

CITY OF SEGUIN

ORDINANCE NO.:

STATE OF TEXAS

AN ORDINANCE OF THE CITY COUNCIL OF SEGUIN, TEXAS AMENDING THE SEGUIN CODE OF ORDINANCES CHAPTER 2, ADMINISTRATION, ARTICLE IV, OFFICERS AND EMPLOYEES, DIVISION 2, CITY SECRETARY, TO ALIGN THE CODE PROVISION RELATED TO CITY SECRETARY WITH THE CITY CHARTER; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING A SEVERABILITY CLAUSE; AND AUTHORIZING CITY STAFF TO PREPARE THIS ORDINANCE FOR SUBMISSION AS A SUPPLEMENT TO THE CODE OF ORDINANCES.

WHEREAS, in 2012, an amendment to the City's Charter changing the manner of selecting the City Secretary was passed by the voters; and

WHEREAS, the new charter provision, which changed the selection process from an election to hiring, becomes effective in 2016, at the end of the current elected term; and

WHEREAS, the City Code of Ordinances needs to be amended to reflect the changes in the City Charter.

NOW THEREFORE BE IT ORDAINED, by the City Council of Seguin, Texas:

SECTION ONE. The Seguin Code of Ordinances, Chapter 2 Administration, Article IV, Officers and Employees, , Division 2, City Secretary, is amended as follows (underlining indicates added text, ~~striketrough~~ indicates deleted text):

Sec. 2-141. - ~~Election and term.~~ Office established

~~The city secretary shall be elected in accordance with the state election code and the Charter for a term of four years.~~ The city manager shall hire a qualified person who shall serve as the city secretary and perform the duties of said office. The city manager may also hire or appoint one or more persons to serve as an assistant or deputy city secretary.

~~Sec. 2-142. - Qualifications.~~

~~The city secretary shall have a high school degree and the equivalent of five years of responsible administrative or secretarial experience or a four year degree from an accredited college or university.~~

~~Sec. 2-143. - Bond.~~

~~Any candidate for the position of city secretary must be able to qualify for a surety bond of not less than \$100,000.00. The city council shall post a bond of not less than \$100,000.00 to insure the fidelity of the city secretary and shall pay the premium for such bond.~~

~~Sec. 2-142 144. - Duties.~~

The city secretary shall perform the following duties for the city:

(1) Perform all duties required by state law.

(2) Serve as the City's records manager in accordance with Article IX of this Chapter.

~~(2) In the absence of the mayor, countersign with the city manager or director of finance all checks issued by the city.~~

(3) Attend council meetings and direct the taking of minutes of its proceedings and prepare and index all council minutes.

(4) Establish and maintain files of official documents and papers, which shall include ordinances, resolutions, contracts, agreements, permits, licenses, commissions, easements, deeds, title papers, judgments and other related documents.

~~(4) Maintain records of all minutes taken by the planning and zoning commission or any other subsidiary commission or committee under the control of the city council.~~

(5) Direct and supervise the publication of all official notices and ordinances, give notice of all city council meetings and assist in the preparation of the council agenda.

(6) Direct and supervise the holding of all municipal elections and keep and maintain the returns of all elections.

(7) Keep and supervise the use of the corporate seal.

(8) Perform all such other duties as may be required by ordinances, resolutions or assigned by the City Manager.

SECTION TWO. In accordance with Section 3.10 of the Seguin City Charter, this Ordinance shall become effective upon ten (10) days following passage on second reading.

SECTION THREE. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

SECTION FOUR. City staff is authorized to prepare this Ordinance for submission as a supplement to the Seguin Code of Ordinances.

PASSED AND APPROVED on first reading this 2nd day of August, 2016.

PASSED AND APPROVED on second reading this 16th day of August 2016.

DON KEIL, Mayor

ATTEST:

Thalia Stautzenberger, City Secretary