

WOODWAY CITY COUNCIL MINUTES

April 27, 2020

The Woodway City Council met in a regular meeting by telephone conference, on Monday, April 27, 2020, at 5:30 p.m. In accordance with the Order of the Office of the Governor issued March 16, 2020, the City Council of Woodway conducted the meeting by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The following individuals were in attendance either by appearance in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas or by calling in:

Mayor:	Bob Howard
Mayor Pro Tem:	Keven Kehlenbach
Councilmembers:	Jane Kittner, Scott Giddings, Barbara Grandy, Vic Sober and Amine Qourzal
City Manager:	Shawn Oubre
City Secretary:	Donna Barkley
City Staff:	Lenny Caballero, William Klump, Bret Crook, and John Norman
Contract Staff:	None
Registered Guests:	David Russell

CALL MEETING TO ORDER

Mayor Howard called the meeting to order at 5:30 p.m. and provided instructions for the conference call.

The Mayor also did a roll call of the councilmembers to know for sure who was in attendance on the call.

INVOCATION

1. INVOCATION

Councilmember Vic Sober provided the invocation.

PRESENTATIONS AND VISITORS

2. RECOGNITION OF MAYOR BOB HOWARD AND COUNCILMEMBER BARBARA GRANDY

Mayor Howard addressed the City Council and staff letting them know that tonight is his and Councilmember Grandy’s last meeting (termed out). He voiced his appreciation of the staff and councilmembers. He also stated that he and Barbara both started their service to the City on the Parks and Recreation Committee before his time on city council.

Councilmember Grandy joined the meeting by phone at this time. She also addressed the City Council and staff and voiced her appreciation of the staff. She thanked the City Manager for his leadership.

The City Manager provided that once we can meet publicly, we will want to recognize both Mayor Howard and Councilmember Grandy again.

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3. HEAR VISITORS

No visitors came forward to speak at this time. There were no public comments received by email.

ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION

4. DISCUSSION AND CONSIDER ACTION ON UPDATES AND ANY NEEDED ITEMS RELATED TO THE CORONAVIRUS

Mr. Oubre provided a quick summary of the Governor's press conference today. He is issuing Executive Order GA18 that allows all retail stores, restaurants, movie theaters and malls to be reopened. These services must limit their capacity to 25% of their listed occupancy. Within malls, the food court/dining areas, play areas and interactive displays must still remain closed. All museums and libraries may open under the same 25% occupancy rules, however; interactive areas must remain closed. Churches and places of worship remain open and outdoor sports are allowed to resume so long as no more than four participants are playing together at one time. Social distancing must still be practiced. Local government operations including county and municipal relating to recordation and document file services may open as determined by the local government. He will again review this on May 18th and potentially open hair salons, barber shops and nail salons at a later date.

At a staff level, we are putting together a protocol to get staff back beginning Monday, May 4th. The City Council is in agreement with the target date of May 4th to May 6th. There was brief discussion regarding the safety measurers that will be put in place.

The next council meeting is scheduled for May 11th. I discussed with the city secretary opening the meetings back up to physical attendance by the public. We are looking at staggering the seating for social distancing.

We do not have any employees waiting for test results; nor do we have anyone self-quarantined.

The Chief will be applying for a grant for overtime related to first responders during the COVID-19 along with clothing and masks.

5. DISCUSSION AND CONSIDER ACTION ON ACCEPTANCE OF RESIGNATION FROM COUNCILMEMBER KEVEN KEHLENBACH

Mayor Howard provided that there is a copy of Keven's resignation letter in the packet.

Councilmember Kehlenbach thanked the Mayor. He stated that he has accepted a new job position and it requires he and his family to move out of state. Unfortunately, he will need to step down from the City Council. He stated that he has had a wonderful two-year experience. He recognized that many of the councilmembers have given years to this and it has been appreciated by him. He has enjoyed getting to know each of the councilmembers personally and professionally. He thanked all the councilmembers who are continuing to serve and a special thanks to Bob and Barbara for their time and effort as they both leave due to term limits. He has learned a lot and it has been a great experience! He stated that this is a great

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City Council for a great city.

Mr. Oubre stated that with Councilmember Kehlenbach's resignation, we are governed by Section 2.6 of the City Charter which says that any vacancy must be filled by a majority vote of qualified voters at an election called within 120 days. This will be a special election. The City Secretary is already working on this.

Councilmember Grandy moved to accept Councilmember Kehlenbach's resignation. Councilmember Sober seconded and the motion passed unanimously.

6. DISCUSSION AND CONSIDER ACTION ON RESOLUTION R-20-06 PROVIDING FOR ADDITIONAL BENEFITS FOR EMPLOYEES WHO ARE REQUIRED TO BE PRESENT AND OPERATE ESSENTIAL FUNCTIONS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Mr. Oubre provided that this is a way of recognizing the employees who had been required to be here on a normal schedule as we went into this "essential/non-essential"; (not really a good description because everyone is essential), but to recognize those who had continued to work a regular forty hour work-week and getting increased exposure to the COVID-19 virus versus those that are coming in less frequently or not at all. I have come up with the following three groups:

1. Some department heads and all first responders. They continue to work a full schedule. I am asking City Council to award the forty hours of additional leave.
2. A group of people who come in at least two days a week or rotate with their co-partner and alternate their weeks working in the office or on the job. They will get sixteen hours of additional leave.
3. Those that work at home and may have come in once every other week or less; They will not get compensated for any additional leave.

I put this in a vacation bank because I am trying to make it as little cost to the City but also recognize the service of those employees. The vacation allows us the flexibility to choose or agree when the employee uses it so it doesn't trigger overtime.

There was brief discussion and Mr. Oubre stated that the reason for doing this is that under state constitution we can't gift anything. We can give bonuses and raises if you have set a bench mark. This is setting the bench mark since we are still in this window.

Councilmember Giddings moved to authorize the City Manager to approve Resolution R-20-06 providing for additional benefits for employees who are required to be present and operate essential functions during the COVID-19 Public Health Emergency. Councilmember Qourzal seconded and the motion passed unanimously.

CONSENT AGENDA

7. A. DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 13, 2020, AT 5:30 P.M.

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- B. DISCUSSION AND CONSIDER ACTION ON RESOLUTION R-20-04, FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH ONCOR CITIES STEERING COMMITTEE; AUTHORIZING THE HIRING OF LEGAL COUNSEL AND CONSULTING SERVICES; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY
- C. DISCUSSION AND CONSIDER ACTION ON RESOLUTION R-20-05, DECLARING PROPERTY EXCESS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSAL OF SAME

Mr. Oubre provided information on Items B and C. No items were removed from the Consent Agenda.

8 DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

Councilmember Kittner moved to approve the Consent Agenda.

- A Approve the minutes of the regular City Council meeting held April 13, 2020, at 5:30 p.m.
- B Adopt Resolution R-20-04, finding that Oncor Electric Delivery Company LLC's application for approval to amend its distribution cost recovery factor to increase distribution rates within the city should be denied; authorizing participation with Oncor Cities Steering Committee; authorizing the hiring of legal counsel and consulting services; finding that the City's reasonable rate case expenses shall be reimbursed by the company
- C Adopt Resolution R-20-05, declaring property excess to the City's needs and authorizing the disposal of same in the best interest of the City of Woodway

Councilmember Grandy seconded and the motion passed unanimously.

CITY MANAGER AND CITY COUNCIL REPORTS

9. CITY MANAGER'S REPORT

Mr. Oubre provided the following comments:

- Household Hazardous Waste Day postponed until October
- We are addressing some drainage issues around the City
- Staff (William and Lenny) are looking at how the virus will impact the budget this year and the upcoming budget.
- Earlier today, an 18-wheeler had an accident on Bosque which knocked down an electrical pole and caused some utility problems. We expect Bosque to be closed into late evening

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- Tomorrow we will have new councilmember orientation. The Mayor will attend with the new members and certain staff

10. CITY COUNCIL REPORTS

No City Council reports at this time.

CLOSING ITEMS

11. CONSIDER ACTION ON THE OPEN MEETINGS ACT RESOLUTION

Councilmember Grandy moved to approve the Open Meetings Act Resolution. Mayor Howard seconded the motion, and the motion passed unanimously.

12. CONSIDER ACTION ON ADJOURNMENT

Mayor Howard adjourned the meeting at 6:16 p.m.

Donna Barkley, City Secretary

Mayor