

ORDINANCE NO. 320-92

AN ORDINANCE AMENDING CHAPTER 12, PERSONNEL, OF THE CODE OF THE CITY OF WILLOW PARK, TEXAS, RELATING TO THE ESTABLISHMENT OF A CITY SECRETARY; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

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

I.

Chapter 12, of the Code of Ordinances, City of Willow Park, Texas, is hereby amended by adding a new Section 1A, which Section is to read as follows:

SECTION 1A: OFFICE OF CITY SECRETARY/TREASURER

A. CREATION OF OFFICE

The Office of City Secretary/Treasurer is hereby established

B. BASIC FUNCTION

This position is responsible for carrying out all the legal responsibilities, as defined by the State of Texas, of a City Secretary/Treasurer.

C. 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:

(SEE ATTACHED SCHEDULE A)

E. MINIMUM QUALIFICATIONS

To be determined by Council

F. APPOINTMENT AND TENURE

The city secretary/treasurer shall be employed by a majority vote the city council with no stated term of office, and shall only be removed from office by a majority vote of the city council.

II.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

III.

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance as a whole or any part thereof, other than the part so declared to be invalid.

IV.

This ordinance shall be in full force and effect from and after the date of its passage and publication as required by law.

PASSED AND ADOPTED this the 21st day of April, 1992

APPROVED:

Sharon Riley Suarez
SHARON SUAREZ, Mayor

ATTEST:

Kathy Mitchell
City Secretary

APPROVED

Walter W. Leonard
WALTER W. LEONARD, City Attorney

SCHEDULE A

BASIC DUTIES

- (1) The City Secretary shall keep accurate minutes of the proceedings of said council in a book provided for that purpose; and should attend in the absence of the city administrator; or otherwise directed by council;
- (2) The City Secretary shall engross and enroll all motions, laws, resolutions and ordinances of the City Council;
- (3) The City Secretary shall attest all commissions and licenses issued by the mayor and keep a record or register thereof;
- (4) The City Secretary will take custody of, and preserve, all books, records, papers, documents and files of the City.
- (5) The City Secretary shall have custody of all laws and ordinances of the City;
- (6) The City Secretary 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;
- (7) The City Secretary shall perform such other duties as may be required by law, ordinance, resolution or order of the City Council;
- (8) The City Secretary, in order to comply with the Open Meeting Law, shall post in a place readily accessible to the public and seventy-two (72) hours preceding such meetings, notices of the meetings of the City Council;
- (9) The City Secretary shall make out all notices required under any regulation or ordinance of the City;
- (10) The City Secretary shall be the general accountant of City, and shall keep in books regular accounts of the receipts and disbursements of the City;
- (11) The City Secretary shall draw and execute on behalf of City all checks in payment of obligations of the City and keep an accurate account thereof.
- (12) The City Secretary shall keep all contracts made by the City Council.
- (13) The City Secretary shall render a full and correct statement of receipts and payments to the City Council at their first regular meeting in every month and whensoever, at other times, required by the City Council so to do.
- (14) The City Secretary will draw all warrants on the Treasurer and countersign the same and keep an account of all in a separate record.

- (15) The City Secretary will keep a register of all bonds and bills issued by the City.
- (16) The City Secretary will countersign all bonds issued by the City.
- (17) The City Secretary will notify the Texas Judicial Council, P. O. Box 12006, Austin, Texas, 78711, of the name of any person elected or appointed as a mayor or municipal court judge or municipal court clerk of a city not later than 30 days from the date of appointment or election.
- (18) The City Secretary will prepare all notices required under any regulation or ordinance of the municipality.
- (19) A person may be certified to serve as City Secretary, L. G. C. Sec. 22.704. Such training and certification is highly recommended, given the importance and complexities of the position of City Secretary.
- (20) The Treasurer of the City shall give bond in favor of the City in such amount, and in such form, as the City Council may require, with sufficient security to be approved by the City Council, conditioned for the faithful discharge of the required duties. The Treasurer shall receive and securely keep all monies belonging to the City, and make all payments for the same upon the order of the mayor, attested by the Secretary under the seal of the City. No order shall be paid unless the order shall show upon its face that the City Council has directed its issuance and for what purpose. L. G. C. Sec. 22.075.