

**SPECIAL CALLED CITY COUNCIL WORKSHOP
December 9, 2014**

MINUTES OF THE SPECIAL CALLED WORKSHOP OF THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS THAT WAS HELD ON **DECEMBER 9, 2014** AT 7:00 PM IN THE COUNCIL CHAMBER, CITY HALL, 1200 SOUTH COMMERCE, OVERTON, TEXAS.

PRESENT:

C. R. Evans Jr., Mayor
John Ed Welch, Mayor Pro-Tem
Pat Beets
Jerry Clark
Philip Cox (arrived at 7:06 p.m.)
John Posey

ABSENT:

Also in attendance were, Charles Cunningham, City Manager, Rachél Gafford, City Secretary, and Clyde Carter, Police Chief representing staff.

I. CALL TO ORDER - Mayor Evans called the meeting to order at 7:00 p.m.

1. Invocation was dispensed with as it was given by Councilman Posey
2. Pledge of Allegiance was led by Councilman Clark

II. CONSENT AGENDA

None

III. CITIZEN FORUM

None

IV. NEW BUSINESS (CONSIDER AND/OR ACTION)

1. **REVIEW AND CONSIDER ORDINANCE # 2014-12-18A: AN ORDINANCE AMENDING ORDINANCE # 2014-07-29A WHICH ESTABLISHED BY REFERENCE § 35.70 PERSONNEL, RULES AND POLICIES (APPENDIX 5) WHICH SHALL NOW BECOME § 35.70 PERSONNEL POLICIES AND PROCEDURES (APPENDIX C); PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION.**

City Manager Cunningham presented draft copy of proposed Employee Personnel Policy Handbook with cover ordinance. Cunningham stated the primary changes being made to the handbook would be seen in Chapter 4: Classification and Pay Plan, Chapter 5, Performance Evaluations, Exhibit A and adopting of the Employee Personnel Policy Handbook by ordinance as Appendix C to the Code of Ordinances. The addition of Chapter 4 caused all Chapters numbers to increase throughout the manual after Chapter 4.

Mayor Pro Tem Welch asked if the performance evaluation would take place annually in October.

City Manager Cunningham responded that each year on the employee's anniversary date the employee would receive an evaluation based on their performance and that this would determine if the employee would earn the opportunity for a step increase (merit increase).

Councilman Clark asked what is considered a satisfactory score.

City Manager Cunningham stated that a score of 2.5 to 3 in each area of evaluation would be considered satisfactory. However, the employee would have to obtain an outstanding score to be eligible for a step increase (merit increase). Each year during budget proposal time; the Council would consider a Cost of Living Increase Adjustment (C.O.L.A.). A C.O.L.A. increase would increase the pay scale chart and adjust the steps by the % increase as approved by the Council for the budget.

No action taken

2. REVIEW AND DISCUSS A PROPOSED ACTION PLAN FOR SATISFYING TCEQ'S AGREED ORDER FOR MAINTENANCE AND IMPROVEMENTS TO THE OVERTON NORTH LAKE DAM.

City Manager Cunningham presented the three (3) year proposed action plan for the repairs, maintenance and improvement to the Overton North Lake Dam to be submitted to T.C.E.Q. with the approval of the Council. Cunningham stated that he had contacted the Shane West, owner of Speed Pro, for a quote for removal of the tree's that needed to be cleared utilizing Speed Pros' Boom Axe. Mr. West provided a quote of \$100.00 per hour with an estimate of thirty-two (32) hours (four (4) eight hour days) being needed to clear the trees. The proposed action plan as presented allowed three (3) months for the tree removal process as it was anticipated that all trees would need to be removed manually.

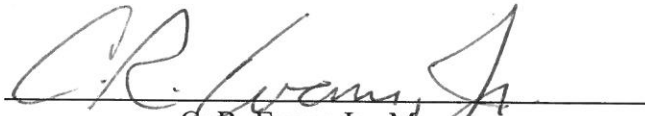
Councilman Cox made a motion to approve the three (3) year action plan for the Overton North Lake Dam repairs, maintenance and improvements for submittal to T.C.E.Q. Mayor Pro Tem Welch seconded the Motion. Motion carried 5 – 0.

V. ADJOURNMENT

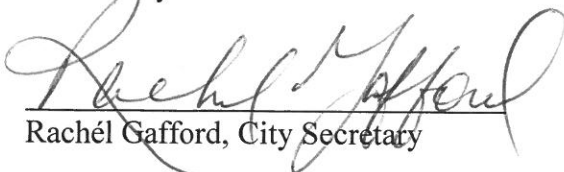
Councilman Cox made a motion that the meeting be adjourned. Councilman Clark seconded the Motion. Motion carried 5 – 0.

With no further business, the meeting was adjourned at 8:02 p.m.

Minutes approved and submitted and/or corrected this 15th day of January , 2015.


C. R. Evans Jr., Mayor

Attested by:


Rachel Gafford, City Secretary

