

**NOTICE OF Workshop  
CITY COUNCIL MEETING**



**City of Weston Lakes  
Workshop  
Weston Lakes Country Club Library  
32611 FM 1093  
Weston Lakes Tx. 77441  
Wednesday, August 19, 2020  
10:00 am**

**AGENDA**

- 1. Call to Order**
- 2. Invocation and pledge**
- 3. Statement of Rules regarding Public Comments.**
- 4. Public Comments**
- 5. Office of City Secretary**
  - A. Job Description/Duties**
  - B. Compensation**
  - C. Vacation/Sick Leave**
- 6. Development of Policy Manual**
  - A. Meetings:**
    - a. Regular Meetings, Special Meetings and Workshops**
    - b. Agenda Items, Requests for Agenda Items, Durable Backup, Deadline**
    - c. Amend City of Weston Lakes Resolution 1-09**
  - B. Ethics Policy**
  - C. City Election/Seats are Non-Partisan**
  - D. Communication Policy**
    - a. Private vs Public Web Sites**
    - b. Authority to use City Seal, etc.**
  - E. City Appointments, Mayor/Council (Positions and Committees)**
    - a. Responsibilities of Appointees**
    - b. Approval, Oversight**
  - F. Harassment/Hostile/Intimidation Policy**
  - G. Budget line item expenditures – especially those for security**
  - H. Communication Between Mayor and Council**
  - I. Definition of City Type & Authority of Type B General Law City's**
  - J. Financial**
    - a. Financial Officer/Investment Officer**
    - b. Monthly Financial Reports**
    - c. Annual Investment Report**
    - d. Review/confirm Resolution 2-09**

**K. Newly formed “City Events”**

- a. Council Approval**

**L. City Equipment and Keys**

- a. Storage**
- b. Inventory/ Tag**
- c. Assignment/Sign Out Log**

**7. Set Date for Next Workshop**

**8. Consider and take action on Adjournment.**

**CERTIFICATE:** I, the undersigned, City Secretary of the City of Weston Lakes, do hereby certify that on the 14th day of August, 2020, at 6:00 p.m., I posted a true and correct copy of the attached and following notice of a Workshop Meeting of the City of Weston Lake City Council to be held on Wednesday August 19, 2020 at 10:00 a.m. at 1 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 J. McJunkin \_\_\_\_\_  
City Secretary

**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 reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code 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) and 551.086 (Economic Development). N