

Thursday, March 5, 2020

5:30 PM

Council Chambers

CALL TO ORDER AND WELCOME NEW MEMBERS

CITIZEN COMMENTS

This is an opportunity for citizens to address the committee on any matter posted on the agenda or over which the committee has authority. Citizens may speak up to three (3) minutes or the time limit determined by the presiding officer.

ACTION ITEMS:

- A. Approval of the January 9, 2020 meeting minutes.
- B. Discuss and take action on **Ordinance 457 amending Chapter 3, Building Regulations, of the code of ordinances, adopting the 2018 editions of the international building codes, the international plumbing code, the international mechanical code, the international fuel gas code, the international fire code, the international residential code, and the international energy conservation code and NCTCOG recommended amendments, and adopting the 2017 edition of the national electrical code and NCTCOG recommended amendments.**
- C. Discuss and take action on **Ordinance 460 modifying Appendix A, Fee Schedule, Section A3.001 and A3.002, providing that demolition permits may be reimbursed in certain circumstances.**
- D. Discuss and take action on **Rules of Conduct.**

BRIEFING ITEMS:

- E. The next meeting is tentatively scheduled for June 4th at 5:30pm.

ADJOURN:

The committee reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meeting Act.

This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.

A quorum of the council may be present at this meeting; however, no council discussion or action will be taken. I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas, and City website, on this, the 28th day of February 2020, by 5pm, in accordance with Chapter 551 of the Texas Government Code.


Brandy G. Barrett, City Secretary





Westworth Village

Ordinance Committee Meeting Minutes

Municipal Complex
311 Burton Hill Road
Westworth Village, TX 76114
cityofwestworth.com

Thursday, January 9, 2020

5:30 PM

Council Chambers

ATTENDEES:	Rosa Mendez	Chair
	Sharon Schmitz	Member
	John Hendrix	Member
	Michael Dingman	Member
	Walt Feldman	Member
	Phillip Poole	Member
	Dani Briones	Member
	Brandy Barrett	City Secretary
	Sterling Naron	City Administrator
	Kevin Reaves	Police Chief
	Nader Jeri	Building Official

ABSENT:

CALLED TO ORDER at 5:30pm by Rosa Mendez.

ACTION ITEMS:

- A. Approval of the October 1, 2019 meeting minutes.
Motion to approve the minutes.
MADE by Phillip Poole. SECOND by Walt Feldman.
Motion passed by a vote of 7 Ayes and 0 Nays.
- B. Discuss and take action on the citywide survey results.
 - Ms. Barrett reviewed the results. Mr. Dingman and Mr. Poole both requested the redacted raw data to review further.**Motion to request council conduct town hall meetings on the results.**
MADE by Phillip Poole. SECOND by Michael Dingman.
 - **Motion passed** by a vote of 7 Ayes and 0 Nays
- C. Discuss and take action to recommend city council amend the Westworth Village Code of Ordinances, Chapter 3, Section 3.01.001, Permit for construction, alteration or relocation of a building or structure, to address construction issues. *(Mayor Jones requested a review this ordinance in light of recent contractor violations.)*
 - Ms. Barrett explained the existing ordinance and the need for modification. Discussion included the construction site standards, employee safety and how stop work orders are issued and cleared.**Motion to recommend council amend the Westworth Village Code of Ordinances, Chapter 3, Section 3.01.001, Permit for construction, alteration or relocation of a building or structure, to address construction issues.**
MADE by Phillip Poole. SECOND by John Hendrix
Motion passed by a vote of 7 Ayes and 0 Nays.

BRIEFING ITEMS:

D. The next meeting will be scheduled following the town hall meeting.

ADJOURNED at 6:10pm.

MINUTES APPROVED on this, the 5th day of March 2020.

Rosa Mendez, Chair

ATTESTED TO BY:

Brandy G. Barrett, City Secretary



Westworth Village

ORDINANCE 457

Municipal Complex
311 Burton Hill Road
Westworth Village, TX 76114
cityofwestworth.com

Tuesday, March 10, 2020

Council Chambers

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WESTWORTH VILLAGE, TEXAS ADOPTING THE 2018 EDITIONS OF THE *INTERNATIONAL BUILDING CODE*, THE *INTERNATIONAL PLUMBING CODE*, THE *INTERNATIONAL MECHANICAL CODE*, THE *INTERNATIONAL FUEL GAS CODE*, THE *INTERNATIONAL RESIDENTIAL CODE*, THE *INTERNATIONAL ENERGY CONSERVATION CODE*, AND THE *INTERNATIONAL FIRE CODE* AND LOCAL AMENDMENTS THERETO; ADOPTING THE 2017 EDITION OF THE *NATIONAL ELECTRICAL CODE* AND LOCAL AMENDMENTS THERETO; PROVIDING FOR A PENALTY FOR VIOLATION; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION; AND ESTABLISHING THE EFFECTIVE DATE.

- WHEREAS,** the City of Westworth Village is a Type A General Law city located in Tarrant County, Texas; and,
- WHEREAS,** the International Code Council (ICC) has developed a set of comprehensive and coordinated national model construction codes (known as the “International Codes”); and
- WHEREAS,** the *International Building Code*, *International Plumbing Code*, *International Mechanical Code*, *International Fuel Gas Code*, *International Residential Code*, *International Energy Conservation Code*, and the *International Fire Code* have been prepared by the ICC, and in addition to review by the NCTCOG, have been reviewed by City staff; and
- WHEREAS,** the current codes in the City are the 2012 editions of the International Codes, and the City’s codes should be updated to the most current published codes available; and
- WHEREAS,** the 2018 editions of the *International Building Code*, *International Plumbing Code*, *International Mechanical Code*, *International Fuel Gas Code*, *International Residential Code*, *International Energy Conservation Code*, and the *International Fire Code*; and the 2017 edition of the *National Electrical Code* are the most current published codes available; and
- WHEREAS,** the City Council of the City of Westworth Village has determined that it is in the best interest of the citizens of the City of Westworth Village to update and adopt the 2018 editions of the *International Building Code*, *International Plumbing Code*, *International Mechanical Code*, *International Fuel Gas Code*, *International Residential Code*, *International Energy Conservation Code*, and the *International Fire Code*; and the 2017 edition of the *National Electrical Code*; and has determined that this will promote the health, safety and general welfare of the citizens of the City of Westworth Village and the general public; and
- WHEREAS,** the City Council of the City of Westworth Village further desires to adopt certain local amendments to such Codes reflecting the unique needs of the City of Westworth Village;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTWORTH VILLAGE, TEXAS:

SECTION 1: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.041, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Building Code and local amendments to read as follows:

“Section 3.02.041. Adoption of Building Code and Amendments, Additions, and Deletions. The International Building Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the building code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Building Code, 2018 Edition, are hereby adopted and attached as Exhibit “A” to this ordinance. Exhibit “A” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between said International Building Code as adopted and the other provisions of this ordinance, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 2: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.121, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Plumbing Code and local amendments to read as follows:

“Section 3.02.121. Adoption of Plumbing Code and Amendments, Additions, and Deletions. The International Plumbing Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the plumbing code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Plumbing Code, 2018 Edition, are hereby adopted and attached as Exhibit “B” to this ordinance. Exhibit “B” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between said International Plumbing Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 3: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.221, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Mechanical Code and local amendments to read as follows:

“Section 3.02.221. Adoption of Mechanical Code and Amendments, Additions, and Deletions. The International Mechanical Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the mechanical code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Mechanical Code, 2018 Edition, are hereby adopted and attached as Exhibit “C” to this ordinance. Exhibit “C” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between said International Mechanical Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 4: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.261, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Fuel Gas Code and local amendments to read as follows:

“Section 3.02.261. Adoption of Fuel Gas Code and Amendments, Additions, and Deletions. The International Fuel Gas Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the electrical code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Fuel Gas Code, 2018 Edition, are hereby adopted and attached as Exhibit “D” to this ordinance. Exhibit “D” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between the International Fuel Gas Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 5: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.081, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is

hereby amended to adopt the 2018 version of the International Residential Code and local amendments to read as follows:

“Section 3.02.081. Adoption of Residential Code and Amendments, Additions, and Deletions. The International Residential Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the residential code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Residential Code, 2018 Edition, are hereby adopted and attached as Exhibit “E” to this ordinance. Exhibit “E” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between the International Residential Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 6: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.301, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Energy Conservation Code and local amendments to read as follows:

“Section 3.02.301. Adoption of Energy Conservation Code and Amendments, Additions, and Deletions. The International Energy Conservation Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the energy conservation code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the International Energy Conservation Code, 2018 Edition, are hereby adopted and attached as Exhibit “F” to this ordinance. Exhibit “F” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between the International Energy Conservation Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 7: That Chapter 5, “Fire Prevention and Protection,” Article 5.04, “Fire Code,” Section 5.04.001, “Adopted,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2018 version of the International Fire Code to read as follows:

“Section 5.04.001. Adoption of Fire Code. The International Fire Code, 2018 Edition, including Appendix Chapters as recommended by NCTOG, as published by the International Code Council, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the fire code of the City of Westworth Village, Texas, and is made a part hereof, as amended.”

SECTION 8: That Chapter 5, “Fire Prevention and Protection,” Article 5.04, “Fire Code,” Section 5.04.002, “Amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt amendments, additions and deletions to the International Fire Code, 2018 Edition, to read as follows:

“Section 5.04.002. Amendments. Amendments, additions, and deletions to the International Fire Code, 2018 Edition, are hereby adopted and attached as Exhibit “G” to this ordinance. Exhibit “G” shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between the International Fire Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former.”

SECTION 9: That Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” Section 3.02.181, “Adoption; amendments,” of the Code of Ordinances, City of Westworth Village, Texas, is hereby amended to adopt the 2017 version of the National Electrical Code and local amendments to read as follows:

“Section 3.02.181. Adoption of Electrical Code and Amendments, Additions, and Deletions. The National Electrical Code, 2017 Edition, including Appendix Chapters as recommended by NCTOG, as published by the National Fire Protection

Association, a copy of which is on file in the office of the City Secretary, is hereby adopted, and designated as the electrical code of the City of Westworth Village, Texas, and is made a part hereof, as amended. Amendments, additions, and deletions to the National Electrical Code, 2017 Edition, are hereby adopted and attached as Exhibit "H" to this ordinance. Exhibit "H" shall be maintained as a public record in the office of the City Secretary. In the event a conflict is determined to exist between the National Electrical Code as adopted and the other provisions of this Chapter, the latter provisions shall be construed as controlling and take precedence over the former."

SECTION 10: VIOLATIONS AND PENALTIES. Any person violating any provision of this ordinance shall be fined for each and every day during which any violation of any provision of this ordinance is committed, continued, or permitted in an amount not to exceed \$500.00.

SECTION 11: CUMULATIVE This Ordinance shall be cumulative of all provisions of ordinances of the City of Westworth Village, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting ordinances are hereby repealed.

SECTION 12: SEVERABILITY It is hereby declared to be the intention of the City Council of the City of Westworth Village, Texas, that the terms and conditions of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance.

SECTION 13: SAVINGS All rights and remedies of the City of Westworth Village, Texas, are expressly saved as to any and all violations of the provisions of any ordinances affecting building construction, building codes, fire codes, plumbing codes, mechanical codes, electrical codes, residential codes, energy conservation codes, fuel gas codes, permit issuance, or contractor registration within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 14: PUBLICATION The City Secretary is hereby authorized and directed to cause the publication of the descriptive caption and penalty clause of this ordinance as an alternative method of publication provided by law.

SECTION 15: EFFECTIVE DATE This ordinance shall be in full force and effect from and after its passage and publication as required by law.

PASSED AND APPROVED this 10th day of March 2020.

