

City of Seward, NE

Tuesday, May 5, 2015

Regular Session

Item G9

CONSIDERATION OF AN ORDINANCE ESTABLISHING A DEADLINE FOR REQUESTING ITEMS BE PLACED ON THE CITY COUNCIL AGENDA - Councilmember Singleton

Administrative Report: This is a request from Councilmember Singleton. The intent is to have a consistent policy regarding when the council and public may place items on the agenda and allow the Mayor the flexibility to add items up to the 24 hour statutory deadline. This will allow the Mayor and his/her staff, especially the City Attorney, adequate time to ensure that the agenda items are clearly and accurately described in compliance with the Open Meetings Act. It will also provide the Mayor and his/her staff time to gather information for the council's discussion.

Allowing the mayor to adjust the agenda up to the statutory deadline of 24 hours prior to the meeting would give the mayor the necessary flexibility to adjust the agenda based on the requests that come in after Wednesday.

For example, let's say we were holding an agenda item because we were waiting for information that then arrived after Wednesday. This ordinance would give us the flexibility to place it on the agenda.

Another example may be if someone brought in an application for a special designated liquor license after the Wednesday deadline. Since these applications don't usually take much time on the agenda, we would be able to add it to the agenda for the upcoming meeting.

Staff Contact:

ORDINANCE NO.

AN ORDINANCE TO AMEND AND REVISE SEWARD MUNICIPAL CODE SECTION 1-600, CITY COUNCIL AGENDAS, POSTING NOTICES & ITEMS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD AS FOLLOWS:

SECTION 1. That Section 1-600 CITY COUNCIL AGENDAS, POSTING NOTICES & ITEMS is hereby amended and revised as follows:

1-600 CITY COUNCIL AGENDAS, POSTING NOTICE & ITEMS: All requests for City Council Agenda items shall be presented in writing to the Mayor, City Administrator or City Clerk. In addition to requesting agenda items at the designated time during Council meetings, Council members may request items to be placed on the agenda at the next regularly scheduled meeting, if feasible, by written request. Any member of the public may request an item for the Council Agenda or Administrative Action by filling out a request form entitled "Request for Council Agenda Item or Administration Action". This form is available at City Hall, or can be downloaded from the City's website at cityofsewardne.com. The deadline for the Council and the public for adding items to the Council agenda shall be 12:00 p.m. on the Wednesday preceding each regular meeting, unless the item is determined to be of an emergency nature. The item requested will either be placed on the next regularly scheduled Council meeting agenda, if feasible, or handled Administratively if a policy is already in place. The Mayor and Council will be provided copies of all requests submitted. The Governing Body Council shall have the right to modify an agenda only for items of an emergency nature. The deadline for the Mayor to add items to the Council agenda shall be twenty four hours before the commencement of the meeting, unless the item is determined to be of an emergency nature.

The method of communicating advance notice of the regular and special meetings of the City Council shall be made by posting notice of such meeting with the Agenda thereon, in the following public places of the City of Seward, Nebraska:

The front entrance of City Hall;

The front entrance of the City Library;

The bulletin board in the Seward County Courthouse; and

The front entrance of the City Municipal Building

Such notice shall contain the time and specific place for each meeting and either an enumeration of the agenda subjects known at the

time of the notice, or a statement that such an agenda kept continually current shall be readily available for public inspection at the office of the Municipal Clerk. Except for items of an emergency nature, the agenda shall not be altered later than twenty-four hours before the scheduled commencement of the meeting. The Mayor will present any request for an emergency item at the beginning of the next regularly scheduled meeting, and the item will be subject to the final determination and approval of the City Council.

Section 2. Pamphlet form; publication, when operative. This ordinance shall be published in pamphlet form and shall be in full force and effect from and after its passage, approval, and publication as required by law and city ordinance.

Dated this 5th day of May, 2015.

CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

ATTEST:

Bonnie Otte
Assistant Administrator/
Clerk-Treasurer/
Budget & Human Resource Director