

1 **§ 30.15 ADMINISTRATOR.**

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3 **30.15.01 Purpose**

4 This chapter is adopted so that the City Council may promote the public health, safety, morals, and
5 general welfare within the city through the effective and efficient administration of city activities. The purpose of
6 this chapter is to provide for and create within the municipal organization the position of office of City
7 Administrator. These rules and regulations are designed to establish qualifications for individuals serving in this
8 capacity and set out the scope of the City Administrator's duties and authority.

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10 **30.15.02 Definitions**

11 For the purpose of this chapter, the following definitions shall apply, unless the context clearly indicates
12 or requires a different meaning:

13 *Administrator.* The employee serving in the capacity of the city administrator of this city.

14 *Council.* The governing body (such as city council) of this city as defined by V.T.C.A., Local Government
15 Code, § 22.031(b) and chapter 30.13 of this code.

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17 **30.15.03 Office established**

18 (A) The office of City Administrator is hereby created.

19 (B) The Administrator shall be appointed by majority vote of the City Council for an indefinite term. The
20 Administrator shall serve at the will of the City Council. The Administrator shall be chosen by the City Council
21 on the basis of executive and administrative qualifications with special reference to actual experience in or
22 knowledge of accepted practices in respect to the duties of the office hereinafter set forth.

23 (C) The City Council may remove the Administrator at any time by a majority vote of its members with or
24 without cause.

25 (D) The Administrator shall receive compensation as the Council shall fix from time to time.

26 (E) The City Council hereby reserves unto the Mayor and Council all the authority and powers of the city not
27 clearly delegated to the Administrator.

28 (F) Except to the extent specifically authorized by state law, the Administrator shall never have any authority to
29 take any action whatsoever to overturn, offset, defeat, veto, or nullify any action by or vote of the Mayor or
30 Council.

31 (G) The Administrator must reside within the city limits or have a 20-minute response time in cases of
32 emergency within the city that require the administrator's physical presence.

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34 **30.15.04 Powers and Duties**

35 The Administrator shall be the Chief Administrative Officer of Woodcreek and shall be responsible to the
36 governing body for the proper administration of the affairs of the city not otherwise delegated to other
37 Officers. To that end, the Administrator shall have the authority, duty and responsibility as required to carry
38 out the following responsibilities and any others that may be assigned by the governing body, from time to
39 time.

40 (A) **General administration.**

41 The Administrator shall:

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- 43 (1) Perform administrative tasks required to maintain control of the functions of the city;
- 44 (2) Act as a focal point for the distribution of information, written or oral, to applicable staff;
- 45 (3) Prepare reports to the public;
- 46 (4) Track the motions of council actions and track the process of those actions. Notify council of any
47 action that has taken longer to process than council has attached to the action or is reasonably
48 expected;
- 49 (5) Maintain and implement an annual calendar that contains the reoccurring events, deadlines and
50 notices of the city
- 51 (6) Coordinate with the City Secretary and oversee elections;
- 52 (7) Manage and oversee the City's website;
- 53 (8) Interpret administrative policies and instructions;
- 54 (9) Prepare routine and executive correspondence for the city;
- 55 (10) Investigate and analyze city hall office activities;
- 56 (11) Implement and revise city hall office organization and procedures; if such procedures would
57 impact the governing body they must first be approved by council;
- 58 (12) Provide the governing body with pertinent information regarding the administration of all City
59 activities, and make recommendations to the City Council for the administration and
60 management of the City;
- 61 (13) Serve as a liaison between vendors and Council; and
- 62 (14) Perform varied tasks and other duties as assigned by the mayor or council.

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65 (B) **Policy development and enforcement.**

66 The Administrator shall:

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- 68 (1) Assist the Mayor and Council in the development of municipal policies and regulations;
- 69 (2) Recommend to the Mayor and Council the adoption of measures as may be deemed necessary or
70 expedient for the health, safety, or welfare of the city and for the improvement of municipal
71 services;
- 72 (3) Prepare policy and procedural proposals for review and adoption by the council;
- 73 (4) Review operations franchised by the city to ensure that obligations are met;
- 74 (5) Conduct assigned research on topics of interest to the mayor and council;

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- 75 (6) Ensure that all applicable laws and ordinances are enforced; Coordinate with the city attorney
76 the investigation and enforcement of violations of municipal ordinances, rules, policies, and
77 procedures;
- 78 (7) Work with the governing body to develop and implement short- and long-range plans for the
79 City's growth, including strategic and comprehensive plans; and
- 80 (8) Negotiate contracts and other agreements with outside agencies as requested by the Mayor or
81 Council. Final execution of such contracts or agreements must be council directed or approved.

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84 (C) ***Fiscal operations.***

85 The Administrator shall:

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- 87 (1) Provide administrative direction and supervision to the municipal financial activities, including
88 cash management, bank relations, purchasing, and debt management;
- 89 (2) Ensure that a system of financial checks and balances is in place and is rigorously upheld to
90 include, as a minimum, the segregation of duties as directed and approved by City Council;
- 91 (3) Prepare and submit to the governing body as of the end of the fiscal year a complete report on
92 the finances and administrative activities of the City for the preceding year;
- 93 (4) Assist the budget officer (Mayor) with preparation of operating and capital budget proposals for
94 review and adoption by the council; assist the City Council with respect to its consideration of
95 the proposed budget including communicating the important features of said budget; and
96 assure the proper administration of the budget;
- 97 (5) Monitor and control execution of the budget during the year and advise the council concerning
98 the financial status of the city; report monthly, the purchases and the check registry to Council,
99 as part of regular City Council meetings; report to the governing body in a timely fashion as
100 specific issues arise, as part of regular City Council meetings;
- 101 (6) Direct investment activities for all city funds under the policies and procedures set by the council;
- 102 (7) Work with City Council to ensure an annual audit is completed as required;
- 103 (8) Review the results of audits, ensure adequate corrective actions are initiated, and report the
104 status to the mayor and council;
- 105 (9) Serve as purchasing agent in accordance with the council approved Procurement Policy and
106 direct these activities of the city;
- 107 (10) Analyze contract proposals, prepare formal bids, and coordinate bid awards with the city council;
- 108 (11) Direct and supervise the contract accountant in the maintenance of a control accounting system
109 (modified accrual) to include account adjustments at the end of a fiscal year;
- 110 (12) Ensure new construction and properties are reflected on city tax rolls;
- 111 (13) Supervise the annual inventory of fixed assets;
- 112 (14) Supervise creation of grant proposals and oversight of grant administration, as needed;

113 (15) Recommend to council economic development plans and tax abatement programs to promote
114 economic development; and

115 (16) Oversee the maintenance, repair, and replacement of city equipment, supplies, and
116 technological assets.

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118 (D) ***Personnel.***

119 The Administrator shall:

120 (1) Establish and maintain effective working relationships with the governing body, municipal
121 officers, and municipal employees;

122 (2) Prepare job descriptions for approval by the City Council;

123 (3) Delegate duties to the officers and employees of the City; supervise the day-to-day operations,
124 functions and programs of the City; and make recommendations to the governing body on any
125 and all personnel, performance, administration, programs, projects, management, financial and
126 general governance issues;

127 (4) Perform supervisory functions over city employees, including making recommendations
128 regarding changes in employee status, including but not limited to hiring, firing, promoting,
129 reprimanding, reassigning, and compensating. The administrator shall evaluate city employees on
130 a regular basis. All final actions of the administrator are subject to review and possible reversal or
131 modification by the council;

132 (5) Manage employee benefits programs, including insurance and compensation plans;

133 (6) Ensure that state and federal reporting requirements are satisfied;

134 (7) Recommend to the mayor and council policies for the effective and efficient management of the
135 city's human resources; and

136 (8) Coordinate with the city attorney periodic evaluations of city policies and practices in regards to
137 compliance with state and federal laws regarding discrimination and harassment.

138

139 (E) ***Intergovernmental relations.***

140 The Administrator shall:

141 (1) Coordinate the mayor and council's participation in inter-agency meetings and activities; and

142 (2) Maintain communications with representatives of the state, the county, and neighboring local
143 governments.

144

145 (F) ***Public relations.***

146 The Administrator shall:

147 (1) Provide scheduling assistance and coordination for the mayor and council's attendance at
148 community meetings and participation in civic events;

149 (2) Disseminate information to the public and media organizations regarding municipal activities;
150 and

151 (3) Address inquiries from the public on subjects regarding municipal operations.

152

153 (G) **Boards and commissions.**

154 The Administrator shall:

- 155 (1) Provide clerical and administrative support to the city's advisory boards, commissions, and
156 committees, to the extent authorized by Council; and
- 157 (2) Maintain a schedule of advisory board, commission, and committee appointments and
158 coordinate the process for council's consideration of candidates for the boards, commissions,
159 and committees.

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161 (H) **Land use and development.**

162 The Administrator shall:

- 163 (1) Supervise staff with planning, zoning and permitting;
- 164 (2) Provide customer service assistance to those applicants (property owners, developers,
165 contractors, agents, and the like) seeking land use or development authorization from the city;
- 166 (3) Assist applicants in the modification of plans to achieve conformance to building, subdivision,
167 zoning, and other applicable ordinances;
- 168 (4) Participate in staff review of plans and specifications of buildings and subdivision plans, prior to
169 their recommendation of approval or disapproval to the council; and
- 170 (5) Prepare and present staff recommendations on applicable subjects to the Planning and Zoning
171 Commission, the Board of Adjustment and Council.

172

173 (I) **Council activities.**

174 The Administrator shall:

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- 176 (1) Coordinate the calling of city council meetings as directed by the mayor or council, including the
177 preparation and distribution of background material and posting of proper public notification of
178 the meetings;
- 179 (2) Assist the mayor in compiling item submissions for the agendas of council meetings and
180 workshops; administer the requirements of the Texas Open Meetings Act as it pertains to the
181 council agenda; and administer the policies and procedures set by council regarding their
182 agenda;
- 183 (3) Attend all meetings and workshops of the council unless excused therefrom. While the
184 administrator may, at the council's discretion, be entitled to take part in the discussion of
185 matters coming before the council, the administrator does not have a vote therein. The
186 administrator shall be advised of all regular and special meetings of the council;
- 187 (4) Keep the mayor and council informed of items of interest to the governing body;
- 188 (5) Coordinate with the city attorney the preparation of draft ordinances, resolutions, and policy
189 materials for consideration and possible adoption by the council;
- 190 (6) Maintain a schedule of the mayor and council's official gatherings; and
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191 (7) Coordinate the mayor and council's participation in educational events and seminars.

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193 **30.15.05 Code of Conduct: conflict of interest; bond**

194 (A) **Conduct**

195 The Administrator shall:

196 (1) Conduct themselves with the utmost courtesy because, as the city's representative, the administrator's
197 work involves requiring the use of tact and diplomacy; and

198 (2) Exercise good conflict resolution and management skills in all areas of city business

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200 (B) **Conflict of interest**

201 The Administrator shall:

202 (1) Disclose all financial interests in pending municipal matters subject to city action.

203 For the purpose of this section, the following definition shall apply, unless the context clearly indicates or
204 requires a different meaning:

205 *Financial interest.* The administrator has a financial interest in a matter if the administrator, or those related
206 to them within the first degree, at the time when the city takes up the matter:

207 (a) Owns ten percent or more of the voting shares of the business;

208 (b) Owns either ten percent or more, or \$15,000.00 or more, of the fair market value of the business;

209 (c) Receives more than ten percent of the person's gross income from the business; or

210 (d) Has an equitable interest in real property with a fair market value of \$2,500.00 or more.

211 If the administrator has a financial interest in a matter, they must:

212 (a) File an affidavit stating the nature and extent of that interest with the city secretary; and

213 (b) Abstain from further participation in the matter.

214

215 (C) **Bond**

216 The Administrator shall:

217 (1) furnish a surety bond to be approved by the City Council, the bond to be conditioned on the faithful
218 performance of their duties. The premium of the bond shall be paid by the city.

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220 **30.15.06 Administrator to Serve as Municipal Treasurer.**

221 (A) **The Office of Municipal Treasurer is created.** The Administrator shall also serve as the Municipal Treasurer.

222 (1) **Powers and Duties**

223 Administrator as the Municipal Treasurer shall:

224 (a) receive and securely keep all money belonging to the municipality;

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- 225 (b) make all payments on the order of the Mayor, attested by the secretary of the municipality under
226 the seal of the municipality;
- 227 (c) not pay an order unless the face of the order shows that the governing body directed the issuance
228 of the order and shows the purpose for which it is issued;
- 229 (d) render to the governing body a full statement of the receipts and payments which must be
230 rendered at the governing body's first regular meeting in every quarter and at other times as required
231 by the governing body; and
- 232 (e) shall perform other acts and duties as the governing body requires.
- 233 (2) The Administrator as the Municipal Treasurer will also perform the following duties which are
234 statutorily given to the Municipal Secretary: (for reference. Local government code Sec. 22.073 and
235 22.071, as amended)
- 236 (a) Serve as the general accountant of the municipality and shall keep regular accounts of the
237 municipal receipts and disbursements. The Secretary shall keep each cause of receipt and
238 disbursement separately and under proper headings. The Secretary shall also keep separate
239 accounts with each person, including each officer, who has monetary transactions with the
240 municipality. The Secretary shall credit accounts allowed by proper authority and shall specify the
241 particular transaction to which each entry applies. The Secretary shall keep records of the
242 accounts and other information covered by this subsection.
- 243 (b) Keep a register of bonds and bills issued by the municipality and all evidence of debt due and
244 payable to the municipality, noting the relevant particulars and facts as they occur.
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- 246 (3) **Bond.** The Administrator as the Municipal Treasurer shall be bonded as required by Section 30.15.05,
247 and also as required by the law.