

**Citizen Government Review Committee Minutes**  
**April 23, 2025**

Cyrus K. Holliday Building, First Floor Conference Room, Topeka, Kansas, April 23, 2025. Committee Chair Jim Kaup called the meeting to order at 6:00 P.M. with the following Committee Members present: Brian Broxterman, Connie Jacobson (Vice Chair), Jim Kaup (Chair), Shampayne Lloyd, Tamara Martin and Zachary Surritt (*alternate*) -6.

Chair Kaup asked if there was anyone signed up to speak under General Public Comment.

Brenda Younger, City Clerk, announced no one signed up to speak; however, a written comment was received from Monica Hill (**Attachment A**) and would be attached to the meeting minutes of April 23, 2025.

Tamara Martin moved to approve the meeting minutes of March 26, 2025. The motion seconded by Shampayne Lloyd carried unanimously on voice vote. (5-0-0)

Brian Broxterman moved to approve the meeting minutes of April 9, 2025. The motion seconded by Tamara Martin carried unanimously on voice vote. (5-0-0)

**WORK SESSION: DISCUSS COMMITTEE RECOMMENDATIONS:**

Chair Kaup announced if there was no objection from Committee members he would extend an invitation to the president of the Citizen Advisory Council (CAC) to provide input as a guest speaker at the May 21, 2025, meeting. He stated he would provide them with prudent information on the recommendations being considered by the Committee.

Following discussion, it was the consensus of the Committee to invite the CAC President and ask them to provide input on the recommendations being considered by the Committee.

Brian Broxterman submitted a Recommendation Summary (**Attachment B**) concerning a Follow-up Mechanism for Committee/Board/Commission Recommendations.

Shampayne Lloyd asked if the City has a tracking mechanism in place to address constituent concerns.

Brenda Younger, City Clerk, stated there are several options in place that are available to citizens to submit complaints such as the SeeClickFix mobile application, the general customer service reporting line 785-368-3111, and direct reporting to the City Council Office, City Manager's Office, Mayor's Office and the City Clerk's Office.

Following discussion, it was the consensus of the Committee to request a memo of explanation from City staff members outlining the procedure and/or tracking mechanism for constituent services; recommendations provided by committees/boards/commissions; and studies such as the 2020 Topeka Citywide Housing Market Study and Strategy presented to the Governing Body. It

was the directive of the Committee to include in the revised summary the importance of accountability and responsiveness of elected officials related to constituent services, recommendations and studies.

Brian Broxterman confirmed he would revise the summary to encompass the desire of the Committee and include an example of why the Committee supports this recommendation and its importance.

Zachary Surritt submitted a Recommendation Summary (**Attachment C**) on Structure and Elections.

Following discussion, it was the consensus of the Committee to move forward with the recommendations as written as well as include the consideration of the Committee related to Council Redistricting conversations.

Chair Kaup distributed a draft report for Committee discussion concerning Interlocal Cooperation (**Attachment D**) establishing ways to support cooperation of services between government agencies with the goal of encouraging efficiency and economy in government; and a draft report concerning the Appointment of a City Auditor (**Attachment E**).

Leo Hafner spoke to his professional expertise in auditing and stated he supports considering the hiring of a City Auditor to review City functions. The position should be completely separate from City Staff in order to determine if the City was operating efficiently and effectively. He stressed the importance of the position being as independent as possible and ensuring complaints are received directly by the Governing Body. He spoke about the need to have a person in charge of funding mechanisms and programming for homelessness, mental health services and other important matters. He cautioned against setting expectations that are not realistic.

Following discussion, it was the consensus of the Committee to recommend to the Governing Body to explore hiring an internal City Auditor and/or create an Office of City Auditor with the understanding and consideration given to the financial state of the City.

Chair Kaup stated he believes the hiring of a City Auditor would pay for itself in the long-term.

Zachary Surritt and Connie Jacobson suggested they reach out to Bill Fiander, former City of Topeka Planning Director, for input about the current Form of Government and other subject matters related to his vast experience with local government.

Chair Kaup distributed a draft report for Committee discussion concerning the Citizens Government Review Committee (**Attachment F**) examining the structure for possible modifications concerning the number of Citizen Government Review Committee members, timeframe in which the committee should convene, and committee recommendation parameters.

Following discussion, it was the consensus of the Committee to revise the proposed recommendation to increase the number of Committee members from 5 to 10 members to be appointed by each member of the Governing Body and continue to convene the committee every 10 years. The Committee opposed moving forward with Recommendation No. 3 requiring the Governing Body to “adopt” or “reject” recommendations of the Committee by recorded vote within 180 days of presentation.

Tamara Martin distributed a handout (**Attachment G**) outlining the City of Topeka organizational chart along with examples of organizational charts of other cities. She stated she would be willing to provide a summary explanation if it was the will of the Committee.

Following discussion, Committee members thanked Tamara Martin for providing the examples as it will be helpful as they move through the process of reviewing the possibility of recommendations related to a City Auditor.

Tamara Martin moved to adjourn the meeting. The motion seconded by Connie Jacobson carried unanimously on voice vote. (5-0-0)

No further business appearing the meeting was adjourned at 7:58 p.m.

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Brenda Younger, M.M.C.  
City Clerk

**Brenda Younger**

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**From:** Brenda Younger  
**Sent:** Thursday, April 10, 2025 11:33 AM  
**To:** Monica Hill; City Clerk  
**Subject:** RE: Citizens Review Committee Comments

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

Comments have been received and will be forwarded to the Committee.

Thank you.

**From:** Monica Hill <monica.sncodem@gmail.com>  
**Sent:** Wednesday, April 9, 2025 9:18 PM  
**To:** City Clerk <cclerk@topeka.org>  
**Subject:** Citizens Review Committee Comments

Notice: -----This message was sent by an external sender-----

As a retired Certified Internal Auditor I was surprised to learn the city currently does not have an internal audit function. Most bigger cities in Kansas have this function and I know from my history in Oklahoma, most cities in Oklahoma have this too. Shawnee County has an audit function, and there are many things that can and should be audited that are not financial metrics. The following are things that should be audited off the top of my head:

1. Cash, check, and A/R policy audits. Including surprise audit standings on cash drawers and asset handling
2. Budget to actual spending. Efficiency on how close a budget was to predictions or how grants/funds are utilized per grant standards
3. Whistleblower hotline and investigations into hotline calls
4. HR policy reviews. Including if we are submitting and filling out proper I9 documentation
5. CDL license compliance
6. Compliance with OSHA and other federal standards
7. Asset inventory audits and supply audits and usage
8. Procurement card and expense statement audits
9. Conflict of interest reviews and annual ethics disclosures.
10. Vendor audits

The list is endless. If you need further guidance I suggest you look at the Institute of Internal Auditors which is the entity responsible for the Certified Internal Audit certification.

Please contact me to know the committee gets my comments

**B. Broxterman Recommendation Summary**

**TO:**

**FROM: Members of the Citizens Government Review Committee**

**RE: Follow-up mechanism for Committee/Board/Commission recommendations**

**DATE: April 23, 2025**

**ISSUE: Inconsistent follow-up from City members to citizens that email/call with issues, concerns or ideas.**

**EXPLANATORY STATEMENT: At the 3/26/25 CGRC meeting, Melodene Byrd expressed concern about the high turnover of executive positions and the lack of follow-through from the City.**

**CONFEREES: Melodene Byrd, 3/26/25.**

**PUBLIC COMMENT: NA**

**COMMITTEE DISCUSSION: CGRC**

**RECOMMENDATIONS: The CGRC recommends that the Governing Body take the following action:**

**1. Council/Staff correspondence Collection & Categorization**

- **Timely Documentation: Ensure that feedback requested from Council/Staff members is collected at a designated time frame after meetings/correspondence and documented in a shared, accessible platform (e.g., project management tool, shared document).**
- **Categorize Feedback: Classify feedback into themes (e.g., general suggestions, concerns, specific action items, policy changes) to streamline the follow-up process and assign responsibility accordingly.**

**2. Designate Responsible Parties**

## **B. Broxterman Recommendation Summary**

- **Assign Clear Ownership:** For each piece of feedback, designate a responsible person or team member to address the issue. Ensure that this individual has, or has access to, the expertise or authority to take the necessary actions.
- **Set Deadlines:** Establish reasonable deadlines for the resolution of each piece of feedback. Ensure that assigned owners are aware of these timelines.

### **3. Action Plan Development**

- **Prioritize Feedback:** Not all feedback may require immediate action, but all feedback will require immediate follow-up. Establish a prioritization process, such as:
  - **Critical Issues:** Requires urgent attention and resolution.
  - **Medium Importance:** Can be addressed in the medium term.
  - **Low Importance:** Requires consideration but not immediate action.
- **Create an Action Plan:** For each piece of feedback, an action plan should be developed that includes specific tasks, responsible people, and deadlines.

### **4. Regular Progress Updates**

- **Status Reports:** Provide regular updates to the Council and person requesting the action on the progress of addressing feedback. This could be through periodic emails, meetings, or a shared dashboard that shows the status of all feedback (e.g., completed, in progress, pending).
- **Transparency:** Ensure that all members have visibility into the status of each action item. This transparency fosters accountability and keeps the committee informed.

### **5. Follow-Up Meetings/Check-ins**

## **B. Broxterman Recommendation Summary**

- **Scheduled Reviews:** Schedule follow-up meetings or check-ins (e.g., bi-weekly or monthly) to review the progress of feedback implementation. These meetings can be used to discuss any challenges or roadblocks encountered during the implementation process.
- **Continuous Feedback Loop:** Use these meetings to encourage further feedback from Council/Staff members on the resolution of previous feedback and to ensure that no item is left unresolved.

### **6. Feedback Evaluation**

- **Evaluate Effectiveness:** Once feedback has been addressed, evaluate the effectiveness of the changes or actions taken. This can be done through surveys, discussions, or a formal evaluation process.
- **Lessons Learned:** Document any lessons learned from the follow-up process to improve future feedback management and ensure continuous improvement.

### **7. Final Report & Acknowledgment**

- **Final Summary:** Once all feedback has been addressed, create a final report that summarizes the feedback, actions taken, and outcomes achieved. This document should be shared with the Council for transparency and accountability.
- **Acknowledge Contributions:** Acknowledge the contributions of Council/Staff members who provided valuable feedback. Recognizing their input fosters engagement and encourages future participation.

### **8. Automated Follow-Up Tools**

- **Use of Technology:** Consider using automated tools (e.g., task management software like Asana, Trello, or Monday.com, etc.) to track feedback and automate reminders and deadlines. This can

## **B. Broxterman Recommendation Summary**

**help ensure that feedback is not overlooked and that follow-ups are timely.**

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**Conclusion: Implementing a well-structured follow-up mechanism ensures that Council/Staff feedback is not only acknowledged but actively incorporated into decision-making processes. This approach promotes transparency, accountability, and continuous improvement, ultimately leading to more effective and responsive Council/Staff operations.**



## **Z. Surritt Recommendation Summary**

**TO: Members of the Citizens Government Review Committee**

**FROM: Zac Surritt**

**RE: Draft Issue Paper – Structure and Elections**

**DATE: April 23, 2025**

**ISSUE:** The structure of Topeka’s municipal government, elections, and local representation.

**EXPLANATORY STATEMENT:** The City of Topeka’s Charter lays out the form of government the city will operate under, what positions and how many are elected, when, how, and for how long those local representatives are elected, and how the redistricting process occurs. Currently, the City of Topeka operates under a council-manager form of government with the governing body made up of nine council people, each elected to represent one of nine geographic districts all made up of relatively the same number of constituents, and one Mayor, who is elected by the voters of Topeka at-large. All governing body members are nonpartisan and elected to four-year terms with no term limits. Topeka elections for its governing body are held in odd-numbered years and staggered so that not all members are being elected at once. All even-numbered districts are elected one year, and all odd-numbered districts and the mayor are elected two years later. It is required by state statute that municipal elections occur on the same schedule as all other elections in the State of Kansas, meaning that primary elections occur in August and general elections occur in November. Every ten years after the official United States Census report, a redistricting commission is formed by the City of Topeka to review the City Council district boundary lines and recommend any necessary changes to ensure that all nine districts are roughly even in population. That redistricting commission is made up of nine Topeka voters, each representing a Council district and appointed by the Councilperson of each district.

**CONFEREES:** Each conferee that appeared before the Committee spoke about or were asked about this topic. Each of them spoke in favor of the current council-manager form of government, as well as being in favor of the current staggering of elections, the number of council members, four-year terms, and maintaining no term limits. On the April 9, 2025, meeting, representatives from the League of Women Voters Topeka-Shawnee County spoke out against the City’s process of redistricting in both how members of the redistricting commission are appointed and how current council members’ addresses are taken into consideration when reviewing district boundaries.

**PUBLIC COMMENT:**

## **Z. Surritt Recommendation Summary**

- Deborah Dawkins, Written, March 17, 2025: In support of the Council-Manager form of government as well as alternating, staggered terms for the governing body.
- Joseph Ledbetter, Written, March 25, 2025: Against the Council-Manager form of government. Supports a Strong Mayor form as well as reducing the number of council members to seven, with two of those elected at-large.

**COMMITTEE DISCUSSION AND RECOMMENDATIONS:** The Committee recommends that the Governing Body take the following action(s):

- **Form of Government: No action.** This Committee found no strong evidence or support for changing the Council-Manager form of government. In fact, many strongly supported this form.
- **Number of Council members: No action.** This Committee heard that nine Council members works well, allowing more members to sit on each committee and be at the same place without concern for the Kansas Open Meetings Act. It also makes the City Council more representative of citizens as a whole.
- **Elections and Terms: No action.** There is strong support for staggered elections so experience and institutional knowledge is retained while allowing new members time to fully understand their responsibilities. Four-year terms were also supported and have become more and more common in cities similar to Topeka. Four years was determined to be enough time for any new governing body member to spend time getting to know the city better and their responsibilities without needing to worry about another election for a reasonable amount of time. There was no strong stance on term limits from conferees or the public. Some cities have opted to enact term limits on their Mayor and Council members where there is a limit of serving two or three terms depending on the city.
- **Redistricting: Take action.** The Committee recommends that the Governing Body amend the structure and considerations of the redistricting commission, so the council members are not the only ones appointing commission members while then having their own addresses considered when the commission makes any potential changes to district boundary lines. The Committee recommends that the commission still be made up of nine members appointed by the governing body to represent each district, but with the addition of an additional tenth member who is appointed by the Administrative Judge of the Topeka Municipal Court who shall serve as Chair of the commission. The Committee also recommends that it is written in the charter that when the redistricting commission makes its own recommendation to the Governing Body, the new boundary lines are not made with the consideration of incumbent council members' home addresses.

## **DRAFT REPORT FOR COMMITTEE DISCUSSION**

### **ISSUE: Interlocal Cooperation**

#### **EXPLANATORY STATEMENT:**

- 1. Kansas law gives local governments a broad, liberal grant of authority to enter into interlocal agreements, encouraging efficiency and economy in government. This benefits taxpayers while still protecting public health, safety and welfare.**
- 2. Under the Kansas Interlocal Cooperation Act (K.S.A. 12-3901, et seq.) if each participating unit of government has the power to do something separately, then they may do so jointly via an interlocal agreement, e.g. law enforcement, distribution of water.**
- 3. Topeka and Shawnee County have a history of some successful joint undertakings, including:**
  - a. Topeka-Shawnee County Public Library**
  - b. JEDO**
  - c. Gage Park Improvement Authority**
  - d. Metro Topeka Airport Authority**
- 4. Agreements between Topeka and other cities, Shawnee County, townships, USDs and Rural Water Districts are all possible.**
- 5. While Topeka has had experience with interlocal agreements there are additional areas of governance which the City should identify and then perform an analysis as to whether Topekans would benefit from new arrangements/agreements. These include:**
  - a. Housing for the unsheltered**
  - b. Public health/Mental health**
  - c. Law enforcement**
  - d. Firefighting**
  - e. Emergency services**
  - f. \_\_\_\_\_**

g. \_\_\_\_\_

6. While the Intergovernmental Cooperation Council exists to facilitate the exchange of information among participating entities, its membership and mission may be too limited to serve as any type of vehicle for facilitating interlocal agreements.

**CONFEREES: Councilmember Duncan (3/5/25)**

**League of Women Voters (4/9/25)**

**PUBLIC COMMENT:**

**COMMITTEE DISCUSSION: The Committee reviewed the first draft of this issue paper on 4/23/25. Key points were:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**RECOMMENDATIONS:**

1. The Governing Body and the BOCC hold joint meetings at least every two months, to consider matters of mutual concern, including the review of existing interlocal agreements and how they are serving the public.
2. The Governing Body direct the City Manager, City Auditor or City Attorney to research the Secretary of State's records of agreements, filed per the Interlocal Cooperation Act, to identify those pertaining to programs and services which the City has not previously considered providing via interlocal agreements.
3. The Governing Body, working with the BOCC, create a joint body, similar to JEDO, to identify areas where cooperation can result in efficiencies and economies. That body would make

**recommendations to the Governing Body and the BOCC for those matters of highest priority, with timelines for the necessary actions to reach desired outcomes. Interlocal agreements would be used to provide a degree of certainty, and longevity, to any agreed-to cooperative measures. To help ensure that the recommended actions of the body are given proper consideration, annual reports would be given to the Governing Body by the City Manager or City Auditor.**

- 4. The Governing Body amend the charter to provide that the recommendations of this Committee either be adopted or rejected by a recorded vote within 180 days of presentation. "Adopted" includes Governing Body action to place a matter on the ballot following submission of a valid protest petition, regardless of the outcome of the resulting referendum.**

## **DRAFT REPORT FOR COMMITTEE DISCUSSION**

**ISSUE: Appointment of a City Auditor**

### **EXPLANATORY STATEMENT:**

- 1. The purpose of a city auditor is to collaborate with the Governing Body and City Manager to elevate trust in government by providing objective, independent assurance and advisory services.**
- 2. A city auditor would conduct performance audits to provide objective analysis to assist the Governing Body and City Manager to:**
  - a. Improve the performance of city programs and services**
  - b. Reduce costs**
  - c. Facilitate decision-makers in taking corrective actions**
  - d. Contribute to public accountability**
- 3. A city auditor would also conduct financial audits to provide an independent assessment of the city's financial condition, its use of resources and other financial information.**
- 4. Topeka is the largest city in Kansas without a city auditor.**

**CONFEREES:**

**PUBLIC COMMENT:**

**COMMITTEE DISCUSSION:**

### **RECOMMENDATIONS:**

- 1. Amend the Charter to create the office of City Auditor. The Auditor is to be appointed by the City Council, and serves at the pleasure of the City Council. An Audit Committee of the Council will provide direction to the City Auditor.**
- 2. The City Auditor will provide both performance audits and financial audits.**

## **DRAFT REPORT FOR COMMITTEE DISCUSSION**

**ISSUE: Citizens Government Review Committee**

### **EXPLANATORY STATEMENT:**

**Amendments to the Charter provisions for the Citizens Government Review Committee could be beneficial to the mission of the Committee-to examine the structure of City government for possible modifications.**

### **CONFEREES:**

### **PUBLIC COMMENT:**

### **COMMITTEE DISCUSSION:**

### **RECOMMENDATIONS:**

- 1. A Committee should be formed no less often than every five years.**
- 2. Committees should be comprised of not fewer than 10 members. Membership should include persons representing organizations which have a demonstrated history of promoting good governance and civic engagement, including the League of Women Voters, and the Citizens Advisory Council.**
- 3. The Charter should be amended to provide that recommendations of the Committee either be adopted or rejected by a recorded vote within 180 days of presentation. "Adopted" includes Governing Body action to place a question on the ballot following submission of a valid protest petition, regardless of the outcome of the resulting referendum.**

## **Article II**

### **ADMINISTRATION (HOME RULE CHARTER)**

Sections:

#### **Division 1. Form of Government – Powers**

- Sec. A2-1. Statutes made inapplicable.**
- Sec. A2-2. Name, boundaries.**
- Sec. A2-3. General powers.**
- Sec. A2-4. Form of government.**
- Sec. A2-5. Succession to rights and liabilities.**
- Sec. A2-6. Powers of city.**
- Sec. A2-7 – A2-20. Reserved.**

#### **Division 2. City Council and Mayor**

- Sec. A2-21. Composition and eligibility.**
- Sec. A2-21.5. Eligibility for office.**
- Sec. A2-22. Election and terms.**
- Sec. A2-23. Council districts.**
- Sec. A2-24. Mayor – Functions, powers and duties.**
- Sec. A2-25. Powers of the governing body.**
- Sec. A2-26. Meetings – Deputy Mayor.**
- Sec. A2-27. Compensation – Expenses.**
- Sec. A2-28. Prohibitions.**
- Sec. A2-29. Vacancies – Forfeiture of office – Filling of vacancies.**
- Sec. A2-30. Governing body rules of procedure.**
- Sec. A2-31 – A2-40. Reserved.**

#### **Division 3. City Officers**

- Sec. A2-41. Designation as officers.**
- Sec. A2-42 – A2-50. Reserved.**

#### **Division 4. City Manager**

- Sec. A2-51. Appointment.**
- Sec. A2-52. Acting City Manager.**
- Sec. A2-53. Tenure.**



**Sec. A2-2. Name, boundaries.**

The citizens of Topeka, in the County of Shawnee, State of Kansas, within the boundaries of the municipal corporation as now established and heretofore existing under the name of Topeka, or as hereafter established in the manner provided by law, shall continue to constitute a body corporate and politic in perpetual succession, under the name of the City of Topeka, as a home-rule municipal corporation under Article 12, § 5, of the Constitution of the State of Kansas. (C.O. 94 § 2, 7-20-04.)

**Sec. A2-3. General powers.**

The city shall have the right and power to make and enforce all laws and regulations in respect to municipal affairs, subject only to the restrictions and limitations provided in this Charter Ordinance; provided, that nothing herein shall be construed to prevent or restrict the city from exercising or consenting to, and the city is hereby authorized to exercise, any and all rights, powers and privileges heretofore or hereafter granted or prescribed by the general laws of the state including those specifically applicable to cities of the first class; provided, also, that where the general laws of the state provide a procedure for the carrying out and the enforcement of any rights or powers belonging to the city, said procedure shall control and be followed unless a different procedure shall have been provided in the Charter Ordinance or by ordinance.

It is the intention of the people in adopting this charter ordinance to invoke the provisions of Section 5 of Article 12 of the Constitution of the State of Kansas giving cities Home Rule as to municipal affairs. (C.O. 94 § 3, 7-20-04.)

**Sec. A2-4. Form of government.**

The municipal government provided by this Charter Ordinance shall be known as the "Council-Manager government." All powers of the City of Topeka shall be exercised in the manner prescribed by this Charter Ordinance or, if the manner be not therein prescribed, then in such manner as may be prescribed by ordinance. (C.O. 94 § 4, 7-20-04.)

**Sec. A2-5. Succession to rights and liabilities.**

The municipal corporation, the City of Topeka, shall continue to own, possess, and hold all the real and personal property heretofore owned, possessed, or held by the City, and shall continue to manage and dispose of all trusts in connection therewith and succeed to all the rights, benefits, and liabilities of the City. (C.O. 94 § 5, 7-20-04.)

Each filing for district Councilmember shall be accompanied by a filing fee of fifty dollars (\$50.00); or, in lieu of such filing fee, by a petition signed by fifty (50) qualified electors of the council district.

(d) This section A2-21 of the charter ordinances of the City of Topeka shall only be amended or repealed upon approval by a majority of the electors voting during an election called for such purpose. (C.O. 96 § 1, 5-23-06/ 8-28-06; C.O. 94 § 7, 7-20-04.)

### **Sec. A2-21.5. Eligibility for office.**

Effective January 1, 2017, any person desiring to become a candidate for Mayor or Councilmember shall comply with the filing deadlines and process established in state law. Any ordinance that is in conflict with state law shall no longer be effective. (C.O. 117 § 2, 2-9-16.)

### **Sec. A2-22. Election and terms.**

(a) *Elections.* In primary and general elections all qualified electors of the city shall be entitled to vote on the election of the Mayor.

In primary and general elections for district Councilmembers, each qualified elector who is a resident of the district shall be entitled to vote for the Councilmember from his/her respective district.

(b) *Terms of office.* The Mayor shall be elected to a four (4) year term. The district Councilmembers shall be elected to staggered four (4) year terms. Terms of office that would have expired in April of 2017 shall expire on January 8, 2018. Terms of office that would have expired in April of 2019 shall expire on January 13, 2020. (C.O. 117 § 3, 2-9-16.)

### **Sec. A2-23. Council districts.**

(a) *Number of districts.* There shall be nine (9) council districts.

(b) *Council districts.* The districts from which the City of Topeka Councilmembers shall be nominated shall be based on the ward and precinct descriptions as follows:

| District<br>Number | Ward | Precinct                      |
|--------------------|------|-------------------------------|
| 1                  | 2    | 11                            |
|                    | 3    | 1, 2, 3, 4, 5, 6, 8, 9,<br>10 |

| District<br>Number | Ward | Precinct                              |
|--------------------|------|---------------------------------------|
| 9                  | 12   | 1, 2, 3, 13, 14, 15,<br>41            |
|                    | 13   | 2, 3, 5, 21, 22, 30                   |
|                    | 7    | 4, 5, 6, 9, 10, 11                    |
|                    | 10   | 1, 2, 3, 4, 5, 6, 7, 9,<br>10, 11, 12 |
|                    | 11   | 2                                     |
|                    | 12   | 19, 81, 91                            |

(c) *Revision of boundary lines.* In July of 2012 and in July of every tenth year thereafter, the Council shall appoint a Commission of Electors of the city who shall examine the plan of districts and shall, by September 30 of each such year, recommend to the Council such revisions in the boundary lines of the nine (9) districts so as to meet the requirements stated below in subsection (d) of this section. On or prior to December 31 of each such year, the Council by ordinary ordinance shall reestablish such district boundaries as recommended by the Commission of Electors or shall reject in whole or in part the recommendations of the Commission of Electors and reestablish the boundaries as it sees fit so as to meet the requirements stated below in subsection (d). The Council shall certify the boundaries so reestablished to the Election Commissioner of Shawnee County. The Commission appointed to recommend revisions to district lines in 2012 and subsequent Commissions shall have at least one (1) elector from each district. The Council may, by ordinary ordinance, establish specific Commission procedure and membership requirements consistent with the general policies established by this Charter Ordinance.

Any territory hereafter annexed to or consolidated with the City of Topeka, Kansas, shall at the time of such annexation or consolidation be added to an adjacent district or districts by an ordinance of the Council; provided, that if any territory annexed or consolidated prior to June 1 of the year preceding a city election shall contain population sufficient in number to upset the approximate equality of the established districts, the Council shall provide for redistricting the city in accord with the procedures described in this section.

(d) *Requirements for reestablishing district boundary lines.* The boundary lines for District 1 through District 9 from which districts Councilmembers shall be elected shall be reestablished by the Commission of Electors and the Council so as to:

- (1) Contain within each district a population which to the greatest extent feasible is equal to one-ninth (1/9) of the total population of the city, but which under no circumstances shall be greater or less than one-ninth (1/9) of the total population of the city by more than two and one-half (2.5) percent based on the most recent U. S. decennial or State of Kansas census;

**Sec. A2-25. Powers of the governing body.**

(a) The Council and Mayor shall be the governing body of the city. It shall exercise the corporate powers of the city and, subject to the expressed limitations of this Charter Ordinance, it shall be vested with all powers of legislation in municipal affairs adequate to provide a complete system of local government consistent with the Constitution of the State of Kansas. It shall have no administrative powers.

