

## **ORDINANCE NO. 456**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BANDERA AMENDING CHAPTER 1 ARTICLE 5 CITY OFFICERS DIVISION 2 CITY ADMINISTRATOR SECTION 1.05.036 POWERS AND DUTIES AMENDING CHAPTER 1 ARTICLE 5 CITY OFFICERS DIVISION 4 CITY TREASURER SECTION 1.05.131 APPOINTMENT; SUPERVISION; REMOVAL OF THE CITY OF BANDERA CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR PROPER NOTICE AND MEETING; REPEALING ALL ORDINANCES OR SECTIONS OF ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Bandera, Texas (the “City”), has appointed Allyson Wright as City Treasurer; and,

**WHEREAS**, Jill Shelton, is employed as the City Administrator of the City; and,

**WHEREAS**, Ms. Shelton and Ms. Wright are related within the first degree of consanguinity; and

**WHEREAS**, it is in the best interest of the City to make certain amendments to the City Code to allow for the position of City Treasurer to directly report and/or be supervised in certain circumstances by the City Council.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS THAT:**

### **I. DIVISION OF DUTIES**

Chapter 1, Article 1.05 City Officers, Division 2 City Administrator Section 1.05.036 Powers and Duties, is hereby as set forth in the attached Exhibit A, which is fully incorporated herein by reference.

Chapter 1, Article 1.05 City Officers, Division 4 City Treasurer Section 1.05.131 Powers and Duties, is hereby as set forth in the attached Exhibit A, which is fully incorporated herein by reference.

### **II. REPEALER**

All ordinances, or part thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein for the period of time stated.

### **III. SEVERABILITY**

It is hereby declared to be the intention of the City Council of the City that the phrases, clauses, sentences, paragraphs, and sections 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 or 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.

#### **IV. PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code, as amended.

#### **V. EFFECTIVE DATE**

This ordinance shall become effective immediately upon its passage.

**PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE 23<sup>rd</sup> DAY of SEPTEMBER, 2025.**

CITY OF BANDERA, TEXAS

By: \_\_\_\_\_  
Denise Griffin, Mayor

ATTEST:

\_\_\_\_\_  
Jill Shelton, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

## **EXHIBIT A:**

### **CHAPTER 1 ARTICLE 1.05 CITY OFFICERS DIVISION 2 CITY ADMINISTRATOR SECTION 1.05.036 POWERS AND DUTIES OF THE CITY OF BANDERA CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:**

**Amend as shown and highlighted below:**

#### **§ 1.05.036 Powers and duties**

The city administrator shall be the chief administrative officer of the city and shall report to the governing body for the proper administration of the affairs of the city and to that end shall be required to accomplish or see to the accomplishment of the following:

- (1) Devote his or her working time and attention to the affairs of the city and be responsible to the governing body for the efficient administration of its affairs;
- (2) See that the applicable laws and all ordinances of the city are enforced;
- (3) Attend all meetings of the governing body with the right to take part in the discussion, but having no vote, and he or she shall be notified of all special and emergency meetings of said governing body;
- (4) See that all terms and conditions imposed in favor of the city and/or its inhabitants in any public franchises are faithfully kept and performed, and upon knowledge of any violation thereof call the same to the attention of the governing body;
- (5) Oversee the preparation of a budget of proposed expenditures for the ensuing year, and ensure that the same is submitted to the governing body, prior to the beginning of each fiscal year;
- (6) Make purchases on behalf of the city without seeking additional approval from the governing body provided the purchase is allowed in the current budget or the amount of such purchase is less than \$5,000.00, unless there is an emergency event, in which case the purchase limit is up to \$10,000.00, with ratification by the city council at a regular meeting;
- (7) With regard to personnel matters and chain of command, the city administrator shall:
  - (A) Oversee the preparation of job descriptions for all officers and employees of the city;
  - (B) Except for the city treasurer, supervise, provide direction, discipline, hire and fire the employees of all of the departments of the city, including authority to discipline city officers, in a manner consistent with the city's personnel policies;
  - (C) Provide direction, assign projects, and conduct business with all department heads, including the city secretary, city attorney, city engineer, city marshal, city treasurer, public works director, and municipal judge, and serve as liaison between those department heads and the city council;
  - (D) With regard to any personnel matter that is of public interest, involves termination of an employee, or which may affect the business of the city, the city administrator shall advise the mayor and council electronically on the same day;
  - (E) Prepare and maintain the components of the city's personnel management system and interpret city policies as needed and requested for department heads and employees;
- (8) In case of an accident or other circumstances creating an emergency, the city administrator may, with the consent of the governing body, award contracts and make purchases for the purpose of repairing damages caused by said accident or avoiding said public emergency, but, immediately afterwards, he shall file with the mayor an affidavit showing such emergency and the necessity of such action together with an itemized account of all expenditures;
- (9) Recommend to the governing body in writing, from time to time, the adoption of such measures as the administrator deems necessary or expedient;

- (10) In accordance with generally accepted governmental accounting principles, supervise the accounting and financial records system for the city and exercise financial control over city activities;
- (11) Respond to citizens' inquiries and requests;
- (12) Act as first alternate to the city secretary for attesting to and countersigning of the mayor's or mayor pro tem's signature on warrants/check payments, as provided under Texas Local Government Code sections 22.073 and 22.074; and
- (13) Do and perform such other duties as may be prescribed by ordinance, resolution, or direction of the governing body of the city.

**CHAPTER 1 ARTICLE 1.05 CITY OFFICERS DIVISION 4 CITY TREASURER  
SECTION 1.05.131 APPOINTMENT; SUPERVISION; REMOVAL OF THE CITY OF  
BANDERA CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:**

**§ 1.05.131 Appointment; supervision; removal.**

The city council shall appoint a treasurer of the city, who shall perform duties under the direction of the mayor, city administrator and who may be removed in accordance with chapter 22 of the Texas Local Government Code.