



# City of Killeen

## Agenda

### City Council Workshop

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Tuesday, August 10, 2021

City Hall  
Council Chambers  
101 N. College Street  
Killeen, Texas 76541

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#### **SPECIAL CITY COUNCIL WORKSHOP IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING**

#### **Citizen Comments**

*This section allows members of the public to address the Council regarding any item(s), other than a public hearing item, on the agenda for Council's consideration. Each person shall sign up in advance, may speak only one time, and such address shall be limited to three (3) minutes. The Presiding Officer may allow a one (1) minute extension, if requested at the end of the original three (3) minute period. No other extensions will be allowed.*

#### **Items for Discussion at Workshop**

1. [DS-21-105](#) City Manager Updates  
· COVID 19 Update
2. [DS-21-102](#) Discuss Multi-Family Inspection Program  
  
*Attachments:* [Presentation](#)
3. [DS-21-101](#) Discuss FY 22 Proposed Budget, Capital Improvement Program, and American Rescue Plan Act Funding
4. [DS-21-103](#) Discuss Governing Standards Review  
  
*Attachments:* [Presentation](#)

#### **Adjournment**

*I certify that the above notice of meeting was posted on the Internet and on the bulletin boards at Killeen City Hall and at the Killeen Police Department on or before 5:00 p.m. on August 6, 2021.*

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Lucy C. Aldrich, City Secretary

*The public is hereby informed that notices for City of Killeen meetings will no longer distinguish between matters to be discussed in open or closed session of a meeting. This practice is in accordance with rulings by the Texas Attorney General that, under the Texas Open Meetings Act, the City Council may convene a closed session to discuss*

*any matter listed on the agenda, without prior or further notice, if the matter is one that the Open Meetings Act allows to be discussed in a closed session.*

*This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, § 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 254-501-7700, City Manager's Office, or TDD 1-800-734-2989.*

## **Notice of Meetings**

*The Mayor and/or City Council have been invited to attend and/or participate in the following meetings/conferences/events. Although a quorum of the members of the City Council may or may not be available to attend this meeting, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. No official action will be taken by Council.*

- TML Annual Conference, October 6-8, 2021, Houston, Texas
- AUSA Annual Meeting, October 9-13, 2021, Washington, DC

**Dedicated Service -- Every Day, for Everyone!**



# City of Killeen

## Legislation Details

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**File #:** DS-21-105    **Version:** 1    **Name:** City Manager Updates  
**Type:** Discussion Items    **Status:** Discussion Items  
**File created:** 8/6/2021    **In control:** City Council Workshop  
**On agenda:** 8/10/2021    **Final action:**  
**Title:** City Manager Updates  
· COVID 19 Update  
**Sponsors:** City Manager Department  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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# City of Killeen

## Legislation Details

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**File #:** DS-21-102    **Version:** 1    **Name:** Discuss Multi-Family Inspection Program  
**Type:** Discussion Items    **Status:** Discussion Items  
**File created:** 7/19/2021    **In control:** City Council Workshop  
**On agenda:** 8/10/2021    **Final action:**  
**Title:** Discuss Multi-Family Inspection Program  
**Sponsors:** City Manager Department  
**Indexes:**  
**Code sections:**  
**Attachments:** [Presentation](#)

Date	Ver.	Action By	Action	Result
8/3/2021	1	City Council Workshop		



# MULTIFAMILY RENTAL INSPECTION PROGRAM

DS-21-102

August 3, 2021

# Multifamily Rental Inspection Program

2

- ❑ Housing is a significant component of the City's tax base. Goal is to address multifamily rental properties by proactively inspecting units based on building codes, fire codes, health and safety codes, and crime prevention techniques.
- ❑ Inspecting these properties will help stabilize neighborhoods, reduce blight, crime and fire hazards, while ensuring safe and sanitary housing for our residents.

