

ORDINANCE NO. XXX
Draft presented to Council 8-18-26

AN ORDINANCE OF THE CITY OF THE TOWN OF ENCHANTED OAKS TEXAS, RESCINDING ORDINANCE NO. 255 BY ESTABLISHING THE POWERS, ADMINISTRATIVE DUTIES, AND EXECUTIVE RESPONSIBILITIES OF THE MAYOR; ESTABLISHING THE ADMINISTRATIVE RELATIONSHIP WITH MUNICIPAL STAFF; PROVIDING FOR BUDGET AND FINANCIAL LEADERSHIP; PROVIDING THAT ALL POWERS OF THE TOWN COUNCIL REMAIN WITH THE COUNCIL; PROVIDING THE MAYOR SHALL HAVE ONE VOTE WHETHER OR NOT A TIE EXISTS; PROVIDING THE MANNER AND MEANS BY WHICH A MEETING MAY BE CALLED OR AN ITEM POSTED ON THE AGENDA OF A MEETING; PROVIDING THAT THE MAYOR MAY NOT MAKE A MOTION OR SECOND A MOTION; PROVIDING FOR OCCASIONAL REVIEW OF THE TERMS OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Enchanted Oaks, Texas, is a Type B general-law municipality operating under Chapter 23 of the Texas Local Government Code; and

WHEREAS, the Town is governed by a board of aldermen known and referred to as its Town Council, one of whom is elected as the mayor, and the Town Council operates by majority vote of its members;

WHEREAS, Section 22.042 and Section 22.071 of the Texas Local Government Code, as made applicable to Type B municipalities via Section 51.035, authorize the Board of Aldermen to prescribe the powers and duties of municipal officers; and

WHEREAS, the Town of Enchanted Oaks employs a City Secretary / Administrator; and

WHEREAS, the Board of Aldermen finds it necessary for the efficient, day-to-day governance of the City to explicitly designate the Mayor as the Chief Administrative Officer responsible for routine municipal operations of the town in cooperation with Secretary/Administrative staff as needed;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ENCHANTED OAKS, TEXAS:

SECTION 1.

That the Town Council hereby ordains:

DESIGNATION AS CHIEF EXECUTIVE AND ADMINISTRATIVE OFFICER

The Mayor is the Chief Executive Officer (CEO) and Chief Administrative Officer (CAO) of the City. The Mayor shall actively ensure that all state laws and municipal ordinances are properly executed and enforced.

The Town Council as a body retains all powers of governance over the Town and town matters, it operates as a body by majority vote; neither the mayor nor any other member of the Town Council has unilateral authority over the officers or employees of the town or over town affairs unless the Town Council votes by resolution, ordinance, or policy to delegate a power to the mayor or a particular member of the Town Council. The mayor is a voting member of the Town Council and may vote regardless of whether a tie exists.

SECTION 2.

PERSONNEL SUPERVISION AND OPERATIONAL DUTIES

The Mayor, in cooperation with the Secretary/Administrator are hereby empowered to manage day-to-day affairs of the town and together they shall jointly, equally, and cooperatively manage the activities, operations, and employees of the Town to implement the policies, goals, directives, and will of the Town Council, acting in the best interests of the Town. Town employees shall work with the mayor in a professional, cooperative manner recognizing that the mayor speaks for the Town Council in the performance of their duties. In the absence of the Secretary/Administrator, the mayor may direct or advise employees in the performance of their duties provided that such direction or advice does not conflict with prior directives of the Secretary/Administrator or the policies of the Town Council. Additionally, the mayor is given authority to seek the enforcement of the building and property maintenance codes of the Town through lawful and appropriate means including the initiation of violation notices if not otherwise precluded by State law.

SECTION 3.

BUDGETARY AND FINANCIAL LEADERSHIP

Pursuant to Texas law, the Mayor shall serve as the primary Budget Officer for the municipality:

- 1 Budget Formulation:** Preparing and submitting the proposed annual municipal budget to the Board of Aldermen.
- 2 Expenditures:** Reviewing and approving standard, routine operational expenditures within the limits of the approved budget.
- 3 Financial Review:** Examining financial books, bank reconciliations, and account ledgers maintained by the part-time Secretary/Administrator to ensure fiscal accuracy.

SECTION 4.

AGENDA AND MEETINGS

The Mayor, in conjunction with the Secretary/Administrator, shall have primary responsibility for establishing, drafting, and approving the official agenda for all regular and special meetings of the Board of Aldermen, ensuring postings comply with the Texas Open Meetings Act.

Any two members of the Town Council, other than the mayor, may call a special meeting and provide for the agenda to be posted for that meeting or nominate an item to be posted on the agenda of an upcoming regular meeting. The mayor, with the consent of the mayor pro tem, may call a special meeting and provide for the agenda to be posted for that meeting. The mayor, with the second of any member of the Town Council, may nominate in open meeting an item to be posted on the agenda of an upcoming regular meeting. The Secretary/Administrator and the Chief of Police may add such items to an agenda as they may jointly determine advisable. The agenda for every meeting shall contain an item as the last item of business prior to adjournment the following:

"ANNOUNCE FUTURE AGENDA ITEMS

The Mayor or any member of the Town Council, with a second by the mayor or any other member of the Town Council may, but is not required to, ask that an item be placed on a future agenda of the Town Council. No substantive discussion of the proposed item may or will take place at this time".

The Mayor may not make a motion nor second a motion at meetings of the Town council other than as provided in subsection (4).

SECTION 5.

SEVERABILITY

That the terms and provisions of this Ordinance are severable.

SECTION 6.

EFFECTIVE DATE

This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND APPROVED by an affirmative vote of the Board of Aldermen of the Town of Enchanted Oaks, Texas, on this ____ day of _____, 2026.

TOWN OF ENCHANTED OAKS, TEXAS

Mayor

ATTEST: _____
City Secretary/Administrator