

City Council Agenda Summary Sheet (Non Purchases)

Agenda No: City Council Rules of Procedures
Date: January 15, 2004
Prepared By: Susan Galeczka, City Council Liaison
City File No: N/A

Meeting Date: January 15, 2004

PURPOSE:

To introduce Amendments to *City Council Rules of Procedure* for the following:

- Article V, Order of Business and Agenda, Section 01 (A) Regular Meeting and (B) Work Sessions
- Article V, Order of Business and Agenda Section 02 (b) Consent Agenda
- Article V, Resolutions, Ordinances and Motions, Section 05, Recording Of Votes (A) Voice (viva voce) or Roll Call Votes (iv)

Pursuant to Article IX, Suspension And Amendment Of These Rules, Section .02, Amendment of these Rules, it states that “These rules may be amended or supplemented by a vote of a majority of the Council currently holding office, provided that no vote to amend shall take place at the same meeting at which such amendment or supplement is initially proposed”

DISCUSSION:

Article V, Order of Business and Agenda, Section 01 (A) Regular Meeting and (B) Work Sessions: City Council at its regular meeting of December 12, 2002 approved the purchase of Legistar, a legislative tracking system. A Legistar Team was established consisting of Bev Jasinski, Kevin Krajewski, Margaret Strate, Maureen Gentry, Rochelle Lyon and myself. At the onset of the project, the Team determined that the best approach was to first utilize the system without any customizations. This resulted in standardizing the agendas and minutes for City Council, City Council Communication Committees, Planning Commission, Zoning Board of Appeals, Historic Districts Commission and Advisory Traffic and Safety Board. We are asking Council to conform to these standardizations and change the Order of Business as presented in the attached Sample Agendas. If Council concurs with this request, Article VI, Section 01 (A) and (B) will need to be amended to reflect these changes. A copy of the proposed changes has been provided for your review.

Article V, Order of Business and Agenda, Section 02 (b) Consent Agenda: President Dalton will bring forward a proposed change to how the Consent Agenda may be better handled. If Council is in agreement with his suggestion, an amendment to this Section will be necessary to delete subsection (iv) of Article VI, Section 02.b

Article V, Resolutions, Ordinances and Motions, Section 05, Recording Of Votes (A) Voice (viva voce) or Roll Call Votes (iv): With the implementation of remote cameras in the Auditorium and programming of these cameras, the Media Specialists have requested that Roll

Call votes be taken in the order that Council is seated at the dais. Currently the *City Council Rules of Procedure* state “on the first Roll Call Vote at any meeting, the President shall be called to vote first and other Council Members shall then be called to vote in alphabetical order. On each succeeding vote taken at a meeting, the vote shall be taken in the same sequence as the prior vote except that the person voting first in the prior vote shall vote last.” We are suggesting that the *Rules* be changed to stated that the President shall be called to vote first, the Vice President shall be called to vote second and other Council Members shall then be called to vote in alphabetical order.

FISCAL INFORMATION:

If Council decides to keep its current agenda format, customization would be required at a cost of \$200.00 per hour. Total cost would require an estimate from Daystar Computers based on what Council determined it would want. Also, customizations would further delay implementation of the Legistar Project.

RECOMMENDATION:

To accept the proposed changes to *Council Rules of Procedure* and have them brought forward at the February 4, 2004 Council Meeting for adoption.

ATTACHMENTS:

- Sample Agendas
- Proposed Changes to *City Council Rules of Procedure*

Department Authorization: [Click **here** and type your director's name]

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA