



SHADY SHORES TOWN COUNCIL
WORKSESSION
MARCH 14, 2022; 6:00 PM
101 S.SHADY SHORES ROAD
SHADY SHORES, TX 76208

TO VIEW THE MEETING LIVE
<https://shadyshorestx.civicclerk.com/>

CALL TO ORDER

ROLL CALL

Establish a quorum.

Worksession Items

1. Preliminary Budget Discussion
2. Policy Review- Governance Policy

FUTURE AGENDA ITEMS AND STAFF DIRECTION

ADJOURN

The Town Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed on this agenda, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development).

I, Wendy Withers, Town Administrator of the Town of Shady Shores do hereby certify that the above notice of the Shady Shores Town Council Worksession was posted on the bulletin board at the Community Center, 101 S. Shady Shores Road, Shady Shores, Texas on 11 Day of March 2022, at 10:17 A.M.

Wendy Withers
Wendy Withers, Town Administrator



AGENDA MEMORANDUM

DATE: March 14, 2022
TO: Town Council
FROM: Wendy withers, Town Administrator
SUBJECT: Preliminary Budget Discussion

BACKGROUND/INFORMATION:

Begin Preliminary Discussions regarding the upcoming 2022-2023 Fiscal Year Budget. Provide staff direction for gathering information relative to proposed projects or needs:

Suggested topics include:

Software Review - review of current and future software needs to ensure that we are using our software efficiently and effectively at the lowest cost.

Contract Review- Review of vendor contracts for services

Capital Projects

Parks and Green Space

- Walking Trails

American Rescue Plan Funds

Broadband Project

Public Works

Revenue Sources

Sales Tax Election

Pursuit of lost sales tax

Hotel/Motel Sales Tax

Other

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

None

REVIEWED BY:



AGENDA MEMORANDUM

DATE: March 14, 2022
TO: Town Council
FROM: Wendy withers, Town Administrator
SUBJECT: Policy Review- Governance Policy

BACKGROUND/INFORMATION:

The Town Staff has begun a review of several policies passed in previous years to ensure they are timely and current. In 2015, the Town Council approved a Governance Policy to serve as a guide outlining the procedure and rules of order for conducting council meetings, interaction with staff and residents, and placement of items on the agenda. A copy of the current policy is attached with staff comments regarding possible changes. Conduct a review of the policy and provide staff direction or suggest changes to the policy. This is a work session discussion item and any recommended updates to the policy will be adopted at a future Town Council meeting.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Review and discuss the policy- provide staff direction regarding proposed changes.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

1. Governance Policy Approved Final 07.13.2015 CLEAN VERSION UPDATED 03.2022

REVIEWED BY:

TOWN OF SHADY SHORES

GOVERNANCE POLICY

ADOPTED 07/13/2015



PROPOSED UPDATES February 2022Updated

A guide outlining the procedure and rules of order for conducting council meetings, interaction with staff and residents, and placement of items on the agenda.

1. COUNCIL MEETINGS

The ~~mayer~~Mayor is the presiding officer over the meeting and has the primary responsibility for ensuring that the council's rules of procedure are ~~followed~~followed, and the meeting is conducted in a professional manner~~---~~.

In accordance with the Texas Open Meetings Act all meetings will be conducted in public except for those items to be discussed during Executive Session.

1.1 NOTICE OF MEETINGS

Notice of meetings will be posted on the Community Bulletin Board located outside of Town Hall and on the Town's website. (Agendas)

Meeting date and times will be posted on through the following media: Electronic monument sign, social media; eblast?

1.2 REGULAR MEETINGS

As designated in Resolution 766, Regular Council meetings will be held on the second Monday of each month at 7:00 p.m. -Unless otherwise indicated all meetings will be held in the Shady Shores Community Center 101 S. Shady Shores Road, Shady Shores Texas. Meetings will be live streamed on the Town of Shady Shores website.

a. Location During a Local Emergency

If a disaster or local emergency prohibits the Town Council from meeting in its regular location the ~~Mayor~~Mayor, ~~Mayor~~Mayor Pro Tem or in the absence of both members the Town Administrator shall determine the location. -Notice will be posted on the Town's website ~~if at all possible~~if possible.

b. Cancellation of Meetings

The Council may cancel a meeting with a majority vote in the event the meeting date falls on a legal holiday or any other time the Council deems appropriate~~---~~. Notice of the cancellation will be advertised on the Town's public bulletin board, website; social media platforms and the electronic sign. .

1.3 CALLED MEETINGS (Special Meeting)

The ~~mayer~~Mayor may call a special meeting when needed, or upon application of two council members.

~~1.21.4~~ QUORUM

Three council members constitute a quorum at a Regular meeting~~---~~. Four council members are required for a quorum at a called meeting (special meeting) or a meeting to consider the passage of a tax rate~~---~~. The ~~mayer~~Mayor is not included in the calculation of a quorum.

1.31.5 COUNCIL WORK SESSIONS SPECIAL MEETINGS AND EMERGENCY MEETINGS.

1.4

1.5

1.6

a. A worksession will be held before the Regular Town Council meeting at 6:00 pm.- to informally review items scheduled for review at future meetings.- Work sessions are for information gathering purposes only and no action will be taken during a work session. The worksession may be canceled if there is no business to be discussed. Notice of cancellation will be posted on the Town's public bulletin board, website; social media platforms and the electronic sign. .

a. Special Meetings may be called by the ~~mayer~~Mayor or two or more members of the Town Council. Notice of special meetings will be posted in compliance with Texas Local Government Code.- In the event of an emergency meeting the requirements set for in Texas Government Code, Section 551.045 the meeting will be posted two hours before the meeting.

2. MEETING AGENDAS

2.1 PROCEDURE TO HAVE AN ITEM PLACED ON THE TOWN COUNCIL AGENDA

Items are placed on the agenda at the discretion of the ~~mayer~~Mayor.- Council members may propose an agenda item at any time.- Exercising good judgment based on existing business, town workload or scheduling issues, the ~~mayer~~Mayor will determine which items are placed on the agenda.- Items may need to be reserved for future agendas, based on the amount of time needed for research, or other pressing town business. There will be a standing agenda item for council members to introduce a topic for council vote for future placement on an agenda. . Council members requesting items for placement on the agenda should submit their request in writing or by using the Agenda Request form at least 10 days prior to the regular council meeting.- Council members requesting items for placement on the agenda are responsible for providing/and or requesting necessary backup documentation for inclusion in the council packets.- Requests may be submitted to the Town Secretary/Administrator or the ~~mayer~~Mayor by using the REQUEST TO SCHEDULE ITEM ON COUNCIL AGENDA form, an email or other written request.

2.2 CITIZEN REQUEST FOR ITEMS TO BE PLACED ON THE AGENDA:

Any citizen, agency or group may submit a request to present or place an item or topic on the Town Council agenda as follows:

a. The request must be written legibly on the town's request form.

- b. The request must specify the subject matter, the form and manner or presentation of the subject, and whether supplemental written materials will be provided to the council.
- c. The request must specify the amount of time for the presentation (no longer than 10 minutes)
- d. The request must contain a contact name, telephone number and preferably an email address and fax number if available.
- e. The request must document the amount of funding requested, if any, or an estimate of the financial cost to the Town, if applicable.
- f. The request must be submitted to the Town Secretary at least two weeks prior to the desired Council meeting date.

Items are placed on the agenda at the discretion of the ~~mayor~~Mayor. - The requested agenda item will be scheduled on the next available Regular Session Agenda providing that:

- a. The workload, council priorities, and other town business permit time for the requested item.
- b. All supplemental printed information or materials are provided for council review. ~~-. If~~ Incomplete requests will not be placed on the agenda until all materials are received.
- c. The matter may be one which a meeting with staff or a committee would be the best first step ~~-. If~~ so, the ~~mayor~~Mayor or Town Secretary will make those arrangements.

