

**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, March 8, 2021
5:30 p.m. 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, March 8, 2021, in the Calvert Municipal Building 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).

**WORKSHOP SESSION
5:30 P.M.**

1. Call to order Workshop Session
2. Discussion and updates related to COVID-19 Pandemic. *(pgs. 5-6)*
3. Discussion regarding Comprehensive Plan Status, Priorities and Implementation. *(pgs. 7-8)*
4. Discussion and updates regarding Hostess House. *(pgs. 9-12)*
5. Discussion regarding New IT Computer Policy. *(pgs. 13-28)*
6. Discussion regarding any item on the regular agenda
7. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Proclamation- Fair Housing Month *(pgs. 29-30)*

	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

1.3	Public hearing to receive citizen comments regarding the Draft Comprehensive Plan	31-32
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Special Meeting on February 18, 2021	33-36
2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting on February 22, 2021	37-46
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1 through February 28, 2021.	47-52
3.2	Discussion and possible action regarding the second reading of an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1148 which adopted the 2006 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.	53-64
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Appraisal District • Vision • Development • ATMOS • Stakeholder Meetings • Sewer Averaging • Pole Barn • Governance Policy • Campbell Park • Staff 	65-78
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES

7.1	Discuss and consider engagement of services with Reliance Architecture, LLC to provide overall design and coordination of other structural, MEP, life safety and accessibility disciplines for the Hostess House rehabilitation project.	79-80
7.2	Discuss and consider Interceptor Capacity Study proposal from Eckermann Engineering in the amount of \$35,250.00.	81-90
7.3	Discussion and possible action regarding the award of contract for the Third Street Culvert and Paving improvement to M & C Fonseca in the amount of \$ 101,525.00.	91-94
7.4	Discussion and consideration for approval of payment for the expenditure of \$333,880.69 to Motorola Solutions, Inc. for the Lampasas Public Safety Communication System Upgrade Project.	95-100
7.5	Discussion and possible section of website photo contest winner.	101-112
7.6	Discussion and possible action concerning approval of a new 5-year lease agreement between Holt Caterpillar and the City of Lampasas Water Department for a new 2021 420XE CAT Backhoe and a new 2021 308CR CAT Excavator for the amount of \$3,521.40 per month, \$42,256.80 per year.	113-114
7.7	Discussion and possible action regarding the first reading of an Ordinance to amend the Personnel Policy; specifically adding a new use of technology policy.	115-118
7.8	Consideration, discussion and possible action concerning award of the engineering services contract for the preparation of the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and subsequent engineering contract if funded."	119-120

Adjourn into Executive Session

EXECUTIVE SESSION

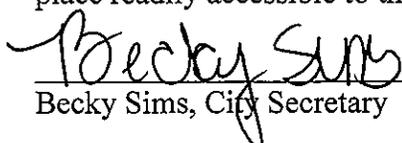
The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and/or other matters posted on the regular agenda.
8.2	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.3	Adjourn executive session and reconvene Regular Session

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

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 5 day of March 2021 at 1:35pm



 Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

**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: March 1, 2021

For the Agenda of: March 8, 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 ManagerITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding Comprehensive Plan Status, Priorities and Implementation

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 1, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

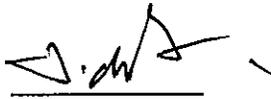
This item has been placed on the Workshop agenda to discuss the final implementation steps through adoption of the City of Lampasas Comprehensive Plan. During the last 30 days orientation to the draft plan was provided during Council Workshop on February 8, 2021, Comprehensive Plan Advisory Meeting on February 19, 2021, Joint Council Workshop Session with Planning Commission on February 22, 2021, and Planning Commission Public Hearing on March 4, 2021. At this time, Staff is providing Council the opportunity to provide guidance prior to Citizen comments during the Public Hearing.

The Public Hearing and consideration for adoption is included on this agenda

Recommendation:

Discussion Only

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City ManagerITEM NO. WORKSHOP-4

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

Subject:

Discussion and updates regarding Hostess House

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 1, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item is placed on the Workshop Agenda to provide updates and discussion regarding repairs to the Hostess House. On February 8, 2021, Staff presented to Council the initial MEP comments on the Hostess House for needed repairs and concerns. At Council's direction Staff has solicited a proposal from Reliance Architecture, LLC for Council consideration. The firm could provide overall design and coordination of other structural, MEP, life safety and accessibility disciplines in two phases.

Recommendation:

Discussion, updates and direction from Council



Team | Project Top Management | Construction

March 4, 2021

Mr, Finley deGraffenried, City Manager
City of Lampasas
312 East Third St.
Lampasas, Texas 76550

Dear Finley,

Reliance Architecture is pleased to submit our services and fee proposal for your Hostess House for City of Lampasas.

SCOPE OF SERVICES

Part One: Master Planning with Phasing:

Work with the City of Lampasas to:

- Develop project scope and program (including staff and any select member interviews);
- Develop phasing to meet initial budget and criteria established by the City;
- Assist in considering fit within budgets and the City's goals;
- Produce presentation documents for each phase;

Part Two: Architectural Services

Architectural services per approved phases with consultants as required, per standard AIA contract B101-2017, *Standard Agreement between Owner and Architect*, including design, production of construction documents, bidding services and construction phase services.

FEE PROPOSAL

Part One: Master Planning

We propose providing the Phase One: Conceptual Planning Services, as described above, for a flat fee of \$6,600 including two meeting with staff.

Part Two: Architectural Services based on Phases in Master Plan

We shall provide a Stipulated Sum for Phase Two. The Stipulated Sum shall be based on required professional services to perform the work for the approved Concept from Phase One.

Compensation for Reimbursable Expenses (Part One and Two)

- Mileage at current IRS rate
- Printing, reproductions, plots, and standard form documents, as requested by the Owner
- Photo-realistic renderings or other marketing type materials, as requested by the Owner

Reliance Architecture, LLC
1306 Barrington Dr.
Austin, TX 78753

(512) 758-7660

info@reliancearchitecture.com

reliancearchitecture.com

CLARIFICATIONS

It is recognized that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents. The Architect's estimate of the Cost of Work shall be based on current area, volume or similar conceptual estimating techniques.

Reliance Architecture requests:

- As-built or record documents of existing facilities including building plans and site plans;
- Site surveys and geotechnical reports for all district properties, where available;
- Harmful Materials (asbestos and lead) report for facilities;
- All items requested are preferred in digital format, where possible.

This proposal does not include:

- Site surveys;
- Measured or "As-Built" drawings;
- Soil / geotechnical investigations;
- Subsurface investigations;
- Investigation of inaccessible systems and infrastructure;
- Air quality investigation;
- Environmental investigations or reports;
- Direction on dealing with hazardous materials;
- Detailed or guaranteed cost estimating;
- Photo-realistic renderings;
- Printing;
- Permitting and regulatory review fees.

Upon receipt of signed proposal, we can initiate services.

Best Regards,

Proposal Acceptance:



Antonio Naylor AIA, ALEP
Principal Architect, Texas Registered #26403
Reliance Architecture, LLC

Signature

Printed Name, Title

Date

40 -HOTEL-MOTEL TAX FUND

ACCT# ACCOUNT NAME

ASSETS

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1020	FSB CHECKING	0.00	
1021	FSB TEMPLE CHECKING 7000482	0.00	
1030	CLAIM ON CASH	456,631.66	
1031	COI COMMUNITY CENTER	3,581.05	
1044	BBOT COMMUNITY CENTER	1,012,250.38	
1210	ACCOUNTS/RECEIVABLE	0.00	
1221	ACCTS/REC MISC	0.00	
1222	ACCOUNTS RECEIVABLE	0.00	
1242	TAXES REC-PARK MOTEL	0.00	
1410	DUE FROM GENERAL	0.00	
1411	DUE FROM GEN DEBT SERVICE	0.00	
1420	DUE FROM UTILITY	0.00	
1421	DUE FROM MUNICIPAL COURT TECH	0.00	
1425	DUE FROM AVIATION	0.00	
1426	DUE FROM GOLF COURSE	0.00	
	TOTAL ASSETS		<u>1,472,463.09</u>

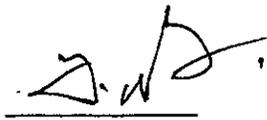
1,472,463.09
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LIABILITIES & FUND BALANCE

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2210	ACCOUNTS /PAYABLE	0.00	
2220	ACCOUNTS PAYABLE-PENDING	6,926.18	
2410	DUE TO GENERAL	0.00	
2420	DUE TO UTILITY	0.00	
2425	DUE TO AVIATION	0.00	
2426	DUE TO GOLF COURSE	0.00	
2499	DUE TO CASH CONCENTRATION	0.00	
2505	DEFERRED REVENUE	0.00	
3005	ENCUMBERED FUNDS	0.00	
3010	COMMITTED FUND BALANCE	494,190.82	
3030	COMMITTED CIVIC CENTER	968,181.65	
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE		<u>3,164.44</u>

TOTAL LIABILITIES & FUND EQUITY 1,472,463.09
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City ManagerITEM NO. WORKSHOP-5

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

Subject:

Discussion regarding adding a new Technology Policy to the City of Lampasas Personnel Policy that was adopted in 2006; Section 2.000 Employee Responsibilities. Subsection 2.15 – Use of City Computer, Internet Access, and Electronic Mail.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Monica Wright, Director of Information Systems

Date Submitted: March 3, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

It is City Staff's recommendation that the noted amendments to the City of Lampasas Employee Personnel Policy pertaining to Subsection 2.15 - Use of City Computers, Internet Access and Electronic Mail be considered for adoption. The existing City of Lampasas employee computer policy is very dated and has not been amended to reflect current technology protocols, procedures and safeguards that are required to protect the City's network, resources, and employees. Staff has consulted with City Manager and legal on the amended ordinance as well as the new Technology Policy.

Every City Official and person employed by the City of Lampasas should review and sign the newly amended policy if adopted. This includes new, temporary, full time employees, part-time employees, independent contractors, and freelancers that have access to the City's network.

If adopted, the IT Department will work with staff to ensure that the proposed new IT Policy is fully understood and will provide proposed amendments to this ordinance as technology, protocols, and requirements change.

Recommendation:

Discussion Only

**CITY OF LAMPASAS
INFORMATION TECHNOLOGY
POLICIES AND PROCEDURES**

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1. Purpose

This Policy governs the use of the Technology Resources owned and operated by the City of Lampasas, Texas by employees, volunteers, vendors, contractors, and all other authorized users.

Technology Resources is defined herein to be, and includes but is not limited to, desktop computers, laptop computers, mobile technological and computing devices, networking equipment, networked devices, servers, software, electronic mail, phones, cellular phones, control systems, Internet, Intranet, and all other electronic systems or devices that comprise or utilize components, infrastructure and equipment owned by or operated upon the City's public property.

This policy shall apply to all City employees, volunteers, vendors, agents, representatives, officials, contractors, and other authorized users as defined herein in Section 5 "Definitions."

2. General Policies

The City's electronic communications and Technology Resources are provided solely for the purpose of conducting City business. City officials and employees, are required by this policy to conserve and protect City Electronic Communication and Technology Resources for the security and reliability of the City's technology, service to the community, as well as to sustain public confidence and trust. Responsibility and accountability for the appropriate use of City Electronic Communication and Technology Resources ultimately rests with the individual City employees, volunteers, vendors, agents, representatives, officials, contractors, and other authorized users

Improper use of the City's Electronic Communications and Technology Resources may result in disciplinary action, up to and including termination.

The Information Technology (IT) Department shall establish and maintain specific rules and requirements relating to the safe and secure operation of all devices and the storage of data while connected to City resources. Adherence to these standards is a requirement for all persons utilizing the City's Electronic Communications and Technology Resources or storing and accessing data on any component or the City's technology infrastructure. These standards shall be amended as necessary to remain current with the industry standards, City requirements and to meet or exceed various needs and risks. Any future amendments shall be included in this Policy, by reference.

Failure to comply with these Policies, and the rules and requirements set forth herein shall be considered an improper use of the City's Electronic Communications and Technology Resources and may result in disciplinary action, up to and including termination.

The Specific Policies stated herein below, will be reviewed annually to evaluate the need for amendment and if changes are made, they will be reviewed and approved by the City Council and signed by the Mayor prior to implementation and enforcement. Any future modification will be communicated to the City's authorized users after the amendments are approved by the Council.

3. Specific Policies

A. Appropriate Use, No Expectation of Privacy, Open Records

Privacy - No authorized user of the City's Electronic Communications and Technology Resources shall have any right to or expectation of privacy in the use of the City's resources, regardless of the nature of the use. The City reserves the right to monitor, intercept, record, archive, view, or distribute any and all communications and/or content received on, viewed, accessed or transmitted over any City telecommunications facility and via any Technology Resources which the City utilizes, owns, leases, operates or otherwise makes available to authorized users, at any time, and for any reason, without notice of any kind whatsoever to any person accessing such Technology Resources, regardless of the source or destination of the transmission/communication or content, and subject to all applicable laws.

IT Department staff charged with the operation and maintenance of the City's Electronic Communications and Technology Resources and telecommunications infrastructure may, from time to time, be required to access any and all material currently located on those resources and/or previously accessed/archived or recorded information. All information residing on or in the storage/archives of the City's Technology Resources is the sole property of the City and no authorized user has any ownership interest in same.

City Department Heads, or other Employees designated by the City Manager, may monitor employee use of the Internet and email, and may revoke an employee's access to the Internet and/or email by notifying the IT Director, in writing, and providing the reason for the revocation. Authorized users must, at all times, be aware that any digital record residing on a city-owned Technology Resource may be subject to lawful open records requests. In addition, any data regarding City business stored on a personal device or file sharing service is also subject to lawful open records requests, under certain circumstances.

The downloading or use of any gaming software is an inappropriate use of City equipment and Technology Resources and shall not be tolerated. Games that are identified and discovered on City Technology Resources during audits shall be eliminated and the user/employee responsible for such software may be subject to disciplinary action, up to and including termination.

Information Resources are defined to be and used herein as any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers and tablets, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, this term includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Electronic files created, sent, received, or stored on IR owned, leased, administered, or otherwise under the custody and control of City of Lampasas may be accessed by City of Lampasas IT employees at any time (Note: Electronic files protected by attorney-client confidential relationship, economic development negotiations, certain police records/recordings and other information held to be confidential by law may not be accessed by IT employees unless instructed by the City Manager.

B. Network Devices

No employee or person (contractor, service technician, or third party) shall install, connect, or move any network device onto the City Network under any circumstances whatsoever. Only members of the IT Department are permitted to perform these functions. No employee, contractor, service technician, or third party may install any device or software intended to monitor, capture, or eavesdrop upon, any portion of data traversing the City Network, excepting members of the IT Department acting in the performance of their assigned duties.

No employee will permit any third party to connect any device to any Ethernet jack or wireless service (WIFI) without the express permission of the IT Director or System Administrator, unless specifically authorized to allow such connection.

No employee will permit any third party to connect any peripheral devices to the City Network computers unless authorized by the IT Department. Peripheral devices include, but are not limited to; mice, keyboards, microphones, webcams, headphones, printers, modems, network interfaces, USB drives, CD-ROM and DVD drives and external hard drives.

No employee shall install, or operate any equipment or service which has the effect of redirecting or proxying any network traffic to or from any other network, or disguising the source of any network transmission.

C. Security

It is the responsibility of every City employee, vendor, agent, or official to operate all City Electronic Communications and Technology Resources in such a way as to minimize the risk of unauthorized access to, or loss of, any City resource by any other entity, person or party, to ensure City resources are not misused by any other person, and to act so as to protect the integrity of the data and resources of the City.

1) Passwords

Each authorized user must have a unique, strong password. Strong passwords must be a minimum of 14 characters in length, not contain a standard dictionary word, and contain 3 of the 4 requirements below:

- Upper case letter
- Lower case letter
- Number
- Special Character (i.e. #?\$*@ etc.)

Passwords may not be shared among users and shall not be written down and left accessible to others. Passwords shall be changed every 90 days.

2) Clear Screen Policy

Any computing device with a screen, connected to the City's network, and unattended must be locked or logged off and password protected.

Authorized users shall not leave logged in and unlocked Technology Resources unattended. To aid in enforcement of this policy, City computers are configured to auto-lock after 30 minutes of inactivity. Exceptions to this configuration control may be granted on a case-by-case basis, but only by specific request to the IT Director or their System Administrator.

3) Malicious Software Prevention

All technology systems, particularly personal computers and servers commonly affected by viruses, must have installed an anti-virus program, approved by the IT Department, which is capable of detecting, removing, and protecting against all know types of malicious software. All anti-virus programs must be kept current through automatic updates, be actively running, be configured to run periodic scans, and be capable of as well as configured to generate audit logs.

Authorized users shall not interfere with the software's function of preventing malicious software from accessing or affecting the City's technology resources.

4) Software Security Patches

All critical security patches must be installed within one month of release. This includes relevant patches for operating systems and all installed applications. All applicable non-critical vendor-supplied security patches are installed within an appropriate time frame (by way of example only, within three months). The IT Department will install critical security patches and notify authorized users of any action they must take to complete the patching process, such as rebooting their computer. Authorized computer users must comply with such requests within a reasonable timeframe. The IT Department will automatically reboot computers weekly to ensure all critical updates have been applied.

5) Responsibility to Recognize and Report

Technology Resource security is every authorized user's responsibility and threats to the City's Electronic Communication System are increasing daily. All City employees who are authorized users are required to attend cybersecurity awareness training. The Texas Government Code Section 2054.519 State Certified Cybersecurity Training Programs requires Department of Information Resources in consultation with the Texas Cybersecurity Council to certify at least five cybersecurity training programs for state and local government employees and Section 2054.5195 requires

state and local government employees to complete a certified training program annually.

<https://statutes.capitol.texas.gov/SOTWDocs/GV/htm/GV.2054.htm>

The IT Director, or System Administrator, will initiate the annual notice to all authorized users regarding security awareness training, make it available to employees who are authorized users of the City's Technology Resources, and will track and report completion of the required training. Any employees that does not meet their training requirement will lose their City Technology Resource access until they have successfully completed the training. Continued failure to complete training may affect an employee's ability to adequately perform his/her job function and, therefore, may subject the employee to discipline, up to and including termination of employment. Security Awareness Training is also included with IT Orientation provided to and required of all new employees.

All authorized users shall immediately report any unauthorized access or unauthorized access attempt, virus infection, spyware infection, or other unauthorized or illegal resource use to the IT Department.

D. Resource Access and Use

1) Identity

Each person authorized to access the City of Lampasas's computer and Technology Resources must do so using a unique user name (login name) assigned by the IT Department. The use of group accounts will be limited to only those circumstances approved by the IT Director. Authorized users shall not share their account information, or permit other authorized users to log in using their personal/assigned credentials. Sharing assigned credentials is a serious violation of the policy and may subject the violators to discipline, up to and including termination of employment.

2) New Employees/Authorized Users

It is the responsibility of each department to notify the IT Department at least three (3) working days prior to the start date of any new employee who will function as an authorized user who will require access to the City's Technology Resources. Requests for such access should be made by emailing helpdesk@cityoflampasas.com. The generation of a user account and subsequent notification of access credentials shall be processed and approved by the IT Department for that user prior to allowing the new employee/user access to the City's Technology Resources.

It is the responsibility of each Department Director, or Human Resources, to immediately notify the IT Department in the event of the termination, resignation, or retirement of any employee within their department who previously had access to City Technology Resources, so that such employee's user accounts and assigned computer access may be removed and access blocked by the IT Department.

3) Internet

On-line services and the Internet, like other City property, are to be used for City business purposes. Occasional use of on-line services and the Internet for personal reasons is anticipated, however, employees should exercise good judgment and restraint when accessing on-line services and the Internet for personal reasons. Further, personal use of the Internet must be limited and shall not interfere with the performance of the authorized user's job duties. Department Directors and Supervisors shall establish procedures and guidelines for determining when personal access of the Internet becomes excessive and/or interferes with the employee's work performance.

The Internet connection, including all computer components and infrastructure related to same, is City property and is controlled and monitored by the IT Department. An employee's access of on-line services and the Internet constitutes the employee's implied consent to a review of the employee's use of the Internet. Usage of the Internet by employees and authorized users is subject to continuous or random review by City management in an effort to maintain and raise standards for customer service, to enforce limited personal use and to ensure Policy compliance. The City reserves the express right to monitor, in any way it deems necessary and appropriate for City purposes, the activities of employees while accessing the Internet, or review the contents of stored Internet access logs. Users of the City's Internet Property

shall have no right or expectation of privacy while accessing and/or using the City's Internet connection or the City's Technology Resources.

Access to the Internet shall not be used for harassment, embarrassment, or for any fraudulent, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate purpose and any such unpermitted use by and employee or authorized user shall subject the individual to discipline up to and including termination.

Internet access shall not be used to solicit, advertise, or otherwise market for outside business ventures, personal parties, social meetings, charities, membership in an organization, or other matters not connected to the City of Lampasas and any such unpermitted use by and employee or authorized user shall subject the individual to discipline up to and including termination.

The City of Lampasas reserves the express right to implement any type of internet content filtering or web site blocking to protect City resources from damage or data corruption and to filter inappropriate or unwanted material. Requests for access to blocked content should be sent from the affected employee's Department Director to the IT Director.

Internet users shall not duplicate or download from the Internet or email any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material.

E. Electronic Storage – File Systems

The City provides departmental storage resources for managing (storing, updating, deleting) data and files that need to be shared and accessible to everyone in their respective department and/or division. All members in each designated departmental storage resource are responsible for managing their own data according to each department's established procedures.

- Only City-related data and files can be stored on the City's storage resources. The City assumes no responsibility for the loss, protection or restoration of any personal data, which storage is not permitted.
- Duplicate and obsolete files consume storage resources. The IT Department will make assessments of duplicate and obsolete files on the file systems from time to time. From the assessments, the IT Department may request removal of the duplicate and obsolete files, or may delete same, at its option without request or notice to user.
- City employees who have approved access to the City Network are encouraged to store all data, information or files that are created or managed as part of their work function on their departmental shared drive.
- Unless trained by the IT Department on procedures to protect such data, no data relating to you or someone else which contain Social Security Numbers, credit card information or personal identifiable information may be stored, transmitted or used on City file storage resources. If you encounter any of these types of data, contact the IT Support immediately.
 - a) In cases where this and other restricted data is stored on the City's Technology Resources, such data shall be encrypted while at rest.
- Periodically, and at the discretion of each department's procedures, all employees should review and audit data accessible in their shared drive and delete any files that are no longer needed. Data storage is a finite resource that needs to be managed proactively, and has detrimental impact on our capacity and infrastructure if it goes unchecked.
- Data backups of shared drives are performed on a daily basis. Data can generally be restored as far back as three (3) days from the time it was deleted or modified, but there is no assurance of the retrieval of deleted or modified data.

It is the employee's responsibility to ensure that data is stored in a manner that meets record retention requirements established by the Texas State Library and Archives Commission. <https://www.tsl.texas.gov/slrn/localretention>

1) Storage Reclamation

A periodic review and reclamation of storage resources will be performed by the IT Department as follows:

- The IT Department may purge any data or files that it deems to be non-compliant with established policies and/or that pose a risk to the City, but will attempt to notify the owner(s) of the file(s) before doing so.
- The shared drive directories will be audited annually, by the IT Department, for continued usefulness to the data owner(s).

F. Communications Systems

The City provides various systems to support internal and external communications. These systems include, but are not limited to, E-mail, Internal Messaging, Standard Telephone, Phone and Video Conferencing, Facsimile, mobile devices, etc. There shall be no expectation of privacy when using any City Communications System.

City Communications Systems are to be used for internal and external City business communications. Only employees specifically authorized by the City may use the City's Communication Systems.

Occasional use of Communications Systems, including the e-mail system for personal reasons is anticipated, however; employees should exercise good judgment and restraint when using systems for personal reasons. Further, personal use of the communication systems must not interfere with the performance of job duties. Department Directors and Supervisors shall establish procedures and guidelines for determining when personal use of the Communications Systems is excessive and/or interferes with work performance. Violation of this Policy may subject the violators to discipline, up to and including termination of employment.

No authorized user should implement or use any privately generated individual password on the City's Communication System, nor shall they permit access to the City's Technology Resources through the use of such passwords that are not generated strictly by the City's IT Department. Violation of this Policy may subject the violators to discipline, up to and including termination of employment.

City Communications Systems, including all messages transmitted, received or stored by them are solely City property. An employee's use of the City Communications Systems constitutes the employee's implied consent for the City's IT Department and management to review, copy, download and use any messages on the City's Communications Systems. The Communications Systems are subject to continuous or random review by management in an effort to maintain and raise the City's standards for customer service, to enforce limited personal use, to ensure Policy compliance by all authorized users, and to implement and ensure Communication Systems Security.

The use of any material in the City's Communications Systems that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory, discriminating, promoting specific religious or political views or is otherwise unlawful or inappropriate is strictly prohibited, and if found, shall result in disciplinary actions, up to and including termination.

City Communications Systems shall not be used to solicit, advertise, or otherwise market for outside business ventures, personal parties, social meetings, charities, membership in any organization, or other matters not connected to the City of Lampasas (excluding Lampasas Economic Development Corporation promotion of businesses) and if found, shall result in disciplinary actions, up to and including termination.

To ensure the integrity of the City of Lampasas's e-mail system, limits have been placed on the size of each individual mailbox, as well as the size of incoming attachments and what type of attachments will be allowed into the City's Communications System. These limits shall be re-evaluated annually to consider changes in technology and modifications in the City's limits will be made accordingly.

1) E-Mail Mailbox Size Management and Archival

All City e-mail correspondence, incoming and outgoing, will be kept in the 'E-mail Archive System' for a period of two (2) years. This e-mail retention period shall be re-evaluated annually to consider changes in technology and modifications will be made accordingly.

Due to the all-inclusive nature of the e-mail system used by the City, its accessibility by all employees, and the duplicative nature of the e-mail archive system, all employees' emails that are older than 2 years will be purged from the user's e-mail mailbox, without notice to the user. Exceptions to this two (2) year mailbox retention/deletion policy may be granted by the IT Director or System Administrator, in specific cases, as deemed appropriate and necessary on a case-by-case basis.

2) Forwarding and Exporting

E-mail accounts are provided to users strictly for the purpose of conducting City business and ensuring e-mail records are complete, accurate and provide accountability that all city e-mail is captured. Auto-forwarding to a private e-mail account, mass exporting of e-mails and personal archiving of e-mails on the City's Communications Systems is strictly prohibited. If the City determines that a user has entered into such an activity, the user shall be subject to disciplinary action, up to and including termination.

G. Portable Computing and Storage Devices

The following safeguards for the use of portable computing and storage devices, including their connection to the City's network, will help preserve the integrity, availability, and security of the City's network, users' equipment, and the information accessed and shared using a portable device. Portable computing or storage devices include, but are not limited to, laptop computers, tablets, smart phones, thumb (flash) drives, external (portable) hard drives, and other similar devices.

No portable computing device is considered a secure computing device unless City specified security measures and applicable security software appropriate for that portable computing device have been installed and activated by the IT Department.

All portable computing devices and storage devices and media must use a strong password to ensure that the City's network and computer system is only accessible to authorized users and all restricted data stored on these types of devices must be encrypted.

If portable computing devices are used to store, transmit, receive, or in any way interact with restricted data, the information shall be protected by the user of the devices in accordance with the following requirements:

- Main system functions and data must be protected by use of a strong password in accordance with City IT user account and password management Policy.
- Restricted data may not be removed from City premises without Supervisor's or management's prior approval.
- If restricted data is transferred via e-mail, the e-mail shall be sent in an encrypted format.
- Access to restricted data or resources from the portable computing device using public internal or external wireless networks requires the installation and use of a secure method of transmission on the portable computing device, such as a Virtual Private Network (VPN).

All portable computing devices used in open, common, or otherwise insecure areas must implement the following to the]

- A theft deterrent device, at any time the device is left unattended.
- An inactivity timer or automatic logoff mechanism, that is set to activate after 5 minutes of inactivity.
- Safeguards to prevent unauthorized viewing of access control information, such as log-ins or passwords.
- Safeguards to prevent unauthorized viewing of restricted data.
- Effort to physically secure an unattended portable computing device such as by locking it in an office, a desk drawer, a filing cabinet, or using a cable-lock system to attach it to a desk or cabinet.

Any portable computing devices not in compliance with the above stated security policies should not be used to store, transmit, or process restricted data and these unsecured devices, when identified, shall be denied access to the City's network.

The City network is set up to scan thumb/flash drives upon the devices' first access of the data. As an additional security measure, authorized users shall not connect any thumb/flash drive of unknown origin or containing unknown data to any City network or City Technology Resource. (A favorite technique of technology criminals is to place thumb drives, pre-loaded with malware, in places where they will be found by personnel of the organization they are attempting to penetrate, in the hope that the user will insert the drive to see what information it contains, or use it as a "free" device, at which time the organization's system becomes infected with the malware.)

H. Personal Device Usage

The IT Director, or System Administrator, shall be solely responsible for determining which non-City-owned devices may be connected to City Technology Resources. Users and employees should contact the IT Department to determine whether any device they desire to use with the City's system is eligible, and to obtain proper user credentials for the device, if possible.

The City of Lampasas reserves the right to disconnect, or prevent connection of any device, to City network resources, by any user, at any time, or for any reason, without any notice or consent.

Employees shall not connect, attach or attempt to utilize any form of network equipment, including, but not limited to, switches, routers, modems, hotspots, or any other device intended to be an intermediary data transport, to the City's network, without exception. Cellphones, tablets, and laptops are allowed to connect to City's guest WIFI, without special or prior permission.

The IT Department will provide support for connectivity issues relating to the City's network for City Technology Resources only. Hardware and software support for personal devices will not be provided.

I. Wireless Communications

The City of Lampasas's policy is to provide access to a wireless communication device to a City employee when and if the Department Director determines the use of the wireless device is required and necessary for the performance of the employee's job duties. Devices include, but are not limited to hardware such as laptops, tablets, cellphones, and mobile hotspots.

1) Eligibility

A City employee shall be required to have and be able to fully utilize a wireless communication device that is compatible with the City's network and e-Mail system when the employee's job duties or operational requirements:

- Involve frequent travel or the job for the City will routinely take the employee into the field to conduct business, but the employee has a need to remain in communication with others, for City business purposes.
- Present a need for constant and immediate communications with other City personnel through the day, if their position requires the employee to be away from his/her office or desk frequently.
- Present a need for an employee, who significantly supports or is responsible for programs, services, or systems, after normal City work hours and/or on weekends.
- Require an employee to be available for emergency or business-related contact on a 24/7 basis.
- Offer no other practical alternatives for cost-effective and timely communications by the employee using landlines or other communications methods.

2) Security

The City reserves the right to load City supplied software on any wireless communication device provided by the City. The software will assist in maintaining network and data security and integrity, including, but not limited to, antivirus and device management products. The security software utilized by the City may restrict access to sensitive or confidential information from the device, manage City data on a device used for both City and personal use, or delete and/or remove

City data from the device. The City is not responsible for any decrease in functionality or damage to the device that may result from the use of the software products utilized by the City to maintain security of the City's systems and network.

3) Notification Requirements

The employee is responsible for immediately notifying the IT Department and the employee's direct supervisor in the event that the employee's City equipment is lost, stolen, or otherwise becomes inoperable. Department Directors must notify both the IT Department and the Human Resources Department immediately at the time a City employee, that is a user pursuant to the Policy, separates from City employment.

4) City Access for Legitimate Business Purposes

Employees using a Wireless Communication Device under this Policy, either by a City- or privately- owned device, consent to access to their devices by the IT Department and the City. Any employee used device may be examined by an authorized City employee for legitimate City business purposes. An employee's refusal to comply with a reasonable request for access to information on a Wireless Communication Device, in accordance with this Policy, shall result in disciplinary action, up to, and including termination. Legitimate City business purposes includes, but is not limited to as a workplace investigation, response to an Open Records Request or threatened, anticipated or ongoing litigation.

Privacy when utilizing City-owned equipment. There is no right and there shall be no expectation of privacy related to the use of a City-provided cell phone or wireless device. All call records, logs, and any other information associated with or resulting in an impact upon the City or the City's reputation, function/work of the employee or the City's business is the property of the City. Text messages, e-mail messages, or any other electronic communications sent, received or stored on a City-owned cell phone or wireless device are subject to monitoring and retrieval by the City at its sole discretion.

Privacy when utilizing privately owned equipment. There is no right and there shall be no expectation of privacy related to City business conducted on or utilizing a privately-owned cell phone or wireless device. All call records, logs, and any other information associated with the City's business done while using a privately-owned cell phone is and remains the property of the City, and may be subject to disclosure pursuant to State laws.

J. Computer Data Backup

The City performs daily backups of all user's data on City network computers. In this regard, the City applies the following Policy:

- 1) User Data Backups:** Only the user's My Documents folder is backed up. All important information must reside in the user's My Documents folder in order for the data to be included in the daily backup performed by IT. Any data not included in the "My Documents folder is considered to be unsecured materials and is not safeguarded by the daily backup process. If employee has data located somewhere else that the employee requests that the IT Department specifically back up, it is the employee's responsibility to inform IT Department and make a written request for such back up. User backups of My Folder materials are conducted daily and the data that is backed up is generally retained for three (3) days.

K. Software

The City is committed to preventing copyright infringement. It is the policy of the to respect all computer software copyrights and to adhere to the terms of all software licenses to which the City is a party. The City is subject to all copyright laws pertaining to the use of copyrighted software and documentation. Unless expressly authorized by the software licensor/developer, the City has no right to make copies of the software, except for permitted backup or archival purposes.

City employees shall not duplicate, copy, or reproduce any software purchased by and/or licensed to the City, or any related documentation without prior written approval from the IT Director. City employees shall not give City-purchased or licensed software to any non-employees, including, but not limited to clients, contractors, customers, and others, without prior written approval from the IT Director.

Software and work products (documents, databases, spreadsheets, programs, scripts, etc.) developed by employees on City time, or on City-owned equipment, or for City projects, shall be the property of the City. Such software and/or work products are for the exclusive use of the City, its officials, agents, and employees. Such software and/or work products may not be sold, transferred, or given to any person without the prior written approval of the City Manager or IT Director, unless considered a normal part of the employee's day-to-day work duties.

All software used on a City computer or other Technology Resource must be licensed to the City for that computing device, that user, the City as an entity, or other specific licensing arrangement between the manufacturer/owner and the City.

