



AGENDA
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, AUGUST 5, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Special City Council Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE TO THE FLAG

DISCUSSION AND APPROVAL OF MEETING AGENDA

REPORTS

NEW BUSINESS

1. Discuss and consider action on setting a Public Hearing date for the Proposed FY2019-20 Budget for August 19, 2019

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

2. Discuss and consider action on setting the Public Hearing dates for the FY2019-2020 Proposed Tax Rate of \$.058050 per \$100 valuation for August 19 and August 26, 2019

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

3. Discuss and consider the adoption of a Resolution of the City Council of the City of Watauga, Texas, adopting and implementing standard operating procedure No. CMO-007 for the purpose of providing a consistent process for the selection of board, committee and commission members; providing a savings clause, providing for repeal; and providing an effective date.

- A. STAFF
PRESENTATION
- B. PUBLIC COMMENT

Andrea Gardner, City Manager

4. Discuss and consider action on approval of Mayor's recommendations to appoint City Council Liaisons

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

Andrea Gardner, City Manager

5. Discuss and consider action on appointments and reappointments to the Charter Review Commission

- A. STAFF
PRESENTATION
- B. PUBLIC COMMENT

6. Discuss and consider action on appointments and reappointments to the Watauga Civil Service Commission and revise the term end dates for certain Places on the Commission

- A. STAFF
PRESENTATION
- B. PUBLIC
COMMENT

7. Discuss and consider the adoption of a Resolution of the City Council of the City of Watauga, Texas, adopting and implementing the City of Watauga Council Rules of Procedure Manual; providing a savings clause, providing for repeal and providing an effective date

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

8. Discuss and consider action to reschedule the Public Hearing on Watauga Crime Control & Prevention District proposed budget for 2019-2020 Fiscal Year

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

9. Discuss and consider and action on setting the date of September 9, 2019 as the date to adopt the proposed tax rate of \$0.58050 per \$100 valuation for the FY2019-2020 Fiscal Year

- A. STAFF PRESENTATION
- B. PUBLIC COMMENT

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation

of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, August 2, 2019 before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary



Steps Required for Proposal and Adoption of Budget

Date: 07/29/2019 04:55 PM

Entity
Name: City
of Watauga

Steps for the Proposal of the Budget:

This year's property tax levy will raise more revenue from property taxes than in the preceding year. The governing body must hold a separate vote to ratify the property tax increase reflected in the budget. This vote must be in addition to and separate from the vote to adopt the budget or the vote to set the tax rate. Cities that maintain a website must post the proposed budget when it is filed with the municipal clerk. The adopted budget must also be posted on the website when it is filed with the municipal clerk.

The following statement must be included on the notices of public hearing on proposed budget. It must also be included on the cover page of the proposed budget, in 18-point type or larger.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$671,768 OR 9.01%, AND OF THAT AMOUNT, \$95,329 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Steps for the Adoption of the Budget:

-A vote to adopt the budget must be a record vote.

-An adopted budget must contain a cover page stating a record vote of each member of the governing body by name, the property tax rates for the current and preceding fiscal year, the total amount of debt obligations, and the following statement in 18 point font:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$671,768, which is a 9.01 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$95,329.

-The budget and cover page must be filed with the clerk and posted on the entity's website at least until the date of the first anniversary the budget is adopted.

Section 26.05(b) of Property Tax Code
Worksheet for Determination of Steps Required for Adoption of Tax Rate
City of Watauga

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 6 of the Effective Tax Rate Worksheet.	\$1,235,774,683
2. Last year's M&O tax rate. Enter Line 26 of the Rollback Tax Rate Worksheet.	\$0.420628/\$100
3. M&O taxes refunded for years preceding tax year 2018. Enter Line 28E of the Rollback Tax Rate Worksheet.	\$17,157
4. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3.	\$5,215,171
5. This year's total taxable value. Enter line 19 of the Effective Tax Rate Worksheet.	\$1,399,770,510
6. This year's proposed M&O tax rate Enter the proposed M&O tax rate approved by the Governing Body.	\$0.405884/\$100
7. This year's M&O tax levy. Multiply line 5 times line 6 and divide by 100.	\$5,681,445
8. M&O Tax Increase (Decrease). Subtract line 4 from line 7.	\$466,274
Comparison of Total Tax Rates	
9. Effective Total Tax Rate.	\$0.537697/\$100
10. This year's proposed total tax rate.	\$0.580500/\$100
11. This year's rate minus effective rate. Subtract line 9 from line 10.	\$0.042803
12. Percentage change in total tax rate. Divide Line 11 by line 9.	7.96%
Comparison of M&O Tax Rates	
13. Effective M&O Tax Rate. Enter line 30 of the Rollback Tax Rate Worksheet. Adjust for Sales Tax using Line 44 of the Sales Tax Worksheet, if necessary.	\$0.376204/\$100
14. This year's proposed M&O tax rate.	\$0.405884/\$100
15. This year's rate minus effective rate. Subtract line 13 from line 14.	\$0.029680
16. Percentage change in M&O tax rate. Divide line 15 by line 13.	7.89%
Raised M&O Taxes on a \$100,000 Home	
17. This year's taxable value on a \$100,000 home.	\$100,000
18. Last year's M&O tax rate.	\$0.420628/\$100
19. This year's proposed M&O tax rate.	\$0.405884/\$100
20. This year's raised M&O taxes. Subtract line 18 from line 19 and multiply result by line 17.	\$-14.75

NOTICE OF 2019 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF WATAUGA

A tax rate of \$0.580500 per \$100 valuation has been proposed for adoption by the governing body of City of Watauga. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Watauga proposes to use revenue attributable to the tax rate increase for the purpose of providing for general cost increases including personnel services, debt service payments, contractual services, and other expenses relating to community needs.

PROPOSED TAX RATE	\$0.580500 per \$100
PRECEDING YEAR'S TAX RATE	\$0.601788 per \$100
EFFECTIVE TAX RATE	\$0.537697 per \$100
ROLLBACK TAX RATE	\$0.580916 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Watauga from the same properties in both the 2018 tax year and the 2019 tax year.

The rollback tax rate is the highest tax rate that City of Watauga may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Wendy Burgess
Tarrant County Tax assessor-collector
7105 Whitley Road, Watauga, Texas 76148
(817) 884-1100
webmaster@tarrantcounty.com
<https://access.tarrantcounty.com/en/tax.html>

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 19, 2019 at 6:00 p.m at City of Watauga Council Chambers, 7105 Whitley Road, Watauga, Texas 76148.

Second Hearing: August 26, 2019 at 6:00 p.m at City of Watauga Council Chambers, 7105 Whitley Road, Watauga, Texas 76148.



AGENDA MEMORANDUM

DATE: July 15, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Discuss and consider the adoption of a Resolution of the City Council of the City of Watauga, Texas, adopting and implementing standard operating procedure No. CMO-007 for the purpose of providing a consistent process for the selection of board, committee and commission members; providing a savings clause, providing for repeal; and providing an effective date.

A. STAFF
PRESENTATION

B. PUBLIC COMMENT

BACKGROUND/INFORMATION:

During the July 8, 2019 Regular Council Meeting, City Council provided direction to the City Manager to create a process that will be utilized by the current Council. The draft policy provides for participation by all members of the Council and allows for recommendations to the Council by those members. The appointments are proposed to be completed each July and when vacancies are created. The proposed process ensures the City's compliance with State Chapter 143 and Chapter 2 of the Code of Ordinances.

The City Manager also prepared a Standard Operating Procedure to ensure that staff's administrative efforts help coordinate the process for the City Council. The City Attorney has reviewed each Standard Operating Procedure (CMO-006 and CMO-007) and approved as to legal form and content.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

City staff respectfully recommends the City Council approve a resolution to adopt the selection process for City boards, committees and commissions.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CMO SOP 007 Resolution
2. CMO SOP 007 FINAL
3. CMO SOP 006 - Board, Committee and Commission Appointments and Reappointments
4. Ordinance NO 2019-005

REVIEWED BY:

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 7/30/2019

Final Approval - 7/30/2019

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-011**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS, ADOPTING AND
IMPLEMENTING STANDARD OPERATING PROCEDURE
NUMBER CMO-007 FOR THE PURPOSE OF PROVIDING A
CONSISTENT PROCESS FOR THE SELECTION OF
BOARD, COMMITTEE, AND COMMISSION MEMBERS;
PROVIDING A SAVINGS CLAUSE; PROVIDING FOR
REPEAL; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Watauga desires to implement effective and efficient processes for the selection, appointment, and reappointment of members to the City's various boards, committees, and commissions; and

WHEREAS, the City Council of the City of Watauga desires uniformity and consistency in the processes used for the selection, appointment, and reappointment of members to the City's various boards, committees, and commissions; and

WHEREAS, the City Council of the City of Watauga has determined that the adoption of standard operating procedures will promote greater consistency, uniformity, efficiency, and effectiveness in the process of selection, appointment, and reappointment of members to the City's various boards, committees, and commissions; and

WHEREAS, the City Council of the City of Watauga has determined that Standard Operating Procedure CMO-007 will assist the City Council to conduct a standardized, uniform, and efficient review of applications received for appointment and reappointment to the City's various boards, committees, and commissions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The Standard Operating Procedure numbered CMO-007 and attached to this resolution as **Exhibit A** is hereby adopted and incorporated herein by reference.

III.

This Resolution shall be and is hereby cumulative of all Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provision thereof might be inconsistent or in conflict with the provisions of this

Resolution, in which event, such conflicting provisions, if any, in such Resolution or Resolutions are hereby repealed.

IV.

If any section, subsection, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

V.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 5th day of August 2019.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

GEORGE E. HYDE, Interim City Attorney

Exhibit A

STANDARD OPERATING PROCEDURE (SOP)		
CITY OF WATAUGA	NUMBER	CMO-007
SUBJECT: BOARD, COMMITTEE & COMMISSION SELECTION PROCESS	PAGES	1
PREPARED BY: CITY MANAGER'S OFFICE	EFFECTIVE DATE	07/15/2019

APPLICABILITY:

This procedure applies to the Mayor and all Council Liaisons for Boards, Committees and Commissions.

PURPOSE:

Provide a consistent process for the selection of board, committee and commission appointments and reappointments.

This policy enables the City Council to perform a standardized review of applications received for appointment and reappointment to the City's various boards, committees and commissions.

PROCEDURE:

1. Appointees shall be selected in July of each year and as vacant positions need to be filled, except as otherwise provided by City charter or ordinance.
2. If a board has a Council liaison(s), such individual(s) shall review the applications received for that board, conduct an interview, if desired, and make a recommendation to the City Council for appointment or reappointment.
3. Civil Service Commission members shall be appointed by the chief executive of the municipality in accordance with Texas Local Government Code Section 143.006.
4. The Mayor shall review all applications for the Charter Review Commission and any recommendations for reappointment by the Commission, conduct interviews, if desired, and make recommendations to the City Council on the appointment or reappointment of its members in accordance with Section 2-65 of the City Charter.
5. The Council Liaisons and the Mayor shall notify the City Secretary and City Manager per the Council Rules of Procedure of their recommendations to ensure placement on the proper City Council Agenda.

STANDARD OPERATING PROCEDURE (SOP)		
CITY OF WATAUGA	NUMBER	CMO-007
SUBJECT: BOARD, COMMITTEE & COMMISSION SELECTION PROCESS	PAGES	1
PREPARED BY: CITY MANAGER'S OFFICE	EFFECTIVE DATE	07/15/2019

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This policy enables the City Council to perform a standardized review of applications received for appointment and reappointment to the City's various boards, committees and commissions.

PROCEDURE:

1. Appointees shall be selected in July of each year and as vacant positions need to be filled, except as otherwise provided by City charter or ordinance.
2. If a board has a Council liaison(s), such individual(s) shall review the applications received for that board, conduct an interview, if desired, and make a recommendation to the City Council for appointment or reappointment.
3. Civil Service Commission members shall be appointed by the chief executive of the municipality in accordance with Texas Local Government Code Section 143.006.
4. The Mayor shall review all applications for the Charter Review Commission and any recommendations for reappointment by the Commission, conduct interviews, if desired, and make recommendations to the City Council on the appointment or reappointment of its members in accordance with Section 2-65 of the City Charter.
5. The Council Liaisons and the Mayor shall notify the City Secretary and City Manager per the Council Rules of Procedure of their recommendations to ensure placement on the proper City Council Agenda.

STANDARD OPERATING PROCEDURE (SOP)		
CITY OF WATAUGA	NUMBER	CMO-006
SUBJECT: BOARD, COMMITTEE & COMMISSION APPOINTMENTS AND REAPPOINTMENTS	PAGES	1
PREPARED BY: CITY MANAGER'S OFFICE	EFFECTIVE DATE	07/15/2019

APPLICABILITY:

This procedure applies to all City Secretary Office staff and administrative staff assigned administrative duties for Boards, Committees and Commissions.

PURPOSE:

Provide a consistent process for the administration of board, committee and commission appointments and reappointments.

This policy enables the administrative staff to perform standardized tasks associated with accepting and processing applications for appointment and reappointment to the City's various boards, committees and commissions.

PROCEDURE:

1. All administrative staff assigned responsibilities for board, committee or commission appointments and reappointments must ensure the rosters and documentation sent and received during the process are up to date in the Civic Clerk Boards and Committees module.
2. All administrative staff assigned responsibilities for board, committee or commission appointments and reappointments must ensure the rosters to include the term start and end dates, position, and role on the board are maintained accurately on the City's website under the "government" tab.
3. Board member rosters with members having expiring terms in the current calendar year are to be notified by electronic mail or letter no later than 60 days prior to the annual appointment process per SOP CMO-007. With the notification of the term expiration, the members shall be, if eligible, notified he/she is able to seek reappointment and that such reappointment requires an updated application be completed.
4. Positions with expiring terms or as directed by the governing body, administrative staff shall have a notice prepared and placed on the City's website seeking applications for a period of not less than thirty (30) days.
5. Upon receipt of the updated application for reappointments, administrative staff shall send proper correspondence by electronic mail acknowledging

- receipt of the application and the date the application will be considered by the City's governing body.
6. All new applications received shall be acknowledged by the administrative staff immediately through electronic mail and notified of the date the application will be considered by the governing body. If there are no current vacancies on the board selected by the applicant, an acknowledgement and notification that no vacancies currently exist so the application will be kept on file for six (6) months shall be sent by electronic mail.
 7. All applications received with two or more boards listed shall receive one electronic mail acknowledgement from staff. Should the boards be administered by different staff members, the CSO office staff will provide one email acknowledging receipt of the application and forward the application to all appropriate staff.
 8. Once the thirty (30) day period for receiving applications has lapsed, the appointment and reappointment applications shall be forwarded to the appropriate Council Liaison per SOP CMO-007. Administrative staff shall provide scheduling assistance to those members of the governing body required to make a recommendation for appointment or reappointment to the governing body.
 9. For those boards requiring Mayoral review, the Mayor shall be provided a copy of the application and allowed the opportunity to meet with the applicant(s) prior to making a recommendation to the governing body. If a board requires a Mayoral recommendation, that recommendation shall be included in the Agenda Memorandum for that item.
 10. Once the recommendation for appointment or reappointment is received from either the governing body member or the mayor in accordance with SOP CMO-007, the assigned administrative staff shall prepare the agenda item and include the recommendation in the Agenda Memorandum for that item.
 11. Upon action of the governing body, all applicants shall be notified of the Council action through the appropriate pre-approved form letter by electronic mail or USPS.
 12. Standardized letters and vacancy notice postings for each step requiring written correspondence shall be utilized and are attached to the SOP for reference.

CITY OF WATAUGA, TEXAS

ORDINANCE NO. 2019-005

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING CHAPTERS 2, 6, 20, 101, AND 115 OF THE CITY OF WATAUGA CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS RELATED TO THE PROCEDURES FOR SELECTION AND APPOINTMENT OF MEMBERS TO THE CHARTER REVIEW COMMISSION, THE BOARD OF APPEALS, THE COUNCIL RULES OF PROCEDURE REVIEW COMMITTEE, THE ANIMAL ADVISORY COMMITTEE, THE LIBRARY BOARD, THE PLANNING AND ZONING COMMISSION, THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE AND THE BOARD OF ADJUSTMENT; PROVIDING FOR REPEAL; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga recognizes the need for various boards, committees, commissions and corporations (collective, the “boards”) are necessary and appropriate to assist the City with carrying out municipal functions in an efficient and responsive manner; and

WHEREAS, the City Council of the City of Watauga further recognizes an efficient selection process for the members of the various boards ensures qualified individuals are identified for the appointment to such boards; and

WHEREAS, the City Council of the City of Watauga desires to provide for a effective process for staffing the City’s Boards and Commissions.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas as follows:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The City of Watauga Code of Ordinances is hereby amended by adding a new section 2-46 of Chapter 2 to provide as follows:

“Chapter 2 - Administration

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Article III. Boards and Commissions

Division I. Generally

Section 2-46. Interview policy and procedure.

The city council shall annually determine the process for interviewing applicants to fill vacancies on all city boards, commissions, committees and corporations, except as otherwise may be provided by the Watauga Charter or law. At the city council meeting in January every year, the city council shall determine whether to utilize a committee of the city council during such calendar year for the purposes of interviewing applicants to the city boards, commissions, committees and corporations provided for in the Watauga Home Rule Charter and the Watauga Code. In the event the city council determines to utilize such an interview committee, the city council shall provide for the number of members of such committee and any procedures related thereto.”

III.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 2-65(a) of Chapter 2 thereof and substituting therefor a new subsection 2-65(a) of Chapter 2 to provide as follows:

“Chapter 2 - Administration

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Article III. Boards and Commissions

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Division 2. Charter Review Commission

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Sec. 2-65. Composition; appointment and removal of members.

- (a) The Charter Review Commission shall consist of seven regular members. Places on the commission shall be numbered one through seven, with all members appointed for two-year terms to expire June 30. Members serving in odd-numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The commission may submit to the

mayor the names of those current members who are recommended for reappointment. The mayor may accept or reject the names submitted. The mayor, subject to the approval and consent of the city council in an open meeting, shall appoint members to the Commission.”

IV.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 2-108(a) of Chapter 2 thereof and substituting therefor a new subsection 2-108(a) of Chapter 2 to provide as follows:

“Chapter 2 - Administration

. . . .

Article III. Boards and Commissions

. . . .

Division 4. Board of Appeals

. . . .

Sec. 2-108. Composition; appointment and removal of members; terms of office.

- (a) The board of appeals shall consist of five members. The city council in an open meeting shall appoint members to the board. Members of the board of appeals may be removed by a majority vote of the city council.

The board of appeals shall recommend to city council removal of any member who is absent from two consecutive meetings without first notifying the chair or the city secretary's office by 12:00 noon of the meeting date and/or fails to exhibit a general interest in the endeavors of the board. Two consecutive absences by a member, whether or not the member first notifies the chair or the city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the board. Members serve at the pleasure of the city council and may be removed at the discretion of the council.”

V.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 2-131(b) of Chapter 2 thereof and substituting therefor a new subsection 2-131(b) of Chapter 2 to provide as follows:

“Chapter 2 - Administration

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Article III. Boards and Commissions

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DIVISION 6. - Council Rules of Procedure Review Committee

Sec. 2-131. - Committee Established.

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- (b) Members. The Committee shall consist of three members of the City Council members who shall be appointed by the city council for a term of one year (June 30 through June 30). The city council shall designate one of these three members as an "alternate." In the event the city council has a quorum of four members, all three members (including the alternate) shall serve in their capacity. In the event the city council has a quorum of three members, the alternate will not participate in the meetings. However, the alternate shall serve in his or her capacity in the absence of one of the two other members.”

VI.

The City of Watauga Code of Ordinances is hereby amended by deleting section 6-18 of Chapter 6 thereof and substituting therefor a new section 6-18 of Chapter 6 to provide as follows:

“Chapter 6 - Animals

.

Article II. Animal Advisory Committee

Sec. 6-18. Composition; powers.

The animal services center advisory committee, herein also called "animal advisory committee," shall be composed of four members. Pursuant to V.T.C.A., Health and Safety Code § 823.005(b), the animal services center advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. The animal advisory committee shall exercise such powers as prescribed by V.T.C.A., Health and Safety Code ch. 823, and as further granted by the city council, so long as those granted powers are not in conflict with V.T.C.A., Health and Safety Code ch. 823.”

VII.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 20-23(a) of Chapter 20 thereof and substituting therefor a new subsection 20-23(a) of Chapter 20 to provide as follows:

“Chapter 20 - Library

. . . .

Article II. Library Board

. . . .

Sec. 20-23. Composition; appointment and removal of members.

- (a) The library board shall consist of seven regular members. Places on the board shall be numbered one through seven with all members appointed for two-year terms to expire August 31. Members serving in odd-numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The board may submit to the city council the names of those current members who are recommended for reappointment. The city council may accept or reject the names submitted. The city council in an open meeting shall appoint members to the board.”

Section VIII.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 101-23(c)(1) of Chapter 101 thereof and substituting therefor a new subsection 101-23(c)(1) of Chapter 101 to provide as follows:

“Subpart B - Land Development

Chapter 101. General and Administrative Provisions

. . . .

Article II. Planning and Zoning Commission

Sec. 101-23. Commission established.

. . . .

(c) *Members.*

- (1) The planning and zoning commission shall consist of seven regular members. Places on the commission shall be numbered one through seven, with all members appointed for two-year terms to expire August 31. Members serving in odd-

numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The commission may submit to the city council the names of those current members who are recommended for reappointment. The city council in an open meeting shall appoint members to the commission.”

IX.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 101-50(a) of Chapter 101 thereof and substituting therefor a new subsection 101-50(a) of Chapter 101 to provide as follows:

“Subpart B - Land Development

. . . .

Article III. Capital Improvement Advisory Committee

Sec. 101-50. Composition; powers; appointment and removal of members.

- (a) The capital improvement advisory committee, herein also called "advisory committee," shall be composed of the seven regular members of the planning and zoning commission plus one additional member engaged in the real estate, development and/or building industry who shall be appointed by the city council and serve as an ad hoc voting member of the planning and zoning commission when it acts as the capital improvement advisory committee. The city council in an open meeting shall appoint the ad hoc voting member to the Committee. The advisory committee shall exercise such powers as prescribed by V.T.C.A., Local Government Code ch. 395, and as further granted by the city council, so long as those granted powers are not in conflict with V.T.C.A., Local Government Code ch. 395.”

X.

The City of Watauga Code of Ordinances is hereby amended by deleting subsection 115-34(a)(2) of Chapter 115 thereof and substituting therefor new subsection 115-34(a)(2) of Chapter 115 to provide as follows:

“Chapter 115 - Zoning

. . . .

Article II. Administration and Enforcement

. . . .

Sec. 115-34. Board of adjustment.

(a) *Organization of the board.*

. . . .

- (2) *Term of office.* The board of adjustment shall consist of five regular members. Places on the board shall be numbered one through five with all members appointed for two-year terms to expire August 31. Members serving in odd-numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The board may submit to the city council the names of those current members who are recommended for reappointment. The city council in an open meeting shall appoint members to the board.”

XI.

This Ordinance shall be and is hereby cumulative of all Ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any such other Ordinances except insofar as the provision thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event, such conflicting provisions, if any, in such Ordinance or Ordinances are hereby repealed.

XII.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

XIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas, and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 8th day of July, 2019.



APPROVED:

Arthur L. Miner
ARTHUR L. MINER, Mayor

ATTEST:

Terrri Johnson
TERRI JOHNSON, Interim City Secretary

APPROVED AS TO FORM:
City Charter Section 8.04 Review:

Concur

Dissent

George E. Hyde

GEORGE E. HYDE, Interim City Attorney



AGENDA MEMORANDUM

DATE: July 22, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on approval of Mayor's recommendations to appoint City Council Liaisons

A. STAFF PRESENTATION

B. PUBLIC COMMENT

BACKGROUND/INFORMATION:

Resolution No. 01-12-10-01 establishes Council Liaisons for Boards and Commissions within the City to provide for the exchange of information between the City Council and the various Boards, Committees and Commissions. In addition to the resolution, Code of Ordinances Section 2-67 is attached regarding Council Liaisons for Boards, Committees and Commissions.

The Primary Liaison is responsible for attending meetings of the respective Boards/Committees/Commissions and for notifying the Alternate Liaison in instances where the Primary Liaison cannot attend a specific meeting.

Mayor Miner has submitted the attached appointments for Council approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval of appointments as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Liaison Resolution 01-12-10-01
2. Council Liaisons Code Sec 2-67
3. Mayoral Appointments



AGENDA MEMORANDUM

REVIEWED BY:

Raquel Guajardo, Assistant to the City Secretary

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 7/25/2019

Approved - 7/30/2019

Final Approval - 7/30/2019

CITY OF WATAUGA, TEXAS

RESOLUTION NO. 01-12-10-01

A RESOLUTION AMENDING RESOLUTION NO. 95-6-12 GOVERNING COUNCIL LIAISONS; SPECIFYING THE PURPOSE FOR COUNCIL LIAISONS; SPECIFYING METHOD OF APPOINTMENT AND TERMS FOR COUNCIL LIAISONS; SPECIFYING DUTIES AND LIMITATIONS; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE REPEALED TO THE EXTENT THAT THE SAME ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga desires that communication and exchange between the City Council and City boards, commissions, associations, corporations and City related entities be as effective, efficient and expedient; and

WHEREAS, the utilization of Council liaisons to City boards, commissions, associations, and other City related organizations and entities will further such communications and exchanges.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas:

I.
DEFINITION AND PURPOSE

The City Council may appoint its members to serve as City Council liaisons between the City Council and City boards, commissions, associations, corporations, and other City related organizations and entities. The City Council liaisons will provide communication and exchange of information between the City Council and City related entities. Council liaisons are encouraged to attend meetings of City related entities.

