**Sec. 6. Administrative departments.**

There shall be such administrative departments as are established by this Charter and such other administrative departments as may be deemed necessary by the Council and as are established by ordinance, all of which shall be under the control and direction of the city manager. The Council may abolish or combine one or more departments created by it and may assign or transfer duties of any departments of the City from one department to another by ordinance.

**Sec. 7. Directors of departments.**

At the head of each department there shall be a director who shall be appointed and who may be removed by the city manager. Such directors shall have supervision and control over their respective departments and may serve as chiefs of divisions within their respective departments. Two (2) or more departments may be headed by the same individual, and the city manager may head one or more departments.

## ARTICLE VI. MUNICIPAL COURT*

**Sec. 1. Municipal court.**

There shall be a court known as The Municipal Court of the City of Euless, with such jurisdiction, powers and duties as are given and prescribed by the laws of the State of Texas.
(Amended, 4-19-75)

**Sec. 2. Judge of the municipal court.**

The municipal court shall be presided over by one or more magistrates who shall be known as the city judge or judges of Euless, Texas, and shall be duly licensed by the State of Texas as an attorney at law. Such judge or judges shall be appointed by the Mayor and approved by the Council and shall serve at the pleasure of the Council. Such judge or judges shall receive such compensation as may be set by the Council. In the event the city judge or judges are unable to act for any reason or in the event of a total vacancy, the Mayor shall act in place of the city judge or judges until such vacancy or vacancies shall be filled.
(Amended, 4-19-75)

**Sec. 3. Clerk of the municipal court.**

There shall be a clerk of the municipal court who shall be appointed by, and who shall serve at the pleasure of, the Council. The clerk shall have power to administer oaths and affidavits, make certificates, affix the seal of the court thereto and otherwise perform any and all acts necessary in issuing process of such court and conducting the business thereof.

There shall be such deputy clerks of the municipal court as may be authorized and appointed by the Council, who shall have authority to act for and on behalf of the clerk of the municipal court.
(Amended, 4-19-75)

**Sec. 4. Procedure in the municipal court.**

All complaints, prosecutions, the service of process, commitment of those convicted of offenses, the collection and payment of fines, the attendance and service of witnesses and juries, punishment for contempt, bail and taking of bonds shall be governed by the provisions of the Constitution and Laws of the State of Texas applicable to municipal courts.
(Amended, 4-19-75; amended, 11-5-91)

**State law reference**—Procedure in municipal courts, Vernon's Ann. C.C.P. art. 45.01 et seq.

## ARTICLE VII. FINANCE†

**Sec. 1. Fiscal year.**

The fiscal year of the City of Euless shall begin on October first of each calendar year and will end on September thirtieth of the following calendar year. The fiscal year will also be established as the accounting and budget year. All funds collected by the City during any fiscal year, including both current and delinquent revenue shall belong to such fiscal year and, except funds derived to pay interest and create a sinking fund on the bonded indebtedness of the City, may be applied to the payment of the expenses incurred

*State law reference—Municipal court, V.T.C.A., Government Code § 29.001 et seq., Vernon's Ann. C.C.P. art. 45.01 et seq.

†State law references—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.; fiscal powers, V.T.C.A., Local Government Code § 101.002.

during such fiscal year. Any revenues uncollected at the end of any fiscal year, and any unencumbered funds actually on hand, shall become resources of the next succeeding fiscal year.

**State law reference**—Fiscal year, V.T.C.A., Tax Code § 1.05.

### Sec. 2. Preparation and submission of budget.

The city manager, prior to August first of each year, shall prepare and submit the budget, covering the next fiscal year, to the Council, which shall contain the following information. In preparing the budget, each employee, officer, board and department shall assist the city manager by furnishing all necessary information.

(1) The city manager's budget message shall outline the proposed financial policies for the next fiscal year with explanations of any change from previous years in expenditures and any major changes of policy and a complete statement regarding the financial conditions of the City.

(2) An estimate of all revenue from taxes and other sources, including the present tax structure rates and property evaluation for the ensuing year.

(3) A carefully itemized list of proposed expenses by office, department, agency, employee and project for the budget year, as compared to actual expenses of the last ended fiscal year, and the present year-to-date.

(4) A description of all outstanding bond indebtedness, showing amount, purchaser, date of issue, rate of interest, and maturity date, as well as any other indebtedness which the City had incurred and which has not been paid.

(5) A statement proposing any capital expenditures deemed necessary for undertaking during the next budget year and recommended provisions for financing.

(6) A list of capital projects which should be undertaken within the five (5) next succeeding years.

**State law reference**—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

### Sec. 3. Budget a public record.

The budget and all supporting schedules shall be filed with the city secretary when submitted to the Council and shall be open to public inspection by anyone interested.

**State law reference**—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

### Sec. 4. Public hearing on budget.

At the Council meeting at which time the budget is submitted, the Council shall, in conformance with the requirements of law, name the date and place of a public hearing and shall cause to be published the time and place thereof. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing to increase or decrease any items of expense.

(Amended, 11-5-91)

**State law reference**—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

### Sec. 5. Proceeding on adoption of budget.

After public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council.

**State law reference**—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

### Sec. 6. Budget, appropriation and amount to be raised by taxation.

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the Council shall constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred to any item required for the same general purpose.

### Sec. 7. Unallocated reserve fund.

The city manager may recommend for action by the Council, an unallocated reserve fund to be used for unexpected items of expense which were not contained as original items of expenditures.

### Sec. 8. Amending the budget.

Under extreme emergency conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the Council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance, and shall become an attachment to the original budget.

**State law reference**—Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

### Sec. 9. Certification; copies made available.

A copy of the budget, as finally adopted, shall be filed with the city secretary. The final budget shall be printed, mimeographed or otherwise reproduced and sufficient copies shall be made available for the use of all offices, agencies and for the use of interested persons and civic organizations.

### Sec. 10. Defect shall not invalidate the tax levy.

Errors or defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not nullify the tax levy or the tax rate.

### Sec. 11. Independent audit.

At the close of each fiscal year, and at such other times as it may be deemed necessary, the Council shall cause an independent audit to be made of all accounts of the City by a certified public accountant. The certified public accountant shall have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. Upon completion of the audit, the results thereof shall be published forthwith in the official newspaper of the City of Euless and copies placed on file in the city secretary's office for public record.

### Sec. 12. Purchase procedure.

Before any purchases or contracts are made by the City of Euless for supplies, materials or equipment, the city manager or authorized agent shall give ample opportunity for competitive bidding under such rules and regulations and with such exceptions, as the City Council may prescribe, or as provided by law.
(Amended, 4-19-75)

### Sec. 13. Investment Policy.

The City may invest any city monies in accordance with Council adopted policy and state law.
(Amended, 11-5-91)

## ARTICLE VIII. BONDS, WARRANTS AND OTHER EVIDENCE OF INDEBTEDNESS

### Sec. 1. Powers to issue.

In keeping with the constitution of the State of Texas and not contrary thereto, the City of Euless shall have the power to borrow money on the credit of the City for any public purpose not now or hereafter prohibited by the Constitution and laws of the State of Texas, and shall have the right to issue all tax bonds, revenue bonds, funding and refunding bonds, time warrants and other evidence of indebtedness as now authorized or as may hereafter be authorized to be issued by cities and towns by the laws of the State of Texas.

### Sec. 2. Manner of issuance.

Bonds and warrants of the City of Euless shall be issued in the manner provided by the general laws of the State of Texas.

### Sec. 3. Sale of bonds.

No bonds issued by the City of Euless shall be invalid because they are sold for less than par value and accrued interest. The Council shall have the right to reject any or all bids.

### Sec. 4. Interest and sinking fund.

It shall be the duty of the Council to levy an annual tax sufficient to pay the interest on and provide the necessary sinking fund required by