



# CITY OF DECATUR, TEXAS

**CITY COUNCIL WORKSHOP**  
Decatur City Hall - 201 E. Walnut, Decatur, TX  
Monday, March 21, 2022

**WORKSHOP 5:30 p.m.**  
**AND VIA VIDEOCONFERENCE/TELECONFERENCE**

Videoconferencing is being used to allow the public and staff to join the meeting. This meeting will be held using videoconferencing/teleconferencing technology with public viewing access via [WWW.ZOOM.US/JOIN](https://www.zoom.us/join) (MEETING/WEBINAR ID: **896 7879 4680** PASSCODE: **545467**) or watch live at: <https://decaturtx.new.swagit.com/views/212/>

**If you have questions you can call 940-393-0204 before noon on the date of the meeting.**

*If you join the meeting via videoconferencing and want to address the Council on an agenda item, you will need to have your camera on and **SEND A CHAT MESSAGE THAT YOU HAVE A COMMENT AT THE BEGINNING OF THE MEETING**, when the Mayor calls for public comment, you will be recognized by the Mayor to address the Council and will be allowed 3 minutes to complete your comments.*

*Anyone wishing to speak on a posted agenda item must complete a speaker card with his/her name and address and must identify the agenda item number for which he/she would like to speak. A card must be submitted to Asucena Garcia, City Secretary, so that the speaker may be recognized by the Mayor at the appropriate time. Speakers will each be allowed a three (3) minute time period to provide comments regarding the posted agenda item for which the request to speak was submitted and may speak during this item or during the Council's consideration of individual items in accordance with City Council Rules of Procedure. The three (3) minute time period will be extended to six (6) minutes if a translator is required for a non-English speaker to communicate his/her comments regarding the posted agenda item for which the request to speak was filed.*

**WORKSHOP 5:30 p.m.**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

**EXECUTIVE SESSION:** IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ., THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING:

SECTION 551.071 - CONSULTATION WITH ATTORNEY: CONSULTATION WITH ATTORNEY ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE GOVERNMENTAL BODY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THIS CHAPTER RE: EMPLOYING A NEW CITY MANAGER; INTERVIEWS; PUBLIC INFORMATION ACT AND OPEN MEETINGS ACT REQUIREMENTS; REVIEW OF PLANNING AND DEVELOPMENT SERVICES PROCESSES; CITY POLICIES

**RECONVENE INTO OPEN SESSION - IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, CHAPTER 551, THE CITY COUNCIL WILL RECONVENE INTO REGULAR SESSION TO CONSIDER ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

1. DISCUSS AND TAKE APPROPRIATE ACTION/PROVIDE DIRECTION TO STAFF REGARDING HIRING PROCESS FOR NEW CITY MANAGER, JOB DESCRIPTION, ORGANIZATIONAL STRUCTURE, RECRUITING METHOD AND COSTS, SUBCOMMITTEE FORMATION, AND RELATED MATTERS.
2. DISCUSS AND TAKE APPROPRIATE ACTION/PROVIDE DIRECTION TO CITY MANAGER REGARDING CONSULTANT RECOMMENDATIONS RELATIVE TO PLANNING AND DEVELOPMENT SERVICES PROCESS REVIEW.

I hereby certify that the above agenda was posted on the official bulletin board at City Hall, 201 E. Walnut, Decatur Texas, on Friday, March 18, 2022, by 5:00 p.m., pursuant to the Texas Government Code, Chapter 551.

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Asucena Garcia, TRMC  
City Secretary

\*NOTE: The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City); §551.072 (purchase, exchange, lease or value of real property); §551.074 (personnel or to hear complaints against personnel); §551.076 (deployment, or specific occasions for implementation of security personnel or devices); and §551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

**\*\*PURSUANT TO SECTION 551.127, TEXAS GOVERNMENT CODE, ONE OR MORE COUNCILMEMBERS OR EMPLOYEES MAY ATTEND THIS MEETING REMOTELY USING VIDEOCONFERENCING TECHNOLOGY.**

# CHAPTER IV

## CITY ADMINISTRATION

### A. GENERAL

#### 4.01 Administrative Departments

(a) There shall be such administrative departments as are established by this Charter and may be established by ordinance and excepting as otherwise provided in this Charter, these administrative departments shall be under the direction of the City Manager. The Council shall have power by ordinance to establish administrative departments or offices not herein provided by this Charter. The Council may discontinue, redesignate, or combine any of the departments and/or administrative offices. No changes shall be made by the Council in the organization of the administrative service of the City until the recommendations of the City Manager thereon shall have been given an opportunity to be heard by the Council.

