



AGENDA
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD
WEDNESDAY, JULY 7, 2021
2:00 PM

CALL TO ORDER

ROLL CALL

PRESENTATIONS

1. Oath of Office administered to members of the Parks Advisory Board
Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the Parks Advisory Board 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 Parks Advisory Board as soon as practicable. Such report to the Parks Advisory Board shall not constitute a meeting called by the Parks Advisory Board nor shall it constitute deliberation or formal action. Individual citizens addressing the Parks Advisory Board during Public Comment 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 Comment is not established to engage in a conversation with the Board and no formal Board action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. 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 Parks Advisory Board may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Board member and the citizen will not count toward the time limit and Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

ACTION ITEMS

1. Discuss and consider action to select officers of the Parks Advisory Board
Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
2. Discuss and consider action to review and revise Parks Advisory Board bylaws
Shawn Fannan, Fire Chief
Andrea Gardner, City Manager

ADJOURNMENT

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 FOR FURTHER INFORMATION.

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, July 2, 2021 before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: July 1, 2021
TO: Parks Advisory Board Members
FROM: Raquel Guajardo, Deputy City Secretary
SUBJECT: Oath of Office administered to members of the Parks Advisory Board

BACKGROUND/INFORMATION:

City Council appointed the following members to the Parks Advisory Board on June 14, 2021. The motion to appoint the following passed unanimously and the Oath of Office must be administered to members in order to fully participate.

Place 1	Jim McDonald	Term to expire August 2021
Place 2	Andra Dunn	Term to expire August 2022
Place 3	Natasha Havrda	Term to expire August 2021
Place 4	Tim Bobseine	Term to expire August 2022
Place 5	Lindy Riggall	Term to expire August 2021

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board Members be administered the Oath of Office.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/2/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: July 1, 2021

TO: Parks Advisory Board Members

FROM: Raquel Guajardo, Deputy City Secretary

SUBJECT: Discuss and consider action to select officers of the Parks Advisory Board

BACKGROUND/INFORMATION:

On November 12, 2019, City Council approved the Parks Advisory Board Bylaws. Article III, Section B states the following:

The Board shall elect from its members a Chairperson, Vice-Chairperson, and a Secretary by majority vote. Officers shall be elected at the first meeting of the Board after August 31. Officers of the Board shall serve a term of office of one year that shall begin on October 1 and expire on September 30.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the following officer positions be selected: Chairperson, Vice-Chairperson and Secretary

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Parks Advisory Board Resolution & Bylaws

REVIEWED BY:

Andrea Gardner, City Manager

New -

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-026

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS APPROVING THE BYLAWS OF THE WATAUGA PARKS ADVISORY BOARD; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga recognizes the substantial benefits from public input regarding the planning, development, and construction of city parks and coordinating activities and programs held at city park facilities; and

WHEREAS, the City Council, finds that a Parks Advisory Board will provide benefit to the City through recommendations to the City Council regarding the development of future park facilities or enhancements to existing park facilities and assisting staff in coordinating community activities and programs for the public benefit;

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

I.

The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct.

II.

The bylaws of the Watauga Parks Advisory Board set forth in "EXHIBIT A," attached hereto and incorporated herein by reference, are hereby approved and adopted by the City Council of the City of Watauga, Texas.

III.

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 of 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.

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 of Watauga City Council on this 12th day of November 2019.

APPROVED


Arthur L. Miner, Mayor

ATTEST:


Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:


George E. Hyde, Interim City Attorney

**Bylaws of the City of Watauga
Parks Advisory Board**

Article I. NAME

The name of this board is the Parks Advisory Board.

Article II. PURPOSE AND RESPONSIBILITIES

- 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;
 - (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.
- B. The board shall promote close cooperation between the City of Watauga and all citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest possible benefit to the public.
- C. The responsibilities of the Board include but are not necessarily limited to:
 - (1) monitoring and evaluation of parks and recreation programs and advising as needed;
 - (2) providing support for new parks, programs, and activities; and
 - (3) advising regarding the development of city parks and recreation facilities and programs.
- D. The board shall perform other duties as directed by the City Council or as prescribed by the Code of Ordinances.

Article III. ORGANIZATION

- A. The City of Watauga Parks Advisory Board shall consist of five (5) voting members who shall be appointed by the Mayor, subject to the approval and consent of the City Council. Places on the Board shall be numbered one through five, with all members appointed for two-year terms to expire August 31, except as provided by subsection (1) below.
 - (1) The first appointments to places one, three, and five on the Board shall be appointed for an initial term that expires August 31, 2021, regardless of when such members are first appointed. Thereafter, all terms shall be two years.
 - (2) Appointees' terms shall be staggered so that continuity among the board will be maintained. Odd-numbered places on the Board (places 1, 3, and 5) shall have their terms expire on each odd-numbered year and even-numbered places on the Board (places 2 and 4) shall have their terms expire on even-numbered years.

- (3) In the event that a position with an unexpired term becomes vacant, the Mayor shall, subject to the approval and consent of City Council, appoint a member to the vacant position on the Board to serve the unexpired portion of the position's term.
- (4) All members of the Board must be in good standing with the City.
- (5) The Mayor shall appoint two City Council members to serve as liaisons to the board.
- B. The Board shall elect from its members a Chairperson, Vice-Chairperson, and a Secretary by majority vote. Officers shall be elected at the first meeting of the Board after August 31. Officers of the Board shall serve a term of office of one year that shall begin on October 1 and expire on September 30.
- C. The Board may remove the Chairperson, Vice-Chairperson, or Secretary from their offices upon good cause for their removal and upon majority vote of its members.
- D. The Board may select a person by majority vote to fill a vacancy in the office of Chairperson, Vice-Chairperson, or Secretary for the unexpired portion of that officer's term.
- E. Members of the Board shall serve without compensation.
- F. Members of the Board serve at the pleasure of City Council and may be removed at the discretion of the council.
- G. No city staff member or employee shall be a member of the board.

Article IV. MEMBERSHIP

- A. An individual board member may not act in an official capacity except through the action of the board.
- B. A board member who is absent without a valid excuse under this section for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month period automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for ninety (90) days after the event. The board member must notify a board liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- C. The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the Board. The Chairperson shall:
 - (1) preside at all meetings with all powers under parliamentary procedure and operate meetings in accordance with the edition of Robert's Rules of Order adopted by the city council pursuant to section 2-21 of the City of Watauga Code of Ordinances, except as otherwise provided by City Council or these bylaws;

- (2) coordinate with the Parks and Recreation Director and other board members in order to provide an agenda for Board meetings; and
 - (3) call special meetings when deemed appropriate or necessary.
- D. If the Chairperson is unable to attend a Board meeting, all duties of the Chairperson will be assumed by the Vice-Chairperson.
- E. The Secretary shall:
 - (1) ensure that minutes of the board's meetings are prepared;
 - (2) maintain attendance records and submit all original board records to the City Secretary; and
 - (3) perform duties as assigned by the Chairperson or by majority vote of the Board.
- F. A member who seeks to resign from the board shall submit a written resignation to the chair of the board or the city secretary's office.

Article V. MEETINGS

- A. All board meetings shall be conducted in accordance with Texas Government Code Chapter 551, the Texas Open Meetings Act.
- B. Board meetings shall be governed by the specific edition of Robert's Rules of Order adopted by the city council pursuant to section 2-21 of the City of Watauga Code of Ordinances, except as otherwise provided by City Council or these bylaws.
- C. The board may not conduct a closed meeting without prior approval from the City Attorney's office.
- D. Agendas
 - a. Two or more board members may place an item on the agenda by oral or written request to the chairperson. After consulting with and receiving input from board members the chair shall approve each final meeting agenda.
 - b. The chair shall submit the meeting agenda for each meeting to be posted not less than fourteen days before the meeting.
 - c. Posting of the agenda shall comply with the Texas Open Meetings Act.
- E. A quorum shall consist of three members of the board and is required to conduct official business; no action taken by the board in the absence of a quorum shall be effective.
- F. The board shall meet at least once every other month. By November 1 of each year, the board shall determine and adopt a schedule of the planned meetings for the upcoming year.
 - (1) Future meetings may be rescheduled if a majority of board members so vote at any meeting at which a quorum is present.
- G. Special meetings may be called by the Chairperson. The Chairperson shall call a special meeting if so requested by any three members of the Board.

- (1) Notice of special meetings shall be given to the city secretary to be posted at least fourteen days prior to such a special meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.
- H. For a board action to be effective, it must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- I. The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- J. The secretary of the board shall ensure that minutes of each board meeting are prepared. The minutes of each board meeting must include the vote of each member on each item before the board and must indicate whether a member is absent or failed to vote on an item.
- K. The city secretary shall retain agendas, approved minutes, internal review reports and bylaws. The Parks and Community Services Department shall retain all other Board documents. These documents are public records under the Texas Public Information Act.
- L. A member of the public may not address the board at a meeting on an item posted as a briefing.

Article VI. PARLIAMENTARY AUTHORITY

The rules contained in the edition of Robert's Rules of Order adopted by City Council pursuant to section 2-21 of the City of Watauga Code of Ordinances shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

Article VII. AMENDMENT OF BYLAWS

These bylaws may be amended by City Council as it deems appropriate.



AGENDA MEMORANDUM

DATE: July 1, 2021
TO: Parks Advisory Board Members
FROM: Shawn Fannan, Fire Chief
SUBJECT: Discuss and consider action to review and revise Parks Advisory Board bylaws

BACKGROUND/INFORMATION:

The Parks Advisory Board bylaws were approved by City Council November 12, 2019.

In the case that revisions are desired, the Board will need to take action to approve recommending changes to the City Council.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

Staff recommends the Parks Advisory Board bylaws be reviewed to identify and discuss items needed for revision.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PAB Bylaws Approved 11.12.2019

REVIEWED BY:

Shawn Fannan, Fire Chief

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 7/2/2021

New - 1/1/1900

**Bylaws of the City of Watauga
Parks Advisory Board**

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