# Texas cities with similar programs

3

- ❑ Carrollton
- ❑ Garland
- ❑ Mesquite
- ❑ Lake Jackson
- ❑ Farmers Branch
- ❑ Richardson
- ❑ Missouri City
- ❑ Sugar Land
- ❑ Rowlett
- ❑ Plano
- ❑ Irving
- ❑ Ennis

# Program Staffing

4

- ❑ Development Services will function as the primary department for the program.
- ❑ The Fire and Police Departments will assist in the operation of this program.
- ❑ The Multifamily Rental Inspection Team will consist of two personnel from each department (six total).



# Registration and Inspections

5

- ❑ Applies to developments consisting of four units or greater
- ❑ Requires mandatory registration:
  - ❑ 1-20 units (\$175); 21-50 units (\$275);
  - ❑ 51-120 units (\$450); 121-200 units (\$690);
  - ❑ 21-300 units (\$1,000); 301 units and greater (\$1,300)
- ❑ First inspection is \$10 per unit; re-inspection fee is \$50 per failed unit.
- ❑ Provides an interior inspection of at least 25% of a development's overall units, as well as an inspection of the exterior of the site.

# Citywide Districts

6

- ❑ Create citywide districts that contain all identified housing stock consisting of four units and greater.
- ❑ Focus on properties that are declining due to age, lack of maintenance and/or fire safety or crime related activity.
- ❑ Rental properties located in an identified district must register with the program within thirty (45) days after being notified by the Department.
- ❑ Exempt properties:
  - ▣ Units less than 48 months old
  - ▣ Government owned properties



