



# City of Dilley

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ORDINANCE NO. 03-09-09

AN ORDINANCE AFFIRMING THE ESTABLISHMENT OF THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF DILLEY, AND REAFFIRMING AND ESTABLISHING POWERS AND DUTIES OF THE CITY ADMINISTRATOR.

WHEREAS, the position of the City Administrator is necessary to facilitate the smooth operations of the City of Dilley; and

WHEREAS, the powers and duties of the City Administrator need to be established by the City Council of the City of Dilley;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DILLEY:

## SECTION 1. APPOINTMENT OF CITY ADMINISTRATOR

A City Administrator shall be appointed by a majority vote of the entire City Council. The City Administrator shall be chosen by the City Council solely on the basis of executive and administrative qualifications. At the time of appointment, the City Administrator need not be a resident of the City of Dilley or the State of Texas, but such person shall become a resident of the City of Dilley within six (6) months of appointment, unless such residency requirement is waived by the City Council. No City Council member shall receive such appointment during the term for which he or she was elected nor within two (2) years after the expiration of his or her term.

## SECTION 2. COMPENSATION

The City Administrator shall receive such compensation as may be fixed by the City Council.

## SECTION 3. POWERS AND DUTIES

The City Administrator shall be the chief administrative officer of the City of Dilley and shall be responsible to the City Council for the proper administration of all affairs of the City. To that end, the City Administrator shall have power and shall be required to:

- A. Prepare job descriptions for all officers and employees of the City and to recommend removal of any and all officers and employees of the City as necessary. For employees other than department heads and with the concurrence of the department head, he shall fill budgeted positions of the

City Staff. He shall direct and supervise the day to day activities of all employees through department heads.

- B. Act as budget officer and as such to prepare and submit to the governing body, prior to the beginning of each fiscal year, a budget of proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amounts required by months for the efficient operation of each department of the city government and the reasons for such estimated expenditures.
- C. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and purchase budgeted materials and supplies necessary for operation or maintenance of city services for amounts up to and including \$4,999.99. All expenditures of \$5,000.00 or more shall be approved by the City Council except in the case of an emergency expense. No purchase shall be made, contract let, or obligation incurred for any item or service which exceeds the current budget appropriation by the City Council. No contract shall be let except by the City Council. The City Administrator shall issue written rules governing procedures for purchasing consistent with this section and with state law.
- D. Investigate the affairs of the City or any department or division thereof, investigate all complaints in relation to matters concerning the administration of the government of the City, and regarding service maintained by the public utilities in the City, and see that all franchises, permits, and privileges granted by the City are faithfully observed.
- E. Work directly with outside consultants in developing solutions to identify local service needs.
- F. See that all laws and ordinances are enforced.
- G. Exercise supervision and control over all departments created by the governing body or that may hereafter be created by said governing body of the City.
- H. Attend all meetings of the governing body with the right to take part in discussion but having no vote, and be notified of all special meetings of said governing body.
- I. Act as the Safety Officer for the City.
- J. Act as the Chief Inspector for the City.
- K. Be responsible for the administration of all personnel functions of the City including but not limited to personnel records, references, insurance, and

demotions/promotions to budgeted positions.

- L. Be responsible for all grant applications and the administration thereof and shall represent the City at any meeting or hearing as necessary.
- M. Recommend to the governing body, in writing, from time to time, for adoption, such measures as he may deem necessary or expedient.
- N. Do and perform such other duties as may be prescribed by ordinance or resolution of the governing body of the City.

In addition, the City Administrator may sign all agreements not specifically requiring the signature of the Mayor. Such agreements shall include but not be limited to grant applications, insurance applications, letters of authorization of purchase or contracts made by the City Council, and replies to inquires about the City.

PASSED AND APROVED this 9th day of September, 2003.

Morelia Aranda  
Mayor Pro-Tem, City of Dilley

ATTEST:

Irena Rodriguez  
City Secretary