

**Ordinance No.2015.03**  
**Village of Salado**  
**County of Bell**  
**State of Texas**  
**February 5, 2015**

**CITY ADMINISTRATOR**  
**DELEGATION OF AUTHORITY ORDINANCE**

AN ORDINANCE OF THE VILLAGE OF SALADO, TEXAS, ESTABLISHING THE DUTIES AND SUPERVISORY ROLE OF THE CITY ADMINISTRATOR; FINDINGS OF FACT; ENACTMENT; SEVERABILITY; REPEALER; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

**WHEREAS,** the Board of Aldermen of the Village of Salado, Texas (“Board”), seeks to adopt and provide for policies applicable to the City Administrator; and

**WHEREAS,** the Board finds it reasonable and necessary to adopt the authority in which certain employees may be appointed or severed from their employment with the Village; and

**WHEREAS,** pursuant to Chapter 22 of the Texas Local Government Code, the Village has the authority to delegate additional powers to the Village Administrator it deems proper; and

**WHEREAS,** pursuant to Chapter 51 of the Texas Local Government Code, the Board has determined that the authority granted through this Ordinance is reasonable and necessary; and

**NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Village of Salado, Texas, that:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. ENACTMENT**

Ordinance No. 2015.03 is enacted so to read in accordance with *Attachment “A”*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

**3. REPEALER**

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**5. CODIFICATION**

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

**6. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon passage and publication of caption.

**7. PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed 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, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED AND APPROVED** this the \_\_\_\_ day of \_\_\_\_\_ 2015, by a \_\_\_\_ (ayes) to \_\_\_\_ (nays) to \_\_\_\_ (abstentions) vote of the Board of Aldermen of the Village of Salado, Texas.

**THE VILLAGE OF SALADO, TEXAS:**

by: \_\_\_\_\_  
Mayor Skip Blancett

ATTEST:

\_\_\_\_\_  
Douglas Hansen, City Secretary

# **VILLAGE OF SALADO**

## **VILLAGE ORDINANCES**

### **City Administrator Delegation of Authority Ordinance, no. 2015.03**

#### **Section 1. Appointment**

In accordance with Local Government Code, section 22.071, the position of city administrator is hereby established as that of a municipal officer of the city. The Board of Aldermen shall fill the position of city administrator by appointment based solely on the person's administrative ability. The city administrator shall serve at the will of the Board of Aldermen.

#### **Section 2. Duties**

The city administrator shall perform the duties as set forth in the Village's Ordinances, in the position description in the city personnel manual, as amended, and such other duties as may be prescribed from time to time by ordinance or resolution by the Board of Aldermen.

#### **Section 3. Employee Supervision**

The city administrator shall oversee all employees of the city.

- (1) **Scope of authority.** The city administrator's supervisory authority shall include hiring, reassigning, disciplining, and discharging employees, and any actions reasonably related and necessary to exercising this authority.
- (2) **Reporting.** The city administrator shall report in writing to the mayor all hiring and firing personnel actions taken.
- (3) **Grievance process.** Through its personnel policies, the Board of Aldermen shall establish procedures and criteria for employees aggrieved by actions of the city administrator to seek reconsideration by the Board of Aldermen.

- (4) Board of Aldermen authority. The Board of Aldermen retains the authority to override, veto, amend or repeal any supervisory action taken by the city administrator.
- (5) Exceptions. This section shall not apply to the city attorney and municipal court judges.