CITY OF WESTWORTH VILLAGE

By: _____
L. Kelly Jones, Mayor

ATTEST:

Brandy G. Barrett, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Ashley D. Dierker, Attorney



City Administrator Staff Report

Municipal Complex
311 Burton Hill Road
Westworth Village, TX 76114
cityofwestworth.com

March 5, 2020

Agenda Item: C

Council Chambers

Staff Recommendation:

Staff recommends approval to council

Prior Action:

Westworth Village resident, Geordan Strain, requested the city consider incentivizing demolition permit applicants to donating the contents of a structure to be demolished to a local nonprofit such as Habitat for Humanity.

Background Information/Analysis:

Westworth Village resident, Geordan Strain, spoke during the citizens comments portion of a meeting to express his desire to work with city staff on implementing a way to incentivize demolition permit applicants to donate the contents of a structure to be demolished to a local nonprofit such as Habitat for Humanity.

Since that time, Mr. Strain has been extremely professional and attentive in meeting with staff to learn about the process, fees associated with a permit, and options to implement such a strategy. Mr. Strain brought forth some great ideas and collaborated with city staff to propose an option to incentivize demolition permit applicants for their donations.

The solution is to create a third option in the fee schedule section of the City's code of ordinances that would allow for the reimbursement of demolition permit fees if the applicant produces a receipt of donation to a nonprofit organization of the recycled household items. When an applicant submits a permit for demolition the city's permit clerk will give the applicant a one-page sheet with steps on how to donate items to a nonprofit which will bring awareness of the incentive.

This solution has been reviewed by the City's attorney.

Financial Consideration:

N/A



AN ORDINANCE OF THE CITY OF WESTWORTH VILLAGE MODIFYING APPENDIX A, FEE SCHEDULE SECTION A3.001 AND A3.002 PROVIDING THAT DEMOLITION PERMITS MAY BE REIMBURSED IN CERTAIN CIRCUMSTANCES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westworth Village (the "City") is a Type A General Law city located in Tarrant County Texas; and

WHEREAS, the City has determined that it is necessary and advisable to amend the City's Code of Ordinances to protect the safety and welfare of the general public, by providing for the reimbursement of demolition fees in certain circumstances.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTWORTH VILLAGE, TEXAS THAT:

Section 1. The Fee Schedule, Appendix A of the Westworth Village Code of Ordinances, is hereby amended, by amending Article A3.00, Building Regulations, Section A3.001(g) to read as follows:

"Sec. A3.001 New construction permit fees (Art. 3.02 and 3.04)

(g) Demolition permit:

- (1) Residential: \$50.00
- (2) Commercial: \$100.00
- (3) Upon proof of donation of salvageable materials to an organization organized and operating pursuant to Internal Revenue Code Section 501(c)(3), the City shall reimburse the applicable demolition permit fee to the applicant.

Section 2. The Fee Schedule, Appendix A of the Westworth Village Code of Ordinances, is hereby amended, by amending Article A3.00, Building Regulations, Section A3.002(f) to read as follows:

"Sec. A3.002 Remodel, repair, alterations or additions permit fees (Arts. 3.02 and 3.04)

(f) Demolition permit:

- (1) Residential: \$50.00
- (2) Commercial: \$100.00
- (3) Upon proof of donation of salvageable materials to an organization organized and operating pursuant to Internal Revenue Code Section 501(c)(3), the City shall reimburse the applicable demolition permit fee to the applicant.

Section 3. This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Westworth Village, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction; such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 5. This ordinance shall be in full force and effect from and after its passage.

AND IT IS SO ORDAINED.

PASSED AND APPROVED this 10th day of March 2020.

CITY OF WESTWORTH VILLAGE

By:

L. Kelly Jones, Mayor

ATTEST:

Brandy G. Barrett, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Ashley D. Dierker, Attorney

Example 1 – proposed by Councilwoman Mendez

Rules of Conduct: Courtesy, Decorum, and Order

Rules of conduct are standards that promote an atmosphere of courtesy, decorum, and order. It is the responsibility of the Mayor and members of the City Council to maintain an atmosphere of courtesy, decorum, and order. A citizen shall not be permitted to conduct any verbal personal attacks or slanderous remarks. The Mayor or a Chair of a committee may interrupt an offending speaker if he or she is disrespectful, too loud, or rude. The Mayor or Chair of a committee should ensure that discussions focus on items in question.

