



# Agenda Item Report

## City Commission - May 21 2024

---

**Department**

City Clerk

**Staff Contact**

Sherri Riedemann, City Clerk

---

**Recommendations**

Consider adopting on first and second reading Ordinance No. 9984 enacting Chapter 1A of the code of the City of Lawrence, Kansas, 2018 edition, and amendments thereto, pertaining to volunteer advisory boards, commissions and other advisory bodies.

---

**Executive Summary**

This ordinance was presented at the May 14, 2024 City Commission meeting and adopted on second and final reading without changes. After adoption it was realized that the assigned ordinance number was already adopted. A new ordinance number has been assigned.

**Alignment to Strategic Plan**

Commitments in support of the outcome areas

---

**Fiscal Impact**

This action does not impact the City financially.

---

**Action Requested**

Adopt on first and second reading Ordinance No. 9984.

---

**Previous Agenda Reports:**

[May 7, 2024](#)

[May 14, 2024](#)

---

**Attachments**

[Ordinance No. 9984](#)

---

**ORDINANCE NO. 9984**

**AN ORDINANCE OF THE CITY OF LAWRENCE, KANSAS,  
ENACTING CHAPTER 1A OF THE CODE OF THE CITY OF  
LAWRENCE, KANSAS, 2018 EDITION, AND AMENDMENTS  
THERE TO, PERTAINING TO VOLUNTEER ADVISORY  
BOARDS, COMMISSIONS, AND TASK FORCES.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:**

**SECTION 1.** The Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended by adding Chapter 1A which reads as follows:

**CHAPTER 1A. VOLUNTEER ADVISORY BOARDS, COMMISSIONS, AND TASK FORCES**

- Article 1. General Provisions**
- Article 2. Unmistakable Identity Advisory Boards**
- Article 3. Strong Welcoming Neighborhoods Advisory Boards**
- Article 4. Safe and Secure Advisory Boards**
- Article 5. Connected City Advisory Boards**
- Article 6. Environmental Sustainability Advisory Boards**

**ARTICLE 1. GENERAL PROVISIONS**

1A-101

**FINDING OF THE GOVERNING BODY.**

The Governing Body of the City of Lawrence, Kansas, is committed to the work of the Lawrence Strategic Plan and conducting the business of the City in a manner that is fair, transparent, and efficient. The Governing Body hereby finds that, to support the work of the Strategic Plan and effective governance, it is necessary to align volunteer advisory boards, commissions, task forces, and other advisory bodies (hereinafter, collectively, for the purposes of this Article, "Advisory Boards") with the Lawrence Strategic Plan.

1A-102

**POLICY ADVISORY BOARDS.**

The Governing Body may establish specific Policy Advisory Boards to serve in an advisory capacity to the Governing Body on assigned areas of City policy.

- (a) The Governing Body will establish Policy Advisory Boards by ordinance, setting forth each Policy Advisory Board's general charge and specific duties.
- (b) The Governing Body will, by resolution, adopt a standard policy establishing general rules governing the operations and conduct of Policy Advisory Boards.
- (c) In addition to its standard policy, the Governing Body may, by ordinance, establish additional specific rules governing the operations and conduct of a specific Policy Advisory Board.

- (d) The Governing Body may, either by motion passed by a majority of the Members of the Governing Body or by ordinance, also provide specific direction or assign additional duties to a Policy Advisory Board.

1A-103

**TASK FORCES.**

The Governing Body may establish specific Task Forces to perform specific tasks for the Governing Body as charged.

- (a) The Governing Body may establish, by resolution, a Task Force, which will include the Task Force's charge and specific duties, the Task Force's timeline for completing the charge, and any other direction to the Task Force that the Governing Body determines to be necessary or convenient for the completion of the Task Force's charge.
- (b) A Task Force will serve for the period of time required to complete the charge in accordance with the timeline established by the Governing Body.
- (c) The Governing Body will adopt, by resolution, general rules and policies governing the operations and conduct of Task Forces.
- (d) The Governing Body may adopt, by resolution, specific rules and policies governing the operation and conduct of a specific Task Force.
- (e) The Governing Body may, either by motion passed by a majority of the members of the Governing Body or by resolution, also provide specific direction or assign additional duties to a Task Force.

1A-104

**OPERATIONAL ADVISORY BOARDS.**

The Governing Body expressly recognizes that the City Manager has the authority to establish Operational Advisory Boards to advise the City Manager, City Departments, or City staff, as the City Manager may, from time to time, find useful or beneficial to the administration and operations of the City. The Governing Body expressly authorizes the City Manager to delegate the authority granted under this Section to any employee of the City. The City Manager will develop an administrative policy that mirrors the format and function of the City's Policy Advisory Boards. Such policy will include and outline best practices to ensure transparent meetings, while ensuring that Operational Advisory Boards remain flexible in order to meet the dynamic needs of the City, the City Manager, individual City Departments, and City Staff.

1A-105

**MULTIJURISDICTIONAL ADVISORY BOARDS.**

The Governing Body may establish Multijurisdictional Advisory Boards to serve as an advisory body to the Governing Body or to perform other specific tasks or functions in behalf of the City when it is deemed by the Governing Body to be in the best interest of the City to do so.

