

**REGULAR MEETING OF THE CITY COUNCIL  
CITY OF COTTONWOOD SHORES  
THURSDAY, MARCH 20, 2008 AT 6:00 P.M.  
PFEIFER CENTER (FORMERLY CIVIC CENTER)  
4111 COTTONWOOD DRIVE**

 ORIGINAL

**MINUTES**

1. Call to Order by Mayor Breen at 6:05 pm
2. Roll Call by Asst. City Secretary Schwertner for Councilmembers
  - Mayor Breen – present
  - Councilmember Ortiz – not present
  - Councilmember Whitis – present
  - Councilmember Adams – present
  - Councilmember Orr – present
  - Councilmember Patschke - present
3. Invocation by resident Larry Adams
4. Pledge of Allegiance
5. Consent Agenda:
  - 5.1. Minutes – 02/21/08 Reg. Mtg., and 02/28/08 Spcl. Mtg.
  - 5.2. Financial Statement(s) – Jan. 2008, and Feb. 2008
  - 5.3. Budget Amendment(s) Feb. 2008 –Councilmember Orr reported there were no Budget amendments and to remove item 5.3. Councilmember Adams made the motion to accept items 5.1., and 5.2. Councilmember Orr 2<sup>nd</sup> the motion. All approved. Motion carried.
6. Department Reports:
  - 6.1. City Administrator's (CA) Report: Progress on assignments to-date  
CA Schneider reported offices have been rearranged, new space being prepared for meeting space, the new clerk was to begin Monday called today to inform us she would not be accepting the position, 1996 Crown Vic to be replaced as it would cost more than this car is worth.
  - 6.2. Water and Wastewater Report - update on ORCA STEP Grant Application  
Councilmember Orr handed out to Council ORCA STEP grant application information. The underground PVC pipes are in need of replacement. CA Schneider announced first hearing date set for Tuesday April 1<sup>st</sup> at 6 pm.
  - 6.3. Police Department Report read by Mayor Breen. Councilmember Orr quoted the citation numbers are unacceptable, change is needed, and the six month trial is not working.
  - 6.4. Fire Department Report read by Mayor Breen
  - 6.5. Animal Control Report read by Mayor Breen
  - 6.6. Asst. City Secretary's Report by Asst. City Secretary Schwertner reported that she is now moved into the front office area and assisting front desk.
  - 6.7. Municipal Court Report read by Mayor Breen. Councilmember Orr inquired if there were more fees City can collect.
  - 6.8. Mayor's Report by Mayor Breen thanking Council for their time, and those Volunteers helping out. Mayor Breen introduced new business owner Josh Stiver's from Java Bean to the citizens. And final word from Mayor Breen to those who have signed up for ORCA to be patient we will notify you as soon as possible.
  - 6.9. Special Committee Report(s) from Parks Committee President Wendy Wayson for meeting to be held 04/03/2008 at 5:30 pm.
7. Community Organization Reports - None

- 7.1. Citizen Comments: *This is the opportunity for visitors and guests to address the City Council on any issue. City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General Opinion – Jc-0169)*
- *Citizen Bob Hughes resides at 3731 Lakeview Dr. reported a drainage problem. He would like to see corrected when rainwater from Westwood washes down towards his garage. There is a ditch across street on south side which is clogged, and there is a drain running to other ditch on the south east side to connect to ditch running down along boat ramp road.*
  - *Citizen Marley Porter resides at 4113 Lakeview Dr. remarked for sustainability reasons would be to allow smaller lots perhaps 50X50 and allow an 800 square foot home with 2 bedrooms and 1 bath. This could allow families places they can afford.*
  - *Citizen Shelley Demarest resides at 756 Pecan quoted there are people who do not want this. They want yards for their children to play in safely. They do not want neighbor houses so near and close to each other, and the same style.*
  - *Citizen Raul Garcia resides at 826 Aspen Lane reported he turned in a paper over a year ago concerning the traffic on 2147. Especially the wide intersection coming in to CWS. There have been so many close calls from accidents. Citizen Garcia said he also complained about the rental business with parking their equipment too close to 2147 road blocking drivers view.*
  - *Citizen Chris Stein resides at 840 Cypress reports he would rather have the yard space for kids to play, and be safe.*
  - *Citizen Raul Garcia agreed.*
  - *Citizen Kim Taylor resides at 752 Pecan agreed, because she has a small yard.*
8. Presentation: Marley Porter presentation and review on Development Plan for CastleRock Phase II, and CastleRock Lakeside.  
Mr. Porter placed map description on wall. He began explaining the 3 phases of construction for CastleRock, Lake CastleRock, and New Lakes. Mr. Porter passed Engineering report to Councilmember/Development Committee member Orr for CastleRock, and Lake CastleRock subdivision. There will be patio homes, a 24 unit Alzheimer's unit, a senior living area center, 8 ½ acres for Andy Roddick Tennis courts, and across street next week will be discussion of signature from Krumm Ranch to CastleRanch.
9. New Business:
- 9.1. Discuss and consider action on the adoption of 2008 wastewater rates as mandated by Ordinance No. 011008, Sect. 4.2 resulting in an increase of 3.1915% as requested by CA Schneider.  
Councilmember Orr made the motion to accept increase effective 04/01/2008.  
Councilmember Adams 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.2. Discuss and consider action to approve the contract proposed by NetPlea to replace Transworld Systems as the CWS collection agency as requested by CA Schneider.  
CA Schneider reported contract not received. Councilmember Patschke made the motion to take no action. All approved. Motion carried.
- 9.3. Discuss and consider action for the approval of the Election Contract with Burnet County for the May 10, 2008 local elections as requested by CA Schneider.  
Councilmember Orr made the motion to accept and sign contract without an amount and under protest. Councilmember Adams 2<sup>nd</sup> the motion. Councilmember Patschke abstained. All approved. Motion carried.
- 9.4. Discuss and consider action on a Resolution to approach TxDOT and request the FM 2147 Speed Limit be changed from 50 MPH to 45 MPH from Horseshoe Bay City Limits on the west to the eastern City Limits of Cottonwood Shores as requested by Councilmember Orr.  
Councilmember Orr made the motion for a Resolution be prepared for TxDot.  
Councilmember Patschke 2<sup>nd</sup> the motion. All approved. Motion carried.

