

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, September 27, 2021  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, September 27, 2021 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

**JOINT WORKSHOP SESSION WITH AIRPORT ADVISORY BOARD**

1. Call to order Joint Workshop Session
2. Discussion regarding Airport Projects, available funding, and timeline. *(pgs. 5-8)*
3. Adjourn Joint Session and convene Regular Workshop Session

**WORKSHOP SESSION**

4. Call to order Workshop Session
5. Discussion and updates related to COVID-19 Pandemic. *(pgs. 9-10)*
6. Discussion regarding Night Skies Initiative. *(pgs. 11-12)*
7. Discussion regarding the request of use of Guthrie Funds for Imagination Library Program. *(pgs. 13-14)*
8. Discussion regarding any item on the regular agenda
9. Adjourn Workshop Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Fire Prevention Week *(pgs. 15-16)*
  - Service Recognition
    - Thomas Kelley- Electric Department- 5 years
    - Garrett Bradley- Police Department- 5 years
    - Vicki Tower- Parks Secretary/HR Coordinator- 5 years
    - Tania Baines- Library- 5 years

- Achievement Recognition- Stephen Sewell

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

	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on September 13, 2021	17-26

	CONSENT AGENDA	PAGES
3.1	Discussion and possible action concerning the second reading of an Ordinance regarding the approval of the Public Safety Quarantine Leave Policy as mandated by H.B. No. 2073.	27-32
3.2	Discussion and possible action concerning the second reading of an Ordinance regarding the approval of the Mental Health Leave for Peace Officer Policy as legislated by the State of Texas, S.B 1359.	33-40
3.3	Discussion and possible action regarding the second reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 (a) No Parking Zones, to include in Section 78-219 (a) no parking on both sides of South Highway 183 from south of U.S. East 190 A/K/A Central Texas Expressway and E.E. Ohnmeiss Drive to the southernmost corporate city limits.	41-44
3.4	Discussion and possible action regarding the second reading of an Ordinance amending electric rates.	45-48

	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Economic Development Monthly Report</li> <li>2. Fire Department Monthly Report</li> <li>3. Parks and Recreation Monthly Report</li> <li>4. Information Systems Monthly Report</li> <li>5. Library Monthly Report</li> <li>6. Golf Course Monthly Report</li> <li>7. Municipal Court Monthly Report</li> <li>8. City Secretary Monthly Report</li> <li>9. Utility Billing and Collections Monthly Report</li> <li>10. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>11. Police Department Monthly Report</li> <li>12. Building Official Monthly Report</li> </ol>	49-74

	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> <li>• EDC Meeting</li> <li>• Code Update Meeting</li> <li>• 281 South</li> <li>• Comp Plan</li> <li>• Substation</li> </ul>	75-76

	<ul style="list-style-type: none"> <li>• Sulphur Creek</li> <li>• Vaccines</li> <li>• Staff</li> </ul>	
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding Resolution in support of Night Skies Initiative.	77-78
7.2	Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2021 and ending on September 30, 2022; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date.	79-82
7.3	Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2021 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2021 and ending September 30, 2022; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt for the City of Lampasas; and establishing an effective date.	83-86
7.4	Discussion and possible action regarding ratifying the Property Tax Revenue increase reflected in the Fiscal Year 2021-2022 Budget.	87-88
7.5	Discussion and possible action request of use of Guthrie Funds for Imagination Library Program.	89-90
7.6	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1,286.00 for advertising expenses related to the Hunters Tourism Promotion from dove season through bow and rifle season September 2021 - January 2022, and event expenses for the Hunters Welcome event on November 5, 2021.	91-98
7.7	Discussion and possible action to consider declaring a 2003 Ford Expedition as surplus and allow staff to dispose of as State Law allows.	99-104

Adjourn into Executive Session

**EXECUTIVE SESSION**

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

Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities

Adjourn Executive Session and reconvene Regular Session

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

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 23 day of September 2021 at 2:45p

  
Becky Sims, City Secretary



City Manager

ITEM NO. JOINT WS

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

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**Subject:**

Discussion with Airport Advisory Board and TxDOT Aviation Staff regarding Airport Projects, available funding, and timelines.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: September 21, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments: Email and Capital Project Exhibits

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**Summary Statement:**

As a result of on-going conversation with members of the Airport Advisory Board, the Mayor, and consistent with Objective 6.3, Lampasas Comprehensive Plan, Staff has asked the Airport Advisory Board and TxDOT Aviation staff to meet with Council to discuss future needs and projects at the Airport.

**Recommendation:**

Discussion Only

## Finley deGraffenried

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**From:** Ben Breck <Ben.Breck@txdot.gov>  
**Sent:** Tuesday, September 21, 2021 10:51 AM  
**To:** Finley deGraffenried  
**Cc:** Chris Eicher; Vicki Tower; Jessie Acosta  
**Subject:** RE: Project list development  
**Attachments:** 2025.pdf; 2026.pdf

**Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.**

Finley,

I can attend the board meeting, just let me know the location. You have 3 years of NPE (19-21) \$450,000. Right now you have a couple of draft projects, nothing official in the CIP. I've attached those. That would be a good discussion during the meeting.

Thanks

Ben

**From:** Finley deGraffenried <finley@cityoflampasas.com>  
**Sent:** Tuesday, September 21, 2021 9:46 AM  
**To:** Ben Breck <Ben.Breck@txdot.gov>  
**Cc:** Chris Eicher <ceicher@cityoflampasas.com>; Vicki Tower <vtower@cityoflampasas.com>; Jessie Acosta <jacosta@cityoflampasas.com>  
**Subject:** RE: Project list development

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ben,

We will be holding a joint Airport Advisory Board/City Council meeting next Monday at 5:30 p.m. Is it possible to get the latest non-entitlement funding balance and the listing of capital projects on file with TxDOT? You would also be welcome to attend if available.

Thanks,

Finley

**From:** Ben Breck <Ben.Breck@txdot.gov>  
**Sent:** Wednesday, August 18, 2021 12:54 PM  
**To:** Finley deGraffenried <finley@cityoflampasas.com>  
**Subject:** RE: Project list development

**AVIATION CAPITAL IMPROVEMENT PROGRAM**

Locations, Projects, and Costs

Texas Department of Transportation -- Aviation Division  
**September 21, 2021**

**FEDERAL & STATE FY 2023**

Federal FY 2023 (October 2022 - September 2023)/State FY 2023 (September 2022 - August 2023)

City & Airport

Project Status & Description

Project Costs

	Project Status: 2025-0001	Project Costs			
		Total	Federal	State	Local
LAMPASAS	DRAFT				
LAMPASAS	Construct hangars	666,666	599,999	0	66,667
<b>Project Totals:</b>		<b>\$ 666,666</b>	<b>\$ 599,999</b>	<b>\$ 0</b>	<b>\$ 66,667</b>

**AVIATION CAPITAL IMPROVEMENT PROGRAM**

Texas Department of Transportation -- Aviation Division

Locations, Projects, and Costs

**September 21, 2021**

**FEDERAL & STATE FY 2026**

Federal FY 2026 (October 2025 - September 2026)/State FY 2026 (September 2025 - August 2026)

City & Airport	Project Status & Description	Project Status: 2026-0001	Project Costs		
			Total	Federal	State Local
LAMPASAS		DRAFT	733,070	659,763	0 73,307
LAMPASAS	Expand hangar apron (11,278 sq)				
Project Totals:			\$ 733,070	\$ 659,763	\$ 0 \$ 73,307

  
City Manager

ITEM NO. WORKSHOP-5

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

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**Subject:**

Discussion and updates regarding COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: September 17, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item is placed on the Workshop Agenda to provide updates and discussion regarding reporting for COVID-19.

**Recommendation:**

Discussion, updates and direction from Council

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**City Manager**ITEM NO. WORKSHOP-6

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

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**Subject:**

Discussion regarding Night Skies Initiative

Requested By: Mike Watson

Submitted By: Mike Watson

Date Submitted: September 21, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

Mr. Watson spoke about the Night Skies Initiative during citizen comments at the September 13, 2021 City Council Meeting. This agenda item provides an opportunity for Mr. Watson to present more information regarding this initiative along with a member from the Hill Country Alliance to suggest ways the City can support this initiative to preserve the Night Skies. There is a corresponding action item on the regular agenda should Council move to support various efforts in form of a Resolution.

**Recommendation:**

Discussion Only

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**City Manager**ITEM NO. WORKSHOP-7

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

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**Subject:**

Discussion and presentation regarding use of Guthrie Funds for Dolly Parton's Imagination Library.

Requested By: Guthrie Committee

Submitted By: Shanda Subia, Library Director

Date Submitted: September 22, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

We are requesting \$28,000 of \$91,895.04 available in the Guthrie Fund.

Attachments: None

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**Summary Statement:**

Dr. Chane Rascoe, Lampasas ISD Superintendent, has been a great advocate for Dolly Parton's Imagination Library (DPIL) since we first told him about it. He will speak to the benefits and importance of such a program for our local children.

Since becoming an affiliate of the Dolly Parton's Imagination Library (DPIL) approximately six weeks ago, we have had almost 450 children signed up to receive a free book every month, up until their fifth birthday. This is more than twice what we expected to have signed up after one year, and this is thanks to Dr. Rascoe. He has really helped us get the word out about the program.

The memorial donation we received for this program will fund 500 children for about two years. However, we will likely exceed 500 children very soon, so we would like to request some of the funds from the Guthrie account be used to support this program. Tracy Guthrie would wholeheartedly support this program, so we believe that using some of these funds for this would be very fitting.

**Recommendation:**

Discussion only

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**A PROCLAMATION TO DESIGNATE THE WEEK OF  
OCTOBER 3 -9, 2021 AS “FIRE PREVENTION WEEK”**

**WHEREAS**, the City of Lampasas and the Lampasas Fire Department are committed to ensuring the safety and security of all Lampasas citizens; and

**WHEREAS**, home fires are a serious public safety concern with more than 380,000 residential fires reported annually killing more than 2,500 people in the United States; and

**WHEREAS**, working smoke alarms cut the risk of dying in a home fire in half; and

**WHEREAS**, the City of Lampasas is dedicated to reducing the occurrence of home fires and home fire injuries through prevention, and interactive presentations to elementary school students throughout the Lampasas Independent School District; and

**WHEREAS**, the Lampasas Fire Department urges all citizens to be aware of the dangers of home fires and encourages all citizens to take protective and preventative measures in their homes including the use of working smoke and carbon monoxide detectors and the planning and practice of a home escape plan.

**NOW, THEREFORE**, I, T.J. Monroe, Mayor of the City of Lampasas, Texas, on behalf of the Lampasas City Council, proclaim the week of October 3-9, 2021, as **“Fire Prevention Week”**

**IN WITNESS WHEREOF**, I have herewith set my hand and caused the Great Seal of the City of Lampasas, Texas to be affixed.

BY MY HAND, this 27<sup>th</sup> day of September, 2021.

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T.J. Monroe, Mayor

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, September 13, 2021  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

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

**Council Members Present:**

Herb Pearce  
Randy Clark (*arrived at 5:37 pm*)  
Bob Goodart  
Chuck Williamson  
Cathy Kuehne

**City Staff Present:**

Finley deGraffenried, City Manager  
Yvonne Moreno, Finance Director  
Becky Sims, City Secretary  
Jeffry Smith, Fire Chief  
Monica Wright, IT Director  
Sammy Bailey, Police Chief  
Jody Cummings, Assistant Police Chief

**Council Members Absent:**

Zachary Morris

**WORKSHOP SESSION**

1. Call to order Workshop Session

Mayor Monroe called the Workshop Session to order at 5:30 p.m.

*Without objection item #2 was moved to after item #5*

3. Discussion and updates related to COVID-19 Pandemic.

Chief Smith provided the following updates:

- State of Texas Active Cases- 303,932
- Total hospitalized in the State of Texas- 13,065
- Total hospitalized in Trauma Service Area L-138
  - 47- ICU
  - 12- Pediatric patients
- Lampasas County Total Cases- 381

4. Discussion and updates regarding Advisory Board Annual Renewals/Vacancies:

Becky Sims, City Secretary advised of the following:

- 33 board terms expiring September 30, 2021
- 22 renewals of the 33 have been received.
- 13 newly interested citizens or current board members interested in volunteering on an additional board.
- Of the 66 total board members, 31 have terms greater than 6 years.

Appointments and reappointments will be presented to Council over the next few weeks.

5. Discussion regarding Highway 281 South Improvement and Widening Project including access options for the Hostess House.

Finley deGraffenried, City Manager presented an overview of the widening project provided by TxDOT with the proposed access points to the Hancock Springs Park, Pool and Hostess House.

- TxDOT has held three (3) Public Hearings relating to this project.
- Project scope begins at the Burnet County Line and ends at Key Avenue.
- 15-million-dollar project; to be completed 2024.
- Modifications will be made to 281 access points from CR 1002, Lampasas High School and the Woodland Acres Subdivision.
- Improved access to 281 from Naruna will provide a wider road and turn lanes going North & South.
- Proposed access from 281 to Hostess House is a result of the signalized intersection being moved more North and slightly to the East, the intent is to allow traffic to move more freely and to minimize back up on narrow bridge. The narrow bridge will be more of a Business 281 vs. Highway 281 and traffic will be directed accordingly.
- Sidewalk improvements will be included in project.
- The proposed access points to Hancock Springs Park, Pool and Hostess House were created with minimum disruption to the park, parking lot and to minimize loss of trees.
  - Proposed access #1- removal of 5 trees
  - Proposed access #2- wider access which will require the removal of 9 trees to preserve park area.
  - Proposed access #3- wider access which will require the removal of 14 trees to preserve park area
- Modifications will also be made to the Key/190/183 intersection with striping, signage and right of way.

#### Council discussion

- Utilization of Hancock Park by citizens
- TxDOT Right of Way
- Funding Responsibility for New Access Road to Hostess House Area
- Removal/Replacement of poles on Naruna Road

#### 2. Presentation by Vision Lampasas for new mural design.



Dianna Hodges, Vision Lampasas advised the purpose of the mural is to advertise and promote the eclipse that will happen in 2024. Vision is excited to promote and has been designing t-shirts, posters and will order eclipse glasses for the event. The mural will have Cowboy Slim leaning on the World's Largest Spur with his shades on watching the eclipse. The moon will be moveable and will be moved each year as it gets closer to the sun. Vision is excited about this mural and ready to start painting. The business owner of Luck Key Mart agrees with the placement of the mural.

6. Discussion regarding any item on the regular agenda

There was no discussion

7. Adjourn Workshop Session

Council member Pearce moved to adjourn workshop, Mayor Pro Tem Williamson seconded the motion and with a unanimous vote, the motion carried. (Morris absent)

Without objection Council went directly into Regular Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

A. Call to Order

Mayor Monroe called the Regular Session to order at 6:05 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

- Library Card Sign Up Month

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

Mike Watson presented a Night Skies Initiative to Council; which included an informational packet on how to preserve Night Skies; and how Communities can help with this initiative. Lampasas County Commissioners Court has formally acknowledged and support efforts to preserve Night Skies via Proclamation. City Council will place Night Skies Initiative on the next City Council Workshop agenda to discuss.

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

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Special Meeting held on August 16, 2021.

Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting held on August 23, 2021
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Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Morris absent)

2.3	Discussion and possible action concerning approval of minutes of the Regular Meeting held on September 7, 2021
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Mayor Pro-Tem Williamson moved to approve the minutes as presented, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from August 1, 2021- August 31, 2021
3.2	Discussion and possible action regarding the July 2021 Investment Report.

Council member Kuehne moved to approve the consent agenda as presented, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

4.0	BOARDS/DEPARTMENT REPORTS
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5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

**ACM** Staff have notified previous candidates of the City's intention to re-open, for applications, the position of Assistant City Manager. Staff will begin advertising on the Texas Municipal League website on or before September 15, 2021. Current candidates will be included for consideration unless they notify the City otherwise.

**AFNA** Staff and City consulting engineers participated in a productive meeting with staff and engineers from Ajinomoto Foods North America on August 26<sup>th</sup> to discuss upgrades and design criteria for the pre-treatment plant. Topics included sizing, location and effectiveness of proposed on-site interceptors; operational changes which should provide decreases in hydraulic volume and loading; ongoing testing and data collection; and effectiveness and sizing of proposed DAF/SAF systems. Based on initial investigation and design, the proposed technology does appear to accomplish all loading goals with added benefit of reduced costs and reduced solids handling. Next steps include analyzing additional data; conducting pilot testing; and preparing new site layouts.

**East Third** Shirley reports that bids are scheduled to be opened on the East Third Street rehabilitation October 12<sup>th</sup>. The project includes approximately 1100 linear feet of roadway improvement including base and HMAC paving, as well as, specified curb, gutter and access improvements. The project also includes upgrades to drainage and corners of the intersection of Third and Western. The contracted time for completion from Notice to Proceed is 120 days.

Trash	Council may have experienced, or heard of, disruptions in trash service over the past several months. The contracted solid waste hauler has always recovered residential and commercial accounts within 24 hours, however; the disruption does cause an inconvenience and hardship to our residents and businesses. In on-going discussion with the contractor they have committed to one additional truck for residential and commercial service, however; they have also indicated supply chain disruptions and labor shortages have prevented the implementation until now. Staff will monitor the situation for improvement over the next two weeks, and we remain ready to take additional action and provide formal notification if the disruptions continue.
Fort Hood	A couple of quick items from Ft. Hood and the Heart of Texas Defense Alliance. The Base Renaming Commission is now accepting public comments on renaming installations including Fort Hood. Staff has attached information and press release on the same. Additionally, staff has included September Fast Facts from Fort Hood including the demographics, deployments and impacts of personnel to the Central Texas region.
Sales Tax	Sales Tax receipts remain strong for the City as noted in the attached report. September receipts, based on July sales, indicate a \$30,999.81 increase in tax from September 2020, or a 16.12% increase. Year to date comparison, October to September, indicate a \$348,001.51 increase in receipts, or a 21.76% improvement.
LEDC	The Lampasas Economic Development Corporation is scheduled to close on the infrastructure note in the amount of \$1,500,000.00 on September 13 <sup>th</sup> . Funds will be combined with other restricted funds of the Corporation, for the construction of water, wastewater, roads and drainage improvements in the LEDC Business Park. The timing of construction will be dependent on additional design of a bid alternate, which would include an additional 1100 feet of roadway to the east. Improvements should be able to support shovel ready sites over approximately 35 acres.
Building Codes	As referenced in a previous report, staff is investigating updates to the current Building Codes in an effort to maintain ISO ratings, and comply with possible future requirements from other jurisdictions. To that end, a meeting has been scheduled, targeting the trades, developers and real estate agents/brokers, to receive input on upgrading building, plumbing and electric codes to 2021 versions as amended locally. The meeting is being promoted as a Town Hall format to encourage public and trade participation and is scheduled September 16 <sup>th</sup> at 5:30 p.m. at the Hostess House.
Fund 40 Projects	As discussed with Council during the budget process, staff has requested a proposal for complete design and construction specifications for the Hostess House for consideration on September 27. Mr. Naylor has been briefed on the timing of structural work (FY 2022) and renovation (Q1 2023), with the understanding of total design work completed in FY 2022. Staff is also reviewing design documents and contract from SPA Skateparks (design build contractor), which should also be ready for Council consideration on the 27 <sup>th</sup> . Staff has obtained base pricing and design for the pavilion, and depending on input from stakeholders, should be able to bring the construction contract to Council for consideration at the same meeting. Some exciting improvements to our parks and facilities are on the horizon.

Eclipse A community meeting for the 2024 Eclipse was held on August 25<sup>th</sup> with good attendance by County officials, State TDEM representatives, first responders, community members, and City officials. The broad discussion included roles and responsibilities of local jurisdictions as well as opportunities for community groups to provide entertainment, education and commercial activities. As communicated, the City’s role will be primarily focused on public safety, traffic and utilities. Based on other previous events, and the length of totality in Lampasas County, the City could see close to 100,000 individuals pass through or stay in Lampasas.

Airport Staff has had initial discussion regarding a joint Council, Airport Advisory Board meeting, hopefully after meeting with the designated TxDOT Aviation planner. Exchanges with the Airport Board are infrequent, and staff would like the opportunity to discuss future needs and opportunities with both parties particularly in light of non-entitlement funds available. Pending communication with TxDOT, staff would like to prepare for a workshop item with the Airport Board on September 27, subject to Council input and direction.

5.2	MAYOR’S COMMENTS
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Mayor Monroe commented on the 911 Memorial Event that took place at the Courtyard Square. It was well organized and she and Mayor Pro Tem Williamson both enjoyed working with the City of Kempner, City of Lometa and Lampasas County. She wanted to give a shout out to the Police Department, Fire Department, Street Department & Parks Department for making this event a huge success.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and possible action regarding the approval of the mural design on the building at Key and East 4 <sup>th</sup> Street.
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Council member Kuehne moved to approve the mural design on the Luck Key Mart building located on the corner of 4<sup>th</sup> & Key Avenue; the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

7.2	Discuss and consider the selection of winner of website photo entry contest
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Council member Kuehne moved to approve photo # 3 “God Bless America”, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

7.3	Discussion and possible action concerning the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2021 and ending on September 30, 2022; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date.
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Council member Clark moved to approve the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2021 and ending on September 30, 2022, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote the motion carried (Morris absent)

Role Call Vote

Council Member Clark Aye  
Council Member Goodart- Aye  
Mayor Pro Tem Williamson- Aye  
Mayor Monroe- Aye  
Council Member Pearce- Aye  
Council Member Kuehne- Aye  
Council member Morris- absent

7.4	Discussion and possible action concerning the first reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2021 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2021 and ending September 30, 2022; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt for the City of Lampasas; and establishing an effective date.
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Mayor Pro Tem Williamson moved to approve the first reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2021 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2021 and ending September 30, 2022, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

Roll Call Vote

Mayor Pro Tem Williamson- Aye  
Mayor Monroe- Aye  
Council Member Pearce- Aye  
Council Member Kuehne- Aye  
Council Member Clark Aye  
Council Member Goodart- Aye  
Council member Morris- absent

7.5	Discussion and possible action regarding ratifying the property tax revenue increase reflected in the Fiscal Year 2021-2022 Budget.
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Mayor Pro Tem Williamson motioned to approve the ratification of the property tax revenue increase reflected in the Fiscal Year 2021-2022 Budget, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

Roll Call Vote

Council Member Pearce- Aye  
Council Member Kuehne- Aye  
Council Member Clark Aye  
Council Member Goodart- Aye  
Mayor Pro Tem Williamson- Aye  
Mayor Monroe- Aye  
Council member Morris- absent

7.6	Discussion and possible action to consider the approval of the Public Safety Quarantine Leave Policy as mandated by H.B. No. 273.
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Council member Kuehne moved to approve the Public Safety Quarantine Leave Policy to be included in the City of Lampasas Personnel Policy as mandated by H.B. 2073, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

*Citizen took the opportunity to comment on Policy and was addressed by Staff and Council during this agenda item.*

7.7	Discussion and possible action to consider the approval of the Mental Health Leave for Peace Officer Policy as legislated by the State of Texas.
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Council member Kuehne moved to approve the Mental Health Leave for Peace Officer Policy to be included in the City of Lampasas Personnel Policy as legislated by the State of Texas, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

*Citizen took the opportunity to comment on Policy and was addressed by Staff and Council during this agenda item.*

7.8	Discussion and possible action regarding Chapter 78, Traffic and Vehicles, Section 78-219 (a) No Parking Zones, to include in Section 78-219 (a) no parking on both sides of South Highway 183 from south of U.S. East 190 A/K/A Central Texas Expressway and E.E. Ohnmeiss Drive to the southernmost corporate city limits.
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Mayor Pro Tem Williamson moved to approve the first reading of an Ordinance regarding Chapter 78, Traffic and Vehicles, Section 78-219 (a) No Parking Zones, to include in Section 78-219 (a) no parking on both sides of South Highway 183 from south of U.S. East 190 A/K/A Central Texas Expressway and E.E. Ohnmeiss Drive to the southernmost corporate city limits, the motion was seconded by Council member Pearce and with unanimous vote, the motion carried. (Morris absent)

7.9	Discussion and possible action regarding the approval of cart trail paving at Hancock Park Golf Course in an amount not to exceed \$17,546.00
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Mayor Pro Tem Williamson moved to approve cart trail paving by All Star Paving at Hancock Park Golf Course in an amount not to exceed \$17,546.00, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Morris absent)

7.10	Discussion and possible action regarding the first reading of an Ordinance amending electric rates.
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Council member Clark moved to approve the first reading of an Ordinance amending electric rates, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

*Citizen took the opportunity to comment on Ordinance and was addressed by Staff and Council during this agenda item.*

Adjourn into Executive Session

Council member Clark moved to adjourn into Executive Session at 6:59 p.m., Council member Pearce seconded the motion and with a unanimous vote, the motion carried. (Morris absent)

**EXECUTIVE SESSION**

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

Section 551.072 (deliberations about real property) - Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.

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 and reconvene Regular Session

Council reconvened into Regular Session at 7:42 p.m.

**REGULAR SESSION**

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

Mayor Pro Tem Williamson moved to authorize the City Manager and City Attorney to negotiate and finalize conveyance of property to the City under terms discussed in Executive Session, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Morris absent)

Adjourn

Council member Clark moved to adjourn the meeting at 7:43 p.m., the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Morris absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
TJ Monroe, Mayor

ATTEST:

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

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City Manager

ITEM NO. 3.1

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

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance to consider the approval of the Public Safety Quarantine Leave Policy as mandated by H.B. No. 2073. To be included in the City of Lampasas Personnel Policy

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: August 19, 2021

For the agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments: Public Safety Quarantine Leave Policy, Copy of H.B. No. 2073

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to approve the Public Safety Quarantine policy as submitted for inclusion with the City Personnel Policies.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS AMENDING ORDINANCE NO. 1162, AS SUBSEQUENTLY AMENDED, WHICH ADOPTED THE CITY OF LAMPASAS PERSONNEL POLICIES MANUAL; RELATED TO EMPLOYEE BENEFITS; ADDING A PUBLIC SAFETY QUARANTINE LEAVE POLICY AS MANDATED BY THE STATE LEGISLATURE; REPEALING CONFLICTING ORDINANCES, RESOLUTIONS AND POLICIES; INCLUDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the authority granted to it by State law and its Home Rule Charter, the City Council, acting in the best interest of the City, has determined that an amendment to the City’s Personnel Policies Manual should be made, as policies related to the provision of benefits to employees of the City to include a Public Safety Quarantine Leave Policy, as mandated by the Texas Legislature; and

**WHEREAS**, the City Council of Lampasas, Texas strives to safeguard the health, safety and general welfare of all of its employees; and

**WHEREAS**, the City Council of Lampasas, acting in accordance with its mandate, has developed the required Public Safety Quarantine Leave Policy, as set forth herein below; and

**WHEREAS**, the City Council of the Lampasas, Texas finds that in the best interest of the City to follow the provisions as prescribed by the Texas Legislature, in House Bill No 2073, to be codified in State Law in Chapter 180, Section 3, Subsection 180.008 of the Local Government Code, a policy entitled “Paid Quarantine Leave for Fire Fighters, Peace Officers, Detention Officers, and Emergency Medical Technicians,” to be called locally the “Public Safety Quarantine Leave Policy.”

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

**SECTION 1:** The City of Lampasas Personnel Policies Manual, Chapter\_\_\_ Section\_\_\_, is hereby amended to include the Public Safety Quarantine Leave Policy to read as follows:

**City of Lampasas**

**Public Safety Quarantine Leave Policy**

**Statement of Purpose/Applicability**

The City of Lampasas believes that each employee is valued for their individual skills, talents and contributions to the success of our resilient city. When it comes to health, we already empower our

employees with a comprehensive set of benefits designed to protect their physical and emotional well-being. The City of Lampasas continues to support a healthy and safe work environment for all employees.

Pursuant to Texas Local Government Code Section 180.008, the City of Lampasas hereby adopts this paid quarantine leave policy (the Public Safety Quarantine Leave Policy) for Fire Fighters, Peace Officers, Detention Officers, and Emergency Medical Technicians, who are employed by, appointed by, or elected to the City and who are ordered to quarantine or isolate due to a possible or known exposure to a communicable disease which occurred while the individual was on duty for the City.

Ref. Tex. Loc. Gov't Code 180.008 and H.B. No. 2073

### **Definitions**

(1) "Detention Officer" means an individual who is appointed or employed by a political subdivision as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county or municipal jail.

(2) "Emergency Medical Technician" means an individual who is (A) certified as an Emergency Medical Technician under Chapter 773, Health and Safety Code; and (B) employed by the City, which is a political subdivision.

(3) "Fire Fighter" means a paid employee of a municipal fire department or emergency services district who: (A) holds a position that requires substantial knowledge of firefighting; (B) has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code; and (C) performs a function listed in Section 143.003(4) (A), which include, (i) fire suppression; (ii) fire prevention; (iii) fire training; (iv) fire safety education; (v) fire maintenance; (vi) \*fire communications; (vii) fire medical emergency technology; (viii) fire photography; (ix) fire administration; or (x) fire arson investigation; and (D) the term "fire fighter" does not apply to a secretary, clerk, budget analyst, custodial engineer, or other administrative employee.

\*Fire Communications are conducted by the Lampasas Police Department Communications Division for the City of Lampasas and, on some occasions, by some county dispatch calls; therefore, the Lampasas Police Department Communications Division of the City and the County dispatchers who relay the City Fire Department's fire dispatch information are considered eligible for Public Safety Quarantine Leave.

(4) “Peace Officer” means an individual described in Article 2.12, Code of Criminal Procedures, who is elected for, employed by, or appointed to their position by the City as a political subdivision.

(5) “Health Authority” has the meaning assigned by Section 121.021, Health and Safety Code. Specifically, a City health authority is a physician appointed under the provisions of Section 121.021 to administer state and local laws relating to public health within the City’s municipal jurisdiction.

(6) “Paid Quarantine Leave” means: (1) a period of time during which a municipal firefighter, peace officer, detention officer, emergency medical technician, who is employed by, appointed by or elected for the City is ordered by the City Manager, their Director, Designee, or the City’s health authority to isolate and stay away from their work position with the City due to their possible or known exposure to a communicable disease, while on duty for the City, and (2) for the duration of the quarantine period the quarantined public safety personnel shall continue to receive all of their standard employment benefits and compensation, including leave accrual, pension benefits, and health plan benefits provided by the City; and (3) if applicable, for which the quarantined public safety personnel will be entitled to reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation costs.

## **Policy**

Any Fire Fighter, Peace Officer, Detention Officer, or Emergency Medical Technician employed by the City who knows or has reason to suspect that s/he was or may have been exposed to a communicable disease while on duty for the City has a duty to notify their Director and the City Manager of the possible exposure, by text or email (i.e., in writing/not in person), upon learning of the potential exposure. Upon notifying the City Manager or their Director of the potential or known exposure in writing, the individual should voluntarily remain at a distance from fellow employees until s/he obtains directions from the City Manager or their Department Director concerning what actions to take with regard to the exposure.

Upon receipt of notice of a possible exposure to a communicable disease, the City shall place on paid quarantine leave any Fire Fighter, Peace Officer, Detention Officer, or Emergency Medical Technician employed by the City and the City Manager and/or their Department Director, Department Director Designee, or Health Authority shall order that known or potentially exposed individual to quarantine or isolate due to a possible or known exposure to a communicable disease which occurred while on duty for the City.

Applicable employees placed on paid quarantine leave shall be provided with all employment benefits and compensation, including; leave accrual, pension benefits, health plan benefits and if applicable, reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation costs.

The City may not reduce a Fire Fighter’s, Peace Officer’s, Detention Officer’s, or Emergency Medical Technician’s sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with quarantine leave required by this Policy.

H.B. No. 2073 was effective June 15, 2021; therefore this policy is effective June 15, 2021.

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

**SECTION 3:** All ordinances or parts of ordinances policies or programs that are in conflict with the provisions of this Ordinance shall be repealed.

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

**SECTION 5:** This Ordinance shall take effect at such time as publication, if required by law, is completed.

**READ AND CONSIDERED ON FIRST READING** by the City Council of Lampasas at regular meeting on 13<sup>th</sup> day of September 2021.

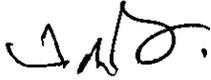
**ADOPTED ON SECOND AND FINAL READING BY** the City Council of Lampasas at the regular meeting on the 27<sup>th</sup> day of September 2021.

Approved: \_\_\_\_\_  
T.J. Monroe, Mayor

Attest: \_\_\_\_\_  
Becky Sims, City Secretary

APPROVED AS TO FORM:  
Jo Christy Brown, City Attorney  
(Signature of Attorney provided on separate page, to be attached)

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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 to approve the second reading of an Ordinance approving the Mental Health Leave for Peace Officer Policy as mandated by S.B. 1359 to be included in the City of Lampasas Personnel Policy.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: August 19, 2021

For the agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments: Mental Health Leave for Peace Officer Policy, Ordinance

**Summary Statement**

This is the second reading of an Ordinance.

**Recommendation:**

A motion to approve the second reading of an Ordinance approving the Mental Health Leave for Peace Officer Policy as mandated by S.B. 1359 to be included in the City of Lampasas Personnel Policy.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS AMENDING ORDINANCE NO. 1162, AS SUBSEQUENTLY AMENDED,, WHICH ADOPTED THE CITY OF LAMPASAS PERSONNEL POLICIES MANUAL; RELATED TO EMPLOYEE BENEFITS; ADDING A PROVISION FOR MENTAL HEALTH LEAVE FOR PEACE OFFICERS AS MANDATED BY STATE LAW; REPEALING CONFLICTING ORDINANCES, RESOLUTIONS AND POLICIES; INCLUDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the authority granted to it by State law and its Home Rule Charter, the City Council, acting in the best interest of the City, has determined that an amendment to the City’s Personnel Policies Manual should be made, to effect a change mandated by the State Legislature in May 2021, to include a a Mental Health Leave Policy for the City’s Peace Officers; and

**WHEREAS**, the City Council of Lampasas, Texas strives to safeguard the health, safety and general welfare of all of its employees and through its commitment to its employees provides a City of Lampasas Employee Assistance program; and

**WHEREAS**, the City Council of Lampasas acting in accordance with the Government Code, Chapter 614, Subchapter A-1, related to Mental Health, has developed and hereby adopts a policy of the City to allow the use of mental health leave by the City’s peace officers who experience a traumatic event in the scope of their employment with the City; and

**WHEREAS**, the City Council of the Lampasas, Texas finds that in the best interest of the City to follow the provisions prescribed by the Texas Legislature, is Senate Bill No. 1359, which set forth the requisites for adoptions of policies related to ‘Mental Health Leaves for Peace Officers’, to be codified in State Law in the Government Code Chapter 614, Subchapter A-1, Section 614.015.

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

**SECTION 1:** The City of Lampasas Personnel Policies Manual, Chapter\_\_\_ Section\_\_\_, is hereby amended to include the City’s Policy related to Mental Health Leave for Peace Officer, to read as follows:

## **Mental Health Leave for Peace Officer Policy**

### **Statement of Purpose/Applicability**

The City of Lampasas and the Lampasas Police Department recognize that our Law Enforcement Officers face some of the most mentally stressful situations imaginable. Officers are exposed to traumatic events and calls for services that may affect their mental health on a daily basis; i.e., call such as child abuse, including sexual abuse of children, family violence, vicious assaults, car crashes, suicides and homicides.

Good mental and psychological health is just as essential as good physical health for law enforcement officers to be effective in keeping our community safe from crime and violence. An officer's mental state affects his or her behavior in a variety of situations and can influence decision-making and judgment. The City realizes that it should strive to provide every tool available to serve our Officers for their mental wellness and their psychological fitness and survival.

### **Definitions**

"Critical Incident" can be defined as any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences.

"Traumatic Event" means an event which occurs in the peace officer(s) scope of employment when the officer is involved in the response to, or investigation of, an occurrence that causes the officer to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident.

Traumatic incidents/events may include, but are not limited to, the following:

- a. Major disasters related to events involving multiple casualties; or explosions with multiple casualties; or search and recovery mission including casualties.
- b. Incidents involving multiple casualties which may include shootings or crashes.
- c. Line of duty death or suicide of a department member.
- d. Death of a child resulting in violence or neglect.
- e. Officer(s) involved shooting of a person.
- f. Natural disasters, such as a tornado, hurricane, fire, or flood.
- g. Sexual assault.
- h. Physical assault involving serious bodily injury to self or others.
- i. Witness shooting or stabbing of a person(s).

"Mental Health Leave" means administrative leave with pay granted in response to a traumatic event that occurred in the scope of the peace officer's employment.

“Mental Health Professional” means a licensed social or mental health worker, counselor, psychotherapist, psychologist or psychiatrist.

## **Policy**

A Peace Officer involved in a Critical Incident or Traumatic Event may request the use of Mental Health Leave.

The request shall be made in writing through the Chain of Command.

The request shall be treated as a priority matter and a decision on the granting of the leave shall be made by the Chief of Police no later than 24 hours following the submission of the written request. The request shall be granted unless the chain of command can articulate specific and compelling reasons that the Chief of Police should deny granting the leave.

If a written request cannot be provided by the person seeking Mental Health Leave, due to special circumstances preventing that officer’s ability to make the request, then a Supervisor may make the request upon the behalf of the Office.

In an effort to provide standardization concerning the policies and provisions of mental health services and access to services so that all will be treated equally and fairly the City implements the following:

- a. A Co-Worker who becomes aware of behavioral changes in an Officer directly involved in a traumatic event should suggest to the Officer that he or she should voluntarily seek mental health assistance of a mental health professional and/or mental health leave. The Co-Worker observing the changes should advise the Officer who was involved in the incident that s/he will speak with a member of the Chain of Command and ask that Chain of Command individual to discuss with the Officer the benefits of voluntarily seeking mental health assistance and/or leave. Depending on the circumstances a Co-Worker who observes changes may allow the Officer involved in a traumatic event up to 24 hours for the Officer to voluntarily seek mental health assistance, before approaching and reporting to the Chain of command his/her observations and concerns.
- b. If it is believed by the Co-Worker that discussing this with the Officer will cause the Officer to act in a manner that will cause harm to the Officer or others, the Co-Worker shall report the situation immediately to a Supervisor.
- c. If it is unknown or the Officer does not seek mental health assistance voluntarily, a Supervisor within the Chain of Command shall be notified by the Co-Worker.
- d. Information regarding an Officer’s failure to voluntarily seek mental health assistance shall be forwarded by the Chain of Command to the Chief of Police.

## **No Reduction in Compensation and Benefits**

Mental Health Leave shall be granted to a Peace Officer without deduction in salary or other benefits; such as, sick leave balance, vacation leave balance, holiday leave balance, or other paid

leave balance in connection with paid mental health leave taken in accordance with this policy and the laws of the State of Texas.

### **Mental Health Leave**

The City shall continue to follow the City of Lampasas Personnel Policies with these added provisions for Peace Officers.

An Officer directly involved in a critical incident/ traumatic event may request up to three (3) days of Mental Health Leave.

Extensions of Mental Health Leave may be available, under certain circumstances. Any request for an extension shall be accompanied by documentation from a Mental Health Professional who is counseling the Officer.

The Chief of Police and/or City Manager may grant extension(s) upon the receipt of sufficient documentation that explains the need for the extension by a Mental Health Professional that is counseling the Officer.

A decision for an extension of Mental Health Leave shall be made by the Chief of Police and/or City Manager within 24 hours of the request.

### **Confidentiality of Request**

Any request for mental health leave shall be treated strictly as confidential by all parties involved and shall not be discussed or disclosed outside the Officer's chain of command, and only as necessary to facilitate the use of the leave.

Any Officer or Supervisor who becomes aware of behavioral changes and suggest to the Officer to voluntarily seek mental health leave shall not discuss that matter outside of the Chain of Command to which they have reported. Any breach of confidentiality shall be grounds for discipline.

Confidentiality may be waived by the Officer seeking mental health leave.

Confidentiality shall be waived under circumstances which indicate that the Officer is a danger to himself or herself to others. Supervisors and Co-Workers have a responsibility and duty to report such dangers to others and to the Officer themselves, immediately.

### **Return to Duty**

If an extension beyond the standard 3 day leave has been granted, the Mental Health Professional that is counseling the Officer shall provide a "fit for duty" release for the Officer to return to duty. No 'fit for duty' release is necessary for the standard 3 day leave.

## **Mental Health Services and Resources Available**

### **City of Lampasas Employee Assistance Program (EAP)**

**1-800-343-3822** (EAP) provides 1 to 6 Counseling Sessions per problem per year. Short-term counseling sessions which include assessment, referral, and crisis services. *Same day appointments available for urgent/crisis callers, or facilitation of immediate hospitalization.*

### **Workers' Compensation**

A state-regulated insurance program that typically will pay medical bills and replace a portion of lost wages if an employee is injured at work or has a work-related illness, and if the employer has workers' compensation insurance coverage under the Texas Workers' Compensation Act.

The Texas Workers' Compensation Act (Texas Labor Code, Title 5) and applicable rules outline the process for injured employees to report their injuries to their employer, as well as the requirements for insurance carriers to process claims and pay workers' compensation benefits. The Texas Department of Insurance, Division of Workers' Compensation (DWC) and the Office of Injured Employee Counsel (OIEC) provide several resources for first responders with workers' compensation claims.

- OIEC has a dedicated first responder liaison to assist and educate first responders with workers' compensation issues.
- OIEC also provides outreach presentations to associations or groups on how they assist first responders with their workers' compensation claims.
- **DWC provides specialized phone agents to handle first responder customer service calls (1-800-252-7031, x1)**, a dedicated website landing page for first responders, an educational video addressing frequently asked questions for first responders, and expedited medical disputes for first responders (Texas Labor Code §504.055)

### **Badge of Life**

A non-profit 501(c)3 organization with the mission of lessening the impacts of both stress and trauma upon peace officers and retirees. Trauma in particular can lead to post-traumatic stress disorder (PTSD) and suicide. Badge of life is recognized for its emotional self-care training and recommends the use of mental health checks designed to help first responders build a resiliency skill set in order to maintain their emotional well-being.

### **Copline**

A national crisis hotline available to address mental health needs or suicidality of first responder. Information can be found at <http://www.copline.org/>. 1-800-267-5463

### **Critical Incident Stress Debriefing (CISD)**

A specific technique designed to assist others in dealing with the physical or psychological symptoms that are generally associated with trauma exposure. Debriefing allows those involved

with the incident to process the event and reflect on its impact. Ideally, debriefing can be conducted on or near the site of the event. We can request this via other regional department and State teams.

### **Critical Incident Stress Management (CISM)**

CISM is a seven-step structured group conversation which aims to teach about the signs and symptoms of stress and to provide a safe environment to talk about the incident at the feeling level. The peers also provide an avenue for follow-up either at the peer level or with a referral to a mental health professional. We can request this via other regional department and State teams.

### **International Critical Incident Stress Foundation, Inc.**

An organization that provides training and certification in CISM. The mission of the International Critical Incident Stress Foundation, Inc. is to provide leadership, education, training, consultation, and support services in comprehensive crisis intervention and disaster behavioral health services to the emergency response professions, other organizations, and communities worldwide.

### **Blue Help Texas**

It is okay to not be okay

### **Central Texas Counties Services**

800-888-4036

### **Crisis Text Line**

Text 741741 from anywhere in the USA to text with a trained Crisis Counselor, free 24/7

### **National Hope Line Network**

(800) SUICIDE

### **National Suicide Prevention Lifeline**

(800) 273-TALK (8255)

### **The Trevor Project (LGBTQ suicide help)**

(866) 488-7386

Text (202) 304-1200

### **Behavioral and Psychological Health with Scott and White**

### **Georgetown Behavioral Unit**

Reference S.B. 1359 which amends current law relating to adoption by law enforcement agencies of a mental health leave policy for peace officers.

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

**SECTION 3:** All Ordinances or parts of ordinances, policies or programs that are in conflict with the provisions of this Ordinance shall be repealed.

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

**SECTION 5:** This Ordinance shall take effect at such time as publication, if required by law, is completed.

**READ AND CONSIDERED ON FIRST READING** by the City Council of Lampasas at regular meeting on 13<sup>th</sup> day of September 2021.

**ADOPTED ON SECOND AND FINAL READING BY** the City Council of Lampasas at the regular meeting on the 27<sup>th</sup> day of September 2021.

Approved: \_\_\_\_\_  
T.J. Monroe, Mayor

Attest: \_\_\_\_\_  
Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo Christy Brown, City Attorney  
(Signature of Attorney provided on separate page, to be attached)



City Manager

ITEM NO. 3.3

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

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 (a) No Parking Zones, to include in Section 78-219 (a) no parking on both sides of South Highway 183 from south of U.S. East 190 A/K/A Central Texas Expressway and Ohnmeiss Drive to the southernmost corporate city limits.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: 08/20/2021

For the agenda of: September 27, 2021

**Procurement and Funding Statement:**

No Parking Signs, Street Supervisor Carlos Garcia is working on the signage for approximately four (4) signs.

Attachments: Ordinance amendment

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 (a) No Parking Zones, to include in Section 78-219 (a) no parking on both sides of South Highway 183 from south of U.S. East 190 A/K/A Central Texas Expressway and Ohnmeiss Drive to the southernmost corporate city limits.

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

**AN AMENDMENT TO THE LAMPASAS CODE OF ORDINANCES, CHAPTER 78, TRAFFIC AND VEHICLES, SECTION 78-219, NO PARKING ZONES. AMENDING SECTION 78-219(a), ENTITLED 'NO PARKING ZONES' TO INCLUDE U.S. HIGHWAY 183 SOUTH, BOTH SIDES OF THE ROADWAY, RUNNING FROM THE SOUTHERN POINT LOCATED AT THE INTERSECTIONS OF U.S. HIGHWAY 190 EAST [A/K/ACENTRAL TEXAS EXPRESSWAY] TO THE EAST AND FROM E.E. OHNMEISS DRIVE TO THE WEST, SOUTHWARD TO THE POINT THAT U.S. HIGHWAY 183 INTERSECTS THE CITY'S SOUTHERNMOST CORPORATE LIMIT.**

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**WHEREAS**, the City of Lampasas, Texas is a Home Rule Municipality located in Lampasas County, Texas, which was created by the State of Texas and operates in accordance with State Law and the provisions of the Texas Local Government Code and its Home Rule Charter; and

**WHEREAS**, as such, the City Council of the City of Lampasas has the legal power and strives to safeguard the health, safety, and general welfare of the City, its citizens and visitors to the community; and

**WHEREAS**, after observation and experience, the Chief of Police has recommended that the City Council establish a 'no parking area' to extend along the public right-of-ways on both sides of the roadway of U.S. Highway 183 South, from the southern points located at U.S. Highway 183 South's intersection with U.S. Highway 190 [a/k/a Central Texas Expressway] to the East, and from E.E. intersects the City's southernmost corporate limit; and

**WHEREAS**, the City Council desires to safeguard the traveling public and its citizens by preventing obstructions to the public roadways', right-of-ways, including public right-of-ways that extend beyond the paved and improved areas of travel, and to improve the safety for drivers and pedestrians alike when located in such public right-of-way areas adjacent to the public roadways, along U.S. Highway 183, within the City's jurisdictional limits, identified herein; and

**WHEREAS**, after careful evaluation of the recommendation from the Chief of Police and consideration of the health, safety and welfare of the citizens and traveling public, the City Council of the City of Lampasas deems it necessary and in the best interest of citizens of Lampasas to amend the Lampasas Code of Ordinances section 78-219(a), entitled, 'No Parking Zones' to extend the 'no parking zone' within the city to include the areas along the public right-of-ways on both sides of the roadway of U.S. Highway 183 South, from the southern points located at U.S. Highway 183 South's intersection with U.S. Highway 190 [a/k/a Central Texas Expressway], to the East, and with E.E. Ohnmeiss Drive, to the West, running southward to the point that U.S. Highway 183 intersects the City's southernmost corporate limit..

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

**SECTION 1:** The City of Lampasas Code of Ordinances Chapter 78, Traffic and Vehicles, Section 78-219(a) entitled 'No Parking' is hereby amended to read as follows:

U.S. Highway 183, both sides of the roadway, from the intersection of U.S. Highway 190 east, also known as Central Texas Expressway, and from E.E Ohnmeiss Drive, running south to the southernmost corporate limits of the City of Lampasas. (See Exhibit A, attached).

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

**SECTION 3** All ordinances or parts of ordinance in conflict with the provisions of this ordinance are hereby repealed.

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

**SECTION 5: This Ordinance shall take effect at such time as publication, if required by law, is completed.**

**READ AND CONSIDERED ON FIRST READING** by the City Council of Lampasas at a regular meeting on the \_\_\_ day of \_\_\_\_\_, 2021.

**READ AND CONSIDERED, PASSED AN APPROVED ON SECOND AND FINAL READING** by the City Council of Lampasas at the regular meeting on the \_\_\_ day of \_\_\_\_\_, 2021.

Approved:

Attested:

\_\_\_\_\_  
T.J. Monroe, Mayor

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

APPROVED AS TO FORM:

Jo Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

## Exhibit A

### Section 78-219. –No Parking Zones.

- (a) At all times. The following right-of ways (i.e., streets, alleys, or portions of the street or alleys) shall be designated as no parking zones at all times:

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

*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 to Western Street.

*East Fourth Street*, north side, from Western Avenue to the east side of the alley in Block 30, A.H. Barnes 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 U.S. Highway 281 South to a point approximately 1,520 feet west of the intersection.

*Ohnmeiss Drive*, either side from the intersection of U.S. Highway 281 South to the intersection of U.S. Highway 183.

*Pecan Street*, on the west side, between Third Street and the south side of the alley which runs between Pecan Street and Liveoak Street.

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

*U.S. Highway 281 South*, either side, from the intersection of west Tenth Street on South 281 to the corporate limits of the city of Lampasas.

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

*U.S. State Highway 183 South*, both sides of the roadway, from the intersection of U.S. Highway 190 east, also known as Central Texas Expressway, and from E.E. Ohnmeiss Drive, running southward to the southernmost corporate limits of the city of Lampasas.

*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-ways (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 of 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."*

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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 amending the Electric Rates.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: September 20, 2021      For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

During the budget process, an increase in electric rates was discussed as a means to off-set increases in future ancillary costs and potential increases related to electric reliability. An increase of \$0.0020 per kwh is proposed for all service categories. The attached ordinance includes the increase, which is proposed to take effect on the first billing in November 2021.

**Recommendation:**

Motion to approve the rate increase of \$0.0020 per kwh for all customers.

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

**AN ORDINANCE AMENDING APPENDIX A (FEE SCHEDULE), CHAPTER 82 (UTILITIES), ARTICLE V, SECTION (f) (ELECTRIC SERVICE RATES) OF THE CODE OF ORDINANCES OF THE CITY OF LAMPASAS PROVIDING AOR AN INCREASE IN THE RATES TO BE CHARGED FOR ELECTRICAL SERVICE BY THE CITY OF LAMPASAS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of Lampasas is legally empowered to regulate electrical rates charged to customers of its municipal system; and

**WHEREAS**, certain Electric Fund expenses incurred by the City of Lampasas have increased; and

**WHEREAS**, the Council of Lampasas, Texas deems it necessary to raise rates to maintain a fiscally sound enterprise fund; and

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

**SECTION I.** THAT the matters and facts recited in the preamble hereof are hereby found and determined to be true and correct.

**SECTION II.** THAT Appendix A – Fee Schedule, Chapter 82 – Utilities, Article V – Rates, Charges, and Billing Procedures, Section (f) – Electric Service Rates, of the Code of Ordinances, City of Lampasas, Texas is hereby amended to read as follows:

(f) Electric Service Rates:

(1) Residential (R):

- |  |          |
|--|----------|
| a. Meter Charge, inside city limits (per month)  | N/A      |
| b. Meter Charge, outside city limits (per month) | N/A      |
| c. Distribution energy rate (per KWh)            | \$0.0403 |
| d. Generation rate (per KWh)                     | N/A      |

(2) Small General Service (SGS):

- |  |          |
|--|----------|
| a. Meter Charge, inside city limits (per month)  | N/A      |
| b. Meter Charge, outside city limits (per month) | N/A      |
| c. Distribution energy rate (per KWh)            | \$0.0418 |
| d. Generation rate (per KWh)                     | N/A      |

(3) Large General Service (LGS):

- |  |           |
|--|-----------|
| a. Meter Charge, inside city limits (per month)  | N/A       |
| b. Meter Charge, outside city limits (per month) | N/A       |
| c. Distribution energy rate (per KWh)            | \$0.02038 |
| d. Generation rate (per KWh)                     | N/A       |

(4) Industrial (L):

- |                                       |           |
|---------------------------------------|-----------|
| a. Meter Charge (per month)           | N/A       |
| b. Demand Charge (per KW)             | N/A       |
| c. Distribution energy rate (per KWh) | \$0.01888 |
| d. Generation rate (per KWh)          | N/A       |

(5) Industrial Contract (IC):

All customers qualifying for the Industrial Contract rate class must enter into a contract with the City.

(6) Municipal (M):

- a. Meter Charge (per month) N/A
- b. Distribution energy rate (per KWh) \$0.02108
- c. Generation rate (per KWh) N/A

**SECTION III. PROVIDING FOR SEVERABILITY.** If any provision, section, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances is for an reason held to be unconstitutional, void, invalid, or unenforceable, , the validity of he remaining portions of this Ordinance or its application to other persons or sets of circumstances shall be affected there by, it being the intent of the City Council of the City of Lampasas in adopting, and the Mayor in approving this Ordinance, that no portion hereof or provision or regulation of any portion, provision, or regulation.

**SECTION IV. CONFLICTING ORDINANCES.** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of said conflict.

**SECTION V. EFFECTIVE DATE.** This ordinance shall be effective beginning with the first billing period for the month of November 2021.

**SECTION VI.** The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This Ordinance shall become effective in accordance with the City Charter and the laws of the State of Texas.

Passed and Approved the First Reading on this the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Passed and Approved the Second Reading on this the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

ATTEST:

\_\_\_\_\_  
TJ Monroe, Mayor

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

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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## Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: September 9, 2021



### **New Business**

We've had quite an uptick in new business inquiries for real estate. There is a new business, Pholicious, manufacturing authentic and traditional Vietnamese Pho kits to make at home. They came up with the idea and began producing during the pandemic in 2020. They have been manufacturing and distributing from their home and have recently expanded to a storefront at 1264 US 281 N. Their kits can be purchased on Amazon currently, at (3) different retail stores in Central Texas (including a hotel chain), and they have agreed to be featured on QVC and HSN. Additionally, in the past (10) days alone staff has worked with (4) potential new businesses on locating available rental properties, particularly vacancies along Key Ave.

### **Texas ED Connection**

On Thursday, September 9<sup>th</sup> staff will be attending the Texas Economic Development Connection Partner Meeting in Austin. Economic development professionals from across Texas will spend the afternoon participating in a program filled with dynamic education, networking, updates on current marketing activities and announcements of exciting new innovative 2022 marketing plans. This will be the renewal period as well. The LEDC jumped on during the inaugural year (which has provided us with additional benefits, becoming a partner in their start-up year) and the CEO claims 2022 will be a year filled with marketing on full cylinders, additional new marketing initiatives, expanded lists & targets AND a very aggressive outreach program. This is perfect timing with the development of our Business Park. This group has provided valuable insight into economic development strategies for Texas as a whole, but specifically highlighting rural communities and ways to sustain and attract companies from out of state. The leads generated have been much more fitting for our community than the majority of leads we have received from other sources.

### **CYSA**

The Courtyard Square Association (CYSA) is a small group of business and property owners who share an interest in promoting the historic downtown Lampasas area. The CYSA has been around for 40+ years and throughout these years has supported a variety of local events to attract tourism to our beautiful courthouse, square and customers for the surrounding merchants. As some still struggle to recover from the pandemic, a small group within the CYSA has begun discussions of possible activities that the CYSA can host or promote that will safely draw people back to the downtown area. These activities will include support for Vision Lampasas' upcoming Squared Silly (October) and the Carol of Lights (December). Then, beginning again next



year, they hope to re-introduce 1) a scaled down version of "Spring Fest," 2) June's Friday Night Music to highlight local musical talent, and 3) the "Fall Fest." The CYSA will no longer host the Spring and Fall City-Wide Garage Sale events. They will be hosting their year-end meeting/mixer in December and hope to resume regular monthly meetings next year, every third Tuesday of the month at 5:30 p.m. at My Girl's.

#### **Former Young's BBQ**

Staff met with the owner of 1799 Hwy 281 (former Young's BBQ location) regarding future plans. They are awaiting remediation for asbestos, required by DSHS/EPA/TCEQ prior to any commercial building demolition. Demo will be scheduled shortly after. Staff is providing data and statistics on retail leakage and demand in order to explore new business opportunities for this prime location. The owner is providing a copy of the survey and all property information in order to begin reaching out to potential prospects. Staff is planning several follow up meetings in the coming weeks and will update the Board as more information becomes available. The owner reports that Young's BBQ is doing very well in their new location at 504 N Key Ave.

#### **Create Connections**

Statistics have stated eight out of ten small businesses don't end up lasting long-term. Create Connections is a group that creates a space to improve those odds. They provide support, training and connection of entrepreneurs and business leaders. Recently they reached out to the Lampasas County Chamber of Commerce Director and asked if they may host a weekly meeting at their office here in Lampasas. They started around mid-August and have held meetings with local business owners every Wednesday from 8:30-9:30 a.m. I recently attended and was impressed with the high energy of the presenters and the openness of each business owner. Melissa and I have both heard very positive feedback from those that have attended, and as it grows (which it has done very quickly!) we will need to move to a larger location. We are discussing different business locations where we can host each week, and we intend to expand the outreach to more of our local business owners who wish to participate. This is a great program for small business education, but an even better networking experience as it brings together various entrepreneurs from the Central Texas region sharing their wins and losses, best practices, strategies or experiences that might help other businesses succeed.

#### **Business Park**

The closing for the loan to develop Phase 1 of the Business Park is on Monday, September 13<sup>th</sup>. The LEDC will only be drawing the issuance costs in the amount of \$20,000 to include BancorpSouth Bank's origination fee (\$15,000) and the fee for Naman Howell Smith & Lee, PLLC (\$5,000). BancorpSouth Bank shall distribute the remaining proceeds of the Note in the amount of \$1,480,000 to the Corporation through periodic draws. We are still awaiting the final plans from Eckermann Engineering for Roadway and Utility improvements for Phase 1 to include the amendment #2, agreed upon at the August LEDC meeting. Once we have these plans



from EEI, we will move forward with the bid phase for construction of Phase 1.

# Lamparas Fire Department



Lamparas, TX

This report was generated on 9/23/2021 12:11:57 PM

## Incident Statistics

Zone(s): All Zones | Start Date: 08/01/2021 | End Date: 08/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		106	
FIRE		24	
<b>TOTAL</b>		<b>130</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS	# of PATIENT TRANSPORTS	TOTAL # of
E-1	0	0	10
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>10</b>
PRE-INCIDENT VALUE		LOSSES	
<b>\$0.00</b>		<b>\$0.00</b>	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
<b>TOTAL</b>		<b>1</b>	
MUTUAL AID			
Aid Type		Total	
Aid Given		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
15		11.54	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
A - Shift	0:04:54	0:03:00	
B - Shift	0:04:04	0:09:30	
C - Shift	0:05:16	0:13:50	
Lamparas Fire Department	0:06:21		
<b>AVERAGE FOR ALL CALLS</b>		<b>0:05:26</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
A - Shift	0:01:40	0:01:00	
B - Shift	0:01:00	0:02:20	
C - Shift	0:01:38	0:03:20	
Lamparas Fire Department	0:01:49		
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:34</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of Incidents

# Memo



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

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**Parks & Recreation  
&  
Human Resources**

## **Brief Monthly Overview – Parks & Recreation**

Vicki Tower, Parks Secretary/HR Coordinator

- Showed Hostess House on August 5, August 11 and August 31
- Prepared agenda and attended Airport Board Meeting on August 11
- Attended City Council meeting on August 16
- Prepared agenda and attended Parks Board Meeting on August 19
- Updated and sent out the City Newsletter for September
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

## **Brief Monthly Overview - Human Resources**

Vicki Tower, Parks Secretary/HR Coordinator

- New hire paperwork and orientation for Utility Clerk
- Attended interviews for Athletic Field Maintenance Crew Leader
- Job posting – Police Officer
- Prepared for and assisted with Open Enrollment
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

## **Personnel Information – Currently**

- Current: 107 Full-time positions, 16 Part-time positions and 11 Seasonal positions
- Posted Vacancies:
  - Full- time: Light Equipment Operator, Police Officer, Assistant City Manager and Utility Distribution/Collection Tech.

# 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: September 22, 2021  
Re: Monthly Report August 2021

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## PARKS DEPARTMENT ACTIVITIES

- Replaced light bulbs @ Library
- Repaired water leak in Brook Park
- Weekly checks of all playscapes for wasps
- Replaced old valve boxes in multiple parks
- Performed weekly maintenance at Hanna and Hancock pools
- Cut up and disposed of fallen trees in parks
- Worked with Canales Dibble to demo and reconstruct retaining wall along Sulphur Creek in Brook Park
- Tilled, raked and leveled fall zone material in all playgrounds
- Replaced side view mirrors on airport courtesy vehicle
- Pressure washed all gazebos in Brook Park
- Assembled all BBQ pits for youth cook off at show barn
- Made repairs to 15ft batwing shredder
- Replaced pet waste bag dispenser in Brook Park
- Prepped softball fields @ 580 Sports Complex for tournament
- Conducted interviews for Sports Facilities Crew Leader position
- Replace light bulbs @ City Hall and Hostess House
- Check Airport daily and mow / shred monthly
- Nonstop mowing and weed eating and general maintenance in all park areas

**Department: Parks  
Monthly Activity Report  
MONTH OF AUGUST 2021**

I) Regular Personnel Hours Available: 880.00

LESS:

A)	Vacation Leave	32.00
B)	Sick Leave	10.50
C)	Supervision/Training	88.00
D)	Holiday	
E)	Covid19 Standby	80.00

SUB-TOTAL 210.50

PLUS:

A)	Over Time	27.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	
SUB-TOTAL		27.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 696.50

II) Department Summary of Work Orders for the Month.

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

III) Department Projects for the Month.

<u>Other:</u>	
Sub-total Hours on Projects:	0.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	159.00
Airport Maint.	22.00
Mowing/Weed eating	142.00
Building and Grounds	265.00
Equipment/Vehicles/Shop	64.00
Office/Meetings	44.50
Sub-total Hours on Projects:	696.50

TOTAL HOURS FOR DEPARTMENT 696.50

V) Department's Proposed Projects for next Month

Total Estimated Hours on Proposed Projects:	0.00

**Department: Parks  
Monthly Activity Report  
MONTH OF 2021**

I) Regular Personnel Hours Available: 312.50

LESS:

A)	Vacation Leave	0.00
B)	Sick Leave	0.00
C)	Supervision/Training	0.00
D)	Holiday	0.00
E)	Bereavement	10.50

SUB-TOTAL 10.50

PLUS:

A)	Over Time	34.00
B)	Temporary Labor	0.00
C)	Part Time	0.00
D)	Transfer	0.00

SUB-TOTAL 34.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 336.00

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>Other:</u>		
Sub-total Hours on Projects:		0.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	160.00	
Turf Management	0.00	
Mowing/Weed eating	88.00	
Building and Grounds	56.00	
Equipment/Vehicles/Shop	26.00	
Office/Meetings	6.00	
Sub-total Hours on Projects:		336.00

TOTAL HOURS FOR DEPARTMENT 336.00

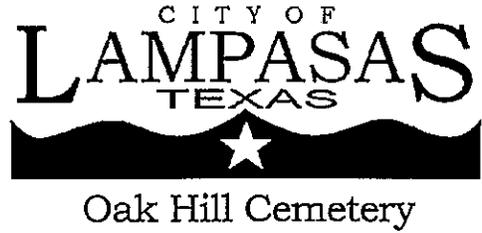
V) Department's Proposed Projects for next Month

?		
?		
?		
Total Estimated Hours on Proposed Projects:		0.00

# Memo

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 9/13/2021  
Re: End of the month report August

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Interments	16 (2) cremation
Fee's for over site	\$1,450.00
Sites sold	19/ \$10,100.00
Niche sales	0
Beautification fund	\$44.00
Visitors Assisted	10
Level & Backfill sites	6
Meetings Attended	1

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: AUG 2021

Regular Personnel Hours Available:

504

LESS:

A)	Vacation Leave/Personal Day	16
B)	Sick Leave	0
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision/Funeral	75
SUB-TOTAL		91

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	43.5
SUB-TOTAL		43.5

TOTAL HOURS AVAILABLE FOR THE MONTH: 456.5

**Department Summary of Work Orders for the Month**

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

**Department Projects for the Month**

	0
	0
	0

	0
	0
	0

Sub-total Hours on Special Projects: 0

**Department Operations and Maintenance for the Month**

Mowing & W/E	323
Equip & Veh Maint	17
Buildings & Grounds	78
Office Operations	37

Sub-total Hours on OM Projects: 455

**OTHER**

OHCA Mtg.	0
	0

1.5	0
	0

Sub-total Other 1.5

TOTAL HOURS FOR DEPARTMENT 456.5

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

	0
	0
Total Estimated Hours on Proposed Projects:	0

**Memo**  
 To: Finley deGraffenried, City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Tuesday, September 7, 2021  
 Re: August 2021 Monthly Report

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

IT Service Tickets	382	Website Page Visits	16,419
Facebook Followers	6,823	Website Page Views	42,257
Twitter Followers	644	Website Downloads	4,655
Instagram Followers	201	Website Searches	684

**IT Supported Hardware & Software**

PCs	92	Wireless Access Points (WAP)	16	Servers	22
Laptops	51	Verizon Aircards	39	Firewalls	5
Printers	69	Network Attached Storage (NAS)	7	Tablets	10
Switches	21	Apple iPhones	31	Software Applications	30+

**August Projects Completed:**

- Vendor completed IT Building trim on windows
- Built out/replaced (5) PCs
- Tested Electric Scada equipment
- Attended budget meetings w/ council & staff
- Assisted Cardinal Tracking with Cardinal CAD desktop icons on PD laptops & PD PCs
- Cardinal CAD went LIVE!
- Obtained quote for Meter Reader laptop/placed order
- Obtained quote for replacement PD Toughbook/ordered/configured/issued out
- Obtained quote for (5) Microsoft Office licenses/ordered

**September Projected Projects:**

- Assist with Library Xerox installation: 9-8
- Quote for replacement PD printer/configure/install
- Configure/issue out Meter Reader laptop
- Work with PD on CJIS audit documents
- Rebuild PD Cardinal VM server with Windows Server 2019 STD OS
- Update IT technical documentation
- Work on IT related policy amendments
- Work on new City website re-design ideas/documentation/planning
- Send out KnowBe4 Email phishing campaigns/provide user education

**FY 2020/2021 Projects:**

- Configured/replace (2) City network firewalls **(completed)**
- Relocated City firewalls to IT Building **(completed)**
- Configured/installed new anti-virus software on client pcs/servers **(completed)**
- Configured/replaced City Hall POE switch **(completed)**
- AT&T contract executed for increased bandwidth **(completed)**
- Replaced 100M fiber circuit with 500M circuit/relocate from CH to IT Building **(completed)**
- Assisted PD & Cardinal with CAD implementation **(completed)**
- Configured/replaced (2) PD POE fiber switches **(completed)**
- Configured/replaced fiber POE switch at Municipal Court **(completed)**
- Configured/replaced fiber POE switch at Library **(completed)**
- Configured/installed new PD firewall **(completed)**



- Configured/installed replacement Library firewall ***(completed)***
- Disposed of old/outdated/broken IT equipment from City Hall ***(completed)***
- Configured/replaced old receipt printers ***(completed)***
- Configured/replaced PD Toughbooks ***(completed)***
- Modified/adopted employee computer use policy ***(completed)***
- Configured/installed replacement credit card readers with chip readers ***(completed)***
- Obtained quotes for replacement IT Building windows ***(completed)***
- Configured/replaced Library Useful server/patron thin clients ***(completed)***
- Obtained quotes/configured/replaced (10) PCs ***(completed)***
- Obtained quote for time management software that interfaces with Incode ***(completed)***
- Obtain quote/configured/installed a new PD firewall for CAD system ***(completed)***
- City wide cyber security training for all employees ***(completed)***
- Obtained Quote from Tyler Technologies for Incode V. 9 upgrade ***(completed)***
- IT Building (7) windows replacement ***(completed)***
- City fiber network added to mapping layers ***(completed)***
- PD CJIS audit ***(OCT 2021)***

### Daily/Weekly/Monthly Tasks:

- OS updates on all NAS devices, firewalls, WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to City/EDC Website/Facebook/Twitter/Setup recurring dlvr.it social media posts
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report / LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments
- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings
- Create cyber security phishing campaigns/deploy to employees

### Future Projects & Goals:

- Quote for replacement meter reader switch/purchase/install/add to inventory ***(FY 21-22)***
- Adopt future amendments to IT Computer Policy ***(FY 21-22)***
- IT Building Server Room Wall with locking door ***(FY 21-22)***
- Installation of security cameras at Old City Hall ***(FY 21-22)***
- Free re-design of City & EDC websites ***(FY 21-22)***
- Microsoft Office Exchange Email Archive Integration ***(FY 21-22)***
- Work with staff and vendor on WWW Scada software solution/connection ***(FY 21-22)***
- Work with staff and vendor on Electric Scada software/equipment solution/connection ***(FY 21-22)***
- Repaint IT Building ***(FY 21-22)***
- Point to Point wireless Internet solution for locations not on fiber ***(FY 22-23)***
- Migrate Incode software to cloud/SQL solution ***(FY 22-23)***
- Replace PD Host 1 & Host 2 Server ***(FY 22-23)***
- Migrate Incode v.9 to Incode Cloud solution ***(FY 22-23)***
- Run structured fiber to Library ***(uncertain)***
- Research/implement timesheet/time off request software ***(uncertain)***

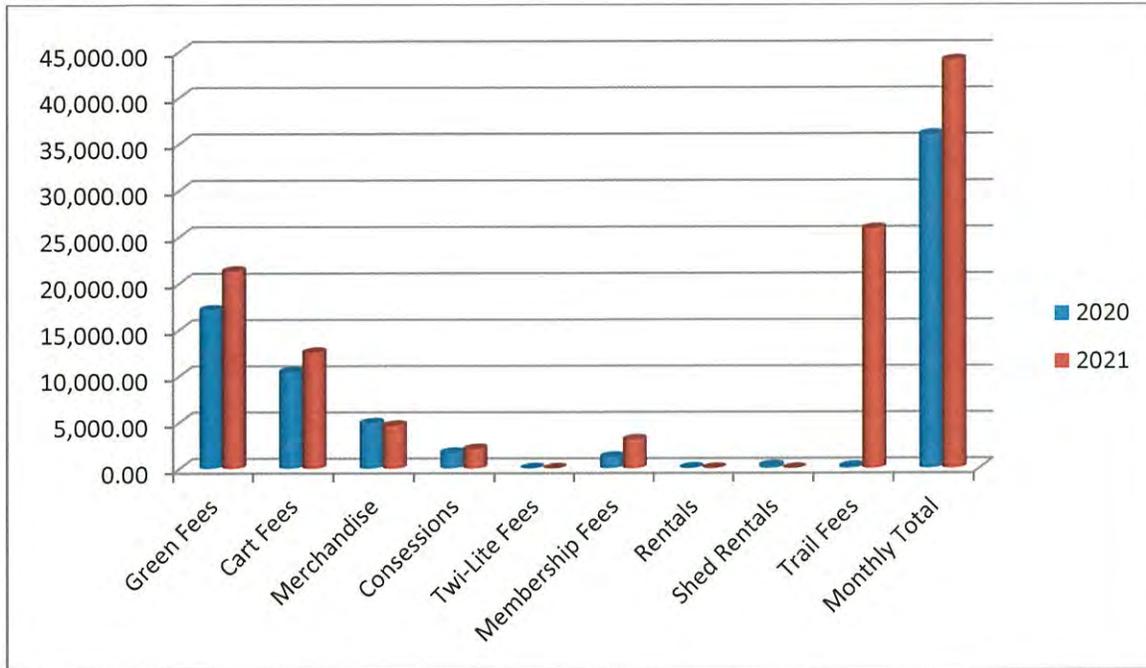
## LAMPASAS PUBLIC LIBRARY

### AUGUST 2021

Circulation	We circulated 4,675 items in August, which is up 3.2% from July (4,530).
Door Count	There were 2,857 visitors during August, which is up 3% from July (2,774).
Internet Usage	There were 244 Internet sessions in August, compared to 221 in July (up 10.4%).
Wifi Usage	We had 93 distinct clients use the public wifi in August, which is down 6.1% from July. There was an average of 7 users per day, which is the same as July.
Text Interactions	We communicated, via text messages, with 125 unique phone numbers in August, which is down 7.4% from July (135). We sent/received a total of 623 messages, which is down 6.9% from last month (669).
August Programs	In August, we held a virtual Books & Badgers story time with Miss Spring Ho Isabel Ybarra, a Stuffed Animal Sleepover, How Pinteresting!, virtual Family Story Time with Autumn Graham, Cornelia Key Book Club, and regular staff story times. We canceled the 42 Club due to high COVID numbers.
Sept Programs	We are set to have story times, Cornelia Key Book Club, Books & Badgers story time with Dr. Ashley Chamberland, 42 Club, STEAM Day (Lego Robotics), and Family Story Time with Brynn Crawford.
LCSU Month	September is Library Card Sign-Up Month, and staff will be going to the middle school to sign up students for library cards. With their cards, they will be able to access our downloadable materials through OverDrive. Once their parents come to the library to sign their applications, the students will have access to all library materials.
Imagination Library	<p>The Library Foundation received a generous donation that was earmarked specifically for Dolly Parton's Imagination Library. So, after much paperwork, the Library Foundation has become an official affiliate with DPIL to fund this program for children under age 5 within the Lampasas and Lometa ISD boundaries. Parents can sign up their children to receive a free book each month, up until the child's 5<sup>th</sup> birthday.</p> <p>The library went "live" with the Imagination Library on August 10 and started signing up kids on August 17. As of September 10, we have 435 kids now signed up!! Dr. Rascoe has been instrumental in getting these numbers up; he's been posting on Facebook and talking it up around town and throughout the school district. He's been a great advocate!!</p>

61  
BRYNN

# Hancock Park G.C. August Revenue Comparison 2020 and 2021



*Handwritten mark*



# Memo

**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** September 20, 2021  
**Re:** Monthly Report, August 2021

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- Weekly mowing and maintenance of the golf course.
- Sold and installed two set of batteries.
- On August 17<sup>th</sup> and 18<sup>th</sup>, we aerated the greens with ½ diameter tines. We did not top-dress with sand.
- Sprayed the greens with Soaker Plus, this product loosens up the soil and allows the greens to take in water.
- Sprayed the greens with nitrogen and manganese.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Applied 300 lbs. of fertilizer on the greens.

**August 2021 Tournaments:**

- August 7 – Jeff Urofsky Memorial 3-Person Scramble, 120 golfers.

# Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Wednesday, September 22, 2021

Re: Monthly Report August 2021

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	112
Convictions	59
Compliance Dismissals	15
Hrs. Community Service Completed	161
Total Dollar Amount CS	\$2,011.50
Waived for Indigency	\$346.00
Total Collected	\$25,710.26
Total kept by City	\$18,078.46

64  
Lampasas

**CITY SECRETARY DEPARTMENT/ AUGUST 2021 MONTHLY REPORT**

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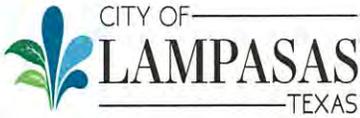
Brief Monthly Overview of Department Employees:

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

- Assisted the City Manager, EDC Director and Building Official with daily operations
- Prepared and posted packet, attended and took minutes of the August 2<sup>nd</sup>, August 9<sup>th</sup>, August 16<sup>th</sup> and August 23<sup>rd</sup> Council Meetings.
- Prepared and posted packet, facilitated and took minutes for the August 5<sup>th</sup> Planning & Zoning Meeting.
- Prepared and posted packet, attended and took minutes for the August 18<sup>th</sup> LEDC Meeting.
- Attended Texas Municipal Clerks Legislative Update Seminar August 19<sup>th</sup> & 20<sup>th</sup> in San Marcos.
- Worked on Board appointments/reappointment.
- Worked on custodian/maintenance responsibilities.
- Worked on Wayfinding Project.
- Reviewed concept plans for proposed projects/provided development & utility information to prospects.
- Completed Waste Connection Assessment.
- Processed/Facilitated (10) Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.
- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections

**Lupe Charping, Administrative Secretary**

- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections
- Maintain vehicle inspection/registration process for all City vehicles
- Complete and file Cemetery Deeds
- Handles Waste Connection Inquiries.
- Beginning to cross-train and learn how to handle zoning inquiries.



Finance/Utility Billing & Collection

## MEMO

Date: September 20, 2021

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for August 2021

### Finance Department:

- \* Completed/reviewed all journal entries.
- \* Worked with various departments regarding the budget for FY 21-22.
- \* Worked with the City Manager regarding modifications to the FY 21-22 Budget.
- \* Coordinated with Human Resources regarding various questions and processes.
- \* Assisted HR with open enrollment for the employees.
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- \* Sales Tax for August was \$237,475.00, which is an increase of 17% from August 2020.
- \* Reconciled 18 bank accounts
  - Processed 342 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

### Utility Department:

- The Electric billing for August 2021 was 15% lower than what was billed in August 2020.  
The Water billing for August 2021 was 36% lower than what was billed in August 2020.
- August Statistics for the department:

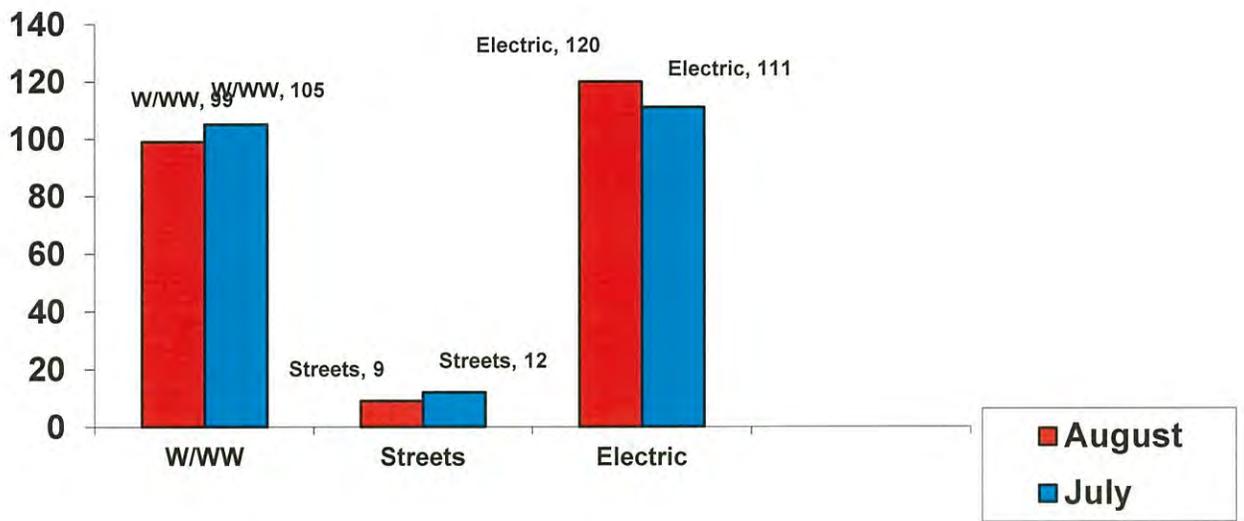
Total Water Customers	3,583
Total Wastewater Customers	2,861
Total Electric Customers	5,032
Residential Garbage Customers	2,727
Connects:	63
Disconnects:	50
Read In/Read Out:	35
Disconnects for Non-Pay:	12 (10 were reconnected)



## Public Works

### SEPTEMBER 2021

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



**Work Order Summary:**

Received: 228

Completed: 214

Voids: 5

A handwritten signature in blue ink, appearing to be "S. M. R.", is located in the bottom right corner of the page.

To: Finley deGraffenried  
From: Carlos Garcia  
Date: Wednesday, September 22, 2021  
Re: August, Monthly

Street Department

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Mr. deGraffenried,

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

- 1) Street –Total Work Orders =9, Total Complete = 3, Total Outstanding =6, Total Void = 1
- 2) Street department work on patching workorders.
- 3) Line of sights.
- 4) Sweeping all areas of the city.
- 5) Mowed and weed eating all drains and right a ways.
- 6) Replaced drain pipe on E ave H

For the month of September, we will be continuing taking care of work orders. We will continue to tree trimming and line of sights. We will be mowing and weed eating, the street department will be getting streets ready for seal coating along with ave h.

# Monthly Report

To: Finley deGraffenried, City Manager  
From: Van Sims, W/WW Operations Manager  
Date: September 14, 2021  
Re: August 2021 Monthly Report

**Water/Wastewater  
Department**

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## Summary of Activities

- ***Operation of Water Distribution System***

1. Repaired 4 water leaks.
2. Made 5 new water taps.
3. Completed monthly flushing.
4. Changed out 3 water meters.
5. Collected 9 routine Bac T samples (all passed)
6. Completed all disinfection action plan monitoring and nitrification action plan monitoring.

- ***Operation of Wastewater Collection System***

1. Cleared 2 sewer stoppages.
2. Completed all monthly lift station checks.
3. Made 2 new sewer tap.

- ***Operation of Wastewater Treatment Facility***

1. Completed all daily checks of equipment and facilities.
2. Collected all TCEQ required sampling and analysis for the municipal plant.
3. Performed all routine maintenance on scheduled equipment.
4. Removed 100 cubic yds of cake.

- Total Work Orders Completed -104
- Completed 6 Routing Forms
- Utility Locates -61
- Customer Service Calls – 11
- Septic Waste Treated- 31,500 gallons

# Memo



To:  
From: Flint Geagley  
Date: September 3, 2021  
Re August Activities

Electric Department

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This month's activities involved:

- Received a total of 120 work orders and completed 117.
- Operations and Maintenance
  1. Pulled in underground primary and set pad mount transformer at CEFCO
  2. Received 64 line locates
  - 3.
  - 4.
  - 5.
- Set 12 poles:
  1. upgraded 1 pole at 204 Riverview
  1. set 3 poles for Nextlink fiber
  2. replaced 1 pole at 1008 west Ave E that was burnt in fire
  3. replaced 3 poles at 3005 east Hwy 190 that were tore down by vehicle
  4. set 4 poles to well at 112 Sunrise Hills
- Connected:
  1. Upgrades – 4
  2. New services – 8
  3. Temps - 2
- Overtime: Received 11 callouts
  1. On customer side - 2
  2. Tree - 2
  3. Animal Contact – 2 (refused line)
  4. Line down – 1 (telephone line)
  5. Vehicle hit telephone line and broke poles – 1 (refused line)
  6. Equipment Failure – 2 (replaced bad lightning arrestor)
  7. Structure fire burnt down primary line - 1
- Activities for the Year 2020 - 2021:
  - Pole Inspection replacement: **total 389 poles, have replaced 329 poles**
  - Brodie Estates Subdivision: **(80% complete)**
  - Stone Valley: **(80% complete)**
  - Hidden Oaks: **planning stages**
  - CEFCO: **Pulled in underground primary and set pad mount transformer (85% complete)**
  - Community Church: **set new poles and transformer (90% complete)**
  - Hillside Acres: **started setting poles (20% complete)**

To: Finley deGraffenried, City Manager  
 Honorable Mayor and City Council  
 From: Sammy Bailey, Chief of Police  
 Date: September 16, 2021  
 Re: Monthly Report

Officer Hernandez and Officer Warren Scott vacated positions at the first of August, leaving us two patrol officers short. During the latter part of August and the first two weeks of September, we have been short one to two additional patrol officers during the month and one to two dispatchers due to illnesses and/or communicable disease issues. Due to being 4 to 5 Officers short, our Officers worked adjusted shifts with extended hours, as did our Dispatchers, to ensure the continuity of services our community expects. I am happy to report that although a few of our employees and loved ones were very ill, they all appear to be on the mend.

<b>August Reported/Investigated</b>	<b>2021 YTD</b>	<b>2020 YTD</b>	<b>Increase</b>	<b>Decrease</b>
<b>123 Total Cases Reported</b>	1062	1038	24	
<b>191 Total Cases Cleared</b>	1221	934	287	
<b>29 Total Incidents Reported</b>	203	238		35
<b>August Contacts</b>				
<b>32 Adult Arrest</b>	413	416		3
<b>5 Juvenile</b>	26	32		6
<b>7 Warrants Served</b>	84	99		15
<b>6 Paid at LMC</b>	15	12	3	
<b>98 Traffic Citations Issued</b>	637	860		223
<b>398 Warning</b>	3143	2533	610	
<b>148 Total Arrest</b>	1175	1419		244
<b>546 Total Contacts</b>	4318	3952	366	
<b>3 DWIs</b>	33	27	6	
<b>0 DUIs</b>	2	2	0	0
<b>11 Marijuana/Drug</b>	109	75	34	
<b>3 Juv. Tobacco</b>	17	11	6	
<b>13 Field Contacts</b>	45	31	14	
<b>15 Public Relations</b>	185	197		12
<b>26 Total Accidents</b>	182	162	20	

<b>61</b> Total Code Enforcement	418	325	93	
<b>1012</b> Calls For Service	7293	7236	57	
<b>3129</b> Telephone Calls	25,104	39,209		14,105
<b>68</b> Escorts	455	378	77	
<b>43</b> Motorist Assist	391	372	19	
<b>1</b> Emergency Detention	8	14		6
<b>4</b> Behavioral Crisis	45	46		1
<b>265</b> 911 Calls Answered	1937	1842	95	
<b>0</b> Text to 911	4	3	1	
<b>31</b> Open Records Request	238	247		9
<b>147</b> Animal Control Calls	1317	1291	26	
<b>39</b> Animal Impounds	444	350	94	
<b>22</b> CPAAA Volunteer Hours	426.75	141.25	285.50	

We interviewed and made an employment offer to Carlos Rodriguez, a current Lampasas County Deputy. He will join us in the later part of September. We are still one position short in patrol and feel confident that we will find the right person for our team and community.

I cannot commend Lt. Charles Montgomery, Communications Supervisor Kelli Sanguinet, IT Director Monica Wright and IT System Administrator Kristy Acevedo enough for the teamwork they have done to implement various projects this past year for the department that include; upgrading the WatchGuard system for our body cameras and in-car cameras storage, working together to implement the Public Safety Radio System, the CAD system, and ensuring that our CJIS compliance for the new CAD system was achieved. Their hard work and tenacity towards these projects, especially those of Lt. Chuck Montgomery, saved the department and the city tens of thousands of dollars.

I made the decision to not have National Night Out (NNO) this year due to COVID concerns. We do not want to cause a spread among our First Responders, Public Officials or our Community. As mentioned, we have been dealing with our illnesses and do not wish to put the community at risk. I submitted a letter to our local media, sent it out to various groups that participate in NNO and to the public. Parks Supervisor Chris Eicher and I are having discussion about a movie night in the park, as suggested as another way to engage the public by SRO Dustin Roscoe.

# Memo



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

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

From: Becky Sims, Zoning Administrator/City Secretary  
Lupe Charping, Administrative Secretary  
Frank Ellett, Building Official

Re: Monthly Report, August 2021

*Permits issued on MyPermitNow (implemented December 1, 2020)*

- January-12
- February-6
- March-23
- April-23
- May-20
- June-21
- July-12
- August-8

## August 2021

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	6	1,398,000.00	2,531.90
ELE - ELECTRICAL	22	58,050.00	13,814.86
FENCE - FENCE	3	8,800.00	70.00
MEC - MECHANICAL	8	0.00	420.00
PLB - PLUMBING	14	5,035.00	2,165.00
POOL - SWIMMING POOL	1	54,850.00	200.00
REM - REMODEL/ADDITION	10	158,850.00	1,535.00
SIGN - SIGN	1	0.00	35.00
SPRINK - SPRINKLER	1	3,250.00	75.00
*** TOTALS ***	72	1,686,835.00	20,846.76

*6 new homes*

## August 2020

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	3	435,000.00	2,087.40
ELE - ELECTRICAL	14	2,500.00	1,064.00
FENCE - FENCE	5	19,062.00	175.00
MEC - MECHANICAL	9	16,800.00	440.00
PLB - PLUMBING	16	6,052.00	585.00
POOL - SWIMMING POOL	1	31,000.00	200.00
REM - REMODEL/ADDITION	12	137,866.00	855.00
SHED - SHED, PATIO, DECK	2	4,825.00	0.00
SIGN - SIGN	3	6,000.00	110.00
SPRINK - SPRINKLER	5	13,625.00	300.00
*** TOTALS ***	73	672,730.00	5,816.40

*3 new homes*

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## City of Lampasas

## M E M O

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

- EDC Meeting** The Lampasas Economic Development Corporation met on September 15<sup>th</sup> and reviewed financial statements to date as well as provided comment to staff regarding the Director's performance. In line with receipts for the City, sales tax collection for the Corporation, October through September, totaled \$422,531.71; \$112,531.71 better than annual plan. The Corporation also reviewed previous year's support of organizations, and will consider requests this coming year on a case by case basis, due to increased needs of the life/safety grant program and business park infrastructure.
- Code Update Meeting** A Town Hall meeting was conducted on September 16, 2021 related to building, electric and plumbing code updates for the City. Over 30 individuals attended representing trades, development interests, real estate and staff. The purpose of the meeting was to review changes in the City's current Codes, to upgraded 2021 versions. The City is currently operating under the 2012 International Residential, Building and Plumbing Codes; the 2014 National Electric Code; and the 2015 Energy Code. Staff will continue to gather feedback and discuss possible amendments with the Construction Board of Adjustment and Appeal prior to formal consideration by Council this winter.
- 281 South** On September 17<sup>th</sup>, after discussion on the 281 South project with Council on the 13<sup>th</sup>, staff met with representatives from TxDOT regarding the route for access to the Hostess House and Hancock Pool. After reviewing the site, and in light of the recent loss of a large oak, staff and TxDOT felt a route could be identified that may limit the number of removals to one or two trees. Additionally, staff also confirmed the access and replacement of benches and tables would be included in the TxDOT contract.
- Comp Plan** Tentatively, staff is planning on placing implementation of the Comprehensive Plan on the October 11<sup>th</sup> agenda for Council discussion. The implementation kick-off could realistically be discussed at least once per meeting over several months to review short term priorities and precise steps required to accomplish objectives. Staff has already discussed some short term objectives with individual Council members including additional collaboration with the County and other agencies for emergency management, and building our capacity to provide resources to property owners to mitigate code or maintenance issues.

Substation	On September 21 <sup>st</sup> staff met with LCRA representatives regarding upgrades to the Lampasas Substation that were discussed with Council during budget preparation. The expansion will begin in March after a cut in from a rebuilt transmission line. At this time, the City is expecting to conduct the plan review and permitting, where required, on the project; and utilize third party review if necessary. LCRA has indicated construction will be done by in-house crews.
Sulphur Creek	Risking a possible jinx, staff is hopeful that a pond/water management company, recently contacted by the Park Director, may have the experience, expertise, and product to eliminate milfoil in Sulphur Creek. After lengthy discussion, the company was able to determine frequency and cost of application, which was well within budget. At the direction of staff, a permit application was submitted and approved by TPWD this week. The first application will be done this fall.
Vaccines	City staff is keeping a close eye on implementation (or not) of mandated COVID-19 vaccinations and/or testing. Although the Governor's current order prevents mandated vaccinations, staff is pro-actively gathering information from municipal and health care sources that indicate there is a possibility of some level of compliance. Many questions remain regarding costs, time off, and record keeping that will need to be answered prior to any level of implementation.
Staff	Staff is pleased to acknowledge employees who began their City of Lampasas careers in September: Fidel Morua, 16 years; Raymond Roberts, 24 years; Kristy Acevedo, 4 years; Thomas Kelley, 5 years; Garrett Bradley, 5 years; Jody Cummings; 29 years; Vicki Tower, 5 years; Monica Wright, 16 years; Tania Baines, 5 years.

for BS/MS  
City Manager

ITEM NO. 7.1

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

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**Subject:**

Discussion and possible action regarding the approval of a Resolution supporting the Night Skies Initiative

Requested By: Mike Watson

Submitted By: Becky Sims, City Secretary

Date Submitted: September 21, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

Mr. Watson spoke about the Night Skies Initiative during citizen comments at the September 13, 2021 City Council Meeting and during tonight's Workshop Session. With Council's consideration Staff would like to recommend that the City of Lampasas support the Night Skies Initiative by Resolution. City Staff supports the efforts of the Hill Country Alliance and the surrounding Communities that work to preserve the Night Skies and would like to be part of these efforts.

**Recommendation:**

To consider a motion to approve the Resolution supporting efforts to Preserve Night Skies.



**RESOLUTION # \_\_\_\_\_**

**A Resolution of the City of Lampasas Supporting Efforts to Preserve Night Skies**

**WHEREAS**, The City of Lampasas residents recognize the Texas Hill Country for its rich cultural heritage, breathtaking scenic beauty, and ethics for land stewardships; and

**WHEREAS**, the use of night lighting for security and illumination for residential and commercial applications has been steadily increasing in recent years and has negatively impacted the enjoyment of the night sky and appreciation of the natural benefits of our rural heritage and community aesthetic; and

**WHEREAS**, due to the increased night lighting and the poor design and practices of many light fixtures creating the accompanying light trespass from night lighting fixtures, disturbing the natural environment and the quality of life of the people in this community by, among other things, reducing night sky visibility; and

**NOW THEREFORE**, by action of the City Council of the City of Lampasas, be it resolved that the City of Lampasas will encourage outdoor lighting fixtures and practices that follow up-to-date suggested guidelines and use available technologies for efficient, cost-effective, non-intrusive lighting and will work with its partners to educate and encourage landowners, businesses, resident communities and public entities to join in this commitment to reduce energy consumption; save money and reduce light trespass.

**IN WITNESS WHEREOF**, I have herewith set my hand and caused the Great Seal of the City of Lampasas, Texas to be affixed on this 27<sup>th</sup> day of September 2021.

\_\_\_\_\_  
*T.J. Monroe, Mayor*  
*City of Lampasas*

*ATTEST:*

\_\_\_\_\_  
*Becky Sims, City Secretary*  
*City of Lampasas*

  
City Manager

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

7.2  
**Item No.**

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**SUBJECT:**

Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the Fiscal Year Beginning on October 1, 2021 and ending on September 30, 2022; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; Providing a severability clause; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 20, 2021 FOR THE AGENDA OF: Sept 27, 2021

Expenditure Required: N/A

Available Funding: N/A

Attachments: none

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**SUMMARY STATEMENT:**

The attached ordinance will formally adopt the proposed budget for the 2021-2022 Fiscal Year.

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**Recommendation: Please take record vote on adopting the budget.**

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

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021 AND ENDING ON SEPTEMBER 30, 2022; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE FOR THE REPEAL OF ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, a budget for operating the municipal government of the City of Lampasas for the fiscal year October 1st, 2021, to September 30th, 2022, has been prepared and reviewed by City Council through a series of workshops with city staff; and

**WHEREAS**, opportunity for public input was provided at the Public Hearing conducted on September 7, 2021 for which notice was posted in the local newspaper; and

**WHEREAS**, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended should be approved and adopted;

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

**SECTION 1.** That the City Council of the City of Lampasas ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2021, to September 30, 2022, a copy of which shall be filed with the office of the City Secretary and with the Lampasas County Clerk and which is incorporated herein for all intents and purposes.

**SECTION 2.** That the appropriations for the 2021-2022 fiscal year for the different administrative units and purposes of the City of Lampasas, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for the payment of the principal and interest and the retirement of the bonded debt of the City of Lampasas.

**SECTION 3.** That the expenditure of the budgeted items shall comply with the City's purchasing Policy and the City Charter.

**SECTION 4.** That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of a section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

**SECTION 5.** That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

**SECTION 6.** That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

\_\_\_\_\_  
TJ Monroe, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

Jo Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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City Manager

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

**7.3**  

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Item No.

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**SUBJECT:**

Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2021 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022; Apportioning said levy among the various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective date.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 20, 2021 FOR THE AGENDA OF: Sept. 27, 2021

Expenditure Required: N/A

Available Funding: N/A

Attachments:

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**SUMMARY STATEMENT:**

The attached ordinance adopts a total tax rate of \$0.3370 cents for the 2021 tax year. The tax rate is divided between \$0.27230 cents for general fund maintenance and operations and \$0.06470 cents for debt service (interest and sinking fund.)

**The motion to adopt the ordinance that sets the tax rate must be made in the following form with a record vote:**

**“I move that property tax rate be decreased by the adoption of a tax rate of \$0.3370, which is effectively a 4.76 percent increase in the tax rate.”**

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**Recommendation: Please take record vote on setting the tax rate.**

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

**AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF LAMPASAS, TEXAS, FOR THE 2021 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Chief Appraiser of the Lampasas County Tax Appraisal District has prepared and certified the appraisal roll for the City of Lampasas, Texas, said roll being that portion of the approved appraisal roll of the Lampasas County Tax Appraisal District which lists property taxable by the City of Lampasas, Texas; and

**WHEREAS**, the City has duly complied with all state requirements regarding notification of the public; and

**WHEREAS**, a public hearing was duly held on September 7, 2021 and all interested persons were given an opportunity to be heard; and

**WHEREAS**, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to setting the tax rate for said City for 2021; and

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

**SECTION 1.** That the tax rate of the City of Lampasas, Texas for the tax year 2021 be, and is hereby, set at \$0.3370 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.76 PERCENT AND WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$41.93**

**SECTION 2.** That there is hereby levied and there shall be collected for the tax year 2021 for the use, support, and permanent improvements of the municipal government of the City of Lampasas, Texas and to provide interest and sinking funds for the retirement of debt, upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, said tax; and said tax, so levied and collected shall be apportioned to the specific purposes hereinafter set forth; to wit;

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.27230 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

B. To pay interest and principal sinking fund requirements on all outstanding indebtedness of said City \$0.06470 cents on each \$100 dollars (\$100) of taxable value of such property.

**SECTION 3.** That the Chief Appraiser is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

**SECTION 4.** That the Director of Finance in said City shall keep accurate and complete records of all monies collected under this Ordinance and of the purposes for which same are expended.

**SECTION 5.** That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Lampasas Annual Budget 2021-2022.

**SECTION 6.** That all monies collected which are not specifically appropriated shall be deposited in the general fund.

**SECTION 7.** That all ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

\_\_\_\_\_  
TJ Monroe, Mayor

**ATTEST:**

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

APPROVED AS TO FORM:

Jo Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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City Manager

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

7.4  
Item Number

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**SUBJECT:**

Discussion and possible action regarding Ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2021-2022 Budget.

REQUESTED BY: Yvonne Moreno

SUBMITTED BY: Yvonne Moreno

DATE SUBMITTED: Sept. 20, 2021      FOR THE AGENDA OF: Sept. 27, 2021

Expenditure Required: N/A

Available Funding: N/A

Attachments: none

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**SUMMARY STATEMENT:**

Local Government Code, Section 102.007 requires a separate vote of the governing body of a city to ratify the property tax revenue increase reflected in the budget. The separate vote is in addition to and separate from the vote to adopt the budget or a vote required to set the tax rate.

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**Recommendation: Staff recommends approval to ratify the property tax increase reflected in the budget by a Record Vote.**

**\*\*Mayor, please request the City Secretary to take a Recorded Roll Call Vote.**

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**City Manager**ITEM NO. 7.5

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

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**Subject:**

Discussion and possible action regarding use of Guthrie Funds for Dolly Parton's Imagination Library.

Requested By: Guthrie Committee

Submitted By: Shanda Subia, Library Director

Date Submitted: September 22, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

We are requesting \$28,000 of \$91,895.04 available in the Guthrie Fund.

Attachments: None

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**Summary Statement:**

Since becoming an affiliate of the Dolly Parton's Imagination Library approximately six weeks ago, we have had almost 450 children signed up to receive a free book every month, up until their fifth birthday. This is more than twice what we expected to have signed up after one year. The memorial donation we received for this program will fund 500 children for about two years. However, we will likely exceed 500 children very soon, so we would like to request some of the funds from the Guthrie account be used to support this program. Tracy Guthrie would wholeheartedly support this program, so we believe that using some of these funds for this would be very fitting.

**Recommendation:**

To consider a motion to approve the use of \$28,000 of Guthrie Funds for Dolly Parton's Imagination Library.

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City Manager

ITEM NO. 7.6

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

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**Subject:**

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1,286.00 for advertising expenses related to the Hunters Tourism Promotion from dove season through bow and rifle season September 2021 - January 2022, and event expenses for the Hunters Welcome event on November 5, 2021.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 20, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Funds are available in HOT Fund 40 in the City of Lampasas FY 2021/2022 Budget.

Attachments: HOT Fund Request Form

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**Summary Statement:**

The attached request is eligible for HOT funding. The event has been most recently funded in 2020 in the amount of \$1,457.00. The funds requested will be used for advertising and promotion of Lampasas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2022, as well as the Hunters Welcome event. Melissa Unger will be in attendance to present her intent for funding for this event and answer any questions/concerns.

**Recommendation:**

Staff recommends approval of HOT funds in the amount of \$1,286.00.

## **HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM**

**State Law:** By law of the State of Texas, the City of Lampasas collects a Hotel Occupancy Tax (HOT) from hotels, motels, and bed & breakfasts and inns. Per Chapter 351, Texas Tax Code, There is a two part test that every expenditure must pass to be valid.

1. The expenditure must directly enhance and promote tourism and the convention and hotel industry.
2. The expenditure must clearly fit into one of the seven statutory categories for expenditure of local hotel occupancy tax revenues:
  - i) **Convention Centers and Visitor Information Centers**
  - ii) **Registration of Convention Delegates**
  - iii) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry**
  - iv) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry**
  - v) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry**
  - vi) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels**
  - vii) **Enhancement and upgrading of existing sport facilities or fields**

**City Policy:** The City of Lampasas accepts applications from groups, businesses and organizations whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied by the official application at least 60 days prior to the event or request for funds. The application will be reviewed by the Lampasas City Council at the earliest possible regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review. The Lampasas City Council will make the final decision regarding any requests for Hotel Occupancy Tax expenditures.

**Eligibility and Priority for Hotel Tax Funds:** Priority will be given to those events and entities based on their ability to generate overnight visitors to Lampasas. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. Events can prove this potential to generate overnight visitors by:

- a) **historic information on the number of room nights used during previous years of the same events;**
- b) **current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the event requesting hotel tax funds;**
- c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event or facility; and/or**
- d) **examples of marketing of the activity, event, or facilities that are likely to generate encourage overnight visitors to local lodging properties.**

**Use of Local Vendors:** The City of Lampasas encourages all event organizers to patronize local businesses for food, supplies, materials, printing, etc.

**Use of Revenues from Event:** A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT funds should be channeled back into the future costs of operating that same event or the continued operation of the project.

**Supplemental Information Required With Application:** Along with the application, please submit the following:

Proposed Marketing Plan for Funded Event

Schedule of activities, events or facility programs relating to the request

**Funded Projects or Events will be required** to submit a Post Event Evaluation; required to provide a link on the event or facility website to LampasasLodging.com, and to use [www.LampasasLodging.com](http://www.LampasasLodging.com) on any print advertising; and submit any invoices for reimbursement within 60 days of the conclusion of the event.

Submit to: Mandy Walsh, LEDC Director  
312 E. Third  
Lampasas, TX 76550  
Email: [mandy@cityoflampasas.com](mailto:mandy@cityoflampasas.com)  
Phone: 512-556-6831

# Application

## *Organization Information*

Date: Sept. 14, 2021

Name of Organization: Lampapas County Chamber of Commerce and Visitor Center

Address: 205 S. Hwy 281.

City, State, Zip: Lampapas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: (512) 556-5172

Web Site Address for Event or Sponsoring Entity www.lampapaschamber.org

Is your organization:    Non-Profit                       Private/For Profit

Tax ID #: 74-0736310                      Entity's Creation Date: 1970s

Purpose of your organization: To promote and support business, economic growth, and tourism by partnering with current and future Chamber members, community leaders, and the citizens of Lampapas County.

Name of Event, Project or Facility: Hunters Tourism Promotion & Hunters Welcome

Date of Event or Project: September – December 2021 Hunting Season Tourism & (November 5, 2021) Hunters Welcome

Primary Location of Event or Project: Chamber/Visitor Center Office & HEB Parking Lot

Amount Requested: \$ 1,286.00

How will the funds be used: Advertising and promoting Lampapas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2022.

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Primary Purpose of Funded Activity/Facility: To enhance tourism and the increase overnight stays in Lampasas by promoting Lampasas as a premier hunting destination and place to buy all their hunting supplies.

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**Percentage of Hotel Tax Support of Related Costs**

40-100% Note Percentage of Total Event Costs Covered by Hotel Occupancy Tax

0% Note Percentage of Total Facility Costs Covered by Hotel Occupancy Tax

0% Note Percentage of Staff Costs Covered by Hotel Occupancy Tax

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities n/a

**Check Which Categories Apply to Funding Request and Amount Requested Under Each Category:**

**1. Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation and maintenance of convention center facilities or visitor information centers, or both

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**2. Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants; \_\_\_\_\_

**3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** \$1,286.00

**4. Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

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**5. Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;**

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**Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity.** \_\_\_\_\_

**Sporting Related Event Funding:**

If the event is a sporting related function/facility: How many individuals are expected to participate?  
5,000+

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county?  
4,000+

If the event is a sporting related function/facility: Quantify how the funded activity will substantially increase economic activity at hotel and motels within the city or its vicinity?  
More rooms will be used for hunters and their friends and families during hunting season.

**Questions for All Funding Requests:**

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 20 years

Expected Attendance: 3-5k (Overall throughout Hunting season)

How many people attending the Event or Project will use Lampasas hotels, lodges, RV parks, motels or bed & breakfasts?  
1,000+

How many nights will they stay: Unknown

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: No

Do your promotional materials and website note area lodging facilities that can host participants? yes  
(please attach copy if available)

Have you negotiated a lodging rate at any hotels for participants of your event? yes

Please list other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
Lampasas	2020	\$1,457.00	N/A- Not turning in occupancy reports
Lampasas	2019	\$1,668.31	N/A
Lampasas	2018	\$1,492.75	N/A

How will you measure the impact of your event on area hotel activity?  
By surveying the hotels and other local Lampasas lodging facilities post hunting season.

Please list other organizations, government entities and grants that have offered financial support to your project: None

Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising: Print/Newspaper/Hunting Guides \$1186.00 Radio \_\_\_\_\_ TV \_\_\_\_\_

Press Releases to Media \_\_\_\_\_ Direct Mailing to out of town recipients \_\_\_\_\_

Other \_\_\_\_\_ Social Media \$100 \_\_\_\_\_

What areas does your advertising and promotion reach:

The hunting guides will reach selected areas in Central Texas and the surrounding area. The press releases to media will reach statewide, although it is unknown which publications will publish the information and which ones will not. The social media advertising will reach targeted areas throughout most of the state of Texas (it is unknown how many outside of the state and targeted area will see the social media advertising). Please see attached documents for more information over where we plan on advertising for the hunting guides.- Advertising breakdown

What number of individuals will your proposed marketing reach that are located in another city or county?  
Thousands of people living outside of Lampasas County with a greater reach for social media & digital ads.

**If a permanent facility (e.g. museum, visitor center)**

Expected Attendance Monthly/Annually: n/a

Please note percentage of those in Attendance that are Staying at Area Hotels/Lodging Facilities: n/a

## 2021 Hunters Tourism Promotion & Hunters Welcome Advertising Plan and HOT Funding Request Break-Down

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<b>Social Media</b>	
Facebook Ad- Event Boost	\$ 100.00
<b>Press Releases to Media</b>	
	\$ 0.00
<b>Lampasas Dispatch Record- Hunting Guide</b>	
2 ¼ ads in color (HW/HP)- Press Release & Digital- 40%	\$ 380.00- <del>\$152.00</del>
<b>Highland Lakes Newspapers (Highlander)- Hunting Guide</b>	
2 ¼ pg. ads in color (HW/HP)	\$ 300.00
<b>Goldthwaite Eagle Hunter's Edition (starts Dove Season)</b>	
2 ¼ pg. ads in color (HW/HP)	\$ 449.00
<b>San Saba Hunting Guide</b>	
1 ½ pg. ad in color (HW)	\$ 285.00
<b>Texas Press Online</b>	
Statewide online advertising	\$ 0.00
<b>Television Station Calendars</b>	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
<b>Community Calendars</b>	
Hamilton County. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
<b>Texas Highways Events Magazine Calendar</b>	
Online and digital	\$ 0.00
<b>TOTAL ADVERTISING COSTS:</b>	<b>\$1,514.00</b>

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<b>TOTAL HOT FUNDS-% Requested for Reimbursement:</b>	<b>\$1,286.00</b>
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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:**

Discussion and possible action to consider declaring a 2003 Ford Expedition as surplus and allow staff to dispose of as State Law allows.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 22, 2021

For the Agenda of: September 27, 2021

**Procurement and Funding Statement:**

Attachments: repair estimate, pictures

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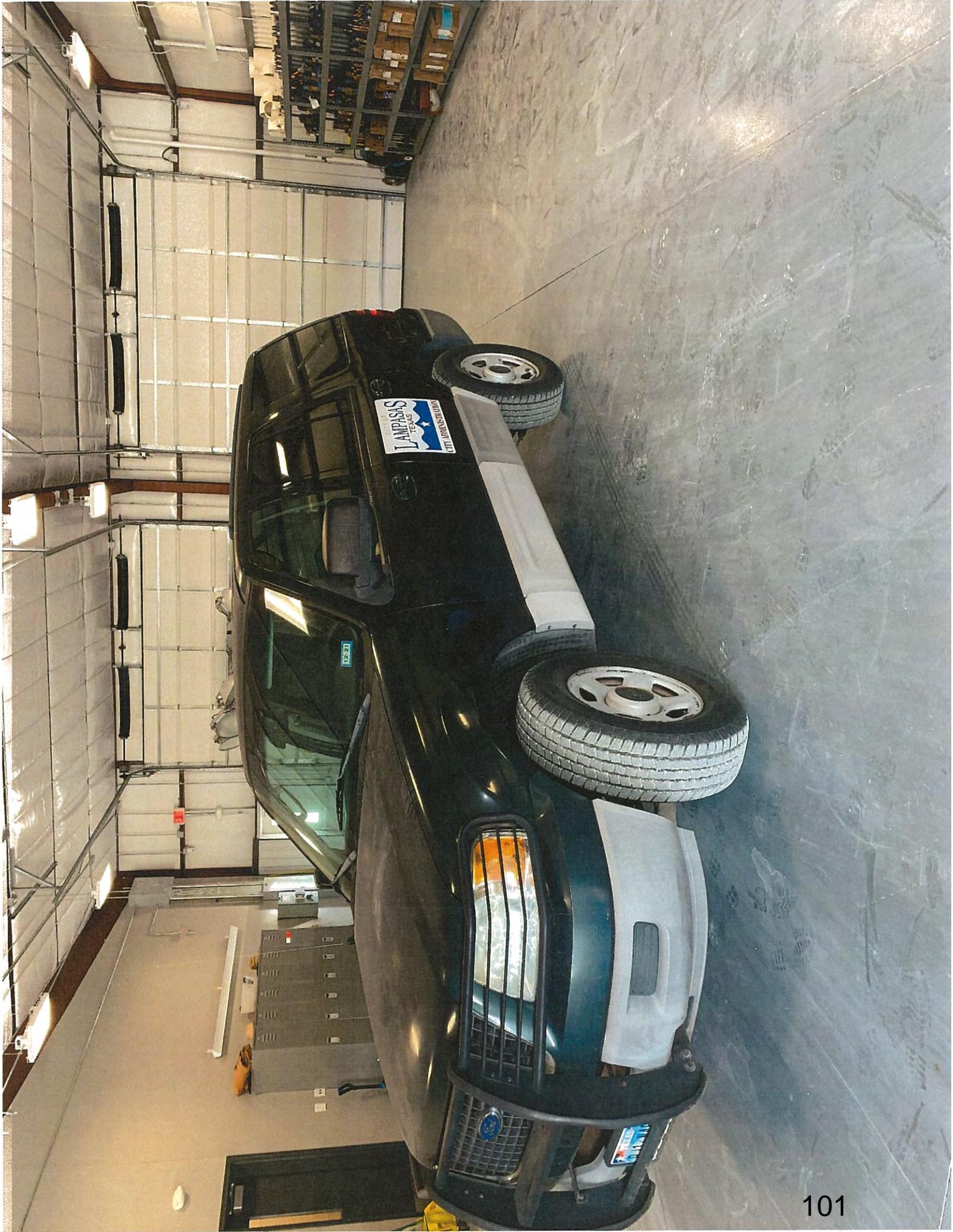
**Summary Statement:**

The 2003 Ford Expedition has been used as the administration vehicle for a few years now. This vehicle replaced the 2004 Chevy Venture that was sold in 2017. This vehicle does not get used too often and needs regular maintenance and upkeep. Staff generally uses their personal vehicle to run City errands. The expedition has a little over 76,000 miles and recently went in for service due to some mechanical issues. The estimated cost to repair the vehicle is a little over \$3,000.00 depending on part availability. With the age of the vehicle parts will be harder to obtain and will rely on used parts being available. The vehicle needs the following repairs; door ajar sensor switch, overdrive transmission switch, ABS brake module, power steering pump and idle air control valve. Staff is asking that Council declare this vehicle as surplus and at this time there is not a need for a replacement administrative vehicle. If a vehicle becomes available from another department Staff will take that in consideration at that time.

**Recommendation:**

To consider a motion to declare the 2003 Ford Expedition as surplus and allow staff to dispose of as State Law allows.









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