

CITY COUNCIL COMMITTEES

June 20, 2023

Councilmember L. Scott



Overview

The city council committees were initially created to provide staff direction on larger projects before bringing them before the full council.

Each council committee was created specific to the current projects and growth in 2007 as often happens the committees original charge, description, and function has fallen behind today's operations.

Reviewing each committee and making sure they align with our predicted growth, social changes, and technological advances follows best practice. Now is the time to adjust our committees to future-oriented architects.



- Current committee description
- Proposed future-oriented description
- Areas/Departments/Divisions supporting each committee
- Recommend amendments and provide staff direction

Council Committees Proposed Schedule

Public Safety & Municipal Courts-----	Quarterly
Infrastructure & Development -----	Quarterly
Community Service -----	Quarterly
Appointment & Council Policies -----	Semi-Annual/As Needed
Community & Intergovernmental Relations -----	Quarterly
Governance & Stewardship Committee-----	Void
Finance -----	Quarterly
Internal Service -----	Quarterly
Better Together Committee-----	Monthly/Quarterly

Public Safety & Municipal Court Committee

Current

~~To assist Police, Fire, Fire Marshal, Emergency Services and Municipal Court departments as requested with policies and issues facing these departments on a preliminary basis before they require Council action.~~

Proposed

The **Public Safety & Municipal Court Committee** 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

Public Safety & Municipal Court Committee

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

Infrastructure & Development Committee

Current

~~To assist the Community Development, Public Works, Engineering and Economic Development departments with issues, policies, and preliminary or current project work in particular projects purposed to Type A Corporation and the City Council.~~

Proposed

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

Operational Area/Departments/Divisions

Infrastructure & Development Committee

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

Community Service Committee

Current

~~To assist the Parks, Library, Golf and Neighborhood Services departments with issues, policies, and preliminary or current project work in particular projects purposed to Type B Corporation and the city council.~~

Proposed

The **Community Service Committee** will review policies, plans, and programs that affect the quality of life of our residents, including the protection of the natural environment, public health, human services, and neighborhood services

Operational Area/Departments/Divisions

Community Services Committee

- Neighborhood Services
 - Animal Shelter
 - Environmental Health
- Parks & Recreation
 - Parks
 - Athletic Fields
 - Recreation
 - Golf
 - Naturalist
 - Arborist
- Community Services
 - Communications
 - Senior Center
 - Library
- Quality of Life Projects

Appointment & Council Policies Committee

Current

~~The committee reviews all boards and commissions applications annually and make recommendations to the Council for appointments. The committee works with the City Manager and City Secretary departments to review and make recommendations on all Council Policies.~~

Proposed

The **Appointment & Council Policies Committee** will review all boards and commission applications and recommend appointments to the Council in accordance with Council Policy #40 and city ordinances. This committee works with the City Manager and City Secretary departments to review and make recommendations on all Council Policies and Code of Ordinance Chapter 2 (Boards/Commissions/Committees).

Operational Area/Departments/Divisions

Appointment & Council Policies Committee

- City Manager's Office
- City Secretary's Office
- Council Policies

Community & Intergovernmental Relations Committee

Current

~~This committee encompasses the City/School Partnership Committee as well as serve as liaisons to School Districts, Counties, Chamber of Commerce, Heritage Foundation, Harvest House, Heart for Kids and other civic organizations.~~

Proposed

The **Community & Intergovernmental Relations Committee** encompasses the City/School Partnership Committee and liaisons with School Districts (BISD/JISD), Counties (Johnson/Tarrant), The Chamber of Commerce, The Heritage Foundation, and other civic organizations. In addition, this committee will consider policies and programs that promote interagency cooperation.

Operational Area/Departments/Divisions

Community & Intergovernmental Relations Committee

- Serve as Liaison
 - School Districts (BISD/JISD)
 - Counties (Tarrant/Johnson)
 - Chamber of Commerce
 - Heritage Foundation
 - Other Civic Organizations
- Collaborate with County for Overlapping Projects and Concerns
- Identify & Review Interagency Operations and Programs

Finance Committee

Current

~~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 has been added to this committee to aid with issues and policies applicable to the internal services departments. These departments are Human Resources, Information Technology, Facilities, Fleet and Finance/Support Services.~~

Proposed

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

- Finance
- Revenues and Expenditures per Encumbrance
- Finance Policy & Council Policy #32
- Council Policy #36
 - Purchasing
- Debt Service
- Investment Pool Deviations or Deletions
- Bond Procurement/Project Reviews

Internal Service Committee

Current

~~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 has been added to this committee to aid with issues and policies applicable to the internal services departments. These departments are Human Resources, Information Technology, Facilities, Fleet and Finance/Support Services.~~

Proposed

The **Internal Service Committee** will aid with issues and policies applicable to the internal services departments. These departments are Human Resources, Information Technology, Public Works, and Finance.

Operational Area/Departments/Divisions

Internal Service Committee

- Human Resources
- Information Technology
 - Support Service Fund
- Internal Service Fund
- Stewardship of Public Resources
- Growth space projections/needs
- Public Works
 - Facilities
 - Fleet
 - Building assessments

Better Together Committee

Strategic Foresight

The **Better Together Committee** will actively look for avenues to create opportunities to engage with our community and promote varied perspectives and lived experiences with measurable outcomes. Employ various engagement opportunities through visual art, food, theater, music, and conversation. This committee will report to the council on opportunities and successes.

3 – Council

3 – Burleson City Employees

3 – Citizens

Operational Area/Departments/Divisions

Better Together Committee

- Collaborate with the city's varied community groups and organizations to strengthen community connections.
- Foster a sense of unity, acceptance, and belonging through interaction, appreciation, and acknowledgment with all citizens
- Establish goals, opportunities, and measurable outcomes to fulfill the mission

Summary

With strategic foresight, we can use this template to develop new council committee initiatives that will serve our needs well into the next generation, as the current council committee architect has served us well from the past to the present.

“Action is what achieves our goals, moves our city’s business forward, and gets the job done.”
