

**CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. 664-13**

AN ORDINANCE AMENDING CHAPTER 8, "PERSONNEL", ARTICLE 8.100 "OFFICE OF THE CITY ADMINISTRATOR" IN THE CODE OF ORDINANCES, CITY OF WILLOW PARK, TEXAS; ESTABLISHING CERTAIN QUALIFICATIONS; MAKING CONFORMING AMENDMENTS; PROVIDING FOR A REPEALER AND 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 GOVERNMENT 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; and

WHEREAS, the governing body of the City of Willow Park is delegated the authority to apportion duties, powers and responsibilities of municipal officers among and between the various officers lawfully appointed, as provided by §22.071(c) TEX. LOCAL GOVERNMENT CODE; and

WHEREAS, the City Council finds that the effective and efficient administration of municipal affairs will be enhanced by combining and consolidating duties as provided for by TEX. LOCAL GOVERNMENT CODE § 22.072.

NOW THEREFORE:

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

SECTION 1. Amendment

Chapter 8, "*Personnel*", Article 8.100 "*Office of the City Administrator*", Section 8.103 "*Nature and Duties of the Position*" shall be amended as follows:

§8.101 Creation of Office

The office of City Administrator is hereby re-established.

(a) The City Council shall appoint a City Administrator for an indefinite term, who shall be the chief administrative officer of the city. The City Administrator shall be chosen by the City Council by a majority vote of its entire membership and on the basis of executive and administrative training, experience, ability and character without regard to political consideration.

(b) The City Administrator shall receive compensation as may be fixed by the City Council.

§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, and §8.103 of this section.

The City Administrator or his or hers designee, is hereby authorized and directed to implement the applicable provisions of the ordinances of the City of Willow Park.

§ 8.103 Nature and Duties of the Position

As City Administrator the incumbent shall:

(a) Serve as an ex-officio member of the City Council of Willow Park with the right to take part in discussions, but without the right to vote;

(b) Conduct all city staff meetings and manage the day-to-day operations of the city;

(c) Appoint and remove all Department Directors and subordinate employee with the exception of the City Secretary, City Attorney, Municipal Judge and any employee

with an employment contract approved by the City Council. The City Council shall draft and approve all contracts with the City including all employment contracts;

(d) Be responsible for the overall administration of the city, including all departments, offices and agencies of the city including, but not limited to the Public Works Director, City Inspector, Fire Chief, Fire Marshal, Chief of Police and Court Clerk;

(e) Generate and maintain job descriptions for all city employees and establish and maintain a methodology for evaluating the performance of all city employees;

(f) Attend all board and commission meetings; however, the City Administrator may designate a representative to attend in his or her place;

(g) Assist the mayor and City Council in the preparation of the annual draft budget and draft capital improvement budget;

(h) Authorize department heads to transfer resources in the amount budgeted within their respective departments;

(i) Assist the mayor in recommending to the City Council adoption of such policies, measures, ordinances and resolutions as may be deemed necessary or expedient for the health, safety or welfare of the community, or for the improvement of the operation of the city, including the finances, police, health, security and comfort;

(j) Assist the mayor in ensuring that the laws of the state and ordinances of this city and other acts of the City Council;

(k) Keep the City Council advised as to the financial condition and future needs of the city;

(l) Make such other reports as the City Council may require concerning the operations of city departments, offices and agencies which are subject to the City Administrator's direction and supervision;

(m) Assume responsibility for developing and maintaining effective relationships with the citizens of Willow Park and governmental and community agencies at the local, state and federal levels and with other cities in the general proximity of the City of Willow Park;

(n) Investigate all complaints in relation to the administration of the city;

(o) Administer the purchase of all materials, supplies and equipment for which funds are provided in the budget; and purchase materials and supplies necessary for operation of city services in accordance with City Ordinances, Resolutions or Policy and Procedures. No purchase shall be made, contract let, or obligation incurred which exceeds the current budget appropriation without a supplemental appropriation by the City Council;

(p) Perform other duties as are specified or may be required or directed by the City Council;

(q) Recommend to the City Council a standard schedule of pay, including minimum, intermediate and maximum ranges, and a uniform personnel policy for all city employees;

(r) Serve as the chief executive officer of the City of Willow Park in all areas, excepting those powers and responsibilities specifically assigned to the office of the Mayor by the Local Government code and the laws of the State of Texas.

(s) Keep the City Council informed of the operations of city government via but not limited to: (1) emails regarding emergencies, such as damage to city property, water/sewer breaks, road closures, road work and significant, breaking events (2) via a monthly report regarding status of each city department, addressing such items as water usage, cumulating history of sewer/water breaks, significant expenditures, permit applications, plat applications, entities interested in pursuing development in Willow

Park, traffic stops, citations, court rulings, code violations, comp time status and any other matters of interest.

(t) Execute policy and procedures approved by the City Council including, but not limited to, strategic plans, the comprehensive plan, prioritized capital improvement plans, employee personnel manual, investment policy, budget formats, agenda procedures, and financial policies.

electal (u) The City Administrator shall be responsible to the City Council to make City employees documents or reports available to officials.

§ 8.104 Removal or Suspension

The City Administrator may be removed or suspended from office at the will of the City Council by a 2/3 vote of its entire membership. The action of the City Council in removing the City Administrator shall be final, it being the intention to vest authority and fix all responsibility for such removal on the City Council.

§ 8.105 Acting City Administrator

By letter filed with the City Secretary, the City Administrator shall designate a qualified administrative employee of the city to exercise the powers and perform the duties of the City Administrator during the City Administrator's temporary absence or disability. The council may revoke such designation at any time and appoint another such employee of the city until the City Administrator returns.

§ 8.106 Conflicting Ordances

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

§ 8.107 Severability

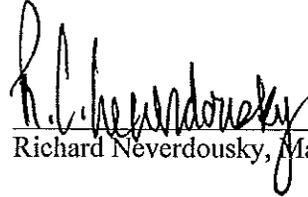
If for any reason any section, paragraph, subdivision, clause, phrase or provision of

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.

§ 8.108 Effective Date

This ordinance shall become effective immediately after approval by City Council.

PASSED AND ADOPTED this 27th day of March, 2013


Richard Neverdousky, Mayor

ATTEST


City Secretary/Clerk

APPROVED AS TO FORM

City Attorney

The Willow Park City Council in action on Ordinance No. 664-13 did on the 27th day of March 2013, vote as follows:

	FOR	AGAINST
Richard Neverdousky, Mayor	_____	_____
Brian Thornburg, Place 1	<u> ✓ </u>	_____
Gene Martin, Place 2	<u> ✓ </u>	_____
Amy Podany, Place 3	<u> ✓ </u>	_____
Dan Stallings, Place 4	<u> ✓ </u>	_____
Bernard R. Suchocki, Place 5	<u> ✓ </u>	_____