

## **ORDINANCE NO. 2022 – 001**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, TEXAS; RE-APPOINTING CARMEN LONG TO SERVE AS THE MUNICIPAL COURT CLERK FOR THE CITY OF SANTA CLARA, TEXAS; AMENDING SECTION 3. COMPENSATION OF ORDINANCE 2021-003; PROVIDING FOR: TERM, COMPENSATION, REPEAL OF CONFLICTS, SEVERABILITY, A SAVINGS CLAUSE, MEETING OPEN TO THE PUBLIC AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Santa Clara, Texas is a Type A general law City incorporated and functioning as such under the provisions of Chapter 11, Title 28, Revised Civil Statutes of Texas, 1925, as amended; and

**WHEREAS**, Chapter 29 of the Texas Government Code provides for the creation, jurisdiction and operation of a municipal court; and

**WHEREAS**, on February 8<sup>th</sup>, 2021 the City of Santa Clara, Texas created the Municipal Court; and

**WHEREAS**, on February 8<sup>th</sup>, 2021 the City Council of Santa Clara, Texas appointed Carmen Long to serve as the first municipal court clerk for the City;

**WHEREAS**, on May 23<sup>rd</sup>, 2022 the City Council of Santa Clara, Texas approved a full-time Court Clerk Staff position with salary and benefits;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, TEXAS:**

### **SECTION 1. RE-APPOINTMENT OF MUNICIPAL COURT CLERK.**

Carmen Long is hereby appointed to serve as the Municipal Court Clerk for the City of Santa Clara, Texas.

### **SECTION 2. TERM.**

The term of this appointment shall be for a period of two (2) years beginning from the date after the expiration of the prior term, February 8<sup>th</sup>, 2023.

### **SECTION 3. COMPENSATION.**

- a. Section 3. Compensation of Ordinance 2021 – 003 is hereby amended to read: The compensation for this appointment of Carmen Long to serve as the first Municipal Court Clerk shall hereby be set at no less than \$2,400 per year as established by the City of Santa Clara's budget for the position of Municipal Court Clerk.

- b. The compensation for the re-appointment of Carmen Long to serve as the Municipal Court Clerk shall hereby be set as established by the City of Santa Clara's budget for the position of Municipal Court Clerk.
- c. The position of Municipal Court Clerk shall hereby qualify at all times for any applicable benefits available to other staff positions of the City, depending on the status of the position.

**SECTION 4. DUTIES.**

Carmen Long is hereby authorized to perform all duties as established under Ordinance 2021-001 and additionally to manage:

- a. the Net Data Software License Agreement;
- b. and coordinate the Municipal Court Docket with the Municipal Court Judge and the Municipal Prosecutor;
- c. and account for all Municipal Court funds; and
- d. all budgeted funds allocated to the Court Clerk position including performing expenditures for office supplies, materials and software for the orderly and efficient operation of the Court Clerk's duties.

**SECTION 5. CONFLICT.**

All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 6. SEVERABILITY.**

If any section, subsection, paragraph, clause, phrase, or provision of this ordinance or the application of any section, subsection, paragraph, clause, phrase, or provision to any person or circumstance is adjudged to be invalid, the invalidity shall not affect other section, subsection, paragraph, clause, phrase, or provision or applications thereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION 7. SAVINGS CLAUSE.**

This Ordinance shall remain in full force and effect, save and except as amended or repealed.

**SECTION 8. MEETING OPEN TO PUBLIC.**

It is hereby found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that the public notice of the time, place and purpose of said meeting was given as required.


**SECTION 9. EFFECTIVE DATE.**

This Ordinance shall be effective upon passage and approval.


**PASSED, APPROVED and ADOPTED ON the 25th day of July, 2022.**

**Ayes 4 Nays 0 Abstain 0**



  
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Jeff Hunt, Mayor

**ATTEST:**

  
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Donna L. White, City Secretary