

**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, November 25, 2024  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

*(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)*

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, November 25, 2024 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

**WORKSHOP SESSION  
5:30 p.m.**

1. Call to order Workshop Session
2. Discussion regarding lighting at Turner Field. *(pgs. 5-28)*
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

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

Service Recognition- Micah Harry- 10 years

	PUBLIC HEARINGS/CITIZEN COMMENTS	PAGES
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> 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 <b>that is included</b> on the Agenda may do so at this time.	N/A
2.0	<b>MINUTES</b>	PAGES
2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on November 12, 2024	<b>29-36</b>

3.0	<b>CONSENT AGENDA</b>	PAGES
3.1	Discussion and possible action regarding the October 2024 Investment Report.	<b>37-54</b>
4.0	<b>BOARDS/DEPARTMENT REPORTS</b>	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Police Department Monthly Report</li> <li>2. Building Official Monthly Report</li> <li>3. Economic Development Monthly</li> <li>4. Fire Department Monthly Report</li> <li>5. Parks and Recreation Monthly Report</li> <li>6. Information Systems Monthly Report</li> <li>7. Library Monthly Report</li> <li>8. Golf Course Monthly Report</li> <li>9. Municipal Court Monthly Report</li> <li>10. City Secretary Monthly Report</li> <li>11. Utility Billing and Collections Monthly Report</li> <li>12. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> </ol>	<b>55-80</b>
5.0	<b>ROUTINE MATTERS</b>	PAGES
5.1	<b>CITY MANAGER'S OPERATIONAL REPORT</b> <ul style="list-style-type: none"> <li>• Water</li> <li>• Defense Alliance</li> <li>• Streets</li> <li>• LEDC</li> <li>• CIP</li> <li>• Library</li> <li>• Sulphur Creek</li> </ul>	<b>81-82</b>
5.2	<b>MAYOR'S COMMENTS</b>	N/A
6.0	<b>UNFINISHED BUSINESS</b>	N/A
7.0	<b>NEW BUSINESS</b>	PAGES
7.1	Discussion and possible action regarding canceling the December 23, 2024 City Council Meeting.	<b>83-84</b>
7.2	Discussion and possible action to award Wayfinding Sign Contract to Fazzone Builders, Inc. dba Southwest Monument and Sign in an amount not to exceed \$133,740.00.	<b>85-94</b>
7.3	Discussion and possible action regarding a request to close Briggs Street from East Fourth Street to Mills Street on December 21, 2024 from 7:00 am to 11:00 am for the Community Toy Drive to help mitigate traffic congestion.	<b>95-96</b>
7.4	Discussion and possible action regarding reappointments of members to the Parks and Recreation Advisory Board.	<b>97-114</b>
7.5	Discussion and possible action regarding the first reading of an Ordinance to amend the City's Information Technology Policies and Procedures referred to and adopted by Ordinance in the City of Lampasas Personnel Policy; specifically prohibiting the installation of TikTok or another covered application on any device owned by the City of Lampasas.	<b>115-136</b>

7.6	Discussion and possible action regarding lighting improvements at the Turner Complex in the amount of \$376,850.00.	137-138
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Adjourn into Executive Session

<b>EXECUTIVE SESSION</b>
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The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

8.0	.
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551.
8.2	Adjourn Executive Session and Reconvene Regular Session

<b>REGULAR SESSION</b>
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9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

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 22 day of November 2024 at 12:52p  
Becky Sims  
 Becky Sims, City Secretary

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

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**Subject:**

Discussion regarding lighting upgrades at the Turner Complex.

**Requested By:** Wayne Sanders, Electric Superintendent

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** November 20, 2024

**For the Agenda of:** November 25, 2024

**Procurement and Funding Statement:**

FY 24/25 GL 81-510-5505- Buildings and Grounds \$440,000.00

**Attachments: Techline Proposal**

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**Summary Statement:**

As reported previously, the lighting at Turner Field needs a complete overhaul. There are several poles that need replacing and all the lighting fixtures are at end of life with several not working. It is Staff's recommendation that we update all fields with underground electric and rebuild the park with new LED lighting. Techline Sports Lighting has engineered the park to meet field lighting requirements and can help with the installation of the poles and lights. The project is expected to begin at the end of the season to allow the Parks Facilities Department the time to repair the fields prior to the start of the next season. At the May 2024 Council Meeting, Staff provided the proposal from Techline for Turner Field Lighting upgrades for the five (5) fields. The estimated cost for the Sports Lighting Systems materials was \$249,000.00. The Turner Lighting Package was included in the FY 24/25 Budget. The cost of this project including the partial install is \$356,850.00. Staff would also ask that an additional \$20,000.00 be approved for breakers, conduit and wire to be installed by the Electric Department. The all-in cost for this project is \$376, 850.00, the amount budgeted for this project is \$440,000.00

**Recommendation:**

Discussion only



# TURNER FIELD PARK

## LED PROPOSAL



Mike Helton

[mike@sportlighting.com](mailto:mike@sportlighting.com)

(512) 748-5830



Project Name:	Turner Park
Project City-State:	Lampasas, TX
Quote Date:	10/28/2024
Type of Field(s):	Baseball & Softball
Photometrics Per Design #:	50/30 FC Field #1 / 30/20FC Fields 2-4 / 30FC Field #5 / 24-20208-BB-SB
Warranty:	10 Year Material Warranty

Quantity	Description
1	40 Foot Mounting Height Steel Poles
10	60 Foot Mounting Height Steel Poles
6	70 Foot Mounting Height Steel Poles
1	2 Fixture Crossarms
5	3 Fixture Crossarms
3	4 Fixture Crossarms
3	5 Fixture Crossarms
2	6 Fixture Crossarms
1	7 Fixture Crossarms (C1: 4/3 back to back)
2	8 Fixture Crossarms (A6: 6/2 back to back, A8: 4/4 back to back)
77	TSL800W LED w/ Standard Visor
77	TSL800W 20" Extended Visor
1	Synapse Wireless Control Hub w/ On-Site Control (WiFi control within 300' of hub - <b>On/Off ONLY</b> )
77	Prewiring for Poles and Crossarms (On/Off Controls Only - Manual or EcoLink Controls)

Sports Lighting System Materials = \$249,000.00

**Project Notes:**

- Price includes all materials listed above (excluding adders & deducts).
- Price includes delivery to jobsite.
- Price firm for 45 days.
- Allow 6-8 weeks for delivery.
- Price does **NOT** include SALES or USE taxes.
- All work to be performed that requires a license, including but not limited to electrical & plumbing will be performed by individuals currently licensed in the proper jurisdiction.

**PARTIAL Installation Notes:**

- Allow 2-3 weeks for Partial installation.
- Pole locations must also be accessible and not obstructed by fencing, buildings, etc.
- Locating and marking of all PRIVATE utilities to include water, sewer, electrical, gas & irrigation is the sole responsibility of the owner/customer. Techline will not be responsible for locating these utilities. Repairing any unmarked utilities, landscaping or sod is the sole responsibility of the owner/customer.
- Standard partial install foundations assume 2000 psi soil conditions.
- (Any other conditions that may be present upon installation (i.e. rock, water, etc.) that cause additional foundation design or modification - (i.e. rebar, casing, etc.) may require additional charges.)

**INCLUDES:**

- ✓ Auguring pole foundation holes, setting all pole stubs in holes, center/plumb/brace and backfill with 3000psi concrete
- ✓ Build out pole tops including mounting cross arm assemblies, mount & wire all fixtures in place, crane rental to set all pole tops in place, fixture aiming, commissioning of controls, control training, and final clean up.
- ✓ Additional charges may apply if electrical power is not available at time of Aiming & Commissioning.

**EXCLUDES:**

- ✗ Supplying and installing main distribution panel, breakers, contactors and switching. Installation, trenching, and connections of underground conduit and wiring for each pole. Permitting, bonding, prevailing wages, and applicable sales tax.

Partial Install = **\$107,850.00**  
 Total Including Partial Install = **\$356,850.00**



THIS DOCUMENT IS THE PROPERTY OF TECHLINE SPORTS LIGHTING. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF TECHLINE SPORTS LIGHTING.

DRAWN BY: AMP  
Date: 4/29/2024  
SCALE: NTS  
Page 1 of 4  
24-20208-BB-SB-AGI

Pole Summary		Rods		Total Warts	
Qty	Label	Qty	Label	Qty	Label
23	TALW-EV-NLV	3	A1	4800	
46	TSLM-EV-NLV	5	A2	700	
8	TALW-EV-NLV	3	A3	2400	
		3	A4	2400	
		6	A5	2400	
		2	A6	6400	
		3	A7	2400	
		4	A8	6400	
		4	A9	3200	
		4	B1	4800	
		6	B2	4800	
		6	B3	5600	
		4	B4	3200	
		4	B5	3200	
		2	C1	2400	
		3	C2	1600	
		2	C3	2400	
		3	C4	61600	
		3	C5		
		3	C6		

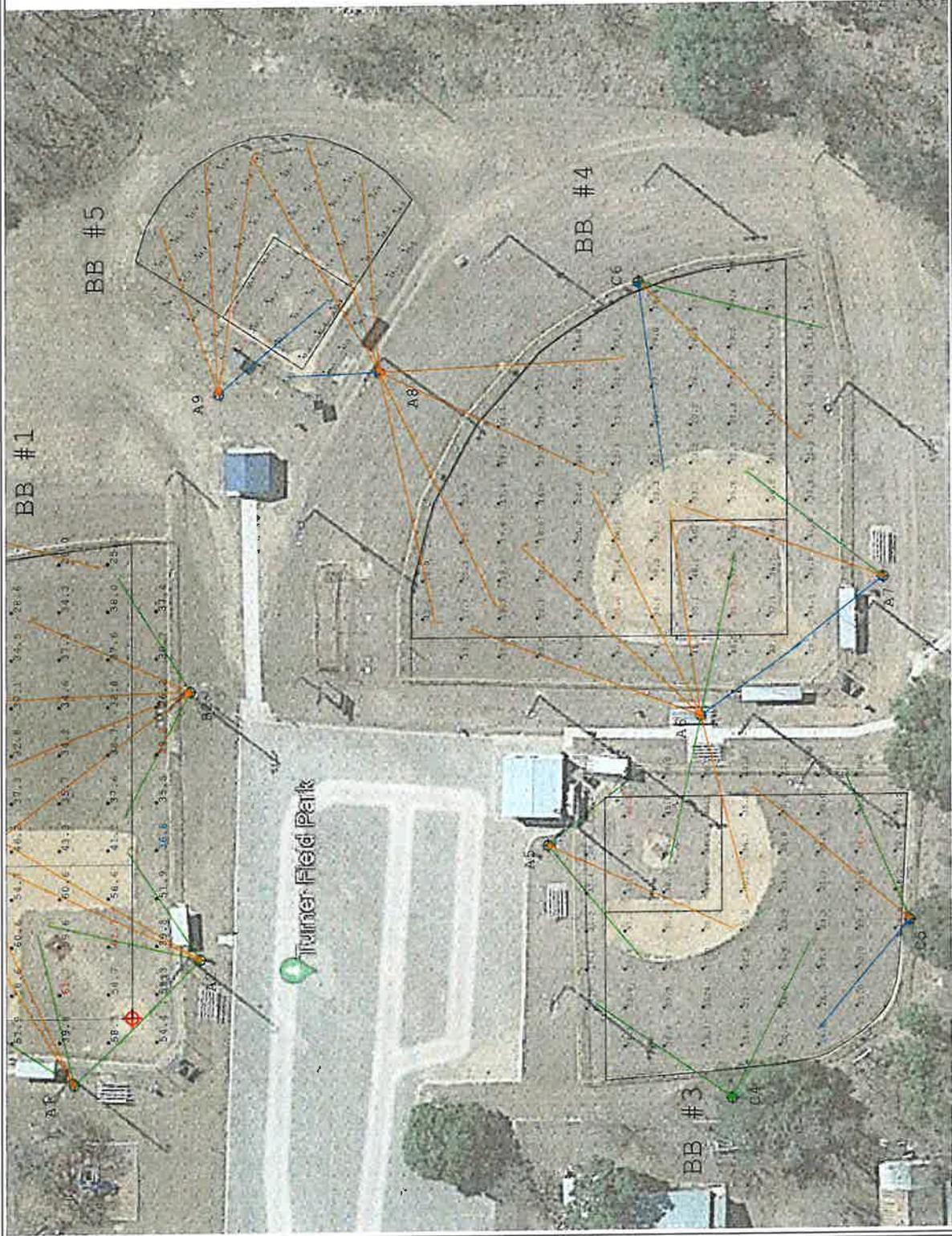
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		2	A6	6400	
		3	A7	2400	
		4	A8	6400	
		4	A9	3200	
		4	B1	4800	
		6	B2	4800	
		6	B3	5600	
		4	B4	3200	
		4	B5	3200	
		2	C1	2400	
		3	C2	1600	
		2	C3	2400	
		3	C4	61600	
		3	C5		
		3	C6		

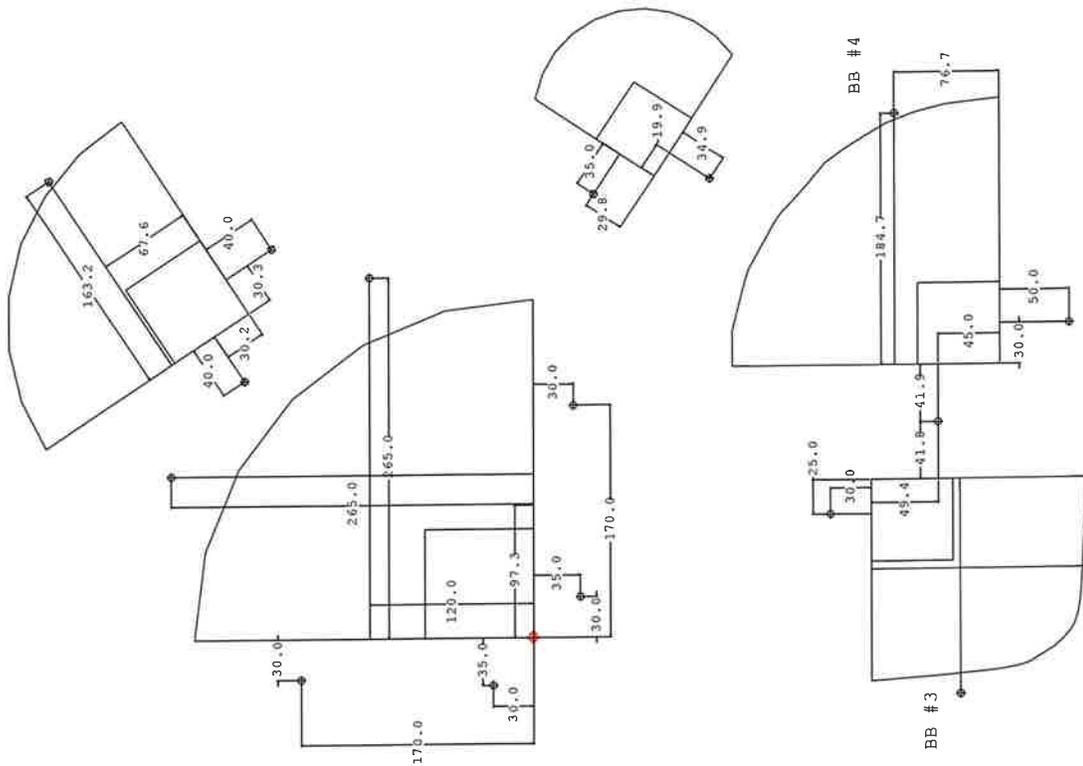
Luminaire Schedule		Lum. Warts		Arrangement	
Symbol	Label	Qty	Label	Qty	Label
1	TALW-EV-NLV	23	800	23	Single
2	TSLM-EV-NLV	46	800	46	Single
3	TALW-EV-NLV	8	800	8	Single

Calculation Summary											
Label	Area Size	Units	Avg	Min	Max/Min	# Poles	Poles/Ctr	P50/Ctr	P50/Ctr	CV	UG
BB #1 INFIELD	80' x 80'	FC	50.66	61.7	36.8	1.68	25	25	25	0.17	1.55
BB #1 OUTFIELD	250' Radius	FC	32.70	39.2	25.6	1.53	69	25	25	0.12	1.50
BB #2 INFIELD	65' x 65'	FC	39.89	57.9	30.4	1.74	25	20	20	0.14	1.41
BB #2 OUTFIELD	170'/175'/178'	FC	23.98	35.5	15.7	2.26	49	20	20	0.21	1.33
BB #3 INFIELD	60' x 60'	FC	35.41	46.5	26.5	1.75	25	20	20	0.15	1.48
BB #3 OUTFIELD	145'/175'/155'	FC	23.47	36.4	14.6	2.49	41	20	20	0.23	1.62
BB #4 INFIELD	60' x 60'	FC	38.31	51.3	28.3	1.83	25	20	20	0.15	1.38
BB #4 OUTFIELD	195' Radius	FC	21.95	31.6	13.0	2.43	67	20	20	0.33	1.42
BB #5 INFIELD	90' x 90'	FC	41.12	54.3	30.7	1.77	25	15	15	0.33	1.42
BB #5 OUTFIELD	105'/115'/100'	FC	30.28	52.5	17.7	2.97	34	15	15	0.31	1.87

\*\*\* DISCLAIMER \*\*\*  
DESIGN BASED OFF OF LATEST SATELLITE IMAGES AVAILABLE AT THE TIME OF DESIGN. ALL MESSUREMENTS/POLE LOCATIONS NEED TO BE FIELD VERIFIED FOR ACCURACY AND APPROVED BEFORE PRODUCTION CAN BEGIN."





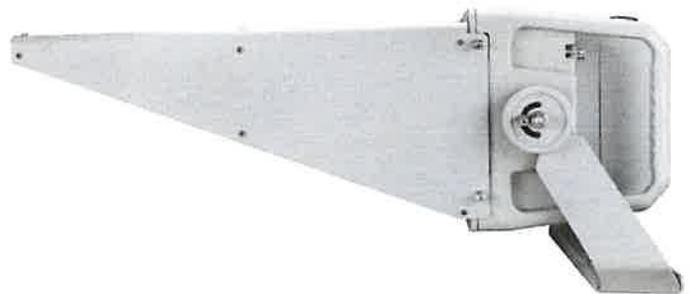
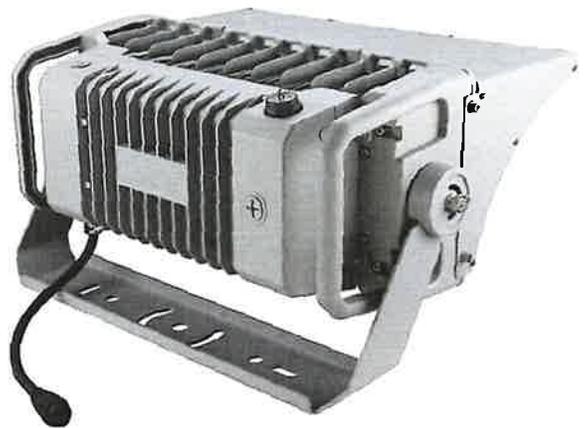


TSL800W

FIXTURE



Standard Visor



Extended Visor (optional)



**800 WATT**

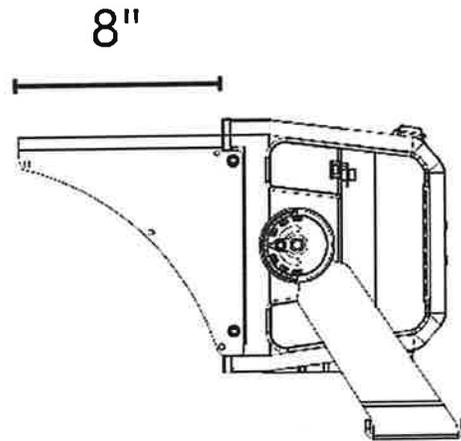
**TECHNICAL DATA**

SYSTEM WATTS	800w
LUMEN OUTPUT	120,000
EFFICACY	150 LM/W
EPA	1.9
WEIGHT	45 lbs
BEAM ANGLE	N, M, W, EW
POWER FACTOR	0.99
CCT	5700K
CRI	>70Ra
INPUT VOLTAGE	200-480v
INPUT PROTECTION	10KV Current Surge
DRIVER	Integral, Remote
IP RATING	IP65
OPERATING TEMP RANGE	-40° C to +45° C
HOUSING MATERIAL	Alumimum, Powder Coated

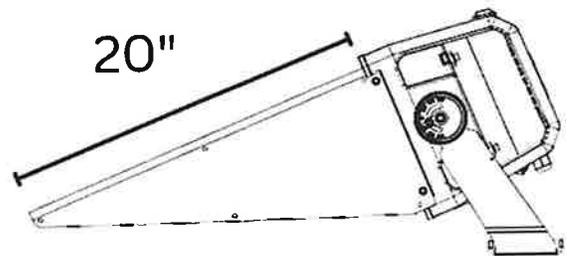
800 WATT

VISOR OPTIONS

Standard Visor



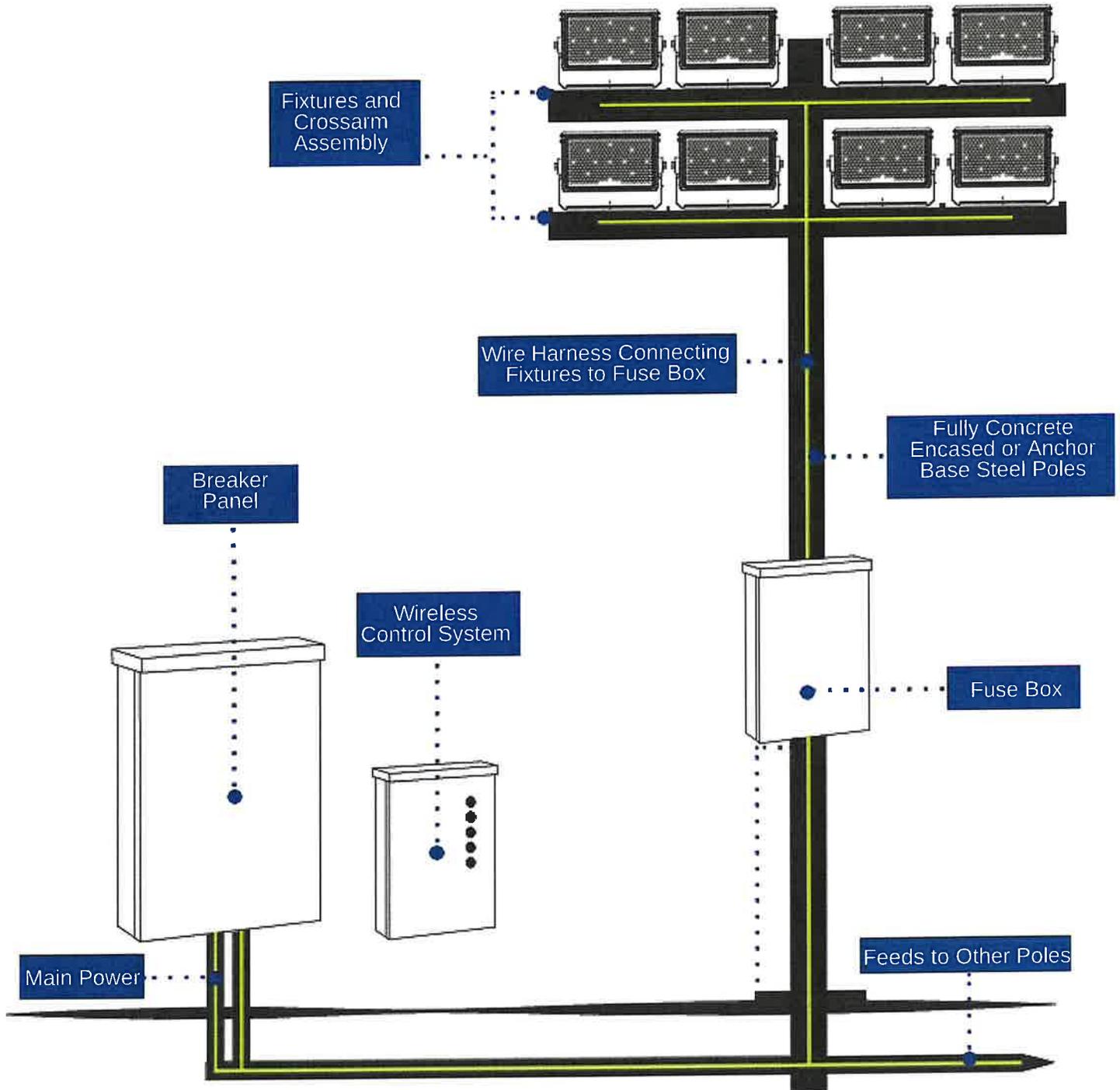
Extended Visor (optional)



Fixture Aimed at 23° Below  
Horizontal

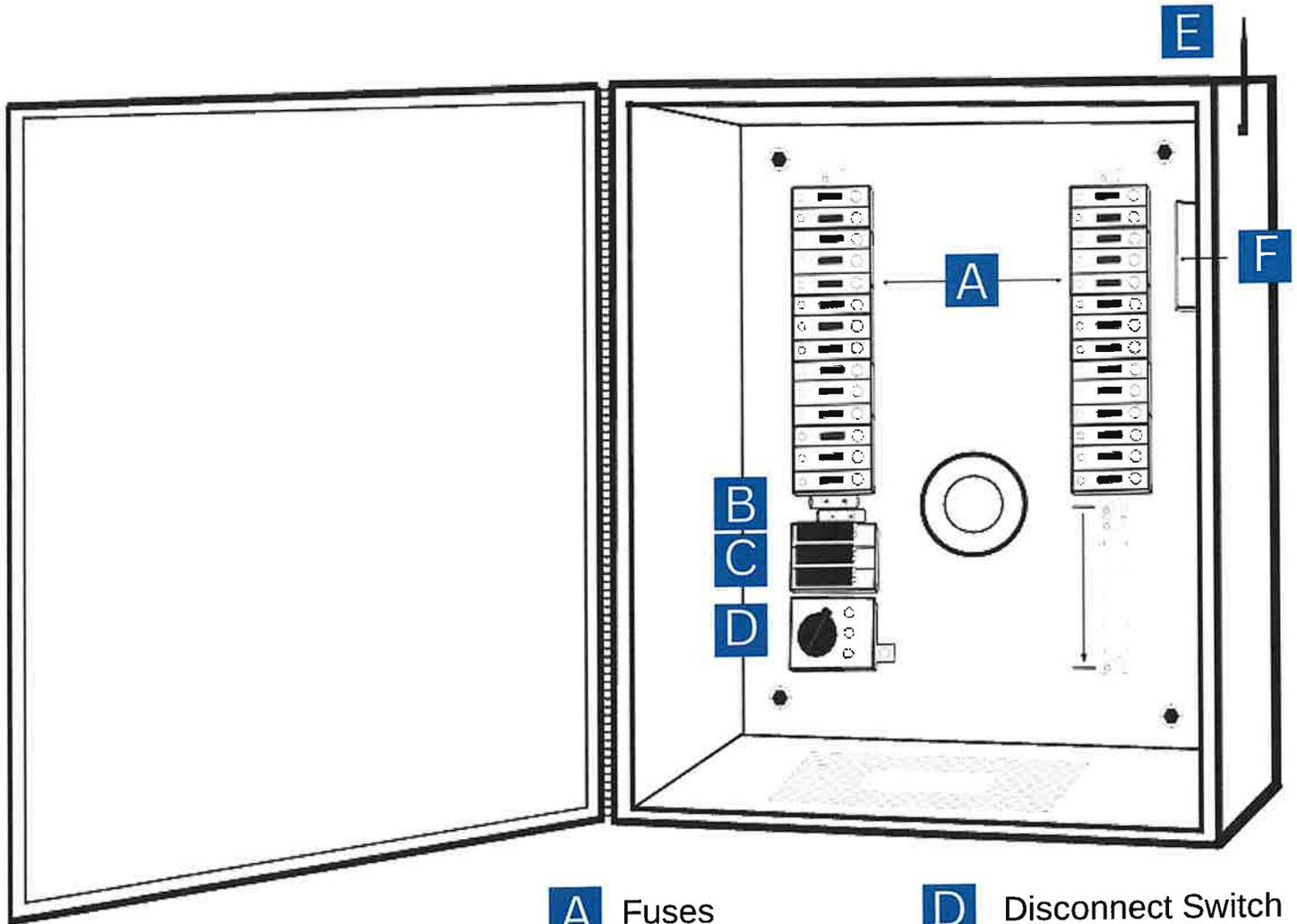
800 WATT

System Drawing



800 WATT

Fuse Box



Drawings do not designate fuse size, wiring, NEMA Box Type, distribution block information, disconnect switch size, ampacity, and surge arrester specification

Drawing depicts a typical Fuse Box (Control Enclosure)

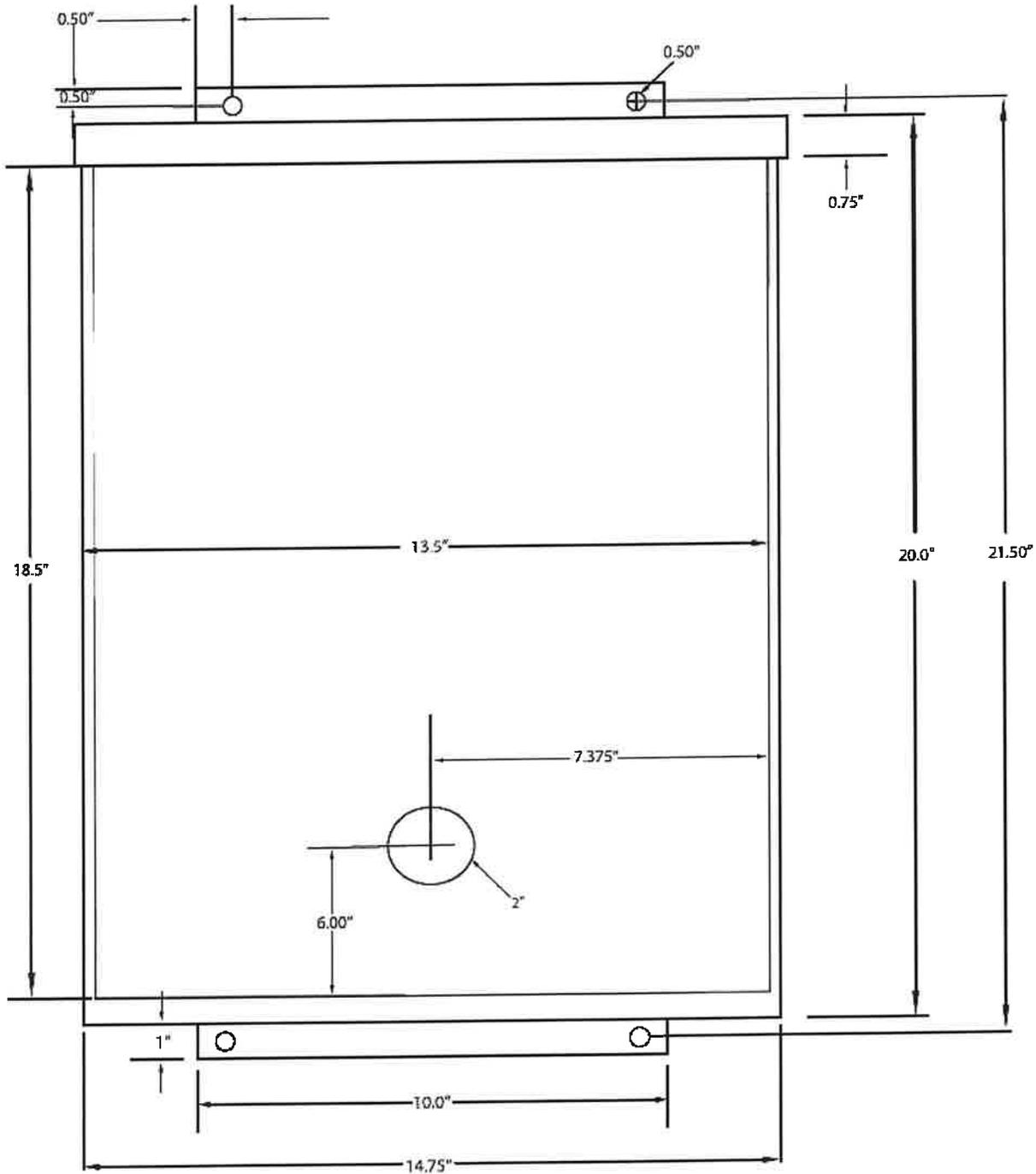
A customized Fuse Box will be Designed for any Specific Required Application

- |                             |  |
|-----------------------------|--|
| <b>A</b> Fuses              | <b>D</b> Disconnect Switch             |
| <b>B</b> Ground Block       | <b>E</b> Wireless Antenna              |
| <b>C</b> Distribution Block | <b>F</b> Wireless Relay Dimming-On/Off |

**G** \* Alternate Control Option \*  
Simple On/Off No Dimming  
Allows Digital Contactor (AirMesh Hub by Synapse) the Ability to Remotely Turn Lights On/Off. This Option DOES NOT allow Dimming Capability

800 WATT

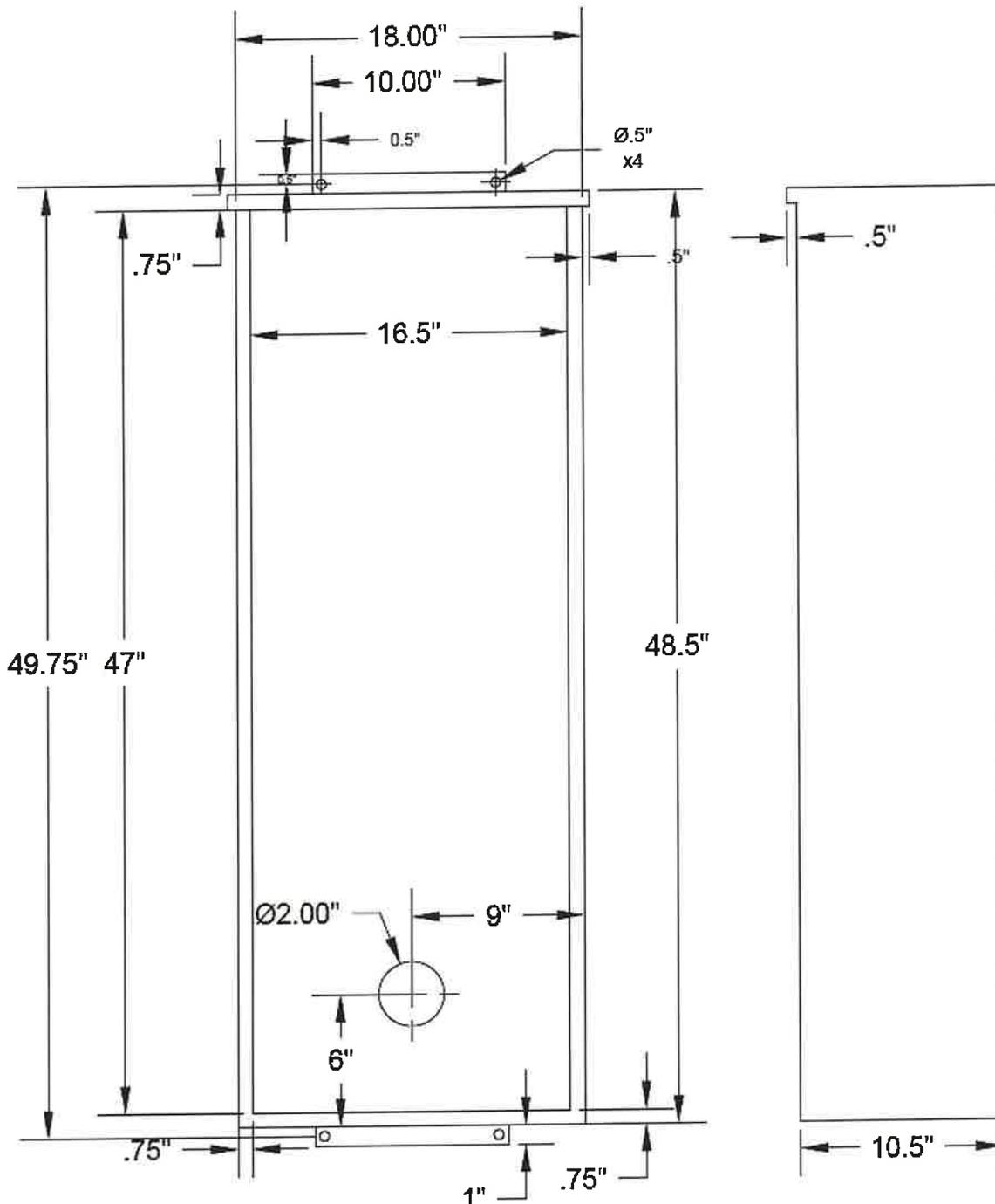
Small Box



**\*\*Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification**

800 WATT

Large Box



Right  
side  
view

**\*\*Drawings do not designate fuse size, wiring, NEMA box type, distribution block information, disconnect switch size, ampacity, and surge arrester specification**

## Technical Data

## Wireless Controller

### Product Overview

The Wireless Controller is a SimplySNAP component that can be installed anywhere you need wireless push-button lighting control, such as municipal ballparks, hockey arenas, basketball facilities, and other multi-use complexes.

The heart of the wireless controller is the SS450 site controller, contained in the NEMA 4X enclosure with 5 buttons that allow for controlled manual access to site lighting.

The Wireless Controller makes it easy for electricians to quickly install the SimplySNAP site controller and enables quick and simple access to a switch station that can be programmed to meet the needs of the end-user.

### Features

- Allows for dimming and Action Lighting capabilities
- Weather protected - perfect for both indoor and outdoor applications
- Optional, pre-configured 5-button switch to allow for control of all lighting within the facility
- External Ethernet port for connecting to IT network



Product #	CBSSW-450-001 Cellular & WiFi
Description	SS-450-based model w/5 button switch
Dimensions	15.5" x 13.5" x 7.7" (393 x 342 x 195 mm)
Input Power	90-120 VAC; 8W max, 6kV surge protection
Operating Environment	-20°C to +55°C, IP65
Radio	SNAP 2.4GHz 802.15.4 WiFi 2.4GHz 802.11 b/g/n
Certifications	FCC/IC Tested to CAN/CSA C22.2 #60950-1/A2:2014 & UL 60950-1/R:2014-10



To learn more call or visit:  
[synapsewireless.com](http://synapsewireless.com)  
 (877) 982-7888

Technical Data

Wireless Controls



# TECHLINE 10 YEAR MATERIAL ONLY WARRANTY

## 10 Year Material Only Warranty

Techline Sports Lighting, LLC ("TSL") will repair or replace any product shipped as part of our Sports Lighting System that proves to be defective for a period of 10 years.

TSL warrants the materials provided for your lighting system to be free from defects in materials and workmanship for a period of 10 years starting from date of product shipment. TSL agrees to provide materials to replace defective parts or repair defects in workmanship in provided parts to maintain original design performance criteria. This includes all TSL manufactured product (such as wire harnesses, drivers, luminaires, poles).

## Terms & Conditions

Service under this Contract is provided by Techline Sports Lighting, LLC ("TSL") or an authorized provider approved by TSL. Services performed under this Contract shall consist of furnishing parts necessary to restore the operation of the Covered Product(s) to original design criteria provided such service is necessitated by failure of the Covered Product(s) during normal usage.

"We", "us" and "our" mean TSL. "You" and "your" mean the purchaser of the Covered Product(s). No one has the authority to change this Contract without the prior written approval of TSL. TSL shall not assume responsibility for their agents or assignees other than as described below. If there is a conflict between the terms of this Contract and information communicated either orally or in writing by one or more of our employees or agents, this Contract shall control.

### Additional Provisions

- 1. Availability of Service:** TSL Warranty support team members can receive messages 24/7 via web site, phone, fax, or email. Support team members shall be available to respond to requests from 8AM to 5PM Central Time, and services shall be rendered during these same hours in your local time zone, Monday through Friday (with the exception of national holidays). Hours of operation are subject to change without notice. TSL will exercise all reasonable efforts to perform service under this Contract, but will not be responsible for delays or failure in performing such services caused by adverse weather conditions, acts of any government, failure of transportation, accidents, riots, war, labor actions or strikes or other causes beyond its control.
- 2. Determination of Repairs:** TSL will utilize any field monitoring system plus any information provided by the customer to determine when the usage of the field is materially impacted. From this information, TSL will determine needed repair and/or replacement of Covered Product(s) and parts. Repair will be with product(s) of like kind and quality. Warranty claims will be processed if fixture outages cause more than 10% of the guaranteed light levels to be affected and the field of play is materially impacted.
- 3. Your Requirements Under this Contract:** Must meet all electrical and installation requirements as specified by the manufacturer. In addition, you promise and assure: full cooperation with TSL, TSL's technicians and authorized servicers during telephone diagnosis and repair of the Covered Product(s); reasonable accessibility of the Covered Product(s); a non-threatening and safe environment for service. You agree to check fuses and replace them as needed. Electrical system must provide quality power within + / - 3% of nominal voltage. You agree to keep your Techline Sports Lighting system online. This means keeping the required control voltage to the control system at all times. Any deviation from this practice must be discussed with TSL's Warranty Department.
- 4. Service Limitations - This Contract does not cover:** Maintenance, repair or replacement necessitated by loss or damage resulting from any external causes such as, but not limited to, theft, environmental conditions, negligence, misuse, abuse, improper electrical/power supply, unauthorized repairs by third parties, attachments, damage to cabinetry, equipment modifications, vandalism, animal or insect infestation, physical damage to Covered Products parts or components, failure of existing structures, supporting electrical systems or any non-TSL equipment, or acts of God/nature (including, but not limited to: earthquake, flood, tornadoes, typhoons, hurricanes or lightning). Warranty assumes poles are accessible with a standard lift not more than 10 feet taller than the mounting height of the pole being serviced. If larger lifts are required to service poles that are inaccessible due to infrastructure or other site conditions, additional charges may apply. If other obstructions exist that impede access to the pole being serviced, such as attached cellular antenna structures, additional charges may apply.

# TECHLINE 10 YEAR MATERIAL ONLY WARRANTY

## 5. Contract Limitations:

- i. Exclusions from Coverage: IN NO EVENT WILL TSL BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH INCLUDE, BUT ARE NOT LIMITED TO, ANY DELAY IN RENDERING SERVICE OR LOSS OF USE DURING THE REPAIR PERIOD OF THE COVERED PRODUCT(S) OR WHILE OTHERWISE AWAITING PARTS.
  - ii. Limitation of Liability: To the extent permitted by applicable law, the liability of TSL, if any, for any allegedly defective Covered Product(s) or components shall be limited to repair or replacement of the Covered Product(s) or components at TSL's option. THIS CONTRACT IS YOUR SOLE EXPRESS WARRANTY WITH RESPECT TO THE COVERED PRODUCT(S). ALL IMPLIED WARRANTIES WITH RESPECT TO THE COVERED PRODUCT(S) INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY EXCLUDED.
  - iii. For the purposes of and by your acceptance of this Contract you acknowledge and agree that if a surety bond ("Bond") is provided the warranty and/or maintenance guarantee provided for in this Contract and any corresponding liability on behalf of the issuing surety under the Bond is limited to the first twelve (12) months of said warranty and/or maintenance guarantee coverage period. Any warranty and/or guarantee coverage period in excess of said initial 12-month period does not fall within the scope of the Bond and shall be the sole responsibility of TSL.
  - iv. TSL requires reasonable access for a crane or man lift equipment to service the lighting system. TSL will not be responsible for damage from operating the vehicle on the property when the equipment is operated in the prescribed manner over the designated access route.
  - v. TSL will make every effort to maintain any component of our sports lighting system for the entirety of the warranty period. Advances in technology and obsolescence of some components, including but not limited to; regulatory changes, cellular upgrades, and other items beyond our control, could possibly render this impossible for some components in the future. TSL will always make every effort to support our system as long as manufactured components are available.
6. **Transfer and Assignment:** Except to owners, you shall not have the right to assign or otherwise transfer your rights and obligations under this Contract except with the prior written consent of TSL; however, a successor in interest by merger, operation of law, assignment or purchase or otherwise of your entire business shall acquire all of your interests under this Contract.
7. **Governing Law:** Unless otherwise governed by applicable state law, the Contract shall be interpreted and enforced according to the laws of the State of Texas.
8. **Subrogation:** In the event TSL repairs or replaces any Covered Product(s), parts or components due to any defect for which the manufacturer or its agents or suppliers may be legally responsible, you agree to assign your rights of recovery to TSL. You will be reimbursed for any reasonable costs and expenses you may incur in connection with the assignment of your rights. You will be made whole before TSL retains any amounts it may recover.

Techline Sports Lighting, LLC has a team of people to ensure fulfillment of our product and services warranty and maintains financial reserves dedicated to support our fulfillment of this warranty. Please keep this document as your signed contract guaranteeing comprehensive service for the 10-year period.

## Effective Date:



Techline Sports Lighting, LLC.

Rodney M. Hawthorne

President













**MINUTES OF REGULAR CALLED MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Tuesday, November 12, 2024  
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 Pearce presiding.

**Council Members Present:**

Charlie Pratus  
Eric Hernandez  
Davis Keele  
Myles Haider  
Zachary Morris  
Cathy Kuehne

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Monica Wright, IT Director  
Kayleigh Stanley, Executive Secretary  
Yvonne Moreno, Finance Director  
Jody Cummings, Police Chief  
Joe Adams, Fire Chief

**Council Members Absent**

N/A

**WORKSHOP SESSION  
5:30 p.m.**

**1. Call to order Workshop Session**

*Mayor Pearce called the meeting to order at 5:30 p.m.*

**2. Discussion regarding status and updates on engineering projects and studies related to Pre-Treatment Improvements, Injections Site Improvements, and Supplemental and Alternative Water Source Study.**

Jason Jones presented the following:

WWTP Pre-Treatment Improvements

- City’s Preliminary Engineering Report (PER) completed in February 2021 describing pre-treatment improvements required at the City’s WWTP site for Ajinomoto Foods North America (AFNA) waste stream.
- City’s Industrial Rate Contract with AFNA expired April 30, 2023.
- City’s Industrial Sewer Ordinance Wastewater Surcharge Fees were calculated by JHA and adopted in Summer 2023; monthly surcharges are ongoing based on water quality received in lieu of fees previously defined in Industrial Rate Contract.
- AFNA installed temporary onsite grease interceptors in Summer 2023, and City has continued to meet with AFNA team regarding ongoing impacts to City’s WWTP facilities and proposed improvement needs.
- In October 2024, AFNA’s engineering team presented an updated concept for onsite pretreatment of its waste stream. City comments have been provided and a follow-up meeting is planned for November 19, 2024 with AFNA’s engineering team.

Hwy 190 and FM 580 Entry Point Improvements

- City’s November 2022 PER recommended new chemical injection vaults and control valves at Kempner WSC (KWSC) Hwy 190 and FM 580 water supply entry points.
  - *Retrofitted/Safety Hazards*
  - *Timeframe is Critical*
- Following budget updates in Summer 2024 and a request for an engineering proposal, City and JHA staff met in August 2024 to define scope of work for entry points improvements. It was recommended to move the City’s chemical injection vaults outside of TxDOT ROW and construct new chemical buildings and equipment that met current regulatory requirements.
  - *Private Property- Open Concept/Vault without Lid/Fenced Area*
  - *TxDOT ROW~ Safety Issues were identified in August*
- JHA updated the estimate of construction costs in September 2024 and provided a design proposal for the recommended improvements. We recommend acquiring land to accommodate the entire scope of work, design and obtain TCEQ approval for each site, and bid and construct the improvements in phases depending on final construction costs and budget constraints.
- JHA’s coordination with KWSC staff and engineer is ongoing, including a review of short-term options to control backflow at each of the entry points.
- JHA’s September 2024 Engineer’s Estimate of Probable Construction Cost for the project which includes engineering and land acquisition for both sites, is \$4,130,000. The phased construction options and costs are summarized in the table below.

Option	Description	Total Construction Cost Estimate
ROW	Original Project Scope (Injection vaults only in ROW at both sites)	\$ 935,400
1	Injection vaults and site work at both sites only (Base Bid)	\$ 1,500,650
2	Injection vault, site work, and chemical building at Hwy 190 only (no work at 580)	\$ 1,872,350
3	Injection vaults and site work at both sites, plus chemical building at Hwy 190	\$ 2,658,650
4	All improvements at both sites	\$ 3,726,650

- *Timeline based on growth projections*
  - *Able to maintain what we have*
- *Final Design-2025*
- *TCEQ Design Approval*
- *Secure Funding*
  - *2-3 Budget Cycles*

Local Water Supply Alternatives Study

The following water supply considerations are being developed as part of the ongoing study:

- Local groundwater wells could be utilized to supplement local storage reservoirs during times of KWSC outages; however, the local well yields are limited and future drought tolerance of local aquifers is unknown. The City’s existing peak water supply demands range between 2.0 and 3.0 MGD. A 1.0 MGD groundwater supply would require 5-each 150 gpm wells.
- Current minimum spring flows on Sulfur Creek are expected to support a surface water treatment plant (WTP) capacity of 3.0 MGD during drought periods. The WTP could be constructed in phases using membrane technology to remove the high TDS levels in the creek. The total project cost of a 1.0 MGD WTP designed for a 3.0 MGD expansion is being developed; however, it is

expected to range from \$15,000,000 to \$20,000,000 based on recent project bids, which equates to a finished water treatment cost of \$5.00 to \$7.00 per 1,000 gallons.

- The City should consider an emergency water supply interconnection with its neighboring water system to the north, formerly known as Corix Utilities. In addition, Corix Utilities may consider purchasing capacity in the proposed surface water treatment plant on Sulfur Creek as an additional supply for its Lometa Water System.
- The proposed development of a local water supply source should be considered an augmentation to the City's existing supplies from Lake Stillhouse Hollow. Thus, we have are in the process of developing recommendations for a coordinated effort to firm up the current water supply infrastructure, including a review of the CTWSC and KWSC surface water treatment plant raw water intake locations and elevations.

### 3. Discussion regarding any item on the regular agenda

*There were no questions regarding items on the regular agenda.*

### 4. Adjourn Workshop Session

*Council member Hernandez moved to adjourn workshop at 6:17 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

<b>REGULAR SESSION</b>
------------------------

#### ANNOUNCEMENTS

##### A. Call to Order

*Mayor Pearce called the regular session to order at 6:17 p.m.*

##### B. Invocation and Pledge of Allegiance- *Jody Cummings, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited*

##### C. Presentations and Proclamations

*There were no presentations or proclamations.*

1.1	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is not included</b> on the Agenda may do so at this time.
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*There were no citizen comments.*

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

1.3	Public hearing to receive citizen comments on rescinding Ordinances 395, 607 and 783 regarding swimming and fishing in Sulphur Creek.
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Mayor Pearce opened the Public Hearing

Becky Sims, City Secretary advised of the following:

At the September 23, 2024 meeting, City Council directed staff to update signage and Ordinances related to prohibiting swimming and fishing in Sulphur Creek. The creek is a navigable waterway and owned by the State of Texas; which makes the Ordinances hard to enforce. Staff has worked closely with the TML Risk Pool, State of Texas and the City Attorney for guidance and best practices. While the City is repealing the Ordinances, the City takes a neutral stance and will not promote nor prevent activities at the creek, unless it becomes a law enforcement matter. All activities will be at one's own risk.

Council member Kuehne and Council member Haider inquired about protecting the golf course. Mrs. Sims and Mr. Eicher advised that would be addressed by a separate Ordinance. Council member Haider would like to see a draft Ordinance within the 30 days.

With no additional comments, Mayor Pearce closed the Public Hearing.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on October 28, 2024

Council member Keele moved to approve the minutes of the Regular Meeting held on October 28, 2024, the motion was seconded by Council member Hernandez, with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from October 1, 2024- October 31, 2024.

Council member Pratus moved to approve the consent agenda, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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N/A

5.0	<b>ROUTINE MATTERS</b>				
5.1	CITY MANAGER'S OPERATIONAL REPORT				
	<table> <tr> <td>Promotions</td> <td>Chief Cummings is pleased to report, that due to the retirement of Timmy Ryan, Patrol Sergeant Larry Wilson was offered and accepted the position of Sergeant Investigator. The interview panel also recommended that Patrol Officer John Rinehart be promoted to the position of Patrol Sergeant. Officer Wilson is currently in his 13<sup>th</sup> year of service to the City, and Officer Rinehart brings over 19 years of experience from the City of Killeen and Lampasas County, and has been employed by the City for 1 year.</td> </tr> <tr> <td>Water Alliance</td> <td>Staff will be attending an informational meeting on the Central Texas Water Alliance on November 8<sup>th</sup> in Belton. The Alliance was promoted initially by Bell County Judge David Blackburn as a means to advocate for additional water capacity and solutions for Bell and Coryell County. Judge Hoyer noted, and our staff have followed, various entities support of the Alliance</td> </tr> </table>	Promotions	Chief Cummings is pleased to report, that due to the retirement of Timmy Ryan, Patrol Sergeant Larry Wilson was offered and accepted the position of Sergeant Investigator. The interview panel also recommended that Patrol Officer John Rinehart be promoted to the position of Patrol Sergeant. Officer Wilson is currently in his 13 <sup>th</sup> year of service to the City, and Officer Rinehart brings over 19 years of experience from the City of Killeen and Lampasas County, and has been employed by the City for 1 year.	Water Alliance	Staff will be attending an informational meeting on the Central Texas Water Alliance on November 8 <sup>th</sup> in Belton. The Alliance was promoted initially by Bell County Judge David Blackburn as a means to advocate for additional water capacity and solutions for Bell and Coryell County. Judge Hoyer noted, and our staff have followed, various entities support of the Alliance
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	<p>through Resolution; and Lampasas County has also voiced the desire to participate. Staff will report details of the meeting on Tuesday evening.</p> <p>Hostess House</p> <p>Staff have stayed in close contact with our design and construction administration consultants from Reliance Architecture on the progress of Hostess House renovations, and status of Requests for Information, Requests for Proposals, and Change Orders. The summary of activity on those items indicates 9 change orders, representing value engineering, credits and increases to the project as a result of unforeseen structural and electrical remediation primarily. The city remains within the contingency, and staff is hopeful, with the walls and structure open, any additional changes will be minimal.</p> <p><i>To date there have been 3 change orders that have been paid that include work change proposals 1-4, The 4<sup>th</sup> change order with the remaining work change proposals 5-9 is under review.</i></p> <p>Stakeholders'</p> <p>Just a quick reminder, the Community Stakeholders' meeting is scheduled for Wednesday, November 13<sup>th</sup> at 5:30 p.m. in the Old Middle School. The meeting, hosted by the City and LEDC, is intended to build relationships and open communication with other entities and organizations. Staff will facilitate the round table discussion, and are hopeful that the meeting will foster a greater understanding of each group's issues, successes, and opportunities.</p> <p><i>Everybody can be great, because everybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You only need a heart full of grace, and a soul generated by love.</i></p> <p style="text-align: right;"><i>-Martin Luther King</i></p> <p style="text-align: center;">Thank you for the opportunity</p>
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**5.2 MAYOR'S COMMENTS**

*Mayor Pearce recognized Mr. deGraffenried for his last Council Meeting as the City Manager. Mrs. deGraffenried addressed City Council thanking them on behalf of Mr. deGraffenried and their family for the support and relationships over the past 12 years.*

**6.0 UNFINISHED BUSINESS**

There was no unfinished business.

**7.0 NEW BUSINESS**

**7.1 Discussion and possible action regarding website photo contest.**

*Council member Haider moved to select entry #1, the motion failed for lack of a second.*

*Mayor Pro Tem Morris moved to approve entry #2, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.*

7.2	Discussion and possible action regarding the award of a bid from HOLT CAT Power Systems in the amount of \$319,460.00 for stand-by emergency generators utilizing CARES ACT funding and Wastewater Operating funds.
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*Council member Kuehne moved to approve the award of a bid from HOLT CAT Power Systems in the amount of \$319,460.00 for stand-by emergency generators utilizing CARES ACT funding and Wastewater Operating funds, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.3	Discussion and possible action to consider approval of the Hazard Mitigation Action Plan Update by Resolution.
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*Council member Pratus moved to approve the Hazard Mitigation Action Plan Update by Resolution, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.*

7.4	Discussion and possible action to purchase 100 LED Street Lights at a discounted bulk rate from Techline, Inc. in the amount of \$25,500.00.
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*Mayor Pro Tem Morris moved to purchase 100 LED Street Lights at a discounted bulk rate from Techline, Inc. in the amount of \$25,500.00, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.*

7.5	Discussion and possible action regarding rescinding Ordinances 395, 607 and 783 regarding summing and fishing in Sulphur Creek
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*Mayor Pro Tem Morris moved to approve rescinding Ordinances 395, 607 and 783 regarding summing and fishing in Sulphur Creek and to create an Ordinance protecting the Golf Course within the next meeting or two for consideration of approval, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.6	Discussion and possible action concerning the approval of a bid from Toyota of Cedar Park in the amount of \$43,510.00 for a 2024 Toyota Tacoma SR5 4WD to replace a 2000 F250 pickup for the Civil Building Inspector.
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*Mayor Pro Tem Morris moved to approve the bid from Toyota of Cedar Park in the amount of \$43,510.00 for a 2024 Toyota Tacoma SR5 4WD to replace a 2000 F250 pickup for the Civil Building Inspector, the motion was seconded by Council member Hernandez, Mayor Pearce opened the floor for discussion. Council member Haider inquired why Toyota, Mr. Ellett advised of durability and cost. With no further discussion and motion carried with a unanimous vote.*

7.7	Discussion and possible action regarding the purchase of installation services and labor for fiber build out at the 580 Sports Complex in the amount of \$16,031.33.
-----	--

*Mayor Pro Tem Morris moved to approve the purchase of installation services and labor for fiber build out at the 580 Sports Complex in the amount of \$16,031.33, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

Adjourn

*Mayor Pro Tem Morris moved to adjourn at 6:55 p.m. pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Herb Pearce, Mayor

ATTEST

\_\_\_\_\_  
Becky Sims, City Secretary

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EC  
City Manager

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

**Subject:** Discussion and possible action on the Receipt of the Monthly Investment Report for October 2024

Requested By: Yvonne Moreno, Finance Director  
Submitted By: Yvonne Moreno, Finance Director

Date Submitted: November 21, 2024                      For the Agenda of: November 25, 2024

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

The weighted average maturity of City investments is 1 day(s).

The City's yield to maturity is 4.45

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$8,303,634.14	33.19%
TexStar	\$1,815,313.36	7.25%
Cadence Bank	\$11,434,762.34	45.70%
Money Market	\$3,395,965.05	13.57%
Frost Bank	\$72,056.31	0.28 %

**Recommendation:** Motion to approve by consent.

City of Lampasas

# Investment Report

As of October 31, 2024



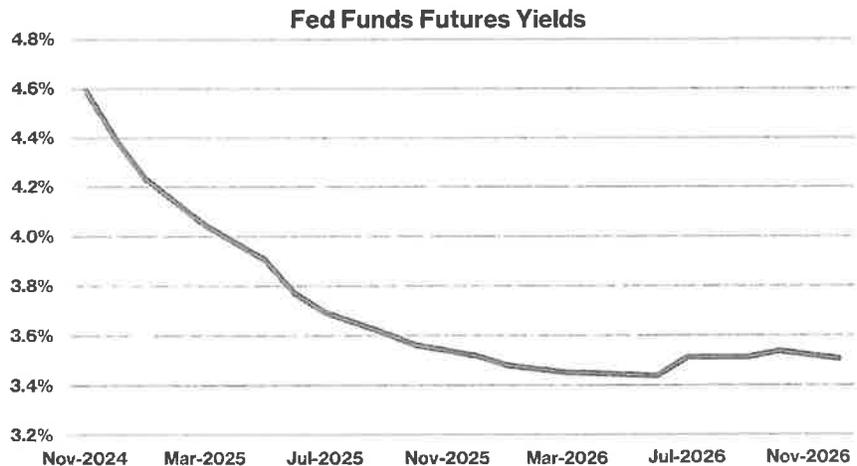
# OBSERVATIONS AND EXPECTATIONS



- Fed Funds rate expected to decline materially less than the previous two cycles
- Inflation continues its decline but may be slightly sticky over the next year
- Residential construction remains resilient as mortgage rates have dropped
- Election results will most likely add uncertainty to the economy and markets

## How Low Will the Fed Funds Go This Cycle?

- The Fed Funds futures market is expecting the Fed Funds rate to bottom around 3.4% this cycle, Unlike the previous two cycles (Great Recession and COVID) which pushed the Fed Funds rate down to near zero.



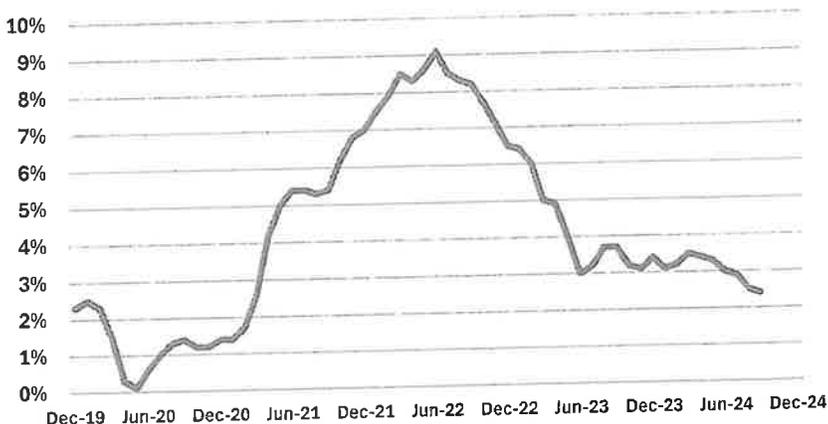
SOURCES: BLOOMBERG, CME

## Inflation's Rate of Change Declining Materially

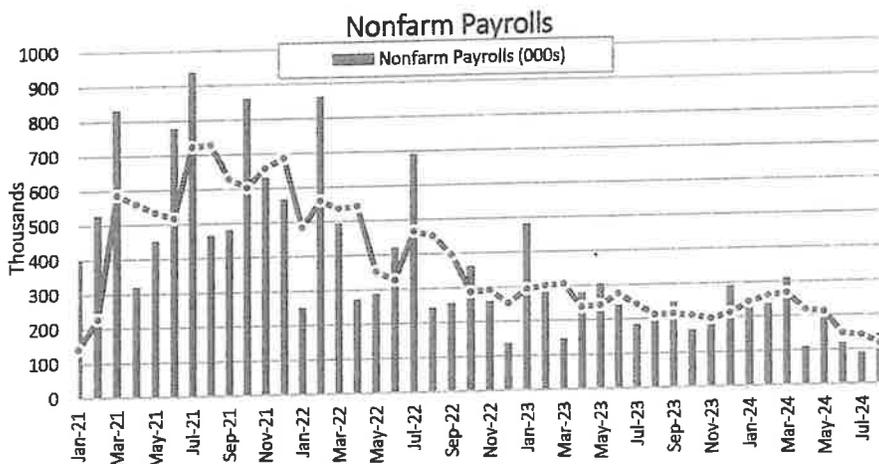
- General inflation has increased approximately 22% from pre-COVID levels.
- The Consumer Price Index (CPI) on a year-over-year basis has declined materially from its 9.1% cycle high in June 2022 to its current rate of 2.4%.
- This lower rate of inflation has been one of the reasons the Federal Reserve mentioned they expect to cut rates over the next year.

SOURCES: BLOOMBERG, BUREAU OF LABOR STATISTICS

CPI YoY



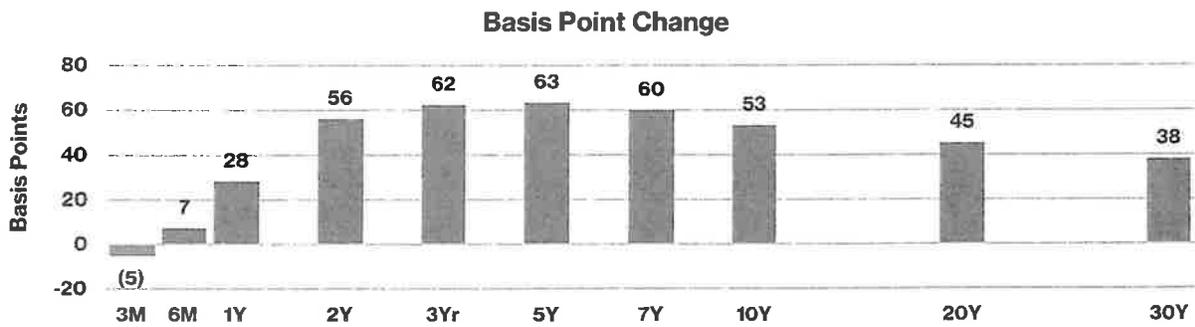
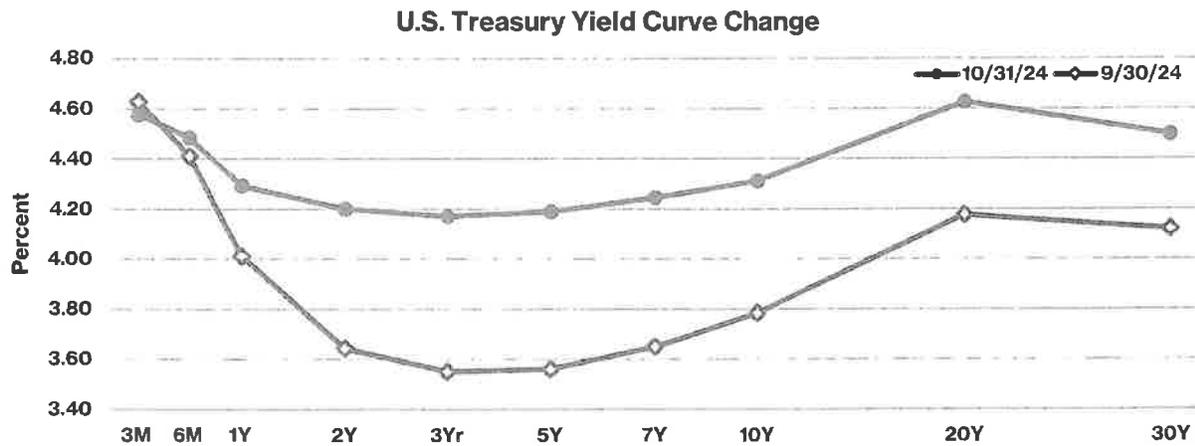
## A Leading Employment Indicator is Still Showing Solid Growth



- Employment data are typically lagging economic indicators.
- Bucking this trend is the number of residential construction employees.
- In previous cycles, we've seen a decline in this category about a year before a recession (shaded areas). This indicator is still climbing.

SOURCES: BLOOMBERG, BUREAU OF LABOR STATISTICS

Almost All Treasury Rates Increased During October...Especially Intermediate-Term Rates



SOURCE: BLOOMBERG

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### Portfolio Summary

**4.45**

Weighted Average Yield to Maturity

**0.00**

Weighted Average Maturity (Years)

**0.00**

Portfolio Effective Duration (Years)

**0.00**

Weighted Average Life (Years)

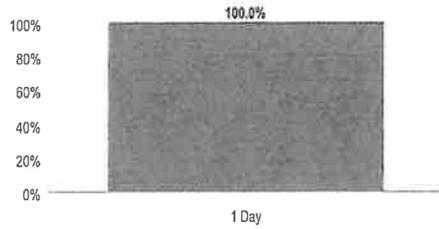
**AAA**

Average Credit Rating

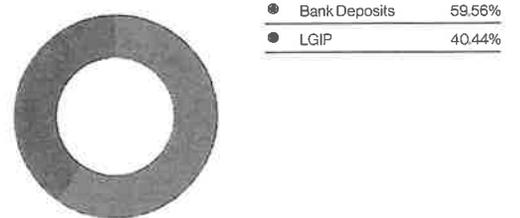
### Portfolio Position

Par Value	\$25,021,731
Principal Cost	\$25,021,731
Book Value	\$25,021,731
Market Value	\$25,021,731
Unrealized Gain/Loss	\$0
Accrued Interest	\$0

### Maturity Distribution



### Sector Allocation





# Portfolio Overview

SECURITY TYPE	PAR VALUE	MARKET VALUE	BOOK VALUE	% OF PORTFOLIO	DAYS TO MATURITY	YIELD
Bank Deposits	14,902,783.70	14,902,783.70	14,902,783.70	59.56%	1	4.18
LGIP	10,118,947.50	10,118,947.50	10,118,947.50	40.44%	1	4.86
<b>TOTAL</b>	<b>25,021,731.20</b>	<b>25,021,731.20</b>	<b>25,021,731.20</b>	<b>100.00%</b>	<b>1</b>	<b>4.45</b>
<b>CASH AND ACCRUED INTEREST</b>						
Purchased Accrued Interest		0.00	0.00			
<b>TOTAL CASH AND INVESTMENTS</b>	<b>25,021,731.20</b>	<b>25,021,731.20</b>	<b>25,021,731.20</b>		<b>1</b>	<b>4.45</b>
<b>TOTAL EARNINGS</b>						
	CURRENT MONTH					
	96,041.04					



**Summary by Type**

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
<b>CASH</b>						
Bank Deposits	4	12,415,802.39	12,415,802.39	49.62	4.32	1
LGIP	1	8,264,419.21	8,264,419.21	33.03	4.86	1
<b>TOTAL</b>	<b>5</b>	<b>20,680,221.60</b>	<b>20,680,221.60</b>	<b>82.65</b>	<b>4.54</b>	<b>1</b>
<b>CERT OF OBLIGATION 2015</b>						
LGIP	1	39,214.93	39,214.93	0.16	4.97	1
<b>TOTAL</b>	<b>1</b>	<b>39,214.93</b>	<b>39,214.93</b>	<b>0.16</b>	<b>4.97</b>	<b>1</b>
<b>ELECTRIC</b>						
Bank Deposits	2	539,981.01	539,981.01	2.16	3.68	1
LGIP	1	1,815,313.36	1,815,313.36	7.25	4.87	1
<b>TOTAL</b>	<b>3</b>	<b>2,355,294.37</b>	<b>2,355,294.37</b>	<b>9.41</b>	<b>4.60</b>	<b>1</b>
<b>LEDC</b>						
Bank Deposits	2	1,582,095.91	1,582,095.91	6.32	3.20	1
<b>TOTAL</b>	<b>2</b>	<b>1,582,095.91</b>	<b>1,582,095.91</b>	<b>6.32</b>	<b>3.20</b>	<b>1</b>
<b>SEIZURES</b>						
Bank Deposits	2	42,647.89	42,647.89	0.17	4.25	1
<b>TOTAL</b>	<b>2</b>	<b>42,647.89</b>	<b>42,647.89</b>	<b>0.17</b>	<b>4.25</b>	<b>1</b>
<b>TRUST</b>						
Bank Deposits	2	81,395.82	81,395.82	0.33	4.25	1
<b>TOTAL</b>	<b>2</b>	<b>81,395.82</b>	<b>81,395.82</b>	<b>0.33</b>	<b>4.25</b>	<b>1</b>
<b>WATER</b>						



**Summary by Type**

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
Bank Deposits	2	240,860.68	240,860.68	0.96	4.25	1
<b>TOTAL</b>	<b>2</b>	<b>240,860.68</b>	<b>240,860.68</b>	<b>0.96</b>	<b>4.25</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>17</b>	<b>25,021,731.20</b>	<b>25,021,731.20</b>	<b>100.00</b>	<b>4.45</b>	<b>1</b>



**Position Statement**

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
<b>CASH</b>												
<b>BANK DEPOSITS</b>												
700-047-4	Cadence Bank Account	10/31/2024 10/31/2024	8,981,552.81	8,981,552.81 0.00	8,981,552.81	4.25		1	1.00 8,981,552.81	0.00 8,981,552.81	35.90	NA
700-321-3	Cadence Bank Account	10/31/2024 10/31/2024	600.07	600.07 0.00	600.07	4.25		1	1.00 600.07	0.00 600.07	0.00	NA
700-418-7	Cadence Bank Account	10/31/2024 10/31/2024	37,684.46	37,684.46 0.00	37,684.46	4.25		1	1.00 37,684.46	0.00 37,684.46	0.15	NA
4001579	Lone Star Capital Bank IntraFi Cash Service	10/31/2024 10/31/2024	3,395,965.05	3,395,965.05 0.00	3,395,965.05	4.50		1	1.00 3,395,965.05	0.00 3,395,965.05	13.57	NA
<b>BANK DEPOSITS TOTAL</b>			<b>12,415,802.39</b>	<b>12,415,802.39 0.00</b>	<b>12,415,802.39</b>	<b>4.32</b>		<b>1</b>	<b>1.00 12,415,802.39</b>	<b>0.00 12,415,802.39</b>	<b>49.62</b>	<b>NA</b>
<b>LGIP</b>												
TEXPOOL	TexPool	10/31/2024 10/31/2024	8,264,419.21	8,264,419.21 0.00	8,264,419.21	4.86		1	1.00 8,264,419.21	0.00 8,264,419.21	33.03	AAA
<b>LGIP TOTAL</b>			<b>8,264,419.21</b>	<b>8,264,419.21 0.00</b>	<b>8,264,419.21</b>	<b>4.86</b>		<b>1</b>	<b>1.00 8,264,419.21</b>	<b>0.00 8,264,419.21</b>	<b>33.03</b>	<b>AAA</b>
<b>CASH TOTAL</b>			<b>20,680,221.60</b>	<b>20,680,221.60 0.00</b>	<b>20,680,221.60</b>	<b>4.54</b>		<b>1</b>	<b>0.00 20,680,221.60</b>	<b>0.00 20,680,221.60</b>	<b>82.65</b>	<b>AAA</b>
<b>CERT OF OBLIGATION 2016</b>												
<b>LGIP</b>												
TEXPRIME	TexPool Prime	10/31/2024 10/31/2024	39,214.93	39,214.93 0.00	39,214.93	4.97		1	1.00 39,214.93	0.00 39,214.93	0.16	AAA
<b>LGIP TOTAL</b>			<b>39,214.93</b>	<b>39,214.93 0.00</b>	<b>39,214.93</b>	<b>4.97</b>		<b>1</b>	<b>1.00 39,214.93</b>	<b>0.00 39,214.93</b>	<b>0.16</b>	<b>AAA</b>
<b>CERT OF OBLIGATION 2016 TOTAL</b>			<b>39,214.93</b>	<b>39,214.93 0.00</b>	<b>39,214.93</b>	<b>4.97</b>		<b>1</b>	<b>0.00 39,214.93</b>	<b>0.00 39,214.93</b>	<b>0.16</b>	<b>AAA</b>
<b>ELECTRIC</b>												
<b>BANK DEPOSITS</b>												
700-067-2	Cadence Bank Account	10/31/2024 10/31/2024	467,924.70	467,924.70 0.00	467,924.70	4.25		1	1.00 467,924.70	0.00 467,924.70	1.87	NA
591732110	Frost Bank Public Fund Checking Account	10/31/2024 10/31/2024	72,056.31	72,056.31 0.00	72,056.31	0.00		1	1.00 72,056.31	0.00 72,056.31	0.29	NA



**Position Statement**

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
<b>BANK DEPOSITS</b>			539,981.01	539,981.01 0.00	539,981.01	3.68		1	1.00 539,981.01	0.00 539,981.01	2.16	NA
<b>BANK DEPOSITS TOTAL</b>			539,981.01	539,981.01 0.00	539,981.01	3.68		1	1.00 539,981.01	0.00 539,981.01	2.16	NA
<b>LGIP</b>												
TEXSTAR	TexSTAR	10/31/2024 10/31/2024	1,815,313.36	1,815,313.36 0.00	1,815,313.36	4.87		1	1.00 1,815,313.36	0.00 1,815,313.36	7.25	AAA
<b>LGIP TOTAL</b>			1,815,313.36	1,815,313.36 0.00	1,815,313.36	4.87		1	1.00 1,815,313.36	0.00 1,815,313.36	7.25	AAA
ELECTRIC TOTAL			2,355,294.37	2,355,294.37 0.00	2,355,294.37	4.60		1	2,355,294.37	2,355,294.37	9.41	AAA

<b>LEDC</b>												
<b>BANK DEPOSITS</b>												
700-236-3	Cadence Bank Account	10/31/2024 10/31/2024	158,901.25	158,901.25 0.00	158,901.25	3.20		1	1.00 158,901.25	0.00 158,901.25	0.64	NA
700-109-2	Cadence Bank Account	10/31/2024 10/31/2024	1,423,194.66	1,423,194.66 0.00	1,423,194.66	3.20		1	1.00 1,423,194.66	0.00 1,423,194.66	5.69	NA
<b>BANK DEPOSITS TOTAL</b>			1,582,095.91	1,582,095.91 0.00	1,582,095.91	3.20		1	1.00 1,582,095.91	0.00 1,582,095.91	6.32	NA
LEDC TOTAL			1,582,095.91	1,582,095.91 0.00	1,582,095.91	3.20		1	1,582,095.91	1,582,095.91	6.32	NA

<b>SEIZURES</b>												
<b>BANK DEPOSITS</b>												
700-076-3	Cadence Bank Account	10/31/2024 10/31/2024	42,644.91	42,644.91 0.00	42,644.91	4.25		1	1.00 42,644.91	0.00 42,644.91	0.17	NA
201001999	Cadence Bank Account	10/31/2024 10/31/2024	2.98	2.98 0.00	2.98	4.50		1	1.00 2.98	0.00 2.98	0.00	NA
<b>BANK DEPOSITS TOTAL</b>			42,647.89	42,647.89 0.00	42,647.89	4.25		1	1.00 42,647.89	0.00 42,647.89	0.17	NA
SEIZURES TOTAL			42,647.89	42,647.89 0.00	42,647.89	4.25		1	42,647.89	42,647.89	0.17	NA

<b>TRUST</b>												
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**Position Statement**

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
<b>BANK DEPOSITS</b>												
000-634-8	Cadence Bank Account	10/31/2024 10/31/2024	33,161.71	33,161.71 0.00	33,161.71	4.25		1	100 33,161.71	0.00 33,161.71	0.13	NA
000-634-9	Cadence Bank Account	10/31/2024 10/31/2024	48,234.11	48,234.11 0.00	48,234.11	4.25		1	100 48,234.11	0.00 48,234.11	0.19	NA
<b>BANK DEPOSITS TOTAL</b>			<b>81,395.82</b>	<b>81,395.82 0.00</b>	<b>81,395.82</b>	<b>4.25</b>		<b>1</b>	<b>1.00 81,395.82</b>	<b>0.00 81,395.82</b>	<b>0.33</b>	<b>NA</b>
TRUST TOTAL			81,395.82	81,395.82 0.00	81,395.82	4.25		1	81,395.82	81,395.82	0.33	NA
<b>WATER</b>												
<b>BANK DEPOSITS</b>												
700-048-2	Cadence Bank Account	10/31/2024 10/31/2024	140.59	140.59 0.00	140.59	4.25		1	100 140.59	0.00 140.59	0.00	NA
700-163-9	Cadence Bank Account	10/31/2024 10/31/2024	240,720.09	240,720.09 0.00	240,720.09	4.25		1	100 240,720.09	0.00 240,720.09	0.96	NA
<b>BANK DEPOSITS TOTAL</b>			<b>240,860.68</b>	<b>240,860.68 0.00</b>	<b>240,860.68</b>	<b>4.25</b>		<b>1</b>	<b>1.00 240,860.68</b>	<b>0.00 240,860.68</b>	<b>0.96</b>	<b>NA</b>
WATER TOTAL			240,860.68	240,860.68 0.00	240,860.68	4.25		1	240,860.68	240,860.68	0.96	NA
<b>GRAND TOTAL</b>			<b>25,021,731.20</b>	<b>25,021,731.20 0.00</b>	<b>25,021,731.20</b>	<b>4.45</b>		<b>1</b>	<b>25,021,731.20</b>	<b>0.00 25,021,731.20</b>	<b>100.00</b>	<b>AAA</b>



**Accrued Interest Schedule**

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
<b>CASH</b>									
700-047-4	Cadence Bank Account	2024-10-31	8,981,552.81	8,981,552.81	0.00	0.00	33,675.98	33,675.98	0.00
700-321-3	Cadence Bank Account	2024-10-31	600.07	600.07	0.00	0.00	1.60	1.60	0.00
700-418-7	Cadence Bank Account	2024-10-31	37,684.46	37,684.46	0.00	0.00	149.97	149.97	0.00
4001579	Lone Star Capital Bank IntraFi Cash Service	2024-10-31	3,395,965.05	3,395,965.05	0.00	0.00	12,953.97	12,953.97	0.00
TEXPOOL	TexPool	2024-10-31	8,264,419.21	8,264,419.21	0.00	0.00	34,341.77	34,341.77	0.00
<b>TOTAL</b>			<b>20,680,221.60</b>	<b>20,680,221.60</b>	<b>0.00</b>	<b>0.00</b>	<b>81,123.29</b>	<b>81,123.29</b>	<b>0.00</b>
<b>CERT OF OBLIGATION 2016</b>									
TEXPRIME	TexPool Prime	2024-10-31	39,214.93	39,214.93	0.00	0.00	165.50	165.50	0.00
<b>TOTAL</b>			<b>39,214.93</b>	<b>39,214.93</b>	<b>0.00</b>	<b>0.00</b>	<b>165.50</b>	<b>165.50</b>	<b>0.00</b>
<b>ELECTRIC</b>									
700-067-2	Cadence Bank Account	2024-10-31	467,924.70	467,924.70	0.00	0.00	1,676.49	1,676.49	0.00
591732110	Frost Bank Public Fund Checking Account	2024-10-31	72,056.31	72,056.31	0.00	0.00	0.00	0.00	0.00
TEXSTAR	TexSTAR	2024-10-31	1,815,313.36	1,815,313.36	0.00	0.00	7,480.88	7,480.88	0.00
<b>TOTAL</b>			<b>2,355,294.37</b>	<b>2,355,294.37</b>	<b>0.00</b>	<b>0.00</b>	<b>9,157.37</b>	<b>9,157.37</b>	<b>0.00</b>
<b>LEDC</b>									
700-109-2	Cadence Bank Account	2024-10-31	1,423,194.66	1,423,194.66	0.00	0.00	3,851.14	3,851.14	0.00
700-236-3	Cadence Bank Account	2024-10-31	158,901.25	158,901.25	0.00	0.00	436.57	436.57	0.00
<b>TOTAL</b>			<b>1,582,095.91</b>	<b>1,582,095.91</b>	<b>0.00</b>	<b>0.00</b>	<b>4,287.71</b>	<b>4,287.71</b>	<b>0.00</b>
<b>SEIZURES</b>									
700-076-3	Cadence Bank Account	2024-10-31	42,644.91	42,644.91	0.00	0.00	152.24	152.24	0.00
201001999	Cadence Bank Account	2024-10-31	2.98	2.98	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>42,647.89</b>	<b>42,647.89</b>	<b>0.00</b>	<b>0.00</b>	<b>152.24</b>	<b>152.24</b>	<b>0.00</b>
<b>TRUST</b>									



**Accrued Interest Schedule**

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
000-634-9	Cadence Bank Account	2024-10-31	48,234.11	48,234.11	0.00	0.00	173.01	173.01	0.00
000-634-8	Cadence Bank Account	2024-10-31	33,161.71	33,161.71	0.00	0.00	118.94	118.94	0.00
<b>TOTAL</b>			<b>81,395.82</b>	<b>81,395.82</b>	<b>0.00</b>	<b>0.00</b>	<b>291.95</b>	<b>291.95</b>	<b>0.00</b>
<b>WATER</b>									
700-163-9	Cadence Bank Account	2024-10-31	240,720.09	240,720.09	0.00	0.00	862.48	862.48	0.00
700-048-2	Cadence Bank Account	2024-10-31	140.59	140.59	0.00	0.00	0.50	0.50	0.00
<b>TOTAL</b>			<b>240,860.68</b>	<b>240,860.68</b>	<b>0.00</b>	<b>0.00</b>	<b>862.98</b>	<b>862.98</b>	<b>0.00</b>
<b>GRAND TOTAL</b>			<b>25,021,731.20</b>	<b>25,021,731.20</b>	<b>0.00</b>	<b>0.00</b>	<b>96,041.04</b>	<b>96,041.04</b>	<b>0.00</b>



**Earnings by Fund**

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
<b>CASH</b>											
4001579	Lone Star Capital Bank IntraFi Cash Service	3,395,965.05	3,383,011.08	3,395,965.05	10/31/2024	3.23	4.50	12,953.97	0.00	0.00	12,953.97
700-047-4	Cadence Bank Account	8,981,552.81	9,392,002.83	8,981,552.81	10/31/2024	5.25	4.25	33,675.98	0.00	0.00	33,675.98
700-321-3	Cadence Bank Account	600.07	398.47	600.07	10/31/2024	5.25	4.25	160	0.00	0.00	160
700-418-7	Cadence Bank Account	37,684.46	42,608.66	37,684.46	10/31/2024	5.25	4.25	149.97	0.00	0.00	149.97
TEXPOOL	TexPool	8,264,419.21	8,230,077.44	8,264,419.21	10/31/2024	5.34	4.86	34,341.77	0.00	0.00	34,341.77
<b>TOTAL</b>		<b>20,680,221.60</b>	<b>21,048,098.48</b>	<b>20,680,221.60</b>		<b>4.95</b>	<b>4.54</b>	<b>81,123.29</b>	<b>0.00</b>	<b>0.00</b>	<b>81,123.29</b>
<b>CERT OF OBLIGATION 2016</b>											
TEXPRIME	TexPool Prime	39,214.93	39,049.43	39,214.93	10/31/2024	4.50	4.97	165.50	0.00	0.00	165.50
<b>TOTAL</b>		<b>39,214.93</b>	<b>39,049.43</b>	<b>39,214.93</b>		<b>4.50</b>	<b>4.97</b>	<b>165.50</b>	<b>0.00</b>	<b>0.00</b>	<b>165.50</b>
<b>ELECTRIC</b>											
591732110	Frost Bank Public Fund Checking Account	72,056.31	72,056.31	72,056.31	10/31/2024	0.00	0.00	0.00	0.00	0.00	0.00
700-067-2	Cadence Bank Account	467,924.70	465,123.21	467,924.70	10/31/2024	5.25	4.25	1,676.49	0.00	0.00	1,676.49
TEXSTAR	TexSTAR	1,815,313.36	1,807,832.48	1,815,313.36	10/31/2024	5.30	4.87	7,480.88	0.00	0.00	7,480.88
<b>TOTAL</b>		<b>2,355,294.37</b>	<b>2,345,012.00</b>	<b>2,355,294.37</b>		<b>5.13</b>	<b>4.60</b>	<b>9,157.37</b>	<b>0.00</b>	<b>0.00</b>	<b>9,157.37</b>
<b>LEDC</b>											
700-109-2	Cadence Bank Account	1,423,194.66	1,423,810.04	1,423,194.66	10/31/2024	3.88	3.20	3,851.14	0.00	0.00	3,851.14
700-236-3	Cadence Bank Account	158,901.25	161,964.68	158,901.25	10/31/2024	3.88	3.20	436.57	0.00	0.00	436.57
<b>TOTAL</b>		<b>1,582,095.91</b>	<b>1,585,774.72</b>	<b>1,582,095.91</b>		<b>3.88</b>	<b>3.20</b>	<b>4,287.71</b>	<b>0.00</b>	<b>0.00</b>	<b>4,287.71</b>
<b>SEIZURES</b>											
201001999	Cadence Bank Account	2.98	2.98	2.98	10/31/2024	0.45	4.50	0.00	0.00	0.00	0.00
700-076-3	Cadence Bank Account	42,644.91	44,120.82	42,644.91	10/31/2024	5.25	4.25	152.24	0.00	0.00	152.24
<b>TOTAL</b>		<b>42,647.89</b>	<b>44,123.80</b>	<b>42,647.89</b>		<b>5.25</b>	<b>4.25</b>	<b>152.24</b>	<b>0.00</b>	<b>0.00</b>	<b>152.24</b>



Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
<b>TRUST</b>											
000-634-8	Cadence Bank Account	33,161.71	33,042.77	33,161.71	10/31/2024	5.25	4.25	118.94	0.00	0.00	118.94
000-634-9	Cadence Bank Account	48,234.11	48,061.10	48,234.11	10/31/2024	5.25	4.25	173.01	0.00	0.00	173.01
<b>TOTAL</b>		<b>81,395.82</b>	<b>81,103.87</b>	<b>81,395.82</b>		<b>5.25</b>	<b>4.25</b>	<b>291.95</b>	<b>0.00</b>	<b>0.00</b>	<b>291.95</b>
<b>WATER</b>											
700-048-2	Cadence Bank Account	140.59	140.09	140.59	10/31/2024	5.25	4.25	0.50	0.00	0.00	0.50
700-163-9	Cadence Bank Account	240,720.09	239,257.61	240,720.09	10/31/2024	5.25	4.25	862.48	0.00	0.00	862.48
<b>TOTAL</b>		<b>240,860.68</b>	<b>239,397.70</b>	<b>240,860.68</b>		<b>5.25</b>	<b>4.25</b>	<b>862.98</b>	<b>0.00</b>	<b>0.00</b>	<b>862.98</b>
<b>GRAND TOTAL</b>		<b>25,021,731.20</b>	<b>25,382,560.00</b>	<b>25,021,731.20</b>		<b>4.90</b>	<b>4.45</b>	<b>96,041.04</b>	<b>0.00</b>	<b>0.00</b>	<b>96,041.04</b>

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## Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 11.01.24

Re: **Police Department** Monthly –October, 2024

1. Chief of Police Jody Cummings attended 2 regular City Council Workshops and Regular Meetings.
2. Chief Cummings attended 4 Directors' meetings.
3. Department School Resource Officers supported 3 home and 1 away football games.
4. Patrol Officer Dustin Roscoe celebrated his 6-year LPD anniversary.
5. Patrol Sergeant Larry Wilson celebrated his 12-year anniversary.
6. Lt. Inv. Fidel Morua celebrated his 20-year anniversary.
7. Lt. Morua coordinated the bi-annual DEA Drug-Takeback
8. The Department hosted National Night Out.
9. The Department completed yearly employee evaluations.
10. Chief Cummings participated in an on-air interview with Lampasas Radio.
11. Chief Cummings, Pat Lt Chuck Montgomery and Asst Chief Charlie Boswell hosed a working lunch with Burnet Police Patrol Captain Jeremy Stewart.
12. LPD Staff completed the department's annual Employee Action Forms
13. Chief Cummings participated in the potential City Manager Interview process.
14. Chief Cummings participated in a local TV Interview concerning Church violence
15. Chief Cummings participated in a local TV Interview concerning False Police Reports.
16. The department hosted a retirement lunch for Sgt. Inv. Tim Ryan.
17. Chief Cummings and AC Boswell attended 1<sup>st</sup> Texas Bank's 140<sup>th</sup> Anniversary Celebration.
18. The department supported the Love Thy Neighbor event.
19. The Department supported Moose Rider's fund raiser bike rally/ride through town.
20. Sgt. Inv. Garrett Bradley presented a safety talk to Seniors at the Senior Center.
21. The Department supported the Go Texan's BBQ and Chili Cookoff.
22. The Department supported the Boots and Blazers fund raiser event.
23. The Department conducted an Sergeant Investigator promotion process and Patrol Sergeant Larry Wilson was transferred to a Sergeant Investigator position.
24. The Department conducted a Patrol Sergeant promotion process and Officer Jon Rinehart was promoted to Patrol Sergeant.
25. The Department supported the Library's BBQ for Books fund raiser event.



26. Sgt. Inv. Bradley, Pat. Sgt. Wilson and Officer Rinehart hosted a shotgun and back-up/off-duty weapon fire arms range.
27. Officer Delana Fritz and member of the department's Citizen Police Academy Alumni Association supported Pizza Hut's Trunk or Treat.
28. The Department supported the Squared Silly Halloween Celebration.
29. Lt. Chuck Montgomery volunteered to judge Kline Whitis' Chili Cookoff.
30. The Police Department celebrated National First Responder's Day and Week.
31. Lampasas Animal Shelter Director Kasey Schwartzner gave a presentation at a Best Friends Animal Society conference in Austin.

**Summary Notes**

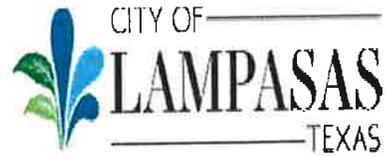
Building permits are down from 66 in September 2024 to 25 in October 2024.

YTD Residential Fees Collected	\$1,474.50
YTD Commercial Fees Collected	\$2,181.94

**The largest commercial project for the month:**  
 Permit #: 2024-349  
 Street: 1712 Central Texas Expressway  
 Value: \$3,500.00

Inspections made year to date are as follows:	
<b>Building Inspections</b>	264
<b>Electrical Inspections</b>	152
<b>Fire Inspections</b>	3
<b>Gas Inspections</b>	21
<b>Irrigation Inspections</b>	3
<b>Mechanical Inspections</b>	1
<b>Plumbing Inspections</b>	140
<b>Storage Building</b>	2
<b>Swimming Pool</b>	1
<b>Total # of Inspections</b>	<b>587</b>

Major categories of permits issued y.t.d. as follows:	
<b>Commercial</b>	85
<b>Residential</b>	260
<b>Total # of Permits</b>	<b>345</b>



**October, 2024**

This month's report concerning the activities of the Inspection Division is respectfully submitted. The summary is as follows:

Last Year - This Year	October, 2023	October, 2024	% Change
<b>Number of Permits</b>	32	25	-21.88%
<b>Total Valuation</b>	\$63,620.00	\$58,422.39	-8.17%
<b>Total Fees</b>	\$5,208.94	\$3,656.44	-29.80%

Year to Date	January, 2023 to October, 2023	January, 2024 to October, 2024	% Change
<b>Number of Permits</b>	365	345	-5.48%
<b>Total Valuation</b>	\$2,852,693.93	\$3,555,479.75	24.64%
<b>Total Fees</b>	\$33,868.69	\$98,147.17	189.79%

12 Months Previous Year	November, 2022 to October, 2023	November, 2023 to October, 2024	% Change
<b>Number of Permits</b>	446	379	-15.02%
<b>Total Valuation</b>	\$3,526,393.88	\$4,120,369.28	16.84%
<b>Total Fees</b>	\$41,370.79	\$101,721.31	145.88%

# Lampasas Fire Department

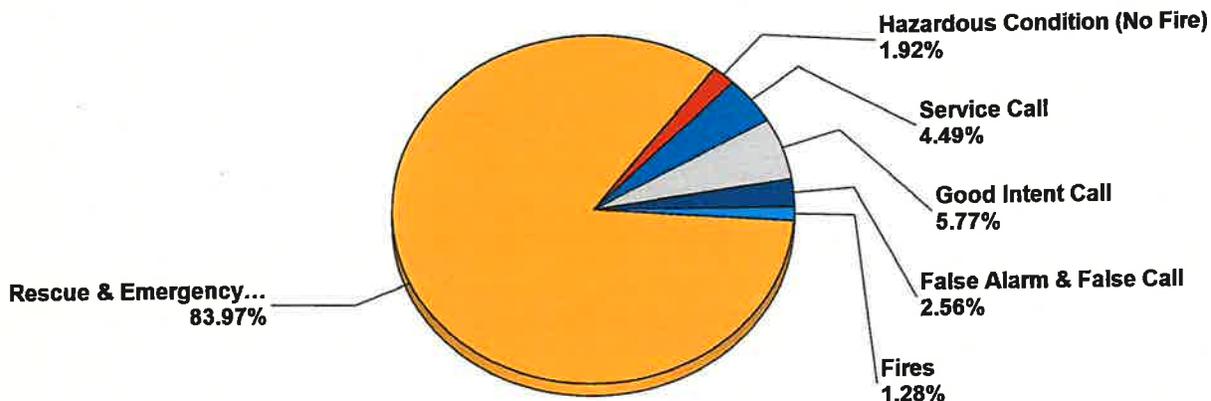
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.28%
Rescue & Emergency Medical Service	131	83.97%
Hazardous Condition (No Fire)	3	1.92%
Service Call	7	4.49%
Good Intent Call	9	5.77%
False Alarm & False Call	4	2.56%
<b>TOTAL</b>	<b>156</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553  
Page # 1 of 2

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	0.64%
150 - Outside rubbish fire, other	1	0.64%
311 - Medical assist, assist EMS crew	121	77.56%
322 - Motor vehicle accident with injuries	3	1.92%
324 - Motor vehicle accident with no injuries.	6	3.85%
356 - High-angle rescue	1	0.64%
411 - Gasoline or other flammable liquid spill	1	0.64%
412 - Gas leak (natural gas or LPG)	2	1.28%
553 - Public service	3	1.92%
554 - Assist invalid	4	2.56%
611 - Dispatched & cancelled en route	6	3.85%
651 - Smoke scare, odor of smoke	3	1.92%
700 - False alarm or false call, other	1	0.64%
743 - Smoke detector activation, no fire - unintentional	1	0.64%
745 - Alarm system activation, no fire - unintentional	2	1.28%
<b>TOTAL INCIDENTS:</b>	<b>156</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Tuesday, November 12, 2024  
Re: October Monthly Report



**Information Systems**

**Service Tickets - Social Media - Website Stats**

IT Service Tickets	263
Facebook Followers	8,478
Twitter Followers	806
Instagram Followers	893
Website Page Views	58,222

**IT Supported Hardware & Software**

PCs	101	Wireless Access Points (WAP)	16	Servers	30
Laptops	60	Verizon Aircards	16	Firewalls	3
Printers	78	Network Attached Storage (NAS)	5	Tablets	15
Switches	22	Cell Phones	54	Software Applications	30+
CC Reader	8	Security Cameras	34	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

**October Projects Completed:**

- Obtain quote for Civic Plus website renewals/process
- Obtain quote for WG renewals/process
- Obtain quote for SolarWinds software renewals/process
- Obtain quote for (3) WWW mini-PCs/order
- Obtain quote for (1) WWW replacement tablet/order
- Obtain quote for (1) Unifi Protect NVR Pro/order
- Obtain quote for PD WatchGuard Authpoint software/order
- Motorola License Plate Reader (LPR) software install on PD PCs
- Demo AT&T phone solution with staff – AT&T Office@Hand software solution
- Obtain quote for for CM laptop/CM printer/order
- Order (2) new phones/lines for new CM/EDC Director

**November Projected Projects:**

- Attend CJIS Awareness training monthly chat webinars
- Configure Apple iPhone for new City Manager/issue out
- Configure Apple iPhone for new EDC Director/issue out
- Configure/replace (4) replacement EOL switches at IT & PD
- Configure/install WatchGuard AuthPoint software on PD PC's
- Configure/install (13) Library patron PCs
- Configure/install Cybrarian software on (13) Library Patron PCs
- Configure/install (3) replacement PCs at WWW
- Configure/replace (1) WWW tablet/activate Verizon SIM
- Configure/install (1) replacement Unifi NVR
- Configure/install replacement IT Dept file server
- Configure/install security camera at Golf maintenance shop
- Configure/install security camera at Cemetery
- Obtain quote for new City Manager laptop/order/configure/issue out
- Create ticket with AT&T for Calvert elevator phone line repair
- Create ticket for (3) AT&T phone lines that got disconnected/reconnect
- Motorola License Plate Reader (LPR) software install on PD PCs
- Schedule simulated CJIS audit with staff and TSM Consulting
- Obtain quote for (10) replacement PCs/order
- 580 Sports Complex Nextlink fiber agenda item/Discussion with Nextlink

- Work with vendor and staff to prepare CJIS audit documents
- Demo AT&T phone solution with staff – AT&T Office@Hand software solution
- Deactivate network/email user accounts for employees leaving/archive their documents/emails
- Upgrade OS on all PCs/laptops to Windows 11 OS

### **FY 2024/2025 Budgeted Projects:**

- Configure/install (3) replacement PCs at W/WW (*completed*)
- Configure/install security camera at Cemetery (*completed*)
- Motorola License Plate Reader (LPR) software install on PD PCs (*in progress*)
- Obtain quote/configure W/WW Toughbook tablet w/ eSIM (*ordered*)
- Configure/install WatchGuard AuthPoint software on PD PC's (*in progress*)
- Configure/install (13) Library patron PCs (*in progress*)
- Configure/install Cybrarian software on (13) Library Patron PCs (*in progress*)
- Nextlink internet service at Parks 580 Sports Complex
- Configure/install security camera at Golf maintenance shop
- Configure/replace (2) EOL switches at PD
- Configure/replace (2) EOL switches at IT Building
- Obtain quote/order (15) Microsoft Office 2021 STD licenses
- Obtain quotes/configure/replace (10) desktop PCs
- Configure/install (1) Ubiquiti NVR for security cameras
- Configure/install replacement IT Dept file server
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks
- Configure/install (13) security cameras at Police Department
- Configure/install (4) security cameras at City Hall
- Configure/install security cameras at Parks facilities
- Migrate AT&T copper phone lines to digital with Office@Hand software
- FY 24-25 Budget projections
- FY 25-26 Proposed Budget
- Migrate Windows 10 VM server to Windows 11
- Migrate Windows 10 desktop PCs to Windows 11
- Migrate Windows 10 tablets to Windows to Windows 11
- Deploy City wide cyber security training for all employees/report to State DIR
- Dispose of outdated/broken technology items
- CJIS Security Audit (FY 24-25)

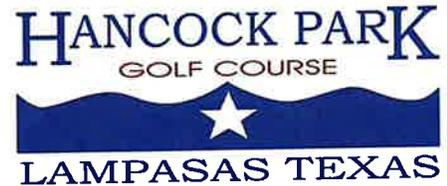
### **Daily/Weekly/Monthly Tasks:**

- OS updates on all NAS devices, firewalls, WAPs
- Activate/configure all City data cell phones
- Activate/configure all City Verizon jetpacks
- Assist with all issues related to online payments
- Install Windows updates on City/PD servers & workstations
- Content updates to City website/social media platforms/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
- Prepare reports for and attend directors meeting and City Council meeting
- Continued education of network security threats

- Continued research of applications/software for departments
- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings/archive to website and file server
- Create cyber security phishing campaigns/deploy to employees/council members

**Future Projects & Goals:**

- Replace (2) FD Laptops (EOL) (FY 25-26)
- Replace (7) Library Laptops (EOL) (FY 25-26)
- Replace (3) Electric Laptops (EOL) (FY 25-26)
- Replace (1) Animal Shelter Laptop (EOL) (FY 25-26)
- Replace (1) Streets Tablet (EOL) (FY 25-26)
- Replace (6) WWW Laptops/Tablets (EOL) (FY 25-26)
- Replace (10) PD Laptops (EOL) (FY 25-26)
- Migrate Incode v.9 to Incode v.10 Cloud (FY 25-26)
- Migrate e-merchant solution to Tyler Web Payments (FY 25-26)
- Obtain quote/configure/replace Utility Billing & Municipal Court chip readers (FY 25-26)
- Core & Main water meter software upgrade (Neptune 360) (FY 25-26) (EOL)
- Replace Utility Billing Printronix printer (FY 25-26) (EOL)
- Replace City Watchguard Firewall (FY 25-26) EOL
- Replace PD Watchguard Firewall (FY 25-26) EOL
- Replace FD security cameras (FY 25-26)
- Configure/setup Library PC/(2) receipt printers/(2) credit card readers/Incode (FY 25-26)
- City Website Re-Design (FY 25-26)
- EDC Website Re-Design (FY 25-26)
- Replace (7) EOL PD Toughbooks (FY 25-26)
- Replace (10) EOL Switches (FY 25-26)



## MEMO:

To: Finley deGraffenied, City Manager

From: Kris Morin, Golf Course Manager

cc: City Council Members

Date: November 14, 2024

Re: Monthly Report, October 2024

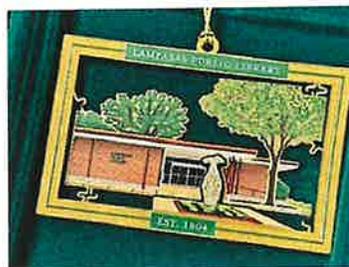
- 
- Weekly mowing and maintenance procedures performed on an as needed basis on the golf course
    - Slowed significantly due to cooler nighttime temperatures
  - Weekly double vertical mowing of greens to aid in thatch control on the greens surface
    - Some greens require quadruple vertical mowing (#10-#14 and #18)
  - Topdressing, and coco-mat dragging, program is continuing on a as needed basis, to aid in smoothing out greens
    - End of month we switched to a lighter topdressing as grass growth has slowed due to cooler temperatures
  - Weekly greens fertility application to all greens throughout the month
    - Includes liquid fertility, fungicide, insecticide, wetting agent, and growth regulators
  - Monthly Application of growth regulator (primo) and iron to fairways, tees, and approaches is continuing as part of the Agronomic plan
  - Monthly application of custom slow-release fertilizer (granular) is being applied to greens and tee boxes to aid in plant health
  - A monthly application of root and soil enhancer
    - Hand watering is basically non-essential at this point with the implementation of soil wetting agents to aid in water absorption to the plant roots and leaves.
    - Saved on labor for hand watering historical hot spots, and allows maintenance staff time to focus on other duties
  - Applied a post-emerge herbicide to all greens and greens surrounds to aid in eradicating goosegrass around greens
  - Applied a post-emerge herbicide to all greens and greens surrounds to aid in eradicating nutsedge around greens
  - Watering of Perennial Ryegrass Seed multiple times per day to aid in seed growth
  - Application of a slow release "starter" fertilizer to all "overseeded" Perennial Ryegrass Seed to aid in growth

- Application of pre-emerge herbicide to all fairways, approaches, and collars
  - A more effective product was applied in these areas, but due to cost, the areas outside of the areas mentioned above, a more cost-effective product was applied
  - Sub-contracted out all areas outside the fairways, approaches, and collars
  - New chemical company offers this since we buy 90% of our products from them
  - Tees were NOT pre-emerged due to the overseeded Perennial Ryegrass that was applied in September
- Solid needle tine on all greens
  - Helps with compaction and allows for air into the root zone
- Greens mower heights were raised to .130" to protect the greens going into the winter months; this helps with plant stress
- Brush kits were turned OFF, and raised up to protect the greens going into the winter months; this helps with plant stress
- Some of the greens (#2 and mainly back nine greens) have made a good push going into winter, and show about 90% recovery from the winter kill from the previous winter
  - Greens covers have been purchased for #2 and #13 greens, and game plan has already been set in motion to try to protect all greens this winter
- Applied sand to bad areas on the edges of greens to aid in recovery before winter dormancy
- Maintenance crew repaired several old irrigation heads, as the internals were worn, and the entire heads needed to be replaced
- Maintenance crew repaired several satellite boxes as they are becoming outdated, and circuit boards and breakers are starting to wear out
- Maintenance crew repaired a blown fuse in the pump station, that became worn and outdated, and was causing the pump station to fault on larger water applications
- The Hancock Park Golf Association purchased a used Buffalo Turbine Blower
  - This is being used to blow leaves out of the play areas during the fall/winter months
  - In the past deck mowers were used to "mulch" the leaves in the play areas, which required a significant amount of manpower and time. The purchase of this piece of equipment has saved us significantly on labor and fuel
- The course held one tournament outing during the month of October that generated the following number of participants:
  - Lampasas High School Badger Golf Fall Classic- 46 Players
- Weather was fair, and not as hot, in the month of October 2024; thus, we had a busier month than we had in September 2024. We also had an approximate increase of 3% from 2023 to 2024.
  - October 2024 Greens Fee Totals = 948 Rounds (This does not include member play)
  - October 2023 Greens Fee Totals = 919 Rounds (This does not include member play)

## LAMPASAS PUBLIC LIBRARY

### OCTOBER 2024

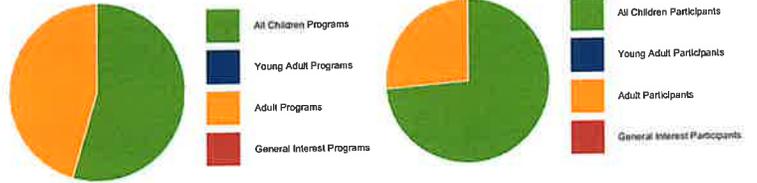
- Circulation** We circulated 4,290 items in October, which is down 1.3% from September (4,347).
- Door Count** There were 5,165 visitors during October, which is up 43.7% from September (3,594). This increase is due to the BBQ for Books event.
- Internet Usage** There were 404 Internet sessions in October, down 1.7% from September.
- Wifi Usage** In October, 134 unique visitors accessed our wifi network. This is up 5.5% from last month. Our total number of sessions in October was 467, up 24.9% from September. (See attached infographics as well.)
- Text Interactions** We communicated, via text messages, with 145 unique phone numbers in October, which is down 6.5% from September (155). We sent/received a total of 728 messages, which is up 3.1% from last month (706).
- October Programs** We had 3 staff story times, How Pinteresting! (Halloween wall décor), Cornelia Key Book Club, STEAM Day, 42 Club, as well as two local history programs. Carol Wright was going to speak about longtime educator Bessie Page but no one showed up, and Peggy Wolfe spoke about historic schools of Lampasas County to an audience of five.
- Upcoming Programs** In November we will have two staff story times, ag story time, How Pinteresting! (lighted winter painting), STEAM Day (music), Cornelia Key Book Club, and 42 Club. We will also be having an event at the library for Carol of Lights, instead of at the Abel building. Mrs. Santa will read stories, we'll sing some carols, and then the children will receive a goodie bag and hot chocolate.
- Holidays** The library will be closed November 11 for Veterans Day, as well as November 28-30 for Thanksgiving.
- Ornaments** The Library Foundation is selling beautiful library ornaments for \$20 each. They make great stocking stuffers and are available at the library.



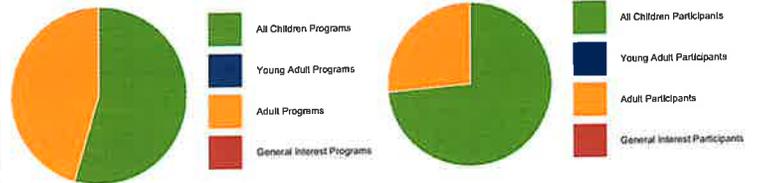
# Lampasas Public Library

## October, 2024 - October, 2024

October					
Overview					
All Children Programs	6	54.55%	All Children Participants	67	73.63%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	45.45%	Adult Participants	24	26.37%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	11		Total Participants	91	



Year in Review					
Overview					
All Children Programs	6	54.55%	All Children Participants	67	73.63%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	45.45%	Adult Participants	24	26.37%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	11		Total Participants	91	



# Lampasas Public Library

## October-2024

In October, 134 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



467 ↑ 24.87%

### Monthly Sessions



381 ↑ 20.19%

### Total Visits



134 ↑ 5.51%

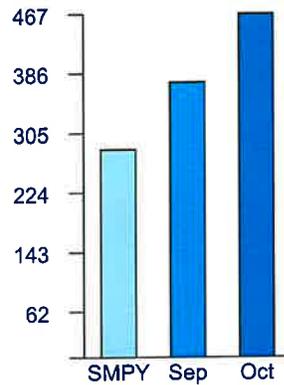
### Unique Visitors



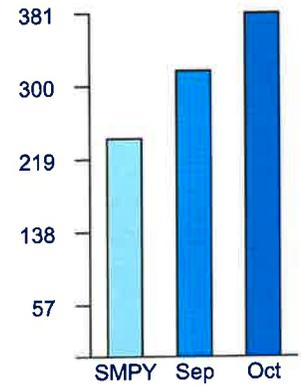
2.84 ↑ 13.6%

### Average Return Rate

Total Monthly Session Count

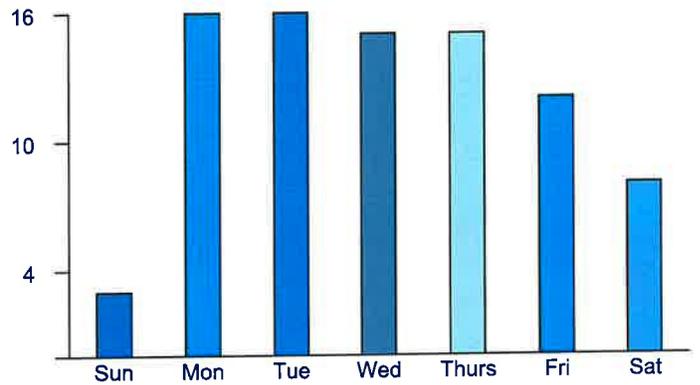


Total Monthly Visits

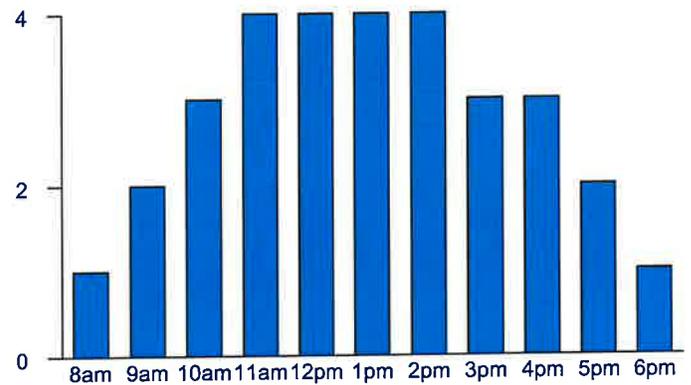


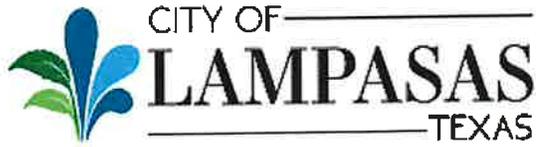
\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





## **CITY SECRETARY DEPARTMENT/ OCTOBER 2024 MONTHLY REPORT**

Brief Monthly Overview of Department Employees:

### **Becky Sims, City Secretary/Zoning Administrator**

- Assisted the City Manager and Building Official with daily operations.
- Attended a Hill Country Chapter meeting on October 3, 2024.
- Attended the TML conference on October 8, 2024 – October 11, 2024.
- Prepared and posted packet, attended and took minutes for the October 14 and October 28, 2024 City Council Meeting
- Posted packet, attended and took minutes for the LEDC Meeting October 16, 2024.
- Met with developers for Murphy's Gas Station Remodel on October 16, 2024.
- Met with TML to schedule an adjustor to provide a roof replacement estimate for claim on October 16, 2024.
- Attended a Hill Country Chapter meeting on October 17, 2024.
- Attended a Code Enforcement class in Harker Heights on October 23, 2024.
- Attended a Centex Sustainability Meeting in Killeen on October 24, 2024.
- Attended an Athenian Dialogue seminar on October 30, 2024.
- Attended an Advanced Institute Seminar in South Padre Island on October 30, 2024.
- Submitted Commercial Plan Sets to ICC for Third Party Review
- Worked on updating MYGOV with developer.
- Worked on TML Risk Pool claims
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Processed/Facilitated Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.

### **Kayleigh Stanley- Executive Secretary/Permit Technician**

- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits through My Government Portal/ Assigned Inspections
- Maintained vehicle inspection/registration process for City vehicles for October, November and December.
- Worked on updating MYGOV with developer
- Attended the bid opening for Wayfinding Signage on October 8, 2024
- Attended Hostess House meeting on October 9, 2024.
- Met with investors for Murphy's Gas Station on October 16, 2024.
- Attended a Code Enforcement class in Harker Heights on October 23, 2024.
- Attended a Centex Sustainability Meeting on October 24, 2024.
- Attended October City Council Meetings
- Prepared Cemetery Deeds and filed with County
- Handled Waste Connections Inquiries
- Cross-Training and learning about Zoning



Finance/Utility Billing & Collection

# MEMO

Date: November 21, 2024

To: Erin Corbell, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for October 2024

## Finance Department:

- \* Opened new fiscal year budget for 24-25.
- \* Reviewed investment portfolio.
- \* Worked on final payroll adjustments for employees supplemental insurances.
- \* Continued work on Time and Attendance with employees regarding timesheet issues.
- \* Reviewed monthly A/R invoices for Airport, Cemetery, and Dumping at the WWTP.
- \* Worked with departments on getting purchase orders processed for end of year.
- \* Continue working with staff on organization of files.
- \* Department is working on utility bad debt accounts.
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- \* Reviewed purchases for correct GL posting. Correct any posting errors.
- \* Recorded various Journal entries for sales tax, bank reconciliations, etc.
- \* Sales Tax for October was \$255,925 which is an increase of 8.0% from October 2023.
- \* Reconciled 18 bank accounts
  - Processed 402 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for October 2024 was 11% lower than what was billed in October 2023.  
The Water billing for October 2024 was 15% higher than what was billed in October 2023.
- October Statistics for the department:

Total Water Customers	3,656
Total Wastewater Customers	2,908
Total Electric Customers	5,159
Residential Garbage Customers	2,799
Connects:	25
Disconnects:	32
Read In/Read Out:	23
Disconnects for Non-Pay:	22 (12 reconnected)
(days over 100 degrees we will not disconnect)	

**LAMPASAS ECONOMIC DEVELOPMENT CORPORATION – November 2024 COUNCIL REPORT**

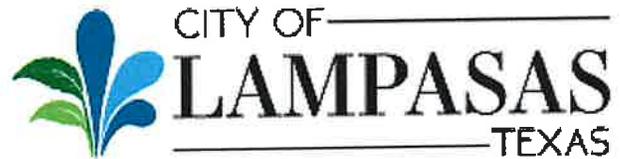
Brief Monthly Overview of LEDC Activities – Mary Poche’, Economic Development Director

- Following up with Viking Film Works to find out status of photo engagement as was a project started last April 2024 and not sure of conclusion.
- Reached out to Grand Central Texas Economic Development to find out status of membership and what is 2024-2025 program of work. Will be included on their website and in their meeting invitations.
- Will follow up on site selectors that received information from LEDC as a follow up to GCTED Atlanta trip in March 2024.
- Analyzing content for Lampasas Business Park Brochure which was recently completed to make sure all information is correct in real time and to fine tune based on market demands.
- Reaching out to developer contacts in larger markets to garner interest for development in LBP.
- Spoke with Wayne and received ETA on electric extension to Phase II of LBP.
- Will conduct meeting after Thanksgiving with City infrastructure team and planning and outside site selector for parameters on what can be provided at LBP.
- Will follow up with Water and Wastewater Department and Jones-Heroy & Associates to determine the peak water and wastewater availability at the LBP and potential expansion if necessary.
- Participated in Nov. 13 Stakeholder Meeting.
- Attended TEDC Sales Tax Workshop with three LEDC Board Members (Finney, Hudson, & Erwin) and one City Council Person (Kuehne). Secured Economic Development Guide Books for the rest of the LEDC Board and the Council to use as a resource to fully understand the focus and use of Sales Tax as a Type B Corporation.
- Checked on a bid received from a landscape company for the LBP. Company indicated they were not engaged and that City staff took care of the LBP landscape needs. Will keep for possible future need.
- Toured Hostess House remodel with Finley to understand the scope of the project and to consider how to incorporate it into marketing initiatives.
- Considering an LEDC new website to be more in line with market demands. New photos already procured can be used. Exploring possible providers and budget allocation.

Action items from November 20 LEDC Board meeting:

- Working w/ Finley and Board on finalization of font for lettering and provider for the LBP Monument signs.
- Begin exploring broader programs to assist businesses for different kinds of potential emergencies.
- Voted to participate in Wayfinding signage at a reimbursement amount of 20 % of the suggested amount requested of the LEDC.

# Memo



To: Erin Corbell, City Manager  
From: Vicki Tower, HR Coordinator  
Date: November 20, 2024  
Re: Monthly Report – October 2024

## Human Resources

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### Brief Monthly Overview - Human Resources

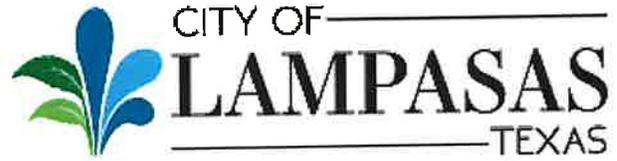
Vicki Tower, HR Coordinator

- Scheduled and attended interviews for the City Manager position on October 4<sup>th</sup>
- Planned/Prepared for the Employee Appreciation Luncheon event on November 8<sup>th</sup>
- Attended the 2024 Annual City Training Conference (webinar) for TMRS on October 22<sup>nd</sup>
- Coordinated with staff and candidates to schedule interviews for the WWW Utility Distribution/Collection Tech. position
- Coordinated with staff and candidates to schedule interviews for the Apprentice Line Worker position
- Job Postings – Assistant City Manager; Light Equipment Operator
- Human Resources responsibilities including purchase orders; job postings; pre-employment screenings/background checks; scheduling and attending interviews; new hire orientations; processing new hire paperwork; processing separation paperwork; processing retirement packets; processing benefit enrollments, terminations and status changes; FMLA letters; Workers' Compensation claims; assist with payroll duties, including stuffing and distributing employee paychecks; assist the Finance Department with longevity checks; maintain personnel files.

### Personnel Information – Currently

- Current: 115 Full-time positions, 16 Part-time positions, 1 Seasonal Part-time
- Posted Vacancies:
  - Full-time: Line Worker; Golf Course Greenskeeper; Utility Distribution/Collection Tech.; Assistant City Manager; Light Equipment Operator

# Memo



To: Erin Corbell, City Manager  
Mayor and City Council

From: Wayne Sanders

Date: Thursday, November 21, 2024

Re: October 2024 Monthly Report

---

## Brief Monthly Overview – Electric Department

71 Work Order completed (240 Hrs)

- 10 Tree Related (66Hrs)
- 62 Line Locates
- 3 Outages

Electric System Information (124.5hrs)

- Monitor system power factor and circuit loads
- Visually inspect substation breakers and switches
- Pole tag electric system project

System Maintenance and Extensions

- 13 lights changed to LED
- 4 poles replaced in system
- 3 new poles – line extension Cr 3420
- 2 customer service poles

Projects/Maintenance

- Fleet Oil Change

## ELECTRIC DEPARTMENT WEEKLY REPORT (continued)

- Tree Trimming (172.5 hrs including workorders)
- Napa Building Line Upgrade
- Bumpus Building Transformer Upgrade

### Safety & Training

- Three (3) employees attended the annul MESA conference
- Job Tailboard & Safety Meetings

### Overtime (6 hrs)

- 4 call outs
  - Assist FD on Gas Leak
  - Animal Contact
  - Customer Electrical Issue
  - Car Hit Pole



**Monthly Activity Report October 2024**  
**Department ELECTRIC DEPT.**

0  
0.00

I) Regular Personnel Hours Available: 1104.00

LESS:

A) Vacation Leave	13.00
B) Sick Leave	65.50
C) Supervision	157.00
D) Holiday	0.00
E) Comp Taken	16.00
F) Personal Business Day	0.00
G) Unpaid	0.00
H) Emergenct Leave /Jury Duty	0.00
SUB-TOTAL	<u>251.50</u>

PLUS:

A) Transfer from _____	_____
B) Temporary Labor	_____
C) Overtime	-6.00
D) Other	_____
SUB-TOTAL	<u>-6.00</u>

TOTAL HOURS AVAILABLE FOR THE MONTH: 846.50

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
71	70	1	0	240.00

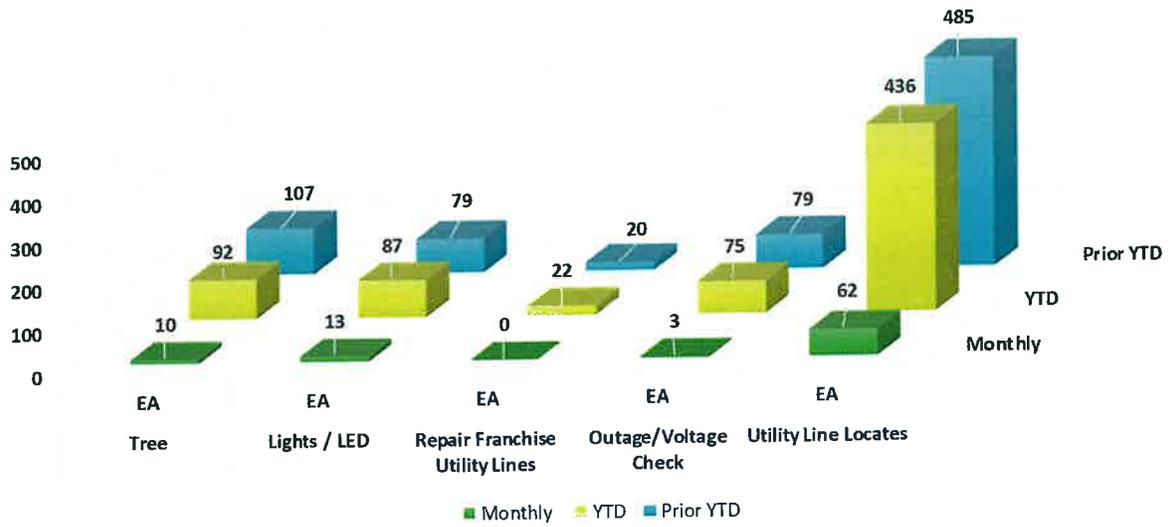
III) Department Projects for the Month.

TREE TRIMMING	106.50
Hwy 281 Naruna	0.00
System Imformation /pole attatchments	124.50
NextLink	0.00
BUSINESS PARK	0.00
Clean Sweep/Spring Ho	0.00
Solar Eclipse	0.00
WM Brook / Turner Field /580 Sports Complex/ Rodeo Arena	0.00
Christmas	0.00
I.T.	0.00
Future	0.00
Sub-total Hours on Projects:	<u>231.00</u>

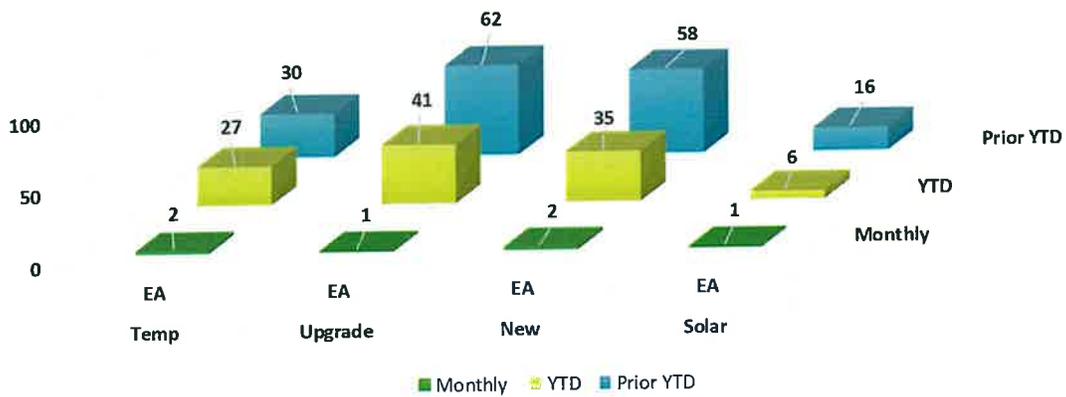


# Electric Department

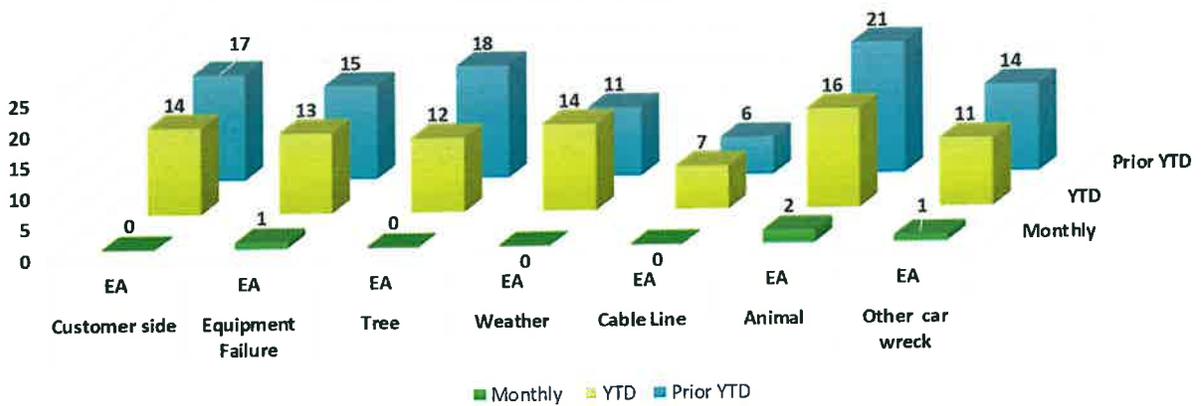
## Work Orders



## Connects

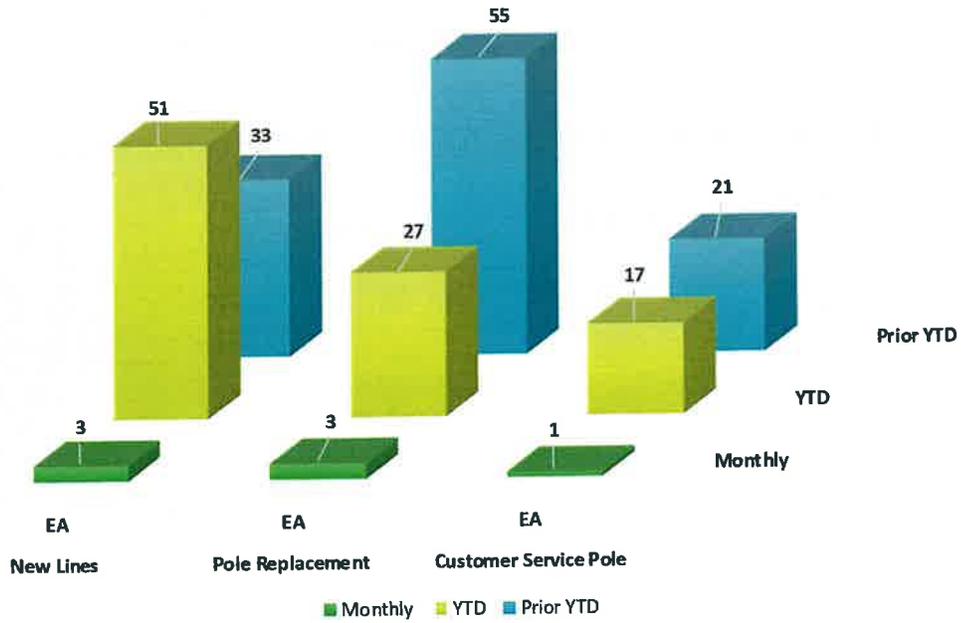


## Overtime Call-outs

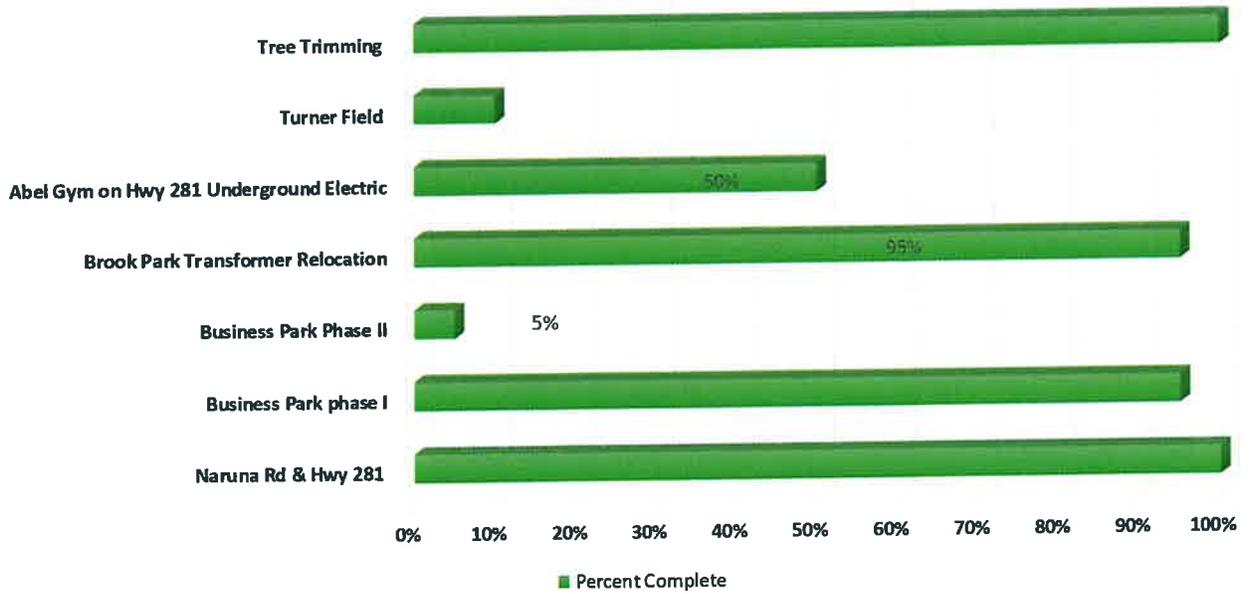


# Electric Department

## Pole Installation

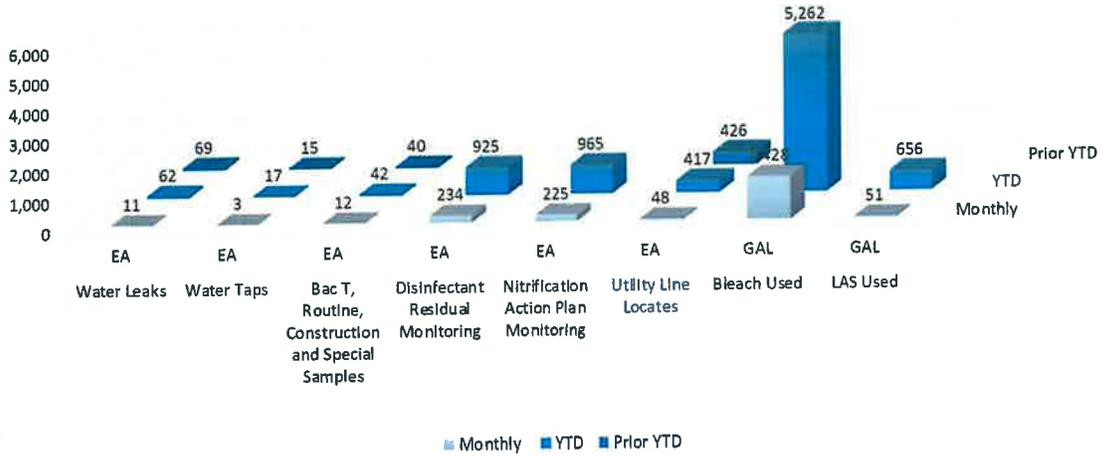


## Projects

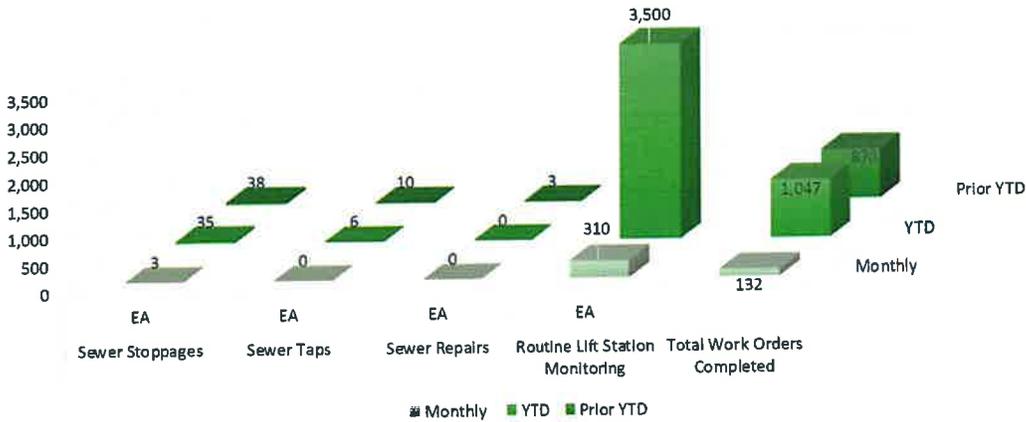


# Water/Waste Water Department

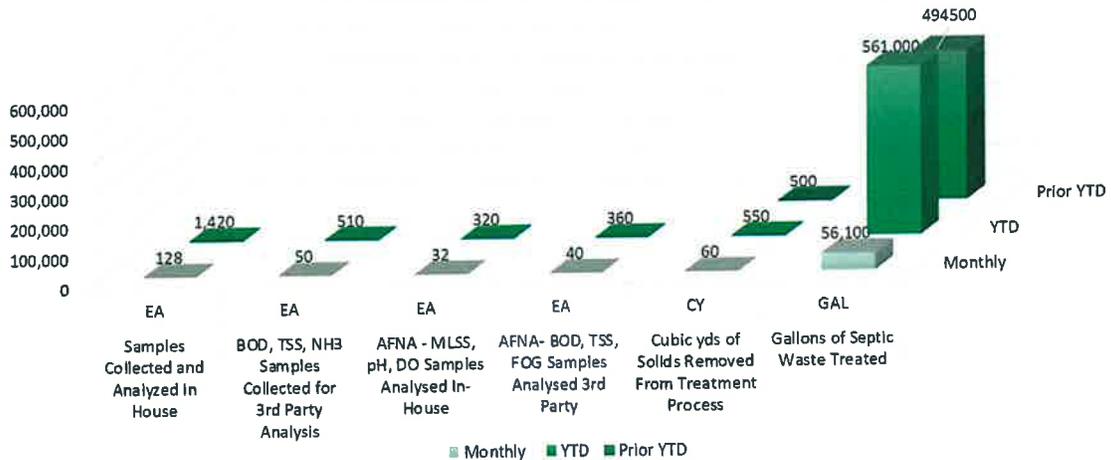
## Water Distribution System



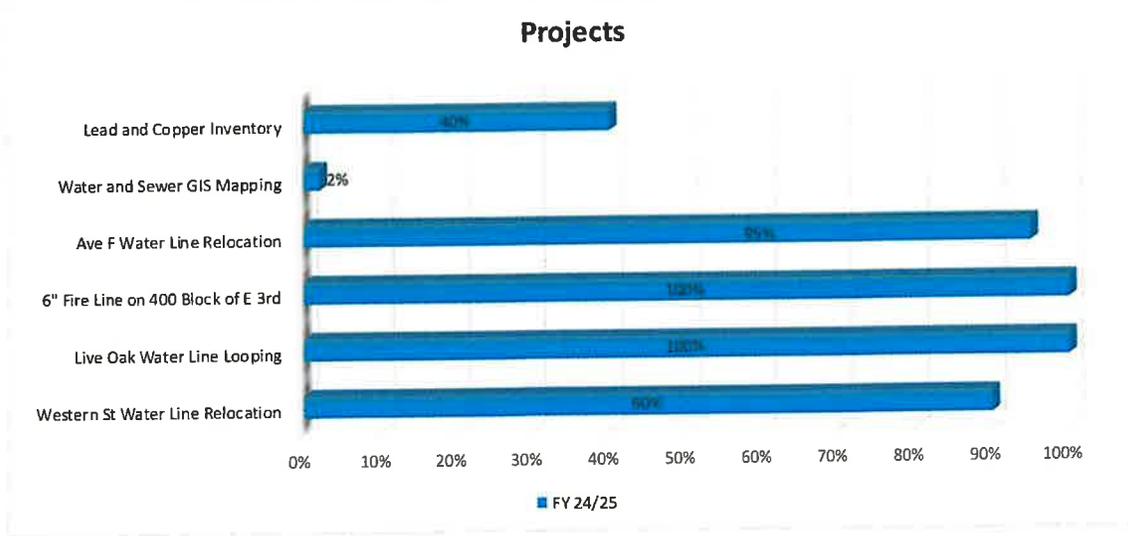
## Wastewater Collection System



## WWTP & AFNA Treatment Facilities

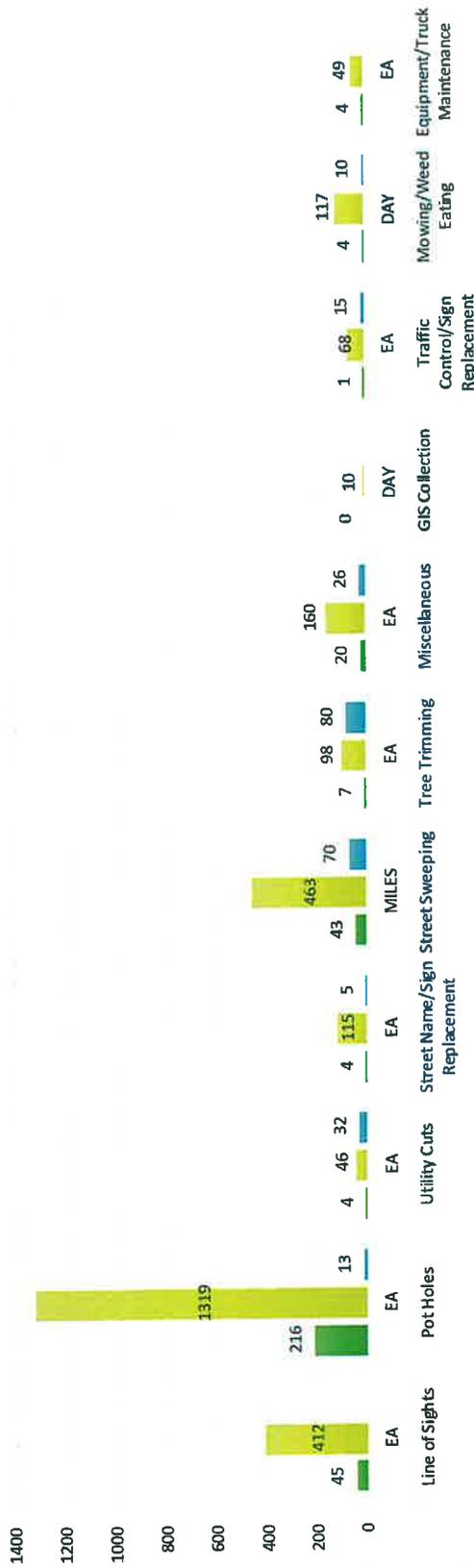


# Water/Waste Water Department

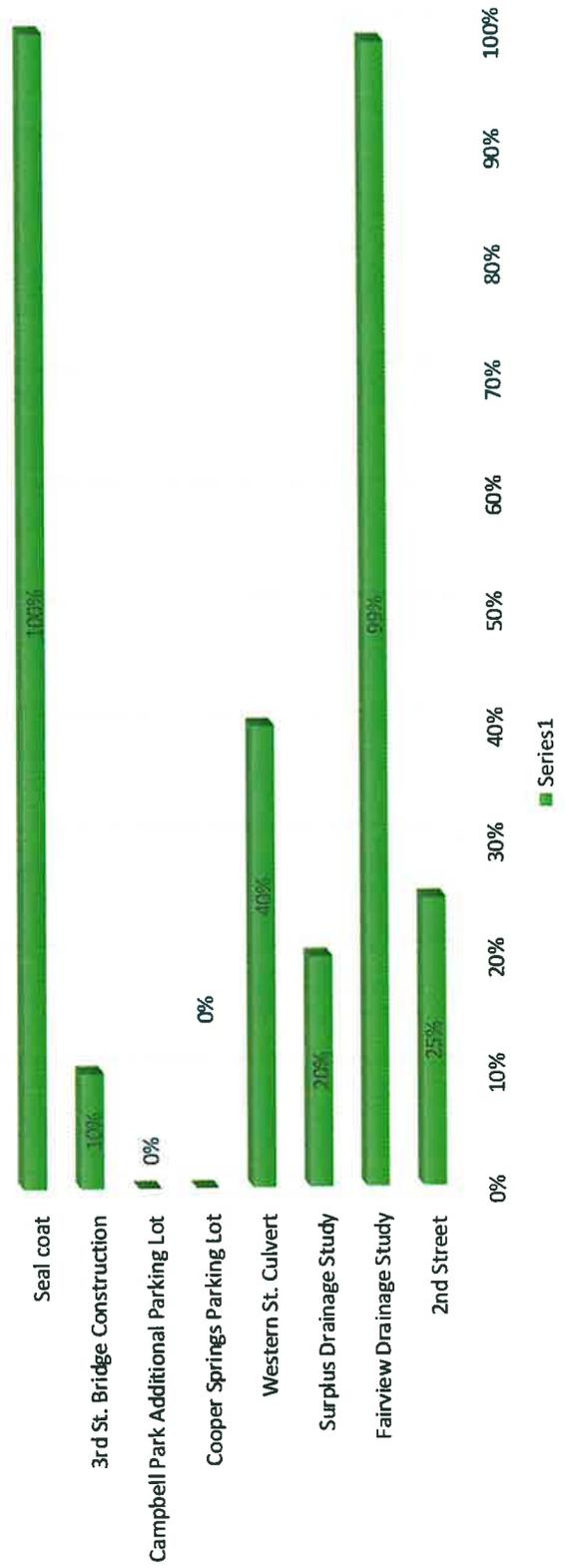


# Street Department

## Work Orders



## Projects





To: Mayor and Council

From: Erin Corbell

Re: Manager's Report

Date: November 22, 2024

Water	<p>Notice was sent this week to utility customers notifying them of the EPA's Lead and Copper Rule. In 2021, the EPA issued a ruling that all community and non-transient noncommunity water systems were required to conduct and submit an inventory of service lines by October 16, 2024. The EPA's goal is to replace all lead service lines over a ten-year period. Water staff has completed their initial inventory of service lines and have found that there does not appear to be any lead service lines within the Lampasas water system. However, the rule also expands to galvanized lines requiring replacement or unknown lines. Staff has currently identified approximately 40 service lines that will require replacement and expect that number to grow. Staff is implementing targeted testing on galvanized or unknown lines to determine if those lines will require replacement, and expect that many of them will be exempted from replacement requirements. The Federal government has made allocations of funding available through the Bipartisan Infrastructure Law to help accommodate expense required with the line replacements.</p>
Defense Alliance	<p>Attended meeting of the Heart of Texas Defense Alliance on November 19 with surrounding municipalities, counties and area elected State officials to discuss bills they have filed or are planning to file to provide relief to cities and counties heavily impacted by property tax exemptions for disabled veterans. Staff will monitor through upcoming legislative cycle.</p>
Streets	<p>Staff reports that the 2<sup>nd</sup> Street project is currently 40% complete with crews getting ready to start pouring sidewalks. Once sidewalks are finished, the project is at roughly 60% completion. Staff reports that crews are forming out the top of the Western Street improvement and that work is also nearing 60% completion.</p>
LEDC	<p>LEDC met on November 20 to approve cost-share participation in the City's wayfinding sign project, improvements to the Business Park signage and to discuss incentive programs for businesses.</p>
CIP	<p>The Capital Improvements Program Committee met on November 21 to review projects that had been approved during the FY25 budgeting process. The committee will begin meeting in the spring to plan for the FY 26 budget cycle.</p>

Library	Staff reported a great turnout for their BBQ fundraiser. Proceeds look to be roughly \$8,000. The library is currently hosting a Stuffed Backpack giveaway until January 3. Children ages 7-17 can come to the library, fill out a ticket and be entered for a chance to win a backpack filled with goodies. Winners are drawn twice a week and a ticket can be filled out each time a child goes to the library.
Sulphur Creek	As a follow up to the stakeholder meeting earlier this month, a group of citizens met on November 22 <sup>nd</sup> to discuss efforts and resources to clean up sections of Sulphur Creek.

EC  
City Manager

ITEM NO. 7.1

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

**Subject:**

Discussion and possible action regarding cancelling the December 23, 2024 City Council Meeting.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 21, 2024

For the Agenda of: November 25, 2024

**Procurement and Funding Statement:**

Attachments:

**Summary Statement:**

Staff has placed this item on the agenda to ask Council to consider cancelling the December 23, 2024 City Council Meeting.

**Recommendation:**

To consider a motion to approve the request to cancel the City Council Meeting scheduled for December 23, 2024.

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

**Subject:**

Discussion and possible action to award Wayfinding Sign Contract to Fazzone Builders, Inc. dba Southwest Monument and Sign in an amount not to exceed \$133,740.00

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** October 24, 2024

**For the Agenda of:** November 25, 2024

**Procurement and Funding Statement:**

Fund 40- Current Balance \$870,501.34 LEDC Board will fund \$26,748.00

**Attachments: Bid Tab**

**Summary Statement:**

At the January 22, 2024 meeting, Council directed staff to move forward with Studio 16:19 in preparation of bid package. The bid package was broken into phases with an overall cost for the entire project; which consists of (2) Gateway Signs, (3) Secondary Gateway Signs, (22) Wayfinding Signs and (8) TxDOT Mast Arm signs. The estimated cost presented by Studio 16:19 for the overall project based on similar projects and market costs was just under \$170,000.00; which included a 15% contingency.

The bid opening took place on July 9, 2024 with the overall project costs from \$455,000 to \$575,000. Feedback included material and labor costs, general contractor services, mobilization costs, distance to install, hauling material, number of sites, mast arms and solar lighting. At the July 22, 2024 meeting, Council approved Staff to work with Studio 16:19 to redefine scope, prepare new bid package for the (22) Wayfinding Signs only. The new bid package was advertised on September 5, 2024 with a bid opening date of October 8, 2024. Bids were received from 2B Signs, Fazzone Builders, Inc. dba Southwest Monument & Sign and SSC Signs and Lighting.

The Lampasas Economic Development Board has agreed to fund 20% of the project cost which equals \$26,748.00. The vinyl has a 9-year longevity on the material and Southwest Monument offers a one-year warranty. Studio 16:19 has validated that similar signs installed over five-years ago have held up very well. Staff does understand that there may need to be some general TLC annually depending on placement.

**Recommendation:**

With recommendations of award from Studio 16:19, Staff is asking Council to consider a motion to award the Wayfinding Sign Contract to Fazzone Builders, Inc. dba Southwest Monument and Sign in an amount not to exceed \$133,740.00, to design and install (22) Wayfinding Signs.

October 14, 2024

**City of Lampasas**  
 Ms. Becky Sims  
 312 E. Third Street  
 Lampasas, TX 76550

**Re: Landscape Architect Letter of Recommendation for Award**

**Project Name:** Lampasas Wayfinding Signage Master Plan

Dear Ms. Sims,

Studio 16:19, LLC has completed our review of the competitive sealed bid proposals for the construction of Lampasas Wayfinding Signage Master Plan project. The bidding process followed the schedule outlined below with official bid opening by the City at 2:00 PM on Tuesday, October 8<sup>th</sup>, 2024.

**Bid Advertisement:** September 5<sup>th</sup>, 2024  
**Pre-Bid Meeting:** September 17<sup>th</sup>, 2024  
**Bid Opening:** October 8<sup>th</sup>, 2024

The proposals were received containing information reflecting the offerors' proposed price; relevant experience; proper bonding; and financial capability. The three proposers were as follows:

F2B Signs  
 Fazzone Builders, Inc. dba / Southwest Monument & Sign  
 SSC Signs & Lighting, LLC

**Bid Proposal Review**

Bids were opened on October 8<sup>th</sup>, 2024. Studio 16:19, LLC verified that all bids contained appropriate signatures and pertinent information for best value scoring purposes. The bid prices are summarized below. A tabulation of the bids is provided in Attachment A. Attachment B provides details for each additional scoring criteria with the City staff's resulting scores for the three proposers.

Bidder	Total Bid
F2B Signs* - <i>disqualified due to non-response</i>	\$27,090.86
Fazzone Builders, Inc. dba / Southwest Monument & Sign	\$139,900.00
SSC Signs & Lighting, LLC	\$290,500.00



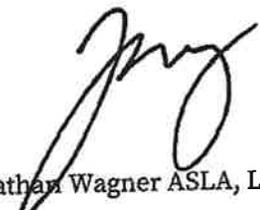
### Recommendation for Award

After reviewing the proposals and interviewing each contractor, Studio 16:19, LLC – along with the City of Lampasas – recommends that the construction contract (Total Bid) be awarded to Fazzone Builders, Inc. dba / Southwest Monument & Sign in the amount of \$139,900.00. Fazzone Builders, Inc. dba / Southwest Monument & Sign provided all required bid information: Proposal Form, Qualification Statement, Tax Code, Nonresident Bidders Statement, CIQ, Non-Collusion Certificate, and Bid Bond; and demonstrated sufficient experience and qualifications.

Please feel free to contact me should you have any questions, comments, or require any additional information. You may reach me via e-mail at [jwagner@studio1619.com](mailto:jwagner@studio1619.com) or by phone at 512.534.8680.

Respectfully submitted,

studio 16:19, LLC

  
Jonathan Wagner ASLA, LI  
Principal



Cc: Brent Baker, PLA – Studio 16:19

Attachments: Attachment A – Bid Summary  
Attachment B – Bid Tabulations / Notes



## ATTACHMENT A

from **CONCEPT** to **COMMUNITY**, designing outdoor spaces where life takes place

City of Lampasas  
 BID TABULATIONS  
 received on Tuesday, October 08, 2024, at 2:00 pm  
 City of Lampasas - Signage Master Plan  
 Lampasas, TX

Contractor's Name	Bid Bond	Experience	Addendum Acknowledgement	Price
F2B Signs	N/A	N/A	N/A	<b>\$27,090.86</b> (Excluding all non signage aspects, hardware, footings, labor, engineering, permits, demolition, repair, bonds, etc.)
SSC Signs & Lighting, LLC.	✓	✓	✓	<b>\$290,500</b>
Fazzone Builders, Inc. dba/ Southwest Monument & Sign	✓	✓	✓	<b>\$139,900</b>



## ATTACHMENT B

from **CONCEPT** to **COMMUNITY**, designing outdoor spaces where life takes place

**BID TAB**

PROJECT NAME: **City of Lampasas - Signage Master Plan**  
 PROJECT LOCATION: **Lampasas, TX**  
 OWNER: **City of Lampasas**  
 DATE: **October 2024**



**DISQUALIFIED**

**Base Bid**

Fazzotte Builders w/ Southwest Monument & Sign      SSC Signs & Lighting      #38 Signs

Bid Item	Approx. Quantity	Unit	Item Description and Written Unit Price	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.01	1	LS	<u>Mobilization/General Conditions -</u>	\$ 10,500.00	\$ 10,500.00	\$ 37,000.00	\$ 37,000.00	\$ -	\$ -
1.02	1	LS	<u>Selective Demolition -</u>	\$ 3,920.00	\$ 3,920.00	\$ 18,500.00	\$ 18,500.00	\$ -	\$ -
1.03	1	LS	<u>Traffic Control -</u>	\$ 2,100.00	\$ 2,100.00	\$ 27,000.00	\$ 27,000.00	\$ -	\$ -
1.04	17	EA	<u>TxDOT Wayfinding Signage (Signs #1-17), including footings and associated potential demolition/replacement of existing concrete, concrete base per TxDOT standards -</u> Turn-key with all related costs. Engineering and permitting required.	\$ 4,440.00	\$ 75,480.00	\$ 9,000.00	\$ 153,000.00	\$ 1,298.97	\$ 22,082.49
1.05	1	EA	<u>Downtown Wayfinding Signage (Signs #18) -</u> Turn-key with all related costs. Engineering and permitting required.	\$ 3,700.00	\$ 3,700.00	\$ 3,000.00	\$ 3,000.00	\$ 1,298.97	\$ 1,298.97
1.06	4	EA	<u>Downtown Wayfinding Signage (Signs #19-22), including associated potential demolition/replacement of existing concrete, concrete base per TxDOT standards -</u> Turn-key with all related costs. Engineering and permitting required.	\$ 11,050.00	\$ 44,200.00	\$ 13,000.00	\$ 52,000.00	\$ 741.88	\$ 2,967.52
<b>Subtotal Base Bid</b>					\$ 139,500.00		\$ 290,500.00		\$ 26,348.98
Materials					\$ 100,528.00		\$ 62,400.00		
All Other Charges					\$ 39,372.00		\$ 228,100.00		\$ 27,090.86
<b>Total Base Bid</b>					\$ 139,500.00		\$ 290,500.00		\$ 27,090.86
<b>Notes:</b>						All required forms, insurance, and experience qualifications were included and met.	All required forms, insurance, and experience qualifications were included and met.	Bid is disqualified due to non-response for required documentation.	

- VE Options
- Items of Concern
- Low Bid Item
- High Bid Item

**BID TAB**

PROJECT NAME: **City of Lampasas - Signage Master Plan**  
 PROJECT LOCATION: **Lampasas, TX**  
 OWNER: **City of Lampasas**  
 DATE: **October 2024**



Fazzone Builders w/ Southwest Monument & Sign

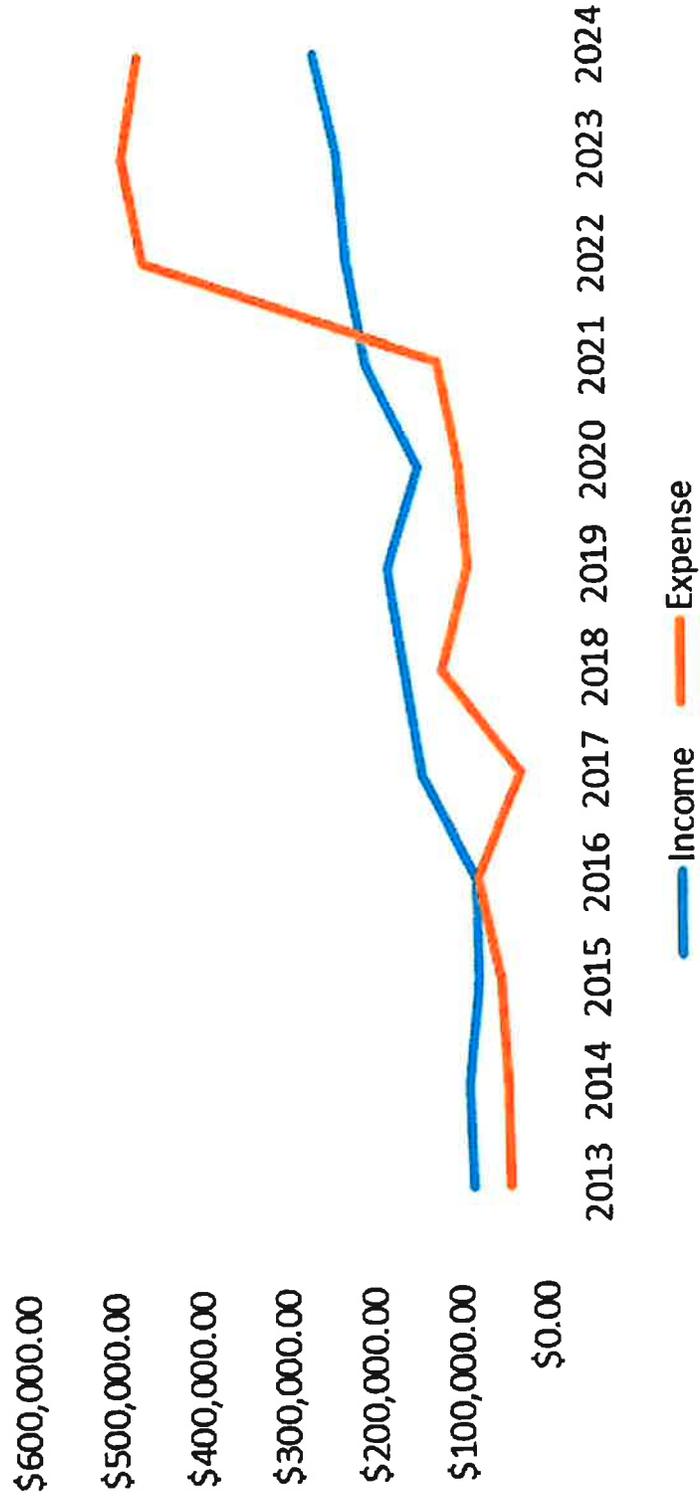
SSC Signs & Lighting

**Value Engineering Recommendations**

Bid Item	Approx Quantity	Unit	Item Description and Written Unit Price	Unit Price	Amount	Unit Price	Amount
1	1	LS	All Signs have solid color on the back	\$ 6,160.00	\$ 6,160.00	\$ 4,061.40	\$ 4,061.40
2	1	LS	Galvanized/Powder-coated 2 1/2" Sch 80 steel supports and slip bases in lieu of the spec'd 3 Sch 80 aluminum supports detail per TXDOT specifications included with design intent documents provided.	\$ -	\$ -	\$ 12,935.49	\$ 12,935.49
<b>Subtotal VE Savings</b>					\$ 6,160.00		\$ 16,996.89
<b>Total VE Savings</b>					\$ 6,160.00		\$ 16,996.89
<b>Cost after Savings</b>					\$ 133,740.00		\$ 273,503.11
				Notes			

- VE Options
- Items of Concern
- Low Bid Item
- High Bid Item

## Fund 40 12 year performance



**Fund 40 HOT Balance  
September 30, 2024**

\$870,501.34

YTD Income \$263,284.72

YTD Expenditures	Supplies	Organ. Requests	Chamber Allocation <sup>1</sup>	Promo Advertising	Professional Services	Other Services	Capital Building & Grounds
	\$38,818.87	\$48,285.11	\$51,657.71	\$8,088.95	\$23,013.65	\$37,978.00	\$258,811.72

Total YTD Expenses \$466,654.01

Project Allocation <sup>2</sup> Estimated/Actual Contract Amount <sup>3</sup>	Hostess House	Wayfinding Signage
\$800,000.00	\$133,740.00	

Expenditures to date <sup>4</sup> \$258,811.72 \$0.00

Amnt to Completion \$541,188.28 \$133,740.00

Total to Completion \$674,928.28

Fund Balance \$870,501.34

Surplus/(deficit) <sup>5</sup> \$195,573.06

<sup>1</sup> The Lampasas Chamber of Commerce payments in FY 2024

<sup>2</sup> Previous projects completed in FY 22 and 23: Hanna Springs Fencing, Campbell Park Pavillon, and Skate Park

<sup>3</sup> Represents original earmark for Hostess House, and current bid for 22 Wayfinding signs and installation

<sup>4</sup> Represents total expenditures for FY 2024

<sup>5</sup> Assumes no additional net income from fund

GC  
City Manager

ITEM NO. 73

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

**Subject:**

Discussion and possible action regarding a request to close Briggs Street from East Fourth Street to Mills Street on December 21, 2024 from 7:00 am to 11:00 am for the Community Toy Drive to help mitigate traffic congestion.

Requested By: Joe Adams, Fire Chief

Submitted By: Becky Sims, City Secretary

Date Submitted: November 21, 2024

For the Agenda of: November 25, 2024

**Procurement and Funding Statement:**

N/A

Attachments: N/A

**Summary Statement:**

This request is to mitigate traffic congestion and assist with traffic flow during the Community Toy Drive pick-up at the Lampasas Fire Department.

**Recommendation:**

To consider a motion to approve the road closure for the Community Toy Drive to help mitigate traffic congestion.

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

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**Subject:**

Discussion and possible action to reappoint members to the Parks and Recreation Advisory Board.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 21, 2024

For the Agenda of: November 25, 2024

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Diane Davis, Clay Harrington, Shirley Blake, Harvey Stinnett, and Mindi Pratus by recommendation of the Parks Board at their November 21, 2024 meeting. All members have graciously agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Diane Davis, Clay Harrington, Shirley Blake, Harvey Stinnett, and Mindi Pratus to the Parks and Recreation Advisory Board.

## Becky Sims

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, August 21, 2024 2:30 PM  
**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 8/21/2024

#### Personal Information

First Name Janet

Last Name Logan

Address1

City Lampasas

State Texas

Zip 76550

Home Phone Number

Mobile Phone Number

Email Address

Business Address

Business Phone Number

Occupation Budget Analyst

Please indicate board/commission/committee preference(s): Economic Development Corporation Board, Parks and Recreation Advisory Board, Planning and Zoning Commission

Residency Information

Length of residency in City of Lampasas	2 years 6 months
Length of residency of Lampasas County	Texas
Are you a registered voter?	Yes
Voter Registration Number	1184342612
Did you vote in the last City Election?	Yes

**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.	I wish to assist board members in the development and implementation of strategies to attract and retain businesses that align with the city's long-term vision and sustainability goals.
-------------------------------------	---

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	Foster Sustainable Economic Growth; Enhance Local Business Support; Promote Economic Inclusivity.
--	---

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	I have led various projects from conception to completion, managing budgets, timelines, and stakeholder communications effectively. My experience includes working with environmental regulations and sustainable development practices, ensuring that planning and zoning decisions comply with environmental standards.
--	---

Please attach resume or additional experience to application	<a href="#">Director.Resume.pdf</a>
--	-------------------------------------

**Becky Sims**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, August 8, 2024 9:53 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	8/8/2024
Personal Information	
First Name	Diane
Last Name	Davis
Address1	
City	Lampasas
State	TX
Zip	76550
Home Phone Number	
Mobile Phone Number	
Email Address	
Business Address	
Business Phone Number	
Occupation	Retired Adult Probation Officer
Please indicate board/commission/committe preference(s):	Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas	12
Length of residency of Lampasas County	33
Are you a registered voter?	Yes
Voter Registration Number	1179416309
Did you vote in the last City Election?	Yes
<b>Organization Membership Information</b>	
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?	Yes
If yes, please list past service, including dates.	Parks and Recreation Advisory Board
Please state why you wish to serve.	Parks and Recreation Advisory Board
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	Stewardship of City Funds while still providing a variety of services for the community, continuing to be open-minded when it comes to new ideas in the area of parks/recreation, encourage community involvement in services and activities provided
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	I am a current member of the Board and wish to continue to serve. I am a long time Lampasan and I have this city and counties' best interests in mind at all times.
Please attach resume or additional experience to application	<i>Field not completed.</i>
<b>Signature of Applicant</b>	
Do you agree?	Agree

**Becky Sims**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, August 7, 2024 2:45 PM  
**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	8/7/2024
Personal Information	
First Name	Shirley
Last Name	Blake
Address1	
City	Lampasas
State	Texas
Zip	76550-3629
Home Phone Number	
Mobile Phone Number	
Email Address	
Business Address	
Business Phone Number	
Occupation	retired
Please indicate board/commission/committe preference(s):	Capital Improvements Program Committee, Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas	48 years
Length of residency of Lampasas County	48 years
Are you a registered voter?	Yes
Voter Registration Number	1001364642
Did you vote in the last City Election?	Yes
<b>Organization Membership Information</b>	
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, please list current service, including dates.	Vision Lampasas - 10 years First Presbyterian Church - 30 years
Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	Same as above
Please state why you wish to serve.	I enjoy serving on the city boards and I like to feel that I am helping the city that I care about.
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	1 - Help to make Lampasas a safe and friendly place for people to live. 2 - To let City Council know my feelings and the feelings of others on how City Council is doing. 3 - To help keep Lampasas City spend tax monies wisely.
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	No special knowledge, but a lot of experience in various capacities.
Please attach resume or additional experience to application	<i>Field not completed.</i>
<b>Signature of Applicant</b>	
Do you agree?	Agree

**Becky Sims**

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, August 6, 2024 10:25 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	8/6/2024
Personal Information	
First Name	Lesley
Last Name	Greer
Address1	
City	Lampasas
State	TX
Zip	76550
Home Phone Number	
Mobile Phone Number	
Email Address	lesleygreer@icloud.com
Business Address	
Business Phone Number	5127812115
Occupation	Construction
Please indicate board/commission/committe preference(s):	Construction Board of Adjustments, Golf Course Advisory Board, Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas	44
Length of residency of Lampasas County	44 years
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	No
<b>Organization Membership Information</b>	
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, please list current service, including dates.	Construction
Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	Construction Board
Please state why you wish to serve.	Texas
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	To help the community
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	I have been in construction for 20 years and an active golfer for 15 years
Please attach resume or additional experience to application	<i>Field not completed.</i>
<b>Signature of Applicant</b>	
Do you agree?	Agree

## Becky Sims

---

**From:** noreply@civicplus.com  
**Sent:** Monday, August 5, 2024 3:23 PM  
**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	8/5/2024
Personal Information	
First Name	Harvey
Last Name	Stinnett
Address1	.
City	Lampasas
State	TEXAS
Zip	76550
Home Phone Number	.
Mobile Phone Number	-
Email Address	...
Business Address	..
Business Phone Number	
Occupation	Trim carpenter
Please indicate board/commission/committe preference(s):	Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas 45 Yrs

---

Length of residency of Lampasas County 45yrs

---

Are you a registered voter? Yes

---

Voter Registration Number *Field not completed.*

---

Did you vote in the last City Election? Yes

---

### Organization Membership Information

---

Are you currently serving on other Boards, Commissions, or Committees? No

---

If yes, please list current service, including dates. *Field not completed.*

---

Have you served on a Board, Commission, or Committee before? Yes

---

If yes, please list past service, including dates. Parks advisory board 6 years

---

Please state why you wish to serve. *Field not completed.*

---

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for? *Field not completed.*

---

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for. *Field not completed.*

---

Please attach resume or additional experience to application *Field not completed.*

---

Signature of Applicant

---

Do you agree? Agree

---

**Becky Sims**

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, October 3, 2024 8:27 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	10/3/2024
Personal Information	
First Name	Mindi
Last Name	Pratus
Address1	
City	Lampasas
State	TX
Zip	76550
Home Phone Number	
Mobile Phone Number	
Email Address	
Business Address	
Business Phone Number	
Occupation	Insurance Agency Principal
Please indicate board/commission/committe preference(s):	Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas	0
Length of residency of Lampasas County	1mo
Are you a registered voter?	Yes
Voter Registration Number	1056995204
Did you vote in the last City Election?	No

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, please list current service, including dates.	Lampasas Lions Club 2006- Present; Badger Booster Clubs 2022-present; City of Lampasas Parks & Recreation Board 2022-Present;

Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	LAFTA 2015-2018; Germania Insurance Company Agent Advisory Council 2015-2019; Various Advisory Roles/Councils/Focus Groups for Insurance Companies 2015-Present;

Please state why you wish to serve.	I would like to continue my service on the Parks and Recreation Board as one of my personal contributions to our community. My interest in maintaining and growing outdoor recreational space for our citizens remains strong. I enjoy working with the members of the board and city personnel as well as citizens bringing ideas/recommendations forward for consideration.
-------------------------------------	---

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	<ol style="list-style-type: none"> <li>1. Continue to contribute my knowledge and experience to the board while representing the citizens of the city.</li> <li>2. Continue to help with advisement as the city grows and the parks system expands.</li> <li>3. Continue my efforts in conjunction with the Lampasas Lions Club as we work to expand on the recreational and health opportunities for the community at the 580 sports complex and beyond.</li> </ol>
--	--

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

I was born and raised in Lampasas having left after high school for college, then returning in 2002. As a result I am familiar with the parks system and available recreational opportunities for Lampasas County citizens/visitors. I am a local business owner for 12+ years with experience in all aspects of business transactions included but not limited to employees, customer service, growth, maintenance and projection; I am fortunate to have served and continue to serve in various advisory roles/focus groups/agency councils for Insurance Companies headquartered in Texas. This has served me well gaining experience working with larger corporate boards and large projects. In addition I have been a member of the Lampasas Lions Club since 2006 having twice served non-consecutive 2 year terms as President of the local club. I volunteered on the LAFTA board 2015-2018 where I gained knowledge regarding the Sculpture Park helping to raise funds and advise regarding the park. I have been and continue to be a member of several Badger Booster Clubs, working to support the school children and their sports/recreational endeavors.

---

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.](#)

## Becky Sims

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 2, 2024 12:56 PM  
**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	10/2/2024
Personal Information	
First Name	William
Last Name	Harrington
Address1	
City	Lampasas
State	Texas
Zip	76550
Home Phone Number	
Mobile Phone Number	
Email Address	
Business Address	
Business Phone Number	
Occupation	retired
Please indicate board/commission/committe preference(s):	Parks and Recreation Advisory Board
Residency Information	

Length of residency in City of Lampasas	Lampasas
Length of residency of Lampasas County	Texas
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	No
<b>Organization Membership Information</b>	
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?	Yes
If yes, please list past service, including dates.	Parks Board for a number of years (10+?)
Please state why you wish to serve.	I have enjoyed working on the Parks Board and wish to continue
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	Assist in maintaining the quality of our parks; advise on improvements; advise on new projects being contemplated
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	I have served as a Parks Board member for a number of years (not sure exactly how long, but since Micky Tower as the Parks Director. My primary knowledge/experience is in youth soccer
Please attach resume or additional experience to application	<i>Field not completed.</i>
<b>Signature of Applicant</b>	
Do you agree?	Agree



Handwritten: H-117 CITY DP

City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [Becky@cityoflampasas.com](mailto:Becky@cityoflampasas.com)  
[Christina@cityoflampasas.com](mailto:Christina@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Joint Airport Board of Adjustment
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment

Name(print): Janet Crozier Email: janet.crozier@cityoflampasas.com  
 Home Address: 1111 N. 1st St. Apt 101 Home Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Resident of City of Lampasas  8 0 Years/Months  
 Resident of Lampasas County  8 0 Years/Months

Voter Registration Number: \_\_\_\_\_

Occupation: PRESIDENT AND SITE COORDINATOR OF LAMPASAS COMMUNITY GARDENS

Education: High School, 3 yrs College, licensed insurance adjuster, 15 yrs. certified life coach.

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:

I attend most city council functions, member of Lampasas Chamber of Commerce

I have an agreement with the city to use the former volleyball court for a

Other Information (Civic Activities, etc) COMMUNITY GARDEN.

I am a recycler and pick up recycling for my neighbors and others.

I have been officially retired since 2010, although I have worked part time

in various positions since then, namely landscaping, after school care and

life coaching, bank receptionist currently.

I have attended one or more meetings of the board/commission/committee for which I have applied:  Yes  No

Signature: Janet Crozier Date: 8-10-2024

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**

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

**Subject:**

Discussion and possible action regarding the first reading of an Ordinance to amend the City's Information Technology Policies and Procedures referred to and adopted by Ordinance in the City of Lampasas Personnel Policy; specifically prohibiting the installation of TikTok or another covered application on any device owned by the City of Lampasas.

**Requested By:** Monica Wright, IT Director

**Submitted By:** Monica Wright, IT Director

**Date Submitted:** November 19, 2024

**For the Agenda of:** November 25, 2024

**Procurement and Funding Statement:** N/A

**Attachments:** Ordinance, Covered Applications Policy and IT Policy

**Summary Statement:**

The 88<sup>th</sup> Texas Legislature passed Senate Bill 1893 in 2023 which requires state and local government entities to adopt a policy prohibiting the installation or use of certain social media applications (namely TikTok and any other apps developed by TikTok's current owner ByteDance) on government-owned devices and creates a mechanism for the Texas Governor to ban future social media applications or services from government devices if the Texas Governor deems them a threat to the state.

This legislation requires the City of Lampasas to pass a Covered Applications Policy within (60) days of the release of a model policy written by the Texas Department of Information Resources and the Texas Department of Public Safety.

The model policy requires several information security steps which the City of Lampasas has already taken. The City's Information Technology Department has already taken the steps to block the application through the City's firewall as well as implemented a Mobile Device Management (MDM) system which allows for remote removal of applications from City-owned devices and limits which applications can be installed. When this legislation took effect on June 14, 2023, the City's IT System Administrator blocked TikTok from all City networks and worked with departments to deactivate any City-controlled TikTok accounts they might have utilized. The TikTok application is not available to be installed on City devices, and the only exception would be for law enforcement or information security purposes with appropriate mitigation in place. This policy formalizes procedures the City has followed since the legislation's effective date.

**Recommendation:**

The amended policy has been reviewed by legal and the City Manager, therefore staff recommends a motion to consider the approval of the first reading of an ordinance to amend the Information Technology Policy referenced in the City of Lampasas Personnel Policy; Section 2.00 Employee Responsibilities. Subsection 2.15 – Use of City Computers, Internet Access and Electronic Mail, adding a Covered Applications Policy for the City of Lampasas which prohibits use of certain social media applications and services on governmental entity devices, as required by SB1893.

**AN ORDINANCE OF THE CITY OF LAMPASAS, TEXAS, AMENDING THE CITY'S INFORMATION TECHNOLOGY POLICIES AND PROCEDURES; ADOPTING A NEW POLICY PROHIBITING THE DOWNLOAD AND USE OF CERTAIN APPLICATIONS ON CITY OWNED, LEASED AND USED INTERNET DEVICES TO COMPLY WITH SB 1893 AS ENACTED BY THE TEXAS LEGISLATURE; PROVIDING A SAVINGS AND SERVABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

---

**WHEREAS**, on or about December 7, 2022, Governor Greg Abbott required all municipalities in Texas to ban the video-sharing application 'TikTok' from all municipally-owned or City-issued devices and networks; and

**WHEREAS**, following the Governor's directive, during the 2023 Regular Legislative Session (i.e., the 88<sup>th</sup> Leg, R.S.) the Texas Legislature passed Senate Bill 1893, prohibiting the use of covered applications on governmental entity device; and

**WHEREAS**, Pursuant to S.B. 1893, the City of Lampasas, Texas as a Home Rule Municipality, located in Lampasas County, Texas, hereby amends its current "Information Technology Policies and Procedures" to bring it into compliance with the requirements set forth in Senate Bill 1893 (88<sup>th</sup> Leg, R.S.) pertaining to the use, installation and removal of certain technological 'applications' (a/k/a 'apps') downloaded to or residing on any governmental owned internet-capable device(s).

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

The City of Lampasas' Information Technology Policies and Procedures are hereby amended to add the following provisions to enact provisions that bring the City into compliance with the mandates of the State Legislature as stated in Senate Bill 1893, with regards to certain applications on the City-owned internet capable devices, as follows:

**PART 1:** Amending 'Section 3. Specific Policies to add a *new Subparagraph 'O'*, entitled 'Social Application Application/Service Policy for City Internet Devices', that will read:

**Section 3. SPECIFIC POLICIES:**

**O. Social Media Application/Service Policy for City Owned or Connected Internet Devices.**

Applications covered by this Policy specifically include:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.

- Any social media application or service specified by proclamation of the Governor under Government Code Section 620.005.

This Application Policy applies to all City of Lampasas full- and part-time employees, contractors, paid or unpaid interns, and other users of any component of the City's networks. All City employees are responsible for complying with this policy.

The City will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- Prohibit the installation of a covered application.
- Prohibit the use of a covered application.
- Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (i.e., on June 14, 2023).
- Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- Restrict access to "app stores" or unauthorized software repositories to prevent the installation of unauthorized applications.
- Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- Maintain the ability to remotely uninstall unauthorized software from mobile devices.

**PART 2.** The provisions of this Ordinance are severable and, thus, the invalidity of any word, phrase, or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

**PART 3.** All ordinances or policies of the City, or parts of ordinances and policies of the City that are in conflict with the provisions of this Ordinance are hereby repealed, and are specifically replaced by the terms set for in this Ordinance.

**PART 4.** It is hereby officially found and determined that the meeting at which this is passed is open to the public and the public notice of the time, place, and purpose of said meeting was given as required by law.

**PART 5.** This Ordinance shall be effective at the time that its publication, if required by state law, has been accomplished by the City.

**READ AND CONSIDERED ON FIRST READING** by the City Council of Lampasas at a regular meeting on the **25<sup>th</sup>** day of **November 2024** at which a quorum was present and for which due notice was given pursuant to Section 551.001, *et seq.* of the Local Government Code.

**READ AND CONSIDERED, PASSED, AND APPROVED ON THE SECOND AND FINAL READING** by the City Council of Lampasas at the regular meeting on the 9<sup>th</sup> day of December 2024, at which a quorum was present and for which due notice was given pursuant to Section 551.001, *et seq.* of the Local Government Code.

\_\_\_\_\_  
Herb Pearce, 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)

# Covered Applications Policy for Governmental Entities

## Scope and Definitions

Pursuant to Senate Bill 1893, governmental entities, as defined below, must establish a covered applications policy:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

This policy applies to all City of Lampasas full- and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City of Lampasas employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

## Covered Applications on Government-Owned or Leased Devices

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City of Lampasas will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City of Lampasas will manage all government-owned or -leased mobile devices by implementing and utilizing the security measures listed below:

- a. Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications. All applications for mobile devices must be evaluated and

approved by the City of Lampasas' designated Information Technology Department staff prior to purchase and/or installation.

- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices through City's Mobile Device Management (MDM) software on enrolled devices.
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices through the City of Lampasas' Mobile Device Management (MDM) software on enrolled devices.

## Ongoing and Emerging Technology Threats

To provide protection against ongoing and emerging technological threats to the government's sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then the City of Lampasas will remove and prohibit the covered application.

The City of Lampasas may also prohibit applications or services in addition to those specified by proclamation of the Governor. The City of Lampasas' designated Information Technology staff has the authority to require removal and prohibit use of any application, service, or program for City of Lampasas business which he/she determines is a threat to the Confidentiality, Integrity, or Availability of any City of Lampasas system or database.

## Bring Your Own Device Policy

If the City of Lampasas implements a "Bring Your Own Device" (BYOD) program, then the City of Lampasas may consider prohibiting the installation or operation of covered applications on employee-owned devices that are used to conduct government business.

## Covered Application Exceptions

The City of Lampasas' designated Information Technology Department staff may permit exceptions authorizing the installation and use of a covered application on government-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows the City of Lampasas to install and use a covered application on an applicable device to the extent necessary for:

- 1) Providing law enforcement; or
- 2) Developing or implementing information security measures.

If the City of Lampasas' designated Information Technology staff authorizes an exception allowing for the installation and use of a covered application, the City of Lampasas must use measures to mitigate the risks posed to the state during the application's use including:

- Exclusion of the device from protected networks
- Monitoring of application use by the City of Lampasas' designated Information Technology Department staff
- Revocation of exception if a violation of any information security measure required by the City of Lampasas' designated Information Technology Department staff occurs.

The City of Lampasas must document whichever measures it took to mitigate the risks posed to the state during the use of the covered application.

## **Policy Compliance**

The City of Lampasas will verify compliance with this policy through various methods, including but not limited to, IT/security system reports, information security officer audits, and feedback to leadership.

An employee found to have violated this policy is subject to disciplinary action, up to and including termination of employment including acceleration of the City of Lampasas' disciplinary and escalation procedures. Nothing in this policy shall change the at-will nature of employment with the City, or does this Policy constitute a contract of employment or a legally-binding agreement. An employee does not have a right to progressive discipline.

## **Policy Review**

This policy will be reviewed yearly and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the City of Lampasas.

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

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## 1. Purpose

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

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

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

## 2. General Policies

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

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

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

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

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

### **3. Specific Policies**

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

**Privacy** - No authorized user of the City's Electronic Communications and Technology Resources shall have any right to nor expectation of privacy in the use of the City's resources, regardless of the nature of the use. The City reserves the right to monitor, intercept, record, archive, view, or distribute any and all communications and/or content received on, viewed, accessed or transmitted over any City telecommunications facility and via any Technology Resources which the City utilizes, owns, leases, operates or otherwise makes available to authorized users, at any time, and for any reason, without notice of any kind whatsoever to any person accessing such Technology Resources, regardless of the source or destination of the transmission/communication or content, and subject to all applicable laws.

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

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

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

Information Resources are defined to be and used herein as any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to,

mainframes, servers, personal computers, notebook computers, hand-held computers and tablets, personal digital assistant (PDA), mobile devices, pagers, distributed processing systems, network attached and computer controlled equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, this term includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

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

## **B. Network Devices**

No employee nor person (contractor, service technician, or third party) shall install, connect, or move any network device onto the City Network under any circumstances whatsoever. Only members of the IT Department are permitted to perform these functions. No employee, contractor, service technician, nor third party may install any device or software intended to monitor, capture, or eavesdrop upon, any portion of data traversing the City Network, excepting members of the IT Department acting in the performance of their assigned duties.

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

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

No employee shall install, nor operate any equipment or service which has the effect of redirecting or proxying any network traffic to or from any other network, or disguising the source of any network transmission.

## **C. Security**

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

### **1) Passwords**

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

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

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

## **2) Clear Screen Policy**

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

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

## **3) Malicious Software Prevention**

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

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

## **4) Software Security Patches**

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

## **5) Responsibility to Recognize and Report**

Network security is every authorized user's responsibility and threats to the City's Electronic Communication System are increasing daily. All City employees who have access to the City's network, are required to attend Cybersecurity Awareness Training. The Texas Government Code Section 2054.519 State Certified Cybersecurity Training Programs requires Department of Information Resources in consultation with the Texas Cybersecurity Council to certify at least five cybersecurity training programs for state and local government employees and requires state and local government employees to complete a certified training program annually (H.B. 3834).

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

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

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

## **D. Resource Access and Use**

### **1) Identity**

Each person authorized to access the City of Lampasas's computer and Technology Resources must do so using a unique user name (login name) assigned by the IT Department. The use of group accounts will be limited to only those

circumstances approved by the IT Director. Authorized users shall not share their account information, nor permit other authorized users to log in using their personal/assigned credentials. Sharing assigned credentials is a serious violation of the policy and may subject the violators to discipline, up to and including termination of employment.

## **2) New Employees/Authorized Users**

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

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

## **3) Internet**

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

The Internet connection, including all computer components and infrastructure related to same, is City property and is controlled and monitored by the IT Department. An employee's access of on-line services and the Internet constitutes the employee's implied consent to a review of the employee's use of the Internet. Usage of the Internet by employees and authorized users is subject to continuous or random review by City management in an effort to maintain and raise standards for customer service, to enforce limited personal use and to ensure Policy compliance. The City reserves the express right to monitor, in any way it deems necessary and appropriate for City purposes, the activities of employees while accessing the Internet, or review the contents of stored Internet access logs. Users of the City's Internet Property shall have no right or expectation of privacy while accessing and/or using the City's Internet connection or the City's Technology Resources.

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

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

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

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

## E. Electronic Storage – File Systems

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

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

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

### 1) Storage Reclamation

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

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

## F. Communications Systems

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

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

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

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

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

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

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

#### **1) E-Mail Mailbox Size Management and Archival**

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

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

#### **2) Forwarding and Exporting**

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

#### **G. Portable Computing and Storage Devices**

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

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

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

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

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

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

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

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

## **H. Personal Device Usage**

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

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

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

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

## **I. Wireless Communications**

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

## 1) Eligibility

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

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

## 2) Security

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

## 3) Notification Requirements

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

## 4) City Access for Legitimate Business Purposes

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

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

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

## J. Computer Data Backup

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

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

## **K. Software**

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

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

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

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

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

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

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

## **L. Hardware**

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

## **M. Technology Procurement**

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

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

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

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

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

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

### **O. Social Media Application/Service Policy for City Owned or Connected Internet Devices.**

Applications covered by this Policy specifically include:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- Any social media application or service specified by proclamation of the Governor under Government Code Section 620.005.

This Application Policy applies to all City of Lampasas full- and part-time employees, contractors, paid or unpaid interns, and other users of any component of the City's networks. All City employees are responsible for complying with this policy.

The City will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- Prohibit the installation of a covered application.
- Prohibit the use of a covered application.
- Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (I.e., on June 14, 2023).
- Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- Restrict access to "app stores" or unauthorized software repositories to prevent the installation of unauthorized applications.
- Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- Maintain the ability to remotely uninstall unauthorized software from mobile devices.

## 4. Violations to Policies

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

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

## 5. Definitions

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

- 1) **Authorized user** – An authorized user is a current employee, contractor, vendor, agent, official or other party who has been granted lawful access by the IT Director or System Administrator to the City of Lampasas network, applications, or services.
- 2) **City Network** - means any computers, computer systems and networks of the City
- 3) **City Official** – An elected or appointed person who is serving as the Mayor or a member of the City council
- 4) **Communications Systems** – A collection of telecommunications networks, transmission systems, and relay stations that are integrated into a coherent system. Examples include, but are not limited to, E-mail, Internal Messaging, Standard Telephone, Phone and Video Conferencing, Facsimile, mobile devices.
- 5) **Department Director** - The head of an administrative department of the City of Lampasas, Texas.
- 6) **Departmental Shared Drive** – network drive allows users to instantly grant access to shared files from their computer to a folder on a file server.
- 7) **Electronic Communications**- means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system that affects interstate or foreign commerce
- 8) **Employee** - For the purpose of this Policy, an employee is defined as any individual employed by the City on a full-time, part-time, or volunteer basis.
- 9) **Guest WIFI** – Wireless internet connectivity, not on the City's internal network, is for authorized users at the discretion and permission of the IT Director or the System Administrator.
- 10) **Information Resources** - any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers and tablets, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.
- 11) **IT** – Information Technology
- 12) **IT Director** - The Director of Information Technology of the City of Lampasas
- 13) **Mobile Device** – Means a device intended to be portable, carried on one's person, or readily moved from location to location, such as smartphones, cell phones, radios, pagers, laptops, tablets, and others
- 14) **Peripheral Device** – an internal or external device that connects directly to a computer or other digital device but does not contribute to the computer's primary function, such as computing. It helps end users access and use the functionalities of a computer. Examples include, but are not limited to, mouse keyboard, webcam
- 15) **Restricted Data** – Restricted data may fall into either of two subcategories: Personal or Limited

- a) **Personal data** refers to the combination of any information that identifies and describes an individual, including but not limited to, his or her name, social security number, protected health information (PHI), financial account information, and credit or debit card information. Access to such data is governed by state and federal laws, both in terms of protection of the data, and requirements for disclosing the data to the individual to whom it pertains. Protection for such data may also be subject to additional operating regulations in accordance with vendor or partner agreements, such as the Payment Card Industry Data Security Standards.
- b) **Limited** refers to electronic information the unauthorized access, modification or loss of which could seriously or adversely affect the City (e.g., cause financial loss or loss of confidence or public standing in the community), adversely affect a partner (e.g., a business or agency working with the City), or adversely affect the public. Examples of such data may include ongoing public safety investigations, utility schematics and control information.

16) **System Administrator** – Reports to the Director of Information Technology of the City of Lampasas.

## 6. Acknowledgement of Understanding and Acceptance of Policy

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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EC  
City Manager

ITEM NO. 7.6

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

**Subject:**

Discussion and possible action regarding lighting improvements at the Turner Complex in the amount of \$376,850.00.

**Requested By:** Wayne Sanders, Electric Superintendent

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** November 20, 2024

**For the Agenda of:** November 25, 2024

**Procurement and Funding Statement:**

FY 24/25 GL 81-510-5505- Buildings and Grounds \$440,000.00

**Attachments:**

**Summary Statement:**

As reported previously, the lighting at Turner Field needs a complete overhaul. There are several poles that need replacing and all the lighting fixtures are at end of life with several not working. It is Staff's recommendation that we update all fields with underground electric and rebuild the park with new LED lighting. Techline Sports Lighting has engineered the park to meet field lighting requirements and can help with the installation of the poles and lights. The project is expected to begin at the end of the season to allow the Parks Facilities Department the time to repair the fields prior to the start of the next season. At the May 2024 Council Meeting, Staff provided the proposal from Techline for Turner Field Lighting upgrades for the five (5) fields. The estimated cost for the Sports Lighting Systems materials was \$249,000.00. The Turner Lighting Package was included in the FY 24/25 Budget. The cost of this project including the partial install is \$356,850.00. Staff would also ask that an additional \$20,000.00 be approved for breakers, conduit and wire to be installed by the Electric Department. The all-in cost for this project is \$376,850.00, the amount budgeted for this project is \$440,000.00

**Recommendation:**

To consider a motion to approve lighting improvements at the Turner Complex in the amount of \$376,850.00.

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