

**CITY OF SANDY OAKS, TEXAS**

**ORDINANCE NO. 2021-195**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS ESTABLISHING THE POSITION OF ADMINISTRATIVE INTERN TO THE MAYOR.**

**WHEREAS**, the City of Sandy Oaks, Texas (“City”) is a Type A General Law municipality incorporated and operating under Chapter 22 of the Local Government Code; and

**WHEREAS**, pursuant to section 22.071 of the Local Government Code, the City Council established the position of City Administrator to act as Chief Administrative Officer of the City and perform such duties as prescribed by City Council; and

**WHEREAS**, the position of City Administrator is currently vacant, and the Mayor is performing such administrative duties typically prescribed to the City Administrator and is in need of assistance in performing such duties; and

**WHEREAS**, the City Council files it necessary and desirable, and in the public interest to establish the position of Administrative Intern to the Mayor to provide assistance to the Mayor in the performance of such administrative duties and other duties as the Mayor may desire;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:**

**SECTION 1. PREAMBLES INCORPORATED.** The City Council officially finds and declares that the facts and recitations set forth in the preamble to this Ordinance are true and correct.

**SECTION 2. ESTABLISHMENT OF POSITION OF ADMINISTRATIVE INTERN TO THE MAYOR.** The position of Administrative Intern to the Mayor is hereby created and established.

**SECTION 3. DUTIES OF THE ADMINISTRATIVE INTERN TO THE MAYOR.** The Administrative Intern to the Mayor may perform a variety of constituent and administrative staff services for the Mayor, which may include: serving as office manager for the Mayor's Office; communicating with constituents, City staff, third-party vendors, and contractors; conducting research and responding to requests for information from the Mayor; resolving complaints from constituents or referring certain issues to appropriate City staff or City departments for resolution; overseeing the preparation of correspondence, memoranda, agenda items, reports, resolutions, proclamations, agreements, presentations, forms and other documents necessary to conduct City business; working with staff to ensure a high performance, customer service-oriented work environment that supports achieving the Mayor's objectives and service expectations; researching and assembling information from a variety of sources for the preparation of records, correspondence and reports for the Mayor and Council; and performing any other duties as

determined and prescribed by the Mayor to effectively carry out the purpose of Administrative Intern to the Mayor.

**SECTION 4. APPOINTMENT OF THE ADMINISTRATIVE INTERN TO THE MAYOR.** The Administrative Intern to the Mayor is appointed by the Mayor and serves at the pleasure of the Mayor.

**SECTION 5. SEVERABILITY CLAUSE.** If any section, subsection, sentence, clause or phrase of this Ordinance for any reason is held invalid, illegal, or incapable of being enforced, such section, subsection, sentence, clause or phrase shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other sections, subsections, sentences, clauses or phrases hereof shall remain in full force and effect.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its passage and expires after the depletion of \$4,500 for this position at which such time Council may reconsider this Ordinance.

**PASSED AND APPROVED** on this 9<sup>th</sup> day of December, 2021.

**CITY OF SANDY OAKS, TEXAS**

  
Micki L. Ball, Mayor

**ATTEST:**

  
Charlotte Rabe, City Clerk