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P. Hrngs. _____
Pgs. 6
Filed: 11-13-12

Sponsored by: Stephens

COUNCIL BILL NO. 2012- 346

RESOLUTION NO. 10011

A RESOLUTION

1 APPROVING the creation of a Sexual Orientation and Gender Identity Citizens' Task Force
2 and setting the scope of duties for this task force.
3
4

5 WHEREAS, in response to feedback received from citizens of the City of Springfield, the
6 City Council has determined that a more in-depth study of the Sexual Orientation and Gender
7 Identity antidiscrimination provisions should be undertaken by a panel of citizens selected by
8 Council; and
9

10 WHEREAS, on August 27, 2012, Councilman Bieker moved and Council approved to
11 table Amended Council Bill 2012-226 and Council Bill 2012-248 and appoint a task force to
12 review the issue and make recommendations to Council on how to proceed; and
13

14 WHEREAS, the City Council has reviewed the proposed scope of duties the Citizens'
15 Task Force is to undertake which is attached to this Resolution as "Exhibit A" and finds that the
16 scope of duties will fulfill the purpose stated by Council to obtain additional input on the Sexual
17 Orientation and Gender Identity antidiscrimination provisions.
18

19 NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
20 SPRINGFIELD AS FOLLOWS:
21

22 Section 1 - The City Council adopts the scope of duties for the Sexual Orientation and
23 Gender Identity Citizens' Task Force attached hereto as "Exhibit A".
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25 Passed at meeting: November 19, 2012

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27 
28 Mayor

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30 Attest:  Assistant
31 City Clerk
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34 Filed as Ordinance: November 19, 2012
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37 Approved as to form: , City Attorney
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40 Approved for Council action: , City Manager
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EXPLANATION TO COUNCIL BILL NO. 2012 - 346

FILED: 11-13-12

ORIGINATING DEPARTMENT: City Manager

PURPOSE: Approving the creation of a Sexual Orientation and Gender Identity Citizens' Task Force and setting the scope of duties for this task force.

BACKGROUND:

Upon citizen comments and further review of the Sexual Orientation and Gender Identity Ordinance (Council Bill 2012-226) the City Council has determined that a more in-depth study of the Sexual Orientation and Gender Identity issue should be undertaken by a citizen-based task force selected by Council.

In order to meet the requirements for the citizen-based task force, the City Council needs to adopt the scope of duties for the Sexual Orientation and Gender Identity Citizens' Task Force attached hereto as "Exhibit A".

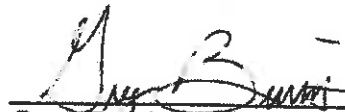
REMARKS:

Submitted by:



Dan Wichmer, City Attorney

Approved by:



Greg Burris, City Manager

EXHIBIT A

The City Council of the City of Springfield, Missouri approves the creation of a Sexual Orientation and Gender Identity Citizens' Task Force with the following membership and scope of duties:

I. Membership

- Membership shall consist of 18 members, selected by the following means:
 - Each City Council member will nominate one (1) person to serve as voting members, for a total of nine; each Council member should ascertain the willingness to serve of the person he/she nominates.
 - Six (6) additional voting members will be nominated by the Public Involvement Committee from applications solicited from the municipality; the slate of nominees will be submitted to the Mayor; the Mayor will review the slate to ensure there is sufficient citizen diversity and will approve or reject the slate. If approved by the Mayor, the slate of fifteen (nine from City Council and six from the Public Involvement Committee) will be submitted to the entire City Council for approval.
 - Two (2) additional non-voting members will be nominated by the Public Involvement Committee to serve as alternate members, willing to step in if a voting member must be replaced.
 - One (1) non-voting chairperson will be selected by the Mayor. This chairperson will have the responsibility of keeping the investigative process and decision-making process on track. The chairperson does not have a vote so that he/she can focus on the process and not necessarily the content.

- The City Attorney shall serve as an *ex officio* member of this committee.

II. Scope of Duties

- Research and investigate the level of discrimination in Springfield because of sexual orientation or transgender issues and the level of urgency to resolve any identified problem. Also, research and investigate the appropriate level for solution if any problems are identified, whether that level be local, county, state, or federal.

