

SUBJECT: Repeal of Council Policies

PREPARED BY: Jamie Newman, Clerk's Office

DATE: April 14, 1998

FOR AGENDA OF: April 27, 1998

SUMMARY:

On April 13, 1998, the council adopted Ordinance Serial Nos. 98-11, Commercial Sales on City Property and 98-13, Ordinance Enactment. With the adoption of these ordinances, the following council policies need to be repealed.

- 88-03 Policy On Park Vendors
- 88-04 Ordinance Procedure (CM No. 88-101)
- 92-02 Publishing Of Agenda

After reviewing the policies, it is also recommend that the council repeal the policies listed below. These policies are either no longer effective, have been incorporated into the code book, or addressed in state or federal law, which would supercede the policy.

- 84-2 Nondiscrimination Policy
- 84-3 Grievance Procedures
- 86-01 Telephone Polling Policy
- 89-01 Games of Skill and Chance Applications
- 90-03 Financial – Budget
- 91-01 Consent Agenda
- 91-03 Mailed Out Information
- 97-04 Minute Format
- 97-05 Persons To Be Heard

FISCAL IMPACT: No Yes, amount requested: \$ Fund:

RECOMMENDED ACTION: Repeal all of the above listed council policies.


Reviewed by: SARAH PALIN, Mayor

APPROVED
DATE: 4/27/98
BY: K. Van Geden

Attachments: Council Policies 84-2, 84-3, 88-03, 88-04, 86-1, 89-01, 90-03
91-01, 91-03, 92-02, 97-04, and 97-05.
Ordinance Serial Nos. 98-11 and 98-13



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: 373-9050

COUNCIL POLICY NO. 88-03

TITLE: Policy on Park Vendors

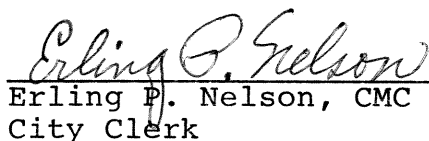
It is the policy of the Wasilla City Council that no permits will be issued for vendors doing business on public property at Wasilla Lakeside Park except that the Greater Wasilla Area Chamber of Commerce may select or establish a maximum of two (2) nonprofit organization vendor stands during the Wasilla Water Festival Days. The Chamber shall provide or shall require the vendor to obtain liability insurance and the vendors will be required to furnish and service trash receptacles.



Domonic Carney
Deputy Mayor, City of Wasilla

June 27, 1988
Date Approved

ATTEST:



Erling P. Nelson, CMC
City Clerk



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: 373-9050

COUNCIL MEMORANDUM NO. 88-101

FROM: Mayor Stein

DATE: September 7, 1988

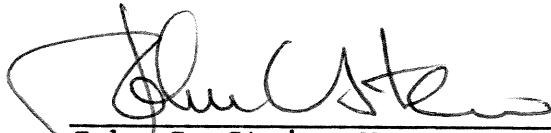
SUBJECT: Ordinance Procedure

It has been unwritten procedure for several years that ordinances come before the Council three times. This procedure seems to work well and I propose the following as policy for adoption.

COUNCIL POLICY NO. 88-04

Title: Ordinance Procedure

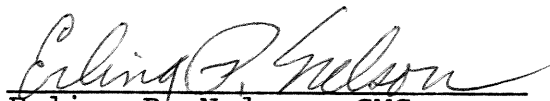
It is the policy of the Wasilla City Council that all ordinances come before the Council a minimum of three times: first meeting - introduction/first reading, second meeting - public hearing and third meeting - final action. The Council may by majority vote suspend the rules and take action on an ordinance following the public hearing at the same meeting.



John C. Stein, Mayor
City of Wasilla

09/12/88
Date Approved

ATTEST:



Erling P. Nelson, CMC
City Clerk

JCS/mdh



CITY OF WASILLA

290 E. HERNING AVE.
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FAX: (907) 373-0788

**COUNCIL POLICY
NO. 92-02**

"PUBLISHING OF AGENDA"

Summary agendas of Council meetings will be published in the Friday edition of the local newspaper prior to the Monday on which a regularly scheduled Council meeting is held. Except in an emergency, no issue of substantive or significantly controversial items will be acted upon by Council unless first published as an agenda item. Minor or routine administrative items may be added to the agenda by the Mayor or a member of Council after publication of the agenda.

John C. Stein, Mayor

OCTOBER 26, 1992

Date Approved

ATTEST:

Erling P. Nelson, CMC
City Clerk



CITY OF WASILLA

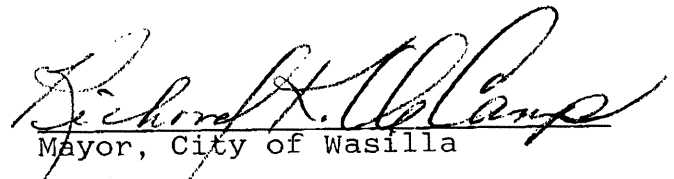
P.O. BOX 870430
WASILLA, ALASKA 99687
PHONE: 376-5227

COUNCIL POLICY NO. 84-2

Title: Nondiscrimination Policy

It is the policy of the City of Wasilla not to discriminate on the basis of age, sex, race, color, creed, religion, politics, national origin, disability or handicap in admission or access to its programs and activities nor in its employment or treatment of employees.

