



CITY COUNCIL WORKSHOP

Monday, August 05, 2024 at 5:30 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

PUBLIC NOTICE OF MEETING

The following item will be addressed at this or any other meeting of the city council upon the request of the mayor, any member(s) of council and/or the city attorney:

Announcement by the mayor that council will retire into closed session for consultation with city attorney on matters in which the duty of the attorney to the city council under the Texas disciplinary rules of professional conduct of the state bar of Texas clearly conflicts with the open meetings act (title 5, chapter 551, section 551.071(2) of the Texas government code).

(All matters listed under the consent agenda item are routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)

AGENDA

Council will consider/discuss the following items and take any action deemed necessary.

MEETING PROCEDURE

Public notice is hereby given that the City Council of the City of Port Lavaca, Texas, will hold a Workshop meeting MONDAY, AUGUST 05, 2024 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in a council packet is subject to change during the meeting]

The meeting will also be available via the video conferencing application "Zoom",

Join Zoom Meeting:

<https://us02web.zoom.us/j/86720932396?pwd=FaFsELiUD9k0B9G5O9cF5ZnfaYzRxH.1>

Meeting ID: 867 2093 2396

Passcode: 698336

One Tap Mobile

*+13462487799,,82182482989#,,, *912619# US (Houston)*

Dial by your location

+1 346 248 7799 US (Houston)

I. ROLL CALL

II. CALL TO ORDER

III. COMMENTS FROM THE PUBLIC

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

IV. ITEMS FOR DISCUSSION - Council will consider/discuss the following items and take any action deemed necessary

1. Review and discuss amendments to the City of Port Lavaca HR and Workplace Policies as follows: Presenter is Jody Weaver

- Chapter 4: Leaves of Absence Sec. 4.03 Holiday Leave
- Chapter 4: Leaves of Absence Sec. 4.04.02 Sick Leave Incentive Program
- Chapter 5: Compensation Sec. 5.11 TimeKeeping Policy
- Chapter 5: Compensation Sec. 5.12 TeleWork Policy
- Chapter 6: Work Environment Sec. 6.11 Emergency Disaster Policy
and Workplace Safety

2. Review and discuss amendments to the GBRA Fee Rate and water rates for FY 2024-2025. Presenter is Jody Weaver

V. ADJOURNMENT

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a Workshop meeting of The City Council of The City of Port Lavaca, scheduled for **Monday, August 05, 2024**, beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Wednesday, July 31, 2024**.

Mandy Grant, *City Secretary*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

COMMUNICATION

SUBJECT: 1. Review and discuss amendments to the City of Port Lavaca HR and Workplace Policies as follows: Presenter is Jody Weaver

INFORMATION:

CHAPTER 4: LEAVES OF ABSENCE

4.03 Holiday Leave

The City officially declares and designates the following holidays to be observed with pay by all City employees occupying regular full-time positions and subject to the provisions and limitations hereinafter set forth:

• **OPTIONS to ADD ONE (1) new Holiday in lieu of 4.04.02 Sick Leave Incentive Program**

- **New Years Eve** **December 31**
- New Years Day January 1
- **Presidents Day** **3rd Monday in February**
- Good Friday Friday before Easter
- Memorial Day 4th Monday in May
- **Juneteenth** **June 19**
- Independence Day July 4th
- Labor Day 1st Monday in September
- Veterans Day November 11
- Thanksgiving (2 days) 4th Thursday and Friday in November
- Christmas Eve December 24
- Christmas Day December 25
- Floating Birthday** **(~~Within 60 days~~) Within Calendar Year**

Holiday pay will be calculated upon the basis of eight (8) hours per day at the employee's base rate of pay, and twelve (12) hours per day for Shift Police Officers and Fire Personnel. Full time Police Department officers and Fire Department personnel who work scheduled shifts on a day recognized by the City as an official holiday will receive twelve (12) hours holiday pay, in addition to their regular salary for actual hours worked. This policy will apply to regular employees, regardless of how their pay is computed. Temporary employees are not eligible for holiday pay.

Should a holiday fall on Saturday or Sunday, the preceding or following working day will be observed.

City of Port Lavaca employees will be granted one floating birthday holiday per calendar year. If not taken during the year, the floating birthday holiday will not be carried over, nor will it be paid at the time of separation.

4.04 Sick Leave

4.04.01 Sick Eligibility and Accrual

Sick leave will apply to Full-Time employees regardless of how their pay is computed. Part-time and Temporary employees are not eligible for any sick leave credits. Each month during the first (1st) year of employment, the eligible employee will accumulate one-half (1/2) day of sick leave for each complete calendar month of employment after his employment date. Beginning with the first (1st) anniversary of his employment and continuing thereafter, each month employees will accumulate one (1) day of sick leave for each complete calendar month of employment. The maximum accumulation of unused sick leave beyond September 30 of any year will be ninety (90) days. That is to say, if the employee has accumulated more than ninety (90) days of unused sick leave, on October 1st of each year accumulated sick leave will be reduced to ninety (90) days. Sick leave pay will be calculated upon the basis of eight (8) hours per day at the employee's normal rate of pay at the time sick leave is used.

~~4.04.02 Sick Leave Incentive Program~~

~~A Sick Leave Incentive Program will be provided for those employees who go for a designated six (6) month period without using any sick leave. Eligible employees may choose to receive a cash payment of eight (8) hours at their current hourly rate or eight (8) hours of additional vacation leave. For eligible shift police and firefighters, they may choose to receive a cash payment of twelve (12) hours at their current hourly rate, or twelve (12) hours of additional vacation leave.~~

4.04.03 Sick Leave Utilization

Sick leave will be for the purpose of permitting an eligible employee to be relieved of his duties during actual illness and may not be used under any other circumstances except as otherwise provided herein. The total number of hours paid to an employee during a pay period in which he receives sick leave pay will not exceed the full pay he would have received for such pay period at his regular rate of pay. i.e., if his normal schedule is eighty (80) hours per pay period, he works seventy-seven (77) hours and is sick one (1) day; he will only be allowed payment of three (3) hours sick leave. If his worked time has exceeded eighty (80) hours in a pay period and he is ill any time during the pay period, he will receive no sick leave payment.

For shift personnel, the same policy will apply: if the normal schedule is one-hundred three (103) hours per pay period, and the employee works one hundred (100) hours and is sick for one shift (24 hours), he will only be allowed payment of three (3) hours to meet his regular schedule of one-hundred three (103) hours.

**It is the intent of the policy that shift firefighters will have their time adjusted based upon their scheduled shift hours of 103, 113 or 120 hours for the applicable pay period.

If an employee becomes ill and cannot report for work his absence must be reported to his immediate superior or Department Head prior to, or within one (1) hour after his regular reporting time, so his absence will be charged to sick leave. Failure to report in will prevent an employee from receiving any pay for those working hours missed. An employee may use sick leave to care for a member of the employee's household if no one else is available to provide such care.

After an employee's accumulated sick leave has been exhausted, and when requested, unused vacation leave may be used as sick leave. When absence due to illness exceeds the amount of paid leave earned and authorized, the pay of an employee will be discontinued until he returns to work.

Employees will not be permitted to engage in any employment or business outside of their regular City duties from the time they give notice of absence due to illness or injury until such time as they have returned to work in their respective City departments. Supervisors are authorized to request supporting documentation of sick leave requests claimed under this policy which they may deem necessary. Supervisors are authorized to deny any requests not properly substantiated. A Department Head may require of any employee to submit a signed statement from a licensed physician attesting to any illness of the employee or household member for which sick leave is used.

