

# VML Mayors Institute

September 30, 2017

## Good Governance Panel



**Russell A. Jones, Mayor  
Town of Onancock, Virginia**



**Eric H. Monday, City Attorney  
City of Martinsville, Virginia**



**Brannon Godfrey, Town Manager  
Town of Warrenton, Virginia**

# Mayor/Council-Manager Roles

## Presentation Outline:

- ▣ As Defined by The Town Charter & Code
- ▣ The Policy/Administrative Dichotomy/Duality
- ▣ Real Life Interactions

# The Charter: Council

## The Council

- ▣ **Sec. 3-1. - Composition; members to be qualified voters.** The Town of Warrenton **shall be governed** by a town council which shall be composed of seven (7) members who shall be qualified voters of the town.

# The Code: Council

## The Council

### ■ **Sec 2-37. - Orders, etc., by members of council.**

No member of the town council shall give any orders or authorize any work to be done for or on behalf of the town between meetings of the council without the approval and supervision of the town manager or, in the absence of the town manager, without the approval and consent of the town council.

# The Charter: Mayor

## The Mayor

- **Sec. 5-2 Duties generally.** The mayor shall preside over the meetings of the council and shall have the same right to speak therein as councilmen; however, he shall not have the right to vote except in the case of a tie, in which event he shall be entitled to cast one (1) vote. He shall be recognized as the head of the town government for all ceremonial purposes, the purposes of military law and the service of civil process.

# The Charter: Manager

## The Manager

- **Sec. 6-1. - Establishment of position; responsibilities; qualifications; term.** There shall be a town manager who shall be the chief executive officer of the town and shall be responsible to the council for the proper administration of the town government. He shall be chosen by the council without regard to his political beliefs and solely on the basis of his executive and administrative qualifications. He shall be appointed for an indefinite period and shall hold office during the pleasure of the council.
- **Sec. 6-2. - Appointment and removal of officers and employees.** The town manager shall appoint for an indefinite term the heads of all departments and all other officers and employees of the town. The manager shall have the power to remove any officer or employee appointed by him.

# The Charter: Manager

## The Manager

- **Sec. 6-3. - Duties and powers generally.** The town manager shall also have the following duties and powers:
- (a) To see that all laws and ordinances are **enforced**.
- (b) To **exercise supervision and control** over all administrative departments and divisions.
- (c) To attend all regular meetings of the council, with the right to **take part in the discussion, but having no vote**.
- (d) To **recommend** to the council for adoption such measures as he may deem necessary or desirable.
- (e) To **execute all contracts** on behalf of the town.
- (f) To **prepare and submit** to the council **the annual budget**.
- (g) To **keep the council advised** as to the present and future needs of the town and as to all operations of its government.
- (h) To **perform all such other duties** as may be prescribed by the charter, or be required of him by the council.

# The Code: Manager

## The Manager

- **Sec. Sec. 2-127. - Duties generally.** The town manager shall be the general administrative and executive head of the town and he shall exercise all functions and powers vested in him by the town council or conferred upon him by this Code or other ordinances of the town. He shall have supervision and control over all employees, agents or representatives of the town, except the town recorder and the town attorney, and of all agents, departments and branches of the municipal government. He shall exercise general supervision over the care, maintenance and operation of all town property. He shall be responsible to the town council and shall make such reports to it and at such times as the council shall deem proper.



# Council: Ethics Policy

## CODE OF ETHICS

### Preamble

The citizens and business of Town of Warrenton, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the Town of Warrenton's Commitment to Excellence, the effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Warrenton Town Council has adopted this Code of Ethics for members of the Council and of the Town's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

### 1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Warrenton and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Town of Warrenton Town Council, boards, commissions, and committees.

### 2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia and the Town of Warrenton in the performance of their public duties. These laws include, but are not limited to, the United States and Virginia constitutions, the Code of the Town of Warrenton, laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, and Town ordinances and policies.

### 3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal

## Model of Excellence Town of Warrenton Town Council, Boards, Committees and Commissions MEMBER STATEMENT

As a member of the Town Council, or of a Town of Warrenton board, committee or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the Town and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, Town staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Town of Warrenton;
- Treat all people with whom I interact in the manner I wish to be treated;

I affirm that I have read and understand the Town of Warrenton Code of Ethics.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

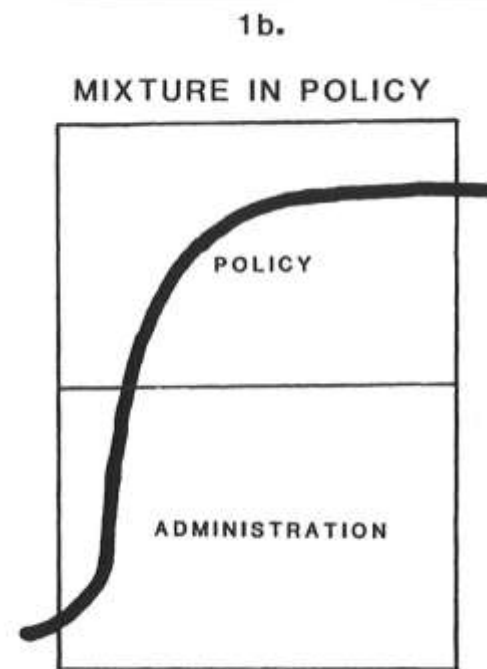
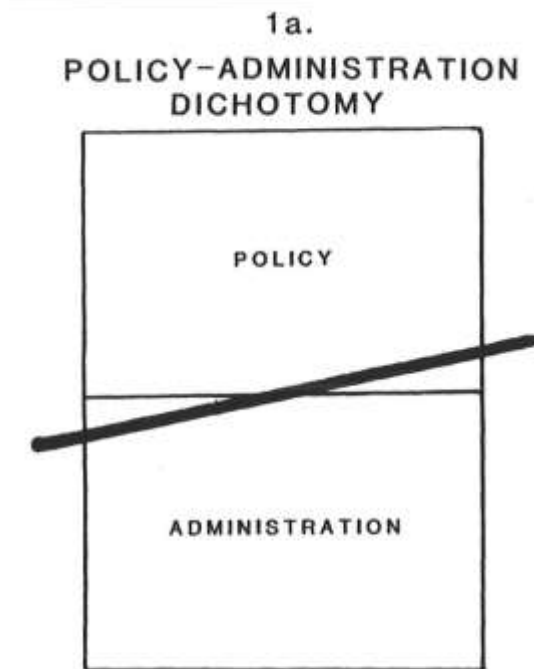
Name (printed): \_\_\_\_\_

Office: \_\_\_\_\_

# ICMA Code of Ethics: Manager

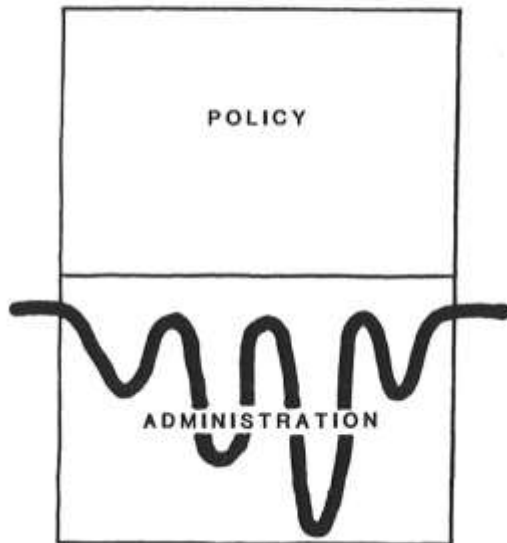


# Dichotomy/ Duality

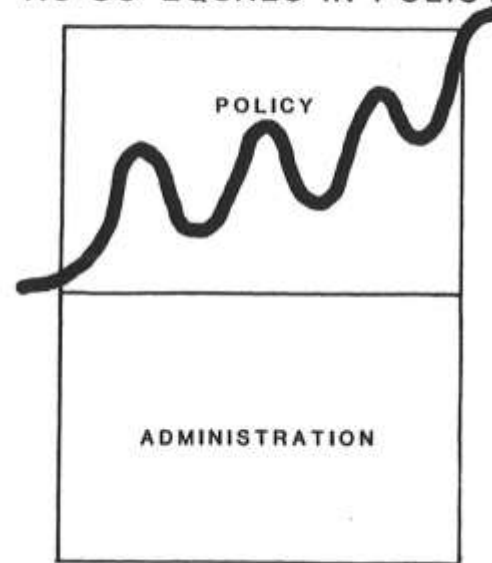


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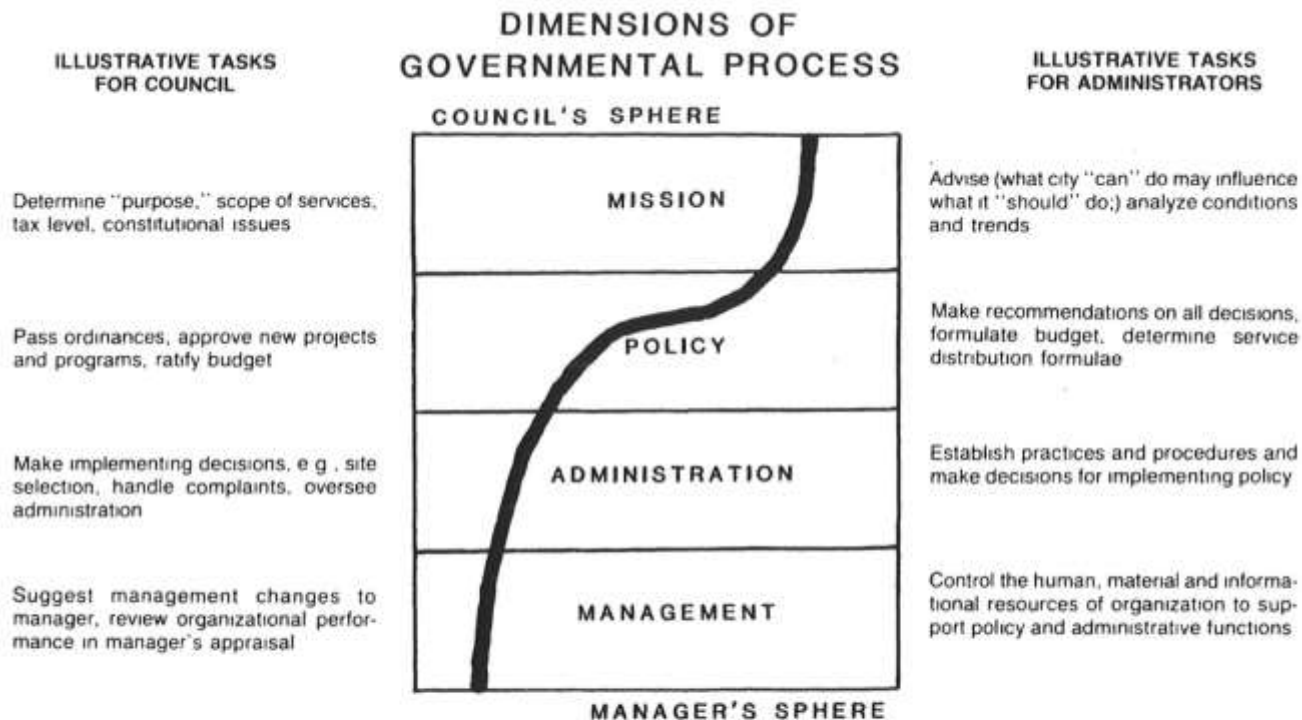
1c.  
MIXTURE IN ADMINISTRATION



1d.  
ELECTED OFFICIAL-ADMINISTRATOR  
AS CO-EQUALS IN POLICY



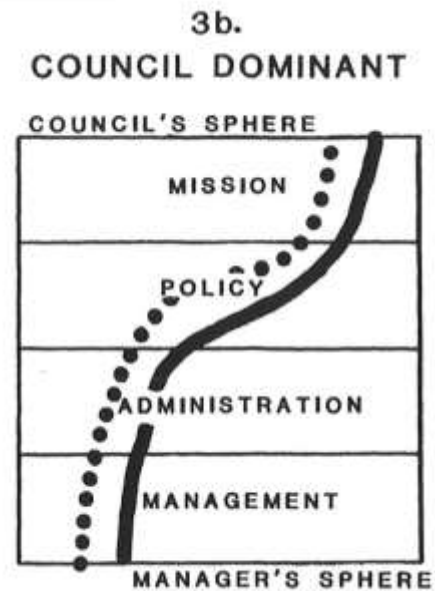
# Dichotomy/ Duality



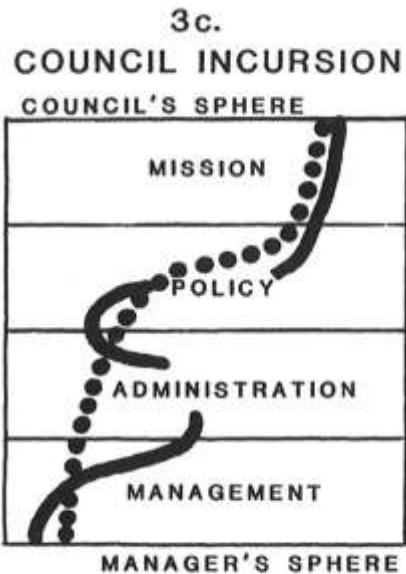
The curved line suggests the division between the Council's and the Manager's spheres of activity, with the Council to the *left* and the manager to the *right* of the line

The division presented is intended to roughly approximate a "proper" degree of separation and sharing. Shifts to either the left or right would indicate improper incursions

# Dichotomy/ Duality



# Dichotomy/ Duality



# Real Life Interactions

- ▣ **Council Meeting Interactions**
- ▣ **Mayor-Manager Relationship**
- ▣ **Setting Meeting Agendas**
- ▣ **Council Committees**
- ▣ **Day-to-Day Council-Staff Interactions**
- ▣ **Manager-Citizen Interactions**
- ▣ **Council Interactions with Other Governments**



# Goals for Town Government & Services

- **Strategic Goal Setting: Annual Retreat (or more frequent)**
  - **Planning, Land Use and Development**
  - **Economic Development**
  - **Utilities**
  - **Public Safety**
  - **Public Works**
  - **Parks, Recreation & Culture**
  - **Finance**
  - **Governance**
- **Annual Goals for Manager**
  - **Town Manager's Work Plan**
  - **Performance Evaluation**

# Questions?



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