



The City of Lee's Summit
Final Agenda
City Council Rules Committee

Wednesday, April 26, 2017

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Rescheduled to April 26 at 4:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF ACTION LETTER
 - A. [2017-1090](#) Approval of Action Letter for the March 27, 2017 City Council Rules Committee.

Attachments: [March 27, 2017 Action letter.pdf](#)
4. PUBLIC COMMENTS
5. ITEMS FOR DISCUSSION
 - A. [2017-1132](#) PRESENTATION on changes to the City Council Council Order of Business to be in compliance with the Amended City Charter.

Attachments: [Existing Code of Ordinances](#)
[Proposed Changes to Code](#)
[Amended Sec. 3 of Charter](#)
 - B. [2017-1128](#) Options to assist in meeting management

Attachments: [Presentation on options](#)
 - C. [2017-0864](#) Review City Council Agenda Format (Roundtable/Motions)

Legislative History

1/23/17	City Council Rules Committee	continued to the City Council Rules Committee
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 - D. [2017-1062](#) Action Letter Approval Process (requested by Chairperson Seif)

Legislative History

3/27/17	City Council Rules Committee	continued to the City Council Rules Committee
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- E. [2017-0963](#) AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-51 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF EXPANDING THE ROLE OF THE ALTERNATE.

Attachments: [O - Sec. 2.51 Rules Committee Relating to Role of the Alternate.docx](#)

Legislative History

3/27/17 City Council Rules Committee continued to the City Council Rules Committee

- F. [2017-0964](#) AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-54 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF CLARIFYING THE DUTIES AND AUTHORITY OF THE CHAIR OF COMMITTEES.

Legislative History

3/27/17 City Council Rules Committee continued to the City Council Rules Committee

6. ROUNDTABLE
7. ADJOURNMENT

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Internet site at "www.cityofls.net".

FUTURE AGENDA ITEMS

Creating a formal ethics policy for the City Council - Cont. from 9-26-16.



The City of Lee's Summit

220 SE Green Street
Lee's Summit, MO 64063

Packet Information

File #: 2017-1090, **Version:** 1

Approval of Action Letter for the March 27, 2017 City Council Rules Committee.



LEE'S SUMMIT
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The City of Lee's Summit

Action Letter

City Council Rules Committee

Monday, March 27, 2017

5:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

1. **CALL TO ORDER**

2. **ROLL CALL**

Present: 3 - Chairperson Diane Seif
Vice Chair Dave Mosby
Alternate Phyllis Edson

Absent: 2 - Councilmember Rob Binney
Councilmember Trish Carlyle

Staff in Attendance

Brian Head

Jina Bellamy

3. **APPROVAL OF ACTION LETTER**

- A. 2017-0937 Approval of Action Letter for the January 23, 2017 City Council Rules Committee

On motion of Councilmember Mosby and Seconded by Councilmember Edson, the Action Letter for January 23, 2017 was unanimously approved by the Committee.

4. **PUBLIC COMMENTS**

5. **ITEMS FOR DISCUSSION**

- A. 2017-1062 Action Letter Approval Process (requested by Chairperson Seif)

Chairperson Seif wanted to discuss the Action Letter approval process as she had received comments from residents who couldn't find the minutes for meetings on the web page. She used the example of the Rules Committee meeting stating that when the Committee meets monthly, and one of those meetings is cancelled, Action letters are not approved and posted until the next meeting is held, which makes the information two month's old. City Attorney Brian Head mentioned that minutes could be posted in "draft" form and once the meeting is held and the minutes are approved, the staff liaison could post them as "final".

After general discussion, it was determined that a process would be helpful

City Council Rules Committee

Action Letter

March 27, 2017

for all the Boards and Committee Staff Liasons to follow with a timeline for posting the draft and final action letters.

Staff offered to bring this topic to a Management Team meeting for discussion regarding getting the staff liasion's together and deciding on a timeline for draft and final action letters to be posted that each Board and Committee could use in the future.

This Discussion Item was continued.to the City Council Rules Committee in April.

B. 2017-0938 Conflict of Interest

Chairperson Seif opened the discussion on Conflict of Interest. The question at the last meeting was when should someone declare they have a conflict of interest at Committee or Council?

City Attorney Head drafted the following bolded language to be added to Section 2-61, amending the current ordinance for disclosure of potential conflicts.

Conficts of Interest. The mayor or any councilmember who has a substantial personal or private interest, as defined by RSMO 105.450 (10), (11), **(12)** Missouri Revised Statutes, in any bill shall disclose, on the records of the City Council the nature of his or her interest and shall disqualify himself or herself from voting on any matters relating to this interest. ***For the purposes of this provision, any disclosure required above shall occur prior to any participation in the matter by the mayor or councilmember with such interest before a City Council Committee or the City Council, whichever comes first.***

After general discussion, the answer: When you first beleive you have a conflict, before the item is voted on either in writing to the City Clerk, or directly before the item is discussed at a meeting. Further clarification on recusing yourself was needed. City Attorney Head stated you can recuse yourself, by pushing away from the table and not voting to enabling you to still be part of a quorum.

Councilmember Edson made a motion to present the "Conflict of Interest" bill to the full City Council. Seconded by Councilmember Mosby. This was unanimously approved by the Committee.

C. 2017-0963 Alternate's Role on Committees

Councilmember Seif gave a brief history of when alternates were added to Committees and wanted to discuss the role of the alternate when it comes

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to quorums and voting.

General consensus of the Committee was that if the alternate attends the meeting and was not needed to meet quorum, they are considered part of the meeting and can vote.

There was also discussion regarding Councilmembers notifying the Chair or Staff in advance so that an alternate can be notified if they are needed to meet quorum.

Councilmember Mosby made a motion to have Staff change the language defining an alternate's role, allowing the alternate to make up the 3rd or 4th member of Committees and have voting rights in either of those two roles. Seconded by Councilmember Edson. Motion passed unanimously.

D. 2017-0964 Roles and Responsibilities of the Committee Chair

There was general discussion:

Staff was asked to prepare bullet points listing the Chair's roles and responsibilities to discuss at a future meeting. Items mentioned as part of the bullet points are:

1. Working with Staff to set agendas
2. Asking the Committee as a group, if a meeting should be cancelled
3. Asking the Committee as a group, when adding items to the agenda
4. Keeping the alternate informed (in advance of the meeting) when they were needed to meet quorum.

This Discussion Item was continued to the City Council Rules Committee in April.

6. ROUNDTABLE

There were no roundtable items discussed.

7. ADJOURNMENT

Meeting adjourned at 5:45 p.m.

FUTURE AGENDA ITEMS

Creating a formal ethics policy for the City Council - Cont. from 9-26-16

Review City Council Agenda Format (Roundtable/Motions) - Cont. from 1-23-17

City Council Rules Committee

Action Letter

March 27, 2017

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Packet Information

File #: 2017-1132, **Version:** 1

PRESENTATION on changes to the City Council Council Order of Business to be in compliance with the Amended City Charter.

Per adopted Charter amendments to Sec. 3.13 Legislative Procedures, subsections (e) and (f), the order of the Council agenda requires adjustment. This issue is being presented to the Council Rules Committee for discussion.

Attached is the:

- Approved amendments to the Charter for Section 3.13. Legislative Proceedings, as approved by the voters on April 4, 2017, and
- Existing Code of Ordinances, Sec. 2-60.21. - Rule 2.1-Order of business, and
- Proposed amendments to Sec. 2-60.21 to reflect the Charter amendments.

CITY OF LEE'S SUMMIT CODE OF ORDINANCES

CHAPTER 2. LEGISLATIVE PROCEEDINGS.

DIVISION 4. - MEETINGS

Sec. 2-60.21. - Rule 2.1—Order of business.

The order of business in a regular City Council meeting shall be contained in the official agenda published in accordance with the Missouri Sunshine Law. Such agenda shall be ordered as follows:

- A. Public comments.
- B. Council comments.
- C. Approval of Consent Agenda. Items on the Consent Agenda are routine business matters for action by Council with no public discussion. All items have been previously discussed in Council Committee and carry a committee recommendation. Consent agenda items may be removed by any Councilmember for discussion as part of the regular agenda.
- D. Proposed ordinances. Proposed ordinances, submitted as bills, are often passed with little or no discussion. All items were previously discussed by the Council or Council Committee. This is a formal reading of proposed ordinances, as required by the City Charter.
- E. Ordinances—Previous public hearing. Proposed ordinances, submitted as bills, are passed with little or no discussion, as staff was directed by City Council, after a public hearing on the matter, to draft the proposed ordinance. No additional public comments are heard regarding these bills.
- F. Proclamations (if any).
- G. Presentations.
- H. Public hearings (sworn). In an effort to assist applicants who travel from outside the Kansas City Metropolitan Area, every effort will be made to hear the application on the scheduled meeting date.
- I. Public hearings (legislative).
- J. Other business.
- K. Committee reports (committee chairs report on matters held in committee).
- L. Council roundtable.
- M. Staff roundtable.
- N. Adjournment. Unless determined otherwise by the Mayor and City Council, no new agenda items shall be considered after 11:00 p.m.

After the meeting is called to order, an invocation and the pledge of allegiance may take place. Then, roll call shall be taken and the agenda approved by voice vote.

(Ord. No. 7253, § 1, 9-20-2012)

DRAFT ORDER OF BUSINESS CODE SECTION FOR DISCUSSION

Sec. 2-60.21. - Rule 2.1—Order of business.

The order of business in a regular City Council meeting shall be contained in the official agenda published in accordance with the Missouri Sunshine Law. Such agenda shall be ordered as follows:

1. Public comments.
2. Council comments.
3. Approval of Consent Agenda. Items on the Consent Agenda are routine business matters for action by Council with no public discussion. All items have been previously discussed in Council Committee, carry a committee recommendation, or have been approved unanimously by the Council on First reading. Consent agenda items may be removed by any Councilmember for discussion as part of the regular agenda.
4. Proclamations.
5. Presentations.
6. Resolutions. (Note: Certain resolutions could be placed on the Consent Agenda.)
7. Proposed ordinances forwarded from Committee. Proposed ordinances, submitted as bills, were previously discussed by a Council Committee and received a recommendation of approval from the Council Committee. This is a formal reading of proposed ordinances, as required by the City Charter. These items may be passed at after a final reading.
8. Proposed Ordinances –Emergency. Ordinances meeting the criteria of 3.13(f) of the Charter may be passed on the same day as introduction with one reading.
9. Public hearings sworn or legislative. Proposed ordinances considered after the closing of a public hearing will be read for the first time and forwarded to a future City Council meeting for second reading, unless deemed to be an emergency as defined in Sec. 3.13(f) of the Lee's Summit Charter. Five affirmative votes are required to approval of second reading. In an effort to assist applicants who travel from outside the Kansas City Metropolitan Area, every effort will be made to hear the application on the scheduled meeting date.
10. Ordinances—First Reading. Ordinances presented for first reading may include items with a previous hearing; an item brought directly to the City Council without a recommendation from a City Council Committee; or may include items from citizen boards and commissions such as the Planning Commission or Public Safety Advisory Board.
11. Ordinances – Second Reading. Any ordinances advanced from First Reading without unanimous vote of the City Council.
12. Other business.
13. Committee reports (committee chairs report on matters held in committee).
14. Council roundtable.
15. Staff roundtable.

Adjournment. Unless determined otherwise by the Mayor and City Council, no new agenda items shall be considered after 11:00 p.m.

After the meeting is called to order, an invocation and the pledge of allegiance may take place. Then, roll call shall be taken and the agenda approved by voice vote.

(Ord. No. 7253, § 1, 9-20-2012)

**LEE'S SUMMIT CITY CHARTER
AS AMENDED APRIL 4, 2017**

Section 3.13. Legislative Proceedings.

(e) Procedure.

- (1) Every proposed ordinance shall be read by title in open Council meeting two times before final passage not more than one of which shall be on the same day; and at least one week shall elapse between introduction and final passage, unless the ordinance shall have received a recommendation of approval from a City Council Committee.
- (2) A copy of each proposed ordinance shall be provided for each Council member at the time of its introduction and made available in electronic format until it is finally adopted or fails of adoption. Copies shall be available in the Office of the City Clerk and publically available on the City's web site.
- (3) Persons interested in a proposed ordinance shall be given an opportunity to be heard before the Council in accordance with such rules and regulations as the Council may adopt.
- (4) If the Council adopts an amendment to a proposed ordinance that constitutes a change in substance, any member of the Council may require that the proposed ordinance as amended be placed on file for public inspection in the Office of City Clerk for one additional week before final passage. In the absence of such a request, the Council may consider the amended ordinance at the same meeting.

(f) Emergency Ordinances. An ordinance may be passed as an emergency measure on the day of its introduction if it contains a declaration describing in clear and specific terms the facts and reasons constituting the emergency and receives the affirmative vote of two-thirds of the entire Council. An ordinance granting, reviewing or extending a franchise shall not be passed as an emergency ordinance. The emergency procedure shall be restricted to the following:

- (1) Bills concerning the immediate preservation of public peace, property, health, economic development, safety or morals.
- (2) An appropriation for payment of principal or interest of the public debt.
- (3) An appropriation for the payment of current expenses of the City government or payment of compromise settlement of damage claims upon recommendations of the City Attorney.
- (4) Calling an election or providing for the submission of a proposal to the people.
- (5) Any ordinance fixing any tax rate or assessment.
- (6) Any ordinance relating to the public improvement to be paid for by special assessment.

Packet Information

File #: 2017-1128, **Version:** 1

Options to assist in meeting management

Staff reviewed the amendments to the Charter and necessary changes to the order of business. Granicus provides meeting management solutions, which will be presented to the Rules Committee for consideration.

Recommendation: Direct staff to bring to City Council a contract modification with Granicus



Options to assist in meeting management

MAYOR VOTING

- Mayor shall vote on all ordinances and resolutions
- Mayor may vote on any issue
- How to accommodate Mayor voting last

ROLL CALL VOTING

- The vote on every motion must be a roll call vote.

READING OF ORDINANCES

- Ordinances for first reading
- Ordinances for second reading
- Emergency ordinances – 2 readings in same meeting

Solutions available from Granicus:

- Modules to manage agenda items
 - Meeting Manager & Vote Cast
- Real Time Voting
- Assists Mayor in meeting management
- Next Day minutes capability

New Technology

- Problems with existing devices (iPads)
 - Printing
 - Ease of Use
 - Account Management
 - Not business class devices
 - Connection to City Domain
- Proposed change to Microsoft Surface devices

Implementation

- Ordinances to revise Council order of business
- Would require a contract modification with Granicus
 - Approximately \$1,615 per month
- An upgrade from iPads to Microsoft Surfaces (iLegislate)
- Onsite Training for all users (June)
- Go Live (July 1)

Request:

- Direct staff to bring to City Council a contract modification with Granicus



The City of Lee's Summit

220 SE Green Street
Lee's Summit, MO 64063

Packet Information

File #: 2017-0864, **Version:** 1

Review City Council Agenda Format (Roundtable/Motions)



The City of Lee's Summit

220 SE Green Street
Lee's Summit, MO 64063

Packet Information

File #: 2017-1062, **Version:** 1

Action Letter Approval Process (requested by Chairperson Seif)

Packet Information

File #: 2017-0963, **Version:** 1

AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-51 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF EXPANDING THE ROLE OF THE ALTERNATE.

At the last meeting of the Rules Committee, Staff was directed to prepare an ordinance allowing the alternate on any given committee to be a replacement for either the third or the fourth member of the committee. This ordinance makes that Change and allows the alternate to participate and vote as either the third or fourth member of the committee.

Proposed Motion:

I Move to forward this ordinance related to the role of the Committee Alternate with a recommendation for approval.

AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-51 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT.

WHEREAS, Chapter 2 of the Code of Ordinances of the City of Lee's Summit ("Code") sets forth provision regarding administration of City affairs; and,

WHEREAS, Article II. Division 3., of Chapter 2 of the Code, specifically sets forth provisions regarding standing committees of the City of Lee's Summit ("City") Council; and,

WHEREAS, Ordinance No. 7665 sets forth Rule 1.1, composition of membership; and,

WHEREAS, Rule 1.1 has become Code section 2-51; and,

WHEREAS, the City Council wishes to clarify the voting rights and participation of alternate committee members.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEE'S SUMMIT, MISSOURI, as follows:

SECTION 1. That Chapter 2. Administration, Article II. Council, Division 3. Standing Committees, Section 2-51. Composition of membership – Rule 1.1 shall be amended to read as follows,

Sec. 2-51. Composition of membership. Rule 1.1.

City Councilmembers shall be appointed to regular standing committees by the Mayor Pro Tempore who, when appointing a committee, shall designate a member thereof as Chair, designate another member as Vice Chair and designate the total number of Councilmembers to serve on each committee. The Mayor Pro Tempore shall also designate one (1) councilmember, other than himself/herself, to serve as an alternate member for each standing committee. ~~The alternate committee member shall have voting rights and shall be counted for purposes of quorum only when a quorum would not exist without the alternate's attendance.~~ The alternate committee member shall have voting rights and shall be counted as either the third or fourth member of the committee. In the event that all regular members of the Committee are present, the alternate shall not have any voting right or the right to participate. No Councilmember shall serve as an alternate for more than two (2) standing committees. The Mayor Pro Tempore shall be an ex-officio member of all committees of the City Council, for the purpose of a quorum and discussion, but shall have no vote unless the Mayor Pro Tempore is a duly appointed member of said committee. A quorum for a standing committee cannot be achieved by the presence of both the alternate committee member and the Mayor Pro Tempore.

SECTION 3. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4. That should any section, sentence or clause of this Ordinance be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining sections, sentences, or clauses.

SECTION 5. That this Ordinance shall be in full force and effect from and after the date of its passage and adoption, and approval by the Mayor.

PASSED by the City Council of Lee's Summit, Missouri, this ____ day of _____, 2017.

Mayor Randall L. Rhoads

ATTEST:

City Clerk Denise R. Chisum

APPROVED by the Mayor of said city this ____ day of _____, 2017.

Mayor Randall L. Rhoads

ATTEST:

City Clerk Denise R. Chisum

APPROVED AS TO FORM:

City Attorney Brian W. Head

Packet Information

File #: 2017-0964, **Version:** 1

AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-54 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF CLARIFYING THE DUTIES AND AUTHORITY OF THE CHAIR OF COMMITTEES.

At the last meeting of the Rules Committee staff was directed to prepare an ordinance clarifying the duties and authority of the Chair of Committees. Specifically this ordinance provides that a Chair should not cancel a meeting only due to the absence of the Chair if there is likely to otherwise be a quorum. Additionally, this ordinance places a duty of communication on the Chair and allows the Chair to bring forward topics for discussion upon concurrence by the Committee.

Proposed Motion:

I move that the ordinance related to the duties and authority of the Chair of Committee be forwarded to the City Council with a recommendation for approval.