

**Ordinance No. 2001.19
Village of Salado
County of Bell
State of Texas
September 23, 2001**

**AN ORDINANCE CREATING THE OFFICE OF CITY SECRETARY;
PRESCRIBING DUTIES OF THE OFFICE; PROVIDING A SAVINGS CLAUSE;
AND PROVIDING A SEVERABILITY CLAUSE**

WHEREAS, the Village of Salado, Texas was incorporated as a Type B. Municipality pursuant to the Local Government Code of the State of Texas on the 15th day of August, 2000; and

WHEREAS, the Board of Aldermen of a Class B Municipality are given the power pursuant to Section 23.051 of the Local Government Code of the State of Texas to create the office of City Secretary; and

WHEREAS, the Board of Aldermen of the Village of Salado deems it in the best interest of the Village to create the Office of City Secretary and to prescribe the duties of such office:

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO, THAT:

1. There is hereby created for the Village of Salado the Office of City Secretary. Such office shall be filled at the discretion of, and with the advice and consent of the Village of Salado Board of Aldermen. Such position shall be a paying position, the salary, and other benefits attendant thereto to be set by the Village of Salado Board of Aldermen from time to time.
2. The Office of City Secretary shall have the duties as prescribed by Section 22.073 of the Local Government Code of the State of Texas, as follows:
 - a) Attend every meeting of the Board of Aldermen and keep accurate minutes of the proceedings of the Board of Aldermen.
 - b) Engross and Enroll all laws, resolutions, and ordinances of Board of Aldermen.
 - c) Keep the Corporate Seal
 - d) Take charge of and preserve, all books, records, papers, documents and files of the municipality. To collect all ordinances, place the original or the clearest copy available in a 3 or 4 ring binder, note which ordinances have been partly or completely repealed, and/or amended, and prepare an index. A full official original (or best available copy) shall be kept in the

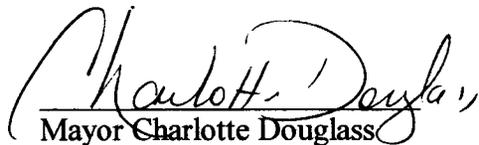
municipality's safe. Other copies should be available for day-to-day review and use by municipal officials.

- e) Countersign all commissions issued to municipal officers and licenses issued by the Mayor and keep a record of these.
- f) Draw all warrants on the Treasurer and countersign the same and keep an account of all warrants in a separate record.
- g) Be the general accountant of the municipality.
- h) Keep in books regular accounts of the receipts and disbursements of the municipality.
- i) Keep a register of all bonds and bills issued by the municipality.
- j) Keep a record of all contracts of the municipality.
- k) Countersign all bonds issued by the municipality.
- l) Perform such other duties as the Board of Aldermen may require.
- m) Notify the Texas Judicial Council, P.O. Box 12066, Austin, Texas, 78711 (512) 463-1625, of the name of any person elected or appointed as a mayor or municipal court judge or municipal court clerk of a municipality not later than 30 days from date of appointment or election.
- n) Until such time as the Board of Aldermen deem it prudent to appoint a Municipal Court Clerk, in accordance with Section 29.010 of the Local Government Code, to serve as Municipal Court Clerk.

3. It is hereby declared to be the intention of the Board of Aldermen that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity, shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such invalid phrase, clause, sentence, paragraph or section.

4. This ordinance shall take effect from the date of its passage, and it is accordingly so ordained.

Signed this 6th day of September, 2001.


Mayor Charlotte Douglass


City Secretary, Dianna Zulauf



POST OFFICE BOX 219 SALADO, TEXAS 76571 254.947.5060

December 17, 2001

Texas Judicial Council
PO Box 12066
Austin, TX. 78711

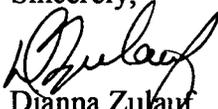
Dear Sir or Madam:

The Village of Salado has appointed/hired/elected a Mayor, Municipal Court Judge, and a Municipal Court Clerk. They are as follows:

Mayor	Charlotte Douglass	Elected, Nov. 2000
Municipal Court Judge	Don A. Svadlenak	Hired, Oct. 2001
Municipal Court Clerk	Dianna Zulauf	Hired, Oct. 2001

I am notifying you of these appointments per our Ordinance No. 2001.19. if you should need any further information please contact me at (254) 947-5060

Sincerely,


Dianna Zulauf
Village Secretary