

**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, January 24, 2022
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, January 24, 2022 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

1. Call to order Workshop Session
2. Discussion and updates related to COVID-19 Pandemic. *(pgs. 3-4)*
3. Discussion regarding Council Work Session Agenda. *(pgs. 5-6)*
4. Discussion regarding FY 2021 year-end Financial Report presented to Council at the January 10, 2022 Council Meeting. *(pgs. 7-8)*
5. Discussion regarding any item on the regular agenda
6. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

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

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

	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on January 10, 2022	9-16

	CONSENT AGENDA	PAGES
3.0		

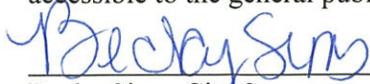
	BOARDS/DEPARTMENT REPORTS	PAGES
4.0		

4.1	<ol style="list-style-type: none"> 1. Utility Billing and Collections Monthly Report 2. Public Works Monthly Report for Electric, Streets, Water/Wastewater 3. Police Department Monthly Report 4. Building Official Monthly Report 5. Economic Development Monthly Report 6. Fire Department Monthly Report 7. Parks and Recreation Monthly Report 8. Information Systems Monthly Report 9. Library Monthly Report 10. Golf Course Monthly Report 11. Municipal Court Monthly Report 12. City Secretary Monthly Report 	17-44
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Auditors • LEDC • Eclipse • Mill Street • Website • Campbell Park • Hostess House 	45-46
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A

7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding an Ordinance calling for a General Election to elect the expired terms of the Council Members Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 7 th day of May, 2022; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials.	47-50
7.2	Discuss and consider acknowledgement of the FY 2021 year-end Financial Report	51-52
7.3	Discussion and appointment of board member to the Library Advisory Board.	53-56
7.4	Discussion and possible action regarding engagement of Schneider Engineering for Lampasas Substation House Upgrade IN THE AMOUNT OF \$59,700.00	57-62
7.5	Discussion and possible action regarding approval to purchase the FCS (Field Collection System) program in the amount of \$9,964.89 for the continuation of maintenance on the Itron handheld meter reading devices for reading water and electric meters.	63-70
7.6	Discussion and possible action regarding membership and a resolution to participate in the Texas SmartBuy Membership Program of the Texas Comptrollers of Public Accounts	71-78
7.7	Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation	79-84

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 21 day of January 2022 at 2:10pm


Becky Sims, City Secretary


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: January 11, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item is placed on the Workshop Agenda to provide updates and discussion regarding reporting for COVID-19.

Recommendation:

Discussion, updates and direction from Council

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding the February 2022 Council Work Session Agenda

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

At the direction of Council, Staff has reviewed dates and offers February 7, 2022 for the next Council Workshop and Planning Meeting. Staff also seeks input on the attached tentative agenda that includes discussion on current projects, capital funding options, and the Comprehensive Plan implementation.

Recommendation:

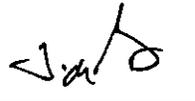
Discussion and direction only

Notice of 2022 City Council Planning Session of the
Governing Body of the City of Lampasas
Monday, February 7, 2022
Jack Calvert Municipal Building
302 E Third Street
Lampasas, Texas 76550

- I. Call to order
- II. Welcome and Review Objectives, Expectations and Format of Session
- III. Discussion and updates on current projects.
- IV. Discussion and update regarding capital projects and funding options
- V. Discussion regarding Short-Term Objectives of the Comprehensive Plan
- VI. Discussion and Development of 2021/2022 Council Work Plan
- VII. Review and Summary of Identified Tasks/Unfinished Business
- VIII. Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the ____ day of _____ 2022 at _____

Becky Sims, City Secretary


City Manager

ITEM NO. WORKSHOP-4

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

Subject:

Discussion and updates regarding FY 2021 year-end Financial Report.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 10, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

N/A

Attachments: Report was provided at the January 10, 2022 Meeting

Summary Statement:

Staff presented Council with the year-end financial report at the January 10, 2022 Council Meeting. Although financials are subject to amendment and modification as recommended by the City's auditor, Staff presented a pre-audit report regarding the financial performance of the City compared to budget and to previous year. This item has been placed on the Workshop agenda to provide Council the opportunity to ask any additional questions prior to acknowledgment of the report during the regular session.

Recommendation:

Discussion only

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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, January 10, 2022
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

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

Council Members Present:

Herb Pearce
Cathy Kuehne
Chuck Williamson
Bob Goodart

Council Members Absent

Zachary Morris
Randy Clark

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Yvonne Moreno, Finance Director
Becky Sims, City Secretary
Jeffry Smith, Fire Chief
Van Sims, WWW Operations Manager
Flint Geagley, Electric Superintendent
Carlos Garcia, Street Supervisor
Sammy Bailey, Police Chief
Jody Cummings, Assistant Police Chief

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the workshop session to order at 5:31 p.m.

2 Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

- Total COVID-19 Cases to Date- 4,176,423
 - Total Fatalities across the State- 75,281
 - Active cases in the State of Texas- 340,151
 - Hospitalizations across the State- 10,013
 - Lampasas County Total Cases to Date- 3,336
 - Active cases in Lampasas County- 252
 - Lampasas County Fatalities- 72
 - Hospitalizations in Trauma Service Area L- 146
 - 113- hospitalized adults
 - 27- adults in ICU
 - 16- patents on ventilator
 - 6- Pediatric Cases
- Lampasas County (76550 Only)
- At least one shot- 6,098
 - Fully vaccinated- 5,328
 - Booster- 3,043

2. Discussion regarding setting a date and topics for February 2022 Council Work Session.

Finley deGraffenried, City Manager polled Council to select a date for the February 2022 Council Work Session. Those present agreed that the week of the February 7th-10th will work best for their schedules. The meeting will tentatively start at 4:00 p.m. The items to be covered will consist of Comprehensive Plan,

Council Work Plan and summary of tasks and any unfinished business, as well as, any items Council would like to add.

Council member Pearce inquired about the Historic Colored School & New Hope Baptist Church.

Mr. deGraffenried will touch base with Council member Clark and Council member Morris to solidify a date and will present the tentative agenda at the January 24th Council Meeting.

3. Discussion and updates regarding FY 2021-year end Financial Report.

Mr. deGraffenried took the time to brief Council on the challenges and impacts the City faced over the year. It was a tough year in some aspects with the Winter Storm and the Pandemic; however, Capital Improvement Projects and day to day operations were maintained and continued throughout the year. There were a few unbudgeted items such as the West Third Street drainage and the East Avenue H undermining project that had to be completed. The budget that Council approved and the expenditures that were made is represented in this report. The City has experienced challenges with workforce and supply chain (materials, transformers, vehicles), which has impacted project completion deadlines. The City has maintained a healthy budget. Any funding pulled from reserves was for budgeted items. This report is pre-audit/pre-amendments.

The year end report includes the narrative that provides explanation on how operations, economic climate, COVID-19 Pandemic and Winter Storm Uri affected and influenced City finances, Performance by Major Accounts, Balance Sheets, Investment Report and Supplementals; such as HOT Fund comparison and additional balance sheets.

Council is asked to review the finance report in detail over the next two weeks and to consider acknowledgement of report at the January 24, 2022 Council Meeting.

4. Discussion regarding extension of an Emergency Ordinance for COVID-19 sick leave policy.

Yvonne Moreneo, Finance Director advised that the Emergency Ordinance expired December 31, 2021. When the Emergency Ordinance was adopted in 2020, the Sick Pool had 4,523 hours. In 2020, 2,154 hours were used by 45 employees due to COVID. In 2021, 49 employees contributed to the Sick Pool by donating 1,100 hours. In 2021, 2,639 hours were used by 54 employees. The Sick Pool balance was at 833 hours; however, during the month of January employees are able to contribute sick hours to the Sick Pool, up to 40 hours. As of today, the contributions were at 1,398 hours. Staff is asking Council to consider extending the Emergency Ordinance by providing an expiration date and protected hours per occurrence.

The consensus from Council is to extend the Ordinance for six months and allow up to 40 hours of paid job protection; based on the new CDC guidelines.

5. Discussion regarding TxDOT request to purchase City of Lampasas property on South Highway 281 for proposed improvements.

Mr deGraffenried reported to Council that as TxDOT proceeds with the South 281 Improvements they have asked to acquire City property for the widening of South Highway 281. The preliminary survey in the Council

packet describes the needed property. TxDOT will prepare an offer for consideration, Staff is asking for Council input to act on Council's behalf of to bring offers to Council for final consideration. There is a corresponding action item on the regular agenda. The consensus is to allow the City Manager to finalize the agreement on Council's behalf.

6. Discussion regarding any item on the regular agenda

There was no discussion regarding items on the regular agenda.

7. Adjourn Workshop Session

Mayor Pro Tem Williamson moved to adjourn workshop at 6:12 p.m.; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Morris and Clark absent)

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Monroe called the Regular Session to order at 6:15 p.m.

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

- Service Recognition
 - Shanda Subia- 15 years
- Special Olympics Athlete Recognition
 - Phillip Hallahan
 - Alexander Moya
 - Jeremy Maldonado
 - Aaron Munoz
 - John Hatley

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

There were no citizen comments

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 the approval of minutes of the Regular Meeting held on December 13, 2021.

Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris and Clark absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action to approve the second reading of an Ordinance to approve, deny or approve with modifications a request for a Specific Use Permit for property described as Warren Badger First Tract 2.5 acres and Warren Badger Second Tract 2.55 acres of the Daniel Stanley Survey, Abstract No. 631; commonly known as 2209 S. Highway 183, Lampasas Texas, Lampasas County to allow for the sale of storage buildings.
3.2	Discussion and possible action regarding the second reading of an Ordinance amending the Adopted Budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2020 to September 30, 2021.
3.3	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2021- December 31, 2021
3.4	Discussion and possible action regarding the November 2021 Investment Report

Council member Kuehne moved to approve the consent agenda as presented, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Morris and Clark Absent)

4.0	BOARDS/DEPARTMENT REPORTS
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Public Works Monthly Report for Electric, Streets, Water/Wastewater

Carlos Garcia, Street Supervisor, Flint Geagley, Electric Superintendent and Van Sims, WWW Operations Manager took the opportunity to present Council an overview of their department’s performance over the last year.

Public Works is made up of 22 team members

The Street Department completed 92 work orders and is responsible for street patching, repairs, street sweeping, mowing, seal coating, brush chipping, tree trimming, sign maintenance and the Citizens Collection Station.

The Electric Department completed 1,104 work orders. Their daily responsibilities consist of the following:

- Service connects/disconnects
- New Service
- Service Builds
- Temporary Service
- Service Repairs
- Service Upgrades
- Pole Change-outs
- Line Locates
- Tree Trimming

- Power Outages

The WWW department completed 992 work orders. Their daily responsibilities consist of the following:

- Line Locates
- Meter Change Out Program
- Customer Service Calls
- Water Leaks
- Water Tap Installation/Repair
- Sewer Tap Installations
- Sewer Back-ups
- Sewer Line Repairs
- Identifying Service Availability
- Monthly Flushing
- Bac T Samples
- Disinfection Monitoring
- Nitrification Monitoring
- Lift Station Monitoring
- Required Sampling and Analysis by TCEQ for Plant
- Sludge Cake Removal
- Septic Waste Treatment

	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- ACM Staff is pleased to welcome Ryan Ward to the City of Lampasas as our new Assistant City Manager. Ryan will begin his duties with the City on January 10th, in time for the City’s first Council meeting of the new year. Ryan most recently served as Public Works Division Director for Santa Fe County, New Mexico; with prior service also for the City of Austin as Division Manager of the Transportation Department, and as a consultant and for TxDOT. Mr. Ward was selected from a candidate field of approximately 30.
- Residential Update Although in-fill development continues, staff reports that in Stone Valley only 13, out of the original 67 lots, remain undeveloped. 6 permits for single family units have been issued for Hillside Acres, and 4 lots are in various states of completion in Brodie Estates. Site and utility work have also commenced for the Hidden Oaks subdivision.
- Eclipse Meeting City staff, and hopefully some elected officials, will be in attendance for a community stakeholder Eclipse meeting on January 13th at 5:30 p.m. at the old Middle School. As Council is aware, Lampasas lies in the bullseye for one of the longest periods of eclipse totality on April 8, 2024, and will attract visitors from around the world. The City’s primary involvement in preparation will be public safety and health, and logistics.
- Interceptor Assessment Staff has received a draft of the City’s Interceptor Assessment conducted by Eckermann & Associates. Prior to receiving the stamped study, staff will meet with consultants to review and make comments to the report, which will then be prepared and presented to Council for further discussion and direction. Based on modeling

estimates, it does appear that portions of two sewer interceptors may be undersized. Specific recommendations are not part of the draft, however will be discussed.

- LAFTA Events LAFTA representatives have reported upcoming events to City staff for this spring and fall in Campbell Park. An Art in the Park, family and children’s event, is being planned for May 7th to include music, arts and crafts stations, and food vendors. The event is scheduled the weekend prior to Mother’s Day to provide gift making opportunities for the kids. A sequel to the recent, and very successful, Boots and Blazers event is also being planned for October 15, 2022. Due to the need to book entertainment, and providing there is no objection, staff is seeking Council direction to approve the event, conditional upon Park Board review.
- Pretreatment Staff will be meeting with representatives from Ajinomoto Foods North America (“AFNA”) next week to discuss next steps and a possible framework for a construction and capacity agreement. Additionally, City consultants continue to prepare a design proposal for pre-treatment and plant upgrades, which should be available in the next 30 days, for future Council consideration. Without objection, staff may also make inquiry with our financial advisor regarding rate outlooks.
- Skatepark New Line Skateparks has submitted a project timeline for staff review. As the contract indicates, the timeline allows for public input, conceptual design phase, design development, and construction documents. Bidding is tentatively targeted for September, 2022 with construction 1Q 2023. Council may also, with or without cause, terminate the contract at any point in the process.
- East Third Street Line locates have been called in for the East Third Street project, which includes new grade, curb rehabilitation, accessibility, drainage, and paving. Staff and contractor have notified adjacent businesses and businesses that could have deliveries impacted. Project term is 120 days to substantial completion, on or about April 4, 2022.
- Pavilion Excavation for the Campbell Park pavilion is scheduled to commence next week. Per the geo-tech recommendation, the contractor will excavate to a depth of 4 feet to allow for compacted select fill, and will also extend margins for fill approximately 5 feet on the perimeter. Per Council direction, an additional slab extension of 20 feet was also included in the final contracted price of \$178,047.85.
- Ave C Project Contract documents have been executed for the CDBG West Ave C sewer replacement and extension project. The project scope calls for new sewer line installation from Key Ave to Porter on Ave C, approximately 3,300 feet. A notice to proceed has not been issued, however the project is contracted for 120 days.
- Police Department The new year has brought new reporting and policy implementation requirements for the Lampasas Police Department. Chief Bailey reports that due to legislative requirements, the Department has submitted policies related to use of drones, use of force, and duty to intervene. Assistant Chief Cummings has also reported that two individuals have been selected to enter the Department’s Cadet Program, where certification training will be provided and upon completion, placement with the City as Patrol Officers.
- Library Dedication Please mark your calendars for Saturday, February 26th at 10:00 a.m. for the formal dedication of the Lampasas Library Park. The City is indebted to the Foundation

Board for designing, funding and implementing this outstanding resource for our community. Cross your fingers for good weather.

Business Park A pre-bid meeting for interested contractors was conducted on January 4th for the Business Park road, drainage and utility project. 15 individuals, representing 5 general contractors or sub-contractors attended the meeting. Bid opening is scheduled January 18th at 2:00 p.m., with possible award by the LEDC Board on February 16th.

Staff Staff is pleased to recognize the following employees who began their City of Lampasas careers in December: Samantha McKenzie, 1 year; Shanda Subia, 15 years; Yvonne Moreno, 24 years; and Colt D'Spain, 1 year.

5.2	MAYOR'S COMMENTS
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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 action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas
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Mayor Pro-Tem Williamson moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried (Morris & Clark Absent)

7.2	Discussion and possible action regarding funding in the amount of \$5,000.00 to support the CTCOG Household Hazardous Waste Collection Event to be held in Kempner, Texas February 26, 2022.
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Becky Sims, City Secretary presented this item on behalf of the Kempner City Manager, David Williams. Mrs. Sims advised that Council is being asked to commit \$5,000 to this event if additional funding is needed. Mrs. Sims also advised Council of the At Your Door Program that is currently available to the citizens of Lampasas to dispose of hazardous waste. Due to lack of motion by a Council member the request died and there was no action taken.

7.3	Discussion and possible action determining (14) wireless access point devices as surplus and authorizing staff to dispose of items per State Law.
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Council member Kuehne moved to declare the (14) wireless access point devices as surplus and authorized staff to dispose of items per State Law, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris & Clark Absent)

7.4	Discuss and consider the selection of winner of website photo contest.
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Council member Goodart moved to select photo number one, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris & Clark absent)

7.5	Discussion and possible action regarding an extension of an Emergency Ordinance temporarily amending Ordinance 1148, City of Lampasas Personnel Policy Manual Section 8.00 Leave Time, subsection 8.05 Family and Medical Leave, and subsection 8.15 Sick Leave Pool, in response to COVID-19.
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Council member Kuehne moved to extend the Emergency Ordinance for six months and provide paid job-protected leave for 40 hours to both full time and part time employees who have been employed for at least 30 calendar days by the City, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Morris and Clark Absent)

7.6	Discuss and consider restriction of certain amounts of General Fund, Fund Balance, for the purpose of purchasing a fire apparatus
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Mayor Pro-Tem moved to approve designation of funds in the amount of \$400,000.00 for future purchase of Fire Apparatus, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Morris & Clark Absent)

7.7	Discussion and possible action regarding TxDOT request to purchase City of Lampasas property for South Highway 281 Improvement Project.
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Council member Kuehne moved to authorize City Manager to finalize agreement and conveyance of City of Lampasas property for South Highway 281 Project, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Morris and Clark Absent)

7.8	Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 7, 2022 General Election
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Council member Goodart moved to approve the Contract for Election Services between Lampasas County and City of Lampasas in the amount of \$5,467.35, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Morris and Clark Absent)

Adjourn- Mayor Pro-Tem Williamson moved to adjourn the meeting at 7:07 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris and Clark Absent)

PASSED AND APPROVED this _____ day of _____, 2022.

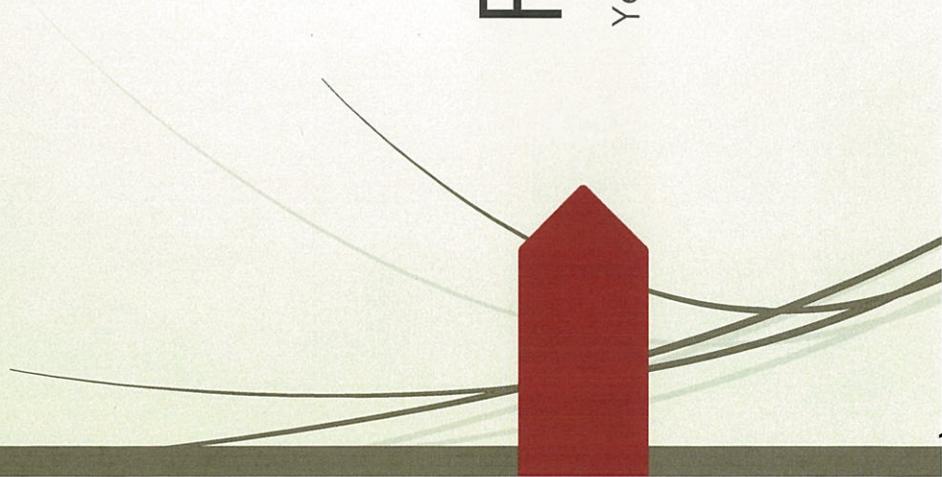
TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary

Finance/Utilities

Year in Review October 2020 – September 2021



Team Members

- ▶ Bessie White, Finance 7 years
- ▶ Felecia Vallejo, Utilities 10 years
- ▶ Mary Garcia, Utilities 4 years
- ▶ Pamela Torrez, Utilities 2 years
- ▶ Heather Mc Donald, Utilities 10 months
- ▶ Robyn White, Utilities 5 months
- ▶ Tom Zimpel, Meter Technician 11 years
- ▶ Jr. Spivey, Meter Technician 10 years (May)

Money Collected

- ▀ Utility Billing
 - ▀ Web Payments
- ▀ Library collects, staff counts, inputs, and processes deposit.
- ▀ Golf Course collects, staff counts, inputs, and processes deposit.
- ▀ Hanna Pool collects, staff counts, inputs, and processes deposit.
- ▀ Hancock Pool collects, staff counts, inputs, and processes deposit.
- ▀ Citizen Collection Station collects, staff processes payments and deposit.
- ▀ Animal Shelter collects, staff processes payments and deposit.
- ▀ Airport Fuel, paid by credit card, staff processes payments.
- ▀ Parks/Parks Facilities Department, fees paid at City Hall.
- ▀ Online Building Permits, staff processes payment.
- ▀ Cemetery payments made at City Hall.
- ▀ Fire Dept. payments processed at City Hall.
- ▀ Court collects, staff processes deposit.
 - ▀ Web Payments
- ▀ **Processed 48,260 Receipts**

Utility Billing

▀ Three Cycles

- ❖ Due on the 5th, 15th and 25th
- ❖ Two (2) Residential Cycles, 1 Commercial Cycle
- ❖ Print and mail Late notices – due 10 days past due date
- ❖ Door tags, then disconnection
- ❖ Figure sewer rates on annual basis using Winter Averaging
- **Day to Day Operations:**
- ❖ Process NSF Checks
- ❖ Process Refund Checks
- ❖ Process Solar Read Credits
- ❖ Work with Hill Country Community Action regarding pledges
- ❖ Set up all utility accounts and process work orders
- ❖ Set up bank drafts on accounts
- ❖ Daily deposits
- ❖ Prepare Adjustments to accounts as needed
- ❖ Customer Service in person and over the phone
- ❖ Record payments, Cash, Check, Money Order, Credit Cards
- ❖ Count and process cash drawers daily

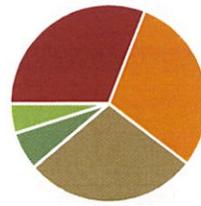
▸ Number of Customers:

- Water 3,591
- Electric 5,043
- Wastewater 2,869
- Residential Garbage 2,730

Work Orders

- Turn on service 442 work orders
- Disconnect service 422 work orders
- Read In/Read Out 406 work orders
- Service Change 90 work orders
- Miscellaneous 70 work orders

Work Orders



- Turn on
- Disconnect
- Read In/Read Out
- Service Change
- Misc

- Meter Swaps
- Water 566 Work Orders
- Electric 44 Work Orders

Finance

- ▶ Annual Budget – Property Tax Calculations, Notifications
- ▶ Annual TML Workers Comp Audit
- ▶ 941 Employers Tax – Quarterly
- ▶ Record Fixed Assets – Annual Depreciation Schedules
- ▶ Accounts Receivable
- ▶ Prepare Journal Entries
- ▶ Accounts Payable – Processed 4,421 checks
- ▶ Payroll – Bi-Weekly
- ▶ Process Insurance Payments (Health, Vision/Dental, TMRS, Life) Monthly
- ▶ Process Longevity Checks Monthly
- ▶ Bank Reconciliations Monthly
 - ▶ Large Cash/Concentration done daily
- ▶ Airport Fuel Reconcile Monthly
- ▶ Purchase Orders, review and send to departments
- ▶ Investments
- ▶ Record Sales Tax Receipts
- ▶ Report/Pay monthly sales tax owed to the State
- ▶ Close out books and install new budgets

Future Goals

- Update Utility Policy
- Update Cash Policy
- Continue in compliance with Card Readers
- Cross train all utility positions
- Utilize training opportunities
- Continue meter change out program for both electric and water
- Continue to provide excellent customer service to all of our citizens

Memo

To: Finley deGraffenried, City Manager
From: Van Sims, W/WW Operations Manager
Date: December 27, 2021
Re: Monthly Report

**Water/Wastewater
&
Plant Operations**

Summary of Activities

- ***Operation of Water Distribution System***
 1. Repaired 4 water leaks.
 2. Made 2 new water taps.
 3. Completed monthly flushing.
 4. Collected 9 routine Bac T samples (all passed)
 5. Completed all disinfection action plan monitoring and nitrification action plan monitoring.

- ***Operation of Wastewater Collection System***
 1. Completed all monthly lift station checks.
 2. Completed 2 sewer repair.
 3. Resolved 1 sewer backups.
 4. Routine lift station monitoring.

- ***Operation of Municipal and AFNA Treatment Facilities***
 1. Completed all daily checks of equipment and facilities.
 2. Collected all TCEQ required sampling and analysis for the municipal plant.
 3. Performed all routine maintenance on scheduled equipment.
 4. Removed 160 cubic yds of cake.

- Total Work Orders Completed - 69
- Utility Locates -49
- Customer Service Calls -5
- Septic Waste Treated- 43,150 gallons

Memo



To:
From: Flint Geagley
Date: January 4, 2022
Re December Activities

Electric Department

This month's activities involved:

- Received a total of 87 work orders and completed 81.
- Operations and Maintenance
 1. Installed transformer bank for new business at 7th and Peacn
 2. Worked poles at 613 C.T.E.
 3. Line locates - 48
 4. replaced bad capacitors and switches
 - 5.
- Set 7 poles:
 1. Set 3 poles on CR 3010 for new service
 2. Set 4 poles at the Lampasas Substation
 - 3.
 - 4.
 - 5.
- Connected:
 1. Upgrades – 2
 2. New services – 6
 3. Temps - 2
- Overtime: Received 9 callouts
 1. On customer side – 1
 2. Tree – 1
 3. Animal Contact – 4
 4. Carol of Lights Parade – 1
 5. Equipment – 2 (replaced bad connectors)
 6. Storm -
 - 7.
- Activities for the Year 2021 - 2022:
 - Pole Inspection replacement: **total 389 poles, have replaced 331 poles**
 - Brodie Estates Subdivision: **(90% complete)**
 - Stone Valley: **(90% complete)**
 - Hidden Oaks: **planning stages**
 - Hillside Acres: **Completed all outer build and have built in to 4 new houses**

To: City Manager, Finley DeGraffenried
Honorable Mayor and City Council
From: Chief of Police, Sammy Bailey
Date: January 10, 2022
Re: Monthly City Council Report, December 2021, End of Year

December proved to be a busy month with three officers short and the many events we attended within the community and schools. We endured, and just as those that attended the events, enjoyed and appreciated that all were without incident. We truly appreciate the help we received this year from our CPAAA members and other departments within the city of Lampasas. We could not have done as well a job without the help we received.

The 2021 statistics show an overall increase over 2020.

	December	Yearly	2020	Percentage % Increase	Difference %Decrease
Felony's Reported	18	317	317	0	
Felony's Cleared	17	367	289	26.99	
Misdemeanors Reported	96	1209	1182	2.284	
Misdemeanors Cleared	93	1339	1054	27.03	
Total Cases Reported	114	1526	1499	1.801	
Total Cases Cleared	110	1706	1343	27.02	
Total Incidents	52	371	302	22.84	
Adult Arrest	55	566	565	0.176	
Juvenile Arrest	6	65	44	47.72	
Warrants/Capias	17	151	112	34.82	
Warrants Paid	15	41	12	241.60	
Traffic Citations	100	1059	1164		9.02
Traffic Warnings	468	4758	3715	28.07	
Total Arrest	193	1882	1897		0.79
Total Dept. Contacts	661	6640	5612	18.31	
Total Accidents	16 minor	306	261	17.24	
Code Enforcement	38	594	485	22.68	
Calls for Service	909	11254	10836	3.857	
Telephone Calls Rec'd	2913	36970	51203		27.79
Escorts	57	698	573	21.81	
Motorist Assist	41	575	573	0.349	
Emergency Order of Detention	3	19	24		20.83

	December	Yearly	2020	Percentage % Increase	Difference %Decrease
Behavioral Crisis	7	62	69		10.14
911 Calls	214	2800	2915		4.10
Text to 911	0	4	3	33.33	
Open Records Request	30	373	355	5.07	
Animal Complaints	161	2055	2002	2.64	
Animal Impounds	46	674	545	23.66	
CPAAA	103.50	747.75	209	257.7	
Animal Shelter					
Dogs	47	585	485	20.61	
Cats	61	954	752	26.86	
Other Animals	1	40	55		27.27

During 2021, we saw five officers leave the Lampasas Police Department. Officer Scott and Officer Bowman left and joined Coryell County to accept Sergeant positions within a Narcotic Division. Officer Hernandez left to focus more on his business, Hernandez Homes. Officer McCatherine left to join the Cedar Park Police Department and Sgt. Investigator Nick Roberts left to become part of the Lampasas Juvenile Probation Department.

We hired Kyler Molter that had previous experience with the Euless Police Department and Carlos Rodriguez that had previous experience with the Lampasas County Sheriff's Office to take the places of Patrol Officers Scott and Bowman. Retired Houston Police Department Officer Chad Curtis will join us at the end of January 2022 and in January 2022 we will send John Reza and Jameson Varnardo to the Central Texas Regional Police Academy. This will make our department fully staffed again once the Cadets start employment in late January prior to starting the Academy.

We are currently seeking within the department our next Sergeant Investigator that will not move to the position until all patrol are trained and working their shifts, possibly late June/July.

The Lampasas County Sheriff's Office re-implemented their Acceptance of Arrestees Restrictions due to internal surge in Covid cases. Health and community safety is considered with all that are detained or with other alternatives that are made.

	December-21	YTD	12/2020 YTD
ACCIDENTS:			
MINOR ACCIDENTS	16	289	238
MAJOR ACCIDENTS	0	17	23
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	16	306	261
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	8	314	241
JUNK / UNREGISTERED VEHICLES	2	17	29
SUBSTANDARD HOUSING	2	8	5
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	26	255	210
TOTAL CODE COMPLAINTS	38	594	485
DAILY ACTIVITIES:			
CALLS FOR SERVICE	909	11254	10836
TELEPHONE CALLS RECEIVED	2913	36970	51203
ESCORTS	57	698	573
MOTORIST ASSISTS	41	575	573
EMERGENCY ORDER OF DETENTION	3	19	24
BEHAVIORAL CRISIS	7	62	69
911 CALLS	214	2915	2800
TEXT TO 911	0	4	3
OPEN RECORD REQUESTS	30	373	355
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	161	2055	2002
ANIMAL IMPOUNDS	46	674	545
CPAAA VOLUNTEER HOURS:	103.50	747.75	209.00

OFFICER COUNT: 18 OF 21
DISPATCHER COUNT: 7 OF 7

WARRANT TOTALS

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

	Dec-21	YTD	12/2020 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	0	777	144
LMC WARRANTS RECALLED	15	455	494
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	27	97	81
LMC WARRANTS PAID AT LMC / PD	0	0	1

	Dec-21	YTD	12/2020 YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$0.00	\$489,737.29	\$86,783.36
LMC WARRANTS RECALLED	\$8,999.56	\$248,663.66	\$270,967.91
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$17,383.09	\$67,063.74	\$51,097.80
MONEY COLLECTED AT PD	\$0.00	\$0.00	\$511.84

Report Prepared by Kelli Sanguinet 01/07/2022

LAMPASAS ANIMAL SHELTER
CITY LOG

DATE	INTAKE	SEX	AGE	BREED	COLOR	ADDRESS	NAME	PRECAUTIONS	DISPOSITION	OFFICER
12/01/2021	IMP P11901	F	A	DSH	RED TAB	702 ANTELOPE		FERAL	EUTH	131
12/01/2021	IMP P11902	F	A	DSH	BLK/WHT	200 S MAIN		FERAL	EUTH	131
12/01/2021	IMP P11903	F	A	DSH	TORTIE	1308 E AVE I		FERAL	EUTH	131
12/01/2021	IMP P11904	F	A	DSH	TORTIE	1308 E AVE I		FERAL	EUTH	131
12/01/2021	IMP P11905	F	A	DSH	CALICO	1308 E AVE I		FERAL	EUTH	131
12/01/2021	IMP P11906	M	A	DSH	BLACK	807 N RIDGE		FERAL	EUTH	131
12/02/2021	IMP P11907	M	A	DSH	APRICOT WHT TAB	1006 E AVE H		FERAL	EUTH	131
12/02/2021	QUAR P11908	F	A	DSH	CALICO	508 GAMEL		RABIES SUB	EUTH	131
12/02/2021	IMP P11909	A	A	DSH	GREY TAB	1308 E AVE I		EAR TIPPED	ESCAPED	131
12/03/2021	IMP P11910	F	A	MINI SCHNAUZER	BLK/WHT	CIRCLE K	ROSE		RTO 12-3	CITIZEN
12/03/2021	IMP P11911	F	A	GSD MIX	TAN TRI	W 6TH	WILHELMINA		EUTH	CITIZEN
12/03/2021	IMP P11912	F	B	GSD MIX	BLK TRI	W 6TH	AUGUST		ADOPTED	CITIZEN
12/03/2021	IMP P11913	F	B	GSD MIX	GOLDEN	W 6TH	AUBREY		ADOPTED	CITIZEN
12/03/2021	IMP P11914	M	B	GSD MIX	TAN TRI	W 6TH	GUNTHER		ADOPTED	CITIZEN
12/03/2021	IMP P11915	F	B	GSD MIX	CRÉME	W 6TH	IDA		ADOPTED	CITIZEN
12/03/2021	IMP P11916	M	B	GSD MIX	GOLDEN	W 6TH	DAMIAN		ADOPTED	CITIZEN
12/06/2021	SUR P11917	F	A	BOXER MIX	TAN	305 S HACKBERRY	THUNDER		EUTH	CITIZEN
12/06/2021	SUR P11918	F	B	ACD MIX	BLACK	1406 S MAIN			EUTH	CITIZEN
12/07/2021	IMP P11919	M	A	PIT MIX	WHITE/BLK	102 A S CHESTNUT			EUTH	131
12/07/2021	IMP P11920	M	A	BORDER COLLIE X	BRINDLE WHITE	102 A S CHESTNUT	HANK		EUTH	131
12/08/2021	IMP P11921	M	B	DSH	BLK/WHT	910 E 4TH	HUEY		ADOPTED	131
12/08/2021	IMP P11922	M	B	DSH	BLK/WHT	910 E 4TH	HAMILTON		RESCUE	131
12/08/2021	IMP P11923	F	B	DSH	SEAL POINT SNOW	910 E 4TH	HAIKU		ADOPTED	131
12/08/2021	IMP P11924	M	B	HOUND MIX	RED TAB	910 E 4TH	BRADLEY		DIED	131
12/08/2021	IMP P11925	M	A	DSH	BLUE	1621 S KEY		FERAL	EUTH	131
12/09/2021	IMP P11926	F	A	DSH	BLACK	302 N PARK		FERAL	EUTH	131
12/09/2021	IMP P11927	M	A	DSH	BLACK	2351 NIX		INJURED	EUTH	131
12/09/2021	IMP P11928	F	A	DSH	BLACK	804 STANLEY			EUTH	131
12/09/2021	IMP P11929	M	A	DMH	GREY/WHT	302 N PARK		FERAL	EUTH	131
12/09/2021	SUR P11930	M	A	CHIUAHUA MIX	WHITTAN	10 SKYLINE	CARAMEL		RESCUE	CITIZEN
12/09/2021	SUR P11931	F	A	CHIUAHUA MIX	BLK TRI	10 SKYLINE	BLACKIE		RESCUE	CITIZEN
12/09/2021	SUR P11932	F	A	CHIUAHUA MIX	BLK TRI	10 SKYLINE	BBY		RESCUE	CITIZEN
12/09/2021	IMP P11933	F	ADO	DMH	BRN/WHT TAB	WALNUT	GENEVIEVE		RESCUE	CITIZEN
12/09/2021	IMP P11934	F	ADO	DSH	BRN/WHT TAB	WALNUT	GEMMA		RESCUE	CITIZEN
12/09/2021	IMP P11935	F	ADO	DSH	GREY/WHT TAB	WALNUT	GEORGIA		RESCUE	CITIZEN
12/10/2021	IMP P11936	F	A	DMH	BLACK	302 N PARK		FERAL	EUTH	131
12/10/2021	IMP P11937	F	A	DSH	BRN TAB	804 STANLEY		FERAL	EUTH	131
12/10/2021	IMP P11938	F	A	DSH	CALICO	302 N PARK	NATASHA		EUTH	131
12/10/2021	IMP P11939	M	A	DMH	BLACK	302 N PARK		FERAL	EUTH	131
12/10/2021	IMP P11940	F	A	DMH	BLUE	302 N PARK		FERAL	EUTH	131

LAMPASAS ANIMAL SHELTER
CITY LOG

DATE	INTAKE	SEX	AGE	BREED	COLOR	ADDRESS	NAME	PRECAUTIONS	DISPOSITION	OFFICER
12/10/2021	IMP P11941	M	A	DMH	BLUE	302 N PARK		FERAL	EUTH	131
12/10/2021	SUR P11942	MN	A	DSH	WHT/RED TAB	1309 CTE APT 49	COOPER		RTO	CITIZEN
12/11/2021	QUAR P11943	F	B	MANX	COLOR POINT	CITY PARK		SICK	DIED-RABIES SUB	CITIZEN
12/11/2021	IMP P11944	F	A	ACD X	BLUE MERLE	1502 E 3RD	LUCY		RTO	122
12/12/2021	IMP P11945	M	A	LAB MIX	RED/BLACK	912 OLD GEORGETOWN ROAD			EUTH	107
12/13/2021	IMP P11946	F	A	DSH	CALCIO	500 W 4TH		HBC	EUTH	131
12/14/2021	IMP P11947	MN	A	DMH	GREY TAB	203 MOCKINGBIRD	TOBY		RTO	131
12/14/2021	IMP P11948	M	A	DSH	BLK/WHT	902 S BROAD			EUTH	131
12/14/2021	IMP P11949	M	A	ACD MIX	RED	4TH BROAD			EUTH	CITIZEN
12/15/2021	IMP P11950	M	A	DSH	BLACK	302 N PARK		FERAL	EUTH	131
12/15/2021	IMP P11951	M	A	SHEPHERD MIX	RED	SUMMER/AVE A	WOODY			131
12/16/2021	IMP P11952	F	A	CATAHOULA MIX	DAPPLE	610 OLD GEORGETOWN	BLISS		RTO	131
12/16/2021	IMP P11953	M	A	CHIHUAHUA MIX	BROWN	6TH /BROAD	COURAGE		RTO	131
12/18/2021	IMP P11954	MN	A	COONHOUND MIX	BLK TRI	808 W 6TH	BRUMMY		RTO	107
12/19/2021	IMP P11955	F	A	BULLDOG MIX	BROWN	CLOUD AND BROWN	MERLE		RTO	111
12/19/2021	IMP P11956	M	A	BULLDOG MIX	BLK/WHT	CLOUD AND BROWN	TUPAC	SHOT BY CITIZEN	RTO	131
12/20/2021	IMP P11957	F	A	GSD MIX	BLK/TAN	HWY 281 AT HIGH SCHOOL	ONYX		RTO	CITIZEN
12/22/2021	IMP P11958	M	A	PIT BULL MIX	RED	301 COLLEGE PARKING LOT	OLIVER		RTO	134
12/28/2021	IMP P11959	F	A	DSH	BLK/WHT	2 WOLFE DR		FERAL	EUTH	CITIZEN
12/28/2021	IMP P11960	F	ADO	TERRIER MIX	BRN TRI	205 RIVERVIEW APT OFFICE				108
12/29/2022	imp p11961	F	A	LAB MIX	BLACK	COCKRELL CIRCLE				CITIZEN
12/30/2022	imp p11962	F	A	DSH	TORBIE	1212 W 6TH				CITIZEN
12/31/2022	imp p11963	M	A	ACD MIX	RED/WHT	3RD AND RICE				116

Memo

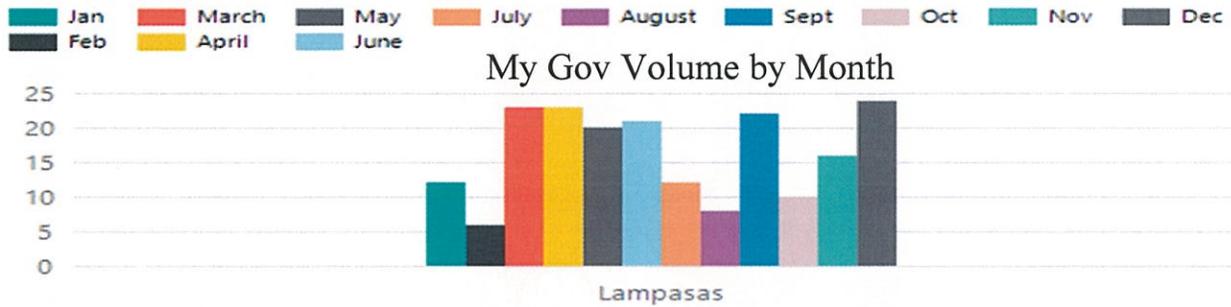
To: Finley deGraffenried, City Manager
Honorable Mayor and City Council

From: Becky Sims, Zoning Administrator/City Secretary
Lupe Charping, Administrative Secretary
Frank Ellett, Building Official

Re: Monthly Report, December 2021

Building and Planning
312 East Third, Lampasas TX 76550
512-556-6831, Fax 512-556-8083

Monthly Permit Volume by Jurisdiction



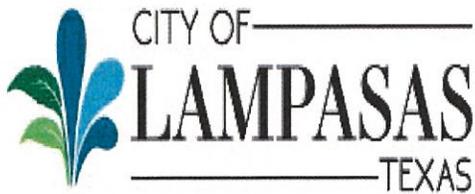
Jurisdiction	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year Total
Lampasas, TX	12	6	23	23	20	21	12	8	22	10	16	24	197
Totals:	12	6	23	23	20	21	12	8	22	10	16	24	197

DECEMBER 2021

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ELE - ELECTRICAL	8	16,500.00	1,023.50
FENCE - FENCE	1	1,500.00	35.00
MEC - MECHANICAL	2	8,995.00	105.00
PLB - PLUMBING	12	23,050.00	405.00
REM - REMODEL/ADDITION	4	281,089.32	345.00
SHED - SHED, PATIO, DECK	2	4,000.00	35.00
SIGN - SIGN	2	0.00	80.00
*** TOTALS ***	31	335,134.32	2,028.50

DECEMBER 2020

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	6	1,187,660.00	5,958.50
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	14	382,200.00	12,779.97
FENCE - FENCE	3	10,500.00	105.00
MEC - MECHANICAL	10	396,700.00	485.00
PLB - PLUMBING	15	410,700.00	960.00
REM - REMODEL/ADDITION	7	114,530.43	475.00
SHED - SHED, PATIO, DECK	2	1,200.00	0.00
SIGN - SIGN	2	9,000.00	80.00
SPRINK - SPRINKLER	5	12,700.00	300.00
*** TOTALS ***	71	2,525,190.43	21,193.47



312 East Third Street
Lampasas, Texas 76550-2820
Phone: (512) 556-6831
Fax: (512) 556-8083
www.cityoflampasas.com

To: City Council
From: Jeff Smith, Fire Chief
Date: January 21, 2022
Subject: December Monthly

Greetings,

During the month of December there were many activities in the Lampasas Fire Department.

On December 6, 2021 the Fire Department and the Lampasas Police Department hosted the annual "Holiday Lunch & Toy Drive. This event invites many members from the community and surrounding area to the fire station to partake in a meal. The admission for the luncheon is a financial contribution or the gift of unwrapped toys. The funds and unwrapped gifts are used to assist members of the community with Christmas presents. This event is successful due to the commitment of all staff members within the two departments. On December 17, 2021, the packages were distributed by the Lampasas Volunteer Fire Department. This was accomplished via of a "drive through" format. This provided a safe and effective distribution for all involved.

The fire department responded to 39 incidents during the month of December. For the year the department responded to a total of 1396 incidents.

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: January 3, 2022
Re: Monthly Report December 2021

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended City Council Planning Session on December 8
- Showed Hostess House on December 13 and December 14
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.
- Assisting with Public Works Secretary duties

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Assisted with Community Luncheon/Toy Drive on December 6
- Job Posting: Part-time Firefighter
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

Personnel Information – Currently

- Current: 108 Full-time positions, 15 Part-time positions
- Posted Vacancies:
 - Full-time: Light Equipment Operator, Utility Distribution/Collection Tech. and Electric Department position
 - Part-time: Firefighter

Memo

To: Finley deGraffenried, City Manager
 From: Monica Wright, Director of Information Systems
 Date: Tuesday, January 11, 2022
 Re: December 2021 Monthly Report



Information
Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	341	Website Page Visits	12,241
Facebook Followers	6,881	Website Page Views	21,444
Twitter Followers	667	Website Downloads	7,094
Instagram Followers	253	Website Searches	508

IT Supported Hardware & Software

PCs	92	Wireless Access Points (WAP)	16	Servers	22
Laptops	51	Verizon Aircards	45	Firewalls	5
Printers	69	Network Attached Storage (NAS)	7	Tablets	11
Switches	21	Apple iPhones	31	Software Applications	30+

December Projects Completed:

- Configured (14) replacement WG WAPs/added to inventory
- EDC website re-design deliverables due: 12-10
- City Website re-design deliverables due: 12-10
- Attended CivicMobile app training: 12-7
- Worked on new design of Civic mobile app
- Researched Civic Plus website designs
- Attended Google Analytics Training: 12-9
- Installed (14) replacement WG WAPs at various departments
- Installed KVM switch at IT Building
- Upgraded VMH-Host 1 Server OS to Windows SVR 2019
- Upgraded VMH-Host 2 Server OS to Windows SVR 2019
- Upgraded WSM server OS to Windows SVR 2019
- Ordered security cameras for City Barn

January Projected Projects:

- Work with vendor on Meter Reader software upgrade/schedule/requirements/training
- Configure/install laptop for ACM
- Order/install replacement printer for ACM/CM
- Order/activate Verizon jetpack aircard for ACM
- Build out SharePoint website for staff
- Obtain quotes for (2) replacement PD toughbooks/order
- Configure/install replacement City fiber switch
- Configure/install replacement Fire Chief PC
- Configure/install replacement Patrol PCs (3)
- Assist PW with running Cat6 cable for security cameras
- Configure/install City Barn security cameras
- Declare (14) WG AP 120 devices as surplus/dispose of through GovDeals
- Obtain quote for Microsoft o365 exchange plan upgrade
- Order Microsoft Office 2019 licenses for desktop replacement PCs
- Configure/install (13) replacement desktop pcs/add to inventory
- Discuss WWWW SCADA software/policies/make contact w/ vendor for project planning
- Civic Mobile app – re-design – GoLive
- Attend Civic Plus City website re-design discovery meeting
- Attend Civic Plus EDC website re-design discovery meeting

- Obtain quotes for replacement switches/order if available
- Contact Incode regarding SVR OS upgrade requirements/Schedule migration/Upgrade Incode OS
- Rebuild PD Cardinal VM server with Windows Server 2019 STD OS
- Work on IT related policy amendments
- Work on new City website re-design ideas/documentation/planning
- Send out KnowBe4 Email phishing campaigns/provide user education

FY 2021/2022 Projects:

- PD Criminal Justice Information Systems (CJIS) Audit ***(completed)***
- Configure/install new anti-virus software on client pcs/servers ***(completed)***
- IT Building exterior water faucet ***(completed)***
- Upgraded OS on Server Host 1 to SVR 2019 ***(completed)***
- Upgraded OS on Server Host 2 to SVR 2019 OS ***(completed)***
- Upgraded OS on SVR-WSM to SVR 2019 OS ***(completed)***
- Obtain quote/configure/replace WG WAP's with WG AP 125 (14) ***(completed)***
- Ran cable/installed security cameras at City Barn ***(completed)***
- Upgrade Meter Reader handheld software ***(FY 21-22)***
- Obtain quotes/configure/replace City network fiber switch ***(Jan 2022)***
- Upgrade Incode Server OS to Windows SVR 2019 ***(FY 21-22)***
- Obtain quotes/configure/replace (15) desktop PCs ***(FY 21-22)***
- Obtain quotes/configure/replace (2) 52 port switches ***(FY 21-22)***
- Obtain quotes/configure/replace (2) 24 port switches ***(FY 21-22)***
- Obtain quotes/configure/replace (4) 10 port switches ***(FY 21-22)***
- Obtain quote/order (15) Microsoft Office 2019 STD licenses ***(FY 21-22)***
- City/EDC website re-design ***(FY 21-22)***
- Configure/replace PD Toughbooks ***(FY 21-22)***
- Upgrade Microsoft o365 exchange online plan 1 to plan 2/email archive ***(FY 21-22)***
- Install security cameras at Calvert Municipal Building ***(FY 21-22)***
- Adopt future amendments to IT Computer Policy ***(FY 21-22)***
- Work with staff and vendor on WWW Scada software solution/connection ***(FY 21-22)***
- Dispose of old/outdated/broken IT equipment from City Hall ***(FY 21-22)***
- City wide cyber security training for all employees ***(FY 21-22)***
- IT Building Server Room Wall with locking door ***(FY 21-22)***
- Repaint IT Building ***(FY 21-22)***

Daily/Weekly/Monthly Tasks:

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

- Create cyber security phishing campaigns/deploy to employees

Future Projects & Goals:

- Work with staff and vendor on Electric Scada software/equipment solution/connection *(FY 22-23)*
- Point to Point wireless Internet solution for locations not on fiber *(FY 22-23)*
- Migrate Incode software to cloud/SQL solution *(FY 22-23)*
- Replace PD Host 1 & Host 2 Server *(FY 22-23)*
- Migrate Incode v.9 to Incode Cloud solution *(FY 22-23)*
- Run structured fiber to Library *(uncertain)*
- Research/implement timesheet/time off request software *(uncertain)*

LAMPASAS PUBLIC LIBRARY

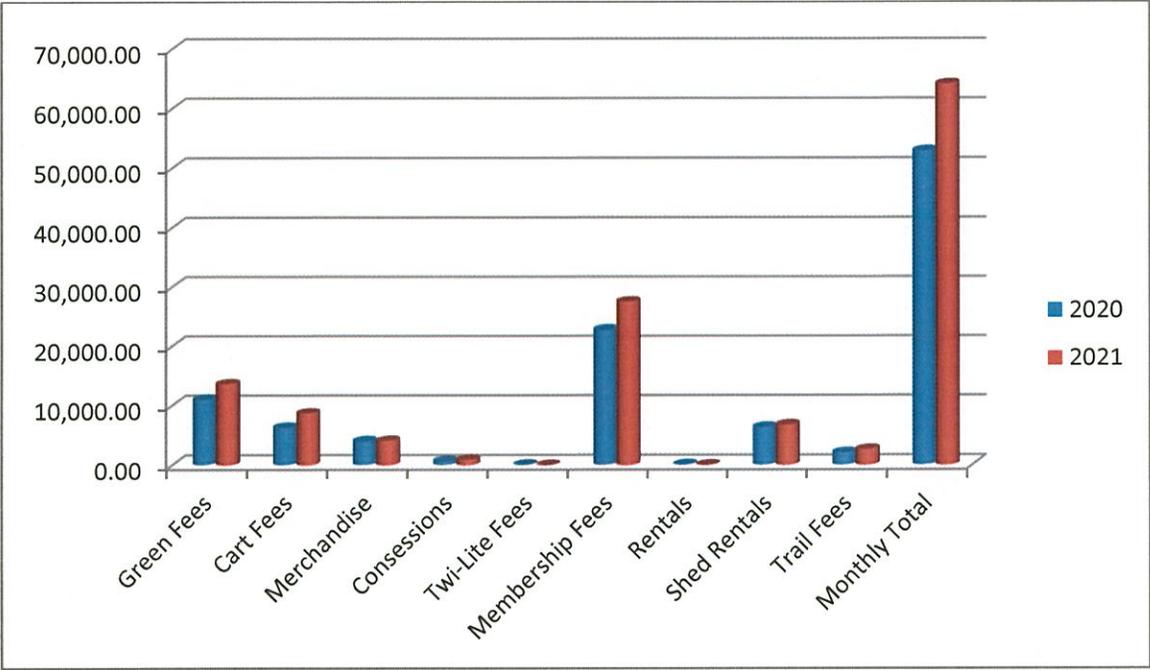
DECEMBER 2021

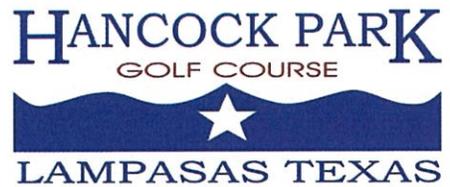
Circulation	We circulated 3,689 items in December, which is down .4% from November (3,705). December is typically our slowest month. The library was closed on December 3 for staff development, three days for Christmas, and New Year's Eve.
Door Count	There were 2,318 visitors during December, which is down 12.8% from November (2,657), as a result of the holiday closures.
Internet Usage	There were 248 Internet sessions in December, compared to 359 in November (down 29.9%).
Wifi Usage	We had 110 distinct clients use the public wifi in December, which is up 11.1% from November. There was an average of 11 users per day, which is up 10% from last month.
Text Interactions	We communicated, via text messages, with 89 unique phone numbers in December, which is down 16.8% from November (107). We sent/received a total of 509 messages, which is down 4.1% from last month (531).
December Programs	We had two staff story times, Books & Badgers with Mrs. Claus, Mrs. Claus Story Time at Carol of Lights, How Pinteresting!, and 42 Club.
Upcoming Programs	In January, we will have two staff story times, How Pinteresting! (vision boards), STEAM Stories (for PreK; replaces Books & Badgers), Cornelia Key Book Club, STEAM Day (for ages 7-11 yrs), Family Story Time with Olivia Hart, and 42 Club. In February, we are looking forward to having a library-themed escape room, in honor of Library Lovers' Month. Stay tuned for details.
Consortium Meeting	On the morning of January 26, Shanda and Emily will host the monthly meeting of the Central Texas Library and Museum Consortium (CTLMC).
StoryWalk®	I am working with Chris Eicher to get the trail signs made for the StoryWalk® to be installed in WM Brook Park. I have also contacted LCRA in hopes of getting their volunteers to install the signs when they come in April.

Hancock Park G.C.

December Revenue Comparison

2020 and 2021





Memo

To: Finley deGraffenied, City Manager

From: Van Berry, Golf Course Manager

cc: City Council Members

Date: January 10, 2022

Re: Monthly Report, December 2021

- Weekly mowing and maintenance of the golf course.
- Sprayed the greens with nitrogen and manganese.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Applied 300 lbs. of fertilizer on the greens.
- Trimmed several trees on the course and burned brush piles.
- Maintenance crew did maintenance on all the mowers, (checked fluids, sharpened blades and replaced parts as needed) in preparation for the upcoming mowing season.
- Maintenance crew cleaned and organized the maintenance shop and equipment sheds.
- I sent our membership renewals and started working on my 2022 tournament calendar.

Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Friday, January 21, 2022

Re: Monthly Report December 2021

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

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

New Cases	131
Convictions	40
Compliance Dismissals	29
Hrs. Community Service Completed	46
Total Dollar Amount CS	\$577.00
Waived for Indigency	\$908.80
Total Collected	\$20,464.62
Total kept by City	\$13,798.87

CITY SECRETARY DEPARTMENT/ DECEMBER 2021 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Assisted the City Manager, EDC Director and Building Official with daily operations.
- Prepared and posted packet, facilitated and took the minutes of the December 2, 2021 Planning and Zoning Meeting.
- Prepared and posted packet, attended and took minutes of the December 8th Council Work Session and the December 13th City Council Meeting.
- Worked on Board appointments/reappointments.
- Submitted Public Notice to newspaper for adoption of 2021 ICC Building Codes.
- Finalized Hidden Oaks Annexation
- Posted the 2003 Ford Expedition on Gov Deals
- Facilitated pre-con meeting between Staff, Engineer, Contractor and Developers for Hidden Oaks Subdivision on December 7, 2021.
- Submitted data to get Zoning Maps updated
- Compiled data and completed Election Packets for May 7, 2022 Election
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Reviewed and updated TML Inventory Schedules
- Facilitated meeting between TML City Representative and WWW Operations Manager to discuss inventory schedules.
- Processed/Facilitated Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.
- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections

Lupe Charping, Administrative Secretary

- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections
- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits with minimal assistance.
- Maintain vehicle inspection/registration process for all City vehicles
- Complete and file Cemetery Deeds
- Handles Waste Connection Inquiries.
- Continuing to cross-train and learn how to handle zoning inquiries.

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City of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 21 January 2022

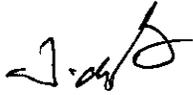
- Auditors** Yvonne reports the auditors will be in town starting the week of January 24th. She is currently assembling 24 sets of requested financial documents for their sampling and review. Staff anticipates the auditors will be in City Hall for two weeks, with the Audit delivered by the end of March. In previous years, the Audit has been reviewed by an ad hoc Audit Committee prior to placement on the Council agenda for formal acceptance.
- LEDC** The LEDC Board met on January 19th to review financials, progress of the Business Park, and digital and print marketing programs. The Board, by consensus, preferred a financial report incorporating a 36-month trend for both financial statements and cash balances. Bid opening for the Business Park phase 1 improvements, including road, utility and drainage, has been re-scheduled for January 25th due to needed clarification on road stabilization. A representative from FlyerView also discussed print and digital marketing and mapping that could provide data to prospects related to site availability, zoning and other property attributes. Staff is also currently reviewing the digital mapping program for possible benefits to the City and our Public Works.
- Eclipse** A community and stakeholder eclipse meeting was held on January 13th with approximately 30 people in attendance. Discussion included potential impacts, attendance, needed services, and promotion of the April 8, 2024 event. An initial task force has been formed and includes public safety officials, economic development liaisons, and organization representatives. The next community meeting is tentatively planned for August, 2022.
- Mill Street** As referenced in previous meetings, staff has received conceptual plans for a 177 lot, 48-acre development off of Mill Street, adjacent to the City yard. No formal submittal for action has been received, however; staff, including public works, zoning and fire have started a preliminary review.
- Website** Monica and Mandy continue their work on the website redesign. Staff is currently reviewing the design mood board, including colors, format and layout. Once approved the contractor will submit the final design format and begin to migrate content for City review and approval. The go-live date is targeted for April, 2022.

Campbell Park

Council may have noticed excavation for the pavilion has begun and compacted select fill will be installed beginning next week. Red iron is on-site with sheet material expected within the next two weeks. As a reminder, based on Council discussion, staff has not incorporated the rain water collection in the project. Staff will also be scheduling a kick-off meeting with the skate park contractor to review the project timeline and initiate the public participation component.

Hostess House

Antonio Naylor, Reliance Architecture, reports that geo-technical report has been completed and received, and his structural team will conduct some additional on-site investigation during January. The structural remediation is tracking to be bid by the end of February.



City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding an Ordinance calling for a General Election to elect the expired terms of Council Member Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 7th day of May, 2022; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 11, 2022

For the agenda of: January 24, 2022

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This ordinance calls the May 7, 2022 General Election as required by State Law. It establishes polling places and appoints judges and clerks.

The Mayor and following Council Member Places up for election are as follows:

Place 3	Chuck Williamson
Place 4	Catherine Kuehne
Place 5	Bob Goodart

Recommendation:

Motion to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of Council Member Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 7th day of May, 2022; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials.

ORDINANCE NO. _____

AN ORDINANCE CALLING FOR A GENERAL ELECTION TO ELECT THE EXPIRED TERMS OF THE COUNCIL MEMBERS PLACES THREE, FOUR AND FIVE FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO BE HELD ON THE 7TH DAY OF MAY, 2022; PROVIDING FOR POLLING TIMES AND PLACES; PROVIDING FOR EARLY VOTING; AND PROVIDING FOR BILINGUAL ELECTION MATERIALS

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

1. That in accordance with the provisions of the law, the City Council hereby orders an election for the Council members Places Three (3), Four (4), and Five (5) of the City Council of the City of Lampasas, Texas, be held on Saturday, May 7, 2022, and the following provisions are made thereof:
 - A. Said election shall be held at the Lampasas County Elections Administrator Office, 407 S. Pecan Street, Suite 102, Lampasas, Texas and Kempner Fire Training Center, 315 Pecan Street, Kempner, Texas
 - B. Elke White is hereby appointed Presiding Judge and Tori Drago as Alternate Presiding Judge; said Presiding Judge shall appoint the necessary clerks to assist her, which shall not exceed five clerks.
 - C. The election polls shall be open between the hours of 7:00 A.M. and 7:00 P.M.
 - D. All notices, instructions, directions and election ballots shall be printed and distributed in the English and Spanish languages.
 - E. Mark Bishop, Elections Administrator, is hereby appointed clerk for early voting, Susie Miller as deputy clerk and the following persons are hereby appointed clerks for early voting:

Janet Walsh, Clerk
Elke White, Clerk
Wanda Lang, Clerk
Victoria Drago, Clerk
Joy Melder, Clerk

Early voting for such election shall be held at the Lampasas County Elections Administrator Office, located at 407 S. Pecan, Suite 102, in Lampasas, Texas, and said place of early voting shall remain open for at least eight hours on each day for early voting which is not a Saturday, Sunday or an official state or City holiday, beginning on April 25, 2022 and ending on May 3, 2022. Said place of voting shall remain open between the hours of 8:00 A.M. and 5:00 P.M. on each of such days for early voting except for the following dates: Tuesday, April 26, 2022, and Tuesday, May 3, 2022. On these said dates the place of voting shall remain open between the hours of 7:00 A.M. and 7:00 P.M.

