

Item 18



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: Lisa Rush, 4-9290

Elected/Appointed Official/Dept. Head: Steven Broberg, Director, RMCR *LRASB*

Commissioners Court Sponsor: Bruce Todd, Commissioner, Precinct 2;
and Margaret Gómez, Commissioner, Precinct 4;

AGENDA LANGUAGE:

Consider and take appropriate action on request to:

- a. Adopt *Chapter 2, Code Interpretation, Amendment, and Publication*.
- b. Amend Chapter 1 of the Travis County Code by repealing sections 1.0051 and 1.0052.
- c. Designate codifier.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Travis County Code is scheduled for online publication on October 1, 2013. In preparation of online publication, the Code Committee drafted a new chapter called *Chapter 2, Code Interpretation, Amendment, and Publication*.

The purposes of Chapter 2 are to:

1. Consolidate policies related to Code amendment and interpretation into one chapter.
2. Incorporated the style guide adopted by Commissioners Court into the Code.
3. Revise the procedures of the amendment process to include online publication.

Section 2.081 states that Commissioners Court will designate a codifier to format the amendments for publication. The Code Committee recommends that the Commissioners Court assign Lisa Rush the duties of codifier.

STAFF RECOMMENDATIONS:

The Code Committee recommends that Commissioners Court:

1. Adopt *Chapter 2 Code Interpretation, Amendment & Publication*.
2. Repeal affected sections in Chapter 1, Commissioners Court Rules of Procedure.
3. Designate Lisa Rush, Law Library Manager, as codifier.

ISSUES AND OPPORTUNITIES:

See attached memo.

FISCAL IMPACT AND SOURCE OF FUNDING:

The new Chapter 2 specifies that a codifier be named to prepare adopted amendments for online publication. The duties merit neither a full-time nor part-time FTE but will take time and attention. The codifier duties will be added to the current duties of the chosen employee.

The Code Committee recommends Lisa Rush, Law Library Manager, be designated the codifier.

ATTACHMENTS:

Attachment 1, Order repealing affected sections in Chapter 1 and adopting Chapter 2

Attachment 2, Chapter 2 Code Interpretation, Amendment and Publication

Attachment 3, Flow-chart and amendment process description

REQUIRED AUTHORIZATIONS:

County Clerk's Office

County Attorney's Office



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: June 25, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Bruce Todd, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Precinct 3
Margaret Gómez, Commissioner, Precinct 4

FROM: Steven Broberg, Director of Records Management and Communications Resources (RMCR) *SLMSB*

SUBJECT: Issues and Opportunities Related to Adopting New Chapter 2

The Code Committee drafted Chapter 2 to resolve several issues related to the Code. In addition to a discussion of the issues and opportunities related to Chapter 2, the text below specifies whether the policy is new, revised or adapted from another source.

Issue A – Electronic publication of the Code is a new process.

Opportunity A – Clarification of who does what to meet the requirements of online publication.

Electronic publication of a unified Code requires coordination and the application of new duties, including those of a codifier. New text in Chapter 2 updates the amendment process from Chapter 1 to include online publication and specifies the duties of the codifier. It states that the codifier can incorporate amendments into the electronic publication and provides style guide for doing so.

Issue B – Written and verbal amendments do not always include written instructions/text on how the chapter is amended. Occasionally, chapters have been changed without clear indication as to how the text of Code is affected by the amendment.

Opportunity B – Clearly written Orders and documentation of verbal amendments will reduce or eliminate the confusion associated with unclear amendments to the Code.

Section 2.037 (c)(4) requires that departments include an order with all amendment agenda requests that states which chapters or sections of the Code are affected by the amendment.

Issue C – Redundant text related to Code interpretation in various chapters.

Opportunity C – Interpretation rules will no longer need to be duplicated in other chapters.

Unless otherwise specified in a chapter, the rules for interpreted the Code stated in Chapter 2 will apply to the entire Code. Future amendments to a chapter can remove interpretation rules or specify interpretation rules for that chapter.

Issue D – *Lack of uniform style in chapters adopted before 2010.* Between 1995 and 2010 there was not uniform style set for the Code. As a result, multiple numbering schemes, fonts, and formats were used. Without a style guide, the published Code would not look like a unified, cohesive document.

Opportunity D – *The style guide may be applied retroactively to chapters adopted before 2010 and be applied consistently to chapters adopted since.*

Chapter 2 incorporates the style guide adopted by Commissioners Court Order on 8/17/2010. Chapter 2 also transfers responsibility for applying the style guide from the County Attorney's Office to the department and the codifier.

Issue E – Chapters have been adopted that consisted of goals and plans. Goals and plans are generally not enforceable and are quickly outdated.

Opportunity E – Departments may think more carefully about what they include in the Code amendments.

Section 2.036 was included to encourage departments to limit inclusion into the Code to policies, regulations, and procedures that can be enforced. Definitions were relocated from section 1.0051(b) and expanded in section 2.005.

Attachment 1.

**Order of the Travis County Commissioners Court
Amending the Travis County Code**

Pursuant to sections 1.0051 and 1.0052 of the Travis County Code, it is ordered that the Travis County Code is amended by:

1. Repealing Sections 1.0051 and 1.0052 of Chapter 1, Commissioners Court Rules of Procedure.
2. Adopting Chapter 2, Code Interpretation, Amendment and Publication, as shown in Attachment 2.

The changes ordered shall become effective on July 2, 2013.

ORDERED on: (date) _____.

Travis County Commissioners Court

Samuel T. Biscoe
Travis County Judge

Ron Davis
Commissioner, Precinct 1

Bruce Todd
Commissioner, Precinct 2

Gerald Daugherty
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

Text to be Repealed from Chapter 1

~~1.0051 — Amending this Travis County Code~~

- ~~(a) — This Travis County Code may, from time to time, be amended by order of the Commissioners Court of Travis County. All action to amend this Travis County Code shall conform to the requirements of this section and to all other requirements imposed by law, including all the requirements of this Travis County Code.~~
- ~~(b) — Definitions. For the purposes of this section~~
- ~~(1) — "Amendment" means any creation of a new policy, procedure, or regulation or an addition to or change of an existing policy, procedure, or regulation.~~
 - ~~(2) — "Policy" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of one or more officials or employees of Travis County.~~
 - ~~(3) — "Procedure" means those rules of operation or administration adopted by the Commissioners Court for the purpose of standardizing the accomplishment or implementation of any policy or regulation.~~
 - ~~(4) — "Regulation" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of persons generally, regardless of whether they are officials or employees of Travis County.~~
- ~~(c) — Neither the Commissioners Court nor any of its employees shall take any action or make any attempt to enforce any policy or procedure which is not included in this Travis County Code.~~
- ~~(1) — Regulations not contained in this Travis County Code may be enforced by the Commissioners Court and its employees, if such regulations are otherwise enforceable as a matter of law.~~
 - ~~(2) — Any employee of the Commissioners Court who becomes aware of the existence of a regulation which is not included in this Travis County Code shall immediately request that an agenda item be placed on the next available Commissioners Court agenda to amend this Travis County Code to include such unincluded regulation, in accordance with the procedures outlined in this section and in accordance with section 1.003 hereof.~~
- ~~(d) — Procedure for amending this Travis County Code~~
- ~~(1) — Any Travis County official or employee desiring to amend this Travis County Code shall prepare the desired amendment in writing. The desired amendment shall conform to this Travis County Code in form, style, and numbering system.~~
 - ~~(2) — The official or employee is encouraged to:~~

- (A) ~~Submit draft copies of the desired amendment to all other Travis County officials, County Executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;~~
 - (B) ~~Request the County Attorney to conduct a substantive legal review of the desired amendment; and~~
 - (C) ~~Prepare an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.~~
- (3) ~~The official or employee shall submit the desired amendment to the Travis County Attorney in writing on paper and in Microsoft Word format. If possible, the desired amendment should be submitted to the Travis County Attorney in Microsoft Word for Windows format.~~
- (4) ~~The Travis County Attorney shall review the desired amendment to insure that it conforms to this Travis County Code in form, style, and numbering system.~~
- (A) ~~If the Travis County Attorney finds that the desired amendment fails in any way to conform to the form, style, or numbering system of this Travis County Code, the Travis County Attorney shall return it to the official or employee together with written advice concerning the way or ways in which it fails to conform or, at the discretion of the Travis County Attorney and with the consent of the official or employee, the Travis County Attorney may change the desired amendment to conform to the form, style, and numbering system of this Travis County Code.~~
- (5) ~~If the desired amendment conforms to the form, style, and numbering system of this Travis County Code, the Travis County Attorney shall forward the paper and Microsoft Word copies of the desired amendment to the Travis County Judge or, at the request of the official or employee, to another member of the Commissioners Court, together with a written opinion that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and a request that it be placed on the agenda of the Commissioners Court on a date selected by the official or employee desiring the amendment. Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request itself shall be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.~~
- (6) ~~Upon receipt of a desired amendment in writing on paper and Microsoft Word, together with the opinion of the Travis County Attorney regarding conformity to form, style, and numbering system and an agenda request, the Travis County Judge shall treat it as an agenda request pursuant to 1.003 hereof. The Travis County Judge shall not place a desired amendment on the agenda of the Commissioners~~

~~Court unless he is in receipt of an opinion of the Travis County Attorney that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and an agenda request therefore.~~

- ~~(7) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment in writing on paper and Microsoft Word to the Travis County Clerk, by immediately handing the paper and Microsoft Word to the Clerk or her representative in the meeting room of the Commissioners Court.~~
- ~~(8) Upon receipt of an amendment from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of this Travis County Code.~~

~~1.0052 The Official Copy of the Travis County Code~~

- ~~(a) The Travis County Clerk shall be the custodian of the official copy of the Travis County Code.~~
- ~~(b) The Travis County Clerk shall cause to be published copies of the Travis County Code.~~
- ~~(c) The Travis County Clerk shall make copies of the Travis County Code available to the public and to all Travis County officials and department heads.
 - ~~(1) The Travis County Clerk shall charge members of the public an amount equal to the actual cost of publishing the copies of the Travis County Code which they receive.~~
 - ~~(2) The Travis County Clerk shall withhold delivery of a copy of the Travis County Code to a member of the public until she has received the authorized charge therefore.~~
 - ~~(3) In the event of any dispute about the actual cost of publishing, such actual cost of publishing shall be determined by the Travis County Auditor.~~~~
- ~~(d) Each time the Travis County Clerk distributes a copy of the Travis County Code, she shall determine whether the person to whom she is distributing the copy desires to receive any future amendments, as defined in section 1.0051(b)(1) hereof. Each person who desires to receive copies of future amendments shall be a "registered holder of the Code" and shall receive a "registered copy of the Code." The Travis County Clerk shall number each registered copy of the Code. She shall keep an accurate record of the name and address of each registered holder of the Code. Any registered holder of the Code may change the name or address of the registered holder of their Code or Codes by written notification to the Travis County Clerk designating specifically the name and address of the new registered holder of each registered copy of the Code by number of the copy.
 - ~~(1) The Travis County Clerk shall charge an annual subscription fee to registered holders of the Code who are not Travis County officials,~~~~

County Executive, or department heads, hereinafter referred to as "private registered holders."

- ~~(2) The annual subscription fee shall be in the amount estimated to be the actual cost of publishing and distributing the amendments.~~
- ~~(3) The Travis County Clerk shall refuse to deliver a registered copy of the Code to a private registered holder, unless she receives the annual subscription fee for the first year in advance. At the beginning of subsequent years, she shall provide all private registered holders with a statement of the annual subscription fee for the coming year and shall not deliver amendments to any private registered holder for that year, unless she receives the annual subscription fee for that year in advance. Any registered copies which have not received copies of the amendments for a period of one (1) year shall be deleted from the list of registered copies.~~
- ~~(4) In the event of dispute about the estimated cost of publishing and distributing the amendments, the estimated cost of publishing and distributing shall be determined~~

Attachment 2

Chapter 2. Code Interpretation, Amendment, and Publication

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Subchapter A. General Provisions of Chapter

2.001 Authority

The Travis County Commissioners Court adopts this Code under the authority of the laws of the State of Texas.

2.002 Intent of Chapter

Purpose of this Chapter is to provide policies for drafting, publishing, interpreting, and amending the Travis County Code.

2.003 Application

This chapter applies to Code chapters adopted or replaced after July 2, 2013.

2.004 Effective Date

This chapter shall become effective upon adoption by the Commissioners Court.

2.005 Definitions

In this chapter:

- (1) "Amendment" means any creation of a new policy, procedure, or regulation; or a repeal of or addition to or change of an existing policy, procedure, or regulation.
- (2) "Codifier" means the staff authorized to prepare a copy of the Code for online publication.
- (3) "Policy" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of one or more officials or employees of Travis County.

- (5) "Procedure" means those rules of operation or administration adopted by the Commissioners Court for the purpose of standardizing the accomplishment or implementation of any policy or regulation.
- (6) "Regulation" means any action taken or adopted by the Commissioners Court that purports to control, dictate, or describe the conduct of persons generally, regardless of whether they are officials or employees of Travis County.

2.006 Custodian of Official Copy

- (a) The Travis County Clerk shall be the custodian of the official copy of the Travis County Code.
- (b) The official copy is the paper copy adopted into the Minutes of the Commissioners Court.
- (c) The electronically published copy is a convenience copy and is not the official copy of the Travis County Code.

(Sections 2.007 – 2.013 reserved for expansion.)

Subchapter B. Interpretation and Enforcement of the Code

2.014 Name of Code

This Code may be referenced as the "Travis County Code," "this Code," or the "Travis County Policy, Procedures, and Regulations Manual."

2.015 Construction, Precedents, and Interpretation

- (a) This Code shall be construed strictly so that no rights are created that are not specifically created by this Code.
- (b) Commissioners Court shall resolve any questions regarding any interpretation of this Code.
- (c) If there is any conflict between this Code and the Texas Constitution, or state law or a rule adopted under a state law or the United States Constitution, a federal law or a rule adopted under federal law, the policy shall prevail to the greatest extent possible without violating the United States Constitution, the Texas constitution, any constitutional federal or state law, or any constitutional rule adopted under either of these.

2.016 Common and Technical Usage of Words

- (a) Words and phrases shall be read in context and construed according to the rules of grammar and common usage.

- (b) Words and phrases that have acquired a technical or particular meaning, whether by definition in this Code or otherwise shall be construed according to that acquired meaning unless otherwise stated.

2.017 “May,” “Shall,” and “Must,” etc.

The following constructions apply unless the context in which the word or phrase appears necessarily requires a different construction or unless a different construction is expressly provided:

- (1) “May” creates a discretionary authority or grants permission or a power.
- (2) “Shall” or “will” impose a duty.
- (3) “Must” creates or recognizes a condition precedent.
- (4) “Is entitled to” creates or recognizes a right.
- (5) “May not” imposes a prohibition and is synonymous with “shall not.”
- (6) “Is not entitled to” negates a right.
- (7) “Is not required to” negates a duty or condition precedent.

2.018 Tense, Number, and Gender

- (a) Words in the present tense or past tense include the future tense.
- (b) The singular includes the plural and the plural includes the singular unless expressly provided otherwise.
- (c) The masculine gender includes the feminine and neuter genders.

2.019 Computation of Time

- (a) When a period of time is stated in days, the days shall be construed as calendar days (not working days) unless otherwise stated.
- (b) When a period of time is stated in “working days”, the days shall be interpreted as Mondays, Tuesdays, Wednesdays, Thursdays, Fridays unless the day has been designated as a County holiday by the Commissioners Court.
- (b) If the last day of any period is a Saturday, Sunday, or County holiday, the period is extended to include the next day that is not a Saturday, Sunday, or County holiday unless otherwise stated.
- (c) Unless otherwise expressly stated, a reference to a time in which an act shall be performed means Central Standard Time.

2.020 Statutory Reference

Unless expressly stated otherwise, a reference to any portion of a statute, rule, or regulation applies to all reenactments, revisions, or amendments of the statute, rule, or regulation.

2.021 Effect of Grammar and Punctuation

- (a) A grammatical error does not nullify a provision of the Code. If the sentence or clause is meaningless because of grammatical error, words and clauses may be transposed to give the provision meaning.
- (b) Punctuation of a provision does not control or affect the intent in enacting the provision of the Code.

2.022 Severability of Code Provisions

Unless expressly stated otherwise, if any provision of the Code or its application to any person or circumstance is held invalid, the invalidity does not affect other provision or application of the Code that can be given effect without the invalid provision or application, and to this end the provisions of the statutes are severable.

2.023 References and Notes

Historical notes, cross references, indexes, tables of content, footnotes, and state law references that appear in this Code are provided for the convenience of the reader of the Code and have no legal effect.

2.024 Headings

Headings of a title, subtitle, chapter, subchapter, or section does not limit or expand the meaning of a statute. Headings are provided for the convenience of the reader of the Code and have no legal effect.

2.025 Enforcement of Code

- (a) Regulations not contained in this Code may be enforced by the Commissioners Court and its employees, if such regulations are otherwise enforceable as a matter of law.
- (b) Neither the Commissioners Court nor any of its employees shall take any action or make any attempt to enforce any policy or procedure that is not included in this Code.
- (c) Any employee of the Commissioners Court who becomes aware of the existence of a regulation that is not included in this Code shall immediately request that an agenda item be placed on the next available Commissioners Court agenda to amend this Code to include such un-included regulation, in accordance with the procedures outlined in this chapter and in accordance with Chapter 1.

(2.0026 - 2.034 Reserved for expansion)

Subchapter C. Amendment of Code

2.035 Amending the Code

- (a) The Travis County Code may, from time to time, be amended by order of the Commissioners Court of Travis County.
- (b) All action to amend this Code shall conform to the requirements of this chapter and to all other requirements imposed by law, including all the requirements of this Code

2.036 Criteria for Additions to Code

- (a) The Travis County Code includes regulations, policies and procedures as defined by section 2.005 and adopted by Commissioners Court in accordance to with this chapter.
- (b) Departments are discouraged from including processes, internal departmental rules, guidelines, forms, plans, goals, and resolutions in proposed amendments to the Code.

2.037 Procedure for Preparing Draft Amendment

- (a) Any Travis County official or employee desiring to amend this Code shall prepare the desired amendment in writing.
- (b) The desired amendment shall conform to this Code in form, style, and numbering system.
- (c) The amending department is responsible for:
 - (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
 - (2) Submitting draft copies of the desired amendment to all other Travis County officials, county executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (3) Preparing an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.
 - (4) Preparing an order for amendment that specifically states which chapter or sections of the Code are amended and how.

- (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.
- (6) Submitting the draft amendment and order to the County Judge's Office as an agenda request.
- (d) Upon receipt of a draft amendment and order that meets this chapter's requirements the Travis County Judge shall treat it as an agenda request pursuant to the Travis County Code.

