

Notice of Flatonia City Council Special Meeting

In accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, Notice is hereby given that a City Council Meeting will be held on **Tuesday, July 30, 2024**, beginning at **6:00** p.m. in the City Hall Council Chambers located at 125 E. South Main St., Flatonia, Texas, for the purpose of considering the following agenda items:

AGENDA

Opening Agenda Call to Order
 Invocation & Pledge

Workshop Agenda
WS7.2.2024.1 Budget Workshop for the General Fund.

Consent Agenda
C1. Consider and take appropriate action to approve the July 9, 2024, meeting minutes.

Deliberation Agenda
DA7.2.2024.1 Consider and take appropriate action to approve the Memorandum of Understanding between the City of Flatonia and the Texas Municipal League Intergovernmental Risk Pool regarding cyber liability coverage.

DA7.2.2024.2 Consider and take appropriate action to approve the proposed salary scale for employees.

DA7.2.2024.3 Consider and take appropriate action to approve Resolution 2024.7.1, a resolution amending certificate pay for employees.

Adjournment

I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the bulletin board outside the front door of the City Hall of the City of Flatonia, Texas, a place convenient and **readily accessible to the general public at all times** and said Notice was posted on the following date and time **July 26, 2024, by 5:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Jacqueline Ott, City Secretary

**NOTICE OF ASSISTANCE
AT THE PUBLIC MEETING**

The Flatonia City Hall is wheelchair accessible. Access to the building is available at the primary entrance facing Main Street. 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 361-865-3548 or by FAX 361-865-2817 at least two working days prior to the meeting so that appropriate arrangements can be made.

EXECUTIVE SESSION STATEMENT

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 the Texas Government Code, Section 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations Regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations Regarding Security Devices or Security Audits), 551.086 (Certain Public Power Utilities: Competitive Matters) and 551.087 (Deliberation Regarding Economic Development Negotiations).

Agenda Removal Notice

This Public Notice was removed from the official posting board at the Flatonia City Hall on the following date and time:

Date and Time

Jacqueline Ott, City Secretary

Minutes
Flatonia City Council
July 9, 2024
Regular Meeting at 6:00 p.m.

Present:

Mayor	Travis Seale
Mayor Pro Tem	Joanye Eversole
Councilmembers	Ginny Sears
	Allen Kocian
	Donna Cockrell (via telephone)
	Josh Homan
City Manager	Sonya Bishop
Utility Director	Jack Pavlas
Police Chief	Lee Dick
Fire Chief	Chris Swenning
Permit Clerk	Jennifer Schaffner

Absent:

City Secretary	Jacqueline Ott
----------------	----------------

Opening Agenda

Call to Order Mayor Seale called the meeting to order at 6:02 p.m.

Invocation & Pledge Councilman Kocian led the invocation and pledges.

Citizen Participation Judy Pate spoke to the Council, requesting an increase in the annual maximum funds received for Hotel Occupancy Tax allotted to the EA Arnim Archives & Museum.

Reports

Fire Chief June Report

Police Chief June Report

Utility Director June Report
Utility Director Pavlas reported there are water control problems, and he is working on making repairs.

Code Enforcement June Report

City Manager June Report

Consent Agenda

- C1.** Mayor Pro Tem Eversole motioned to approve the June 25, 2024, meeting minutes. Councilwoman Sears seconded the motion. None opposed. Motion carried unanimously.
- C2.** Mayor Pro Tem Eversole motioned to approve the June 2024 financial statements. Councilman Kocian seconded the motion. None opposed. Motion carried unanimously.

