

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY, OCTOBER 3, 2024
6:00 PM**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Workshop Session at 6:07 PM in the First Floor Conference Room at City Hall, with the following members present: Mayor Gabe Adame; Mayor Pro-Tem Keko Moore; Council members: Chris Vaughn, Glenn Starkey, and Richard Garivey.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Tina Rodriguez, Interim Human Resources Manager; Chris Thomas, Director of Finance; Brandon Moody, Director of Public Services; and Robert E. Lee, Police Chief.

WORKSHOP BUSINESS

Review and discuss amendments to the City of Alvin Personnel Policy Manual.

Tina Rodriguez, Interim Human Resources Manager, presented this item before City Council with explanation. Ms. Rodriguez began by outlining the reasons for the updates, which are tied to recent legislative changes, the promotion of inclusivity, employee retention efforts, and the need for clearer guidelines. The proposed updates specifically pertain to Section II: Employee Civil Rights, Section IV: Pay and Benefits, Section V: Paid Time Off, and Section VII: City Equipment.

Section II will be updated to reflect the verbiage from the Americans With Disabilities Act, and the Equal Employment Opportunity Act. The Human Resources Department, in collaboration with the Asst. City Manager, EMS Director and Police Captain, developed a comprehensive chart to define and organize emergency response periods and compensation under Section IV: Pay and Benefits. While these updates will not alter existing policies in Section IV, they aim to provide clearer guidelines for establishing accurate timelines and determining appropriate compensation during emergencies or disasters.

In Section V: Paid Time Off, the following updates were proposed: adding Juneteenth as a recognized employee holiday in alignment with its designation as a federal holiday in 2021; granting up to one (1) workweek (40 hours) of paid mental health leave for First Responders, and up to two (2) workdays (20 hours) for Civilian Employees; and introducing Quarantine Leave for First Responders who are ordered to quarantine or isolate due to potential or confirmed exposure to a communicable disease while on duty.

Additionally, the proposed updates include offering up to four weeks (160 hours) of Paid Parental Leave for employees eligible under FMLA guidelines. Finally, an enhancement to Paid Time to Vote would allow full-time employees no more than two (2) hours within a pay period to participate in voting.

In Section VII, it was proposed that all employees—including full-time, part-time, temporary, seasonal, and contract personnel—be required to wear their city-issued identification badges while on-site at any city facility. This policy would extend to temporary badges for visitors and contractors performing maintenance on City properties. Additionally, employees must complete cybersecurity training as recommended by IT Management or as required by local, state, or federal regulations.

Council member Starkey raised concerns regarding the proposed two (2) days of Mental Health Leave for civilian employees and sought clarification on what qualifies as an eligible event to use this leave. A discussion followed about the definition of a traumatic event and its applicability to all employees. The

general agreement was to extend the 40-hour mental health leave benefit to all employees, rather than limiting it solely to emergency personnel.

Several council members raised questions regarding the Paid Parental Leave proposal, specifically how it applies to men using the same paid leave. It was clarified that, under FMLA, there is no distinction between men and women when utilizing leave for the birth of a child. Therefore, the City's policy should align with this standard, ensuring equal consideration for all employees.

ADJOURNMENT

Mayor Adame adjourned the meeting at 6:37 p.m.

PASSED and APPROVED the 17th of October 2024.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary