



**NOTICE OF MEETING
OF THE GOVERNING BODY
OF THE
CITY OF OVERTON, TEXAS**

Notice is hereby given that the Regular Called Meeting of the above-named City Council will be held on the **14th** day of **December, 2017** at 7:00 PM at City Hall Council Chambers, 1200 South Commerce Street, Overton, Texas.

AGENDA

I. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

II. CITIZEN FORUM- Each citizen will be allowed three (3) minutes.

This particular listing has been included on the agenda to allow public comments and presentations. Citizens may issue comments for topics that do not appear on this agenda. Any citizen who wishes to speak before the City Council must submit to the City Secretary a signed request to speak under Citizen Forum prior to the opening of the council meeting.

In accordance with existing law, the City Council cannot discuss, deliberate, or take action on any item(s) or topic(s) that is not so scheduled on this agenda. Public comments requiring action or deliberation of the Council may be scheduled on a following regular agenda. The Mayor, Council Members or City Staff may only respond to Citizens comments with a:

1. Factual Informational Statement
2. Statement of Current Policy
3. Discussion of Placing Topic on Future Agenda

III. CITIZEN'S REQUEST

1. City Council to hear and take action regarding a request from Victoria Brown, on behalf of the family of Rachel Ann Washington, for a permanent waiver from compliance with Ordinance No. 2016-05-19C, Section VII (d) requiring that only a flat marker be installed on cemetery plots located in Section C of the Overton Municipal Cemetery.
2. City Council to hear and take action regarding a request from Jerry Waldon, on behalf of Taylor White, regarding approval for staff to accept and ultimately issue a building permit for a proposed accessory structure which would expand the use of an improperly zoned property and structure located at 104 Holland Street (Holland Street Apartments).

IV. CONSENT AGENDA

Any or all items under Consent Agenda may be removed by the Mayor, any Council Member or the City Manager for discussion.

1. City Council to review, make possible corrections and approve minutes from Special Called Joint Workshop of the City Council and the OMDD held on November 16, 2017

2. City Council to review, make possible corrections and approve minutes from Regular Called Meeting of the City Council held on November 16, 2017
3. City Council to review, make possible corrections and approve minutes from Special Called Meeting of the City Council held on November 21, 2017.

V. BUSINESS

1. Present revised meeting schedule for the City Council as updated December 11, 2017.
 - a. Mayor to receive request, if any, for leave of absence from any Council Member for future meetings
2. Discuss and consider taking action regarding a Resolution of the City Council of the City of Overton, Texas removing signers and providing for new authorized signers on the City of Overton bank accounts and investment accounts, and providing for an effective date.
3. Discuss and consider taking action regarding a Resolution authorizing the City Manager to enter into a Service Agreement with David K Godwin, CPA as a Consultant to assist with the preparation of financial records and items requested by the external auditor for the FY2014 audit.
4. Discuss and take action regarding an Ordinance to repeal Ordinance No. 2014-12-18A Appendix A – City of Overton Personnel Policy and Procedure Manual of the City of Overton Code of Ordinances and all amendment; thereto.
5. Discuss and take action to adopt by Council Action the City of Overton Personnel Policy and Procedure Manual as last amended July 20, 2017 by Ordinance No. 2017-07-20B.
6. Hear, discuss and consider taking action regarding the City of Overton’s Financial Management Self-Assessment documentation compiled for submittal to Texas Department of Agriculture in connections with the 2017-2018 Community Development Block Grant 7217341.
7. Discuss and take action to amend the City of Overton Personnel Policy and Procedure Manual by the addition of Chapter 17 – Employee Code of Ethics Policy.
8. Discuss and take action regarding creation of new classes of Part Time Employees.
9. Discuss and take action to amend Chapter 6 – “Time, Attendance, Holidays & Leaves” of the City of Overton Personnel Policy and Procedure Manual specifically as it relates to Paid Time Off.
10. Discuss and take action to amend Chapter 6 – Time, Attendance, Holidays & Leaves of the City of Overton Personnel Policy and Procedure Manual specifically as it relates to the Inclement Weather Policy as adopted December 19, 2013.
11. Discuss and take action authorizing the City Manager to sign a contract with SmartPhone Meter Reading, LLC (SPMR) and authorizing the expenditure of an annual fee of \$2,220.00

for the use of the Android-based SmartPhone Application to be utilized for meter reading on the existing meters in the water system network.

12. Discuss and take action authorizing the City Manager to sign a contract with Water Utilities Maintenance for TCEQ mandated repairs to Well #7 storage tank in the amount of \$91,895 for work to be completed in February 2018.
13. Discuss and take action authorizing the City Manager to sign a contract with Water Utilities Maintenance for TCEQ mandated repairs to Well #5 storage tank in the amount of 64,500 for work to be completed in Fall 2018.
14. City Council to issue a proclamation declaring February as Fair Housing Month in the City of Overton.
15. City Council to accept the Limited English Proficiency Plan as submitted for approval as required documentation by Texas Department of Agriculture in connection with TDA Contract 7217341 for the 2017-2018 Community Development Block Grant.
16. Discuss and take action on a Resolution designating authorized signatories for contractual documents and documents for requesting funds pertaining to the Texas Community Development Block Grant Program (TxCDBG) Contract Number 7217341 as hereby designated by form A202 attached.

VI. CONVENE TO EXECUTIVE SESSION

City Council to adjourn into Executive Session

1. Pursuant to TEXAS GOVERNMENT CODE, Section 551.074 (Evaluation of Employee; Closed Meeting) to discuss and evaluate the performance of the Chief of Police during the period August 14, 2007 through October 13, 2017, pursuant to Section 551.074(A) (1) of the "TEXAS GOVERNMENT CODE".
2. Pursuant to TEXAS GOVERNMENT CODE, Section 551.074 (Public Officer; Closed Meeting) to discuss and consider the appointment of a qualified City resident to Overton City Council, Place 1 to fill the potential unexpired term of Council Member Cox.

City Council to adjourn executive session and return to open meeting

VII. RECONVENE INTO OPEN SESSION

The Overton City Council will reconvene in open session to act on any matter listed for deliberation in executive session.

1. Consider and / or take action resulting from deliberations in Executive pursuant to TEXAS GOVERNMENT CODE, Section 551.074 (Evaluation of Employee; Closed Meeting) regarding the Chief of Police evaluation as discussed in Executive Session.
2. Consider and/or take action to accept letter of resignation from Councilman Philip Cox effective December 15, 2017 leaving Council Member Place #1 vacant.

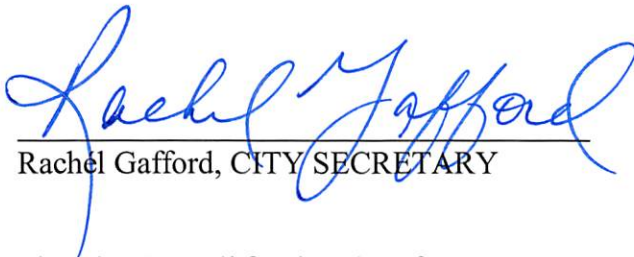
3. Consider and / or take action resulting from deliberations in Executive Session pursuant the Texas Government Code, Section 551.074 (Public Officer; Closed Meeting) the appointment of a qualified City resident to Overton City Council, Place 1 to fill unexpired term created by resignation through the next General Election scheduled for November 2018.
4. Mayor to issue a proclamation honoring outgoing Councilmember Philip Cox (former Mayor Pro Tem).

VIII. CITY ADMINISTRATION'S MONTHLY REPORTS

1. Emergency Services Monthly Reports
2. Department of Finance Monthly Report
3. City Manager's Monthly Report

IX. ADJOURNMENT

I, **Rachél Gafford, City Secretary** of the City of Overton, Texas do hereby certify that notice of the above-named meeting was posted on the bulletin board of City Hall of the City of Overton, Texas, a place readily accessible to the public at all times, on the **11th day of December, 2017** by 5:00 p.m. and remained continuously posted for at least 72 hours immediately preceding the said meeting and that said notice was posted in accordance with Chapter 551, Texas Government Code.


Rachél Gafford, CITY SECRETARY



The City Council for the City of Overton reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberation About Security Devices), 551.074 (Personnel), and 551.087 (Deliberations regarding Economic Development negotiations).

This facility is wheelchair accessible and accessible parking spaces are available. Individuals who require auxiliary aids or services for the meeting should contact the City Secretary's office at least forty-eight (48) hours prior to the meeting. To make arrangements, call 903-834-3171.

CERTIFICATION

I, Rachél Gafford, City Secretary of the City of Overton, Texas do hereby certify that notice of the above-named meeting with the agenda of items to be considered by the City Council was removed by me bulletin board outside of City Hall.

REMOVED FROM BULLETIN BOARD:

Date: _____ Time: _____

Rachél Gafford, CITY SECRETARY