Enforcement of Conduct***Warning***

The Mayor or a Chair of a committee may order members serving on City Council, boards, commissions, committees, or a citizen that violates the rules to be silent.

A member serving on a board, commission, or committee will be given a warning of removal from public service.

Removal

If a person continues to disturb the meeting after receiving a warning, the Mayor or Chair of a committee may order the person to leave the room. If the person does not leave, the Mayor or Chair of a committee may order an officer to remove the person.

Officer

The Mayor or Chair may instruct an officer on duty to remove a person who intentionally disturbs the proceedings of a meeting (council, commission, board, or committee).

Example 2 – proposed by Councilwoman Mendez

Rules of Conduct: Courtesy, Decorum, and Order

Rules of conduct are standards that promote an atmosphere of courtesy, decorum, and order. It is the responsibility of the Mayor and members of the City Council to maintain an atmosphere of courtesy, decorum, and order. A citizen shall not be permitted to conduct any verbal personal attacks or slanderous remarks. The Mayor or a Chair of a committee may interrupt an offending speaker if he or she is disrespectful, too loud, or rude. The Mayor or Chair of a committee should ensure that discussions focus on items in question.

Enforcement of Conduct

Warning

The Mayor or a Chair of a committee may order members serving on City Council, boards, commissions, committees, or a citizen that violates the rules to be silent.

A member serving on a board, commission, or committee will be given a warning of removal from serving in public office.

Removal

If a person continues to disturb the meeting after receiving a warning, the Mayor or Chair of a committee may order the person to leave the room. If the person does not leave, the Mayor or Chair of a committee may order an officer to remove the person.

Thursday, January 9, 2020

6:30 PM

Council Chambers

CALL TO ORDER

CITIZEN COMMENTS

This is an opportunity for citizens to address the committee on any matter over which they have authority, whether it is or is not posted on the agenda. The committee is not permitted to discuss or take action on any presentations concerning an item not listed on the agenda. Citizens may speak up to three (3) minutes or the time limit determined by the Mayor or presiding officer.

ACTION & BRIEFING ITEMS:

- A. Approval of both the November 7, 2019 meeting minutes.
- B. Review and discuss the action taken by city council regarding the location of the pedestrian Hawks Signal crossing where the trail system crosses Roaring Springs Road. *(Council took action on December 10th regarding the trail crossing location at Roaring Springs Road, however they did not accept the Public Safety Committee's recommended location.)*
- C. Receive a status update on the signal warrant study agreement for the intersections of Carb and Coleman at Roaring Springs Road. *(Council took action on November 12th accepting the Public Safety Committee's recommendation to complete a traffic signal warrant study on Roaring Springs Road.)*
- D. Receive a status update on the bus lane stripping, drop-off zone and pedestrian crossing.
- E. Discuss and take action on the citywide survey results.
- F. The next meeting will be scheduled as needed.

ADJOURN

The Committee reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meeting Act.

This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.

A quorum of the council or other committees may be present at this meeting; however, no council or other committee discussion or action will be taken. I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas on this, the 6th day of January 2020, at 5pm, in accordance with Chapter 551 of the Texas Government Code.



Brandy G. Barrett, City Secretary



3.10 Courtesy, Decorum and Order.

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and the members of the City Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings:

1. *Request to Speak.* Before a Council Member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments must be kept relevant to the subject before the Council. The Mayor shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first complete a Citizen Comment Request Form and submit it to the City Secretary. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, irrelevant, impertinent, redundant, or slanderous.
2. *Order.* If a person fails to request to speak before speaking, the Mayor shall rule them Out of Order and remind them that they do not have the floor. While the Council is in session, all Council Members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the City Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a Motion to Recess.
3. *Improper References Prohibited.* Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member. Speakers shall confine themselves to the question under debate, avoiding all personal attacks and indecorous language.

