

## **ORDINANCE 40**

### **REDEFINING THE EMPLOYMENT OF CITY SECRETARY**

#### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOG CABIN, TEXAS TO CREATE A POSITION NAMED CITY SECRETARY FOR THE CITY OF LOG CABIN.**

##### **SECTION I: CREATION OF POSITION**

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

##### **SECTION II: PLACEMENT OF POSITION**

The following are the steps needed to take to fill the City Secretary position.

- A. An ad will run in the city's newspaper for a two-week period of accepting applications and resumes. They will either be turned into city hall or emailed to the mayor's email. As well as posting for the position 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 one other Council Member will conduct initial interviews. Once the interviews have been completed; the mayor will call back the best candidates for the position so that the Mayor and City Treasurer can conduct a second interview. A background check will be completed on the final applicants.
- C. After last set of interviews, the Mayor and City Treasurer will choose a candidate to fill the position. If the Mayor and City Treasurer cannot decide, then it shall go before the council.
- D. The city secretary will be hired as a salaried paid position and will be hired for an indetermined amount of time. He/She will follow all rules of employee handbook as in probationary period, vacation time, sick time etc.
- E. City Secretary will be required to be a Notary, which the city will pay for.
- F. If the City Secretary 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.
- G. City Secretary will receive compensatory time at the rate of 1.5 hours per hour worked over 40 hours in one work week, Sunday through Saturday.
- H. All other benefits will follow the employee handbook i.e., vacation time, sick time, etc.
- I. Once he/she has been in the position for six months consecutively the council has the option to add him/her to signatory on the City's Accounts. However, the council also has the option to choose to wait if deemed necessary.

##### **SECTION III: DUTIES AND RESPONSIBILITIES OF CITY**

The following are the duties and responsibilities of City Secretary including but not limited to:

- 1. Maintains files of official documents and records.
- 2. Prepare and post all council meeting Agendas. Prepare all minutes for meetings and post.

3. Prepare and post Agendas for Z and B meetings. Prepare all minutes for Z and B meetings and post.
4. Conducts City Elections. Gather election committee, orders elections by ordinance prepares and certifies candidate petitions, over sees absentee voting.
5. Prepares newspaper articles for public hearings, property sales, and job openings, etc.
6. Certifies applications and issues permits and licenses as prescribed by city ordinance.
7. Signs official documents and licenses.
8. Maintain personnel files. HR coordinator. Keeps records of employee benefits, timesheets, vacation time, sick time, and comp time.
9. Prepares documents, coordinates meetings, and meets deadlines with FEMA, TDEM, TML, Grant works, or any other government agency or grant department.
10. Be able to gather, scan, and email documents for yearly audit.
11. Prepares schedules for part-time/seasonal employees.
12. Be able to process and coordinate claims against the city's property and liability insurance.
13. Help to perform clerical duties for the Mayor and the City Council including but not limited to typing and copying.
14. Become a notary.
15. Cross-training with all office staff including treasurer, office assistant, and Water/Court Clerk.
16. Perform other functions as directed by the Mayor.
17. Answer phones, help customer/citizens, customer service.
18. Opens and distributes mail to all departments.
19. Maintains schedule and cleaning of the Red Barn.
20. Maintain scheduling of RV park.
21. Maintain Liquor License for businesses.
22. Monitor Motel, Hotel, Air BNB taxes.
23. Maintain Property Taxes.
24. Plan orders for the city including by not limited to; office supplies, cleaning supplies, large items for city maintenance dept, police department etc.
25. Email Agendas, reminders, and important information to the council.
26. Provide records for open records request.
27. Gather information on Real Property.
28. Issue pet tags, permits for lake access, golfcarts, ATVs, UTVs, etc.

A full detailed list of duties can be found in individual job descriptions given to candidate at interview.

#### **SECTION IV: REMOVAL OF CITY SECRETARY**

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

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

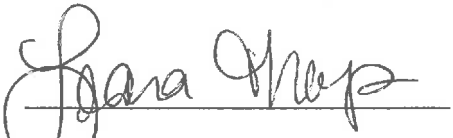
The city of Log Cabin reserves the right to fully press charges if the city secretary in anyway participates in any illegal activities involving the city i.e., falsifying government documents, stealing, or any other illegal activities.

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 20<sup>th</sup> day of May 2021.

A handwritten signature in black ink, appearing to read 'J Williams', written over a horizontal line.

Mayor Jennifer Williams

A handwritten signature in black ink, appearing to read 'Leara Thorp', written over a horizontal line.

City Secretary Leara Thorp