

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE February 5, 2013	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Rodger Craddock, City Manager

ISSUE: Council Finance Committee

BACKGROUND:

The City Council utilizes a number of City Boards, Commissions, Lay-Committees, and Council Committees to advise and aid the Council. As is provided by Council Rules, the Council has the ability to create these various boards, commissions, and committees “at any time by resolution, ordinance, or motion” (Council Rules §3.1.1 & §3.2.1).

On December 4, 2012, Council created the Council Finance Committee to allow committee members to become informed about the City’s finances and yearly budget by being more involved during the early formation of the yearly proposed budgets prior to submittal to the City’s Budget Committee. The Council Finance Committee will serve in an advisory capacity to the Council and the Budget Committee. Councilors Daily, Groth, and Muenchrath were appointed to the committee, and Council President Kramer was appointed as an alternate. The Council Finance Committee is scheduled to meet with selected staff to review the proposed FY2014 budget as follows:

- Tuesday, February 19th at: 2:00 pm - Fire Department budget review
3:00 pm - Library budget review
3:45 pm - Police Department budget review
- Thursday, February 21st at 2:30 pm - Public Works budget review
- Tuesday, February 26th at 2:30 pm - Public Works budget review continued
- Thursday, February 28th at 2:30 pm - URA budget review

On January 15, 2012, Council conducted interviews of applicants who were interested in serving on the City’s Budget Committee. During those interviews, the Council members present discussed the possibility of adding a lay member from the Budget Committee to the Council Finance Committee. Staff was directed to bring back the matter for further consideration and possible action at this meeting.

In preparation for this report, I reviewed the Council Rules regarding membership of Council Committees and found that “membership on such Council Committees shall include only sitting Councilors, who shall be appointed by the Presiding Officer, subject to confirmation by the Council” (Council Rules §3.2.2). While Council is precluded from adding a lay member to a Council Committee, based on current Council Rules, the following options are available to the Council should you wish to have a lay member serve on this committee or a committee similar to the Council

Finance Committee:

- Council could amend its rules to allow a lay member on Council Committees.

Revision to the Council rules can be made by adopting a resolution by the majority of the Council (Council Rules §7).
- Council could dissolve the current Council Finance Committee and create a Finance Committee (lay-committee). The current Council Rules allows for membership of both Council and community (lay) members.
 - The Council may **create** and / or **dissolve** City Boards, Commissions, Lay-Committees and Council Committees by motion, ordinance or resolution (Council Rules §3.1.1 & §3.2.1).
 - **Membership** on a Lay Committee “may contain one or more Councilors as a liaison(s) or members” (Council Rules §3.1.1).
 - **Qualifications** for all appointments to a Lay-Committee shall be: (1) registered voters; (2) a resident of the City for more than one year; and (3) not currently serving on more than two other City Boards, Commissions and/or Committees (Council Rules §3.1.2).
 - **Vacancy** on a Lay-Committee must be advertised in the local media and letters of interest are only accepted during the time set forth in the advertisement (Council Rules §3.1.3).
 - **Nomination** of Lay-Committee members may be made by the Mayor, by any two Councilors or by application (Council Rules §3.1.5). Confirmation of Lay-Committee members are subject to a vote of the Council (Council Rules §3.1.5).
- It should be noted that the Council has the ability to suspend the above rules in this matter if approved by a majority of the Councilors (Council Rules §2.2.5).

As the Council Finance Committee serves in an advisory capacity to the Council and the Budget Committee, nothing prevents the Council from inviting a lay member(s) of the Budget Committee to attend the above listed meetings. Being involved during the early formation of the yearly proposed budget will be educational, and being more informed, should aid in the budgetary decision making process.

ACTION REQUESTED:

Please advise staff on how you would like to proceed on this matter. Possible options are as follows:

- 1) Keep the Council Finance Committee as is.
- 2) Direct staff to amend the Council Rules to allow for lay members on Council Committees. (This would require staff to bring this matter back with a resolution and for formal action at our next meeting).
- 3) Dissolve the current Council Finance Committee (will require motion and Council action), create a Finance Committee (a lay-committee) comprising of three Councilors and one

Budget Committee member (will require motion and Council action), and direct staff to advertise the vacancy amongst the current Budget Committee members.

- 4) Suspend Council Rules (will require a motion and Council action) and create the Council Committee or Lay-Committee, which best serves the Council's wishes (will require a motion and Council action).
- 5) By Council consensus invite a lay member of the Budget Committee to attend the meetings of the Council Finance Committee.