2.3 **CITIZEN COMMENTS ON REGULAR AGENDA ITEMS** Prior to the meeting or during the meeting or prior to the discussion, individuals who wish to address the Town Council Should sign in at the front of the room.

- a. When called upon, the person should come to the podium state his/her name and address for the record, and if speaking for an organization identify the group represented.
- b. Remarks should be addressed to the entire council and not specific members.
- c. Citizens may wish to register their support or opposition to an agenda item without speaking and may do so on the public ~~comment cards~~sign in sheet. -Their comment of support or opposition will be included in the formal minutes.
- d. Questions, if any should be directed to the ~~mayor~~Mayor or presiding officer who will then determine whether or in what manner an answer will be provided.

2.4 **CITIZEN'S AGENDA**

This agenda exists as an avenue for ~~Citizens'~~Citizens to address the Town Council on any item of business not formally scheduled on an Agenda. -Citizens who wish to speak should sign up prior the meeting on the sign in sheet provided.

a. Citizen's Comments are ~~generally permitted~~permitted at the time specified on the agenda. ~~The~~

a. ~~Citizens'~~ Agenda will normally be placed on the agenda directly after the Consent ~~Agenda.~~

- b. Citizens Comments will be limited to three minutes each. ~~An additional two minutes may be granted by the~~ ~~mayor~~Mayor, or upon consensus of the council, time permitting and the subject matter.
- c. In compliance with the Texas Open Meetings Act, the Town Council may not deliberate or vote on any matter not on the agenda for that meeting raised on the Citizens' Agenda. The exceptions are simply answering a question on existing policy or fact which requires no deliberation, (e.g., "what is the speed limit on Lakeshore "), or, for the purpose of determining whether a matter should be placed on a future Town Council Agenda. ~~The~~ ~~Mayor~~Mayor may request the Town Secretary or other appropriate staff provide additional information on matters of existing policy or general interest to the community or the citizen speaking.
- d. Presentations of repetitious information is not appropriate. ~~Citizens~~ may present their information in written form.
In the interest of time, if there is a group of individuals representing a single item, the group is encouraged to select a spokesperson.

2.5 EXECUTIVE SESSION

The Town Council may meet in Executive Session during any regular or special meeting, or anytime otherwise authorized by State law, to consider or hear any matter which is authorized by State law to be heard or considered in Executive session as outlined in Texas Government Code, Chapter 551.

- a. The Town Council may exclude any persons which it is authorized by State law to exclude.
- b. The general topic of discussion will be identified in open session before the recessing to Executive Session, and time spent will be documented
- c. Councilmembers shall not reveal the nature of discussion from an executive session unless ordered to do so by a court of law.

2.6 ORDER OF AGENDA ITEMS

1. CALL TO ORDER/ROLL CALL TO DETERMINE A QUORUM

The presiding officer calls the meeting to order and determines whether a quorum is present. ~~The~~ presiding officer or the Town Secretary will call the roll.

2. PLEDGE OF ALLEGIANCE

Pledge to the United States and the State of Texas Flags.

3. ~~MAYOR~~MAYOR'S PROCLAMATIONS

4. COUNCIL MEMBER/COMMITTEE AND STAFF REPORTS/ANNOUNCEMENTS

This agenda item will include reports from the ~~Mayor~~Mayor or other Town Staff on the status of various projects, problems, and other monthly reports. These items will be listed individually on the agenda. (Police, fire, code enforcement, animal control, planning and zoning, and staff reports will be conducted at a minimum each month

5. CONSENT AGENDA

- a. The consent agenda shall contain routine, non-controversial items that require council action but little or no deliberations. (minutes, financial reports, routine items)
- b. If an item is removed from the consent agenda for discussion, the council may approve the remaining consent agenda items before considering the removed item.
- c. The removed item is then deliberated, and may be passed, denied, tabled or other appropriate action taken before proceeding to the next agenda item.

6. ~~5.~~ CITIZENS AGENDA

Opportunity for citizens and other persons to address the council.

6.7. REGULAR AGENDA

Items for discussion, public ~~hearings~~hearings, and other regular business of the Town Council

7.8. EXECUTIVE SESSION

If needed (see rules for executive session listed above) an executive session may also be called at any time during the meeting in accordance with Texas law.

8.9. FUTURE AGENDA TOPICS AND STAFF DIRECTION

This is an opportunity for Councilmembers to request items for future consideration and provide staff direction for ~~carrying designated~~ tasks.

9.10. ADJOURN

**Council members or the ~~mayor~~Mayor may ask to change the order of the agenda to accommodate certain events or guest speakers.*

3. COUNCIL MEETING PROCEDURES

3.1 MOTIONS

Motions may be made by any member of the council or commission, any person other than the person who made the motion may second the motion.

3.2 PROCEDURE FOR MAKING A MOTION

- a. A motion should be made and seconded

- b. When a motion has been made and seconded, the ~~mayor~~Mayor or presiding officer shall open the matter for discussion.
- c. After the matter has been deliberated, the ~~mayor~~Mayor or presiding officer shall call for a vote. -At this time no other discussion should take place other than Council members that wish to explain their vote.

AMENDING A MOTION

When a motion is on the floor and an amendment is offered, the amendment should be acted on prior to acting on the main motion.- No motion of a subject different from that under consideration shall be appropriate in the amendment. -**MOTION TO TABLE** a motion to table will delay consideration of the item being discussed.

WITHDRAWAL OF A MOTION

A withdrawal of motion indicates a motion may be withdrawn or modified by the Councilmember who originally made the motion at any time prior to its passage.- If the motion is modified the Councilmember who seconded the motion may withdraw his/her second.

3.2 VOTING

ABSTENTION

Should a councilmember have a legal conflict regarding an agenda item, the councilmember should have a written statement prepared and filed with the Town Secretary prior to the agenda item being reached on the agenda--. The council member should remove themselves from all deliberation of the item--.

TIE VOTE

In the event of a tie vote, the ~~mayor~~Mayor shall cast the deciding vote.

In the event the ~~mayor~~Mayor is absent from the meeting, and the ~~Mayor~~Mayor Pro Tem is presiding, the ~~Mayor~~Mayor Pro Tem votes as a council member on each motion--.

3.3 PUBLIC HEARINGS

CONDUCTING A PUBLIC HEARING

- a. Staff Presents a report
- b. e ~~Mayor~~Mayor Opens the Public Hearing
- c. The Applicant is invited to speak and present comments or testimony
- d. The ~~Mayor~~Mayor calls for public comment in favor
- e. The ~~Mayor~~Mayor calls for public comment in opposition
- f. The applicant is given an opportunity for rebuttal
- g. The ~~Mayor~~Mayor Closes the public hearing
- h. The Council deliberates the issue and may ask additional questions of the applicant.

- i. The ~~Mayor~~Mayor or Presiding Officer calls for a motion and takes a vote on the subject.

Citizens wishing to speak during the public hearing should sign in on the appropriate form. Speakers will be limited to three (3) minutes. Citizens may only speak on matters related to the public hearing.

Written communications concerning the subject matter of the hearing will be noted, read ~~aloud~~aloud, or summarized by the ~~Mayor~~Mayor. A reading of one or more of written items may take place upon request of a council member, with the approval of the ~~Mayor~~Mayor.

4. BOARDS /AND COMMITTEES

4.1 ZONING BOARD OF ADJUSTMENTS

Currently the Town Council serves as the Zoning Board of Adjustments. The Zoning Board of Adjustments grants variances to the terms of the Zoning Ordinance. Ordinance 227-09-2010 outlines the rules of procedure for the Zoning Board of Adjustments.

4.2 PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission consists of five (5) members and two alternates. ~~Members are appointed by the Town Council.~~The Town Council shall appoint members each year in September. The Planning and Zoning Commission makes recommendations to the Town Council. Ordinance 130, Article III Section 3.1 outlines the rules of procedure for the Planning and Zoning Commission. Meetings of the Planning and Zoning Commission shall be conducted in the same manner as Council Meetings as listed above. The Chairman of the Planning and Zoning Commission will set the agenda and format for the meeting.

Commented [WW1]: Should we add the application process to this policy

4.4 AD HOC COMMITTEES Ad Hoc committees are advisory committees only. Their recommendations require approval by the town council. Ad Hoc Committees are formed on an as needed basis with a clearly defined purpose; process, and term, as well as reporting requirements. Ad Hoc Committees will consist of up to two Councilmembers and at least one staff member recommended by the ~~Mayor~~Mayor, and approved by the Council. From time to time, ad hoc committees may consist of up to two council members and staff for the purpose of research and reporting on specific issues to be provided to council for decision making purposes.

a. Investment Committee- makes recommendations to the Town Council regarding the investments of the Town. The Investment Committee meets on a quarterly basis and consists of an Investment Officer, the ~~Mayor~~Mayor, and the ~~Mayor~~Mayor ~~p~~Pro temTem. Other members may be appointed as needed. (Resolution 675).

b. Keep Shady Shores Beautiful-The Town of Shady Shores is an affiliate of the Keep Texas Beautiful Organization. The Keep Shady Shores Beautiful committee acts within the state guidelines and the oversight and review of the Council. The committee purpose is to promote beautification and preservation of natural habitats in and around Shady Shores as well as litter prevention and recycling efforts. The committee's actions may often help the town achieve compliance with the TCEQ requirements. The Committee should elect a ~~chairman~~ chairperson each year in October. The ~~Chairman~~Chairperson will be responsible for coordinating events and committee meeting dates with the ~~Mayor~~Mayor or the ~~Mayor~~Mayor's designee. Town Staff member must be present at committee meetings to provide guidance on town regulations and record keeping compliance and authorized disbursements. All proposed projects and events must be submitted to the Town no later than 30 days prior to the event. The item may be placed on the Council agenda. The Council will deliberate and may approve and coordinate all necessary licenses, permits, insurance liability documents, provide budgetary support and approve financial disbursements, etc.,

c. Community Events Committee- The Community Events committee is responsible for coordinating events that promote good will and the spirit of community within the Town of Shady Shores. The Committee shall elect a ~~Chairman~~Chairperson each year. The Committee consists of members of the community. All proposed projects and events must be submitted to the Town no later than 30 days prior to the event. The Town will approve and coordinate all necessary licenses, permits, insurance liability documents etc. 5.

COUNCILMEMBER APPOINTMENTS AND ASSIGNMENTS

Councilmember appointments to outside agencies, committees, task forces, boards and Commissions shall be made by a vote of the Town Council. Councilmembers will ~~act-asfunction~~ as a liaison and represent the existing policies and ordinances of the Town Council to these entities. The representative will periodically report to the Town Council on the activities of these organizations, and request council input on any relevant issues.

5.1 MAYOR/MAYOR TO ACT-ASFUNCTION AS COUNCIL CEREMONIAL REPRESENTATIVE

The ~~Mayor~~Mayor will ~~act-asfunction as~~ the Town Council's ceremonial representative at public events and functions. In the ~~Mayor~~Mayor's absence, the ~~Mayor~~Mayor Pro Tem assumes this responsibility. In the event the ~~Mayor~~Mayor and the ~~Mayor~~Mayor Pro Tem are both unable to participate, the ~~Mayor~~Mayor will designate a councilmember or a representative of the staff to represent the Town.

5.2 COUNCILMEMBER PARTICIPATION IN COMMUNITY ACTIVITIES

While Councilmembers may choose to participate in community activities, ~~committees~~committees, and events, unless they have been specifically appointed through an action of the Town Council as representing the Town, the councilmember will be acting on their own behalf. No individual council member may bind the Town in any manner, at any time.

