



Wednesday, August 19, 2020

10:00 AM to 12:00 PM

Amended AGENDA: Workshop

1. Call to Order
2. Invocation and Pledge
3. Statement about public comments and public comments
4. Mayor's comments
5. Application of calling a special meeting
6. Discussion of electrical issues with CenterPoint Energy
 - A. Discussion of issue: how are residents and their property affected?
 - B. CenterPoint's response
 - C. Discussion of power outages mitigation:
 1. Discuss hiring an independent qualified person/engineer to study the issues with the electrical system within Weston Lakes to locate the issue(s). To "walk the line" and report all issues and/or lack of maintenance items to The City of Weston Lakes City Council. Ultimate goal: To make recommendations to CenterPoint Energy of findings.
 2. Discuss requesting CenterPoint to create an escrow account where citizens can be reimbursed for damaged appliances related to the power outages. Escrow account and filing for damages is to be managed by a third-party company.
 3. Discussion of formal letter from the mayor to be written to the Texas Utilities Commission.
7. Discussion of Investments: Copies of all documents listed to be distributed to council and mayor by end of business day on Monday, Aug. 17, 2020
 - A. Review of Investment Policy
 - B. Review of all deposits/investments and withdrawals from NewFirst National Bank of all accounts for the past three years
 - C. Review of Investment Contracts for prior three years
 - D. Review of Banking procedures regarding investments/pilot programs/banking online/access
 - E. Procedure written to order the steps of making an investment
 - F. Procedure written to order the steps of re-investing at renewals
 - G. Review of law regarding mayor having access to QuickBooks, city equipment.
8. Status of Banking Accounts
 - A. Status of and review of bank ledger
 - B. Procedure for writing of checks

- C. Review of prior three years, actual bank statements as well as QuickBooks
 - D. Review of Financial Policy
9. City Hall Office Hours – late or early hours?
10. Compensation package for all part-time employees
- A. Package offered to include/possibly include:
 - Hourly pay – same rate at meetings
 - Overtime paid only after 40 hours
 - Mileage – specific form used and signed by the mayor for approval before check is written. *Mileage not to be paid if passing destination on the way to work.
 - Travel time paid
 - Pay during training hours
 - Bereavement Pay
 - Vacation/Sick Leave, increase after a certain amount of time? i.e. 5 years of service, 10 years of service
 - Holiday pay
 - B. What state law states:
 - C. What federal law states:
 - D. Pay days
 - 1. How to handle time sheet approval, week of waiting for approval process and signatures
 - 2. How to handle dates which fall on holidays/weekends, pay before or after? Timesheets due earlier?
11. Emergency Management Administrative Assistant
- A. Job Description/Duties
 - B. Compensation
12. Why do we need two municipal officers?
- A. Fiscal Responsibility/Good Business Practices to separate the two jobs
 - B. Work hours vs. work load
13. Office of Treasurer
- A. Job Description/Duties
 - B. Compensation
14. Office of City Secretary
- A. Job Description/Duties – other options: city secretary and city treasurer, good business practices with more oversight on the financial. It is not a good business practice to have all monies in and out going through and overseen by only one set of hands. Stick to general, not specific to avoid an executive session during a workshop.

B. Compensation

15. Development of Policy Manual

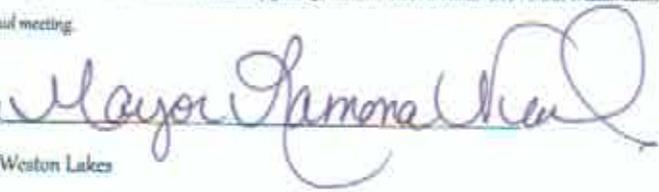
- A. Personnel Policy Manual
- B. Mayor/Council Policy Manual
- C. Meetings:
 - a. Regular Meetings, Special Meetings and Workshops
 - b. Agenda Items, Requests for Agenda Items, Durable Backup, Deadline
 - c. Discussion City of Weston Lakes Resolution 1-09
- D. Ethics Policy
- E. City Election/Seats are Non-Partisan
- F. Communication Policy
 - a. Private vs Public Web Sites
 - b. Authority to use City Seal, etc.
- G. City Appointments, Mayor/Council (Positions and Committees)
 - a. Responsibilities of Appointees
 - b. Approval, Oversight
- H. Harassment/Hostile/Intimidation Policy
- I. Budget line item expenditures – especially those for security
- J. Communication Between Mayor and Council
- K. Definition of City Type & Authority of Type B General Law City's
- L. Financial
 - a. Financial Officer/Investment Officer
 - b. Monthly Financial Reports
 - c. Annual Investment Report
 - d. Review/confirm Resolution 2-09
- M. Newly formed "City Events"
 - a. Council Approval
- N. City Equipment and Keys
 - a. Storage
 - b. Inventory/ Tag
 - c. Assignment/Sign Out Log

16. Mayor calls for Workshop per our policy, will advise of budget workshop once scheduled.

17. Adjournment at noon, will reschedule after approval of budget – budget workshop/hearing/approval to occur first as mandated by law.

CERTIFICATE: I, the undersigned, Mayor of the City of Weston Lakes, do hereby certify that on the 16th day of August, 2020, I posted a true and correct copy of the attached and following notice of a Regular Meeting of the City of Weston Lake City Council to be held on Wednesday, June 19, 2020, at 10:00 AM until 12:00 P.M. at Weston Lakes Country Club Ballroom, which posting was done not less than three (3) full days prior to the date fixed for said meeting.

Signed Mayor Ramona Neal
Mayor of the City of Weston Lakes



NOTICE

Policy of Non-Discrimination on the Basis of Disability: The City of Weston Lakes does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

NOTICE

The City of Weston Lakes will not enter into an executive session during the workshop dated August 19, 2020.