

## **RESOLUTION # 168**

### **A resolution to establish the procedures for development of a City of Highland Haven, Texas Policies and Procedures Manual**

**Whereas, the City of Highland Haven, a Class “B” General Law municipality does not have paid city employees, other than one part time City Secretary; and**

**Whereas, the duties and responsibilities of elected officials in a Class “B” municipality are few and not clearly defined in the Texas Local Government Code; and**

**Whereas, the Board of Aldermen of the City of Highland Haven have determined that a clearly defined equitable division of duties among six elected unpaid city officials is paramount in the efficient and effective governance of the city; and**

**Whereas, a single source document defining the policies of the city government, the assignment of responsibilities and duties to elected and appointed officials, the parameters of authority for said officials, and a step by step procedure for the accomplishment of all tasks associated with municipal governance is essential for proper orientation of newly elected and appointed officials and for efficient and effective governance.**

**Be it therefore resolved by the Board of Aldermen of the City of Highland Haven, Texas that:**

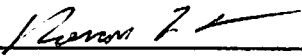
- 1. A document titled “ City of Highland Haven Policies and Procedures Manual” will be developed to rectify the shortcomings and to achieve the improvements outlined above.**
- 2. Subject manual will have the following sections:**
  - Cover page with title**
  - A statement of purpose and scope**
  - An index**
  - A listing and explanation of official policies reference issues such as taxation, health and safety, code compliance, property development, street maintenance, records management, emergency planning, etc..**
  - A listing of the duties and responsibilities of all elected and appointed positions.**
  - A step by step explanation for each task identified as essential for effective city governance.**

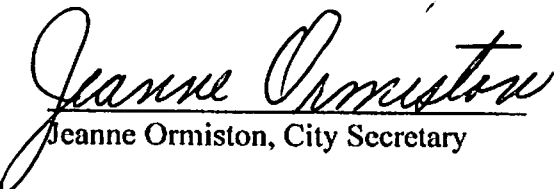
3. Target dates for preparation and publication of manual

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|---|--------|
| - Outline, cover page, and statement of purpose and scope     | Jul 19 |
| - Policies statement, identification and assignment of tasks. | Aug 16 |
| - Step by step procedures                                     | Oct 18 |
| - Index and publication                                       | Nov 15 |

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF  
HIGHLAND HAVEN, TEXAS ON THIS THE 17<sup>TH</sup> DAY OF MAY, 2005**

Attest:

  
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Roscoe L. Holt, Mayor

  
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Jeanne Ormiston, City Secretary