

Subject Matter: Committees of City Council
Date First Presented at Council Public Meeting: February 7, 2019
Date of Second Reading and Public Hearing Before City Council:
February 21, 2019

**CITY OF FAYETTEVILLE
COUNTY OF FAYETTE
STATE OF GEORGIA**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF
FAYETTEVILLE, GEORGIA**

ORDINANCE NUMBER #0-8-19

RECITALS

WHEREAS, the City Council recognizes a need to enhance the communication and feedback between the Council and the City's Staff at the early stages of the development of public policy before presented to the City Council for consideration and adoption;

WHEREAS, creating committees of the City Council to focus on particular areas of public policy will enable the committee members to develop deeper technical knowledge relative to the Committee's responsibilities and result in better interaction with City Staff; and;

WHEREAS, Section 4.02 of Article IV of the City's Charter authorizes the City Council to create committees to fulfill the functions of the City Council.

WHEREFORE, IT IS HEREBY enacted and ordained pursuant to the authorities cited above, the following ordinance of the Committees of the Council, their structure, responsibilities and operational guidelines:

ARTICLE ONE

***DIVISION 3. THE COMMITTEES OF THE COUNCIL; STRUCTURE,
RESPONSIBILITIES AND OPERATIONAL GUIDELINES***

Sec. 3-175

The Role of City Council Committees

1. *City Council Committees are intended to enhance communication between the City Council and City staff at the early phase of the development of significant items affecting public policy questions.*

2. *These Committees will enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, as necessary, to the full City Council.*
3. *City Council Committee members will develop and maintain a deeper level of knowledge on matters of a technical nature relative to Committee responsibilities which will result in more productive exchanges between Council and Staff.*
4. *When appropriate, items will be considered by a City Council Committee before a final recommendation to the full Council.*
5. *City Council Committees do not replace the City Council as final decision makers. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. If Committee members seek additional information from an outside party or consultant resulting in additional cost to the City, approval to incur such cost must be approved by the full City Council.*
6. *Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Committee may make to the City Council is based on information possessed by the Committee at the time the recommendation is made and may be revised or amended upon receipt by the Committee of additional or newer information.*

Section 3-176

Operational Guidelines and Functional Structure

1. *City Council Committees consist of three (3) Council members with one appointed as Chair, which shall be appointed by the Mayor. Members are appointed at Council's first meeting in January of each year. The Mayor, at his/her discretion, may remove and replace any member, and fill any vacancy.*
2. *No member of the City Council may serve on more than three Committees.*
3. *Member's appointment shall be from the first council meeting in January until the next year's first January meeting, when successive members may be appointed or existing members may be reappointed.*
4. *Council Committees will schedule its meeting on a monthly or semi-monthly basis, depending upon need. The meeting schedule should allow at least 10 days prior to the subsequent Council Meeting.*
5. *All City Council Committees' meeting notices will be posted and meetings will be conducted in conformance with the Georgia "Open Meetings Law". All agendas shall, by this reference, impliedly include the following language: "Any discussion, feedback or recommendation by Committee member(s) should not be construed or understood to be an action or decision by or for the City Council. Further, any recommendation(s) the Committee may make to the City Council is based on information possessed by the Committee at that point in time."*
6. *The Council Committee chair will coordinate with the Staff Liaison on those items to be placed on the meeting agenda.*

7. *The Staff Liaison will coordinate with staff members in the preparation of the agenda to determine whether items will be presented to a Committee or placed on the Council's regular agenda to be considered by the full City Council. Any item may be referred to the full Council by the Committee considering that item.*
8. *The City Council by majority vote may refer any item on its agenda to an appropriate Committee.*
9. *The regular Council meeting agenda shall include an opportunity for Committee reports at which time the Committee Chairperson or designee member may report to the Mayor and City Council on pertinent and timely issues before a Committee.*
10. *The Committee may establish rules for the conduct of its meetings, subject to repeal or modification by the full City Council.*

Sec. 3-177

Staff Liaison

The City Manager serves as an advisor to each City Council Committee. The City Manager shall appoint a senior member of City staff to be the Staff Liaison for each Committee. The Staff Liaison's responsibilities shall be to:

1. *Attend all meetings of the City Council Committee.*
2. *Research information and prepare reports and correspondence as required for the Committee.*
3. *Provide administrative support to the Committee, including distribution of documents to the Committee as required.*
4. *Coordinate with the Committee chair to prepare agendas.*
5. *Schedule regular monthly meetings and provide appropriate public notification.*
6. *Prepare Committee minutes within one week of the meeting and submit to the City Clerk for posting and distribution to the full City Council.*
7. *Coordinate posting of Committee agendas and minutes.*
8. *Serve as the communication link between the Committee and City administration, City departments, and Council as appropriate.*

Sec. 3-178

Council Committee Structure

1. *Public Services Committee: There is hereby created a Committee of the Council called the Public Services Committee. This committee reviews, considers and recommends as to matters relating to the physical services provided by the city such as street and alley maintenance, solid waste collection and recycling, sewer including the wastewater treatment plant, water, stormwater management, and facilities maintenance.*

2. *Public Safety Committee: There is hereby created a Committee of the council called the Public Safety Committee. This Committee reviews, considers and recommends as to issues brought forth from the fire, police, emergency management services departments as well as traffic control, emergency medical services and parking.*
3. *Finance Administration Committee: There is hereby created a Committee of the Council called the Finance Administration Committee. This Committee reviews, considers and recommends as to appropriations, finances, taxation, revenues, labor relations, professional development, personnel, pensions and other benefits, insurance, audits, and the city budget.*
4. *Community and Economic Development Committee: There is hereby created a Committee of the Council called the Community and Economic Development Committee. The Committee reviews, evaluates and recommends as to matters relating to community development, zoning, historic preservation, building codes, block grants, housing projects, workforce development, business improvements districts, city public relations, industrial park development and marketing, revenue bonds, and cultural arts.*

ARTICLE TWO

Article One shall be codified at Article IV of Chapter 2 of the City's Code of Ordinances, as a New Division 3, entitled "The Committees of the Council, Structure, Responsibilities and Operational Guidelines".

ARTICLE THREE

The title of Article IV of Chapter 2 of the City Code of Ordinances shall be deleted and the following shall be substituted therefore: "Board, Commissions and Committees".

ARTICLE FOUR

The Ordinance shall become immediately effective upon its second reading and adoption by the City Council.

ARTICLE FIVE

The Preamble Recitals of this Ordinance shall be construed to be, and is hereby incorporated by reference as if fully set out herein.

ARTICLE SIX

The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, sentence, paragraph, or section of this Ordinance shall be declared illegal by the valid judgement or decree of any court of competent jurisdiction,

such an illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

SECTION SEVEN

All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF FAYETTEVILLE at a regular public meeting of the Mayor and Council in compliance with the Georgia Open Meetings Law, on the 21st day of February 2019 (Date of Adoption), by the following voting for adoption:

ATTEST:

Edward J. Johnson, Jr. Mayor

Richard J. Hoffman, Mayor Pro Tem

Anne Barksdale, City Clerk

Kathaleen Brewer, Council Member

Paul C. Oddo, Jr., Council Member

Harlan Shirley, Council Member

Scott Stacy, Council Member