

REGULAR MEETING OF THE CITY OF ALVARADO CITY COUNCIL
104 W. COLLEGE
February 15, 2021
6:30 P.M.

AGENDA

The City Council of the City of Alvarado will meet in a Regular Called Session on Monday, February 15, 2021 at 6:30 p.m. by videoconference. An electronic copy of the agenda packet has been made available on the City's website and a recording of the meeting will be made available at: <https://www.cityofalvarado.org/>

THE CITY COUNCIL INTENDS TO PARTICIPATE IN THE MEETING VIA VIDEOCONFERENCE.

Members of the public may join the meeting starting at 6:30 p.m. by clicking the following link: **<https://us02web.zoom.us/j/98967890821>**. **Meeting ID Number 989 6789 0821. Passcode: 369369.** You may also join the meeting by telephone using one of the following telephone numbers followed by inputting the above Meeting ID Number: **1-346-248-7799 (Houston); 1-669-900-6833 (San Jose); 888 788 0099 US Toll-free; 877 853 5247 US Toll-free.**

Please email the City Secretary at thomassd@cityofalvarado.org if you plan to provide public hearing comments during the meeting and indicate which item you would like to comment on. The speaking list will be called at which time you will be provided an opportunity to comment. You are encouraged to email your public hearing comments to the City Secretary at: thomassd@cityofalvarado.org, any comments submitted will be read aloud during the respective public hearing.

CALL TO ORDER- Roll Call

INVOCATION

CITY MANAGER'S REPORTS:

N. Cummings Grant Application
Paid Time Off Review
Enterprise Fleet Update
Other

CONSENT AGENDA:

- A. Minutes, Regular called meeting on January 25, 2021
- B. Minutes, Special Called Meeting February 1, 2021.
- C. Minutes, Special Called Meeting February 8, 2021.

REGULAR AGENDA:

- 1. Consideration and action regarding adoption of a COVID-19 personnel policy.
- 2. Consideration and action regarding website/social media update with options for direction for staff.
- 3. Consideration and action regarding a resolution of the City Council of the City of Alvarado, Texas designating certain positions as authorized signatories for all city accounts maintained by First Financial Bank of Alvarado, and establishing an effective date.
- 4. Consideration and action regarding appointment of members to the Tax Increment Financing Board #2.

EXECUTIVE SESSION:

Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in closed session to deliberate regarding the following matters:

- 1. §551.071 Consultation with Attorney. The City Council may convene in Executive Session to conduct a private consultation with its Attorney on any legally posted agenda item, when the City Council seeks the advice of its Attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provision of Chapter 551, including the following items:

- a. Any posted item on the agenda.

- 6. Consideration and action regarding items discussed in Executive Session.

COUNCIL COMMENTS:

Pursuant to LGC Section 551.0415, City Council Members may make a report about items of Community interest during a meeting of the governing body without having given notice of the report. Items of community interest may include:

- * Expressions of thanks, congratulations, or condolence;
- * Information regarding holiday schedules;
- * An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of the person's public office of public employment is not an honorary or salutary recognition for purposes of this subdivision;
- * A reminder about an upcoming event organized or sponsored by the governing body;

Regular Called Meeting
City Council
February 15, 2021
Page Three

- * Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- * announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

7. Adjourn.

ACCESSIBILITY STATEMENT

The Alvarado City Hall and Council Chamber are wheelchair accessible. The exit and parking ramps are located in the front of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-790-3351, Fax: 817-783-7925, e-mail: thomassd@cityofalvarado.org. Please call at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

NON-DISCRIMINATION STATEMENT

The City of Alvarado does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services. I, the undersigned authority, do hereby certify that the above Agenda was posted on the city's website at: <https://www.cityofalvarado.org> on this the 10th day of February, 2021 and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Debbie Thomas, TRMC, City Secretary
City Secretary

RESOLUTION NO. R2021-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVARADO, TEXAS DESIGNATING CERTAIN POSITIONS AS AUTHORIZED SIGNATORIES FOR ALL CITY ACCOUNTS MAINTAINED BY FIRST FINANCIAL BANK OF ALVARADO, AND ESTABLISHING AN EFFECTIVE DATE.

Whereas, the City of Alvarado, Texas is a general-law municipality located in Johnson County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

Whereas, the City Council desires to designate certain positions as authorized signatories for all city account by First Financial Bank of Alvarado;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVARADO, TEXAS, THAT:

Section 1. That any two of the following five representatives are authorized to make withdrawals on behalf of the City of Alvarado at the First Financial Bank of Alvarado:

Mayor Pro Tem Jacob Wheat
City Manager Emile Moline
City Secretary Debbie Thomas
Finance Director Paula Hardison
Councilmember Beverly Short

Section 2. The following signatories shall be removed effective as of this date:

Mayor Tom Durlington

Passed and approved this the 15th day of February, 2021.

Jacob Wheat, Mayor Pro Tem

Attest:

Debbie Thomas, City Secretary

CITY OF ALVARADO

County of Johnson

State of Texas

January 25, 2021

MINUTES

The City Council of the City of Alvarado met in Regular Called Session on Monday, January 25, 2021 at 6:30 p.m. via videoconferencing through Zoom. The following were present for roll call:

Shawn Goulding	*	Councilperson
Jacob Wheat	*	Mayor Pro Tem
Lydia Moon	*	Councilperson
Cherry Bryant	*	Councilperson
Beverly Short	*	Councilperson
Tom Durlington	*	Mayor

Absent:

Michael Bennett	*	Councilperson
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Others Present:

Emile Moline	*	Interim City Manager
Debbie Thomas	*	City Secretary

INVOCATION

Mayor Tom Durlington called this regular meeting to order at 6:30 P.M. and gave the invocation.

CONSIDERATION AND ACTION REGARDING THE APPOINTMENT OF A MAYOR PRO TEM.

Motion was made by Mayor Pro Tem Shawn Goulding, duly seconded by Councilperson Beverly Short, to nominate Councilperson Jacob Wheat for the Mayor Pro Tem position. This motion supported five votes in approval and zero votes opposed. Motion carried.

CONSIDERATION AND ACTION REGARDING THE ACCEPTANCE OF THE MAYOR'S RESIGNATION.

Motion was made by Councilperson Shawn Goulding, duly seconded by Councilperson Cherry Bryant to accept the Mayor's resignation. This motion supported five votes in approval and zero votes opposed. Motion carried.

EXECUTIVE SESSION

Mayor Pro Tem Jacob Wheat then convened into executive session at 6:42 p.m. He then reconvened into open session at 7:02 p.m.

CONSIDERATION AND ACTION REGARDING ITEMS DISCUSSED IN EXECUTIVE SESSION.

No action was taken on this item.

CONSIDERATION AND ACTION REGARDING THE CALLING OF A GENERAL ELECTION ON SATURDAY, MAY 1, 2021 FOR THE PURPOSE OF ELECTING A COUNCIL MEMBER TO WARD 1, 2 AND 3, EACH TO SERVE A TWO YEAR TERM UNTIL MAY OF 2023; AND CALLING A SPECIAL ELECTION ON SATURDAY, MAY 1, 2021 FOR THE PURPOSE OF ELECTING A MAYOR TO SERVE THE REMAINDER OF THE CURRENT TERM UNTIL MAY OF 2022.

Motion was made by Councilperson Cherry Bryant, duly seconded by Councilperson Beverly Short to call for a General and Special Election to be held on Saturday, May 1, 2021 for the purpose of electing a council member to Wards 1,2, and 3, to serve until May 2023, and Mayor to serve the unexpired term until May, 2022.

This motion supported five votes in approval and zero votes opposed. Motion carried.

CITY MANAGER'S REPORT

Bond Update: Interim City Manager Emile Moline told the council that the bond proceeds were in our bank.

Building Purchase Update: We have closed on the building at 207 E. College. Details regarding the best usage of this building will be coming soon.

N. Cummings Road repair: At this time, we are partnering with the school district to apply for a grant.

Maple Street Sewer Project: This project will be ready to advertise for bids in the near future.

Pandemic impact on staffing and departments: We have had several employees test positive and be in quarantine. We will be discussing a Covid 19 policy on this agenda.

City Website and Social Media: We will be looking into updating our website and to determine what social media is best for our city.

Virtual services: We need to update our policy on virtual services. We are behind on this and our website.

CONSENT AGENDA

Motion was made by Councilperson Shawn Goulding, duly seconded by Councilperson Cherry Bryant to approve the consent agenda with the correction as submitted. This motion supported five votes in approval and zero votes opposed. Motion carried.

PUBLIC HEARING AND CONSIDERATION AND ACTION REGARDING A REQUEST FOR A SPECIFIC USE PERMIT TO OPEN AND USE A TRUCK PARKING LOT ON THE EAST SIDE OF PROPERTY KNOWN AS LOT 2, BLOCK 1, GHANDI ADDITION, ALSO KNOWN AS 1163 HIGHWAY 67 W, ALVARADO, JOHNSON COUNTY, TEXAS.

Mayor Pro Tem Jacob Wheat opened this public hearing at 7:21 p.m. Interim City Manager Emile Moline explained to the council that this was to allow an extension to the current SUP that has expired for this parking lot. He stated that the owners have done very well in maintaining this parking lot as requested with the first SUP. Mayor Pro Tem Jacob Wheat then closed this public hearing at 7:26 p.m. Motion was made by Councilperson Shawn Goulding, duly seconded by Councilperson Lydia Moon to to extend this Specific Use Permit for another six (6) months. This motion supported five votes in approval and zero votes opposed. Motion carried.

PUBLIC HEARING REGARDING THE SUBMISSION OF AN APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) GRANT FOR THE COMMUNITY DEVELOPMENT FUND AND DOWNTOWN REVITALIZATION PROGRAM

Mayor Pro Tem Jacob What opened this public hearing at 7:27 p.m. Interim City Manager Emile Moline explained that this was a requirement to apply for this grant. Mayor Pro Tem Jacob Wheat then closed this public hearing at 7:31 p.m.

CONSIDERATION AND ACTION REGARDING AUTHORIZING THE CITY MANAGER TO BEGIN PROCUREMENT FOR ADMINISTRATION/APPLICATION FOR THE 2021-2022 TXCDBG-COMMUNITY BLOCK GRANT

Motion was made by Councilperson Lydia Moon, duly seconded by Councilperson Beverly Short to authorize the City Manager to begin procurement for the administration/application for the 2021-2022 community block grant. This motion supported five votes in approval and zero votes opposed. Motion carried.

CONSIDERATION AND ACTION REGARDING ADOPTING OF A COVID-19 POLICY TO BE EFFECTIVE UNTIL MAY 31, 2021.

After discussion, this policy will be placed on the next agenda for review.

ADJOURNMENT

Regular Called Meeting
Alvarado City Council
January 25 2021
Page Four

Mayor Pro Tem Jacob Wheat then closed this regular meeting of the Alvarado City Council at 7:46 p.m.

Passed and approved this the _____ day of _____, 2021.

Mayor Pro Tem Jacob Wheat

Debbie Thomas, TRMC, City Secretary

CITY OF ALVARADO

County of Johnson

State of Texas

February 1, 2021

MINUTES

The City Council of the City of Alvarado met in Special Called Session on Monday, February 1, 2021 at 6:30 p.m. via videoconferencing through Zoom. The following were present for roll call:

Shawn Goulding	*	Councilperson
Jacob Wheat	*	Mayor Pro Tem
Lydia Moon	*	Councilperson
Cherry Bryant	*	Councilperson

Absent:

Michael Bennett	*	Councilperson
Beverly Short	*	Councilperson

Others Present:

Emile Moline	*	Interim City Manager
Debbie Thomas	*	City Secretary

INVOCATION

Mayor Pro Tem Jacob Wheat called this regular meeting to order at 6:33 P.M. and gave the invocation.

EXECUTIVE SESSION

Mayor Pro Tem Jacob Wheat then convened into Executive Session at 6:40 p.m. He then reconvened into open session at 8:55 p.m.

CONSIDERATION AND ACTION REGARDING ITEMS DISCUSSED IN EXECUTIVE SESSION

Motion was made by Councilperson Shawn Goulding, duly seconded by Councilperson Lydia Moon to authorize the Mayor Pro Tem to offer the position of City Manager to Emile Moline as discussed in executive session. This motion supported four votes in approval and zero votes opposed. Motion carried.

ADJOURNMENT

Mayor Pro Tem Jacob Wheat then adjourned this special meeting of the Alvarado City Council at 8:56 p.m.

Special Called Council Meeting
Minutes
February 1, 2021
PageTwo

Passed and approved this the _____ day of _____, 2021.

Mayor Pro Tem Jacob Wheat

Debbie Thomas, TRMC, City Secretary

CITY OF ALVARADO

County of Johnson

State of Texas

February 8, 2021

MINUTES

The City Council of the City of Alvarado met in Special Called Session on Monday, February 8, 2021 at 6:30 p.m. via videoconferencing through Zoom. The following were present for roll call:

Shawn Goulding	*	Councilperson
Jacob Wheat	*	Mayor Pro Tem
Lydia Moon	*	Councilperson
Cherry Bryant	*	Councilperson
Michael Bennett	*	Councilperson
Beverly Short	*	Councilperson

Others Present:

Emile Moline	*	Interim City Manager
Debbie Thomas	*	City Secretary

INVOCATION

Mayor Pro Tem Jacob Wheat called this regular meeting to order at 6:32 P.M. and gave the invocation.

EXECUTIVE SESSION

Mayor Pro Tem Jacob Wheat then convened into Executive Session at 6:37 p.m. He then reconvened into open session at 7:57 p.m.

CONSIDERATION AND ACTION REGARDING ITEMS DISCUSSED IN EXECUTIVE SESSION

There was no action taken at this meeting.

ADJOURNMENT

Mayor Pro Tem Jacob What then adjourned this special meeting of the Alvarado City Council at 7:58 p.m.

Special Called Council Meeting
Minutes
February 8, 2021
PageTwo

Passed and approved this the _____ day of _____, 2021.

Mayor Pro Tem Jacob Wheat

Debbie Thomas, TRMC, City Secretary

CITY OF ALVARADO
TEMPORARY COVID-19 POLICY AND PROCEDURES

EMERGENCY PAID SICK LEAVE

The City provides paid leave to full-time and part-time employees when they are unable to work for reasons outlined in this policy. All leave addressed in this policy will be paid at the employee's regular rate of pay.

This policy supersedes all previously implemented policies regarding emergency leave. In the event this policy conflicts with any local, state, or federal laws, the federal laws or local laws take precedent.

Definitions

- Quarantine/Isolation – A requirement set forth by local, state or Federal Government or healthcare provider requiring an individual to seclude themselves from contact with others by remaining in their home or other specified location for a specified period of time. Because all City of Alvarado employees are considered essential employees required to continue essential governmental functions, and because stay-at-home or shelter-in-place orders exempt essential governmental functions, such orders are not isolation or quarantine orders for the purposes of this policy.
- Child Care Provider – a provider who receives compensation for providing childcare services on a regular basis – Elementary and secondary schools are included for purposes of this policy.

Policy

The City allows for 80 hours of pay for full time employees, and up to *60 hours of paid leave for part time employees, at the regular rate of pay, if leave is required because:

1. Employee is subject to a Federal, State or local quarantine or isolation order related to COVID 19;
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis;
4. Employees is caring for an individual who is subject to (1) or (2);
5. Employee is caring for a son or daughter of such employee is the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19.

This leave is available only if telecommuting or alternate work scheduling is not an option for the employee to continue productive work.

**Part-time employees may receive up to the maximum of 60 hours based on the average number of hours worked in the previous 2-week period. This amount may be less based upon the number of hours employees' typically work in a 2-week period.*

Employees requiring leave beyond 80 hours may apply for additional leave from the COVID-19 Sick Leave Pool or may use accumulated leave time to cover the remaining time that is required. Such employees may also be eligible for Family Medical Leave under our Family Medical Leave (FMLA) policy.

COVID-19 SICK LEAVE POOL

This City has established a COVID-19 Sick Leave Pool to provide additional sick leave for eligible employees who have exhausted all paid leave and suffered a loss of compensation because of COVID-19.

An employee is eligible for leave from the COVID-19 Sick Leave Pool if the employee:

1. Has COVID-19 or has needed to take leave to care for a family member with COVID-19;
2. Has exhausted all accrued paid leave;
3. Has been continuously employed by the City for at least six (6) months; and
4. Has not been awarded workers' compensation benefits or long-term or short-term disability benefits.

Any employee may contribute accrued sick leave to the COVID-19 Sick Leave Pool. Employee contributions to the COVID-19 sick leave pool are voluntary, and must be made in units of eight (8) hours. An employee must maintain a minimum of eighty (80) hours in their individual sick leave banks in order to donate to the pool. Except as otherwise provided herein, hours donated to the COVID-19 sick leave pool are not refundable to the donating employee.

A request for sick leave from the COVID-19 Sick Leave Pool must be made in writing, and submitted to the City Secretary. Application for pool leave is on a first-come, first-served basis and is contingent upon the available balance in the pool at the time of the application. An employee can request up to 80 hours of donated sick leave at a time. Should the employee need additional hours of donated leave, the employee, or a representative, may approach the City to request an additional 80 hours of leave. The City Manager will review applications for sick leave from the COVID-19 Sick Leave Pool and approve/disapprove the application and determine the amount of leave to make available from the pool.

An employee may use sick leave assigned from the pool in the same manner as sick leave accrued pursuant to the Personnel Policies and such leave shall be treated in the same manner. However, as soon as leave is accrued by the employee, earned paid time will be used in lieu of the contributed time from the pool.

If an employee withdraws sick leave hours from the sick leave pool and is certified by his health care provider to return to work before all the sick leave hours have been used, the remaining unused balance will be returned to the sick leave pool.

Any leave remaining in the COVID-19 Sick Leave Pool at the expiration of this policy will be refunded on a pro-rata basis to the employees who donated to the pool.

EXPIRATION

This policy will expire on May 31, 2021 unless extended by the approval of the City Council.