

ORDINANCE NO. 1021

AN ORDINANCE AMENDING THE ORGANIZATIONAL STRUCTURE OF CERTAIN DEPARTMENTS BY AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE III. OFFICERS AND EMPLOYEES SECTION 2-56.

WHEREAS, the Town of Hollywood Park is a general-law Type A municipality located in Bexar County, Texas; and

WHEREAS, the Town of Hollywood Park currently has a Personnel Policy that provides an organizational structure under Section 1.07; and

WHEREAS, Section 1.07 was last updated in June 2011 and December 2015 and now no longer reflects the current organizational structure of departments, department heads, and employees; and

WHEREAS, Texas Local Government Code Section 51.001(1) provides that the governing body of a municipality may adopt, publish, amend, or repeal an ordinance, rule or policy regulation that is for the good government, peace, or order of the municipality; and

WHEREAS, the Town Council finds it necessary to update the Town's Code of Ordinances and Personnel Policy by clarifying and reorganizing the current organizational structure of Town departments, department heads, and employees.

I.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HOLLYWOOD PARK, TEXAS that Section 2-56 of the Code of Ordinances is hereby amended and shall read as follows:

Chapter 2 – Administration

Article III. – Officers and Employees

Sec. 2-56. – Appointment of Other Officers, Term of Office, and Organizational Structure

(a) The city council shall appoint the below-listed officers who shall perform the work of the municipal government. Such officers shall be subject to the direction and supervision of the mayor, shall be appointed for an indefinite period by the city council and shall be subject to discharge at the will of the city council, as authorized by law. It is permissible that more than one listed position may be held, and the functions performed by the same individual.

- (1) Building Official/Inspector.
- (2) City Administrator, if the petition has been budgeted for by the city council.

- (3) City Attorney.
- (4) City Engineer.
- (5) City Finance Director.
- (6) City Secretary.
- (7) Fire Chief.
- (8) Health Authority.
- (9) Health Inspector.
- (10) Police Chief.
- (11) Public Works Foreman/Director.

(b) The titles of the positions listed in subsection (a), above, denominate the municipal function of the person holding that position or positions. In the event that a job title differs as a result of administrative usage or practice, the authority of the city council under subsection (a) of this section shall extend to any individual charged with performing the listed function without regard to any other title denominated.

(c) *Organizational Structure.*

(1) The Town of Hollywood Park city council is the policy making body of the town.

(2) The mayor is the chief executive officer of the municipality. The mayor shall at all times actively ensure that the laws and ordinances of the municipality are properly carried out by officers and employees of the town. The mayor shall perform the duties and exercise the powers prescribed by the city council and state law. With the exception of the municipal court judge, the mayor shall have direct supervisory control over the conduct of each subordinate municipal officer and employee, unless otherwise specified by law. The mayor possesses and retain all authority, powers, duties, and responsibilities conferred upon the position by federal law, state law, ordinance, resolution, or by directive of the city council.

(3) The building official/inspector, city attorney, city engineer, city secretary, fire chief, police chief, health authority, and health inspector have such duties and responsibilities prescribed by state law and town ordinance.

(4) The city finance director shall have the duties and responsibilities of municipal treasurer, as well as any additional authority, duties, or responsibilities proscribed by the city council. The city finance director must execute a bond. The city finance director is supervised by the mayor but also reports directly to the city council. The city finance director can only have his/her duties altered by the city council and serves at the will of the city council to the same extent a municipal treasurer would serve. The city finance director is responsible for reporting to the city council all

accounts of the town, all debits and all credits. The city finance director is the department head over the Finance Department and over human resources. All employees of the finance department and human resources, including the tax collector, shall report directly to the city finance director.

- (5) Notwithstanding the duties and responsibilities conferred upon the city finance director, the city secretary retains all authority mandated upon the position by state law. The city secretary retains the ability to audit all accounts of the town, all receipts, and disbursements. However, the city secretary retains no supervisory control over the finance director. The city secretary is supervised by the mayor but also reports directly to the city council. The city secretary is the department head over the City Secretary's Office and the Administration Department. All employees within these departments shall report directly to the city secretary. The city secretary has all authority, duties, and responsibilities conferred upon the position by federal law, state law, ordinance, resolution, or by directive of the city council.
- (6) The municipal court clerk shall be supervised and report to the city secretary for purposes of administrative tasks not otherwise assigned to the municipal court judge. For all judicial functions, the municipal court clerk is supervised and reports to the municipal court judge.
- (7) For the purposes of this organizational structure, the following positions are considered department heads: city finance director, city secretary, fire chief, police chief, and public works foreman/director. All are also considered to be municipal officers.
- (8) The fire chief is the department head over the Fire Department. All firefighters and the fire marshal shall report directly to the fire chief. The fire chief has all authority, duties, and responsibilities conferred upon the position by federal law, state law, ordinance, resolution, or by directive of the city council.
- (9) The police chief is the department head over the Police Department. All police officers and department employees shall report directly to the chief of police. The police chief has all authority, duties, and responsibilities conferred upon the position by federal law, state law, ordinance, resolution, or by directive of the city council.
- (10) The public works foreman/director is the department head over the Public Works Department. All department employees and code enforcement or compliance officers shall report directly to the public works foreman/director.

- (11) The health inspector shall report directly to the health authority, should the Town employ a health authority. If no health authority is employed, the health inspector shall report directly to the mayor and/or city administrator, should the Town employ a city administrator. The health authority reports to the mayor to the extent authorized by law.
- (12) The municipal court judge presides over the Town of Hollywood Park Municipal Court of Record. All court employees, including the municipal court clerk, shall report directly to the presiding judge for all judicial and court related functions.
- (13) Should the town employ a city administrator, such administrator shall report directly to the mayor. In such a case, all town officers and employees who report to the mayor, shall report first to the city administrator or as otherwise directed by the city council.
- (14) The city council may proscribe and budget for other municipal officer positions and employees to the fullest extent authorized by law. Unless otherwise specified by ordinance, any additional municipal officer positions shall be supervised and report directly to the mayor but must also provide information to the city council upon demand by council directive.

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Town of Hollywood Park except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

III. SEVERABILITY

It is hereby declared to be the intent of the Town Council of the Town of Hollywood Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the Town Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

**IV.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

**V.
EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by state and local law. **Passed** by the Town Council of the Town of Hollywood Park this the 21st day of January 2020.

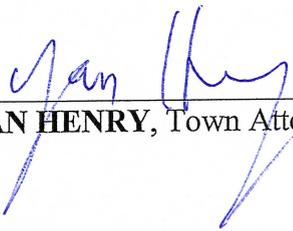
APPROVED


CHRIS MURPHY, MAYOR

Attest:

JANICE ALAMIA, Town Secretary

APPROVED AS TO FORM:



RYAN HENRY, Town Attorney