

ORDINANCE 39 A

CREATION OF CITY TREASURER

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOG CABIN, TEXAS TO CREATE A POSITION NAMED CITY TREASURER FOR THE CITY OF LOG CABIN. FOR THE BEST INTEREST OF THE CITY TO PROTECT CITY'S FINANCES.

SECTION I: CREATION OF POSITION

The city of Log Cabin, by this ordinance, creates a position named City Treasurer for the City of Log Cabin at Log Cabin City Hall.

SECTION II: PLACEMENT OF POSITION

The following are the steps needed to fill the City Treasurer position.

- A. An ad will run in the city's newspaper, Indeed, or any other platform deemed appropriate by city staff and/or city administration for a minimum of a two-week period. The applications/resumes will be turned into city hall or emailed to the mayor's email. The ad for the position will also be posted at city hall. The requirements for the post can be found in the Employee Handbook.
- B. Once all applications have been received, the mayor and city secretary will conduct initial interviews. Once the interviews have been completed, the mayor and city secretary will narrow down the applicants to the best suited to fill position. Final applicants must pass a background check.
- C. Then final applicants will go before the council for a final interview and the council will hire the City Treasurer by a majority vote. Once the applicant has been chosen, the council will make a motion to hire employee and add them to signatory on bank accounts.
- D. The City Treasurer will be hired as salaried or hourly paid position, to be decided by council, and will be hired for an indetermined amount of time. He/She will follow all rules of employee handbook such as probationary period, vacation time, sick time, etc.
- E. The council will determine the said salary or wage and offer position to best candidate.
- F. City Treasurer will be required to be a Notary which the city will pay for.
- G. If the City Treasurer leaves before the 90-day probationary period, he/she will be required to pay the city back for notary and any training paid for by the city.
- H. City Treasurer will receive compensatory time at the rate of 1.5 hours per hour worked over 40 hours in one work week Sunday through Saturday.
- I. All other benefits will follow the employee handbook i.e., vacation time, sick time, etc.

SECTION III: DUTIES AND RESPONSIBILITIES OF CITY TREASURER

The following are the duties and responsibilities of city treasurer including but not limited to:

1. Responsible for the operations of all financial accounts for the city including but not limited to checking, savings, loans, grants, etc.
2. Prepares budget projections and attends all budgets meetings with the council and auditor.

3. Answers phone calls, help customers/citizens.
4. Communicates with all departments.
5. Be able to prepare documents for yearly audit for water, court, and city.
6. Help to perform clerical duties for the mayor and the city council including but not limited to typing and copying.
7. Cross training with all other departments such as water, sewer, city secretary, etc.
8. Perform other functions as directed by the mayor.
9. Paying bills, making deposits, writing checks, etc.
10. Be responsible for paying payroll.
11. To take care of the city's entire financial department.
12. Must be bonded in the amount of \$100,000 at the City's expense.

A full detailed list can be found in Job Descriptions presented to employee at the time of the interview.

SECTION IV: REMOVAL OF CITY TREASURER


The City Council may remove the City Treasurer at any time by majority vote without notice for misconduct/misappropriations of funds, stealing, or any reason the council feels is in the best interest of the city. If the treasurer is removed for reasons named above, he/she shall forfeit any unused vacation or sick time.

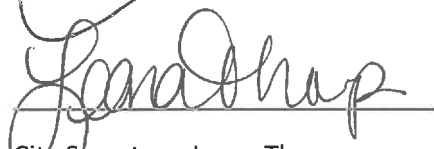
While it cannot always be done, the City would like the Treasurer to give a 30-day notice to resign, when possible, to allow time to hire and train and new treasurer.

The city of Log Cabin reserves the right to fully press charges if the City Treasurer in anyway participates in any illegal activities involving the city i.e., falsifying government documents, stealing, or any other illegal activities.

This ordinance is duly enacted by the City of Log Cabin, Texas, City Council in regular Council meeting.

Passed and approved by the City Council on the 15th day of September 2022.



Mayor, Jennifer Williams


City Secretary, Leara Thorp