Frequent utilization of sick leave may prompt the Supervisor, Department Head or Human Resources to inquire with the employee regarding the options available to the employee under the Family Medical Leave Act (FMLA). If the employee does not exercise his or her rights under the FMLA provisions, and frequent sick utilization continues, the employee may be subject to disciplinary action, up to and including termination.

4.04.04 Sick Leave at Separation

Upon termination from the service with the City, voluntarily or otherwise, no employee will receive any pay accumulated sick leave. A break in service by City or employee termination cancels all sick leave accrued to an employee's record and in the event of subsequent re-employment, such employee begins a new sick leave accumulation.



OBSERVED HOLIDAYS MULTIPLE ENTITIES

Holiday	Entity																
	Federal	State of Texas	Bay City	Cleburne	Lake Jackson	Matagorda County	Rosenberg	Freeport	Port Lavaca	Wharton	Palacios	El Campo	Victoria	Alvin	Katy	Galveston	Tenaris
New Year's Eve			X					1/2 day									X
New Year's Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Martin Luther King	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	
President's Day	X	X	X		X	X		X			X		X	X	X		
Good Friday		Optional	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Memorial Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Juneteenth	X	X	X							X						X	
Independence Day	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Veteran's Day	X	X	X			X	X	X	X	X	X	X	X		X	X	
Thanksgiving Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Thanksgiving (Day After)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Christmas Eve		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X
Christmas Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Miscellaneous (Birthday or Floating)			X				X	X	X				X	X			

*Federal holidays that fall on Saturday, the preceding Friday will be treated as the holiday. Holidays that fall on a Sunday, the following Monday will be treated as a holiday.
 **State of Texas does not observe the holiday if the holiday falls on the weekend. Such holidays will not be observed.
 ***State employee is entitled to observe a holiday designated as optional, in lieu of any state holiday that requires a skeleton crew.

CHAPTER 5: COMPENSATION

5.11 Timekeeping Policy

All non-exempt employees are required to record their exact hours of work by clocking in and clocking out on the time-clock system. After the employee completes their timesheet for the work period, they should check it carefully to ensure it is accurate. Then the employee will approve their time if the total hours shown are correct and accurate to their understanding. If the employee feels the hours recorded are incorrect, then they should not approve their time until it has been corrected by their supervisor. Employees shall never approve anyone else's time and never allow anyone else to approve theirs, other than their supervisor. Likewise, employees shall never clock in for anyone else and never allow anyone else to clock in for them, other than their supervisor. Any of these occurrences are grounds for disciplinary action, up to and including dismissal. All time must be approved by both the employee and his or her supervisor before being processed by payroll. In the event the employee and supervisor do not agree they shall meet with HR to resolve any issues.

All exempt employees must clock in at the start of any day worked and clock out at the end of the day worked. **Deductions from pay are allowed according to the Fair Labor Standards Act:**

- **When an employee is absent from work for one or more full days for personal reasons other than sickness or disability.**
- **For absences of one or more full days due to sickness or disability if the deduction is made in accordance with the Cities sick leave policy.**
- **In the employee's initial or terminal week of employment if the employee does not work the full week.**
- **For unpaid leave taken by the employee under the Federal Family and Medical Leave Act.**

The documentation of time worked for exempt employees aids in the tracking of employee leave and provides written documentation needed for the Annual Comprehensive Financial Report.

It is imperative that all employees verify their time to help avoid subsequent corrections. The supervisor or Department Head is responsible for verifying that the employee's submitted hours are in compliance with the overtime and compensatory time guidelines. If there are any corrections to be made, they will be taken care of during the following pay period. Finance will download all hours worked no later than the Monday before payroll by 10 AM.

CHAPTER 5: COMPENSATION

5.12 Telework Policy

Purpose:

Teleworking is a work arrangement between an eligible City employee and their supervisor that allows them to engage in work in an area that is outside of their designated office space for part of their workweek due to special circumstances. Teleworking intends to create flexible conditions that will help employees accomplish their work effectively without disruption to city services.

