

ORDINANCE NO. 258

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS; CREATING THE OFFICE OF CITY SECRETARY; PRESCRIBING FOR THE APPOINTMENT AND REMOVAL OF THE CITY SECRETARY BY ORDINANCE, THE POWERS AND DUTIES OF THE CITY SECRETARY; 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 Type 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 a Type A general-law municipality may appoint municipal officers by ordinance; and

WHEREAS, Section 22.072 of the Texas Local Government Code provides that the members of the governing body 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 22.073 of the Texas Local Government Code prescribes specific powers and duties of the City Secretary; and

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

SECTION 1. CREATION OF THE OFFICE AND POSITION OF CITY SECRETARY.

The City Council of the City of Umland, Texas hereby officially creates the office and position of City Secretary for the City of Umland, Texas. The City Secretary serves as an appointed officer of the City and shall be a salaried employee position of the City. The total operating budget allocation for the office of City Secretary shall be provided as a designated line item in the City's budget each fiscal year to include the City Secretary's compensation.

SECTION 2. APPOINTMENT OF CITY SECRETARY; SUPERVISION; REMOVAL.

The City Council of the City of Umland, Texas shall appoint the City Secretary by Ordinance. The person appointed to serve as City Secretary shall serve at the discretion of the City Council and under the direction and supervision of the City Administrator. The City Secretary may be removed from office only by City Ordinance.

SECTION 3. POWERS AND DUTIES.

The City Secretary 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. Implement the directives as assigned by the City Council and City Administrator.

2. Develop policies and procedures to ensure efficient operations of the City Secretary's Office.
3. Supervise and coordinate the preparation of an annual budget for the City Secretary's Office. Direct the implementation of and manage the office's budget.
4. Coordinate with and assist the City Administrator in staffing the City Secretary's office based on City needs and budget constraints.
5. Supervise and manage the City Secretary's Office to include the day-to-day operations of the office and personnel. Perform the duties of subordinate personnel as needed. Analyze, recommend and implement improvements to the office's equipment and facilities as needed and within the office's budget.
6. Serve as the custodian of City records. Maintain, update, and preserve all historic, public, and legal records of the City in compliance with the Texas State Library and Archives Commission. Maintain emergency record back-ups and procedures. File ordinances, proclamations, resolutions, orders and records of the City with other governmental entities and agencies as required. Oversee the codification of ordinances into the code of ordinances, once established.
7. Coordinate with and assist the City Administrator in maintaining the City's website.
8. Administer and oversee City elections in accordance with the Texas Election Code and the Texas Local Government Code, including posting of legal notices, monitoring of candidate filings and inquiries, canvassing of election results, coordination and administration of oaths of office.
9. Serve as Court Clerk, if qualified, in the Municipal Court and perform the duties incident thereto.
10. Coordinate with and assist the City Attorney to ensure necessary and regular City Official and City Personnel training. Attend or designate personnel to attend conferences and meetings to keep abreast of current laws and legislation regarding open meetings, open records, municipal elections and preservation of city records.
11. Ensure that all required public notices are accurately processed and published.
12. Coordinate with and assist the City Administrator in the agenda preparation for each of the City's regular and special board and commission meetings and workshops requiring compliance with the Texas Open Meetings Act. Ensure the timely posting of agendas, in accordance with the requirements of the Texas Open Meeting Act and Public Records Act.
13. Oversee the recording and preparation of the minutes for each of the City's regular and special board and commission meetings and workshops requiring compliance with the Texas Open Meetings Act.
14. Prepare and submit periodic reports to the City Administrator upon request and prepare a variety of other reports as needed and appropriate.

15. 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. Participate in various committees, as available.

The City Secretary shall abide by and be subject to all City of Umland Personnel Policies.

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, APPROVED and ADOPTED ON the 7th **day of** April, **2021.**

Ayes 5 **Nays** 0 **Abstain** 0

Vicki Hunter

Vicki Hunter, Mayor

ATTEST:



Karen Gallaher, City Administrator