



NOTICE OF THE TOWN COUNCIL
SPECIAL TOWN COUNCIL MEETING

June 09, 2022 at 6:00 PM

Argyle Town Hall, 308 Denton Street, Argyle, Texas 76226

AGENDA

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Argyle Town Council will meet in a Special Town Council on June 09, 2022 at 6:00 PM at the Argyle Town Hall, 308 Denton Street, Argyle, Texas 76226.

CALL TO ORDER

OPEN FORUM

This is an opportunity for the public to address the Town Council on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Each speaker is limited to five (5) minutes, unless the speaker requires the assistance of a translator, in which case the speaker is limited to ten (10) minutes, in accordance with applicable law. Each speaker shall approach the podium and state their name and address. Speakers shall address the governing body with civility that is conducive to appropriate public discussion. Speakers can address only the governing body as a whole and not individual city officials or employees. The public cannot speak from the gallery but only from the podium. Per the Texas Open Meetings Act, the Council is prohibited from deliberating or taking action on any matter not listed on the agenda. The Council may only: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy regarding the item; or (3) propose the item be placed on a future agenda, in accordance with Council adopted procedures.

ACTION ITEMS

1. Consider, discuss, and take any necessary action related to the appointment of an interim Town Secretary. (Position description as of March 2022 attached)

ADJOURN

The (BOARD/COMMISSION) may retire into Executive Session at any time between the meeting's opening and adjournment for the purpose of discussing any matters listed on the agenda as authorized by the Texas Government Code including, but not limited to, homeland security pursuant to Chapter 418.183 of the Texas Government Code; consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion about real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberations about gifts and donations pursuant to Chapter 551.076 of the Texas Government Code; discussion of economic development pursuant to Chapter 551.087 of the Texas Government Code; action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. The members of the boards, commissions and/or committees may be permitted to participate in discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at Argyle Town Hall, a place convenient and readily accessible to the general public at all times, and to the Town's website, www.argyletx.com, in compliance with Chapter 551, Texas Government Code, on 6th Day of June, 2022, by 5:59pm, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Bryan Livingston, Mayor



Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Argyle Town Hall 48 hours in advance, at 940-464-7273, and reasonable accommodations will be made for assistance.

POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS

POSITION TITLE: Town Secretary

DESCRIPTION DATE: March 2022

DEPARTMENT: Administration

REPORTS TO: Town Council

POSITION SUMMARY: Under the direction of the Town Council with guidance from the Town Administrator, the Town Secretary performs all required duties as outlined in the Texas Local Government Code. The Town Secretary is the Records Management Officer responsible for recording, filing, managing and maintaining all public records of the Town; fulfills requests for information requested under the Public Information Act; prepares council agendas and packets, minutes; maintains the Town's Code of Ordinances; coordinates the Board and Commission appointment process, serves as the Election Administrator for all municipal elections, and serves as the Information Technology coordinator working with technology consultants to maintain and improve the Town's IT infrastructure and videoconferencing capabilities. The Town Secretary is required to attend all meetings of the Town Council and various other official meetings of the Town and its appointed committees. The position serves as the Human Resource (HR) Officer for the Town working with the HR Generalist to perform all customary and reasonable duties associated with that responsibility including the management and implementation of HR policies and procedures, the oversight and management of performance evaluation systems and data, employee development, benefits coordination and communication and support services related to hiring and dismissal of employees. The position is responsible for the supervision of the Assistant Town Secretary. Performs budget oversight for the department budget, prepares budget requests for Council approval, monitors expenses, requests budget amendments, processes pay requests. Finally, the Town Secretary performs other duties as assigned by the Town Administrator and assists with various duties as necessary.

Essential Competencies

1. Demonstrates competence related to the application of Argyle Core Values.
2. Demonstrates knowledge of the Texas Open Meetings Act, Public Information Act and the Texas Records Management and Retention Act. .
3. Demonstrates knowledge of Texas Local Government Code and the Texas Election Code.
4. Demonstrates management expertise, control and custodianship of official Town data and records.
5. Demonstrates consistent reliability in relation to duties which require posting of public meetings and preparation of public documents as required by the Texas Open Meetings Act and Records Management and Retention Act.
6. Demonstrate professional skills associated with accurate and effective meeting minutes recording and transcription.
7. Demonstrate knowledge of principles of human resources administration and employee benefit management.
8. Demonstrate knowledge of principles of and practices associated with effective performance evaluations of supervised staff and departments.
9. Demonstrate excellent written, oral and interpersonal communication skills.
10. Perform other duties as assigned by the Town Administrator

REQUIRED QUALIFICATIONS

Education/Experience/Certificates/Licenses/Eligibility:

1. Bachelor's degree in accounting, Business Administration, Public Administration or related field and/or combination of education and experience, preferably as a municipal clerk, equivalent to completion of a Bachelor's Degree in a related field.
2. Possess Texas Registered Municipal Clerk certification or ability to obtain within two years from date of hire.
3. Three to five years as City/Town Secretary or Assistant City/Town Secretary.
4. Three to five years experience in Human Resource Administration preferred.
5. Notary Public.
6. Proficiency in the use of personal computers and MS Office applications.

Interpersonal: Must be able to develop and sustain positive working relationship with citizens, supervised employees, election judges, Town staff, Town Manager, and Town Council. Must have excellent speaking and writing skills. Must enjoy working with the public and possess and demonstrate a genuine friendly and helpful nature. Must be able to screen, evaluate and assess potential employees via the HR process.

Critical Thinking: Must be able to develop accurate and concise minutes from recordings of public meetings. Must be able to present basic financial data and develop departmental budget. Must be able to select election judges, supervise elections and respond to challenges that arise during the election process. Must be able to assist Department Heads with HR-related information and provide assistance accurately and effectively.

Knowledge: Possess and demonstrate working knowledge of Texas election law, Open Meetings Act, Public Information Act, Records retention and State and Federal rules and standards associated with Human Relations. Must possess adequate computer skills necessary to perform at a high level and stay abreast of new equipment and technology.