

Future Agenda Items List

June 3, 2024

Future Agenda Items List is a living document that will be updated before each Council/Board meeting and significant work on each item will be discussed by the Town Manager and Council. Council will be provided updates on items that require significant time. Once research and background work is completed the item will be moved from the future agenda items list to the next meeting's agenda. All Items on this list have received a motion and a second by the Council/Board and are actively being addressed.

- 1) Discussion and consider taking action to create and appoint Council members to Council Subcommittees.**

5-15-24 Currently only the Finance Subcommittee is in existence, HOS search committee is created and dissolved as needed.

5-30-24 Council will be reviewing appointments during the June 3rd executive session
- 2) Discussion and give direction to the Town Manager to develop and enact a Boards and Commissions Appointment procedure**

5-15-24 Currently there is no approved appointment procedure. Currently there is only one Board and Commission on which residents are seated, the Planning and Zoning Commission. Tammy Reeves' and Brooks Ramelay's positions will need to be filled along with other expiring terms. Council will discuss further at June 3rd with appointments scheduled for June 17th.

5-30-24 __ applications for P&Z have been received by staff.
- 3) Discuss and consider taking appropriate action to amend and issue affiliate policies and MOUs to organizations wishing to be affiliated with the Westlake Academy.**

5-15-24 The Westlake Academy Attorney Janet Bubert distributed the draft affiliate policy to Council. Discussion to take place with Attorney in Executive Session on June 3rd for final changes with approval of the policy scheduled for June 17th. MOUs may still be needed depending on the affiliate organization prior to the execution of the policy.

5-30-24 Due to a very full executive session agenda, we will push this discussion to June 17th and a vote at a later date.
- 4) Discuss and consider taking appropriate action to mitigate drainage issues at the Westlake Academy football and soccer fields.**

5-15-24 A topographical survey was ordered and completed Wednesday May 15th. It will take 1-2 weeks to receive the report. The Council will need to direct the Town Manager to work with our Town Engineers to develop options to alleviate the drainage issues.

5-30-24 We have not received the topographical survey back from the engineers yet.

- 5) **Discussion and take appropriate action to sell town owned property within Entrada.**
5-30-24 This item was discussed with Council and the decision to sell the property has been reversed. This will drop off the future agenda list.
- 6) **Consider updating and editing our current Town Council Member/Board of Trustees Governance and Ethics Policy.**
5-30-24 Current policy was distributed to Council for review and suggested changes on 5-19-24.
- 7) **Discussion and give direction to the Town Manager to receive bids for future strategic planning for both the Westlake Academy and the Town of Westlake.**

5-30-24 Council requested that 3 different scopes of work were solicited from vendors and sent to Council for review. Once a scope of work is decided upon we will get the necessary bids to move forward with strategic planning. The scopes of work have been received and I will be sending them to Council after our meeting on June 4th.
- 8) **Consider and take appropriate action to create a separate Economic Development Board made up of two council members and a group of qualified citizens.**

5-30-24 This will be discussed further in executive session in the June 3rd meeting.
- 9) **Discussion and give direction to the Town Manager and Head of School to create and conduct a citizen and parent survey.**

5-30-24 Town staff are soliciting bids from vendors for the surveys.
- 10) **Discussion and give direction to the Town Manager to schedule a joint P&Z/Council meeting to work with Entrada developers to discuss possible changes to the Entrada development standards and the development plan**

5-30-24 Town staff is working with our contacted Planner and the Developer of Entrada to present the proposed development plan amendment to P&Z and Council in July.
- 11) **Discussion and give direction to the Town Manager and Head of School to create and conduct a staff survey including 360 degree evaluation for all supervisory positions.**
5-30-24 This item is being differed until the new HOS is on campus full time to work with the Town Manager on this project. Council had asked how the current evaluation system for Academy employees is working and if employee discussions can be had in executive session.
- 12) **Discussion and take appropriate action to create a parent action committee for Westlake Academy**
5-30-24 This item is being differed until the new HOS is on campus full