

CITY OF LAGO VISTA, TEXAS

ORDINANCE NO. 25-11-06-01

AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS, AMENDING SECTION 1.310.4 AND SECTION 1.310.5 OF THE CODE OF ORDINANCES (“PROCEDURES FOR PERSONNEL INTERACTION”) TO CLARIFY COUNCILMEMBER ACCESS TO INFORMATION FOR LEGISLATIVE PURPOSES WHILE PRESERVING THE CITY MANAGER’S ADMINISTRATIVE AUTHORITY; PROVIDING FINDINGS OF FACT, SEVERABILITY, REPEALER, EFFECTIVE DATE, AND OPEN MEETINGS CLAUSES. SECTION 1. FINDINGS OF FACT

WHEREAS, the City Council previously adopted Ordinance No. 24-09-19-03 establishing Procedures for Personnel Interaction between elected officials, appointed officials, and City staff; and

WHEREAS, the Council finds that certain clarifications are necessary to ensure that Councilmembers retain reasonable access to existing factual information for legislative and policy purposes while respecting the City Manager’s exclusive authority over the administration and direction of employees; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:

Section 2 Amendments to Code of Ordinances; Section 1.310.4 Council interactions with City Manager and Department Heads; and

(a) The City Manager remains responsible for facilitating communication between the City Council and City Staff and shall ensure that all operational direction, supervision, and evaluation of employees is conducted solely through the City Manager or authorized designees.

(b) Nothing in this Section shall prevent the Mayor or any Councilmember from communicating directly with department directors for the limited purpose of obtaining existing factual information, data, or technical explanation necessary to inform Council deliberations, legislative research, or policy evaluation.

(c) Such communication shall:

1. Be limited to discussion of existing facts, data, procedures, or technical matters relevant to the Council’s legislative or policy responsibilities;
2. Not include direction, supervision, or evaluation of the employee;
3. Be conducted respectfully and professionally, consistent with Section 1.310.12;
4. Include reasonable notice to the City Manager, either by copying the City Manager

on written correspondence or providing a brief summary of verbal discussions when the topic is not about the city manager; and

5. Comply with all applicable confidentiality restrictions under state or federal law, including the Texas Public Information Act and attorney-client privilege.

(d) Councilmembers shall not interfere with the City Manager's authority to manage City operations or supervise staff. The City Manager shall not restrict or penalize employees for providing factual information to the Mayor or Councilmembers in accordance with this Section, provided such communication complies with the above requirements.

Section 1.310.5 – Legislative Access to Information

(a) The Mayor and councilmembers retain the right to request and receive existing documents, reports, data, and other information necessary for the performance of legislative and oversight duties. This right of access is consistent with the "special right of access" afforded to elected officials under Texas Government Code § 552.403.

(b) Information may be obtained directly from department directors or through the City Manager, at the discretion of the requesting Councilmember, provided that the City Manager is notified of the request to maintain coordination and transparency.

(c) The City Manager and Staff are not required to create new documents or reports solely to satisfy such requests unless directed by the City Manager or by majority vote of the Council.

(d) These provisions shall not be construed to authorize any individual Councilmember to issue orders, compel staff action, expend resources, or alter operations or administrative priorities except by direction of the City Manager or by majority vote of the Council.

SECTION 3. SEVERABILITY

If any clause, sentence, paragraph, or section of this Ordinance is declared invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 4. REPEALER

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict only.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect immediately upon adoption and publication as required by law.

SECTION 6. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, and that notice of the time, place, and subject of said meeting was given as required by law.

PASSED AND APPROVED this 6th day of November 2025.



LAGO VISTA, TEXAS

Kevin Sullivan, Mayor

ATTEST:

Robin Smith, City Secretary

On a motion by Councilor Benefield, seconded by Councilor Owen,
The above and foregoing ordinance was passe and approved.