

Your Guide to City Commission Meetings

Garden City, Kansas



Regular meetings of the City Commission are held on the first and third Tuesday of each month beginning at 1:00 p.m.



We are here to serve the citizens of Garden City and your involvement is crucial. Questions or comments regarding the information included in this brochure should be directed to the City Manager's Office at 620-276-1160.

Contact Us

City Administrative Center
301 N 8th Street
P.O. Box 998
Garden City, KS 67846

Phone: 620-276-1160
Fax: 620-276-1169
www.garden-city.org

Your Guide to the Meeting Agenda

Call to Order: The Mayor calls the Commission meeting to begin.

Pledge of Allegiance and Invocation: Commissioners take turns each meeting to start this procedure.

Approval of Minutes: Approval/corrections to the minutes of the last regular Commission meeting.

Public Comments: An opportunity for citizens to discuss other items on the agenda and to bring up issues or concerns not listed on the agenda. No formal Commission action will be taken on items not listed on the agenda.

Petitions/Ceremonial Matters: Special presentations, requests for city assistance, or announcements towards the beginning of the meeting.

Report of the City Manager: Miscellaneous correspondence for Commission review; not necessarily action items. Also includes monthly staff reports and meeting announcements.

Appropriation Ordinance: Statement of city expenditures to be approved by the Commission.

Ordinances and Resolutions: Ordinances which have been introduced by the Commission at a previous meeting. Public comment is invited at this time.

Old Business: Items continued from previous meetings.

New Business: Items to be reviewed and discussed by the City Commission.

Public Hearings: Hearings on matters of important or legal requirement, often referred by the Planning Commission or another City Commission. Held on dates announced at a commission meeting or by mailed notice and/or newspaper publication.

Consent Agenda: Composed of those items which require only routine review by the Commission. Only one motion is needed for the approval of all items listed on the Consent Agenda. Any Commission Member, staff member, or citizen may require that a specific item be removed from the Consent Agenda for separate action.

Commissioner Comments: Concerns or recognition by each individual Commissioner.

Adjourn: A motion adopted formally ends the meeting.

Thank you for taking the time to read this informational guide to understanding how your city government operates.

This guide will help:

- To assist you in gaining a basic understanding of Garden City's government.
- To explain the proceedings used during Commission meetings.
- To explain how citizens may express issues to the elected body and administrative staff.

City Government

The City of Garden City operates under a Commission/Manager form of government (K.S.A. 12-1001, et. seq.). The Commission, as a legislative body, represents the entire community and is empowered by State Statute and City Ordinance (Chapter 2, Article I & II of the Code of Ordinances) to formulate city-wide policy.

The five Commission members serve at-large for staggered terms. Elections are held each odd-numbered year, where the top two vote-getters are selected for four-year terms and the third-place finisher for a two-year term. Each year in January, the commission also elects one of its members to serve as Mayor for a one-year term.

The City Manager, appointed by the Commission, serves as the Chief Executive Officer and is responsible for the day-to-day administration of City operations.

Agenda

The agenda is used as an official working guide from which the Commission conducts its meetings. The agenda, prepared by the City Manager, includes current legislative statutory and policy issues which must be reviewed by the Commission. The Commission cannot take action on an item not listed on the agenda.

While items are usually placed on the agenda at the request of the Commission or staff members, citizens who would like the Commission to review a particular item should send a request to the

City Commission or the City of Garden City
P.O. Box 998, Garden City, KS, 67846

or

to our City Clerk Celyn Hurtado at
celyn.hurtado@gardencityks.us

The item will be reviewed to determine whether it should be handled administratively, referred to a board or commission, or added to an upcoming Commission agenda.

The Agenda may be reviewed at the City Clerk's office commencing on the Friday afternoon before a Commission meeting. Agenda and minutes are also available on the City's website www.garden-city.org

Purpose of Commission Meetings

1. To discuss and develop policy; and
2. To direct professional staff to analyze, prepare reports, review and administer programs, services and projects for the city; and
3. To establish/amend ordinances (laws) of the community and formally conduct the business of the government; and
4. To provide citizens a forum to voice their concerns, grievances, and appreciation to their elected representatives and professional staff of the city.

Addressing the Commission

Every effort will be made to ensure that citizens have ample opportunity to address the Commission.

You may speak on any item on the agenda that is scheduled for public discussion and determination if directed to do so by the Commission. Items not listed on the agenda will be considered under "Public Comment." Public comments are limited to a five-minute time limit to permit all present to have an equal opportunity to speak.

Speakers should speak directly into the public microphone and state name and address for the record. Presentations should be clear and concise. Groups and organizations are asked to designate a spokesperson whenever possible. Repetition of ideas expressed by other speakers should be avoided.