F. The Early Voting Clerk's official address is 407 S. Pecan, Suite 102, Lampasas, Texas 76550.

G. The Early Ballot Board is hereby appointed as follows:

Presiding Judge	Mark Bishop
Member	Harvey Farish
Member	Debra Farish

H. That said election shall be held in accordance with the Election Code of the State of Texas and only resident, qualified voters of said City shall be eligible to vote at said election. All applicable provisions of the National Voting Rights Act, and amendments thereto, shall be complied with.

I. That the City Secretary shall give Notice of said election by posting notice in each of the election precincts of said City which posting shall be done not less than 21 days prior to date fixed for said election.

J. That the City Secretary shall cause notice to be posted according to the requirements of VATCS, Election Code Sec. 4.003.

K. That immediately after said election is held, the officer holding the same shall make returns of the result thereof to the Mayor of this City as is required by the Election Code of the State of Texas.

2. This Ordinance shall be effective from and after its passage, and the Elections Administrator is hereby directed and authorized to take such steps as are necessary to accomplish said election.

PASSED AND APPROVED this _____ day of _____, 2022.

Date of 1st reading: _____

Date of 2nd reading: _____

TJ Monroe, 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 ManagerITEM NO. 7.2

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

Subject:

Discuss and consider acknowledgement of the FY 2021 year-end Financial Report

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 11, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

On the January 10, 2022 City Council Meeting, Staff reviewed the FY 2021 Year End Financial Report. This item is placed on the agenda to provide the opportunity for additional input and questions from Council and to seek motion to acknowledge receipt of the Report.

Recommendation:

To consider a motion to acknowledge receipt of the FY 2021 Financial Report

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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 appointment of board member to the Library Advisory Board.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: January 20, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the agenda to appoint Kristin Gerety to the Library Advisory Board. She is replacing Kathryn Hail who resigned in December 2021.

Recommendation:

To consider a motion to reappoint Kristin Gerety to the Library Advisory Board.

Becky Sims

From: noreply@civicplus.com
Sent: Friday, December 31, 2021 10:51 AM
To: Becky Sims; Finley deGraffenried
Subject: Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Application for Appointment to a City Board or Commission

Date	12/31/2021
Personal Information	
First Name	Kristin
Last Name	Gerety
Address1	
City	Lampasas
State	Texas
Zip	76550
Home Phone Number	5122943405
Mobile Phone Number	5122943405
Email Address	m.kristin.gerety@gmail.com
Business Address	811 Main Street, Suite 1100, Houston, Texas 77002
Business Phone Number	7136461317
Occupation	Attorney
Please indicate board/commission/committee preference(s):	Library Advisory Board
Residency Information	

Length of residency in City of Lampasas	13 Months
Length of residency of Lampasas County	13 Months
Are you a registered voter?	Yes
Voter Registration Number	2176637266
Did you vote in the last City Election?	No

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, please list current service, including dates.	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, please list past service, including dates.	<i>Field not completed.</i>

Please state why you wish to serve.	Libraries are a vital part of a community, and it takes work to make them thrive. As a brand new resident of Lampasas, I'm eager to get involved and especially excited about serving a resource that has great personal value to my family. After getting settled here, one of the first activities we started with our kids was to visit the library every other week. Reading, of course, is critical to little ones' development but so too is learning the responsibility of caring for community blessings, meeting new people in a safe place, exercising autonomy in book choices, and practicing respectful behavior in a social setting. The library offers all of this to children and so much more to the rest of the community as well. I would love to do my part to make sure the Lampasas library continues to thrive.
-------------------------------------	--

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	Without knowing about any current challenges or issues, I'd say my goals (in no particular order) are to advocate for resources that would serve the library well, to ensure that the library continues to benefit all people in the community, and to address community needs where possible.
--	--

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.

While I don't have specific experience serving on a community board, the professional skills I've developed in my career could translate well to a community service position. Among other things, I'm an experienced and effective advocate, resourceful and creative in solving problems, and dedicated to whatever task is at hand.

Please attach resume or additional experience to application

Field not completed.

Signature of Applicant

Do you agree?

Agree

Email not displaying correctly? [View it in your browser.](#)



City Manager

ITEM NO. 7.4

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

Subject:

Discussion and possible action regarding engagement of Schneider Engineering for Lampasas Substation House Upgrade in the amount of \$59,700.00.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

This is a reimbursable expense by Agreement

Attachments:

Summary Statement:

Schneider Engineering has submitted the attached proposal for work at the Lampasas Substation. The project will consist of relocating two existing distribution feeder breaker protective relaying panels and one telecommunication panel into the new LCRA control house and replacing the conduit and cable connections to the existing feeder breakers.

Recommendation:

To consider a motion to approve engagement of services with Schneider Engineering in an amount not to exceed \$59,700.00 for design and construction coordination services.

SCHNEIDER ENGINEERING, LLC



PROPOSAL
P21LAM6100- LAMPASAS SUBSTATION HOUSE UPGRADE

PREPARED FOR

DECEMBER 13, 2021

CLIENT:	The City of Lampasas
PROJECT:	P21LAM6100- Lampasas Substation House Upgrade

SCOPE OF WORK:

Schneider Engineering

This proposal is for work at the Lampasas substation. The project will consist of relocating two existing distribution feeder breaker protective relaying panels and one telecommunication panel into the new LCRA control house and replacing the conduit and cable connections to the existing feeder breakers. There are three existing panels containing four SEL-351S Feeder Protection relays and one panel containing a communication processor that will be relocated to the new LCRA control House. The SEL-3332 communication processor will be replaced with a new SEL-3530 Real-Time Automation Controller (RTAC) and will require wiring modifications on the existing communication panel.

SE will review existing relay settings and SCADA mapping for four existing SEL-351S Relays.

SE will provide programming for the new SEL-3530.

SE will provide HMI displays for the new SEL-3530.

Testing & commissioning shall be provided by the Construction Contractor.

Specific tasks include:

Engineering Design

Prepare engineering drawings to include but no limited to:

- Provide a drawing cover sheet that includes the project name and a list of each drawing by name and number.
- Updating the Relay One-Line Diagram.
- Prepare new panel drawings (front and rear view) for relocation.
- Prepare drawings to relocate the existing panels and terminate the new cables for the existing SEL-351S relays.
- Provide AC and DC panel connections.
- Provide all interconnection wiring diagrams for the retrofit.
- Update the cable schedule to include new cable if required and determine cable size, and type.
- Review relay settings for the existing SEL 351S relays.
- Prepare drawings to provide panel modifications for the replacement of the existing SEL-3332 with a new SEL-3530 RTAC at Lampasas substation.

SCADA

Update the SCADA mapping/programming for integrating the existing SEL-351S relays into the SCADA system and provide programming services for the new SEL-3530 at Lampasas substation.

Plans and Drawings

Provide one set of preliminary drawings in pdf or hard copy for approval.

Provide two sets of "For Construction" drawings in hard copy.

Provide two sets of final "As-Built" drawings in hard copy and one "As-Built" copy in electronic format.

Construction Bidding and Contracting

The Bidding and Contracting will include preparing bid documents to include but not limited to:

- Notice and Instruction to Bidders
- Construction Specifications
- Bid Unit Descriptions
- Contractor's Proposal and Obligations
- Unit Bid Tabulation Forms
- Proposal Summary Form
- Lampasas Acceptance form
- Qualifying Prospective Bidders
- Mailing, Drawings, Bid Documents, Specifications, and Instructions to the Bidders
- Coordinating with prospective Bidders during bid process including addenda's
- Attending Bid Opening
- Reviewing Bid Documents, ensuring all documents submitted in accordance with the Instructions and insuring price tabulations
- Providing the City of Lampasas with recommendation of Contractor
- Prepare Contract Documents and coordinate execution of Contract with Contractor
- Verify Bonding is in place prior to construction

Construction Coordination and Inspection

Includes but not limited to reviewing and approval of Contractor provided material and drawings submittals; provide on-site inspections; coordinate between Contractor and the City of Lampasas during construction; review and approval of Contractor invoicing; perform final inspection.

TOTAL PROJECT COST ESTIMATE:

The total estimated cost to the City of Lampasas for the above-described project including the cost of Engineering services, relocating panels, associated material purchases, and construction contractor including testing and commissioning cost is projected to be **\$185,000**.

Engineering Cost Estimate: Schneider Engineering, Ltd proposes to perform these services for a budget of **\$59,700** comprised of the following estimates:

Engineering Services:	\$31,500
Relay Settings:	\$3,800
SCADA:	\$6,500
Bidding and Contracting:	\$9,500
Construction Support:	\$6,600
As-Builts:	\$1,800

TOTAL: \$59,700

APPROVAL: _____

DATE: _____

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City Manager

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

SUBJECT:

Discussion and Possible Action Regarding Approval to purchase the FCS (Field Collection System) program in the amount of \$9,964.89 for the continuation of maintenance on the Itron handheld meter reading devices for reading water and electric meters.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: January 19, 2022 FOR THE AGENDA OF: January 24, 2022

Expenditure Required: Total due \$9,964.89

Available Funding: Budgeted from 10-503 & 10-560 \$3,965.89

Unbudgeted from 81-510-5392 \$3,000.00

Unbudgeted from 82-520-5392 \$3,000.00

Attachments:

SUMMARY STATEMENT:

- The City of Lampasas uses handheld meter reading devices to read both the water and electric meters. An annual maintenance fee has been paid to Itron in the past to cover any issues that may arise with the handhelds. The life of the maintenance agreement ended on December 31, 2021 and the City has been working with Itron, Irby, and Republic meter to get a program that will interface with Incode so that we can continue to use the handhelds. The Field Collection System will allow the meter readers to continue to use the handhelds and function as they do now. The initial quote was for \$1,995 for the install and training. That amount is budgeted as part of the regular maintenance and we processed a purchase order for the project to commence. Once the agreement was signed and the IT department requested an update regarding installation and training, the City was advised that the initial quote was for only the install and training and that the total project would cost \$9,964.89. Due to the limited availability of securing a company that can provide this software and integration with Incode, staff has no other option but to request funding for the balance of the quote from both the Electric and Water fund in the amount of \$3,000 each. Any further delay in this project could put the billing and reading in a serious situation if we were to encounter problems with the handhelds. This program will also have an annual maintenance fee.

Recommendation: Staff recommends approval of the quote from Irby for the Field Collection System program, install, and training in the amount of \$9,964.89

Yvonne Moreno

From: JOHNSON Ryan <ryan.johnson@irby.com>
Sent: Tuesday, January 18, 2022 3:42 PM
To: Monica Wright
Cc: Kristy Acevedo; Yvonne Moreno; JOHNSON Ryan; BOYD Tom
Subject: RE: [EXTERNAL] City of Lampasas Contact Information Update Request [ref:_00D20CuB._5002o2vayz4:ref]
Attachments: LampasasIMA (003).pdf

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Monica,

There has been a little confusion around what exactly is required for this install and training on PO 98405.

I am including an updated quote for all material that you will need in order to make this install and training work. Line 2, System Install, was already paid on PO 98405 and therefore is not in the total price. The IMR-0902-003 is technically not required in order for your system to work, but if your FCS happens to become disabled, you will need the radio in order to communicate. It is beneficial to order it up front so that Jason can include it in the training.

Please let me know if you have any questions.

Thanks,

Ryan Johnson
Inside Sales Customer Service



Cell: 512-787-8288

From: Monica Wright <mwright@cityoflampasas.com>
Sent: Tuesday, January 18, 2022 10:37 AM
To: jason.norton@republicmeter.com; JOHNSON Ryan <ryan.johnson@irby.com>
Cc: Kristy Acevedo <kacevedo@cityoflampasas.com>; Yvonne Moreno <ymoreno@cityoflampasas.com>
Subject: RE: [EXTERNAL] City of Lampasas Contact Information Update Request [ref:_00D20CuB._5002o2vayz4:ref]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason,

Now that the agreement has been signed, what is the next steps for us to proceed with the software upgrade and plan the training?

Thanks!

Monica Wright
City of Lampasas
IT Director
(512) 556-6831 wk
(512) 734-0240 cell
Email: mwright@cityoflampasas.com
<https://www.lampasas.org>



From: Jason Norton [mailto:jason.norton@republicmeter.com]
Sent: Wednesday, January 5, 2022 8:54 AM
To: 'Itron Support INA' <support@itron.com>; Monica Wright <mwright@cityoflampasas.com>
Cc: Kristy Acevedo <kacevedo@cityoflampasas.com>; Yvonne Moreno <ymoreno@cityoflampasas.com>
Subject: RE: [EXTERNAL] City of Lampasas Contact Information Update Request [ref: _00D20CuB._5002o2vayz4:ref]

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Amy

We are currently working on the order for FCS with IMA.

Thanks
Jason Norton
Republic Meter, Inc.
3839 McKinney Ave
Suite 155-218
Dallas, Texas 75204
214-636-1393
jason.norton@republicmeter.com

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Itron Support INA
Sent: Wednesday, January 5, 2022 8:27 AM
To: mwright@cityoflampasas.com
Cc: kacevedo@cityoflampasas.com; jason.norton@republicmeter.com; ymoreno@cityoflampasas.com
Subject: RE: [EXTERNAL] City of Lampasas Contact Information Update Request [ref: _00D20CuB._5002o2vayz4:ref]

Hello,

Those contacts are now in our system.
I do not see you have any current support contracts; as MVRS and FC300 are out of support starting Jan 1.

However, if you get new software\hardware to replace, let us know who you would like to receive product updates and newsletters for that software\hardware.

Please let me know if you have any questions.

Amy Antos
Technical Support Services Specialist
877-Itron02 (487-6602), option #2
Email: support@itron.com
Itron Access: <https://access.itron.com>
Website: <https://www.itron.com>

----- Original Message -----

From: Monica Wright [mwright@cityoflampasas.com]
Sent: 1/3/2022 11:39 AM
To: support@itron.com
Cc: kacevedo@cityoflampasas.com; ymoreno@cityoflampasas.com; jason.norton@republicmeter.com
Subject: [EXTERNAL] City of Lampasas Contact Information Update Request

Support,

Please update the contact information for the City of Lampasas.

Contact 1 Customer Service

Name: Yvonne Moreno, Finance Director
Phone: 512-556-6831
Email: ymoreno@cityoflampasas.com

Contact 2 IT – Software Updates etc.

Monica Wright, IT Director, 512-734-0240
Kristy Acevedo, System Administrator, 512-734-0478
Email – Distro: helpdesk@cityoflampasas.com

Respectfully,

Yvonne Moreno

From: JOHNSON Ryan <ryan.johnson@irby.com>
Sent: Tuesday, December 21, 2021 3:50 PM
To: Yvonne Moreno
Cc: BOYD Tom; JOHNSON Ryan
Subject: RE: System Install and Onsite training

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Yvonne,

Once we have a PO then Republic can schedule a time that works best for all.

Thanks,

Ryan Johnson
Inside Sales Customer Service



Cell: 512-787-8288

From: JOHNSON Ryan <ryan.johnson@irby.com>
Sent: Tuesday, December 21, 2021 3:24 PM
To: Yvonne Moreno <ymoreno@cityoflampasas.com>
Cc: JOHNSON Ryan <ryan.johnson@irby.com>; BOYD Tom <TBoyd@irby.com>
Subject: RE: System Install and Onsite training

I'm checking on this now and will let you know what I find out.

Thanks,

Ryan Johnson
Inside Sales Customer Service



Cell: 512-787-8288

From: Yvonne Moreno <ymoreno@cityoflampasas.com>
Sent: Tuesday, December 21, 2021 2:53 PM
To: JOHNSON Ryan <ryan.johnson@irby.com>
Subject: RE: System Install and Onsite training

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

I just wanted to follow up on what we need to do to get the install and training for the FCS.

Thank you,

Yvonne Moreno
Finance Director
City of Lampasas
512-556-6831

From: JOHNSON Ryan <ryan.johnson@irby.com>
Sent: Thursday, December 16, 2021 12:50 PM
To: Yvonne Moreno <ymoreno@cityoflampasas.com>
Cc: JOHNSON Ryan <ryan.johnson@irby.com>
Subject: RE: System Install and Onsite training

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Yvonne,

I have confirmed your question, Yes.

Thanks,

Ryan Johnson
Inside Sales Customer Service



Cell: 512-787-8288

From: Yvonne Moreno <ymoreno@cityoflampasas.com>
Sent: Thursday, December 16, 2021 10:08 AM
To: JOHNSON Ryan <ryan.johnson@irby.com>
Subject: RE: System Install and Onsite training

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, will this be the Field Collection System so that we can still utilize the handhelds?

From: JOHNSON Ryan <ryan.johnson@irby.com>
Sent: Thursday, December 16, 2021 9:52 AM
To: Yvonne Moreno <ymoreno@cityoflampasas.com>; Flint Geagley <fgeagley@cityoflampasas.com>
Cc: JOHNSON Ryan <ryan.johnson@irby.com>; BOYD Tom <TBoyd@irby.com>
Subject: System Install and Onsite training

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Yvonne,

I was told you wanted a quote on a System install and onsite training from Republic Meter. Cost will be \$1995.00 and will be a remote install, onsite training is 1 day. Let me know if you have any questions.

Thanks,

Ryan Johnson
Inside Sales Customer Service



Cell: 512-787-8288

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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 regarding membership and a resolution to participate in the Texas SmartBuy Membership Program of the Texas Comptrollers of Public Accounts.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: January 12, 2022

For the agenda of: January 24, 2022

Procurement and Funding Statement:

Texas SmartBuy annual membership participation fee, \$100.00 annually.

Attachments: Total of 7 pages; Letter from Texas Department of Public Safety, Pages of information regarding the Texas SmartBuy Membership Program, Invoice of \$100.00. , Membership Application form, and Resolution

Summary Statement:

The Lampasas Police Department request the City of Lampasas become a member of the Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program. On December 17, 2021 the Lampasas Police Department received notification that effective March 1, 2022, the DPS Crime Laboratory will only accept DPS approved toxicology blood evidence collection kits. The only DPS approved method of purchase of these kits for the Lampasas Police Department is through Texas Smartbuy. Other items including vehicles, office supplies and equipment are also available through this Buy Board.

Recommendation:

Motion to approve Resolution for membership to Texas SmartBuy Program.

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
FREEMAN F. MARTIN
DWIGHT D. MATHIS
JEOFF WILLIAMS
DEPUTY DIRECTORS



COMMISSION
STEVEN P. MACH, CHAIRMAN
NELDA L. BLAIR
STEVE H. STODGHILL
DALE WAINWRIGHT

December 17, 2021

SUBJECT: Specimen Testing Kit Requirement (Driving Cases)

In April 2021, the DPS Crime Laboratory was informed by law enforcement agencies that they were unable to purchase toxicology blood alcohol collection kits due to a supply shortage from the DPS approved kit vendor (WorkQuest). WorkQuest confirmed the supply shortage and in May 2021, the DPS Crime Laboratory enacted a temporary measure to allow law enforcement agencies to submit toxicology blood alcohol collection kits purchased from third party vendors. This temporary measure was to allow WorkQuest to replenish their supply. WorkQuest has advised that all back orders have been filled and anticipate being fully operational by January 2022.

Effective March 1, 2022, DPS Crime Laboratory locations will no longer accept toxicology blood evidence collection kits purchased from third party vendors. All toxicology blood evidence must be submitted to DPS Crime Laboratory locations in DPS approved toxicology blood evidence collection kits.

DPS approved toxicology blood evidence collection kits can be purchased through one of the following options.

- 1) DPS General Store (DPS PERSONNEL ONLY)
- 2) Texas Smart Buy
 - a. Questions regarding membership or purchasing can be sent via email to txsmartbuy@cpa.texas.gov or via telephone to 512-463-3034 option 1
 - b. Toxicology and Blood Alcohol Kit: <http://www.txsmartbuy.com/product/5641674>

If you have specific questions, contact your local DPS Crime Laboratory location.



Texas SmartBuy Membership Program

Accessing the Texas SmartBuy Membership Program on the Internet

Go to the Texas SmartBuy Membership web site: comptroller.texas.gov/purchasing/members/

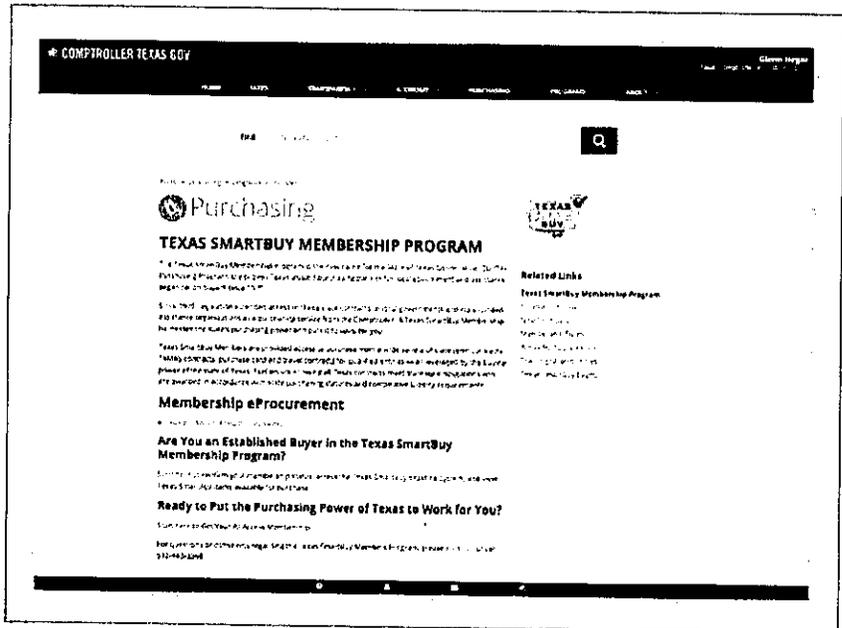
- **Membership Forms:** Includes the application, name change form, proof of eligibility and school bus specifications.
- **TxSmartBuy.com:** The state's online ordering system, Texas SmartBuy, will generate a state purchase order on your behalf, forwarding a copy to you and to the vendor. The vendor will then ship the merchandise and invoice your entity directly. CPA has awarded contracts for many commodities and services, including:

- Vehicles
- Office Supplies
- Furniture
- Procurement Card Services
- Appliances
- Road and Highway Equipment
- Police Equipment
- Pharmaceuticals
- Cleaning Supplies
- Food

- **TXMAS Information:** Texas Multiple Award Schedules (TXMAS). TXMAS contracts feature the most favored customer pricing and the possibility of negotiation. TXMAS can be used as alternative volume contracts.
- **CMBL Search:** This feature enables you to access the state Centralized Master Bidders List (CMBL) to create a bid list by product/service code. You may narrow the search

by entering a county, city or zip code. This is a vendor list only. You should use this only as a vendor resource. You will need to follow your local bid requirements to purchase from these vendors.

- **State Travel Management Program:** Texas Government Code, Sections 2171.001-2171.055 extend the state travel management contracts to certain members of the Texas SmartBuy Membership program. Eligible entities include Municipalities, Counties, School Districts, Public Junior and Community Colleges, and Emergency Communication Districts, hospital districts and transit/transportation districts.





Texas SmartBuy Membership Program

What is the the Texas SmartBuy Membership Program?

Created by legislation in 1979, the Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program offers members a unique opportunity to make the most of their purchasing dollars and efforts by using the State of Texas volume buying power.

Who can join?

- Local governments
- School Districts
- Utility Districts
- Appraisal Districts
- Junior Colleges
- MHMR community centers
- State-funded assistance organizations
- Housing and Transportation Authorities
- Assistance organizations

Sections 271.081-271.083, Local Government Code, and Sections 2155.202 and 2175.001(1), Government Code, provide the legal authority for the program.

