

CITY OF STARBASE, TEXAS

ORDINANCE NO. 2025-05-29-J02-02

AN ORDINANCE OF THE CITY OF STARBASE, TEXAS, CREATING THE POSITION OF AN ADMINISTRATIVE OFFICER OF THE CITY TO SERVE AT THE WILL OF THE CITY COMMISSION OF THE CITY OF STARBASE TEXAS, AND PROVIDING THAT SUCH PERSON IS TO BE COMPENSATED AS DIRECTED BY THE MAYOR AND THE CITY COMMISSISON OF STARBASE, TEXAS AND PROVIDING DUTIES OF THE ADMINISTRATIVE OFFICER, PROVIDING FOR A REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT OF THIS ORDINANCE; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Starbase, Texas ("City") is a Type C general law municipality located in Cameron County, Texas created in accordance with the provisions of Chapter 8 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City is in need of a city administrator who is capable and authorized to handle the day-to-day, non-legislative, administrative functions of the City which employee shall act under the direction of the Mayor and the City Commission of Starbase, Texas; and

WHEREAS, the City Commission desires to establish the office of city administrator per the Texas Local Government Code Section 22.071, *et seq.*, under the terms and conditions set forth herein;

WHEREAS, the City Commission finds that the creation of such office is in the best interest of the public health, safety, and general welfare of the public and the City Commission.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS:

SECTION 1. Recitals. The City Commission finds all the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION 2. Office. Subject to the terms hereof, there is hereby created the office of city administrator, and the employee filling such office shall be responsible for the day-to-day, non-legislative, functions of the City as may be specifically directed by the Mayor and approved by the City Commission of the City.

SECTION 3. Term. The term of employment of any person employed to fill such office shall be at the will of the City Commission of the City.

SECTION 4. Compensation. The compensation for such employee shall be as determined by the City Commission and such compensation shall be reviewed annually by the City Commission.

SECTION 5. City Administrator Duties. The city administrator, subject to limitations defined in resolutions and ordinances of the City and state statutes, shall be the chief administrative officer of the City, responsible directly to the Mayor and City Commission for the proper administration and management of the business affairs of the City including individual City departments, pursuant to the statutes of the State and the ordinances of the City, and the resolutions, board motions and directives of the City Commission, with powers and duties as follows:

1. Exercise discretionary power to manage the City and all departments in order to carry out directives of the Mayor and City Commission which require administrative implementation, reporting promptly to the Mayor any difficulties encountered;
2. Exercise discretionary power to manage and be responsible for the administration of all day-to-day operations of the City government including the monitoring of all city ordinances, resolutions, Commission meetings and state statutes;
3. Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the City; and submit it to the City Commission for adoption as the official organization and administrative procedure for the City;
4. Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of the city government according to current practices in local government, not inconsistent with paragraph 2 above or directives of the Mayor and City Commission;
5. Attend, or appoint a representative to attend, as a non-voting staff member, all meetings of boards, commissions and committees of the City;
6. Keep informed, under the guidance of the City Attorney, concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations on those matters to the City Commission;
7. Represent the Mayor and City Commission in matters involving the city.
8. Facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention by a city official, and to ensure that all such matters are resolved;
9. Promote the economic well-being and growth of the City through public and private sector cooperation.

Responsibilities to City Commission

1. Attend all meetings of the City Commission required in the performance of their duties, unless excused by the Mayor;
2. In coordination with the Mayor, the City Commission and the City Clerk, ensure that agendas are prepared for all meetings of the City Commission, together with such supporting material as may be required; with nothing in this subsection being

construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the City Commissioners;

3. Assist the City Attorney in the preparation of ordinances and resolutions as requested by the Mayor or the City Commission, or as needed;
4. Keep the Mayor and City Commission regularly informed about the activities of the Administrator's office by oral or written reports at regular and special meetings of the City Commission;
5. Receive directives from the Mayor in the event that action normally requiring City Commission approval is necessary in emergency situations at a time when the City Commission cannot meet.

Personnel

1. Be responsible for the administrative direction and coordination of all employees of the City;
2. Recommend to the City Commission the appointment, promotion, suspension, or termination of any non-statutory employees of the City;
3. Manage and direct the work of City employees;

Budgeting and Purchasing

1. Be responsible for preparation, posting and publishing including all official notices required, of the annual City budget and City budget proceedings in accordance with guidelines as may be provided by the City Commission and pursuant to State statutes, for review and approval by the Mayor and City Commission;
2. Administer the budget as adopted by the City Commission;
3. Report regularly to the City Commission on the current fiscal position of the City;
4. Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting procedures established by the City Commission and any limitations contained in the State statutes.

SECTION 6. Reimbursable Expenses. The City Administrator shall be entitled to have expenses reimbursed as would any other employee or officer of the City of Starbase, Texas.

SECTION 7. Penalty. Any person, firm, or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine not to exceed \$2,000 for all violations involving fire safety, or public health and sanitation and shall be fined not more than \$500 for all other violations of this Ordinance. Each day or any portion thereof during which any violation of this Ordinance occurs or continues shall be deemed a separate offense and upon conviction thereof shall be punishable as herein provided.

SECTION 8. Severability. It is hereby declared to be the intention of the Board of Commissioners that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this code 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 Board of Commissioners without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 9. Repealer. This Ordinance shall be cumulative of all provisions of all ordinances of the City of Starbase, affecting Fire Code provisions, as amended, and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

SECTION 10. Engrossment/Enrollment. The City Clerk is hereby directed to enroll and engross this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the Board of Commissioners and by filing this Ordinance in the Ordinance Records of the City.

SECTION 11. Publication. The City Clerk is hereby directed to publish the caption, penalty clause, and effective date of this Ordinance as provided by law.


SECTION 12. Effective Date. This Ordinance shall become effective upon its passage and publication as required by law, and it is so ordained.

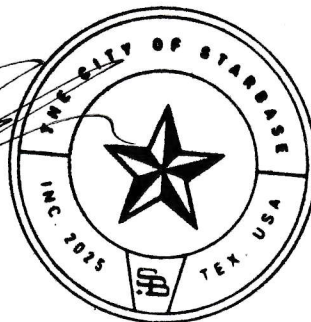
PASSED AND APPROVED by the Board of Commissioners of the City of Starbase, Texas, on this 29th day of May 2025.

CITY OF STARBASE, TEXAS


Bobby Peden, Mayor

ATTEST:


Caroline Cole, City Clerk



APPROVED AS TO FORM:


Wm. Andrew Messer, City Attorney