

MINUTES
Lefors City Council Meeting
February 14, 2022 - Regular Session

Mayor Michael Ray called the meeting to order at 7:00 p.m. Present were Council members Codi Hess, Savannah Kingcade, James Gee, and Aaron Hunt. Council member Keith Franks was absent.

Mayor Ray led the Pledge of Allegiance. Councilman Gee said the Invocation.

No public comments.

Public Works Director/City Marshal Landon Roberts submitted written reports: Sewer Report-Sewer main stopped up in 100 Blk E. Thut. We are currently rebuilding the aerator at the sewer plant. The clarifier #1 liner is pulling loose and need to have it repaired. Clarifier #2 does not work and has not in years. We are still getting grease and rag type pieces out of the mains and influent at the sewer plant. Water Report-We have had or currently have water leaks at following locations: Tina's Mini Mart, Ron Turpin. Seven hydrants flushed. Gas Report-Had Texas Railroad Commission for audit OM & E manual. No gas leaks currently. Work Order Status-We currently have 6 open work orders. We have received the ground storage tank chlorine building and the High Tide System came in; waiting on the wiring diagram and instruction for the field wiring. January 2022 Lefors City Marshal's Office Report:

0 Arrest

2 Traffic Stop

0 Traffic Citations

4 COV Notices

4 Agencies Assist

City Judge, Kurt Curfman, submitted a written report: For the month of January, we had receipts of \$441.00. There were 0 new complaint or citation filed with the Court from the Marshal. At this current time, there is an outstanding balance of fines and court costs due the City of Lefors of \$6,537.00. We are current with all local, state, and federal reports at this time.

Councilman Hunt made a motion to approve the consent agenda which includes the Minutes from the January 10, 2022, regular meeting, bills, and department reports. Councilman Gee seconded. Vote unanimous. Motion passed.

Consideration of a request by Fire Chief to appoint Landon Roberts as volunteer Fire Marshal was tabled until March meeting as Chief Brown was not present.

Consideration of request by Fire Chief regarding placing the Fire Department fuel tanks inside the City yard was tabled until March meeting as Chief Brown was not present.

Councilman Hunt made a motion to trade the 1991 dump truck owned by the City for a 1997 dump truck owned by the County. Councilwoman Kingcade seconded. Council members Hess, Hunt, and Kingcade voted for. Council member Gee abstained. Motion passed.

Council convened into executive session at 7:11 p.m. to discuss Employee Handbook revisions.

Council returned to regular session at 8:07 p.m.

Councilman Hunt brought forth his motion made in executive session to make the following revisions to the employee handbook:

Section 4.1 Pay Increases

Increases will be granted only upon recommendation of the Mayor and City Council who will give full and careful consideration to the ability, attitude, efficiency, and production record of their employees before making recommendations. Consideration for pay increases will be reviewed on the employee's anniversary date each year with the City.

(Adopted 2-14-2022, City Council Minutes) *(Addition to this section)* When a COLA (Cost of Living Adjustment) is included in the budget, it will be effective on the first payroll of January of the budget year. Public Works employees who obtain their water license or wastewater license will receive an automatic \$1.00 per hour increase. Public works employees will receive an automatic \$0.50 increase per license on each three-year renewal. City Secretary/clerks will receive an automatic \$2.00 per hour increase on obtaining TRMC certification and receive an automatic \$1.00 increase on each five-year recertification. *(Adopted 2-14-2022, City Council Minutes)*

Section 5.2 Hours

All full-time city employees, with the exception of the City Marshal, have a regular work week of forty (40) hours.

The office hours for City Hall shall be from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday of each and every week.

The Public Works Department hours shall also be from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday. Public Works Department employees shall alternate on-call weekends.

If any employee cannot be at his or her workstation during the working day, he or she shall communicate such to the Mayor or City Secretary prior to the time required for said employee to be at such workstation insofar as prior notice is possible. *(Adopted 2-14-2022, City Council Minutes)*

(Edit to this section changed last sentence from communicate to the Mayor to communicate to the Mayor or City Secretary)

Section 5.3 Vacation

Upon the completion of one (1) year of service with said city, a full-time employee will earn one (1) week (five working days) paid vacation. Upon completion of two years of service, a full-time employee will earn two (2) weeks (ten working days) paid vacation per year. Upon completion of five (5) years of service, a full-time employee will earn three (3) weeks (fifteen working days) paid vacation per year. Following the completion of ten years of service, a full-time regular employee will earn four (4) weeks (twenty working days) of paid vacation per year. *(Added to this section)* Completion of fifteen (15) years or more of service, a full-time regular employee will earn five (5) weeks (twenty-five working days) of paid vacation per year.

All employees' vacation time shall be awarded on his or her anniversary date the following year except for employee(s) that were grandfathered in. ~~No vacation time will be allowed to carry over from year to year. All vacation time not used in the year in which it was earned will be lost.~~ *(Last sentence in paragraph will be replaced):* Up to one week of vacation time not used in the year in which it was earned will not carry over but will be paid at the standard pay rate. Any unused vacation time over one week will be lost.

Vacation time will not be earned during periods of leaves of absence or absences without leave.

~~*(Delete stricken text)* Employees having one week earned vacation time may take the vacation one day at a time. Employees having more than one week earned vacation time may take the first week of earned vacation time in one day increments; however, all subsequent weeks will be taken a week at a time.~~ Under no circumstance will vacation time be allowed to be taken in less than one-day increments. No two full-time employees may be on vacation at the same time. *(Adopted 2-14-2022, City Council Minutes)*

Section 5.4 Sick Leave

~~Upon the completion of one (1) year of service with the City, full-time employees shall receive full compensation at their regular straight-time standard pay rate for absences due to illness up to six (6) days of sick leave per year. This may be extended in certain circumstances as deemed necessary by the Mayor and City Council.~~

(Replace section with following modifications) Upon the completion of 90-day probationary period with the City, full-time employees shall receive full compensation at their regular straight-time standard pay rate for absences due to illness up to six (6) days of sick leave. Upon the completion of one (1) year of service with the City, full-time employees shall receive full compensation at their regular straight-time standard pay rate for absences due to illness six more days for a total of 12 (twelve) days of sick leave per year. This may be extended in certain circumstances as deemed necessary by the Mayor and City Council. Unused sick leave may be carried over into the next year and allowed to accumulate up to 90 days. Any unused sick leave over 90 days will be paid at the employee's regular straight-time standard pay rate. This may be extended in certain circumstances as deemed necessary by the Mayor and City Council. *(Adopted 2-14-2022, City Council Minutes)*

Section 5.7 Holidays

Add Presidents Day to this section.

Add a personal holiday to this section. (After employed for one (1) year)
(Adopted 2-14-2022, City Council Minutes)

Section 9.1 Schools and Training

The City of Lefors will encourage its employees to attend schools and training that are job related. Certain schools and training are required by state law. Every effort will be made to accommodate employees' attendance at all approved accredited schools.

The City of Lefors will reimburse registration, lodging, travel, and meal expenses. Receipts must be turned in to the City Secretary after such training or school is completed.

Prior approval must be obtained from the Mayor and City Council in order for an employee to attend any type of conference, school, or meeting for which the city will ~~pay the expense of~~ grant a cash advance to cover expenses.

Employees may be granted special leave with pay to attend professional conferences, conventions, short courses, and other activities which are in the interest of the City.

(NOTE: All schools and training are budgeted. Remove stricken part of text.) (Adopted 2-14-2022, City Council Minutes)

Section 9.2 Water & Wastewater Licensing

All public works employees must obtain a Basic Water D license and a Basic Wastewater D license within 18 months of their hire date, and a C Water license must be obtained within 24 months of hire date. The City will pay for the class for each license, whether it be online, correspondence, or physical, **one time**, and if the employee fails to pass the test after the three attempts allowed, then the employee is responsible for the cost of the second attempt at the class. The City will pay for the test fees and license renewal fees. Failure to obtain required licenses will be grounds for dismissal. (Minutes 2-11-2013)

NOTE: Add Section 9.2a

Section 9.2(a) City Secretary Certifications

City Secretary and clerks must hold a Texas Registered Municipal Clerk certification, or able to obtain certification within 5 years of appointment date through the Texas Municipal Clerks Certification Program. The training expenses for certification and recertification is paid by the City. A Notary Public Certification is required. (Adopted 2-14-2022, City Council Minutes) Councilwoman Kingcade seconded.

Vote unanimous. Motion passed.

Councilwoman Hess made a motion to adjourn. Councilman Hunt seconded. Vote unanimous. Motion passed.

The meeting was adjourned at 8:08 p.m.



City Secretary

Mayor