

CITY OF WEST DES MOINES

CITY POLICY

CITY COUNCIL SUB-COMMITTEES

1.0 Purpose

- 1.1 This policy provides guidance and direction on the City Council Sub-Committee structure, responsibilities, and process. It also generally outlines internal, intergovernmental and outside organizations and agencies to which the City provides representation.

2.0 Scope

- 2.1 This policy will apply to those Committee, Sub-Committee and Liaison assignments listed in Sections 3 and 4 below.
- 2.2 As required or needed, the Mayor will provide a list of recommendations to fill the assignments included within the scope of this policy. The City Council shall act on the confirmation of those recommendations. The appointments will be made for the period specified, or on an as needed basis if a vacancy occurs or if the number of representative allocations changes.
- 2.3 As required or needed, the Mayor will also fill assignments for ad-hoc committees or short-term appointments for the period specified.

3.0 Policy - Council Committees

- 3.1 The role of the City Council Sub-Committees is as follows:
 - 3.1.1 To provide an opportunity for communication between staff, the City Council and the public at an early point in the development of significant items affecting public policy questions; and,
 - 3.1.2 To enhance staff's ability to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, in some cases, to the full City Council.
 - 3.1.3 Any discussion or feedback expressed or received at a Sub-Committee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Sub-Committee may make to the City Council is based on information provided to Sub-Committee members at that point in time.

- 3.2 An additional function of the Sub-Committee structure is to provide a vehicle by which the City Council Committee representatives can obtain an enhanced level of preparedness on matters of a technical nature which might affect public policy, in order to increase the capacity for a positive exchange of information and discussion between City Council Sub-Committee representatives, the Mayor, the balance of the City Council and the public.
- 3.3 Staff will discuss all items at an administrative level before forwarding them to the City Council Sub-Committee meetings for review. Every effort will be made to distribute, to the Sub-Committee representatives and the Mayor, all necessary materials pertaining to agenda items 48 hours prior to the City Council Sub-Committee meetings. Additionally, staff will provide other members of the City Council a copy of Sub-Committee meeting agendas and, upon request of any councilmember, a copy of materials accompanying a Sub-Committee agenda.
- 3.4 When and where applicable, items may come before a City Council Sub-Committee before a final recommendation from the appropriate advisory board/commission.
- 3.5 The Sub-Committee structure does not provide the authority to assume the role of decision maker on behalf of the full City Council; nor does it presume authorization to direct staff in matters of an administrative nature, such as the taking on of specific assignments or work tasks. If members of a Sub-Committee desire additional information from an outside party or consultant resulting in additional cost to the City approval to incur such cost must be presented to, and approved by, the City Council.
- 3.6 The regular Council meeting agenda shall include an opportunity for Sub-Committee reports at which time any appointed Sub-Committee member may provide a report to the Mayor and City Council on pertinent and timely issues before a Sub-Committee.
- 3.7 To the extent possible and practical Sub-Committee meetings should be held at regular intervals. For advance calendaring purposes Sub-committee meetings should be scheduled well in advance.
- 3.8 When a City Council Sub-Committee meeting is held, all efforts should be made so that all City Council Sub-Committee members can be present, together with the involved department director, staff and the City Manager, as necessary. The City's elected officials have agreed attendance at a Sub-Committee meeting by more than two Councilmembers will necessitate one or more of the Councilmembers leaving so that a quorum of the full City Council is not present unless the meeting is a joint meeting of two or more Sub-Committees. Members of the public affected by a specific agenda item may also be present as appropriate.
- 3.9 All City Council Sub-Committee meeting notices will be posted and meetings will be conducted in conformance with the "Open Meetings Law" in the Iowa State Code.

All agendas should include language identical or similar to: “Any discussion, feedback or recommendation by Sub-committee member(s) should not be construed or understood to be an action or decision by or for the West Des Moines City Council”

- 3.10 Minutes of all Sub-Committee meetings shall be prepared as expeditiously as practical with copies being provided to the Mayor, City Council, City Manger, City Clerk, Deputy City Clerk and all affected departments
- 3.11 An outline of the basic issues and topics relating to each of the City Council Sub-Committees is listed below, but are not limited to this list.

Public Safety Committee

Organizing City Department: Rotated on an annual basis between Police, Fire and Emergency Medical Services (EMS)/WestCom

1. Crime and Prevention
2. WestCom
3. Animal Control
4. Fire Suppression and Prevention, including mutual aid
5. Emergency Medical Services
6. Public Safety Facilities
7. Code Enforcement
8. Related activities

Planning and Development Committee

Organizing City Department: Development Services

1. Planning & Zoning
2. Community and Economic Development
3. Comprehensive Plan
4. Board of Adjustment
5. Building Inspection
6. Related activities

Public Works Committee

Organizing City Department: Public Works

1. Construction and Capital Improvements
2. Engineering
3. Right-of-Way
4. Street and Sewer Maintenance

5. Traffic Signals
6. Traffic Management, including pedestrian safety
7. Street Lighting
8. Refuse Collection and Disposal
9. Related activities

Finance and Administration Committee

Organizing City Department: Administrative Services

1. Budget and Fiscal Operations
2. Insurance and Legal Matters
3. Administrative Matters
4. Personnel
5. Purchasing
6. City Clerk's Office
7. Related activities

Legislative Committee

Organizing City Department: City Manager's Office

1. Legislative Priorities
2. Pending Bills
3. Lobbyist Coordination

Liaison Assignments

1. Liaison with Library Board
2. Liaison with Park Board
3. Liaison with Human Services Board
4. Liaison with Water Board
5. Liaison with Human Rights Commission

- 3.12 Staff will use their best judgment to determine, in advance, whether or not an item would be best handled by a single Sub-Committee or if a better option would be to place the item on a Council Workshop agenda for discussion by the Mayor and full City Council. During a Sub-Committee meeting, discussion on an item can be deferred to a City Council Workshop. Additionally, during regular City Council meetings, an elected official can initiate a discussion as to the whether or not an item is best suited for consideration at the Sub-Committee level or if a better option would be to place the item on a Council Workshop agenda. The majority City Council position would then determine the appropriate venue.

4.0 **Policy - Outside Organization/Agency Assignments**

- 4.1 The City is provided representation on a number of outside organizations or agencies. As determined by the Mayor/City Council City representatives may be elected officials, staff members or citizens.
- 4.2 Each organization or agency will define the role and responsibility of the representative. Regular communication with the Mayor, full City Council and staff, as appropriate, is encouraged and desired.
- 4.3 The outside organizations or agencies to which the City Council currently has representation include:

Bicycle Advisory Committee

BRAVO

Central Iowa Regional Housing Authority

City/School Campus Planning Committee

Greater Des Moines Convention and Visitors Bureau

Dallas County Local Housing Trust Fund

E911 Service Board

Emergency Management Commissions

Dallas County Development Alliance

Homeland Security Advisory Committee

Iowa EMS Alliance Advisory Board

Legislative Committee (MAC)

Metro Advisory Council (MAC)

Metro Waste Authority (MWA)

Metropolitan Coalition

Metro Transportation Planning (MPO) Policy Committee

Metro Transportation Planning (MPO) Technical Committee

R.E.A.P. (Parks and Trails)

Des Moines Area Regional Transit (DART)

Valley Junction Foundation

Warren County Economic Development Corporation

Waste Water Reclamation (WRA) Management Board

Waste Water Reclamation (WRA) Technical Committee

West Des Moines Chamber of Commerce

Approved by the City Council on October 19, 2009