2.038 Steps after Commissioners Court Adopts Amendment

- (a) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment and signed order to the Travis County Clerk.
- (b) Upon receipt of an amendment and signed order from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of the Travis County Code.
- (c) Upon adoption of an amendment and signed order, the Travis County Clerk shall forward an electronic copy of the amendment and order to the Codifier.
- (d) Upon receipt of an amendment from the Travis County Clerk, the Codifier shall prepare the electronic copy for online publication.

2.039 Effect of New Orders on Publication

Repealed portions of this Code may be excluded from the online publication of the Code.

2.040 Amending Language in Orders to Amend Code

- (a) Amendments to provisions of this Code may be made by amending such provisions by specific reference to the section of this Code in substantially the following language: "Section (chapter, article, division, or subdivision, as appropriate) of the Travis County Code is amended to read as follows: . . . (Set out the new provisions in full)."
- (b) If a new section, subsection, or chapter is to be added to the Code, the following language may be used: "Section (subsection, chapter) of the Travis County Code is adopted as follows: . . . (Set out the new provisions in full)."
- (c) All provisions to be repealed should be repealed specifically by section, subsection, or chapter as appropriate, or by setting out the repealed provisions in full in the repealing order.

2.041 Review of Amendments

Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request shall itself be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.

2.042 Amendment with No Written Order

Commissioners Court may amend the Code with no written order. When this happens, the County Judge is responsible for providing the specific text of the amendment in writing to the County Clerk's Office.

(2.043- 2.049 Reserved for Expansion)

Subchapter E. Style and Formatting of the Code

2.050 Purpose of Style and Formatting Guide

This style guide is to inform writers of the Code of the style approved by Commissioners Court for use in the Code.

2.051 New Chapters

- (a) Chapter names should identify the subject of the chapter concisely.
- (b) Avoid including the words "Travis County" in chapter names.
- (c) If the chapter has multiple subjects, consider breaking the chapter into several chapters. If that is not possible, use subchapters to separate multiple subjects within the chapter.

2.052 Readability

- (a) If possible, draft chapters by doing the following:
 - (1) Use everyday words.
 - (2) Use short sentences
 - (3) Use active voice.
 - (4) Omit unnecessary words or characters.
 - (5) Avoid compound adverbs such as *herewith*, *herein*, and *heretofore*.
 - (6) If an acronym is used, define it when it is first used.
- (b) Helpful tools include *A Plain English Handbook* published online by the Securities and Exchange Commission and the *Texas Legislative Drafting Manual* published online by the Texas Legislative Council.

2.053 Capitalization and Punctuation

- (a) Use the Texas Legislative Council Drafting Manual as a guide for capitalization and punctuation. Otherwise, the rules of grammar and common usage prevail.
- (b) Capitalize “County” if it is used a substitute for “Travis County.”
- (c) Always capitalize “Commissioners Court” and department names.
- (d) The first letter in all words in a defined word or phrase is capitalized.
- (e) Do not write text in all uppercase letters. Use title case for headings; otherwise use sentence case.

2.054 Personal Names

Use the positions title instead of the name of the person holding a position.

2.055 Forms, Tables and Exhibits

- (a) When appropriate, tables, forms, and exhibits are incorporated into the text of the chapter.
- (b) The form, table, or exhibit will be introduced as a section or appropriate division of a section and be numbered accordingly.

2.056 Formatting: Footnotes

- (a) Each chapter name should include a footnote that gives the reader information regarding the currency of the chapter. The footnotes are in 10-point Arial.
- (b) If the chapter is new, insert the footnote, “Chapter # was adopted on (date), item (#).”
- (c) If the chapter has been replaced, insert the footnote “Chapter # was replaced on (date), item (#).”
- (d) Amendments incorporated by Codifier
 - (1) If the Codifier has incorporated amendments, the Codifier will insert the footnote “Chapter # – amendments added through (date).”
 - (2) Each amendment that the Codifier incorporates should be marked with a footnote next to the section heading. The footnote should state “Section # was (added, replaced, or amended) on (date), item (#).”

2.057 Formatting: Document Description

Name and describe the chapter in Word under File, Properties, Summary to help Internet search engines find the chapter after it is in PDF format.

2.058 Formatting: Justification and Alignment

Text is aligned left justified, ragged right. Exception: the chapter name is centered and page numbers are right justified.

2.059 Formatting: Margins and Indentations

- (a) Margins are set at 1 inch on the top, bottom and both sides.
- (b) Indents and hanging indents, not tabs, are used to align text.

2.060 Formatting: Font

- (a) The color of the font is black. Exception: blue font is used in the table of contents to show that the words are links.
- (b) Underlined text is used only for internal links.
- (c) Bold is used for the names and numbers of chapters, subchapters, and section headings.
- (d) Italics is used for subchapter headings, for emphasis, and for titles of published works.
- (e) Redline, strikeout, shadow, outline, embossed, engrave, and small capitalization and other specialty font types and text effects are not used. Superscripts are used to number footnotes.

