

April 7, 2020

A G E N D A

1. Call Meeting To Order
2. Prayer
3. Discussion And Action If Any On Steps Currently In Place At The City To Mitigate Impact Of COVID-19 On Operations
4. Discussion And Action If Any To Extend Shelter In Place From Mayor Hughes Proclamation Dated April 1, 2020 And Any Changes Thereto Including Expiration
5. Discussion And Action If Any On Policy For Handling Utility Disconnects During The COVID-19 Pandemic
6. Discussion And Action If Any To Approve Purchase of CentralSquare Connect For Remote Access Of City of San Augustine Asyst Data
7. Adjourn

The City Council 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, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations About Security Devices) and 551.087 (Economic Development).

The City of San Augustine met in a called meeting on Tuesday, April 7, 2020 at 5:00 p.m. in the Council Chambers at 301 S. Harrison Street, San Augustine, TX. Alderman Mark Liepman and City Secretary Cinda Garner were absent. Minutes were recorded by City Manager John Camp.

Members present were:

Mayor	Leroy Hughes
Alderman	Marcus Hafford
Alderwoman	Pamela Teel
Alderman	Stacy Watts
Alderman	Dan Fussell
City Manager	John Camp

Mayor Hughes called the meeting to order at 5:00 p.m.

Mayor Hughes offered prayer.

### **3. Discussion And Action If Any On Steps Currently In Place At The City To Mitigate Impact Of COVID-19 On Operations**

City Manager John Camp briefly summarized measures in place referencing his email to the Council on March 30 that outlined 11 items being done at City Hall for mitigation of the viral risk from COVID-19. Since the last council meeting the City is taking the following steps: (in no specific order)

- Code enforcement is being deferred to avoid interactions with the public and avoid financially stressing residents.
- City Hall is periodically being disinfected, and we are limiting the number of folks physically allowed in the buildings as well as restricting how the building is entered.
- As I mentioned in the last council meeting, we have discontinued rental of City owned buildings as well as temporarily stopped other use by local groups.
- The ball park has been closed out Hwy. 21. There were some large groups using the ball court.
- There is a Coronavirus page on the City Website at [www.cityofsanaugustinetx.gov](http://www.cityofsanaugustinetx.gov) and constant updates are being made to Facebook about any updates on City services or things we get from official sources such as Texas Municipal League or the Centers for Disease Control.
- I spoke to the Co-op, and we are not expecting any outages with the supply grid/generation.
- We are not expecting supply disruption for treatment chemicals at either the Water or Waste Water plants.
- The Library is closed, and where possible staff is working inside to clean and do other activities in anticipation of re-opening.
- Although we are not publicizing this, no resident's utilities will be terminated for nonpayment during the crisis.
- The City Police Department will cooperate in any way possible with State and County to enforce the Shelter in Place Order issued by the County while I was drafting this update. Staff meetings have either shifted locations to keep social distance or have been suspended for now.

Since that email the City Manager told the council that shifts were changed to keep plant employees and electrical crews apart during the workweek. These shifts may change as needed until the situation allows a return to normal.

It was noted the school district came by and fogged the whole facility for anti-viral.

No additional action was recommended or taken on this item.

**4. Discussion And Action If Any To Extend Shelter In Place From Mayor Hughes Proclamation Dated April 1, 2020 And Any Changes Thereto Including Expiration**

There was some discussion about timing of extending the order. City Manager requested the Council empower the Mayor to withdraw the current order without further meetings when the overlying orders are lifted by the Governor and/or the County Judge. Alderman Dan Fussell offered the motion to empower the Mayor to withdraw the current order as stated above. Alderwoman Pamela Teel seconded the motion. Voting in favor of the motion were Alderman Marcus Hafford, Alderwoman Teel, Alderman Stacy Watts, and Alderman Fussell. Motion carried.

**5. Discussion And Action If Any On Policy For Handling Utility Disconnects During The COVID-19 Pandemic**

The Council and City Manager had general discussion about various issues. City Manager Camp noted this current month we had begun with 27 delinquent accounts over \$100.00 which went down to 13 after the yellow cards were issued, and that the exposure was about \$3,000.00 at that time, which of course may be different next month. Alderman Fussell offered the motion to allow City Management and billing staff to work with community to collect utility billings due without termination of service for non-payment. Bills may not be adjusted to extend free power, but other tools may be used such as removal of late fees, partial payments, short term payment plans or other means that are deemed reasonable by Management until such time as the Council reinstates the previously approved policy. Alderman Hafford seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Fussell. Motion carried.

**6. Discussion And Action If Any To Approve Purchase of CentralSquare Connect For Remote Access Of City of San Augustine Asyst Data**

City Manager Camp described a situation related to the virus which might cause a need to work from home for which we could use Asyst from home. The fee for this module is \$4,000.00 to subscribe and \$600.00 to set up. We need a means of allowing potentially self-quarantined workers to access and use our billing system from home during the pandemic. We can most likely get 75% of expenses for this back from FEMA as a mitigation measure, although the City will have to pay yearly to continue thereafter. The decision is an easy one as this will solve several remaining issues with billing operations going forward. In addition to allowing remote access for billings and other functions such as reporting and payroll, it will allow improvements to productivity, data security and disaster recovery. It moves our main data off site to a secure location in the cloud. We can use the same services we now have via a browser-based interface, and we will no longer have a target of backing our own data on and of site for billings. Alderman Hafford offered the motion to allow City Manager to sign a Subscription Service Agreement with our current vendor now known as CentralSquare to utilize USTI Connect Managed Services and Storage for a rate of \$4,000.00 per year with a \$600.00 Set Up initial fee. Alderman Watts seconded the motion. Voting in favor of the

motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Fussell. Motion carried.

The meeting was adjourned at 5:25 p.m.