



City of Killeen

Agenda City Council

Tuesday, June 5, 2018

4:00 PM

Utility Collections
Conference Room
210 West Avenue C
Killeen, TX 76541

SPECIAL MEETING

Items for Discussion

[DS-18-041](#) Discuss Protocol

Attachments: [Presentation](#)

Adjournment

I certify that the above notice of meeting was posted on the Internet and on the bulletin boards at Killeen City Hall and at the Killeen Police Department on or before 5:00 p.m. on June 1, 2018.

City Secretary

The public is hereby informed that notices for City of Killeen meetings will no longer distinguish between matters to be discussed in open or closed session of a meeting. This practice is in accordance with rulings by the Texas Attorney General that, under the Texas Open Meetings Act, the City Council may convene a closed session to discuss any matter listed on the agenda, without prior or further notice, if the matter is one that the Open Meetings Act allows to be discussed in a closed session.

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, § 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 254-501-7700, City Manager's Office, or TDD 1-800-734-2989.

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City of Killeen

Legislation Details

File #: DS-18-041 **Version:** 1 **Name:** Discuss Protocol
Type: Discussion Items **Status:** Discussion Items
File created: 5/21/2018 **In control:** City Council
On agenda: 6/5/2018 **Final action:**
Title: Discuss Protocol
Sponsors: City Manager Department
Indexes:
Code sections:
Attachments: [Presentation](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION: DRAFT GOVERNING STANDARDS AND EXPECTATIONS

DS-18-041

June 5, 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

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