

**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, July 25, 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, July 25, 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

1. Call to order Workshop Session
2. Discussion and update regarding Skate Park Project Timeline. *(pgs. 5-6)*
3. Discussion regarding Lampasas County Chamber of Commerce & Visitor Center FY 2022/2023 Budget. *(pgs. 7-12)*
4. Discussion regarding City of Lampasas FY 2022/2023 Budget. *(pgs. 13-14)*
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
 - Service Anniversaries:
 - Stephen Sewell- 10 years
 - Wayne Sanders- 30 years
 - Swearing in Ceremony for New Officers:
 - John Reza
 - Brandon English
 - Jameson Varnado

PUBLIC HEARINGS/CITIZEN COMMENTS

PAGES

1.1	Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.	N/A
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting on July 11, 2022	15-24
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding June 2022 Investment Report	25-46
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Parks and Recreation Monthly Report 2. Information Systems Monthly Report 3. Library Monthly Report 4. Golf Course Monthly Report 5. Municipal Court Monthly Report 6. City Secretary Monthly Report 7. Utility Billing and Collections Monthly Report 8. Public Works Monthly Report for Electric, Streets, Water/Wastewater 9. Police Department Monthly Report 10. Building Official Monthly Report 11. Economic Development Monthly Report 12. Fire Department Monthly Report 	47-82
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager’s Operational Report <ul style="list-style-type: none"> • CTWSC • Pavilion • Paving • Business Park • Hostess House • Georgetown Tank • Appraisal Roll • Police Department • Staff 	83-88
5.2	MAYOR’S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES

7.1	Discussion and acceptance of the Lampasas County Chamber of Commerce & Visitor Center FY 22/23 Budget	89-90
7.2	Discussion and possible action regarding the approval of HOT funds in the amount of \$1,188.56 for the Lampasas County Chamber of Commerce 11 th Annual Lampasas County Wine Tour.	91-98
7.2	Discussion and possible action regarding approval of the LEDC FY 2022/2023 Budget	99-104
7.3	Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2 nd Street Roadway Reconstruction Project in the amount of \$60,000.00	105-112
7.4	Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the Live Oak Water Line Extension and Pecan Street WW Replacement Projects in the amount of \$29,000.00	113-120
7.5	Discussion and possible action regarding the acceptance of bid for emulsion from Wright Asphalt, a sole source provider in an amount not to exceed \$49,000.00	121-124
7.6	Discussion and possible action regarding the first reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances by adding School Zones for Providence Christian Academy that will be located inside the First Methodist Church at 2 Alexander Street beginning Fall 2022.	125-128
7.7	Discussion and possible action regarding purchase of a new air conditioning unit for the Lampasas Public Library in an amount not to exceed \$5,800.00.	129-130
7.8	Discussion and possible action regarding approval of renewal and rates through Principal for Dental and Vision Insurance.	131-136
7.9	Discuss and consider possible action regarding Letter of Understanding with Lampasas County referencing Emergency Medical Dispatch Services provided by the City.	137-144

Adjourn into Executive Session

EXECUTIVE SESSION

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

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

REGULAR SESSION

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

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 22 day of July 2022 at 1:20pm

Becky Sims
Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion and update regarding Skate Park Project Timeline

Requested By: Finley deGraffenried, City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

At the May 23, 2022 meeting, Council directed Staff to purchase and store 1,000 tons of base material at \$12.00 a ton for use for Skate Park Pad or other City projects. The second design public meeting was held on June 1, 2022 via zoom to obtain additional community and staff feedback regarding Skate Park design hosted by SPA Skate Parks. The meeting was well attended both in person and online with over 50 participants. At the June 13th meeting SPA provided the design concept, costs associated with project, progression and next steps. Staff presented the Chronology of the project, current cost estimates and contract provisions. At that meeting Council voted to move forward with the project. SPA advised they would be able to mobilize within the next 90 days, dependent upon being awarded a contract from another organization. They were awarded the contingent contract and will be delayed on the actual skatepark construction until after the first of the year. However, the goal and directive from Council was to begin the dirt work for the construction of the pad within 90 days. Staff has been making every effort to ensure the coordination with SPA meets this timeframe. At this point, SPA needed additional survey data to complete the design for the pad, with request for additional survey data currently being assessed. Once the survey data has been received, staff will proceed with getting quotes by local contractors for the dirt work/pad. This item has been placed on the workshop agenda to provide Council an update on the project and timeline.

Recommendation:

Discussion only

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding Lampasas County Chamber of Commerce FY 2022/2023 Budget.

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: June 7, 2022

For the Agenda of: June 27, 2022

Procurement and Funding Statement:

Funds allocated from HOT Fund 40.

Attachments: Lampasas County Chamber of Commerce Budget

Summary Statement:

Per the Tourism & Visitor Center Agreement by and between the Lampasas County Chamber of Commerce and the City of Lampasas, the Chamber will be providing Council an update of activity and budget request for FY 2022/2023. Melissa Unger will be in attendance to present the budget and answer any questions.

Recommendation:

Discussion and presentation only.

Lampasas County Chamber of Commerce		2016-2019 Proj./Appr. Budget	2019-2020 Proj./Appr. Budget	2020-2021 Proj./Budget	2021-2022 Proj./Budget	2022-2023 Proj./Budget	2022-2023 Fund Request
100%	Hotel Motel Budget Request October 2022 - September 2023						
Expense:	Description	72,000 / 32,800	78,000 / 31,200	80,000 / 32,000	85,600 / 34,240	95,000.00 \$	39,000.00 \$
40%	Administrative Fee (Exec Director & Admin. Asst.)						
100%	Visitor Center Seasonal Staff March through December-Saturdays, 10am-4pm. Separate App For Funding Was Approved	1,914 / 1,914	1,800 / 1,800	1,800 / 1,800	1,800 / 1,800	1,800.00 \$	1,800.00 \$
Lampasas Promotions	Tourism Ads Placed in Publications Outside The immediate zip codes (76650,76659,76653).	Funding Approval as Quotes Come In	Funding Approval as Quotes Come In	??	??		
100%	Visitor Center Brochures	Given \$3,603.00- contracts in effect/approved: 9/26			3,750	3,750.00 \$	3,750.00 \$
100%	Distribution of Brochures/Promo Items: including an inviting description with photos, annual events, etc...distributed to all travel centers, chambers, CVB's and DMO's.	Funding Approval as Quotes Come In	Funding Approval as Quotes Come In	??	Combined expenses		
40%	Copier / Copies Used for producing printed materials to promote the Lampasas Community.	6349 / 2,500	4500 / 1,800	4,250 / 1,700	4,250 / 1,700	4,505.00 \$	1,802.00 \$
40%	Postage PO Box and Bulk Mail Dues, Postage Dues to mail relocation packets, travel information and other material requests.	1000 / 400	1200 / 480	1,400 / 560	1,400 / 560	1,484.00 \$	593.80 \$
40%	General Supplies Bags, paper, envelopes, office supplies, used for the tourism information and business distribution	1200 / 500	1750 / 700	2,500 / 1,000	1,000 / 400	1,060.00 \$	424.00 \$
40%	Website Visitor Center and Chamber of Commerce website and mobile app, hosted by Visitor Center Related.	3408 / 1,363.20	4008 / 1,603.20	3,750 / 1,500	3,750 / 1,500	4,250.00 \$	1,700.00 \$
40%	Phones & IT Daily phone calls and emails- Ph./Int. package tourism and visitor center related. Includes- computer & software	3552 / 1420.80	3250 / 1,300	3,550 / 1,420	3,550 / 1,420	3,763.00 \$	1,505.20 \$
40%	Utilities Expenses for electric, water, and trash to operate the Visitor Center.	2833 / 1133.20	3050 / 1,220	3,050 / 1,220	3,050 / 1,220	3,233.00 \$	1,283.20 \$
40%	Building Expenses for Maintenance & Insurance Plans	4765 / 1914	6015 / 2006	5,500 / 2,200	5,500 / 2,200	5,830.00 \$	2,332.00 \$
100%	Annual Visitor Center Dues (TTIATCCE/THLATACVB/TIA)	907 / 907	800 / 800	400 / 400	400 / 400	400.00 \$	400.00 \$
100%	Hill Country Trail Region Membership in the Hill Country Trail Region and travel to meetings.	300 / 300	400 / 400	0	400	400.00 \$	400.00 \$
100%	Tourism Conferences Apply for funding Registration for Texas Travel Tourism Seminars and the TACVB Tourism, Marketing Seminar and Visitor Bureau training.	Submit Application in advance	Submit Application in advance	Submit Application in advance	Submit Application in advance	Submit Application in advance	Submit Application in advance
TOTAL FUNDING REQUEST		99,248 / 46,152.20	103,773 / 46,912.20	106,200 / 43,600	114,450 / 49,590	125,475.00 \$	54,000.00 \$

ADMINISTRATIVE FEE

- 40% of total annual payroll
- Includes paychecks for Executive Director and Administrative Assistant(s)
- Currently, Jan and I are paid every other Monday
- 2019-20: Requested \$31,200, Admin Asst. \$1.00 increase in Jan. 2020- have used \$15,899.09 so far in Q1 & Q2
- 2020-2021: \$32,000 (Increase due to activating Admin. Asst. raise)
 - This includes my salary of \$60k per year, Jan's \$11.00 per hour (4 days per week)- 30hrs. and payroll/unemployment taxes.
- 2021-2022: \$34,240 (Increased)
 - This includes a 3% salary increase for the Executive Director and a .50 per hour salary increase for the Administrative Assistant. In previous budgets payroll & unemployment taxes were not accounted for in the request although noted in the 2020-2021 request.
- **2022-2023: Requesting \$38,000 (Increased)**
 - The increase includes inflation, a .50 per hour administrative assistant raise, and the addition of a part-time event position. The event position will assist with yearly tourism events and further development of relationships in the community to drive business and tourism to Lampasas. This position became necessary as Lampasas continues to grow and visitors travel to our community. The need to bring more visitors into Lampasas is becoming increasingly important to ensure taxes are being generated.
 - Back in December the need for another staff member to provide additional support to the Visitor Center became necessary to ensure Lampasas was being promoted properly. It is becoming increasingly difficult to find volunteers as the workload to pull off events successfully; becomes more demanding. Since I had already submitted my budget in July of 2021, I was not able to include this position in my 2021-2022 budget request. I received approval from the board to test out a part-time employee with the understanding the Chamber would find the money to fund the position until the next budget cycle. Having the assistance at that time was extremely important. Therefore, I assured them I would find a way to pay for the position and I would bring the request to council in July of 2022. We have been able to evaluate the addition of this position since December and found it has both increased attendance at the events and engagement from the visitors through better organization and offerings. My hope is the addition of this position will also free me up to work on expanding our reach when promoting Lampasas.
 - We are asking for this position to be considered for approval and included in the administrative line item in the current and future budgets. For the period of Dec. 2021-Oct. 2022, the expense has been covered 100% by the Chamber of Commerce.

VISITOR CENTER SEASONAL STAFF (Mar.-Dec.)

- 100% of Saturday staff pay, who is Visitor Center staff only; not Chamber staff (if Chamber questions are asked Saturday, and the employee doesn't know the answers, he/she either leaves Jan or I a message, or is free to call or text anything.)
- Paid on a bi-weekly basis.
- 2019-2020: Requested \$1,800
 - Kept the hours and rate the same and decreased the request
- 2019-2020: Requested \$1,800 (Stayed the same)- Did not incur the expense March-May of 2020 due to COVID
- 2020-2021: Requesting \$1,800 (Stayed the same)
- **2022-2023: Requesting \$1,800 (Stayed the same)**

LAMPASAS PROMOTIONS/VISITOR CENTER BROCHURES

- 100% Tourism advertisements placed in publications outside the immediate zip codes: distribution of brochures in the Visitor Center office, as well as distribution to other travel centers, chambers, etc. in the state of Texas
- Some advertisements include ads placed in magazines like 101 Fun Things to do in the Highland Lakes, Visitor or Travel Guides in surrounding counties, etc.
- (Added) 2019-20: Requested \$8,000.00- Reduced to \$3,603 for projects in the works. Each request after was presented per project.
- 2020-2021: Did not include a request as requests will be made per project.- Using website for more marketing.

- 2021-2022: Requesting \$3,750 This year I am requesting a specific budget amount for promotions and marketing so that I have sufficient flexibility to obtain promotional discounts and meet print deadlines. This amount is based on spending in previous years; and includes publications and tourism brochures; promoting Lampasas.
- **2022-2023- Requesting \$3,750 (Stayed the Same)**
 - Trying to find ways to supplement costs & did not use projected amount from last year.

COPIER/COPIES

- 40% Used for producing printed materials to promote the Lampasas community.
- 2019-20: Requested \$1,800.00
- 2020-2021: Requested \$1,700 (less than last yr.)
- 2021-2022: Requesting \$1,700 (Stayed the same)
- **2022-2023: Requesting \$1,802 (Increased)**
 - Property taxes on the unit are included and have gone up.

POSTAGE

- 40% PO Box and bulk mail dues; postage dues to mail relocation packages, travel information and other material requests from visitors on website, in person and on the phone.
- 2019-20: Requested \$480.00
 - Postage fee increase
- 2020-2021: Requested \$560 (Increase due to mailing more due to COVID & community mailings)
- 2021-2022: Requesting \$560 (Stayed the same)
- **2022-2023: Requesting \$593.60 (Increased)**
 - Inflation only, but do not want to go down as stamps are increasing in cost and more people are requesting travel documents to visit Lampasas. We try to hand deliver when possible.

GENERAL SUPPLIES

- 40% needed to include bags, paper, envelopes, etc. to be used for the distribution of tourism information.
- 2019-20: Requested \$700.00
 - New letterhead/envelopes/etc. supplies
- 2020-2021: Requested \$1000 (Increase due to re-branding & renovations to VC)
- 2020-2021: Requesting \$400 (Decrease due to council rejection of Visitor Center remodeling cost in previous year budget request)
- **2022-2023: Requesting \$424.00 (Increased)**
 - Due to rising supply costs & shipping. I try to cover some supply costs with event funds when possible and use overflow for the Visitor Center. We try to cut out shipping costs when possible with self-pick-up.

WEBSITE

- 40% of website traffic is attributed to Visitor Center- Determined at last budget meeting
- GrowthZone, formerly ChamberMaster, is our website host.
- 2019-20: Requested \$1,603.20
 - increase due to utilizing their credit card service feature to \$304.00 a mth.- \$284 a mth. + \$20 a mth. Fee for CC services and got rid of all other CC processing fees
- 2020-2021: Requested \$1500 (Decrease due to processing fees & not much CC activity in previous year)
- 2021-2022: Requesting \$1500 (Stayed the same)
- **2022-2023: Requesting \$1700.00 (Increased)**
 - Software management system price increased in Jan. Tried to shop it, but they also manage our website, and the package cannot be purchased ala carte. Did save some money by paying total amount upfront.

PHONES & IT

- 40% of the daily phone calls and emails are tourism and Visitor Center related. We currently document number of phone calls.
- This includes our monthly payments to AT&T for our landlines and internet, as well as Dell Financial Services, for our computers. (Dell Financial: we make payments on our computers. The payments are around \$25.00-\$27.00 per month, and we have a current balance of around \$700.00 to pay off.)
- 2019-20: Requested \$1,300.00
 - No longer paying DELL CC- paid off, Went down to (1) phone line and better AT&T package

- 2020-2021: Requested \$1,420 (Increase due to Internet, Computer & Software purchase)
- 2021-2022: Requesting \$1420 (Stayed the same)- However, it will include deferred reimbursement for hardware purchases in previous years with personal funds.
- **2022-2023: Requesting \$1505.20 (Increased) (Accounting for inflation. May not increase. In a contract.)**

UTILITIES

- 40% of the total expenses for water, electric and trash to operate the Visitor Center.
- This includes payments made to Lampasas Public Utilities.
- 2019-20: Requested \$1,220.00
 - Utility bill rate increase
- 2020-2021: Requested \$1220 (Stayed the same)
- 2021-2022: Requested \$1220 (Stayed the same)
- **2022-2023: Requesting \$1293.20 (Increased)**
 - Due to increase in energy costs & usage.

BUILDING

- 40% of the total expenses for maintenances and insurances for the office building.
- This includes payments made to the pest control company, the lawn/cleaning service, and our insurance carrier
- 2019-20: Requested- \$2,006
 - Have not received insurance quote for next fiscal year prior to submitting this budget.
 - We clean the building ourselves based on need. A quarterly deep cleaning may be considered.
- 2020-2021: Requested- \$2,200 (Increase due to maintenance projects & premium increases)
- 2021-2022: Requested \$2,200 (Stayed the same)
- **2022-2023: Requested \$2,332.00 (Increased)**
 - Shopping a new local insurance carrier with the potential for a decrease in rates. Will not know until after budget is presented. Also considering an additional liability coverage for board & staff if feasible.

ANNUAL VISITOR CENTER DUES

- 100% Dues to TTIA, TACVB, TCCE, TIA, THLA
- 2019-20: Requested \$800.00
 - Dues are not expected to increase, and some memberships being reconsidered
- 2020-2021: Requested- \$400 (Decrease due to surplus from previous year, reduced memberships)
- 2021-2022: Requested \$400 (Stayed the same)
- **2022-2023: Requested \$400 (Stayed the same)**

HILL COUNTRY TRAIL REGION

- Membership in the Hill Country Trail Region and travel to meetings
 - (Has only been used for membership; not travel). Will not need the extra \$650.00 from the previous year since the shelf life of the passports will be 3 years.
- 2019-20: Requested \$400.00
- 2020-2021: Requested- \$0- Not Requesting (reevaluating the partnership)
- 2021-2022: Requested \$400 (Increased, assuming Passport Program Agreement is renewed.)
- **2022-2023: Requested \$400 (Stayed the same assuming Passport Program Agreement is renewed.)**

TOURISM CONFERENCES

- These are submitted as they come up, like event funding
- 2019-2020- \$400 Not Used
- 2020-2021: Requested- \$0- Not requesting
- 2021-2022: Requested- \$0- Will submit for approval.
- **2022-2023: Requested- \$0- Will submit separate request for approval if needed.**

*EVENT FUNDING

- This goes event by event basis and is brought with an application to Council for approval before each event.
- HOT Funding to be utilized for advertising and other event costs for materials purchased or rented to effectively host the event.
 - Some examples of this are: charter buses for Wine Tour, timing company for 10K, sanctioning body for BBQ and production company Riata Rodeo; just to name a few.

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City Manager

ITEM NO. WORKSHOP-4

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

Subject:

Discussion regarding FY2022/2023 Budget Update

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

Staff will formalize the presentation prior to Monday with consideration of Water/Wastewater Rates, use of Fund Balance for Deferred Capital Projects and Workforce Retention and Recruitment Programs including compensation.

Recommendation:

Discussion Only

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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, July 11, 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:

Zachary Morris
Randy Clark
Herb Pearce
Cathy Kuehne
Chuck Williamson

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Ryan Ward, ACM
Jody Cummings, Police Chief
Monica Wright, IT Director
Yvonne Moreno, Finance Director
Chris Eicher, Parks Director

Council Members Absent:

Davis Keele

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the meeting to order at 5:31 p.m.

2. Discussion and presentation from Derrick Berrios, LCHEC.

Derrick Berrios provided Council an update on the various programs offered:

- *Partnership with Central Texas College*
- *Allied Health Programs*
 - *CNA-starting pay at \$14.00*
 - *Partnership with Advent Health, S&W, & Lily Springs*
- *Self-Sustaining Entity*
 - *Grants & Donations*
- *Adult Community Education Classes*
 - *Only GED prep class within 35 miles*
- *College for Kids- Summer Programs*
- *Educated Work Force*
 - *Refining & Adding Programs*
 - *Resume Writing*
 - *Interview Training*
- *Appreciative of the continued annual support of \$8500*

3. Discuss and review the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service.

Finley deGraffenried, City Manager advised this item was discussed at the June 27th meeting. This item provides Council the opportunity to modify and or/clarify the Public Service section of the City of Lampasas Employee Personnel Policy. This section was added several years ago to provide Staff opportunities to volunteer at Fire Department, mentor school age children, give blood etc. during work hours where it did not interfere with work responsibilities. Moving forward it is important that management interpret the policy consistently, and not give the impression of preferential interpretation. The City Manager also stated that

clarification will make better policy. At Council discretion this section may be amended to include community events, festivals etc. and to consider an appropriate amount of time to be used annually in lieu of vacation time.

- Council member Kuehne is an advocate of volunteering in the community, verify boards/events without being too limiting.
- Council member Morris would like it to be limited to local events
- Council member Clark states Staff should be community oriented, Staff is busy, lots of summer activities; lucrative employee package; limiting hours

There is an action item for consideration on the regular agenda.

4. Discussion and updates regarding City Projects.

Ryan Ward, ACM provided Council an update on the following City Projects:

- Business Park
 - Under Construction
 - Detention
 - Roadways
 - Ahead of Schedule
- 2nd Street Rebuild
 - Preliminary Design Phase- FY 2023
 - Drainage
 - Sidewalks
 - ADA
- Live Oak Water Project
 - Preliminary Design Phase- FY 2023
- Pecan Street Sewer Project
 - Preliminary Design Phase- FY 2023
- HMAC Paving Project
 - Project Awarded by Council to Texas Materials – FY 2022
- Sealcoat Paving Project- Funding Approved- FY 2022
- Skate Park- FY 2022
 - Pad Prep
 - Pad Specifications should be available next week
 - Dirt Contractors-site visit
- Turner Field Lighting- FY 2024
 - Site visit took place with lighting contractor
 - Project scope/proposal underway
- Ridge Street to Walnut Street Rebuild-FY 2024
- 5th Street-9th Street Rebuild- - FY 2024
 - Identifying Project Scope
 - Phased Project
 - Engineer Review

- Drainage
 - Elevations
- US 281 TxDOT Widening – FY 2024
 - Final Design- 90% complete
 - Utility Relocations- City Costs
 - ADA/Sidewalk Improvements
 - 10% Cost Share -ROW
- Upper Pressure Plane Study- Completed
- Infiltration Project- Need more data
- Generation Backup-FY 2025
 - Bid advertised
 - Project scope is being redone
 - Sizing requirements
- Electric SCADA System- FY 2023
 - Proposal Completed and Approved by Council
- Avenue C-CDBG Sewer Project-FY 2022
 - Under Construction
- Campbell Park Pavilion- Completed
- Brook & 580 Parking Lot- FY 2023
 - Project Scope Phase
- Pole Barn Erection- FY 2022
 - In process
- Wayfinding Project- FY 2024
 - Draft RFP
 - Council would like timeframe moved up
- Calvert Building Basement Rehab- FY 2024
 - Project Scope Phase
- Hostess House Rehab-FY 2023
 - Final Design Phase
 -

5. Discussion regarding Community Garden Rainwater Collection System.

Janet Crozier, Community Garden President is asking for Council consideration in obtaining a Rainwater Collection System for use at the Community Garden. Ms. Crozier advised that she has applied for a \$10,000.00 grant for the Rainwater Collection System. The grant is scheduled to be awarded to recipient in August/September. Chris Eicher advised that he has received a quote for a collection system for close to \$7500.00. The quote is only good for 30 days.

Council member Clark asked if the City were to purchase the Rainwater Collection Station could the grant funding, if awarded, be used to reimburse expenditure. Staff advised that the conditions of grant would determine whether reimbursement was allowed; however, it is typically not allowed.

6. Discussion regarding Hanna Spring Wall at Campbell Park.

Mr. deGraffenried advised that Staff has been speaking with Boyce Cabaniss regarding improvements to Hanna Spring. As presented and discussed at the last several meetings, Staff has consulted engineers for wall stability and fencing placement, as well as, City's insurance provider for any risk associated with project. At the request of the Mayor and community representatives regarding other options; Staff has consulted with City Attorney for guidance. The scenarios requested by the Historical Commission and/or Heritage Foundation in all cases, the City could risk both civil and possibly criminal exposure; with the City ultimately responsible for damage or poor workmanship; and although volunteers are a valuable asset in any community, the Hanna Spring, historical asset, and the major renovation desired cannot administered by volunteers. The City will have financial responsibility and liability if anything were to go wrong with the project. Additionally, statute prohibits circumvention of state procurement laws under criminal penalty.

Mayor Monroe addressed the public that Council and Staff are aware of the historic asset and want to protect the spring. The cost to remove the wall properly through a qualified, insured and bonded contractor is quite expensive. Council is very conscientious about spending tax payer dollars.

Council member Morris would like to see the Spring cleaned and used for healing purposes; possibly removing wall and keeping the fence up; adding wading pools for citizen enjoyment.

Sherry Boultinghouse, Historical Commission addressed the importance of restoring the Hanna Spring back to the original 1870 design. One cost saving initiative will be to add a concrete cap instead of limestone. She encouraged celebrating the Historic Spring.

Chris Eicher, Parks Director advised the wall is at the appropriate height to minimize debris getting into the spring. The wall has been inspected by a structural engineer and they recommend that the wall not be disturbed. The quotes for the wall removal ranged from \$77,000.00 to \$105,000.00.

Council directed Staff to advertise for bids by adhering to the procurement process.

7. Discussion regarding FY 2022/2023 Budget Update.

Mr. deGraffenried, City Manager presented Budget FY2022/2023 Introduction

- *Current status, budget numbers, projected year-end*
- *Background on included items, and items with other sources of funding*
- *Review of some selected jurisdictional comparisons*
- *Review status of non-operating fund balances-discussion on uses*
- *Considerations related to ERCOT market increases, water reservation costs, supply costs, maintenance expenses, and other impacts to retail rates*
- *Reinforcement of Council's prerogative to consider, direct, modify, add or delete budget priorities.*
- *Select Dates and Times for additional workshops, topics and departmental presentations*
- *CIP Report presented to Council May 20, 2022*
- *Staff preparation of Year-End Projections ("YEP")-YEP do not include recent compensation adjustments*
- *Staff submission of FY 2023 preliminary budget, June 15, 2022 to Finance Dept.*
- *Budget input and delivery to Department Heads and Administration, June 22, 2022*
- *Confirmation of Health costs, July 1, 2022*
- *Individual meetings with Department Heads, week of July 3, 2022*
- *Initial budget modification, July 11, 2022*

FY 23 Preliminary Budget Notes

- *Budget maintains levels of Operating and Maintenance expense, i.e. tree trimming, paving, building and grounds expense, and technology*
- *Accounts for slight increase in employee health coverage*
- *Accounts for modest increases in fuel and diesel costs*
- *Assumes continued revenue growth in Sales and Ad Valorem taxes, however; budgeted income less than previous year actual*
- *Assumes no increase in utility or tax rate, however; staff encourages review of water and electric rates*
- *Includes most fleet needs*
- *Aggressive capital program maintained through Operating Funds and ARPA, 2022 CO Funds, and Fund 40 ("HOT") sources*

Current Status Summary

- *Budget bottom line is positive*
- *Council has latitude for modification, inclusion or amendment based on priorities*
- *Additional latitude provided by financial health of City, reserves +/- 42% of non-capital operating*
- *Non-Operating Fund balances may be used per Purpose and Council Priorities*

Council Considerations and Direction

- *Consider deferring any use of FY 2022 Surplus for accelerated purchases. If desired assign for future needs, i.e. fire apparatus, fleet, etc.*
- *Consider use of reserve for items budgeted in FY 2022 that will be completed in FY 2023*
- *Direction to staff to prepare review of water/wastewater rates for Council consideration*
- *Direction to staff to review impacts to retail rates based on market increases related to electric reliability*
- *Consideration and direction to staff for inclusion of Retention and Recruitment plan for Compensation*
- *Consideration of dates and topics for future budget workshops and departmental presentations*

On-going/Remaining Work

- *Setting Tax Rate, current preliminary Net Tax Value \$549,493,399*
- *Computer Input*
- *Additional scrubbing*
- *Departmental preparation*
- *Rate reviews*
- *Public Hearings*
- *Adoption*

8. Discussion regarding Lampasas County procurement of EMS Services.

This item was placed on the Workshop to allow open discussion on possible impacts to the City, of the recent termination of Acadian EMS Contract with Lampasas County. Staff along with Mayor Monroe and Council member Kuehne attended a meeting with the County on Thursday July 6. Depending on provider selected, initial impacts identified to both the County and the City could be training, staffing and software if dispatch services are required. Initial funding for new service provider will come from the County; however, moving forward cost share, among those Cities receiving services will be considered.

9. Discussion regarding any item on the regular agenda

There was no discussion.

10. Adjourn Workshop Session

Council member Morris moved to adjourn workshop at 7:21 pm; Council member Kuehne seconded the motion and with a unanimous vote, the motion carried. (Keele absent)

Council took a 10- minute break

REGULAR SESSION

ANNOUNCEMENTS

- 1. Call to Order

Mayor Monroe called the Regular Session to order at 7:33 pm.

- 2. Invocation and Pledge of Allegiance

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

- 3. Presentations and Proclamations

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

There were no citizen comments

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.
-----	---

Barbara Hagel, Lampasas County Resident addressed council regarding her concerns the relief route will have on local businesses.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting on June 27, 2022

Council member Kuehne moved to approve the minutes as presented, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Keele absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from June 1, 2022- June 30, 2022.
3.2	Discussion and possible action regarding the second reading of an Ordinance amending City of Lampasas Code of Ordinances, Chapter 70- Subdivision; Section 70-6 Guarantee of Performance, (f) Maintenance Guarantee

Council member Kuehne moved to approve the consent agenda as presented, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Keele absent)

4.0	BOARDS/DEPARTMENT REPORTS
-----	----------------------------------

Monica Wright, IT Director presented the IT Annual Report

*Kristy Acevedo, System Administrator
TSM Consulting, Inc. Network & PD CJIS Consultant*

Support:

- *110 FT Employees*
- *16 PT Employees*
- *10 Departments*
- *16 Buildings*

Tickets-Website-Social Media

- *434 IT Service Tickets*
- *6,953 Facebook Followers*
- *694 Twitter Followers*
- *278 Instagram Followers*
- *30,230 Website Page Views*

Fiber Network is connected at the following locations:

- *City Hall*
- *New Council Chambers*
- *Municipal Court*
- *IT Building*
- *Police Department*
- *Library*
- *Fire Department*
- *Collection Center*
- *Public Works*
- *Animal Shelter*
- *WWW Office/Lab*

Hardware/Software Supported:

- *92- Desktop PC's*
- *69 Printers*
- *52-Laptops*
- *45- Air cards*
- *33 Apple I-Phones*
- *30-Software*
- *22 Tablets*
- *22 Servers*
- *21 Switches*
- *16-WAPS (Wireless Access Points)*

FY 21-22

- *14 completed projects*
- *6 projects in progress*

Annual Cyber Security Training

	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

Business Park

Although the Contractor has not been on site this week, work status for Phase 1 construction remains ahead of schedule. As previously reported, subgrade is generally to elevation as final underground infrastructure is installed. The Contractor has requested a change in Storm drain RCP sizing, due to availability, which has been approved, with savings, by the EDC's consulting engineer. All hydrants are now on hand, with remaining installation to commence the week of July 10. The contractor did take the opportunity, after recent rains, to burn much of the grubbed brush. The contractor is hopeful in estimating a November completion date.

LEDC Business Park Phase 1		
Funding Recap		
June 30, 2022		
Item	Amount	Project Est. Balance
Phase 1 Construction	\$2,747,544.25	(\$2,747,544.25)
YTD Engineering expense	\$45,866.00	(\$2,793,410.25)
Well capping	\$2,950.75	(\$2,796,361.00)
City Allocation ARPA	\$971,176.00	(\$1,825,185.00)
LEDC paid to date	\$278,914.80	(\$1,546,270.20)
LEDC restricted fund balance	\$164,799.81	(\$1,381,470.39)
LEDC Loan proceeds	\$1,500,000.00	\$118,529.61
Department 75, LEDC, Operating Fund Balance available \$932,102.52 (\$593,674.72 FSB Checking; \$338,427.80 Claim on Cash held in Cash in Concentration)		

Relief Route

TxDOT conducted a public engagement meeting in Lampasas on June 28, 2022 to seek input on a possible relief route, loop, around the City. Council previously supported the feasibility study for the route, and truck traffic has been identified as an issue to our residents and businesses through the Comprehensive Planning process. Over 100 individuals attended who were asked, by means of mapping, for their input on a possible route. In addition to many City of Lampasas residents and business owner who attended, many in the crowd also represented County property owners who could possibly be affected by the route. Over the next several months, TxDOT will compile, and map, all of the suggested routes and comments received, and then determine common routes and themes for presentation to the public on or about November 3, 2022.

Short Term Rentals

Becky Sims continues to gather information related to Short Term Rentals from other communities and outside resources for presentation to the Planning Commission and City Council. A few of the considerations and issues being addressed by other communities include: disruption to normal residential uses; loss of long-term housing stock; parking; and occupancy. Additionally, many communities contract with a vendor to administer their short-term rentals including application, compliance and

collection of funds. Staff will determine common themes, and options for proceeding for future consideration.

Pole Barn

Chris Eicher reports that piers have been poured for the Cemetery pole barn and contractors should be standing iron the week of July 10. As a reminder, the original foot print was increased by approximately 1200 square feet due to the donation of a salvaged building. Anticipated completion is August 2022.

Sales Tax

For the first time in approximately 36 months, the City's sales tax receipts took a dip compared to July, 2021. Receipts for July were \$233,645.36 compared to \$252,670.22 in 2021, or a 7.52% decrease. The silver lining is the City is still ahead year to date with receipts of \$1,617,795.29 compared to \$1,486,150.97 in 2021, a \$131,644.32, or 8.85%, improvement.

5.2	MAYOR'S COMMENTS
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Mayor Monroe recognized the Spring Ho Committee for a great job on their annual festival.

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 selection of website photo contest
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Council member Kuehne moved to approve entry1, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Keele absent)

7.2	Discussion and possible action regarding the TxDOT Highway 281 South ROW Acquisition from the City of Lampasas and cost to cure reimbursement in the amount of \$22,577.00.
-----	---

Council member Clark recused himself from the dais for this agenda item.

Council member Pearce moved to authorize the City Manager to reimburse owners for Cost to Cure items within TxDOT estimates for actual work completed, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Keele absent)

7.3	Discussion and possible action regarding proposal from Schneider Engineering for SCADA Network Design and Installation in the amount of \$64,530.00
-----	---

Council member Clark moved to approve the proposal from Schneider Engineering for SCADA Network Design and Installation in the amount of \$64,530.00, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele absent)

7.4	Discussion and possible action to purchase acoustic panels for Calvert Meeting Room to minimize reverberation/echo.
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Council member Morris moved to approve the purchase of 350' of acoustic panels in the amount of \$5,403.46 from Noise Control Specialist to minimize reverberation/echo in the Calvert Meeting Room, the motion was seconded by Council member Kuehne and with unanimous vote, the motion carried. (Keele absent)

7.5 Discussion and possible action regarding amendment to the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service

Council member Morris moved to approve the amendment to the City of Lampasas Personnel Policy Section 8.00 Leave Time; Section 8.08 Public Service, to allow Staff to volunteer their time during their regular scheduled shift to participate in Lampasas County events and festivals up to 40 hours annually, the motion was seconded by Council member Kuehne, with Council member Clark opposing the motion carried. (Keele absent)

7.6 Discussion and possible action regarding the renewal of the City's health insurance coverage for City Employees with Scott & White Health Plan for the October 1, 2022 to September 30, 2023 plan year and authorize the City Manager to execute related documents.

Council member Clark moved to approve the renewal of the City's health insurance coverage for City Employees with Scott & White Health Plan for the October 1, 2022 to September 30, 2023 plan year and authorize the City Manager to execute related documents, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried. (Keele absent)

7.7 Discussion and possible action regarding subscription to the myLIBRO library app

Council member Morris moved to approve the myLIBRO app in the amount of \$2950.00, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Keele absent)

7.8 Discussion and possible action regarding a Lennox AC unit at the old WWW office to deem as surplus and allow Staff to dispose of as State Law allows

Council member Morris moved to deem the Lennox AC Unit as surplus and allow Staff to donate to non-profit organization or to dispose of as State Law allows, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Keele absent)

Adjourn

Mayor Pro Tem Williamson moved to adjourn the meeting at 8:22 pm, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Keele absent)

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary



City Manager

ITEM NO. 3.1

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

Subject: Discussion and possible action on the Receipt of the Monthly Investment Report for June 2022.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: July 20, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

Summary Statement:

The weighted average maturity of City investments is 160 day(s).

The City's yield to maturity is 1.249

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$1,884,557.88	7.93%
TexStar	\$1,630,947.54	6.87%
Bancorp South	\$8,817,874.10	37.13%
Money Market	\$3,398,875.49	14.31%
Frost Bank	\$ 19,092.45	0.08%
Federal Agency Coupon Securities	\$8,000,000.00	33.68%

Recommendation: Motion to approve by consent.



MONTHLY INVESTMENT REPORT

City of Lampasas

JUNE 30, 2022



MEEDER

PUBLIC FUNDS
PATTERSON GROUP

The Fight Against Inflation

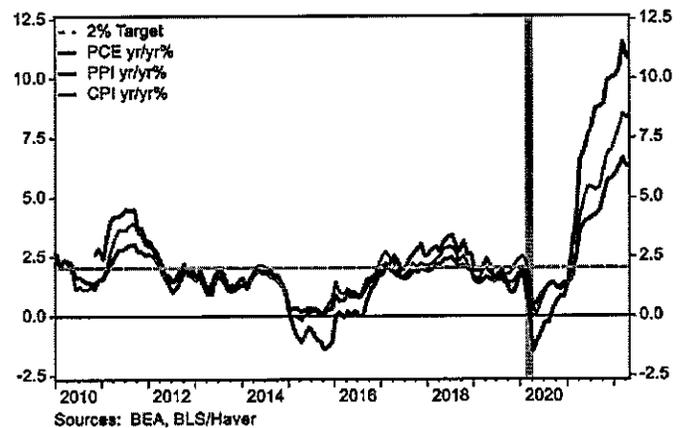
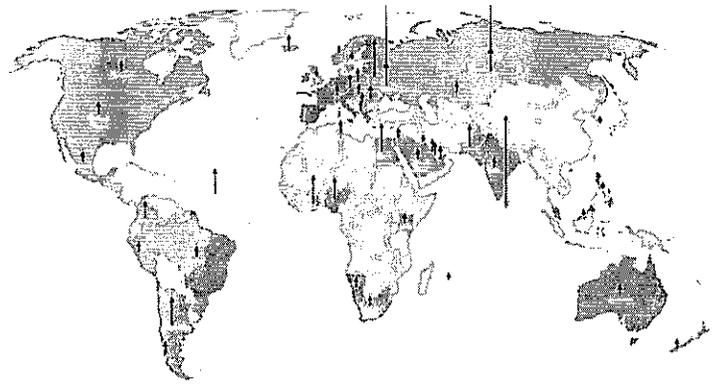
This month inflation is too hot and the Fed is actively fighting it. Current inflation is heavily "supply-side" driven which we have not seen since post WWII as the world recovered from a militarily focused economy. The confluence of too much money in the hands of consumers and a tangled supply chain continues to drive inflation. Higher rates can slow the consumer but the recovery timeline for the world-wide supply chains and its impact on business remains in question.

The government stimulus initiatives, while no doubt enacted with the best intentions, have exacerbated the inflationary pressures now crushing the American consumer. While other countries are also fighting inflation the US is fueled additionally by unprecedented stimulus funds which put so much money in the system. The economy has jumped from \$21.7T before the pandemic to \$24.4T – up 13%. Long-term, plowing money into the system doesn't create growth, it causes inflation.

Inflation is easily seen at the pumps and the grocery store. Factors driving it are heightened by the Ukraine situation halting grain and energy flows, covid business shut-downs and the re-routing of shipping in China and Europe as well as our inability to re-start traditional energy sources/production.

Raising the short and long end bond rates will be effective but as central banks fight with massive rate increases, the markets have jumped ahead in their expectation of a recession. Now projections of recession abound.

45+ Central Banks are raising rates in the fight against inflation





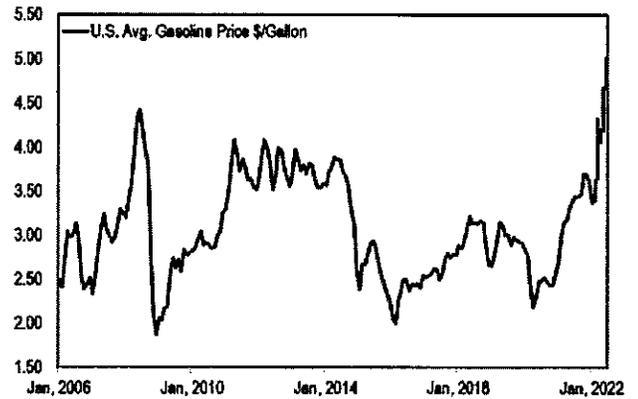
Growth Headwinds

The US economy is driven by the consumers who make up 2/3 of GDP. Growth is fragile partially because of the consumer's current challenges. Uncertainty causes cracks in the economy and fear of the future which then creates consumer caution. Ultimately production of goods slows and inventories build up unsold. There is still plenty of spending however as we see consumer spending up 9.2% even while personal income has risen only 2.6%.

At some point the consumer will stop buying or shift their spending, sometimes out of necessity. Energy costs have risen 80% already in 2022 and with summer driving and then winter warming needs oil is expected to end the year over \$100/barrel.

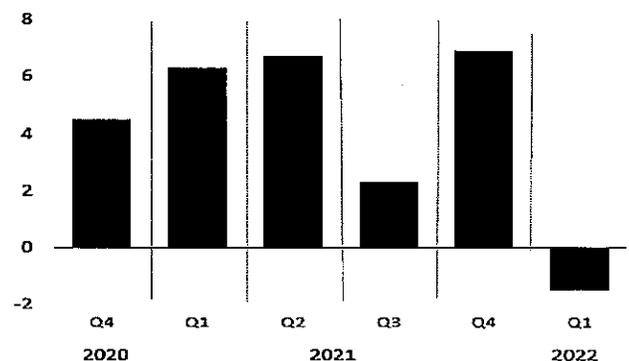
Business must eventually pass on costs. A recent National Association of Business Economics survey found 45% of firms are passing on their production costs and 71% anticipate costs to increase. At some point the consumer will slow because the excess funds dry up and savings are depleted. As we've seen in the past businesses fail from lack of customers or lack of workers to serve those customers. This month's Chicago Fed National Activity index dropped from 0.4 to 0.01, a five-month low.

The ability to hire workers remains a real problem for business and therefore growth. There are currently two job openings for every unemployed person. To attract workers 70% of firms increased wages in the first quarter. Businesses cannot afford to keep raising wages as workers expect but many entities are initiating one-time bonuses or COLAs to help workers battle the high prices. Naturally, that brings us back to the impact of increased funds in the system increasing inflation. It will take time to work out all these factors.



Source: AAA/Department of Energy/ Bloomberg

Real GDP: Percent change from preceding quarter



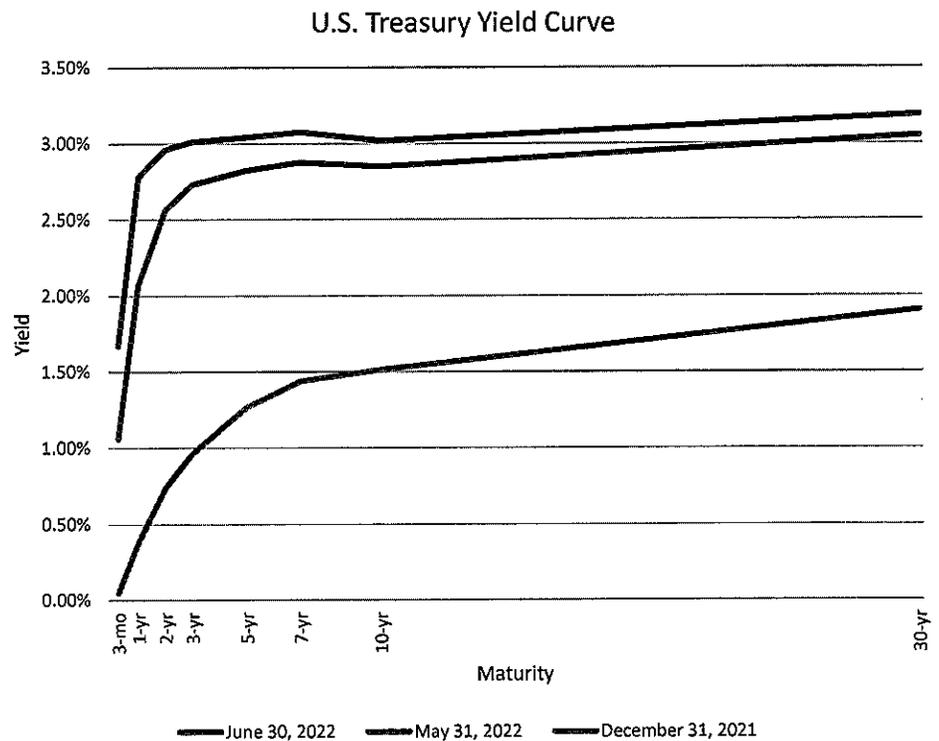
U.S. Bureau of Economic Analysis

Seasonally adjusted at annual rates

Built in Rate Increases

The Fed raised the overnight rate in June 0.75%. The move was directed at slowing inflation.

The Fed has conceded that raising rates will slow growth. It also reduces access to financing for those that need it, possibly putting at risk the prospect for a *soft landing*.



SOURCE: BLOOMBERG

Your Portfolio

As of June 30, 2022

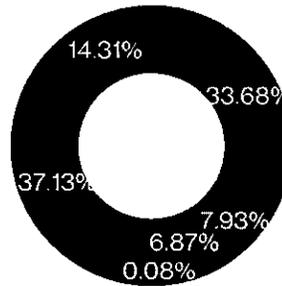


Your Portfolio Statistics

Weighted Average Maturity 0.44 years

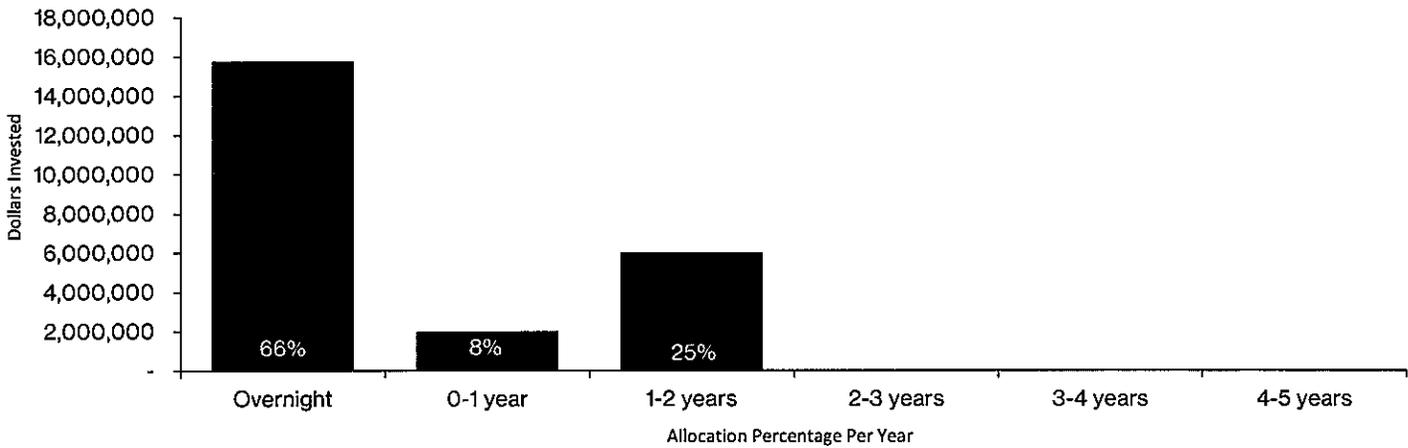
Weighted Average Yield (All Funds) 1.249%

Your Asset Allocation



- Agency Notes
- Texpool
- TexStar
- Frost Bank
- Bancorp
- MM

Your Maturity Distribution





**City of Lampasas, Texas
Portfolio Management
Portfolio Summary
June 30, 2022**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Federal Agency Coupon Securities	8,000,000.00	7,849,159.34	8,000,000.00	33.68	593	475	1.463
Bancorp South	8,817,874.10	8,817,874.10	8,817,874.10	37.13	.1	1	1.621
Texpool/Texpool Prime	1,884,557.88	1,884,557.88	1,884,557.88	7.93	1	1	1.012
TexStar	1,630,947.54	1,630,947.54	1,630,947.54	6.87	1	1	0.985
Frost Bank	19,092.45	19,092.45	19,092.45	0.08	1	1	0.000
Money Market	3,398,875.49	3,398,875.49	3,398,875.49	14.31	1	1	0.050
Investments	23,751,347.46	23,600,506.80	23,751,347.46	100.00%	200	160	1.249

Total Earnings	June 30 Month Ending	Fiscal Year To Date
Current Year	19,069.15	54,490.08

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the City of Lampasas, Texas of the position and activity within the City's portfolio of investment. The reports include a management summary overview, a detailed inventory report for the end of the period a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

Yvonne Moreno, Finance Director

Reporting period 06/01/2022-06/30/2022
Data Updated: SET_LAMP: 07/14/2022 11:36
Run Date: 07/14/2022 - 11:36

Portfolio LAMP
AP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1



**City of Lampasas, Texas
Summary by Type
June 30, 2022
Grouped by Fund**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Cash						
Bancorp South	3	7,403,181.48	7,403,181.48	31.17	1.750	1
Money Market	9	3,398,875.49	3,398,875.49	14.31	0.050	1
Federal Agency Coupon Securities	3	8,000,000.00	8,000,000.00	33.88	1.463	475
Texpool/Texpool Prime	1	1,782,356.29	1,782,356.29	7.50	1.001	1
Subtotal	16	20,584,413.26	20,584,413.26	86.86	1.293	185
Fund: Cert. of Obligation 2016						
Texpool/Texpool Prime	1	102,201.59	102,201.59	0.43	1.203	1
Subtotal	1	102,201.59	102,201.59	0.43	1.203	1
Fund: Electric						
Bancorp South	1	372,584.12	372,584.12	1.57	1.750	1
Frost Bank	1	19,092.45	19,092.45	0.08	0.000	1
TexStar	1	1,630,947.54	1,630,947.54	6.87	0.985	1
Subtotal	3	2,022,624.11	2,022,624.11	8.52	1.117	1
Fund: LEDC						
Bancorp South	2	759,818.29	759,818.29	3.20	0.250	1
Subtotal	2	759,818.29	759,818.29	3.20	0.250	1
Fund: Seizures						
Bancorp South	2	19,509.62	19,509.62	0.08	1.747	1
Subtotal	2	19,509.62	19,509.62	0.08	1.747	1
Fund: Trust						
Bancorp South	2	72,945.24	72,945.24	0.31	1.750	1
Subtotal	2	72,945.24	72,945.24	0.31	1.750	1
Fund: Water						

Run Date: 07/14/2022 - 11:41

Portfolio LAMP
AP
ST (PRF_ST) 7.2.0
Report Ver. 7.3.6.1

City of Lampasas, Texas
 Summary by Type
 June 30, 2022
 Grouped by Fund

Security Type	Number of Investments	Per Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Water						
Bancorp South	2	189,835.35	189,835.35	0.80	1.750	1
Subtotal	2	189,835.35	189,835.35	0.80	1.750	1
Total and Average	28	23,751,347.48	23,751,347.48	100.00	1.249	180



**City of Lampasas, Texas
Fund CASH - Cash
Investments by Fund
June 30, 2022**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Coupon Securities											
3130APPM1	10062	FHLB Call Note	11/22/2021	4,000,000.00	4,000,000.00	3,877,190.36	0.550	0.542	0.550	11/22/2023	509
3130ASAN9	10063	FHLB Call Note	06/13/2022	2,000,000.00	2,000,000.00	1,984,874.18	2.500	2.465	2.500	12/13/2023	530
3130ASAP4	10064	FHLB Call Note	06/16/2022	2,000,000.00	2,000,000.00	1,987,094.80	2.250	2.219	2.250	06/16/2023	350
Subtotal and Average				8,000,000.00	8,000,000.00	7,849,159.34		1.442	1.463		474
Bancorp South											
0474	10004	Bancorp South	09/01/2014	7,376,173.43	7,376,173.43	7,376,173.43	1.750	1.726	1.750		1
3213	10006	Bancorp South	09/01/2014	410.91	410.91	410.91	1.750	1.726	1.750		1
4187	10007	Bancorp South	09/01/2014	26,597.14	26,597.14	26,597.14	1.750	1.726	1.750		1
Subtotal and Average				7,403,181.48	7,403,181.48	7,403,181.48		1.726	1.750		1
Texpool/Texpool Prime											
14103	10000	Texpool	09/01/2014	1,782,356.29	1,782,356.29	1,782,356.29	1.001	0.987	1.001		1
Subtotal and Average				1,782,356.29	1,782,356.29	1,782,356.29		0.988	1.001		1
Money Market											
5001632	10023	Austin Capital Bank MM	01/29/2015	248,524.17	248,524.17	248,524.17	0.050	0.049	0.050		1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	0.00	0.00	0.00					1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	0.00	0.00	0.00					1
4001579	10027	Business Bk Ultimate Bus MM	05/01/2015	0.00	0.00	0.00					1
4001561	10030	Business Bk Ultimate Bus MM	06/30/2015	0.00	0.00	0.00					1
XXXX579A	10058	Lone Star Capital Bank ICS	07/12/2021	3,150,326.36	3,150,326.36	3,150,326.36	0.050	0.049	0.050		1
XXXX561A	10060	Lone Star Capital Bank ICS	07/12/2021	0.00	0.00	0.00					1
4001579A	10059	Lone Star Capital Bank MM	07/12/2021	24.96	24.96	24.96					1
4001561A	10061	Lone Star Capital Bank MM	07/12/2021	0.00	0.00	0.00					1
Subtotal and Average				3,398,875.49	3,398,875.49	3,398,875.49		0.049	0.050		1
Total Investments and Average				20,584,413.26	20,584,413.26	20,433,572.60		1.275	1.293		185

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Portfolio LAMP
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FI (PRF_FI) 7.1.1
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Fund CERTS16 - Cert. of Obligation 2016
Investments by Fund
June 30, 2022

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool/Texpool Prime										
14103A	10041	Texpool Prime	11/09/2016	102,201.59	102,201.59	102,201.59	1.203	1.186	1.203	1
Subtotal and Average				102,201.59	102,201.59	102,201.59		1.187	1.203	1
Total Investments and Average				102,201.59	102,201.59	102,201.59		1.187	1.203	1

**Fund ELEC - Electric
Investments by Fund
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0672	10005	Bancorp South	09/01/2014	372,584.12	372,584.12	372,584.12	1.750	1.726	1.750	1
Subtotal and Average				372,584.12	372,584.12	372,584.12		1.726	1.750	1
TexStar										
17390	10001	TexStar	09/01/2014	1,630,947.54	1,630,947.54	1,630,947.54	0.985	0.971	0.985	1
Subtotal and Average				1,630,947.54	1,630,947.54	1,630,947.54		0.972	0.985	1
Frost Bank										
1732110	10022	Frost Bank Public Checking	01/20/2015	19,092.45	19,092.45	19,092.45				1
Subtotal and Average				19,092.45	19,092.45	19,092.45		0.000	0.000	1
Total Investments and Average				2,022,624.11	2,022,624.11	2,022,624.11		1.101	1.117	1

**Fund LEDC - LEDC
Investments by Fund
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1092	10002	Bancorp South	09/01/2014	594,972.47	594,972.47	594,972.47	0.250	0.246	0.250	1
2363	10003	Bancorp South	09/01/2014	164,845.82	164,845.82	164,845.82	0.250	0.246	0.250	1
Subtotal and Average				759,818.29	759,818.29	759,818.29	0.247	0.250		1
Total Investments and Average				759,818.29	759,818.29	759,818.29	0.247	0.250		1

**Fund SEIZ - Seizures
Investments by Fund
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0763	10008	Bancorp South	09/01/2014	19,473.56	19,473.56	19,473.56	1.750	1.726	1.750	1
1999	10009	Bancorp South	09/01/2014	36.06	36.06	36.06				1
Subtotal and Average				19,509.62	19,509.62	19,509.62		1.723	1.747	1
Total Investments and Average				19,509.62	19,509.62	19,509.62		1.723	1.747	1

**Fund TRUST - Trust
Investments by Fund
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
6349	10010	Bancorp South	09/01/2014	43,228.27	43,228.27	43,228.27	1.750	1.726	1.750	1
6348	10011	Bancorp South	09/01/2014	29,716.97	29,716.97	29,716.97	1.750	1.726	1.750	1
Subtotal and Average				72,945.24	72,945.24	72,945.24	1.728	1.750		1
Total Investments and Average				72,945.24	72,945.24	72,945.24	1.728	1.750		1

**Fund WATER - Water
Investments by Fund
June 30, 2022**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1639	10012	Bancorp South	09/01/2014	189,816.19	189,816.19	189,816.19	1.750	1.726	1.750	1
0482A	10065	Bancorp South	06/08/2022	19.16	19.16	19.16	1.750	1.726	1.750	1
Subtotal and Average				189,835.35	189,835.35	189,835.35	1.726	1.750		1
Total Investments and Average				189,835.35	189,835.35	189,835.35	1.726	1.750		1



City of Lampasas, Texas
Cash Reconciliation Report
For the Period June 1, 2022 - June 30, 2022
Grouped by Fund

Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
Cash											
06/13/2022	10063	CASH	Purchase	3130ASAN9	2,000,000.00	FHLBC 2.0M 2.50% Mat. 12/13/2023	12/13/2023	-2,000,000.00	0.00	0.00	-2,000,000.00
06/16/2022	10064	CASH	Purchase	3130ASAP4	2,000,000.00	FHLBC 2.0M 2.25% Mat. 06/16/2023	06/16/2023	-2,000,000.00	0.00	0.00	-2,000,000.00
Subtotal								-4,000,000.00	0.00	0.00	-4,000,000.00
Total								-4,000,000.00	0.00	0.00	-4,000,000.00

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City of Lampasas, Texas
Purchases Report
Sorted by Fund - Fund
June 1, 2022 - June 30, 2022

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
Cash													
3130ASAN9	10063	CASH	FAC	FHLBC	2,000,000.00	06/13/2022	12/13 - 06/13	2,000,000.00		2.500	12/13/2023	2.500	2,000,000.00
3130ASAP4	10064	CASH	FAC	FHLBC	2,000,000.00	06/16/2022	12/16 - 06/16	2,000,000.00		2.250	06/16/2023	2.250	2,000,000.00
Subtotal					4,000,000.00			4,000,000.00	0.00				4,000,000.00
Water													
0482A	10065	WATER	RRP	BANCSO	42,700.03	06/08/2022	1 - Monthly	42,700.03		1.750		1.750	19.16
Subtotal					42,700.03			42,700.03	0.00				19.16
Total Purchases					4,042,700.03			4,042,700.03	0.00				4,000,019.16

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**City of Lampasas, Texas
Interest Earnings
Sorted by Fund - Fund
June 1, 2022 - June 30, 2022
Yield on Average Book Value**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
Fund: Cash													
14103	10000	CASH	RR2	1,782,356.29	1,780,890.73	1,780,939.58		1.001	1.001	1,465.56	0.00	1,465.56	
5001632	10023	CASH	RR5	248,524.17	248,513.96	248,514.30		0.050	0.050	10.21	0.00	10.21	
3130APPM1	10062	CASH	FAC	4,000,000.00	4,000,000.00	4,000,000.00	11/22/2023	0.550	0.558	1,833.33	0.00	1,833.33	
3130ASAN9	10063	CASH	FAC	2,000,000.00	0.00	1,200,000.00	12/13/2023	2.500	2.535	2,500.00	0.00	2,500.00	
3130ASAP4	10064	CASH	FAC	2,000,000.00	0.00	1,000,000.00	06/16/2023	2.250	2.281	1,875.00	0.00	1,875.00	
4187	10007	CASH	RRP	26,597.14	24,114.35	25,932.66		1.750	1.263	26.91	0.00	26.91	
0474	10004	CASH	RRP	7,376,173.43	11,488,337.73	11,681,164.92		1.750	0.932	8,949.07	0.00	8,949.07	
3213	10006	CASH	RRP	410.91	410.49	410.50		1.750	1.245	0.42	0.00	0.42	
XXXX679A	10058	CASH	RR5	3,150,326.36	3,150,196.98	3,150,201.29		0.050	0.050	129.38	0.00	129.38	
4001579A	10059	CASH	RR5	24.96	-10.04	39.46				0.00	0.00	0.00	
			Subtotal	20,584,413.26	20,692,454.20	23,067,222.72				0.685	16,789.88	0.00	16,789.88
Fund: Cert. of Obligation 2016													
14103A	10041	CERTS16	RR2	102,201.59	102,100.64	102,104.00		1.203	1.203	100.95	0.00	100.95	
			Subtotal	102,201.59	102,100.64	102,104.00				1.203	100.95	0.00	100.95
Fund: Electric													
17390	10001	ELEC	RR3	1,630,947.54	1,629,628.24	1,629,672.22		0.985	0.985	1,319.30	0.00	1,319.30	
1732110	10022	ELEC	RR4	19,092.45	19,115.45	352,437.28				0.00	0.00	0.00	
0672	10005	ELEC	RRP	372,584.12	370,577.50	371,345.22		1.750	1.250	381.62	0.00	381.62	
			Subtotal	2,022,624.11	2,019,321.19	2,353,454.72				0.879	1,700.92	0.00	1,700.92
Fund: LEDC													
2363	10003	LEDC	RRP	164,845.82	249,280.88	223,938.09		0.250	0.250	46.01	0.00	46.01	
1092	10002	LEDC	RRP	594,972.47	595,098.16	595,001.55		0.250	0.250	122.26	0.00	122.26	
			Subtotal	759,818.29	844,379.04	818,939.64				0.250	168.27	0.00	168.27

Run Date: 07/14/2022 - 11:43

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Report Ver. 7.3.6.1

City of Lampasas, Texas
Interest Earnings
June 1, 2022 - June 30, 2022

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Seizures												
0763	10008	SEIZ	RRP	19,473.56	22,679.96	20,444.66		1.750	1.237	20.78	0.00	20.78
1999	10009	SEIZ	RRP	36.06	36.06	36.06				0.00	0.00	0.00
Subtotal				19,509.62	22,716.02	20,480.72			1.234	20.78	0.00	20.78
Fund: Trust												
6348	10011	TRUST	RRP	29,716.97	29,686.47	29,687.49		1.750	1.250	30.50	0.00	30.50
6349	10010	TRUST	RRP	43,228.27	43,183.90	43,185.38		1.750	1.250	44.37	0.00	44.37
Subtotal				72,945.24	72,870.37	72,872.87			1.250	74.87	0.00	74.87
Fund: Water												
0482A	10065	WATER	RRP	19.16	0.00	19,704.26		1.750	1.183	19.16	0.00	19.16
1639	10012	WATER	RRP	189,816.19	188,571.87	189,080.85		1.750	1.250	194.32	0.00	194.32
Subtotal				189,835.35	188,571.87	208,785.11			1.244	213.48	0.00	213.48
Total				23,751,347.46	23,942,413.33	26,663,856.77			0.870	19,069.15	0.00	19,069.15



City of Lampasas, Texas
Projected Cashflow Report
 Sorted by Monthly
 For the Period July 1, 2022 - January 31, 2023

Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
August 2022										
08/22/2022	10062	CASH	3130APPM1	Call	FHLB Call Note	4,000,000.00	4,000,000.00	4,000,000.00	0.00	4,000,000.00
Total for August 2022						4,000,000.00	4,000,000.00	4,000,000.00	0.00	4,000,000.00
September 2022										
09/16/2022	10064	CASH	3130ASAP4	Call	FHLB Call Note	2,000,000.00	2,000,000.00	2,000,000.00	0.00	2,000,000.00
Total for September 2022						2,000,000.00	2,000,000.00	2,000,000.00	0.00	2,000,000.00
November 2022										
11/22/2022	10062	CASH	3130APPM1	Interest	FHLB Call Note	0.00	0.00	0.00	11,000.00	11,000.00
Total for November 2022						0.00	0.00	0.00	11,000.00	11,000.00
December 2022										
12/13/2022	10063	CASH	3130ASAN9	Interest	FHLB Call Note	0.00	0.00	0.00	25,000.00	25,000.00
12/16/2022	10064	CASH	3130ASAP4	Interest	FHLB Call Note	0.00	0.00	0.00	22,500.00	22,500.00
Total for December 2022						0.00	0.00	0.00	47,500.00	47,500.00
GRAND TOTALS:						6,000,000.00	6,000,000.00	6,000,000.00	58,500.00	6,058,500.00

Run Date: 07/14/2022 - 11:43

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 Report Ver. 7.3.6.1

Disclosures



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Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.

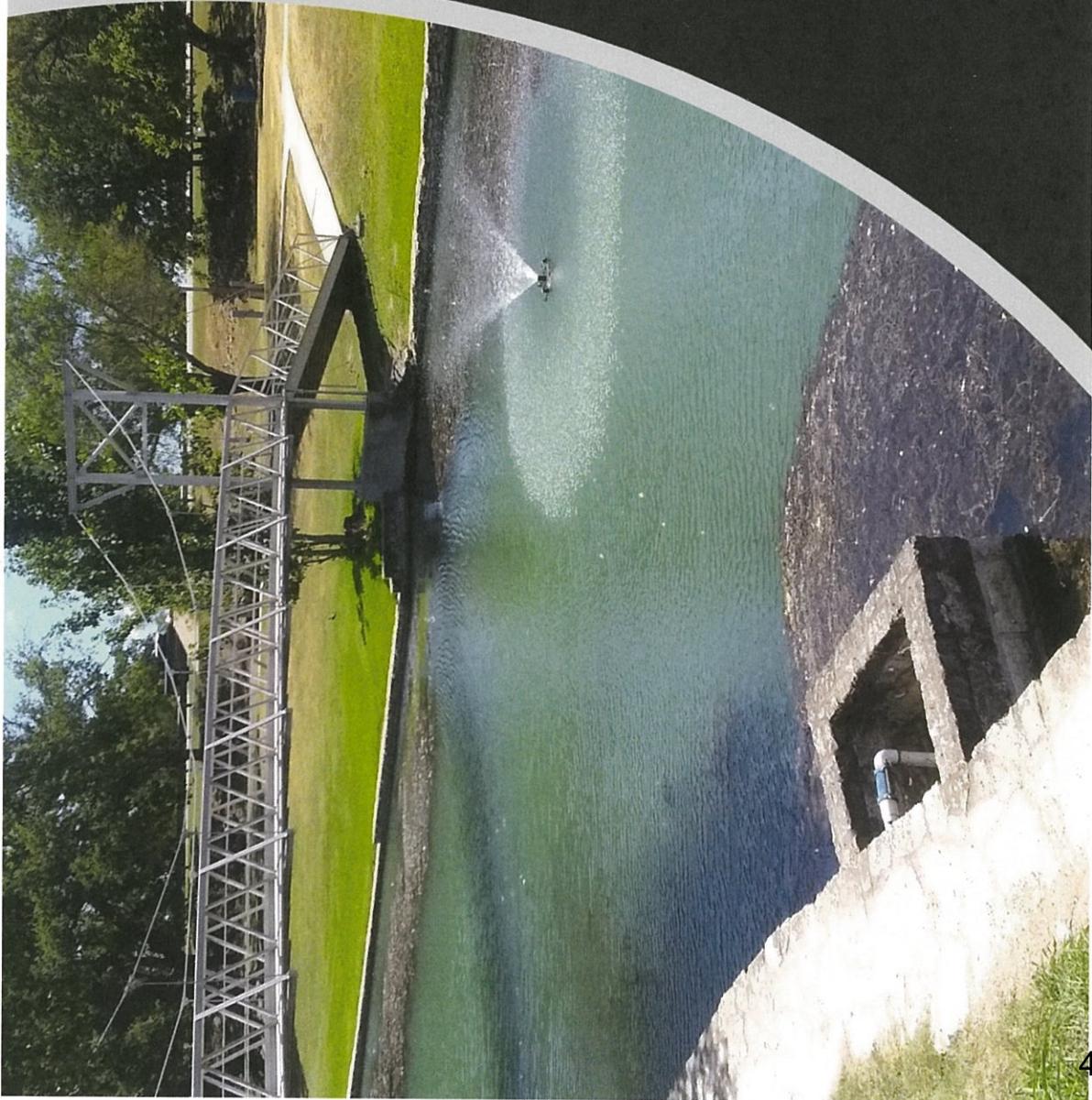
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**Meeder Public Funds
Patterson Group**

Barton Oaks Plaza II
901 S. MoPac Expy
Suite 195
Austin, Texas
78746

800.817.2442

Parks Department Annual Report 2022



Overview of Projects Completed And In Progress

- Replacement of Irrigation Controls @ 580 Sports Complex
- Campbell Park Pavilion
- Campbell Park Skatepark
- Hanna Springs Fencing And Rock Wall
- Installation of Story Walk Pedestals in Brook Park
- Aquatic Vegetation Control In Brook Park / Electrofishing Survey By TPWD
- Hostess House Rehab
- Cemetery Pole Barn



Irrigation Control
Replacement @ 580
Sports Complex:
Complete





Campbell Park Pavilion : Complete

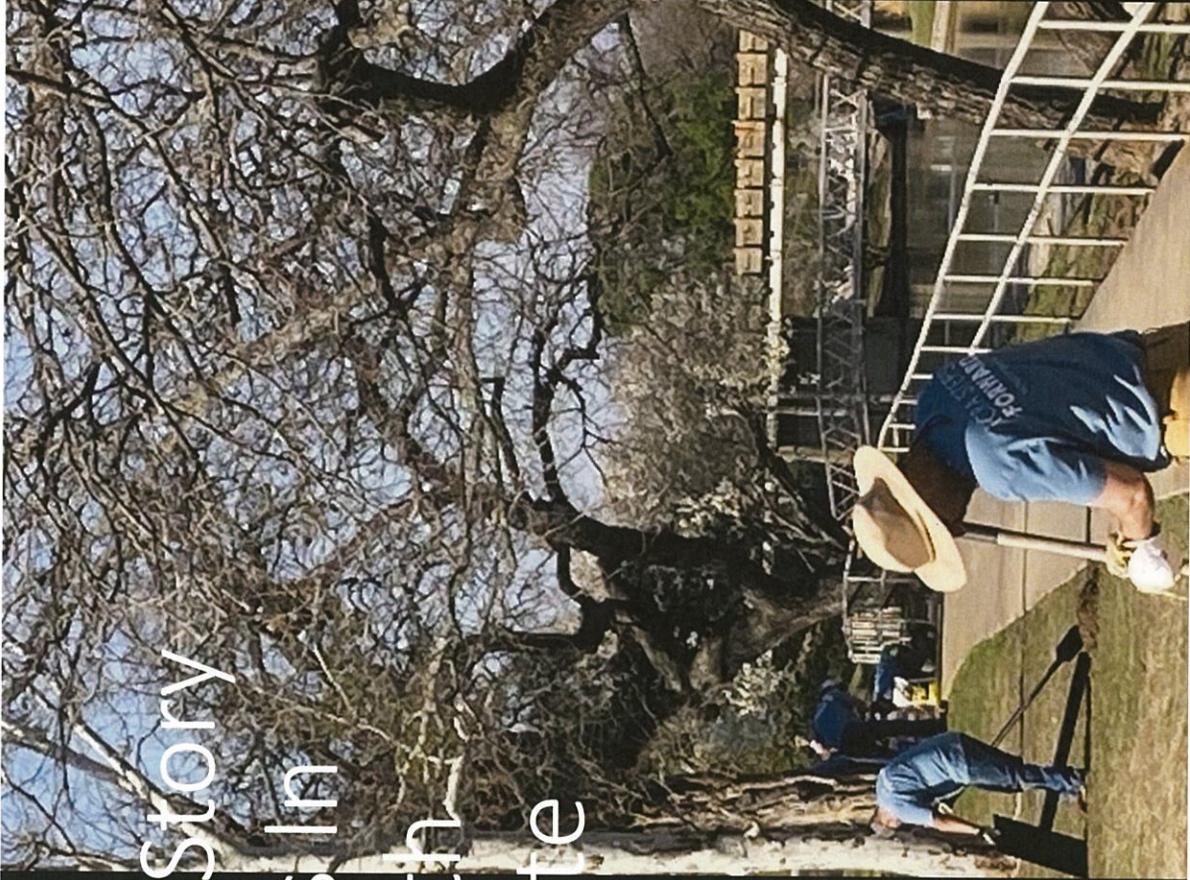
Campbell Park Skatepark : In Progress





Hanna Springs Fencing And Rock Wall : In Progress
Since August Of 2020

Installation Of Story Walk Pedestals In Brook Park With LCRA : Complete



Aquatic
Vegetation
Control /
Electrofishing
Survey By
TPWD :
Ongoing



Hostess House Rehab : In Planning And Design Phase



Cemetery Pole Barn : In Progress





2022 Events Calendar

Spring Fest	Easter Egg Hunts	Kidfish / Campout in Brook Park	Sulphur Creek Car Cruise	2 Dive In Movies @ Hanna Pool
2 Moonlight Swim Events @ Hancock Pool	Music On The Square (June)	Spring Ho	Cardboard Regatta @ Hanna Pool	Junior Rodeo @ 580 Complex
Riata Roundup @ 580 Complex	2 LAFTA Events in Campbell Park	Go Texan BBQ Cookoff and Concert	Squared Silly	Hunters Welcome
Carol of Lights	COTC Event In Brook Park	Multiple Softball Tournaments 580		

2022 Pool Season

Stats:

- Hancock Pool Average Daily Patrons : 297
- 2 Moon Light Swim Events
- Hanna Pool Average Daily Patrons : 182
- Water Aerobics Attendees: 40
- 2 Dive In Movies
- Cardboard Regatta



Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: July 20, 2022
Re: Monthly Report June 2022

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended Skatepark Design meeting on June 1st
- Attended City Council meeting on June 13th
- Staff met with Reliance Architecture on June 15th for Hostess House project scope review
- Prepared Parks Board agenda and attended Parks Board meeting on June 16th
- Showed Hostess House on June 20th
- Staff met with Janet Crozier on June 30th regarding a rain water collection tank for Campbell Park
- 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

- Updated census information for medical, dental and vision insurance quotes
- Scheduled and attended interview for Line Worker
- Scheduled interviews for P/T Library Clerk
- Attended the Job Fair on June 16th
- New Hire paperwork/orientation for Light Equipment Operator
- New Hire paperwork/orientation for Line Worker
- New Hire paperwork/orientations for 2 - P/T Library Clerks
- Planned and attended retirement luncheon for Flint Geagley
- Job Posting – Utility Dist/Collection Tech.
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

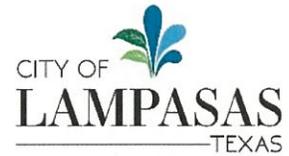
Personnel Information – Currently

- Current: 110 Full-time positions, 14 Part-time positions, 29 Seasonal Part-time positions
- Posted Vacancies:
 - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker; Electric Superintendent; Utility Dist/Collection Tech.; Police Officer; Firefighter/EMT
 - Part-time: Firefighter/EMT

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

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Thursday, July 7, 2022
Re: June 2022 Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	440
Facebook Followers	6,953
Twitter Followers	699
Instagram Followers	281
Website Page Views	46,748

IT Supported Hardware & Software

PCs	92	Wireless Access Points (WAP)	16	Servers	22
Laptops	52	Verizon Aircards	45	Firewalls	3
Printers	69	Network Attached Storage (NAS)	7	Tablets	22
Switches	21	Apple iPhones	33	Software Applications	30+

June Projects Completed:

- FY 22-23 Budget Project Planning
- Request quotes for FY 22-23 IT projects
- Submitted City website design revisions to vendor
- Obtained quote for (16) PD CradlePoint routers for MDT's
- Obtained quote for (2) replacement Dell laptops/purchased
- Purchased replacement City camera
- Approved City website re-design concept
- Sent out KnowBe4 Email phishing campaigns/provide user education
- Sent out required State Cyber Security Training to all employees
- PD WG video software update to all PD PCs
- Worked with staff/vendor on Cardinal – Incode Court CAD interface
- IT Department completed State Cyber Security training
- Server and network maintenance
- Security presentation at Supervisor meeting

July Projected Projects:

- Activate (5) new SIM cards for PW tablets/add to inventory
- Configure/issue out (5) PW Dell tablets
- Build out replacement AS PC & PD SGT PC
- Configure/replace Council Chambers laptop/add to inventory
- Attend department budget meetings
- Discussion with architect regarding Hostess House technology needs
- Discussion with AT&T regarding increased fiber network bandwidth
- Research tablet management software/purchase
- Police Department position changes/move PCs/hardware
- Quote for Microsoft Teams licenses
- Quote for Microsoft Windows licenses/purchase
- Assist vendor with WWW VTSCADA software
- Continue working with staff/vendor on Cardinal – Incode CAD interface
- Obtain quotes for IT Building maintenance/added security
- Work on IT related policy amendments

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 **(completed)**
- Upgrade Microsoft o365 exchange online plan 1 to plan 2/email archive **(completed)**
- Configure/replace (2) PD Toughbooks **(completed)**
- Obtain quotes/configure/replace City network fiber switch **(completed)**
- Connect Library PCs to existing City network **(completed)**
- Upgrade Meter Reader handheld software **(completed)**
- Add PD Firewall to existing Watchguard Cloud **(completed)**
- Incode Court – Cardinal Interface for PD CAD project *(July 2022)*
- Configure/issue out (5) PW rugged tablets *(July 2022)*
- City Website re-design launch *(August 2022)*
- City wide cyber security training for all employees *(August 2022)*
- Improvements/added security to IT Building Server Room *(FY 21-22)*

Daily/Weekly/Monthly Tasks:

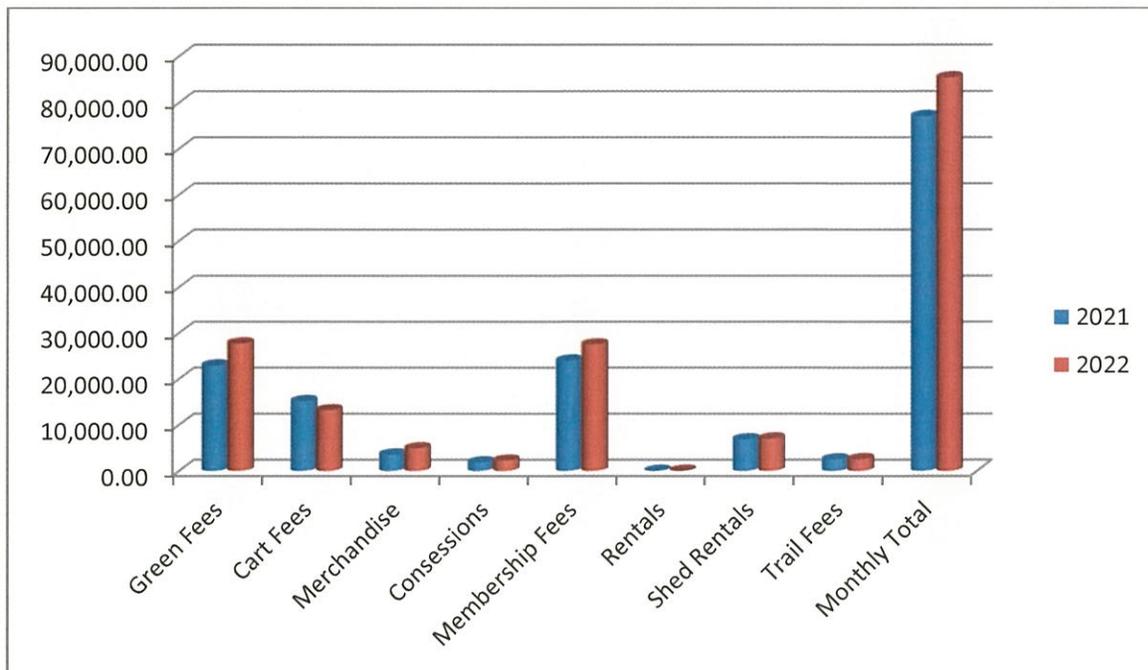
- OS updates on all NAS devices, firewalls, WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to City/EDC Website/Facebook/Twitter/Setup recurring dlvr.it social media posts
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- 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/council members

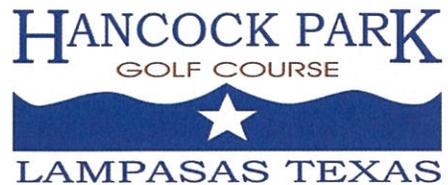
Future Projects & Goals:

- Add (2) drop ceiling microphones to Council Chambers AV System ***(FY 22-23)***
- Obtain quotes/configure/replace (4) 10 port switches ***(FY 22-23)***
- Obtain quotes/configure/replace (2) 52 port switches ***(FY 22-23)***
- Obtain quotes/configure/replace (2) 24 port switches ***(FY 22-23)***
- Replace PD Host 1 & Host 2 Server ***(FY 22-23)***
- Tyler Technologies ExecuTime – time management software ***(FY 22-23)***
- Configure/install CradlePoint routers in PD units ***(FY 22-23)***
- Work with staff/vendor on Electric SCADA implementation/build out Windows 10 PC ***(FY 22-23)***
- Adopt future amendments to IT Computer Policy ***(FY 22-23)***
- Work with staff/vendor on Cardinal – ESO CAD interface ***(FY 22-23)***

- Migrate Incode v.9 to Incode Cloud solution (*FY 23-24*)
- Point to Point wireless Internet solution for locations not on fiber network (*FY 23-24*)

Hancock Park G.C. June Revenue Comparison 2021 and 2022





Memo

To: Finley deGraffenied, City Manager

From: Van Berry, Golf Course Manager

cc: City Council Members

Date: July 15, 2022

Re: Monthly Report, June 2022

- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Applied 400 lbs. of fertilizer and the greens.
- Applied 500 lbs. of fertilizer on the tee boxes.
- Normal everyday mowing and maintenance of the golf course.
- Sprayed herbicide on specific places on the course to control goosegrass and nutsedge.
- Hand-watered hot spots on the greens.
- Washed all the rentals and filled the water in the batteries.

