

1.04.002 City Secretary

- a. Appointment, term, absence, and removal.
 1. Appointment. The city secretary shall be appointed by majority vote of the city council.
 2. Term. The city secretary shall serve at the pleasure of the city council.
 3. Absence or disability. In the absence or disability of the city secretary, the deputy city secretary shall perform the duties of the office.
 4. Removal. If removed, the city secretary shall be removed in accordance with the provisions of section 22.077 of the Texas Local Government Code (TLGC).
- b. Powers and duties. The city secretary shall exercise the powers and duties of:
 1. The office, pursuant to §22.073 of the TLGC, which is to:
 - A. Engross and enroll all laws, resolutions, and ordinances of the governing body;
 - B. Keep the corporate seal;
 - C. Take charge of, arrange, and maintain the records of the governing body;
 - D. Countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses;
 - E. Prepare all notices required under any regulation or ordinance of the municipality;
 - F. Draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants; and
 - G. Serve as the general accountant of the municipality and shall:
 - I. Keep regular accounts of the municipal receipts and disbursements;
 - II. Keep each cause of receipt and disbursement separately and under proper headings;
 - III. Also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality;
 - IV. Credit accounts allowed by proper authority and specify the particular transaction to which each entry applies; and
 - V. Keep records of the accounts and other information covered by this subsection;
 - H. Keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur;
 - I. Carefully keep all contracts made by the governing body; and
 - J. Perform all other duties required by law, ordinance, resolution, or order of the governing body;
 - K. **Provide a monthly report to Council.**
 2. ~~City treasurer, pursuant to §22.075 of the TLGC (see subsection (e) of this section);~~
 3. Investment officer pursuant to the city's investment policy;
 4. General custodian of election records, election filing authority, and early voting clerk pursuant to §66.001, §143.006, and §83.005, respectively, of the Texas Elections Code;
 5. Municipal court clerk, pursuant to section 7.01.003(a) of this Code of Ordinances (CCO);
 6. Public information coordinator pursuant to §552.012(c) of the Texas Government Code (TGC);
 7. Human resources manager; and
 8. Notary public.
- c. Authority to delegate powers and duties. The city secretary is, hereby, authorized to delegate those powers and duties of the office, as appropriate under the laws of the state and the City's Code of Ordinances and for as long a period of time as deemed advantageous to the city secretary, to the deputy city secretary, the deputy court clerk, and any other positions subordinate to the city secretary which may be created by act of the city council. Any delegation of authority or subsequent changes in delegation of authority shall be documented. The certification and training provisions

of section (d) of this section shall apply to the city secretary's deputies and subordinates in those areas where authority has been delegated to them.

d. Certification and training.

1. City secretary certification. As funds are made available for training, the city secretary is encouraged to obtain certification in accordance with §22.074 of the TLGC.
2. Public investment training. As the city's investment officer and treasurer, the city secretary shall comply with the investment training requirements of §2258.008 of the TGC.
3. Election law training. As the general custodian of election records, election filing authority, and early voting clerk, the city secretary shall obtain training as required by the Texas Secretary of State's Office to keep abreast of changes in election law.
4. Municipal court clerk training. As the municipal court clerk, the city secretary shall obtain training as required to properly discharge the duties of that position .
5. Open records training. As the city's public information coordinator, the city secretary shall obtain open records training in accordance with the provisions of §552.012 of the TGC.
6. Open meetings training. As an appointed public official, the city secretary shall obtain open meetings training in accordance with the requirements of §551.005 of the TGC.

e. Bond and duties of treasurer.

1. The treasurer of the municipality shall execute a bond. The bond must:
 - A. Be in favor of the municipality;
 - B. Be in the form and amount required by the governing body of the municipality;
 - C. Have security approved as sufficient by the governing body; and
 - D. Be conditioned that the treasurer will faithfully discharge the duties of the office.
2. The treasurer shall receive and securely keep all money belonging to the city. The treasurer shall make all payments on the order of the mayor, attested by the city secretary under the seal of the city. The treasurer may not pay an order unless the face of the order shows that the city directed the issuance of the order and shows the purpose for which it is issued.
3. The treasurer shall provide to the city council and mayor a full statement of the receipts and payments. The statement must be presented at the first regular city council meeting at least quarterly and at other times as required by the governing body.
4. The treasurer shall perform other acts and duties as the governing body requires.

f. Accountability. The city secretary shall report to:

1. The governing body regarding the discharge of the statutorily prescribed duties of city secretary, treasurer, general custodian of election records, election filing authority, and early voting clerk;
2. The municipal judge regarding the discharge of the duties of municipal court clerk; and
3. The city administrator regarding all day-to-day activities and regarding the discharge of all the duties of the office not enumerated in subsections (1) or (2) above.

(1990 Code, ch. 7, sec. 7; Ordinance 233 adopted 4/10/90; 2007 Code, sec. 31.02; Ordinance adopting 2017 Code; Ordinance 2020.05.11E adopted 5/11/20)

State law references—Appointment of secretary, V.T.C.A., Local Government Code, sec. 22.071; powers and duties of city secretary, V.T.C.A., Local Government Code, sec. 22.073.