- 9.5. Discuss and consider action on request of approval by CWS City Council for donation of fees to Habitat for Humanity home being built on Driftwood Section Lot # 267 as requested by Rhett Ruiz President of HLHFH Board of Directors.  
Mr. P. T. Williams and Mr. Dave Hudson (general contractor) reported Habitat for Humanity has built homes at 756 Pecan, 855 Magnolia, 853 Magnolia, and 824 Birch. Most homes are 1,240 square feet, with prices \$65,000.00 to \$70,000.00. Mr. Williams reported the City Building Inspector has donated his fees. Councilmember Patschke made the motion that the City Council deny the request for any City coffers. Motion was 2<sup>nd</sup> by Councilmember Orr. All approved. Motion carried.
- 9.6. Personnel Issues:
- 9.6.1. Discuss and consider action to appoint Rick Copple to the permanent position of City Treasurer as requested by CA Schneider.  
Councilmember Orr made the motion to appoint Rick Copple for permanent position of City Treasurer. Councilmember Patschke 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.6.2. Discuss and consider action on the appointment of a full-time City Administrator by either
- 9.6.2.1. authorizing the employment of applicants at annual salary between \$60,000.00 and \$70,000.00 **OR**
- 9.6.2.2. change of status for Hans Schneider from Interim city Administrator to City Administrator on the same as present terms **AND**
- 9.6.2.3. authorization to employ an Assistant City Administrator full time at annual salary not to exceed \$30,000.00 to be fully trained to assume the senior position within a predetermined period to be set by Council as requested by CA Schneider.  
Councilmember Adams made the motion to change Hans Schneider from Interim City Administrator to City Administrator, and employ an Assistant City Administrator for City Administrator. Councilmember Orr 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.6.3. Discuss and consider action to solicit applications for employment of a full-time Public Works Working Supervisor who will also perform the functions of the City Inspector as requested by CA Schneider.  
Councilmember Orr made the motion employ a full time Public Works Working Supervisor who will also perform the functions of the City Inspector.  
Councilmember Adams 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.6.4. Discuss and consider action to solicit applications for employment of a full-time Water Plant Operator with at least a "C" Surface Water license as requested by CA Schneider.  
Councilmember Adams made the motion to take action to solicit applications for the employment of a full time Water Plant Operator with at least a "C" Surface Water license. Councilmember Patschke 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.6.5. Discuss and consider action to change personnel policy to offer standard City benefits including Group Health Insurance to part time employees on a basis prorated to their scheduled work hours as requested by CA Schneider.  
Councilmember Adams made the motion to accept the change in personnel policy to offer standard City benefits to include Group Health Insurance to part time employees on a prorated basis as to scheduled work hours.  
Councilmember Patschke 2<sup>nd</sup> the motion. All approved. Motion carried.
- 9.6.6. Discuss and consider action to accept the resignation of Darla Zell from the position of Utility Billing Clerk as requested by CA Schneider.  
Councilmember Orr made the motion to accept resignation date of 03/31/2008 from Utility Clerk Darla Zell. Councilmember Adams 2<sup>nd</sup> the motion. All approved. Motion carried.

City of Cottonwood Shores, Texas

- 9.6.7. Discuss and consider action authorizing the City Administration to replace Darla Zell to maintain the previously authorized 2 full time clerks staffing as requested by CA Schneider.

Councilmember Adams made the motion to authorize CA Schneider to fill the positions for 2 full time clerks. Councilmember Patschke 2<sup>nd</sup> the motion. All approved. Motion carried.

- 9.6.8. Discuss and consider action to grant 3 months medical leave of absence without pay to Belinda Gonzalez from March 24 to June 20, 2008 as requested by CA Schneider.

Councilmember Whitis made the motion to grant the 3 months medical leave. Councilmember Adams 2<sup>nd</sup> the motion. All approved. Motion carried.

- 9.6.9. Discuss and consider required action to assign the position of City Secretary. The position for City Secretary is in existence, but has not been filled at this time. Councilmember Adams made the motion to take no action at this time. All approved. Motion carried.

10. Future Agenda – Councilmember Whitis inquired about Ordinance Committee. Councilmember Adams reported she would be stepping aside from Development Committee, and willing to begin working on Ordinances. CA Schneider will prepare a noise Ordinance for the residential zones for next meeting. Councilmember Whitis reported he would like to see enforcement by Police Department concerning parking such as those attending the Community Theater that park blocking driver views.
11. Adjournment motion was made by Councilmember Adams. Meeting called for adjournment at 8:50pm by Mayor Breen.

  
Sylvia H. Breen, Mayor

ATTEST:

  
Cynthia Schwertner, Asst. City Secretary



Violations By Officer From Feb 1, 2008 through Feb 29, 2008

Number of Violations Written 0

Violations Written From Feb 1, 2008 through Feb 29, 2008

VIOL	Description	Number	Percent
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Number of Violations Written 0

Tickets Filed From Feb, 1, 2008 through Feb 29, 2008

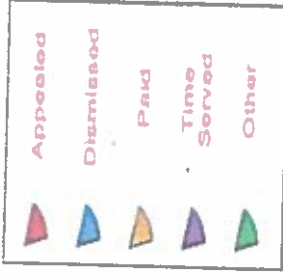
Case Number      Defendant      Violation      Juv      Judgec

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**Report Summary**

Number of Tickets	0
Number of Juveniles	0
Total Judged	\$.00

## Disposition Summary



Disposition Method	Number
Appealed	0
Dismissed	11
Paid	4
Time Served	0
Other	0
<b>Total Dispositions</b>	<b>15</b>



Disp Dt and Code	Case Number	Defendant	Violation	Offense Location
Feb 6, 2008	DSMS CMC1567-2020-0	SIMPSON, TAMMY	Code Enforcement	736 Magnolia
Feb 6, 2008	DSMS CMC1567-2021-0	SIMPSON, TAMMY	Code Enforcement	736 Magnolia
Feb 6, 2008	DSMS CMC1573-2020-0	MAIKOETTER, MELVIN	Code Enforcement	CWS Scarlet Oak Section Lots 676-682 - PROPERTY CLEARANCE - NEIGHBORHOOD
Feb 6, 2008	PAYF CMC1575-2020-0	RODRIGUEZ, JOSE G	Code Enforcement	Lots 299 & 300 Driftwood Section CWS, Tx - Paid in full
Feb 8, 2008	PAYF CMC1104-3001-0	OLIVAS, ARMADIO	SPEEDING	800 Bik Pecan
Feb 8, 2008	PAYF CMC1104-3103-0	OLIVAS, ARMADIO	NO DRIVER LIC	800 Bik Pecan
Feb 12, 2008	DSMS FTA1516-900-0	NEW, JENNIFER	PROMISE APPEAR	3808 COTTONWOOD DR - JUDGE DISMISSED/DEFENDANT TAILED
Feb 12, 2008	DSMS CMC1519-3001-0	MACEK, JOSEPH W III	SPEEDING	800 block of pecan
Feb 12, 2008	DSMS CMC1520-9910-0	VELOZ, JOE L	THEFT SERVICE	729 FIR
Feb 12, 2008	DSMS CMC1562-3001-0	ROJAS, CALEB S	SPEEDING	700 Bik Pecan
Feb 12, 2008	DSMS CMC1551-2020-0	NEW, JENNIFER	Code Enforcement	732 Driftwood
Feb 12, 2008	DSMS FTA1520-901-1	VELOZ, JOE L	FAIL TO APPEAR	3808 COTTONWOOD DR CREDIT TIME SERVED/JUDGE DISMISSED
Feb 19, 2008	PAYF CMC1565-3286-0	CASTRO, JUAN CARLOS SANTIAGO	FAIL TO REPORT	Bob's Grocery - 3919 RR 2147 W PAID IN FULL
Feb 19, 2008	DSMS CMC1569-3001-0	KANT, LAUREL ANDERSON	SPEEDING	4000 Bik 2147 W DSC/DPS COMPLETED
Feb 25, 2008	DSMS CMC1549-3006-0	OSORNIO, ELISANDRO AVALOS	RAN STOP SIGN	Westwood & Lakeview DSC/DPS COMPLETED

All Warrants Issued From Feb 1, 2008 through Feb 29, 2008

Defendant/Address	Issued/Type	Case No/Violation
LOPEZ, JOHN L 301 S. BURNET APT. #202 ROUND ROCK, TX 78664-	Feb 6, 2008 OTHER	CMC1171-3001-0 SPEEDING
LOPEZ, JOHN L 301 S. BURNET APT. #202 ROUND ROCK, TX 78664-	Feb 6, 2008 OTHER	CMC1171-3049-0 FIN.RESPONSIBIL

Number of Warrants 0      Capias 0      Other 2      Total 2

PUBLIC WORKS REPORT  
 CITY OF COTTONWOOD SHORES  
~~TIM McCLAIN & BELINDA GONZALEZ~~

Date: 3-20-2008 200~~7~~

PERFORMANCE MEASURE
PUBLIC WORKS

ROADS & STREETS	FACILITIES
Traffic Control Sign Replaced <u>2</u>	Civic Center <u>Clean up</u>
Grading Roads <u>3</u>	City Office
<u>Cotton Wood DR</u>	City Yard <u>Clean up</u>
<u>West Wood</u>	Swimming Pool - <u>Not in Service</u>
<u>Log Wood</u>	Fire Hydrants Repaired
Right of Way(s) Vegetation <u>0</u>	Fire Hydrants Flushed <u>2</u>
<b>CODE ENFORCEMENT</b>	
Unsightly Lots	Code Enforcement Warning(s)
Number of Notices Mailed or Posted	Complaints filed w/ Municipal Court <u>1</u>
<b>ANIMAL CONTROL</b>	
Number of Dogs Picked Up <u>6</u>	Number of Cats Picked Up <u>2</u>
Number of Dogs Returned <u>2</u>	Number of Cats Returned
Number of Dogs Put Down <u>2</u>	Number of Cats Put Down <u>2</u>
Number of Warnings Written	# of Complaints filed w/Municipal Court
Wildlife Caught <u>1</u>	
<b>PARK</b>	
Cut Grass <u>0</u>	Picnic Tables <u>Clean up</u>
	BBQ Pit <u>Clean up</u>

