

ORDINANCE NO 412-97

AN ORDINANCE AMENDING CHAPTER 8, ARTICLE 8.100 OFFICE OF CITY ADMINISTRATOR/TREASURER AND CHAPTER 8, ARTICLE 8.200 OFFICE OF CITY SECRETARY, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Willow Park wishes to amend the provisions of Chapter 8, Articles 8.100 and Article 8.200 of the Willow Park Code of Ordinances concerning the positions of CITY ADMINISTRATOR/TREASURER and CITY SECRETARY

BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WILLOW PARK, TEXAS:

I.

Chapter 8 Article 8.100 which governs the position of City Administrator/Treasurer (including subsections 8.101, 8.102, 8.103, 8.104, 8.105 and 8.106), is hereby deleted and in its place is substituted the provisions of Exhibit "A" attached hereto and incorporated herein by referenced as if set out verbatim.

II.

Chapter 8 Article 8.200 which governs the position of City Secretary (including subsections 8.201, 8.202, 8.203, 8.204, and 8.205), is hereby deleted and in its place is substituted the provisions of Exhibit "B" attached hereto and incorporated herein by referenced as if set out verbatim.

III.

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law.

AND IT IS SO ORDERED.

PASSED, APPROVED AND ADOPTED by the
City Council of the City of Willow Park, Texas, this
18th day of Nov., 1997, by a vote of 4 to 0.

APPROVED:

Les Cooley

LES COOLEY, MAYOR
CITY OF WILLOW PARK,
TEXAS

ATTEST:

Hetty Haggard

HETTY HAGGARD, CITY SECRETARY
CITY OF WILLOW PARK, TEXAS

ARTICLE 8.100 Office of City Administrator/Treasurer

§ 8.101 Creation of Office

The Office of City Administrator/Treasurer is hereby established.

§ 8.102 Basic Function

This position is responsible for carrying out all the legal responsibilities, as defined by the State of Texas, of a City Administrator/Treasurer (LGC §22.071 and §22.075), and §8.103 of the ordinance.

§8.103 Nature and Duties of the Position

1. As City Administrator, the incumbent shall:
 - a) serves as an ex-officio non-voting member of the City Council of Willow Park;
 - b) exercise responsibility for the day-to-day operation of the City through delegation of authority to the Police Chief, Fire Marshal, Municipal Court Judge, and other employees as determined by the governing body;
 - c) assume responsibility for developing and maintaining activities, and for defining mechanisms for the citizens of the City to have adequate input into the operations of the City to insure the needs and goals of the community are met;
 - d) assume primary responsibility for establishing and maintaining close continuing relationships with the citizens of Willow Park,, governmental and community agencies at the local, state, and federal levels, and with other cities in the general proximity of Willow Park;
 - e) insure that adequate and effective administrative staff support is being provided for the professional activities of the City;
 - f) insure that the governing body of the City is kept current on the operating and financial needs of the city. Also, coordinates plans and requirements for growth and development of the City.
 - g) responsible for providing adequate administrative support, and works closely with the various Boards and Commissions of the City to insure that the planning and development goals of the City are being met;
2. As Treasurer, the incumbent shall:
 - a) execute a bond, the bond must:
 - be in favor of the municipality
 - be in the form and the amount required by governing body the municipality
 - have security approved as sufficient by the governing body
 - be conditioned that the treasurer will faithfully discharge the duties of the

office

- b) receive and securely keep all monies belonging to the municipality. The treasurer shall make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality. The treasurer may not pay an order unless the face of the order shows that the governing body directed the issuance of the order and shows the purchase price for which it is issued.
- c) render to the governing body a full statement of the receipts and payments at the governing body's first regular meeting of every quarter, and at other times as required by the governing body.
- d) perform other duties as required by the governing body.

§ 8.104 Powers and Duties

This office shall have all the powers and duties as prescribed by the State of Texas, and all ordinances, resolutions, or orders of the governing body.

§ 8.105 Minimum Qualifications

The City Administrator/Treasurer must have graduated from an accredited college or university, with a Bachelor's Degree in Business Administration or Public Administration and five (5) years of progressively responsible experience in local state, or federal government. A Masters Degree in Business or]Public Administration maybe substituted for three (3) years experience; or, the governing body of the City of Willow Park may determine qualifications in accordance with the State of Texas Local Government Code § 22.074.

§ 8.106 Appointment and Tenure

The City Administrator/Treasurer shall be employed by a majority vote by the City Council with no stated term of office, and may be removed from office in accordance with the State of Texas local Government Code § 22.077.

ARTICLE 8.200 Office of City Secretary

§ 8.201 Creation of Office

The Office of City Secretary is hereby established.

§ 8.202 Basic Function

The incumbent is responsible for carrying out all the legal responsibilities, as defined by the State of Texas Local Government Code § 22.073.

§ 8.203 Nature and Duties of the Position

The incumbent shall:

- a) attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings
- b) engross and enroll all laws, resolutions, and ordinances of the governing body;
- c) keep the corporate seal;
- d) take charge of, arrange, and maintain the records of the governing body;
- e) countersign all commissions issued by the mayor, and keep a record of those commissions and licenses;
- f) prepare all notices required under any regulation or ordinance of the municipality;
- g) notify the Texas Judicial Council of the name of each person who is elected or appointed as mayor, municipal court judge, or clerk of a municipal court of the municipality;
- h) draw all the warrants on the treasure, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants;
- i) keep regular accounts of the municipal receipts and disbursements, keep each cause of receipt and disbursement separately and under the proper heading. The incumbent will also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The accounts shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The incumbent shall keep records of the accounts and other information covered by this subsection;
- j) keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur;
- k) carefully keep all contracts made by the governing body;
- l) perform all other duties required by law, ordinance, resolution, or order of the governing body.

§ 8.204 Minimum Qualifications

The minimum qualifications will be determined by the City of Willow Park's governing body in accordance with the State of Texas Local Government Code § 22.074.

§ 8.0205 Appointment and Tenure

The City Secretary shall be employed by a majority vote by the City Council with no stated term of office, and shall only be removed from office in accordance with the State of Texas Local Government Code § 22.077.