

ORDINANCE 49-2021

AN ORDINANCE ESTABLISHING THE POSITION OF OPERATIONS ADMINISTRATOR FOR THE CITY OF HILLCREST VILLAGE, TEXAS, ESTABLISHING THE DUTIES, RESPONSIBILITIES, COMPENSATION, AND TERM OF OFFICE.

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

SECTION 1: DUTIES AND RESPONSIBILITIES: The Operations

Administrator will serve at the pleasure of the City of Hillcrest Village City Council. Duties and responsibilities will be as stated below:

1. Perform such duties as the Mayor and City Council may require.
2. Follow-up on all City projects and monitor until complete.
3. Monitor City for any permit violations and report such violations to City Office.
4. Investigate problems and complaints reported to City, and determine what action is needed.
5. Work with City approved Building Inspector, when necessary, in regard to building code issues.
6. Coordinate with City Utility Contractor on any issues that may need to be addressed.
7. Attend regular monthly Council Meetings to give Mayor and Council updates when necessary.
8. Perform general maintenance on building. Duties to include, but not limited to, changing light bulbs, changing A/C filters, maintaining inventory and supplies for the City Building, maintaining flags, etc.

SECTION 2: COMPENSATION: The initial compensation for Operations Administrator will be established by the Mayor and City Council by majority vote. Compensation may be reviewed periodically and adjusted as necessary by City Council majority approval.

SECTION 3: TERM OF OFFICE: The City Operations Administrator shall be appointed by the Mayor and approved by majority vote of City Council for a term as deemed adequate or necessary.

SECTION 4: REQUIREMENTS OF OFFICE HOLDER:

1. Attend all regular and special Council Meetings.
2. Provide a monthly report to the Mayor and Council at the Council Meetings.

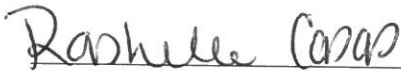
3. Must be a resident of Hillcrest Village, Texas.
4. Cannot hold any other elected or appointed office.
5. Must get Council approval on any spending over an established amount set by Council.
6. Must be familiar with all City Ordinances and City Contracts/Inter-local Agreements, required to perform duties.

SECTION 5: EFFECTIVE DATE: This Ordinance shall become effective immediately upon passage by the City Council of the City of Hillcrest Village, Texas.

FIRST READING:

PASSED, APPROVED AND ADOPTED THIS 14 DAY OF December 2020.

CITY OF HILLCREST VILLAGE, TEXAS



Rashelle Casas, City Clerk


Tom Wilson, Mayor

SECOND AND FINAL READING:

PASSED, APPROVED AND ADOPTED THIS 11 DAY OF January 2021.

CITY OF HILLCREST VILLAGE, TEXAS


Rashelle Casas, City Clerk


Tom Wilson, Mayor