



Walter Ward, Mayor

ANNUAL PLANNING RETREAT

AGENDA

Saturday, August 3, 2019

- 9:00 AM- 9:45 AM Meet & Greet.....Lakeview
- Breakfast Snack
 - Morning Prayer
 - Introduction
 - Welcome
 - Purpose for Meeting
 - VISION 2020
 - Establish Goals
 - Establish Timelines
- 10:00 AM -2:00 PM Financial Reporting and Audit Results.....Ayanna Merchant
- Review 5-Year Audit Results
- 11:00 AM-11:15 AM.....**BREAK**.....
- Overview of 2018-2019 Fiscal Year
 - Improvement Identifiers
 - Selecting and Identifying the Right Person to Hire
 - Analyzing data to determine compensation commensurate of duties & responsibilities
 - Understanding payroll taxes...How does this effect the overall budget
 - Attorney's Compensation
 - Accountant's Compensation
 - Review Projected Taxes Revenue and Discuss Imposed tax rates
 - Sales Tax Projections
- 12:00 PM-12:15 PM.....**LUNCH BREAK**.....
- Develop Budget 2019-2020 Draft
- 1:45 PM-2:00 PM.....**BREAK**.....
- 2:00 PM-4:00 PM.....**Georgina Ybarra**
Acting City Administrator, Kendleton, Texas
- **The Importance of Developing Risk Management Systems & Policy Driven-System**
 - Personnel Handbook
 - Employee Safety Manual
 - Procurement Policy
 - Financial Transparency
 - Understanding & Modifying recommended TML Policies and Coverages
 - Review Workers' Compensation and Payroll Schedule
 - Consideration- Crime Coverage & Computer Freud
 - Consideration-Employee Retirement Benefits



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- Understanding the Administrative Roles & Responsibilities
 - City Administrator
 - City Secretary/Clerk
 - Mayor-Compensation
 - Council Members-Compensation
- Consideration-TML Convention-San Antonio (Oct. 9-11, 2019)
- Contractual Agreements
- Develop a Strong-Likeminded Council Board
 - Establish guidelines and expectations of City Councilmembers
 - Review sample agenda's and share advisement of how to legally respond to members

4:00 PM- 4:15 PM.....**BREAK**.....

4:15 PM- 6:00 PM **OVERVIEW EASTON, TEXAS VISION 2020.....Georgina & Precious**

- Sharing the Kendleton, Texas experience
- Legislative Update(s)
- Consideration- Accept Georgina Yabarra consultations with Precious Wafer, Acting City Administrator
 - Establishing Ordinance for the position
- Consideration- Accept recommendation to establish partnership with Gregg Co. Sherriff Department- Sub-Station located in Easton, Texas
- Consideration-Easton, Texas is headed in the direction to seek grant funding to make City Improvement(s)
 - Beautification Projects
 - Parks & Recreation Grants
 - Trash System improvements
 - Economic Development
 - Consideration- Solar Towers
 - Business Development
 - City Hall Project
 - Community Center/Convention Center Project
 - Street and Road Projects
- **Conclusion of Meeting**
 - Closing Prayer..... Ebbie Lover, Mayor Pro-Tem



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