



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 12, 2019	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discuss and take action on City Council Governance Policy

BACKGROUND:

The Governance Policy and the concurring ordinance is a general framework that provides information on the roles, responsibilities, and functions of the City Council; establishes regular meeting times and dates, conduct of the meeting; meeting processes, and the roles of the Mayor and City Council.

The ordinance amends certain sections of the Code of Ordinances in its entirety and replaces them with "Exhibit A". The articles amended in their entirety are:

Article 1.03, Division 2:

- Time and place; rules of procedure
- Recording of meetings
- Presiding Officer
- Quorum
- Placement of items on agenda

Article 1.04:

- Section 1.04.002; Introduction of ordinances
- Section 1.04.007; Veto power of mayor

STAFF/BOARD/COMMISSION RECOMMENDATION:

Passage of Ordinance and Exhibit A

EXHIBITS:

Exhibit A: Governance Policy

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

EXHIBIT "A"

Division 2. Governance Policy and Rules of Procedure

Sec. 1.03.031 Introduction

(a) The city council is the governing body for the city. Therefore, it must bear the initial responsibility for the integrity of governance. Pursuant to State law, the council shall determine its own rules of order and business. The council is responsible for its own development, its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

(c) This governance policy addresses mayor and council relations, council and staff relations, council and media relations, roles, meetings and ordinances and resolutions. By adopting this policy, we, as members of the city council, acknowledge our responsibility to each other, to our professional staff and to the public. This policy will be reviewed and adopted on an annual basis.

Sec. 1.03.032 Mission

(a) The city will provide for the health, welfare and safety for our citizens, neighbors and employees with a commitment to communicate and serve all with respect, dignity and courtesy, focusing on superior customer service. We will listen to our citizens and guests, address their needs, and provide a safe and appealing place to work, play and call home.

(b) In order to ensure proper discharge of duties for the improvement of democratic local government, members of the city council will display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of the city and each other in their relationships.

Sec. 1.03.033 Information

(a) On major policy issues, the city administrator shall provide briefing material to the council in advance of council consideration of the policy alternatives. Whenever possible, the management report shall be presented as a discussion item at a regular city council meeting. The policy briefing item will be placed on the next city council meeting agenda for council consideration or a work session will be scheduled.

(b) All council members should have the same information with which to make decisions. When one council member has an information request, the response will be shared with all members of the council so that each member may be equally informed.

(c) Staff should provide the city council with information on agenda items as far in advance of the meeting as possible. Staff should avoid giving information at the meeting on issues that will be considered during the meeting. In order to provide the council with timely information, please strive to submit questions on council agenda items ahead of the meeting. City council members are encouraged to submit their questions on agenda items to the city administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the council meeting.

(d) The city administrator shall provide operational updates to the city council informing them of the progress on projects, items of concern, city events, and financial and legal issues currently pending before the city. The update shall be by email initially and then discussed at City council meetings at appropriate intervals.

Sec. 1.03.034 Roles

(a) The mayor shall preside at meetings of the council, and shall be recognized as head of city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties unless prescribed by State law. The mayor may participate in the discussion of all matters coming before the council. The mayor shall not be entitled to vote unless there is a tie vote of the council, and shall have no power of veto.

(b) At the first regular meeting of each new city council, or as soon thereafter as practicable, the council shall elect from among the council members a mayor pro tempore who shall act as mayor during the absence or disability of the mayor for a term of one (1) year. The council shall elect from among the council members a deputy mayor pro tempore who shall act as mayor pro tempore during the absence or disability of the mayor pro tempore for a term of one (1) year.

(c) As head of city government for ceremonial purposes, the mayor may issue and present proclamations and recognitions, and attend other ceremonial functions on behalf of the city. Council members may initiate, through the mayor or by a majority vote of the council, similar items of recognition. Major community

events sponsored by the city shall be a policy decision of the council.

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(g) The mayor may appoint a subcommittee made up of council members and staff to evaluate policy alternatives and to recommend policy direction to the full council. Subcommittee reports shall be made under the standard item for such reports at work sessions and regular meetings. Council deliberation on the subcommittee recommendations shall occur at regular sessions.

Sec. 1.03.035 Meetings

(a) Regular and Special Called Meetings. The city council shall hold two (2) regular meetings each month and may hold as many special meetings as may be necessary to conduct city business. The first regular monthly meeting of the city council shall normally be held on the second (2nd) Tuesday of each month, at 7:00 p.m. in the municipal complex of the city. The second regular monthly meeting of the city council shall normally be held on the fourth (4th) Tuesday of each month, at 7:00 p.m. in the municipal complex of the city. The mayor or the city council shall retain the right to convene for only one (1) regular meeting in any month should they so desire or should circumstances so warrant. The mayor or the city council shall retain the right to change such regular monthly meeting dates in the event of a conflict with holiday schedules or other appropriate circumstances. The mayor, of his or her own motion, or on the application of three (3) councilmembers may call special meetings by notice to each member of the city council, the city secretary and the city attorney. Notice of all meetings shall be posted in accordance with the Texas Open Meeting Law. The procedure at all meetings of the city shall be in accordance with the provisions of the latest edition of Roberts Rules of Order. All regular and special meetings will be open to the public in

accordance with the Texas Open Meetings Act.

(b) Quorum. A minimum of three (3) members of the council present shall constitute a quorum for the purpose of business at a regular council meeting. The presence of the Mayor shall not count toward the establishment of a quorum. A minimum of four (4) members of the council present shall constitute a quorum for the purpose of business at a special called meeting or at a meeting for the imposition of taxes. The quorum shall have the power to enact such regulations and ordinances not inconsistent with the laws and constitution of this state as shall be deemed proper for the government of the city.

(c) Work sessions. Work sessions will be held as needed and used to allow the city council to discuss policy or budgetary items. Work sessions will be open to the public in accordance with the Texas Open Meetings Act.

(d) Executive sessions. The city council may meet in executive session in compliance with the Texas Open Meetings Act. A final action, decision or vote on a matter deliberated in an executive session will be made in an open meeting for which proper notice is provided. All discussions in executive session shall remain confidential. Executive sessions are not open to the public in accordance with the Texas Open Meetings Act.

(e) Public notice. The agenda for all regular meetings, special meetings, work sessions, and executive sessions and the notice listing items to be considered shall be posted on the city's official bulletin board and web page in accordance with the Texas Open Meetings Act, at least 72 hours prior to the posted meeting.

(f) Attendance. Council members are expected to attend all meetings and stay in attendance during each meeting. No member shall leave a meeting without advising the presiding officer.

(g) Punctuality and recess. Members of the city council shall arrive at meetings at or before the scheduled time for the meeting to begin. At the beginning of each meeting, the chair shall announce those members absent and shall announce the arrival time of any member arriving after the beginning of any meeting. The chair may at any time, upon their own motion, or upon the request of a council member, declare a recess in the meeting. The time limit of the recess shall be strictly followed.

(h) Conflict of interest. A council member prevented from voting due to a conflict of interest shall not vote on the matter, and shall otherwise comply with City ordinances, including Article 1.06 and state law concerning conflicts of interest. Any council member filing a conflict of interest affidavit on an executive session item shall not confer with staff, the city attorney, council members or the mayor regarding that matter.

(i) Recording of meetings. A person in attendance at a posted city council meeting may record all or any part of the open meeting by means of a tape recorder, video camera or other means of oral or visual reproduction. The location and manner of the recording equipment shall be such that it does not pose an impediment to the conduct of the meeting or in any way prohibit the council from being able to fully view the council chambers and the members of the public from being able to fully view the city council.

(j) City council members.

(1) During city council meetings and work sessions, council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the rules of the city council.

(2) A council member shall confine discussion to the question under debate, avoid the discussion of personalities and the use of inappropriate language, and refrain from personal attacks or from publicly criticizing a citizen, an individual employee or an operational issue. Criticism is differentiated from questioning facts or the opinion of staff.

(3) When there is more than one speaker from the floor on the same subject, council members shall delay their comments until after all speakers on the subject have been heard.

(4) The chair shall state all questions submitted for a vote and announce the result.

(5) The professional staff is expected to provide its best recommendations on issues, and provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and council members. Staff respects the role of the council as policy makers

for the city and understands that the council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

(k) **Administrative staff.**

(1) Members of the administrative staff and employees of the city shall observe the same rules and decorum applicable to members of the city council.

(2) Although the presiding officer has the authority to preserve decorum in meetings, the city administrator also is responsible for the orderly conduct and decorum of all city employees under the city administrator's direction and control.

(3) The city administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in meetings.

(4) All persons addressing the city council, including the city administrator, shall be recognized by the presiding officer and shall limit remarks to the matter under discussion.

(5) All remarks and questions addressed to the city council shall be addressed to the city council as a whole and not to any individual member.

(l) **Citizens and visitors.**

(1) Citizens and visitors are welcome and encouraged to attend all public meetings of the city and will be admitted to the chamber or meeting room up to the fire safety capacity of the room.

(2) Everyone attending the meeting will refrain from private conversations and turn mobile phones to vibrate while the city council is in session.

(3) Citizens and visitors attending city council meetings and work sessions shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council. Any person making profane or slanderous remarks or who becomes boisterous while addressing the city council or while attending the meeting or work session shall be removed from the room if so directed by the presiding officer. The person shall be barred from further audience before the city council during that session. If the presiding officer fails to act, any member of the council may move to require enforcement of the rules, and the affirmative vote of a majority of the council shall require the presiding officer to act.

(4) Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who may direct the removal of offenders from the room. In case the presiding officer shall fail to act, any member of the council may move to require enforcement of the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.

(5) No placards, banners, or signs will be permitted in the city council chamber or in any other room in which the council is meeting. Exhibits, displays and visual aids used in connection with presentations, however, are permitted.

(6) The city administrator shall act as sergeant-at-arms for the city council and shall furnish whatever assistance is needed to enforce the rules of the city council.

(m) Agenda.

(1) The mayor and/or city administrator shall set the agenda. Any council member may, either verbally or in writing, request an item be placed on a future agenda. The requested agenda item shall be included on the next agenda of a regularly scheduled meeting but no later than the second regularly scheduled meeting after receiving the request unless otherwise agreed upon by the city council.

(2) The "consent agenda" consists of operational items and previously discussed items that do not require deliberation by the council.

(3) Any council member may remove an item from the consent agenda for separate discussion and consideration of action.

(4) Any item may be deferred or postponed to a later date by the mayor if there is no objection. If a member of city council objects, a majority vote of the council is required to defer or postpone the item.

(5) The city administrator may remove an item from the consent agenda items by providing notice to the city council prior to the convening of the meeting. The chair shall announce the removal of an item from the consent agenda prior to requesting a motion.

(n) Speakers.

(1) All members of the public shall have the right to speak on each item on the agenda at an open meeting provided that they follow the rules as provided herein.

A person wishing to address the city council must first complete an appearance card and register it with the city secretary, before addressing the council. The following information must be provided on the card: name, residence address, daytime telephone number, and the subject matter to be addressed by providing the agenda item number. The council welcomes public comments and understands that the speaker might not have been expecting to address the council; however, procedure must be followed before addressing the council. Appearance cards will be available at the chamber entrance and at the public podium.

(2) Speakers must address their comments to the presiding officer rather than to individual council members or staff.

(3) Speakers must keep their remarks specific to the item being considered by the city council. If the speaker is addressing the city council under the “public comments” section, the speaker may address any item not slated for discussion on the agenda. The city council may not prohibit public criticism of the city, provided that the public criticism is not prohibited by law.

(4) A person who registers to speak on a public hearing item or during the public comment section will be called on at that time.

(6) All speakers will have an opportunity to address the council. All speakers will be asked to keep comments to a reasonable amount of time as determined by the chair, usually less than five minutes, depending on the number of speakers waiting to address the city council. A majority vote of the city council can force the chair to end the speaker’s comments or allow additional time.

(7) For called public hearings, the applicant will be allowed a specific amount of time to make a presentation.

(8) In accordance with the Texas Open Meetings Act, the city council will not discuss or consider any item addressed during the public comment section. Council members shall limit their response to public comment to a statement of specific factual information given in response to the inquiry or comment, or a recitation of existing policy in response to the inquiry or comment. Any deliberation of or decision about the subject of the public inquiry or comment shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

(9) Whenever it is necessary for a speaker to use an interpreter to translate

comments to the city council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the city council.

(o) Motions.

(1) The city council may discuss an agenda item prior to a motion being made. This allows a motion to be crafted that will incorporate the issues discussed.

(2) A motion made and seconded will be considered the main motion. Any council member may make a motion to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion.

(3) A motion may be withdrawn or modified by its mover without asking permission until the motion is voted upon. If the mover modified the motion, the council member who seconded the motion may withdraw the second.

(4) A motion to reconsider any action of the city council must be made no later than prior to the conclusion of the next regularly scheduled meeting of the city council. Such a motion may only be made by a council member who voted with the prevailing side. The motion to reconsider may be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the city council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

(A) If a motion to reconsider is made at the same meeting at which the matter was acted upon, the motion may be heard and voted upon and the original action on the matter is set aside. Deliberation may then resume on the matter at that same meeting.

(B) If a motion to reconsider is made at the next meeting after the matter was acted upon, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter, but it shall be placed on the next available agenda for deliberation.

(C) If a motion to reconsider a zoning ordinance is made after the closing of the public hearing and action on the ordinance, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter until proper notice of a public hearing in accordance

with state law is provided.

(5) If any two council members request that discussion cease during a work session, the mayor shall poll the council to obtain a consensus to continue or cease discussion.

(o) **Suspension of rules.** Any provision of these rules not governed by the city code, or state or federal law may be temporarily suspended by a majority vote of the members of the city council present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.

(p) **Amendment of rules.** These rules may be amended or new rules adopted, by a majority vote of the members of the city council.

(q) **Failure to comply.** A failure to comply with these rules does not invalidate any otherwise lawful act of the council.

(r) **Tabling.** An item under consideration may be tabled until a later point in the meeting.

(s) **Postponement.** An item may be postponed until a future meeting, a specific future date, or until a specific outside action occurs. Items may also be postponed indefinitely, which means the item is dead and cannot be brought back before the city council unless there is a change.

Sec. 1.03.036 Public spokesperson and media relations

(a) Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality; consequently, it is imperative that the media play an important role in the council-administrator-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure positive relationships with print, radio, and television reporters. The mayor, the city council and the city administrator recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

(b) All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.

(c) The mayor shall be the primary spokesperson for decisions of the council.

The mayor may designate that duty to the city administrator or, if a majority of the council so desires, to an alternate designee. The individual council members may interface with the media, the public and other agencies with respect to their opinions that are either before the council, have been in the past or could be in the future, but shall make it clear that their opinions do not necessarily represent that of the city or the city council.

Sec. 1.03.037 Planning

The mayor and council are responsible for establishing a vision for the city and planning for its future.

- (1) On an annual basis, the mayor, the city council and the city administrator may hold a minimum of one strategic planning session wherein they set priorities, goals and objectives. The goals and objectives shall address short-term and long-term needs, including financial, of the city.
- (2) Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision and budgetary measures.

Sec. 1.03.038 Council/staff relations

(a) The city council's role is to establish city policies and priorities. The council appoints a city administrator to implement those policies and undertake the administration of the organization. The city administrator is appointed by the city council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the annual budget, and to implement the policies and programs initiated by the city council. The city administrator is responsible to the city council, rather than to individual council members, and directs and coordinates the various departments. The city administrator is responsible for appointing all department directors, except the City Secretary and Municipal Judge, and authorizing all other personnel positions. The city council authorizes positions through the budget process; based upon that authorization, the city administrator makes the appointments.

(b) The city council shall direct comments, correspondence and concerns about city operations to the city administrator's office. Citizens' concerns, comments and correspondence regarding city operations received by council members shall be

forwarded to the city administrator in a timely manner for appropriate staff action. The city administrator shall provide a timely response to the citizen and council member who brought the concern forward. This policy does not prevent the council member from discussing the issue with the citizen at any time. The city council desires to adopt a communications policy that will govern communications between the city, its city council members, employees and citizens. To the extent that the adopted communications policy conflicts with this provision of the governance policy, the communications policy shall govern and supersede this policy provision.

(c) The city council may inquire of the city administrator about the conduct of any office, department or agency of the city and make investigations as to municipal affairs. In no manner, either directly or indirectly, shall a council member become involved in, or attempt to influence, personnel matters that are under the direction of the city administrator. Nor shall the city council be involved in, or influence, the purchase of any supplies beyond the requirements of the city purchasing procedures. Notwithstanding the foregoing, any member of the city council, may, prior to or during a meeting, make inquiry to a department head on an agenda item posted for the next council meeting. The council member will carbon copy (cc) the city administrator on any email communication to a staff member.

