

CHAPTER I. ADMINISTRATION

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ARTICLE 1. GENERAL PROVISIONS

1-101

**CODE DESIGNATED.**

The chapters, articles and sections herein shall constitute and may be designated as the "Code of the City of Lawrence, Kansas," or the "Lawrence City Code," and may be so cited. (Code 1981)

1-102

**DEFINITIONS.**

The following definitions and rules of construction shall be observed in the construction of this Code and of all ordinances unless they are inconsistent with the manifest intent of the Governing Body if the context clearly requires otherwise:

- (A) **City** shall mean the City of Lawrence, in Douglas County, Kansas.
- (B) **Computation of Time** shall mean the time within which an act is to be done and shall be computed by excluding the first and including the last day. If the last day is a Sunday or legal holiday, that day shall be excluded.
- (C) **County** means the County of Douglas, Kansas.
- (D) **Delegation of Authority**, whenever a provision appears requiring or authorizing the head of a department or other officer of the City to do some

act or perform some duty, it shall be construed to authorize such department head or officer to designate, delegate and authorize subordinates to do the required act or perform the required duty unless the terms of the provision designate otherwise.

- (E) **Gender**. words importing the masculine gender include the feminine and neuter.
- (F) **Governing Body** means the City Commission of Lawrence, Kansas.
- (G) **In the City** means and includes any territory within the corporate limits of the City of Lawrence, Kansas, and the police jurisdiction thereof and any other territory over which regulatory power has been conferred on the City by law, except as otherwise specified.
- (H) **Joint Authority**. All words giving a joint authority to three (3) or more persons or officers shall be construed as giving such authority to a majority of such persons or officers.
- (I) **Number**. Words used in the singular include the plural and words used in the plural include the singular.
- (J) **Oath** includes an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases, the words "swear" and "sworn" are equivalent to the words "affirm" and "affirmed."
- (K) **Owner** applied to a building or land, shall include not only the owner of the whole but any part owner, joint owner, tenant in common or joint tenant of the whole or a part of such building or land.
- (L) **Person** includes a firm, partnership, association of persons, corporation, organization or any other group acting as a unit, as well as an individual.
- (M) **Property** includes real, personal and mixed property.
- (N) **Real property** includes land, tenements and hereditaments.
- (O) **Shall** and **Will** are mandatory.
- (P) **Sidewalk** means any portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
- (Q) **Street** means and includes public streets, avenues, boulevards, highways, roads, alleys, lanes, viaducts, bridges and the approaches thereto and all other public thoroughfares in the City.
- (R) **Tenant or Occupant** applied to a building or land, means any person who occupies the whole or part of such building or land, whether alone or with others. (Code 1981)

1-103

**PARENTHETICAL AND REFERENCE MATTER.**

The matter in parenthesis at the ends of sections is for information and reference only and is not a part of the Code (Code 1981). Citations to ordinances include only the source and the text may or may not be changed by this Code. This Code is a new enactment under the provisions of K.S.A. 12-3014 and 12-3015.

- 1-104           **CATCH LINES OF SECTIONS.**  
 The CATCH LINES or headings of the sections of this Code are intended as mere words to indicate the contents of the sections and shall not be deemed or taken to be titles of such sections nor as any part of any section nor, unless expressly so provided, shall they be so deemed when any section, including its catch line, is amended or reenacted. (Code 1981)
- 1-105           **AMENDMENTS; REPEAL.**  
 Any portion of this Code may be amended by specific reference to the section number as follows: "That Section 1-105 of the Code of the City of Lawrence is hereby amended to read as follows: (the new provisions shall then be set out in full)."  
  
 A new section not heretofore existing in the Code may be added as follows: "That the Code of the City of Lawrence is hereby amended by adding a section (or article or chapter) which reads as follows... (the new provision shall be set out in full)." All sections, or articles or chapters to be repealed shall be repealed by specific reference as follows: "Section (or article or chapter) 1-105 of the Code of the City of Lawrence is hereby repealed." (K.S.A. 12-3004; Code 1981)
- 1-106           **POWERS GENERALLY.**  
 All powers exercised by cities of the first class, or which shall hereafter be conferred upon them shall be exercised by the Governing Body, subject to such limitations as are prescribed by law. (Code 1981)
- 1-107           **ORDINANCES.**  
 The Governing Body shall have the care, management and control of the City and its finances and shall pass all ordinances needed for the welfare of the City. No ordinance shall be valid unless a majority of all the members elected to the Commission vote in favor. (K.S.A. 12-3002)
- 1-108           **MEETINGS.**
- (A)     To conduct the business of the City, the Governing Body shall meet on the first, second, and third Tuesdays of each month – except that in January of each year it shall meet on the first and third Tuesdays and on the second Monday. Meetings shall be conducted in the City Commission Room at City Hall, shall be open to the public, and shall commence at 5:45 p.m. When such meeting shall fall on a legal holiday, on a date when a majority of the members of the Governing Body will be absent, or at the discretion of Governing Body, the Governing Body may, by a vote of a majority of the members of the Governing Body at any preceding public meeting, suspend said meeting, change its date or time, or move its location.
  - (B)     The Governing Body may meet with other governing bodies or meet to accept public comment on a matter or matters (i.e. a “listening session”) at such time and at such location as deemed appropriate, provided no binding action is taken at said meeting, and further provided such meetings are open to the public.
  - (C)     A call signed by a majority of the Governing Body shall be sufficient warrant for a special meeting. Special meetings shall be open to the public.

(Code 1979, 1-105; Ord. 6005, Ord. 9074, Ord. 9234, Ord. 9251)

- 1-109           **CITY RECORDS.**  
The City Clerk or any other officer or employee having custody of City records and documents shall maintain such records and documents in accordance with K.S.A. 12-120 to 12-121 inclusive, which is incorporated by reference herein as if set out in full. (K.S.A. 12-120:121; Code 1981)
- 1-110           **ALTERING CODE.**  
It shall be unlawful for any person to change or amend by additions or deletions any part or portion of this Code, or to insert or delete pages or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Lawrence to be misrepresented thereby. This restriction shall not apply to amendments or revisions of this Code authorized by ordinance adopted by the Governing Body. (Code 1981)
- 1-111           **SCOPE OF APPLICATION.**  
Any person convicted of doing any of the acts or things prohibited or made unlawful or the failing to do any of the things commanded to be done, as specified and set forth in this Code, shall be deemed guilty of a misdemeanor and punished in accordance with Section 1-112. Each day any violation of this Code continues shall constitute a separate offense. (Code 1981)
- 1-112           **GENERAL PENALTY.**  
Whenever any offense is declared by any provision of this Code, absent a specific or unique punishment prescribed, the offender shall be punished in accordance with this section. (Ord. 7259)
- (A)     A fine of not less than \$1 or more than \$1,000; or
- (B)     Imprisonment in the city jail for not more than 180 days; or
- (C)     Both such fine and imprisonment not to exceed (A) and (B) above. (Code 1981)
- 1-113           **Reserved.** (Repealed by Ord. 8051)
- 1-114           **SEVERABILITY.**  
If for any reason any chapter, article, section, subsection, sentence, clause or phrase of this Code or the application thereof to any person or circumstance is declared to be unconstitutional or invalid or unenforceable such decision shall not affect the validity of the remaining portions of this Code. (Code 1981)
- 1-115           **REPEALING ORDINANCES.**  
The repeal of a repealing ordinance does not revive the ordinance originally repealed. The repeal of an ordinance, the adoption of an ordinance containing a repeal of an ordinance, or the adoption of a codification of the general ordinances of the City including the repeal of such general ordinances, does not impair or affect the validity of a pending action, proceeding or prosecution under the repealed ordinance, unless the content of the surviving ordinance clearly indicates such affect. The repeal of an ordinance as part of the codification of the ordinance shall not be interpreted as a repeal of the findings or recitals of the ordinance unless such findings or recitals are explicitly repealed therein.

**ARTICLE 2. GOVERNING BODY**

- 1-201           **FORM OF GOVERNMENT.**  
In accordance with state law, the City of Lawrence, Kansas, operates under the

Commission-Manager form of government. (Ord. 9233)

1-202

**GOVERNING BODY.**

The Governing Body shall consist of five Commissioners. Except as otherwise set forth in this Article, or as the Governing Body may organize itself to conduct business, no distinction shall be made in titles and duties among the Commissioners. (Ord. 9233)

1-203

**SAME; ELIGIBILITY AND QUALIFICATIONS; RESIDENCY.**

Each Commissioner shall be a citizen of the United States, shall be at least eighteen years of age, and shall be a qualified elector of the City. Each Commissioner shall also, at all times, from the time that he or she files to become a candidate for the office of Commissioner through the time that his or her term of office as Commissioner expires, reside within the corporate limits of the City. (Ord. 9233)

1-204

**SAME; CANDIDATE FOR OFFICE OF COMMISSIONER.**

Any person who meets the requirements of Section 1-203 of this Article may become a candidate for the office of Commissioner by filing or by having filed in his or her behalf, with the county election officer, in accordance with K.S.A. 25-205 and K.S.A. 25-2110, and any amendments thereto, **(a)** a declaration of intention to be a candidate, together with any fee required by law, or **(b)** a nomination petition signed by 50 qualified electors of the City. (Ord. 9233)

1-205

**SAME; ELECTIONS.**

(Ord. 9233)

- (A) In accordance with state law, any general election for the office of Commissioner shall be conducted on the Tuesday succeeding the first Monday in November in odd-numbered years.
- (B) In accordance with state law, any primary election for the office of Commissioner shall be conducted on the first Tuesday of August in odd-numbered years.
- (C) All elections for the office of Commissioner shall be non-partisan.

1-206

**SAME; TERMS OF OFFICE; OATHS OF OFFICE.**

(Ord. 9233)

- (A) At each general election, held on the Tuesday succeeding the first Monday in November in odd-numbered years, the qualified electors of the City shall elect three Commissioners to the Governing Body. The two candidates who receive the most votes shall each serve a term of office of four years, which term of office shall commence upon taking the oath of office, on or after the second Monday in January immediately following the general election, and shall expire on the second Monday in January four years thereafter. The candidate receiving the third most votes shall serve a term of office of two years, which term of office shall commence upon taking the oath of office, on or after the second Monday in January immediately following the general election, and shall expire on the second Monday in January two years thereafter. Accordingly, every two years, three offices of Commissioner shall be open for election.
  - (i) Effective July 1, 2015, the Kansas legislature transferred all general elections, including those of the City, from April to November of odd-numbered years and all terms of office of municipal officers, including those on the Governing Body, from April to the second Monday in January following the general election. To make that

transition, **(A)** those Commissioners, whose terms of office would have expired in April 2017, shall have their terms of office extended until Monday, January 9, 2018 and **(B)** those Commissioners, whose terms of office would have expired in April 2019, shall have their terms of office extended until Monday, January 13, 2020.

(ii) Consistent with the foregoing, the term of office of Mayor, which was to expire in April, 2016, shall be extended until Monday, January 9, 2017, and the term of office of Vice-Mayor, which was to expire in April, 2016, shall be extended until Monday, January 9, 2017. Commencing January 9, 2017, the election and terms of office of Mayor and Vice-Mayor shall be as set forth in Sections 1-207 and 1-208 of this Article.

(B) Before commencing any term of office or assuming any term of office on the Governing Body, each Commissioner shall first take the oath of office. The oath of office shall be administered by the City Clerk, the designee of the City Clerk, or by anyone fulfilling the duties of the City Clerk.

1-207

**SAME; MAYOR.**

At its regular meeting on the second Monday of January of each year, the Governing Body shall elect one Commissioner to serve as Chairperson. The Chairperson shall have the title of Mayor. The Mayor shall preside at all meetings of the Governing Body, shall retain the authority to vote and to take all actions accorded Commissioners, and shall execute all ordinances, agreements, and other documents requiring the signature of the Mayor. The Mayor shall have no administrative duties. The Commissioner selected as Mayor shall serve in that capacity for a period of one year, commencing on the second Monday of January, when he or she is elected Mayor, and expiring on the second Monday of January of the succeeding year. (Ord. 9233)

1-208

**SAME; VICE-MAYOR.**

At its regular meeting on the second Monday of January of each year, the Governing Body shall elect one Commissioner to serve as Vice-Chairperson. The Vice-Chairperson shall have the title of Vice-Mayor. In the absence of the Mayor from any meeting, the Vice-Mayor shall preside. If the Mayor is absent from the City or if the Mayor is incapacitated or is otherwise unable to perform the duties of Mayor, then the Vice-Mayor shall be accorded the title of Acting Mayor and shall perform and exercise the duties of Mayor. The Commissioner selected as Vice-Mayor shall serve in that capacity for a period of one year, commencing on the second Monday of January, when he or she is selected Vice-Mayor, and expiring on the second Monday of January of the succeeding year. (Ord. 9233)

1-209

**SAME; SALARIES.**

The Commissioner serving as Mayor shall receive an annual salary of \$10,000.00. The remaining Commissioners each shall receive an annual salary of \$9,000.00. (Ord. 9233)

1-210

**SAME; OPEN MEETINGS; QUORUM.**

All regular meetings and special meetings of the Governing Body shall be open to the public. Three Commissioners shall constitute a quorum of the Governing Body for the purpose of transacting official business. No ordinance shall be passed by the Governing Body except by an affirmative vote of three Commissioners. (Ord. 9233)

1-211

**SAME; CITY MANAGER.**

The Governing Body shall provide for such offices as shall be necessary to carry out the provisions of the law and determine salaries for the same. It shall appoint a City

Manager as hereinafter provided and shall be responsible for his or her efficient administration of the City's business. (Ord. 9233)

- 1-212        **SAME; ADMINISTRATIVE DEPARTMENTS.**  
Administrative departments shall be created by the Governing Body as the public business may demand and as provided by state statutes. (Ord. 9233)
- 1-213        **SAME; BOARDS AND COMMISSIONS.**  
Whenever authorized to do so by state law or the ordinances of the City, the Governing Body shall appoint members of various City Boards and Commissions. (Ord. 9233)
- 1-214        **BONDS OF COMMISSIONERS.**  
Commissioners shall serve without posting a surety bond. In lieu of a bond, the City shall purchase a policy of insurance for the Commissioners to protect the City from any loss caused by neglect of duty, misfeasance in office, malfeasance in office, or misappropriation of City funds. (Ord. 9233)

### **ARTICLE 3. CITY MANAGER**

- 1-301        **APPOINTMENT AND TERM.**  
The administration of the City's business shall be in the hands of the Manager, who shall be appointed by the Commission and shall hold office at the pleasure of the Commission. (K.S.A. 12-1011; Code 1979, 1-201)
- 1-302        **QUALIFICATIONS OF MANAGER.**  
The Manager shall be chosen solely on the basis of administrative ability. Choice shall not be limited by any residency requirements. (K.S.A. 12-1025; Code 1979, 1-202)
- 1-303        **DUTIES AND FUNCTIONS OF MANAGER; APPOINTMENTS.**  
The Manager shall be responsible for the administration of all the affairs of the City. He or she shall see that all laws and ordinances are enforced. He or she shall appoint and remove all heads of departments and all subordinate officers and employees of the City. All appointments shall be made upon merit and fitness alone. The Manager shall be responsible for the discipline of all appointive officers, and may, without notice, cause the affairs of any department or the conduct of any officer or employee to be examined. He or she shall prepare and submit the annual budget to the Commission and keep the Commission fully advised as to the financial conditions and needs of the City. He or she shall make recommendations to the Commission on all matters concerning the welfare of the City, and shall have a seat, but no vote, in all of the public meetings of the Commission. No member of the Commission shall directly interfere with the conduct of any department except at the expressed direction of the Commission. (K.S.A. 12-1014; Code 1979, 1-203)
- 1-304        **BIDDING REQUIREMENTS.**  
As provided by Charter Ordinance 19 and other applicable law, in all cases where the estimated cost of the contemplated public improvement amounts to more than \$50,000.00, sealed proposals for the improvement, unless waived by the Governing Body, shall be invited by advertisement and published by the City Clerk once in the official City newspaper. (Ord. 6218, Ord. 7350, Ord. 9287)
- 1-305        **CERTAIN POWERS OF THE CITY MANAGER CONCERNING PROPERTY OWNED OR LEASED BY THE CITY OF LAWRENCE.**

- (A) The City Manager shall have the authority to designate any building or property owned by the City of Lawrence, and any building or property open to the public and operated as business premises by the City of Lawrence, as property where the carrying of a concealed handgun under the provisions of the Kansas Personal and Family Protection Act, and amendments thereto, is restricted or prohibited. (Ord. 8048)
- (B) Upon such designation, the City Manager shall cause the premises to be posted in accordance with the rules and regulations of the Kansas Attorney General that are adopted under the authority of the Kansas Personal and Family Protection Act. A list of the designated and posted buildings and properties shall be maintained and shall be open to public inspection during regular business hours. (Ord. 8048)
- (C) The City Manager and the City Manager's designees are granted the authority, with good and lawful cause, to order any individual not to enter, to leave, or not to return to any property owned by the City of Lawrence. (Ord. 8048)
- (D) The powers in this section are not an exclusive enumeration of the powers of the City Manager and are not meant in any way to impair the City Manager's ability to exercise the other powers that he or she possesses. (Ord. 8048)

**ARTICLE 4. OFFICERS AND EMPLOYEES**

1-401

**ORGANIZATION.**

The affairs of the City shall be administered by the officers and employees of such administrative divisions as may be established by the Manager. The Commission shall annually review the administrative organization of the City and approve or disapprove such divisions and staff positions (K.S.A. 12-1015; Code 1979, 1-301)

1-402

**OFFICERS AND EMPLOYEES; APPOINTMENT.**

All officers and employees shall be appointed by the City Manager, except as otherwise provided by state law or other City ordinances. The City Manager is authorized to act as, and to perform the duties of any office for which he or she is qualified; and may appoint one person to perform the duties of more than one officer or employee provided their duties are not incompatible and the same is not prohibited by law or by other ordinances. (K.S.A. 12-1014; Code 1979,1-302)

1-403

**CLASSIFIED SERVICE.**

The classified service of the City shall include all positions in the City service except elected officials, persons serving the City as independent contractors, persons retained by the City as consultants, part-time employees of part-time boards and commissions, the City Attorney and assistants, the Municipal Judge and the City Manager. (Code 1979, 1-303)

1-404

**QUALIFICATIONS.**

Qualifications for appointment to a position in the classified service and duties assigned to any such position shall be in accordance with rules and regulations prescribed by the Commission. (Code 1979,1-304)

1-405

**RESIDENCY REQUIREMENTS FOR CERTAIN CITY EMPLOYEES.**

- (A) The following City employees are hereby required to establish and maintain a permanent residence within the incorporated boundaries of the City of

Lawrence, Kansas for the positions of: City Manager, Assistant City Manager and all department directors, including, but not limited to the following positions: Assistant City Manager - Administrative Services, Assistant City Manger - Community Development Services, Chief of Police, Director of Public Works, Director of Administrative Services/City Clerk, Fire & Medical Chief, Director of Neighborhood Resources, Director of Finance/City Treasurer, Director of Human Relations/Human Resources, Director of Information Services, Director of Parks and Recreation, Director of Planning, and Director of Utilities.

- (B) Employees as described in subsection (A) of this section who are not already residents of the City of Lawrence at the inception of their employment with the City shall have a period of six (6) months after such employment begins within which to establish residence within the City, after the end of such six (6) months period their exemption from the requirements of this Section shall terminate.
- (C) Violation of any of the provisions of this Section shall result in discharge from employment with the City. (Ord. 6267)

1-406

**OATH.**

All officers and employees of the City, whether elected or appointed, either under the laws of the state or ordinances of the City, shall before entering upon the duties of their respective office, take and subscribe an oath or affirmation as follows: "I do affirm that I will support the constitution of the United States and the constitution of the State of Kansas and faithfully discharge the duties of \_\_\_\_\_ (here enter the name of office), for the City of Lawrence, Kansas during the term for which I was appointed." (Code 1979,1-401)

1-407

**BONDS; APPOINTED OFFICERS.**

The Manager and such other officers as the Commission may require shall each, before entering upon the duties of their respective offices give a good and sufficient surety company bond to the City, approved by the Commission, in the amount specified herein or as shall be required by the Commission conditioned upon the officer's faithful performance and faithful discharge of his or her respective duties. The cost of such surety bonds shall be borne by the City. Bonds for the following officers shall be in the following amounts: Manager - \$15,000; City Clerk - \$15,000; Treasurer - \$50,000; Municipal Judge - \$1,000; and Engineer - \$5,000. (Code 1979, 1-501)

**ARTICLE 4A. OFFICE OF THE CITY AUDITOR**

1-4A01

**OFFICE OF CITY AUDITOR.**

- (A) There is hereby established the office of City Auditor, hereinafter "Auditor". The position shall be appointed by and report to the City Commission and shall examine and evaluate the activities of the City to assist City Commission members in the effective discharge of their duties. The Auditor shall be selected on the basis of experience and education suitable to the professional performance of internal municipal audits, including but not limited to audits of: the efficiency and effectiveness of City programs and services; City compliance with all applicable laws, regulations and requirements for the expenditure of public funds and the exercise of City authority pursuant to law; City compliance with internal controls and policies; and City compliance with generally accepted municipal standards for the performance of municipal services and programs. The Auditor shall not have any responsibility for the preparation of the annual audit of City

finances, referred to as Comprehensive Annual Financial Report (CAFR). (Ord. 8060)

- (B) All officers and employees of the City shall furnish the auditor with unrestricted access to employees, information and records (including automated data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the auditor to inspect all property, equipment and facilities within their custody. Audits shall be conducted in accordance with the *Standards for the Professional Practice of Internal Auditing* published by The Institute of Internal Auditors, Inc., or when required by law, regulation, agreement, contract, or policy, in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States, or other applicable professional standards such as the International Organization of Supreme Audit Organizations (INTOSAI). All audit reports issued by the auditor shall include a statement that the audit was conducted pursuant to the appropriate standards or state why standards were not followed. (Ord. 8060)
- (C) The Auditor shall coordinate with the City Manager in creating an annual work program. The Auditor shall annually present the proposed work program of planned major audits and planned special projects to the City Commission. The City Commission may amend or alter the proposed work program as it determines appropriate. The Auditor may be directed to perform additional audits as resources allow. (Ord. 8060)
- (D) Prior to public disclosure of an audit, a final draft of each audit report will be forwarded to the official responsible for the audited project or program and the City Manager for review and comment regarding factual content of the report. The responsible official and/or City Manager must respond in writing specifying agreement or disagreement with audit finding and recommendations, reasons for disagreement with findings and/or recommendations, plans for implementing solutions to issues identified, and a timetable to complete such activities. The response must be received by the Auditor within five (5) working days. The final audit report will include the views of the responsible official of the audited programs concerning the Auditor's finding, conclusions and recommendations, as well as planned corrective actions. If the responsible official does not respond within the specified timeframe, the Auditor will note that fact in the audit report. (Ord. 8060)
- (E) All final audits prepared by the Auditor shall be received by the City Commission during a regular meeting of the City Commission. All final audits shall be public records pursuant to the Kansas Open Records Act and shall be posted on the City's website. No later than six months after an audit is issued, the auditor shall follow-up on reported findings to determine that corrective action was taken and is achieving the desired results. The auditor shall inform the City Manager and the City Commission of the status of corrective actions taken by management responsible for supervision of the program activity, function, or organizational unit audited. (Ord. 8060)

## **ARTICLE 5. INVESTMENT AND DEPOSIT OF CITY FUNDS**

1-501

### **DEMAND DEPOSITS.**

All funds and money of the City required for current operations shall be placed in

demand deposits by the City Treasurer in the official city depository. (Code 1979, 1-601)

1-502

**INVESTMENT OF TEMPORARILY IDLE FUNDS; AUTHORITY.**

Temporarily idle funds not currently needed for expenditures, may be invested in accordance with the procedure hereafter prescribed:

- (A) In direct obligations of the United States government, which mature or are redeemable within twelve (12) months from date of purchase, the principal and interest whereof are guaranteed by the government of the United States; or
- (B) In the temporary notes of the City, issued pursuant to K.S.A. 10-123. The provisions of this Article shall not apply to any funds of the City, the investment of which is expressly authorized or limited or prohibited by statutes of the State of Kansas. (Code 1979, 1-602)

1-503

**INVESTMENT OF TEMPORARILY IDLE FUNDS; RECORDS; RESTRICTIONS.**

The Manager shall submit to the Commission a quarterly report of the City's investment program. This report shall contain information regarding the amount of money invested, the maturity date of the investment and the annual rate of interest of each security. The Manager shall provide an investment program which shall limit the amounts invested and schedule the maturities of investments so that at all times the City will have sufficient funds available in demand deposits in its depository banks to assure prompt payment of obligations. (Code 1979, 1-603)

1-504

**CUSTODY AND SAFEKEEPING.**

Securities purchased pursuant to this Article shall be under the joint care of the City Clerk, City Treasurer and City Manager and shall be held in the custody of a state or national bank or trust company, or shall be kept by such officers in a safety deposit box of the City in a bank or trust company, and shall be held in the name of the City and their redemption, transfer or withdrawal shall be permitted only upon the written instruct of at least two such City officers. (Code 1979, 1-604)

1-505

**EARNINGS.**

The interest or earnings of investments made pursuant to this Article shall be credited pro rata to the fund or funds of the City from which the investments were made. (Code 1979, 1-605)

1-506

**SALE OR TRANSFER.**

If, in order to maintain sufficient moneys on demand deposit in any fund as provided above, it becomes necessary to transfer or sell any securities of such funds, any two (2) or more of the officers so authorized may transfer said securities to any other fund or funds in which there are temporarily idle moneys, or shall sell such securities and for such purpose they shall have authority to make any necessary written directions, endorsements or assignments for and on behalf of the City. Any such transfer or sales shall be reported in writing to the Commission at its next regular meeting. (Code 1979, 1-606)

**ARTICLE 6. EMPLOYEE BENEFITS**

1-601

**EMPLOYEES RETIREMENT; RESOLUTION.**

Resolution passed by the Governing Body and published on May 23, 1961, to which resolution extends the benefits of the Kansas Public Employees Retirement System to the City of Lawrence, is incorporated by reference herein and made a part thereof as if the same had been set out in full therein. (Code 1979, 1-701)

1-602           **EMPLOYEE BENEFITS FUND.**  
The City of Lawrence, in accordance with the provisions of K.S.A. 12-16, 102, as amended, does hereby establish an employee benefits contribution fund for the purpose of paying the City's share of employee benefits prescribed by Section 1-603.

1-603           **SAME, PURPOSE.**  
The cost of employee benefits authorized for payment from the fund created by 1-602 shall include the following: Employer contributions for social security, workers compensation, unemployment insurance, health care costs, employee benefit plans, and employee retirement and pension programs.

**ARTICLE 7. WORKERS COMPENSATION TRUST FUND**

1-701           **FUND ESTABLISHED.**  
For the purpose of providing for the payment of compensation of claims arising on or after January 1, 1979, and all other amounts required to be paid by the City of Lawrence as a self-funded employer under the Worker's Compensation Law of this state (K.S.A. 44-532) as amended, there is hereby established the City Worker's Compensation Fund in the Finance Department. (Code 1979, 1-901)

1-702           **LIABILITY.**  
The City of Lawrence Worker's Compensation Fund shall be liable to pay:

- (A)     All compensation for claims arising on and after January 1, 1979, and all other amounts required to be paid by the City of Lawrence as a self-funded employer under the Worker's Compensation Law of this state as amended.
- (B)     The amount that the City of Lawrence is liable to pay the "carrier's share of expense" of the administration of the office of the Worker's Compensation Director as provided in K.S.A. 74-712 to 74-719, inclusive.
- (C)     The cost of administering and directing the City of Lawrence Worker's Compensation Self-Funded Program including the defense of such fund and any costs assessed to such fund in any proceeding to which it is a party, and also including but not limited to: attorney's fees; accounting fees; excess insurance fees; servicing fees; legal expenses; accounting expenses; and any and all other administrative costs necessary for the operation of the City of Lawrence Worker's Compensation Self-Funded Program. (Code 1979, 1-902)

1-703           **EMPLOYEES COVERED.**  
To this end and for the purpose of this Article, all City departments and agencies are hereby deemed to be a single employer whose liability specified in this article is hereby imposed solely upon the City of Lawrence Worker's Compensation Self-Funded Program and such employer is hereby declared to be a fully authorized and qualified self-funded under K.S.A. 44-532, and any amendments thereto and such employer shall be required to make any and all reports required thereunder. (Code 1979, 1-903)

1-704           **ADMINISTRATION.**  
The administrator of the City of Lawrence Worker's Compensation Self-Funded Program shall be the Risk Manager/Safety Officer and operated as the Risk Management Function under the Administrative Services Director. The Risk Management Function shall administer the City's Worker's Compensation Self-Funded Program and all payments from such fund shall be upon warrant checks of the City of Lawrence issued pursuant to vouchers approved by the Director of

Finance. Risk Management shall remit all monies to the Director of Finance. Upon receipt of any such remittance, the City Treasurer shall deposit the entire amount thereof in the City treasury to the credit of the City Worker's Compensation Fund. (Code 1979, 1-904)

1-705

**COSTS ASSESSED.**

The rate of self-funded assessment for all City departments and agencies shall be set by the City Manager, but such rates shall conform with the Kansas worker's compensation statutes and amendments thereto and any rules or regulations promulgated pursuant to authority established thereunder, and such rates shall further be sufficient to provide a balance in the City Worker's Compensation Fund sufficient to pay any and all claims reasonably expected to be brought thereunder, and all administrative costs, which balances shall include an initial fund amount of \$297,000 for the fiscal year commencing January 1, 1979, and which rates shall be sufficient to increase such fund balance equal to \$1,000,000 is attained. Such amount may be raised by levy of taxation pursuant to the authority of K.S.A. 44-505c, and amendments thereto.

1-706

**SAME; ANNUAL RATE.**

For the fiscal year January 1, 1979, and each January 1 thereafter, Risk Management shall determine annually the suggested rate of self-fund assessment for all City departments and agencies employing personnel subject to the worker's compensation law, based upon the accidental injury and occupational disease experience of all such City departments and agencies and the liability of the City Worker's Compensation Fund as provided in Section 1-701 and shall recommend such rate to the City Manager for approval on or before July 1, 1978 and each July 1 thereafter, for the succeeding fiscal year. (Code 1979, 1-906)

1-707

**SAME; LIMITATIONS.**

The insurance rate for each City Department and/or agencies shall be expressed by worker's compensation code, overall City retrospective rating and departmental loss conversion factor (debit or credit). In the event of a death or other catastrophe, the overall retrospective rating plus the departmental excess shall be spread over a three year period. Departmental excess will not exceed 1.75 x annual premium. Risk Management shall utilize actuarial and other professional assistance in determining this rate of self-insurance assessment under this section. On or before January 1, 1979, and each January 1 thereafter, Risk Management shall notify each City department or agency of the rate of the self-fund assessment for such department or agency for the next fiscal year. (Code 1979, 1-907)

1-708

**CLAIMS FOR COMPENSATION.**

All claims for compensation under City worker's compensation ordinance against any City department or agency for claims arising on or after January 1, 1979, shall be made against the City Worker's Compensation Fund. Such claims shall be served upon the City Risk Management Office in the manner provided for claims against other employers under the Worker's Compensation Act (K.S.A. 44-501) as amended. (Code 1979, 1-908)

1-709

**DEFENSE OF FUND.**

The City Prosecutor's office shall represent and defend the City of Lawrence Worker's Compensation Fund in all proceedings under the Worker's Compensation Act, but any legal expenses incurred shall be paid from the City Worker's Compensation Fund. (Code 1979, 1-909)

1-710

**INVESTIGATE CLAIMS.**

Risk Management shall investigate or cause to be investigated, each and every claim for compensation against the City of Lawrence Worker's Compensation Fund.

