

Mission and Responsibility Statements

City Mission: Create the best environment possible for every Amarillo resident to find and achieve their potential for greatness.

City Council Mission: Use democracy to govern the City efficiently and effectively to accomplish the City's mission.

City Council Responsibilities:

1. Cast vision for the City
2. Set policy for the City
3. Allocate the resources of the City
4. Evaluate the performance of the City
5. Hire, terminate and monitor the City Manager and the Municipal Court Judge
6. Operate as a team of governing officials
7. Create partnerships with all local government units in the City
8. Listen to citizens about City affairs
9. Inform citizens of City affairs
10. Establish an atmosphere conducive to a transparent and fair exchange of ideas, needs and policies

Mayor Responsibilities:

1. Act as official head of the City for all ceremonial and some legal purposes.
 - a. Select a substitute for City representation if Mayor cannot attend.
 - b. Make judgment calls on proclamations.
 - c. Sign documents, contracts and bonds on behalf of the City.
 - d. Receive, review and respond to correspondence addressed to the Mayor.
 - e. Request state or federal assistance in the event of a disaster or emergency.
2. Act as leader for the City Council.
 - a. Preside over City Council meetings, including preserving order and decorum, encouraging all Council members to participate in discussion, and keeping discussion on the agenda item being considered.
 - b. Serve as spokesperson for City Council on all matters of Council policy.
 - c. Along with the City Manager and City Secretary, set the agenda for City Council meetings.
 - d. Along with the City Manager, train and orient all new Council members after an election.
 - e. Lead the Council into an effective, cohesive working team.
 - f. Call for special City Council meetings.
 - g. Recommend subcommittees for Council approval.
 - h. Lead Council in an annual review of City Council policy.
 - i. Lead Council in an annual performance review of the City Manager, including determining policy directives for the coming year.
3. Perform any other duties required by other laws, ordinance or the City Charter.

Mayor Pro Tem Responsibilities:

1. Perform the duties of the Mayor if the Mayor is absent or disabled.
2. Perform any other duties assigned by the Mayor.

City Council Member Responsibilities (including the Mayor and Mayor Pro Tem):

1. Serve as a model of leadership and civility in our City.
 - a. Always demonstrate respect, kindness, consideration and courtesy to others.
 - b. Demonstrate prudent and ethical behavior in every action and statement.
 - c. Inspire public confidence in our City government.
2. Regularly attend City Council meetings.
 - a. Prepare in advance of City Council meetings and be familiar with agenda items and public issues.
 - b. Fully engage in listening and discussion at City Council meetings.
3. Represent the City at ceremonial functions at the request of the Mayor.
4. Participate in scheduled City Council or City activities to increase team effectiveness.
 - a. Serve on subcommittees, boards and commissions as a liaison and keep the City Council informed of such subcommittee, board or commission activities.
5. Provide information to the City Secretary as needed.
 - a. Keep current contact information that will be used in case an emergency situation rises.
 - b. Furnish financial and any other information that may be required on occasion.

City Manager Responsibilities

The City Manager will:

1. Demonstrate prudent and ethical behavior in every action and statement.
2. Be respectful, kind, considerate and courteous to all people at all times.
3. Efficiently administer all City departments and all City staff (except the Municipal Court Judge.)
4. Provide balanced and professional advice to the City Council on all City affairs.
5. Anticipate and communicate information needed by the City Council to govern, including providing regular updates on the City Council policy directives.
6. Respond timely to every member of the City Council, City employees and citizens.
7. Enforce all City laws and ordinances.
8. Attend all City Council meetings with a right to participate in discussion but not vote.
9. Perform any other duties required by other laws, ordinance or the City Charter.

City Council Member Code of Conduct

Amarillo City Council members will:

1. Be respectful, kind, considerate and courteous to all people at all times.
2. Conduct an independent and impartial review of all matters addressed by City Council.
 - a. In the need of an investigation under Article V Section 19 of the City Charter, a member shall first contact the Mayor to present valid information on the need for an investigation and request the item be placed on the City Council agenda for discussion and vote before proceeding with an investigation.
3. Support all decisions of the City Council although an individual member may be on the minority side of the outcome.
 - a. Work toward consensus on every issue.
 - b. Support and accurately represent the policies of the City when acting in their official capacity.
 - c. Present their individual opinion on an issue outside of City meetings if they explicitly state they do not represent the City Council or the City.
4. Adhere to the council-manager structure of government set out in the City Charter.
 - a. Not interfere with the administrative functions of the City or the City staff.
 - i. Not make requests of the City Manager or City staff that will require a major change in City policy, a substantial investment of time or City resources, or special handling of matter which might result in special favors or the appearance of partiality.
 - ii. Not contact or visit City staff or departments without the advance knowledge of the City Manager or the appropriate Deputy or Assistant City Manager.
 - b. Not impair the ability of City staff to implement City Council policy decisions.
 - c. Refrain from using their position to influence the outcomes or deliberations of board and commission proceedings.
 - d. Direct information requests through the City Manager or the appropriate Deputy or Assistant City Manager and make such requests during normal business hours.
5. Refrain from making public comments, suggestions or demands concerning any City staff, operations or policy without first discussing the matter with the City Manager.
 - a. Check with City staff before sending correspondence to see if an official City response is in progress.
 - b. Never promise action or a result by the City Council or City staff on a specific issue.
 - c. Consult with the Office of Public Communications and Community Engagement before communicating with the media about any City issue or policy.
6. Improve his or her governance ability by attending training annually.

City Council Member Code of Ethics

Amarillo City Council members will:

1. Demonstrate honesty and integrity in every action and statement.
2. Work for the common good of the City and not for any private, personal or political interest.
3. Comply with the letter and spirit of the laws of the nation, the State of Texas and the City including all City policies.
4. Assure fair and equal treatment of all persons and transactions coming in contact with the City.
 - a. Members will not appear on behalf of others before the City Council or any board, commission or proceeding of the City or voluntarily participate on behalf of others in any litigation in which the City is or might be an adverse party.
5. Be independent, impartial and fair in their judgment and actions.
6. Have no conflicts of interest. No member or a relative of a member will:
 - a. Have any financial interest in any transaction with the City.
 - b. Participate in a vote on any matter in which they have a substantial interest.
 - c. Accept any gift that would reasonably influence the member in their official duties. The prohibition of gifts shall not apply to:
 - i. A lawful campaign contribution;
 - ii. An honorarium in consideration for services unless the member or relative would not have been asked to provide the services but for the member's position;
 - iii. Meals, lodging, transportation in connection with services rendered by the member or relative at a conference, seminar or similar event (if services are more than merely perfunctory);
 - iv. Complimentary copies of trade publications and other related materials;
 - v. Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
 - vi. An occasional item with a value less than fifty dollars (\$50.00);
 - vii. Tee shirts, caps and other similar promotional material;
 - viii. Gifts that would have been made independent of the member's status such as on account of kinship, personal, professional or business relationship;
 - ix. Complimentary attendance at political or charitable fund raising events.
7. Respect the confidential information of the City. They will not disclose information without authorization nor use information to advance their private, personal or political interests. They will maintain information discussed in executive session confidential.
8. Not use public resources (City staff, equipment, supplies or facilities) not available to the public in general for private, personal or political purposes.

Definitions

1. **Confidential** information means any information to which an official has access in such person's official capacity, which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public

Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

2. **Gift** means anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions, which are regulated by federal, state and/or local laws or ordinances.

3. **Relative** means any person related to an officer within the second degree by Consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

4. **Substantial** interest means (i) the ownership of ten (10) percent or more of the voting stock or share of a business entity; (ii) the ownership of ten (10) percent or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten (10) percent of the person's gross income for the previous year, and action on the matter involving the business entity will have a special economic effect on the business entity that is distinguishable from the effect on the public. It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a special economic effect on the value of the real property distinguishable from its effect on the public. (Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust.) A Member is considered to have a substantial interest under this Ethics Policy if a person related to the Member in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics and Conduct.