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1 **§ 30.16 MUNICIPAL SECRETARY.**

2 (A) *Office of Municipal Secretary Created.* The Office of Municipal Secretary is created, shall be referred to as the  
3 City Secretary, and shall receive such compensation as may be fixed by the Council. The Municipal Secretary  
4 may also be referred to as the Municipal Clerk.

5 (B) *Powers and Duties of Municipal Secretary.*

6 (1) The Municipal Secretary shall:

7 (a) Attend each meeting of the governing body of the municipality and shall keep, in a record  
8 provided for that purpose, accurate minutes of the governing body's proceedings.

9 (b) Engross and enroll all laws, resolutions, and ordinances of the governing body.

10 (c) Keep the corporate seal.

11 (d) Take charge of, arrange, and maintain the records of the governing body.

12 (e) Countersign all commissions issued to municipal officers and all licenses issued by the Mayor and  
13 keep a record of those commissions and licenses.

14 (f) Prepare all notices required under any regulation or ordinance of the municipality.

15 (g) Draw all the warrants on the Treasurer, countersign the warrants, and keep, in a record provided  
16 for that purpose, an accurate account of the warrants.

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

24 (i) Keep a register of bonds and bills issued by the municipality and all evidence of debt due and  
25 payable to the municipality, noting the relevant particulars and facts as they occur.

26 ~~(h)~~(j) Carefully keep all contracts made by the governing body.

27 ~~(i)~~(k) Perform all other duties required by law, ordinance, resolution, or order of the governing body.

28 (l) Accept applications for a place on the ballot for city elections. And fulfill the duties of the city  
29 election records custodian.

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31 (C) *Powers and Duties – Budget*

32 (1) The City Clerk shall:

33 (a) Accept the proposed budget from the Budget Officer (Mayor) and file that proposed budget; The  
34 proposed budget shall be available for inspection by any person; and the city clerk shall take  
35 action to ensure that the proposed budget is posted on the city website.

36 (b) After council has set their public hearing, the clerk shall create the public notice of the date, time  
37 and location of the hearing; notice must include, in type of a size at least equal to the type used  
38 for other items in the notice, and include the statement required under Local Government Code  
39 102.055(b); and this notice will be posted at least 10 days but not more than 30 days before the  
40 public hearing, in the local paper.

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- 41 (c) On final approval of the budget by council, the budget will be filed with the city clerk; and the  
42 adopted budget will be posted on the city website, including the cover page outlined in Local  
43 Government Code 102.007.
- 44 (d) If council makes a budget amendment of the adopted budget, the amendment shall be filed with  
45 the city clerk and attached to the original budget.
- 46 (e) After the adoption of the budget or a budget amendment, upon direction by the mayor, the city  
47 clerk shall file a true copy of the approved budget or amendment in the office of the county clerk  
48 of the county in which the municipality is located.

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50 ~~(C)~~(D) *Designation as Officer for Public Information and Records Management Officer.* In addition to all other  
51 powers and duties set forth herein, the Municipal Secretary is also designated as the **Officer for Public**  
52 **Information and** Records Management Officer for the City of Woodcreek.

53 ~~(D)~~(E) *Powers and Duties of Municipal Secretary as Officer for Public Information and Records Management Officer.*

- 54 (1) The City Secretary shall file their name with the Director and Librarian of the Texas State Library within  
55 30 days of the initial designation or assumption of the office, as applicable. In addition to other duties  
56 assigned, the Records Management Officer shall:
- 57 (a) Assist in establishing and developing policies and procedures for a records management program  
58 for the City of Woodcreek.
- 59 (b) Administer the records management program and provide assistance to custodians for the  
60 purposes of reducing the costs and improving the efficiency of recordkeeping.
- 61 (c) In cooperation with the custodians of the records: (i) prepare and file with the director and  
62 librarian the records control schedules and amended schedules required by Tex. Local Gov't.  
63 Code § 203.161 and the list of obsolete records as provided by Tex. Local Gov't. Code § 203.164;  
64 and (ii) prepare or direct the preparation of requests for authorization to destroy records not on  
65 an approved control schedule as provided by Tex. Local Gov't. Code § 203.165, of requests to  
66 destroy the originals of permanent records that have been microfilmed as provided by Tex. Local  
67 Gov't. Code § 204.008, and of electronic storage authorization requests as provided by Tex. Local  
68 Gov't. Code § 205.007.
- 69 (d) In cooperation with custodians, identify and take adequate steps to preserve local government  
70 records that are of permanent value.
- 71 (e) In cooperation with custodians, identify and take adequate steps to protect essential local  
72 government records.
- 73 (f) In cooperation with custodians, ensure that the maintenance, preservation, microfilming,  
74 destruction, or other disposition of records is carried out in accordance with the policies and  
75 procedures of the local government's records management program and the requirements of  
76 this subtitle and rules adopted under it;
- 77 (g) Disseminate to the governing body and custodians information concerning state laws,  
78 administrative rules, and the policies of the government relating to local government records;  
79 and
- 80 (h) In cooperation with custodians, establish procedures to ensure that the handling of records in  
81 any context of the records management program by the records management officer or those  
82 under the officer's authority is carried out with due regard for: (i) the duties and responsibilities  
83 of custodians that may be imposed by law; and (ii) the confidentiality of information in records to  
84 which access is restricted by law.

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85 (I) They shall serve as designated officer for Public Information, and, as such, oversee the  
86 management of municipal data, including coordinating compliance with State Law with the City  
87 Attorney and administration of the city's Public Information policy.

88 ~~(E)~~(F) *Municipal Secretary to Serve as Municipal Assessor and Collector Created.* The Office of Municipal Assessor  
89 and Collector is created and shall receive such compensation as may be fixed by the Council. The Municipal  
90 Secretary will serve as the Municipal Assessor and Collector.

91 ~~(F)~~(G) *Powers and Duties of Municipal Assessor and Collector.* The Municipal Assessor and Collector will, in addition  
92 to the duties of Municipal Secretary, perform all other duties required by law, ordinance, resolution, or order  
93 of the governing body.

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