

A RESOLUTION OF THE CITY OF KEMPNER, TEXAS, ESTABLISHING THE REVISION AND MAINTENANCE OF THE PERSONNEL AND POLICY MANUAL.

Whereas, the City of Kempner, Texas is a Type A General Law Municipality under the laws of the state of Texas; and

Whereas, the City of Kempner wishes to update and combine the various policies adopted by the Council for ease of use; and

Whereas, the initial update will take time to get accomplished; and

Whereas, thoughtful procedures should be undertaken to ensure uniformity and consistency in the maintenance and future updating of City policies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEMPNER, TEXAS, THAT THE FOLLOWING STEPS SHALL BE TAKEN TO REVISE AND COMBINE THE CURRENT POLICY AND FUTURE REVISIONS FOLLOW THE PROVISIONS CONTAINED HEREIN.

Section 1. APPLICABILITY. The provisions of this resolution apply to all City of Kempner policies, both current and those adopted after the adoption of this resolution.

Section 2. CURRENT POLICIES REMAIN UNAFFECTED:

- i. Written policies currently in effect shall remain such until a new policy is adopted by the City Council. In any case where there are conflicting policies, the policy with the later adoption date shall prevail.

Section 3. Formatting of Policies.

- I. A new Master Policy Manual shall be created. This manual shall be a 3 ring binder and contain:
 - a. This resolution, along with all the policies of the City broken down into the following categories:
 - i. Title 1. Authority for creation. The policies contained in this title shall relate to the authority for the creation of the policy manual, along with proper procedures in the revision of any existing policy or the addition of a new policy.
 - ii. Title 2. Personnel. The policies contained in this title shall relate to all matters of employees and city council members. The Police Department shall maintain separate policies and procedures as they relate to the specific duties of a police officer.
 - iii. Title 3. Isenhour/Clark municipal building. All policies contained in this title shall relate to all matters relating to the use and care of the building containing City offices and Council Chambers.
 - iv. Title 4. Vehicle Use. All policies contained in this title shall relate to the use and maintenance of city owned vehicles.
 - v. Title 5. Purchasing. All policies contained in this title shall relate to purchasing done by the City of Kempner.
 - vi. Title 6. Fraud and Abuse prevention. All policies contained in this title shall relate to preventing, identifying and reporting fraud and abuse of city resources.

- vii. Title 7. Council Meetings. All policies contained in this title shall relate to the manner in which council meetings occur and the rules adopted by the council.
 - viii. Title 8. Records retention Policy.
- b. Additional titles authorized. Additional titles may be authorized from time to time by the Council.

Section 4. Availability of Policies.

- I. All policies and procedures adopted by the Council shall be:
 - a. placed in the master policy manual book and retained by the City Secretary, and
 - b. Made available to any employee, council member, and
 - c. Made available to any open records request, and
 - d. Placed on the website of the City of Kempner.

Section 5. Initial Update of Policies

- I. Upon adoption of a policy by the City Council, any previously adopted policy on the same subject matter shall be considered obsolete.
- II. Any newly adopted policy shall contain a statement on the policy, along with the intent of the policy, along with information sufficient enough to accomplish the intent of the policy.

Section 6. Effective Date. This resolution shall be effective immediately upon the adoption of the City Council.

Section 7. Severability. In any provision of this resolution or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

Section 8. Open Meetings. That it is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act Chapter of the Texas Government Code.

PASSED AND APPROVED on this the 14th day of February, 2023

Attest:

City of Kempner, Texas



City Secretary



John "JW" Wilkerson, Mayor