



**AGENDA**  
**WATAUGA CITY COUNCIL**  
**WORKSHOP MEETING**  
**MONDAY, MAY 24, 2021**  
**CITY HALL COUNCIL CHAMBER**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**5:30 PM**

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council Workshop 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** (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

**ROLL CALL**

**ANNOUNCEMENTS**

**PRESENTATIONS**

1. **Present, discuss and provide direction to the City Manager/City Secretary on the structure of, selection process for appointment, member requirements, and the process for reappointment and removals for Watauga Boards, Committees and Commissions**

Andrea Gardner, City Manager

**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, May 21, 2021 before 5:30 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





## AGENDA MEMORANDUM

**DATE:** May 20, 2021

**TO:** Honorable City Council Members

**FROM:** Andrea Gardner, City Manager

**THROUGH:**

**SUBJECT:** Present, discuss and provide direction to the City Manager/City Secretary on the structure of, selection process for appointment, member requirements, and the process for reappointment and removals for Watauga Boards, Committees and Commissions

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**BACKGROUND/INFORMATION:**

Council Member Taylor requested the item be presented for discussion during a workshop meeting.

**FINANCIAL IMPLICATIONS:**

N/A

**RECOMMENDATION/ACTION DESIRED:**

City staff respectfully requests the City Council provide direction on the topics included in the presentation.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. Boards Committees Commissions Presentation May 24 2021 STATE LAW REFERENCES
2. Boards Committees Commissions Presentation May 24 2021 CITY CHARTER REFERENCES
3. Boards Committees Commissions Presentation May 24 2021 CITY ORDINANCE REFERENCES
4. Code-of-Business-Ethics-and-Conduct-Acknowledgement-Form
5. Boards, Committees and Commissions

**REVIEWED BY:**

George Hyde, Legal  
Andrea Gardner, City Manager  
Raquel Guajardo, Deputy City Secretary  
*Approved as to form for inclusion on Agenda*

Approved - 5/21/2021  
Approved - 5/21/2021  
Final Approval - 5/21/2021

**ZONING COMMISSION**

Sec. 211.0075. COMPLIANCE WITH OPEN MEETINGS LAW. A board or commission established by an ordinance or resolution adopted by the governing body of a municipality to assist the governing body in developing an initial comprehensive zoning plan or initial zoning regulations for the municipality, or a committee of the board or commission that includes one or more members of the board or commission, is subject to Chapter 551, Government Code, regardless of whether the board, commission, or committee has rulemaking or quasi-judicial powers or functions only in an advisory capacity.

Added by Acts 1993, 73rd Leg., ch. 381, Sec. 1, eff. Aug. 30, 1993. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 5.95(82), eff. Sept. 1, 1995.

**BOARD OF ADJUSTMENT**

211.008

(b) A board of adjustment must consist of at least five members to be appointed for terms of two years. The governing body must provide the procedure for appointment. The governing body may authorize each member of the governing body, including the mayor, to appoint one member to the board. The appointing authority may remove a board member for cause, as found by the appointing authority, on a written charge after a public hearing. A vacancy on the board shall be filled for the unexpired term.

(c) The governing body, by charter or ordinance, may provide for the appointment of alternate board members to serve in the absence of one or more regular members when requested to do so by the mayor or city manager. An alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member. A vacancy among the alternate members is filled in the same manner as a vacancy among the regular members.

**ECONOMIC DEVELOPMENT CORPORATION**

Sec. 505.052. RESTRICTION ON BOARD MEMBERSHIP.

(a) Each director of a Type B corporation authorized to be created by a municipality with a population of 20,000 or more must be a resident of the municipality.

(c) Three directors of a Type B corporation must be persons who are not employees, officers, or members of the governing body of the authorizing municipality.

**CIVIL SERVICE COMMISSION**

Sec. 143.006. IMPLEMENTATION: COMMISSION. (a) On adoption of this chapter, the Fire Fighters' and Police Officers' Civil Service Commission is established in the municipality. The chief executive of the municipality shall appoint the members of the commission within 60 days after the date this chapter is adopted. Within 30 days after the date the municipality's first full fiscal year begins after the date of the adoption election, the governing body of the municipality shall implement this chapter.

(b) The commission consists of three members appointed by the municipality's chief executive and confirmed by the governing body of the municipality. Members serve staggered three-year terms with the term of one member expiring each year. If a vacancy occurs or if an appointee fails to qualify within 10 days after the date of appointment, the chief executive shall appoint a person to serve for the remainder of the unexpired term in the same manner as the original appointment.

(c) A person appointed to the commission must:

(1) be of good moral character;

(2) be a United States citizen;

(3) be a resident of the municipality who has resided in the municipality for more than three years;

(4) be over 25 years of age; and

(5) not have held a public office within the preceding three years.

(c-1) Notwithstanding Subsection (c)(5), the municipality's chief executive may reappoint a commission member to consecutive terms. A commission member may not be reappointed to more than a third consecutive term unless the member's reappointment to a fourth or subsequent consecutive term is confirmed by a two-thirds majority of all the members of the municipality's governing body.

(c-2) Subsection (c)(5) does not prohibit the municipality's chief executive from appointing a former commission member to the commission if the only public office held by the former member within the preceding three years is membership on:

(1) the commission; or

(2) the commission and the municipality's civil service board for employees other than police officers and firefighters through a joint appointment to the commission and board.

(c-3) Subsections (c-1) and (c-2) do not apply to a municipality with a population of 1.5 million or more.

(d) In making initial appointments, the chief executive shall designate one member to serve a one-year term, one member to serve a two-year term, and one member to serve a three-year term. If a municipality has a civil service commission immediately before this chapter takes effect in that municipality, that civil service commission shall continue as the commission established by this section and shall administer the civil service system as prescribed by this chapter. As the terms of the members of the previously existing commission expire, the chief executive shall appoint members as prescribed by this section. If necessary to create staggered terms as prescribed by this section, the chief executive shall appoint the initial members, required to be appointed under this chapter, to serve terms of less than three years.

(e) Initial members shall elect a chairman and a vice-chairman within 10 days after the date all members have qualified. Each January, the members shall elect a chairman and a vice-chairman.

#### **CRIME CONTROL & PREVENTION DISTRICT**

##### **Sec. 363.101. BOARD OF DIRECTORS.**

(a) A district is governed by a board of seven directors appointed in the same manner as provided for the selection of temporary directors under Section 363.052(a).

(b) Board members serve staggered two-year terms that expire September 1, except that the initial appointees under this section shall draw lots to determine:

(1) the three directors to serve terms that expire on September 1 of the first year following creation of the district; and

(2) the four directors to serve terms that expire on September 1 of the second year following creation of the district.

(c) Repealed by Acts 1999, 76th Leg., ch. 1219, Sec. 7(a), eff. Sept. 1, 1999.

