



## CITY COUNCIL POLICY 42 City Council Committees

Adopted date	July 24, 2023
Revised date	
Department Name	City Council

The City Council created the Council Committees to provide staff direction on larger projects before bringing them forward to the full council. Each Committee is designed to align with our predicted growth, social changes, and technological advances to follow best practices.

### Section I – Council Committees

The Public Safety & Municipal Court will review policies, plans, and programs related to Police, Fire Protection, Public Safety Communications, Municipal Court, EMS service, Law Enforcement, and Code Compliance. In addition, this committee will assist with policies and issues facing these departments on a preliminary basis before they require Council action.

#### *Operational Area/Departments/Divisions*

- Police Department
- Fire Department
- Public Safety Communications
- Neighborhood Services – Code Compliance
- Municipal Court
- Public Safety Plans & Policies

The Infrastructure & Development Committee will assist the Community Development Services, Public Works, and Economic Development Departments with issues and policies.

#### *Operational Area/Departments/Divisions*

- Public Works
- Capital Improvement Program
- Economic Development
- Community Development Services
- Hotel-Motel Tax Fund
- Review 5- year Capital Improvement Processes (Annually)

The Finance Committee will adhere to the Finance Policy and all other Council Policies. In addition, this committee will review bond procurement, debt service, investments, and funding projects, current and future

#### *Operational Area/Departments/Divisions*

- Finance
- Revenues and Expenditures per Encumbrance
- Finance Support Services
- All Council Financial Polices including #30, #32, #36, and #41
- Purchasing

- Debt Service
- Investment Pool Deviations or Deletions
- Bond Procurement/Project Reviews

The Community Service Committee will review policies, plans, and programs that affect the quality of life of our employees and residents, including the protection of the natural environment, public health, human services, and neighborhood services. Serving as the liaison to the Citizen's Better Together working closely to develop positive initiatives.

*Operational Area/Departments/Divisions*

- Neighborhood Services – Animal Shelter & Environmental Services
- Parks & Recreation – Parks, Athletic Fields, Recreation, Golf, Naturalist, and Arborist
- Community Services – Communications, Senior Center, and Library
- Human Resources
- Quality of Life Projects
- Liaison to the Citizen's Better Together Committee

The Community & Intergovernmental Relations Committee liaisons with School Districts (BISD/JISD), Counties (Johnson/Tarrant), The Chamber of Commerce, The Heritage Foundation, and other civic organizations assuring promotion interagency cooperation. In addition, this committee will consider and make recommendation of all appointments to the city's boards, commissions, and committees.

*Operational Area/Departments/Divisions*

- Liaison – School Districts (BISD&JISD), Counties (Tarrant & Johnson), Chamber of Commerce, Heritage Foundation, and other Civic Organizations
- Collaborate with counties for overlapping projects and concerns
- Identify & Review interagency operations and programs
- City Manager's Office
- City Secretary's Office

The City Council Policies and Valuation Committee works with the City Manager and City Secretary departments to review and make recommendations on all Council Policies and will aid with issues and policies applicable to the internal services departments. These departments are Information Technology, Public Works, Legal - Risk Management, and Finance.

*Operational Area/Departments/Divisions*

- City Manager's Office
- City Secretary's Office
- Information Technology
- Internal Service Fund
- Stewardship of Public Resources
- Growth Space projections/needs
- Public Works – Facilities, Fleet, and Building Assessments
- Legal – TML Risk Management

The listed operational areas do not limit the functions of the committees and as the organization changes and operational area names change the core function of the area will remain with the committee.

Meeting schedules for each council committee shall be determined by the city council and the city manager's office to best utilize time.

## **Section II – Council Committees structure**

### Number of members per committee

- 3 council members per committee
- 2 council member are needed for a quorum
- Each council committee selects their own chair

### Term of appointment

- 2 year terms
- 2 year term for chair

### Selection and Appointment to each committee

The city council will generally start the process in July.

1. The City Secretary will send out a preference ranking sheet to each council member to begin the process
2. Each council member shall fill out the preference sheet in the prescribed time frame making sure to rank ALL council committees
3. The City Secretary at a regular council meeting will present to the city council a matrix of all council member ranking sheets and action to make appointments to each council committee
4. The city council will determine their own appointments taking into consideration each council members ranking sheet. The council should work to grant each council member their 1<sup>st</sup> preference if possible
5. Once all selections are done the City Secretary will ask the city council to take action to appoint council members to the city council committees for a 2 year term
6. If any changes occur in the council membership before the 2 year term is expired the City Secretary will present current appointments to the full council for their consideration
7. Council shall provide direction to the City Secretary if they want to go through the selection/appointment process again or leave as is waiting until the terms expire

This policy should be reviewed annually to make sure the council committees are being utilized to their full potential and are reflective of the city's needs.