



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on development of Council Handbook
STAFF INITIATOR:	Randy Criswell, City Manager

BACKGROUND:

As directed a few weeks ago, I've been working on the creation of a Council Handbook for Wolfforth. Attached is a rough outline of subjects that I think could be helpful to any new Council member in Wolfforth. The list isn't exhaustive, but I think is a good starting point, since it will be built around information that's specific to Wolfforth. I'd like to get your feedback before we continue. Here's my list so far:

- Form of government
- Roles of Manager, Mayor, and Council
- Wolfforth City Departments and functions
- City Finances and Budget
- How to get something on the agenda
- General conduct of our Council meetings
- About Citizen Engagement requirements
- About Public Hearings
- Appropriate engagement with employees.
- Relationships with other governmental entities.
- What is an interlocal agreement?
- What is an Ordinance?
- What is a Resolution?
- What is TML?
- What is the MPO?
- Relationship with Lubbock
- About the Wolfforth EDC
- About the TIRZ
- Our consultants and what they do. OJD, Kimley-Horn, SAFEbuilt, Walker
- Boards & Commissions
- Meter reading and billing
- Platting process
- Finance, PFIA, etc
- City Council credit card, travel and expense policies

EXHIBITS:

None

COUNCIL ACTION/STAFF RECOMMENDATION:

Provide feedback to staff as appropriate