

MINUTES OF REGULAR  
CITY COUNCIL MEETING HELD  
JULY 18, 2013

The City Council of Olmos Park, Texas held a regular meeting on July 18, 2013 commencing at 6:00 p.m. in the Council Chambers at City Hall. Mayor Kenneth Farrimond presided and Council members present were Enzo Pellegrino, Sharon Plant, Gayle Girdley and Ronald Hornberger. Staff present was City Secretary, Celia M. DeLeon; Fire Chief John Surber; Public Works Director Gilbert DeLeon and Police Chief Fritz Bohne. Also present was Frank Garza, City Attorney. Others present were Jeanette Morales, 103 Jackson Keller; Christi Dawson, 13611 Earlywood; Mac Thomas, Givler Engineering; A.T. Brainerd, 201 East Mandalay; Peter Hinton, 7215 N. Vandiver; Don Philbin, 208 Luther Drive; Gene Allen, 204 Wildwood; Michelle Hutson, 216 Primera; Deb Prost, 130 Stanford; Clint Plant, 131 East Mandalay; Mike Howell, Timberhorn IT Solutions; Sandra Ryan, 250 Belvidere; Steve Johnson, 519 Thelma; Patricia Meier, 140 Stanford; Sandy Hornberger, 215 Belvidere; Diana Durbin, 222 Primera and Susan Wootton, City Accountant.

Mayor Farrimond called the meeting to order at 6:00 p.m. and determined a quorum was present.

Mayor Farrimond announced the resignation of Councilman Ernest Locker, effective immediately.

Citizens to be heard.

No citizens were heard.

Accept disbursements for May 2013; take possible action (Plant & Farrimond)

Councilwoman Plant moved to accept disbursements for May 2013. Councilman Hornberger seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Review and discuss previous authorization given to the City Manager to "assign" residual amounts in governmental funds (general fund, capital projects, special revenue and debt service not assigned by the City Council) and requiring all manager-assigned amounts must be reported to the council after assignment and recorded in the City Council minutes; take possible action (Plant & Farrimond)

No action was taken.

Receive and discuss proposed improvements on the City Right of Way at 415 Devine; take possible action (Building Official)

Councilwoman Girdley moved to allow the residents at 415 Devine to install a pull-over on the City Right of Way. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Review and discuss the current Job Performance Policy, standardize and adopt Employee Performance Evaluation Form; take possible action (Plant & Farrimond)

Councilman Pellegrino moved to immediately adopt the proposed Job Performance Policy and both the Job Performance Self Evaluation and the Final Job Performance Evaluation forms. Councilwoman Plant seconded the motion.

City Attorney recommended a revision to the Job Performance Policy, page 4:

***Procedures for all Other City Employees:***

- 1) *Performance reviews may be initiated by the Department Head, Department Supervisor, Manager ("Supervisor") or recommendation of the City Manager, ~~in consultation with Council.~~ Annual Job Performance Review periods for all other City employees NOT LISTED on Attachments #1 and #2 shall be completed on the anniversary date of hire.*

Councilman Pellegrino moved to amend the motion and strike the recommended language as the City Attorney has advised, "in consultation with Council". Councilwoman Plant seconded the motion. The vote in favor of the motion as amended was unanimous by all City Council members present.

The vote in favor of the motion as amended was unanimous by all City Council members present.

Discussion to begin the process of conducting the City Manager's job performance review before October 1, 2013; take possible action (Plant & Farrimond)

Councilwoman Plant moved to follow the established time line in the Job Performance Policy that was just approved and conduct a performance review of the City Manager, by October 1st. Councilman Pellegrino seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Discuss and adopt the new Employee Manual; take possible action.(tabled from last month)

Councilwoman Plant moved to adopt the Employee Manual contingent to making the changes to Section 3.04 to be consistent with the new Job Performance Policy that was just adopted. Councilman Pellegrino seconded the motion.

Councilwoman Plant amended her motion to add, to adopt the Employee Manual effective July 18, 2013 contingent that Councilman Hornberger's non-substantive changes be incorporated into the Employee Manual and any substantive changes must be reviewed by the City Attorney and approved by City Council. Councilman Pellegrino seconded the motion.

The vote in favor of the amended motion was:

AYES: Plant, Pellegrino, Farrimond

NAYES: None

ABSTAINED: Girdley, Hornberger

The vote in favor of the motion as amended was:

AYES: Plant, Pellegrino, Farrimond

NAYES: None

ABSTAINED: Girdley, Hornberger

Discuss City Council process with charging the Planning and Zoning Commission on future initiatives; take possible action (Mayor Farrimond)

Councilman Pellegrino moved that the City Council direct Planning and Zoning to review, consider and recommend proposed changes to the following:

- Extending the impervious cover ordinance in Sec. 8 of the Olmos Park Building Codes to both single & multifamily districts.
- Extend the new ordinance governing the height of auxiliary buildings within the single family district, to lots within the multifamily district, with special attention to the properties in the multifamily district which are directly behind or adjacent to homes within the single family district.

Councilman Hornberger seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Discuss mosquito control plan for the City; take possible action (Plant & Farrimond)

Councilman Pellegrino moved that we immediately begin the mosquito control plan for the entire City, by contracting with Pest Shield Pest Control in order to implement within seven days or as soon as possible the recommendations made on the letter dated May 2, 2013 regarding the mosquito control plan for the entire City. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Discuss authorizing a single Council person to request summary minutes of City Council meetings and retract Resolution 2013-02, requiring a majority vote of the City Council to approve verbatim minutes; take possible action (Plant & Farrimond)

Councilman Pellegrino moved that the City Council amend Resolution 2013-02 Section 1 (b) to state a request for a verbatim record in the minutes of the city council shall be accepted when any two council members or one council member and the mayor make the request to direct the city secretary to transcribe the meeting or section of the meeting in verbatim city council minutes. Councilwoman Plant seconded the motion.

Councilman Hornberger moved to amend the motion to strike "section of the meeting" and add "or an agenda item". Councilwoman Plant seconded the motion.

The vote in favor of the amendment to the motion was unanimous by all City Council members present.

The vote in favor of the motion as amended was unanimous by all City Council members present.

Discussion on Request for Proposals on the Olmos Park website design, maintenance and training services; take possible action. (Plant & Pellegrino)

Councilman Pellegrino moved that we contract with [govoffice.com](http://govoffice.com) to immediately begin work within 15 days by utilizing the Value Solution Design option with a cost not to exceed \$5,000 in first year expenses; while also appointing a website design committee consisting of Celia Deleon, Deb Prost & Daniel Van Ackeren. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Receive and discuss an increase to waste water transport and treatment fee rates collected on behalf of the City of Olmos Park by the San Antonio Water System (SAWS) from Olmos Park customers; take possible action (Givler Engineering)

Councilman Hornberger moved to adopt Ordinance 2013-12 Establishing Sanitary Sewer Charges for users of City of Olmos Park Sewer System, effective August 1, 2013, which provides the City a \$20,000 surplus to offset the deficit in the sewer maintenance fund and repeal ordinance 2013-09. Councilwoman Girdley seconded the motion. The vote in favor of the motion was:

AYES: Hornberger, Pellegrino, Girdley

NAYES: Plant

ABSTAINED: None

The motion passed.

CONSENT ITEMS:

- a) Approve minutes for regular meeting held for June 20, 2013
- b) Accept Disbursements for June 2013

- c) Approve the service agreement is between the Department of Information Resources/Communications Technology Services Division (DIR/CTS) and the Customer
- d) Approve proposal from Economic Development Corporation on utility and roundabout beautification; take possible action (second reading).

Councilwoman Girdley requested to pull item d.) for individual consideration.

Councilman Pellegrino moved to approve items a.), b.) and c.) as submitted. Councilwoman Plant seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Councilwoman Girdley moved the City Council accept item d.) on the consent items. Councilman Pellegrino seconded the motion. The vote in favor of the motion was unanimous by all City Council members present.

Departmental Reports:

City Council scheduled two budget meetings, August 6, 2013 at 4 p.m. and August 13, 2013 at 4p.m.

Executive Session pursuant to TEXAS GOVERNMENT CODE §551.071, Consultation with Attorney to discuss lawsuit styled Ruben Cardenas v. City of Olmos Park.

Mayor Farrimond called an Executive Session pursuant to Texas Government Code 551.071, Consultation with Attorney at 8:25 p.m.

The open meeting reconvened at 8:45 p.m.

There was no further business the meeting was adjourned at 8:45 p.m.

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Kenneth Farrimond  
Mayor

ATTEST:

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Celia M. DeLeon  
City Secretary