



**LEE'S SUMMIT**  
MISSOURI

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**A CANDIDATE  
INFORMATIONAL WORKSHOP  
IS BEING HELD IN THE COUNCIL  
COMMITTEE ROOM  
ON WEDNESDAY, JANUARY 10, 2018  
AT 6:30 P.M.**

**THIS IS AN INFORMATIONAL MEETING  
ONLY.**

**THERE IS A POSSIBILITY OF A QUORUM OF  
THE LEE'S SUMMIT CITY COUNCIL**

**NO CITY BUSINESS WILL BE DISCUSSED**

**WELCOME**  
Candidate Informational Meeting  
January 10, 2018  
*Yours Truly*

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**Introduction of Staff**

- **Steve Arbo, City Manager**
- **Brian Head, City Attorney**
- **Trisha Fowler Arcuri, City Clerk**
- **Ryan Elam, Dir. Of Dev. Services**

*Yours Truly*

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**CITY COUNCIL MEETINGS**

City Council meetings are held on the  
First 3 Thursdays of each month.

The 2<sup>nd</sup> Thursday of each month is typically  
Scheduled for non-legislative items.

Special Sessions are held as needed.

*Yours Truly*

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**CAMPAIGN REPORTING**

Candidates must submit forms per State, County and City laws

**2018 THE MEC GUIDE TO ETHICS LAWS  
A PLAIN ENGLISH SUMMARY**

Was provided when candidate filed

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Missouri Personal Financial Disclosure form.  
File original with Missouri Ethics Commission by

**January 30, 2018**  
and a copy sent to the City Clerk.  
(SEE PAGES 8 and 9 OF MEC GUIDE)

*Yours Truly*

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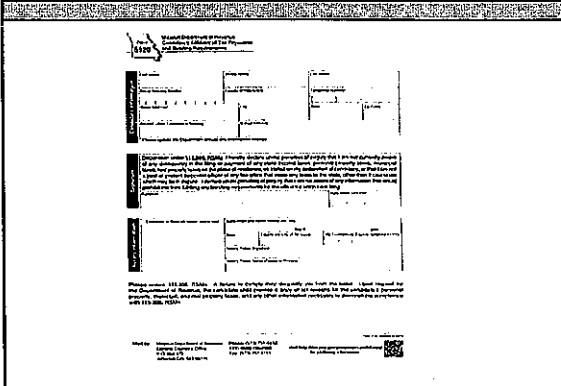
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*Yours Truly*

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**2018 Calendar  
Election Disclosure Dates**

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Submittal dates for  
campaign forms

*Yours Truly*

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**IMPORTANT DEADLINE:**

All necessary campaign disclosure report forms **MUST** be submitted prior to swearing in of successful candidates.

*Yours Truly*

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**CANDIDATE FORUMS**

Chamber of Commerce  
forum for all City Officials and  
School Board candidates

Homeowner's Associations

*Yours Truly*

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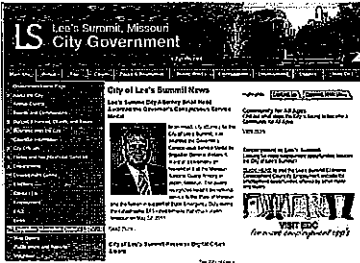
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**CITY'S WEB SITE**  
<http://cityofls.net/>

Meeting information



*Yours Truly*

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**Items on City Web site:**

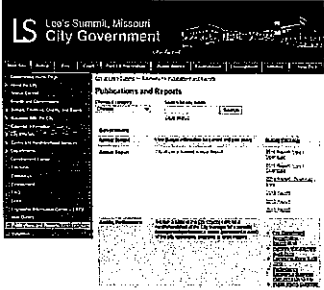
Charter

Code of Ordinances

UDO (Zoning Ord.)

Capital Improvement  
Projects (CID)

Master Plans and  
Studies



*Yours Truly*

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**POST-ELECTION**

Submittal of campaign forms

Oath of Office: April 12, 2018

New Council Orientation

April 5, 2018 - 3:00 p.m. & 6:15 p.m.

