

STATE OF TEXAS

CITY OF BIG LAKE

MINUTES
CITY OF BIG LAKE CITY COUNCIL
WORKSHOP MEETING
DECEMBER 12, 2019 6:00 P.M.

1. Call to order by Mayor Phil Pool at 6:09 p.m.
2. Councilmember Collins was absent, all other elected officials present: Mayor Pool, Mayor Pro-Tem Melms, Councilmember Cammack, Councilmember Hallmark and Councilmember O'Bryan.
3. Mayor Phil Pool moved by order to workshop discussion.
4. Workshop discussion on beginning process of search for permanent City Administrator/City Secretary. City Administrator/City Secretary Box opened discussion with a five part briefing outline of the process from to beginning to completion:
 - a. Define the Candidate
 - b. Job Description
 - c. Market the City of Big Lake
 - d. Compensation Package
 - e. Time Line – completion from start to finish

Some of the topics brought forth by the Mayor and Council were:

1. Familiarity with State Requirements/Regulations dealing with the Railroad Commission and TCEQ (Texas Council on Environmental Quality).
2. Familiarity with County operations.
3. Understanding and awareness of deadlines for reporting requirements.
4. Some familiarity with Solid Waste activities.
5. Planning and coordination with City Chamber of Commerce and Economic Development Corporation.
6. Coordination with taxing agencies in County.
7. Citizen involvement with civic organizations in Big Lake.
8. Understand “on-call” and response to emergencies that might arise.
9. Understand that the City is not looking to hire and be used as a “stepping stone” to other jobs/employment.

The discussion also included the intent of looking for a stable, long-term minded candidate, some preference raised about living in Big Lake and would not want someone looking for early retirement. Discussion included perhaps offering a car allowance, vacation/sick leave/comp time accrual. Future workshops contemplated. A candidate/individual has been brought

forward. The council had an extensive conversation with City Administrator/City Secretary Box and directed Mr. Box to coordinate a conversation with the Mayor and, perhaps, with the full council at a date to be determined.

5. Workshop meeting adjourned at 7:26 p.m.

Douglas Box, City Secretary

Phil Pool, Mayor