

City of Cottonwood Shores
WORKSHOP MEETING OF THE CITY COUNCIL
MONDAY, FEBRUARY 04, 2008 AT 6:00 P.M.
PFEIFER CENTER, 4111 COTTONWOOD DRIVE,
CITY OF COTTONWOOD SHORES, TEXAS

 ORIGINAL

MINUTES

1. Call to Order by Mayor Breen at 6:05 pm.
2. Roll Call by Asst. City Secretary Schwertner for Mayor Breen,
Councilmember Whitis,
Councilmember Ortiz (not present),
Councilmember Adams,
Councilmember Patschke,
Councilmember Orr,
Interim City Administrator Hans Schneider present
3. Discussion of formulation of an action plan to set priorities for City Administrator position.
 - a. Councilmember Whitis had questions about the spreadsheet.
 - b. CA Schneider passed the action plan outline to each Councilmember for discussion.
 - c. Discussion from the Council was felt that the employees should call and speak to the City Administrator when calling in for an absence rather than leaving a message.
 - d. Office vacancy positions were discussed.
 - e. The City Treasurer position has been filled temporarily at this time.
 - f. Discussions concerning the budget were discussed.
 - g. CA Schneider created an organization chart where each department fits into the aligned category.
 - I. Such as for example Mike Light's building inspections were placed under public works, or security under Law enforcement.
 - h. Discussions to update ordinances beginning with the Zoning Ordinance which is needed to be reiterated.
 - i. CA Schneider reported that Ms. Belinda Gonzalez has a Class D water license and is preparing to take the test for the Class C license. It was mentioned that she could then work as the second person with a water plant license, when needed and also work animal control.
 - j. Discussions of the code enforcement were discussed naming the Chief of Police as the Code Enforcement officer. CA Schneider reported the Star Security plan seemed to be not working mainly because they cannot issue citations. We need more police man power. Councilmember Orr reported that Star Security was hired to cover the hours during the night that officers were not available. Councilmember Adams and Whitis reported that several things have been brought to the Councilmember's attention because of Star Security

City of Cottonwood Shores

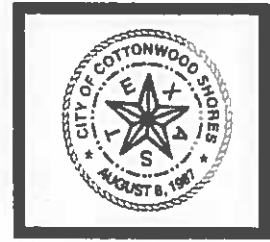
- k. CA Schneider felt that an employee should keep a daily log diary for several weeks to reflect the daily workload of what they do, so it is known what kind of workload each employee does have.
 - l. Councilmember Orr passed a tasks and priorities sheet explaining each line of tasks. CA Schneider will follow his action plan following his outline. CA Schneider reported that someone was needed for Record Retention and getting rid of the items not needed. The Record Retention would begin with the hiring of a City Clerk.
4. Discussion of Rules of Procedure, Conduct, and Decorum for Meetings policy for Council.
- a. Councilmember Whitis questioned the agenda.
 - b. Councilmember Orr commented a gatekeeper or someone be in charge of the agenda requests.
 - c. Council discussed the concern for special meetings that 4 members must appear whereas regular meetings require only 3 members. There are times that have been difficult to make that 2/3 appearance.
 - d. Council members Orr and Adams discussed concerning the number of absences that a Councilmember is allowed to miss and that the same rules should apply for special meetings and workshops as for the regular council meetings.
 - e. Council discussed concern of minutes being taken and how they are being processed.
 - f. Council discussed how the audience should sign in and come to front to stand before the Council and audience.
 - g. The decorum needs rewriting, to include that member's stay during the entire meetings unless there is an emergency, also to remove item #3 from page 8. Quoted as "Monthly activity reports listed on the agenda in the section of the agenda shall be no longer listed as detailed reports but as a consent agenda item and shall be made available to the council for their reading and any questions; otherwise they will not be read in detail but treated as a consent agenda item.
 - h. The different departments and committees need to have reports ready for the Council prior to meetings.
 - i. Councilmember Whitis offered to work on the Rules and Procedure forum policy guide.
5. Adjournment made by Councilmember Adams to adjourn. Councilmember Orr seconded the motion. Mayor Breen adjourned the meeting at 8:50 pm.


Sylvia H. Breen Mayor

ATTEST:

Cynthia Schwertner Asst. City Secretary





CITY OF COTTONWOOD SHORES
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WORKSHOP
 CITY COUNCIL MEETING
 ATTENDANCE RECORD
02/04/2008

PLEASE SIGN IN:

Two columns of horizontal lines for signing in. A diagonal blue line is drawn across both columns from the bottom left to the top right. The words "no attendees" are handwritten in blue cursive across this diagonal line.

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CITY OF COTTONWOOD SHORES, TEXAS

 ORIGINAL

AGENDA

1. Call to Order
2. Roll Call
3. Discussion of formulation of an action plan to set priorities for City Administrator position
4. Discussion of Rules of Procedure, Conduct, and Decorum for Meetings policy for Council
5. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 1st day of February, 2008 at 5 p.m.



Sylvia H. Breen Mayor

ATTEST:



Cynthia Schwertner Asst. City Secretary