II. APPOINTMENT AND TERMS

City Council liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year and for other periods deemed necessary and in the best interests of the City. Appointments shall be made at the second regular City Council meeting in June of each year or any other time a liaison appointment becomes necessary and in the best interests of the City. The City Council may, with just cause, remove a liaison by majority vote. In the event, for any reason, a liaison position becomes vacant, the Mayor shall appoint a new liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.

III. DUTIES AND LIMITATIONS

The duties of a City Council liaisons are to act in an advisory capacity and provide guidance, communication and exchange to the City related entity in matters pertaining to City administration. Further, the City Council liaison shall provide interface with City staff, the City Attorney, and the full City Council in any matters that may arise. City Council liaisons shall not preside over the meetings or vote on any matter that comes before the body of the City related entity, but shall have the right to fully participate in all discussions of matters that come before the respective entity. At no time shall the liaison act outside the scope of the City of Watauga Home Rule Charter.

IV.

All Resolutions, or portions thereof, of the City of Watauga in conflict with the provisions of this Resolution to the extent that such are in conflict, are hereby repealed. To the extent that such Resolution or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

V.

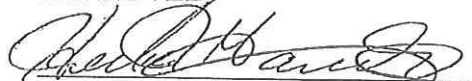
If any section, subsection, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution which shall remain in full force and effect.

VI.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this 10th day of December, 2001.

APPROVED:


HECTOR F. GARCIA, MAYOR

ATTEST:


NANCY J. MEADOWS, City Secretary

APPROVED AS TO FORM:


MARK G. DANIEL, City Attorney

Sec. 2-67. - Liaisons.

- (a) In addition to regular commission members, the commission shall have two members of the city council appointed by the mayor subject to the approval and consent of the city council to serve as liaisons to the commission. The purpose of the liaisons is to provide guidance to the commission in matters pertaining to city administration and Home Rule Charter affairs, and to provide interface with city staff, the city attorney, and the full city council in any matters that may arise. City council liaisons shall not have the right to vote in any matter before the commission, but shall have the right to fully participate in all discussions of matters that come before the commission.
- (b) The appointment of liaisons by the mayor shall be at the second meeting in June of each year.

(Code 2001, § 9.905; Code 2010, § 1.04.035)

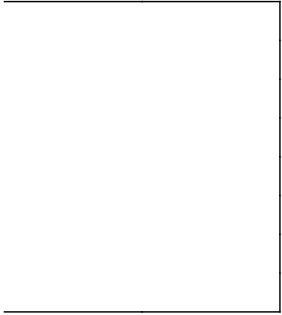
City of Watauga

Mayoral Appointments for Council Liaisons to Boards, Committees & Commissions

Per Ordinance Section 2-67:

- (a) In addition to regular commission members, the commission shall have two members of the City Council appointed by the mayor subject to the approval and consent of the city council to serve as liaisons to the commission. The purpose of the liaisons is to provide guidance to the commission in matters pertaining to city administration and Home Rule Charter affairs, and to provide interface with city staff, the city attorney, and the full city council in any matters that may arise. City council liaisons shall not have the right to vote in any matter before the commission, but shall have the right to fully participate in all discussions of matters that come before the commission.
- (b) The appointment of liaisons by the mayor shall be at the regular meeting of the City Council in June of each year.

Board/Committee/Commission Name	Primary Liaison	Alternate Liaison
Board of Appeals	Snyder	Neal
Charter Review Commission	Miner	Taylor
Library Board	Irving	King
Planning & Zoning Commission	Taylor	Snyder
Zoning Board of Adjustment	Downey	Neal
Animal Services Advisory	Downey	Prescher
Civil Service Commission	Miner	Downey
Watauga Economic Development Corporation	Neal	King
Parks Advisory Board	Prescher	Snyder
Youth Advisory Council	King	Irving





**INTEROFFICE MEMORANDUM
MAYOR'S OFFICE**

DATE: 01 August 19
TO: City Manager Andrea Gardner
FROM: Mayor Art Miner
RE: CHARTER REVIEW COMMISSION APPOINTMENTS

Ms Gardner:

Please find below my recommendations for the Charter Review Commission. Please place these on the agenda for the August 5th 2019 agenda for council approval.

Place 1	Becky Hartless	Reappoint to June 2021
Place 2	Vacant	Appoint Jan Hill to unexpired term ending June 2020
Place 3	Andrew Ivey	Reappointment to June 2021
Place 4	Leah Chauvin	Current Term expires June 2020
Place 5	Pete Beierschmitt	Reappoint to June 2021
Place 6	Lee Griffin	Current Term expires June 2020
Place 7	Kip Woodruff	Reappointment to June 2021

Thank you
Art Miner
Mayor

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, AMENDING THE COUNCIL RULES OF PROCEDURE MANUAL; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga, Texas pursuant to the Home Rule Charter, Section 3.09, and pursuant to Ordinance 387, is required to adopt a resolution to establish certain procedures to be followed when conducting meetings of the City Council of the City of Watauga, Texas; and

WHEREAS, the City Council Rules of Procedure Manual augments the Home Rule Charter to ensure that members of the City Council and staff adhere to the guidelines established by the City Council to conduct all meetings; and

WHEREAS, it is the intent of the City Council that all current and future Council Members adhere to these guidelines; and

WHEREAS, the action authorized by this Resolution is in furtherance of the public interest, for the good of the community, and necessary and proper for carrying out the authority granted by the City Charter to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

The City Council hereby finds that the statements set forth in the recitals of this Resolution are true and correct, and the Council hereby incorporates such recitals as a part of this Resolution.

II.

The City Council of the City of Watauga, Texas hereby amends the City Council Rules of Procedure attached hereto as Exhibit "A".

III.

The Mayor of the City of Watauga, Texas is hereby authorized to execute for and on behalf of the City of Watauga, and the City Secretary is hereby authorized to attest the Council Rules of Procedure for the City of Watauga, Texas. A copy of such Rules is attached hereto and made a part hereof for all purposes.

IV.

This Resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas and this resolution shall not operate to repeal or affect any such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of

this resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

V.

If any section, subsection, sentence, clause or phrase of this resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

VI.

This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this 5th day of August 2019.

APPROVED

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

City Attorney



CITY OF WATAUGA COUNCIL RULES OF PROCEDURE MANUAL

As Adopted by Resolution
Resolution No. 2019-008
August 5, 2019

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. **Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.**

Section 2 – AUTHORITY

The City Charter of Watauga, Texas [Adopted: January 19, 1980 and last amended May 9, 2015] provides in Article II (The Governing Body), Section 3.09 (Meetings and rules of procedure) that “The Council shall determine its own rules and order of business...” Thus, this Council Rules of Procedure Manual is established. This Council Rules of Procedure Manual shall be reviewed by the City Council every two years in an open meeting. In the event of any conflict between Texas State law, the City Charter and/or this Rules of Procedures Manual, Texas State law shall prevail and control. In the event of any conflict between the City Charter and this Rules of Procedures Manual, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR) (issued in odd-numbered years). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or state law, the Council will refer to RONR, which shall determine such procedural issue. RONR is merely a parliamentary reference and any failure to explicitly follow RONR shall not serve to negate any action taken by the City Council. For clarification purposes, the only way to second a motion is for a City Council Member to state “I second the motion” or a similar phrase.

Section 3 – MEETINGS

3.01. Texas Open Meetings Act

The City Council shall follow the Texas Open Meetings Act.

3.02. Regular Meetings

The City Council shall conduct regular meetings generally on the second Monday of every month. Regular meetings shall generally commence at 6:30 p.m. The regular meetings of the City Council shall be held at City Hall and are open to the public.

3.03. Workshop Meetings

Workshop meetings may be scheduled by the Mayor, a minimum of three (3) Council Members or by the City Manager. Workshop meetings are normally conducted prior to

regular meetings at 5:30 p.m., but may also be conducted at other times as well. The purpose of a workshop meeting is to exchange information between Council, staff, vendors or other groups. No official action is taken by Council during these meetings, but workshops shall be posted, and are open to the public.

