

1 **THE CITY OF WOODCREEK**
2 **RESOLUTION NO. 2023-12-13-01**
3

4 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, APPROVING JOB DESCRIPTIONS**
5 **FOR THE CITY SECRETARY, STAFF SUPPORT SPECIALIST AND ASSISTANT TO THE CITY MANAGER.**
6

7 **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

8 **SECTION I. JOB DESCRIPTIONS APPROVAL:** City Council hereby approves job descriptions for the City Secretary
9 (attached as Exhibit A), Staff Support Specialist (attached as Exhibit B), and Assistant to the City Manager
10 (attached as Exhibit C).

11 **SECTION II. SEVERABILITY CLAUSE:** Should any of the clauses, sentences, paragraphs, sections or parts of this
12 Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with
13 jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
14 All provisions of this Resolution are declared severable.

15 **SECTION III. CUMULATIVE CLAUSE:** This Resolution shall be cumulative of all provisions of Resolutions of the City
16 except where provisions of this Resolution are in direct conflict with the provisions of such Resolutions, in which
17 event the conflicting provision soft h such Resolutions are hereby repealed.

18 **SECTION IV. REPEALER CLAUSE:**All Resolutions, Resolutions, or parts thereof, that are in conflict or inconsistent
19 with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this
20 Resolution shall be and remain controlling as to the matters regulated, herein.

21 **SECTION V. SAVINGS CLAUSE:** The repeal or amendment of any Resolution or part of Resolutions effectuated by
22 the enactment of this Resolution shall not be construed as abandoning any action now pending under or by virtue
23 of such Resolution or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as
24 affecting any right of the City of Woodcreek under any section or provisions of any Resolutions in effect at the time
25 of the passage of this Resolution.

26 **SECTION VI. PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at
27 which this Resolution was passed was open to the public as required and that public notice of the time, place and
28 purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government
29 Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

30 Effective upon final approval.

31
32 **PASSED AND APPROVED** this 13th day of **December, 2023**, by a _____ to _____
33 vote of the City Council of Woodcreek, Texas.

34
35
36
37 WOODCREEK, TEXAS

38 PLACE
39 CITY SEAL
40
41 HERE
42
43

44
45
46
47 By: _____
48 Jeff Rasco, Mayor

48 ATTEST:
49 _____
50
51 Suzanne J. Mac Kenzie, City Secretary