This policy offers general guidelines for Department Heads/Supervisors to allow appropriate levels of remote work within their departments, while continuing to provide great value and service to the City of Port Lavaca.

Temporary informal, or short-term teleworking arrangements may be approved for various circumstances such as inclement weather, special projects, business travel, or for employees on family or medical leave. These arrangements are subject to the approval of the Department Head, depending on the business needs of the department.

During periods of emergency, the City Manager may direct departments to engage in teleworking arrangements wherever possible.

Policy:

A. Eligibility

1. Individuals requesting teleworking arrangements must be employed with the City for a minimum of 6 months of continuous, regular employment, must have a satisfactory performance record, and must have the appropriate equipment to perform such work. Due to the City's wide range of services and obligations, this policy may not be feasible for all Departments/Offices. All employee requests to participate in a telework capacity will be reviewed on a case-by-case basis.

B. Employee Responsibilities

1. All City employees who have received supervisory approval to telework must sign the Teleworking Agreement under this policy. A department head may have additional guidelines, requirements, or procedures provided they are in conformance with the general intent of this program.

2. Teleworking employees are subject to the same professional standards they normally would be when engaged in onsite work and must adhere to all City of Port Lavaca policies.

3. Teleworking employees must ensure they have the appropriate training, equipment and supplies to conduct their work in an offsite capacity as approved by City Manager, and IT consultants.
4. In accordance with the Teleworking Agreement, teleworking employees must perform work related activities during their scheduled teleworking hours as agreed to between the supervisor and employee and must be responsive and available as required when working onsite.
5. Teleworking employees must designate a professional work area that is suitable for performing their assigned duties. Requirements for these areas will vary, however, employees should use good judgement when selecting a location to work offsite.

C. Department Head Responsibilities

1. Department Heads/Supervisors shall be responsible for identifying which work activity qualifies or does not qualify for telework and ensure consistent applicability of telework arrangements among their employees throughout the departments.
2. Departments shall establish effective management controls that will be used to assure telework performance is equal to or greater than performance conducted onsite.
3. Departments shall ensure all teleworking employees have completed the Teleworking Agreement required as part of this policy before telework arrangements begin.
4. Departments must ensure teleworking employees have the appropriate training, equipment and supplies to conduct their work in an offsite capacity as approved by City Manager, and IT consultants.
5. If deemed necessary, the employee or City have the option to terminate the Teleworking Agreement at any time. A supervisor or department leader may deny, terminate, or modify a teleworking arrangement for any business reason. A supervisor may also impose a temporary teleworking probation period to ensure the employee is both compliant with the arrangement and successful in performing their duties as assigned.

D. Procedures

Employees who must engage in a telework arrangement, or request to engage in a telework arrangement, must comply with the following process in order to be considered for a telework arrangement:

1. Discuss teleworking eligibility and requirements with their supervisor;
2. Read and agree to this Teleworking Program Policy; and
3. Complete the Teleworking Agreement

E. Equipment

1. A teleworking employee must identify all equipment, supplies, software, and other job-related items necessary to successfully complete their duties as assigned. If neither the employee, nor the department can provide this equipment, the teleworking arrangement may be denied.
2. Equipment, software, or supplies provided by the City are subject to the same rules as when in the workplace and should only be used by the employee.
3. Employees who use their personal equipment for teleworking are responsible for the installation, repair, and maintenance of their own equipment. However, the City may require certain software be uploaded, and may require access to any personal equipment used while teleworking and conducting official City business. Employees shall release the City from any and all liability resulting from the use of his/her own equipment.

G. Time Worked

1. Teleworking employees shall record their time worked in the Cities timekeeping system.
2. For FLSA Non-Exempt employees, hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in the termination of the Teleworking Agreement.
3. If an employee is unable to telework and is needing to use sick or vacation time, then the employee must report those absences to their supervisor for approval as they would in a normal office setting.

CHAPTER 6: WORK ENVIRONMENT AND WORKPLACE SAFETY

6.11 Emergency Disaster Policy

6.11.1 Purpose

Protecting the health and safety of everyone in our community is a key priority during a City Declared Disaster. The Mayor may at any appropriate time declare a City Declared Disaster based on a natural disaster or involving public health. The citizens of Port Lavaca depend on City employees before, during, and after a City Declared Disaster to provide and/or restore essential public services for the health, safety, and quality of life of our community. This policy applies to all non-exempt and exempt employees and is intended to clarify the procedures during a City Declared Disaster and clarify the compensation policy for employees during a City Declared Disaster. No one will be excused from work until the City Manager authorizes employees to be relieved of their duties.

6.11.2 Definitions

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, cybersecurity event, other public calamity requiring emergency action, or energy emergency.

City Declared Disaster: A Local State of Disaster which is declared by the Mayor for the City of Port Lavaca. The Mayor is authorized by the Texas Disaster Act to declare a Local State of Disaster when warranted conditions exist or when there is an imminent threat. A declaration of local disaster may not be continued or renewed for a period of more than seven (7) days except with the consent of a majority vote of the City Council. *Ref Texas Government Code Section 418.108*

Municipal Emergency: Any situation that may threaten the safety and/or health of City employees, their families and the public and/or threaten the continuation of normal City functions, capabilities or services. The City Manager is authorized to declare a State of Municipal Emergency and may designate the closing of some or all City facilities during a Municipal Emergency.

Weather Emergency: The occurrence or imminent threat of a severe weather event such as snow, ice, prolonged freezing conditions, severe thunderstorms or other extreme weather events that may threaten the safety of City employees, their families and the public and/or threaten the continuation of normal City functions, capabilities or services. The City Manager is authorized to declare a State of Weather Emergency due to weather conditions and may designate the closing of some or all City facilities during a Weather Emergency.

6.11.3 City Facilities

If City facilities are not closed and if weather or other emergency conditions make it impossible or unsafe for an employee to report to work, the employee must notify his or her supervisor as soon as possible that the employee finds it impossible to report to duty safely. Time absent may be charged to available vacation, compensatory time, or leave without pay.

In the case of a Weather Emergency, Disaster or other Municipal Emergency on a workday, the City Manager is authorized to designate the closing of some or all City facilities. The City Manager or designee is responsible for initiating the process of contacting employees. If City facilities are closed, City personnel who are not required to work that day will be paid for the actual time or day(s) that the City was officially closed.

- If an official City facility closes for a Weather Emergency, Disaster or other Municipal Emergency during an employee's scheduled vacation or personal day, that day will not count against the employee's vacation or personal leave balance.
- If an employee reports to work and the City Manager or Department Head sends the employee home because of a Weather Emergency, Disaster or other Municipal Emergency, the employee will be given credit for a full workday as emergency disaster leave.

6.11.4 Responsibilities

In a City Declared Disaster or Emergency, City employees will be required to fulfill their individual responsibilities and function as a team to protect the City's vital assets and maintain and restore essential City services.

Department heads will be responsible for:

- 1) Providing training to all employees in their department regarding emergency operation procedures, with refresher training provided in May of each year.

- 2) Ensuring that employees are aware of their individual responsibilities under this policy, and that only under special circumstances will employees be allowed to be exempt from these responsibilities.
- 3) Assessing all approved vacation leave requests and advising employees of their responsibilities and when they need to return to work.
- 4) Allowing employees to secure their homes and families to prepare them to seek shelter or to evacuate when approved by the Director, or designee.
- 5) Ensuring that their departments are briefed on emergency procedures each year, including both the City's responsibilities to the community and the employee's responsibilities under the policies.

