

History

- Resolution 15-08: Responsibilities, guidelines, code of conduct and protocols for the Mayor, City Council, and City Manager, and rules of procedure for City Council meetings ("Council Protocol")
 - Last updated 04/07/15
 - Created in current form in 05/16/06
- Purpose: To establish the responsibilities, guidelines, code of conduct and protocols for the Mayor, City Council and City Manager and to adopt Rules of Procedure for City Council Meetings.

History

- Resolution 09-24: Creation and operation of City Council committees and task forces
 - Created 06/16/09
- Purpose: To provide a framework for the creation and operation of City Council committees and task forces.

Background

- Council Fall Retreat in October 2017:
 - The City Council worked together to review the two policies and recommend revisions.
- City Council feedback yielded several changes to both policies.
- Lyle's report and all revisions were provided to the City Council in the January 26, 2018 FYI packet.
 - Staff respectfully asked for any questions or concerns about the proposed revisions to be submitted ahead of this workshop.

Workshop Purpose

- To review the City Council's revisions and staff recommendation revisions prior to moving the two Resolutions forward for Council approval.
 - To review how City Council and staff interacts with both policies.

Review of Revisions

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Council Protocol Policy – Revisions

- **Governance Refinements Agreed By Mayor and Council Members: House Rules**
 - On Sunday, October 29, 2017, the Mayor and City Council Members all signed this document as a commitment to these House Rules.

Found within:

- *Attachment 1 - "Governance Refinements Agreed by Mayor and Council members (signature page is last page)*
- *Attachment 2 (pages 7-9) - "Our 'House' Rules - Code of Conduct" section*

Council Protocol Policy – Revisions

- Council Reports

- Mayor and City Council Members should limit themselves to two (2) City related events
- The events should be recent past; no future events.



Found within:

- *Attachment 2 (page 15) - "Council Reports" section*

Council Protocol Policy – Revisions

- **Broadcasting, Recording and Minutes**
 - Lyle's Report States: These topics will be addressed during the FY 2018 Work Plan Management Implementation Project - Agenda System and Process
- **Staff Recommendation:**
 - Section J. Council Protocol - Amend Section 2. Rules and Procedures for Council Meetings, Council Meetings Section, Bullet F:
 - Work sessions on the fourth Tuesday of every month will be held in the Cane Room at City Hall. The work session will include initiatives or topics that require in-depth discussion and direction to staff from City Council. The fourth Tuesday sessions are open to the public **and video recorded for record-keeping purposes**, but **are** not broadcast ~~or video-recorded~~.



Found within:

- *Attachment 2 (page 12) - "Council Meetings" section - "Work Sessions" subsection*

Council Protocol Policy – Revisions

- **Committee of the Whole**
 - The Mayor and City Council agreed that the following topics will be addressed by the entire City Council and not by Council Sub-Committees:
 - Financial Management Policy Statements: Update
 - Compensation Policy: Review
- **Staff Recommendation:**
 - These topics will be handled in this manner, but have separate processes better suited than the Council Protocol to document the Council's approaches to each.

Council Committees and Task Forces Policy

- **Standing Council Committees - Modifications**
 - A. No changes
 - B. The purposes of the City Council Committees are to:
 - i. Review detailed information, analyze the issue, and serve as a sounding board to City staff;
 - ii. Develop options and recommendations for full City Council discussion and decisions.
 - C. Each Committee/Task Force will determine meeting times and dates.



Found within:

- *Attachment 3 (page 1) - "Standing City Council Committees" sections B & C*

Council Committees and Task Forces Policy

- D. The Finance/Audit Committee role shall be to review and guide financial policy and strategic financial issues as needed and determined by the City Manager or the City Council and serve as the City Audit Committee.
- E. The Intergovernmental Relations Committee role shall be to assist the City Manager in developing, recommending and implementing intergovernmental strategies to accomplish the City's objectives, including the recommending the City's Legislative Agenda. The City Council will made the final decision on the City's Legislative Agenda and Advocacy Strategy.



Found within:

- *Attachment 3 (page 2) - "Standing City Council Committees" sections D & E*

Council Committees and Task Forces Policy

- **F. The Compensation Committee** role shall be to review and recommend to the City Council compensation and benefits of the City Manager and the Municipal Court Judge, review and provide input on Human Resources as needed and determined by the City Manager.
- **G. The Economic Development Committee** role shall be to make recommendations to the City Council on all major economic development projects that have the potential be funded through one or more of the following: the City, the Sugar Land Development Corporation, Sugar Land 4B Corporation, or a TIRZ. The Committee shall consist of three members: Mayor, a Council Member currently serving on SL\$B to be selected and appointed by the Mayor, and a member of SLDC to be selected and appointed by SLDC members.



Found within:

- *Attachment 3 (page 2) - "Standing City Council Committees" sections F & G*

Council Committees and Task Forces Policy

- H. The City Manager will designate a City staff member to serve as the liaison between himself and the Council Committee. The City staff member will coordinate the activities in relation to preparation of an agenda and the presentation of an agenda and the preparation of information to the Council Committee. The City staff member will be responsible for taking notes at the meeting and following up on any identified tasks. Each Council Member will be provided a copy of the Committee agenda and the associated materials. Following the Committee meeting, a summary will be prepared by the City staff liaison and included in the City Council's FYI packet.
- I. Standing Council Committee Members will have the opportunity to make a report at City Council meetings, when appropriate.



Found within:

- Attachment 3 (page 2) - "Standing City Council Committees" sections H & I

Council Committees and Task Forces Policy

- VI. Task Forces

- A. City Manager Requested Task Forces

- Add the following:

- v. Upon the completion of the Task Force work, the Task Force will provide options and advice to the City Manager.



Found within:

- *Attachment 3 (page 5) - "City Manager Requested Task Forces" section v.*

Council Committees and Task Forces Policy

- VI. Task Forces
 - B. City Council Requested Task Forces
 - Add the following:
 - iv. The Mayor will appoint the Task Force Chair, when appropriate.
 - Change the following:
 - Current iv become v
 - Current v becomes vi
 - Modify the following:
 - vii. Upon the completion of the Task Force work, the Task Force will provide options and recommendations to the City Council.



Found within:

- Attachment 3 (page 5) - "City Council Requested Task Forces" sections iv., v., vi., vii.

Interaction with Policies

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Policy Interaction

- **Mutually agreed upon set of expectations**
- **Guidelines for City Council**
- **Sets expectations and clear direction for staff on a variety of topics involving City Council:**
 - Council Protocol Example: City Council agenda process and relationship to the City Charter
 - Council Task Forces/Committees: Establishes their existence and use
- **Supports consistency and fairness**

Next Step

- March 6, 2018 City Council Meeting
 - Resolutions approving Council Protocol and Council Committees/Task Forces policy revisions

Questions