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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** February 6, 2023

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**SUBJECT:**

Consider approval of a resolution appointing the deputy city secretary to serve as acting city secretary in the absence of the city secretary. (*Staff Contact: Amanda Campos, City Secretary*)

**SUMMARY:**

The City Charter establishes the responsibilities of the City Secretary in Section 29 and provides for the appointment by the city council. The city council appointed Amanda Campos the city secretary in 2007 and perform the responsibilities. The city council in 1992 created the position of Deputy City Secretary by Ordinance C-439. The ordinance set forth the appointment of deputy city secretary would be done by the city secretary. City Secretary Amanda Campos appointed Monica Solko, Deputy City Secretary in 2021.

The city charter and the code of ordinances does not clearly provide for the appointment of acting city secretary in the instances of absence of the city secretary. The statutory responsibilities of the city secretary in local government shall be required at all times for the city. This resolution clearly sets forward the city council appointment of the deputy city secretary to hold the authority of the city secretary position when the city secretary is absent. The deputy city secretary shall have the authority to sign and attest for the city secretary as acting city secretary.

**OPTIONS:**

- 1) Approve the resolution
- 2) Approve the resolution with modifications
- 3) Deny the resolution

**RECOMMENDATION:**

Approval of the resolution

**FISCAL IMPACT:**

The position of Deputy City Secretary is a fully funded position since 2004.

**STAFF CONTACT:**

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