



CITY OF DEL RIO, TEXAS  
SPECIAL CITY COUNCIL MEETING  
COUNCIL CHAMBERS - CITY HALL  
109 WEST BROADWAY  
THURSDAY, FEBRUARY 15, 2018 - 5:30 P.M.

AGENDA  
DESCRIPTION

ITEM NO.

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1. CALL TO ORDER
  2. ROLL CALL
  3. INVOCATION
  4. PLEDGE OF ALLEGIANCE
  5. **RESOLUTIONS**  
**(ACTION MAY BE TAKEN ON THESE MATTERS)**
    - a. R: 2018 - 007 A Resolution for the Appointment of A Deputy City Secretary and Defining the Powers and Duties.- Robert Garza, Mayor
  6. **ADJOURNMENT**

\* NOTE: The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

I, Biatrix Vela, Deputy City Secretary, hereby certify that the above agenda was posted on the bulletin board in the Municipal Building and on the bulletin board immediately outside the Municipal Building on or before 5:30 p.m. on the 12th day of February 2018.

A handwritten signature in black ink that reads "Biatrix P. Vela".

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Biatrix Vela, Deputy City Secretary

**City Council Special**

**5.a.**

**Meeting Date:** 02/15/2018

**Submitted By:** Amelia Moreno, Executive Secretary, Administration

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**Information**

**SUBJECT:**

R: 2018 - 007 A Resolution for the Appointment of A Deputy City Secretary and Defining the Powers and Duties.- Robert Garza, Mayor

**SUMMARY:**

Discussion and possible action of a resolution for the appointment of a Deputy City Secretary and defining the powers and duties of said appointee. Section 23 of Article II of the Del Rio City Charter states that the Council may provide for one or more Deputy City Secretaries. This resolution will appoint Mrs. Alfa Prieto as Deputy City Secretary and will define powers and duties of appointed position.

**BACKGROUND:**

Mrs. Prieto currently holds the position of Clerk III in the City Secretary Department, this resolution is being done make this appointment official as per charter requirements.

**DISCUSSION:**

This resolution does not change her current duties and responsibilities. This is a procedure to officially appoint the Deputy City Secretary as per Charter.

**PROS:**

This Resolution will acknowledge Mrs. Alfa Prieto as the official Deputy City Secretary for the City of Del Rio and will allow for certain processes to be expedited in the absence of the City Secretary.

**CONS:**

None.

**RECOMMENDATION:**

City Administration requests and recommends the passage of this Resolution.

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**Fiscal Impact**

**FISCAL IMPACT:**

None. This resolution is for the purpose of acknowledging Ms. Vela's current position.

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**Attachments**

R2018-007 appointment 2nd deputy

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**RESOLUTION NO. R: 2018 - 007**

**A RESOLUTION FOR THE APPOINTMENT OF A DEPUTY CITY SECRETARY AND  
DEFINING THE POWERS AND DUTIES**

**WHEREAS**, Section 23 of Article II of the Del Rio City Charter states in pertinent part that the Council may provide for one or more Deputy City Secretaries and define their powers and duties; and

**WHEREAS**, the City Council deems it necessary to appoint the person named herein as Deputy City Secretary for the purpose of performing the duties and powers of said office in the absence of the City Secretary.

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

Section 1. Appointment of Deputy City Secretary

Alfa Prieto is hereby appointed as Deputy City Secretary of the City of Del Rio, Texas.

Section 2. Powers and Duties

The Deputy City Secretary appointed herein shall have all the powers and perform all duties of the office of the City Secretary of the City of Del Rio, Texas. The Deputy City Secretary named herein shall serve under the supervision and direction of the City Secretary. In the absence of the City Secretary, the Deputy City Secretary named shall be directly responsible to the City Council, with duties assigned by the city manager and shall otherwise exercise the powers of said office and perform the duties prescribed therefore in accordance with the City Charter and state law.

**PASSED AND APPROVED on this 15<sup>th</sup> day of February 2018**

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ROBERT GARZA  
Mayor

**ATTEST:**

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BIATRIS VELA  
Deputy City Secretary

**REVIEWED FOR ADMINISTRATION: REVIEWED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
HENRY ARREDONDO  
City Manager

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SUZANNE WEST  
City Attorney