

# **CITY COUNCIL CANDIDATE ORIENTATION**



**CITY OF CORPUS CHRISTI**

*City of Corpus Christi*  
*Candidate Orientation*  
**October 27, 2022**

**City Hall, 1201 Leopard Street, Human Resources Training Center**

**5:30 p.m. to 7:30 p.m.**

City Manager: Peter Zanoni  
City Attorney: Miles Risley  
City Secretary: Rebecca Huerta

1. Introduction to City Government – Peter
  - A. Council/Manager Form of Government
  - B. Role of City Manager
  - C. Role of City Council

2. Organizational Structure – Peter
3. Budget / CIP – Peter

*DINNER BREAK*

4. Open Meetings Act – Miles
5. Public Information Act – Miles
6. Code of Ethics – Miles
7. Meeting Schedule – Rebecca
8. Basic Parliamentary Procedure – Rebecca
9. Campaign Finance Report Filings – Rebecca
10. Candidate Requests for Municipal Information – Rebecca
11. Additional Resources – Rebecca

# CITY COUNCIL CANDIDATE ORIENTATION

1

**OCTOBER 27, 2022**

**PETER ZANONI, CITY MANAGER  
MILES RISLEY, CITY ATTORNEY  
REBECCA HUERTA, CITY SECRETARY**

# Introduction to City Government

2

**CITY MANAGER PETER ZANONI**



# Peter Zanoni

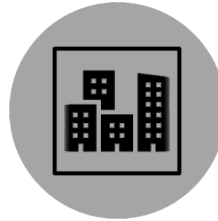
- **Maine to Florida**
- **22 years - City of San Antonio**
  - **6 years - Budget Director**
  - **9 years - City Manager's Office**
- **Responsible for implementing major projects city-wide**
- **Mentored by former City of San Antonio City Manager - Sheryl Sculley**
- **Appointed as the Corpus Christi City Manager on April 23, 2019**

# Local Form of Government

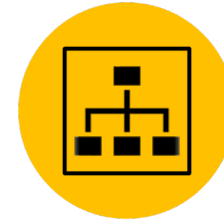


HOME RULE  
CHARTER CITY

5,000 OR MORE  
RESIDENTS



CITY  
CHARTER



COUNCIL-  
MANAGER

# 108 Years of Council- Manager Government

Part of the early 1900's  
Reform Movement

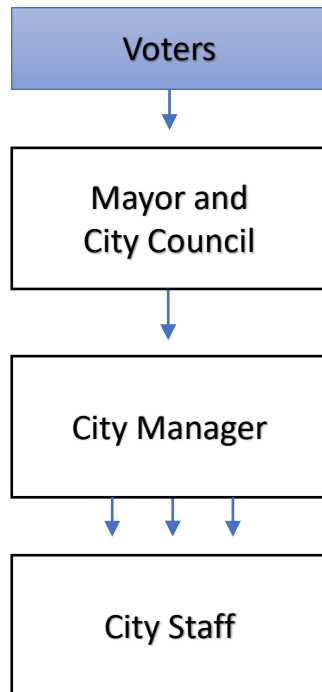
1913 in Terrell and Amarillo, Texas

1930 in Dallas Texas

Most popular in cities of 5,000 and larger

Over 280 cities in Texas, including Dallas, Forth  
Worth, San Antonio, Austin, and Arlington

# Basics of Council-Manager Government



- Similar to a Board of Directors and CEO in a private enterprise
- Provides Focus on:
  - Policy
  - Administration



## ii. Council-Manager

7

- Combines strong political leadership of elected officials with strong managerial experience of an appointed manager.
- All power and authority to set policy rests with elected governing body.
- Governing body hires a non-partisan manager who has very broad authority to run organization

# Council/Manager Roles & Responsibilities

(based on city charter)

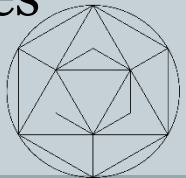
8

## City Council

- Enact local legislation
  - ordinances
  - resolutions
  - motions
- Policy Makers (Vision & Goals)
- Execute laws
- Adopt budget
- Adopt tax rate
- Directive to Chief Executive

## City Manager

- Enforce laws & ordinances
- Exercise control over city depts.
- Execute contracts, deeds, etc.
- Attend all city council meetings
- Provide recommendations
- Advise on financial condition
- Act as budget officer
- Submit annual budget & tax rate
- Operate within budget
- Appoint/remove employees



# City of Corpus Christi

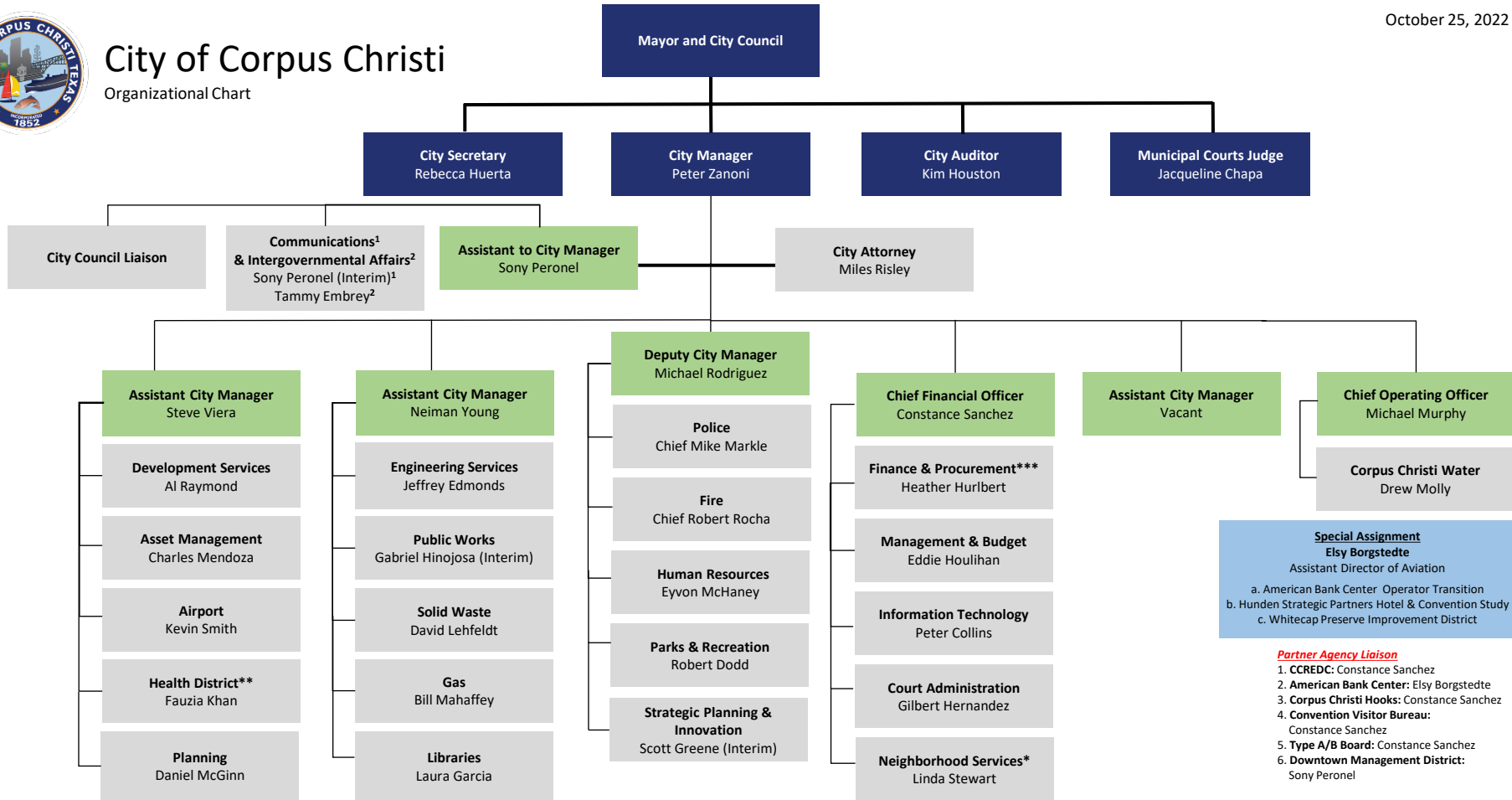
- Over 4,100 Employees
- 29 City Departments
  - Economic Development Department launched in FY 2023
- FY 2023 \$1.4 Billion City Budget
  - ✓ Fourth Billion Dollar Budget in City's History
- Council-Manager Government
- Mayor and City Council
  - 1 Mayor
  - 5 Single Member Council Districts
  - 3 At-Large Districts



# City of Corpus Christi

Organizational Chart

October 25, 2022



\*Includes Code Enforcement and Animal Care Services, Homeless & Housing, and HUD/Grant Monitoring

\*\*Includes Local Health Authority Dr. Ramachandruni

\*\*\*Includes Infill Development, Island Development, and Small Business Recruitment and Retention

FISCAL YEAR 2022-2023



# ADOPTED OPERATING BUDGET

ADOPTED BY CITY COUNCIL ON SEPTEMBER 6, 2022  
ORDINANCE NO. 032855

CITY OF CORPUS CHRISTI  
CITY MANAGER  
PETER ZANONI



FISCAL YEAR 2022-2023



# ADOPTED CAPITAL BUDGET

ADOPTED BY CITY COUNCIL ON SEPTEMBER 6, 2022  
ORDINANCE NO. 032856

CITY OF CORPUS CHRISTI  
CITY MANAGER  
PETER ZANONI



# FY 2023 Adopted BUDGET SUMMARY

(October 1, 2022 thru  
September 30, 2023)

