

**MINUTES OF PROCEEDINGS
CITY COMMISSION WORKSHOP
Saturday, January 14, 2017**

Be it known that the City of La Feria City Commission met in Special Session on **Saturday, January 14, 2017, at 8:00 A.M.** in the City Commission Meeting Room, 115 E. Commercial Avenue, La Feria, Texas 78559. The purpose of said meeting was to consider and take action on those items of City Business as was duly posted by agenda in accordance with State Open Meetings Law. The following City Commission members were present at said meeting.

DETERMINE QUORUM PRESENT AND CALL MEETING TO ORDER – MAYOR

Mayor Olga H. Maldonado declared a quorum present and called the meeting to order.

Attendee Name	Title	Status	Arrived
Jesse Zuniga	Commissioner	Present	
Eric Hoff	Commissioner	Present	
Julian Guevara, Jr.	Commissioner	Present	
Esmeralda Lozano	Mayor Pro-Tem/Commissioner	Present	
Olga H. Maldonado	Mayor	Absent	
Victor Gonzalez, Jr.	Commissioner	Absent	

The following staff members were present at said meeting:

Mr. Jaime S. Sandoval, City Manager
 Ms. Rebecca Hayward, Attorney DNRBHZ
 Mr. Rick Navarro, Attorney DNRBHZ
 Ms. Paula Rodriguez, Interim City Secretary/Planning Director
 Mr. Frank Rios, Finance Director
 Ms. Tabitha M. Outlaw, Administrative Assistant

WORKSHOP TO DISCUSS THE DRAFT CITY OF LA FERIA TEXAS PERSONNEL POLICY MANUAL.

Mr. Sandoval addressed the Commission, stating that Rick Navarro would be reviewing the Personnel Policy Manual with the Commission. The current Manual is from 1990 and was not entirely being followed. More current procedures were being followed, therefore starting fresh and creating a new manual was the process taken. The Administration met with Department Heads and received input on updating the Personnel Manual. Mr. Navarro stated that no decision was needed today, this is just a workshop to review the draft that is being presented. The Manual covers policies and practices that currently exist. Input is needed on whether or not to keep or change those policies and practices.

Mr. Navarro reviewed each section with the Commission going over what is currently the practice versus what is being recommended for policy. A question on whether or not the Fire Department needed to follow this Manual was discussed. More information on the Fire Departments policies and procedures is needed before a decision can be made.

It was discussed that all employees will have an orientation on the Personnel Policy Manual and then be required to sign, documenting that they have read and understand the Manual.

CONSIDER AND TAKE ACTION ON ATTENDANCE STATUS OF MAYOR AND / OR COMMISSIONERS.

A motion to excuse Commissioner Gonzalez, Jr. was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julian Guevara, Jr., Commissioner
SECONDER:	Eric Hoff, Commissioner
AYES:	Guevara Jr., Hoff, Zuniga

ACTION FOR ADJOURNMENT


A motion to adjourn the meeting was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Eric Hoff, Commissioner
SECONDER:	Jesse Zuniga, Commissioner
AYES:	Guevara Jr., Hoff, Zuniga

ADJOURNMENT

Mayor Olga H. Maldonado declared the meeting adjourned at 10:45 A.M.

APPROVED:


 Olga H. Maldonado, Mayor

ATTEST:


 Paula Rodriguez, Interim City Secretary

These minutes were prepared and filed with the City of La Feria at 4:55 P.M. on January 23, 2017 as official record.


 Tabitha M. Outlaw, Administrative Assistant