

ORDINANCE NO. 99

AN ORDINANCE OF THE CITY OF TUSCOLA, TEXAS CREATING THE POSITION OF CITY ADMINISTRATOR; PROVIDING DUTIES FOR SAID OFFICE; PROVIDING SEVERABILITY AND REPEALER CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Tuscola (the “City”) is a general-law municipality operating under the laws of the State of Texas;

WHEREAS, Section 22.042 of the Texas Local Government Code provides the duties of the Mayor of the City, which include supervising City employees, ensuring that the ordinances of the City are carried out, and providing information and recommendations to the City Council of the City (the “City Council”) regarding improvements to the finances, health, safety, and good government of the City;

WHEREAS, pursuant to Section 22.071 of the Texas Local Government Code, the City may create municipal offices;

WHEREAS, pursuant to Section 22.072(b) of the Texas Local Government Code, the City “may prescribe the powers and duties of a municipal officer...whose duties are not specified” in state law; and

WHEREAS, the City Council of the City finds that the position of City Administrator should be created so that a City employee can carry out some of the duties delegated to the Mayor by state law.

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

Section 1. Creation. There is hereby created the position of City Administrator of the City of Tuscola. The City Administrator shall be appointed and may be removed by the City Council.

Section 2. Duties. The City Administrator shall be the administrative head of the City and shall perform the following duties:

- a. Be responsible to the City Council for the efficient administration of the City’s affairs;
- b. Ensure that the laws and ordinances of the City are properly carried out;
- c. Appoint and remove all City employees, other than officers appointed by the City Council, and to organize all City work operations;
- d. Exercise supervision and control over all departments created by the City Council, except for the City Secretary;

- e. Provide to the City Council any information, and recommend to the City Council any measure, that relates to improving the finances, police, health, security, cleanliness, or good government of the municipality;
- f. Prepare the City's annual budget and provide financial reporting to the City Council as requested; and
- g. Performing any other duties prescribed by the City Council.

Section 3. Other Offices. The City Administrator may also serve as the City Secretary.

Section 4. Repeal. Any prior ordinance or ordinance provisions are hereby repealed to the extent that such ordinance or ordinance provision conflicts with this Ordinance.

Section 5. Severability. Should any section or part of this Ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstances for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, or ineffectiveness or such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof, but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

Section 6. Effective Date. This Ordinance shall take effect and be in full force and effect from and after the date of its passage.

PASSED, APPROVED, AND ADOPTED this the 3rd day of October, 2022.