(b) This section A2-25 of the charter ordinances of the City of Topeka shall only be amended or repealed upon approval by a majority of the electors voting during an election called for such purpose. (C.O. 96 § 3, 5-23-06/ 8-28-06; C.O. 94 § 11, 7-20-04.)

**Sec. A2-26. Meetings – Deputy Mayor.**

(a) The governing body shall establish, by ordinance, a meeting schedule for each calendar year, with a minimum of two meetings each month.

(b) The governing body shall elect a Councilmember to serve as deputy mayor in the absence or temporary disability of the mayor.

(c) A deputy mayor shall be elected at the first governing body meeting in January to serve for a one year term. (C.O. 122 § 1, 2-8-22.)

**Sec. A2-27. Compensation – Expenses.**

(a) At the first regular meeting of the Council following voter approval of this Charter Ordinance, the Council shall establish the annual compensation of the Councilmembers and Mayor. The annual compensation of the district Councilmembers shall not thereafter be increased or decreased except by ordinary ordinance, provided such ordinance is considered no more than once every four (4) years thereafter following voter approval of this Charter Ordinance.

(b) The Mayor and district Councilmembers shall receive payment of their actual and necessary expenses incurred in the performance of the duties of their office in such form and manner as the Council may authorize. (C.O. 94 § 13, 7-20-04.)

**Sec. A2-28. Prohibitions.**

(a) *Holding other office.* Except as authorized by law, no Councilmember nor Mayor shall hold any other elected public office while serving the term for which the member was elected to the Council. No Councilmember nor Mayor shall hold any other city office or employment during the term for which the member was elected to the Council. No former Councilmember nor Mayor shall hold any compensated appointive city office or employment

- (1) Six (6) members of the governing body shall constitute a quorum.
- (2) All actions by the governing body shall be taken by an affirmative vote of six (6) or more members, unless a greater or lesser number of votes is required by ordinance or state law.
- (3) All actions by the Council with regard to ordinances enacted pursuant to Article 12, § 5(b) of the Kansas Constitution (ordinary ordinances) shall be taken by an affirmative vote of five (5) or more Councilmembers.
- (d) *Form.* Proposed ordinances and resolutions shall be in written or printed form. Any ordinance which repeals or amends an existing ordinance shall set out in full the sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matter by underscoring or by italics.
- (e) *Procedure.* All ordinances shall be considered at a governing body meeting. Persons interested in a proposed ordinance shall be given an opportunity to be heard in accordance with such rules and regulations as the governing body may adopt.
- (f) *Publication.* The City Clerk or such other city officer as the governing body may designate shall cause all ordinances, as soon as practicable after they have been passed and signed, to be published once in the official city newspaper, unless Kansas Statutes or other applicable law require more publications. In lieu of publication of the entire ordinance, the City Clerk may publish a summary of the ordinance in accordance with state law.
- (g) *Signature, authentication and recording.* All ordinances and resolutions shall be authenticated by the signatures of the Mayor and City Clerk or such other appointive officer as the governing body may designate. (C.O. 117 § 7, 2-9-16.)

**Sec. A2-31 – A2-40.     Reserved.**

### **Division 3. City Officers**

**Sec. A2-41.     Designation as officers.**

In addition to the district Councilmembers and the Mayor, the officers of the city shall be the City Manager, the City Attorney, the City Clerk, the City Treasurer, and such department heads, members of boards or commissions, and executive officers of such boards and commissions as may be so designated by ordinance. (C.O. 94 § 17, 7-20-04.)

**Sec. A2-42 – A2-50.     Reserved.**

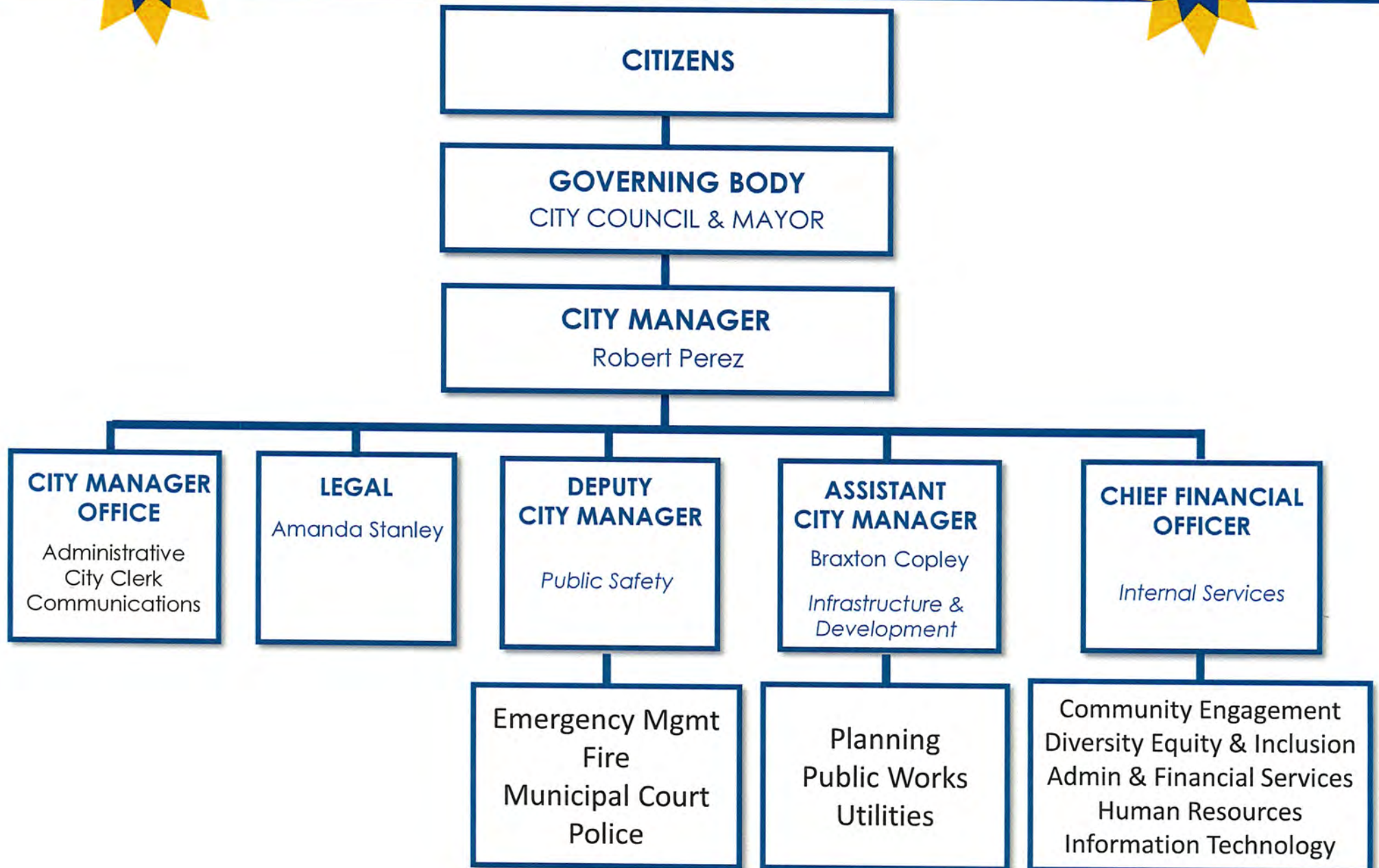
ordinance to approve and sign the contracts. This authority is subject to all legal and administrative reviews and approvals otherwise required by city ordinance.

- (c) To attend all meetings of the Council, and its committees, unless excused, and such meetings of boards and commissions as he or she chooses or which he or she is directed to attend by the Council, and to participate in discussions at such meetings.
- (d) To recommend to the Council such measures and ordinances as he or she may deem necessary or expedient and to make such other recommendations to the Council concerning the affairs of the city as he or she finds desirable.
- (e) To investigate affairs of the city under his or her supervision, or any franchise or contract for the proper performance of any obligation running to the city within his or her jurisdiction.
- (f) To control and administer the financial affairs of the city.
- (g) To prepare an annual budget for submission to the Council.
- (h) To prepare or cause to be prepared the plans, specifications, and contracts for work which the Council may order.
- (i) To supervise the purchasing of materials and supplies and to make recommendations to the Council in connection with the awarding of public contracts and to see that all city contracts under his or her direction or that of the Council are faithfully performed.
- (j) To prepare and submit to the Council such reports as it may require or that the City Manager deems appropriate.
- (k) To keep the Council at all times fully advised as to the financial condition and needs of the city.
- (l) To prescribe such general rules and regulations as he or she may deem necessary or expedient to the general conduct of the administrative departments under his or her jurisdiction.
- (m) When directed by the Council, to represent the city in its intergovernmental relations and to negotiate contracts for joint governmental actions, subject to Council approval.
- (n) To devote his or her entire time to the duties and interest of the city.
- (o) To perform such other duties as may be prescribed by this Charter Ordinance or by ordinance or resolution.
- (p) To provide the Council by February 28 with a written report of the city's financial condition and administrative activities for the prior fiscal year.
- (q) To recommend organization of departments and divisions in the most efficient and economical manner.
- (r) To prepare the agenda for Council meetings. (C.O. 112 § 3, 1-14-14.)

**Tamara Martin Handout**



## ORGANIZATIONAL CHART



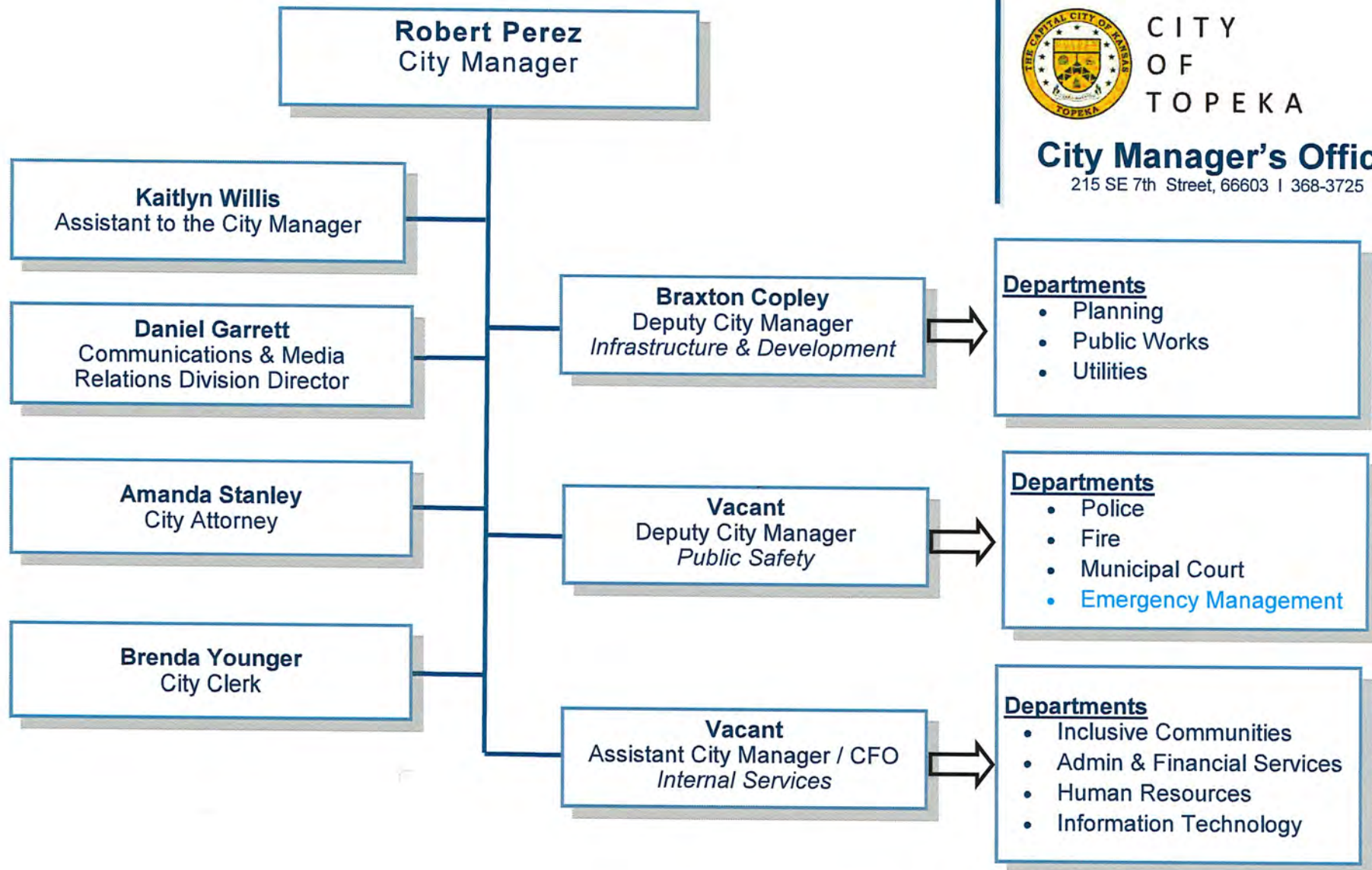




CITY  
OF  
TOPEKA

## City Manager's Office

215 SE 7th Street, 66603 | 368-3725



### City Manager's Office

3.12.2025

The City Manager's Office is responsible for the performance and productivity of all other City departments. It is composed of the City Clerk and Communications Divisions. It is responsible for delivering the highest level of quality information on policy, services and activities of Topeka government.

