

**STATE OF TEXAS
COUNTY OF DENTON
CITY OF CORINTH**

On this the 20th day of August 2020, the City Council of the City of Corinth, Texas met in Regular Session at the Corinth City Hall at 7:00 P.M., located at 3300 Corinth Parkway, Corinth, Texas. The meeting date, time, place and purpose as required by Title 5, Subtitle A, Chapter 551, Subchapter C, Section 551.041, Government Code, with the following members to wit:

Members Present:

Mayor Heidemann
Sam Burke, Mayor Pro Tem
Scott Garber, Council Member
Lowell Johnson, Council Member
Tina Henderson, Council Member
Kelly Pickens, Council Member

Staff Members Present:

Bob Hart, City Manager
Lee Ann Bunselmeyer, Finance, Administration, Communications & Marketing Director
Chris Rodriguez, Assistant Finance Director
Patricia Adams, Rockefeller, & Fort
Helen-Eve Beadle, Planning and Development Director
Jason Alexander, Economic Development Corporation Director
Cody Collier, Public Works Director
Guadalupe Ruiz, Human Resources Director
Jerry Garner, Police Chief
George Marshall, City Engineer
Brett Cast, Engineering Services Coordinator
Shea Rodgers, Technology Services Communications Manager
Lana Wylie, Interim City Secretary
Lance Stacy, City Marshall

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & TEXAS PLEDGE:

Mayor Heidemann called the meeting to order at 6:53 P.M. The Invocation was delivered by Council Member Garber and led the Pledge of Allegiance and the Texas Pledge.

PRESENTATION:

1. Laura Joy, SPAN Mobility Manager, will present a report on the activity for SPAN covering the past year.

Laura Joy and Diane Beck presented the year in review to the City Council.



SPAN, INC. TRANSPORTATION

Services for Corinth
8.20.2020



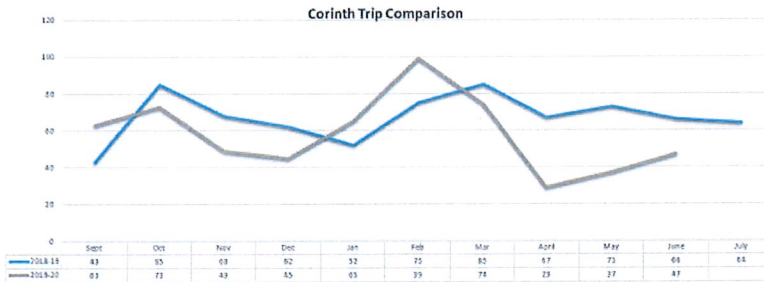
ABOUT SPAN TRANSPORTATION

Span Transportation is a demand / response (scheduled) program that provides shared ride service to Denton County residents

All 37 Span vehicles (either bus or van) are wheelchair accessible

Passenger Fare: \$3.00 each way

CURRENT SERVICE (September 2019 – June 2020)



Average 6% increase in trips from FY18/19 to FY19/20

Total trips: 581 trips, 58 monthly average



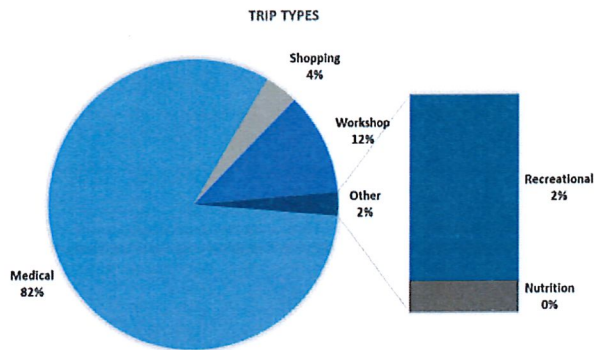
TRIP PURPOSES

Approved trip purposes are:
Medical Trips

- 4 trips per week for the following:
- Shopping for necessities
 - Public Libraries within Lake Cities
 - Lake Cities Seniors Program
 - Employment
 - Education
 - Nutrition
 - Recreation
 - Workshop trips



Current Service (September 2019 – July 2020) *Town of Corinth*



COVID-19 Effect and Span Response



From February to July, Span saw an overall 76% decrease in trips as compared to last year.

Span is encouraging all Riders to only take essential trips to support essential services and follow the advice of public health officials.

