

TITLE 2
CITY COUNCIL

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CHAPTER 2-01
ORGANIZATION

Section

2-0101 Organization

2-0101 Organization. The first meeting for the organization of the council shall be held on the third Tuesday in April after each Biennial election. The council shall proceed to elect from its own members a president and vice-president, who shall hold their respective offices for the municipal year. It shall be the duty of the president, in the absence or temporary disability of the mayor, to act as presiding officer of the council and he shall during the absence of the mayor from the city or his temporary disability, be acting Mayor and possess all powers of the mayor. In the absence or disability of the mayor and president of the council, the vice president shall perform the duties of mayor, provided that all warrants on the treasury signed by the president or vice president shall be signed in his official capacity as acting mayor.

CHAPTER 2-02
MEETINGS

Section

- 2-0201 Regular Meetings
- 2-0202 Special Meetings
- 2-0203 Notice of Special Meeting

2-0201 Regular Meetings. The regular meetings of the city council shall be held in the council chamber on the first Monday of each month at the hour of 7:30 P.M.

2-0202 Special Meetings. A special meeting of the council may be held at any time on call of the mayor, or in case of his absence, inability or refusal, such meeting may be called by a written request stating the purpose of the meeting, signed by four aldermen and filed with the auditor.

2-0203 Notice of Special Meeting. In case of special meetings, the auditor shall issue notices in writing stating the time and place of holding said meeting and the matters to be considered, a copy of which shall be served by the police department upon the mayor and each member of the council who did not sign the request, at least one hour before the time specified for such meeting.

CHAPTER 2-03

RULES OF PROCEDURE

Section

2-0301 Rules and Order of Business.

2-0301 Rules and Order of Business. The rules governing council meetings are as follows:

Rule 1. The mayor, or in his absence the officer entitled to preside, shall take the chair at the hour appointed for the council to meet and call the meeting to order. The auditor shall note what members are present and if any are absent. If a quorum is not pre-

sent the presiding officer may send for the absent members.

Rule 2. At all regular meetings of the council the order of business shall be substantially as follows:

1. Reading and correcting of minutes.
2. Communication from the mayor.
3. Receiving Communications.
4. Reports of officers.
5. Miscellaneous.
6. Bills against the city.
7. Adjournment.

Rule 3. While a member is speaking all other members shall give respectful attention and refrain from private discourse or other distraction.

Rule 4. No personalities or reflections tending to injure the feelings of any member or the harmony of the council shall be allowed and any person indulging therein shall be called to order.

Rule 5. In all cases the name of the member offering a resolution or making a motion and the name of the member seconding it shall be entered upon the minutes.

Rule 6. On the passage of every ordinance or resolution for the payment of money, or contract to be entered into with the city, the yeas and nays shall be taken and entered upon the minutes, and if any member requires it, upon any question before the council.

Rule 7. All committees shall be appointed by the mayor, unless otherwise directed by the council, in which case they shall be chosen by ballot.

Rule 8. While a question is being put no member shall leave his place in the council.

Rule 9. All orders for goods or materials for the use of the city shall be in writing on a regular city form and be signed by the mayor or other authorized department head.

Rule 10. All bills against the city, before being presented or allowed must be in itemized form on such blanks as the city shall provide and be verified or have the written approval of the officer at whose instance the services were rendered or materials furnished. All such claims must be filed with the auditor at least six hours before the council meets.

Rule 11. Whenever any petition or other application calling for the expenditure of the taxpayers' money or use of city property is submitted to the council it shall take no action thereon until after the same has been referred to a committee whose duty it shall

be to ascertain from the names of the signers or sponsors whether they are taxpayers or delinquent in the payment of same or any assessment or water bill, and make its report thereon. The names of all who are delinquent or not taxpayers shall be disregarded.

Rule 12. The salaries of all elective officers and such others where no other arrangements have been made shall be paid every four months.

CHAPTER 2-04 BOARD OF EQUALIZATION

Section 2-0401 Board of Equalization

2-0401. Board of Equalization. The members of the city council shall convene as a board of equalization on the second Tuesday of ^{Apr} June in each year at 7:30 P.M. at the council chamber. It shall be the duty of such board to equalize and correct the assessment roll as returned by the assessor. This meeting shall also be attended by the assessor and the auditor shall serve as clerk.

CHAPTER 2-05 MUNICIPAL BUILDINGS AND STRUCTURES

Section 2-0501 Control of Municipal Buildings and Structures

2-0501. Control of Municipal Buildings and Structures. The city hall, fire hall, water tower, sewage disposal system, dwelling houses and any other buildings or parts of buildings that are now or may be owned reserved, occupied or used by the city of Hebron, including all parks and public grounds with the structures thereon shall be under the direct control of the mayor and council; and shall be subject to such regulations as shall be from time to time adopted relative thereto. It shall be the duty of the city council to provide for adequate fire and tornado insurance coverage on all city buildings and property.

CHAPTER 2-06 BOARD OF BUDGET REVIEW

Section 2-0601 How Created 2-0602 Meeting 2-0603 Review of Budget 2-0604 Bond Issue Proposals 2-0605 Record of Proceedings

2-0601. How Created. The board of budget review shall consist of seven members and shall be constituted as follows: two members from the city council, two members from the local school board,

one member from the park board, and two members representing the public at large.

2-0602. Meeting. At the regular January meeting of the city council each year two members thereof shall be appointed to serve on the board of budget review for the current year. If the local school board and/or the park board has not certified its appointments to the auditor by the first day of February it shall become his duty to notify the school board and/or the park board that the board of budget review will assemble for the purpose of organization and the appointment of members at large, giving the time and place of such meeting; and unless the school board and/or the park board shall certify the appointment of its representatives on the board of budget review on or before the date of such organization meeting, the school board and/or the park board will be without representation on the board of budget review for the current year. The representatives of such boards shall meet on the day appointed by the auditor which shall not be later than the fifteenth day of February, and shall organize by the election of a chairman and vice chairman. The city auditor shall serve as clerk of such board of budget review. Such representatives shall thereupon appoint the members at large from the resident freeholders of the city and school district. All members shall serve without compensation but each member shall before entering upon the honors and duties of his office, take, subscribe and file with the city auditor the oath required by law of county officers. All vacancies on such board shall be filled in the same manner as the original appointment was made.

2-0603. Review of Budget. It shall be the duty of the city council, the school board and the park board to submit its annual preliminary budget required by law to be prepared by them, to the board of budget review to examine and review in detail the items of each preliminary budget submitted to it and to certify its approval, disapproval, or modification thereof before the time provided by law for the final adoption of such budget. The board of budget review may approve or disapprove any item on any of such preliminary budgets, and may lower, but not raise, any such item or items, or the total of any such budget. The action of the board of budget review on any preliminary budget shall be final. In reviewing such preliminary budgets the board of budget review shall take into consideration the combined totals of all budgets submitted by such taxing districts and the probable total tax levies within the city, so far as the same can be determined, including levies for sinking funds and interest on bonds, the total combined indebtedness of such taxing districts, the total warrants and certificates of indebtedness outstanding, and other obligations, if any; and shall, before approving such preliminary budgets, have regard for the combined tax levies which shall result from the approval thereof, and shall exercise their supervisory authority in such a manner as to protect the taxpayers of the city from an undue burden of property taxes. The action of the board of budget review on the budget of each such taxing districts shall be certified to the count

auditor before the tax levy for each such taxing district shall spread.

2-0604 Bond Issue Proposals. All proposed bond issues of the city or school district, shall before being submitted to a vote of the electors, be submitted to the a board of budget review for approval. Should any such proposed bond issue be disapproved, it shall not be submitted to the voters unless the governing board of such taxing district is requested to do so by petition signed by not less than twenty-five percent of the electors of such district, as determined by the vote cast at the last general election for the office of governor.

2-0605 Record of Proceedings. The board of budget review shall allow public hearings on each preliminary budget and on each proposed bond issue submitted to it for review, and shall give public notice of the time and place of such public hearings. The board of budget review shall keep a record of all of its proceedings, which record shall be preserved in the office of the city auditor, and shall be open to inspection to the taxpayers of the city.