(b) The head of each department shall be a chief, director, superintendent or coordinator who shall be appointed by the City Manager and such chief, director or superintendent or coordinator shall have supervision and control over his department. Two or more departments may be headed by the same individual, and the City Manager may act as City Secretary and may head one or more departments.

### B. CITY MANAGER

#### 4.02 Appointment and Qualifications

(a) The Council, by majority vote of the entire Council qualified and serving, shall appoint a City Manager, who shall be the chief administrative officer of the City.

(b) The method of selection shall be left to the discretion of the Council so long as the method insures orderly, non-partisan action toward securing a competent and qualified person to fill the position. The City Manager shall be chosen solely upon the basis of the person's administrative training, experience, ability and character.

(c) Neither the Mayor nor any Councilmember may be appointed City Manager or acting City Manager while holding office or for a period of two (2) years thereafter.

(d) The City Manager shall establish residency in the City of Decatur unless excused by City Council.

#### 4.03 Compensation

The City Manager shall receive compensation as may be fixed by the Council according to the person's experience, education and training.

#### 4.04 Term and Removal

(a) The City Manager may be appointed for a definite term but may be removed at the discretion of the Council, by the affirmative vote of five (5) members of the Council, unless otherwise provided by contract.

(b) If removed after serving six (6) months, he may demand written charges and the right to be heard thereon at a public meeting of the Council prior to the date on which his final removal shall take effect; but pending such hearing the Council may suspend him from office.

(c) The action of the Council in suspending or removing the City Manager shall be final. It is the

intention of this Charter to vest all authority and fix all responsibilities of such suspension or removal in the Council.

(d) The Council is authorized to enter into a contract with a City Manager to establish additional terms of employment.

#### 4.05 Bond of City Manager "

The Council shall require the City Manager before entering upon the duties of his office, to execute a good and sufficient surety company bond, in such amount as the Council may demand, payable to the City and conditioned for the faithful performance of the duties of his office. The premium of such bond is to be paid by the City.

#### 4.06 Powers and Duties

The City Manager shall be the chief administrative officer and head of the administrative branch of the City. He shall be responsible to the Council for the proper administration of all the affairs of the City and to that end shall have the power and be required to:

- (1) In cooperation with the City Attorney, see that all State laws and City ordinances are effectively enforced.
- (2) Appoint, suspend and/or remove all or any one of the heads of departments and all subordinate officers and employees of the City.
- (3) Exercise control over all departments and subdivisions thereof created by this Charter, or that may hereafter be created by the Council, except as hereinafter provided.
- (4) See that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise are faithfully kept and performed, and upon knowledge of any violation thereof to call the same to the attention of the City Attorney, whose duty it shall be to take such steps as may be necessary to enforce the same.
- (5) Attend all meetings of the Council, except when excused by the Council.
- (6) Prepare a proposed budget annually and submit it to the Council each year and be responsible for its administration after its adoption.
- (7) Administer the budget of the City.
- (8) Prepare and submit to the Council at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (9) Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him advisable.
- (10) Prepare personnel rules subject to the approval of the Council.
- (11) Perform such other duties as may be prescribed by this Charter or required of him by the Council.

#### 4.07 Acting City Manager

(a) The City Manager, within thirty (30) days after taking office, shall designate by letter filed with the City Secretary, a qualified administrative officer of the City to perform the duties of the City Manager in his absence or disability. Such designation shall be subject to approval of the Council. No member of the City

Council shall serve as Acting City Manager. Upon resignation or termination of the City Manager, the Acting City Manager shall perform the duties of the City Manager until a new City Manager or Acting City Manager is appointed by the Council.

(b) Should the need for an Acting City Manager occur prior to the City Manager submitting a designee or prior to the Council's approval of the City Manager's designee, the Council shall appoint an Acting City Manager.

(c) The City Manager may select a different Acting City Manager by repeating the letter of designation and obtaining the Council's approval.