

**Ransom Canyon City Council Meeting Minutes**  
**Work Session – Tuesday, April 21, 2009**  
**Ransom Canyon City Hall, 24 Lee Kitchens Drive**

1. Call to Order/Silent Meditation:

The meeting was called to order at 6:23 PM by Mayor Robert Englund, followed by a moment of silent meditation. Council members present: Mayor Pro-Tem Ron Cox, John Schmersey, Jack Randorff, Billy Williams and Donna Clarke.

2. Grant application:

The Criminal Justice Division has allocated over \$1.2 million to SPAG for grants. Muvat Musa and Wayne Rawls will attend a mandatory workshop for applying for the grant. The council has approved pursuing this grant which, if approved, would provide Ransom Canyon with over \$22,000 to be used for anything that is related to criminal justice.

3. Metal Building and Car Port:

Muvat reported that the metal building and car port project are ready to begin; construction will take several weeks.

4. Personnel Policy Manual:

The personnel policy manual was reviewed and the following changes made per the council:

- ❖ Page 7, under City-Owned Vehicles, in paragraph two, the word “property” in the first sentence will be replaced with “within the City limits.”
- ❖ Page 8, second paragraph, the words “for their personal safety and” will be removed.
- ❖ Page 8, third paragraph will be moved to the end of the manual under a Police Department Policy heading.
- ❖ Page 8, under Outside Activities, the council want to include that all employees will report any second jobs to their department head who will then report that information to the council.
- ❖ Page 9, paragraph 3 under Political Activity, the word “City” will be added before the last word, “government.”
- ❖ Page 10, Donna Clarke wants to include the mayor’s relationship in the kinship chart.
- ❖ Page 12, the word “permanent” will be removed as it relates to an employee.
- ❖ Page 12, the second on Probation will be eliminated.
- ❖ Page 12, the council wants to include the following requirements for prospective employees: as a condition to employment, all prospective employees will be required to undergo a general medical physical, drug testing, a criminal background check and their driving record will be checked if they are required to drive a city vehicle as part of their job.
- ❖ Page 15, the section on Overtime Work will be researched by Muvat to ensure we are in compliance with state and federal laws on overtime.
- ❖ Page 15, the sections on Chief of Police and Police Duty Log will be moved to the end of the manual under a Police Department Policy heading.
- ❖ Page 16, section on Termination Pay, the reference to the probationary period will be removed.

- ❖ Page 17, the council wants to look into applying the section on the Incentive Program to the police department. Murvat will research this.
- ❖ Page 17, under Social Security and TMRS, information on vesting will be added.
- ❖ Page 18, under Vacation Leave, the words “permanent” will be removed. The policy will be changed to allow employees to accrue benefits in the first six months, but not use any vacation leave within the first six months. Also, council agrees the vacation benefit is meager and Murvat will look into alternatives.
- ❖ Page 19, under Sick Leave, the words “permanent” will be removed. Again the council agrees that the sick leave benefits are meager and Murvat will look into alternatives.
- ❖ Page 20, the Military Leave section will be researched to ensure it is in compliance with state and federal guidelines.
- ❖ Page 20, under Using Leave in Combination, a sentence will be added that limits the amount of time an employee can take leave without pay to 12 weeks.
- ❖ Page 22, the entire section on workers compensation will be removed and replaced with wording that states the city will follow the state guidelines.
- ❖ Page 24, under the Just Cause section, a bullet point will be added under Insubordination that will include “failure to follow orders of a supervisor, the Mayor of the City Council.”
- ❖ Page 25, under Suspension Following Indictment; that heading will be changed to “Suspension or Termination...” also, the words termination will be included in the body of the paragraph. The second paragraph in this section will be deleted.
- ❖ Page 26, under the fifth bullet, the word “major” will be deleted. Under the 9<sup>th</sup> and 10<sup>th</sup> bullets, the word “gross” will be deleted.
- ❖ Page 26, under Types of Separations, the sentence after the first bullet point will be deleted.
- ❖ Page 27, the entire Dismissal section will be deleted. At the end of the last sentence under the Disability section the words “as amended” will be added.
- ❖ Page 28, under Formal Grievances, the words “his or her supervisor” will be replaced with “the Mayor.”
- ❖ Page 29, the paragraph referencing a grievance committee will be revisited by the council. The council does not like the fact that residents can serve on a grievance committee.
- ❖ Page 31, in the second paragraph under General, the paragraph will be replaced with “Information in an employee’s personnel file is subject to the Texas PIA.” Also, the fourth paragraph in that section will be deleted.
- ❖ Page 32, under Emergency Call, “non-exempt” will be added after “full-time” and the words “comp time” will be deleted. Also Murvat will check the law on police being exempt from the FLSA.
- ❖ Adding a section at the end of the policy manual relating to the police department which will include the following types of policies:
  - Wearing uniforms
  - Requiring the police to call into the sheriff’s office when coming on and off duty
  - Having the Police Chief prepare a monthly, not yearly, schedule and having that emailed to the mayor, the council and the city secretary’s office. Also, deviations from the schedule will be email to the same people.
  - A policy on who can ride in the police vehicles.
  - A patrol policy.
  - Scheduling police shifts so that there may be a 30 minute overlap, but not more than a 1 hour overlap. Also, if an officer takes a day off, scheduling someone to cover his/her shift.

- A policy on having a member of the council serve as the police liaison. The mayor has appointed Jack Randorff as the liaison.

5. Adjourn

The Mayor adjourned the meeting at 9:13pm

These minutes approved on the 12<sup>th</sup> day of May, 2009.

**APPROVED:**

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Robert Englund, Mayor

**ATTEST:**

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Muvat Musa, City Secretary