

ORDINANCE #161-2017

AN ORDINANCE OF THE CITY OF LONE OAK, TEXAS AUTHORIZING THE MUNICIPAL CLERK/CITY SECRETARY AS EX-OFFICIO FOR MUNICIPAL COURT CLERK; AND PROVIDING APPOINTMENT AND THE DUTIES OF THE MUNICIPAL CLERK/CITY SECRETARY AND MUNICIPAL DEPUTY COURT CLERK; AND PROVIDING THE TERM OF OFFICE AND COMPENSATION FOR COURT CLERK

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONE OAK, TEXAS:

Section 1:

Municipal Clerk

- a) It shall be the duty of the city secretary or his/her designee to attend every meeting of the governing body, and to keep accurate minutes of the proceedings thereof, in a book to be provided for that purpose; and to engross and enroll all laws, resolutions and ordinances of the governing body; to keep the corporate seal; to take charge of and preserve and keep in order all of the books, records, papers, documents and files of the governing body and to act as designated records manager thereof; to countersign all commissions issued to city officers, and licenses issued by the city, and to keep a record or register thereof; and to make out all notices required under any regulation or ordinance of the city.
- b) The City Secretary shall be the ex-officio clerk of the Municipal Court of the City of Lone Oak and may appoint a deputy court clerk for the municipal court who shall serve for a term of two (2) years which shall run concurrently with the term of the municipal judge unless the city council appoints a separate municipal court clerk. (Ref. Texas Government Code 29-101) The city secretary may hire, direct, and assign other duties to deputy court clerk.
- c) The city secretary may also assume the duties of the office of municipal court clerk in the absence of the duly appointed municipal court clerk.

Section 2:

Municipal Court Clerk -

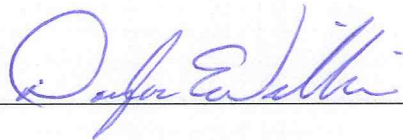
- a) Provide daily customer service contact with the general public regarding citations, complaints, and other Municipal Court proceedings
- b) Issue all process and generally perform all of the duties of a clerk of a court, as prescribed by law
- c) Receipt and record the payment of court fees and /or fines
- d) Helps prepare case jackets, posts, and files or routes court documents
- e) The salary of the deputy court clerk shall be approved by the city council
- f) The court clerk shall keep the minutes of the proceedings of the Municipal Court, if required

Section 3:

Any and all ordinances, resolutions, rules, regulations, policies, or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of any conflict herewith.

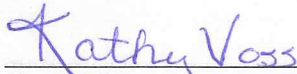
Section 4: This Ordinance shall take effect from and after the date of its passage.

PASSED AND APPROVED THIS 9th DAY OF MAY, 2017.



Douglas E. Williams, Mayor

ATTEST:



Kathy Voss, City Secretary