May 10, 2018 - 3:00 pm. & 6:15 p.m.

*Yours Truly*

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**Post Election:  
Electronic Communication  
and  
City Council Packets**

- Creation of City Email account for city oriented communication (subject to Open Record Requests)
- Surface Pro's provided
- Packets available on Friday
- Access packet from Web

*Yours Truly*

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**Missouri Municipal League**

MML Elected Officials Training Conference  
June 7-8, 2018  
Columbia Holiday Inn Executive Center

*Yours Truly*

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**CAMPAIGN SIGN  
GUIDELINES**

Ryan Elam  
Director of  
Development Services

*Yours Truly*

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**SIGN REGULATIONS – UNIFIED  
DEVELOPMENT ORDINANCE (UDO)**

➤ AG, Agricultural District

- 1 per lot or property per candidate or issue
- 40 sq. ft. maximum sign area

➤ Single and 2Family Residential Districts

- 1 per lot per candidate or issue
- 6 sq. ft. maximum sign area

*Yours Truly*

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### UDO Continued

➤ Multi-Family Districts

- 1 per lot or property per candidate or issue
- 40 sq. ft. maximum sign area

➤ Commercial and Industrial Districts

- 2 per building or lot per candidate or issue
- 40 sq. ft. maximum area

❖ LOCATION – 10 feet from back of curb (ALL)

❖ TIME LIMITS – Duration of event (ALL)

*Yours Truly*

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### CLIFF NOTES

- Sight Triangle – Cannot impede traffic sight lines
- Signs in the street right-of way will be removed by staff
- Complaints of sign violations – Direct to Planning and Codes – Do not remove them
- Signs can be double sided
- V – shaped signs count as 2 signs

*Yours Truly*

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### CAMPAIGN SIGN QUESTIONS

Contact the  
Development Center  
969-1200

*Yours Truly*

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**CITY CHARTER**

Legislative Authority: City Council  
Article III

Executive Authority: Mayor  
Article IV

Chief Administrative Officer: City Manager  
Article V

*Yours Truly*

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**CONFLICT OF INTEREST**

Code of Ordinances:  
Chapter 2  
Article III

*Yours Truly*

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**Missouri Errors and Omissions coverage**

*Yours Truly*

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**WHAT TO EXPECT...**

Steve Arbo  
City Manager

*Yours Truly*

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**Citizen/Constituent Issues**

- Opportunity for citizen contact to be made with potential future official
- Bringing up "old issues" that were not resolved to citizen's satisfaction
- System-wide solutions vs. individual needs

*Yours Truly*

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**Commitment by staff:**

- Open-minded to issue
- Fair and helpful
- Give full explanation of outcome

*Yours Truly*

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**Requests for information**

- All information is shared equally among all candidates during the campaign period.
- Common form of communication will be through email system
- If request for information consumes significant resources, city will seek reimbursement of costs

*Yours Truly*

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**The City of Lee's Summit**  
**Final Agenda**  
**Newly Elected Officials Orientation**

Thursday, April 12, 2018  
3:00 PM  
City Council Committee Room  
City Hall  
220 SE Green Street  
Lee's Summit, MO 64063

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\*\*\*\*\*2018 ELECTED OFFICIALS TRAINING\*\*\*\*\*

**LEE'S SUMMIT  
CITY COUNCIL**

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New Council Orientation  
2018

**LS**

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**WELCOME**

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Mayor  
**Randy Rhoads**

**LS**

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**INTRODUCTIONS**

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## Council Policies and Communications



City Manager  
Steve Arbo

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- Council Compensation & Stipends
- Council Travel Policy
- Communications between Council and City Staff

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## Citizens Concerns: How to Report

We have an email tracking system for your exclusive use as an elected official.

Please report any incidental service requests or citizen concerns to the following email address:

[citymgrsoffice@cityofls.net](mailto:citymgrsoffice@cityofls.net)

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**Questions or Concerns from an Elected Official  
my be directed as follows:**

Stephen Arbo - City Manager

- General Administration of City, Staff / Elected Official Relationships
- Broader community concerns
- Human Resource Services
- Police Department Matters
- Fire Department Matters

Christal Klewer-Weber - Assistant City Manager - Operations

- Fleet Division
- Municipal Court Operations
- Water Utilities
- Public Works
- City Clerk's Office

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Mark Dunning - Development and Creative Services

- Development Matters  
(Zoning, Building Permits, Economic Development)
- Creative Services  
(Marketing, External and Internal Communications)
- Cultural Arts

Nick Edwards - Assistant City Manager - Administration and Support

- Information Technology
- Central Building Services
- Financial Operations

**LS**

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**Legal**



**City Attorney  
Brian Head**

**LS**

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- **Conflict of Interest**

- **Sunshine Law**

- **Meeting Rules**



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## **SUNSHINE LAW**

RSMo, Chapter 610

- **Closed Sessions and Confidentiality**

- **Conflicts of Interest**

- **Open Records**

- Copy email to [Clerk@cityofls.net](mailto:Clerk@cityofls.net)



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## **MEETING RULES**

### **HANDBOOK:**

- **Council Rules**

- **Meeting Protocol**

- **Meeting Process**

- **Making Motions**

- **Voting**

- **Robert's Rules of Order**



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**Information Technology  
Services (ITS)**  
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**Chief Technology Officer  
Steve Marsh**



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- Surface Pros / How To Use
- Email System / How to access, vaulting and mailbox cleanup
- Overview of VoteCast, and iLegislate
- How To Get Help From ITS



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**Timeframe for account and device  
access**

April 5<sup>th</sup>:  
Overview of ITS Services

April 12<sup>th</sup>:  
City Email Addresses go live  
Set initial passwords for access

April 12<sup>th</sup>-19<sup>th</sup>  
Meetings with ITS to acquire computers  
Introduction to VoteCast, and iLegislate



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**Orientation**

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**City Clerk**

**Trisha Fowler Arcuri**

**IS**

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**Orientation**

Three Sessions:

- 1<sup>st</sup> Session – Overview – April 5, 2018 at 3:00 pm
- 2<sup>nd</sup> Session – New Elected Official – facilitated by Mr. Joe Lauber – April 12, 2018 at 3:00 pm
- 3<sup>rd</sup> Session – Tours of City Facilities and Work Session – May 10, 2018 starting at 3:00 pm

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**COUNCIL MEETINGS:**

- **Regular and Special Sessions**
  - > First three Thursdays
  - > Per Charter, at least once a month
  - > Quorum
- **Calling a special meeting**
  - > Mayor
  - > Four Council members
- **Adding items to the agenda**
  - > Mayor
  - > Committee

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**Where's the camera?**



**What are "Talk Lights"?**



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**COUNCIL PACKETS**

- How and when to access
- Packet form
- Backup information (attachments)



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**ITEMS ON AGENDAS**

- Opening Roll Call
- Public Comments – 10 minutes total
- Council Comments – 5 minutes total



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**Motions and Process  
Agenda Items**

- Consent Agenda
- Ordinances
- Resolutions
- Presentations
- Proclamations
- Public Hearing Process and Motions
- Other Business



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**FINAL AGENDA ITEMS**

- Council Committees & Liaisons
- Council Roundtable
- Staff Roundtable



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**OPTIONAL TRAINING  
AND SEMINARS**  
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**MML  
POP-UP TRAINING CONFERENCE**

Saturday, April 28, 2018  
9 AM - 3 PM  
Civic Center  
El Dorado Springs, MO



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**MML  
ELECTED OFFICIALS  
TRAINING CONFERENCE**

June 7 and 8, 2018  
Columbia Holiday Inn  
Columbia, MO



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**MID-AMERICA REGIONAL  
COUNCIL (MARC)**

22<sup>nd</sup> Annual Regional Assembly  
June 8, 2018  
Intercontinental Kansas City at the Plaza  
Kansas City, MO



