

CITY OF COUPLAND, TEXAS

ORDINANCE No. 2026-09-15-03

AN ORDINANCE OF THE CITY OF COUPLAND, TEXAS, CREATING THE OFFICE OF CITY ADMINISTRATOR; PROVIDING THE DUTIES AND RESPONSIBILITIES OF THE CITY ADMINISTRATOR; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR AN OPEN MEETINGS CLAUSE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, Texas Local Government Code Chapter 23 provides authority to Texas type B general law municipalities to appoint and prescribe the duties of officers other than mayor, aldermen, or marshal as necessary to carry out the municipality's functions; and

WHEREAS, the City of Coupland, Texas, is a type B general law municipality and has determined that the creation of the office of city administrator is necessary to provide effective administration of city functions.

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

Section 1. Findings. The Foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council of the City of Coupland, Texas, and are made a part hereof for all purposes as findings of fact.

Section 2. Creation of the Office of City Administrator. The City Council of the City of Coupland, Texas, hereby creates the position of City Administrator to perform the duties described herein.

Section 3. Appointment of City Administrator. The City Administrator shall be appointed by the mayor and approved by majority vote of the City Council.

Section 4. Responsibilities and Duties of the City Administrator. The City Administrator shall have the following responsibilities and duties:

(a) The City Administrator shall be the chief administrative officer of the city and shall be responsible to the mayor and city council for the proper administration of affairs of the city as directed by the mayor and city council and the following:

1. Maintaining and administering the enforcement of city regulations and ordinances.
2. Managing all service contracts and purchasing for the city.
3. Assist the mayor in preparation and submission of the annual budget.
4. Manage all personnel hired by the city.
5. Serve as the designated officer for public information.
6. Attend all city council meetings.

(b) The city council may prescribe compensation and such bonds and security that the city administrator must execute.

(c) The city administrator serves at the pleasure of the city and may be dismissed from office at the request of the mayor with majority vote of city council.

Section 5. Severability. If any provision of this ordinance or application of this ordinance is held to be invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or applications, and to this end the provisions of this ordinance are declared to be severable.

Section 6. Repealing all Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein are amended to the extent of such conflict or inconsistency. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City of Coupland, the terms and provisions of this ordinance control.

Section 7. Open Meetings. It is officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of the said meeting was given as required by *Chapter 551, Texas Government Code*.

Section 8. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code.

PASSED, ADOPTED, AND APPROVED on this 15th day of September, 2026.

Russell Schmidt
Russell Schmidt, Mayor

ATTEST:

Rachel Wrzuszcak
Rachel Wrzuszcak, City Secretary