File #: 260678, **Version:** 1

ORDINANCE NO. 260678

Sponsor: Councilmember Darrell Curls

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.

Finance Committee recommends "Advance and Do Pass"

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2, Code of Ordinances, "Administration," is amended by enacting a new Section 2-73, to read as follows:

Sec. 2-73. City Council Policy Manual and Handbook.

(a) Purpose. City Council is charged with the responsibility of establishing municipal policies to guide the various functions of the City. Certain policies established by the City Council are adopted by ordinance and included in the Municipal Code; however, other policies are established, which by their nature, do not require adoption by ordinance. These applicable policy statements adopted by action of the City Council need to be consolidated in readily ascertainable reference documents for easy access.

(b) Council Handbook. There is hereby established 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.

(c) Council Policy Manual. There is hereby established a Council Policy Manual, which contains 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.

(d) Amendment, revision, and publication process.

(1) Amendments to the Council Handbook and the Council Policy Manual shall be prepared in writing and approved by resolution of the City Council.

(2) Drafts of proposed Council policies and proposed amendments to existing policies may be referred to the City Manager for review, evaluation, and recommendation to the City Council.

(3) Once approved, new provisions or amendments will be reproduced, distributed, and included in the Council Handbook or the Council Policy Manual as the case may be, accompanied by resolution number and date of adoption.

(4) Resolutions calling for the adoption of proposed Council policies and proposed amendments to existing policies shall be referred to the City Council's Standing Committee on Finance and Governance for discussion, analysis, and recommendation.

(5) Upon adoption by the City Council, the City Clerk shall be responsible for final preparation, the assignment of policy numbers, review by the Mayor Pro Tem, and distribution of the policy to be included in the Council Handbook or the Council Policy Manual, as the case may be.

(e) Annual review.

(1) 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.

(2) Notwithstanding subsection (d)(1), the City Manager has the authority, after notice to the Council, to make amendments on an as-needed basis. Such amendments shall be limited to administrative or procedural changes to a policy that do not change the essence of the policy, but rather result in efficiencies, cost savings, or are driven by legal compliance. The City Manager is not authorized to change legal and/or policy principles.

(3) 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.

Approved as to form:

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Matthew Gigliotti
City Attorney