



CITY OF IOWA COLONY

12003 Iowa Colony Blvd.
Iowa Colony, Tx. 77583
Phone: 281-369-2471
Fax: 281-369-0005
www.iowacolonytx.gov

STATE OF TEXAS
COUNTY OF BRAZORIA
CITY OF IOWA COLONY

BE IT REMEMBERED ON THIS, the 3rd day of February, 2021, the City Council of the City of Iowa Colony, Texas, held a Work session at 6:00 P.M. via teleconference/videoconference, there being present and in attendance the following members to wit:

Mayor Michael Byrum-Bratsen
Councilwoman Arnetta Murray
Councilwoman Sydney Hargroder
Councilwoman Robin Bradbery
Councilwoman Kacy Smajstrla
Councilman Chad Wilsey

And none being absent, constituting a quorum at which time the following business was transacted.

WORKSESSION- 6:00 P.M.

1. Mayor Pro-Tem Wilsey called the meeting to order at 6:11 P.M.
2. Citizens Comments. There were no comments from the public.
3. City Council Members discussed with Staff the qualities they are looking for in the City Manager search process. Items discussed are in the attached document.
4. The meeting was adjourned by a unanimous vote at 8:27 P.M.

APPROVED THIS 15th DAY OF FEBRUARY, 2021.

ATTEST:

Kayleen Rosser, City Secretary

Michael Byrum-Bratsen, Mayor



January 27, 2021

To: Mayor and City Council

From: Ron Cox

Subject: February 3, 2021 City Council Agenda Memorandum

The following are my memos for key agenda items for Council consideration at the February 3, 2021 Special City Council meeting. I have comments on each item to inform Council members about the key issues, and to let each of you know what attachments are available to assist you in your deliberations. Finally, in several instances I have included a recommendation from staff.

Note: Since I am doing this memo before the Agenda is finalized or posted, some items may drop off, and some items might be in a different order than the posted agenda. The actual wording of the agenda item may change as I used general descriptions in this memo as headings for the item.

Also, note that each of the attachments are numbered to keep them in order for the agenda item.

Work Session – 6:00 - 6:30

- **Discussion with City Council regarding city manager search process.**

Memo: At this meeting, I want to discuss these topics related to the city manager search process. As I discussed at the last Council meeting, generally, I recommend the following:

- **Establish Governance Model** – This outlines the Council's leadership and communication philosophy and establishes expectations for the Council and the staff. Expectations are particularly important in order to relay them to the City Manager and staff and to hold the city manager accountable for those expectations.
 - **Lead?**
 - Be approachable and accessible
 - Transparency
 - Be available to speak to everyone
 - Listen more than we talk.
 - Be an informed leader with as much knowledge and information as possible before acting.
 - **Communicate?**
 - To listen and be informed

- CM provide reports and meeting minutes of major meetings to keep the Council informed. Quick bullet points
 - Take the time to meet and talk with all the information possible.
 - Be responsive to the people as the main point of contact.
 - Work with other cities around us – not an isolationist approach. Work together with our neighbors to get larger projects done.
 - Work with larger governmental entities – state, county.
 - Be responsive.
 - Provide information on new projects, potential concepts, etc. to allow the Council to be more prepared when they are asked to decide. OK with emails.
 - Continue and expand communication with the website and Facebook has increased the ability to communicate – information is more available.
 - Have respectful decorum
 - Find consensus and have the ability to compromise.
 - Listen to each other and make adjustments where needed.
 - Listen with an open mind and respect differing opinions.
- **Expectations?**
 - Keep our eyes open about their ability as opposed to experience only.
 - Be able to grow with the City and the City Council.
 - Be excited about the growth of the city and what they can contribute to the growth.
 - Open minded who wants to sit down, negotiate and do the right things. Find ways to meet in the middle
 - Negotiation skills.
 - It is OK to disagree but maintain dignity. And don't have malice about it later on.
 -
- **Establish a City Manager Profile** – The profile becomes the basis for what type person and the qualities you want for your city manager.
 - **Comments**
 - Keep our eyes open about their ability as opposed to experience only.
 - Be able to grow with the City and the City Council.
 - Be excited about the growth of the city and what they can contribute to the growth
 - Don't worry so much about their experience or criteria about city management.
 - Be a globally minded, informed thinker – be able to see the big picture.
 - Be responsive clearly and concisely.

- Provide information on new projects, potential concepts, etc. to allow the Council to be more prepared when they are asked to decide. OK with emails.
- Partner with others for community events. Take the opportunity to meet not only the people in the subdivisions, but to meet those who live on tracts of land.
- Communicate - what our city is doing and posting and participating in events.
- Have your data, tell me why, don't get mad.
- **Values**
 - Rule with respect
 - Have Respect for others
 - Positive reinforcement rather than fear and punishment
 - Have integrity to do what is right, whether one is looking or not.
 - Honesty
 - Be trusting and Trustworthy
 - Not a micromanager – give people autonomy and responsibility
 - Have faith they will do their job well.
 - Set expectations for the departments and staff – and give responsibility.
 - We are all spending the citizens dollars.
 - Important to note that no matter where we are we represent the city.
 - A servant leader – the person looks out for the common good.
- **Review and approve the CM Job Description** – Although somewhat standard, the job description will outline the job duties, education and other selection criteria for the new hire. The salary range will also be finally determined.
 - **Comments?**
- **Establish the timeframe** – We would just discuss the average timeframe, process for advertising, and selection and interview process.
 - **Reviewed and follow?**

We need to schedule a special meeting for this discussion before we leave.

Action: None

Attachment:

- 0.2b City Manager folder

Reliable transportation required.

Governance

Lead?

-

Communicate?

-

Expectations?

-