6.0 ADMINISTRATIVE SUPPORT

Commented [WW2]: Should the KSSB members be appointed by the Council, who is the actual committee and who simply attends?

Does this need to be outlined more?

Commented [WW3]: This part needs work and we really aren't following this procedure anymore.

Commented [WW4]: Same here?

6.1 NUMBERING OF ORDINANCES AND RESOLUTIONS

Ordinances shall be numbered in the order of the agenda, and numbered as follows, the Ordinance number, the month passed and the last two digits of the year. For example, and ordinance passed in November 2014 would be (341-11-14)

Resolutions shall be numbered in the order of the agenda, and numbered as follows, the Year passed, resolution number and the month ~~passed~~For~~passed~~ example, a Resolution passed in November 2014 would be (2014-822-11

6.2 CLERICAL SUPORT

Staff will coordinate generating correspondence and general administrative support at the request of Councilmembers.

6.3 REQUESTS FOR PROJECT TIME

Councilmembers wishing to request project time from staff on a given topic should deliver such requests through the ~~Mayor~~Mayor. Requests for policy direction will be brought to the full Town ~~Council~~ at a regular meeting for consideration. The ~~Mayor~~Mayor will determine if extensive staff time and resources are required to accomplish the request and if so at his/her discretion present the request to the full Town Council prior to utilizing staff resources to complete the task.

Commented [WW5]: Again this section is not to say that council members cannot ask for information from staff, it is to avoid individuals asking staff to spend massive amounts of time and effort on projects not in line with current projects or time... who does staff report to ultimately and it can be confusing to have several people asking for information and not have direction of the Mayor. Do we need an organizational chart to go along with this?

6.4 COUNCIL NOTIFICATION

The Town Administrator or his or her designee will coordinate notification of major crime, fire or other disasters or incidents or other ~~important information~~vital information. This will be accomplished through email or phone call depending on the level of emergency

6.5 MASTER-TOWN CALENDAR

The Town Administrator will maintain a ~~master~~a primary calendar list of Council meetings, ~~functions~~functions, and events as well as other meetings, and appointments, board and committee meetings and Town Hall reservation uses.

6.6 PACKET PREPARTION AND DISTRIBUTION OF MATERIALS

Council packets are prepared in advance of the Town Council meeting and will be available to each Councilmember and ~~Boardmember~~Board member through Boardview or the currently designated viewing format. The Town Administrator or his/her designee will email a copy of the agenda packet no later than 72 hours prior to the upcoming meeting. All packets ~~wil~~will be prepared electronically.

7.0 TRAINING

7.1 PUBLIC INFORMATION AND OPEN GOVERNMENT TRAINING

Each elected or appointed official who is a member of a governmental body subject to the Texas Open Meetings Act and the Public Information Act must complete one to two hours of training on basic compliance with the Texas Open Meetings Act and the Public Information as required by GC 551.005. The training must be completed within 90 days of taking office and record of training will be submitted to the Town Secretary.

Commented [WW6]: Is there other council or staff training that we might want to require or suggest/ TML Training etc?

8.0 ETHICAL CONDUCT

The Town of Shady Shores desires that all citizens have confidence in the integrity, independence, and impartiality of their government and its representatives.- Town Officials and employees will exercise discretion when conducting official business.- All business of the Town of Shady Shores will be conducted in a legal and ethical manner in accordance with state laws and local ordinances.

9.0 COMPLIANCE

The policies and procedures outlined in this document are intended to facilitate the business of the Town Council in a manner that is efficient and timely and are procedural only.- Failure to strictly observe any such rules shall not affect or invalidate any action taken by the Town Council.

PASSED AND APPROVED THIS THE 13 DAY OF
July, 2015,

APPROVED:

Cindy Aughinbaugh, ~~Mayer~~Mayor

ATTEST:

Administrator/Secretary

Wendy Withers, Town