

RESOLUTION 23-_____

**A RESOLUTION ESTABLISHING STANDING
COUNCIL COMMITTEES**

WHEREAS, the City desires to have a more comprehensive approach to policy making, and

WHEREAS, Billings, Montana City Code Section 2-223 authorizes the city council to create from its number council committees as needed; and

WHEREAS, on September 26, 2022, four standing committees were created to address ongoing areas of Council concern, including Budget and Finance, Legislative, Local Affairs, and Council Operations, and

WHEREAS, these committees have been in effect for approximately a year and Council finds it appropriate to make some modification to the criteria related to the committees and to consolidate the Legislative and Local Affairs committees.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA, AS FOLLOWS:

1. The following standing Council committees are established:

a. Budget & Finance Committee

- i. Three to five Council Members appointed by the Mayor
- ii. Scope: This committee focuses on development of the CIP and city budget in conjunction with staff; budget amendment process; debt issuance; and contracts relating to budget and finance items like cost allocation, fee studies, audits, and other professional services.

b. Legislative & Local Affairs Committee

- i. Three to five Council Members appointed by the Mayor
- ii. Scope:
 - (a) This committee oversees the development of legislative proposals on behalf of the city of Billings; tracks relevant legislative committees, sub-committees, and policy developments; serves as a liaison to Billings-area legislators, and coordinates testimony among the Mayor, Council Members, and City Administrator.
 - (b) This committee focuses on building relationships with other local officials including the Yellowstone County Commission and Billings Public School Board.

- (c) This committee focuses on areas of shared importance among local government bodies, including public safety, emergency planning, education and workforce, economic development, long-term planning, and coordination of state and federal grant requests.
 - (d) This committee may focus on federal legislation as the need arises, or when asked to do so by a majority vote of council.
 - iii. Outside of the legislative session, the committee is specifically prohibited from expressing a formal city position on any legislation without approval from City Council. During the legislative session the committee is expected to work within the parameters adopted by the full council.

c. Council Operations

- i. Three to five Council members including the Mayor, Deputy Mayor, and Mayor Pro Tempore
 - ii. Scope: this committee oversees general Council operations and logistics, including but not limited to agenda development, Council meeting rules, meeting efficiency, Council member relationships, strategic planning processes, new member orientation, and City Administrator annual review processes.
- 2. Except for the Council Operations Committee, committee member terms shall be two years.
- 3. Each Committee shall select a chair to serve on an annual basis but for no more than two successive years.
- 4. The Mayor shall only sit on the Council Operations Committee, but shall be considered an ex officio member of all remaining committees. Council Members are free to attend any committee meeting they wish and may be requested to participate in an advisory role on specific matters within a committee's jurisdiction.
- 5. The purpose of these standing committees is for Council to explore policy and finance issues in depth. Committee meetings are open to the public and public comment is taken during the meetings. Minutes will be kept in accordance with all Montana open meeting laws.
- 6. No committee is authorized to take binding action on behalf of the City of Billings or speak on behalf of City Council. The sole purpose of the committees is to provide recommendations to the full Council. Committees may request the City Administrator provide staff support necessary to the work of the committee.

7. At the first meeting in January following each general municipal election, Council Members shall be appointed to the committees and each committee shall hold an organizational meeting within 30 days to review the general rules of the committee, including meeting date, time, and place and make any appropriate changes. The committee shall report any changes to the Council and, in that report, shall indicate whether staff support is requested. Committee rules shall be reviewed annually, and any proposed changes shall be submitted to Council.
8. REPEALER. Resolution 22-11076 is hereby repealed.
9. EFFECTIVE DATE. This resolution shall be effective upon adoption.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2023.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk