

**GRANDVIEW CITY COUNCIL  
STUDY SESSION MINUTES  
FEBRUARY 9, 2016**

**1. CALL TO ORDER**

Mayor Norm Childress called the study session to order at 5:30 p.m. in the Council Chambers at City Hall.

Present were: Mayor Norm Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Gloria Mendoza, Bill Moore and Joan Souders. Councilmember Javier Rodriguez arrived at 6:10 p.m.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray and City Clerk Anita Palacios.

**2. GRANDVIEW CITY COUNCIL PROCEDURES MANUAL**

At the January 12, 2016 study session, Council began the review of the Council Procedures Manual.

Upon review, the Council recommended the following changes and/or additions and directed the City Clerk to draft the appropriate changes to Section 5 Committee to reference Committee-of-the-Whole and Ad Hoc Committees and delete Standing Council Committees:

**3.18 Procedure of Presenting Matters to Council:**

(a) All matters coming before the City Council shall first be referred to a ~~standing committee~~ **the Committee-of-the-Whole**. Therefore, all new matters shall be placed on the Council agenda as new business for referral to the ~~appropriate standing committee~~ **Committee-of-the-Whole**.

(b) At the next Council meeting, after such referral to the ~~standing committee~~ **Committee-of-the-Whole**, the ~~standing committee~~ **Committee-of-the-Whole** will report their recommendation to the Council. If the ~~standing committee~~ **Committee-of-the-Whole** feels that it is something that should be referred to the Mayor for disposition as an administrative matter, then the ~~standing committee~~ **Committee-of-the-Whole** will report that back to the Council at the next Council meeting. Otherwise, the matter will come back to the Council for their action.

(c) If a matter is of an ~~emergency~~ **urgent or time sensitive** nature, the Council can vote to suspend the rules pursuant to Section 3.15 of this manual and dispose of an item immediately.

**SECTION 5. COMMITTEES:**

~~Standing Council Committees, with the exception of the Personnel and Finance Committee which shall be a Committee of the Whole, shall consist of three Councilmembers each, and their responsibilities are as follows:~~

~~5.1 (a) Utilities Committee: Responsible for the development of policy, rates, and fees relating to water, sewer, and irrigation utilities.~~

~~———— (b) ——— Streets Committee. Responsible for the development of policy and fees relating to streets, alleys, sidewalks, drainage, street utility, garbage, and cemetery departments.~~

~~———— (c) ——— Public Safety Committee. Responsible for the development of policy and fees for the Police Department, Fire Department, Animal Control Department, business license and building inspection, and public health matters.~~

~~———— (d) ——— Parks and Recreation Committee. Responsible for the development of policy and fees relating to Parks and Recreation programs, Senior Center Community Center, Library, and Museum, and swimming pool.~~

~~———— (e) ——— Personnel and Finance Committee. Shall consist of the Committee-of-the-Whole and shall be responsible for the development of policy relating to administrative matters, including personnel, finance, civic buildings, and the annual budget.~~

5.31 The City Council may will meet as a Committee-of-the-Whole, or in study session, for any specific issue all new matters.

(f a) Each standing The Committee-of-the-Whole should continuously review City policies, regulations, ordinances, and resolutions that are relevant to the area of responsibility of their Committee. Any proposed change in policy shall be discussed with the appropriate Department Head, City Attorney, City Administrator, and/or Mayor to determine how it will affect the departments operation and how it may relate to existing ordinances, resolutions, regulations, State law, and other conditions prior to its presentation to the City Council.

(g b) Each The Committee-of-the-Whole shall tour the facilities of the all departments concerned as early as possible after the first Committee meeting each year so that the members may familiarize themselves and have firsthand knowledge of City operations to help them in their policy deliberations throughout the year.

5.2 Ad Hoc Committees shall be appointed as deemed necessary, by the Mayor and confirmed by Council and shall consist of three Councilmembers. The Mayor shall consult with Councilmembers with respect to their preference prior to making appointments. The Mayor and City Administrator shall be ex-officio members of all Committees, except the Committee-of-the-Whole. The City Administrator shall designate which staff members shall attend each Ad Hoc Committee meeting. Staff members shall not have a vote.

~~5.4 ——— At the first meeting in January each year, the members of each Committee shall be appointed by the Mayor and confirmed by Council. The Mayor shall consult with Councilmembers with respect to their preferences prior to making the appointments. The Mayor and City Administrator shall be ex-officio members of all Committees, except the Committee-of-the-Whole. The City Administrator shall designate which staff members shall attend each Committee meeting. Staff members shall not have a vote.~~

5.5 (a) Each standing Ad Hoc Committee should immediately after its appointment select their chairperson, determine the time, date, and frequency of its regular

meetings and shall advise the Mayor, City Council, and staff of those times. The City Clerk shall then issue the notices required by the Open Public Meetings Act. When establishing meeting times, Ad Hoc Committees should keep in mind the time requirements of staff to prepare the minutes and recommendations of the Ad Hoc Committee so that the City Clerk has them in hand in time for the preparation of the Council Committee-of-the-Whole agendas and not cause unnecessary delays in the decision making process.

(b) Actions and recommendations of all Ad Hoc Committees shall be subject to the approval of the City Council. Copies of all Ad Hoc Committee agendas and minutes shall be provided to the Mayor, Councilmembers, City Administrator, City Clerk, and appropriate City staff.

(c) Ad Hoc Committees in their deliberations shall limit their discussions to matters of a policy nature, but they may discuss operational efficiencies in their area of responsibility. Any conclusions or recommendations shall be directed through the Department Head and City Administrator to the Mayor for consideration. Direction of staff and day-to-day operations are the responsibility of the Mayor and City Administrator and Council Ad Hoc Committees and Councilmembers shall act accordingly.

(d) Each Ad Hoc Committee may deal with all matters referred to it by the Mayor, City Council, or City Administrator and report back within a time period specified in the request.

(e) From time to time, issues are referred to Ad Hoc Committees that are of an overlapping nature. The Ad Hoc Committees and staff shall cooperate in the interfacing of situations like this and depending upon the importance of the issue it may even be necessary to hold joint Ad Hoc Committee meetings and issue a joint report or recommendation to City Council. Any Ad Hoc Committee or Department Head can ask to have a staff member from another department attend an Ad Hoc Committee meeting for the provision of information. This should be arranged through the cooperation of the administrative staff. All departments shall ensure that the provision of information be handled as expeditiously as possible.

(f) At the discretion of the Chair and Ad Hoc Committee members, recommendations may come forward to Council in either a formal manner or simply a consensus of opinion of that Ad Hoc Committee.

5.6 Any procedures not specifically covered in this section shall be in accordance with Section 1 General Rules, Section 2 Meetings, and Section 3 Rules of Order.

### **3. ADJOURNMENT**

The study session adjourned at 6:55 p.m.

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Mayor Norm Childress

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Anita Palacios, City Clerk