

RESOLUTION NO. 2010-26

A RESOLUTION AMENDING RESOLUTION NO. 2006-23
REGARDING THE PLACEMENT OF MATTERS ON
AGENDAS FOR CITY COUNCIL REGULAR MEETINGS,
SPECIAL MEETINGS, WORKSHOPS OR OTHER CALLED
MEETINGS; CONTAINING CERTAIN FINDINGS AND
PROVIDING OTHER MATTERS RELATED TO THE
SUBJECT

WHEREAS, on June 13, 2006, the City Council of the City of League City, Texas passed and approved Resolution No. 2006-23 in order to organize, clarify, and understand the proper placement of items to any agenda for City Council meetings, including but not limited to regular meetings, special meetings, workshops, or other called meetings; and

WHEREAS, as a result of the General-Special Election for the City of League City held May 8, 2010, the voters of the City approved various amendments to the City Charter of the City of League City, Texas, including but not limited to approval of the adoption of the Council-Manager form of government and the creation of the Office of City Manager; and

WHEREAS, in order to provide that City resolutions and ordinances are consistent with the City Charter and in order to bring order and clarity to the manner by which items may be placed on an agenda for City Council meetings, including the issuance of proclamations and awards, the City Council hereby deems it to be a public benefit and in the best interest of the public welfare that procedural rules for the placement of items on an agenda for City Council meetings be established in order to minimize uncertainty concerning the setting of such agendas; and

WHEREAS, to effect the adoption of such procedural rules, the City Council hereby deems that Resolution No. 2006-23 should be amended in accordance with the text of this Resolution as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAGUE CITY, TEXAS, as follows:

Section 1. The facts and opinions in the preamble of this Resolution are true and correct.

Section 2. The City Council hereby adopts the following rules governing the placement of items to any agenda for City Council meetings, including but not limited to regular meetings, special meetings, workshops, or other called meetings:

- A. Items may be placed on any agenda by the following approved persons:
 - i. Mayor;
 - ii. Councilmembers;
 - iii. City Manager or his/her designee;
 - iv. City Secretary; or
 - v. City Attorney
- B. Once any agenda item is placed on the agenda, no person is allowed to modify, delete, change, or add to any agenda item without first receiving approval from

the original requestor(s) of the agenda item. This includes, but is not limited to the heading, body, attachments, and data of the agenda item. If a change occurs, the City Secretary is responsible for verifying from the original requestor(s) any modifications, deletions, changes, or additions prior to placing the item back onto the agenda.

- C. Once an item is requested to be placed on any agenda, no person is allowed to pull the item from the agenda, except by the original requestor(s) of the agenda item. It is provided, however, that the City Manager may, at his/her discretion, pull an item placed on the agenda by either the City Secretary or City Attorney.
- D. The Mayor shall certify the agendas by signing his or her name at the bottom of the agenda prior to the public notice requirements of the meeting as well as prior to the scheduled meeting. In no way does his or her signature on the agenda constitute an approval of the agenda items but will verify the contents of the meeting only. If for some valid reason the Mayor is unable to sign the approved agenda, the City Secretary may stamp or place an electronic signature on the agenda with the Mayor's approval, but the Mayor shall make every effort to confirm and certify the validity of the agendas.
- E. An approved person may request an item to be placed on the agenda in any of the following sections of the agenda:
 - i. Public Hearing and Action Items From Public Hearing
 - ii. Consent Agenda
 - iii. Old Business
 - iv. New Business
 - v. First Reading of Ordinances
 - vi. Tabled Items Subject to Recall
 - vii. Items Added After Electronic Agenda Completed
 - viii. Executive (Closed) Session(s)
 - ix. Action Item(s) from Executive Session(s)

It is expressly provided that the Mayor shall have the exclusive authority for the placement of items on any agenda under the section entitled "Appointments, Proclamations, Presentations, Awards."

- F. A data sheet must accompany each agenda item explaining in detail the purpose of the agenda item. Each data sheet must contain in detail, the name of the originator(s) or requestor(s), the approved budget and funded line item, a recommendation from the City Manager or his/her designee, and supporting data for the agenda item. Each data sheet shall have all data and necessary information to support the Council's decision. The City Manager shall make every effort to have all the information in the Councils' packages prior to the meetings concerning each agenda item.
- G. No City Commission, Board or Committee, or any of their respective members, may place agenda items on any agenda without the sponsorship and approval of the City Manager. The City Manager will verify the data and determine if the requested item is legitimate and valid for City Council's consideration.

- H. The City Council Chambers is considered the meeting location and the City Manager shall make all attempts to have the meetings inside the Council Chamber. When in conflict with other meetings the City Manager will make the decision on the location of meetings for the best interest of the citizens. At all times, regular meetings, special meetings, workshops, or other called meetings that are held in the Council Chambers shall be recorded by audio and video means and shall be kept as permanent records of the City. The City Secretary will be the holder of all audio and video recordings of the meetings.
- I. The requestor(s) of an agenda item must satisfy the public notice requirements of the Texas Open Meetings Act as a requirement for placing an item on any agenda.
- J. If the City Secretary is unavailable to place items on an agenda, whether regular, special meetings, workshops, or emergency meetings, the agenda may be posted by the Mayor, Mayor Pro Tem, City Manager, City Attorney, or their designees.
- K. The required agenda sections for all regular scheduled City Council meetings shall consist of the following sections, in order as follows:
- (1) CALL TO ORDER AND ROLL CALL OF MEMBERS
 - (2) INVOCATION, PLEDGE OF ALLEGIANCE TO THE U.S. FLAG AND PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG
 - (3) APPROVAL OF MINUTES
 - (4) APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS, AWARDS
 - (5) PUBLIC HEARING AND ACTION ITEMS FROM PUBLIC HEARING
 - (6) CITIZENS REQUEST FOR HEARING BEFORE CITY COUNCIL
 - (7) COUNCIL MEMBERS COMMENTS/REPORTS
 - (8) MAYOR COMMENTS/REPORT
 - (9) REPORTS FROM STAFF MEMBERS
 - (10) CONSENT AGENDA
 - (11) OLD BUSINESS
 - (12) NEW BUSINESS
 - (13) FIRST READING OF ORDINANCES
 - (14) TABLED ITEMS SUBJECT TO RECALL
 - (15) ITEMS ADDED AFTER ELECTRONIC AGENDA COMPLETED
 - (16) EXECUTIVE (CLOSED) SESSION(S)
 - (17) ACTION ITEM(S) FROM EXECUTIVE SESSION(S)
 - (18) ADJOURNMENT
- L. In no instance shall any provision of this resolution conflict with the City Charter, Article II, Section 10 entitled "Meetings of the city council" concerning monthly meetings or special called meetings. Any provision contained in this resolution which is otherwise deemed to conflict with the City Charter is considered superseded to the extent of the conflict.

Section 3. All resolutions and agreements in conflict herewith are hereby repealed to the extent of the conflict only.

PASSED AND APPROVED on 27th day of July, 2010.



TONI RANDALL,
Mayor

ATTEST:



BARBARA LONG,
City Secretary