

COMMITTEE ROLES & RESPONSIBILITIES

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.

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.

City Council Committee Chairs are appointed by the Mayor and may or may not be current Council Members, but should not be the same as the Staff Lead (see below). Committee Members develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy in order to increase the positive exchange of information and discussions between City Council Members, City Staff, and the Public.

City Council Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks (exceptions are Committees w/sovereign authority). 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.

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.

CITY ADMINISTRATOR OR STAFF LEAD ROLE

The City Administrator serves as an advisor to each City Council Committee; however, each Committee has an identified staff lead at the Director-level. The responsibilities of the City Administrator or the Staff Lead are as follows:

1. Attend all meetings of the 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 and publish (City website) agendas no later than twenty four (24) hours prior to the meeting. Agenda items can be

added, modified or deleted by the committee during the meeting and need not be changed in the original agenda.

5. Schedule regular meetings providing appropriate public notification.
6. Prepare Committee minutes within one (1) week of the meeting and post on the City website.
7. Coordinate with AFO or Chamber Media Coordinator for posting all Committee-related items, including agendas and minutes, on the City website.
8. Serve as the communication link between the Committee and City Administration, City departments, and Council as appropriate by giving reports at the City Council meetings.
9. Acknowledge and observe SDCL §1-27-1.18 regarding recommendations, findings and reports of appointed working groups which states in part that final recommendations from committee meetings shall be reported in an open meetings to the governing body who shall **delay taking official action until the next meeting (or later).**