June 2022 Tournaments

- June 4 – Badger Fund-Raiser 3-Person Scramble, 102 golfers.
- June 17 – Keller Williams 2-Person Scramble, 46 golfers.
- June 25th & 26th – “Show Me The Money” 2-Person, 138 golfers.
- June 27 – West Texas Jr. Tour, 52 golfers.
- June 30 – 37th Annual Curtis Bozarth Senior Classic, 80 golfers.

Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Friday, July 22, 2022

Re: Monthly Report June 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	110
Convictions	78
Compliance Dismissals	32
Hrs. Community Service Completed	0
Total Dollar Amount CS	\$0.00
Waived for Indigency	\$1,736.93
Total Collected	\$32,012.14
Total kept by City	\$22,522.66

CITY SECRETARY DEPARTMENT/ JUNE 2022 MONTHLY REPORT

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.
- June 1st- Meeting with Jason Jones, Jones-Heroy & Assoc.- Northington Creek Estates
- June 1st- Skate Park Meeting
- June 7th- Staff Meeting with Spring Ho Committee
- Attended City Supervisor Meeting- June 9th
- Prepared and posted packet, compiled minutes for the June 13th Meeting
- Prepared and posted packet, attended and took minutes of the June 27th Meeting.
- Prepared and posted packet, facilitated and took minutes for ZBA Meeting held on June 21st.
- Prepared and posted agenda, took minutes for the June 15th LEDC Meeting
- Attended TMCA Records Management Seminar Jun 16-17th
- Submitted new zoning map to Brian Shirley at 3CGEO to get our GIS map updated on website.
- Updated Draft Business Park Zoning Districts for subcommittee.
- Worked with developers on the following projects: Oncken Subdivision, Santa Fe Depot, Starbucks, Grace Fellowship expansion, Calvary Baptist Church, Irvin Storage Facility, Saloon 37, Gillmeister Development
- Facilitated getting documents returned for TxDOT Airport Project, 281 Project, Schneider Proposals-Electrical Upgrades
- Began researching and gathering data for Short Term Rentals
- Completed final draft for Wayfinding Project RFP
- 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.
- Attended and took minutes for the June 13th City Council Meeting in my absence
- Attended and took minutes for the June 15th LEDC Meeting
- Attended and took minutes for the June 21st ZBA Meeting
- 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
- Worked with My Government Online (MGO) to update forms and processes.



Finance/Utility Billing & Collection

MEMO

Date: July 20, 2022

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for June 2022

Finance Department:

- * Completed/reviewed all journal entries.
- * Coordinated with Human Resources regarding various questions and processes.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * Worked with various directors in assisting with budget preparation.
- * Input budget numbers in the system for proposed budget.
- * Built spreadsheet regarding mid-year COLA and adjustments to input into system.
- * Reviewed capital purchases for correct GL posting.
- * Assisted with CDBG and Business Park pay estimates.
- * Sales Tax for June was \$237,388 which is an increase of 11% from June 2021.
- * Reconciled 18 bank accounts
 - Processed 368 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for June 2022 was 17% higher than what was billed in June 2021.
The Water billing for June 2022 was 31.5% higher than what was billed in June 2021.
- June Statistics for the department:

Total Water Customers	3,635
Total Wastewater Customers	2,893
Total Electric Customers	5,086
Residential Garbage Customers	2,763
Connects:	47
Disconnects:	35
Read In/Read Out:	52
Disconnects for Non-Pay:	4 (2 was reconnected)

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

Memo



To: Ryan Ward, Assistant City Manager
From: Van Sims, W/WW Operations Manager
Date: July 19, 2022
Re: June 2022 Monthly Report

Water/Wastewater & Plant Operations

-
- **Operation of Water Distribution System**
 1. Repaired 2 water leaks.
 2. Made 1 water taps.
 3. 12-meter change outs.
 4. Completed monthly flushing.
 5. Collected 9 routine Bac T samples and 1 special (all passed).
 6. Completed all disinfection action plan monitoring and nitrification action plan monitoring.
 7. Began lead and copper sampling.

 - **Operation of Wastewater Collection System**
 1. Completed all monthly lift station checks.
 2. Made 1 sewer line repairs.
 3. Resolved 2 sewer backups.
 4. Continued TPH sampling for Tennis Crt lift station.
 5. Repaired force main leak at 4th Street lift station.
 6. Routine lift station monitoring.
 7. Noted excess FOG at golf course lift station and excess petroleum residue at Hoffpaur and Oil States lift stations.
 8. Completed sewer extension job at 607 S. Willis

 - **Operation of Municipal and AFNA Treatment Facilities**
 1. Completed all daily checks of equipment and facilities.
 2. Collected all TCEQ required sampling and analysis for the municipal plant.
 3. Treated 63,362 gallons of septic waste.
 4. Performed all routine maintenance on scheduled equipment.
 5. Removed 200 cubic yds of cake.
 6. Excess FOG noted in AFNA lift station and plant.

 - Total Work Orders Completed – 74
 - Utility Locates - 35
 - Customer Service Calls – 8

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

To: Ryan Ward
From: Carlos Garcia
Date: Thursday, July 21, 2022
Re: June, Monthly

Street Department

Mr. Ward,

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

- 1) Street work orders, tree trimming -6, Pot Hole-1, Street sweeping -2, misc. -3, Street clean-up - 2
- 2) Street department work on patching work orders.
- 3) Line of sights
- 4) Mowed and weed eated.
- 5) Business park

For the month of July, we will be continuing taking care of work orders. We will prep the streets that we will be seal coating and hot mixing.

Memo



To: Ryan Ward
From: Wayne sanders
Date: July 21, 2022
Re: June

Electric Department

Activities

This month's activities involved:

- Received a total of 165 work orders and completed 165.
- Operations and Maintenance
 1. Campbell park pavilion installed underground electric, transformer and electric pedestal (165 hours)
 2. replaced 6 street lights to LED
 3. meter swaps -6
 4. Line Locates – 43
 - 5.
- Set 12 poles:
 1. Set 2 poles (replaced bad poles)
 2. Set 1 poles (upgrade line)
 3. Set 1 poles new pole for 513 E 3rd)
 4. Set 2 new service poles for customers
 5. Set 6 poles for Next Link
- Connected:
 1. Upgrades – 0
 2. New services – 1
 3. Temps - 2
- Overtime: Received 6 callouts
 1. On customer side – 1
 2. On city side -1
 3. Tree – 1
 4. Animal Contact
 5. House fire –1
 6. Weather – 2
 7. Line Down – (TV cable)
- Activities for the Year 2021 - 2022:
 - Pole Inspection replacement: **total 389 poles, have replaced 331 poles**
 - Brodie Estates Subdivision: **complete (will connect new houses as they are built)**
 - Stone Valley: **(90% complete)**
 - Hidden Oaks: **complete (will connect new houses as they are built)**
 - Lampasas Substation Upgrade: **to begin moving equipment to new control house in September**

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



Memo

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Police Chief

Date: 07.19.22

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

Notable May Events:

1. Chief Jody Cummings promoted Lt. Inv. Charlie Boswell to the Assistant Chief Position.
2. Numerous Department employees attended Electrical Superintendent Flint Gigely's Retirement Reception.
3. Department employees attended a pre Spring Ho planning meeting.
4. The Lampasas Police Department hosted a Standardized Field Sobriety Training class.
5. The Department assisted with the Atlas 4000 bicycle tour.
6. The Department participated in a two-day summer program for youth at LCHEC.
7. The Department assisted with the Sulphur Creek Car Cruise.
8. The Department conducted police department tours with several Girl Scout troops.
9. Department employees attended a graduation ceremony at the Central Texas Police Academy for our three new officers.
10. The Department's officer participated in a fire arms training day.
11. The Department's three new officers began their field training programs.
12. Chief Cummings and Asst. Chief Boswell represented the department at a funeral.
13. Chief Cummings attended two work shop and city council sessions.
14. Chief Cummings attended 5 Director's Meetings.
15. Chief Cummings hosted several staff meetings.

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

LAMPASAS POLICE DEPARTMENT
Police Chief Jody Cummings

Monthly Report
Jun-22

VEHICLE MILEAGE:	June-22	YTD	06/21 YTD
UNIT # 1 2016 FORD SUV	1071	4654	5308
UNIT # 2 2014 CHEVROLET	567	2658	3980
UNIT # 3 2017 FORD	294	1332	1598
UNIT # 4 2012 CHEVROLET	614	3219	4387
UNIT # 5 2017 FORD SUV	192	4331	3697
UNIT # 6 2014 FORD F150	1045	6117	5375
UNIT # 7 2014 CHEVROLET	1004	5424	6123
UNIT # 8 2016 FORD SUV	959	5449	2186
UNIT # 9 2020 FORD	970	5212	4837
UNIT #10 2017 FORD F150	26	1418	2977
UNIT #11 2010 FORD	700	3837	4784
UNIT #12 2010 FORD <small>(Retired 05/2022)</small>	0	1470	2680
UNIT #12 2022 FORD EXPLORER	372	372	
UNIT #13 2014 CHEVROLET	822	4932	2155
UNIT #14 2016 FORD	354	3998	5235
UNIT #15 2017 FORD	924	3623	4345
UNIT #16 2016 FORD	621	3963	3553
UNIT #17 2011 FORD <small>(Retired 12/2021)</small>	0	0	5950
UNIT #17 2022 FORD EXPLORER	365	365	
UNIT #18 2013 CHEVROLET	185	1749	1831
UNIT #19 2019 CHEVROLET TRUCK	36	651	409
UNIT #20 2017 FORD SUV	967	4893	2905
UNIT #21 2017 FORD TRUCK	921	3639	2025
UNIT #22 2017 FORD	633	4557	3329
UNIT #23 2017 FORD	1090	5575	3208
UNIT #ADMIN 2009 FORD CROWN VIC	0	2525	348
TOTAL PATROL MILEAGE	14732	85963	83225
FELONIES REPORTED	20	143	166
FELONIES CLEARED	20	127	193
MISDEMEANORS REPORTED	91	473	621
MISDEMEANORS CLEARED	90	481	681
TOTAL CASES REPORTED	111	616	787
TOTAL CASES CLEARED	110	608	874
TOTAL INCIDENTS	34	252	144
ADULT ARRESTS	31	238	315
JUVENILE ARRESTS	1	27	17
WARRANTS/CAPIAS SERVED	28	174	62
WARRANTS PAID AT LMC	0	33	7
TRAFFIC CITATIONS ISSUED	91	677	449
WARNINGS ISSUED	344	2006	2305
TOTAL ARRESTS	151	1149	850
TOTAL DEPARTMENT CONTACTS	495	3155	3155
REFERENCE ONLY:			
D.W.I.	0	10	26
D.U.I./MINOR	0	0	2
MARIJUANA / DRUG POSSESSION	11	69	84
JUVENILE TOBACCO POSSESSION	1	5	9
FIELD CONTACTS	6	36	29
PUBLIC RELATION CONTACTS	39	150	143

	June-22	YTD	06/2021 YTD
ACCIDENTS:			
MINOR ACCIDENTS	17	144	124
MAJOR ACCIDENTS	0	8	6
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	17	152	130
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	25	79	190
JUNK / UNREGISTERED VEHICLES	1	8	9
SUBSTANDARD HOUSING	0	0	3
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	28	121	84
TOTAL CODE COMPLAINTS	54	208	286
DAILY ACTIVITIES:			
CALLS FOR SERVICE	955	5557	5334
TELEPHONE CALLS RECEIVED	2993	17080	18975
ESCORTS	55	351	331
MOTORIST ASSISTS	38	273	303
EMERGENCY ORDER OF DETENTION	0	13	5
BEHAVIORAL CRISIS	5	46	38
911 CALLS	214	1324	1416
TEXT TO 911	0	0	4
OPEN RECORD REQUESTS	23	157	181
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	193	1053	1009
ANIMAL IMPOUNDS	80	334	349
CPAAA VOLUNTEER HOURS:	39.00	185.50	229.00

WARRANT TOTALS

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

	Jun-22	YTD	06/2021 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	0	298	244
LMC WARRANTS RECALLED	24	180	262
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	7	147	28
LMC WARRANTS PAID AT LMC / PD	0	0	0

	Jun-22	YTD	06/2021 YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$0.00	\$183,170.23	\$146,363.17
LMC WARRANTS RECALLED	\$16,250.73	\$117,017.76	\$144,936.48
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$4,378.30	\$90,975.31	\$21,488.24
MONEY COLLECTED AT PD	\$0.00	\$0.00	\$0.00

Report Prepared by Kelli Sanguinet 07/13/2022

DAY	HOURS	IMPOUND CITY	IMPOUND CO	SURRENDER CITY	SURRENDER CO	EUTH CITY	EUTH SO	CLAIMED CITY	CLAIMED CO	ADOPT CITY	ADOPT CO	CITY CALLS	CO CALLS	PUBLIC HOURS	CITATIONS	DAILY COUNT
1	4	0	0	0	0	2	0	0	0	0	0	0	0	0	0	54
2	8	0	0	0	1	2	0	1	0	0	0	0	0	0	0	54
3	8	0	0	0	0	2	1	0	0	0	0	0	0	0	0	55
4	4	1	1	0	0	0	0	0	0	0	1	0	0	0	0	56
5	4	7	0	0	0	0	0	0	0	0	0	0	0	0	0	63
6	8	0	0	0	0	0	4	0	0	1	1	0	0	0	0	59
7	8	0	0	0	0	0	0	0	0	0	1	0	0	0	0	55
8	4	0	0	0	0	0	0	0	0	7	2	0	0	0	0	41
9	8	0	2	0	0	2	1	0	0	0	0	0	0	0	0	41
10	8	5	0	0	0	0	0	0	0	0	1	0	0	0	0	51
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	8	5	3	0	0	0	0	0	0	0	0	0	0	0	0	54
14	8	2	4	0	0	1	1	0	0	0	0	0	0	0	0	48
15	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47
21	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45
22	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46
23	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46
24	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48
25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50
27	8	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	0
29	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	8	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	52
	152	20	10	0	1	9	7	1	0	8	6	0	0	0	0	1015

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, June, 2022

*MGO-My Government Online
Permits Issued- JUNE -15*

JUNE 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	3	\$1,318,611.00	\$12,350.00
DEMOLITION	3	\$25,000.00	\$100.00
ELECTRICAL	8	\$0.00	\$9,096.67
FENCE	1	\$1,000.00	\$35.00
MECHANICAL	6	\$3,000.00	\$370.00
PLUMBING	8	\$13,750.00	\$1,490.00
SWIMMING POOL	2	\$180,000.00	\$470.00
REMODEL/ADDITION	7	\$344,200.00	\$1645.00
SPRINKLER	4	\$8,900.00	\$215.00
*** TOTALS***	45	\$1,894,461.00	\$25,771.67

JUNE 2021

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	2	\$2,855,000.00	\$2,363.00
ELECTRICAL	12	\$43,431.77	\$2,143.50
FENCE	2	\$5,000.00	\$70.00
MECHANICAL	6	\$2,500.00	\$255.00
PLUMBING	5	\$500.00	\$1,430.00
SWIMMING POOL	1	\$43,300.00	\$200.00
REMODEL/ADDITION	16	\$99,248.00	\$865.00
SIGN	1	\$0.00	\$30.00
SPRINKLERS	2	\$5,600.00	\$120.00
*** TOTALS***	49	\$3,054,579.77	\$7,476.50

Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: July 20, 2022

Development

Meeting with the property owner for the former Rutland's building to discuss a possible new tenant lease structure. (She will likely utilize the Life Safety Grant as well.) I've introduced her to a small business owner looking for a location for his gourmet popcorn/candy/gelato shop. He has several locations in Central Texas, and hopes to be open here in downtown Lampasas by late September. Additionally, Saloon 37 (former Perks building) has had their soft opening the weekend of Spring Ho and reports very positive feedback. They have closed to make a few minor adjustments, and will notify us when they start promoting the grand opening. Starbucks poured perimeter footings last week, and they are officially going vertical on their shell. Building Official has talked with the architect for the distillery going into the east side of the former Rutland's building and he reports the business owner is doing a topnotch job with the remodel and will likely be applying for the Life Safety grant. We haven't received an ETA yet on the opening. The former Lisa's Schnitzel House recently sold and the new owner hopes to create a business that flows well and complements all of the other recent developments in and around downtown. Will keep you updated as that progresses.

