

ORDINANCE #2021.08.10B

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, PROVIDING FOR REVISIONS TO THE MAYOR, CITY ADMINISTRATOR AND CITY SECRETARY ORDINANCES; AMENDING THE POWERS AND DUTIES OF THE OFFICE(S); PROVIDING AUTHORITY TO DELEGATE CERTAIN POWERS AND DUTIES; AND, PROVIDING A REPEALING CLAUSE, A SEVERABILITY CLAUSE, A PROPER NOTICE, MEETING, AND QUORUM CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, the City of Glen Rose (City) is a Type A General Law Municipality;

WHEREAS, §22.071 of the Texas Local Government Code (TLGC), in addition to the members of the Governing Body, recognizes other municipal officers, including that of Municipal (City) Secretary;

WHEREAS, §22.071 of the TLGC requires that the City Council by ordinance provide for the election or appointment of those other officers;

WHEREAS, Section 1.04.002 of the City's Code of Ordinances (CCO) doesn't adequately describe all the powers and duties of the City Secretary; and,

WHEREAS, in the lawful exercise of the powers granted to it and for the good government, peace, and order of the City, the City Council has decided to repeal and replace Section 1.04.002 of the CCO to better define the City Secretary's powers and duties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS:

**SECTION 1 (OF 7)
AMENDING 1.03.002 POWERS AND DUTIES OF THE MAYOR**

Amending section 1.03.002(a)(1) to as follows:

- 1) As the governing body's presiding officer the mayor, assisted by administrative staff, shall be responsible ~~for determining what items are placed on council meeting agendas; however, an agenda item not approved by the mayor shall be placed on an agenda if requested in writing by two members of the council;~~ **for ensuring all items appropriately received be placed on the council meeting agenda.**

SECTION 2 (OF 7)
AMENDING 1.04.001 POWERS AND DUTIES OF THE CITY ADMINISTRATOR

Amending section 1.04.001(a) to read as follows:

- a. Position created. The office of city administrator, the ~~chief~~ **the** administrative officer of the city, as created by Ordinance 464 adopted on November 9, 2009, is hereby ratified and confirmed.

Amending section 1.04.001(d)(2, 3, 10, 11 and adding 15) to read as follows:

- d. Powers and duties. The city administrator shall:
1. Supervise and coordinate the activity of all city departments, including the hiring and firing of department heads and employees, except that those employees identified by ordinance or state law as officers of the city are to be hired and fired by the city council.
 2. Facilitate, lead, and/or participate in meetings and/or proceedings **pertaining to staff or issues of the City;**
 3. Serve as a liaison between departments, external organizations, the general public and other agencies **as directed by Council;**
 4. Assist the mayor in preparing the annual budget presented to city council for approval.
 5. Develop and maintain positive working relations with other local governments and state/federal agencies.
 6. Research, analyze, and make recommendations for cost effective improvements in city operations. Work with department heads to design, evaluate and administer departmental programs and services.
 7. Conduct research into various issues facing the city and make appropriate recommendations to council on a wide range of issues.
 8. Lead city staff in the accomplishment of city goals and priorities.
 9. Investigate grant opportunities and present findings to the city council. When authorized by the council, prepare grant applications. Manage grant projects which have been funded.
 10. Work closely with the **City Council**, city attorney and/or Texas Municipal League legal counsel to limit the city's exposure to liability regarding sensitive operational decisions, ensure the city's ordinances and policies comply with state and federal law and are properly constructed, and protect the city's interests in all contractual matters.
 11. Be ~~the~~ **a** primary point of contact for matters related to economic development.
 12. Provide for the maintenance of city property and equipment.
 13. Oversee the enforcement of city ordinances, policies, and procedures.
 14. Perform other such duties as may be prescribed by the mayor and city council or dictated by the nature of the position.
 15. **Provide a weekly report to the Council.**

SECTION 3 (OF 7)
AMENDING 1.04.002 CITY SECRETARY

Amending section 1.04.002(b)(1)(K) and to read as follows:

- K. **Provide a monthly report to Council.**

Amending section 1.04.002(b)(2) removing it in its entirety.

2. ~~City treasurer, pursuant to §22.075 of the TLGC (see subsection (e) of this section);~~

SECTION 4 (OF 7)
SAVINGS/REPEALING CLAUSE

Article 1.04 of the CCO shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5 (OF 7)
SEVERABILITY CLAUSE

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council of the City of Glen Rose hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 6 (OF 7)
PROPER NOTICE, MEETING, AND QUORUM CLAUSE

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by majority vote of the City Council of the City of Glen Rose, Texas was open to the public; that public notice of the time, place, and purpose of the meeting was given as required by

the Open Meetings Act, Chapter 551 of the TGC; and, that a quorum was present pursuant to §22.039 of the TLGC.

**SECTION 7 (OF 7)
EFFECTIVE DATE**

This Ordinance shall take effect immediately upon passage.

PASSED AND APPROVED this the 10th day of August, 2021.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary