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| AGENDA ITEM SUMMARY FORT COLLINS CITY COUNCIL | ITEM NUMBER: 16 DATE: June 1, 2004 STAFF: Wanda Krajicek |
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SUBJECT

First Reading of Ordinance No. 090, 2004, Amending Section 2-29 of the Code of the City of Fort Collins Relating to Special Meetings.

RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

EXECUTIVE SUMMARY

This Ordinance amends Section 2-29 of the City Code relating to the calling of special meetings and the notice requirements for said meetings. Specifically, the amendments allow delivery of notice of a special meeting to the Council by mail, fax, or e-mail, in addition to personal delivery. In addition, if delivery is made in some manner other than in person, the City Clerk is required to request acknowledgment of receipt by each Councilmember, and if such acknowledgment is not received in the period of time specified by the City Clerk, then the Clerk is required to deliver another notice in person.

ORDINANCE NO. 090, 2004
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 2-29 OF THE CODE OF THE
CITY OF FORT COLLINS RELATING TO SPECIAL MEETINGS

WHEREAS, Article II, Section 11 of the Charter of the City of Fort Collins provides that Council shall prescribe by ordinance the manner in which special meetings may be called; and

WHEREAS, the manner in which special meetings may be called is set out in Section 2-29 of the Code of the City of Fort Collins; and

WHEREAS, the current provisions relating to the call of special meetings have been in place since September 15, 1992; and

WHEREAS, the Council has determined it appropriate to amend said provisions to allow for the delivery of notice of a special meeting by means other than personal delivery.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that Section 2-29 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 2-29. Special meetings.

(a) Special meetings of the City Council may be held at any time on call of the Mayor or a majority of the City Council. Notice of such call of meeting shall be given by the City Clerk in writing to each member of the City Council at least twenty-four (24) hours before the time scheduled for the meeting. Such notice shall set forth the time and place of the meeting and the purpose in calling such meeting. Such notice shall be ~~served on~~ **delivered to** the members of the City Council ~~by personally delivering a copy to each such member~~ **in person, by mail, by fax, or by electronic mail.**

(b) If any member of the City Council has given **prior written or verbal** notice to the City Clerk that such member will be out of town ~~for a period and not available for City Council meetings~~ **on the date of any special meeting called**, then notice of such special meeting need not be ~~served on~~ **delivered to** such City Councilmember.

(c) Notwithstanding the foregoing provisions, no additional notice of any special meeting shall be required to be given to any member of the City Council who is present at a regular meeting of the City Council when such special meeting was scheduled by the City Council.

(d) If notice of a special meeting is delivered to the members of the City Council in a manner other than in person as provided in Subsection (a) above, the City Clerk shall request each Councilmember to acknowledge receipt of such notice **within a specified period of time.** If the City Clerk does not receive acknowledgment of receipt from an individual Councilmember ~~at least forty-eight (48) hours prior to the special meeting~~ **within the period of time specified by the City Clerk, then** the City Clerk shall deliver another notice of such meeting to said Councilmember, in person, no less than twenty-four (24) hours before the time scheduled for the meeting.

Introduced, considered favorably on first reading, and ordered published this 1st day of June A.D. 2004, and to be presented for final passage on the 15th day of June, A.D. 2004.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading this 15th day of June, A.D. 2004.

Mayor

ATTEST:

City Clerk