



July 5, 2023

Notice is hereby given of a Special Meeting of Nacogdoches City Council to be held on the above date in the City Council Chambers of City Hall, 202 E. Pilar Street, Nacogdoches, Texas, beginning at 5:30 p.m. for the purpose of considering the following agenda items.

Some City Council Members may attend via videoconference but a quorum of the City Council and the Presiding Officer will be present at the above-stated physical location. The meeting will be streamed live at <https://www.nactx.us/21> There will be an opportunity for the public to comment on agenda items either by teleconference or in person in Council Chambers.

Members of the public who wish to submit comments on a listed agenda item by telephone must contact the City Secretary's office by email at vinsonj@nactx.us or by calling 936-559-2506 and providing their name, telephone number and relevant agenda item upon which they wish to speak. All requests to make comments must be received by 12:00 p.m. on July 5, 2023. For all timely requests received, staff will call the submitted phone numbers directly during the meeting when the corresponding item comes up for comment. NOTE: The incoming phone call from City staff will be an unfamiliar number.

**PLEASE LIMIT PRESENTATIONS TO THREE MINUTES
(UNLESS PRIOR APPROVAL IS OBTAINED)**

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE. (United States and Texas Flags)
3. OPEN FORUM. Open Forum is an opportunity for citizens to speak about items not listed on the agenda. In order to address City Council please complete the Open Forum Form and submit it to the City Secretary prior to the start of the meeting. In accordance with the Texas Open Meetings Act, City Council shall not discuss, deliberate, or make any decisions on items discussed during Open Forum. Comments are limited to 3 minutes per person. Open Forum is limited to the first 5 citizens who submit an Open Forum Form.
4. REGULAR AGENDA: City Council will receive staff recommendations and public input on the following items, and may deliberate and take formal action on the item.
 - A. Hold a discussion and give staff direction regarding the City Attorney search.
(Human Resource Director)
5. ADJOURN.

Jan Vinson, City Secretary



This agenda is posted as required under G. C. Section 551.041. For more information or a copy of the Open Meetings Act, please contact Attorney General of Texas at 1-800-252-8011; City Secretary at 936/559-2506 or visit City of Nacogdoches web site at www.nactx.us.

CERTIFICATION

I certify the notice of meeting was posted in the directory outside of City Hall, 202 E. Pilar Street, Nacogdoches, Texas on June 28, 2023 at 3:15 p.m. and remained posted until meeting convened.

Jan Vinson, City Secretary



City Council Meeting

Date: July 5, 2023

Agenda Item: 4.A.

PRESENTER: Bonita Hall, Director of Human Resources

ITEM/SUBJECT: Hold a discussion and give staff direction regarding the City Attorney search. (Human Resource Director)

SUMMARY/BACKGROUND: This item will be to discuss the process of hiring a new City Attorney.

FINANCIAL:

No financial impact associated with this item

COUNCIL PRIORITIES: THIS AGENDA ITEM IS CONSISTENT WITH THE FOLLOWING CITY COUNCIL PRIORITIES

Not Applicable

CITY CONTACT: Bonita Hall, HR Director
hallb@nactx.us
936-559-2565

ATTACHMENTS: 1. Current City Attorney Job Description

**CITY OF NACOGDOCHES
POSITION DESCRIPTION**

Position:	City Attorney	Safety/Security Sensitive: No
Department:	Administration	FLSA Status: Exempt
Division:	Legal	Pay Grade: 47
Reports To:	Mayor and City Council	

BASIC FUNCTION

Coordinates and performs a wide scope of highly complex professional legal services to the City of Nacogdoches, the City Council, City Staff and various boards and commissions, including legal advice, opinions, recommendations, and participating in litigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates and acts as legal advisor to city departments, various city boards, and City Council to review and draft new ordinances and City policies, review contracts and proposed development, and discuss and assist in resolution of various municipal issues; serves as a legal liaison for the City with outside individuals and entities.
- Represent and provide legal advice and opinion to the City in all aspects of municipal law, including land use, planning, zoning and development, personnel/employment and policy issues, contracts, municipal liability, open government, purchasing and all other legal matters facing the City.
- Drafts and reviews various legal documents relating to municipal operations including contracts, ordinances, resolutions, releases, agreements, deeds, leases and other legal documents as required.
- Oversees prosecution in Municipal Court; provides representation in general litigation, administrative hearings, and dispute resolution; prepare pleadings, briefs, motions, and other documents as required.
- Coordinates with law firms and attorneys providing representation for the City in litigation and other matters.

SUPERVISORY RESPONSIBILITIES

This position requires functional and technical supervision over professional and support staff.

REQUIRED KNOWLEDGE/SKILLS

Local, State, and Federal laws, ordinances, statutes, and court decisions relating to municipal operation; laws and procedures pertaining to land use, zoning, and procedures related thereto; methods and techniques of legal research; Texas Tort Claims Act and municipal liability; organization, function, and authority of various City departments; Public Information Act, Open Meetings Act, and Conflict of Interest Statute; State and Federal court decisions pertaining to civil rights, and constitutional law; contract and bidding laws; civil procedure, methods, and practices of pleadings; and principals and practices of criminal law.

Must be bondable; establish and maintain cooperative, effective working relationships with those contacted in the course of work; multi-task, organize and prioritize a changing work schedule to meet needs of the City; follow oral and written instructions; communicate clearly and logically both orally and in writing; prepare sound legal opinions using independent judgment; represent the City in general civil matters and dispute resolution; perform highly complex legal research on a wide variety of legal matters.

EDUCATION and/or EXPERIENCE

Juris Doctorate or equivalent degree from an accredited law school required; six years of broad professional legal experience in municipal law including diverse legal research experience and courtroom/trial experience preferred, but not required. Must possess a valid driver license. Have membership in the State Bar of Texas, Possession of or ability to obtain license for practice before U.S. District Court and U.S. Circuit Court of Appeals.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to walk, sit, or stand for extended periods of time.

While performing the duties of this job, the employee regularly works in a standard office environment and/or a municipal courtroom. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have reviewed and I understand this job description and

_____ am able to perform the essential functions.

_____ am not able to perform the essential functions and need the following accommodations:

Employee Signature

Date

Supervisor Signature

Date