

**CITY OF SELDOVIA  
ORDINANCE 18-11**

**AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 2 BY ADOPTING  
SECTION 2.04.065 MEETINGS—AGENDA AND AMENDING TITLE 2.04.70  
MEETINGS – ORDER OF BUSINESS BY ADDING A CONSENT AGENDA, PUBLIC  
HEARING ITEM, AND EXECUTIVE SESSION ITEM TO THE ORDER OF BUSINESS  
AND PLACING COUNCIL DISCUSSION BEFORE PUBLIC DISCUSSION ON NEW  
AND UNFINISHED BUSINESS**

**SECTION 1. CLASSIFICATION.** This ordinance is permanent in nature and shall become a part of the Municipal Code of the City of Seldovia.

**SECTION 2.** Amending Title 2 by Adopting Section 2.04.065 MEETINGS – AGENDA

**Sections:**

- 2.04.010 City Council.
- 2.04.020 City Council--Vacancy.
- 2.04.030 Meetings--Public.
- 2.04.040 Meetings--Procedures.
- 2.04.050 Meetings--Quorum.
- 2.04.060 Meetings--Voting.
- 2.04.065 Meetings-- Agenda.**
- 2.04.070 Meetings--Order of business.
- 2.04.080 Meetings--Rules of order.
- 2.04.090 City Council--Conflict of Interest.

**2.04.065 Meetings -- Agenda.** A. The Mayor or other Council Member, City Clerk, City Attorney, or City Manager may sponsor an ordinance for introduction or a resolution for adoption, and such ordinance or resolution shall be placed on the agenda of the regular Council meeting requested by the sponsor.

B. The Mayor or other Council Member, City Clerk, City Attorney, or City Manager may request that a discussion item be placed on the agenda of a regular Council meeting, and such discussion item shall be placed on the agenda of the regular Council meeting requested by the sponsor.

C. A member of the public may request that a matter be placed on the agenda subject to policies and procedures adopted under sub-section (J). Being placed on the agenda on the “Public Presentation Prior Notice” portion of the agenda does not limit or restrict the requestor’s ability to speak on a different subject for which public comment is allowed.

D. A sponsor, all co-sponsors, proposer or requester may request that an item be removed from the agenda before the agenda is published under the policies and procedures adopted under

subsection (J) and such item shall be removed from the agenda, unless the item has been carried over or postponed from a previous agenda.

E. The City Clerk shall prepare the agenda for each Council meeting after consultation with the Mayor and City Manager, subject to subsections (A) through (D)..

F. Notice of the date, time, place, and agenda for each Council meeting shall be given to the public by posting to the City's website and to the official bulletin board at City Hall and the City bulletin board at the Seldovia Post Office under policies and procedures adopted under subsection (J). Additional public notice of meetings may be given by other means.

G. A meeting packet containing the agenda, all legislative items, and supporting documentation for all agenda items shall be distributed to the Mayor, Council Members, and the City Manager.

H. The City Clerk shall cause a copy of the meeting packet to be posted on the City's website and will be available at City Hall, in order to be made available for public viewing under policies and procedures adopted under subsection (J). The City Clerk shall cause a paper copy or electronic copy of the meeting packet to be provided to any member of the public, or to any organization, upon request under policies and procedures adopted under subsection (J). At least one paper copy of the meeting packet shall be made available to the public at the meeting.

I. The City Clerk shall provide paper copies of any late materials to the Mayor, each Council Member, City Manager, and City Attorney. The City Clerk shall also make paper copies of late materials available to the public at the meeting.

J. The administration may develop policies and procedures to implement this section, subject to review and approval of Council.

K. Failure to comply with the above policies and procedures or with any administrative policies will not invalidate any ordinance or Council action as long as there was a good faith effort at compliance by the City Clerk.

**SECTION 3. TITLE 2.04.70 MEETINGS – ORDER OF BUSINESS** is amended by deleting the language in ~~bold strikeout~~ and adding the language in **bold highlighted** to read as follows:

**2.04.70 Meetings – Order of business.** The following shall be the order of business at all meetings of the Council:

A. Call to Order & Roll Call:

B. Pledge of Allegiance:

C. Excused Absences:

D. Agenda Approval:

E. ~~Approval of Minutes:~~ **Consent Agenda: (All items under the Consent Agenda are approved with a single motion, no discussion, and one vote. A Council Member may request to remove an item(s) for discussion and a separate vote.)**

**1. Approval of Minutes:**

**2. Payment Approval Report**

**3. Ordinance Introduction**

F. ~~Treasurer's Report/Utility Report:~~ **Mayoral Proclamations:**

G. ~~Voucher/Payroll Report~~

~~H.~~ Ordinance Introduction:

~~I.~~ Proclamations:

~~J.~~ **G.** Public Presentation Prior Notice: (each presenter has up to 10 min)

~~K.~~ **H.** Public Presentation for Items not on Agenda: (public has 3 min each)

~~L.~~ **I.** Committee and Advisory Board Reports: (each member has 5 min)

**J.** Public Hearings:

1.

a. Presentation by Staff or Council

b. Council Discussion

c. Public Presentation or Hearing (public has 3 min each)

d. Action/Disposition

~~M.~~ **K.** Unfinished Business:

1.

a. Presentation by Staff or Council

b. Public Presentation or Hearing (public has 3 min each) Council Discussion

c. Council Discussion (Subject to Mayor or Chairperson recognition/ No need for suspension of rules) Public Presentation or Hearing (public has 3 min each)

d. Action/Disposition

~~N.~~ **L.** New Business:

1.

a. Presentation by Staff or Council

b. Public Presentation or Hearing (public has 3 min each) Council Discussion

c. Council Discussion (Subject to Mayor or Chairperson recognition/ No need for suspension of rules) Public Presentation or Hearing (public has 3 min each)

d. Action/Disposition

**M.** Administration Reports:

1. Treasurer's Report

2. City Manager's Report

~~O.~~ **N.** Informational Items Not Requiring Actions:

~~P.~~ **O.** City Manager's Report: Executive Session:

~~Q.~~ **P.** Manager, Council and Mayor Comments Concerning Items Not on the Agenda:

~~R.~~ **Q.** Next Meeting: Regular Meeting on \_\_\_\_\_ at 7:30 p.m.

~~S.~~ **R.** Adjournment:

**SECTION 4. EFFECTIVE DATE.** This ordinance shall become effective upon adoption by the Council.

**ADOPTED** by a duly constituted quorum of the City Council of the City of Seldovia  
this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST:

APPROVED:

\_\_\_\_\_  
Heidi Geagel, City Clerk

\_\_\_\_\_  
Dean Lent, Mayor

Vote:  
Rojas-  
Lethin-  
Colberg-  
Sweatt-  
Campbell-  
Morrison-

Introduced:  
Posted:  
Public Hearing:  
Adopted:

DRAFT