



## MEMORANDUM

To: City of Seguin Mayor and Council  
From: Andy Quittner, City Attorney *Andy Quittner*  
Date: July 12, 2016  
Re: Ordinance provision related to the City Secretary

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In 2012 the citizens approved a change to the City Charter whereby the City Secretary would no longer be elected – but would be hired by the city manager. The effective date of that change will take place at the end of Ms. Stautzenberger's term (this fall).

The City Code has not been amended to reflect the change in the City Charter. This Ordinance changes the code to mirror the charter provision. The Ordinance also makes a few minor changes in duties. These changes reflect present and anticipated practice.