4. *Interruptions.* A Council Member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or other such interruption expressed below. If the Council Member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if the Council Member is found to be in order, he or she shall be permitted to proceed speaking. Allowable interruptions or, points of order are as follows:
- a. *Point of Privilege.* The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council Members ability to hear.
 - b. *Point of Order.* The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.
 - c. *Motion to Appeal.* If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
 - d. *Call for orders of the day.* This is simply another way of saying, "let's return to the agenda." If a Council Member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
 - e. *Withdraw a Motion.* During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may

interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council Members are free to make the same motion or another motion.

3.11 Enforcement of Rules and Procedures.

The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Mayor under his or her own action, or upon a Motion to Enforce by any Council Member.

1. *Warning.* The Mayor may order any person (Council Member, staff member or audience member) in violation of these rules to be silent.
2. *Removal.* If, after receiving a warning from the Mayor, the person continues to disturb the meeting or breach the peace and good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may order the Sergeant-at-Arms to remove the person.
3. *Sergeant-at-Arms.* The Sergeant-at-Arms shall be the highest ranking police officer in attendance at the Council Meeting, or such other officer designated by the Chief of Police for that purpose. Upon instruction of the Mayor, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the City

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Council. A violation of these rules may be deemed an attempt to disrupt, obstruct, and/or interfere with a lawful meeting and subject the violator to prosecution under state law for disrupting a lawful meeting. (Section 42.05, Texas Penal Code)

4. *Resisting Removal.* Any person who resists removal by the Sergeant-at-Arms may be charged with violating Section 42.05 of the Texas Penal Code.

5. *Motion to Enforce.* Any Council Member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

3.12 Council May Discipline its Own Members.

In the event a Council Member violates the Charter, these rules or any other Ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of Forney, the City Council on supermajority vote may discipline the offending member.

Such action may only take place after an Executive Session is held to discuss the offense. The offending member shall be present at the Executive Session to answer any questions asked by members of the City Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the Executive Session, the remaining members of the City Council may proceed in his or her absence.

City Council of Weatherford, Texas

The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Mayor under his/her own action, or upon a motion to enforce by any Council member.

- a. Warning. The presiding officer may order any person (Council member, staff member or audience member) in violation of these rules to be silent.
- b. Removal. If, after receiving a warning from the presiding officer, the person continues to disturb the meeting or breach the peace and good order of the meeting, the presiding officer may order the person to leave the meeting. If the person does not leave the room, the presiding officer may order the sergeant-at-arms to remove the person.
- c. Sergeant-at-Arms. The sergeant-at-arms will be the highest-ranking police officer in attendance at the meeting, or such other officer designated by the chief of police for that purpose. Upon instruction of the presiding officer, it will be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the Council proceedings.
- d. Resisting Removal. Any person who resists removal by the sergeant-at-arms may be charged with violating Section 42.05 of the Texas Penal Code.
- e. Motion to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a simple majority of the Council will require the presiding officer to do so. A motion to enforce is an allowable interruption and is not debatable.

North Richland Hills

Speaking at a City Council Meeting

Overview

Those wishing to address the City Council (“Council”) must complete a Public Meeting Appearance Card and present it to the City Secretary prior to the start of the Council meeting. The cards are located on a table at the entrance to the Council Chamber. **Groups wishing to address the same issue are encouraged to select a spokesperson.**

The Mayor will ask those wishing to address the Council to do so at the appropriate time. Please approach the speaker’s podium in the center of the Council Chamber, state your name and address for the record. Please direct your comments to the Mayor and Council.

Individuals addressing the Council are given a three (3) minute time limit. Group representatives speaking for ten (10) or more individuals present in the Council Chamber may speak for ten (10) minutes. Members of the group will not be allowed to comment and will be asked to stand to confirm ten individuals are present. The Mayor or City Secretary must be advised that a group presentation will be made prior to reaching the item.

