

**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, November 22, 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, November 22, 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).

**WORKSHOP SESSION**

1. Call to order Workshop Session
2. Discussion and updates related to COVID-19 Pandemic. *(pgs. 5-6)*
3. Discussion regarding overview of the short-term objectives of the Comprehensive Plan. *(pgs. 7-8)*
4. Discussion regarding Council Work Session Agenda. *(pgs. 9-16)*
5. Discussion regarding Fire Department Incident Reporting and Billing. *(pgs. 17-18)*
6. Discussion regarding fencing and improvements to Hanna Springs at Campbell Park. *(pgs. 19-20)*
7. Discussion regarding Wayfinding Signage. *(pgs. 21-22)*
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
  - Service Recognition
    - Scott Haverly- 5 years

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>	<b>PAGES</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <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

1.3	Public Hearing to receive citizen comments regarding a request to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.	23-32
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2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on November 8, 2021	33-40

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to amend Appendix A- Fee Schedule in the City of Lampasas Code of Ordinances by adding fees related to WI-FI "Hot Spot" device lending.	41-44

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Police Department Monthly Report</li> <li>2. Building Official Monthly Report</li> <li>3. Economic Development Monthly Report</li> <li>4. Fire Department Monthly Report</li> <li>5. Parks and Recreation Monthly Report</li> <li>6. Information Systems Monthly Report</li> <li>7. Library Monthly Report</li> <li>8. Golf Course Monthly Report</li> <li>9. Municipal Court Monthly Report</li> <li>10. City Secretary Monthly Report</li> <li>11. Utility Billing and Collections Monthly Report</li> <li>12. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> </ol>	45-66

5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> <li>• 281 South</li> <li>• Georgetown Tank</li> <li>• Milfoil</li> <li>• LCAD Software</li> <li>• Project Updates</li> <li>• Christmas Events</li> <li>• Staff</li> <li>• Assistant City Manager</li> </ul>	67-74
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A

7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action to consider a request from Terrence Roberts and Tom Lancaster to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.	75-76

<b>EXECUTIVE SESSION</b>
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The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

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

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

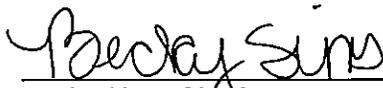
Adjourn Executive Session and Reconvene Regular Session

<b>REGULAR SESSION</b>
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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 19 day of November 2021 at 1:30pm

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

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**City Manager**

ITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion and updates regarding COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: November 18, 2021

For the Agenda of: November 22, 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-3

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

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**Subject:**

Discussion regarding overview of the short-term objectives of newly adopted Comprehensive Plan.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments: Presentation Overview Elements 1-6

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**Summary Statement:**

To date we have reviewed the short-term objectives in Elements 1 – 6. At this meeting we will take the opportunity to review the action steps presented and seek additional action steps from Council. Staff anticipates detailed discussion regarding implementation at the upcoming work session.

**Recommendation:**

Discussion and direction only

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**City Manager**ITEM NO. WORKSHOP-4

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

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**Subject:**

Discussion regarding the agenda to discuss unfinished business from the Council Work Session held on July 7, 2021 and the Comprehensive Plan Objectives

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the workshop agenda to provide Council the opportunity to identify next steps including unfinished business. Staff has completed the meeting notes, comments and consensus, for Council review. Staff is also seeking confirmation regarding the date and time for the meeting.

**Recommendation:**

Discussion and direction only

Minutes of the 2021 City Council Planning Session of the  
Governing Body of the City of Lampasas  
Wednesday, July 7, 2021  
Historic Hostess House  
1600 S. Hwy 281  
Lampasas, Texas 76550

**Council Present**

Mayor Monroe  
Randy Clark  
Mayor Pro-Tem Williamson  
Herb Pearce  
Bob Goodart  
Zachary Morris  
Cathy Kuehne

**Staff Present**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Van Sims, WWW Operations Manager  
Stephen Sewell, Plant Operations Supervisor  
Jody Cummings, Asst Police Chief  
Jeff Smith, Fire Chief  
Chris Eicher, Parks Director

I. Call to order

*The session was called to order at 8:36 am*

II. Welcome and Review Objectives, Expectations and Format of Session

*Finley deGraffenried, City Manager discussed objectives for the session, to engage in open discussions, understanding processes, priorities, funding, where we are and where we are going, It is the hope that at the end of the session that the desired outcome is met.*

*Mayor Monroe welcomed everyone and thanked Staff for putting this together. She encouraged Council to engage in conversation and ask questions. She clarified that if any Council member would like items to be placed on the Council agenda they are entitled; however for any item to move forward it takes a vote of four Council members. Mr. deGraffenried reiterated that he will typically place an item on his City Manager Report for Council consideration and direction. If Council chooses to explore the various item it may be placed on Workshop at a future meeting, then move forward as an action item on the Regular Session.*

III. Discussion regarding Council Satisfaction Survey

*Due to time constraints this item was not discussed*

IV. Presentations by Jones-Heroy & Associates and Reliance Architecture, LLC

**Jason Jones, Jones-Heroy & Associates presented the City of Lampasas (City) and Ajinomoto Foods (AFNA) Pretreatment Facility and Main WWTP Solids Handling Improvements Preliminary Engineering Report (February 2021 Study)**

***Pretreatment Study Timeline***

*- November – December 2018: Developed Study Scope of Work with City Staff*

- April – July 2019: *Temporary WW Bypass Flow Meter Installed by City Staff*
- January 2020: *City Authorized Pretreatment Study with AFNA Cost Share*
- April 2020 – June 2020: *Study Directed Water Quality Data Collection by City Staff*
- August – September 2020: *Preliminary Findings Presented to City Staff and Council*
- December 2020 – January 2021: *Final Report Presented to City Staff and Council*
- February 2021: *Final Report Updated per AFNA Comments*
- May 2021: *Initial Meeting with City and AFNA Staff and Consultants*
- June 2021: *Meeting with City and AFNA Staff and Consultants to Discuss AFNA Proposal*

#### ***Similarities Between AFNA Proposal and February 2021 Study***

- *Recognition that existing pretreatment facilities and onsite grease interceptors are undersized and overloaded.*
- *Similar hydraulic capacity requirements (average and peak wastewater flow)*
- *Recommendations include additional grease interceptor capacity, lift station upgrades, additional aeration capacity, and clarification improvements.*

#### ***Differences Between AFNA Proposal and February 2021 Study***

- *Design Criteria: AFNA Proposal used flow values similar to the February 2021 Study, but water quality design assumptions are lower and based on a reduced dataset (BOD, TSS).*
- *Facility Sizing: February 2021 Study relied on minimum TCEQ requirements for basin sizing, AFNA Proposal relied on modified design practices and equipment standard in industrial pretreatment applications which results in smaller basin sizes.*
- *Proposed Improvements: February 2021 Study recommends utilizing standard treatment practices used in the municipal wastewater treatment industry and common to wastewater treatment plant operators, AFNA Proposal recommends package pretreatment technology common in industrial applications including Dissolved Air Flotation (DAF) or Suspended Air Flotation (SAF) clarifier. February 2021 Study recommends concrete basins for longevity versus steel basins assumed in the AFNA Proposal.*
- *FOG Removal: AFNA Proposal recommends onsite grease interceptors with a reduced capacity than what was recommended in the February 2021 Study (8,000 gallons versus 16,000 gallons).*
- *Solids Handling: AFNA Proposal did not consider the upgrades required at the City's solids handling facilities (digester basins, sludge belt press).*
- *Septic Haulers: AFNA Proposal did not consider the pretreatment of septic hauling waste which is currently being accepted directly into the Main WWTP.*

#### ***Next Steps and Considerations***

- *City and JHA to review operation, maintenance, and solids handling considerations of proposed DAF/SAF technology.*
- *JHA to confirm TCEQ requirements for facility design criteria on City owned pretreatment facilities, and review potential construction cost savings of proposed SAF / DAF technology.*
- *JHA to coordinate with AFNA Consultants to obtain calculations and clarify reasons for differences in water quality design criteria and facility sizing requirements.*
- *City and JHA to prepare memorandum summarizing AFNA Proposal review comments and additional information needs from AFNA.*
- *City to install recommended bypass flow meter and composite sampling station.*
- *AFNA continuing to pursue its consultant's recommendations to install onsite grease interceptors based on agreed upon sizing requirements.*
- *AFNA continuing to pursue its consultant's process recommendations to reduce peak flows and frequency of plant washdowns per USDA requirements.*
- *JHA to prepare updated project recommendations and construction cost estimates for 'Phase 1 Pretreatment Facility Improvements'.*

**Antonio Naylor, Reliance Architecture, LLC presented the different scopes to be considered for the Hostess House Improvements, the various schemes include the following options:**

- *Additional bathroom and elevator access from ballroom*
- *Mechanical upgrades*
- *Additional storage on both floors*
- *Improved Kitchen (Catering)*
- *Lighting Improvements*
- *Covered Outdoor Area*
- *Safety improvements to pool area by stairs*
- *Railing Improvements (structural engineer review)*
- *Replace Wood Screening (CMU Wall)*
- *Possible Storage (crawl space)*
- *Increase Occupancy*

*Things to consider:*

*Scope of Project*

*Project Start Time/End Time*

*Reservation Cut-Off*

*Investment in the Community/Tourism as ROI*

## V. Discussion regarding Hot Fund Projects

*Council toured the Historic Colored School located on College Street. The hope is that the building can be utilized as a small public meeting space or event venue. There were some initial electrical and mechanical improvements in 2017. There are finishing touches that need to be done and the building will need a bathroom. Council asked for the initial scope of rehabilitation and specific uses to be outlined.*

*Council had the opportunity to tour the New Hope Baptist Church that is located next to the Historic Colored School. The City has been given the opportunity to oversee the future of the Church building. It has potential to be an extension of the Historic Colored School as an extended venue area and provide the needed bathrooms.*

*Antonio Naylor, Reliance Architect provided Council with his initial thoughts of the building. The building has great bones, has been cared for over the years; while it will need a geo tech survey and possible structural engineer assessment it would greatly compliment the Historic Colored School.*

*Council discussion included the following for HOT Fund Projects*

- *Hostess House is Priority*
- *Project Costs for Campbell Park Pavilion- \$125K*
- *Skate Park- 3-4K*
  - *Community Fundraising/Outreach*
  - *Contract-Design?*
  - *Concept Plan*
    - *Add ons*
    - *Lighting*
    - *Ada*
    - *Landscaping*
  - *Next steps*
- *Campbell Park, Hanna Springs, Nature Park*
  - *Additional Parking Needs*
- *580 Sports Park Bike & Hike Trail*
  - *Scope Options*
  - *Local relationships*
  - *Volunteer opportunities*
- *Wayfinding signage*
  - *Local Attractions Map*
- *Fencing/Deck- Hanna Springs*
- *Community Contributions (Chamber Events etc.)*
- *New Hope Baptist Church*
  - *Community Outreach*
  - *Church/Government*
  - *Historical Marking?*
  - *Rehabilitation Costs?*

- *Consensus that project was more appropriate to private funding assistance rather than City participation.*

VI. Discussion regarding City Projects

**Budgeted**

- *East Third Paving and Rehab*
- *Water Meter Installation*
- *MY GOV Implementation*
- *Public Safety Communications*
- *Cemetery Pole Barn*
- *Brook Park Retaining Wall*
- *Comprehensive Plan*
- *Upper Pressure Plan Study*
- *IT Building Improvements*
- *Chip Readers*
- *Electric Extensions (Developments)*
- *Sweeper*
- *Vac Truck*

**Emergency**

- *West Third Culvert Replacement*
- *East Avenue H Culvert & Undermining*

**HOT Fund**

- *Campbell Park Pavilion*
- *Skate Park*
- *Hostess House Rehab*
- *580 Hike & Bike Trails*

**LEDC**

- *Business Park Phase I Infrastructure*

**Unbudgeted**

- *Pre-treatment Upgrades*
- *Interceptor Evaluation*
- *2020 CDBG*
- *Internet Deployment*
- *Industrial Park Property*

*CIP Report- present to Council July 12, 2021  
Comprehensive Plan-*

- *Adopted April 2021*
- *Final Plan Received from Halff & Assoc-*
- *Provided to Council July 2, 2021.*
- *Implementation will be a Step Process*
- *Staff & Council Engagement*

*FY21-22 Budget*

- *Initial Roll Out July 26, 2021*
- *Department Review with CM*
- *Department Presentations with Council*

**Organizational Structure/Development/ Compensation**

*Current Staffing-*

- *Identify needs/gaps*

*Organizational Structure and Positions for Future*

- *ACM Responsibilities*
- *Fire Department-Proposed Restructure*

*Third Party Assessment- Not favored by Council at this time*

*Personnel Goals*

- *Increase Competency & Efficiency*
- *Ensure Fair Compensation*
- *Improve Customer Service*
- *Improve Quality of Candidates*

VII. Discussion and Development of 2021 Council Work Plan

*Due to time constraints this item was not discussed*

VIII. Review and Summary of Identified Tasks/Unfinished Business

*This will be created as the remaining items are discussed*

IX. Adjourn and Tour of City Facilities

*Business was finished for the day at approximately 3:45 p.m. Tours of City Facilities will be scheduled at Council request.*

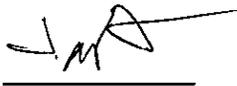
PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

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City Manager

ITEM NO. WORKSHOP-5

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

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**Subject:**

Discussion regarding Fire Department Incident Reporting and Billing

Requested By: Jeff Smith, Fire Chief

Submitted By: Jeff Smith, Fire Chief

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

We have recently been notified by Fire Recovery USA (this company does third party billing for the Lampasas Fire Department) that many insurance companies are refusing to pay invoices for fire response to incidents such as motor vehicle accidents in cases where the insured is not billed directly. The nations largest insurance carrier has stated that they will not pay more than \$250 for per incident on the most common type of response. (The cost that is typically associated with this response is \$600.00) These companies basically deny the request for payment based on the fact that the insured is not being billed directly. The Lampasas Fire Department does recover around \$7000.00/year for these types of responses. The Lampasas Fire Department request guidance on whether to begin billing individuals for services provided on these types of incidents.

**Recommendation:**

Discussion and direction only

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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 fencing and improvements to Hanna Springs at Campbell Park.

Requested By: Boyce Cabaniss

Submitted By: Finley deGraffenried, City Manager

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

On November 18<sup>th</sup> the Park Board met and reviewed a conceptual plan to restore Hanna Spring to its previous, historical condition by lowering the wall and installation of period styled fencing. Costs are estimated at or about previously discussed budget amounts of \$60,000. The Park Board recommended consideration by Council. Staff seeks direction from Council to seek proposals for work.

**Recommendation:**

Discussion and direction 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 regarding Wayfinding Project

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments: Presentation will be presented at the Council Meeting

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**Summary Statement:**

Lampasas is full of hidden treasures, wayfinding is the opportunity to guide citizens and visitors to those locations. Directional signage has been a need for Lampasas for quite some time. It is not only discussed by Staff but by many business owners, citizens and visitors. It is the City's desire to create a well thought out Sign Master Plan that will be a phased project to be measured by quick wins and successes. Wayfinding Signage Program for the Historic Downtown area is one of the mid-term goals (3-10 years) of the newly adopted Comprehensive Plan. This item has been placed on Workshop to provide an update and to identify next steps.

**Recommendation:**

Discussion and Direction

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**City Manager**ITEM NO. 1.3

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

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**Subject:**

Public Hearing to receive citizen comments regarding a request to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The applicants Terence Roberts and Tom Lancaster are asking Council consideration to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition. The alley is located directly behind the home at 200 N. Spring Street. The block is owned by Mr. Roberts and Mr. Lancaster. Staff has verified that there is no water, sewer or electric in the alley and notices were sent to other utility providers as required by law. Certified letters were mailed to eighteen (18) property owners within 200 ft of the described property; to date we have received no written testimony referencing the request.

**Recommendation:**

Discussion only

APPLICATION FOR ABANDONMENT  
OF A PUBLIC STREET, ALLEY,  
AND/OR PUBLIC RIGHT OF WAY  
IN THE CITY OF LAMPASAS

OWNER/NAME Terence Roberts / Tom Lancaster

ADDRESS: 200 N Spring St., Lampasas, TX 76550

CONTACT INFORMATION: Home 254-392-1044 Work: 512-556-6888

STREET, ALLEY OR PUBLIC RIGHT OF WAY TO BE ABANDONED: Block 76  
Alley, Lampasas Springs Company's First Addition

DATE OF REQUESTED ACTION: 9/28/21

[Completed application must be submitted at least 45 days before requested action.]

**ALL EXHIBITS AND STATEMENTS BELOW MUST BE ATTACHED.  
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**EXHIBIT NO. 1:** The written consent of all abutting property owners. If consent from all owners is not obtained, this exhibit must include a brief statement of efforts made to obtain consent, including dates and types of contact attempted and results, and objections to vacation, if any. - City

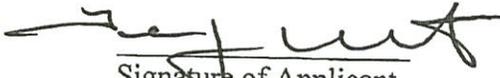
**STATEMENT NO. 1:** A statement why the applicant is requesting that the street, alley and/or public right-of-way, or portion thereof, be abandoned - Applicant; and

**STATEMENT NO. 2:** A statement describing the current and past uses of the street, alley, and/or public right-of-way - City; and

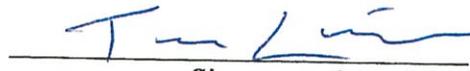
By completing this application, attaching all the required exhibits and statements and submitting the **nonrefundable** filing fee equal to the cost to cover the expense of the Public Hearing publication in the newspaper, plus cost of notifications sent to all property owners located within 200' of the subject property with return receipt requested, I am requesting the MAYOR and the CITY COUNCIL of the CITY OF LAMPASAS consider the vacation and abandonment of the street, alley, and/or public right-of-way described above.

Further, I agree that I will hold the CITY OF LAMPASAS harmless, and indemnify it against all suits, costs, expenses and damages that may arise or grow out of such vacation and abandonment.

Finally, I swear that all of the information provided and referenced in the attached Exhibits and Statements are true and correct, to the best of my knowledge and belief and that the proposed right-of-way abandonment is in compliance with the CITY OF LAMPASAS' Comprehensive Plan and all rules and regulations at the time of application.

  
\_\_\_\_\_  
Signature of Applicant

9/28/21  
\_\_\_\_\_  
Date Submitted

  
\_\_\_\_\_  
Signature of Applicant

9/28/21  
\_\_\_\_\_  
Date Submitted

For City Department Use Only:

Date Application Received: \_\_\_\_\_

Is Application complete?    Yes    No

If not complete, missing Exhibit(s) No. \_\_\_\_\_; Statement(s) No. \_\_\_\_\_; Fee \_\_\_\_\_.

# Lampasas Central Appraisal District



## General Real Estate Property Information

[New Property Search](#)

[Go To Previous Page](#)

Property ID: 1588

Property Legal Description:  
 LOT: 1 THRU 4 0.824A  
 BLK: 76  
 ADDN: L S C 1ST

Property Location:  
 200 N SPRING ST  
 LAMPASAS TX 76550

Owner Information:  
 ROBERTS TERENCE JORGE  
 200 N SPRING ST  
 LAMPASAS TX 76550

Previous Owner:  
 TOM LANCASTER HOMES INC

[View Previous Owner Information](#)

Property Detail:

Agent:	None
Property Exempt:	
Category/SPTB Code:	A1
Total Acres:	0.824
Total Living Sqft:	See Detail
Owner Interest:	1.000000
Homestead Exemption:	H
Homestead Cap Value:	0
Land Ag/Timber Value:	0
Land Market Value:	103,340
Improvement Value:	246,550
Property Market Value:	349,890

Account / Geo Number:  
 10180-076-001-00

Survey / Sub Division Abstract:

Block:

Section / Lot:

[View Building Detail Information](#)

[View Land Detail Information](#)

Deed Information:

Volume:	588
Page:	429
File Number:	188432
Deed Date:	9/8/2021

[View GIS Map](#)

The map link above is not affiliated with this website. It is a 3rd party GIS link to provide additional information only.

[Map It With Google](#)

The Google map link above is in no way affiliated with this website. It is a 3rd party link to provide a visual location only.

[Printer Friendly Version](#)

Click the button above for a printable version of this record with all available details.

\* [View Property Tax Information](#)

[\\* View 5 Year Value History](#)

Jur Code	Description	Market Value	Homestead	Total Exemption	Taxable
LAM	LAMPASAS COUNTY	349,890	HOMESTEAD	0	349,890
R&B	ROAD & BRIDGE	349,890	HOMESTEAD	0	349,890
CLA	CITY OF LAMPASAS	349,890	HOMESTEAD	0	349,890
SLA	LAMPASAS ISD M&O	349,890	HOMESTEAD	25,000	324,890
SLAIS	LAMPASAS ISD I&S	349,890	HOMESTEAD	25,000	324,890

\* Where supporting website data is available.

[New Property Search](#)

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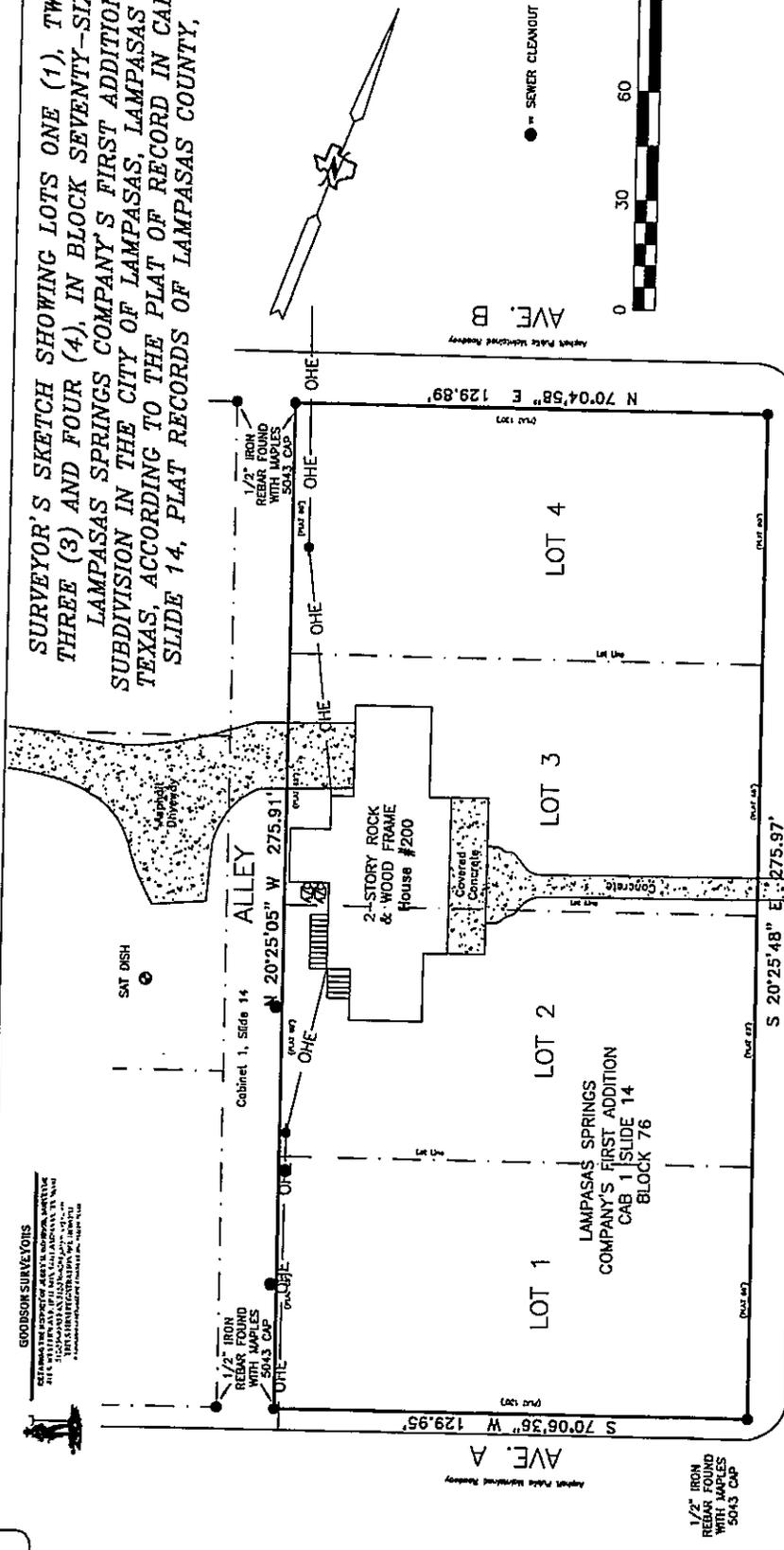
Real Estate Appraisal Information is the 2021 CERTIFIED Appraisal Values. © Lampasas County Appraisal District | Last Real Estate Update: 10/21/2021



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Version 3.2.2

**GODSON SURVEYORS**  
 4115 W. UNIVERSITY BLVD., SUITE 100  
 DALLAS, TEXAS 75245  
 (214) 343-1111

**SURVEYOR'S SKETCH SHOWING LOTS ONE (1), TWO (2), THREE (3) AND FOUR (4), IN BLOCK SEVENTY-SIX (76), LAMPASAS SPRINGS COMPANY'S FIRST ADDITION, A SUBDIVISION IN THE CITY OF LAMPASAS, LAMPASAS COUNTY, TEXAS, ACCORDING TO THE PLAT OF RECORD IN CABINET 1, SLIDE 14, PLAT RECORDS OF LAMPASAS COUNTY, TEXAS.**



*Mike W. Krieger*  
 Registered Professional Land Surveyor No. 4330  
 © Copyrights Reserved  
 Surveyed August 31, 2021



**WARNING: UNAUTHORIZED ALTERATION OF CERTIFIED MATERIAL IS FOWNERY**  
 THIS MAP WAS PREPARED FOR TERRY JOSE ROBERTS & JON UNWASTER  
 BY MIKE W. KRIEGER, REGISTERED PROFESSIONAL LAND SURVEYOR, NO. 4330,  
 STATE OF TEXAS, ON AUGUST 31, 2021. THE SURVEY WAS CONDUCTED  
 IN ACCORDANCE WITH THE TEXAS SURVEYING ACT AND THE PLAT RECORDS OF  
 LAMPASAS COUNTY, TEXAS. THE GRAPHIC REPRESENTATION SHOWN HEREON DOES NOT  
 CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE SURVEY DATA.  
 THE LICENSEE HAS BEEN CREATED, EXPRESSED OR IMPLIED TO COPY  
 THIS GRAPHIC WORK. ALL RIGHTS, COPYRIGHT RESERVED BY MIKE W. KRIEGER, PLS.