Why should you join the Texas SmartBuy Membership Program?

- **Get Best Value for Your Purchases** – Our purchasers competitively bid and award hundreds of contracts in accordance with state purchasing statutes and competitive bidding requirements. You reap the savings for your organization and ultimately for the citizens of Texas.
- **Save Valuable Time and Effort** – No bidding, just order from hundreds of established state contracts.
- **Search Thousands of Vendors** – Looking for something not on one of our negotiated contracts? Use our Centralized Master Bidder's List to identify vendors from our database of over 9,000 companies (including HUBs). <https://comptroller.texas.gov/purchasing/vendor/cmb/>
- **Post Bid and Award Notices on the Electronic State Business Daily** – As a member, set up FREE password access to the Electronic State Business Daily (ESBD) where you can post your entity's solicitations to increase vendor participation and provide public notice of awards. <http://www.txsmartbuy.com/sp/>
- **Save Money on Travel** – Qualified members may use the State Travel Management Program for discounted rates on rental cars, thousands of hotels and airline tickets.

If you have any questions or need more information about our program please feel free to e-mail members@cpa.texas.gov or call 512-463-3368.



Texas SmartBuy Membership Program

Documents required for proof of eligibility

Submit all documentation required as proof of eligibility at the time you apply for membership in the program. All documentation must be on file with the Texas SmartBuy Membership Program BEFORE a determination of eligibility can be made.

Local Governments

County, Independent School District, Municipality, Jr. College District, Volunteer Fire Department

Documents required:

- ✓ Board approved resolution

MHMR Community Centers

Documents required:

- ✓ Board approved resolution

Special Districts or Other Legally Constituted Political Subdivisions of the State

Documents required:

- ✓ Board approved resolution
- ✓ Documentation evidencing creation of entity including statutory citation.
This can be in the form of:
 - a. Legislation in which the entity was created by name
 - b. A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity

Assistance Organizations

Non-profit organizations that receive state funds and provide educational, health, or human services or provide assistance to homeless individuals

Documents required:

- ✓ Board approved resolution
- ✓ Articles of Incorporation and Certificate of Incorporation. A letter from the Secretary of State with the entity's charter number evidencing that the entity filed for incorporation will be accepted in lieu of a Certificate of Incorporation. **The State of Texas CO-OP cannot accept by-laws in lieu of Articles of Incorporation**
- ✓ Current contract or grant from a State agency to prove State funding. This document must show beginning and end dates for the current State of Texas Fiscal Year, and these dates must be valid at the time the application is reviewed.

Texas Rising Star Providers

Childcare providers certified as Texas Rising Star Providers by Texas Workforce Commission

Documents required:

- ✓ Board Approved Resolution



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

01/11/2022

FINLEY DEGRAFFENRIED
CITY OF LAMPASAS
312 E 3RD ST
LAMPASAS TX 76550

Invoice- Final Notice

Texas SmartBuy Membership Program
State of Texas cooperative purchasing annual participation fee

Account number: M1410

Authorized signers: FINLEY DEGRAFFENRIED
YVONNE MORENO

Primary contact email: fdegraffenried@cityoflampasas.com
Secondary contact email: ymoreno@cityoflampasas.com

If your agent of record (contact person) changed, please visit the Comptroller website at comptroller.texas.gov/purchasing/members/forms/

Texas SmartBuy annual membership participation fee: \$100
Due Date: 04/12/1999

Payment mailing address:
Texas Comptroller of Public Accounts
Texas SmartBuy Membership Program
P.O. Box 13186
Austin, TX 78711

Please make your check payable to: State Comptroller
At this time, we do not accept credit cards, EFTs or phone payments.

Note: Payment must be received by the due date to ensure uninterrupted access to Texas SmartBuy statewide contracts. Please allow up to two weeks for internal processing at our offices. Questions? Please contact our office at 512-463-3368 or members@cpa.texas.gov.

Please return this invoice with check payment



Texas SmartBuy Membership Program

Texas SmartBuy Membership Application

Finley deGraffenried

Yvonne Moreno

Name of Authorized Individual

Name of Authorized Individual (secondary contact)

(NOTE: Please list 2 people who are authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)

City of Lampasas

Organization/Qualified Entity Name

312 E. 3rd St

Address

Lampasas, TX 76550

City, State, Zip Code

fdegraffenried@cityoflampasas.com

ymoreno@cityoflampasas.com

Primary Email Address

Secondary Email Address

(512) 556-6831

(512) 556-8083

Phone Numbers

Fax Number

The annual membership fee for participation in the Texas SmartBuy Membership Program is:

\$100.00 – FEE IS NON-REFUNDABLE

Please make checks payable to:

Texas Comptroller of Public Accounts

Please mail to:

Texas Comptroller of Public Accounts

P.O. Box 13186

Austin, TX 78711

**PLEASE RETURN THIS FORM WITH PAYMENT
AND ALL REQUIRED DOCUMENTS AND SIGNATURES**

Questions? Contact the Texas SmartBuy Membership Program at 512-463-3368 or at members@cpa.texas.gov.

RESOLUTION

State of Texas

County of Lampasas

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the Lampasas City Council
(e.g., Commissioner's Court, City Council, School Board, Board of Directors)

of City of Lampasas
(Name of Qualified Entity), is a: (Check one of the following.)

- County
- Municipality
- Political Subdivision (Utility, Appraisal Districts)
- State-funded Assistance Organization
- Independent School District
- Junior College District
- Mental Health and Mental Disability Community Center
- Housing and Transportation Authority

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,
Finley deGraffenried City Manager
(Name of Person, primary contact) (Title)

(and Yvonne Moreno Finance Director) is/are authorized to execute
(Name of Person, secondary contact) (Title)

any and all documentation for City of Lampasas pertaining to its participation in the Texas
(Entity Name)

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, City of Lampasas acknowledges its obligation to pay annual participation fees
(Entity Name)

established by the Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve
City of Lampasas for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
(Entity Name)

Adopted this _____ day of _____ by _____
(Entity Name)

By: _____
(Signature of Chair)

(Printed Name)

(Title of Chair)

(Signature of primary Agent of Record)

(Name/Title of primary Agent of Record)

(Signature of secondary Agent of Record)

(Name/Title of secondary Agent of Record)


City ManagerITEM NO. 7.7

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

Subject:

Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2022

For the Agenda of: January 24, 2022

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Annually City Council is asked to consider the appointment of a City representative to the Central Texas Water Corporation Board of Directors. Previously Council has approved the Resolution appointing the City Manager as representative. The City Manager has actively participated in Board Meetings and activities and is willing to continue to serve at Council's pleasure.

Recommendation:

To consider a motion to approve Resolution and appointment of representative to the Central Texas Water Supply Corporation Board of Directors.

**RESOLUTION NOMINATING CANDIDATE FOR ELECTION
TO THE BOARD OF DIRECTORS OF
CENTRAL TEXAS WATER SUPPLY CORPORATION**

WHEREAS, the _____
(Name of the Water System or City)

is a Regular Member of the Central Texas Water Supply Corporation as a direct result of entering into a water sales and purchase contract with the Central Texas Water Supply Corporation; and

WHEREAS, the By-Laws of the Central Texas Water Supply Corporation stipulate that, at the Annual Meeting of the members, each Regular Member shall be entitled to nominate an individual to serve on the Board of Directors of Central Texas Water Supply Corporation, provided that the nominee is not in violation of the Central Texas Water Supply Corporation Conflict of Interest Policy; and

WHEREAS, the _____
(Name of the Water System or City)

has determined that it would be to its best interest to have such a voting member on the Central Texas Water Supply Corporation Board of Directors and does desire to have such a Board Member elected at the _____ meeting by the members of Central Texas
(Date)

Water Supply Corporation.

NOWHEREFORE, be it resolved by the _____
(Water System Board or City Council)

of the _____ that
(Name of the Water System or City)

_____ be and is hereby nominated for election
(Name of Candidate)

to the Board of Directors of Central Texas Water Supply Corporation at the _____
(Date)

meeting of the members of Central Texas Water Supply Corporation.

THIS resolution passed by the _____
(Water System Board or City Council)

of _____ on _____
(Name of the Water System or City) (Date)

Signed: _____
(President/Mayor)

ATTEST:

(Secretary) (Name of the Water System or City)

CENTRAL TEXAS WATER SUPPLY CORPORATION

CONFLICT-OF-INTEREST POLICY

March 20, 2018

PART 1. CONFLICT OF INTEREST DEFINED:

1. Members of the CTWSC Board of Directors shall be elected by a member entity of the corporation. They shall be eligible to serve unless:
 - A. He or she is representing more than one regular member as a Director.
 - B. He or she is a developer of property within the service area of the corporation.
 - C. He or she is an employee of any developer of property within the service area of the corporation.
 - D. He or she is an employee of any director, manager, engineer, or attorney for the corporation.
 - E. He or she is serving as a consultant, engineer, attorney, manager, or in any other professional capacity for the corporation or for a developer of property within the service area of the corporation.
 - F. He or she is a party to a contract with the corporation, except a contract for the purchase of water/sewer services furnished by the corporation to the corporation's members generally, or
 - G. He or she is a part of a contract with any developer of property within the service area of the corporation, other than conveying real property within the service area of the corporation for the purpose of establishing a residence or establishing a commercial business within the service area of the corporation.
 - H. He or she is a member of the immediate family of any director of the corporation or of any other person serving in a managerial capacity, as attorney, accountant, or an engineer on behalf of the corporation or if he or she serves as a director or as an officer for any bank or financial institution retained as a depository for the funds of the corporation, or any bank or entity which holds any indebtedness of the corporation.

2. A Responsible Person is disqualified from employment by the corporation if he or she is a member of the immediate family of any director of the corporation or any other person employed by the corporation or managerial capacity on behalf of the corporation.
3. Any Responsible Person of the corporation shall engage in any transaction as a representative or agent of the corporation with any business entity in which they, their immediate family, or any business partners have a direct or indirect financial interest that might conflict with the proper discharge of their duties or responsibilities.
4. No Responsible Person of the corporation shall be entitled to any compensation for or in consideration of the execution of his duties as such officer or director, provided, however that the actual, reasonable expenses of any officer or director incurred on the business of the corporation may, with approval of the board of directors, be paid to them.
5. No Responsible Person of the corporation shall:
 - A. Solicit or accept or agree to accept a financial and/or material benefit, that might reasonably tend to influence his or her performance of duties for the corporation or that he or she knows or should know is offered with the intent to influence the officer's or director's performance of his or her duties.
 - B. Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties.
 - C. Accept outside employment or compensation that might reasonably be expected to create a substantial conflict between the officer's and director's private interest and duties of the corporation; or
 - D. Solicit or accept or agree a financial benefit from another person in exchange for having performed duties as an officer or director of the corporation in favor of the person.
6. The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation, provided, however, that the board of directors may reject any donation made upon a condition or restriction if in the discretion of the board of directors the acceptance of the donation as so conditioned or restricted will not be in the best interest of the corporation.
7. The removal of any director of the corporation because of disqualification under this policy shall not affect the validity of directors during the time of service by that director, even though the director may have been acting under the disqualification at the time of such service.

8. If at any time any officer or director is required to vote in his or her capacity as a director on an issue which may create a conflict of interest, which may be deemed a conflict of interest by the board, or which may be interpreted by the members as a conflict of interest, the officer or director shall abstain from voting, as a matter of record, on that issue.
9. The policy provisions do not apply to contract for personal or professional services or for a utility service operator.

PART II. DEFINITIONS:

- A. A "Conflict of Interest" is any circumstance described in Part I of this Policy.
- B. A "Responsible Person" is any person serving as an officer, director, employee, or member of the Board of Directors of Central Texas Water Supply Corporation.
- C. A "Family Member" is a spouse, domestic partner, sibling, parent, grandparent, or grandchild or a Responsible Person. This includes step parents, step children, step siblings, and adoptive relationships.
- D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all of the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgement with respect to transactions to which the entity is a party. This includes all forms of compensation.
- E. A "developer" is any person who is an owner, shareholder, director, officer, partner or employee of a business entity engaged in the business of selling or leasing, or offering to sell or lease, or advertising for sale or lease, any lots in a subdivision.
- F. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Central Texas Water Supply Corporation. The making of a gift to Central Texas Water Supply Corporation is not a Contact or Transaction.