



STAFF REPORT

DATE: September 21, 2021

TO: Kent Cagle, City Manager

FROM: Traci Briggs, City Attorney

SUBJECT: Readopting amended Governing Standards and Expectations

BACKGROUND AND FINDINGS:

The Governing Standards and Expectations were first adopted by the City Council in 2018. It serves as a single-source reference containing the City Council's rules, protocols, procedures, policies and expectations for itself, committee members, staff and the public. Section 7-20 provides that the Governing Standards will be reviewed annually after a new City Council is seated.

The City Council discussed proposed revisions at its work sessions on July 13, 2021 and August 17, 2021. A summary of the main amendments proposed follows.

- ☐ The preface has changes to expectations for Councilmembers.
- ☐ 1-20(e): Agendas and supporting material will go to the City Council and the public on or before Wednesday before a work session, and on or before Friday before regular meetings.
- ☐ 1-(50)(a)(7): Citizens petition sign up changes to Monday of the week preceding at which the citizen wishes to speak due to earlier agenda preparation.
- ☐ 1-50(a)(8): During Citizen Comments, a majority vote of the City Council is required for any time extensions beyond the one minute the Mayor grants.
- ☐ 1-50(a)(12): During a public hearing, the time designated for questions of staff shall not be used to show support or opposition for the matter before the City Council.
- ☐ 1-70(c): Reference to the section regarding appeal to the Council is added to clarify.
- ☐ 1-70(e): Changes to limits to deliberations:
 - Work Sessions: Each Councilmember has two (2) opportunities to speak, each being five (5) minutes. A third opportunity for all Councilmembers to speak requires a majority vote of the City Council.
 - Regular and Special Meetings: Each Councilmember has three (3) opportunities to speak, each being three (3) minutes.
 - Responding to a request for clarification from another Councilmember and staff responses do not count against the time limitations.
- ☐ 1-70(l): A recess shall be taken at least every two (2) hours.
- ☐ 1-70(n): There shall be no further discussion on an item after a vote has been taken.
- ☐ 1-70(o): No vote shall be taken twice unless a proper Motion for Reconsideration is made. Councilmembers are responsible to ask for clarification before a vote is taken.
- ☐ 1-70(p): Meetings will end at 11:00 pm unless a discussion is in progress or a time sensitive matter has not yet been considered.

- ☐ 1-90(b): When Councilmembers submit questions in advance, staff will include in the presentation responses that have been provided to the City Council.
- ☐ 3-20 Citizen Boards, Commissions and Committees
 - (e): Remove "appointment" from Subcommittee title. Members of subcommittees will act as liaisons to the boards, commissions and committees.
 - (e): Remove Killeen Volunteers, Inc. and replace with Animal Advisory Committee.
 - (g): Change terms for citizens on boards, commissions, and committees from six (6) years to two (2) terms. This will also require an ordinance change.
 - (n): Employee appointments to citizen boards are allowed if appointment is required because of the employee's position with the City.
 - (q): Boards, commissions and committees may not create bylaws that restrict or create requirements for the City Council or staff, and may not change the purpose, mission or scope unless approved by the City Council.
- ☐ 4-100: The Executive Director of Communications shall provide an update at least monthly, either by presentation or written report.

THE ALTERNATIVES CONSIDERED:

The City Council may: 1) continue discussions for further amendments to the Governing Standards and Expectations; or 2) readopt the Governing Standards and Expectations as amended.

Which alternative is recommended? Why?

It is recommended that the City Council readopt the Governing Standards and Expectations as amended. The next review will take place following the May 2022 election.

CONFORMITY TO CITY POLICY:

The City Charter provides that the City Council may enact rules or procedures for all meetings of the City Council. Also, the Governing Standards and Expectations calls for annual review.

FINANCIAL IMPACT:

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

There is no expenditure related to this item.

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 readopt the Governing Standards and Expectations as amended.

DEPARTMENTAL CLEARANCES:

ATTACHED SUPPORTING DOCUMENTS:

Draft Governing Standards and Expectations