The IT Department tracks and manages all software licenses for the City.

As far as is practical, software licenses shall be stored at the IT Department. If another City department requires the original software license to be held on premises, then that department shall make a copy of the license and provide it to the IT Department for its files.

Use of non-City-owned software on City Technology Resources is strictly prohibited and doing so shall result in disciplinary action up to and including termination.

L. Hardware

The IT Department centrally manages and budgets for the City-wide management, maintenance and replacement of certain technology and computing equipment. Replacement schedules attempt to balance both the business needs and budget capacity of the City. Replacement of major computer components and infrastructure in the internet system, including hardware and software, will be included by the IT Department with the capital projects lists presented in the City's annual budget process.

M. Technology Procurement

Departments will coordinate all technology or software related purchase requests of IT equipment (including grant proposals, RFPs, bids, contracts, purchase orders, and City credit card purchases of technology hardware and software) with the IT Department, through an IT request ticket. Once reviewed and agreed upon, technology purchases will be initiated by the IT Department. The purpose of this policy is:

- To ensure the requested technology product(s) that are obtained are compatible and can interface, as necessary, with City standards and existing infrastructure
- To avoid unnecessary and costly duplication of equipment and capabilities
- To minimize impact on support personnel
- To ensure all costs are properly considered
- To ensure the proposed equipment or software does not interfere with the operation of existing systems, or create any undue risk to or negative effect on City resources
- To document and store software licenses properly, plan for recurring software and/or hardware maintenance, and manage compliance with licensing requirements.

Departments shall involve the IT Department in the earliest planning stages of any technology or software procurement. IT Department staff shall provide review and assessment of any hardware or software procurement related to improved efficiency, maintenance requirements, compatibility, interface, and duplication prior to requesting any technology purchase.

N. Third Party Hosting and File Transfer (cloud) Services

Employees shall not use their personal file storage or transfer accounts (example Dropbox or iCloud) to host or store City Documents or work products.

Employees are not permitted to conduct business on behalf of the City of Lampasas using any third-party e-mail service. Violation of this subsection of the Policy, related to third party hosting and file transfer shall result in disciplinary action up to and including termination.

4. Violations to Policies

Violations of these policies by authorized users other than employees will result initially in removal of access to the City's technology resources. Further discussions and remedial actions will be taken and lead by the IT Director or System Administrator.

Violations of these policies by employees may result in removal of access to technology resources by the IT Director or System Administrator. Further disciplinary action by their supervisor associated with resulting inability to perform the duties of the employee's job, is also possible, up to and including termination of employment with the City in instances of repeated violation by an individual or when the violation results in damage to the City's system or other serious consequences, or at the discretion of the employee's supervisor, director and/or the City Manager, based upon the Policy violation at issue.

5. Definitions

For the purposes of this Policy and Procedure, the following definitions shall apply:

- 1) **IT** – Information Technology
- 2) **IT Director** - The Director of Information Technology of the City of Lampasas.
- 3) **System Administrator** – Reports to the Director of Information Technology of the City of Lampasas.
- 4) **Department Director** - The head of an administrative department of the City of Lampasas, Texas.
- 5) **Employee** - For the purpose of this Policy, an employee is defined as any individual employed by the City on a full-time, part-time, or volunteer basis.
- 6) **City Official** – An elected or appointed person who is serving as the Mayor or a member of the City council
- 7) **Electronic Communications**- means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system that affects interstate or foreign commerce
- 8) **City Network** - means any computers, computer systems and networks of the City
- 9) **Departmental Shared Drive** – network drive allows users to instantly grant access to shared files from their computer to a folder on a file server.
- 10) **Mobile Device** – Means a device intended to be portable, carried on one's person, or readily moved from location to location, such as smartphones, cell phones, radios, pagers, laptops, tablets, and others.
- 11) **Authorized user** – An authorized user is a current employee, contractor, vendor, agent, official or other party who has been granted lawful access by the IT Director or System Administrator to the City of Lampasas network, applications, or services.
- 12) **Restricted Data** – Restricted data may fall into either of two subcategories: Personal or Limited
 - a) **Personal** data refers to the combination of any information that identifies and describes an individual, including but not limited to, his or her name, social security number, protected health information (PHI), financial account information, and credit or debit card information. Access to such data is governed by state and federal laws, both in terms of protection of the data, and requirements for disclosing the data to the individual to whom it pertains. Protection for such data may also be subject to additional operating regulations in accordance with vendor or partner agreements, such as the Payment Card Industry Data Security Standards.
 - b) **Limited** refers to electronic information the unauthorized access, modification or loss of which could seriously or adversely affect the City (e.g., cause financial loss or loss of confidence or public standing in the community), adversely affect a partner (e.g., a business or agency working with the City), or adversely affect the public.

Examples of such data may include ongoing public safety investigations, utility schematics and control information.

- 13) **Information Resources** - any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers and tablets, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information
- 14) **Guest WIFI** – Wireless network for City employees only. Access must be granted by IT Director or System Administrator.
- 15) **Peripheral Device** – an internal or external device that connects directly to a computer or other digital device but does not contribute to the computer’s primary function, such as computing. It helps end users access and use the functionalities of a computer.
- 16) **Communications Systems** – A collection of telecommunications networks, transmission systems, and relay stations that are integrated into a coherent system. These allow people to stay in touch over a geographical system.

6. Acknowledgement of Understanding and Acceptance of Policy

I, _____ have read and agree to abide by the Information Technology Policies and Procedures while employed, affiliated with, or doing business with the City of Lampasas.

Signature: _____ Date: _____

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PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS; Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

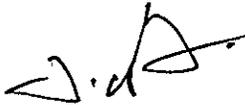
WHEREAS; The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS; The anniversary of this National Fair Housing Law provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE we have affixed our signature on this 8th day of March 2021.

Misti Talbert, Mayor

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City Manager

ITEM NO. 1.3

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

Subject:

Public hearing to receive citizen comments regarding the Draft City of Lampasas
Comprehensive Plan

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 1, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

In May 2019 City Council approved a contract with Halff Associates for services related to development of a Comprehensive Plan. A Comprehensive Plan Advisory Committee was created and the first meeting took place in June 2019. The initial kick-off meeting was followed by various stakeholder meetings and in August 2019 an Open House was held to invite the Community to find out more about the Comprehensive Plan process and to provide input about growth, housing, transportation, Economic Development, and infrastructure. Approximately 800 Citizens contributed input by completing an online survey. Our last on-site meeting with Halff Associates was in February 2020 due to COVID. We continued to have periodic conference calls and worked closely with them during this last year. Small focus groups with the Comprehensive Plan Advisory Committee were conducted as well to keep things progressing. This Public Hearing provides the opportunity to receive citizen comments relating to the Draft Comprehensive Plan.

Recommendation:

Public Comment

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**MINUTES OF THE SPECIAL SESSION OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 18, 2021
4:00 p.m. Special Session**

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

Council Members present:

Bob Goodart
Randy Clark
Cathy Kuehne

Council Members absent:

Mayor Pro Tem TJ Monroe

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary/Zoning Administrator
Sammy Bailey, Police Chief

SPECIAL SESSION

1. Call to order Special Session

Mayor Talbert called the Special Session to order at 4:00 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332. She also noted that if you are socially distant and comfortable you may remove your mask.

2. Adjourn into Executive Session

Mayor Talbert advised that there is no need to adjourn into Executive Session this afternoon, there was only one letter of interest to fill the remaining term of Gordon Nelson.

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and/or other matters posted on the regular agenda.

Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

3. Adjourn into Special Session

SPECIAL SESSION

4. Discussion and possible action concerning the appointment of applicant to City Council to fill the remaining term of Gordon Nelson, Place 3 through May 2022.

Mayor Talbert advised that in receiving the resignation of Gordon Nelson there is a vacancy that needs to be filled. She wishes the Nelson's improved health and best wishes. Mayor Talbert advised the Letter of Interest was from Chuck Williamson. Mr. Williamson advised Council that he would be honored to accept the appointment and wants to continue to serve the community. Mrs. Talbert advised that Mr. Williamson has served on several boards and was a member of City Council for 6 ½ years.

Council member Kuehne moved to appoint Mr. Chuck Williamson to the remaining term of Gordon Nelson Place 3; the motion was seconded by Council member Toups and with a unanimous vote the motion carried. (Mayor Pro Tem Monroe Absent)

5. Discussion and possible action concerning items discussed during Executive Session.

No action taken. City Council did not convene into Executive Session

6. Adjourn Special Session

Council member Toups moved to adjourn Special Session at 4:02 p.m., Council member Kuehne seconded the motion and with a unanimous vote the motion carried. (Mayor Pro Tem Monroe Absent)

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary

11 February 2021

Charles "Chuck" Williamson
2206 Deer Trail
Lampasas TX 76550

City Secretary

City of Lampasas

Lampasas TX 76550

I would be interested in applying for the City Council position Place ^{3rd} that has been vacated by the resignaton of Gordon Nelson. Term expiration May 2022.

I have been a resident of the city of Lampasas since 1984. I have served since 1992 and continue to serve on City Boards . I was on City Council for the last 6.5 years . My desire is to continue to serve the City and Citizens of Lampasas in any way They consider appropriate.

Charles "Chuck" Williamson

512 7340496

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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 22, 2021
5:30 p.m. Joint 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
Delana Toups
Bob Goodart
Randy Clark
Cathy Kuehne
Chuck Williamson (sworn in during workshop)

Planning Commission Present:

(Joint Session Only)
Dorothy Person
Bob McCauley
Jeff Jackson

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Monica Wright, IT Director
Becky Sims, City Secretary/Zoning Administrator
Chasity Shifflett, Administrative Secretary
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief
Vicki Tower, Parks Secretary/Human Resource Coordinator

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

Mayor Talbert called the Joint Council Workshop to order at 5:30 p.m. Due to lack of quorum; Chair Jackson did not call the Planning and Zoning Workshop to order.

2. Discussion regarding Comprehensive Plan Status, Priorities and Implementation.

Finley deGraffenried, City Manager presented the following:

Chapter 5

- This chapter has been disseminated to the Planning Commission, Comprehensive Plan Advisory Committee (CPAC), and Staff
- Edits are extensive; not quite complete

- Goal Statements have been reviewed by CPAC small groups and feedback incorporated into draft.

Elements and Goals

1. Growth and Community Character
2. Updating Infrastructure and Critical Services
3. Land Use and Development
4. Economic Development
5. Mobility
6. Community Facilities and Services

Chapter 6

- Identify what's important, what should be done first, what is the easiest/quickest to implement, and lastly what are we already doing?

Comments from CPAC small group meeting:

- Internet- still priority
- Business Park Development
- Advertising, Marketing, Promotion activities between City Staff, LEDC, and Chamber of Commerce
- Downtown Revitalization- High Priority
- Capitalize/ Realize Opportunities for growth from Austin suburbs
- Infrastructure stability- prepare and anticipate growth
- Flexibility in Land Use/Subdivision Regulations

Formal Consideration Timeline:

- Joint Meeting between City Council and Planning Commission
- Finalize edits to Halff Associates
- March 4, 2021- Planning Commission Public Hearing
- March 8, 2021- City Council Public Hearing

Discussion:

- Mayor Talbert advised that the Comprehensive Plan is product of Council with Community Involvement/Staff Input/Council Implementation.
- Reliable Internet
- Infrastructure must be a priority
- Council member Clark commented on Transportation/Sidewalks and Drainage.
- Mayor Talbert commented that citizens want to see where the money goes; however, the most value is what can't be seen. (Infrastructure)
- Jeff Jackson, Planning Commission Chairman, advised that we need to cater/accommodate investors with money. Planning is great; however, community doesn't play here they go out of town. He doesn't see the growth in downtown.
- Mayor Talbert and Mayor Pro-Tem Monroe advised that growth in downtown is based on the number of occupied buildings as opposed to the vacant buildings. Several businesses have made a difference in downtown foot traffic.
- Robert McCauley, Planning Commission member recommends a review of historical downtown businesses; what has worked, what has not?

Mayor Talbert advised that the Planning Commission should lead the way for change when it comes to Zoning Regulations; joint effort with City Council

- What works/what doesn't
- Multi Step Process to modify/enhance Zoning Regulations
- Enforce utilization of Comprehensive Plan/ Changes should fit within perimeters/not go against

Dorothy Person, Planning Commission member wanted to ensure that Fire Department, Police Department and Park & Recreation needs are being met.

3. Adjourn Joint Session and convene into City Council Workshop Session

Council member Toups moved to adjourn the joint session at 6:19 p.m.; Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried.

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 6:27 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

2. Swearing in of Chuck Williamson whom was appointed to fill the remaining term of Gordon Nelson.

Mayor Talbert and Becky Sims, City Secretary administered the oath of office to newly appointed Chuck Williamson.

3. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following information for Lampasas County:

- Total Cases- 2017
- Active Cases- 26
- Total Fatalities- 25
- Hospitalizations- 3

Hospitalizations across the State of Texas are on a steady decline. On February 8, 2021 there were a reported number of 9,401 cases being hospitalized; as of February 22, 2021, that number has decreased to 6,964.

Beginning in March, the County of Lampasas will begin receiving vaccines from different sources. The vaccines will be distributed to Advent Health Rollins Brook, Advent Heath Family Medicine Center and Seton Lampasas Healthcare Center.

4. Discussion regarding amendments to Personnel Policy

Vicki Tower, HR Coordinator advised Council of the proposed amendments as discussed at the January 25, 2021 meeting pertaining to Longevity Pay, Introductory Period, use of leave time to supplement Workers Compensation Payments.

Promoted or Transferred Employees:

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.

Longevity Pay

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 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*.

8.04 Sick Leave

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*.

5. Discussion relating to partitions at Dais

Becky Sims, City Secretary and Monica Wright, IT Director presented Council with a request to seek bids for partitions for Council Dias. Council felt it was an unnecessary expense, they were afraid they would not be able to hear each other with the partitions in between them. Mrs. Sims advised it would provide better visibility and audio with the Council sitting at the Dias. 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.

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

Finley deGraffenried, City Manager presented Council with an after-action outline:

- Event timeline
- Issues
- Partners in Assessment
- Possible Inclusions
- Timeframe

Mr. deGraffenried advised Council of potential impact to electrical rates. Mayor Talbert expressed her appreciation to Finley deGraffenried for his ability to broker deals and secure rates that has mitigated risk to citizens.

Mayor Talbert would like for the City to absorb impact costs instead of passing it to the citizens. Council agreed and Mr. deGraffenried will provide an update and get it out to the public this evening.

Assistant City Manager, Rickie Roy, Fire Chief Smith and Police Chief Bailey all commended staff on their performance during the storm, power outages, and loss of water.

Next steps:

To obtain feedback from citizens, businesses, healthcare providers, County and emergency personnel regarding the storms, outages to identify gaps, resources, what Staff did well, and what Staff can improve on.

7. Discussion regarding any item on the regular agenda

There were no discussions regarding items on the regular agenda

8. 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 7:05 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.

Mr. Clifford Dalton addressed Council regarding his contention that establishments may have poisoned him.

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.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on February 8, 2021

Mayor Pro Tem Monroe moved, seconded by Council member Kuehne to approve the minutes as presented, with Toups and Williamson abstaining, the motion carried.

3.0	CONSENT AGENDA
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"

Mayor Pro Tem Monroe moved to approve the consent agenda as presented. The motion was seconded by Council member Toups, with a nay from Council member Clark, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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Becky Sims, presented the 2020 Annual City Secretary/Administration Report

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 Packets 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 Packet
- Post Agenda
- Mail Packet 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.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- 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

5.2	MAYOR'S COMMENTS
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Mayor Talbert commented how proud she is to be from Lampasas. Staff got away from Community Champion this year due to COVID and limiting citizens in the Council Chambers; however, she feels recognition is warranted for the work Staff did this past week; during the storm and outages. Champion seems inadequate for the Shining Stars; however, Council will work on a way to celebrate and recognize City Staff. She welcomes any and all suggestions.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and possible selection of website photo contest winner
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Council member Kuehne moved to select entry 2; the motion died due to lack of second. With no other motion; Mayor Talbert instructed all three entries to receive a gift.

7.2	Discussion and approval of request regarding the City of Lampasas Special Events for 2021.
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Mayor Pro-Tem Monroe moved to approve the City of Lampasas Special Events for 2021; Council member Toups seconded the motion and with a unanimous vote; the motion carried.

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).
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Council member Clark moved to approve the contract between the City of Lampasas and the Brazos River Authority, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

7.4	Discuss and consider installing partitions to Dias
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There was no action item taken on this item.

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.
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Mayor Pro Tem Monroe moved to approve the first reading of the Ordinance amending 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, Council member Clark seconded the motion and with a unanimous vote the motion carried.

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:28 p.m., Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

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 purchases and charges in excess of \$4,000 from February 1, 2021 to February 28, 2021

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: March 5, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

N/A

Attachments: A/P History Check Report

Summary Statement:

The Check History Report presents the detail of individual charges and amounts for all checks over \$4,000 for the period of February 1, 2021 to February 28, 2021.

Recommendation:

Motion to approve by consent.

VENDOR SET: 99 CITY OF LAMPASAS
 BANK: FSB BANCORPSOUTH
 DATE RANGE: 2/01/2021 THRU 2/28/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02856	AEP ENERGY PARTNERS, INC. I-17521292602 JANUARY AEP BILL	E	2/19/2021	66,960.40		000054		66,960.40
56260	LOWER COLORADO RIVER AUTHORITY I-EW16207 JANUARY LCRA BILL	E	2/19/2021	471,345.71		000055		471,345.71
27050	IRS-PAYROLL TAXES							
	I-T1 202102118109 FEDERAL WITHHOLDING	D	2/12/2021	17,070.72		000092		
	I-T3 202102118109 FICA TAX	D	2/12/2021	25,332.42		000092		
	I-T4 202102118109 MEDICARE TAX	D	2/12/2021	5,924.56		000092		48,327.70
27050	IRS-PAYROLL TAXES							
	I-T1 202102258111 FEDERAL WITHHOLDING	D	2/26/2021	18,752.48		000093		
	I-T3 202102258111 FICA TAX	D	2/26/2021	27,071.36		000093		
	I-T4 202102258111 MEDICARE TAX	D	2/26/2021	6,331.16		000093		52,155.00
17865	COLONIAL LIFE & ACCIDENT							
	I-AC1202101148103 ACCIDENT INSURANCE	R	2/03/2021	186.45		160020		
	I-AC2202101288105 ACCIDENT INSURANCE	R	2/03/2021	186.46		160020		
	I-AC3202101148103 ACCIDENT INSURANCE	R	2/03/2021	582.66		160020		
	I-AC3202101288105 ACCIDENT INSURANCE	R	2/03/2021	582.66		160020		
	I-CN1202101148103 CANCER INSURANCE	R	2/03/2021	285.68		160020		
	I-CN2202101288105 CANCER INSURANCE	R	2/03/2021	285.69		160020		
	I-HO3202101148103 HOSPITAL INCOME - PRETAX	R	2/03/2021	137.70		160020		
	I-HO3202101288105 HOSPITAL INCOME - PRETAX	R	2/03/2021	137.70		160020		
	I-LF3202101288105 UNIV/COL LIFE AFTER TAX	R	2/03/2021	374.49		160020		
	I-LF7202101148103 NON-PRETAX LIFE INSURANCE	R	2/03/2021	374.44		160020		
	I-LF8202101148103 AFTER TAX COLONIAL PRODUCTS	R	2/03/2021	923.79		160020		
	I-LF8202101288105 AFTER TAX COLONIAL PRODUCTS	R	2/03/2021	923.79		160020		4,981.51
02860	FUELMAN I-202101268104 CITY FUEL	R	2/03/2021	7,592.55		160028		7,592.55
03376	PRINCIPAL LIFE INSURANCE COMPA							
	I-202102018108 PRINCIPAL LIFE INSURANCE COMPA	R	2/03/2021	193.12		160029		
	I-DN1202101148103 EMPLOYEE SHARE HEALTH INSUR	R	2/03/2021	587.25		160029		
	I-DN2202101288105 EMPLOYEE SHARE HEALTH INSUR	R	2/03/2021	587.25		160029		
	I-GDC202101288105 DENTAL INSURANCE PREMIUM	R	2/03/2021	752.64		160029		
	I-GDE202101288105 DENTAL INSURANCE PREMIUM	R	2/03/2021	928.80		160029		
	I-GDF202101288105 DENTAL INSURANCE PREMIUM	R	2/03/2021	1,063.48		160029		
	I-GDS202101288105 DENTAL INSURANCE PREMIUM	R	2/03/2021	556.51		160029		
	I-GVC202101288105 VISION INSURANCE PREMIUM	R	2/03/2021	150.92		160029		
	I-GVE202101288105 VISION INSUR PREMIUM	R	2/03/2021	252.00		160029		
	I-GVF202101288105 VISION INSURANCE PREMIUM	R	2/03/2021	178.22		160029		
	I-GVS202101288105 VISION INSURANCE PREMIUM	R	2/03/2021	128.63		160029		
	I-VS1202101148103 EMPLOYEE SHARE HEALTH PLAN	R	2/03/2021	77.18		160029		
	I-VS2202101288105 EMPLOYEE SHARE HEALTH INSUR	R	2/03/2021	77.18		160029		5,533.18

VENDOR SET: 99 CITY OF LAMPASAS
 BANK: FSB BANCORPSOUTH
 DATE RANGE: 2/01/2021 THRU 2/28/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
74775	SCOTT & WHITE HEALTH PLAN							
C-HEA202101288105	EMPLOYEE SHARE HEALTH INSURANC	R	2/03/2021	47.10CR		160044		
I-202102018107	SCOTT & WHITE HEALTH PLAN	R	2/03/2021	5,081.16		160044		
I-CCC202101288105	HEALTH INSURANCE PREMIUM	R	2/03/2021	5,684.64		160044		
I-CCE202101288105	HEALTH INSURANCE PREMIUM	R	2/03/2021	10,843.87		160044		
I-CCF202101288105	HEALTH INSURANCE PREMIUMS	R	2/03/2021	6,212.71		160044		
I-CCS202101288105	HEALTH INSURANCE PREMIUM	R	2/03/2021	6,346.64		160044		
I-HE1202101288105	HEALTH INSURANCE PREMIUM	R	2/03/2021	9,429.20		160044		
I-HEA202101148103	EMPLOYEE SHARE HEALTH INSURANC	R	2/03/2021	10,203.15		160044		
I-HEC202101288105	EMPLOYEE SHARE HEALTH INSURANC	R	2/03/2021	10,156.05		160044		
I-HI1202101288105	CITY HEALTH INSURANCE	R	2/03/2021	14,208.26		160044		
I-HID202101288105	CITY HEALTH INSURANCE	R	2/03/2021	9,583.56		160044		
I-HIE202101288105	EMPLOYEE CITY HEALTH CONTRIB	R	2/03/2021	19,642.50		160044		107,344.64
84250	TEXAS MUNICIPAL RETIREMENT SYS							
I-TMR202101048102	RETIREMENT CONTRIBUTIONS	R	2/03/2021	668.42		160045		
I-TMR202101148103	RETIREMENT CONTRIBUTIONS	R	2/03/2021	51,181.25		160045		
I-TMR202101288105	RETIREMENT CONTRIBUTIONS	R	2/03/2021	51,202.39		160045		103,052.06
03344	ELECTRIC-S							
I-640	RESTROOMS	R	2/03/2021	35,750.00		160058		35,750.00
8740	BRAZOS RIVER AUTHORITY							
I-FR00009344	REPLACEMENT WATER AGRMNT	R	2/03/2021	6,995.00		160059		6,995.00
02426	LOWER COLORADO RIVER AUTHORITY							
I-T4S0009733	DC CONVERTERS	R	2/03/2021	4,500.00		160098		4,500.00
01050	MCCOY TREE SURGERY COMPANY							
I-9526	2020 ANNUAL TREE TRIM	R	2/03/2021	2,343.20		160099		
I-9527	2020 ANNUAL TREE TRIM	R	2/03/2021	4,956.40		160099		
I-9528	2020 ANNUAL TREE TRIM	R	2/03/2021	4,956.40		160099		
I-9529	2020 ANNUAL TREE TRIM	R	2/03/2021	2,343.20		160099		
I-9530	2020 ANNUAL TREE TRIM	R	2/03/2021	4,956.40		160099		
I-9531	2020 ANNUAL TREE TRIM	R	2/03/2021	3,656.40		160099		
I-9532	2020 ANNUAL TREE TRIM	R	2/03/2021	4,956.40		160099		28,168.40
03351	QA CONSTRUCTION SERVICES							
I-NO 4 11042020	CHANGE ORDER 1	R	2/03/2021	2,379.30		160110		
I-NO 4 12302020	REPLACEMENT P.O.	R	2/03/2021	289,985.01		160110		292,364.31
01357	SINGLETON, CLARK & COMPANY, PC							
I-1805	FINAL AUDIT FYE 2020	R	2/03/2021	14,400.00		160113		14,400.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01298	STUART C IRBY CO							
I-S012066127002	16S METERS CL320	R	2/03/2021	14,800.00		160116		14,800.00
52200	LAMPASAS PUBLIC UTILITIES							
I-01312021	JANUARY 2021	R	2/03/2021	32,649.13		160133		32,649.13
03320	CHASE							
I-0000009863	REFUNDING 2019	R	2/08/2021	33,349.70		160151		33,349.70
01475	LAMPASAS ELECTIONS ADMINISTRAT							
I-02042021	2020 GENERAL ELECTION	R	2/08/2021	5,141.47		160165		5,141.47
01488	LAW OFFICES OF JO-CHRISTY BROW							
I-29847	LEGAL SERVICES FOR DEC	R	2/08/2021	4,655.00		160172		4,655.00
02976	WASTE CONNECTIONS							
I-1682562	COMMERCIAL SOLID WASTE	R	2/08/2021	52,020.31		160188		
I-1682563	RESIDENTIAL SOLID WASTE	R	2/08/2021	44,313.54		160188		
I-1682598	COLLECTION STATION EMPTY	R	2/08/2021	1,474.10		160188		
I-1682619	RECYCLE BIN EMPTY	R	2/08/2021	354.50		160188		98,162.45
16468	CATERPILLAR FIN SER CORP							
I-30621000	FEB RENTAL	R	2/10/2021	1,660.70		160213		
I-30625310	MOTOR GRADER RENTAL	R	2/10/2021	2,751.32		160213		
I-30638834	EXCAVAT/BACKHOE RENTAL	R	2/10/2021	2,463.86		160213		6,875.88
02209	JONES-HEROY & ASSOCIATES INC							
I-14173	USACE FLOOD MARKER	R	2/10/2021	160.00		160220		
I-14174	MEETING PLANS/BONDS	R	2/10/2021	80.00		160220		
I-14175	WINDSOR PRE-TREATMENT	R	2/10/2021	750.00		160220		
I-14176	WEST THIRD STREET CULVERT	R	2/10/2021	485.00		160220		
I-14177	ENGINEERING SRVS WHATABUR	R	2/10/2021	1,165.00		160220		
I-14178	ENGINEERING PORTWOOD GYM	R	2/10/2021	2,521.25		160220		5,161.25
47585	KEMPNER WATER SUPPLY CORP							
I-91069107012021	MONTHLY LOAN PAYMENT	R	2/10/2021	19,146.97		160221		19,146.97
01050	MCCOY TREE SURGERY COMPANY							
I-9533	2020 ANNUAL TREE TRIM	R	2/10/2021	2,343.20		160234		
I-9534	2020 ANNUAL TREE TRIM	R	2/10/2021	4,956.40		160234		
I-9535	2020 ANNUAL TREE TRIM	R	2/10/2021	3,656.40		160234		
I-9536	2020 ANNUAL TREE TRIM	R	2/10/2021	4,956.40		160234		
I-9537	2020 ANNUAL TREE TRIM	R	2/10/2021	3,656.40		160234		19,568.80

VENDOR SET: 99 CITY OF LAMPASAS
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 DATE RANGE: 2/01/2021 THRU 2/28/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03388	INTERNATIONAL MOUNTAIN BICYCLI							
I-10259	PLAN HIKE & BIKE TRAILS	R	2/18/2021	6,926.18		160292		6,926.18
47585	KEMPNER WATER SUPPLY CORP							
I-01312021	MONTHLY WATER BILL	R	2/18/2021	25,811.98		160293		25,811.98
82300	TECHLINE, INC							
I-126897601	BATTERIES	R	2/18/2021	1,465.00		160305		
I-126897601*	BATTERIES	R	2/18/2021	2,840.00		160305		
I-127542800	POLES 45' CLASS 3	R	2/18/2021	10,800.00		160305		
I-127543300	POLES 45' CLASS 3	R	2/18/2021	3,763.18		160305		
I-127543301	POLES 45' CLASS 3	R	2/18/2021	810.00		160305		
I-127543302	POLES 45' CLASS 3	R	2/18/2021	1,303.35		160305		
I-127543303	POLES 45' CLASS 3	R	2/18/2021	1,650.00		160305		
I-127543304	POLES 45' CLASS 3	R	2/18/2021	111.25		160305		
I-127543305	POLES 45' CLASS 3	R	2/18/2021	1,167.25		160305		
I-127543306	POLES 45' CLASS 3	R	2/18/2021	532.22		160305		
I-127543307	POLES 45' CLASS 3	R	2/18/2021	620.00		160305		
I-127632400	BATTERIES	R	2/18/2021	87.60		160305		
I-133168400	BATTERIES	R	2/18/2021	532.50		160305		
I-196444700	POLES 45' CLASS 3	R	2/18/2021	850.00		160305		
I-311293600	POLES 45' CLASS 3	R	2/18/2021	54.00		160305		
I-311307000	BATTERIES	R	2/18/2021	447.00		160305		27,033.35
02966	FORCE SERVICES LLC							
I-1007	TENNIS CRT PUMP	R	2/22/2021	7,128.81		160319		
I-1008	TENNIS CRT GRINDER	R	2/22/2021	1,990.00		160319		9,118.81
01050	MCCOY TREE SURGERY COMPANY							
I-9538	2020 ANNUAL TREE TRIM	R	2/22/2021	2,343.20		160324		
I-9539	2020 ANNUAL TREE TRIM	R	2/22/2021	3,981.40		160324		
I-9540	2020 ANNUAL TREE TRIM	R	2/22/2021	2,742.30		160324		9,066.90
03229	HALF ASSOCIATES INC							
I-10046139	COMPREHENSIVE PLAN	R	2/24/2021	5,116.14		160341		
I-10047480	COMPREHENSIVE PLAN	R	2/24/2021	700.00		160341		
I-10048434	COMPREHENSIVE PLAN	R	2/24/2021	1,000.00		160341		6,816.14
01050	MCCOY TREE SURGERY COMPANY							
I-9541	2020 ANNUAL TREE TRIM	R	2/24/2021	2,343.20		160344		
I-9542	2020 ANNUAL TREE TRIM	R	2/24/2021	3,656.40		160344		
I-9543	2020 ANNUAL TREE TRIM	R	2/24/2021	3,656.40		160344		9,656.00

VENDOR SET: 99 CITY OF LAMPASAS
 BANK: FSB BANCORFSOUTH
 DATE RANGE: 2/01/2021 THRU 2/28/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	28	944,621.66	0.00	944,621.66
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	100,482.70	0.00	100,482.70
EFT:	2	538,306.11	0.00	538,306.11
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: FSB TOTALS:	32	1,583,410.47	0.00	1,583,410.47
BANK: FSB TOTALS:	32	1,583,410.47	0.00	1,583,410.47
REPORT TOTALS:	32	1,583,410.47	0.00	1,583,410.47


City ManagerITEM NO. 3.2

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1148 which adopted the 2006 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: March 8, 2021

Procurement and Funding Statement: N/AAttachments: Ordinance**Summary Statement:**

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance of the City Council of the City of Lampasas, Texas amending Ordinance 1148 which adopted the 2006 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.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AMENDING ORDINANCE 1148 WHICH ADOPTED THE 2006 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 OVER TWENTY FIVE (25) YEARS OF SERVICE; AMENDING SECTION 8.00 - LEAVE TIME, SUBSECTION 8.03 CONCERNING THE USE OF ACCRUED VACATION LEAVE AND 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 SUPPLEMENT WORKERS' COMPENSATION FOR ON-THE-JOB-INJURIES; REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; PROVIDING 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 recommended amendments to the 2006 City's 'Personnel Policies Manual', as detailed herein below.

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

Part 1: The current City of Lampasas 'Personnel Policies Manual,' is amended in these enumerated provisions: 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" and Subsection 8.04, entitled "Sick Leave"; and, Section 10.00 - Health and Safety, Subsection 10.04, entitled "On-the-Job-Injuries," as follows:

4.02 INTRODUCTORY PERIOD

New Employees or Demoted Employees:

All new regular employees or employees who are demoted, 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: Regardless of the rate by which the work hours are accumulated, the completion of the introductory period shall be no less than six months from the date of hire and/or demotion, as applicable.) 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 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 or demoted 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 or demoted employees may accrue leave benefits, but are not eligible to use vacation or sick leave benefits until they have completed the introductory period. New or demoted employees may use the personal leave day/credits and/or compensatory time off, if applicable, during the introductory period, provided the specified notice requirements and approvals have been granted. 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 for purposes of receiving input from supervisor regarding achievement of departmental goals. Within the first four months of employment, the supervisor must review the promoted and/or transferred 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 during the introduction period. Promoted and/or transferred employees may use the personal leave day/credits 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 and/or demoted 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. New and/or demoted employees still in the introductory period will accrue sick leave, but they may not use it until completion of the introductory period.

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.

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.

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 (7) calendar days the employee is absent from work during the employee's bona fide worker's compensation leave. After the seventh (7th) calendar day, which is the date upon which the worker's compensation payments commence, the absent/injured employee will then receive the amount paid by the city's worker's compensation carrier. Accordingly, at the time an employee is receiving workers' compensation payments, i.e., beginning on the 8th calendar day of the worker's compensation leave, an employee may no longer use his/her accrued sick leave, vacation leave, personal business day and/or compensatory time off pay from the city 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 may continue to accrue vacation or sick leave, if eligible to do so under his/her employment status at the time the worker's compensation began. Additionally, an employee receiving workers' compensation payment is entitled to receive holiday pay, if eligible under the employee's status at the time the employee's worker's compensation began.

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; or
5. Elimination of the employee's position by the City due to budget changes, department assignment changes or overall employment shifts authorized and made by the City Manager, on the basis of decisions not related specifically to the injured employee, but in the best interest of the City's operation and administration.

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, or that the position was eliminated and the budget/administrative reason for the change; 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 ADOPTED 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 of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 4 March 2021

Appraisal District On February 25th, staff met with Mr. Richard Petree of Western Valuation, who has been serving as Interim Chief Appraiser for LCAD, regarding the District reappraisal requirement and process. Even after test property appraisals, the deficiency to market value indicated an average of about 11%. The reappraisal is also driven by School funding. The State may reduce School funding if Districts are underfunded locally due to below market appraisals. The potential impact to the City will likely be increased valuations, with accompanied lower effective tax rate. In theory, the assessments will be close to the same, but the math in determining ad valorem will likely change. Notices will be mailed May 1, and as a reminder 65 years and older homestead property will not be impacted unless improvements are made to the property; and homestead valuation increases are capped at 10% per year.

Vision Vision! Lampasas is preparing their work plan for this spring, which may include an additional gateway monument on South 183; lighting on and around the Courthouse Square; a sound system for the Courthouse bandstand; and a mural on the west face of the Calvert Municipal Building. Libby Bluntzer also reported Vision! painted over 148 door and window frames over the holidays, and will be looking at revamping Christmas programs for 2021.

Development Council has likely noticed the old Aaron's building is being demolished. Staff have also scheduled a pre-construction meeting with representatives from Whataburger on March 10th. Staff is also preparing final comments on plans submitted by CEFCO, for proposed development at the corner of 4th and U.S. 190. Other, residential, Development Agreements are in various states of completion. Mandy also reports the City has received additional local and State prospect inquiries. Council has also likely noticed the decommissioning of the concrete plant, and removal of batch mixers, at the City's Industrial Park on 580 East.

ATMOS ATMOS has been in town, generally after the winter storm, to detect any possible gas leaks. Typically, contractor's will measure possible natural gas levels, and then conduct further inspection by drilling into subsurface, and if necessary, excavating to make repairs. Staff have been assured by ATMOS, that upon conclusion of the disruption, surfaces will be returned to their previous condition.

Stakeholder Meetings	As directed by Council, staff is preparing an After Action Report related to the winter storm event the State and City experienced during the week of February 14. Staff have conducted three stakeholder meetings of public safety and utility personnel, healthcare providers, and county and community service agencies. Mandy has also met individually with large employers regarding impacts and recommendations. The Town Hall, for citizens' comments, will be held during the City Council's regular workshop time on March 22 nd at the old Middle School.
Sewer Averaging	Staff is currently averaging winter water usage to determine sewer rates for the coming year. Complicating the process this year is the winter storm event and potential high water usage due to pipe ruptures. Staff will be reviewing individual, impacted, accounts from the storm, and either averaging over 2 months, rather than 3, or using February 2020 gallons to complete the fee calculation. The City is also encouraging impacted accounts to apply for the City's leak forgiveness program.
Pole Barn	The FY 2021 budget included a pole barn for the Cemetery for storage of equipment and materials. The City was in the right place at the right time, and was able, through the generous efforts of a local contractor, to remove the old Spring Ho building and have it moved to the Cemetery for future erection. The City will incur some additional costs for slab, wiring and erection, however; the costs should be generally within the amount budgeted for the pole barn, and will result in a substantially better and larger building.
Governance Policy	The last time the Governance Policy was reviewed/amended was 2017 to address use of electronic devices in Chambers. In reviewing possible updates, staff has referred to several examples from other communities and has provided the attached draft for Council future discussion and consideration. Staff will seek Council direction at a future meeting for inclusion on an upcoming meeting agenda.
Campbell Park	The City has forwarded final site locations to consulting geo-technical firms for investigation and foundation design services. Staff has also discussed and updated stakeholders on the status of the project and the selection of design/build firms. Council should have actionable items related to the development on the next agenda.
Staff	Sorry to report that Jerry Hobbs will be leaving the City and the Citizens' Collection Station and Recycle Center. Jerry has done a great job assisting our residents and providing friendly service. Staff understands he will be enjoying the country life and playing a lot of golf. Rickie is currently working on plans to fill the position.

CITY OF LAMPASAS
CITY COUNCIL
GOVERNANCE POLICIES

Statement of Mission

To assure health, safety and well-being of our community and to become a model of efficient, effective and quality service delivery.

Approved March 13, 2017

Draft Amendment March 4, 2021

INTRODUCTION

The Council is responsible for the development, implementation and monitoring of policy to ensure effective and efficient governance. "Governance" includes appropriate and professional communication, operating procedures and delivery of City services that meet the expectations of our residents.

This policy addresses relations between Elected Officials and Elected Officials and staff. These Governance Policies also outline Council operating procedures, decorum, and public participation. The goal of these Policies is to promote and enhance open and transparent government.

1. The Council is committed to the fair exchange of ideas and policies.
2. The Council will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the City Council; strive for strong, working relationships among Lampasas, Lampasas ISD, Lampasas County, Lampasas County Chamber of Commerce, and Lampasas Economic Development Corporation as well as other organizations which may impact the city.
3. In its governance role, the Council will continue to be dedicated to friendly, courteous, and professional relationships with staff members, other Council members and the public.

The Council will operate with a style which emphasizes outward vision rather than an internal preoccupation; strategic leadership more than administrative detail; and clear distinction of Council and staff roles. In this spirit, the Council will:

- a. Direct, control and inspire the organization through the careful establishment of the values and perspective (*policies*) which address ends such as organizational products, impacts, results, benefits, and outcomes.
- b. Be accountable to the public for competent, conscientious and effective accomplishment of its obligations as a Council. No officer, individual or committee of the Council shall usurp the role of the Council as a whole.
- c. Monitor and regularly evaluate the Council's own process and performance. Ensure the continuity of its governance capability by retraining, redevelopment, and reprioritizing goals and plan of work.

- d. Enforce discipline to *govern* with excellence, in such matters as policy-making, role clarification, speaking with one voice and self-policing of any tendency to stray from *governance* as adopted in Council policies.

SECTION I COUNCIL/STAFF RELATIONS POLICY

Mayor - City Council Relations

Mayoral Responsibilities

The job of the mayor is the integrity of the Governance Process and representation of the council to outside parties.

1. The Mayor shall preside at Council meetings. The Mayor Pro Tem shall preside in his/her absence.
2. The Mayor or members of Council shall have no administrative duties. The Mayor or members of the Council shall focus their efforts on governance and not administration or management of the city.
3. The Mayor may vote on all agenda items requiring Council action.
4. The Mayor shall preserve order and decorum and shall require Council members engaged in debate to limit discussion to the question or topic at hand.
5. The Mayor shall notify the City Manager and/or City Secretary of his/her absences from the city and city meetings and the City Manager and/or City Secretary shall then notify the Mayor Pro Tem of his/her responsibilities.
6. The Mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject.

Mayor Pro Tem Responsibilities

1. The Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor and shall have the power to perform every act the Mayor could perform if present.

Council Responsibilities

1. Each Council member who has been newly elected to a non-contiguous term is required to attend a Council member orientation session, complete mandatory Open Meetings and Public Information Act training, and is encouraged to attend at least one Texas Municipal League sponsored conference each year to stay informed on issues facing municipalities, as funding allows. All other Council members are encouraged to attend the annual orientation session, as well as, attend a Texas Municipal League sponsored conference each year as funding allows.
2. It is the policy of City Council to create a dignified and professional environment for City Council Meetings. Therefore, all Council members shall dress in a professional manner while attending a City Council meeting or work session, or while representing the City in an official capacity of the City Council.
3. Each Council member is responsible for being prepared to discuss and to conduct business of the City and to be informed about previous action taken by the Council in his/her absence. In the case of absence from meeting, the Council member may obtain information by requesting to receive the information from the City Secretary.
4. When addressing an agenda item, the Council member shall first be recognized by the Chair, shall confine comments to the questions under debate, shall avoid reference to personalities, shall refrain from impugning the integrity or motives of any other Council member or Staff member during the debate or vote, and shall refrain from publicly implying or insinuating wrong-doing by another Council member or Staff member without clear evidence of such behavior.
5. While any other person who has been recognized by the Chair is speaking, other members shall not hold private discourse or in any manner interrupt the speaker. In all discussions, disrespectful language and behavior shall be avoided.
6. Any Council member may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, a majority vote of the Council members shall require him/her to do so.
7. When a Council member is appointed to serve as liaison to a board, the Council member is responsible for keeping all Council members informed of significant board activities.
8. City Council will evaluate the City Manager, City Secretary, City Attorney, and City Judge on an annual basis.

Council and Staff Relations

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Lampasas. It is for this reason that the City Manager is the primary link between the Council and the professional staff. The Council's relationship with the staff shall be through the City Manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from Council members after receiving their information packet should be directed to the City Manager for consideration prior to the Council meeting. This allows staff time to address the Council member's concern and provide all Council members with the additional information.
2. The City Manager may designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Council on the issues which require Council action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no Council action is required, present the staff recommendation, or present the specific options for Council consideration.
3. The City Manager is directly responsible for providing information to all the Council concerning any inquiries by a specific Council member. If the City Manager or his/her staff's time is being dominated by a Council member, it is his/her responsibility to inform the Mayor.
4. The City Manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff as outlined in the City's Home Rule Charter.
5. Any conflicts arising between the city staff and the Council will be addressed by the City Manager.
6. All staff shall show each other, each Council member, and the public respect and courtesy at all times. Staff is also responsible for making objective, professional presentations to ensure public confidence.
7. The City Secretary, after an election, will make sure that the staff has prepared information needed for the orientation of new Council members and inform them of any Texas

Municipal League conference and seminars available. The City Secretary will also be responsible for meeting personally with new members and informing them about and touring city facilities and procedures. Prior to an election, the City Secretary shall provide a packet to all candidates containing all pertinent information and forms needed to run for a place on City Council.

8. It is the responsibility of the Mayor to hold accountable those who violate the principles of the Council Manager plan.

SECTION II MEETING RULES AND PROCEDURES

Five types of meetings are recognized:

Regular Meetings

Regular meetings will be held on the second and fourth Monday nights of each month. The meeting will be held at in the Council Chambers commencing at 7:00 P.M., unless otherwise posted. The Council may reschedule or cancel meetings in order to avoid conflicts, holidays and vacation periods.

Workshop Meetings

The purpose of such meetings shall be to discuss in depth or explore matters of interest to the City, a meeting with one of the City's appointed committees, or the Council alone may wish to explore a matter in detail. The purpose of workshop meetings is to explore or discuss problems without taking specific action. The general public is invited to attend such meetings if they wish, and may participate in the proceedings if invited to do so.

Special Meetings

Special Meetings may be called at any time upon the request of the Mayor, City Manager, or four Council members. Notice of Special Meetings, as required by law, shall be given to all members of the Council. In the event of a Special Meeting, the City Secretary will make every attempt to contact all Council members.

Emergency Meetings

In case of emergency or urgent public necessity, upon the request of the Mayor, City Manager, or four Council members, the City Secretary may call an Emergency Meeting, which shall be expressed in the notice, it shall be sufficient if notice is posted two hours

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before the meeting is convened and the person calling such emergency meeting shall, if a request has been filed at the City Hall, give notice by telephone, facsimile transmission, or electronic mail to any news media requesting such notice. The emergency and the reason must be clearly stated. Emergencies are limited to situations of "imminent threats," to public health and safety, or reasonable unforeseeable situations requiring immediate action by the governmental body.

Public Hearings

The purpose of a Public Hearing is to present evidence on both sides of an issue. Some public hearings are required by state law while others are voluntarily conducted by the Council to obtain the full range of citizen opinion on important matters. The Mayor may remind persons giving testimony that all comments should be directed to Council.

AGENDA - PLACING ITEMS ON THE AGENDA

The stipulations set forth in this section relate to the agenda for meetings of the Council.

- A. Items to be placed on the agenda for consideration by Council, must be submitted to the City Secretary by noon, Tuesday preceding the Monday Council meeting. The public - must submit their requests in writing while the Mayor and City Council may submit their requests verbally. The City Manager has the final authority for placement of items on the agenda.
- B. Any member of the city staff wishing to have an item placed on the agenda shall submit that item to the City Manager's office for approval. The city manager may establish procedures for submission of routine items without his approval.

AGENDA - CONSENT AGENDA

Routine matters may be placed on a consent agenda which will be treated as one agenda item. Each item included on the consent agenda must be numbered separately and reasonably explained. Questions and explanation of consent agenda items will be permitted, but there will be no general discussion or debate. Council will vote on the consent agenda as one item; passage of the consent agenda will not defeat each item included thereon, in such event, each item will be considered individually. Before the consent is voted upon, any item included may be removed upon the request of any one Council member. Any item removed from the consent agenda upon request will be handled separately in the same manner as a regular agenda item.

AGENDA - EXECUTIVE SESSION

The Executive Session is a closed session. The City Manager, City Attorney, and the City Secretary may be allowed into this session if requested by City Council. Items discussed in Executive Session shall be in strict compliance with Chapter 551, Texas Government Code.

AGENDA - AGENDA PACKETS

The agenda packets for all regular meetings will be provided by staff on the Friday afternoon preceding the meetings. This should afford ample time for all Council members to inquire into the nature of each matter to be discussed or to personally investigate the matter so as to better inform himself/herself before a Council meeting. A tentative Agenda will be sent via e-mail to Council on the Tuesday prior to the Monday meeting.

AGENDA - NOTICE OF MEETINGS

The agenda for all meetings shall be posted by the City Secretary or his/her designee on the City's official bulletin board, the City's official website and notice of all meetings shall be given by the City Secretary pursuant to the requirements of the Texas Open Meetings Law. (Article 6252-17, V.T.C.S.)

AGENDA - PUBLIC NOTICES

The City Secretary's office will assume responsibility for issuing a copy of the agenda to media outlets. The City Secretary's office will assume the responsibility for compliance with the Open Meeting Law.

CHAIRPERSON

The Mayor shall preside at Council meetings and be recognized as head of the City Government for all ceremonial purposes. (i.e. receiving services of civil process, for emergency purposes, and for military purposes).

The Council elects, at its first meeting following each regular election of Council members, the position of Mayor Pro Tem. Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor, and shall have the power to perform every act the Mayor would perform if present. (Charter Sec. 2.07).

CALL ORDER

Council meetings shall be called to order by the Mayor, or in his/her absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Manager or City Secretary, and a temporary Chairperson shall be elected by Council members present.

GENERAL RULES – QUORUM

Four members of the Council, qualified and serving, shall constitute a quorum for meetings for the transaction of business, but no action of the Council shall be of any force or effect unless it is adopted by the favorable votes of not less than four members of the Council. (Charter Sec. 2.10)

GENERAL RULES - COMPELLING ATTENDANCE

Notification should be made to Mayor, City Manager or City Secretary if a Council member is unable to attend.

GENERAL RULES - RIGHT TO FLOOR

Any member desiring to speak shall be recognized by the Chairperson, and shall confine his or her remarks to the subject under consideration or to be considered. No member shall be allowed to speak more than once on any one subject until every member wishing to speak has spoken

SECTION III. CODE OF CONDUCT

MAYOR AND COUNCIL MEMBERS

1. During the Council meetings, Council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the Mayor or the rules of the Council. Council members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the Council. Council members shall refrain from rude and derogatory remarks and shall not belittle staff members, other Council members, or members of the public. They should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the Council.

2. Members of the Council will not condone any unethical or illegal activity. All members of the Council agree to uphold the intent of this policy and to govern their actions accordingly.

CITIZENS

- A. Citizens are welcome and invited to attend all meetings of the Council, and will be admitted to the Council Chamber up to the fire safety capacity of the room.
- B. Any citizen wishing to address Council may do so under the agenda item CITIZENS WISHING TO ADDRESS COUNCIL. Before recognition by the Mayor, citizens must sign a sheet of order with the City Secretary prior to the Council meeting. Comments are limited to three minutes or less.
- C. Citizens wishing to comment on agenda items may do so when recognized by the Mayor. Comments are limited to three minutes or less.
- D. All cell phones, tablets, laptops or other such communication devices must be “set to silent or vibrate mode” while in the Council Chambers to avoid disruption of the meeting.
- E. Right to Record. Citizens, attendees and media representatives may take audio and video recordings of any open meeting, however; City Council may designate an area for recording to minimize disruption to Council and other attendees.

EMPLOYEES

- A. Employees are prohibited from using cell phones, tablets, laptops or other such communication devices while in the Council Chambers other than to conduct City business that is pertinent to the meeting being held. City employees who work in an emergency field (e.g. police and fire department personnel) may have their work-related cell phones on, so long as they are in the “silent/vibrate mode” or are kept at the lowest possible volume. Such phones shall not cause a disruption to the meeting. If a call is received during a Council meeting, the employee shall excuse him/herself from the Council Chambers to respond to the call.

COUNCIL DECORUM AND DEBATE

- A. No member shall speak more than the time limits provided in this section on any subject or amendment, and such member may use his/her time in any combination, in separate speech or comments totaling the number of minutes permitted. The

Mayor shall not be obligated to recognize any Council member wishing to speak who has been allowed a first comment. Council members shall also have the right to yield a portion of time to another member.

