

AGENDA ITEM ____ SUMMARY SHEET

City of Rollingwood

Meeting Date: August 17, 2024

Submitted By: Brook Brown

Agenda Item: Discussion and possible action on adoption of a resolution to designate the acting city secretary.

Description: In July, the City Secretary, Desiree Adair, resigned her position with the City, to take advantage of a position with the City of Lakeway. Since her departure, the position of city secretary is unfilled. Under the Texas Local Government Code, Section 22.073, and multiple sections of the Rollingwood Code of Ordinances, certain official actions of the City are to be performed by, or attested to, by the City Secretary. Pending the hiring of a permanent City Secretary, the proposed resolution would designate the City Administrator as the acting City Secretary for the City of Rollingwood, pending the hiring of a permanent City Secretary.

Action Requested:

Adoption of a resolution designating the City Administrator as the acting City Secretary for the City of Rollingwood.

Fiscal Impacts: No significant fiscal impacts anticipated at this time.

Supporting information:

Texas Local Government Code §22.073:

Sec. 22.073. POWERS AND DUTIES OF SECRETARY. (a) The secretary of the municipality shall attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings.

(b) The secretary shall:

(1) engross and enroll all laws, resolutions, and ordinances of the governing body;

(2) keep the corporate seal;

(3) take charge of, arrange, and maintain the records of the governing body;

(4) countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses; and

(5) prepare all notices required under any regulation or ordinance of the municipality.

(c) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 1324, Sec. 5(2), eff. June 17, 2011.

(d) The secretary shall 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.

(e) The secretary serves as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The secretary shall keep each cause of receipt and disbursement separately and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The secretary shall keep records of the accounts and other information covered by this subsection.

(f) The secretary shall 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.

(g) The secretary shall carefully keep all contracts made by the governing body.

(h) The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 47, eff. Sept. 1, 1989.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1184 (H.B. [3475](#)), Sec. 3(2), eff. September 1, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1324 (S.B. [480](#)), Sec. 5(2), eff. June 17, 2011.

City of Rollingwood Code (representative examples of duties of the city secretary, not exhaustive):

Sec. 2-92. - Disposition of resolutions upon passage. All resolutions, upon passage, shall be approved by the mayor, numbered and attested by the city secretary, and recorded by the city secretary in the book of resolutions provided for such purpose by the city council.

Sec. 2-121. - City secretary. The city secretary shall be appointed and employed by a majority vote of the city council for an initial term of one month. The city secretary will exercise all of the powers and perform all of the duties prescribed by law and will perform such other duties as may be required by the city council.

Sec. 2-282. Adoption of a budget and filing and posting of adopted budget.The budget finally adopted shall be filed with the city secretary and posted on the city's internet website in accordance with V.T.C.A., Local Government Code § 102.008. The adopted budget shall be filed with the county clerk.