*Leung Fung*



Cottonwood Shores Area Volunteer Fire Department

**FIRE DEPARTMENT REPORT FOR THE MONTH OF   FEBRUARY    
2008**

AUTO ACCIDENTS   0    
MEDICAL ASSIST   6    
ILLEGAL BURNS   1    
STRUCTURE FIRES   0    
FALSE ALARMS             
MUTUAL AID           3    
LANDING ZONES             
TRAINING CLASSES   2    
TOTAL NUMBER OF CALLS  10   
ADVERAGE RESPONSE TIME PRE. CALL 5.45    min.           

NUMBER OF TRAINING HOURS PER . MONTH  16hrs. 

FIRE DEPARTMENT MEMBER GIVING REPORT   *Jenny R. Ashley* (Chief)    
DATE OF EPORT   3   /  20  /  2008

**CITY OF COTTONWOOD SHORES  
POLICE DEPARTMENT REPORT**

**Monthly Report Date:** FEBRUARY, 2008

**PERFORMANCE MEASURE**

Suspicious Person / Vehicle	5
Abandoned Vehicle	1
Accidents	0
Assault	0
Aggravated Assaults	0
Family Violence Assaults	0
Sexual Assaults	0
Simple Assaults	0
Burglaries	1
Criminal Mischief	0
Disturbances	2
Theft	2
Missing Persons	1
Other Agency Assists/EMS/Fire	3
Harassment	2
Trespass	0
Welfare Concern	2
Deaths	0
Miscellaneous Calls	55
<b>Total Calls =</b>	<b>74</b>

Municipal Court Citations	1
Arrests	1
Juvenile Arrests	0
Hours Worked	165
Hours on Call	256
Reserve Officer Hours Worked	128
Private Security Hours Worked	80
<b>Total Hours =</b>	<b>629</b>
Total Miles Driven	850

**OPEN INVESTIGATIONS:**

BURGLARY, AUTO THEFT  
\_\_\_\_\_  
\_\_\_\_\_

THEFT OF PROPERTY  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE: REINHARD REEH

DATE: MARCH 17TH 2008

**ORCA STEP GRANT APPLICATION**

Only This portion to ORCA

Item	Using SCH 80 PVC 8" Pipe Description	TOTAL PROGRAM		Retail Hourly Rate	Worker Man Hours At Rate	Man Days 8	Support Staff Labor			
		RETAIL	SELF-HELP				Hours	Rate	Fuel	\$\$
1	Lake Intake Replacement	135,388	45,113		1,750	218.8	387		483.00	6,288.00
1A	8" Solvent Weld (Glue Joint) SCH 80 PVC Pipe for Raw Water Intake at Lake Bottom	68,719	23,763	35.00	1,184	148.0	222	15.00	189.00	3,519.00
1B	New Hot Dipped Galvanized Raw Water Intake Box and Screen	4,385	2,000	50.00	42	5.3	12	15.00	105.00	285.00
1C	Concrete Anchors to Secure New 8" PVC Piping at Lake Bottom	19,455	9,000	35.00	257	32.1	90	15.00	105.00	1,455.00
1D	Flotation for Added Buoyancy to Float Pipe into Place									
1E	Piping, Valves and Fittings to Connect New 8" PVC to Existing RW Intake Header at Shoreline	2,902	900	35.00	49	6.1	18	15.00	31.50	301.50
1F	Freight from Austin	3,000								
1G	Upgrade Existing RW Pump Building to New 8'x10' Wood Frame Building, Including Addition to Concrete Foundation	12,728	6,000	40.00	150	18.8	45	15.00	52.50	727.50
1H	Upgrade Existing RW Pump Building Electrical as Required	3,500	500	85.00	35	4.4				
1I	Work Barge Equipped with a Lifting Device Rated at a Minimum of 3 Tons	9,000	-							
1J	Four (4) or five (5) holding boats for four (4) days	3,000	-							
1K	Lake Bottom Topographical Survey at Proposed Alignment of 8" Raw Water Line.	4,000	-							
1L	Erosion Controls - Silt Fence	400	-							
1M	Preparation and Processing of Stormwater Pollution Prevention Plan (SWPPP) through TCEQ, Including Notice of Intent and Notice of Termination	3,000	2,500	55.00	9	1.1				
1N	Traffic Control and Implementation Plan	800	200	35.00	17	2.1				
1O	Restoration and Revegetation of Disturbed Areas	500	250	35.00	7	0.9				
2	Replacement Parts Required to Upgrade the Existing TONKA Water Treatment Unit (TONKA Quote)	128,578	91,300		948	118.5	144		168.00	2,328.00
2A	Clarifier Refurbishment Total	45,414	29,500		421	52.7				
	New PVC Underdrain	28,082	17,250	35.00	293	36.6	36	15.00	42.00	582.00
	New SS retaining screen	6,582	3,738	35.00	65	8.1	36	15.00	42.00	582.00
	Steel angles	2,500	2,013	35.00	14	1.7				
	Media for Clarifier	7,500	5,750	35.00	50	6.3				
	Freight	750	750							
2B	Filter Section Refurbishment Total	63,664	48,300		406	50.7				
	New underdrain PVC and nozzles	30,582	23,400	35.00	189	23.6	36	15.00	42.00	582.00
	Filter media and support gravels	2,500	1,500	35.00	29	3.6				
	PCV air scour laterials and header	30,582	23,400	35.00	189	23.6	36	15.00	42.00	582.00
2C	Valves and Controls Refurbishment Total	19,500	13,500		121	15.1				
	Duplex 3 HP Compressor	3,500	1,500	55.00	36	4.5				
	2 - Flow Meters	4,000	3,000	60.00	17	2.1				
	Air Scour Blower Refirb	3,000	1,500	55.00	27	3.4				
	2 - Hach Turbidimeters	9,000	7,500	60.00	25	3.1				
2D	Miscellaneous Materials Required to Upgrade TONKA Treatment Unit	2,200	1,500	45.00	16	1.9				
										Savings
3	Total Estimated Material Cost	266,166	137,913	48.2%	2,698	337.3	531		651	8,616.00
4	Professional Services				343	42.9				
4A	Administration	12,000	8,000	25.00	160	20.0				
4B	Recommended Supervision for Placement of Raw Water Piping at Lake and Tonka Underdrain replacement	6,000	6,000	120.00	50	6.3				
4C	Engineering Fee to Include:	20,000	20,000	150.00	133	16.7				
										Savings
5	Total Estimate	304,166	171,913	43.5%	3,042	380	531		651.00	8,616.00

*deadline 04/11/2008*

EVENT & TIMING	2008 March							April																					
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	
Complete application																													
Post/Publish Public Hrg Notice																													
Copy application for public review																													
Hold Public Hearing																													
Adjust Application as nec.																													
Post Special Mtg Notice																													
Draft Resolution to file Application																													
Post/Publish intent to file applic'n																													
Spl Mtg to approve Resolutions																													
File application by Fedex																													
Application Deadline																													



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

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3/20/2008

RE: Disclosure concerning reclassification of funds.

Council Members:

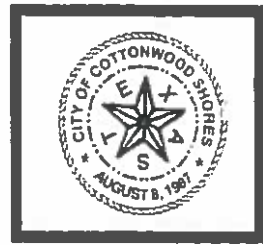
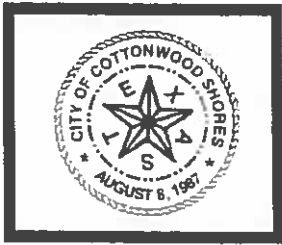
In preparing to enter the sales tax revenue, it has come to my attention that Jerrial has placed the sales tax in the Utilities revenue for the months of November 2007, December 2007, and January 2008. This didn't make sense, and checked with Dan Painter to verify that there hadn't been a reason for it. He concurred that the money should have gone into the General fund, not Utilities.

So I am entering reclassification adjustments to move the following amounts from Utilities sales tax revenue to General fund sales tax revenue for those months:

11/2007:	\$5584.47
12/2007:	\$5417.45
1/2008:	\$2776.45

  
Rick Copple  
City Treasurer





**CITY OF COTTONWOOD SHORES**  
**3808 COTTONWOOD DRIVE**  
**COTTONWOOD SHORES, TEXAS 78657**  
**PH.830-693-3830 FAX 830-693-6436**

**CITY COUNCIL MEETING**  
**ATTENDANCE RECORD**

03/20/08

**PLEASE SIGN IN:**

<i>Reuline Schweitzer</i>	
<i>Susan Waitline</i>	
<i>Bobli Cox</i>	
<i>Nancy Hughes</i>	
<i>Bob Aldredges</i>	
<i>P.T. Williams</i>	<i>HABITAT FOR Humanity</i>
<i>Dave Hudson</i>	<i>" " "</i>
<b>CHRIS STEIN</b>	
<i>Ernie Papp</i>	
<i>Mark</i>	
<i>Larry</i>	
<i>Wendy &amp; Roger Wayson</i>	
<i>Shelley DeManet</i>	
<i>Kim Taylor</i>	
<i>Martha Fagan</i>	
<i>Red</i>	

**REGULAR MEETING OF THE CITY COUNCIL  
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THURSDAY, MARCH 20, 2008 AT 6:00 P.M.  
PFEIFER CENTER (FORMERLY CIVIC CENTER)  
4111 COTTONWOOD DRIVE**

ORIGINAL

**AGENDA**

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  - 9.2. Discuss and consider action to approve the contract proposed by NetPlea to replace Transworld Systems as the CWS collection agency as requested by CA Schneider.
  - 9.3. Discuss and consider action for the approval of the Election Contract with Burnet County for the May 10, 2008 local elections as requested by CA Schneider.
  - 9.4. Discuss and consider action on a Resolution to approach TxDOT and request the FM 2147 Speed Limit be changed from 50 MPH to 45 MPH from Horseshoe Bay City Limits on the west to the eastern City Limits of Cottonwood Shores as requested by Councilmember Orr.
  - 9.5. Discuss and consider action on request of approval by CWS City Council for donation of fees to Habitat for Humanity home being built on Driftwood Section Lot # 267 as requested by Rhett Ruiz President of HLHFH Board of Directors.
  - 9.6. Personnel Issues:
    - 9.6.1. Discuss and consider action to appoint Rick Copple to the permanent position of City Treasurer as requested by CA Schneider.
    - 9.6.2. Discuss and consider action on the appointment of a full-time City Administrator by either

