

**ORDINANCE NO. 20329**

AN ORDINANCE introduced by City Manager Brent Trout, concerning the Citizen Advisory Council, amending § 2.25.040 of the Topeka Municipal Code and repealing original section.

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

Section 1. That section 2.25.040, Citizen Advisory Council, of The Code of the City of Topeka, Kansas, is hereby amended to read as follows:

**Citizen Advisory Council.**

(a) Established. There is hereby established a Citizen Advisory Council (CAC) consisting of persons who value community and representing broad community interests, including neighborhood engagement, housing, and infrastructure. ~~The CAC will provide recommendations to the Department of Neighborhood Relations on issues described in the CAC bylaws.~~

(b) Purpose. The purpose of the CAC is to provide advice and recommendations to appropriate City departments/divisions, as well as the Governing Body, on allocation of City, County, State, Federal and Topeka housing trust funds.

(c) Members; Terms; Voting. The CAC shall consist of one member elected ~~by~~ of each certified neighborhood improvement association (NIA) ~~and in addition to~~ three at-large members. Each CAC member shall serve a three-year term, which shall begin in January.

(1) Certified NIA members. ~~The~~ Each certified NIA shall elect a member to serve as its representatives on the CAC. ~~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. NIA representatives to the CAC shall be~~

27 ~~elect~~ at NIA annual meetings. An NIA may also elect an alternate CAC  
28 ~~representative who may~~to represent the NIA's in the event the NIA's CAC  
29 ~~representative~~member cannot attend a CAC meeting, in which case the alternate  
30 may vote. ~~Except, in the event a representative cannot complete their entire~~  
31 ~~term, a substitute can be elected at any regular NIA meeting.~~An NIA may elect a  
32 substitute CAC representative to complete the unexpired term of the NIA's  
33 representative member who is unable to complete the remainder of the term.

34 (2) At-Large members. The three at-large members of the CAC shall  
35 be appointed ~~for three-year terms~~ by the Mayor, with confirmation by the City  
36 Council. ~~The at-large members will have three-year terms.~~ At-large members  
37 shall not serve beyond the end of their appointed three-year term and, . Upon  
38 expiration of asuch term, the position shall remain vacant until a successor is  
39 appointed. ~~No at-large member of the CAC shall serve more than two~~  
40 ~~consecutive terms.~~ One at-large member must come from a ~~low~~ and  
41 ~~moderate~~low-to-moderate income (LMI) area not represented by a certified NIA  
42 or be an LMI citizen resident of Topeka ~~not residing in an NIA area who does not~~  
43 reside within the boundaries of a certified NIA or hold office in a certified NIA, and  
44 ~~Two~~ at-large members must come from disciplines such as construction trades,  
45 architecture, appraising, real estate sales, public finance, mortgage lending,  
46 legal, real estate development, residential property management, commercial  
47 banking, construction material suppliers, fund raising, neighborhood planning,  
48 zoning, engineering, health or ~~other disciplines relevant to housing and~~  
49 ~~neighborhood development~~education.

50           (d) Meetings; Officers; Bylaws. ~~At the first annual~~November meeting of the  
51 CAC, the voting members will elect a chair and vice-chair, whose terms officially start in  
52 January, to conduct the meetings in accordance with Robert's Rules of Order. The  
53 ~~Director of Neighborhood Relations will establish bylaws and,~~The CAC chair may  
54 designate a CAC member as the group's parliamentarian. The CAC chair, in  
55 consultation with the CAC vice-chair and Community Engagement Division staff, will  
56 prepare the agenda for each meeting. The CAC will meet quarterly each year unless a  
57 special meeting is requested by the Director or the City Council. Community  
58 Engagement Division staff will create the meeting minutes, which shall be reviewed by  
59 the CAC chair and vice-chair prior to distribution. Community Engagement Division staff  
60 shall create and update contact information for CAC members, which shall include the  
61 NIA representative, NIA alternate and at-large appointees; maintain attendance records;  
62 and record and maintain minutes of each meeting. The CAC, in consultation with the  
63 Community Engagement Director, will conduct an annual review of the established  
64 bylaws and present any proposed revisions to the full membership for approval during  
65 the third quarter of each calendar year. The CAC will meet at a date, time and place  
66 determined by the CAC, which shall include both regular and special meetings. A  
67 quorum of the CAC shall consist of those voting members present, and a simple  
68 majority of voting members present shall decide any question. ~~Department staff shall~~  
69 ~~keep attendance records and minutes of each meeting.~~

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

72           ~~The purpose of the CAC is to advise the Director of Neighborhood Relations of~~

community needs as they relate to the allocation of City, State, Federal and Topeka housing trust funds.

Section 2. That original § 2.25.040 of The Code of the City of Topeka, Kansas, is hereby specifically repealed.

Section 3. This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper.

Section 4. This ordinance shall supersede all ordinances, resolutions or rules, or portions thereof, which are in conflict with the provisions of this ordinance.

Section 5. Should any section, clause or phrase of this ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

PASSED AND APPROVED by the City Council on December 7, 2021.

CITY OF TOPEKA, KANSAS

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Michelle De La Isla, Mayor

ATTEST:

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Brenda Younger, City Clerk