

ORDINANCE NO. 257

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS; CREATING THE OFFICE OF CITY ADMINISTRATOR; PRESCRIBING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ADMINISTRATOR BY ORDINANCE, THE POWERS AND DUTIES OF THE CITY ADMINISTRATOR; AND PROVIDING FOR: REPEAL OF CONFLICTS, SEVERABILITY, A SAVINGS CLAUSE, MEETING OPEN TO THE PUBLIC AND AN EFFECTIVE DATE.

WHEREAS, the City of Umland, Texas is a Type A general law City incorporated and functioning as such under the provisions of Chapter 11, Title 28, Revised Civil Statutes of Texas, 1925, as amended; and

WHEREAS, Section 22.071 of the Texas Local Government Code provides that a Type A general-law municipality may appoint municipal officers by ordinance; and

WHEREAS, Section 22.072 of the Texas Local Government Code provides that the members of the governing body of the City of Umland, Texas may require a municipal officer whose duties are prescribed by the Texas Local Government Code to perform additional duties; and

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

SECTION 1. CREATION OF THE OFFICE AND POSITION OF CITY ADMINISTRATOR.

The City Council of the City of Umland, Texas hereby officially creates the office and position of City Administrator for the City of Umland, Texas. The City Administrator serves as an appointed officer of the City and may be a contract position or a salaried employee position of the City. The total operating budget allocation for the office of City Administrator shall be provided as a designated line item in the City's budget each fiscal year to include the City Administrator's compensation.

SECTION 2. APPOINTMENT OF CITY ADMINISTRATOR; SUPERVISION; REMOVAL.

The City Council of the City of Umland, Texas shall appoint the City Administrator by Ordinance. The person appointed to serve as City Administrator shall serve at the discretion and direction of the City Council. The City Administrator may be removed from office only by City Ordinance.

SECTION 3. POWERS AND DUTIES.

The City Administrator shall faithfully perform the powers and duties as hereby prescribed:

1. Serve as the City Chief Administrative Officer for the City. Direct the internal City Operations and external City relationships. Plan, coordinate, supervise, and evaluate City operations. Implement the directives as assigned by the City Council.

2. Develop policies and procedures to ensure efficient operations of the City and to implement directives from the City Council. Periodically review performance and effectiveness of City departments and formulate programs or policies to alleviate deficiencies.
3. Provide accurate and timely information, candid advice on difficult issues, and professional recommendations to the City Council.
4. Supervise and coordinate the preparation and presentation of an annual budget for the City and for the City Administrator's Office. Direct the implementation of and manage the City's budget.
5. Oversee City staffing and personnel based on City policy, needs and budget constraints. Coordinate and supervise the hiring, assignment, training, and development of City Department heads.
6. Supervise and manage the City Administrator office to include the day-to-day operations of the office and personnel. Perform the duties of subordinate personnel as needed.
7. Analyze, recommend and implement improvements to the City equipment and facilities as needed.
8. Oversee the City's website and public image. Meet with elected officials, board and council members, law enforcement officials, community and business representatives and the public as needed. Participate in various committees, as available. Be accessible and responsive to the public.
9. Attend all regular and special City board and commission meetings and workshops. Oversee the agenda preparation for City board and commission meetings and workshops.
10. Prepare and submit periodic reports to the City Council upon request and prepare a variety of other reports as needed and appropriate.

The City Administrator shall abide by and be subject to all City of Umland Personnel Policies.

SECTION 4. CONFLICT.

All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. SEVERABILITY.

If any section, subsection, paragraph, clause, phrase, or provision of this ordinance or the application of any section, subsection, paragraph, clause, phrase, or provision to any person or circumstance is adjudged to be invalid, the invalidity shall not affect other section, subsection, paragraph, clause, phrase, or provision or applications thereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 6. SAVINGS CLAUSE.

This Ordinance shall remain in full force and effect, save and except as amended or repealed.

SECTION 7. MEETING OPEN TO PUBLIC.

It is hereby found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that the public notice of the time, place and purpose of said meeting was given as required.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall be effective upon passage and approval.

PASSED, APPROVED and ADOPTED ON the 7th **day of** April,
2021.

Ayes 5 Nays 0 Abstain 0

Vicki Hunter

Vicki Hunter, Mayor

ATTEST:

Kimberly Weatherford

Kimberly Weatherford, City Secretary