

City of Grand Prairie
Mayor and City Council Administrative Directive - DRAFT

SUBJECT: City Council Standing Committees

A.D. 3.0

Effective Date:

POLICY/ PURPOSE

The City Council has three standing committees that act as umbrellas for issues and topics relating to that committee. The Committees keep the City Council informed of plans as they develop and act as a sounding board before a formal presentation is made to the City Council.

GUIDELINES

The Committees must follow State Open Meetings Act. Agendas must be posted at least 72 hours in advance of the meeting and are open to the public with the exception of executive sessions. The Mayor appoints council members to each Committee (Ref: Code of Ordinances, Chapter 2 Administration, Section 2-33. Special Committees).

The following are the three standing committees.

Finance and Government: This committee hears issues from Finance, Management Services, Human Resources, Legal, Information Technology, Parks and Recreation and Budget Departments (and other departments as needed). They review any city financial issues in detail, develop options and make recommendations to the City Council. They also hear other matters that would not fall under the purview of the City Council Development Committee or Public Safety, Health and Environmental Committee.

Committee members: Three members appointed by the Mayor

Meeting Date: Typically first Tuesday of the month.

Staff Liaison: Deputy City Manager

Development: This committee hears issues from Economic Development, Planning, Airport, Public Works, Transportation, Marketing, Library and Housing and Neighborhood Services (and other departments as needed). They review planning and zoning issues and other development related issues and make recommendations to the City Council.

Committee members: Three members appointed by the Mayor

Meeting Date: Typically second Tuesday of the month.

Staff Liaison: Deputy City Manager

Public Safety, Health and Environment: This committee hears issues from Fire, Police, Municipal Court, Environmental Services and Emergency Management (and other departments as needed). They review public safety issues, and health and environmental issue that may impact the City and make recommendations to the City Council.

Committee members: Three members appointed by the Mayor

Meeting Date: Typically first Wednesday of the month.

Staff Liaison: Deputy City Manager

NOTE: From time to time, items may fall into more than one Committee's purview, (i.e., impact fees would be reviewed by **both** the Finance and Government Committee **AND** the Development Committee).

Passed by Council September 2, 2014