Employees will be responsible for:

- 1) Ensuring the safety and security of their families.
- 2) Ensuring that their contact information is current and up to date so that the employee can be contacted when away from work.
- 3) Contacting their supervisor immediately upon knowledge of a City Declared Disaster, understanding that any preapproved leave may be subjected to postponement or cancellation.

The Human Resources Department will be responsible for:

- 1) Providing Department Heads with current emergency information for all employees to verify.
- 2) Providing resource options to employees who may need assistance with shelter, laundry, or other special needs.
- 3) Providing emergency shelter during the City Declared Disaster for employees that remain in the City during the event(s). The Director of Human Resources will communicate this information to Department Heads with the location of the emergency shelters, by May 31st of each year.

6.11.5 Emergency Periods

The City Manager may require employees to work during a Declared Disaster or Emergency regardless of whether City facilities are open or closed and regardless of the extent or duration of the Emergency. Employees may be required to provide services to protect the public's health and safety and to assure the continuation of, or recovery of, normal City business processes.

There are four (4) defined periods associated with an emergency or natural disaster: pre-impact, emergency, exigency period, and post-impact/recovery.

- 1) **Pre-impact Period** – This is the time period prior to the impending disaster and includes emergency response activities and preventative measures by the City of Port Lavaca departments in preparing for the impending emergency. This period begins and ends as determined by the City Manager.
- 2) **Emergency Period** – This is the time period during which emergency response activities and restoration of critical services are conducted to protect life and property, **and most other regular City services are suspended**. There may be more than one Emergency Period during a City Declared Disaster Declaration. These period(s) begin and end as determined by the City Manager.
- 3) **Exigency Period** – This is the time period during which emergency response activities are in progress, but when many **of the City’s services are able to be maintained on a limited basis**. This period begins and ends as determined by the City Manager. There may be more than one Exigency Period during a City Declared Disaster Declaration. These period(s) begin and end as determined by the City Manager.
- 4) **Post/Recovery Period** – This is the time period immediately following the emergency or disaster, during which the City Manager determines if it is safe for all employees to return to work. Activities are conducted to restore the City’s infrastructure and services to pre-disaster conditions. During this period, some employees may be required to return to work to assist with the restoration of critical services, conduct emergency clearance of roadways, provide damage assessment, etc. This period is determined by the City Manager, in consultation with Department Heads.

Employees must return to work as directed by their Department Heads.

The City of Port Lavaca recognizes that employees have personal and family responsibilities that are important and may conflict with the obligation to fulfill their job requirements during hazardous weather or a state or local emergency. When evacuation of personal residences is required, every effort will be made to allow employees to make arrangements for their families like any other citizen, including the use of authorized shelters.

Employees who are not able to return to work due to emergency conditions must contact their supervisor as soon as possible.

An employee who refuses a directive from the City Manager or a Department Head to report to work for all or part of an emergency period is subject to discipline by the City, up to and including termination.

6.11.6 Compensation During a State of Emergency

In the event of a declaration of a State of Emergency during a Weather Emergency, Disaster or other Municipal Emergency, the City Manager may implement the provisions of the emergency disaster pay policy. During this time the City Manager may also suspend the use of accrued leave, City-approved holiday(s), and Scheduled Vacation leave (Defined in Chapter 4: Leave of Absence City of Port Lavaca HR and Workplace Policies, October 8, 2018), to ensure appropriate personnel is available to maintain operations. The suspension of leave may not interfere with the use of leave for purposes of family medical leave, bereavement, or other such leave, including any other leave provided by State or Federal law.

Employees relieved from duties during a State of Emergency or City Declared Disaster shall be paid as follows:

- Full-time employees shall be paid their regular pay based on a 40-hour week.
- Part-time employees shall be paid their hourly rate times the average hours worked in the preceding two (2) week period.
- These hours shall not be counted as time worked to compute overtime for non-exempt employees.
- Emergency disaster leave will start when the employee is relieved from duties by their Department Director and will continue until the City Manager determines it is safe and prudent for some or all employees to return to work. If an employee fails to show up for work or cannot show up for other reasons, then the time lost will be away without pay, unless other paid leave is approved.

During the emergency periods as defined in Section 6.11.5, employees authorized to perform work for the benefit of the City may be assigned to perform work that is outside their normal assigned tasks. During these periods employees will be compensated for any hours worked, in addition to any eligible overtime. Non-exempt employees authorized to work, during an emergency period or exigency period defined in Section 6.11.5, will be compensated at a rate of one and a half times (1.5x) their base hourly rate for all hours worked during these designated periods, excluding time for sleep **when required to reside in the City Emergency Operations Center or designated location**, which will be paid at employees base hourly rate.

Exempt employees authorized to work, during an emergency period or exigency period defined in Section 6.11.5, will be compensated at employees calculated hourly rate from their annual salary for each authorized hour of mandatory residency in the City Emergency Operations Center or designated location.

All employees (non-exempt and exempt) who are able to work remotely during regular business hours during a Declared Disaster or Emergency shall do so, subject to instructions from their supervisor and the Employee's Responsibilities as outlined in Section 6.11.4. Such remote work shall be paid at the employee's normal rate of pay.

6.11.7 Disaster Deployment Compensation

City personnel may be requested, under existing agreements (e.g. mutual aid agreement/memorandums of understanding, etc.), to deploy to assist outside agencies in responding to disaster or emergency. The City Manager's (or designee's) oral or written authorization is required for any personnel deployment lasting longer than twenty-four (24) hours. Such City personnel shall be compensated at a rate of one and a half time (1.5x) their base hourly rate for all hours worked during a deployment.

6.11.8 Employee Groups

Department Directors shall designate emergency essential and non-emergency essential personnel within their departments relating to a State of Emergency Declaration. All personnel shall be advised of their status upon hire, as well as of May 1st of each year. An individual employee's status may change, as the needs of the City changes, or at the discretion of the Department Director.

- Level I Personnel: Each Department Director and/or supervisor is responsible for identifying those employees who will be required to remain or respond in the event of emergency conditions and those employees will be designated as Level I Personnel. Level I employees will be required to be available immediately before, during and after the emergency conditions to perform duties directly related to emergency conditions as determined by the City Manager.
- Level II Personnel: Each Department Director and/or supervisor is responsible for identifying employees who are considered Level II Personnel. Level II employees may be required to perform duties during the Pre-Impact and Post/Recovery Emergency Periods A defined in 6.11.5.
- Level III Personnel: The remaining employees that are not classified in one of the above categories will be classified as Level III Personnel. Level III employees will be released prior to an emergency. Because it is the City's responsibility and obligation to ensure that infrastructure and critical services are repaired, restored, tested and/or inspected prior to their return to service, Level III employees are required to remain available for recall to duty at any time.

Undine Increase from FYE24 to FYE25 Budget

\$ 186,737.00 FYE 25 monthly

\$ (153,768.00) FYE 24 monthly

\$32,969.00 monthly

	A			Multiplier = Equivalent Meters	B		
		\$ 7.00			\$ 5.74		
I Res	3710	\$ 7.00	\$ 25,970.00	1	\$ 5.74	\$	21,295.40
I Sml C	488	\$ 7.00	\$ 3,416.00	1.67	\$ 9.59	\$	4,677.87
I Lg C	154	\$ 7.00	\$ 1,078.00	5.33	\$ 30.59	\$	4,711.51
O Res	159	\$ 14.00	\$ 2,226.00	2	\$ 11.48	\$	1,825.32
O Sml C	16	\$ 14.00	\$ 224.00	3.34	\$ 19.17	\$	306.75
O Lg C	3	\$ 14.00	\$ 42.00	10.66	\$ 61.19	\$	183.57
	<u>4530</u>		<u>\$ 32,956.00</u>				<u>\$ 33,000.41</u>

