



**CITY OF WATAUGA  
COUNCIL RULES OF PROCEDURE  
MANUAL**

**As Adopted by Resolution**  
19-01-14-02

January 14, 2019

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## **Section 1 – GENERAL**

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors. It is the desire and directive of the City Council that these rules of procedure approved herein by the City Council shall apply as applicable to all boards, commissions, committees or deliberative bodies which report to and/or are subordinate to the City Council.

## **Section 2 – AUTHORITY**

The City Charter of Watauga, Texas [Adopted: January 19, 1980 and last amended May 9, 2015] provides in Article II (The Governing Body), Section 3.09 (Meetings and rules of procedure) that “The Council shall determine its own rules and order of business...” Thus, this Council Rules of Procedure Manual is established. This Council Rules of Procedure Manual shall be reviewed by the City Council every two years in an open meeting. In the event of any conflict between Texas State law, the City Charter and/or this Rules of Procedures Manual, Texas State law shall prevail and control. In the event of any conflict between the City Charter and this Rules of Procedures Manual, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR) (issued in odd-numbered years). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or state law, the Council will refer to RONR, which shall determine such procedural issue. RONR is merely a parliamentary reference and any failure to explicitly follow RONR shall not serve to negate any action taken by the City Council. For clarification purposes, the only way to second a motion is for a City Council Member to state “I second the motion” or a similar phrase.

## **Section 3 – MEETINGS**

### **3.01. Texas Open Meetings Act**

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

### **3.02. Regular Meetings**

The City Council shall conduct regular meetings generally on the second Monday of every month. Regular meetings shall commence at 6:30 p.m. The regular meetings of the City Council shall be held at City Hall and are open to the public. No Council action shall be taken prior to a 6:30 p.m. regular meeting.

### **3.03. Workshop Meetings**

Workshop meetings may be scheduled by the Mayor, a majority of Council Members or by the City Manager. Workshop meetings are normally conducted prior to regular meetings at 5:30 p.m., but may also be conducted at other times as well. The purpose of a workshop meeting is to exchange information between Council, staff, vendors or other groups. No official action is taken by Council during these meetings, but workshops shall be posted, and are open to the public.

### **3.04. Special Meetings**

Any additional meetings may be scheduled by the Mayor, a majority of Council Members or by the City Manager to occur outside of the second Monday of the month. Such meetings shall be posted and are open to the public.

### **3.05. Agenda**

- a. The Mayor, each City Council Member and the City Manager shall have the right to have matters of city business included on City Council meeting agendas. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary at least seven (7) days prior to the City Council Meeting, and fourteen (14) days prior to the City Council Meeting if the particular agenda item/document requires City Attorney or City Staff approval/review. The City Secretary will coordinate the placement of items on the agenda. Agenda items may be removed only by the person who initially placed that item on the agenda. Such removal shall be made prior to the public posting of the official meeting notice or during the Agenda approval portion of the City Council meeting. Agenda packets will be available to the City Council Members no later than 6:00 p.m. the Wednesday before each Regular City Council Meeting, and at least 72 hours in advance of any Special City Council Meeting.
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner and time sufficient to allow for their review prior to this submittal deadline.
- c. A person other than the Mayor, a Council Member or the City Manager requesting that a matter or item be included on the City Council Meeting Agenda under New Business must complete the form attached hereto as Annex D and submit the same to the office of the City Secretary at least seventeen (17) days prior to the City Council Meeting for which the request is made. If the Mayor, a Council Member or the City Manager determines that consideration of the item or items is in the best interest of the City, those items shall be placed on the City Council meeting agenda with the Mayor, Council Member or City Manager making the determination being listed as the sponsoring official. The sponsoring official needs to ensure all relevant materials concerning the agenda item are provided to the City Secretary's office at least seven (7) days prior to the City Council Meeting, and fourteen (14) days prior to the City Council Meeting if the

particular agenda item/document requires City Attorney or City Staff approval/review to ensure this material can be included in the City Council packets.

