



City of Winnsboro – City Council – Agenda

For the Month of July 2017

AGENDA WORKSHOP

at 4:30 p.m. and

REGULAR MEETING

at 5:30 p.m.

July 11, 2017

City Hall Council Chambers

501 S. Main Street, Winnsboro, Texas

WINNSBORO CITY COUNCIL

| | |
|----------------|-----------------|
| Randy Parrish | - Mayor |
| Brenda Shirley | - Mayor Pro-Tem |
| Michael Jaynes | - Councilmember |
| Joan Morris | - Councilmember |
| Katy Perez | - Councilmember |
| Camron Wilcox | - Councilmember |

There may be a quorum of the Winnsboro Economic Development Corporation Board of Directors in attendance; therefore this clause serves as notice to avoid any violation of the Open Meeting Act.

As each agenda item is addressed, citizens from the audience may present additional or new information to the council concerning the item. The exception will be personnel issues and no comments will be accepted. Time limited to three (3) minutes.

Calling Meeting to Order/Presentation/Proclamation/Citizen Comments:

- 1) **Call to Order; Welcome Citizens and Visitors**
- 2) **Invocation:** Led by _____
- 3) **Pledges of Allegiance: U.S. Flag and Texas Flag**
- 4) **Proclamations and Presentations**
- 5) **Comments/ Concerns from Citizens**

*An opportunity for citizens to be heard or address the City Council regarding any topic not on the Agenda. Individual citizen comments are normally limited to three minutes (time limits can be adjusted by the Mayor). The City Council is **not allowed** to respond to comments or questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act, Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting. No action will be taken.*

Consent Items:

This section shall provide for items that require action by the Council, but where little or no discussion is anticipated. By a single motion, second and affirmative majority vote, items under this section are approved without further discussion or action.

- 6) **Consent Items:**
 - a. **Minutes:**
 - Regular Meeting – 04/11/17
 - Regular Meeting – 05/09/17
 - Regular Meeting – 06/13/17
 - b. **Financial Report – May 2017**

Public Hearing/Ordinances/Resolutions/Other Action Items:

This section shall provide for all other official discussion and action items provided for consideration by the Council. Public Comments will be called for by the presiding officer before action is taken on these items.

- 7) **Discuss / Action – Consider Resolution No. 2017 – 24 approving the purchase of TDMS – Plus Single SCADA Master Station and Onsite Field Services.**

- 8) **Discuss / Action** – Consider **Resolution No. 2017 – 25** authorizing the approval of a hardware and maintenance agreement with Kaybro Technologies.
- 9) **Discuss / Action** – Consider **Resolution No. 2017 – 26** authorizing the approval of a an email service and maintenance agreement with Kaybro Technologies.
- 10) **Discuss / Seek Guidance / Action** – Consider **Resolution No. 2017 - 27** Approving and a 380 Agreement with the Winnsboro Rodeo Association for use of Civic Center, Jack Cross Pavilion, RV sites and other city owned materials, labor and facilities for use by the Winnsboro Rodeo Association for a period of one year.
- 11) **Discussion / No Action** – Discussion regarding use of City Pool.
- 12) **Report / Update** – Report by Municipal Court Clerk, Rena Purcell regarding current and future budget requirements.
- 13) **Report / Update** - Report by Maintenance Supervisor, Todd Perry regarding current and future budget requirements.
- 14) **Report / Update** - - Report by Utility Supervisor, Joey Lacaze regarding current and future budget requirements.

Reports from Staff, WEDC and Others:

15) Oral additions to reports from Staff

16) Other written reports in Council Packets:

| | | | |
|----------------|------------------|----------------|-----------------------|
| Administration | Police | Animal Shelter | Municipal Court |
| Fire | Code Enforcement | Main St. | WEDC (none) |
| Library | Wastewater | Water | Water/Utility Billing |
| Utility | Maintenance | Parks & Recs | Farmers' Market |

17) **Announcements: Items of Community Interest**

(In accordance with Government Code Title 5, Subtitle A, Chapter 551, Sect. 551.0415). Discussion of items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary recognitions of City officials, employees or other citizens; reminders about upcoming events sponsored by the City or other entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of the City. No discussion or formal action may be taken on these items at this meeting

18) **Comments / Concerns** from Mayor and/or Council Members

19) **Questions** from the Media

Executive Session:

20) **Executive Session**

The Winnsboro 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, as authorized by the Texas Government Code;

- a) Section 551.071 (consultation with attorney)
- b) Section 551.072 (deliberations regarding real property)
- c) Section 551.073 (deliberations regarding prospective gift)
- d) **Section 551.074 (personnel matters)**
 - **Animal Control Officer**
 - **City Secretary**

e) Section 551.076 (deliberations about security devices)

f) Section 551.087 (Economic Development)

21) Reconvene out of Executive Session

Action from Executive Session to be determined

22) Adjournment -

Persons who plan to attend this meeting and who may require auxiliary aid or services are requested to contact Craig Lindholm, City Administrator, at 903-342-3654 at least two working days before this meeting so appropriate arrangements can be made.

This is to certify that I, Craig Lindholm, City Administrator do hereby certify that a copy of this Agenda was posted on the bulletin board located at City Hall, a place convenient and readily accessible to the general public at all times, and to the City's website, www.winnsborotexas.com in compliance with Chapter 551, Texas Government Code.

Date/Time of Posting
at _____ AM/PM on July 7, 2017

By: _____
Craig Lindholm, City Administrator

Removed from posting:
at _____ AM/PM on July 12, 2017

By: _____
Signature of person removing from posting

Call to Order, Invocation, Pledges, Proclamations, Presentations & Citizens Comments:

ITEM 1, 2, 3, 4

ITEM 1 - Call to Order: Welcome Visitors and Citizens

Suggested Action: Mayor Richard Parrish to call meeting to order and welcome visitors/citizens.

at: _____ pm

Establish a quorum of the Council

| Councilmembers | Present | Absent |
|----------------|---------|--------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |

ITEM 2 - Invocation

ITEM 3 - Pledges of Allegiance – U.S. Flag and Texas Flag

Led by: _____

ITEM 4 - Proclamation Presentation - None

Suggested Action:

ITEM 5

ITEM 5 - Comments/ Concerns from Citizens

*Individual citizen comments are normally limited to three minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council **is not allowed** to respond to comments or questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act, Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting.*

Executive Summary: The City Council welcomes public comments at this point on items **not** specifically listed on the agenda. Speakers are limited to three (3) minutes each. The Council cannot discuss or deliberate subject matter; only agree to place on a future meeting agenda.

COUNCIL – Please refrain from bringing up comments during this item...wait until further in the agenda where it is designated for Comments from Mayor/Council or the Announcement of Community Interest. Thank you!

Consent Items:

ITEM 6

ITEM 6 - Consent Items:

- a. **Minutes –**
 - Regular Meeting – 04/11/17
 - Regular Meeting – 05/09/17
 - Regular Meeting – 06/13/17
- b. **Financial Report – May 2017**

Executive Summary: Staff recommends approval.

Suggested Action: I, _____ make a motion for the City Council to (approve/not approve) the consent items as submitted. Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |

Motion: Carried Failed

Public Hearing/Ordinances/Resolutions/Other Action Items:

ITEM 7

Discuss/ Action - Consider Resolution No. 2017 - 24 Approving the purchase of TDMS – Plus Single SCADA Master Station and Onsite Field Services

Executive Summary: City Administrator

In July 2016 the City Council approved the evaluation of our existing SCADA System by BLOC engineering for a cost of \$7,200. The evaluation was probably not necessary as the water department recognized that the current SCADA systems (approximately 20 years old) was outdated and its ability to serve the city through two more years was tenuous at best. The evaluation from BLOC affirmed that belief. Bloc then proposed a replacement system based on radio control technology which would require the city to acquire property to place another tower for the transmittal of the signal from the lake to the system at the water department. This system could be viewed only on a PC or laptop connected to the main SCADA system at the water plant. This system would also require servicing from their office in Longview which would increase the cost for long-term maintenance.

In October 2016 after my arrival I began working with the Water and Waste Water Department on SCADA system options. We evaluated a cellular based SCADA system which would provide greater flexibility and reduced long-term maintenance costs as an alternative. We visited another city operating a cellular based SCADA system. We also invited the vendors to evaluate our system and test a cellular option at our sites.

The test results were impressive and the proposal seemed to provide a more reliable option for the city without the need to acquire more land and erect a tower or find a tower in a suitable location and lease additional tower space. Most importantly, this option would allow both water department operators to view and control the water department systems from their smart phones at any location – no need for a computer.

Phase I Total \$109,000

The initial cost of the actual SCADA system for hardware and installation is \$83,000. There will be an additional \$12,000 in costs associated with hardware and services related to the cellular technology (modems, etc.) needed for the use of a cellular network. Additionally the budget will need to include another \$15,000 for the technical services over the first year of operations.

Phase II Total

Phase II could follow in FY 2018 with respective cost estimates of approximately \$120,000.

The installation of this type of SCADA system, while expensive is not significantly greater than the radio control system. This system however is less costly to maintain as the service technician lives less than 20 miles from Winnsboro. Additionally, since this system allows for the entire water plant to be operated anywhere through a smart phone will reduce overtime for water department employees.

Fiscal Implications:

The city currently has \$92,800 budgeted in capital expenditures for FY 17. The original budget was \$100,000 less the \$7,200 paid for the evaluation. I propose the remaining \$17,000 be taken from the equipment replacement fund.

Suggested Action: I _____, make a motion for the City Council to (approve/not approve) **Resolution No. 2017 – 24** authorizing the purchase of TDMS – Plus Single SCADA Master Station and Onsite Field Services at a cost not to exceed \$110,000 as Phase I of the needed improvements to the city of Winnsboro Water Utilities SCADA system.

Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |
| | | |

Motion: Carried Failed

Public Hearing/Ordinances/Resolutions/Other Action Items:

ITEM 8

Discuss/ Action - Consider **Resolution No. 2017 - 25** Authorizing the approval of a hardware and maintenance agreement with Kaybro Technologies.

Executive Summary: City Administrator

The City's Information Technology system is a patchwork of computers and servers many of which that are outdated or inadequate for their intended purpose. The city's firewalls are inadequate opening the city cyber-attacks and placing financial and personal information of the city's customers and staff at risk. To my knowledge there has never been an information technology plan, beyond simply replacing a computer when it no longer worked. The satellite locations WWTP, WP, Maintenance, Animal Control, and Utilities have little no connectivity to the City's server and have little or no access to the internet. This limits productivity and increases the cost of operations for the city.

After studying the City's IT for over six months and utilizing multiple vendors in the study we have determined that it is in the best interest of the City to contract our IT services with an outside vendor. Over the last 60 days the City has spent over \$5,000 in service calls to address critical issues with our computers in Administration and PD. The issues were addressed but did not begin to address the outstanding security or routine maintenance needs of our system.

Fiscal Implications:

The city budgeted less than \$10,000 for software and computer maintenance in 2017. WE also purchased 3 computers in 2016 and one-year software licenses without the funding the renewal on the licenses. We have had to replace 2 PCs this year which were not budgeted. We have also had difficulty with our server, even to the point we did not have access to the server password. The cost for this agreement would be \$2,625 per month. Which would include all hardware, security (firewall), antivirus, and active network maintenance services. This would be paid through increased revenues for the remainder of this year and appear as a budgeted item next year.

Each time the network shuts down, a PC needs to be fixed, or we have another related IT problem. We experience the direct cost of repairs, but we also experience the indirect cost of lost staff time. I strongly recommend approval of an agreement with Kaybro technologies.

Suggested Action: I _____, make a motion for the City Council to (approve/not approve) **Resolution No. 2017 – 25** authorizing the approval of a hardware and maintenance agreement with Kaybro Technologies at a cost of \$2,625.00 per month.

Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |
| | | |

Motion: Carried Failed

Public Hearing/Ordinances/Resolutions/Other Action Items:

ITEM 9

Discuss/ Action - Consider **Resolution No. 2017 - 26** Authorizing the approval of an email service and maintenance agreement with Kaybro Technologies.

Executive Summary: City Administrator

Kaybro Technologies has proposed a secure email service system for the City of Winnsboro. This system involve migrating the current service from Network Technologies to Kaybro’s private servers. Kaybro would provide all security for the city email. Another options would to use Google Gmail service as the City’s email service which while less costly could pose some security threats to the city’s email service.

Fiscal Implications:

Standard fee for email is \$4 per account per month with an \$18 migration/setup fee (server side). If you have an agreement with us, the client side installation is already covered. If you decide to move forward with the agreement, you do get a discount of %3 for paying yearly rather than monthly. City estimated 40 users. $40 * 4.00 * 12 = \$1,920.00/\text{Year}$ Plus onetime migration/set-up fee of \$720 ($40 * 18.00 = \720).

Suggested Action: I _____, make a motion for the City Council to (approve/not approve) **Resolution No. 2017 – 26** authorizing the approval of an email service and maintenance agreement with Kaybro Technologies.

Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |
| | | |

Motion: Carried Failed

Public Hearing/Ordinances/Resolutions/Other Action Items:

ITEM 10

Discuss/ Action - Consider **Resolution No. 2017 - 27** Approving and a 380 Agreement with the Winnsboro Rodeo Association for use of Civic Center, Jack Cross Pavilion, RV sites and other city owned materials, labor and facilities for use by the Winnsboro Rodeo Association for a period of one year.

Executive Summary: City Administrator

The WRA has requested the use of facilities in City Park for over twenty scheduled events. The request may be found in the letter submitted to the Council which is attached. The request includes: city water and manpower to water the arena, use of the auditorium, use of Jack Cross Pavilion, waiver of parade fees, use of RV pads, and use of city park restrooms. There is a substantial cost associated with this request.

Fiscal Implications:

Please see attached cost analysis for this request. This cost analysis does not capture all the costs including costs associated with additional public safety for these events.

Suggested Action: I _____, make a motion for the City Council to (approve/not approve) **Resolution No. 2017 – 27** authorizing the approval of a 380 agreement Winnsboro Rodeo Association for _____ a _____ period _____ of _____ one _____ year.

Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |
| | | |

Motion: Carried Failed

Discuss / Seek Guidance / No Action:

ITEM 11

Discussion/ No Action – Discussion regarding the use of City Pool.

Report / Update :

ITEM 12

Report / Update – Report by Municipal Court Clerk, Rena Purcell regarding current and future budget requirements.

Report / Update :

ITEM 13

Report / Update – Report by Maintenance Supervisor, Todd Perry regarding current and future budget requirements.

Report / Update :

ITEM 14

Report / Update – Report by Utility Supervisor, Joey Lacaze regarding current and future budget requirements.

Reports from Staff, WEDC and Others:

ITEM 15 / 16

Reports from Staff, WEDC and Others:

- Oral additions to reports from Staff
- Other written reports in Council Packets:

| | | | |
|----------------|------------------|----------------|-----------------------|
| Administration | Police | Animal Shelter | Municipal Court |
| Fire | Code Enforcement | Main St. | WEDC (none) |
| Library | Wastewater | Water | Water/Utility Billing |
| Utility | Maintenance | Parks & Recs | Farmers' Market |

Announcements:

ITEM 17

- **Announcements: Items of Community Interest**

(In accordance with Government Code Title 5, Subtitle A, Chapter 551, Sect. 551.0415). Discussion of items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary recognitions of City officials, employees or other citizens; reminders about upcoming events sponsored by the City or other entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of the City.

No discussion or formal action may be taken on these items at this meeting.

No Action Required

ITEM 18

Comments / Concerns from Mayor and/or Council Members

No Action Required

ITEM 19

Questions from the Media

No Action Required

Executive Session:

ITEM 20

Executive Session

Adjourn into Executive Session: *Mayor Richard Parrish* "The Winnsboro City Council will adjourn into executive session at _____ p.m. as authorized by the Texas Government Code under:" (check all that apply and provide specifics under the heading)

- a. Section 551.071 (consultation with attorney)
- b. Section 551.072 (deliberations regarding real property)
- c. Section 551.073 (deliberations regarding prospective gift)
- d. **Section 551.074 (personnel matters)**
 - **Animal Control Officer**
 - **City Secretary**
- e. Section 551.076 (deliberations about security devices)
- f. Section 551.087 (Economic Development)

ITEM 21

Reconvene out of Executive Session

Mayor Richard Parrish "The Winnsboro City Council is coming out of executive session at _____ p.m."

Action from discussions held in Executive Session

Seconded by Councilmember _____

| Councilmembers | AYES | NAYS |
|----------------|------|------|
| Brenda Shirley | | |
| Michael Jaynes | | |
| Joan Morris | | |
| Katy Perez | | |
| Camron Wilcox | | |
| Randy Parrish | | |
| | | |

Motion: Carried Failed

Adjournment

ITEM 22

Adjournment

Executive Summary:

Adjournment – *Mayor Richard Parrish* –

- The City Council will be meeting for a:
 - **Regular Meeting** at City Hall on Tuesday, August 8, 2017 at 5:30 pm
 - Persons desiring to present business to the city council at that meeting are directed to submit a request in writing to the City Administrator by Monday, July 31, 2017 in order to be included on the agenda.

- There being no other business, the meeting is hereby adjourned.

Called to Adjournment at _____pm
