



# TOWN COUNCIL COMMUNICATION

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**DATE:** May 21, 2024

**FROM:** Thad Chambers, Town Administrator

**AGENDA ITEM:** Discuss and consider an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 9, "Personnel," Article 9.04, "Officers and Employees," Division 1, "Generally," by specifying job-related duties of the Town Secretary.

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**SUMMARY:**

The attached draft ordinance for Town Council consideration changes the reporting of the Town Secretary to the Town Administrator for normal functions. This would eliminate duplicate reporting to the mayor for daily tasks and would help ensure there is sufficient personnel coverage when scheduling vacations, training, or other planned times out of the office.

This ordinance does not limit the authority of the Town Council granted under Texas Local Government Code Chapter 22.077, as the position would still be appointed and terminated by a vote of the Town Council.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

N/A

**ATTACHMENTS:**

Draft Ordinance