



Amendment 1 – September 1, 2011

CITY COUNCIL SPECIAL MEETING AND STUDY SESSION NOTICE & AGENDA

Tuesday, September 06, 2011

5:00 PM

CITY COUNCIL CHAMBER

MUNICIPAL OFFICE COMPLEX
8401 W. MONROE STREET
PEORIA, AZ 85345

CONVENE:

ROLL CALL:

CITY COUNCIL:

Mayor

Bob Barrett

Mesquite District

Cathy Carlat, Vice Mayor

Acacia District

Tony Rivero

Ironwood District

Dave Pearson

Palo Verde District

Ron Aames

Pine District

Carlo Leone

Willow District

Joan Evans

**FINAL CALL TO SUBMIT SPEAKER REQUEST
FORMS:**

CONSENT AGENDA

CONSENT – New Business:

1C Authorization to Hold an Executive Session

Pursuant to A.R.S. § 38-431.03: Discussion and possible action to authorize the holding of an Executive Session for the purpose of discussion with legal counsel for legal advice on appeal of Solberg vs. Arizona State Retirement System. (Pursuant to A.R.S § 38-431.03(A)(3)).

(Executive Session to be held after Study Session)

STUDY SESSION AGENDA

Subjects for Discussion Only:

1. Council Subcommittees

ADJOURNMENT

NOTE: Documentation (if any) for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Council Meeting, at any time during regular business hours in the Office of the City Clerk, 8401 W. Monroe Street, Room 150, Peoria, AZ 85345.

City Manager

Carl Swenson

CALL TO THE PUBLIC: (NON-AGENDA ITEMS)

Your comments pertaining to City Council business are welcome. However, if you wish to address the City Council, please complete a Speaker Request Form and return it to the clerk before the call to order for this meeting. The City Council is not authorized by state law to discuss or take action on any issue raised by public comment until a later meeting.

Accommodations for Individuals with Disabilities. *Alternative format materials, sign language interpretation, assistive listening devices or interpretation in languages other than English are available upon 72 hours advance notice through the Office of the City Clerk, 8401 West Monroe Street, Room 150, Peoria, Arizona 85345 (623)773-7340, TDD (623)773-7221, or FAX (623) 773-7304. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.*

CITY OF PEORIA, ARIZONA COUNCIL COMMUNICATION

Date Prepared: August 3, 2011

Council Meeting Date: August 23, 2011

DATE: August 3, 2011

TO: Mayor & Council

FROM: Susan K. Thorpe, Deputy City Manager

THROUGH: Carl Swenson, City Manager

SUBJECT: Council Subcommittees Information

Purpose:

In preparation for the August 23 study session, this is a request for City Council to review the enclosed information related to Council Subcommittees. This information is intended to provide an overview of how other Valley cities utilize Council Subcommittees, alternatives for subcommittee groupings, alternative Council Policy drafts, and a general idea of the way the process could work in the City of Peoria. We look forward to hearing the Council discussion on August 23 and we will be ready to move ahead accordingly.

Background/Summary:

Council began the discussion of subcommittees at its workshop in January. Since that time, various members of the City Council have discussed the idea, and it was brought back for consideration at a study session on June 14, 2011. By consensus, the Council asked City staff to gather information about subcommittees, how they would work, the impact on staff and/or fiscal impact, and an implementation plan, and provide this information to Council during the summer break. This would give Council members time to review the information so they would be prepared for discussion at a future study session and potentially take formal Council action soon thereafter. The study session is set for August 23.

In order to begin this process, the City Manager formed a team of staff members in May who began gathering information and compiling data from other cities. Nine team members worked on the subcommittee information and implementation plan:

- Carl Swenson, City Manager
- Susan Thorpe, Deputy City Manager (Team Leader)
- Wanda Nelson, City Clerk
- Rhonda Geriminsky, Chief Deputy City Clerk
- Steve Kemp, City Attorney

- Brent Mattingly, Finance Director
- Claudia Lujan, Assistant to the City Manager
- Tammy Shreeve, Council Office and Grant Program Manager
- Corina Russo, Senior Executive Assistant

As a result of the team’s work, a number of resources and options have been compiled that we believe will be helpful in preparing for Council consideration on August 23. City Manager Swenson and Deputy City Manager Thorpe met with Councilmember Pearson in July to better understand his intent regarding the concepts and implementation of council subcommittees, as reflected in the original draft Council Policy he provided at the June 14 study session.

Previous Actions:

The City Council discussed Council Subcommittees at a study session on June 14, 2011, and, by consensus, agreed to direct staff to gather information about Council Subcommittees.

Options:

The attached documents outline the ways other cities utilize Council Subcommittees. Alternatives are shown for the number and types of subcommittees that might be established in Peoria. Alternatives are also listed that might provide additional avenues for Council policy discussions other than by subcommittees (as requested by a Councilmember).

Staff’s Recommendation:

The following Table of Contents lists the items provided in this packet.

<u>SECTION</u>	<u>DOCUMENT</u>
1.	Staff proposed draft Council Policy
2.	Proposed flowcharts for items to be considered by Council Subcommittee <ul style="list-style-type: none"> a. Flowchart for Councilmember initiated items b. Flowchart for Staff initiated Items c. Flowchart for Boards and Commission initiated items
3.	Roles and Responsibilities - General description of how staff support of Subcommittees will work
4.	Matrix comparison of current subcommittees, Councilmember Pearson’s proposals for subcommittees, and staff alternatives 1 and 2 (Alternative 2 Recommended)
5.	Alternatives for additional policy discussions by Council other than Subcommittees (as requested by Councilmember)
6.	Original draft Council Policy from June 14 Study Session (Councilmember Pearson)
7.	Staff proposed draft Council Policy shown as mark-up to June 14 original draft Council Policy
8.	Matrix of area cities with Council Subcommittees

Fiscal Analysis:

Once a clear understanding of the number and frequency of subcommittee meetings is established, staff can prepare an estimate of the fiscal impact. The impact will be mainly in terms of the value of staff time rather than hard dollar expenditures.

Regardless of the number or configuration of subcommittees or additional meetings directed by Council, City staff will make the process work effectively. If Council determines that subcommittees are a core service, staff is ready to dedicate sufficient resources to make this successful. We will re-prioritize discretionary or less core services in order to dedicate the time needed to provide quality staff involvement.

Narrative:

After reviewing the enclosed information and participating in the August 23, 2011 study session, the Council can provide staff with direction. We look forward to the Council discussion on August 23 and we will be ready to move forward accordingly.

Exhibit 1: Binder with Informational Documents

**CITY OF PEORIA
COUNCIL SUBCOMMITTEES INFORMATION**

Prepared August 3, 2011

Table of Contents

Section	Document
1	Staff proposed draft Council Policy
2	Proposed flowcharts for items to be considered by Council Subcommittee <ul style="list-style-type: none">• Flowchart for Councilmember initiated items• Flowchart for Staff initiated Items• Flowchart for Boards and Commission initiated items
3	Roles and Responsibilities - General description of how staff support of Subcommittees will work
4	Matrix comparison of current subcommittees, Councilmember Pearson's proposals for subcommittees, and staff alternatives 1 and 2 (Alternative 2 Recommended)
5	Alternatives for additional policy discussions by Council other than Subcommittees (as requested by Councilmember)
6	Councilmember Pearson's original Council Policy from June 14 Study Session
7	Staff proposed draft Council Policy shown as mark-up to Councilmember Pearson's original Council Policy
8	Matrix of area cities with Council Subcommittees



CITY COUNCIL POLICY

***** STAFF PROPOSED DRAFT *****

CP _ _

[ASSIGNED BY CMO]

Category: *[One of pre-existing list]*

Department:
[Originating or responsible department]

TITLE:

Council Committees to include Standing Policy Subcommittees, Ad Hoc Committees and Regional Committees

Approved:
[Date of Council Meeting]

A. Purpose

Pursuant to City Charter and City Code, this document institutes policy to establish, modify and terminate Council standing policy subcommittees, ad hoc committees and regional committees and describe their powers, duties, and responsibilities.

B. General Provisions

- The Mayor shall file with the City Clerk a list of all subcommittees, ad hoc committees and regional committees, together with the members, chairperson, and charge of each subcommittee, ad hoc committee and regional committee. Any changes in subcommittee, ad hoc committee or regional committee information shall also be filed with the City Clerk.
- CP 1-6 Public Body Meeting Procedures, shall govern all standing subcommittee and ad hoc committee meetings.
- Pursuant to City Code 2-63 City Manager-City Council relations, a standing policy subcommittee, ad hoc committee and its individual members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry. Neither a subcommittee or ad hoc committee nor any member thereof shall give orders or instructions to any subordinates of the City Manager.

Standing Policy Subcommittees

The purpose of standing policy subcommittees is to address policy issues as defined in Section E. of this Council Policy. Subcommittees are intended to be a public forum for council members "to make inquiries, analyze information, and provide recommendations" not for departmental oversight. The purpose is not to address administrative matters,

procedures or practices or to give direction to city staff regarding either policy or administrative matters.