1A-106

**SUBCOMMITTEES.**

Any Advisory Board may, with the approval of the Governing Body, establish a subcommittee or subcommittees drawn from its appointed members. Each

subcommittee, so established, shall, at a minimum, provide public notice of its meetings, hold, and conduct open public meetings, and keep action minutes for review and acceptance by the appropriate Advisory Board.

1A-107        **APPOINTMENTS.**  
Unless otherwise provided by state law, City ordinance, City resolution, or binding agreement, the Governing Body has the sole authority and the duty to appoint members to Advisory Boards.

1A-108        **MEMBERS.**  
Advisory Boards shall, unless otherwise provided by State law, City ordinance, City Resolution, or binding agreement, be composed of seven members.

1A-109        **TERMS AND TERM LIMITS.**  
Terms of Advisory Board Members shall be three years. No Advisory Board Member may serve more than two consecutive full terms on the same Advisory Board. For the purposes of this Section, a full term shall mean either a full, three-year term or any partial term that exceeds one year in length. Additionally, terms of Advisory Board Members shall be staggered so that no more than three Advisory Board Members' terms expire in any one year.

1A-110        **MEETINGS; CHAIR AND VICE-CHAIR.**  
Advisory Boards shall, at the first meeting of each calendar year, select a Chair and Vice-chair and set the time and place for regular, public meetings. The Chair shall be responsible for presiding over meetings and shall have those additional duties established by the Advisory Board's bylaws. The Vice-chair shall serve in the absence of the Chair and shall have those additional duties established by the Advisory Board's bylaws.

1A-111        **BYLAWS.** Advisory Boards shall have bylaws governing their operations and meeting procedures, provided such bylaws comply with the intent of this Article, as amended, comply with applicable laws, rules, and regulations, and are first approved by the Governing Body.

1A-112        **CONFLICTS OF INTEREST.**  
All Advisory Board Members shall, by abstention, refrain from participating in the decision-making process, including discussing and voting, on any item for which the Advisory Board Member, the Advisory Board Member's employer, or the entity which the Advisory Board Member is representing appears before the Advisory Board and would receive a direct financial benefit if the item was to be approved by the Governing Body. Additionally, all Advisory Board Members shall, at all times, comply with the Kansas Conflict of Interest Law of 1970, codified as amended at K.S.A. 75-4301a, the City Ethics Policy, and the Advisory Board's bylaws.

## **ARTICLE 2. UNMISTAKABLE IDENTITY ADVISORY BOARDS**

1A-201        **PURPOSE**  
The Governing Body establishes Unmistakable Identity Advisory Boards for the purposes of considering, developing, and providing policy advice to the

Governing Body to fulfill the Unmistakable Identity Strategic Plan Outcome, which is: “Lawrence is a welcoming community, synonymous with arts, diverse culture, fun, and a quintessential downtown. City parks and community events contribute to the vibrancy experienced by all people in Lawrence.”

1A-202      **PARKS AND RECREATION ADVISORY BOARD ESTABLISHED.**  
The Governing Body hereby establishes the Parks and Recreation Advisory Board for the City of Lawrence, Kansas.

1A-203      **CULTURAL ARTS COMMISSION ESTABLISHED.**  
The Governing Body hereby establishes the Cultural Arts Commission for the City of Lawrence, Kansas.

### **ARTICLE 3. STRONG WELCOMING NEIGHBORHOODS ADVISORY BOARDS**

1A-301      **PURPOSE.**  
The Governing Body establishes Strong Welcoming Neighborhoods Advisory Boards for the purposes of considering, developing, and providing policy advice to the Governing Body to fulfill the Strong Welcoming Neighborhoods Strategic Plan Outcome, which is: “All people in Lawrence live in safe, functional, and aesthetically unique neighborhoods that provide opportunities to lead healthy lifestyles with access to safe and affordable housing and essential services that help them thrive.”

1A-302      **HISTORIC RESOURCES COMMISSION ESTABLISHED.**  
The Governing Body hereby establishes the Historic Resources Commission for the City of Lawrence, Kansas. In addition to being governed by the standard requirements established at Article 1 of this Chapter, as amended, the Historic Resources Commission shall also be governed by Chapter 22 of the City Code, as amended, and shall have those additional duties and responsibilities set forth in more detail therein.

1A-303      **AFFORDABLE HOUSING ADVISORY BOARD ESTABLISHED.**  
The Governing Body hereby creates and establishes the Affordable Housing Advisory Board (“AHAB”) for the City of Lawrence, Kansas.

(a)      **AFFORDABLE HOUSING TRUST FUND.**  
The purpose of the Affordable Housing Trust Fund is to support the acquisition, rehabilitation, and development of affordable housing and supportive services so that all persons in the community have access to independent living with dignity.

(b)      **SPECIFIC DUTIES OF AHAB.**

- (1)      Advise the Governing Body on all matters relating to the City's implementation and use of the Affordable Housing Trust Fund.
- (2)      Make recommendations to the Governing Body regarding the expenditure of money from the Affordable Housing Trust Fund to

fund projects, as reviewed and approved by AHAB, that are consistent with the purpose of the Affordable Housing Trust Fund.

- (3) Make recommendations to the Governing Body regarding the cultivation and maintenance of steady and various streams of income to fund the Affordable Housing Trust Fund. However, AHAB shall not apply for any grant without prior approval of the Governing Body; nor shall it accept any gift or donation without prior approval of the Governing Body.
- (4) Make recommendations to the Governing Body regarding the expenditure of HOME Investment Partnership funds.
- (5) Advise the Governing Body regarding issues affecting affordable housing and supportive services in the community.

(c) **EXPENDITURE OF AFFORDABLE HOUSING TRUST FUND MONEY.**  
After the Governing Body has approved, for any project, the expenditure of money from the Affordable Housing Trust Fund, AHAB shall distribute said money to the Community Development Division of the Department of Planning and Development Services, which Division shall then disburse said money pursuant to the direction of the Governing Body and in accordance with the City's purchasing policy.

(d) **ANNUAL REPORT.**  
AHAB shall make annual reports to the Governing Body, no later than March 1 of each year, recounting AHAB activities of the preceding calendar year. Such reports shall, at a minimum, disclose all financial transactions involving monies raised and received by AHAB, including gifts and donations, and all projects which AHAB recommended and for which the Governing Body approved expenditures of money from the Affordable Housing Trust Fund.

#### **ARTICLE 4. SAFE AND SECURE ADVISORY BOARDS**

1A-401 **PURPOSE.**  
The Governing Body establishes Safe and Secure Strategic Advisory Boards for the purposes of considering, developing, and providing policy advice to the Governing Body to fulfill the Safe and Secure Strategic Plan Outcome, which is: "Lawrence is a community where all people feel safe and secure and have access to trusted public and community-based safety resources."

1A-402 **COMMUNITY POLICE REVIEW BOARD ESTABLISHED.**  
The Governing Body hereby establishes the Community Police Review Board for the City of Lawrence, Kansas. In addition to being governed by the standard requirements established at Article 1 of this Chapter, as amended, the Community Police Review Board shall also be governed by Chapter 13, Article 4 of the City Code, as amended, and shall have those additional duties and responsibilities set forth in more detail therein.

1A-403 **HUMAN RELATIONS COMMISSION ESTABLISHED.**

The Governing Body hereby establishes the Human Relations Commission for the City of Lawrence, Kansas. In addition to being governed by the standard requirements established at Article 1 of this Chapter, as amended, the Historic Resources Commission shall also be governed by Chapter 10 of the City Code, as amended, and shall have those additional duties and responsibilities set forth in more detail therein.

**ARTICLE 5. CONNECTED CITY ADVISORY BOARDS**

1A-501 **PURPOSE.**  
The Governing Body establishes Connected City Advisory Boards for the purposes of considering, developing, and providing policy advice to the Governing Body to fulfill the Connected City Strategic Plan Outcome, which is: “The City of Lawrence has well-maintained, functional, and efficient infrastructure, facilities, and other assets. Connectivity supports accessible, sustainable methods for safely moving people and information throughout the community and the region. Investment in these assets reflects the City’s commitment to contribute to the well-being of all people.”

1A-502 **CONNECTED CITY ADVISORY BOARD ESTABLISHED.**  
The Governing Body hereby establishes the Connected City Advisory Board for the City of Lawrence, Kansas.

1A-503 **AVIATION ADVISORY BOARD ESTABLISHED.**  
The Governing Body hereby establishes the Aviation Advisory Board for the City of Lawrence, Kansas.

(a) **SPECIFIC DUTIES.** The Aviation Advisory Board shall consider, develop, and provide policy advice to the Governing Body regarding all aspects of the Lawrence Municipal Airport.

**ARTICLE 6. ENVIRONMENTAL SUSTAINABILITY ADVISORY BOARDS**

1A-601 **PURPOSE.**  
The Governing Body establishes Environmental Sustainability Advisory Boards for the purposes of considering, developing, and providing policy advice to the Governing Body to fulfill the Environmental Sustainability Commitment, which is: “The City of Lawrence considers the environmental consequences of every decision, big and small, knowing that our actions have impacts beyond our boundaries. We protect and restore our ecosystem to make it healthier and more balanced for future generations.”

1A-602 **ENVIRONMENTAL SUSTAINABILITY ADVISORY BOARD ESTABLISHED.**  
The Governing Body hereby establishes the Environmental Sustainability Advisory Board for the City of Lawrence, Kansas.

**SECTION 3.** If any section, sentence, clause, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining part of this ordinance.

**SECTION 4.** After passage, approval, and publication, as provided by law, this ordinance shall be in full force and effect commencing September 1, 2024.

**PASSED** by the Governing Body of the City of Lawrence, Kansas, this 21st day of May 2024.

**APPROVED:**

---

Nathan Littlejohn III  
Mayor

**ATTEST:**

---

Sherri Riedemann  
City Clerk

**APPROVED AS TO FORM:**

---

Toni R. Wheeler  
City Attorney