

RESOLUTION NO. R2024-41

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, APPOINTING A CITY SECRETARY WITH THE POWERS AND DUTIES OF THE OFFICE AS DESCRIBED IN ARTICLE V, SECTION 4.05 OF THE CITY OF BURNET CITY CHARTER AND TEXAS LOCAL GOVERNMENT CODE TITLE 2; CHAPTER 21; SEC.21.105: K. Dix

**WHEREAS**, The Texas Local Government Code, Subchapter C, Sec. 23.051; Other Municipal Officers: states the governing body of the municipality may appoint officers, other than the mayor, aldermen, or marshal, as necessary to carry out the municipality's functions, and;

**WHEREAS**, the City Charter of the City of Burnet sets forth the duties and responsibilities of the Office of the City Secretary; and

**WHEREAS**, those duties include, but are not limited to proper posting of agendas for all meetings of the City Council, City Boards and Commissions, recording of minutes associated with all posted agendas, authentication of official documents, municipal election duties, and public information processes of the City with the City seal, and;

**NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT:**


**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby resolved by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Proceedings.** The City Council hereby approves and appoints Maria Gonzales to serve as the City Secretary for the City of Burnet.

**Section 3. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

**PASSED AND APPROVED** this the 14<sup>th</sup> day of May 2024.

ATTEST:

  
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Kelly Dix, City Secretary

