

THE STATE OF TEXAS
CITY OF JUNCTION
COUNTY OF KIMBLE

*
* CALLED MEETING – DECEMBER 18, 2013
*

The City Council of the City of Junction met in called session on Wednesday December 18, 2013 at 5:30 PM in the City Hall Meeting Room with the following members present to-wit:

MAYOR: RAYMOND MCDONALD
ALDERMEN: LAWRENCE F. HARRISON, Place 1
WM. KEATON BLACKBURN, Place 2
BEN WALKER, Place 3
JAMES GAMBLE, Place 4
OLAN RALEY, Place 5
CITY SECRETARY: K. VIVIAN SAIZ

Mayor Raymond McDonald called the meeting to order and Alderman Harrison gave the invocation.

DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO A CONTRACT WITH TEXAS FIRST GROUP FOR AN INTERIM CITY SECRETARY

A representative from Texas First Group was present to answer any questions. After a discussion, Alderman Gamble made a motion to enter into contract with Texas First Group. Alderman Raley seconded. After a vote, Alderman Gamble and Alderman Raley voted “aye”. Alderman Blackburn, Harrison, and Walker voted “no”. Motion failed.

DISCUSSION AND POSSIBLE ACTION ON CREATION AND/OR JOB DESCRIPTION OF POSITION(S) TO INCLUDE CITY SECRETARY, ASSISTANT CITY SECRETARY, CITY ADMINISTRATOR AND/OR MANAGER, CITY FINANCE OFFICER/TREASURER, ETC AND ADVERTISING TO HIRE FOR POSITION(S).

After discussion, Alderman Harrison made a motion to accept Job Description with Amendments and Revisions to the Chief Finance Officer Description. Alderman Gamble seconded the motion. Alderman Harrison, Walker, Gamble and Raley voted “aye”. Alderman Blackburn voted “no”. The motion carried.

The Chief Finance Officer Job Description was Amended and Revised to include the following descriptions from the City Secretary Job Description which both the City Secretary and Chief Finance Officer will be responsible for:

1. “Ensures that compliance with all applicable Federal, State and local laws.”
2. “Cooperates and assists independent auditors to ensure complete, accurate and timely audit reports.”

The meeting was adjourned this 18th day of December 2013.

City Secretary

Mayor