



VILLAGE OF VOLENTE

CITY COUNCIL CONSIDERATION ITEM VILLAGE OF VOLENTE, TEXAS

TITLE: Proposed Changes to the Village Administrative Ordinance

START/END DATE:

EXPENSE: None

DEPARTMENT:

PRESENTED BY: Ken Beck and Chris Wilder

INTRODUCTION: Since implementation of the said ordinance there has been inconsistent execution of its provisions, and lack of clarity as to its specific meanings. This proposal will clarify many of these items.

BACKGROUND: The Administrative Ordinance is intended to clarify how the Village will conduct its meetings and its business on an ongoing basis. Its purpose should be to make the Village staff and councilmembers more effective and efficient.

BENEFIT(S) TO CITIZENS: Citizens and councilmembers will be able to have adequate time to review and prepare for agenda items to be covered in the monthly council meetings.

FINANCIAL IMPACT:

None.

RECOMMENDATIONS Modification be made to the ordinance to provide for

1. Section 20.03 A – require that all proposed agenda items be submitted to the mayor and the City Admin on a form similar to this and will all appropriate sections completed.
2. Section 20.03 B – require that all reports by the Village staff and the mayor be submitted in writing and included in the monthly packets.
3. Section 20.03 B – require that all supporting documentation and reports be submitted at least 11 calendar days preceding the council meeting.
4. Section 20.03 B – the agenda is to be finalized and published, and all packets assembled and available for distribution both electronically and physically, by 5:00 pm on the 5th calendar day before the council meeting. If not picked up, the packets will be distributed the following day.
5. Section 20.03 – establish a standing agenda item for updates from each of the standing committees.



VILLAGE OF VOLENTE

CITY COUNCIL CONSIDERATION ITEM VILLAGE OF VOLENTE, TEXAS

TITLE: Add Public Works request form to the Village of Volente website

START/END DATE:

EXPENSE: None

DEPARTMENT:

PRESENTED BY: Chris Wilder and Ken Beck

INTRODUCTION: Create an application on the Village website where citizens can post requests for Public Works assistance.

BACKGROUND: Today all requests are made informally or by a call into the village office. There is no tracking or matching to the priorities of the Public Works committee.

BENEFIT(S) TO CITIZENS: Residents and village staff can easily access the village website, click on the application icon, and enter the details about a public works request. Requests can be shown in a list form, they could be prioritized, and they can be identified as complete.

FINANCIAL IMPACT:

None.

RECOMMENDATIONS Councilman Chris Wilder indicated that he could create this application. We recommend approval.



VILLAGE OF
VOLENTE

CITY COUNCIL CONSIDERATION ITEM
VILLAGE OF VOLENTE, TEXAS

TITLE: Complaint Registry

START/END DATE:

EXPENSE: None

DEPARTMENT:

PRESENTED BY: Ken Beck and Chris Wilder

INTRODUCTION: As much of our actions and planning is driven by complaints received by staff or council, we would benefit by having a database of those complaints maintained in the Village Office. This would allow a monthly report to be generated for review at council meetings.

BACKGROUND: Today in our council meetings we often refer to non-specific complaints as a reason for the village to take action in committee or by ordinance. This reporting would bring facts and details to the discussion.

BENEFIT(S) TO CITIZENS: Citizens would be able to see on a monthly basis the number of complaints received, the type of complaints, the subject of the complaints, and the actions taken by the village as a result of those complaints.

FINANCIAL IMPACT:

None.

RECOMMENDATIONS Village staff be asked to maintain a simple electronic database of complaints that can be used to produce reports and statistics for monthly council meetings.