# Killeen Residential Breakdown 2020

## Legend

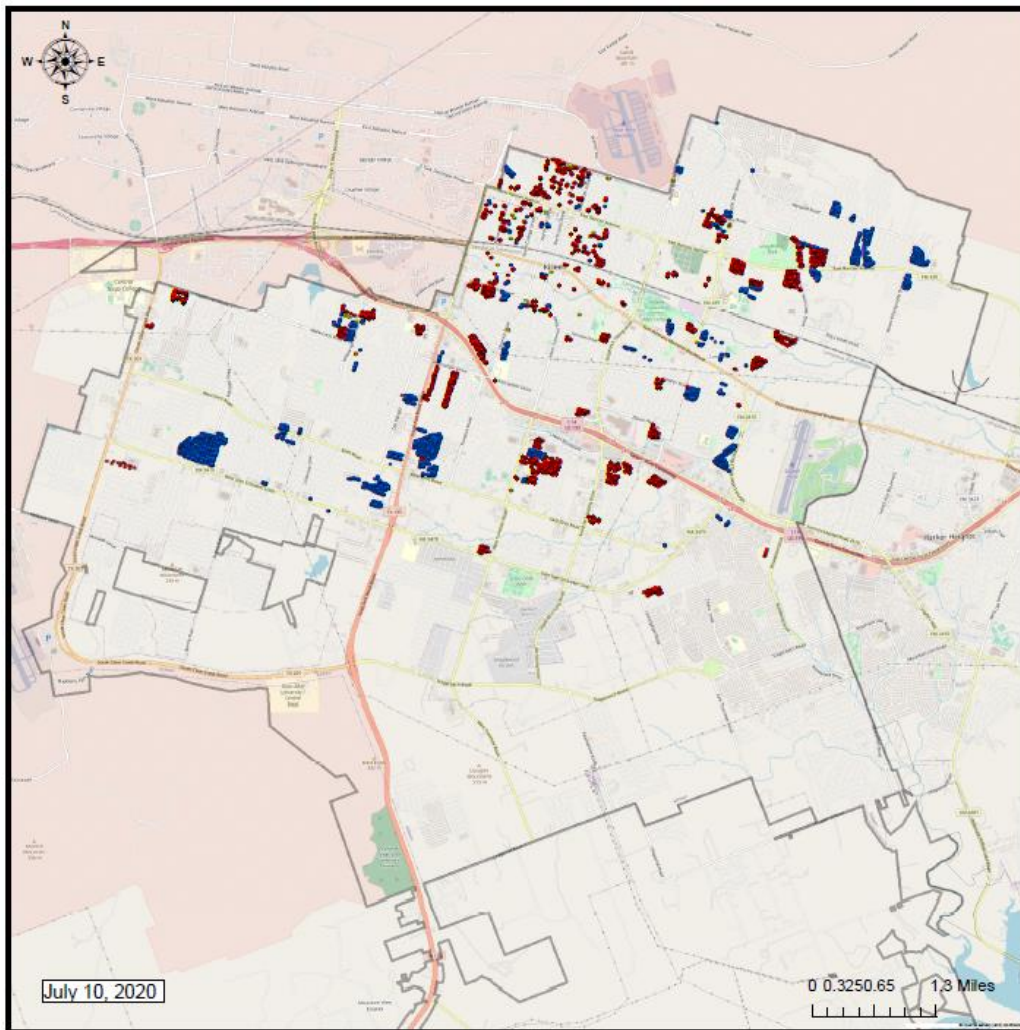
### Address Points

#### Point Types

- RESIDENTIAL, 3 PLEX
- RESIDENTIAL, 4 PLEX
- RESIDENTIAL, 5 PLEX
- RESIDENTIAL, APARTMENTS

3 PLEX	96 Units
4 PLEX	4,995 Units
5 PLEX	15 Units
APARTMENTS	10,497 Units
<b>Total:</b>	<b>15,603 Units</b>

Total Properties Identified 1,427



July 10, 2020

0 0.3250.65 1.3 Miles

# Exterior Inspections

8

- **Exterior Property inspections include:**
  - ▣ **Fire safety.** Includes fire extinguishers in common areas, Knox Boxes for gated property.
  - ▣ **Exterior structure.** Building siding, stairs, balconies, roof, doors, windows, all in good repair and weather tight.
  - ▣ **Parking lot.** Striping and fire lanes clearly marked, free from pot-holes.
  - ▣ **Sanitation.** Trash, debris, standing water, sewer lines, regular pest extermination.
  - ▣ **Grounds.** Graffiti, junked vehicles, fencing, screening devices, security lighting, receptacles, dumpster area clean and other general nuisances.

# Interior Inspections

9

- ❑ **Interior inspections include:**
  - ▣ All Office and common buildings.
  - ▣ 25% of representative dwelling units.
  - ▣ Plumbing, Electrical, and HVAC systems working properly
  - ▣ Doors and windows working properly
  - ▣ Smoke alarms functioning
  - ▣ Address tenant property maintenance concern complaints.

# Crime Prevention

10

- Police Department will inspect, and review apartments based on the following criteria:
  - ▣ Lighting and Landscaping
  - ▣ Access controlled/ Locked common areas
  - ▣ Key control plan
  - ▣ Entry doors
  - ▣ Criminal history report
  - ▣ Residential security surveys
  - ▣ On-site security
  - ▣ Crime watch meetings

# Certificate of Compliance

11

- Upon passing inspection, properties are issued a Certificate of Compliance
  - ▣ Certificate of Compliance is for 12 months
- If violations are found, owners will be given up to thirty (30) days to complete repair and schedule re-inspection. This timeline does not apply to health and safety violations.

# Program Analysis and Survey

12

- Staff will conduct internal control analysis of program's effectiveness (i.e. hours per inspections vs. compliance rate).
- Staff will provide annual survey of the program's effectiveness to owners of the multifamily properties.



# End Goals

13

- End goals:
  - ▣ Improve living conditions
  - ▣ Proactively mitigate and reduce crime
  - ▣ Proactively mitigate and reduce fire hazards
  - ▣ Reduce blight
  - ▣ Stabilize neighborhoods
  - ▣ Increase property values and tax base



# City of Killeen

## Legislation Details

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**File #:** DS-21-101    **Version:** 1    **Name:** Discuss FY 22 Budget and Capital Improvement Program

**Type:** Discussion Items    **Status:** Discussion Items

**File created:** 7/19/2021    **In control:** City Council Workshop

**On agenda:** 8/10/2021    **Final action:**

**Title:** Discuss FY 22 Proposed Budget, Capital Improvement Program, and American Rescue Plan Act Funding

**Sponsors:** Finance Department, City Manager Department

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
8/3/2021	1	City Council Workshop		



# City of Killeen

## Legislation Details

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**File #:** DS-21-103    **Version:** 1    **Name:** Discuss Governing Standards Review  
**Type:** Discussion Items    **Status:** Discussion Items  
**File created:** 7/19/2021    **In control:** City Council Workshop  
**On agenda:** 8/10/2021    **Final action:**  
**Title:** Discuss Governing Standards Review  
**Sponsors:** City Council  
**Indexes:**  
**Code sections:**  
**Attachments:** [Presentation](#)

Date	Ver.	Action By	Action	Result
8/3/2021	1	City Council Workshop		



# ANNUAL REVIEW OF GOVERNING STANDARDS

DS 21-103

August 10, 2021

# Process

2

- July 13:
  - ▣ Present staff recommendations for revisions.
  - ▣ Take any recommendations from City Council. Any additional recommendations to be sent in by July 29.
- August 3 workshop:
  - ▣ Bring back text changes.
  - ▣ Take additional recommendations from City Council.
- Next available meeting:
  - ▣ Present for approval.

# Preface

- Header
  - ▣ Replace: MEMBERS OF THE CITY COUNCIL WILL
  - ▣ With: As an elected official and representative of the City of Killeen, it is expected that you will
- Members will...
  - ▣ Provide appropriate notification of an absence
    - Replace: Mayor OR City Manager
    - With: Mayor AND City Manager
  - ▣ Add: Assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings or refuse to obey the orders of the Mayor or presiding officer or the rules of the City Council.

# 1-20(b). City Council Agenda

4

- ❑ 1-20(b). City Council Agenda
- ❑ Councilmembers placing items on the agenda
  - ▣ Items must be submitted to the City Manager no later than noon on the Monday proceeding the week of the City Council meeting...
  - ▣ Replace: meeting
  - ▣ With: workshop

# 1-20(e). Council Agenda

5

## □ New

- The agenda and all supporting documentation shall be presented to the City Council the Wednesday before the meeting at which the agenda will be discussed in order to provide councilmembers ample time to review items and submit questions in advance.



# 1-30(b). Types of Meetings/Work Sessions

6

- Remove: The Mayor may allow any citizen to participate in the discussion at a work session, but only as recognized by the Mayor. The Mayor may end citizen participation in a work session in order to allow the City Council to proceed with discussion.

# 1-30(b). Types of Meetings/Work Sessions

7

## □ New:

- ▣ Minutes shall be recorded for work sessions and made a part of the public record. The minutes shall reflect any action taken, to include votes on any agenda item and Motions of Direction to the City Manager.

# 1-30(d). Types of Meetings/Emergency

8

## □ New:

- If a minimum of two (2) councilmembers email the City Manager and/or City Attorney requesting an emergency meeting, the meeting will be scheduled within twenty-four (24) hours so long as the emergency meets the definition of state law as confirmed by the City Attorney.

# 1-50(a). Agenda Format

9

- 7. Citizens Petitions
  - ▣ Change to four (4) minutes with a one-minute extension.
- 8. Citizen Comments
  - ▣ Change to four (4) minutes with a one minute-extension.
  - ▣ Replace:
    - No other extensions will be allowed.
  - ▣ With:
    - A majority vote of the City Council is required for any subsequent time extensions.

# 1-50(a). Agenda Format

10

- 12. Public Hearings
  - ▣ c. City Council may ask staff questions.
  - ▣ ADD: Councilmembers shall not use this time to indicate support or opposition to a proposal.

# 1-50(a). Agenda Format

11

- 12. Public Hearings, paragraphs D and J
  - ▣ D. Replace: The applicant then has the opportunity to present comments, testimony, and/or oral arguments. Only one person may represent the applicant during this section. (3-minute limit)
  - ▣ J. Replace: The applicant may be given the opportunity to respond to questions from the City Council and for closing comment and rebuttal.
  - ▣ With: The applicant then has the opportunity to present comments, testimony, and/or oral arguments. Only one person may represent the applicant during this section. (4-minute limit) The applicant may then be given the opportunity to respond to questions from the City Council.

