

ORDINANCE No. 2026-04

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, TEXAS, AMENDING CHAPTER 16, ARTICLE 2, OF THE CODE OF ORDINANCES ADDING AN OFFICE OF CITY ADMINISTRATOR; PROVIDING A SEVERABILITY CLAUSE; REPEALING CLAUSE; AND EFFECTIVE DATE

WHEREAS, the City is the authority responsible for the management of all staff employed or contracted by the City of Mount Vernon; and

WHEREAS, in order to ensure a more efficient and timely management of all personnel, the office of the City Administrator is hereby created.

NOW THEREFORE, THE CODE OF ORDINANCES FOR THE CITY OF MOUNT VERNON, TEXAS IS AMENDED AS FOLLOWS:

Section 1. AMENDMENTS:

The findings set forth below are incorporated into the body of this Ordinance;

CHAPTER 16; SECTION 2 –

The office of city administrator is hereby established.

§ 16.02.001. Appointment and tenure.

The city administrator shall be appointed for an indefinite period of time and shall be subject to discharge at the will of the council. Appointment and removal shall require a majority vote of the city council. The city administrator shall be responsible to and report directly to the city council.

§ 16.02.002. Duties and powers.

The city administrator shall promptly and effectively execute or cause to be executed and carried out all duties and responsibilities delegated to him by the city council. Such duties and powers include:

- (1) To devote all his working time and attention to the affairs of the city and to be responsible to the city council for the efficient administration of the city's affairs.*
- (2) To see that all provisions of federal, state, and local laws, ordinances and resolutions are enforced.*
- (3) To exercise supervision over all departments created by the council. In relation to employment and discharge of city employees, the city administrator shall neither employ nor discharge any department head without prior council approval.*
- (4) In regard to administrative and executive duties under the jurisdiction of the city administrator, the council and its members shall deal through the administrator, and neither the council nor any member thereof shall give orders to any subordinate of the city administrator either privately or publicly. Any willful violation of this provision by any member of the council shall constitute official misconduct.*
- (5) To attend all meetings of the council with a right to take part in the discussion but having no vote and to be notified of all special meetings of the council.*
- (6) To take to the council in timely manner all reports, documents, tax rolls, and other written documents of the city business as required by law and prudent management.*
- (7) Keep the governing body informed on a timely basis of the significant activities of the city with special emphasis on the expansion projects associated with the growth of the city;*
- (8) Recommend to the governing body a standard schedule of pay for each appointive office and position in the service, including minimum, intermediate and maximum rates;*

- (9) Recommend to the governing body adoption of such measures, ordinances and resolutions as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services;*
- (10) Prepare the budget draft annually in conjunction with the heads of departments, and submit it to the governing body together with a message describing the important features and be responsible for the administration of the adopted body;*
- (11) Prepare and submit to the governing body with the assistance of the heads of departments at the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year;*
- (12) Keep the governing body advised of the financial condition and future needs of the city and make such recommendations as may be deemed desirable. Make proposals for applications for federal grants and make required reports for such grants as may be applicable and desirable for city needs;*
- (13) Supervise the purchase of all materials, supplies, equipment, and services for which funds are provided in the budget; make and sign agreements for the purchase of materials, supplies, equipment, and services necessary for operation or maintenance of the city for amounts up to and including \$50,000; and make emergency purchases with the proper approval of the governing body to the extent funds have been provided in the budget. No purchase shall be made, contract let, or obligation incurred for any line item or service which exceeds the current budget appropriation without a supplemental appropriation by the governing body. No contract over \$50,000 shall be executed by the City Administrator except by approval of the governing body. The City Administrator may issue such rules governing procedures for purchasing within the administrative organization as the governing body shall approve;*
- 14) To perform all other duties as requested by the City Council from time to time.*

Section 2. ADDENDUM:

All items affected by this amendment shall be renumbered accordingly, to accommodate additions or deletions listed above.

Section 3. SEVERABILITY CLAUSE:

It is hereby declared to be the intention of the City Council 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 and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 4. REPEALING CLAUSE:

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provisions of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 5: EFFECTIVE DATE:

This Ordinance shall become effective immediately upon its passage.

PASSED ADOPTED AND APPROVED this the 24th day of August, 2026

Greg Ostertag, Mayor

Attest:

Angie Pike, City Secretary