2.061 Formatting: Numbering

The numbering and lettering within the Code shall be consistent with the following example:

Title I.

Subtitle A.

Chapter #. (Name)

Subchapter A.

ch#.001 Section Heading

- (a) Subsection
 - (1) Paragraph
 - (2) Paragraph
 - (A) Subparagraph
 - (B) Subparagraph

- (i) Subdivision
 - (ii) Subdivision
- (b) Subsection

2.062 Formatting: Spacing

- (a) Single spacing is used throughout the Code. Double spacing is not used.
- (b) Line spacing for all body text is set at 14 point. For the table of contents, the line spacing is set at 3 point.

2.063 Formatting: Title Headings

- (a) Title headings are aligned flush left.
- (b) Title headings are 16-point regular Arial font.
- (c) The spacing for title headings is set at 0 point before and 18 point after.
- (d) Title headings are set at heading level 1.

2.064 Formatting: Subtitle Headings

- (a) A title with only one subtitle should not have any subtitle designation.
- (b) Subtitle headings are aligned flush left.
- (c) Subtitle headings are in 14-point regular Arial font.
- (d) The spacing for title headings is set at 0 point before and 18 point after.
- (e) Subtitle headings are set at heading level 2.

2.065 Formatting: Chapter Headings

- (a) Chapter headings are centered.
- (b) Chapter headings are in 14-point bold Arial font.
- (c) The spacing for chapter headings is set at 18 point before and 14 point after.
- (d) Chapter headings are set at heading level 3.

2.066 Formatting: Subchapter Headings

- (a) A chapter with only one subchapter should not have any subchapter designation.
- (b) Subchapter headings are aligned flush left.
- (c) Subchapter headings are in 11-point bold and Italicized Arial font.
- (d) The spacing for subchapter headings is set at 18 point before and 0 point after.

- (e) Subchapter headings are set a heading level 4.

2.067 Formatting: Section Headings

- (a) Sections are numbered sequentially throughout the chapter without regard to a change in subchapter unless sections are expressly reserved.
- (b) Section headings are aligned flush left.
- (c) Section headings are in 11-point bold Arial font.
- (d) The spacing for section headings are set at 18 point before and 0 point after.
- (e) Section headings are set at heading level 5.

2.068 Formatting: Section and Subsection Text

- (a) A section with only one subsection should not have any subsection designation. Subsection text is indicated by a lowercase letter encased in parenthesis.
- (b) All section text is aligned flush left. Indentation is set at 0 inches. Hanging indentation for subsections is set at 0.75 inches
- (c) All text at section level and below is in 12-point regular Arial font.
- (d) The spacing for section text is set at 6 point before and 6 point after. The spacing for subsection text is set at 6 point before and 3 point after.
- (e) Section and subsection text is set at body level.

2.069 Formatting: Paragraph and Subparagraph Text

- (a) A paragraph with only one subparagraph should not have any subparagraph designation. Paragraphs are indicated by an Arabic numeral encased in parenthesis. Subparagraphs are indicated by a capital letter encased in parenthesis.
- (b) All paragraph and subparagraph text is aligned flush left. Paragraph indentation is set at .75" from the left margin. Hanging indentation for paragraphs is set at 1.25" inches from the left margin.
- (c) Subparagraph indentation is set at 1.25" from left margin. Hanging indentions for subparagraphs is set at 1.75 inches from left margin.
- (d) Paragraph and subparagraph text is in 12-point regular Arial font.
- (e) The spacing for paragraphs is set at 6 point before and 0 point after. The spacing for subparagraphs and below is set at 3 point before and 3 point after.
- (f) Paragraph and subparagraph text is set at body level.

2.070 Formatting: Subdivision Text

- (a) Subdivisions of paragraphs are indicated with Roman numerals encased in parenthesis.
- (b) Subdivision text is aligned flush left. Indentation is set at 1.75” from the left margin. Hanging indentation for subdivisions is set at 2.25” inches from the left margin.
- (c) Subdivision text is in 12-point regular Arial font.
- (d) Spacing for subdivision text is set at 6 point before and 6 point after.
- (e) Subdivision text is set at body level.

2.071 Formatting: Borders, Shading and Columns

Borders, shading and columns are not used.

2.072 Formatting: Page Numbers

Use the format “page # of ##” at the bottom right of each page. Right align the page numbers.

2.073 Formatting: Table of Contents

- (a) The table of contents should be single-column, hyperlinked, and include page numbers.
- (b) Line spacing is set at 3 point.
- (c) The font is blue and set in 10-point Arial for subchapter headings and 9-point Arial for section headings.

(2.074 – 2.079 Reserved for Expansion)

Subchapter F. Electronic Publication of Code

2.080 Electronic Publication of the Code

The Travis County Code shall be published on in the Travis County website in a format that meets accessibility standards of the American’s with Disabilities Act.

