

September 16, 2022

The City of San Augustine City Council will meet for a regular meeting on **Tuesday, September 20, 2022 at 5:00 p.m.** The meeting will be held in the Council Chambers located at 301 South Harrison Street, San Augustine, Texas.

Wylma Hewett – City Secretary

A G E N D A

1. Call Meeting to Order
2. Prayer
3. Pledge To the Flags
4. Welcome Guest
5. Open Public Hearing on FY 2022-2023 Budget
6. Close Public Hearing on FY 2022-2023 Budget
7. Open Public Hearing on Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100
8. Close Public Hearing on Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100
9. Adjourn Public Hearings and Convene Open Meeting
10. Citizen Presentations: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Please limit to two minutes each.
11. Approval of Minutes of Previous Meeting
12. Update on Police Department Activity
13. Judge Jeff Cox – Update on Municipal Court Activity
14. Tracy Cox - Update on Main Street Program
15. Update from City Manager Jeaneyse Mosby
16. Discussion And Action to Consider Approval of Ordinance # 319, Adopting the Budget for The City of San Augustine for Fiscal Year 2022-2023
17. Discussion And Action to Consider Approval of Ordinance # 320, Establishing Increased Minimums (Availability Charges) Rates and Charges for Water, Wastewater (Sewer), and Electrical Services.
18. Discussion And Action If Any to Consider Approval of Ordinance #321 to Adopt the Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100
19. Discussion And Action If Any to Approve Revisions of the City of San Augustine Employee Handbook (Manual)
20. Discussion and Action, if Any, to Adopt a Resolution to Select a Professional Service Provider For the Tx CDBG-MIT Regional Funding Mitigation Program (DETCOG Method of Distribution)

21. Discussion And Action If Any to Consider Approval of a Resolution Approving Submission of the Grant Application for the Bullet-Resistant Shield Grant Program to the Office of the Governor
22. Executive Session
 - A. Pursuant to Texas Government Code §551.074 Personnel Matters;
Letter of intent to Retire from Position of Main Street Director from Tracy Cox and Discuss Procedures for Filling Vacancy
 - B. Pursuant to Texas Government Code §551.071 Consultation with Attorney Under Section §551.086 Certain Public Powers Utilities Matters -
Discussion of Proposed Agreement Regarding San Augustine Rural Water Delinquent Balances.
23. Reconvene Open Meeting for Discussion and Action If Any on Executive Session
Item #22
24. 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 held its regular meeting on Tuesday, September 20, 2022 at 5:00 p.m.

Members present were:

Mayor	Leroy Hughes
Alderman	Marcus Hafford
Alderwoman	Pamela Teel
Alderman	Dan Fussell
Alderman	Stacy Watts
Alderman	Steven Standley
Attorney	Clayton Haley
City Manager	Jeaneyse Mosby
City Secretary	Wylma Hewett

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

Mayor Hughes offered prayer.

The pledge to the flags was recited in unison.

Mayor Hughes welcomed guests.

Guest present were:

Chris Anding	Steven Hays
Patrick Jackson	Chris Brown

5. Open Public Hearing on FY 2022-2023 Budget

6. Close Public Hearing on FY 2022-2023 Budget

The Public Hearing opened at 5:07 p.m. There were no comments or questions on the FY 2022-2023 Budget. The Public Hearing was closed at 5:09 p.m.

7. Open Public Hearing on Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100

8. Close Public Hearing on Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100

The Public Hearing opened at 5:10 p.m. There were no comments or questions on the FY 2021-2022 Property Tax Rate. The Public Hearing was closed at 5:12 p.m.

9. Adjourn Public Hearings and Convene Open Meeting

10. Citizens Presentations

There were no citizens presentations.

11. Approval of Minutes of Previous Meeting(s)

Alderman Dan Fussell offered the motion to approve the minutes of the previous meeting(s). Alderman Steven Standley seconded the motion. Voting in favor of the motion was, Alderman Stacy Watts, Alderwoman Pam Teel and, Alderman Marcus Hafford. Motion carried.

12. Update on Police Department Activity

Chief Shannon Brazeal gave the update on the police department's activity for the month of August. Activity included: reports filed 53; 4 felony arrests; 10 misdemeanor arrests; 1 assist other agencies; 332 responses on calls for service; 1 juvenile case; 3 auto accident response/report; 40 citations; 231 warnings; and 0 completed mental health warrants.

13. Judge Jeff Cox - Update on Municipal Court Activity

It was reported that 40 citations were received and collections of \$1,789.00 for the month of March. Remitted to State - \$1096.00 and City retention - \$693.00.

14. Tracy Cox - Update on Main Street Program

The Main Street program had a successful month and is preparing for Christmas Market Days, December 1, 2, and 3rd including the Christmas Parade on December 2.

15. Update from City Manager Jeaneyse Mosby

- No major water breaks or electrical outages
- The main street grant is moving forward nicely and have been all indications are that we will be awarded this grand for sidewalk improvement in the amount of \$500,000

16. Discussion And Action to Consider Approval of Ordinance # 319, Adopting the Budget for The City of San Augustine for Fiscal Year 2022-2023

The budget is in the amount of \$8,225,231.00 The increase is directly related to the increased fuel costs that drive up our electrical costs.

A motion was offered to adopt Ordinance #319 adopting the Budget for the City of San Augustine for Fiscal Year 2022 by Alderman Marcus Hafford. It was seconded by Alderman Stacy Watts. Voting in favor were Alderwoman Pamela Teel, Aldermen Steve Standley, Marcus Hafford, Stacy Watts and Dan Fussell. Motion Passed.

17. Discussion and Action to Consider Approval of Ordinance # 320, Establishing Increased Minimums (Availability Charges) Rates and Charges for Water, Wastewater (Sewer), and Electrical Services.

A motion was offered by Alderman Marcus Hafford to adopt Ordinance #320 establishing increased minimums (availability charges) rates and charges for water, wastewater (sewer) and electrical services to be in effect on September 30, 2022 for the October 1, 2022 bill. Alderman Dan Fussell Seconded the motion. Voting to approve the ordinance were Alderwoman Pamela Teel, Aldermen Stacy Watts, Marcus Hafford, and Dan Fussell. Alderman Steve Standley Abstained. Motion Carried.

18. Discussion and Action If Any to Consider Approval of Ordinance #321 to Adopt the Voter Approved Property Tax Rate for Year 2022 of \$0.434370 per \$100

Alderman Stacy Watts offered a motion to adopt Ordinance #321 approving the voter approved property tax rate for year 2022 of \$0.434370 per \$100. Alderman Dan Fussell seconded the motion. Voting to approve the ordinance were Alderwoman Pamela Teel, Aldermen Stacy Watts, Marcus Hafford, Dan Fussell and Alderman Steve Standley. Motion Carried.

19. Discussion and Action If Any to Approve Revisions of the City of San Augustine Employee Handbook (Manual)

The original Handbook was passed by council in 2011, and although there have been revisions, it has never been re typed in its entirety. It has been retyped and some revisions were made:

- In section 1: a Chain of Command has been defined
- In section 2: A re-wording of the probation period is included
- Also in Section 2: Overtime eligibility was changed. Currently, an employee is only eligible to receive overtime if they ACTUALLY WORK 40 hours. Which means that if there is a day off for holiday, an employee cannot earn holiday hours until the 9th hour of extra work. The new recommendation, is that they be able to receive overtime IF the only hours missed during the pay period are the holiday hours.
- In section 3: the Dress Code was updated to included to clarify things were understood by staff, but not actually included in the official dress code. This primarily effects the City Hall Staff.
- In Section 4:
 - Vacation time has been changed to state that each employee must take vacation days as follows:
 - Employees employed from 1 – 10 years, receive 10 vacation days and will be required to take 5 days during their personal calendar year from hire day to hire day year.
 - Employees employed from 11 – 15 years, receive 15 vacation days and will be required to take 10 days.
 - Employees employed from 16 and above years, receive 20 vacation days and will be required to take 15 days.
 - Sick time is awarded at the same intervals and currently unused hours are paid at retirement. This practice will be eliminated with the exception of current employees that are vested and employees that are within 2 years of vesting.

These changes are necessary to make sure that at retirement of our employees, the city will not be detrimentally affected when paying out the remaining unused vacation hours.

A motion was offered to Approve Revisions of the City of San Augustine Employee Handbook (Manual) by Alderman Marcus Hafford. Alderman Dan Fussell offered a second. Alderwoman Pamela Teel, Aldermen Hafford, Watts, Standley, and Fussell all voted to approve the motion. Motion carried.

20. Discussion and Action, if Any, to Adopt a Resolution to Select a Professional Service Provider For the Tx CDBG-MIT Regional Funding Mitigation Program (DETCOG Method of Distribution)

A scoring committee of Jeaneyse Mosby, City Manager; Wylma Hewett, City Secretary; and Leroy Hughes, Mayor, evaluated the 4 submissions and by consensus score that Raymond K Vann was selected to be the provider of service.

A motion was offered by Alderman Dan Fussell to Adopt a Resolution to Select Raymond K Vann and Associates to be the Professional Service Provider for the Tx CDBG-MIT Regional Funding Mitigation Program (DETCOG Method of Distribution) Alderman Marcus Hafford Seconded the motion. Voting to approve the resolution were Alderwoman Pamela Teel, Aldermen Stacy Watts, Marcus Hafford, Steve Standley and Dan Fussell. Motion Carried.

21. Discussion and Action If Any to Consider Approval of a Resolution Approving Submission of the Grant Application for the Bullet-Resistant Shield Grant Program to the Office of the Governor

A motion was offered by Alderman Dan Fussell to Adopt a Resolution Approving Submission of the Grant Application for the Bullet-Resistant Shield Grant Program to the Office of the Governor. Alderman Marcus Hafford Seconded the motion. Voting to approve the resolution were Alderwoman Pamela Teel, Aldermen Stacy Watts, Marcus Hafford, Steve Standley and Dan Fussell. Motion Carried.

22. Executive Session

- A. **Pursuant to Texas Government Code §551.074 Personnel Matters; Letter of intent to Retire from Position of Main Street Director from Tracy Cox and Discuss Procedures for Filling Vacancy**
- B. **Pursuant to Texas Government Code §551.071 Consultation with Attorney Under Section §551.086 Certain Public Powers Utilities Matters - Discussion of Proposed Agreement Regarding San Augustine Rural Water Delinquent Balances.**

The council entered into executive session at 5:38 p.m. to discuss the above item. The executive session was closed at 6:16 p.m.

23. Reconvene Open Meeting for Discussion and Action If Any on Executive Session
Item #22

The council reconvened into regular session at 6:16 p.m. Alderman Hafford offered the motion to accept the retirement of Main Street Director Tracy Cox effective January 31, 2023. Alderman Watts seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, Alderman Fussell and Alderman Standley. Motion carried.

Alderman Fussell offered the motion to enter into a written Agreement and plan of action between the City of San Augustine and San Augustine Rural Water to retire the Delinquent Balances.

Alderman Standley seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, Alderman Fussell and Alderman Standley. Motion carried.

The meeting was adjourned at 6:20 p.m.



Leroy Hughes, Mayor



Wylma Hewett, City Secretary

(Minutes taken by Wylma Hewett, Former City Secretary, and attested by Jeremy Lynch, Current City Secretary)