



Stephanie Boardingham, Mayor
 Carlie Jones, Mayor Pro Tem
 Sonja Coleman, Deputy Mayor Pro-Tem
 Anthony Cook, Place 2
 Timey Boardingham, Place 3
 Janet Carpenter, Place 4
 Keith R. Smith, Place 5

Venus Wehle, City Manager
 Amy Anderson, City Secretary
 Courtney Goodman-Morris, Asst. City Attorney

**Agenda
 Council Work Session
 September 2, 2025 - 6:00 PM**

Notice is hereby given that on September 2, 2025, the City Council of the City of Forest Hill will hold a Council Work Session at 6:00 p.m. in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, to consider the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

- 1. Call to Order**
- 2. Work Session**
 - a) Discussion on the proposed budget from the City Manager for fiscal year 2025-2026.
- 3. Adjournment**

**Agenda
 Regular City Council Meeting
 September 2, 2025 - 7:00 PM**

Notice is hereby given that on September 2, 2025, the City Council of the City of Forest Hill will hold a Regular Meeting at 7:00 PM, in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, for the purpose of considering the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

- 1. Call to Order**
 - Invocation
 - Pledge of Allegiance to the U.S. Flag and the Texas Flag

2. Citizen Testimony

At this time, any person who desires to speak on any item posted on the agenda or any person with business before the City Council not scheduled on the agenda may speak to the City Council, provided that a "Speaker's Request Form" has been completed and provided to the City Secretary no later than the posted start time of the City Council meeting. Speakers are limited to a maximum of three (3) minutes. The Council cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the full Council. Citizens are to refrain from personal attacks and the use of profane language.

3. Mayor and Council Reports

- a) Mayor Boardingham's report on Citizen Testimony from the August 19, 2025 Council meeting.

4. Public Hearing

- a) To receive testimony on the proposed budget for fiscal year October 1, 2025 through September 30, 2026 for the City of Forest Hill, Texas.

5. Deliberation Agenda

- a) Discuss and consider action to postpone the vote to adopt the proposed budget for the fiscal year 2025-2026 to the September 16, 2025 regular meeting of the City Council.
- b) Discuss and consider approval of Resolution 2025-49, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to execute a Consent to Collateral Assignment by PR III/HLCI Wichita Street LP and Garret Family Partnership, LTD of the Facilities Development Agreement for installation of pavement & drainage and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding areas and the associated Escrow Agreement between both parties and the City of Forest Hill.
- c) Discuss and consider approval of Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.
- d) Discuss and consider action on reinstating out-of-state training and travel policy for all Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.

6. Next Regular Meeting

- a) September 16, 2025

7. Adjournment

Right to Convene Into Executive Session:

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Sections 551.071 – consultation with an attorney; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; 551.089 – deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed in the Closed or Executive session.

Certificate

I, Amy L. Anderson, City Secretary, do hereby certify that a copy of the September 2, 2025 City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the [City's website](#), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: August 26, 2025

TIME OF POSTING: 5:00 p.m.

Amy L. Anderson, TRMC, CMC
City Secretary

The Forest Hill City Hall and Council Chamber are wheelchair accessible. Access to the building and special parking are available at the Main Entrance at the north end of the building. Spanish language interpreters, deaf interpreters, Braille copies, or any other special needs will be provided to any person requesting a special service with at least 48 hours' notice. Please call the City Secretary's office at 817-568-3040.



Mayor and Council Communication Deliberation Item 8a

DATE: September 2, 2025

FROM: Sharon Jungman, Finance Director

ITEM: Discuss and consider action to postpone the vote to adopt the proposed budget for the fiscal year 2025-2026 to the September 16, 2025 regular meeting of the City Council.

BACKGROUND:

The budget cannot be formally adopted until the City Council approves and adopts the Ad Valorem tax rate on September 16, 2025.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny to postpone the vote to adopt the proposed budget for the fiscal year 2025-2026 to the September 16, 2025 regular meeting of the City Council.



Mayor and Council Communication Deliberation Item 8b

DATE: September 2, 2025

FROM: Venus Wehle, City Manager

ITEM: Discuss and consider approval of Resolution 2025-49, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to execute a Consent to Collateral Assignment by PR III/HLCI Wichita Street LP and Garret Family Partnership, LTD of the Facilities Development Agreement for installation of pavement & drainage and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding areas and the associated Escrow Agreement between both parties and the City of Forest Hill.

BACKGROUND:

PR III/HLCI Wichita Street LP and Garrett Family Partnership, Ltd. is currently constructing an industrial development on the west side of Wichita Street in Fort Worth, across from the Forest Hill Civic & Convention Center. As part of their construction loan for the “Carter Crossing” project, their lender is asking them to assign the lender the previously executed Facilities Development Agreement and related Escrow Agreement for their \$2.39 million contribution to the Wichita Street reconstruction project. This consent is common in financing and does not change the terms of the agreement with the City; rather, it gives the lender certain rights if something happens to their ownership entity during the project. Because their capital is being contributed to the road improvements (traffic signalization and drainage), their lender is requesting the City’s consent to the assignment.

The City’s attorney has reviewed the document, and it is presented for Council’s approval for the project.

FISCAL IMPACT: N/A

LEGAL REVIEW: Review by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-49
2. Consent to Collateral Assignment

MOTION:

Motion to approve or deny Resolution 2025-49, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to execute a Consent to Collateral Assignment by PR III/HLCI Wichita Street LP and Garret Family Partnership, LTD of the Facilities Development Agreement for installation of pavement & drainage and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding areas and the associated Escrow Agreement between both parties and the City of Forest Hill.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSENT TO COLLATERAL ASSIGNMENT BY PR III/HLCI WICHITA STREET LP AND GARRETT FAMILY PARTNERSHIP, LTD. OF THE FACILITIES DEVELOPMENT AGREEMENT FOR THE INSTALLATION OF PAVEMENT & DRAINAGE AND TRAFFIC SIGNALS AT THE INTERSECTION OF WICHITA STREET AND FOREST HILL CIRCLE AND SURROUNDING AREA AND THE ASSOCIATED ESCROW AGREEMENT BETWEEN THOSE PARTIES AND THE CITY OF FOREST HILL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in conjunction with the Wichita Street reconstruction project, the City, PR III/HLCI Wichita Street LP, and Garrett Family Partnership, Ltd. have previously entered into a Facilities Development Agreement for the Installation of Pavement & Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area, and

WHEREAS, thereafter, the parties executed an Assignment of the Facilities Development Agreement for the Installation of Pavement & Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area and two amendments thereto, extending deadlines set forth in the Development Agreement; (collectively, the "Development Agreement"), and

WHEREAS, the parties further have previously entered into an Escrow Agreement and a subsequent amendment thereto, which amendment extended deadlines set forth therein (collectively, the "Escrow Agreement"); and

WHEREAS, PR III/HLCI Wichita Street LP and Garrett Family Partnership, Ltd. desire to assign the Development Agreement and the Escrow Agreement as security for a loan to be made by Comerica Bank to provide project funding; and

WHEREAS, PR III/HLCI Wichita Street LP and Garrett Family Partnership, Ltd. would remain obligated to perform under the Development Agreement and the Escrow Agreement; and

WHEREAS, the City finds it to serve to advance the Wichita Street project and to serve the health, safety and general welfare and be in the best interest of the City to consent to the assignment of the Development Agreement and the Escrow Agreement by PR III/HLCI Wichita Street LP and Garrett Family Partnership, Ltd. to Comerica Bank,

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

SECTION 1. The City Manager is hereby authorized to execute on behalf of the City a Consent to Collateral Assignment of the Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Areas and the associated Escrow Agreement, in substantially the form of Exhibit "A", attached hereto and incorporated herein by this reference.

SECTION 2. This Resolution shall be in full force and effect from and after its passage.

