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ORDINANCE NO. 51-411

AN ORDINANCE AMENDING SECTION 2.04.190 OF THE CODE OF THE CITY OF WICHITA, KANSAS, PERTAINING TO THE ORDER OF COUNCIL BUSINESS AT REGULAR AND WORKSHOP MEETINGS.

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

SECTION 1. Section 2.04.190 of the Code of the City of Wichita, Kansas is hereby amended to read as follows:

“Regular meetings of the council shall be conducted according to the standing rules of procedure of the council in the following order of business:

I. *Opening of Regular Meeting.*

- A. Call to Order. Promptly at the hour appointed for the meeting of the council, the mayor, or in his/her absence, the successor presiding officer shall take the chair and shall call the city council meeting to order.
- B. Invocation. The presiding officer shall announce the invocation to be given by a member of a rotating panel invited for such purposes from all the religious faiths in the community.
- C. Pledge of Allegiance. The presiding officer will lead in the presentation of the Pledge of Allegiance to the flag of the United States of America.

- D. Attendance. The clerk shall note the attendance of the council members and shall enter as a matter of record their presence or absence during all or any part of the meeting.
- E. Approval of Minutes of Previous Meeting. Minutes of the previous meeting or meetings shall be amended, corrected and approved and if approved by a majority of the quorum present and shall be entered in the permanent records of the city without being subject to further change or amendment. Minutes of previous meetings shall not be read aloud in their entirety unless so required by a vote of a majority (four) of the council.
- F. Awards and Proclamations. The presiding officer will present the scheduled awards and proclamations.
- G. Public Agenda. A public agenda shall be considered by the council. No action will be taken relative to items on this agenda other than referral to the City Manager for information. Requests to appear will be placed on the agenda on a “first-come, first-served” basis. Except as otherwise directed by the Presiding Officer of a regular meeting: (1) this portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted, (2) no speaker shall be allowed to appear more frequently than once every fourth meeting, and (3) members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the city clerk prior to twelve noon on the Tuesday preceding the council meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented. Substitutes for the individual(s) to be heard or matters to

be presented are not permitted. Item requests may be referred, at the discretion of the city manager, to appropriate staff for mediation prior to being placed on the public agenda if the individual(s) consents to said referral. Matters pertaining to personnel, quasi-judicial cases, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum will be observed and enforced as provided in this Code.

II. *Council Business.*

- A. Report of Board of Bids and Contracts. Following any discussion by the Council, a vote will be called to accept the report.
- B. Petitions for Public Improvements: Following any discussion by the Council, a vote will be called to approve Petitions for Public Improvements which have one hundred percent of landowner approval.
- C. Unfinished Council Business. Items on this agenda will be those items of unfinished business carried over from previous meetings and designated for further consideration by the council.
- D. New Council Business. The new business agenda shall be prepared by the city manager and shall include all items to be presented officially to the city council by the city manager. Each item shall include sufficient summary explanation to make clear to members of the council and the public the matter to be discussed and the action requested. Additional or supplemental information may accompany the agenda or follow as soon thereafter as practicable. Items on this agenda shall be presented by the city manager or such members of the staff as the city manager may designate. Generally speaking, the order of presentation shall follow the agenda

except as may be directed otherwise by the presiding officer and each item shall be concluded before the next item is discussed. Except for questions from council members for purposes of clarification, the manager shall be permitted to explain fully each individual item before detailed questions or discussion is had either by the members of the council or by members of the public present. Following the complete presentation of each item on the agenda and the specific recommendation of the city manager in connection with each item presented, the matter shall be opened for discussion from the floor to members of the public.

III. *Council Business Submitted by City Authorities.*

A. Planning Agenda. The planning agenda shall be prepared by the city manager. Items on the planning agenda shall include all regulatory and policy matters, which carry the recommendation of the Metropolitan Area Planning Commission, and may include other matters referred to the city council from the planning department. The city manager may designate a time certain for hearing on items on this agenda that are of public interest. Public hearings on planning items are conducted by the planning commission under provisions of state law. Additional hearing on zoning applications will not be conducted by the council unless a written statement is filed with the city clerk by five p.m. on the Wednesday preceding the meeting in question:

1. Alleging unfair or incomplete hearing before the planning commission; or
2. Alleging new facts or evidence that was unavailable at the planning commission hearing; the council will determine from the written

statement whether or not to return the matter to the planning commission for rehearing.

