

**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL  
OF THE CITY OF COTTONWOOD SHORES, TEXAS  
CIVIC CENTER – 4111 COTTONWOOD DRIVE  
THURSDAY, JANUARY 13, 2005, AT 6:00 P.M.**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Pfeifer called the workshop meeting to order at 6:02 PM with Council Members Beyer, Logan, Hildebrand, Plumley and Carusi in attendance: a quorum was present.
2. **DISCUSSION REGARDING PURCHASING POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

Mr. Jerrial Wafer went over the corrections that should be made to the ordinance. Mayor Pfeifer stated that on the purchasing control the city hired a treasurer to take care of the purchases and prices and on this ordinance it states that they will be made by the department heads and then go to the City Secretary for approval. Mayor Pfeifer felt that it should go straight to the treasurer. City Secretary Tena Collier reported that the person who handles the checkbook should not have approval authority.

Mayor Pfeifer stated that the field employee should never accept money in the field that it should be brought into city hall. Discussion was held on which employees should be bonded for handling cash and approval for check requests.

Councilman Plumley asked about the cash available in the office. City Secretary Tena Collier reported that \$100 is maintained in the cash register for the utility billing clerk and \$200 is held for incidental purchases. Discussion was held on the duties and checks and balances for the city treasurer concerning check requests, handling money and the monthly audit.

City Secretary Collier suggested that everyone should make the corrections that need to be made; print the ordinance again; the council would have the ordinance before the meeting; make the necessary changes at the regular meeting, and pass the ordinance with the amended changes.

Discussion was held on payments that had two (2) returned checks that cash would be required for further payments. Councilman Plumley mentioned that there was nothing stated about action taken on non-collection of returned checks. Councilwoman Logan stated that a clause could be added to state that it would go to the county attorney after so many days.

Discussion was held on utility payments that had not been paid where the customer had skipped out and what could be done. Mr. Wafer suggested a collection agency. City Secretary Collier mentioned to file with the Municipal Court.

The paragraph that covered credit cards issued to employees was discussed.

3. **DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.**

City Secretary Tena Collier presented the documents to the council members and wanted to discuss job descriptions and to name positions. Ms. Collier also presented chain of command chart. Ms. Collier reported that it was hard to define a job since there are so

many hats that the employee wears. Ms. Collier stated that it would be easier to define each position and then state that the Director of Public Works to serve in all those positions. Ms. Collier gave the job descriptions to the Council so that they could annotate the changes and bring the documents back to her.

Discussion on the weight that should be lifted by the employees that is listed in the job description. Mayor Pfeifer stated that some sort of safety measures needed to be developed.

Councilman Carusi stated that employees should not be able to draw against their salary, sick leave or annual leave and City Secretary stated that she felt this should be in writing. City Secretary Collier stated that she felt there was a need for a definition of salary employees; minimum hours that are required to work before pay is deducted or over those hours, compensatory time is given.

There was a lengthy discussion on compensatory time. Lunch periods were discussed and that everyone should take a one-hour lunch period and that an employee should not charge time worked during a lunch period, unless documented that there was emergency. Mr. Wafer stated that a definition was needed for compensatory time in the personnel policy.

The pool was discussed as to what department it should fall under.

Vacancy positions were discussed from filling the vacant slot from within versus advertising. City Secretary Collier asked if they were going to insert into the personnel policy that promote within or transfer within for any vacancy. Councilman Pfeifer stated that the law states you have to advertise for any vacancy. City Secretary Collier stated that she would talk with Mr. Gandolph Burris to check to find out how this would fall within the EEO guidelines.

Councilman Plumley brought up the discussion of two-week vacations taken at one time, but after discussing, it was decided no change was necessary to that part of the policy.

Councilman Hildebrand stated that the mayor should be given more authority rather than being a figurehead.

Councilman Plumley asked who the utility billing clerk would fall under. City Secretary Collier stated that it would be under her. In the policy it is stated that it falls under the treasurer. Mr. Jerral Wafer stated that the utility clerk could be doing some of the jobs that the treasurer should not be doing. Mr. Wafer stated that 90% of the utility clerk is customer relations or utility billing. Mayor Pfeifer and Councilman Plumley stated that since the utility clerk receives money it is logical for the financial officer to be in charge.

City Secretary brought up the item of evaluations and needed clarification as to who would handle the reviews defining the supervisors. Mayor Pfeifer stated that if the supervisor went to the personnel director with the evaluation of an employee and it was decided to give that employee a raise, the supervisor and personnel director should be able to give that raise since the council has already approved that budget and should not go back through the council to approve.

Councilman Carusi brought up temporary help which would fall under City Secretary Collier. The temporary would work 15 to 20 hours per week with no benefits. Mayor Pfeifer stated that the City Secretary is never going to get caught up if the council keeps adding to her desk.

Councilman Hildebrand stated that the Mayor should be able to sit in on interviews since the mayor is there on a day-by-day basis and make her a personnel director. Councilman Hildebrand asked if the budget actually had the money for hiring a temporary employee. Mr. Wafer stated that there were funds for a temporary employee.

Ms. Sylvia Breen asked if there was anything wrong with someone volunteering to help and Ms. Breen volunteered that she would help. Mayor Pfeifer stated that they were behind on the minutes. Councilman Plumley wanted to know what was the most important item to catch up and City Secretary Collier stated that it would be the minutes. Councilman Plumley asked what would be the requirements for the position. City Secretary Collier detailed the requirements. Councilman Plumley stated if volunteer can handle, it would save money. City Secretary reported that the volunteer could fill in with the absence of the utility billing clerk.

City Secretary Collier brought up the subject of the sick leave and how it was being dropped after a year and whether or not it should carry over. Discussion was held as to let it accrue indefinitely or setting a higher carryover, or buying back half the sick leave. Commissioner Hildebrand stated that if an employee was out 50 days, it would be necessary to hire an employee to fill in that position. It was suggested that the twelve days remain on the books and then when the leave was used and it went below the twelve days start accruing the day again until the total of twelve was again reached. City Secretary Collier read the City of Marble Falls sick leave policy. City Secretary stated that she would write it up where employee would have a maximum of twelve days and if sick leave would be used employee would start accruing the leave again until the twelve days was reached.

City Secretary Collier mentioned that on the policy it mentions zero to one year for vacation that an employee does not receive any vacation, but upon completing one year you have accrued vacation. City Secretary Collier stated that it should be clarified that if an employee quits before the year, no vacation will be earned. After one year a week will have been earned. The council was in agreement.

#### 4. DISCUSSION REGARDING THE POLICE POLICY MANUAL FOR THE CITY OF COTTONWOOD SHORES.

Councilman Carusi wanted to know if there was a dress code for officers off duty in the policy and the section was found that has the dress code. Councilman Carusi wanted to know the procedure for the badge and gun when off duty. City Secretary Collier asked Chief Reeh if there was a regulation that police officers had to carry their badge and weapon when they were off duty. Chief Reeh reported that off duty officers had to conceal the gun if the officers were in plain clothes. Councilman Plumley stated that if an officer was on duty the officer should be in uniform unless it was an emergency situation.

Councilman Hildebrand read the use of city vehicles outside the city limits. Councilman Hildebrand stated that there was no problem with driving the vehicle to and from work but that driving the vehicle should not include personal use. Councilman Plumley stated that during duty hours the officer should remain in the city for lunch. Councilman Plumley said that he was going to put out a dispatch report so that the number of calls or activity could be tracked. Councilman Plumley felt the Chief of Police should be the only one making a statement to the press. During the discussion, it was mentioned that a person who makes a complaint against another citizen should be kept confidential.

Councilman Plumley asked how the speed limit applied to the police. Chief Reeh reported that police are to follow the same regulations as everyone else unless there is an emergency. Councilman Plumley mentioned that the city vehicles should be cleaned.

Councilman Plumley asked about reserve police officers. Chief Reeh said that usually reserve officers take the position mainly to keep their license. Mr. Mack McCurdy has offered to come out whenever anyone needs a day off.

Commissioner Hildebrand suggested that the police might come in at 6:30 AM or 7:00 AM to catch the speeders on Pecan and further commented that one of these days, a child might be hit. Commissioner Hildebrand commented that coming in at 8:00 AM, the people have already gone to work and that they know when the police come on duty.

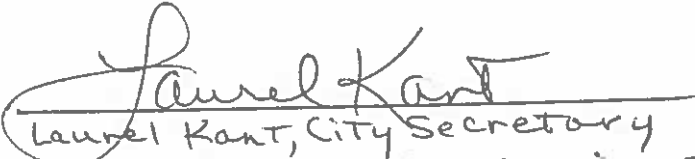
Councilman Plumley asked about the certifications from the range qualifications. Councilman Plumley asked if the police used chemicals and Chief Reeh replied that they did not. Chief Reeh reported that no deadly force is used. Chief Reeh reported the steps used when a vehicle is stopped.

Councilman Hildebrand wanted to know what the position was on fireworks. Chief Reeh reported that there were no fireworks allowed within the city. Councilman Plumley stated that an ordinance needed to be put into place that no fireworks are allowed within the city.

5. CITIZENS' COMMENTS. None.
6. ADJOURNMENT. Mayor Pfeifer adjourned the meeting at 9:27 PM.

ATTEST:

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TENA COLLIER, CITY SECRETARY

  
Laurel Kant, City Secretary  
Replaces Original Minutes  
Dec. 22, 2005

# COTTONWOOD SHORES POLICE DEPARTMENT

3915 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS 78654

MONTHLY REPORT FOR DECEMBER 2004

SUSPICIOUS PERSON/VEHICLES:	<u>1</u>
ABANDONED VEHICLE	<u>      </u>
ACCIDENTS	<u>      </u>
AGGRAVATED /ASSAULTS	<u>      </u>
SEXUAL ASSAULTS	<u>      </u>
ASSAULTS	<u>      </u>
SIMPLE ASSAULT	<u>1</u>
ASSAULT/FAMILY VIOLENE	<u>      </u>
BURGLARIES	<u>      </u>
CRIMINAL MISCHIEF	<u>      </u>
DISTURBANCES	<u>1</u>
THEFT	<u>2</u>
MISSING PERSONS	<u>      </u>
OTHER AGENCY ASSISTS / EMS/FIRE	<u>2</u>
HARASSMENT	<u>1</u>
TRESPASS	<u>1</u>
WELFARE CONCERN	<u>      </u>
DEATHS	<u>      </u>
MISCELLANEOUS CALLS	<u>70</u>
TOTAL CALLS	<u>79</u>

OPEN INVESTIGATION THEFT, FORGERY  
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MUNICIPAL COURT CITATIONS	<u>8</u>
ARRESTS	<u>          </u>
JUVENILE ARRESTS	<u>          </u>
HOURS WORKED	<u>360</u>
HOURS ON CALL	<u>320</u>
RES. HRS. WORKED	<u>0</u>
TOTAL HRS	<u>680</u>
TOTAL MILES DRIVEN	<u>1745</u>

**COTTONWOOD SHORES  
MONTHLY WATER/ WASTEWATER  
DEPARTMENT REPORT**

**December 2004**

**Raw water usage**

3,101,000 total  
100,000 average  
140,000 max  
67,000 min

**Treated water usage**

2,360,000 total  
76,000 average  
105,000 max  
57,000 min

**Backwash**

125.000 Raw Water for Clarifiers  
500.000 Treated Water for Filters  
625.000 Total Backwash Water Usage

**Leaks/Breaks/line flushing**

41,000

**Wastewater pumpage**

1,843,000 gallons of wastewater was pumped to LBJ MUD for treatment.

**Tidbits:**

The county came in and assisted us in cutting some drainage ditches after which we went behind them and installed culverts as needed.







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**AGENDA**

1. CALL TO ORDER AND ROLL CALL.
2. DISCUSSION REGARDING PURCHASING POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
3. DISCUSSION REGARDING THE PERSONNEL POLICY AND PROCEDURES FOR THE CITY OF COTTONWOOD SHORES.
4. DISCUSSION REGARDING THE POLICE POLICY MANUAL FOR THE CITY OF COTTONWOOD SHORES.
5. CITIZENS' COMMENTS.
6. ADJOURNMENT.

I CERTIFY THAT THE ABOVE NOTICE WAS POSTED AT CITY HALL, 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS, IN THIS 10<sup>TH</sup> DAY OF JANUARY, 2005 AT 5:00 P.M.

  
FRANK J. PFEIFER, MAYOR

**ATTEST:**

  
TENA COLLIER, CITY SECRETARY

