

• CHAPTER 30: - OFFICIALS, EMPLOYEES AND ORGANIZATIONS

§ 30.14 - OTHER MUNICIPAL OFFICERS.

- (A) *Other municipal officers.* In addition to the members of the governing body of the municipality, 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 governing body.
- (B) *Appointment of other municipal officers.* If a vacancy exists in any office created herein, the Mayor or acting Mayor shall appoint a person to fill the vacancy, subject to confirmation by the governing body.
- (C) *Removal of other municipal officers.* Other municipal officers serve at the pleasure of the governing body. The governing body of the municipality may remove a municipal officer for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard. If the governing body lacks confidence in a municipal officer appointed by the governing body, the governing body may remove the officer at any time. The removal is effective only if two-thirds of the elected aldermen vote in favor of a resolution declaring the lack of confidence.
- (D) *Annual Review.* All other municipal officers shall be subject to an annual review, at which all such municipal officers may be considered for removal subject to [section 30.14\(c\)](#).
- (E) *Powers and duties of other municipal officers; bond.* The governing body of the municipality may require municipal officers whose duties are set forth herein (or otherwise established by Texas law) to perform additional duties. The governing body may require a municipal officer to execute a bond payable to the municipality and conditioned that the officer will faithfully perform the duties of the office.

([Ord. No. 20-287](#), § II, 11-10-2020; [Ord. No. 22-305](#), 3-9-2022)

§ 30.15 - MUNICIPAL MANAGER/ADMINISTRATOR.

- (A) *Office of Municipal Manager/Administrator.* The Office of Municipal Manager/Administrator is created and shall receive such compensation as may be fixed by the Council.
- (B) *Powers and Duties of Municipal Manager/Administrator.*
 - (1) The Municipal Manager/Administrator, who shall be referred to as the City Manager, shall be the Chief Administrative Officer of Woodcreek and shall be responsible to the governing body for the proper administration of the affairs Woodcreek not otherwise delegated to other Officers. To that end, the City Manager shall have the authority, duty and responsibility as required to carry out the following responsibilities and any others that may be assigned by the governing body, from time to time.
 - (2) The City Manager shall:

- (a) Establish and maintain effective working relationships with the governing body, municipal officers, and municipal employees.
- (b) Provide the governing body with pertinent information regarding the administration of all City departments and City activities, and make recommendations to the City Council for the administration and management of the City.
- (c) Work with the governing body to develop and implement short- and long-range plans for the City's growth, including strategic and comprehensive plans.
- (d) Complete all tasks generally assigned to the City Manager and working closely with City staff to develop, present, implement, administer and coordinate all of the following: (a) coordinate with the City Secretary and oversee elections; (b) serve as a liaison between vendors and Council; (d) assist the City Secretary with planning, zoning and permitting; (e) manage and oversee the City's website.
- (e) Prepare job descriptions for approval by the City Council; delegate duties to the officers and employees of the City; supervise the day-to-day operations (including supervising and inspecting the conduct of all subordinate officers employees and causing all negligence, carelessness and violations of duty by the employees and officers to be given appropriate consideration), functions and programs of the City; and make recommendations to the governing body on any and all personnel, performance, administration, programs, projects, management, financial and general governance issues;
- (f) Direct, coordinate and provide oversight over all departments, programs and projects of the City;
- (g) Ensure that all applicable laws and ordinances are enforced;
- (h) Ensure that a system of financial checks and balances is in place and is rigorously upheld to include, as a minimum, the segregation of duties as directed and approved by City Council;
- (i) Supervise programs and projects, issue permits and perform other duties as assigned by the governing body.
- (j) Attend all meetings of the City Council.
- (k) Prepare, review and submit to the governing body prior to the beginning of each fiscal year a budget for proposed expenditures for the ensuing year together with a message describing the important features of said budget; assist the City Council with respect to its consideration of said budget; and assure the proper administration of the budget after its adoption;
- (l) Prepare and submit to the governing body as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (m) Report to the governing body in a timely fashion as specific issues arise, as part of regular City Council meetings, on the financial condition and needs of the City;

provide timely information and assistance to City Council, as requested by the City Council; and work with City Council to ensure an annual audit is completed as required.

- (3) The City Manager/Administrator shall have such further authority, duties and responsibilities as reasonably implied from the terms of this section and as heretofore or hereafter provided by the City Council; and shall be bonded in an amount determined by the City Council which bond shall be conditioned upon the good and faithful performance of the authorities and performances of the office and position of City Manager. The premium of the bond shall be paid by the City.
- (C) *Municipal Manager/Administrator to Serve as Municipal Treasurer.* The Office of Municipal Treasurer is created. The Municipal Manager/Administrator shall also serve as the Municipal Treasurer.
- (D) *Powers and Duties of Municipal Manager/Administrator as Municipal Treasurer.*
- (1) The Municipal Manager/Administrator as the Municipal Treasurer shall (1) receive and securely keep all money belonging to the municipality; (2) make all payments on the order of the Mayor, attested by the secretary of the municipality under the seal of the municipality; (3) render to the governing body a full statement of the receipts and payments which must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.
 - (2) The Municipal Manager/Administrator as the Municipal Treasurer will also perform the following duties which are statutorily given to the Municipal Secretary:
 - (a) Serve as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The Secretary shall keep each cause of receipt and disbursement separately and under proper headings. The Secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The Secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The Secretary shall keep records of the accounts and other information covered by this subsection.
 - (b) Keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.
- (E) *Bond.* The Municipal Manager/Administrator as the Municipal Treasurer shall be bonded as required by [Section 30.15\(B\)\(3\)](#), and also as required by the law.

(Ord. 00-67, 6-14-2000; Ord. 13-173, 1-9-2013; Ord. 19-254, 2-25-2019; [Ord. No. 20-287](#), § II, 11-10-2020; [Ord. No. 22-305](#), 3-9-2022)