

**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, March 28, 2022  
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, March 28, 2022 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  
5:30 p.m.**

1. Call to order Workshop Session
2. Discussion and updates related to COVID-19 Pandemic. *(pgs. 5-6)*
3. Discussion and update relating to the purchase of Fire Apparatus. *(pgs. 7-8)*
4. Discussion and recap from the Council Work Session. *(pgs. 9-12)*
5. Discussion regarding any item on the regular agenda
6. Adjourn Workshop Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Chris Eicher- 15-year service recognition

	<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
2.0	<b>MINUTES</b>	<b>PAGES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on March 14, 2022	13-20
2.2	Discussion and possible action concerning approval of minutes of the Council Work Session held on March 21, 2022.	21-26

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible regarding the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, lot 4 and part of lot 3, L S C First Addition, commonly known as 102 South Key Avenue, Lampasas, Texas.	27-30
3.2	Discussion and possible action regarding the second reading of an Ordinance to rezone property from Retail "R" to Single Family Residential-6 "SF-6" for property described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1 <sup>st</sup> Street Lampasas, Texas Lampasas County.	31-34

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Municipal Court Monthly Report</li> <li>2. City Secretary Monthly Report</li> <li>3. Utility Billing and Collections Monthly Report</li> <li>4. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>5. Police Department Monthly Report</li> <li>6. Building Official Monthly Report</li> <li>7. Economic Development Monthly Report</li> <li>8. Fire Department Monthly Report</li> <li>9. Parks and Recreation Monthly Report</li> <li>10. Information Systems Monthly Report</li> <li>11. Library Monthly Report</li> <li>12. Golf Course Monthly Report</li> </ol>	35-58
5.0	ROUTINE MATTERS	PAGES
5.1	<p>City Manager's Operational Report</p> <ul style="list-style-type: none"> <li>• Drought Watch</li> <li>• SCADA</li> <li>• Pavement Evaluation</li> <li>• Library Fiber</li> <li>• Starbucks</li> <li>• Pavilion</li> <li>• Pool Start-up</li> <li>• Anniversaries</li> </ul>	59-62
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A

7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding 2022 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-Of-Way access line rates.	63-66
7.2	Discussion and possible action regarding Notice of General Election to be held May 7, 2022.	67-70
7.3	Discussion and possible action regarding the acceptance of the FY 2020/2021 audit report.	71-72

Adjourn into Executive Session

<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 551.076 Deliberations regarding security devices or security audits (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit

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.

<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 25 day of March 2022 at 10:40AM

  
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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: March 23, 2022

For the Agenda of: March 28, 2022

**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 and update relating to the purchase of Fire Apparatus.

Requested By: Jeff Smith, Fire Chief

Submitted By: Jeff Smith, Fire Chief

Date Submitted: March 23, 2022

For the Agenda of: March 28, 2022

**Procurement and Funding Statement:**

The purchase of this apparatus will be done through Buy Board. Full payment at the time of the order creates a discount of a certain percentage. 50% down at the time of order and other payments at certain benchmarks creates another discount. Council has earmarked \$800,000.00 total from the last two budget cycles from the General Fund in preparation for this purchase.

Attachments:

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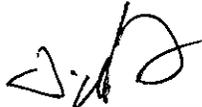
**Summary Statement:**

The Lampasas Fire Department is working with Metro Fire to build a custom fire engine. We have submitted detailed plans for the layout of the apparatus from the front of the vehicle to the rear and it also includes plans for each compartment. This plan is currently being priced by Metro Fire and we are expecting a quote that will be available by the time of the meeting. Discussion with the City Manager has shown that we do not want to finance the vehicle through a financial institution based on the amount of interest that would be paid. We have also discussed the potential of leasing the vehicle, but this option also has us paying a significant amount of interest. A drawing and price sheet will also be provided by Metro Fire. Our goal is to finalize all specifications within the next 30 days. Delivery of the apparatus is expected 18-20 months from the date of order; which is tentatively Fall 2023.

**Recommendation:**

Discussion 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 and debrief relating to Council Work Session held on March 21, 2022

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 23, 2022

For the Agenda of: March 28, 2022

**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 discuss items related to the March 21, 2022 Council Work Session. Staff will present a proposed timeline of action steps at the meeting for review and direction by Council.

**Recommendation:**

Discussion and direction only

**Council Work Session Action Items**  
**March 21, 2022**

*Council agrees with Staff on the proposed list of projects identified for CO Funding. Council would like Certificate of Obligation funding to be used first for projects defined by Resolution, then funding from Fund 40. Council would like to see a minimum balance of \$200,000.00 remain in Fund 40 for community and/or organizational commitments.*

*When available, Council would like further review with consultants on various projects.*

*Council is interested in understanding the regulatory use of funds that remain in Fund 62 Key Avenue Fund and Fund 68 2016 CO Capital Fund.*

- *WWW Shop/Lab Paving/Landscaping*
  - *Cost estimates may need to be updated*
- *Calvert Building Improvements*
  - *3,000 sq ft basement area can be used for City purposes*
  - *Interior lighting*
  - *Interior wall finishes*
  - *Weatherproofing*
  - *Identify project scope of finish out*
  - *Discussion regarding City/Staff needs*
  - *Exterior landscaping, irrigation, lighting and entrances*
- *Parks*
  - *Turner Complex Lighting*
    - *Discussed question of long-term priorities between Turner and 580 Sports Complex*
    - *Possibly Phased Project- consideration by CIP and Parks Advisory Board*
- *Trails Connectivity*
  - *Identified through CIP and Comprehensive Plan*
  - *Connectivity between parks and possibly urban trail system to downtown square via Western Street.*
  - *Identify areas for sidewalks*
    - *ADA compliance*
    - *Maintenance*
  - *Nature Paths*
  - *City Staff to create aerial layout of possible park trails*
  - *Engage community, stakeholders, organizations, property owners*
    - *Townhall*
    - *Surveys*
    - *Committees*
- *Identify City Buildings/Areas that need security/fencing*
- *Council is interested in hearing Staff comments/needs related to Public Safety*
- *Water System- Upper Pressure Plane Improvements*
  - *Discussion regarding initiating Easement Acquisition*
  - *Consider inclusion of removal of tanks not in use/impact/cost (W Ave B and Old Convent Road)*

- *WW Interceptor Upgrades and Line Up-Sizing*
  - *Validation of model by flow measurement is needed*
  - *Additional Data Collection*
    - *Rain Events*
  - *Professional Services Engagement for testing is available*
- *Sewer Line Replacement- Pecan St. 9<sup>th</sup> to 5<sup>th</sup> St*
  - *Future agenda to direct staff to move forward to develop scopes and seek design proposals*
- *Water Looping Project- Live Oak, North St. to 2<sup>nd</sup> St.*
  - *Future agenda to direct staff to move forward to develop scopes and seek design proposals*
- *Consider Generation Options for Wastewater Plant and Lift Stations*
  - *Prepare presentation, estimated costs for options*
  - *Support Animal Shelter*
- *Council would like to see Staff's proposed list for use of funds as defined in the ARA.*
- *Council, by consensus, agreed to initiate planning for New Hope Baptist Church and Historic Colored School.*
  - *Assessment*
  - *Geotechnical Survey*
  - *Scope of Work*
  - *Define Proposed Uses*
  - *Connection to Colored School*
  - *Research Historical Designation*
  - *Recognition of Acceptance of Landmark*
- *Workforce compensation and deployment as part of Comprehensive Plan*
  - *Historically compensation is considered towards the end of the budget process, Council would like compensation to be considered at the beginning of the process*

**Additional Tasks/Discussion by Council in closing of the meeting**

- *Limit Council Work Session to 2 hours*
- *Transportation- Corridor*
- *Identify Staff Needs/Goals*
- *Determine how funds can be used (Certificate of Obligation and HOT)*
- *Meet with County and other stakeholder groups and partners.*

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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, March 14, 2022  
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:**

Chuck Williamson  
Randy Clark  
Bob Goodart  
Herb Pearce

**City Staff Present:**

Finley deGraffenried, City Manager  
Ryan Ward, ACM  
Monica Wright, IT Director  
Becky Sims, City Secretary  
Jody Cummings, Interim Police Chief  
Jeffry Smith, Fire Chief  
Chris Eicher, Parks Director

**Council Members Absent:**

Cathy Kuehne  
Zachary Morris

**WORKSHOP SESSION**

1. Call to order Workshop Session

*Mayor Monroe called the meeting to order at 5:30 p.m.*

2. Discussion and updates related to COVID-19 Pandemic

*Chief Smith provided the following updates:*

- *Total COVID-19 Cases to Date- 5,456,313*
- *Total Fatalities across the State- 85,049*
- *Hospitalizations across the State- 1,764*
- *Lampasas County Total Cases to Date- 4,736*
- *Lampasas County Fatalities- 89*
- *Hospitalizations in Trauma Service Area L- 43*
  - *29- Hospitalized Adults*
    - *13- adults in ICU*
    - *8- patients on ventilator*

*Lampasas County (76550 Only)*

- *At least one shot- 6,269*
- *Fully vaccinated- 5,512*
- *Booster- 3,699*

3. Discussion and progress updates relating to the Turner Baseball Fields upgrades.

*Mr. Chris Harrison reported to Council that the contractor started the infield and drainage improvements. Sod and irrigation will be completed after the season.*

4. Discussion regarding fencing and improvements to Hanna Springs at Campbell Park.

*Chris Eicher, Parks Director reported that this item has been reviewed and discussed multiple times. A structural engineer is completing an assessment for wall stability and recommendations for proposed*

improvements and fencing. There is a corresponding action item on the regular agenda for Council consideration.

- 5. Discussion regarding agenda items for the March 21, 2022 Council Work Session.

Council agreed to date, time and agenda items as presented. Council member Clark requested an update regarding earmarked HOT funding for capital projects.

- 6. Discussion regarding supporting efforts by the Kiwanis Club in partnership with Landscape Structures, Inc. for a competitive grant funding for a Splash Pad.

Jackie Baltrun, Kiwanis President advised that Kiwanis International and Landscape Structures launched the Legacy of Play Contest, for local Kiwanis Clubs, with the top 10 being considered for funding. There are only 17 entries and the top 10 applicants will be reviewed for \$50,000.00 HydroLogix mechanical system for a Splash Pad. At this time there has been no specific location identified other than they would prefer it to be within walking distance for children. Landscape Structures, Inc. has provided estimated construction costs in the amount of \$40,000.00 for the Splash Pad. At this time, they are seeking support from Council in their efforts to secure funds.

By consensus, but without formal motion, Council supported the efforts of the Lampasas Kiwanis Club in seeking funding.

- 7. Discussion regarding any item on the regular agenda

There was no discussion

- 8. Adjourn Workshop Session

Mayor Pro Tem Williamson moved to adjourn workshop at 5:55 p.m.; Council member Goodart seconded the motion and with a unanimous vote, the motion carried. (Kuehne and Morris absent)

**REGULAR SESSION**

**ANNOUNCEMENTS**

- 1. Call to Order

Mayor Monroe called the Regular Session to order at 5:57 p.m.

- 2. Invocation and Pledge of Allegiance

Jody Cummings, Interim Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

- 3. Presentations and Proclamations
• April Fair Housing Month

**PUBLIC HEARINGS/CITIZEN COMMENTS**

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.
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*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.
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*There were no citizen comments*

1.3	Public Hearing to receive citizen comments regarding a request for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery in an area zoned Retail “R” for property described as Block 3, lot 4 and part of lot 3, L S C First Addition, commonly known as 102 South Key Avenue, Lampasas, Texas Lampasas County.
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*Mayor Monroe opened the Public Hearing for citizen comments.*

*Becky Sims, City Secretary/Zoning Administrator presented the following:*

- *The property owner is applying for a Specific Use Permit (SUP) to allow for Open Storage, Display, or Work Area for Merchandise or Machinery. (Display of John Deere/Farm Equipment)*
- *The property is zoned Retail “R”*
- *The area is characterized as retail business. The property is surrounded by businesses and residential homes.*
- *Staff mailed twenty-two (22) notices to property owners within 200 feet of the applicant’s property, to date three (3) letters were received in favor of the request; none in protest.*
- *This same type of request was approved in 2020 for the same company.*
- *This case was heard by the Planning Commission on March 3, 2022 and they recommended approval.*

*With no further discussion the Public Hearing was closed.*

1.4	Public Hearing to receive citizen comments regarding a request to rezone property from Retail “R” to Single Family Residential-6 “SF-6” for property is described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1 <sup>st</sup> Street Lampasas, Texas Lampasas County.
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*Mayor Monroe opened the Public Hearing for citizen comments.*

*Becky Sims, City Secretary/Zoning Administrator presented the following:*

- *The property owner is applying for a request to rezone property from Retail “R” to Single Family Residential-6 “SF-6”.*
- *The property is zoned Retail “R”.*
- *The area is characterized as mixed use. The property is surrounded by businesses and residential homes.*
- *The dwelling has been used as a business for over 15 years.*
- *This type of request conforms to the Growth and Community Character of the Comprehensive Plan, meeting the community’s current and future needs, while preserving its unique character.*
- *Staff mailed thirty (30) notices to property owners within 200 feet of the applicant’s property, to date three (3) letters were received in favor of the request; none in protest.*

- This case was heard by the Planning Commission on March 3, 2022 and they recommended approval.

With no further discussion the Public Hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on February 28, 2022.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit for property described as Lot 20-A, block 3, Replat of Lots 20 & 21 Diamond Ridge 0.856 acres; commonly known as 1900 Grand Canyon, Lampasas Texas, Lampasas County to allow for a Garage Apartment/Accessory Structure (Guest Quarters) in an area zoned Single Family Residential-10 "SF-10"
3.2	Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1, 2022- February 28, 2022
3.3	Discussion and possible action regarding January 2022 Investment Report

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

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

City Manager deGraffenried reviewed his report:

- Airport** Staff is pleased to report that the Texas Transportation Commission will likely consider the City's request for planning funds this June. As previously discussed with Council and the Airport Advisory Board, prior to locating and seeking funds for hanger and apron development, elected and appointed officials felt a comprehensive site plan should be prepared. According to TxDOT planning staff, the effort could be up to \$200,000.00 with the City's match of 10%. Additionally, as discussed, some time ago, staff is seeking Council input regarding setting qualifications of Advisory Board members to include current hanger tenants and pilots.
- Audit** Yvonne is suggesting a March 24<sup>th</sup> Audit Committee meeting to review the draft FY 2021 Audit with the City's auditing firm. As has been the practice, the ad hoc committee will review the Audit followed by Council consideration for acceptance on March 28<sup>th</sup>. The Committee has included the Mayor, Mayor Pro-Tem and one additional Council member that Council may identify Monday night.
- Library Fiber** Monica reports the Library fiber project, approved by Council on February 28<sup>th</sup>, will start this week, with a hopeful completion on or before March 21. The project

represents the City's on-going commitment to integrate satellite facilities to the City's network. The installation will provide the opportunity for more efficient access by staff and a more secure network.

**Fort Hood Tour** Council was previously notified regarding a tour of Fort Hood organized by Clay Harrington, Lampasas HOTDA representative. Based on Council input, the tour has been scheduled for 6 April in the morning. Staff will report confirmed attendance after Monday night's meeting as required by Army personnel. Staff assumes a departure time of approximately 8:30 a.m. with a return after lunch. Additional details will be communicated as they become available.

**Planning Commission** In addition to some normal business, the Planning and Zoning Commission will also conduct an in-service training, led by staff, on May 5<sup>th</sup>. With the recent change in the Chair, staff and Commission members discussed an orientation related to roles, conducting public hearings, and the basis for planning decisions. Additional, follow-up, sessions may be requested by the Commission based on expressed needs.

**Georgetown Tank** As previously discussed with Council, the Georgetown Tank is currently undergoing coating and maintenance as a joint use, covered tank by Contract with Kempner Water Supply Corporation ("KWSC"). Staff is pleased to report bids for the project have come in \$100,000.00 less than estimated, and after additional review of the scope, some deductions to the City will be made for non-qualifying expenses. Staff will meet with representatives from KWSC next week for an interim true-up to close in on precise City costs. Council did approve a 100% expense for a mixing appurtenance as part of the project previously.

**LEDC** Mandy reports the Lampasas Economic Development Corporation's ("LEDC") March meeting has been postponed due to several members being out of town. Staff does report, however; that the LEDC consulting engineer has received all insurance and bonding submittals from the Phase 1 and Add Alternate contractor. The LEDC is now cleared to execute the contract and schedule a pre-construction meeting. The LEDC will also review initial platting to include Block only platting, for future, tenant specific, subdivision.

**Pavilion** Chris Eicher reports that the Campbell Park Pavilion slab has been formed and reinforcing steel will be tied prior to the pour, scheduled next Wednesday. The contractor anticipates project completion within the next 4 to 6 weeks.

5.2	MAYOR'S COMMENTS
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*Mayor Monroe reported from the Hill Country Transit Meeting that she and Council Member Goodart attended, the organization is low in funding. It is suggested that they may be seeking funding from the City and County in an amount close to \$70,000 for the 2023/2024 Budget year.*

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 to approve HOT funds in the amount of \$7,287.74 for the Lampasas Chamber of Commerce Riata Roundup Rodeo and LTX BBQ Fest
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*Council member Goodart moved to approve HOT funds in the amount of \$7,287.74 for the Lampasas Chamber of Commerce Riata Roundup Rodeo and LTX BBQ Fest, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.2	Discussion and possible action regarding fencing and improvement to Hanna Springs at Campbell Park.
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*Mayor Pro-Tem Williamson directed Staff to procure engineering recommendations, plans and specifications for the erection of fencing and removal of a portion of the wall if recommended. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.3	Discussion and possible action to approve, deny or approve with modifications a request for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, lot 4 and part of lot 3, L S C First Addition, commonly known as 102 South Key Avenue, Lampasas, Texas.
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*Mayor Pro-Tem Williamson moved to approve the first reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery for property located at 102 South Key Avenue, Lampasas, Texas, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.4	Discussion and possible action regarding a request to rezone property from Retail "R" to Single Family Residential-6 "SF-6" for property described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1 <sup>st</sup> Street Lampasas, Texas Lampasas County.
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*Council member Clark moved to approve the first reading of an Ordinance to rezone property from Retail "R" to Single Family-6 "SF-6" for the property located at 204 E First Street, Lampasas Texas, the motion was seconded by Council member Goodart and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.5	Discussion and possible action regarding appointment of board member to fill vacancy on Planning Commission.
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*Council member Clark moved to appoint Mike Sibberson to the Planning and Zoning Commission, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.6	Discussion and possible action regarding appointments of board members to fill vacancies on Golf Course Advisory Board.
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*Council member Pearce moved to appoint, Andy Johnson, Chad Haman and Council member Morris to the Golf Course Advisory Board, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.7	Discussion and possible action regarding Letter of Understanding with SCC Development regarding use of alley located between 108 S Key and 105 W First Street
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*Council member Pearce moved to authorize Staff to finalize the Letter of Understanding with SCC Development regarding use of alley located between 108 S. Key and 105 W. First Street, the motion was seconded by Council member Goodart and with unanimous vote, the motion carried. (Kuehne and Morris absent)*

7.8	Discuss and consider the selection of winner of website photo contest entry
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*Mayor Pro-Tem Williamson moved to approve photo #1, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

Adjourn into Executive Session

*Mayor Pro Tem Williamson moved to adjourn into Executive Session at 6:26 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

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

<b>REGULAR SESSION</b>
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Discussion and possible action concerning items posted and discussed by Council in Executive Session

*There was no action taken*

ADJOURN

*Mayor Pro Tem Williamson moved to adjourn the meeting at 7:00 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Kuehne and Morris absent)*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

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

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Minutes of the 2022 City Council Planning Session of the  
Governing Body of the City of Lampasas that was held  
Monday, March 21, 2022 at 4:00 p.m.  
Jack Calvert Municipal Building  
302 E Third Street  
Lampasas, Texas 76550

I. Call to order

*Mayor Monroe called the meeting to order at 4:00 p.m. Mrs. Monroe advised that Council has the responsibility to identify projects, funding and prioritize to ensure the long-term projects are on target.*

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

*Finley deGraffenried, City Manager took the opportunity to discuss the meeting expectations and format.*

- *Things to consider as we go through this presentation*
  - *Projects may need to be further defined*
  - *Some may require additional information/data*
  - *Seeking prioritization from Council*
  - *Clarity on project implementation and funding*

III. Discussion regarding status and scope of projects indicated in 2022 CO issue.

*The following is a proposed list of projects that can be funded by CO.*

General Fund- Tax Supported

- *Hostess House Rehabilitation*
  - *Scope Options Provided May 2021- Approved August 2021*
    - *Structural, Kitchen Option 2, Improved Function*
    - *Architectural Contract Approved- October 2022*
  - *Council discussed a combination of additional funding outside of Fund 40-July 2021*
  - *Project Scope- total estimated cost \$1,379,913.00*
    - *CO Funding needed +/- \$450,000.00*
  - *Structural FY 2022*
  - *Renovation 1Q 2023*
  - *Phased to minimize booking conflicts*
  - *March 2022 -Stamped Structural Plans- Ready to bid*
- *WWW Shop/Lab Paving/Landscaping*
  - *Cost estimates may need to be updated*
- *Calvert Building Improvements*
  - *3,000 sq ft basement area can be used for City purposes*
  - *Interior lighting*
  - *Interior wall finishes*
  - *Identify project scope of finish out*
  - *Discussion regarding City/Staff needs*
  - *Exterior landscaping, irrigation, lighting and entrances*

- *Parks*
  - *Turner Complex Lighting*
    - *Discussed question of long-term priorities between Turner and 580 Sports Complex*
    - *Possibly Phased Project- consideration by CIP and Parks Advisory Board*
- *Trails Connectivity*
  - *Identified through CIP and Comprehensive Plan*
  - *Connectivity between parks and possibly urban trail system to downtown square via Western Street.*
  - *Identify areas for sidewalks*
    - *ADA compliance*
    - *Maintenance*
  - *Nature Paths*
  - *City Staff to create aerial layout of possible park trails*
  - *Engage community, stakeholders, organizations, property owners*
    - *Townhall*
    - *Surveys*
    - *Committees*
- *Public Safety- building improvements, security, and equipment*
  - *Police Department Building*
    - *2022 New Roof*
    - *Recent interior and exterior painting*
    - *Adequate size for staff*
    - *Possible growth in the next 5+ years*
  - *Fire Department Building*
    - *Routine maintenance (built in 2013)*
    - *Training areas/facilities (build as needed)*
    - *Currently training staff to prepare for future needs*
    - *Future FD location to improve response time*
      - *Identify location*
      - *Lot assessment*
      - *Additional staffing*
      - *Additional equipment/apparatus*
  - *Public Safety Workforce*
    - *Salary Assessment*
    - *Develop/Mentor*
    - *Recruit/Retain Efforts*
  - *Identify City Buildings/Areas that need security/fencing*
  - *Council is interested in hearing Staff comments/needs related to Public Safety*

***Earmarked Project Costs- \$1,500,000.00***

**Utility Supported**

- *WWW Plant-Pre-Treatment, Belt Press Upgrade*
  - *Cost Share Opportunities*
  - *Finalize agreement with Ajinomoto Foods for improvements and designs*
- *Water System- Upper Pressure Plane Improvements*
  - *Data Gathering*
  - *Plan for future development*
  - *Phased Project*
  - *5-20-year complete buildout to meet all future needs.*
  - *Discussion regarding initiating Easement Acquisition*

- Consider inclusion of removal of tanks not in use/impact/cost (W Ave B and Old Convent Road)
- Refer to engineering expertise regarding priority list.
- *WW Interceptor Upgrades and Line Up-Sizing*
  - Validation of model by flow measurement is needed
  - Additional Data Collection
    - Rain Events
  - Professional Services Engagement for testing is available
- *Sewer Line Replacement- Pecan St. 9<sup>th</sup> to 5<sup>th</sup> St*
  - Replacement of shallow, undersized line
  - Opportunity for Development
  - Future agenda to direct staff to move forward to develop scopes and seek design proposals
- *Water Looping Project- Live Oak, North St. to 2<sup>nd</sup> St.*
  - Improve capacity and efficiency
  - Opportunity for Future Development.
  - Future agenda to direct staff to move forward to develop scopes and seek design proposals

***Earmarked Project Costs- \$5,000,000.00***

*Council agrees with Staff on the proposed list of projects identified for CO Funding. Council would like Certificate of Obligation funding to be used first for projects defined by Resolution, then funding from Fund 40. Council would like to see a minimum balance of \$200,000.00 remain in Fund 40 for community and/or organizational commitments.*

*When available, Council would like further review with consultants on various projects.*

*Council is interested in understanding the regulatory use of funds that remain in Fund 62 Key Avenue Fund and Fund 68 2016 CO Capital Fund.*

**IV. Discussion regarding American Recovery Act (ARA) funding and related projects.**

- *Committed \$971,176.00 for Business Park Water and Wastewater Infrastructure*
  - Consider upsize line from 12" to 16" for future upper pressure plan improvements
- *Consider Generation Options for Wastewater Plant and Lift Stations*
  - Prepare presentation, estimated costs for options
  - Support Animal Shelter
- *Consider looping and extension projects within the City not yet identified*
- *Committed \$12,338.50 for Library Fiber Project*

*Council would like to see Staff's proposed list for use of funds as defined in the ARA.*

**V. Discussion and updates regarding current projects.**

*Ryan Ward, ACM provided updates to the following projects:*

**BUDGETED**

- *East Third Street Paving and Rehab- estimated completion March 2022*
- *Water Meter Installation- Summer 2022- No new updates*
- *Tree-Trimming- completed March 2022*

- Cemetery Pole Barn-estimated completion Spring 2022
- Upper Pressure Plane Study- Staff met with Engineer March 17, 2022
- Pre-Treatment Assessment- estimated completion May 2022
- Fire Apparatus-Estimated Order Date- June 2022

#### **HOT FUND**

- Campbell Park Pavillion- estimated completion April 2022(\$178,000.00)
- Campbell Park Skate Park- estimated completion February 2023 (\$300,000.00)
- Hostess House Rehabilitation- estimated completion 1Q 2023 (\$1,379,913.00)

#### *Additional Identified Projects*

- Hanna Springs Fencing (\$40,000.00)
- Wayfinding Signage (**undetermined**)

#### ***Earmarked HOT Fund Project Costs \$1,897,913.00***

Council would like Certificate of Obligation funding to be used first for projects defined by Resolution, then funding from Fund 40. Council would like to see a minimum balance of \$200,000.00 remain in Fund 40 for community and/or organizational commitments.

#### **LEDC**

- Business Park Phase 1 Infrastructure- Bid Approval- February 2022

#### **UNBUDGETED**

- Interceptor Evaluation- estimated completion April 2022
- 2020 CDBG- estimated completion January 2023
- Industrial Park Property- estimated completion for agreement April 2022
- Lampasas Substation Upgrades- estimated completed December 2022
- Internet Deployment- 33% for residential/ businesses 100% complete
- South 281 Utility Relocation (TxDOT Project)- Estimated completed 2023
- Airport Terminal Area Plan- Comprehensive Site plan is to be considered for funding by TxDOT Transportation Commission June 2022.

#### **PARTIALLY BUDGETED**

- Budgeted funds from third street project can be allocated for paving Broad and Walnut Street from 6<sup>th</sup> to 9<sup>th</sup> Street.

#### **ECONOMIC DEVELOPMENT**

- 6" water line extension on Live Oak from North to 2<sup>nd</sup> Street- TBD
- Wastewater line replacement on Pecan from 8<sup>th</sup> Street to 5<sup>th</sup> Street- TBD
- East 2<sup>nd</sup> Street Drainage and ROW Improvements- TBD

#### **DEFERRED PROJECTS**

- Historic Colored School
- New Hope Baptist Church
- Council, by consensus, agreed to initiate planning for New Hope Baptist Church and Historic Colored School.
  - Assessment
  - Geotechnical Survey
  - Scope of Work
  - Define Proposed Uses
  - Connection to Colored School
  - Research Historical Designation

- *Recognition of Acceptance of Landmark*
- *Fiber Installation to the Library- To be completed March 23, 2022*
- *Cooper Springs- Walking Trails/Entrance Improvements*

**VI. Discussion regarding Comprehensive Plan implementation action steps.**

- *Some tasks implemented as byproduct of Council Direction and Project implementation (assessment of future water needs, Park improvements, Zoning cases)*
- *Develop specific list with detailed action steps*
- *Workforce compensation and deployment as part of Comprehensive Plan*
  - *Historically compensation is considered towards the end of the budget process, Council would like compensation to be considered at the beginning of the process.*

**Identified on February 28**

- *Low hanging fruit/low cost/quick wins*
- *Walking trails*
- *New Hope Baptist Church*
- *Historic Colored School*
- *Code Enforcement-Health/Life Safety. Understanding substandard housing process*
- *Buy local campaign*
- *Historic Preservation Guidelines*

**VII. Review and Summary of Identified Tasks/Unfinished Business**

- *Limit Council Work Session to 2 hours*
- *Transportation- Corridor*
- *Identify Staff Needs/Goals*
- *Determine how funds can be used*
- *Meet with County and other stakeholder groups and partners.*

**VIII. Adjourn**

*Council member Morris moved to adjourn at 7:05 p.m., Council member Clark seconded the motion and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

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

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City Manager

ITEM NO. 3.1

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery in an area zoned Retail "R" for property described as Block 3, lot 4 and part of lot 3, L S C First Addition, commonly known as 102 South Key Avenue, Lampasas, Texas Lampasas County.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: March 9, 2022

For the Agenda of: March 28, 2022

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve, deny or approve with modifications the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an Open Storage, Display, or Work Area for Merchandise or Machinery; specifically farm equipment at 102 S. Key Avenue.

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

**AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR OPEN STORAGE, DISPLAY, OR WORK AREA FOR MERCHANDISE OR MACHINERY IN AN AREA ZONED RETAIL "R"; BLOCK 3 LSC FIRST ADDITION, BEING LOT 4 AND PART OF LOT 3, COMMONLY KNOWN AS 102 SOUTH KEY AVENUE, LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, 9812 Holdings, LLC. Maggy K. Jones, property owner filed a request for a Specific Use Permit to allow for an *Open Storage, Display, or Work Area for Merchandise or Machinery, specifically to display farm equipment* in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, LSC First Addition Lot 4 and part of 3, commonly known as 102 South Key Avenue, Lampasas, Texas.

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the Specific Use Permit request was given to all property owners located within two hundred feet (200') of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on March 3, 2022 by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on March 14, 2022, by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit for *Open Storage, Display, or Work Area for Merchandise or Machinery* in an area zoned Retail "R"

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

Part 1: That the Specific Use Permit requested by 9812 Holdings, LLC, Maggy K Jones (owner), for an *Open Storage, Display, or Work Area for Merchandise or Machinery* in an area zoned Retail "R" Lampasas County, Lampasas, Texas. The property is described as Block 3, LSC First Addition Lots 4 and part of 3, commonly known as 102 South Key Avenue, Lampasas, Texas.

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

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

**Passed and approved the First Reading on the 14<sup>th</sup> day of March 2022.**

**Passed and Adopted on the Second Reading on the 28<sup>th</sup> day of March 2022.**

APPROVED:

ATTEST:

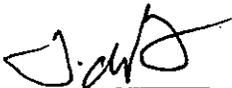
\_\_\_\_\_  
TJ Monroe, Mayor

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

APPROVED AS TO FORM:

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

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City Manager

ITEM NO. 3.2

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance to rezone property from Retail "R" to Single Family Residential-6 "SF-6" for property is described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1<sup>st</sup> Street Lampasas, Texas Lampasas County.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: March 9, 2022

For the Agenda of: March 28, 2022

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to rezone property located at 204 E 1<sup>st</sup> Street from Retail "R" to Single Family Residential-6 "SF-6".

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

**AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM RETAIL “R” TO SINGLE FAMILY RESIDENTIAL-6 “SF-6” FOR PROPERTY DESCRIBED AS BLOCK 35, E 64 OF LOTS 7-8, A.H. BARNES ADDITION, COMMONLY KNOWN AS 204 E FIRST STREET LAMPASAS, TEXAS LAMPASAS COUNTY. DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, Weldon Maxey (owner) is asking the City of Lampasas Planning and Zoning Commission and City Council to consider rezoning property described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1<sup>st</sup> Street Lampasas, Texas Lampasas County from Retail “R” to Single Family Residential-6 “SF-6”.

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

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on March 3, 2022 by the Planning & Zoning Commission regarding the request for a rezone by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on March 14, 2022 by the City Council regarding the request for a rezone by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to rezone the property from Retail “R” to Single Family Residential-10 “SF-10”.

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

Part 1: That the rezone requested by Weldon Maxey, (owner) for property described as Block 35, E 64 of lots 7-8, A.H. Barnes Addition, commonly known as 204 E. 1<sup>st</sup> Street Lampasas, Texas Lampasas County from Retail “R” to Single Family Residential-6 “SF-6” is hereby approved.

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

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

PASSED AND APPROVED THE FIRST READING ON THE 14<sup>th</sup> DAY OF MARCH 2022

PASSED AND ADOPTED ON THE SECOND READING ON THE 28<sup>TH</sup> DAY OF MARCH 2022.

APPROVED:

ATTEST:

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

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

APPROVED AS TO FORM:

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

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# Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Thursday, March 24, 2022

Re: Monthly Report February 2022

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

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

New Cases	102
Convictions	41
Compliance Dismissals	36
Hrs. Community Service Completed	45
Total Dollar Amount CS	\$568.50
Waived for Indigency	\$3,232.83
Total Collected	\$19,501.45
Total kept by City	\$13,172.49

**CITY SECRETARY DEPARTMENT/ FEBRUARY 2022 MONTHLY REPORT**

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Brief Monthly Overview of Department Employees:

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

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Facilitated pre-development meeting between Staff and Architect for Silver Creek Assisted Living Expansion on February 1, 2022.
- Facilitated pre-development meeting between Staff, Architect and Developer for Northington Creek Estates on February 2, 2022.
- Facilitated and took minutes for Airport Zoning Board of Adjustment meeting held on February 3, 2022.
- Attended Code Enforcement from A-Z Webinar February 4, 2022
- Attended Abatement: Sanitation, Structures, & Vehicles Webinar February 9, 2022
- Prepared and posted packet, facilitated and took the minutes of the February 10, 2022 Planning and Zoning Meeting.
- Facilitated pre-development meeting between Staff and Developer for Santa Fe Depot Project February 11, 2022.
- Attended meeting with Jason Jones regarding future development for upper pressure plane study on February 11, 2022.
- Prepared and posted packet, attended and took minutes of the February 7<sup>th</sup> Council Work Session and the February 14<sup>th</sup> and February 28<sup>th</sup> City Council Meeting.
- Prepared and posted packet, attended and took minutes of the February 16<sup>th</sup> LEDC Meeting.
- Last day to file for place on ballot- February 18, 2022 - compiled and reported results
- Attended Skatepark Design Kick-off Meeting February 22, 2022
- Prepared and posted agenda for CIP meeting scheduled for February 24, 2022 (postponed until March 3 due to weather)
- Attended Library Park Dedication- February 26, 2022
- Held drawing for place on ballot- February 28, 2022
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Processed/Facilitated Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.

**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.
- 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.
- Continuing to cross-train in preparation of meeting agendas, packets and minutes



## Memo

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Interim Police Chief

Date: 03.22.22

Re: **Police Department** Monthly Report - February 2022

### Notable February Events:

1. On 02.07 - Asst. Chief Cummings attended the City Council Planning Session.
2. On 02.08 - Chief Bailey presented a Situational Awareness presentation to 4H Group.
3. On 02.10 - Chief Bailey, Asst. Chief Cummings, and Lt Inv Boswell attended a meeting at the Court House hosted by Lampasas County Judge Randy Hoyer about the new recently legislative mandated Sexual Assault Awareness Team.
4. On 02.10 - Patrol Sergeant Fidel Morua was selected to be an investigator after interviews were conducted.
5. On 02.12 - Pat Lt Montgomery had his 20-year anniversary with the City.
6. On 02.14 - Chief Bailey and Pat. Lt. Montgomery presented a scam alert presentation to a senior citizen group at the Pecan Grove Apartments.
7. On 02.15 - the Departments' annual Citizens Police Academy culminated and graduated.
8. On 02.17 - Pat Lt Montgomery and Dispatch Supervisor-Records Clerk Kelli Sanguinet attended a meeting at the Burnet County Sheriff's Office about GATRRS, Greater Austin Travis Regional Radio System, of which we're a member.
9. On 02.17 - all the patrol cars' radars received their bi-annual (twice a year) calibration checks.
10. On 02.22 - numerous department members attended a Concept2 Rower presentation at the Fire Department.

### On the Horizon:

1. 03.29 – Kiwanis Club Circus at the Old Middle School – LPD extra patrol
2. 03.31 – LPD & Shelter are interviewing candidates for the Shelter Tech/Animal Control position.

3. 04.02 – Courtyard Square Association Lampasas Spring Fest – LPD assisting
4. 04.24 – Do You See Me Now motorcycle safety awareness run culminating at the Lampasas High School – LPD assisting.
5. 04.28-30 – Chamber Rodeo and BBQ @ the 580 Sports Complex – LPD assisting.
6. 04.30 – Hot Rod Tour of Texas – a car club of exotic cars on a run will be passing through – LPD assisting.
7. 04.30 – DEA Drug Take Back at LPD.

**In General:**

1. Lampasas PD's two Police Cadets attending the Police Academy are currently numbers one and two academically of twenty-two students and they're set to graduate June 24th.



	February-22	YTD	02/2021 YTD
<b>ACCIDENTS:</b>			
MINOR ACCIDENTS	29	50	37
MAJOR ACCIDENTS	1	3	1
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	30	53	38
<b>CODE ENFORCEMENT:</b>			
HIGH WEEDS & TRASH	8	17	26
JUNK / UNREGISTERED VEHICLES	3	5	5
SUBSTANDARD HOUSING	0	0	1
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	14	36	31
TOTAL CODE COMPLAINTS	25	58	63
<b>DAILY ACTIVITIES:</b>			
CALLS FOR SERVICE	746	1617	1654
TELEPHONE CALLS RECEIVED	2667	5269	6865
ESCORTS	56	113	105
MOTORIST ASSISTS	43	85	99
EMERGENCY ORDER OF DETENTION	1	3	3
BEHAVIORAL CRISIS	3	12	13
911 CALLS	191	395	454
TEXT TO 911	0	0	1
OPEN RECORD REQUESTS	22	40	52
<b>ANIMAL CONTROL:</b>			
ANIMAL CFS & FOLLOW UPS	122	324	290
ANIMAL IMPOUNDS	23	65	97
<b>CPAAA VOLUNTEER HOURS:</b>	28.50	51.75	10.25

OFFICER COUNT: 21 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)

	<b>Feb-22</b>	<b>YTD</b>	<b>02/2021 YTD</b>
WARRANT TOTALS:			
LMC WARRANTS ISSUED	1	75	0
LMC WARRANTS RECALLED	12	33	29
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	15	20	5
LMC WARRANTS PAID AT LMC / PD	0	0	0

	<b>Feb-22</b>	<b>YTD</b>	<b>02/2021 YTD</b>
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$638.30	\$45,059.75	\$0.00
LMC WARRANTS RECALLED	\$9,025.72	\$26,440.08	\$15,044.38
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$8,423.99	\$11,549.86	\$4,948.83
MONEY COLLECTED AT PD	\$0.00	\$0.00	\$0.00

Report Prepared by Kelli Sanguinet 03/09/2022

DAY	HOURS	IMPOUND CITY	IMPOUND CO	SURRENDER CITY	SURRENDER CO	EUTH CITY	EUTH CO	EUTH SO	CLAIMED CITY	CLAIMED CO	ADOPT CITY	ADOPT CO	CITY CALLS	CO CALLS	PUBLIC HOURS	CITATIONS	DAILY COUNT
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	8	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	23
3	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
4	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	7.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17
9	8	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	18
10	8	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	18
11	8	0	0	0	0	0	0	0	1	0	0	4	0	0	0	0	17
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	8	1	3	0	0	1	1	1	1	0	0	0	0	0	0	0	18
15	8	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	19
16	8	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	20
17	8	2	0	1	0	3	0	0	0	0	0	0	0	0	0	0	16
18	8	6	1	0	0	2	0	0	0	0	0	0	0	0	0	0	20
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	8	1	2	0	2	0	0	0	1	0	0	0	0	0	0	0	24
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28
25	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25
26	8	0	0	0	0	0	1	1	0	0	3	1	0	0	0	0	15
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16
29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	143.5	10	6	2	3	7	3	3	3	1	3	5	2	0	0	0	363

# 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, February 2022

MGO

January 2021-12	May 2021-20	September 2021-22	January 2022-10
February 2021-6	June 2021-21	October 2021-10	February 2022-17
March 2021-23	July 2021-12	November 2021-16	
April 2021-23			

FEBRUARY 2022

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

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	2	630,000.00	889.70
DEM - DEMOLITION	1	64,875.00	50.00
ELE - ELECTRICAL	11	10,600.00	774.50
FENCE - FENCE	2	2,300.00	70.00
MEC - MECHANICAL	2	0.00	110.00
PLB - PLUMBING	7	8,200.00	285.00
POOL - SWIMMING POOL	1	60,000.00	235.00
REM - REMODEL/ADDITION	10	129,000.00	680.00
*** TOTALS ***	36	904,975.00	3,094.20

Demolition-County Jail

FEBRUARY 2022

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

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	1	1,800,000.00	4,235.50
CO - CERTIFICATE OF OCCUPANCY	1	0.00	0.00
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	6	18,008,000.00	27,513.86
FENCE - FENCE	4	17,760.00	140.00
MEC - MECHANICAL	2	18,009,975.00	135.00
PLB - PLUMBING	8	18,005,950.00	275.00
REM - REMODEL/ADDITION	3	26,300.00	105.00
SHED - SHED, PATIO, DECK	1	4,300.00	35.00
SIGN - SIGN	1	0.00	45.00
SPRINK - SPRINKLER	1	2,500.00	60.00
*** TOTALS ***	29	55,874,785.00	32,594.36

## Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: February 16, 2022

### Silver Creek Expansion

The owner of Silver Creek Assisted Living reached out recently to discuss plans for an expansion, Silver Creek Independent Living. Staff met with the architect to review first draft plans of (2) 4-story buildings being proposed, on either side of the newly constructed Assisted Living Center on S Hwy 281 (east of Hancock Golf Course). There are several items that will need to be reviewed (TxDOT project, location of electric, parking, etc.) along with a possible ordinance amendment from 2-story to 4-story allowable structures. The architect plans to meet separately with our electric and water/wastewater departments to iron out some of the questionable items.

### GIS Mapping

The Assistant CM and I met with Brian Shirley, our GIS planner with 3cGeo. He gave us a brief training to compare our current GIS platform versus the Flyer View platform Dale Appleby presented to us in the January meeting. We learned we have the ability to create a separate Interactive Web Map (IWM) specific to the LEDC. We will be able to feature certain layers relevant to the LEDC's goals and have this as a usable tool for developers and prospects to access from our LEDC site. In the past we've only had the City's GIS on the City website and there are many layers that don't pertain to LEDC or are necessary. The more layers, the more lag time and can become less user-friendly. I will be reviewing some of the other EDCs that 3cGeo services and comparing layers they use as I build the LEDC IWM. 3cGeo does not produce tangible maps for marketing purposes, as Flyer View presented, so for now we will move forward with that portion of the proposal.

### Website

Staff approved the mood board, new color scheme and content layout for the website. The Civic Plus Design Team will build the JPG version of our new design based on the approved Layout & Mood Board. They will complete the design build and their QC of the design over the next few weeks. We will meet April 13<sup>th</sup> for the Design Concept Presentation Meeting to reveal the new design. I'll also be working on featuring the LEDC promo video, created by Neon Cloud a few years ago, on the homepage. Once we complete the LEDC's Interactive Web Map with 3cGeo, and the static pieces from Flyer View, I will have all of those featured in various areas on the website as well. The most important update will fall under "available properties." We will have new tools to use from our mapping system to feature these on our site, where they are easier to find and more visually appealing than how they've been featured in the past. Also, they can be in a

PDF form for a user to quickly print off, with details regarding the property, ownership, own/lease, etc.

**Council Planning Session**

Staff and City Council met on Monday, February 7<sup>th</sup> to review objectives, expectations and updates on current projects. Staff and council reviewed capital projects and funding options, including Phase 1 of the Business Park, and implementation of the comprehensive plan short-term objectives. Bond counsel was also in attendance to explain certificates of obligation, timing, acceptable projects, interest rates, issuance cost and deb service. There was also discussion on potential projects for the \$1.978M Recovery Act funding.

**Development**

The owner of 406 E Third St (formerly Perks) met with the building official recently to discuss the possibility of leasing the building for a bar/restaurant. The tenants currently operate a bar in downtown Austin. The property at 301 N Key Ave (formerly Lampasas Rice) is under new ownership. Owner has proposed renovating the current building to lease to a restaurant prospect. It is in the early stages, but will keep the Board updated on the rehab timeline, potential restaurant and when they might occupy. Staff recently met with a local business looking to expand on Key Avenue. Working through details with the business owner and the property owner on Key Ave; staff hopes to give more information on this expansion/relocation in the next few months.

**Life Safety Grant**

We have had another application submitted for the Life Safety grant. This is a business on the downtown square that has been working on a remodel since December 2020. Once all paid invoices are received with the application, the Review Committee will meet to discuss the project and potential for funding.

**Arena Equipment**

Per the Board's direction we have found an individual that wishes to remove all of the rodeo arena equipment, fencing and small barn from the Business Park. The LEDC has no use for the equipment and it will assist us in clearing the land for Phase 1 development. Staff will develop a formal agreement for the work, i.e. a "demised property/removal contract" with the individual offering services to remove demised property from the LEDC land in exchange for the demised materials.

**BRE**

The Chamber Director and I met with Bob Davis recently to review the workshops offered last year. Our hope is to continue these quarterly, but need to gauge what topics are relevant and necessary for our current businesses. In light of the pandemic, our businesses are still experiencing various challenges we need to discuss and assist in developing tools to be successful, as well as future planning and projections. The Chamber Director and I are planning to sit down in small groups with business owners in the next few months to hear from them on what they most need assistance with and how we can meet those needs.



# Memo

To: Honorable Mayor and City Council Members  
CC: Finley deGraffenried, City Manager  
From: Jeff Smith, Fire Chief  
Date: March 21, 2022  
Re: Monthly Report February 2022

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The two reports provided show the incident call volume for the month of February. Both reports will show the type of call and the amount. The "February 2022 Zone" report will give you a cursory location within the City for each call. At this time we have the city broken down in quadrants. North or South of North St., and East or West of Key Ave. (NW, NE, SE, SW)

Also during the month of February, we completed the promotional process for the position of Driver/Operator/Pumper. We are excited to announce that Lane Lewis, Josh Straley, and Jared Payne have been promoted to these positions.



# Lampasas Fire Department

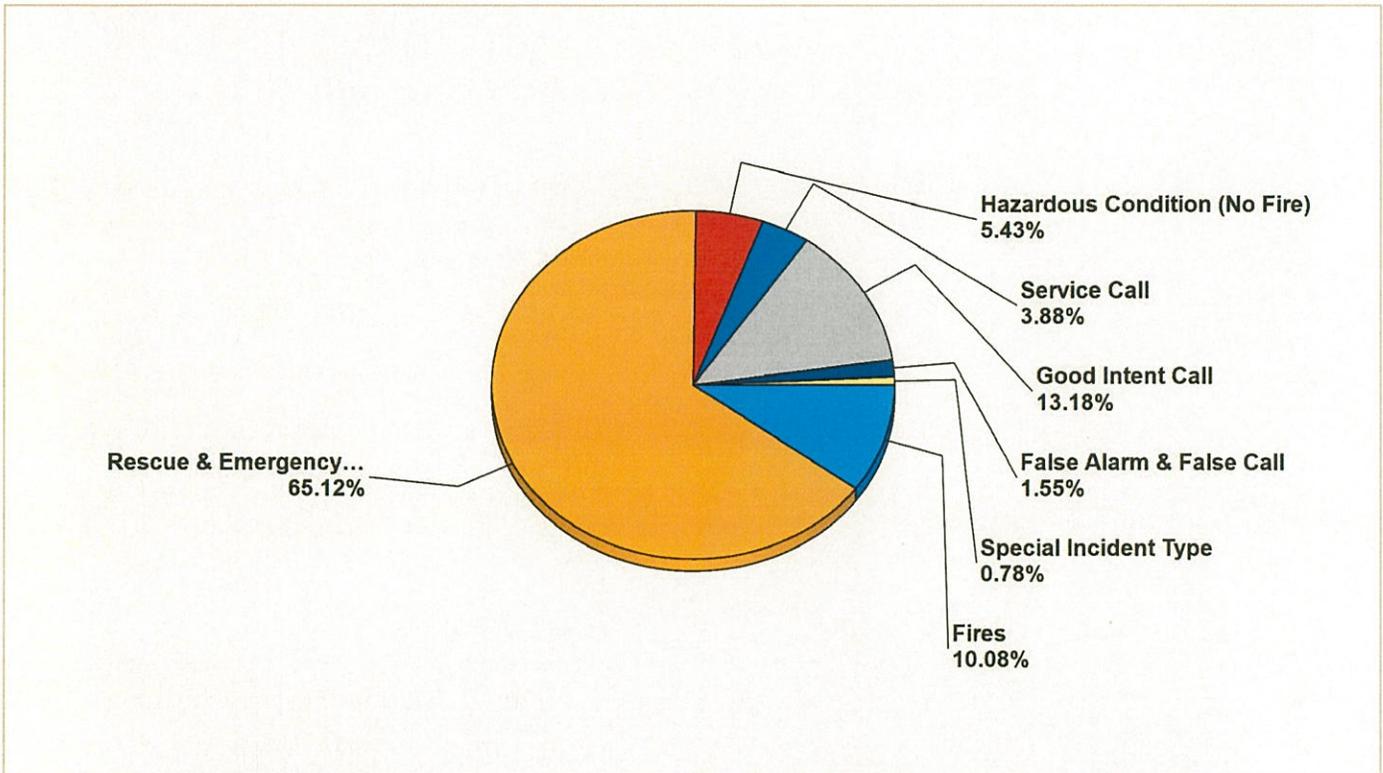
Lampasas, TX

This report was generated on 3/22/2022 11:27:01 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2022 | End Date: 02/28/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	10.08%
Rescue & Emergency Medical Service	84	65.12%
Hazardous Condition (No Fire)	7	5.43%
Service Call	5	3.88%
Good Intent Call	17	13.18%
False Alarm & False Call	2	1.55%
Special Incident Type	1	0.78%
<b>TOTAL</b>	<b>129</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.78%
111 - Building fire	1	0.78%
131 - Passenger vehicle fire	1	0.78%
132 - Road freight or transport vehicle fire	1	0.78%
143 - Grass fire	8	6.2%
151 - Outside rubbish, trash or waste fire	1	0.78%
311 - Medical assist, assist EMS crew	68	52.71%
321 - EMS call, excluding vehicle accident with injury	2	1.55%
322 - Motor vehicle accident with injuries	6	4.65%
324 - Motor vehicle accident with no injuries.	8	6.2%
411 - Gasoline or other flammable liquid spill	1	0.78%
412 - Gas leak (natural gas or LPG)	3	2.33%
421 - Chemical hazard (no spill or leak)	1	0.78%
460 - Accident, potential accident, other	2	1.55%
553 - Public service	1	0.78%
554 - Assist invalid	1	0.78%
561 - Unauthorized burning	3	2.33%
611 - Dispatched & cancelled en route	13	10.08%
622 - No incident found on arrival at dispatch address	1	0.78%
651 - Smoke scare, odor of smoke	3	2.33%
700 - False alarm or false call, other	1	0.78%
730 - System malfunction, other	1	0.78%
911 - Citizen complaint	1	0.78%
<b>TOTAL INCIDENTS:</b>	<b>129</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Lampasas Fire Department

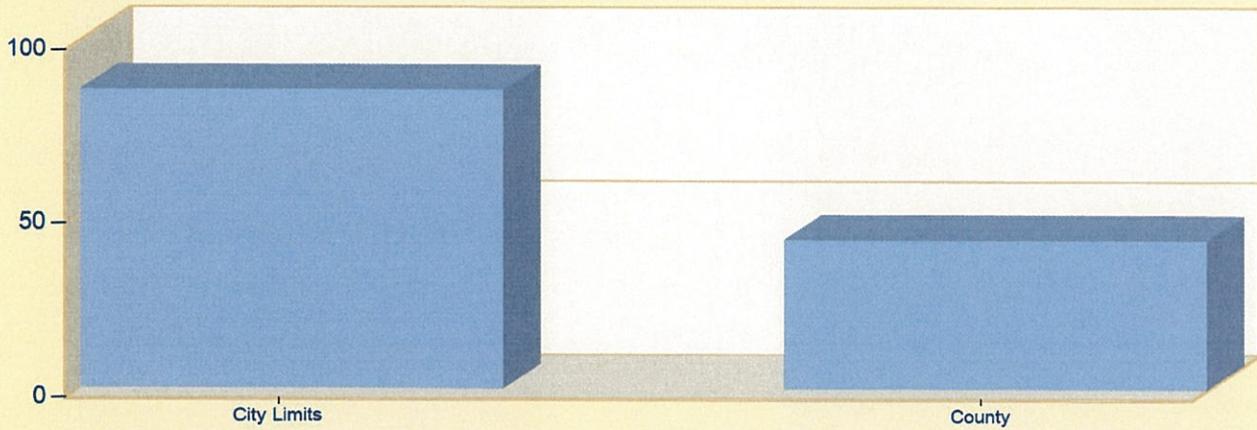
Lampasas, TX

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## Incident Type Count per Zone for Date Range

Start Date: 02/01/2022 | End Date: 02/28/2022



ZONES	INCIDENT TYPE	COUNT
<b>City Limits - City Limits</b>		
	100 - Fire, other	1
	321 - EMS call, excluding vehicle accident with injury	1
	<i>Total Incidents for City Limits - City Limits:</i>	2
<b>City Limits - NE</b>		
	311 - Medical assist, assist EMS crew	9
	411 - Gasoline or other flammable liquid spill	1
	<i>Total Incidents for City Limits - NE:</i>	10
<b>City Limits - NW</b>		
	111 - Building fire	1
	132 - Road freight or transport vehicle fire	1
	311 - Medical assist, assist EMS crew	6
	324 - Motor vehicle accident with no injuries.	2
	412 - Gas leak (natural gas or LPG)	1
	651 - Smoke scare, odor of smoke	2
	911 - Citizen complaint	1
	<i>Total Incidents for City Limits - NW:</i>	14
<b>City Limits - SE</b>		
	311 - Medical assist, assist EMS crew	25
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



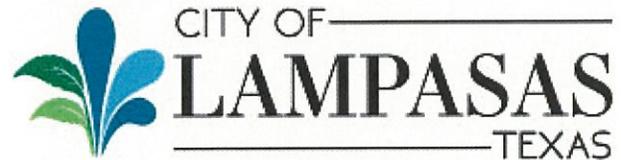
emergencyreporting.com  
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Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	412 - Gas leak (natural gas or LPG)	2
	421 - Chemical hazard (no spill or leak)	1
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	700 - False alarm or false call, other	1
	730 - System malfunction, other	1
	<i>Total Incidents for City Limits - SE:</i>	37
<b>City Limits - SW</b>		
	311 - Medical assist, assist EMS crew	16
	321 - EMS call, excluding vehicle accident with injury	1
	324 - Motor vehicle accident with no injuries.	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	4
	<i>Total Incidents for City Limits - SW:</i>	23
<b>County - County</b>		
	131 - Passenger vehicle fire	1
	143 - Grass fire	8
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	12
	322 - Motor vehicle accident with injuries	5
	324 - Motor vehicle accident with no injuries.	3
	460 - Accident, potential accident, other	2
	553 - Public service	1
	561 - Unauthorized burning	2
	611 - Dispatched & cancelled en route	7
	622 - No incident found on arrival at dispatch address	1
	<i>Total Incidents for County - County:</i>	43
<i>Total Count for all Zone:</i>		129

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.



# Memo



To: Honorable Mayor and City Council Members  
CC: Finley deGraffenried, City Manager  
From: Vicki Tower, Parks Secretary/HR Coordinator  
Date: March 21, 2022  
Re: Monthly Report February 2022

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**Parks & Recreation  
&  
Human Resources**

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

Vicki Tower, Parks Secretary/HR Coordinator

- Showed Hostess House on February 10<sup>th</sup>
- Prepared Parks Board Agenda and attended Parks Board meeting on February 17<sup>th</sup>
- Attended Skatepark Design Kickoff meeting on February 22<sup>nd</sup>
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

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

Vicki Tower, Parks Secretary/HR Coordinator

- Job Postings: Seasonal Pool Positions; Utility Clerk; Park Maintenance Tech.
- Scheduled and attended interviews for Administrative Secretary position
- Attended the Job Fair at Lampasas High School on February 28<sup>th</sup>
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

## **Personnel Information – Currently**

- Current: 112 Full-time positions, 14 Part-time positions, 2 Seasonal Part-time positions
- Posted Vacancies:
  - Full-time: Light Equipment Operator; Electric Department position; Utility Clerk; Park Maintenance Tech.; Animal Control Officer
  - Seasonal: Seasonal Pool Positions

**Memo**  
**To:** Finley deGraffenried, City Manager  
**From:** Monica Wright, Director of Information Systems  
**Date:** Monday, March 7, 2022  
**Re:** February 2022 Monthly Report

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

IT Service Tickets	340
Facebook Followers	6.9k
Twitter Followers	677
Instagram Followers	265
Website Page Views	23,990

**IT Supported Hardware & Software**

PCs	92	Wireless Access Points (WAP)	16	Servers	22
Laptops	51	Verizon Aircards	46	Firewalls	5
Printers	69	Network Attached Storage (NAS)	7	Tablets	11
Switches	21	Apple iPhones	33	Software Applications	30+

**February Projects Completed:**

- Assisted vendor with WWW Scada software upgrade/remote access to SCADA
- Scheduled Incode SVR migration/OS upgrade with staff/vendor
- Civic Plus Mood Board & Layout Approval form: due 2-4
- Discussed/planned Library fiber project with staff/vendor quote
- Sent in Utility Epson receipt printer for repair
- Added RAM (memory) to various desktop PCs
- Quote for PD firewall renewal/add to cloud management
- Obtained quote for Microsoft o365 exchange plan upgrade/schedule migration
- Continued working on the new City website re-design with vendor
- Added WG AP 120's (14) to GovDeals
- Built out refurbished replacement PCs
- Installed/configured Trimble GPS device software on server, ACM, and PW PCs
- Purchased/configured VT Scada SSL certificate for WWW SCADA project
- Built out Incode 2019 VM server
- Installed Epanic software update on all PCs
- Reinstalled outdated version of remote software on all PCs
- Updated all firewalls/ran Cyclops blink detector
- Configured WWW Scada tablet for remote connectivity to SCADA PC/activated cellular service
- Obtained quote for replacement 8TB NAS hard drives/ordered

**March Projected Projects:**

- Incode server data migration to new Server 2019 VM
- Reinstall Tyler Technologies Incode software on all PCs
- Azbell onsite to replacement repaired AV equipment/discuss ceiling microphones/maintenance
- Work with WWW SCADA vendor on call app feature (Twilo)
- Work with Electric SCADA vendor on project planning
- Obtain quotes for wireless internet service from City barn to Electric substation
- Run structured fiber to Library/ make configurations to firewall
- O365 Exchange email migration to Plan 2
- Build out replacement desktop PC for PW Admin Sec
- Build out replacement desktop PC for Animal Shelter
- Build out replacement desktop PC for Hanna Pool
- Quote for FD color LaserJet replacement printer/order
- Update firmware on all security cameras

- Schedule Meter Reader software upgrade/training
- Photographer for City/EDC website re-design
- Configure (2) replacement PD toughbooks
- Configure/install City Barn security cameras
- Civic Mobile app – re-design – GoLive
- Obtain quotes for replacement switches/order if available
- Work on IT related policy amendments
- Send out KnowBe4 Email phishing campaigns/provide user education

### **FY 2021/2022 Budgeted 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)**
- Upgraded OS on Server Host 1 to SVR 2019 **(completed)**
- Upgraded OS on Server Host 2 to SVR 2019 OS **(completed)**
- Upgraded OS on SVR-WSM to SVR 2019 OS **(completed)**
- Obtain quote/configure/replace WG WAP's with WG AP 125 (14) **(completed)**
- Ran cable/Installed security cameras at City Barn **(completed)**
- Obtain quotes/configure/replace (15) desktop PCs **(completed)**
- Obtain quote/order (15) Microsoft Office 2019 STD licenses **(completed)**
- Work with staff and vendor on WWW SCADA software solution/connection **(completed)**
- Upgrade Incode Server OS to Windows SVR 2019 **(completed)**
- Run structured fiber to Public Library/connect to City network *(Mar 2022)*
- Upgrade Microsoft o365 exchange online plan 1 to plan 2/email archive *(Mar 2022)*
- City/EDC website re-design *(Apr 2022)*
- Configure/replace PD Toughbooks *(FY 21-22)*
- Upgrade Meter Reader handheld software *(FY 21-22)*
- Run network cable/Install security cameras at City barn *(FY 21-22)*
- Obtain quotes/configure/replace City network fiber switch *(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)*
- Adopt future amendments to IT Computer Policy *(FY 21-22)*
- City wide cyber security training for all employees *(FY 21-22)*
- Added security to IT Building Server Room *(FY 21-22)*
- Repaint IT Building *(FY 21-22)*
- Incode Court – Cardinal Interface for PD CAD project (not planned)
- Fire Programs – Cardinal interface for PD CAD project (not planned)

### **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
- 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:**

- Add (2) ceiling microphones to Council Chambers AV System
- Work with staff and vendor on Electric SCADA software/equipment solution/connection *(FY 22-23)*
- Point to Point wireless Internet solution for locations not on fiber network *(FY 22-23)*
- Replace PD Host 1 & Host 2 Server *(FY 22-23)*
- Migrate Incode v.9 to Incode Cloud solution *(FY 22-23)*
- Tyler Technologies ExecuTime – time management software *(FY 22-23)*

## LAMPASAS PUBLIC LIBRARY

### FEBRUARY 2022

Circulation	We circulated 3,992 items in February, which is down 4% from January (4,157). The library was closed February 3 <sup>rd</sup> and 4 <sup>th</sup> for bad weather, as well as February 21 <sup>st</sup> for Presidents' Day.
Door Count	There were 3,592 visitors during February, which is up .6% from January (3,572). The high attendance on February 26 <sup>th</sup> offset the days we were closed.
Internet Usage	There were 239 Internet sessions in February, compared to 305 in January (down 21.6%).
Wifi Usage	We had 129 distinct clients use the public wifi in February, which is up 34.4% from January. There was an average of 13 users per day, which is up 44.4% from last month.
Text Interactions	We communicated, via text messages, with 96 unique phone numbers in February, which is down 4% from January (100). We sent/received a total of 475 messages, which is down 3.1% from last month (490).
February Programs	We had two staff story times, How Pinteresting!, STEAM Stories (for PreK), Cornelia Key Book Club, STEAM Day (for ages 7-11 yrs), and 42 Club. We also had a library-themed escape room throughout the month, in honor of Library Lovers' Month. We received a lot of positive feedback on the escape room; some even asked when we are going to do it again.
Upcoming Programs	In March, we'll have three staff story times, STEAM Stories (weather), How Pinteresting!, STEAM Day (weather), Cornelia Key Book Club, 42 Club, and three days of programs during Spring Break: Lego Free Play, DIY Crafts, and Movie Day.
Park Dedication	On Saturday, February 26, approximately 150 people came to the library for an historic event. Though it was moved inside because of the weather, it didn't dampen the spirit of the event. From the dedication of the park to the Lampasas community, to the sculpture unveiling and the painted chair auction, the event was such a great success. The Library Foundation deserves many thanks for all their hard work over the years, but also for this very special event. We appreciate all the support from the City as well - what a great partnership.



# Memo

**To:** Finley deGraffenied, City Manager

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

**cc:** City Council Members

**Date:** March 22, 2022

**Re:** Monthly Report, February 2022

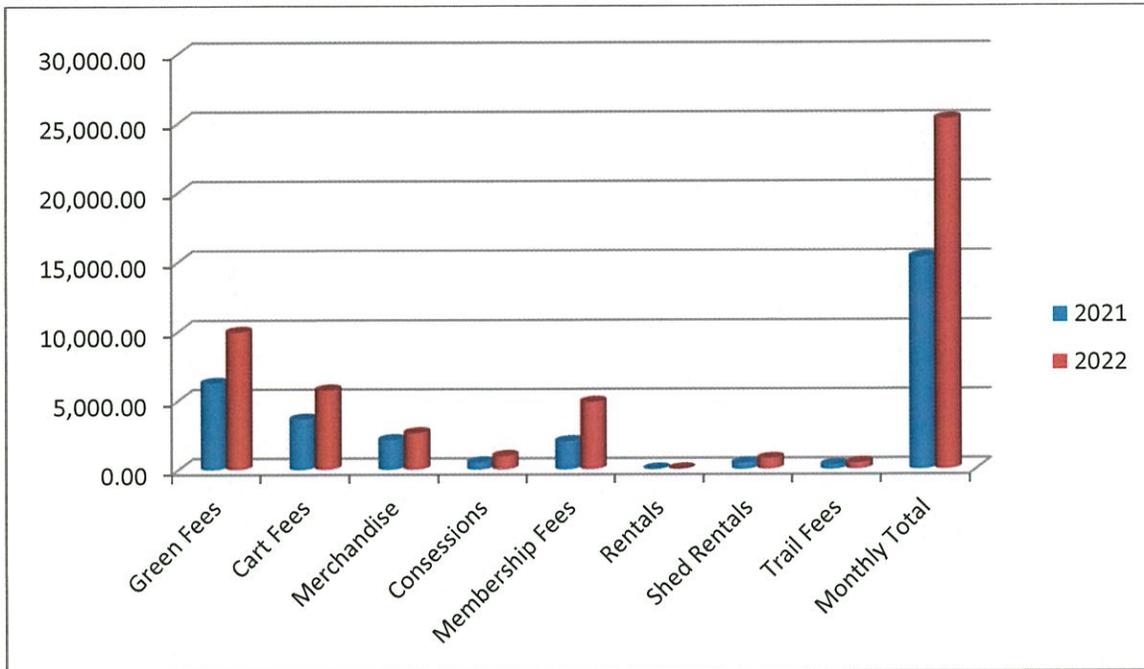
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- Weekly mowing and maintenance of the golf course.
- Sprayed the greens with nitrogen and manganese.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Completed spraying herbicide on the fairways to kill the winter weeds.
- Repaired a 2 ½ tee that blew out next to number 8 tee box.
- With the help of the Electrical Department we removed several trees that were leaning into the creek next to #1 tee box, we also removes all the brush.
- The golf course crew removed a large Ash tree from behind #17 green that was dead.

**February Tournaments:**

Feb. 3 – High School Invitational, 79 golfers.

# Hancock Park G.C. February Revenue Comparison 2021 and 2022



- February 2021 was closed for 10 days due to ice and snow

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## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 24 March 2022

- Drought Watch** The City has been notified by the Brazos River Authority ("BRA") that, due to dryer than normal conditions, Stage 1, Drought Watch Conditions, have been implemented. The goal for Stage 1 is a reduction of 5% of water use by increasing public awareness and education. The City will be preparing a release consistent with the Stage, however; mandatory compliance, and a reduction in irrigation days is not required at this time.
- SCADA** Ryan Ward reports that one final piece of the Water/Wastewater mobile SCADA is in need of trouble shooting. All automation and monitoring can be done mobily, however; the staff trouble call-out will require some additional work by the contactor and the City's IT Department. Flint and the Electric Department continue to work with Schneider Engineering to coordinate their SCADA project concurrently with upgrades to equipment at both substations.
- Pavement Evaluation** Ryan and the Street Department have been conducting in-service training to review and implement an assessment tool for the condition of City streets. Over the next 30 days, it is staff's hope to grade each block and map conditions through the City's GIS system. Once mapped, staff and elected officials should have a quantifiable basis for scheduling road repair and maintenance. TxDOT urban traffic counts may also be helpful in determining priorities.
- Library Fiber** Southwest Fiber Optics commenced work on networking the Library March 21<sup>st</sup>, and completed the aerial deployment on the 22<sup>nd</sup>. The connection did require the unforeseen need to replace a switch that has been ordered. Monica anticipates completing the connection during the week of March 28.
- Starbucks** Staff is currently reviewing a civil plan set for SCC Development related to the development of Starbucks on Key Avenue. Additionally, the LOU for the alley has been approved and platting to consolidate the property will be approved administratively after review by staff. SCC would like to commence construction on or about the end of April.

**Pavilion** Not to be outdone by the Campbell Park Pavilion, Van Berry reports progress on a Creekside, 20'x30' pavilion. The pad has been installed and the slab should be poured by the end of next week. The improvement will be near the scoring platform, with views to #1 fairway across the creek. The improvement is funded by the Golf Course Association.

**Pool Start-Up** Chris Eicher reports that although hiring has been much better than last year, Park staff is still looking for another 8-12 individuals for Hancock and Hanna Spring Pools. Positions available include life guards, maintenance and grounds, and cashiers. It appears, the City will also be challenged by seasonal workforce shortages, but staff is confident that both pools will be fully operational.

**Anniversaries** Staff would like to recognize the following employees who began their City of Lampasas careers in March: Hunter Sanguinet, 4 years; Richard Cox, 6 years; Heather McDonald, 1 year; Tim Ryan, 28 years; Chris Eicher, 15 years; Kelli Sanguinet, 19 years; Pamela Torrez, 2 years; and Russell Daniell, 1 year.



March 17, 2022

Mr. Finley deGraffenried  
City Manager  
City of Lampasas  
312 E. Third St.  
Lampasas, Texas 76550

Re: Implementation of Stage 1 Drought Watch for the Possum Kingdom-Granbury-Whitney Reservoir System, Georgetown-Stillhouse Hollow Reservoir System, and Lakes Proctor, Aquilla, Belton, and Limestone

Dear Mr. deGraffenried:

As specified in the Brazos River Authority (BRA) Drought Contingency Plan (Plan), one of the triggers for a Stage 1 – Drought Watch Condition is when the Palmer Hydrologic Drought Index (PHDI) is equal to or less than -2.4. The PHDI, which is a product of the National Oceanic and Atmospheric Administration, is an indicator for how wet or dry conditions are within a particular area. Due to the drier than normal conditions in the Brazos River basin, the monthly PHDI has dropped below the -2.4 trigger for the Possum Kingdom-Granbury-Whitney reservoir system, the Georgetown-Stillhouse Hollow reservoir system, and for Lakes Proctor, Aquilla, Belton, and Limestone.

**Therefore, the BRA is implementing a Stage 1 Drought Watch Condition for the Possum Kingdom-Granbury-Whitney reservoir system, the Georgetown-Stillhouse Hollow reservoir system, and for Lakes Proctor, Aquilla, Belton, and Limestone.** The stated goals in Stage 1 – Drought Watch of the Plan are to raise awareness of the developing drought situation and to achieve a voluntary five percent (5%) reduction of the water use that would have occurred in the absence of any drought contingency measures.

**We ask that you take action consistent with Stage 1 of the BRA Plan to achieve a five percent (5%) reduction in water use.** Activities that you should consider include:

1. Activate your entity's Drought Contingency Plan;
2. Increase public education efforts on ways to reduce water use;
3. Notify customers of actions being taken; and
4. Any other actions you deem appropriate for your situation.

Mr. deGraffenried

March 17, 2022

Page 2

Additional information on the implementation of the Stage 1 – Drought Watch Condition can be found on pages 9 and 10 of the BRA Plan, which is available on our website at <http://www.brazos.org> under About Us – Water Supply – Drought – Drought Contingency Plan. Current drought information is also located on the website at <http://www.brazos.org/About-Us/Water-Supply/Drought>.

The BRA is monitoring water supply and drought conditions within the basin and will notify you when changes under the Plan are made or additional action is required.

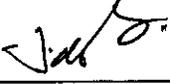
If you have questions or need additional information, please contact Cathy Dominguez, Regional Government and Customer Relations Manager for the Lower Basin (254-761-3176); Amy Muttoni, Regional Government and Customer Relations Manager for the Central Basin (254-761-3165); Jon Dulus, Regional Business Manager & Project Development for the Upper Basin (254-761-3274); or Jeff Sammon, Regional Customer Relations Business Manager for the Upper Basin (254-761-3132).

Sincerely,

A handwritten signature in blue ink, appearing to read "David Collinsworth".

DAVID COLLINSWORTH  
General Manager/CEO

DC:ch

  
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 2022 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: March 17, 2022

For the Agenda of: March 28, 2022

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This item is considered annually by Council as a pass through rate to telephone customers. For the past nine years the City has opted not to increase access line rates to consumers and due to the relative small impact, staff recommends no action.

**Recommendation:**

No action or to consider a motion not to raise Right-of-Way access line rates.



# Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

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## 2022 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

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March 9, 2022

### PURPOSE

This letter is to notify you that your city's 2021 maximum access line rates have increased by 2.5378% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

### DEFAULT RATES FOR 2022: NO CHANGE

Based on the choice made by your city in April 2021, your city's 2022 rate will either be adjusted for inflation, or will remain the same as your 2021 rate. According to our records, when similar CPI adjustments were made in April 2021, you opted NOT to adjust your rates for inflation, (i.e. you chose LESS than the maximum allowable CPI-adjusted rates). Therefore, your 2022 rates will REMAIN at your 2021 level and your rates will NOT increase. You have the option to refuse this default rate and request an increase in rates by taking the action explained below.

### ACTION BY CITY: TO REQUEST AN INCREASE

(1) You do not have to respond if you desire to keep your 2022 rates at the 2021 levels. (2) Respond ONLY if you want an INCREASE from the 2021 rates. (3) To request an increase, notify the PUC using page 2 of this letter no later than April 30, 2022. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

### WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2022?

If a city does not respond by April 30, 2022, the rates for your city will remain at the 2021 levels. The next opportunity to adjust your rates will be September 1, 2022.

### WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2022.

### FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2022, you will receive a similar letter in 2023.

See over...

**City of Lampasas**

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**SECTION 1: Your new 2022 CPI adjusted maximum rates are as follows:**

**Residential:**     \$1.83          **Non-Residential:**     \$4.14          **Point-to-Point:**     \$6.22    

**SECTION 2: Your default rates for 2022 are as follows and are the same as your 2021 rates.**

**Note: This is lower because you have chosen to do so previously.**

**Residential:**     \$1.23          **Non-Residential:**     \$2.83          **Point-to-Point:**     \$4.31    

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**To increase your default rates by any amount up to your 2022 maximum rates shown in SECTION 1, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.**

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I \_\_\_\_\_, Title \_\_\_\_\_, am an authorized representative for the City/Town/Village of \_\_\_\_\_. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates:  
Residential \_\_\_\_\_; Non-Residential \_\_\_\_\_; Point-to-Point \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Other Comments:

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**HOW TO RESPOND**

Mail: Stephen Mendoza  
Public Utility Commission  
P.O. Box 13326  
Austin, TX 78711-3326

**INQUIRIES**

Inquiries only. NOT for sending your response.  
HB1777@puc.texas.gov  
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428

**CITY CONTACT INFORMATION**

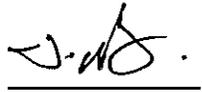
Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1: (512) 556-6831  
Phone No. 2: \_\_\_\_\_  
Fax No: (512) 556-2074  
Email: wvonne@cityoflampasas.com

**Address**

YVONNE MORENO FINANCE DIRECTOR  
or current city official responsible for right-of-way issues  
CITY OF LAMPASAS  
312 EAST THIRD ST  
LAMPASAS TX 76550

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City Manager

ITEM NO. 7.2

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

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**Subject:**

Discussion and possible action regarding Notice of General Election for Municipalities for the May 7, 2022 Election.

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: March 23, 2022

For the agenda of: March 28, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

This item has been placed on the agenda to issue the Notice of Election to be held on the May 7, 2022.

**Recommendation:**

To consider a motion to issue the Notice of Election to be held May 7, 2022.

AW1-11  
Prescribed by Secretary of State  
Sections 4.004, 83.010, 85.004, 85.007, Texas Election Code  
9/2009

**NOTICE OF GENERAL ELECTION  
(AVISO DE ELECCION GENERAL)**

To the Registered Voters of the City of Lampasas, Texas:  
*(A los votantes registrados del Ciudad de Lampasas, Texas):*

Notice is hereby given that the polling place listed below will be open from 7:00 a.m. to 7:00 p.m. on May 7, 2022, for voting in a General Election, to elect:

City Council members:        Council Member Place Three  
   Council Member Place Four  
   Council Member Place Five

*(Aviso por este medio es dado que los lugares de votación a continuación será abiertos de 7:00 a.m. hasta las 7:00 p.m. el 07 de Mayo de 2022, para votar en unas elecciones generales, para elegir):*

*Alcalde  
Miembro del Concilio Lugar Tres  
Miembro del Concilio Lugar Cuatro  
Miembro del Concilio Lugar Cinco*

Location of Election Day Polling Places  
*(Ubicación de centros de votación del día de las elecciones)*

Elections Administrator Office 407 S. Pecan, Suite 102 Lampasas, TX 76550	Kempner Fire Training Center 315 Pecan Street Kempner, TX 76539	Lometa City Hall 100 E San Saba St. Lometa, TX 76853
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Early Voting by personal appearance will be conducted each weekday at Elections Administrator Office, 407 S. Pecan, Suite 102, Lampasas, TX, between the hours of 8:00 a.m. and 5:00 p.m. beginning on April 25, 2022 and ending on May 3, 2022.

*(Votación adelantada en persona se llevará a cabo cada semana en Elecciones Administrador oficina, 407 S. Pecan, Suite 102, Lampasas, Texas, entre las horas de ocho de la mañana y y cinco de la tarde partir del 26 de Abril, 2022 y el 3 de Mayo de 2022.)*

Additional early voting will be held at the same location as follows: April 26 and May 3, 2022 from 7:00 a.m. – 7:00 p.m.

*(Adicional la votación anticipada se llevará a cabo en el mismo lugar como sigue: el 26 de Abril y 3 de Mayo de 2022 de 7:00 a.m. – 7:00 p.m.)*

Applications for ballot by mail shall be mailed to:  
*(Solicitudes de voto por correo se le enviará a:)*

Mark Bishop, Elections Administrator  
407 S. Pecan, Suite 102

Lampasas, TX 76550

Application for ballots by mail must be received no later than the close of business on April 26, 2022.

*(Solicitud de votos por correo deberá recibirse no más tarde del cierre de actividades el 26 de Abril, 2022.)*

Issued this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
*(Emitada este día \_\_\_\_\_ de \_\_\_\_\_, 2022.)*

\_\_\_\_\_  
Signature of Presiding Officer *(Firma del Oficial que Preside)*

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City Manager

ITEM NO. 7.3

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

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**Subject:**

Discussion and possible action regarding acceptance of the Fiscal Year 2020-2021 Audit Report.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: March 23, 2022

For the Agenda of: March 28, 2022

**Procurement and Funding Statement:**

The audit was procured as a Professional Service and approved by City Council as part of the operating budget.

Attachments:

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**Summary Statement:**

The Audit Committee met the auditors from Singleton, Clark, and Company on March 24, 2022 and reviewed the audit for Fiscal Year 2020-2021. The Committee will report to Council under this agenda item and seek a motion to accept or acknowledge the Audit. Council may also take the opportunity to request additional information or clarification.

**Recommendation:**

After review, consideration of a motion to accept the Fiscal Year 2020-2021 City of Lampasas Audit.

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