

ORDINANCE NO. 010

AN ORDINANCE PROVIDING FOR THE APPOINTIVE OFFICERS OF THE TOWN OF ANNETTA SOUTH, NAMELY, TOWN SECRETARY; TOWN TREASURER; TOWN BUILDING INSPECTOR; TOWN ENGINEER; AND OTHER TOWN OFFICIALS AS THE NEED ARISES TO MEET AN ORDERLY AND PROPER CONDUCT OF THE MUNICIPAL BUSINESS;

WHEREAS, the Town requires an orderly recordation of its business and administration, it becomes necessary to appoint any qualified resident of the Town to hold such office provided he has resided within the Town's limits or extra-territorial-jurisdiction at least six months prior to the deadline of his filing for office; and

WHEREAS, some officials may be required for specific services and limited time only but requiring professional qualifications such as knowledge of law or training in civil or sanitary engineering and need not be residents of the Town of Annetta South; and

WHEREAS, duties of officials which are similar in function may be vested in one and the same person, such as Secretary/Treasurer; and

WHEREAS, the Board of Aldermen deem it in the best of interest of the Town that an ordinance be passed to empower the Board to appoint such officials deemed necessary to ensure an orderly conduct and recordation of the administrative business of the Town;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF ANNETTA SOUTH, TEXAS:

SECTION I - PURPOSE

1. 1. The purpose of this ordinance is to provide for the safe keeping and recordation and preservation of the Town's documents, actions taken by the officials in conducting the administrative functions, the appointment of such officials as the need arises. The following provisions are enacted relating to the appointment of Town Secretary and Town Treasurer. It is further deemed that the duties of the aforementioned officials shall be vested in one and the same person till such time when the growth of the Town will cause an undue burden to one person in maintaining the requirements of each separate office.

SECTION II - APPOINTMENT

2. 1. The Board of Aldermen will consider for appointment of Secretary/Treasurer a resident who has demonstrated civic interest, general knowledge of the community and availability to prepare for and attend meetings.

2. 2. The appointment of the Secretary/Treasurer shall be approved by a majority vote at a regular meeting of the Board.

SECTION III - TERMS OF OFFICE

3. 1. The appointee shall, before entering upon the duties of his office, take and subscribe the official oath.

3. 2. The term of office shall be continuous until such time the Board deems the appointee to be unfaithful in the performance of his duties, or by the submission of a resignation in writing by the appointee.

3. 3. The Board shall have the power to remove the appointee for incompetency, corruption, misconduct or malfeasance in office, after due notice and an opportunity to be heard in defense. The Board shall also have the power to remove the appointee by resolution declaratory of its want of confidence in said appointee; provided, that two thirds (2/3) of the aldermen elected vote in favor of such resolution.

3. 4. No surety bond shall be required by the Secretary/Treasurer unless the Board of Aldermen deem it necessary. The value of the bond shall be set by the Board.

SECTION IV - DUTIES OF SECRETARY/TREASURER4A. Secretarial duties:

4A. 1. As Secretary, shall attend every meeting of the Board and keep accurate minutes of the proceedings thereof in a book to be provided for such purpose, engross and enroll all resolutions and ordinances of the Town Board, keep the corporate seal, take charge of and preserve and keep in order all the books, records, papers, documents and files of the Board, countersign all commissions issued to town officers, make out all notices required under any regulation or ordinance of the Town.

4A. 2. As Secretary, shall prepare notices of meetings and distribute same for at least 72 hours preceding the scheduled time of the meeting.

4B. Treasurer duties:

4B. 1. As Treasurer, shall receive and securely keep all moneys belonging to the Town. Shall be the general accountant and shall keep in books regular accounts of receipts and disbursements for the Town, each cause of receipt and disbursement, also accounts with each person, including officers, who have money transactions with the Town. During the term of the fiscal year shall present quarterly financial statements and whensoever, at other times required by the Board.

4B. 2. Shall establish bank accounts in banks designated by the Board of Aldermen.

4B. 3. Shall provide designated bank with duly authorized Banking Resolution pertaining to proper requirement of duly authorized signatures on all bank transactions entered by the Town.

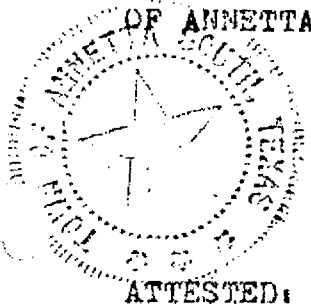
4B. 4. Pay all bills for public works, professional services, office and other supplies necessary for orderly conduct of Town business, as contracted by Town.

SECTION V - COMPENSATION

5. 1. The Secretary/Treasurer shall be compensated for personal funds expended for office supplies, printing of documents and notices at establishments where no charge accounts are regularly maintained by the Town, for long distance telephone calls relative to Town's business. For all items so paid, an itemized statement must be submitted and on long distance calls reason and person or agency called must be identified as well as subject matter of call. Purchases and expenditures exceeding fifty dollars (\$50.00) must be approved by the Board.

5. 2. Per motion adopted by the Board of Aldermen at a regular meeting held on the 11th day of June, 1981, at which a quorum was present and voting throughout, that twenty-five dollars (\$25.00) remuneration be allowed the Secretary/Treasurer.

PASSED AND ADOPTED by the Board of Aldermen of the TOWN OF ANNETTA SOUTH, Texas, this 13 th day of October, 1983.



ATTESTED:

John S. Styrsky
Town Secretary

APPROVED BY:

Carl Robbins
Mayor