Types of Appearances

Members of the public may address the Council at the following times during a meeting:

1. **Citizens Presentation** is a specified time at the beginning of each Council meeting for citizens to speak on a subject pertaining to the city’s jurisdiction and is not formally scheduled on the agenda, scheduled as a public hearing or scheduled for consideration by the Council or another city board or commission at a later date. Comments will not be allowed on any matter on which staff has scheduled or will be scheduling stakeholder or similar meetings to solicit citizen input within 60 days, it being Council’s intent that such comments be made at such meetings. The Council is prohibited from deliberating or taking action on any subject not on the posted agenda. The Council may have the subject placed on an agenda for a future meeting or, if appropriate, have staff respond to your concerns. The time limit is three (3)

minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers.

2. **Public Hearings** may be held throughout the regular agenda items and are usually required by Texas law. Speakers will not be permitted to speak about matters or present evidence which is not germane to the item being considered. Speakers are limited to three (3) minutes for individuals. There is a cumulative limit of thirty (30) minutes for all those speaking in favor of an item and a like limit for those speaking in opposition. If needed, time limits may be extended with concurrence of Council. No person may speak twice to the same item until all persons wishing to speak have been recognized. A person will only be allowed to speak a second time when there is new evidence to present.
3. **Public Comments** provide an opportunity for citizens to address the Council on matters which are scheduled on this agenda for consideration by the Council, but not scheduled as a public hearing. In order to address the Council during public comments, a Public Meeting Appearance Card must be completed and presented to the City Secretary prior to the start of the Council meeting. Speakers must observe the three (3) minute time limit.

Decorum

No member of the public shall be permitted to conduct any verbal personal attack on the mayor, any individual member of the council, city staff, or member of any city board or commission. Any such personal attack, or attempted personal attack, may be challenged with a point of order or the mayor may interrupt an offending speaker to enforce this rule. The mayor may prevent any citizen from addressing the Council who makes comments or provides documents during public comments portion of the Council meeting that are defamatory, whether slander or libel, rise to the level of disorderly conduct, incite a riot, or are considered a breach of the peace.

Website

<https://www.nrhtx.com/1106/Speaking-at-a-Council-Meeting>

City of Fort Worth, Texas City Council

5.4.3 Rules of Conduct: City Council Meetings are conducted for the official business of the City Council. Members of the public attending City Council meetings shall observe the same rules of civility, decorum and respectful conduct applicable to members of the City Council. To ensure meetings are conducted in a professional and courteous manner which enables the order conduct of business, all persons in attendance or who participate in such meetings shall conduct themselves in a manner that does not interfere with the ability of others to observe and, when allowed, to participate without disruption or fear of intimidation, threats or hostility. Members of the public desiring to address the City Council shall be recognized by the Chair and shall state his or her name and city of residence in an audible tone for the record and shall limit his or her remarks to the topic under discussion. The public has the right to criticize policies, procedure, programs or services of the City or of the actions or omission of the City Council or City staff. A member of the public addressing the City Council shall not engage in any disorderly conduct which disrupts the orderly conduct of any City Council meeting. The Chair may rule a public speaker out of order and in violation of the Council Rules if: (a) the speaker is speaking beyond the allocated time limit and refuses to yield the floor; (b) the speaker's remarks are not relevant to the agenda item or City business or affairs; (c) the speaker repeatedly interrupts a Council Member; (d) the speaker's remarks are disruptive so as to disturb the peace and good order of the meeting, through use of, without limitation, loud, threatening, hostile, abusive, vulgar or obscene language or any other actions that disturb or are calculated to disturb the meeting; (e) the speaker engages in any conduct with the intent to break up the meeting of the City Council or urges other to commit acts or engage in conduct to break up the meeting, including unreasonably loud and prolonged yelling, screaming, clapping or noise-creating acts which render it impossible or difficult for the City Council to conduct or continue with the meeting; or (f) the speaker willfully refuses or fails to comply with any Council Rule of Procedure or with any reasonable order of the Chair. Demonstrations, the carrying of signs or placards, or other activities which disturb the peace and good order of the meeting shall not be permitted in the Council Chambers.

Website

<https://fortworthtexas.gov/government/>