



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 7, 2022
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of two (2) Budget Committee Council Members; and a chairperson to serve a two-year term.

BACKGROUND/SUMMARY:

The City Council Rules of Procedure – Section 9 City Council Committees reads:

9.01 Committees Established

- a. The City Council can establish standing committees or ad hoc committees when necessary. All committees will be advisory committees. Standing Committees will be established by Ordinance.
- b. Each standing committee shall review matters in its area of responsibility that are referred to it by the City Council, the City Manager, or an individual City Council Member. An advisory committee may recommend action to the City Council, but committee recommendation is not necessary for a matter to be placed on the City Council agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the City Council.
- c. City Council shall determine the number of members, not to exceed (2) council members per committee and appoint a chair to the advisory committee.

9.03 Committee Meetings

- a. Advisory Committees shall meet as necessary.
- b. The committee chair shall develop committee meeting agendas through coordination with fellow committee members and appropriate supporting staff members.

9.04 Agenda and Information

- a. Before each committee meeting, the Chair and City Secretary shall provide an agenda and supporting information for the meeting to committee members. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the mayor.
- b. Summary Minutes will be kept by the City Secretary, unless otherwise indicated within this procedure.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- Budget Committee Roster

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council appoint two (2) Budget Committee Council Members; and a chairperson to serve a two-year term.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**