- B. Any member deciding to speak more than five minutes on any question or more than five minutes on any amendment to the question shall be accorded the privilege without objection upon motion supported by majority. No member shall be permitted to interrupt while another member is speaking.
- C. No member shall use cell phones, tablets, laptops or other such communication devices while in the Council Chambers, other than to conduct City business that is pertinent to the meeting being held. No discussion of the items and issues before the Council may be conducted by the Council via such electronic devices during a meeting, whether with staff, fellow Council members or the public in general. All such devices shall be in "silent/vibrate mode" during Council meetings.
- D. No Council member shall be permitted to indulge in personalities, use offensive language, arraign motives of members, charge deliberate misrepresentation or use language tending to hold a member of the City Council in contempt.
- E. If a member is speaking or otherwise transgressing the rules of the Council, the presiding officer shall or any Council member may call him/her to order in which case he/she immediately must be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise.

CONSIDERATION OF ORDINANCES, RESOLUTIONS AND MOTIONS - MAJORITY VOTE REQUIRED

An affirmative vote of a majority of the Council is necessary to repeal any ordinance or take any official action in the name of the City except as otherwise provided in the Charter or by the laws of the State of Texas.

CONSIDERATION OF ORDINANCES, RESOLUTIONS AND MOTIONS - VOTING REQUIRED

- A. No member shall be excused from voting except on matters involving the consideration of his own official conduct, or where his personal interests are

involved, and in these instances, he shall abstain. Any member prohibited from voting by personal interest shall announce at the commencement of consideration of the matter and shall not enter into discussion or debate on any such matter. The member having briefly stated the reason for his request, the excuse from voting shall be made without debate.

- B. Any member who reasonably believes that his/her voting on a matter would create an appearance of impropriety shall be excused from voting. That member shall state publicly the reason(s) he/she believes voting would be improper.

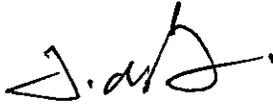
GUIDELINES FOR COUNCIL SUBCOMMITTEES, BOARDS AND COMMISSIONS

The Council may establish sub-committees, boards and commissions to provide advisory responsibilities. To preserve council unity, sub-committees will be used sparingly, only when other methods have been deemed inadequate.

All sub-committees, boards and commissions appointed by the Council exist so that council decisions

- (a) will be made from an informed position, or
- (b) will be made in a public forum consistent with council policy

1. Council sub-committees, boards and commissions may not speak or act for the council.
2. Council sub-committees, boards and commissions are to help the council do its job. These entities ordinarily will assist the council by preparing action alternatives and implications for council deliberation. They are not created by the council to advise staff.
3. Council sub-committees, boards and commissions cannot exercise authority over staff. In keeping with the council's broader focus, these entities will normally not have direct dealings with current staff operations. Because the city manager works for the full council, he or she will not be required to obtain approval of a council sub-committee before an executive action.
4. The authority and responsibility of any sub-committee, board or commission will not duplicate the responsibility of the city council, city staff, staff advisory committee, or other board or commission.
5. **To encourage broad citizen participation, no person may be appointed to serve more than six consecutive years, excluding unexpired terms, on a particular board, commission or committee at the discretion of City Council. This limitation does not apply if a particular position requires specialized knowledge, licenses, or certifications and no other qualified and interested person is available, or for other good cause found by the City Council and specified in the appointment.**



City Manager

ITEM NO. 7.1

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

Subject:

Discuss and consider engagement of services with Reliance Architecture, LLC to provide overall design and coordination of other structural, MEP, life safety and accessibility disciplines for the Hostess House rehabilitation project.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 2, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Funding available in Fund 40- \$1,444,722.58 as of October 1, 2020

Attachments:

Summary Statement:

As directed by Council, attached is a proposal from Reliance Architecture, LLC. for Phase 1, Conceptual Planning Services, for the Hostess House. The proposal calls for development of scope, phasing, and program with criteria and budget determined by Council. Total flat fee is \$6,600.00 plus expenses as defined.

Recommendation:

To consider a motion to approve the proposal from Reliance Architecture, LLC. for Phase 1, Conceptual Planning Services, for the Hostess House.

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City Manager

ITEM NO. 7.2

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

Subject:

Discuss and consider Interceptor Capacity Study proposal from Eckermann Engineering in the amount of \$35,250.00.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 2, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

The wastewater interceptor capacity study has been an identified planning project in the 2021-2026 Capital Improvement Program (CIP) Report. Although the project was not funded in the FY 2021 Budget, Staff understands members of Council may wish to consider funding within potential year-end projections. Although the City has performed well financially through the first 5 months, unbudgeted, and in some cases undetermined expenses may be incurred in the coming months due to West Third Street Repairs, and expenses related to the recent winter storm event. Staff will be prepared to further discuss on Monday, and looks forward to direction and input.

Recommendation:

To consider a motion to approve the Interceptor Capacity Study proposal from Eckermann Engineering in the amount of \$35,250.00.

Finley deGraffenried

From: derrek@eckermannengineering.com
Sent: Wednesday, September 9, 2020 11:16 AM
To: Finley deGraffenried; Van Sims; Rickie Roy
Subject: RE: Proposal
Attachments: TO31 - Wastewater Interceptor Proposal 20200909.pdf; Interceptor Map 20200909.pdf

Good morning, Finley,

Attached is our proposal for the Wastewater Interceptor Capacity Analysis. After doing a more thorough review of the City's overall wastewater system, I've extended the limits of the analysis to include a good amount of the interceptors. I've attached a very rough map highlighting each of the interceptors/lines that I have included.

I've also included a survey task to include up to surveying 50 manholes @ \$125 each. I reached out to Rocky for a price on this just so you could weigh the benefit of having it done. I do think it would provide much more value than having the City try to tie them and would create a much lower opportunity for error when trying to ensure they are on the same vertical datum. Having them surveyed will also allow you to have a good horizontal information that can be used for mapping/GIS purposes as well.

This proposal would basically include the following:

- Survey of identified manholes along the interceptors (proposal includes 50 manholes, can increase at \$125 each if needed)
- Determine sewer shed areas and flows contributing to various locations along each identified interceptor, including I&I
- Determine capacity of interceptors based upon collected survey data (slopes and size)
- Determine depth of flow within each section of surveyed interceptors
- Deliverables include report to include calculations and maps

I will not be able to attend Monday's council meeting due to a conflict but can try to answer any questions you may have beforehand.

Thank you,

Derrek Eckermann, P.E.

Eckermann Engineering, Inc. (F-10496)
MBE/HUB/8(a) Certified
P.O. Box 388
202 Spring Ho Avenue
Lampasas, TX 76550
Office: (512) 556-8160
Mobile: (512) 731-3629
derrek@eckermannengineering.com

From: Finley deGraffenried <finley@cityoflampasas.com>
Sent: Monday, August 31, 2020 9:09 AM
To: derrek@eckermannengineering.com; Van Sims <vsims@cityoflampasas.com>; Rickie Roy <rroy@cityoflampasas.com>
Subject: RE: Proposal

Got it down, Thanks,



September 9, 2020

Mr. Finley deGraffenried
City Manager
City of Lampasas
312 E. 3rd Street
Lampasas, Texas 76550

**RE: Professional Services Proposal
2018 General Engineering Services Contract, Task Order 31
Wastewater Interceptor Capacity Analysis
City of Lampasas**

Dear Mr. deGraffenried:

Eckermann Engineering, Inc. is pleased to submit the following proposal for professional civil engineering services associated with the capacity analysis of the City's wastewater interceptors. In preparation of this proposal, EEI has reviewed the City's overall wastewater system and has assumed that all wastewater lines 10 inches in diameter and greater are considered interceptors. It is understood that a condition assessment of the existing manholes or interceptor lines is not included in this proposal.

The following is a general description of each of the wastewater lines that will be included in this analysis:

1. Main wastewater interceptor from the plant to near intersection of Mill Street and Creek Street. This section of interceptor carries flow from Sections 2 and 3 below. The size is unknown.
2. 10, 12, and 15-inch wastewater interceptor from near intersection of Mill Street and Creek Street that runs along the South side of Sulphur Creek to near the intersection of US Hwy 281 and Naruna Road. This interceptor includes sewer flows from the Sue Ann Subdivision, the County Jail, the future Business Park, Lampasas High School, the Diamond Ridge Subdivision, and the Hoffpauir Subdivision.
3. 15-inch wastewater interceptor from near the intersection of Mill Street and Creek Street that crosses Sulphur Creek and runs along 3rd Street to the intersection of 3rd Street and Hackberry. This section of the interceptor includes sewer flows from the majority of the area north west of Hackberry and north of Sulfur Creek.
4. 12-inch wastewater interceptor from the intersection of 3rd Street and Hackberry to the start of the North Interceptor at the intersection of North and Western. This section of interceptor includes sewer flows from the majority of the area west of Hackberry, north of 4th Street, and east of Porter Street.

5. 10 and 12-inch wastewater interceptor from the intersection of 3rd Street and Hackberry that runs south along Pecan Street and west along 7th Street to the Lampasas Middle School. This section of interceptor includes sewer flows from the majority of the area between 4th Street and Sulphur Creek to Porter Street and the area west of Porter.
6. 10-inch wastewater interceptor running along East 3rd Street from near the Sulphur Creek Crossing to north of Millican Street. This interceptor includes sewer flows from the area east of Campbell Road and north of Sulphur Creek, which includes Hanna Springs Elementary.

The following interceptors are not included in the analysis:

1. 12-inch North Interceptor from the intersection of North and Western to FM 580 and Key Avenue that was installed in 2013.
2. 12-inch wastewater line from the east end of Riverview Drive to Crider Lane that was installed in 2009.
3. 12-inch wastewater line serving the area east of Old Georgetown Road that includes Walmart and Oil States.
4. 10-inch wastewater line from the north side of Putter and Gutters at US Hwy 281 to the Business Park that was installed in 2016.
5. 10-inch wastewater line from near the intersection of US Hwy 281 and Naruna Road to the high school that was installed in approximately 2008.

In accordance with your request, we have included the following Scope of Services in order to meet the requirements of this project.

A. Limited Survey

E EI will have limited survey performed to gather existing manhole data along the interceptors including depth, pipe sizes, and top elevations, etc.

The vertical datum will be based upon immediately adjacent City, FEMA, or USGS monuments. If a datum cannot be established, then the datum will be assumed and the Client will be notified that additional services may be required to complete this task.

E EI assumes that the City of Lampasas will obtain any and all rights of entry required to perform the subject survey and will provide title information for the properties to be surveyed. Additionally, the City of Lampasas will verify all manholes to be surveyed can be easily opened prior to or at the time of the survey field effort.

For the purposes of this proposal, collection of data for up to 50 manholes has been included. If additional manholes are required to be surveyed, the client pre-authorizes E EI to have the survey data provided at a rate of \$125 each.

B. Project Coordination/Data Collection

EEI will coordinate with City staff to collect available existing wastewater interceptor information including existing maps, drawings, as-builts, flow information, problem areas, etc.

It is understood that City staff will assist EEI in identifying and marking manholes along the interceptor routes that are to be surveyed.

C. Interceptor Analysis/Report

1. EEI will determine sewer shed areas that contribute wastewater flows to various points along each of the wastewater interceptors. EEI will prepare a map of each interceptor that identifies the sewer sheds and indicates the point of connection of each sewer shed to the interceptor. The sewer sheds will be based upon the extents of the existing wastewater system only and will not extend into undeveloped or unsewered areas.
2. Utilizing the sewer sheds developed in the previous task, EEI will provide calculations to determine the existing wastewater flows of each area, including I&I (inflow and infiltration).
3. Utilizing the collected survey data, EEI will perform calculations to determine the capacity of each segment of the interceptors. The flows from the previous task above will be input into a model/spreadsheet and utilized in determining the depth of flow in each segment of the interceptors.
4. EEI will review the collected data and calculations to determine area of each interceptor that may be nearing or are over capacity.
5. EEI will provide a report that compiles the results of the above items, including calculations, maps, data collected, etc.
6. EEI will also perform the above analysis on up to two (2) other small diameter "collector" sewer lines in locations identified by City staff and EEI. In review of the City's overall wastewater system, EEI has identified two locations that we believe should be evaluated further as part of this analysis. These locations include 6 and 8-inch collector lines in the general area west of Howe Street and between 3rd Street and 6th Street that collect the majority of the flow west of Porter Street.

D. General On-Call Civil Engineering Consulting

EEI has prepared this general "on-call" task to address the Client's periodic requests that are not specifically included in another task or letter agreement regarding this Project. This task shall include items such as preparation of applications, opinions of probable construction cost, preparation of exhibits, meetings, or any other general "on-call" services not previously authorized. All services provided under this task shall be provided on an hourly basis per the attached rate schedule.

INFORMATION PROVIDED BY THE OWNER

The Owner will provide the following information, upon which EEI will rely:

1. Rights of Entry to all properties prior to performing any survey field work or site visits, if required.
2. Previously prepared maps and reports concerning the subject area.
3. Executed copy of this agreement.

ADDITIONAL SERVICES

The following services are not included in the Scope of Services, but can be provided as Additional Services if authorized by the Owner.

1. Surveying services not specifically outlined in the above Scope of Services.
2. Civil Engineering design services not specifically outlined in the above Scope of Services.
3. Assistance to the Owner or Owner as an expert witness in any litigation with third parties arising from the development or construction of the project.
4. Soil, foundation, and paving investigation, including field and laboratory tests, borings, related engineering analyses and recommendations.
5. Easement and/or deed research
6. Subsurface Utility Engineering Services
7. Endangered species issues or environmental studies.
8. Wastewater interceptor or manhole condition assessment.
9. Negotiations with the City or other parties to resolve protracted disputes regarding the Project.
10. Easement Acquisition Services
11. Preparation of a Storm Water Pollution Prevention Plan (SWPPP)

FEE AND BILLING

EEI will provide the services identified herein based upon the summary below:

Lump Sum (LS) – EEI’s labor is included and will be billed based upon the lump sum amount identified.

Cost Plus (CP) – EEI’s labor will be billed on an hourly basis in accordance with the terms and rate schedule provided in the 2018 General Engineering Services Agreement.

Task	Task Description	Fee Type	Budget
A	Limited Survey	LS	\$ 6,250
B	Project Coordination/Data Collection	LS	\$ 2,500
C	Interceptor Analysis/Report	LS	\$ 26,500
D	General On-Call Engineering Services	CP	Hourly
<i>Project Total</i>			<i>\$ 35,250</i>

Items not specifically identified in the above Scope of Services will be considered an additional service.

Fees will be invoiced monthly in the consultant’s format based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

Reimbursable expenses, including printing, plotting, reproduction, messenger service, taxes on surveys, recording fees, etc., will be considered reimbursable. They will be billed separately at 1.15 times the direct cost incurred. All permitting, application, and similar project fees will be paid directly by the Client.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in Attachment "A" of the 2018 General Engineering Services Contract between EEI and the City of Lampasas, which are incorporated by reference.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have an authorized person execute this Agreement in the space provided below and return a copy to us.

We appreciate the opportunity to provide this proposal to you. If you have any questions, please call me at (512) 556-8160.

Sincerely,

ECKERMANN ENGINEERING, INC.



Derrek Eckermann, P.E.
President

APPROVED:

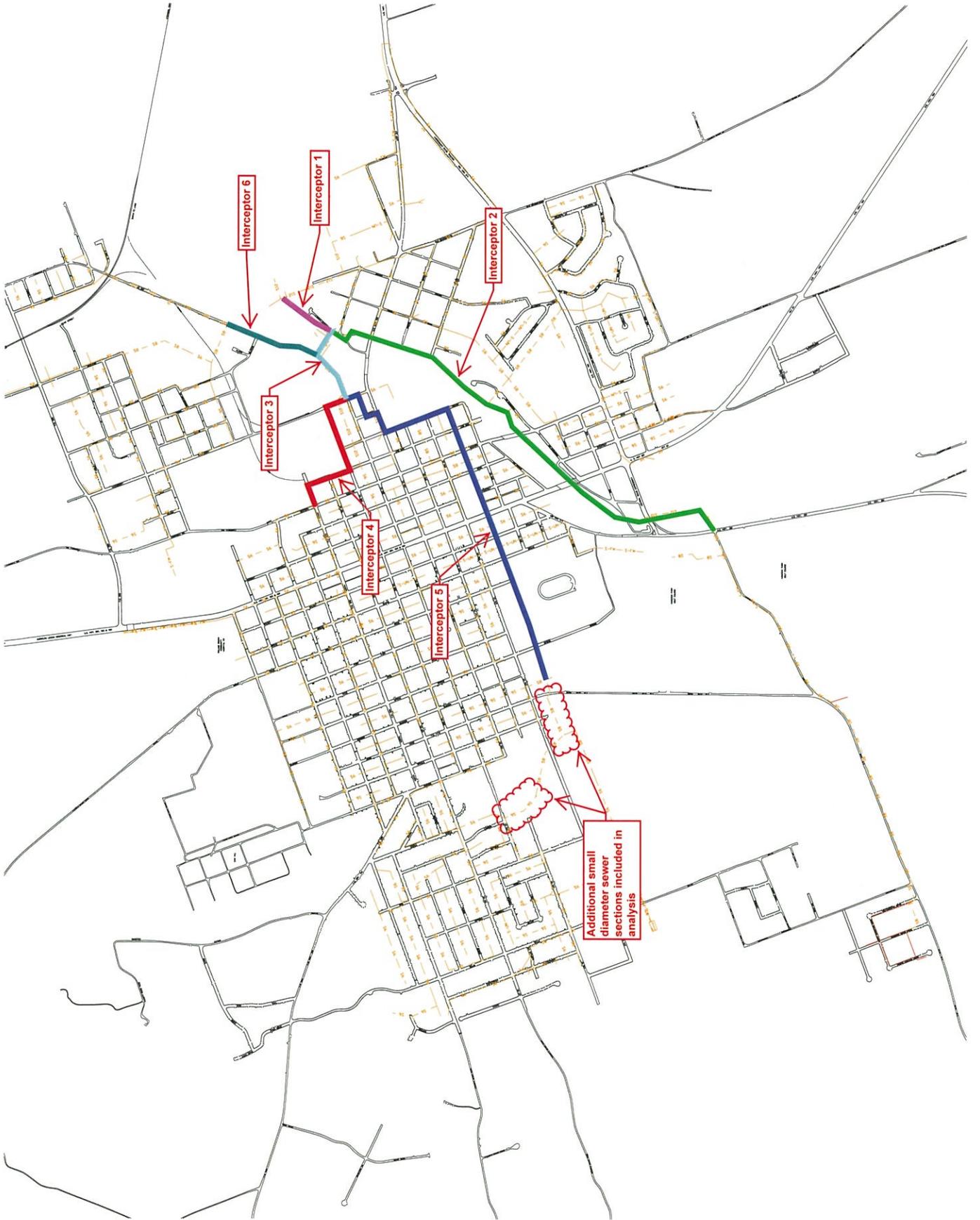
Client: CITY OF LAMPASAS

Signature: _____

Typed or Printed Name: _____

Title: _____

Date: _____



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City Manager

ITEM NO. 7.3

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

Subject:

Discussion and possible action regarding the award of contract for the Third Street Culvert and Paving improvements to M & C Fonseca in the amount of \$ 101,525.00.