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# LEE'S SUMMIT MISSOURI

## Candidate Information 2018

(9/26/17 LS Chamber Community Event)

*The role of the Mayor and City Council includes providing leadership, promoting positive relationships, and modeling good governance.*

### A. Commitment:

1. City Council meetings are the first 3 Thursday nights of each month.
2. Mayor serves on monthly Boards: LS Chamber, LS Economic Development Council, Little Blue Valley Sewer District, and the Mid-America Regional Council.
3. City Council Committee Assignments –monthly meetings:

Community and Economic Development Committee
City Council Rules Committee
Finance and Budget (meets more frequently during Budget process)
Legislative/Inter-Governmental Relations
Public Works Committee

4. Liaison Assignments – monthly meetings:

Arts Council	Lee's Summit CARES
Bi-State Commission	License Tax Review Committee
Board of Aeronautic Commissioners	Livable Streets Advisory Board
Downtown Main Street	Parks and Recreation
Chamber of Commerce	Public Safety Advisory Board
Economic Development Council	Water Utilities Advisory Board
Historic Preservation	Youth Court
Housing Authority	

### B. Annual Compensation: (eff May 2018)

- Mayor \$30,000 + \$500/month car allowance
- Councilmember \$11,400 + \$250/month car allowance
- Mayor Pro Tempore \$1,200 (additional)

### C. Additional Citizen Opportunities:

1. Boards and Commissions Interest Form: <http://cityofls.net/City-of-Lees-Summit/Boards-and-Commissions/Committee-Interest-Form>
2. Police Dept. Citizens Police Academy:  
<http://cityofls.net/Police/Programs-and-Services/Citizens-Police-Academy>
3. Applications for the 2018 Citizen's Leadership Academy will be available on the City's website mid-November 2017.

Items ITS add to laptops

## Documents for new Council

### City Clerks:

- Code of Ordinances
- ~~Council Goals & Priorities~~
- Guide to City Government Handbook/
- Operational Assessment Report (from Administration)

### Finance:

- Annual Financial Report
- Current Year Budget
- Travel and Meeting Policy

### ITS:

- Aerial street atlas
- Large City Council district map
- Large color aerial map
- Large street map

### Planning:

- Comprehensive Master Plan 2005
- Major Development Projects Map – short term forecast
- UDO

### Public Works:

- Access Management Policy
- Airport layout plan update narrative report
- Airport Master Plan
- CIP
- Design and Construction Manual
- Level of Service Policy
- Overlay map

## Councilmember Preferred Contact Information

Please provide the following information so that we can best communicate with you and offer the appropriate information to citizens for communication. The first section pertains to public information; the second section is strictly for staff contacts. If you have any questions, please contact Julie Pryor, Executive Assistant, at 969-1010.

### **I. Public Information:**

Please write your name as it should appear on all city business, correspondence, literature, name plates, name tag, etc.

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Please provide your home address for inclusion in city literature and citizen information distribution.

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Please provide the primary phone number that you would like distributed as the means for constituents to contact you regarding city business and indicate whether it is home, work or cell phone.

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Please provide your e-mail address that you would like to use for public information for constituents and for inclusion on the city website.

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### **II. Staff information only:**

Please provide additional information that you would like to remain **privy to staff only**, for example, if you provide a home phone for citizens to contact you, but would like to give staff the opportunity to contact you at your workplace or cell phone number.

Phone Numbers (please indicate whether work, home, cell)

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E-mail address for staff contact if different than the one provided for public information:

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Spouse's (Significant other) name:

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Additional information or comments:

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## Items for New Council

City Hall Phone Card  
City Phone Directory – print from Intranet  
City Logo Pins  
Name Plate for meetings  
Personalized Name Tag  
Photo ID

## Letters to New Council:

City Clerk:  
    Welcome letter regarding ethics commission  
City Administrator  
    Welcome letter regarding orientation  
Mayor  
    Congratulations and welcome