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Agendas are posted on the Thursday before the Tuesday meeting and can be found online at www.lawrenceks.org/agendas. Printed copies of the agenda will be available on the podium at the entrance to the Commission Room.

To sign up to receive the agendas electronically, please visit www.lawrenceks.org/subscriptions.



City of Lawrence

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CITY COMMISSION

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LAWRENCE CITY COMMISSION

MEETING PROCEDURES/ INFORMATION



City of Lawrence

CITY COMMISSION MEETING PROCEDURES/INFORMATION



Welcome! Your attendance and participation in tonight's meeting is important! To be courteous to people around you, we ask that you please silence your cell phones, pagers, or tablets. Thank you.

The City Commission holds regular meetings on the first and third Tuesday of the month. Work Sessions are held on the second Tuesday of the month.

The City Commission Agenda is split into two sections: Consent Agenda and Regular Agenda or Work Session Agenda.

CONSENT AGENDA:

- All matters listed on the Consent Agenda will be considered under one motion and will be enacted by one motion. There is no separate discussion on these items.
- The Mayor will ask if a member of the Commission wishes to remove an item from the Consent Agenda for discussion. The Mayor will then ask if a member of the public would like to remove an item from the consent agenda for discussion. At that point, a citizen may state which item they would like removed for discussion. After removing items from the Consent Agenda for separate discussion, the remaining items on the Consent Agenda will be considered. The items previously removed will then be discussed and each

item will be voted on separately before moving on to the next part of the Agenda. If a member of the public has requested removal of an item, they should state their question or concern with the item when prompted by the Mayor. The person removing an item off the Consent Agenda will have three (3) minutes for discussion of that item.

REGULAR AGENDA:

- Regular Agenda items will be discussed individually, and voted on individually.
- After presentations by staff and/or the application, the Mayor will open public comment to each item.
- The public will be allowed to speak after being first recognized by the Mayor. Individuals are asked to come to the microphone, sign-in, and state their names. Speakers will be limited to three (3) minutes of public comment and should address all comments/questions to the City Commission. Once public comment has been closed for an item, no further public comment will be allowed.
- After public comment, the Mayor will return discussion of each item back to the Commission for discussion and vote on the item.
- Written correspondence may be given early to be included as part of the agenda packet. In order to be included as part of the agenda packet, written communications must be received by the City Manager's Office by 12:00 p.m. on the day of the meeting. Communications received after 12:00 p.m. will be printed and given to the Commissioners at the meeting rather than being included as part of the online agenda. Correspondence should be sent electronically to bjwalthall@lawrenceks.org.

WORK SESSIONS:

- Work Sessions are held the second Tuesday of each month.
- Work Sessions provide an opportunity for the City Commission to discuss items in greater detail. As a general practice, the Commission will not make decisions on items presented during this time; rather they will refer the items to staff for follow-up if appropriate..
- Public comment related to the work session topics will be allowed at the end of the discussion on each item. Each person will be limited to three (3) minutes for public comment.

GENERAL PUBLIC COMMENT:

The public is allowed to speak to any items or issues that are not scheduled on the agenda after first being recognized by the Mayor. Each person will be limited to three (3) minutes of public comment. As a general practice, the Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time, rather they will refer the items to staff for follow up, if appropriate.

Individuals are asked to come to the microphone, sign in, and state their name. Speakers should address all comments/questions to the City Commission.

