



AGENDA
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, DECEMBER 10, 2018
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:00 PM

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

PLEDGE TO THE TEXAS FLAG - "Honor the Texas Flag: I pledge allegiance to Thee, Texas, one state under God, one and indivisible"

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Discussion and action on approval of meeting agenda

NEW BUSINESS

1. Discussion and direction on water and sewer utility rate structure to include a possible rate increase.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
2. Discussion, direction and possible action on recommending changes to the City Council Rules of Procedure Manual
Council Member Mark Taylor

EXECUTIVE SESSION The City Council may announce that it will adjourn the public meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on this agenda and/or as permitted by Chapter 551 of the Texas Government Code.

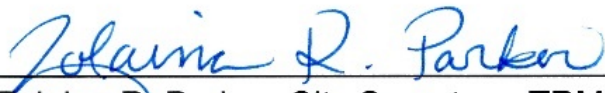
ADJOURNMENT

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.

I, Zolaina R. Parker, 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 December 7, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: December 7, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discussion and direction on water and sewer utility rate structure to include a possible rate increase.

BACKGROUND/INFORMATION:

The City of Watauga contracted with Carolyn Marshall, CPA to perform a Utility Rate Study for water and sewer rates. On September 5, 2018 and October 22, 2018, workshops were held to present the Utility Rate Study results and provide options to City Council in order to implement recommendations. On November 14, 2018, staff attempted to seek direction from City Council on the water and sewer utility rates for FY 2019 based on the Utility Rate Study that was completed; however, the Council requested additional information prior to providing direction.

Delivery of the City's utility services (water/wastewater) is solely funded by revenues derived by rates charged to the customers. Rate structures are established with the primary objective of providing sufficient revenues to operate the system, in a fair and equitable manner, with a consideration of conservation.

There are two major cost components to operate the Utility System:

1) Variable Costs - Wholesale water and wastewater treatment contracted with the City of Fort Worth and the City of North Richland Hills. These costs are approximately 60% of the total Utility Cost.

2) Fixed Costs - Maintenance and operations of the water and wastewater system total approximately 40% of the total Utility Cost. Fixed costs may have a variable element to them. (i.e., insurance rate increases cause personnel costs to increase.) This cost component includes:

- Personnel costs
- Supplies and equipment
- Maintenance of a Joint Use Facility with North Richland Hills



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- Maintenance of miles of water and sewer lines within the City of Watauga
- Debt Service associated with water and sewer improvements

Water Rate Discussion

Current Rate Structure

The current rate structure was implemented when the City took over operating the system from North Richland Hills in 1998. The structure includes a base, or minimum charge varying by meter size, and a volumetric rate charged for each customer based on usage. The base, or minimum charge includes 267 cubic feet of water to 10,000 cubic feet of water. The City's rate structure also currently provides a different senior rate for the base charge and volumetric charge that are lower than other customers within the City. In order to receive this lower rate, a citizen over 65 must provide proof of eligibility. The current rate structure can be viewed in Attachment A.

Need for Rate Change

The City last implemented a rate increase in December, 2011. The rate increase is needed for various reasons:

1. Operational costs have increased over the past several years.
2. The City has experienced increases in the cost of water billed from North Richland Hills. This water is provided by the City of Fort Worth and the Trinity River Authority.
3. In order to provide funding for Capital Project Improvements, it was necessary for the City to borrow funds that are being repaid over a 20 year span. These include water and sewer line improvements.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Discussion and direction on the path forward for the City of Watauga Utility Rate Structure.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WATER AND SEWER CURRENT ATTACHMENT A AND B



AGENDA MEMORANDUM

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 12/07/2018
Final Approval - 12/07/2018

Current Watauga Rates and Rate Structure

Volume Category *	Meter Size	Base Rate	Volume Rates Per 100cf
0-267	3/4"	\$14.20	\$4.91
0-267 Sr.	3/4"	\$12.42	\$4.34
0-345	1"	\$19.76	\$4.91
0-460	1.25"	\$26.83	\$4.91
0-937	1.5"	\$56.26	\$4.91
0-1300	2"	\$73.53	\$4.91
0-2400	3"	\$135.66	\$4.91
0-4000	4"	\$226.09	\$4.91
0-10,000	6"&8"	\$578.49	\$4.91

