

**SPECIAL MEETING
OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD SHORES, TEXAS
THURSDAY, JUNE 7, 2007 AT 6:00 P.M.
THE PFIEFER CENTER, 4111 COTTONWOOD DRIVE
COTTONWOOD SHORES, TEXAS**

MINUTES

1. Call to Order by Mayor Breen at 6:15 p.m.
2. Roll Call by City Secretary Capps. He reported the following members present, constituting a quorum: Sylvia Breen, Mayor; Lee Hildebrand, Pro. Tem, Councilmember (Place 4); Ray Whitis, Councilmember (Place 2); Shirley Adams, Councilmember (Place 3); and Keith Patschke, Councilmember (Place 5).
3. Discuss and consider the possible action on naming the Civic Center, the Pfeifer Center—requested by Councilmember Hildebrand. Motion by Councilmember Hildebrand, seconded by Councilmember Adams that we name the Civic Center: the Pfeifer Center. The Vote: Ayes—All, Nays—None; Motion carried.
4. Administer the Oath of Office to newly Elected Councilmember's: Sylvia H. Breen, Mayor; Terry Ortiz, Place 1; Ray Whitis, Place 2; Donald Orr, Place 4. Municipal Judge Ed Cutchin administered the Oath of Office. Following the swearing in, Mayor Breen present outgoing Councilmember Hildebrand with a plaque inscribed "With Appreciation and Respect for His Years of Service and Dedication". New members were seated.
5. Discuss and consider possible action on the appointment of Mayor Pro Tem—requested by City Secretary Capps. Mayor Breen presented the name of Councilmember Whitis due to his previous experience on the City Council. Motion by Councilmember Ortiz, seconded by Councilmember Orr that we appoint Councilmember Whitis as Mayor Pro Tem. The Vote: Ayes—All, Nays—None; Motion carried.
6. Discuss and consider possible action on the appointment of Councilmember Orr to the Development Committee—requested by Councilmember Adams. Due to family consideration, Councilmember Adams requested another member be named to help in a smooth transition between committee members. Motion by Councilmember Adams, seconded by Councilmember Whitis that we appoint Councilmember Orr to the Development Committee. The Vote: Ayes—All, Nays—None; Motion carried.
7. Discuss and consider possible action on the creation of two new bank accounts for Water and Wastewater LUE's. Motion by Councilmember Adams, seconded by Councilmember Patschke that we create two new Bank Accounts for Water and Wastewater LUE's. The Vote: Ayes—All, Nays—None; Motion carried.
8. Executive Session for Personnel Matters
 - A. Convened in Executive Session at 6:33 pm., pursuant to **Section 511.074 of the Texas Government Code**, deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of, or for the evaluation of George H. Perry (being present), public works department applicant.
 - B. Reconvene in Open Session at 6:45 pm. and take action on item 8-A, as follows: Motion by Councilmember Adams, seconded by Councilmember Patschke that we hire George Perry for Public Works. The Vote: Ayes—All, Nays—None; Motion carried.
9. Adjournment
Motion by Councilmember Adams, Councilmember Ortiz that we adjourn (6:45 p.m.). The Vote: Ayes—All, Nays—None; Motion carried.

Attest


Larry Joe Capps, City Secretary


Sylvia Breen, Mayor



City of Cottonwood Shores, Tx. Swearing in of New Officials 06/07/07.
Standing L-R Terrie Ortiz, Donald Orr, Mayor Sylvia Breen, & Ray Whitis
Seated L-R Lee Hildebrand & Shirley Adams



City of Cottonwood Shores, Tx. 06/07/07
Congrats from Judge Cutchins



City of Cottonwood Shores, Tx. Swearing in of New Officials 06/07/07 L-R Terrie Ortiz, Donald Orr, Mayor Sylvia & Ray Whitis. Sitting L-R Keith Patschko, Lee Hildebrand, & Shirley Adams



City of Cottonwood Shores, Tx
Swearing in of Newly Elected Officials
06/07/07 Congrats from Judge Cutchins



City of Cottonwood Shores, Tx. 06/07/07
Councilmember Lee Hildebrand removing his place for a well deserved break from public Service



City of Cottonwood Shores Swearing in of Newly Elected Officials
Standing L-R Judge Ed Cutchins, Terrie Ortiz, Donald Orr, Mayor Sylvia Breen, & Ray Whitis. Sitting L-R Lee Hildebrand & Shirley Adams 06/07/07



City of Cottonwood Shores Swearing in of Newly Elected Officials
Standing L-R Judge Ed Cutchins, Terrie Ortiz, Donald Orr, Mayor Sylvia Breen, & Ray Whitis. Sitting L-R Lee Hildebrand & Shirley Adams 06/07/07



City of Cottonwood Shores, Tx. 06/07/07
Congrats from Judge Cutchins

**SPECIAL MEETING
OF THE CITY COUNCIL OF THE
CITY OF COTTONWOOD SHORES, TEXAS
THURSDAY, JUNE 7, 2007 AT 6:00 P.M.
CWS CIVIC CENTER
4111 COTTONWOOD DRIVE
COTTONWOOD SHORES, TEXAS**

Agenda

1. Call to Order
2. Roll Call
3. Discuss and consider the possible action on naming the Civic Center, the Pfeifer Center—requested by Councilmember Hildebrand
4. Administer the Oath of Office to newly Elected Council members
5. Discuss and consider possible action on the appointment of Mayor ProTem—requested by City Secretary Capps
6. Discuss and consider possible action on the appointment of Donald Orr to the Development Committee—requested by Councilmember Adams
7. Discuss and consider possible action on the creation of two new bank accounts for Water and Wastewater LUE's
8. Executive Session for Personnel Matter
 - A. Convene into Executive Session, pursuant to *Section 551.074 of the Texas Government Code*, deliberate the appointment, employment evaluation, reassignment, duties, discipline or dismissal of, or for the evaluation of George H. Perry, Sr., public works department applicant
 - B. Reconvene into Open Session and take action on Item 6A as necessary.
9. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 4th day of June, 2007 at 5:00 p.m.


Sylvia H. Breen, Mayor

ATTEST:


Larry Joe Capps, City Secretary





City of Cottonwood Shores
3808 Cottonwood Drive
Cottonwood Shores, Texas 78657
(830) 693-3830 FAX (830) 693-6436

RECEIVED

MAY 23 2007

AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: 6-7-2007

I would like for this to be on the Agenda if a Special Meeting is Called: Yes No

Subject to be Addressed: Budget Amendments For
April 2007 (7 months)

Informational Presentation: Yes No

Required By Council: Yes No

Name(s) of Requester: Jemil Wafi

Address: _____

Phone No.: _____

Jemil Wafi 5-23-2007
Requestor Date

Charles Zell 5-23-07 9:10 am/pm
Received by City Employee Date Time



City of Cottonwood Shores
3808 Cottonwood Drive
Cottonwood Shores, Texas 78657
(830) 693-3830 FAX (830) 693-6436



AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: 6-7-07

I would like for this to be on the Agenda if a Special Meeting is Called: Yes No

Subject to be Addressed:

CREATION OF 2 New Bank Accounts
1) Water LUE
2) Sewer LUE

Informational Presentation: Yes No

Required By Council: Yes No

Name(s) of Requester: JENNIAL WATSON

Address: _____

Phone No.: _____

Jenial W
Requestor _____ Date _____

Darla L. Zell
Received by City Employee _____ Date 5-29-07 Time 10:55 am pm





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3808 Cottonwood Drive
Cottonwood Shores, Texas 78657
(830) 693-3830 FAX (830) 693-6436

RECEIVED

MAY 23 2007

AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: 6-7-2007

I would like for this to be on the Agenda if a Special Meeting is Called: Yes No

Subject to be Addressed: DARLA ZOLL Request for leave while
Husband Returns from AFGHANISTAN. Need City Council Approval
For 1) LEAVE OF ABSENCE ^{14 working days + 1 Holiday} 6-23-07 thru 7-13-2007, 2) CIVIL SITE USE
HER SICK TIME (APPROX 36.90 HOURS) and 3) IS SHE ENTITLED TO Holiday
Pay on the 4th of July
5 days approx

Informational
Presentation: Yes No

Required
By Council: Yes No

Name(s) of Requester: JERRIN WAFFER

Address: _____

Phone No.: _____

Jerrin Waffer
Requestor 5-23-2007
Date

Darla Z. Zoll
Received by City Employee 5-23-07 5-23-07 am/pm
Date Time

CITY OF
COTTONWOOD SHORES

EMPLOYEE ABSENT REPORT
&
REQUEST FOR ADVANCE
APPROVAL OF LEAVE



Darla L. Zell
Employee Name

1-30-07
Date

<input type="checkbox"/>	Illness
<input checked="" type="checkbox"/>	Vacation
<input type="checkbox"/>	Comp. Time
<input type="checkbox"/>	Personal Time
<input type="checkbox"/>	Funeral Leave
<input type="checkbox"/>	Birthday Day

<input type="checkbox"/>	Accident On Job
<input type="checkbox"/>	Jury Duty
<input type="checkbox"/>	Suspension
<input checked="" type="checkbox"/>	Leave Without Pay
<input type="checkbox"/>	Leave With Pay
<input type="checkbox"/>	Other

First Day Absent: end of June 07

Date Returning: 16 July 07

Total Day/Hours Absent: about 3 weeks

Brief Description of Leave:

Husband will be home on leave

Employee Signature: Darla L. Zell Date: 1-30-07

Can Be Reached While On Leave At: (230) 385-5266

Authorized By: _____ Date: _____

Approved By: _____ Date: _____

RECEIVED
MAY 23 2007

Unless an employee who is absent *on* Sick/Medical Leave requests leave without pay upon exhaustion of Sick/Medical Leave, he/she will automatically be placed on vacation leave until accrued leave is exhausted.

MISCELLANEOUS

Hours of Work

The normal work schedule is five (5) days a week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. with an hour designated for lunch break. However, work schedules may be established to meet special needs.

Time Clock

All employees (with the exception of the Police Force) regardless of their status will clock in at the beginning of the work day and at lunch and at the end of the day. This time recording system will aid the City in its ability to keep track of time worked and time taken off in vacation and/or medical leaves.

There will be no exceptions to this rule. Failure to clock in promptly and to adhere to the work day policies will result in disciplinary action up to and including termination of employment.

No one is allowed to clock in for another person. No exceptions.

Should your clock in time be incorrect; immediately see the *Personnel Director* or authorized agent to have this time adjusted if necessary.

Failure to clock in (except for approved leaves) will be recognized as a violation of this personnel policy, and the employee will be subject to disciplinary action, up to and including termination of employment.

Coffee or Rest Breaks

It is the policy of the City to allow employees coffee or rest breaks twice daily. The City does not wish to write a policy on this privilege. ***Should the City Council or Personnel Director feel that employees are abusing the coffee break privilege, the City Council will consider amending the personnel policy to include specific guidelines and consequences for coffee and rest breaks.***

Tardiness

All employees are expected to report punctually for duty at the beginning of their assigned workday, ***and work the full day established for his/her specific job.*** An employee who expects to be late for work due to an emergency or illness must notify City Hall no later than within one (1) hour of the employee's regular starting time.

Any employee who fails to contact City Hall and does not report to work on time will be considered as absent without permission, and as such will be subject to ***disciplinary*** action.

Failure to notify the City in accordance with this policy will result in loss of compensation for the absence and possible disciplinary action.

MAY 23 2007

An employee must work the *day preceding* a holiday in order to be eligible to receive holiday pay. The only exceptions *will* be:

- (1) *the employee is taking a scheduled vacation day, or*
- (2) *the employee is taking sick-leave for a verified illness.*

Sick/Medical Leave

The City Sick/Medical Leave plan allows every full-time employee to be away from work without loss of pay for illness or injury. Employees are allowed to accrue Sick/Medical Leave with pay at a rate of one (1) working day for each full month of work for the City until such time as a maximum of twelve (12) working days has been earned. An employee does not earn Sick/Medical Leave days while on any unpaid leave of absence.

Earned Sick/Medical Leave may be utilized by full-time employees who are absent from work due to:

- a) Personal illness or physical or mental incapacity
- b) Mental, dental or optical exams or treatments
- c) Medical quarantine resulting from exposure to a contagious disease
- d) Illness of a member of the employee's immediate household who requires the employee's personal care and attention

Only employees who have completed the required probationary period may use Sick/Medical Leave. However, Sick/Medical Leave credit shall be retroactive to the date of employment.

Approvals of Sick/Medical Leave for non-emergency medical, dental or optical appointments must be secured in advance. In all other instances requiring use of Sick/Medical Leave, the employee must notify the Supervisor or Personnel Director no later than within one (1) hour of his or her regular starting time and request that approval of Sick/Medical Leave be granted. Failure to ensure proper notification without a valid reason shall constitute absence without leave.

For Sick/Medical Leave for more than three (3) consecutive days a certificate from a medical doctor or other competent professional giving information as to the circumstances involved shall be required. Any employee physically injured on or off the job resulting in three (3) or more days absent from work shall provide a full medical release from their doctor stating he or she can fully resume their normal occupational duties.

An employee who uses five (5) days of Sick/Medical Leave (without a doctor's certificate) during a calendar year shall be required to furnish a certificate from a doctor concerning the reasons and the need for any additional absence during that calendar year.

When on Sick/Medical Leave, an employee is being paid as though they were still at work and they are therefore responsible to the City as though they were actually at work. The employee will make their Supervisor aware of their location at all times, while on Sick/Medical Leave, and may be contacted by the City (if their physical condition

permits) for information regarding work at any time. If an employee cannot be **contacted** while **away from work** on Sick/Medical Leave without **good cause**, they will be subject to disciplinary action, up to and including termination.

When an illness or physical incapacity occurs during the time an employee is on vacation leave, Sick/Medical Leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. A medical certificate or other acceptable evidence must support application for such substitution.

No employee may be paid for unused Sick/Medical Leave. Unused Sick/Medical Leave is canceled upon termination of employment without compensation to the employee.

An employee who has exhausted Sick/Medical Leave benefits may request a leave of absence without pay. Except in the case of an on-the-job injury requiring absence from work, no advance of unearned Sick/Medical Leave benefits will be made. Granting of additional Sick/Medical Leave must be approved by the City Council.

Part-time employees do not accrue Sick/Medical Leave, but may be granted Sick/Medical Leave without pay by the Personnel Director.

Funeral Leave

In the event of a death in the immediate family, an employee may receive paid funeral leave for up to three (3) days for funeral attendance and for any preparations. Immediate family for the purpose of this policy shall include the employee's spouse; parents, siblings or children of the employee or spouse; and other members of the employee's household who qualify as dependents for Federal Income purposes.

Each employee qualifies for funeral leave after the completion of the required probationary period. All such absences must have the approval of the Personnel Director. No employee may be paid for unused funeral leave. Funeral Leave not taken during the calendar year is forfeited.

Maternity Leave

Maternity Leave covers the period of time when an employee leaves work voluntarily or following doctor's orders due to expected delivery following pregnancy. An expectant mother *is* allowed to continue working as long as she is able to perform her normal work duties adequately without endangering her health or that of her unborn child.

A written statement must be furnished by a physician as to the date on which the employee will discontinue working for the City. At which time, the employee may elect to resign or request maternity leave without pay for a maximum period of ninety (90) days.

An employee is entitled to use accumulated vacation and Sick/Medical Leave during time off, but will be placed on Maternity Leave without pay once the accumulated leave is depleted.

A written statement must be furnished by a physician as to the date the employee will return to work. When the employee returns to work, all benefits accumulated before taking Maternity Leave will be retained.

Leave without Pay

Requests for special leave without pay must be in writing and must be submitted well in advance of the beginning date of the requested leave. No leave will be granted to enable employees to accept outside employment.

Granting leave without pay is at the discretion of the **City Council**, but such leave is not authorized unless there is a reasonable expectation that the employee will return to employment with the City at the end of the approved period. Employees on leave without pay will receive no compensation and **will** not accrue any benefits. Previously accrued benefits are retained during leave without pay unless otherwise prohibited by the terms or provisions of the benefits programs.

A leave without pay is appropriate for the following reasons:

- a) Recovery from extended illness or temporary disability
- b) Educational purposes when successful completion will benefit the City.
- c) Public Service assignments
- d) Personnel exchange programs which emphasize intergovernmental relations

Extended Leave

Employees may request approval to use accumulated Sick/Medical Leave and vacation leave for the purpose of paid time to recover from an extended illness or temporary disability or may request approval for an unpaid leave of absence for these purposes. A request for leave for an extended illness or temporary disability must be filed at least ten (10) working days prior the first day of leave unless emergency conditions exist. An employee also must provide a statement concerning his/her intentions about return to work at the City after paid leave is used up.

The City Secretary shall require an employee requesting a paid or unpaid leave for extended illness or temporary disability to provide a medical doctor's statement as the date upon which the employee is no longer able to perform his or her duties and the expected length of the recuperation period. The City Secretary shall also require the employee to provide periodic statements from a medical doctor as to whether or not the employee is able to return to work. The City Secretary shall require that the employee periodically contact City personnel to report on his or her condition. Failure to provide required medical status reports or to contact the office on the schedule required by the City Secretary is grounds for revoking the leave and for taking disciplinary action.

Upon written approval by the City Secretary, an employee may be granted up to thirty (30) days unpaid leave of absence for the purpose of recovery from an extended illness or temporary disability. After thirty (30) days, additional unpaid leave time may be granted by the City Secretary, thirty (30) days at a time, not to exceed three (3) months total time off. During this time, an employee will not be paid for any Holiday Pay, or be allowed to accrue additional Vacation, Sick/Medical Leave or longevity benefits but retains those already accrued.