

ORDINANCE NO.

AN ORDINANCE TO CREATE A CODE OF ETHICS AND CONDUCT AND TO PROVIDE AUTHORITY TO INVESTIGATE AND ENFORCE VIOLATIONS AND THE ABILITY TO INSTITUTE CERTAIN PENALTIES IN THE TOWN OF HOLLYWOOD PARK CODE OF ORDINANCES.

WHEREAS, the Town of Hollywood Park City Council finds it is necessary to create a code of ethics and conduct; and

WHEREAS, the Town of Hollywood Park City Council finds the recommendations are proper clarifications of the regulations and allow for better enforcement of the conduct by City officials and employees; and

WHEREAS, City Officials and Employees shall be aware of the public perception held by their office or position with the City when communicating with members of the general public and employees; and

WHEREAS, the Town of Hollywood Park City Council finds these changes are for the benefit of the citizens of Hollywood Park and the public as a whole and are part of the operation of good governance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HOLLYWOOD PARK, TEXAS that Chapter 2, Article VII - Ethics, of the Town of Hollywood Park Code of Ordinances is hereby created and adopted and all shall read as follows:

Chapter 2, Article VII– ETHICS

Sec. 2-150 – Purpose

The Town of Hollywood Park seeks to establish guidelines for ethical standards of conduct for all elected and appointed officials of the Town of Hollywood Park by setting forth those acts or actions that are incompatible with the best interests of Town of Hollywood Park, by prohibiting incompatible conduct, and by providing notice to officials and employees as to standards of conduct expected of them.

These ethical standards are in addition to any requirements set forth in the Town's personnel policy manual and Town ordinances.

The City Council remains the final decision maker regarding whether an official has violated any provisions of this code.

This article does not apply to the municipal court judge as the judge is held to the standards enforced by the State Commission on Judicial Conduct.

A violation of this article shall not constitute a criminal offense, by itself, and is subject only to the enforcement authorized by this article, unless otherwise expressly stated.

Sec. 2-151 – Definitions

The following words, terms and phrases, when used in this code, shall have the meanings subscribed to them for purposes of this article of the code.

Business. A corporation, partnership, association, sole proprietorship, firm, holding company, joint stock company, receivership, trust or any other for profit or non-profit entity, company or association.

City Council. For purposes of this article only, the legislative and governing body of the Town of Hollywood Park consisting of the mayor and city council members.

City Official. Any member of the City Council and any appointed member of a board, council, commission, or committee created by the City.

Employee. Any person employed by the Town of Hollywood Park on a full-time or part-time basis, including independent contractors hired by the city for repetitive performance of services that are in furtherance of necessary operation and function of the City (such as city attorney, city engineer, building official, etc.), and not independent contractors engaged for occasional services that are not repeated on a consistent basis.

Ethics Code. This term shall mean the Code of Ethics identified in this article of the Town of Hollywood Park Code of Ordinances and any other code provision designating itself as an ethical code.

Outside Employer or Client. As context, City Officials and Employees may have employment, own businesses, or have clients which are unrelated to the position they serve for the Town of Hollywood Park and provide compensation to the City Official or Employee. If the City Official or Employee performed work and was paid or received compensation which has a value by the business or client within the preceding twelve (12) months of a potential conflict or action

potentially violating this article, such is considered outside employment or outside clients.¹ Expressly excluded from this definition are any non-profit associations, groups, or entities for which the City Official or Employee volunteers and is not provided compensation other than reimbursements for out-of-pocket expenses.²

Recuse. The term “recusal” includes but is not limited to a person not deliberating or voting from the dais or otherwise making a substantive decision on any subject matter the person is in conflict with from the time the conflict occurs, or is recognized. The person must refrain from attempting to influence the deliberating body while the body is deliberating on the subject matter or otherwise influencing the decision maker involved in deciding on any conflicted subject matter. The person being recused may provide a factual rendition or an opinion of personal experience, in writing, to the City Secretary prior to any deliberation by the deliberating body, should the person wish to provide any comments on the recusal. Such rendition does not violate this Code regarding recusal.

Undue Influence. This term includes when a person or persons intentionally or knowingly exercise a level of control over another that the person’s assertion of control becomes the dominant decision maker, subverting or overpowering the mind or will of the person over which the influence is being exerted. Undue Influence does not include informing a person of a law, policy, or procedure which they are required to follow.

Sec. 2-152 – Standards of Conduct³

- A. Refrain from Abusive Conduct.** The professional and personal conduct of City Officials must be above reproach and avoid even the appearance of impropriety. City Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character of other

¹ **Official Comment:** This language limits the amount of time a city official or employee is considered to have an outside employer or client. For example, if a City Council member has a consulting business and the Acme Company (“Acme Co.”) used the councilmember’s consulting services in January 2022, then the Acme Co. is considered to be an Outside Client of the councilmember for purposes of this article until January 2023. However, if the Acme Co. used the councilmember’s consulting services in 2018 and has not utilized the services since, then the Acme Co. is not considered an Outside Client under this article, even though the Acme Co. may utilize the councilmember in the future. At the time Acme Co. contacts and uses the councilmember’s consulting services again, then at that point, the Acme Co. is considered an Outside Client for purposes of the councilmember’s ethical responsibilities.

² **Official Comment:** The exclusion is to allow city officials and employees to participate in groups such as the Boy Scouts and Girl Scouts, church groups, Rotary Club, etc., without triggering disclosure requirements or conflict issues.

³ **Official Comment:** The vast majority of these standards apply only to City Officials and not any of the employees. Employee issues are addressed through the HR process. So, unless the individual section expressly states employees must comply, employees are not required to comply with the standards through this article. The City’s personnel policy manual already addresses most of these standards within the HR process, which is the proper process to use for any complaints about an employee.

City Officials, Employees, and members of the public. City Officials must refrain from intentionally communicating in a way a reasonable person would feel is meant to improperly intimidate, harass, embarrass, ridicule or impose an undue influence over the other City Official, Employee, or member of the public in an attempt to influence the person's conduct.⁴

- B. Promises, Obligations, and Commitments.** City Officials shall refrain from unilaterally promising, obligating, committing, or otherwise obligate, either directly or indirectly, any action on behalf of the City, which has not been previously authorized by the City Council, Mayor, any of the boards, commissions, and committees, operating within their delegated authority.⁵
- C. Conduct of Public Meetings.** City Officials have an obligation to attend meetings at different times, be on-time to the meetings, be prepared for public issues, listen courteously and attentively to all public discussions before the body when they attend, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of meetings.⁶

4 Official Comment: City officials retain the ability to communicate and persuade people, express opinions, convince people to see their side or change their mind. City officials must do so in a professional manner or a manner meant to express facts and reason. An example would include Councilmembers Place 1 and Place 5 discussing on the dais an ordinance on street maintenance. Place 1 states "I believe it is stupid to spend that much money on a temporary fix." This statement does not violate the code. It is not directed at anyone specifically and expresses an opinion and reason behind his side of the argument. However, Place 5 states as a response "You sir, are an idiot and the voters who voted for you are idiots, and you don't deserve to be up here." This statement could violate the code. While it may be Place 5's opinion, it is a direct character attack on the person(s), is not associated with persuading on the underlying issue, and does not advance the arguments.

5 Official Comment: This is meant to address the situation where a member of a board, commission, or on the city council, individually and before approvals, tells an applicant or citizen asking for something from the body that their request will be approved or denied. The City does not want citizens to take the word of one member of the body as being a sure thing and move forward before any approvals or denials are formalized. A City Official can tell a citizen the Official will help put it on the agenda, will advocate for the citizen/applicant while on the dais, or will oppose the application. Such does not violate this code. Since the ultimate decision rests in the formal vote of the body, the City Official cannot promise the citizen/applicant that the request will be denied or approved and to proceed based on that representation.

6 Official Comment: This provision is meant to primarily prohibit disruption during public meetings and requires City Officials to express their positions in constructive ways. City Officials are still allowed to express emotions and advance arguments for or against an item on the agenda. However, they cannot become so extreme as to disrupt the meeting. While the presiding officer of the meeting retains the ability to have a disruptive person removed from the meeting, no penalty exists other than removal. This provision allows the Council to penalize a disruptive member and especially if the member is disruptive at multiple meetings. This provision also allows the Council to consider the justification a City Official may have for missing or being late to a meeting.

D. Reporting of Certain Gifts to City Officials. City Officials shall report gifts of food, lodging, transportation, or entertainment accepted by the City Official, in writing, to the city secretary within 90 days of the receipt of such gifts. This report is only required for gifts with a value over \$100.00. The city secretary shall maintain a file or record of such reports for public review for periods not exceeding two years after the expiration of the calendar year in which the report was filed.

E. Relationships and Agreements with City Council Members. Individual members of the City Council shall not hire or use the services of a City Employee, for individual or personal use, at any time, even if utilizing the City Employee's Outside Employer.

F. Conflicts of Interest, Disclosure, and Recusal

1. Specific Conflicts of Interest. All of the below subsections are considered to be a conflict of interest for purposes of this article.

- a. Acts which could constitute a violation of Chapter 171 of the Texas Local Government Code which requires City Council members and City Officials to file an affidavit disclosing a substantial interest in a business or property that would be beneficially affected by a decision of the City Council.⁷
- b. Acts which could constitute a violation of Chapter 176 of the Texas Local Government Code, which requires City Council members and the Mayor to file a conflict of interest disclosure statement disclosing any business relationship with a person or commercial or non-profit business doing business with the city or being considered by the city for a business relationship and requires the disclosure of gifts of an aggregate value of more than \$100.00 in the twelve (12) month period preceding a transaction described in Section 176, other than gifts of food, lodging, transportation, or entertainment accepted as a guest.
- c. Acts which could constitute a violation of Chapter 553 of the Texas Government Code, which requires the filing of an affidavit before the date the city will acquire a property in which City Officials or Employees have a legal or equitable interest.
- d. **City Official Conflicts.**⁸ In addition to any state law conflict of interest and disclosure statutes, a City Official shall not take any action that he or she knows is likely to directly affect, in a beneficial way, the economic interests of:

1. the City Official;

⁷ **Official Comment:** Subsections (a)-(c) incorporate the state law provisions. However, without this incorporation the City Council has no ability to enforce these provisions as a violation of this article. This also applies the state law provisions to all City Officials, not simply the ones designated by the state law. So, it is more expansive.

⁸ **Official Comment:** This subsection adds a requirement for disclosure and abstaining from actions which create a direct economic benefit to the City Official, even if no direct payment is made to the City Official.

2. his or her parent, child, spouse, or other family member within the third degree of affinity or within the third degree of consanguinity;
 3. his or her outside client;
 4. a member of his or her household; or
 5. any outside employer of the City Official or of his or her parent, child, spouse, or member of the household.
2. **Recusal and Disclosure.**⁹ Should a conflict of interest arise under this article, the City Official who is in conflict shall recuse him or herself from the time that the conflict is or should have been recognized by the Official.
- a. The City Official shall immediately refrain from further participation in the matter, including discussions with any decision makers who may participate in the matter;
 - b. The City Official shall file the appropriate form(s) with the City Secretary disclosing the nature and extent of the conflict;
 - c. The City Official shall promptly bring the conflict to the attention of his or her council, board, committee, or commission, which may then, if necessary, reassign responsibility for handling the matter to another official; and
 - d. The City Official shall not participate in the discussion of, or voting on, the matter from the dais.

⁹ **Official Comment:** This subsection is meant to allow the City to still utilize or take action on requests from the public, business owners, and vendors, or perform other City actions even if a conflict of interest may exist regarding one of its council, board, committee, or commission members. To still utilize or take action, the conflicted member must disclose the conflict and refrain from substantially influencing the decision in front of the decision makers. If the City takes action and is not aware of the conflict at the time, the City will have the option to reverse the action (in most cases) but, at a minimum, could take action against the conflicted member who did not disclose the conflict. For example, assume a council member works as a receptionist for an engineering firm. The City puts out a bid for engineering services to help fix a road and the council member's firm wishes to submit a bid. As a receptionist, the council member has no control over the operations of the engineering firm. If the council member discloses the conflict and refrains from voting on or deliberating on the bid award, the City can still award the bid to the firm as long as the other conditions of the bid are met. This type of arrangements is normally in the City's best interest and no one is misled about the reasons as the disclosure occurred up front.

- e. This article does not relieve a City Official from complying with any other obligations required by federal or state law or other articles in the City's Code of Ordinances.
- f. A City Official may discuss the matter over which they have declared a conflict as part of the process to transition the matter to another official for handling in their place.¹⁰
- g. A City Official, after making the disclosure of a conflict of interest, may submit a written explanation to the City Secretary, with any further explanation of the circumstances surrounding the conflict and may request a waiver of conflict allowed by this article. The City Official, after making the disclosure, may also submit a written explanation with the City Official's personal experience regarding the cause of the conflict as long as the City Official does not intentionally attempt to substantially influence the decision maker by the statement. If the conflicted member makes such a statement, the city secretary shall distribute to the full City Council before the next regular council meeting.¹¹

3. **Waiver of Conflicts.**¹² The City Council or the board, committee, or commission on which the City Official serves may waive a conflict of interest under subsection §2.153(F)(1)(d) if the council, board, committee or commission believes waiver is in the best interest of the

10 Official Comment: This makes it clear that the City Official does not violate the conflicts of interest provision by discussing the matter with another official who is being brought in to take the place of the conflicted member as it relates to the transition. An example would be if the mayor has a conflict of interest because the mayor's mother-in-law is applying to the City Council for permission to change a zoning designation to allow a home-business in her house. The mayor *pro tem* would need to step in and run the meeting and handle the logistics of the process at the Council level. It is permissible for the mayor to discuss with the mayor *pro tem* how the mayor normally runs council meetings which address zoning matters and provide forms and language normally used as well as any check-lists the mayor has created from prior meetings.

11 Official Comment: Council wanted to allow the ability for a conflicted member to provide a factual statement regarding the matter while recognizing the conflicted member should not attempt to substantially influence the decision. Other cities have had instances where a council or board member has had a vendor or contractor be an outside prior client but had the vendor/contractor advise of a potential conflict expressly to prevent the council or board member from speaking against them. In order to avoid this type of situation, the City wishes to allow the conflicted member to provide a statement to the city secretary, which will be distributed to the council, board, committee, or commission as part of the conflicted matter. Since the conflicted member will not be arguing or discussing from the dais during the meeting, the impact of the written statement can be viewed as not substantially influencing the decision.

12 Official Comment: There are certain conflicts which are entirely appropriate to waive, especially when the conflict is with a sole source or other limited provider. To waive the conflict, the waiver must be a public vote, so no one can say any decisions were made without full disclosure. But the boards/commissions/council need the ability to provide the waiver in appropriate circumstances. However, they can only waive conflicts under the ordinance and cannot waive state law conflicts of interest.

City. Such a waiver can occur only if the City Official with the conflict properly filed the appropriate disclosure form with the city secretary's office. The council, board, committee or commission may only waive a conflict of interest under subsection §2.153(F)(1)(d) and may not waive any other violation of this article or any violation of state law.

4. **Disclosure Form.** A City Official disclosing a conflict of interest shall utilize the form attached to this article. The city secretary is authorized to create any additional forms required for the enforcement of this article. The city secretary must have such forms available to any City Official who requires them.

G. Confidential Information

1. A City Official or Employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
2. A City Official or Employee shall not intentionally, knowingly, or recklessly disclose any confidential information gained by reason of said official or employee's position concerning the property, records, operations, policies or affairs of the city, including those items discussed in closed or executive session. This rule does not prohibit any reporting of illegal or unethical conduct to authorities as a result of a court order.
3. City Officials and Employees shall respect the confidentiality of information concerning city property, personnel, proceedings or records kept relating to members of the public which are confidential in nature. They shall not disclose such information unless authorized to do so.

- H. Representation of Private Interests** A City Official or Employee shall not represent for compensation any person, group, or entity, other than himself or herself, a business owned by the City Official or Employee which is located in the City, or his or her spouse or minor children, before the City Council, its boards, commissions, and committees. For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.¹³

¹³ **Official Comment:** This section is meant to address the situation where a City Official or Employee uses their knowledge of the City to convince others to pay the Official or Employee to handle a matter for them in front of the City. For example, if a Council member, familiar with City operations, is paid by a local property owner, to help him apply for and receive a variance in front of the Board of Adjustment, such would be a violation of this article. One of the main intents is to prevent City Officials and Employees from using the fact they work for the City to be used to convince members of the public they will have a better change with their requests if they hire and pay the Official or Employee. This provision is tied to compensation. So, a City Official or Employee is not in violation, if they represent themselves or family members to obtain variances or help their neighbor, free of charge.

- I. **Policy Role of City Officials and Employees.** City Officials shall respect and adhere to the Town of Hollywood Park's governmental structure as outlined in the code of ordinances, policies and procedures. Except as provided by city ordinance, no City Officials shall interfere with the administrative functions of the City or the performance of any Employees' official duties; nor shall they impair Employees' ability to implement City Council policy decisions. Further, City Officials shall not intentionally obstruct or prevent the receiving of information requested by other City Officials who have a definitive right to obtain the information in the performance of their duties.¹⁴

Sec. 2-153 –Complaints and Reporting

- A. **Reporting:** Any complaints under this article shall be made on the form attached to this ordinance. A person reporting a suspected ethics violation must fill out the form completely and submit the form to the city secretary's office.
- B. **Reports on City Employees:** If the city secretary receives a complete ethics complaint form regarding the conduct of a City Employee, the city secretary shall advise the mayor, the City Council, and the department head of the employee subject to the complaint. The mayor or supervisor retain the ability to investigate the complaint and make a determination of whether the employee violated this article and may impose a penalty or other appropriate action. Employees who feel they must report another employee should not utilize the ethics complaint form, but should utilize the grievance procedure outlined in the City's personnel policy manual.
- C. **Reports on City Officials:** If the city secretary receives a complete ethics complaint form regarding the conduct of a City Official, the city secretary shall advise the mayor and the City Council as well as any board or commission upon which the City Official subject to the complaint serves. If the city secretary is the City Official suspected of the ethics violation, the complaining person must submit the complete form to the mayor and copy the city attorney. If the mayor is the City Official suspected of the ethics violation, the city secretary shall forward the complaint to the mayor *pro tem*, city attorney, and City Council. The mayor retains the ability to investigate the complaint (unless the complaint is directed at the mayor) and must advise the City Council regarding the complaint within three (3) business days of the complaint being submitted to the city secretary and the status of any

¹⁴ **Official Comment:** The purpose of this provision is to keep all Officials in their roles. For example, generally, a council member has no individual authority and only makes policy as part of the body. An individual council member cannot give City staff orders or direction, absent a request for information only. Further, a chair of a board or commission, while having to coordinate with the City staff for a meeting, cannot give City staff orders outside of a meeting, especially if contrary to orders of the mayor or the council. When City Officials step outside of their authorized roles and interfere with City Employees performing their duties, the official can be in violation of this article. This also allows City staff to decline to follow an improper order if given by a City Official who does not have authority over the staff member.

investigation by the next regularly scheduled City Council meeting. If the mayor is the City Official suspected of the ethics violation, the mayor *pro tem* shall conduct an investigation and report to the City Council.

D. Limitations Period: No ethics complaint will be considered if the actions of the City Official or Employee occurred more than one (1) year prior to the date of the filing of the complaint. The termination, resignation, or forfeiture of a member of the City Council, any member of a City-appointed board, council, commission or committee, does not affect the authority of the mayor or City Council to investigate and act upon any alleged violations occurring prior to the date of said termination, resignation, or forfeiture.

E. Frivolous Complaints: No person may intentionally, knowingly or recklessly file a frivolous complaint against a City official or City employee. The City Council determines if a complaint is frivolous if filed against a City official. The mayor determines if a complaint is frivolous if filed against a City Employee. If a complaint is determined to be frivolous, the complaint shall be dismissed, and the complaining person shall be censured and may be responsible for the reasonable administrative costs of handling the complaint. A frivolous complaint is one which is:

- 1) groundless,
- 2) is filed with apparent disregard for the merits of the underlying facts,
- 3) is filed without reasonable inquiry,
- 4) is filed primarily to inflict political harm on the City or the official or employee, or
- 5) is filed for the purpose of harassment, intimidation, or to assert an undue influence over the City Official or Employee.

Sec. 2-154 –Notice and Investigation

- A.** If a complaint is filed against a City Official, the mayor may conduct an initial investigation to determine whether further investigation should be pursued. However, the mayor may not dismiss the complaint without first obtaining approval of the City Council or an agreement as outlined in (C) below.
- B.** No action may be taken sustaining a complaint against a City Official until the City Official has been given a copy of the complaint and given a reasonable opportunity to provide a response. The mayor may set a time for the City Official to respond, but must provide the City Official a minimum of ten (10) calendar days to respond. After an investigation, the mayor must make a recommendation to the City Council regarding whether or not the complaint is substantiated and the basis of mayor's recommendation. The City Council may, but is not required, to hold a public hearing on the complaint. The City Council shall determine whether a City Official acted in violation of this article and may impose a penalty

or other corrective action.¹⁵

- C. Prior to the City Council making a determination, the mayor may, but is not required, to inform the City Official of the mayor's proposed recommendation to the City Council and any proposed penalty or other corrective action. If the City Official agrees or consents, in writing, to the mayor's recommendation and proposed penalty or corrective action, the City Official may elect to have imposed the mayor's recommendation and penalty or corrective action. If the City Official makes such an election, the mayor shall advise the City Council of the agreement and that the complaint is disposed of by agreement. The City Council shall take no further action on the complaint after being informed of such agreement. However, nothing in this article prevents the City Council from considering the agreement or actions surrounding the complaint in determining whether the City Official may continue to serve the City.¹⁶
- D. If the mayor is the person who filed the complaint, the mayor *pro tem* shall perform the duties otherwise performed by the mayor under this section. If the mayor files a complaint against the mayor *pro tem*, the city attorney may assign an outside investigator to perform the investigation and make the recommendation, unless otherwise directed by the City Council.

Sec. 2-155 –Penalties or Corrective Action

- A. **City Employees:** If a City Employee is found to have acted in violation of this article, the mayor may impose a penalty authorized by the City's personnel policy manual, taking into account the circumstances surrounding the complaint.
- B. **City Officials:** If a City Official is found to have acted in violation of this article, the

¹⁵ **Official Comment:** For purposes of this article, education or training is not considered to be a penalty but is viewed as an improvement-based measure. Education and training can be imposed as a requirement by the City Council.