(d) A vacancy in the office of director shall be filled for the unexpired term in the same manner that the vacant position was originally filled.

(e) A member of the board is not liable for civil damages or criminal prosecution for any act performed in good faith in the execution of duties as a board member or for an action taken by the board.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 23.03(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 1219, Sec. 7(a), eff. Sept. 1, 1999.

Sec. 363.1015. ALTERNATE FORMS OF APPOINTMENT: BOARD OF DIRECTORS. (a) The governing body of a municipality or county by resolution may appoint the governing body's membership as the board of directors of the district.

(b) In a district for which the board is not appointed under Subsection (a), the governing body of the municipality or county may create a board by having each member of the governing body appoint one director to the board, subject to confirmation by the governing body.

(c) A director appointed under Subsection (b) serves:

(1) at the pleasure of the governing body of the municipality or county; and

(2) for a term concurrent with the term of the appointing member.

Added by Acts 1999, 76th Leg., ch. 1219, Sec. 1, eff. Sept. 1, 1999.

Sec. 363.052. TEMPORARY BOARD. (a) Not later than the 60th day after the date a district is proposed to be created by a governing body, the governing body shall appoint seven persons that reside in the proposed district to serve as temporary directors of the district.

#### ANIMAL SERVICES ADVISORY

Sec. 823.005. ADVISORY COMMITTEE. (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.

(b) The 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.

(c) The advisory committee shall meet at least three times a year.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**PLANNING & ZONING COMMISSION**

Sec. 11.01. - The planning and zoning commission.

There shall be established by the city council a planning and zoning commission which shall consist of seven persons who are residents in the City of Watauga and who own real property within the city.

State Law reference— Authority of municipality to establish planning and zoning commission, V.T.C.A., Local Government Code § 211.007.

Sec. 11.02. - Powers and duties.

(a)Recommend a city plan for the physical development of the city.(b)Recommend to the city council, approval or disapproval of proposed changes in the zoning plan.(c)Exercise control over platting or subdividing land within the corporate limits of the city and outside said corporate limits to extent authorized by applicable law.

The commission shall be responsible to and act as an advisory body to the city council and shall have and perform such additional duties as may be prescribed by ordinance.

**ZONING BOARD OF ADJUSTMENT**

Sec. 11.05. - Zoning Board of adjustment.

There shall be a zoning board of adjustment as specified by applicable law.

State Law reference— Establishment and authority of zoning board of adjustment, V.T.C.A., Local Government Code § 211.008 et seq.

**CHARTER REVIEW COMMISSION**

Sec. 13.05. - Charter review commission.

There shall be established a charter review commission which shall perform the function of (1) inquiring into the operation of the city government under the provisions of the Home Rule Charter and determining whether revision is required of any such provisions, (2) proposing recommendations, (3) insuring compliance with the provisions of the Home Rule Charter, (4) proposing amendments to the Home Rule Charter to improve the effective application and administrative efficiency of the operation of the city under the Home Rule Charter and (5) reporting its findings and presenting such proposed amendments to the city council. The charter review commission shall consist of seven members to be appointed by the mayor, subject to the approval and consent of the city council. Each member of the charter review commission shall be a resident of the city at the time of appointment and shall remain a

resident of the city so long as he or she continues to serve on the charter review commission. Places on the charter review commission shall be numbered one through seven with the odd-numbered places on the board to be appointed for a two-year term to expire on the 30th day of June each odd-numbered year. All members appointed to even-numbered places on the commission shall be appointed for a two-year term to expire on the 30th day of June on even-numbered years. All members of the commission shall serve without compensation. All vacancies occurring in the membership of the commission shall be filled by appointment of the mayor, with approval of the city council, for the length of the unexpired term.

The members of the charter review commission shall elect a chairperson to report to the mayor and city council. The chairperson shall also be responsible for scheduling and presiding over meetings of the commission.

**DIVISION 3. - CRIME CONTROL DISTRICT BOARD OF DIRECTORS[1]**

Footnotes:

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State Law reference— Crime control and prevention districts, V.T.C.A., Local Government Code § 363.1065 et seq.; district board of directors, V.T.C.A., Local Government Code § 363.101 et seq.

Sec. 2-101. - New members.

Upon completion of the appointment process, new directors shall be encouraged to become familiar with all aspects, duties and responsibilities of the board of directors of the Watauga Crime Control District (WCCD). The WCCD secretary shall furnish the telephone numbers of other board members and staff, the governing regulations, and any other pertinent information to the new director within seven days of the new director's appointment.

(Code 2001, § 9.1002; Code 2010, § 1.04.211)

Secs. 2-102—2-106. - Reserved.

**DIVISION 4. - BOARD OF APPEALS**

Sec. 2-107. - Creation; powers and duties.

There is hereby created for the city a board which shall be known as the "board of appeals". The board of appeals shall have the power to hear and decide appeals of orders, decisions, or determinations made by the city's building official or fire code official regarding the application or interpretation of the Building Code or Fire Code currently adopted by the city.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

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

(a)The board of appeals shall consist of five members. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the board. The mayor 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 to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall serve in his or her capacity to interview applicants in the absence of one of the two other members. Members of the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. The mayor, subject to the approval and consent of 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 the mayor and 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.

(b)Members of the board of appeals serve for a two-year term, but may be reappointed for consecutive terms.(c)Places 1, 2, 3 on the board of appeals shall have terms of office that expire on September 30 of odd-numbered years. Places 4 and 5 on the board of appeals shall have terms of office that expire on September 30 of even-numbered years. Vacancies shall be filled by appointment for the unexpired term by the recommendation of the mayor with the consent and approval of the city council.(d)The city's building official and fire code official shall be ex officio members of the board of appeals and shall not vote on any matters before the board of appeals.

(Ord. No. 1556, § I(Exh. A), 5-19-2014; Ord. No. 1636 , § I, 1-23-2017; Ord. No. 1679 , § I, 10-22-2018)

#### Sec. 2-109. - Residency; qualifications.

(a)Members of the board of appeals are not required to be residents of the City of Watauga.(b)No voting member of the board of appeals shall be a city employee.(c)The city council shall endeavor, to the extent reasonably available, to appoint members to the board of appeals who have sufficient training or experience in matters relating to building construction, fire hazards, explosions, hazardous conditions, and fire protection systems.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

#### Sec. 2-110. - Officers.

(a)The officers of the board of appeals shall be a chairperson, vice-chairperson, and a secretary. The officers shall be selected from the voting members of the board of appeals, however the city secretary

may be appointed as the secretary.(b)At its first meeting in October of each year, the membership of the board of appeals shall determine by a majority vote the chairperson, vice-chairperson and secretary. Officers shall serve for a period of one year, or until the first meeting after October 1 of the following year.(c)Vacancies that occur in office are to be filled as follows:(1)In the event of a vacancy or incapacity of the chairperson, the vice-chairperson shall serve as the chairperson for the unexpired portion of the term.(2)Vacancies that occur in other offices shall be filled by a majority vote of the board of appeals for the unexpired terms.(3)Vacancies occurring in any office shall be filled at the next meeting of the board of appeals.(d)Duties of the officers shall be as follows:(1)Chairperson.a.Preside at all meetings.b.Schedule meetings.c.The chairperson shall be permitted to vote on all issues coming before the board of appeals.(2)Vice-chairperson. Assist the chairperson in directing the affairs of the board of appeals and act in the chairperson's absence.(3)Secretary.a.Is responsible for creating and maintaining the minutes of the board of appeals' meetings. A copy of the minutes will be provided to the city secretary within three working days following any meeting. The minutes shall reflect the vote of each member, or if a member is absent or abstaining shall indicate that fact.b.Sign the approved minutes.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

#### Sec. 2-111. - Rules of order.

The board of appeals may adopt rules and procedures for the conduct of meetings. The rules and procedures of the board of appeals shall be adopted and approved by the city council. Any suggested modifications to the adopted rules and procedures shall first be submitted to the city council for approval. An approved copy of these rules and procedures, and any amendments thereto, shall be filed in the office of the city secretary and be made available for public inspection during regular business hours. The edition of Robert's Rules of Order adopted by the city council shall be the final authority on all questions of procedure and parliamentary laws not covered by the rules and procedures of the board of appeals.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

#### Sec. 2-112. - Meetings.

(a)A quorum shall consist of three voting members of the board of appeals and shall be required to conduct official business.(b)The chairperson shall establish the date and time for each meeting.(c)All meetings shall be open to the public and shall be conducted in accordance with the Texas Open Meetings Act, as now or hereafter amended.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

#### Sec. 2-113. - Compensation of members; expenditures.

(a)All members of the board of appeals shall serve without compensation.(b)No debts of any kind or character shall be made or incurred by the board of appeals or anyone acting on its behalf without express authority of the city council.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

Sec. 2-114. - Assistance by city staff.

(a)City departments are to furnish the board of appeals with reports and services at the direction of the city manager or city council.(b)The board of appeals may receive reports, advice and available services from the various city departments as required and directed by the city manager or his designated representative.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

Sec. 2-115. - Appeals.

(a)Any person who is affected by a decision of the building official or fire code official may appeal an application or interpretation of the substantive provisions of the building code or fire code. An appeal must be based on a claim that the building code or fire code was improperly interpreted, the provisions of the Code do not fully apply, or an equivalent method of construction or protection exists.(b)An appeal must be filed in writing with the city secretary. The notice of appeal shall be filed within ten business days after any decision or interpretation is made or a permit is refused or disapproved. A nonrefundable fee in the amount set forth in the fee schedule in Appendix A of this Code shall be delivered to the city secretary at the time of filing the appeal.(c)Appeals shall be placed on the agenda of the board of appeals for a hearing. The secretary shall notify all necessary parties of the date, time and location of the hearing. Parties may appear before the board of appeals in person or through counsel.(d)A decision by the building official or fire code official involving a hazardous situation to life or property shall remain in full effect pending the final decision of the board of appeals. A determination of whether a hazardous situation to life or property exists shall be made by the building official or fire code official.(e)The building official and fire code official shall transmit to the board of appeals all records and data in the city's possession that is relevant to the appeal. The board of appeals may require such additional data, tests, or expert professionals as it deems necessary to render a decision.(f)A majority vote of a quorum of the board of appeals is required to overturn or modify a decision of the building official or fire code official. The board of appeals shall have no authority to waive any provisions contained in the building code or fire code, but may determine that a provision contained in the building code or fire code does not apply or that an equivalent method of construction or protection is suitable. The building official and fire code official shall enforce and execute all decisions and orders of the board of appeals.(g)Each decision of the board of appeals shall be in writing, signed by the members rendering the decision and maintained in the office of the city secretary.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

Secs. 2-116—2-120. - Reserved.

## **DIVISION 2. - CHARTER REVIEW COMMISSION**

Sec. 2-64. - Created; powers and duties.

There is hereby created for the city, in accordance with section 13.05 of the Home Rule Charter, a commission which shall be known as the "charter review commission" (hereinafter "the commission"). The commission shall have powers and duties as set forth in section 13.05 of the Home Rule Charter, as now or hereafter amended.

(Code 2001, § 9.901; Code 2010, § 1.04.031)

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. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the commission. The mayor 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 to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall service in his or her capacity to interview applicants in the absence of one of the two other members. Members of the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. 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.(b)No city staff member or employee shall be a member of the commission.

(Code 2001, § 9.903; Code 2010, § 1.04.033; Ord. No. 1439, § II, 2-22-2010; Ord. No. 1538, § I, 1-27-2014; Ord. No. 1677 , § I, 10-22-2018)

Sec. 2-66. - New members.

Upon completion of the appointment process, new members should become familiar with all aspects, duties and responsibilities of the charter review commission. The commission secretary shall furnish the telephone numbers of other commission members and staff, the governing regulations, and any other pertinent information to the new member within seven days of the new member's appointment.

(Code 2001, § 9.904; Code 2010, § 1.04.034)

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 regular scheduled meeting of the city council in June of each year.

(Code 2001, § 9.905; Code 2010, § 1.04.035; Ord. No. 1710 , § I, 6-10-2019)

Sec. 2-68. - Officers.

(a)The officers of the commission shall be a chairperson or chair, a vice-chairperson, and a secretary.(b)At its first meeting on September 1 of each year, the membership of the commission shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.(c)Vacancies that occur in office are to be filled as follows:(1)In the event of a vacancy or incapacity of the chairperson, the vice-chairperson shall become the chair for the unexpired portion of the term.(2)Vacancies that occur in the other offices shall be filled by special election for the unexpired term.(3)Vacancies occurring in any office shall be filled at the next meeting of the commission.(d)Duties of the officers shall be as follows:(1)Chairperson.a.Preside at all meetings.b.Represent the board at public functions.c.Appoint special committees.d.Provide an agenda for each meeting, including an item requested by any other board member, or by the director of the department with whom this commission directly interfaces. The agenda shall be provided to the city secretary no less than five working days prior to any meeting to provide proper posting notice in accordance with state open meetings laws.e.Schedule meetings of the commission, if other than the pre-established time, day, or week of the month.f.Report to the mayor and city council.g.The chair shall be entitled to vote on matters coming before the commission.(2)Vice-chairperson. Assist the chairperson in directing the affairs of the commission and act in the chair's absence.(3)Secretary.a.Is responsible for the accuracy of the minutes of the commission's meetings. A draft copy of those minutes will be provided to the city secretary within three working days following any meeting.b.Shall sign the approved minutes.

