ORDINANCE TBD-C

AN ORDINANCE OF THE CITY OF THE TOWN OF ENCHANTED OAKS, TEXAS, ESTABLISHING THE ADMINISTRATIVE OVERSIGHT ROLE OF THE MAYOR; ESTABLISHING EXPRESS LIMITATIONS ON UNILATERAL PERSONNEL AND ADMINISTRATIVE AUTHORITY OF THE MAYOR AND INDIVIDUAL COUNCIL MEMBERS; PROVIDING THAT THE MAYOR SHALL HAVE ONE VOTE WHETHER OR NOT A TIE EXISTS, REAFFIRMING THE STATUTORY DUTIES OF THE CITY SECRETARY; PROVIDING FOR BUDGET AND FINANCIAL LEDERSHIP, PROVIDING FOR OCCASIONAL REVIEW OF THE TERMS OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. Executive Role of the Mayor and Administrative Reporting Lines

- **Chief Executive Officer:** The Mayor shall serve as the Chief Executive Officer of the City. The Mayor is a voting member of the Town Council and may vote regardless of whether a tie exists.

- **Administrative Reporting Line:** To ensure efficient, continuous, and uninterrupted daily municipal operations, and to eliminate the impracticality of consulting the full Town Council on routine, day-to-day matters, the City Secretary and staff shall report directly to the Mayor for routine administrative guidance, operational questions, and daily coordination.

- **Scope of Oversight:** The Mayor's role under this reporting structure is strictly limited to administrative oversight, guidance, inspection, and coordination to ensure that city ordinances, maintenance schedules, and council directives are faithfully executed. The Mayor shall act as the primary operational liaison between the municipal staff and the Town Council.

SECTION 2. Express Limitations on Unilateral Personnel and Administrative Authority

- **Prohibition Against Unilateral Authority:** Neither the Mayor nor any individual Council member shall possess the independent or unilateral authority to hire, terminate, suspend, promote, demote, discipline, or alter the compensation or benefits, of the City Secretary, or any other member of the city staff. The Mayor and individual Council members act only as part of the collective governing body during duly posted public meetings, and no official personnel action or directive may be executed without a majority vote and final approval of the Town Council acting as a collective entity. Because these duties are mandated by Texas state law, they cannot be altered, restricted, or countermanded by daily administrative guidance from the Mayor or any individual Council member.

Section 3. Budgetary, Taxation, and Financial Affairs

(A) Pursuant to Texas law, the Mayor shall serve as the primary budget officer for the Town and shall have the power, duty, and authority to:

(1) Prepare and timely submit the proposed annual municipal budget to the Town Council and cause the proposed budget to be appropriately posted, published, and displayed in accordance with the requirements of State law;

(2) Review and approve standard, routine operational expenditures within the limits of the approved budget; and

(3) Review all financial books, bank reconciliations, and account ledgers maintained by the part-time Secretary to ensure fiscal accuracy.

(B) The Mayor, with the assistance of the Town Secretary shall serve as the "designated officer" for purposes of calculating the no-new-revenue tax rate and the voter-approval tax rate required by Chapter 26 of the Texas Tax Code, and shall be otherwise responsible for the completion of all truth-in-taxation calculations and forms for submission to the Town Council, the public, and the Texas Comptroller as part of the tax rate setting and budget preparation functions of the Town.

(C) The Mayor, in accordance with the budget for such purpose as provided by the Town Council, shall cause an annual financial audit of the Town to be timely performed, completed, and reported to the State as required by law.

**SECTION 4**

The Town Council may amend or repeal this Ordinance in its discretion, provided that the Town Council shall review the terms of this Ordinance not less than annually.

**SECTION 5**

The terms and provisions of this Ordinance are severable.

**SECTION 6**

The terms and provisions of this Ordinance shall become effective immediately upon and after its passage and approval.

**PASSED AND APPROVED** this the 12th day of November, 2026.

TOWN OF ENCHANTED OAKS, TEXAS

**Mayor**

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**ATTTEST:**

City Secretary _____