- 1) SURVEY WAS PERFORMED FOR TERRY JOSE ROBERTS & JON UNWASTER BY MIKE W. KRIEGER, REGISTERED PROFESSIONAL LAND SURVEYOR, NO. 4330, STATE OF TEXAS, ON AUGUST 31, 2021.
- 2) APPARENT AND VISIBLE UTILITIES WERE SHOWN ON THE MAP.
- 3) NO FURTHER SEARCH WAS MADE FOR EASEMENTS.
- 4) ALL BEARINGS ARE BASED UPON THE TEXAS COORDINATE SYSTEM, NAD 83 (GCS 83), TEXAS CENTRAL ZONE AS PER LEICA TEXAS SMARTKIT GPS OBSERVATIONS.

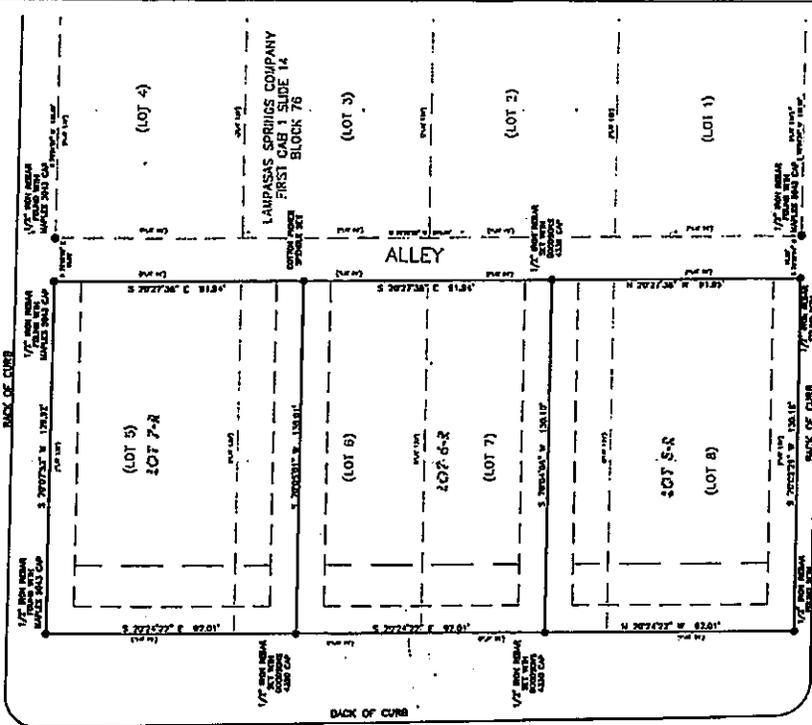
Field Crew: JT & CW  
 Drawn By: DMF

**FINAL REPLAT OF ALL OF LOT'S 5-8, BLOCK 76 OF LAMPASAS SPRINGS COMPANY, AS RECORDED IN CABINET 1, SLIDE 14, OF THE PLAT RECORDS OF LAMPASAS COUNTY, TEXAS, IN THE CITY OF LAMPASAS, LAMPASAS COUNTY, TEXAS.**

**GOODSON SURVEYORS**  
 RETAINING THE HISTORY OF JERRY W. GOODSON SURVEYOR  
 411 S. WESTERN AVE. (P.O. BOX 349) LAMPASAS, TX 78401  
 512-558-4463 FAX 512-558-4351 JWG@GOODSON.COM  
 TITLE FIRST REGISTRATION NO. 10848100  
 A COMPANY OF INSPECT AND ASSOCIATES, INC. - A UTAH FIRM



BACK OF CURB  
 AVE. B  
 BACK OF CURB



SUMMERS STREET



**Field Notes**  
 RECORDED 03/13/21, more or less, being all of LOTS 5-8, Block 76, of Lampasas Springs Company First Addition, in the City of Lampasas, Lampasas County, Texas, according to the plat records of said county, as shown on the plat of said lots, recorded in Cabinet 1, Slide 14, of the Plat Records of Lampasas County, Texas, and the same being more particularly described by their fields and blocks as follows:  
 BEGINNING at a 1/2" cedar stake, with "NORTH 56° 51' 00\"

The State of Texas  
 County of Lampasas

I, **Carole Robinson**, Clerk of the County Court of said County do hereby certify that the above and foregoing plat was duly recorded in the Public Records of said County on the 13th day of September, 2021.

Witness my hand and seal of the County Court of said County, on this 13th day of September, 2021.

**DAK CONSTRUCTION**  
 The Lampasas County Appraisal District, the taxing authority for all taxing entities in Lampasas County, Texas, has hereby certified that there are currently no subsequent taxes owing on the property described in this plat as of September 2, 2021.



**Dr. Susan J. Jones**  
 County Clerk  
 Lampasas County, Texas

The State of Texas  
 County of Lampasas  
 KNOW ALL MEN BY THESE PRESENTS, that Tom Lancaster, being the owner of all 1/2, 3/4, 5/8, 3/4, 7/8, of Lampasas Springs Company, as per the plat records of said county, as shown on the plat of said lots, recorded in Cabinet 1, Slide 14, of the Plat Records of Lampasas County, Texas, and the same being more particularly described by their fields and blocks as follows:  
 BEGINNING at a 1/2" cedar stake, with "NORTH 56° 51' 00\"

The State of Texas  
 County of Lampasas

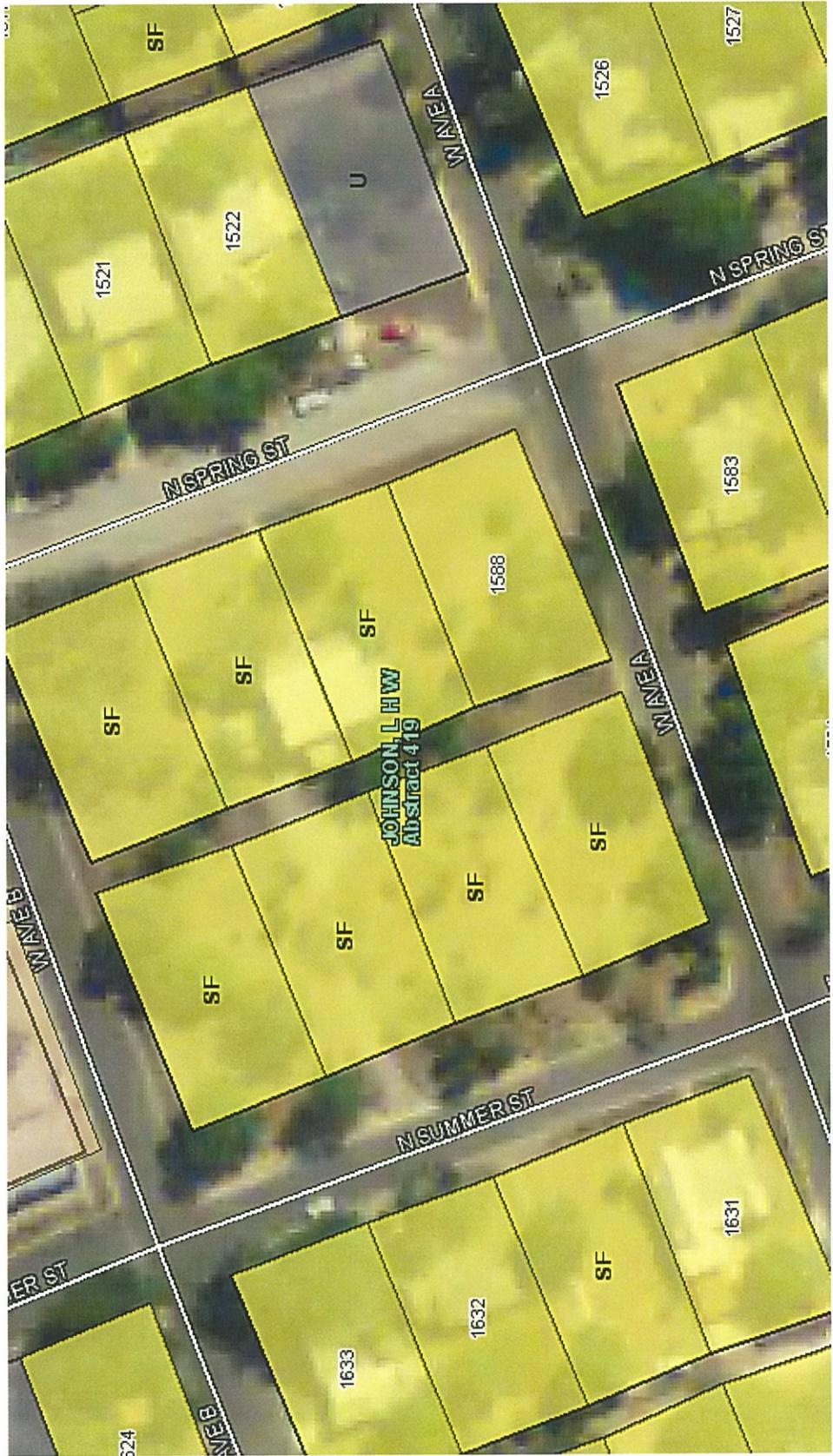
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Witness my hand and seal of the County Court of said County, on this 13th day of September, 2021.

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**Dr. Susan J. Jones**  
 County Clerk  
 Lampasas County, Texas





## NOTICE OF PUBLIC HEARING

The City Council of the City of Lampasas, Texas will hold a public hearing on November 22, 2021 in the City Council Chambers located at 302 East Third Street Lampasas, Texas on the following request:

*Consider the request to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.*

All persons interested in the above referenced request are invited to attend the public hearing and to provide their comments. Comments may also be submitted *in writing* to the City Secretary's office, no later than 12 Noon on the date of the public hearing, at 312 East Third Street, Lampasas, Texas 76550. For additional information, please contact Becky Sims, City Secretary, at (512) 556-6831.

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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, November 8, 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  
Bob Goodart  
Chuck Williamson  
Zachary Morris

**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  
Chris Eicher, Parks Director  
Van Sims, WWW Operations Manager  
Mandy Walsh, EDC Director

**Council Members Absent:**

Cathy Kuehne

**WORKSHOP SESSION**

1. Call to order Workshop Session

Mayor Monroe called the workshop session to order at 5:30 p.m.

2. Discussion and updates related to COVID-19 Pandemic

Chief Smith provided the following updates:

Active cases in the State of Texas- 76,594  
New cases in the State of Texas- 1,044  
Hospitalizations across the State- 2,801  
Active cases in Lampasas County- 38  
Lampasas County Fatalities- 66  
Hospitalizations in Trauma Service Area L- 41

- 31- hospitalized adults
- 8- adults in ICU (12 patients on ventilators)
- 2- Pediatric Cases

Lampasas County Vaccinations

- At least one shot- 10,047
- Fully vaccinated- 8,763

3. Discussion regarding review of short-term goals of the Comprehensive Plan Implementation.

Finley deGraffenried, City Manager reviewed Elements 5 & 6 goals and action steps:

## **ELEMENT 5: MOBILITY**

### **GOAL 5**

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

## **ELEMENT 6: COMMUNITY FACILITIES & SERVICES**

### **GOAL 6**

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

### Element 5.1.4 Short Term Objectives

-Consider available opportunities to establish new truck route ordinance to reroute truck traffic away from Main Street

#### **Action Steps**

- Establish working group for downtown traffic issues including TxDOT, City staff, Police Chief, Fire Chief, and major businesses that receive frequent and normal shipments
- Assess need for additional, and effective, signage directing through traffic to US 190
- Review enforcement options
- Participate with, and report on, TxDOT's efforts to assess relief route options and timeline.