(Code 2001, § 9.906; Code 2010, § 1.04.036)

Sec. 2-69. - Donations, solicitations and fundraising activities; expenditures.

The commission shall obtain authorization from the city council through its liaison prior to seeking any donations, engaging in any solicitations, or other fundraising activity. All other revenues derived from fundraising activities shall be deposited into the city general fund and utilized to support related activities as determined by the city council during the budgeting process or review for all city departments. No debts of any kind or character shall be made or incurred by the commission or anyone acting on its behalf without the express authority of the city council.

(Code 2001, § 9.907; Code 2010, § 1.04.037)

Sec. 2-70. - Meetings.

The commission shall hold regular meetings as needed or required, but in no case shall these meetings be held less often than once each calendar year. The commission shall, by majority vote, determine the time and place of those scheduled meetings. Variations from this schedule will be on an as-needed basis to be determined and scheduled by the chairperson. A quorum shall consist of a majority of the regularly appointed members serving on the commission at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order with the chairperson presiding at each meeting, or the vice-chairperson in the chairperson's absence. The secretary of the commission shall record the minutes of the proceedings of the meetings and shall submit the same to the city manager through the city secretary as previously described for inclusion in the monthly report from the city manager to the city council. All meetings shall be open to the public and shall be conducted in accordance with V.T.C.A., Government Code ch. 551, the Open Meetings Act.

(Code 2001, § 9.908; Code 2010, § 1.04.038)

Sec. 2-71. - Assistance by city staff.

(a) City departments are to furnish the commission with reports and services at the direction of the city manager or city council. (b) The commission may receive reports, advice and available services from the various city departments as required and directed by the city manager or his designated representative. The city staff will be available for advice and consultation, and shall cooperate with and render such services for the commission as shall be reasonably necessary for the operations of the commission.

(Code 2001, § 9.909; Code 2010, § 1.04.039)

Charter reference— Charter review commission, § 13.05.

**CHAPTER 20, ARTICLE II. - LIBRARY BOARD**

Sec. 20-21. - Created; powers and duties.

(a) There is hereby created for the city a board which shall be known as the "library board" (hereinafter "the board"). The board shall have powers and duties as follows: (1) Act in an advisory capacity on all matters pertaining to the library operated by the city; (2) Recommend policies to govern the operation and programs of the city public library; (3) Assist in planning and provide guidance for expansion of library facilities; (4) Assist in interpreting the policies and functions of the library department to the public; (5) Encourage in every possible manner the development and advancement of the city public library; (6) Abide by applicable ordinances of the city; and (7) Do and perform such other acts as shall be delegated to the board by the city council. (b) The board shall have no authority in the hiring or assignment of employees or volunteers in the library for the city. The board shall not have any authority in the activities or the establishment of salary ranges for such employees. Further, the board and its members shall direct all communications concerning city officers and employees through the office of the city manager and neither the board nor its members shall instruct or direct any such officer or employee, either publicly or privately.

(Code 2001, § 9.801; Code 2010, § 1.04.061)

Sec. 20-22. - Residency requirement.

Each member of the board shall be a resident of the city and shall be a qualified registered voter for the city on the date of appointment to the board and shall remain a resident and a qualified registered voter so long as they continue to serve on the board.

(Code 2001, § 9.802; Code 2010, § 1.04.062)

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 mayor the names of those current members who are recommended for reappointment. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the board. The mayor 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 to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall serve in his or her capacity to interview applicants in the absence of one of the two other members. Members of

the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. 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 board.(b)The board shall recommend to the mayor and 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.(c)No city staff member or employee shall be a member of the board.

(Code 2001, § 9.803; Code 2010, § 1.04.063; Ord. No. 1439, § I, 2-22-2010; Ord. No. 1539, § I, 1-27-2014; Ord. No. 1676, § I, 10-22-2018)

#### Sec. 20-24. - New members.

Upon completion of the appointment process, new members should become familiar with all aspects, duties and responsibilities of the library board. The board secretary shall furnish the telephone numbers of other board members and staff, the governing regulations, and any other pertinent information to the new member within seven days of the new member's appointment.

(Code 2001, § 9.804; Code 2010, § 1.04.064)

#### Sec. 20-25. - Liaisons.

(a)In addition to regular board members, the board shall have two members of the city council appointed by the mayor subject to the approval and consent of city council to serve as liaisons to the board. The purpose of the liaisons is to provide guidance to the board 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 board, but shall have the right to fully participate in all discussions of matters that come before the board.(b)The appointment of liaisons by the mayor shall be at the second meeting in June of each year.

(Code 2001, § 9.805; Code 2010, § 1.04.065)

#### Sec. 20-26. - Officers.

(a)Composition. The officers of the board shall be a chairperson or chair, a vice-chairperson, and a secretary.(b)Membership; term. At its first meeting in September 1 of each year, the membership of the board shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.(c)Vacancies. Vacancies that occur in office are to be filled as follows:(1)In the event of a vacancy or incapacity of the chairperson, the vice-chairperson (shall be the chairperson for the unexpired portion of the term).(2)Vacancies that occur in the other offices shall be filled by special election for the unexpired term.(3)Vacancies occurring in any office shall be filled at the next meeting of the board.(d)Duties. Duties of the officers shall be as follows:(1)Chairperson.a.Preside at all meetings.b.Represent the board at public functions.c.Appoint special committees.d.Provide an agenda for each meeting, including an item requested by any other board member, or by the director of the department with whom this board directly interfaces. The agenda shall be provided to the city secretary no less than five working days prior to any meeting to provide proper posting notice in accordance with state open meetings laws.e.Schedule meetings of the board, if other than the pre-established time, day, or week of the month.f.Shall be permitted to vote on issues coming before the board.(2)Vice-chairperson. Assist the chairperson in directing the affairs of the board and act in the chair's absence.(3)Secretary.a.Is responsible for the accuracy of the minutes of the board's meetings. A draft copy of those minutes will be provided to the city secretary within three working days following any meeting.b.Shall sign the approved minutes.

(Code 2001, § 9.806; Code 2010, § 1.04.066)

#### Sec. 20-27. - Compensation of members; fundraising activities; expenditures.

(a)All members of the board shall serve without compensation.(b)The board shall obtain authorization from the city council through its liaison prior to seeking any donations, engaging in any solicitations, or other fundraising activity. All other revenues derived from fundraising activities shall be deposited into the city general fund and utilized to support related activities as determined by the city council during the budgeting process or review for all city departments. No debts of any kind or character shall be made or incurred by the board or anyone acting on its behalf without the express authority of the city council.

(Code 2001, § 9.807; Code 2010, § 1.04.067)

#### Sec. 20-28. - Meetings.

The board shall hold regular meetings every other month and shall by majority vote determine the time and place of those scheduled meetings. Variations from this schedule will be on an as-needed basis to be determined and scheduled by the chairperson. A quorum shall consist of a majority of the regularly appointed members serving on the board at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order with the chairperson presiding at each meeting, or the vice-chairperson in the chairperson's absence. The secretary of the board shall record the minutes of the proceedings of the meetings and shall submit the same to the city manager through the city secretary as previously described for

inclusion in the monthly report from the city manager to the city council. All meetings shall be open to the public and shall be conducted in accordance with V.T.C.A., Government Code ch. 551, the Open Meetings Act.

(Code 2001, § 9.808; Code 2010, § 1.04.068)

Sec. 20-29. - Assistance by city staff.

(a)City departments are to furnish the board with reports and services at the direction of the city manager or city council.(b)The board may receive reports, advice and available services from the various city departments as required and directed by the city manager or his designated representative. The library director and his staff will be available for advice and consultation, and shall cooperate with and render such services for the board as shall be reasonably necessary for the operations of the board.

(Code 2001, § 9.809; Code 2010, § 1.04.069)

Sec. 18-25. - Vacancies and appointments.

#### CHAPTER 101, ARTICLE II. - PLANNING AND ZONING COMMISSION

Sec. 101-23. - Commission established.

(a)Authority. The planning and zoning commission shall have no authority in the hiring or assignment of employees or volunteers for the city. The commission shall not have any authority in the activities or the establishment of salary ranges for such employees. Further, the commission and its members shall direct all communications concerning city officers and employees through the office of the city manager, and neither the commission nor its members shall instruct or direct any such officer or employee, either publicly or privately.(b)Residency requirement. Each member of the commission shall be a resident of the city, own real property in the city, and shall be a qualified registered voter for the city on the date of appointment to the commission, and shall continue to own real property and remain a resident and a qualified registered voter so long as they continue to serve on the commission.(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 mayor the names of those current members who are recommended for reappointment. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the commission. The mayor 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 to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall serve in his or her capacity to interview applicants in the absence of one of the two other members. Members of the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. 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.(2)The commission shall recommend to the mayor and 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 commission. 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 commission. Members serve at the pleasure of the city council and may be removed at the sole discretion of the council.(3)The city council may, with or without cause, remove any member appointed to the commission. All vacancies in the membership that may occur on the commission may have a replacement recommended by the commission to the mayor, who may appoint the recommended individual or another individual, subject to the approval of the city council for the length of the unexpired term. If the mayor fails to make a recommended appointment to fill any vacancy within 60 days from the date of the vacancy or expiration, the city council may, by majority vote, make an appointment without the mayor's recommendation.(d)Liaisons. 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 discussion of matters that come before the commission. The appointment of liaisons by the mayor shall be at the second meeting in June of each year.(e)Officers.(1)Composition. The officers of the commission shall be a chairperson or chair, a vice-chairperson and a secretary.(2)Membership; term. At its first meeting in September of each year, the membership of the commission shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.(3)Vacancies. Vacancies that occur in office are to be filled as follows:a.In the event of a vacancy or incapacity of the chairperson, the vice-chairperson shall become the chair for the unexpired portion of the term.b.Vacancies that occur in the other offices shall be filled by special election for the unexpired term.c.Vacancies occurring in any office shall be filled at the next meeting of the commission.(4)Duties. Duties of the officers shall be as follows:a.Chairperson. The chairperson shall:1.Preside at all meetings.2.Represent the commission at public functions.3.Appoint special committees.4.Provide an agenda for each meeting, including any item requested by any other commission member, or by the director of the department with whom this commission directly interfaces. The agenda shall be provided to the city secretary no less than five working days prior to any meeting to provide proper posting notice in accordance with Texas Open Meeting Act, V.T.C.A.,

Government Code ch. 551.5. Schedule meetings of the commission, if other than the pre-established time, day, and/or week of the month. 6. Vote only in case of a tie vote by the commission. b. Vice-chairperson. The vice-chairperson shall assist the chairperson in directing the affairs of the commission and act in the chair's absence. c. Secretary. The secretary shall: 1. Be responsible for the accuracy of the minutes of the commission's meetings. A draft copy of those minutes will be provided to the city secretary within three working days following any meeting. 2. Sign the approved minutes. (f) Service without compensation; donations and solicitation. (1) All members of the commission shall serve without compensation. (2) The commission shall obtain authorization from the city council through its liaison prior to seeking any donations, engaging in any solicitations, or other fundraising activity. All other revenues derived from fundraising activities shall be deposited into the city's general fund and utilized to support related activities as determined by the city council during budgeting process or review for all city departments. No debts of any kind or character shall be made or incurred by the commission or anyone acting on its behalf without the express authority of the city council. (g) Meetings. The commission shall hold meetings whenever necessary to effectively address matters brought before the commission. The meetings shall be determined and scheduled by the chairperson. A quorum shall consist of a majority of the regularly appointed members serving on the commission at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order as adopted by the city council with the chairperson presiding at each meeting or the vice-chairperson in the chairperson's absence. The secretary of the commission shall record the minutes of the proceedings of the meetings and shall submit the same to the city manager through the city secretary as previously described for inclusion in the monthly report from the city manager to the city council. All meetings shall be open to the public and shall be conducted in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551. (h) Reports. (1) City departments are to furnish the commission with reports and services at the direction of the city manager or city council. (2) The commission may receive reports, advice, and available services from the various city departments as required and directed by the city manager or his designated representative. The city staff will be available for advice and consultation, and shall cooperate with and render such services for the commission as shall be reasonably necessary for the operations of the commission.

(Code 2001, § 14.603; Code 2010, § 14.06.003; Ord. No. 1439, § III, 2-22-2010; Ord. No. 1542, § I, 1-27-2014; Ord. No. 1674, § I, 10-22-2018)



Division 2 - Ethics and Conduct Acknowledgement Form

I hereby certify that I have been provided a copy of City of Watauga Ethics Code. I understand that I should consult with the City Manager for further clarification on any aspect of Ethics Code on which I have any questions.

Attested:

I have read the City of Watauga Ethics Code and I understand and agree to abide by the Ethics Code. I will conduct my work on behalf of the City of Watauga with the highest integrity and commitment to the principles stated in the Ethics Code. I understand that any violations of the Ethics Code may lead to disciplinary action, up to and including removal from the Board, as determined to be appropriate by the Watauga City Council.

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Signature

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Date

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Name (Printed)

A photograph of a brick city hall building with a clock tower. The clock face is white with black hands and numbers. Below the clock, the words "CITY HALL" and the number "7105" are visible. The building has a modern design with large windows and a flat roof.

# Boards, Committees and Commissions

SELECTION PROCESS,  
REQUIREMENTS & EXPECTATIONS

MAY 24, 2021

# Agenda



## Boards

Our Boards  
Mission  
Purpose  
Bylaws



## Selection Process

Criteria  
Application  
Interview & Selection  
Appointment



## Requirements

Oath of Office  
Attendance  
Training  
Goals & Expectations



## Annual Review

Reappointments  
Removals



## Closing

Summary  
Questions and Answers



# Boards

- Our Boards
- Mission
- Purpose
- Bylaws

# Our Boards



- Animal Services Advisory Committee
- Board of Appeals
- Charter Review
- Civil Service Commission
- Crime Control & Prevention Board
- Library Advisory Board
- Planning & Zoning Commission
- Youth Advisory Council
- Zoning Board of Adjustment
- Watauga Economic Development Board
- Parks Advisory Board



# Animal Services Advisory Committee

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The Animal Services Center Advisory Committee shall serve in an advisory capacity and is established by the City Council to assist in complying with the requirement of the Health and Safety Code, Chapter 823. The 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. Meetings are held at least three times a year per Section 823.005 (c) of the Health and Safety Code.

Sec. 823.005. ADVISORY COMMITTEE. (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.

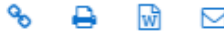
(b) The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization.

(c) The advisory committee shall meet at least three times a year.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

# Board of Appeals

## Sec. 2-107. - Creation; powers and duties.



There is hereby created for the city a board which shall be known as the "board of appeals". The board of appeals shall have the power to hear and decide appeals of orders, decisions, or determinations made by the city's building official or fire code official regarding the application or interpretation of the Building Code or Fire Code currently adopted by the city.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

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

(a) The board of appeals shall consist of five members. .

## Sec. 2-109. - Residency; qualifications.



(a) Members of the board of appeals are not required to be residents of the City of Watauga.

(b) No voting member of the board of appeals shall be a city employee.

(c) The city council shall endeavor, to the extent reasonably available, to appoint members to the board of appeals who have sufficient training or experience in matters relating to building construction, fire hazards, explosions, hazardous conditions, and fire protection systems.

(Ord. No. 1556, § I(Exh. A), 5-19-2014)

# Charter Review Commission

## DIVISION 2. - CHARTER REVIEW COMMISSION



### Sec. 2-64. - Created; powers and duties.



There is hereby created for the city, in accordance with [section 13.05](#) of the Home Rule Charter, a commission which shall be known as the "charter review commission" (hereinafter "the commission"). The commission shall have powers and duties as set forth in [section 13.05](#) of the Home Rule Charter, as now or hereafter amended.

(Code 2001, § 9.901; Code 2010, § 1.04.031)

### Sec. 13.05. - Charter review commission.

modified



There shall be established a charter review commission which shall perform the function of (1) inquiring into the operation of the city government under the provisions of the Home Rule Charter and determining whether revision is required of any such provisions, (2) proposing recommendations, (3) insuring compliance with the provisions of the Home Rule Charter, (4) proposing amendments to the Home Rule Charter to improve the effective application and administrative efficiency of the operation of the city under the Home Rule Charter and (5) reporting its findings and presenting such proposed amendments to the city council. The charter review commission shall consist of seven members to be appointed by the mayor, subject to the approval and consent of the city council. Each member of the charter review commission shall be a resident of the city at the time of appointment and shall remain a resident of the city so long as he or she continues to serve on the charter review commission. Places on the charter review commission shall be numbered one through seven with the odd-numbered places on the board to be appointed for a two-year term to expire on the 30th day of June each odd-numbered year. All members appointed to even-numbered places on the commission shall be appointed for a two-year term to expire on the 30th day of June on even-numbered years. All members of the commission shall serve without compensation. All vacancies occurring in the membership of the commission shall be filled by appointment of the mayor, with approval of the city council, for the length of the unexpired term.

The members of the charter review commission shall elect a chairperson to report to the mayor and city council. The chairperson shall also be responsible for scheduling and presiding over meetings of the commission.



# Civil Service Commission

Per Chapter 143, Section 143.006 of Texas Local Government Code, the commission consists of three members appointed by the municipality's chief executive and confirmed by the governing body of the municipality. Members serve staggered three-year terms with the term of one member expiring each year. If a vacancy occurs or if an appointee fails to qualify within 10 days after the date of appointment, the chief executive shall appoint a person to serve for the remainder of the unexpired term in the same manner as the original appointment.

City of Watauga Charter Section 7.01(a) recognizes the City Manager as the chief executive of the city.



# Crime Control & Prevention District Board

The Watauga Crime Control and Prevention District was created by referendum of the citizens of Watauga in March of 1996, renewed in May of 2001, November 2010 and May 2021 for a period of 10 years.. The District was designed in compliance with the Texas Local Government Code, Title 11, Subtitle C, Chapter 363.

The Watauga Crime Control and Prevention District provides for the establishing of a ½ cent sales tax for the express purpose of funding of crime control programs, including the costs of personnel, expansion administration, enhancement and capital expenditures. The specific types of programs are listed in sub-chapter D of Chapter 363.161.

The district is governed by seven members of the Board of Directors. The Board are responsible for budgeting, managing, controlling and administering district funds.

# Library Advisory Board

The Library Board acts in an advisory capacity on all matters pertaining to the library. The Board assists in interpreting the policies and functions of the library department to the public and encourage in every possible manner the development and advancement of the city public library.

The Board is composed of 7 members with 2 City Council Liaisons. Each member serves a 2 year term. The officers of the Board consist of a chairperson, a vice chairperson, and a secretary.

The Library Board meets the second Thursday every other month.

Residency Requirement to serve on the board is as follows:

Each member of the board shall be a resident of the city and shall be a qualified registered voter for the city on the date of appointment to the board and shall remain a resident and a qualified voter so long as they continue to serve on the board.

(Code 2001, 9.802; Code 2010, 1.04.062)

# Planning & Zoning Commission

## Sec. 11.01. - The planning and zoning commission.



There shall be established by the city council a planning and zoning commission which shall consist of seven persons who are residents in the City of Watauga and who own real property within the city.

**State Law reference—** Authority of municipality to establish planning and zoning commission, V.T.C.A., Local Government Code § 211.007.

## Sec. 11.02. - Powers and duties.

modified



- (a) Recommend a city plan for the physical development of the city.
- (b) Recommend to the city council, approval or disapproval of proposed changes in the zoning plan.
- (c) Exercise control over platting or subdividing land within the corporate limits of the city and outside said corporate limits to extent authorized by applicable law.

The commission shall be responsible to and act as an advisory body to the city council and shall have and perform such additional duties as may be prescribed by ordinance.

## Sec. 101-23. - Commission established.



- (a) *Authority.* The planning and zoning commission shall have no authority in the hiring or assignment of employees or volunteers for the city. The commission shall not have any authority in the activities or the establishment of salary ranges for such employees. Further, the commission and its members shall direct all communications concerning city officers and employees through the office of the city manager, and neither the commission nor its members shall instruct or direct any such officer or employee, either publicly or privately.
- (b) *Residency requirement.* Each member of the commission shall be a resident of the city, own real property in the city, and shall be a qualified registered voter for the city on the date of appointment to the commission, and shall continue to own real property and remain a resident and a qualified registered voter so long as they continue to serve on the commission.

# Youth Advisory Council

## **Division 7. Youth Advisory Council**

### **Section 2-161. Creation; purpose; duties.**

- (a) There is hereby created the Youth Advisory Council. The purpose of the Youth Advisory Council is to serve as a liaison between the city council and the youth of the community on issues related to youth. The Youth Advisory Council shall serve as an advisory body to the city on matters relating to youth.

### **Section 2-162. Composition; appointment of members; terms of office.**

- (a) The Youth Advisory Council will consist of at least five (5) members who represent the diversity of thought and experience of the Watauga youth. The five (5) members must be enrolled and attending classes in 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade at the time of appointment.

# Zoning Board of Adjustment

Section 211.008 of the Local Government Code provides that the governing body of a municipality may provide for a board of adjustment and may authorize the board of adjustment, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of the zoning ordinance that are consistent with the general purpose and intent of the zoning ordinance. Section 211.009 provides that the board of adjustment may hear and decide special exceptions to the terms of a zoning ordinance when the ordinance requires the board to do so. Section 211.009 further provides that the board of adjustment may authorize a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.

When faced with request for a variance, it is the duty of a zoning board of adjustment to determine whether literal application of the zoning ordinance to the particular piece of property would be unreasonable in light of the general statutory purpose to secure reasonable zoning. The reasonableness test is viewed in light of the practical difficulty of applying the ordinance to the property in question. A board of adjustment must act within strictures set by the legislature and the city council and may not stray outside its specifically granted authority.

## Sec. 11.05. - Zoning Board of adjustment.

There shall be a zoning board of adjustment as specified by applicable law.

# Watauga Economic Development Corporation Board

The Watauga Economic Development Corporation was created to encourage the development and advancement of City businesses, development and parks within the City. The Watauga Economic Development Corporation collects a 1/4-cent sales-tax and is an type B corporation. The WEDC contracts with the City for financial and other administrative services.

Per Section 501.062 of the Texas Local Government Code, a director of an EDC Board serves for a term of not more than six years but no limits on the number of terms a Director serves unless imposed by the City Council as a local rule. [WEDC Bylaws](#) only allows for two year terms but no limits on the number of terms. Per Section 505.053 requires the board of directors of a Type B corporation to appoint (1) a president; (2) a secretary; and (3) other officers of the corporation the governing body of the authorizing municipality considers necessary. Per Section 505.054 states a majority of the entire membership of the board of directors of a Type B corporation is a quorum. Section 505.052 requires each director of a Type B corporation authorized to be created by a municipality with a population of 20,000 or more must be a resident of the municipality.

# Parks Advisory Board

## **DIVISION 7. –PARKS ADVISORY BOARD**

### **Sec. 2-131. - Created.**

- (a) There is hereby created for the city a board which shall be known as the "Parks Advisory Board" (hereinafter "the board").

### **Sec. 2-132. - Powers and duties.**

- (a) The purpose of the Parks Advisory Board is to advise the City Council and the city manager regarding:
  - (1) the present and future development of city parks, playgrounds, and recreational facilities; and
  - (2) the general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public; and
  - (3) ways and means by which the city's parks, playgrounds, and recreational facilities may be strengthened and supported; and
  - (4) providing support for new parks, programs, and activities.

### **Sec. 2-133. - Composition; appointment and removal of members.**

- (a) The board 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

# Mission



- Identify, recruit and retain qualified and dedicated volunteers, who reflect the diversity of their communities, to serve on the various boards established by the City Council.

# Purpose

- Serve as advisory to the City Council
- Some boards are required by State Law
- Boards often insulate the elected body from some contentious issues

# Bylaws

- Protect the rights and list the duties of Board Members
- Establish rules of decorum and procedure – helps run meetings more smoothly
- Board approves and recommends for council approval
- Review and update, if necessary, bi-annually



# Selection Process

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How does Watauga identify Board Members?

- Criteria
- Application
- Interview & Selection
- Appointment

# Criteria Set By State Law

- State Law stipulates some requirements for certain Boards
  - Planning & Zoning Commission – Tx. LGC Sec. 211.0075
  - Zoning Board of Adjustments - Tx. LGC Sec. 211.008 (b) & (c)
  - Economic Development Corporation Board – Tx. LGC Sec. 505-052 (a) & (c)
  - Animal Services Advisory Board – Health & Safety Code Sec. 823.005 (b)
  - Civil Service Commission – Tx. LGC Sec. 143.006 (b) & (c)
  - Crime Control & Prevention District Board – Tx. LGC 363.052 (a) & 363.101 (a)-(e)

# Criteria Set By City Charter

- Watauga City Charter stipulates some requirements for certain Boards
  - Planning & Zoning Commission – Article XI
  - Zoning Board of Adjustments – Article XI
  - Charter Review Commission – Article XIII

# Criteria Set By City Ordinance

- Watauga City Ordinances stipulate some requirements for certain Boards
  - Planning & Zoning Commission – Chapter 101, Article II
  - Charter Review Commission – Division 2
  - Library Advisory Board – Chapter 20, Article II
  - Youth Advisory Council- not codified, Ordinance No. 2019-007, Division 7
  - Parks Advisory Board – not codified, Ordinance No. 2021-003, Division 8
  - Crime Control & Prevention District Board – Division 3
  - Board of Appeals – Division 4

# Other Criteria To Consider

- Commitment to Community Service
- Interpersonal and Decision-Making Skills
- Skills and Expertise Specific to the Board purpose (i.e.. P&Z Commissioner would need land development, economic development and natural resource management skills and/or expertise)
- Ethics
- Diversity
  - Geographical and Jurisdictional Diversity
  - Demographic Diversity
  - Economic and Professional Diversity

# Commitment to Community Service



- Demonstrate a concern for serving the public interest.
- Be willing to attend and come prepared for meetings, educational workshops, conferences and other events.

# Interpersonal and Decision Making Skills



- Have strong interpersonal and decision-making skills.
- Should possess the following traits to enhance Board productivity:
  - Good communicator
  - Detail oriented
  - Willingness to learn
  - Critical and objective thinker
  - Open minded

# Skills and Expertise Specific to the Board Purpose



- Create a volunteer description for each Board – like a job description
  - Purpose of Board
  - Duties of Member
  - Supervision
  - Working conditions/effort
  - Terms of Office
  - Special duties – may require special positions (Chair, Vice-Chair, Secretary)
  - Time requirements
  - Desired traits

# Ethics



- Have each member sign for receipt of the City's Ethics Policy and agreement to follow the policy

# Diversity



- The Board should reflect the diversity and uniqueness of the community.
- An ideal Board should consist of individuals that can reflect various social, cultural, economic and other community interests.
- Further Criteria to ensure diversity includes:
  - Geographical and Jurisdictional, demographic and economic and professional diversity

# Geographical and Jurisdictional Diversity

- Geographical and Jurisdictional
  - Pro-growth areas of the City
  - Pro-preservation areas of the City
  - Predominately commercial areas
  - Predominately residential areas
  - Jurisdiction could be directional based (East Watauga, West Watauga, North Watauga, South Watauga)

**Ideally, to obtain a multi-jurisdictional effort, each jurisdiction's interest should be reflected on the Board.**

# Demographic Diversity

|                                                                                                                                                                        |                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|  Population estimates, July 1, 2019, (V2019)                                          | 24,481                                                                                      |
|  PEOPLE                                                                               |                                                                                             |
| Population                                                                                                                                                             |                                                                                             |
|  Population estimates, July 1, 2019, (V2019)                                          | 24,481                                                                                      |
|  Population estimates base, April 1, 2010, (V2019)                                    | 23,497                                                                                      |
|  Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019) | 4.2%                                                                                        |
|  Population, Census, April 1, 2010                                                    | 23,497                                                                                      |
|  Population, Census, April 1, 2020                                                    | X                                                                                           |
| Age and Sex                                                                                                                                                            |                                                                                             |
|  Persons under 5 years, percent                                                       |  7.3%    |
|  Persons under 18 years, percent                                                      |  25.1%   |
|  Persons 65 years and over, percent                                                   |  10.7%   |
|  Female persons, percent                                                            |  49.7% |
| Housing                                                                                                                                                                |                                                                                             |
|  Housing units, July 1, 2019, (V2019)                                               | X                                                                                           |
|  Owner-occupied housing unit rate, 2015-2019                                        | 76.5%                                                                                       |

Ideally, the Board should also reflect the community's age, gender and cultural makeup.

# Economic and Professional Diversity

- Selecting Board Members based alone on demography and geography does not assure representation of important economic or professional interests in the community.
- Economic and professional representation is essential in forming policy objectives and in determining the impact of proposed plans and regulations on different segments of the community.

| Population Characteristics                                                                                                                                          |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|  Veterans, 2015-2019                                                               | 1,620 |
|  Foreign born persons, percent, 2015-2019                                          | 11.6% |
| Education                                                                                                                                                           |       |
|  High school graduate or higher, percent of persons age 25 years+, 2015-2019       | 88.7% |
|  Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019          | 21.4% |
| Economy                                                                                                                                                             |       |
|  In civilian labor force, total, percent of population age 16 years+, 2015-2019  | 70.4% |
|  In civilian labor force, female, percent of population age 16 years+, 2015-2019 | 61.0% |

**Ideally, to obtain true diversity, a community should select board members from different economic and professional backgrounds.**



# Board Application

Access

Complete & Submit

Receipt & Scheduling

## Application

[www.cowtx.org/FormCenter/Boards-and-Committees-3/Application-for-Boards-Committees-Commis-33](http://www.cowtx.org/FormCenter/Boards-and-Committees-3/Application-for-Boards-Committees-Commis-33)

## CSO

Responsible for  
processing Board  
Applications

## Interview Committee

CSO assist Committee  
with scheduling  
applicant interviews



# Board Interview Committee

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- Except for the Civil Service Commission, the Board Interview Committee comprised of the Mayor and two Council Members conducts interviews of applicants.
- Per State Law, the Chief Executive Officer, recommends Civil Service Commission Members to the Council for appointment.



# Appointment

- The Mayor recommends appointments to the City Council for all Boards, except Civil Service.
- The Chief Executive Officer (City Manager) recommends appointments to the Civil Service Commission.
- The Council approves all appointments to Boards.
- When filing a vacancy on the Board, the appointment shall be to fill the unexpired term.
- Board Members serve two-year terms.



# Member Requirements



# Oath of Office

- All individuals appointed to serve must first take the Oath of Office before participating in and voting on matters in Board Meetings.
- The Oath of Office is scheduled by the City Secretary's Office and administered in most cases by the Municipal Court Judge.
- The Oath of Office documentation is maintained as part of the City's official records and is retained in accordance with the Library Archives Records Management Retention Schedule.



# Attendance

- Be willing to attend and come prepared for meetings, educational workshops, conferences and other events
- See the City's Ordinances specific to each Board regarding attendance requirements.
- Mandatory to attend Board Orientation.

# Training

- Mandatory training:
  - Orientation
  - Texas Attorney General Texas Open Meetings Act Training
  - Texas Attorney General Public Information Act Training
  - Civic Clerk Training – Agenda Management Software
  - Other training specific to the Board serving may be scheduled/required by the City Council

# Goals & Expectations

- Goals
  - Conduct efficient and productive meetings.
  - Make a positive difference in the City of Watauga.
  - Establish clear rules and procedures for Board meetings and decision-making.
- Expectations
  - Ensure your commitment to community service leads to good decisions and actions that benefit the whole community and not just the special interest of a few.
  - Make the most of valuable time by being prepared for meetings.
  - Uphold the ethics of the City.
  - Follow the standards for proper meeting conduct and rules for attendance.
  - Self-education is required to serve effectively.
  - Be compliant with Texas Open Meetings Law and the Texas Public Information Act.
  - Avoid directing members of City staff; Board Members must work through the City Manager.
  - Be respectful of the dedicated members serving with you.
  - Alternate Members are encouraged to attend regularly to gain familiarity with issues and procedures.
  - Follow the bylaws and code of conduct.
  - Exhibit positive behavior and work hard on issues



# Annual Review



# Reappointments

- The City Secretary's Office or Staff Liaison to the Board will provide notice of term expiration.
- Each eligible member for reappointment is required to apply to be considered for reappointment.
- Interviews may be called at the discretion of the Board Interview Committee.
- The Board Interview Committee may consult with the fellow board members about a reappointment request.
- The Mayor or Chief Executive Officer (for Civil Service only) will make a recommendation for reappointment to the City Council.



# Removals

- Follow the process set by City Ordinance (not applicable to all Boards) for recommending removal of Board Members to the Mayor.
- The Mayor may then submit the request to remove a member to the City Council.
- Board Members serve at the pleasure of the City Council.

# Thank you

QUESTIONS AND DIRECTION?