

CITY OF BASTROP, TX
ORDINANCE NO. 2023-02

WORK PLANS FOR ADVISORY BODIES

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS
AMENDING THE CODE OF ORDINANCES ARTICLE 1.04,
RELATED TO ADVISORY BODIES, BOARDS,
COMMITTEES AND COMMISSIONS, REQUIRING
ANNUAL WORK PLANS, AND PROVIDING FOR
FINDINGS OF FACT, REPEALER, SEVERABILITY,
CODIFICATION, EFFECTIVE DATE, PROPER NOTICE
AND MEETING.**

WHEREAS, the City Council of the City of Bastrop has the authority to create advisory bodies such as boards, committees, commissions, and task forces; and

WHEREAS, the City Council finds it reasonable to require advisory bodies to annually develop work plans to guide their activities; and

WHEREAS, the City Council finds the attached amendments reasonable and necessary.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bastrop, TX:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

Chapter 1, Article 1.04, Section 1.04.003 of the City of Bastrop Code of Ordinances is hereby amended, and after such amendment, shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as stated on *Attachment A*.

3. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed 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, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this, the 14th day of February 2023.

READ & APPROVED on the Second Reading on this, the 28th day of February 2023.

APPROVED:

by: _____
Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Bastrop Code of Ordinances

Chapter 1: General Provisions

Article 1.04: Boards, Committees and Commissions

Sec. 1.04.003 Procedures.

- (a) Each advisory body will follow the rules and procedures set forth by City Council in accordance with section 3.13 of this code, including agenda order, unless specifically addressed by this chapter.
- (b) The staff Liaison will be responsible for preparing and posting the agenda but will provide the advisory body chair an opportunity to review and comment on the agenda prior to posting.
- (c) All advisory bodies appointed by the City Council shall develop an annual work plan to be submitted for approval to the City Council by February 1st of that year. Or, if February 1st is not a business day, the last business day before February 1st. The City Council may offer suggestions or modify a work plan prior to approving it.
- (d) Under this subsection, a work plan is defined as a “document that establishes and outlines an advisory body’s goals for the year.” The intent of such a plan is to help the City Council understand the support needed to accomplish its own goals for the year and shall consist of the following information on a template provided by staff:
 - 1. Adopted Council Goals and Focus Areas
 - 2. Advisory Body goals for the calendar year with a narrative on how those goals advance the Council Goals and Focus Areas.
 - 3. Timeline for accomplishing the goals or objectives
 - 4. Member responsibility for each goal or objective
 - 5. Any budgetary or staff resource impact envisioned in the advisory body goals.
 - 6. The Council liaison, in conjunction with staff support, shall ensure the advisory body goals are met each year and report to Council where goals were not accomplished and any barriers to completion.
 - 7. Council reserves the right to add additional items to the workplan.

(e) City staff shall create a template work plan and provide it to advisory bodies in anticipation of their development. Further, City staff shall review the template each year to ensure that it is achieving its intent outlined in Subsection (d). The staff Liaison will be responsible for guiding advisory bodies through the process of drafting the work plan and ensuring the template is provided to the body in a manner that provides reasonable time to create and submit to the City Council by the deadline in Subsection (c).