- Meet with a variety stakeholders to collect input and hear various perspectives, including, but not limited, to GLBT members, not-for-profit advocacy groups, private businesses, the medical community, the business community, the faith-based community, the academic community, and any other group with which the Committee desires to meet. This Task Force may consider any option.

- Provide written recommendations to the Mayor and City Manager, ranking the one or more recommended options that should be considered, recognizing that City Council must ultimately approve any proposal. In addition to ranking the Task Force's recommendations, the report should indicate the advantages and

disadvantages of each option considered from the perspective of the citizens of Springfield.

III. Time Frame

- The Task Force is to submit its written report to the City Council and City Manager by June 30, 2013; however, Council may extend this deadline if deemed necessary to allow the Task Force ample time to complete its charge. This will be a public report to be posted on the City's website.

Procedures for Meetings of City Appointed Boards, Commissions, Committees, Subcommittees, and Task Forces

All items that are listed have been taken from the Missouri Sunshine Law, the ethics handbook, or Roberts Rules of Order based on the City of Springfield policies.

- A. All meetings of the committee or subcommittee are public meetings and must be conducted in accordance with the **Sunshine Law**.
<http://ago.mo.gov/pdf/MissouriSunshineLaw.pdf>
- B. All committee and subcommittee meeting **agendas** must be **posted** not less than 24 hours prior to the scheduled meeting.

A meeting agenda showing the name of the board, commission, committee, subcommittee or task force; the time, date, location of the meeting; ADA compliance statement (* see example below), and the proposed topics of discussion should be sent to the City Clerk's Office by 12:00 p.m. on the Friday of the week preceding the meeting. This allows the City Clerk's Office to post the meeting and reflect it on the City's calendar of weekly events. Remember, weekends and holidays do not count in the 24-hour posting requirement.

- C. **Agendas** must be followed and **minutes** must be taken.

The chair(s) are responsible for creating an agenda, ensuring that minutes are taken at all meetings, and that those minutes are reviewed and approved by the committee members during a subsequent meeting and forwarded to the City Clerk's Office. Minutes must be maintained for all meetings and subcommittee meetings of the body. These minutes should contain a record of the attendance of the committee members, a concise summary of the discussion, and a record of all actions taken by the committee. The minutes should be brought back to the next committee meeting for approval by the applicable committee or subcommittee. After approval has been given, the approved minutes should be sent to the City Clerk's Office, either electronically or by hard copy, to be maintained as a public record. The chair(s) also are responsible for maintaining decorum

during the meetings and ensuring that the agenda items are addressed. When introducing new items, please keep in mind that agenda items must be posted 24 hours before the meeting.

D. A quorum of the committee or subcommittee must be in attendance.

A quorum of the committee or subcommittee must be in attendance for the committee to have a meeting. A quorum is defined as a majority of the entire membership.

E. Correspondence must be maintained for the body.

Any correspondence by any means, (i.e., letters, emails, etc.,) that goes to a quorum of the committee or subcommittee must be maintained as a public record and should be filed with the City Clerk's Office either electronically or by hard copy.

F. Any City board, commission, committee, or task force desiring to make a purchase or establish a contract using public funds must comply with the City of Springfield Purchasing Office's guidelines. These entities are to contact the City's Purchasing Office (864-1637) to determine the proper purchasing/contracting procedure before initiating the process.

For general consideration, users of public funds for *capital projects* must comply with the following requirements:

- Contracts for the purchase of goods or services exceeding \$20,000 require formal advertising.
- Informal or formal bids exceeding \$5,000 may be made utilizing either an Invitation to Bid or a Request for Proposal (RFP).
- Whenever possible or practical, the City of Springfield agrees to use small or disadvantaged businesses and to use potential vendors from within the greater Springfield metropolitan area.
- Specific guidelines are included in the City of Springfield Purchasing Office Guidelines to address the contracting for services by architects, engineers and surveyors.
- A bid bond is required for all competitive, sealed bidding for bonds or construction contracts.
- Except for minor repairs, construction contracts funded with public dollars—generally, typically and most of the time—are required to pay prevailing wages.
- When a construction contract is awarded for an amount exceeding \$25,000, contract performance and payment bonds are required.
- All contracts, as well as any amendment, addendum or change order which increases the amount of the contract, shall include certification

by the City's Director of Finance that funds are available to execute the contract.

****In accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 864 -1443 at least three days prior to the scheduled meeting.***