

## **ORDINANCE NO. 173**

AN ORDINANCE CREATING THE OFFICE OF CITY SECRETARY-TREASURER IN THE CITY OF WILLOW PARK, TEXAS, CREATION OF OFFICE; POWER AND DUTIES; APPOINTMENT AND TENURE; SEVERABILITY.

WHEREAS, the City Secretary-Treasurer is prescribed certain powers and duties by State laws; and

WHEREAS, the keeping of accurate records and minutes of the proceedings of the City Council is necessary for the conducting of City business; and

WHEREAS, the receipt and safekeeping of all monies belonging to the City, and the proper payment of all obligations of the City is necessary for the conducting of City business; and

WHEREAS, the custody of the City's Seal and the authority to affix the same to obligations of the City should be delegated to some City officer; and

BE IT ORDAINED BY THE CITY COUNCIL OF WILLOW PARK, TEXAS:

### **SECTION I.**

CREATION OF OFFICE. The office of City Secretary-Treasurer is hereby established.

### **SECTION II**

POWERS AND DUTIES. This office shall have all the powers and perform all the duties prescribed to it by law. These duties shall include the following:

- a. The City Secretary-Treasurer shall attend every meeting of the City Council and shall keep accurate minutes of the proceedings of said Council in a book provided for that purpose.
- b. The City Secretary-Treasurer shall engross and enroll all motions, laws, resolutions and ordinances of the City Council.
- c. The City Secretary-Treasurer shall attest all commissions and licenses issued by the Mayor and keep a record or register thereof.
- d. The City Secretary-Treasurer shall take charge of and preserve and keep in order all the books, records, papers, documents, and files of the Council.

- e. The City Secretary-Treasurer shall have custody of all laws and ordinances of the City.
- f. The City Secretary-Treasurer shall have custody of the Seal of the City and shall affix the same to obligations of the City only by order of the City Council.
- g. The City Secretary-Treasurer shall perform such other duties as may be required by law, ordinance, resolution or order of the City Council.
- h. The City Secretary-Treasurer in order to comply with the Open-Meeting Law- shall post in a place readily accessible to the public and 72 hours preceding such meetings, notices of the meetings of the City Council.
- i. The City Secretary-Treasurer shall make out all notices required under any regulation or ordinance of the City.
- j. The City Secretary-Treasurer shall be the general accountant of the City, and shall keep in books regular accounts of the receipts and disbursements of the City
- k. The City Secretary-Treasurer shall draw and execute on behalf of the City all checks in payment of obligations of the City and keep an accurate account thereof.
- l. The City Secretary-Treasurer shall keep all contracts made by the City Council.
- m. The City Secretary-Treasurer shall render a full and correct statement of receipts and payments to the City Council at their first regular meeting in every quarter and whensoever, at other times, required by the City Council so to do.

### SECTION III.

APPOINTMENT AND TENURE. The City Secretary-Treasurer shall be employed by a majority vote of the City Council with no stated term of office, and shall only be removed from office by a majority vote of the City Council.

### SECTION IV.

SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are separable, and, if any phrase, clause, sentence, paragraph, or section shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent

jurisdiction, the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of unconstitutional or invalid phrases, clauses, sentences, paragraphs, or sections.

Passed and Approved this 8th day of February, 1982.

Mayor: W. W. Sparkman

Secretary: Elizabeth Cupp