

Council Agenda Report

Date: August 8, 2016
Submitted by: Sandra Tripp-Jones, City Manager *STJ*
SUBJECT: Council Committees and Assignments

Recommendation: That Council:

- A. Conceptually approve creation of an Ordinance Committee and Volunteerism Promotion Committee and direct the City Attorney to draft enacting resolutions to include the membership and duties as described in the report;
- B. Schedule Sept. 12, 2016 to:
 - Consider the duties of committees as described in the staff report, and
 - Make Council assignments.

Discussion:

With the election of new Commissioners, the Mayor and Council need to make Commissioner work assignments. Below are potential listed Council assignments with information about each. In total there are currently 14 Commissioner assignments. Three new committees are being recommended by the City Manager and Mayor which would add 3-4 more assignments. That would total 17-18 work assignments for Commissioners combined.

In order to facilitate making assignments, the Mayor suggests the Commissioners complete a survey of their interests (see attached). The Mayor will collect and collate the surveys and bring the collated results back with suggested assignments based on interests and sharing of significant work by all Commissioners, for the Council's consideration and decisions.

A. New Committees:

The City Manager and Mayor recommend authorization of the following three new committees. The assignments for Council members are listed in this report should Council approve establishment of these new committees.

- Ordinance Committee (proposed by the City Manager):
Currently ordinances are drafted by staff with support from the City Attorney and then presented by the City Attorney. It would be useful to staff and the City Attorney to have the opportunity to review the need for and the language of new ordinances with a Committee of Council to develop better proposed ordinances

to the full Council. This should help Council efficiency as well to have a committee study the ordinance and present recommendations to Council.

- **Volunteerism Promotion Committee (proposed by the Mayor):**
The Mayor recommends creation of a committee of herself, a Commissioner and citizen volunteers to promote and recognize volunteers in Cambridge.
- **Joint City/County/Hurlock Industrial Business Attraction Project Oversight Committee:**
The Council adopted an Economic Development goal with an action plan No. 11 to work jointly with the County on an industrial business attraction project, including formation of a joint oversight committee.

The following is a list and short description of each committee to which Commissioners are assigned:

A. Council Committees: Finance, Ordinance

The Finance Committee includes two Council Members with the Mayor attending as needed. Staff will recommend to Council creation of an Ordinance Committee with two Council members, as well. Both committees would assist staff in studying issues and develop recommendations to Council on an “as needed” basis. Neither of these committees are not decision-making committees; they are advisory only.

1. Finance Committee:

- Informal – meets on an “as needed” basis.
- Members: two (2) Commissioners, selected by the majority of Council plus the Mayor as an ex officio (non-voting) member.
- Staffed by the Finance Director, City Manager and others as needed.
- Duties:
 - Study and make recommendations to Council on:
 - City financial status,
 - Annual audit,
 - City risk management and insurances,
 - Financial policies, including but not limited to tax levies, budget policies, and reorganizations affecting budget; and
 - Budget amendments
 - Report to Council with meeting notes and any recommendations.

2. Ordinance Committee (new – proposed by City Manager)

- Informal – meets on an as needed basis.

- Members: two (2) Commissioners, selected by the majority of Council plus the Mayor as ex officio (non-voting) member.
- Staffed by the City Attorney and others as needed.
- Duties:
 - Study and make recommendations to Council on:
 - All ordinances initiated by Council;
 - All ordinances initiated by a City Committee or Commission;
 - All ordinances initiated by City Staff; and others as needed.
 - Report to Council with meeting notes and any recommendations.

B. City/County Committee:

3. Joint City/County Coordinating Committee:

- Informal – meets first Monday of the month unless cancelled or rescheduled.
- Members:
 - 2 Commissioners plus the Mayor
 - City Manager and Public Works Director
 - 2 County Councilmen
 - County Manager
- Duties:
 - Raise and discuss issues of common concern and potential cooperation;
 - Report to Council with meeting notes with any recommendations.