2.081 Duties of Codifier

- (a) A codifier to be named by Commissioners Court shall prepare the code for online publication.
- (b) The Codifier is permitted to make non-substantial edits to the electronically published copy of the code.

(c) The codifier will update the style of the text to reflect the format and style approved by Commissioners Court before publication of the chapter, if the chapter is not already in the approved style.

(d) The codifier will assign chapter numbers.

2.082 Non-substantial Edits of Code for Electronic Publication

(a) The electronically published copy of this Code shall include all substantive chapters and amendments adopted by order of the Travis County Commissioners Court.

(b) In preparing to publish this Code electronically, all portions of the Code that have been repealed shall be removed.

(c) In preparing to electronically publish to this Code, the Codifier is permitted to make these non-substantial edits to the electronically published copy of the code:

(1) Incorporate amendments into the electronically published copy.

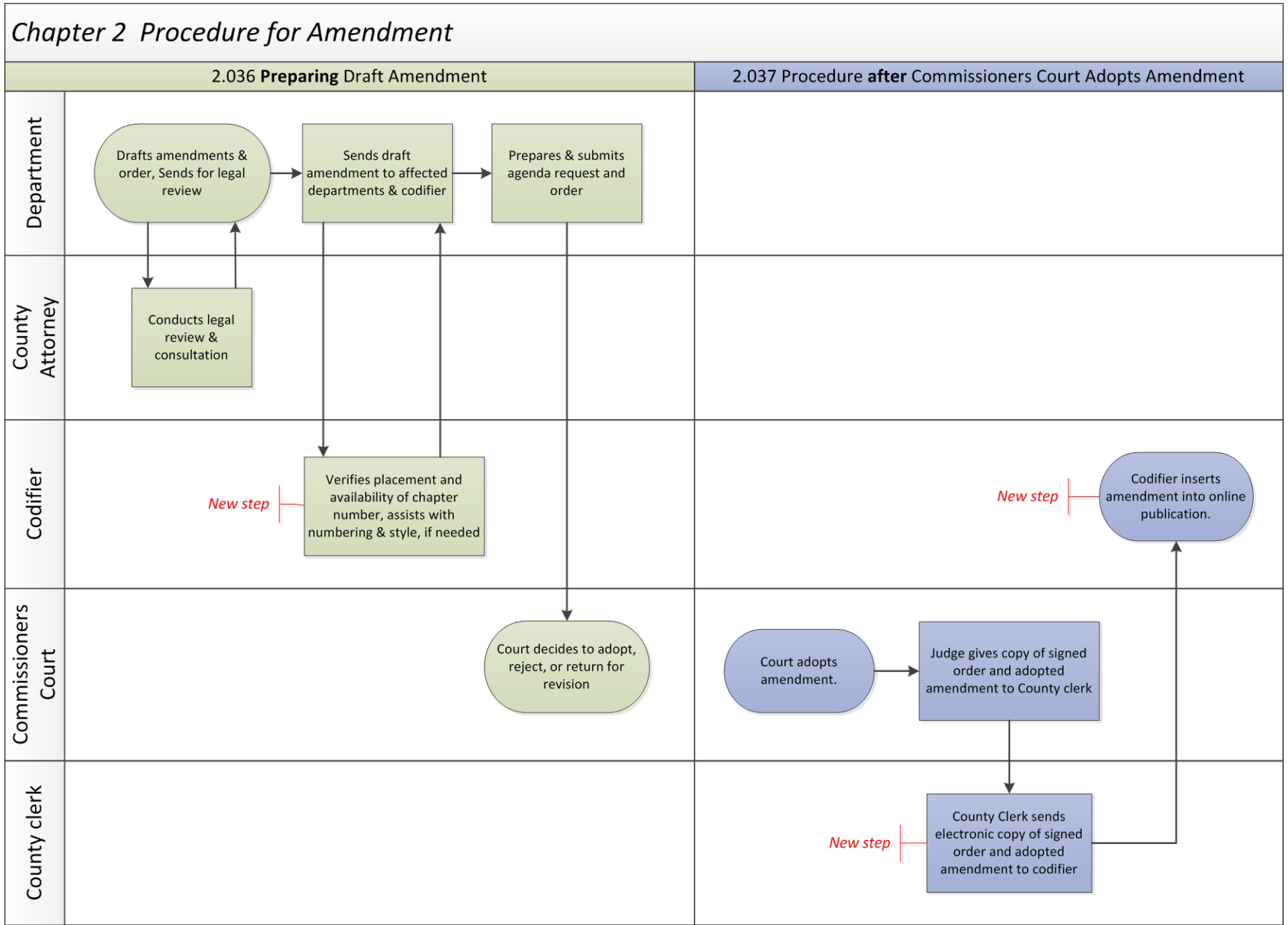
(2) Provide appropriate catch lines, subchapter titles, and section headings for sections to be included in the Code. The Codifier shall indicate that catch lines, subchapter titles, or section headings have been added by inserting brackets around the added text.

