



Central Texas Regional
Mobility Authority

AGENDA ITEM #3 SUMMARY

CTRMA Policy Codification Project

Briefing Only on the CTRMA Policy Codification Project

| | |
|-------------------------------|--------------|
| Department: | Law |
| Associated Costs: | Budgeted |
| Funding Source: | General Fund |
| Board Action Required: | None |

Description of Matter:

Since 2003, the CTRMA Board of Directors has adopted more than 45 separate resolutions that enact or amend a CTRMA policy. Policies adopted by the Board address a number of topics, including:

- Governance (Bylaws)
- Administration
- Conflicts of interest
- Financial policies
- Toll collection and enforcement
- Use and operation of CTRMA toll roads
- Environmental review of CTRMA projects

Codifying all Board-adopted CTRMA policies into a single document will create a useful, accessible, and transparent code that sets forth the rules and standards that govern CTRMA and its customers, vendors, and others who come into contact with CTRMA. Today, one must search all the resolutions adopted over the past nine years to identify a specific policy. One must then search subsequent resolutions to know if (and how) that policy may have been amended since it was first adopted. Codification of CTRMA policies make it much simpler for anyone who needs to understand CTRMA's policies to access and research those policies.

Initial Draft: The initial draft of a policy code has been completed. The initial draft identifies and includes in a single document all policies adopted by Board resolution that are currently in effect. The draft is organized by chapters and sub-headings, based on content. A copy of the working-draft table of contents is attached. Although I've done minor editing to provide or reword some captions, the operative policy language is unchanged from what was adopted by Board resolution. Except for captions that have been added or edited, the initial draft is a literal non-substantive codification of existing policies.

Interim Draft: The interim draft—currently in process—continues towards a goal of establishing a *non-substantive* codification. The interim draft will be edited to:

- ensure that cross-references to a newly-numbered provision are revised to refer to the new chapter, article, subchapter, section, or subsection, as applicable (e.g., revise “in this Program” to state “in this chapter”);
- identify and delete obsolete or inapplicable policies that may clearly be removed without causing a substantive change to CTRMA policies, (e.g., provisions that relate to the initial board of directors, or that address cash toll payments on 183A); and
- establish consistent usage, and improve the readability of the code, again without effecting any substantive change in a policy.

Edits to the initial draft will be identified in the interim draft by legislative format to show language that is deleted or added. When the interim draft is completed, the Board may adopt it as a non-substantive codification of existing policy. If adopted, the interim draft would simply substitute and replace the CTRMA policies adopted since 2003 by separate resolutions.

Final and continuing phase: The Board may further revise the interim draft to enact:

- revisions to conform CTRMA policy with applicable federal and state laws and regulations; and
- revisions that amend or repeal existing policies, or establish new policies, based on the Board's discretion and policy direction, taking into account CTRMA's operating experience and knowledge.

Attached documentation for reference:

Working-draft Table of Contents for the Initial Draft Policy Code.

Contact for further information:

Andrew Martin, General Counsel

INITIAL DRAFT: CTRMA POLICY CODE

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