### Element 5.3.2 Short Term Objectives

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

#### **Action Steps**

- Identify stakeholders including downtown residents, Park Board, and interested business and property owners
- Conduct walking tour to identify options, obstacles, and possible resources
- Identify transition areas, and needed wayfinding signage
- Seek funding options with TPWD
- Prepare preliminary professional services scope of work for design and route specifications
- Procure design professional(s), implement project

### Element 6.1.5 Short Term Objectives

-Update the Lampasas Parks, Recreation, and Open Space Master Plan by 2022.

#### **Action Steps**

- Conduct joint Park Board and City Council to discuss desired inclusions and outcomes for a Parks Masterplan.
- Conduct Parks Town Hall to seek public input regarding needs and areas of emphasis
- Prepare preliminary scope for procurement of professional services for facilitation, research and Parks Master Plan deliverable
- Review and adoption of Plan by Parks Board and City Council

### Element 6.2.2 Short Term Objectives

-Continue to support and expand the mission of the Lampasas Higher Education Center (LCHEC) in order to provide additional academic, vocational and certificate training to increase the range of skills Lampasas residents can offer potential employers.

**Action Steps**

- Request joint LCHEC Board, City Council and LEDC Board meeting to discuss workforce needs and issues
- Seek input and report on workforce training needs as expressed by local employers. Support creation of targeted training models to address needs
- Request semi-annual report and update from the LCHEC Director, City Council and LEDC

Element 6.5.4 Short Term Objectives

-Support Fire Department efforts to increase the amount of training for both paid and volunteer personnel (e.g. emergency response training, supervisory training etc.)

**Action Steps**

- Maintain and update Professional Development plan for all employees
- Target annual training goals for all personnel
- Present training budget to Council for consideration including coverage time required when staff attends training

Element 6.5.6 Short Term Objectives

-Continue to support Fire Department efforts in advancing the use of technology to improve the safety of the Lampasas community.

**Action Steps**

- Prepare Public Safety Technology Plan in consultation with IT Department and identified best practices
- Continue to include Technology projects in the City's annual CIP process

Element 6.5.7 Short Term Objectives

-Evaluate the near and long term needs regarding Lampasas provisions of EMS response.

**Action Steps**

- Convene (regular or quarterly?) meeting of EMS providers, County Commissioners, City Public Safety Chiefs, and elected officials to discuss trends and potential future demands for Police, Fire and EMS in and around the City of Lampasas
- Develop alternate protocols for response based on funding, staffing and support resources
- Assess funding options through the City budget process

**Next Steps**

- Review of combined Elements and Action Steps for additional discussion and modification
- Discussion regarding missed items or items of higher priority
- Discussion regarding need for additional or redundant planning processes
- Schedule working session with Council to discuss implementation plan including target completion dates

4. Discussion regarding Interlocal Agreement between the City of Lampasas and Lampasas County regarding Airport Property and Operations of Airport Facility.

Finley deGraffenried, City Manager advised that this agreement is nearing its ten-year term and wanted to provide Council the opportunity to review and recommend any changes. At this time Staff does not have, nor

recommend, any changes to the agreement as it represents the current operation and relationship between the parties. Council member Clark recommended that Legal Counsel review the document based on when it was originally written.

- 5. Discussion regarding Street Repair Costs related to Service Tap installation.

Mr. deGraffenried advised that a few years ago Staff did an extensive review of the City of Lampasas Code of Ordinances Fee Schedule. Over the past few months Staff has been reviewing the street repair cost associated with service tap installation. At Council direction Staff would like to conduct a cost analysis to recommend cost recovery opportunities for street repair. Council agreed to move forward.

- 6. Discussion regarding any item on the regular agenda

There was no discussion.

- 7. Adjourn Workshop Session

Council member Morris moved to adjourn workshop at 6:03 p.m.; Council member Williamson seconded the motion and with a unanimous vote, the motion carried. (Kuehne absent)

<b>REGULAR SESSION</b>
------------------------

**ANNOUNCEMENTS**

- A. Call to Order

Mayor Monroe called the Regular Session to order at 6:03 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

There were no presentations or proclamations.

<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.

There were no citizen comments

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.
-----	---

There were no citizen comments

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on October 25, 2021.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from October 1, 2021-October 31, 2021
3.2	Discussion and possible action regarding the second reading of the Ordinance to adopt the 2021 ICC Codes and 2020 NEC.

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

- Park Projects**                      Staff has met with the Pavilion contractor and is awaiting insurance, bonding, design and contract submittals prior to executing the contract. In addition to preparing documents, the contractor is sourcing materials and proceeding with scheduling the project. The Skatepark Design Build contract has been executed and returned to the contractor who will prepare documentation and prepare for initial stakeholder meetings. Reliance Architecture has indicated their design team will be on site at the Hostess House November 12 to start 3d scanning for as-builts and CAD plans for use by consulting engineers.
- 580 Sports Complex**            Chris Eicher reports that repairs to the irrigation controls have been pushed back approximately 2 weeks by the contractor. Fortunately, the fields continue to be in good condition with recent rains and fertilization. Staff will provide updates as they become available.
- Airport**                                Jesse Acosta reports that parts are in for the on-going repairs to the Airport fueling system. As Council may know, upgrades to the card reader system were not compatible with the pumping system, and additionally, a series of bad control boards has resulted in on-going issues with fuel system. Staff is hopeful replacement parts can be installed as soon as contractors can be dispatched.
- Night Sky**                            The Lampasas County Friends of the Night Sky will meet with staff on November 10<sup>th</sup> to follow up on Council's recent action recognizing and supporting the effort. It is staff's understanding the primary focus of the Friends is to build greater awareness of the benefits of taking steps to limit light pollution and light trespass. As Council was

informed, City Electric crews have been using best practices in the upgrade to fixtures, as needed, to provide efficient and cost effective lighting in line with the goals of the Night Sky program.

**Sub Station** City staff and consultants continue to work with LCRA staff regarding upgrades to the Lampasas Sub Station. As discussed with Council previously, LCRA has targeted late 4Q 2021 or early 1Q 2022 for relocation of certain facilities that will require City participation. The participation will be reimbursed, however; specific requirements of LCRA and the City are being defined and negotiated. As progress and information is updated, Council will be informed.

**Fire Engine** Get to the Council meeting a little early on Monday. Chief Smith will have a demo ladder truck on loan for review by elected officials. As previously mentioned, Chief Smith is in the initial stages of specifying a replacement with a target delivery of 2023.

**Business Park** Staff conducted a review of Business Park infrastructure, road and drainage 90% plans on November 4<sup>th</sup>. The LEDC's consulting engineer included the add alternate of the extension of utilities to a southern entrance on Highway 183. The City will run parallel design and specifications for electric infrastructure, that will not involve coordination with other road or utility work, and that cannot be installed until final grading is complete. Basic platting, in blocks, without lot designation will be done to identify public dedications and detention.

5.2	MAYOR'S COMMENTS
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Mayor Monroe congratulated Vision Lampasas and City Staff on a successful Squared Silly Event.

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 concerning the approval of a bid from Hoffpauir Ford in the amount of \$49,459.00 for a 2022 Ford F350 Super Duty 4x4 to replace a 1999 Ford F250 pickup for the D&C Superintendent.
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Council member Clark motioned to approve the bid from Hoffpauir Ford in the amount of \$49,459.00 for a 2022 Ford F350 Super Duty 4x4, the motion was seconded by Mayor Pro-Tem Williamson; Mayor Monroe opened the floor for questions. Council inquired about timing for truck to arrive; Staff was not provided a delivery date and Staff will keep the 1999 F250 pickup in fleet, with a unanimous vote the motion carried. (Kuehne absent).

7.2	Discussion and possible action regarding Resolution to cast votes for Lampasas County Appraisal District (LCAD) Board of Directors.
-----	---

Council member Clark motioned to cast equal votes to all candidates, the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Kuehne absent)

7.3	Discussion and possible action regarding the first reading of an Ordinance to amend Appendix A- Fee Schedule in the City of Lampasas Code of Ordinances by adding fees related to WI-FI “Hot Spot” device lending.
-----	--

Council member Clark recommended approval of the first reading of an Ordinance to amend Appendix A- Fee Schedule in the City of Lampasas Code of Ordinances by adding fees related to WI-FI “Hot Spot” device lending, the motion was seconded by Council member Morris. Mayor Monroe opened the floor for discussion. Council member Clark advised that the \$10.00 fee seemed minimal; Mrs. Sims advised the Library Advisory Board felt it was an adequate fee to assess for the damage and/or replacement of the Hot Spot components, with a unanimous vote, the motion carried. (Kuehne absent)

7.4	Discussion and possible action regarding the reappointment of board member to the Library Advisory Board until December 31, 2021
-----	--

Mayor Pro-Tem Williamson moved to reappoint Kathryn Hail to the Library Advisory Board until December 31, 2021, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne absent)

7.5	Discuss and consider the selection of winner of website photo contest entry.
-----	--

Council member Clark moved to select entry one “Christmas in Lampasas”, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Kuehne absent)

7.6	Discussion and possible action regarding a 2005 JD Lightweight Fairway Mower to deem as surplus and allow Staff to dispose of as State Law allows.
-----	--

Mayor Pro-Tem Williamson moved to deem the 2005 JD Lightweight Fairway Mower as surplus and allow Staff to dispose as State law allows, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Kuehne absent)

7.7	Discussion regarding cancelling the December 27, 2021 City Council Meeting
-----	--

Council member Morris moved to cancel the December 27, 2021 City Council meeting, Council member Pearce seconded the motion and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Council member Morris moved to adjourn into Executive Session at 6:24 p.m., the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Kuehne 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 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities

Adjourn Executive Session and Reconvene Regular Session

Council member Morris moved to reconvene into Regular Session at 6:31 p.m., Mayor Pro-Tem Williamson seconded the motion and with a unanimous vote, the motion carried. (Kuehne absent)

**REGULAR SESSION**

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

There was no formal action taken on item presented during Executive Session

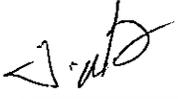
Adjourn-Council member Morris moved to adjourn the meeting at 6:32 p.m., the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried. (Kuehne absent)

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

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

ATTEST:

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

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

ITEM NO. 3.1

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

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**Subject:**

Discussion and possible action to approve the second reading of an Ordinance to amend the Code of Ordinances, Appendix "A" Fee Schedule, Chapter 2, Administration; Article IV, Lampasas Public Library adding fees related to WI-FI "Hot Spot" device lending.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 4, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments: Ordinance

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To recommend a motion to approve second reading of an Ordinance to amend the Code of Ordinances, Appendix "A" Fee Schedule, Chapter 2, Administration; Article IV, Lampasas Public Library adding fees related to WI-FI "Hot Spot" device lending

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

AN ORDINANCE OF THE CITY COUNCIL OF LAMPASAS, TEXAS  
AMENDING THE CODE OF ORDINANCES OF THE CITY OF  
LAMPASAS, APPENDIX "A" FEE SCHEDULE, CHAPTER 2,  
ADMINISTRATION; ARTICLE IV, LAMPASAS PUBLIC LIBRARY  
ADDING FEES RELATED TO WI-FI "HOT SPOT" DEVICE LENDING;  
CONTAINING SEVERABILITY AND REPEALER CLAUSES AND  
PROVIDING AN EFFECTIVE DATE

SECTION I

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

That, Appendix A, Chapter 2, Administration, Article IV, Lampasas Public Library, of the Code of Ordinances of the City of Lampasas is hereby amended by adding the following:

Article IV. Lampasas Public Library

*Fees to be charged in the operation of the Lampasas Public Library are established as follows:*

- (a) – (d) No Change
- (e)- USB, Hot Spot or other media (subject to availability) **\$5.00**
- (f)-(n) No Change
- (o) – Remove- Incomplete materials (cost of replacing disc, tape, etc.)
- (p)-(q) No Change

*Fines to be assessed in the operation of the Lampasas Public Library are established as follows:*

- (a) - (e) No Change
- (f) Hotspot Component missing or returned damaged (charging cable, charging block, battery, and/or plastic box) **\$10.00**
- (g) Any USB, Hot Spot or other media non-return, lost, stolen or damaged **\$100.00**

SECTION II

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 any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this Ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Lampasas in adopting, and of the Mayor in approving this Ordinance, that no portion hereof or

provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any portion, provision or regulation.

**SECTION III**

This ordinance supersedes and repeals all ordinances or parts of ordinances, if any, in conflict herewith; however, such present ordinances shall remain in full force and effect until the effective date of this ordinance.

**SECTION IV**

This Ordinance shall take effect upon the date of final passage noted below and when all applicable publication requirements are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas. This fee shall take effect January 1, 2022.

Date of First Reading: November 8, 2021

Date of Second Reading: November 22, 2021

PASSED AND APPROVED THIS THE 22<sup>nd</sup> DAY OF November, 2021.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
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]

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LAMPASAS POLICE DEPARTMENT  
CHIEF SAMMY BAILEY                      ASST CHIEF JODY CUMMINGS

Monthly Report  
Oct-21

VEHICLE MILEAGE:	October-21	YTD	10/2020 YTD
UNIT # 1 2016 FORD SUV	624	8824	7496
UNIT # 2 2014 CHEVROLET	306	6053	5348
UNIT # 3 2017 FORD	195	2436	2676
UNIT # 4 2012 CHEVROLET	725	6550	6372
UNIT # 5 2017 FORD SUV	458	6873	7322
UNIT # 6 2014 FORD F150	937	9348	10330
UNIT # 7 2014 CHEVROLET	1267	9979	7808
UNIT # 8 2016 FORD SUV	497	3587	6494
UNIT # 9 2020 FORD	860	7924	
UNIT #10 2017 FORD F150	558	5454	3691
UNIT #11 2010 FORD	797	7947	4923
UNIT #12 2010 FORD	175	4223	5287
UNIT #13 2014 CHEVROLET	987	5604	6981
UNIT #14 2016 FORD	818	9077	7025
UNIT #15 2017 FORD	1271	6746	7763
UNIT #16 2016 FORD	498	6320	4889
UNIT #17 2011 FORD	0	8482	4102
UNIT #18 2013 CHEVROLET	328	3248	3580
UNIT #19 2019 CHEVROLET TRUCK	382	1407	540
UNIT #20 2017 FORD SUV	78	4351	4887
UNIT #21 2017 FORD TRUCK	350	3340	4689
UNIT #22 2017 FORD	644	5467	5060
UNIT #23 2017 FORD	540	5429	6020
UNIT #24 2010 FORD <small>(Retired 11/2020)</small>			0
UNIT #9 2009 FORD (Admin)	0	368	3019
TOTAL PATROL MILEAGE	13295	139037	126302
FELONIES REPORTED	25	278	265
FELONIES CLEARED	26	319	237
MISDEMEANORS REPORTED	90	1034	1033
MISDEMEANORS CLEARED	91	1147	890
TOTAL CASES REPORTED	115	1312	1298
TOTAL CASES CLEARED	117	1466	1127
TOTAL INCIDENTS	30	270	268
ADULT ARRESTS	23	474	495
JUVENILE ARRESTS	10	49	38
WARRANTS/CAPIAS SERVED	11	101	102
WARRANTS PAID AT LMC	6	25	12
TRAFFIC CITATIONS ISSUED	97	835	1006
WARNINGS ISSUED	304	3894	3142
TOTAL ARRESTS	147	1484	1653
TOTAL DEPARTMENT CONTACTS	451	5378	4795
<b>REFERENCE ONLY:</b>			
D.W.I.	3	37	35
D.U.I./MINOR	0	2	3
MARIJUANA / DRUG POSSESSION	3	123	87
JUVENILE TOBACCO POSSESSION	3	20	11
FIELD CONTACTS	1	52	42
PUBLIC RELATION CONTACTS	25	237	241

	October-21	YTD	10/2020 YTD
<b>ACCIDENTS:</b>			
MINOR ACCIDENTS	37	238	196
MAJOR ACCIDENTS	4	15	16
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	41	253	212
<b>CODE ENFORCEMENT:</b>			
HIGH WEEDS & TRASH	15	289	217
JUNK / UNREGISTERED VEHICLES	0	14	29
SUBSTANDARD HOUSING	2	5	4
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	21	201	179
TOTAL CODE COMPLAINTS	38	509	429
<b>DAILY ACTIVITIES:</b>			
CALLS FOR SERVICE	1030	9359	9174
TELEPHONE CALLS RECEIVED	3003	31209	45585
ESCORTS	62	583	476
MOTORIST ASSISTS	44	478	473
EMERGENCY ORDER OF DETENTION	2	15	17
BEHAVIORAL CRISIS	5	51	55
911 CALLS	269	2445	2319
TEXT TO 911	0	4	3
OPEN RECORD REQUESTS	41	312	300
<b>ANIMAL CONTROL:</b>			
ANIMAL CFS & FOLLOW UPS	170	1695	1687
ANIMAL IMPOUNDS	59	566	486
<b>CPAAA VOLUNTEER HOURS:</b>	125.50	589.75	164.25

OFFICER COUNT: 20 OF 21  
DISPATCHER COUNT: 7 OF 7

**WARRANT TOTALS**

(This page includes only information on Class C LMC Warrants received at LPD - No other warrants are tallied)

	Oct-21	YTD	10/2020 YTD
<b>WARRANT TOTALS:</b>			
LMC WARRANTS ISSUED	235	777	144
LMC WARRANTS RECALLED	48	411	467
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	10	50	81
LMC WARRANTS PAID AT LMC / PD	0	0	1

	Oct-21	YTD	10/2020 YTD
<b>WARRANT \$ AMOUNTS:</b>			
LMC WARRANTS ISSUED	\$149,247.13	\$489,737.29	\$86,783.36
LMC WARRANTS RECALLED	\$27,336.95	\$224,649.75	\$256,967.67
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$6,020.63	\$36,548.33	\$51,097.80
MONEY COLLECTED AT PD	\$0.00	\$0.00	\$511.84

Report Prepared by Kelli Sanguinet 11/05/2021

# Memo



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

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

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

Re: Monthly Report, October 2021

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

January-12	July-12
February-6	August-8
March-23	September-22
April-23	October-10
May-20	
June-21	

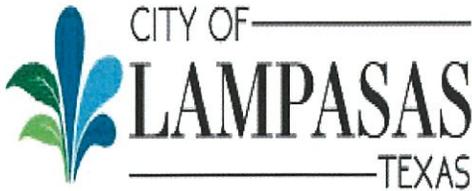
## OCTOBER 2021

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	5	886,380.00	2,097.90
DEM - DEMOLITION	1	25,000.00	50.00
ELE - ELECTRICAL	12	87,250.00	2,719.92
MEC - MECHANICAL	8	4,300.00	225.00
PLB - PLUMBING	10	2,600.00	660.00
POOL - SWIMMING POOL	1	76,250.00	200.00
REM - REMODEL/ADDITION	9	171,554.98	995.00
SPRINK - SPRINKLER	3	6,300.00	180.00
*** TOTALS ***	54	1,259,634.98	7,127.82

## OCTOBER 2020

\*\*\* SEGMENT RECAP \*\*\*

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	7	1,234,950.00	5,726.80
ELE - ELECTRICAL	16	5,250.00	5,508.32
MEC - MECHANICAL	14	94,743.00	775.00
PLB - PLUMBING	31	12,600.00	1,325.00
REM - REMODEL/ADDITION	8	98,990.00	480.00
SHED - SHED, PATIO, DECK	1	5,900.00	0.00
SIGN - SIGN	2	0.00	85.00
SPRINK - SPRINKLER	5	14,525.00	300.00
*** TOTALS ***	91	1,466,958.00	14,200.12



312 East Third Street  
Lampasas, Texas 76550-2820  
Phone: (512) 556-6831  
Fax: (512) 556-8083  
www.cityoflampasas.com

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To: City Council  
From: Jeffry S. Smith Fire Chief  
Date: November 19, 2021  
Subject: Monthly Report

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Greetings,

I hope that each of you are doing well as you receive this report.

The month of October was a very busy month for the Lampasas Fire Department. The month began with the reorganization of the administrative staff. The following personnel were promoted to the position of Deputy Chief and now work a 40 hour week:

Jon Paul Harris: Deputy Chief/Fire Marshal

Joe Adams: Deputy Chief of Administration

Corey Greiner: Deputy Chief of Operations

The following personnel were promoted to Captain:

Colton Baker: A Shift Captain

Sawyer Smith: B Shift Captain

Tyler Gillis: C Shift Captain

We also were blessed to go to the three elementary schools within the Lampasas ISD. At each school we coordinated with staff to have all students be a part of a presentation that provided critical information related to fire safety in the home. We also partnered with Alfredo's Mexican restaurant and provided each child with a "Fire Safety Cup" that has a fire safety message on it. They can take this cup to Alfredo's as many times as they like and receive a free drink each time.

The last big events of the month revolved around Halloween. We were a part of "Squared Silly" on Saturday, October 30, 2021, and then we ended the month with "Trick or Treating" at the Fire Station. The event was well attended and we provided candy and Hot Dogs for all who showed up.

Thank you for allowing us to accomplish so much during the month of October. It was well worth the effort.

# Memo



To: Honorable Mayor and City Council Members  
Cc: Finley deGraffenried, City Manager  
From: Chris Eicher, Director of Parks and Recreation  
Date: September 19, 2021  
Re: Monthly Report October 2021

---

## PARKS DEPARTMENT ACTIVITIES

- Replaced light bulbs @ Hostess House
- Replaced old trash cans in Brook Park and 580 Sports Complex
- Weekly checks of all playscapes for damage
- Trimmed trees at Brook Park and Hostess House properties
- Replaced light fixtures @ Hostess House
- Cut up and disposed of fallen trees in parks
- Worked with H&H installing Christmas lights in trees at Brook Park
- Tilled, raked and leveled fall zone material in all playgrounds
- Prepped for Boots and Blazers event at Campbell Park
- Installed new electric pedestal at basketball court in Campbell Park
- Backfilled low spots at 4 Corners (Corner Store and AT&T)
- Replaced pedestals on sculptures at Campbell Park
- Delivered bleachers and trash cans to courtyard square for Squared Silly
- Replaced broken windows at Colored School and Hostess House
- Delivered old Hanna Springs sign to the museum
- Prepped softball fields @ 580 Sports Complex for tournament
- Prepped Hostess House for events each weekend
- Removed and disposed of debris in discharge at Hancock Pool
- Contracted Lochow Pond Management for removal of milfoil in Sulphur Creek
- Contracted Bedford Plumbing to complete repairs to water heater and urinals at Hostess House
- Check Airport daily and mow / shred monthly (Had Oldham Welding repair hangar doors)
- Nonstop mowing and weed eating and general maintenance in all park areas



November 12, 2021

Life's better outside.®

Commissioners

Arch "Beaver" Applin, III  
Chairman  
Lake Jackson

Dick Scott  
Vice-Chairman  
Wimberley

James E. Abell  
Kilgore

Oliver J. Bell  
Cleveland

Paul L. Foster  
El Paso

Anna B. Gajo  
Laredo

Jeffery D. Hildebrand  
Houston

Robert L. "Bobby" Patton, Jr.  
Fort Worth

Travis B. "Blake" Rowling  
Dallas

Lee M. Bass  
Chairman-Emeritus  
Fort Worth

T. Dan Friedkin  
Chairman-Emeritus  
Houston

Carter P. Smith  
Executive Director

Dear Trout Program Partner:

Thank you for participating in the Texas Parks and Wildlife Department (TPWD) Rainbow Trout stocking program. We want to inform you that the Rainbow Trout this year may be slightly smaller than in previous years. Our Rainbow Trout vendor has notified us that he is experiencing feed supply issues, which have slowed growth rates of the trout. However, he has committed to making our trout orders a priority and will ensure the fish are of a catchable size. We wanted to inform you of this situation in case your office receives any feedback from anglers about the trout being smaller than in previous years. This is an unfortunate situation, but COVID-related supply chain issues are affecting the quality and timing of many commodities, including fish feed. The vendor has found a new feed source and has reported the trout are feeding better and will likely obtain sizes approaching those stocked in years past. At this time, we don't anticipate any further issues. We greatly appreciate your participation in the Rainbow Trout partner program and working with us to provide this fun recreational opportunity to our constituents. If you have any questions, please feel free to contact me at (512) 353-0313 or (828) 460-4638, or by email at [carl.kittel.tpwd.texas.gov](mailto:carl.kittel.tpwd.texas.gov).

Sincerely,

Carl Kittel  
Texas Parks and Wildlife Department  
Inland Fisheries Program Director  
A.E. Wood Fish Hatchery  
507 Staples Road  
San Marcos, TX 78666

4200 SMITH SCHOOL ROAD  
AUSTIN, TEXAS 78744-3291  
512.389.4800  
[www.tpwd.texas.gov](http://www.tpwd.texas.gov)

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations.

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

I) Regular Personnel Hours Available: 1000.00

LESS:

A)	Vacation Leave	13.00
B)	Sick Leave	26.00
C)	Supervision / Training	84.00
D)	Holiday	
E)	Other (?)	

SUB-TOTAL 123.00

PLUS:

A)	Over Time	35.00
B)	On-Call / Standby	21.00
C)	Part Time	
D)	Transfer	

SUB-TOTAL 56.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 933.00

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.

Other:	
Sub-total Hours on Projects:	0.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	152.00	
Airport Maint.	21.00	
Mowing/Weed eating	358.00	
Building and Grounds	276.00	
Equipment/Vehicles/Shop	84.00	
Office/Meetings	42.00	
Sub-total Hours on Projects:		933.00

TOTAL HOURS FOR DEPARTMENT 933.00

V) Department's Proposed Projects for next Month

Christmas Decorations / Installation	200.00	
Total Estimated Hours on Proposed Projects:		200.00

**Department: SPORTS FACILITIES  
Monthly Activity Report  
MONTH OF OCTOBER 2021**

I) Regular Personnel Hours Available: 507.00

<u>LESS:</u>		
A)	Vacation Leave	16.00
B)	Sick Leave	21.00
C)	Supervision/Training	60.00
D)	Holiday	
E)	Comp Taken	
SUB-TOTAL		97.00

<u>PLUS:</u>		
A)	Over Time	16.00
B)	On call/Standby	20.00
C)	Part Time	
D)	Comp Accrued	2.50
SUB-TOTAL		38.50

TOTAL HOURS AVAILABLE FOR THE MONTH: 448.50

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

III)	<u>Department Projects for the Month.</u>				
	<u>Other:</u>				
	Sub-total Hours on Projects:				0.00

IV)	<u>Department Operations and Maintenance for the Month.</u>				
	<u>Cleaning Parks</u>		110.00		
	<u>Turf Management</u>		31.50		
	<u>Mowing/Weed eating</u>		120.00		
	<u>Building and Grounds</u>		105.00		
	<u>Equipment/Vehicles/Shop</u>		50.00		
	<u>Office/Meetings</u>		32.00		
	Sub-total Hours on Projects:				448.50

TOTAL HOURS FOR DEPARTMENT 448.50

V)	<u>Department's Proposed Projects for next Month</u>				
	?				
	?				
	?				
	Total Estimated Hours on Proposed Projects:				0.00

**DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT**

FOR THE MONTH OF: OCT 2021

Regular Personnel Hours Available:		<b>504</b>
LESS:		
A) Vacation Leave/Personal Day	0	
B) Sick Leave	8	
C) Jury Duty	0	
D) Other (holiday/bad weather)	0	
E) Supervision/Funeral	48.5	
	<b>SUB-TOTAL</b>	<b>56.5</b>
PLUS:		
A) Transfer from Parks	0	
B) Seasonal Labor/Temp	0	
C) Other (Community service)	0	
D) Overtime	36.5	
	<b>SUB-TOTAL</b>	<b>36.5</b>
<b>TOTAL HOURS AVAILABLE FOR THE MONTH:</b>		<b>484</b>

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

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

**Department Projects for the Month**

0	0	
0	0	
0	0	
<b>Sub-total Hours on Special Projects:</b>		<b>0</b>

**Department Operations and Maintenance for the Month**

Mowing & W/E	334	
Equip & Veh Maint	13	
Buildings & Grounds	108.5	
Office Operations	28.5	
<b>Sub-total Hours on OM Projects:</b>		<b>484</b>

**OTHER**

0	0	
0	0	
0	0	
<b>Sub-total Other</b>		<b>0</b>

**TOTAL HOURS FOR DEPARTMENT** **484**

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

	0
	0
<b>Total Estimated Hours on Proposed Projects:</b>	<b>0</b>

# Memo

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 11/19/2021  
Re: End of the month report October

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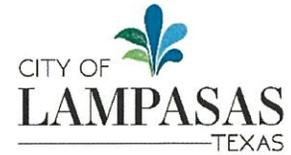


Oak Hill Cemetery

Interments	10 (3) cremation
Fee's for over site	\$775.00
Sites sold	10/ \$5,100.00
Niche sales	2/ \$1,100.00
Beautification fund	\$44.00
Visitors Assisted	6
Level & Backfill sites	10
Meetings Attended	1

**Memo**

To: Finley deGraffenried, City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Tuesday, November 5, 2021  
 Re: October 2021 Monthly Report



Information  
Systems

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

IT Service Tickets	489	Website Page Visits	10,701
Facebook Followers	6,849	Website Page Views	21,438
Twitter Followers	650	Website Downloads	2,223
Instagram Followers	241	Website Searches	484

**IT Supported Hardware & Software**

PCs	92	Wireless Access Points (WAP)	16	Servers	22
Laptops	51	Verizon Aircards	43	Firewalls	5
Printers	69	Network Attached Storage (NAS)	7	Tablets	11
Switches	21	Apple iPhones	31	Software Applications	30+

**October Projects Completed:**

- Configured/installed (4) replacement FD PCs
- Obtained quote for FD Apple iPad/ordered/added to inventory
- Employee performance appraisal
- Obtained quotes for new antivirus software/installed on all PC's
- Obtained quote for annual Watchguard product renewals/renewed
- Upgrade Library firewall firmware version
- PD CJIS pre-audit meeting w/ TSM Consulting/ worked with PD on CJIS audit documents
- Completed PD CJIS audit: October 19
- Upgraded City firewall to latest firmware version
- Upgraded PD firewall to latest firmware version
- Obtained quote for (10) desktop replacement PCs/ordered
- Obtained quote for (4) Windows Server 2019 STD licenses/ordered
- Obtained quote for replacement Synology NAS HDD's (12)
- Obtained quote for (14) replacement WG WAP's/ordered
- Removed Falcon CrowdStrike antivirus on all PCs
- Obtained quote for Microsoft o365 online email exchange Plan 2/w online protection (150 users)
- Obtained quote on SolarWinds software annual renewals/renewed
- Ordered (10) replacement monitors
- Configured/added to inventory new PD tablet/aircards
- Built out new PD Cobian VM
- Assisted PD Cardinal CAD vendor with MobileCite printer settings

**November Projected Projects:**

- Build out FD training laptop/add to inventory
- Configure/install (13) replacement desktop pcs/add to inventory
- Configure/install (14) replacement WG WAPs/add to inventory
- Configure/replace City Manager laptop/add to inventory
- Obtain quotes for replacement switches/order if available
- 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 2021/2022 Projects:**

- PD Criminal Justice Information Systems (CJIS) Audit (***completed***)
- Configure/install new anti-virus software on client pcs/servers (***completed***)
- IT Building exterior water faucet (***completed***)
- Obtain quote/configure/replace WG WAP's with WG AP 125 (14) (*Fall 2021*)
- Obtain quotes/configure/replace (15) desktop PCs (*FY 21-22*)
- Upgrade (4) Windows SVR 2012 servers to Windows SVR 2019 (*FY 21-22*)
- Obtain quotes/configure/replace (2) 52 port switches (*FY 21-22*)
- Obtain quotes/configure/replace (2) 24 port switches (*FY 21-22*)
- Obtain quotes/configure/replace (4) 10 port switches (*FY 21-22*)
- Obtain quotes/configure/replace City network fiber switch (*FY 21-22*)
- Obtain quote/order (15) Microsoft Office 2019 STD licenses (*FY 21-22*)
- City/EDC website re-design (*FY 21-22*)
- Configure/replace PD Toughbooks (*FY 21-22*)
- Upgrade Microsoft o365 exchange online plan 1 to plan 2/email archive
- Install security cameras at Calvert Municipal Building (*FY 21-22*)
- Adopt future amendments to IT Computer Policy (*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*)
- Dispose of old/outdated/broken IT equipment from City Hall (*FY 21-22*)
- City wide cyber security training for all employees (*FY 21-22*)
- IT Building Server Room Wall with locking door (*FY 21-22*)
- Repaint IT Building (*FY 21-22*)

**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:**

- 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

## OCTOBER 2021

Circulation	We circulated 4,083 items in October, which is down 5.4% from September (4,318).
Door Count	There were 3,106 visitors during October, which is up 14.2% from September (2,719).
Internet Usage	There were 319 Internet sessions in October, compared to 303 in September (up 5.3%).
Wifi Usage	We had 115 distinct clients use the public wifi in October, which is down 15.4% from September. However, there was an average of 11 users per day, which is up 1% from last month.
Text Interactions	We communicated, via text messages, with 116 unique phone numbers in October, which is up 7.4% from September (108). We sent/received a total of 576 messages, which is up .7% from last month (572).
October Programs	We had two staff story times, Cornelia Key Book Club, Books & Badgers story time with Fire Chief Smith, Movie Day, 42 Club, STEAM Day (invisible ink), and Family Story Time with Madisyn Creek.
DPIL Outreach	On October 23, Emily, Tania, and Board member Ruthie Martin represented the library at the <b>Methodist Church's Fall Festival</b> . They handed out candy and spread the word about Dolly Parton's Imagination Library (DPIL). Many had already signed up. Then on October 29, Tania and a couple of Ft. Hood soldiers were at the <b>Kempner Trunk or Treat</b> , handing out candy and signing up kids for DPIL. Finally, at <b>Squared Silly</b> on October 30, Shanda, Dr. and Mrs. Rascoe, five LHS football players, and five Ft. Hood soldiers handed out <u>a lot</u> of candy and signed up more kids for DPIL. Many kids had already been signed up and several were excited to have received their first book. The soldiers and football players were a great help and seemed to enjoy doing it as well. We will likely reach out to them again in the future. In total, we signed up 9 kids for DPIL. Many parents opted to sign up online.
Upcoming Programs	In November, we will have two staff story times, Books & Badgers with author Hannah Lapehn, How Pinteresting!, Cornelia Key Book Club, Family Story Time with Phoenix DePalma, 42 Club, and STEAM Day (Food science experiments).
Holidays	The library will be closed November 11 for Veterans Day, and then November 25-27 for Thanksgiving.

# Memo

**To:** Finley deGraffenfied, City Manager

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

**cc:** City Council Members

**Date:** November 19, 2021

**Re:** Monthly Report, October 2021

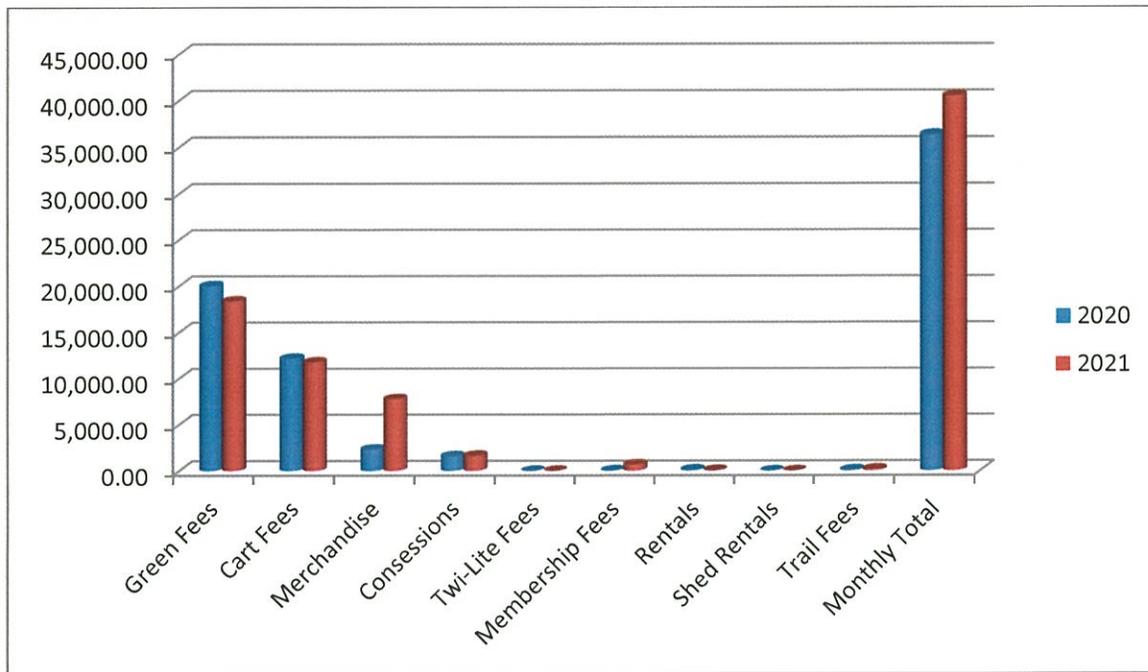
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- Weekly mowing and maintenance of the golf course.
- Sprayed the greens with nitrogen and manganese.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Applied 300 lbs. of fertilizer on the greens.
- Laid down two pallets of 419 Bermuda grass sod that was given to us from the new Cefco. They has some pallets leftover, Van Simms contacted me about it and we laid it on several different places on the course.
- Community service worker washed all the rental carts and checked the water in the batteries.
- This is the time of year that the maintenance crew are mulching and chasing leaves all over the golf course.
- We are still having problems with the wild hogs. They are rooting in the same area, which I guess is good because they have not got on the fairways or greens yet. We built a trap but have not caught any yet.

## **October Tournaments:**

October 8 – High School Fall Classic, 68 golfers.

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



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

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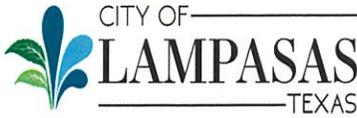
Brief Monthly Overview of Department Employees:

**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 October 11<sup>th</sup> and October 25<sup>th</sup> Council Meetings.
- Attended the Texas Municipal League (TML) Annual Conference
- Attended an LEDC Symposium Webinar on October 13, 2021
- Prepared and posted packet, attended and took minutes for the October 20<sup>th</sup> LEDC Meeting.
- Prepared packet, facilitated and took minutes for the Construction Board of Adjustment & Appeal (CBAA) Meeting held on October 21<sup>st</sup> to discuss adopting new building codes.
- Worked on Board appointments/reappointments.
- Attended a meeting with the EDC Director, Building Official and downtown business owners on October 25, 2021.
- Attended Texas Municipal Clerk Association Advanced Institute Seminar October 28<sup>th</sup> & 29<sup>th</sup>.
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Reviewed and updated TML Inventory Schedules
- Processed/Facilitated 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
- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits with minimal assistance.
- Accompanied Building Official on field inspections
- Maintain vehicle inspection/registration process for all City vehicles
- Complete and file Cemetery Deeds
- Handles Waste Connection Inquiries.
- Continuing to cross-train and learn how to handle zoning inquiries.
- Attended and took minutes for the October 20<sup>th</sup> LEDC Meeting
- Attended the CBAA meeting



Finance/Utility Billing & Collection

# MEMO

Date: November 18, 2021

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for October 2021

## Finance Department:

- \* Completed/reviewed all journal entries.
- \* Worked with various departments regarding new budget for FY 21-22.
- \* Worked on entries for close out of FY 20-21.
- \* Worked with departments on getting all Purchaser Orders complete for FY 20-21.
- \* Coordinated with Human Resources regarding various questions and processes.
- \* Worked with benefits coordinator on getting payroll benefits updated.
- \* 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 October was \$219,484, which is an increase of 19.1% from October 2020.
- \* Reconciled 18 bank accounts
  - Processed 349 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for October 2021 was 8% higher than what was billed in October 2020. The Water billing for October 2021 was 8% higher than what was billed in October 2020.
- September Statistics for the department:

Total Water Customers	3,585
Total Wastewater Customers	2,862
Total Electric Customers	5,026
Residential Garbage Customers	2,731
Connects:	33
Disconnects:	21
Read In/Read Out:	34
Disconnects for Non-Pay:	12 (6 were reconnected)

To: Finley deGraffenried  
From: Carlos Garcia  
Date: Friday, November 19, 2021  
Re: October, Monthly

---

Street Department

Mr. deGraffenried,

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

- 1) Street – Total Work Orders =13, Total Complete = 7, Total Outstanding =6, Total Void = 0
- 2) Street department work on patching workorders.
- 3) Sweeping all areas of the city.
- 4) Mowed and weed eating all drains and right aways.
- 5) Line of sights and tree trimming

For the month of November, 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 continuing to sweep all area of the city.

# Memo

To: Finley deGraffenried, City Manager  
From: Van Sims, W/WW Operations Manager  
Date: November 3, 2021  
Re: Monthly Report

**Water/Wastewater  
&  
Plant Operations**

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## Summary of Activities

- **Operation of Water Distribution System**
  1. Repaired 3 water leaks.
  2. Made 4 new water taps.
  3. Completed monthly flushing.
  4. Changed out 1 water meter.
  5. Collected 9 routine Bac T samples (all passed)
  6. 1 special Bac T sample (passed)
  7. Completed all disinfection action plan monitoring and nitrification action plan monitoring.
  
- **Operation of Wastewater Collection System**
  1. Completed all monthly lift station checks.
  2. Completed 1 sewer repair.
  3. Resolved 2 sewer backups.
  4. Routine lift station monitoring.
  5. Replaced damaged check valves in Golf Course lift station.
  
- **Operation of Municipal and AFNA Treatment Facilities**
  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 140 cubic yds of cake.
  
- Total Work Orders Completed - 56
- Competed 2 Routing Forms
- Utility Locates -37
- Customer Service Calls – 5
- Septic Waste Treated- 39,849 gallons

# Memo

To:

From: Flint Geagley

Electric Department

Date: November 8, 2021

Re: October Activities

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This month's activities involved:

- Received a total of 86 work orders and completed 84.
- Operations and Maintenance
  1. Installed new pedestal at Campbell Park
  2. Set poles for street dept on east Ave H
  3. Contacted new pole at 411 south Key in alley
  4. 7<sup>th</sup> and Pecan changed out several bad crossarms on feeder
  5. Vehicle maintenance (oil changes)
- Set 7 poles:
  1. Upgraded line at Ave A and Walnut (replaced 2 and added 1 pole)
  1. Replaced bad pole at 5<sup>th</sup> and Walnut in alley
  2. Hillside Acres set 3 poles
  - 3.
  - 4.
- Connected:
  1. Upgrades – 4
  2. New services – 2
  3. Temps - 3
- Overtime: Received 8 callouts
  1. On customer side – 1 (turned off power to Windsor for maintenance on their side)
  2. Tree – had 1 tree in line and 2 from tree falling due to high winds
  3. Animal Contact –
  4. Line down – 1 (NextLink)
  5. Fire -
  6. Storm - 3
- 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**
  - Hillside Acres: **Completed all outer build**

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## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 19 November 2021

- 281 South Utility staff met with TxDOT planners this week to discuss, in greater detail, utility conflicts with the South 281 improvement project. Although staff understood the improvements to the 281 and Naruna intersection would potential require electric relocation; it now appears an 8" water line will need to be moved on the west side of 281 near Hancock Park. Staff has also discussed relocating approximately 540 feet of an 18" water line in the vicinity of the old Hart's Bar-B-Que out of concern that the line could be damaged during construction. Staff will continue to assess utility relocation with consulting engineers and report as discussion continues.
- Georgetown Tank As discussed through the budget process, KWSC has received bids for interior and exterior coating to the Georgetown Tank. The tank is a contractually identified *covered tank* for which the City is financially responsible for shared costs. The good news is that the preferred bid is approximately \$100,000.00 less than estimated. KWSC did also bid, as an alternate, a mixing upgrade to improve residual disinfectant levels in the tank that staff and Jason Jones plan to discuss with Council on December 13<sup>th</sup>. Although the City is not contractually responsible for participation with the mixing upgrade, the benefits may be compelling and worthy of discussion.
- Milfoil Two treatments, and it is virtually gone. If you haven't been to the Creek, there is a marked improvement due to the effectiveness of the milfoil treatment. Contractors will return in the next several weeks to treat the Creek on the Golf Course side from the dam to the west. Chris has also asked that the City be scheduled in the Spring for maintenance treatments.
- LCAD Software During the budget process, staff discussed the shortcomings of the LCAD software which also resulted in delays in determining the effective and roll-back ad valorem rates. The CAD provided the attached information regarding software that should greatly improve their effectiveness and efficiency in appraisals, mapping, collection calculation, etc. It does come at a cost of approximately \$546,000.00, which is proposed to be spread over 7 years, beginning likely in FY 2023. The cost, per taxing entity, is based on percent of total levy, and for the City would be approximately 6%, or \$4,800.00 annually for the 7 years. The LCAD Board will be considering formal action on the software after publication of this memo, but before Monday's meeting. It is staff's understanding, the taxing entities would then have 30 days to approve, deny, or approve by no action.

- Project Updates** Mr. Naylor reports that as-builts are being completed and survey and Geotech investigation have been ordered. The pavilion contractor has met with staff and representatives from LAFTA on site to confirm the pad location. The orientation of the pavilion will be adjusted slightly due to the increase in footprint from 60'x80' to 60'x100'. The contractor indicated pad work would commence in January or February. Staff has also discussed next steps for the wastewater pretreatment project with consulting engineers, and are hopeful for a design proposal by year end. Staff will also discuss implementation and cost methodology with beneficiaries.
- Christmas Events** Just a quick reminder, the Annual Community lunch and Christmas toy drive will be held on December 6<sup>th</sup> at the Fire Department. Please bring a toy or donation and enjoy holiday fellowship. Also plan on attending the Carol of Lights December 4<sup>th</sup>, and Christmas on the Creek events December 11<sup>th</sup>.
- Staff** Staff would like to recognize employees who began their career with the City of Lampasas in November: Scott Haverly, 5 years; Charlie Boswell, 18 years; Jacob Hummer, 8 years; Derrick Eicher, 6 year; Mary Mendez, 14 years; Joe Schwartzter, 14 years; Mary Garcia, 4 years; Dylan Boivin, 1 year; Micah Harry, 7 years; Joshua Palacio, 6 years; Nick Roberts, 9 years; Duane Griffith, 12 years.
- Assistant City Manager** As of publication, staff does not have any updates to provide Council, however; if information is available prior to the meeting it will be reported verbally.

DRAFT  
11-17-21

BID TABULATION

GEORGETOWN 2,000,000 GALLON GROUND STORAGE TANK REHABILITATION

Owner: Kempner Water Supply Corporation  
 Engineer: Jones-Heroy & Associates, Inc.  
 Bid Date: Wednesday, November 10, 2021 at 3:00 PM

Bid Item	Description	Unit	Qty	TanksCo Inc. Fort Worth, TX		Classic Protective Coatings, Inc. (1) Menomonie, WI	
				Unit Price	Total Bid	Unit Price	Total Bid
1	Furnish all materials, equipment, labor, superintendence and incidental work to abrasive blast per SSPC-SP6, clean, prime and coat with containment the Exterior of the existing 2,000,000-gallon GST and HPT and associated piping, all appendages, ladder, vent, hatch, railing, tank piping, valves, etc., as indicated on the drawings and Technical Specifications Section 09915, Item 2.04.A and Item 3.07 except where specifically covered by other bid items.	LS	1	\$ 226,000.00	\$ 226,000.00	\$ 154,103.84	\$ 154,103.84
2	Furnish all materials, equipment, labor, superintendence and incidental work to spot blast for inspection and identification of repairs, abrasive blast per SSPC-SP10, clean, prime, stripe coat and coat with dehumidification the Interior of the existing 2,000,000-gallon GST, all appendages, ladder, vent, hatch, weir box, etc., as indicated on the drawings and Technical Specifications Section 09915, Item 2.04.B and Item 3.06 and 3.07.B, except where specifically covered by other bid items.	LS	1	\$ 168,000.00	\$ 168,000.00	\$ 220,522.15	\$ 220,522.15
3	Furnish all materials, equipment, labor, superintendence and incidental work to provide Roof Rafter Removal and Reinstallation of the existing 2,000,000-gallon GST in accordance with Technical Specifications Section 09915, Item 3.02.B, except where specifically covered by other other bid items.	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 3,292.46	\$ 3,292.46
4	Furnish all materials, equipment, labor, superintendence and incidental work to perform General Repairs/Modifications, remove soil from around exterior tank shell, remove liquid level gauge, reposition conduit/cable, install ladder intruder door, provide interior ladder safety device, modify railing toe plate and re-screen roof vents in accordance with Technical Specifications Section 09915, Item 3.02.A.1 and Item 3.02.C.1-5, except where specifically covered by other bid items.	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 14,486.82	\$ 14,486.82
5	Furnish all materials, equipment, labor, superintendence and incidental work to perform Welding/Pitting Repairs to include grinding, welding and general work to repair corrosion related surfaces, seal weld scarf plate and or plate insert repair areas and or applying 100% solids epoxy surfacing compound as deemed necessary during the rehabilitation of this tank in accordance with the Technical Specifications Section 09915, Item 3.02.A.1. (MH = Man Hours)	MH	40	\$ 100.00	\$ 4,000.00	\$ 510.33	\$ 20,413.20
6	Furnish all materials, equipment, labor, superintendence and incidental work to perform Epoxy Surfacing and or Seam Sealing in accordance with the Technical Specifications Section 09915, Item 3.02.A.11, except where specifically covered by other bid items.	Tubes	48	\$ 9.00	\$ 432.00	\$ 3.00	\$ 144.00
7	Furnish all materials to provide New Roof Rafters to include the following: Provide new C8x11.5 structural members to replace the existing rafters that will not be re-installed as determined after the interior inspection blast and removal process has been completed. This bid item shall be for material replacement only, based on an estimated thirty-six (36) replacement rafters and is to be performed in conjunction with bid item #3 in accordance with Technical Specifications Section 09915, Item 3.02.B. Contractor is responsible for field verifying all sizes and dimensions.	Rafters	36	\$ 500.00	\$ 18,000.00	\$ 2,760.00	\$ 99,360.00

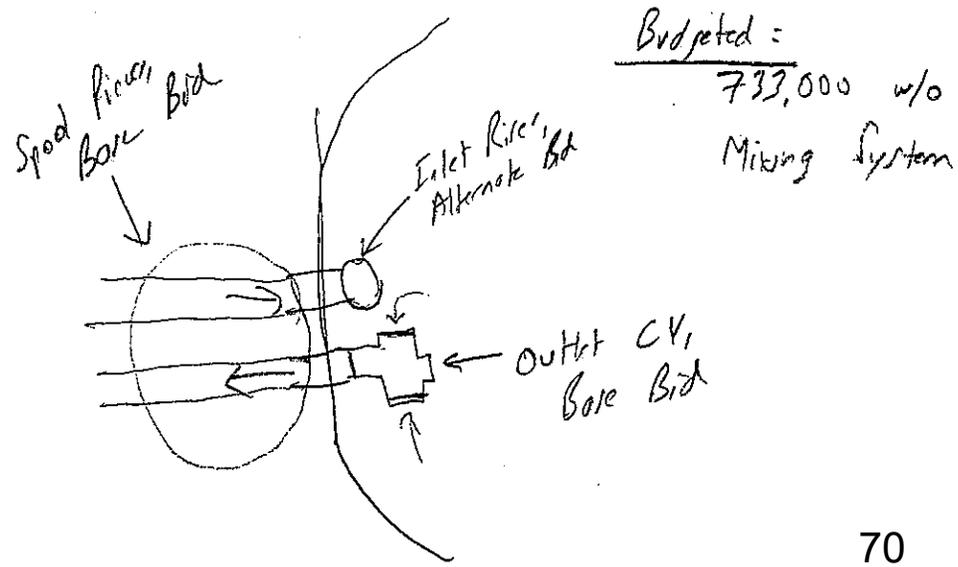
? Preferred

Bid Item	Description	Unit	Qty	TanksCo Inc. Fort Worth, TX		Classic Protective Coatings, Inc. (1) Menomonie, WI	
				Unit Price	Total Bid	Unit Price	Total Bid
8	Replacement of 18-inch Check Valve with Ductile Iron Spool Piece In Valve Vault, Removal of Inlet 15-inch Altitude Valve and Replacement with Spool Piece In Valve Vault, and Related Appurtenances.	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 7,900.00	\$ 7,900.00
9	Construct two Waterflex Check Valve In Tank as specified, and Related Appurtenances.	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 9,000.00	\$ 9,000.00
10	Miscellaneous repair work specified and shown on Attachment F, Figures 1, 2, & 3, not previously identified in previous bid items, and Related Appurtenances	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,007.67	\$ 5,007.67
11	Miscellaneous items of work not covered by other Bid Items including, but not limited to: coordinate with antennae companies removal or relocation, and replacement of antennas and cable, as required; add new 6-inch gate valve to new outlet cut in the tank, connect new to existing 6-inch pump suction line below grade with Ductile Iron Pipe, insulate both Gate Valves, and all Ductile Iron Pipe; other items; and Related Appurtenances	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00
12	Erosion control measures, Site Restoration, Decommissioning Work and Related Appurtenances	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00
13	Site Safety, Compliance with OSHA Safety Regulation	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 2,427.50	\$ 2,427.50
14	Mobilization (70%) and Demobilization (30%). Not to Exceed 3% of the Sum Cost of Bid Items above (1 through 13). Mobilization work to include: bonds, insurance, shop drawings, permits, site mobilization, etc.	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 3,292.46	\$ 3,292.46
15	Owner's Contingency Allowance (for inspection services, related costs, and expenses by the Owner only)	AL	1	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
<b>Total Base Bid:</b>					\$ 598,432.00		\$ 624,950.10

Alternate 1A [Add]	Providing and installing Interior Tank Mixing System including Duckbill Valves attached to 16-inch Carbon Steel Pipe Structure which shall be welded to inlet Pipe, including wall supports, and Related Appurtenances	LS	1	\$ 65,000.00	\$ 65,000.00	\$ 76,771.00	\$ 76,771.00
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Bid Form Signed:	✓	✓
Addenda Acknowledged (1 Issued):	✓	✓
Bid Security (5%):	✓	✓
List of Proposed Subcontractors:		
List of Proposed Suppliers:		
Required Bidder Qualification Statement with supporting data:	✓	✓

- NOTES:
- (1) Bid total corrected to include Owner's Allowance, which was not included in the bid total, and a 10 cent extended price calculation error.
  - (2) Bid total corrected to reflect total of unit and extended price totals. Bid Proposal reflected \$599,300.00 Total Bid Price.
  - (3) Bid total corrected to reflect total of unit and extended price of base bid items excluding add Alternate 1A. Bid Proposal reflected \$1,091,056.00, which includes Alternate 1A.



## Finley deGraffenried

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**From:** Susan Jones <lampasascad@sbcglobal.net>  
**Sent:** Friday, November 5, 2021 4:06 PM  
**To:** Chane Rascoe  
**Cc:** SHANE JONES; Randy Hoyer; Finley deGraffenried; Rob Moore; Lindsey Grant; David Williams II; John 'JW' Wilkerson; Bradi Diaz-Mayor; Ryan Haverlah- City Manager; Ariana Beckman- Budget Director; Jennifer Ingram; Ronny Wright; Buck Martin  
**Subject:** software proposals  
**Attachments:** Highlights of True Automation.docx

**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.**

Good afternoon.

As many of you may know our district has faced many struggles utilizing our current software program. The current system has shown deficiencies in their ability to handle our data.

That being said the district is currently going out for bid proposals from other companies which will certainly affect future budgets. We are looking for better ways to serve our taxpayers and entities. We have identified several software programs that will provide our users with an efficient system capable of meeting those needs.

Most of our surrounding counties utilize Harris Govern's program True Automation. Our board of directors has asked me to share highlights of what this company is capable of providing. Please see the attached list. For the software, conversion process, and training, the cost will be spread out over the next seven years at a cost of \$78,106.24 annually. The annual cost of maintenance and updates to meet legal obligations are very similar to our existing software. The process will take 3-5 months, and the earliest we can begin the process is August 2022. The company is offering a \$25,000 incentive discount if we are willing to sign the contract in November.

I can provide documentation from other companies and their bids if you would like to see those. Please contact me directly, and I will share the information with you.

Respectfully,

Susan Jones  
Chief Appraiser  
Lampasas Central Appraisal District

## Highlights of True Automation

### Collections:

- Ability to accept and import mortgage payment information.
- Credit card payments can be imported and applied to accounts without individually updating each account.
- All exemption applications can be completed and submitted online (Homesteads, Over 65, Social Security Disabled, 100% Disabled Veteran, Disabled Veterans less than 100%).
- Collections Reports are broken out by year showing a beginning balance, amount collected, remaining balance due. This would be useful for auditors and our collection's attorney.
- Checks generated for refunds within the software system.

\*\*In our current system, we individually post each mortgage and credit card payment. Exemptions are done on paper, entered on each account, and scanned to the account. Collections reports are not currently broken out by year. Refund checks are currently done monthly. A report is printed, and checks are then entered & printed individually in Quickbooks.

### Appraisal:

- Mobile devices for field work. Pictures, drawings, and updates our CAD in real time. Additionally, mobile devices provide accountability and security.
- Pulls comps instantaneously for taxpayers, protests, ARB hearings.
- Mass Appraisal Functionality. Example: If we are low on sales in a particular neighborhood, we can apply a mass percentage increase to that certain neighborhood.
- All applications can be completed and submitted online (ag, wildlife, protest).
- Value notices available online.

\*\*Our current software does offer a mobile device; however, it's unable to allow for drawing in the field and updating in real time. It does not provide accountability or security for appraisers. Comps are unable to be pulled up instantaneously. Our appraisers were at the office after closing in order to pull comps (as late as 3:00 a.m.).

We have no mass appraisal functionality.

Applications and protest (other than homesteads) are completed on paper, entered, and scanned to each account.

Value notices are not available online.

**Mapping:**

- Allow us to cleanup the map data so that it will truly represent our parcel data.
- Provides information on individual parcels.
- Users will be able to search by subdivisions, neighborhoods, sales price, etc...
- Able to integrate multiple data sources (shapefiles, GeoDatabase, etc...).
- Can be used in connection with Pictometry.

\*\*Our current system does not have information on each individual parcel.  
Users are unable to search by specific data.

**Website:**

- Ability to update as often as needed at no additional charge.
- Navigation and appearance is user friendly. \*\*Please see Bell, Burnet, Coryell, Hamilton, Llano websites.
- Users can select a group of properties and export to an Excel spreadsheet.
- Ability to search entire subdivisions.

\*\*The current software charges for updating the website more than twice per year.  
Information on groups of property cannot be exported.  
Users are unable to search entire subdivisions. Each property owner has to be searched individually.

**Entities:**

- Reports are user friendly and easy to read.
- Truth In Taxation-Effective Tax Rate calculation is readily available.

\*\*Effective Tax Rates calculation is not currently offered.

**Overall:**

- Provides transparency to taxpayers, entities, real estate agents, and any user.
- Ability to make changes to the system without interruptions.
- Ensure legislative compliance within current maintenance costs.

\*\*Currently with our lack of ability to update our website to changes being made daily in our office, taxpayers and other users are not able to access current information. With True Automation we are able to update the website at no additional charge as frequently as we would like which will provide full transparency to those users.

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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 first reading of an Ordinance to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 18, 2021

For the Agenda of: November 22, 2021

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The applicants Terence Roberts and Tom Lancaster are asking Council consideration to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition. The alley is located directly behind the home at 200 N. Spring Street. The block is owned by Mr. Roberts and Mr. Lancaster. Staff has verified that there is no water, sewer or electric in the alley and notices were sent to other utility providers as required by law. Certified letters were mailed to eighteen (18) property owners within 200 ft of the described property; to date we have received no written testimony referencing the request.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance to close, abandon, vacate and convey the alley in Block 76, Lampasas Springs Company First Addition.

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

**An Ordinance providing for the Close, Abandon, Vacate and Convey an alley and/or a public right-of-way, or a portion thereof, for property being described as the alley located in Block 76 of the Lampasas Springs Company First Addition, and the closing of such as a public thoroughfare; authorizing the City Manager to execute a Quit Claim Deed, providing for the terms and conditions of such abandonment, closing and transfer; and, calling a public hearing.**

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**WHEREAS,** Terence J Roberts, has requested that the City of Lampasas close, abandon, vacate and convey the street and/or public right-of-way in the town and County of Lampasas, being described as the alley located in Block 76 of the Lampasas Springs Company First Addition as shown on Exhibit "A," attached hereto, and

**WHEREAS,** written notice of this request for abandonment and a public hearing on same was provided in accordance with State laws; and

**WHEREAS,** upon considering the request at a public hearing held on November 22, 2021, before the City Council of the City of Lampasas, and upon consideration of additional information pertaining to this request, the City Council now finds that the City and other utilities existing in the area of the street, and/or public right-of-way, will be sufficiently protected.

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

**Part 1:** That the street and/or public right-of-way in the town and County of Lampasas, being described as the alley in Block 76 in the Lampasas Springs Company First Addition is hereby abandoned, vacated and closed insofar as the right or title is concerned.

**Part 2:** That said street and/or public right-of-way is not needed for public purposes, and it is in the public interest of the City of Lampasas to abandon said described street, and/or public right-of-way.

**Part 3:** That the abandonment provided for herein shall extend only to the public right and title in and to the tracts of land described in PART 1 of this Ordinance, and shall be construed only to that interest the governing body of the City of Lampasas may legally and lawfully abandon.

**Part 4:** That the City Manager be authorized to convey the closed, abandoned, and vacated portion of the street as described and to execute any and all documents related to the conveyance.

PASSED AND APPROVED on the First Reading, on this the 22<sup>nd</sup> day of November, 2021

PASSED AND ADOPTED on the Second Reading on this the 13<sup>th</sup> day of December, 2021

APPROVED:

ATTEST:

\_\_\_\_\_  
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



November 5, 2021

City Of Lampasas, TX  
312 E 3rd St  
Lampasas, TX 76550

To the Honorable Mayor and  
Members of the City Council

Re: Atmos Energy Franchise Payment

In accordance with the provisions of the franchise agreement between Atmos Energy and the City Of Lampasas, TX, enclosed is a franchise payment for the rights and privileges from October 01, 2021 through December 31, 2021 in the amount of \$10,642.74.

This payment is based on the period July 01, 2021 through September 30, 2021 and is due on or before November 15, 2021. The attached report contains supporting information for this payment.

Should you have any questions, please feel free to contact me.

Enclosure

  
\_\_\_\_\_  
Leticia Saenz  
Atmos Energy

**Atmos Energy**  
**Franchise Payment Report**

**City Of Lampasas, TX**

**Revenue Period: July 01, 2021 through September 30, 2021**

**Date Due: 11/15/2021**

**Date Paid: 11/5/2021 9:21:40 AM**

Category	Gross Revenue	Rate	Payment
Residential Sales	144,424.89	3.0000	4,332.75
Misc. Service Charges - Residential	1,082.29	3.0000	32.47
Commercial Sales	81,987.45	3.0000	2,459.62
Commercial Governmental Sales	4,865.69	3.0000	145.97
Industrial Sales	25,272.69	3.0000	758.18
Transportation Sales	17,695.72	3.0000	530.87
3rd Party Value of Gas			2,382.88
	\$ 275,328.73		\$ 10,642.74

The undersigned, acting on behalf of Atmos Energy, does certify and state that this statement of the receipts of the Company is true and correct to the best of his knowledge and belief.

November 5, 2021



Brian Conner

Dir State & Local Tax