# 1-50(c). Public Participation

12

- When a member of the public is recognized to address the council on an ordinance, resolution or public hearing item:
  - ▣ Change to four (4) minutes with a one-minute extension

# 1-60. Consideration of Ordinances, Resolutions and Motions

13

- ❑ (a) Printed Form: All ordinances and resolutions shall be presented to the Council only in printed form.
- ❑ Replace: printed
- ❑ With: written



# 1-70. General Procedures

- (c) Authority of the Chair: The Chair shall make decisions on questions of procedure, subject to review by the City Council as a whole.
- Request from councilmember for clarification.

# 1-70. General Procedures (#1)

15

- (e) Limits to Deliberations.
  - Remove: ...and the Mayor shall act as the arbiter in determining how long an individual Councilmember may speak on an item, and shall apply the standard consistently and fairly.

# 1-70. General Procedures (#2)

16

- (e) Limits to Deliberations.
  - ▣ Councilmembers are allowed 10 minutes total of speaking time on each issue, with that time being allotted into 2 rounds of 5-minute intervals or the councilmember may request the entire 10 minutes at one time.

# 1-70. General Procedures (#3)

17

- (e) Limits to Deliberations.
  - ▣ Workshops/executive session: 2 rounds of 3 minutes
  - ▣ Meetings: 2 rounds of 2 minutes
  - ▣ Time not counted for staff or others answering questions
  - ▣ The Mayor will control in the manner of citizen petitions
  - ▣ Does not apply to the councilmember presenting a future agenda item request
  - ▣ Does not apply when asked to clarify, but time to respond is limited to 3 minutes

# 1-70. General Procedures (#4)

18

- (e) Limits to Deliberations.
  - ▣ Workshops:
    - 5 minutes per councilmember, 2 opportunities to speak
    - A majority vote to determine if a third round is permitted
  - ▣ Meetings:
    - 3 minutes per councilmember, 3 opportunities to speak
  - ▣ Time not counted for staff responses
  - ▣ Limit the same councilmember from being first to speak on agenda items by giving the Mayor discretion

# 1-70. General Procedures (#5)

19

- (e) Limits to Deliberations.
  - ▣ When there is more than one speaker on the same subject, councilmembers will delay their comments until after all speakers on the subject have been heard. Questions should flow in a “round robin” style with a limit of 5 minutes to ask questions, per rotation until the issue or discussion has been resolved. Councilmembers should do their part to ensure that their questions are clear and concise.

# 1-70. General Procedures

## □ (g) Obtaining the Floor

- Add: Upon recognition, councilmembers shall confine discussion to the question under debate, avoid discussion of personalities, avoid indecorous language and refrain from personal attacks or verbal abuse.
- *May fit better under decorum. See (c)7. Council Responsibilities.*

# 1-70. General Procedures

## □ (g) Obtaining the Floor

- **Add:** Once recognized, a councilmember shall not be interrupted while speaking unless called to order by the Mayor or presiding officer, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member. If a councilmember is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the city council.



# 1-70. General Procedures

22

- i(5). Procedures for Motions.
  - ▣ Replace: The Chair may participate in discussion.
  - ▣ With: The Chair may participate in discussion when voting to break a tie in order to explain his/her vote.

# 1-70. General Procedures

23

## □ New

- ▣ (n) Motion to limit deliberation: If any member not holding the floor feels that the councilmember speaking has used an excessive amount of time, that councilmember may interject with a motion to limit deliberation for the speaker. If the Mayor feels the interruption and motion are warranted, the Mayor shall ask for a second and the councilmember holding the floor will end discussion upon an affirmative vote of 2/3 of the members present.

# 1-70. General Procedures

24

## □ New

- (o) After a vote has been taken on an item, there shall be no further discussion of that item by the Mayor or any Councilmember during that meeting.
- (p) It is the responsibility of each councilmember to ask for clarification before a vote on any motion properly made and seconded. A second vote will not be held because of councilmember error unless a Motion for Reconsideration is properly made.

# 1-80. Decorum

25

- New – add to section (a)
  - Except in an emergency, members should refrain from speaking to each other while any speaker has the floor.
  - No sidebar conversations, noises or verbal/nonverbal communication outside of the councilmember who has the floor are allowed.
- See 1-80(c)(8) No Private Discussions.

# 1-80. Decorum

26

## □ (b) Mayoral Responsibilities

### ▣ Change: (1) No Vote

- The Mayor shall only have a voice in matters before the Council where he/she casts the deciding vote or on items he/she presents.

### ▣ Add: (4) Encourage Participation

- The Mayor shall not prohibit or inhibit discussion or questions by any member who wishes to speak unless a Call for the Vote or the Motion to Limit Deliberation successfully passes.

# 1-80. Decorum

27

## □ (c) Council Responsibilities

### ▣ New

- (13) Councilmembers will only eat snacks such as chips, snack cakes or candy at the dias. Other foods will be consumed in the break room or away from dias. Councilmembers will refrain from having large drink containers or containers with corporate logos visible from the dias.

# 1-80. Decorum

## □ New

- Citizens and other visitors attending city council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the city council or while attending the city council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the city council during that session of the city council. If the presiding officer fails to act, any member of the city council may move to require enforcement of the rules, and the affirmative vote of a majority of the city council shall require the presiding officer to act.

# 1-80. Decorum

29

- Citizen Participation
- (d)2 Addressing City Council
  - Change to four (4) minutes with a one-minute extension
- (d)3 Address the Chair
  - Replace: The Chair may end any question and answer session between Councilmembers and a member of the public in order to facilitate the order of business.
  - With: Questions between Councilmembers and members of the public are limited to five (5) minutes. A councilmember seeking more time may appeal to the Mayor.



# 1-80. Decorum

30

## □ (d)6 Citizens' Participation/Removal

### ▣ New

- A citizen may appeal to the council. If the majority of the City Council feels that the citizen should not be removed, the citizen will be allowed to stay.

# 1-90. Staff Relations

31

- (b). Ask Questions in Advance.
  - Add: Questions posed during the research phase should be reiterated in the staff presentation so that the public will know the types of questions and responses received during research phase.

# 1-90. Staff Relations

32

## □ (i) Council Orientation

### ■ New

- Council orientation shall consist of 16 hours over 2 days. Orientation shall include briefings provided by each department head. Facility tours shall be arranged and completed within 45 days of the councilmember's swearing in date. New Councilmembers must commit to the entire process.

# 1-90. Staff Relations

33

## □ (i) Council Orientation

### ■ New

- Initial welcome and orientation shall take place over 4 days, and all department heads should be prepared to make a presentation to new councilmembers specifically with their role, responsibility, current state of their department and projections/direction for future growth. This process, including department tours, should be completed within 90 days.

# 1-90. Staff Relations

34

## □ New

- (j) Dias Decorum. Seating at the dias is restricted to elected officials and the City Manager, City Attorney and City Secretary. Elected official nameplates shall not be removed from the dias. Secondary nameplates shall be used for meetings held in locations other than the City Council chambers.

## 2-20. City Council Travel and Business Expenses

35

- (a) Training Encouraged
  - ▣ New: Add annual training related to Planning

## 2-60. Use of Facilities, Staff or Resources

36

- Each calendar year, the Mayor and each Councilmember may hold one non-political Mayor- or Councilmember-sponsored meeting that is supported by city resources in the following manner:
  - ▣ (a) complimentary use of a meeting space
  - ▣ (b) technical support
  - ▣ (c) staff presentations
  - ▣ (d) may not occur between January 1 and election day where the Mayor/Councilmember's position is to be elected

## 2-60. Use of Facilities, Staff or Resources

37

- ❑ Clarity of meaning
- ❑ Increase the number from 1 to 2 per year.
- ❑ Allow a councilmember to transfer the right to use facilities, etc. to another councilmember by written agreement.
- ❑ Expand facility list to include a meeting room or board room at KCCC, subject to availability.
- ❑ Staff required to share calendar invite of events scheduled by councilmembers for information purposes and to help with better planning for special events.



# 3-20. Citizen Boards, Commissions and Committees

38

## □ (q) Committee Responsibilities

### ▣ New

- No committee will create or amend bylaws that limit city council or city staff, or that create requirements for city council or city staff. Further, no committee will create or amend bylaws that change the purpose or mission of the committee, or that expand the scope of the committee, or that in any other manner cause the committee to function in any way not intended by the council without city council approval.

# 3-20. City Council Committees

39

- (n) No employee appointments
  - Add: An employee may be appointed to a board, commission or committee if state law requires an employee to serve on a specific board because of his/her position.

# 3-20. Citizen Boards, Commissions and Committees

40

- (e) Appointment Subcommittees
  - ▣ Remove: Killeen Volunteers, Inc.
  - ▣ Add: Animal Advisory
  - ▣ Remove APPOINTMENT from the heading
  - ▣ Add: The councilmembers who are assigned to a subcommittee will also act as a liaison between committee members and staff; committee members and the City Council; or between any committee members and any other person as required or requested to ensure that the purpose of the committee is carried out efficiently and effectively.

# 3-20. Citizen Boards, Commissions and Committees

41

## □ (g). Term Limits

- ▣ Limit terms to 4 consecutive years.

- ▣ *Note: Code of Ordinances 2-1 17 should be amended if approved.*

# 4-100. Directive to Adopt Media Policy

42

## □ Add

- The Communications and public relations department is the central hub of information about the City of Killeen internally and externally. Vision and direction for this department should be presented to council on an annual basis. Due to rapid changes in technology and the overall needs of the city, this policy should be reviewed and/or revised annually to better assess and address the needs of this department.

# 4-100. Directive to Adopt Media Policy

43

- Add:
  - ▣ A. The Public Information Officer shall develop a Comprehensive Public Information Plan for approval by the Mayor and Council annually.
    - Communications director should be required to provide updates to council and citizens as important updates arise and in general no less than once monthly.
  - ▣ B. The information plan should include the following elements:
    - 1. Priorities and objectives to be accomplished by implementing the plan.
    - 2. Priority subjects, actions, directives, and meetings of the Mayor and Council that should be the subject of public information.
    - 3. Targeted, identified groups who should receive public information.
    - 4. Print and electronic media who shall receive public information messages.
    - 5. Timeline and goals for disseminating public information about the City and each Council district via the City's public access television channel.
    - 6. Strategic plan for disseminating public information to the media and to the public in times of natural disasters and other crises.
    - 7. Methodology for evaluating and for improving the "Comprehensive Public Information Plan."

# 4-290 Communication and Support to the City Council

44

- Add to the City Manager will not:
  - Use the IT Department to access Councilmember emails, calendars, reminders, notes to anticipate Councilmember thoughts or direction; or
  - Engage staff in role playing designed to circumvent potential Council questions and/or direction.

# 5-30. Media

45

- (b)
  - ▣ Replace: Media may be asked to occupy a designated area in some circumstances
  - ▣ With: Encourage media to sit in designated areas during city sponsored meetings/events.
- New
  - ▣ (i) Councilmembers are discouraged from sitting next to members of the media during city meetings or events.
- Enforcement of current policy that media interviews are not to take place in the City Council Chambers.



# Division 7, Enforcement and Administration

46

## □ New:

- ▣ Violations. On an initial violation of these rules, the councilmember shall be censured for the remainder of the discussion of that topic. For a second violation, the councilmember shall be censured for the remainder of the meeting. Censure shall be imposed by a member making a motion to censure, a second, and the motion being approved by a majority of the councilmembers present.