

ORDINANCE NO. 69

AN ORDINANCE OF THE CITY OF ANNETTA, TEXAS, CREATING THE POSITION OF CITY SECRETARY; ESTABLISHING REQUIREMENTS, TENURE, STATUS, AND DUTIES; PROVIDING FOR COMPENSATION; REPEALER CLAUSE; SEVERABILITY CLAUSE; ENGROSSMENT AND ENROLLMENT CLAUSE; PUBLICATION CLAUSE; AND EFFECTIVE DATE CLAUSE.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ANNETTA, TEXAS, THAT:

SECTION 1. CREATION OF POSITION OF CITY SECRETARY

The position of city secretary for the City of Annetta is hereby created.

SECTION 2. REQUIREMENTS

The City Secretary must be a qualified voter under the laws of the State of Texas.

SECTION 3. TENURE AND STATUS

The City Secretary is an appointed position and serves at the will of the City Council.

SECTION 4. DUTIES.

(a) The secretary shall attend each meeting of the City Council of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the City Council's proceedings.

(b) The secretary shall:

(1) engross and enroll all laws, resolutions, and ordinances of the City Council;

(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) The secretary shall notify the Texas Judicial Council of the name of each person who is elected or appointed as mayor, municipal court judge, or clerk of a municipal court of the

municipality. The secretary shall notify the judicial council within 30 days after the date of the person's election or appointment.

(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 City Council.

## SECTION 5. COMPENSATION.

The City Secretary shall be compensated as determined by the City Council.

## SECTION 6. REPEALER CLAUSE.

All ordinances or parts of ordinances not consistent or conflicting with the provisions of this ordinance are hereby repealed; provided that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered in this ordinance. Any cause of action accruing prior to the passage of this ordinance shall continue as if this ordinance was not passed or any other ordinance had not been repealed.

## SECTION 7. SEVERABILITY CLAUSE.

That it is hereby declared that the sections, articles, subsections, paragraphs, sentences, clauses, and phrases of this ordinance are severable and if any phrase, clause, sentence, paragraph, subsection, article, or section of this ordinance shall be declared void, ineffective, or unconstitutional by a valid judgment or final decree of a court of competent jurisdiction, such voidness, ineffectiveness, or unconstitutionality shall not effect any of the remaining phrases, clauses, sentences, paragraphs, subsections, articles, or sections of this ordinance since the same would have been enacted by the City Council without the incorporation herein of any such void, ineffective, or unconstitutional phrase, clause, sentence, paragraph, subsection, article, or section.

SECTION 8. ENGROSSMENT AND ENROLLMENT CLAUSE.

The City Secretary of the City is hereby directed to engross and enroll this ordinance by copying the caption, penalty clause (if any), publication clause and effective date clause in the minutes of the City Council and filing the ordinance in the ordinance records of the City.


SECTION 9. PUBLICATION CLAUSE.

The City Secretary is hereby directed to post or publish in the official newspaper of the City, the caption, penalty clause (if any), publication clause and effective date clause of this ordinance in one issue of the official newspaper of the City, provided that the official newspaper is a weekly paper, as authorized by Section 52.011 of the Texas Local Government Code.

SECTION 10. EFFECTIVE DATE.

This ordinance shall be effective after final passage and publication as required by law.

PASSED AND APPROVED THIS THE 14 day of September, 1999.

  
MAYOR

ATTEST;

  
City Secretary