these who violates~~
300 the rules of decorum will be warned ~~once~~ by the chair and if the behavior
301 continues, the governing body member will be ~~ordered~~ asked to leave the
302 ~~council governing body chambers and that order shall be effective~~
303 ~~after upon~~ a two-thirds ~~(2/3rds) affirmative~~ (2/3rds) affirmative vote of the members
304 ~~present (seven (7) or more).~~ If necessary, the governing body member will
305 be escorted from the chambers if such member persists in interfering with
306 the ability of the governing body to reasonably carry out its functions.
307

308 **4.4 Point of Order:** The chair shall determine all points of order, subject to
309 the right of any member to appeal to the council. If any appeal is taken,
310 the question shall be, "Shall the decision of the chair be sustained?"
311

312 **4.5 Questions to be Stated:** The chair shall state all questions submitted for
313 a vote and announce the result.
314

315 **5. GOVERNING BODY MEETING AGENDAS**
316

317 **5.1 Preparation and Circulation:**
318

319 (a) The city manager shall create an agenda for regular governing
320 body meetings. Each Thursday, the city clerk shall post the
321 agendas for the next two consecutive meetings to the City's
322 website, along with the final version of any supporting documents
323 related to items included as part of the final agenda and all
324 available supporting documents related to items included as part of
325 the preliminary agenda; provided, however, that no technical
326 difficulties would prevent this from occurring.
327

328 (b) The agenda of any special governing body meeting shall be set by
329 the city manager and included as part of the notice calling for such
330 meeting, as prepared by the city clerk in accordance with Rule 3.2.
331

332 **5.2 Addition and Removal of Items from the Agenda:** Notwithstanding
333 section 5.1, items may be added to ~~the~~a regular governing body meeting
334 agenda pursuant to TMC 2.15.040, which requires an explanation for the
335 necessity of adding the item and a ~~majority~~vote of six (6) or more
336 members of the governing body to add the item. The city manager may
337 remove any item from ~~the~~a regular governing body meeting agenda if the
338 item is not ready for consideration unless the governing body has taken
339 action to defer the item to a date certain or the item has been considered
340 by a committee pursuant to Council Rule 8.5(b).
341

342 **5.3 Agenda Contents:** Each agenda for a regular governing body meeting
343 shall include the following:
344

- 345 • Call to order.
- 346 • Invocation.
- 347 • Pledge of allegiance.
- 348 • Mayoral Proclamations.
- 349 • Presentations. Presentations include staff reports.
- 350 • Roll Call.
- 351 • Appointments. Appointments made by the Mayor to boards and
352 commissions will be confirmed collectively by the Council. Any
353 appointment may be considered separately by request of a council
354 member, in which event the item will be moved to Action items.
- 355 • Consent agenda. The consent agenda is comprised of routine
356 matters to be approved collectively (e.g. meeting minutes, license
357 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 Opportunities to Present Information or Make Public Comment:

(a) Placement on Agenda; Time Limitation (Presentations):

- (1) The City Manager shall include any presentations to be made during a regular governing body meeting at the time he or she creates the agenda, in accordance with Section 5.1 above.
- (2) Any individual(s) making a presentation to the governing body will be limited to eight (8) minutes, with no extensions; provided, however, that question/answer dialogue or discussion with the governing body members will not be counted towards this eight (8) minute time limitation.

(eb) Sign-Up; Time Limitation (Public Comment):

- (1) Members of the public desiring to comment during a regular governing body meeting must notify the City Clerk by 5:00 p.m. on the day of the governing body such meeting, or sign up at the such meeting before 6:00 p.m.
- (2) Members of the public desiring to comment during a special governing body meeting should notify the City Clerk at least one hour prior to the time such meeting is scheduled to begin, as set out in the corresponding meeting notice.

Comment [LR1]: Previously first sentence of Section 5.5(c).

(3) The requirement to notify the City Clerk will not apply to public hearings required by any state or federal law.

Comment [LR2]: Previously last sentence of Section 5.5(c).

