



DISCUSSION: DRAFT GOVERNING STANDARDS AND EXPECTATIONS

DS-18-019

February 20, 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
- Draft document for Council to use as a starting point for conversation
- There is some repetition between divisions

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
 - ▣ Mayor, City Manager, or two Councilmembers may place item on agenda (Committee: only 1 councilmember)
- 1-30. Types of Meetings
- 1-40. Quorum
- 1-50. Order of Business
 - ▣ City Manager will propose alternate process
- 1-60. Consideration of Ordinances, Resolutions and Motions

Division 1: Meetings, con't.

- 1-70. General Procedures
 - ▣ This section contains protocol rules
 - ▣ (a) Roberts Rules are general guideline
 - ▣ (a) Rules of parliamentary procedure meant as guideline and tool, and will not limit Council's inherent power and general legal authority
 - ▣ (b) Committee: Alternate MPT should be elected at same time as MPT
 - ▣ (k) Committee Question: should there be a time limit to requirement that communication with petitioner be disclosed

Division 1: Meetings, con't.

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- 1-80. Decorum
 - ▣ (a) General
 - ▣ (b) Mayor Responsibilities
 - ▣ (c) Council Responsibilities
 - 9. Duty to Vote (Committee: failure to vote = negative vote should not apply to MPT election)
 - 11. Personal Commun. Devices (Committee: emphasize usage must be disruptive to be reported)
 - 12. Dress Code. (Committee: no clothing allowance, so is this appropriate?)
 - ▣ (d) Citizens' Participation
 - 2. Committee: home address should not be required
- 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
 - Committee discussion about who approves council travel
- 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
 - ▣ Committee discussion re: whether city should sponsor an organization that also receives other city funding
- 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
 - Committee member: Should this also apply to former councilmembers?
- 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
 - ▣ Added at Committee's request
- 4-130. Directive to Develop Street Maintenance Policy
 - ▣ Added after additional staff review

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
 - ▣ Committee wants discussion of this topic
- 5-50. Email
- 5-60. Other
 - ▣ Killeen logo usage
 - ▣ Ceremonial honors (committee member requests councilmembers have authority to present awards, coins, etc., on their own behalf to members of their districts.
 - ▣ Mayor signs letters and petitions
 - ▣ Dedication plaques

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

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