(d) On an agenda item posted for the next council meeting, documents provided to one council member shall also be distributed to all other members of the council. The city administrator shall prepare and submit to the council prior to the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year. The city administrator shall keep the council advised of the financial condition and future needs of the city and make such recommendations that may seem desirable.

(e) In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the city administrator or the administrator's designated assistants for staff consideration prior to the council meeting. This allows staff the time to address the council members' concerns and provide all council members with the additional information.

(f) Seeking political support from staff is not appropriate. The city is a nonpartisan local government. Neither the city administrator nor any other person in the employ of the city shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

ARTICLE 1.04 ORDINANCES AND RESOLUTIONS

1.04.002 Introduction of ordinances; reading

All ordinances shall be in writing and shall be introduced by a city council member, the city administrator or designee or the city attorney at an open meeting of the city council when it shall be read and acted upon. It shall only be necessary to provide a brief explanation and read the caption of the ordinance unless a majority of the city council votes to read the entire ordinance.

1.04.007 Reconsideration power of mayor

Every ordinance or resolution passed by the city council must be filed with the city secretary. Thereupon, the mayor may either sign or refuse to sign the ordinance or resolution. If refused, the objections must be set forth in writing and submitted to the city secretary before the fourth day after the date of the ordinance or resolution was adopted. If the mayor does not timely file his objections, the ordinance or resolution automatically goes into effect without the mayor's signature. If the mayor does timely file his objections, the city council shall reconsider the vote at its next regular meeting or at a special called meeting. If a majority of the total number of members of the city council, excluding the mayor, approve the ordinance or resolution on reconsideration and enter the votes in the minutes of the city council's proceedings, the ordinance or resolution shall take effect. If a majority of the total number of members of the city council do not approve the ordinance or resolution on reconsideration, the ordinance or resolution is null and void and shall be of no force and effect.

EXHIBIT "A"

Division 2. Governance Policy and Rules of Procedure

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(g) Punctuality and recess. Members of the city council shall arrive at meetings at or before the scheduled time for the meeting to begin. At the beginning of each meeting, the chair shall announce those members absent and shall announce the arrival time of any member arriving after the beginning of any meeting. The chair may at any time, upon their own motion, or upon the request of a council member, declare a recess in the meeting. The time limit of the recess shall be strictly followed.

(h) Conflict of interest. A council member prevented from voting due to a conflict of interest shall not vote on the matter, and shall otherwise comply with City ordinances, including Article 1.06 and state law concerning conflicts of interest. Any council member filing a conflict of interest affidavit on an executive session item shall not confer with staff, the city attorney, council members or the mayor regarding that matter.

(i) Recording of meetings. A person in attendance at a posted city council meeting may record all or any part of the open meeting by means of a tape recorder, video camera or other means of oral or visual reproduction. The location and manner of the recording equipment shall be such that it does not pose an impediment to the conduct of the meeting or in any way prohibit the council from being able to fully view the council chambers and the members of the public from being able to fully view the city council.

(j) City council members.

(1) During city council meetings and work sessions, council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the rules of the city council.

(2) A council member shall confine discussion to the question under debate, avoid the discussion of personalities and the use of inappropriate language, and refrain from personal attacks or from publicly criticizing a citizen, an individual employee or an operational issue. Criticism is differentiated from questioning facts or the opinion of staff.

(3) When there is more than one speaker from the floor on the same subject, council members shall delay their comments until after all speakers on the subject have been heard.

(4) The chair shall state all questions submitted for a vote and announce the result.

(5) The professional staff is expected to provide its best recommendations on issues, and provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and council members. Staff respects the role of the council as policy makers

for the city and understands that the council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

(k) Administrative staff.

(1) Members of the administrative staff and employees of the city shall observe the same rules and decorum applicable to members of the city council.

(2) Although the presiding officer has the authority to preserve decorum in meetings, the city administrator also is responsible for the orderly conduct and decorum of all city employees under the city administrator's direction and control.

(3) The city administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in meetings.

(4) All persons addressing the city council, including the city administrator, shall be recognized by the presiding officer and shall limit remarks to the matter under discussion.

(5) All remarks and questions addressed to the city council shall be addressed to the city council as a whole and not to any individual member.

(l) Citizens and visitors.

(1) Citizens and visitors are welcome and encouraged to attend all public meetings of the city and will be admitted to the chamber or meeting room up to the fire safety capacity of the room.

(2) Everyone attending the meeting will refrain from private conversations and turn mobile phones to vibrate while the city council is in session.

(3) Citizens and visitors attending city council meetings and work sessions shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council. Any person making profane or slanderous remarks or who becomes boisterous while addressing the city council or while attending the meeting or work session shall be removed from the room if so directed by the presiding officer. The person shall be barred from further audience before the city council during that session. If the presiding officer fails to act, any member of the council may move to require enforcement of the rules, and the affirmative vote of a majority of the council shall require the presiding officer to act.

(4) Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who may direct the removal of offenders from the room. In case the presiding officer shall fail to act, any member of the council may move to require enforcement of the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.

(5) No placards, banners, or signs will be permitted in the city council chamber or in any other room in which the council is meeting. Exhibits, displays and visual aids used in connection with presentations, however, are permitted.

(6) The city administrator shall act as sergeant-at-arms for the city council and shall furnish whatever assistance is needed to enforce the rules of the city council.

(m) Agenda.

(1) The mayor and/or city administrator shall set the agenda. Any council member may, either verbally or in writing, request an item be placed on a future agenda. The requested agenda item shall be included on the next agenda of a regularly scheduled meeting but no later than the second regularly scheduled meeting after receiving the request unless otherwise agreed upon by the city council.

(2) The "consent agenda" consists of operational items and previously discussed items that do not require deliberation by the council.

(3) Any council member may remove an item from the consent agenda for separate discussion and consideration of action.

(4) Any item may be deferred or postponed to a later date by the mayor if there is no objection. If a member of city council objects, a majority vote of the council is required to defer or postpone the item.

(5) The city administrator may remove an item from the consent agenda items by providing notice to the city council prior to the convening of the meeting. The chair shall announce the removal of an item from the consent agenda prior to requesting a motion.

(n) Speakers.

(1) All members of the public shall have the right to speak on each item on the agenda at an open meeting provided that they follow the rules as provided herein.

A person wishing to address the city council must first complete an appearance card and register it with the city secretary, before addressing the council. The following information must be provided on the card: name, residence address, daytime telephone number, and the subject matter to be addressed by providing the agenda item number. The council welcomes public comments and understands that the speaker might not have been expecting to address the council; however, procedure must be followed before addressing the council. Appearance cards will be available at the chamber entrance and at the public podium.

(2) Speakers must address their comments to the presiding officer rather than to individual council members or staff.

(3) Speakers must keep their remarks specific to the item being considered by the city council. If the speaker is addressing the city council under the “public comments” section, the speaker may address any item not slated for discussion on the agenda. The city council may not prohibit public criticism of the city, provided that the public criticism is not prohibited by law.

(4) A person who registers to speak on a public hearing item or during the public comment section will be called on at that time.

(6) All speakers will have an opportunity to address the council. All speakers will be asked to keep comments to a reasonable amount of time as determined by the chair, usually less than five minutes, depending on the number of speakers waiting to address the city council. A majority vote of the city council can force the chair to end the speaker’s comments or allow additional time.

(7) For called public hearings, the applicant will be allowed a specific amount of time to make a presentation.

(8) In accordance with the Texas Open Meetings Act, the city council will not discuss or consider any item addressed during the public comment section. Council members shall limit their response to public comment to a statement of specific factual information given in response to the inquiry or comment, or a recitation of existing policy in response to the inquiry or comment. Any deliberation of or decision about the subject of the public inquiry or comment shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

(9) Whenever it is necessary for a speaker to use an interpreter to translate

comments to the city council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the city council.

(o) Motions.

(1) The city council may discuss an agenda item prior to a motion being made. This allows a motion to be crafted that will incorporate the issues discussed.

(2) A motion made and seconded will be considered the main motion. Any council member may make a motion to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion.

(3) A motion may be withdrawn or modified by its mover without asking permission until the motion is voted upon. If the mover modified the motion, the council member who seconded the motion may withdraw the second.

(4) A motion to reconsider any action of the city council must be made no later than prior to the conclusion of the next regularly scheduled meeting of the city council. Such a motion may only be made by a council member who voted with the prevailing side. The motion to reconsider may be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the city council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

(A) If a motion to reconsider is made at the same meeting at which the matter was acted upon, the motion may be heard and voted upon and the original action on the matter is set aside. Deliberation may then resume on the matter at that same meeting.

(B) If a motion to reconsider is made at the next meeting after the matter was acted upon, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter, but it shall be placed on the next available agenda for deliberation.

(C) If a motion to reconsider a zoning ordinance is made after the closing of the public hearing and action on the ordinance, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter until proper notice of a public hearing in accordance

with state law is provided.

(5) If any two council members request that discussion cease during a work session, the mayor shall poll the council to obtain a consensus to continue or cease discussion.

(o) Suspension of rules. Any provision of these rules not governed by ~~the city charter~~, the city code, or state or federal law may be temporarily suspended by a majority vote of the members of the city council present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.

(p) Amendment of rules. These rules may be amended or new rules adopted, by a majority vote of the members of the city council.

(q) Failure to comply. A failure to comply with these rules does not invalidate any otherwise lawful act of the council.

(r) Tabling. An item under consideration may be tabled until a later point in the meeting.

(s) Postponement. An item may be postponed until a future meeting, a specific future date, or until a specific outside action occurs. Items may also be postponed indefinitely, which means the item is dead and cannot be brought back before the city council unless there is a change.

Sec. 1.03.036 Public spokesperson and media relations

(a) Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality; consequently, it is imperative that the media play an important role in the council-administrator-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure positive relationships with print, radio, and television reporters. The mayor, the city council and the city administrator recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

(b) All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.

(c) The mayor shall be the primary spokesperson for decisions of the council.

The mayor may designate that duty to the city administrator or, if a majority of the council so desires, to an alternate designee. The individual council members may interface with the media, the public and other agencies with respect to their opinions that are either before the council, have been in the past or could be in the future, but shall make it clear that their opinions do not necessarily represent that of the city or the city council.

Sec. 1.03.037 Planning

The mayor and council are responsible for establishing a vision for the city and planning for its future.

- (1) On an annual basis, the mayor, the city council and the city administrator may hold a minimum of one strategic planning session wherein they set priorities, goals and objectives. The goals and objectives shall address short-term and long-term needs, including financial, of the city.
- (2) Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision and budgetary measures.

Sec. 1.03.038 Council/staff relations

- (a) The city council's role is to establish city policies and priorities. The council appoints a city administrator to implement those policies and undertake the administration of the organization. The city administrator is appointed by the city council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the annual budget, and to implement the policies and programs initiated by the city council. The city administrator is responsible to the city council, rather than to individual council members, and directs and coordinates the various departments. The city administrator is responsible for appointing all department directors, except the City Secretary and Municipal Judge, and authorizing all other personnel positions. The city council authorizes positions through the budget process; based upon that authorization, the city administrator makes the appointments.
- (b) The city council shall direct comments, correspondence and concerns about city operations to the city administrator's office. Citizens' concerns, comments and correspondence regarding city operations received by council members shall be

forwarded to the city administrator ~~for appropriate staff action and a timely response.~~in a timely manner for appropriate staff action. The city administrator shall provide a timely response to the citizen and council member who brought the concern forward. This policy does not prevent the council member from discussing the issue with the citizen at any time. The city council desires to adopt a communications policy that will govern communications between the city, its city council members, employees and citizens. To the extent that the adopted communications policy conflicts with this provision of the governance policy, the communications policy shall govern and supersede this policy provision.

