

**ORDINANCE NO. 10-O-09**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY HILL, TEXAS REGARDING THE ADOPTION AND APPROVAL OF MUNICIPAL ORDINANCES AND RESOLUTIONS; POWERS AND DUTIES OF THE MAYOR; THE PLACEMENT OF ITEMS ON A CITY COUNCIL AGENDA; ADMINISTRATION OF MUNICIPAL GOVERNMENT, LOCATION OF CITY COUNCIL MEETINGS, AND OTHER ADMINISTRATIVE MATTERS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Liberty Hill seeks to provide and orderly and consistent policy regarding administration of City Council meetings; and

**WHEREAS**, the City Council of the City of Liberty Hill seeks to enumerate the powers and duties of the Mayor; and

**WHEREAS**, the City Council of the City of Liberty Hill establishes procedures for the administration of City government.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY HILL, TEXAS:**

**SECTION 1.** The recitals contained in the preamble of this ordinance are determined to be true and correct and are hereby adopted as a part of this ordinance.

**SECTION 2. Approval of Ordinances and Resolutions.**

(a) All ordinances and resolutions shall be in writing and shall be introduced by some member of the City Council, City staff person, City attorney, or City Engineer at an open meeting of the City Council when it shall be read and acted upon. It shall only be necessary to provide a brief explanation and read the caption of the ordinance or resolution unless a motion is made by any Councilmember to read the entire ordinance or resolution and a majority of the City Council present and eligible to vote agree to reading the entire ordinance or resolution. An ordinance must be adopted by a majority vote of the City Council present and voting, unless otherwise required by state or federal law or municipal ordinance.

(b) All ordinances and resolutions upon passage shall be approved by the Mayor, numbered, and attested by the City Secretary, and shall be recorded by the City Secretary in a book of ordinances or in the minutes for resolutions. Such book of ordinances shall by authority touch all questions arising under the laws and ordinances of the City.

(c) Every ordinance imposing any penalty, fine, or forfeiture shall after passage thereof, be published in every issue of the City's official newspaper for two days or one issue of the City's official newspaper if the City's official newspaper is a weekly newspaper, and such ordinances shall take effect and be in force from and after the publication thereof, unless otherwise expressly provided. Ordinances not required to be published shall take effect from their passage, unless otherwise specified. In lieu of the publication of the entire ordinance, the publication of a descriptive caption or title, stating in summary the purpose of the ordinance and the penalty for violation thereof, shall satisfy the publication required by this Section. Upon publication, the City Secretary may forward adopted ordinances to be published in the City's Code of Ordinances.

**SECTION 3. Powers and Duties of the Mayor.**

(a) The mayor is the chief executive officer of the City. The Mayor shall at all times actively ensure that the laws and ordinances of the city are properly carried out.

(b) The mayor shall give to the city council any information, and shall recommend to the city council any measure that relates to improving the finances, police, health, security, cleanliness, comfort, ornament, or good of the city.

(c) The mayor may administer oaths of office.

(d) The mayor shall preside at all meetings of the city council, and does not have a vote, except to break a tie.

(e) The mayor shall be responsible for preparing annual budgets for approval by the city council, and monitoring the city expenses and services outlined in the budget.

(f) The mayor shall perform the duties and exercise the powers prescribed by the city council and as prescribed by the laws of the state.

**SECTION 4.** Only a Council Member, which includes the Mayor, a City employee, City Engineer, and legal counsel may submit items to be placed on a City Council agenda for discussion or action. The items requested shall be placed on the earliest possible agenda for which the submission deadline is met, unless a later date is otherwise requested by the Councilperson, Mayor, City employee, City Engineer, or legal counsel submitting the item. In addition, the following stipulations apply:

(a) For an item to be placed on the agenda at a Regular Council meeting, the item must be submitted and received by the City Secretary's office no later than 12:00 p.m. (noon) on the Wednesday preceding the Regular Council meeting. For Special Council meetings, the deadlines for submission shall be adjusted as follows:

<u>Special Meeting Day</u>	<u>Deadline for Submission</u>
Monday	Preceding Wednesday by 9 a.m.
Tuesday or Wednesday	Preceding Thursday by 9 a.m.
Thursday	Preceding Friday by 9 a.m.
Friday	Preceding Monday by 9 a.m.
Saturday	Preceding Tuesday by 9 a.m.
Sunday	Preceding Wednesday by 9 a.m.

If a deadline falls on a municipal holiday, the deadline shall be moved back to the same time on the preceding business day.

- (b) The agenda packets for all Regular Council meetings will be available to Council Members, including the Mayor, no later than 12:00 p.m. (noon) on the Friday preceding the meeting. For Special Council meetings, the agenda packets shall be available to Council Members, including the Mayor, as soon as reasonably practicable.
- (c) Members of the general public may not have items placed on a City Council agenda.
- (d) A City Council person or Mayor may place no more than two items for consideration on any City Council agenda for consideration. City staff, the City Engineer, and legal counsel do not have a restriction on the number of items that it can place on a City agenda for consideration.

**SECTION 5. Administration and Meetings.** (a) Any document, letter, or correspondence that is transmitted to the Mayor or City Councilperson shall be copied and distributed to all members of the City Council.

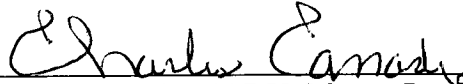
(b) Unless otherwise approved by the City Council, meetings of the City Council shall be conducted at 2801 RR 1869, Liberty Hill, Texas.

**SECTION 6. Severability.** It is hereby declared that the sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, because the same would have been enacted by the city council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph, or section.

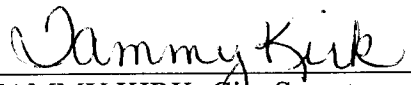
**SECTION 7.** All ordinances and parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

**SECTION 8. Effective Date.** This ordinance shall take effect immediately from and after its adoption and it is accordingly so ordained.

Signed this 26 day of April, 2010.

  
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CHARLES CANADY, Mayor *Pro Tempore*

ATTEST:

  
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TAMMY KIRK, City Secretary