¹⁶ **Official Comment:** This provision is intended to address situations where there may be a technical violation, but the circumstances do not warrant a formalized inquiry. For example, if a newly appointed member of a City committee, arrives late multiple times to the meetings, it can be a technical violation. If a complaint is filed, and the mayor speaks with the member, the member states they do not get off work until 6:00 p.m. and have not been able to get to the meetings by 6:30, or something similar. The member agrees they will start going in earlier to work on days meetings are set and agrees to take corrective steps to make it to the meetings on time. The member is admitting to the technical violation but is proposing a solution. If the mayor believes the solution is likely to work, the mayor can make the solution part of his recommendation. The member can agree to perform the corrective tasks and if they fail to perform the tasks, the failures are a violation. But there is no need for a formalized complaint hearing before the Council, when the problem is identified and a solution provided. This allows the mayor to solve the problem quickly, without waiting weeks for a formal council determination. Had a complaint not been filed, the mayor could simply address it with the member directly. However, once a complaint is filed, the complaint cannot be dismissed prior to council action, unless this type of agreement is within the code.

City Council may:

- Censure the City Official with a formal public reprimand;
- Remove the City Official from their office, if allowed by law¹⁷;
- Create a corrective action plan for the City Official to prevent future violations or similar violations;
- Remove, reassign, alter or otherwise modify the City Official's duties and responsibilities as the council deems appropriate given the specific violation found;
- Require the City Official to undergo specific training, education, or counseling;
- Impose any penalty allowed by state law within the councils' authority; or
- Any combination of the above.

C. Council Action Final: Any determination made by the City Council regarding a complaint against a City Official and any penalty or corrective action assessed is a final decision and is not appealable.

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Hollywood Park Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of a prior existing Ordinance, in which event the conflicting provisions of the prior existing Ordinance are hereby repealed.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council for the Town of Hollywood Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV. PROPER NOTICE AND MEETING

¹⁷ **Official Comment:** For example, the City Council can remove a member appointed to the deer committee, but cannot remove another member of the City Council.

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

V.

EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

Passed by the City Council of the Town of Hollywood Park this the day of , 2022.

APPROVED:

Oscar Villarreal, Jr., Mayor

Attest:

Patrick Aten, Town Secretary

Approved as to Form:

Ryan Henry, Town Attorney

TOWN OF HOLLYWOOD PARK

Disclosure Form

Date Completed: _____

Date Filed: _____
(to be filled out by city secretary)

- [illegible]

Signature: _____

Town of Hollywood Park

Ethics Complaint Form

This form is to be used only for complaints made under the City's Ethics Ordinance against a City Employee, City Council and/or member(s) of a Town board or committee. When completing this form, please be sure to follow the requirements of the ordinance that are attached to this document.

Date Completed: _____

Date Filed: _____

Complainant Name _____

Complainant Address _____

Complainant Phone Number _____

Complainant Email Address _____

City Official(s) alleged to be in violation of the City's Ethics

Code: _____

Position of City Official alleged to be in violation: _____

Date(s) of Alleged Violation(s) _____

Location of Alleged Violation(s) _____

Cite the portion(s) of the Ethics Ordinance (Article VII of Chapter 2) that was allegedly violated _____

Facts you believe constitute a violation of the Ethics Code by the City Official or City Employee (you must allege a violation of the Town's Ethics Ordinance (Article VII of Chapter 2)):

You may attach supporting materials to this form.

Did you personally witness the actions which were performed in violation of the City's Ethics Code:

_____ Yes _____ No

Witnesses (if any) you are aware of who have knowledge regarding your alleged violation(s):

1. _____
2. _____
3. _____

Affidavit

I, _____, complainant, swear that I am a resident of the state of Texas. I swear that I have knowledge of the facts alleged in this complaint. I declare under penalty of perjury that the foregoing is true and correct and that the information contained in this complaint is true and correct.

Signature of Complainant