C. Council/Citizen Committees:

4. City/County/Hurlock Industrial Business Attraction Project Oversight Committee (new, Council Goals – Economic Development Implementation Plan No. 11)

- Informal – meeting schedule to be determined by the Committee
- Members (proposed):
 - Cambridge Mayor or 1 City Commissioner
 - County Council President or 1 County Council Member
 - Hurlock Mayor or 1 City Council Member
 - 2 citizen selected by each jurisdiction
- Duties:
 - Develop project goals and present to respective jurisdictions for confirmation;
 - Provide direction to City and County staff members on the formation of the joint project;

- Monitor implementation and report to respective jurisdictions as to progress.

5. Sailwinds Advisory Committee:

- Informal – meets twice a month or as needed.
- Members:
 - 2 Commissioners plus the Mayor (ex officio)
 - 2 Planning and Zoning Commissioners (have rotated)
 - City Manager, Planning Director, Public Works Director – other staff as needed
 - County Manager and 1 County Councilman.
- Duties:
 - Study and make recommendations to Council on:
 - Approach to development of Sailwinds/Port property;
 - Draft RFPs;
 - Governors Hall;
 - Report to Council with meeting notes any recommendations.

6. Economic Development Steering Committee:

- Informal – meets monthly or as needed.
- Members:
 - One (1) member of Council
 - Community members
- Duties:
 - Review and recommend City's economic development strategy;
 - Monitor progress and report to City Council;
 - Draft and recommend policies supporting economic development.

7. Volunteerism Promotion Committee (New - proposed by Mayor Jackson-Stanley)

- Informal – meeting schedule to be determined by the Committee.
- Members:
 - Mayor
 - One (1) member of Council
 - Five (1) Community members – recommended by the Commissioner from each ward
- Duties:
 - Promote volunteerism in the community
 - Act as a clearinghouse for volunteer opportunities in the community
 - Recognize community volunteers

D. Council Liaisons:

City Commissioners serve as liaisons to several boards and committees. Their duties are to act as a communication link between the committee and Council, act as a resource on City policies and programs, assist Committees if they are experiencing difficulties in performing their work by facilitating their bringing those issues to Council for help. Note that liaison assignments pertain only the board or committee, not to a city department per se.

- Americans Disabilities Act (ADA) Committee
- Gateway Planning Committee
- Historic Preservation Committee
- Long Wharf Committee
- Mainstreet
- Planning and Zoning
- Police Board

E. Municipal Utilities Commission (MUC)

By Ordinance 265 the Mayor chairs the MUC. There is no other Commissioner assignment to the MUC.

Council Assignments Interest Survey

In order to draft possible assignments for Council's consideration, please use this survey to indicate your interest in Council Committee and liaison assignments. This survey is a two-step survey.

First: Please indicate your highest priority interests: first choice, second choice and third choice.

First Choice: _____

Second Choice: _____

Third Choice: _____

Second: Please check each assignment indicating your level of interest. I have indicated the last assignments of continuing Commissioners. I have also included proposed Committees. Note that Commissioners who have taken on an assignment in the last year do not necessarily have to agree to continue with that assignment.

Committee Category	Committee	No. of Positions	Current Assignments	✓ Strong Interest	✓ Medium Interest	✓ No interest
A. Council Committees	1. Finance	2	Comm. Sydnor			
	2. Ordinance Committee (Proposed)	2				
B. City/County Committee	3. Joint City/County Coordinating Committee	Mayor plus 2				

C. Council/Citizen Committees	4. City/County/Hurlock Industrial Business Attraction Project Oversight Committee (Proposed)	Mayor or 1 Comm. (proposed)					
	5. Sailwinds Advisory Committee	Mayor plus 2	Comm. Hanson				
	6. Economic Development Steering Committee	1	Comm. Hanson				
	7. Volunteerism Promotion Committee (Proposed)	Mayor plus 1 (proposed)					
	8. Americans with Disabilities (ADA) Committee	1	Comm. Hanson				
	9. Gateway Committee	1	Comm. Hanson				
	10. Historic Preservation Committee	1					
	11. Long Wharf Committee	1					
	12. Mainstreet	1					
	13. Planning and Zoning Commission	1					
	14. Police Board	1	Comm. Hanson				
	TOTAL	18					

Note that the Municipal Utilities Commission is chaired by the Mayor.