

ORDINANCE NO. 247

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS; APPOINTING TRACI R. MCGINLEY TO SERVE AS THE CITY SECRETARY OFFICER FOR THE CITY OF UHLAND, TEXAS; PRESCRIBING THE POWERS AND DUTIES OF THE CITY SECRETARY OFFICER; REQUIRING A BOND; AND PROVIDING FOR: REPEAL OF CONFLICTS, SEVERABILITY, A SAVINGS CLAUSE, MEETING OPEN TO THE PUBLIC AND AN EFFECTIVE DATE.

WHEREAS, the City of Umland, Texas is a general law City incorporated and functioning as such under the provisions of Chapter 11, Title 28, Revised Civil Statutes of Texas, 1925, as amended; and

WHEREAS, Section 22.071 of the Texas Local Government Code provides that an aldermanic form of government in type a general-law municipality may appoint municipal officers by ordinance; and

WHEREAS, Section 22.073 of the Texas Local Government Code prescribes specific powers and duties of the City Secretary; and

WHEREAS, Section 22.072 of the Texas Local Government Code provides that the City Council of the City of Umland, Texas may require a municipal officer whose duties are prescribed by the Texas Local Government Code to perform additional duties; and

WHEREAS, Section 22.072 of the Texas Local Government Code provides that the City Council of the City of Umland, Texas may require a municipal officer to execute a bond payable to the municipality and conditioned that the officer will faithfully perform the duties of the office; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS:

SECTION 1. APPOINTMENT.

Traci R. McGinley is hereby appointed to serve as the City Secretary Officer for the City of Umland, Texas.

SECTION 2. POWERS AND DUTIES.

The City Secretary officer shall faithfully perform the powers and duties as specifically prescribed by Section 22.073 of the Texas Local Government Code in addition to the following essential duties as hereby prescribed:

1. Develop policies and procedures mandated by law, to ensure efficient operations of the City Secretary Office, and to implement directives from the City Council and City Administrator.
2. Serve as the custodian of City records. Maintain, update, and preserve all historic, public, and legal records in compliance with the Texas State Library and Archives Commission. Maintain emergency record back-ups and procedures. Periodically review performance and effectiveness of the office and formulate programs or policies to alleviate deficiencies.
3. Administer and oversee City elections in accordance with the Texas Election Code, Local Government Code, in coordination with the Travis County Elections Office, including posting of legal notices, monitoring of candidate filings and inquiries, canvassing of election results coordination and administration of oaths of office.
4. Prepare and file ordinances, proclamations, resolutions and orders of the Council; oversee the codification of ordinances in to the code of ordinances, once established.
5. Assist the City Administrator in the agenda preparation for Council, boards and commission with primary responsibility for the timely posting of public meeting agendas, in accordance with the requirements of the Texas Open Meeting Act and Public Records Act.
6. Direct and ensure that legal notice publications are accurate, processed and published according to the State and local laws and City policies, including but not limited to notices of public hearings, requests for bids and other necessary legal notices.
7. Attend regular and special City Council meetings, Planning and Zoning, Board of Adjustment and other official City meetings requiring compliance with City Open Meetings Act. Oversee recording, including live streaming, indexing and preparation of the minutes.

8. Supervise and coordinate the preparation of an annual budget for the city secretary office; direct the implementation of the office's budget; plan for and review specifications for new or replaced equipment.
9. Coordinate and supervise the training, assignment, and development of subordinates.
10. Update and maintain webpages, notices and postings on the City's website.
11. Prepare and submit periodic reports to the City Administrator upon request and prepare a variety of other reports as appropriate.
12. Meet with elected officials, board and council members, law enforcement officials, community and business representatives and the public as needed to carry out the duties of the city secretary's office or as directed by the City Administrator.
13. Attend or designate personnel to attend conferences and meetings to keep abreast of current laws and legislation regarding local government, open meetings, open records, municipal elections and preservation of city records.
14. Perform the duties of subordinate personnel as needed.
15. Analyze and recommend improvements to equipment and facilities, as needed.
16. Participate in various committees, as available.

As are all employees of the City of Umland, Texas, the City Secretary Officer shall abide by and be subject to all City of Umland personnel policies.

SECTION 3. BOND.

The City Secretary officer shall execute a bond payable to the municipality and conditioned that the officer will faithfully perform the duties of the office.

SECTION 4. CONFLICT.

All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. SEVERABILITY.

If any section, subsection, paragraph, clause, phrase, or provision of this ordinance or the application of any section, subsection, paragraph, clause, phrase, or provision to any person or circumstance is adjudged to be invalid, the invalidity shall not affect other section, subsection, paragraph, clause, phrase, or provision or applications thereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 6. SAVINGS CLAUSE.

This Ordinance shall remain in full force and effect, save and except as amended or repealed.

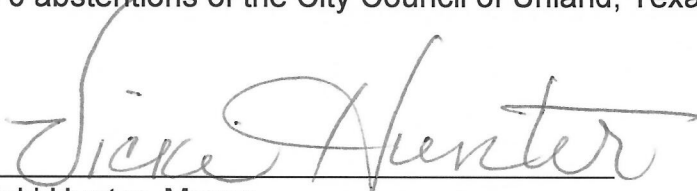
SECTION 7. MEETING OPEN TO PUBLIC.

It is hereby found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that the public notice of the time, place and purpose of said meeting was given as required.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall be effective upon passage and approval.

PASSED AND APPROVED this 5th day of August, 2020, by a vote of 5 ayes, to 0 nays, to 0 abstentions of the City Council of Uhlend, Texas.



Vicki Hunter, Mayor

ATTEST:



Karen Gallaher, City Administrator

