



## **ORDINANCE NO. 2007-123**

**AN ORDINANCE BY THE CITY OF MAGNOLIA, TEXAS  
CREATING THE POSITION OF CITY ADMINISTRATOR;  
PROVIDING FOR APPOINTMENT, SALARY AND BOND;  
PRESCRIBING DUTIES AND RESPONSIBILITIES; PROVIDING  
A SAVINGS CLAUSE, REPEALING ALL ORDINANCES OR  
PARTS OF ORDINANCES INCONFLICT, AND PROVIDING  
EFFECTIVE DATE.**

**WHEREAS**, the population of the City of Magnolia is increasing, which brings about more work for the Mayor and requires more personnel for each City Department; and

**WHEREAS**, the City Council is of the opinion that it is necessary and in the best interest and welfare of the City of Magnolia that an Ordinance be passed creating the position of City Administrator;

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

1. THAT the position of the City Administrator be and the same is hereby created.
2. THAT the City Administrator shall be appointed by the Mayor, subject to the approval of the Council.
3. THAT the salary of the City Administrator shall be set by the Council.
4. THAT the City Administrator shall provide a bond with a recognized corporate surety in an amount not less than Ten Thousand and No/100 (\$10,000.00) Dollars.
5. THAT the City Administrator shall be the Chief Administrative Officer of the City, shall report to the Mayor and City Council, and to the extent delegated by the Mayor and City Council and subject to their approval and direction, shall be responsible for managing the day-to-day operations of all municipal functions of the City including, but not limited to:
  - (a) Responsible for the supervision, coordination and direction of all departments of the City with authority for appointment, disciplinary action, and removal of department heads and other city employees, with the exception of the Municipal Court Judge and other appointed municipal officers of the City as provided for in Texas Local Government Code Section 22.071, and training employees in a manner that best serves the City;
  - (b) Attendance at City Council meetings to provide Council with pertinent information, advise, and receive direction from Council;

- (c) Attendance at other City and community meetings relevant to the development, health and welfare of the City;
- (d) Coordinating and providing assistance to established City boards and committees;
- (e) Assisting the Mayor and bookkeeper in developing the annual budget and assist in any financial monitoring of revenues and expenses as may be necessary for the City to function within the parameters of the adopted budget for the City;
- (f) Ensuring efficient and economical purchasing of equipment, supplies and materials, property and facilities for the City;
- (g) Ensuring compliance and enforcement of state, federal and local statutes as well as grant and contract provisions;
- (h) Coordinating contracted services, such as legal and engineering, to maximize effectiveness and minimize expenses;
- (i) Administering all contracts with the City to ensure their faithful execution;
- (j) Providing adequate and accurate information to news media to both inform the community and promote the City;
- (k) Ensuring all projects are completed in a timely, efficient and professional manner;
- (l) Identifying and aggressively pursuing all appropriate grant opportunities;
- (m) Pursuing positive growth opportunities;
- (n) Effectively communicating with the Mayor, Council, City employees and the general public;
- (o) Conducting all City business in a legally correct and professional manner;
- (p) Facilitate application of modern technology to best serve the City;
- (q) Establishing a leadership by example environment that fosters professionalism, loyalty, and respect in both the community and workplace;
- (r) Assuming an ownership for the history of the City as well as its future; and
- (s) Performance of all other duties and responsibilities as prescribed by the laws of the State of Texas and as required by the City Council.

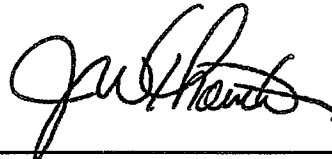
6. THAT if any section, sub-section, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of the Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance, that no portion hereof, or provision or regulation contained herein, shall become inoperative or fail by reason of any unconstitutionality or invalidity of any section, sub-section, sentence, clause, phrase, portion, provision or regulation of the Ordinance.

7. THAT all ordinances or parts of ordinances in conflict herewith are hereby repealed.

8. THAT this Ordinance shall be effective upon the date of its passage.

**PASSED AND APPROVED ON NOVEMBER 13<sup>th</sup>, 2007.**

**CITY OF MAGNOLIA, TEXAS**



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**Jimmy W. Thornton, Jr.**  
**Mayor**

**ATTEST:**



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**LuAnn D. Drake**  
**City Secretary**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

**City Seal**