

RESOLUTION NO. R-2024-001

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS AUTHORIZING THE PART-TIME EMPLOYMENT OF THE TOWN CLERK; TERMINATING THE CURRENT CONTRACT SERVICES AGREEMENT FOR TOWN CLERK; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about May 31, 2023, the Town Commission for the Town of Brock, Texas ("Town") entered into a Contract Services Agreement with Alyssa Vanesler to provide Town Clerk services for the Town; and

WHEREAS, the Town Commission desires to terminate the foregoing agreement and appoint Alyssa Vanesler (hereinafter "Employee") as a part-time employee and Town Clerk for the Town of Brock as of the Effective Date; and

WHEREAS, the Town Commission hereby finds that hiring Employee as a part-time employee will provide a public benefit to the Town by ensuring the Town has a Town Clerk available to assist the Town Commission in carrying out Town business, including serving the needs of the Town's residents and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS:

SECTION 1. That the Town Commission hereby hires Employee as a part-time, at-will employee of the Town and further appoints Employee to serve as Town Clerk for the Town of Brock.

SECTION 2. Employee shall be responsible for all duties customarily performed by Town Clerks for general law cities in Texas. Employee's duties shall further include, without limitation, the following:

- (a) Preparation, documentation and storage of agendas, minutes, resolutions, ordinances and other various Town documents;
- (b) Acts as the official custodian of records for the Town of Brock;
- (c) Provides support to the Mayor and Town Commission for Town-related business;
- (d) Compiles, develops and distributes meeting materials and agenda's for the Town Commission, established committees and boards; assists in setting up council chambers, meeting rooms and/or other locations used to accommodate the needs of all anticipated attendees; attends public meetings, and workshops; monitors recording equipment and takes notes; submits minutes for review and approval; finalizes and makes minutes available pursuant to applicable statues, rules, policies, procedures and/or requirements;
- (e) Manages Town elections, including, without limitation, posting all legal notices as required by state law; coordinating/conducting the election process, monitoring candidate filings; accepting applications from candidates to be placed on the ballot;
- (f) Identifies and recommends long and short-range strategic plans for areas of responsibility; compiles, identifies, presents, justifies and monitors budget; reviews, identifies, recommends and implements policies and procedures for areas of responsibility; interfaces with news media regarding the Town Commission and other Town-related business;
- (g) Works with the public, in person, by phone and through correspondence; responds to questions regarding access to archived and immediately available records; responds to

requests under the Public Information Act; assists citizens, various agencies, and other Town personnel with requests for or questions concerning records management; provides support/assistance to other Town employees in implementing a records retention process; maintains electronic imaging of Town Clerk files and other departmental files to include indexing, storage, and retrieval of records;

- (h) Serves as the tax assessor-collector for the Town, pursuant to Section 24.052 of the Texas Local Government Code;
- (i) Obtains and retains appointment as a Notary Public for the State of Texas;
- (j) Works outside the traditional work week/schedule to attend Town Commission meetings; and
- (k) Performs such other duties as may be assigned by the Mayor or Town Commission.

SECTION 3. Employee's compensation for the position shall be based upon an hourly rate of twenty-five dollars, which will be paid to Employee on a bi-weekly basis as of the Effective Date of this resolution.

SECTION 4. During Employee's employment with the Town the Town will be responsible for the following:

- (a) All expenses incurred for materials necessary for Employee to perform the duties of Town Clerk in conformance herewith (e.g., office space, computer, printer, office supplies, etc.);
- (b) All Town-approved training necessary for Employee to perform the duties of the position, including all costs related to Employee becoming a Notary Public for the State of Texas; and
- (c) Pay the costs related to any bond required to serve as the Town Clerk.

SECTION 5. This Resolution shall take effect on April 1, 2024 ("Effective Date") and the current Contract Services Agreement for Town Clerk between the Town and Employee shall terminate immediately upon said Effective Date.

DULY RESOLVED AND ADOPTED by the Town Commission of the Town of Brock, Texas, on March 18, 2024.

TOWN OF BROCK, TEXAS



Jay Hamilton, Mayor

ATTEST:



Alyssa Vanesler, Town Clerk