

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: January 27, 2015		DATE SUBMITTED: January 9, 2015	
DEPARTMENT OF ORIGIN: Water Services		SUBMITTED BY: J. Barfknecht	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input checked="" type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
<p>AGENDA ITEM DESCRIPTION: Consider directing the city staff to prepare and bring back to city council for consideration an ordinance or resolution creating a standing council committee to act in an advisory capacity to the city council on specific issues regarding water services or both water and wastewater services (i) to be assigned to the committee by the city council (or by council and staff) on an “as-needed basis”, or (ii) are within a defined area of responsibility delegated to the council committee by the ordinance or resolution. The ordinance or resolution creating the standing committee must provide for the organizational structure of the committee including committee composition, appointment of members and chairman, term of office, areas of responsibility, meeting schedule, duties, and rules of procedure. In the alternative, the council may decide that it does not wish to create a standing council committee, but rather prefers to continue to appoint only ad hoc council committees whenever the city council determines a need exists.</p>			
<p>SUMMARY STATEMENT: Recently, the city staff was approached by council members inquiring about the status of a council water committee and expressing an interest in the continued appointment of council members to such a committee.</p> <p>It has been at least one year and seven months since a council water committee has met based on the last time such a meeting appears on the council calendar, on June 25, 2013. However, since no posting exists for the meeting date last appearing on the council calendar and it was the practice of the city secretary to post a general meeting notice of the council water committee, it is likely that the June 25, 2013 meeting was scheduled, but did not take place. Based on council minutes, February 13, 2013 was the only time there is any reference in the Council meeting minutes regarding an assignment to the water committee.</p> <p>The term “Council committee” refers to a type of committee comprised solely of members of the city council, whose membership consists of less than a quorum of the city council, and which acts in an advisory capacity to the city council within a defined jurisdiction or on a specific subject or issue. There are two basic types of council committees: (1) ad hoc committees and (2) standing committees.</p> <p>Ad hoc committees are informal advisory committees, which are temporary in nature. Ad hoc committees are common in city government and may be created by a city council to study a particular issue or perform a specific task and typically have a specified period of duration to complete the task. Ad hoc committees are short in duration and specific in purpose. To create an ad hoc committee, the council appoints some of its members to form a committee and specifies the particular issue to be reviewed or task to be performed, as well as a specific time period for completion. Ad hoc committees dissolve automatically upon completion of their specified task or at the end of their specific period of duration, whichever occurs first.</p> <p>Standing committees are formal advisory committees which are intended to be permanent in nature. Standing committees can be created by ordinance, resolution or motion. The permanent nature of a standing committee requires that the City Council use an ordinance, resolution, or motion to both establish the committee and define the</p>			

committee's structure, organization, appointment, composition, area of responsibility, duties and rules of procedure and reporting. Any changes to the committee would then require action by the City Council.

A standing committee may be created to operate in one of two ways. A committee may meet on an as-needed basis to discuss specific issues as they arise and are assigned to the committee by the council as a whole. Alternatively a council committee may be created to meet regularly to discuss any issues that may arise on a specific subject and set its own agenda, with periodic reports on the issues brought before the City Council. The City Council currently does not have any standing council committees, and has not created a standing council water committee.

STAFF ANALYSIS AND RECOMMENDATION: If the City Council wishes to have a committee in place for the foreseeable future to discuss water or water/wastewater issues, a standing committee should be appointed by ordinance, resolution, or motion. In addition to outlining the committee's structure, organization, appointment, composition, area of responsibility, duties and rules of procedure and reporting, such an action would ensure that any changes made to the committee would be made by the City Council.

OPTIONS (In Suggested Order of Staff Preference):

1. Direct the staff to prepare and come back with an ordinance or resolution creating a standing committee.
2. Determine not to create a standing council committee.

ATTACHMENTS:

FUNDING SOURCE:

APPROVALS:

APPROVED FOR SUBMITTAL:

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 1-20-2015