Span passengers are either seniors or at-risk populations, and Span has been continuing to provide transportation to riders to go to critical medical appointments such as Dialysis and Chemotherapy.

Sanitation and Safety Measures

In addition to increasing sanitation of vehicles and promoting social distancing, Span Transportation has incorporated the following:

- All Span vehicles are deep cleaned and “fogged” regularly for full sanitation
- All drivers and passengers are asked to wear masks on all vehicles. If a passenger does not have a mask, Span will be able to provide one.
- Hand sanitizer is available on all vehicles for riders and drivers.
- Passengers are asked to social distance and sit further apart to limit close contact among riders and drivers.
- All riders are assessed prior to scheduling a trip on recent travel and potential exposure to COVID-19.
- All drivers and riders are asked to stay home if feeling ill.



(\$5310) Grant

Federal Transit Administration Enhanced Mobility for Seniors and People with Disabilities

5310 Project (3 years)

Total project budget: \$143,100 (across all 4 Lake Cities)

Lake Cities area receives 150 trips per month

UPDATE:

5310 Extension Request:

Span made a request to extend the 5310 project for Lake Cities funding for an additional year, with a new project end date of December 30, 2022. Operations will remain the same.



Meals on Wheels Program



FY19/20 Meals for Corinth residents: **2,887 meals served**

COVID-19 Update:

Since March 1, Meals on Wheels of Denton County has added on over 200 new clients.

Prior to the COVID-19 pandemic, volunteers personally delivered hot meals to seniors. Our operations have now had to change- volunteers are delivering a week's worth of meals to seniors once a week. While this change is not ideal, we believe that this is necessary to keep both clients and volunteers safe, by minimizing exposure.



Even though our volunteers are not seeing the seniors personally every day, we are still connecting with them. Everyone is contacted 3 times a week, once with the weekly delivery and two times a week with a friendly volunteer phone call.

We continue to bring on new seniors to the program without a Wait List

OUTREACH IN LAKE CITIES

Span has greatly appreciated being invited to participate in events throughout Lake Cities. We look forward to continuing our involvement with Lake Cities and reaching residents in need.



CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and will be enacted in one motion. Should the Mayor, a Council Member, or any citizen desire discussion of any Item that Item will be removed from the Consent Agenda and will be considered separately.

2. Consider and act on the fiscal year 2020-2021 Proposed Budget for the City of Corinth Crime Control and Prevention District.

Item 2 was removed from the consent agenda and to be considered in a future meeting.

3. Consider and act on a contract for service between the Corinth Economic Development Corporation (the "CEDC") and Brittain & Crawford, LLC for surveying, including legal descriptions and drawing exhibits, certain real property located at 2003 Corinth Parkway (the former Corinth Police Station) for an amount not to exceed \$3,000.00.
4. Consider awarding a contract with HQS Construction for concrete street repairs.
5. Consider award of bid to CTX Plumbing to replace all water fixtures in the Community Park to touch less, utilizing funds from the Coronavirus Aid, Relief, and Economic Security Act.
6. Consider authorizing the city manager to sign a contract for transportation services for the new fiscal year through SPAN.

MOTION made by Mayor Pro Tem Burke to approve the Consent Agenda Items 3 – 6; seconded by Council Member Garber

AYES: Garber, Johnson, Henderson, Pickens
NOES: None
ABSENT:

MOTION CARRIED

CITIZENS COMMENTS:

In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them at this time. Citizen's comments will be limited to 3 minutes. Comments about any of the Council agenda items are appreciated by the Council

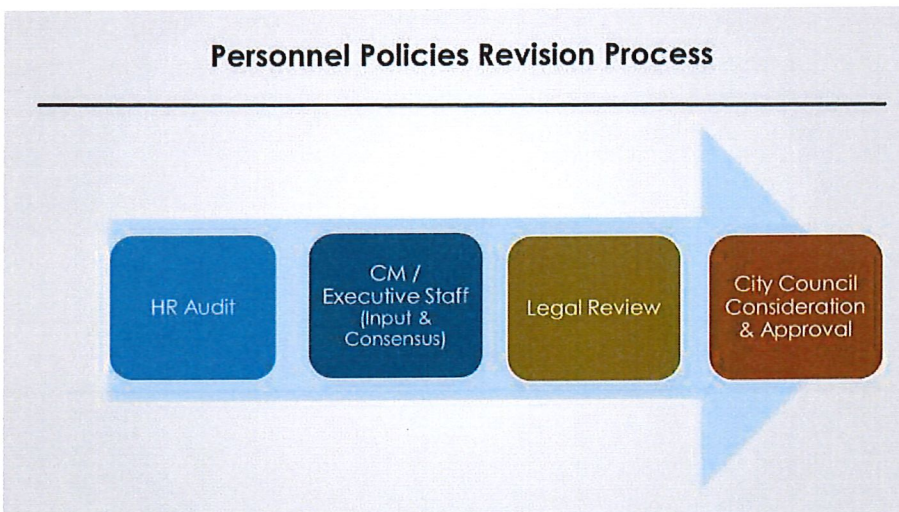
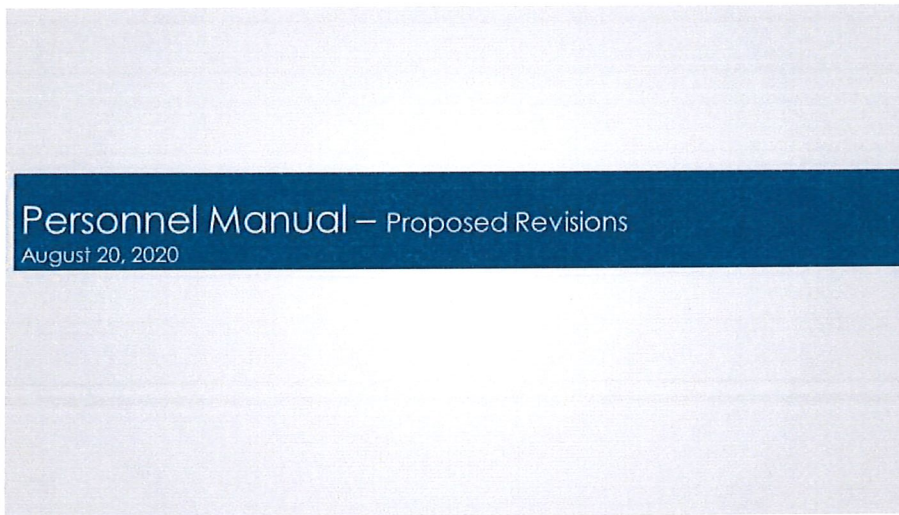
and may be taken into consideration at this time or during that agenda item. Please complete a Public Input form if you desire to address the City Council. All remarks and questions addressed to the Council shall be addressed to the Council as a whole and not to any individual member thereof. Section 30.041B Code of Ordinance of the City of Corinth.

There were no citizen comments made.

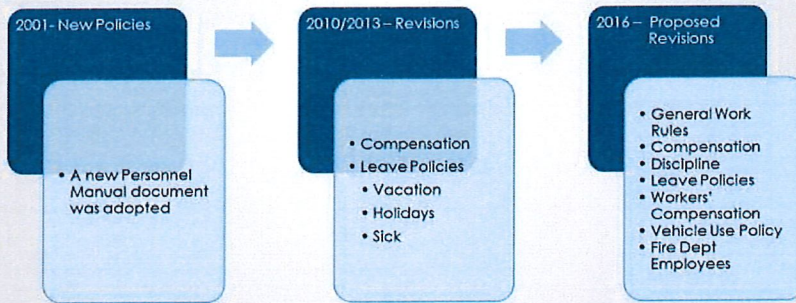
BUSINESS AGENDA:

7. Consider the adoption of ordinance 20-08-20-06 to amend provisions of the City of Corinth Personnel Policy Manual section 3 (Equal employment), Section 4 (personal appearance), Section 6 (residency requirement), Section 8 (code of ethics - truthfulness and clean language), Section 9 (on-call and call-back pay), Section 12 (abuse of sick leave definition), Section 15 (driver's license check), and Section 17 (police standard operating procedures).

Guadalupe Ruiz, Human Resources Director presented the personnel policy amendments to the City Council.

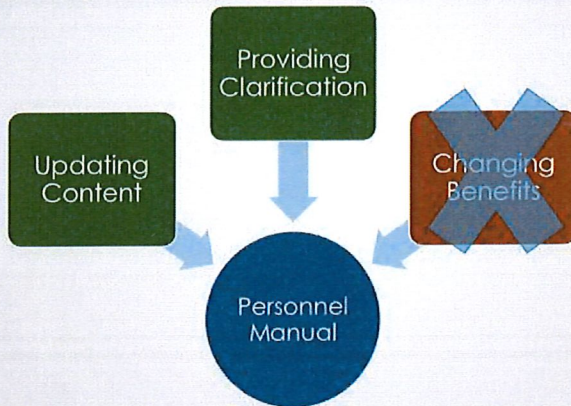


Background



Revisions

Categories of Proposed 2020 Revisions



Personnel Manual Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 3 Equal Employment...	A. Equal Employment Opportunity	Updating Content Specify that the City will not discriminate on the basis of sex as defined by applicable state and federal law.
	D. Reporting Procedure	D. Reporting Grievance Procedure Use of a widely known term and legal revision of the procedure

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 4 Employment and Selection	D. Conditions of Employment	Updating Content
		8. Personal Appearance Eliminate "Jeans" from the non-business casual attire list

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 6 General Work Rules	F. Residency Requirement or Reasonable Response Time	Updating Content
		Legal Revision

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 8 Code of Ethics	B. Truthfulness	Updating Content
		<p>All employees are expected to demonstrate the highest levels of integrity, honesty, and truthfulness. Employees are expected to refrain from knowingly making false or misleading statements that are reasonably calculated to maliciously or falsely, directly or indirectly, injure the professional reputation, authority, or employment status of other employees.</p> <p>Employees are prohibited from failing to disclose, misrepresenting material facts, or making any false or misleading statement on any job application, or other official document, report or form, or during the course of any City investigation.</p>

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 8 Code of Ethics	G. Responsibilities	Updating Content
		Expectation of "clean language"

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 9 Compensation	C. Work Hours and Overtime	Providing Clarification / Updating Content
		5. On-Call
		Policy intent clarification. Only non-exempt public works department employees are eligible for On-Call Pay. All other employees called back to work are on Call Back Pay.

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 9 Compensation (Cont.)	C. Work Hours and Overtime	Providing Clarification / Updating Content
		6. Call Back Pay.
		a. Due to emergencies or other unforeseen conditions, all employees are subject to call back to work.
		Non-exempt employee who are able to return to work shall be compensated for all hours worked, beginning at the time they leave for work, with pay for. Employees may be assigned "call-back" duty but are considered off-duty unless they are called and are able to return to work. In the event an employee is assigned "call back" duty and is not able to return to work or does not reasonably respond to a call to return to work may be subject to discipline under these policies.

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 9 Compensation (Cont.)	C. Work Hours and Overtime	Providing Clarification / Updating Content
		<p>6. Call Back Pay. (Cont.)</p> <p>Departments may also establish guidelines for what is considered a reasonable time to both respond to a call to return to work and to appear at the assigned work site.</p> <p>b. Non-exempt employees who are called back to work during non-scheduled work hours shall be compensated for a minimum of two (2) hours with pay.</p> <p>c. Travel time in response to the callback is considered work time and is included in the minimum two (2) hours provided by this policy.</p>

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 12 Leave Policies	C. Sick Leave	Updating Content
		<p>8. [Abuse of sick leave]</p> <p>Legal Revision</p>

Personnel Manual
Proposed 2020 Revisions

	Current Policy	Proposed Revision
Section 15 Vehicle Use Policy	C. Driver Licenses and Driving Records	Updating Content
	<p>2. At the direction of the City Manager and in accordance with proper applicable law, a driver license check through the City's vendor will be performed through the Human Resources Department every six months year for all City of Corinth employees ...</p>	<p>... every six months year ...</p>

**Personnel Manual
Proposed 2020 Revisions**

	Current Policy	Proposed Revision
Section 17 Police Department	2-Standard Operating Procedures	Updating Content
		The Chief of Police or his/her designee shall have in place a Field Reference Guide to all police personnel. It shall be titled as the "Standard Operating Procedures". Each bureau or division within the Police Department shall have in place such a manual. This manual shall be a supplement to the "General Orders" Manual which is an extension to the City of Corinth Personnel Policy Manual and shall outline the special needs for 24-hour per-day police protection and appropriate scheduling of personnel to achieve these needs. The issuance and maintenance of this manual shall be the responsibility of the Chief of Police or his/her designee who shall in turn be responsible to the City Manager for its content, administration and update.

2020 Personnel Manual Revisions

CALENDAR



- ❖ **City Council Consideration & Approval**
 - August 20th – Present Personnel Manual Proposed Revisions for City Council Consideration and approval
- ❖ **Communication to Employees**
 - Open Enrollment (August 25th – 27th) – Employees will receive and sign for a copy of the revised Personnel Policy Manual.
- ❖ **Adopt Revised Personnel Manual**
 - October 1st – All employees are required to comply with all provisions of the revised Personnel Manual.

MOTION made by Council Member Garber to approve as presented. Council Member Pickens seconded the motion.

AYES: Burke, Garber, Johnson, Henderson, Pickens
NOES: None
ABSENT: None

MOTION CARRIED

8. Consider acceptance of the resignation of Council Member Lowell Johnson, Place 3.

Council Member Johnson encouraged the council to keep up the good work. He hopes to see the council work toward mobility.

The Council, Mayor, and City Manager thanked Council Member Johnson for his leadership, guidance and for 22 years of service.

COUNCIL COMMENTS & FUTURE AGENDA ITEMS

The purpose of this section is to allow each Council Member the opportunity to provide general updates

and/or comments to fellow Council Members, the public, and/or staff on any issues or future events. Also, in accordance with Section 30.085 of the Code of Ordinances, at this time, any Council Member may direct that an item be added as a business item to any future agenda.

Mayor Pro Tem Burke suggested expanding the Ambassador Program to help promote pilot projects.

Council Member Johnson requested a report on fencing options along collectors and other arteries where there is wrought iron or tubular steel; other choices for a suitable replacement.

Council Member Henderson thanked everyone for their thoughts and prayers.

City Manager Hart inquired about City Council's interest in the virtual TML Conference in October and the National League of Cities Conference in November 18-20. He also inquired regarding Board Appointment interview dates, adding an extra day due to the number of applicants.

CLOSED SESSION

The City Council will convene in closed session to consider any matters regarding matters pursuant to Chapter 551 of the Texas Government Code.

Close Session convened at 7:25 P.M.

Section 551.071. (1) Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; and/or (2) a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

Section 551.072. To deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

a. Right-of-way consisting of .198 acres located at 6801 S I-35E and 3404 Dobbs Road along Dobbs Road within the H. Garrison Survey, Abstract No. 507, within the City of Corinth, Denton County, Texas (F)

b. 3.792 acres, Tract 13H, out of the J.P. Walton Survey, Abstract 1389, within the City of Corinth, Denton County, Texas (P)

c. Being 5.379 acres of land located in the J. WALTON SURVEY, Abstract No. 1389, City of Corinth, Denton County, Texas, and being a portion of the tract of land conveyed to Anchor City Investments, LLC, by the deed recorded in Instrument No. 2006-90896, of the Deed Records of Denton County, Texas (D)

d. 1.548 acres, Tract 10 (PT), Old DCAD TR 2B, 2D, out of the J. P. Walton Survey, Abstract 1389, within the City of Corinth, Denton County, Texas (P2)

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Section 551.087. To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body

is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

a. Project Agora

After discussion of any matters in closed session, any final action or vote taken will be in public by the City Council. City Council shall have the right at any time to seek legal advice in Closed Session from its Attorney on any agenda item, whether posted for Closed Session or not.

Closed Session recessed at 7:30 P.M. and reconvened back into Regular Session at 7:30 P.M.

RECONVENE IN OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON CLOSED SESSION ITEMS.

MOTION made by Mayor Pro Tem Burke to approve the contracts entered into by the city manager for the Pinnell Drainage Tract for \$41,500 and the Pinnell Jones Tract for \$1,010,150.00 and authorize the city manager to close the transactions. Council Member Garber seconded the motion.

AYES: Burke, Garber, Johnson, Henderson, Pickens
NOES: None
ABSENT: None

MOTION CARRIED

ADJOURN:

Mayor Heidemann adjourned the Regular meeting at 7:41 p.m.

AYES: All

Meeting adjourned.

Approved by Council on the 24th day of September 2020.

Lana Wylie

Lana Wylie, Interim City Secretary
City of Corinth, Texas