For the purpose of such investigations, Risk Management is authorized to obtain expert medical advice regarding the injuries, occupational diseases and disabilities involved in such claims. If, based upon such investigation and any other available information, Risk Management finds there is no material dispute as to any issue involved in the claim, that the claim is valid and that the claim should be settled by agreement, Risk Management may proceed to enter into such an agreement with the claimant for the City Worker's Compensation Fund, for any settlement amount with the approval of the City Manager. Any such settlement made without that approval shall be invalid. Any such agreement may provide for lump sum settlements subject to approval by the State Worker's Compensation Director and all such agreements shall be filed in the office of the State Director of Worker's Compensation for approval as provided in K.S.A. 44-527. All other claims for compensation against such funds shall be paid in accordance with the worker's compensation act pursuant to awards or orders of the State Worker's Compensation Director or a court. (Code 1979, 1-910)

1-711

**ENCUMBER FUNDS.**

Risk Management shall encumber (reserve) funds sufficient to meet anticipated expenses for claims expected to exceed \$1,000 in accordance with Articles 7, 8, 9, 10, and 11, of the worker's compensation laws and rules and experience data. Any such encumbered reserves shall remain encumbered until released by award, settlement or dismissal. (Code 1979, 1-911)

**ARTICLE 8. CITY SALES TAX**

1-801

**TAX LEVIED.**

Pursuant to the provisions of K.S.A. 1970 Supp. 79-4424, as amended, 79-4425 and 79-4426 and the election held on April 6, 1971, there is hereby levied a retailers' sales tax in the amount of one-half of one percent (0.5%) on retail transactions consummated within the City of Lawrence, Kansas, as provided by the aforementioned statutes. Said tax shall become effective and commence beginning July 1, 1971. (Code 1979, 1-801)

1-802

**TAX LEVIED.**

Pursuant to the provisions of K.S.A. 12-187, et seq., and the election held on August 7, 1990, there is hereby levied an additional retailers' sales tax in the amount of one-half of one percent (0.5%) on retail transactions consummated within the City of Lawrence, Kansas, as provided by the aforementioned statutes. Said tax shall become effective and commence October 1, 1990. (Ord. 6132)

1-803

**SAME.**

Except as may otherwise be provided by law, such tax shall be identical in its application, and exemptions therefrom, to the Kansas Retailers' Sales Tax Act and all laws and administrative rules and regulations of the Kansas Department of Revenue relating to the state retailers' sales tax shall apply to such City retailers' sales tax insofar as such laws and regulations may be made applicable. The services of the Department of Revenue shall be utilized to administer, enforce and collect such tax. (Ord. 6132, Section II)

1-804

**CONTINUATION OF CAPITAL IMPROVEMENT FUND.**

The Capital Improvement Fund, established by Ordinance No. 5652, pursuant to K.S.A. 12-1, 118, shall continue in full force and effect, as amended by this ordinance. (Ord. 6625)

1-805

**SAME; USE OF CAPITAL IMPROVEMENT FUND.**

In addition to any other lawful source of funds, and not as an exclusive source of funds, the Capital Improvement Fund shall be used to fund and finance, in whole or

in part, any public improvement need set forth in the City's adopted Capital Improvement Plan. These funds may also be used for the repair, restoration, or rehabilitation of existing public facilities. Disbursements from the fund may be made for engineering, architectural and other advance public improvement plans and studies and that reimbursements may be made for engineering, architectural and other advance public improvement plans and studies and that reimbursements may be made to the fund from bond proceeds, special assessments or state or federal aid available for the completed project. Moneys in the fund shall be budgeted annually for the fund, or transferred by the annual budget from other funds. The fund shall not thereafter be subject to the provisions of K.S.A. 79-2925 to 79-2937, inclusive, and amendments thereto, as such the Capital Improvement Fund shall serve as a reserve fund of the City.

1-806 **SAME; COUNTY-WIDE SALES TAX RESERVE ACCOUNT FOR PARKS AND RECREATION FACILITIES.**

The governing body may budget or transfer receipts from the county sales tax to a separate account within the Capital Improvement Fund, such receipts to be used for the repair, restoration and rehabilitation of parks and recreation facilities. The purpose of the parks and recreation sales tax account is to provide clear accountability for county sales tax receipts in the Capital Improvement Fund. This account shall be governed by the requirements of the fund.

1-807 **SAME; BUDGETING AND INVESTING FOR THE FUND.**

The budgeting and investing for the fund shall comply with all the requirements of law.

1-808 **THE HOUSING TRUST FUND.**

The Housing Trust Fund, was established by Ordinance No. 7194, pursuant to K.S.A. 12-16, 114. Funds from the Housing Trust Fund may be expended on such housing and related purposes as the governing body may from time to time determine as appropriate. (Ord. 7194)

1-809 **INFRASTRUCTURE SALES TAX.**

The levy of a special three-tenths of one percent (0.3%) Citywide retailers' sales tax and the application of the revenue received therefrom to pay for costs incurred in connection with the Sales Tax Projects as authorized by Ordinance 8348, is hereby authorized, with collection of the sales tax to commence in accordance with K.S.A. 12-191, on April 1, 2009, and to expire ten (10) years from the date the Sales Tax is first collected. (Ord. 8348)

1-810 **TRANSIT SALES TAX.**

(A) The levy of a special two-tenths of one percent (0.2%) Citywide retailers' sales tax and the application of the revenue received therefrom to pay for costs incurred in connection with the Transit Sales Tax Projects is hereby authorized, with collection of the sales tax to commence in accordance with K.S.A. 12-191, on April 1, 2009, and to expire ten (10) years from the date the 0.2% Sales Tax is first collected. (Ord. 8347)

(B) The levy of a special five one-hundredths of one percent (0.05%) Citywide retailers' sales tax and the application of the revenue received therefrom to pay for costs incurred in connection with the Additional Transit Sales Tax Projects is hereby authorized, with collection of the sales tax to commence in accordance with K.S.A. 12-191, on April 1, 2009, and to expire ten (10) years from the date the 0.05% Sales Tax is first collected. (Ord. 8347)

**ARTICLE 8A. FRANCHISE FEE**

1-8A01

**ELECTRICAL FRANCHISE FEE.**

(A) In consideration of the grant of this franchise and the premises herein, the Company agrees to pay and the City of Lawrence, Kansas agrees to accept as adequate compensation and consideration for the franchise hereby granted in lieu of any occupation, license, or privilege tax or any lease or easement charge, five percent (5%) of the total gross receipts from the sale of electrical energy during the term of this franchise to all consumers within the corporate limits of the City. The City may by ordinance modify the franchise fee, without approval of the Company, to an amount not to exceed five percent (5%) of the total gross receipts from the sale of electrical energy during the term of this franchise to all consumers within the corporate limits of the City, such ordinance shall take effect not earlier than ninety (90) days after publication. Total gross receipts shall include all sources of income generated, directly or indirectly, by the use of City property, right-of-way, and utility easements granted by this franchise. Gross receipts shall not include other operating revenues received by the Company, which are not related to the "sale of electrical energy." These other operating revenues include, by are not limited to, delayed payment charges, connection fees, disconnection and reconnection fees, collection fees and return check charges. (Ord. 6450, Ord. 6468, Ord. 8030)

(B) The franchise fee shall be paid monthly, by electronic transfer to the City of Lawrence, Kansas, or other method approved by the City and Company, for the preceding monthly period. On or before March 1 of every year, the Company shall also submit a report in substantially the same form as Attachment A to this Ordinance which shall detail revenues from specific sources for the preceding year. The company shall pay the applicable fee to the City within forty-five (45) days of the last day of the applicable month for which a fee payment is due and owing. Payments received after the due date shall be subject to a late payment charge of one percent (1%) per month. Payments due and owing as a result of an audit of franchise fee payments shall be subject to a late payment charge of one percent (1%) per month; provided such late payment charges shall 1) begin to accrue forty-five (45) days after notice is mailed to the Company; and 2) the late payment charge shall only apply to audit generated payments agreed to by the City and the Company. In the event the Company makes an overpayment of franchise fee payments, the appropriate payment to the Company shall include a one percent (1%) per month charge beginning on and after forty-five (45) days after the City and the Company agree in writing to the amount of the overpayment. (Ord. 6450, Ord. 6468, Ord. 8030)

**ARTICLE 9. PUBLIC RECORDS**

1-901

**INSPECTION, COPYING FEES.**

It is the purpose of this Article to establish reasonable fees and charges for the provision of access to or copies of open public records in the possession of the City to avoid the necessity of using general public funds of the City to subsidize special services and benefits to a record requester. The official record custodian shall periodically recommend to the Governing Body such changes in this Article as may be necessary to secure this purpose. (Ord. 5510, Section 1)

1-902

**INSPECTION FEE.**

- (A) Where a request has been made for inspection of any open public record, which is readily available to the record custodian, there shall be no inspection fee charged to the requester.
- (B) In all cases not covered by Subsection (A) of this Section, a record inspection fee shall be charged at a rate based on the actual hourly rate of the individual doing the record search; in addition such inspection fee shall include an administrative fee of ten percent (10%). (Ord. 6237, Section 2)

1-903

**COPYING FEE.**

- (A) A fee of twenty-five cents (\$0.25) per page, with a minimum of \$5.00 (for the first five pages) shall be charged for photocopying public records, such fee to cover the cost of labor, materials and equipment (Ord. 7025).
- (B) For copying any public records, which cannot be reproduced by the City's photocopying equipment, the requester shall be charged the actual cost to the City, including staff time, in reproducing such records.
- (C) A fee of five dollars (\$5.00) per card will be charged for fingerprints. A fee of five dollars (\$5.00) will be charged for fingerprints for Law Enforcement and National Security Checks per subject.
- (D) A fee of three dollars (\$3.00) may be charged for each notary stamp needed other than those required for Law Enforcement or National Security purposes. (Ord. 5648, Ord. 6237, Sec. 2)

1-904

**PREPAYMENT OF FEES.**

- (A) A record custodian shall demand prepayment of the fees established by this Article whenever he or she believes this to be in the best interest of the City. The prepayment amount shall be an estimate of the inspection and/or copying charges accrued in fulfilling the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested record or delivery of the requested copies.
- (B) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed ten dollars (\$10.00).
- (C) Where prepayment has been demanded by the record custodian, no record shall be made available to the requester until such prepayment has been made. (Ord. 5510, Sec. 4)

1-905

**PAYMENT.**

All fees charged under this Article shall be paid to the custodian of the records inspected and/or copied. All fees received shall be paid to the City Treasurer on a daily basis. (Ord. 5510, Sec. 5)

**ARTICLE 10. SISTER CITIES ADVISORY BOARD**

1-1001

**SISTER CITIES ADVISORY BOARD; ESTABLISHED; MEMBERSHIP.**

There is created and established a Board of the City to be known as "The Sister Cities Advisory Board" (hereafter, "Board"), the members of which shall be appointed by the Mayor with the consent of the City Commissioners, and shall consist of no more than seventeen (17) members.

At the expiration of the term of an appointive member, the appointive member or his or her successor may be appointed for a term of three (3) years each, and will serve until their successors are appointed. Any vacancies in the membership of the board will be filled by the appointment of a member, for the unexpired term of a member whose office shall be vacant. It is not the intent of this ordinance to limit the number of terms a member may serve.

All members of the Board shall serve without compensation.

In addition to the regularly appointed members of the Board, the Mayor shall be an ex officio member with the right to participate in all deliberations. The Mayor also shall serve as honorary president. The President of each Friends' organization or designee shall serve as a member of the Board and will represent the Friends' organization at each regular meeting of the Board. (Ord. 6444; Ord 6636; 6700)

1-1002

**SAME; BY-LAWS; MEETINGS.**

The Board shall adopt rules and by-laws, which shall become effective when approved by the City Commission. Said Board shall elect from among its members the following officers: a Chair, Vice-Chair, Secretary and Treasurer. Specific duties and responsibilities shall be stipulated in the by-laws of the Board. The Board shall meet at such time and place as may be established in the by-laws of the Board. (Ord. 6444)

1-1003

**SAME; OFFICE.**

The principal office of the Board is to be located in Lawrence, Douglas County, Kansas. (Ord. 6444)

1-1004

**SAME; DISTRIBUTIONS.**

No part of the net earnings of the Board shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in 1-1005. No substantial part of the activities of the Board shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Board shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Board shall not carry on any other activities not permitted to be carried on (a) by such an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or (b) by such an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. (Ord. 6444)

1-1005

**SAME; PURPOSE, DUTIES.**

The Board shall be an Advisory Board to the City Commission on matters relating to the City's implementation of Sister City programs. The purpose and duties of the Board shall be:

- (A) To seek, support, coordinate, foster, and develop sister city exchange programs of an educational, or charitable nature. Exchange activities sponsored by the Board may include but not be limited to social events providing cultural enrichment. Exchange activities may result in greater cultural understanding and subsequent business, economic and governmental relationships.
- (B) To appoint such project subcommittees as needed to fulfill the obligations of

the Board, or any other such group to facilitate the objectives of the board. A Friends' organization shall be established for each Sister City. The President(s) of each Friends' organization (or his or her designee) shall submit a report of their activities to the Sister Cities Advisory Board at each regular meeting.

- (C) To raise and receive monies and accept any gift or donation to the Sister Cities exchange program and administer the same.
- (D) To review opportunities for new Sister City relationships with the City Commission.

The general purpose and duties of the Board are to operate solely and exclusively as a charitable, scientific, literary and educational organization. (Ord. 6444; Ord. 6636; 6700)

1-1006

**SAME; DISSOLUTION.**

Upon the dissolution or expiration of the Board, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Board is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes. (Ord. 6444)

1-1007

**SAME; ANNUAL REPORT.**

The Sister Cities Advisory Board shall make annual reports not later than March 1st of each year, concerning the activities of the preceding calendar year. Such reports shall be filed with the City Clerk and shall cover all financial transactions involving monies raised and received including gifts and donations. (Ord. 6444)

**ARTICLE 11. COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

1-1101

**ESTABLISHMENT OF ADVISORY COMMITTEE.**

The Community Development Advisory Committee is hereby established. (Ord. 8335)

1-1102

**PURPOSE OF ADVISORY COMMITTEE.**

The purpose of the Community Development Advisory Committee is to advise and assist the City of Lawrence, Kansas in program funding and policy recommendations regarding the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). (Ord. 8335)

1-1103

**SPECIFIC DUTIES OF ADVISORY COMMITTEE.**

The Community Development Advisory Committee shall: (Ord. 8335)

- (A) Develop and propose funding strategies and policies.
- (B) Seek information and input from citizens who reside in low and/or moderate income neighborhoods or who are otherwise affected by CDBG/HOME activities.
- (C) Recommend the allocation of CDBG and HOME funds.
- (D) Review appeals made from determinations made by the Development Services staff regarding housing rehabilitation projects as prescribed in the Policies for Housing Rehabilitation Deferred Loans.
- (E) Review Residential Code and Property Maintenance Code appeals.

- 1-1104      **MEMBERSHIP.**  
 The Community Development Advisory Committee shall consist of eleven members. Each member shall be a resident of the City of Lawrence, Kansas. Members shall be from diverse elements of the community, with emphasis on people whose interests, commitment, and expertise can best fulfill the obligations and responsibilities of the Committee. Membership is voluntary and no voting member shall receive payment for service on the Advisory Committee. Members will be appointed by the Mayor with the consent of the City Commissioners. A minimum of six members shall be low or moderate income or live in a low or moderate income area or neighborhood, as defined by HUD census data. There will be appointed no more than one individual from any particular area or neighborhood. The remaining five members will be appointed at large from the community. At least one of the eleven individuals shall also be a landlord. (Ord. 8335)
- 1-1105      **TERMS.**  
 Voting members of the Community Development Advisory Committee shall serve three year terms, except when appointed to fill out an unexpired term. Initial appointments will be for one-, two-, or three-year terms so that membership changes will be staggered. Members may serve two consecutive two-year terms. If originally appointed to an unexpired term, the member may complete the term plus two consecutive three-year terms. (Ord. 8335)
- 1-1106      **MEETINGS.**  
 Each year, one member shall be elected by the members of the Community Development Advisory Committee the Committee Chairperson, who shall preside at meetings. A second member shall be elected as the Vice-Chairperson, to preside at meetings in the absence of the Chairperson. Meetings shall be called at a time and place convenient to the Committee and shall be held as needed to conduct the business of the Committee. The meetings shall be subject to all applicable provisions of the Kansas Open Meetings Act. The Advisory Committee shall prepare and approve minutes of each of their meetings, which shall be forwarded to the City Commission. (Ord. 8335)
- 1-1107      **DECISIONS AND PROCEDURES OF THE COMMITTEE.**  
 Recommendations of the Community Development Advisory Committee shall be approved by majority vote of the members present and voting. The Advisory Committee shall adopt any lawful rules, regulations and by-laws it deems necessary for its operation. (Ord. 8335)
- 1-1108      **SEVERABILITY.**  
 If any section, clause, sentence, 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 parts of this ordinance. (Ord. 8335)

**ARTICLE 12. SALES TAX AUDIT COMMITTEE**

- 1-1201      **SALES TAX AUDIT COMMITTEE, ESTABLISHED.**  
 A City Sales Tax Audit Committee (the "Committee") is hereby established for the purposes of reviewing the revenues and expenditures of the special sales taxes approved by a majority of the electors voting thereon on November 4, 2008, to verify that the approved City retailers' sales tax revenue is being used properly and in accordance with the purposes for which said City retailers' sales taxes were authorized. (Ord. 8349)

- 1-1202           **COMMITTEE MEMBERSHIP.**  
The Committee shall consist of five (5) members who are all residents of the City, to be appointed by the Mayor with the approval of the Governing Body. Two (2) members shall serve an initial three-year term. Two (2) members shall serve an initial two-year term. One (1) member shall serve an initial one-year term. After their initial terms, committee members shall serve terms of three years. Members may be reappointed to serve an additional term, or terms, at the discretion of the Governing Body. The Governing Body shall fill any vacancies in the membership of the Committee. (Ord. 8349)
- 1-1203           **SAME, CHAIR.**  
The Committee shall designate a Chair who shall be responsible for presiding over meetings. The Committee shall meet at least once every six (6) months. The Chair, upon reasonable notice, shall be authorized to call additional meetings as needed. The City Manager, or his or her designee, shall provide staff support to assist the Committee. The first meeting of the Committee shall occur no later than June 1, 2009. (Ord. 8349)
- 1-1204           **SAME, MEETINGS. PURPOSE.**  
The Committee shall meet in a City facility. The Committee shall comply with the requirements of the Kansas Open Meetings Act and the Kansas Open Records Act. The Committee shall have the authority to review any records, receipts, invoices or other materials a majority of the Committee deems necessary to verify that the approved City retailers' sales tax revenue is being use properly and in accordance with the purposes for which the November 4, 2008 voter approved City retailers' sales taxes were authorized. (Ord. 8349)
- 1-1205           **SAME, REPORTS, FINDINGS.**  
The Committee shall make a written report of its findings and conclusions at least once every six (6) months to the Governing Body. A copy of such report, and any minutes of the Committee's meetings, shall be filed in the office of the City Clerk. (Ord. 8349)
- 1-1206           **SAME, RULES, BY-LAWS.**  
The Committee may recommend the adoption of by-laws governing its operation provided such by-laws are approved by the Governing Body and comply with the intent of this Ordinance and applicable laws and regulations. (Ord. 8349)
- 1-1207           **SEVERABILITY.**  
If any section, clause, sentence, 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 the remaining parts of this ordinance. (Ord. 8349)

**ARTICLE 13. LAWRENCE ADVISORY BOARD ON UNIVERSITY STUDENT ISSUES**

- 1-1301           **LAWRENCE ADVISORY BOARD ON UNIVERSITY STUDENT ISSUES, ESTABLISHED.**  
There is hereby established the Lawrence Advisory Board on University Student Issues, hereinafter referred to as "LAB." The LAB shall be composed of nine (9) members. Membership shall be the Mayor, the Vice-Mayor, the City Manager or his or her designee, the Student Body President of the University of Kansas Student Senate, the Student Body Vice President of the University of Kansas Student Senate, the Community Affairs Director of the University of Kansas Student Senate, and three members of the Student Senate of Haskell Indian Nations University,

including the President and Vice-President. The Mayor and Student Body Presidents shall serve as co-chairs of the LAB. The LAB shall conduct one meeting every four (4) months, or as otherwise determined by a majority of the Committee. The Committee shall also meet on the call of the co-chairs. The Committee shall prepare and approve minutes of the Committee meetings and forward the same to the City Commission. The Committee may adopt such by-laws as deemed appropriate, provided such by-laws are not inconsistent with the laws of the City. (Ord. 7217)

1-1302

**SAME; PURPOSE.**

The purpose of the LAB shall be to review, discuss, and forward recommendations as appropriate, on issues, concerns, and initiatives of the students of the University of Kansas, Haskell Indian Nations University and the City of Lawrence. Decisions made by the LAB shall be given effect only if agreed upon by a majority of those voting members present and voting. All decisions made by the LAB shall be regarded as recommendations to the City Commission. (Ord. 7217)

**ARTICLE I. ARTICLE 14. SOCIAL SERVICE FUNDING ADVISORY BOARD**

1-1401

**SOCIAL SERVICE FUNDING ADVISORY BOARD ESTABLISHED; MEMBERSHIP.**

There is hereby established the Social Service Funding Advisory Board, herein after referred to as the "Board". The Board shall be composed of no more than seven (7) members. The Board will be composed of: one member (1) who is a United Way liaison; and six members (6) who are citizens of Lawrence at large with interest in services including but not limited to affordable housing and neighborhood quality, homelessness, arts and culture, alcohol and drug related issues, public health and safety, or youth and families. Members shall not be employed by any agency receiving social service funding from the City. The Mayor, with the consent of the Governing Body, will appoint individual members of the Board. Members of the Board shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three-year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The Board shall elect every year a member from its membership to serve as Chair who shall preside at meetings. (Ord. 8501)

1-1402

**SAME, BY-LAWS; MEETINGS.**

The Board shall adopt rules and by-laws as deemed appropriate, provided such by-laws are not inconsistent with this ordinance or the provisions of Charter Ordinance No. 33. Specific duties and responsibilities of the Chair shall be stipulated in the by-laws. The Board shall meet at such time and place as may be established in the by-laws of the Board. (Ord. 8501)

1-1403

**SAME; MINUTES.**

The Board shall prepare and approve minutes of its meetings, and forward the same to the City Commission. (Ord. 8501)

1-1404

**SAME, BOARD DUTIES.**

The duties of the board shall be as follows. (Ord. 8501, Ord. 9129)

(A) As part of the annual City Budget, the board shall review requests and make recommendations to the City Commission on the use of the following City resources:

- (1) Special Alcohol and Drug Abuse Funds, excluding the use of funds by City departments, using the criteria as outlined in Charter Ordinance No. 33;

- (2) Resources in the City's General Operating Fund for social service agencies;
- (B) Recommend to the City Commission such reporting requirements on the use of the City Funds as the Board determines appropriate.
- (C) Evaluate the use of City Funds by recipients and report to the City Commission on such findings and determinations as the Board determines appropriate.

1-1405

**OPEN MEETINGS AND OPEN RECORDS.**

All meetings of the Board shall be held in compliance with the Kansas Open Meetings Act and its records shall be subject to the Kansas Open Records Act. (Ord. 8501)

**ARTICLE 15. LAWRENCE CULTURAL ARTS COMMISSION**

1-1501

**COMMISSION ESTABLISHED; MEMBERSHIP.**

The Governing Body of the City of Lawrence hereby endorses continued existence of the Lawrence Arts Commission which was established December, 1973. From this day forward the Lawrence Arts Commission shall be named and referred to as the Lawrence Cultural Arts Commission (Cultural Arts Commission), which shall consist of the mayor, or his/her appointee; the chairperson of the Lawrence-Douglas County Planning Commission, or his/her appointee; and the chairperson of the Parks and Recreation Advisory Board, or his/her appointee, all ex-officio members and eleven (11) members to be appointed by the Mayor as persons competent to determine the value of artistic works, architecture and events which affect the environment of the City of Lawrence. The chairperson of the Cultural Arts Commission shall be elected annually from among the eleven (11) appointed members. Members of the Cultural Arts Commission shall receive no compensation. The terms of office for appointed members shall be three (3) years. Any vacancies shall be filled by appointment by the Mayor for the un-expired terms. Appointed members may not be appointed for more than two (2) consecutive three (3) year terms except that a member appointed to fill an un-expired term shall, if reappointed, be entitled to serve two (2) full three (3) year terms in addition to the partial term. (Res. 3951, Res. 4765, Res. 6773).

1-1502

**SAME; ARTS COMMISSION DUTIES.**

The mission (purpose) of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting cultural opportunities and arts education while nurturing an environment of aesthetic vitality. In order to effectuate this mission, the Cultural Arts Commission shall have the following responsibilities: (Res. 6773)

- (A) Upon their own initiative:
  - (1) Recommend works of art for purchase and/or recommend projects relating to the purchase of art.
  - (2) Recommend for consideration by the Governing Body various artistic events and/or projects related to artistic endeavors within the community.
  - (3) Present awards of recognition related to various artistic endeavors within the community.

- (4) Make recommendations to the Governing Body regarding any matter believed to have a significant impact upon the aesthetic environment of the community.
- (B) Upon request of the Governing Body:
- (1) Recommend works of art for purchase and/or recommend projects relating to the purchase of art.
  - (2) Present awards of recognition related to various artistic endeavors within the community.
  - (3) Study any proposed project with regard to various elements of artistic concern and prepare conclusions for consideration by the Governing Body.
  - (4) Undertake fund raising projects in conjunction with the purchase of works of art by the City or development of artistic events by the City.
  - (5) Conduct a review of plans, proposals, or projects relating to architecture, works of art or artistic events and present advice and/or recommendations to the Governing Body.
  - (6) Coordinate or assist artistic and cultural events within the community including the procurement of physical facilities for such events and support of those groups which are participating in such events.

For the purpose of section (B), artistic events includes: festivals, concerts, theatrical productions, and exhibitions.

**ARTICLE 16. DOWNTOWN PARKING ADVISORY BOARD**

1-1601

**DOWNTOWN PARKING ADVISORY BOARD; ESTABLISHED; MEMBERSHIP.**

There is hereby established the Downtown Parking Advisory Board, hereinafter referred to as the "Board." The Board shall be composed of seven (7) members who shall be residents of the City of Lawrence and interested in issues and policies regarding the provision of parking in the downtown area. One (1) member of the Board shall be a member of the City of Lawrence, Kansas governing body. Members of the Board shall be appointed by the Mayor, with the consent of the City Commission. Members of the Board shall serve three (3) year terms, provided that initial appointments to the Board may be for terms of one (1), two (2), and three (3) year terms to provide for staggered years of service. Members of the Board shall annually elect a Chair from their membership who shall preside at meetings. The Board shall conduct one meeting every three (3) months, or as otherwise determined by a majority of the Board. The Board shall also meet on the call of the Chair. The Board shall prepare and approve minutes of the Board meetings and forward the same to the City Commission. The Board may adopt such by-laws as deemed appropriate, provided such by-laws are not inconsistent with this ordinance.

1-1602

**BOARD DUTIES AND RESPONSIBILITIES.**

The Board shall have such advisory duties and responsibilities as the City Commission may from time to time refer to the Board for consideration and recommendation, including, but not limited to, the following issues:

- 1) The need, location, design, financing and other considerations of new or improved on-street and off-street parking facilities, including parking garages, in the downtown area.
- 2) Such other matters as may serve the interests of the public in the provision of downtown parking.

**ARTICLE 17. LOCAL PURCHASING PREFERENCE POLICY**

1-1701

**LOCAL PURCHASING PREFERENCE POLICY.**

The City of Lawrence hereby adopts a local purchasing preference as set forth in this Article. The City Manager, or his or her designee, is authorized to amend the City’s purchasing policy to include the provisions set forth in this Article. (Ord. 8386)

1-1702

**DEFINITIONS.**

Local business entity, as used in this article, shall mean any person, firm, corporation or other business entity complying with all of the following requirements: (Ord. 8386)

- (A) The business entity must have established a permanent place of business within the city limits of Lawrence at least six (6) months prior to the submittal of a bid; and
- (B) The place of business must be a location whose principal use is for business purposes, shall not be a post office box, and shall not be within or part of a residential location including, but not limited to, a home, residence, hotel or motel; and
- (C) The business entity shall not have any outstanding liens, fines or unsatisfied final judgments with the City of Lawrence.

1-1703

**CERTIFICATION OF LOCAL BUSINESS ENTITY STATUS.**

A business entity shall claim in writing at the time of bid submittal that it meets the definition of “local business entity.” City staff shall attempt to verify whether the business entity meets the definition of a “local business entity” set forth in this Article. If City staff cannot conclusively verify that the business entity is a “local business entity” as defined in this Article, the preference shall not apply. (Ord. 8386)

1-1704

**LOCAL PREFERENCE.**

The governing body of the City of Lawrence may, at its sole discretion, award one of the following local preferences: (Ord. 8386)

- (A) A responsible bid from a local business entity that is no more than one percent (1%) and no more than \$10,000 higher than the lowest responsible bid may be preferred over the lowest responsible bid; or
- (B) If all aspects of a responsible bid from a local business entity are equal to the responsible bid from a non-local business entity, the local business entity may be preferred.

1-1705

**APPLICABILITY OF THE LOCAL PREFERENCE.**

- (A) Any local preference awarded by the governing body of the City pursuant to this Article shall only apply to bids equal to or greater than \$15,000. (Ord. 8386)
- (B) The local preference shall not apply to bids in which federal funds or other funds are used that prohibit the application of the preference. (Ord. 8386)

- (C) The local preference shall not apply to bids for the construction or reconstruction of any sidewalk, curb, gutter, bridge, pavement, sewer or any other public improvement of any street, highway, public grounds, or public building or facility, or any other kind of public improvement commenced or ordered by the governing body. (Ord. 8386)
- (D) The local preference shall not apply to cooperative purchasing agreements or contracts in which the City participates. These agreements or contracts may be subject to review by the governing body. (Ord. 8386)

**ARTICLE 18. AFFORDABLE HOUSING ADVISORY BOARD**

1-1801

**PURPOSE.**

In order to advance the health, safety, and welfare of all residents of the City of Lawrence, it is the goal of the Governing Body that **all** persons in the community have access to affordable housing and supportive services necessary to maintain independent living with dignity. To those ends, the Governing Body hereby establishes the Affordable Housing Advisory Board to oversee and to make certain recommendations regarding the Affordable Housing Trust Fund. (Ord. 9129)

1-1802

**AFFORDABLE HOUSING ADVISORY BOARD; ESTABLISHMENT; MEMBERSHIP; TERMS OF OFFICE; APPOINTMENT OF CHAIR.**

(Ord. 9129)

(A) There is hereby established the Affordable Housing Advisory Board ("Board"). The Board shall be composed of not more than nine (9) persons. The Board will be composed of:

- (1) one representative of the City of Lawrence, Kansas, appointed by the Governing Body;
- (2) one representative of Douglas County, Kansas, appointed by the Board of County Commissioners of Douglas County, Kansas;
- (3) one representative of the Lawrence-Douglas County Housing Authority, or any successor in interest;
- (4) one representative of Family Promise of Lawrence, or any successor in interest;
- (5) one representative of Lawrence Habitat for Humanity, or any successor in interest;
- (6) one representative of Tenants to Homeowners, Inc., or any successor in interest;
- (7) one representative -- who shall be a current or former resident of subsidized housing -- of persons residing in subsidized housing, appointed by the Governing Body;
- (8) one representative of Justice Matters of Lawrence, or any successor in interest; and
- (9) one representative of the Lawrence Home Builders Association, or any successor in interest.

(B) Members of the Board shall serve three (3) year terms, except when

appointed to complete an unexpired term. As established by the bylaws, the terms of Board members shall be staggered so that no more than one-third of the Board's terms shall expire each year. It is the intent of the Governing Body that there be no term limits on members serving on the Board. All members of the Board shall serve without compensation.

- (C) The Board shall elect annually a member of the Board to serve as Chair, who shall preside at meetings.

1-1803

**SAME; BYLAWS AND MEETINGS.**

The Board shall adopt bylaws governing the procedures to be used by the Board. The bylaws shall establish specific duties and responsibilities of the Chair, the time and place for meetings, rules of order, and other rules governing procedures and operations of the Board, including procedures for amending the bylaws. (Ord. 9129)

1-1804

**SAME; CONFLICTS OF INTEREST**

All Board members shall by abstention refrain from participating in the decision-making process, including discussing and voting, on any item for which he or she, his or her employer, or the entity which he or she is representing appears before the Board and would receive direct financial benefit if the item was to be approved by the Governing Body. (Ord. 9129)

1-1805

**SAME; MINUTES.**

The Board shall prepare and approve minutes of its meetings and shall forward the same to the City Commission. (Ord. 9129)

1-1806

**SAME; OPEN MEETINGS AND OPEN RECORDS.**

All meetings of the Board shall be held in compliance with the Kansas Open Meetings Act and its records shall be subject to the Kansas Open Records Act. (Ord. 9129)

1-1807

**SAME; AFFORDABLE HOUSING TRUST FUND**

The name of the Housing Trust Fund is hereby changed to the 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. (Ord. 8501, Ord. 9129)

1-1808

**SAME; BOARD DUTIES.**

The Board shall be an advisory board to the Governing Body on all matters relating to the City's implementation and use of the Affordable Housing Trust Fund. The Board shall have the following purpose and duties: (Ord. 9129)

- (A) To advise the Governing Body regarding issues affecting affordable housing and supportive services in the community.
- (B) To oversee and to facilitate the purpose of the Affordable Housing Trust Fund, which 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;
- (C) To make recommendations to the Governing Body regarding the expenditure of money from the Affordable Housing Trust Fund in order to fund projects, as reviewed and approved by the Board, that are consistent with the purpose of the Affordable Housing Trust Fund; and
- (D) To 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, the Board 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.

1-1809      **SAME; 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, the Board shall distribute said money to the Community Development Division of the Department of Planning and Development Services, which Department shall then disburse said money pursuant to the direction of the Governing Body and in accordance with the City's purchasing policy. (Ord. 9129)

1-1810      **SAME; ANNUAL REPORT.**  
The Board shall make annual reports to the Governing Body, no later than March 1 of each year, recounting Board activities of the preceding calendar year. Such reports shall, at a minimum, disclose all financial transactions involving monies raised and received by the Board, including gifts and donations, and all projects which the Board recommended and for which the Governing Body approved expenditures of money from the Affordable Housing Trust Fund. The annual report shall be filed with the City Clerk. (Ord. 9129)

#### **ARTICLE 19. SUSTAINABILITY ADVISORY BOARD**

1-1901      **SUSTAINABILITY ADVISORY BOARD, ESTABLISHED.**  
There is hereby established the Sustainability Advisory Board, hereinafter referred to as "SAB". The SAB shall be composed of ten (10) members. The Mayor, with the consent of the Governing Body, will appoint individual members of the board. The board shall serve as a representative body for the community, and shall involve volunteers and community members. Members of the Committee shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The Committee shall elect every year a member from its membership to serve as Chair who shall preside at meetings. The Committee shall prepare and approve minutes of its meetings, and forward the same to the City Commission. The Committee shall adopt by-laws as deemed appropriate, provided such by-laws are not inconsistent with this article. (Ord. 8101)

1-1902      **PURPOSE OF THE SUSTAINABILITY ADVISORY BOARD.**  
The mission of the SAB is to promote environmental protection, and advocate for policies which support sustainability (including environmental protection, was reduction, recycling, energy conservation and natural resource conservation) in the City of Lawrence and to enhance the quality of life by enhancing the City's efforts in these areas. (Ord. 8101)

1-1903      **SAME; DUTIES.**  
The SAB shall advise the Lawrence City Commission and staff in the following ways. The Board should: (Ord. 8101)

- (A) Monitor and review present environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation efforts.
- (B) Assist the Lawrence City Commission and city staff to develop and establish goals and priorities for future environmental protection, waste reduction,

recycling, energy conservation, and natural resource conservation efforts.

- (C) Advise the Lawrence City Commission and city staff on practical methods and programs to reach their goals for future environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation efforts.
- (D) Serve as an information resource for the Lawrence City Commission and city staff. Receive reports on environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation from staff of all affected city departments.
- (E) Maintain regular communication with the Lawrence City Commission and city staff regarding advisory board activities and recommendations.

## **ARTICLE 20. ECONOMIC DEVELOPMENT BOARD**

1-2001

### **JOINT ECONOMIC DEVELOPMENT COUNCIL: MEMBERSHIP; LENGTH OF TERMS.**

(Ord. 7776, Ord. 8719)

- (A) The Joint Economic Development Council ("JEDC") shall have twelve (12) voting members, comprising the following positions: President/CEO of the Lawrence Chamber of Commerce; Chair of the Lawrence Chamber of Commerce; a Lawrence City Commissioner designated by the Lawrence City Commission; a County Commissioner designated by the Board of Commissioners of Douglas County; the University of Kansas Chancellor or designee; the Executive Chair of the Bioscience and Technology Business Center, Inc. or designee; two (2) representatives from the business community appointed by the Chamber President; two (2) community members appointed by the City Commission; two (2) community members appointed by the Board of Commissioners of Douglas County.
- (B) In addition, the JEDC shall have five (5) ex-officio members: the Vice Chair of the Economic Development Committee of the Lawrence Chamber of Commerce; the Douglas County Administrator, the Lawrence City Manager, the City Administrator of the City of Eudora or designee; and the City Administrator of the City of Baldwin City or designee.
- (C) Appointed members of the Council shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three-year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms.

1-2002

### **SAME; DUTIES.**

The purpose of the JEDC is to provide general oversight and vision of the economic development efforts to attract and to retain jobs in Lawrence and Douglas County, Kansas. The duties of the JEDC shall include the approval of budget requests to the Chamber Board, the City Commission and the County Commission. The JEDC shall also recommend economic development policies and initiatives to the Chamber Board, the City Commission and the County Commission, as the JEDC determines appropriate. (Ord. 7776, Ord. 8719)

1-2003

### **SAME; MEETINGS.**

The meetings of the JEDC shall be governed by the Kansas Open Meetings Act.

The JEDC shall meet as needed, but not less than on a quarterly basis. (Ord. 7776, Ord. 8719)

1-2004

**SAME; CHAIR.**

The JEDC shall be chaired by the President/CEO of the Lawrence Chamber of Commerce. The JEDC shall provide for the preparation and approval of minutes of JEDC meetings, and shall provide copies of the same to the governing bodies of the City and the County. (Ord. 7776, Ord. 8719)

1-2005

**SAME; BYLAWS.**

The JEDC may adopt bylaws governing the operation of the JEDC, provided that such bylaws do not conflict with the provisions of this City ordinance or County resolution. (Ord. 7776, Ord. 8719)

**ARTICLE 21. PUBLIC INCENTIVES REVIEW COMMITTEE**

1-2101

**PURPOSE.**

In order to advance the health, safety, and welfare of all residents of the City of Lawrence, it is the goal of the Governing Body to use judiciously those economic development incentives created by the Kansas legislature to stimulate the local economy. To that end, the Governing Body hereby establishes the Public Incentives Review Committee (PIRC) to review requests for economic development incentives and to make certain recommendations to the Governing Body regarding the use of economic development incentives. (Ord. 9325)

**1-2102 PUBLIC INCENTIVES REVIEW COMMITTEE; ESTABLISHMENT; MEMBERSHIP.**

- (A) There is hereby established the Public Incentives Review Board ("PIRC"). PIRC shall be composed of not more than eight (8) persons. PIRC will be composed of: (Ord. 9325)
- (1) the Mayor, or the Mayor's designee, who shall serve as the PIRC chair;
  - (2) one additional member of the Governing Body, appointed by the Mayor with the consent of the Governing Body;
  - (3) a member of the Board of County Commissioners, appointed by the Board of County Commissioners;
  - (4) a member of Unified School District No. 497 School Board, or a School Board representative, appointed by the School Board;
  - (5) a professional analyst, appointed by the Mayor with the consent of the Governing Body, who shall serve a three-year term;
  - (6) the Chair of the Lawrence/Douglas County Economic Development Board;
  - (7) a resident of the City, appointed by the Mayor with the consent of the Governing Body, from a list of not less than three persons selected by the Sustainability Advisory Board, who shall serve a three-year term; and
  - (8) a resident of the City, appointed by the Mayor with the consent of

the Governing Body, who shall serve a three-year term.

- 1-2103      **SAME; BYLAWS AND MEETINGS.**  
PIRC shall adopt bylaws governing the procedures to be used by PIRC. The bylaws shall establish specific duties and responsibilities of the Chair, the time and place for meetings, rules of order, and other rules governing procedures and operations of PIRC, including procedures for amending the bylaws. (Ord. 9325)
- 1-2104      **SAME; CONFLICTS OF INTEREST**  
All PIRC members shall by abstention refrain from participating in the decision-making process, including discussing and voting, on any item for which he or she, his or her employer, or the entity which he or she is representing appears before PIRC and would receive direct financial benefit if the item was to be approved by the Governing Body. (Ord. 9325)
- 1-2105      **SAME; MINUTES.**  
PIRC shall prepare and approve minutes of its meetings and shall forward the same to the City Commission. (Ord. 9325)
- 1-2106      **SAME; OPEN MEETINGS AND OPEN RECORDS.**  
All meetings of PIRC shall be held in compliance with the Kansas Open Meetings Act and its records shall be subject to the Kansas Open Records Act. (Ord. 9325)
- 1-2107      **SAME; PIRC DUTIES.**  
PIRC shall be an advisory board to the Governing Body on all matters relating to the City's use of economic development incentives. PIRC shall have the following purpose and duties: (Ord. 9325)
- (a)      PIRC shall review, make comments, and make recommendations to the Governing Body regarding requests for economic development incentives and the City's policies regarding economic development incentives;
  - (b)      PIRC shall, through the City's annual incentives report, monitor all economic development incentives to ensure compliance with the Performance Agreement, state law, and "City of Lawrence, Kansas, Economic Development Policy;"
  - (c)      PIRC shall ensure that the public, the County, and the School District have an opportunity to participate in procedures related to requests for economic development incentives;
  - (d)      PIRC shall gather and review such additional information as may be necessary to determine if an applicant or petitioner meets the target goals and objectives, as established by the "City of Lawrence, Kansas, Economic Development Policy"; and
  - (e)      PIRC shall perform such other economic development or related duties as may, from time to time, be requested by the Governing Body.

## **ARTICLE 22 ECO2 COMMISSION**

- 1-2201      **ESTABLISHMENT OF COMMISSION.**  
The ECO<sup>2</sup> Commission (pronounced "ECO Squared Commission") is hereby established as a joint advisory commission to the City and the County. (Res. 6553)
- 1-2202      **PURPOSE OF COMMISSION.**

The ECO<sup>2</sup> Commission shall report to and advise both the City and the County on matters relating to its dual goals of (i) preservation, access, and management of open space, and (ii) acquisition of land, facilities and other supports to expand job opportunities in Douglas County, Kansas, including financing of both purposes. (Res. 6553)

1-2203

**GUIDING PRINCIPLES.**

The ECO<sup>2</sup> Commission shall be guided by the following three principles: (i) participation of landowners should be wholly voluntary and the ECO<sup>2</sup> Commission shall not recommend the involuntary taking of private property; (ii) to the extent possible and in order to maximally leverage available funds, the ECO<sup>2</sup> Commission shall emphasize partnerships with developers, land trusts, and other parties positioned to advance the dual goals of economic development and open space preservation; and (iii) the ECO<sup>2</sup> Commission should not break the dual goals of economic development and open space preservation and pursue either separately. (Res. 6553)

1-2204

**ADVISORY COMMISSION: ADDITIONAL DUTIES.**

The ECO<sup>2</sup> Commission shall initially serve in an advisory capacity. The City, the County, and other incorporated cities within Douglas County may, by separate agreement between themselves, assign additional duties and responsibilities to the ECO<sup>2</sup> Commission, including but not limited to preparing, approving and implementing the annual operating budget; managing acquired funding and real assets; hiring administrative staff; and entering into contracts in furtherance of the goals of the ECO<sup>2</sup> Commission. (Res. 6553)

1-2205

**NUMBER AND QUALIFICATIONS OF MEMBERS.**

The ECO<sup>2</sup> Commission shall be comprised of eight members, each of whom shall reside within the geographic boundary of Douglas County, Kansas and none of whom shall hold either a salaried position or elective office with any City government in Douglas County or the County government; provided, however, that the initial appointments made to the ECO<sup>2</sup> Commission in June of 2004 may include members who served on the ECO<sup>2</sup> Initiative prior to adoption of the Joint Resolution that do not reside in Douglas County. Those members shall be exempt from the residency requirement until their initial term of appointment expires. Membership on the ECO<sup>2</sup> Commission shall be voluntary and no member shall receive payment for service on the commission. (Res. 6553, Res. 6583)

1-2206

**APPOINTMENTS.**

The Mayor of the City and the Chair of the County Commission shall jointly appoint the members to the ECO<sup>2</sup> Commission upon recommendation of the ECO<sup>2</sup> Commission. In each case, appointments shall be made with the consent of a majority of each respective body. The appointments shall consist of the following: three members representing economic development interests, three members representing open space interests, and two members representing farm advocacy interests. (Res. 6553)

1-2207

**REGULAR TERMS: TERM LIMITS.**

ECO<sup>2</sup> shall recommend to the City and County Commissions a staggered term structure that provides for both continuity and the periodic introduction of new members and ideas. (Res. 6553)

1-2208

**INITIAL TERMS.**

ECO<sup>2</sup> shall recommend to the City and County Commissions initial term lengths that set in motion the staggered term structure noted in Section 1-2207. (Res. 6553)

1-2209

**INITIAL MEETING.**

The ECO<sup>2</sup> Commission shall initially convene at such time and place as shall be fixed by the Chair of the County and the Mayor of the City and shall thereupon proceed to organize and elect a Chair and Vice-Chair and to fix and determine times and places of future meetings. (Res. 6553)

- 1-2210      **BYLAWS.**  
The ECO<sup>2</sup> Commission shall prepare bylaws to govern the Commission's structure and decision making process and shall submit said bylaws to the City and County for joint approval. At a minimum, the bylaws shall require the same representative structure of the Commission's members as set forth in this Resolution and shall further require the affirmative vote of at least three-fourths of all then-current members appointed and serving on the Commission to recommend project funding or take other significant Commission-related action. Until such time that the bylaws are prepared and approved by the City and County, the Commission shall have a Chair who shall call and preside over all meetings of the Commission and a Vice-Chair who shall serve in the absence of the Chair. (Res. 6553)
- 1-2211      **OPEN MEETINGS AND OPEN RECORDS.**  
All meetings of the ECO<sup>2</sup> Commission shall be held in compliance with the Kansas Open Meetings Act and its records shall be subject to the Kansas Open Records Act. (Res. 6553)
- 1-2212      **WITHDRAWAL BY CITY OR COUNTY.**  
Either the City or the County may withdraw its support of the ECO<sup>2</sup> Commission and terminate the ECO<sup>2</sup> Commission's role with respect to such body upon not less than thirty (30) days notice to the other governmental body. (Res. 6553)
- 1-2213      **EVALUATION OF COMMISSION.**  
Both the County and City shall, approximately five years from the effective date of this Resolution, review whether the continued existence of the ECO<sup>2</sup> Commission is necessary or desirable, and if so, whether any amendments should be made to this Resolution or to the responsibilities of the ECO<sup>2</sup> Commission. If neither the County of the City takes formal action to terminate the continued existence of the ECO<sup>2</sup> Commission or make any amendments to this Resolution or the ECO<sup>2</sup> Commission's responsibilities, the ECO<sup>2</sup> Commission shall continue according to the provisions of this Resolution. (Res. 6553)

#### **ARTICLE 23. RESERVED**

#### **ARTICLE 24. COMMUNITY COMMISSION ON HOMELESSNESS**

- 1-2401      **COMMISSION ESTABLISHED.**  
The Community Commission on Homelessness is hereby established as an advisory commission to the City. (Res. 6608)
- 1-2402      **PURPOSE OF COMMISSION.**  
The Community Commission on Homelessness shall report to and advise the City on matters relating to its goal of working with existing service providers and agencies to facilitate and make recommendations regarding the implementation of the plan. (Res. 6608)
- 1-2403      **DUTIES OF THE COMMISSION.**  
The Community Commission on Homelessness shall have the following duties:

review the implementation of the Homeless Services Plan; evaluate progress toward stated goals and programs; develop a ten-year plan to end chronic homelessness; and facilitate communication between interested stakeholders. The Commission shall be an advisory body to the City Commission and may make reports and findings to other appropriate governmental bodies in Douglas County. The Commission shall: use the adopted plan as a guide in the direction of Commission work, monitor service effectiveness, gather opinions and concerns of those experiencing homelessness, produce and deliver an annual report assessing the implementation and progress of the Task Force Plan, the 10-year plan, and include information from annual or semi-annual surveys of homeless persons to the City Commission, establish a broad-based funding plan after exploring varied funding possibilities, and be instrumental in the establishment of the Community Cooperation Committee. The Commission shall have the charge of making such recommendations to the City Commission as it determines appropriate for the advancement of appropriate services for the homeless. The Commission shall have the authority to recommend amendments to the Final Report for consideration by the City Commission which may adopt such amendments by resolution. (Res. 6608)

1-2404

**NUMBER AND QUALIFICATION OF MEMBERS.**

The Community Commission on Homelessness shall be comprised of eleven members, each of whom shall reside within the city limits of the City of Lawrence. Membership on the Commission shall be voluntary and no member shall receive payment for service on the Commission. (Res. 6608)

1-2405

**APPOINTMENTS.**

The Mayor of the City shall appoint the members to the Community Commission on Homelessness with the consent of the City Commission. The appointments shall consist of a diverse group representing neighborhood organizations, neighborhood residents, community members who are homeless or have experienced homelessness, the Lawrence Police Department, businesses, landlords, service providers, city and county governments, funding entities, private sector housing providers, faith-based organizations, and health service providers. (Res. 6608)

1-2406

**REGULAR TERMS, TERM LIMITS.**

Each member of the Community Commission on Homelessness shall be appointed to serve a term of three years and no individual shall be reappointed if the individual has already served two full consecutive terms. For purposes of determining eligibility for reappointment, the unexpired term of more than two years of an individual appointed to fill the unexpired term shall count as a full term. In addition, an initial term (as set forth in Section 1-2407) of two years shall count as a full term, but an initial term of one year shall not count as a full term. (Res. 6608)

1-2407

**INITIAL TERMS.**

Notwithstanding the provisions of Section 1-2406, the initial appointments shall be as follows: three members for a term of one year, four members for a term of two years, and four members for a term of three years. After expiration of the initial terms as set forth in this Section, all terms shall be for three years as set forth in Section 1-2406. The terms of the initial members of the Commission shall commence on the first day of the month in which this Resolution becomes effective, regardless of the date of actual appointment. Regardless of the date of appointment, the expiration date of any particular term will be on December 31 of the appropriate year. (Res. 6608)

1-2408

**INITIAL MEETING.**

The Community Commission on Homelessness shall initially convene at such time and place as shall be fixed by the Mayor of the City (or his/her designee) and shall thereupon proceed to organize and elect a Chair and Vice-Chair and to fix and

determine times and places of future meetings. (Res. 6608)

1-2409

**BY-LAWS.**

The Community Commission on Homelessness shall prepare bylaws to govern the Commission's structure and decision making process. At a minimum, the bylaws shall require the same representative structure of the Commission's members as set forth in this Resolution and shall further require the affirmative vote of a majority of all then-current members appointed and serving on the Commission to make recommendations or take other significant Commission-related action. Until such time that the bylaws are prepared, the Commission shall have a Chair who shall call and preside over all meetings of the Commission and a Vice-Chair who shall serve in the absence of the Chair. The City Commission shall approve the by-laws prior to the effectiveness of the by-laws. (Res. 6608)

1-2410

**OPEN MEETINGS AND OPEN RECORDS.**

All meetings of the Community Commission on Homelessness shall be held in compliance with the Kansas Open Meetings Act and its records shall be subject to the Kansas Open Records Act. (Res. 6608)

1-2411

**EVALUATION OF COMMISSION.**

The City shall routinely review whether the continued existence of the Community Commission on Homelessness is necessary or desirable, and if so, whether any amendments should be made to this Resolution or to the responsibilities of the Community Commission on Homelessness. If the City takes no formal action to terminate the continued existence of the Community Commission on Homelessness or make any amendments to Resolution 6608, or to the Community Commission on Homelessness, the Community Commission on Homelessness shall continue according to the provisions of Resolution 6608. (Res. 6608)

**ARTICLE 25. CITIZEN ADVISORY BOARD FOR FAIR AND IMPARTIAL POLICING**

1-2501

**ESTABLISHMENT OF ADVISORY BOARD.**

The Lawrence Citizen Advisory Board is hereby renamed the Citizen Advisory Board for Fair and Impartial Policing. (Ord. 7936, Ord. 9124)

1-2502

**PURPOSE OF ADVISORY BOARD.**

The purpose of the Citizen Advisory Board for Fair and Impartial Policing is to advise and assist the City of Lawrence and its police department in policy development, education, community outreach and communications related to racial or other biased based policing. (Ord. 7936, Ord. 9124)

1-2503

**SPECIFIC DUTIES OF ADVISORY BOARD.**

The Citizen Advisory Board for Fair and Impartial Policing shall: (Ord. 7936, Ord. 9124)

1. Review Lawrence Police Department policies regarding racial or other biased based policing and make recommendations to the Police Chief for the amendment of those policies or the adoption of additional policies on that subject as it deems necessary.
2. Review the Police Department's annual training on racial or other biased based policing, and if necessary suggest substitute or additional training to prevent racial or other biased based policing, and, at its discretion, participate in such training.

3. Assist the Police Department with community outreach opportunities involving racial or other biased based policing prevention.
4. Advise the Police Department about community concerns related to racial or other biased based policing.
5. Receive annual reports regarding racial or other biased based policing from the Police Department no later than July 31<sup>st</sup> of each year. Such report shall be presented to the Citizen Advisory Board for Fair and Impartial Policing prior to its submission to the Kansas Attorney General. At a minimum, the report shall contain the information listed under K.S.A. 22-4610(d)(2) as required by law to be included.
6. Report to the City Commission from time to time regarding its activities, including an annual report to be presented to the City Commission at the first regularly scheduled Lawrence City Commission meeting following July 31<sup>st</sup> of each year.
7. Review and render advice on such other matters related to racial or other biased based policing as are assigned to the advisory board by the Chief of Police, City Manager, or City Commission.

1-2504

**MEMBERSHIP.**

The Citizen Advisory Board for Fair and Impartial Policing shall consist of seven members. Each member shall be a resident of the City of Lawrence, Kansas. Membership is voluntary and no voting member shall receive payment for service on the Advisory Board. Members will be appointed by the Mayor with the consent of the City Commissioners. In making the appointments, the Mayor shall include participants who reflect the racial and ethnic makeup of the community. The Chief of Police may designate an employee of the City to be his liaison to the Advisory Board, and such designee shall serve as a nonvoting, *ex officio* member of the Advisory Board. (Ord. 7936)

1-2505

**TERMS.**

Voting members of the Citizen Advisory Board for Fair and Impartial Policing shall serve three year terms, except that when making the initial appointments the Mayor shall designate that two specified members have a one year initial term and that two other members have a two year initial term in order to stagger the expiration of the terms of service. There is no limit to the number of terms that an individual may serve on the Advisory Board. Upon the resignation of any such member, the Mayor, with consent of the City Commission, shall appoint a new member to serve the unexpired portion of the resigning member's term. The Chief of Police's designee shall serve at the pleasure of the Chief of Police. (Ord. 7936)

1-2506

**MEETINGS.**

Each year, one member shall be elected by the members of the Citizen Advisory Board for Fair and Impartial Policing to be the Board Chairperson, who shall preside at meetings. The initial meeting shall be at a time and date specified by the Mayor. All subsequent meetings shall be as called by the Board Chairperson, the Chief of Police, or by a majority of the members of the Advisory Board. At least one meeting shall be held quarterly. The meetings shall be subject to all applicable provisions of the Kansas Open Meetings Act. The Advisory Board shall prepare and approve minutes of each of their meetings, which shall be forwarded to the City Commission. (Ord. 7936)

1-2507

**DECISIONS AND PROCEDURES OF THE BOARD.**

Recommendations of the Citizen Advisory Board for Fair and Impartial Policing shall

be approved by majority vote of the members present and voting. The Advisory Board shall adopt any lawful rules, regulations and by-laws it deems necessary for its operation. Such rules, regulations and by-laws shall be submitted to the City Commission and shall become effective upon approval by the City Commission. (Ord. 7936)

1-2508

**SEVERABILITY.**

If any section, clause, sentence, or phrase of this ordinance or article 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 parts of this ordinance or article. (Ord. 7936, Ord. 9124)