3.04. Special Meetings

Any additional meetings may be scheduled by the Mayor, a minimum of three (3) Council Members or by the City Manager to occur outside of the second Monday of the month. Such meetings shall be posted and are open to the public.

3.05. Agenda

- a. The Mayor, each City Council Member and the City Manager shall have the right to have matters of city business included on City Council meeting agendas. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed that item on the agenda. Such removal shall be made prior to the public posting of the official meeting notice. Agenda packets will be available to the City Council Members no later than 6:00 p.m. the Wednesday before each Regular City Council Meeting, and at least 72 hours in advance of any Special City Council Meeting. Amendments to items and supplemental items may be placed on the Agenda as necessary at the discretion of the City Manager if done so in accordance with the Texas Open Meetings Act
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner and time sufficient to allow for their review prior to this submittal deadline.
- c. A person other than the Mayor, a Council Member or the City Manager requesting that a matter or item be included on the City Council Meeting Agenda under New Business must complete the form attached hereto as Annex D and submit the same to the office of the City Secretary at least fourteen (14) days prior to the agenda posting deadline for which the request is made. If the Mayor, a Council Member or the City Manager determines that consideration of the item or items is in the best interest of the City, those items shall be placed on the City Council meeting agenda with the Mayor, Council Member or City Manager making the determination being listed as the sponsoring official. The sponsoring official needs to ensure all relevant materials concerning the agenda item are provided to the City Secretary's office at least fourteen (14) days prior to the agenda posting deadline for the City Council Meeting.
 - 1) Any person wishing to make a presentation that includes video, or another form of electronic media, must provide that information in digital format to the City Secretary's Office no later than three (3) hours prior to the scheduled starting time

of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics or pictures that are offensive or reflect personal attacks on other individuals, the City Council members or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.

- d. All matters of City business (agenda items), including supporting materials, shall be submitted to the City Secretary at least fourteen (14) days prior to the agenda posting deadline. The Mayor or the Mayor Pro-tem, in the Mayor's absence, may make exceptions to this requirement for Special City Council meetings, and in emergency cases, as determined by the Mayor or the Mayor Pro-tem, in the Mayor's absence.
- e. There shall be no limitation as to the number of items that may be placed on the Consent Agenda. However, any council member shall have the right, at any time to request the removal of any item or items from the Consent Agenda. Such item or items shall be moved to New Business for purposes of discussion, debate or action. The Mayor of the City of Watauga, as presiding officer of the meeting, shall honor such a request.
- f. There shall be no limitation as to the number of items under the Action Items category.

3.06. Minutes

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

Section 4 - STANDARDS OF CONDUCT

4.01. Mayor and City Council Members

The Mayor and Council Members shall demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and for the community and citizens being served. Elected officials should exhibit appropriate behavior. The Mayor and all members of the City Council when authorized to vote, have equal votes and the Mayor and all Council Members speak only for themselves.

4.02. Council Relations with the Media

All City press releases, media advisories, story suggestions, or similar items should be submitted through the Public Information Officer for distribution.

4.03. City Staff (During Meetings)

All remarks and questions addressed to the City Council by staff members may be addressed to the City Council as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings. The City Manager and City Attorney shall have the right to participate in all matters coming before the Council. The City Attorney and or City Secretary shall serve as the parliamentarian guide for all meetings. All department heads may take part in discussions of the Council relating to their respective offices, departments or agencies, subject to the provisions of the Texas Open Meetings Act.

4.04. Citizens and Visitors

- a. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

4.05. City Council Members Absences, Late Arrival & Conduct During Meetings

- a. Each meeting shall commence with a roll call for City Council members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary, the City Manager or Presiding Officer prior to the meeting at which the Council Member will not be in attendance.
- c. Notification of a late arrival to a meeting shall be provided via City-issued devices to the City Secretary, City Manager or Presiding Officer prior to the meeting at which the Council Member will arrive late.
- d. There shall be no use of mobile phone devices, or electronic devices by City Council Members during an official meeting of the Council.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement

The Mayor shall determine seating of the Council Members.

5.02. Conflict of Interest

A City Council Member prevented from voting by a conflict of interest, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend executive meetings

regarding the matter, and shall otherwise comply with the state law and city ordinances to include the City's Ethics Ordinance concerning conflicts of interest including Chapter 171 of the Local Government Code, as now or hereafter amended.

5.03. Voting

Voting, except on procedural motions, shall be accomplished by show of hands of members of the Council or by lighting/electronic device reflecting the ayes and nays. Tabulation of the voting by the Council vote shall be announced in open meetings by the Mayor or his or her duly appointed representative. All members of the Council may have one vote and only one vote on each item and issue. Four (4) members of the Council, excluding the mayor, shall constitute a quorum. In the event that there are vacancies on the Council, the quorum shall be reduced by the number of vacancies existing. No action by the Council shall be valid unless adopted by the affirmative vote of at least three of those members attending any meeting at which there is a quorum present. [City Charter § 3.09 (c) and as amended].

A Member of the Council may vote to abstain or refuse to vote only on an issue or matter that would create a conflict of interest for that Council Member as defined by State or Local Law(s).

5.04. City Council Liaisons

- a. The City Council may appoint its members to serve as City Council Liaisons ("Liaisons") between the City Council and the various City boards, commissions, associations, corporations, and other City related organizations and entities ("Entity"). The Liaisons will serve in an advisory capacity and provide guidance, counsel, and communication between the City Council and the Entity. Liaisons are encouraged to attend the meetings of their appointed Entity.
- b. Liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year, and for other periods deemed necessary and in the best interest of the City. Appointments shall be made at the regular City Council meeting in June of each year, or any other time a liaison appointment becomes necessary and is in the best interest of the City. The City Council may, with just cause, remove a Liaison by majority vote.
- c. In the event of a vacancy the Mayor shall appoint a new Liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.
- d. Liaisons shall not preside over the Entity meetings or vote on any matter that comes before the Entity, but shall have the right to fully participate in all discussions of matters that come before the respective Entity.

- e. At no time shall the Liaison act outside the scope of the City of Watauga Home Rule Charter.

Section 6 - CHAIR AND DUTIES

6.01. Chair

The Mayor, if present, shall preside as Chair at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro-tem shall preside as Chair. In the absence of both the Mayor and Mayor Pro tem, the remaining City Council Members shall designate one member of the City Council as to act as chair and preside for that meeting.

6.02. Preservation of Order

The Chair shall preserve order and decorum, call upon the Police Chief or designated law enforcement officer, present at the meeting, as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings

Regular and Special meetings will generally adhere to the following agenda:

1. **Workshop Meeting** (as needed)
2. **Call to Order**
3. **Roll Call**
4. **Invocation**
5. **Pledge of Allegiance** (United States and Texas Flags)
6. **Announcements**
7. **Presentations**
8. **Public Testimony**
9. **Consent Agenda** (if necessary)
10. **Public Hearings/Action** (if necessary)
11. **Action Items** (if necessary)
 12. **Reports- The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, City Council Liaisons, or other individuals.**
13. **Items for Future City Council Meetings**
14. **Executive Session/Meeting** (if necessary)
15. **Adjournment**

7.02 Announcements

The Announcements section of the agenda is to allow members of the City Staff or City Council to make a public statement about an upcoming event(s) of interest to the citizens of Watauga, or to make a statement of recognition for a person, or group, that is not the subject of a presentation. There is no discussion or action to be taken on announcements.

7.04. Addressing the City Council

Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a request to speak form. The request to speak form for Public Testimony shall be submitted to the administrative staff prior to the meeting being called to order by the Chair. Individuals desiring to speak on an agenda item or during a public hearing shall submit the request to speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff the individual shall be recognized and called upon by the Chair prior to speaking. Any public input must occur prior to formal action being taken by the Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and the efficiency of the meeting. Reasonable time limitations may be placed on public input by the presiding officer in order to conduct an efficient and effective public meeting.

a. Public Comments During Public Testimony and on Agenda Items

. If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Testimony (for matters *not* posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action.

Individual citizens addressing the City Council during Public Testimony shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Testimony is not established to engage in a conversation with the Council and no formal Council action will be taken. Citizens desiring to discuss an item with the Council not on the agenda, or to request specific Council action, should complete the form attached hereto as Annex D, for possible placement on the agenda at a future City Council Meeting.

b. Public Testimony During Action Items

Only those person who submit a completed Request to Speak form will be allowed to speak on the given agenda item (i.e., citizens will be allowed to speak at the beginning of each agenda item if they so desire after being recognized, then the Council will deliberate and make any necessary motions and/or votes, etc.). The Chair shall ask each person registered to speak to come to the podium to speak in turn in an orderly manner. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's comments if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

c. Public Testimony During Public Hearings

Public Hearings by their very nature are designed for public input. When prompted by the Chair, each person registered to comment shall come to the podium to speak when called upon by the Chair. Individuals addressing the City Council shall not exceed their allotted time limit when making their comments; however, the Chair may extend or reduce the speaker's allotted time to conduct an efficient and effective public meeting. Speakers shall not be permitted to donate their time to other speakers. If an individual speaks during the public hearing on the same matter that appears on the Action Items section of the agenda, shall only provide comments not previously provided during the public hearing.

Section 8 – RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be temporarily suspended by a two-thirds vote of the members of the City Council present. The vote on any such suspension shall be taken by "Aye" and "Nay" votes and entered upon the record.

*Any individual who is unable to physically stand shall be provided an accommodation to be recognized by the Chair so that they may be recognized and allowed to speak.

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various meetings of the Watauga City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Discussion and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of the chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc. if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting.	1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.

ANNEX D

REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A CITY COUNCIL AGENDA

Requests to have an item sponsored by a City Council Member must be submitted to the City Secretary's Office at least fourteen (14) days prior to the agenda posting deadline for the City Council Meeting for which the request is made. Such requests **MUST BE SPONSORED BY AT LEAST ONE (1) MEMBER OF THE CITY COUNCIL** to be placed on the agenda. All relevant information concerning the matter must be provided by you or the sponsoring Council Member to the City Secretary's Office not later than fourteen (14) days prior to the City Council Meeting agenda posting deadline.

Name: _____

Address: _____ Phone Number: _____

Are you a Resident and/or Business Owner in Watauga? ☐ Yes ☐ No

Please put a check mark next to the name of the City Council Member(s) you would like to sponsor the item			
Mayor		Council Member, Place 4	
Council Member, Place 1		Council Member, Place 5	
Council Member, Place 2		Council Member, Place 6	
Council Member, Place 3		Council Member, Place 7	

Subject to be discussed:

Signature of Requestor

Date

OFFICE USE ONLY):

Date and Time request was received: _____

Signature of person receiving request: _____

Date of City Council Meeting to be discussed: _____

Signature of Council Member sponsoring item: _____

City of Watauga - 7105 Whitley Road - Watauga, Texas 76148 - (817) 514-5800 - Metro: (817) 498-3408 - Fax: (817) 514-3625



REQUEST TO SPEAK FORM

CITIZEN'S COMMENT:

Citizen's Open Forum provides citizens an opportunity to make comments or present information to the City Council. All comments must be directed to the City Council and not an individual Council Member or City Staff. Council **may only provide statements of fact** on issues raised during Citizen's Open Forum and may direct the City Manager to resolve or request the matter be placed on a future agenda. Public comments shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended.

Speakers are limited to three (3) minutes and time shall not be donated to other speakers.

When you are recognized by the Mayor to speak, approach the speaker's podium and begin comments.

Please complete the information on the form below and submit it to the City Secretary prior to the start of the Council Meeting for comments during Citizen's Open Forum or prior to the introduction of the item for comments during public hearings or on agenda items. Forms not submitted as required will not be accepted. (Check all that apply)

☐ Citizens Open Forum ☐ Public Hearing ☐ Agenda Item

First Name	Last Name	
Address		Phone Number
Are you a resident and/or business owner in Watauga? ☐ Yes ☐ No		Date of Meeting

Agenda item number(s) you wish to speak about:		
No.	No.	No.
Subject to be presented to the City Council:		



POLICE DEPARTMENT



The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships.



CRIME CONTROL DISTRICT

PROPOSED BUDGET 2019-2020

SPECIAL REVENUE FUNDS

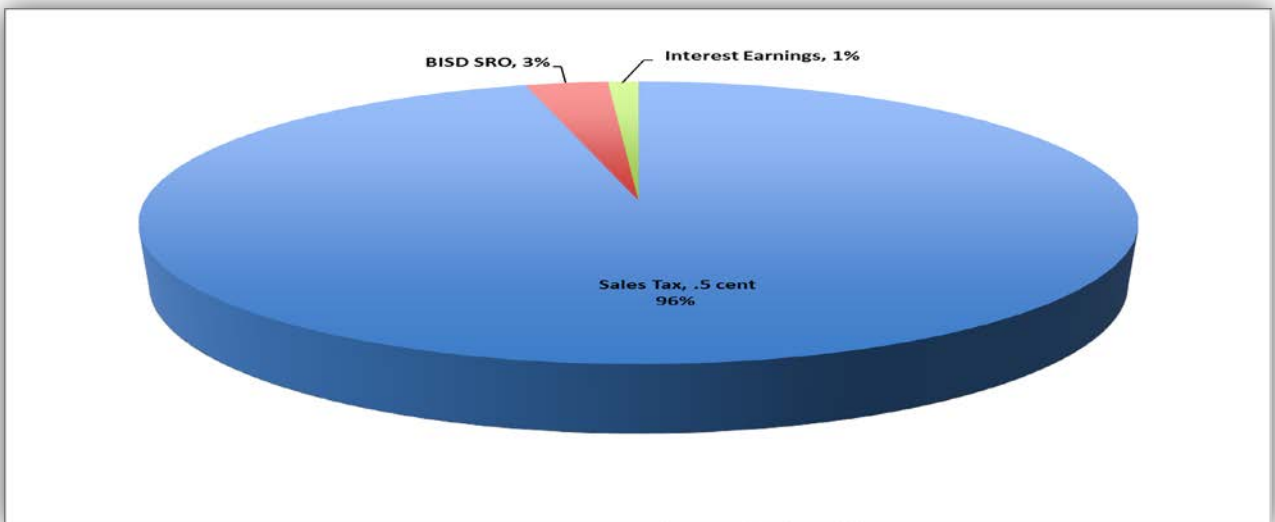
CRIME CONTROL DISTRICT – FUND 18

The Crime Control and Prevention District was established to account for a one-half cent sales tax increase approved by voters on March 23, 1996, for an initial five years. On May 5, 2001, voters extended the sales tax collection for ten more years. The purpose of the increase in sales tax is to enhance law enforcement in Watauga. The additional funding is used to add officers and purchase additional equipment and supplies for law enforcement purposes. A ten-year extension of the sales tax was passed during the November 2010 election.

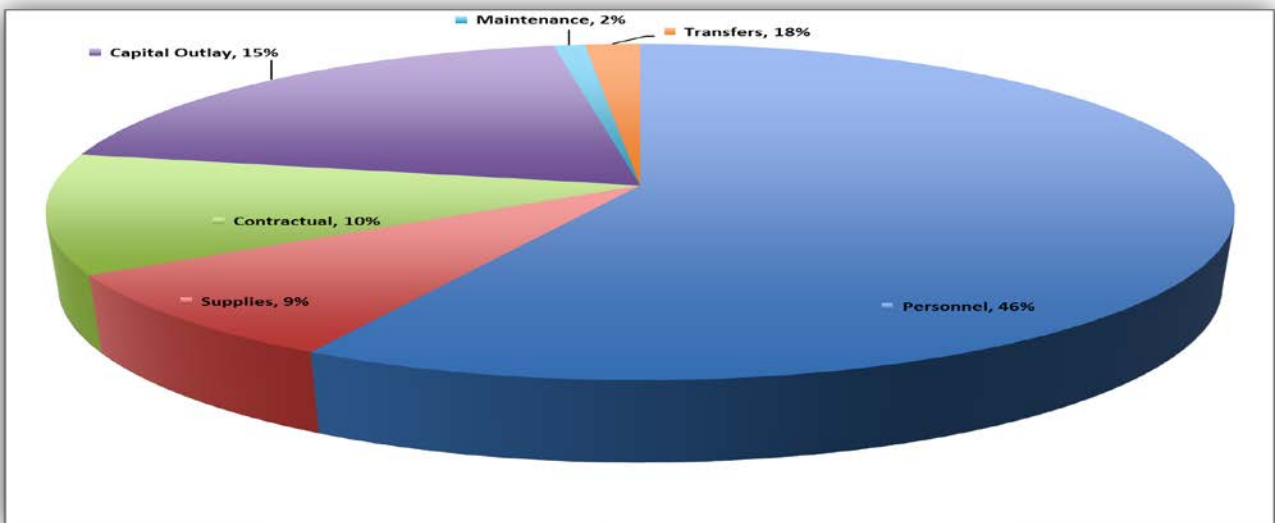
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Sales tax revenue for FY2019-20 is expected to be \$1,509,000. Revenues are projected to be approximately 5% higher than the FY2018-19 Budget.

Where Does the Money Come From?

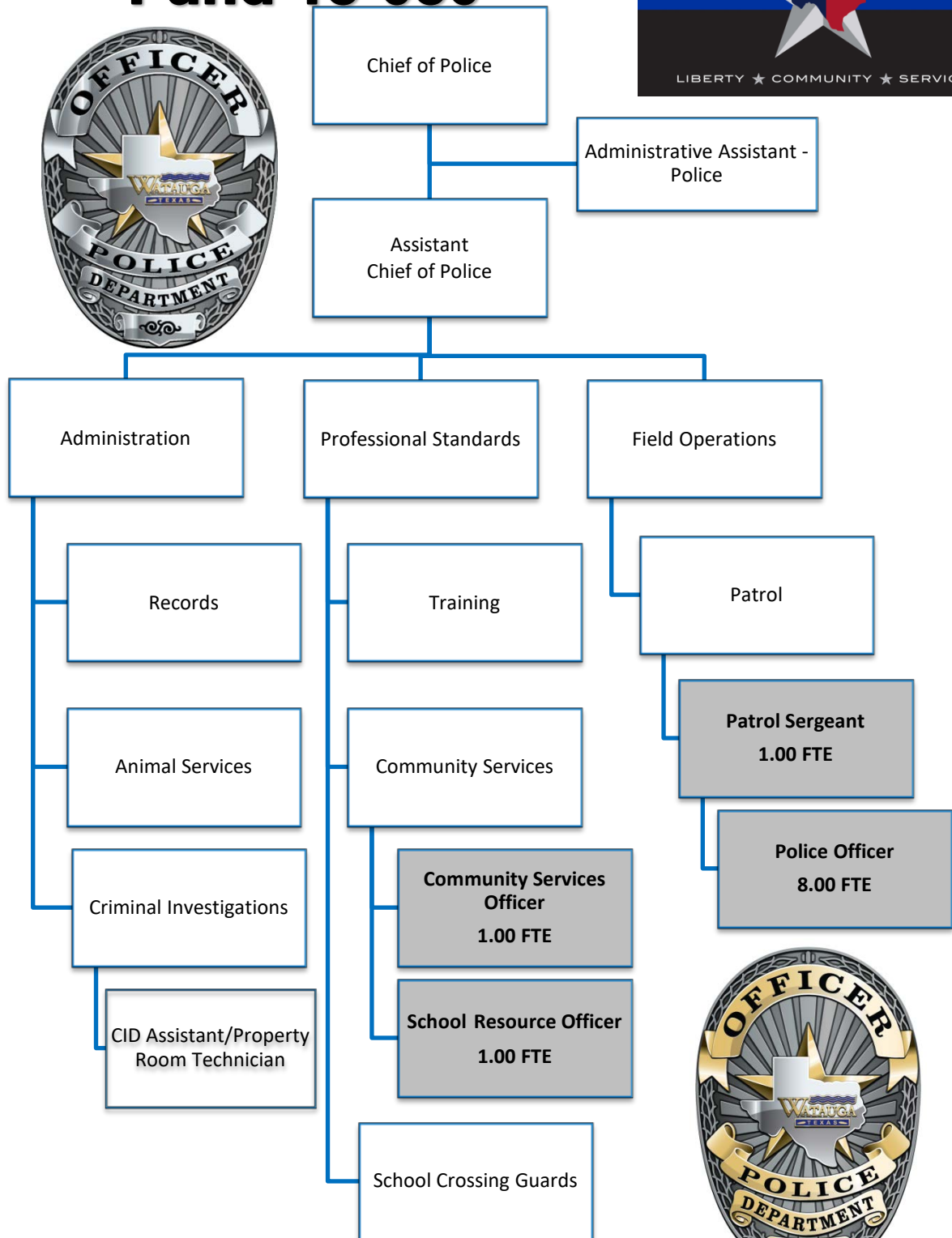


Where Does the Money Go?



Crime Control District

Fund 18-080



SPECIAL REVENUE FUNDS

CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-2017 Actual	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS2018-19
Fund Balance, October 1	\$1,098,418	\$1,233,129	\$698,509	\$726,911	\$681,641	
<u>Revenues:</u>						
Sales Taxes	1,435,448	1,434,679	1,436,000	1,480,000	1,509,000	5%
BISD SRO	44,114	0	48,000	47,000	49,000	2%
Interest Earnings/Other	6,539	17,856	9,000	43,000	18,000	100%
Operating Revenues	\$ 1,486,101	\$ 1,452,535	\$ 1,493,000	\$ 1,570,000	\$ 1,576,000	6%
Total Available Resources	\$ 2,584,519	\$ 2,685,664	\$ 2,191,509	\$ 2,296,911	\$ 2,257,641	3.0%
<u>Expenditures:</u>						
Operating Expenditures	1,273,966	1,533,250	1,664,370	1,550,770	1,658,370	-0.4%
Capital Outlay	48,611	28,807	24,500	20,500	17,000	-30.6%
Total Expenditures	1,322,577	1,562,057	1,688,870	1,571,270	1,675,370	-0.8%
<u>Operating Transfers-Out</u>						
To General Fund	28,813	28,696	29,000	29,000	30,000	3.4%
To Capital Projects	0	0	0	0	0	0.00%
To Internal Service Fund	0	368,000	15,000	15,000	0	-100.0%
Total Operating Transfers-Out	28,813	396,696	44,000	44,000	30,000	-34.1%
TOTAL OPERATING & TRANSFERS	\$ 1,351,390	\$ 1,958,753	\$ 1,732,870	\$ 1,615,270	\$ 1,705,370	-1.6%
Fund Balance, September 30	\$1,233,129	\$726,911	\$458,639	\$681,641	\$552,271	
CHANGE IN FUND BALANCE	\$134,711	(\$506,218)	(\$239,870)	(\$45,270)	(\$129,370)	
Fund Balance Policy Min @ 20%					\$337,674	

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE

DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT – FUND 18

LOCATION:

7101 Whitley Road
Watauga, Texas 76148

HOURS OF OPERATION:

24 hours a day

MISSION / PROGRAMS / SERVICES:

The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships. Our mandate is to reduce both crime and the fear of crime through training, technology and the implementation of the most modern and progressive resources available. The Watauga Police Department is responsible for all crime prevention, crime reports, crime investigations, traffic law enforcement, professional standards and animal services.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Maintained the Texas Police Chief's Association Recognition
- Accrued close to 2,000 volunteer hours (VIPS)
- Utilized specially trained officers in crime enforcement and prevention such as a Bike Patrol
- Implemented a workout room for all police employees
- Implemented the "Coffee with Cops" program
- Participated in the Back to School program distributing over 1,000 backpacks
- Implemented new in-car computers for all vehicles
- Implemented new In-car audio/video recording
- Created the Crossing Guard Coordinator position

FY2019-2020 GOALS/ OBJECTIVES:

- Obtain full staffing to ensure quick and effective response to community needs
- Obtain and assign needed personnel to meet the increasing needs of the community
- Continuation of ongoing commitment to be prudent stewards of public funds while providing for the safety of the community through effective and efficient use of available and affordable technologies
- Continue succession planning and career development to identify and support employee and department goals
- Create planned responses and prevention of crime using available resources and technology

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Staffing levels continue to be an issue due to fewer officers and acceptable candidate applications
- Maintaining personnel salaries within market
- Aging fleet replacements in a continuing effort to create a safe environment for the public and staff
- Possible impact to this fund due to proposed State Legislation to prohibit red light cameras
- Renewal election required in May, 2020 for dedicated sales tax for Crime Control

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE						
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT - FUND 18						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$966,361	\$775,532	\$889,873	\$994,000	\$902,500	\$982,500
Supplies	\$138,487	\$127,289	\$148,808	\$147,500	\$132,600	\$147,500
Maintenance	\$175,037	\$172,581	\$206,498	\$206,000	\$196,000	\$198,500
Contractual/Sundry	\$222,638	\$198,809	\$288,071	\$316,870	\$319,670	\$329,870
Capital Outlay	\$42,148	\$48,365	\$28,807	\$24,500	\$20,500	\$17,000
Transfers	\$113,942	\$28,813	\$396,696	\$44,000	\$44,000	\$30,000
TOTAL	\$1,658,613	\$1,351,389	\$1,958,753	\$1,732,870	\$1,615,270	\$1,705,370
PERSONNEL						
Officer	4.00	9.00	8.00	9.00	9.00	8.00
Sergeant	1.00	1.00	1.50	1.00	1.00	1.00
Traffic Enforcement	3.00	0.00	0.00	0.00	0.00	0.00
Community Resources Officer	0.00	0.00	1.00	0.00	0.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00	1.00	1.00
CID Secretary/Property Tech	0.00	1.00	0.00	0.00	0.00	0.00
TOTAL	9.00	12.00	11.50	11.00	11.00	11.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of Sworn Police Officers			11.50	11.00	11.00	11.00
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M&O Budget per Capita			\$79.87	\$73.46	\$68.47	\$72.23
M&O Percentage of City Budget			4.51%	4.02%	3.75%	3.96%
Number of Sworn Officers Per 1000 Population from WCCPD			0.47	0.47	0.47	0.38
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
SRO Presentations		1,3,5	0	15	10	18
SRO Student Contacts		1,3,5	0	450	392	450
Area School Events/Contacts		1,3,5	10	5	6	10
Explorer Post Meetings		1,3,5	41	48	45	47
Explorer Post Meetings Training Hours		1,3,5	700	720	1,620	2,115
Crime Prevention Training - Community Svc.		1,3,5	20	50	50	90
Business Contacts - Community Svc.		1,3,4,5	100	250	100	175
Neighborhood Watch Mtgs - Community Svc.		1,3,5	15	15	15	35
VIPS Hours		1,2,3,5	1,800	1,800	2,200	2,600
Town Hall Meetings		1,2,3,4,5	1	1	1	1



SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: POLICE

DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$7,700)	Tenure, Step Pay & Corporal Position Adjustments
Step Up Pay	Personnel Services		(\$4,000)	Historical Usage Adjustment
Certification Pay	Personnel Services		(\$1,000)	Usage & Corporal Position Adjustments
Retirement	Personnel Services		\$3,200	Increased Rate
Dep. Health Supplement	Personnel Services		(\$2,000)	Historical Usage & Corporal Position Adjustments
Minor Tools & Apparatus	Maintenance		\$500	Historical Adjustment - Cost Increases Adjustment
Software Maintenance	Maintenance		(\$8,000)	Sunridge RIMS Maintenance Removal
Sundry	Contractual/Sundry		\$2,000	Program Increases - K9 Expenses
Special Services	Contractual/Sundry		\$3,000	FY19-20 New Request Approval - On-Going
Training	Contractual/Sundry		\$2,000	FY19-20 New Request Approval - On-Going
Investigation Expese	Contractual/Sundry		\$6,000	FY19-20 New Request Approval - On-Going
Other Equipment	Capital Outlay	(\$4,000)		New/Expanded FY18-19 - Interview Room AV Equipment
Other Equipment	Capital Outlay	(\$3,500)		New/Expanded FY18-19 - Fitness Area Improvements
Trans to General Fund	Transfers		\$1,000	Revenue Adjustment
Trans to Internal Services	Transfers	(\$15,000)		New/Expanded FY18-19 - Building Security
TOTALS:		(\$22,500)	(\$5,000)	

(\$27,500) NET INCREASE/DECREASE

SPECIAL REVENUE FUNDS

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

POLICE - CRIME CONTROL DISTRICT

FUND 18-080

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account Category
1	Investigation Expenses Increase		\$ 6,000	\$ 6,000	\$ 6,000	F	Investigation Expenses
2	Special Services Increase		\$ 3,000	\$ 3,000	\$ 3,000	F	Special Services
3	Training Increase		\$ 2,000	\$ 2,000	\$ 2,000	F	Training
TOTAL		\$ -	\$ 11,000	\$ 11,000	\$ 11,000		

F =FUNDED (INCLUDED IN BUDGET TOTALS)

T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)

C = IN CURRENT BUDGET YEAR

P = PARTIALLY FUNDED REQUEST

U = UNFUNDED



NEW REQUEST FORM

FISCAL YEAR:**2019-20**

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Increase Investigation Expenses Line Item
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
FULL FY2019-2020 COST: \$6,000
ANY ON-GOING FUTURE COSTS: \$6,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This is a request to increase our investigation expenses due to increased costs of lab fees and other miscellaneous items purchased for investigations.

SAVINGS/BENEFITS

This is not an area that would be affected with any savings as this is a general increase needed due to investigating costs increases and an increase in the current lab testing contract with NIMS.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not having sufficient funds to properly analyze evidence for prosecution of cases therefor not have successful prosecution of WPD cases.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
18-080-74450	Investigation expenses	\$6,000	\$6,000
	TOTALS:	\$6,000	\$6,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR:**2019-20****DEPARTMENT:** Police - Crime Control District**PROGRAM TITLE:** Department Awards Program**REQUEST TYPE:** On-Going**RANKING:** 2**FUND/DEPT:** 18-080**GOAL #:** 6**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:** \$3,000**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:**

PROGRAM DESCRIPTION

Increase the Special Services line item by \$3,000 to accommodate for the annual departmental awards.

SAVINGS/BENEFITS

Awards and recognition for officers and staff in order to develop a strong desire to serve the public and aid in meeting strategic plan Goal # 6 of having a highly skilled, well trained, fairly compensated, customer service oriented work- force. In addition, this annual recognition helps build moral and is part of the employee retention effort.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding could result in a strain on the current level of budget dollars in the effort to continue the annual awards program.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-74040	Special Services	\$3,000	\$3,000
	TOTALS:	\$3,000	\$3,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Police - Crime Control District**PROGRAM TITLE:** Increase Training Line Item**REQUEST TYPE:** On-Going**RANKING:** 3**FUND/DEPT:** 18-080**GOAL #:** 6**FULL FY2019-2020 COST:** \$2,000**ANY ON-GOING FUTURE COSTS:** \$2,000**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

Request to increase the Training line item due to increasing costs and training opportunities to develop well trained staff.

SAVINGS/BENEFITS

Training for officers and other staff to develop skills to serve the public and aid in meeting strategic plan Goal #6 of having a highly skilled, well trained, customer service oriented work force.

CONSEQUENCES OF NOT FUNDING PROGRAM

Training opportunities for officers and staff will be minimized in order to stay within the current budget constraints.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-74100	Training	\$2,000	\$2,000
	TOTALS:	\$2,000	\$2,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



NOTICE OF PUBLIC HEARING

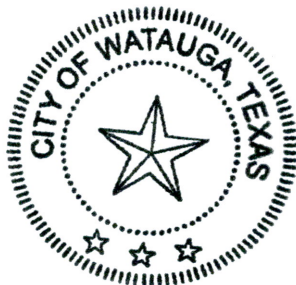
WATAUGA CITY COUNCIL
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAGUA, TEXAS 76148
MONDAY, AUGUST 12, 2019
6:30 P.M.

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Crime Control and Prevention District for the 2019-2020 Fiscal Year on Monday, August 12, 2019, during the Special City Council Meeting, which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on August 2, 2019 in the Fort Worth Star Telegram, Legal Notices Section.

I, Andrea Gardner, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas 76148, on August 2, 2019.


Andrea Gardner, City Secretary



NOTICE OF 2019 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF WATAUGA

A tax rate of \$0.580500 per \$100 valuation has been proposed for adoption by the governing body of City of Watauga. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Watauga proposes to use revenue attributable to the tax rate increase for the purpose of providing for general cost increases including personnel services, debt service payments, contractual services, and other expenses relating to community needs.

PROPOSED TAX RATE	\$0.580500 per \$100
PRECEDING YEAR'S TAX RATE	\$0.601788 per \$100
EFFECTIVE TAX RATE	\$0.537697 per \$100
ROLLBACK TAX RATE	\$0.580916 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Watauga from the same properties in both the 2018 tax year and the 2019 tax year.

The rollback tax rate is the highest tax rate that City of Watauga may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Wendy Burgess
Tarrant County Tax assessor-collector
7105 Whitley Road, Watauga, Texas 76148
(817) 884-1100
webmaster@tarrantcounty.com
<https://access.tarrantcounty.com/en/tax.html>

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 19, 2019 at 6:00 p.m at City of Watauga Council Chambers, 7105 Whitley Road, Watauga, Texas 76148.

Second Hearing: August 26, 2019 at 6:00 p.m at City of Watauga Council Chambers, 7105 Whitley Road, Watauga, Texas 76148.