

ORDINANCE NO. 10-2025

AN ORDINANCE OF THE CITY OF WESTON LAKES, TEXAS, ORDAINING THE CREATION OF THE OFFICE OF THE CITY TREASURER OF THE CITY OF WESTON LAKES, TEXAS, DEFINING THE DUTIES AND POWERS, PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

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WHEREAS, the City of Weston Lakes is a Type B General Law municipality located in Fort Bend County, Texas, created in accordance with the provisions of Chapter 23 of the Local Government Code operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City of Weston Lakes is authorized by the Texas Local Government Code Chapter 23 Subchapter C to appoint officers as necessary to carry out the municipality's functions under the Texas Local Government Code.

WHEREAS, the City Council has determined the need for a City Treasurer and desires to create the position of City Treasurer and establish the duties, authority and responsibilities of the office; and

WHEREAS, the City Council has determined that the City's best interests will be served by creating the position of City Treasurer; and

WHEREAS, the meeting to adopt this Ordinance was open to the public, and public notice of the time, place, and purpose of the meeting was given, all as required by Chapter 551, Government Code, as amended.

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

Section 1. Findings

The facts and matters set forth in the preamble of this Ordinance are found to be true and correct.

Section 2. The City Treasurer

A City Treasurer may be appointed by the City Council with or without a stated term of office. The City Treasurer shall be chosen by the City Council solely on the basis of executive and administrative qualifications, with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. At the time of appointment, the City Treasurer need not be a resident within the City or state, nor during the tenure of office be required to be a resident within the City. No member of the City Council shall be appointed to such office during his or her council term or within one (1) year after the expiration of such term. The City Treasurer shall serve as the Chief Financial Officer of the City, responsible to the City Council for the administration of City funds. The City Council may remove the City Treasurer for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard. If the City Council lacks confidence in the City Treasurer,

the City Council may remove the City Treasurer at any time. The removal is effective only if two-thirds of the City Council vote in favor of a resolution declaring the lack of confidence.

The City Treasurer shall have the power and shall be required to:

1. Shall receive and securely keep all money belonging to the municipality. The treasurer shall make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality. The treasurer may not pay an order unless the face of the order shows that the governing body directed the issuance of the order and shows the purpose for which it is issued.
2. The treasurer shall render to the governing body a full statement of the receipts and payments. The statement must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.
3. Keep regular accounts of the municipal receipts and disbursements, and keep each cause of receipt and disbursement separately and under the proper heading. The treasurer will also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The accounts shall credit accounts allowed by proper authority and shall specify the particular transactions to which each entry applies. The incumbent shall keep records of the accounts and other information covered by this subsection.
4. 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.
5. Attend City Council meetings as requested and have the right to take part in discussions, but shall not vote.
6. Assist the Mayor in preparing the proposed annual budget.
7. Assist the City Auditor in completing the annual audit.
8. Keep the Mayor advised as to the financial condition and future needs of the City and make such recommendations concerning the affairs of the City as deemed desirable or necessary.
9. Recommend to the Mayor (from time to time) the adoption of such measures as may be deemed necessary or expedient for the City to achieve greater cost effectiveness.
10. Perform such other duties as may be required by the City Council, not inconsistent with the laws of the State of Texas, the United States, or ordinances of the City of Weston Lakes.
11. The City Treasurer shall receive such compensation and benefits as the City Council shall fix.

Section 3. **Bond**

Pursuant to Texas Local Government Code section 22.075 the treasurer of the municipality shall execute a bond. The bond must:

- (1) be in favor of the municipality;
- (2) be in the form and amount required by the governing body of the municipality;
- (3) have security approved as sufficient by the governing body; and
- (4) be conditioned that the treasurer will faithfully discharge the duties of the office.

Section 5. Severability

In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Weston Lakes Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this 24th day of June 2025.



Bob Wall, Mayor

ATTEST:

Jeremy Barcomb, City Administrator / Secretary