

RESOLUTION NO. 2017-113R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS ADOPTING A GOVERNANCE POLICY THAT ESTABLISHES A CODE OF CONDUCT AND PROTOCOLS FOR COUNCIL AND CITY STAFF INTERACTIONS AND COMMUNICATIONS; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The city council hereby approves a governance policy consisting of the Code of Conduct and Operating Guidelines attached to this resolution as Exhibit "A."

PART 2. This Resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on July 18, 2017.



John Thomaides
Mayor

Attest:



Jamie Lee Case
City Clerk

City of San Marcos Mayor and City Council House Rules: Code of Conduct

- 1. Focus on Governing (Policy Making), Not Administration.**
- 2. Treat Everyone with Respect, No Personal Attacks on City Staff or Each Other.**
- 3. Address the Present Issue and Let Each Item Stand On Its Own.**
- 4. Be Brief and Concise, Focus Comments for Item under Consideration.**
- 5. Support the Validity and Integrity of the Process Even When You Disagree with the Outcome.**
- 6. Listen before Judging or Taking Action; do not Pre-Judge the Motives of your Fellow Council Members.**
- 7. Wait for Recognition from the Mayor before Speaking.**
- 8. Agree to Disagree, No Need to Over-Talk an Issue**
- 9. City Council Directs as a Body. Be Clear on Directions, Follow Plans, and Support City Policies.**
- 10. No Surprises – Share All Information Equally with Each Other and Staff.**
- 11. All Communications will be directed to the City Manager and/or Assistant City Managers, City Attorney or City Clerk, as applicable.**
- 12. The City Manager and the Mayor set Meeting Agendas. Two Council Members or the Mayor may place items on for discussion. The City Manager may place items on for action.**
- 13. Questions on Agenda Items should be provided to City Manager prior to the meeting so responses can be provided in a timely manner.**
- 14. Questions from the Dais should be directed to the City Manager.**
- 15. The City Manager will provide both, alternatives and possible unintended consequences, on Items.**
- 16. Enforce All the Rules.**

Mayor and City Council Protocol

Operating Guidelines

Protocol 1: Simple Information (Easily Available)

Contact: City Manager, Assistant City Manager
Method: Use Email or Phone
Guideline: Give Clear Expectations
Outline Information Desired
State Your Timeframe

Protocol 2: Research a Topic

Contact: City Manager, Assistant City Manager
Guideline: Future Council Agenda Item for Direction to City Mgr.

Protocol 3: Citizen Service Request

A. First Contact
Advise City Manager of the Request
Council Member Notified of City's Action
Inform Citizen the Request has been forwarded
Information on the Response Goes to All Council

B. Unsatisfactory Contact
Contact City Manager
Information: Contact with Background on Issue
If You Know the Answer, Inform the Citizen

Protocol 4: Council Meeting Agenda

Contact: City Manager, Assistant City Manager
Method: Email or Phone
Guideline: Questions on Agenda Items should be provided to City Manager prior to the meeting so responses can be provided in a timely manner.

Result: City Manager or designee will share questions and answers with Council.
For Discussion Items to be placed on the Agenda it requires two Council Members or the Mayor.

Protocol 5: Council Policy Initiative

Contact: Contact the Mayor and City Manager for Discussion

Protocol 6: Communications: Council and Staff

Communications from City Staff goes to Mayor and all Council Members through City Manager's Office
Communications from Mayor and Council to Staff goes to City Manager and not directly to Staff

Protocol 7: Employee Contact

A. Employee Initiated

Send to City Manager

B. Council Initiated

Beware of Legal Violations (State Law)

Protocol 8: Emails

- If you Respond, Advise City Manager
- If Directed to Mayor & Council, the Mayor will Respond "on behalf of" Mayor & Council
- Each Individual has their Choice on:
 - Whether or Not to Respond
 - Method of the Response

Protocol 9: Information Contacts vs. Negotiating

- Vendor
- Developer
- Board/Commission
 - Listen
 - Avoid Response