City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution#: 260678
Submitted Department/Preparer: Law
Revised 01/30/25

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in Administrative Regulation (AR) 4-1.

Executive Summary

Amending Chapter 2, Code of Ordinances, "Administration," by enacting a new Section 2-73 establishing a City Council Policy Manual and a City Council Handbook and prescribing procedures for their adoption, amendment, and maintenance.

Discussion

This ordinance establishes a Council Handbook to be an operational guide composed of rules and regulations for the City Council and their staff which are consistent with those followed by other City employees, in addition to a Council Policy Manual, which will contain all City policy statements adopted by resolution of the City Council. Generally, policy statements incorporate only such municipal matters in which the responsibility of decision is vested in the City Council by virtue of the City Charter, Municipal Code, or specific ordinances and resolutions. The City Clerk and the City Manager shall review the contents of the Council Handbook or the Council Policy Manual annually and recommend additions, changes, and deletions to the Council as needed. Nothing in this provision shall prevent any individual member of the Council, City Manager, City Auditor, Clerk, or City Attorney from suggesting revisions or new policies to the Council Handbook or Council Policy Manual at other times during the year.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☐ Yes ☒ No

2. What is the funding source?
   This legislation has no direct fiscal impact.

3. How does the legislation affect the current fiscal year?

This legislation has no direct fiscal impact.

4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
   This legislation has no direct fiscal impact.

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
   This legislation has no direct fiscal impact.

Office of Management and Budget Review
(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. ☐ Yes ☒ No
2. This fund has a structural imbalance. ☐ Yes ☒ No
3. Account string has been verified/confirmed. ☐ Yes ☒ No

Additional Discussion (if needed)
This legislation has no direct fiscal impact.

Citywide Business Plan (CWBP) Impact

1. View the Adopted 2025-2029 Citywide Business Plan

2. Which CWBP goal is most impacted by this legislation?
   Finance and Governance (Press tab after selecting.)

3. Which objectives are impacted by this legislation (select all that apply):

   ☒ Ensure City Government is responsive, representative, engaged, and transparent; particularly when faced with unforeseen challenges.
   ☐ Operate an efficient City government workforce through effective employee recruitment, development, retention, and engagement.
   ☐ Present a realistic view of financial indicators for improved communications on impact to the City.
   ☐
   ☐
   ☐

Prior Legislation

N/A

Service Level Impacts

N/A

Staff Recommendation

Click or tap here to enter department.

Select One: ☐ Sponsored
☒ Directive: Res/Ord # Click to enter Res/Ord. No.

Select One: ☐ Recommend
☐ Do Not Recommend
☒ Not Applicable

Click or tap here to provide reasoning.

Other Impacts

1. What will be the potential health impacts to any affected groups?
   N/A

2. How have those groups been engaged and involved in the development of this ordinance?
   N/A

3. How does this legislation contribute to a sustainable Kansas City?
   N/A

4. Does this legislation create or preserve new housing units?
   No (Press tab after selecting)

   Click or tap here to enter text.
   Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

   No - CREO's review is not applicable (Press tab after selecting)
   Please provide reasoning why not:
   Click or tap here to enter text.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

   No(Press tab after selecting)

   Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?
   No(Press tab after selecting)