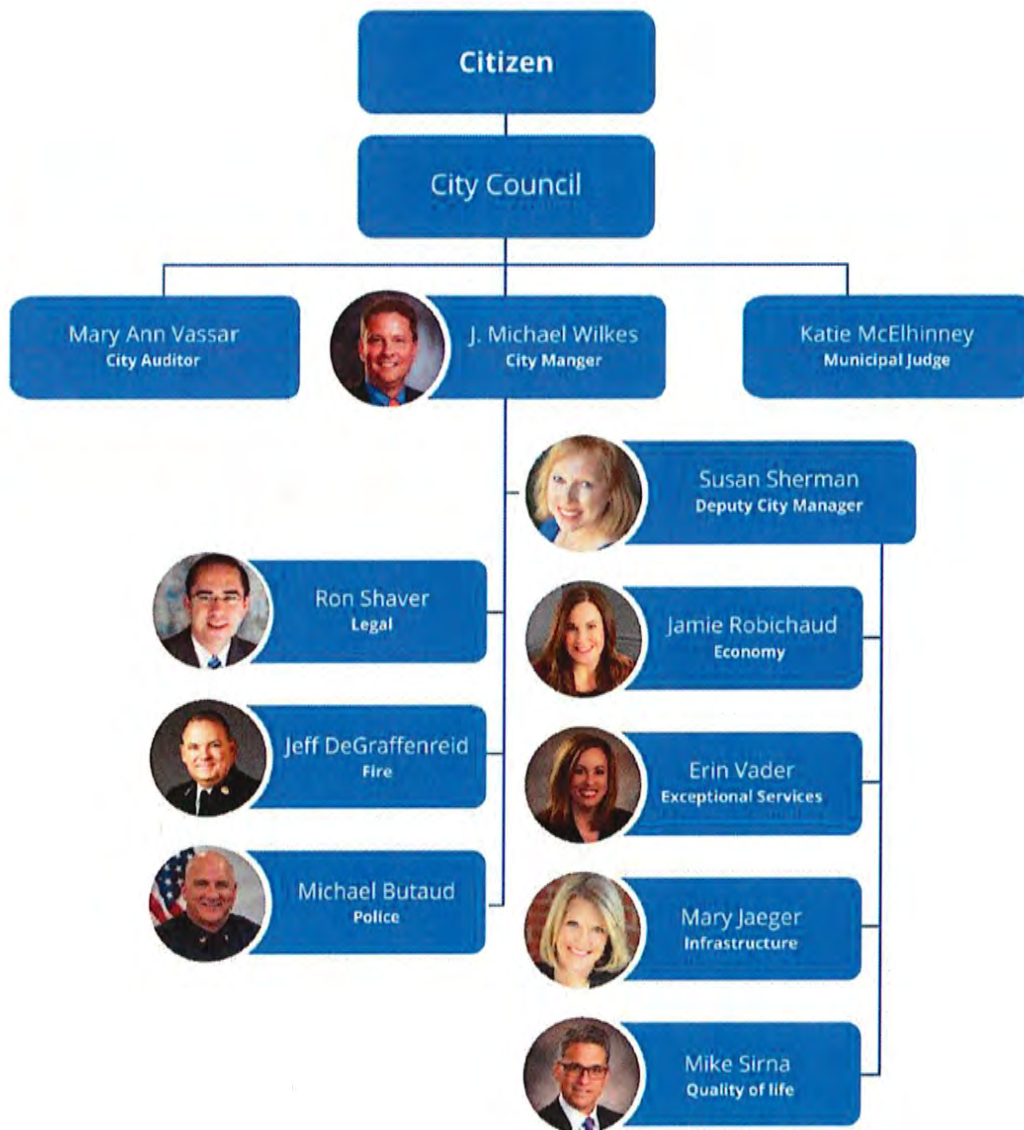


Population 147, 461

Olathe is a first-class city that has council-manager form of Government. Council positions are mayor, two councilmembers elected by city at-large, four councilmembers elected by district. Councilmembers are elected to serve four-year staggered terms.

The Mayor and 6 City Councilmembers make up the City of Olathe's Governing Body which provides leadership to the citizens of Olathe.

1. City Manager's Office (City Manager, Deputy City Manager)
2. Municipal Judge
3. City Auditor
4. Legal
5. Fire
6. Police
7. Economy
8. Exceptional Services
9. Quality of Life
10. Infrastructure





Population - 69,417

Shawnee is a first-class city that has a council-manager form of government. The Mayor and councilmembers are elected to four-year terms. Each ward has two representatives whose terms are staggered by two years. City candidates' terms begin on the second Monday in December after the General Election.

The Mayor and 8 City Council members make up the City of Shawnee's Governing Body, which works to serve the people of the community by representing the people's interests and leading them forward into the future.

1. City Manager's Office (City Manager, Deputy City Manager, & Assistant City Manager)
  - a. Administration
  - b. City Clerk's Office
  - c. Communications
  - d. Municipal Court
  - e. Human Resources
  - f. Legal
2. Community Development
3. Parks & Recreation
4. Police Department
5. Finance
6. Fire Department
7. Public Works





Columbia, MO

Population 129,330

- The City Council consists of seven (7) members, each of whom shall be elected for staggered terms of three (3) years.
- One of the seven (7) council members shall be elected by the qualified voters of the city at large and shall be the mayor.
- The other six (6) council members shall be elected to represent each of the six wards.
- Council members must be qualified and registered voters of the city.