- B. Housing Agenda. The city council meets as the governing body of the housing authority for consideration and action on items on this agenda, pursuant to state law, HUD regulations and city ordinance. The meeting of the housing authority is deemed called to order at the start of this agenda and adjourned at the conclusion. The designated housing member is also assembled with the city council, but only for purposes of the housing agenda portion of the meeting.
- C. Airport Agenda. Pursuant to state law and the city's home rule powers, the city council meets as the governing body of the airport authority for consideration and action on items on this agenda. The meeting of the airport authority is deemed called to order at the start of this agenda and adjourned at the conclusion thereof.

IV. *Council Agenda.*

- A. Council Member Agenda. The Council Member Agenda shall be used by individual council members to request that items or projects be placed on a future agenda for consideration by the council. A majority vote (four) shall be required to put an item on a future agenda and direct staff to begin work on the item.
- B. Council Member Appointments. Appointments to city boards and commissions shall be made pursuant to Chapter 2.12 of this Code. The mayor or vice mayor shall make at-large appointments as required by state law or city ordinance.

V. *Consent Agenda.*

- A. The consent agenda shall be prepared by the city clerk for each regular meeting or workshop. It shall be restricted to the necessary actions to be taken by the council

in connection with the second reading of ordinances, routine resolutions or contracts in which the project has been previously approved by the council, or routine matters to be approved. Items on the consent agenda, although listed separately, shall be considered collectively as a consensus agenda and an affirmative vote of the council on the consent agenda will allow and be construed as an affirmative vote to take the recommended action as stated on each item, provided that when a council member has been recorded as voting against an ordinance on first reading, the council member shall be recorded as voting the same on subsequent readings on the consent agenda, unless otherwise indicated by the council member. Any item on the agenda may be considered separately by request of any member of the council or the city manager, in which event it will be set aside for separate discussion and remaining items on the agenda will be voted upon as a consensus agenda.

B. It is recognized that the placement of items on the consent agenda can be subjective. In order to provide City staff with additional guidance, the following items are considered appropriate for the consent agenda:

1. Applications for licenses
2. Community event requests
3. Street closures
4. Preliminary construction estimates
5. Design services agreements and supplements to design services agreements
6. Sale of remnant parcels and property previously designated as surplus
7. Purchase of property for right-of-way

8. Second reading ordinances
  9. Property acquisitions
  10. Minutes of advisory boards and commissions
  11. One year agreements, agreement amendments or agreement extensions  
with a value of \$100,000 or less
  12. Grant applications and awards if the local match is less than \$100,000
  13. Change orders
  14. Settlement agreements
  15. Establishing public hearing dates for the repair and removal of dangerous  
structures
  16. Authorizing note and bond sales
  17. Zoning applications that have no protest and are recommended for  
approval by the DAB and MAPC
  18. Nuisance assessments
- C. A draft consent agenda will be presented to the mayor and vice mayor one week before the scheduled city council meeting. The mayor and vice mayor will make a preliminary determination if any of the consent agenda items should be moved to new business. The consent agenda will be considered only a draft until it is endorsed by the city council during its regular Friday agenda review meeting.
- D. The full agenda will be considered final at Noon on the Friday proceeding the Tuesday city council meeting. Only items approved by a majority of the city council can be added after that deadline.”

SECTION 2. The original of Section 2.04.190 of the Code of the City of Wichita, Kansas, is hereby repealed.

SECTION 3. This ordinance shall be included in the Code of the City of Wichita, Kansas, and shall be effective upon its passage and publication once in the official city paper.

PASSED by the governing body of the City of Wichita, Kansas, this 9th day of February, 2021.

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Brandon J. Whipple, Mayor

ATTEST:

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Karen Sublett, City Clerk

Approved as to Form:

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Jennifer Magaña  
City Attorney and Director of Law