

CITY OF WILLOW PARK

ORDINANCE NO. 435-98

AN ORDINANCE AMENDING CHAPTER 8, ARTICLE 8.103, "NATURES AND DUTIES OF THE POSITION" OF CITY ADMINISTRATOR IN THE CODE OF ORDINANCES, CITY OF WILLOW PARK, TEXAS; MAKING CONFORMING AMENDMENTS; AND, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Willow Park, Texas, is a duly incorporated and general municipality of the State of Texas; and

WHEREAS, under the authority as provided by law and set forth in Tex. Local Govt. Code, Title II, Subtitle B, Chapter 22, Subchapter C, "Other Municipal Officers", is given the power to confer on municipal officers duties of that office;

NOW THEREFORE:

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

SECTION 1. AUTHORIZATION

The Mayor, or appropriate City Official or Mayor's designee is hereby authorized and directed to implement the applicable provisions of this Ordinance.

SECTION 2. AMENDMENT

Chapter 8, "Personnel", Article 8.100, "Office of City Administrator," Section 8.103 of the Code of Ordinances of the City of Willow Park, Texas shall be amended as follows:

§8.103 Nature and Duties of the Position

1. As City Administrator, the incumbent shall:
 - a) serve 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 the supervision of and delegation of authority to the Police

Chief, Fire Marshal, Building Inspector, Municipal Court Judge, and other employees as determined by the governing body;

- c) during the temporary absence or disability of the city secretary, perform the duties of the office,
- e) d) 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) e) 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) f) insure that adequate and effective administrative staff support is being provided for the professional activities of the City;
- f) g) 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) h) 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;

SECTION 3. REPEAL OF CONFLICTING ORDINANCES

All Ordinances in conflict herewith be and the same are hereby repealed to the extent of such conflict

SECTION 4. SEVERABILITY

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect from and after its passage.

PASSED AND APPROVED this 15th day of Dec. 1992.

/s/ Les Cooley

Mayor

ATTEST:

/s/ Hetty Haggard

City Secretary

APPROVED AS TO FORM:

/s/ _____

City Attorney

The Willow Park City Council in acting on Ordinance No. 435-98, did on the 15th day of December 1998 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>
Les Cooley, Mayor	_____	_____
Gene Martin, Place 1	<u> x </u>	_____
Sam Bertling, Place 2	<u> Absent </u>	_____
Jim Davis, Place 3	<u> x </u>	_____
Doral Risch, Place 4	<u> Abstained </u>	_____
Gerald Liepert Place 5	<u> x </u>	_____