COMMUNICATION

SUBJECT: Review and discuss amendments to the GBRA Fee Rate and water rates for FY 2024-2025. Presenter is Jody Weaver

INFORMATION:

Options to amend the GBRA Fee rate for FY 2023-24

FY 23-24 "GBRA Fee" \$ 11.46 per customer per month
 FY 23-24 Monthly Sto. Fee \$ 52,266.67
 3584 AF/12 X \$175.00/AF

FY 24-25 Monthly Sto. Fee	\$ 61,824.00
4032 AF/12 x \$184.00/AF	

			Option A (evenly distribute among rate payers)			Multiplier = Equivalent Meters 3/4"	Option B (Apply a multiplier based on Equivalent 3/4" meters and 2x Outside City)	Outside City 2x	Multiplier = Equivalent Meters 3/4"	Option C (Apply a multiplier based on Equivalent 3/4" meters and 1x Outside City)	Outside City no premium
Base Rate			\$ 13.65				\$ 10.75			\$ 11.15	
I	Res (3/4")	3710	\$ 13.65	\$ 50,641.50	1	\$ 10.75	\$ 39,882.50	1	\$ 11.15	\$ 41,366.50	
I	Sml C (1")	488	\$ 13.65	\$ 6,661.20	1.67	\$ 17.95	\$ 8,760.82	1.67	\$ 18.62	\$ 9,086.80	
I	Lg C (2")	154	\$ 13.65	\$ 2,102.10	5.33	\$ 57.30	\$ 8,823.82	5.33	\$ 59.43	\$ 9,152.14	
O	Res (3/4")	159	\$ 13.65	\$ 2,170.35	2	\$ 21.50	\$ 3,418.50	1	\$ 11.15	\$ 1,772.85	
O	Sml C (1")	16	\$ 13.65	\$ 218.40	3.34	\$ 35.91	\$ 574.48	1.67	\$ 18.62	\$ 297.93	
O	Lg C (2")	3	\$ 13.65	\$ 40.95	10.66	\$ 114.60	\$ 343.79	5.33	\$ 59.43	\$ 178.29	
customers		4530		\$ 61,834.50			\$ 61,803.90			\$ 61,854.51	

Meter Size	AWWA (capacity)	Factor based on 5/8	Factor based on 3/4	Factor based on 1
5/8 inch	20	1.00	0.67	0.40
3/4 inch	30	1.50	1.00	0.60
1 inch	50	2.50	1.67	1.00
1-1/2 inch	100	5.00	3.33	2.00
2 inch	160	8.00	5.33	3.20
3 inch	300	15.00	10.00	6.00
4 inch	500	25.00	16.67	10.00
6 inch	1,000	50.00	33.33	20.00
8 inch	1,600	80.00	53.33	32.00
10 inch	2,300	115.00	76.67	46.00
12 inch	4,300	215.00	143.33	86.00

Undine Increase from FYE24 to FYE25 Budget

\$ 186,737.00 FYE 25 monthly

\$ (153,768.00) FYE 24 monthly

\$32,969.00 monthly

	A			Multiplier = Equivalent Meters	B		
		\$ 7.00			\$ 5.74		
I Res	3710	\$ 7.00	\$ 25,970.00	1	\$ 5.74	\$	21,295.40
I Sml C	488	\$ 7.00	\$ 3,416.00	1.67	\$ 9.59	\$	4,677.87
I Lg C	154	\$ 7.00	\$ 1,078.00	5.33	\$ 30.59	\$	4,711.51
O Res	159	\$ 14.00	\$ 2,226.00	2	\$ 11.48	\$	1,825.32
O Sml C	16	\$ 14.00	\$ 224.00	3.34	\$ 19.17	\$	306.75
O Lg C	3	\$ 14.00	\$ 42.00	10.66	\$ 61.19	\$	183.57
	<u>4530</u>		<u>\$ 32,956.00</u>				<u>\$ 33,000.41</u>