

February 18, 2015

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
Subject: agenda structure resolution



ACTION: for vote Monday February 23, 2015

Brief History

The City Council established their agenda schedule by resolution.

Analysis of Issue

Because we are converting to the agenda management software, we thought it would be a good time to look at the agenda structure to see if any changes are warranted. Dawn and I met to discuss any changes, and we identified two minor changes.

1. One change was to move appointments, proclamations, and department reports up on the agenda. Typically, these items have someone in the audience here for that specific purpose. This would allow the individuals the opportunity to have these items completed before the business part of the meeting. The attached resolution has those items moved to just after the public hearing section.
2. We changed the threshold of the invoices to \$60,000 to cover some routine payments like DART.


Alternatives

Council can accept, modify or reject the changes altogether.

Implementation and Accountability

Once approved, the new structure will be used at the next meeting. The conversion to the agenda management software is planned for March 23.

Signed,


David Fierke
City Manager

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION 82-1-9 A RESOLUTION ESTABLISHING ADMINISTRATIVE RULES AND PROCEDURES FOR THE CITY COUNCIL.

1. **PURPOSE.** The purpose of this Resolution is to amend Section 7 of Resolution No. 82-1-9 and substitute new Section 7 in lieu thereof.
2. **AMENDMENT.** Resolution 82-1-9 is hereby amended by repealing Section 7 and substituting new Section in lieu thereof:

“7. Order of Business. The order of business at the meetings of the City Council shall be as follows:

- a. Roll call.
- b. Approval of the agenda.
- c. Public Hearings
- d. Civil Service & Other Appointments
- e. Committee and Departmental reports, Correspondence and Proclamations.
- f. Comments and questions from the public.
- g. Consent agenda.
 - i. Approval of minutes
 - ii. Approval of accounts payable listing
 - iii. Applications for license and permits
 - iv. Special events permits
 - v. Items accepted and placed on file
 - vi. Change orders
 - vii. Invoices and pay estimates under the public improvement bid threshold of \$60,000
 - viii. Progress pay estimates for projects previously approved by Council above the public improvement bid threshold of \$25,000. This does not include “final” pay estimates.
 - ix. Resolutions
- h. Ordinances and amendments
- i. Final Payments
- j. Comments from the public.

The above Resolution passed and adopted by the City Council of the City of Fort Dodge, Iowa this ____ day of _____, 2015.

Ayes: _____

Nays: _____

Other: _____

City of Fort Dodge, Iowa

Matt Bemrich, Mayor

ATTEST:

Jeff Nemmers, City Clerk