

CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 91-03

FROM: Erling P. Nelson, City Clerk

DATE: January 7, 1991

SUBJECT: Revision in Council Procedure/Consent Agenda

The following is an updated Consent Agenda procedure which was originally adopted by the Wasilla City Council in CM. No. 85-019 on February 11, 1985. It employs a device for handling certain routine matters and the purpose is to expedite Council business.

COUNCIL POLICY NO. 91-01

"CONSENT AGENDA"

Literally speaking a "Consent Agenda" is an agenda within an agenda which lists routine items for consideration of Council, and embodies therein recommendations for action on routine matters of business.

THE PURPOSE

The purpose of the "Consent Agenda" is to group together items for consideration of a routine nature or which require referral to a Department Head for subsequent report to a Committee, into what is in effect one agenda item which can be approved by one motion. The main objective is to save time which can be better devoted to formulation of policy, public hearings and business requiring debate. It should be strongly emphasized at this point that this will be for the most part only with regard to what may be termed routine items and that there is no intention to by-pass or reduce the roll the Elected Official is to play in the performance of his or her duties as a member of the Council.

HOW IT WORKS

The Clerk prepares the consent agenda listing all routine items for consideration of Council. In some instances it is necessary for the Clerk to consult with the Mayor or other Department Heads to receive input as to what in a specific circumstance they might recommend to be the course of action to be followed. Immediately following the agenda entry there is a recommended course of action to be taken by the Council. As outlined above this would be in the case of routine items or items that require referral to a Committee. It would not apply to public hearings or other matters known to be controversial or likely to be the subject of some discussion. During staff meetings all agenda items are reviewed for appropriateness for inclusion on the Consent Agenda.

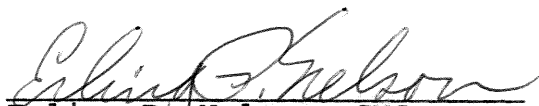
approved 1/14/91

PROCEDURE TO COUNCIL

Immediately after the opening of the meeting, the Mayor asks each member of Council to indicate the number of any item on the "consent Agenda" which he or she may wish to have removed therefrom. Upon request by any member of Council, the Mayor or citizen any item will be removed from the "Consent Agenda", such item would thereby be automatically be included within the "Regular Agenda" and this action would be done without debate, amendment or any other qualification. The Mayor, may exercise some discretion in permitting a member of Council to ask a question on an item included in the "Consent Agenda", but if such matter is to be the subject of some discussion, it should be removed from the "Consent Agenda". Following the removal of the various items from the "Consent Agenda", the Mayor would then request a motion to approve the "Consent Agenda" which would be on the following terms:

Motion/Seconded:

THAT the Consent Agenda comprising the foregoing items be and the same are hereby approved as written and that the various Officials of the Corporation are hereby authorized and directed to take such action as may be necessary to give effect to the recommendations as therein contained.


Erling P. Nelson, CMC
City Clerk/Finance Director

EPN/mdh