

ORDINANCE NO. 20210510-1

AN ORDINANCE OF THE CITY OF MAYPEARL, TEXAS CREATING THE POSITION OF CITY ADMINISTRATOR; SETTING THE DUTIES OF THE CITY ADMINISTRATOR; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Maypearl, Texas is a Type A general-law municipality located in Ellis 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; and

WHEREAS, the City of Maypearl now finds it desirable to create an employee position to aid City Officers and staff in administering the business of the City, and oversee day-to-day staffing and employment issues under the supervision of the Mayor, and of the City Council where appropriate; and

WHEREAS, the City Council now desires to appoint James Novian as City Administrator for the City of Maypearl.

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

SECTION 1.

The City Council hereby provides for the appointment of a City Administrator to perform the duties described herein in the City of Maypearl, and the compensation to be paid.

SECTION 2.

(a) The City Administrator shall be responsible to the Mayor and City Council for the proper administration of the affairs of the City. The City Administrator shall plan, organize and direct the overall administrative activities and operations of the City, assist the Mayor and City Council, represent the City's interest with other levels and agencies of government, business interests, and the community at large, and exercise independent judgment and initiative. Supervision of the City Administrator shall be provided by the Mayor and City Council as appropriate. The duties of the City Administrator and the Chief of Police may be performed by the same person.

(b) The City Administrator shall have the following duties:

- (1) Participates in the development and implementation of City goals, objectives, policies and procedures.

- (2) Assists and coordinates with the Mayor and City Council in the development of the annual City budget; monitors monthly expenditures and report significant variances to the Mayor and City Council; develops alternate revenue sources for City Council projects.
- (3) Participates in the preparation of long-term plans of capital improvements with plans for their financing.
- (4) Confers with department heads concerning administrative and operational issues; makes appropriate recommendations.
- (5) Prepares and submits to the Mayor and City Council reports of finances and administrative activities; keeps the Mayor and City Council advised of financial program progress, and present and future needs of the City.
- (6) Directs the preparation of plans and specifications for work which the City Council orders.
- (7) Interprets, analyzes, and explains policies, procedures and programs. Confers with residents, taxpayers, businesses and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern. Responds to the most difficult complaints and requests for information.
- (8) Represents the City in the community and at professional meetings as required.
- (9) Coordinates City activities with other governmental agencies and outside organizations

(c) In addition, the City Administrator will have the following responsibilities regarding City personnel:

- (1) Be responsible for the administrative direction and coordination of all employees of the city according to the established organization procedures;
- (2) Recommend to the city council and mayor the appointment, promotion, and when necessary for the good of the city, the suspension or termination of department heads;
- (3) In consultation with the mayor and appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the city, the suspension or termination of employees below the department head level;
- (4) Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by

city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;

(5) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

(d) The City Council, however, shall have the duty to appoint those municipal officers specified in section 22.071, Texas Local Government Code.

(e) During the temporary absence or disability of the City Administrator, the City Administrator shall designate a properly qualified person to perform the duties of said office.

(f) The City Administrator shall have day-to-day supervision over the City Secretary and the City Council shall consider the City Administrator's recommendations to the City Council regarding the appointment, compensation, and term of the City Secretary.

SECTION 3.

James Novian is hereby appointed as the City Administrator of the City of Maypearl, Texas, to serve at the pleasure of the City Council.

SECTION 4.

This ordinance shall be cumulative of all provisions of ordinances in the City of Maypearl, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.


SECTION 6.

The City Secretary of the City of Maypearl is hereby directed to engross and enroll this ordinance by copying the caption, publication clause and effective date clause in the minutes of the City Council and by filing the ordinance in the ordinance records of the City.

SECTION 7.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS 10th DAY OF May, 2021.


Joy Landry, Mayor

ATTEST:


Jeannie Evans, City Secretary