

MEMORANDUM

DATE: January 13, 2011

TO: Langley City Council and Mayor

FROM: The Council Process Committee (Abel and Gilman)

RE: Council Standing Committees

This memo builds on the discussion in our October 4, 2010 memo (http://www.langleywa.org/documents/10_04_10council_committees.pdf). Please re-read that memo prior to reading this memo.

At the January 18, 2011, council meeting we would like the council as a whole to discuss what kind of standing committees, if any, the council would like to start using. In preparation for that discussion, please read over *LMC 2.06.170 -- Legislative Review committees* (see Appendix A of this memo). As you read *LMC 2.06.170*, please begin to consider the following questions:

- What kind of membership should these committees have? Should they include only council members or also citizen members? Do they need to be Langley residents?
- What size or size range should the committees have? How many council members minimum and maximum?
- How should the membership for these committees be chosen?
- How should the chair for each committee be chosen?
- Do the existing five committees (A thru E) have the right scope? If not how would you change that scope? Is five the right number?

Based on this discussion we will prepare potential amendments to *LMC 2.06.170* for consideration at a future council meeting.

Thanks, and looking forward to our discussion.

Appendix A

2.06.170 -- Legislative Review committees.

The following optional legislative review committees are described. The council, at its discretion, may establish one or more of these committees for however long the council, by resolution, shall choose. Any such legislative review committee so established shall consist of at least two council members. The appropriate department head(s) or their designees will serve as advisor to the legislative review committee. The presiding officer shall appoint the membership of each established committee, after considering requests from the individual council members as to their preferred committee choices. The committee shall appoint one of their members as chairperson. Committees shall make a recommendation on proposed legislation within their area of responsibility before such legislation is voted on by the council. The committee chair, or designee, shall present the recommendation(s) of the committee during the discussion of the item of business. The chairperson of each committee shall set the schedule of the meetings, and shall announce and publish the schedule at the first regular city council meeting following the committee assignments each year. The legislative review committees, their scope of authority and the related city departments are:

A. Streets, Utilities, Transportation, City Buildings and Property, Parking and Grounds Maintenance Committee. To deliberate and make recommendations on legislative matters relating to water, sewer, cable television, transportation, planning, streets, sidewalks, and grounds in coordination with the city services department;

B. Public Safety Committee. To deliberate and make recommendations on legislative matters relating to crime and fire prevention, law enforcement, fire suppression, administration of justice, corrections, emergency services, consumer protection, animal and noise control, regulatory licensing and building and fire codes, in coordination with the police department, fire department and the judicial department;

C. Finance and Personnel Committee. To deliberate and make recommendations on legislative matters relating to financial management of the city and its agents, the personnel system, the annual budget, taxes and fees, financial audits, appropriations, debts, claims, data processing, human rights and administration of city funds;

D. Parks, Harbor and Dock, Recreation and Library Committee. To deliberate and make recommendations on legislative matters relating to parks and parklands, planning and implementation of recreation facilities and activities in coordination with the county and the community center committee;

E. Community Affairs Committee. To deliberate and make recommendations on legislative matters relating to the planning of the physical, economic, aesthetic, cultural and social development of the city. That would include, but not be limited to the cemetery board, zoning code, building code, sign code and annexation policies in coordination with the planning board, design review board, the county, Island Arts Council, Chamber of Commerce and the South Whidbey School District.

The presiding officer may establish such ad hoc committees as may be appropriate to consider special matters that do not readily fit the committee structure or that require special approach or emphasis. The presiding officer shall appoint a council member to all ad hoc committees and any intergovernmental councils as the need arises. This is not to be construed as a limitation or infringement upon the executive powers of the mayor. The committees shall consider all matters referred to them. The committee chairperson shall report to the council the findings and/or the recommendations of the committee. (Ord. 559, 1990)(Ord. 869, 2006)