- 1) Any person wishing to make a presentation that includes video, or another form of electronic media, must provide that information in digital format to the City Secretary's Office no later than three (3) hours prior to the scheduled starting time of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics or pictures that are offensive or reflect personal attacks on other individuals, the City Council members or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.
- d. All matters of City business (agenda items), including supporting materials, shall be submitted to the City Secretary at least seven (7) days prior to the City Council Meeting, and fourteen (14) days prior to the City Council Meeting if the particular agenda item/document requires City Attorney or City Staff approval/review preceding the City Council Meeting during which the matter is to be considered. The Mayor or the Mayor Pro-tem may make exceptions to this requirement for Special City Council meetings, and in emergency cases, as determined by the Mayor or the Mayor Pro-tem.
- e. There shall be no limitation as to the number of items that may be placed on the Consent Agenda. However, any council member shall have the right, at any time to request the removal of any item or items from the Consent Agenda. Such item or items shall be moved to New Business for purposes of discussion, debate or action. The Mayor of the City of Watauga, as presiding officer of the meeting, shall honor such a request.
- f. The total number of items under the Unfinished Business and New Business categories for any formal Council Meeting shall not exceed twenty (20) in number in each category plus all Consent Agenda items moved unless it has been determined by the Mayor or Mayor Pro-tem that placing additional items that exceed that number is in the best interest of the City.

### **3.06. Minutes**

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

## **Section 4 - STANDARDS OF CONDUCT**

### **4.01. City Council Members**

Council Members shall demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and for the community and citizens being served. Elected officials should exhibit appropriate behavior. All members of the City Council have equal votes and all Council Members speak only for themselves.

#### **4.02. Council Relations with the Media**

All City press releases, media advisories, story suggestions, or similar items should be submitted through the Public Information Officer for distribution.

#### **4.03. City Staff (During Meetings)**

All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings. The City Manager shall have the right to participate in all matters coming before the Council. The City Attorney and or City Secretary shall serve as the parliamentarian guide for all meetings. All department heads shall take part in discussions of the Council relating to their respective offices, departments or agencies, subject to the provisions of the Texas Open Meetings Act.

#### **4.04. Citizens and Visitors**

- a. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

#### **4.05. City Council Members Absences, Late Arrival & Conduct During Meetings**

- a. Each meeting shall commence with a roll call for City Council members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary prior to the meeting at which the Council Member will not be in attendance.
- c. Notification of a late arrival to a meeting shall be provided via City-issued devices to the City Secretary prior to the meeting at which the Council Member will arrive late.
- d. There shall be no use of mobile phone devices, or electronic devices by City Council Members during an official meeting of the Council in a manner which would create a Texas Open Meetings Act Violation.

## **Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS**

### **5.01. Seating Arrangement**

The Mayor shall determine seating of the Council Members.

### **5.02. Conflict of Interest**

A City Council Member prevented from voting by a conflict of interest, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend executive meetings regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code, as now or hereafter amended.

### **5.03. Voting**

Voting, except on procedural motions, shall be accomplished by show of hands of members of the Council or by lighting/electronic device reflecting the ayes and nays. Tabulation of the voting by the Council vote shall be announced in open meetings by the Mayor or his or her duly appointed representative. All members of the Council may have one vote and only one vote on each item and issue. Four (4) members of the Council, excluding the mayor, shall constitute a quorum. In the event that there are vacancies on the Council, the quorum shall be reduced by the number of vacancies existing. No action by the Council shall be valid unless adopted by the affirmative vote of at least three of those members attending any meeting at which there is a quorum present. [City Charter § 3.09 (c) and as amended].

A Member of the Council may vote to abstain or refuse to vote only on an issue or matter that would create a conflict of interest for that Council Member as defined herein.

### **5.04. City Council Liaisons**

- a. The City Council may appoint its members to serve as City Council Liaisons ("Liaisons") between the City Council and the various City boards, commissions, associations, corporations, and other City related organizations and entities ("Entity"). The Liaisons will serve in an advisory capacity and provide guidance, counsel, and communication ~~and~~ between the City Council and the Entity. Liaisons are encouraged to attend the meetings of their appointed Entity.
- b. Liaisons shall be appointed by the Mayor with the approval of the City Council for a term of one year, and for other periods deemed necessary and in the best interest of the City. Appointments shall be made at the regular City Council meeting in June of each year, or any other time a liaison appointment becomes necessary and in the best interests of the City. The City Council may, with just cause, remove a Liaison by majority vote.

- c. In the event of a vacancy the Mayor shall appoint a new Liaison member for the unexpired term, subject to the approval of the City Council. If the Mayor fails to make an appointment to fill any vacancy within sixty (60) days from the date of the vacancy or expiration, the remaining members of the City Council may, by majority vote, make an appointment without the Mayor's recommendation.
- d. Liaisons shall not preside over the Entity meetings or vote on any matter that comes before the Entity, but shall have the right to fully participate in all discussions of matters that come before the respective Entity.
- e. At no time shall the Liaison act outside the scope of the City of Watauga Home Rule Charter.

## **Section 6 - CHAIR AND DUTIES**

### **6.01. Chair**

The Mayor, if present, shall preside as Chair at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro-tem shall preside as Chair. In the absence of both the Mayor and Mayor Pro tem, the remaining City Council Members shall designate one member of the City Council as to act as chair and preside for that meeting.

### **6.02. Preservation of Order**

The Chair shall preserve order and decorum, call upon the Police Chief as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

## **Section 7 - ORDER OF BUSINESS**

### **7.01. Regular and Special Meetings**

Regular and Special meetings will generally adhere to the following agenda:

1. **Workshop Meeting** (as needed)
2. **Call to Order**
3. **Invocation**
4. **Pledge of Allegiance** (United States and Texas Flags)
5. **Announcements**
6. **Discussion and Approval of Meeting Agenda**
7. **Presentations-**
8. **Citizens Open Forum**
9. **Reports-** The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, City Council Liaisons, or other individuals.

10. **Consent Agenda** (if necessary)
11. **Public Hearings** (if necessary)
12. **Unfinished Business** (if necessary)
13. **New Business** (if necessary)
14. **Items for Future City Council Meetings**
15. **Executive Session/Meeting** (if necessary)
16. **Adjournment**

## **7.02 Announcements**

The Announcements section of the agenda is to allow members of the City Staff or City Council to make a public statement about an upcoming event(s) of interest to the citizens of Watauga, or to make a statement of recognition for a person, or group, that is not the subject of a presentation. There is no discussion or action to be taken on announcements.

## **7.03. Discussion and Approval of Meeting Agenda**

This portion of the agenda is for Members of the City Council to discuss recommended changes to the agenda content and order. Items may be removed from the agenda, or moved to other categories of the agenda, and the order that items are called to be considered may be changed. No new items may be placed on the agenda. Recommendations for changes to the agenda shall not be open for discussion by members of the public.

## **7.04. Addressing the City Council**

Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Citizens Open Forum, Public Hearings, Unfinished Business, or during the New Business sections of a meeting agenda only after individuals desiring to speak are recognized and called upon by the Chair. Any public input must occur prior to formal action being taken by the Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and the efficiency of the meeting.

The City Council shall reserve the right by majority vote in any public meeting to refuse comments from any person who is not a resident and/or business owner within the City of Watauga. Additionally, upon the request of any single member of the City Council, such member of the public shall be required to show proof of his or her residency within the City of Watauga. This section does not apply to known government officials of Tarrant County, the State of Texas, or of the United States of America.

### **a. Public Comments During Citizens Open Forum**

The Citizens Open Forum section of the agenda is an opportunity for citizens to speak to the City Council regarding matters that are *not* posted on that particular meeting's agenda. At the beginning of the Citizens Open Forum section of the meeting, citizens desiring to speak shall stand\* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand\* during this time of recognition will be allowed to speak. The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. Because this section of the meeting is for matters *not* posted on that particular meeting's agenda, members of the City Council may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council within forty-eight (48) hours, or as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action.

Individual citizens addressing the City Council during the Citizens Open Forum shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time. Citizens Open Forum is not established to engage in a conversation with the Council and no formal Council action will be taken. Citizens desiring to discuss an item with the Council not on the agenda, or to request specific Council action, should complete the form attached hereto as Annex D, for possible placement on the agenda at a future City Council Meeting.

**b. Public Comments During Old Business and New Business**

At the introduction of each agenda item during the Old Business and New Business sections of the meeting, citizens desiring to speak shall stand\* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand\* during this time of recognition will be allowed to speak on the given agenda item (i.e., citizens will be allowed to speak at the beginning of each agenda item if they so desire after being recognized, then the Council will deliberate and make any necessary motions and/or votes, etc.). The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. Citizens shall not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend the speaker's allotted time. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's comments if necessary. Any discussion between a Council member and the citizen will not count toward the three (3) minute limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated three-minute time.

**c. Public Comments During Public Hearing**

Public Hearings by their very nature are designed for public input. When prompted by the Chair, each citizen wishing to comment shall come to the podium to speak in turn in an orderly manner. Before providing comments, each citizen must state his or her name and address for the record. Individual citizens addressing the City Council shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time.

**Section 8 – RULES SUSPENSION**

Any provision of these rules not governed by the City Charter, City Code, or state law may be temporarily suspended by a two-thirds vote of the members of the City Council present. The vote on any such suspension shall be taken by “Aye” and “Nay” votes and entered upon the record.

\*Any individual who is unable to physically stand shall be allowed to raise their arm to be recognized by the Chair or they may ask another individual to stand on their behalf so that they may be recognized and allowed to speak.

# ANNEX A

## Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various meetings of the Watauga City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

## ANNEX B

### The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Discussion and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of the chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

## ANNEX C

### Parliamentary Strategy

<b>To Support a Motion</b>	<b>To Oppose a Motion</b>
<ol style="list-style-type: none"> <li>1. Second it promptly and enthusiastically.</li> <li>2. Speak in favor of it as soon as possible.</li> <li>3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc. if appropriate.</li> <li>4. Move to amend motion, if necessary, to make it more acceptable to proponents.</li> <li>5. Vote against motion to table or to postpone, unless delay will strengthen your position.</li> <li>6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.</li> <li>7. If defeat seems likely, move to refer to committee, if that would improve chances.</li> <li>8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.</li> <li>9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.</li> <li>10. If motion is defeated, move to reconsider, if circumstances warrant it.</li> <li>11. If motion is defeated, consider reintroducing it at a subsequent</li> </ol>	<ol style="list-style-type: none"> <li>1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive.</li> <li>2. Move to amend the motion so as to eliminate objectionable aspects.</li> <li>3. Move to amend the motion to adversely encumber it.</li> <li>4. Draft a more acceptable version and offer as amendment by substitution.</li> <li>5. Move to postpone to a subsequent meeting.</li> <li>6. Move to refer to committee.</li> <li>7. Move to recess, if you need time to round up votes or obtain more facts.</li> <li>8. Question the presence of quorum, if appropriate.</li> <li>9. Move to adjourn</li> <li>10. On a voice vote, vote emphatically.</li> <li>11. If the motion is adopted, move to reconsider, if you might win a subsequent vote.</li> <li>12. If the motion is adopted, consider trying to rescind it at a subsequent meeting.</li> <li>13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.</li> </ol>

meeting.

# ANNEX D

## REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A CITY COUNCIL AGENDA

Requests to have an item sponsored by a City Council Member must be submitted to the City Secretary’s Office at least seventeen (17) days prior to the City Council Meeting for which the request is made. Such requests **MUST BE SPONSORED BY AT LEAST ONE (1) MEMBER OF THE CITY COUNCIL** to be placed on the agenda. All relevant information concerning the matter must be provided by you or the sponsoring Council Member to the City Secretary’s Office not later than seven (7) days prior to the City Council Meeting, and fourteen (14) days prior to the City Council Meeting if the particular agenda item/document requires City Attorney or City Staff approval/review.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you a Resident and/or Business Owner in Watauga?  Yes  No

Please put a check mark next to the name of the City Council Member(s) you would like to sponsor the item			
Mayor		Council Member, Place 4	
Council Member, Place 1		Council Member, Place 5	
Council Member, Place 2		Council Member, Place 6	
Council Member, Place 3		Council Member, Place 7	

Subject to be discussed:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**OFFICE USE ONLY):**

**Date and Time request was received:** \_\_\_\_\_

**Signature of person receiving request:** \_\_\_\_\_

**Date of City Council Meeting to be discussed:** \_\_\_\_\_

**Signature of Council Member sponsoring item:** \_\_\_\_\_

City of Watauga - 7105 Whitley Road - Watauga, Texas 76148 - (817) 514-5800 - Metro: (817) 498-3408 - Fax: (817) 514-3625