ATTACHMENT A

Meter Size	Irrigation	Water	Senior	Total
3/4"	12	6,309	1,425	7,746
1"	29	70		99
1.25"	-	5		5
1.5"	19	95		114
2"	1	2		3
3"	-	3		3
4"	-	1		1
6 & 8".				
total	61	6,485	1,425	7,971

Current Sewer Rates

ATTACHMENT B

Meter Charges	Current
Residential	\$15.86
Senior	\$11.34
Commercial	\$15.86

Volume Rates	
Res.&Comm.	\$ 2.90
Senior	\$ 2.48



AGENDA MEMORANDUM

DATE: December 7, 2018

TO: Honorable City Council Members

FROM: Council Member Mark Taylor

SUBJECT: Discussion, direction and possible action on recommending changes to the City Council Rules of Procedure Manual

BACKGROUND/INFORMATION:

At the request of Council Member Mark Taylor, an item was placed on the August 22, 2018 Agenda and the October 22, 2018 Agenda, to discuss the City Council Rules of Procedure Manual. The matter was placed on the November 14, 2018 agenda with recommendations received from Council Members Taylor and Prescher; however, the Council as a whole felt additional time was needed to review the proposed changes submitted during the discussion of the item.

During the meeting on October 22, 2018, Council directed City Staff and the City Attorney to draft a resolution and include amendments to the existing Council Rules of Procedure Manual.

The proposed changes requested by Council are incorporated into the draft per direction on August 22, 2018:

1. Replacing Pre-Council Meetings with Workshop Meetings to provide City staff with an opportunity to present topics to the Council that require an initial presentation or introduction.
2. Amending the City Council meeting agenda order under Section 7.01 ("Regular and Special Meetings") to allot for time to discuss "Items for Future City Council Meetings".
3. Amending Section 2 ("Authority") to require that the City Council review the Council Rules of Procedure Manual every two years.
4. The addition of Section 4.05 ("City Council Members Absences, Late Arrivals and Conduct during Meetings") to incorporate rules for City Council members to include commencing each meeting with a roll call, notifying the City Secretary of any absences or late arrivals prior to meetings, and the prohibition of using mobile



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phone devices during meetings.

5. The addition of Section 5.04 ("City Council Liaisons") to incorporate the definition, purpose, appointment, terms, duties and limitations associated with City Council Liaisons who will act in an advisory capacity to provide and exchange communication between City related boards, commissions, and committees and the City Council.

The proposed changes requested by Council are incorporated into the draft per direction on October 22, 2018:

1. Amending Section 3.02 ("Regular Meetings") to require that Regular Meetings of the City Council be held on the second Monday of the month and commence at 6:30 p.m.

2. Amending Section 3.03 ("Workshop Meetings") to require that Workshop Meetings of the City Council, when required, be held prior to a regular meeting and commence at 5:30 p.m.

3. Adding Section 3.04 ("Additional Meetings") to incorporate procedures for scheduling any additional meetings outside of workshop and regular meetings, particularly the rule that they shall be held outside of the second Monday of the month;

4. Removing the numerical restrictions concerning the number of agenda items for the Unfinished and New Business categories found under Section 3.04(±), now labeled 3.05(f).

5. Amending the Agenda order under Section 7.01 ("Regular and Special Meetings") to allot for time to discuss "Liaison Reports."

History of Council Rules of Procedure:

November 15, 1958- Ordinance 1 - Established Rules of Procedure in Conducting Meetings

May 24, 1984 - Repealed Ordinance 1 and established a Procedure for City Council Meetings



AGENDA MEMORANDUM

December 13, 2004- Resolution 04-12-13-04 - was approved revising the Council Rules of Procedure

May 21, 2007 - Resolution 07-05-21-04 - was approved revising the Council Rules of Procedure

December 6, 2011 - the City Council Meeting Procedures Review Committee met to discuss changes to Resolution 07-05-21-04.

February 25, 2013 - Resolution 13-02-25-03 was approved revising the Council Rules of Procedure

January 23, 2017 - Resolution 17-01-23-03 was approved and is the current set of Council Rules of Procedure Manual

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the proposed amendments be reviewed and approved as the Council deems appropriate.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter of Approval and Proposed Resolution

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 12/07/2018
Final Approval - 12/07/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

October 30, 2018

Ms. Zolaina Parker
City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Via Email

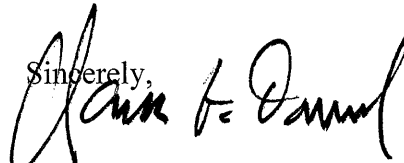
*Re: Resolution amending the Council Rules of Procedure Manual,
incorporating additional amendments requested at October 22, 2018 City
Council Meeting*

Dear Ms. Parker:

I have reviewed the additional proposed amendments to the Council Rules of Procedure Manual. Please find enclosed an amended Resolution prepared by my office approving the following amendments:

1. Amending Section 3.02 ("Regular Meetings") to require that Regular Meetings of the City Council be held on the second Monday of the month and commence at 6:30 p.m.; and
2. Amending Section 3.03 ("Workshop Meetings") to require that Workshop Meetings of the City Council, when required, be held prior to a regular meeting and commence at 5:30 p.m.; and
3. Adding Section 3.04 ("Additional Meetings") to incorporate procedures for scheduling any additional meetings outside of workshop and regular meetings, particularly the rule that they shall be held outside of the second Monday of the month; and
4. Removing the numerical restrictions concerning the number of agenda items for the Unfinished and New Business categories found under Section 3.04(f), now labeled 3.05(f); and
5. Amending the Agenda order under Section 7.01 ("Regular and Special Meetings") to allot for time to discuss "Liaison Reports."

The attached Resolution may be submitted for consideration at the next City Council meeting. Thank you for your attention to the above and the opportunity to be of assistance. Should you have any questions or need anything further, please do not hesitate to contact my office.

Sincerely,

MARK G. DANIEL

MGD/jjv

cc:

Ms. Andrea Gardner, City Manager
Mayor Patrick Shelbourne

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

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

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

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

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

WHEREAS, the proposed amendments include amending Section 3.02 ("Regular Meetings") to require that Regular Meetings of the City Council be held on the second Monday of the month and commence at 6:30 p.m.; and

WHEREAS, the proposed amendments include amending Section 3.03 ("Workshop Meetings") to require that Workshop Meetings of the City Council, when required, be held prior to a regular meeting and commence at 5:30 p.m.; and

WHEREAS, the proposed amendments include the addition of Section 3.04 ("Additional Meetings") to incorporate procedures for scheduling any additional meetings outside of workshop and regular meetings, particularly the rule that they shall be held outside of the second Monday of the month; and

WHEREAS, the proposed amendments include removing the numerical restrictions concerning the number of agenda items for the Unfinished and New Business categories found under Section 3.04(f), now labeled 3.05(f); and

WHEREAS, the proposed amendments include amending the Agenda order under Section 7.01 ("Regular and Special Meetings") to allot for time to discuss "Liaison Reports."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS THAT:

I.

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

II.

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

III.

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

IV.

This Resolution shall become effective and shall be in full force and effect beginning in January 2019, after the passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the _____ day of _____, 2018.

APPROVED:

PATRICK SHELBOURNE,
MAYOR

ATTEST:

ZOLAINA R. PARKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:



MARK G. DANIEL, CITY ATTORNEY



**CITY OF WATAUGA
COUNCIL RULES OF PROCEDURE
MANUAL**

As Adopted by Resolution

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Section 1 – GENERAL

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

Section 2 – AUTHORITY

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

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

Section 3 – MEETINGS

3.01. Texas Open Meetings Act

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.02. Regular Meetings.

The City Council shall conduct regular meetings generally on the ~~fourth~~ **second** Monday of every month. ~~The Regular meetings shall be preceded by a Workshop Meeting and will commence at 6:30 p.m. after the conclusion of the Workshop Meeting.~~ The regular meetings and ~~Workshop meetings~~ of the City Council shall be held at City Hall and are open to the public. **No council action shall be taken prior to a 6:30 p.m. regular meeting.**

3.03. Workshop Meetings.

Workshop meetings may be scheduled by the Mayor, a majority of Council Members or by the City Manager. Workshop meetings are normally conducted prior to regular ~~or special~~ meetings **at 5:30 p.m.**, but may also be conducted at other times as well. The purpose of a workshop meeting is to exchange information between Council, staff, vendors

or other groups. No official action is taken by Council during these meetings, but workshops shall be posted, **are held at City Hall** and are open to the public.

3.04. Additional Meetings.

Any additional meetings may be scheduled by the Mayor, a majority of Council Members or by the City Manager to occur outside of the second Monday of the month. No official action is taken by Council during these meetings, but such meetings shall be posted and are open to the public.

3.05. Agenda.

- a. The Mayor, each City Council Member and the City Manager shall have the right to have matters of city business included on City Council meeting agendas. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary at least fourteen (14) days prior to the City Council Meeting. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed that item on the agenda. Such removal shall be made prior to the public posting of the official meeting notice or during the Agenda approval portion of the City Council meeting. Agenda packets will be available to the City Council Members the Wednesday before each Regular City Council Meeting and at least 72 hours in advance of any Special City Council Meeting.
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner and time sufficient to allow for their review prior to this submittal deadline.
- c. A person other than the Mayor, a Council Member or the City Manager requesting that a matter or item be included on the City Council Meeting Agenda under New Business must complete the form attached hereto as Annex D and submit the same to the office of the City Secretary at least fourteen (14) days prior to the City Council Meeting for which the request is made. If the Mayor, a Council Member or the City Manager determines that consideration of the item or items is in the best interest of the City, those items shall be placed on the City Council meeting agenda with the Mayor, Council Member or City Manager making the determination being listed as the sponsoring official. The sponsoring official needs to ensure all relevant materials concerning the agenda item are provided to the City Secretary's office prior to the recommended fourteen (14) days before the Council Meeting to ensure this material can be included in the City Council packets.
 - 1) Any person wishing to make a presentation that includes video or another form of electronic media must provide that information in digital format to the City Secretary's Office no later than three (3) hours prior to the scheduled starting time of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics or pictures that are offensive or reflect personal attacks on other individuals, the City Council members or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.

- d. All matters of City business (agenda items), including supporting materials, shall be submitted to the City Secretary not later than 5:00 p.m. fourteen (14) business days preceding the City Council Meeting during which the matter is to be considered. The Mayor or the Mayor Pro-tem may make exceptions to this requirement for Special City Council meetings, and in emergency cases, as determined by the Mayor or the Mayor Pro-tem.
- e. There shall be no limitation as to the number of items that may be placed on the Consent Agenda. However, any council member shall have the right, at any time to request the removal of any item or items from the Consent Agenda. Such item or items shall be moved to New Business for purposes of discussion, debate or action. The Mayor of the City of Watauga, as presiding officer of the meeting, shall honor such a request.
- ~~f. The total number of items under the Unfinished Business and New Business categories for any formal Council Meeting shall not exceed twelve (12) in number in each category plus all Consent Agenda items moved unless it has been determined by the Mayor or Mayor Pro-tem that placing additional items that exceed that number is in the best interest of the City.~~

3.06. Minutes.

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

Section 4 - STANDARDS OF CONDUCT

4.01. City Council Members.

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

4.02. Council Relations with the Media.

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

4.03. City Staff. (During Meetings)

All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings.

4.04. Citizens and Visitors.

- a. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Council Members are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

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

- a. Each meeting shall commence with a roll call for City Council members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary prior to the meeting at which the Council Member will not be in attendance.
- c. Notification of a late arrival to a meeting shall be provided via City-issued devices to the City Secretary prior to the meeting at which the Council Member will arrive late.
- d. There shall be no use of mobile phone devices, texting and/or emailing by City Council members during a meeting on any device to insure compliance with the Texas Open Meetings Act.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement.

The Mayor shall determine seating of the Council Members.

5.02. Conflict of Interest.

A City Council Member prevented from voting by a conflict of interest, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend executive meetings regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code, as now or hereafter amended.

5.03. Voting.

- a. Voting, except on procedural motions, shall be accomplished by show of hands of members of the council or by lighting device reflecting the ayes and nays. Tabulation of the voting by the council vote shall be announced in open meetings by the Mayor or his or her duly appointed representative. All members of the Council may have one vote and only one vote

on each item and issue. Four (4) members of the Council, excluding the mayor, shall constitute a quorum. In the event that there are vacancies on the Council, the quorum shall be reduced by the number of vacancies existing. No action by the Council shall be valid unless adopted by the affirmative vote of at least three of those members attending any meeting at which there is a quorum present. [City Charter § 3.09 (c)]

5.04. City Council Liaisons

- a. The City Council may appoint its members to serve as City Council liaisons between the City Council and City boards, commissions, associations, corporations, and other City related organizations and entities. The City Council liaisons will provide communication and exchange of information between the City Council and City related entities. City Council liaisons are encouraged to attend meetings of City related entities.
- b. The City Council liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year and for other periods deemed necessary and in the best interest of the City. Appointments shall be made at the regular City Council meeting in June of each year or any other time a liaison appointment becomes necessary and in the best interests of the City. The City Council may, with just cause, remove a liaison by majority vote.
- c. In the event, for any reason, a liaison position becomes vacant, the Mayor shall appoint a new liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.
- d. The duties of a City Council liaison are to act in an advisory capacity and provide guidance, communication and exchange to the City related entity in matters pertaining to City administration. Further, the City Council liaison shall provide interface with City staff, the City Attorney, and the full City Council in any matters that may arise.
- e. City Council liaisons shall not preside over the meetings or vote on any matter that comes before the body of the City related entity, but shall have the right to fully participate in all discussions of matters that come before the respective entity.
- f. At no time shall the City Council liaison act outside the scope of the City of Watauga Home Rule Charter.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

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

6.02. Preservation of Order.

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

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings.

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

1. **Workshop Meeting (as needed)**
2. **Call to Order**
3. **Invocation**
4. **Pledge of Allegiance (United States and Texas Flags)**
5. **Discussion and Approval of Meeting Agenda**
6. **Citizens Open Forum**
7. **Presentations-** Groups or businesses wishing to make presentations to the City Council should submit a written request to the City Secretary seven (7) days prior to the scheduled meeting (if necessary).
8. **Reports-** The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, or other individuals.
9. **Consent Agenda** (if necessary)
10. **Public Hearings** (if necessary)
11. **Unfinished Business** (if necessary)
12. **Liaison Reports** (if necessary)
13. **New Business** (if necessary)
14. **Items for Future City Council Meetings**
15. **Executive Session/Meeting** (if necessary)
16. **Adjournment**

7.02. Discussion and Approval of Meeting Agenda

This portion of the agenda is for the City Council to discuss items on the City Council Meeting agenda and recommend changes to the agenda. Items may be removed from the agenda, or moved to other categories of the agenda, and the order that items are called to be considered may be changed. No new items may be placed on the agenda. Recommendations for changes to the agenda shall not be open for discussion by members of the public.

7.03. Addressing the City Council

Members of the public are invited and encouraged to attend any meetings of the City Council that are not closed to the public in accordance with the Texas Opening Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, is encouraged through the Citizens Open Forum, or during Public Hearings.

a. **Public Comments**

Citizens shall have the right to be heard at any and all regular meetings of the City Council in regard to matters on the agenda to be considered prior to action being taken.

- (1) Before a member addresses the City Council, the person wishing to speak shall complete a Request to Speak Form and present it to the City Secretary. The presiding officer shall call upon those who have submitted forms. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. The City Council shall reserve the right by majority vote in public meeting to refuse to receive comments from any person who is not a business owner and/or resident of the City of Watauga. Further, upon the request of any single member of the City Council, such member of the public shall be required to show proof of his or her residency in the City of Watauga. This section does not apply to known government officials of Tarrant County, Texas or the United States.
- (2) Individual citizens presenting information to the City Council during the Citizens Open Forum shall not exceed three (3) minutes in their comments presenting information to the City Council or ten (10) minutes when more than three (3) citizens speak on a single topic. However, the Mayor may extend the speaker's allotted time. Citizens Open Forum is not established to engage in a conversation with the City Council and no formal Council action will be taken. Citizens desiring to discuss an item with the Council or to request specific Council action should complete the form attached hereto as Annex D, for possible placement on the agenda of a City Council Meeting at a later date.

b. **Public Comments by City Council in Response to Citizens Open Forum**

- (1) If a citizen comments on an item which is posted on the agenda for that meeting, the City Council may ask questions of the Citizen and discuss the item. Such questions or discussion may occur during Citizens Open Forum or when the item is reached on the agenda.
- (2) If a citizen comments on an item which is not posted on the agenda for that meeting, members of the City Council may provide a statement of specific factual information given in response to the inquiry or recite existing policy in response to the inquiry. 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 subsequent meeting.
- (3) If necessary, the Mayor will task the City Manager to respond to the citizen and report back to the City Council within forty-eight (48) hours, or as soon as practicable. Such report to the City Council shall not constitute a meeting which has been called by the City Council or include any deliberation or formal action.

Section 8 – RULES SUSPENSION

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