(4) Members of the public will be limited to ~~four~~five (45) minutes of comment during any regular or special governing body meeting, with no extensions unless the governing body, by majority vote, extends the limitation; provided, however, that, ~~Debate,~~ question/answer dialogue or discussion with governing body members will not be counted towards this ~~four~~five (45) minute time limitation.

Comment [LR3]: Previously, middle two sentences of Section 5.5(c).

(bc) Public comment on an specific agenda item: Comments from ~~Members of the public may comment~~ concerning a specific agenda item will be heard at the time the item is considered. Persons will be limited to addressing the governing body one (1) time on a particular matter unless otherwise allowed by an ~~affirmative~~ vote of six (6) or more members of the governing body.

(ad) General public comment: Requests by members of the public to speak during the public comment portion of ~~the~~a regular governing body 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.~~

(e) The rules of decorum provided in Rule 9 shall be observed during any and all public comment.

5.6 Adjournment: Adjournment from a regular governing body meeting shall occur no later than the hour of 10:00 p.m. or as shall be announced by the chair at the conclusion of business. Meetings may be continued beyond the hour of 10:00 p.m. only when approved by a majority of members present.

6. RULES OF ORDER

6.1 Questions Related to Agenda Items: The Governing Body shall direct questions related to any agenda item to the City Manager, who shall either answer the question or call upon the appropriate staff member to answer the question.

449 | **6.21 Governing Procedure:** "Roberts Rules of Order Revised" shall govern
450 the proceedings, except as provided below and unless they are in conflict
451 with these rules.
452

453 | **6.32 Motions:** ~~Generally speaking, actions shall be indicated by a vote of the~~
454 ~~members present at each meeting after motions have been made and~~
455 ~~seconded.~~ Except as otherwise provided by ordinance, statute or these
456 rules, the following rules shall apply to motions:
457

458 | ~~(a) To Dispose of a Matter with Affirmative or Negative Action. In order~~
459 ~~to dispose of a matter with affirmative or negative action, the~~
460 ~~following motions shall be in order:~~
461

462 | ~~(1) "To approve" a specific recommendation or proposal.~~

463 | ~~(2) "To disapprove" a specific recommendation or proposal.~~

464 | ~~(3) "To request" a specific action.~~

465 | ~~(4) "To direct" a specific action.~~
466
467

468 | ~~(ba)~~ *To Amend a Motion.* The purpose of a motion to amend is to retain
469 the original motion but with a few changes accomplished by
470 deleting or adding verbiage. A motion shall be amended only once
471 before a vote has been taken. Treatment of amendments will
472 depend upon timing. More specifically:
473

474 | (1) After a motion has been made and seconded, but before the
475 Chair states the motion – any suggested modifications will
476 require the consent of the two individuals who made and
477 seconded the motion.
478

479 | (2) After the Chair states the motion – members of the
480 governing body may propose amendments without such
481 consent.
482

483 | ~~(eb)~~ *To Defer.* Consideration of any ordinance, resolution or other
484 matter on a meeting agenda may be deferred for up to six (6)
485 months. The deferral date may be amended by the approval of a
486 motion establishing a new date for consideration of the item. The
487 new date for consideration shall be no sooner than the next
488 governing body meeting following approval of the motion.
489

490 | ~~(ec)~~ *To Refer.* Such action shall be appropriate in connection with
491 investigation and report (e.g. refer a matter to a committee).
492
493
494

(ed) *To Substitute a Motion.* The purpose of a substitute motion is to offer a different approach to the subject matter. It is different from a motion to amend because a motion to amend seeks to retain the original motion with a few changes (usually accomplished by deleting or adding verbiage). Substitute motions cannot be used for purposes of confusing the issue and cannot be contrary to the original motion.

A motion "to substitute" shall be in order providing that the substitute motion shall be made immediately after the original motion has been made and seconded and before a vote has been taken. Substitute motions shall be made only once and shall be debatable providing the original motion was a debatable motion.

(fe) *To Suspend a Rule.* In order to temporarily suspend any particular rule for a particular purpose not contrary to statute or city ordinance, a motion "to suspend" a rule shall be in order. Suspension of a rule shall be approved by a two-thirds (2/3rds) ~~majority vote~~ of the governing body (seven (7) or more), shall take effect for the particular rule in question and shall not be considered as a permanent suspension of a rule.

(gf) *To Reconsider a Motion/Item.* Any motion to reconsider must be made by a person who voted on the prevailing side of the motion to be reconsidered. Except as provided below, an item previously acted upon may not be reconsidered until six (6) months has elapsed since the previous action. This limitation shall apply to any matter upon which a vote was taken, including the consideration of ordinances or resolutions which repeal, in their entirety, previously adopted ordinances or resolutions. These limitations on reconsideration shall not apply to the following:

- (1) A motion to reconsider the matter that is adopted during the same meeting as the initial action.
- (2) Reconsideration is needed to correct a typographical or legal error in the original item, or if the new item amends or differs in a substantive manner from the previously adopted or considered item.
- (3) Reconsideration is otherwise allowed by statute or law.

(hg) *Calling the Question.* A call for the question, if seconded, shall immediately end all debate and discussion, and, if ~~passed~~approved by a two-thirds (2/3rds) vote of the governing body (seven (7) or more), the current motion must be voted on without delay; provided however, that the call of the question shall not be implemented until

all members of the governing body have had an opportunity to speak to the current motion. After the formal vote has been taken, all further discussion of the matter shall cease unless appropriate affirmative action follows to place the matter again for reconsideration.

- (ih) *To Adjourn a Meeting.* When it appears that there is not further business, the chair may adjourn the meeting. Alternatively, a motion "to adjourn" shall be in order providing such motion is made at the ordinary or usual conclusion of business on the agenda and providing that motions to adjourn shall not be used to embarrass, to harass, to foreclose discussion and debate, or for any other purpose other than the orderly termination of proceedings at such times as may be appropriate in each particular meeting.

7. ORDINANCES AND RESOLUTIONS

7.1 Preparation:

- (a) Ordinances and resolutions shall be prepared by the city attorney or designee upon request by the city manager. In keeping with TMC Section A2-28(c), which prohibits governing body members from giving orders to staff, any requests by members of the governing body for preparation of ordinances or resolutions shall be directed to the city manager.
- (b) All ordinances and resolutions shall address fiscal impacts, if any, and identify funding sources.

7.2 Input from the Governing Body: Each member of the governing body is entitled to ask questions or offer comments or proposed revisions related to any item included as part of a governing body meeting agenda. If reasonably possible, governing body members are encouraged to submit their questions, comments and proposed revisions to the city manager by 8:00 a.m. on the Monday immediately preceding the regular governing body meeting at which the item will be discussed or initially considered to assist with moving the item forward in a more timely fashion, (avoiding unnecessary delay and/or deferrals).

7.32 Consideration:

- (a) Recording of Votes. All votes shall be reported in the minutes.
- (b) Manner of Voting. When any vote is called, each member shall indicate the member's vote by utilizing a device that displays the vote or abstention. No member shall vote in absentia. A member

588 must be physically present at the time a vote is called in order for
589 the member to vote.

- 590
591 (c) Notice. No action shall be taken on any ordinance or resolution
592 unless the item has been provided to the governing body at least
593 five days prior to a meeting. This restriction shall not apply to
594 ordinances or resolutions that (1) have no administrative impact;
595 and (2) no fiscal impact greater than \$5,000.00.
596

597 | **7.43 Numbering:** Upon passage, a number shall be assigned to each
598 ordinance or resolution by the city clerk.
599

600 **8. COMMITTEES**

601
602 **8.1 Purpose:** The orderly and timely transactions of the city government shall
603 be better served by having in place a committee framework whereby
604 resolution of certain issues may be developed prior to consideration by the
605 governing body. The committee framework shall include the use of
606 standing committees and special committees.
607

608 **8.2 Standing Committees:**

- 609
610 (a) The governing body shall have the following four (4) standing
611 committees, each comprised of three (3) members of the council:
612

- 613
 - Policy and Finance.
 - 614 | • ~~Social Service GrantsEconomic and Community~~
615 | ~~Development.~~
 - Public Health and Safety.
 - Transient Guest Tax.

- 616
617
618
619 (b) Appointment. The deputy mayor shall appoint the members to
620 each standing committee referenced in subsection (a) above and
621 shall make a reasonable effort to stagger terms for the purpose of
622 establishing familiarity and continuity from year to year.
623 Appointments shall be made by the first meeting in February. Each
624 councilmember shall fill out a committee preference list for a
625 standing committee and the deputy mayor shall make every effort
626 to appoint councilmembers to the committee of their choice.
627

- 628 (c) Term. Councilmembers who are appointed to any standing
629 committee referenced in subsection (a) above shall serve on their
630 assigned committees for a one (1) year term. Councilmembers
631 who wish to change committee assignments may do so with
632 permission from the deputy mayor. Each standing committee shall
633 elect the chair from among its members.

634
635 **8.3 Special Committees:**
636

- 637 (a) Special committees may be established when there is an issue that
638 needs special focus and would be better handled outside standing
639 committees. Special committees may be created by a ~~majority~~ vote
640 of six (6) or more members of the governing body. Any proposition
641 addressed to the establishment of a special committee must state
642 tasks and the time period in which the committee should complete
643 its assignment.
644
645 (b) The deputy mayor shall appoint the members of any special
646 committee. The chair shall be designated by committee members.
647

648 **8.4 Duties and Powers of Committees:**
649

- 650 (a) It shall be the duty of the committees to act promptly and faithfully
651 in all matters referred to them. This does not preclude standing
652 committees from considering other matters within the scope of their
653 duties.
654
655 (b) All committees shall have the power to hold hearings and request
656 production of records relating to any subject within its jurisdiction.
657 Standing committees may appoint subcommittees from their
658 committee membership.
659

660 **8.5 Procedure for Committee Items:**
661

- 662 (a) Reference to Committee; Initiation by Committee.
663
664 (1) Any item may be referred to a committee by a ~~majority~~ vote
665 of six (6) or more members of the governing body. The
666 governing body may set a fixed date for the committee to
667 report back to the governing body.
668
669 (2) The examination of any subject can be initiated by a
670 committee chair or by majority vote of the committee.
671
672 (b) Committee Action. A committee may take any of the following
673 actions:
674
675 (1) Recommend approval of the item.
676
677 (2) Recommend approval, with amendments.
678
679 (3) Recommend that the item not be approved.
680

(4) Make no recommendation (no second means no recommendation).

(c) Committee Action Deadline. Each item referred to a committee shall be acted upon on or before any deadline set by the governing body or ninety (90) calendar days of the date upon which it was referred, whichever occurs first. Although the committee shall make every reasonable effort to act upon the item prior to expiration of the established deadline or ninety (90) calendar days, if this is not possible then the item shall be placed on an agenda for purposes of allowing the committee chair to provide an update regarding the committee's progress.

(d) Placement on Governing Body Meeting Agenda.

(1) An item *referred to* and considered by a committee pursuant to section 8.5(a)(1) shall be placed on a regular governing body meeting agenda as an action item and the chairperson or designee shall report to the governing body.

(2) An item *initiated* and considered by a committee pursuant to section 8.5(a)(2) may be placed on a regular governing body meeting agenda as an action item and the chairperson or designee may report to the governing body.

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

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

(a) The absent committee member.

(b) The committee chair.

(c) The deputy mayor.

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

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- 8.9 Agenda Preparation:** The chair shall be responsible for establishing the agenda for each committee meeting. Members desiring an item to be placed on the agenda should contact the chair directly or through the council staff.
- 8.10 Minutes:** Minutes shall be kept of each meeting. Minutes are defined as an overview of the proceedings, to include those in attendance, a brief summary of the issues discussed and a record of the action(s) taken (including the result of any vote(s) taken). Minutes shall be reviewed and approved by the committee at a subsequent meeting. However, in the event that the committee will not meet within the next thirty (30) days, the chairperson may approve the minutes if there are no objections or 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 six (6) or more members of a majority of the governing body.
- 8.13 Rules Applicable:** 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.