Discussion Agenda

- D1.** City Manager Bishop presented a proposed salary scale, proposed raises, and an updated certificate pay ordinance for Fiscal Year 2025. She also presented the findings of a local salary survey that compares salary information from the surrounding cities of comparable size. Mayor Seale supported the suggestions but would like to work on the numbers before implementing a formal policy. The City Manager and Council members also discussed the benefits of splitting the salaries of employees who work in multiple departments.
- D2.** Council members discussed the findings from City Secretary Ott regarding how the surrounding cities were handling their cyber security and the coverage LCRA has for their systems. Councilman Homan expressed concern over the potential increase in coverage premiums in future years.
- D3.** Council members discussed a hybrid approach to financing sludge removal at the wastewater treatment plant. The Economic Development Corporation will give funds in addition to a reserve amount in the wastewater fund, accounting for roughly half the cost. The Council members agreed a portion of the remaining cost could be pulled from the TexPool investment account, and the remainder may be financed with a bank loan. All agree that future annual budgets should include a set amount of savings for the next sludge removal, which occurs roughly every eight years.

Deliberation Agenda

- DA7.1.2024.1** Mayor Pro Tem Eversole moved to approve the revised lease with the Chamber of Commerce for the Flatonina Civic Center with the changes suggested by Police Chief Dick. Councilwoman Sears seconded the motion. Councilman Kocian voted yes. Councilman Homan voted no. Motion carried.
- DA7.1.2024.2** Mayor Pro Tem Eversole moved to accept the electric rate study proposal of \$13,500 from Schneider Engineering. Councilwoman Sears seconded the motion. Councilman Kocian voted yes. Councilman Homan voted no. Motion carried.

DA7.1.2024.3

Councilwoman Sears moved to approve the second quarter Hotel Occupancy Tax expenditure reports from Flatonina Chamber of Commerce, Special Projects, and EA Arnim Archives and Museum. Mayor Pro Tem Eversole seconded the motion. None opposed. Motion carried unanimously.

Executive Session

ES7.1.2024.1

Mayor Seale called an executive session at 7:51 p.m., as authorized by Texas Government Code 551.086, to discuss competitive matters in public power utilities. Executive Session ended at 8:12 p.m.

Adjournment

Mayor Pro Tem Eversole moved to end the meeting. Councilwoman Sears seconded the motion. None opposed. Motion carried unanimously. Mayor Seale adjourned the meeting at 8:13 p.m.

Signed

Travis Seale
Mayor

Attest

Jacqueline Ott
City Secretary

CITY OF FLATONIA

Agenda Summary Form

Agenda # DA7.2.2024.1	Title: Consider and take appropriate action to approve the Memorandum of Understanding between the City of Flatonia and the Texas Municipal League Intergovernmental Risk Pool regarding cyber liability coverage.
Summary: Approve a memorandum of understanding.	
Option(s): <input type="checkbox"/> I move to approve the Memorandum of Understanding between the City of Flatonia and the Texas Municipal League Intergovernmental Risk Pool regarding cyber liability coverage. <input type="checkbox"/> If you are opposed to not 2 nd or make any motion. If a motion is not made, the item is dead.	
Sears: _____ Homan: _____ Kocian: _____ Cockrell: _____	
Mayor Pro Tem Eversole: _____ Mayor Seale: _____	

"Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.

CITY OF FLATONIA

Agenda Summary Form

Agenda # DA7.2.2024.2	Title: Consider and take appropriate action to approve a proposed salary scale for employees.
Summary: Approve a resolution.	
Option(s): <input type="checkbox"/> I move to approve a proposed salary scale for employees. <input type="checkbox"/> If you are opposed to not 2 nd or make any motion. If a motion is not made, the item is dead.	
Sears: _____ Homan: _____ Kocian: _____ Cockrell: _____ Mayor Pro Tem Eversole: _____ Mayor Seale: _____	

"Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.

CITY OF FLATONIA

Agenda Summary Form

Agenda # DA7.2.2024.3	Title: Consider and take appropriate action to approve Resolution 2024.7.1, a resolution amending certificate pay for employees.
Summary: Approve a resolution.	
Option(s): <input type="checkbox"/> I move to approve Resolution 2024.7.1, a resolution amending certificate pay for employees. <input type="checkbox"/> If you are opposed to not 2 nd or make any motion. If a motion is not made, the item is dead.	
Sears: _____ Homan: _____ Kocian: _____ Cockrell: _____ Mayor Pro Tem Eversole: _____ Mayor Seale: _____	

"Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.