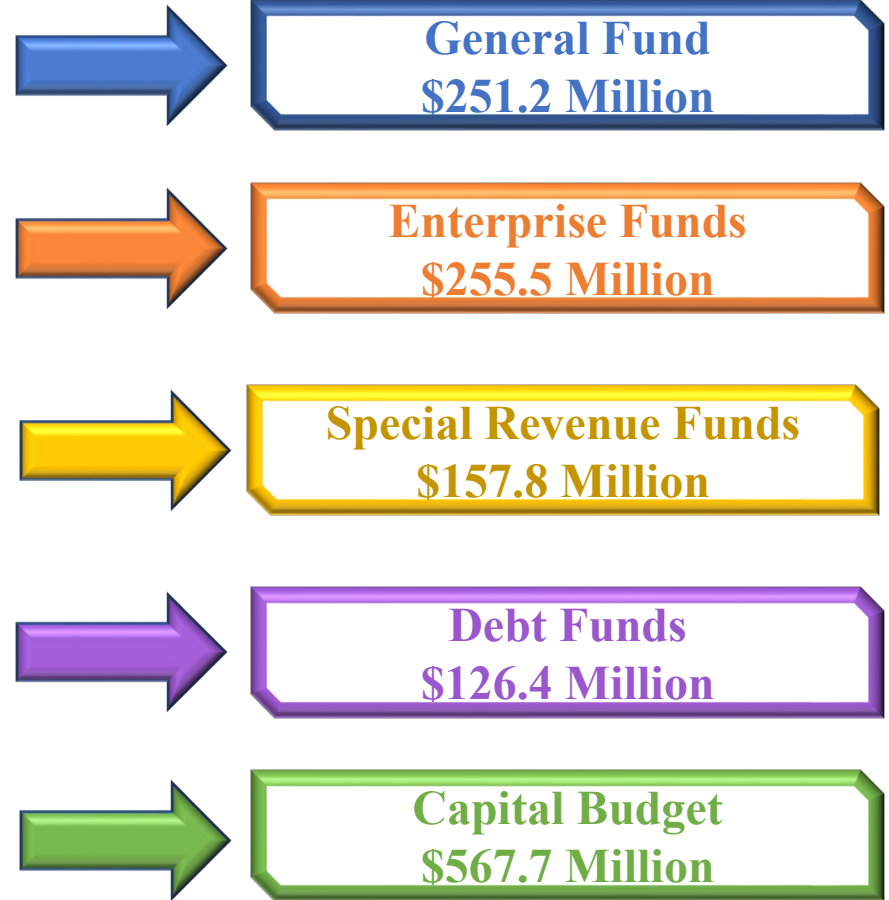
Budget is Balanced

Budget Addresses Council &  
Community Priorities

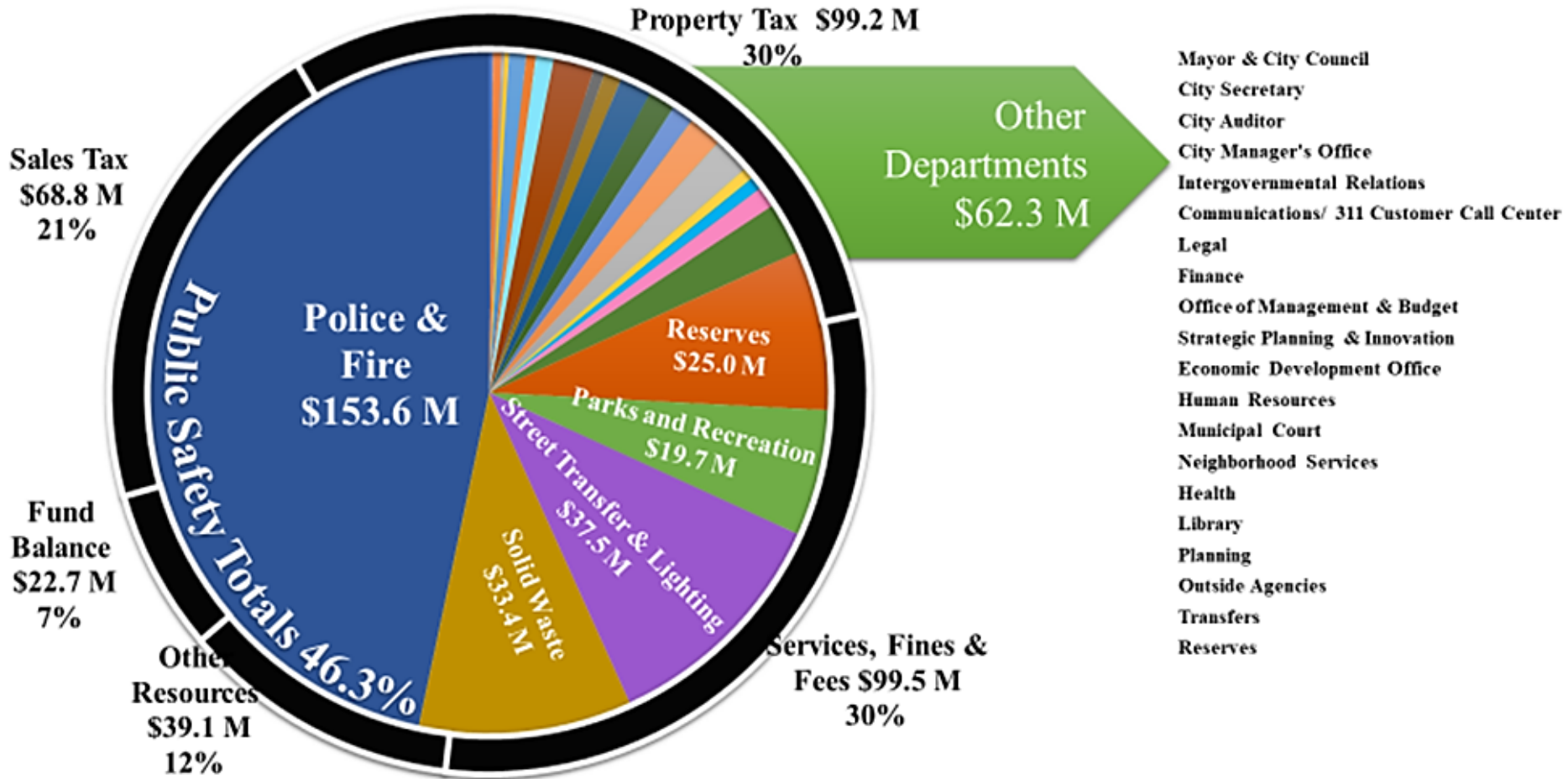
Focus on Public Safety, Streets,  
Parks, Neighborhoods &  
City Utilities

Consistent with Council  
approved Financial Policies

# FY 2023 Total City Budget **\$1.4 Billion**

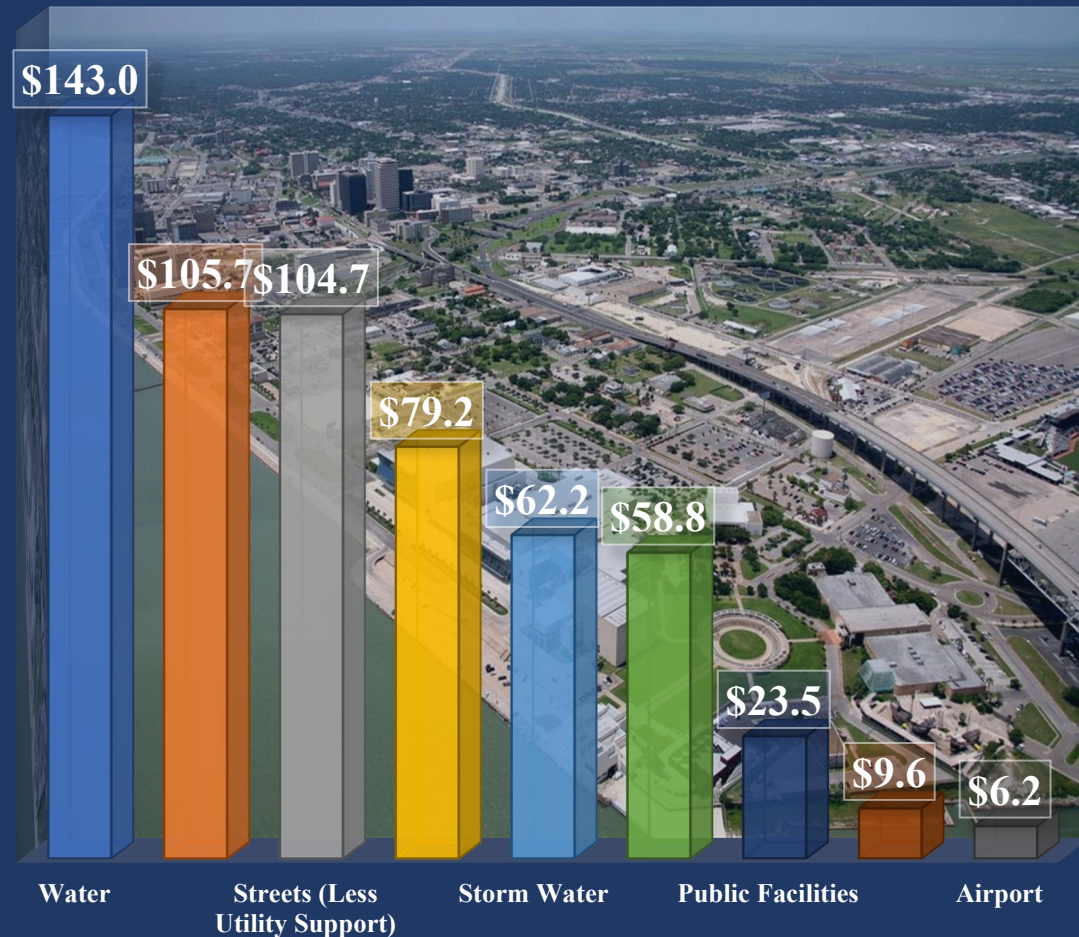


# FY 2023 General Fund Budget: \$329.3 Million





# FY 2023 Capital Budget \$592.9 Million



Funding Uses by Program	Amount	% of Total
Water	\$ 143.0M	24%
Wastewater	\$ 105.7M	18%
Streets (Less Utility Support)	\$ 104.7M	18%
Public Health & Safety	\$ 79.3M	13%
Storm Water	\$ 62.2M	10%
Parks & Recreation / Marina	\$ 58.8M	10%
Public Facilities	\$ 23.5M	4%
Gas	\$ 9.6M	2%
Airport	\$ 6.2M	1%
<b>Total FY 2023 Capital Uses</b>	<b>\$ 592.9M</b>	<b>100%</b>

# Texas Open Meetings Act

1

**MILES RISLEY  
CITY ATTORNEY**

# Texas Open Meetings Act – Required Training

- Every regular, special, or called meeting of a governmental body shall be open to the public
- Training required of new public officials – one time – within 90 days of ascension to public office  
[https://www.texasattorneygeneral.gov/open/og\\_training.shtml](https://www.texasattorneygeneral.gov/open/og_training.shtml)
- At least one hour of open **meetings** training
- Meeting is “a gathering of a **quorum** of the governmental body and a discussion about the public business between the members or with a third party
- Gathering at a social function, regional/state/local convention or workshop, ceremonial event, or press conference is **not a meeting if:**
  - No formal action **and**
  - Any discussion of public business is merely incidental to the organized event

# Texas Open Meetings Act – Required Notice for Items at Meetings

3

- At least **72 hours written notice** of the:
  - •Time & Date of Meeting
  - •Place
  - •Subjects to be considered
  
- **Limited** right to post on 1 hours notice in actual emergencies with threat to public health/safety
  
- Public comment OK without notice of subject, but City Council cannot discuss or deliberate item brought up during public comment without agenda posting

# Texas Open Meetings Act – Meetings must be Open

4

- Located in Texas
- Accessible to Public
- Accessible to persons with disabilities
- Governmental body may not vote in an open session by secret written ballot.
- Governmental body may not take action by circulated letter without a meeting.

# Texas Open Meetings Act – Recordings & Minutes

- Recordings & minutes of meeting must be retained pursuant to the Records Retention Schedule
- Citizens may not be prohibited from recording meetings
- Required Public Comment – Tex Gov’t Code 551.007:
  - requires Gov’t. Body to allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting **before** or during the body’s consideration of the item.
  - Authorizes a governmental body to “adopt reasonable rules regarding the public’s right to address the body..., including rules limiting time that a member of the public may address the body.

# Texas Open Meetings Act – Crimes of Violating Open Meetings Act

6

- Participating in a “closed meeting” other than a permissible executive session
- Participating in a “closed meeting” w/ knowledge that no certified agenda or minutes being made
- Conspiring to meeting in numbers of less than quorum for purpose of secret deliberations in violation of OMA
- Disclosure of certified agenda
- Punishable by up to 30 days jail & \$500 fine

# Executive Sessions

7

- Texas Open Meetings Act prohibits “closed meetings” except as permitted in the Act
- Executive sessions are permissible “closed meetings” pursuant to the Texas Open Meetings Act
- Executive sessions must start as “open meetings”



# Common Subjects of Executive Session

8

- consultations with City's attorney(s)
- personnel matters relating to a particular employee
- discussions about value or transfer of real property
- discussions about security personnel or devices
- discussions about gift or donation to city
- discussions of certain economic development matters
- discussions of certain competitive matters
- certain information of emergencies and disasters

# Executive Sessions – Secrecy of Executive Sessions

9

- Council member should not reveal executive session information to persons outside the City.
- Privileges of executive session belong to the City Council as a whole and are only waivable by the entire body.

# Executive Sessions – Actions in Executive Sessions

10

- City Council may not vote in executive sessions
- City Councilmembers may express opinions in executive session
- Official actions may occur only **after** exiting executive session

# Texas Public Information Act (Open Records Act)

11

**MILES RISLEY  
CITY ATTORNEY**

# Intro to Public Information Act (PIA)

12

- Also known as the Open Records Act, ORA, PIA
- Provides a mechanism for citizens to inspect or copy government records.
- Provides penalties for not releasing public records and releasing confidential records

# Public Information Act

- Records subject to PIA -- Any information collected, assembled, or maintained by or for a governmental body is subject to the Public Information Act.
- **Format** (paper, electronic, etc.) or **location** of record does not affect status as public record [includes personal phone/email records concerning City business]
- Request for Information (RFI) may be presented in physical form to any employee at the City, but a faxed or emailed RFI is only valid if sent to the Public Information Officer

# Time to Respond

14

- City must respond to RFI within 10 days with:
  - requested information or time to inspect,
  - certification of need for 10+ days to respond,
  - letter to Attorney General, or
  - cost estimate if more than \$100

# Cost Recovery

15

- Gov'ts must comply with cost limits of AG or local cost increase of up to 20% above said limit
  - Corpus Christi has increased the cost by 20%
- Costs:
  - 12 cents per page
  - If over 50 pages, City may add
    - \$22.50 per hour admin time
    - \$42.60 per hour for computer programming time



# Records Exempt from Release

16

- Confidential information – criminal penalties for release
  - Over 200 statutory provisions creating records confidentiality - Ex. child abuse info, DL records
  - Common law privacy information
  - Proprietary info – must give notice to third person
- Privileged information – City may waive privilege
  - pending litigation & attorney-client commo
  - pending criminal cases
  - Intra-agency communications

# Open Records (cont'd)

17

- City must send a copy of AG opinion request letter (10-day letter) to requestor
- AG required to respond within 45 business days – can be extended by AG (once) by ten business days (requires written notice from AG)
- If AG rules that exception applies, the information does not have to be released
- If no exception applies, then City must release information
- Criminal penalties for failure to respond

# Code of Ethics

18

**MILES RISLEY  
CITY ATTORNEY**

# City Code of Ethics

19

- Code of Ethics – Chapter 2, Art 5 of City Code
- Ethics Commission Meetings must comply with Open Meetings Act
- Jurisdiction over:
  - Mayor, Council Members, Council appointees
  - City Manager, Deputy & Assistant City Managers
  - Department Heads & Municipal Court Judges

# City Code of Ethics – Ethics Complaint Requirements

- City-promulgated form
- Must be in writing.
- Must specify ethical rule alleged to be violated & the facts alleged to constitute the violation.
- Must be sworn to and signed.
- Must be filed with City Secretary.
- Must be filed within 6 months from date that complainant knew or should have known about action alleged as a violation.

# City Code of Ethics – Ethics Commission Procedures

- Ethics Commission (EC) reviews complaint to determine if it meets minimum requirements
- EC notifies complainant & respondent whether hearing will be scheduled
- Respondent has 10 days to submit response prior to EC decision about whether to hold formal hearing on complaint
- If Ethics Commission determines violation occurred, it may **recommend** reprimand, suspension, removal or other corrective action
- City Council **will consider recommendation** of Ethics Commission, but may exercise discretion in action against City Manager or member

## City Code of Ethics – Commonly Discussed Standards

22

- If City Council is considering action involving economic interest of you, close relative or member of household, then:
  - Make written disclosure to City Sec'y & CM
  - Abstain from vote or decision
  - Recuse oneself from discussion of matter with City Council, CM, or City employees
- **If in doubt, file affidavit & abstain.**

## City Code of Ethics – Commonly Discussed Standards

- Do not have substantial interest in contract with City- **Substantial interest** w-entity- TLGC 171.002
  - Owns 10% or more of entity,
  - Owns more than \$15,000 of value in entity
  - Receives more than 10% of one's income from entity
  - Owns more than \$2,500 of parcel of realty
  - First degree relative of person w-substantial interest



## City Code of Ethics – Commonly Discussed Standards

24

- Do not use your office for private advancement or to gain special privileges or exemptions for yourself or others
- Do not grant any special consideration to any group that is not generally available
- Do not use any City resources for purposes unrelated to the interests of the City except as are available to the public

# City Code of Ethics – Commonly Discussed Standards

25

- Do not accept or solicit any gift offered with intent to influence or reward official conduct
- **Exceptions** to Gift Prohibition:
  - Special occasions
  - Reimbursement for travel
  - Award for service or achievement
  - Loan from lending institution-regular business
  - Scholarship
  - Solicitation for charity or civic cause
  - Admission to event in connection with position
  - Gifts accepted on behalf of City
  - Admission to a widely attended event in official capacity as a City representative or w-ceremonial role
  - Unsolicited admission to charity event
  - Training related to official duties

## City Code of Ethics – Commonly Discussed Standards

26

- Do not engage in outside activities or employment that can impair independent judgment in performing duties
- Do not receive fees for official services from entities other than the City except as authorized by City Council or provided by law
- To preserve independence of appointees - Do not speak before City board, commission or committee except on behalf of one's own financial interest that is publicly stated
- Do not give orders to any City employee – except through City Manager

## City Code of Ethics – Ethical Standards-Conflicts

27

- Do not participate in appointment of member of board, commission or committee any person who:
  - Is related within third degree by consanguinity or within the second degree by affinity
  - Is your employer
  - Is a director or officer or 10%+ owner of a business entity that is your employer
  - Contributed \$2,700+ to your last campaign

# Meeting Schedule

28

**CITY SECRETARY REBECCA HUERTA**

# Meetings

29

- Regular Council Meetings – Every Tuesday except for the first Tuesday of the month. Begin at 11:30 a.m. and usually end by 5:00 p.m.
- Special Council Meetings – As needed
- Budget workshops – Once every week in September
- Council workshops – As needed
- Council Committee meetings – Audit Committee, Municipal Court Committee, EDC Board (Mayor and 1 Council member)
- Council Corporation Meetings – Held during Regular Council meeting
- Tax Reinvestment Zone (2, 3, & 4) Board meetings – Held on a quarterly or as needed basis before the regular Council meeting.

# Time Commitment

30

- Meeting Preparation - Prepare to process a tremendous amount of possibly conflicting information.
- Review the agenda with background information is provided in advance of the meeting.
- Ask questions before meeting – City staff responsible for agenda items are usually listed in the agenda item.
- More research – Talk to constituents, and outside entities who may have differing points of view.
- Have comments and discussion points ready at meeting.

# Parliamentary Procedure



CITY SECRETARY REBECCA HUERTA



# Parliamentary Procedure

32

- Organized system made up of basic principles and rules that determine how the group will proceed through the decision-making process.
- Designed to carry out the will of the majority while preserving the rights of the minority.
- **NOTE:** Texas Open Meetings Act will always take precedence over parliamentary procedure or other procedural guidelines.

# Basic Principles

33

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time can be considered, and only one person may have the floor at any time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right

# Basic Principles

34

- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise
- A 2/3 vote is required for any motion that deprives a member of a right in any way (cutting off debate).
- Silence gives consent
- Chair should always remain impartial

# Role of Presiding Officer

35

- Mayor is the presiding officer
- Facilitates and chairs meetings of the City Council.
- Maintains order by enforcing the established rules
- Decides all questions of order, subject to appeal
- Ensures the meeting proceeds smoothly and follows the agenda.
- Exercises leadership

# Role of Member

36

- Be knowledgeable about rules of procedure & Decorum
  - City Council Policies, Sec. 5 – Rules of Decorum
  - City Council Policies, Sec. 10 – Conduct of Meetings; Rules of Procedure
- Be prepared for meetings
- Focus on moving the agenda forward.
- Wait to be recognized by the chair before speaking – do not interrupt a member who has the floor.

# Roles of Parliamentarian

37

- The city secretary serves as parliamentarian.
- Advises the Mayor and Council on correct procedure.
- Does not give legal advice.

# Basic Definitions

38

- Motion – formal proposal made to bring a subject before an assembly for its consideration and action. (I move that...)
- Second – A statement made by a member who agrees the motion made by another member be considered. (Second or I second the motion).
- Amendment – Before the vote is taken on a motion, it may be amended by striking words, inserting or adding words, striking out words and inserting others in their place, or substituting a paragraph for another.

# Basic Definitions

39

- Quorum – Minimum number of members who must be present to conduct business. 9 Council = 5 members for quorum.
- Presiding Officer / Chair – The individual who facilitates the meeting.



# Procedure for Handling a Motion

40

- Motion - a formal proposal that certain action be taken. A way to introduce business.
- 1) Mayor announces the item number and title of agenda item.
  - 4. Motion authorizing Amendment No. 1 to the Service Agreement for Management of the American Bank Center with SMG for additional expenditures in the amount of \$250,000, with a restated total estimated contract value of \$16,807,717.15.
- 2) Staff makes a presentation.
- 3) Mayor asks the council if they have any questions for staff.
- 4) Mayor calls for public comment.
- 5) Mayor invites a motion. – “I’ll entertain a motion”
- 6) Council Member 1 makes a motion – “Mayor, I move to approve the amendment to the agreement. “

# Procedure for Handling a Motion

- 7) Mayor: “Is there a second?”
- 8) Council Member 2 – “Second.”
- 9) If the motion is made and seconded, the mayor repeats the motion so everyone understands what is being proposed. “A motion has been made and seconded to approve the agreement.”
- 10) Mayor calls for debate. “Is there any discussion?”
- 11) After debate is over, the Mayor calls for the vote. “All in favor say Aye (Pause). Any opposed, say No.”
- 12) Mayor announces the result of the vote. “The motion carries” or “The motion fails”.

# No Second, No Debate

42

- To second a motion is to agree that the motion is worthy of discussion and consideration.
- Don't want to discuss it? Don't say a word.
- Result: Motion dies for lack of a second.

