



## STAFF REPORT

**DATE:** June 19, 2018  
**TO:** Ronald L. Olson, City Manager  
**FROM:** Kathy Davis, City Attorney  
**SUBJECT:** Adopt Governing Standards and Expectations

### **BACKGROUND AND FINDINGS:**

The City of Killeen Governing Standards and Expectations is a single-source reference containing the City Council's rules, protocols, procedures, policies and expectations for itself, committee members, staff and the public. It incorporates much of the City Council's current Rules of Protocol, and consists of seven divisions:

1. Meetings
2. City Council Policies and Operating Procedures
3. City Council Committees and Citizen Boards, Commissions and Committees
4. Council Directives and Executive Limitations
5. Communications
6. Ethics
7. Enforcement and Administration

An Ad Hoc Committee consisting of Mr. Rivera, Mr. Harris, and Mr. Johnson reviewed the draft document on December 19, 2017 and January 22, 2018. The full council reviewed the draft, along with committee comments, on May 22, June 5 and June 12, 2018. The attached draft includes all of Council's desired changes.

### **THE ALTERNATIVES CONSIDERED:**

The Council's alternatives are: (1) to adopt the City of Killeen Governing Standards and Expectations; or (2) not to adopt the City of Killeen Governing Standards and Expectations and keep the current Protocol; or (3) not to adopt the City of Killeen Governing Standards and Expectations and direct staff to deliver a different protocol and procedure document.

### **Which alternative is recommended? Why?**

It is recommended that the City Council adopt the City of Killeen Governing Standards and Expectations.

### **CONFORMITY TO CITY POLICY:**

The City of Killeen Charter allows for the City Council to enact rules or procedure for all meetings of the City Council.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

There is no expenditure required by the adoption of the Governing Standards and Expectations.

**Is this a one-time or recurring expenditure?**

N/A

**Is this expenditure budgeted?**

N/A

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

N/A

**RECOMMENDATION:**

Staff recommends that the City Council adopt the City of Killeen Governing Standards and Expectations.

**DEPARTMENTAL CLEARANCES:**

Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Governing Standards and Expectations