

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 22, 2021
5:30 p.m. Joint Workshop Session
6:00 p.m. Regular Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, February 22, 2021 in the City Council Chambers located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

JOINT WORKSHOP SESSION WITH PLANNING COMMISSION

5:30 p.m.

Note: Mezzanine Level (will not be streamed or recorded)

1. Call to order Joint Workshop Session with Planning Commission
2. Discussion regarding Comprehensive Plan Status, Priorities and Implementation. *(pgs. 5-6)*
3. Adjourn Joint Session and convene into City Council Workshop Session

**WORKSHOP SESSION
Council Chambers- 2nd Floor**

1. Call to order Workshop Session
2. Swearing in of Chuck Williamson whom was appointed to fill the remaining term of Gordon Nelson.
3. Discussion and updates related to COVID-19 Pandemic *(pgs. 7-8)*
4. Discussion regarding amendments to Personnel Policy *(pgs. 9-20)*
5. Discussion relating to partitions at Dais. *(pgs. 21-22)*
6. Discussion and update related to electric service disruptions and winter storm event. *(pgs. 23-24)*
7. Discussion regarding any item on the regular agenda

**REGULAR SESSION
6:00 p.m.**

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance

C. Presentations and Proclamations

| | PUBLIC HEARINGS/CITIZEN COMMENTS | PAGES |
|-----|---|-------|
| 1.1 | Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item. | N/A |
| 1.2 | Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time. | N/A |

| 2.0 | MINUTES | PAGES |
|-----|--|-------|
| 2.1 | Discussion and possible action concerning approval of minutes of the Regular Meeting on February 8, 2021 | 25-36 |

| 3.0 | CONSENT AGENDA | PAGES |
|-----|---|-------|
| 3.1 | Discussion and possible action regarding approval of the second reading of an Ordinance for a Specific Use Permit for property described as Lot 19 and .82 A419 OL22 Block B, Lakehill Estates Subdivision commonly known as 8 Chris James, Lampasas, Texas Lampasas County to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 “SF10” | 37-40 |

| 4.0 | BOARDS/DEPARTMENT REPORTS | PAGES |
|-----|---|-------|
| 4.1 | <ol style="list-style-type: none"> 1. City Secretary Monthly Report 2. Utility Billing and Collections Monthly Report 3. Public Works Monthly Report for Electric, Streets, Water/Wastewater 4. Police Department Monthly Report 5. Building Official Monthly Report 6. Economic Development Monthly Report 7. Fire Department Monthly Report 8. Parks and Recreation Monthly Report 9. Information Systems Monthly Report 10. Library Monthly Report 11. Golf Course Monthly Report 12. Municipal Court Monthly Report | 41-74 |
| 5.0 | ROUTINE MATTERS | PAGES |
| 5.1 | City Manager’s Operational Report <ul style="list-style-type: none"> • Campbell Park • Comp Plan • Staff | 75-76 |
| 5.2 | MAYOR’S COMMENTS | N/A |

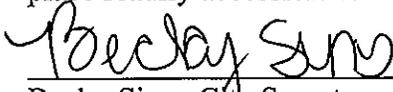
| | | |
|-----|---------------------|-----|
| 6.0 | UNFINISHED BUSINESS | N/A |
|-----|---------------------|-----|

| | | |
|-----|--------------|-------|
| 7.0 | NEW BUSINESS | PAGES |
|-----|--------------|-------|

| | | |
|-----|--|-------|
| 7.1 | Discussion and possible selection of website photo contest winner | 77-80 |
| 7.2 | Discussion and approval of request regarding the City of Lampasas Special Events for 2021. | 81-84 |
| 7.3 | Discuss and consider renew and update the contract between the City of Lampasas and the Brazos River Authority (BRA) for 1,000 acre-feet (AF) which would now be a BRA System Water Availability Agreement (SWAA) | 85-88 |
| 7.4 | Discuss and consider installing partitions to Dias. | 89-90 |
| 7.5 | Discussion and possible action regarding an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1540 which adopted the 2017 City of Lampasas Personnel Policies Manual Section 4.00 Types of Employment, Subsection 4.02 concerning Introductory Period For Promoted and/or Transferred Employees; amending Section 5.00 Employee Compensation and Advancement, Subsection 5.08 concerning Longevity Pay for Employees with twenty-five (25) to twenty-nine (29) years of service and Employees with thirty (30) or more years of service; amending Section 8.00 Leave Time, Subsection 8.03 Concerning the Use of Accrued Vacation Leave; Subsection 8.04 Concerning the Use of Accrued Sick Leave; Amending Section 10.00 Health and Safety, Subsection 10.04 Concerning the Use of Accrued Leave to Be Used to Supplement Workers' Compensation for On-The-Job-Injuries; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date. | 91-92 |

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 19 day of February 2021 at 3:28pm



 Becky Sims, City Secretary

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City ManagerITEM NO. JOINT WORKSHOP

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion regarding Comprehensive Plan Status, Priorities and Implementation during the Joint Workshop Session with Planning Commission

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 17, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments:

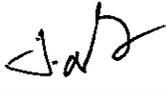
Summary Statement:

In preparation for formal consideration and public hearing, this Workshop item provides the opportunity for discussion and input on the Draft Comprehensive Plan. The primary focus of this agenda item will be Chapter 5 and 6; however other sections of the Plan may also be discussed.

Recommendation:

Discussion and Recommendations Only

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City Manager

ITEM NO. WORKSHOP-3

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion and updates regarding COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: February 17, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

Attachments:

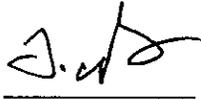
Summary Statement:

This item is placed on the Workshop Agenda to provide updates and discussion regarding impacts and City response to the COVID-19 pandemic.

Recommendation:

Discussion, updates and direction from Council

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City Manager

ITEM NO. WORKSHOP 4

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion regarding progress and proposed updates to the City of Lampasas Employee Personnel Policy

Requested By: Finley deGraffenried, City Manager

Submitted By: Vicki Tower, Parks Secretary/HR Coordinator

Date Submitted: February 19, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

Attachments: Ordinance

Summary Statement:

City Staff will review with Council, the progress and proposed updates to the City of Lampasas Employee Personnel Policy.

Recommendation:

Discussion only

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AMENDING ORDINANCE 1540 WHICH ADOPTED THE 2017 CITY OF LAMPASAS PERSONNEL POLICIES MANUAL AMENDING SECTION 4.00 TYPES OF EMPLOYMENT, SUBSECTION 4.02 CONCERNING INTRODUCTORY PERIOD FOR PROMOTED AND/OR TRANSFERRED EMPLOYEES; AMENDING SECTION 5.00 EMPLOYEE COMPENSATION AND ADVANCEMENT, SUBSECTION 5.08 CONCERNING LONGEVITY PAY FOR EMPLOYEES WITH TWENTY FIVE (25) TO TWENTY NINE (29) YEARS OF SERVICE AND EMPLOYEES WITH THIRTY (30) OR MORE YEARS OF SERVICE; AMENDING SECTION 8.00 LEAVE TIME, SUBSECTION 8.03 CONCERNING THE USE OF ACCRUED VACATION LEAVE; SUBSECTION 8.04 CONCERNING THE USE OF ACCRUED SICK LEAVE; AMENDING SECTION 10.00 HEALTH AND SAFETY, SUBSECTION 10.04 CONCERNING THE USE OF ACCRUED LEAVE TO BE USED TO SUPPLEMENT WORKERS' COMPENSATION FOR ON-THE-JOB-INJURIES; REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lampasas Texas is a Home Rule municipality granted the authority to enact regulations pertaining to health, safety and welfare of the City and its citizens by the State of Texas and, further, to operate pursuant to the provisions set forth in its Home Rule Charter adopted by the voting citizens of the Lampasas community; and

WHEREAS, the City Council of the City of Lampasas, Texas, has received information from the City Manager and staff members concerning a need for certain amendments to the City's Personnel Policies, pertaining to the introductory period for promoted and/or transferred employees, longevity pay, and allowing employees to use their accrued leave to supplement workers' compensation provisions, as detailed herein below, and

WHEREAS, after careful consideration and evaluation, the City Council has determined that it is in the best interest of the City to approve the amendment to the 2017 City's Personnel Policies Manual, as detailed below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS THAT:

Part 1: The existing 2017 Personnel Policies Manual of the City of Lampasas dated November 2017 Section 4.00 Types of Employment, Subsection 4.02, entitled "Introductory Period;" Section 5.00 Employee Compensation and Advancement, Subsection 5.08, entitled "Longevity Pay;" Section 8.00 Leave Time, Subsection 8.03 entitled "Vacation Leave;" Subsection 8.04, entitled "Sick Leave;" and Section 10.00 Health and Safety, Subsection 10.04, entitled "On-the-Job-Injuries" are amended as follows:

4.02 INTRODUCTORY PERIOD

New Employees or Demoted Employees:

All new regular employees or employees who are demoted, ~~or~~ **will** serve an introductory period of six months (1,040 hours for regular fulltime employees, 520 for part-time employees that work an average of 20 hours a week, and 1378 for **regular, full-time fire personnel**. Note that the completion of the introductory period is no less than six months.) Any significant absence will automatically extend the introductory period by the length of the absence. Within the first four months of employment, the supervisor must review the employee's performance with that employee. Following completion of the introductory period, each newly hired, ~~transferred, promoted,~~ or demoted employee will receive an evaluation by and progress report from the appropriate department head related to the employee's job performance during the introductory period. Unfavorable evaluations may result in termination of employment.

If the department head believes it would be in the city's best interest to extend the new employee's introductory period, the department head may recommend an extension, in writing, to the city manager for final approval. The maximum length of the extension is 90 days. At the end of the 90-day extension, the department head, in consultation with the city manager, must determine whether the employee should remain with the city or be terminated.

New employees may accrue leave benefits, but are not eligible to use vacation or sick leave benefits until they have completed the introductory period. New employees may use the personal leave day and/or compensatory time off, if applicable, during the introductory period. In the event a new employee is terminated or resigns during the introductory period, he or she will not be paid for any accumulated leave.

Promoted and/or Transferred Employees:

Any employee that is promoted and/or transferred to another department, must serve an introductory period of six months (1,040 hours for regular fulltime employees, 520 for part-time employees that work an average of 20 hours a week, and 1378 regular, full-time fire personnel). Note that the completion of the introductory period is no less than six months, for performance and evaluation purposes and to receive input from supervisor regarding achievement of departmental goals. Within the first four months of employment, the supervisor must review the employee's performance with that employee. Following completion of the introductory period, each promoted and/or transferred employee will receive an evaluation by and progress report from the appropriate department head related to the employee's job performance during the introductory period.

Promoted and/or Transferred employees may accrue leave benefits and are eligible to use their vacation or sick leave benefits. Promoted and/or Transferred employees may use the personal leave day and/or compensatory time off, if applicable, during the introductory period. In the event a Promoted and/or Transferred employee is terminated or resigns during the introductory period, he or she will be paid for all accrued leave.

5.08 LONGEVITY PAY

Longevity pay is additional pay for each full year of service with the city to regular full-time employees. Longevity pay is distributed annually on the employee's anniversary date as a lump sum according to the schedule listed below. Longevity pay does not increase an employee's base pay.

| | |
|---|---------|
| From Five (5) to Nine (9) years | \$400 |
| From Ten (10) to Fourteen (14) years | \$550 |
| From Fifteen (15) to Nineteen (19) years | \$700 |
| From Twenty (20) to Twenty-Four (24) years | \$850 |
| From Twenty-Five (25) to Twenty-Nine (29) years | \$1,000 |
| Thirty (30) years or more | \$1,200 |

8.03 VACATION LEAVE

Regular, full-time city employees are eligible to accrue paid vacation leave.

Accrual of Vacation Leave. Vacation leave is accrued on a pay period basis in accordance with the employee’s length of service with the city. Regular, full-time employees accrue vacation leave according to the following schedule:

| Years of Service | Vacation Workdays Per Year |
|--------------------------|----------------------------|
| Less than 3 | 10 |
| At least 3, less than 6 | 12 |
| At least 6, less than 16 | 15 |
| At least 16 years | 20 |

Temporary/seasonal employees do not earn vacation leave. Part-time employees who work an average of at least 20 hours per week accrue vacation leave on a pro rata basis based on how their work schedule compares to the 40-hour workweeks covered by the pay period.

Fulltime Fire Department employees accrue vacation leave on a pro rata basis.

Scheduling Vacation Leave. All leave request submissions must be in accordance with the written policy established by the city manager. Supervisors should encourage their employees to schedule vacations and to request leave well in advance; vacation schedules must accommodate the city’s work schedule. Department heads are responsible for establishing vacation schedules with employees. Provided that departmental workloads and staffing in the department permit, employees should be allowed to select their desired vacation periods. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a “first come, first served” basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference in accordance with seniority.

If the desired leave schedules conflict with city requirements, the city’s requirements are given first consideration. There must always be a senior manager either on duty or available on call in each department at all times. Approval previously granted for leave requests may be withdrawn if necessary to satisfy work requirements of the city.

Use of Vacation Leave. Accrued vacation leave may be taken after six months of continuous employment, with the approval of the department head or the city manager. New employees still in the introductory period will accrue vacation leave, but they may not use it until completion of the

introductory period.

Regular, full-time employees are charged with vacation leave for each full day they are absent on approved vacation leave, based on the number of hours they would have been scheduled to work if they had worked the day(s) during which they took vacation leave. Use of vacation leave for less than full day(s) is recorded in increments of 15 minutes or more.

Regular, full-time employees may use their accrued vacation time to supplement Workers' Compensation for a bona fide, on-the-job, work-related injury. Refer to Section 10.04 *On-The-Job-Injuries*.

Maximum Vacation Leave Accrual. Employees are encouraged to take a vacation each year so that they may return to the city refreshed and renewed. If city or personal circumstances prevent the use of vacation leave in the year it is earned, employees may accrue and carry forward up to a maximum of two years' accrual of vacation leave at their current accrual rate.

Payment for Unused Vacation Leave Upon Separation. When an employee leaves the service of the city, he or she will be paid for accrued but unused vacation leave not to exceed the appropriate maximum. The rate of pay will be determined by the salary rate in effect at the time of termination.

Employees terminating during the first six consecutive months of city employment will **not** be paid for accumulated vacation leave.

8.04 SICK LEAVE

An employee with accrued sick leave may use that leave if the employee is absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of a member of the employee's immediate family who requires the employee's personal care and attention. For this purpose, immediate family is defined as the employee's spouse, child(ren) (natural, foster, step, or adopted), parent, step-parent, grandchild(ren) or any other relative of the employee who resides in the employee's household and/or is dependent on the employee for personal care.
5. **Regular, full-time employees may use their accrued sick time to supplement Workers' Compensation for a bona fide, on-the-job, work-related injury. Refer to Section 10.04 *On-The-Job-Injuries*.**

Accrual of Sick Leave. Regular full-time and regular part-time city employees who work an average of at least 20 hours per week are eligible to accrue paid sick leave. Regular full-time non-firefighting employees accrue sick leave at the rate of 3.69 hours per biweekly pay period, regular part-time employees who work an average of at least 20 hours per week accrue sick leave on a pro rata basis determined by how their regular work schedule compares to a 40-hour workweek; and regular firefighting employees who work on 24-hour shifts earn sick leave at the rate of 5.54 hours per biweekly pay period, for a total of 144 hours per year. The appropriate number of sick leave hours is credited to an employee's account on the first day of the pay period in which the employee's

employment with the city begins, and on the first day of each pay period thereafter until the employee has reached the maximum.

Temporary and seasonal employees do not earn sick leave.

Use of Sick Leave. Accrued sick leave cannot be used by a new regular employee until he or she has completed the 1,040-hour, introductory period, 1378 for firefighters (hours actually worked).

Employees must report to and remain at work until it is necessary to leave for an approved non-emergency appointment, and must return to work immediately following the appointment, unless extenuating circumstances exist. Use of sick leave is recorded in increments of 15 minutes. The unauthorized use of sick leave may result in disciplinary action against the employee, up to and including termination of employment.

Regular, full-time employees are charged with sick leave for each full day they are absent on approved sick leave, based on the number of hours the employee was scheduled to work on the day(s) he or she was sick.

Notification Requirements. Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured in accordance with the written policy established by city manager. In all other instances of use of sick leave, the employee must notify his or her supervisor and request that approval of sick leave be granted before leaving work or, if not already at work, within 15 minutes of the employee's scheduled time to begin work, as a general rule, unless emergency conditions exist. Some departments may require earlier advance notification, depending upon the nature of the work and the need to secure substitute employees to carry on critical city functions. The employee is responsible for understanding the city manager's policy and his or her department's policies regarding advance notice requirements.

Department heads will notify employees in their department if more than 15 minutes' advance notice is required to ensure adequate staffing. The employee also must call the supervisor within the required time frame each subsequent day he or she will be out on sick leave unless other arrangements are made. Failure to provide the required notice may result in the employee's being placed on leave-without-pay status, and could result in disciplinary action against the employee up to and including termination of employment.

Medical Statement. A department head or the city manager may request an employee in his or her department to furnish, and the employee must provide upon request, written verification by a physician and/or other licensed health care provider of medical disability precluding availability for duty at any time that sick leave benefits are requested for three or more consecutive days.

Maximum Accumulation of Sick Leave. Sick leave not used by regular employees during the year in which it accrues accumulates and is available for use in succeeding years up to a maximum allowable accumulation of 1,040 hours (one-half of a regular work year of 2,080 hours) for regular full-time employees. Paid, certified fire personnel who are regular, full-time employees of the city are allowed a maximum of 1378 hours (one-half of a regular work year of 2756 hours). After an employee has reached the maximum accrual amount, no additional sick leave is accrued until the employee's sick leave balance drops below the maximum level.

Exhaustion of Sick Leave. An employee who has exhausted earned sick leave benefits may request to use accumulated vacation or other paid leave, or may request a leave of absence without pay. No

advance of unearned sick leave benefits will be made for any reason.

Illness While on Vacation Leave or on a Holiday. When an illness or physical incapacity occurs while an employee is on vacation leave, accrued sick leave may be granted to cover the period of illness or incapacity, and the charge against vacation leave reduced accordingly. Application for such a substitution must be supported by a medical certificate or other acceptable evidence, if requested. If an employee is sick on a holiday, he or she may not use sick leave for these hours and will not get an alternative day off.

Upon Termination. Unused sick leave is canceled upon termination of employment without compensation to employees with less than twenty (20) years of service with the City. When an employee leaves the service of the city with 20 or more years of service, he or she will be paid for accrued but unused sick leave as follows:

| | |
|---|-----------|
| From twenty (20) to twenty-four (24) years | 130 hours |
| From twenty-five (25) to twenty-nine (29) years | 260 hours |
| Thirty (30) years or more | 520 hours |

The rate of pay will be determined by the salary rate in effect at the time of termination. See Section 8.14 Sick Leave Pool (b) "Contribution of Days and Membership Terms", for provisions related to the donation of unused sick leave at termination.

10.04 ON-THE-JOB-INJURIES

Insurance. The city provides workers' compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work because of a bona fide, on-the-job, work-related injury for more than one week. All workers' compensation insurance claim forms must be submitted to the human resource coordinator immediately for appropriate action to be taken. *(Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title 5, Subtitle A.)*

Medical Attention. An employee who sustains a bona fide, on-the-job, work-related injury may seek medical attention from the medical facility or professional of his or her choice. The city encourages employees to return to work as soon as they are able to do so. An employee returning to work **must submit a physician's or other health care provider's statement of medical condition and release to return to full capacity work.** As determined by the city manager, at the city's expense, an employee may be required to submit to examination by an independent physician. *(Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title 5, Subtitle A.)*

Post-Accident Substance Abuse Testing. When an employee sustains an on-the-job, work-related injury or illness that requires outside medical treatment, the employee will also be subject to completing a screening for the presence of drugs and/or alcohol in the employee's system. In addition, when an employee is involved in a mobile equipment accident, the employee will be subject to completing a screening for the presence of drugs and/or alcohol in the employee's system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

Statutory Benefits. Employees who sustain an injury while at work with the city may be eligible to receive benefits prescribed by the Texas Workers' Compensation Act. These benefits include compensation payments, medical care as reasonably required to cure and relieve the effects of the injury or occupational disease(s), and/or death benefits.

Workers' compensation benefits are subject to a seven-calendar-day waiting period. After 14 calendar days of lost time, the seven-day waiting period will be paid retroactively under workers' compensation. All workers' compensation insurance claim forms must be submitted to the human resource coordinator's office immediately after injury for appropriate action to be taken. (*Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title 5, Subtitle A.*)

Exclusion. Injuries caused by willful intent and attempt to injure self or to unlawfully injure another, intoxication, horseplay by the injured employee, an act of God except in certain limited circumstances (i.e., assigned to official duty during a tornado, lightning storm, etc.), or an act of a third party for personal reasons are excluded specifically from coverage by injury leave with pay. Workers' compensation fraud is a crime (misdemeanor or felony, depending upon the dollar value of the benefits received) punishable by fines and/or jail time. The city will prosecute any individual found to be claiming a work-related illness or injury fraudulently and terminates employment with the city. (*Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title V, Subtitle A.*)

Initiation of Injury Leave. An employee who is put on leave for a bona fide, on-the-job, work related injury will be provided with a copy of the city's policy on "On-the-Job Injuries" prior to or as soon after the beginning of the leave as is feasible. Injury leave begins on the first scheduled workday of absence due to on-the-job injury and continues until the employee returns to work, his or her eligibility expires, or the employee is removed from injury leave coverage by the city manager after consultation with the city attorney.

Compensation. If an employee sustains a bona fide on-the-job, work-related injury which renders him or her unfit for performing all required duties of the job, that employee must file a workers' compensation claim and will receive workers' compensation payments as authorized under state statute.

However, payment for the workdays within the first seven calendar days is not received by the employee until he or she has been off work 14 days. Therefore, the city will allow the employee to use accrued sick leave, vacation leave, or **compensatory time off**, if balances exist in the employee's leave accounts, during the first seven calendar days missed because of injury leave. After the seventh calendar day, when worker's compensation payments commence, the employee will receive ~~only~~ the amount paid by the city's worker's compensation carrier. An employee receiving workers' compensation payments may ~~not~~ use **their** accrued sick leave, vacation leave, **personal business day and/or compensatory time off** to supplement the workers' compensation payments.

Once an employee on injury leave is no longer on the city payroll, he or she is personally responsible for any amounts that would have been deducted from his or her paycheck when he or she was previously on the city payroll. The employee must provide the city with a check or cash for any such amounts, such as dependent coverage for medical/dental and life insurance, not later than the first of each month.

An employee receiving workers' compensation payments ~~does not~~ **may** accrue vacation or sick leave, **if eligible**, and is ~~not~~ entitled to receive holiday pay, **if eligible**.

Continuation of Group Medical Insurance for Employee and/or Dependent. To continue medical insurance for the employee and/or the employee's dependent(s) while the employee is on injury leave and no longer receiving a regular city paycheck, the city will continue to pay the city's portion of the employee's medical insurance for a period of time not to exceed one year following the employee's injury. During this time period, the employee must remit to the city the employee's portion of insurance premiums in a timely manner each month. Thereafter, the employee must pay both the employee's and

the city's portions of these insurance premiums to the city on the schedule established by the city manager, if allowed by the city's insurance carrier, in order to maintain coverage.

Reporting Requirements. While on leave because of a bona fide, on-the-job, work-related injury, or any other type of injury, each time the employee sees the physician or other health care provider for consultation or treatment, he or she must provide a progress report to the human resource coordinator, who will notify the city manager of return-to-work expectations. Whether or not the employee has seen a physician or other health care provider, the employee must provide a written report on the status of his or her condition at least once every two weeks. Any change in the employee's condition, which might affect his or her entitlement to workers' compensation payments, must also be reported to the human resource coordinator. In addition, the injured employee must contact the human resource coordinator on a regular basis, as established by the city manager, to report on his or her condition and expectations for return to work. Failure to provide the required medical status reports or to contact the human resource coordinator on the schedule required by the city may result in revoking the employee's leave and may result in disciplinary action up to and including termination of employment.

Duration of Injury Leave. The maximum duration of occupational disability or injury leave is six months unless an extension is expressly authorized by the city manager. Requests for extension may be authorized after careful review by the city manager, in no more than 30-day increments. Any extension(s) must be reported to the city council. No extension will be granted if the city's requirement is for the position to be filled.

Termination of Injury Leave. After consultation with the city attorney, the city manager will terminate the injury leave upon receipt of evidence that the employee, while able to return to work, has not done so. Injury leave with pay may be terminated at any time without prior notice.

Return to Service. A written statement from an appropriate physician or other health care provider certifying that the employee has been released to return to work and specifying the type(s) of work he or she is capable of performing, as well as any limitation(s), must be received by the city before an employee may return to work. Such a statement must be provided to the human resource coordinator immediately prior to the employee's return to work in his or her department. All employees on injury leave must return to work after approval of either the employee's attending physician or other health care provider, or an independent physician or other health care provider, paid by the city. Failure to return to work when directed will result in appropriate disciplinary action, up to and including termination.

If the employee reports for work in his or her department without a statement from the human resource coordinator relating to having received appropriate paper work from the physician and having received authorization from the city manager for the employee to resume his or her duties, the employee's supervisor must notify the human resource coordinator immediately. The employee may not be allowed under any circumstances to resume his or her duties until assurance has been received that the proper documentation has been filed and the city manager has approved the employee's return to work. Once the appropriate authorizations are in place, the city will resume recordkeeping for purposes of payroll, benefits, leave, and length-of-service accruals. (See also Temporary Light Duty Status, below.)

Temporary Light Duty Status. It is normally not the policy of the city to allow an employee to return to work on light duty status. However, in certain limited circumstances, light duty may be permitted. During the course of an on-the-job injury leave of absence, if an employee is released by his or her physician or other health care provider for light duty, the employee's job or alternative job assignment(s) will be evaluated carefully by the city manager, in consultation with the department head

and legal counsel, to determine whether a position is available in which the city can use the employee's limited services for a temporary period of time. If no acceptable light duty assignment can be found, the city manager will deny the request and the employee will be placed on inactive status until released by the physician or other health care provider to return to his or her previous job.

An employee who is able to return to work in light duty status is in a temporary status and may be required to work in a different department and perform duties not contained within his or her current job duties. While in light duty status, the employee will be paid the appropriate pay for the job being performed. A light duty assignment cannot exceed 60 days. In addition, the employee may be eligible for workers' compensation payments in a reduced amount.

Inactive Status. The city may place an employee on injury leave on inactive status:

1. At any time that a city department head, in consultation with the city manager, determines that it is a business necessity to hire a temporary replacement for an employee on injury leave; or
2. When an employee on injury leave is unable to return to regular duty for a total of six months, unless an extension of injury leave is expressly authorized by the city manager.

When an employee on injury leave is placed on inactive status, the employee's department head is free to hire or promote a temporary replacement.

Temporary replacements may be used for a period of six months. If, at the end of that six-month period, the injured employee remains unable to return to work, the temporary replacement may become a regular employee. The injured employee will remain on the city's records in an "inactive" status (not terminated) for the duration of the approved injury leave.

When the injured employee has reached maximum recovery, but is on inactive status, the city will consider the employee for employment in a capacity for which the employee is qualified, if a position is available.

Total Disability/Retirement. A determination of total disability may be rendered at any time during the course of the occupational disability or injury leave. Upon such a determination, the human resource coordinator will make the necessary arrangements for an eligible employee's retirement under the "disability retirement" clause of the coverage provided by the city's retirement plan.

Reasons for Termination of Employment During Injury Leave. An employee may be terminated while on leave for an on-the-job injury, after consultation with the city's legal counsel, for the following reasons:

1. Refusal to return to duty on the workday on which the employee has been released by the treating physician or other health care professional; or
2. Failure to accept a "light duty" assignment; or
3. Refusal to return to duty after proof was established that the employee was able to work; or
4. Refusal to keep the city informed of their status in accordance with the reporting requirements of these policies.

Final Release or Settlement. At the time of final release or settlement of a workers' compensation claim, the employee must furnish the city with a certificate from the employee's physician or other health care provider stating that the employee is able to return to work. The certificate must also specify any limitation(s) on the employee's physical condition and the estimated duration of the limitation(s).

The city will then evaluate the employee's physical condition and determine whether he or she can perform the essential duties of the job previously held. If:

1. The employee cannot perform his or her previous duties, **or**
2. No vacancy exists, **or**
3. No other suitable position is available, **and**
4. A reasonable effort has been made to place the employee in a suitable position, **then**
5. He or she will be separated and paid accrued benefits, if any.

If the employee is separated from city employment at this point, the city manager or his or her designee will:

1. Send the employee a certified, return receipt requested letter;
2. Explain the circumstances, outlining the reasonable effort made to place the employee in a suitable position; and
3. Inform the employee that he or she has been separated from city employment and that he or she will be mailed a final paycheck, if applicable, for any accrued and payable leave benefits.

Injury Leave and the FMLA. If a bona fide, on-the-job, work-related injury requires injury leave and involves a serious health condition that is eligible under the Family and Medical Leave Act of 1993, the city will designate the leave taken as FMLA leave, to run concurrently with the employee's injury leave. See the section of these policies on **Family and Medical Leave**. (*Legal reference: Family and Medical Leave Act of 1993 (P.L. 103-3).*)

Privacy Protection. The privacy of individuals' medical records and personal health information will be protected in all transmittals to and from insurance carriers and health care providers. In addition, city personnel and elected officials who receive personal health information about employees will protect the privacy of individuals' personal health information: any conversations regarding an employee's personal health condition or status will be held only with city personnel with a need to know the information, and only in locations where the conversation may not be overheard. The only exception is when the employee has released the information to others himself or herself. (*Legal reference: Health Insurance Portability and Accountability Act of 1996, as amended.*)

Part 2: All ordinances, policies, resolutions, or parts of ordinances, policies and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Part 3: If any provision of this Ordinance and the Policies adopted herein or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or

application thereof, of this Ordinance and the Policies adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

Part 4: The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest.

Part 5: The Ordinance shall take effect upon the date of passage noted below in accordance with the City's Charter and the laws of the State of Texas.

PASSED AND APPROVED ON FIRST READING ON THE ____ OF _____ 2021

PASSED AND APPROVED ON SECOND READING ON THE ____ OF _____ 2021

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
(Signature of Attorney Provided on Separate page to be attached)



City ManagerITEM NO. WORKSHOP 5

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion regarding installing partitions to Dias.

Requested By: Monica Wright, IT Director

Submitted By: Becky Sims, City Secretary

Date Submitted: February 17, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

During the Spring of 2020 Council was provided alternative seating due to the onset of COVID-19 to practice social distancing to help slow the curve. While the intent was to be short term; realistically we know that we need to modify for long term planning. Staff understands and advocates for social distancing; however, we would like Council to sit at the Dias as a whole and be able to utilize equipment as it is intended. Today Council has to share desk microphones and Staff, as well as, Citizens have to share a wireless microphone; therefore, the podium with the hard-wired microphone is not able to be used as intended. Staff is asking for Council consideration in seeking bids for partitions to separate each Council seat. This will allow for better visibility and audio. The microphones are hard-wired and designed to be spoken into. Council members have the tendency to look at one another or the audience which affects the video/audio recording.

Recommendation:

Discussion and direction from Council





City Manager

ITEM NO. WORKSHOP-6

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion and update related to electric service disruptions and winter storm event

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 19, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

Staff will provide a brief update regarding Electric, Water, and Public Service Events of the week of February 14, 2021

Recommendation:

Presentation, discussion and direction.

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 8, 2021
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Talbert presiding.

Council Members present:

Mayor Pro Tem TJ Monroe
Bob Goodart
Randy Clark
Cathy Kuehne

Council Members absent:

Delana Toups
Gordon Nelson

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Becky Sims, City Secretary/Zoning Administrator
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief
Vicki Tower, Parks Secretary/Human Resource Coordinator
Chris Eicher, Parks Director

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:30 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

2. Discussion and updates related to COVID-19 Pandemic

Jeff Smith, Fire Chief provided the following updates:

Lampasas County

Total Cases: 1910

Total Active Cases: 146

Total Fatalities: 24

Since Tuesday, February 2, the County has been below 15% for the total number of Hospitalized patients with COVID-19. The goal to increase capacity in local businesses, or to be able to have elective surgeries, to get this number below 15% or less for seven consecutive days or less than 30 active cases each day for 14 days.

Vaccine Information:

On Saturday, February 6, First Responders and Health Professionals received their second round of the vaccine. Another 50 people who are teachers who are over the age of 60 or have severe illnesses received their first does of the vaccine.

Rollins Brook received some vaccines this past week and should continue to receive the same amount going forward. The Family Medicine Clinic has been approved as a site to provide the vaccine. Bell County is now a Vaccine Distribution Hub.

3. Discussion regarding Comprehensive Plan Status, Priorities and Implementation; specifically, Chapters 5 & 6.

Finley deGraffenried, City Manager advised Council that the Comprehensive Plan was discussed at the previous Council Meeting outlining timing to submit edits and updates to the consultants and timeline of implementation. The narratives, objectives and goals will be provided under separate cover. The next steps include a joint workshop with the Planning Commission. Public Hearings will be held March 4, 2021 and March 8, 2021. Small Group Meetings with the Comprehensive Plan Advisory Committee is tentatively scheduled for next week based on availability.

4. Discussion regarding a date to tour City Facilities and to identify Planning Categories as it relates to the City Council Work Plan.

Council and Staff recommended that due to the upcoming election and change of Council members it is best to postpone until May 2021 prioritizing the planning categories and identifying tasks, projects and hot topics to be worked on and implemented going forward.

5. Discussion and updates regarding Hostess House.

Finley deGraffenried, City Manager advised Council of the report received from Hendrix Engineering Consults regarding broad improvements to the building including the mechanical system, electrical system and plumbing.

Mechanical

1. Current Mechanical system is for HVAC is large split systems for primary heating and cooling.
2. Level 1 is served from ductwork and units below grade. Level 2 is served by units in closets and ductwork overhead.
3. Currently Systems appear to be functioning but are nearing end of life cycle. Maintenance access is poor for all units. Ductwork requires cleaning or replacing.
4. No computer controls installed at this time.
5. For final project Ali Units and Ductwork should be replaced with new to match final loads and space conditions. Building controls should consider being added. New mechanical should meet new IECC Energy Code. Mechanical replacement could be considered phase 2 if needed.

Power

1. Building power is fed from a pad mount transformer with low voltage either 120/208volt or 120/240 volt to be confirmed later.
2. Equipment is in fair condition; some panels may be reused depending on final scope of revitalization project.

3. New receptacles to match future use and HVAC power should be provided as part of remodel.
4. New power for envelope changes to be done in phase 1.
5. Changes to power based on Kitchen remodel.

Lighting

1. All Lighting should be replaced to LED with proper controls to meet the new IEEC Energy Code and final use of the building.
2. Interior and Exterior lighting should be replaced.

Plumbing

1. Existing Plumbing and restroom appear to be in working order. ADA restrooms are available.
2. Restroom plumbing can remain but may want to be refreshed as part of the project.
3. Restroom quantities and for occupancy will need to be verified by Architect. 4. Restroom quantities per floor for occupancy will need to be verified by Architect.

Fire Sprinkler

1. Fire Sprinkler is currently not installed at this building. In talks with Fire Marshall due to the amount people allowed on the second floor. Fire Sprinkler should be added.
2. Architect to review if fireproofing at floor is required based on occupancy.

Acoustics

1. Is acoustics a concern to owner? Is sound transmission a problem? Need to be verified with the owner.

Envelope (needs further input from Architect)

1. Majority of building is single width stacked stone walls with no insulation. Interior walls should be furred out with insulation to meet current IEEC Energy Codes. Add power receptacles and light switches at that time.
2. Roof appears to have no insulation. Roof insulation should be added to meet current IEEC Energy Codes.
3. Floor that is raised does not appear to have insulation, insulation should be added to all raised floor areas to meet IEEC Energy Codes.
4. Window appear to be very old single pane window. Should be replaced with new energy efficient window to meet current IEEC Energy Codes.

Structural (further input from structural engineer required)

1. Existing Structure appears to be load bearing masonry with some super structure.
2. Roof Structure loading unknown, require further investigation by structural engineer. Maybe be able to remain may need to upgrade.
3. Wood Column super structure should possibly be replaced with Steel super structure.
4. 2nd floor structure not totally known, require further investigation by structural engineer to verify capacity and recommend if should be replaced with steel.
5. Number of occupants and loading for second level should be part of weight analysis.

Elevator

1. Existing elevator is residential, will need to upgrade to commercial grade elevator.

Kitchen Facilities

1. Currently Kitchen facilities are primarily residential in nature.
2. There is a 3-compartment sink.
3. Grease trap needs to be added.
4. If desired upgrades to allow more kitchen space could be done. Potential a small addition to the west side of the building to allow space for MEP and kitchen equipment.
5. City has expressed interest that kitchen primarily functions as a warming kitchen with minimal cooking appliances. Potentially cooler/freezer and warming cabinets, microwaves and possibly a stove/oven with hood. TDB

Overall Possible Future Scope for Discussion

1. Gut existing interior.
2. Keep existing Stone Exterior.
3. Prove new steel super structure as required.
4. Roof and Second level structure needs review from Structural Engineer for recommendation.
5. Furr new exterior inside walls with Sprayfoam/new insulation.
6. Add Roof and raised First Floor insulation.
7. New Windows.
8. Remodel HVAC rooms.
9. Remodel Bathrooms.
10. Remodel and or Expand Kitchen serving Area.
11. Replace lights
12. Replace HVAC.
13. Replace Elevator.
14. Upgrade Electrical as needed for other work.
15. New Sound System?
16. New Technology Room?
17. Remodel Office, Bride-Groom Rooms.
18. New Plumbing as required for other work, Scope existing waste line as needed.

With the recommendations and concerns identified the scope of the project will depend on how the renovation takes place. Realizing this project will take some time it is important to prioritize the renovation based on life safety and perform the tasks in phases. Everyone agrees that maintaining the integrity of the building is a priority. Although this project will be funded through Hotel Occupancy Funds; the assessment of repairs should be prioritized based on needs. Staff recommends using Reliance Architecture. LLC for an overall design coordination of structural, MEP, Life Safety and accessibility disciplines for Council consideration and a future meeting, Council concurs.

6. Discussion regarding any item on the regular agenda

There were no discussions regarding items on the regular agenda

7. Adjourn

Mayor Pro-Tem Monroe moved to adjourn Workshop at 5:50 p.m. seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Toups and Nelson absent)

REGULAR SESSION
6:00 p.m.

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:00 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

| PUBLIC HEARINGS/CITIZEN COMMENTS | |
|----------------------------------|---|
| 1.1 | Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item. |

There were no citizen comments

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| 1.2 | Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time. |
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There were no citizen comments.

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| 1.3 | Public hearing to receive citizen comments regarding a request for a Specific Use Permit for property described as Lot 19 and .82 A419 OL22 Block B, Lakehills Estates Subdivision commonly known as 8 Chris James, Lampasas, Texas Lampasas County to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF10" | |
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Becky Sims, Zoning Administrator advised of the following:

- The Kirk's are asking the Planning Commission and City Council to consider approval of a Specific Use Permit to allow for an Accessory Dwelling
- The property is zoned Single Family Residential-10 "SF-10", the area surrounding the property is zoned Single Family Residential-10 "SF-10", Single Family Residential-20 "SF-20, and Single Family Residential-8 "SF-8."
- Staff mailed twenty-two (22) notices to property owners within 200 feet of the applicant's property, and to date have received two in protest and two in favor of the request.
- Planning Commission recommended approval
- Approval granted by Zoning Administrator to place storage building on premise prior to Public Hearing
- Upon approval of Specific Use Permit; when not in use for six months by the property owners will rescind SUP.

- The storage shed is 600 sq. ft. and will be equipped with living space and bathroom; no kitchen
- The Kirk's will use the storage building as a workshop or home office; when use as an accessory dwelling is no longer needed.

Council member Clark felt the picture provided in the packet was misleading.

Council member Kuehne inquired about plumbing and electric. Mrs. Sims advised at this time it has not been completed or permitted.

With no additional comments the public hearing was closed.

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| 2.0 | MINUTES |
| 2.1 | Discussion and possible action concerning approval of minutes of the Regular Meeting on January 25, 2021 |

Mayor Pro Tem Monroe moved, seconded by Council member Clark to approve the minutes as presented, motion carried. (Toups and Nelson absent)

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| 3.0 | CONSENT AGENDA |
| 3.1 | Discussion and possible action regarding the Monthly Investment Report for December 2020. |
| 3.2 | Discussion and possible action regarding purchases and charges in excess of \$4,000.00 from January 1, 2021 through January 31, 2021. |
| 3.3 | Discussion and possible action concerning the second reading of an Ordinance calling for a General Election to be held May 1, 2021. |

Mayor Pro Tem Monroe moved to approve the consent agenda as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Toups and Nelson absent)

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| 4.0 | BOARDS/DEPARTMENT REPORTS |
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| 5.0 | ROUTINE MATTERS |
| 5.1 | City Manager's Operational Report |

City Manager deGraffenried reviewed his report:

Campbell Park This week staff received aerials, benchmarks and survey information for Campbell Park. Fortunately, much of the information was available from previous work at the Park, and was only updated to include new facilities. The files have been forwarded to both the Skate Park and pavilion contractor, as well as Langerman Foster, who will conduct the geo-technical investigation. Future Council action will include consideration of a proposal for geo-tech, and beyond that, consideration of construction contracts for both contractors.

Cooper Spring The Cooper Spring Board met last week to discuss, among other items, trails and trail funding. As previously discussed by Council, the Board received trail funding, however; determined the conditions of funding would require unanticipated expense

and professional services. Currently the Board is assessing a possible combination of in-kind and paid construction, and a future, grant funded, project of smaller scope.

AT&T On October 26, 2020, Council approved a resolution providing AT&T the required one-year notice, that the City would no longer allow attachment, by AT&T, to City utility poles. The City’s consultant on the matter, Greg Fender of Local Government Services, recently reported their firm had been successful in negotiating similar agreements in Alabama and South Carolina, and plans to notify AT&T representatives in Texas to request a conference call to explain why they can cooperate elsewhere, but not in Lampasas. Don’t hold your breath, and it may be likely that they will execute a new agreement only after the required one-year notice is up.

Parks Council may have noticed recent advertising for summer staff as well as promotion of Little League. At this time, providing conditions allow, the City is preparing for somewhat regular openings and programs, likely at reduced occupancy, for both pools. Representatives from Little League are also preparing for a somewhat normal game and practice schedule. Staff will continue to update Council closer to initiation of activities.

ATMOS Staff learned this week that as a result of an ATMOS request to the Railroad Commission to make a required reduction in city-gate rates, retail rates would be decreased slightly. The overall, \$35.5 million reduction is due to a reduction in overall tax rates for ATMOS Pipeline Texas. The reduction did require consent from all ATMOS Texas Municipalities (“ATM”) through our counsel, which was provided by staff.

281 South Surveyors have been active on Highway 281 between Brook Park and the County line in preparation for road improvements. Activities this past week also included meetings with staff regarding utility inventory and possible conflicts. Rickie and Van report there may be some non-reimbursable relocations, however; not too extensive. Current plans are to initiate construction in 2023.

Butterfly The City was contacted last week regarding the possible purchase of Monarch on a Grass sculpture located in front of City Hall. The interested couple expressed that the butterfly was a favorite symbol of their late daughter, and inquired as a remembrance to her. Staff seeks Council comment and direction.

Council would like Staff to contact LAFTA, consider replacement of the sculpture and the purchase price.

Mr. deGraffenried also advised sales tax has increased 20% since last year, he also mentioned that with the colder weather Parks Staff will be lowering the creek level at Sulphur Creek and that he will be out of the office Friday afternoon due to an appointment.

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| 5.2 | MAYOR’S COMMENTS |
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Mayor Talbert extended her heartfelt wishes for a speedy recovery for the Nelson’s.

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| 6.0 | UNFINISHED BUSINESS |
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There was no unfinished business.

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| 7.0 | NEW BUSINESS |
| 7.1 | Discussion and possible action regarding approval of the first reading of an Ordinance for a Specific Use Permit for property described as Lot 19 and .82 A419 OL22 Block B, Lakehill Estates Subdivision commonly known as 8 Chris James, Lampasas, Texas Lampasas County to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF10" |

Mayor Pro-Tem Monroe moved to approve the first reading of the Ordinance, Council member Kuehne seconded the motion, motion carried with Council member Clark denying the request for a Specific Use Permit. (Toups and Nelson absent)

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| 7.2 | Discuss and consider a Resolution of the City Council to proclaim and support the Spring Ho Festival to be held July 5-July 11, 2021. |
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Mayor Pro-Tem Monroe moved to approve the Resolution supporting the Spring Ho Festival, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

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| 7.3 | Discussion and presentation of the Lampasas Police Department Annual Racial Profiling Report. |
|-----|---|

Police Chief Sammy Bailey presented the Annual Racial Profiling Report

Texas Racial Profiling law is meant to weed out policing that targets people of color. As it states on page 126 in your packet:

The Lampasas Police Department is comprised of a diverse team of individuals. We value the differences and rights of all individuals and believe that all should be treated with dignity, respect, in a fair and impartial manner. We are committed to our community and fostering continued relationships with accessibility, communication, cooperation, and trust between us and those we serve. We strive for excellence to be better leaders and servants to our community, while we protect and do our part to enhance the quality of life for all residents and visitors to Lampasas.

Racial Profiling laws require all departments that conduct traffic stops to report our data and analyze it. The belief is if it is done properly, a department can find indicators of racist policing and work to address it.

Many agencies hire an independent auditor to compile the report and analyze the data. I believe, for the present time, we can compile all that is required of the report and present it to you ourselves.

Pages 128-136 provides you with the Texas Racial Profiling law, Criminal Code of Procedures that pertain to Racial Profiling are included.

CCP Art. 2.131 Racial Profiling Prohibited: 9 words that are very straight forward: **A peace officer may not engage in racial profiling.** The Lampasas Police Department does not engage in racial profiling, nor does it have a culture to racially profile.

CCP Art. 2.132 says law enforcement agencies shall adopt a detailed written policy on racial profiling. **I've included in your packet a copy of our racial profiling policy, pages 137-143. We recently**

reviewed the policy and submitted to Officers of the department to review and provide a read receipt as proof that it was read.

1. Clearly define acts constituting racial profiling;
2. Prohibit peace officers from engaging in racial profiling;
3. Has a process by which an individual may file a complaint if they believe a peace officer employed by the agency engages in racial profiling
4. Provide public education relating to the agency's compliment and complaint process, including providing a phone number mailing address and email address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer; **Policy: (Brochure, City webpage for all employees, Police Department section, Facebook, and local media.) Pages 186, 190 brochure and handout).**
Required appropriate corrective action to be taken against a peace officer employed by the agency; **Pages 192-195 has that part of the policy regarding complaints and progression of disciplinary action for racial profiling. The Department received no complaints of Racial Profiling in 2020.**
5. Requires the collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrest made as a result of those stops (**Full Racial Profiling Report- Page 195 place holder, in your handout.**)
6. Requires the Chief Administrator of the agency, to submit an annual report of the information collected to the Texas Commission on Law Enforcement, and the governing body of each county or municipality or other political subdivision of the state. **Submitted the full report on 01/29/2021 (handout), along with the Racial Profiling Analysis on Page 196 and tonight satisfies the submission to the governing body of the municipality. Last page of your handout shows the submission.**
7. Required to have Racial Profile Training-this is part of our policy as well. I've included in your packet. Pages 144-185 training that is required, received and what TCOLE requires and is taught in the Academy. **All Lampasas Police Department officers have received the required training against racial profiling and documented in our TCOLE training records. We also receive Cultural Diversity training and in the near future may also receive additional non-bias training as part of our Professional Development.**
8. **Body Cameras and In-Car Cameras:** We have strict policies regarding the use of both, we further require Supervisors to randomly review videos to review for improvement. Should they see any racial profiling, use of force or other concerns there is a procedure to follow to report and investigate. Supervisors review and turn in to be reviewed every 6 months-documentation.

CCP Art. 2.133 Reports Required for Motor Vehicle Stops-A peace officer who stops a motor vehicle for an alleged violation of law or ordinance shall report to the law enforcement agency that employees the officer specific information about the **persons gender, race, reason for the stop, if a search is conducted reason for the search, type of search, if contraband was located, if an arrest was made, type of roadway (highway, residential, etc.), conclusion of the stop (warning, ticket, citation, arrest and if physical force that resulted in injury occurred.** This is the full report.

The Chief Administrator is responsible for auditing reports to ensure that police officers of the agency are reporting the race or ethnicity of the person operating a motor vehicle is reported. **This is done with our entry of warnings, tickets, and citations. They are reviewed by Supervisors, Dispatch, Records, and the Cardinal Records Management provides us with an error report if the information is not entered or has errors and the final report that is submitted to TCOLE.**

CCP Art. 2.134 Compilation and Analysis of Information Collected

LE Agency shall compile and analyze the information contained in each report received by the agency under Art. 2.133 No later than March of each year, and submit the report containing incident based data compiled during the previous calendar year to the Texas Commission on Law Enforcement;

Comparative Analysis: Simple Steps

- 1. Compare the number of traffic stops and searches to races stopped.**
- 2. Examine outcome of the stops and searches to race.**
- 3. Evaluate and compare number of searches by race and whether evidence/contraband was found.**

Examine information relating to each complaint filed alleging that a peace officer engaged in racial profiling,

TCOLE shall develop guidelines for compiling and reporting information,

If the Chief intentionally fails to submit a report required under the Racial Profiling laws the commission shall begin disciplinary procedures against the Chief Administrator. 2017 Sandra Bland Act increased the fine from \$1,000.00 to \$5,000.00. Texas law further sets a fine of \$5,000.00 per violation.

Compare/Analysis Page 196 Submitted on 01/29/2021 with Racial Profiling Full Report.

Page 196 meets the requirements but does not answer do we racially profile.

This is detailed in pages 197 to 199.

Pages 197-201 shows other ways to compare and analyze the information.

Page 197; Shows that the 2991 stops is reflective of the population of Lampasas; however, if you compare it to the 2010 Census it does appear to save disparity per population.

We are a very different community than what we were in 2008-2009 when this information was gathered. Detailed explanations from pages 198 to 201, explain our growth, our roadways, our housing population, Fair Road Standards-the number of vehicles per household, etc.).

Of the 2991 stops, 2090 were of the Caucasian population. 81.7% of our population is Caucasian with 69.9 percent of our stops being Caucasian. Caucasians are stopped less than the 2010 Census.

15.4 % of our population is Hispanic with 603 of the 2991 stops were Hispanic. 20.2% of our stops. This reflects that we stop Hispanics at a rate more than the 2010 Census and substantially less than Caucasians.

Of the 2991 stops, 250 were of African Americans. The 2010 census shows only 102 African Americans live in the city of Lampasas a 1.53% of our population, the 2018 estimate shows that there is an increase from that 1.53% to 5.03% of African American's living in the city of Lampasas. This indicates that we stop African Americans at a rate higher than the 2010 census and the 2018 estimated census. We stopped African Americans substantially less than Caucasians and Hispanics.

Our Asian population compared to the 2010 census and the 2018 estimated census shows a significant increase in population from .070% to 1.6%. The 2010 Census shows we stopped more Asians compared to the 2010 Census and less with the 2018 Census estimate. Still significantly less than Caucasians, Hispanics, and African Americans.

Native American is less with only 1 stop and Middle Eastern shows no stops.

If you compare stops with the State of Texas population estimates for 2018: stops vs. populations percentages is more stops for Caucasians and less for all other races.

Census Bureau: As of the 2010 US Census, the racial distribution in Texas was as follows: 70.4% of the population of Texas was White American; 11.8% African American; 3.8% Asian American; 0.7% American Indian; 0.1% native Hawaiian or Pacific islander only; 10.5% of the population were of some other race only; and 2.7% were of two or more races. Hispanics (of any race) were 37.6% of the population of the state, while Non-Hispanic Whites composed 45.3%.

According to the 2018 US Census Bureau estimates, the population of Texas was 73.5% White (41.4% Non-Hispanic White and 32.1% Hispanic White), 12.3% Black or African American, 5.0% Asian, 0.5% Native American and Alaskan Native, 0.1% Pacific Islander, 6.0% Some Other Race, and 2.7% from two or more races.^[9] The White population continues to remain the largest racial category as Hispanics in Texas primarily identify as White (81.1%) with others identifying as Some Other Race (14.6%), Multiracial (2.4%), Black (1.0%), American Indian and Alaskan Native (0.7%), Asian (0.2%), and Hawaiian and Pacific Islander (0.1%).^[91] By ethnicity, 39.6% of the total population is Hispanic-Latino (of any race) and 60.4% is Non-Hispanic (of any race). If treated as a separate category, Hispanics are the largest minority group in Texas.^[91]

English Americans predominate in eastern, central, and northern Texas; German Americans, in central and western Texas. African Americans, who historically made up one-third of the state population, are concentrated in parts of northern, eastern and east-central Texas as well as in the Dallas-Fort Worth, Houston and San Antonio metropolitan areas.

Page 196: Searches indicate that 277 searches occurred with 86 being consent searches and 191 being probable cause searches with 153 of the 191 being arrest related.

Caucasians were searched 164 of the 277 searches (59.2%)

Hispanic started 72 of the 277 searches (25.0%)

African American 39 of the 277 searches (14.1%)

Asian .7% with 2 searches of the 277 searches.

No Native American and no Middle Eastern.

A review of searches and outcomes does not reflect that people of color are searched more. This is detailed from pages 198 to 199.

Conclusion:

Racial Profiling will not be tolerated by the Lampasas Police Department regardless of statistics, laws, or policy. We have a much higher calling, we treat all people with dignity and respect regardless of color.

The Lampasas Police Department follows the laws of the State, department policy, and all our members know that racial profiling alienates communities from law enforcement, hinders community policing efforts, and causes law enforcement to lose credibility and trust among the people we are

sworn to protect and serve.

7.4 Discussion and possible action regarding the second extension of the Hillside Acres Preliminary Plat that expires on February 21, 2021

Council member Kuehne to approve the second extension of Hillside Acres Preliminary Plat, Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

7.5 Discussion and possible action regarding the selection of a firm to provide administrative services for the 2021/2022 Community Development Block Grant Program to Langford Community Management Services.

Council member Clark moved to approve the selection of a firm to provide administrative services for the 2021/2022 Community Development Block Grant Program to Langford Community Management Services., Mayor Pro Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

7.6 Discussion and Approval to adopt Civil Rights Resolution, Policies and Procedures for the TxCDBG Contract # 7220241.”

Mayor Pro Tem Monroe moved to approve the Civil Rights Resolution, Policies and Procedures for the TxCDBG Contract # 7220241.” Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

7.7 Discussion and Approval of a Civil Rights Resolution, Policies and Procedures for the TxCDBG Contract # 7220241.”

Council member Kuehne moved to approve Civil Rights Resolution, Policies and Procedures for the TxCDBG Contract # 7220241.”, Mayor Pro Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:46 p.m., Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Toups and Nelson absent)

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary


City Manager

ITEM NO. 3.1

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF-10". The property is described as Lots 19 and .82 A419 OL22 Block B, Lakehills Estates Subdivision; commonly known as 8 Chris James, Lampasas, Texas Lampasas County.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: February 4, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments: P & Z

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF-10". The property is described as Lots 19 and .82 A419 OL22 Block B, Lakehills Estates Subdivision; commonly known as 8 Chris James, Lampasas, Texas Lampasas County.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR AN ACCESSORY DWELLING IN AN AREA ZONED SINGLE FAMILY RESIDENTIAL-10 "SF-10"; LOT 19 AND .82 A419 OL22 BLOCK B LAKEHILL ESTATES ADDITION, COMMONLY KNOWN AS 8 CHRIS JAMES, LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Shawn and Dianne Kirk (owners), filed a request for a Specific Use Permit to allow for an accessory dwelling in an area zoned Single Family Residential-10 "SF-10." The property is described as Lot 19 and .82 A419 OL22, Block B; Lakehills Estates Addition; commonly known as 8 Chris James, Lampasas, Texas Lampasas County.

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the Specific Use Permit request was given to all property owners located within two hundred feet (200') of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 4, 2021, by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 8, 2021 by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF-10."

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS:

Part 1: That the Specific Use Permit requested by Shawn and Dianne Kirk (owners) to allow for an Accessory Dwelling in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas. shall be approved. The property is described as Lot 19 and .82 A419 OL22, Block B, Lakehills Estates Addition; commonly known as 8 Chris James, Lampasas, Texas Lampasas County.

Part 2: The City's City Manager and staff are hereby authorized and shall take actions necessary to reflect this amendment to the zoning designation of this Property in City documentation, including amendment to the City's Official Zoning Map.

Part 3: If any section or part of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that holding shall not invalidate or impair the validity, force or effect of any other section or part of this Ordinance or Code of Ordinances, City of Lampasas, Texas.

Part 4: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

Passed and approved the First Reading on the 8th day of February 2021.

Passed and Adopted on the Second Reading on the 22nd day of February 2021.

APPROVED:

ATTEST:

Misti Talbert, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
[Signature of Attorney Provided on Separate Page, to be Attached]

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**City Secretary/ Administration
2020 Annual Report
February 2021**

CITY ADMINISTRATION DEPARTMENT

Christina Marez- City Secretary

Becky Sims- Assistant City Secretary

Vicki Tower- Assistant City Secretary (Jan 20-Mar 20)

Chasity Shifflett- Administrative Assistant

Brief Departmental Responsibilities

- Human Resources/Personnel
- Open Records Request
- Records Retention/Management
- City of Lampasas Code of Ordinances
- Resolutions
- Annexations
- Petitions
- Building Permits
- Planning and Zoning/Zoning Board of Adjustments
- Texas Municipal League (TML) City Insurance/Inventory
- Contracts
- City Council Packets
- Budget Books
- Solicitor/Vendor Permits
- Pavilion/Ruth Eakin Amphitheater Reservations (Vicki)
- Cemetery Deeds
- Maintain Vehicle Inspections/Registrations (Titles)

Our team supports the following boards, commissions and groups/committees

- LEDC
- Parks and Recreation Advisory Board
- Airport Advisory Board
- Construction Board of Adjustments and Appeals
- Zoning Board of Adjustment
- Planning and Zoning Commission
- Comprehensive Plan Advisory Committee
- Development Team Meetings

For 2020 we attended, created the packets and or took minutes for 47 meetings, not including City Council Meetings and CPAC meetings.



In March of 2020 Chasity Shifflett, Administrative Secretary became the newest member of our team. Vicki Tower began a new role as the Park and Recreation Secretary. The Administrative Secretary wears a multitude of hats and supports many areas. The primary responsibility of this position is to greet customers, handle customer inquiries both in person and over the phone. She is a huge asset to the City Manager, City Secretary and Building Official. The following is a modest list of the other responsibilities that this position takes care of on a daily basis:

- Facilitated vehicle inspection and the registration process for close to 82 vehicles
- Completed and filed over 39 Cemetery Deeds
- Completed Departmental Purchase Orders
- Completed Monthly Newsletters (Vicki)
- Prepared Budget Books
- Cross-Trained in various Human Resources related items; such as First Injury Report and Verifying Clinic/Hospital Billing (Vicki)
- Issued Building Permits and Scheduled Inspections
- Assisted in compiling data for Open Records Requests
 - 53 requests were completed for 2020



Becky Sims, Assistant City Secretary's primary responsibilities are supporting the Building Department in all that entails, City Council Packets, Planning and Zoning inquiries, Planning and Zoning Packets and Zoning Board Packets.

The City Council Agenda/Package is a living, breathing document. The preliminary agenda begins the day after the Council Meeting. Staff provides agenda items and back up documentation as it is completed. The agenda covers are reviewed and modified as needed, signed off by the City Manager and scanned in ready to be compiled. Agenda items are received as late as Friday. It depends on when the items become available; specifically, back up documentation such as vendor letters, quotes, engineering reports etc. Once all the agenda items have been received, signed off and scanned; page numbers and item numbers are inputted to each page then printed and ready to be bound. It generally takes about 2 hours to compile once all data has been received.

The P & Z and ZBA Packages begin the day the application is received.

- Research Request (survey, description, maps, pictures)
- Newspaper Publication (Public Hearing)
- Request for Tax Cards from Appraisal District
- Send Certified Letters
- Post Public Hearing
- Prepare Ordinance and Staff Report
- Compile Package
- Post Agenda
- Mail Package to Commission/Board Members
- Place P & Z item on the City Council Agenda with their recommendations for approval, denial or approval with modifications.



While the Building Department does not fall under the City Secretary/Administration umbrella, it is supported by this area. There are several areas that cross departmental lines in an effort to provide exceptional customer service.

For 2020 there were 860 building permits issued (up about 40 from 2019), and 1020 inspections were conducted; which averages about 85 per month, 4 per day.

We support the Building Official by handling inquiries both in person and/ or by phone. We educate the customers on licensing requirements, building plans, setbacks, inspection process etc. We assist the contractors and property owners in identifying utility needs by routing inquiries through the Public Works Department and assist with Zoning Regulations to ensure Land Use is utilized as intended.



In summary this report is just to reflect on some of the items this area does on a daily basis. We are in constant go mode. We are skilled in multi-tasking and work hard at ensuring deadlines are met. We are a resource to all. Our day is not structured we have to be flexible and willing to assist and change our focus at any moment.



Finance/Utility Billing & Collection

MEMO

Date: February 12, 2021

Yvonne To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for January 2021

Finance Department:

- * Completed/reviewed all journal entries.
- * Assisted auditors with annual audit providing numerous requests.
- * Processed and mailed all W2's for employees and uploaded electronic file.
- * Processed and mailed all 1099's and uploaded electronic files.
- * Coordinated with City Secretary regarding various issues.
- * Coordinated with Human Resources regarding various questions and processes.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * All payments for the 2016 CO projects are transferred from TexPool Prime to Bancorp South to cover those invoices. Interest earned for January was \$58.60
- * Sales Tax for January was \$189,713, which is an increase of 18.97% from January 2020.
- * Reconciled 18 bank accounts
 - Processed 312 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for January 2021 was 8% higher than what was billed in January 2020. The Water billing for January 2021 was 2% lower than what was billed in January 2020.
- January Statistics for the department:

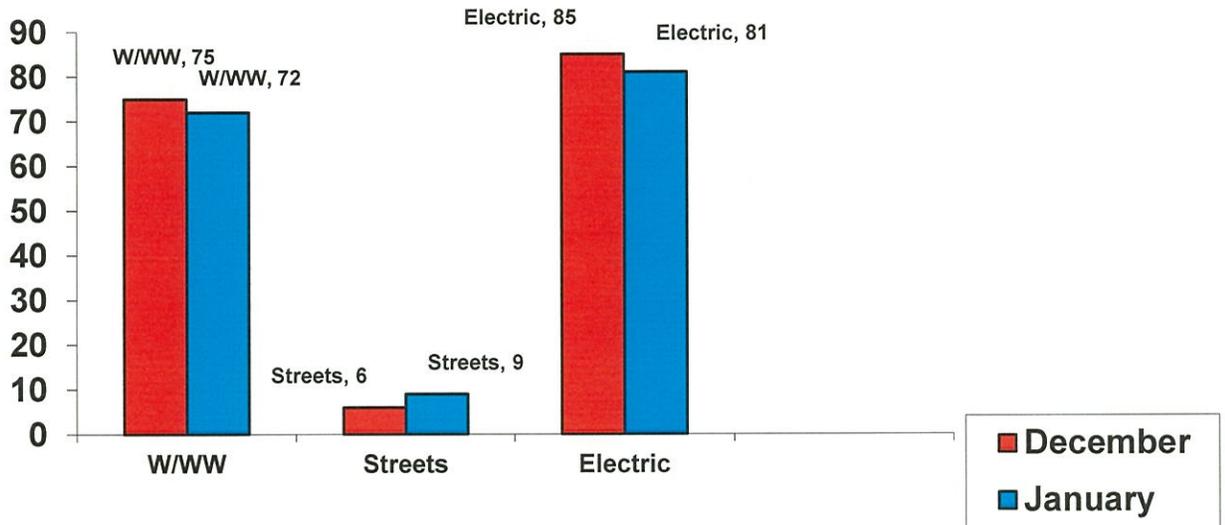
| | |
|-------------------------------|-------------------------|
| Total Water Customers | 3,564 |
| Total Wastewater Customers | 2,853 |
| Total Electric Customers | 4,990 |
| Residential Garbage Customers | 2,729 |
| Connects: | 30 |
| Disconnects: | 20 |
| Read In/Read Out: | 31 |
| Disconnects for Non-Pay: | 14 (7 were reconnected) |



Public Works

February 2021

Public Works Work Order's
Numbers are actual number of work orders



Work Order Summary:

Received: 162

Completed: 150

Voids: 3



To: Rickie Roy
From: Carlos Garcia
Date: Wednesday, February 17, 2021
Re: January, Monthly

Street Department

Mr. Roy,

For the month of January, the Streets Department worked on,

- 1) Street – Total Work Orders =9, Total Complete = 5, Total Outstanding =4, Total Void = 0
- 2) Street department work on patching workorders.
- 3) Line of sights
- 4) Sweeping all areas of the city.

For the month of February, We will be continuing taking care of work orders. We will continue d tree trimming and line of sights. We will be getting ready for brush chipping for the month of march

Memo



To: Rickie Roy
From: Flint Geagley
Date: February 11, 2021
Re: January Activities

Electric Department

This month's activities involved:

- Received a total of 81 work orders and completed 81.
- Operations and Maintenance
 1. Built new line at 112 Sunrise Hills for new house
 2. Built new line on west FM 580 (Hoyer)
 3. Received 37 line locates
 4. Removed Christmas lights
 5. Connected new pad mount transformer at New Covenant Church
- Connected:
 1. Upgrades – 7
 2. New services – 4
 3. Temps - 1
- Set 13 poles:
 1. set 8 poles at west FM 580 (Hoyer built new line)
 2. set 3 poles at 112 sunrise Hills (built new line)
 3. set 1 service pole at 1005 east Ave E (for new house)
 4. set 1 service pole at 210 north Porter (upgrade service)
- Overtime: Received 5 callouts
 1. On customer side – 1
 2. Animal contact - 1
 3. Vehicle hit guy wire in front of Best Western - 1
 4. Line Down and limb on line (both were cable) - 2
- Activities for the Year 2019 - 2020:
 - Pole Inspection replacement: **total 389 poles, have replaced 317 poles**
 - Stone Valley: **(70% complete)**
 - Brown St Subdivision: **(80% complete)**
 - New Covenant Church: **complete**

Monthly Report

To: Rickie Roy, Public Works Director
From: Van Sims, W/WW Operations Manager
Date: February 8, 2021, 2021
Re: January 2021 Monthly Report

**Water/Wastewater
Department**

Summary of Activities

- ***Operation of Water Distribution System***
 1. Repaired 3 water leaks.
 2. Made 3 new water taps.
 3. Changed out 1 new water meter.
 4. Completed monthly flushing.

- ***Operation of Wastewater Collection System***
 1. Cleared 1 sewer stoppages.
 2. Installed 2 sewer taps.
 3. Repaired 2 damaged sewer lines.
 4. Completed all monthly lift station checks.
 5. Cleaned Ajinomoto process line 1 time.
 6. Began sewer extension on N Elm St.

- ***Operation of Wastewater Treatment Facility***
 1. Completed all daily checks of equipment and facilities.
 2. Collected all TCEQ required samples for the municipal plant.
 3. Performed all required analysis, recorded and logged data.
 4. Performed all routine maintenance on scheduled equipment.
 5. Repaired damaged airline in pretreatment plant.
 6. Removed 250 yds of cake.

- Total Work Orders Completed -64
- Utility Locates -26
- Customer Service Calls 6

| Water Report | | | | | | |
|--------------|------------------|------------------|--------------------------|----------------------------|-----------------|-------------------|
| | Purchased Water | Total Sold | City Unmetered Water Use | Sold & Unmetered Water Use | Water Loss | Unaccounted Water |
| January | 30649000 | 27157380 | 1145265 | 28302645 | 2346355 | 7.66% |
| February | 27641000 | 23909899 | 3448075 | 27357974 | 283026 | 1.02% |
| March | 32881000 | 23271760 | 1524150 | 24795910 | 8085090 | 24.59% |
| April | 30065000 | 28128670 | 548250 | 28676920 | 1388080 | 4.62% |
| May | 39005700 | 34513340 | 474400 | 34987740 | 4017960 | 10.30% |
| June | 50169700 | 39688210 | 1549925 | 41238135 | 8931565 | 17.80% |
| July | 60343000 | 48997970 | 1745895 | 50743865 | 9599135 | 15.91% |
| August | 58666937 | 61636770 | 993240 | 62630010 | -3963073 | -6.76% |
| September | 43134396 | 47854230 | 4291950 | 52146180 | -9011784 | -20.89% |
| October | 50095604 | 38504910 | 6117275 | 44622185 | 5473419 | 10.93% |
| November | 42598356 | 36699930 | 7033965 | 43733895 | -1135539 | -2.67% |
| December | 37831596 | 29783250 | 4092400 | 33875650 | 3955946 | 10.46% |
| Total | 503081289 | 440146319 | 32964790 | 473111109 | 29970180 | 5.96% |

To: City Manager, Finley DeGraffenried
Honorable Mayor and City Council
From: Chief of Police, Sammy Bailey
Date: February 11, 2021
Re: Monthly City Council Report, January 2021

Statistics for January 2021 show an increase in most categories as compared to January 2020.

There were 142 total felony and misdemeanor cases reported with 158 cases cleared. Patrol and Investigations worked closely to solve numerous burglary of vehicles and thefts that were reported together they caused the arrest of four individuals. A 26 year old male was arrested for the sexual assault of a minor child, and Animal Control and Investigations worked together to solve a Cruelty to an Animal case where an 18 year old male was arrested.

- 81 Adult arrest occurred with 8 of those being DWI's and 16 narcotic related charges.
- 3 Juvenile's detained with 1 being for DUI by a minor.
- 14 Warrants were served, 3 were served or payment made to Municipal Court.
- 75 Traffic citations issued and 384 warnings were given.
- 175 Total arrest and 559 Total Department Contacts.
- 20 Public relation contacts were made.
- 23 Accidents were investigated and reports submitted.
- 37 Code Violations were investigated by Sgt. Barrio.
- 857 Calls for Service received and answered.
- 3017 Telephone Calls received and answered.
- 53 Escorts provided.
- 43 Motorist assist.
- 6 Individuals with Behavioral Crisis were provided with intervention.
- 225 911 calls answered and dispatched
- 44 Open Records request were answered.
- 145 Animal Control calls were answered by AC Schwartzer.
- V300 Body Worn Cameras software was updated and the new cameras have been issued.
- CAD System-is ready, we are waiting approval of CJIS vendor.
- Lt. Montgomery has been assigned Liaison with the radio vendor and has been working to prepare for the implementation of the new system.
- Chief Bailey and Communications Supervisor Kelli Sanguinet have been sending out letters regarding burglar alarm permit renewals and reminders per city ordinance.
- Chief Bailey compiled, submitted, and presented the annual Racial Profile report.
- Assistant Chief Cummings and Lt. Boswell are working together to expand and improve the evidence storage area.

| | January-21 | YTD | 01/2020 YTD |
|-------------------------------|------------|------|-------------|
| ACCIDENTS: | | | |
| MINOR ACCIDENTS | 22 | 22 | 10 |
| MAJOR ACCIDENTS | 1 | 1 | 1 |
| FATAL ACCIDENTS | 0 | 0 | 0 |
| TOTAL ACCIDENTS | 23 | 23 | 11 |
| CODE ENFORCEMENT: | | | |
| HIGH WEEDS & TRASH | 14 | 14 | 8 |
| JUNK / UNREGISTERED VEHICLES | 2 | 2 | 7 |
| SUBSTANDARD HOUSING | 1 | 1 | 0 |
| BUILDING COMPLAINTS | 0 | 0 | 0 |
| MISCELLANEOUS | 20 | 20 | 13 |
| TOTAL CODE COMPLAINTS | 37 | 37 | 28 |
| DAILY ACTIVITIES: | | | |
| CALLS FOR SERVICE | 857 | 857 | 907 |
| TELEPHONE CALLS RECEIVED | 3017 | 3017 | 4713 |
| ESCORTS | 53 | 53 | 71 |
| MOTORIST ASSISTS | 43 | 43 | 38 |
| EMERGENCY ORDER OF DETENTION | 0 | 0 | 1 |
| BEHAVIORAL CRISIS | 6 | 6 | 8 |
| 911 CALLS | 225 | 225 | 196 |
| TEXT TO 911 | 0 | 0 | 0 |
| OPEN RECORD REQUESTS | 44 | 44 | 37 |
| ANIMAL CONTROL: | | | |
| ANIMAL CFS & FOLLOW UPS | 145 | 145 | 171 |
| ANIMAL IMPOUNDS | 41 | 41 | 58 |
| CPAAA VOLUNTEER HOURS: | 0.00 | 0.00 | 68.25 |

OFFICER COUNT: 21 OF 21
DISPATCHER COUNT: 7 OF 7

WARRANT TOTALS

(This page includes only information on Class C LMC Warrants received at LPD - No other warrants are tallied)

| | Jan-21 | YTD | 01/2020 YTD |
|---|--------|-----|-------------|
| WARRANT TOTALS: | | | |
| LMC WARRANTS ISSUED | 0 | 0 | 139 |
| LMC WARRANTS RECALLED | 14 | 14 | 37 |
| LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC | 3 | 3 | 16 |
| LMC WARRANTS PAID AT LMC / PD | 0 | 0 | 1 |

| | Jan-21 | YTD | 01/2020 YTD |
|---|------------|------------|-------------|
| WARRANT \$ AMOUNTS: | | | |
| LMC WARRANTS ISSUED | \$0.00 | \$0.00 | \$82,866.33 |
| LMC WARRANTS RECALLED | \$7,189.49 | \$7,189.49 | \$19,160.74 |
| LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC | \$3,894.93 | \$3,894.93 | \$10,925.98 |
| MONEY COLLECTED AT PD | \$0.00 | \$0.00 | \$511.84 |

Report Prepared by Kelli Sanguinet 02/11/2021

Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: January 20, 2021



Current Development

Golden Chick (Hwy 190) opened earlier this month and the owner reports he's been very pleased with the reception. Endeavor Real Estate closed on the property at 1003 S Key Ave and City Council approved the utility agreement. We are awaiting comments from the third party civil plan review. Structural/architectural plan review should finalize within the next week. Heritage Funeral home is close to completion and has been issued a TCO; staff is awaiting plans for the crematorium. There is a new spa & gym development planned along Hwy 190; third party civil plan review has been completed and staff will review and send comments to Eckermann Engineering. Third party civil plan review has been completed and returned to the developer for the project at 1699 Central TX Expy. On the residential side, staff has issued two building permits recently for the planned 22-home Brodie Estates development. Stone Valley has now permitted 38 homes with 22 COs issued out of the total 67-home development. Civil plans have been reviewed and approved, and the development agreement is being finalized for the Hidden Oaks development. Hillside Acres was issued a site waiver to begin in November. Staff has engaged a third party for a civil site review of current and future planned development at Hillside Acres. Staff has also received an application from a potential downtown business owner applying for the Life Safety grant for their building. Staff and review panel will meet and discuss within the next week.

Internet

Nextlink and Roll-Call are continuing their fiber buildout within the City. Nextlink is currently installing in the Fawn Acres subdivision on the west side of town, while Roll-Call is working in Sunrise Hills on the east side. Nextlink has communicated their plan to build out in Fawn Acres first, then Stone Valley, followed by Horseshoe Bend; each taking approximately 2-3 weeks from start to finish. Door hangers, and other forms of marketing, will be used to reach out to the residents of each neighborhood prior to buildout. Residents can also be directed to the websites for each ISP, list their address and confirm they are in the service area in order to sign up for internet service.

Connected Nation

The CTCOG and Judge Hoyer have asked that I serve as the lead contact for Lampasas County with Connected Nation's joint broadband community engagement project for Lampasas/San Saba counties. I spoke to their team to get a better understanding of the project and my role. Connected Nations is working with Texas Rural Funders (private foundation) to identify and work with 27 rural communities in Texas on the challenges with access,



adoption/subscription and use of broadband in these rural communities. The data they collect, with the assistance of a local broadband team, will help them build an interactive technology action plan. ISPs in the area will be alerted of this data collection and attracted to serve portions of our county. We will have a kickoff meeting in February with a local team of leaders and weekly project update calls. They anticipate this taking no more than 90 days from start to finish.

Comp Plan

Staff continues to proof the City's draft Comprehensive Plan. There have been a few recent ideas from prospective business owners that have highlighted possible changes needing to be addressed in the Comp Plan in regards to land use. Other policies being drafted involve marketing and development of assets. Staff is scheduling a phone call with the Halff & Associates team to review comments. Their team will update the draft, and staff will schedule steering committee meetings to review and begin plans for implementation.

Sales Tax

The City is still seeing a healthy increase in sales tax. The January collections indicate a net payment of \$189,712.92 compared to \$159,062.99 for the same period one year ago. This reflects a 19.26% increase. With four months of receipts, the City has already collected 43% of the annual sales tax budget.

Bike Trails

The Parks Department has been working with the International Mountain Bicycling Association, and they will be in town the week of January 18 to review the 580 Sports Complex site for design and development of bike/multi-use trails. This was a concept brought to City Council in 2020 by a citizen. Council has been in favor of the idea and understand most of the initial construction costs will be donated, and not an expense to the City.

EDA

The EDA Cares Act funding we began applying for last year (and have since suspended), with the 80/20 match, has been exhausted. After speaking with our grant writers, there is the option to apply for the standard EDA grant, but it's a 50/50 match with a minimum \$1 million investment from the community and substantial job creation (100+) from the prospect. This will not be the disaster relief funding we initially considered, but if we identify a prospect to partner with we could look at applying for next year's funding beginning this June.

EDP Best Practices

Working with EDP regarding Sites & Buildings marketing for the website. This company provides various tools to promote available properties including: 1) Sites & Buildings Summary to quickly provide a broker or prospect with every available property in our area; 2) single page Site-Building flyer to use for marketing particular sites or buildings; and 3) Business Park Marketing document summarizing all aspects of the Business Park to allow for quick responses to prospect opportunities. This is a tool we've been needing on our site as we continue to see an increase in



inquiries from prospects. There is a list of available properties we keep updated, but in addition to print pieces, this will provide a visual on our website for prospects to access and review.

Leadership Central Texas

The CTCOG is hosting a Leadership Central Texas 2021. Training will be held one day each month during the summer of 2021 on June 17, July 16 and August 18 from 9 a.m. to 4 p.m. Applicants are (at least ONE of the following) citizens demonstrating a desire to serve in a leadership role, a past/present elected official of the community, region or state and/or have completed (or enrolled in) a local leadership program in his/her community. The purpose of Leadership Central Texas is to identify and develop regional leaders, who live or work within the seven-county region served by the CTCOG, and to promote awareness of regional/state leadership opportunities, social services, infrastructure and economic development. Topics are taught with active participation from leaders on regional boards. Each certified attendee will be encouraged to identify leadership opportunities where their individual talents would best be applied to insure the growth and future well-being of our Central Texas Region. If interested, or if you know anyone that might be interested, the application can be found at www.ddcot.org.



Lampasas Fire Department

Lampasas, TX

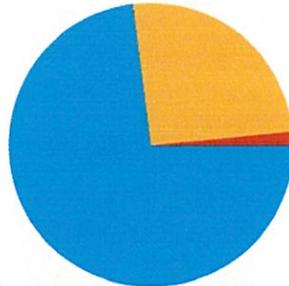
This report was generated on 2/11/2021 4:40:15 PM



Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 01/01/2021 | End Date: 01/31/2021

% of Incidents per Zone



■ City Limits - City Limits
■ County - County
■ North End - North End

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|---|-------------|---------------|
| City Limits - City Limits | | |
| 131 - Passenger vehicle fire | 1 | 0.79% |
| 143 - Grass fire | 1 | 0.79% |
| 311 - Medical assist, assist EMS crew | 67 | 53.17% |
| 321 - EMS call, excluding vehicle accident with injury | 1 | 0.79% |
| 322 - Motor vehicle accident with injuries | 2 | 1.59% |
| 324 - Motor vehicle accident with no injuries. | 2 | 1.59% |
| 352 - Extrication of victim(s) from vehicle | 1 | 0.79% |
| 412 - Gas leak (natural gas or LPG) | 1 | 0.79% |
| 444 - Power line down | 1 | 0.79% |
| 553 - Public service | 1 | 0.79% |
| 611 - Dispatched & cancelled en route | 10 | 7.94% |
| 632 - Prescribed fire | 1 | 0.79% |
| 651 - Smoke scare, odor of smoke | 2 | 1.59% |
| 733 - Smoke detector activation due to malfunction | 1 | 0.79% |
| Zone: City Limits - City Limits Total Incident: | 92 | 73.02% |
| County - County | | |
| 111 - Building fire | 2 | 1.59% |
| 114 - Chimney or flue fire, confined to chimney or flue | 1 | 0.79% |
| 140 - Natural vegetation fire, other | 1 | 0.79% |
| 142 - Brush or brush-and-grass mixture fire | 4 | 3.17% |
| 143 - Grass fire | 4 | 3.17% |
| 311 - Medical assist, assist EMS crew | 7 | 5.56% |
| 321 - EMS call, excluding vehicle accident with injury | 1 | 0.79% |
| 322 - Motor vehicle accident with injuries | 3 | 2.38% |
| 324 - Motor vehicle accident with no injuries. | 2 | 1.59% |
| 561 - Unauthorized burning | 2 | 1.59% |
| 611 - Dispatched & cancelled en route | 3 | 2.38% |
| 631 - Authorized controlled burning | 1 | 0.79% |

Report shows count of incidents for Status selected.



emergencyreporting.com
 Doc Id: 1390
 Page # 1 of 2

g. ed

| | | |
|---|------------|-------------|
| 700 - False alarm or false call, other | 1 | 0.79% |
| Zone: County - County Total Incident: | 32 | 25.40% |
| North End - North End | | |
| 561 - Unauthorized burning | 1 | 0.79% |
| 651 - Smoke scare, odor of smoke | 1 | 0.79% |
| Zone: North End - North End Total Incident: | 2 | 1.59% |
| TOTAL INCIDENTS FOR ALL ZONES: | 126 | 100% |

Report shows count of incidents for Status selected.



Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: February 18, 2021
Re: Monthly Report January 2021

PARKS

The parks department spent the majority of January performing tree stump removal in several parks, mowing and weed eating, performing equipment maintenance, cutting up and hauling away fallen and diseased trees, repairing water leaks, assisting H&H tree service with removal and storage of Christmas lights, performing maintenance at Hanna Pool in preparation for upcoming swim season, assisted with cleaning and scheduling for Hostess House events, along with performing daily duties as needed.

SPORTS FACILITIES

The Sports crew spent most of their time mowing and weed eating, aerating and fertilizing all sports fields, leveling low spots on sports fields, purchased and applied pre emergent for weed control, tree trimming, began striping soccer fields for practice sessions, made plumbing and irrigation repairs, spent some time performing equipment maintenance, and began prep work at Turner Complex for Little League season.

CEMETERY ACTIVITIES

(see attached)

AIRPORT

- Check hangers, fuel station, runways, taxiways, lights and pilots lounge
- Made repairs to hangar doors due to high winds
- Mowed runways, fence lines and hangar areas

**Department: Parks
Monthly Activity Report
MONTH OF JANUARY 2021**

I) Regular Personnel Hours Available: 800.00

| | | |
|-------------------------|--|--------|
| <u>LESS:</u> | | |
| A) Vacation Leave | | |
| B) Sick Leave | | 5.50 |
| C) Supervision/Training | | 76.00 |
| D) Holiday | | 40.00 |
| E) Other | | |
| SUB-TOTAL | | 121.50 |

| | | |
|--------------------|--|-------|
| <u>PLUS:</u> | | |
| A) Over Time | | 28.00 |
| B) Temporary Labor | | |
| C) Part Time | | |
| D) Transfer | | |
| SUB-TOTAL | | 28.00 |

TOTAL HOURS AVAILABLE FOR THE MONTH: 706.50

| | | | | |
|-----|--|------------------|--------------------|--------------|
| II) | Department Summary of Work Orders for the Month. | | | |
| | <u>Received</u> | <u>Completed</u> | <u>Outstanding</u> | <u>Void</u> |
| | | | 0 | 0 |
| | | | | <u>Hours</u> |

| | | | | |
|------|---|--|--------|--------|
| III) | Department Projects for the Month. | | | |
| | Christmas Decorations (Take Down & Storage) | | 132.00 | |
| | Bike Racks at Hanna Springs Pool | | 24.00 | |
| | _____ | | | |
| | _____ | | | |
| | Other: | | | |
| | Sub-total Hours on Projects: | | | 156.00 |

| | | | | |
|-----|--|--|--------|--------|
| IV) | Department Operations and Maintenance for the Month. | | | |
| | Cleaning Parks | | 141.00 | |
| | Airport Maint. | | 19.00 | |
| | Mowing/Weed eating | | 8.00 | |
| | Building and Grounds | | 254.00 | |
| | Equipment/Vehicles/Shop | | 90.00 | |
| | Office/Meetings | | 38.50 | |
| | Sub-total Hours on Projects: | | | 550.50 |

TOTAL HOURS FOR DEPARTMENT 706.50

| | | | | |
|----|---|--|--|------|
| V) | Department's Proposed Projects for next Month | | | |
| | _____ | | | |
| | _____ | | | |
| | Total Estimated Hours on Proposed Projects: | | | 0.00 |

Department: SPORTS FACILITIES
Monthly Activity Report
MONTH OF JANUARY 2021

I) Regular Personnel Hours Available: 480.00

| | | |
|--------------|----------------------|-------|
| <u>LESS:</u> | | |
| A) | Vacation Leave | 16.00 |
| B) | Sick Leave | 32.00 |
| C) | Supervision/Training | 0.00 |
| D) | Holiday | 48.00 |
| E) | Other (?) | 0.00 |
| SUB-TOTAL | | 96.00 |

| | | |
|--------------|-----------------|-------|
| <u>PLUS:</u> | | |
| A) | Over Time | 19.00 |
| B) | Temporary Labor | 0.00 |
| C) | Part Time | 0.00 |
| D) | Transfer | 0.00 |
| SUB-TOTAL | | 19.00 |

TOTAL HOURS AVAILABLE FOR THE MONTH: 403.00

| | | | | | |
|-----|---|------------------|--------------------|-------------|--------------|
| II) | <u>Department Summary of Work Orders for the Month.</u> | | | | |
| | <u>Received</u> | <u>Completed</u> | <u>Outstanding</u> | <u>Void</u> | <u>Hours</u> |
| | | | 0 | 0 | |

| | | | | | |
|------|--|-------|-------|--|--|
| III) | <u>Department Projects for the Month.</u> | | | | |
| | <u>Collect and Clean Out Blue Barrels for 580 Sports Complex</u> | 24.00 | | | |
| | _____ | | | | |
| | _____ | | | | |
| | _____ | | | | |
| | <u>Other:</u> | | | | |
| | Sub-total Hours on Projects: | | 24.00 | | |

| | | | | | |
|-----|---|-------|--------|--|--|
| IV) | <u>Department Operations and Maintenance for the Month.</u> | | | | |
| | <u>Cleaning Fields</u> | 85.00 | | | |
| | <u>Turf Management</u> | 80.00 | | | |
| | <u>Mowing/Weed eating</u> | 50.00 | | | |
| | <u>Building and Grounds</u> | 70.00 | | | |
| | <u>Equipment/Vehicles/Shop</u> | 78.00 | | | |
| | <u>Office/Meetings</u> | 16.00 | | | |
| | Sub-total Hours on Projects: | | 379.00 | | |

TOTAL HOURS FOR DEPARTMENT 403.00

| | | | | | |
|----|--|-------|-------|--|--|
| V) | <u>Department's Proposed Projects for Next Month</u> | | | | |
| | <u>Aerate Sports Fields at 580 Sports Complex</u> | 8.00 | | | |
| | <u>Spread Pre Emergent on Sports Fields</u> | 8.00 | | | |
| | <u>Prepare Complexes for Sports Seasons</u> | 16.00 | | | |
| | Total Estimated Hours on Proposed Projects: | | 32.00 | | |

Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 2/1/2021
Re: End of the month report January

| | |
|------------------------|------------------|
| Interments | 11 (2) cremation |
| Fee's for over site | \$925.00 |
| Sites sold | 11/ \$6,200.00 |
| Niche sales | 0 |
| Beautification fund | \$266.00 |
| Visitors Assisted | 6 |
| Level & Backfill sites | 6 |
| Meetings Attended | 0 |

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: JAN 2021

Regular Personnel Hours Available:

504

LESS:

| | | |
|-----------|-----------------------------|-----|
| A) | Vacation Leave/Personal Day | 40 |
| B) | Sick Leave | 16 |
| C) | Jury Duty | 0 |
| D) | Other (holiday/bad weather) | 48 |
| E) | Supervision/Funeral | 50 |
| SUB-TOTAL | | 154 |

PLUS:

| | | |
|-----------|---------------------------|----|
| A) | Transfer from Parks | 0 |
| B) | Seasonal Labor/Temp | 0 |
| C) | Other (Community service) | 0 |
| D) | Overtime | 20 |
| SUB-TOTAL | | 20 |

TOTAL HOURS AVAILABLE FOR THE MONTH: 370

Department Summary of Work Orders for the Month

| | | | | |
|----------|-----------|-------------|------|-------|
| Received | Completed | Outstanding | Void | Hours |
|----------|-----------|-------------|------|-------|

Department Projects for the Month

| | |
|---------------|------|
| TREE TRIMMING | 28.5 |
| 0 | 0 |
| 0 | 0 |

Sub-total Hours on Special Projects: 28.5

Department Operations and Maintenance for the Month

| | |
|-------------------------|------|
| Mowing & W/E / Funerals | 0 |
| Equip & Veh Maint | 15 |
| Buildings & Grounds | 245 |
| Office Operations | 81.5 |

Sub-total Hours on OM Projects: 341.5

OTHER

| | |
|---|---|
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |

Sub-total Other 0

TOTAL HOURS FOR DEPARTMENTS 370

Department's Proposed Projects for next Month

| | |
|---|---|
| | 0 |
| | 0 |
| Total Estimated Hours on Proposed Projects: 0 | |

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: February 18, 2021
Re: Monthly Report January 2021

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Staff met with Stephen McDonald on January 12 to discuss the Campbell Park Pavilion project
- Staff met with Yann Curtis on January 13 to discuss the Skatepark project
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Continue to work on filing and organizing HR files
- New Hire Orientations and paperwork for P/T Firefighters – Rocky Wolfe, Garet Hundley and Russell Daniell
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

Personnel Information – Currently

- 112 Fulltime positions & 15 Part-time positions; there are presently 3 F/T, 2 P/T and 2 Seasonal vacancies: Posted Vacancies: Park Maintenance Technician, Light Equipment Operator and P/T Utility Clerk., F/T Firefighter, P/T Firefighter, Pool Manager and Assistant Pool Manager

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Monday, February 8, 2021
Re: January 2021 Monthly Report



Information
Systems

IT Service Tickets:

| January 2020 | January 2021 | |
|--------------|--------------|----------------------|
| 257 | 426 | +169 service tickets |

Social Media Stats:

| | January 2020 | January 2021 | |
|--------------------|--------------|--------------|-------------------------|
| Facebook Followers | 5,823 | 6,428 | + 605 FB page followers |
| Twitter Followers | 501 | 610 | + 109 Twitter followers |

Website Payments:

| | January 2020 | January 2021 | |
|-----------------|---------------------|---------------------|---------------------------------------|
| City Utility | 383 \$115,309.21 | 497 \$152,316.80 | + 114 online payments +\$37,007.59 |
| Municipal Court | 40 \$10,798.16 | 35 \$8,254.29 | -5 online payments -\$2,543.87 |

Website Stats:

| | January 2020 | January 2021 | |
|-------------|--------------|--------------|--------------------|
| Page Visits | 9,248 | 15,855 | +6,607 visits |
| Page Views | 18,721 | 29,022 | +10,301 page views |
| Downloads | 1,550 | 2,237 | +687 downloads |

A page view is a visit to a page on your website. If the visitor reloads a page, this counts as an additional page view. If the user navigates to a different page and then returns to the original page, this will count as another page view. A visit is defined as a sequence of consecutive page views without a 30-minute break. A visit always contains one or more page views.

IT Supported Hardware:

| | |
|--------------------------------|------------------|
| PCs | 92 |
| Servers | 21 |
| Firewalls | 3 |
| Laptops | 51 |
| Printers | 63 |
| Wireless Access Points (WAP) | 16 |
| Switches | 20 |
| Network Attached Storage (NAS) | 7 |
| Tablets | 10 |
| Verizon Aircards | 36 |
| IT Supported Software | 30+ applications |

February Projects:

- Obtain quote for (8) chip readers/purchase/install
- Update online employment application
- Configure/install (10) replacement desktop PCs/add to inventory
- Configure (2) Ipads for the Building Department/ add to inventory
- Deploy State DIR cyber security training modules to employees
- Setup Incode 9 cloud and Incode 10 product demonstration/obtain quote
- Configure/install replacement Utility Billing receipt printer
- Review attorney notes on new IT computer use policy
- Configure WG firewall cluster w/ high availability
- Replace fan on PD server
- Configure/replace PD Toughbook
- Obtain quote for web based .pst viewer software
- Make changes to agenda module with CivicPlus
- Obtain quote for archive software integration with Microsoft o365
- Move WAPs to Watchguard Cloud
- Obtain quote for (7) replacement IT Building windows
- Obtain quotes for IT Building Server Room Wall with locking door
- Push out weekly Covid-19 updates on website/social media

Daily/Weekly/Monthly Tasks:

- Send out employee cyber training phishing tests
- OS updates on all NAS devices
- OS updates to firewalls/WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments
- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings
- Create cyber security phishing campaigns/deploy to employees

Future Projects & Goals:

- Complete State required Cyber Security Employee Training (*annual*)
- Modify/adopt employee computer use policy (*FY20-21*)
- Upgrades to Microsoft Office licenses (*FY-20-21*)
- IT Building Server Room Wall with locking door (*FY 20-21*)
- Replace (7) IT Building windows (*FY 20-21*)
- Assist PD w/ Cardinal CAD/ticket writer system migration (*FY 20-21*)
- Configure/install wireless access point (WAP) at Animal Shelter (*FY 20-21*)
- Run Cat 6 cable for cameras at Old City Hall (*FY 20-21*)

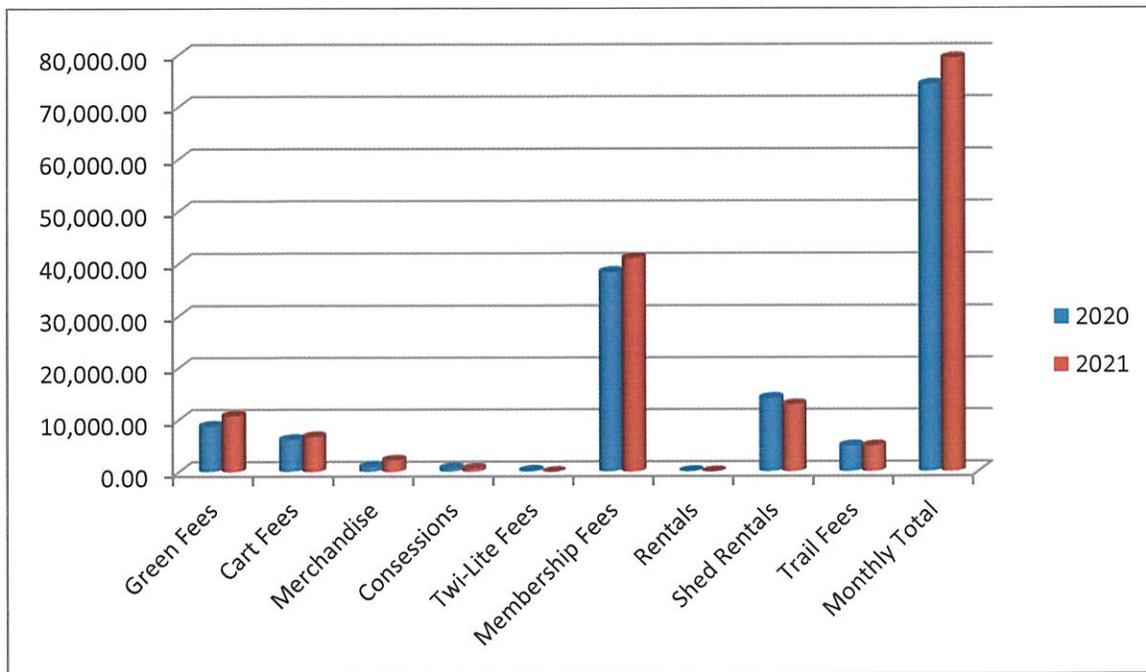
- Replace Library Useful server/hardware/software *(FY 20-21)*
- Replace credit card swipe readers with chip readers *(FY 20-21)*
- Installation of security cameras at Old City Hall *(FY 20-21)*
- Free re-design of City & EDC websites *(FY 21-22)*
- Microsoft Office Exchange Email Archive Integration *(FY 21-22)*
- Point to Point wireless Internet solution for locations not on fiber *(FY 21-22)*
- Migrate Incode software to cloud/SQL solution *(FY 21-22)*
- City fiber network added to mapping layers *(uncertain)*
- Re-cable all City buildings in preparation for VOIP infrastructure *(uncertain)*
- Research/implement timesheet/time off request software *(uncertain)*

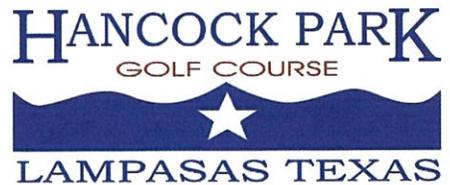
LAMPASAS PUBLIC LIBRARY

JANUARY 2021

| | |
|-------------------|--|
| Circulation | We circulated 3,487 items in December, which is down 3.6% from December (3,620). The library was closed two days – New Year’s Day and MLK Jr Day. |
| Door Count | There were 1,607 visitors during January, which is down 6.8% from December (1,724). |
| Internet Usage | There were 83 Internet sessions in January, compared to 87 in December (down 4.6%). |
| Wifi Usage | We had 76 distinct clients use the public wifi in January, which is down 1.3% from December. There was an average of 6 users per day, up 20% from last month. |
| Text Interactions | We communicated, via text messages, with 87 unique phone numbers in January, which is up 11.5% from December (78). We sent/received a total of 484 messages, which is up 5.2% from last month (460). |
| January Programs | Our January Books & Badgers reader was Amanda Morris, who is the counselor at Kline Whitis Elementary. Jennifer Walker and her kids read for Family Story Time. Both of these Facebook events received a great response. Staff members continue to provide bi-weekly virtual story times, as well as a special story time each month for HeadStart. |
| Upcoming Programs | In February, D’Anne Willis will be our Books & Badgers reader, and library patrons Shelley and Isabella Gutierrez will read for our Family Story Time. Staff will continue to do their bi-weekly story times. All story times are virtual (Facebook Live). We will have a couple of extra virtual programs for the kids during Spring Break – a science experiment and a craft class. These should be fun! |

Hancock Park G.C. January Revenue Comparison 2020 and 2021





Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: February 12, 2021
Re: Monthly Report, January 2021

- The maintenance crew repaired a water leak under the cart next to #9 green.
- Worked on several sprinklers heads that needed repair or replacing.
- Trimmed several trees and burned brush piles.
- For two weeks, we sprayed the entire golf course with herbicide to kill winter weeds that were germinating.
- Spent numerous hours clearing the creek bank south of the Pro Shop. (Between the creek and the new assisted living).
- On bad weather days, the maintenance crew sharpened blades and reels and made repairs to equipment in preparation for mowing season.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- January 25 – High-School Boys Invitational, 77 boys.
- January 28 – High-School Girls Invitational, 52 girls.

Memo



Municipal Court

To: Finley deGraffenried, City Manager, Honorable Mayor and City Council

From: Lewann Turner, Court Clerk I

Date: Thursday, February 18, 2021

Re: Monthly Report January 2021

The mission of the Lampasas Municipal Court is to serve as the Judicial Branch of the City that processes and adjudicates all Class C Misdemeanors occurring within the city's police jurisdiction in a fair, accessible and timely manner.

As reported to the Office of Court Administration, OCA is a state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice and is governed primarily by Chapter 72 of the Texas Government Code, the Lampasas Municipal Court figures are as follows:

| | |
|----------------------------------|-------------|
| New Cases | 86 |
| Convictions | 53 |
| Compliance Dismissals | 35 |
| Hrs. Community Service Completed | 231 |
| Total Dollar Amount CS | \$2,889.73 |
| Waived for Indigency | \$2,630.80 |
| Total Collected | \$24,842.46 |
| Total kept by City | \$17,707.45 |

City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 19 February 2021

- Campbell Park Once the snow clears staff will identify approximate footprints for both the Skate Park and pavilion. Triple C surveying will transfer those points onto their cad drawing for geo-tech and contractors. Staff will attempt to have actionable items on the next agenda.
- Comp Plan CPAC members met on Friday to review Chapter 5 and 6, and to discuss items that should be identified as short-term goals. Additionally, staff have advertised for Public Hearing on the Plan for the Planning Commission, March 4th, and City Council, March 8th.
- Staff Staff is pleased to recognize those employees that began their City of Lampasas careers in February. Felecia Vallejo, 9 years; Captain Corey Greiner, 7 years; Bessie White, 6 years; Lt. Chuck Montgomery, 19 years; Carlyn Hise, 3 years; Mandy Walsh, 4 years; Carlos Garcia, 17 years; and John Bowman, 2 years.

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**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

SUBJECT:

SELECT AND ANNOUNCE POSSIBLE WINNER OF WEB SITE PHOTO CONTEST ENTRY.

REQUESTED BY: Monica Wright, Director of Information Systems

SUBMITTED BY: Monica Wright, Director of Information Systems

DATE SUBMITTED: February 8, 2021 FOR THE AGENDA OF: February 22, 2021

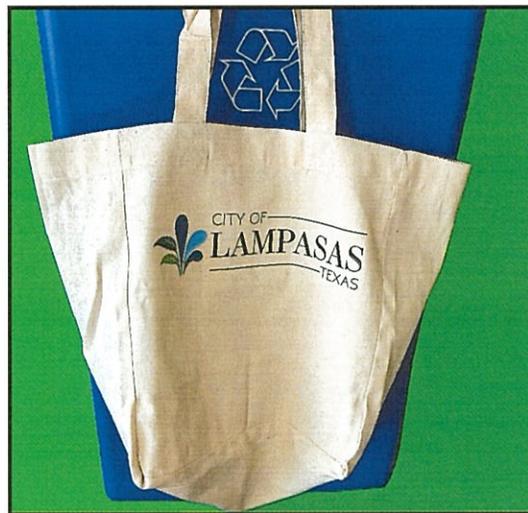
Expenditure Required: \$0.00

Available Funding: \$0.00

Attachments: Memo and January photo contest entries

SUMMARY STATEMENT:

The contest winner, if selected, will receive a City of Lampasas recyclable grocery tote and posting of their photo on the website.

**RECOMMENDATION:**

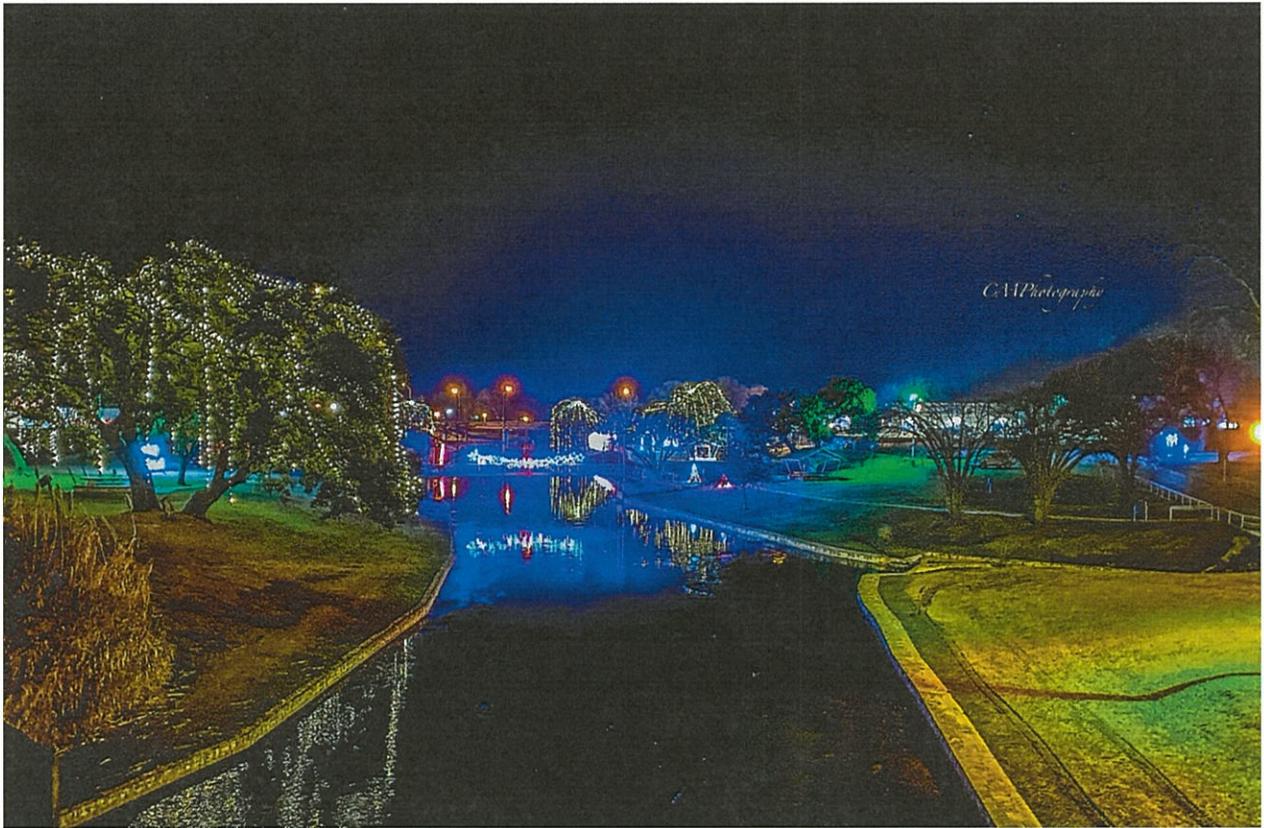
Staff would like to recommend that you take into consideration the photo contest rules that state: “Any photos that tell part of the story or show the area of the city of Lampasas are eligible. Only photos taken within the city of limits of Lampasas will be considered. Buildings, landscapes, events and other City related scenes are all acceptable. Inappropriate material will be rejected. Pictures showing nudity or that are not viewable by a general audience are considered inappropriate. This is a photo contest. All images must be original photographs. The photo must have been taken by the contestant or a family member and all rights to the photo must be the property of the contestant or that family member. Digitally enhanced photos are acceptable. Any photo complying with the rules can be the monthly winner. The monthly winner is chosen by the City Council of the City of Lampasas. Winners receive a City of Lampasas recyclable grocery tote and posting of the photo on the City of Lampasas web site. Entries will be judged on visual appeal, color, content, and composition. Your photo can be taken with any type of camera, but we would prefer images converted to digital format (.jpg.) One photo entry per person per month.”

Entry 1

Candice Goggans

Candicemarieg30@gmail.com

“Christmas on the Creek” was taken at W.M. Brook Park in Lampasas, TX.



Entry 2

Sophia De Leon

Sophia_jalsld@yahoo.com

“Snowballs and Flip Flops: Only in Texas” was taken at 401. W. Third Street in Lampasas, TX.



Entry 3

Toni Strickland

Tonistrickland@verizon.net

“The Cherry on Top is the New Scoop in town!” was taken at 407 S. Western in Lampasas, TX.




City Manager

ITEM NO. 7.2

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion and request for approval to ensure event safety to the known 2021 Planned Special Community Events.

Requested By: Sammy Bailey, Police Chief

Submitted By: Sammy Bailey, Police Chief

Date Submitted: February 10, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments: List of 2021 Planned Special Community Events

Summary Statement:

The attached list of 2021 events are planned or are past planned events that are anticipated to occur in 2021. These events often require us to attend meetings, facilitate street closures, provide traffic control, crowd control, provide effective communication among entities working the events, police escort and/or police presence for the safety of the event. Organizers were advised to continually assess the pandemic, national, state, and local orders, and should base their decision regarding the event on those orders. They were asked to follow the current pandemic precautionary orders prior to the event to make a determination if the event will need to be postponed, canceled, or if they will need to significantly reduce the number of attendees for the event.

Recommendation:

Chief of Police Sammy Bailey request a motion for approval from the City Council of Lampasas to allow these planned community events to occur following pandemic orders and to allow the Lampasas Police Department to provide security and traffic control as needed to ensure the safety of all.

2021 Planned Community Special Events for the City of Lampasas

1. **Casino Night**-April 24, 2021 @ Show barn-off duty officers will be hired.
2. **Lampasas HS Graduation 2021**: May 21, 2021; East Avenue B, from Chestnut Street to Western Street will be closed. Weather could change this location.
3. **Texas 4000**: June 5, 2021; Activates will depend on pandemic. Campbell Park setup; Friday – Riders arrive from Austin; Saturday is Atlas 4000 Ride; group leaves on Sunday (Contact Joe Corcoran 210.326.8892 / Diana Hodges 512.525.1871).
4. **First Baptist Church Vacation Bible School**: Last week of June 2021; PD will provide cones so that Walnut Street can be closed from 3rd St to 4th St from 5p-9p.
5. **Sulphur Creek Car Cruise**: Depends, possibly June 18-20, 2021 from 8am-4pm. W.M. Brook Park. Close park, cones, extra patrol. Advanced Window Tint, Mike White (512) 556-3745.
6. **Spring Ho Festival**: July 5-11, 2021.
 - a. Monday July 5th – **Spring Ho Beauty Pageant** at Lampasas High School.
 - b. Wednesday July 7th – **Spring Ho Fireworks**: South Hwy 281 from Key Ave to EE Ohnmeiss Drive will be closed from 8:30pm to 10:30pm
 - c. Friday July 9th – **Pet Parade** Close the downtown Square area from 8am-10am. 7 a.m. close Liveoak between E. 2nd and E. 1st for the Pet Parade Line up.
 - d. **Friday Night Street Dance**: Downtown Square area closed from 6pm-2am.
 - e. Saturday July 10th – The **Spring Ho Grand Parade** will take the same route. Starting line up at the Old Middle School, parade starts at North Avenue & Western Street and ends at Avenue G & Hackberry. ***Parade start time changed from 11:00 a.m. to 10:00 a.m.*** Streets along parade route and in the downtown area will be closed for the parade from 9:15 a.m. to end of parade, anticipated 11:30 a.m.
 - f. Saturday July 10th – **New event: Horrell Higgins Feud Reenactment** -- downtown Square @ 1pm. The roads will be opened for traffic to disperse after the Spring Ho Grand Parade, then Third Street from Western to Pecan and Liveoak Street from the First Texas bank exit to east 4th Street will be closed until after this event.
 - g. **Saturday Night Spring Ho Dance** downtown square area closed from 6:00 p.m. to 2:00 a.m.
7. **Toughest 10K in Texas**: Saturday July 10, 2021, South Hwy 281 from Key Avenue to Hancock Park will be closed until the runners reach Broad Street, then be reopened until runners return. Same route as previous years. Chamber of Commerce Event.
8. **Riata Round-Up Festival**:- Possibly July 28, 29, and 30, 2021 at the 580 Sports Complex, depends on Pandemic. Chamber of Commerce event.
9. **XFX & LTP Spirit Club Escort**: The Police & Fire Departments will provide escorts for the XFX & LTP Spirit Clubs. The escorts will be on Thursdays at 6:30pm at the start of Football season and ending at the end of Football season. The escorts start at the Square and travel West on 3rd Street to Chestnut. Travel North on Chestnut to Avenue B. Turn East on Avenue B to Western Street. Turn South on Western Street to 3rd Street. Turn East on 3rd and return to the square. (Adult Sponsor for each of the spirit clubs is required for escorts on public roadway.) They will be provided prior to the 2021 escorts.

2021 Planned Community Special Events for the City of Lampasas

XFX 2021 Adult Sponsor name and phone number _____,
LTP 2021 Adult Sponsor name and phone number _____.
During 2020 there were times when the escorts were from the High School to Grace Fellowship parking,
during those events we do not provide escort or security.

10. **Lampasas Badger Friday Night Home Football Games:** East Avenue B, from Chestnut Street to Western Street will be closed from 5pm-11pm throughout the 2021 Badger Football season. (Contact Cathy Hooper 512.564.2316)
11. **Badger Homecoming Parade:** Parade will start at E Avenue B and Western Street. Parade will travel West on Ave B to Chestnut Street. Parade will turn South on Chestnut to East 3rd Street. Turn east on 3rd Street and travel to the square or vice versa. PD & FD units will escort the parade. (Contact Elma Garnett at LHS).
12. **Classics at the Classic:** Possibly Second Saturday in September 11, 2021; depends on pandemic. Storm's area. PD will close Chestnut Street from Ave A to Ave B from 9a-3p. (Contact Sharon Carrigan 512.734.5180).
13. **LTX BBQ Fest-**September 10-11, 2021; at the Show Barn. Off duty officers will be hired.
14. **Fall Festival:** Saturday in October, depends on pandemic. Streets to be closed are the 400 & 500 blocks of East 3rd Street, and Live Oak Street from 2nd Street to 4th Street. Courtyard Square Association, Andy Berry (512) 556-5434.
15. **Artober Fest:** LAFTA-send a message via Facebook, LAFTA 2021 President Boyce Cabaniss (512) 466-5954. Pandemic will determine-Saturday in October. Campbell Park-Hanna Springs Sculpture Garden.
16. **BBQ for Books:** Monday October 18, 2021-depends on pandemic. South bound lane only of Main Street from 1st Street to 2nd Street will be closed from 10am – 2 pm for the safety of those handing out food. Shanda Shubia, Library Director.
17. **Squared Silly:** Saturday October 30, 2021. Always the last Saturday in October. Downtown area will be closed from 3:00pm-9:00 p.m. (This does not include East 4th Street). Event starts at 5:00 p.m. Diana Hodges
18. **Courtyard Square Garage Sale:** November 2021. The 500 block of East 3rd Street will be closed from 8am-3pm. (Contact Andy Berry 556-5434). Closed at 5:00 p.m. This event will depend on pandemic.
19. **Carol of Lights & Parade of Lights:** Always the first Saturday in December. December 04, 2021 @ 10am-7pm. Areas of the Courthouse parking are closed for events, loading and unloading for the Bazar held in the Courthouse during the a.m. Streets to be closed in the downtown Square area at 5:00 a.m. Closure from Western to Pecan on Third, Liveoak from the bank exit to 4th street. They are opened after the events and closed prior to the lighted parade. The parade starts 6:30 pm at North Ave & Western Street, going West on North to Chestnut Street. It turns South on Chestnut to 3rd Street. Turns East on 3rd Street to Hackberry. Parade ends at this point but is escorted back to the staging area. T.J. Monroe, point of contact.
20. **Christmas on the Creek:** December 11, 2021; PD will assist with cones and extra patrol. FD escorts Santa to the park. City Parks Director and Katherine Mezger contact person.

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City Manager

ITEM NO. 7.3

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discuss and consider renew and update the contract between the City of Lampasas and the Brazos River Authority (BRA) for 1,000 acre-feet (AF) which would now be a BRA System Water Availability Agreement (SWAA)

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 17, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

The long-term water contract between the City of Lampasas and the BRA for 1,000 AF of water expires on July 31, 2021. The new contract would be a BRA System Water Availability Agreement (SWAA). The current cost per AF is \$79.00. The recommended term is for 29 years; however, Council can choose a shorter term. The application fee is \$50.00

Recommendation:

To consider a motion to approve renewal of contract between the City of Lampasas and BRA.

Finley deGraffenried

From: Amy Muttoni <amy.muttoni@Brazos.org>
Sent: Wednesday, February 10, 2021 9:20 AM
To: Finley deGraffenried
Subject: Long-Term Water Contract for 1,000 AF
Attachments: WR1 Lampasas 1,000 AF.docx

EXTERNAL email: Exercise caution when opening.

Good morning,

The long-term water contract between the City of Lampasas and the BRA for 1,000 AF of water expires on 7/31/2021. We can "renew" the contract if the City of Lampasas still wants the water. However, the new contract will be a BRA System Water Availability Agreement (SWAA). SWAAs are issued at the BRA's System Rate, which is adjusted annually. The current cost per AF of water is \$79.00.

If Lampasas would like to "renew" the 1,000 AF contract, I need you to take a look at the attached form, fill in anything that I missed, and confirm or change the term of the contract that I chose.

Once everything on the form is complete, if you'll send it in with your \$50 application fee, we will get the contract process started so that everything will be completed prior to the expiration of your current contract.

Please let me know if you have any additional questions for me.

Thank you,
Amy

Amy Muttoni

Regional Government and Customer Relation Mgr | Central and Lower Basin
p: +1 (254) 761-3165 | **f:** +1 (254) 400-2165 | amy.muttoni@Brazos.org
Brazos River Authority
4407 S Interstate 35 Suite 101, Georgetown, TX 78626
www.brazos.org

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Application for Long-Term Water

Submit Application Fee To: Brazos River Authority
Attn: Accounts Receivable
P.O. Box 7555
Waco, Texas 76714-7555

New Customer
 Current or Previous Customer
Contract No. _____
(This number will be assigned by BRA staff.)

This document is only an application for water and it does NOT give authorization for diversion or use of water until a contract is approved and fully executed. **Please complete this application using the tab key or mouse to navigate, then return it by email to:**

BRA staff assisting customer with this contract: Central Basin – Amy Muttoni (phone) 254-761-3165

Contract Name & Address: Contract to be issued to: City of Lampasas
Please provide the individual or company's legal name and address that should be noted on any official contract documents.

Mailing Address: P.O.DRAWER 666 County (of business office): Lampasas
Lampasas, TX 76550 Telephone: 512-556-6831 Cell: _____
Email: _____

Will invoices be sent to the same address? Yes No
(If no, please enter the preferred address or attention line for invoices)
City of Lampasas
312 E Third St.
Lampasas, TX 76550

Requested amount of water per year in acre-feet (minimum of 10 AF): 1,000 acre-feet

Purpose Water is to be used for: (Press F1 to view definition of water types.)
 Municipal Industrial Agricultural/Irrigation
 Mining Other Non-Agricultural Irrigation (golf course, park watering, etc.)

Term of Contract: In accordance with BRA policy, the expiration date (term) will be rounded to the nearest year ending in zero or five. Approximate amount of years requested: 29

Expiration date: 08/31/2030 08/31/2035 08/31/2040 08/31/2045 08/31/2050

Diversion Location(s) (where you plan to locate your pump): County Bell

From which reservoir: Stillhouse OR from which river or stream: _____

List latitude & longitude of diversion location(s): 31.01580000, -97.64720000

ALSO please give general description of diversion location for confirmation of points

Application Fee (Non-Refundable) of \$50 must be mailed to address above.

Legal Name of person signing the contract: Finley deGraffenried
(How signature block will be stated) **Title:** City Manager

Name of **contact person** applying for water: Finley deGraffenried Cell: _____
Contact Person's Information (if address is different than primary address above)

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City ManagerITEM NO. 7.4

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discuss and consider installing partitions to Dias.

Requested By: Monica Wright, IT Director

Submitted By: Becky Sims, City Secretary

Date Submitted: February 17, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

During the Spring of 2020 Council was provided alternative seating due to the onset of COVID-19 to practice social distancing to help slow the curve. While the intent was to be short term; realistically we know that we need to modify for long term planning. Staff understands and advocates for social distancing; however, we would like Council to sit at the Dias as a whole and be able to utilize equipment as it is intended. Today Council has to share desk microphones and Staff, as well as, Citizens have to share a wireless microphone; therefore, the podium with the hard-wired microphone is not able to be used as intended. Staff is asking for Council consideration in seeking bids for partitions to separate each Council seat. This will allow for better visibility and audio. The microphones are hard-wired and designed to be spoken into. Council members have the tendency to look at one another or the audience which affects the video/audio recording.

Recommendation:

To consider a motion to allow Staff to move forward with obtaining bids for partitions and any necessary improvements to the Dias to improve the audio/visual while maintaining social distancing requirements.

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City ManagerITEM NO. 7.5

**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion and possible action regarding an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1540 which adopted the 2017 City of Lampasas Personnel Policies Manual Section 4.00 Types of Employment, Subsection 4.02 concerning Introductory Period For Promoted and/or Transferred Employees; amending Section 5.00 Employee Compensation and Advancement, Subsection 5.08 concerning Longevity Pay for Employees with twenty-five (25) to twenty-nine (29) years of service and Employees with thirty (30) or more years of service; amending Section 8.00 Leave Time, Subsection 8.03 Concerning the Use of Accrued Vacation Leave; Subsection 8.04 Concerning the Use of Accrued Sick Leave; Amending Section 10.00 Health and Safety, Subsection 10.04 Concerning the Use of Accrued Leave to Be Used to Supplement Workers' Compensation for On-The-Job-Injuries; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date.

Requested By: Finley deGraffenried, City Manager

Submitted By: Vicki Tower, Parks Secretary/HR Coordinator

Date Submitted: February 19, 2021

For the Agenda of: February 22, 2021

Procurement and Funding Statement: N/A

Attachments: Ordinance

Summary Statement:

It is City Staff's recommendation that the noted amendments to the City of Lampasas Employee Personnel Policy pertaining to longevity pay, introductory period for promoted and/or transferred employees and the use of accrued leave time to supplement Workers' Compensation payments are necessary. The Policy should provide an incentive, reward and recognize the value of tenured employees; the Policy should not penalize promoted and/or transferred employees for use of accrued leave time or result in reduction in compensation during the introductory period; and the Policy should reinforce the City's commitment to provide for employees during work related accidents and absences.

Recommendation:

Motion to approve the first reading of the ordinance as read.

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February 2, 2021

City Of Lampasas, TX
312 E 3rd St
Lampasas, TX 76550

To the Honorable Mayor and
Members of the City Council

Re: Atmos Energy Franchise Payment

In accordance with the provisions of the franchise agreement between Atmos Energy and the City Of Lampasas, TX, enclosed is a franchise payment for the rights and privileges from January 01, 2021 through March 31, 2021 in the amount of \$10,432.69.

This payment is based on the period October 01, 2020 through December 31, 2020 and is due on or before February 15, 2021. The attached report contains supporting information for this payment.

Should you have any questions, please feel free to contact me.

Enclosure

Randy Hartford
Atmos Energy

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