City of Cottonwood Shores, Texas

- 9.6.2.1. authorizing the employment of applicants at annual salary between \$60,000.00 and \$70,000.00 **OR**
- 9.6.2.2. change of status for Hans Schneider from Interim city Administrator to City Administrator on the same as present terms **AND**
- 9.6.2.3. authorization to employ an Assistant City Administrator full time at annual salary not to exceed \$30,000.00 to be fully trained to assume the senior position within a predetermined period to be set by Council as requested by CA Schneider.
- 9.6.3. Discuss and consider action to solicit applications for employment of a full-time Public Works Working Supervisor who will also perform the functions of the City Inspector as requested by CA Schneider.
- 9.6.4. Discuss and consider action to solicit applications for employment of a full-time Water Plant Operator with at least a "C" Surface Water license as requested by CA Schneider.
- 9.6.5. Discuss and consider action to change personnel policy to offer standard City benefits including Group Health Insurance to part time employees on a basis prorated to their scheduled work hours as requested by CA Schneider.
- 9.6.6. Discuss and consider action to accept the resignation of Darla Zell from the position of Utility Billing Clerk as requested by CA Schneider.
- 9.6.7. Discuss and consider action authorizing the City Administration to replace Darla Zell to maintain the previously authorized 2 full time clerks staffing as requested by CA Schneider.
- 9.6.8. Discuss and consider action to grant 3 months medical leave of absence without pay to Belinda Gonzalez from March 24 to June 20, 2008 as requested by CA Schneider.
- 9.6.9. Discuss and consider required action to assign the position of City Secretary.  
*The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information).*

10. Future Agenda

11. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 17<sup>th</sup> day of March, 2008 at 5:30 p.m.

  
Sylvia H. Breen, Mayor



ATTEST:

  
Cynthia Schwertner, Asst. City Secretary

**Personnel Issues:**

**9.6.3.**

**Discuss and consider action to solicit applications for employment of a full-time Public Works Working Supervisor who will also perform the functions of the City Inspector as requested by CA Schneider.**

Background:

1. One Public Works employee is going on 3-month medical leave of absence effective 3/24/08 leaving us with 1 Water Plant Operator and 1 PW Maintenance Technician.
  - a. City facilities and streets are in a sad state of repair.
  - b. Animal Control requirements are unpredictable and time-consuming.
  - c. Summer mowing needs, street and facility maintenance needs exceed the capacity of 1.0 – 1.5 persons.
  - d. This staffing leaves no margin for absenteeism due to illness, vacations, etc.
2. The present subcontracting of City Inspection services is unsatisfactory in availability, quality and timing.
3. City records, drawings, specifications, etc. all are currently mostly inaccessible (or non-existent) and need to be organized to be useful when needed.
4. A maintenance schedule is needed to utilize resources most effectively and begin to catch up with past neglect.

Recommendation:

Employ a hands-on PW Supervisor to complement the present 1.0 – 1.5 person resource and take on full-time responsibility for the above cited tasks while participating in "getting the work done" when/as time is available.

I recommend imposing on the new employee the requirement to obtain the certifications necessary for the performance as City Inspector within 2 years from the date of hire.

HJS, CA

**9.6.4.**

**Discuss and consider action to solicit applications for employment of a full-time Water Plant Operator with at least a "C" Surface Water license as requested by CA Schneider.**

Background:

The City has 1 "B" Surface Water-licensed Water Plant Operator and 1 Public Works employee who may obtain his "D" license soon.

All license levels below B require the supervision of a B-licensed Operator.

A second D-licensed PW employee is going on 3 months of medical leave.

In the event that our B-licensed Operator becomes unavailable to unforeseeable causes the city would have to "hunt" for a qualified supervisor to fill in.

Recommendation:

Hire an at least C-licensed Operator with the aim of his obtaining a B license within 1-2 years of his date of hire to support our water plant operations, improvements (ORCA STEP) and future expansions necessary to meet the City's growth projections.

HJS, CA

**9.6.5.**

**Discuss and consider action to change personnel policy to offer standard City benefits including Group Health Insurance to part time employees on a basis prorated to their scheduled work hours as requested by CA Schneider.**

Background:

This subject came to the fore when

- a. the full-time Utility Billing Clerk requested reduced work hours (25 hrs/wk) after the hiring and training of a person originally intended as backup (due to frequent absenteeism). The intent was to remain employed to retain insurance coverage.
  - b. I, Interim City Administrator, was employed for 32 hrs/week and receive Group Health Insurance coverage.
1. Present CWS Personnel Policy provides Group Health Insurance coverage
    - ONLY to "full-time" employees.
    - Full-time employment is defined as 40 scheduled hours of work per week.
  2. TML, the City's health insurance contractor requires that
    - ALL employees who receive standard benefits and
    - Are schedule to work at least 20 hours per weekMUST participate in the Group Plan.
  3. CWS is not competitive with the terms of employment and benefits offered by surrounding communities making it difficult to recruit the skilled employees needed for the projected future growth of the City.
  4. Wages offered to part-time employees generally do not support a monthly deduction of \$391.00 for Health coverage.

Recommendation:

Grant ALL employees who are scheduled for at least 20 hours/wk the standard benefits defined in the Personnel Policy proportional to their SCHEDULED WORK HOURS.

Part-time employees who are scheduled for less than 20 hours/wk are ineligible.

Increased costs to the City would be very nominal.

- 100% of benefits will be earned by full-time employees (40 hrs/wk).

- All others earn the same benefits, except Group Health Insurance coverage, but reduced to the percentage equivalent to their scheduled work hours to 100%.
- Since Group Health Insurance coverage under these conditions is mandatory (TML) part-time employees scheduled for more than 20 hrs/week would be required to share the cost of this coverage by paying the difference between the City's contribution and the actual cost.
- Example: 100% of cost is \$391.00/mo. A 20 hr/wk employee pays 50% of this cost by payroll deduction, i.e. \$195.50/mo, The City pays the other 50%.

HJS, CA

**9.6.7.**

**Discuss and consider action authorizing the City Administration to replace Darla Zell to maintain the previously authorized 2 full time clerks staffing as requested by CA Schneider.**

Background:

A City Clerk has been employed to supplement Darla Zell who had expressed a desire to work only 25 hrs/wk to be able to spend more time with her teenagers. However, on 3/xx/08 Ms. Zell resigned affective March 31, 2008.

A part-time clerk has been employed to fill that part of the day that Ms. Zell wanted to take off.

Recommendation:

- 1, Offer full-time employment to the hired part-time employee.
2. Should he decline this offer, hire a second part-time person to gain one full day's benefit for the planned work (setting up property files, implementing our records retention policy, etc.).

HJS, CA

**9.6.8.**

**Discuss and consider action to grant 3 months medical leave of absence without pay to Belinda Gonzalez from March 24 to June 20, 2008 as requested by CA Schneider.**

Background:

TML, the City's health insurance contractor requires Council's authorization to accompany the forms required to change the employee's status from "active" to "inactive".

Payment of the employee's insurance premium must continue during this leave period.

Upon return to work, the appropriate forms must be submitted to TML to restore the employee to "active" status.

Medical claims on behalf of this employee during the inactive period will not be honored.

Recommendation:

Approval of this request is recommended.  
HJS, CA

**9.6.9**

**Discuss and consider required action to create the position of City Secretary.**

Background:

State law requires CWS to have a person in the position of City Secretary.

CWS currently has an Asst. City Secretary ONLY.

Recommendation:

1. Offer the City Secretary position to the present Asst. City Secretary after necessary additional training has been accomplished **OR**
2. Add this title and relevant responsibilities to the incoming Asst. City <sup>ADMIN.</sup> Manager (this is acceptable under the law).

HJS, CA

*Regstd 03/20/08  
Can*

RECEIVED  
MAR 13 2008  
BY: \_\_\_\_\_

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

# City of Cottonwood Shores

## 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 of Cottonwood Shores, Texas:

Date of the next Regular Meeting: 20 March, 2007

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

Subject to be addressed:  
Discuss and take action on a Resolution authorizing an Application to the ORCA STEP Grant 2008 Round 1.  
Informational Presentation:  Yes  No

Requested by Council:  Yes  No

Requested by the Development Committee:  Yes  No By:

Name of the Requester:  
Donald Orr, Councilmember  
Phone No.

*Cynthia Schwetner for Donald Orr* 03/13/08  
Requestor Signature Date

*Paul L. Zell*

COTTONWOOD SHORES

*[Handwritten signature]*





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

# City of Cottonwood Shores

## 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 of Cottonwood Shores, Texas:

Date of the next Regular Meeting: 20 March, 2007

I would like for this to be on the Agenda if a Special Meeting is called:

Yes  No

Subject to be addressed:

Discuss and take action on a Resolution to approach TxDOT and request the FM 2147 Speed Limit be changed from 50 MPH to 45 MPH from Horseshoe Bay City Limits on the west to the eastern City Limits of Cottonwood Shores.

Informational Presentation:  Yes  No

Requested by Council:  Yes  No

Requested by the Development Committee:  Yes  No By:

Name of the Requester:  
Donald Orr, Councilmember  
Phone No.

*Cynthia Schwertner for Donald Orr 03/13/08*  
Requestor Signature Date

COTTONWOOD SHORES

*Charles L. Zell*

*[Handwritten initials]*



# CITY OF COTTONWOOD SHORES

3808 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TX. 78657  
PHONE # (830) 693-3830 FAX # (830) 693-6436



## AGENDA ITEM REQUEST

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

Date of the next Regular Meeting: 3/20, 2008

I would like for the subject following to be on the Agenda of the next following meeting of the Cottonwood Shores City Council:

Present & Renew Development Plan for  
Castle Rock Phase III & Castle Rock Lakeside

**A.** I request the opportunity to address the City Council on that occasion in support of this request:

YES  NO

**B.** Supplemental information is attached: .....(.....pages)

**C.** Informational Presentation:  YES  NO

**D.** This has been requested by Council:  YES  NO

**E.** Requested by the .....Committee:  YES  NO

Name of the Requester: Madley Porter by Dylmi Blee

Address: .....