Website

New website design went live on July 5th. I'm working on a few edits, especially with internal pages. I'll be working to add additional content in the next several weeks as some of the business pages are dated. I'll also be adding new businesses, particularly the updates with activity downtown. The new site has a more professional look and should be easier to navigate.

TTIR

There is a new grant opportunity I received notice of on July 5th called the Texas Travel Industry Recovery Grant Program (TTIR). This grant was established by Senate Bill 8 during the 87th Legislature, Third Special Session, to administer \$180 million of funds received from the Coronavirus State Fiscal Recovery Fund, which was established under the American Rescue Plan Act of 2021. The purpose of TTIR is to provide grants for the recovery of Texas businesses in the tourism,

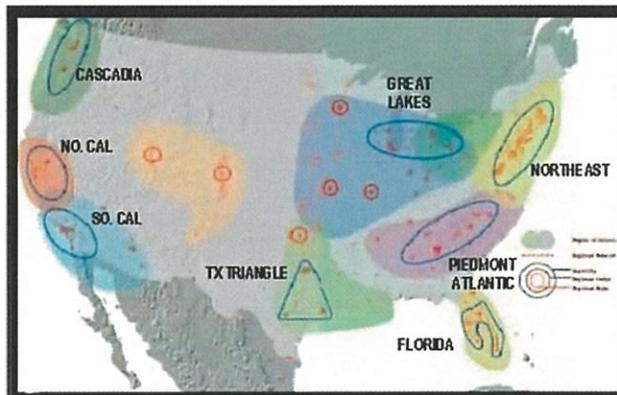
travel, and hospitality industry that were negatively impacted due to COVID-19. TTIR will issue a one-time payment capped at \$20,000 to eligible Texas businesses that experienced an economic loss due to COVID-19. A grant will be available to eligible businesses in the following industries: Arts, Entertainment, and Recreation, Accommodation and Meetings, and Food Services and Drinking Places. Applications will be accepted in phases by industry group. The Texas Economic Development & Tourism Office will be hosting a series of webinars for specific industry groups in order to provide more information and answer questions on the application process. I've talked with several local business owners that may qualify, provided the webinar information and will be working with them to put together their application.

CTCOG

Central Texas Council of Governments recently held a Small Town Summit webinar where over 15 city officials and EDCs discussed benefits of the Texas Triangle. By 2050, it is predicted 35 million people, or 85% of the Texas population, will live in the four metropolitan areas that comprise the Texas Triangle (Austin, DFW, San Antonio, Houston) The Central Texas MSA is the 7th best midsize area in the country for business creation. Killeen is the 9th fastest growing city over 100,000 pop. and Fort Hood's contribution to the Central Texas economy is \$28.9 billion annually. We discussed recent estimates of 1,500 people per day move to Texas, which equates to 30/day in Central Texas. This equates to over 3,600 new homes annually in our region, over 7,200 new cars on the road, 3,000 new students annually in the CenTex region, which means two new 4A districts in our region each year!

If You Build It, They Will Come!

U.S. MEGA-REGIONS



Covenants & Restrictions Staff is still working with the subcommittee on the Covenants and Restrictions for the Business Park. As previously mentioned, the subcommittee has decided to rework the document in its entirety to replicate some of the development items from another EDC and their Business Park. Additionally, we are comparing to our current zoning regulations and making some adjustments based on that. We will review with our legal counsel once we have the draft agreed upon and ready to go, then bring back to the Board for discussion and approval.

Lampasas Fire Department

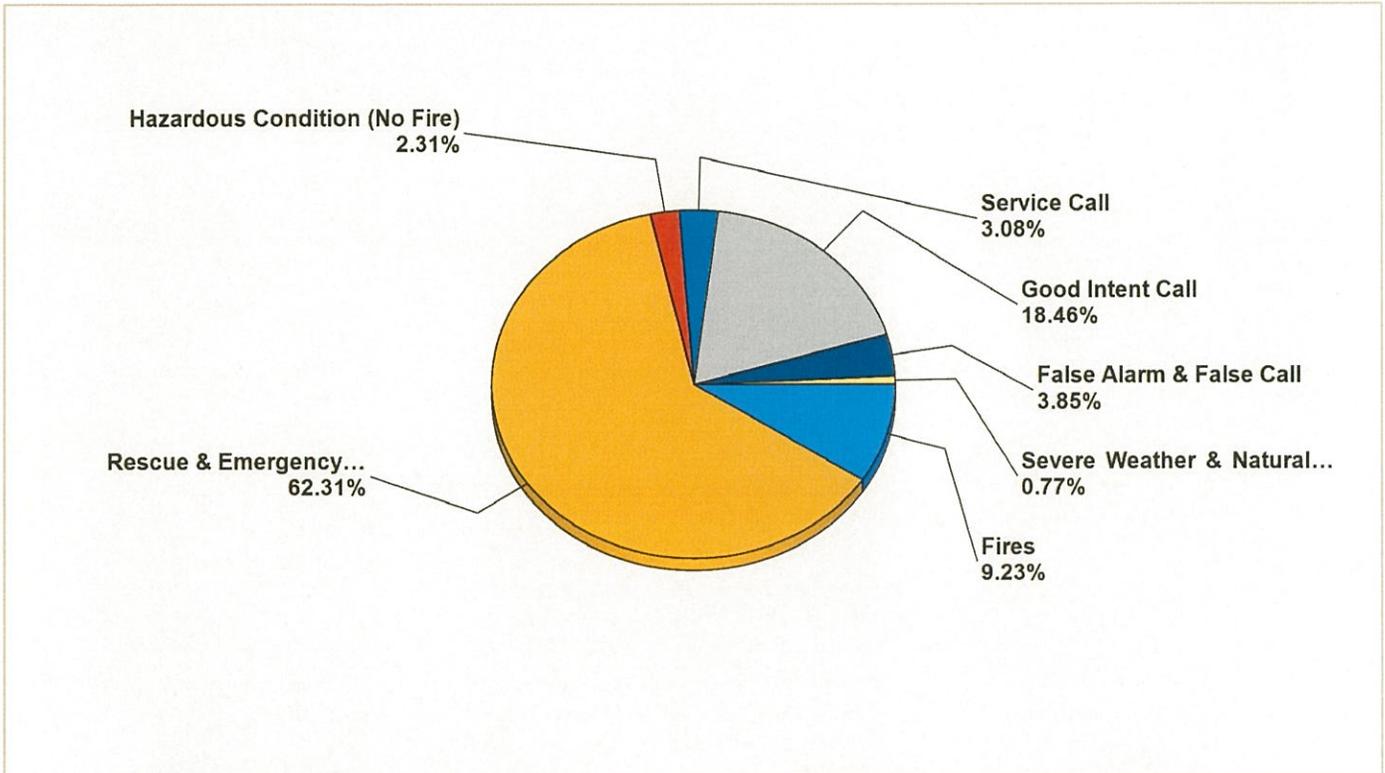
Lampasas, TX

This report was generated on 7/5/2022 7:30:56 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2022 | End Date: 06/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	9.23%
Rescue & Emergency Medical Service	81	62.31%
Hazardous Condition (No Fire)	3	2.31%
Service Call	4	3.08%
Good Intent Call	24	18.46%
False Alarm & False Call	5	3.85%
Severe Weather & Natural Disaster	1	0.77%
TOTAL	130	100%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.77%
111 - Building fire	2	1.54%
122 - Fire in motor home, camper, recreational vehicle	1	0.77%
131 - Passenger vehicle fire	2	1.54%
138 - Off-road vehicle or heavy equipment fire	1	0.77%
140 - Natural vegetation fire, other	1	0.77%
142 - Brush or brush-and-grass mixture fire	3	2.31%
143 - Grass fire	1	0.77%
311 - Medical assist, assist EMS crew	73	56.15%
322 - Motor vehicle accident with injuries	3	2.31%
324 - Motor vehicle accident with no injuries.	4	3.08%
342 - Search for person in water	1	0.77%
413 - Oil or other combustible liquid spill	1	0.77%
480 - Attempted burning, illegal action, other	1	0.77%
481 - Attempt to burn	1	0.77%
553 - Public service	1	0.77%
554 - Assist invalid	1	0.77%
561 - Unauthorized burning	2	1.54%
611 - Dispatched & cancelled en route	18	13.85%
622 - No incident found on arrival at dispatch address	3	2.31%
631 - Authorized controlled burning	2	1.54%
651 - Smoke scare, odor of smoke	1	0.77%
700 - False alarm or false call, other	1	0.77%
710 - Malicious, mischievous false call, other	1	0.77%
730 - System malfunction, other	1	0.77%
735 - Alarm system sounded due to malfunction	1	0.77%
745 - Alarm system activation, no fire - unintentional	1	0.77%
812 - Flood assessment	1	0.77%
TOTAL INCIDENTS:	130	100%

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



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City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 22 July 2022

- CTWSC** The City received a phone call from Lee Kelley, General Manager, Central Texas Water Supply Corporation ("CTWSC") this week for an update on recent pump intake issues. Lee stated CTWSC had to call in divers to pull and/or make repairs to pumps and gaskets on their deep-water intake structures. He stated no use restrictions were necessary at this time, however; he felt all deeper intakes would need to be fully operational going into August when lake levels are expected to drop more significantly. At this time, impacts to the City invoice have not been assessed nor calculated.
- Pavilion** The Park Board met on June 16th and, among other items, discussed the booking, reservation, cost and procedures for public utilization of the Campbell Park Pavilion. Although no specific recommendations were developed, the Board did discuss the need for public communication, signage, and reservation procedures. Staff have discussed posting reservation requirements, as well as, a slide in reservation notice at the pavilion, however; also seeks input regarding enforcement, fees, and use policies. Staff will also review other municipalities for best practices and use policies. Council is invited to provide input prior to a specific recommendation from the Park Board.
- Paving** Ryan reports that the City's paving contractor has commenced work for the 2022 program. Crews began work in the Sue Ann subdivision, with additional paving planned for Walnut and Sunset the week of July 24. In addition to contracted work, in house crews will be conducting a seal coat program based on remaining available funds and needs.
- Business Park** Attached is the Certificate for Pay Application No. 3 from the Contractor to the Lampasas Economic Development Corporation ("LEDC"). As previously communicated, the total Contract amount was \$2,747,544.25, of which the Contractor has earned \$1,130,835.66 or 41% of the total project. City allocation of American Rescue Plan Act ("ARPA") was approved at \$971,176.00 for water and wastewater infrastructure, and to date, of those allocated funds, the Contractor has earned \$645,619.54, with \$64,561.94 being held in retainage, or 66.5% of water and wastewater infrastructure according to Pay Applications. It is staff's understanding the LEDC's consulting engineer estimates now that water and wastewater infrastructure is approximately 75% complete. Ryan and Mandy will provide additional information and drone footage for Council on Monday evening.

Hostess House Since the last report on the Hostess House June 26th, the City has received the 50% Design Development plan set for staff and Council review. As mentioned on the 26th, the plan set includes a number of additional considerations and possible add alternates including changing area for Hancock Park Free Flow pool, updated wall finishes, deck upgrades, and allowances for technology needs. As an addendum to the 50% Design Development set, Mr. Naylor also provided some additional options for the relocation of HVAC units, without relocating the upstairs stage, for more efficiency of service. Staff will have several copies of the plan set available at the meeting, and will provide individual sets to Council if requested.

Georgetown Tank Staff has received notification that rehabilitation of the Georgetown Tank has been completed. As a reminder, by contract, the City contributes to joint use tanks, as defined, on the Kempner Water Supply Corporation system. Tank maintenance is defined primarily as tank coating systems including preparation of surfaces and painting. Over the next few weeks the City will set up a true-up meeting to match eligible actual costs with City contributions to date. It does appear the project was completed under original estimates which should result in savings from budget.

Appraisal Roll This week the City received its 2022 Certified Appraisal Roll from the Lampasas County Appraisal District. As noted in the comparison from 2021 the Total Taxable Value Not In Protest increased from \$495,344,200.00 in 2021 to \$577,411,485.00 in 2022, a 16.6% increase. Yvonne reports that she will be preparing additional information for the Appraisal District to set No New and Roll Back rates.

Police Department With the appointment of Jody Cummings to Chief of Police, the Chief is pleased to announce that Charlie Boswell has been promoted to Assistant Chief, and Patrol Sargent Fidel Morua has been promoted to Sargent Investigator filling the position left vacant from the recent resignation of Nick Roberts. Current vacancies the Department will be filling include a Sargent Investigator, Patrol Sargent and Patrol Officer.

Staff Staff is pleased to recognize the following employees that began their City of Lampasas careers in July: Robert Gradel, 27 years; Justin McDonald, 9 years; Wayne Sanders, 30 years; Jeff Smith, 3 years; Stephen Sewell, 10 years; Jacob Rivera, 7 years.

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:
 LAMPASAS ECONOMIC DEVELOPMENT CORP
 312 EAST THIRD
 LAMPASAS, TX 76550
FROM CONTRACTOR:
 GAGE & CADE CONSTRUCTION LLC
 1107 COUNTY RD 264
 BERTRAM, TX 78605

AIA DOCUMENT G702

APPLICATION NO: 3

PAGE 1 OF 4 PAGES

PERIOD TO: 6/30/2022

DATE: 6/30/2022

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 2,747,544.50
- 2. Net change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,747,544.50
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,130,835.66
- 5. RETAINAGE:
 - a. 10 % of Completed Work \$ \$113,083.57
(Column D + E on G703)
 - b. % of Stored Material \$ Included in above
(Column F on G703)
- 6. TOTAL EARNED LESS RETAINAGE \$ 113,083.57
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 760,200.44
- 8. CURRENT PAYMENT DUE \$ 257,551.65
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 1,729,792.41

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

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

CONTRACTOR:

By: [Signature] Date: 6/30/2022

CERTIFICATION OF THE ENGINEER

I certify that I have checked and verified the above and foregoing Periodic Pay Estimate for Partial Payment, to the best of my knowledge and belief, is a true and correct statement of work performed and/or material supplied by the Contractor; all work and/or material included herein has been inspected by representatives authorized by the City of Lampasas, and this partial payment claimed/request by the contractor is computed correctly.

[Signature] DATE: 7/7/2022
 Derrek Eckerman, P.E., Eckermann Engineering, Inc.