Requested By: Rickie Roy, Assistant City Manager

Submitted By: Rickie Roy, Assistant City Manager

Date Submitted: March 2, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Procurement was conducted under emergency exception in consultation with City Attorney, depending on seasonal reports and bidding for East Third Street, a budget amendment may be required.

Attachments: Bid Tabulation Sheet/ Engineer Recommendation Letter

Summary Statement:

In October 2020 LCRA transmission work uncovered a potential roadway and drainage undermining in the 1100 block of Third Street. At that time Staff sought input from consulting engineers and kept a portion of the street closed pending recommendations. Jones Heroy & Associates completed the assessment in February 2021 and has provided Staff with a scope of work that includes replacing the existing 2-30" CMPS with 2- 30" RC pipes, remove and replace asphalt pavement and install new concrete headwall, with apron, on the downstream side of the culvert. Onsite Pre-Bid meeting took place on February 23, 2021. The engineer has facilitated the bid process. The City is accepting bids for the project until 2:00 p.m.; Thursday, March 4, 2021. Upon review and scoring of each bidder the City will make a recommendation to Council at the Monday, March 8, 2021 City Council Meeting

Recommendation:

To consider a motion to approve the award of contract for the Third Street Culvert and Paving improvements to M & C Fonseca in the amount of \$ 101,525.00.



JONES - HEROY & ASSOCIATES, INC.

March 5, 2021

Mr. Rickie Roy
Public Works Director/Assistant City Manager
312 East Third Street
Lampasas, Texas 76550

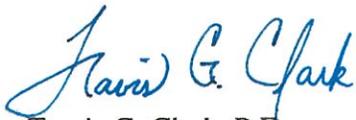
**RE: RECOMMENDATION FOR AWARD
Third Street Culvert Improvements**

Dear Mr. Roy:

On Thursday, March 4, 2021 at 2:00 PM, two (2) bids were received for the above referenced project. We have reviewed the bids and recommend award of the project to the lowest qualified bidder, M&C Fonseca Construction Co., Inc., in the amount of \$101,525.00. A tabulation of the bids is attached.

Please do not hesitate to contact us should you have any questions or need any additional information.

Sincerely,
JONES-HEROY & ASSOCIATES, INC.



Travis G. Clark, P.E.
Principal

Attachment: Bid Tabulation

**BID TABULATION
THIRD STREET CULVERT IMPROVEMENTS**

Owner: City of Lampasas
Engineer: Jones-Heroy & Associates, Inc.
Bid Date: Thursday, March 4, 2021 at 2:00 PM

Bid Item	Description	Unit	Qty	Texas Materials Group, Inc. Cedar Park, TX		M&C Fonseca Construction Co., Inc. Granit Shoals, TX	
				Unit Price	Total Bid	Unit Price	Total Bid
1	Excavation, demolition, removal, and disposal of excess material off-site of existing culverts, concrete curbs, and concrete riprap	LS	1	\$ 29,400.00	\$ 29,400.00	\$ 14,000.00	\$ 14,000.00
2	Install 2-30-inch (Class III) Reinforced Concrete Pipes (RCP) to include necessary trench backfill and bedding material. Connect to existing upstream concrete headwall	LF	64	\$ 600.00	\$ 38,400.00	\$ 500.00	\$ 32,000.00
3	Trench Safety System	LF	64	\$ 70.00	\$ 4,480.00	\$ 40.00	\$ 2,560.00
4	Install concrete toe-wall on upstream concrete apron	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 8,500.00	\$ 8,500.00
5	Install concrete headwall with energy dissipators downstream of Culvert 1 per TxDOT CH-FW-15	EA	1	\$ 30,000.00	\$ 30,000.00	\$ 11,500.00	\$ 11,500.00
6	Install concrete riprap, concrete drainage flume, and curb & gutter	SY	50	\$ 400.00	\$ 20,000.00	\$ 125.00	\$ 6,250.00
7	Repair roadway embankment, subgrade, and HMA/C	SY	113	\$ 250.00	\$ 28,250.00	\$ 180.00	\$ 20,340.00
8	Install Rock Filter Berm	LF	17	\$ 160.00	\$ 2,720.00	\$ 60.00	\$ 1,020.00
9	Install topsoil, hydro-mulch seeding, and erosion control matting	SY	121	\$ 60.00	\$ 7,260.00	\$ 5.00	\$ 605.00
10	Mobilization (not to exceed 5% of Bid Amount)	LS	1	\$ 8,500.00	\$ 8,500.00	\$ 4,750.00	\$ 4,750.00
Total Base Bid:					\$ 174,010.00		\$ 101,525.00
Bid Form Signed:				✓		✓	
Addenda Acknowledged:				✓		✓	
Bid Security (5%):				N/A		N/A	
Non Resident Bidder Provision:				N/A		N/A	
Conflict of Interest Form CIQ:				✓		✓	
House Bill 89 Verification:				✓		✓	
Certificate of Interested Parties Form 1295:				Post Bid		✓	
Contractor to complete work within ___ calendar days after Notice to Proceed:				60		45	

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City Manager

ITEM NO. 7.4

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

Subject:

Discussion and consideration for approval of payment for the expenditure of \$333,880.69 to Motorola Solutions, Inc. for the Lampasas Public Safety Communication System Upgrade Project.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: February 23, 2021

For the agenda of: March 8, 2021

Procurement and Funding Statement:

FY 2020-2021 budget, Capital Expenditures Equipment, 10-520-5515.

Attachments:

(1.) Motorola Solutions, Inc. Invoice, two pages. (2.) City of Lampasas Purchase Order # 0092658, and (3.) Project Cost (ROM).

Summary Statement:

The Lampasas Public Safety Communications System Upgrade cost is projected to be \$663,371.95 less \$253,949.68 for equipment/installation of two Dispatch Consoles through the CTCOG grant. This leaves a projected balance for equipment and installation of \$409,422.27 which is budgeted in the Police Department budget #520-5515. The Lampasas Police Department through vendor Beacom, Gene Aicher, has received the items invoiced by Motorola Solutions, Inc. for installation.

Recommendation:

Chief of Police Sammy Bailey seeks a motion to approve payment to Motorola Solutions, Inc., Transaction Number 41297106, for the total of \$333,880.69.

Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

ORIGINAL INVOICE

Transaction Number 41297106		Transaction Date 25-JAN-2021		Transaction Total 333,880.69 USD	
P.O. Number 00092658			P.O. Date		Customer Account No 1036355627
Payment Terms NET 30 DAYS FROM INVOICE DATE				Payment Due Date 24-FEB-2021	

Visit our website at www.motorolasolutions.com

Bill To Address

LAMPASAS, CITY OF
 312 E THIRD
 LAMPASAS TX 76550
 United States

GL # 10-520-5515

APPROVED AB

IMPORTANT INFORMATION

Sales Order(s): 0950790050962

For questions concerning this invoice please contact
 Motorola at: 1-888-567-7347
 SLT6AR@motorolasolutions.com

SPECIAL INSTRUCTIONS / COMMENTS

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1		APX 6500 ENHANCED VHF	1	119,364.52	119,364.52
2		SUB INSTALL	1	14,000.00	14,000.00
3		APX 6000 VHGH MHZ MODE	1	103,071.76	103,071.76
4		CHARGER SINGLE UNIT	1	2,722.50	2,722.50
5		BATT IMPRESS 2 LIION	1	2,409.00	2,409.00
6		AUDIO ACC HEADSET	1	1,567.50	1,567.50
7		REC ONLY EARPIECE	1	1,172.60	1,172.60
8		CARRY ACC CASE	1	1,303.50	1,303.50
9		SUB INSTALL SVCR	1	5,000.00	5,000.00
10		APX 6500 ENHANCED VHF	1	38,005.17	38,005.17
11		SUB INSTALL CUST	1	5,600.00	5,600.00
12		APX 6500 ENHANCED VHF	1	5,509.24	5,509.24
13		SUB INSTALL CUST LOC	1	2,960.00	2,960.00
14		APX 6000 VHF MHZ MODEL	1	26,345.40	26,345.40
15		CHARGER SINGLE UNIT	1	618.75	618.75
16		BATT IMPRES 2 LIION	1	547.50	547.50
17		AUDIO ACC REMOTE SPE	1	2,152.00	2,152.00
18		ACC CASE 2.75 SWBL	1	243.75	243.75

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 41297106	Customer Account No 1036355627	Payment Due Date 24-FEB-2021	Transaction Total 333,880.69 USD	Amount Paid
---------------------------------------	--	--	---	--------------------

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

LAMPASAS, CITY OF
 312 E THIRD
 LAMPASAS TX 76550
 United States

Wire Transfer Details

CHICAGO
 Routing Transit Number: 026009593
 SWIFT: BOFAUS3N
 Bank Account No: 3756319819

Send Payments To:



Motorola Solutions, Inc.
 13104 Collections Center Drive
 Chicago IL 60693
 United States

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

ORIGINAL INVOICE		
Transaction Number 41297106	Transaction Date 25-JAN-2021	Transaction Total 333,880.69 USD
P.O. Number 00092658	P.O. Date	Customer Account No 1036355627
Payment Terms NET 30 DAYS FROM INVOICE DATE		Payment Due Date 24-FEB-2021

Visit our website at www.motorolasolutions.com

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
19		CARRY ACC STRAP XL	1	187.50	187.50
20		SUB INSTALL SVCR	1	1,100.00	1,100.00
21		THANK YOU FOR CHOOSING MOTOROLA SOLUTIONS.			
				USD Subtotal	333,880.69
				USD Total	333,880.69

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED

CITY OF LAMPASAS

PURCHASE ORDER # 00092658

11/04/2020

SHIP TO:

CITY OF LAMPASAS
 312 EAST THIRD
 LAMPASAS TX 76550-2840

ISSUED TO:

VEND #: 99-02250 REQ #00092658
 MOTOROLA SOLUTIONS, INC.
 13104 COLLECTIONS CENTER D
 CHICAGO, IL 60693

UNITS	DESCRIPTION	G/L ACCOUNT		PROJECT	PRICE	AMOUNT
0.00	APX6500 ENHANCED VHF	10 -520-5515	EQUIPMENT	-	0.00	119,364.52
0.00	SUB INSTALL	10 -520-5515	EQUIPMENT	-	0.00	14,000.00
0.00	APX6000 VHG MHZ MODE	10 -520-5515	EQUIPMENT	-	0.00	103,071.76
0.00	CHARGER SINGLE UNIT	10 -520-5515	EQUIPMENT	-	0.00	2,722.50
0.00	BATT IMPRESS 2 LIION	10 -520-5515	EQUIPMENT	-	0.00	2,409.00
0.00	AUDIO ACC HEADSET	10 -520-5515	EQUIPMENT	-	0.00	1,567.50
0.00	REC ONLY RARPIECE	10 -520-5515	EQUIPMENT	-	0.00	1,172.60
0.00	CARRY ACC CASE	10 -520-5515	EQUIPMENT	-	0.00	1,303.50
0.00	SUB INSTALL SVCR	10 -520-5515	EQUIPMENT	-	0.00	5,000.00
0.00	APX6500 ENHANCE VHF	10 -520-5515	EQUIPMENT	-	0.00	38,005.17
0.00	SUB INSTALL CUST	10 -520-5515	EQUIPMENT	-	0.00	5,600.00
0.00	APX6500 ENHANCED VHF	10 -520-5515	EQUIPMENT	-	0.00	5,509.24
0.00	SUB INSTALL CUST LOC	10 -520-5515	EQUIPMENT	-	0.00	2,960.00
0.00	APX600 VHF MHZ MODEL	10 -520-5515	EQUIPMENT	-	0.00	26,345.40
0.00	CHARGER SINGLE UNIT	10 -520-5515	EQUIPMENT	-	0.00	618.75
0.00	BATT IMPRES 2 LIION	10 -520-5515	EQUIPMENT	-	0.00	547.50
0.00	AUDIO ACC REMORE SPE	10 -520-5515	EQUIPMENT	-	0.00	2,152.00
0.00	ACC CASE 2.75 SWBL	10 -520-5515	EQUIPMENT	-	0.00	243.75
0.00	CARRY ACC STRAP XL	10 -520-5515	EQUIPMENT	-	0.00	187.50
0.00	SUB INSTALL SVCR	10 -520-5515	EQUIPMENT	-	0.00	1,100.00

APPROVED BY CITY COUNCIL NOVEMBER 9,2020

*** TOTAL *** 333,880.69

ORDERED BY : MARY MENDEZ

DEPARTMENT APPROVAL : SAMMY BAILEY

Sammy Bailey

CITY MANAGER APPROVAL : FINLEY deGRAFFENRIED

LAMPASAS PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES

COMPONENT	JUSTIFICATION	QUANTITY	BUDGET	ACTUAL
POLICE PRIMARY TRANSMITTER	UPGRADE FROM ANALOGUE TO DIGITAL	1	\$50,000.00	\$29,272.12
FIRE PRIMARY TRANSMITTER	INCREASE POWER TO LICENSED POWER LEVEL	1	\$50,000.00	\$75,541.58
POLICE DEPT SUBSCRIBERS	APX6500 MOBILES APX6000 PORTABLES	22	\$380,000.00	\$333,880.69
FIRE DEPT SUBSCRIBERS	APX6500 MOBILES APX6000XE PORTABLES	8		
		5		
AVTEC DISPATCH CONSOLE OPERATORS	EXISTING CONSOLE OUT OF PRODUCTION, END OF SERVICE LIFE 2 YEARS	2	\$200,000.00	\$224,677.56
		1		
	TOTAL INVESTMENT		\$680,000.00	\$663,371.95
	LESS GRANT		\$253,949.68	\$253,949.68
	BALANCE		\$426,050.32	\$409,422.27

Total Project Cost:

\$663,371.95

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

Subject:

Discuss and consider the selection of winner of website photo contest entry.

Requested By: Monica Wright, Director of Information Systems

Submitted By: Monica Wright, Director of Information Systems

Date Submitted: March 1, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

N/A

Attachments: Photo Entries

Summary Statement:

The City of Lampasas has engaged the Community to submit photos taken within the City Limits to be considered as a winner of a unique City of Lampasas gift for more than 15 years. This is an opportunity for citizens to capture various City buildings, beautiful landscaping, community events, or historical places to highlight our small town with lots of charm. The monthly winner is chosen by the City Council of the City of Lampasas each month. We look forward to the entries each month and spotlight their photos on the City website and City Facebook page. For the month of February, we received ten entries.

Photo contest rules can be found on the City's website:

<https://www.lampasas.org/245/Photo-Contest>

Photo contest gallery of photos can be found on the City's website:

<https://www.lampasas.org/gallery.aspx?AID=5>

Recommendation:

To consider a motion to select one of the entries as this month's winner.

Entry 1

Candice Goggans

Candicemarieg30@gmail.com

“Snow Day” was taken at the Lampasas Courtyard in Lampasas, TX.



Entry 2

Loida Stephenson

Stephenson.loida17@gmail.com

“Pedestrian Suspension Bridge” was taken at W.M. Brook Park in Lampasas, TX.



Entry 3

Bryan Leland
Drbsl16@gmail.com

“Snow Day on the Farm” was taken in Lampasas, TX.



Entry 4

Jennifer DePew

jenniferlyntaylor@yahoo.com

“Frozen” was taken at 80 Sue Ann Dr in Lampasas, TX.



Entry 5

Jamie Hummel

Nicole.jamie2014@gmail.com

“Sledding On The Hills Of Hanna” was taken at Hanna Springs Elementary School in Lampasas, TX.



Entry 6

Haley Smith

HaleyJo0401@yahoo.com

“Karson” was taken at W.M. Brook Park in Lampasas, TX.

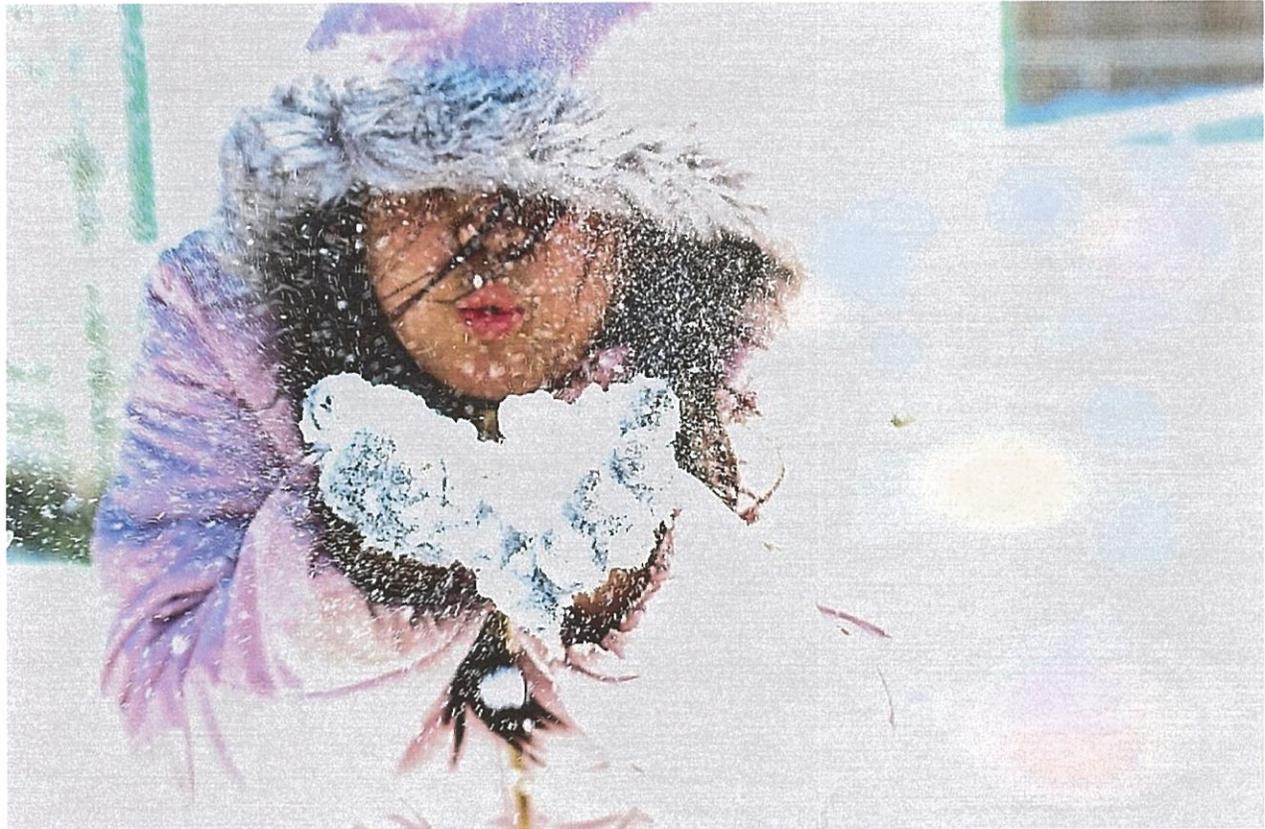


Entry 7

Julie Santamaria

julie_76550@yahoo.com

“Snow Whistle” was taken at 904 E. Avenue I in Lampasas, TX.



Entry 8

Kevan Yowell
Kevx18@gmail.com

“Frozen Over” was taken at the Lampasas River in Lampasas, TX.



Entry 9

Patricia Olivarez

pvolivarez@yahoo.com

“Happy Valen-Snow Day from Texas 2021” was taken at 304 S. Willis Street in Lampasas, TX.

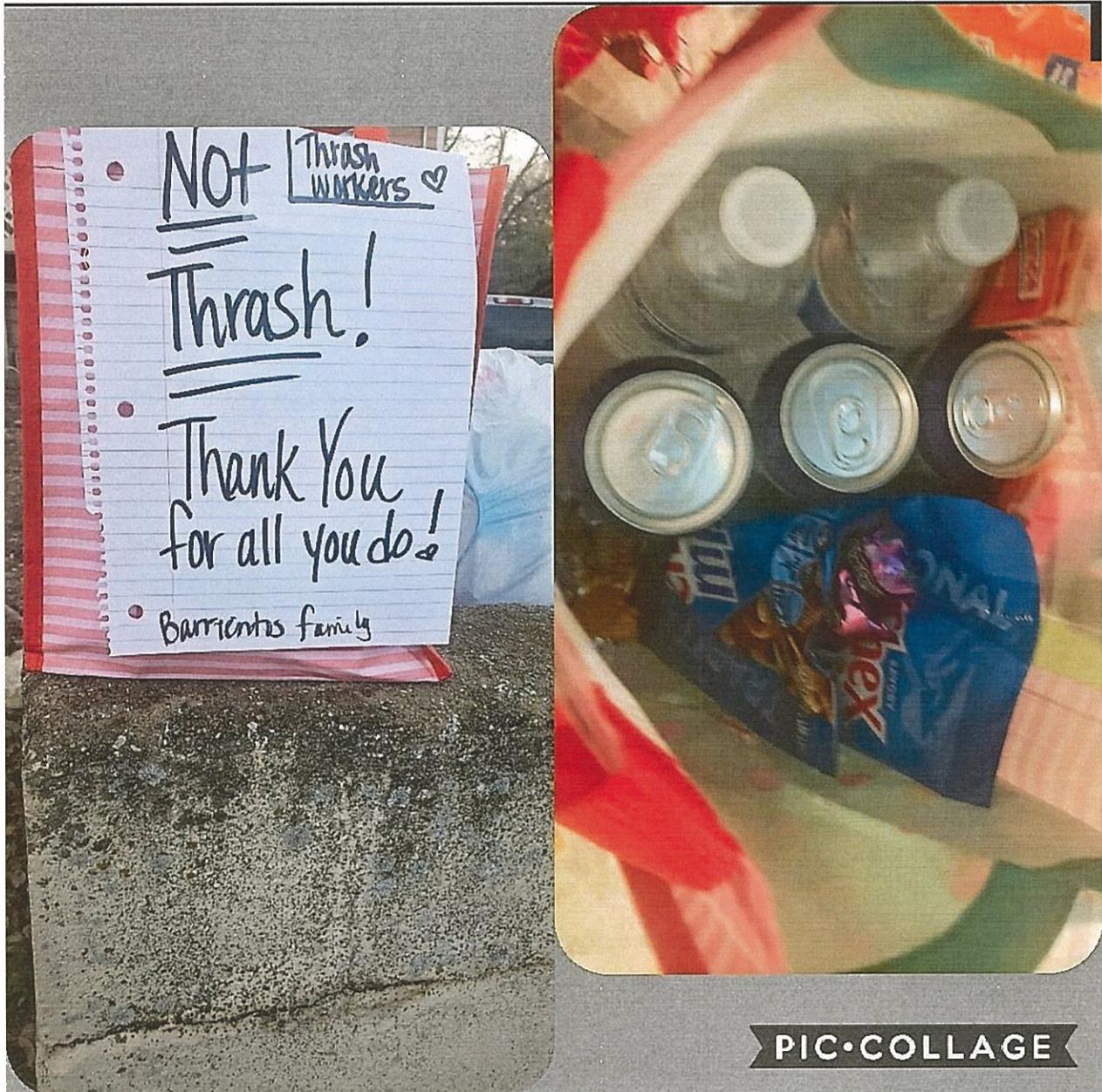


Entry 10

Sophia De Leon

Sophia_jalsld@yahoo.com

“A little "Thank You" bag for the Trash/Waste Workers!” was taken at 401. W. Third Street in Lampasas, TX.



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City Manager

ITEM NO. 7.6

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

Subject:

Discussion and possible action concerning approval of a new 5-year lease agreement between Holt Caterpillar and the City of Lampasas Water Department for a new 2021 420XE CAT Backhoe and a new 2021 308CR CAT Excavator for the amount of \$3,521.40 per month, \$42,256.80 per year.

Requested By: Van Sims, Water & Wastewater Operations Manager

Submitted By: Rickie Roy, Assistant City Manager

Date Submitted: February 25, 2021 For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Available Funding \$66,000 shared between 82-520-5515 and 82-530-5515

Attachment: Lease Agreement

Summary Statement:

The water department is asking Council to approve the lease agreement with Holt CAT for the lease of two new pieces of equipment, a CAT Backhoe and a CAT Excavator in the amount of \$3,521.40 per month. At the end of the 5-year lease, the City has the option of purchasing the equipment for the remaining price, or return the equipment and negotiate a new lease agreement on newer equipment.

The department and Holt are concluding its current 5-year lease agreement and the department is exercising its option to return both pieces of equipment.

Recommendation:

To consider a motion to approve the lease agreement to Holt CAT for the lease of the CAT Backhoe and the CAT Excavator for \$3,521.40 per month, \$42,256.80 annually, authorizing the City Manager to execute any related documents

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City ManagerITEM NO. 7.7

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

Subject:

Discussion and possible action regarding the first reading of an ordinance to amend and add new Technology Policy to the City of Lampasas Personnel Policy that was adopted in 2006; Section 2.000 Employee Responsibilities. Subsection 2.15 – Use of City Computer, Internet Access, and Electronic Mail.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Monica Wright, Director of Information Systems

Date Submitted: March 3, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

It is City Staff's recommendation that the noted amendments to the City of Lampasas Employee Personnel Policy pertaining to Subsection 2.15 - Use of City Computers, Internet Access and Electronic Mail be considered for adoption. The existing City of Lampasas employee computer policy is very dated and has not been amended to reflect current technology protocols, procedures and safeguards that are required to protect the City's network, resources, and employees. Staff has consulted with City Manager and legal on the amended ordinance as well as the new Technology Policy.

Every City Official and person employed by the City of Lampasas should review and sign the newly amended policy if adopted. This includes new, temporary, full time employees, part-time employees, independent contractors, and freelancers that have access to the City's network.

If adopted, the IT Department will work with staff to ensure that the proposed new IT Policy is fully understood and will provide proposed amendments to this ordinance as technology, protocols, and requirements change.

Recommendation:

The amended policy has been reviewed by legal and the City Manager, therefore staff recommends a motion to consider the approval of the first reading of an ordinance to amend and add new Information Technology Policy to the City of Lampasas Personnel Policy that was adopted in 2006; Section 2.00 Employee Responsibilities. Subsection 2.15- Use of City Computers, Internet Access and Electronic Mail.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS;
AMENDING AND ADDING NEW TECHNOLOGY POLICIES TO ORDINANCE 1148
WHICH ADOPTED THE 2006 CITY OF LAMPASAS 'PERSONNEL POLICIES
MANUAL' SECTION 2.00 EMPLOYEE RESPONSIBILITIES, SUBSECTION 2.15 - USE
OF CITY COMPUTERS, INTERNET ACCESS, AND ELECTRONIC MAIL;
REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; INCLUDING
A SEVERABILITY CLAUSE; AND ESTABLISHING AN IMMEDIATE 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 of Lampasas has determined that a revision to the existing Computer, Software, Network and Internet Connections Policy should be amended to update and align the City's policies with current Technology Protocols, which will assist in safeguarding the City's Technology Network; and

WHEREAS, after careful consideration and evaluation, the City Council has determined that it is in the best interest of the City to approve and implement a new City of Lampasas Information Technology Policies and Procedures policy applicable to City employees, contractors and others, to be acknowledged, accepted and enforced by City Personnel, as detailed below.

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

Part 1: The existing City of Lampasas Computer, Software, Network, and Internet Use Policy is hereby replaced with the newly adopted 'City of Lampasas Information Technology Policies and Procedures'.

Part 2: The following provisions of the Lampasas Personnel Policy Manual, Section 2.00 – Employee Responsibilities, Subsection 2.15- Use of City computers, Internet Access, and Electronic Mail, is hereby amended as follows:

2.00 Employee Responsibilities

REPLACE DELETED TEXT WITH:

2.15 USE OF CITY COMPUTERS, INTERNET ACCESS, AND ELECTRONIC MAIL

See the City of Lampasas Information Technology Policies and Procedures Policy that is provided under separate cover and administered by the City of Lampasas Information Systems Department.

Part 3: 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 4: If any provision of this Ordinance and the Policies amended and adopted hereby 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 amended and 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 5: The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest.

Part 6: The Ordinance shall take effect upon the date of adoption 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 ADOPTED 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)

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City Manager

ITEM NO. 7.8

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

Subject:

Consideration, discussion and possible action concerning award of the engineering services contract for the preparation of the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and subsequent engineering contract if funded.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 5, 2021

For the Agenda of: March 8, 2021

Procurement and Funding Statement:

Attachments:

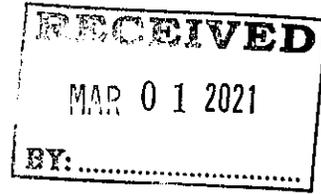
Summary Statement:

In preparation for a yet to be determined 2021-2022 CBDG Submission and, in accordance with the requirements of the CBDG application process, Langford Community Management Services solicited Request for Qualifications for Engineering Services. Staff received two RFQ's from interested Engineering Firms; one from MRG Group and one from Eckermann Engineering. Staff has rated each firm's qualifications and would like Council consideration in awarding Engineering Services based on performance rating.

Recommendation:

To consider a motion to award the engineering services contract for the preparation of the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and subsequent engineering contract if funded.

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Chris Felan
Vice President
Rates & Regulatory Affairs

February 24, 2021

City Official

Re: Rider GCR - Rate Filing under Docket No. 10170

Enclosed is Atmos Energy Corp., Mid-Tex Division's Statement of Rider GCR applicable for the March 2021 billing periods. This Statement details the gas cost component of the residential, commercial, and industrial sales rates for customers within your city. This filing is for informative purposes only and no action is required on your city's part.

Should you have any questions, please let me know.

Sincerely,

Chris Felan
Vice President, Rates and Regulatory Affairs
Atmos Energy, Mid-Tex Division

Attachment

ATMOS ENERGY CORPORATION
MID-TEX DIVISION
STATEMENT OF RIDER GCR
March, 2021
PREPARED IN ACCORDANCE WITH
GAS UTILITIES DOCKET NO. 10170

Part (a) - Mid-Tex Commodity Costs

Line	(a)	(b)
1	Estimated Gas Cost per Unit:	\$0.37647
2	Estimated City Gate Deliveries:	130,934,640
3	Estimated Gas Cost:	\$49,292,964
4	Lost and Unaccounted For Gas %	2.5932%
5	Estimated Lost and Unaccounted for Gas	\$1,278,265
6	Total Estimated City Gate Gas Cost:	\$50,571,229
7	Estimated Sales Volume:	191,342,510
8	Estimated Gas Cost Factor - (EGCF)	0.26430
9	Reconciliation Factor - (RF):	(0.01230)
10	Taxes (TXS):	0.00000
11	Adjustment - (ADJ):	0.00000
12	Gas Cost Recovery Factor - (GCRF)	0.25200 per Ccf

Part (b) - Pipeline Services Costs

Line	(a)	(b)	(c)	(d)	(e)
	<u>Fixed Costs</u>		Rate R - Residential	Rate C - Commercial	Rate I - Industrial Service Rate T - Transportation ¹
13	Fixed Costs Allocation Factors [Set by GUID 10170]	100.0000%	64.3027%	30.5476%	5.1497%
14	a. Current Month Fixed Costs of Pipeline Services	\$36,243,593	23,304,966	11,071,242	1,867,385
15	b. Plus: Second Prior Month Recovery Adjustment	\$0	\$0	\$0	\$0
16	Net Fixed Costs	\$36,243,593	\$23,304,966	\$11,071,242	\$1,867,385
	<u>Commodity Costs</u>				
17	a. Estimated Commodity Cost of Pipeline Services	\$595,112	281,924	167,364	145,824
18	b. Plus: Second Prior Month Recovery Adjustment	\$0	\$0	\$0	\$0
19	Net Commodity Cost of Pipeline Services	\$595,112	\$281,924	\$167,364	\$145,824
20	Total Estimated Pipeline Costs (Line 16 + Line 19)	\$36,838,705	\$23,586,890	\$11,238,606	\$2,013,209
21	Estimated Billed Volumes		70,425,270 Ccf	45,137,070 Ccf	5,002,951 MMBtu
22	Pipeline Cost Factor (PCF) [Line 20 / Line 21]		0.33490 Ccf	0.24900 Ccf	\$0.4024 MMBtu
23	Gas Cost Recovery Factor - (GCRF) [Line 12]		0.25200 Ccf	0.25200 Ccf	\$2.4609 MMBtu
24	Rider GCR		0.58690 Ccf	0.50100 Ccf	Rate I - Rate T -
25					\$2.8633 MMBtu \$0.4024 MMBtu

¹ Industrial Service and Transportation are reported in MMBtu. An MMBtu conversion factor of .1024 is used to convert from Ccf.