

**RESOLUTION R 0413 2025**

**RESOLUTION UPDATING THE CITY POLICY MANUAL.**

**WHEREAS**, The City of Toyah, Texas ("City") adopted an updated City Policy Manual ("Policy Manual") on April 13, 2021 to govern and establish various policies which guide the performance of various responsibilities and duties related to use of City Property, Utilities and Services, Employment and Performance of City Business, as well as reflect the current charges and fees to be charged; and

**WHEREAS**, such Policy Manual had not been reviewed and updated since such adoption in 2021 and was in need of review and updating; and

**WHEREAS**, such Policy Manual had included rates for various services and such rates have not been reviewed or updated since the adoption of the updated policy in 2021.

**WHEREAS**, the current named City Secretary has required an increasing amount of assistance in performing some of the duties of such position and it is believed that some of those duties and responsibilities can be handled by others, including members of the City Council with proper oversight; and

**WHEREAS**, the City desires to update such City Policy Manual to incorporate modifications to the City Secretary position to allow it or a portion of it to be performed by the Mayor Pro Tem with the proper parameters and oversight; and

**WHEREAS**, additional changes have been made with regard to update and adoption of rates for water, sewer, trash and miscellaneous items.

**WHEREAS**, the City Council has reviewed such changes; and

**WHEREAS**, the City Council has determined that such modifications will allow assistance to be provided to the current City Secretary and also provide the guideposts that will ensure transparency and accountability of such position; and

**WHEREAS**, the City Council has determined that the other modifications to the rates and charges of various utilities and actions by the City shall be reviewed annually and updated as necessary through the process set out herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOYAH, TEXAS:**

**THAT** the City Policy Manual has been reviewed and approved with the changes as noted herein and set out therein.

FURTHER, THAT the Rates/Fees to be charges to the residents or users of the services performed by the City shall be setout in an Exhibit "A" which shall be reviewed on an annual basis and updated as necessary. Further, should the rates/fees be believed to need updating, the City shall undertake a simple fee rate study to determine whether such rates/fees are in line with the expenses incurred by the City and provide for adequate recompense to the City of all costs incurred by the City in providing such services for and on behalf of the City.

FURTHER, THAT the position of City Secretary may be divided and some of the services be performed by the Mayor Pro Tem with oversight on a day-to-day basis being performed by the Mayor and/or another member of the City Council assigned to assist in such efforts to perform such services.

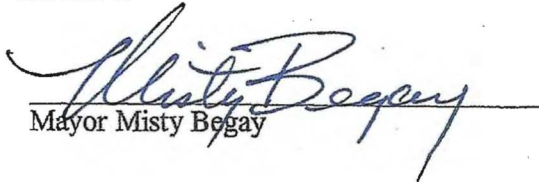
FURTHER, THAT such services may be compensated at the rate of compensation that other duties and services by the City Secretary have been compensated, provided that such services shall be reported by the Mayor Pro Tem to the oversight member of the City Council and the Mayor for review and authorization of such payment.

FURTHER, THAT such services that the Mayor Pro Tem is conflicted from performing shall remain with the current City Secretary/Treasurer or shall be handled by the Mayor with such assistance as may be required to ensure proper handling.

FURTHER, THAT should the Mayor Pro Tem become a paid position, or it is determined that another conflict of interest is present, all such duties being performed by such office shall be transferred to either another City Council member who is otherwise unpaid/no conflicts or this policy shall be reviewed and modified and such duties transferred according to state law.

PASSED, APPROVED AND RESOLVED THIS 21<sup>st</sup> DAY OF Nov., 2025.

ATTEST:

  
Mayor Misty Begay

  
City Secretary: April Barr/Naomi Machuca