

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 17, 2009 AGENDA**

Subject:	Type:	Submitted By:
COUNCIL POLICY STATEMENT REPLACEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

SYNOPSIS

A resolution has been prepared to replace the existing Council Policy Statement regarding City Council Meeting Agendas.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval.

BACKGROUND

Replacement of the Council Policy Statement regarding preparation of City council Meeting Agendas is being recommended. The original policy was issued in August of 1999 and updated in February of 2006. The proposed new Council Policy Statement, City Council Meeting Agenda Procedure, contains the information which was in the original policy statement, with updates related to the submission of agenda items and the timeframes for submittal. It also includes information detailing how residents or members of the public may address the Mayor and City Council on any agenda item.

Along with the recommended Council Policy Statement are guidelines for Citizen Comments during a Public Meeting and the form which must be completed in order to appear before the City Council on any agenda item other than a public hearing or comments from the floor during which the public can currently comment.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING REPLACEMENT OF AN EXISTING COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement entitled Preparation of City Council Meeting Agendas has been reviewed and replacement of this Council Policy Statement with a Council Policy Statement entitled City Council Meeting Agenda Procedure is recommended by the City Clerk to the City Administrator.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the replacement of Council Policy Statement entitled Preparation of City Council Meeting Agendas with Council Policy Statement entitled City Council Meeting Agenda Procedure, and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 17TH DAY OF FEBRUARY 2009.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

**CITY OF LA VISTA
COUNCIL POLICY STATEMENT**

CITY COUNCIL MEETING AGENDA PROCEDURE

**Issued:
Resolution No.**

The purpose of this policy statement is to establish uniform procedures for the preparation of City Council meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

The City Council generally meets on the first and third Tuesday of each month. The City Clerk is responsible for the preparation of the Council meeting agenda. Determination of whether various items are placed on the Council meeting agenda for consideration is made by the City Administrator.

The Mayor and members of the City Council may direct the City Administrator to place a topic — germane to the City's proceedings — on an upcoming Council meeting agenda. Such topic shall be a discussion item only to allow for the Council as an elected body to direct whether staff and legal counsel should research the issue and prepare the appropriate form of action for consideration at a later date.

Department Heads shall submit items to the City Clerk for the Council meeting agenda no later than Monday of the week prior to the meeting by 10:00 a.m. Department Heads should reference the Standard Operating Policy for details. Variance in the deadline may be established by the City Clerk *in advance* due to holidays or similar reasons.

The addition of an item to the Council meeting agenda after the deadline may only be made with approval of the Mayor, City Administrator, Assistant City Administrator or their designee.

Residents or members of the public may address the Mayor and City Council regarding any agenda item. Those wishing to speak will be required to complete a form before indicating their intention. Residents or members of the public may also address the Mayor and City Council - regarding any item germane to the City's proceedings — at any regularly scheduled meeting of the City Council under the agenda item designated *Comments from the Floor*. In addressing the Mayor and City Council the public shall limit comments to a maximum of three minutes per person.

Members of the public who require special accommodations to attend a Council meeting should contact the City Clerk at 331-4343 in advance.

The City Council meeting agenda will be available in the Office of the City Clerk for public inspection by 11:00 a.m. on the Friday prior to the City Council meeting.

City of La Vista

Guidelines for Citizen Comments during a Public Meeting



The City of La Vista invites and encourages the public to share their comments – whether they support or oppose our actions. Without citizens' voices we lose a key component of representative government.

- Citizens are allowed to speak during all public hearings.
- Citizens are allowed to speak during comments from the floor at every meeting.
- Citizens are allowed to speak when the Mayor asks for public comment during specific agenda items.
- Citizens are allowed to speak on any agenda item if they complete a form prior to the council meeting. Forms are available outside the Council Chambers on the night of the meeting. *

****A form must be completed and turned in to the person at the door prior to the start of the City Council meeting in order to speak on any agenda item which is not a public hearing, Comments from the Floor, or an agenda item for which the Mayor has requested public comment.***

In order to allow comments from citizens at a meeting, in an orderly manner, the following rules have been established for speaking at a public meeting of the City Council as well as any Commission, Board, or Committee appointed by the City.

◆ **If you wish to speak during a Public Hearing:**

- You may make comments regarding the subject at hand during a public hearing. The Mayor will ask if there is anyone to speak for (proponent) or against (opponent) the subject.
- If you wish to comment you must come to the podium and identify yourself to the Mayor and Council. You must also print your name, address and phone number on the sign in sheet.
- Comments must be germane to the subject of the public hearing and should not be repetitive. If your comments are not related to the topic at hand or are repetitive the Mayor will state as such.
- You will be given maximum of three (3) minutes to speak regarding the subject of the public hearing.

◆ **If you wish to speak during Comments from the Floor:**

- You may address the Mayor and Council on any subject.
- If you wish to comment you must come to the podium and identify yourself to the Mayor

and Council. You must also print your name, address and phone number on the sign in sheet.

- The Mayor and Council will listen to your comments but will not take action at this meeting.
- You will be given a maximum of three (3) minutes to speak regarding your topic.

◆ **If you wish to speak during an Agenda item for which the Mayor has requested public comment or an agenda item you have completed a form to comment on:**

- You may make comments regarding the subject at hand.
- If you wish to comment you must come to the podium and identify yourself to the Mayor and Council. You must also print your name, address and phone number on the sign in sheet.
- Comments must be germane to the subject of the agenda item and must not be repetitive. If your comments are not related to the agenda item or are repetitive the Mayor will state as such.
- You will be given a maximum of three (3) minutes to speak regarding the subject of the agenda item.

WHEN YOU SPEAK

- ◆ Speakers will be heard only upon recognition by the Mayor. Remarks shall be addressed to the Council as a whole and not a member thereof, or members of the audience.
- ◆ Adjust the microphone so that it is pointed at your mouth, speak clearly, and begin by stating your name and address.
- ◆ Limit your remarks to the allotted time limit.
- ◆ Please focus on new or unique information that other speakers have not covered.

Request to Appear Before La Vista City Council

(Please submit one form for each agenda item)



**You do not need to complete a form to speak during a Public Hearing or during
Comments from the Floor**

Date of Meeting _____

Name _____ Day Time Phone _____

Night Time Phone _____ E-mail Address _____

Address _____ City _____ Zip _____

Agenda Item Letter _____

_____ I wish to speak **IN FAVOR** of this item.

_____ I wish to speak **IN OPPOSITION** to this item.

_____ I wish to speak but am **NEUTRAL** on this item

_____ I do not wish to speak; however, please record my ____ SUPPORT ____ OPPOSITION

Return this form to the Person at the door prior to the beginning of the meeting.

Request to Appear Before La Vista City Council

(Please submit one form for each agenda item)



**You do not need to complete a form to speak during a Public Hearing or during
Comments from the Floor**

Date of Meeting _____

Name _____ Day Time Phone _____

Night Time Phone _____ E-mail Address _____

Address _____ City _____ Zip _____

Agenda Item Letter _____

_____ I wish to speak **IN FAVOR** of this item.

_____ I wish to speak **IN OPPOSITION** to this item.

_____ I wish to speak but am **NEUTRAL** on this item

_____ I do not wish to speak; however, please record my ____ SUPPORT ____ OPPOSITION

Return this form to the Person at the door prior to the beginning of the meeting.