



**CITY COUNCIL**  
**August 30, 2021**

**WORK SESSION: 7:00 PM**

1. Call to Order and roll call.
2. Discussion amongst the Council and staff regarding the procedures and decorum policy, interpersonal interactions and relationships, financial policies and procedures, staffing and delegation of authority, records retention, as well as the utilization of social media regarding recent posts by Council and staff.
3. Discussion with staff regarding customer service activities with the City of New Fairview.
4. Discussion of all items on tonight's meeting agenda.
5. Adjournment.

**REGULAR SESSION: 7:00 PM or immediately following the Work Session.**

1. Call to Order and roll call.
2. Pledge to the flags.
  - A. United States of America
  - B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible
3. **OPEN FORUM:** The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.
4. **NEW BUSINESS:** All matters listed as New Business will be discussed and considered separately.
  - A. Discuss, consider, and act on an ordinance of the City of New Fairview, Texas, creating the office of Deputy City Secretary, the Assistant City Secretary and establishing job duties.
  - B. Discuss, consider, and act on a resolution of the City of New Fairview, Texas, delegating authority of the City Secretary to the Mayor in their absence.

5. **ADJOURN:** I, the undersigned authority, do hereby certify the above notice of the meeting of the City Council of New Fairview, is a true and correct copy of the said notice that I posted on the official posting place at New Fairview City Hall, FM 407, New Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 27th day of August, 2021 at 7:00 PM at least 72 hours proceeding the meeting time.



**City Administrator**

**SEAL:**

This facility is wheelchair accessible; parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at city hall 817-638-5366 or fax 817-638-5369 or by email at [ben@newfairview.org](mailto:ben@newfairview.org) for further information.



- (4) **countersign all commissions issued to municipal officers** and all licenses issued by the mayor, and keep a record of those commissions and licenses; and
- (5) prepare all notices required under any regulation or ordinance of the municipality.
- (c) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 1324, Sec. 5(2), eff. June 17, 2011.
- (d) The secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.
- (e) **The secretary serves as the general accountant of the municipality** and shall keep regular accounts of the municipal receipts and disbursements. **The secretary shall keep each cause of receipt and disbursement separately** and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. **The secretary shall keep records of the accounts and other information covered by this subsection.**
- (f) The secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.
- (g) **The secretary shall carefully keep all contracts made by the governing body.**
- (h) The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

**Financial Information:**

N/A

**City Contact and Recommendation:**

Ben Nibarger, City Administrator

Staff recommends approval as submitted.

**Attachments:**

Ordinance



**City of New Fairview, Texas**  
**Ordinance No. O202108-01-228**

**AN ORDINANCE OF THE CITY OF NEW FAIRVIEW, TX CREATING THE OFFICE OF DEPUTY CITY SECRETARY, THE ASSISTANT CITY SECRETARY AND ESTABLISHING JOB DUTIES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City of New Fairview, Texas, is a Type A general law municipality located in Wise and Denton Counties, created in accordance with Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS,** the City desires to create operational redundancy to ensure daily business activities are both efficient and effective; and

**WHEREAS,** the City Council now believes that it is in the best interest of its citizens to create the offices of Deputy City Secretary and Assistant City Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY NEW FAIRVIEW:**

1. That the City Council of New Fairview, Texas hereby creates the offices of Deputy and Assistant City Secretary who may act and operate as the City Secretary in their absence, being vested with all powers and authority residing in this statutory office. The general duties and qualifications of the offices shall be defined by the Local Government Code Sec. 22.073. Powers and Duties of the Secretary. The City Council retains the authority to appoint the City Secretary but delegates to the City Administrator, the authority to assign the Deputy and Assistant City Secretary.
2. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.
  
4. That this Resolution shall become effective from and after its date of passage.

**PRESENTED AND PASSED** on this **30<sup>th</sup> day of August, 2021**, at a meeting of the New Fairview City Council.

APPROVED:

ATTESTED:

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Nolan Schoonmaker  
Mayor

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City Administrator



- (4) **countersign all commissions issued to municipal officers** and all licenses issued by the mayor, and keep a record of those commissions and licenses; and
- (5) prepare all notices required under any regulation or ordinance of the municipality.
- (c) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 1324, Sec. 5(2), eff. June 17, 2011.
- (d) The secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.
- (e) **The secretary serves as the general accountant of the municipality** and shall keep regular accounts of the municipal receipts and disbursements. **The secretary shall keep each cause of receipt and disbursement separately** and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. **The secretary shall keep records of the accounts and other information covered by this subsection.**
- (f) The secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.
- (g) **The secretary shall carefully keep all contracts made by the governing body.**
- (h) The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

**Financial Information:**

N/A

**City Contact and Recommendation:**

Ben Nibarger, City Administrator

Staff recommends approval as submitted.

**Attachments:**

Resolution





**City of New Fairview, Texas**  
**Resolution No. R202108-07-184**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX AUTHORIZING THE  
MAYOR TO ACT AND OPERATE AS THE CITY SECRETARY IN THEIR ABSENCE.**

**WHEREAS,** the City of New Fairview, Texas, is a Type A general law municipality located in Wise and Denton Counties, created in accordance with Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS,** the City desires to create operational redundancy to ensure daily business activities are both efficient and effective; and

**WHEREAS,** the City Council now believes that it is in the best interest of its citizens to authorize the Mayor to act in the role of the City Secretary in their absence.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
NEW FAIRVIEW:**

1. That the City Council of New Fairview, Texas hereby authorizes the Mayor act and operate as the City Secretary in their absence, being vested with all powers and authority residing in this statutory office. The general duties and qualifications of the offices shall be defined by the Local Government Code Sec. 22.073. Powers and Duties of the Secretary.
2. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

**PRESENTED AND PASSED** on this **30<sup>th</sup> day of August, 2021**, at a meeting of the New Fairview City Council.

APPROVED:

ATTESTED:

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Nolan Schoonmaker  
Mayor

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City Administrator