Amended Resolution 2024.07.1
CITY OF FLATONIA
CERTIFICATE/INCENTIVE PAY POLICY

Effective October 1, 2024

GENERAL - It is the policy of the City of Flatonia, Texas to encourage its employees to participate in advanced training. Additional training is important to the employees and is an overall benefit to the operation of the City of Flatonia. Levels of training and certification for the training should be recognized. It is the intent of this policy to formally establish criteria by which compensation for certificates may be awarded.

The purpose of this policy is to provide for uniform standards of practice and procedure.

Authorizing Legislation – This policy is subject to and contingent upon City Council approval of an annual budget that funds these benefits and incentives.

Policy: The following guidelines shall apply to all City departments in administering certification pay programs, which shall be effective from the date above.

A. All incentive pay additions and/or deletions must be reviewed and approved by the City Council prior to implementation.

B. All incentive plans are subject to and contingent upon City Council approval of an annual budget that funds these certifications. Incentive pay is provided to all eligible full-time employees as outlined in this policy.

In order to receive compensation, the certificate or other documentation must be deemed beneficial to the city as a part of the employee's work responsibilities. Should the employee transfer to a department where certification is currently held and become applicable, the employee may then be eligible for certificate pay. Incentive pay shall be forfeited if a transfer places the employee where the certificate is not applicable. Employees receiving certificate pay prior to this amendment shall not be affected.

Employees shall receive payment for all approved certificate pay on the last pay period of the month.

CERTIFICATE PAY SCHEDULE

All full-time employees are eligible to receive pay for certifications achieved during employment with the City of Flatonia beyond the minimum requirements for their position.

CERTIFICATE ADJUSTMENT

The Incentive Pay Program rewards employees for certifications attained during employment with the City of Flatonia to enhance performance of their job duties. All employees eligible for the following certificate pay must have successfully completed their Probationary Period before becoming eligible for the following incentive pay. The incentive pay is at the discretion of the City Manager. All certificates must be beneficial to the city and used in the current position.

CITY MANAGER *Certification obtained through TEEEX/FEMA.*

120 hours or more \$100.00 per month

CITY SECRETARY *Certification obtained through the Texas Municipal Clerks Association.*

Certified Texas Municipal Clerk \$75 per month

MUNICIPAL COURT *Certification obtained through the Texas Municipal Courts Association.*

Court Clerk Level I \$50 per month
Court Clerk Level II \$50 per month
Court Clerk Level III \$50 per month
(Cumulative)

FLOODPLAIN

Floodplain manager \$50 per month

CODE ENFORCEMENT

Certificate \$50 per month

POLICE *Certification earned through the Texas Commission on Law Enforcement*

Intermediate Certification \$50 per month
Advanced Certification \$50 per month
Master Certification \$50 per month
Paramedic \$50 per month
(Cumulative)

PUBLIC WORKS *Licenses obtained from the Texas Commission on Environmental Quality*

Water Operator Class C (or higher) \$75 per month
Wastewater Operator Class C (or higher) \$75 per month
(Cumulative)

ELECTRICAL

Master Electrician \$100 per month
Journey Man \$50 per month
(non-cumulative)

PEST CONTROL \$50 per month

POOL CHEMICALS \$50 per month

HIGHER EDUCATION

Associate's Degree	\$75	per month
Bachelor's Degree	\$100	per month
Master's Degree	\$125	per month
Ph.D.	\$150	per month
(Non-Cumulative)		

Passed and Approved by the City Council of Flatonia, Texas, on the 30th day of July 2024.

Travis Seale, Mayor

ATTEST:

Jacqueline Ott, City Secretary