

RESOLUTION 2016-R-2

A RESOLUTION OF THE VILLAGE OF VOLENTE, TEXAS ESTABLISHING STANDARD PROCEDURES AND GUIDELINES FOR THE AMENDMENT, REVIEW, OR REVISION OF EXISTING ORDINANCES AND FOR THE CREATION OF NEW ORDINANCES.

WHEREAS, the City Council of the Village of Volente finds it necessary to record, for current and future reference, a set procedure for the review or creation of ordinances; and

WHEREAS, the City Council of the Village of Volente finds that having a set procedure list or guidelines in place will allow for a quicker and more organized approach to creating or amending the Village ordinances.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF VOLENTE THAT:

Section 1. Applicability

The City Council of the Village of Volente wishes to establish these procedures and guidelines to be used as a foundation for reviewing, revising, amending, and creating ordinances within the Village. These procedures and steps are to serve as a tool and reference point and may not be absolute. Deviation from these guidelines or practices may occur under special circumstances.

Section 2. Adherence to State Law Required

In no way does this resolution absolve the City Council of the Village of Volente from adhering to the statutory requirements as established under the Texas Local Government Code as amended from time to time.

Section 3. Process for Amendment(s) to Ordinances or Creation of New Ordinance(s)

Step 1: Council prioritizes a goal, identifies the scope and sets a target date for completion.

Step 2: Council identifies a Project Manager, defined as the one assigned to lead the project, and assigns various tasks or a complete goal. Any expenditure during the process will require Council approval in advance.

Step 3: The Project Manager is charged to create, or have created, a proposed written amendment(s) or new ordinance(s) in detail as directed, assembling a team to assist if necessary, then present the proposed amendment(s) or new ordinance(s) to Council.

Step 4: With Council's approval, the Project Manager consults with the appropriate professional (engineer, consultant, or similar) to review proposed amendment(s) or new ordinance(s). The professional will review the proposed amendment(s) or new ordinance(s), and make edits to help achieve clear, simple, regionally familiar and administratively enforceable ordinances. The Project Manager obtains signature sign-off from the professional for the proposed amendment(s) or new ordinance(s)

Step 5: With Council's approval, the Project Manager consults with appropriate legal counsel (after professional approval) to review the proposed amendment(s) or new ordinance(s). Legal counsel will

review the proposed amendment(s) or new ordinances(s) and make edits to help achieve legal and enforceable ordinances that are suitable to the intended purpose, with minimization of unintended impacts on other current Village of Volente ordinances. The Project Manager obtains signature sign-off from Legal counsel for the proposed amendment(s) or new ordinance(s).

Step 6: After edits and modifications from both legal counsel and professionals have been incorporated , into the proposed amendment(s) or new ordinance(s), and signature sign-offs are verified by City Council, the City Council of the Village of Volente will present the proposed amendment(s) or new ordinance(s) to the community at a Town Hall meeting or Regularly Scheduled Meetings and collect recommendations from the community to be considered and possibly incorporated into the proposed amendment(s) or new ordinance(s).

Step 7: Any substantive modifications to be incorporated after public review must receive sign-off from both the professional assigned to review the proposed amendment(s) or new ordinance(s) and the assigned legal counsel.

Step 8: Council votes to accept or reject the proposed amendment(s) or new ordinance(s).

Step 9: The Project Manager directs the City Secretary to submit the newly accepted amendment(s) or new ordinance(s), in its entirety, after approval by Council, to Franklin Legal Publishing for codification and incorporation into codified ordinances. The City Secretary will direct Franklin Legal to codify the newly accepted amendment(s) or new ordinance(s) and publish them according to a schedule as determined by Council.

Note 1: The Project Manager may be requested to update Council from time to time as to the status of the Project.

Note 2: Any substantive changes to the proposed amendment(s) or new ordinance(s) occurring after Step 5 will require additional review by Council, who may find it necessary to enlist additional review by professionals or legal counsel. Once reviewed, the Council, professionals, and legal counsel will provide a sign-off of the edits.

Section 4. Open Meeting

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

AND SO IT IS RESOLVED.

PASSED AND APPROVED THIS 21st DAY OF JUNE, 2016.

Signed:

Ken Beck, Mayor

Attest:

Julia Vicars, City Secretary