



City of Hawk Cove, Texas
1585 Maria St., Hawk Cove, TX 75474
Ph.: (903) 447-5330 – Fax: (903) 447-9112

Ordinance 2018-003
(Revised: 11/9/2020)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HAWK COVE, TEXAS, ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR AND PROVIDING FOR THE APPOINTMENT OF THE OFFICE OF CITY ADMINISTRATOR, PROVIDING COMPENSATION, PRESCRIBING POWERS AND DUTIES AND SEVERABILITY, PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Hawk Cove, Texas is a Type-A General Law Municipality located in Hunt County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of The State of Texas.

WHEREAS, the final and ultimate responsibility for the Government of the City of Hawk Cove Texas and administration of its business is with the governing body of this City consisting of the Mayor and five (5) alderman.

WHEREAS, the governing body has determined that it is in the best interest of the City that a City Administrator can provide the most economical effective administration for the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HAWK COVE TEXAS

SECTION 1

The Office of The City Administrator is hereby created



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SECTION 2

The City Council Shall appoint the person to fill the Office of City administrator subject to confirmation by the governing body. The City Administrator shall be the administrative head of the municipal government under the direction of the City Council.

As set forth in this paragraph and the term of this office shall continue indefinitely and shall be subject to discharge at the will of the City Council as stated herein or by resignation. The City Council may enter contractual agreement with the City Administrator.

SECTION 3

Absence or disability of City Administrator

During the absence or disability of the City Administrator, duties shall default to the City Secretary, or the City Council shall designate a properly qualified person to perform the duties of the office until the City Administrator returns.

SECTION 4

Powers and duties

The City Administrator shall be the administrative officer of the city who shall serve under the direction of the City Council. And shall be responsible to the governing body for the proper administration of the affairs of the city. The City Administrator shall work in conjunction with the City Secretary.

- A.) See that all laws and ordinances are enforced. City Administrator has express authority to confer with city attorney on all matters pertaining to city business and operations.
- B.) Exercise supervision and control of all department heads and departments created by the council or that may hereafter be created.
- C.) Attend council meetings with the right to take part in the discussion but having no vote. And the Administrator shall be notified of all regular and special meetings of the Council.



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- D). To assist in expediting business of the Council by ensuring that the discussion of the Council is limited to items posted on the agenda or on items that should be posted on future agendas.
- E). To enforce the rules of procedure, order and decorum adopted by the Council.
- F). To sign, when necessary, all documents reflecting actions taken by the Council.
- G.) Serves as records Management Officer Assistant and oversees the City's record retention program.
- H.) Responsible for assisting in releasing public information in accordance with The Texas Open Records Act.
- I.) Assists in preparation and notification of official actions.
- J.) Assists in preparation of correspondence for the City Secretary's office, and the City Administrator and the Mayor and City Council as required.
- K.) Assist the City Secretary wherever needed.

SECTION 5

ADMINISTRATIVE DUTIES

- A Supervision and oversight of day-to-day operations of all city departments and staff through department heads; in conjunction with the City Secretary.
- B Attends meetings of the City Council, preparing and providing supporting documents and information pertinent to agenda items.



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- C Serves as the liaison between the City Council and personnel. Has authority to appoint additional liaisons for various departments for furtherance of communication to Council. Acts as Personnel Director for the City in conjunction with City Secretary; hires and terminates (with City Council approval), evaluates and directs the City's staff. Authority to form a panel comprised of the City Administrator, The City Secretary, The Department Head, one (1) council person and any department liaison if one exists, for hiring.
- D Monitors the budget and all financial affairs of the City; works closely with Council, Budget Committee, and department heads to develop a comprehensive budget and work program and coordinate annual budget preparation, approve expenditures and implement budgetary adjustments as appropriate and necessary. Authority to appoint a budget committee consisting of the Mayor and at least two (2) other appointees.
- E Assists in administering the yearly operating budget and capital improvements budgets with the City Administrator, Mayor and City Secretary; and reports to the Council on the status of the City's budget.
- F Responsible for personnel hires and terminations having no effect on headcount and/or budget without prior council consultation. The position also has the authority to hire temporary assistance in the case of emergency needs on a contract basis. An emergency need is defined as required labor during a period in which an employee is unable to perform a task due to medical exception, interim open position or to support an emergency event in which there is not enough labor force to contain and/or remedy the emergency.
- G Responsible for implementing all City Council's policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates.
- H Serves as one of the approval agents for Council purchasing.
- I Attends meetings and conventions on behalf of the City when necessary.
- J Acts as Human Resources Administrator in conjunction with the City Secretary.



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SECTION 6

Repeal of conflicting Ordinances, Policies and Procedures

This Ordinance shall be and is hereby declared to be cumulative of all other related ordinances, policies, sections, subsections, articles, paragraphs, sentences, clauses, phrases or words and procedures pertaining to the duties or responsibilities of the City Secretary of the City of Hawk Cove. This ordinance shall not operate to repeal or affect any such other Ordinances, Policies and Procedures, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, in such other ordinances, policies and procedures are hereby repealed.

SECTION 7

Severability Clause.

If any provision, section, subsection, article, paragraph, sentence, clause, phrase or word of this ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, or for any reason unenforceable, the validity of the remaining portions of this ordinance or the application to such other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Hawk Cove Texas in adopting this ordinance, that no portion thereof or provision contained herein shall become inoperative or fail by any reason of unconstitutionality or invalidity of any other portion or provision.



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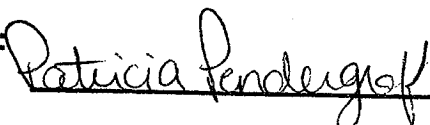
SECTION 8

Providing an Effective Date

The Ordinance shall become effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HAWK
COVE, TEXAS, ON THIS 10th DAY OF November, 2020

 Mayor

ATTEST:  City Secretary

APPROVED AS TO FORM: _____
Robert F. Brown, City Attorney