

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
MONDAY JANUARY 14, 2019  
5:30 p.m. Workshop Session  
7:00 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 14, 2019 in the City Council Chambers located at 405 South Main 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. Planning Session Review and Discussion *(pgs. 5-8)*
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

**REGULAR SESSION  
7:00 P.M.**

**ANNOUNCEMENTS**

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

|     | <b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>  | <b>PAGES</b> |
|-----|--|--------------|
| 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          |

|     | <b>MINUTES</b>  | <b>PAGES</b> |
|-----|---|--------------|
| 2.1 | Discussion and possible action concerning approval of minutes of the regular meeting on December 10, 2018                 | 9-18         |
| 2.2 | Discussion and possible action concerning approval of minutes from the City Council Planning Session on December 20, 2018 | 19-22        |

|     | <b>CONSENT AGENDA</b>   | <b>PAGES</b> |
|-----|---|--------------|
| 3.1 | Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit "SUP" for Ramp Automotive located at 512 Briggs Street to allow for Major Automotive in an area zoned Commercial. | 23-26        |

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| 3.2 | Discussion and possible action regarding the second reading of an Ordinance amending Chapter 78 (Traffic and Vehicles) adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas.  | 27-30 |
| 3.3 | Discussion and possible action regarding the second reading of 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 from Single Family Residential-10 "SF-10" to Retail "R" of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date.                   | 31-34 |
| 3.4 | Discussion and possible action regarding the second reading of an Ordinance granting a request for a Specific Use Permit to allow for an assisted living facility in an area zoned Retail "R" 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 property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date | 35-38 |
| 3.5 | 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, 2017 through September 30, 2018.  | 39-42 |

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| 4.0 | <b>BOARDS/DEPARTMENT REPORTS</b>  | <b>PAGES</b> |
| 4.1 | <ol style="list-style-type: none"> <li>1. Utility Billing and Collections Monthly Report</li> <li>2. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>3. Building Official Monthly Report</li> <li>4. Economic Development Monthly Report</li> <li>5. Fire Department Monthly Report</li> <li>6. Parks and Recreation Monthly Report</li> <li>7. Information Systems Monthly Report</li> <li>8. Library Monthly Report</li> <li>9. Golf Course Monthly Report</li> <li>10. Municipal Court Monthly Report</li> <li>11. City Secretary Monthly Report</li> <li>12. Police Department Monthly Report</li> </ol> | 43-70        |

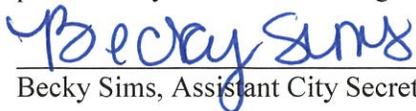
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| 5.0 | <b>ROUTINE MATTERS</b>   | <b>PAGES</b> |
| 5.1 | City Manager's Operational Report <ul style="list-style-type: none"> <li>• Building Official</li> <li>• Text to 911</li> <li>• Hill Country 100</li> <li>• Auditors</li> <li>• Kempner Water</li> <li>• CO Spreadsheet</li> <li>• Best of the Best</li> <li>• ABC</li> </ul> | 71-74        |
| 5.2 | <b>MAYOR'S COMMENTS</b>  | <b>PAGES</b> |

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| 6.0 | <b>UNFINISHED BUSINESS</b> | <b>PAGES</b> |
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| 7.0  | NEW BUSINESS  | PAGES   |
|------|---|---------|
| 7.1  | Discussion and possible action regarding the first reading of an Ordinance annexing the hereinafter described territory to the City of Lampasas, Lampasas County, Texas and Extending the Municipal Corporate Limits of said City to include the described property within the City's Boundary Limits, and Granting to all the inhabitants of the annexed property all the rights and privileges of other citizens and binding those inhabitants by all of the Acts, Ordinances, resolutions, and Regulations of the City; and adopting a Service Plan for the newly annexed property | 75-90   |
| 7.2  | Discussion and possible action regarding a quote from Southern Star Communications, Inc., for the labor, materials and required hardware to extend the phone lines at the 1931 Roy L Thomas Building for the new City Council Chambers in the amount of \$ 3,877.29   | 91-92   |
| 7.3  | Discussion and possible action regarding the installation of a HVAC system as the Spring Street Pump Station for \$9,870.00 from Miller Service Company   | 93-102  |
| 7.4  | Discussion and possible action regarding expenditures for the rehabilitation of the Spring Street Pump Station to Smith Pump Company, Inc.  | 103-104 |
| 7.5  | Discussion and possible action to select and announce possible winner of website photo contest entry  | 105-106 |
| 7.6  | A Resolution by the City Council of the City of Lampasas, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program (TxCDBG) Contract Number 7218529   | 107-110 |
| 7.7  | A Resolution regarding compliance with State and Federal Civil Rights Acts, Codes and Certifications by the City of Lampasas related to award of CDBG Funds from the Texas Department of Agriculture.   | 111-124 |
| 7.8  | Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 4, 2019 General Election.   | 125-140 |
| 7.9  | Discussion and possible action regarding the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas.  | 141-144 |
| 7.10 | Discussion and possible action regarding a quote from John M Warren, Inc. for sign materials  | 145-150 |
| 7.11 | Discussion and possible action concerning a request to repair the motor in Engine One in an amount not to exceed \$17,000.00  | 151-152 |
| 7.12 | Acknowledgment of receipt of the Certificate of City Secretary certifying the review and findings of the Petition for a Local Option Election for the Legal Sale of All Alcoholic Beverages including Mixed Beverages that was submitted on Wednesday, December 12, 2018  | 153-154 |
| 7.13 | Discussion and possible action regarding the award of quote for the roof replacement of 500 E 8 <sup>th</sup> and 901 S. Liveoak Buildings (Senior Citizen Community Center and Head Start Daycare)   | 155-160 |

Adjourn

I, Becky Sims, Assistant 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 11<sup>th</sup> day of January 2019 at 2:10pm



Becky Sims, Assistant City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

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**Subject:**

Planning Session Review and Discussion

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 9, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Meeting Notes

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**Summary Statement:**

Staff takes this opportunity to review the Council Planning Session of December 20, 2018 and outline next steps in the development of the 2019/2020 Work Plan.

**Recommendation:**

Discussion

# 2018 City Council Planning Session

## December 20, 2018

### Summary:

On Thursday, December 20, 2018 the City Council and Staff met at the Lampasas Historic Hostess House for a Planning Session. Council toured the Central Texas Water Treatment Plant and the 195 Pump Station. Afternoon discussion included the Council Work Plan, Changes in the Community, Community Relations, Technology, Growth and Employee Retention and Recruitment.

Planning goals included; providing Council with perspective related to planning, resources and infrastructure issues; review and discussion of previous plan components; and inventory and assessment of community needs.

### Tour Recap

- Validated City's leadership role in contract knowledge and administration
- Maintain professional working relationship in providing safe drinking water to customers
- Discussed opportunity to visit other facilities
- Recognize the importance of the resource

### Lunch Discussion

- Common Themes Among Departments
  - Impacts related to Growth
  - Changing Demographics
    - Establishing a relationship (trust) with citizens
  - Personnel
    - Cross-Training
    - Personal and Professional Development
    - Succession Planning
    - On Boarding Training Plan
    - Recruitment
    - Retention
    - Staff Recognition
      - Value
      - Opportunities
  - Use of Technology

### 2018 Council Plan Review

- Keep same format/ add timelines and milestones for project tracking
- Rethink Civic Center as a priority- other alternatives/define community needs
- Communication among Council, Staff and Citizens has been positive
- Council and Staff presence has been positive

# 2018 City Council Planning Session

## December 20, 2018

### 2019 Goals

- Community Relations/Resources
  - Stakeholders Meeting with various organizations
    - New officials /new opportunities
      - Lampasas Independent School District (LISD)
      - Chamber of Commerce
      - Lampasas County
      - Lampasas County Higher Education Center (LCHEC)
      - Lampasas Association For The Arts (LAFTA)
      - Vision Lampasas
      - Courtyard Square Association (CYSA)
      - Spring Ho Committee
      - Lampasas Economic Development Corporation (LEDC)
  - Improve Quality of Life for Citizens
  - Economic Development
    - New Residential /Commercial Development
    - Infrastructure
      - Ability to move forward
    - Department Impacts
      - Public Works, Life Safety, Utility Billing
    - Preparing for Development
  - Image/Branding
    - Logo
    - Signage
    - Vision
    - Consistent Messaging/Communications

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
MONDAY, DECEMBER 10, 2018**

The City Council of the City of Lampasas met in regular session on the above date with Mayor Misti Talbert presiding.

Council Members present:

T.J. Monroe, Mayor Pro Tem  
Cathy Kuehne  
Robert McCauley  
Delana Toups  
Chuck Williamson

Council Members absent:

Michael White

City Staff Present:

Finley deGraffenried, City Manager  
Gary Cox, Assistant City Manager  
Becky Sims, Assistant City Secretary  
Yvonne Moreno, Finance Director  
Rickie Roy, Public Works Director  
Sammy Bailey, Police Chief  
Mandy Walsh, Economic Development Director  
Stephen Sewell, Plant Operations Supervisor

**SPECIAL SESSION  
5:30 P.M.**

I. Call to Order Special Session

Mayor Talbert called the Special Session to order at 5:30 p.m.

II. Adjourn into Executive Session

Mayor Pro Tem Monroe motioned to adjourn into Executive Session at 5:31 p.m. Council Member Williamson seconded the motion, and with a unanimous vote, the motion carried. (White Absent)

**EXECUTIVE SESSION**

Mayor Talbert announced, The City Council of the City of Lampasas, Texas met in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

1. 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

Executive Session was adjourned at 6:13 p.m.

### SPECIAL SESSION

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

There was no action taken.

Adjourn Special Session

Mayor Pro Tem Monroe motioned to adjourn the Special Session at 6:14 p.m. Council Member Toups seconded the motion, and with a unanimous vote, the motion carried. (White Absent)

### WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 6:15 p.m.

2. Discussion and update regarding the 1931 Roy L Thomas Old City Hall Rehabilitation

City Manager deGraffenried provided Council with a Power Point Presentation highlighting the progress of the rehabilitation of the Roy L. Thomas Old City Hall building. The following are highlights from the presentation:

- Elevator Shaft Work in basement will be done this week
- New Storefront Installed
- Water/Sewer Tied In
- Mezzanine Level- Near Complete
- Council Dias Installed- Second Floor
  - Painting, Fixtures, Flooring
- Main Building Anticipated Completion EOM
- Municipal Court- 30-45 days with improvements
- Flatwork Improvements
- Finishing Touches
  - Window Treatments, Artwork, Supplies, Open House, Community Use, Dedication

3. Discussion regarding School Parking and No Stop-Stand Ordinance

Police Chief, Sammy Bailey, advised Council that as they were reviewing the School Zone Regulations they identified some Ordinances that were obsolete, duplicative and unnecessary as well as other provisions which are in need of updating due to current conditions. Police Chief Bailey advised Council of the proposed changes to Chapter 78 as outlined in the draft ordinance.

Mayor Pro Tem Monroe asked about Campbell Street where parents pick up their children at Hanna Springs Elementary. Police Chief Bailey advised that the school has asked that area not be utilized as a drop off or pick-up area and that signage will be placed advising that it is a designated no stopping, standing or parking zone.

4. Discussion regarding any item on the regular agenda

There was no discussion on any regular agenda items.

Adjourn Workshop Session

Council Member Kuehne motioned to adjourn the workshop session at 6:45 p.m. The motion was seconded by Council Member Toups and with a unanimous vote, the motion carried. (White absent)

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| <b>REGULAR SESSION</b><br><b>7:00 P.M.</b> |
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:00 p.m.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and Mayor Pro Tem Monroe led the Pledge of Allegiance to the U.S. and Texas Flags.

C. Presentations and Proclamations

City Council recognized the Lampasas High School Varsity Football Players were recognized for being named Bi-District Champs for the 2018 Football Season.

D. Community Champion

Mayor Talbert recognized Kenna Whitehead as Community Champion for her positive community leadership and Badger Pride.

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|  | <b>PUBLIC HEARINGS/CITIZEN COMMENTS</b> |
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| 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. |
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There were no citizen comments.

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| 1.2 | Public Hearing to receive citizen input regarding a request to rezone 5.22 acres of Outlot 30 of the L.H.W Johnson Survey, Abstract No. 419 Lampasas, Texas, Lampasas County, from Single Family Residential-10 “SF-10” to Retail “R” |
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Becky Sims, Assistant City Secretary, explained that Mr. Patel, Managing Member of Lampasas Investments 2, submitted an application to have a portion of 5.22 acres on South 281 rezoned from Single Family Residential-10 “SF-10” to Retail “R”. Mrs. Sims explained a majority of the property was already zoned Retail; however a small portion on the west side of the parcel was zoned Residential. There were five letters sent to property owners within a 200-foot radius and three were returned in favor of the request as of the date of this meeting.

Mayor Talbert opened the public hearing for any citizen input or comment. There were no citizen comments.

Mayor Pro Tem Monroe inquired as to why Retail. Mrs. Sims advised that based on our Zoning Regulations, Assisted Living Facilities are allowed in Retail Zoning Districts with a Specific Use Permit.

With no further discussion, Mayor Pro Tem Monroe moved to close the public hearing. Council Member Williamson seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 1.3 | Public Hearing to receive citizen input regarding a request for a Specific Use Permit to allow for an Assisted Living Facility to be located on 5.22 acres of Outlot 30 of the L.H.W Johnson Survey, Abstract No. 419 Lampasas, Texas, Lampasas County |
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Becky Sims, Assistant City Secretary, explained that Mr. Patel, Managing Member of Lampasas Investments 2, submitted an application requesting approval for a Specific Use Permit to allow for an Assisted Living Facility on South 281. There were five letters sent to property owners within a 200-foot radius and three were returned in favor of the request as of the date of this meeting.

Mayor Talbert opened the public hearing for any citizen input or comment. There were no citizen comments.

With no further discussion, Council Member Williamson moved to close the public hearing. Mayor Pro Tem Monroe seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 2.0 | MINUTES   |
| 2.1 | Discussion and possible action concerning approval of minutes of the regular meeting on November 26, 2018 |

Mayor Pro Tem Monroe motioned to approve the minutes as presented. The motion was seconded by Council Member McCauley and with a vote of five in favor and one abstention (Williamson), the motion carried. (White absent)

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| 3.0 | CONSENT AGENDA   |
| 3.1 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from November 1, 2018 - November 30, 2018  |
| 3.2 | Discussion and possible action regarding Monthly Investment report for October 2018  |
| 3.3 | Discussion and possible action concerning the second reading of an Ordinance of the City of Lampasas, Texas providing for the abandonment of the City's interest in a previously granted Public Utility Easement located at 401 South Chestnut (2000 Ordinance 919); providing for a replacement Public Utility Easement; providing for severance and an effective date. |

Council Member McCauley motioned to approve the consent agenda as presented. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (White absent)

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| 4.0 | BOARDS/DEPARTMENT REPORTS |
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There were no board reports presented at this meeting

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| 5.0 | ROUTINE MATTERS                   |
| 5.1 | City Manager's Operational Report |

City Manager deGraffenried reviewed his report:

Spring Ho - Mr. Randy Hoyer, Spring Ho Committee Chairman, met with staff this week to discuss several items related to the 2019 event. The Agreement was discussed, which automatically renews unless either party requests an amendment, as well as events and City staffing. On behalf of the Committee, Mr. Hoyer expressed his appreciation for the work of all City Departments during, and in preparation of the event. The City is in receipt of an updated roster of Committee members in the event Council would like a copy. A group from the Lampasas Airport Pilots' Association is also working with the Committee on the possibility of offering an Air Show demonstration.

Local Option Petition- As previously reported, Option Committee members are seeking qualified signatures to place an item on the next City election asking voters to approve the sale of alcohol without the condition of food sales. As of today, staff understands organizers are close to gaining enough qualified signatures to place the item on the ballot subject to verification by the City and Election Administrator. The petitions with signatures must be turned in by December 14 to the City Secretary who will work with the County to validate signatures.

W/WW Building- Gary Cox, Assistant City Manager, reports that Bid Documents for the Water/Wastewater Shop and Lab have been posted. Bids are due January 17 and will be opened and read aloud at that time. Through the review by Rickie Roy, Public Works Director, the City has identified additional savings in the electric service and transformer size. The instructions include several bid alternatives for an additional bay and ventilation.

Recycling- Council may have heard that the City is now receiving recyclables at the City Yard. The single stream container was delivered last week, and has been set up within the area for the Citizens Collection Station. The City will now begin charging an additional \$0.50 per month on garbage bill to offset disposal costs of the materials.

Planning Session- Just a quick reminder of the Council Planning session on December 20. Council will meet initially at the Hostess House prior to heading east to tour the Central Texas Water Treatment Plant and the 195 Pump Station. The afternoon will be spent back at the Hostess House reviewing and setting Council Work Plan goals.

Coleman- The Coleman water line project has slowed down due to contractor staff changes. The work is generally complete with the exception of the installation of a PRV and check valve, and paving. The contract date for the project is January 10, and staff estimates the project will be substantially complete in mid-December.

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| 5.2 | MAYOR'S COMMENTS |
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Mayor Pro Tem Monroe wanted to personally thank City Staff for all their hard work and commitment to all the Community Activities, especially the Carol of Lights and Christmas on the Creek events.

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| 6.0 | UNFINISHED BUSINESS |
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There was no unfinished business.

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| 7.0 | NEW BUSINESS  |
| 7.1 | Discussion, updates and possible action regarding RAMP Automotive located at 512 Briggs Street Specific Use Permit "SUP" Request to allow for Major Automotive in an area zoned Commercial. |

Becky Sims, Assistant City Secretary, advised Council that Mr. Ramp had purchased a commercial building at 512 Briggs Street in June 2018. A Temporary Certificate of Occupancy was issued with an expiration date of December 25, 2018 to allow Mr. Ramp time to comply with Zoning Regulations such as parking, landscaping, dumpster enclosure and fencing. In September, the Planning & Zoning Commission considered Mr. Ramp's application for a Specific Use Permit to allow for Major Automotive Repair, and they recommended approval to Council. Council deferred the Specific Use Permit request until the business was in compliance with Zoning Regulations. Council moved the Temporary Certificate of Occupancy date from December 25, 2018 to December 6, 2018 to ensure it would be brought back before Council at the December 10, 2018 meeting. As of December 4, 2018, Ramp Automotive has met the Zoning Regulations Requirements and was issued a Certificate of Occupancy.

Mayor Talbert asked how many parking spaces the business is required to have and if the multi-colored fence panels will be colored to match the rest of the fence. Mrs. Sims advised that eight parking spaces are required, and as soon as they are able to match the color of the existing fence, it will be painted as well.

Council Member Kuehne motioned to approve the first reading of the Ordinance for a Specific Use Permit, Council Member Touns seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 7.2 | Discussion and possible action regarding change order from ASJ Construction for Municipal Court Security and Aesthetic Upgrades in the amount of \$54,580.00 |
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Finley deGraffenried, City Manager, reviewed the scope of change order for security and aesthetic upgrades to Municipal Court. The improvements include flooring, paint, ceiling tiles, doors, reception counter, windows and water heater. The Municipal Court currently has one bathroom that is in an unsecured area. By installing a swing door with alarm, it will prevent citizens from accessing the employee restroom, however allow them access to the bathroom upstairs. Funding is available in the Court Security line item to help offset from the costs.

Gary Cox, Assistant City Manager, advised that the security needs are essential and include the partition window for the clerks, the security door, exterior windows and employee entrance.

Council Member Williamson motioned to approve the change order from ASJ Construction for Municipal Court Security and Aesthetic Upgrades in the amount of \$54,580.00. Council Member Kuehne seconded the motion.

Council Member Touns asked if there were any unforeseen additional expenses with this rehabilitation of Municipal Court. Staff advised the other pertinent issues such as roof replacement and HVAC have been addressed and they do not foresee any other expenses at this time.

Mayor Talbert called for a vote after the motion made by Council Member Williamson and seconded by Council Member Kuehne. With a unanimous vote, the motion carried. (White absent)

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| 7.3 | Discussion and possible action regarding FY 2018 Budget Amendments |
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Yvonne Moreno, Finance Director, advised Council that as the closing of 2017/2018 Budget Year, all budgeted items must be verified. Amendments must be done by Ordinance for all line items that are over the budgeted amount. Ms. Moreno requested approval to amend the General Fund Balance for purchases that were not completed by Fiscal Year End such as; 14 SCBA Units, FD Brush Truck and a Street Department Vehicle. She also requested to increase the General Fund Balance to \$200,000.00.

Mayor Pro Tem Monroe motioned to approve the budget amendments including an increase General Fund transfer from \$100,000.00 to \$200,000.00 and the first reading of the Ordinance amending the Adopted Budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2017 to September 30, 2019. Council Member Touns seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 7.4 | Discussion and possible action regarding the award of quote to Southwest Fiber Optic Communications LLC in the amount of \$3,955.00 for the removal of existing damaged fiber at the 1931 Roy L Thomas Building, and the installation of new fiber optic cable ran from City Administration Building aerial to the 1931 Roy L. Thomas Building A/V room. |
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Monica Wright, IT Director, advised that Staff is asking Council to approve the quote from Southwest Fiber Optic Communications to remove existing damaged fiber and install new fiber from City Administration

Building to the 1931 Roy L Thomas Building. This fiber will provide internet service for the entire building. This is a professional services purchasing agreement and a CO funded project.

Mayor Pro Tem Monroe motioned to approve the award of quote to Southwest Fiber Optic Communications LLC in the amount of \$3,955.00 for the removal of existing damaged fiber at the 1931 Roy L. Thomas Building, and the installation of new fiber optic cable ran from City Administration Building aerial to the 1931 Roy L. Thomas Building A/V room. Council Member Williamson seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 7.5 | Discussion and possible action regarding cancelling the December 24, 2018 City Council Meeting. |
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Becky Sims, Assistant City Secretary, advised Council that the second scheduled meeting for the month of December falls on Christmas Eve, December 24, 2018. Mrs. Sims advised that Council has traditionally cancelled the second meeting in December.

Mayor Pro Tem Monroe motioned to cancel the December 24, 2018 City Council meeting. Council Member Touns seconded the motion, and with a unanimous vote, the motion carried. (White absent)

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| 7.6 | Discussion and possible action regarding an ordinance amending Chapter 78 (Traffic and Vehicles) adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas. |
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This item was discussed in workshop. Police Chief Bailey went through the proposed changes to the Chapter 78 Traffic and Vehicles Ordinance. Gary Cox, Assistant City Manager, advised Council that there will be cost associated with new signage and they are currently planning on having the signage in place during the Christmas break.

Council Member Williamson motioned to approve the first reading of the Ordinance amending Chapter 78 (Traffic and Vehicles) adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas. Mayor Pro-Tem Monroe seconded the motion, and with a unanimous vote, the motion carried. (White absent)

|     |  |
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| 7.7 | Discussion and possible action regarding the first reading of 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 from Single Family Residential-10 "SF-10" to Retail "R" of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date |
|-----|--|

Becky Sims, Assistant City Secretary, advised Council that this item was discussed during the Public Hearing. Mr. Patel is asking Council to consider rezoning a portion of the 5.22 acres from Single Family Residential-10 "SF-10" to Retail "R". This item was heard before the Planning & Zoning Commission on December 6, 2018 and they unanimously recommended approval to City Council. There were five letters sent to property owners within a 200-foot radius; three letters were returned in favor of the request.

Council Member Williamson motioned to approve the first reading of the 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 from Single Family Residential-10 "SF-10" to Retail "R" of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and

providing an effective date. Council Member Toups seconded the motion; and with a unanimous vote, the motion carried. (White absent)

|     |  |
|-----|--|
| 7.8 | Discussion and possible action regarding the first reading of an Ordinance granting a request for a Specific Use Permit to allow for an assisted living facility in an area zoned Retail "R" 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 property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date. |
|-----|--|

Becky Sims, Assistant City Secretary, advised Council that this item was discussed during the Public Hearing. Mr. Patel is asking Council to consider approving a Specific Use Permit "SUP" to allow for an Assisted Living Facility on the 5.22 acres. This item was heard before the Planning & Zoning Commission on December 6, 2018, and they unanimously recommended approval to City Council. There were five letters sent to property owners within a 200-foot radius; three letters were returned in favor of the request.

Mayor Pro Tem Monroe motioned to approve the first reading of the Ordinance granting a request for a Specific Use Permit to allow for an assisted living facility in an area zoned Retail "R" 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 property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date. Council Member Toups seconded the motion; and with a unanimous vote, the motion carried. (White absent)

|     |  |
|-----|--|
| 7.9 | Discussion and possible action regarding City Holiday Schedule |
|-----|--|

Finley deGraffenried, City Manager, asked Council to consider adding Monday, December 31, 2018 to the City holiday calendar for 2018. Staff has reached out to the County offices and other towns and they seem to be allowing the same.

Council Member McCauley questioned why, he felt allowing staff to have December 31, 2018 off would start a precedence for other days that fall around a holiday.

Rickie Roy, Public Works Director, advised Council that he felt allowing staff to take off Monday, December 31, 2018 would improve morale and would benefit the City since the City would be working short staffed with those requesting vacation time off.

Mayor Pro Tem Monroe motioned to approve the request to allow Staff to take Monday, December 31, 2018 as a holiday for 2018. Council Member Williamson seconded the motion and with a vote of five in favor and one opposed (McCauley), the motion carried. (White absent)

|      |  |
|------|--|
| 7.10 | Discuss and consider acknowledgement of the FY 2018 4 <sup>th</sup> Quarter Finance Report presented on November 26, 2018. |
|------|--|

Finley deGraffenried, City Manager, advised Council that this item was placed on the agenda to acknowledge the 4<sup>th</sup> Quarter Finance Report that was presented at the November 26, 2018 meeting.

Mayor Pro Tem Monroe motioned to acknowledge receipt of the FY 2018 4<sup>th</sup> Quarter Finance Report. Council Member McCauley seconded the motion, and with a unanimous vote, the motion carried. (White absent)

|      |  |
|------|--|
| 7.11 | Discussion and possible action regarding the award of quote to Mufflers Etc. for new rear tires on the Camel Sewer Truck in the amount of \$5,208.00 |
|------|--|

Stephen Sewell, Plant Operations Supervisor, advised Council that he is asking for approval to purchase new rear tires for the Camel Truck. They received three quotes and are asking to award the quote to Mufflers Etc. in the amount of \$5,208.00.

Mayor Pro Tem Monroe questioned the need of eight rear tires. Mr. Sewell replied that are eight rear tires on the Camel Truck and two front tires. Monroe said that she would be interested in seeing a picture. Mr. Sewell said that he would make sure to provide a picture to her.

Council Member Williamson motioned to approve the award of quote to Muffler's Etc. for new rear tires on the Camel Sewer Truck in the amount of \$5,208.00. Mayor Pro Tem Monroe seconded the motion, and with a unanimous vote, the motion carried. (White absent)

Adjourn

Mayor Pro Tem Monroe motioned to adjourn the meeting at 7:45 p.m. Council Member Williamson seconded the motion, and with a unanimous vote, the motion carried. (White absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

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

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Minutes of 2018 City Council Planning Session of the  
Governing Body of the City of Lampasas  
Lampasas Historic Hostess House  
Thursday, December 20, 2018  
8:00 a.m. - 5:00 p.m.

The City Council of the City of Lampasas met in a Planning Session on the above date with Mayor Misti Talbert presiding.

Council Members present:

T.J. Monroe, Mayor Pro Tem  
Chuck Williamson  
Cathy Kuehne  
Robert McCauley  
Delana Toups

Council Members absent:

Michael White

City Staff Present:

Finley deGraffenried, City Manager  
Gary Cox, Assistant City Manager  
Christina Marez, City Secretary  
Becky Sims, Assistant City Secretary  
Yvonne Moreno, Finance Director  
Rickie Roy, Public Works Director  
Flint Geagley, Electric Superintendent  
Wayne Sanders, Electric Crew Supervisor  
Carlos Garcia, Street Superintendent  
Mike White, Street Crewleader  
Van Sims, Water/Wastewater Operations Manager  
Sammy Bailey, Police Chief  
Jody Cummings, Assistant Police Chief  
Chuck Montgomery, Police Lieutenant  
Reece Oestreich, Fire Chief  
Chris Eicher, Parks & Recreation Director  
Robert Gradel, Municipal Court Judge  
Van Berry, Golf Course Manager

Planning Session agenda and discussions was as follows:

- 8:00-8:30- Arrive at Hostess House- Review Agenda-Light Breakfast
- 8:45- Leave for Harker Heights
- 9:30-10:30- Tour Central Texas Water Treatment Plant @ Stillhouse Hollow
- 10:45-11:45- Tour 195 Pump Station (Chaparral Dr. @ TX 195)
- 12:30- Return to Hostess House- Lunch
- 1:00-5:00- Planning Session

1. Review of 2018 Council Work Plan
2. What is Relevant/Priorities
  - a. Items to be included in 2019 Plan
  - b. New Areas of Focus
  - c. New Projects
3. Discussion regarding Changes in Community
  - a. Growth and Transition
  - b. Impacts to Themes/Topics/Projects
  - c. Impacts/inclusions to 2019 Plan
4. Discussion regarding Community Relations
  - a. Chamber of Commerce
  - b. Lampasas County
  - c. Lampasas Independent School District
  - d. Strategies for strengthening relationships for betterment of the Community
5. Discussion regarding follow-up and additional input to 2019 Plan.
  - a. Follow-Up
  - b. Resolution
  - c. Workshop

Other items of discussion included Directors and Supervisors reviewing any Departmental challenges, issues or needs:

Rickie Roy, Public Works Director – He reviewed what each of his Departments projects that they are presently working on. Departments need is a new mapping system.

Sammy Bailey, Police Chief – She reviewed her Department challenges: Salaries for qualified applicants compared to tenured employee’s salaries; Communication system needs including additional channels; Police Department building is aging and the Animal Shelter has continual maintenance needs; Retaining Police Officers – the City offers good benefits but salary schedule needs to be reviewed.

Robert Gradel, Municipal Court Judge – He is fortunate to have dedicated staffing.

Carlos Garcia, Street Superintendent – He reviewed the current projects his Department is working on. He would like for his Department to have more training opportunities.

Christina Marez, City Secretary – Challenges: Records management – limited space and possible funding request for going paperless. She is continuing to cross train her Department employees for knowledge and future advancement opportunities.

Yvonne Moreno, Finance Director – Needs to do more cross training of her Department employees.

Gary Cox, Assistant City Manager – He reviewed the Information Systems Department challenges; possibly digitize City records for easier retrieval access.

The Planning Session ended at approximately 3:30 p.m.

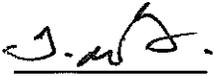
PASSED AND APPROVED this \_\_\_\_\_ day of January, 2019.

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary

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City Manager

ITEM NO. 3.1

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance granting a Specific Use Permit in an area zoned commercial for Major Automotive Repair at 512 Briggs Street.

Requested By: Becky Sims, Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: December 5, 2018

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Report

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**Summary Statement:**

The second reading of an Ordinance

**Recommendation:**

Consider a motion to approve the second reading of an Ordinance granting a Specific Use Permit for Major Automotive Repair at Ramp Automotive located at 512 Briggs Street.

ORDINANCE NO. 1577

**AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR “AUTO REPAIR MAJOR” IN AN AREA ZONED COMMERCIAL-C “C” FOR PROPERTY BEING DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS’ ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, Leo C Ramp III, business owner filed a request for a Specific Use Permit for property being Block 2 Lot E ½ 2 of East Lampasas Addition or generally located at 512 Briggs Street. Lampasas, Texas Lampasas County, to allow for “Auto Repair, Major” located in an area zoned Commercial-C “C”

WHEREAS, pursuant to Section 10.4 of the City’s Zoning Ordinance, notice of the Specific Use Permit request 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 September 6, 2018, by the Planning & Zoning Commission regarding the request for a Specific Use Permit 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 September 10, 2018 by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit to allow for “Auto Repair, Major” located in an area zoned Commercial “C”.

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

Part 1: That the Specific Use Permit requested by Leo C Ramp III, business owner, related to the property being Block 2 Lot E ½ 2 of East Lampasas Addition or generally located at 512 Briggs Street Lampasas, Texas Lampasas County to allow for Auto Repair, Major in an area zoned Commercial “C”, 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 ON FIRST READING ON THIS 10<sup>th</sup> DAY of December, 2018

PASSED AND ADOPTED ON SECOND READING ON THE 14<sup>th</sup> DAY of January, 2019.

APPROVED:

ATTEST:

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney

[Signature of Attorney Provided on Separate Page, to be Attached]

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City Manager

ITEM NO. 3.2

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

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**Subject:**

Discussion and possible action regarding the second reading of an ordinance amending Chapter 78 (Traffic and Vehicles) adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas.

Requested By: Sammy Bailey, Chief of Police

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: December 6, 2018

For the Agenda of: January 14, 2019

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

Attachments: Draft Ordinance

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

Consider a motion to approve an the second reading of an ordinance amending Chapter 78 (Traffic and Vehicles) of the Code of Ordinances adding, reorganizing, updating provisions to comply with state law; and repealing obsolete, duplicative, ineffective and unnecessary provisions as they pertain to stopping, standing and parking within the City of Lampasas.

ORDINANCE \_\_\_\_

**AN ORDINANCE OF THE CITY OF LAMPASAS, TEXAS, AMENDING CHAPTER 78 (TRAFFIC AND VEHICLES) OF THE CODE OF ORDINANCES BY ADDING, REORGANIZING , UPDATING PROVISIONS TO COMPLY WITH STATE LAW; AND REPEALING OBSOLETE, DUPLICATIVE, INEFFECTIVE AND UNNECESSARY PROVISIONS AS THEY PERTAIN TO STOPPING, STANDING AND PARKING WITHIN THE CITY OF LAMPASAS.**

**WHEREAS** the City Council of the City of Lampasas, Texas desires to protect the safety and welfare of its citizens; and

**WHEREAS**, Chapters 541, 545 and 552 of the Texas Transportation Code define and regulate pedestrian crossings and crosswalks, making Section 78-31 of Chapter 78 Article II of the Code of Ordinances duplicative and unnecessary; and

**WHEREAS** the City Council realizes the need to restrict stopping, standing and parking in certain areas where hazards exist and near school campuses as necessary to protect the safety of school children on their way to and from school; and

**WHEREAS** the City Council realizes the need to regulate the flow of traffic around school campuses, parks and other facilities during certain times is necessary to protect the public during certain events and the safety of school children on their way to and from school; and

**WHEREAS**, to make the Code of Ordinances more accessible and understandable, the Chief of Police recommends revisions to the Code:

1. Update or eliminate incorrect references;
2. Remove obsolete, duplicative, ineffective or unnecessary provisions;
3. Update certain provisions to comply with state law.

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

**Part 1. Repealer.** Article II of Chapter 78 Section 78-31 and Article III of Chapter 78 Section 78-219 through Section 78-220 of the Code of Ordinances are hereby repealed.

**Part 2. City Code Amended.** Article III (Stopping Standing and Parking) of Chapter 78 Section 78-219 through Section 78-220 of the Code of Ordinances is amended to read as follows:

## ARTICLE II. SPECIFIC STREET REGULATIONS

### ARTICLE III. STOPPING, STANDING AND PARKING

Sec. 78-219. - No parking zones.

- (a) *At all times.* The following rights-of-way (i.e., streets, alleys, or portions of streets or alleys) shall be designated as no parking zones at all times:

*Del Norte Street*, paved portion, north side, its entire length.

*East Fourth Street*, either side, between Key Avenue and the first alley east of Key Avenue on Fourth Street.

*East Fourth Street* (Loop 257), south side, for 100 feet east and west from the curb line on Western Street.

*East Fourth Street*, north side from Western Avenue to the east side of the alley in Block 30, A.H. Barns Addition to the Town of Lampasas, Lampasas County, Texas.

*Hackberry Street*, both sides, from East Second Street to East Fourth Street.

*Naruna Road*, either side, from the intersection of US Highway 281 South to a point approximately 1520 feet west of the intersection.

*Pecan Street*, on the west side, between Third Street and the south side of the alley which runs between Pecan Street and Live Oak Street-

*Ohnmeiss Drive* either side from the intersection of US Highway 281 South to the intersection with US 183-

*US Highway 281 South*, either side, from the intersection with Ohnmeiss Drive to the levee on the north side of the South Highway 281 Bridge

*West Tenth Street*, either side, from Broad Street to the terminus of the roadway

*South Broad Street* from West Seventh Street to West Ninth Street.

*Campbell Street*, Both sides from the intersection with East Avenue H to a point approximately 600 feet south of the intersection with East Avenue F.

The areas set forth in subsection (a) of this section shall be marked and designated as "No Parking Zones."

- (b) *When School is in session.* The following rights-of-way (i.e., streets, alleys, or portions of streets or alleys) shall be designated as no stopping, standing or parking zones when school is in session, Monday-Friday 7:00 a.m. – 8:30 a.m. and 2:00 p.m. – 4:30 p.m.

*Campbell Street*, both sides from the intersection East Avenue B to a point approximately 785 feet north of the intersection.

*The areas set forth in subsection (b) of this section shall be marked and designated as “No Stopping, Standing or Parking Zones”.*

**Part 3:** All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

**Part 4:** If any provision of this Ordinance or application thereof to any person or circumstances shall be held to be invalid, such invalidity shall not affect the other provisions, or application thereof, and other valid portions of this Ordinance which can be given effect without the invalid provisions or application shall be given same, and to this end, the provisions of this Ordinance are hereby declared to be severable.

**Part 5:** 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 the State of Texas.

READ AND APPROVED on First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018

READ AND ADOPTED on Second Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2019

ADOPTED:

ATTEST:

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Christina Marez, City Secretary

**APPROVED AS TO FORM:**

Jo-Christy Brown

City Attorney’s Signature of Approval Provided on Separate Page.



City Manager

ITEM NO. 3.3

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

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**Subject:**

Discussion and possible action regarding the second reading of 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 from Single Family Residential-10 "SF-10" to Retail "R" of property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date.

Requested By: Becky Sims, Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: December 6, 2018

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

The second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance granting a request to rezone 5.22 acres of Outlot 30 of the L.H.W Johnson Survey, Abstract No. 419; from Single Family Residential-10 "SF-10" to Retail "R".

ORDINANCE NO. 1575

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 FROM SINGLE FAMILY RESIDENTIAL-10 "SF-10" TO RETAIL "R" OF PROPERTY DESCRIBED AS 5.22 ACRES OF OUTLOT 30 OF THE L.H.W. JOHNSON SURVEY, ABSTRACT NO 419, LAMPASAS COUNTY TEXAS LAMPASAS COUNTY DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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WHEREAS, Hitesh Patel, Managing Member of Lampasas 2 Investment, LLC.; who is asking the City's Planning and Zoning Commission and the City Council to consider a request to rezone 5.22 Acres of outlot 30 of the L.H.W Johnson Survey, Abstract No. 419, Lampasas County, Texas from Single Family Residential -10 "SF-10 to Retail "R", and

WHEREAS, pursuant to Section 10.4 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 December 6, 2018 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 December 10, 2018 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 Single Family Residential-10 "SF-10" to Retail "R"

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

Part 1: That the rezone requested by Hitesh Patel, Managing Member of Lampasas 2 Investment, LLC, related to the property described as 5.22 Acres of outlot 30 of the L.H.W Johnson Survey, Abstract No. 419 Lampasas, Texas Lampasas County and as shown in the attached exhibit, 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 10th DAY OF DECEMBER 2018

PASSED AND ADOPTED ON THE SECOND READING ON THE 14<sup>TH</sup> DAY of JANUARY, 2019

APPROVED:

ATTEST:

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

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

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City Manager

ITEM NO. 3.4

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance granting a request for a Specific Use Permit to allow for an assisted living facility in an area zoned Retail "R" 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 property described as 5.22 acres of outlot 30 of the L.H.W. Johnson Survey, Abstract No 419, Lampasas Texas Lampasas County detailing restrictions related thereto; providing a severability clause; and providing an effective date.

Requested By: Becky Sims, Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: December 6, 2018

For the Agenda of: January 10, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

The second reading of an Ordinance

**Recommendation:**

Consider a motion to approve the second reading of an Ordinance granting a Specific Use Permit "SUP" for an Assisted Living Facility in an area zoned Retail "R" for property described as 5.22 acres of Outlot 30 of the L.H.W. Johnson Survey Abstract 419 Lampasas County Lampasas Texas.

ORDINANCE NO. 1576

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR AN ASSISTED LIVING FACILITY IN AN AREA ZONED RETAIL "R" 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 PROPERTY DESCRIBED AS 5.22 ACRES OF OUTLOT 30 OF THE L.H.W. JOHNSON SURVEY, ABSTRACT NO 419, LAMPASAS TEXAS LAMPASAS COUNTY DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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WHEREAS, Hitesh Patel, Managing Member of Lampasas 2 Investment, LLC.; who is asking the City's Planning and Zoning Commission and the City Council to consider a request for a Specific Use Permit "SUP" for 5.22 Acres of outlot 30 of the L.H.W Johnson Survey, Abstract No. 419, Lampasas County, Texas, and

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the request for a Specific Use Permit 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 December 6, 2018 by the Planning & Zoning Commission regarding the request for a Specific Use Permit 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 December 10, 2018 by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the request for a Specific Use Permit to allow for an Assisted Living Facility

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

Part 1: That the Specific Use Permit requested by Hitesh Patel, Managing Member of Lampasas 2 Investment, LLC, related to the property described as 5.22 Acres of outlot 30 of the L.H.W Johnson Survey, Abstract No. 419 Lampasas, Texas Lampasas County and as shown in the attached exhibit, 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 10th DAY OF DECEMBER 2018

PASSED AND ADOPTED ON THE SECOND READING ON THE 14<sup>TH</sup> DAY of JANUARY, 2019

APPROVED:

ATTEST:

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

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

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City Manager

ITEM NO. 3.5

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

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**Subject:**

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, 2017 to September 30, 2018

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: December 7, 2018

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

Consider a motion to approve 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, 2017 to September 30, 2018

**AN ORDINANCE AMENDING THE ADOPTED BUDGET FOR THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR OF OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**WHEREAS**, the City Council of the City of Lampasas, Texas finds it to be in the best interest of the public safety and welfare to revise certain appropriations in the Fiscal Year 2017-2018 Budget in accordance with the changes noted on Exhibit A, attached hereto and incorporated for all purposes herein; and

**WHEREAS**, the Budget amendments are intended for the purpose of funding unanticipated and unbudgeted costs related to the City to meet a pressing need; and

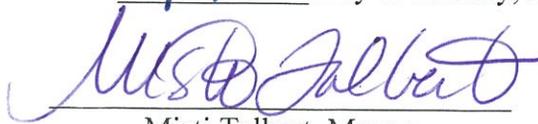
**WHEREAS**, the City Council has determined that passage of this amendment is in the best interest of the City of Lampasas and its residents;

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

1. **That** the matters and facts recited in the preamble hereby are hereby found and determined to be true and correct.
2. **That** the proposed budget amendment for the Fiscal Year 2017-2018, which is shown and detailed on the attached Exhibit A, is hereby adopted and approved as the FY 2017-2018 Amended Budget of the City of Lampasas and that a copy of the budget amendment be attached to and made a part of the budget as originally adopted.
3. **That** the detail in Exhibit A outlines the addition to the General Fund and the Airport Fund. The additions will be covered by a transfer from the Electric Fund to increase the General Fund balance for approved purchases and an increase to Fund Balance. The transfer to the Airport Fund will cover expenses to the Airport Runway project that did not have a transfer budgeted in FY 2017-2018.
4. If any provision, section, subsection, sentence, clause, or phase of this ordinance, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this ordinance shall not be affected thereby, it being the intent of the City Council in adopting this ordinance that no portion thereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion thereof, and all provisions of this ordinance are declared severable for that purpose.

Read and Approved on First Reading on this the 10<sup>th</sup> Day of December, 2018.

Read and Adopted on Second Reading on this the 14<sup>th</sup> Day of January, 2019.

  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Jo Christy Brown, City Attorney

**EXHIBIT A**

| <b>Line Item<br/>Number</b> | <b>Description</b>  | <b>Original<br/>Budget</b> | <b>Actual</b> | <b>Amendment<br/>Needed</b> |
|-----------------------------|---|----------------------------|---------------|-----------------------------|
| <b>General Fund (10)</b>    |   |                            |               |                             |
| #1.                         | Increase to General Fund Balance to purchase 14 SCBA Units for the Fire Department  |                            |               | \$ 96,216.54                |
| #2.                         | Increase to General Fund Balance to purchase Street Vehicle that was not completed by Fiscal Year end.  |                            |               | \$ 35,755.00                |
| #3.                         | Increase to General Fund Balance to purchase the Brush Truck for the Fire Dept. that was not completed by Fiscal Year end.  |                            |               | \$ 21,517.99                |
| #4.                         | Increase to General Fund Balance for year end.<br>Monies from excess in Electric Fund Operating Budget, will Transfer from Electric Fund.                         |                            |               | \$ 200,000.00               |
|                             | <b>TOTAL AMENDMENTS FOR GENERAL FUND</b>  |                            |               | <b><u>\$ 353,489.53</u></b> |
| #5.                         | Transfer to Airport Fund to cover expenses related to the Runway Rehab<br>Monies from excess in Electric Fund Operating Budget, will Transfer from Electric Fund. |                            |               | \$ 80,468.16                |
|                             | <b>TOTAL AMENDMENTS FOR AIRPORT FUND</b>  |                            |               | <b><u>\$ 80,468.16</u></b>  |
|                             | <b>TOTAL ALL AMENDMENTS FROM ELECTRIC FUND</b>  |                            |               | <b><u>\$ 433,957.69</u></b> |

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Finance/Utility Billing & Collection

# MEMO

ITEM 4.1

Date: January 10, 2019

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for November 2018

## Finance Department:

- \* Preparing journal entries to close out the books for FYE 2018.
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are stated in a timely manner.
- \* All payments for the 2016 CO projects are transferred from TexPool Prime to Bancorp South to cover those invoices. Total paid as of November 30<sup>th</sup> is \$3,098,944.51. Interest earned for November was \$5,394.93.
- \* Sales Tax for November was \$156,219 which is an increase of 4.58% from November of 2017.
- \* Reconciled 18 bank accounts
  - Processed 382 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for November 2018 is 1.4% higher than what was billed in November 2017. The Water billing for November 2018 is 10% lower than what was billed in November 2017.
- October Statistics for the department:

|                               |                    |
|-------------------------------|--------------------|
| Total Water Customers         | 3,455              |
| Total Wastewater Customers    | 2,762              |
| Total Electric Customers      | 4,649              |
| Residential Garbage Customers | 2,665              |
| Connects:                     | 64                 |
| Disconnects:                  | 53                 |
| Read In/Read Out:             | 48                 |
| Disconnects for Non-Pay:      | 15 (8 Reconnected) |

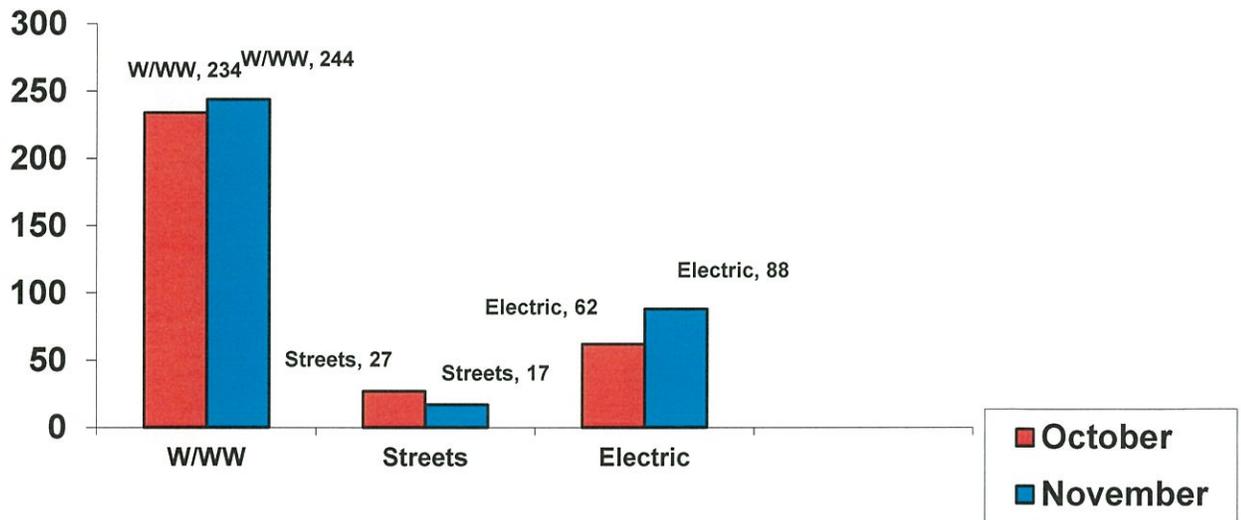
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Public Works

DECEMBER 2018

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



Work Order Summary:

Received: 349  
Completed: 326  
Voids: 10

# Memo



Street Department

To: Rickie Roy  
From: Carlos Garcia  
Date: Thursday, January 10, 2019  
Re: November Monthly

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Mr. Roy,

For the month of November 2018 the Streets Department worked on,

- 1) We completed several utility patch repairs.
- 2) We have been tree trimming and clearing line of sight issues.
- 3) We have been running the sweeper as we can.
- 4) Street – Total Work Orders = 17, Total Complete = 11, Total Outstanding = 6, Total Void = 0
- 5) Completed Briggs Street and the hot mix project on Chestnut.

For the month of December, we will complete the Burns project with the help of the water department. Continue with routine road patching repairs. The department is ready for the winter weather.



Water/Wastewater Department

312 EAST THIRD STREET  
LAMPASAS, TEXAS · 76550-2820  
PHONE: (512) 556-6831  
FAX: (512) 556/2074  
[WWW.CITYOFLAMPASAS.COM](http://WWW.CITYOFLAMPASAS.COM)

To: Rickie Roy Public Works Director  
From: Van Sims Water/Wastewater Operations Manager  
Date: December 26, 2018  
RE: November 2018 Monthly W/WW Operations Report

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Summary of Activities:

- **Operation of Wastewater Treatment Plant.**

1. Daily cleaning of treatment units.
2. Daily, weekly, and monthly TCEQ and Windsor compliance sampling.
3. Daily operational tests and observations completed.
4. Maintenance of equipment was performed as scheduled.
5. Ran press- hauled 8 dumpsters.

- **Operation of Water Distribution System**

1. Daily chlorine residuals taken, Bi Weekly Mono-Chlorine, Ammonia, and nitrite test completed
2. Monthly Bac-T samples collected (8) all passed.
3. Dead-end lines were flushed.
4. Changed out 4 meters to radio read meters.
5. 9 minor leaks were reported and repaired.
6. 3 new water taps.

- **Operation of Wastewater Collection System**

1. Performed preventative maintenance at problem locations with Vactor
2. Cleared 11 sewer stoppages.
3. Made 4 new sewer taps.
4. Cleaned Windsor sewer line 4 times.

- Total work orders completed = 244
- 25 – Locate Work Orders
- 16- Customer service calls ( no water, low pressure, discolored water, possible leaks)

| Water Report-2018 |                  |                  |                          |                            |                 |                   |
|-------------------|------------------|------------------|--------------------------|----------------------------|-----------------|-------------------|
|                   | Purchased Water  | Total Sold       | City Unmetered Water Use | Sold & Unmetered Water Use | Water Loss      | Unaccounted Water |
| January           | 35288000         | 23834400         | 2331755                  | 26166155                   | 9121845         | 25.85%            |
| February          | 23375000         | 23038900         | 1829345                  | 24868245                   | -1493245        | -6.39%            |
| March             | 29711000         | 22336200         | 1805130                  | 24141330                   | 5569670         | 18.75%            |
| April             | 37850000         | 26003600         | 2616300                  | 28619900                   | 9230100         | 24.39%            |
| May               | 41575000         | 32771800         | 6850240                  | 39622040                   | 1952960         | 4.70%             |
| June              | 48734000         | 36933200         | 3701950                  | 40635150                   | 8098850         | 16.62%            |
| July              | 63019000         | 44339900         | 2327375                  | 46667275                   | 16351725        | 25.95%            |
| August            | 56641000         | 52473400         | 2468800                  | 54942200                   | 1698800         | 3.00%             |
| September         | 34368000         | 42,213,200       | 916425                   | 43129625                   | -8761625        | -25.49%           |
| October           | 34729000         | 30966100         | 1035070                  | 32001170                   | 2727830         | 7.85%             |
| November          | 29516000         | 24638700         | 688075                   | 25326775                   | 4189225         | 14.19%            |
| December          |                  |                  |                          | 0                          | 0               | #DIV/0!           |
| <b>Total</b>      | <b>434806000</b> | <b>359549400</b> | <b>26570465</b>          | <b>386119865</b>           | <b>48686135</b> | <b>11.20%</b>     |

# Memo



Electric Department

To: Rickie Roy  
From: Flint Geagley  
Date: December 5, 2018  
Re: November Activities

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This month's activities involved:

- Received a total of 88 work orders and completed 84.
- Worked on underground at Oil States, worked on underground for new bathroom at WM Brook Park, put up Christmas lights and changed out 40 radio read meters
- Connected: 1 temp services, 5 upgrade and 5 new services
- Set 0 poles:
- Overtime: Received 9 callouts – 1- storm, 1 assisted another department, 1 replaced transformer, 1- refused line, 1- Carol of Lights and 4 on customer side

Activities for the Year 2017 - 2018:

- Pole Inspection replacement: total 389 poles, have replaced 239 poles
- Oil States: complete
- New Jail House: Set transformer and connected primary underground (secondary underground service is left) 90% complete

# Memo



To: Finley de Graffenried City Manager  
Gary Cox, Assistant City Manager  
Honorable Mayor and City Council

From: Becky Sims, Assistant City Secretary

Date December 2018

Re: Monthly Report, November 2018

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

## ACTIVITIES:

- Inspections performed – 22
- Plan reviews - 4
- Attended Directors Meetings.- 4
- Attended City Council Workshops.- 0
- Attended City Council Meetings.- 0
- Permits Issued, 34
- Planning & Zoning Meeting- November 1, 2018

| PROJECT SEGMENT - DESCRIPTION | # OF SEGMENTS | VALUATION    | FEE       |
|-------------------------------|---------------|--------------|-----------|
| BLD - BUILDING                | 4             | 1,000,000.00 | 3,381.10  |
| CO - CERTIFICATE OF OCCUPANCY | 4             | 0.00         | 0.00      |
| DEM - DEMOLITION              | 1             | 0.00         | 50.00     |
| ELE - ELECTRICAL              | 15            | 0.00         | 4,658.50  |
| FENCE - FENCE                 | 3             | 6,000.00     | 105.00    |
| MEC - MECHANICAL              | 6             | 0.00         | 832.50    |
| PLB - PLUMBING                | 13            | 0.00         | 742.50    |
| REM - REMODEL/ADDITION        | 10            | 1,189,535.00 | 6,460.00  |
| SIGN - SIGN                   | 1             | 0.00         | 35.00     |
| SPRINK - SPRINKLER            | 3             | 6,300.00     | 105.00    |
| *** TOTALS ***                | 60            | 2,201,835.00 | 16,369.60 |

Trends for the month of November were yard line repairs, new irrigation systems and re-roofs.

### New projects/additions/businesses

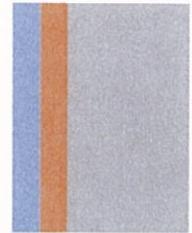
Dominos  
BAM Vapor  
M & M Processing  
Christ the Rock Church  
LJD Trailer Sales  
Presbyterian Church  
Irvin Storage

Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: November 14, 2018



**Workforce Development**

Our committee is comparing the high school soft skills curriculum with a program from the U.S. Department of Labor and we will create our own based on the strengths of each of these. This will be implemented moving forward in our high school, possibly junior high and at LCHEC. We have also talked with several local businesses about ramping up the apprenticeship program and hope to get that kicked off in early 2019.

**QSR**

Domino's has begun work on their location and have the lease approved. They have submitted construction plans to the City and as soon as those are approved, hopefully within 1-2 weeks, construction may begin. The QSR interested in 404 N Key has completed their Phase I assessment and now on Phase II and tank removal. They have been working closely with staff on each process and seem to be moving along quickly without any concerns. The development that was discussed for 1004 & 1008 S. Key has been eliminated for the time being, but hope to revisit development next year.

**Multi-Modal Feasibility Study**

I attended a stakeholder workshop on October 23<sup>rd</sup> for the Joint Use Multi-Modal Rail/Truck Facility Feasibility Study that is being spearheaded by Copperas Cove City Officials and CCEDC. While I do believe we could benefit from having one of these facilities in close proximity, there is a large concern with using this as a recruitment tool. This facility would be controlled by Fort Hood, therefore if the government chooses to shut it down for a period of time, our private sector companies would not be able to utilize it. They are looking into options if that were to happen, and possibly reserving one portion of the facility for private use, but I don't have confidence in using this as a recruitment tool just yet if we aren't certain of potential disruptions it could cause our businesses. I will keep everyone informed on future meetings and information I gain on this project.

**Opportunity Zones**

I recently had a realtor reach out for their client looking for 30 acres in an Opportunity Zone. I just wanted to make everyone aware of this new incentive tool being used by various Texas communities. An Opportunity Zone is classified as an economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment. Localities qualify as

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Opportunity Zones if they have been nominated for that designation by the state and that nomination has been certified by the Secretary of the U.S. Treasury via his delegation of authority to the Internal Revenue Service. I have researched this and found that Lampasas is NOT considered economically distressed, therefore we do not currently have any Opportunity Zones in our City or County.

### Silver Creek Expansion

This week staff met with the Silver Creek Assisted Living team and walked through the site plan. They hope to begin construction once the property has been re-zoned, which will likely happen January/February 2019. They will be constructing a one-story, 29,029 SF facility with 36 units. They expect this facility to create 25-30 jobs, and hope to have construction completed within 12 months once they break ground.

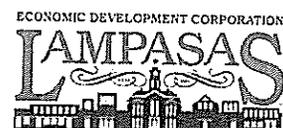
### Foresite Project

To date I've presented to (8) local groups regarding the internet survey: LISD School Board, Courtyard Square Association, Lampasas County Extension Education Agency, Town & Country Study Club, LAFTA, Vision Lampasas, Lion's Club and Chamber of Commerce. I still have several scheduled to meet with and then I'll review the take-rates and determine if we need to start advertising and promoting more heavily. So far we've had a great response and hope to keep that momentum going through the end of the year. Please make sure you spread the word – if someone owns property in the City, they can sign up using that address. They don't necessarily have to reside or own a business in the City. I have updated talking points we can distribute to anyone that may have questions. Please see me if you'd like to take copies of the talking points to distribute or have on-hand for any questions. Survey link: <https://highspeedLampasas.servicezones.net>

### DRT

met with the Daughters of the Republic of Texas and we are working on ways to better promote the Hostess House. The new Chamber Director will collaborate with us soon, but Andy Fish graciously took photos recently of the building and surrounding area so we could update their marketing materials. Hope to start drawing more tourists in with the rejuvenated marketing efforts. We are also searching for recent event photos that we could utilize so if you know of someone that has used the Hostess House for an event in the past few years, please let me know

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# Lampasas Fire Department

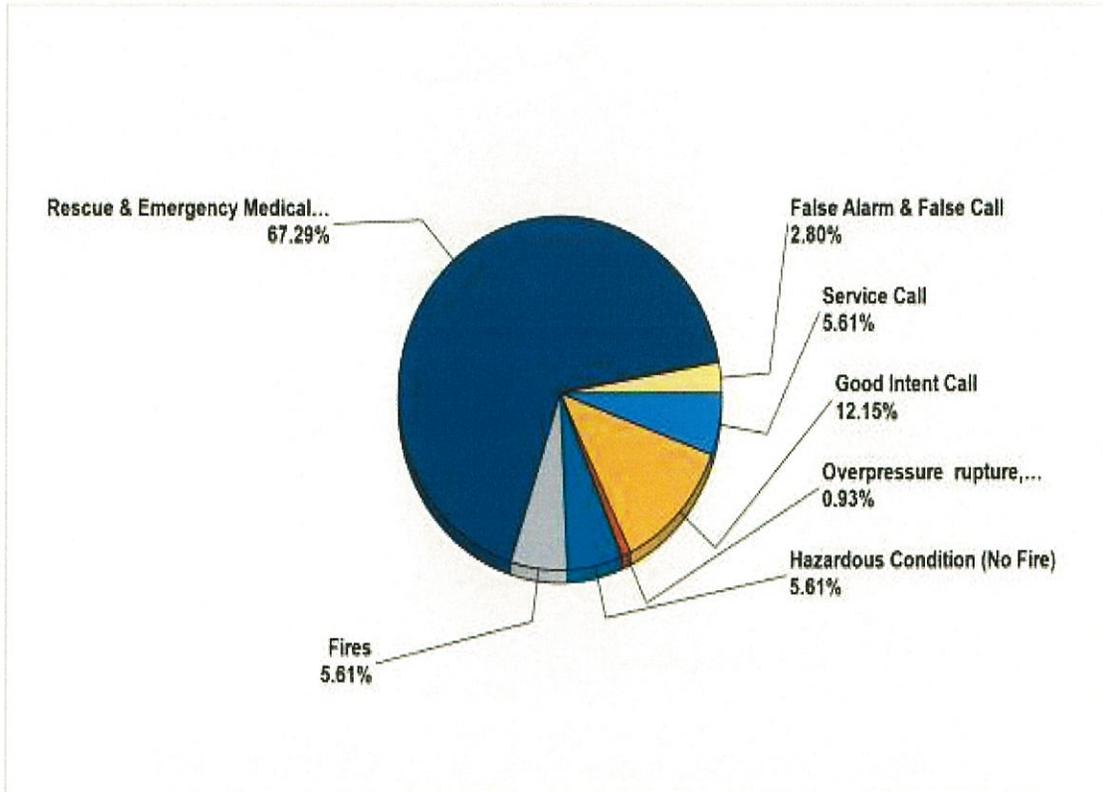
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2018 | End Date: 11/30/2018



| MAJOR INCIDENT TYPE                                    | # INCIDENTS | % of TOTAL     |
|--|-------------|----------------|
| Fires  | 6           | 5.61%          |
| Overpressure rupture, explosion, overheating - no fire | 1           | 0.93%          |
| Rescue & Emergency Medical Service                     | 72          | 67.29%         |
| Hazardous Condition (No Fire)                          | 6           | 5.61%          |
| Service Call   | 6           | 5.61%          |
| Good Intent Call                                       | 13          | 12.15%         |
| False Alarm & False Call                               | 3           | 2.80%          |
| <b>TOTAL</b>   | <b>107</b>  | <b>100.00%</b> |

# Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members  
CC: Finley deGraffenried, City Manager  
From: Chris Eicher, Director of Parks and Recreation  
Date: December 26, 2018  
Re: Monthly Report November 2018

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## PARKS

The parks department spent the majority of November repairing and installing Christmas decorations, working on installation of new restroom facility in Brook Park, prepping for and assisting with Hunters Welcome and City Wide Garage Sale, tree stump removal in several parks, mowing and weed eating, performing equipment maintenance, cutting up and hauling away fallen and diseased trees, along with performing daily duties as needed.

## SPORTS FACILITIES

The Sports crew spent most of their time mowing and weed eating, aerating and fertilizing all sports fields, purchased and applied sand for top dressing at 580 Sports Complex, replaced gates on HEB field at Turner Complex, made plumbing and irrigation repairs at Gavin Garrett Soccer Complex, and spent some time performing equipment maintenance.

## CEMETERY ACTIVITIES

(see attached)

## AIRPORT

- Check hangers, fuel station, runways, taxiways, lights and pilots lounge
- Planned Young Eagle event for the airport
- Mowed runways, fence lines and hangar areas
- Mowed airport property

**WEEKLY WORK SCHEDULES  
PARKS DEPARTMENT**

**WEEK OF: NOVEMBER 26-30, 2018**

|                                     | ESTIMATED     | ACTUAL        |
|-------------------------------------|---------------|---------------|
| <b>TOTAL HOURS</b>                  | 240.00        | 240.00        |
| OVERTIME                            | 10.00         | 11.00         |
| PART-TIME/TEMPORARY                 |               |               |
| LESS VACATION                       | 19.00         | 19.00         |
| LESS SICK                           |               |               |
| SUPERVISION                         | 20.00         | 20.00         |
| LESS OTHER                          |               |               |
| <b>TOTAL HOURS</b>                  | <b>211.00</b> | <b>212.00</b> |
| <b>WORK ORDERS</b>                  |               |               |
| # OF SCHEDULED/COMPLETED            |               |               |
| MAN HOURS                           |               |               |
| NUMBER STILL OPEN                   |               |               |
| <b>TOTAL HOURS - WORK ORDERS</b>    | <b>-</b>      | <b>-</b>      |
| <b>PROJECTS</b>                     |               |               |
| CHRISTMAS DECORATIONS               | 60.00         | 62.00         |
| CAROL OF LIGHTS                     | 30.00         | 32.00         |
| <b>TOTAL HOURS - PROJECTS</b>       | <b>90.00</b>  | <b>94.00</b>  |
| <b>OPERATIONS &amp; MAINTENANCE</b> |               |               |
| CLEANING PARKS                      | 36.00         | 36.00         |
| AIRPORT MAINT.                      | 5.00          | 5.00          |
| MOWING/WEED EATING                  | -             | -             |
| BUILDING/GROUNDS                    | 50.00         | 48.00         |
| EQUIP/VEHICLES/SHOP                 | 10.00         | 9.00          |
| <b>TOTAL HOURS - O&amp;M</b>        | <b>101.00</b> | <b>98.00</b>  |
| <b>OTHER</b>                        |               |               |
| OFFICE                              | 10.00         | 10.00         |
| MEETINGS                            | 10.00         | 10.00         |
| <b>TOTAL OTHER:</b>                 | <b>20.00</b>  | <b>20.00</b>  |
| <b>TOTAL CATAGORIES</b>             | <b>211.00</b> | <b>212.00</b> |

**Department: Parks  
Monthly Activity Report  
MONTH OF NOVEMBER 2018**

I) Regular Personnel Hours Available: 960.00

LESS:

|    |                      |        |
|----|----------------------|--------|
| A) | Vacation Leave       | 83.00  |
| B) | Sick Leave           | 9.00   |
| C) | Supervision/Training | 68.00  |
| D) | Holiday              | 144.00 |
| E) | Other (?)            |        |

SUB-TOTAL 304.00

PLUS:

|    |                 |       |
|----|-----------------|-------|
| A) | Over Time       | 43.00 |
| B) | Temporary Labor |       |
| C) | Part Time       |       |
| D) | Transfer        |       |

SUB-TOTAL 43.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 699.00

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>Brook Park Restrooms</u>   | 64.00  |        |
| <u>Santa's Sleigh Trailer</u> | 64.00  |        |
| <u>Christmas Decorations</u>  | 165.00 |        |
| <u>Carol of Lights</u>        | 32.00  |        |
| <u>Other:</u>                 |        |        |
| Sub-total Hours on Projects:  |        | 325.00 |

IV) Department Operations and Maintenance for the Month.

|                                |        |        |
|--------------------------------|--------|--------|
| <u>Cleaning Parks</u>          | 135.00 |        |
| <u>Airport Maint.</u>          | 18.00  |        |
| <u>Mowing/Weed eating</u>      | 47.00  |        |
| <u>Building and Grounds</u>    | 72.00  |        |
| <u>Equipment/Vehicles/Shop</u> | 34.00  |        |
| <u>Office/Meetings</u>         | 68.00  |        |
| Sub-total Hours on Projects:   |        | 374.00 |

TOTAL HOURS FOR DEPARTMENT 699.00

V) Department's Proposed Projects for next Month

|   |       |       |
|---|-------|-------|
| <u>Christmas Decorations (Maintenance)</u>  | 50.00 |       |
| <u> </u>                                    |       |       |
| <u> </u>                                    |       |       |
| Total Estimated Hours on Proposed Projects: |       | 50.00 |

**Department: SPORTS FACILITIES  
 Monthly Activity Report  
 MONTH OF NOVEMBER 2018**

I) Regular Personnel Hours Available: 480.00

|              |                      |        |
|--------------|----------------------|--------|
| <u>LESS:</u> |                      |        |
| A)           | Vacation Leave       | 16.00  |
| B)           | Sick Leave           | 16.00  |
| C)           | Supervision/Training |        |
| D)           | Holiday              | 72.00  |
| E)           | Other (?)            |        |
| SUB-TOTAL    |                      | 104.00 |

|              |                 |       |
|--------------|-----------------|-------|
| <u>PLUS:</u> |                 |       |
| A)           | Over Time       | 22.00 |
| B)           | Temporary Labor |       |
| C)           | Part Time       |       |
| D)           | Transfer        |       |
| SUB-TOTAL    |                 | 22.00 |

TOTAL HOURS AVAILABLE FOR THE MONTH: 398.00

|     |   |                  |                    |             |              |
|-----|---|------------------|--------------------|-------------|--------------|
| II) | <u>Department Summary of Work Orders for the Month.</u> |                  |                    |             |              |
|     | <u>Received</u>   | <u>Completed</u> | <u>Outstanding</u> | <u>Void</u> | <u>Hours</u> |
|     |   |                  | 0                  | 0           |              |

|      |   |  |  |      |      |
|------|---|--|--|------|------|
| III) | <u>Department Projects for the Month.</u>                 |  |  |      |      |
|      | <u>Apply Top Dressing of Sand to Soccer Fields at 580</u> |  |  | 8.00 |      |
|      | <hr/>   |  |  |      |      |
|      | <hr/>   |  |  |      |      |
|      | <hr/>   |  |  |      |      |
|      | <u>Other:</u>   |  |  |      |      |
|      | <u>Sub-total Hours on Projects:</u>                       |  |  |      | 8.00 |

|     |   |  |  |       |        |
|-----|---|--|--|-------|--------|
| IV) | <u>Department Operations and Maintenance for the Month.</u> |  |  |       |        |
|     | <u>Cleaning Fields</u>                                      |  |  | 90.00 |        |
|     | <u>Turf Management</u>                                      |  |  | 90.00 |        |
|     | <u>Mowing/Weed eating</u>                                   |  |  | 75.00 |        |
|     | <u>Building and Grounds</u>                                 |  |  | 65.00 |        |
|     | <u>Equipment/Vehicles/Shop</u>                              |  |  | 62.00 |        |
|     | <u>Office/Meetings</u>                                      |  |  | 8.00  |        |
|     | <u>Sub-total Hours on Projects:</u>                         |  |  |       | 390.00 |

TOTAL HOURS FOR DEPARTMENT 398.00

|    |  |  |  |       |       |
|----|--|--|--|-------|-------|
| V) | <u>Department's Proposed Projects for next Month</u> |  |  |       |       |
|    | <u>Aerate All Sports Fields</u>                      |  |  | 24.00 |       |
|    | <u>Fertilize All Sports Fields</u>                   |  |  | 16.00 |       |
|    | <hr/>  |  |  |       |       |
|    | <u>Total Estimated Hours on Proposed Projects:</u>   |  |  |       | 40.00 |

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: Nov-18

Regular Personnel Hours Available:

352

LESS:

|           |                             |    |
|-----------|-----------------------------|----|
| A)        | Vacation Leave/Personal Day | 0  |
| B)        | Sick Leave                  | 14 |
| C)        | Jury Duty                   | 0  |
| D)        | Other (holiday/bad weather) | 48 |
| E)        | Supervision                 | 10 |
| SUB-TOTAL |                             | 72 |

PLUS:

|           |                           |   |
|-----------|---------------------------|---|
| A)        | Transfer from Parks       | 0 |
| B)        | Seasonal Labor/Temp       | 0 |
| C)        | Other (Community service) | 0 |
| D)        | Overtime                  | 7 |
| SUB-TOTAL |                           | 7 |

TOTAL HOURS AVAILABLE FOR THE MONTH: 287

**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        | 167 |
| Equip & Veh Maint   | 12  |
| Buildings & Grounds | 43  |
| Office Operations   | 31  |

Sub-total Hours on OM Projects: 253

**OTHER**

|              |   |
|--------------|---|
| 0            | 0 |
| OHCA Meeting | 0 |
| 0            | 0 |

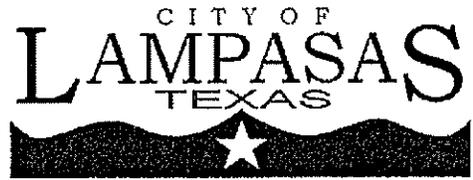
Sub-total Other 0

TOTAL HOURS FOR DEPARTMENT 253

**Department's Proposed Projects for next Month**

|   |   |
|---|---|
|   | 0 |
|   | 0 |
| Total Estimated Hours on Proposed Projects: <span style="border: 1px solid black; padding: 2px;">0</span> |   |

# Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 12/7/18  
Re: End of the month report Nov.

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|                        |                 |
|------------------------|-----------------|
| Interments             | 2 (1) cremation |
| Fee's for over site    | \$125.00        |
| Sites sold             | 5/ \$2,500.00   |
| Niche sales            | 0               |
| Beautification fund    | \$132.00        |
| Visitors Assisted      | 2               |
| Level & Backfill sites | 3               |
| Meetings Attended      | 1               |
| Permits Issued – n/c   | 4               |
| Permits Issued – chg   | 0               |

**Memo**

To: Finley deGraffenried, City Manager  
CC: Gary Cox, Asst. City Manager  
From: Monica Wright, Director of Information Systems  
Date: Tuesday, December 4, 2018  
Re: November 2018 Monthly Report



Information Systems

**Service Requests:**

|               | November 2017 | November 2018 |                      |
|---------------|---------------|---------------|----------------------|
| IT Department | 159           | 141           | -18 service requests |

**Social Media Stats:**

|                   | November 2017 | November 2018 |                        |
|-------------------|---------------|---------------|------------------------|
| Facebook Likes    | 4,473         | 5,245         | +772 FB page likes     |
| Twitter Followers | 244           | 364           | +120 Twitter followers |

**Website Payments:**

|                 | November 2017      | November 2018       |                                      |
|-----------------|--------------------|---------------------|--------------------------------------|
| City Utility    | 232<br>\$54,857.94 | 348<br>\$118,675.12 | +116 online payments<br>+\$63,817.18 |
| Municipal Court | 13<br>\$3,178.62   | 25<br>\$4,981.06    | +12 online payments<br>+\$1,802.44   |

**Website Stats:**

|             | November 2017 | November 2018 |                  |
|-------------|---------------|---------------|------------------|
| Page Visits | 6,222         | 7,498         | +1,276 visits    |
| Page Views  | 15,757        | 15,643        | -114 page views  |
| Downloads   | 1,149         | 2,193         | +1,044 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.

**2017-2018 Completed Projects:**

- Replaced 15 PCs (completed)
- Replaced (3) PD Panasonic Toughbook's (completed)
- Replaced (3) PC's/(1) printer for Animal Shelter (completed)
- Re-designed EDC website (completed)
- Re-designed City website (completed)
- Implemented custom mobile app for the City of Lampasas (completed)
- Increased our 20m fiber connection to 100m (completed)
- Migrated from server based email to Microsoft Office 365 hosted exchange online email solution (completed)
- Replaced (4) WAP's (wireless access points) at Fire Department (completed)
- Extended fiber to Citizen Collection Center (completed)
- Replaced PD Kiddo Card laptop/software/printer (completed)
- 2018 PD CJIS (Criminal Justice Information Systems) audit (completed)
- Migrated from Omnix a to Open Fox at PD (completed)
- Configured/installed (8) patron Library training laptops (completed)
- Replaced large format plotter/printer/scanner (completed)
- A/V project at Old City Hall (awarded contract-ongoing)

**November projects:**

- Removed old AT&T equipment from Municipal Court mechanical room
- Configured/installed Cemetery replacement PC/software database migration

- Located/inventoried furniture for Old City Hall
- Met with Reliance Architecture to go over data/electric needs for new W/WW building
- IT Staff renewed our PD CJIS Certification/took test
- Sent information requested to MyGov to begin (Permitting, Code Enforcement, Planning & Zoning) project
- ASJ Construction installed 2" conduit for fiber penetration at Old City Hall
- Configured/installed replacement Utility Billing printer
- Additional power was added to Municipal Court mechanical room
- Installed backup Cat6 cable from City Hall underground to Current Council Chambers/terminated
- Reconfigured Muni Court network after relocating them to Current Chambers Office
- Support ticket/repair with AT&T for line cut during Old City Hall construction
- Created RMA with Panasonic for Toughbook repair/sent off for repair
- Met with ASJ Construction and staff to go over Old City Hall project
- Increased RAM in PD WG Server
- Increased storage capacity on PD NAS

#### **December projects:**

- Schedule Incode Update/Installation on server
- Installation/preparation of Library Useful software upgrade
- Install/configure WAP's at Old City Hall on all floors
- Install/configure switches at Old City Hall on all floors
- AV Contractor onsite to deliver equipment/configure/install A/V System at Old City Hall
- Schedule fiber installation at Old City Hall/installation
- Clean up mechanical A/V room at Municipal Court/install server rack & network equipment
- Hang Muni Court Server cabinet in Mechanical Room
- Terminate data cables at Old City Hall on all floors
- Schedule phone vendor to extend phones at Old City Hall
- Continue overseeing Old City Hall data/voice/fiber/A/V
- Configure/install Golf Point of Sale replacement PC/Migration
- Order dedicated phone line for elevator at Old City Hall
- Obtain quotes for PD server/purchase/configure/install
- Obtain quotes for NAS/purchase/configure/install
- Configure/install FD portable printer in FD unit
- Configure/install Building Official replacement PC
- Continue working on MyGov project with staff
- Obtain quote for annual replacement pcs/purchase
- Activate Verizon JetPack upgrades/Issue out
- Schedule/take Council group photo

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

- OS updates on City Hall, Fire Department, and W/WW NAS devices
- OS updates to firewalls
- Old City Hall color committee decisions
- 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

**Future Projects & Goals:**

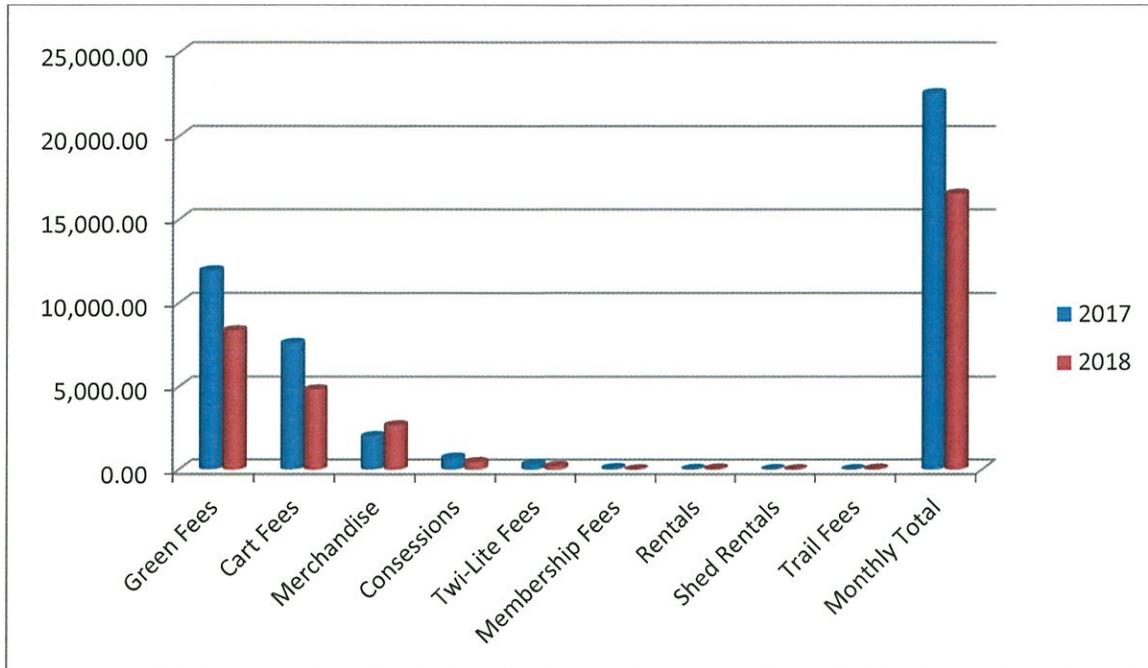
- New Council Chambers Audio/Visual & Cabling Project (December 2018)
- New Council Chambers Phone extension project (Currently planning project / have quote)
- Terminate data at Old City Hall on all floors (IT Department December 2018)
- Install/configure technology equipment at Old City Hall (IT Department December 2018 – January 2019)
- Fiber installation at Old City Hall & termination of fiber at current Chambers (Currently planning this project / have quote)
- Off-site backups from City network based locations (2018-2019)
- IT Building – (Current Chambers) (2019-2020)
- Additional PD server for replication on network (2018-2019)
- Network new Water/WasteWater building (Spring 2019)
- Order additional Meter Reader Tablet/Laptop for automated meter reads (2018-2019)
- Research/implement timesheet/time off request software (2019-2020)
- Research/implement digital/paperless software (2019-2020)
- VOIP phone software (2020-2021)
- Point to Point wireless Internet solution for locations not on fiber (2019-2020)
- Install additional data/power drops in PD Patrol Bay (2019-2020)
- Replace PD Watchguard server (2019-2020)
- Implement agenda software/archive software for audio/visual recordings (2019-2020)
- Replace Library Useful server/thin clients (2019-2020)
- Replace Council Ipads (2019-2020)
- Replace PD WG Server (2019-2020)
- Replace City Hall Servers (2019-2020)
- Social Media Retention Software (2019-2020)
- Microsoft Office Exchange Email Archive (2019-2020)

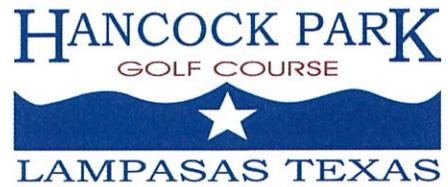
## LAMPASAS PUBLIC LIBRARY

### NOVEMBER 2018

|                    |  |
|--------------------|--|
| Circulation        | We had 5,444 items circulate in November, which is down 18.2% from October (6,652).  |
| Door Count         | The November door count (4,984) was down 30.1% from last month (7,135). However, last month's count was elevated due to BBQ for Books; the previous month's door count was 4,976, which is closer to normal for this time of year.   |
| Internet Usage     | Internet usage (738) was down 22.9% from last month (957).   |
| Wifi Usage         | We had 316 distinct clients use the public wifi in November, which is down 7.9% from October. There were an average of 27 per day, which is the same as last month.  |
| Programs           | We offered 11 programs in November (compared to 15 in October), which included the Teen Book Club, How Pinteresting!, Story Times, Lego Robotics, family game night, senior game day, and a book report class. We also did a story time and tour for the First Baptist Pre-K group.                              |
| Program Attendance | A total of 177 people attended the 11 programs offered in November, compared to 164 people who attended the 15 programs offered in October.  |
| Upcoming Programs  | Some of our December programs and events include: Camille Langford book review, How Pinteresting!, Books & Badgers, preschool story time, Teen Advisory Group movie and gift wrap fundraisers, and a Teen Advisory Group bake sale.  |
| Money Saved        | Patrons saved \$70,577.47 in November (down 11.5%) by checking out books, rather than buying them, compared to \$79,577.46 in October.   |
| Text Interactions  | We communicated, via text messages, with 109 unique phone numbers in November, which is down 16.2% from October (130). We sent/received a total of 579 messages, which is down 19.7% from last month (721).  |
| Library History    | The Library Board and Shanda have been editing and updating the library history and new epilogue to include information on 2018 programs and services. We hope to have it available for purchase in time for the upcoming Lampasas Book Festival that will be held at the library on Saturday, January 26, 2019. |

# Hancock Park G.C. November Revenue Comparison 2017 and 2018





# Memo

**To:** Finley deGraffenied, City Manager

**From:** Van Berry, Golf Course Manager

**cc:** City Council Members

**Date:** December 27, 2018

**Re:** Monthly Report, November 2018

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- The golf course maintenance crew spent the majority of November mowing and mulching leaves. The maintenance workers spend 6-7 hours daily for a month or so to get rid of the leaves.
- The crew cut down three trees and burned the stumps.
- Cleared out brush and small Chinaberry trees in the rough on #7.
- Replaced and repainted tee markers on the tee boxes.
- Applied 450 lbs. of potash on the greens.
- Applied 900 lbs. of gypsum on the greens.
- Replaced a satellite controller on #10 that was hit by lightning.
- Installed three new sets of batteries in member's golf carts.
- Had a community service workers wash and fill the batteries in all (40) of our rental carts.

# Memo



To: Finley deGraffenried, City Manager, Honorable Mayor and City Council  
From: Lewann Turner, Court Clerk  
Date: Tuesday, January 08, 2019  
Re: Monthly Report November 2018

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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                        | 154         |
| Convictions                      | 81          |
| Compliance Dismissals            | 42          |
| Hrs. Community Service Completed | 297         |
| Total Dollar Amount CS           | \$3,709.10  |
| Waived for Indigency             | \$0.00      |
| Total Collected                  | \$26,902.09 |
| Total kept by City               | \$18,519.75 |



## CITY SECRETARY DEPARTMENT/ NOVEMBER 2018 MONTHLY REPORT

The following is a very brief summary of duties performed by Department employees that does not include other duties as assigned nor daily interruptions of other projects assigned (Please note that the department employees are tremendous assets in my Department that provide efficient services to the City, employees and citizens):

- I posted various Board and Committee meetings' agendas; assisted the Accountant(s) with payroll checks for two pay periods in November, Employee Longevity checks and the Employee Appreciation checks; handled all the necessary work related with the Personnel Department; I assisted, as needed, with the Building & Planning Department; attended weekly Director's meetings; processed Open Records requests that were received; I attended and took the minutes of the November 13 and November 26 regular Council meetings; Vicki Tower, Adm. Secretary, and I continue the work efforts on the records retention of the City's records; finalized the annual Employee Appreciation Dinner preparations that was held on November 10 at Putters and Gutters; keep up with the calendar on the liquor option election petition that was issued on October 15; also keep up with the Election calendar for required posting(s) for the upcoming General Election to be held on May 4, 2019 including working on the election services agreement with LISD and the County.
- Becky Sims, Assistant City Secretary, worked daily with the City Manager on assigned projects; assisted the Building Official with all aspects of the Building Official Department; attended weekly project meetings; attended Director's meeting for Council agenda purposes; prepared City Council Packets; assisted the City Secretary in daily operations of the department, assisted customers in person/over the phone/email with any needs or questions; and, attended and took the minutes of the November 1 Planning and Zoning meeting
- Vicki Tower, Adm. Secretary/Permitting Tech, greeted customers in person and over the phone; assisted the City Manager with any assigned work; assisted the City Secretary in daily operations of the department; continuing to be cross trained in certain human resource job responsibilities; assisted the Building Official with all aspects of the Building Official Department; assisted with handling the reservations and rentals of Hancock Park Pavilion and Ruth Eakin Outdoor Theater; continued to assist in maintaining the filing system in the Building Department; keeps up with the inspection and registration of all City vehicles; continued working with the City Secretary on the City's Record Retention; and, attended and took the minutes of the November 14 LEDC meeting and November 15 Parks Board meeting.
- Ramon Canada, Custodian, provided custodial services and minor maintenance to the City Administration Building, Municipal Court, Police Department and City Library.
- Personnel - 115 Fulltime positions & 16 Part-time positions; there are presently 7 vacancies; In November, posted/continued to post the following vacancies: Police Officer, Building Official; Part-time Custodian, Electric Worker position; Park Maintenance Technician, and Light Equipment Operator.



|                              | November-18 | YTD    | 11/2017 YTD |
|------------------------------|-------------|--------|-------------|
| <b>ACCIDENTS:</b>            |             |        |             |
| MINOR ACCIDENTS              | 19          | 221    | 266         |
| MAJOR ACCIDENTS              | 3           | 24     | 19          |
| FATAL ACCIDENTS              | 0           | 0      | 0           |
| TOTAL ACCIDENTS              | 22          | 245    | 285         |
| <br>                         |             |        |             |
| <b>CODE ENFORCEMENT:</b>     |             |        |             |
| HIGH WEEDS & TRASH           | 5           | 269    | 226         |
| JUNK / UNREGISTERED VEHICLES | 3           | 83     | 52          |
| SUBSTANDARD HOUSING          | 0           | 5      | 6           |
| BUILDING COMPLAINTS          | 0           | 3      | 0           |
| MISCELLANEOUS                | 14          | 130    | 141         |
| TOTAL CODE COMPLAINTS        | 22          | 490    | 425         |
| <br>                         |             |        |             |
| <b>DAILY ACTIVITIES:</b>     |             |        |             |
| CALLS FOR SERVICE            | 917         | 10928  | 10457       |
| OFFICER FOLLOW UP CALLS      | 33          | 560    | 628         |
| TELEPHONE CALLS RECEIVED     | 1800        | 22895  | 21301       |
| ESCORTS                      | 73          | 861    | 781         |
| MOTORIST ASSISTS             | 72          | 583    | 578         |
| 911 CALLS                    | 203         | 2629   | 2051        |
| <br>                         |             |        |             |
| <b>ANIMAL CONTROL:</b>       |             |        |             |
| ANIMAL CFS & FOLLOW UPS      | 181         | 1971   | 2004        |
| ANIMAL IMPOUNDS              | 40          | 523    | 595         |
| <br>                         |             |        |             |
| <b>CPAA VOLUNTEER HOURS:</b> | 0.00        | 290.85 |             |

WARRANT TOTALS

|   | Nov-18 | YTD  |
|---|--------|------|
| WARRANT TOTALS:   |        |      |
| LMC WARRANTS ISSUED                                     | 71     | 875  |
| LMC WARRANTS RECALLED                                   | 27     | 1942 |
| LMC WARRANTS SERVED OR PYMT<br>ARRANGEMENTS MADE AT LMC | 25     | 345  |
| WARRANTS PAID AT LMC / PD                               | 0      | 51   |

|   | Nov-18      | AUG - YTD    |
|---|-------------|--------------|
| WARRANT \$ AMOUNTS: (Only Showing August 01 - YTD)      |             |              |
| LMC WARRANTS ISSUED                                     | \$37,778.25 | \$173,846.04 |
| LMC WARRANTS RECALLED                                   | \$15,213.47 | \$116,010.59 |
| LMC WARRANTS SERVED OR PYMT<br>ARRANGEMENTS MADE AT LMC | \$13,930.79 | \$73,979.00  |
| MONEY COLLECTED AT PD                                   | \$0.00      | \$3,741.50   |

Report Prepared by Kelli Sanguinet 12/09/2018

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## City of Lampasas

## M E M O

To: Mayor and City Council  
 From: Finley deGraffenried  
 Re: Manager's Report  
 Date: 10 January 2019

## HAPPY NEW YEAR

**Building Official** As previously reported, Frank Ellett will begin his career with the City of Lampasas January 28<sup>th</sup>. Mr. Ellet comes to Lampasas from Round Rock where he worked over 20 years primarily as building official, residential and commercial inspector. In making the selection, staff felt Frank not only had the experience and qualifications, but was also a great fit for our community and contractors.

**Text to 911** Chief Bailey reports that testing has been underway for the text to 911 emergency notification system. The notification will allow individuals to text for emergency response in the event of need. Other jurisdictions have reported an influx of non-emergency texts initially, however; after training and community orientation, the calls subside. The go-live target date is February 10<sup>th</sup>.

**Hill Country 100** The annual Hill Country 100 banquet will be held in Burnet on January 17<sup>th</sup>. This year's recognized representatives from Lampasas are LPD Sargent Tony Barrio and LVFD Assistant Chief Randy Lake. Both are recognized for their tenure and dedication to the City and County.

**Auditors** On-site inspection and verification by the City's auditors should be complete this week in preparation for the delivery of the City's FY 2018 Audit. Auditors have been reviewing documentation related to payroll, contracts, bid documents, OPEB reports, and journal entries. Staff anticipates the audit will be ready for presentation in March.

**Kempner Water** Council is likely aware that the Kempner Water General Manager has withdrawn her resignation at the request of the President of the Board. The retention of Delores was confirmed by a vote of the Board on January 3<sup>rd</sup>. Additionally, notification has been mailed to all members regarding an exceedance in the rolling 4 quarter average of TTHM's; and notification of the February 5<sup>th</sup> filing deadline for a place on the ballot for the Kempner Water Supply Board.

**CO Spreadsheet** At the request of a Council member, attached to this report is the most recent Capital Projects Funds report regarding items that have been funded through our 2016 CO Issue. The two remaining adjustments will be related to the Nix Tank Rehabilitation, which should come in under estimate; and the W/WW building which will be considered by Council on the January 28<sup>th</sup> meeting. The report indicates a potential balance of \$908,727 after project completion.

- CDBG In addition to the recently awarded Community Development Block Grant from the Texas Department of Agriculture; the City will be preparing a submission for the 2019 funding cycle. Staff will be submitting documentation for Grant Administration and Engineering procurement prior to the March 18<sup>th</sup> application deadline. Additionally, staff will be finalizing project details and identifying beneficiaries.
- Best of the Best As reported on the City's facebook page, Bessie White was recognized in the Lampasas Dispatch Best of the Best City Employee from the newspaper's readers' poll. Bessie, and all our Utility and Finance staff, are to be commended for providing efficient and excellent customer service.
- ABC Staff takes the opportunity in this item to report on Staff that have performed Above and Beyond the Call of duty.

**CAPITAL PROJECTS FUNDS**  
**ANNUAL BUDGET - Through November 21, 2018**  
**Fund 68 from 2016 CO Debt Issue**

| Revenues by Line Item                  |                                      |                                      |                               |                      |             |             |             |             |                      |
|--|--------------------------------------|--------------------------------------|-------------------------------|----------------------|-------------|-------------|-------------|-------------|----------------------|
| Account Number                         | Revenue Description                  | CO Issue                             |                               |                      |             |             |             |             | Total                |
| 400-4600                               | 2016 CO Revenue                      | \$6,001,301                          |                               |                      |             |             |             |             | \$0                  |
| 400-4820                               | Interest Earnings                    | \$139,666 (through October 31, 2018) |                               |                      |             |             |             |             | \$0                  |
| <b>Total Revenues</b>                  |                                      | <b>\$6,140,967</b>                   | <b>\$0</b>                    | <b>\$0</b>           | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>           |
| FUND 68: Expenses by Line Item         |                                      |                                      |                               |                      |             |             |             |             |                      |
| Account Number                         | Account Description                  | Estimated Cost/Actual Cost           | Expenses through October 2018 | Encumbered           |             |             |             |             | Total                |
| 501-5505                               | Old City Hall Rehab                  | \$1,298,845                          | \$ 864,223.25                 | \$434,622            |             |             |             |             | \$1,298,845          |
| Total                                  | GF Legislative                       | \$1,298,845                          | \$864,223                     | \$434,622            | \$0         | \$0         | \$0         | \$0         | \$1,298,845          |
| 510-5395                               | Professional services                | \$ 479.92                            | \$ 479.82                     |                      |             |             |             |             | \$ 479.82            |
| Total                                  | GF Services                          | \$ 479.92                            | \$ 479.82                     | \$ -                 | \$ -        | \$ -        | \$ -        | \$ -        | \$ 479.82            |
| <b>TOTAL LEGISLATIVE/PROF SERVICES</b> |                                      | <b>\$ 1,299,325.19</b>               | <b>\$ 864,703.07</b>          | <b>\$ 434,622.02</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>#####</b>         |
| 514-5505.01                            | Turner Field Restrooms               | \$146,674                            | \$ 146,674.00                 | \$0                  |             |             |             |             | \$146,674            |
| 514-5505.02                            | Campbell Park Restrooms              |                                      |                               |                      |             |             |             |             | \$0                  |
| 514-5405.01                            | WM Brook Park Restrooms              | \$180,000                            | \$ 160,260.20                 | \$19,740             |             |             |             |             | \$180,000            |
| 514-5505.05                            | Campbell Park Trails                 | \$60,620                             | \$ 60,620.00                  |                      |             |             |             |             | \$60,620             |
| 514-5405                               | Pedestrian Bridge Rehab              | \$59,513                             | \$ 59,513.00                  | \$0                  |             |             |             |             | \$59,513             |
|  | GF Parks Department                  | \$446,807                            | \$427,067                     | \$19,740             | \$0         | \$0         | \$0         | \$0         | \$446,807            |
| 515-5505                               | Hanna Springs Pool (Filter Room)     | \$49,587                             | \$ 49,586.57                  | \$0                  |             |             |             |             | \$49,587             |
|  | Hanna Springs Pool -Deck Shade       |                                      |                               |                      |             |             |             |             |                      |
|  | GF Hanna Springs Pool                | \$49,587                             | \$49,587                      | \$0                  | \$0         | \$0         | \$0         | \$0         | \$49,587             |
| 518-5405                               | 580 Concessions/Restroom             | \$4,287                              | \$ 4,287.00                   | \$0                  |             |             |             |             | \$4,287              |
| 518-5505.01                            | 580 Cabin removal/roll off/fence     | \$9,961                              | \$ 9,961.05                   |                      |             |             |             |             | \$9,961              |
| 518-5505.02                            | Riding Arena                         | \$234,629                            | \$ 234,629.00                 | \$0                  |             |             |             |             | \$234,629            |
| 518-5505.03                            | 580 Maintenance Shop/Septic System   | \$93,499                             | \$ 93,499.42                  | \$0                  |             |             |             |             | \$93,499             |
| 518-5505.04                            | Turner Field T-Ball Improvements     | \$53,509                             | \$ 53,508.59                  | \$0                  |             |             |             |             | \$53,509             |
|  | Fencing - \$9,055.66                 |                                      |                               |                      |             |             |             |             |                      |
|  | Sidewalks - \$17,200                 |                                      |                               |                      |             |             |             |             |                      |
|  | Prof. Services - \$335.00            |                                      |                               |                      |             |             |             |             |                      |
|  | Infield Material - \$1050            |                                      |                               |                      |             |             |             |             |                      |
|  | Tree Removal \$1,500                 |                                      |                               |                      |             |             |             |             |                      |
|  | Handrail \$900                       |                                      |                               |                      |             |             |             |             |                      |
|  | Topsoil \$231.57                     |                                      |                               |                      |             |             |             |             |                      |
|  | Playground - \$18,130                |                                      |                               |                      |             |             |             |             |                      |
|  | Scoreboards \$3,886.00               |                                      |                               |                      |             |             |             |             |                      |
|  | Granite for Sidewalk \$1,220.08      |                                      |                               |                      |             |             |             |             |                      |
|  | <b>GF Parks Facilities Subtotal</b>  | <b>\$395,885</b>                     | <b>\$395,885</b>              | <b>\$0</b>           | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$395,885</b>     |
| <b>TOTAL PARKS PROJECTS</b>            |                                      | <b>\$892,278.61</b>                  | <b>\$872,538.83</b>           | <b>\$19,739.80</b>   | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$892,279</b>     |
| 551-5545                               | Brook Park Traffic Bridge            | \$63,750                             | \$ 10,250.00                  | \$3,500              |             |             |             |             | \$13,750             |
| 551-5545.01                            | W Ave E- (Dirt work, curb/gutter) ** | \$0                                  |                               |                      |             |             |             |             | \$0                  |
| 551-5545.02                            | Drainage Assessment Brown/HW         | \$40,342                             | \$ 40,342.00                  | \$0                  |             |             |             |             | \$40,342             |
| 551-5545.03                            | Drainage Assessment E Ave H          | \$3,800                              | \$ 3,800.00                   | \$0                  |             |             |             |             | \$3,800              |
|  | <b>GF Streets Subtotal</b>           | <b>\$107,892</b>                     | <b>\$ 54,392.00</b>           | <b>\$3,500</b>       |             |             |             |             | <b>\$57,892</b>      |
| 582-5530                               | 580 Water Extension                  | \$57,340                             | \$ 57,340.19                  | \$0                  |             |             |             |             | \$57,340             |
| 582-5530.01                            | Deer Trail Water Extension           | \$28,610                             | \$ 24,859.98                  | \$3,750              |             |             |             |             | \$28,610             |
| 582-5505                               | W/WW Office/Lab/Shop                 | \$519,723                            | \$ 25,944.40                  | \$0                  |             |             |             |             | \$25,944             |
| 582-5530.02                            | W Ave E - Utilities (+ engineering)  | \$471,191                            | \$ 433,614.49                 | \$37,576             |             |             |             |             | \$471,191            |
|  | Construction \$425,690.50            |                                      |                               |                      |             |             |             |             |                      |
|  | Engineering \$45,500                 |                                      |                               |                      |             |             |             |             |                      |
| 582-5530.03                            | Nix Tank Pump Station                | \$580,000                            | \$ 74,122.42                  | \$57,590             |             |             |             |             | \$131,712            |
| 582-5530.04                            | Coleman Water Line                   | \$1,187,955                          | \$ 973,516.00                 | \$120,980            |             |             |             |             | \$1,094,496          |
|  | Construction \$1,047,954.27          |                                      |                               |                      |             |             |             |             |                      |
|  | Engineering \$137,000                |                                      |                               |                      |             |             |             |             |                      |
|  | Right of Way Appraisal \$1,750       |                                      |                               |                      |             |             |             |             |                      |
|  | Easements \$1,250                    |                                      |                               |                      |             |             |             |             |                      |
| 582-5540                               | Lift Station Upgrades                | \$73,925                             | \$ 65,975.00                  | \$7,950              |             |             |             |             | \$73,925             |
| 582-5530.05                            | Transmission Valving                 | \$14,000                             | \$ 11,900.00                  | \$0                  |             |             |             |             | \$11,900             |
|  | <b>W/WW Fund Subtotal</b>            | <b>\$2,932,744</b>                   | <b>\$ 1,667,272.48</b>        | <b>\$227,846</b>     | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$1,895,119</b>   |
| <b>TOTAL PUBLIC WORKS PROJECTS</b>     |                                      | <b>\$3,040,636</b>                   | <b>\$1,721,664</b>            | <b>\$231,346</b>     | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$1,953,011</b>   |
| <b>Total 2016 CO Expenses</b>          |                                      | <b>\$5,232,240</b>                   | <b>\$3,458,906</b>            | <b>\$685,708</b>     | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$4,144,614</b>   |
| <b>Excess/(Shortage)</b>               |                                      | <b>\$908,727</b>                     | <b>\$(3,458,906.38)</b>       | <b>\$(685,708)</b>   | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$(4,144,614)</b> |

\*\* Will be paid from Street Department operating budget.

\$6,140,966.76

68-582-5505 W/WW Lab partially paid by transfer from Fund 62 & 63 \$467,112



**Central Texas  
Council of Governments  
Annual Membership Meeting  
Bell County Expo Center  
301 W Loop 121  
Belton, Texas 76513  
January 24, 2019  
12:00 PM – 1:30 PM  
RSVP: [CARMEN.LIM@CTCOG.ORG](mailto:CARMEN.LIM@CTCOG.ORG)  
(254) 770-2235**



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

**Subject:**

Discussion and possible action regarding an Ordinance annexing the hereinafter described territory to the City of Lampasas, Lampasas County, Texas, and Extending the Municipal Corporate Limits of said City to include the described property within the City's Boundary Limits, and Granting to all the inhabitants of the annexed property all the rights and privileges of other citizens and binding those inhabitants by all of the Acts, Ordinances, Resolutions, and Regulations of the City; and adopting a Service Plan for the newly annexed property

Requested By: Christina Marez, City Secretary

Submitted By: Christina Marez, City Secretary

Date Submitted: January 10, 2019                      For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

Not Applicable

**Attachments:**

Notice of Public Hearings Publication & Printer's Affidavits of Publication Ordinance that includes the Service Plan

**Summary Statement:**

This is the first reading of the Ordinance for the voluntary annexation request by Mr. Roy Cockrell for the property as described within.

**Recommendation:**

Approve the first reading of the Ordinance annexing the hereinafter described territory to the City of Lampasas, Lampasas County, Texas, and Extending the Municipal Corporate Limits of said City to include the described property within the City's Boundary Limits, and Granting to all the inhabitants of the annexed property all the rights and privileges of other citizens and binding those inhabitants by all of the Acts, Ordinances, Resolutions, and Regulations of the City; and adopting a Service Plan for the newly annexed property

## NOTICE OF PUBLIC HEARING

### NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS, THAT:

The City of Lampasas, Texas proposes to institute voluntary annexation proceedings to enlarge and extend the boundary limits of the City to include the following described sparsely occupied territory, to-wit:

Being 4.03 acres of land out of the James Easley Survey, Abstract No. 185, Lampasas County, Texas, and being that Tract I and Tract II described in an Independent Executor's Deed to Roy Taylor, et al, dated March 16, 2011 and recorded in Volume 477, Page 521 of the Deed Records of Lampasas County and described by metes and bounds as follows:

BEGINNING at 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east ROW of U.S. Highway 281 for the northwest corner of said Tract II and this tract;

THENCE: with the north line of this tract the following courses and distances:

1. N 68°47'02" E 103.94 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found for the northeast corner of said Tract I and the northwest corner of said Tract II,
2. N 69°00'28" E 150.96 feet to a 1/2" iron pin with no cap found for the northeast corner of said Tract I;

THENCE: S 36°25'35" E 496.73 feet to a 1/2" iron pin found for the northeast corner of that tract described in a Warranty Deed with Vendor's Lien to Andrew Garcia, Jr., et ex, dated September 17, 1991 and recorded in Volume 287, Page 295 of said deed records and being the southeast corner of said Tract I and this tract;

THENCE: with the south line of this tract the following courses and distances:

1. S 71°51'28" W 396.12 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found,
2. S 84°20'17" W 100.53 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east line of U.S. Highway 281 for the northwest corner of that tract described in a deed to Andrew Garcia Jr., et ux, dated August 13, 2001 and recorded in Volume 370, Page 310 of said deed records and being the southwest corner of said Tract II and this tract;

THENCE: 444.93 feet along a curve to the right ( $\Delta=04^{\circ}24'39''$ ,  $r=5779.65$  feet,  $lc$  bears N  $07^{\circ}16'29''$  W 444.82 feet) to the Point of Beginning.

Bearings based on Texas State Plane Coordinate System, Central Zone NAD 83(93).

A Public Hearing will be held by and before the City Council of the City of Lampasas, Texas, on November 13, 2018, beginning at 7:00 p.m., in the City Council Chambers of the City of Lampasas, Texas, located at 405 South Main Street, Lampasas, Texas 76550, for all persons interested in the above proposed voluntary annexation of the sparsely occupied area, are invited to attend and shall have the right to appear before the City Council and be heard. Of all said matters and things, all persons interested in the things and matters herein mentioned, will take notice.

AFFIDAVIT OF PUBLICATION OF NEWSPAPER  
NOTICE OF PUBLIC HEARING

THE STATE OF TEXAS           §  
  §  
COUNTY OF LAMPASAS       §

BEFORE ME, the undersigned authority, on this day personally appeared James F. Lowe, publisher of Lampasas Dispatch Record who, being by me duly sworn, upon oath deposes and says:

That the attached **NOTICE OF PUBLIC HEARING** was published in the Lampasas Dispatch, a newspaper published in the English language and of general circulation in the City of Lampasas, Texas and in the territory proposed to be annexed, which territory is described in the NOTICE OF PUBLIC HEARING, in the following newspaper's issue: November 2, 2018, and that the attached newspaper clipping is a true and correct copy of the published notice.

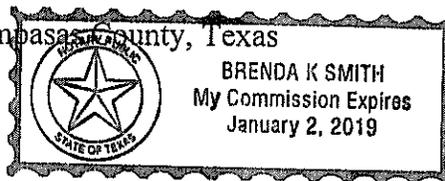
Signed: James F. Lowe

SWORN TO AND SUBSCRIBED BEFORE ME, this the 6<sup>th</sup> day of November, 2018.

Brenda K. Smith

Notary Public in and for Lampasas County, Texas

My Commission Expires: 01/02/2019



## NOTICE OF PUBLIC HEARING

### NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS, THAT:

The City of Lampasas, Texas proposes to institute voluntary annexation proceedings to enlarge and extend the boundary limits of the City to include the following described sparsely occupied territory, to-wit:

Being 4.03 acres of land out of the James Easley Survey, Abstract No. 185, Lampasas County, Texas, and being that Tract I and Tract II described in an Independent Executor's Deed to Roy Taylor, et al, dated March 16, 2011 and recorded in Volume 477, Page 521 of the Deed Records of Lampasas County and described by metes and bounds as follows:

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2. N 69°00'28" E 150.96 feet to a 1/2" iron pin with no cap found for the northeast corner of said Tract I;

THENCE: S 36°25'35" E 496.73 feet to a 1/2" iron pin found for the northeast corner of that tract described in a Warranty Deed with Vendor's Lien to Andrew Garcia, Jr., et ex, dated September 17, 1991 and recorded in Volume 287, Page 295 of said deed records and being the southeast corner of said Tract I and this tract;

THENCE: with the south line of this tract the following courses and distances:

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2. S 84°20'17" W 100.53 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east line of U.S. Highway 281 for the northwest corner of that tract described in a deed to Andrew Garcia Jr., et ux, dated August 13, 2001 and recorded in Volume 370, Page 310 of said deed records and being the southwest corner of said Tract II and this tract;

THENCE: 444.93 feet along a curve to the right ( $\Delta=04^{\circ}24'39''$ ,  $r=5779.65$  feet,  $lc$  bears N  $07^{\circ}16'29''$  W 444.82 feet) to the Point of Beginning.

Bearings based on Texas State Plane Coordinate System, Central Zone NAD 83(93).

A Public Hearing will be held by and before the City Council of the City of Lampasas, Texas, on November 26, 2018, beginning at 7:00 p.m., in the City Council Chambers of the City of Lampasas, Texas, located at 405 South Main Street, Lampasas, Texas 76550, for all persons interested in the above proposed voluntary annexation of the sparsely occupied area, are invited to attend and shall have the right to appear before the City Council and be heard. Of all said matters and things, all persons interested in the things and matters herein mentioned, will take notice.

AFFIDAVIT OF PUBLICATION OF NEWSPAPER  
NOTICE OF PUBLIC HEARING

THE STATE OF TEXAS           §  
  §  
COUNTY OF LAMPASAS       §

BEFORE ME, the undersigned authority, on this day personally appeared James F. Lowe, publisher of Lampasas Dispatch Record, who, being by me duly sworn, upon oath deposes and says:

That the attached **NOTICE OF PUBLIC HEARING** was published in the Lampasas Dispatch, a newspaper published in the English language and of general circulation in the City of Lampasas, Texas and in the territory proposed to be annexed, which territory is described in the NOTICE OF PUBLIC HEARING, in the following newspaper's issue: November 16, 2018, and that the attached newspaper clipping is a true and correct copy of the published notice.

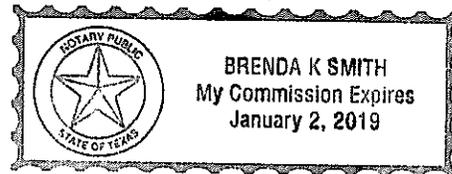
Signed: James F. Lowe

SWORN TO AND SUBSCRIBED BEFORE ME, this the 19th day of November, 2018.

Brenda K. Smith

Notary Public in and for Lampasas County, Texas

My Commission Expires: 01/02/2019



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF LAMPASAS, LAMPASAS COUNTY, TEXAS, AND EXTENDING THE MUNICIPAL CORPORATE LIMITS OF SAID CITY TO INCLUDE THE DESCRIBED PROPERTY WITHIN THE CITY'S BOUNDARY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF THE ANNEXED PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING THOSE INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF THE CITY; AND ADOPTING A SERVICE PLAN FOR THE NEWLY ANNEXED PROPERTY.**

**WHEREAS**, the City of Lampasas, Texas is a Home Rule municipal corporation that is duly organized and operating pursuant to its Home Rule Charter and the laws of Texas, and, thus, it is empowered to conduct both voluntary and unilateral annexations of territory, subject to the laws of this State; and

**WHEREAS**, on or about October 3, 2018, the owner of the Property described herein below, "Owner," voluntarily petitioned the City of Lampasas requesting that the City annex the Property possessed and controlled solely by the Owner, and upon which fewer than three qualified voters currently reside; and

**WHEREAS**, pursuant to Section 43.052 of the Local Government Code, this voluntary annexation is exempt from the requirements of inclusion in a municipal annexation plan because the property and annexation contains fewer than 100 separate tracts of land on which one or more residential dwellings are located on each tract; and

**WHEREAS**, the procedures prescribed by the Charter of the City of Lampasas, Texas, and the laws of this State have been duly followed with respect to the following described to-be annexed Property.

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

1. That the following-described Property is hereby annexed to the City of Lampasas, Lampasas County, Texas, and that the boundary limits of the City of Lampasas be and the same are hereby extended to include the described territory within the municipal corporate limits of the City of Lampasas, and the same shall hereafter be included within the territorial limits of the City, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the city of Lampasas and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.

**ANNEXED TRACT:**

Being 4.03 acres of land out of the James Easley Survey, Abstract No. 185, Lampasas County, Texas, and being that Tract I and Tract II described in an Independent Executor's Deed to Roy Taylor, et al, dated March 16, 2011 and recorded in Volume 477, Page 521 of the Deed Records of Lampasas County and described by metes and bounds as follows:

BEGINNING at 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east ROW of U.S. Highway 281 for the northwest corner of said Tract II and this tract;

THENCE: with the north line of this tract the following courses and distances:

1. N 68°47'02" E 103.94 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found for the northeast corner of said Tract I and the northwest corner of said Tract II,
2. N 69°00'28" E 150.96 feet to a 1/2" iron pin with no cap found for the northeast corner of said Tract I;

THENCE: S 36°25'35" E 496.73 feet to a 1/2" iron pin found for the northeast corner of that tract described in a Warranty Deed with Vendor's Lien to Andrew Garcia, Jr., et ex, dated September 17, 1991 and recorded in Volume 287, Page 295 of said deed records and being the southeast corner of said Tract I and this tract;

THENCE: with the south line of this tract the following courses and distances:

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THENCE: 444.93 feet along a curve to the right ( $\Delta=04^{\circ}24'39"$ ,  $r=5779.65$  feet,  $lc$  bears N  $07^{\circ}16'29"$  W 444.82 feet) to the Point of Beginning.

(the "Annexed "Property" or "Property")

2. A Service Plan for the Property is adopted and attached hereto as Exhibit A.
3. The City Secretary is hereby directed to file with the County Clerk of Lampasas, Texas, and/or any other appropriate official or agency, as required by law, a certified copy of this Ordinance.

**PASSED** by an affirmative vote of all members of the City Council on the first reading, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**PASSED** by an affirmative vote of all members of the City Council on the second reading, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

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

Exhibit A  
[Service Plan]

**CITY OF LAMPASAS  
MUNICIPAL SERVICE PLAN  
FOR VOLUNTARY ANNEXATION OF SPARSELY OCCUPIED  
4.03 ACRES OF LAND  
ADJACENT TO THE CITY'S MUNICIPAL LIMITS**

**INTRODUCTION**

The City Council of the City of Lampasas has directed that staff proceed with the voluntary annexation process of land generally comprised of the following:

Being 4.03 acres of land out of the James Easley Survey, Abstract No. 185, Lampasas County, Texas, and being that Tract I and Tract II described in an Independent Executor's Deed to Roy Taylor, et al, dated March 16, 2011 and recorded in Volume 477, Page 521 of the Deed Records of Lampasas County and which is described in metes and bounds on Exhibit "A" which is attached hereto and made a part hereof for all purposes.

The area is described as sparsely occupied area of land.

**INTENT**

It is the intent of the City of Lampasas that this Service Plan shall provide for the delivery of full available municipal services to the annexed area in accordance with State law. The failure of this plan to describe any particular service shall not be deemed to be an attempt to omit the provision of such services from the annexed areas. The delivery of municipal services may be accomplished through any means permitted by law.

**EFFECTIVE TERM**

This Service Plan shall be in effect for a ten-year period commencing on the effective date of this annexation.

**AMENDMENT OR RENEWAL**

This Service Plan may be amended as provided by Texas Local Government Code, Section 43.056. Renewal of the Service Plan shall be at the sole option of the City Council.

**SCHEDULE OF MUNICIPAL SERVICES TO BE PROVIDED:**

**FIRE**

*Existing Services:* Currently, the City of Lampasas Fire Department (with limited staff), in conjunction and under agreement with the Lampasas County Volunteer Fire Department responds to this area, due to its close proximity to the City limits.

*Services to be Provided:* The City of Lampasas Fire Department and Lampasas County Volunteer Fire Department will continue to respond to the area after annexation. The level of staff available from the City of Lampasas Fire Department will be consistent with the existing level for staffing as provided for current City residents upon the effective date of the annexation. Primary fire response will be provided by the Fire Station located at 1107 East 4<sup>th</sup> Street. Adequate fire suppression activities can be afforded to the annexed area within the current budget appropriation. Fire prevention activities will be provided by the Fire Marshal's office, as needed.

## **POLICE**

*Existing Services:* Currently, the area to be annexed is under the jurisdiction of the Lampasas County Sheriff's Department.

*Services to be Provided:* Upon annexation, the City of Lampasas Police Department will extend regular and routine patrols to the area. Law enforcement protection will be provided to this area in the same manner as it is currently provided to other similarly situated land within the corporate limits of the City. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriation.

## **EMERGENCY MEDICAL SERVICE**

*Existing:* Emergency medical services to the area to be annexed are provided through a contracted provider administered by Lampasas County.

*Services to be provided:* The City of Lampasas does not provide emergency medical services. First responders from the Lampasas Fire Department/Lampasas Volunteer Fire Department will continue to respond to medical calls and assist the Lampasas County contracted emergency medical services provider. Emergency medical services will continue to be available to the area upon annexation through the contracted provider administered by Lampasas County.

## **BUILDING INSPECTION**

*Existing Services:* Provide limited electrical and plumbing inspection services.

*Services to be Provided:* The Building and Planning Department will provide permit and inspection services upon the effective date of annexation. This includes issuing building, electrical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes which regulate building construction within the City of Lampasas.

## **PLANNING AND ZONING**

*Existing Services:* None.

*Services to be Provided:* The Building and Planning Department's responsibility for regulating development and land use through the administration of the City of Lampasas Zoning Ordinance will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of Lampasas Subdivision Ordinance.

These services can be provided within the department's current staff and appropriation plans and/or budget.

### **ENVIRONMENTAL HEALTH CODE ENFORCEMENT SERVICES**

*Existing Services:* Lampasas County currently provides all county level health regulations and services applicable to the property.

*Services to be Provided:* Enforcement of the City of Lampasas' health and sanitation ordinances and regulations, including but not limited to, weed and brush ordinances, junked and abandoned vehicles ordinances and animal control ordinances, shall begin within these areas within sixty (60) days of the effective date of the annexation. These services can be provided within the department's current staff and appropriation plans and/or budget. Lampasas County will continue to enforce all county level health regulations and services applicable to the property, after annexation, pursuant to applicable State and local laws.

### **LIBRARY**

*Existing Services:* Currently, the Public Library is open to county residents with increased user fees for services provided.

*Services to be Provided:* City resident fees will be applied for library use privileges and will be available to anyone residing in this area. These services can be provided within the department's current staff and appropriation plans and/or budget.

### **PARKS AND RECREATION**

*Existing Services:* Currently, Park and Recreation facilities are open to all area citizens. Local associations and locally sponsored recreational events receive priority use of facilities.

*Services to be Provided:* Park and Recreation facilities will be available to with no difference in services or costs provided to existing City residents, upon the effective date of annexation.

### **STREET**

*Existing Services:* The property is adjacent to and accessed by U.S. Highway 281, which is a State of Texas roadway. No other roadways abut or serve the property. The State of Texas maintains the roadway and rights of way. The adjacent roadway is already within the corporate boundaries.

*Services to be Provided:* The city does not anticipate any additional roadways will be needed now or within the future to provide services to the property. Street maintenance to the publicly owned street rights-of-way, not including state owned and maintained rights-of-way, will be provided by the City, upon the effective date of the annexation. Routine maintenance will be scheduled as part of the City's annual street maintenance program in accordance with the current policies and procedures. A monthly street maintenance fee will be applied within thirty (30) days of the effective date of annexation, the same rate structure as that of the existing City residents will be applied.

## **STORM WATER MANAGEMENT**

*Existing Services:* State of Texas Road and Drainage Maintenance; Lampasas County

*Services to be Provided:* The City of Lampasas Street Department will provide maintenance on any existing drainage system that falls under the City's responsibilities, i.e., those not maintained by the State of Texas, upon the effective date of annexation. Routine maintenance will be scheduled as part of the City's annual street maintenance program in accordance with current policies and procedures. Developer will provide storm water drainage at its own expense and the plans for same will be inspected by the City Engineers at time of completion. The City will then maintain the public drainage facilities associated with the annexed area, if any, upon approval and dedication to the City.

## **ELECTRIC SERVICE**

*Existing Services:* Currently, the City of Lampasas serves electrical power to the area to be annexed for a fee that is greater than that of the residents of the City.

*Services to be Provided:* The City of Lampasas will continue to provide electric service to the annexed area. Within thirty (30) days of the effective date of annexation, the same rate structure as similarly situated users/properties within the City limits will be applied.

## **STREET LIGHTING**

*Existing Service:* None

*Services to be Provided:* The City of Lampasas will coordinate any request for improved street lighting in accordance with standard policy and as plans, appropriations and budget allow.

## **TRAFFIC ENGINEERING**

*Existing Services:* Roadway signage as provided by the State of Texas; and Lampasas County.

*Services to be Provided:* The City's Street Department will be able to provide, after the effective date of annexation, any additional traffic control devices as may be necessary for safety and traffic control of the annexed property not including state owned and maintained roadways or rights-of-way. If necessary, the Building Official will provide all properties involved with City street designations and numeric addresses that comply with the City's street system, within 90 days of the effective date of annexation.

## **WATER SERVICE**

*Existing Services:* The City of Lampasas currently provides public water supply system to the property at an out of city rate as established by the City's fee schedule.

*Services to be Provided:* The City of Lampasas public water supply will continue to provide water service to the area in accordance with the applicable codes, fees and City policy. After

annexation, water service shall be provided in accordance with extension ordinances and City policies applicable to in-city properties. Extension of service, if any new ones are required in the future, shall comply with City codes and ordinances and State law. Within thirty (30) days of the effective date of annexation, the same rate structure as that of the similarly situated properties within the City limits will be applied.

### **SANITARY SEWER SERVICE**

*Existing Services:* The property is currently served by the City of Lampasas sanitary sewer system with fees assessed as an out of city customer based upon an adopted user fee schedule.

*Services to be Provided:* Sanitary sewer service to the area of proposed annexation will be continue to be provided in accordance with applicable City codes, fees and policies. Within thirty (30) days of the effective date of annexation, the same rate structure for similarly situated users/properties within the City limits will be applied.

### **SOLID WASTE SERVICES**

*Existing Services:* Rural service providers.

*Service to be Provided:* Solid waste collection services will be made available to the area of annexation in accordance with the City's present ordinance, fee schedule and agreement with solid waste providers as those agreements apply to the businesses and residents in the annexed area. Solid waste collection services will be administered in accordance with section 43.056 of the Texas Local Government Code.

### **MISCELLANEOUS**

All other applicable municipal services will be provided to the newly annexed area in accordance with the City of Lampasas' established policies governing extension of municipal services to newly annexed areas.

### **CAPITAL IMPROVEMENTS, AVAILABILTY AND LEVEL OF SERVICE**

The annexed area will be included with all other areas of the City for future planning for any new or expanded facilities, functions, and services to be funded by future capital improvements programs. The priorities assigned by these plans are driven by a desire to maintain an equitable level of service to all areas of the City with the same population density, land used and topography characteristics. Nothing in this plan shall require the city to provide a uniform level of municipal services to each area of the city, including the annexed area, if different characteristics of topography, land use, and population density are considered a sufficient basis for providing different levels of service.

FIELD NOTES  
JOB NO. 141029

Page 2 of 2  
Exhibit Attached

4.03 ACRES

BEING 4.03 acres of land out of the James Easley Survey, Abstract No. 185, Lampasas County, Texas, and being that Tract I & Tract II described in a Independent Executor's Deed to Roy Taylor, et al, dated March 16, 2011 and recorded in Volume 477, Page 521 of the Deed Records of Lampasas County and described by metes and bounds as follows:

BEGINNING at 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east ROW of U.S. Highway 281 for the northwest corner of said Tract II and this tract;

THENCE: with the north line of this tract the following courses and distances:

1. N 68°47'02" E 103.94 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found for the northeast corner of said Tract I and the northwest corner of said Tract II,
2. N 69°00'28" E 150.96 feet to a 1/2" iron pin with no cap found for the northeast corner of said Tract I;

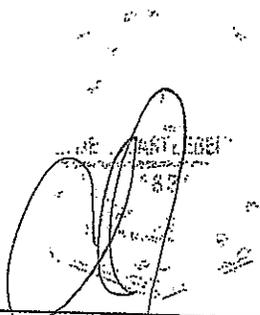
THENCE: S 36°25'35" E 496.73 feet to a 1/2" iron pin found for the northeast corner of that tract described in a Warranty Deed With Vendor's Lien to Andrew Garcia, Jr., et ex, dated September 17, 1991 and recorded in Volume 287, Page 295 of said deed records and being the southeast corner of said Tract I and this tract;

THENCE: with the south line of this tract the following courses and distances:

1. S 71°51'28" W 396.12 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found,
2. S 84°20'17" W 100.53 feet to a 1/2" iron pin with a yellow plastic cap inscribed "Maples RPLS 5043" found in the east line of U.S. Highway 281 for the northwest corner of that tract described in a deed to Andrew Garcia, Jr., et ux, dated August 13, 2001 and recorded in Volume 370, Page 310 of said deed records and being the southwest corner of said Tract II and this tract;

THENCE: 444.93 feet along a curve to the right ( $\Delta=04^{\circ}24'39''$ ,  $r=5779.65$  feet,  $lc$  bears N  $07^{\circ}16'29''$  W 444.82 feet) to the Point of Beginning.

Bearings based on Texas State Plane Coordinate System, Central Zone NAD 83(93).



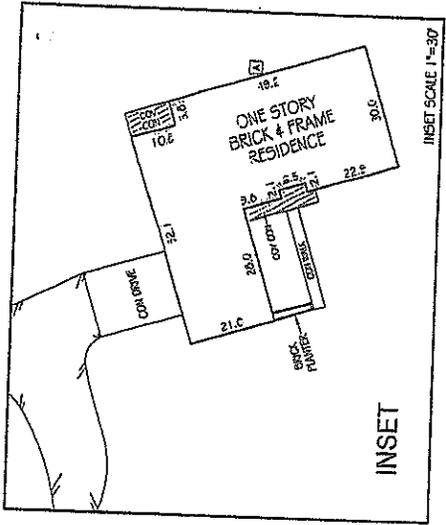
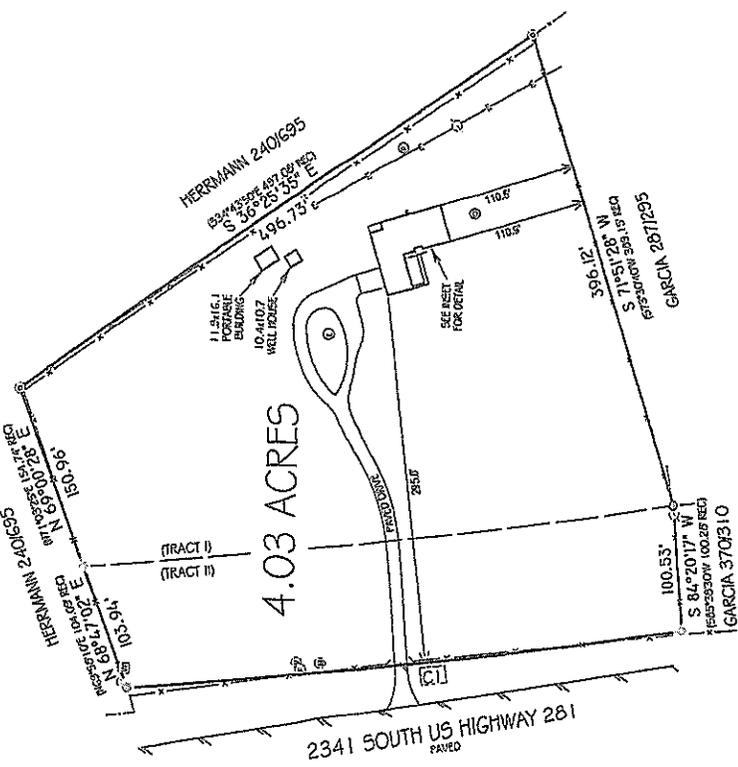
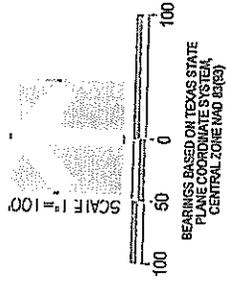
11/07/14

Clyde C. Castleberry, Jr.  
Registered Professional Land Surveyor No. 4835

Triple C Surveying Co.  
21214 FM 963  
Lampasas, Texas 76550  
www.triplecsurveying.com

# 4.03 ACRES OUT OF THE JAMES EASLEY SURVEY, ABSTRACT NO. 185, LAMPASAS COUNTY, TEXAS.

JOB NO. 141029  
 DRAWN BY: COC  
 F.C.: COOBBIS  
 PAGE 1 OF 2  
 FIELD NOTES ATTACHED



- LEGEND**
- 1/2" IRON PIN FOUND YELLOW CAP
  - ⊙ INSCRIBED MAPLES RFLS 5/8"
  - ⊙ 1 1/2" IRON PIN FOUND - NO GAP
  - ⊙ MANHOLE - SS
  - ⊙ UTILITY POLE
  - ⊙ WATER METER
  - ⊙ DIS. CONDITIONER
  - ⊙ GAS PIPE
  - ⊙ VALVE
  - ⊙ TELE FEDESTAL
  - ⊙ PROPANE TANK
  - ⊙ LIGHT POLE
  - ⊙ GAS PIPELINE MARKER
  - ⊙ FISH POLE
  - E- OVERHEAD REC LINE
  - X- WIRE FENCE

NOTE: THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT, OR OTHER INSTRUMENTS OR RESTRICTIONS NOT SHOWN HEREON MAY APPLY.

Witness my hand and seal this 7th day of November, 2014.

THIS AREA IS SHOWN TO BE IN ZONES A & X PER FEMA'S FLOOD INSURANCE RATE MAP # 09098 0225 B, DATED JANUARY 2, 1991, HOWEVER AT PRESENT TIME NO FLOOD DAMAGE OR FLOOD STUDIES HAVE BEEN PERFORMED AND THE INFORMATION IS BASED SOLELY ON SAID MAPPLAT. THE SURVEYOR DOES NOT ASSUME RESPONSIBILITY AS TO ANY INFORMATION PROVIDED BY SAID MAPPLAT. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THIS PROPERTY AND/OR STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE.

| CURVE TABLE        |           |         |        |
|--------------------|-----------|---------|--------|
| Id                 | Della     | Radius  | Chord  |
| C1                 | 04°24'39" | 5779.65 | 444.33 |
| RECORD CURVE TABLE |           |         |        |
| Id                 | Della     | Radius  | Chord  |
| C1                 |           | 5779.65 | 444.33 |

**Triple C Surveying Co.**  
 21214 FM 963 - Lampasas, Texas 76550  
 2) 845-5440 email: admin@triplecsurveying.com  
 www.triplecsurveying.com FIRM NO. 10193916

STATE OF TEXAS  
 COUNTY OF LAMPASAS  
 I, C. CASTLEBERRY, JR. FOR TRIPLE C SURVEYING CO. HAVE THIS DATE CAUSED TO BE PERFORMED AN ON-THE-GROUND SURVEY OF THE FOREGOING PLATTED TRACT OF LAND AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO UNRECORDED INTERESTS, SHORTAGES OF AREA, ENCROACHMENTS, VISIBLE UTILITY LINES OR ROADS IN PLACE AND THAT SAID PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY EXCEPT AS SHOWN HEREON.

Exhibit A

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City Manager

ITEM NO. 7.2

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

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**Subject:**

Discussion and possible action regarding a quote from Southern Star Communications, Inc., for the labor, materials and required hardware to extend the phone lines at the 1931 Roy L Thomas Building for the new City Council Chambers in the amount of \$ 3,877.29

Requested By: Monica Wright, IT Director

Submitted By: Monica Wright, IT Director

Date Submitted: January 10, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

This is a part of the Roy L Thomas Rehabilitation Project and funding will come from CO Funds (68-501-5505)

Attachments: Proposal

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**Summary Statement:**

Staff is recommending that the existing phone lines at Municipal Court be extended throughout the 1931 Roy L. Thomas building on all floors to provide phone service to the entire building and the elevator.

The vendor that staff is recommending has an ongoing maintenance contract on the phone system used by the City. This project was on the CO list therefore CO funds will be used.

**Recommendation:**

Consider a motion to approve the award of quote to Southern Star Communications, Inc in the amount of \$3,877.29.



To: City of Lampasas  
Phone: 512-556-6831  
Site:  
Lampasas, TX

Quote by: Don Lincke (512) 556-5504 Ext.1100

Date: 1/10/2019

Quote: # AAAQ1531

|    |                                   | Unit Price | Ext. Price              |
|----|-----------------------------------|------------|-------------------------|
| 15 | CAT6 Jacks-White                  | \$4.75     | \$71.25                 |
| 2  | 66M1 50 Blocks                    | \$26.25    | \$52.50                 |
| 2  | 12 Port Patch Panel               | \$55.56    | \$111.12                |
| 75 | 25 Pair Feed Cable                | \$4.65     | \$348.75                |
| 1  | 8 Port Digital Extension Card     | \$205.00   | \$205.00                |
| 1  | 4 Port CO Line Card               | \$225.00   | \$225.00                |
| 1  | Konftel Wireless Conference Phone | \$725.75   | \$725.75                |
| 2  | 24 Button 3 Line Display Phone    | \$181.46   | \$362.92                |
| 1  | Installation                      | \$1,775.00 | \$1,775.00              |
|    |                                   |            | Subtotal \$3,877.29     |
|    |                                   |            | Sales Tax \$0.00        |
|    |                                   |            | <b>Total \$3,877.29</b> |

**SYSTEM PACKAGE**

THIS BID INCLUDES LABOR, MATERIALS, AND REQUIRED HARDWARE, INSTALLED AND OPERATIONAL. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE AFTER FIFTEEN DAYS FROM THE DATE OF THIS BID.

**TERMS**

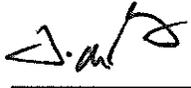
ONE-HALF DUE UPON ACCEPTANCE OF THIS PROPOSAL WITH THE REMAINDER DUE UPON CUSTOMER ACCEPTANCE OF THE WORK PERFORMED.

**WARRANTY**

ALL NEW EQUIPMENT AND LABOR ARE WARRANTED FOR ONE (1) YEAR. EQUIPMENT WARRANTY COVERS DEFECTIVE PARTS, EQUIPMENT, AND MATERIALS. LABOR WARRANTY COVERS ANY LABOR REQUIRED TO REPLACE OR CORRECT WARRANTED EQUIPMENT. ANY EXISTING CABLING, JACKS, USER ERROR, ADDS, MOVES, CHANGES, MISUSE, ABUSE, FIRE, THEFT, FLOOD, OR ACTS OF GOD ARE NOT COVERED UNDER WARRANTY. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, MERCHANTABILITY OR FITNESS OF PURPOSE.

Signature & Title of Authorized Agent  
Quote # AAAQ1531

Date

  
City Manager

ITEM NO. 7.3

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

**Subject:**

Discussion and possible action regarding the installation of a HVAC system at the Spring Street Pump Station for \$9,870.00 from Miller Service Company.

Requested By: Van Sims, Water/Wastewater Superintendent

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: January 10, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

Staff solicited quotes from five (5) HVAC companies to perform the work. Only two companies provided responsive quotes. Funding for this expenditure is allocated from the 2016 CO Bonds as part of the NIX Tank/Spring Street Pump Station project.

Attachments: Quote Documents

**Summary Statement:**

Due to the additional equipment and variable frequency drives (VFD), which were installed at the Spring Street Pump Station as part of the rehabilitation project, it was identified that the current HVAC system was not able to provide sufficient cooling for the facility. Jones-Heroy & Associates conducted an electrical load evaluation of the equipment at the pump station. Results showed stress on pump motors and VFD drives due to the heat being produced by the equipment plus ambient temperatures. Jones-Heroy provided specifications for a HVAC unit (or equivalent) to meet the needs of the facility. Staff solicited quotes from five (5) HVAC companies for this project. Only Miller Service Company and Kingsland HVAC provided responsive quotes. Miller Service Company provided a quote of \$9,870.00 for a single 6 ton 18 SEER unit. Kingsland HVAC provided quotes ranging from \$9,800.00 to \$14,300.00 based on four (4) different alternative equipment proposals. Kingsland proposals each provided for the installation of multiple units (with lower SEER ratings) versus the single unit proposed by Miller. Based on the engineers design specification, space limitations and costs of maintaining the equipment, staff recommends the proposal by Miller Service Company as the best value for the project.

**Recommendation:**

Staff recommends approval of the expenditure of \$9,870.00 to Miller Service Company for the installation of a HVAC system at the Spring Street Pump Station.

**Stephen Sewell**

---

**From:** Tim Miller <millerserviceco@sbcglobal.net>  
**Sent:** Wednesday, October 17, 2018 2:36 PM  
**To:** Stephen Sewell  
**Subject:** Estimate

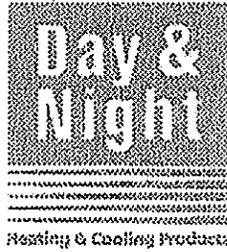
**EXTERNAL email Exercise caution when opening.**

Sixth street pump station Estimate:  
Unit model provided no longer available but Carrier makes an replacement.  
\$9,870.00

*Tim Miller- Miller's Service Co*  
405 North Key Avenue  
Lampasas, Tx 76550  
512-556-6585  
FAX 512-556-3399

RM





# Submittal Data

## Lampasas Spring Street pump Station

Location: Lampasas Texas  
Purchaser: Miller Service Company  
Date: October 15, 2018



Project: Lampasas Spring Street pump Station

| Plan-ID  | Qty | Model No     | Description            | Page |
|--|-----|--------------|------------------------|------|
| Mini Split Ductless  | 1   | DLCLRAH58AAK | Heat Pump 208/230-1 ph | 3    |
|  | 1   | DLFLFAH58XAK | Ductless Indoor Unit   | 6    |
| (1-2018) Limited Warranty Certificate for Ductless Split Units |     |              |                        | 9    |



Project: Lampasas Spring Street pump Station  
Plan-ID: Mini Split Ductless  
Model Number: DLCLRAH58AAK

Page: 3  
Quantity: 1

#### AHRI Rated Cooling Performance

AHRI Certified Reference # 201835643  
AHRI Rated Cooling Capacity 54,000 Btuh  
EER 9.80 EER  
SEER 18 SEER  
Rated Indoor Coil: DLFLFAH58XAK

#### HP Heating Performance

HP Capacity @47.0°F 60,000 Btuh  
HP Capacity @17.0°F 39,000 Btuh  
HP COP @47.0°F 3.6  
HP COP @17.0°F 2.62  
HSPF (Region IV) 10.5 HSPF

#### Electrical Data

Power Supply 208/230 Volts  
1 Phase  
60 Hertz  
Minimum Circuit Ampacity 35 Amps  
MOCP 50 Amps

#### Weight

Total Weight 225 lb

#### Field Installed Accessories



# ESTIMATE



PO Box 955  
Kingsland, TX 78639

|           |              |
|-----------|--------------|
| Date      | Estimate No. |
| 11/9/2018 | HSE1&2       |

|  |                    |  |
|--|--------------------|--|
| Name/Address   | LIC # TACLB022089C | Ship To  |
| Highland Lakes Construction<br>9740 FM 2147 #7715<br>Horseshoe Bay, TX 78657 |                    | Highland Lakes Construction<br>115 Riverside Drive East<br>Llano, TX 78643 |

| Description  | Total                          |
|--|--------------------------------|
| <p><b>HOUSE #1 - NEW CONSTRUCTION</b><br/>Kingsland ACH proposes to furnish and install (including labor) TWO (2) 2.0ton CARRIER Straight Electric Split Systems complete with digital thermostat, duct work, return air outlets, refrigeration line sets, condensation drain pan, auxiliary drain lines, ac pad, and safety float switches per one of the selected available options below:<br/>COMFORT SERIES 14Seer systems<br/>PERFORMANCE SERIES 16Seer systems</p>   | <p>12,500.00<br/>14,300.00</p> |
| <p><b>AND/OR</b></p> <p><b>HOUSE #2 - CHANGE OUT RHEEM SYSTEMS</b><br/>Kingsland ACH proposes to furnish and install (including labor) ONE (1) 2.5ton and ONE (1) 2.0ton CARRIER Straight Electric Split Systems complete with digital thermostat, and safety float switches per one of the selected available options below:<br/>COMFORT SERIES 14Seer Split Systems<br/>PERFORMANCE SERIES 16Seer Split Systems</p>  | <p>9,080.00<br/>9,800.00</p>   |
| <p>CARRIER has a ALL PARTS WARRANTY on its air conditioning unit for 10 full years and can be viewed at Carrier.com ~ KINGSLAND ACH includes 2 year LABOR ONLY WARRANTY on the installation of your new system.</p> <p>An EXTENDED LABOR WARRANTY for 2-10yrs may be purchased for an additional \$980 per system</p> <p>All prices quoted are valid for 30 days only.<br/>60% payment is required prior to services being scheduled and outstanding balance is due upon completion of installation.</p> <p>THANK YOU for allowing Kingsland ACH to be of service today!</p> |                                |

|              |                         |                      |
|--------------|-------------------------|----------------------|
| Phone #      | E-mail                  | Web Site             |
| 325-388-4776 | kingslandhvac@gmail.com | www.kingslandach.com |

As an authorized purchasing representative of the above entity listed above, my signature below is acknowledgment of my acceptance of the proposed services I have selected to be rendered.

-----  
Printed Name

-----  
Signature

## Stephen Sewell

---

**From:** JOHN CODIE STOKES <allseasons.svc@sbcglobal.net>  
**Sent:** Tuesday, October 23, 2018 11:30 PM  
**To:** Stephen Sewell  
**Subject:** Re: AC Quote

**EXTERNAL email: Exercise caution when opening.**

I am out of town for the next week so I won't be able to bid that job. Thanks for the opportunity. Keep me in mind for the next one.

Sent from my iPhone

On Oct 23, 2018, at 8:18 AM, Stephen Sewell <[ssewell@cityoflampasas.com](mailto:ssewell@cityoflampasas.com)> wrote:

John, I failed to mention quotes were due 10-22-18. Since you were not aware I will still accept your quote if you wish to submit one.

If interested, submit your quote by 10-26-18.

Respectfully,

Stephen Sewell

**From:** Stephen Sewell  
**Sent:** Friday, October 12, 2018 10:08 AM  
**To:** John Stokes <[allseasons.svc@sbcglobal.net](mailto:allseasons.svc@sbcglobal.net)>  
**Subject:** AC Quote

All Seasons Service  
1301 McLean St.  
Lampasas, TX 7655  
512-556-4000

John,

Per our engineers recommendation, please quote the attached spec or an equivalent of.

Respectfully,

*Stephen Sewell*  
*W/WW Operations*  
*100 Brown St.,*  
*Lampasas, TX 76550*  
*(512) 556-3393 (office)*  
*(512) 540-2015 (cell)*

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. This information is intended only for the use of the individual to whom this e-mail is addressed. If you are not the intended recipient, or the employee or agent responsible to the intended recipient, you should return this e-mail to the sender immediately and delete this message from your computer. You are hereby notified, if you

## Gary Cox

---

**From:** Gary Cox  
**Sent:** Tuesday, November 20, 2018 1:48 PM  
**To:** 'texairhvac@att.net'  
**Subject:** City of Lampasas - Spring Street Pump Station HVAC  
**Attachments:** 2\_Lampasa Spring St Pump Station - New HVAC Unit (002).pdf

I would like to obtain a price quote for the purchase and installation of the Carrier unit (or equivalent) as specified in the attached quote.

Professionally,

Gary Cox  
Assistant City Manager  
City of Lampasas  
312 East Third St.  
Lampasas, Texas 76550  
Office – 512-556-6831  
Fax – 512-556-8083  
Email – [gcox@cityoflampasas.com](mailto:gcox@cityoflampasas.com)

*Tex Air HVAC Inc*

*1009 McLean, Lampasas, TX 76550*

*512-556-8695*

*texairhvac@att.net*

## Gary Cox

---

**From:** Gary Cox  
**Sent:** Tuesday, November 20, 2018 1:46 PM  
**To:** ksrair1@sbcglobal.net  
**Subject:** City of Lampasas - Spring Street Pump Station HVAC  
**Attachments:** 2\_Lampasa Spring St Pump Station - New HVAC Unit (002).pdf

I would like to obtain a price quote for the purchase and installation of the Carrier unit (or equivalent) as specified in the attached quote.

Professionally,

Gary Cox  
Assistant City Manager  
City of Lampasas  
312 East Third St.  
Lampasas, Texas 76550  
Office – 512-556-6831  
Fax – 512-556-8083  
Email – [gcox@cityoflampasas.com](mailto:gcox@cityoflampasas.com)

KSR Air Conditioning and Heating

358 PR 3/20

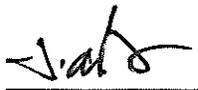
Lampasas, TX 76550

ksrair1@sbcglobal.net

512-556-4801

512-734-2653

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City Manager

ITEM NO. 7.4

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

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**Subject:**

Discussion and possible action regarding expenditures for the rehabilitation of the Spring Street Pump Station to Smith Pump Company Inc.

Requested By: Van Sims, Water/Wastewater Superintendent

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: January 10, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

In January 2018, Council approved a proposal for work to be performed by Smith Pump Company at the Spring Street Pump Station for \$28,509.00. Additional work outside of the contract for \$8,002.00 was required to complete the project. The additional expenditure is allocated from the 2016 CO Bonds as part of the NIX Tank/Spring Street Pump Station project.

Attachments: Engineers Recommendation Letter  
Invoices

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**Summary Statement:**

In January 2018, Council approved the expenditure of \$28,509.00 for work on the Spring Street Pump Station in preparation for the rehabilitation of the Nix Water Storage Tank. During the course of the project, unforeseen deficiencies were identified, which required additional work. The additional work included suction pipe modifications and coating of pump impellers. The modifications of scope of work were required to ensure the water distribution system could maintain pressures and supply water while the Nix Tank is offline. For the projects to remain on schedule and ensure the capabilities of the water distribution system, staff authorized the additional work. Based on the attached memorandum from Jones-Heroy & Associates, it is recommended the invoice in the amount of \$1,740.00 for the coating of pump impellers be approved and paid. It is recommended the invoice in the amount of \$6,262.00 for the suction pipe modification be funded, but payment held until a final performance testing report is submitted and approved.

**Recommendation:**

Staff recommends approval of the expenditure of \$8,002.00 to Smith Pump Company for the work performed at the Spring Street Pump Station.

## Becky Sims

---

**From:** Jason Jones <JasonJ@jones-heroy.com>  
**Sent:** Wednesday, January 2, 2019 2:27 PM  
**To:** Gary Cox  
**Cc:** Van Sims; Rickie Roy  
**Subject:** Smith Pump Invoices - Spring Street PS  
**Attachments:** 2017.12.06 Pump Replacement Recommendation of Award.pdf; 2018.12.20 Smith Pump Invoice Review.pdf; 2018.12.20 Smith Pump Quotes on File.pdf

### EXTERNAL email: Exercise caution when opening.

Gary,

Attached are the following items related to the work performed by Smith Pump at the Spring Street pump station:

1. JHA's December 2017 recommendation of award to Smith Pump for the proposed work, in the amount of \$28,509. The City Council approved this recommendation in January 2018 before the work began.
2. Invoices the City received from Smith Pump in December 2018 for the work performed.
3. Applicable quotes I had on file from Smith Pump, including the original \$28,509 plus additional work which was necessary to complete the project. It was my understanding that the additional work had been authorized directly by City staff during the course of the project.

Per my correspondence with Van and our discussion, I would recommend the following:

1. Issue payment of invoice numbers 060798 (\$10,418), 060800 (\$4,970), and 060799 (\$10,418), and 060801 (\$2,703) in the original amount of \$28,509.
2. Issue payment of invoice 060803 in the amount of \$1,740 for coating of the pump impellers.
3. Hold payment of invoice 060802 in the amount of \$6,262 for suction piping modification work until the final performance testing report is submitted and approved.

Please let me know if you would like any additional documentation from Jones-Heroy to authorize payment for the additional work (impeller coatings and suction piping modifications) that were necessary to complete the project. Had this been a more typical project and construction contract such as the Nix EST rehabilitation, we would have prepared a change order for the City's approval before the additional work was authorized.

Thank you,  
Jason

Jason S. Jones, P.E.  
Jones-Heroy & Associates, Inc.

2204 South Hwy 281, Suite D  
Lampasas, TX 76550  
Office: (512) 556-2300  
Mobile: (512) 694-9490  
Email: jasonj@jones-heroy.com

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

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**SUBJECT:**

**SELECT AND ANNOUNCE POSSIBLE WINNER OF WEB SITE PHOTO CONTEST ENTRY.**

REQUESTED BY: Monica Wright, Director of Information Systems

SUBMITTED BY: Monica Wright, Director of Information Systems

DATE SUBMITTED: January 2, 2019 FOR THE AGENDA OF: January 14, 2019

Expenditure Required: \$0.00

Available Funding: \$0.00

Attachments: Memo and December photo contest entries

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**SUMMARY STATEMENT:**

The contest winner, if selected, will receive a City of Lampasas insulated tumbler w/straw and posting of their photo on the website.



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**RECOMMENDATION:**

Staff would like to make the recommendation that you take into consideration the photo contest rules that state: "Any photos that tell part of the story or show the area of the city of Lampasas are eligible. Only photos taken within the city of limits of Lampasas will be considered. Buildings, landscapes, events and other City related scenes are all acceptable. Inappropriate material will be rejected. Pictures showing nudity or that are not viewable by a general audience are considered inappropriate. This is a photo contest. All images must be original photographs. The photo must have been taken by the contestant or a family member and all rights to the photo must be the property of the contestant or that family member. Digitally enhanced photos are acceptable. Any photo complying with the rules can be the monthly winner. The monthly winner is chosen by the City Council of the City of Lampasas. Winners receive a City of Lampasas insulated tumbler w/straw and posting of the photo on the City of Lampasas web site. Entries will be judged on visual

appeal, color, content, and composition. Your photo can be taken with any type of camera, but we would prefer images converted to digital format (.jpg.) One photo entry per person per month.”

## Entry 1

**Chad Williams**

[chadwilliams@mavs.uta.edu](mailto:chadwilliams@mavs.uta.edu)

“Phantasia” was taken at W.M. Brook Park in Lampasas, TX.



  
City Manager

ITEM NO. 7.6

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

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**Subject:**

A Resolution by the City Council of the City of Lampasas, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program (TxCDBG) Contract Number 7218529

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 7, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Resolution

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**Summary Statement:**

The attached Resolution is conditional for the award of the recent CDBG Award from the State. The Resolution designates authorized signatories for the City.

**Recommendation:**

Motion to approve Resolution

**RESOLUTION AUTHORIZING SIGNATORIES**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218529.

WHEREAS, the City of Lampasas, Texas has received a 2018 Texas Community Development Block Grant award to provide water improvements, and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas Department of Agriculture, and;

WHEREAS, an original signed copy of the *TxCDBG Depository/Authorized Signatories Designation Form (Form A202)* is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Lampasas, Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised *TxCDBG Depository/ Authorized Signatories Designation Form (Form A202)*.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AS FOLLOWS:

The Mayor and City Manager be authorized to execute contractual documents between the Texas Department of Agriculture and the City for the 2018 Texas Community Development Block Grant Program.

The Mayor, Mayor Pro-Tem, City Manager, Assistant City Manager, and City Secretary be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the 2018 Texas Community Development Block Grant Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS on January \_\_\_\_, 2019.

\_\_\_\_\_  
Misti Talbert, Mayor

Attest:

\_\_\_\_\_  
Christina Marez, City Secretary

### Depository/Authorized Signatories Designation Form

Grant Recipient City of Lampasas TxCDBG Contract No. 7218529

The individuals listed below are designated by resolution as authorized signatories for contractual documents.

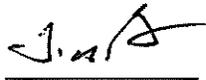
|               |                      |
|---------------|----------------------|
| MISTI TALBERT | FINLEY deGRAFFENRIED |
| (Name)        | (Name)               |
| MAYOR         | CITY MANAGER         |
| (Title)       | (Title)              |
| (Signature)   | (Signature)          |

In addition to the individuals listed above, the individuals listed below are designated by resolution as authorized signatories for the *Request for Payment Form* (Form A203)—(At least two (2) signatories required).

|                 |                        |
|-----------------|------------------------|
| T J MONROE      | GARY COX               |
| (Name)          | (Name)                 |
| MAYOR PRO-TEM   | ASSISTANT CITY MANAGER |
| (Title)         | (Title)                |
| (Signature)     | (Signature)            |
| CHRISTINA MAREZ |                        |
| (Name)          | (Name)                 |
| CITY SECRETARY  |                        |
| (Title)         | (Title)                |
| (Signature)     | (Signature)            |

**NOTE:** A copy of a Resolution passed by the city council or county commissioner’s court authorizing the signatories must be submitted along with this form. Grant Recipients are strongly encouraged to use the sample resolution provided.

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City Manager

ITEM NO. 7.7

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

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**Subject:**

A Resolution regarding compliance with State and Federal Civil Rights Acts, Codes and Certifications by the City of Lampasas related to award of CDBG Funds from the Texas Department of Agriculture.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 7, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

Attachments: Resolution

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**Summary Statement:**

The attached Resolution is conditional for the recent CDBG Award to the City. The Resolution provides grant assurances and compliance with Federal Civil Rights Acts, Codes and Certifications.

**Recommendation:**

Motion to approve Resolution

**RESOLUTION No. \_\_\_\_\_ Regarding Civil Rights****The City of Lampasas, Texas**

Whereas, the City of Lampasas, Texas, (hereinafter referred to as "City of Lampasas") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of Lampasas, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Lampasas, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Lampasas, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, the City of Lampasas, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Lampasas, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

Whereas, the City of Lampasas, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Lampasas, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively

to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the City of Lampasas, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, that the CITY OF LAMPASAS, TEXAS ADOPTS/REAFFIRMS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. Section 504 Policy and Grievance Procedures (Form A1004);
5. Limited English Proficiency Plan (Form 1010); and
6. Fair Housing Policy (Exhibit 1015)
7. Code of Conduct Policy (Sample Form Appendix C)

**Passed and approved this \_\_\_\_\_ day of January, 2019.**

\_\_\_\_\_  
Misti Talbert, Mayor  
City of Lampasas, Texas

Attest:

\_\_\_\_\_  
Christina Marez, City Secretary  
City of Lampasas, Texas

THE CITY OF LAMPASAS  
CITIZEN PARTICIPATION PLAN  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

*Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:*

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have 'meaningful access' to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents may include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see [LEP.gov](http://LEP.gov)

### COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Lampasas, 312 E. Third St., Lampasas, Texas 76550, (512) 556-6831 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City Manager, at 312 E. Third St., Lampasas, Texas 76550 or may call (512) 556-6831.
2. A copy of the complaint or grievance shall be transmitted by the City Manager to the entity that is the subject of the complaint or grievance within five (5) working days after the date of the complaint or grievance was received.
3. The City Manager shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

## TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

## PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held at or after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons

of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finley deGraffenried, City Manager

\_\_\_\_\_  
Date

**Section 3 Policy**

In accordance with 12 U.S.C. 1701u the City of Lampasas agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Lampasas, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature – Misti Talbert

**Mayor** \_\_\_\_\_  
Title Date

\_\_\_\_\_  
Signature – Finley deGraffenried

**City Manager** \_\_\_\_\_  
Title Date

**Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), the City of Lampasas hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Lampasas to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Lampasas to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Lampasas will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Lampasas, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Misti Talbert

Mayor  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Finley deGraffenried

City Manager  
\_\_\_\_\_

\_\_\_\_\_  
Date

## **Section 504 Policy Against Discrimination based on Handicap and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), the City of Lampasas (*Grant Recipient that employs fifteen or more persons*) hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Lampasas does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Lampasas's recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Lampasas shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, the City of Lampasas shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
  - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Lampasas to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
  - b. Complaints should be addressed to: the City Manager, 312 E. Third St., Lampasas, Texas 76550, (512) 556-6831, who has been designated to coordinate Section 504 compliance efforts.

- c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the City Manager. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the City Manager, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Civil Rights Officer shall maintain the files and records of the City of Lampasas relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Lampasas within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Lampasas complies with Section 504 and HUD regulations.

---

Misti Talbert, Mayor

---

Date

Attest:

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Christina Marez, City Secretary

## Limited English Proficiency Sample Plan

|   |                  |
|---|------------------|
| Name Grantee:   | City of Lampasas |
| Community Population:   | 6,871 (ACS 2017) |
| LEP population:   | 4.9% (254)       |
| Languages spoken:<br>1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or<br>2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries. | English          |

| <b>Program activities to be accessible to LEP persons:</b> |  |
|--|--|
| <input checked="" type="checkbox"/>                        | Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project – <b>Upon Request</b>       |
| <input checked="" type="checkbox"/>                        | Publications regarding TxCDBG application, grievance procedures, complaint procedures, and other vital hearings, documents, and program requirements – <b>Upon Request</b> |
| <input checked="" type="checkbox"/>                        | Other program documents: <b>As identified, requested or needed – Upon Request</b><br>_____   |

| <b>Resources available to Grant Recipient:</b> |  |
|--|--|
| <input type="checkbox"/>                       | Translation services: <u>Not required, but available upon request in Spanish – for assistance, contact Christina Marez at City Hall, (512)556-6831</u> |
| <input type="checkbox"/>                       | Interpreter services: <u>Not required, but available upon request in Spanish – for assistance, contact Christina Marez at City Hall, (512)556-6831</u> |
| <input type="checkbox"/>                       | Other resources: <u>Internet-based translation assistance</u><br>_____   |

| <b>Language Assistance to be provided:</b> |   |
|--|---|
| <input type="checkbox"/>                   | Translation (oral and/or written) of advertised notices and vital documents for: <u>Spanish language persons: Not required, but assistance available upon request by contacting Christina Marez at City Hall, (512)556-6831</u> |
| <input type="checkbox"/>                   | Referrals to community liaisons proficient in the language of LEP persons<br>_____  |
| <input type="checkbox"/>                   | Public meetings conducted in multiple languages:<br>_____   |
| <input type="checkbox"/>                   | Notices to recipients of the availability of LEP services:<br>_____   |
| <input type="checkbox"/>                   | Other services:<br>_____  |

\_\_\_\_\_  
Signature - Chief Elected Official or Civil Rights Officer

\_\_\_\_\_  
Date

## Fair Housing Policy

In accordance with the Fair Housing Act, the City of Lampasas hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. The City of Lampasas agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. The City of Lampasas agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. The City of Lampasas will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Lampasas, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Misti Talbert

**Mayor** \_\_\_\_\_  
Title

\_\_\_\_\_  
Finley deGraffenried

**City Manager** \_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CODE OF CONDUCT POLICY

As a Grant Recipient of a TxCDBG contract, the City of Lampasas shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Lampasas shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Lampasas shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Lampasas's Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

**Passed and approved this \_\_\_\_\_ day of January, 2019.**

\_\_\_\_\_  
Signature of Mayor  
City of Lampasas

Misti Talbert  
Name of Mayor

Attest:

\_\_\_\_\_  
Signature of City Manager  
City of Lampasas

Finley deGraffenried  
Name of City Manager

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**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 4, 2019 General Election

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: January 10, 2019 FOR THE AGENDA OF: January 14, 2019

**Procurement and Funding Statement:**  
\$4,849.01 Estimated cost (See Exhibit C of Attached Agreement); Budgeted Funding: \$4,000.00

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 First Baptist Church 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.

**Recommendation:**  
Motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 4, 2019 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 4, 2019 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 4, 2019** trustee election ("the election").

**I. RESPONSIBILITIES OF CONTRACTING OFFICER.** The Contracting Officer will perform the following services and furnishing 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 a 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, JBCs, and eSlates.** 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](mailto:ea@co.lampasas.tx.us)

*For the LPS Election Official:*

Christina Marez  
City Secretary  
City of Lampasas  
312 E. Third Street  
Lampasas, TX 76550  
Tel: (512) 556-6831  
Fax: (512) 556-8083  
Email: [cmarez@ci.lampasas.tx.us](mailto:cmarez@ci.lampasas.tx.us)

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Mark Bishop  
Elections Administrator  
Lampasas County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Finley deGraffenried  
City Manager  
City of Lampasas

**Exhibit A**

**May 4, 2019 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 22, 2019    | 8:00 am - 5:00 pm |
| Tuesday, April 23, 2019   | 7:00am - 7:00pm   |
| Wednesday, April 24, 2019 | 8:00am - 5:00pm   |
| Thursday, April 25, 2019  | 8:00am - 5:00pm   |
| Friday, April 26, 2019    | 8:00am - 5:00pm   |
| Monday, April 29, 2019    | 8:00am - 5:00pm   |
| Tuesday, April 30, 2019   | 7:00am - 7:00pm   |

**Exhibit B**

**May 4, 2019 LOCAL ELECTION**

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

| <b>Location</b>                  | <b>Address</b>             | <b>City/State</b>     |  |
|----------------------------------|----------------------------|-----------------------|--|
| Lamparas County Elections Office | 407 S. Pecan St, Suite 102 | Lamparas, TX<br>76550 |  |
| First Baptist Church             | 11915 E Hwy 190            | Kempner, TX<br>76539  |  |

**EXHIBIT C**

| <b>Election Cost Estimate: May 4, 2019 Election Services CONTRACT</b>   |  |             |                 |
|---|--|-------------|-----------------|
| <b>City of Lampasas (Based on two entities)</b>   |  |             |                 |
| <b>SUPPLIES and EXPENSES</b>  |  | <b>Cost</b> | <b>Entity %</b> |
| 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 (Lampasas ISD share)   |  | 1800.00     | 1800.00         |
| SHIPPING AND HANDLING BALLOT MATERIALS  |  | 86.00       | 43.00           |
| Expressvote Ballot Card Stock 1000 x .13  |  | 130.00      | 65.00           |
| <b>EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities</b>   |  |             |                 |
| <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>       | 1400.00     | 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 – First Baptist Church Kempner</i>  |  |             |                 |
| DS200 Scanner   | <i>1 unit x \$50 per day</i>                 | 50.00       | 25.00           |
| ExpressVote BMD Terminal  | <i>2 unit x \$50 per day</i>                 | 100.00      | 50.00           |
| 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           |
| <b>PAYROLL</b>  |  |             |                 |
| EARLY VOTING - Elections Office   | <i>125 hrs. x \$8.50</i>                     | 1062.50     | 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<br><i>(provisional and ballots by mail)</i>   | <i>3 workers x \$8.50 per hr x 2 hr</i>      | 51.00       | 25.50           |
| <b>SUBTOTAL</b>   |  | 7016.38     | 4408.19         |
| 10% ADMINISTRATIVE FEE  |  |             | 440.82          |
| <b>GRAND TOTAL - PAYABLE TO LAMPASAS COUNTY ELECTIONS ADMINISTRATOR</b>   |  |             | <b>4849.01</b>  |

**EXHIBIT D**

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

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

**Subject:**

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

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: January 10, 2019 FOR THE AGENDA OF: January 14, 2019

**Procurement and Funding Statement:**

Not applicable

Attachments: Joint Election Agreement Between the LISD and the City

**Summary Statement:**

The City, County, and Lampasas Independent School District (LISD) have held joint elections since 2007 as a result of Federal Law that required Schools to contract with another public entity for joint elections. This agreement is essentially the same as last year with the exception of dates. In the agreement, the City and LISD will share in the expenses of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers and other costs common to both elections.

The Lampasas County Elections Administrator has agreed to conduct the May 4, 2019 election and that agreement will provide more detail for the election services, as well as estimated costs, and will be submitted for consideration as a separate agenda item.

Council is asked to consider approval of the attached agreement with LISD to conduct a joint election with the City.

**Recommendation:**

Motion to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas and authorize the Mayor to execute the related document.

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

This Joint Election Agreement (“Agreement”) is made by and between the Lampasas Independent School District (“School District”) and the City of Lampasas (“City”). School District and City are known jointly as “Parties,” and separately as “Party.”

**WHEREAS**, the School District plans to hold a Board of Trustees Election on May 4, 2019 for the purpose of electing members of the School District’s Board of Trustees;

**WHEREAS**, the City plans to hold a City Council Election on May 4, 2019 for the purpose of electing members of the City’s Council;

**WHEREAS**, Texas Election Code, Section 271.002, authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections, in election precincts that can be served by common polling places;

**WHEREAS**, the School District and the City will hold elections on the same day; and

**WHEREAS**, the Parties to this Agreement serve voters within the same boundaries, their precincts can be served by a common polling place and it would be to the benefit of the City, the School District, and the citizens and voters thereof to hold their elections jointly (“Joint Election”).

**NOW, THEREFORE, IT IS AGREED** that mutual and sufficient consideration will be exchanged and that a Joint Election will be held by the School District and the City under the following terms and conditions:

- The School District and the City will work with the County of Lampasas, Election Administrator, to provide election services to the School District and City’s Joint Election.
- The School District and the City will share a common polling place for Early Voting and Election Day.
- The School District and the City will share, in the expense of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers, and other costs common to both elections, as set forth in more detail in separate agreements between the Parties and the County for Elections Services with Lampasas County, Texas for the May 4, 2019 Local Election.
- In connection with the performance of this Agreement, neither of the Parties will be deemed liable to third parties for any default of the other contracting Party in connection with holding the Joint Election, including the failure of a contracting Party to pay any expenses under the Agreement.

- In case any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue to be valid, and the Agreement shall be construed as if the invalid, illegal, or unenforceable provision has never been included.
- School District and City recognize that either Party may cancel its election, and in such event the Cancelling Party shall be responsible for payments of its costs incurred to date, but not for future costs after date of notice of cancellation.

In connection with this Agreement, all notices, inquiries, and communications shall be to the following persons or offices:

For the School

Benjie Tischler  
 207 W. Eighth Street  
 Lampasas, TX 76550  
 512-564-2847  
 512-556-3126 FAX  
 tischlerb@lisdtx.org

For the City

Christina Marez  
 312 East Third Street  
 Lampasas, TX 76550  
 512-556-6831  
 512-556-8083 FAX  
[christina@cityoflampasas.com](mailto:christina@cityoflampasas.com)

The undersigned are the duly authorized representatives of the Parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this Agreement.

APPROVED BY THE BOARD OF TRUSTEES OF THE LAMPASAS INDEPENDENT SCHOOL DISTRICT, TEXAS in its meeting held the \_\_\_\_ day of \_\_\_\_\_, 2019, and executed by its authorized representative.

By: \_\_\_\_\_  
 Chane Rascoe, Ed. D., Superintendent  
 Lampasas Independent School District

APPROVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS in its meeting held the \_\_\_\_ day of \_\_\_\_\_, 2019, and executed by its authorized representative.

By: \_\_\_\_\_  
 Misti Talbert, Mayor  
 City of Lampasas

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City Manager

ITEM NO. 7.10

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

**Subject:**

**Discussion and possible action regarding a quote, from John M. Warren, Inc. for sign materials**

Requested By: Carlos Garcia, Street Superintendent

Submitted By: Rickie Roy, Director of Public Works

Date Submitted: January 4, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

The procurement process was followed and three quotes have been received for the material to get the signs in place. The funding for the signs will come out of account 10-551-5285.

Attachments: Quotes

**Summary Statement:**

| <b>Quotes:</b> |                          |             |
|----------------|--------------------------|-------------|
| 1.             | John M. Warren, Inc.     | \$6,944.93  |
| 2.             | Traffic Safety Warehouse | \$7,040.00  |
| 3.             | Road Traffic Signs       | \$11,532.75 |

The Council adopted the Ordinance on November 26, 2018, that would add new signs to expanded school zones. Request for quotes on sign materials went out, and received three quotes.

**Recommendation:**

Motion to approve the purchase of the material, from John M. Warren, Inc., in the amount of \$6,944.93.

# Invoice

JOHN M. WARREN, INC.  
 P.O. BOX 7001  
 105 ITEM AVENUE  
 MOBILE, AL. 36607  
 (251) 478-3847



**Invoice Number:** 1206618-IN  
**Invoice Date:** 12/13/2018  
**Order Number:** 0077461  
**Order Date:** 11/20/2018  
**Salesperson:** 0001  
**Customer Number:** LAMPASC

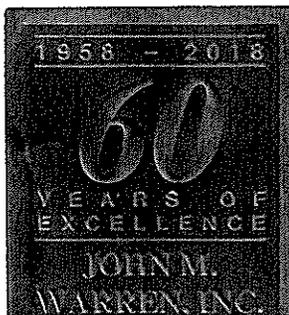
**Sold To:**  
 CITY OF LAMPASAS  
 312 EAST THIRD ST (CITY HALL)  
 LAMPASAS, TX 76550

**Ship To:**  
 CITY OF LAMPASAS  
 201 BROWN ST  
 ATTN: CARLOS  
 LAMPASAS, TX 76550

**Confirm To:**  
 CARLOS-512-734-2178 CELL

| Customer P.O.   | Ship VIA | F.O.B.  | Terms              |      |       |          |  |
|---|----------|---------|--------------------|------|-------|----------|--|
| CARLOS  |          |         | NET DUE IN 30 DAYS |      |       |          |  |
| Item Number   | Unit     | Ordered | Shipped            | B/ O | Price | Amount   |  |
| /MISC<br>24X48 SCHOOL ZONE SPEED LIMIT<br>20 MPH S5-1 W/TIME BELOW: 7:00 AM-4:30 PM                 | EACH     | 45.00   | 45.00              | 0.00 | 59.95 | 2,697.75 |  |
| /MISC<br>24X48 SCHOOL ZONE SPEED LIMIT<br>20 MPH S5-1 W/TIME BELOW: 7:00 AM-8:30 AM 2:00 PM-4:30 PM | EACH     | 20.00   | 20.00              | 0.00 | 59.95 | 1,199.00 |  |
| /MISC<br>24X30 END SCHOOL ZONE<br>S5-2  | EACH     | 20.00   | 20.00              | 0.00 | 30.95 | 619.00   |  |
| /MISC<br>24x18 CUSTOM CELL PHONE USE<br>CELL PHONE USE PROHIBITED UP TO \$200 FINE                  | EACH     | 30.00   | 30.00              | 0.00 | 20.95 | 628.50   |  |
| /MISC<br>ROUND POST BRACKET-SET<br>RPBZBB832  | EACH     | 50.00   | 50.00              | 0.00 | 6.95  | 347.50   |  |
| /MISC<br>10' ROUND POST 2 3/8   | EACH     | 25.00   | 25.00              | 0.00 | 27.65 | 691.25   |  |
| /MISC<br>ANCHOR SLEEVES FOR ROUND POST<br>RPOR2P02.LOC SW   | EACH     | 25.00   | 25.00              | 0.00 | 23.50 | 587.50   |  |

**received**  
 2/17/18



**Net Invoice:** 6,770.50  
**Less Discount:** 0.00  
**Freight:** 174.43  
**Sales Tax:** 0.00  
**Invoice Total:** 6,944.93



Shopping Cart 165 Items | \$5,400.00 Login

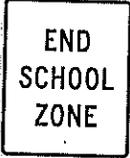
Enter keyword or item #

Home | About | My Account | Quick Order | Help - Order & Shipping | View Cart | Contact | Library | Submit PO | Request Quote

DEPARTMENTS

- Airport Products
- Barrels - Drums
- Barricades
- Bollards
- Cable Covers & Guards
- Channellizers
- Crowd Control
- Delineators
- Facility Safety
- Flags
- LED Traffic Signs & LED Signal Signs
- Lights
- Parking Blocks
- Parking Lot Products
- PPE Equipment
- Radar Speed Signs
- Road Markers
- Roll Up Signs & Stands
- Safety Accessories
- Safety Fences
- Safety Vests & Apparel
- Sandbags, Bulk Bags & More
- School Zone Safety
- Security Mirrors
- Signs, Bases, Stands
- Sign Hardware
- Sign Post Systems
- Sign Stands
- Speed Bumps and Humps
- Tapes & Rope
- Traffic Cones
- Tools
- Wheel Checks
- Work Zone Safety

Shopping Cart

| Remove                   | Qty | Description  | Total      |
|--------------------------|-----|--|------------|
| <input type="checkbox"/> | 20  |  End School Zone Sign 24" x 30" 24" x 30"<br>Item: S5-2RA17<br>Price: \$32.75                             | \$655.00   |
| <input type="checkbox"/> | 65  |  Speed Limit 20 7:30 am to 4:30 pm School Days 24" x 46" EG Sheeting<br>Item: S6-1 RA19<br>Price: \$62.00 | \$4,030.00 |
| <input type="checkbox"/> | 30  |  Cell Phone Use Prohibited Sign<br>Item: S7-1TRA<br>Price: \$23.00  | \$690.00   |
| <input type="checkbox"/> | 25  |  Pipe Post Brackets Mounts 1 Sign, 2 3/8" OD<br>Item: PPB 12<br>Price: \$9.00                           | \$225.00   |
| <input type="checkbox"/> | 25  |  Pipe Post 8" Tall Post<br>Item: PP 8<br>Price: \$32.00   | \$800.00   |

Update Cart | Empty Cart

Calculate Shipping

Subtotal: \$5,400.00

*Did not have the anchor sleeves. Estimated Shipping*

*\$640<sup>00</sup>*

If you have a Promotion Code, please enter it here: \_\_\_\_\_ Submit



CONTINUE SHOPPING

PROCEED TO SECURE CHECKOUT

COMPANY INFORMATION  
About  
Terms & Conditions  
Privacy Policy

MY ACCOUNT  
Login / Register  
View Cart

CUSTOMER SERVICE  
Help - Order & Shipping  
Returns  
Contact

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My Account (<https://www.roadtrafficsigns.com/xp/MyAccount.aspx>)

Customer Service (<https://www.roadtrafficsigns.com/RT/customer-service.aspx>)

★★★★★ (<https://www.roadtrafficsigns.com/reviews>) 4.7 stars from 13986 reviews. (<https://www.roadtrafficsigns.com/reviews>)



Search



**Chat Now!**  
Get help from a real person

**888-343-3771**  
Mon-Thu 8am - 8pm  
Fri 8am - 7pm EST

**Shopping Cart** (<https://www.roadtrafficsigns.com/xp/shoppingcart.aspx>) 5 items, \$10,501.33 (<https://www.roadtrafficsigns.com/xp/shoppingcart.aspx>)

- [Home](https://www.roadtrafficsigns.com/) (<https://www.roadtrafficsigns.com/>)
- [Custom Traffic Signs](https://www.roadtrafficsigns.com/custom-traffic-signs) (<https://www.roadtrafficsigns.com/custom-traffic-signs>)
- [Regulatory](https://www.roadtrafficsigns.com/regulatory-traffic-signs) (<https://www.roadtrafficsigns.com/regulatory-traffic-signs>)
- [Warning](https://www.roadtrafficsigns.com/road-warning-signs) (<https://www.roadtrafficsigns.com/road-warning-signs>)
- [Personalized Street Signs](https://www.roadtrafficsigns.com/personalized-street-signs) (<https://www.roadtrafficsigns.com/personalized-street-signs>)
- [STOP](https://www.roadtrafficsigns.com/stop-signs) (<https://www.roadtrafficsigns.com/stop-signs>)
- [Slow Down](https://www.roadtrafficsigns.com/slow-down-signs) (<https://www.roadtrafficsigns.com/slow-down-signs>)
- [Crossing](https://www.roadtrafficsigns.com/crossing-signs) (<https://www.roadtrafficsigns.com/crossing-signs>)
- [Construction](https://www.roadtrafficsigns.com/truck-signs) (<https://www.roadtrafficsigns.com/truck-signs>)
- [Bike](https://www.roadtrafficsigns.com/bike-signs) (<https://www.roadtrafficsigns.com/bike-signs>)

CHECK OUT WITH **PayPal**

The safer, easier way to pay

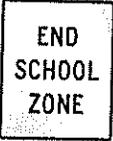
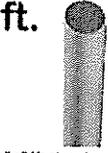
**amazon pay** >> USE YOUR AMAZON ACCOUNT

Subtotal (5 items) \$10,501.33

**Go to Checkout >**



**Shopping Cart**

| Item Description  | Unit Price  | Qty.  | Amount  |
|---|---|---|---|
|  <p><b>SCHOOL SPEED LIMIT 15 WHEN FLASHING</b></p> <p><a href="https://www.roadtrafficsigns.com/school-speed-limit-15-light-x-s5-1.png">/img/qs/school-speed-limit-15-light-x-s5-1.png</a></p> <p><a href="https://www.roadtrafficsigns.com/school-speed-limit-15-light-x-s5-1.png">Zoom</a> <a href="https://www.roadtrafficsigns.com/school-speed-limit-15-light-x-s5-1.png">/img/qs/school-speed-limit-15-light-x-s5-1.png</a></p> | <p><b>Speed Limit 15 When Flashing</b></p> <p>Size : 24" x 48" (H x W)</p> <p>Material : Fluorescent Yellow Green Diamond Grade Reflective Aluminum Sign</p> <p>Part # : X-S5-1-FL-24x48</p> <p>Price Group: FL-24x48</p> <p>Expected ship date : December 28</p> <p>Delete</p> | <p>\$122.87/Sign</p> <p>Package: 1 Sign</p>   | <p>65 Signs</p> <p>\$7,986.65</p> <p>Update</p> |
|  <p><b>END SCHOOL ZONE</b></p> <p><a href="https://www.roadtrafficsigns.com/end-school-zone-sign-x-s5-2.png">/img/qs/end-school-zone-sign-x-s5-2.png</a></p> <p><a href="https://www.roadtrafficsigns.com/end-school-zone-sign-x-s5-2.png">Zoom</a> <a href="https://www.roadtrafficsigns.com/end-school-zone-sign-x-s5-2.png">/img/qs/end-school-zone-sign-x-s5-2.png</a></p>   | <p><b>End School Zone</b></p> <p>Size : 24" x 30" (H x W)</p> <p>Material : Engineer Grade Reflective Aluminum Sign, 80 mil</p> <p>Part # : X-S5-2-EG-24x30-M1</p> <p>Price Group: EG-24x30-M1</p> <p>Expected ship date : December 28</p> <p>Delete</p>                        | <p>\$42.45/Sign</p> <p>Package: 1 Sign</p>    | <p>20 Signs</p> <p>\$849.00</p> <p>Update</p>   |
|  <p><b>Pair of Brackets &amp; Hardware</b></p> <p>Round Post Brackets</p> <p>Size : 2-3/8" diameter</p> <p>Material : Aluminum Hardware</p> <p>Part # : K-TUBE-MOUNT</p> <p>Expected ship date : December 28</p> <p>Delete</p>   | <p>\$10.95/Pair</p> <p>Package: 2 Brackets/Pair</p>   | <p>50 Pairs</p> <p>\$547.50</p> <p>Update</p> |   |
|  <p><b>8ft. Tall Rust-Proof Round Galvanized Post</b></p> <p>Sign Posts for Street &amp; Traffic Signs</p> <p>Size : 8" Tube Post, 2-3/8" dia.</p> <p>Part # : K-TUBE-8</p> <p>Expected ship date : December 27</p> <p>Delete</p>  | <p>\$27.75/Post</p> <p>Package: 1 Post</p>  | <p>25 Posts</p> <p>\$693.78</p> <p>Update</p> |   |

**Signfaces Solutions**

[/portable-traffic-control.com](https://portable-traffic-control.com)

We are proud to offer portable sign stands for zone, traffic and more!

**Changing Sidewalk Signs**

[/sidewalk-signs](https://www.roadtrafficsigns.com/sidewalk-signs)

Changing Message and Letter Kit. Available in black colors and sizes.



[/sidewalk-signs](https://www.roadtrafficsigns.com/sidewalk-signs)

Changing Message and Letter Kit. Available in black colors and sizes.

4.8 ★★★★★  
Google  
Customer Reviews

| Item Description  | Unit Price   | Qty.                  | Amount   |
|---|--------------|-----------------------|----------|
| <a href="#">Delete</a>  |              |                       |          |
| <br><a href="#">No Cell Phone Use In School Zones During The Hours Of 7:00 AM - 4:00 PM (With No Cell Phone and No Texting Symbol)</a> | \$14.15/Sign | 30<br>Signs<br>Update | \$424.50 |
| Size : 12" x 18" (H x W)<br>Material : Heavy-Duty Aluminum Sign, 63 mil<br>Part # : K-0064-AL-12x18-M1<br>Price Group: AL-12x18-M1<br>Expected ship date : December 28  |              |                       |          |
| <a href="#">Delete</a>  |              |                       |          |

Changing Sidewalk signs/portable message signs?



Changing Message and Letter Kit. Available in black colors and in size

Read I

5 Items in your cart.

Total : \$10,501.33

Continue Shopping (round-sign-posts) Estimate Shipping Cost

estimated shipping \$1,031.42

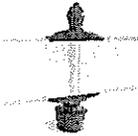
did not have anchor sleeves.

Suggested Accessories

Here are some useful accessories for your order.



[Bracket for Round Post \(round-post-bracket-street-sign/sku-k-civ-rd?sugg=cart\)](#)  
 Round Post Bracket for Street Sign  
 Part#: K-CIV-RD  
 Package : 1 Bracket  
 as low as \$11.00 /Bracket



[6 inch Nob Hill Round Post Bracket for Street Sign \(round-post-bracket-street-sign/sku-k-nob-2way?sugg=cart\)](#)  
 6" Nob Hill Round Post Bracket for Street Sign  
 Part#: K-NOB-2WAY  
 Package : 1 Assembly  
 as low as \$34.95 /Assembly



[8ft. U-Channel Sign Post Kit \(parking-signs-accessories/u-channel-sign-posts/sku-k-153-8MK?sugg=cart\)](#)  
 8' Tall Standard Baked Enamel Post (with bolts & nuts) (Parking-Signs-Accessories/U-Channel-Sign-Posts/SKU-K-153-8MK?sugg=cart)  
 U-Channel Sign Post Kit - 8' tall, Standard (2-1/4" Wide)  
 Part#: K-153-8MK  
 Package : 1 Post  
 as low as \$17.20 /Post

Customers who bought items in your cart also bought



[Bracket for Crossing Sign \(on top\) \(round-post-bracket-street-sign/sku-k-civ-crss?sugg=cart\)](#)  
 Top Crossing Street Sign Bracket  
 Part#: K-CIV-CRSS  
 Package : 1 Bracket  
 as low as \$11.00 /Bracket



[R1-1 Stop Sign \(STOP-Sign/Stop-Sign/SKU-X-R1-1.aspx?sugg=cart\)](#)  
 Official MUTCD Stop Sign  
 Part#: x-r1-1  
 Package : 1 Sign  
 as low as \$30.11 /Sign



[6 inch Bracket for Two Crossing Signs \(round-post-bracket-street-sign/sku-k-nob-4way?sugg=cart\)](#)  
 6" Nob Hill Round Post Bracket for Crossing Street Signs  
 Part#: K-NOB-4WAY  
 Package : 1 Assembly  
 as low as \$39.95 /Assembly

Contact Us (<https://www.roadtrafficsigns.com/RT/customer-service.aspx>) About Us (<https://www.roadtrafficsigns.com/aboutus.aspx>)  
 FAQs (<https://www.roadtrafficsigns.com/road-signs-faq.aspx>) Traffic Sign History (<https://www.roadtrafficsigns.com/articles>)  
 Free Traffic Signs (<https://www.roadtrafficsigns.com/free-traffic-signs>) Free Quizzes (<https://www.roadtrafficsigns.com/driving-quiz>)  
 Terms (<https://www.roadtrafficsigns.com/xp/terms.aspx>) Privacy (<https://www.roadtrafficsigns.com/xp/privacy.aspx>) Reviews (<https://www.roadtrafficsigns.com/reviews>)  
 Products (<https://www.roadtrafficsigns.com/road-signs-products.aspx>) Videos (<https://www.roadtrafficsigns.com/road-traffic-signs-videos>)

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<https://www.bbb.org/new-york-city/business-reviews/signs-smartsign-in-brooklyn-ny-102622/#bbbonlineclick>

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City Manager

ITEM NO. 7.11

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

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**Subject:**

Discussion and possible action concerning a request to repair the motor in Engine One in an amount not to exceed \$17,000.00.

Requested By: Reece Oestreich, Fire Chief

Submitted By: Reece Oestreich, Fire Chief

Date Submitted: January 10, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

This is not a budgeted item as this is an unforeseen repair cost.

Attachments:

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**Summary Statement:**

With the recent development of an engine oil leak it has been determined by a service technician that the oil leak is from a failure of a component inside the motor allowing pressure to enter the blow by filter and causing oil to leak from the top of the motor. We are unable to determine an exact cost until the motor is taken a part. Using the invoice in the amount of \$10,968.18 from a previous repair we are increasing the estimated cost to reflect inflation for parts and labor in the amount of \$5,000, estimating the repair cost at \$15, 968.18.

**Recommendation:**

Consider a motion to repair Engine One in an amount not to exceed \$17,000.00

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

**Subject:**

Acknowledgement of receipt of the Certificate of City Secretary certifying the review and findings of the Petition for a Local Option Election for the Legal Sale of All Alcoholic Beverages including Mixed Beverages that was submitted on Wednesday, December 12, 2018

Requested By: Christina Marez, City Secretary

Submitted By: Christina Marez, City Secretary

Date Submitted: January 10, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

Not Applicable

Attachments: Certificate of City Secretary

**Summary Statement:**

On October 15, 2018, I issued a Petition for a Local Option Election for the legal sale of all alcoholic beverages including mixed beverages. The total number of signatures of valid signatures required for the Petition to be sufficient is 457.

On December 12, 2018, the Petition was returned to my office by Steve Hudson. I began the process to review and verify the signatures as qualified City voters. The petition contained 640 signatures. Attached is my certificate that certifies that the number of qualified voters totaled 548, therefore, the Petition is sufficient to cause a Local Option Election. Signatures that were considered invalid were due to omitting the required date of signature, not a registered City voter, a voter outside the City, or signed the Petition more than once.

On January 28, 2019, I will present to Council for consideration an Ordinance to call a Special Local Option Election to be held at the next uniform election date which is May 4, 2019.

**Recommendation:**

Acknowledgement and acceptance of the Certificate of City Secretary certifying the review and findings of the Petition for a Local Option Election for the Legal Sale of All Alcoholic Beverages including Mixed Beverages to be sufficient to cause a Local Option Election

CERTIFICATE OF CITY SECRETARY

I, Christina Marez, City Secretary for the City of Lampasas, Texas, hereby certify that I have reviewed the Petition For Local Option Election For the Legal Sale of All Alcoholic Beverages Including Mixed Beverages, submitted to this Office on Wednesday, December 12, 2018, and certify the findings as follows:

|  |     |
|--|-----|
| Number of signatures required:           | 457 |
| Number of signatures of qualified voters | 548 |

The number of signatures of qualified voters required for this petition to be sufficient is 457. I hereby certify that the Petition as submitted is *sufficient* to cause the City Council of the City of Lampasas to order a Local Option Election For the Legal Sale of All Alcoholic Beverages Including Mixed Beverages to be held on Saturday, May 4, 2019 for the purpose of submitting to the legally qualified voters of the City of Lampasas the determination of whether or not the City should permit the Legal Sale of All Alcoholic Beverages Including Mixed Beverages.

Dated this 9th day of January, 2019

City of Lampasas, Texas

  
\_\_\_\_\_  
Christina Marez, City Secretary

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

**Subject:**

Discussion and possible action regarding the award of quote for the roof replacement of 500 E. 8<sup>th</sup> and 901 S. Liveoak Buildings (Senior Citizens Community Center and Head Start Daycare)

Requested By: Christina Marez, City Secretary

Submitted By: Christina Marez, City Secretary

Date Submitted: January 11, 2019

For the Agenda of: January 14, 2019

**Procurement and Funding Statement:**

After submittal to the City’s insurance carrier, Texas Municipal League (TML), the City has received \$9,330.77 as the initial cash value payment. After completion of the roof replacement, the City should receive a supplemental payment of \$5,533.00, for a total payment of \$14,863.77. The City is responsible for \$7,255.00 of repair costs.

Attachments: Quotes from Clark Roofing & Construction; WM Roofing, and Curtis Durham Construction; Email from HCCAA Director

**Summary Statement:**

After report of damage to the roof at the 500 E. 8<sup>th</sup> and 901 S. Liveoak Buildings (Senior Citizens Community Center and Head Start Daycare), City Staff has solicited three quotes for replacement of the roof of both buildings. The quotes received were from:

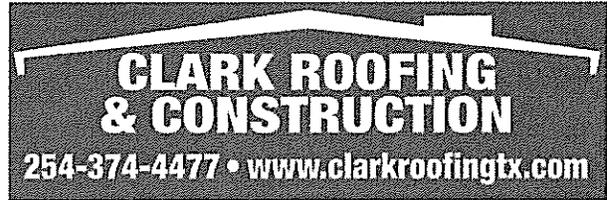
|                              |             |
|------------------------------|-------------|
| Clark Roofing & Construction | \$22,118.77 |
| WM Roofing                   | \$26,719.49 |
| Curtis Durham Construction   | \$23,985.00 |

Note: These buildings are leased to the Hill Country Community Action Association (HCCAA) and they have committed to participate in one half of the costs not covered by the City’s insurance. Attached is an email from Kim Daniel, HCCAA Director, noting their commitment.

**Recommendation:**

Award the quote from Clark Roofing & Construction for the roof replacement of 500 E. 8<sup>th</sup> and 901 S. Liveoak Buildings (Senior Citizens Community Center and Head Start Daycare) in the amount of \$22,118.77.

# ESTIMATE



**Project Name:** Head Start  
Customer Name: 500 E 8th & 901 S Live Oak Buildings  
500 E 8th St Lampasas TX 76550

Estimate Prepared By: Joseph Hardy  
Phone # - (512) 734-0651  
Email - joseph@clarkroofingtx.com  
4529 Lake Shore Dr, Waco TX 76710

Date: 12/27/2018

## Description

Tamko Elite Glass-Seal Shingles (Color: Rustic Hickory)

Remove & Dispose 3-Tab Shingles

Synthetic Underlayment GY

Tamko Cool Ridge Vent

Tamko Elite Glass-Seal Hip and Ridge

2x2" Painted Eave Drip Edge (Brown)

Tamko 10" Starter Shingle

1-1/4" Coil Nails

MS300 Ice & Water Shield GY

2x2" Painted Rake Drip Edge (Brown)

1-3" Plumbing Boot (Metal Base)

1" Plastic Cap Nails

4x4" J Flashing

Mule Hide Sealant

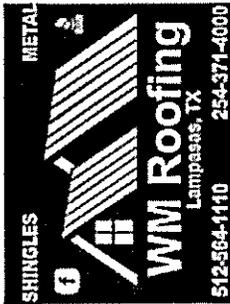
Turbine Vent

Roof Stack Vent

4-5" Plumbing Boot (Metal Base)

Spray Paint

**Total: \$22,118.77**



Local Guys You Can Trust!

Bill To:  
**Senior Center & Head start - City of Lampasas**  
 901 South Live Oak Street  
 Lampasas, TX 76550

Invoice Date      Invoice  
 December 21, 2018      198  
 Due Date      Sales Rep  
 Upon Receipt      Krystal

**Contract**

| Description  | Amount      |
|--|-------------|
| Removal of Existing shingles w/haul off/dump fee   | \$4,233.36  |
| Install synthetic underlayment                     | \$2,403.12  |
| Install 124sq w/ waste Owens Corning Supreme 3 tab | \$16,864.00 |
| R&R 19 lead pipe jack flashing                     | \$516.99    |
| R&R 1 turbine                                      | \$91.92     |
| R&R 160' Ridge Vents                               | \$984.00    |
| R&R 1-4" & 1- 5" gas top                           | \$57.64     |
| R&R 36' Valley Metal                               | \$129.96    |
| R&R 622' Edge Metal painted                        | \$1,088.50  |
| Other materials needed for installation            | \$650.00    |
| City discount                                      | (\$300.00)  |

Total Contract: **\$26,719.49**

Remit Payment to:

**WM Roofing**  
 514 Redbud Dr.  
 Copperas Cove, TX 76522  
 (512) 564-1110

Invoiced Total: **\$26,719.49**  
 Payments/Credits: **\$0.00**  
 Balance Due: **\$26,719.49**

465805

**Invoice**

|                                 |  |                  |  |
|---------------------------------|--|------------------|--|
| SOLD TO <i>City of Yacopura</i> |  | SHIP TO          |  |
| ADDRESS                         |  | ADDRESS          |  |
| CITY, STATE, ZIP                |  | CITY, STATE, ZIP |  |

|                    |         |       |        |      |
|--------------------|---------|-------|--------|------|
| CUSTOMER ORDER NO. | SOLD BY | TERMS | F.O.B. | DATE |
|--------------------|---------|-------|--------|------|

| ORDERED | SHIPPED | DESCRIPTION                                   | PRICE | UNIT | AMOUNT           |
|---------|---------|---|-------|------|------------------|
|         |         | <i>remove 2 Reglance 101 sq of 3/4" total</i> |       |      |                  |
|         |         | <i>single barrier Ceiling Panel</i>           |       |      | <i>19,695 00</i> |
|         |         | <i>remove 2 Reglance 22 sq of 3/4" total</i>  |       |      |                  |
|         |         | <i>single Head Start Bar</i>                  |       |      | <i>4,290 00</i>  |
|         |         | <i>Custom Order Construction</i>              |       |      |                  |
|         |         | <i>512-734-174</i>                            |       |      | <i>23,985 00</i> |

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03-16

## Christina Marez

---

**From:** Kim Daniel <kdaniel@hccaa.com>  
**Sent:** Thursday, January 10, 2019 10:55 AM  
**To:** Christina Marez  
**Subject:** 508 E. 8th St. and 901 S. Liveoak

**EXTERNAL email: Exercise caution when opening.**

Christina,

Thank you for giving us an update on the status of the roof at the Head Start center and the Sr Center. We certainly want to do our part and help with any cost incurred by the City of Lampasas for the replacement of the roofs. We are willing to pay for ½ of the cost.

Sincerely,

Kim Daniel, Director  
HCCAA Head Start  
P.O. Box 846  
2905 West Wallace  
San Saba, TX 76877  
Office: 325/372-5167 ext. 242  
FAX: 325/372-6128

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MISC.

Chris Felan  
Vice President  
Rates & Regulatory Affairs

December 19, 2018

City Official

Re: Rider GCR - Rate Filing under Docket No. 10170

Enclosed is Atmos Energy Corp., Mid-Tex Division's Statement of Rider GCR applicable for the January 2019 billing periods. This Statement details the gas cost component of the residential, commercial, and industrial sales rates for customers within your city. This filing is for informative purposes only and no action is required on your city's part.

Should you have any questions, please let me know.

Sincerely,



Attachment



Chris Felan  
Vice President  
Rates & Regulatory Affairs

December 19, 2018

To the Honorable Mayor and City Manager

Re: *Atmos Energy Corporation's Notice of Intent to Reduce Gas Utility Rates within the Incorporated Areas of the Mid-Tex Division*

Dear Mayor and City Manager:

As you are aware, the Federal Tax Cuts and Jobs Act of 2017 ("the Act") was passed effective January 1, 2018, which lowered the federal corporate tax rate to 21% from 35%. Atmos Energy is committed to ensuring that its customers receive the benefits of this reduction in the federal corporate tax rate.

Effective April 1, 2018, Atmos Energy Corp.'s Mid-Tex Division (the "Mid-Tex Division") implemented new tariffs that reduced the then-current base rates and interim rate adjustments charged to customers to reflect the change in the federal corporate tax rate to 21% from 35%. Pursuant to Section 104.111 of the Gas Utility Regulatory Act ("GURA"), the Mid-Tex Division submits this filing to provide customers with a refund that captures the change in the corporate tax rate. The refund is calculated based on charges to customers for gas service provided between January 1, 2018 through March 31, 2018, the time during which the Mid-Tex Division's rates reflected a corporate tax rate of 35% instead of 21%.

The total amount of the refund for customers within the cities of the Mid-Tex Division with whom this filing is being made is \$1,644,578, as shown in Exhibit A. Exhibit A demonstrates that this refund will be allocated back to Mid-Tex Division ATM coalition customers by class. The Mid-Tex Division will issue refunds to affected customers in the form of a one-time monthly bill credit no later than the first billing cycle of February 2019.

A revised Rider SUR – Surcharges tariff is attached as Exhibit B and sets forth the one-time refund applicable to the customer classes served within the Mid-Tex Division ATM coalition.

**Atmos Energy- Mid Tex Division  
Tax Cuts and Jobs Act ("TCJA") Impact Summary  
January 1, 2018 - March 31, 2018**

| <b>Summary of Approved Credit Amounts</b> |                                     |                                   |                       |
|---|-------------------------------------|-----------------------------------|-----------------------|
| Customer Class                            | Customer Counts <sup>1</sup><br>(a) | Credit Amount - \$<br>(b) = (c/a) | Total Credited<br>(c) |
| Residential                               | 267,896                             | \$ (4.88)                         | \$ (1,308,012)        |
| Commercial                                | 20,769                              | \$ (15.23)                        | \$ (316,240)          |
| Industrial                                | 16                                  | \$ (131.68)                       | \$ (2,107)            |
| Transport                                 | 86                                  | \$ (211.84)                       | \$ (18,218)           |
| <b>Total</b>                              |                                     |                                   | <b>(1,644,578)</b>    |

1. Reflects actual customer counts in October 2018.

**MID-TEX DIVISION  
ATMOS ENERGY CORPORATION**

|                        |                                      |              |
|------------------------|--------------------------------------|--------------|
| <b>RIDER:</b>          | <b>SUR – SURCHARGES</b>              |              |
| <b>APPLICABLE TO:</b>  | Entire Division                      |              |
| <b>EFFECTIVE DATE:</b> | Bills Rendered on or after 2/01/2019 | <b>PAGE:</b> |

**Cities with Rate Effective on or after 2/01/2019 (Continued)**

|                   |                |                      |
|-------------------|----------------|----------------------|
| CARBON            | FRANKLIN       | JEWETT               |
| CASHION COMMUNITY | FRANKSTON      | JOSEPHINE            |
| CEDAR PARK        | FREDERICKSBURG | JOSHUA               |
| CHANDLER          | GATESVILLE     | KERENS               |
| CHICO             | GEORGETOWN     | KNOLLWOOD            |
| CHILDRESS         | GLEN ROSE      | KNOX CITY            |
| CHILLICOTHE       | GLENN HEIGHTS  | KOSSE                |
| CLIFTON           | GODLEY         | KURTEN               |
| COCKRELL HILL     | GOLDTHWAITE    | LACY-LAKEVIEW        |
| COLEMAN           | GOODLOW        | LADONIA              |
| COLLINSVILLE      | GORDON         | LAKE DALLAS          |
| COMMERCE          | GOREE          | LAKEPORT             |
| COMO              | GORMAN         | LAMPASAS             |
| COOPER            | GRANBURY       | LANCASTER            |
| COPPER CANYON     | GRANDVIEW      | LAVON                |
| COPPERAS COVE     | GRANGER        | LAWN                 |
| CORSICANA         | GREENVILLE     | LEANDER              |
| COVINGTON         | GROESBECK      | LEONA                |
| COYOTE FLATS      | GUSTINE        | LEONARD              |
| CRAWFORD          | HAMLIN         | LEXINGTON            |
| CROSS ROADS       | HAMILTON       | LINDSAY              |
| CUMBY             | HAWLEY         | LIPAN                |
| DAWSON            | HEARNE         | LITTLE RIVER ACADEMY |
| DECATUR           | HEATH          | LLANO                |
| DELEON            | HEBRON         | LOMETA               |
| DEPORT            | HENRIETTA      | LONE OAK             |
| DETROIT           | HICKORY CREEK  | LONGVIEW             |
| DODD CITY         | HICO           | LORAIN               |
| DOUBLE OAK        | HILLSBORO      | LOTT                 |
| DUBLIN            | HOLLAND        | LUEDERS              |
| EARLY             | HOLLIDAY       | MABANK               |
| ECTOR             | HOWE           | MALONE               |
| EDOM              | HUBBARD        | MANOR                |
| ELECTRA           | HUTCHINS       | MARBLE FALLS         |
| EMHOUSE           | HUTTO          | MARLIN               |
| EUSTACE           | IMPACT         | MART                 |
| EVANT             | IREDELL        | MAYPEARL             |
| FAIRFIELD         | ITALY          | MCGREGOR             |
| FERRIS            | ITASCA         | MCLENDON-CHISHOLM    |

**NOTICE OF APPLICATION**  
**FILED WITH THE PUBLIC UTILITY COMMISSION OF TEXAS**

December 21, 2018



Notice to all entities listed in the Commission's Transmission Matrix in Docket No. 47777:

On November 30, 2018, Oncor Electric Delivery Company LLC ("Oncor"), Sharyland Distribution & Transmission Services, L.L.C. ("SDTS"), Sharyland Utilities, L.P. ("Sharyland"), and Sempra Energy ("Sempra") (collectively, "Joint Applicants") filed a Joint Report and Application for Regulatory Approvals ("Joint Application") with the Public Utility Commission of Texas ("PUC" or "Commission"), copies of which are kept at Oncor's office at 1616 Woodall Rodgers Freeway, Suite 6000, Dallas, TX 75202. The Joint Application requests Commission approval of three transactions (the "Proposed Transactions"), as described below, that will result in SDTS becoming an indirect wholly owned subsidiary of Oncor that will own transmission and distribution assets held today by Sharyland and SDTS in central, north, and west Texas, and Sharyland will remain a utility in south Texas, with Sempra owning a 50 percent indirect interest in Sharyland. First, Sharyland will transfer its assets in north Texas, along with associated assets, liabilities, and working capital, to SDTS. In return, Sharyland will receive all of SDTS's assets located in south Texas. In connection with this asset exchange, Sharyland's equity interest in SDTS will be cancelled, and the certificates of convenience and necessity of Sharyland and SDTS will be amended to authorize the "North Texas Utility" (referring to the post-closing assets to be owned by SDTS) and the "South Texas Utility" (referring to the post-closing assets to be owned by Sharyland) to own, operate, and maintain their respective post-exchange assets. Second, Oncor will acquire InfraREIT, Inc. ("InfraREIT") and InfraREIT Partners, LP and, as a result, will own and operate all of SDTS's post-transaction assets. Finally, Sempra will purchase a 50-percent indirect limited partnership interest in a newly formed Delaware limited partnership expected to be named Sharyland Holdings, LP, which will own a 100-percent interest in Sharyland. The Joint Applicants also request Commission approval of certain regulatory terms listed in Exhibit A to the Joint Application, some of which are regulatory conditions to closing.

The Joint Application does not seek Commission approval of a modification to Oncor's rates. Oncor is requesting a Commission finding, however, that Oncor may consolidate the North Texas Utility's wholesale transmission rates with Oncor's rates as part of Oncor's next base-rate case. Oncor also requests Commission approval to establish a regulatory asset to track any make-whole payments or other expenses that may be required to extinguish, transfer, or restructure the debt of InfraREIT and its subsidiaries under the Proposed Transactions, so that Oncor may seek recovery of that regulatory asset in its next base-rate case. The Joint Applicants also seek Commission approval to split the current Sharyland wholesale transmission service tariff into two separate tariffs—one for the North Texas Utility and one for the South Texas Utility—which rates, when taken together, would be equal to Sharyland's rate in effect at the time the Proposed Transactions close.

Any person wishing to intervene in this proceeding must file a written request with the Public Utility Commission of Texas, 1701 North Congress Avenue, P.O. Box 13326, Austin, TX 78711-3326, no later than January 4, 2019. This case has been assigned PUCT Docket No. 48929. Further information may also be obtained by calling the Public Utility Commission at (512) 936-7136 or (888) 782-8477. Hearing- and speech- impaired with text telephones (TTY) may contact the Commission at (512) 936-7136.

Sincerely,

Oncor Electric Delivery Company LLC

Matthew C. Henry  
Senior Vice President, General Counsel,  
and Secretary  
Oncor Electric Delivery Company LLC  
1616 Woodall Rodgers Freeway  
Dallas, Texas 75202  
214.486.7726  
matt.henry@oncor.com

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214.999.7735 (fax)  
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Sharyland Distribution & Transmission Services L.L.C.

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rhmos@winstead.com



NOTICE OF RATE CHANGE REQUEST

On December 6, 2018, Rayburn Country Electric Cooperative, Inc. (Rayburn) filed its Application For Interim Update of Wholesale Transmission Rates Pursuant To Texas Administrative Code (TAC) § 25.192(h)(1). Rayburn's Application seeks an interim adjustment to the previously approved transmission cost of service and wholesale transmission rate due to transmission investment in excess of the level currently authorized in rates. If approved, the total rate base interim increase will be \$30,182,867 with a total annual revenue requirement interim increase of \$4,855,668, and an interim wholesale transmission rate of \$0.1322157 per kilowatt. The proposed interim revenue requirement increase represents a 120.2% increase in Rayburn's wholesale transmission revenue requirement. Rayburn has requested that the proposed transmission rate be implemented as soon as possible.

Because the Application requests a revision to Rayburn's wholesale transmission rate to reflect changes in its invested capital, affected customers include all distribution service providers who pay wholesale transmission charges pursuant to 16 TAC § 25.192.

A complete copy of Rayburn's Application is available for inspection at Rayburn's offices, 950 Sids Road, Rockwall, Texas 75087.

Persons who wish to intervene in or comment upon these proceedings should notify the Public Utility Commission of Texas as soon as possible, as an intervention deadline will be imposed. A request to intervene or for further information should be made to the Public Utility Commission of Texas, P.O. Box 13326, Austin, Texas 78711-3326 and reference Docket No. 48952. Further information may also be obtained by calling the Public Utility Commission at (512) 936-7120 or (888) 782-8477. Hearing- and speech-impaired individuals with text telephones (TTY) may contact the commission at (512) 936-7136. In accordance with 16 TAC § 25.192(h)(4)(A), **Rayburn has requested an intervention deadline in this case of December 28, 2018, or the first business day following 21 days after service of this notice.**

Rayburn Country Electric Cooperative, Inc.

**VIA FIRST CLASS MAIL**

December 31, 2018

Dear Honorable Mayor and City Manager:

Altice USA, Inc. ("Altice USA" or "the Company") hereby notifies your office that effective February 1, 2019, there will be changes to the programming lineup and some monthly service fees and surcharges for certain new and existing residential customers. The programming changes are being made to enhance the content available to Suddenlink customers, and the pricing changes are being made to align customer rates, but more directly reflect the rising cost of programming and our significant investment in our network. Suddenlink pricing is competitive when compared with other providers, and the Company continues to offer a wide array of products to meet all consumer needs.

To limit the impact of the revised pricing, some customers who are impacted by several of these changes will see a special credit on their bill to cap their increase at a lower rate.

Music Choice: Effective 1/1/19, the Music Choice suite of audio channels (850-899) will no longer be available to residential and commercial customers. We are upgrading our music service to Stingray, which will offer our customers an enhanced musical experience. We intend to launch this service by the time our contract with Music Choice concludes, resulting in minimal disruption to our customers.

Limited Basic Tier: Customers currently pay a monthly rate between \$12.31 and \$39.24 for Limited Basic. To align limited basic tier rates, customers will now pay \$34.99, resulting in a savings for select customers.

Expanded Basic Tier: Customers currently pay a monthly rate between \$20.50 and \$55.65 for Expanded Basic. To align limited basic tier rates, customers will now pay \$50.00, resulting in a savings for select customers.

Set-Top Box: Residential customers currently pay \$10.00 per month to receive a set top box. This rate will increase to \$11.00 a month.

Broadcast Surcharge: Limited Basic and above customers currently pay a \$10.00 monthly "Broadcast Station Surcharge" to partially offset the high costs that broadcasters charge Suddenlink to carry their programming. This rate will increase to \$11.00.

Customers are being notified at least 30 days in advance of the total increase in their bill through bill messages or inserts. In addition, current rate information is available on our website at [www.suddenlink.net](http://www.suddenlink.net).

Should you have any questions, please do not hesitate to contact me at 929-418-4041 or by email at [Michael.Magdelinskas@AlticeUSA.com](mailto:Michael.Magdelinskas@AlticeUSA.com).

Sincerely,

Michael Magdelinskas  
Director, Government and Business Affairs



[Michael.Magdelinskas@AlticeUSA.com](mailto:Michael.Magdelinskas@AlticeUSA.com)