

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Paul Cain, Deputy City Manager

Date: October 19, 2009

Subject: MO-09-076 Combining Existing City Council Committees into Expanded Committees and Appointing Various Councilmembers to the Various Committees

Council Action Requested:

The Council is requested to:

1. Combine existing City Council Committees into the following six (6) Council Committees:
 - Infrastructure & Development Committee
 - Community Services Committee
 - Finance & Internal Services Committee
 - Public Safety & Court Committee
 - Community & Intergovernmental Committee
 - Appointments & Policies Committee
2. Appoint 3 Councilmembers to each of the above Committees.

Background Information:

During the September 21, 2009 Council meeting (Agenda Item 7a), staff presented the City Council with a proposal to restructure the number and scope of the City Council's Committees (see attachment).

The purpose of each committee is to utilize specialized skills and interests of the City Council to optimize Council meeting time, share responsibility among Councilmembers, and give staff better direction on complex issues. The proposed structure should also improve organizational efficiency since the proposed committees mirror the organizational structure.

At this meeting, staff requested the City Council rank (prioritize) the committees according to each Councilmembers' area of interest. That ranking was presented during the October 5, 2009 City Council meeting. The ranking is as follows:

COUNCIL RANKING OF COMMITTEES								
	Gillaspie	Mahanay	McClendon	Powell	Shetter	Stephens	Wadlow	
								Suggestions based on ranking
Infrastructure & Development	2	4	1	1	4	1	2	McClendon, Powell, Stephens
Community Services	6	2	4	3	3	3	1	Wadlow, Mahanay, (Powell or Shetter or Stephens)
Finance & Internal Services	3	1	3	6	6	6	6	Mahanay, McClendon, Gillaspie
Public Safety & Court	1	3	5	2	1	2	5	Shetter, Gillaspie, (Stephens or Powell)
Community & Intergovernmental	5	5	2	4	2	5	4	McClendon, Shetter
Appointments & Policies	4	6	6	5	5	4	3	Wadlow
4A Board: Stephens, Gillaspie, Wadlow, Mahanay, McClendon								
4B Board: Shetter, Wadlow, Powell, Gillaspie								

Board/Citizen Input:

N/A

Financial Considerations:

There is no expenditure of municipal funds associated with this minute order.

Attachments:

Council Committee Overview

Staff Contact:

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Burleson City Council Committees

Committee Purpose

- ❖ Utilize specialized skills and interests
- ❖ Improve efficiency (mirrors organizational structure)
- ❖ Optimize Council meeting time
- ❖ Share responsibility among Councilmembers
- ❖ Better staff direction on complex issues

Committee structure

- ❖ 3 Councilmembers each (1 as Chair)
- ❖ Quorum must be present to have meeting
- ❖ Terms on each committee of 2 years
- ❖ No term limits

1. Infrastructure & Development Committee

City Departments:

- Community Development
- Economic Development
- Engineering
- Public Works

Meeting Schedule: Monthly

Note:

To assist city departments listed with issues, policies, and preliminary or current project work in particular projects purposed to 4A and the City Council.

Staff recommends appointing 3 council members that are also currently serving on the 4A Board, to this committee to serve with the directors (or their designees).

2. Community Services Committee

City Departments:

- Golf
- Library
- Neighborhood Services
- Parks

Meeting Schedule: Monthly

Note:

To assist city departments listed with issues, policies, and preliminary or current project work in particular projects purposed to 4B and the City Council.

Staff recommends appointing 3 council members that are also currently serving on the 4B Board, to this committee to serve with the directors (or their designees) of the departments listed.

3. Finance & Internal Services Committee:

City Departments:

- Facilities
- Finance/Support Services
- Fleet
- Human Resources
- Information Technology

Meeting Schedule: Quarterly

Note:

The current Finance Policy and Council Policy #32 states there will be a Finance Committee/Audit Committee to aid the Finance Department. For efficiency, a broader scope of work will be added to aid with issues and policies applicable to the other city departments listed.

There are currently 2 Council members on the Finance/Audit Committee.

Staff recommends 3 Councilmembers for this committee to serve with the directors or their designees of the departments listed.

4. Public Safety & Court Committee:

City Departments:

- Court
- Emergency Management
- Fire
- Fire Prevention
- Police

Meeting Schedule: Quarterly

Note:

To assist city departments as requested with policies and issues facing these departments on a preliminary basis before they require Council action. Some issues may not require Council action.

Staff recommends appointing 3 Councilmembers to this committee to serve with the directors or their designees of the departments listed.

5. Community & Intergovernmental Relations:

City Departments:

- City Manager's Office
- City Secretary's Office

Meeting Schedule:

- Monthly / Quarterly

Note:

This committee would encompass the current JUC as well as serve as the City Council's liaison committee to School Districts, Chamber of Commerce, Counties, Heritage Foundation, Harvest House, Heart for the Kids and other civic groups.

Staff recommends appointing 3 council members to this committee.

6. Appointments & Council Policies:

City Departments:

- City Manager's Office
- City Secretary's Office

Meeting Schedule: Monthly / Quarterly

Note:

The committee would review and make recommendations for all Council Policies working with the departments listed and also assume functions of the current Appointments Committee (charged with reviewing all current boards and applications and making recommendations to Council annually).

**Burleson City Council
Committees
2009-2011 Appointments**

All appointments begin on October 1, this term mirrors all the current City of Burleson Boards and Commissions and is consistent with Chapter 2 Article II Section 2-31 of the Code of Ordinances.

Infrastructure & Development Committee

Community Services Committee

Finance & Internal Services Committee

Public Safety & Court Committee

Community & Intergovernmental Relations

Appointments & Council Policies