760 | **9. RULES OF DECORUM~~CITIZEN INPUT~~**

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- 9.1 ~~Manner of Procedure for~~ 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 as a whole and not to any individual member thereof. No person, other than members of the governing body and the person who hasing the floor, shall be permitted to enter into any discussion, either directly or through the members. Any questions asked by the person who hasing the floor or by governing body members shall be allowed at the sole discretion of the meeting chair.
- 9.2 ~~Personal and Slanderous Remarks~~ Respectful Communication:** The following behavior will not be tolerated from members of the public,

governing body or staff: uttering fighting words, slander, speeches invasive of the privacy of individuals, unreasonably loud speech, or repetitious speeches or debate, or speeches so disruptive of 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 or dais. If necessary, the speaker will be escorted to a seat in the council governing body chambers, or escorted from the chambers if such person persists in interfering with the ability of the governing body to reasonably carry out its functions. Members of the public, governing body and staff are expected to treat one another with respect.

- 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 outside of a regular, special or committee meeting.

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, (seven (7) or more). 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~~ of six (6) or more members of the governing body, provided that the proposed amendments or new rules shall have been considered at a governing body meeting.

City of Topeka Governing Body Rules and Procedures

Adopted February 20, 2018

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1. AUTHORITY

- 1.1 Charter:** TMC §A2-30 provides that the governing body may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the governing body and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. GENERAL RULES

- 2.1 Meetings to be Public:** All meetings of the governing body shall be open to the public, except for executive sessions as provided for by state statute. Persons attending meetings shall turn off or mute any device or instrument capable of emitting an audible sound or tone before entering the meeting room.
- 2.2 Quorum:** Six members of the governing body shall constitute a quorum and be necessary for the transaction of business
- 2.3 Record of Proceedings:** An account of all proceedings of the governing body shall be kept by the city clerk and shall constitute the official record.
- 2.4 Right of Floor:** Any member desiring to speak shall be recognized by the meeting chair, and shall confine his or her remarks to the subject under consideration or the one to be considered.
- 2.5 Duties of City Manager Relative to Governing Body:**
- (a) The members of the governing body and the city manager shall observe scrupulously the relationship and the respective authorities and responsibilities of each as provided by the statutes, city ordinances, governing body rules or procedure and the ethics of good conduct. Generally speaking, the governing body shall act as a policy-making body only except as specifically provided otherwise by statute and the city manager shall act as the administrative head of the city. The governing body shall delegate to the city manager all administrative duties not specifically required by statute to be performed by the governing body. No member of the governing body shall interfere directly with the conduct of any municipal department. All instructions or direction to the city manager shall come from the governing body after approval of a majority (six) of the members. The city manager shall disregard any other instructions or directions and shall refer them to the governing body as a whole. Requests for routine information may be made to the city manager, department heads or their designees by individual councilmembers or the mayor, but all requests for lengthy or

detailed reports shall be made only to the city manager. Except for the assistant to the Council, no instructions or directions shall be given by any member of the governing body to department heads or to other city employees who shall refer such instructions immediately to the city manager, who, in turn, shall bring such improper actions to the attention of the governing body for such action as may be appropriate in each individual case. Notwithstanding this subsection (a), when the city manager delegates a specific task to a particular staff member(s), including staffing a committee, direct communication may occur between council members and that staff member(s).

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

2.6 Duties of City Attorney Relative to Governing Body:

- (a) The city attorney or a designee shall attend all meetings of the governing body. He or she shall draft or cause to be drafted all ordinances, resolutions, contracts, releases, agreements and other instruments pertaining to legal actions of the city which shall have been approved as to form and legality by the city attorney or a designee before presentation to the governing body. When requested by any member of the governing body, the city attorney shall furnish an opinion, either written or oral as may be appropriate in each case, concerning parliamentary rulings, interpretations of governing body rules of procedure and opinions as to legality of matters under consideration. The city attorney is the chief legal advisor to the city through its governing body, as a whole, as well as the city manager; but not individual residents or individual governing body members.

- (b) The city attorney shall be the parliamentarian for the governing body and shall provide advice and counsel to the meeting chair on all interpretations of the rules and procedures for the conduct of meetings. However, the meeting chair shall rule on all such matters, as provided by Rule 4.4.

2.7 Duties of City Clerk Relative to Governing Body: The City Clerk or a designated representative shall attend all meetings of the governing body; keep the official record (minutes); tally the votes taken; announce the votes both for and against; and perform such other duties as may be requested.

2.8 Officers and Employees:

- (a) Notwithstanding TMC A2-54, which gives the city manager the power to appoint, discipline and remove any employee in accordance with City personnel policies, the mayor and council members may provide input to the city manager regarding the employment and evaluation of the assistant to the mayor and assistant to the council, respectively.
- (b) When there is pertinent business from their departments on the agenda, department heads or their designees shall attend such meetings upon request of the city manager.

2.9 Rules of Order: "Roberts Rules of Order Revised" shall govern the proceedings of the governing body in all cases, unless they are in conflict with these rules.

2.10 Television Coverage: Except as otherwise provided herein, the public portions of governing body meetings shall be televised live, subject to budget constraints or technical difficulties.

2.11 Seating During Meetings: The council shall be seated in council district order for meetings pursuant to TMC § 2.15.020.

3. TYPES OF MEETINGS

3.1 Regular Governing Body Meetings: The governing body shall meet in the governing body chambers for regular meetings and call such meetings in accordance with applicable provisions of the City Charter, TMC Chapter 2.15 and these Governing Body Rules.

3.2 Special Governing Body Meetings:

- (a) Special meetings may be called by the city manager, the mayor or by four (4) or more members of the council.
- (b) The call for a special meeting shall be submitted to the city clerk, except an announcement of a special meeting during any meeting at which a quorum of members are present shall be sufficient notice of such special meeting.
- (c) The notice calling for a special meeting shall specify the day, the hour, the location and an agenda that lists the subject or subjects that will be considered during the special meeting. Only such business may be transacted at a special meeting as may be listed in the agenda that is part of the notice.
- (d) Except for emergencies, the city clerk shall provide documented notice of a special meeting to the city manager, as well as the entire governing body, and shall post the notice on the City's web site at least 24 hours prior to the meeting date and time.
- (e) The governing body may work in conjunction with staff to develop procedures to address particular issues during special meetings (i.e., budget meetings and how budget amendments will be handled, special public hearings).

3.3 Committee Meetings: Committee meetings may be held pursuant to provisions contained in Rule 8.

3.4 Attendance of Media at Meetings: All meetings of the governing body and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

4. CHAIR AND DUTIES

4.1 Chair:

- (a) *Mayor.* The mayor, if present, shall preside as chair at all meetings of the governing body.
- (b) *Deputy Mayor.* In the absence of the mayor, the deputy mayor shall preside. Anytime there is a need for an election of a deputy mayor, council members who have served the longest period of

time and have not previously served as deputy mayor will automatically be nominated.

- (c) *City Clerk.* In the absence of both the mayor and deputy mayor, the city clerk shall preside until a chair is elected from among the council members present.

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

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

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

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

5. GOVERNING BODY MEETING AGENDAS

5.1 Preparation and Circulation: The city manager shall create an agenda for regular governing body meetings. Each Thursday, the city clerk shall post the agendas for the next two consecutive meetings to the City's website, along with the final version of any supporting documents related to items included as part of the final agenda and all available supporting documents related to items included as part of the preliminary agenda; provided, however, that no technical difficulties would prevent this from occurring.

