

July 21, 2020

A G E N D A

1. Call Meeting To Order
2. Prayer
3. Pledge To The Flags
4. Welcome Guest
5. Citizen Presentations: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Please limit to two minutes each.
6. Approval Of Minutes of Previous Meeting(s)
7. Update on Police Department Activity
8. Judge Loretta Biggers – Update On Municipal Court Activity
9. Tracy Cox - Update On Main Street Program
10. Update From City Manager John Camp
11. Discussion And Action If Any To Adopt A Policy That Usage Of Mobile Phones And Other Non-Essential Personal Electronic Devices Is Prohibited In The Council Chamber While Council Meetings Are In Session Excluding The City Attorney And Any Devices Used For Council Presentations Or Session Recording
12. Discussion And Action If Any To Sanction The Daughters of The Republic Of Texas To Conduct a Memorial Medallion Ceremony At The City Cemetery On August 22, 2020 Honoring Six Individuals – Lois Lacy Presenting To Council
13. Discussion And Action If Any To Call City Of San Augustine General Election – November 3, 2020
14. Discussion And Action If Any To Approve 2020 Election Services Agreement With San Augustine County Elections Administrator
15. Discussion and Action If Any To Authorize The City Manager For Execution Of An Engineering Agreement With KSA Engineers, Inc. For Renewal Of The Texas Pollutant Discharge Elimination System Discharge Permit At The Water Treatment Plant In The Amount Of \$10,000
16. Discussion And Action If Any To Allow City Utility Policy On Disconnects And Payments To Revert To Pre-COVID 19
17. Discussion And Action If Any To Authorize Issuance Of Requests For Proposals And Requests For Qualifications For Services Related To The CDBG-Mitigation (CDBG-MIT) Program Funded By The Texas General Land Office (GLO)
18. Update And Discussion Of Status Of City Information Technology System Security As Related To Ransomware And Theft Of Personal Information
19. Discussion And Action If Any To Review Bids And Award a Contract For Mowing Based On The RFP Which Ended On June 26th
20. Adjourn

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 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) and 551.087 (Economic Development).

The City of San Augustine held its regular meeting on Tuesday, July 21, 2020 at 5:00 p.m. Alderman Dan Fussell was absent.

Members present were:

Mayor	Leroy Hughes
Alderman	Marcus Hafford
Alderwoman	Pamela Teel
Alderman	Stacy Watts
Alderman	Mark Liepman
City Manager	John Camp
City Secretary	Cinda Garner

Mayor Hughes called the meeting to order at 5:00 p.m.

Mayor Hughes offered prayer.

The pledge to the flags was recited in unison.

Mayor Hughes welcomed guest.

Guest present were:

Stephen Hays	Lois Lacy	Patrick Jackson
Keith Payne	Jeaneyse Mosby	

5. Citizens Presentations

Patrick Jackson asked the council if there are any plans for street repairs in neighborhoods.

6. Approval Of Minutes Of Previous Meeting(s)

Alderman Stacy Watts offered the motion to approve the minutes of the previous meeting(s). Alderman Marcus Hafford seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Pamela Teel, Alderman Watts, and Alderman Mark Liepman. Motion carried.

7. Update on Police Department Activity

Chief of Police Robert Brazeal was absent. Mayor Hughes gave the update on the police department's activity for the month of June. Activity included: reports filed 46; 5 felony arrests; 9 misdemeanor arrests; 7 assist other agencies; 118 responses on calls for service; 0 juvenile case; 2 auto accident response/report; 43 citations; 63 warnings; and 1 completed mental health warrants.

8. Judge Loretta Biggers - Update On Municipal Court Activity

Mayor Hughes reported 38 citations and collections of \$924.00 for the month of June. Remitted to State - \$412.00 and City retention - \$512.00.

9. Tracy Cox - Update on Main Street

Tracy Cox was not in attendance.

10. Update From City Manager John Camp

City Manager John Camp gave an update of city activity to the council. Activity included:

- **Budget Update** –We are in good shape with the current budget.
- **FEMA Road Repairs** – we received another \$15,000.00 from FEMA. The change in scope is still pending for Engineering and project closeout.
- **Main Street Capital Fund Sidewalk Grant** – Work is still underway. There are no issues.
- **Texas CDBG Grant** – There is no change. The grants are still delayed, but still expected.
- **USDA Preliminary Engineering Report & Application** – USDA communicated with the City and KSA, so we are just waiting on a few final changes so payment can be made on the report.
- **Mowing & Clearing** – We are back in service with the boom mower, and the Street Department is catching up on ROW. Also, the Sheriff’s Office kindly lent the City assistance from the Trustees who did a fantastic job clearing the trail from the Caboose down the BNSF to Hwy. 147. It is a pleasant walk again.
- The Fire Hall has received some renovations in the front areas. Real Life Handymen owner Josh Ponder volunteered labor to install new floors, baseboards, paint ceiling tile and fixtures.
- **Cell Tower** – T-Mobile has equipment up, but not yet in service which is the same as last month, but work has started for their fiber to be run to the tower from the AT&T fiber in town.
- **Broadband** – The study has begun, and these are the week one results:

San Augustine County Survey Sector	Suggested Min. Total Response Target	Total Responses as of 13-Jul	Sum of weekly Change	Percent of Target Achieved
Residential	340	33	0	10%
Business	30	2	0	7%
Public Safety	3	1	0	33%
Library & Community Org	1	0	0	0%
Agriculture	293	0	0	0%
K-12 Education	7	0	0	0%
Healthcare	1	0	0	0%
Government	3	1	0	33%
Totals	678	37	0	5%

11. Discussion And Action If Any To Adopt A Policy That Usage Of Mobile Phones And Other Non-Essential Personal Electronic Devices Is Prohibited In The Council Chamber While Council Meetings Are In Session Excluding The City Attorney And Any Devices Used For Council Presentations Or Session Recording

City Manager Camp asked the council to adopt a policy that prohibits the usage of mobile phones and other non-essential personal electronic devises in the Council Chamber while council meetings are in session excluding the City Attorney and any devices used for council presentations or session recording.

Alderwoman Teel offered the motion to adopt a policy for mobile phone usage be turned to silent mode while council meetings are in session. Alderman Liepman seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

12. Discussion And Action If Any To Sanction The Daughters of The Republic Of Texas To Conduct a Memorial Medallion Ceremony At The City Cemetery On August 22, 2020 Honoring Six Individuals – Lois Lacy Presenting To Council

Lois Lacy informed the council of a ceremony to be held at the City Cemetery on August 22 at 3:00 p.m. to place medallions on five family members who were citizens of the Republic of Texas. The medallions will be placed on the tombstones by the Daughters of the Republic of Texas. Mrs. Lacy asked the Council to support the ceremony. Alderman Liepman offered the motion to support the Medallion Ceremony on August 22 for the Daughters of the Republic of Texas. Alderwoman Teel seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

13. Discussion And Action If Any To Call City Of San Augustine General Election – November 3, 2020

The general election for the City of San Augustine Council will be held on November 3, 2020. All offices of the council are up for election; Mayor and five Council Members. Alderman Hafford offered the motion to call the City of San Augustine General Election to be held on November 3, 2020. Alderwoman Teel seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

14. Discussion And Action If Any To Approve 2020 Election Services Agreement With San Augustine County Elections Administrator

City Secretary Cinda Garner presented a proposed agreement between the City of San Augustine and the San Augustine County Elections Administrator for approval. Alderman Hafford offered the motion to approve the 2020 Election Services Agreement with San Augustine County elections administrator. Alderman Watts seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

15. Discussion and Action If Any To Authorize The City Manager For Execution Of An Engineering Agreement With KSA Engineers, Inc. For Renewal Of The Texas Pollutant Discharge Elimination System Discharge Permit At The Water Treatment Plant In The Amount Of \$10,000

City Manager Camp informed the Council that the lagoon discharge permit at the water treatment plant is expiring in August and we need to move quickly to secure a renewal. Although this was not anticipated, there is ample money available in the budget to handle the cost, and there will be no increase in cost to expedite it. Alderman Watts offered the motion to authorize the City Manager to execute an order with KSA to renew the permit for the water plant lagoon discharge permit. Alderwoman Teel seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

16. Discussion And Action If Any To Allow City Utility Policy On Disconnects And Payments To Revert To Pre-COVID 19

City Manager Camp asked the Council for permission to return to the previously established Utility Disconnect policy in place before the Corona Virus. He suggests this take place at the end of July. Any agreements in place by then prior to August 1, 2020 will be honored, and any new issues will be handled under established policy. We need to get back to normal as soon as possible. This item died for a lack of a motion.

17. Discussion And Action If Any To Authorize Issuance Of Requests For Proposals And Requests For Qualifications For Services Related To The CDBG-Mitigation (CDBG-MIT) Program Funded By The Texas General Land Office (GLO)

City Manager Camp discussed the above item with the Council. We have had major impact in San Augustine from storms over the years. City Management wants permission to pursue available monies from the General Land Office in the form of Community Development Block Grants (CDBG) to harden our infrastructure against storm damage. City matches on these grants are in the 1% range, and we can manage that with available funds, most likely in a subsequent budget cycle. It depends on the timing of awards if we are successful. We need to get busy immediately if we want to make it happen. Alderman Watts offered the motion to authorize the City Manager to start the necessary process of selecting a Grant Administrator and Engineer to pursue the Mitigation CDBG funding. Alderman Liepman seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

18. Update And Discussion Of Status Of City Information Technology System Security As Related To Ransomware And Theft Of Personal Information

City Manager Camp informed the Council that we have achieved our goal of being secure against ransomware as well as having off site secure backup. This is a milestone since in 2017 we owned antiquated hardware with questionable license compliance. We had no system architecture to speak of, and were at the mercy of a third party as the owner of our domain and email server. We now have several layers of encryption, and keep no customer information on our server array. Among all our cloud-based providers and the information we do have on our system, there is no way for anyone to hack all our information everywhere it lives. There is no means to steal or corrupt our backup data which is usually the first thing hackers try to do. The worst case for such an attack is we would revert to the data we had only a day earlier, but in reality, would be trouble makers will simply look elsewhere. Some security concerns do still exist with our vendors such as our bankers or utility billing provider, but they have individually more capability than we do with our own data, and that is half the reason to base those services out of City Hall.

As a side note, the entire City Hall complex is now an internet campus. You can walk between buildings with a device while keeping a signal on the same secure wireless access point. This is a great feature for visiting entities such as FEMA, TDEM or the TCEQ. Also, it is handy for VFD training or when we need to show videos in Council or other meetings.

We still have goals in terms of sharing information between City facilities, but the solution for that is in sight. It's a matter of fine tuning a design for a virtual network.

Best of all, these afore mentioned improvements over 2 years have cost the City less than \$15,000.00 with very little cost to maintain. There was no action to be taken as this was a discussion item only.

19. Discussion And Action If Any To Review Bids And Award a Contract For Mowing Based On The RFP Which Ended On June 26th

Bids were opened on June 26 at 2:00 p.m. for the City of San Augustine mowing contract. Bids received were:

Company/Individual	Total Bid Price	Price Per Cut
Roger Wall	\$114,400.00	\$2,200.00
D&L Works	\$119,600.00	\$2,300.00
Kyver, LLC	\$ 90,220.00	\$1,735.00

Alderman Hafford offered the motion to award the contract for mowing to the lowest bidder – Kyver, LLC. Alderman Watts seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Watts, and Alderman Liepman. Motion carried.

The meeting was adjourned at 5:45 p.m.