

CITY OF SANDY OAKS, TEXAS

ORDINANCE NO. 2016-51

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS CREATING THE POSITION OF CITY ADMINISTRATOR; PROVIDING FOR APPOINTMENT, TENURE, COMPENSATION, BOND, GENERAL DUTIES, AND REMOVAL; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR AMENDMENT.

WHEREAS, in accordance with Section 22.071 of the Texas Local Government Code, the City Council of the City of Sandy Oaks ("City") has determined that in addition to the members of the City Council, the other officers of the municipality are the secretary, treasurer, assessor and collector, municipal attorney, marshal, municipal engineer, and any other officers or agents authorized by the Council;

WHEREAS, in accordance with Section 22.071 of the Texas Local Government Code, the City Council by ordinance shall provide for the election or appointment of the officers provided by said section;

WHEREAS, in accordance with Section 22.071 of the Texas Local Government Code, the City Council may confer on other municipal officers the powers and duties of an officer provided for by said section;

WHEREAS, the City Council is of the opinion that it is necessary and in the best interest and welfare of the City that an ordinance be passed creating the position of City Administrator.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

SECTION 1. POSITION ESTABLISHED. The position of City Administrator is hereby created.

SECTION 2. APPOINTMENT OF CITY ADMINISTRATOR. The City Administrator shall be appointed by the Mayor, subject to the approval of City Council.

SECTION 3. TERM OF CITY ADMINISTRATOR. The City Administrator shall serve for such a term that the Mayor may desire.

SECTION 4. COMPENSATION OF CITY ADMINISTRATOR. The compensation of the City Administrator shall be as from time to time determined by the City Council.

SECTION 5. BOND. The City Administrator shall provide a bond with a recognized corporate surety in an amount not less than Ten Thousand and No/100 Dollars (\$10,000.00).

SECTION 6. GENERAL DUTIES OF CITY ADMINISTRATOR. The City Administrator shall be the Chief Administrative Officer of the City, shall report to the Mayor and City Council, and to the extent delegated by the Mayor and City Council and subject to their approval and direction, shall be responsible for managing the day-to-day operations of all municipal functions of the City including, but not limited to:

- (a) Supervise, coordinate and direct all departments of the City with authority for appointment, disciplinary action, and removal of department heads and other city employees, with the exception of the Municipal Court Judge and other appointed municipal officers of the City as provided for in Texas Local Government Code section 22.071, and training employees in a manner that best serves the City;
- (b) Attend City Council meetings to provide Council with pertinent information, advise and receive direction from Council;
- (c) Attend other City and community meetings relevant to the development, health and welfare of the City;
- (d) Coordinate and providing assistance to established City boards and committees;
- (e) Assist the Mayor and bookkeeper in developing the annual budget and assist in any financial monitoring of revenues and expenses as may be necessary of the City to function within the parameters of the adopted budget for the City;
- (f) Ensure efficient and economical purchasing of equipment, supplies and materials, property and facilities of the City;
- (g) Ensure compliance and enforcement of state, federal and local statutes as well as grant and contract provisions;
- (h) Coordinate contracted services, such as legal and engineering, to maximize effectiveness and minimize expenses;
- (i) Administer all contracts with the City to ensure their faithful execution;
- (j) Provide adequate and accurate information to news media to both inform the community and promote the City;
- (k) Ensure all projects are completed in a timely, efficient and professional manner;
- (l) Identify and aggressively pursue all appropriate grant opportunities;
- (m) Pursue positive growth opportunities;

- (n) Effectively communicate with the Mayor, City Council, city employees and officers, and the general public;
- (o) Conduct all City business in a legally correct and professional manner;
- (p) Facilitate application of modern technology to best serve the City;
- (q) Establish a leadership-by-example environment that fosters professionalism, loyalty, and respect in both the community and workplace;
- (r) Assume an ownership for the history of the City as well as its future; and
- (s) Perform all other duties and responsibilities as prescribed by the laws of the State of Texas and as required by the City Council.

SECTION 7. REMOVAL


- (a) The City Council may remove the City Administrator for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard.
- (b) If the City Council lacks confidence in the City Administrator, the Council may remove the officer at any time. The removal is effective only if two-thirds of the elected alderman vote in favor of a resolution declaring the lack of confidence.

SECTION 8. SEVERABILITY. If any section, paragraph, sentence, clause, phrase or word of this Ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions despite invalidity or unconstitutionality.

SECTION 9. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage.

SECTION 10. AMENDMENT. A two-thirds (2/3) vote of the City Council shall be required to amend, abolish or supersede this ordinance.

PASSED AND APPROVED THIS 12TH DAY OF MAY, 2016.


Micki L. Ball, Mayor

ATTEST:


Charlotte Rabe, City Clerk