(c) The city council may inquire of the city administrator about the conduct of any office, department or agency of the city and make investigations as to municipal affairs, ~~per the city charter.~~ In no manner, either directly or indirectly, shall a council member become involved in, or attempt to influence, personnel matters that are under the direction of the city administrator. Nor shall the city council be involved in, or influence, the purchase of any supplies beyond the requirements of the city purchasing procedures. Notwithstanding the foregoing, any member of the city council, may, prior to or during a meeting, make inquiry to a department head on an agenda item posted for the next council meeting. The council member will carbon copy (cc) the city administrator on any email communication to a staff member.

(d) On an agenda item posted for the next council meeting, documents provided to one council member shall also be distributed to all other members of the council. The city administrator shall prepare and submit to the council prior to the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year. The city administrator shall keep the council advised of the financial condition and future needs of the city and make such recommendations that may seem desirable.

(e) In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the city administrator or the administrator's designated assistants for staff consideration prior to the council meeting. This allows staff the time to address the council members' concerns and provide all council members with the additional information.

(f) Seeking political support from staff is not appropriate. The city is a nonpartisan local government. Neither the city administrator nor any other person in the employ of the city shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

ARTICLE 1.04 ORDINANCES AND RESOLUTIONS

1.04.002 Introduction of ordinances; reading

All ordinances shall be in writing and shall be introduced by a city council member, the city administrator or designee or the city attorney at an open meeting of the city council when it shall be read and acted upon. It shall only be necessary to provide a brief explanation and read the caption of the ordinance unless a majority of the city council votes to read the entire ordinance.

1.04.007 Reconsideration power of mayor

Every ordinance or resolution passed by the city council must be filed with the city secretary. Thereupon, the mayor may either sign or refuse to sign the ordinance or resolution. If refused, the objections must be set forth in writing and submitted to the city secretary before the fourth day after the date of the ordinance or resolution was adopted. If the mayor does not timely file his objections, the ordinance or resolution automatically goes into effect without the mayor's signature. If the mayor does timely file his objections, the city council shall reconsider the vote at its next regular meeting or at a special called meeting. If a majority of the total number of members of the city council, excluding the mayor, approve the ordinance or resolution on reconsideration and enter the votes in the minutes of the city council's proceedings, the ordinance or resolution shall take effect. If a majority of the total number of members of the city council do not approve the ordinance or resolution on reconsideration, the ordinance or resolution is null and void and shall be of no force and effect.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ARTICLE 1.03, DIVISION 2. IN ITS ENTIRETY AND SECTIONS 1.04.002 AND 1.04.007 OF ARTICLE 1.04 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR A GOVERNANCE POLICY AND RULES OF PROCEDURE FOR THE CONDUCT OF CITY COUNCIL MEETINGS AND ADOPTION OF ORDINANCES AND RESOLUTIONS; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Willow Park desires to establish a governance policy and rules of procedure for the conduct of city council meetings and the adoption of ordinances and resolutions; and

WHEREAS, the City Council of the City of Willow Park finds that the establishment of a governance policy and rules of procedure for the conduct of city council meetings and the adoption of ordinances and resolutions is in the best interest of the City of Willow Park and will promote the proper discharge of the duties of the City Council and City staff that will benefit the health, safety and welfare of the citizens of the City of Willow Park and the general public.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

Section 1: The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2: Article 1.03, Division 2 is hereby amended in its entirety and Sections 1.04.002 and 1.04.007 of Article 1.04 of the Code of Ordinances are hereby amended in their entirety, all as set forth in the attached Exhibit "A."

Section 3: The City Council of the City of Willow Park declares that any prior ordinance or resolution or any provision in any prior ordinance or resolution, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

Section 4: It is hereby declared to be the intention of the City Council of the City of Willow Park that this Ordinance and every provision thereof shall be considered severable and therefore, if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

Section 5: This Ordinance shall become effective after enactment as provided by State law.

PASSED, APPROVED AND ADOPTED on this the ____ day of October, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser

The Willow Park City Council is acting on Ordinance No. _____, did on the _____ day of November, 2019:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Erick Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date:
October 22, 2019

Department:
Admin/Development

Presented By:
Bernie Parker

AGENDA ITEM:

8. Discussion: To consider revising/updating the Parks and Recreation Advisory Board section of Article 1.05 Boards and Commissions and Committees.

BACKGROUND:

2017 the City of Willow Park Codified their City Ordinances. Due to increased activities pertaining to the Parks Board. Staff recommends discussion on the ordinance.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Seeking guidance and direction from council on revising/updating the Parks and Recreation Advisory Board section of Article 1.05.

EXHIBITS:

The current the Parks and Recreation Advisory Board section of Article 1.05 boards commissions and committees

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

ORDINANCE NO. _____

AN ORDINANCE AMENDING ARTICLE 1.05, SECTIONS 1.05.032 AND 1.05.034 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP, TERMS AND MEETINGS OF THE PARKS AND RECREATION ADVISORY BOARD; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article 1.05, Section 1.05.032 currently provides that the Parks and Recreation Advisory Board (the “Board”) consists of seven (7) citizen members, plus an ex-officio member of the City Council, from Place 5, with the initial board serving as follows: three (3) members serving one (1) year terms, four (4) members serving two (2) year terms and the ex-officio member serving a one (1) year term; and

WHEREAS, Article 1.05, Section 1.05.034 currently provides that the Parks and Recreation Advisory shall meet once per quarter; and

WHEREAS, the City Council desires to change the number of members of the Board to five (5), with the initial term of the revised board being as follows: two (2) members serving one (1) year terms, three (3) members serving two (2) year terms, and an ex-officio member of the City Council serving a two (2) year term, and change the required meetings from once a quarter to once a month.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

Section 1: Article 1.05, Section 1.05.032(a) and (b) of the Code of Ordinances is hereby amended to change the number of members of the Board to five (5), with the initial term of the revised board being as follows: two (2) members serving one (1) year terms, three (3) members serving two (2) year terms, and an ex-officio member of the City Council serving a two (2) year term and shall read in its entirety as follows:

“Sec. 1.05.032 Membership; appointment and term of members; compensation; vacancies

(a) The park and recreation advisory board shall consist of five members. Members will be appointed by the mayor with the advice and consent of the city council. The term of each member will be 2 years except as provided in subsection (b) below. Voting members (all members except the ex-officio member) will select the chairman by majority vote to serve for a period of 1 year.

(b) For the initial term of the revised board the following members, upon consent of the city council, will serve as designated, with terms to begin October 1 of each year:

2 members - 1-year term;

3 members - 2-year term;

Councilmember, Ex-officio, 2-year term.”

Section 2: Article 1.05, Section 1.05.034 of the Code of Ordinances is hereby amended to change that the meetings shall be once a month instead of once a quarter and shall read in its entirety

as follows:

“Sec. 1.05.034 Meetings

The board shall meet once per month, unless circumstances justify that no meeting be held, at a date agreeable to the board members. It shall operate in full compliance with state laws pertaining to open meetings, conflict of interest and open records.”

Section 3: The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

Section 4: It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

Section 5: This Ordinance shall become effective after enactment as provided by State law.

PASSED, APPROVED AND ADOPTED on this the ____ day of November, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser

The Willow Park City Council is acting on Ordinance No. _____, did on the ____ day of November, 2019:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Erick Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____

Gary McKaughan, Place 5

ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES*

Division 1. Generally

Secs. 1.05.001–1.05.030 Reserved

Division 2. Parks and Recreation Advisory Board

Sec. 1.05.031 Creation

There is created a parks and recreation advisory board (board) for the city. (Ordinance 490-02, sec. 2, adopted 9/17/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.032 Membership; appointment and term of members; compensation; vacancies

(a) The park and recreation advisory board shall consist of seven members. Members will be appointed by the mayor with the advice and consent of the city council. The term of each member will be 2 years except as provided in subsection (b) below. Voting members will select the chairman by majority vote to serve for a period of 1 year.

(b) For the initial term the following members, upon consent of the city council, will serve as designated, with terms to begin October 1 of each year:

3 members - 1-year term;

4 members - 2-year term;

Councilmember, Place 5 - Ex-officio, 1-year term.

(c) Members of the board shall be citizens of the city. All members shall serve without compensation. New appointments will be made annually by the mayor each September upon the expiration of the respective terms.

(d) Vacancies shall be filled by appointment of the mayor with the approval of city council and in every case shall be for the unexpired term only of the member whose position has been vacated. The board and all of the members appointed to it, shall serve at the will of the city council.

(Ordinance 490-02, sec. 3, adopted 9/17/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.033 Duties

The board shall act in an advisory capacity only to the mayor and city council in developing and recommending an overall program for parks and recreation for the city. The board shall review the possibility of obtaining parkland for the city by donation or bequest. It shall make

* State law reference—Open meetings, V.T.C.A., Government Code, ch. 551.

recommendations to the mayor and the council on maintenance and supervision of public parks and recreational facilities within the city. The board shall perform such other functions as may be duly delegated to it, from time to time, by the city council or the city administrator. (Ordinance 490-02, sec. 4, adopted 9/17/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.034 Meetings

The board shall meet at least once per quarter on the 1st Thursday of October, January, April, and July, or as called. It shall operate in full compliance with state laws pertaining to open meetings, conflict of interest and open records. (Ordinance 490-02, sec. 5, adopted 9/17/02; Ordinance 491-02 adopted 10/15/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.035 Finances

The board may seek funds through grants, donations or through fundraising events. All funds received shall be deposited with the city. All expenditures are subject to budget, appropriation and approval by the city. (Ordinance 490-02, sec. 6, adopted 9/17/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.036 Quorum

(a) A quorum shall consist of a majority of the membership of the board, and any issue to be voted on shall be resolved by those present.

(b) The chairman shall be entitled to vote upon any issue, but shall have no veto power.

(Ordinance 742-16, sec. 2, adopted 12/13/16)

Sec. 1.05.037 Reports

The board shall report annually to the city council on its programs and budget status. The board shall make a study of the parks and recreational facilities and policies of the city and shall make recommendations in writing to the city administrator as to any changes. (Ordinance 490-02, sec. 8, adopted 9/17/02; Ordinance 742-16, sec. 2, adopted 12/13/16)

ARTICLE 1.06 CONFLICT OF INTEREST

Sec. 1.06.001 Prohibitions

No member of the city council shall hold any other employment or office under any city government while that member is a member of any city council or appointed board or commission thereunder, unless herein otherwise provided. No member of the city council or any member of any board or commission appointed by the city council, or any other officer of the corporation, shall be directly or indirectly interested in any work, business or contract, the expense, price or consideration of which is paid from the city treasury, or by an assessment levied by an ordinance or resolution of the city council, except as expressly authorized by law. No member of the city council or any other officer of the corporation may be the surety of any person having a contract, work or business with the city for the performance of which security may be required, nor be the surety on the official bond of any city officer. (1986 Code, ch. 1, sec. 15(A); 1993 Code, sec. 1.501)

Sec. 1.06.002 Purchases from cooperative association

The city may purchase equipment or supplies from a cooperative association to which one or more members of its governing body or of an appointed board or commission thereunder belongs if no member of the governing body, board or commission will receive a pecuniary benefit from the purchase except as is reflected in an increase in dividends distributed generally to members of the cooperative association. (1986 Code, ch. 1, sec. 15(B); 1993 Code, sec. 1.502)

ARTICLE 1.07 EMERGENCY MANAGEMENT***Division 1. Generally****Sec. 1.07.001 National Incident Management System adopted**

The governing body of the city does hereby adopt the National Incident Management System, dated March 1, 2004, as an operating protocol for management of natural disasters, man-made disasters or terrorism. (Ordinance 573-08 adopted 5/19/08)

Secs. 1.07.002–1.07.030 Reserved**Division 2. Emergency Management Program****Sec. 1.07.031 Office of director established**

(a) There exists the office of emergency management director of the city, which shall be held by the mayor in accordance with state law.

(b) An emergency management coordinator may be appointed by and serve at the pleasure of the director.

(c) The director shall be responsible for conducting a program of comprehensive emergency management within the city and for carrying out the duties and responsibilities set forth in this division. He or she may delegate authority for execution of these duties to the coordinator, but ultimate responsibility for such execution shall remain with the director.

(Ordinance 310-91, sec. (a), adopted 12/26/91; 1993 Code, sec. 1.1901)

Sec. 1.07.032 Powers and duties of director

The powers and duties of the director shall include the following:

- (1) Conduct an ongoing survey of actual or potential major hazards which threaten life and property within the city and an ongoing program of identifying and requiring or recommending the implementation of measures which would tend to prevent the occurrence or reduce the impact of such hazards if a disaster did occur. As a part of his or her responsibility in hazard mitigation, the director shall supervise the

* **State law reference**—Local and interjurisdictional emergency management, V.T.C.A., Government Code, ch. 418.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 12, 2019	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discuss and take action on selection of Appraisal District Directors

BACKGROUND:

Section 6.03 (k) of the Texas Property Code requires each voting tax unit to vote in open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by December 15, 2019. A taxing unit may cast its votes for one candidate or distribute the votes among any number of candidates.

A voting tax unit may only cast votes for persons nominated and named on the ballot. The five candidates who receive the highest number of votes will be declared the winners.

The City of Willow Park has 50 of the total 5000 votes as noted in the packet. The City of Willow Park is currently being represented by Gary Aguillard on the Appraisal District Directors.

STAFF/BOARD/COMMISSION RECOMMENDATION:**EXHIBITS:**

Supplemental information from the Parker County Appraisal District

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

PARKER COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS ELECTION 2020-2021

VOTING ENTITLEMENT

VOTING ENTITY	NUMBER OF VOTES
ALEDO ISD	1005
AZLE ISD	300
BROCK ISD	210
GARNER ISD	40
GRANBURY ISD	25
LIPAN ISD	5
MILLSAP ISD	115
MIN WELLS ISD	5
PEASTER ISD	100
PERRIN-WHITT	10
POOLVILLE ISD	35
SPRINGTOWN ISD	260
WEATHERFORD ISD	1245
CITY ALEDO	30
CITY AZLE	25
CITY FORT WORTH	15
CITY MIN WELLS	10
CITY RENO	10
CITY SPRINGTOWN	20
CITY WEATHERFORD	245
CITY WILLOW PARK	50
COLLEGE	290
PARKER COUNTY	<u>950</u>
	5000

SELECTION OF APPRAISAL DISTRICT DIRECTORS
PARKER COUNTY APPRAISAL DISTRICT
2020-2021

OFFICIAL BALLOT

CANDIDATES

GARY AGUILLARD

RICHARD BARRET

JERRY DURANT

STEVE HARRIS

JOHN HINTON

CODY LANE

STERLING NARON

RESOLUTION

**RESOLUTION ELECTING CANDIDATES FOR THE PARKER COUNTY
APPRAISAL DISTRICT BOARD OF DIRECTORS**

WHEREAS, an election is to be held whereby all taxing units of Parker County, Texas entitled to vote will cast ballots for the election of the Board of Directors for the Parker County Appraisal District of Parker County, Texas for a period of two years beginning January 1, 2020; and

WHEREAS, the _____ of Parker County is a taxing unit in said county and is entitled to cast votes in said election; and

NOW THEREFORE, BE IT RESOLVED by the
that the votes of said taxing unit be cast as follows:

CANDIDATE

VOTES CAST

BE IT HEREBY FURTHER RESOLVED, that the vote as stated above be certified to the Chief Appraiser of the Parker County Appraisal District, Parker County, Texas.

Passed this _____ day of _____, 2019

ATTEST:



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date:
November 12, 2019

Department:
Communications/Marketing

Presented By:
Rose Kertok

AGENDA ITEM:

Discussion/Action: to consider approval of a city event to be held March 28, 2020, known as "Willow Bark."

BACKGROUND:

The city communications and marketing department would like to partner with Parker Paws – a local nonprofit focused on pet rescue and rehoming – for an event this spring that raises awareness of issues like responsible pet ownership, pet adoption, and spay/neuter best practices.

The event would feature adoptable dogs, a dog kissing booth, weenie dog races, a dog costume contest, and other games and activities for pets and their families.

The event would be held in the park next to the city municipal complex. Local sponsors will cover all costs of the event.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval.

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$0
	Source of Funding	Sponsorships/donations