

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANEY CITY, TEXAS, ESTABLISHING A HUMAN RESOURCES COMMITTEE TO OVERSEE THE PERFORMANCE EVALUATION, PROFESSIONAL DEVELOPMENT, AND COMPLIANCE OF THE CITY SECRETARY AND OTHER CITY POSITIONS; PROVIDING FOR THE COMPOSITION, DUTIES, AND PROCEDURES OF THE COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Caney City, Texas, is a Type B general-law municipality organized under Texas Local Government Code Chapters 5, 23, and 51; and

WHEREAS, the City Secretary is appointed by the City Council pursuant to Texas Local Government Code § 23.028, serves at the pleasure of the City Council, and has duties including attending City Council meetings, maintaining records, managing municipal elections, handling public information requests, and ensuring compliance with applicable laws; and

WHEREAS, establishing a Human Resources Committee, composed of the Mayor and two Council Members, will provide balanced oversight, facilitate collaborative performance evaluations, promote professional development for the City Secretary and other City positions when/if hired, and ensure compliance with municipal, state, and federal laws; and

WHEREAS, public notice and hearing requirements have been met in accordance with applicable law; and

WHEREAS, the City Council finds this ordinance necessary to promote transparency, accountability, and effective governance by the Mayor as well as the City Council, in the administration of the City Secretary's office and other City positions;

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

SECTION 1. ESTABLISHMENT OF HUMAN RESOURCES COMMITTEE, PURPOSE, & COMMITTEE TYPE

A Human Resources Committee (the “Committee”) is hereby established to oversee the performance evaluation, professional development, and effectiveness of the City Secretary and, when applicable, other City positions (e.g., Police or Code Enforcement Officer or other roles hired by the City).

The Committee shall be advisory with limited decision-making powers and shall function consistent with Ordinance 2025-01.

## SECTION 2. COMPOSITION OF THE COMMITTEE

- a. The Committee shall consist of three members: the Mayor and two City Council Members.
- b. The two City Council Members shall be appointed for two-year staggered terms annually by a majority vote of the City Council. Appointments shall be made at its first regular meeting following each general election or as needed to fill vacancies.
- c. Committee members shall serve without compensation.

## SECTION 3. DUTIES OF THE COMMITTEE

The Committee shall have the following defined tasks and limited decision-making authority:

- a. Develop job descriptions for all employees, for review and final approval by the Council.
- b. Use the job description for each position to create key performance measures and a standard evaluation document to guide the evaluation process and ensure assessments are based on relevant criteria.
- c. Develop the annual performance evaluations of the City Secretary and, when applicable, other City positions, with information received from others or review of work products and Mayor, as appropriate, to assess compliance with duties outlined in Texas Local Government Code § 23.028 (for the City Secretary) or relevant job descriptions (for other positions) and applicable City policies.
- d. Report on the preliminary performance evaluation to the full Council in Executive Session, prior to the actual evaluation with the employee.
- e. Conduct the actual performance evaluation with at least two Committee members present.
- f. Identify opportunities for improvement in business processes, and efficiencies for inclusion in reports to the Council.

- g. Identify and recommend professional development opportunities for the City Secretary and other City position holders, including training on administrative practices, recordkeeping technologies, and legal compliance, ensuring alignment with state and federal laws governing municipalities.
- h. Report findings and final recommendations from evaluations and reviews to the full City Council at least annually or more often to align with the annual employee evaluation.
- i. Perform other personnel oversight functions related to the City Secretary or other City positions as directed by the City Council.
- j. The Committee duties shall not include direct supervision of City employees, police, or contractors.

#### SECTION 4. MEETINGS AND PROCEDURES

- a. The Committee shall meet at least quarterly or more often as needed to fulfill its duties.
- b. Meetings shall comply with the Texas Open Meetings Act (Texas Government Code Chapter 551).
- c. A quorum of two members is required for Committee action, and decisions shall be made by majority vote.
- d. The City Secretary shall provide administrative support to the Committee but shall not participate in evaluations of their own performance.

#### SECTION 5. CONFLICTS OF INTEREST

- a. No Committee member shall participate in any matter involving a direct personal or financial interest.
- b. In the event of a conflict, the affected member shall recuse themselves, and the City Council shall appoint a temporary replacement from among the remaining Council Members.

#### SECTION 6. REPEALER

All provisions of any ordinances or parts thereof in conflict with this ordinance are repealed to the extent of such conflict.

#### SECTION 7. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 8. EFFECTIVE DATE

This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND APPROVED by the City Council of the City of Caney City, Texas, this \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney