

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 25, 2021
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, January 25, 2021 in the City Council Chambers located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion and presentation by Jason Jones, Jones-Heroy Consulting Engineer, regarding Pre-Treatment Study and Recommendations. *(pgs. 5-6)*
3. Discussion regarding Comprehensive Plan Status, Priorities and Implementation. *(pgs. 7-72)*
4. Discussion and updates regarding the City of Lampasas Public Safety Communications System Equipment. *(pgs. 73-78)*
5. Discussion regarding possible amendments to City of Lampasas Employee Personnel Policy. *(pgs. 79-82)*
6. Discussion and updates related to COVID-19. *(pgs. 83-84)*
7. Discussion regarding any item on the regular agenda

Adjourn into Executive Session

EXECUTIVE SESSION

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

Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.

Adjourn Executive Session into Special Session

Council Agenda January 25, 2021

SPECIAL SESSION

- Discussion and possible action concerning items posted and discussed by Council in Executive Session

Adjourn Special Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Presentation of Longevity Certificates
 - Ricky Haynie-5 years
 - Joshua Watson- 5 years

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on January 11, 2021	85-92

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to approve, deny, or approve with modification(s) a request to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial “LI” to Two-Family Residential District (Duplex) “2F”.	93-96

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	1. Utility Billing and Collections Monthly Report 2. Public Works Monthly Report for Electric, Streets, Water/Wastewater 3. Police Department Monthly Report 4. Building Official Monthly Report 5. Economic Development Monthly Report 6. Fire Department Monthly Report	97-124

	7. Parks and Recreation Monthly Report 8. Information Systems Monthly Report 9. Library Monthly Report 10. Golf Course Monthly Report 11. Municipal Court Monthly Report 12. City Secretary Monthly Report	
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • WCID • Campbell Park • Filings • Staff Anniversaries • Hostess House • Auditors 	125-126
5.2	MAYOR'S COMMENTS	N/A

6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding a Contract Services Agreement between the Lampasas County and the City of Lampasas	127-144
7.2	Discuss and consider a request of the use of Joint Use Facilities Fund for Central Texas Water Corporation Plant upgrade.	145-150
7.3	Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation.	151-154
7.4	Discussion and possible action regarding the ratification of expenditure for bathrooms for the Street and Electric Department Building in the total amount of \$35,750.00.	155-162
7.5	Discuss and consider acceptance of the 2019-2020 Year-End Financial Report	163-164
7.6	Discussion and possible action concerning the first reading of an Ordinance calling for a General Election to be held May 1, 2021.	165-168

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 January 2021 at 1:00pm

Becky Sims
Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion and presentation by Jason Jones, Jones-Heroy Consulting Engineer, regarding Pre-Treatment Study and Recommendations

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments: Studies have been distributed to Council by placement in Council Boxes

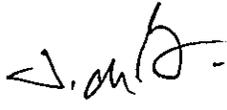
Summary Statement:

Mr. Jones will be in attendance to brief Council on the findings and recommendations of the study on the City's Pre-Treatment Facility. Due to additional impacts of the Pre-Treatment Facility on the Wastewater Treatment Facility, Council will also hear recommendations related to increased capacity and efficiency of those facilities. Staff anticipates a similar briefing with executives of Ajinomoto Foods North America ("AFNA")

Recommendation:

Discussion Only

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding Comprehensive Plan Status, Priorities and Implementation

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments: Draft Chapter 5 and Chapter 6

Summary Statement:

Although Staff is still in the process of submitting edits to our consultants, attached are the draft/complete Chapters 5 and 6. Staff is also preparing more specific steps for each Action Objective that will be published under separate cover.

Staff tentatively will conduct small group, CPAC, review of the Chapters in February, and will target February 22, 2021 as a joint City Council and Planning Commission Workshop on the same.

Council will be asked for additional input at the February 8, 2021 meeting.

Recommendation:

Discussion Only



Plan Recommendations

Introduction

Even during the course of a nationwide pandemic, the City of Lampasas has continued to make strides towards achieving the goals and visions described in this Comprehensive Plan. Community members continue to support local businesses and keep shops and restaurants open on Courtyard Square. Officials also managed to arrange for high speed internet service providers to begin offering service in the City, a topic which emerged as a top priority in every discussion about preparing Lampasas for the future.

It is in this context of action and initiative that these recommendations are offered to help provide Lampasas with a path forward to implementation. Recommended actions in this Chapter are arranged based on the City's identified visions and goals. It is also important to remember that not all recommendations are meant to be accomplished immediately. Some can result in quick action, while others will evolve and take shape in the coming decade.

Chapter 6, Plan Implementation, will set out the Implementation Action Plan that details how Lampasas can achieve its near-, mid-, and long-term priorities for the future.

Throughout the planning process, it has been evident that the City of Lampasas is beloved by the people who live here. From fond memories of historical events to young families describing their return home to raise their children, citizens shared stories of multi-generational ties to the community. This commitment to a successful future will continue to be a tremendous asset for Lampasas. The community’s vision for the future calls for action that will create economic strength, community energy, and quality development. The outline for this community agenda is structured by the subsequent elements:

- Growth and Community Character;
- Updating Infrastructure and Critical Services;
- Land Use and Development;
- Economic Development;
- Mobility; and
- Community Facilities and Services.

These elements contain six targeted goals and twenty-two (22) objective statements, from which a plan of action is derived (these goals start on page 84).

This chapter contains a series of goals and objectives to achieve them as implementation actions over time. It is understood that not all goals or objectives will be accomplished in the near-term or, in some cases, during the time horizon of this plan. As such, Chapter 6, Plan Implementation, sets out a prioritized implementation action plan which provides additional clarity as to the community’s near-, mid-, and longer-term plan of action moving forward. See *Figure 5.1, Plan Organization*.

FIGURE 5.1, PLAN ORGANIZATION



PLAN GOALS

The six community goals and objectives are organized by six elements, all of which contain actions that can be implemented in the short, medium and long-term.

ELEMENT 1: GROWTH & COMMUNITY CHARACTER

GOAL 1

Prepare Lampasas for growth that meets the community's current and future needs, while preserving its unique character.

ELEMENT 2: UPDATING INFRASTRUCTURE AND CRITICAL SERVICES

GOAL 2

Make Lampasas a growth-ready community by providing the infrastructure required to support a 21st century economy.

ELEMENT 3: LAND USE & DEVELOPMENT

GOAL 3

Expand opportunities for high-quality growth in Lampasas, while preserving the small-town character and distinct natural resources of the community.

ELEMENT 4: ECONOMIC DEVELOPMENT

GOAL 4

Expand retail and entertainment options to serve residents and to make Lampasas a destination for visitors who will contribute to the City's economy.

ELEMENT 5: MOBILITY

GOAL 5

Plan the City's transportation system to reduce congestion and traffic conflicts, accommodate growing travel demand, and incorporate quality of life amenities.

ELEMENT 6: COMMUNITY FACILITIES & SERVICES

GOAL 6

Provide high quality facilities and services which create a healthy, safe, and well-educated community.

ELEMENT 1: GROWTH & COMMUNITY CHARACTER

GOAL 1

Prepare Lampasas for growth that meets the community's current and future needs, while preserving its unique character.

Objective 1.1

Ensure that the Lampasas Future Land Use Plan presents a comprehensive, coherent strategy to guide growth in the face of increasing development pressures.

Action 1.1.1

Identify opportunities to accommodate the demand for new residential and commercial growth and to catalyze new types of investment. While demand for new development sites is growing in Lampasas, particularly in the residential market, many of the most desirable parcels in the City are already built out. Although over 30% of the land in the City limits is currently classified as agricultural or undeveloped, constraints such as mapped flood plain, limited utility service and unwilling sellers restrict the use of that land. Community members who participated in the stakeholders groups and community-wide open house identified finding new areas for growth as a high priority. The City should take an active approach to encouraging development in desired areas by identifying parcels for both commercial and residential development that are well-served by the City's network of highways and utilities. To continue encouraging redevelopment of established neighborhoods through infill, the City should also track the number of available lots and abandoned structures suitable for redevelopment.

Action 1.1.2

Provide life cycle housing for current and future residents of all ages by making it possible to offer a wider range of housing options, including tiny homes, townhomes and multifamily. The housing stock in Lampasas is aging, even as demand for new housing grows. In the stakeholder meetings, the development community identified an unmet demand for newer homes at a higher price range, a sentiment echoed by the economic development community charged with recruiting new businesses and employees to town. While single family housing currently consumes over 20% of the City's land area and provides most of the City's housing units, citizens of all ages also expressed an interest in seeing a wider range of housing types in Lampasas with a special focus on the tiny home trend. Through their votes at the Open House, citizens also indicated that more townhomes and apartments are needed to provide options that require lower costs and maintenance for citizens both young and old. Both the U.S. 281 and 183 corridors to the south and southwest of town were indicated to be prime locations for new multifamily development to attract residents commuting to surrounding communities. To encourage this type of development, the City would have to update its zoning designations.

Action 1.1.3

Transform Lampasas into a destination for nearby metropolitan markets to strengthen their contribution to the City's retail and tourism economy. Although traffic through Lampasas is increasing rapidly as travelers bypass I-35 and the region's larger cities, people may be unaware that they are passing through a community with such a distinguished history. Austin, Killeen, San Antonio, the Dallas/ Fort Worth region and San Angelo are all connected to Lampasas through its highway network. The Lampasas County Chamber of Commerce Visitor's Center is a valuable resource, providing guidance on businesses and local points of interest and gathering information on visitors passing through. Information should be gathered from the Visitor's Center to determine travelers' communities of origin as well as their reasons for stopping in Lampasas so that the City can clearly identify patterns of travel to and from nearby metropolitan areas. This data can help the City determine what types of amenities and services could encourage visitors to extend their stay or even return to invest in a home or business in the community. It can also guide decisions on the types of signage, outreach to target markets and investment in services that could further increase visitation.

Clear and prominent signage on gateways from major metropolitan areas should make travelers aware that they have arrived in Lampasas, and direct them to major destinations, like the Visitor's Center and Hancock Springs Free Flow Pool. Current signage is helpful in this regard, but the wide variety of sizes and design characteristics do not communicate a coherent identity to passersby. Lampasas' public art program may be a great opportunity to share the City's culture with passers-by and incorporate distinct features that help to differentiate Lampasas from surrounding communities.

Action 1.1.4

Encourage the development of new retail and entertainment uses that provide residents the services they need without having to leave the City limits. To put this recommendation in context, over 70% of survey respondents indicated they would like to see more sit-down restaurants in Lampasas, with an additional 52% expressing interest in brew pubs or themed restaurants specifically. Nearly half of Lampasas residents would like to see more options to shop for clothing in the City. One of the City's best strategies for attracting a greater variety of retail and entertainment uses to Lampasas is to support the Lampasas Economic Development Corporation. The Corporation actively reaches out to recruit larger businesses and coordinate the application process for local and state relocation incentives. Providing restaurants and retailers with potential sites with high visibility and easy access from highly travelled routes may provide a needed incentive. Larger chain businesses have very strict formulas that govern location, however. Because Lampasas is a relatively small retail market with several vacant buildings and parcels downtown, partnerships with the Courtyard Square Association to coordinate short-term, event-based projects like pop-up parks and open streets initiatives can complement the recruitment efforts for larger businesses, while continuing to attract entrepreneurs willing to invest in creating a nightlife and entertainment district downtown.

Action 1.1.5

Focus corporate recruiting efforts on employers seeking more highly skilled labor and offering higher paying jobs. In a job market that increasingly requires employees with specialized skills and a high proficiency with technology, there are several steps that Lampasas can take to begin attracting higher paying jobs. The first step is to continue to support the City's efforts to acquire reliable high-speed internet access. Most higher paying employers require steady access to the internet to improve productivity, efficiency, and reliability of both their employees and equipment. Financial transactions via wire transfer, credit and debit cards break down when there is an interruption in service.

Based on commuting patterns identified in the preparation of this comprehensive plan, there may also be a mismatch between the skills of Lampasas residents and the jobs offered in the City. Over 73% of the City's working residents commute to employment outside of Lampasas. To achieve a better balance, the City may benefit from identifying specialized skill sets offered by Lampasas residents and basing recruiting efforts off of these skills. It may also be beneficial to work with the Lampasas County Higher Education Center to offer residents additional training and certifications to meet the demands of the labor market.

Action 1.1.6

Provide for orderly growth by Integrating the City's CIP and Utility Master Plans. Lampasas already works to ensure that future capital improvements and utility expansions are integrated in the annual CIP budgeting process. This Comprehensive Plan includes a projection of the most promising areas for future growth. To be prepared to meet that growth, the City can begin to align utility expansion, particularly of its water service, to anticipated demand for new housing and commercial activities in future growth areas.



The development of the Lampasas Business Park will offer more highly skilled labor and higher paying jobs for the Lampasas community.

Objective 1.2

Maintain open, transparent, and responsive relationships between City Hall and the citizens of Lampasas to clearly communicate the City's plans and how it will use its resources to achieve them.

Action 1.2.1

Expand the City's community outreach and engagement strategy to continue fostering dialogue, building community trust and encouraging informed civic participation. Over 50% of survey respondents indicated that Lampasas does an excellent or very good job of communicating with its citizens regularly, via its monthly newsletter, the City Manager's radio show and the City's social media sites. To ensure that the City is increasingly available and open to listen to what the public needs and wants, the focus should be on creating an open dialogue that allows citizens to feel comfortable expressing their needs and developing a cooperative approach toward resolving conflicts. The Lampasas Police Department provides several successful models of community engagement including its Citizens Police Academy and Digital Neighborhood Watch, in addition to sponsoring community-wide events like National Night Out.

Additional strategies that Lampasas might explore to engage a higher percentage of its citizens include offering a Government 101 course that encourages civic participation and draws upon the lessons of the Citizens Police Academy. It may also be useful to establish a Citizen Leadership Academy at Lampasas High School which may increase parental engagement as their kids learn the ins and outs of government together. Finally, to support City staff, it is important to recognize that effective public engagement may require training on effective community engagement practices and flexibility to allow staff to support these efforts during evening and weekend hours.

Action 1.2.2

Utilize the Lampasas Master Plan as an integral part of critical city decision-making processes. Develop processes to help the City achieve the goals it sets out for itself in the Comprehensive Plan. This can include routine practices such as using the Future Land Use Map to guide the rezoning recommendations of the Planning and Zoning Commission. The Master Thoroughfare Plan can assist the City with establishing the timing and location of capital improvements such as street repairs and drainage improvements. Financial decisions made during the annual budgeting process can be based upon priorities for action identified in the Comprehensive Plan. As a single unifying document that touches upon all of the services the City provides for its citizens, the Comprehensive Plan provides a roadmap for future policy and investment decisions.

Action 1.2.3

Develop specific benchmarking performance measures for each Master Plan element and share how the City's tax revenues are being used to support implementation on a yearly basis. As a part of their work program, the Planning and Zoning Commission should prepare an annual report for submittal and discussion with the City Council. Status of implementation of the Comprehensive Plan should be included in these annual reports. Important actions and accomplishments in the past year should be recognized, in addition to identification and recommendations for actions and programs to be created and implemented in the coming year. This should be coordinated with the City's yearly budget development process so that the recommendations will be available early in the budgeting process.

Objective 1.3

Revitalize and enhance the character of Lampasas' historic areas and enhance the character of the City's established neighborhoods

Action 1.3.1

Identify opportunities to add new activity and investment by introducing mixed-use and live-work units in Downtown and surrounding neighborhoods. In order to enliven Downtown and create a market for businesses that wish to stay open beyond the traditional workday, it is important to create new opportunities for people to live and work Downtown. Although participants in the Downtown Stakeholders Group and the Open House expressed support for these uses, the current zoning does not offer a mixed-use category. There are a number of configurations that would be appropriate in these neighborhoods, including apartments over retail Downtown and conversion of historic homes and into professional offices. As Lampasas undertakes the review and revision of its land use ordinances, it could begin to fill this need by creating a zoning category that focuses more on form and character of the building than a prescriptive land use centered approach.

Action 1.3.2

Develop a plan to increase heritage tourism to the City's historic sites. Heritage tourism in Texas is a \$7.3 billion dollar industry and accounts for more than 10.5 percent of all travel in the state. While the City's courthouse square and historic downtown are a draw for history buffs, Lampasas also offers travelers unique ways to experience history. The Hancock Park Free Flow Pool provides travelers a chance relive the experience of past generations while bathing in its healing waters. The Texas Historical Commission's Hill Country Trail makes three stops in Lampasas, inviting travelers to explore the Pool, the Keystone Museum and the nearby vineyards. Particularly in the short term, as the COVID-19 pandemic affects the economy and limits long-distance travel, more people will be likely to seek travel experiences closer to home that connect them to local culture and history.

The City of Lampasas has several potential partners who can assist with the development of a strategy to attract heritage tourists. Civic organizations that support historic preservation and renovation, such as Courtyard Square Association and Vision Lampasas can work with the Chamber of Commerce to assist the City with the development of interpretive features, driving and walking tours and incentives for property rehabilitation to make Lampasas an even more attractive destination.

Action 1.3.3

Make the Key Avenue corridor an attractive destination where new commercial development provides needed services while enhancing the community's character. On Key Avenue, Lampasas residents and out-of-town visitors come together. However, this high-speed corridor offers little to communicate Lampasas' unique identity, or to entice people to linger at destinations along the corridor. Tactical improvements to Key Avenue could be made by coordinating with area property owners to improve their landscaping and visual appearance. Some communities foster healthy competition between businesses by holding contests for best landscaping, or even providing regulatory or financial incentives for improvements. Continued city support for efforts by the EDC and Chamber of Commerce to enhance the district's identity might include activities such as posting seasonal banners on the corridor's street lights and activating the facades of vacant buildings through temporary murals and window displays.

FIGURE 5.2, CURB EXTENSIONS BULB-OUTS



In the longer term, Key Avenue will benefit from an in-depth look at how current zoning and subdivision standards meet the present day demands of this corridor. The Future Land Use plan indicates that updated development regulations are needed to meet community preferences for entertainment, retail and restaurant uses on Key Avenue. As many of the uses residents would like to see are not compatible with the parcels available for development, it may be productive for the City to investigate opportunities to consolidate parcels to create new development sites that meet these demands.

Action 1.3.4

Strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair. To maintain the quality of Lampasas' neighborhoods, commercial districts and building stock, additional investment is needed in code enforcement. The City may need to hire an additional certified building code inspector to investigate violations and enforce regulations in a timely manner. Increasing the focus on code inspection and enforcement can improve the appearance of neighborhoods. Factors such as poor exterior maintenance of structures, overgrown vegetation and the improper use of a structure and its grounds can have a negative effect on surrounding property values. Code inspectors can also address emergency provisions related to fire safety and health concerns, including the enforcement of any temporary requirements to prevent the spread of COVID-19.

Because the upkeep of older and historic structures is challenging, the City may also consider offering incentives for those who invest in the upkeep of their properties. Programs like the City of Arlington, Texas' Home Improvement Incentive Program, for example, provide property tax benefits for home improvements. Eligible property owners must be current on all city taxes and fees and complete the remodeling project within 24 months of approval. Successful applicants in a program such as this can receive a tax rebate on the value of their property tax increase.

ELEMENT 2: UPDATING INFRASTRUCTURE AND CRITICAL SERVICES

GOAL 2

Make Lampasas a growth-ready community by providing the infrastructure required to support a 21st century economy.

Objective 2.1

Provide reliable high-speed internet service for the whole community.

Action 2.1.1

Work with regional telecommunications providers to identify opportunities to provide reasonably priced high-speed internet service for Lampasas homes and businesses. In response to overwhelming economic development and quality of life concerns voiced by the community, Lampasas has dedicated its efforts to finding internet service providers (ISP) to expand the City's access to high speed internet. After evaluating federal grant opportunities that would support the extension of internet service, the City determined that achieving this goal through the private sector is a viable and preferable option and is currently working with two ISPs to offer these services to its citizens. As this service is a top priority for the community, affecting the location decisions of businesses and potential homeowners, it will be important to evaluate the speed, quality and price of these services on an annual basis to determine this critical need is being met.

Action 2.1.2

Analyze potential for Lampasas to serve as a telecommuting hub for residents who wish to live a family-oriented lifestyle centered in Lampasas. As Austin and other surrounding cities become increasingly crowded and plagued by traffic and long commutes, the small-town family atmosphere of Lampasas is becoming more attractive as a way of life. Home builders in the City are already considering floor plans with home offices that allow residents to telecommute. As high-speed internet service becomes more widely available, Lampasas would benefit from convening a focus group or sending a survey to housing developers to understand how current land use regulations could contribute toward meeting that market demand. As reliable internet service does become more widely available, the City might also explore ways to make telecommuting even more attractive, providing public locations like City Hall and the Library and other downtown hubs with free WiFi and videoconferencing rooms available for a small fee. Local business owners may also be encouraged to create co-working spaces, which in turn could create new customer bases for local cafes, printers, and other businesses. Shuttles to nearby communities may serve to make Lampasas even more marketable to telecommuters. The Lampasas Airport should also be explored as an asset for entrepreneurs who could travel to far-flung destinations via private or chartered aircraft.

Objective 2.2

Improve the condition and character of local streets and sidewalks.

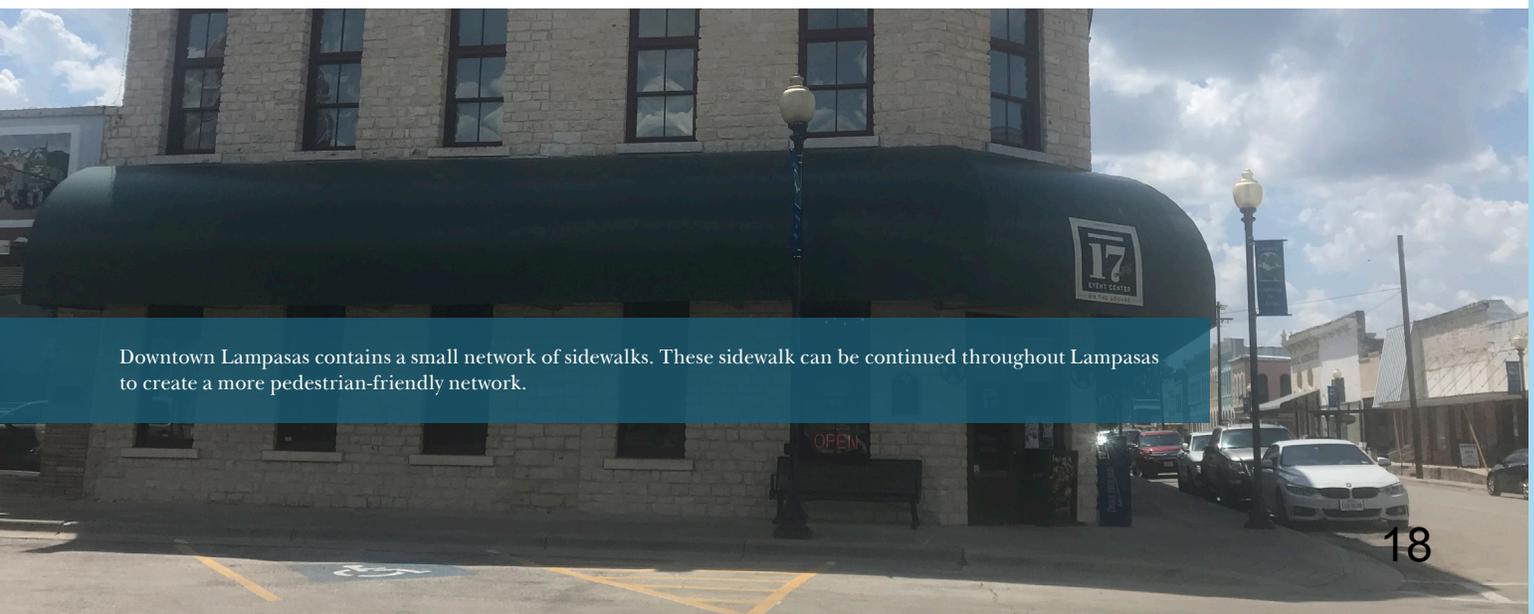
Action 2.2.1

Continue to develop a phased program of street repairs and improvements that incorporates public input and aligns with the CIP. Citizens expressed a strong need to improve the quality and character of local streets, citing problems with uneven pavement, potholes and drainage, among other factors. While this is not unusual in older communities such as Lampasas, many communities who make investments in well maintained streets that encourage pedestrian activity find attract new investment. Poorly maintained streets can bring down property value and discourage economic development. Although addressing deferred maintenance of street repairs is a challenging task, the City stated that it does maintain a schedule for repairs tied to its capital improvements plan.

The adoption of the Comprehensive Plan offers the City an opportunity to ensure that areas for future development align with the schedule for street improvements. Once it is determined that these improvements are scheduled at the appropriate pace and in the right locations, it is important to continue supporting these improvements with adequate budget allocations each year.

Action 2.2.2

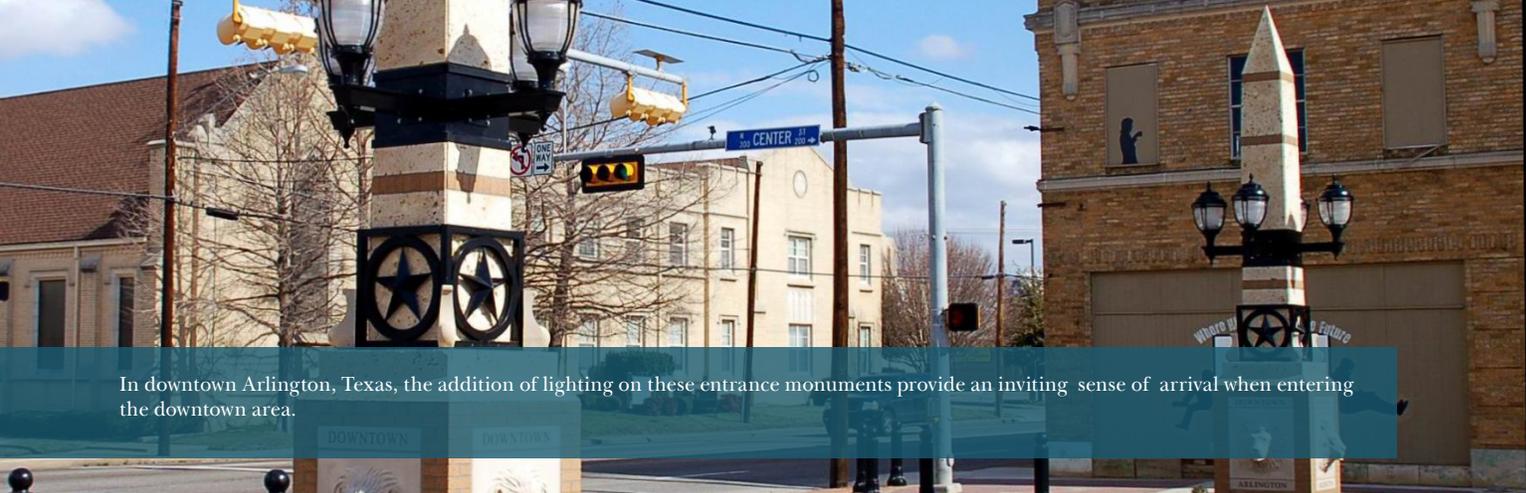
Assess the location of City sidewalks and determine where opportunities exist to expand the pedestrian network. Many communities find that unused street rights-of-way offer new opportunities to incorporate pedestrian uses in their public streets. Roads are often wider than warranted for traffic volume, and street parking may be consuming area that could better serve bicyclists and pedestrians. The adoption of a Complete Streets policy that looks at how pedestrians, bicyclists, and wheelchair or walker users can also use the local streets network safely. By commonly accepted standards for walkability, Lampasas is an ideal community to get around by foot. Pedestrians could cross town on 4th Avenue from Key Avenue to Hackberry Street in less than half a mile. Students from Lampasas Middle School could reach the Hancock Park Pool in just over one-third of a mile. Several community members indicated that while the scale of Lampasas is ideal for walkability, they do not feel safe walking to most destinations. When streets are improved, having a Complete Street policy in place can help the City prioritize trail and sidewalk improvements as part of street improvement or redevelopment projects. Participants in the City's open house indicated that special priority should be placed on areas with students walking to school and neighborhoods where seniors may have limited mobility.



Downtown Lampasas contains a small network of sidewalks. These sidewalk can be continued throughout Lampasas to create a more pedestrian-friendly network.

Action 2.2.3

Enhance the appearance of local streets with design guidelines for landscaping, lighting and accessibility. During the public participation process, residents expressed particular interest in improving the pedestrian environments associated with Lampasas streets. While sidewalks are an important part of this equation, creating pedestrian environments that encourage people to walk can help ensure that those sidewalks are used. Landscape improvements like street trees and planted areas provide a buffer from automobile traffic and a shade canopy for the hot Lampasas summers. Lighting increases roadway safety at night for both cars and pedestrians, while providing the additional benefit of enhanced security for home and property owners. All street improvements should incorporate appropriate slopes and navigational considerations for accessibility. Taken together, these elements comprise what is known as the streetscape. Adopting design guidelines for both the rehabilitation of existing streets and the establishment of streets in new areas of town can improve the curb appeal of Lampasas and make it a more welcoming and attractive place to live and work.



In downtown Arlington, Texas, the addition of lighting on these entrance monuments provide an inviting sense of arrival when entering the downtown area.

Action 2.2.4

Utilize scaled entrance monuments, signage, and landscaping to identify points of entry into Lampasas. Gateways promote a sense of community identity that could capture the attention of the thousands of motorists passing through Lampasas each day. The Comprehensive Plan Advisory Committee identified five potential “Community Gateway” locations where public art, landscaping, monument signage, and special lighting might be installed to convey the character of Lampasas, creating a sense of arrival in the community. Gateways with the most traffic and highest visibility are appropriate for primary gateways, lower traffic roads may benefit from secondary gateways. A downtown gateway could potentially serve to draw people into the City’s historic district.

- Primary Gateways:
 - » U.S. Highway 281 South at Avenue J
 - » U.S. Highway 190 at Plum Street
- Secondary Gateways:
 - » U.S. Highway 183 South at the City limits
 - » U.S. Highway 183 near the Industrial Park
 - » U.S. Highway 281 North at County Road 1002 or Noruna Road
- Downtown Gateway:
 - » 3rd Avenue and Main Street

Primary gateways are located next to the City boundary and are the ingress points from the major corridors, such as U.S. Highways 281, 183 and 190. These gateways could be designed as part of a coherent theme with entrances with high quality and highly visible signage, requiring relatively low-maintenance landscaping. Building on the City’s successes with its public art program, public art installments are appropriate to incorporate. Monument signs at these locations should be uniform, while the rest of the installment elements should be done in a manner that is most suitable for the space available.

Secondary gateways are located along smaller arterial roads. This distinction is not intended to understate their role in the promotion of City identity and pride, but to match the scale of the roadway where they are located. Design elements for entry into the City should use similar materials and landscaping at a reduced scale.

If Lampasas chose to invest in a Downtown gateway, it should have an architectural form and design that reflects the City’s historic features, with respect to materials and architectural design. If the City chose to invest in a downtown gateway, signage pointing the way to Downtown could be located along Key Avenue, to lead travelers to the Downtown Gateway. Third Avenue and Main Street is a good potential location given existing traffic patterns and points of entry to Court Yard Square.



For both residents and visitors, wayfinding is important to inform bicyclist of routes throughout Lampasas as they navigate the community.

Community gateways should be located on City-owned property and in City rights-of-way where possible, provided there is the room to accommodate them. Wherever gateway elements are to be located, they should be highly visible and placed in context with their surroundings. The gateways and associated elements should be integrated into capital improvements. Proper maintenance will ensure the longevity of the features.

Action 2.2.5

Consider incorporating wayfinding signage at key points around the City.

Wayfinding refers to information and signage systems intended to guide people and to enhance their experience of navigating through a city. It can be an important economic development tool in that it allows cities to compete more effectively with surrounding communities for tourist and visitor dollars. Wayfinding signage gives visitors the tools they need to help them to discover unique events, attractions, and destinations on their own. As a growing destination for day travelers and overnight tourists, Lampasas should consider a comprehensive wayfinding signage system with prominent signage that directs visitors to important landmarks and key destinations such as the Lampasas County Visitor's Center, Downtown, City Hall, the Hancock Free Flow Pool, the Hanna Springs Sculpture Garden and the City's other parks and attractions.

Objective 2.3

Continue to pursue water and wastewater improvements to ensure an efficient and sustainable infrastructure system for the future.

Action 2.3.1

Improve service and prepare for growth by investing in improvements to the City's water pressure planes. In several areas of town with relatively recent development as well as potential for new growth, water utility customers complain that low pressure affects their daily water use at home and in landscape irrigation. The western pressure plane, and specifically the Sunrise Hills and Fawn Acres subdivisions, and the area along C.R. 3420 were frequently cited as needing improvements of this nature. The Public Works Department anticipates that secondary elevated storage and potentially additional pump stations will be needed to improve service in the city's western pressure plane. These improvements appear to be relatively high priority because fluctuations in pressure mean that residents do not always have the volume of water they need for daily activities, such as hygiene, maintenance and landscaping. Improving water pressure in all areas of the City will also improve safety in the event of a fire.

Action 2.3.2

Develop a comprehensive water / wastewater master plan to help identify long-term water and wastewater infrastructure needs. Lampasas is undertaking several short-term water and wastewater improvements to prepare for future growth and demand. The City has already begun a water pressure plane analysis and will soon embark on an engineering study to implement the recommendations of that study. The ongoing capacity analysis of the City's sewer treatment plant and the Ajinomoto pretreatment plant will ensure that these services are functioning to the appropriate Level of Service (LOS).

Consider the creation of a Water/Wastewater Master Plan to determine future water and wastewater needs as the City continues to build out. A master plan will look at all aspects of these services and will give City leaders direction on future goals and improvements that need to be made in the current system to stay ahead of the demands of population growth.

Action 2.3.3

Evaluate and anticipate needed extensions of the water and wastewater Certificate of Convenience and Necessity (CCN) boundaries concurrent with the City's growth and annexation program. Providing a drinking water supply, with adequate pressure for distribution, is a precursor to new growth and development. The City's Comprehensive Plan Action Committee indicated that highway corridors for U.S. 190, 183 and 281 to the south and southeast are likely areas of growth for residential and commercial development. The industrially zoned areas near the airport on U.S. 281's southbound approach to town and the Industrial Park location on U.S. 183 are areas where growth would require water service adequate for commercial or industrial demands. In these areas, particularly where they are served with highways that could support a more intensive pattern of development, the City should examine the feasibility of expanding the CCN to support new growth. Any expansion of the Water CCN should evaluate current and proposed utility rates to ensure adequate cost recovery.

With respect to the City's ongoing efforts to extend water service to the future industrial park site on U.S. 281, priority should be given first to establishing trunk lines, and then to sites with the highest potential for development. Extending water service throughout the site's challenging topography may be economically prohibitive without cost-sharing from tenants, such as paying for the connection to their individual site.

Action 2.3.4

Periodically evaluate and modify necessary utility rates and fees to ensure economically sustainable continuation of operations. To ensure adequate electric, gas, water, and wastewater utility operating fees, the City should continue to periodically evaluate and modify utility rates and fees to avoid the necessity for large increases and to ensure sufficient revenues for operation, maintenance, capital improvements and debt service. There are a number of capital expenses and staffing increases identified for water and wastewater alone. Incremental cost increases should be tied to improved service and quicker repair times in order to ensure that they are more readily accepted by the utility customers.

Action 2.3.5

Evaluate the need to increase the number of staff in the Public Works Department. Public Works Department has indicated that they need a minimum of five extra staff people to support water and wastewater services. The evaluation of this ongoing expense can be considered independently or as a part of the City's Water-Wastewater Master Plan.

Objective 2.4

Make Lampasas more resilient to future flooding with a program of improvements that will reduce the potential impact of future flood events on life and property.

Action 2.4.1

Continue to fund WCID to strengthen the City’s flood protection system. From 1958 through 1961 the United States Department of Agriculture’s Soil Conservation Service (now USDA-NRCS) funded design and construction of nine (9) flood control dams which have successfully managed the effects of repeated flash flooding in the Sulphur and Burleson Creek basins. Catastrophic floods occurred in 1873, 1936, 1944 and 1957. At the time of construction, the Federal Government intended for local sponsors such as State Soil and Water Conservation Districts, cities, counties, water control improvement districts (WCID), river authorities, and other special purpose districts to take responsibility for their operation and maintenance.

While only three of the dams protecting Lampasas were originally constructed to meet high hazard classification standards, the Texas Commission on Environmental Quality (TCEQ) and the NRCS now consider five additional dams in need of upgrade to high hazard standards. This classification is a result of additional development/population downstream of the dams. Because of the complexity and cost of the upgrade process, the City of Lampasas should develop a multi-year implementation program that prioritizes dam improvements according to their potential to protect populations, infrastructure and commercial properties downstream.

Action 2.4.2

Identify a funding source to rehab and upgrade the flood control dams in the Sulphur Creek watershed that protect the City of Lampasas. These dams, which are operated and maintained by the Lampasas County Water Control and Improvement District No.1 (WCID), form a critical link in the City’s flood plain protection system. In 2019, the Texas Legislature passed funding to support flood control projects throughout the State. This funding is currently available to Lampasas through the Texas State Soil and Water Conservation Board to upgrade dam infrastructure. The WCID has identified and applied for funding to upgrade the highest priority dam serving Lampasas to high hazard standards. However, matching funds are required. If the WCID, City and County are unable to provide a match equivalent to 1.75% of the cost of renovation within the next two to three years the region could lose access to millions of dollars in State assistance for a repair that will eventually have to be completed.

As the City establishes a plan and schedule to complete the remaining dam upgrades in the coming years, it will be important to stay abreast of state and federal sources of funds, such as the programs provided by the Texas Water Development Board. It will also be important to establish a reliable local source of funds to match the grants available from the state through fees, taxes, tax increment finance districts or other sources.

Action 2.4.3

Develop a comprehensive Drainage Master Plan for Lampasas. At multiple points in the public engagement process, citizens indicated that stormwater drainage is a growing area of concern. Responses to questionnaires sent to City staff indicated that keeping streets clear and dry is an ongoing challenge, particularly given the lack of existing stormwater infrastructure in Lampasas. In the Stakeholder meetings and Open House held in the initial stages of the Comprehensive Planning process, several members of the public indicated that the City’s existing drainage network

is inadequate to manage moderate to heavy rainfall, such as the heavy downpours associated with a 10-year or 25-year storm. The northeastern quadrant of the City, where a number of creeks converge, was one area that appeared to experience frequent street flooding. Although Lampasas is not projected to see the dramatic increases in rainfall volume that the NOAA Atlas 14 study projects for much of Texas, the August 2015 and October 2016 floods that deluged much of Central Texas tripled the City's expected monthly rainfall totals.

As the population of Lampasas continues to increase, a comprehensive drainage master plan should identify flooding and drainage issues on a Citywide basis and develop an approach to prioritize and address these problems. At a minimum, the study area should include the City limits and surrounding ETJ. The study should also evaluate existing stormwater infrastructure and identify capital improvement projects to address drainage and flooding problems. These recommendations prepared through the Drainage Master Plan can be used to incorporate a strategic plan for investments in the City's Capital Improvement Plan.

Funding for a drainage master plan may be available through the Flood Mitigation Assistance Grant Program of the Federal Emergency Management Agency (FEMA) or the Texas Water Development Board, both of which offer financial assistance to communities for projects and planning that reduce long-term risk of flooding.

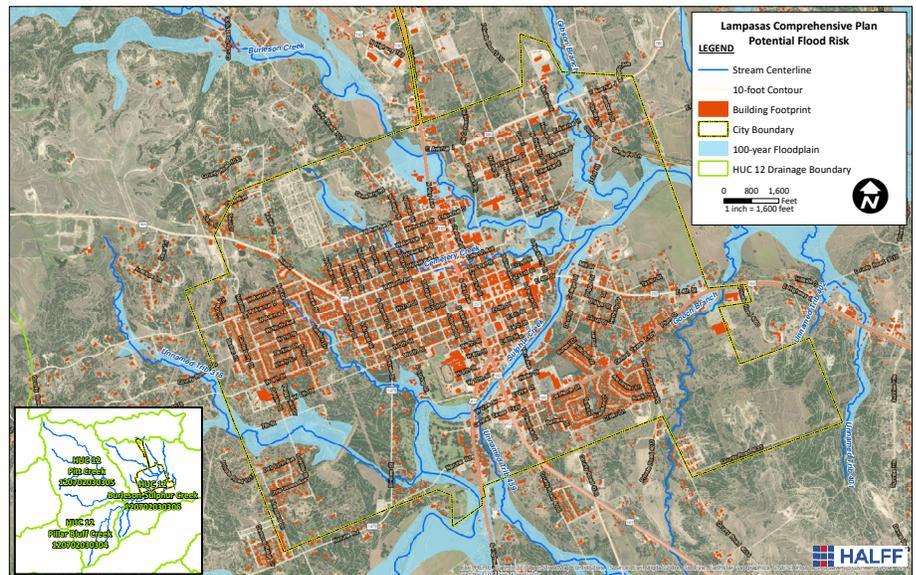
Action 2.4.4

Evaluate potential modifications to the City's drainage criteria manual and regulations stemming from recent changes to the frequency of rainfall depths. Changing development and climate conditions may necessitate the re-examination of the City's drainage criteria for new construction. Citizens indicated that a number of areas of the City are prone to flooding even during 10- and 25-year storms, and that road overtopping is a frequent event in areas like Noruna Road. FEMA is in the process of updating its Base Level Elevation (BLE) maps in Lampasas County, and studies indicate that there may be a slightly increased flood risk in the City's creek corridors. This is even true during more frequently occurring storms which are not included in FEMA 100-year floodplain maps. Throughout Central Texas, many communities have begun requiring developers to use a range of techniques to manage water onsite, rather than discharging it downstream. As Lampasas considers its options in this regard, the City of Boerne offers one regional example of how new drainage criteria might mitigate flooding concerns through local ordinances.

Action 2.4.5

Identify corridors along the City's network of wet and dry creeks where drainage and flood control can be combined with recreational improvements. Lampasas was founded on the shores of Sulphur Creek. During the comprehensive planning process, citizens expressed an interest in strengthening the community's identity through

MAP 5.1, POTENTIAL FLOOD RISK





W.M. Brook Park is located along the south side of Sulphur Creek. This major drainageway runs through the center of Lampasas.

reconnecting citizens to its waters. This goal can provide a dual benefit. By extending the network of trails located along Sulphur and even Burleson Creeks, the City can provide a buffer against future floodwaters as well as an amenity to attract residents and visitors. Shared-use pathways along the banks of the City's creeks can reconnect multiple points of interest, including the Hancock Free Flow Pool, Downtown and Hanna Springs Park. A fully built out trail network along the banks of the creeks could serve important recreational and transportation functions. The easy grade, scenic interest, and minimal road crossings available along the creek corridors could improve mobility for pedestrians, cyclists and even wheelchair and scooter users of all ages.

To ensure this land is available for flood protection and trails development, updates to the city's land use regulations could include enhanced setbacks from Sulphur and Burleson Creeks and flexibility in the site planning and subdivision process to offer greater protection of natural resources. As FEMA and the State provide new information with respect to flood risk, Lampasas can use this occasion to consider where increased stream setbacks would provide better flood protection for homes and businesses, and how floodplain mitigation improvements might be combined with the long-term objective of providing public access to the Creeks.

Action 2.4.6

Develop opportunities to utilize parkland for regional drainage. As Texas cities expand outward, they pave over agricultural fields and ranchland, making the land less permeable and more prone to flooding. Rainwater drains quickly off of paved surfaces like highways and parking lots, leading to rapid accumulation in swales and creeks. Although many of Lampasas' creek beds are dry much of the year, they extend their fingers throughout the City. The City's floodplain, therefore, extends far beyond the boundaries of its better known waterways. When these urbanized streams experience flash flooding, the result can be severe scouring and erosion of the banks of the creeks, as well as resulting damage to property and native habitats.

Since Lampasas has limited drainage infrastructure, park properties that border or surround these waterways may be some of the most effective tools to direct, capture and slow rainfall. Holding and slowing water creates the additional benefit of releasing cleaner water downstream. With approximately 17% of the City's land dedicated to parks, City parkland can act as a sponge to mitigate the impact of rainfall on surrounding properties and downstream. As the City develops its Master Drainage plan, the analysis should examine opportunities to combine stormwater management with water and landscape amenities.

Action 2.4.7

Discourage new development in flood-prone areas. As the City limits of Lampasas are relatively compact, growth pressures are likely to increase on all available parcels in the City, even areas where flooding is likely to occur. To reduce risk to new development, a revised floodplain management ordinance can address these issues, provide limitations on the type of new development that can occur in the FEMA floodplain and other high-risk areas. Modifications to the subdivision ordinance can provide for flexibility in site layout to remove a greater number of parcels from risk.

ELEMENT 3: LAND USE & DEVELOPMENT

GOAL 3

Expand opportunities for high-quality growth in Lampasas, while preserving the small-town character and distinct natural resources of the community.

Objective 3.1

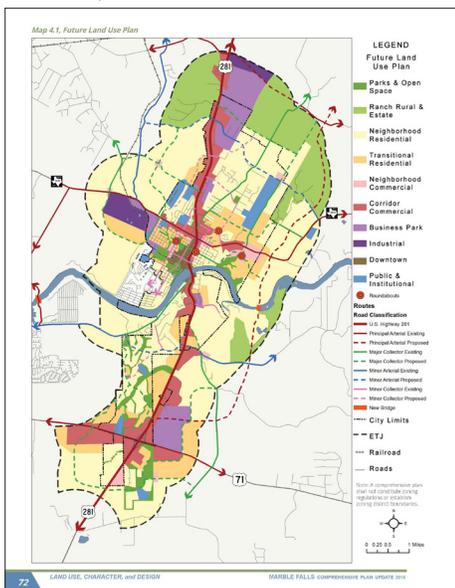
Evaluate land use regulations to ensure quality development outcomes in Lampasas.

Action 3.1.1

Undertake a comprehensive analysis of the City's zoning, subdivision, and other land use regulations, and consider opportunities for improvements to provide more consistency, clarity, and compatibility with existing uses. The Comprehensive Planning Process identified a number of areas where the current zoning ordinance is both inconsistent with existing land use conditions and incompatible with current goals for development. Lampasas should evaluate opportunities to modify the zoning, subdivision ordinances, as well as other development regulations to encourage a higher quality of development. The analysis can also serve to identify provisions in the code that may be too restrictive, redundant or difficult to enforce. This comprehensive analysis of the City's existing regulations can then be followed by recommendations of how to ensure the regulations support the quality and character of development envisioned by the community. Issues flagged as high priorities to address include determining appropriate locations for the development of mixed-uses, encouraging a wider variety of housing types, facilitating new areas for commercial development and increasing protection of creek corridors. It will be necessary to balance the regulations adopted with concerns regarding additional cost and time to the development process.

The first step should include a review of the City's existing zoning, subdivision, and other development related regulations for conformance with the strategic directions of this Master Plan. This could include the development of a memorandum to identifies inconsistencies between plan and code, items for procedural or substantive update, and recommended next steps.

MAP 5.2, MARBLE FALLS ZONING MAP EXAMPLE



Action 3.1.2

Consider a comprehensive update to the City’s zoning, subdivision, and other development regulations to implement the recommendations identified in the Comprehensive Plan and improve the quality and character of the built environment. To improve design criteria and the built environment over time, an update to the City’s zoning, subdivision, and development regulations will be needed. Each future land use classification described in Chapter 4 contains recommendations intended to improve the quality and character of development in the City. The proposed recommendations are intended to restructure the City’s zoning districts to base them on the quality and character of development, rather than predominantly by their permitted land uses. As such, it is recommended that the City follow up with a comprehensive update to the zoning regulations found in Ordinance 878, Zoning Ordinance of the City’s Code of Ordinances. The process of updating the City’s zoning should include review and modification of permitted, limited, and conditional use lists, site development regulations, and other applicable development regulations. The update could also include a restructuring of the existing regulations to improve readability and usability.

Action 3.1.3

Review and amend the zoning and subdivision regulations to allow a greater mix of housing types in each neighborhood. Encourage the development of a wider variety of housing types at varying price points to offer “life cycle” housing and achieve a broader housing and income mix across the City. In a community like Lampasas, where multiple generations of a family often express the desire to return to the community where they were raised, mixed-income and mixed-housing type neighborhoods can strengthen the social capital of the entire area. Indeed, many of our older communities were developed this way and today are being recognized as some of the most vibrant and coveted places to live. It was not until the advent of zoning and the mass proliferation of tract-style subdivision housing that every housing type and price point was separated into their own neighborhood. The housing types that were left out are often referred to as the “Missing Middle”, which can include homes on smaller lots, duplexes, fourplexes, townhomes and modestly sized apartments. Some communities allow developers to configure lots as the market demands by establishing an average, in conjunction with a minimum, lot size whereby lot sizes are required to vary in width with a certain percentage being narrower or wider than the average. Other options to expand housing types include providing locations where “Mother in Law” or Accessory Units, can house a family member or a tenant; where two and four family structures are permitted and where townhomes can provide an alternative ownership option. One housing model that is becoming increasingly popular is the “cottage neighborhood”, which offers a scaled down version of a master planned community, with small footprint homes with commonly owned and maintained grounds. These subdivisions are often targeted toward downsizing homeowners.

Action 3.1.4

Consider developing a quick reference guide which clearly specifies the development, zoning and annexation process for citizens and the development community. In a growing community like Lampasas, planning staff has the daunting task of orienting each new developer to the City's development process, rules and regulations. Presenting them with a clear, consistent set of guidelines minimizes staff time devoted to this task and protects neighbors by ensuring that new development follows the rules. A quick reference guide for property owners and developers can serve to walk them through the steps of zoning and subdivision procedures, instruct them on the documents required when submitting an application and provide an approximate timeline for completion. Copies of relevant forms can be included or linked to the guide for easy reference, and to minimize staff time devoted to answering administrative inquiries.

Action 3.1.5

Maintain a consistent process for codifying adopted City ordinances, and effectively communicate that process to the public. The City's process of codifying adopted City ordinances includes maintaining a hard copy of the City Zoning map in the Planning Department office and sending quarterly updates to Municode to provide citizens and developers with online access. It is important to consider that the pace of updates may need to speed up as more developers express an interest in the City. Staff should continue to communicate this process to citizens and developers alike, and to emphasize that they must check in both locations before proceeding with design and construction. Encouraging applicants to participate in a pre-development meeting can help ensure that all new development projects comply with the property's current legal requirements, while ensuring that all are aware that they need to be following the same rules.

Objective 3.2

Utilize the Lampasas Future Land Use Plan in conjunction with the rezoning process to create new opportunities for growth that enhance the character of the City, while protecting its natural resources.

Action 3.2.1

Identify opportunities for mixed-use activities and higher density residential uses in transitional residential areas near downtown and Silk-Stocking Row and review and amend the zoning regulations to facilitate these activities. There is a growing market demand and lack of supply for small-town living in and near Central Texas downtowns. As such, the City should continue to identify opportunities to add urban-character residential units (e.g., mixed-use lofts, townhomes, live-work units, multifamily) for providing more opportunities for living near Downtown. This may also be appropriate for the nearby Silk Stocking Row, which is located across Key Avenue between 3rd and 5th Streets from Ridge to Summer Streets and the East 4th Street neighborhood near Georgetown Road. Topics to include may be the identification of desirable lot sizes and the appropriate alternatives to meet a "missing middle" housing market. Historic homes in both areas also represent an opportunity for professional service providers looking for a unique and welcoming office environment for their clients. Permitting revenue generating uses in historic properties may also increase the likelihood that they will be carefully restored to their former condition. Bringing new residents and businesses into these neighborhoods would strengthen the market for Downtown businesses and support the creation of the 24-7 district that the City has identified to be a priority.

Action 3.2.2

Consider developing character and context-sensitive street cross-sections as part of the next update to the City’s Thoroughfare Master Plan. Citizens identified improving the City’s roadways, from their pedestrian environment to their maintenance condition, as a top priority during both the survey and the open house. This presents an opportunity for the City to re-envision how they would like their roadways to look and feel. In fact, roadways can have similar functional classifications but look and feel entirely different. An arterial roadway in Lampasas’ ETJ may be a two-lane roadway with wide shoulders, open bar ditches, and no sidewalks. In downtown Lampasas, it might still be a two-lane roadway, but would have curb and gutter and pedestrian amenities. Since roadways play such an important role in an area’s character and quality of development, it is recommended that the City consider adopting context-sensitive street cross-sections based on surrounding uses during the next update to the City’s Master Thoroughfare Plan.

Action 3.2.3

Evaluate modifications to the City’s development ordinances to establish stream setbacks and incorporate low impact development measures as part of new development near waterways. It is becoming common practice for communities in Central Texas to protect their creeks and streams from the impact of new development through a required setback from the creek’s centerline and the introduction of vegetative practices as a low-cost, attractive buffer to improve the health and habitat of the waterway. Stream setbacks and green stormwater management techniques, also known as Low Impact Development measures, can improve water quality while also serving to reduce streambank erosion and sedimentation that may lower the channel’s effectiveness at conveying water downstream. With Sulphur, Cemetery and Burleson Creeks all traversing the City, the adoption of these types of techniques will also strengthen the City’s floodplain management program by moving new development further from the areas of highest risk. Lampasas may find regulatory guidance for these techniques in communities like Boerne and Cibolo, who have modified their Floodplain Management ordinances to incorporate setback requirements and low impact development measures based on the classification of the stream.



Sulphur Creek is an example of a waterway in Lampasas that could continue to contain setbacks to incorporate low impact development measures as part of new development.

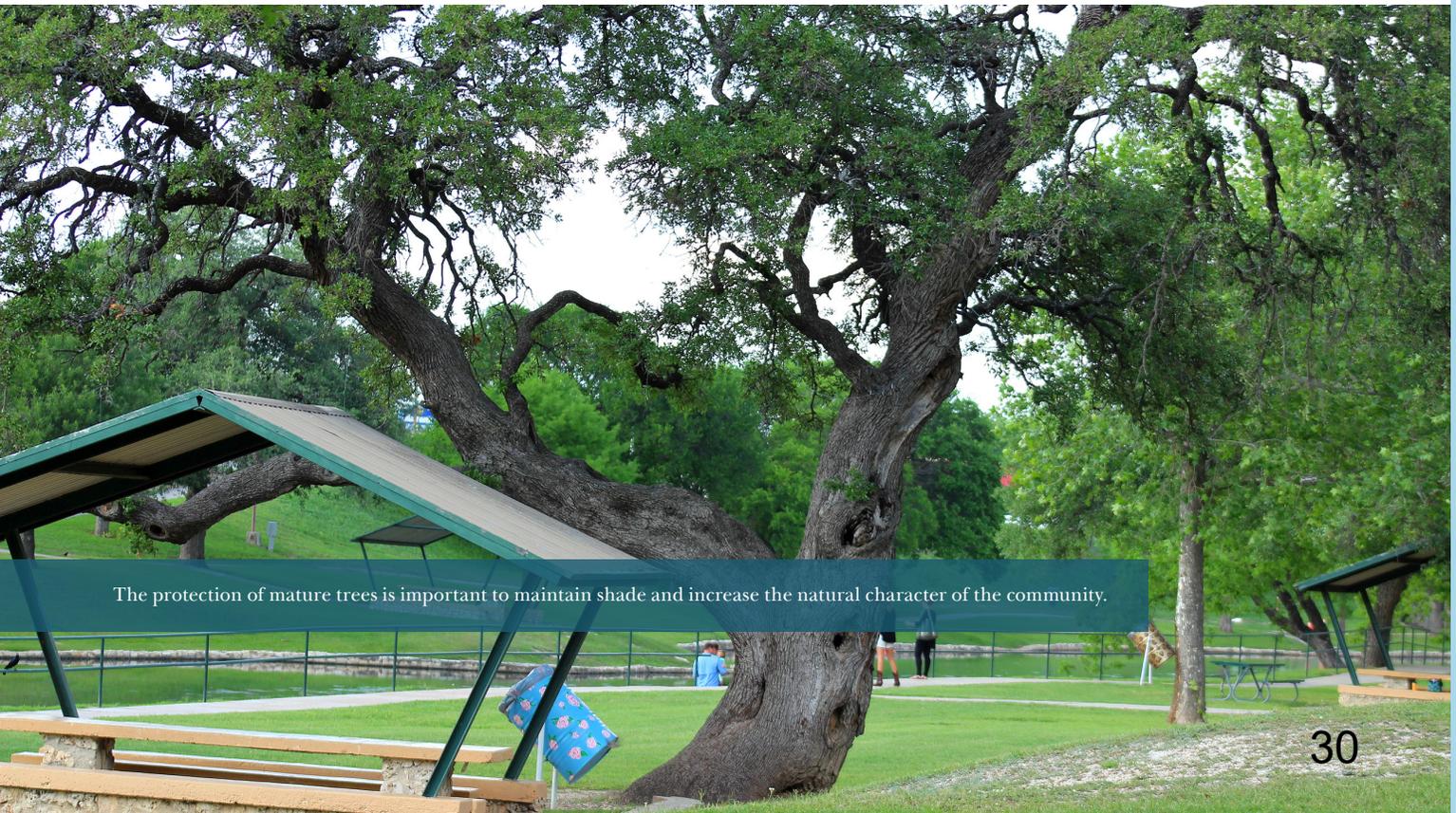
Action 3.2.4

Evaluate opportunities to incentivize further protection of sensitive natural resources (e.g., steep slopes, mature trees) through the City’s zoning, subdivision, and other development regulations. One of the most frequently cited benefits to living in Lampasas during the survey and Open House was the City’s rich natural environment. To protect the City’s natural assets, which include local creeks, parks, trees and even forested areas, Lampasas should update its land use and parks regulations to achieve these purposes. Some options to consider include:

- Conservation subdivision ordinances, which can allow a developer extra flexibility in lot configuration to preserve a forested or Creekside environment;
- Tree preservation ordinances to establish the percentage of tree canopy to be preserved or replaced; and
- Parkland dedication ordinances or provisions that provide recreational opportunities in new subdivisions while also ensuring that sensitive natural areas are preserved from development.

Amendments to the Drainage and Flood Hazards provisions of the City’s land use regulations could also encourage the dedication of drainage easements that could contribute to the establishment of a linear park network along Sulphur and other creeks. To further protect these natural areas, the ordinances could include a planting list of appropriate species to ensure the use of regionally adapted plants in landscape and buffer areas.

Photo credit: Kristy Acevedo



The protection of mature trees is important to maintain shade and increase the natural character of the community.

Objective 3.3

Expand opportunities for new commercial development and employment to serve the needs of citizens and attract residents from surrounding communities.

Action 3.3.1

Revise zoning and development regulations governing Key Avenue to improve the appearance of the corridor, while identifying sites to catalyze new development.

During the public participation process, citizens expressed dissatisfaction with the appearance of Key Avenue and the impact of that appearance on perceptions of the City. At the Open House, residents were asked to provide feedback on a visual preference survey that compared four site layouts and asked them to select the type of character they would like new development to reflect. Citizens' overwhelming preference for this auto-oriented commercial corridor on Key Avenue included landscaping with native plants, enhanced pedestrian circulation and connectivity within the site, decorative site furnishing and lighting and outdoor seating areas. As the City updates its Zoning regulations, it can incorporate these elements into the appropriate zoning district, or can consider the creation of a Key Avenue overlay district that emphasizes the special character of this corridor.

Action 3.3.2

Evaluate the potential for a mixed-use district east of Sulphur Creek. Along the 4th Street approach to the Historic downtown, there is an eclectic mix of homes, businesses and open space that may represent an unexplored district for future development. The area roughly bounded by Old Georgetown Road and Sulphur Creek to the east and west, and Mill and Cloud Streets to the north and south, is home to a salon, a laundromat, automotive shop and three City of Lampasas facilities (the Fire, Electric and Waste Treatment buildings). It is also the neighborhood where the historic Colored School is located. The neighborhood's location along a major thoroughfare, its proximity to a potential trail network on Sulphur Creek, and its relatively low density of development could make it perfectly suited to meet some of the commercial and needs that will not be easily accommodated in a built-out Downtown environment. This area is worthy of future study for its market potential as the land use code update progresses.

Action 3.3.3

Provide residents with new entertainment and dining opportunities in Lampasas.

When citizens responded to the survey prepared for this comprehensive plan, the most frequently identified needs with respect to new businesses were entertainment and dining options. Lampasas residents report dissatisfaction with their limited number of options. For date night, movies and family outings, they often travel to adjoining cities rather than spending their dollars in town. Citizens also cited a need for more clothing stores, particularly for women and children. The City's EDC maintains data that shows in detail how Lampasas' residents are spending their money at home, and how far they are traveling for other goods and services. This data should continue to be used in attracting larger-scale, nationally recognized retailers and restaurants. However, it can also be used to identify where City support could encourage local businesses to fill these needs. Renovating a space Downtown or in another centrally located area could provide lower cost space subdivided to serve multiple small businesses. Establishing pop-up spaces in City-owned property or with local landlords could allow would-be entrepreneurs and restaurateurs can temporarily try out their ideas and determine if a permanent location is warranted.

Action 3.3.4

Identify appropriate opportunities on highway corridors for new commercial development and employment centers. As Lampasas and the surrounding cities grow, there will be additional demand and opportunities for larger scale retail. Stakeholders identified the south side of U.S. Highways 281 and 183 as potential locations for this type of development. While the large retailers and restaurateurs follow very stringent criteria when choosing locations, the City and EDC may benefit from building on EDC's existing research to prepare a Real Estate Market Analysis to better understand supply and demand in the regional market, the City's primary trade area as well as land use industry trends that might be appropriate for Lampasas. Because the City has expressed an interest in identifying and packaging new development sites along its highways and even Key Avenue, these efforts could be targeted toward stimulating new development on these sites in particular.



This bar near downtown San Antonio is one example of an entrainment option that could be brought to Lampasas.

ELEMENT 4: ECONOMIC DEVELOPMENT

GOAL 4

Expand retail and entertainment options to serve residents and to make Lampasas a destination for visitors who will contribute to the City's economy.

Objective 4.1

Foster continued economic growth in Lampasas.

Action 4.1.1

Encourage people passing through Lampasas on their way to major metropolitan areas and Hill Country destinations to stay and visit the City's attractions.

Although increasing traffic on the U.S. 281, 183 and 190 highway corridors is a significant challenge for community members, it also represents an opportunity, bringing thousands of potential customers to local businesses on a daily basis. As noted in the recommendations for Objective 1.1, converting this pass-through traffic into a reliable customer base depends on the following factors: enhancing the experience of arriving in Lampasas through City gateways; providing information on goods and services offered in the City and providing a reason for travelers to stop in Lampasas.

To encourage longer stays and overnight visitation from Austin, San Antonio, Fort Worth, Killeen and other destinations, the City should continue to work with the EDC to expand hotel offerings and determine the types of amenities and services that could encourage these visitors to extend their stay. The Killeen-Temple Fort-Hood area is the closest geographically, with military base alone housing more than 30,000 residents who are connected to Lampasas through the base's shuttle service.

It is also important to examine how the City ranks with respect to other elements that attract tourism to small towns, including architecture, art, cuisine, history and natural habitat. For example, Lampasas offers relatively undisturbed examples of Hill Country habitat. Including these assets in marketing materials could further develop the area as a nature tourism destination, which could make the City eligible for assistance from the Texas Parks and Wildlife Department's nature-based tourism program.

Action 4.1.2

Continue to support the efforts of the Lampasas Economic Development Corporation (LEDC) to promote the economic development of the community.

The Lampasas Economic Development Corporation helps retain and attract jobs and business in the community. In this way, they enhance economic opportunities and quality of life for citizens. As the EDC prepares its plan each year, the City of Lampasas could expand the Corporation's capacity by partnering on research and planning efforts such as a Retail Market analysis, a Demand analysis for retail or office space or even a citywide Economic Development plan that identifies a multiyear program of initiatives to promote the City. Ongoing investment in EDC's mission can help achieve related City goals of attracting higher paying jobs and filling gaps in the dining, entertainment and retail options that can keep local dollars in the community.

Action 4.1.3

Establish a Buy Local campaign. A Buy Local campaign led by the LEDC and its partners can encourage citizens to spend their dollars with locally owned businesses. This will serve as an opportunity to improve the City's tax base, while also leading to more efficient land use that place less demand on its roads, utilities and safety services. Particularly as small businesses struggle with the interruptions of COVID-19, the City can offer promotions and publicity that help encourage its citizens to reinvest in the businesses who count their local customers for their survival through good times and bad.

Action 4.1.4

Provide incentives to encourage Key Avenue property owners to develop or improve their properties. Key Avenue does not adequately reflect the character of Lampasas. The streetscape created by a wide highway, buildings set behind a sea of parking, large signage and minimal landscaping communicate the message that the corridor is just like any other. Many of the remaining vacant parcels along Key Avenue have a relatively small footprint, and are not commercially viable to develop in today's market.

If the City can assemble larger contiguous sites to meet an identified need for new commercial, restaurant or entertainment uses, these parcels can serve as a draw for new businesses or entrepreneurs to establish themselves in Lampasas.

Action 4.1.5

Find opportunities for cost-sharing for infrastructure improvements. Community members indicated that identifying who pays for improvements and connections to the water and wastewater system required by new development can sometimes be a point of contention. Connection fees are one way to defray these costs, and the City should regularly update these fees to determine that they are covering the City's costs and are in line with the fees assessed by surrounding communities. Another common strategy is the adopting of a development impact fee, as authorized by *Texas Local Government Code, Title 12. Planning & Development, Subtitle C., Chapter 395. Financing Capital Improvements Required by New Development Subchapter A. General Provisions*, which must be linked to a local Capital Improvement Plan.

Objective 4.2

Attract higher paying, high-skill employers to locate in Lampasas.

Action 4.2.1

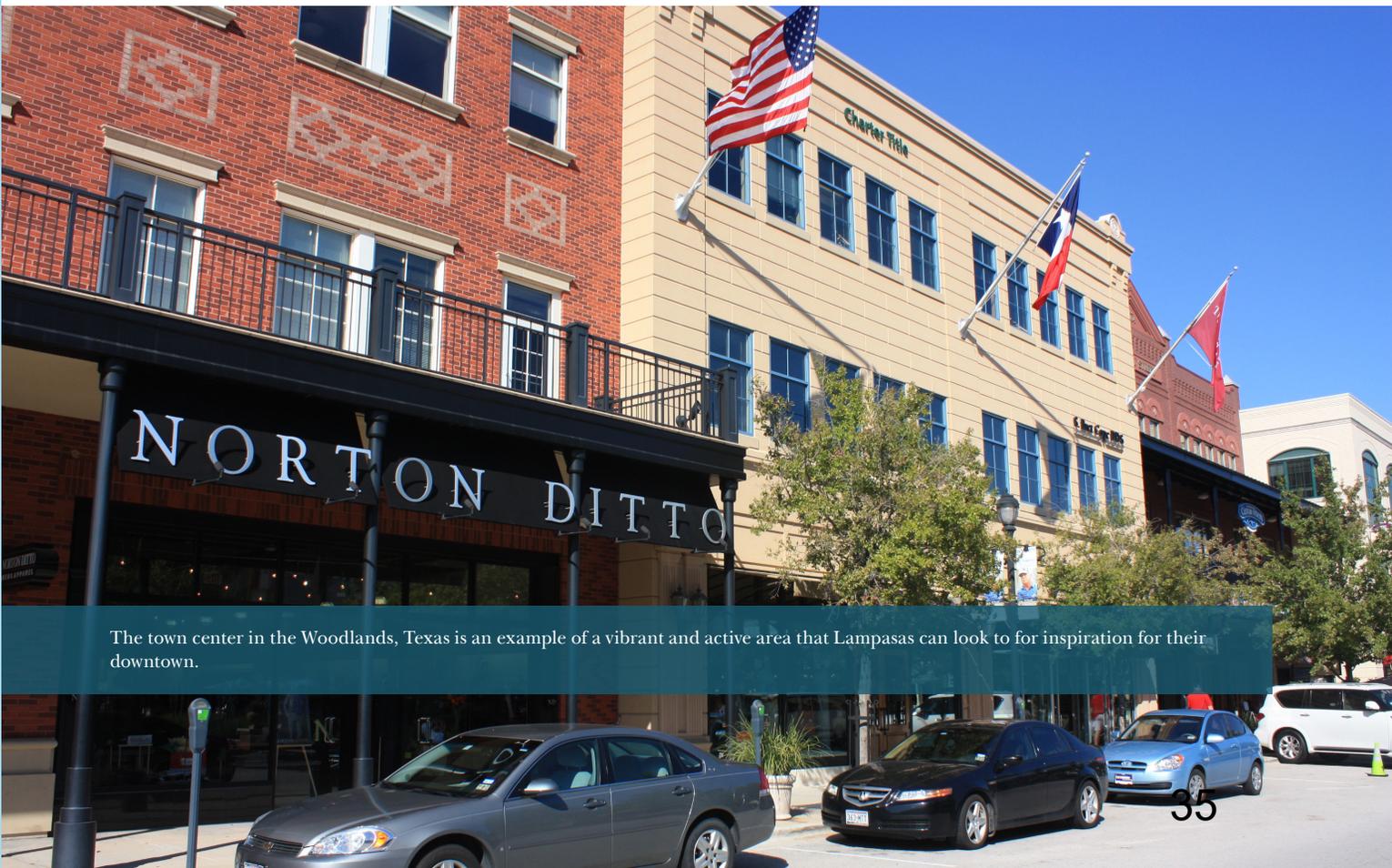
Continue to prepare development sites and recruit new employers to the city's business park site. The EDC is helping the City market and prepare sites at the Business Park and has provided electrical service to the area. However, recruiting has been a challenge despite the site's location on Highway 183. It may be necessary to invest in some development-ready sites with water, sewer, drainage and internal roadway infrastructure to accelerate recruitment. However, because of challenging topography and drainage in the area, particularly the southern portion of the site, additional study may be needed to ensure that all portions of the site meets their highest and best use.

Action 4.2.2

Encourage the expansion of existing businesses offering higher paying, high skill jobs. With its low taxes, a business-friendly regulatory environment, and a low cost of living, Texas provides a particularly favorable climate for small business. In fact, a study published by the Governor’s Office in 2016 found that 98.6% of jobs in the State are created by businesses with fewer than 500 employees. Maintaining the City’s strong relationships with existing businesses like Rollins Brook Community Hospital, Ajinomoto, Oil States and Phoenix Carved Stone may have an even greater long-term return than the recruitment of new firms, given the high cost of marketing efforts and incentive packages. To show the City’s appreciation for loyal employers, it may be useful to develop new types of incentives focused on retention. A stakeholders group led by EDC, and including City leadership, the Chamber of Commerce, retired business executives, educational entities and commercial lenders among others, could help the City identify those strategies with the highest potential to encourage businesses to expand and even relocate higher paying jobs from other parts of the country.

Action 4.2.3

Establish a small business incubator to support local and relocating entrepreneurs. Lampasas has successfully encouraged entrepreneurs to invest in the rehabilitation of historic properties and the establishment of small businesses. In fact, 20% of the respondents to the public survey for the Comprehensive Plan were business owners. To strengthen the business climate and continue to encourage growth in needed services like sit-down restaurants, entertainment options, clothing and coffee shops, the City may consider establishing a small business incubator, also commonly referred to as a business accelerator. A business incubator for Lampasas could be centrally located Downtown or on Key Avenue to foster networking among entrepreneurs and provide services such as access to legal and accounting assistance, links to funding networks and mentorship from more experienced entrepreneurs.



The town center in the Woodlands, Texas is an example of a vibrant and active area that Lampasas can look to for inspiration for their downtown.

Objective 4.3

Revitalize Downtown and other historic properties to catalyze private investment and promote tourism.

Action 4.3.1

Continue to encourage a vibrant, active Downtown. The 12-square blocks that make up the City's historic Downtown Central Business District, including the Keystone Hotel, the Courthouse Square and the 3rd Street Historic District are some of the City's most recognizable and memorable places. However, adapting these historic structures and the Downtown layout to modern needs will require the active engagement of the City in facilitating redevelopment and life-safety improvements to the Central Business District.

In the short term, the Courtyard Square Association is already working work with the City on a number of improvements to make the area clean and safe, and to facilitate events and improve public spaces. City leaders might consider strengthening their support for these efforts by convening an engagement effort with these business leaders to prioritize improvements that extend beyond the Association's capacities. City leaders can also establish economic incentives for redevelopment, such as tax abatements for improvements to historic properties. In the long-term, a Downtown Revitalization Plan could help Lampasas develop a strategic approach to attracting a desirable mix of businesses. Such a plan typically includes a combination of market analysis, a plan for streetscape improvements, a package of economic and tax incentives and potentially targets key properties for acquisition.

Action 4.3.2

Create Downtown environment that supports 24-7 activity all year long. Planned events that draw residents and visitors Downtown, like Sip and Stroll, Music on the Square and Squared Silly are very popular with Lampasas residents. Although they currently represent only a small fraction of the year, they contribute to the lively 24-7 atmosphere that survey respondents overwhelmingly indicated they would like to see occur Downtown. The City should continue to provide financial support as well as technical assistance to the organizations that promote and program these events, while also encouraging new and existing businesses to expand their hours of operation. This would allow residents whose leisure hours are on weekends and after 5:00 PM on weekdays to shop and dine in the City's Central Business District. Providing opportunities for new residential development in and around Downtown would also expand the district's customer base, and provide more support for a diversified retail environment of restaurants, bars and neighborhood services.

Action 4.3.3

Establish Historic Preservation Design Guidelines. During the public outreach conducted for this plan, the community outreach indicated that the identity of Lampasas is closely tied with its history. A deliberate process for preserving historic resources could yield long-term benefits for the City. Historic communities around Texas use historic preservation design guidelines to ensure that the character of their historic structures and neighborhoods remains intact. These guidelines generally combine recommendations and incentives with regulatory requirements that draw from the federal standards for historic preservation activities.

The City of Llano, for example, maintains an inventory of all historic buildings and districts and requires a permit for construction, alteration, restoration or demolition activities of properties designated as historic landmarks or located within a historic district. Killeen’s Downtown Design Guidelines use a written and illustrated guide to provide direction in the development and possible alteration of building facades in the Downtown Historic District. Guidelines frequently encourage the repair rather than replacement of deteriorated architectural features, or the use of replacement materials that are similar in composition, design, color and texture.

Although there are cost implications associated with the preservation of historic resources, there are a number of state and federal programs that offer some form of financial assistance to encourage proper maintenance and rehabilitation. The State of Texas offers financial assistance programs for the rehabilitation of historic structures, such as the Texas Historic Courthouse Preservation and Historic Downtown Programs. Federal incentives are also available. The Historic Tax Credit program offers a federal tax credit worth 20 percent of the eligible rehabilitation costs for buildings listed in the National Register of Historic Places. Texas encourages applicants to this program to apply simultaneously for the 25% tax credit offered by the Texas Historic Preservation Tax Credit Program.

Action 4.3.4

Create an interpretive wayfinding signage program for Downtown that is integrated with other City signage. Wayfinding systems include information and signage to guide and enhance people’s understanding and experience moving in and through a community. Wayfinding can also be an important economic development tool as jurisdictions frequently compete for the same tourist and visitor dollars. A successful wayfinding signage system provides visitors to Lampasas with the tools they need to successfully navigate the City, helping them to discover unique events, attractions, and destinations on their own. Moving forward, the City should consider a comprehensive wayfinding signage system denoting key shopping and event destinations and important historic and cultural landmarks like the Hancock Springs Free Flow Pool, Hanna Springs, the Historic Downtown and Cooper Spring Nature Park.

Objective 4.4

Build upon community events and historic character to promote tourism.

Action 4.4.1

Increase the number of lodging opportunities for visitors who wish to attend Lampasas special events like Spring Ho. The recent addition of two new hotels to Lampasas has greatly expanded the ability of the City to accommodate business travelers and host large social gatherings, like weddings and family reunions. In order to stay relevant and competitive as a special events and conference destination, Lampasas must continue to ensure that its hotel property inventory expands as demand for visitation to the City grows.

Action 4.4.2

Develop a Historic Lampasas Tour to encourage pedestrians and motorists alike to stop and visit a wide variety of sites in the City. Lampasas boasts several listings on the National Register of Historic Places, including the County Courthouse and the Lampasas Colored School. In 2004, the entire Lampasas Downtown Historic District, bounded by Second, Pecan, Fourth and Chestnut Streets received its designation. There are a number of organizations and individuals who serve as stewards of this legacy, both caring for the District and cultivating in-depth knowledge of the history behind its structures. The Courtyard Square organization might be the most logic choice to lead this effort, drawing upon the research of local historians and expertise gained during the restoration of the Keystone Star Hotel.

Publishing a route for a historical tour in the form of a brochure or a website connects points of interest like the historic Courthouse, the restored Hotel, the train depot and natural attractions like Hanna Springs and the Hancock Springs Free Flow Pool. Tour routes that accommodate both pedestrians and motorists can help that history come alive and encourage visitors to stop, shop and explore the community.

Action 4.4.3

Expand options for event space by investing in renovation of existing properties such as the Hostess House as well as the long-range demand for a new conference center. The City reports that there is consistently a higher demand for local event venues than they are able to fill. Local wedding venues are a particularly attractive prospect, as many couples are looking for a unique Texas historical venue. The Hostess House could be renovated to update the facility and serve larger groups. The City can also promote venues like the Keystone Star Hotel that could serve even larger events and encourage more people to linger in Lampasas and explore local sites and businesses. As the City continues to seek new hotels to house visitors, targeting one that could include a conference center to host business travelers and regional meetings would further enhance hotel and restaurant revenues.

ELEMENT 5: MOBILITY

GOAL 5

Plan the City's transportation system to reduce congestion and traffic conflicts, accommodate growing travel demand, and incorporate quality of life amenities.

Objective 5.1

Partner with federal, state, county, and other local partners to enhance regional mobility options in the Lampasas area.

Action 5.1.1

Prepare a near-term update to the City's Thoroughfare Master Plan that accounts for rapidly increasing number of cars per day traveling through Lampasas on U.S. Highways 281, 183 and 190. Because highway traffic is projected to increase in the coming decade, and new highway projects are on the horizon, Lampasas will need to invest ongoing effort into increasing the City's connectedness to the region while mitigating the negative impacts of traffic. Drivers are increasingly avoiding heavy traffic on Interstate 35 and using Highways 281 and 183 as an alternative route Central Texas route on their way to Austin or San Antonio.

This detour pattern increasing traffic counts through Lampasas. In Chapter 2, *Figure 2.3, Historical TxDOT Traffic Volumes Comparisons* shows the intersections with the largest increase in traffic counts from 2014 to 2018. The largest increase during this time period was 40 percent was at Highway 281, north of Noruna Road.

Citizens participating in the development of this plan offered initial guidance on improving circulation and safety for U.S. 183, 281 and other roadways This input forms the basis of the preliminary Master Thoroughfare Plan included in this document. Following the adoption of this plan, the City should establish a Mobility Stakeholders Group to study to further refine these initial recommendations for future transportation enhancements and to prepare for planned projects such as the future U.S. Highway 14. This Mobility Stakeholder Group can contribute to the refinement of this initial (MTP), including updating the Thoroughfare Plan map and street cross sections.

Action 5.1.2

Continue to actively participate in regional transportation planning efforts to promote funding and infrastructure improvements which benefit Lampasas.

Highway improvements, public transportation and thoroughfare enhancements require a scale of effort that is beyond the capacity of the City on its own. In fact, many of the transportation enhancements in the City will be comprised of public-public (e.g., mutually funded by the City or county) or public-private (e.g., toll roads) partnerships. It will be important for the City to designate a staff member to serve as a liaison to TxDOT and to coordinate with the two regional entities that address planning and funding for these issues, the Central Texas Council of Governments (CTCOG) and the Killeen-Temple Metropolitan Planning Organization (MPO).

Action 5.1.3

Enhance transit connections with other Central Texas communities, including Fort Hood shuttle service, to strengthen cultural and commercial relationships with the region. Promoting the on-call / on-demand transit service provided by the Hill Country Transit authority can also lead to increased visitation to Lampasas. The HOP service, as it is known, is a rural to urban fixed route, that also provides ADA complementary paratransit service for citizens and visitors to the Central Texas area. Lampasas is part of the nine-county rural division serviced by the HOP, but the community is also near the Killeen Urban Division that serves Copperas Cove, Harker Heights, and Killeen and could eventually seek to link to that route to Lampasas. Because the soldiers and families stationed at Fort Hood are often new to the region, Lampasas also might work with the post's community relations office to organize the itinerary for a day or overnight trip to encourage the families of soldiers to spend leisure hours shopping and dining in the community.

Action 5.1.4

Consider available opportunities to establish new truck route ordinance to reroute truck traffic away from Main Street. One of the concerns the public expressed in the open house was the problem of heavy truck traffic travelling through Downtown. As such, the City should consider updating designated truck routes in the Master Thoroughfare Plan and installing more prominent signage on truck routes in the City and on roadways where trucks are prohibited. As Lampasas develops its post-adoption regulatory provisions, one option is to consider banning commercial truck traffic greater than a class five box truck, with the exclusion of buses and waste collection vehicles, from entering Downtown. Heavy truck traffic is harmful to the pedestrian experience, increasing noise, exhaust and wear and tear on Downtown streets. Redirecting heavy trucks from 4th Avenue in particular was identified as being key to additional economic development actions being considered to promote the growth of retail near Downtown. If the City suspects that Navigation systems are a source of ongoing traffic conflicts on restricted routes, the problem can be reported directly to map providers in the effort to indicate where only local traffic is allowed.

Action 5.1.5

Prepare a walkability analysis to prioritize location of new investment in sidewalks and trails. Walkability is a measure of the effectiveness of community design in encouraging walking and bicycling as alternatives to driving vehicles to get to shopping, schools, and other typical destinations. To conduct a walkability analysis, density, diversity of design and access to parks can be used in the analysis. In the community survey for Lampasas, 67 % of survey respondents indicated that provision of pedestrian and bicycle accommodations would greatly increase quality of life in the community.

Objective 5.2

Reduce conflicts between highway and local traffic.

Action 5.2.1

Coordinate with TxDOT to explore options for a bypass that removes truck traffic from local streets where possible. In the public survey, 48 percent of survey participants indicated that traffic congestion is a very important or important transportation issue to be addressed in the near future. Because Key Avenue, also known as Highway 183 is the primary road that goes through Lampasas from north to south, all trucks that want to go through the City must go right through the middle of Lampasas. This indicates that most of the congestion on Key Avenue is not produced by community members of Lampasas. In combination with the next MTP update, the City should consider a truck route bypass around the City that redirects heavy traffic away from this major local thoroughfare. Stakeholders in the planning process identified a potential route to the east of Lampasas that could connect multiple highways, while minimizing traffic volumes through the City's center and maintaining easy access for those with business in Lampasas.

The City should reach out directly to TxDOT to discuss this need, and once the conversations are established, maintain ongoing communication with TxDOT in order to ensure the proposed alternatives strengthen the economy of Lampasas, while increasing its attractiveness.

Action 5.2.2

Work with TxDOT to identify potential routes for the planned I-14 Forts to Ports highway corridor. Because it is early in the planning process for the I-14 Forts to Ports Highway, it is important for the community to stay engaged with planning for the proposed highway route. This will allow Lampasas to weigh in on options that will reduce traffic conflicts with residents, while still planning for a roadway that will be close enough to the City to encourage travelers to stop, dine and shop in the community.

Action 5.2.3

Improve signal timing on Key Avenue to promote safe speeds for local and pass-through traffic. Open house attendees indicated that they would like to see better signal timing as a congestion relief strategy. Synchronization of signalized intersections is a traffic management instrument used to control who has importance at traffic signals, and for what length of time. When consecutive signals are properly programmed along a corridor, traffic travels more easily. Following the adoption of this plan, the City should approach TxDOT and Lampasas County to pursue a combined approach for signal timing with an emphasis on maximizing traffic movement and diminishing congestion for both pedestrians and automobiles.



By enhancing signal timing on major thoroughfares, safer traffic speeds can be achieved.

Objective 5.3

Increase multi-modal transportation options within Lampasas.

Action 5.3.1

Consider the adoption of a Complete Streets policy to promote safer mobility for all users. Due to the importance that community participants in the Comprehensive Planning process put on creating streets that accommodate a variety of users, it is suggested that the City formally adopt a Complete Streets policy. In accordance with the wishes of the community, this policy should focus on increasing sidewalks and off-road trails. It could be considered and adopted concurrently or soon after the adoption of the Comprehensive Plan so that it can be implemented in all decision-making associated with transportation planning, design, and maintenance. A policy can take several forms, including an official resolution by the City Council (non-binding), by ordinance (enforceable by law), through design guidelines or departmental policy, among others. Complete direction on the exact implementation steps, and example best-practice adopted policies, can be located in the resources provided by the National Complete Streets Coalition, an outreach effort of Smart Growth America.

Action 5.3.2

Connect the City's network of natural springs through a citywide greenbelt.

Lampasas grew and thrived because its creeks and springs make it an oasis in an otherwise parched region of Texas. Historically, development grew up around these features but as the community became more auto-oriented, it began to turn its back to the water. One of the strongest sentiments expressed throughout the public engagement process was the desire to reconnect the community to its waterways. An off-road trails network for pedestrians and bicyclists could provide a safe, off-road link between key destinations such as the Hancock Free Flow Pool, Downtown and Hanna Springs Park. As the City considers the establishment of a stream setback buffer to reduce flood risk and erosion, it also can preserve an opportunity to develop a Creekside trail in the right-of-way that is adapted to periodic inundation. This would return land in the floodway to productive use.

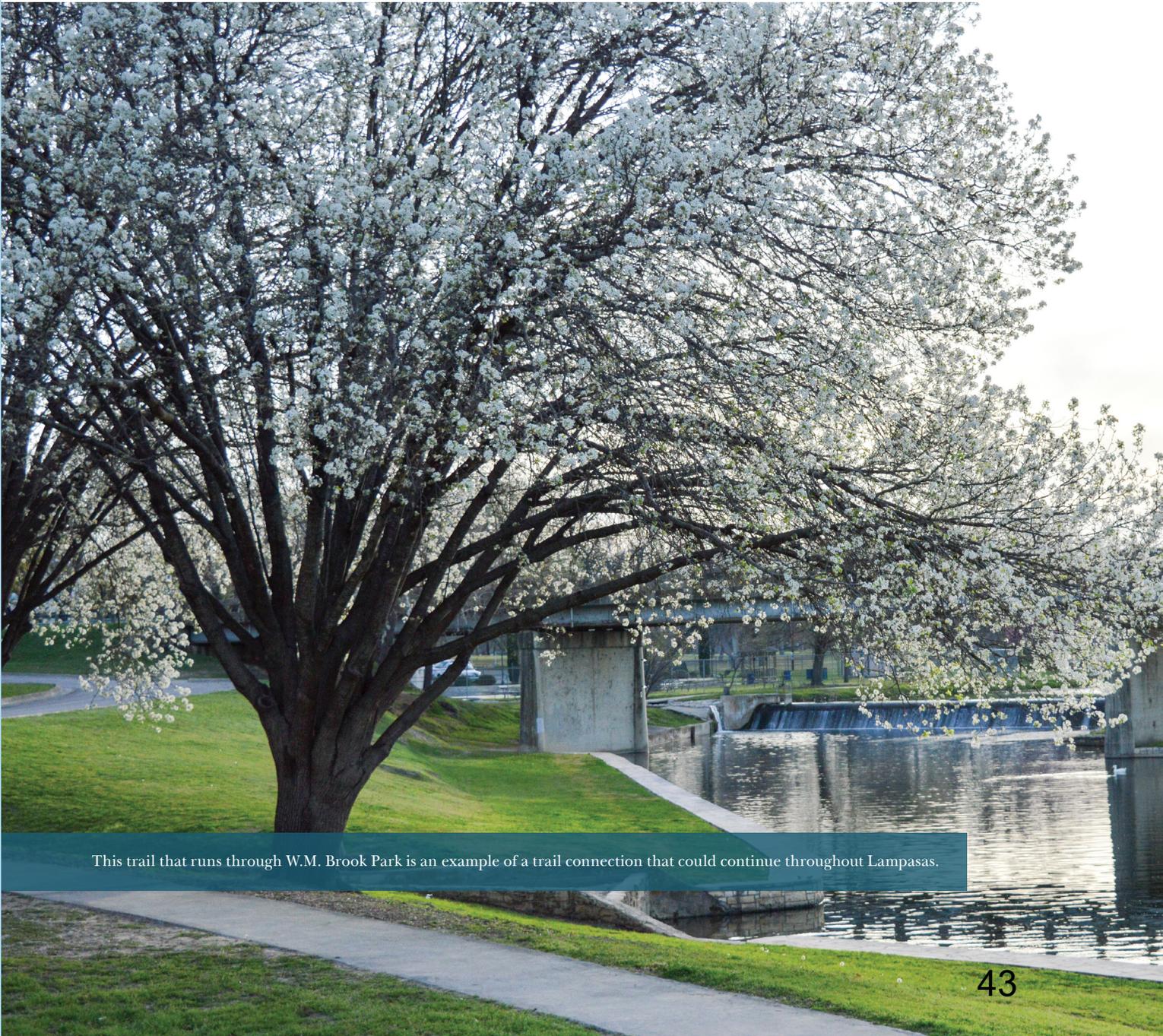
Action 5.3.3

Fund and establish recommended improvements to key intersections to improve the safety of pedestrian crossings. In the community survey, 67 percent of survey respondents indicated that crosswalks are either important or very important. Pedestrian crossings at various intersections in Lampasas can be dangerous. Several important intersections would benefit from enhanced pedestrian landings and distinctive crosswalks to better facilitate pedestrian movement through the City's streets.

Action 5.3.4

Fund and establish recommended sidewalk and trail improvements to improve pedestrian and bicycle connections throughout the City. In the public survey, 69 % of survey respondents indicated that it is important to improve or add sidewalks in Lampasas. A well-connected transportation system decreases congestion on main roads, is friendlier to pedestrians and bicyclists, facilitates alternative transportation, and leads to increased amounts of physical activity. There are numerous opportunities in existing neighborhoods to expand connectivity of the transportation system by creating more automobile, bicycle, and pedestrian connections in and between existing neighborhoods and the larger transportation system. Solutions consist of extending stub-out roads to link to adjacent roads as well as creating multi-use trails between cul-de-sacs or between roads along long blocks. Adding multi-use trails will only expand connectivity of the pedestrian/bicycle system. Aim for improving the connectivity ratio with these enhancements. Federal or state funds may be available.

Source: Lampasas Dispatch Record



This trail that runs through W.M. Brook Park is an example of a trail connection that could continue throughout Lampasas.

ELEMENT 6: COMMUNITY FACILITIES & SERVICES

GOAL 6

Provide high quality facilities and services which create a healthy, safe, and well-educated community.

Objective 6.1

Provide a high-quality and well-maintained parks and recreation system to support quality of life in Lampasas.

Action 6.1.1

Evaluate and implement priority projects identified in the Lampasas Parks, Recreation, and Open Space Master Plan as necessary. In the public survey, 63 % of survey respondents indicated that it is important or very important to provide additional park or recreation amenities in Lampasas in the near future. The City of Lampasas Parks and Open Space Master Plan was adopted in 2004. Since that time, the City has made many of the improvements outlined in that plan, including the construction of the Lampasas Sports Complex and improvements to Hanna Springs Park that include the sculpture garden. Unanticipated improvements include the founding of the community-supported Cooper Spring Nature Park, which highlights the City's natural resources. During this planning process, citizens expressed a high level of commitment to expanding the trails network along Sulfur Creek that connects parks, waterways, schools and major destinations. Updating the Parks, Recreation, and Open Space Master Plan would allow the City to reflect these accomplishments and set new priorities, including trail improvements and future park improvements that keep pace with growth and changes in the community's character. The adoption of an updated Plan would also make Lampasas eligible for project funding from the Texas Parks and Wildlife Department (TPWD).

Action 6.1.2

Annually assess the need for parks and recreation project funding in the City's 5-Year Capital Improvement Plan (CIP). As part of the yearly budgeting process, it is suggested that the Parks and Recreation Department evaluate planned projects for their ability to improve community health, safety and quality of life in the neighborhoods they serve. This can help the City determine which warrant inclusion in the Five-Year CIP and which projects or enhancements should be completed with general funding. After these determinations are complete, the City should consider funding opportunities for citywide goals, (such as the construction of a trails network), for a potential bond issue, and address the consequent need for increased tax revenue. When the Parks Master Plan is updated, this document can replace a yearly analysis and serve to guide development.

Action 6.1.3

Explore the use of a Parkland Dedication Ordinance to help meet the growing need for parks and recreation as development in the community continues. As the City continues to grow, further opportunities for coordination with developers to preserve or design and construct open space, parks, and recreational facilities will occur. The City should consider creating a process to require new developments to provide land area and/or create facilities in areas of need. This could potentially offset the cost of acquiring new park land to serve the population as it grows.

Action 6.1.4

Pursue partnerships with the Lampasas ISD to best leverage City resources and maximize recreation opportunities. Several Lampasas ISD recreation facilities serve the greater community during non-school hours. To take full advantage of the potential of a relationship between the City of Lampasas and Lampasas ISD, it is suggested that the City pursue the creation of an interlocal agreement for shared use of park facilities. This can consist of playgrounds and athletic facilities, as well as unprogrammed open space. The City presently holds contracts with private organizations that offer recreation programming to offset costs to the City. Pursuit of further contracts with private organizations, developers and the County could increase the effective acreage of the City’s park space through the shared use of amenities. Additional cost savings can be achieved through joint property maintenance contracts, when possible.

Action 6.1.5

Update the Lampasas Parks, Recreation, and Open Space Master Plan by 2022. Parks and recreation needs change as cities expand and evolve. The most recent parks plan for Lampasas was adopted over 15 years ago in 2004. In order to guarantee that the City continues to offer the best parks and recreation opportunities and amenities to its citizens, the City should update the City of Lampasas Parks and Open Space Master Plan according to the standards prescribed by the Texas Parks and Wildlife Department (TPWD). Although the TPWD does not require a parks master plan update, when the City submits an application for grant funding, the agency places a greater point value on submittals where a plan has been updated in the last five years.

The following steps are suggested for periodic review of this Plan:

- Annual staff evaluation should be conducted to record accomplishments.
- Annual “State of the Parks” evaluation should be given to the City Council.
- Review the plan for special circumstances that necessitate updates to Plan content.
- Provide for community participation in plan review and updates through community meetings, interviews, and workshops.

Action 6.1.6

Prepare a Master Plan for Hancock Springs Pool and Hanna Springs Sculpture Garden and develop a tourism strategy for promoting visitation to these parks.

Preparing a master plan for a specific park allows a community to dive deeper into the function and purpose of the park, and to develop a more detailed concept for how to achieve this vision. Hancock Springs Pool and Hanna Springs Sculpture Garden are two of the City’s most iconic parks. Hanna Springs is the home of the original spring that drew tourists to this rugged western outpost and the site of the annual Spring Ho homecoming festival. Event organizers indicated that the lack of performance spaces, restrooms, shelters and other facilities constrain the Festival’s ability to grow. The Hancock Springs Free Flow Pool and its grounds will be affected by the realignment of Highway 281. This represents an opportunity to celebrate the pool and to showcase it within a larger park that encourages for social gatherings before and after a dip in the pool. Because they represent a substantial draw of visitors from within and outside Lampasas, preparing master plans for these two parks could be a worthy investment in drawing future cultural and nature tourism to the City.

Objective 6.2

Continue to support the Lampasas Public School system and other higher education and training options to enhance the attractiveness of Lampasas to families and employers.

Action 6.2.1

Ensure that the Lampasas School system continues to attract highly qualified teachers by evaluating teacher pay with respect to surrounding districts.

According to the input gathered during community meetings and the public survey, Lampasas schools have a history of attracting people to the community. From those who return home to raise their children in a family friendly environment, to new residents who appreciate the care and individual attention offered by a small-town school district, there is a clear appreciation for what Lampasas ISD has to offer. However, several community members expressed that teacher pay appears to be lower than surrounding districts, leading to difficulty in attracting and retaining quality teachers to work in the district. The City of Lampasas should work closely with the ISD to identify appropriate pay and retention strategies to keep the district competitive. Since a large number of students come from surrounding areas of the County, City officials should also encourage the ISD to evaluate the tax structure funding public schools to ensure that all families benefitting from the school system are contributing equitably.

Action 6.2.2

Continue to support and expand the mission of the Lampasas County Higher Educational Center (LCHEC) in order to provide additional academic, vocational and certificate training to increase the range of skills Lampasas residents can offer potential employers. Continued support of the mission and function of LCHEC can help the City meet two goals articulated by citizens during this planning process: increasing the skill level of the labor force and attracting higher paying jobs. The Center provides assistance for those seeking their GED, as well as offering distance learning courses and medical certification training for local doctors and hospitals. A partnership formed with Central Texas College connects Lampasas with higher education opportunities as well through the Texas A&M system. By working closely with the EDC to identify growing demand for particular skill sets, LCHEC can continue to strengthen citizens' access to good paying jobs, as well as prepare them with retraining necessary due to shifts in the economy.

Objective 6.3

Continue to support maintenance and improvements to the Lampasas Municipal Airport in order to foster economic development and promote general aviation.

Action 6.3.1

Review and update Terminal Area Plan. To attract more permanent tenants and general aviation visitors, the City's Terminal should be updated to provide a convenient and comfortable location for pilots and passengers to rest and refresh while they are in Lampasas. This can include vending services that offset costs.

Action 6.3.2

Update Airport Capital Improvement Plan in City's CIP and with TxDOT. The Aviation Capital Improvement Program 2018-2020 contains several improvements for the Lampasas airport. These improvements include signage replacement and hanger access rehabilitation.

Objective 6.4

Provide effective police services to protect the health, safety, and welfare of the community.

Action 6.4.1

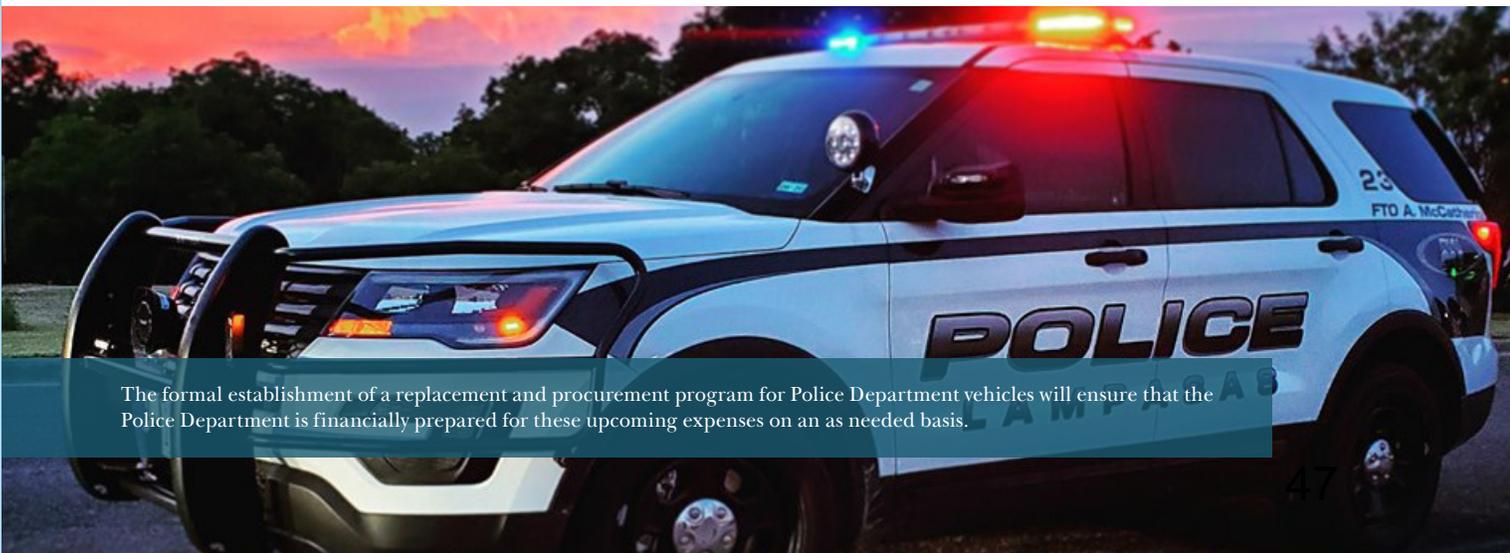
Continue to support Police Department efforts to offer community service and educational programs (e.g., National Night Out, event fingerprinting, etc.). The Lampasas Police Department does much more than law enforcement. When asked about their involvement in community events, the Department indicated that they are actively engaging with the public at events such as National Night Out, Kiddo Card (fingerprinting), Coffee with a Cop, school events, Citizen Police Academy, and Cool off with a Cop. As these kinds of events create strong support for and identification with the Police Department, the City should continue to create new educational programs that address community needs for safety and community cohesiveness. While Lampasas residents have expressed consistently positive views of the police force, there is a nationwide movement to work with other institutions in the community to address pressing social and racial equity concerns. The City of Georgetown Teen Court, for example, is a partnership with the school district and Williamson County that endeavors to keep juveniles out of the criminal justice system for certain Class C misdemeanors. The cases are defended and prosecuted by teen attorneys and jury, with the Municipal Court Judge presiding. Penalties consist of community service. Mental health issues can also result in volatile situations that can be addressed by crisis intervention. Future efforts may be directed toward training police officers in mental health intervention and partnerships with local mental health professionals to safely and effectively deal with situations exacerbated by mental illness.

Action 6.4.2

Establish a formal replacement and procurement program for Police Department vehicles and equipment and ensure adequate funding is allocated in the City's capital improvement program (CIP). The Police Department maintains an active inventory of all vehicles, their service records and their condition. They have established standards for when the replacement of a vehicle is warranted. As part of the annual budgeting and CIP process the City should review the anticipated vehicle and equipment replacement plan for the Police Department to include these costs in the police budget.

Action 6.4.3

Evaluate near-term needs to improve operations at the City's existing facilities (e.g., storage, desk space, meeting space, animal control facilities, etc.). The Department's base of operations are at the Police Department and Municipal Court on



The formal establishment of a replacement and procurement program for Police Department vehicles will ensure that the Police Department is financially prepared for these upcoming expenses on an as needed basis.

East Fourth Street. Although it is a new building, there have been numerous requests by the Police Department staff which will need to be prioritized. These requests include adding additional desk space for staff, additional storage space, and meeting space and finding a new home for the animal shelter function that has taken over area reserved for human officers.

Action 6.4.4

Evaluate Police Department staffing and increase as necessary. The primary factors that influence the Police Department's needs include population growth, traffic, incident reports, and additional responsibilities outside of enforcement (e.g., community service programs). Currently, the Department has an established five-year plan which anticipates the necessary increases based on projected population and increases in call volume. Once a year, during the budgeting process, the staffing, training, and vehicle and equipment needs of the Police Department should be evaluated and addressed in order to maintain effective Police Department operations in Lampasas. One consideration in Police Department staffing should be the ability to increasing enforcement actions related to traffic violations.

Action 6.4.5

Continue to offer quality humane care of animals for the health, safety, and welfare of the public. As the City expands, the animal population will also grow. In order to continue providing the required humane care to these animals, a different location may be needed in order to move animals out of a structure that could be better used for police operations. The facility has served the community in two ways; 1) as the offices of the Lampasas Animal Shelter, which provides safety to the public through ensuring the execution of state law and local ordinances; and 2) as the Animal Shelter, which offers humane treatment and protection to all animals in the facility and offers animals for adoption to improve the quality of the City. Police Department staff have indicated that the need for these services is surpassing the capacity of the facility. A strategic plan should be created to allow the police to reclaim spaces re-purposed to house animals and to offer more animal housing, quality humane care, visibility to the public, and improved animal adoption services.

Action 6.4.6

Support Police Department efforts in advancing the use of technology to improve the safety of the Lampasas public. Technology and equipment used as part of Police Department operations is rapidly advancing and changing daily. From body cameras, which are presently in use, to license plate recognition cameras and software, this new technology makes both our officers and community safer. As such, it should be a City priority to adequately support these advances in technology as warranted.



The Lampasas Animal Shelter is under the direction of the Lampasas Police Department and provides various services to the animals in the community.

Objective 6.5

Provide effective fire and EMS services to protect the health, safety, and welfare of the community.

Action 6.5.1

Evaluate and identify opportunities to fund increases in Fire Department staffing to better meet accepted national fire service response and staffing standards.

Since the Lampasas Fire Department serves not only the City, but also Lampasas County and surrounding counties through mutual aid agreements, it is essential that the City evaluate the staffing level and funding structure of the Department to ensure that their existing personnel are not overtaxed. Nationally, fire department staffing is guided by the National Fire Protection Association (NFPA) standards set out in NFPA 1710 (i.e., the Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Departments). This guiding document specifies the minimum requirements for the operation and deployment of fire suppression, emergency medical services, and special operations responses. For small town fire departments, like Lampasas, meeting these guidelines is a challenge, particularly when the City is responsible for firefighting in the surrounding county as well.

The vast majority of calls the City receives are for Rescue and Emergency Medical Services, which averaged nearly 300 calls per month in 2018. They respond to approximately 30 fire incidents per month and nearly 5,000 total incidents per year. The City should evaluate the distribution of the Department's response efforts and identify opportunities to effectively share costs with its mutual aid partners provide for adequate Fire Department staffing as identified in the NFPA standards and make efforts to adhere to the Texas Administrative Code 435.17. In addition, as part of the annual budgeting and CIP process the City should review the anticipated vehicle and equipment replacement plan for the Fire Department.

Action 6.5.2

Continue to support Fire Department efforts to offer community service and educational programs. The Fire Department is active in the community and provides fire prevention activities each year for Fire Prevention Week as well as training on CPR and the proper use of fire extinguishers. Additionally, Fire Department personnel provide fire station tours and attend events at churches, school functions, and other group events throughout the year. The Fire Marshal's office also conducts safety fire inspections at local businesses and participates in the City's development review process. As such, it is important that the City maintain adequate support for these programs as they are valued services offered to community members and organizations.

Action 6.5.3

Establish a formalized replacement and procurement program for Fire Department vehicles and equipment and ensure adequate funding is allocated in the City's capital improvement program (CIP). Similar to growing personnel needs, the Fire Department must regularly evaluate the need for additional fire apparatus and equipment to keep pace with increases in population. The LFD currently has several vehicles to assist with firefighting operations in its fleet, including a 2001 E-Aerial Ladder, a 2010 Pierce Engine. The 2010 Pierce Engine has required significant repairs and is anticipated to last approximately two more years. Options for replacement may include a custom-built engine. To ensure that there is no interruption in fire service for the City or county, Lampasas should begin the process of identifying funding and a replacement option for this vehicle by the 2021-2022 fiscal year.

Action 6.5.4

Support Fire Department efforts to increase the amount of training for both paid and volunteer personnel (e.g., emergency response training, supervisory training, etc.). Training is essential to ensure that a knowledgeable and proficient staff is available to respond to emergencies in the City. Fire Department staff must have the skills and knowledge related to their profession so that they are able to respond efficiently and effectively. Training for the Department's volunteers and career staff is undertaken on a daily basis as Fire Department personnel lead their colleagues in exercises on a variety of subjects. Lampasas fire fighters greatly exceed the minimum standards required by the Texas Commission on Fire Protection on their daily training, but also the regional and national conferences they attend for topics ranging from fireground operations to health and safety symposiums. Internet based training for medical certifications is also provided through C.E. Solutions, a private entity that also documents staff completion of these trainings. Both career and volunteer firefighters are required to obtain and maintain minimum certification standards (e.g., NFPA 1001, Firefighter 1). It is important for the City to continue to support Fire Department efforts to maintain and potentially expand training opportunities for both career and volunteer firefighters.

Action 6.5.5

Continue to evaluate and fund a needed expansion of Fire Department facilities. The Future Land Use Plan developed as a part of this planning effort can be used to guide the location of future Fire Department facilities. It is important that the City continue to evaluate the effectiveness of its current funding mechanisms to support adequate personnel, facilities and equipment to guarantee the safety of the populations they serve. If the City was interested in combining fire, police and possibly EMS in a shared facility, funding may be available through FEMA.



The Lampasas Fire Department provides numerous services to protect the community.

Action 6.5.6

Continue to support Fire Department efforts in advancing the use of technology to improve the safety of the Lampasas community. Over the past 10 years, the Lampasas Fire Department has adopted a philosophy which acknowledges and understands that advances in current technology and adherence to best practices results in better emergency response for the Lampasas community. The City anticipates upgrading its communications equipment in the near future to improve emergency response. Moving forward, the City should continue to evaluate and, when warranted, support similar advances in technology and best practices to ensure the best protection for the Lampasas community.

Action 6.5.7

Evaluate the near- and long-term needs regarding Lampasas provision of EMS response. The Lampasas Fire Department is currently providing first responder support to the Lampasas County EMS Department. However, as the number of first responder incidents and non-fire related calls continues to increase, there may not be enough manpower to adequately respond to other fire-related emergencies. In any instance, as population grows in the City of Lampasas, it may need to renegotiate the require additional funding and staffing to effectively respond to the EMS needs of a larger community. As such, the City should continually monitor the near- and longer-term needs for providing effective EMS and fire response and plan accordingly.



Plan Implementation

Introduction

The Comprehensive Plan draws upon the wisdom and insight of the community to set out a vision for how Lampasas should grow in the next 20 years. With this vision now in place, the City must mobilize its resources to prepare for plan implementation.

Previous chapters of this Plan discuss how to accomplish the desired vision, goals and objectives of Lampasas citizens. This chapter identifies the City's top priorities and who is responsible for them. It is through the process of implementation that actions get translated into detailed policies, operational changes, financial investments (e.g., capital improvements), further studies, and new regulations.

Partnering for Success

Implementation will require the combined efforts of a host of community leaders, from individual residents to appointed and elected officials to outside agencies. Increasingly, jurisdictions are recognizing that successful implementation of the Comprehensive Plan includes a combination of City and non-City partners, as well as elected and appointed officials, staff, community members, and property and business owners.

This also includes the acknowledgment that the City has a responsibility to partner with all local, state, and federal public and private partners that can be of assistance to Lampasas today and in the future. At a minimum, this consists of:

- Lampasas elected and appointed officials;
- City Administration and staff;
- Lampasas Economic Development Corporation (LEDC);
- Lampasas County;
- Texas Department of Transportation(TxDOT);
- Lampasas Independent School District (LISD);
- Neighboring cities (on projects that are mutually beneficial);
- Additional affected agencies and entities;
- Area property and business owners; and
- The development community, including outside developers expressing interest in Lampasas.

Implementation Action Plan

Chapters two through five contain policies and detailed implementation actions that can be accomplished at any time during the 20-year horizon of this Plan. These chapters also contain background information, analysis, and direction as to how these actions can be implemented over time.

This section of the Plan is intended to take those actions which can occur during a 20-year plan horizon and prioritize them. This section categorizes what the most significant actions are and the order that the City plans to implement them. *Table 6.1, Implementation Action Plan*, on the following page, shows the prioritized actions of this Plan in short-term (next 1-2 years), mid-term (3-10 years), and longer-term (10+ years) time frames, with those that will be ongoing marked as such. Short and mid-term actions are ranked whereas longer-term actions do not have a ranking. It also contains direction as to the entities that should be involved (with the first entity listed as lead) and the type of action required, such as policies, operational changes, financial investments, studies, or regulations (see Implementation Tools, below, for further description of the types of actions involved).

FIGURE 6.1, TYPES OF IMPLEMENTATION TOOLS

Study

A detailed study or examination required to select the most suitable resolution.

Operational Change

Different or altered plans, procedures or operational actions.

Regulation

Council adopted guidelines used to direct development of other actions in the City.

Non-Capital Investment

Smaller-scale enhancements which could more likely be funded by the annual budgeting process or a staff-led project.

Policy

Approved actions or policies to guide City decisions. Occasionally, it includes a movement in a general direction which could consist of a blend of implementation tools.

Capital Investment

Larger-scale capital improvements to be included in the City's five-year Capital Improvement Plan (CIP).

Community events are an excellent way to provide opportunities for residents to get together in their own backyard.

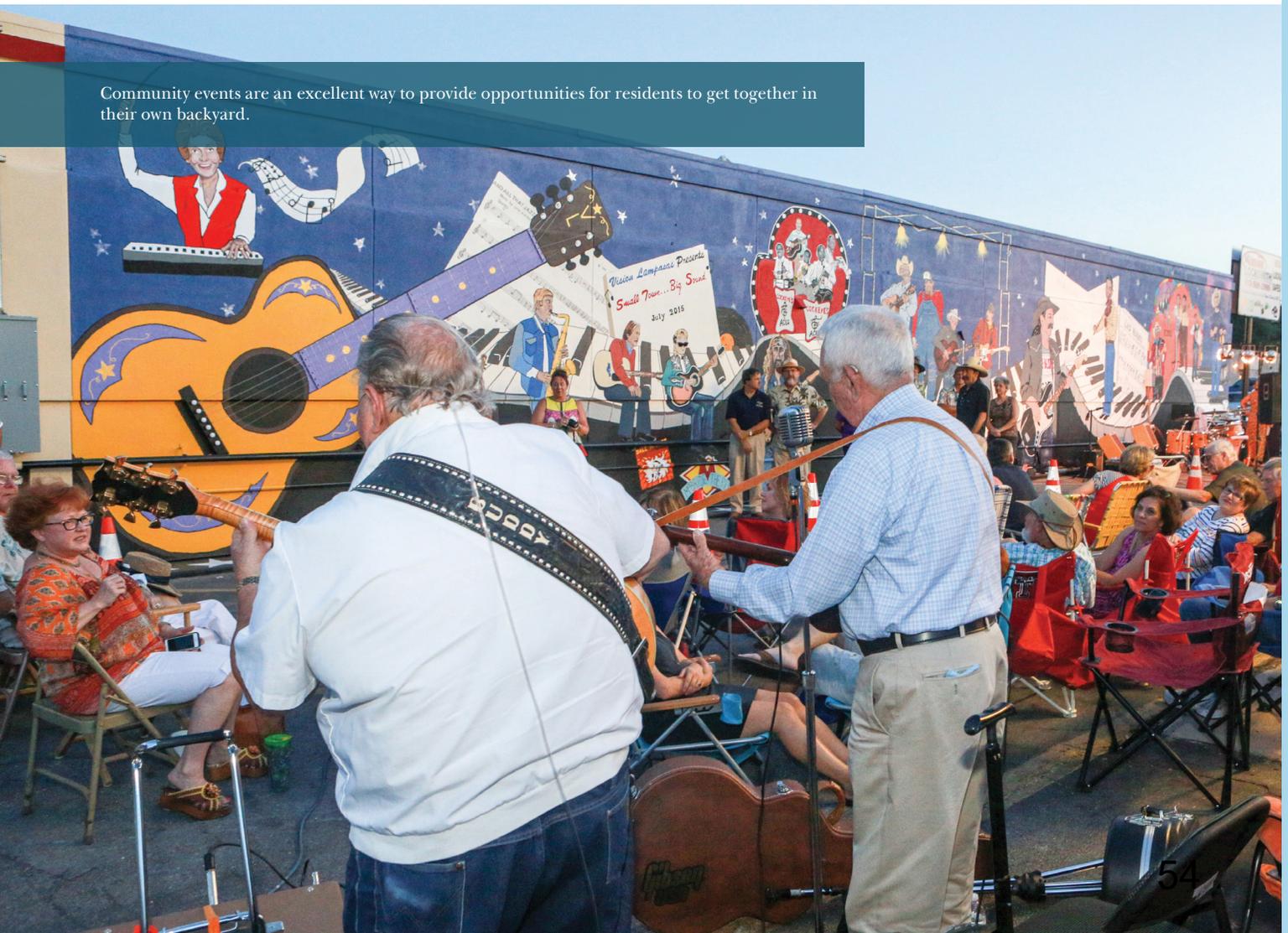


FIGURE 6.2, IMPLEMENTATION ACTION PLAN

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Goal 1: Prepare Lampasas for growth that meets the community’s current and future needs, while preserving its unique character.							
Objective 1.1: Ensure that the Lampasas Future Land Use Plan presents a comprehensive, coherent strategy to guide growth in the face of increasing development pressures.							
1.1.1	Identify opportunities to accommodate the demand for new residential and commercial growth and to catalyze new types of investment.					Public Works	Study
1.1.2	Provide life cycle housing for current and future residents of all ages by making it possible to offer a wider range of housing options, including tiny homes, townhomes and multifamily.					Building and Planning	Regulation
1.1.3	Transform Lampasas into a destination for nearby metropolitan markets to strengthen their contribution to the City’s retail and tourism economy.					Building and Planning	Operational Change
1.1.4	Encourage the development of new retail and entertainment uses that provide residents the services they need without having to leave the City limits.					Building and Planning	Operational Change
1.1.5	Focus corporate recruiting efforts on employers seeking more highly skilled labor and offering higher paying jobs.					LEDC	Regulation
1.1.6	Provide for orderly growth by Integrating the City’s CIP and Utility Master Plans.					Public Works	Capital Investment

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Objective 1.2: Maintain open, transparent, and responsive relationships between City Hall and the citizens of Lampasas to clearly communicate the City’s plans and how it will use its resources to achieve them.							
1.2.1	Expand the City’s community outreach and engagement strategy to continue fostering dialogue, building community trust and encouraging informed civic participation.					City Management	Operational Change
1.2.2	Utilize the Lampasas Master Plan as an integral part of critical city decision-making processes.					Building and Planning	Operational Change
1.2.3	Develop specific benchmarking performance measures for each Master Plan element and share how the City’s tax revenues are being used to support implementation on a yearly basis.					Building and Planning	Regulation
Objective 1.3: Revitalize and enhance the character of Lampasas’ historic areas and enhance the character of the City’s established neighborhoods							
1.3.1	Identify opportunities to add new activity and investment by introducing mixed-use and live-work units in Downtown and surrounding neighborhoods.					Building and Planning	Study
1.3.2	Develop a plan to increase heritage tourism to the City’s historic sites.					LEDC	Study
1.3.3	Make the Key Avenue corridor an attractive destination where new commercial development provides needed services while enhancing the community’s character.					LEDC	Capital Investment
1.3.4	Strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair.					Building and Planning	Non-Capital Investment

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Goal 2: Make Lampasas a growth-ready community by providing the infrastructure required to support a 21st century economy.							
Objective 2.1: Provide reliable high-speed internet service for the whole community.							
2.1.1	Work with regional telecommunications providers to identify opportunities to provide reasonably priced high-speed internet service for Lampasas homes and businesses.					Public Works	Operational Change
2.1.2	Analyze potential for Lampasas to serve as a telecommuting hub for residents who wish to live a family-oriented lifestyle centered in Lampasas.					LEDC	Study
Objective 2.2: Improve the condition and character of local streets and sidewalks.							
2.2.1	Continue to develop a phased program of street repairs and improvements that incorporates public input and aligns with the CIP.					Public Works	Capital Investment
2.2.2.	Assess the location of City sidewalks and determine where opportunities exist to expand the pedestrian network.					Building and Planning	Study
2.2.3	Enhance the appearance of local streets with design guidelines for landscaping, lighting and accessibility.					Building and Planning	Operational Change
2.2.4	Utilize scaled entrance monuments, signage, and landscaping to identify points of entry into Lampasas.					Building and Planning	Non-Capital Investment
2.2.5	Consider incorporating wayfinding signage at key points around the City.					Building and Planning	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Objective 2.3: Continue to pursue water and wastewater improvements to ensure an efficient and sustainable infrastructure system for the future.							
2.3.1	Improve service and prepare for growth by investing in improvements to the City’s water pressure planes.					Public Works	Capital Investment
2.3.2	Develop a comprehensive water/wastewater master plan to help identify long-term water and wastewater infrastructure needs.					Building and Planning	Study
2.3.3	Evaluate and anticipate needed extensions of the water and wastewater Certificate of Convenience and Necessity (CCN) boundaries concurrent with the City’s growth and annexation program.					Public Works	Study
2.3.4	Periodically evaluate and modify necessary utility rates and impact fees to ensure economically sustainable continuation of operations.					Public Works	Study
2.3.5	Evaluate the need to increase the number of staff in the Public Works Department.					Public Works	Study
Objective 2.4: Make Lampasas more resilient to future flooding with a program of improvements that will reduce the potential impact of future flood events on life and property.							
2.4.1	Continue to fund WCID to strengthen the City’s flood protection system.					WCID	Capital Investment
2.4.2	Identify a funding source to rehab and upgrade the flood control dams in the Sulphur Creek watershed that protect the City of Lampasas.					Public Works	Study
2.4.3	Develop a comprehensive Drainage Master Plan for Lampasas.					Building and Planning	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
2.4.4	Evaluate potential modifications to the City’s drainage criteria manual and regulations stemming from recent changes to the frequency of rainfall depths.					Public Works	Study
2.4.5	Identify corridors along the City’s network of wet and dry creeks where drainage and flood control can be combined with recreational improvements.					Public Works	Study
2.4.6	Develop opportunities to utilize parkland for regional drainage.					Public Works	Study
2.4.7	Discourage new development in flood-prone areas.					Public Works	Regulation
Goal 3: Expand opportunities for high-quality growth in Lampasas, while preserving the small-town character and distinct natural resources of the community.							
Objective 3.1: Evaluate land use regulations to ensure quality development outcomes in Lampasas.							
3.1.1	Undertake a comprehensive analysis of the City’s zoning, subdivision, and other land use regulations, and consider opportunities for improvements to provide more consistency, clarity, and compatibility with existing uses.					Building and Planning	Study
3.1.2	Consider a comprehensive update to the City’s zoning, subdivision, and other development regulations to implement the recommendations identified in the Comprehensive Plan and improve the quality and character of the built environment.					Building and Planning	Study
3.1.3	Review and amend the zoning and subdivision regulations to allow a greater mix of housing types in each neighborhood.					Building and Planning	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
3.1.4	Consider developing a quick reference guide which clearly specifies the development, zoning and annexation process for citizens and the development community.					Building and Planning	Study
3.1.5	Maintain a consistent process for codifying adopted City ordinances, and effectively communicate that process to the public.					Building and Planning	Regulation
Objective 3.2: Utilize the Lampasas Future Land Use Plan in conjunction with the rezoning process to create new opportunities for growth that enhance the character of the City, while protecting its natural resources.							
3.2.1	Identify opportunities for mixed-use activities and higher density residential uses in transitional residential areas near downtown and Silk-Stocking Row and review and amend the zoning regulations to facilitate these activities.					Building and Planning	Study
3.2.2	Consider developing character and context-sensitive street cross-sections as part of the next update to the City’s Thoroughfare Master Plan.					Public Works	Study
3.2.2	Evaluate modifications to the City’s development ordinances to establish stream setbacks and incorporate low impact development measures as part of new development near waterways.					Building and Planning	Policy
3.2.4	Evaluate opportunities to incentivize further protection of sensitive natural resources (e.g., steep slopes, mature trees) through the City’s zoning, subdivision, and other development regulations.					Building and Planning	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Objective 3.3: Expand opportunities for new commercial development and employment to serve the needs of citizens and attract residents from surrounding communities.							
3.3.1	Revise zoning and development regulations governing Key Avenue to improve the appearance of the corridor, while identifying sites to catalyze new development.					Building and Planning	Regulation
3.3.2	Evaluate the potential for a mixed-use district east of Sulphur Creek.					Building and Planning	Study
3.3.3	Provide residents with new entertainment and dining opportunities in Lampasas.					LEDC	Operational Change
3.3.4	Identify appropriate opportunities on highway corridors for new commercial development and employment centers.					Building and Planning	Study
Goal 4: Expand retail and entertainment options to serve residents and to make Lampasas a destination for visitors who will contribute to the City’s economy.							
Objective 4.1: Foster continued economic growth in Lampasas.							
4.1.1	Encourage people passing through Lampasas on their way to major metropolitan areas and Hill Country destinations to stay and visit the City’s attractions.					LEDC	Policy
4.1.2	Continue to support the efforts of the Lampasas Economic Development Corporation (LEDC) to promote the economic development of the community.					LEDC	Policy
4.1.3	Establish a Buy Local campaign.					LEDC	Operational Change
4.1.4	Provide incentives to encourage Key Avenue property owners to develop or improve their properties.					LEDC	Operational Change

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
4.1.5	Find opportunities for cost-sharing for infrastructure improvements.					Public Works	Study
Objective 4.2: Attract higher paying, high-skill employers to locate in Lampasas.							
4.2.1	Continue to prepare development sites and recruit new employers to the city's business park site.					LEDC	Non-Capital Investment
4.2.2	Encourage the expansion of existing businesses offering higher paying, high skill jobs.					LEDC	Operational Change
4.2.3	Establish a small business incubator to support local and relocating entrepreneurs.					LEDC	Non-Capital Investment
Objective 4.3: Revitalize Downtown and other historic properties to catalyze private investment and promote tourism.							
4.3.1	Continue to encourage a vibrant, active Downtown.					LEDC	Policy
4.3.2	Create Downtown environment that supports 24-7 activity all year long.					LEDC	Policy
4.3.3	Establish Historic Preservation Design Guidelines.					Building and Planning	Operational Change
4.3.4	Create an interpretive wayfinding signage program for Downtown that is integrated with other City signage.					Building and Planning	Non-Capital Investment
Objective 4.4: Build upon community events and historic character to promote tourism.							
4.4.1	Increase the number of lodging opportunities for visitors who wish to attend Lampasas special events like Spring Ho.					LEDC	Capital Investment
4.4.2	Develop a Historic Lampasas Tour to encourage pedestrians and motorists alike to stop and visit a wide variety of sites in the City.					LEDC	Non-Capital Investment

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
4.4.3	Expand options for event space by investing in renovation of existing properties such as the Hostess House as well as the long-range demand for a new conference center.					LEDC	Capital Investment
Goal 5: Plan the City’s transportation system to reduce congestion and traffic conflicts, accommodate growing travel demand, and incorporate quality of life amenities.							
Objective 5.1: Partner with federal, state, county, and other local partners to enhance regional mobility options in the Lampasas area.							
5.1.1	Prepare a near-term update to the City’s Thoroughfare Master Plan that accounts for rapidly increasing number of cars per day traveling through Lampasas on U.S. Highways 281, 183 and 190.					Building and Planning	Study
5.1.2	Continue to actively participate in regional transportation planning efforts to promote funding and infrastructure improvements which benefit Lampasas.					Building and Planning	Study
5.1.3	Enhance transit connections with other Central Texas communities, including Fort Hood shuttle service, to strengthen cultural and commercial relationships with the region.					Building and Planning	Capital Investment
5.1.4	Consider available opportunities to establish new truck route ordinance to reroute truck traffic away from Main Street.					Building and Planning	Policy
5.1.5	Prepare a walkability analysis to prioritize location of new investment in sidewalks and trails.					Building and Planning	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Objective 5.2: Reduce conflicts between highway and local traffic.							
5.2.1	Coordinate with TxDOT to explore options for a bypass that removes truck traffic from local streets where possible.					Building and Planning	Policy
5.2.2	Work with TxDOT to identify potential routes for the planned I-14 Forts to Ports highway corridor.					Building and Planning	Study
5.2.3	Improve signal timing on Key Avenue to promote safe speeds for local and pass-through traffic.					Public Works	Operational Change
Objective 5.3: Increase multi-modal transportation options within Lampasas.							
5.3.1	Consider the adoption of a Complete Streets policy to promote safer mobility for all users.					Building and Planning	Policy
5.3.2	Connect the City’s network of natural springs through a citywide greenbelt.					Building and Planning	Capital Investment
5.3.3	Fund and establish recommended improvements to key intersections to improve the safety of pedestrian crossings.					Public Works	Non-Capital Investment
5.3.4	Fund and establish recommended sidewalk and trail improvements to improve pedestrian and bicycle connections throughout the City.					Public Works	Capital Investment

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Goal 6: Provide high quality facilities and services which create a healthy, safe, and well-educated community.							
Objective 6.1: Provide a high-quality and well-maintained parks and recreation system to support quality of life in Lampasas.							
6.1.1	Evaluate and implement priority projects identified in the 2002 Lampasas Parks, Recreation, and Open Space Master Plan as necessary.					Parks and Recreation	Capital Investment
6.1.2	Annually assess the need for parks and recreation project funding in the City’s 5-Year Capital Improvement Plan.					Parks and Recreation	Capital Investment
6.1.3	Explore the use of a Parkland Dedication Ordinance to help meet the growing need for parks and recreation as development in the community continues.					Parks and Recreation	Study
6.1.4	Pursue partnerships with the Lampasas ISD to best leverage City resources and maximize recreation opportunities.					LISD	Policy
6.1.5	Update the Lampasas Parks, Recreation, and Open Space Master Plan by 2022.					Parks and Recreation	Study
6.1.6	Prepare a Master Plan for Hancock Springs Pool and Hanna Springs Sculpture Garden and develop a tourism strategy for promoting visitation to these parks.					Parks and Recreation	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
Objective 6.2: Continue to support the Lampasas Public School system and other higher education and training options to enhance the attractiveness of Lampasas to families and employers.							
6.2.1	Ensure that the Lampasas School system continues to attract highly qualified teachers by evaluating teacher pay with respect to surrounding districts.					LISD	Study
6.2.2	Continue to support and expand the mission of the Lampasas County Higher Educational Center (LCHEC) in order to provide additional academic, vocational and certificate training to increase the range of skills Lampasas residents can offer potential employers.					LCHEC	Policy
Objective 6.3: Continue to support maintenance and improvements to the Lampasas Municipal Airport in order to foster economic development and promote general aviation.							
6.3.1	Review and update Terminal Area Plan.					Building and Planning	Study
6.3.2	Update Airport Capital Improvement Plan in City's CIP and with TxDOT.					Building and Planning	Study
Objective 6.4: Provide effective police services to protect the health, safety, and welfare of the community.							
6.4.1	Continue to support Police Department efforts to offer community service and educational programs (e.g., National Night Out, event fingerprinting, etc.).					Police	Policy
6.4.2	Establish a formal replacement and procurement program for Police Department vehicles and equipment and ensure adequate funding is allocated in the City's capital improvement program (CIP).					Police	Non-Capital Investment

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
6.4.3	Evaluate near-term needs to improve operations at the City’s existing facilities (e.g., storage, desk space, meeting space, animal control facilities, etc.).					Police	Study
6.4.4	Evaluate Police Department staffing and increase as necessary.					Police	Study
6.4.5	Continue to offer quality humane care of animals for the health, safety, and welfare of the public.					Police	Policy
6.4.6	Support Police Department efforts in advancing the use of technology to improve the safety of the Lampasas public.					Police	Non-Capital Investment
Objective 6.5: Provide effective fire and EMS services to protect the health, safety, and welfare of the community.							
6.5.1	Evaluate and identify opportunities to fund increases in Fire Department staffing to better meet accepted national fire service response and staffing standards.					Fire Dept.	Study
6.5.2	Continue to support Fire Department efforts to offer community service and educational programs.					Fire Dept.	Policy
6.5.3	Establish a formalized replacement and procurement program for Fire Department vehicles and equipment and ensure adequate funding is allocated in the City’s capital improvement program (CIP).					Fire Dept.	Capital Investment
6.5.4	Support Fire Department efforts to increase the amount of training for both paid and volunteer personnel (e.g., emergency response training, supervisory training, etc.).					Fire Dept.	Policy
6.5.5	Continue to evaluate and fund a needed expansion of Fire Department facilities.					Fire Dept.	Study

FIGURE 6.2, IMPLEMENTATION ACTION PLAN (CONT.)

ACTION #	ACTION RECOMMENDATION	INITIATION TIME FRAME				INVOLVED ENTITIES	ACTION TYPES
		SHORT TERM (1-2 YRS.)	MID TERM (3-10 YRS.)	LONG TERM (10+ YRS.)	ON-GOING		
6.5.6	Continue to support Fire Department efforts in advancing the use of technology to improve the safety of the Lampasas community.					Fire Dept.	Policy
6.5.7	Evaluate the near- and long-term needs regarding Lampasas provision of EMS response.					Fire Dept.	Study

Plan Administration

IMPLEMENTATION ROLES AND RESPONSIBILITIES

Though implementation of this Plan will involve the efforts of the whole community of Lampasas, the City and its elected and appointed officials and staff will play an important part by initiating and managing the work of others. Therefore, the following City entities will have an important part in these implementation efforts:

- **City Council.** Through strategic direction meetings, annual budgeting, and further associated decision making, the City Council establishes general action priorities and time frames by which each action will be started and finished.
- **Planning and Zoning Commission.** The Planning and Zoning Commission, as an advisory board to the City Council, is tasked with making recommendations associated with the development and redevelopment of the City and its environs. It mainly does this through the rezoning and development process. Commission recommendations should have a basis in the vision, policies, and action of this Plan.
- **Lampasas Economic Development Corporation (LEDC).** The mission of the LEDC is to enhance economic opportunities and quality of life through strategic business retention and attraction. In this regard, the LEDC is an important strategic partner in helping execute the vision for growth, and the policies, and actions to support that growth.
- **Administration and City Staff.** As the executive branch of City government, the Administration and its staff are charged with the implementation this Plan. To varying degrees, City departments (e.g., Building and Planning, Public Works, Parks, etc.) have work programs which are essential to the success of this Plan and should ensure that their annual work programs and budgets are reflective of the vision set by the public.

CONTINUING EDUCATION

For implementation to proceed in a focused and timely manner, it is important that all affected Departments and other stakeholders understand the goals and strategic direction provided by the Comprehensive Plan. It is important to share this information with elected and appointed officials. For City Council, this can consist of an initial briefing on the Plan's content and plan for implementation, followed by staff consultation prior to important decisions. For other boards and commissions, it could consist of a comprehensive summary of the Plan itself followed by a question and answer session.

It is also important to provide education to individuals who are not part of City government, such as property and business owners, the development community, and the general public. Education should include a City webpage devoted specifically to implementation of the Comprehensive Plan. The intent of this page is to publicly state the connection between proactive planning and the City's ability to follow through with implementation. As such, the page should be updated at least yearly to update the City's accomplishments, as well as to provide a summary of the upcoming priorities for near-term action on the implementation action plan.

IMPLEMENTATION FUNDING

Between the City government and the LEDC, there are a variety of actions that can occur to implement this Plan. These consist of, but are not restricted to, offering financial incentives (for relocation, growth of staff, site and building enhancement, etc.), a reasonable and effective regulatory environment, timely capital improvements, and public/private partnerships. Funding, consequently, becomes a critical part of several of these actions. Funding for implementing the Comprehensive Plan will come from a variety of sources, including local resources such as the general fund (which is supported by property and sales taxes); voter-approved bonds; federal, state, and additional grants; among other sources.

PLAN AMENDMENT

Even though this Plan is based upon a detailed examination of existing conditions and an extensive community engagement program, it reflects a snapshot in time. A Comprehensive Plan is intended to be a living document that can be modified to accommodate changes in social, financial, physical, and political fluctuations at the local and national levels over an extended period of time. Therefore, it is suggested that the Plan be revisited on a consistent basis and updated as Lampasas deems necessary.

- **Annual Progress Report.** As a part of its work program, the (City Manager?) Planning and Zoning Commission should prepare an annual report for submittal and discussion with the City Council. Status of implementation for the Comprehensive Plan should be contained in these annual reports. Substantial actions and accomplishments from the previous year should be documented. The progress report should also identify and recommend required actions and programs to be established and implemented in the next year. This should be coordinated with the opening phases of the City's annual budget development process.
- **Annual Updates.** After the annual progress report is complete, the Implementation Action Plan should be updated as part of an annual Plan amendment. The Implementation Action Plan update, or near-term work program, identifies near- and mid-term actions to be started in the subsequent year or shortly after. Annual Plan amendments also offer opportunities for minor Plan updates and modifications, as well as changes to the Future Land Use, Thoroughfare Plan, and related maps.
- **Five-Year Update.** A larger evaluation and update should be prepared every five years. This is usually staff driven, and includes participation from numerous departments and elected and appointed officials. Led by the Building and Planning Department, this update contains an evaluation of the current plan, the successes achieved under the plan and any deficiencies with respect to implementation of the vision, policies, and actions. The purpose is to determine which of the outstanding planned actions are still pertinent to the community. The update should consist of the following:
 - » A summary of Plan revisions and accomplishments to date;
 - » Fluctuations in trends and challenges since Plan adoption (e.g., variations in the projected growth rate and the physical limits of the City; demographic structure; public attitudes; or further community, environmental, or political matters which could affect the likelihood of implementation);

- » Conflicts between recent policy decisions and future implementation actions;
 - » Variations in law, procedures, or programs which will affect identified implementation actions; and
 - » A full re-evaluation of the Implementation Action Plan.
- **10-Year Update.** The Comprehensive Plan sets the stage for all succeeding implementation actions in the 20-year planning horizon. Circumstances, resident composition, and City trends and concerns vary over time. To ensure that the Comprehensive Plan continues to offer the best and most appropriate direction possible, a complete update of the Plan should occur every 10 years.

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City Manager

ITEM NO. WORKSHOP-4

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

Subject:

Discussion and updates regarding the Public Safety Communications System project.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: January 21, 2021

For the agenda of: January 25, 2021

Procurement and Funding Statement:

N/A

Attachments: Presentation Handout

Summary Statement:

This item has been placed on the workshop agenda to provide Council with an update regarding the status of the Public Safety Communications System project.

Recommendation:

Discussion only.



Radio Project Status

January 25, 2021 Update

Central Texas Council of Governments Radio Communications Interoperability 2017 Assessment Report

- **P25 Compliant**- our current radio repeater and communication system is at the end of life,
- **Radio Coverage** or adequate radio coverage for federal, state, and local entities to include; law enforcement, emergency service responders, fire department, and EMS,
- **Interoperability Difficulties,**
- **Obsolete System with No Maintenance Agreement;** consoles and subscribers (car radios and handhelds).
- **Currently Conventional Analog** moving our Primary radios to Digital Trunking with a Back Up System to Analog to Digital.

Total Project Cost:
\$663,371.95
ROM

LAMPASAS PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES

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

- Central Texas Council of Governments- (CTCOG) Jesse Hennage, **Regional Emergency Radio Infrastructure Project** -

- **-Statewide Emergency Radio Infrastructure (SERI) Grant**
 - \$29,272.12 Repeater-GTR 8000 Base Radio
 - \$224,677.56 Two Consoles with software audio package
 - Total of \$253,949.68
 - Thank you again, Jesse Hennage with the CTCOG and Angela Rainwater, Lampasas County Emergency Management Coordinator.

PROGRESS

- **11/17/2020** Jesse Hennage, CTCOG, Emergency Services Program Manager advised the **Purchase Order** had been sent to vendor Gene Aicher with Bearcom, for ~~\$253,949.68~~. Once the equipment is installed and working, I report back to Jesse so he can close out our portion of the CTCOG-Radio Communications Interoperability Project-Statewide Emergency Radio Infrastructure (SERI) Grant.
- **11/17/2020** City of Lampasas provided us with two **Purchase Orders** totaling \$409,422.27. I submitted the P.O.s to vendor Gene Aicher with Bearcom. All submitted P.O.'s are the **total of the project \$663,371.95**.
- **11/20/2020** Gene Aicher advised equipment configured, updated, and being ordered. **Estimated time for equipment to be delivered to Bearcom is January 2021.**

Bearcom-Gene Aicher Vendor, Partner of Motorola Solutions

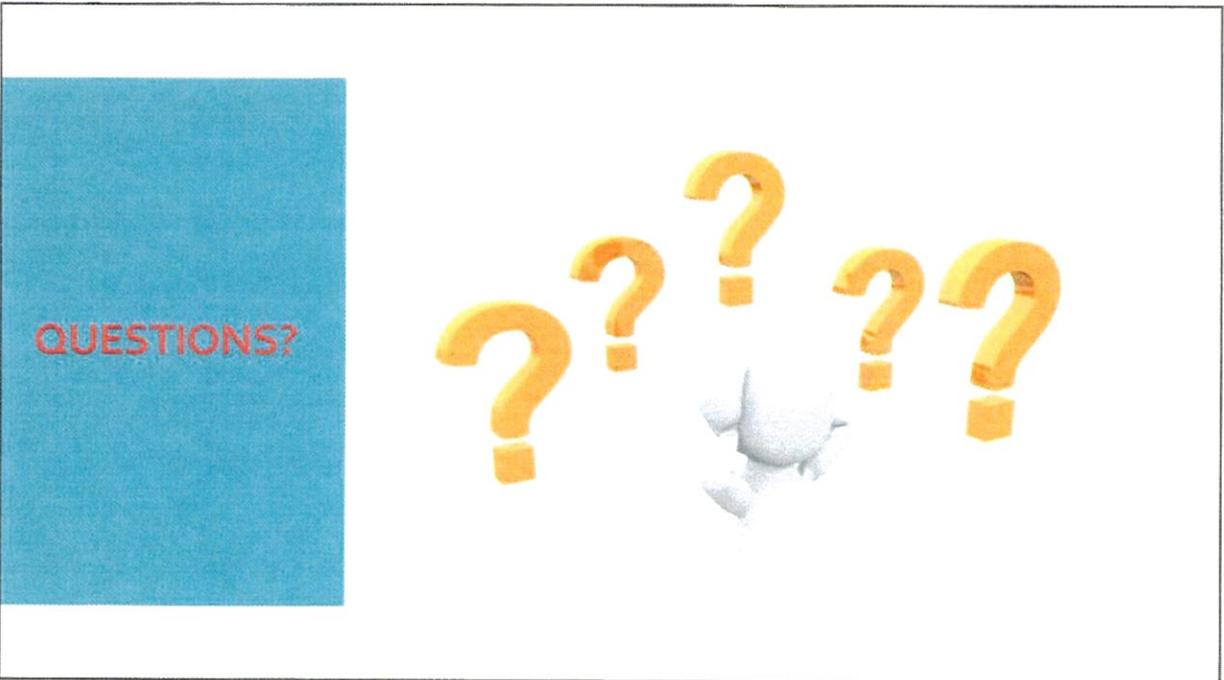
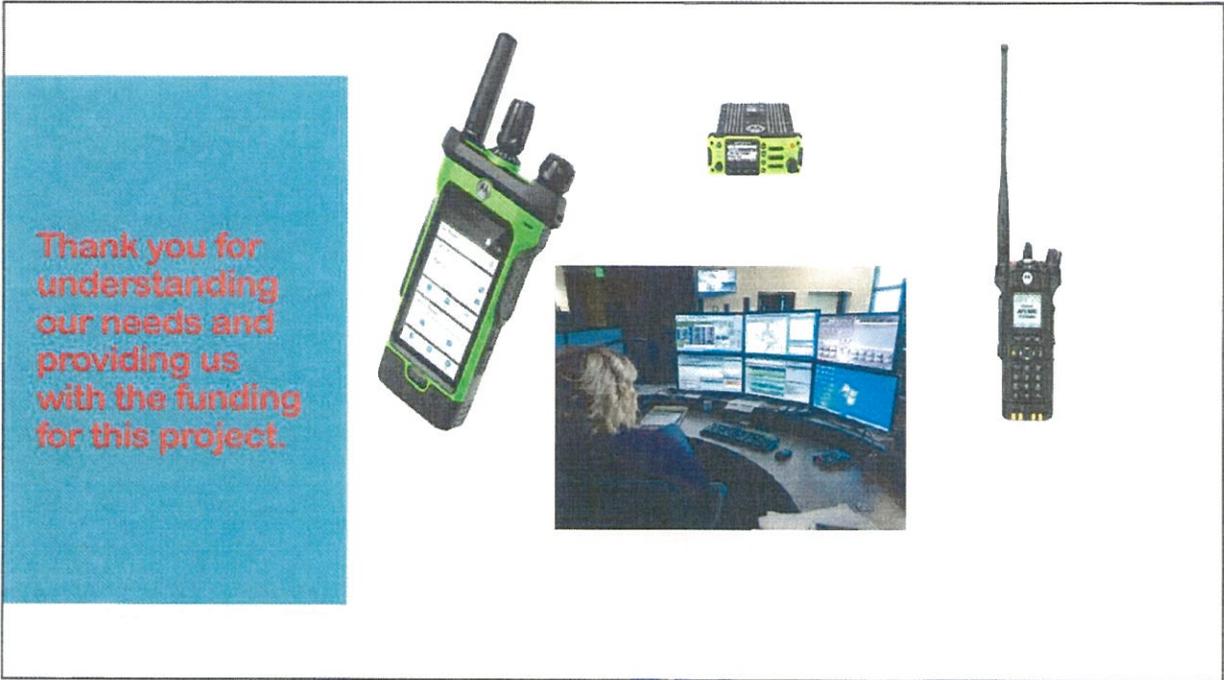
- **Staging: January 2021**, nearly all the equipment is in at Bearcom- minus a few parts and pieces.
- **Implementation Planning:** Early February anticipated, project kick off and a time line will be established. Fast project.
- **Implementation February 2021**
- **Repeater** will be replaced first,
- Replace all **First Line** Mobiles, Portables,
- **Staging Area for Units:** FD bay; will be our staging area for the replacement of radios in the units. Bearcom will replace as many per day, as they can.
- Coordinate this with the Lampasas Dispatch Console.

BACKGROUND
COMMUNICATION
AGREEMENTS AND
TRAINING

- Chief Bailey and Communications Supervisor Kelli Sanguinet are working with Fire, EMS, and other law enforcement agencies that require agreements for radio frequency agreements, to ensure no changes.

BACKGROUND
TRAINING

- Bearcom will conduct train-the-trainer classes for the subscriber radio operations. Training materials will be developed for agency users.




City ManagerITEM NO. WORKSHOP-5

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

Subject:

Discussion regarding possible amendments to City of Lampasas Employee Personnel Policy

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments: Memorandum

Summary Statement:

In an effort to initiate some of Council priorities discussed in previous meetings, Staff has prepared the attached memo, outlining four sections of the Policy Council may wish to address. The following items have been identified by Staff, and some Council, as a starting point for discussion on amendment:

- Certification Pay
- Longevity Pay
- Introductory Period for Transfers
- Use of Sick Time to Supplement Worker's Compensation Payments

Prior to formalizing amendments for Council consideration, Staff also seeks input and direction for other areas of focus.

Recommendation:

Discussion and direction from Council

City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Amendments to Personnel Policy
Date: 20 January 2021

Staff takes the opportunity, through the January 25, 2021 Workshop, to seek Council input on possible amendments to the City Personnel Procedures and Guidelines. Staff has discussed the need to fully review the Policy, however; due to the time required to do so, staff will offer more frequent, targeted requests for input and considerations on the Policy.

For Council consideration and input, prior to formalizing draft amendments, staff offers the following:

Certification Pay

Current Policy The City's current policy recognizes 27 separate certification levels primarily in public safety positions, water/wastewater positions, and pesticide/herbicide applicators. The policy clearly states compensation for certifications obtained is paid only if the certification is not currently a requirement of the position. Certification pay ranges from \$100.00 per year for a pesticide applicator to \$2,400.00 per year for Paramedic license.

Current Practice Currently, incentive/certification pay has been allowed, by Policy, to be expanded to other positions, and in some cases for base requirements of the position. Some inconsistencies have been corrected, however; staff sees the need for a more comprehensive and inclusive policy to provide incentives for all positions.

Policy Goals The Policy should encourage and reward a highly trained and technically competent workforce that adds value to the City and provides a higher level of service to our residents. The Policy should also expand opportunities for other departments and city personnel.

Amendment Considerations

- Incorporate Incentive/Certification Pay in the Personnel Policy by reference. Provide the ability to amend and modify without amendment to the Policy as a whole.
- Review current incentive amounts for equity between departments and time required for certification, complexity of the certification, and value to the City.
- Develop Training and Improvement Plans for all employees that recognize opportunities for advancement and incentives.

Longevity Pay

Current Policy The City's current policy includes a lump sum, annual payment to employees based on tenure after 5 years' service. Employees with 5 to 9 years' service receive \$400.00; 10 to 14 years' service receive \$550.00; 15 to 19 years' service receive \$700.00; and 20 years or more receive \$850.00.

Current Practice The City has administered the Policy as written.

Policy Goals The Policy should provide an incentive, reward and recognize the value of tenured employees to the City and its residents.

Amendment Considerations

- Currently the City has 7 employees with 25 or more years' of continuous service, and 11 total employees with 20 or more years' of continuous service.
- Staff has received a Council member request to consider an amendment to the Policy that would recognize employees with 25, and 30, or more years' service with an additional level of longevity pay.

Introductory Period

Current Policy The City's current policy defines a period of time for new, promoted, and transferred staff to be evaluated for their performance. During this period, supervisors review performance and determine if the period is satisfactorily completed; should be extended; or if the employee should be terminated. Additionally, the policy provides, somewhat ambiguously, that new employees may accrue, but not use, sick or vacation time-off.

Current Practice The Policy, due to the reference of *promoted* or *transferred* employees, has been interpreted to prevent use of time accrued during the period, for current employees. Additionally, transferred and promoted employees were not eligible for global COLA increases until the successful completion of the period in their new position.

Policy Goals The policy should provide the framework for assessment and feedback of a new or transferred employee's performance. Ongoing evaluation and communication between employee and supervisor promotes achievement of departmental goals and improves morale. The policy should not, however; penalize current employees for utilization of accrued time, or result in reduction in compensation, even if temporarily.

Amendment Considerations

- Clarification of specific impacts of the policy to existing employees vs. new employees.
- Clean up vague and ambiguous language in current policy

On the Job Injuries – Compensation

Current Policy The City's current policy is compliant with State law, and covers a portion of employee's compensation (generally 70% to 80%) during a work related injury absence. The policy does not allow use of accrued sick or vacation time to make up the deficit between workers' compensation insurance payments to the employee and the employee's normal salary, nor does it allow the employee to accrue sick or vacation time while on a work related injury absence.

Current Practice The policy has been followed as written with the exception of use of accrued sick time to make up the difference in the employees normal base compensation.

Policy Goals The policy should reinforce the City's commitment to provide for employees during work related accidents and absences. Employees should not feel burdened or penalized during an absence for a work related injury.

Amendment Considerations

- Specifically allow use of accrued sick and vacation time to make up the difference between paid coverage and normal base compensation.
- Allow accrual of sick and vacation time during the absence consistent with normal time off accrual.

J. de
City Manager

ITEM NO. WORKSHOP-6

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

Subject:

Discussion and updates regarding COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item is placed on the Workshop Agenda to provide updates and discussion regarding impacts and City response to the COVID-19 pandemic.

Recommendation:

Discussion, updates and direction from Council

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 11, 2021**

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

Council Members present:

Cathy Kuehne
Randy Clark
Bob Goodart
Delana Toups

Council Members absent:

Mayor Misti Talbert
Gordon Nelson

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Becky Sims, City Secretary/Zoning Administrator
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Sammy Bailey, Police Chief
Jeffrey Smith, Fire Chief

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Pro Tem Monroe called the Workshop Session to order at 5:30 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

The following item was moved to item 3 and item 3 was moved to item 2.

3. Discussion and updates related to COVID-19 Pandemic and Cares Act funding and extension.

Jeff Smith, Fire Chief reviewed the following information:

- Statewide
 - 355,296 active cases
 - 29,877 fatalities
- Local
 - 1120 total cases
 - 63 active cases

The vaccines have been pushed out across Texas. These vaccines are being distributed to dispensing sites who signed up prior to the actual availability. At this time, it shows that there are 100 Moderna vaccines in Lampasas. The website does not show the last time this was updated.

They are now vaccinating Phase 1B:

- 65 years of age and older
- People 16 and older with at least one chronic medical condition that puts them at increased risk for the virus:
 - Cancer
 - Chronic kidney disease
 - COPD
 - Heart conditions, such as heart failure, coronary artery disease or cardiomyopathies
 - Solid organ transplants
 - Obesity and severe obesity
 - Pregnancy
 - Sick cell disease
 - Type 2 Diabetes mellitus

Cares Act Update

- Moving through the process
- Submission is being reviewed for accuracy and completeness
- Several items have had to be uploaded a second time due to program issue
- No date for reimbursement available at this time

2. Discussion to consider a new date for the Council Planning Session and to review and make changes, if needed, to the tentative agenda.

Finley deGraffenried advised Council that since the December 18, 2020 Planning Session was cancelled, he wanted to bring this item back to Council to discuss another date or other planning ideas. Mayor Pro Tem Monroe advised that there are at least two council members that may have conflicts and will need consideration with scheduling. Council member Toups and Kuehne advised of teacher/staff workdays; however, they were also City holidays. It was recommended that we discuss a few of the planning session items such as the Comprehensive Plan and the presentation by Jones-Heroy during a Council Workshop Session and plan the City tours as Council and Staff have the availability in their schedules.

- 4 Discussion and follow up relating to South 281 traffic signals and signage.

Chief Bailey apologized for not being at the December 14, 2020 Council Meeting, however; understood that Officer Montgomery did very well. Chief Bailey updated Council that TxDOT made a 30 second adjustment to the timing of the light at the intersection and a flashing warning sign, will be installed. TxDOT has also installed flashing warning signs on Central Texas Expressway alerting citizens to the intersection at Old Georgetown Road.

- 5 Discussion regarding amendment to Interlocal Agreement by and between the City of Lampasas and Lampasas County for Subdivision and Land Development Regulation in the City of Lampasas, Extraterritorial Jurisdiction (ETJ) in Lampasas County

Mr. deGraffenried advised Council that in 2017 the City and County entered into an Interlocal Agreement for Subdivision and Land Development Regulation in the City of Lampasas, Extraterritorial Jurisdiction (ETJ) in Lampasas County to ensure fair and reasonable development regulations and procedures related to (1) subdivision, plats (including preliminary, final re-plats and amended plats), design and planning procedures, (2) design, construction and safety of roads, water, storm water, sewer, and (3) other utility,

drainage, and transportation infrastructure, in developments situated in portions of Lampasas County, Texas, that also fall within the City's ETJ. Recently an administrative plat approval was presented to the City where based on the agreement it would fall under the County jurisdiction because the City would not supply any utilities to the property; however, after reviewing the local government the approval should go through the City since it lies with the ETJ; this would also apply to parcels that lie both within and outside the ETJ. This agreement was taken to the Commissioners Court by Judge Hoyer where the proposed amendments were approved.

6 Discussion and updates regarding 2019-2020 year-end Financial Report

Mr. deGraffenried presented the Fourth Quarter Financial Summary to Council. He explained that historically this would be discussed and reviewed during a workshop session, Council would then review and be asked to accept at a later meeting.

He went through the narrative and explained each section in detail; specifically, the contents, timing and disclaimers, overall performance, revenue, expenses and economic indicators. This report provides pre-audit financial status of the City compared to budget and previous year. The information contained is intended to provide staff and Council the background and basis for future financial decisions and forecasting and to provide perspective beyond numbers, recognizing trends, future needs and comparisons.

Growth and impacts on infrastructure will continue to be a theme for Lampasas in the coming years. The City is positioned well financially, however; continued planning for water and wastewater improvements may require rate reviews, issuance of debt, increases in O & M and staff resources. Staff has performed well in 2020, and is committed to meeting the needs of Council, stakeholders and our citizens.

7 Discussion regarding any item on the regular agenda

There were no citizen comments

Council member Kuehne moved to adjourn into Executive session at 6:15 p.m., Council member Toups seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson Absent)

EXECUTIVE SESSION

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

- Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.

Mayor Pro Tem Monroe adjourned Executive Session and moved into Special Session at 6:25 p.m.

SPECIAL SESSION

- Discussion and possible action concerning items posted and discussed by Council in Executive Session

Mayor Pro Tem Monroe moved and Council member Kuehne seconded the motion to authorize the City Manager to finalize and execute the Utility Development Agreement with CNB Lampasas Investors, limited within the parameters discussed in Executive Session. Motion carried unanimously. (Talbert and Nelson absent)

Council member Kuehne moved to adjourn the Special Session at 6:26 p.m. and move into Regular Session, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Talbert and Nelson absent)

City Council took a short break before moving into Regular Session

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

A. Call to Order

Mayor Pro Tem Monroe called the Regular Session to order at 6:31 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

There were no presentations or proclamations

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

There were no citizen comments

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

1.3	Public hearing to receive citizen comments regarding a request to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial “LI” to Two-Family Residential District (Duplex) “2F”.
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Becky Sims, City Secretary/Zoning Administrator discussed the following:

- Mr. Adam Morrison and Rex Johnson are asking City Council to consider the rezone of parcels from Light Industrial “LI” to Two-Family Residential District (Duplex) “2F”

- The area surrounding the parcels is Light Industrial “LI” and Single Family Residential- “SF-6”
- Staff mailed fifteen (15) notices to property owners within 200 feet of the applicant’s property, and to date have not received any written testimony.
- The item was brought before the Planning & Zoning Commission on January 7, 2021 and they do recommend approval.

With no citizen comments the public hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on December 14, 2020

Council member Kuehne moved, seconded by Council member Clark to approve the minutes as presented. The motion carried, with Council member Toups abstaining. (Talbert and Nelson absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance amending the Adopted Budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2019 to September 30, 2020.
3.2	Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit (SUP) for property being Lot 2A, Minor Amending Replat of Lots 2 and 3 of the Walmart Addition No 1, Lampasas County, generally located at 1708 Central Texas Expressway Suite 3, Lampasas, Texas, to allow for a “Smoke/Tobacco Shop”, specifically a Vapor Store located in an area zoned Retail “R”.
3.3	Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit (SUP) for property being Lot 8 Block 2, 0.497 acres of the East Lampasas Addition; generally located at 1002 E Fourth Street, Lampasas, Texas to allow for a portable storage building in an area zoned Commercial “C”.
3.4	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2020 through December 30, 2020.

Council member Clark moved to approve the consent agenda as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (Talbert and Nelson absent)

4.0	BOARDS/DEPARTMENT REPORTS
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Rickie Roy, Assistant City Manager presented the Public Works Annual Report.

Mr. Roy thanked Council for their support during COVID-19. He is very proud of his staff, they worked hard and remained safe. He stated we have experienced lots of growth and changes over the past year. Mr. Roy reviewed the Public Works organizational chart. He has a strong staff and has learned a lot about each of their departments. He provided Council with a high-level overview of the Electric, Water/Wastewater and Street department projects over the past year. He commended his staff on performing their daily work and projects with no time loss due to accident. He stated crews work safely and adhere to policies and procedures.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Sales Tax The City has seen no let down in Sales Tax receipts for the New Year. January collections, for November sales, indicate a net payment of \$189,712.92 compared to \$159,062.99 for the same period one year ago, or a 19.26% increase. With four months of receipts (33%), the City has collected 43% of our annual budget, \$1,550,000.00, for sales tax.
- Campbell Park Vicki Tower and Chris Eicher report that staff will meet with the highest rated Pavilion Contractor on January 12th to review requirements of the contractor for plans, specifications, design and bonding. The Skatepark contractor has also been contacted for a kick-off meeting, and pending the availability of members of their staff, they have tentatively suggested meeting January 13 or 14. After determining both contractor's structural design criteria, staff will have geotechnical surveys done once, for both sites. A stakeholder engagement process will also be included for both projects.
- West Third Street Rickie Roy reports that design has been completed for the West Third Street drainage and road re-construction project. Bids will be solicited this month and, due to the emergency nature of the repair, and in deference to public safety, normal bidding procedures will be waived. As a reminder, undermining and pavement failure were discovered during transmission line construction in the area last fall.
- East Third Street Pending possible inclusion of at least one alternative, staff is preparing to bid for East Third Street rehabilitation from Key Avenue to Western. Staff is also considering options for inclusion of curb and gutter alignment on the south side of Third Street between Western and Live Oak. Gutter line elevations indicate no change or slope in that area particularly from the alley between Western and Live Oak, to Live Oak.
- Bike Trails Chris Eicher reports that Mike Repyak, International Mountain Bicycling Association, will be in Lampasas the week of January 18 to review the 580 Sports Complex site for design and development of bike/multi-use trails. As discussed with Council, it is staff's hope, much of the initial construction can be accomplished in-kind.
- Comprehensive Plan Staff continues to proof the expanded Chapter 5 and 6 of the City's draft Comprehensive Plan. In review, staff is also expanding the specific action steps to clearly define the means to accomplish each goal. Based on the individual implementation steps required, a very robust community engagement program will be necessary as policies are drafted for land use, marketing, and development of assets.
- Little League Staff will be meeting with Little League representatives this week to complete the annual use agreement. This would normally be considered somewhat routine, and perhaps not worthy of reporting, however; staff is hopeful this represents a methodical, and safe, climb out of health and safety restrictions of the pandemic.

W M Brook Park In preparation of the LCRA Step Forward program, the City will be installing irrigation around the W M Brook Park restroom. LCRA staff will be out this spring, as previously reported, to install sod and playground mulch.

Auditors Yvonne reports that Auditors will be on site beginning Monday to review trial balance, capital purchases and bank reconciliations. Auditors will also review selected checks to track purchasing procedures, and depreciation schedules. Staff anticipates on site work to last between one and two weeks.

Mayor Pro Tem Monroe asked about the steep step-up at the new Pavilion near the bathrooms at WM Brook Park. Mr. deGraffenried advised he will reach out to Chris Eicher, Parks Director to discuss and report back to Council.

5.2	MAYOR'S COMMENTS
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There were no Mayor's comments.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding amendments to the Interlocal Agreement for Subdivision and Land Development Regulation in the City of Lampasas, Extraterritorial Jurisdiction (ETJ) in Lampasas County.

Council member Kuehne moved to approve the amendments to the Interlocal Agreement for Subdivision and Land Development Regulation in the City of Lampasas, Extraterritorial Jurisdiction (ETJ) in Lampasas County, Council member Toups seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson absent)

7.2	Discussion and possible action regarding the appointment of a City Council member to Guthrie Library Committee.
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Becky Sims, City Secretary advised Council that a new City Council member needs to be appointed to replace Chuck Williamson on the Guthrie Library Committee. Mayor Pro-Tem Monroe asked how often the committee meets; Mrs. Sims advised as needed, based on funding requests. Mrs. Monroe asked for a volunteer. Council member Kuehne volunteered. Mayor Pro-Tem Monroe moved to appoint Council member Kuehne to the Guthrie Committee, Council member Toups seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson absent)

7.3	Discussion and possible action regarding an extension of Emergency Ordinance of the City Council of the City of Lampasas, temporarily amending Ordinance 1148, City of Lampasas Personnel Policies Manual Section 8.00 Leave Time, subsection 8.05 Family and Medical Leave and, subsection 8.15 Sick Leave Pool, in response to COVID-19. Repealing conflicting ordinances and/or City policies; including a severability clause; and establishing an immediate effective date.
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Yvonne Moreno, Finance Director advised that this Ordinance allows the City to utilize the Sick Pool due to absences related to COVID so that it does not affect employee's sick accrual. Council member Kuehne moved to approve, Council member Toups seconded the motion, Mayor Pro-Tem Monroe opened the

discussion to inquire about usage. Ms. Moreno advised that initially the Sick Pool had 4,000 hours it was depleted to around 2,800, there is currently a contribution campaign in place to solicit more hours from employees who are willing to donate. This pool is used for any staff that has been diagnosed with COVID, been exposed, or in quarantine, for up to 14 days. This Emergency Ordinance will expire December 2021. With no further discussion with a unanimous vote, the motion carried. (Talbert and Nelson absent)

7.5 Discussion and possible action regarding the selection of website photo contest.

Monica Wright, IT Director advised there were four entries. Council member Kuehne recommended entry 4, Council member Clark seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson absent)

7.6 Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas

Becky Sims, City Secretary advised Council that this agreement is the same as what has been approved in the past, it allows the expenses to be shared and the County Election Administrator has agreed to conduct the election. This agreement is on the agenda for the School Board Meeting this evening as well. I am asking Council to consider a motion to approve the Joint Election Agreement with LISD. Council member Kuehne moved to approve, Council member Toups seconded the motion, Mayor Pro-Tem Monroe opened the discussion to inquire about election costs. Mrs. Sims advised that the Lampasas County Services Contract has been reviewed and the estimated expenses are similar to last year, a little over \$5,000.00, with no additional comments and with a unanimous vote the motion carried. (Talbert and Nelson absent)

7.7 Discussion and possible action regarding approval, denial, or approval with modification(s) request to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial "LI" to Two-Family Residential District (Duplex) "2F".

Council member Toups moved to approve the first reading of an Ordinance, Council member Kuehne seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson absent)

Council member Kuehne moved to adjourn the meeting at 7:02 p.m, Council member Clark seconded the motion and with a unanimous vote the motion carried. (Talbert and Nelson absent)

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary


City Manager

ITEM NO. 3.1

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial "LI" to Two-Family Residential District (Duplex) "2F".

Requested By: Becky Sims, Zoning Administrator/City Secretary

Submitted By: Becky Sims, Zoning Administrator/City Secretary

Date Submitted: January 7, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an ordinance regarding a request to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial "LI" to Two-Family Residential District (Duplex) "2F".

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION OF LOTS 1R AND 2R, BLOCK 26, 1.23 ACRES OF OLD TOWN ADDITION FROM LIGHT INDUSTRIAL “LI” TO TWO-FAMILY RESIDENTIAL (DUPLEX) “2F” GENERALLY LOCATED AT 907 EAST THIRD STREET, LAMPASAS, TEXAS, LAMPASAS COUNTY DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Rex Johnson (property owner) and Adam Morrison (applicant) is asking the City of Lampasas Planning and Zoning Commission and City Council to the rezone Lots 1R and 2R Block 26, 1.23 acres of the Old Town Addition; generally located at 907 East Third Street Lampasas, Texas Lampasas County from Light Industrial “LI” to Two-Family Residential (Duplex) “2F”

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on January 7, 2021 by the Planning & Zoning Commission regarding the request for a rezone by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on January 11, 2021 by the City Council regarding the request for a rezone by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to rezone the property from Light Industrial “LI” to Two-Family Residential (Duplex) “2F”.

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

Part 1: That the rezone requested by Rex Johnson, (property owner) and Adam Morrison, (applicant) for property described as Lots 1R and 2R Block 26, 1.23 acres of the Old Town Addition; generally located at 907 East Third Street Lampasas, Texas Lampasas County from Light Industrial “LI” to Two-Family Residential (Duplex) “2F” is hereby approved.

Part 2: The City’s staff shall take actions necessary to reflect this revision in City documentation, including a change to the City’s Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

PASSED AND APPROVED THE FIRST READING ON THIS 11th DAY OF JANUARY 2021

PASSED AND ADOPTED ON THE SECOND READING ON THE 25TH DAY OF JANUARY 2021

APPROVED:

ATTEST:

Misti Talbert, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
[Signature of Attorney Provided on Separate Page, to be Attached]

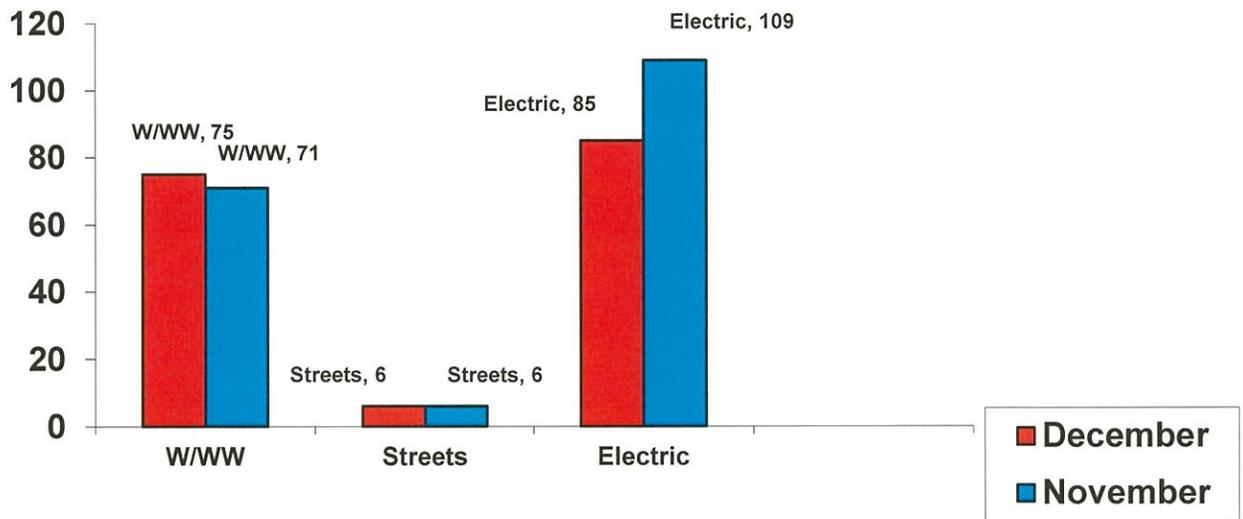
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Public Works

JANUARY 2021

Public Works Work Order's
Numbers are actual number of work orders



Work Order Summary:

Received: 166

Completed: 157

Voids: 3

Monthly Report

To: Rickie Roy, Public Works Director
From: Van Sims, W/WW Operations Manager
Date: January 6, 2021
Re: December 2020 Monthly Report

Water/Wastewater
Department

Summary of Activities

- ***Operation of Water Distribution System***
 1. Repaired 3 water leaks.
 2. Completed monthly flushing.
 3. Assisted WWTP personnel with repairs to pretreatment plant.

- ***Operation of Wastewater Collection System***
 1. Cleared 9 sewer stoppages.
 2. Installed 1 sewer taps.
 3. Repaired 2 damaged sewer lines.
 4. Completed all monthly lift station checks.
 5. Cleaned Ajinomoto process line 2 times.

- ***Operation of Wastewater Treatment Facility***
 1. Completed all daily checks of equipment and facilities.
 2. Collected all TCEQ required samples for the municipal plant.
 3. Performed all required analysis, recorded and logged data.
 4. Performed all routine maintenance on scheduled equipment.
 5. Repaired damaged airline in pretreatment plant.
 6. Removed 250 yds of cake.

- Total Work Orders Completed -69
- Completed 8 Routing Forms
- Utility Locates -44
- Customer Service Calls 11

Memo

To: Rickie Roy
From: Flint Geagley
Date: January 11, 2021
Re: December Activities

Electric Department

This month's activities involved:

- Received a total of 85 work orders and completed 82.
- Operations and Maintenance
 1. Dug holes for street light poles at Brodie Estates
 2. Continue rerouting line for Whataburger
 3. Received 41 line locates
 4. Installed pad mount transformer at New Covenant Church
- Connected:
 1. Upgrades – 7
 2. New services – 8
 3. Temps - 5
- Set 6 poles:
 1. replaced pole hit buy a boat and trailer at 4th and Hackberry
 2. set pole at 1505 west 1st street to upgrade line
 3. replaced 3 bad poles on NA20 feeder line off of Howe street
 4. Set pole at 607 north Ridge to upgrade service
- Overtime: Received 3 callouts
 1. Carol of lights parade - 1
 2. Planned outage to upgrade line at Ace hardware - 1
 3. On customer side – 0
 4. Animal contact - 0
 5. Vehicle hit telephone pole at 1003 east Ave F - 1
 6. Line Down (cable) - 0
- Activities for the Year 2019 - 2020:
 - Pole Inspection replacement: **total 389 poles, have replaced 317 poles**
 - Stone Valley: **Set pole on Fieldstone (70% complete)**
 - Brown St Subdivision: **Dug holes for street light poles (80% complete)**
 - New Covenant Church: **Set pad mount transformer (50% complete)**

To: Rickie Roy
From: Carlos Garcia
Date: Thursday, January 21, 2021
Re: December, Monthly

Street Department

Mr. Roy,

For the month of December, the Streets Department worked on,

- 1) Street – Total Work Orders = 6, Total Complete = 5, Total Outstanding =1, Total Void = 0
- 2) Street department work on patching workorders.
- 3) Line of sights
- 4) We are ready for inclement weather.

For the month of January, The Street Department will be continuing taking care of work orders. We will continue daily working tree trimming and line of sights.

To: City Manager, Finley DeGraffenried
Honorable Mayor and City Council
From: Chief of Police, Sammy Bailey
Date: January 13, 2021
Re: Monthly City Council Report, December 2020

Challenges: December offered some unique schedule challenges and juggling of personnel to keep shifts covered, with several off due to COVID or COVID direct exposure, a day care closing, family crisis, holidays, and vacations. Several of us isolated at home and continued working from home when we could and others worked extra so that shifts were covered.

Issues:

- CAD System: Cardinal is changing Cloud vendors to an already CJIS approved vendor, we hope to be online in the near future with this change.
- V300 Body Worn Cameras: Software update will be early Feb., we adjusted the contract.
- Radio Equipment: The vendor is waiting on all equipment to arrive before installation begins.
- Vehicle Maintenance Budget: We have had some unusual and unexpected expenses in vehicle maintenance, this has caused us to have already expended our vehicle maintenance budget. We are monitoring our expenditures but we still have day to day expenses.

Events: We provided traffic control and security at several holiday related events. We were fortunate to be able to have CPAAA join us and assist with several of the community events. Due to the increase in COVID cases and essential personnel being off, we felt forced to cancel the Community Luncheon/FD Toy drive, knowing it to be the right thing to do for our community.

Ordinance Enforcement:

- Alarm Permits renewals are due, we will contact media and send out letters in January. Officers will issue warnings, when they are called to an alarm that is not permitted and advise procedures for becoming compliant. We will also be issuing letters regarding fees/fines for false alarms.
- 18 Wheeler Ordinance-we gave a grace period to allow all that wish to park in the city limits time to obtain their permits, if they could, we will start issuing warnings and citations in 2021 for violations.

Statistics: There is literally no existing "play book" for law enforcement for a pandemic. We are following precautions, but find we are not immune from the virus either. I say this because about half of our department has had the virus or have had to quarantine, while following procedures and precautions. We, along with all health care providers, school personnel, are truly those individuals on the front lines fighting against COVID. With this said, we know that the contact statistics that are monitored appear on paper to have taken a substantial drop, we know the reasons for this and want to assure you that we still work with our community on a very large scale, coming in contact with well over ten thousand people a year, while taking COVID prevention measures. We know that by taking care of the little things, maintaining our day to day contacts, and addressing all aspects of our jobs, we can prevent major crimes from occurring in our community, can cause those that are committing crimes to be held accountable through the courts, and continue to keep our community safe. We continue to monitor and adjust our efforts where they are needed not only for the pandemic, civil unrest that is affecting our country, but in our normal day to day duties. We know we will all emerge from this as a better and stronger department and community. Please stay well, and stay safe.

**LAMPASAS POLICE DEPARTMENT
CHIEF SAMMY BAILEY**

ASST CHIEF JODY CUMMINGS

**Monthly Report
Dec-20**

	December-20	YTD	12/2019 YTD
FELONIES REPORTED	18	317	346
FELONIES CLEARED	14	289	319
MISDEMEANORS REPORTED	62	1182	1298
MISDEMEANORS CLEARED	62	1054	1076
TOTAL CASES REPORTED	80	1499	1644
TOTAL CASES CLEARED	76	1343	1395
TOTAL INCIDENTS	19	302	626
ADULT ARRESTS	22	565	703
JUVENILE ARRESTS	0	44	64
WARRANTS/CAPIAS SERVED	1	112	395
WARRANTS PAID AT LMC	0	12	62
TRAFFIC CITATIONS ISSUED	55	1164	2092
WARNINGS ISSUED	280	3715	6164
TOTAL ARRESTS	78	1897	3316
TOTAL DEPARTMENT CONTACTS	358	5612	9480
REFERENCE ONLY:			
D.W.I.	5	46	63
D.U.I./MINOR	0	3	2
MARIJUANA / DRUG POSSESSION	3	105	199
JUVENILE TOBACCO POSSESSION	0	18	19
FIELD CONTACTS	3	48	168
PUBLIC RELATION CONTACTS	23	276	325
ACCIDENTS:			
MINOR ACCIDENTS	23	238	270
MAJOR ACCIDENTS	5	23	30
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	28	261	300
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	9	241	251
JUNK / UNREGISTERED VEHICLES	0	29	46
SUBSTANDARD HOUSING	1	5	7
BUILDING COMPLAINTS	0	0	2
MISCELLANEOUS	10	210	252
TOTAL CODE COMPLAINTS	20	485	558
DAILY ACTIVITIES:			
CALLS FOR SERVICE	758	10836	12309
TELEPHONE CALLS RECEIVED	2651	51203	63175
ESCORTS	49	573	884
MOTORIST ASSISTS	45	573	645
EMERGENCY ORDER OF DETENTION	4	24	13
BEHAVIORAL CRISIS	7	69	64
911 CALLS	208	2800	2710
TEXT TO 911	0	3	0
OPEN RECORD REQUESTS	33	355	398
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	138	2002	2033
ANIMAL IMPOUNDS	22	545	688
CPAAA VOLUNTEER HOURS:	22.50	209.00	1025.00
OFFICER COUNT: 21 OF 21			
DISPATCHER COUNT: 7 OF 7			

WARRANT TOTALS

Information on Class C LMC Warrants received at LPD - No other warrants are tallied)
Dec-20

YTD

12/2019 YTD

WARRANT TOTALS:

LMC WARRANTS ISSUED	0	144	744
LMC WARRANTS RECALLED	12	494	636
ARRANGEMENTS MADE AT LMC			
LMC WARRANTS PAID AT LMC / PD	0	1	5

WARRANT \$ AMOUNTS:

LMC WARRANTS ISSUED	\$0.00	\$86,783.36	\$473,604.90
LMC WARRANTS RECALLED	\$6,349.69	\$270,967.91	\$354,206.57
LMC WARRANTS SERVED OR PYMT	\$0.00	\$51,097.80	\$229,097.38
ARRANGEMENTS MADE AT LMC			
MONEY COLLECTED AT PD	\$0.00	\$511.84	\$2,833.37

Report Prepared by Kelli Sanguinet 01/12/2021

Memo

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

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

From: Becky Sims, Zoning Administrator/Assistant City Secretary
Frank Ellett, Building Official

Re: December Monthly Report

ACTIVITIES:

December 2019

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	10	915,000.00	15,848.82
CO - CERTIFICATE OF OCCUPANCY	9	0.00	0.00
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	18	28,000.00	7,436.16
MEC - MECHANICAL	13	93,100.00	1,975.00
PLB - PLUMBING	17	650.00	2,420.95
REM - REMODEL/ADDITION	7	178,700.22	595.00
SIGN - SIGN	1	0.00	35.00
SPRINK - SPRINKLER	2	9,500.00	155.00
*** TOTALS ***	78	1,224,950.22	28,515.93

December 2020

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	6	1,187,660.00	5,958.50
CO - CERTIFICATE OF OCCUPANCY	6	0.00	0.00
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	14	382,200.00	7,946.54
FENCE - FENCE	3	10,500.00	105.00
MEC - MECHANICAL	10	396,700.00	485.00
PLB - PLUMBING	15	410,700.00	960.00
REM - REMODEL/ADDITION	7	114,530.43	475.00
SHED - SHED, PATIO, DECK	2	1,200.00	0.00
SIGN - SIGN	2	9,000.00	80.00
SPRINK - SPRINKLER	5	12,700.00	300.00
*** TOTALS ***	71	2,525,190.43	16,360.04

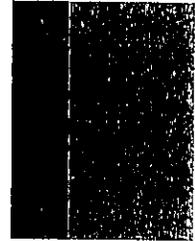


Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: January 20, 2021



Current Development

Golden Chick (Hwy 190) opened earlier this month and the owner reports he's been very pleased with the reception. Endeavor Real Estate closed on the property at 1003 S Key Ave and City Council approved the utility agreement. We are awaiting comments from the third party civil plan review. Structural/architectural plan review should finalize within the next week. Heritage Funeral home is close to completion and has been issued a TCO; staff is awaiting plans for the crematorium. There is a new spa & gym development planned along Hwy 190; third party civil plan review has been completed and staff will review and send comments to Eckermann Engineering. Third party civil plan review has been completed and returned to the developer for the project at 1699 Central TX Expy. On the residential side, staff has issued two building permits recently for the planned 22-home Brodie Estates development. Stone Valley has now permitted 38 homes with 22 COs issued out of the total 67-home development. Civil plans have been reviewed and approved, and the development agreement is being finalized for the Hidden Oaks development. Hillside Acres was issued a site waiver to begin in November. Staff has engaged a third party for a civil site review of current and future planned development at Hillside Acres. Staff has also received an application from a potential downtown business owner applying for the Life Safety grant for their building. Staff and review panel will meet and discuss within the next week.

Internet

Nextlink and Roll-Call are continuing their fiber buildout within the City. Nextlink is currently installing in the Fawn Acres subdivision on the west side of town, while Roll-Call is working in Sunrise Hills on the east side. Nextlink has communicated their plan to build out in Fawn Acres first, then Stone Valley, followed by Horseshoe Bend; each taking approximately 2-3 weeks from start to finish. Door hangers, and other forms of marketing, will be used to reach out to the residents of each neighborhood prior to buildout. Residents can also be directed to the websites for each ISP, list their address and confirm they are in the service area in order to sign up for internet service.

Connected Nation

The CTCOG and Judge Hoyer have asked that I serve as the lead contact for Lampasas County with Connected Nation's joint broadband community engagement project for Lampasas/San Saba counties. I spoke to their team to get a better understanding of the project and my role. Connected Nations is working with Texas Rural Funders (private foundation) to identify and work with 27 rural communities in Texas on the challenges with access,

J. Walsh
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adoption/subscription and use of broadband in these rural communities. The data they collect, with the assistance of a local broadband team, will help them build an interactive technology action plan. ISPs in the area will be alerted of this data collection and attracted to serve portions of our county. We will have a kickoff meeting in February with a local team of leaders and weekly project update calls. They anticipate this taking no more than 90 days from start to finish.

Comp Plan

Staff continues to proof the City's draft Comprehensive Plan. There have been a few recent ideas from prospective business owners that have highlighted possible changes needing to be addressed in the Comp Plan in regards to land use. Other policies being drafted involve marketing and development of assets. Staff is scheduling a phone call with the Halff & Associates team to review comments. Their team will update the draft, and staff with schedule steering committee meetings to review and begin plans for implementation.

Sales Tax

The City is still seeing a healthy increase in sales tax. The January collections indicate a net payment of \$189,712.92 compared to \$159,062.99 for the same period one year ago. This reflects a 19.26% increase. With four months of receipts, the City has already collected 43% of the annual sales tax budget.

Bike Trails

The Parks Department has been working with the International Mountain Bicycling Association, and they will be in town the week of January 18 to review the 580 Sports Complex site for design and development of bike/multi-use trails. This was a concept brought to City Council in 2020 by a citizen. Council has been in favor of the idea and understand most of the initial construction costs will be donated, and not an expense to the City.

EDA

The EDA Cares Act funding we began applying for last year (and have since suspended), with the 80/20 match, has been exhausted. After speaking with our grant writers, there is the option to apply for the standard EDA grant, but it's a 50/50 match with a minimum \$1 million investment from the community and substantial job creation (100+) from the prospect. This will not be the disaster relief funding we initially considered, but if we identify a prospect to partner with we could look at applying for next year's funding beginning this June.

EDP Best Practices

Working with EDP regarding Sites & Buildings marketing for the website. This company provides various tools to promote available properties including: 1) Sites & Buildings Summary to quickly provide a broker or prospect with every available property in our area; 2) single page Site-Building flyer to use for marketing particular sites or buildings; and 3) Business Park Marketing document summarizing all aspects of the Business Park to allow for quick responses to prospect opportunities. This is a tool we've been needing on our site as we continue to see an increase in

inquiries from prospects. There is a list of available properties we keep updated, but in addition to print pieces, this will provide a visual on our website for prospects to access and review.

Leadership Central Texas

The CTCOG is hosting a Leadership Central Texas 2021. Training will be held one day each month during the summer of 2021 on June 17, July 16 and August 18 from 9 a.m. to 4 p.m. Applicants are (at least ONE of the following) citizens demonstrating a desire to serve in a leadership role, a past/present elected official of the community, region or state and/or have completed (or enrolled in) a local leadership program in his/her community. The purpose of Leadership Central Texas is to identify and develop regional leaders, who live or work within the seven-county region served by the CTCOG, and to promote awareness of regional/state leadership opportunities, social services, infrastructure and economic development. Topics are taught with active participation from leaders on regional boards. Each certified attendee will be encouraged to identify leadership opportunities where their individual talents would best be applied to insure the growth and future well-being of our Central Texas Region. If interested, or if you know anyone that might be interested, the application can be found at www.ddcot.org.

Lampasas Fire Department

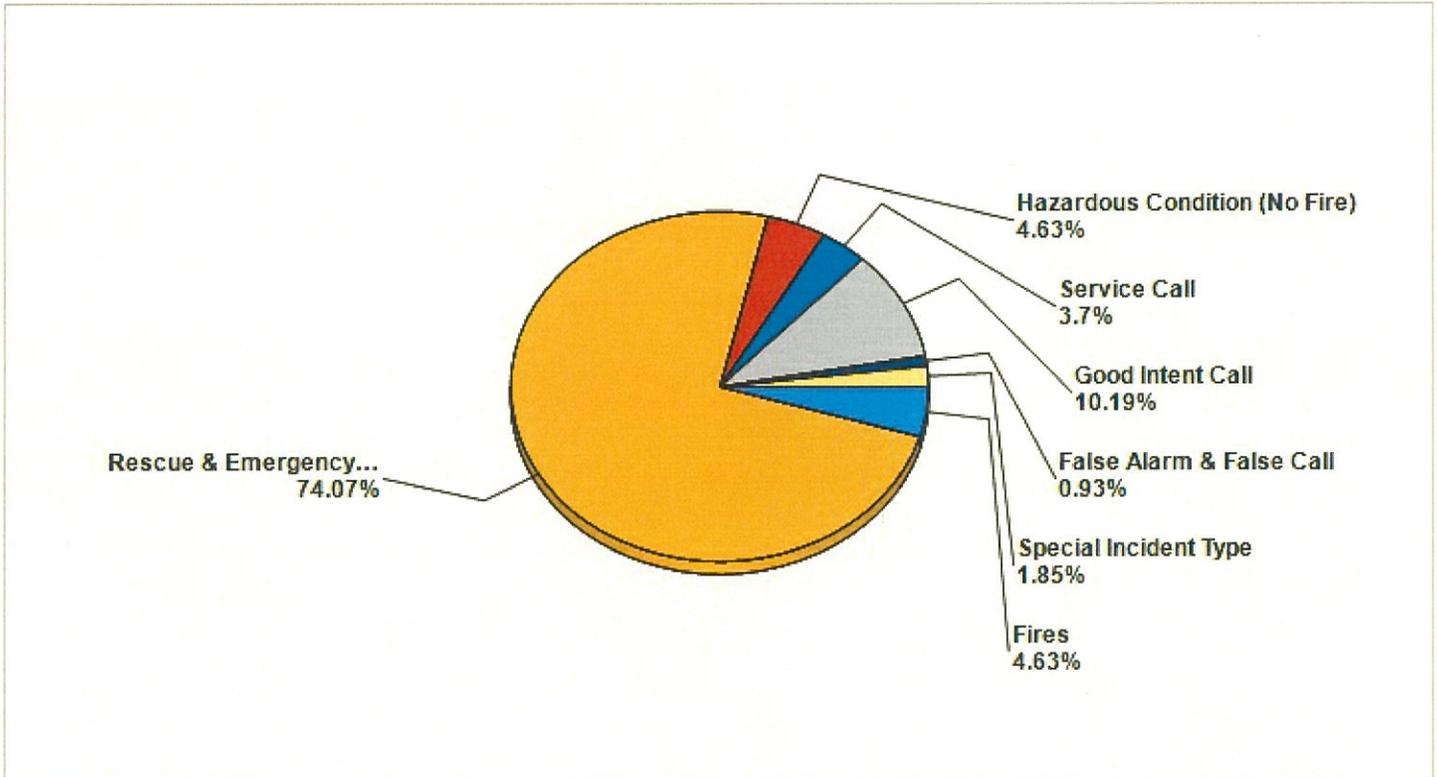


Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.63%
Rescue & Emergency Medical Service	80	74.07%
Hazardous Condition (No Fire)	5	4.63%
Service Call	4	3.7%
Good Intent Call	11	10.19%
False Alarm & False Call	1	0.93%
Special Incident Type	2	1.85%
TOTAL	108	100%

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Lampasas Fire Department

Lampasas, TX

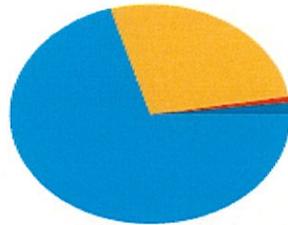
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Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 12/01/2020 | End Date: 01/31/2021

% of Incidents per Zone



■ City Limits - City Limits
■ County - County
■ North End - North End
■ West End - West End

INCIDENT TYPE	# INCIDENTS	% of TOTAL
City Limits - City Limits		
311 - Medical assist, assist EMS crew	57	49.57%
321 - EMS call, excluding vehicle accident with injury	2	1.74%
322 - Motor vehicle accident with injuries	3	2.61%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.87%
324 - Motor vehicle accident with no injuries.	3	2.61%
412 - Gas leak (natural gas or LPG)	4	3.48%
445 - Arcing, shorted electrical equipment	1	0.87%
512 - Ring or jewelry removal	1	0.87%
553 - Public service	1	0.87%
611 - Dispatched & cancelled en route	5	4.35%
631 - Authorized controlled burning	1	0.87%
651 - Smoke scare, odor of smoke	1	0.87%
911 - Citizen complaint	1	0.87%
Zone: City Limits - City Limits Total Incident:	81	70.43%
County - County		
122 - Fire in motor home, camper, recreational vehicle	1	0.87%
123 - Fire in portable building, fixed location	1	0.87%
142 - Brush or brush-and-grass mixture fire	1	0.87%
151 - Outside rubbish, trash or waste fire	2	1.74%
311 - Medical assist, assist EMS crew	9	7.83%
321 - EMS call, excluding vehicle accident with injury	1	0.87%
322 - Motor vehicle accident with injuries	2	1.74%
324 - Motor vehicle accident with no injuries.	5	4.35%
561 - Unauthorized burning	2	1.74%
611 - Dispatched & cancelled en route	2	1.74%
631 - Authorized controlled burning	1	0.87%
632 - Prescribed fire	1	0.87%
651 - Smoke scare, odor of smoke	1	0.87%
745 - Alarm system activation, no fire - unintentional	1	0.87%
911 - Citizen complaint	1	0.87%
Zone: County - County Total Incident:	31	26.96%
North End - North End		
561 - Unauthorized burning	1	0.87%
Zone: North End - North End Total Incident:	1	0.87%

West End - West End		
324 - Motor vehicle accident with no injuries.	1	0.87%
611 - Dispatched & cancelled en route	1	0.87%
Zone: West End - West End Total Incident:	2	1.74%
TOTAL INCIDENTS FOR ALL ZONES:	115	100%

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: January 14, 2021
Re: Monthly Report December 2020

PARKS

The parks department spent the majority of December repairing and installing Christmas decorations, constructing new 20 foot pole trees, prepping for and assisting with scaled down Christmas on The Creek event in Brook Park, performing general maintenance at Hostess House, tree stump removal in several parks, mowing and weed eating, performing equipment maintenance, cutting up and hauling away fallen and diseased trees, repairing water leaks, cleaning up minor storm damage and debris in Brook Park, along with performing daily duties as needed.

SPORTS FACILITIES

The Sports crew spent most of their time mowing and weed eating, prepping softball fields at 580 for a couple small scrimmages and tournaments, aerating and fertilizing all sports fields, leveling low spots on sports fields, tree trimming, began striping soccer fields for practice sessions, made plumbing and irrigation repairs, and spent some time performing equipment maintenance.

CEMETERY ACTIVITIES

(see attached)

AIRPORT

- Check hangers, fuel station, runways, taxiways, lights and pilots lounge
- Mowed runways, fence lines and hangar areas
- Mowed airport property

111
[Handwritten signature]

**Department: Parks
Monthly Activity Report
MONTH OF DECEMBER 2020**

I) Regular Personnel Hours Available: 1000.00

LESS:

A)	Vacation Leave	48.00
B)	Sick Leave	14.00
C)	Supervision/Training	36.00
D)	Holiday	120.00
E)	Personal Day	24.00

SUB-TOTAL 242.00

PLUS:

A)	Over Time	50.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 50.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 808.00

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
		0	0	

III) Department Projects for the Month.

<u>Christmas Decorations (Installation & Maintenance)</u>	320.00	

<u>Other:</u>		
Sub-total Hours on Projects:		320.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Parks</u>	171.00	
<u>Airport Maint.</u>	22.00	
<u>Mowing/Weed eating</u>	32.00	
<u>Building and Grounds</u>	178.00	
<u>Equipment/Vehicles/Shop</u>	54.00	
<u>Office/Meetings</u>	31.00	
Sub-total Hours on Projects:		488.00

TOTAL HOURS FOR DEPARTMENT 808.00

V) Department's Proposed Projects for next Month

<u>Christmas Decorations (Take down & Storage)</u>	100.00	

Total Estimated Hours on Proposed Projects:		100.00

**Department: SPORTS FACILITIES
Monthly Activity Report
MONTH OF DECEMBER 2020**

I)	<u>Regular Personnel Hours Available:</u>		480.00		
	<u>LESS:</u>				
	A) Vacation Leave	64.00			
	B) Sick Leave	24.00			
	C) Supervision/Training	0.00			
	D) Holiday	48.00			
	E) Other (?)	16.00			
	SUB-TOTAL	152.00			
	<u>PLUS:</u>				
	A) Over Time	16.00			
	B) Temporary Labor	0.00			
	C) Part Time	0.00			
	D) Transfer	0.00			
	SUB-TOTAL	16.00			
	TOTAL HOURS AVAILABLE FOR THE MONTH:		344.00		
II)	Department Summary of Work Orders for the Month.				
	<u>Received</u> <u>Completed</u> <u>Outstanding</u> <u>Void</u> <u>Hours</u>				
			0	0	
III)	Department Projects for the Month.				
	<u>Spray Herbicide on Sports Properties</u>	8.00			

	<u>Other:</u>				
	Sub-total Hours on Projects:				8.00
IV)	Department Operations and Maintenance for the Month.				
	<u>Cleaning Fields</u>	85.00			
	<u>Turf Management</u>	60.00			
	<u>Mowing/Weed eating</u>	50.00			
	<u>Building and Grounds</u>	50.00			
	<u>Equipment/Vehicles/Shop</u>	75.00			
	<u>Office/Meetings</u>	16.00			
	Sub-total Hours on Projects:				336.00
	TOTAL HOURS FOR DEPARTMENT				344.00
V)	Department's Proposed Projects for Next Month				
	<u>Spray Baseball Field Infields w/ Herbicide</u>	8.00			

	Total Estimated Hours on Proposed Projects:				8.00

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: DEC 2020

Regular Personnel Hours Available:		552
LESS:		
A)	Vacation Leave/Personal Day	8
B)	Sick Leave	144
C)	Jury Duty	0
D)	Other (holiday/bad weather)	72
E)	Supervision	30
	SUB-TOTAL	254
PLUS:		
A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	10.5
	SUB-TOTAL	10.5
TOTAL HOURS AVAILABLE FOR THE MONTH:		308.5

Department Summary of Work Orders for the Month

Received	Completed	Outstanding	Void	Hours
----------	-----------	-------------	------	-------

Department Projects for the Month

0					0
0					0
0					0
Sub-total Hours on Special Projects:					0

Department Operations and Maintenance for the Month

Mowing & W/E					0
Equip & Veh Maint					16.5
Buildings & Grounds					236
Office Operations					56
Sub-total Hours on OM Projects:					308.5

OTHER

0					0
0					0
0					0
Sub-total Other					0

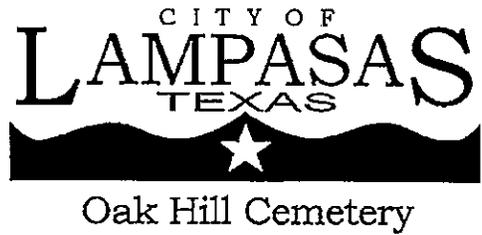
TOTAL HOURS FOR DEPARTMENT 308.5

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Memo

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 1/12/2021
Re: End of the month report December



Interments	6 (1) cremation
Fee's for over site	\$525.00
Sites sold	6/ \$2,900.00
Niche sales	0
Beautification fund	\$266.00
Visitors Assisted	3
Level & Backfill sites	5
Meetings Attended	0

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Friday, January 8, 2021
Re: December 2020 Monthly Report



Information Systems

IT Service Tickets:

December 2019	December 2020	
276	356	+80 service tickets

Social Media Stats:

	December 2019	December 2020	
Facebook Followers	5,814	6,264	+450 FB page followers
Twitter Followers	485	619	+134 Twitter followers

Website Payments:

	December 2019	December 2020	
City Utility	381 \$117,749.35	487 \$154,179.86	+106 online payments +\$36,430.51
Municipal Court	36 \$7,238.10	21 \$5,519.54	+15 online payments -\$1,718.56

Website Stats:

	December 2019	December 2020	
Page Visits	7,819	11,305	+3,486 visits
Page Views	15,842	21,606	+5,764 page views
Downloads	1,089	1,346	+257 downloads

A page view is a visit to a page on your website. If the visitor reloads a page, this counts as an additional page view. If the user navigates to a different page and then returns to the original page, this will count as another page view. A visit is defined as a sequence of consecutive page views without a 30-minute break. A visit always contains one or more page views.

IT Supported Hardware:

PCs	92
Servers	21
Firewalls	3
Laptops	51
Printers	63
Wireless Access Points (WAP)	16
Switches	20
Network Attached Storage (NAS)	7
Tablets	10
Verizon Aircards	36
IT Supported Software	30+ applications

FY 2020/2021 Projects:

- Configure/replace (2) City network firewalls (completed)
- Relocate City firewalls to IT Building (completed)
- Configure/install new anti-virus software on client pcs/servers (completed)
- Configure/replace City Hall POE switch (completed)
- AT&T contract executed for increased bandwidth (completed)
- Replace 100M fiber circuit with 500M circuit/relocate from CH to IT Building (completed)
- Assist PD & Cardinal with CAD implementation (completed)
- Configure/replace (2) PD POE fiber switches (completed)
- Add email archive integration with Microsoft o365 (FY 20-21)
- Configure/replace fiber POE switch at Municipal Court (FY 20-21)
- Configure/replace fiber POE switch at Library (FY 20-21)
- Modify/adopt employee computer use policy (FY20-21)
- Upgrade all outdated Microsoft Office software on PCs (FY 20-21)
- Replace IT Building (7) windows (FY 20-21)
- Build IT Server room wall w/ door (FY 20-21)
- Configure/install Solar Winds Patch Manager software (FY 20-21)
- Configure/install replacement Library firewall (FY 20-21)
- Configure/replace Library Useful server/patron thin clients (FY 20-21)
- Configure/install replacement credit card readers with chip readers (FY 20-21)
- Configure/replace old receipt printers (FY 20-21)
- Implement cloud storage for audio/video retention (FY 20-21)
- Configure/install security cameras at Calvert Municipal Building (FY 20-21)
- Obtain quotes/configure/replace (10) PCs (FY 20-21)
- City wide cyber security training for all employees (FY 20-21)
- Configure/install (1) WAP's (wireless access points) at Animal Shelter (FY 20-21)
- Dispose of outdated/broken IT Equipment (FY 20-21)
- Configure/replace PD Toughbooks (FY 20-21)
- Install replacement 100ft fiber patch cable at Old City Hall (FY 20-21)
- Obtain Quote from Tyler Technology to upgrade Incode (FY 20-21)
- PD CJIS audit (FY 20-21)
- Dispose of old/outdated/broken IT equipment from City Hall (FY 20-21)

December Projects:

- AT&T was onsite for 500M circuit install at IT Building: 12-11-20
- AT&T 500M fiber test/turn-up/activation: 12-17-20
- Worked with Watchguard support on new firewall changes
- Contacted Incode regarding new IP address for web payments
- AT&T disconnect form/completed disconnect of AT&T 100M fiber service
- Assisted Fire Chief w/ Covid Cares Act
- Assisted W/WWW Department with Scada maintenance
- Took SCADA PC offline/off the network
- Obtained quote/configured/replaced Utility Billing printer
- Obtained quote/configured/replaced (2) fiber POE switches at PD
- Obtained quote/configured/replaced (2) fiber POE switches at City Hall
- Configured/installed replacement firewalls at IT Building
- Downloaded firmware updates to PD car cameras
- Created new policies in the firewall/post new circuit
- Configured ports in the firewall to allow for Xerox, Spiceworks, SolarWinds
- Configured/reviewed firewall policies
- Provided network related information to W/WWW for EPA report
- Ordered replacement fan for PD Server

- Made changes to all staff personnel on website
- Made changes to website forms
- Assisted with the configuration of new Xerox at City Hall
- Configured/replaced EDC desktop PC
- Installed Cardinal Badge Update
- Installed firmware update to PD unit camera's WAP
- Assisted PD with wireless configuration of replacement body cameras
- Created calendar shares for Calvert Building Meeting Room/City Hall conference room
- Assisted PD w/ Cardinal CAD implementation/testing

January Projects:

- Obtain quote/configure/replace fiber POE switch at Municipal Court
- Obtain quote/configure/replace fiber POE switch at Library
- Configure WG firewall cluster w/ high availability
- Install firmware updates to all switches
- Obtain quote for Building Official tablet/order/configure
- Update network map for CJIS Solutions/DPS
- Replace fan on PD server
- Re-configure server backup notifications
- Re-configure user pc backup notifications
- Push out weekly Covid-19 updates on website/social media
- Assist Cardinal/PD/CJIS Solutions/TSM Consulting with DPS approval for Cardinal CAD
- Configure/replace PD Toughbook
- Obtain quote for web based .pst viewer software
- Configure/install (10) replacement desktop PCs
- Configure/issue replacement IT laptop
- Obtain quotes for Incode cloud/SQL solution
- Obtain quote for archive software integration with Microsoft o365
- Move WAPs to Watchguard Cloud
- Work with legal on updated employee computer use policy

Daily/Weekly/Monthly Tasks:

- Send out employee cyber training phishing tests
- OS updates on all NAS devices
- OS updates to firewalls/WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments
- Documentation for all software/hardware configurations

- Setup Council Live Stream meetings
- Create cyber security phishing campaigns/deploy to employees

Future Projects & Goals:

- Complete State required Cyber Security Employee Training (*annual*)
- Modify/adopt employee computer use policy (*FY20-21*)
- Upgrades to Microsoft Office licenses (*FY-20-21*)
- IT Building Server Room Wall with locking door (*FY 20-21*)
- Replace (7) IT Building windows (*FY 20-21*)
- Assist PD w/ Cardinal CAD/ticket writer system migration (*FY 20-21*)
- Configure/install wireless access point (WAP) at Animal Shelter (*FY 20-21*)
- Configure/install replacement POE switch at Municipal Court (*FY 20-21*)
- Configure/install replacement POE switch at Library (*FY 20-21*)
- Run Cat 6 cable for cameras at Old City Hall (*FY 20-21*)
- Configure/install replacement firewall at Library (*FY 19-20*)
- Replace Library Useful server/hardware/software (*FY 20-21*)
- Replace credit card swipe readers with chip readers (*FY 20-21*)
- Installation of security cameras at Old City Hall (*FY 20-21*)
- Replace outdated Utility receipt printers (*FY 20-21*)
- Free re-design of City & EDC websites (*FY 21-22*)
- Microsoft Office Exchange Email Archive Integration (*FY 21-22*)
- Point to Point wireless Internet solution for locations not on fiber (*FY 21-22*)
- Migrate Incode software to cloud/SQL solution (*FY 21-22*)
- City fiber network added to mapping layers (*uncertain*)
- Re-cable all City buildings in preparation for VOIP infrastructure (*uncertain*)
- City-wide building VOIP phone software solution (*uncertain*)
- Research/implement timesheet/time off request software (*uncertain*)

LAMPASAS PUBLIC LIBRARY

DECEMBER 2020

- Circulation** We circulated 3,620 items in December, which is up 3.8% from November (3,487). The library was closed two days for Christmas.
- Door Count** There were 1,724 visitors during December, which is up 5.5% from November (1,634).
- Internet Usage** There were 87 Internet sessions in December, compared to 100 in November (down 13%).
- Wifi Usage** We had 77 distinct clients use the public wifi in December, which is down 26% from November. There was an average of 5 users per day, down 16.7% from last month.
- Text Interactions** We communicated, via text messages, with 78 unique phone numbers in December, which is down 14.3% from November (91). We sent/received a total of 460 messages, which is down 7.4% from last month (497).
- New Hire** Samantha McKenzie, our new part-time clerk, started on December 10, and she is catching on quickly and doing a great job.
- December Programs** Our December Books & Badgers reader was Kyla Rhoades, an LHS drummer and granddaughter of our own Nancy Roden. Emily Stone and her daughter did our December family story time. Our December "How Pinteresting!" project was a festive framed advent calendar. Our staff continue to offer bi-weekly virtual story times, as well as a special story time each month for HeadStart.
- Mrs. Santa Event** On Saturday, December 5, Mrs. Santa was in our treehouse, waving at everyone who stopped by the library. Kids were able to drop off their letters to Santa, wave at Mrs. Claus, and get a candy cane. The treehouse and the Little Free Library were decorated for the occasion. Mrs. Santa also brought one of the elves to help collect letters to Santa, so the elf greeted all the kids. We received 12 letters and estimate about 25 cars stopped by for this "Drive & Wave" event.
- Upcoming Programs** In January, we will have Amanda Morris as our Books & Badgers reader and Jennifer Walker and her kids for our family story time. Staff will continue to do their bi-weekly story times. All story times are virtual (Facebook Live). We have discontinued the virtual "How Pinteresting!" classes, due to low interest.

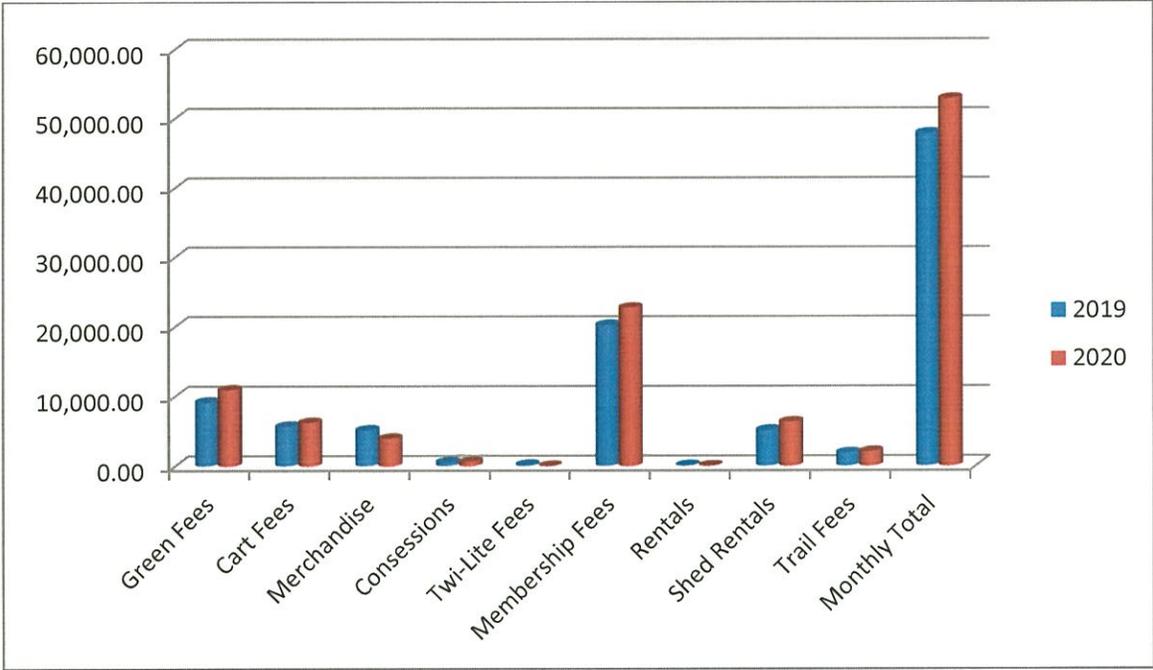


Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: January 4, 2021
Re: Monthly Report, December 2020

- The maintenance crew are still mowing the green 2 to 3 times a week just to clean them up.
- During bad weather, the maintenance crew are changing fluids replacing and sharpening blades on of our equipment.
- During the month of December, we have to make three application, two weeks apart of KERB herbicide on the greens. This chemical prevents winter weeds from germinating on the greens.
- Over the last several years, we have had many trees blown over due to storms. We rented a stump grinder and spent three days grinding numerous stumps on the golf course.
- Cleaned up around the maintenance shop and hauled off all the scrap metal to the Kempner Recycling Center.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.

Hancock Park G.C. December Revenue Comparison 2019 and 2020



Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Thursday, January 21, 2021

Re: Monthly Report December 2020

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

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

New Cases	63
Convictions	67
Compliance Dismissals	24
Hrs. Community Service Completed	289
Total Dollar Amount CS	\$3,730.40
Waived for Indigency	\$515.30
Total Collected	\$18,042.64
Total kept by City	\$12,009.62

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: January 20, 2021
Re: Monthly Report December 2020

Parks & Recreation & Human Resources

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended site visits for Skatepark on December 3rd, December 9th and December 10th
- Assisted with scoring RFQ's for the Skatepark and RFQ's for Campbell Park Pavilion on December 11, 2020
- Attended the City Council Meeting on December 14, 2020
- Showed the Hostess House on December 18th and on December 31st for upcoming reservations
- Assisted with Hostess House preparations for a reservation on January 1, 2021
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Assisted Christina with moving HR files over to new file cabinets, relocated some of the HR file cabinets to Utility Dept. vault to be closer to the HR office and continue to work on filing and organizing HR files
- Assisted with Christina's retirement luncheon on December 4th and public reception on December 11th
- Participated in a virtual Employment Law Training on December 16th
- New Hire Orientations for Colt D'Spain and Samantha McKenzie
- Attended staff meeting regarding COVID -19 and Personnel Policy on December 22nd
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

Personnel Information – Currently

- 112 Fulltime positions & 15 Part-time positions; there are presently 2 F/T and 1 P/T vacancies: Posted Vacancies: Park Maintenance Technician, Light Equipment Operator and P/T Utility Clerk.

City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 22 January 2021

- WCID** The Lampasas County WCID met on January 19th and continued the discussion regarding the high hazard upgrade to dam 6. As has been previously reported to Council through staff and Paul Wilborn, WCID President, due to downstream development, and potential risk to loss of property, 5 of the 9 WCID dams have been classified as high hazard and will eventually require upgrade. As the attached correspondence indicates, the WCID is contacting local jurisdictions to identify possible sources for matching funds, which could be as much as \$140,000.00. The dam upgrade is an identified project in the City's CIP plan for FY 2021-2026. Staff recommends reviewing the funding needs through the CIP process and FY 2022 Budget process.
- Campbell Park** Staff have met with both the Skate Park contractor and the pavilion contractor to review timing, scope and tentative project schedules. Additionally, staff has communicated with Langerman Foster regarding geotechnical investigation, and Triple C surveying to scale locations based on recent improvements to the Park. When the scaled survey is available, both contractors and Langerman will review and determine the number and location of borings. The borings will determine foundation design, and ultimately total design and construction cost. Staff is also preparing to include stakeholders in the next phase of design.
- Filings** As of today, the City has received one filing for the four available places for City Council and the Mayor's position. Additionally, no other packets have been picked up. Qualified residents may file through February 17th.
- Staff Anniversaries** Staff is pleased to report the following January employment anniversaries: Van Berry, 33 years; Ramon Canada, 23 years; Emily Stone, 8 years; Josh Watson, 5 years; Ricky Haynie, 5 years; John Wilks, 3 years; and Frank Ellet, 2 years. Staff would also like to welcome back Colt D'Spain to the Water/Wastewater Department, and Dylan Boivin as Patrol Officer.
- Hostess House** Staff has received initial MEP comments from Hendrix Consulting Engineers, regarding the Hostess House. Staff will review and respond to comments, and may also discuss additional envelop items with Reliant Architecture, who designed and administered construction of the Water/Wastewater Shop. Staff is hopeful to deliver the MEP initial assessment to Council in March.
- Auditors** Yvonne reports the auditors should be complete with their on-site work next week. Although they have requested a number of sample transactions, there appears to be nothing out of order. After completion of the on-site work, Council can anticipate the completed audit sometime in March.

Lampasas County WCID No. 1
502 S. Key Ave. Suite E
Lampasas, Tx. 76550
January 20, 2021

Mayor Misti Talbert
City of Lampasas
312 E. Third St.
Lampasas, Tx. 76550
Re: Flood Control Dam Rehabilitation & Upgrade Funding

Dear Mayor Talbert and City Council:

The Lampasas County Water Control and Improvements District No. 1 (WCID) is faced with the task of rehabilitating and upgrading five flood control dams to meet high hazard standards as specified by TCEQ. These dams were originally classified as significant hazard when built 60 years ago. The reclassification to high hazard is due to down stream development since that time, leading to increased potential for risk of loss of property and life in the event of failure.

The Texas State Soil and Water Conservation Board (TSSWCB) has a program to assist in funding these projects. The WCID has made application to the TSSWCB for assistance with the rehab of what we consider our most critical dam (site 6). We will be advised by approximately mid-year of the status of our application and the availability of state funds.

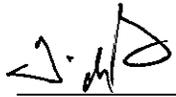
Terms of the TSSWCB rehab program require the local sponsors (WCID and HCSWCD) to fund 1.75% of the total project cost. Because it will not be known until design and engineering work is done what the total cost will be, our local match requirement is a rough estimate. The project will likely cost between \$5 million and \$10 million. 1.75% of \$8 million is \$140,000. We currently have \$47,441.00 in the bank and no critical immediate O & M project needs. We also have no routine source of revenue. Our board intends to organize a local fundraising campaign in the near term, and seek financial assistance from Lampasas County and the Hill Country Soil & Water Conservation District (HCSWCD).

It is our opinion that funding assistance from our local government entities is critical to this important public safety project. We hereby respectfully request any funding assistance that the City of Lampasas may be able to provide. We appreciate the contributions you have made in the past and your consideration of this request.

Sincerely,



Paul Wilborn, Board Pres.
Lampasas County WCID No. 1
pswilborn@att.net
512-556-1759


City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 1, 2021 General Election

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

\$5,270.75 Estimated cost (See Exhibit C of Attached Agreement); Budgeted Funding: \$6,000.00

Attachments: Contract for Election Services

Summary Statement:

Mark Bishop, Elections Administrator, has agreed to conduct the election again this year. The Contract is the same as last year's with the exception of dates. Early voting will be at the Election Administrator's office, 407 South Pecan, Suite 102. On Election Day, voting locations will be at the Election Administrator's Office, 407 South Pecan, Suite 102 and the Kempner Fire Training Center, 315 Pecan Street, in Kempner, Texas.

As a reminder, the US Supreme Court ruling in June 2013, the City is no longer required to obtain the Department of Justice Preclearance.

The attachment of the Joint Election Agreement between the City and LISD will be attached as Exhibit D; which was approved at the January 11, 2021 City Council Meeting.

Recommendation:

Motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 1, 2021 General Election and authorize the City Manager to execute the related document.

CONTRACT FOR ELECTION SERVICES
BETWEEN
LAMPASAS COUNTY, TEXAS
AND
THE CITY OF LAMPASAS, TEXAS,
FOR THE May 1, 2021 LOCAL ELECTION

THIS CONTRACT is made and entered into by and between the County of Lampasas, Texas, Elections Administrator acting as its agent, hereinafter referred to as "Contracting Officer," and the individual Local Political Subdivision - the City of Lampasas, Texas, Election Official acting as its agent, hereinafter referred to as "the LPS," pursuant to the authority under Section 31.092(a) of the Texas Election Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties to this contract agree to the following with regard to coordination, supervision, and conducting of the LPS's **May 1, 2021** ("the election").

I. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer will perform the following services and furnish the following materials and equipment in connection with the election:

A. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

B. Nomination of Presiding Judges and Alternate Judges; Appointment of Clerks. The Contracting Officer shall submit to the LPS for approval by its governing body within such time so as to not impede the orderly conduct of the election, a proposed list of presiding election judges and alternate presiding judges for each of the LPS's Election Day voting locations shown on Exhibit B, attached hereto and made part of this contract, a proposed person to serve as presiding judge of the Early Voting Ballot Board (EVBB), and two proposed persons to serve as presiding judge and alternate judge of the central counting station on Election Day. Such proposed presiding judges and alternate judges shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code. The proposed EVBB presiding judge and the proposed central counting station presiding judge shall meet the eligibility requirements in, respectively, Sections 87.003 and 127.005(b) and Subchapter C of Chapter 32 of the Texas Election Code.

C. Notification to Presiding Judges and Alternate Judges; Appointment of Clerks.

1. Following their appointment by the governing body of the LPS, in accordance with Section 32.009 of the Texas Election Code, the Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will include the assigned voting location, date of the election school, the eligibility requirements for election workers, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge as appropriate.

2. The Contracting Officer will forward a list of registered voters who are willing to serve as election clerks from which the presiding judge shall make his or her clerk appointments. If the presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the presiding judge shall make a documented effort to choose at least one election clerk who speaks both English and Spanish. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments.

3. The Contracting Officer shall prepare the writs of election in accordance with Section 4.007 of the Texas Election Code. The writs of election shall be forwarded by the Contracting Officer to the presiding judges in accordance with timelines from the Secretary of State's office.

4. Following appointment by the governing body of the LPS, the Contracting Officer shall notify the presiding and alternate judges of the EVBB and the central counting station of their respective appointments, the time and place on Election Day to which they should report, the date of the election school for them, the eligibility requirements, the rate of compensation, the number of clerks the presiding judge is entitled to appoint (two for the EVBB and one for the central counting station), and the names of potential clerks.

D. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will either be paid by the Contracting Officer and reimbursed by the LPS or the LPS will pay such cost directly to the third persons, as agreed by the parties at the time the services and supplies are ordered.

E. Election School. In accordance with Sections 32.111 and 125.009 of the Texas Election Code, the Contracting Officer shall be responsible for conducting (or for having third parties conduct) at minimum one election school to train the presiding judges, alternate judges, and election clerks in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, maintaining order in the voting location, and provisional voting. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. The LPS understands that the Contracting Officer cannot guarantee that the judges, clerks, or deputies will attend an election school. The Contracting Officer will not pay election workers for attendance at the election school(s).

F. Posting of Election Notice. The Contracting Officer shall be responsible for posting the required election notice under Section 4.003 of the Texas Election Code by posting at each voting location in which an election is held.

G. Election Supplies. The Contracting Officer shall procure, prepare, and distribute to each presiding judge (or the election worker designated by the presiding judge) for use at the voting locations on Election Day and Early Voting the following consumable election supplies in connection with the LPS's registered voters: election kits from third-party vendors or the equivalent

(including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); seals; sample ballots; ExpressVote Ballot Card Stock and other consumable-type office supplies necessary to hold an election. If necessary, the Contracting Officer may purchase additional or make additional copies of election forms, including sample ballots and combination poll lists/signature rosters.

H. Election Equipment.

1. The Contracting Officer will use the Direct Record Electronic (DRE) voting system purchased by Lampasas County, for the election. This voting system is variously referred to throughout this contract as “the voting system,” “the DRE voting system,” or “the voting equipment,” and includes the equipment referred to as “ExpressVote BMD Terminal” (Terminal), “DS200 Precinct Scanner” (Scanner), and “ExpressPoll Tablet” (E-poll Book). The Early Voting and Election Day voting places will each have at least one voting machine that is accessible to disabled voters.

2. The Contracting Officer shall coordinate with Election Systems & Software, LLC (ES&S) the ballot preparation based on information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, and the English and Spanish translation of the offices and any propositions. The LPS shall be responsible for the cost of such programming. The Contracting Officer will notify the LPS of the cost. The Contracting Officer shall provide sufficient time to the LPS to review the ballot before it is finalized.

3. The Contracting Officer shall prepare the Terminals and Scanners for Early Voting and Election Day, including predefinition and sealing, and shall make available for pick up the appropriate Terminals, Scanners, and E-poll Books to the appropriate presiding judges (or the election worker designated) who picks up the election supplies under paragraph D above. The Terminals, Scanners, and E-poll Books (along with the election supplies, election records, and unused election supplies under paragraph D above) will be returned to the Contracting Officer at the conclusion of the election by the presiding judge (or the election worker as designated).

4. The Contracting Officer will prepare an E-poll Book and Express Vote Printer for Early Voting and Election Day polling places with pick up and return in the same manner as other equipment under #3 above.

5. At the option of the Contracting Officer, election supplies, Terminals, Scanners, and E-poll Books may be transported by the Contracting Officer or designee to the Election Day voting location and picked up at the voting location after the polls close on Election Night.

I. Logic and Accuracy Testing. The Contracting Officer shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Secretary of State. The Contracting Officer shall also cause the publication of any required notice of such testing. The Contracting Officer will notify the LPS of the date and time of the Logic and Accuracy Testing. The LPS shall reimburse the Contracting Officer for the cost of such testing and notice.

J. Early Voting. The Contracting Officer will hold early voting at its designated location at 407 South Pecan, Suite 102, Lampasas, Texas, and will conduct early voting by mail in connection with the election of the LPS. In accordance with Sections 31.097(b) of the Texas Election code, the Contracting Officer will serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct Early Voting by mail and personal appearance and shall hire up to 4 clerks to serve as Early Voting deputy clerks at the main office.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at locations listed in Exhibit A. The Contracting Officer shall ensure that the Early Voting locations are set up for early voting and have the necessary tables, chairs and voting equipment.
3. If requested by the LPS, the Contracting Officer shall deliver or fax to the LPS the next business day, copies of the roster of early voters from the previous day from both the main and branch locations. The cost of such delivery and faxing shall be reimbursed to the Contracting Officer by the LPS.
4. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.
5. All Early Voting ballots cast by mail shall be secured and maintained by the Contracting Officer and delivered by the Contracting Officer or the assigned deputy in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the central counting station on Election Day.

K. Election Day Voting Locations. The Election Day voting locations are as set forth in Exhibit B. The Contracting Officer shall arrange for the use of the Election Day voting places and shall coordinate with the Election Day judge for the setup of the voting locations for Election Day, including ensuring that they have the necessary tables, chairs, and voting equipment.

L. Counting the Votes. The Contracting Officer shall count the votes in accordance with Chapter 127 of the Texas Election Code. The Contracting Officer shall serve as the central counting station manager.

M. Election Reports. The Contracting Officer shall prepare the unofficial tabulation of election results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results shall be made available to the LPS as soon as they are prepared but not earlier than 7:05 p.m. or the time by which all voting locations close on Election Day at the Contracting Officer's office.

N. Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code. The Contracting Officer or designee (which may include the LPS election official) will review the affidavits related to provisional voters and provide factual information on the provisional voter's status. The Contracting Officer or designee will deliver the

provisional voting affidavits relating to the LPS's provisional voters in counties *other* than Lampasas County to the LPS's election official not later than the next business day after the Election Day. The Contracting Officer or its deputy will deliver the provisional affidavits to the appropriate voter registrar not later than the next business day after the Election Day so that the voter registrar may provide factual information on the provisional voter's status. The Contracting Officer will notify the EVBB of the need to meet within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots. Promptly after determination of the provisional votes and resolution of any such mail ballots, the Contracting Officer will tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS.

O. Custodian of Election Records. After completion of the unofficial tabulation of precinct results, the Contracting Officer shall distribute the election records to the LPS Election Official in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of the voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Terminals, Scanners, and E-poll Books .

P. Recount.

1. If required by law, the Contracting Officer shall have performed a partial count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code and a recount in accordance with section 129.001 of the Texas Election Code. The LPS shall reimburse the Contracting Officer for the cost of such count and recount.

2. If a recount is required in accordance with Title 13 of the Texas Election Code, the Contracting Officer shall conduct such recount and the terms of this contract shall govern such recount. The cost of any such recount is not included in the estimate set forth in Exhibit C, which is attached hereto and made a part of this contract.

Q. Reports to the Texas Secretary of State. The Contracting Officer shall have no responsibility for the filing of reports with the Texas Secretary of State.

II. RESPONSIBILITIES OF THE LPS. The LPS shall assume the following responsibilities in connection with the election:

A. Adopting a Voting System. Per Section 123.001 of the Texas Election Code, the LPS has adopted the DRE voting system that will be used in the election.

B. Establishing a Central Counting Station. Per Section 127.001 of the Texas Election Code, the LPS has established the central counting station at the Elections Administrator office, 407 South Pecan, Suite 201, Lampasas, TX 76550.

C. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

D. Appointment of Presiding Judges and Alternate Judges. Promptly after receiving the proposed lists of presiding judges and alternate judges from the Contracting Officer, and within such time so as to not impede the orderly conduct of the election, under Sections 32.005, 87.002 and 127.005 of the Texas Election Code, the LPS will appoint presiding judges and alternate judges at the indicated Election Day voting places, the EVBB, and the Central Counting Station from the proposed lists and notify the Contracting Officer. The LPS may appoint as presiding judges and alternate judges, persons other than those on the proposed list, but acknowledges that such persons must be willing to take all necessary training with respect to the voting equipment. If from other sources, the LPS shall ensure that the appointees meet, as appropriate, the eligibility requirements in Subchapter C of Chapter 32 and Sections 87.003 and 127.005(b) of the Texas Election Code.

E. Assistance in Providing Bilingual Clerks. In compliance with section 272.009 of the Texas Election Code, if necessary, the LPS shall have available at a central location - one election clerk who is fluent in both English and Spanish to provide assistance to Spanish-speaking voters, if the election judges advise the Contracting Officer that they are unable to find bilingual election clerks and the Contracting Officer so advises the LPS. The LPS shall provide the names and telephone numbers of potential bilingual election clerks to the Contracting Officer.

F. Appointment of Early Voting Clerk. The LPS hereby appoints the Contracting Officer Elections Administrator to serve as the Early Voting Clerk for the election and authorizes the conduct of the Early Voting at the Elections Administrator's main office at 407 South Pecan, Suite 102, Lampasas, Texas.

G. Appointment of Central Counting Station Manager and Tabulation Supervisor. The LPS hereby appoints the Contracting Officer Election Administrator to serve as the Central Counting Station Manager and Tabulation Supervisor.

H. Registered Voter List. The LPS shall obtain from the Election Administrator, or Voter Registrars, if the territory of the LPS is in more than one county, a list or lists of registered voters in the LPS territory required for use on Election Day and for the early voting period required by law and provide these lists to the Contracting Officer if applicable

I. Applications for Mail Ballots. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.

J. Election Orders, Notices, and Canvass. The LPS shall prepare in a timely manner the election order, notice, resolutions, official canvass, returns, and other pertinent election documents for adoption by the appropriate officer or governing body of the LPS. The LPS is responsible for ensuring that all necessary documents are in both English and Spanish.

K. Election Notice. The LPS shall be responsible for preparing and posting the required election notice under Section 4.003 of the Texas Election Code. The LPS will forward copy of the Notice to the Contracting Officer.

L. Map. If requested by the Contracting Officer, the LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format to enable the election workers to determine the voters eligible to vote in the LPS.

M. Ballot Information. Not later than three days following the deadline for a candidate to withdraw, the LPS shall provide the Contracting Officer with the office names, including place designations, in English with Spanish translations, the names of the candidates as the names are to appear on the ballot as well as the order in which the names are to appear under each office, and the English and Spanish translations of any propositions that are to appear on the ballot, as well as the order of any such propositions on the ballot. The LPS shall promptly review for correctness and verify approval by signature the final ballot when requested by the Contracting Officer to do so prior to finalization.

N. Promotion and Information about the Election. The LPS assumes the responsibility of providing information about the candidates and issues, if any, in the election and of promoting the schedules for Early Voting and Election Day. The Contracting Officer shall have no responsibility for this.

O. Recount. If the LPS or its canvassing authority receives a recount petition, it shall immediately notify the Contracting Officer of such recount petition and provide the Contracting Officer with a copy of the petition.

P. Reports to the Texas Secretary of State. The LPS is responsible for filing all required reports with the Texas Secretary of State.

III. ELECTION WORKERS

A. Number of Election Workers at Election Day Voting Locations. It is agreed by the Contracting Officer and the LPS that there will be up to five election workers at each of the Election Day Voting locations. The workers will consist of the presiding judge, alternate judge, and three election clerks appointed by the presiding judge. However, the parties agree to consult at least 30 days before the election to decide if in voting locations with a historically low voter turnout, the number of election workers could be reduced to a total of three without adverse impact on the integrity of the voting procedures.

B. Number of Early Voting Deputies. The Contracting Officer may appoint up to four Early Voting workers to work at the Early Voting location.

C. Number of EVBB Members. It is agreed by the Contracting Officer and the LPS that the EVBB shall consist of three members, a presiding judge and two clerks appointed by the presiding judge.

D. Presiding Judge of the Central Counting Station. It is agreed by the Contracting Officer and the LPS that there will be a presiding judge and an alternate judge appointed for the central counting station.

E. Compensation to be Paid to Presiding Judges, Alternate Judges, and Election Clerks. The Contracting Officer and the LPS agree that the alternate judges, election clerks, and

election night receiving workers will be paid the rate of \$8.50/hour for the hours actually worked. The presiding election judge, central counting station supervisor and assistant, and the EVBB will be paid the rate of \$9.00/hour.

F. Delivery Fee. The election worker who picks up the election supplies, Terminals, Scanners, and E-poll Books the day before the election and who returns them after the polls close on Election Day will be paid a delivery fee of \$25. This fee may be split in the event that a different election worker picks up the election supplies, Terminals, Scanners, and E-poll Books than returns them. The presiding judge shall note the split on the compensation sheet. In the event that the Contracting Officer or designee delivers the election supplies, Terminals, Scanners, and E-poll Books to the voting location and an election worker returns them, the election worker shall be entitled to one-half of the delivery fee. In the event that the Contracting Officer or designee both deliver to and pick up from the voting location the election supplies, Terminals, Scanners, and E-poll Books no delivery fee will be paid to the election workers.

G. Pick up of the Election Supplies, Terminals, and Scanners. The Contracting Officer shall have the supplies ready to be picked up by the presiding judges, or the designee of the presiding judges, on the Friday prior to Election Day, at 407 South Pecan, Suite 102, Lampasas, TX 76550, and shall notify the presiding judges of the date and time. The presiding judges will pick up the election supplies, Terminals, Scanners, and E-poll Books from the Contracting Officer. In the event the presiding judge cannot pick up the supplies, the Contracting Officer will deliver them to the voting location.

H. Election Schools. All election judges and alternate judges will be required to attend one or more election schools, as required by the Contracting Officer, on the operation of the voting system, the qualifying of voters, provisional voting, maintaining order in the voting place, and completing the paperwork required in an election. If an election worker declines to attend such election school(s), the Contracting Officer may replace that worker with another one, subject to the approval of the LPS, unless Section 32.007 of the Texas Election Code applies.

IV. PAYMENT

A. Reimbursable Costs and Expenses. In accordance with Section 31.100(b) of the Texas Election Code, the LPS shall pay the Contracting Officer for the actual expenses incurred directly attributable to the election, including without limitation, the following: supply costs, newspaper notice publication expenses, wages and salaries of Early Voting and Election Day voting place workers, wages and salaries of members of the EVBB and the central counting station presiding and alternate judges, the cost of the hours spent coordinating programming the ballot for the DRE voting equipment and the cost of preparing and conducting the Logic and Accuracy (L&A) Testing, a "per election" user fee of \$50 per machine per day for each regular Terminal, Scanner, and E-poll Book set placed in service at the Early Voting and Election Day voting locations serving the LPS, the cost of transportation of the voting equipment to the voting locations and from the voting locations to the central counting station, and the cost of Election Day technical support, tabulation, and production of unofficial reports by the Lampasas Election Administrators office.

B. Administrative Fee. In accordance with Section 31.100(d), the LPS shall pay the Contracting Officer an administrative fee in the amount of 10% of the total cost of the contract (but

not less than \$75.00) to cover the services performed by the Contracting Officer, other than the programming of the DRE ballot, the L&A Testing, and the Election Day services.

C. Billing.

1. As soon as reasonably possible after the election, the Contracting Officer will submit an itemized invoice to the LPS for (1) actual costs and expenses directly attributable to the coordination, supervision, and conducting of the election and incurred or promised on behalf of the LPS by the Contracting Officer, and (2) the Contracting Officer's administrative fee under Section 31.100(d) of the Texas Election Code. Costs and expenses for which reimbursement is sought shall be supported by appropriate documentation, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

2. To the extent that the costs and expenses are incurred in connection with voting locations used by more than one political subdivision, such as (without limitation) the cost of renting voting locations and voting equipment, programming the voting equipment, L&A Testing of the voting equipment and programming, wages and salaries of election workers, and the Election Administrator's office Election Day Support, such costs will be divided equally between the local political subdivisions using a common voting location.

D. Payment. If there are no opposed candidates, the LPS will cancel its election and will be responsible only for the Administrative Fee as noted in Section IV(B) and other agreed upon expenses that may have been incurred by the Contracting Officer on behalf of the LPS, if any. The LPS will notify the Contracting Officer of its intent to cancel the election within three days following the last day to file an application for place on the ballot. If the LPS cancels the election, the Contracting Officer may immediately bill the LPS for the Administrative Fee and any other agreed upon expenses that were incurred by the Contracting Officer on behalf of the LPS, if any. Following the election, the Contracting Officer's cost detail invoice shall be forwarded to the LPS. The invoice shall be due and payable to the appropriate party within 30 days from the date of receipt. If there is any disputed portion of the invoice, the LPS shall notify the Contracting Officer within such 30-day period or the invoice will be deemed to be a true and accurate rendering of the amount that is due.

E. Estimated Cost of Services. A cost estimate for election expenses is set forth in Exhibit C. The Contracting Officer agrees to advise the LPS if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses as set forth in Exhibit C.

V. GENERAL PROVISIONS

A. Nontransferable Functions. Nothing in this contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the election is to be filed;
2. The place at which any function is to be carried out;
3. The officers who conduct the official canvass of the election returns;

4. The authority to serve as custodian of voted ballots or other election records; or
5. Other nontransferable function specified under Sec.31.096 of the Texas Election Code.

B. Joint Election.

1. The LPS does hereby agree to hold a joint election under Section 271.002 of the Texas Election Code with the City of Lampasas as per the Joint Election Agreement set forth in Exhibit D, attached hereto and made part of this contract.

2. In the event of such a joint election, the LPS does hereby agree to share equally in the expense of the compensation of election workers and early voting deputies at such joint election locations, the cost of the DRE voting equipment at such joint locations, and the cost of any other election services in connection with such joint election locations (such as the DRE programming, L & A Testing, and Election Day support from the Election Administrator's office), in accordance with the Joint Election Agreement attached hereto and made a part of this contract as Exhibit D.

C. Cancellation of Election. If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred by the Contracting Officer before the date of cancellation in connection with the election. The Contracting Officer shall submit an invoice for such expenses and documented time spent on the election (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the LPS authorizes such major costs in advance in writing.

D. Contract Copies to Treasurer and Auditor. In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Lampasas County, Texas and the County Auditor of Lampasas County, Texas.

E. Chargeable Election Expenses. In accordance with Section 31.100 of the Texas Election Code, only the actual expenses directly attributable to the contract may be charged, including Contracting Officer's administrative fee.

F. Criminal Background Checks. The Contracting Officer will certify that a criminal background check on all employees, including temporary employees, that may program, test, perform maintenance, transport equipment, or perform technical support on the voting system equipment for Lampasas County has been performed. The Contracting Officer will be responsible to determine that there are no findings that would prevent the employees from performing their assigned duties.

G. Representatives. For purposes of implementing this contract and coordinating activities hereunder, the Contracting Officer and the LPS designate the following individuals, and whenever the contract requires submission of information or documents or notice to the Contracting Officer or the LPS, respectively, submission or notice shall be to these individuals:

For the Contracting Officer:

Mark Bishop
Elections Administrator
407 South Pecan, Suite 102
Lampasas, TX 76550
Tel: (512) 556-8271 ext. 206
Fax: (512) 564-1424
Email: ea@co.lampasas.tx.us

For the LPS Election Official:

Becky Sims
City Secretary
City of Lampasas
312 E. Third Street
Lampasas, TX 76550
Tel: (512) 556-6831
Fax: (512) 556-8083
Email: bsims@cityoflampasas.com

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 202__.

By: _____
Mark Bishop
Elections Administrator
Lampasas County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 202__.

By: _____
Finley deGraffenried
City Manager
City of Lampasas

Exhibit A

**May 1, 2021 LOCAL ELECTION
City of Lampasas
Lampasas County, Texas**

Early Voting Locations and Hours

Early voting will be held at the Lampasas County Elections office, 407 South Pecan, Suite 102, Lampasas, TX.

Monday, April 19, 2021	8:00 am - 5:00 pm
Tuesday, April 20, 2021	7:00am - 7:00pm
Wednesday, April 21, 2021	8:00am - 5:00pm
Thursday, April 22, 2021	8:00am - 5:00pm
Friday, April 23, 2021	8:00am - 5:00pm
Monday, April 26, 2021	8:00am - 5:00pm
Tuesday, April 27, 2021	7:00am - 7:00pm

Exhibit B

May 1, 2021 LOCAL ELECTION

**Election Day Voting Locations
CITY OF LAMPASAS, TEXAS
Lampasas County, TX**

Location	Address	City/State	
Lampasas County Elections Office	407 S. Pecan St, Suite 102	Lampasas, TX 76550	
Kempner Fire Training Center	315 Pecan Street	Kempner, TX 76539	

EXHIBIT C

Election Cost Estimate: May 1, 2021 Election Services CONTRACT			
City of Lampasas (Based on two entities)			
SUPPLIES and EXPENSES		Cost	Entity %
SUPPLY COSTS - MISC OFFICE SUPPLIES (Envelopes, copying, letterhead, pens, pencils, misc office supplies)		50.00	25.00
ELECTION SUPPLIES (forms, voter information, provisional and mail ballot supplies, combination forms, equipment desk reference, judge handbook, sample ballots)		50.00	25.00
Logic and Accuracy Testing		50.00	25.00
LAT Notice Publication		126.00	63.00
BALLOT PRODUCTION - ES&S (City of Lampasas share)		3,500.00	1,750.00
Ballot By Mail 500 x \$3.00 (33% City Share)		1,500.00	495.00
Expressvote Ballot Card Stock 1000 x .18 (33% City share)		180.00	59.40
EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities			
<i>EARLY VOTING - 7 days</i>			
DS200 Scanner	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
ExpressVote BMD Terminal	<i>7 days x 4 units x \$50 per day</i>	1,400.00	700.00
ExpressPoll Tablet	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
<i>ELECTION DAY -- Elections Office</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>4 units x \$50 per day</i>	200.00	100.00
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
<i>ELECTION DAY -- Kempner Fire Station</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>4 unit x \$50 per day</i>	200.00	100.00
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
DS200 Used for Ballots By Mail	<i>1 unit x \$50 per day</i>	50.00	25.00
PAYROLL			
EARLY VOTING - Elections Office	<i>125 hrs. x \$8.50</i>	1,062.50	531.25
ELECTION DAY - Lampasas location - 1 Judge	<i>1 judge x \$9.00 per hr. x 13.5 hrs</i>	121.50	60.75
ELECTION DAY - Lampasas Fee to deliver equipment	<i>1 judge x \$25.00</i>	25.00	12.50
ELECTION DAY - Lampasas location - 2 Clerks	<i>2 clerks x \$8.50 per hr. x 12.38 hrs</i>	210.38	105.19
ELECTION DAY - Kempner Fire Station - 1 Judge	<i>1 judge x \$9.00 per hr. x 14.5 hrs</i>	130.50	65.25
ELECTION DAY - Kempner Fire Station Fee to deliver equipment	<i>1 judge x \$25.00</i>	25.00	12.50
ELECTION DAY - Kempner Fire Station location - 2 Clerks	<i>2 clerks x \$8.50 per hr. x 13 hrs</i>	221.00	110.50
ELECTION DAY - Counting station	<i>3 clerks x \$8.50 per hr. x 3 hrs</i>	76.50	38.25
ELECTION DAY - Assistance and Technical Support		50.00	25.00

Early Voting Ballot Board - 1 judge, 1 alternate judge, 1 clerk (<i>provisional and ballots by mail</i>)	<i>3 workers x \$8.50 per hr x 2 hr</i>	51.00	25.50
SUBTOTAL		10,154.38	4,791.59
10% ADMINISTRATIVE FEE			479.16
GRAND TOTAL - PAYABLE TO LAMPASAS COUNTY ELECTIONS ADMINISTRATOR			5,270.75

EXHIBIT D

**JOINT ELECTION AGREEMENT BETWEEN THE
LAMPASAS INDEPENDENT SCHOOL DISTRICT AND
THE CITY OF LAMPASAS**

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City Manager

ITEM NO. 7.2

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

Subject:

Discuss and consider a request of the use of Joint Use Facilities Fund for Central Texas Water Corporation Plant upgrade.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments: Documentation and Request

Summary Statement:

Kempner Water Supply Corporation has requested use of the Joint Use Facility Fund for payment of substantial maintenance expense of Central Texas Water Supply, Water Treatment Facility that serves Lampasas. The total project included maintenance of the clarifier and replacement of valve actuators. The calculated shared cost to KWSC and Lampasas is \$57,070.24. The current balance of the Joint Use Facilities fund is \$755,911.23.

Recommendation:

To consider a motion to approve the expenditure from the Kempner Water Supply Corporation and City of Lampasas Joint Use Facilities Fund for expenses related to the Central Texas Water Supply Corporation maintenance of the Water Treatment Plant that serves Lampasas.

December 18, 2020

City of Lampasas

Attn: Finley deGraffenried

Attached, are documents pertaining to CTWSC O&M charges for Clarifier (attached invoices) being billed to Kempner Water Supply.

Invoices: \$ 90,240.00
 \$ 85,000.00
 \$170,240.00 @ 33.5234% = **\$57,070.24**

Kempner Water Supply is requesting, City of Lampasas share the cost of this amount **\$57,070.24** through Jt Use Facilities.

Respectfully,



Delores Coberley, General Manager

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:
 Central Texas Water Supply
 4020 Lakecliff Drive
 Harker Heights, TX 76548

PROJECT:
 Clarifier Recirculation and
 Filter Valve Improvements

APPLICATION NO: One
 PERIOD: August 1, 2020
 to August 31, 2020

Distribution to:

Page 1 of 2
 ENGINEER
 INSPECTOR
 CONTRACTOR
 OWNER

FROM CONTRACTOR:
 Matous Construction, Ltd.
 8602 N. Hwy 317
 Belton, TX 76513 254-780-1400

OWNER:
 Central Texas Water Supply
 4020 Lakecliff Drive
 Harker Heights, TX 76548

PROJECT NO: 2020-02

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM \$ 205,000.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 205,000.00
4. TOTAL COMPLETED & STORED TO DATE \$ 40,000.00

5. RETAINAGE:

- a. 0 % of Completed Work \$ 0.00
 (Column D + E)
- b. 0 % of Stored Material \$ 0.00
 (Column F)

Total Retainage (Lines 5a + 5b) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 40,000.00
 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00
8. CURRENT PAYMENT DUE \$ 40,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 165,000.00
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
 CONTRACTOR:

By: _____ Date: _____

State of: Texas County of: Bell
 Subscribed and sworn to before me this _____ day of _____
 Notary Public: _____
 My Commission expires: October 31, 2021

OWNER'S APPROVAL FOR PAYMENT

By: _____ Date: _____

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance of payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

Approved by: _____
 Date: _____
 Invoice Date: _____
 Invoice No: _____
 Invoice Amount: _____
 Due Date: _____
 Expense Acct #: _____
 Cont. # _____

Matous
 8-1-20
 App #1
 HD0000.00
 8-31-20
 7550
 1005
 Rec'd 9.1.20

CB

CONTINUATION SHEET

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	
1.00	Replace Recirculation System on Clarifier	\$95,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	42%	\$55,000.00
2.00	Replace Filter Backwash Valve Actuators	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$110,000.00
		\$205,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00		\$165,000.00

APPLICATION NO: **One**
 APPLICATION DATE: to August 31, 20:
 PERIOD TO: to August 31, 20:
 PROJECT NO: 2020-02

Central
 From: "
 Date: "
 To: "

Finley deGraffenried

From: Cindy Benson <cindy@kempnerwsc.com>
Sent: Monday, December 21, 2020 9:43 AM
To: Finley deGraffenried
Subject: RE: Recalculated Billing 11.2020 & CTWSC O/M Cost Share Request

Jt Use Facilities Balance as of 11.30.20 \$755,911.23

*Cindy Benson, Accountant
Kempner Water Supply Corporation
11986 E. Hwy. 190 | POB 103
Kempner, Tx 76539
cindy@kempnerwsc.com
Phone (512)932-3701 or (512)547-9430
Fax (512)932-2546*

From: Finley deGraffenried <finley@cityoflampasas.com>
Sent: Monday, December 21, 2020 9:03 AM
To: Cindy Benson <cindy@kempnerwsc.com>; Yvonne Moreno <ymoreno@cityoflampasas.com>
Subject: RE: Recalculated Billing 11.2020 & CTWSC O/M Cost Share Request

Cindy can you also send the account balance for the Joint Use fund?

Thanks,

Finley

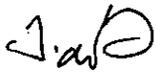
From: Cindy Benson <cindy@kempnerwsc.com>
Sent: Friday, December 18, 2020 12:50 PM
To: Yvonne Moreno <ymoreno@cityoflampasas.com>
Cc: Finley deGraffenried <finley@cityoflampasas.com>
Subject: Recalculated Billing 11.2020 & CTWSC O/M Cost Share Request

EXTERNAL email: Exercise caution when opening.

Attached, please find Recalculated Billing 11.2020 and CTWSC O&M Cost Share request w/attached invoices. If you have any questions, feel free to contact me.

*Cindy Benson, Accountant
Kempner Water Supply Corporation
11986 E. Hwy. 190 | POB 103
Kempner, Tx 76539
cindy@kempnerwsc.com
Phone (512)932-3701 or (512)547-9430*

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City Manager

ITEM NO. 7.3

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

Subject:

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

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

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

Recommendation:

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

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

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

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

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

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

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

Water Supply Corporation.

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

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

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

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

meeting of the members of Central Texas Water Supply Corporation.

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

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

Signed: _____
(President/Mayor)

ATTEST:

(Secretary)

(Name of the Water System or City)

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City ManagerITEM NO. 7.4

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

Subject:

Discussion and possible action regarding the ratification of expenditure for bathrooms for the Street and Electric Department Building in the total amount of \$35,750.00.

Requested By: Rickie Roy, Assistant City Manager

Submitted By: Rickie Roy, Assistant City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

The additional funds for the bathroom updates can be taken from the Electric Systems and money from Street Department salaries. There is currently an open position in Street Department.

Attachments: Invoice

Summary Statement:

The Public Works department budgeted new bathrooms for the combined Street and Electric Department Building. It was discussed during departmental budget presentation at the August 3, 2020 Workshop. At that time the project was estimated to be around \$20,000.00. The Electric Department budgeted \$7,000.00 and the Street Department budgeted \$9,000.00 for the bathroom upgrades in the FY 20/21 budget. At the September 14, 2020 meeting it was presented to Council that the estimates for the bathroom exceeded the budgeted amounts. The Public Works Department requested bids from three local contractors.

- ASJ Construction \$38,200.00
- LS Plumbing \$38,959.04
- Bobby Sanford \$35,750.00

At that time Rickie Roy, Assistant City Manager advised that he would investigate supplemental funding from other line items across the departments. The project began in early November and finished early January 2021. Although the increase was discussed with Council, nor formal action was sought or received. Staff now requests formal ratification of the full amount of expenditure.

Recommendation:

To consider a motion to approve the ratification of expenditure in the total amount of \$35,750.00



ASJ Construction, LLC

1204 WEST 3RD LAMPASAS, TX 76550

OFFICE TEL: 512-734-2185

August 19, 2020

Proposal:

City of Lampasas Bathroom upgrade

ASJ Construction, LLC

Lesley Greer

Project Manager / Estimator

lgreer@asjconstructiontx.com

512-734-0844

To whom it may concern, ASJ Construction, LLC would like to submit a proposal on the coatings only for this section for the above referenced project. ASJ Construction, LLC is a fully licensed and insured company based out of Lampasas, Texas.

Coating Proposal

Scope of work proposed:

- See attached scope of work

Exclusions:

1. New electrical panel
2. Bonds

This proposal includes material and labor in accordance with the above specifications for the sum of:
\$38,200.00

If there are any questions regarding this proposal, please advise. If you agree to the proposed work above please sign and date.

SIGNATURE

DATE

Proposal valid for 90 days, after 90 days proposal may change due to material cost changes

Scope of work
City of Lampasas Bathroom renovation

Storage

- Install new 2'8"x7'0" door and frame with passage hardware
- Finish out back of new shower with OSB to match existing
- Demo existing light and install new LED surface mounted light

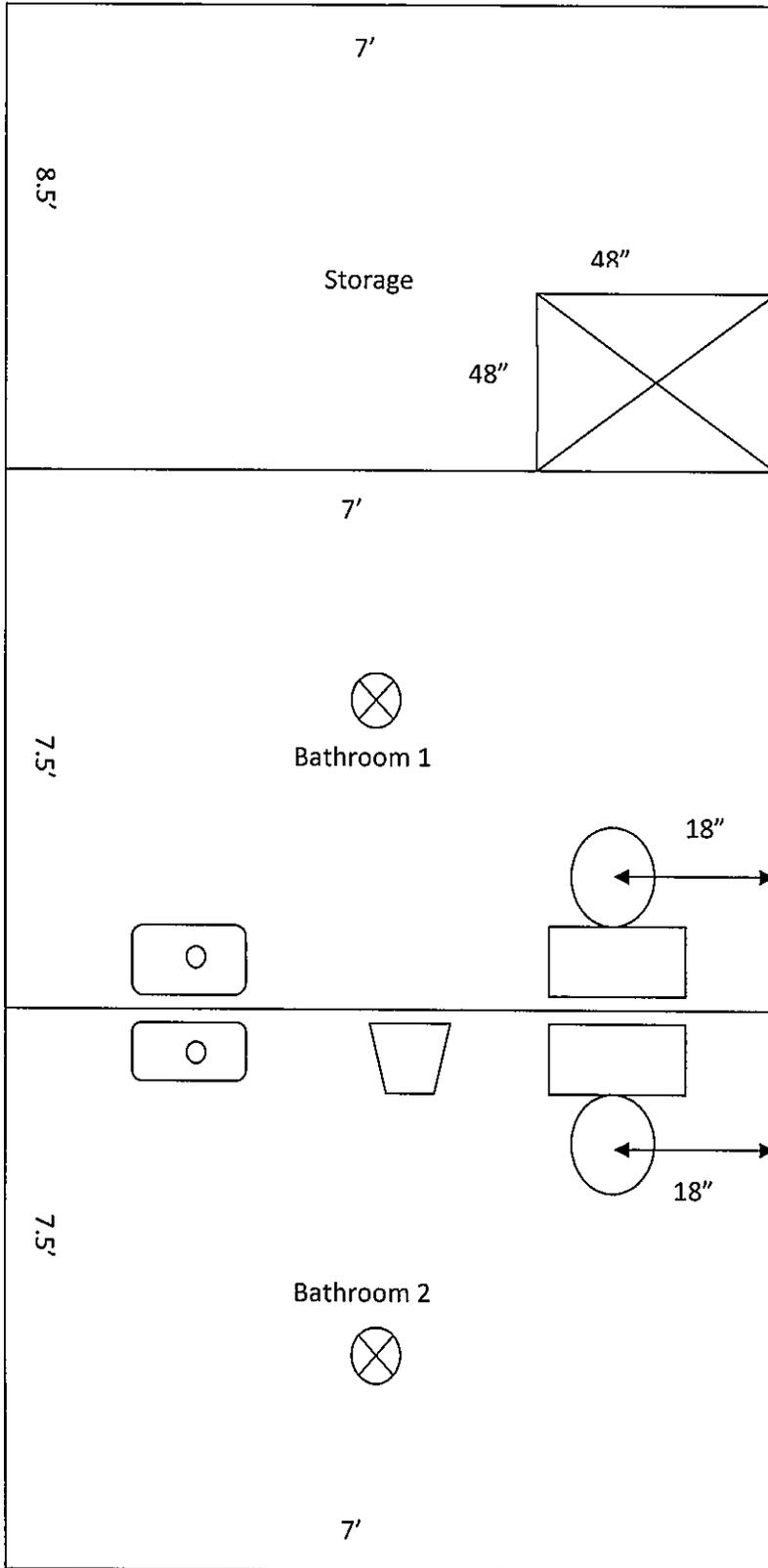
Bathroom 1

- Add shower insert (48"x48") with fixtures
- Add floor drain in floor, patch floor to match existing
- Replace entry door with metal door, frame and Privacy lockset
- Move toilet to meet ADA distance requirement
- Install new exhaust fan
- Replace light with new surface mounted LED light
- Install new mini-split
- Remove and replace grab bars
- Demo all existing walls and ceilings, replace insulation and install FRP on wall floor to ceiling. New ceiling will receive green board, tape, float, texture and paint
- Install vinyl cove base
- Replace all bathroom fixtures with new ADA compliant fixtures (toilet, sink)
- Install new mirror
- Re-use and reinstall paper towel and toilet paper holders

Bathroom 2

- Add floor drain in floor, patch floor to match existing
- Replace entry door with metal door, frame and Privacy lockset
- Move toilet to meet ADA distance requirement
- Install new exhaust fan
- Replace light with new surface mounted LED light
- Install new mini-split
- Install new grab bars
- Demo all existing walls and ceilings, replace insulation and install FRP on wall floor to ceiling. New ceiling will receive green board, tape, float, texture and paint
- Install vinyl cove base
- Replace all bathroom fixtures with new ADA compliant fixtures (toilet, sink & unrinial
- Install new mirrors
- Re-use and reinstall paper towel and toilet paper holders

Install eye wash station outside of bathrooms



L.S. Plumbing, LLC
 505 W 1ST ST
 LAMPASAS, TX 76550

M39759

Estimate

512-734-3775
 lsplumbingllc@gmail.com

Date	Estimate No.
8/25/2020	255

City of Lampasas
 312 E 3rd St.
 Lampasas, TX 76550

Project	
ADA Bathroom Remodel	
Description	Price
Plumbing	38,959.04
Inclusions: - Demo of rotten OSB and replacement of new OSB - FRP on walls in restrooms - Repipe plumbing under floor to make restroom ADA Compliant - Addition of 2 floor drains and a shower - Replace old plumbing fixture with new ADA Compliant fixtures - Installation of grab bars around toilets - Concrete removal and pour back - FRP on walls in restrooms - Exhaust fan x 2 - Emergency eye wash and shower - Storage room - Fire rated metal door x 3 - Mini split with 2 registers - Mirror x 2	
Thank you for your consideration!	Total 38,959.04

Prices good for 30 days

Texas State Board of Plumbing Examiners
 P.O. Box 4200
 Austin, TX 78765

Bobby Sanford LLC dba Electric-S
TECL#24567 Master #13122 Date: 8/21/2020
PO Box 1528
Lampasas Texas 76550
830-798-6001

Proposal to:
City of Lampasas
502 Brown St, Lampasas, TX 76550

Bobby Sanford LLC will provide all necessary supervision, labor, materials, equipment and supplies required for the proper execution of the completion for this project. All applicable specifications, federal, state, and local regulations will be complied with and is the basis for this proposal.

Detailed Job Description

Remodel for new ADA restrooms

Demo as needed

Storeroom-

Install new 48"x48" Shower add framing as required facing in toward restroom, include green board ceiling painted

Install new commercial metal door in relocated location in storeroom

Repair existing water damaged exterior OSB on storeroom wall

Restrooms-

Install new commercial metal doors and frames with entry hardware and locks

Relocate and install new ADA water closets in each restroom

Install new urinal with a divider in one restroom

Install new ADA sinks in each restroom

Install new floor drain in each restroom

Install new grab bars in each restroom

Install new mirrors in each restroom

Install signage as required at each restroom exterior

Walls to be FRP up to ceilings and new green board ceilings painted in each restroom

Reinstall existing toilet paper and paper towel holders in each restroom

Add new insulation in walls being removed

Exterior- New paint on storeroom wall and both restrooms walls up to breezeway

Install new eyewash station with drain

Provide new ANSI first aid kit on exterior wall near eye wash station

HVAC-

Install new 2 headed Daikin mini split in restrooms

Install commercial exhaust fans

Electrical-

Install new LED surface mounted light in each restroom

Install LED shower light

Install switching

Install power for one new mini split system

Normal hours

All work done simultaneously

Exclude permit cost

Exclude temporary restrooms

Exclude any sales tax

Total Cost \$35,750.00

Eyewash station proposed in this bid

Wall Mount Eyewash ABS Plastic Bowl

Part #GG1814P | Item #491333 | Manufacturer Part #G1814P

Please call with any questions

“Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157,
Austin, Texas, 78711, 1-800-803-9202, 512-463-6599; Website:

www.license.state.tx.us/complaints

Bobby Sanford LLC DBA Electric-S

PO Box 1528
Lampasas, TX 76550
bobby@electric-s.com

INVOICE

BILL TO

Rickie Roy
Lampasas Warehouse
Restroom Remodel

INVOICE # 640
DATE 01/14/2021
DUE DATE 01/14/2021
TERMS Due on receipt

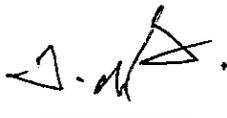
DATE	DESCRIPTION	AMOUNT
	Per bid dated 8-21-2020	35,750.00

TECL #24567

Please call with any questions. "Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX, 78711, 1-800-803-9202, 512-463-6599; Website: www.license.state.tx.us/complaints

BALANCE DUE

\$35,750.00



City ManagerITEM NO. 7.5

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

Subject:

Discuss and consider acknowledgement of the 2019-2020 year-end Financial Report

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 20, 2021

For the Agenda of: January 25, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

On the January 11, 2021 City Council Meeting, Staff reviewed the FY 2020 Year End Financial Report. This item is placed on the agenda to provide the opportunity for additional input and questions from Council and to seek motion to acknowledge receipt of the Report.

Recommendation:

To consider a motion to acknowledge receipt of the FY 2020 Financial Report

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City Manager

ITEM NO. 7.6

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

Subject:

Discussion and possible action regarding an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Members Places One, Two and Six for the City Council of the City of Lampasas, Texas to be held on the 1st day of May, 2021; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 20, 2021

For the agenda of: January 25, 2021

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This ordinance calls the May 1, 2021 General Election as required by State Law. It establishes polling places and appoints judges and clerks.

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

Place 1	Delana Toups
Place 2	Randy Clark
Place 6	TJ Monroe

Recommendation:

Motion to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of the Mayor and Council Members Places One, Two and Six for the City Council of the City of Lampasas, Texas to be held on the 1st day of May, 2021; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

ORDINANCE NO. _____

AN ORDINANCE CALLING FOR A GENERAL ELECTION TO ELECT THE EXPIRED TERMS OF THE MAYOR AND COUNCIL MEMBERS PLACES ONE, TWO AND SIX FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO BE HELD ON THE 1ST DAY OF MAY, 2021; PROVIDING FOR POLLING TIMES AND PLACES; PROVIDING FOR EARLY VOTING; AND PROVIDING FOR BILINGUAL ELECTION MATERIALS

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

1. That in accordance with the provisions of the law, the City Council hereby orders an election for the Mayor and Council members Places One (1), Two (2), and Six (6) of the City Council of the City of Lampasas, Texas, be held on Saturday, May 1, 2021, and the following provisions are made thereof:
 - A. Said election shall be held at the Lampasas County Elections Administrator Office, 407 S. Pecan Street, Suite 102, Lampasas, Texas and Kempner Fire Training Center, 315 Pecan Street, Kempner, Texas
 - B. Elke White is hereby appointed Presiding Judge and Tori Dragoo as Alternate Presiding Judge; said Presiding Judge shall appoint the necessary clerks to assist her, which shall not exceed five clerks.
 - C. The election polls shall be open between the hours of 7:00 A.M. and 7:00 P.M.
 - D. All notices, instructions, directions and election ballots shall be printed and distributed in the English and Spanish languages.
 - E. Mark Bishop, Elections Administrator, is hereby appointed clerk for early voting, Susie Miller as deputy clerk and the following persons are hereby appointed clerks for early voting:

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

Early voting for such election shall be held at the Lampasas County Elections Administrator Office, located at 407 S. Pecan, Suite 102, in Lampasas, Texas, and said place of early voting shall remain open for at least eight hours on each day for early voting which is not a Saturday, Sunday or an official state or City holiday, beginning on April 19, 2021 and ending on April 27, 2021. Said place of voting shall remain open between the hours of 8:00 A.M. and 5:00 P.M. on each of such days for early voting except for the following dates: Tuesday, April 20, 2021, and Tuesday, April 27, 2021. On these said dates the place of voting shall remain open between the hours of 7:00 A.M. and 7:00 P.M.

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

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

Presiding Judge	Mark Bishop
Member	Harvey Farish
Member	Debra Farish

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

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

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

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

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

PASSED AND APPROVED this _____ day of _____, 2020.

Date of 1st reading: _____

Date of 2nd reading: _____

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
(Signature of Attorney Provided on Separate Page to be attached)

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