

CITY OF STARBASE, TEXAS
ORDINANCE NO. 2025-05-29-JOS-DR

AN ORDINANCE OF THE CITY OF STARBASE, TEXAS SETTING FORTH THE DUTIES AND POWERS OF THE CITY CLERK, AS AN OFFICER OF THE CITY; PROVIDING FOR SEVERABILITY AND REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT OF THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Starbase, Texas ("City") is a Type C general law municipality located in Cameron County, Texas created in accordance with the provisions of Chapter 8 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, pursuant to Texas Local Government Code Section 24.052 the governing body of a Type C General Law municipality shall appoint a competent person as the clerk of the municipality; the clerk is also the tax assessor-collector of the municipality, and has the same powers and duties by the general laws on the clerk, treasurer, and tax assessor-collector of a Type A or Type B general-law municipality; and

WHEREAS, the City Commission finds that setting forth the City Clerk's duties and powers by ordinance is in the best interest of the general public welfare and efficient administration of City business.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS:

SECTION 1. Recitals. The City Commission finds all the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

SECTION 2. Appointment. The City Commission shall appoint a City Clerk by motion at a duly held public meeting of the City Commission.

SECTION 3. Bond Required. The City Commission finds that prior to performing the duties of City Clerk a sufficient bond must be executed in an amount approved by the City Commission and filed and recorded in the minutes in accordance with Texas Local Government Code Section 24.052(b). In accordance with Section 24.052, the bond amount is set by the City Commission at \$20,000. A bond from a licensed surety is hereby approved by the Commission and the City Clerk is hereby ORDERED to, upon her receipt of the surety bond, file same in the minutes of the meeting of the adoption of this Ordinance. The City of Starbase shall pay or reimburse the City Clerk's cost of obtaining the bond.

SECTION 4. City Clerk Duties. The City Commission finds that the duties of the City Clerk include, but are not limited to the following:

- Attend all City Commission meetings in person and keep accurate minutes of the City Commission's proceedings.
- Coordinate and ensure compliance with the Public Information Act by overseeing requests for public information and ensure that such information is released according to state law.
- Take charge of, arrange, and maintain the records of the City Commission. Serve as the records management officer responsible for establishing, maintaining, updating and preserving all historical, public, and legal records for the City in compliance with the Texas State Library Records Retention Schedule. Maintain original files for the City including contracts, bonds, agreements, litigation, and legal notices.
- Prepare and post the City Commission agenda and distribute a quality end product in a timely fashion.
- Perform follow-through on items acted upon by the City Commission including composing and preparing correspondence, notifying various individuals of City Commission actions, and ensuring that resolutions and ordinances are properly formatted and executed.
- Prepare all notices required under any regulation or ordinance of the City.
- Engross and enroll all laws, resolutions, and ordinances of the City Commission.
- Act as Elections Administrator to ensure all legal requirements are met, including coordination of all aspects of the City's General and Special Elections, and work directly with Cameron County Elections for all municipal elections, monitoring election procedures during election process, ensuring compliance with Texas Local Government law and election rules and regulations.
- Create, post, update, maintain, and analyze features of the City's website, and any other form of electronic communication supported by the City.
- Work closely with the City Attorney's office in preparation of official documents. File ordinances and resolutions of the City Commission and oversee the codification of ordinance into the municipal code.
- Prepare and advertise meeting agendas, bid and other advertisements and legal notices of public hearings, special meetings and other notices as required.
- 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.
- Serves as the general accountant of the municipality and shall cause regular accounts of the municipal receipts and disbursements to be kept, as required by state law.
- Keep a register of bonds and bills issued by the City and all evidence of indebtedness due to the City.
- Perform all other duties required by law, ordinance, resolution, or order of the governing body.
- Accept service of legal documents for the City.
- Administer oath of office to public officials. Countersign all commissions issued to municipal officers and all licenses issued by the mayor and keep a record of those commissions and licenses.
- Serve as a notary public for City related documents.
- Keep the municipal corporate seal.

SECTION 5. The City Commission, in accordance with Texas Local Government Code Sec. 24.052(c), finds the clerk has the same powers and duties imposed by the general laws on the clerk, treasurer, and tax assessor of a Type A or Type B general law municipality, as set out in Texas Local Government Code Section 22.073.

SECTION 6. Severability. It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this code shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality 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 City Commission without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 7. Repealer. This Ordinance shall be cumulative of all provisions of all ordinances of the City of Starbase, affecting the City Clerk's duties and powers, as amended, and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

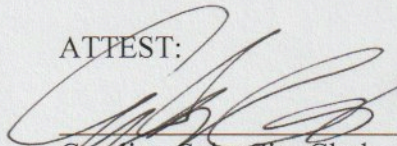
SECTION 8. Engrossment/Enrollment. The City Clerk is hereby directed to enroll and engross this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the City Commission and by filing this Ordinance in the Ordinance Records of the City.

SECTION 9. Effective Date. This Ordinance shall become effective upon its passage and publication as required by law, and it is so ordained.

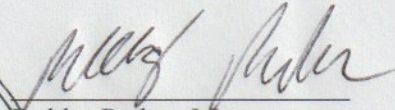
PASSED AND APPROVED by the City Commission of the City of Starbase, Texas, on this 29th day of May 2025.

CITY OF STARBASE, TEXAS

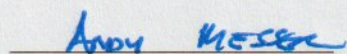
ATTEST:


Caroline Cole, City Clerk




Bobby Peden, Mayor

APPROVED AS TO FORM:


W.m. Andrew Messer, City Attorney