

CITY OF SANDY OAKS, TEXAS

ORDINANCE NO: 2022-207

AN ORDINANCE OF THE CITY OF SANDY OAKS, TEXAS ESTABLISHING THE POSITION OF DEPUTY CITY CLERK; PROVIDING FOR PROCEDURE FOR APPOINTMENT; PROVIDING FOR TENURE AND COMPENSATION; PROVIDING FOR DUTIES OF THE DEPUTY CITY CLERK; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Section 22.071(b) of the Texas Local Government Code, the City Council by ordinance provided for the appointment of the City Secretary, who is also known as the City Clerk, and has delegated certain duties to the City Secretary by ordinance and by other actions of City Council; and

WHEREAS, in addition to other power and duties, the City Secretary performs the duties prescribed by 22.073 of the Local Government Code, attends all meetings of the City Council, keeps and files minutes of the proceedings thereof, engrosses and enrolls all laws, resolutions and ordinances of the Council, keeps the corporate seal and preserves and keeps in order all books, records, documents, contracts, letters, and files of the City Council, countersigns all commissions issued to city officers and all licenses issued by the city and keep an accurate record or registry thereof, issues all notices required under any ordinance or resolution of the City Council, serves as the Public Information Officer, and performs all other duties that may be required by law, ordinance, resolution, or order of the City Council; and

WHEREAS, the City Council desires to create the position of Deputy City Clerk to assist the City Secretary in performing his or her duties and to provide for the appointment, compensation, and general duties and functions of such position;

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

Section 1. Findings of Fact. The facts and matters set out above in the recitations are found to be true and correct.

Section 2. Position Established. That the position of Deputy City Clerk is hereby created and established. The Deputy City Clerk may also be known as the Deputy City Secretary.

Section 3. Appointment of Deputy City Clerk. The Deputy City Clerk shall be appointed by the Mayor, subject to an affirmative vote of the City Council.

Section 4. Term of Deputy City Clerk. The Deputy City Clerk shall serve for such a term that the City Council may desire.

Section 5. Compensation of Deputy City Clerk. The compensation of the Deputy City Clerk shall be as from time to time determined by the City Council.

Section 6. General Duties of the Deputy City Clerk. The Deputy City Clerk shall be responsible for assisting the City Clerk in planning, directing, managing, and overseeing the activities and operations of the office of the City Clerk, including all duties authorized by ordinance, resolution, or order of the City Council. The Deputy City Clerk may coordinate assigned activities with other City departments and outside agencies and provide administrative support to the City Clerk, City Council, and the Mayor. During the absence or disability of the City Clerk, the Deputy City Clerk shall have all the powers of the City Clerk and shall perform the functions and duties of such office.

Section 7. Court Clerk. As directed by the City Clerk, the Deputy City Clerk shall perform the duties of Court Clerk.

Section 8. Severability. If any section, paragraph, sentence, clause, phrase or word of this ordinance of the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portion of this ordinance, and the City Council hereby declares that it would have passed such remaining portions despite invalidity or unconstitutionality.

Section 9. Effective Date. This Ordinance shall take effect immediately upon its publication as required by section 52.011 of the Local Government Code.

PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF JULY 2022.

CITY OF SANDY OAKS, TEXAS



Charles Fillinger, Mayor

ATTEST:



Katherine Yelton, City Secretary