

## CHAPTER 10

### COMMITTEES

#### SECTION:

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1-10-1: **APPOINTMENT OF COMMITTEES:** It shall be the duty of the Mayor, at the first regular meeting of the Council in May of each year, or as soon as may be convenient, to appoint six (6) standing committees of the Council, which shall be as follows:

- Committee on Finance and Ordinance
- Committee on Public Safety
- Committee on Water and Sewer
- Committee on Streets and Sidewalks
- Committee on Parks and Recreation
- Committee on Public Grounds and Buildings

1-10-2: **GENERAL DUTIES:** It shall be the duties of the standing committees of the Council to keep a close watch of the affairs of their respective departments of the City Government. They shall have general management, control and supervision over all works and things ordered to be made or done by the Council, in their respective departments, and they shall make a report to the Council of such facts occurring therein, or with reference thereto, as may be deemed of importance. Each committee shall promptly and thoroughly investigate all matters that may be referred to it, and report orally to the Council, unless cost are involved. Each committee shall do and perform all other duties, as the Council may from time to time to prescribe by resolution motion or otherwise. In addition to the aforesaid enumerated general duties, the several committees mentioned shall particularly be charged with the following duties. (R.O. 1911, Sec. 12)

1-10-3: **DUTIES OF COMMITTEE ON FINANCE AND ORDINANCE:** The Committee on Finance and Ordinance shall review City accounts and transactions and shall prescribe the manner in which accounts shall be kept and make recommendations to the Council. The Committee on Finance and Ordinance shall develop an investment policy for City funds not required for immediate use. It shall monitor various areas and departments of City government and make recommendations on efficient use of City moneys being spent. The Committee of

Finance and Ordinance, with consent of Council, shall cause the annual audit to be performed and shall present this to Council for review and consideration. It shall also be the duty of the Committee on Finance and Ordinance to keep in close communication with the City Administrator in regards to the financial condition of the City. The Committee on Finance and Ordinance shall annually review the City Code and make recommendations to keep the Code current. The Committee on Finance and Ordinance shall cause to be drafted, ordinances as requested by members of the Council and shall review said ordinances prior to submission to the full Council for approval.

1-10-4:        **DUTIES OF COMMITTEE ON PUBLIC SAFETY:** The Committee on Public Safety shall have charge of the Police Department of the City and it shall be its duty to see that the Police Department of the City is at all times kept in a condition that will render it effective for the purpose of preserving peace and order. It shall also be the duty of the Committee on Public Safety to keep in close communication with the Chief of Police in regards to activities, costs, performance and general operation of the department. No member of this Committee shall have access to police files except those records which are a matter of public record. The Committee on Public Safety shall also have charge of the Emergency Services and Disaster Agency (ESDA) of the City and shall see that this organization is in a condition to assist with emergencies and disasters within the City as might possibly occur.

1-10-5:        **DUTIES OF COMMITTEE ON WATER AND SEWER:** The Committee on Water and Sewer shall have charge of the various areas of the City water and sewer systems. It shall be the duty of the Committee of Water and Sewer to see that these various areas are operated in such a manner as to provide the City with the most effective service. It shall also be the duty of the Committee on Water and Sewer to keep in close communication with the Superintendent of Public Works and the City Administrator on the activities, costs, performance and general operation of these systems.

1-10-6:        **DUTIES OF COMMITTEE ON STREETS, SIDEWALKS, GARBAGE:** The Committee on Streets, Sidewalks, and Garbage shall have charge of the various areas of the City streets and alleys and public sidewalks. The Committee on Streets, Sidewalks and Garbage shall also have charge of the City solid waste collection and disposal. It shall be the duty of the Committee on Streets, Sidewalks and Garbage to see that these various areas are operated in such a manner as to provide the City with the most effective service. It shall also be the duty of the Committee on Streets, Sidewalks and Garbage to keep in close communication with the Superintendent of Public Works and the City Administrator on the activities, cost, performance and general condition of these systems.

1-10-7:        **DUTIES OF COMMITTEE ON PARKS AND RECREATION:** The Committee on Parks and Recreation shall have charge of the various City owned parks and recreational programs. It shall be the duty of the Committee on Parks and Recreation to see that these various parks and programs are operated in such a manner as to provide the City with the most effective service. It shall also be the duty of the Committee on Parks and Recreation to keep in close communication with the Superintendent of Public Works and the City Administrator on the activities, cost, performance and general operation of these parks and programs.

1-10-8:           DUTIES OF COMMITTEE ON PUBLIC GROUNDS AND BUILDINGS: The Committee on Public Grounds and Buildings shall have charge of the various City owned buildings and properties. It shall be the duty of the Committee on Public Grounds and Buildings to see that these various buildings and properties are maintained in such a manner as to safeguard the investment the City has in these properties and to use the buildings and properties in the best interest of the general public. It shall also be the duty of the Committee on Public Grounds and Buildings to keep in close communication with the Superintendent of Public Works and the City Administrator on the uses, costs, and general maintenance of these buildings and properties. (Ord. 97-08, 5-19-97)