# Amending a Motion

43

- Motion to amend – Modify the wording of a pending motion before it is acted upon.
- Example: A motion is made and seconded to appoint a five-member committee to review a park master plan (Main Motion). Mayor calls for discussion.
- 1) During discussion, a council member wants to propose increasing the committee size to 10 members to be more inclusive.
- 2) Council Member 1 would ask to be recognized by the Mayor and then make a motion to amend the main motion. “Mayor, I move to amend the motion to increase the committee size from five to ten members.”
- 3) Mayor would ask for a second. “Is there a second”

# Amending a Motion

- 4) Council Member 2 seconds the motion. “I second.”
- 5) Mayor calls for discussion on the motion to amend. “Is there any discussion?”
- 6) After discussion ends, the Mayor would call for the vote on the motion to amend. “The motion before the Council is to increase the committee size from five to 10 members. All in favor, say Aye. (Pause). Any opposed, say No. (Pause).”
- 7) The Mayor announces the result of the vote. “The motion to amend passes.” or “The motion to amend fails.”

# Amending a Motion

45

- 8) If the motion to amend fails, then the main motion is pending as originally proposed. “The motion before the Council stands as originally proposed – a motion to create a committee of five members to review the park master plan.”
- 9) If the motion to amend passes, then the main motion is amended accordingly and must still be adopted. “I’ll entertain a motion to approve the motion as amended – to create a committee of ten members to review the parks master plan”.
- 10) Mayor calls for the vote and announces the result.

# Other Actions

46

- Motion to postpone (“table” per Council Rules of Procedure) – Defer action on an item until a later meeting. Requires a motion and second and is debatable.
- Point of Order – Used when a member feels an incorrect procedure is being used. Can interrupt.

# Campaign Finance Reports

47

**CITY SECRETARY REBECCA HUERTA**



# Campaign Finance Reports

48

- Campaign Finance Reports for City Council positions are filed with authority you filed your campaign treasurer appt. - the city secretary
- Filing schedule is in 2022 Candidate Packet and on the Texas Ethics Commission website
  - Semi-Annual Reports – Jan. 15 and July 15
  - 30 Days Before Election report – Oct. 11 (Nov. 8 election)
  - 8 Days Before Election report - Oct. 31 (Nov. 8 election)
  - IF you are in a runoff election (December 13)
    - ✦ 8 Days Before Election report – December 5

# Campaign Finance Reports

- **Do I need to file a report after the election is over?**
  - After an election is over, you may file a final report at any time. A final report terminates your campaign treasurer appointment. Please note, you may not make any political expenditures or accept political contributions if your campaign treasurer appointment has been terminated. If you have leftover campaign funds after the election, you should dispose of them before filing a final report. Otherwise, you will have to file annual reports of unexpended contributions. If you do not file a final report, you must file regular semiannual reports until you file a final report. For more information, please refer to the [Campaign Finance Guide](#) and [Local Campaign Finance Guide](#). Also see [Ending Your Campaign](#) or [Dissolving a PAC](#).

# Campaign Finance Reports

50

- **What can I do with my political contributions, including leftover political contributions after my campaign is over?**
  - Please see [Personal Use of Political Contributions](#) and the [Campaign Finance Guide](#) and [Local Campaign Finance Guide](#). Also see [Ending Your Campaign](#). (<https://ethics.state.tx.us>)

# Candidate Questions / Requests for Information

51

**CITY SECRETARY REBECCA HUERTA**

# Candidate Requests for Information

52

- Submit requests for information / questions to the City Secretary.
  - E-mail: [citysecretary@cctexas.com](mailto:citysecretary@cctexas.com) (preferred)
- City Secretary will send candidate inquiries to the appropriate department head who will provide responses directly to candidates.
- Department heads will respond directly to candidates
- Candidates will be directed to the city website or other online resources if information is available on the city website or other online resources

# Candidate Requests for Information

53

- Candidates may be asked to submit a Public Information Request depending on the nature of the inquiry.
- Candidates requesting information by phone will be encouraged to submit a written request.

# Questions?

54

**CITY SECRETARY REBECCA HUERTA**

# Questions?

55

- For more information on any of the material presented, please e-mail or call the City Secretary's Office.

[citysecretary@cctexas.com](mailto:citysecretary@cctexas.com)

(361) 826-3105



## **CANDIDATE ORIENTATION**

### **ADDITIONAL RESOURCES**

City Charter:

[https://library.municode.com/tx/corpus\\_christi/codes/code\\_of\\_ordinances?nodeId=PTICH](https://library.municode.com/tx/corpus_christi/codes/code_of_ordinances?nodeId=PTICH)

Texas Ethics Commission: <https://www.ethics.state.tx.us/>

Texas Secretary of State: <https://www.sos.state.tx.us/index.shtml>

Ordinances: <https://www.sll.texas.gov/law-legislation/texas/municipal-laws-and-ordinances/>

Roberts Rules of Order: <https://robertsrules.com/>

Texas Municipal League: <https://www.tml.org/>

Texas Election Code: [https://texas.public.law/statutes/tex.\\_election\\_code](https://texas.public.law/statutes/tex._election_code)

Nueces County Clerk website-elections:

<https://www.nuecesco.com/county-services/county-clerk/elections-department>