1. The Mayor [optional - with the consent of the Council] shall establish various Council standing subcommittees to include but not limited to those in Section D of this document.
2. The Mayor [optional - with the consent of the Council] shall appoint three Council Members to each Council standing policy subcommittee for a one year term. The Mayor shall make a good faith effort to equalize membership on subcommittees among the six Council Members. The Mayor [optional - with the consent of the Council] may remove a subcommittee member.
3. Subcommittees are subject to Open Meeting Laws, rules of procedure and other laws and regulations deemed applicable by the City Attorney.
4. The Mayor may be a non-voting ex-officio member of all subcommittees, if he/she chooses.
5. Approximately one month prior to the first regular Council meeting of the calendar year, the Mayor shall inquire of subcommittee members any requests for subcommittee appointments. The Mayor will make a good faith effort to accommodate those requests. [Optional - Initial appointments and/or changes shall be reviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]
6. One month prior to the first regular Council meeting each year, the Mayor may reassign subcommittee memberships, based on councilmember interests. [Optional - Changes shall be reviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]
7. Members of each subcommittee shall select a chairperson at the first subcommittee meeting of the calendar year. The chairperson shall determine the agenda for the subcommittee consistent with the subcommittee's charge. A specific date and time each month will be set during normal City business hours for each subcommittee. However, meetings will be held only as needed based on agenda items.
8. The City Manager shall assign appropriate staff and resources to support subcommittee meetings.

9. The City Manager shall create an administrative procedure to ensure the proper and efficient functioning of the subcommittee process. The procedure shall be followed by all Council members and staff to ensure appropriate roles and responsibilities and relationships are adhered to by all parties.
10. The Mayor and individual Council Members may request an item be placed on a subcommittee agenda for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
11. The chairperson of a subcommittee shall place an item requested by the Mayor or individual Council Members for discussion on the subcommittee agenda in a timely manner without undue delay.
12. The City Manager shall make the final decision about which subcommittee an item is assigned to, based on subject matter.
13. The City Manager or the Council acting as a body may refer matters to a subcommittee(s) for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
14. Referrals and individual requests for discussion items to a subcommittee(s) must be in a format approved by consensus of the City Council. This format ensures that all Council members understand how to get an item on a subcommittee agenda.
15. Subcommittees shall conduct public meetings on all matters referred to them in a timely manner without undue delay. Subcommittee agendas shall conform to Council rules. Citizen participation is encouraged.
16. When an item is referred to the Council as a whole from a subcommittee, it shall be referred in one of two ways: (1) with a unanimous recommendation or, (2) lacking a unanimous recommendation, it shall be referred without a recommendation. There may be a separate staff recommendation on subcommittee items forwarded to City Council.
17. All items referred from a subcommittee shall be reviewed by the Council sitting as a committee of the whole in study session in a timely manner without undue delay. However, if an item is considered routine, of a time-sensitive or emergency nature, it may go directly to the Council for formal action.

18. The Council sitting as a committee of the whole in study session shall discuss the item referred from a subcommittee and determine that (1) the item should go to the full Council for formal action at a regular meeting, (2) further discussion is needed at a future Study Session, (3) further study is needed at the subcommittee level or at the staff level, or (4) no further discussion or action is needed.

19. Subcommittee meetings shall not be televised. No subcommittee shall be authorized to hold executive session except for the subcommittee charged with Council ethics investigations and only for that purpose.

Ad Hoc Committees

The purpose of ad hoc committees is to study, review, and make recommendations to the City Council regarding specific issues designated by the Mayor and Council.

1. The Mayor [optional - with the consent of the Council] may establish, modify, and terminate ad hoc committees of the Council and charge them with their powers, duties, and responsibilities.
2. The Mayor [optional - with the consent of Council] shall appoint and remove the members and chairperson for each ad hoc committee.
3. Membership of an ad hoc committee may include citizens and up to three Council Members.
4. Ad hoc committees shall be established only for a limited, clearly defined, time and at the end of the designated time shall automatically be abolished unless the time is extended by the Mayor [optional - with the consent of the Council].

Regional Committees

Pursuant to Article 2 Section 7 of the City Charter, the Mayor is the sole representative of the city on regional committees. The Mayor may appoint one or more Council Members to represent the Mayor on a regional committee either temporarily or for an extended time. Examples of regional committees include the Maricopa Association of Governments, Regional Public Transportation Authority and Westmarc.

C. Intent of this Policy

1. It is the intent of this document to modify and affirm the standing policy subcommittee, ad hoc committee and regional committee process, pursuant to City Charter and City Code.
 2. It is the intent of this document to allow Mayor and Council Members through the subcommittee process to make inquiries, analyze information, and provide recommendations to the City Council. This process will engage Council members and the public more thoroughly in city-related policy discussions in an informal public setting, encouraging greater citizen and Council input on policy creation at inception.
 3. The option of rotating standing policy subcommittee membership on an annual basis is intended to provide Council members with broad knowledge of the city in order to enhance Council policy making.
 4. It is the intent of this document that discussion of issues with potential city policy implications be discussed at the subcommittee level. All issues will be referred with or without a recommendation to the Council as a whole in a study session or at a regular Council Meeting if of a routine, time-sensitive or emergency nature..
 5. It is the intent of this document that the City Manager and Mayor, in the course of their duties, shall refer items they believe may impact city policy or require study, analysis or recommendation to a standing policy subcommittee(s).
 6. It is NOT the intent of this document that the City Manager and Mayor refer items to a subcommittee(s) that they deem routine in nature or that do not impact city policy.
 7. It is the intent of this document to acknowledge that from time to time issues which impact city policy may be of an emergency or time sensitive nature which require immediate Council review and will bypass the subcommittee procedure at the recommendation of the City Manager and Mayor. These occurrences, however, will be the exception and not the rule.
- D. Subcommittee Titles and Descriptions –The list below is illustrative of the types of policy issues each subcommittee will discuss. The full Council will determine the specific charge of each subcommittee, and shall confirm or amend that charge on an annual basis.

1. **Community Culture and Neighborhoods**

Relating to:

Arts, Libraries, Education, Cultural Events & Promotions, Parks, Recreation, Veteran's Affairs, Police & Fire Services, Code Enforcement, Emergency Preparedness, Homeland Security, Terrorism

2. **Community and Economic Development**
Relating to:
Not-for-Profit & Housing, Environment, Building Safety, Revitalization, Planning & Zoning, Economic Development, Business Retention, Transportation, Public Works, Streets, Utilities, Technology, Historic Preservation
3. **Policy and Appointments**
Relating to:
Appointments to Boards and Commissions, Ethics, Charter Officers, Council Policy, City Charter, Elections
4. **General Government**
Relating to:
Taxes, Budget and Finance, Rates and Fees, Inter Gov, General Government Activities

E. Definitions

1. Policy: A principle or rule to guide decisions and achieve rational outcome(s). The term is not normally used to denote what is actually done; this is normally referred to as either procedure or protocol. A policy will contain the 'what' and the 'why'. Procedures or protocols contain the 'what', the 'how', the 'where', and the 'when'. Policies are generally adopted by the Board of or senior governance body within an organization whereas procedures or protocols are developed and adopted by senior executive officers. (<http://wiki.answers.com>)

OR

Policy: The rules, guidelines and procedures designed to influence and determine all major decisions and actions by the City of Peoria. It outlines the ways, either proactive or reactive, in which Peoria government intends to conduct its affairs and how it addresses the internal and external views of the City of Peoria. (Original draft CP – Cmr Pearson)

2. **Consent:** Majority vote of the Peoria City Council in a regular or special meeting.

3. **Committee of the Whole:** The Mayor and City Council sitting together engaging in informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Category: _

Title: _

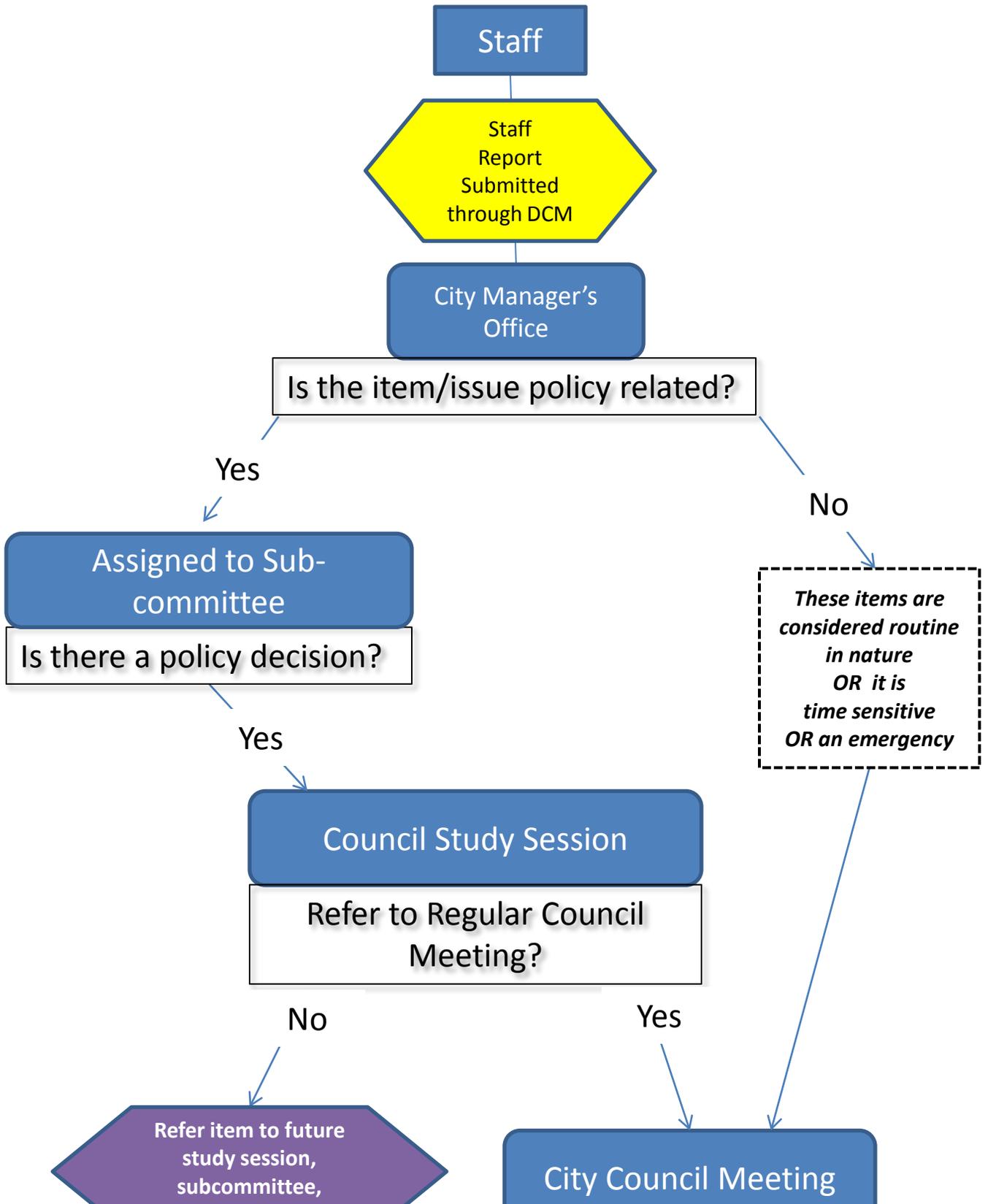
CP _- _

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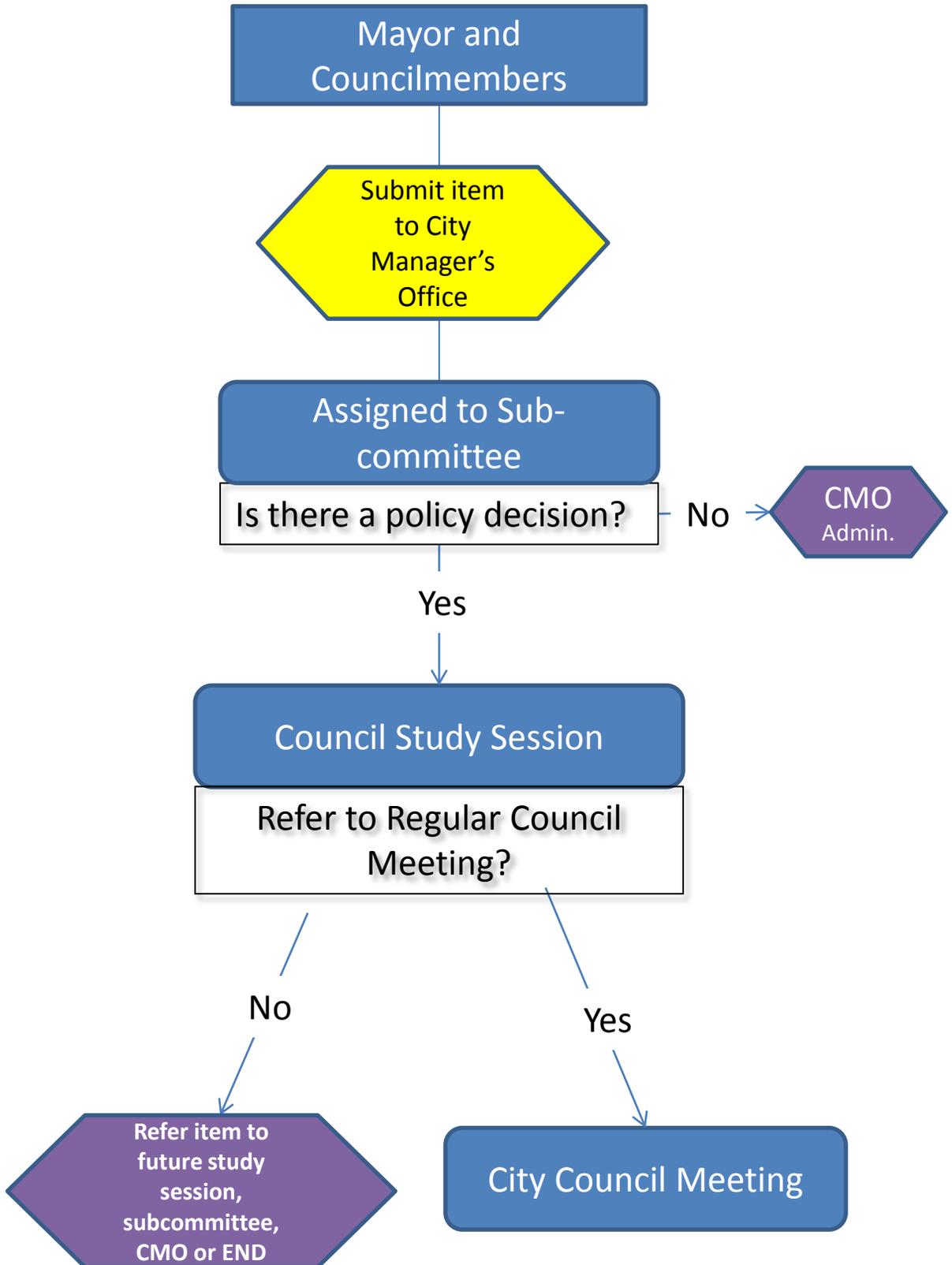
4. **Regular Meetings.** Regular Meetings are held for the purpose of discussion or action of the Council on various issues deemed necessary to further the business of the City. Regular Meetings may include Consent Agenda items.

5. **Study Sessions.** Study Sessions are held for the purpose of presentations and discussions on such issues that require more in-depth consideration of the City Council. No formal action of the City Council may be taken at such meetings, other than general consensus or conveying direction to staff for further action. These meetings shall not provide for a "Call to the Public".

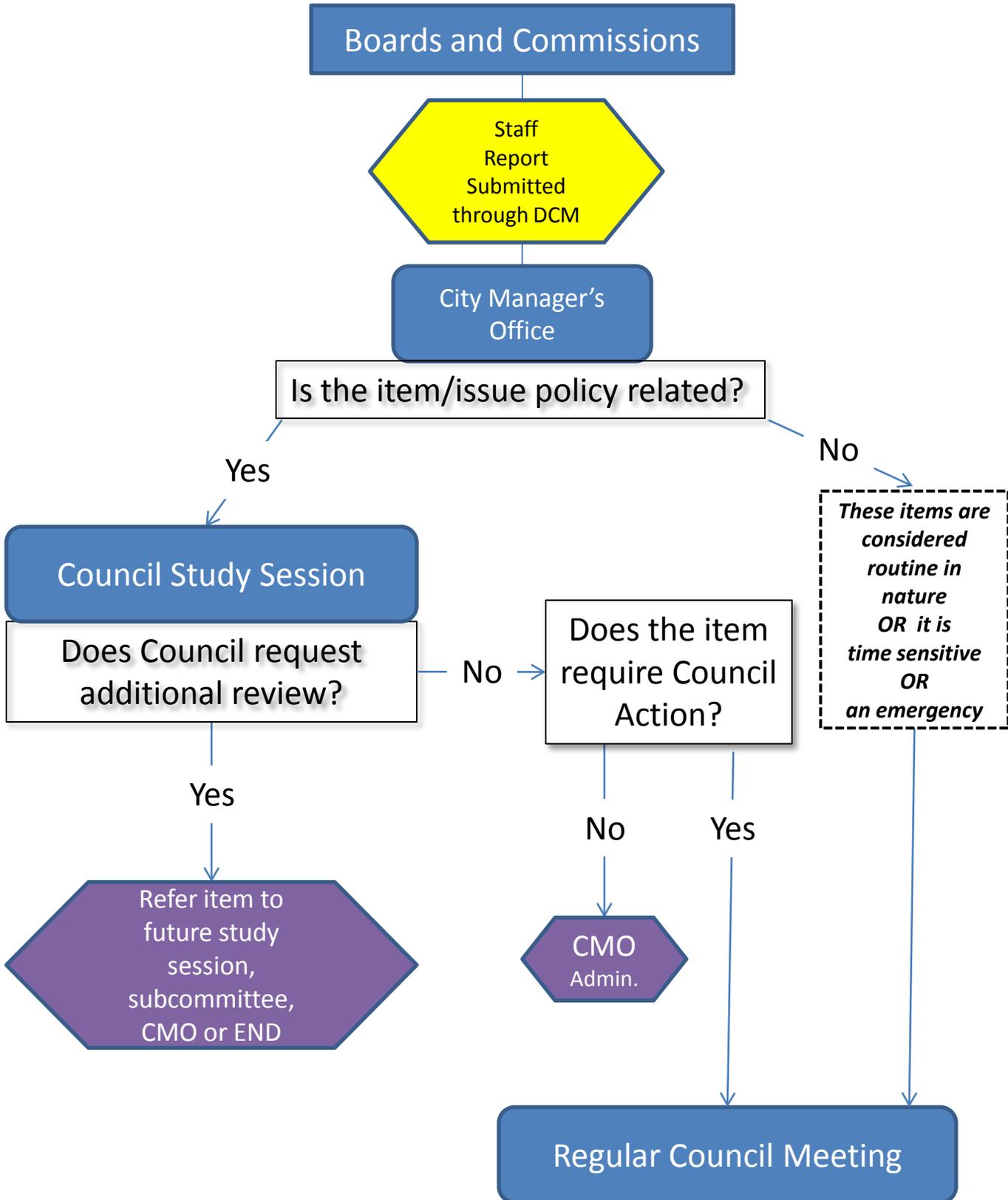
Council Subcommittee Flow Chart For Staff Submitted items



Council Subcommittee Flow Chart For Council Submitted items



Council Subcommittee Flow Chart For Boards and Commissions



**City of Peoria
Council Subcommittees**

***** DRAFT *****

Roles and Responsibilities of Mayor, City Councilmembers, and Staff

Title	Person	Responsibility
Subcommittee Chair	Mayor or Council Member	The Chairperson ensures that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. Assists with ensuring compliance with Open Meeting Laws.
Subcommittee member	Mayor or Council Member	Individual committee member. Actively participates in meetings.

Title	Person	Responsibility
Staff Liaison – Executive Management	City Manager designee (usually DCM or Department Director)	Serves as the Single Point of Contact (“go-to” person) for the Subcommittee chair and staff.
Supported by:		
Meeting Coordinator	Professional Staff designated by City Manager	Coordinates agendas, informational documents and meeting schedules.
Administrative support	Chairperson’s Council Assistant	Records and prepares minutes Assists Coordinator. Works with City Clerk’s office on postings.
Legal	City Attorney designee	Attends subcommittee meetings to advise subcommittee and ensure compliance with Open Meetings Law, etc.

General description of staff support level, time commitment, financial impact, “opportunity cost”.

The impact on the organization will be felt primarily in terms of the value of staff time rather than hard dollar expenditures.

In calculating the time needed for staff support of Council Subcommittees, staff used the existing Boards and Commissions Subcommittee as a guide, since it is the only standing committee that meets on a regular basis. The Not-for-Profit Subcommittee meets once/twice per year, and the Ethics Subcommittee meets only as called.

The approximate preparation time for this subcommittee can range from 8-12 hours per month (not including attending the meeting itself). This may be on the high side due to the extensive amount of copying and preparation of paper application forms for this particular subcommittee.

For the subcommittees anticipated in the proposed Council Policy, or the alternatives, we estimate a range of 5-10 hours per month of staff support. This will depend on the number of agenda items, the depth of research needed for a particular item, etc. Through experience will we be able to track the actual time needed for each subcommittee.

In any case, regardless of the number or configuration of subcommittees or other additional meetings as desired by Council, the City staff can and will make the process work effectively. If Council determines that this is a core service, staff will dedicate sufficient resources to make this workable and successful. We will re-prioritize discretionary or less core services in order to dedicate the time needed to provide quality staff work and follow through.

City of Peoria Alternatives for Council Subcommittees – DRAFT 7/26/11

Dave Pearson Original (6 subcommittees)	Dave Pearson modified w/staff input (6 Subcommittees)	Alternative 1 (5 Subcommittees)	Alternative 2 - RECOMMENDED (4 Subcommittees)
<p><u>1. Boards and Commissions</u> Shall concern itself with selections for citizen boards and commissions pursuant to City Code 2-150 through 2-158 and Council Policy 1-5.</p>	<p><u>1. Policy and Appointments</u> Relating to: Appointments to Boards and Commission, Ethics, Charter Officers, Council Policies, City Charter</p>	<p><u>1. Boards & Commissions</u> Appointments to citizen boards and commissions</p>	<p><u>1. Policy and Appointments</u> Relating to: Appointments to Boards and Commissions, Ethics, Charter Officers, Council Policy, City Charter, Elections</p>
<p><u>2. Community Culture</u> Arts, Libraries, Education, Cultural Events & Promotions, Historic Preservation, Parks, Recreation and Veteran's Affairs.</p>	<p><u>2. Community Culture</u> Relating to: Arts, Libraries, Education, Cultural Events & Promotions, Parks, Recreation and Veteran's Affairs</p>	<p><u>2. Community Culture, Neighborhoods & Public Safety</u> Arts, Libraries, Education, Cultural Events & Promotions, Historic Preservation, Parks, Recreation and Veteran's Affairs, Police, Code Enforcement, Fire, Emergency Management</p>	<p><u>2. Community Culture and Neighborhoods</u> Relating to: Relating to: Arts, Libraries, Education, Cultural Events & Promotions, Parks, Recreation, Veteran's Affairs, Police & Fire Services, Code Enforcement, Emergency Preparedness, Homeland Security, Terrorism</p>
<p><u>3. Public Safety</u> Police and Fire departments including Crime Prevention, the Courts, Homeland Security, Terrorism, and Emergency Preparedness.</p>	<p><u>3. Public Safety</u> Relating to: Police & Fire Services, Code Enforcement, Homeland Security, Terrorism, and Emergency Preparedness</p>	<p><u>3. Community & Economic Development</u> (incorporates current Not-for-Profit & Housing Subcommittee) Environment, Building Safety, Housing, Revitalization, Planning & Zoning, Community Development, Economic Development, Transportation</p>	<p><u>3. Community and Economic Development</u> Relating to: Not-for-Profit & Housing, Environment, Building Safety, Revitalization, Planning & Zoning, Economic Development, Business Retention, Transportation, Public Works, Streets, Utilities, Technology, Historic Preservation</p>
<p><u>4. Sustainability</u> Environment, Health & Safety, Technology, Not-for-Profits, Housing, Neighborhoods, Code Enforcement, Revitalization, Planning & Zoning, Economic Development and Business Retention.</p>	<p><u>4. Sustainable Development</u> Relating to: Not-for-Profit & Housing, Environment, Building Safety, Neighborhoods, Revitalization, Historic Preservation, Planning, Zoning, Economic Development and Business Retention</p>	<p><u>4. Finance & Budget</u> Taxes, Budget and Finance, Rates and Fees</p>	<p><u>4. General Government</u> Relating to: Taxes, Budget and Finance, Rates and Fees, Inter Gov, General Government Activities</p>

City of Peoria Alternatives for Council Subcommittees – DRAFT 7/26/11

<p>5. Public Services Transportation, Streets, Rights of Way, Public Works & Utilities and Communications.</p>	<p>5. Public Services Relating to: Transportation, Streets, Public Works, Utilities, Technology</p>	<p>5. Legal Matters & Legislative Affairs Ethics City Charter, City Code, Elections, Legal, Legislative Affairs, Municipal Court</p>	
<p>6. General Government Taxes, Budget and Finance, Government Relations, City Charter, City Code, Council Policy, Elections, Law and General Government Operations. <i>Ethics - (not originally listed)</i></p>	<p>6. General Government Relating to: Budget, Finance, Taxes, Rates and Fees, Intergov, Elections, General Government Activities</p>		

Comparison Listing of Current and Proposed Subcommittees

Current

1. Boards and Commissions
2. Not-for-Profit
3. Ethics

Dave Pearson's Original

1. Boards and Commissions (same as current)
2. Community Culture
3. Sustainability (includes existing Not-for-Profit Subcommittee)
4. Public Safety
5. Public Services
6. General Government (includes Ethics Subcommittee , not originally listed)

City of Peoria Alternatives for Council Subcommittees – DRAFT 7/26/11

Dave Pearson's Modified

1. Policy and Appointments (includes existing Boards & Commissions Subcommittee and Ethics Subcommittee)
2. Community Culture
3. Sustainable Development (includes existing Not-for-Profit Subcommittee)
4. Public Safety
5. Public Services
6. General Government

Alternative 1

1. Boards and Commissions (same as current)
2. Community Culture, Neighborhoods & Public Safety
3. Community & Economic Development (includes existing Not-for-Profit Subcommittee)
4. Finance & Budget
5. Legal Matters & Legislative Affairs (includes existing Ethics Subcommittee)

Alternative 2 (revised) - RECOMMENDED

1. Policy and Appointments (includes existing Boards & Commissions Subcommittee and Ethics Subcommittee)
2. Community Culture, Neighborhoods
3. Community & Economic Development (includes existing Not-for-Profit Subcommittee)
4. General Government

Alternatives for additional policy discussions by Council other than Subcommittees (requested by Councilmember)

1. Establish a practice currently used in Phoenix of holding Policy Meetings, as outlined below (taken from their *Board and Commission Member Resource Guide, page 8*):

Policy Meetings

The Phoenix City Council generally holds policy meetings on Tuesdays at 2:00 p.m. (except for the fourth Tuesday of every month and holidays) in the City Council Chambers. At these meetings, the Council discusses general issues that affect the people of Phoenix such as transportation, budgets, water rates, public safety, capital improvements, human services and long-range planning. These meetings provide the Council with an opportunity to hear presentations by staff and interested stakeholders on topics that may come before the Council at a formal meeting (which is discussed in the next section). This meeting allows the Council to give general direction to staff regarding future city policies.

During the policy meeting, the Council will also request information from staff or follow up on issues of interest to the public, ask questions about the formal meeting agenda, and hear reports from the City Manager. Also, the Council will also consider items on the consent agenda, which is usually the first item of the policy agenda. The consent agenda consists of a group of non-controversial items voted on as a whole by the Council without discussion. If no policy meeting is scheduled, the consent agenda may be placed as an item on the formal council agenda.

2. Provide a tiered-approach to introduce topics in-depth and early through the following:
 - a) Written staff reports at Council meetings notifying Council of upcoming discussion topics. (These could be included under City Manager Report).
 - b) Add one or more Study Sessions each month to allow more discussion opportunities on various topics, and any Councilmember may request a topic of discussion.
 - c) At Council's request or consensus at study session, items are either brought back to additional Study Session as needed, or placed on the formal Council Agenda for action.
3. Hold additional Workshops/Study Sessions one day per month to discuss multiple topics solicited from individual Council members or topics requested by City management. These would either be held during normal City business hours (Mon-Thurs), or if on Friday, would be held in a building that operates on Fridays such as PSAB Peoria Room. For example:

8:00 a.m.	Begin Session
Noon	Break for Lunch
12:30 p.m.	Resume
3:00 p.m.	Adjourn



CITY COUNCIL POLICY

**DRAFT FROM JUNE 14
COUNCILMEMBER PEARSON ORIGINAL**

CP _ _

[ASSIGNED BY CMO]

Category: *[One of pre-existing list]*

Department:
[Originating or responsible department]

TITLE:

Council Committees to include Standing, Ad Hoc and Regional committees/subcommittees

Approved:
[Date of Council Meeting]

A. Purpose

Pursuant to City Charter and City Code, this document institutes policy to establish, modify and terminate Council standing subcommittees, ad hoc and regional committees and charge them with their powers, duties, and responsibilities.

B. General Provisions

- The Mayor shall file with the City Clerk a list of all subcommittees, ad hoc and regional committees, together with the members, chairperson, and charge of each subcommittee, ad hoc and regional committee. Any changes in subcommittee, ad hoc or regional committee information shall also be filed with the City Clerk.
- CP 1-6 Public Body Meeting Procedures, shall govern all subcommittee and ad hoc meetings.
- Pursuant to City Code 2-63 City Manager-City Council relations, a subcommittee, ad hoc and its members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry. Neither a subcommittee or ad hoc nor any member thereof shall give orders or instructions to any subordinates of the City Manager.

Standing Subcommittees

1. The Mayor with the *consent of the Council shall establish various Council standing subcommittees to include but not limited to those in Section D of this document.

2. The Mayor with the consent of Council shall appoint three Council Members to each Council standing subcommittee for a two-year term. The Mayor shall make a good faith effort to equalize membership on subcommittees among the six Council Members. The Mayor with the consent of Council may remove a subcommittee member.
3. The Mayor shall be a non-voting ex-officio member of all subcommittees.
4. One month prior to the first regular Council meeting of the calendar year, the Mayor shall inquire of subcommittee members any requests to change subcommittee appointments. The Mayor will make a good faith effort to accommodate those requests. Changes shall be reviewed by Council for possible consent at the first regular Council meeting of the calendar year.
5. Regardless of mid-term changes, one month prior to the first regular Council meeting of odd numbered calendar years, the Mayor shall reassign all subcommittee memberships. Changes shall be reviewed by Council for possible consent at the first regular Council meeting of the calendar year.
6. Members of each subcommittee shall select a chairperson at the first subcommittee meeting of the calendar year. The chairperson shall determine the agenda for the subcommittee consistent with the charge of each.
7. The City Manager shall assign appropriate staff and resources to support subcommittee meetings.
8. The City Manager shall create an administrative procedure to ensure the proper and efficient function of the subcommittee process.
9. The Mayor and individual Council Members may request an item be placed on a subcommittee agenda for the purpose of collecting information, providing analysis, and making recommendations.
10. The chairperson of a subcommittee shall place an issue requested by the Mayor or individual Council Members for discussion on the subcommittee agenda in a timely manner without undue delay.

11. The City Manager shall be the final arbiter of subcommittee assignment(s) of individual Mayor and Council Member requests for discussion items.
12. The City Manager or the Council acting as a body may refer matters to a subcommittee(s) for the purpose of collecting information, providing analysis, and making recommendations.
13. Referrals and individual requests for discussion items to a subcommittee(s) must be in a format approved by consensus of the City Council.
14. Subcommittees shall conduct public hearings on all matters referred to them in a timely manner without undue delay. Subcommittee agendas shall conform to Council rules. Citizen participation is encouraged.
15. When a matter is referred to Council as a whole from a subcommittee, it shall be referred in one of two ways (1) a unanimous recommendation or, (2) lacking a unanimous recommendation, it shall be referred without a recommendation.
16. All matters referred from a subcommittee shall be reviewed by the Council sitting as body of the whole in study session in a timely manner without undue delay.

Ad hoc Committees

1. The Mayor with the consent of Council may establish, modify, and terminate ad hoc committees of the Council and charge them with their powers, duties, and responsibilities.
2. The Mayor shall with the consent of Council appoint and remove the members and chairperson for each ad hoc committee.
3. Membership of an ad hoc committee may include citizens and up to three Council Members.
4. Ad hoc committees shall be established to study, review, and make recommendations regarding specific issues designated by the Mayor and Council.
5. Ad hoc committees shall be established only for a limited, clearly defined, time and at the end of the designated time shall automatically be abolished unless the time is extended by the Mayor with the consent of Council.

Regional Committees

Pursuant to Article 2 Section 7 of the City Charter, the Mayor is the sole representative of the city on regional committees. The Mayor may appoint one or more Council Members to represent the Mayor on a regional committee either temporarily or for an extended time.

C. Intent

1. It is the intent of this document to modify and affirm the standing subcommittee, ad hoc and regional committee process, pursuant to City Charter and City Code.
2. The intent of this document is to allow Mayor and Council Members through the subcommittee process to make inquiries, analyze information, and provide recommendations. This process will engage Council and the public more thoroughly in city-related *policy discussions in an informal public setting encouraging greater citizen and Council input on policy creation at inception.
3. Rotating subcommittee membership on a biennial basis is intended to provide Council Members with broad knowledge of the city in order to enhance Council policy making.
4. It is the intent of this document that discussion of issues with potential city policy implications be initiated at the subcommittee level and then those issues will be referred with or without a recommendation to the Council as a whole in a study session.
5. It is the intent of this document that the City Manager and Mayor, in the course of their duties, shall refer matters they believe may impact city policy or require study, analysis or recommendation to a subcommittee(s).
6. It is NOT the intention of this document that the City Manager and Mayor refer matters to a subcommittee(s) that they deem routine in nature or that do not impact city policy.
7. It is the intent of this document to acknowledge that from time to time issues which impact city policy may be of an emergency or time sensitive nature which require immediate Council review and will bypass the subcommittee procedure at the recommendation of the City Manager and Mayor. These occurrences, however, will be the exception and not the rule.

D. Subcommittee Titles and Descriptions

1. **Subcommittee on Community Culture**

The Subcommittee on Community Culture shall concern itself with public policy involving the Arts, Libraries, Education, Cultural Events & Promotions, Historic Preservation, Parks, Recreation and Veteran's Affairs.

2. **Subcommittee on Sustainability**

The Subcommittee on Sustainability shall concern itself with public policy involving the Environment, Health & Safety, Technology, Not-for-Profits, Housing, Neighborhoods, Code Enforcement, Revitalization, Planning & Zoning, Economic Development and Business Retention.

3. **Subcommittee on Boards and Commissions**

The Subcommittee on Boards and Commissions shall concern itself with selections for citizen boards and commissions pursuant to City Code 2-150 through 2-158 and Council Policy 1-5.

4. **Subcommittee on General Government**

Subcommittee on General Government shall concern itself with public policy involving Taxes, Budget and Finance, Government Relations, City Charter, City Code, Council Policy, Elections, Law and General Government Operations.

5. **Subcommittee on Public Services**

The Subcommittee on Public Services shall concern itself with public policy involving Transportation, Streets, Rights of Way, Public Works & Utilities and Communications.

6. **Subcommittee on Public Safety**

The Subcommittee on Public Safety shall concern itself with public policy involving Police and Fire departments including Crime Prevention, the Courts, Homeland Security, Terrorism, and Emergency Preparedness.

Category: _
Title: _
CP _-_
Page 6 of 6

E. Definitions

1. **Policy:** The rules, guidelines and procedures designed to influence and determine all major decisions and actions by the City of Peoria. It outlines the ways, either proactive or reactive, in which Peoria government intends to conduct its affairs and how it addresses the internal and external views of the City of Peoria.

2. **Consent:** Majority vote of the Peoria City Council in a regular or special meeting.



CITY COUNCIL POLICY

***** STAFF PROPOSED
MARK-UP DRAFT *****

CP _-_-

[ASSIGNED BY CMO]

Category: [One of pre-existing list]

Department:
[Originating or responsible department]

Approved:
[Date of Council Meeting]

TITLE:

Council Committees to include Standing Policy Subcommittees, Ad Hoc Committees and Regional eCommittees/subcommittees

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A. Purpose

Pursuant to City Charter and City Code, this document institutes policy to establish, modify and terminate Council standing policy subcommittees, ad hoc committees and regional committees and ~~charge them~~describe with their powers, duties, and responsibilities.

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B. General Provisions

- The Mayor shall file with the City Clerk a list of all subcommittees, ad hoc committees and regional committees, together with the members, chairperson, and charge of each subcommittee, ad hoc committee and regional committee. Any changes in subcommittee, ad hoc committee or regional committee information shall also be filed with the City Clerk.
- Council Policy 1-6 Public Body Meeting Procedures, shall govern all standing subcommittee and ad hoc committee meetings.
- Pursuant to City Code 2-63 City Manager-City Council relations~~Council relations~~, a standing policy subcommittee, ad hoc committee and its individual members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry. Neither a subcommittee or ad hoc committee nor any member thereof shall give orders or instructions to any subordinates of the City Manager.

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Standing Policy Subcommittees

The purpose of standing policy subcommittees is to address policy issues as defined in Section E. of this Council Policy. Subcommittees are intended to be a public forum for council members "to make inquiries, analyze information, and provide recommendations", not for departmental

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oversight. The purpose is not to address administrative matters, procedures or practices, or to give direction to city staff regarding either policy or administrative matters.