DULY RESOLVED AND ADOPTED ON THIS THE 2nd DAY OF SEPTEMBER 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

**Amy L. Anderson, TRMC, CMC
City Secretary**

**Courtney Goodman-Morris,
Asst. City Attorney**

CONSENT TO COLLATERAL ASSIGNMENT

The City of Forest Hill, Texas (the "City") hereby consents to the collateral assignment by PR III/HLCI Wichita Street LP, a Delaware limited partnership ("Borrower"), of all rights of Borrower pursuant to (i) that certain Facilities Development Agreement for the Installation of Pavement & Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area, dated April 19, 2022, executed by and among the City of Forest Hill, Texas, Garrett Family Partnership , Ltd., a Texas limited partnership ("Garret Family"), as owner, and HLCI Wichita Partners, L.P., a Texas limited partnership ("Developer"), as developer, as amended by that certain First Amendment to Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area, dated May 23, 2023, executed by and among Developer, as developer, Borrower, as owner and as successor in interest to Garrett Family, and the City of Forest Hill, Texas, as affected by that certain Assignment of Development Agreement, dated May 23, 2023, executed by Developer, as assignor, and Borrower, as assignee, as further affected by that certain letter dated June 27, 2024, sent by Borrower to City of Forest Hill, Texas, extending certain deadlines, as further amended by that certain Second Amendment to Facilities Development Agreement For the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area dated May 2025, executed by City of Forest Hill, Texas and Borrower (collectively, the "Development Agreement"), and (ii) that certain Escrow Agreement dated effective as of May 23, 2023, by and between Borrower, the City of Forest Hill, Texas and Title Partners, LLC ("Escrow Agent"), as amended by that certain First Amendment to Escrow Agreement executed by Borrower, City of Forest Hill, Texas, and Escrow Agent (collectively, the "Escrow Agreement"), as security for a loan to Borrower by Comerica Bank, a Texas banking association ("Agent"), as Administrative Agent for itself and other lenders, in the amount of \$61,800,000.00 (the "Loan").

Except as set otherwise forth in this consent, the City's consent and execution below is not to be interpreted or construed as an amendment to or diminution in any manner of the City's rights and privileges pursuant to the Development Agreement and/or Escrow Agreement.

CITY OF FOREST HILL, TEXAS

By: _____

Name: _____

Title: _____

Approved as to Form:



Mayor and Council Communication Deliberation Item 8c

DATE: September 2, 2025

FROM: Venus Wehle, City Manager

ITEM: **Discuss and consider action on Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.**

BACKGROUND:

Due to recent changes in the Texas 89th Legislative Session, which becomes effective September 1, 2025, portions of the City Council Relations Policy and Code of Ethics are significantly impacted. The City Attorney's changes are reflected in the document as red and blue-lined items.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-45
2. City Council Relations Policy and Code of Ethics as amended by the City Attorney

MOTION:

Motion to approve or deny Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, AMENDING THE CITY COUNCIL RELATIONS POLICY AND CODE OF ETHICS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Forest Hill, Texas has previously, on March 3, 2020, adopted a City Council Relations Policy and Code of Ethics, which has thereafter from time to time been further amended; and

WHEREAS, the last session of the Texas Legislature produced laws that will become effective September 1, 2025, which significantly impact portions of the City Council Relations Policy and Code of Ethics; and

WHEREAS, the City Council desires to amend the City Council Relations Policy and Code of Ethics to provide clarity and to align with changes in state law; and

WHEREAS, the City Council thus finds that the City Council Relations Policy and Code of Ethics, as previously adopted and amended, should be further amended to read in its entirety as set forth in attached Exhibit "A;"

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

SECTION 1. The City Council hereby amends the City Council Relations Policy and Code of Ethics, as previously adopted and amended, to read, in its entirety, as set forth in Exhibit "A," attached hereto and incorporated herein by this reference.

SECTION 2. All provisions of the Resolutions of the City of Forest Hill, Texas, in conflict with the provisions of this Resolution be, and the same are hereby repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this Resolution be adjudged or held to be invalid, void, or unconstitutional, the same shall not affect the validity of the remaining portions of said Resolution which shall remain in full force and effect.

SECTION 4. This Resolution shall take effect immediately upon its passage as the law and charter in such cases provide.

**DULY RESOLVED AND ADOPTED ON THIS THE 2nd DAY OF SEPTEMBER 2025,
BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY,
TEXAS.**

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

**Amy L. Anderson, TRMC, CMC
City Secretary**

**Courtney Goodman-Morris,
Asst. City Attorney**

Exhibit A

City Council Relations Policy and Code of Ethics



City Council Relations Policy
and
Code of Ethics

Adopted 03/03/2020
Amended 01/05/2021
Amended 02/02/2021
Amended 07/19/2022
Amended 05/02/2023
Amended 07/18/2023
Amended 08/01/2023
Amended 01/14/2025

Amended 04/09/2025

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Mission Statement

The City of Forest Hill is committed to improving the quality of life of its citizens, employees, businesses, and visitors by providing a wholesome and friendly environment, excellent law enforcement and fire protection, safe and enjoyable parks, and community events and activities.

I. Introduction

Nothing contained in this City Council Relations Policy and Code of Ethics shall be deemed to supersede or replace any contrary provision set forth in Texas State law or in the Charter or Code of Ordinances of the City of Forest Hill. In the event of a conflict between this City Council Relations Policy and Code of Ordinances with any applicable State or local law, the State or local law shall prevail.

The Forest Hill City Council and the Mayor comprise the governing body for the citizens of Forest Hill: therefore, they must bear responsibility for the integrity of governance. The Governing Body is responsible for its own development (both as a body and as individuals), its obligations, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address Mayor and Council relations, Council and Staff relations, and Council and Media relations. By adopting these guidelines as elected officials, we acknowledge our responsibility to each other, to our professional Staff, and to the public as a whole.

The City Council shall govern the City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements shall serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Governing Body has high priorities, the continual improvement of the Council member's professional ability, and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among Council members.
2. The Governing Body shall keep the community informed on municipal affairs; encourage communication between the citizens and the Governing Body; strive for strong, working relationships with Tarrant County, the Fort Worth Independent School District, Everman Independent School District, and neighboring communities.
3. The Governing Body pledges to be dedicated to friendly and courteous relationships with Staff, other Council members, and the public, and shall strive to improve the quality and image of public service.
4. The Governing Body shall strive to recognize its responsibility to future generations by considering the social, cultural, and physical characteristics of the community when making policies.

5. The Mayor and each Council member shall pledge to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.

II. City Council Relations

A. Introduction

This section outlines the respective responsibilities of the Mayor, Council, and the Code of Conduct of each in their respective roles as elected representatives of the people. It holds to the principle that the effective delivery of services and the efficient administration of government is ultimately the aim of all concerned.

The City of Forest Hill is a Home Rule City. It is governed by a Council-Manager form of government. The Council is comprised of six (6) members presided over by the Mayor.

B. Mayoral Responsibilities

1. The Mayor shall be the presiding officer at all Council meetings.
2. The Mayor Pro-Tem or Deputy Mayor Pro-Tem shall preside in the Mayor's absence.
3. The Mayor shall have a voice in all matters before the Council. The Mayor has a vote on any agenda items requiring Council action.
4. The Mayor shall preserve order and decorum and shall require Council members engaged in debate to limit discussion to the question under consideration.
5. The Mayor is the spokesperson for the Council on all ceremonial matters unless absent, at which time the Mayor Pro-Tem, or Deputy Mayor Pro-Tem, or his/her designee shall assume the role.
6. The Mayor shall encourage all Council members to participate in Council discussions and allow each Council member to speak before any Council member can speak again on the same subject.
7. The Mayor is responsible for keeping the meetings orderly by recognizing each Council member for discussion, limiting speaking time, encouraging debate among Council members, and keeping the discussion on the agenda item being considered.
8. Should a conflict arise among Council members, the Mayor serves as a mediator.

C. Council Responsibilities

1. At the request of any Council member of the City Council, the City Manager shall place an item on the agenda for discussion or action.

2. Each Council member is responsible for reviewing the city council agenda prior to the council meeting and being prepared to attend meetings and discuss the agenda.
3. Each Council member is encouraged to attend at least one Texas Municipal League-sponsored conference annually in order to stay informed on issues facing municipalities if the budget allows for it.
4. It is the responsibility of Council members to be informed about previous actions taken by the Council in their absence. Council members are strongly encouraged to watch recordings of council meetings missed. In the case of absence from a workshop session where information is given, the individual Council member is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.
5. When addressing an agenda item, the Council member shall first be recognized by the Mayor and shall confine comments to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Council member or Staff.
6. When a Council member is appointed to serve as liaison to a board, the Council member is responsible for keeping the Council members and City Manager informed of board activity as soon as possible.
7. Neither Council member nor the Mayor shall direct or request the appointment of any person to, or removal from employment by the City Manager or any of the City Manager's subordinates (or in any manner takes part in the appointment or removal of employees in the administrative services of the city). Neither a Council member nor the Mayor shall interfere in the City Manager's recommendation process of the appointment, suspension, or removal of a municipal officer other than Council members and those municipal officers who are appointed by the governing body. **Except for the purpose of inquiry, neither the Mayor nor any Council member thereof shall give orders to any subordinates of the City Manager, either publicly or privately.** Nothing in this section interferes with the role of the Mayor and City Council to determine the selection process of municipal officers as authorized by the Charter.

D. Code of Conduct for Mayor and Council members

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

1. During the Council meetings, Council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the requests of the Mayor or the rules of the Council.
2. Council members shall demonstrate respect and courtesy to each other, to City Staff members, and members of the public appearing before the Council.

3. Council members shall refrain from rude and derogatory remarks and shall not belittle other Council members, Staff members, or members of the public as this can substantially interfere with the orderly progress of the meeting.
4. Council members shall not use their position to secure special privileges and shall avoid situations that create a perception of bias or partiality in regard to a question before the Council.
5. Council members shall not condone any unethical or illegal activity.
6. Council members shall not interfere with the everyday duties of City Staff. Mayor and Council members should contact the City Manager to discuss City business by phone call, e-mail, or in person. Requests for information as a Council member ([i.e. in the Mayor's or Council member's official capacity](#)) ~~should~~ shall be directed to the City Manager. Should a Council member wish to seek information [in his or her individual capacity](#) through the Texas Public Information Act, those requests shall be treated as any records request by a private citizen.
7. Council members shall deal with City employees, who are subject to the direction and supervision of the City Manager, solely through the City Manager. The Council members shall not give orders/directives to any City employee, either publicly or privately.
8. Council members shall not create a hostile work environment towards employees by verbal, written, or physical presence which disrupts their work environment. If a Council member has knowledge of a hostile work environment, he/she shall notify the City Manager and the City Attorney.

III. Council and Staff Relations Policy

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Forest Hill. It is for this reason that the Council and City Manager must understand their respective roles in that process.

The City Manager is the primary link between the Council and the professional Staff. Therefore, Council's relationship with the Staff shall be through the City Manager on any issues related to the management or administration of the City. In this manner, the citizens are assured that integrity is evidenced in local governance in the City of Forest Hill.

1. In order to ensure presentation of agenda items by Staff, questions arising from Council members after receiving their information packet should be whenever possible, presented to the City Manager for Staff consideration prior to the Council meeting. This allows Staff time to address the Council member's concerns and provide all Council members with the additional information.
2. The City Manager shall designate the appropriate Staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Council on the issues that require Council action.

3. The presentation shall be professional, timely, and allow for discussion of options for resolving the issue.
4. The Staff member making the presentation shall make it clear that no Council action is required, present the Staff recommendation, or present the specific options for Council consideration.
5. The City Manager is directly responsible for providing information to all the Council concerning any inquiries by a specific Council member. With the exception of Public Information Act requests, requested information shall be shared with the entire Council. Staff is committed to providing a timely response to a request for information, as such Council members shall respect the time it may take for Staff to provide requested information given the current workload.
6. The City Manager is responsible for the professional and ethical behavior of himself/herself and the discipline of his/her Staff in any matter related to unprofessional or unethical behavior.
7. The City Manager is responsible for ensuring that the Staff receives the education or information necessary to address the issues facing municipal government.
8. The Mayor and City Manager shall address any conflicts arising between the Staff and the Council.
9. All Staff members shall show each other, each Council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
10. When asked to respond to a question or questions in their professional opinion, Staff may respond without fear of repercussions, retaliation, or disciplinary action.
11. The City Manager, after an election, shall make certain the Staff has prepared information needed for the orientation of new Council members, and inform them of any Texas Municipal League conferences and seminars available.
12. The City Manager shall also be responsible for meeting personally with new Council members to inform them about City facilities and procedures.
13. The City Manager serves as the purchasing agent for the City and supervises the purchase of all material and equipment for which funds are provided in the budget; enters contracts necessary for the operation or maintenance of the City services for amounts approved by the Council.
14. Council members shall treat all Staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Staff is not acceptable.
15. Council members shall not disrupt Staff from their jobs. Council members should not disrupt

Staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

16. Council members shall as a matter of first report, direct any criticism of a City employee's job performance to the City Manager and shall attempt to address any such issue without public criticism of an individual employee. Council members should attempt to avoid expressions of concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about Staff performance should be made to the City Manager through private correspondence or conversation.
17. Council members shall not interfere with administrative functions. Council members acting in their individual capacity must not attempt to influence Staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
18. Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City Staff. City Staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.
19. Council members are reminded that an individual Council member has no attorney-client relationship with the City Attorney. The City Attorney represents the City and City Council as a whole and not any individual Council members, the Mayor, the City Manager, or any other official. A Council member desiring to consult with the City Attorney must address that request to the City Manager. If the City Manager is not able to promptly provide the requested information or advice, the City Manager will forward the Council members' request to the City Attorney. Council members who consult with the City Attorney regarding City business enjoy an attorney-client relationship with the attorney as a member of the governing body, but not as an individual. Any response from the City Attorney to an individual Council member's request for legal advice or consultation will be provided to the Mayor and all members of the City Council.

IV. City Council Code of Ethics

Subject to Chapter 2, Article V of the City of Forest Hill Code of Ordinances, and all other applicable provisions of the Charter and/or Code of Ordinances, the following City Council Code of Ethics shall apply. In the event of a conflict, the Code of Ordinances and/or the Charter shall control.

The office of an elected official is one of trust and service to the citizens of Forest Hill. This position creates a special responsibility for the Forest Hill City Council member. In response to this unique challenge, the Forest Hill City Council is expected to govern this City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles shall govern the conduct of every Council member, who shall adhere to the following:

1. Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships so that the Council member may merit the respect and confidence of the citizens of Forest Hill.
2. Recognize the chief function of local government at all times is to serve the best interest of all the citizens of Forest Hill.
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.
5. Do not seek or accept gifts or special favors in exchange for official conduct; do not utilize their official position for personal gain; do not use confidential information for personal gain; do not misuse public funds or public property.
6. Avoid the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Forest Hill. Specifically

Nepotism is the showing of favoritism toward a relative. The City forbids the practice of nepotism in hiring personnel or awarding contracts in accordance with state law. No person related within the second degree by affinity or third degree by consanguinity to the Mayor or any Council member or the City Manager or to any employee who would supervise his or her job performances either directly or indirectly shall not be appointed to any paid office or position of the city.

Exception: This prohibition shall not apply to any person who shall have been employed by the city for two (2) or more years prior to and at the time of the election of the Mayor, or Council members, or the appointment of the City Manager so related to him or her.

7. A close relative is defined as a person who is related within the second degree of affinity or the third degree of consanguinity.
8. For purposes of determining a relationship of affinity, the term spouse shall mean persons who are legally married (as evidenced by a marriage license) and those living together in a conjugal relationship and holding themselves out as married.
9. Recognize that public and political policy decisions, based on established values are ultimately the responsibility of the City Council.
10. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Forest Hill. It is recognized that certain exceptions are made by the State for executive sessions and any action as a result of that type of meeting shall be handled later in the open session as noted on the agenda.

11. No Council member shall vote on or participate in the discussion of any matter involving business or real property in which the Council member has a substantial interest if the action will have a specific economic effect on the entity or property distinguished from its effect on the general public. Additionally, the Council member shall file an affidavit with the City Secretary prior to such discussion or vote. Terms used herein are to be interpreted and governed by Chapter 171, Texas Local Government Code, and are not intended to conflict therewith. In addition, all parties shall comply with Local Government Code 176 which states:

- a. Mayors, Council members, City Managers or Administrators, and certain other officials are required to file a "Conflicts Disclosure Statement" with a City records administrator within seven days of becoming aware of either of the following situations:
- b. A city officer or the officer's family member has an employment or business relationship, resulting in taxable income, with a person who has contracted with the City or with whom the City is considering business.
- c. A city officer or the officer's family member receives and accepts one or more gifts with an aggregate value of \$250 in the preceding 12 months from a person who conducts business or is being considered for business with the officer's City

Upon announcing a "conflict of interest" the Council member shall leave the Council Chambers during deliberation.

12. A Council member shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies, or affairs of the city. This rule does not prohibit:

- a. Any disclosure that is no longer confidential by law; or
- b. The confidential reporting of illegal or unethical conduct to authorities designated by law.

V. City Council Meeting Information

A. This section will explain components of meetings, agendas, presentations, minutes, parliamentary procedure, maintain order, and citizen participation. There are four basic types of meetings, and they are recognized as a Regular Meeting, Special or Called Meeting, Public Hearings, and Workshop Meeting. All meetings are restricted to considerations of items posted on their agendas. Unless items are posted on the agenda, there can be no action or discussion. In order for City Council to convene, proper posting of time, place, purpose, and notification is required for all meetings. All meetings require minutes to be taken. All meetings are open to the public except for Executive Session items. Meetings require a quorum of City Council members to convene.

1. Regular meetings and work sessions. The City Council shall hold its regular monthly meeting on the first Tuesday of each month at 6:00 p.m. in the City Council Chambers. In addition, the City Council may hold a regular work session on the first Tuesday of each month at 5:00

p.m. in the City Council Chambers. The City Council ~~may~~ shall hold a regular meeting on the third Tuesday of each month at 6:00 p.m. in the City Council Chambers.

- 4.2. Special/Called Meetings: Special /Called meetings are subject to call by the Mayor or the application of three (3) Council members. Except for unusual circumstances, these meetings shall be held at City Hall. The purpose of such meetings is to act upon matters that cannot be delayed until a regular meeting. Quorum for Special /Called meetings is four (4) Council members. Notice of special called meetings must be posted in accordance with state law.
- 2.3. Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written directive of the Mayor submitted to the City Secretary or (2) a majority vote of the city council acting in open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least ~~seven (7) business~~ four days prior to such meeting together with proposed agenda items for such special meeting.
- 3.4. Public Hearings: The purpose of a public hearing is to present evidence on both sides of an issue. Some public hearings are required by state law, as in the case of the Uniform Budget Law (Sections 102.001 et seq., Local Government Code), which requires a public hearing on the City budget prior to its adoption. Others are voluntarily conducted by the Council to obtain a full range of citizen opinions on important matters, such as a proposed bond issue.
- 4.5. Workshops: Workshops are meetings under the Texas Open Meetings Act and must be properly noticed. A quorum of four (4) of the Council is required. During a workshop, the Council may hear reports on and discuss items listed on the agenda. No official action can be taken on any matter during a workshop. "Town Hall" meetings are generally workshops (or work sessions) called to address one specific topic or issue. At a Town Hall meeting, Council will not engage in two-way discussion with members of the public but will hear concerns and may, at the option of the Council, discuss those concerns among members of the Council.
6. Emergency items: Emergency Special Called meetings or Emergency agenda items must be posted at least 2 hours in advance. Notice is required for a special meeting called in the case of "emergency or urgent public necessity," the nature of which must be stated in the notice. Emergency meetings are extremely rare. Please consult the City Manager, City Attorney, or City Secretary regarding which items qualify. Individuals who have filed a written request for emergency notification will be informed.
7. "Meet and Greet" events: "Meet and Greet" events are generally not conducted as public meetings but are organized to provide an informal opportunity for the Mayor and/or members of the Council to hear the concerns of constituents on a wide variety of topics. A quorum is not required to be present as no City business will be conducted; a notice of possible quorum is, nonetheless, posted in accordance with state law for all "Meet and Greet" events.

5.8. If the Mayor or a Council member cannot attend a scheduled meeting, in order to have the Council consider excusing the absence, the Mayor or Council member must provide notice of the absence to the City Manager, City Secretary and/or Mayor by phone, text or email no later than 5:30p.m. on the day of the meeting.

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

1. NO ACTION CAN BE TAKEN ON ANY ITEM UNLESS THAT ITEM HAS BEEN POSTED ON THE AGENDA FOR THAT MEETING AND THE AGENDA POSTED AT CITY HALL AND IN ACCORDANCE WITH STATE LAW AT LEAST THREE BUSINESS DAYS72 HOURS PRIOR TO THE MEETING.

2. Preparation of the agenda.

- a. An item not appearing on the agenda shall not be taken up for discussion as a matter of Council business during any Council meeting.
- b. Any member of the Staff wishing to have an item placed on the agenda shall submit that item to the City Manager's office, through regular supervisory channels, for approval. The City Manager may establish procedures for submission of routine items without his or her approval.
- c. Any Council member, including the Mayor, may request in writing three agenda items per meeting. If additional agenda items are requested, the requester must have the support of two other Council members, which may include the Mayor. The Mayor's approval shall not be required for any Council member to place an item on the agenda. In the event of emergencies or situations affecting the City as a whole, the Mayor may place additional items on the agenda without restriction. Written requests under this provision must be submitted by noon on the seventh business day/Wednesday prior to the Council meeting for discussion and action. Business days are any days other than Saturdays, Sundays, and/or local, state, and/or federal holidays. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration. All such requests shall contain the following minimum information in writing:
 - (i) The name and department, organization or agency of the person filing the request.
 - (ii) The date the request is filed and the date of the meeting at which the matter is to be addressed.
 - (iii) A brief, concise statement of the matter to be addressed.
 - (iv) A detailed description on how the item is to appear on the agenda.
 - (v) A copy of any supportive documents or attachments.

3. Final Approval: The City Secretary will prepare the meeting agenda and provide via email an electronic copy to the Mayor, City Manager, and City Attorney for accuracy, review, and final approval of timely submitted agenda items submitted by 5 p.m. Wednesday.

4. Distribution of agenda packets.

a. Agenda packets will be delivered, electronically or digitally, to the Mayor and each Council member on Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed electronically or digitally to the Mayor and each Council member as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting."

C. Council Proceedings.

These procedures shall apply to all meetings of the City Council. The Mayor shall be the presiding officer at all meetings of the City Council and have a voice in all of its proceedings. Council members shall speak in Council meetings only upon being recognized by the presiding officer, whose recognition shall not be unreasonably withheld. In the event of the absence of the Mayor, the Mayor Pro Tem or Deputy Mayor Pro Tem shall be the presiding officer. The Mayor Pro- Tem or Deputy Mayor Pro-Tem shall be able to have a vote in all matters as the Mayor Pro-Tem or Deputy Mayor Pro-Tem continues to be a Council member even when presiding. In the event of the absence of the Mayor, Mayor Pro-Tem, or Deputy Mayor Pro-Tem the Council members in attendance, if constituting a quorum, shall select one of its Council members to preside over that meeting. Mayor and Council members should refrain from private conversations with one another during Council meetings. Council members shall not use cell phones, smart watches, or any other type or kind of digital device to communicate privately with the public during a city council meeting.

1. Quorum. Before the Mayor other presiding officer call a meeting to order, it is the Mayor or other presiding officers duty to determine, although he or she need not announce, that a quorum is present. If a quorum is not present, the Mayor or other presiding officer shall wait until there is one, or until, after a reasonable time, there appears to be no prospect that a quorum will assemble. If a quorum cannot be obtained, the Mayor or other presiding officer shall call the meeting to order, announce the absence of a quorum, and adjourn the meeting. A roll call of the City council is not required.

1.2. **Call to order.** All meetings will begin promptly at the hour stated. Four members shall constitute a quorum to conduct business. No action shall be binding or valid unless adopted by the affirmative vote of at least four Council members.

2.3. **Agenda.** Ordinarily, the Mayor or other presiding officer shall follow the agenda as published; however, the presiding officer shall have, subject to the approval of a two-thirds vote of the Council, but no fewer than four affirmative votes, the prerogative of addressing items out of order should such change facilitate guests or other factors.

3.4. **Presentation of agenda items.** Agenda items scheduled by the City Manager shall be presented by the City Manager or the City Manager may call on a Staff to present the item.

Staff may attend Council meetings and be available as a resource person; however, they are not to speak on City issues unless directed by the City Manager, Mayor, or the City Council. Agenda items requested by the Mayor or a Council member shall be presented by the requesting person. Documents supporting the agenda item shall be provided by the requesting person to the City Secretary to be included in the agenda packet in accordance with B. 2. c. above.

4.5. Presentations from the floor.

- a. All guests and other persons who are to speak to the City Council, including Staff, other than the City Manager, City Attorney, or City Secretary who are seated at the table, shall wait in the audience until recognized. When called by the presiding officer for an opportunity to be heard, that person shall move immediately to the podium and make their comments.
- b. The speaker shall identify herself or himself by name and residential / business status, or the agency/department represented, if any. The speaker shall remain at the podium until all Council questions have been answered and the Mayor has dismissed the speaker. Speaking from the podium will ensure that the recording equipment picks up the presentation.

5.6. Council action. Before an agenda item may be considered by the City Council, a motion and a second shall be made. After the Council has heard all of the facts, reviewed the supporting data, and listened to the arguments for and against each agenda item; it will act by approving or disapproving a motion. In the event that there is no motion or no second to a motion, the item fails for want of the motion or second and no action will be deemed taken.

- a. The City Council acts in one of two methods. It may adopt a resolution or an ordinance. A resolution is an expression of the will of the Council. The resolution may be written to honor some person, to recognize an event, to ask the City administration to look into a matter, perform a task, to execute a contract, or to fulfill some other desire of the Council. An ordinance is a law or regulation. The Council adopts an ordinance to establish law for the City, for example: to set traffic regulations, to establish zoning or land use regulations, to set the tax rate, etc. Both ordinances and resolutions require the presentation of the item on the agenda, a motion and a second to the motion, and an affirmative vote of four (4) Council members.
- b. From time to time, a question is raised about the legality of a person making a motion and then voting against his or her own motion. There is no prohibition in doing that.
- c. Ten (10) Basic Rules of Parliamentary Procedure:
 1. **City Council Meetings are for the City Council to Conduct Business.** While audience members are generally allowed to listen and observe, and sometimes participate, the emphasis at City Council meetings is rightfully for the City Council, not the public. The rights of the City supersede the rights of individual members. The City Council has the right to make its own rules, which must be observed by all Council members, City Staff, City consultants, and audience members.

2. **All Council members and the Mayor are Equal.** Council members are equal peers who share mutual obligations and rights by virtue of holding public office. Absent laws or ethical restraints, to the contrary, the rights shared by Council members include the inherent authority to (1) attend meetings; (2) make and/or second motions; (3) participate fully in deliberations and debate; and (4) vote.
3. **The Majority Rules.** In general, the City is governed by the will of the majority. This rule is basic to the democratic process. The minority has the right to be heard, but in general, once a decision has been reached by a majority of the Council members present and voting, the minority must then respect and abide by the decision.
4. **Only Germaine Motions will be Recognized.** A motion that is not directly related to the question under consideration is not in order.
5. **One Question at a Time and One Speaker at a Time.** Once a Council member has been recognized, that Council member has been granted the floor, and another Council member may not interrupt him.
6. **Debatable Motions Must Receive Full Debate.** The presiding officer may not put a debatable motion to vote as long as Members wish to debate it. Debate can only be suspended by a 2/3 vote of the Members present, but no fewer than four votes.
7. **Votes Cannot be Reconsidered.** Motions already voted upon cannot be brought back before the City Council at the same meeting.
8. **Personal Remarks are Always Out of Order.** The presiding officer must rule all personal remarks and insults out of order.
9. **Debate is Limited to Motions.** Debate should be directed to motions and not motives, principles, and not personalities.

Caution: A Council member may abstain from a particular vote.

D. Minutes of meetings.

1. The City Secretary or the City Secretary's assistant shall keep minutes of all meetings. The Secretary shall record the proceedings and the tapes shall be kept in accordance with state retention requirements unless there have been questions raised which indicate the possible need to keep the tapes longer.
2. The minutes shall record the presence of each Council member, each City Staff member, and all guests who registered their attendance. The minutes will include all areas of discussion and identify each speaker and the topic, as far as possible, the key point or points that were made. The minutes will not be a verbatim recording of all discussions. The minutes will reflect all motions made, who made and who seconded the motions, although it is not necessary to identify the person seconding a motion. The outcome of each motion, including the roll call vote, if requested, will be included in the minutes. The minutes shall include the key points of any specific comments made by Council members for the record.

3. Each agenda item shall be identified in the minutes by sub-headings to facilitate review by the Mayor and Council members. It is important that the minutes include the name, title, and resident status if applicable of any guests who address the Council as well as the specific subject or request presented.
4. The minutes shall not include verbatim copies of statements or any extraneous discussions; however, any Council member who desires to have a verbatim statement included as a part of the minutes shall provide a typed copy of such verbatim statement to the City Secretary prior to the presentation of such statement. This statement will not be typed into the minutes but shall be attached to the minutes and so noted.
5. Copies of the minutes shall be included in the agenda packets distributed to the Council prior to the next regular meeting. Minutes may be amended should a Council member recognize an incorrect statement and then may be approved by the City Council without a motion unless a Council member desires otherwise. After allowing time for review, the presiding officer may state that the minutes are approved as amended or approved as distributed. Always keep in mind that the minutes are a record of the Council's action, even though they may differ from a tape or other recording of the meeting.

E Parliamentary procedure.

1. In regular and special meetings, **Robert's Rules of Order** will be followed as far as is feasible. Generally, the City Attorney will be the Parliamentarian for Council meetings. Below is a summary of motions that are commonly used.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above-listed motions and points are listed in the established order of precedence. When any one of them is

pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points, and proposals listed above have no established order of preference; any of them may be introduced at any time except when the meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess, or Point of Privilege).

4-2. Any Council member may call for the question on any issue, and upon seconding by another Council member; the issue to call for the question shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or item under discussion and action shall be taken on that item immediately, and the chair shall move to the next item.

2-3. The Council may agree to limit debate on any business before it. That agreement should be formalized by a majority of the Council on a roll call vote prior to any deliberation on that item.

3-4. Any Council member may request a roll call vote at any time.

F. Decorum and debate.

1. **IT IS IMPERATIVE THAT THE PRESIDING OFFICER MAINTAIN ORDER AT ALL TIMES. THE OFFICER MUST NOT PERMIT DEBATE OR COMMENTS FROM ANY INDIVIDUAL WHO HAS NOT BEEN RECOGNIZED. INTERRUPTIONS MUST BE SILENCED BY VOICE, USE OF THE GAVEL, OR OTHER MEANS, AND, IN THE EVENT OF ANY PERSON'S FAILURE TO HEED THE DIRECTIONS OF THE PRESIDING OFFICER, THE OFFICER MAY HAVE THAT INDIVIDUAL REMOVED FROM THE ROOM.**
2. When a measure is presented to the Council for consideration, the presiding officer shall recognize the appropriate individual to present the case. When two or more Council members wish to speak, the presiding officer shall name the Council member who is to speak first and may direct that the other shall speak next. No Council member shall interrupt another who is speaking except to make a point of order or to make a point of personal privilege.
3. No member of the public or Council member shall be permitted to indulge in personal attacks, use offensive language, question the motives of other members, charge deliberate misrepresentation, or use language tending to hold another Council member or the public up to contempt.
4. If a Council member is speaking without being recognized or otherwise violating any of the rules of the Council, the presiding officer shall call him or her to order in which case he or she shall immediately be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the Council member called to order, he or she shall be at liberty to proceed, but not otherwise, and if the disruptions continue, he or she shall be liable to censure or to such punishment as the Council deems proper consistent with state statutes or city ordinances if applicable.
5. In accordance with **Roberts Rules of Order**, the majority of the City Council may override any decision of the presiding officer regarding the conduct and handling of the Council meeting. In order for a decision of the presiding officer to be overruled, there must be a motion, a second, and a vote by the majority of Council overruling the decision of the presiding officer.

G. Citizen participation at meetings.

1. Persons wishing to speak to the Council, in addition to signing the visitors register, must complete a "speaker request form" and indicate the subject that they wish to address. Ordinarily, one who wishes to address an agenda item will be invited to speak when the agenda item comes up for discussion, provided the speaker request form has been submitted. One who wishes to address a subject not on the agenda will have an opportunity to speak during the citizen [testimony/comments](#) agenda item. Citizen comments are limited to three minutes. A citizen **MAY NOT** be given the time of another citizen to speak. The Mayor or Council may make a motion to grant additional time for a citizen to continue speaking. A majority of the Council members would be required to grant additional time. Citizens must be reminded that the Council is prohibited from discussing or acting on any item that has not been posted on the agenda.
2. Fire safety. Citizens are welcome and invited to attend Council meetings. However, the number admitted shall be limited to the fire safety capacity of the Council Chamber.
3. Any attendee to a City Council meeting is prohibited from drinking alcoholic beverages,

smoking, or chewing any tobacco products in the Council Chambers.

VI. Regular Council Meeting Agenda Format

The agenda for regular and special meetings of the City of Forest Hill shall be divided into the following types of business:

a. Determination of Quorum

a.b. Call to Order

b.c. Invocation

e.d. Pledges of Allegiance to the U.S. flag and the Texas flag

e.e. Citizen Testimonys Presentation – A meeting that is “open to the public” under the Open Meetings Act is one that the public is permitted to attend [Texas Attorney General Opinion No. M-220 (1968)]. ~~The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda [Texas Attorney General Opinion NO. H-188 (1973)]. A governmental body may, however, give Members of the public an opportunity to speak at a public meeting [Id]. If it does so, it may set reasonable limits on the number, frequency, and length of presentations before it, but it may not unfairly discriminate among speakers for or against a particular point of view.~~ The Open Meetings Act permits a mMember of the public ~~or a Council member~~ to speak on any item on the agenda for that meeting. In accordance with this Policy, those comments occur immediately prior to the specific agenda item(s). The City Council, through this Policy, has made the decision to allow members of the public to also address the Council on matters that have not raise a subject that has not been included in the notice for the meeting. Council is prohibited from entering into discussion of those items except to propose, but any discussion of the subject must be limited to a proposal to place that subject on the agenda for a future meeting.

The Citizen Testimonys Presentation on the agenda is for citizens to raise a subject of concern that is not on the agenda for that meeting, that has not been included in the notice for the meeting. City Council shall not engage in discussion but shall listen to the Citizen Testimony. The remarks section is not to allow debate on items on the agenda but to inform Council in regard to subjects not on the agenda. To address the Council, participate in the remarks from visitor's citizens must fill out a form outlining the subject they wish to address and turn in the form to the City Secretary prior to the call to order of the meeting. The speaker will be allowed three (3) minutes and Council is restricted from comments other than to direct the speaker to the proper person or foreman, propose placing the item on a future agenda, or briefly elaborate on current policy. However, the Citizen Testimonys Presentation is not a question-and-answer session between the speaker and Staff.

The Mayor shall prohibit disruptive and inappropriate comments from the public regarding Staff or Council members.

The registration form to speak under citizens to be heard will read: “You may speak on any subject other than personnel matters or matters under litigation. A time limit of three minutes per speaker is requested. No Council action or discussion may take place on a matter until such matter has been placed on an Agenda and posted in accordance with law.”

e.f. Presentations – The Mayor will recognize individuals, groups, firms, etc. for meritorious service to the citizens of Forest Hill and short presentations, requiring no Council action may be made to the City Council regarding any issue of interest to the citizens of Forest Hill, if applicable.

f.g. Mayor and Council Reports – This agenda item is reserved for the Mayor and Council members. This item gives the Mayor and Council members the opportunity to make reports, announcements, and request future agenda items. The Mayor will begin and then ask each individual Council member if they desire to make a report. Since specific items are not listed on the agenda, discussion beyond pertinent questions is prohibited.

g.h. Consent Agenda – A consent agenda contains routine items, which do not need further discussion and may be approved with one motion and vote. An explanatory note to the public shall precede the consent agenda portion of the printed agenda:

“The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. **All matters under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items unless a Council member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.** The remaining items will be adopted by one motion and vote of the City Council:”

The City Council and City Administration agree in advance on the general type of items that are to be included on the consent agenda. Routine business found on consent agendas will include:

1. Minutes
2. Approval of revenue license applications and bonds
3. Other Items already seen by the City Council in past meetings.

When the consent agenda is used, the City Secretary is to ensure that such consent agenda items are incorporated into the minutes of the City Council Meeting.

h.i. Public Hearings – Staff will provide introduction of the request and any background information that needs to be presented. The Mayor will open a public hearing for those **in favor** of the change or presenting request and declare that portion of the public hearing closed. The Mayor will open a public hearing for those **against** the change or presenting request and declare that portion of the public hearing closed. The Mayor considers a motion for request if applicable.

i.j. Deliberation Agenda - Any agenda item requiring a Council vote will be placed here. All supporting documentation for discussion items shall be included in the Council Agenda.

Discussion of any item on the agenda is allowed once an item is read and prior to a motion.

j.k. Staff Reports – This time is set aside for the City Manager and/or Staff to present a report

to the City Council. The intent of this item is to keep the Council informed of the status of certain projects and/or announcements. Since specific items may not be listed on the agenda, discussion beyond pertinent questions is prohibited.

k.l. Executive Session – The Council may adjourn into Executive Session pursuant to Chapter 551, Texas Government Code. On each agenda, immediately following reconvening back into open session, an item shall be posted which reads “take any action necessary pursuant to Executive Session.” This item allows the Council to vote on action that may become necessary after Executive Session.

k.m. Tabling an Agenda Item – Should a Council member desire to table an item, he/she must make a motion and have a second. A majority vote is required to table. No discussion of the item may occur until a vote on the request to table is taken. If the item is tabled, no further discussion may occur. The Council may table the item to a date certain if the Council desires to hear the item on a date other than the regular Council meeting.

Staff may request that an item be tabled if needed information that the Council should consider is unavailable. Other persons who have an item pending before the Council may request to table their item. The request must be in writing and submitted prior to any formal action on the item being taken.

VII. COUNCIL ORDINANCES AND PUBLICATION OF ORDINANCES.

- A. The City Council may adopt, publish, amend, or repeal an ordinance, rule, or police regulation that:
 - 1. is for the good government, peace, and order of the municipality or for the trade and commerce of the municipality; and
 - 2. is necessary or proper for carrying out a power granted by law to the municipality or to an office or department of the municipality. (Tex. Local Government Code Ann. § 51.001)

VIII. Council Elections

- A. Elections for municipal officers shall be held annually on a uniform election date and in accordance with the Texas Election Code, Annotated. (Tex. Election Code, Chapter 41)
- B. Council members shall be elected by a Place System and shall be designated as Mayor, Council member Place One, Council member Place Two, Council member Place Three, Council member Place Four, Council member Place Five and Council member Place Six. (Tex. Local Government Code Ann. Sec. 21.001)
- C. The Mayor and Council members shall hold three-year staggered terms of office. Council member Place One, Council member Place Two and Council member Place Three shall be elected in May 2020 and every third year thereafter. The Mayor, Council member Place Four, Council member Place Five and Council member Place Six shall be elected in May 2019 and every third year thereafter.

- D. Elected officials are allowed to exercise the duties of office as soon as the oath of office is given and signing the statements. The oath of office can be given in accordance with Texas Constitution Article XVI, Section 1, Texas Government Code 602.002.
1. By giving notice of a called special meeting: by either the Mayor or three Council members. Only 2 elected presiding officials are required to be present to open the meeting in addition to the City Secretary and City Attorney where the election ballot will be canvassed, the oath of office shall be given, and the elected official shall sign their statement. The oath of office can be administered by anyone with a notary public or higher i.e.: a judge, a retired judge, clerk of municipal court, also see statutes.
 2. Elected officials must be sworn in at the time of the Canvass meeting not later than the 11th day after the Election Day and not earlier than the third day after Election Day. The ballot shall be cast, the oath shall be administered, and elected officials sign the statement, and shall take their position on Council. The next scheduled order of business shall be the appointment of a Mayor Pro-Tempore to be approved by the Council. References: Texas Election Code 67.003(b) 1, 67.004(a), 67.016, Government Code 602.002, 603.003.
 3. Election Procedure for the Mayor Pro Tempore. The City Council shall annually, at the first meeting in June, or as soon as practicable, elect from among its members a Mayor Pro Tempore who shall ask as Mayor during the absence or disability of the Mayor; additionally, the City Council shall annually, at the first meeting in June, or as soon as practicable, elect from among its members a Deputy Mayor Pro Tempore who shall act as Mayor during the absence or disability of the Mayor and the Mayor Pro Tempore.

IX. Compensation

- A. Effective with each Mayor's term, that Mayor shall receive no compensation.
- B. Effective with each Council member's term, the Council member shall receive no compensation.

X. Council Travel Policy

- A. The City of Forest Hill will in accordance with this Policy reimburse the Mayor and City Council for reasonable in-state training or travel expenses incurred while on assignments away from normal work locations. Any request for reimbursement shall be accompanied by an itemized receipt for said expense. Reimbursements for travel expenses for the Mayor and each City Council member shall not exceed the available balance of the travel fund allocated for that official in the City's current operating budget. Travel expenses incurred which exceed that amount will not be reimbursed. Reimbursable expenses are limited to reasonable amounts. Reimbursement of expenses incurred in association with or for travel out-of-state for the Mayor and City Council is prohibited.
- B. Within their election year, no Mayor or Council member shall be allowed to travel for

business or training anywhere within three (3) months of the election. If a Council member chooses to travel within three (3) months of the election, the Council member will be personally responsible for all travel arrangements and costs.

- C. Council members who have been asked to serve on National Boards/Committees such as the Texas Municipal League, National League of Cities, or any constituent board/committee must be aware of that affiliate's travel policy and adhere to such policy. Additionally, travel expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.
- D. The City Secretary will be responsible for arranging all travel for business or training purposes for the Mayor and Council members. City officials should contact the City Secretary for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other matters related to Council travel.
- E. Council members who are involved in an accident while traveling on business must promptly report the incident to the City Manager or City Secretary.
- F. A non-Council member may accompany Council members on business travel, only when the presence of such companion will not interfere with the successful completion of business objectives. Generally, Council members are also permitted to combine personal travel and business travel. Additional expenses arising from such personal or non-business travel are the responsibility of the Council member and will not be reimbursed. Costs incurred by or for travel companions or persons other than the Council member will not be reimbursed.
- G. Travel advance may be paid when business travel expenses are expected to exceed five hundred dollars (\$500.00). When travel is completed, city officials shall complete and submit a travel expense report to the City Manager on the appropriate form(s) within 15 days. Itemized receipts will be required for each item of expense for which reimbursement is requested. Any amount not supported by such receipt shall not be considered for reimbursement. The Council member shall, within 15 days of completion of travel, reimburse the City for any portion of the travel advance received by that member which is not supported by an itemized receipt.
- H. Where the use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official city business, reimbursement will be at the current IRS mileage rate. In order to determine the reimbursable mileage amount, the City Secretary will utilize MapQuest or a similar program.
- I. When two or more Council members are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. When two or more Council members travel in a single personally owned automobile, only one Council member will receive mileage reimbursement.
- J. In cases where a rental car is used, Council members do not need the optional

insurance coverage; the City's auto liability coverage (Texas Municipal League Intergovernmental Risk Pool) will suffice. Council members' personal auto insurance will pay for damage to the auto unless a city official obtains (purchases) the collision damage waiver.

- K. Conference registration checks will be made out only to the organization sponsoring the conference."

X. Council Access to City Computers

With the exception of a City-issued smartphone and/or tablet, when issued, no City Council member shall access any City computer or the City computer system without express approval of the City Manager, authorizing the access for specific Council actions. [Requests for public information by the Mayor or any City Council member, in the official capacity, shall be directed to the City Manager who shall promptly respond to the request in accordance with state law.](#)

XI. Council E-Mail

Each Forest Hill Council member will be assigned a City e-mail address to be utilized by the member for all communications involving City business.

XII. City-issued Equipment

Any equipment issued to the Mayor or Council member shall be used for official use only. Any violation of this policy will result in the denial of the privilege to use City equipment.

XIII. City-Owned Vehicles

City vehicles are for the use of paid employees only.

XIV. Access to City Facilities

The Mayor shall be provided with a key or access code or card to provide 24-hour/day access to the Mayor's office and Council workstation areas located within the Forest Hill City Hall, the Forest Hill Civic and Convention Center, and the Forest Hill Senior Center. Council members shall be provided with a key or access code or card to provide access to the City Council Workstation area located within the Forest Hill City Hall during the following times: Monday through Friday, 8:00 a.m. to 6:00 p.m. and on any Tuesday when a Council meeting is being held, the access shall be extended to 8:00 a.m. to 8:00 p.m. In the event a city council member requires after-hours entry outside of these hours, the Mayor may be contacted to provide that access.

~~a. City Council Workstation Area~~

~~—The City Council will be provided with a workstation area located within the City Hall, equipped with a maximum of three desks/workstations. The workstation area is for~~

~~use by City Council members as needed for the performance of City business. Council members must be mindful of each other and must avoid appearing or remaining in the Council workstation area in numbers that would constitute a quorum. Business meetings or conference calls shall not be conducted in the workstation area but, rather, shall be scheduled with the City Manager and conducted in one of the City's conference rooms, subject to availability. Necessary office supplies for the workstation area will be provided by the City and may be requested through the City Manager. No personal items or decorations shall be left on or in the workstation area or furnishings except that Council members may provide to the City Manager framed election certificates to be hung on the wall in the workstation area. Workstations/desks are for the use of all Council members as needed. Books and reference materials in the workstation area are for the use of all council members in the workstation area and may not be removed."~~

XV. Media Relations Policy

It is recommended that the Mayor and Council members refer all media questions relating to City business to the City Manager who will coordinate, as appropriate, with relevant department heads and the City Attorney, to provide any media statement or response.

XVI. Sanctions

a. *Ethics Training for Local Officials*

Council members and Board Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees and may be subject to sanctions.

b. *Behavior and Conduct*

The Forest Hill Code of Ethics and Conduct expresses standards of ethical conduct expected for Members of the Forest Hill City Council and Boards. Members themselves have the primary responsibility to ensure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of government. The chairs of Boards and the Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Council members:

Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Forest Hill and with intergovernmental agencies), or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual Council members should point out to the offending Council member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro-Tem or Deputy Mayor Pro-

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Tem. It is the responsibility of the Mayor (or Mayor Pro-Tem or Deputy Mayor Pro-Tem) to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro-Tem or Deputy Mayor Pro-Tem), then the alleged violation(s) can be brought up with the full Council.

Board Members:

The City Council may impose sanctions on Board Members whose conduct does not comply with the City's policies, up to and including removal from office. [The City Council may, by majority vote, initiate a recall election.](#) Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When warranted, the majority of City Council deemed may call for an investigation of Board Member. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Council. The Council, after due consideration, shall direct the City Manager or the City Attorney to investigate the allegation and report the findings.

These sanctions are cumulative with any other available remedy. In order to protect and preserve good government, any individual including the City Manager and the City Attorney after complying with Rule 1.12 of the Texas Disciplinary Rules of Professional Conduct, who knows or reasonably believes a Member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities after compliance with any other obligations in the Rule of Professional Conduct.

XIX. Implementation

This Code of Ethics and Conduct is intended to be broadly interpreted to give it full force and effect. It is an expression of the standards of conduct expected of Council members and Staff.

For this reason, this document shall be included in the regular orientations for elected Council members and appointed Board or Commission members. It shall be included in the candidate's application packet for City Council, and applicants to a Board. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct and pledge to abide by it. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council and updated as necessary.

Amendments

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Section V “City Council Meeting Information”, subsection B. “Agenda”, paragraph 2. “Preparation of the agenda” at subparagraph c thereof to read in its entirety as follows:

“Section V. City Council Meeting Information

. . .

B. Agenda. . . .

2. Preparation of the agenda.

. . .

c. Any Council member may request in writing one agenda item per meeting. If additional agenda items are requested, the requestor must have the support of the Mayor and one other Council member. Written requests under this provision must be submitted by noon the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

(Amended January 5, 2021)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at Section XV “Access to City Facilities” to read in its entirety as follows:

XV. Access to City Facilities

The Mayor and Council members shall have access to city facilities during the following times: Monday, Wednesday, Thursday, and Friday 8 a.m. to 5 p.m., and Tuesday 8 a.m. to 8 p.m. for Council meetings.

(Amended February 2, 2021)

“XV. City Facilities

(a) Access to City Facilities

The Mayor shall be provided with a key or access code or card to provide 24-hour/day access to the Mayor’s office and Council workstation areas located within the Forest Hill City Hall, the Forest Hill Civic and Convention Center, and the Forest Hill Senior Center. Council members shall be provided with a key or access code or card to provide access to the City Council Workstation area located within the Forest Hill City Hall during the following times: Monday through Friday, 8:00 a.m. to 6:00 p.m. and on any Tuesday when a Council meeting is being held, the access shall be extended to 8:00 a.m. to 8:00 p.m. In the event a city council member requires after-hours entry outside of these hours, the Mayor may be contacted to provide that access.

(b) City Council Workstation Area

The City Council will be provided with a workstation area located within the City Hall, equipped with a maximum of three desks/workstations. The workstation area is for use by City Council members as needed for the performance of City business. Council members must be mindful of each other and must avoid appearing or remaining in the Council workstation area in numbers that would constitute a quorum. Business meetings or conference calls shall not be conducted in the workstation area but, rather, shall be scheduled with the City Manager and conducted in one of the City's conference rooms, subject to availability. Necessary office supplies for the workstation area will be provided by the City and may be requested through the City Manager. No personal items or decorations shall be left on or in the workstation area or furnishings except that Council members may provide to the City Manager framed election certificates to be hung on the wall in the workstation area. Workstations/desks are for the use of all Council members as needed. Books and reference materials in the workstation area are for the use of all council members in the workstation area and may not be removed."

(Amended July 19, 2022)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section X "Council Travel Policy"

X. Council Travel Policy

- A. The City of Forest Hill will in accordance with this Policy reimburse the Mayor and City Council for reasonable in-state training or travel expenses incurred while on assignments away from normal work locations. Any request for reimbursement shall be accompanied by an itemized receipt for said expense. Reimbursements for travel expenses for the Mayor and each City Council member shall not exceed the available balance of the travel fund allocated for that official in the City's current operating budget. Travel expenses incurred which exceed that amount will not be reimbursed. Reimbursable expenses are limited to reasonable amounts. Reimbursement of expenses incurred in association with or for travel out-of-state for the Mayor and City Council is prohibited.
- B. Within their election year, no Mayor or Council member shall be allowed to travel for business or training anywhere within three (3) months of the election. If a Council member chooses to travel within three (3) months of the election, the Council member will be personally responsible for all travel arrangements and costs.
- C. Council members who have been asked to serve on National Boards/Committees such as the Texas Municipal League, National League of Cities, or any constituent board/committee must be aware of that affiliate's travel policy and adhere to such policy. Additionally, travel expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.
- D. The City Secretary will be responsible for arranging all travel for business or training purposes for the Mayor and Council members. City officials should contact the City Secretary for guidance and assistance on procedures related to travel arrangements,

expense reports, reimbursement for specific expenses, or any other matters related to Council travel.

- E. Council members who are involved in an accident while traveling on business must promptly report the incident to the City Manager or City Secretary.
- F. A non-Council member may accompany Council members on business travel, only when the presence of such companion will not interfere with successful completion of business objectives. Generally, Council members are also permitted to combine personal travel and business travel. Additional expenses arising from such personal or non-business travel are the responsibility of the Council member and will not be reimbursed. Costs incurred by or for travel companions or persons other than the Council member will not be reimbursed.
- G. Travel advance may be paid when business travel expenses are expected to exceed five hundred dollars (\$500.00). When travel is completed, city officials shall complete and submit a travel expense report to the City Manager on the appropriate form(s) within 15 days. Itemized receipts will be required for each item of expense for which reimbursement is requested. Any amount not supported by such receipt shall not be considered for reimbursement. The Council member shall, within 15 days of completion of travel, reimburse the City for any portion of the travel advance received by that member which is not supported by an itemized receipt.
- H. Where use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official city business, reimbursement will be at the current IRS mileage rate. In order to determine the reimbursable mileage amount, the City Secretary will utilize MapQuest or a similar program.
- I. When two or more Council members are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. When two or more Council members travel in a single personally owned automobile, only one Council member will receive mileage reimbursement.
- J. In cases where a rental car is used, Council members do not need the optional insurance coverage; the City's auto liability coverage (Texas Municipal League Intergovernmental Risk Pool) will suffice. Council member's personal auto insurance will pay for damage to the auto unless a city official obtains (purchases) the collision damage waiver.
- K. Conference registration checks will be made out only to the organization sponsoring the conference."

(Amended January 17, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Chapter 2 “Administration and Personnel”, Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Works Session”.

Sec. 2.02.001 Meetings and work sessions

(a) Regular meetings and work sessions. The City Council shall hold its regular monthly meeting on the first Tuesday of each month at 6:00 p.m. in the City Council Chambers. In addition, the City Council may hold a regular work session on the first Tuesday of each month at 5:00 p.m. in the City Council Chambers. The City Council shall hold a regular meeting on the third Tuesday of each month at 6:00 p.m. in the City Council Chambers.

(b) Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written request of the Mayor and two other Council members submitted to the City Secretary or (2) a majority vote of the city council acting in an open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least four days prior to such meeting together with proposed agenda items for such special meeting.

(Amended May 2, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

4. Distribution of agenda packets.

a. Agenda packets will be delivered, either electronically or to the Council member's City mailbox, on the Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed either electronically or to the Council member's City mailbox as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting.”

(Amended July 18, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Section III “Council and Staff Relations Policy”, by amending number 19 City Attorney Contact”.

III. Council and Staff Relations Policy

19. Council members are reminded that an individual Council member has no attorney-client relationship with the City Attorney. The City Attorney represents the City and City Council as a whole and not any individual Council members, the Mayor, the City Manager, or any other official. A Council member desiring to consult with the City Attorney must address that request to the City Manager. If the City Manager is not able to promptly provide the requested information or advice, the City Manager will forward the Council members’ request to the City Attorney. Council members who consult with the City Attorney regarding City business enjoy an attorney-client relationship with the attorney as a member of the governing body, but not as an individual. Any response from the City Attorney to an individual Council member’s request for legal advice or consultation will be provided to the Mayor and all members of the City Council.

(Amended August 1, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Chapter 2 “Administration and Personnel”, Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Works Session”.

Sec. 2.02.001 Meetings and work sessions

(b) Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written directive of the Mayor submitted to the City Secretary or (2) a majority vote of the city council acting in open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least four days prior to such meeting together with proposed agenda items for such special meeting.

(Amended August 1, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

“V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

4. Distribution of agenda packets.

a. Agenda packets will be delivered, electronically or digitally, to the Mayor and each Council member on Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed electronically or digitally to the Mayor and each Council member as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting.”

(Amended January 14, 2025)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

“V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

2. Preparation of the agenda.

Any Council member, including the Mayor, may request in writing three agenda items per meeting. If additional agenda items are requested, the requester must have the support of two other Council members, which may include the Mayor. The Mayor’s approval shall not be required for any Council member to place an item on the agenda. In the event of emergencies or situations affecting the City as a whole, the Mayor may place additional items on the agenda without restriction. Written requests under this provision must be submitted by noon on the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

(Amended April 9, 2025)

[4922-5005-2435, v. 1](#)



Mayor and Council Communication Deliberation Item 8d

DATE: September 2, 2025

FROM: Mayor Pro Tem Carlie Jones

ITEM: Discuss and consider action on reinstating out-of-state training and travel policy for all of Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.

BACKGROUND:

Mayor Pro Tem Jones will present this item.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny reinstating out-of-state training and travel policy for all of Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.