Phone Contact No. (830) 693 3718

Dylmi Blee 3/12/08  
Requestor's Signature Date

STEVENN LEMING - UTILITY BILLING 3/12/08 8:37:  am / pm  
Received by (name, title) date time



**CITY OF COTTONWOOD SHORES**  
**3808 COTTONWOOD DRIVE**  
**COTTONWOOD SHORES, TX. 78657**  
**PHONE # (830) 693-3830 FAX # (830) 693-6436**



**AGENDA ITEM REQUEST**

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

Date of the next Regular Meeting: 3/20/2008

I request the subject following to be placed on the Agenda of the specified meeting of the Cottonwood Shores City Council:

Consider and act on the appointment of a full-time City Administrator by either

- a. authorizing the employment of applicants at annual salary between \$60,000 and \$70,000 or
- b. change of status for Hans Schneider from Interim City Administrator to City Administrator on the same as present terms and
- c. authorization to employ an Assistant City Administrator full time at annual salary not to exceed \$30,000 to be fully trained to assume the senior position within a predetermined period to be set by council.

**A.** I request the opportunity to address the City Council on that occasion in support

of this request:  YES  NO

**B.** Supplemental information is attached:  YES  NO  
 (.....pages)

**C.** Informational Presentation:  YES  NO

**D.** This has been requested by Council:  YES  NO

**E.** Requested by the .....Committee:  YES  NO

Name of the Requester: Hans Schneider, Interim City Administrator

Address City Hall

Phone Contact No. ....(.....).....

*Hans Schneider*  
 Requestor's Signature 3/10/08  
 Date

*Cynthia Schweitzer*  
 Received by (name, title) 03, 10, 108 5:15  
 date time am/pm

*Handwritten mark/signature*



**CITY OF COTTONWOOD SHORES**  
**3808 COTTONWOOD DRIVE**  
**COTTONWOOD SHORES, TX. 78657**  
**PHONE # (830) 693-3830 FAX # (830) 693-6436**



**AGENDA ITEM REQUEST**

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

Date of the next Regular Meeting: 3/20/2008

- I request the subject following to be placed on the Agenda of the specified meeting of the Cottonwood Shores City Council:

Consider and act on the adoption of 2008 wastewater rates as mandated by Ordinance No. 011008, Sect'n. 4.2. resulting in an increase of 3.1915%.

**A.** I request the opportunity to address the City Council on that occasion in support

of this request:  YES  NO

**B.** Supplemental information is attached:  YES  NO  
 (1 page)

**C.** Informational Presentation:  YES  NO

**D.** This has been requested by Council:  YES  NO

**E.** Requested by the .....Committee:  YES  NO

Name of the Requester: Hans Schneider, Interim City Administrator

Address City Hall

Phone Contact No. ....

  
 Requestor's Signature 3/10/08  
 Date

  
 Received by (name, title) 03/10/08 5:15 pm  
 date time

*Cas*

**Hans Schneider**

**From:** Donald Orr [donaldorr@281.com]  
**Sent:** Monday, March 10, 2008 11:45 AM  
**To:** Hans Schneider  
**Subject:** Re: Wastewater CPI adjustment

Looks OK to me. Remember the rates are to be adjusted to the nearest nickel.

Donald Orr

----- Original Message -----

**From:** Hans Schneider  
**To:** Donald Orr  
**Sent:** Monday, March 10, 2008 10:49 AM  
**Subject:** Wastewater CPI adjustment

Hi!

Here is the result of our investigations. I am now preparing the individual customer account list adjusted accordingly.

If this is NOT the way to handle it, please advise by return. Thanks! Hans

				<u>AVG</u>	<u>DIFF</u>
2006	DFW	all items	190.1		
	HOU		180.6	185.35	
2007	DFW		193.245		
	HOU		183.838	188.5415	3.1915
			<b>multiplier</b>		<b>1.031915</b>

No virus found in this outgoing message.

Checked by AVG.

Version: 7.5.518 / Virus Database: 269.21.7/1323 - Release Date: 3/10/2008 11:07 AM

No virus found in this incoming message.

Checked by AVG.

Version: 7.5.518 / Virus Database: 269.21.7/1323 - Release Date: 3/10/2008 11:07 AM

3/10/2008



**CITY OF COTTONWOOD SHORES**  
**3808 COTTONWOOD DRIVE**  
**COTTONWOOD SHORES, TX. 78657**  
**PHONE # (830) 693-3830 FAX # (830) 693-6436**



**AGENDA ITEM REQUEST**

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

Date of the next Regular Meeting: March 20, 2008



I would like for the subject following to be on the Agenda of the next following meeting of the Cottonwood Shores City Council:

City of Cottonwood Shores donation of fees to Habitat for  
Humanity home on lot 267/Driftwood

**A. I request the opportunity to address the City Council on that occasion in support of this request:**

YES  NO

**B. Supplemental information is attached:** .....(.....pages)

**C. Informational Presentation:**  YES  NO

**D. This has been requested by Council:**  YES  NO

**E. Requested by the .....Committee:**  YES  NO

Name of the Requester: Rhett J. Ruiz President, HLHFH Board of Directors

Address: 2807 Sun Horseshoe Bay TX 78657

Phone Contact No. ... (830) ... 596-0345 P.T. Williams

Rhett J. Ruiz 3/7/2008  
 Requestor's Signature Date

Cynthia Schwertner 03, 07, 08 1:30 pm  
 Received by (name, title) date time

OK for  
3/10/08

[Handwritten signature]