



# DISCUSSION: DRAFT GOVERNING STANDARDS AND EXPECTATIONS

DS-18-047

June 12, 2018

# Governing Standards & Expectations

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- A single-source reference containing the City Council's rules, protocols, procedures, policies and expectations
- Establishes City Council expectations for itself, committee members, staff and public

# Committee Review

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- Ad Hoc Committee (Mr. Rivera, Mr. Harris, Mr. Johnson) reviewed on Dec. 19 & Jan. 22.
- Committee comments are noted in draft

# Governing Standards & Expectations

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- Seven divisions:
  - ▣ 1: Meetings
  - ▣ 2: Policies & Operating Procedures
  - ▣ 3: Council and Citizen Committees
  - ▣ 4: Council Directives & Executive Limitations
  - ▣ 5: Communications
  - ▣ 6: Ethics
  - ▣ 7: Enforcement & Administration

# Division 1: Meetings

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- 1-10. Authority
- 1-20. City Council Agenda
- 1-30. Types of Meetings
- 1-40. Quorum
- 1-50. Order of Business
- 1-60. Consideration of Ordinances, Resolutions and Motions

# Division 1: Meetings, con't.

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- 1-70. General Procedures
- 1-80. Decorum
- 1-90. Staff Relations
- 1-100. Statements by Public Officials Regarding  
Litigation
- 1-110. Disbursement of Council Requested  
Information

# Division 2: City Council Policies and Operating Procedures

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- 2-10. State & Federal Legislation and Rule-Making Proceedings
- 2-20. City Council Travel and Business Expenses
- 2-30. Council Requests for Information or Services from Staff
- 2-40. Process for Filling Unexpired Council Term
- 2-50. Election Day Political Sign Moratorium
- 2-60. Use of City Facilities, Staff or Resources by Mayor or City Councilmembers for Mayor or City Councilmember-Sponsored Meetings

# Division 2: City Council Policies and Operating Procedures, con't.

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- 2-70. City Sponsorship of Non-Profit Events, and Finding Public Purpose for Such Sponsorship
- 2-80. Assistance to Community Organizations for Special Events
- 2-90. Policy of Waiving Liens for Demolition of Dangerous Buildings or Health and Safety Liens
  - Recommend this policy be removed since it is included in Finance Policies

# Division 3: City Council Committees and Citizen Boards, Commissions and Committees

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- 3-10. City Council Committees
- 3-20. Citizen Boards, Commissions and Committees
- 3-30. Communications on Behalf of the City by Citizen Members of Boards, Commissions and Committees

# Division 4: Council Directives and Executive Limitations

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- 4-10. Public Use of City Hall and Other City Facilities
- 4-20. Policy for Support of Community Events
- 4-30. Compensation of City Employees
- 4-40. Restrictions on the Representation of Third-Parties by Former City Employees
- 4-50. Motions of Direction to City Manager

# Division 4: Council Directives and Executive Limitations, con't.

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- 4-60. Directive to Use Official City of Killeen E-mail addresses
- 4-70. Delegation of Authority to Determine Purchasing Method
- 4-80. Directive to Adopt Finance Policies and Review Annually
- 4-90. Issuance of Correction Deeds and Deeds Without Warranty

# Division 4: Council Directives and Executive Limitations, con't.

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- 4-100. Directive to Adopt Media Policy
- 4-110. Delegation of Signature Authority
- 4-120. Directive to Develop Economic Development Policy
- 4-130. Directive to Develop Street Maintenance Policy

# Division 4: Council Directives and Executive Limitations, con't.

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- 4-210. Global Executive Constraint
- 4-220. Treatment of Customers of City Services
- 4-230. Treatment of Staff
- 4-240. Financial Planning/Budgeting
- 4-250. Financial Condition and Activities

# Division 4: Council Directives and Executive Limitations, con't.

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- 4-260. Asset Protection
- 4-270. Emergency City Manager Succession
- 4-280. Compensation and Benefits
- 4-290. Communication and Support to the City Council

# Division 5: Communications

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- 5-10. Purpose
- 5-20. General Provisions
- 5-30. Media
- 5-40. Social Media
- 5-50. Email
- 5-60. Other

# Division 6: Ethics

- ❑ 6-10. Council and Appointed Board Members
- ❑ 6-20. Acceptance of Gratuities
- ❑ 6-30. Use of City Facilities, Personnel, Equipment, etc.
- ❑ 6-40. Conduct in Commercial Transactions
- ❑ 6-50. Representing Interests Contrary to Those of the City
- ❑ 6-60. Conflicting Interests in Legal Proceedings
- ❑ 6-70. Disclosure of Personal Financial Interest and Abstention from Voting
- ❑ 6-80. Communications with Applicants or Petitioners

# Division 7: Enforcement & Administration

- 7-10. Policy Enforcement
- 7-20. Annual Review and Re-adoption of These Governing Standards and Expectations
- 7-30. City Manager and City Attorney Roles Regarding Protocol