

ORDINANCE NO. 1868

AN ORDINANCE OF THE CITY OF TERRELL, TEXAS, AMENDING CHAPTER 9, PERSONNEL, SECTION 2: DEPARTMENT HEADS, PARAGRAPH B. DEPARTMENT HEADS ENUMERATED OF THE REVISED TERRELL CITY CODE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS:

SECTION I.

THAT Chapter 9, Personnel, Section 2: Department Heads, Paragraph (B) Department Heads Enumerated, of the Revised Code of Ordinances of the City of Terrell, Texas, shall be amended by deleting Sub-paragraph (1) City Secretary in its entirety and replaced with the following:

B. DEPARTMENT HEADS ENUMERATED

(1) City Secretary/Internal Auditor

(a) Office Created

There is hereby created the Department of City Secretary/Internal Audit to be directed by the City Secretary/Internal Auditor. The City Secretary/Internal Auditor must be a person knowledgeable in public financial and fiscal theory, and the principles of municipal accounting, and internal auditing. The City Secretary/Internal Auditor shall be appointed by the City Council. The City Council may terminate the employment agreement at its will and pleasure by a vote of not less than three (3) members of the City Council. The action of the City Council in removing the City Secretary/Internal Auditor shall be final, it being the intention of this ordinance to vest all authority and fix all responsibility for such removal in the City Council.

(b) Bond Required

The City Secretary/Internal Auditor shall execute a bond, payable to the city, as required by law, and the city council shall determine the amount of bond. Such bond shall be a corporate surety bond and the city shall pay all cost, premium and expense connected therewith.

(c) Duties Generally

The City Secretary/Internal Auditor shall have the following duties and responsibilities:

(1) Post notices of all city council meetings, workshops, executive sessions, commissions and board meetings. Attend every meeting of the city council, and keep accurate minutes of the meetings.

- (2) Maintains records and is custodian of Ordinances, contract agreements, deeds, easements, resolutions abstracts, City seal, payroll records and any documents required by the federal, state or local law to maintain as records.
- (3) Attests Mayor's signature.
- (4) Coordinates all City elections and special elections and acts as election judge for absentee voting.
- (5) Assists auditors with information for City audit.
- (6) Provides information to public concerning all aspects of City business.
- (7) Oversees mail room and copy center.
- (8) Maintains all fixed asset records.
- (9) Monitoring and examination of the City's accounting and property records, funds, general accounting system, and records of persons authorized to receive or disperse money or other property belonging to City and of funds for which the City is responsible as trustee.
- (10) Appraisal, evaluation and verification of the adequacy of the City's accounting system and system of internal controls.
- (11) Reporting to the City Council and City Manager any irregularities or failures to maintain adequate and accurate records or system of internal controls.
- (12) Making such studies and reports as the City Council shall request or approve as to the efficiency, economy and effectiveness of the programs, projects or departments, reporting such data to the City Council and City Manager.
- (13) Performs related work as required by the nature of the position.

THAT Chapter 9, Personnel, Section 2: Department Heads, Paragraph (B) Department Heads Enumerated, of the Revised Code of Ordinances of the City of Terrell, Texas, shall hereby be amended to add sub-paragraph (10) Financial Director as follows:

- (10) FINANCIAL DIRECTOR
 - (a) There is hereby created the office of financial director who shall be appointed by the city manager with the approval of the city council. The financial director position is responsible for all accounting and financial matters including the annual report, budget preparation, investments, debt management, financial reporting, bond and coupon register, utility billing, and meter reading.
 - (b) Bond Required
The Financial Director shall execute a bond, payable to the city, and the city council shall determine the amount of bond. Such bond shall be a corporate surety bond and the city shall pay all cost, premium and expense connected.

SECTION II.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION III.

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

SECTION IV.

This Ordinance will take effect immediately from and after its passage and the publication of the caption as the law in such cases provides.

PASSED AND APPROVED on first reading this 4th day of March, 1997.

PASSED AND ADOPTED on second reading this 1st day of April, 1997.

DON L. LINDSEY, MAYOR

ATTEST:

BOBBY BISHOP, CITY SECRETARY

APPROVED AS TO FORM:

MARY GAYLE RAMSEY, CITY ATTORNEY