

RESOLUTION NO. 022-2017

**A RESOLUTION ESTABLISHING A CITIZENS ADVISORY BOARD IN THE
THIRD COUNTY COMMISSION DISTRICT OF SEDGWICK COUNTY**

WHEREAS, pursuant to K.S.A. 19-101, *et seq.*, the Sedgwick County Board of County Commissioners may exercise the powers of home rule to determine its local affairs and government; and

WHEREAS, the Board of County Commissioners desires to establish a Citizens Advisory Board (“CAB”) in the Third County Commissioner District of Sedgwick County (“Third District” or “district”) in order to obtain citizen input.

Section 1. CREATION. A CAB is hereby created within the Third District.

Section 2. COMPOSITION, QUORUM, SELECTION AND TERMS. The CAB shall be comprised of not less than seven (7) and not more than ten (10) members. A quorum for the CAB shall be four (4) members. Upon recommendation by the County Commissioner for the Third District, the members shall be appointed by the majority vote of the Board of County Commissioners. A member’s term shall continue until any of the following occurs: (1) the resignation, incapacity or death of the member; (2) the member’s removal upon recommendation by the County Commissioner for the Third District and a majority vote of the Board of County Commissioners; or (3) the conclusion of the term of office for the County Commissioner who recommended the member’s appointment. Members appointed to the CAB may serve on other Sedgwick County advisory boards. The composition of the CAB should reflect the demographics of the citizens in the district, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests. All members of the CAB must reside in the Third District.

Section 3. PURPOSE OF THE CAB. The purpose of the CAB is to generally provide the County Commissioner for the Third District, and the Board of County Commissioners as a whole, advice and recommendations regarding matters of public policy, citizen engagement and problems or issues specific to the district.

Section 4. FUNCTIONS AND RESPONSIBILITIES OF THE CAB. The functions of the CAB shall be to:

- (a) Review capital improvements and planning issues for such improvements and advise the district’s county commissioner on their propriety;
- (b) Review and make recommendations on local traffic concerns;
- (c) Formulate programs within the district to encourage and strengthen citizen involvement to foster effective relationships with local government on behalf of individuals, community groups, neighborhoods and businesses within the district;

- (d) Establish and implement an effective method to disseminate and communicate information of interest to residents of the district;
- (e) Advise the county commissioner regarding appointments to Sedgwick County advisory boards;
- (f) Create ad hoc committees, task forces and study groups that advise and report only to the CAB which created the same, regarding district area concerns or problems;
- (g) Work closely with cities, neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community;
- (h) Serve, in close cooperation and coordination with the county commissioner and county staff, as an informal ombudsman for the district and as liaisons for public access to the county governing body on issues of importance to the community; and
- (i) Serve as a vehicle for citizen involvement, education and input; a forum for citizens to provide comment and direction to address issues of concern for the district served and the community;

provided, however, that none of such functions and responsibilities shall usurp the functions and authority of any Sedgwick County-created advisory board now in existence.

Section 5. MEETINGS AND PROCEDURES. The CAB shall establish a regular meeting schedule at locations convenient to the public. CAB meetings shall generally occur once per month. Meetings may be called by the county commissioner of the district or by the chair or vice-chair of the CAB. Any bylaws or other rules of procedure for the CAB shall be established by the CAB.

Section 6. COUNTY COMMISSIONER'S ROLE. The county commissioner for the district shall not serve on the CAB.

Section 7. CHAIRPERSON, OFFICERS, SUB-COMMITTEES. The members of the CAB shall elect the chair and chair pro tem during their first meeting of each calendar year. Other officers, sub-committees and procedures shall be determined by the vote of the CAB, and may be included within any bylaws adopted by the CAB.

Section 8. ADMINISTRATIVE AND LEGAL SERVICES. Administrative services shall be provided to the CABs by Sedgwick County staff appointed and assigned by the County Manager or a person designated by the County Manager to supervise and coordinate the CAB. Staff shall be assigned as deemed necessary to provide services to the CAB and such other duties as may be assigned by the County Manager. All staff members shall be Sedgwick County

employees. When necessary, legal services to the CAB shall be provided by the County Counselor's Office.

Section 9. EFFECTIVE DATE. This resolution shall take effect upon publication. The County Clerk is hereby directed to publish this resolution once in the official county newspaper.

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Commissioners present and voting were:

DAVID M. UNRUH	<u>Aye</u>
MICHAEL B. O'DONNELL, II	<u>Aye</u>
DAVID T. DENNIS	<u>Aye</u>
RICHARD RANZAU	<u>Aye</u>
JAMES M. HOWELL	<u>Aye</u>

Dated this 15th day of February, 2017.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD, County Clerk

DAVID M. UNRUH, Chairman
Commissioner, First District

MICHAEL B. O'DONNELL, II, Chair Pro Tem
Commissioner, Second District

APPROVED AS TO FORM:

JUSTIN M. WAGGONER,
Assistant County Counselor

DAVID T. DENNIS
Commissioner, Third District

RICHARD RANZAU
Commissioner, Fourth District

JAMES M. HOWELL
Commissioner, Fifth District