

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
APRIL 12, 2016**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 6:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Gloria Mendoza, Bill Moore, Javier Rodriguez and Joan Souders.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Assistant Public Works Director Santos Trevino, Parks & Recreation Director Mike Carpenter and City Clerk Anita Palacios.

2. GRANDVIEW CITY COUNCIL PROCEDURES MANUAL

At the March 22nd study session following review and discussion of Section 5 of the Grandview City Council Procedures Manual entitled Committees, the City Clerk was directed to redraft that section.

City Clerk Palacios explained that she researched previous versions of the Grandview City Council Procedures Manual and the wording included in the revision was wording that had previously been adopted by the Grandview City Council under the Committee-of-the-Whole system. The revision read as follows:

SECTION 5. COMMITTEES-OF-THE-WHOLE & AD HOC COMMITTEES:

5.1 The Committee-of-the-Whole shall consist of all members of the City Council. The Mayor shall chair the Committee-of-the-Whole. A quorum shall be the majority of the members.

5.2 The Committee-of-the-Whole shall meet on the third Tuesday of each and every month at 6:00 p.m., except if at any time the Committee-of-the-Whole meeting falls on a holiday, the Committee shall meet on the next business day at the same hour.

5.3 The Committee-of-the-Whole should, in their deliberations, limit discussions to matters of a policy nature, but it may discuss operational efficiencies. Any conclusions or recommendations of an operational nature should be directed to the City Administration for consideration. Direction of day-to-day operations is the responsibility of City Administration. The Committee may deal with all matters referred to it by the Mayor, City Council, or the City Administrator and report back within a time period specified within the request. The Committee-of-the-Whole shall have no power to take any official action.

5.4 Agenda. Matters shall be submitted for the Committee-of-the-Whole agenda as follows:

(a) Any member of the City Council, the Mayor, or the City Administrator may submit items for the agenda. Items for the agenda shall be delivered to the City Clerk no later than 12:00 noon on the Wednesday preceding the Committee-of-the-Whole meeting, whereupon the

City Clerk shall arrange a list of such items accordingly to the order of business. The agenda shall be delivered to each Councilmember by 5:00 p.m., the Friday preceding the Committee-of-the-Whole meeting.

- (b) The Order of Business shall be as follows:
- Call to Order
 - Roll Call
 - Citizen Participation
 - New Business
 - Other Business
 - Adjournment

5.5 Ad Hoc Committees shall be appointed as deemed necessary.

5.6 The Mayor and City Administrator shall be ex-officio members of the Committee-of-the-Whole.

5.7 Action and recommendation of the Committee-of-the-Whole and Ad Hoc Committees shall be subject to the approval of the City Council, and shall be placed on the agenda of the City Council at a regular or special meeting thereof.

5.9 Copies of the minutes of all meetings of the Committee-of-the-Whole shall be provided to all Councilmembers and Department Heads with the agenda for the next regular meeting of the City Council.

5.10 Any procedures not specifically covered in this section shall be in accordance with Section 1. General Rules, Section 2. Meetings, and Section 3. Rules of Order.

Upon review, the Council recommended the following changes and/or additions:

5.2 The Committee-of-the-Whole shall meet on the ~~third~~ **second and fourth Tuesdays** of each and every month at 6:00 p.m., **and if determined necessary on the third Tuesday of each and every month at 6:00 p.m.**, except if at any time the Committee-of-the-Whole meeting falls on a holiday, the Committee shall meet on the next business day at the same hour.

Following discussion, the City Clerk was directed to present the Grandview City Council Procedures Manual for Council consideration at the April 26th Council meeting.

3. ADJOURNMENT

The study session adjourned at 6:50 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk