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**Ordinances, Codification,
Municipal Research,
Document Management,
and Some Other Things
As I Think of Them...**

ORDINANCES, RESOLUTIONS AND PROCLAMATIONS



Key Differences

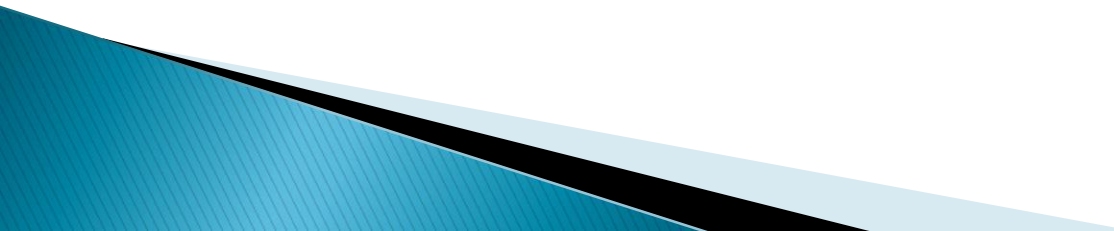
Proclamations

- Done by mayor's initiative
- Ceremonial in nature (usually)

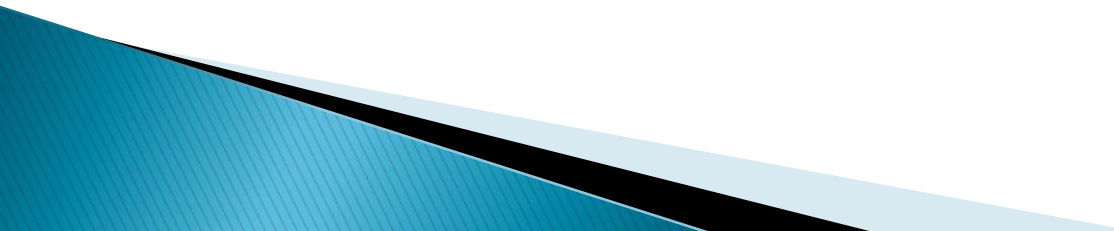
Resolutions

- A statement of opinion or policy
- Can have contractual or administrative significance

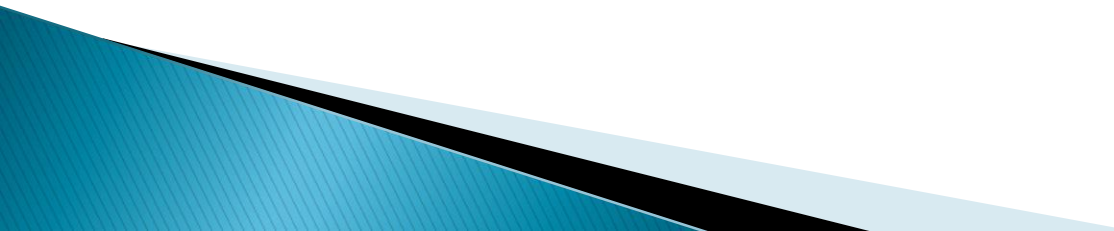
Ordinances

- Carry more weight
 - Is more formal and authoritative
 - Often imposes a penalty
 - In most cases, are general and permanent
- 

When MUST you have an ordinance?

- ▶ If you are enacting anything that has a penalty for violation
 - ▶ If state law or the charter requires that the regulation be in ordinance form
 - ▶ If you are amending another ordinance
- 

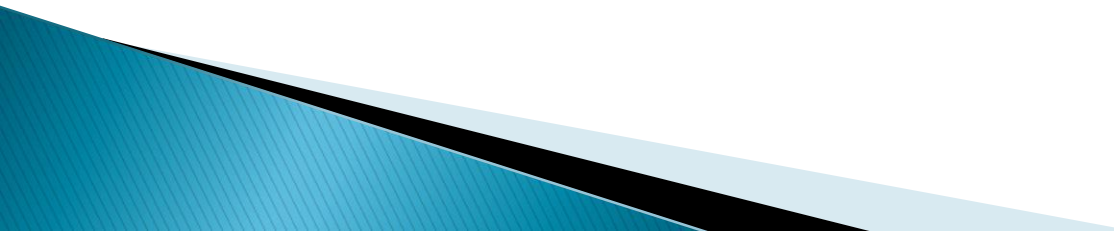
Parts of an Ordinance

- ▶ Number (optional)
 - ▶ Caption (optional sometimes)
 - ▶ Preamble (optional)
 - ▶ Enacting clause (required)
 - ▶ Body (required)
 - ▶ Penalty clause (required sometimes)
 - ▶ Severability clause (optional)
 - ▶ Statement of adoption, signatures (required)
- 

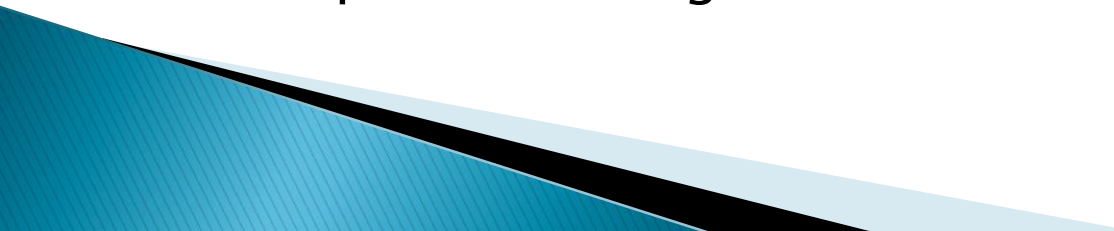
CODIFICATION OF ORDINANCES



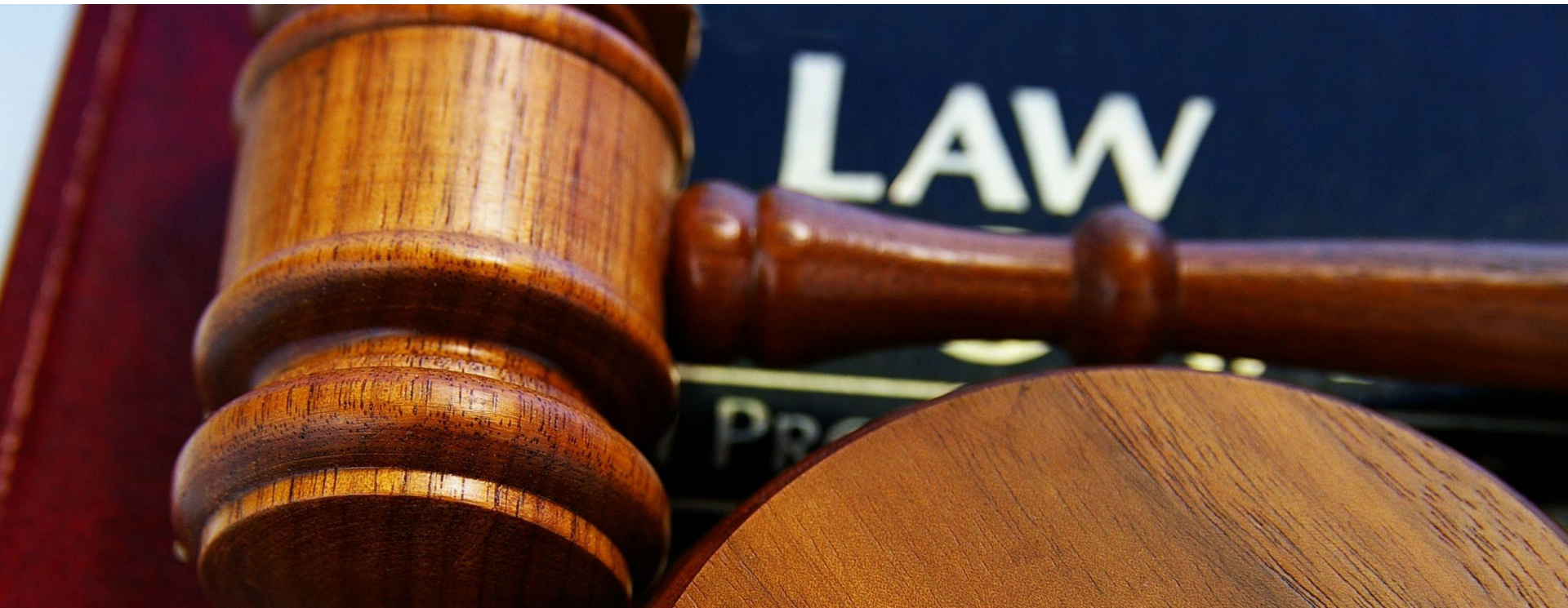
Codification Process

- ▶ **Step 1: Organization classification of ordinances**
 - ▶ **Step 2: Editing and review of the ordinances**
 - ▶ **Step 3: Revision and updating of ordinances**
 - ▶ **Step 4: Adoption of the new code**
 - ▶ **Step 5: Use of the code (Printed, Online)**
 - ▶ **Step 6: Supplementing the code over time**
- 

Why should we codify our ordinances?

- Organization
 - Council–Staff Relations
 - City–Citizen Relations
 - Time/Cost Savings
 - Assist in Enforcement
 - Makes Ordinance Accessible to Everyone
 - Helps in Planning for the Future
- 

MUNICIPAL RESEARCH

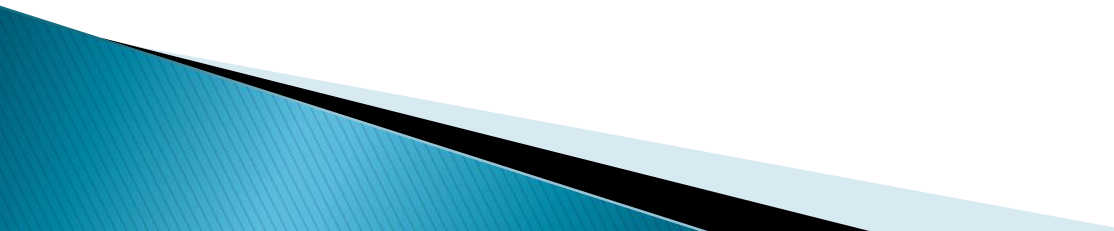


Internet Expansion

EMAIL

- ▶ First email sent: 1971
- ▶ Today: Over 7 billion email accounts
- ▶ 300 billion emails sent per day—78% are spam


WEBSITES

- ▶ 1st website: 1991
 - ▶ Today: Over 2 billion websites
- 

Best Practices

- ▶ Start with a simple search and branch out
- ▶ Avoid statutes UNLESS you want them
- ▶ Make sure the information you find is:
 - 1) Current
 - 2) Local
 - 3) Applicable

Municipal Code Research Using Franklin Legal Website

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SEARCH CODES

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City of Wimberley Code of Ordinances

CHAPTER 1 GENERAL PROVISIONS

CHAPTER 2 ADMINISTRATION AND PERSON

CHAPTER 3 ANIMAL CONTROL

CHAPTER 4 BUILDING REGULATIONS

CHAPTER 5 BUSINESS REGULATIONS

CHAPTER 6 FIRE PREVENTION AND PROTE

CHAPTER 7 HEALTH AND SANITATION

CHAPTER 8 OFFENSES AND ADDITIONAL P

CHAPTER 9 PLANNING AND DEVELOPMENT

CHAPTER 10 STREETS, PARKS AND OTHER

CHAPTER 11 TRAFFIC AND VEHICLES

CHAPTER 12 UTILITIES

Wimberley, Texas

A nice place to visit .. . A great place to live.

Code of Ordinances

Current through Ordinance 2018-36 adopted 9/20/18

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 - CHAPTER 2 ADMINISTRATION AND PERSONNEL
 - ARTICLE 2.01 GENERAL PROVISIONS
 - ARTICLE 2.02 CITY COUNCIL*
 - ARTICLE 2.03 ORDINANCES
 - ARTICLE 2.04 BOARDS, COMMISSIONS
 - ARTICLE 2.05 CITY OFFICERS
 - ARTICLE 2.06 PERSONNEL POLICIES
 - ARTICLE 2.07 CODE OF ETHICS*
 - ARTICLE 2.08 RECORDS MANAGEMENT**
 - Sec. 2.08.001 Definition of municipal records
 - Sec. 2.08.002 Additional definitions
 - Sec. 2.08.003 Municipal records declared public property
 - Sec. 2.08.004 Policy
 - Sec. 2.08.005 Designation of records management officer
 - Sec. 2.08.006 Records management plan
 - Sec. 2.08.007 Duties of records management officer
 - Sec. 2.08.008 Duties and responsibilities of records management officer
 - Sec. 2.08.009 Records control schedule
 - Sec. 2.08.010 Implementation of records control schedule
 - Sec. 2.08.011 Destruction of unscheduled records
 - ARTICLE 2.09 IDENTITY THEFT PREVENTION
 - ARTICLE 2.10 TAXATION
 - Division 1. Generally
 - Division 2. Sales and Use Tax*
 - CHAPTER 3 ANIMAL CONTROL
 - CHAPTER 4 BUILDING REGULATIONS
 - CHAPTER 5 BUSINESS REGULATIONS
 - CHAPTER 6 FIRE PREVENTION AND PROTECTION
 - CHAPTER 7 HEALTH AND SANITATION
 - ARTICLE 7.01 GENERAL PROVISIONS
 - ARTICLE 7.02 FOOD ESTABLISHMENTS
 - Sec. 7.02.001 Title, purpose and scope

ARTICLE 2.08 RECORDS MANAGEMENT* **Sec. 2.08.001 Definition of municipal records**

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the city or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the city and shall be created, maintained, and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner. (Ordinance 2007-015, sec. 36.01, adopted 6/7/07)

Sec. 2.08.002 Additional definitions

Department head means the officer who by ordinance or administrative policy is in charge of an office of the city that creates or receives records.

Essential record means any record of the city necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.

Permanent record means any record of the city for which the retention period on a records control schedule is given as permanent.

Records control schedule means a document prepared by or under the authority of the records management officer listing the records maintained by the city, their retention periods, and other records disposition information that the records management program may require.

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records management officer means the person designated in [section 2.08.005](#) of this article.

Records management plan means the plan developed under [section 2.08.006](#) of this article.

Retention period means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

(Ordinance 2007-015, sec. 36.02, adopted 6/7/07)

Sec. 2.08.003 Municipal records declared public property

All municipal records as defined in [section 2.08.001](#) of this article are hereby declared to be the property of the city. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited. (Ordinance 2007-015, sec. 36.03, adopted 6/7/07)

Sec. 2.08.004 Policy



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 - ARTICLE 7.01 GENERAL PROVISIONS
 - ARTICLE 7.02 FOOD ESTABLISHMENTS
 - Sec. 7.02.001 Title, purpose and scope

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- ▶ Blue Ridge
- ▶ Bonham
- ▶ Borger
- ▶ Bovina
- ▶ Brady
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Form of Government:

General Law

Home Rule

City Population:

0-5,000

5,001-20,000

20,001-50,000

50,001-100,000

100,000+

- ▶ Abernathy
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 - CHAPTER 10 MUNICIPAL COURT*
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 - CHAPTER 13 POLICE*
 - CHAPTER 14 SIGNS*
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 - APPENDIX B SUBDIVISIONS*



Code of Ordinances

Current through Ordinance No. 456 adopted 3/6/19

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 - APPENDIX A ZONING*
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ORDINANCE NO. 442

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF EL LAGO FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF EL LAGO FOR THE FISCAL YEAR 2017.

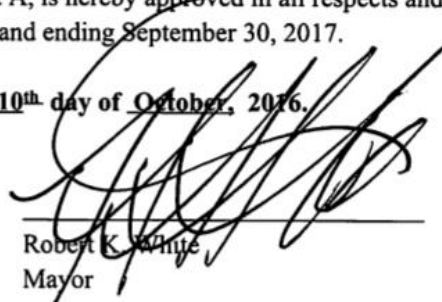
WHEREAS, The budget, appended here as Exhibit A, for the fiscal year beginning October 1, 2016 and ending September 30, 2017 was duly presented to the City Council by the Mayor;

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

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2016 and ending September 30, 2017, for the support of the general government of the City of El Lago, Texas, be fixed and determined for said terms in accordance with the expenditures shown in the City's fiscal year 2017.

SECTION 2. That the budget, as shown in Exhibit A, is hereby approved in all respects and adopted as the City's budget for October 1, 2016, and ending September 30, 2017.

PASSED, APPROVED, AND ADOPTED this 10th day of October, 2016.



Robert K. White
Mayor

ATTEST:

**PLANNED DEVELOPMENT DISTRICT NO. 5:
HERITAGE SUBDIVISION**

Planned Development District Ordinance No. 1220.124

Recommended for Approval by the Planning & Zoning Commission on:
September 26, 2017

Approved by the City Council on:
October 10, 2017



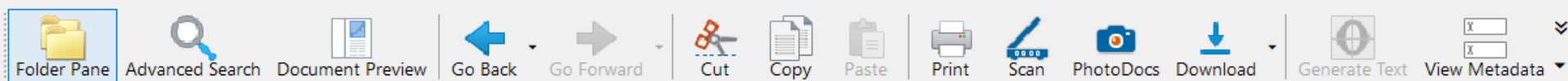
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ORDINANCE NO. 18-051

ENTITLED AN ORDINANCE ACCEPTING THE TAX ROLL FOR THE CITY OF BEAUMONT; ESTABLISHING A TAX RATE; PROVIDING FOR LEVYING, ASSESSING AND COLLECTING OF AD VALOREM TAXES FOR THE TAX YEAR 2018 (FY 2019); PROVIDING FOR SEVERABILITY AND PROVIDING FOR REPEAL.

WHEREAS, the Jefferson County Appraisal District has furnished to the City of Beaumont the certified tax roll for the City of Beaumont as of July 17, 2018 to be \$7,479,895,163; and,

WHEREAS, the City Council finds that the tax roll submitted by the Jefferson County Appraisal District should be accepted and that a tax rate in the amount of \$0.71 per each \$100 of value for the tax year 2018 (FY 2019) should be established based upon said roll; and,

WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; AND,

WHEREAS, THE TAX RATE WILL EFFECTIVELY BE RAISED BY 0.08 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.54;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEAUMONT:

Section 1.

Fields Tags Links: 1 Versions

Template: Ordinances

Department Finance

Date 9/18/2018

Subject Tax

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APPROVED

ORDINANCE NO. 18-051

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NOW THEREFORE, BE IT ORDAINED BY THE

CITY COUNCIL OF THE CITY OF BEAUMONT:

Section 1.

Need to forward to appraisal district

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ORDINANCE NO. 18-051

ORDINANCE ACCEPTING THE

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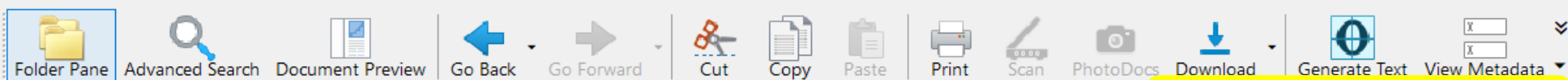
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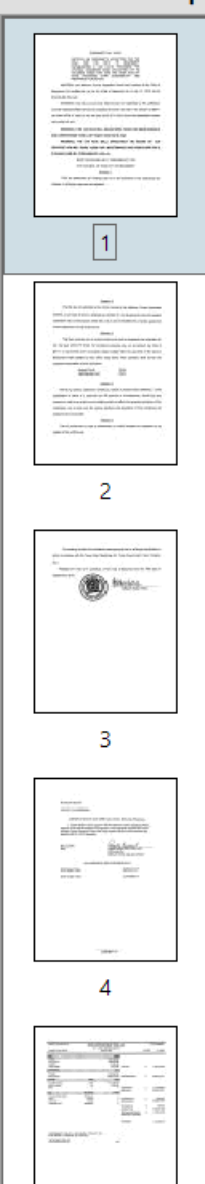
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Ord 18-051	1	9	18	2/25/2019 3:03 PM	2/25/2019 4:00 PM

Context Hits

- ◆ #1 pg.1 he Jefferson County **Appraisal** District has furnished to the City of Bea
- ◆ #2 pg.1 son County **Appraisal** District should be accepted and that a tax rate in
- ◆ #3 pg.2 he Jefferson County **Appraisal**. District, a summary of which is attached as E
- ◆ #4 pg.4 RTIFICATION OF 2018 **APPRAISAL** ROLL FOR City of Beaumont I,Angela Bellard,
- ◆ #5 pg.4 ngela Bellard,Chief **Appraiser** for the Jefferson Central Appraisal District,
- ◆ #6 pg.4 e Jefferson Central **Appraisal** District, solemnly swear that the attac
- ◆ #7 pg.4 ion of the approved **Appraisal** Roll of the Jefferson Central Appraisal
- ◆ #8 pg.4 Jefferson Central **Appraisal** District that lists property taxable by and consti
- ◆ #9 pg.4 utes the **appraisal** roll for City of Beaumont. July 17,2018
- ◆ #10 pg.4 Chief **Appraiser** Jefferson Central Appraisal District
- ◆ #11 pg.4 Jefferson Central **Appraisal** District 2018 APPRAISAL ROLL INFORMATI
- ◆ #12 pg.4 ct 2018 **APPRAISAL** ROLL INFORMATION 2018 Market Value
- ◆ #13 pg.5 211,662 0 **Appraised** Value = 8,908,761,678 Productivi
- ◆ #14 pg.9 Jefferson Central **Appraisal** Distract Phone (409)840-9944
- ◆ #15 pg.9 5621 Chief **Appraiser** Members of the Board Angela Bell
- ◆ #16 pg.9 n 26.01(a),the 2018 **appraisal** roll for your jurisdiction has been certified
- ◆ #17 pg.9 a copy of the 2018 **Appraisal** Roll Certification for your review and information
- ◆ #18 pg.9 • Chief **Appraiser** pjb .



Thumbnails



Image

ORDINANCE NO. 18-051

ENTITLED AN ORDINANCE ACCEPTING THE TAX ROLL FOR THE CITY OF BEAUMONT; ESTABLISHING A TAX RATE; PROVIDING FOR LEVYING, ASSESSING AND COLLECTING OF AD VALOREM TAXES FOR THE TAX YEAR 2018 (FY 2019); PROVIDING FOR SEVERABILITY AND PROVIDING FOR REPEAL.

WHEREAS, the Jefferson County **Appraisal** District has furnished to the City of Beaumont the certified tax roll for the City of Beaumont as of July 17, 2018 to be \$7,479,895,163; and,

WHEREAS, the City Council finds that the tax roll submitted by the Jefferson County **Appraisal** District should be accepted and that a tax rate in the amount of \$0.71 per each \$100 of value for the tax year 2018 (FY 2019) should be established based upon said roll; and,

WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; AND,

WHEREAS, THE TAX RATE WILL EFFECTIVELY BE RAISED BY 0.08 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.54;

NOW THEREFORE, BE IT ORDAINED BY THE
CITY COUNCIL OF THE CITY OF BEAUMONT:

Section 1.

Metadata

Fields Tags Links: 1 Versions

Template: Ordinances

Department

Finance

Date

9/18/2018

Subject

Tax

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Text

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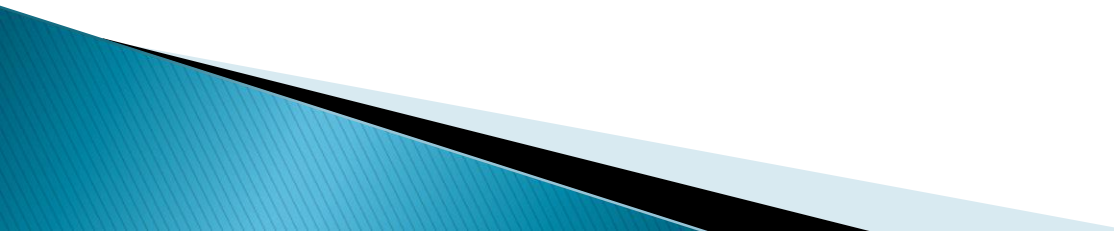
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NOW THEREFORE, BE IT ORDAINED BY THE
CITY COUNCIL OF THE CITY OF BEAUMONT:

Laserfiche Benefits

- ▶ Quick retrieval of information
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 - ▶ Streamlined processes
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 - ▶ Greater security
- 



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