

RESOLUTION NO. _2014-08-04-1_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS, CREATING RULES OF PROCEDURE FOR THE SUBMISSION OF SUPPLEMENTARY DOCUMENTS PRIOR TO CITY COUNCIL MEETINGS, THE EXPENDITURE OR COMMITMENT OF CITY FUNDS BY AN INDIVIDUAL COUNCILMEMBER, AND FOR THE MANAGEMENT OF STAFF ASSIGNMENTS; AND REPEALING ALL OTHER RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH.

WHEREAS, the City of Llano, Texas (“City”), is a Texas general law municipality possessing the power of local self-government pursuant to Texas law; and

WHEREAS, Texas Local Government Code § 22.038 authorizes the City Council of the City of Llano, Texas (“City Council”) to determine the rules and procedures which govern its meetings; and

WHEREAS, the setting of rules and procedures establishes an organized process for conducting meetings and City business in order to save time for all meeting participants and assure wise stewardship of public funds; and

WHEREAS, the City Council previously adopted certain policies and procedures in that resolution passed and approved the 20th day of May, 2011; and

WHEREAS, Texas Local Government Code §51.001 authorizes the City Council to adopt a policy that: 1) is for the good government, peace, or order of the City; and 2) is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City Council has determined that it is necessary and appropriate to exercise the authority granted in Texas Local Government Code §§22.038 and 51.001 to adopt the City Council policies and procedures as set forth in Exhibit “A” attached hereto and incorporated herein for all purposes pertinent;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS, THAT:

Section 1. The City Council of the City of Llano, Texas, hereby approves and adopts the “City Council Policies and Procedures” attached hereto as Exhibit “A” and incorporated herein for all purposes pertinent.

Section 2. All resolutions, policies, practices, or guidelines inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND RESOLVED this the 4 day of August, 2014.



Attest:

Toni Milam
Toni Milam, City Secretary

Mikel Virdell
Hon. Mikel Virdell, Mayor

EXHIBIT "A"

City Council Policies and Procedures

1. City Council Meeting Agenda Packet – Supplementary Documents

To ensure all Councilmembers are timely apprised of the pertinent facts concerning City Council meeting agenda items, and have adequate time to review and consider all available facts in order to make informed decisions at Council meetings, any records, writings, data, or other documentation that a Councilmember intends to introduce or reference during a City Council meeting shall be submitted to the City Secretary no later than twenty-four (24) hours before the scheduled start time of the City Council meeting. The City Secretary shall distribute the records, writings, data, or other documentation to the entire City Council as a supplement to the agenda packet.

2. Expenditure or Commitment of Funds by City Councilmember

- a. No individual City Councilmember is empowered to grant any special consideration, treatment, advantage or favor to any individual, group, company or organization beyond that which is available to the general public at large.
- b. No individual City Councilmember shall take any action that would result in the expenditure or commitment of City of Llano funds without the express authorization of the City Council.
- c. No individual City Councilmember is empowered or authorized to commit or expend City of Llano funds without the express authorization of the City Council.
- d. Each City Councilmember should be mindful that he or she is only one individual member of the City Council, and when speaking, writing or otherwise communicating on issues of public concern involving the City of Llano, an individual City Councilmember does not represent or speak for the City of Llano or the City Council without having obtained prior express authority to do so from the City Council.

3. City Councilmember Assignments/Requests of Staff

In order that the duties and assignments of the City Manager, City Secretary and City Attorney are properly balanced between their day-to-day municipal assignments and their respective obligations to City Council, no City Councilmember may require that the City Manager or City Secretary perform, per week, any single or cumulative assignment(s) requested by a member of City Council which, in the estimation of the City Manager or City Secretary, would require an allocation of more than two (2) hours of their respective time. Further, no City Councilmember may require that the City Attorney perform any assignment without the consent of the City Council.