(3) Assign appropriate numbers to chapters, articles, divisions, subdivisions, and sections to be added to the Code.

(4) Create aids to understanding such as tables of contents, tables of statutes, historical notes, and indices.

(d) The codifier is not authorized to make any change in the meaning or effect of orders embodied in the Code.

Attachment 3. Flow Chart and Amendment Process Description



Attachment 3. Flow Chart and Amendment Process Description

The process for amending the Code is currently section 1.0051 of Chapter 1, Commissioners Court Rules of Procedure. If the Code Committee's recommendations are accepted, the new process for amending the Code will be as written in Subchapter C, Amendment of the Code. Below is a comparison of the process in Chapter 1 and in Chapter 2.

Process in 1.0051

- (d) (1) Any Travis County official or employee desiring to amend this Travis County Code shall prepare the desired amendment in writing. The desired amendment shall conform to this Travis County Code in form, style, and numbering system.

- (d) (2) The official or employee is encouraged to:
 - (A) Submit draft copies of the desired amendment to all other Travis County officials, County Executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (B) Request the County Attorney to conduct a substantive legal review of the desired amendment; and
 - (C) Prepare an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.

Process in Chapter 2

- ⇒ 2.037 Procedure for Preparing Draft Amendment
 - (a) Any Travis County official or employee desiring to amend this Code shall prepare the desired amendment in writing.
 - (b) The desired amendment shall conform to this Code in form, style, and numbering system.

- ⇒ 2.037 Procedure for Preparing Draft Amendment
 - (c) The amending department is responsible for:
 - (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
 - (2) Submitting draft copies of the desired amendment to all other Travis County officials, county executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (3) Preparing an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.
 - (4) Preparing an order for amendment that specifically states which chapter or sections of the Code are amended and how.
 - (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.
 - (6) Submitting the draft amendment and order to the County Judge's Office as an agenda request.

Attachment 3. Flow Chart and Amendment Process Description

- (d) (3) The official or employee shall submit the desired amendment to the Travis County Attorney in writing on paper and in Microsoft Word format. If possible, the desired amendment should be submitted to the Travis County Attorney in Microsoft Word for Windows format. ⇒ 2.037 Procedure for Preparing Draft Amendment
- (d) (4) The Travis County Attorney shall review the desired amendment to insure that it conforms to this Travis County Code in form, style, and numbering system. If the Travis County Attorney finds that the desired amendment fails in any way to conform to the form, style, or numbering system of this Travis County Code, the Travis County Attorney shall return it to the official or employee together with written advice concerning the way or ways in which it fails to conform or, at the discretion of the Travis County Attorney and with the consent of the official or employee, the Travis County Attorney may change the desired amendment to conform to the form, style, and numbering system of this Travis County Code. (c) The amending department is responsible for:
 - (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
 - (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.
- (d)(5) If the desired amendment conforms to the form, style, and numbering system of this Travis County Code, the Travis County Attorney shall forward the paper and Microsoft Word copies of the desired amendment to the Travis County Judge or, at the request of the official or employee, to another member of the Commissioners Court, together with a written opinion that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and a request that it be placed on the agenda of the Commissioners Court on a date selected by the official or employee desiring the amendment. ⇒

2.041 Review of Amendments

Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request shall itself be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.
- (d) (6) Upon receipt of a desired amendment in writing on paper and Microsoft Word, together with the opinion of the Travis County Attorney regarding conformity to form, style, and numbering system and an agenda request, the Travis County Judge shall treat it as an agenda request pursuant to 1.003 hereof. The Travis County Judge shall not place a desired amendment on the agenda of the Commissioners Court unless he is in receipt of an opinion of the Travis County Attorney that the desired amendment conforms to the form, style, and ⇒ 2.037 Procedure for Preparing Draft Amendment
 - (d) Upon receipt of a draft amendment and order that meets this chapter's requirements the Travis County Judge shall treat it as an agenda request pursuant to the Travis County Code.

Attachment 3. Flow Chart and Amendment Process Description

numbering system of this Travis County Code and an agenda request therefore.

- (d) (7) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment in writing on paper and Microsoft Word to the Travis County Clerk, by immediately handing the paper and Microsoft Word to the Clerk or her representative in the meeting room of the Commissioners Court.
- (d)(8) Upon receipt of an amendment from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of this Travis County Code.

⇒ 2.038 Steps after Commissioners Court Adopts Amendment

- (a) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment and signed order to the Travis County Clerk.
- (b) Upon receipt of an amendment and signed order from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of the Travis County Code.
- (c) Upon adoption of an amendment and signed order, the Travis County Clerk shall forward an electronic copy of the amendment and order to the Codifier.
- (d) Upon receipt of an amendment from the Travis County Clerk, the Codifier shall prepare the electronic copy for online publication.

NEW provision: