
1 **§ 30.15 MUNICIPAL MANAGER/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) Office of Municipal Manager/Administrator. The Office of Municipal Manager/Administrator is created and~~
19 ~~shall receive such compensation as may be fixed by the Council.~~

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

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

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

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

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

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

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

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36 ~~(B)~~ **30.15.04 Powers and Duties of Municipal Manager/Administrator.**

37 ~~(1) The Municipal Manager/Administrator, who shall be referred to as the City Manager, shall be the Chief~~
38 ~~Administrative Officer of Woodcreek and shall be responsible to the governing body for the proper~~
39 ~~administration of the affairs of the city Woodcreek not otherwise delegated to other Officers. To that end,~~

40 the City Manager Administrator shall have the authority, duty and responsibility as required to carry out the
41 following responsibilities and any others that may be assigned by the governing body, from time to time.

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44 **(A) General administration.**

45 The Administrator shall:

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

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

70 The Administrator shall:

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72 (1) Assist the Mayor and Council in the development of municipal policies and regulations;
73 (2) Recommend to the Mayor and Council the adoption of measures as may be deemed necessary or
74 expedient for the health, safety, or welfare of the city and for the improvement of municipal
75 services;
76 (3) Prepare policy and procedural proposals for review and adoption by the council;
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- 77 (4) Review operations franchised by the city to ensure that obligations are met;
- 78 (5) Conduct assigned research on topics of interest to the mayor and council;
- 79 (6) Ensure that all applicable laws and ordinances are enforced; Coordinate with the city attorney
80 the investigation and enforcement of violations of municipal ordinances, rules, policies, and
81 procedures;
- 82 (7) Work with the governing body to develop and implement short- and long-range plans for the
83 City's growth, including strategic and comprehensive plans; and
- 84 (8) Negotiate contracts and other agreements with outside agencies as requested by the Mayor or
85 Council. Final execution of such contracts or agreements must be council directed or approved.

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88 **(C) Fiscal operations.**

89 **The administrator shall:**

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

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- 116 (14) Supervise creation of grant proposals and oversight of grant administration, as needed;
- 117 (15) Recommend to council economic development plans and tax abatement programs to promote
- 118 economic development; and
- 119 (16) Oversee the maintenance, repair, and replacement of city equipment, supplies, and
- 120 technological assets.
- 121 (k) Prepare, review and submit to the governing body prior to the beginning of each fiscal year a
- 122 budget for proposed expenditures for the ensuing year together with a message describing the
- 123 important features of said budget; assist the City Council with respect to its consideration of said
- 124 budget; and assure the proper administration of the budget after its adoption;
- 125 (l) Prepare and submit to the governing body as of the end of the fiscal year a complete report on
- 126 the finances and administrative activities of the City for the preceding year.
- 127 (m) Report to the governing body in a timely fashion as specific issues arise, as part of regular City
- 128 Council meetings, on the financial condition and needs of the City; provide timely information
- 129 and assistance to City Council, as requested by the City Council; and work with City Council to
- 130 ensure an annual audit is completed as required.

131 (D) Personnel.

132 The administrator shall:

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- 134 (1) Establish and maintain effective working relationships with the governing body, municipal
- 135 officers, and municipal employees;
- 136 (2) Prepare job descriptions for approval by the City Council;
- 137 (3) Delegate duties to the officers and employees of the City; supervise the day-to-day operations
- 138 (including supervising and inspecting the conduct of all subordinate officers, employees and
- 139 causing all negligence, carelessness and violations of duty by the employees and officers to be
- 140 given appropriate consideration), functions and programs of the City; and make
- 141 recommendations to the governing body on any and all personnel, performance, administration,
- 142 programs, projects, management, financial and general governance issues;
- 143 (4) Perform supervisory functions over city employees, including making recommendations
- 144 regarding changes in employee status, including but not limited to hiring, firing, promoting,
- 145 reprimanding, reassigning, and compensating. The administrator shall evaluate city employees on
- 146 a regular basis. All final actions of the administrator are subject to review and possible reversal or
- 147 modification by the council;
- 148 (5) Manage employee benefits programs, including insurance and compensation plans;
- 149 (6) Ensure that state and federal reporting requirements are satisfied;
- 150 (7) Recommend to the mayor and council policies for the effective and efficient management of the
- 151 city's human resources; and
- 152 (8) Coordinate with the city attorney periodic evaluations of city policies and practices in regards to
- 153 compliance with state and federal laws regarding discrimination and harassment.
- 154 (e) Prepare job descriptions for approval by the City Council; delegate duties to the officers and
- 155 employees of the City; supervise the day to day operations (including supervising and inspecting
- 156 the conduct of all subordinate officers employees and causing all negligence, carelessness and
- 157 violations of duty by the employees and officers to be given appropriate consideration);
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158 functions and programs of the City; and make recommendations to the governing body on any
159 and all personnel, performance, administration, programs, projects, management, financial and
160 general governance issues;

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162 **(E) Intergovernmental relations.**

163 The administrator shall:

- 164 (1) Coordinate the mayor and council's participation in inter-agency meetings and activities; and
165 (2) Maintain communications with representatives of the state, the county, and neighboring local
166 governments.

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168 **(F) Public relations.**

169 The administrator shall:

- 170 (1) Provide scheduling assistance and coordination for the mayor and council's attendance at
171 community meetings and participation in civic events;
172 (2) Disseminate information to the public and media organizations regarding municipal activities;
173 and
174 (3) Address inquiries from the public on subjects regarding municipal operations.

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

177 The administrator shall:

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

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

185 The administrator shall:

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- 187 (1) ~~Assist the City Secretary~~ Supervise staff with planning, zoning and permitting;
188 (2) Provide customer service assistance to those applicants (property owners, developers,
189 contractors, agents, and the like) seeking land use or development authorization from the city;
190 (3) Assist applicants in the modification of plans to achieve conformance to building, subdivision,
191 zoning, and other applicable ordinances;
192 (4) Participate in staff review of plans and specifications of buildings and subdivision plans, prior to
193 their recommendation of approval or disapproval to the council; and
194 (5) Prepare and present staff recommendations on applicable subjects to the planning and zoning
195 commission, the Board of Adjustment and Council.
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(I) Council activities.

The administrator shall:

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

30.15.05 Code of Conduct: conflict of interest; bond

~~(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.~~

~~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.~~

(A) Conduct

The administrator shall:

- (1) Conduct themselves with the utmost courtesy because, as the city's representative, the administrator's work involves daily contact with the public requiring the use of tact and diplomacy; and**
- (2) Exercise good conflict resolution and management skills in all areas of city business**

(B) Conflict of interest

The administrator shall:

- (1) Disclose all financial interests in pending municipal matters subject to city action.**
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233 For the purpose of this section, the following definition shall apply, unless the context clearly indicates or
234 requires a different meaning:

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

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

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

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

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

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

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

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

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245 **(C) Bond**

246 The administrator shall:

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

249 ~~(d) Complete all tasks generally assigned to the City Manager and working closely with City staff to~~
250 ~~develop, present, implement, administer and coordinate all of the following: (a) coordinate with~~
251 ~~the City Secretary and oversee elections; (b) serve as a liaison between vendors and Council; (d)~~
252 ~~assist the City Secretary with planning, zoning and permitting; (e) manage and oversee the City's~~
253 ~~website.~~

254 ~~(f) Direct, coordinate and provide oversight over all departments, programs and projects of the City;~~

255 ~~(g) Ensure that all applicable laws and ordinances are enforced;~~

256 ~~(h) Ensure that a system of financial checks and balances is in place and is rigorously upheld to~~
257 ~~include, as a minimum, the segregation of duties as directed and approved by City Council;~~

258 ~~(i) Supervise programs and projects, issue permits and perform other duties as assigned by the~~
259 ~~governing body.~~

260 ~~(j) Attend all meetings of the City Council.~~

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262 ~~(3) The City Manager/Administrator shall have such further authority, duties and responsibilities as~~
263 ~~reasonably implied from the terms of this section and as heretofore or hereafter provided by the City~~
264 ~~Council; and shall be bonded in an amount determined by the City Council which bond shall be~~
265 ~~conditioned upon the good and faithful performance of the authorities and performances of the office~~
266 ~~and position of City Manager. The premium of the bond shall be paid by the City.~~

267 **30.15.06 (C) *Municipal Manager/Administrator to Serve as Municipal Treasurer.***

268 **(A) *The Office of Municipal Treasurer is created.*** The Municipal Manager/Administrator shall also serve as the
269 Municipal Treasurer.

270 **(B) *Powers and Duties of Municipal Manager/Administrator as Municipal Treasurer.***

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- 271 (1) ~~The Municipal Manager/Administrator~~ as the Municipal Treasurer shall:
272 (a) receive and securely keep all money belonging to the municipality;
273 (b) make all payments on the order of the Mayor, attested by the secretary of the municipality under
274 the seal of the municipality;
275 (c) not pay an order unless the face of the order shows that the governing body directed the issuance
276 of the order and shows the purpose for which it is issued;
277 (d) render to the governing body a full statement of the receipts and payments which must be
278 rendered at the governing body's first regular meeting in every quarter and at other times as required
279 by the governing body; and
280 (e) shall perform other acts and duties as the governing body requires.
281 (2) **Bond.** ~~The Municipal Manager/Administrator~~ as the Municipal Treasurer shall be bonded as required
282 by Section 30.15(B)(3), and also as required by the law.

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284 THE FOLLOWING HIGHLIGHTED SECTION WAS MOVED TO THE CITY SECRETARY ORDINANCE (30.16)

285 (2) The Municipal Manager/Administrator as the Municipal Treasurer will also perform the following
286 duties which are statutorily given to the Municipal Secretary: (for reference. Local government code
287 Sec. 22.073)

288 (a) Serve as the general accountant of the municipality and shall keep regular accounts of the
289 municipal receipts and disbursements. The Secretary shall keep each cause of receipt and
290 disbursement separately and under proper headings. The Secretary shall also keep separate
291 accounts with each person, including each officer, who has monetary transactions with the
292 municipality. The Secretary shall credit accounts allowed by proper authority and shall specify the
293 particular transaction to which each entry applies. The Secretary shall keep records of the
294 accounts and other information covered by this subsection.

295 (b) Keep a register of bonds and bills issued by the municipality and all evidence of debt due and
296 payable to the municipality, noting the relevant particulars and facts as they occur.

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