The Administrative Officer is hereby designated the responsibility for coordinating compliance with the City's nondiscrimination policies and procedures.



Mayor, City of Wasilla

October 9, 1984

Date Approved

ATTEST:



Erling P. Nelson, City Clerk

Superceded by Section 3.20 of the Municipal Code.



CITY OF WASILLA

P.O. BOX 870430
WASILLA, ALASKA 99687
PHONE: 376-5227

COUNCIL POLICY NO. 84-3

Title: Grievance Procedures

It is the policy of the City of Wasilla to provide a just procedure for the presentation, consideration and resolution of any grievances regarding alleged violations of the Federal Nondiscrimination Regulations.

The following grievance procedures are established to implement this policy and to assure all persons that their grievances will be answered and decided expeditiously, equitably and without threat.

GRIEVANCE PROCEDURE

Step 1 Any person with a grievance or an alleged discrimination in regard to access to City facilities, receipt of City services or admission to City programs and activities will present the grievance in writing to the Administrative Officer of the City of Wasilla. The Administrative Officer is the person designated by the governing body of the City of Wasilla to ensure compliance with Federal Nondiscrimination Regulations.

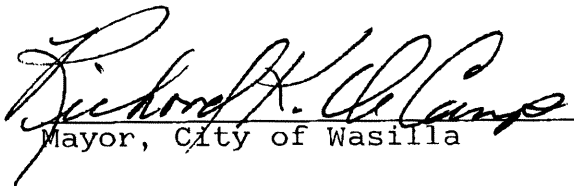
Step 2 Within ten (10) working days after receipt of the written grievance, the Administrative Officer shall forward by Certified Mail - Return Receipt Requested, a written disposition of the grievance to the Complainant.

Step 3 If the Complainant is not satisfied with the Administrative Officer's disposition of the grievance, he or she shall notify the Administrative Officer of his or her dissatisfaction in writing within ten (10) working days from the date of receipt of the disposition notice.

Step 4 If a satisfactory resolution of the grievance cannot be reached by the Complainant and the Administrative Officer, they shall present the grievance to the City Council for disposition at the next regularly scheduled meeting.

Superceded by Section 3.55 of the Municipal Code.

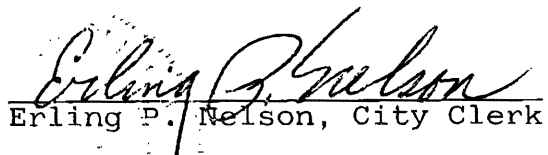
Step 5 If the decision of the City Council does not satisfy the grievance, the Complainant may file an appeal from the decision with a court of competent jurisdiction.


Richard A. DeCamp
Mayor, City of Wasilla

October 9, 1984

Date Approved

ATTEST:


Erling P. Nelson, City Clerk



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: 373-9050

COUNCIL POLICY NO. 86-1

TIITLE: Telephone Polling Policy

It is the policy of the Wasilla City Council that no official actions or votes on any subject will be taken telephonically.

Harold S. Newcomb
Mayor, City of Wasilla

November 24, 1986

Date Approved

ATTEST:

Erling P. Nelson, City Clerk



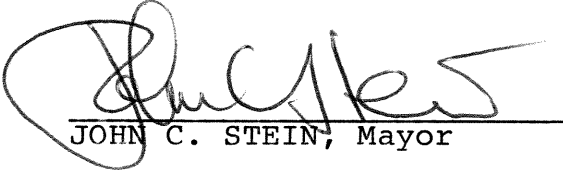
CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: 373-9050

COUNCIL POLICY NO. 89-01

Title: Games of Skill & Chance Applications

It is Council Policy that the Mayor or his designee is hereby authorized to sign off on all applications for Games of Skill and Contests of Chance Applications.

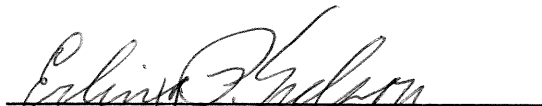


JOHN C. STEIN, Mayor

January 9, 1989

Date Approved

ATTEST:



ERLING P. NELSON, CMC
City Clerk



CITY OF WASILLA

REQUESTED BY: COUNCILMAN CARNEY

290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: (907) 373-9050
FAX: (907) 373-0788

**COUNCIL POLICY
NO. 90-03**

Title: Financial - Budget


It is Council Policy that Budget Amendment requests by City Departments to restore funding for items in the Department Budget eliminated or reduced by the Mayor will not be considered by the Council.


John C. Stein, Mayor

May 30, 1990

Date Approved

ATTEST:


Erling P. Nelson, CMC
City Clerk



CITY OF WASILLA

290 E. HERNING AVE.
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PHONE: (907) 373-9050
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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.

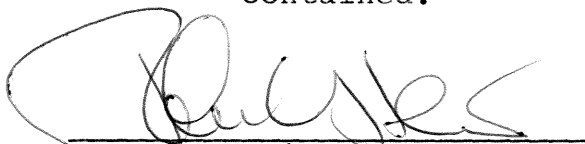
PROCEDURE TO COUNCIL

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.



John C. Stein, Mayor
City of Wasilla

January 14, 1991
Date Approved

ATTEST:


Erling H. Nelson, CMC
City Clerk



CITY OF WASILLA

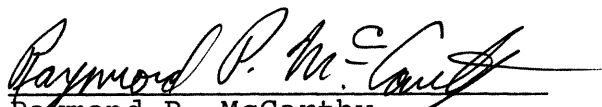
290 E. HERNING AVE.
WASILLA, ALASKA 99687
PHONE: (907) 373-9050
FAX: (907) 373-0788

COUNCIL POLICY NO. 91-03

Title: Mailed Out Information

The Council has a workroom off the Council Chambers which has mail boxes set up for each Council member. The mail boxes were established for the Council's convenience in retrieving information given out by Administration and to keep costs of postage to routine business.


It is the policy of the Wasilla City Council that information put out by Administration be placed in these mail boxes and not mailed via the United States Post Office, but if information is highly important all Council Members shall be called at the discretion of the Mayor.



Raymond P. McCarthy
Deputy Mayor

September 23, 1991
Date Approved

ATTEST:



Marjorie D. Harris, CMC
Deputy Clerk

(SEAL)



CITY OF WASILLA

290 E. HERNING AVE.
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COUNCIL POLICY NO. 97-04

Title: Minute Format

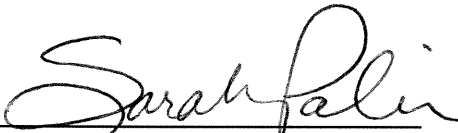
Minutes are the official written record of what transpires during a council meeting. Minutes shall be taped and the tapes retained for a minimum of seven (7) years. In those cases where Council action results in court action, the tapes shall be retained for seven (7) years beyond the last date of the court action. The minutes shall be summarized by the City Clerk from the tape(s), using the Expanded Action Minute style of summary, and shall be submitted to the council for approval at the next regular council meeting.

Persons To Be Heard, Commission and Staff Reports shall be in summary form.

Audience Comments and Council Comments shall remain un-summarized unless it is stated that the comment is to be "for the record".

Requests for verbatim transcripts of meetings or portions thereof shall be authorized by vote of the Council.

Adopted this 12th day of May, 1997.


SARAH H. PALIN, Mayor


MARJORIE D. HARRIS, CMC

(SEAL)



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
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COUNCIL POLICY NO. 97-05

Title: Persons To Be Heard

A. **Addressing the Council:** Any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer, provided, however, that preference will be given to those persons who have notified the City Clerk by 5:00 p.m. of the Wednesday immediately preceding the Monday Council meeting of their desire to speak, and they will be recognized by the presiding officer without further action.

B. **Manner of Addressing the Council - Time Limit:** Each person addressing the Council shall speak into the microphone, will give his/her name and address in an audible tone of voice for the record as well as print their name and address on the sign in sheet provided, and unless further time is granted by the Council, shall limit their address to three (3) minutes. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked by the Councilmembers, except through the presiding officer. The Council shall then determine the disposition of the issue (placed on future agenda, workshop, or no action may be required).

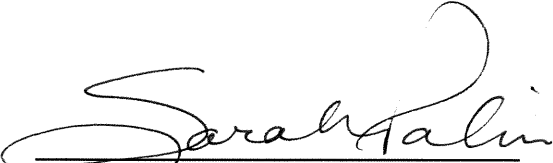
C. **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience participation before the Council during the current Council meeting.

D. **Reading of Protests:** Interested persons, or their authorized representatives, may address the council for the reading of protests, petitions, or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

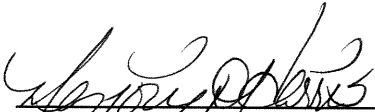
E. **Mayor May Appoint Committee or Refer Citizens' Complaints:** The Mayor may refer citizens' complaints directly to a specific department for research and resolution or appoint a committee of three members of the City Council to hear citizens' complaints, whenever the subject is appropriate.

F. **Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council had control at any time by direct mail or by addressing the City Clerk and copies will be distributed to all Councilmembers.

Adopted this 28th day of April, 1997



SARAH H. PALIN, Mayor



MARJORIE D. HARRIS, CMC
City Clerk

(SEAL.)