1. The Mayor [optional - with the *consent of the Council] shall establish various Council standing subcommittees to include but not limited to those in Section D of this document.

2. The Mayor [optional - with the consent of the Council] shall appoint three Council Members to each Council standing policy subcommittee for a two-yearone year term. The Mayor shall make a good faith effort to equalize membership on subcommittees among the six Council Members. The Mayor [optional - with the consent of the Council] may remove a subcommittee member.

2-3. Subcommittees are subject to -Open Meeting Laws, rules of procedure and other laws and regulations deemed applicable by the City Attorney.

3-4. The Mayor shall-may be a non-voting ex-officio member of all subcommittees, if he/she chooses.

4-5. Approximately one month prior to the first regular Council meeting of the calendar year, the Mayor shall inquire of subcommittee members any requests to changefor subcommittee appointments. The Mayor will make a good faith effort to accommodate those requests. [Optional - Initial appointments and/or Cchanges shall be reviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]

5-6. Regardless of mid-term changes, one month prior to the first regular Council meeting of odd-numbered calendar yearseach year, the Mayor shall-may reassign all subcommittee memberships, based on councilmember interests. [Optional - Changes shall be reviewed byreviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]

6-7. Members of each subcommittee shall select a chairperson at the first subcommittee meeting of the calendar year. The chairperson shall determine the agenda for the subcommittee consistentsubcommittee consistent with the subcommittee's charge-of each. A specific date and time each month will be set during normal City business hours for each subcommittee.

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- However, meetings will be held only as needed based on agenda items.
- ~~7-8.~~ The City Manager shall assign appropriate staff and resources to support subcommittee meetings.
- ~~8-9.~~ The City Manager shall create an administrative procedure to ensure the proper and efficient functioning of the subcommittee process. The procedure shall be followed by all Council members and staff to ensure appropriate roles and responsibilities and relationships are adhered to by all parties.
- ~~9-10.~~ The Mayor and individual Council Members may request an item be placed on a subcommittee agenda for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
- ~~10-11.~~ The chairperson of a subcommittee shall place an issue-item requested by the Mayor or individual Council Members for discussion on the subcommittee agenda in a timely manner without undue delay.
- ~~11-12.~~ The City Manager shall be the final arbiter make the final decision about which of subcommittee assignment(s) subcommittee an item is assigned to, of individual Mayor and Council Member requests for discussion items based on subject matter.
- ~~12-13.~~ The City Manager or the Council acting as a body may refer matters to a subcommittee(s) for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
- ~~13-14.~~ Referrals and individual requests for discussion items to a subcommittee(s) must be in a format approved by consensus of the City Council. This format ensures that all Council members understand how to get an item on a subcommittee agenda.
- ~~14-15.~~ Subcommittees shall conduct public hearings-meetings on all matters referred to them in a timely manner without undue delay. Subcommittee agendas shall conform to Council rules. Citizen participation is encouraged.
- ~~15-16.~~ When a matter an item is referred to the Council as a whole from a subcommittee, it shall be referred in one of two ways: (1) with -a unanimous recommendation or, (2) lacking a

unanimous recommendation, it shall be referred without a recommendation. There may be a separate staff recommendation on subcommittee items forwarded to City Council.

17. All ~~matters-items~~ referred from a subcommittee shall be reviewed by the Council sitting as ~~body-a committee~~ of the whole in study session in a timely manner without undue delay. However, if an item is considered routine, of a time-sensitive or emergency nature, it may go directly to the Council for formal action.

~~16-18.~~ The Council sitting as a committee of the whole in study session shall discuss the item referred from a subcommittee and determine that (1) the item should go to the full Council for formal action at a regular meeting, (2) further discussion is needed at a future Study Session, -(32) further study is needed at the subcommittee level or at the staff level, or (43) no further discussion or action is needed.

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Ad ~~H~~oc Committees

The purpose of ad hoc committees is to study, review, and make recommendations to the City Council regarding specific issues designated by the Mayor and Council.

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1. The Mayor [optional - with the consent of the Council] may establish, modify, and terminate ad hoc committees of the Council and charge them with their powers, duties, and responsibilities.

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2. The Mayor ~~shall~~ [optional - with the consent of Council] shall appoint and remove the members and chairperson for each ad hoc committee.

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3. Membership of an ad hoc committee may include citizens and up to three Council Members.

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~~4. Ad hoc committees shall be established to study, review, and make recommendations regarding specific issues designated by the Mayor and Council.~~

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~~5-4.~~ Ad hoc committees shall be established only for a limited, clearly defined, time and at the end of the designated time shall ~~be~~ automatically ~~be~~ abolished unless the time is extended by the Mayor [optional - with the consent of the Council].

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Regional Committees

Pursuant to Article 2 Section 7 of the City Charter, the Mayor is the sole representative of the city on regional committees. The Mayor may appoint one or more Council Members to represent the Mayor on a regional committee either temporarily or for an extended time. [Examples of regional committees include the Maricopa Association of Governments, Regional Public Transportation Authority and Westmarc.](#)

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C. Intent [of this Policy](#)

1. It is the intent of this document to modify and affirm the standing [policy](#) subcommittee, ad hoc [committee](#) and regional committee process, pursuant to City Charter and City Code.
2. ~~It is~~ the intent of this document ~~is~~ to allow Mayor and Council Members through the subcommittee process to make inquiries, analyze information, and provide recommendations [to the City Council](#). This process will engage ~~Council~~ [Council members](#) and the public more thoroughly in city-related ~~policy~~ discussions in ~~an~~ informal public setting, [thereby](#) encouraging greater citizen and Council input on policy creation at inception.
3. ~~The option of~~ rotating [standing policy](#) subcommittee membership on [an annual a biennial](#) basis is intended to provide Council ~~m~~Members with broad knowledge of the city in order to enhance Council policy-making.
4. It is the intent of this document that discussion of issues with potential city policy implications be ~~initiated-discussed~~ at the subcommittee level, ~~and then t~~ ~~those~~ ~~All~~ issues will be referred with or without a recommendation to the Council as a whole in a study session [or at a regular Council Meeting if of a routine, time-sensitive or emergency nature.](#)
5. It is the intent of this document that the City Manager and Mayor, in the course of their duties, shall refer ~~matters-items~~ they believe may impact city policy or require study, analysis or recommendation to a [standing policy](#) subcommittee(s).
6. It is NOT the intention of this document that the City Manager and Mayor refer ~~matters-items~~ to a subcommittee(s) that they deem routine in nature or that do not impact city policy.
7. It is the intent of this document to acknowledge that from time to time issues which impact city policy may be of an emergency or time sensitive nature which require immediate Council review and will bypass the

subcommittee procedure at the recommendation of the City Manager and Mayor. These occurrences, however, will be the exception and not the rule.

D. Subcommittee Titles and Descriptions - The list below is illustrative of the types of policy issues each subcommittee will discuss. The full Council will determine the specific charge of each subcommittee, and shall confirm or amend that charge on an annual basis.

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1. **Community Culture and Neighborhoods**
Relating to:
Arts, Libraries, Education, Cultural Events & Promotions, Parks, Recreation, Veteran's Affairs, Police & Fire Services, Code Enforcement, Emergency Preparedness, Homeland Security, Terrorism

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Subcommittee on Community Culture

The Subcommittee on Community Culture shall concern itself with public policy involving the Arts, Libraries, Education, Cultural Events & Promotions, Historic Preservation, Parks, Recreation and Veteran's Affairs.

2. **Community and Economic Development**
Relating to:
Not-for-Profit & Housing, Environment, Building Safety, Revitalization, Planning & Zoning, Economic Development, Business Retention, Transportation, Public Works, Streets, Utilities, Technology, Historic Preservation

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Subcommittee on Sustainability

The Subcommittee on Sustainability shall concern itself with public policy involving the Environment, Health & Safety, Technology, Not for Profits, Housing, Neighborhoods, Code Enforcement, Revitalization, Planning & Zoning, Economic Development and Business Retention.

3. **Policy and Appointments**
Relating to:
Appointments to Boards and Commissions, Ethics, Charter Officers, Council Policy, City Charter, Elections

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Subcommittee on Boards and Commissions

The Subcommittee on Boards and Commissions shall concern itself with selections for citizen boards and commissions pursuant to City Code 2-150 through 2-158 and Council Policy 1-5.

4. General Government
Relating to:
Taxes, Budget and Finance, Rates and Fees, Inter Gov, General
Government Activities

Subcommittee on General Government

Subcommittee on General Government shall concern itself with public policy involving Taxes, Budget and Finance, Government Relations, City Charter, City Code, Council Policy, Elections, Law and General Government Operations.

5. Subcommittee on Public Services

The Subcommittee on Public Services shall concern itself with public policy involving Transportation, Streets, Rights of Way, Public Works & Utilities and Communications.

6. Subcommittee on Public Safety

The Subcommittee on Public Safety shall concern itself with public policy involving Police and Fire departments including Crime Prevention, the Courts, Homeland Security, Terrorism, and Emergency Preparedness.

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E. Definitions

1. Policy: The rules, guidelines and procedures designed to influence and determine all major decisions and actions by the City of Peoria. It outlines the ways, either proactive or reactive, in which Peoria government intends to conduct its affairs and how it addresses the internal and external views of the City of Peoria.

1. Policy: A principle or rule to guide decisions and achieve rational outcome(s). The term is not normally used to denote what is actually done; this is normally referred to as either procedure or protocol. A policy will contain the 'what' and the 'why'. Procedures or protocols contain the 'what', the 'how', the 'where', and the 'when'. Policies are generally adopted by the Board of or senior governance body within an organization whereas procedures or protocols are developed and adopted by senior executive officers. (<http://wiki.answers.com>)

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OR

Policy: The rules, guidelines and procedures designed to influence and determine all major decisions and actions by the City of Peoria. It outlines the ways, either proactive or reactive, in which Peoria government intends to conduct its affairs and how it addresses the internal and external views of the City of Peoria. (Original draft CP – Cmr Pearson)

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2. **Consent:** Majority vote of the Peoria City Council in a regular or special meeting.

3. Committee of the Whole: The Mayor and City Council sitting together engaging in informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

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4. Regular Meetings. Regular Meetings are held for the purpose of discussion or action of the Council on various issues deemed necessary to further the business of the City. Regular Meetings may include Consent Agenda items.

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5. Study Sessions. Study Sessions are held for the purpose of presentations and discussions on such issues that require more in-depth consideration of the City Council. No formal action of the City Council may be taken at such meetings, other than general consensus or conveying direction to staff for further action. These meetings shall not provide for a "Call to the Public".

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*Council Committees
May 18, 2011*

Municipality	Types of Committees	Additional Information
<i>Chandler</i>	<ul style="list-style-type: none"> • <i>Communications and Public Affairs, Information Technology, and Management Services Subcommittee</i> • <i>Community Services, Economic Development, & Neighborhood Services Subcommittee</i> • <i>Fire and Police Subcommittee</i> • <i>Municipal Utilities and Transportation and Development Subcommittee</i> • <i>City of Chandler Airport Commission (Ex-officio)</i> 	<p>Committee Members Appointed by: <i>Mayor</i></p> <p>Scope of Work Determined by: <i>I don't think we have an official "scope" to any of them. Our subcommittees are formed by department grouping. If the issue is water fees, the Municipal Utilities/Transportation subcommittee and the Management Services (Finance) subcommittee will meet either individually or jointly.</i></p> <p>Committee Meets: <i>As needed; averages out to 1x/month for all committees combined</i></p>
<i>Tempe</i>	<ul style="list-style-type: none"> • <i>City Council Strategy Session Committee of the Whole (previously entitled Mill and Lake District – name is changing effective this Thursday 5/19/11)</i> • <i>Education Partnerships</i> • <i>Housing and Social Service Programs</i> • <i>Neighborhood quality of Life and Revitalization</i> • <i>Sports, Tourism, Recreation, Arts & Cultural Development</i> • <i>Technology, Economic and Community Development</i> • <i>Transportation</i> <p><i>The Mayor created these committees; I have attached the Issue Review Session document where the 2010-2012 committees were created/discussed. From there, each committee formulated a Work plan which was approved by the Council as a whole.</i></p>	<p>Committee Members Appointed by: <i>Mayor (only 1 Councilmember appointed to each committee this year)</i></p> <p>Scope of Work Determined by: <i>Committee Members prepare a work plan, approved by Council as a whole</i></p> <p>Committee Meets: <i>1x/month</i></p>

Municipality	Types of Committees	Additional Information
Phoenix	<ul style="list-style-type: none"> • Downtown, Aviation and Economy Subcommittee • Finance, Efficiency and Innovation Subcommittee • Housing and Neighborhoods Subcommittee • Public Safety and Veterans Subcommittee • Seniors, Families and Parks Subcommittee • Transportation, Infrastructure and Sustainability Subcommittee <p>http://phoenix.gov/CITYGOV/subcomm.html</p>	<p>Committee Members Appointed by: City Council (Pursuant to Phoenix City Code Chapter 2, Article II, Division 1, Sec. 2-50)</p> <p>Scope of Work Determined by: Some of our boards are required by our Charter, others by an ordinance, and others are created to research and give Council a recommendation on a specific topic (i.e. reverse lanes)</p> <p>Committee Meets: 1x/month or as needed</p>
Tucson	<ul style="list-style-type: none"> • Children, Families, and Seniors • Environment, Planning and Resource Management • Neighborhoods, Public Safety and Emergency Preparedness • Transportation • Economic and Workforce Development • Rio Nuevo/Downtown, Arts, Culture and History 	<p>Committee Members Appointed by: Mayor</p> <p>Scope of Work Determined by: City's Strategic Plan</p> <p>Committee Meets: Currently Suspended</p>
Goodyear	<p>Our Councilmembers sit on many committees outside the City. The internal committees they sit on vary from year to year. Our Vice Mayor Chairs the Public Safety Retirement Board. At times one Councilmember will sit on a committee or two. Right now we have one Councilmember on the Centennial Committee. We do not have a written policy for internal committees.</p>	<p>Additional Information Not Received</p>
Mesa	<ul style="list-style-type: none"> • Audit, Finance and Enterprise Committee • Public Safety Committee • Economic Development Committee • Sustainability and Transportation Committee • Government Affairs Committee • Community and Cultural Development Committee <p>Title 1 Chapter 6 of the Mesa City Code addresses Council Committees:</p> <p>http://www.mesaaz.gov/clerk/CodeBook/Table_of_Contents.aspx</p>	<p>Committee Members Appointed by: No information given</p> <p>Scope of Work Determined by: "The chair of each committee shall be responsible to the Council for the function of the committee."</p> <p>Committee Meets: No information given</p>



CITY COUNCIL POLICY

***** STAFF PROPOSED DRAFT, WITH
COMMENTS FROM AUG 23*****

TITLE:

*Council Committees to include Standing Policy
Subcommittees, Ad Hoc Committees and Regional
Committees*

CP _ - _

[ASSIGNED BY CMO]

Category: *[One of pre-existing
list]*

Department:
*[Originating or responsible
department]*

Approved:
[Date of Council Meeting]

A. Purpose

Pursuant to City Charter and City Code, this document institutes policy to establish, modify and terminate Council standing policy subcommittees, ad hoc committees and regional committees and describe their powers, duties, and responsibilities.

B. General Provisions

- The Mayor shall file with the City Clerk a list of all subcommittees, ad hoc committees and regional committees, together with the members, chairperson, and charge of each subcommittee, ad hoc committee and regional committee. Any changes in subcommittee, ad hoc committee or regional committee information shall also be filed with the City Clerk.
- CP 1-6 Public Body Meeting Procedures, shall govern all standing subcommittee and ad hoc committee meetings.
- Pursuant to City Code 2-63 City Manager-City Council relations, a standing policy subcommittee, ad hoc committee and its individual members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry. Neither a subcommittee or ad hoc committee nor any member thereof shall give orders or instructions to any subordinates of the City Manager.

Comment [W1]: Suggested change to delete this wording

Standing Policy Subcommittees

The purpose of standing policy subcommittees is to address policy issues as defined in Section E. of this Council Policy. Subcommittees are intended to be a public forum for council members "to make inquiries, analyze information, and provide recommendations" not for departmental oversight. The purpose is not to address administrative matters,

procedures or practices or to give direction to city staff regarding either policy or administrative matters.

1. The Mayor [optional] - with the consent of the Council] shall establish various Council standing subcommittees to include but not limited to those in Section D of this document.
2. The Mayor [optional] - with the consent of the Council] shall appoint three Council Members to each Council standing policy subcommittee for a one year term. The Mayor shall make a good faith effort to equalize membership on subcommittees among the six Council Members. The Mayor [optional] - with the consent of the Council] may remove a subcommittee member.
3. Subcommittees are subject to Open Meeting Laws, rules of procedure and other laws and regulations deemed applicable by the City Attorney.
4. The Mayor may be a non-voting ex-officio member of all subcommittees, if he/she chooses.
5. Approximately one month prior to the first regular Council meeting of the calendar year, the Mayor shall inquire of subcommittee members any requests for subcommittee appointments. The Mayor will make a good faith effort to accommodate those requests. [Optional] - Initial appointments and/or changes shall be reviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]
6. One month prior to the first regular Council meeting each year, the Mayor may reassign subcommittee memberships, based on councilmember interests. [Optional] - Changes shall be reviewed by the Council for possible consent at the first regular Council meeting of the calendar year.]
7. Members of each subcommittee shall select a chairperson at the first subcommittee meeting of the calendar year. The chairperson shall determine the agenda for the subcommittee consistent with the subcommittee's charge. A specific date and time each month will be set during normal City business hours for each subcommittee. However, meetings will be held only as needed based on agenda items.
8. The City Manager shall assign appropriate staff and resources to support subcommittee meetings.

Comment [W2]: Suggested change: delete the word "optional"

Comment [W3]: Suggested change: delete the word "optional"

Comment [W4]: Suggested change: delete the word "optional"

Comment [W5]: Suggested change: delete the word "optional"

Comment [W6]: Suggested change: delete the word "optional"

Comment [W7]: Suggested change: delete the word "during normal City business hours"

9. The City Manager shall create an administrative procedure to ensure the proper and efficient functioning of the subcommittee process. The procedure shall be followed by all Council members and staff to ensure appropriate roles and responsibilities and relationships are adhered to by all parties.
10. The Mayor and individual Council Members may request an item be placed on a subcommittee agenda for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
11. The chairperson of a subcommittee shall place an item requested by the Mayor or individual Council Members for discussion on the subcommittee agenda in a timely manner without undue delay.
12. The City Manager shall make the final decision about which subcommittee an item is assigned to, based on subject matter.
13. The City Manager or the Council acting as a body may refer matters to a subcommittee(s) for the purpose of collecting information, providing analysis, and making recommendations to the City Council.
14. Referrals and individual requests for discussion items to a subcommittee(s) must be in a format approved by consensus of the City Council. This format ensures that all Council members understand how to get an item on a subcommittee agenda.
15. Subcommittees shall conduct public meetings on all matters referred to them in a timely manner without undue delay. Subcommittee agendas shall conform to Council rules. Citizen participation is encouraged.
16. When an item is referred to the Council as a whole from a subcommittee, it shall be referred in one of two ways: (1) with a unanimous recommendation or, (2) lacking a unanimous recommendation, it shall be referred without a recommendation. There may be a separate staff recommendation on subcommittee items forwarded to City Council.
17. All items referred from a subcommittee shall be reviewed by the Council sitting as a committee of the whole in study session in a timely manner without undue delay. However, if an item is considered routine, of a time-sensitive or emergency nature, it may go directly to the Council for formal action.

Comment [W8]: Suggested change: Adding the words, "or the City Manager" to the end of this sentence.

Comment [W9]: It was suggested that these items be reworded to provide clarity on the placement or referral of items

Comment [W10]: It was suggested that this section be changed to reflect that the City Manager will present a form

18. The Council sitting as a committee of the whole in study session shall discuss the item referred from a subcommittee and determine that (1) the item should go to the full Council for formal action at a regular meeting, (2) further discussion is needed at a future Study Session, (3) further study is needed at the subcommittee level or at the staff level, or (4) no further discussion or action is needed.

19. Subcommittee meetings shall not be televised. No subcommittee shall be authorized to hold executive session except for the subcommittee charged with Council ethics investigations and only for that purpose.

Ad Hoc Committees

The purpose of ad hoc committees is to study, review, and make recommendations to the City Council regarding specific issues designated by the Mayor and Council.

1. The Mayor [optional - with the consent of the Council] may establish, modify, and terminate ad hoc committees of the Council and charge them with their powers, duties, and responsibilities.
2. The Mayor [optional - with the consent of Council] shall appoint and remove the members and chairperson for each ad hoc committee.
3. Membership of an ad hoc committee may include citizens and up to three Council Members.
4. Ad hoc committees shall be established only for a limited, clearly defined, time and at the end of the designated time shall automatically be abolished unless the time is extended by the Mayor [optional - with the consent of the Council].

Regional Committees

Pursuant to Article 2 Section 7 of the City Charter, the Mayor is the sole representative of the city on regional committees. The Mayor may appoint one or more Council Members to represent the Mayor on a regional committee either temporarily or for an extended time. Examples of regional committees include the Maricopa Association of Governments, Regional Public Transportation Authority and Westmarc.

C. Intent of this Policy

Category: _
Title: _
CP _-_
Page 5 of 7

1. It is the intent of this document to modify and affirm the standing policy subcommittee, ad hoc committee and regional committee process, pursuant to City Charter and City Code.
 2. It is the intent of this document to allow Mayor and Council Members through the subcommittee process to make inquiries, analyze information, and provide recommendations to the City Council. This process will engage Council members and the public more thoroughly in city-related policy discussions in an informal public setting, encouraging greater citizen and Council input on policy creation at inception.
 3. The option of rotating standing policy subcommittee membership on an annual basis is intended to provide Council members with broad knowledge of the city in order to enhance Council policy making.
 4. It is the intent of this document that discussion of issues with potential city policy implications be discussed at the subcommittee level. All issues will be referred with or without a recommendation to the Council as a whole in a study session or at a regular Council Meeting if of a routine, time-sensitive or emergency nature..
 5. It is the intent of this document that the City Manager and Mayor, in the course of their duties, shall refer items they believe may impact city policy or require study, analysis or recommendation to a standing policy subcommittee(s).
 6. It is NOT the intent of this document that the City Manager and Mayor refer items to a subcommittee(s) that they deem routine in nature or that do not impact city policy.
 7. It is the intent of this document to acknowledge that from time to time issues which impact city policy may be of an emergency or time sensitive nature which require immediate Council review and will bypass the subcommittee procedure at the recommendation of the City Manager and Mayor. These occurrences, however, will be the exception and not the rule.
- D. Subcommittee Titles and Descriptions –The list below is illustrative of the types of policy issues each subcommittee will discuss. The full Council will determine the specific charge of each subcommittee, and shall confirm or amend that charge on an annual basis.
1. **Community Culture and Neighborhoods**
Relating to:
Arts, Libraries, Education, Cultural Events & Promotions, Parks, Recreation, Veteran's Affairs, Police & Fire Services, Code Enforcement, Emergency Preparedness, Homeland Security, Terrorism

Category: _
Title: _
CP _-_
Page 6 of 7

2. **Community and Economic Development**

Relating to:

Not-for-Profit & Housing, Environment, Building Safety, Revitalization, Planning & Zoning, Economic Development, Business Retention, Transportation, Public Works, Streets, Utilities, Technology, Historic Preservation

3. **Policy and Appointments**

Relating to:

Appointments to Boards and Commissions, Ethics, Charter Officers, Council Policy, City Charter, Elections

4. **General Government**

Relating to:

Taxes, Budget and Finance, Rates and Fees, Inter Gov, General Government Activities

E. Definitions

1. Policy: A principle or rule to guide decisions and achieve rational outcome(s). The term is not normally used to denote what is actually done; this is normally referred to as either procedure or protocol. A policy will contain the 'what' and the 'why'. Procedures or protocols contain the 'what', the 'how', the 'where', and the 'when'. Policies are generally adopted by the Board of or senior governance body within an organization whereas procedures or protocols are developed and adopted by senior executive officers. (<http://wiki.answers.com>)

OR

Policy: The rules, guidelines and procedures designed to influence and determine all major decisions and actions by the City of Peoria. It outlines the ways, either proactive or reactive, in which Peoria government intends to conduct its affairs and how it addresses the internal and external views of the City of Peoria. (Original draft CP – Cmbr Pearson)

2. **Consent:** Majority vote of the Peoria City Council in a regular or special meeting.

3. **Committee of the Whole:** The Mayor and City Council sitting together engaging in informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Category: _
Title: _
CP _-_
Page 7 of 7

4. **Regular Meetings.** Regular Meetings are held for the purpose of discussion or action of the Council on various issues deemed necessary to further the business of the City. Regular Meetings may include Consent Agenda items.

5. **Study Sessions.** Study Sessions are held for the purpose of presentations and discussions on such issues that require more in-depth consideration of the City Council. No formal action of the City Council may be taken at such meetings, other than general consensus or conveying direction to staff for further action. These meetings shall not provide for a "Call to the Public".

Council Subcommittees

August 23, 2011 Study Session

- Background
- Council Discussion
- Next Steps



Background



June 14 Council Study Session Discussion

- Consensus: Staff research, bring back for further Council discussion
- Use Councilmember Pearson's June 14 draft proposal as starting point



Background

Team Members:

- Carl Swenson, City Manager
- Susan Thorpe, Deputy City Manager (Team Leader)
- Wanda Nelson, City Clerk
- Rhonda Geriminsky, Chief Deputy City Clerk
- Steve Kemp, City Attorney
- Brent Mattingly, Finance Director
- Claudia Lujan, Assistant to the City Manager
- Tammy Shreeve, Council Office and Grant Program Manager
- Corina Russo, Senior Executive Assistant



Background

- August 3 information packet



- Draft Policy
- Process flowchart
- Staff support
- Number and categories of subcommittees
- Other alternatives
- Matrix of other cities



Council Discussion

Does Council want to
move forward with
subcommittees?



If so....



Next Steps

Council:

- Review policy options
- Define number and categories of subcommittees
- Adopt Council Policy
- Identify subcommittee membership

Staff:

- Develop process, forms, assignments
- Coordinate staff support



Council Discussion

Consensus for moving forward



Link to August 3 packet

<J:\CITYMGR\Council Subcommittees 2011\Council Subcommittees full packet.pdf>

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

Date Prepared: August 3, 2011

Council Meeting Date: August 23, 2011

DATE: August 3, 2011
TO: Mayor & Council
FROM: Susan K. Thorpe, Deputy City Manager
THROUGH: Carl Swenson, City Manager
SUBJECT: Council Subcommittees Information

Purpose:

In preparation for the August 23 study session, this is a request for City Council to review the enclosed information related to Council Subcommittees. This information is intended to provide an overview of how other Valley cities utilize Council Subcommittees, alternatives for subcommittee groupings, alternative Council Policy drafts, and a general idea of the way the process could work in the City of Peoria. We look forward to hearing the Council discussion on August 23 and we will be ready to move ahead accordingly.

Background/Summary:

Council began the discussion of subcommittees at its workshop in January. Since that time, various members of the City Council have discussed the idea, and it was brought back for consideration at a study session on June 14, 2011. By consensus, the Council asked City staff to gather information about subcommittees, how they would work, the impact on staff and/or fiscal impact, and an implementation plan, and provide this information to Council during the summer break. This would give Council members time to review the information so they would be prepared for discussion at a future study session and potentially take formal Council action soon thereafter. The study session is set for August 23.

In order to begin this process, the City Manager formed a team of staff members in May who began gathering information and compiling data from other cities. Nine team members worked on the subcommittee information and implementation plan.

- > Carl Swenson, City Manager
- > Susan Thorpe, Deputy City Manager (Team Leader)
- > Wanda Nelson, City Clerk
- > Rhonda Geriminsky, Chief Deputy City Clerk
- > Steve Kemp, City Attorney

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City of Peoria