

**CITY OF STARBASE, TEXAS
ORDINANCE NO. 2026-20**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF STARBASE,
TEXAS, DESIGNATING THE DATA GOVERNANCE AND PROJECT MANAGER
AS ACTING CITY CLERK IN THE ABSENCE OF THE CITY CLERK;
AUTHORIZING THE ACTING CITY CLERK TO ATTEST OFFICIAL DOCUMENTS
AND AFFIX THE CITY SEAL; AND PROVIDING FOR RELATED MATTERS**

WHEREAS, the City of Starbase, Texas (the “City”) is a Type C General Law municipality under the laws of the State of Texas; and

WHEREAS, Texas Local Government Code § 24.052 requires the City to appoint a competent person as the Clerk of the City; and

WHEREAS, the City set forth the duties and powers of the City Clerk in Ordinance 2025-05-29-JO5-OR; and

WHEREAS, the City appointed Gretchen Norton as City Clerk on February 3, 2026, and administered to Ms. Norton the Oath of Office on the same day; and

WHEREAS, Texas Local Government Code § 24.052 authorizes the City to appoint municipal officers that the City Commission considers necessary and to define the powers of those officers; and

WHEREAS, the City Commission finds it necessary and in the public interest to ensure uninterrupted execution of official City business by designating an Acting City Clerk for periods when the City Clerk is absent or temporarily unable to perform such duties; and

WHEREAS, the Data Governance and Project Manager is a senior administrative officer of the City with custody of official City records and is well suited to perform the duties of City Clerk on a temporary basis;

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

Section 1. Designation of Acting City Clerk. The individual serving as the Data Governance and Project Manager of the City of Starbase, Texas, is hereby designated as Acting City Clerk and shall assume all statutory and administrative duties of the City Clerk whenever the City Clerk is absent from the City, temporarily incapacitated, or otherwise temporarily unable to perform the duties of the office.

Section 2. Authority to Attest Documents. While serving as Acting City Clerk, the Data Governance and Project Manager is authorized to sign, attest, certify, and otherwise authenticate all ordinances, resolutions, minutes, contracts, and other official documents of the City to the same extent and with the same legal effect as if performed by the City Clerk.

Section 3. Authority to Affix the City Seal. While serving as Acting City Clerk, the Data Governance and Project Manager is authorized to hold and affix the official corporate seal of the City of Starbase to any document that the City Clerk would be authorized to seal, including but not limited to ordinances, resolutions, contracts, certifications, and instruments filed with any governmental entity.

Section 4. Triggering Conditions. The authority granted in Sections 2 and 3 is effective automatically upon the City Clerk's absence or temporary inability to perform the duties of the office. No formal proclamation, resolution, or additional action by the City Commission is required to activate this designation. The Acting City Clerk shall note on any document attested or sealed during an absence: "Attested by Acting City Clerk pursuant to Ordinance No. 2026-20."

Section 5. Limitations. The authority conferred by this Ordinance is temporary in nature and does not constitute appointment to or vacation of the office of City Clerk. The Data Governance and Project Manager shall not exercise the authority granted herein while the City Clerk is present and able to perform the duties of the office. Nothing in this Ordinance shall be construed to affect the City Clerk's permanent duties, compensation, or status.

Section 6. In the event that the Data Governance and Project Manager is unavailable to serve as Acting City Clerk, in the determination of the City Administrator, the City Administrator shall designate another City staff member to serve as the Acting City Clerk.

Section 7. Conflicts. Any prior ordinances, resolutions, or provisions of the Starbase City Code inconsistent with this Ordinance are hereby superseded to the extent of the conflict.

Section 8. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

Section 9. Effective Date. This Ordinance shall take effect immediately upon adoption, as provided by Texas Local Government Code § 52.011.

PASSED AND APPROVED by the City Commission of the City of Starbase, Texas, on this 14th day of July, 2026.

CITY OF STARBASE, TEXAS

Signed by:



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Bobby Peden, Mayor

ATTEST:

Signed by:



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Gretchen Norton, City Clerk

APPROVED AS TO FORM:

Signed by:



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Caleb Rush, City Attorney

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