City Leadership  
Department head

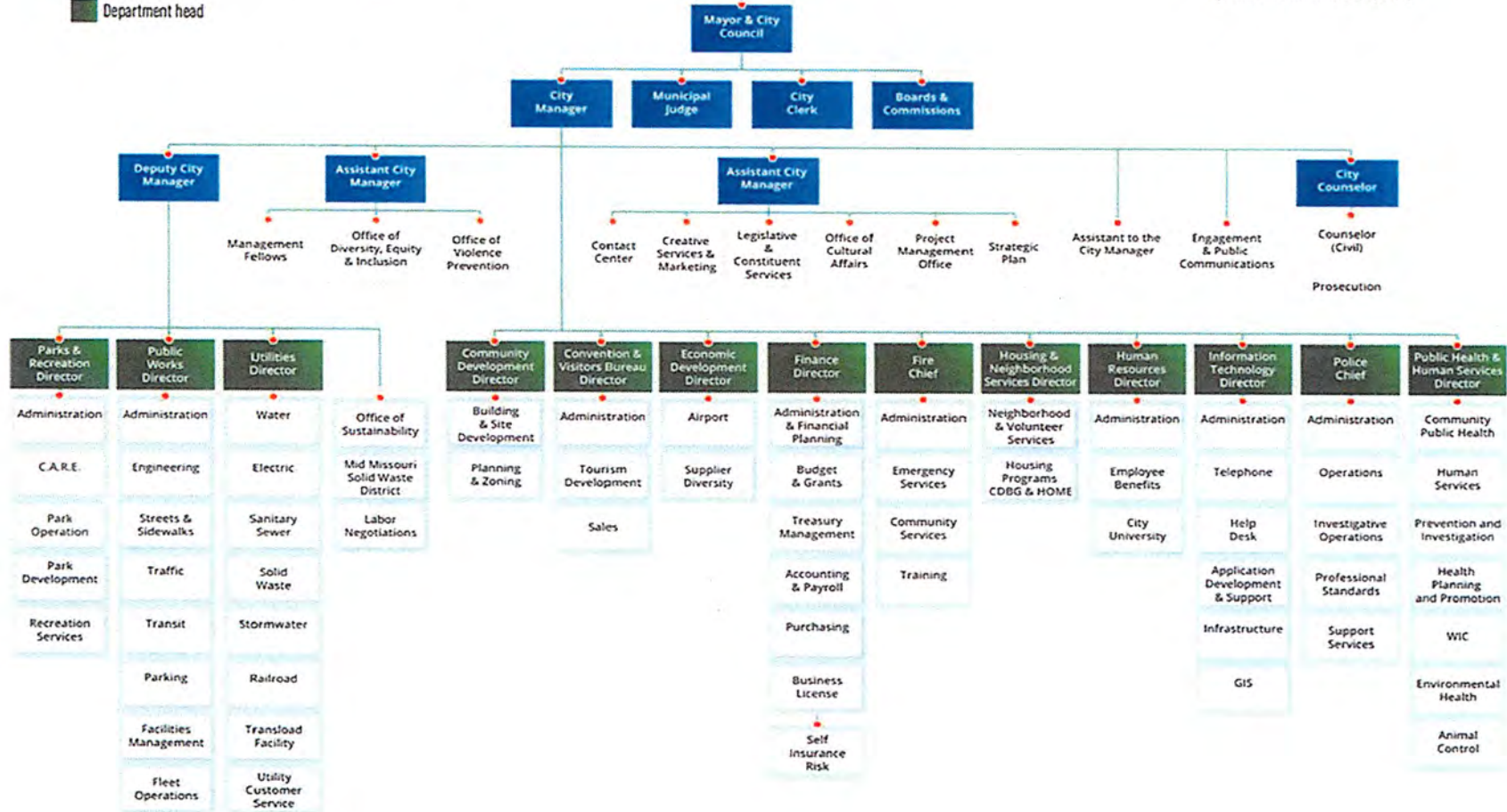
Function or Initiative

CITIZENS OF  
COLUMBIA,  
MISSOURI

# ORGANIZATIONAL CHART

COMO.GOV

Updated: November 6, 2024 (FY 25)



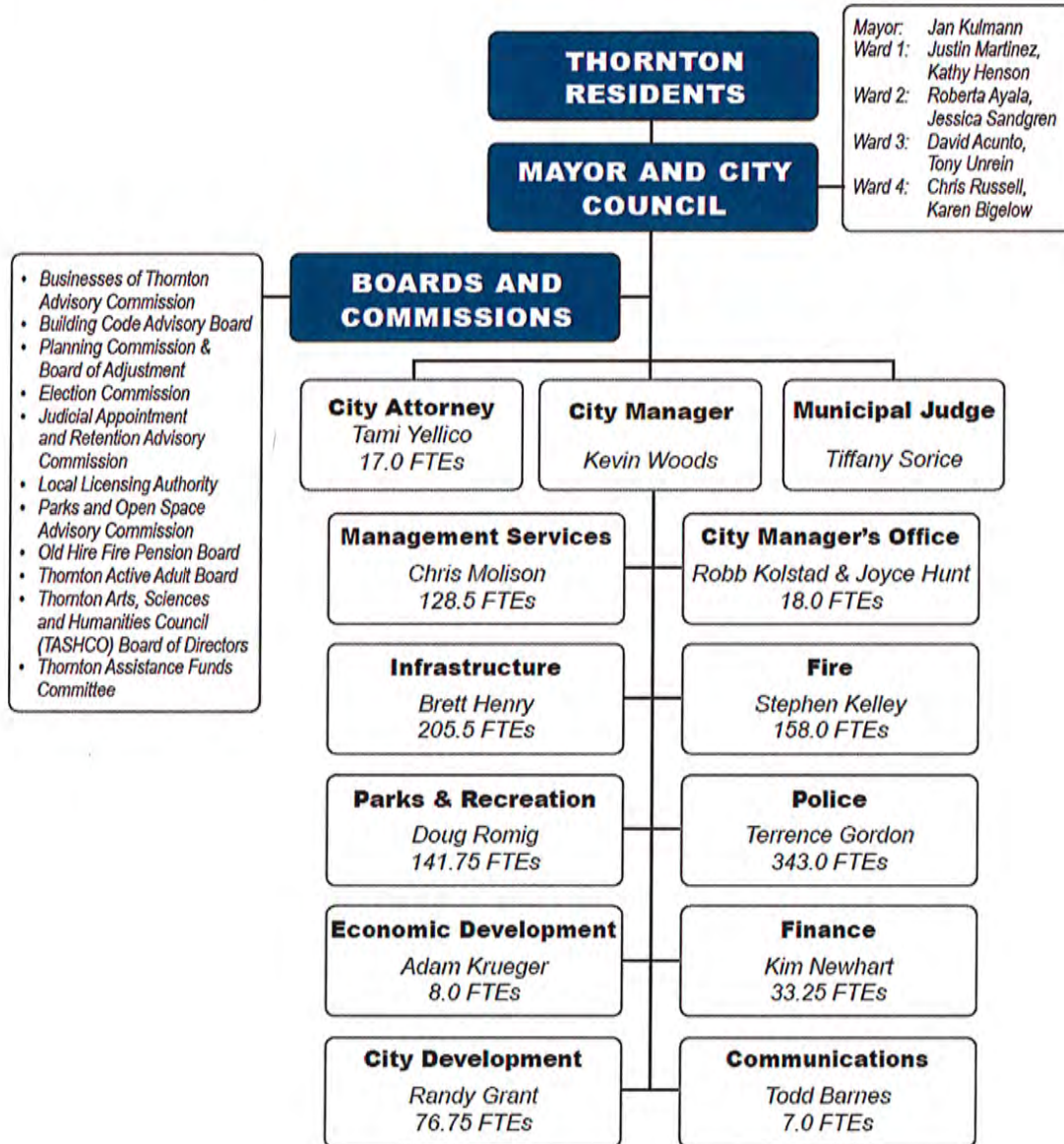


Thornton, Colorado Population 141,867

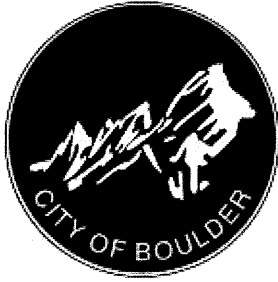
Thornton is a home rule city operating under the Council - Manager form of government. The city council consists of the Mayor, elected at large, and eight Council members, two elected from each of the city's four wards.

The mayor serves a four year term and the council members serve staggered four year terms. Their terms start on the first city council meeting following their election.

# CITY OF THORNTON ORGANIZATION CHART







Population 106,978

The City Council consists of nine members, including a mayor and mayor pro tem. In the 2023 November election, the City of Boulder will conduct Ranked Choice Voting (RCV) for the first time to elect its Mayor. Starting in 2026, the City of Boulder will transition to even-year elections for all municipal candidate races. In order to transition to even-year elections, in the 2023 election the term length for both the Mayor and City Council members elected will be three years. All council members are elected at-large. Councilmembers may serve three terms in a lifetime.

