

AN ORDINANCE ESTABLISHING THE EXECUTIVE, LEGISLATIVE,
JUDICIAL AND ADMINISTRATIVE ORGANIZATION OF THE CITY
OF LEBANON, INDIANA

WHEREAS, the Indiana General Assembly has recodified and revised the laws governing city government, and

WHEREAS, the new city government law requires the establishment of departments and agencies that the common council considers necessary to efficiently perform the functions of city government (IC 36-4-9-4), and

WHEREAS, it is in the best interests of the citizens of Lebanon to have concise divisions of authority and responsibility within to effectively respond to the needs of the citizens;

THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF LEBANON, INDIANA, THAT:

SECTION 1: ORGANIZATION

The government of the City of Lebanon shall consist of five branches, those being:

- (A) Executive Branch (IC 36-4-5)
- (B) Legislative Branch (IC 36-4-6)
- (C) Fiscal Branch (IC 36-4-10)
- (D) Judicial Branch
- (E) Statutory Boards and Commissions

SECTION 2: EXECUTIVE BRANCH

The Executive Branch under the direction of a mayor shall be organized as follows:

(A) The mayor is the city executive and head of the executive branch. He or she shall faithfully perform the duties and responsibilities contained in IC 36-4-5 and other statutes of the State of Indiana.

(B) There is hereby established a Board of Public Works and Safety within the executive branch. Such Board shall be the chief administrative body of the City and shall have control of the day-to-day operations of the following executive departments which are hereby established:

- (1) Police Department
- (2) Fire Department
- (3) Street Department
- (4) Sanitation Department

(C) There is hereby established a Department of Law pursuant to IC 36-4-9-12.

(D) The members of the Board of Public Works and Safety are the Mayor and two voters of the City who shall be chosen by the Mayor and serve at his or her pleasure. The Chiefs of the Police and Fire Departments are the heads of the Department of Law and Street and Sanitation Department are appointed by the Mayor and serve at his or her pleasure (IC 36-4-9)

(E) Subject to the appropriation power of the common council the foregoing Departments shall have the ability to hire such employees, and purchase or contract for such materials or services, as the Board of Works and Safety or other governing board of commission deems necessary to perform their public functions.

SECTION 3: LEGISLATIVE BRANCH

The legislative branch shall be under the direction of the council and shall be organized as follows:

(A) The legislative branch of the City of Lebanon is the common council. The council shall have the exclusive authority to adopt ordinances and appropriate tax moneys received by the City, and to perform other necessary and desirable legislative functions (IC 36-4-6).

(B) The clerk-treasurer shall be the clerk of the council and shall perform the duties as prescribed by IC 36-4-6-9.

(C) The regular meeting date and time for the common council shall be at 7:30 o'clock on the 2nd and 4th Monday of each month.

(D) The Mayor, or in his or her absence the President of the council, shall be the presiding officer of council pursuant to IC 36-4-6-8 and meetings shall be conducted pursuant to the applicable statutes (IC 36-4-6-10 through 17) and in accordance with the following rules which are hereby adopted as a part of this ordinance:

(1) Order of Business

The order of business to be followed at a meeting of the common council shall be as follows:

- (A) Calling to order
- (B) Roll call by clerk-treasurer
- (C) Reading of minutes and approval
- (D) Petitions or comments of citizens
- (E) Reports from Committees, Board and Commissions
- (F) Unfinished business, including ordinances or and resolutions already introduced.
- (G) New business, including introduction of ordinances and resolutions.
- (H) Miscellaneous business, including any matters not already considered.
- (I) Adjournment

(2) Contempt and Disorder in the Council Room