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

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

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

6. RULES OF ORDER

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

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

- (a) *To Dispose of a Matter with Affirmative or Negative Action.* In order to dispose of a matter with affirmative or negative action, the following motions shall be in order:

- (1) "To approve" a specific recommendation or proposal.
 - (2) "To disapprove" a specific recommendation or proposal.
 - (3) "To request" a specific action.
 - (4) "To direct" a specific action.
- (b) *To Amend a Motion.* The purpose of a motion to amend is to retain the original motion but with a few changes accomplished by deleting or adding verbiage. A motion shall be amended only once before a vote has been taken. Treatment of amendments will depend upon timing. More specifically:
- (1) After a motion has been made and seconded, but before the Chair states the motion – any suggested modifications will require the consent of the two individuals who made and seconded the motion.
 - (2) After the Chair states the motion – members of the governing body may propose amendments without such consent.
- (c) *To Defer.* Consideration of any ordinance, resolution or other matter on a meeting agenda may be deferred for up to six (6) months. The deferral date may be amended by the approval of a motion establishing a new date for consideration of the item. The new date for consideration shall be no sooner than the next governing body meeting following approval of the motion.
- (d) *To Refer.* Such action shall be appropriate in connection with investigation and report (e.g. refer a matter to a committee).
- (e) *To Substitute a Motion.* The purpose of a substitute motion is to offer a different approach to the subject matter. It is different from a motion to amend because a motion to amend seeks to retain the original motion with a few changes (usually accomplished by deleting or adding verbiage). Substitute motions cannot be used for purposes of confusing the issue and cannot be contrary to the original motion.

A motion "to substitute" shall be in order providing that the substitute motion shall be made immediately after the original motion has been made and seconded and before a vote has been

taken. Substitute motions shall be made only once and shall be debatable providing the original motion was a debatable motion.

- (f) *To Suspend a Rule.* In order to temporarily suspend any particular rule for a particular purpose not contrary to statute or city ordinance, a motion "to suspend" a rule shall be in order. Suspension of a rule shall be approved by a two thirds (2/3rds) majority of the governing body, shall take effect for the particular rule in question and shall not be considered as a permanent suspension of a rule.
- (g) *To Reconsider a Motion/Item.* Any motion to reconsider must be made by a person who voted on the prevailing side of the motion to be reconsidered. Except as provided below, an item previously acted upon may not be reconsidered until six (6) months has elapsed since the previous action. This limitation shall apply to any matter upon which a vote was taken, including the consideration of ordinances or resolutions which repeal, in their entirety, previously adopted ordinances or resolutions. These limitations on reconsideration shall not apply to the following:
 - (1) A motion to reconsider the matter that is adopted during the same meeting as the initial action.
 - (2) Reconsideration is needed to correct a typographical or legal error in the original item, or if the new item amends or differs in a substantive manner from the previously adopted or considered item.
 - (3) Reconsideration is otherwise allowed by statute or law.
- (h) *Calling the Question.* A call for the question, if seconded, shall immediately end all debate and discussion, and if passed by two thirds (2/3rds) vote, the current motion must be voted on without delay; provided however, that the call of the question shall not be implemented until all members of the governing body have had an opportunity to speak to the current motion. After the formal vote has been taken, all further discussion of the matter shall cease unless appropriate affirmative action follows to place the matter again for reconsideration.
- (i) *To Adjourn a Meeting.* When it appears that there is not further business, the chair may adjourn the meeting. Alternatively, a motion "to adjourn" shall be in order providing such motion is made at the ordinary or usual conclusion of business on the agenda and providing that motions to adjourn shall not be used to embarrass, to

harass, to foreclose discussion and debate, or for any other purpose other than the orderly termination of proceedings at such times as may be appropriate in each particular meeting.

7. *ORDINANCES AND RESOLUTIONS*

7.1 Preparation:

- (a) Ordinances and resolutions shall be prepared by the city attorney or designee upon request by the city manager. In keeping with TMC Section A2-28(c) which prohibits governing body members from giving orders to staff, any requests by members of the governing body for preparation of ordinances or resolutions shall be directed to the city manager.
- (b) All ordinances and resolutions shall address fiscal impacts, if any, and identify funding sources.

7.2 Consideration:

- (a) Recording of Votes. All votes shall be reported in the minutes.
- (b) Manner of Voting. When any vote is called, each member shall indicate the member's vote by utilizing a device that displays the vote or abstention. No member shall vote in absentia. A member must be physically present at the time a vote is called in order for the member to vote.
- (c) Notice. No action shall be taken on any ordinance or resolution unless the item has been provided to the governing body at least five days prior to a meeting. This restriction shall not apply to ordinances or resolutions that (1) have no administrative impact; and (2) no fiscal impact greater than \$5,000.00.

- 7.3 Numbering:** Upon passage, a number shall be assigned to each ordinance or resolution by the city clerk.

8. *COMMITTEES*

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

8.2 Standing Committees:

- (a) The governing body shall have the following four (4) standing committees, each comprised of three (3) members of the council:
 - Policy and Finance.
 - Economic and Community Development.
 - Public Health and Safety.
 - Transient Guest Tax.
- (b) Appointment. The deputy mayor shall appoint the members to each standing committee referenced in subsection (a) above and shall make a reasonable effort to stagger terms for the purpose of establishing familiarity and continuity from year to year. Appointments shall be made by the first meeting in February. Each councilmember shall fill out a committee preference list for a standing committee and the deputy mayor shall make every effort to appoint councilmembers to the committee of their choice.
- (c) Term. Councilmembers who are appointed to any standing committee referenced in subsection (a) above shall serve on their assigned committees for a one (1) year term. Councilmembers who wish to change committee assignments may do so with permission from the deputy mayor. Each standing committee shall elect the chair from among its members.

8.3 Special Committees:

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

8.4 Duties and Powers of Committees:

- (a) It shall be the duty of the committees to act promptly and faithfully in all matters referred to them. This does not preclude standing committees from considering other matters within the scope of their duties.

- (b) All committees shall have the power to hold hearings and request production of records relating to any subject within its jurisdiction. Standing committees may appoint subcommittees from their committee membership.

8.5 Procedure for Committee Items:

- (a) Reference to Committee; Initiation by Committee.
 - (1) Any item may be referred to a committee by a majority vote of the governing body. The governing body may set a fixed date for the committee to report back to the governing body.
 - (2) The examination of any subject can be initiated by a committee chair or by majority vote of the committee.
- (b) Committee Action. A committee may take any of the following actions:
 - (1) Recommend approval of the item.
 - (2) Recommend approval, with amendments.
 - (3) Recommend that the item not be approved.
 - (4) Make no recommendation (no second means no recommendation).
- (c) Committee Action Deadline. Each item referred to a committee shall be acted upon on or before any deadline set by the governing body or ninety (90) calendar days of the date upon which it was referred, whichever occurs first. Although the committee shall make every reasonable effort to act upon the item prior to expiration of the established deadline or ninety (90) calendar days, if this is not possible then the item shall be placed on an agenda for purposes of allowing the committee chair to provide an update regarding the committee's progress.
- (d) Placement on Governing Body Meeting Agenda.
 - (1) An item *referred to* and considered by a committee pursuant to section 8.5(a)(1) shall be placed on a governing body agenda as an action item and the chairperson or designee shall report to the governing body.

- (2) An item *initiated* and considered by a committee pursuant to section 8.5(a)(2) may be placed on a governing body agenda as an action item and the chairperson or designee may report to the governing body.

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

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

- (a) The absent committee member.
- (b) The committee chair.
- (c) The deputy mayor.

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

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

8.10 Minutes: Minutes shall be kept of each meeting. Minutes are defined as an overview of the proceedings, to include those in attendance, a brief summary of the issues discussed and a record of the action(s) taken (including the result of any vote(s) taken). Minutes shall be reviewed and approved by the committee at a subsequent meeting. However, in the event that the committee will not meet within the next thirty (30) days, the chairperson may approve the minutes if there are no objections or 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 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 governing body to reasonably carry out its 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.

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.