

2021 CAC Ordinance Proposal

As the CAC presents its proposal, please keep in mind that while we are skilled at a wide variety of things, we are not attorneys. The language contained herein may not be the legally accepted terminology. However, the concepts are coherent and the CAC certainly would be willing to work with the City Attorney's Office to retain the meaning of the language contained herein while conforming with accepted legal terminology.

Strikethroughs indicate deletions from the current city ordinance. Underlined language indicates additions. Explanations for the changes are highlighted in ***bold italics***.

2.25.040 Citizen Advisory Council.

There is hereby established a Citizen Advisory Council (CAC) consisting of persons representing broad community interests, including neighborhood engagement, infrastructure, housing, and a sense of community. ***(language to reflect the four pillars of the new approach for Topeka's neighborhoods)*** The CAC will provide recommendations to the appropriate City of Topeka departments/divisions and the City of Topeka's governing body***(language to be timeless as departments/divisions move or change)***~~Department of Neighborhood Relations~~ on issues described in the CAC bylaws and including allocation of City, County, State, Federal, and the Topeka housing trust funds. ***(ensuring bylaws do not get modified accidentally excluding HUD-related neighborhood planning allocations)***

The CAC shall consist of one member elected by each certified neighborhood improvement association (NIA) and three at-large members with voting rights throughout their term. The NIA representatives must be active and eligible voting members of the NIA they represent. ***(The expectation will be that the NIA representatives will be the liaison to share information between the two groups.)*** The NIA representative members will have three-year terms. ~~No person can be the NIA representative on the CAC for more than two consecutive terms.~~ ***(Consecutive terms of the NIA representatives service on the CAC should be solely up to those NIAs; the act of voting provides term limits)*** CAC member terms start in January, with exception of representatives who are fulfilling unexpired terms. ***(Terms starting in January allows for new CAC member orientation to be in January.)*** In the event a NIA representative cannot complete their entire term, a substitute can be elected at any regular or special NIA meeting to complete the three-year term. ***(moved sentence for proximity of related role)*** ~~NIA representatives to the CAC shall be elected at NIA annual meetings in January~~ ***(per the city ordinance on when NIA officers are elected).***

(Topeka Municipal Code 2.25.050 states "The association shall meet during the month of April each year to elect a president, vice-president, secretary and

treasurer.” April may or may not be a good time with the proposed engagement and access model for Topeka’s neighborhoods as more emphasis will be on NIAs to support their goals which may include planning for infrastructure, housing, and other improvements on an annual basis. Historically, NIAs were granted privileges of changing their bylaws to reflect annual elections that are best suited for them. CAC may want to recommend changes to 2.25.050 to allow the flexibility being practiced.) An NIA may also elect an alternate CAC representative who may represent the NIA in the event the NIA’s CAC representative cannot attend a CAC meeting and designate additional alternates to ensure that the NIAs can have representation at CAC meetings *(per an agreement between former Neighborhood Relations’ Director Sasha Haehn and the CAC forged years ago)*. Except, in the event a representative cannot complete their entire term, a substitute can be elected at any regular NIA meeting. The three at-large members of the CAC shall be appointed for three-year terms by the Mayor with confirmation by the City Council.

~~The at-large members will have three-year terms. (redundant to previous statement)~~ Members shall not serve beyond the end of their appointed term. Upon expiration of a term the position shall remain vacant until a successor is appointed. ~~No at-large member of the CAC shall serve more than two consecutive terms (no term limits for CAC members):~~ One at-large member must come from a low and moderate low- to moderate-income (LMI) area not represented by a certified NIA or be an LMI citizen of Topeka not residing in an NIA area and two at-large members must come from disciplines relevant to neighborhood development *(to put emphasis on neighborhood development and provide a non-exclusive list of disciplines that are relevant to issues of low-to moderate-income people)* such as construction trades, architecture, appraising, real estate sales, public finance, mortgage lending, legal, real estate development, residential property management, commercial banking, construction material suppliers, fund raising, neighborhood planning, zoning, engineering, health, education, or other disciplines relevant to housing and neighborhood development and the issues relevant to low- to moderate-income people and neighborhoods *(see immediately above)*.

At the first annual November *(this has been the month for elections in 2019 and 2020 and allows time for transitions and any year-end celebrations)* meeting of the CAC in ~~January~~ the voting members will elect a chair and vice-chair whose terms officially start in January to conduct the meetings in accordance with Robert’s Rules of Order. *(specifically noting when elections traditionally have occurred and which positions are up for election)* The CAC chair may designate a CAC member as the group’s parliamentarian. The CAC chair, in consultation with the CAC vice chair and Community Engagement staff, will prepare the agenda for each meeting. The Community Engagement staff will create the meeting minutes and have the CAC chair and vice chair review the drafted minutes prior to the group’s distribution. The

Community Engagement staff shall keep track of the contact information for CAC members, consisting of the primary and one alternate representative per NIA and at-large appointees, attendance records, and minutes of each meeting. The CAC, in consultation with the ~~Director of Neighborhood Relations~~ Community Engagement Director, will establish bylaws. and, in consultation with the ~~The CAC chair~~, in consultation with the ~~Community Engagement Director~~, will prepare the agenda for each meeting. ***(did some rearranging of sentences)*** The CAC will meet quarterly each year at a time, date and place determined by the CAC, including special meetings unless a special meeting is requested by the Director-CAC Chair. or the City Council. A quorum of the CAC shall consist of those voting members present, and a simple majority of voting members present shall decide any question. Department ~~Commnuity Engagement staff shall keep attendance records and minutes of each meeting.~~

~~Each NIA representative and each at-large member will have voting rights throughout their term.~~

The purpose of the CAC is to advise the ~~Director of Neighborhood Relations~~ appropriate City of Topeka departments/divisions and the City of Topeka's governing body on issues described in the CAC bylaws and including allocation of City, County, State, Federal, and the Topeka housing trust funds. ***(added was County; example to provide input for Park and Rec activities)*** ~~Community Engagement Director, the Planning and Development Director and the City's Governing Body of community needs as they relate to the allocation of City, State, Federal and Topeka housing trust funds.~~ (Ord. 20206 § 8, 9-10-19; Ord. 19938 § 5, 2-10-15. Formerly 2.105.040.) ***(to once again refer to the CAC's purpose as identified in the first paragraph of this document).***