PRE-PAYMENT CERTIFICATION BY DEPARTMENT:

I certify, to the best of my knowledge, that all work and/or materials furnished conform to the approved Contract Documents, the statement of work performed and/or materials supplied is accurate, the Contractor is observing the requirements of the Contract, and the Contractor should be paid the amount requested.

[Signature] DATE: 7/21/22
 Lampasas Economic Development Corporation

35-500-5575 + 94,726.44
 GL # 75-510-5505 \$ 162,825.21

REVIEWED [Signature]

LAMPASAS CENTRAL APPRAISAL DISTRICT



Board of Directors

Mike Kriegel, Chairman
Ross Oliver, Vice Chairman
Marshal Brewer, Secretary
David Barclay
Philip Garrett

P.O Box 175
Lampasas, TX 76550
Telephone:
512-556-8058
512-556-8138
Fax: 512-556-4660

CERTIFICATION OF 2022 APPRAISAL ROLL

"I, Susan Jones, Chief Appraiser for the Lampasas Central Appraisal District, solemnly affirm that the following is that portion of the approved appraisal roll of the Lampasas Central Appraisal District which lists property taxable and constitutes the appraisal roll excluding those properties still under protest."

2022 APPRAISAL ROLL INFORMATION CITY OF LAMPASAS

TOTAL TAXABLE VALUE NOT IN PROTEST	\$577,411,485
FREEZE ADJUSTED TAXABLE VALUE NOT PROTESTED	\$477,518,355
FROZEN TAX LEVY NOT PROTESTED	\$285,312.43
PROPERTY UNDER PROTEST	\$47,047,350

For truth in taxation calculation, I recommend 80% of the value under protest be used. These accounts will be heard and settled as soon as possible. We hope to complete the hearing process before bills are mailed in October.



Susan Jones, Chief Appraiser



Date

LAMPASAS CENTRAL APPRAISAL DISTRICT



Board of Directors
Mike Kriegel, Chairman
Ross Oliver, Vice Chairman
Marshal Brewer, Secretary
David Barclay
Phillip Garrett

P.O Box 175
Lampasas, TX 76550
Telephone:
512-556-8058
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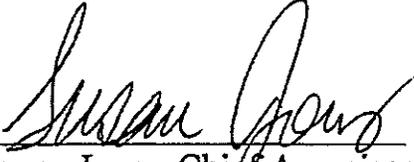
CERTIFICATION OF 2021 APPRAISAL ROLL

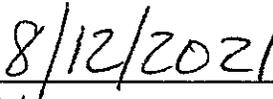
"I, Susan Jones, Chief Appraiser for the Lampasas Central Appraisal District, solemnly affirm that the following is that portion of the approved appraisal roll of the Lampasas Central Appraisal District which lists property taxable and constitutes the appraisal roll excluding those properties still under protest."

2021 APPRAISAL ROLL INFORMATION CITY OF LAMPASAS

TOTAL TAXABLE VALUE NOT IN PROTEST	\$495,344,200
FREEZE ADJUSTED TAXABLE VALUE NOT PROTESTED	\$360,508,240
FROZEN TAX LEVY NOT PROTESTED	\$278,546.80
PROPERTY UNDER PROTEST	\$46,031,050

For truth in taxation calculation, I recommend 80% of the value under protest be used. These accounts will be heard and settled as soon as possible. We hope to complete the hearing process before bills are mailed in October.


Susan Jones, Chief Appraiser


Date

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City ManagerITEM NO. 7.1

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

Subject:

Discussion and possible action regarding Lampasas County Chamber of Commerce FY 2022/2023 Budget.

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: June 7, 2022

For the Agenda of: June 27, 2022

Procurement and Funding Statement:

Funds to be allocated in HOT Fund 40.

Attachments: Lampasas County Chamber of Commerce Budget

Summary Statement:

Melissa Unger, Executive Director, presented the Chamber of Commerce FY 2022/2023 Budget during workshop.

Recommendation:

To consider a motion to accept the Lampasas County Chamber of Commerce FY 2022/2023 Budget as presented or with recommendations and/or modifications from City Council.

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City Manager

ITEM NO. 7.2

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

Subject:

Discussion and possible action regarding HOT Fund request for the 11th Annual Lampasas County Wine Tour event on October 1, 2022, in the amount of \$1,188.56.

Requested By: Melissa Unger, Chamber Executive Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: July 18, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

HOT Funds budgeted for tourism/events in the City of Lampasas FY 2022/2023 Budget.

Attachments: HOT Fund Application along with advertising breakdown.

Summary Statement:

The Chamber of Commerce & Visitor Center is requesting \$1,188.56 for the 2022 Wine Tour event. The event was most recently funded in 2021 for \$1,288.56; therefore, a slight decrease in this year's request. They are requesting 25% of their bus expense (\$562) along with a portion of advertising costs (\$850.14). Melissa Unger will be present to explain the request in more detail and answer any questions.

Recommendation:

Staff recommends approval of HOT funds in the amount of \$1,188.56 for the 11th Annual Lampasas County Wine Tour.

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

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

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

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

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

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

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

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

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

Proposed Marketing Plan for Funded Event

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

Funded Projects or Events will be required to submit a Post Event Evaluation; required to provide a link on the event or facility website to LampapasLodging.com, and to use www.LampapasLodging.com on any print advertising; and submit any invoices for reimbursement within 60 days of the conclusion of the event.

Submit to: Mandy Walsh, LEDC Director
312 E. Third
Lampapas, TX 76550
Email: mandy@cityoflampapas.com
Phone: 512-556-6831

Application

Organization Information

Date: July 18, 2022

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

Address: 205 S. Hwy 281/P.O. Box 627

City, State, Zip: Lampapas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: 512-556-5172

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

Is your organization: Non-Profit Private/For Profit

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

Purpose of your organization: To promote business, economic growth and tourism by partnering with current and future Chamber Members, Community Leaders and the Citizens of Lampapas County.

Name of Event, Project or Facility 11th Annual Lampapas County Wine Tour

Date of Event or Project: Saturday, October 1, 2022

Primary Location of Event or Project: Lampapas County – Chartered Bus Tour

Amount Requested: \$ 1,188.56

How will the funds be used: Advertising to promote Lampapas as a destination and to highlight the wineries on the tour in our County. Purchase promotional materials, market the event as a tourist destination, and secure transportation for the patrons.

Primary Purpose of Funded Activity/Facility: To promote Lampapas and our hotel industry by bringing tourists to the area to shop, dine and stay overnight.

Percentage of Hotel Tax Support of Related Costs

25% Note Percentage of Total Event Costs Covered by Hotel Occupancy Tax

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

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

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

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

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

Transportation- \$562.00

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

3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity. \$626.56

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

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

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

Sporting Related Event Funding:

If the event is a sporting related function/facility: How many individuals are expected to participate? _____

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

If the event is a sporting related function/facility: Quantify how the funded activity will substantially increase economic activity at hotel and motels within the city or its vicinity? _____

Questions for All Funding Requests:

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 10 years

Expected Attendance: 120

How many people attending the Event or Project will use Lampasas hotels, motels or bed & breakfasts? 50+

How many nights will they stay: 1-2 nights

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: Yes, Chamber Special Lodging Rate based on availability.

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

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

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

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
Lampasas, TX	09/2021	\$1,288.56	Fri. 51 & Sat. 51 (100% Occ.)-Best Western
<u>Did not host in 2020 due to COVID</u>			
Lampasas, TX	09/2019	\$1,288.56	Fri. 51 & Sat. 51 (100% Occ.)-Best Western
Lampasas, TX	09/2018	\$1,427.05	Fri-51 & Sat. 50 (99% Occ.)

Best Western is the only hotel who will provide Occupancy Reports.

How will you measure the impact of your event on area hotel activity? Through established room blocks being filled and surveying hotels, motels, B&B and RV parks after the event.

Please list other organizations, government entities and grants that have offered financial support to your project: N/A.

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

Paid Advertising _____ Newspaper \$ 526.56 (Digital & Print) Radio TV _____

Press Releases to Media _____ Direct Mailing to out of town recipients _____

Other Social Media, \$100.00

What areas does your advertising and promotion reach: The entire state of Texas

What number of individuals will your proposed marketing reach that are in another city or county?
Thousands to millions due to viral & digital reach

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

Expected Attendance Monthly/Annually: n/a

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

2022 Lampasas County Wine Tour Advertising Plan and HOT Funding Request Break-Down

Social Media	
Facebook Ad- Event Boost	\$ 100.00
Press Releases to Media	\$ 0.00
Lampasas Dispatch Record	
Ads, Print, Press Release & Digital- 40%	\$ 372.64- \$149.06
Highland Lakes Newspapers (Highlander)	\$ 160.00
San Saba News (B&W) 3x10.5 Ad	\$ 157.50
Texas Hill Country Wineries Publication (Website/Event Page)	\$ 60.00
Texas Press Online	
Statewide online advertising	\$ 0.00
Television Station Calendars	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
Community Calendars	
Hamilton County. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
Texas Highways Events Magazine Calendar	
Online and digital	\$ 0.00
TOTAL ADVERTISING COSTS:	\$ 850.14
<u>OTHER HOT FUNDING REQUESTS- 25%</u>	
Arrow Trailways- Chartered Buses	\$2,248.00- \$562.00
TOTAL EVENT COSTS:	\$2,248.00
TOTAL ESTIMATED ADVERTISING & EVENT COSTS:	\$3,098.14
TOTAL HOT FUNDS-% Requested for Reimbursement:	\$1,188.56

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City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action regarding Economic Development Corporation Budget for Fiscal Year 2022-2023.

Requested By: Mandy Walsh, LEDC

Submitted By: Mandy Walsh, LEDC

Date Submitted: July 20, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

LEDC FY Budget 2022-23

Attachments: LEDC Budget FY 2022-23

Summary Statement:

Lampasas Economic Development Corporation approved the attached budget for FY 2022-23 in their meeting on July 20, 2022.

Recommendation:

To consider a motion to approve the LEDC FY 2022-2023 Budget.

LEDC OPERATING BUDGET
2022-2023 Fiscal Year

Operating Revenues

Account Number	Revenue Description	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Projected 2021-2022	Budget 2022-2023
400-4017	Sales Tax	348,835	422,532	330,000	454,181	431,500
	Tax Revenue Subtotal	\$348,835	\$422,532	\$330,000	\$454,181	\$431,500
400-4330	Lease Revenue	-	-	-	-	-
400-4330.01	Lease Revenue (Quonset Hut)	-	-	-	-	-
400-4383	Donations	2,000	102,000	-	-	-
	Service Revenue Subtotal	2,000	102,000	-	-	-
400-4820	Interest & Dividends	1,508	1,487	1,250	2,000	1,500
400-4821	Interest Note Bachmayer	-	-	-	-	-
400-4830	Sale of fixed Assets	-	-	-	-	-
400-4898	Undesignated Retained Earnings	-	-	-	-	-
400-4999	Miscellaneous Revenues	-	-	-	-	-
	Other Revenue Subtotal	1,508	1,487	1,250	2,000	1,500
	Total LEDC Revenues	352,343	\$526,019	331,250	456,181	433,000

Operating Expenses

Account Number	Account Description	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Projected 2021-2022	Budget 2022-2023
500-5230	Uniforms	-	-	-	-	-
500-5250	Hand Tools & Small Equipment	0	0	-	-	250
500-5265	Computer Software & Equipment	267	-	250	-	1,000
500-5270	Supplies	172	191	250	200	500
500-5295	Books & Publications	-	-	-	-	-
	Supplies Subtotal	\$ 439	\$ 191	\$ 500	200	1,750
500-5300	Contract Labor	-	-	-	-	-
500-5320	Telephone Services	456	456	1,176	456	456
500-5346	Engineering & Surveying Services	0	0	-	-	5,000
599-5355	Insurance - Property	-	-	-	-	-
500-5361	Legal Services	534	-	2,500	2,000	7,500
500-5373	Promotion & Advertising	1,590	6,712	7,500	7,500	12,500
500-5388	Taxes on Property (Quonset Hut)	-	-	-	-	-
500-5395	Professional Services	6,150	6,900	6,000	6,900	12,500
500-5397	Admin & Overhead	12,000	12,000	12,000	12,000	12,000
500-5399	Other Services	0	0	-	95	-
	Contractual Services	\$ 20,730	\$ 26,068	\$ 29,176	28,951	49,956
500-5405	Building & Grounds Maintenance	-	-	-	-	2,500
500-5425	Office Equipment Maintenance	2,072	2,176	2,500	2,300	2,400
	Maintenance Subtotal	\$ 2,072	\$ 2,176	\$ 2,500	2,300	4,900
500-5451	Business Expenses	697	1681	2,500	1,500	5,000
500-5452	Travel & Training	4,030	962	6,000	4,000	10,000
500-5453	Dues & Memberships	725	725	725	725	725
500-5499	Economic Development Programs	121,979	32,950	50,000	5,000	50,000
	Services Subtotal	\$ 127,431	\$ 36,318	59,225	11,225	65,725
500-5600	Contingency & Reserves Subtotal	-	-	-	-	47,455
500-5610	Depreciation	-	-	-	-	-
	Contingency & Reserves Subtotal	\$ -	\$ -	-	-	47,455
500-5710	Transfer to General Fund	0	0	-	-	-
500-5722	Transfer to Fund 22	48,337	50,875	52,130	55,695	58,896
	Transfers Subtotal	\$ 48,337	\$ 50,875	52,130	55,695	58,896
500-5800	Principal Payment - 2004 Series/2015 Series	-	-	114,013	114,013	116,948
500-5801	Interest Payment - 2004 Series/2015 Series	48,677	45,213	40,795	40,795	87,370
	Debt Service	\$ 48,677	\$ 45,213	154,808	154,808	204,318
	Total LEDC Expenses	247,686.00	160,841.00	298,339	253,179	433,000
	Balance	104,657	365,178	32,911	203,002	0

LEDC OPERATING BUDGET

LEDC OPERATING EXPENSES					
Account Number	Expense Account Name	Current Year Budget Amt	Current Year Projected Amt	New Year Budget Request	Increase (Decrease)
500-5230	Uniforms	-	-	-	-
Explanation: This line item provides for LEDC branded shirts.					
500-5250	Hand Tools & Small Equipment	-	-	250	250
Explanation: This line item provides funding for postage expenses and office furniture.					
500-5265	Computer Software & Equip.	250	-	1,000	1,000
Explanation: This line item provides funding for computer software and equipment.					
500-5270	Supplies	250	200	500	250
Explanation: This line item provides funding for general supplies in support of LEDC activities/meetings.					
500-5295	Books & Publications	-	-	-	-
Explanation:					
500-5300	Contract Labor	-	-	-	-
Explanation:					
500-5320	Telephone Services	1,176	456	456	(720)
Explanation: This line item provides partial funding for the LEDC cell phone for the Economic Development Director as well as air card for LEDC tablet.					
500-5346	Engineering/Surveying Services	-	-	5,000	5,000
Explanation: This line item provides funding for engineering and surveying services.					
500-5355	Insurance - Property	-	-	-	-
Explanation: This line item provides funding for insurance on the Quonset Hut property. Reduced amount is based on current expenses.					
500-5361	Legal Services	2,500	2,000	7,500	5,000
Explanation: This line item provides funding for legal services.					
500-5373	Promotion & Advertising	7,500	7,500	12,500	5,000
Explanation: This line item provides funding for promotion and advertising expenses (Annual Job Fair advertising, Promotional Video Production, Print Marketing Materials, etc.).					
500-5388	Taxes on Property	-	-	-	-
Explanation: This line item covers the cost of property taxes. With the proposed lease of the 'Quonset Hut' to a private sector company, property taxes will have to be paid. The requested amount has been increased based on past expenditures. Sold					
500-5395	Professional Services	6,000	6,900	12,500	6,500
Explanation: This line item provides funding for professional services in support of LEDC activities. Expenses include the annual audit, tax return, economic impact studies, marketing/retail assessments and grant writing services.					

LEDC OPERATING BUDGET

LEDC OPERATING EXPENSES					
Account Number	Expense Account Name	Current Year Budget Amt	Current Year Projected Amt	New Year Budget Request	Increase (Decrease)
500-5397	Admin & Overhead	12,000	12,000	12,000	-
Explanation: This line item provides funding for payment to the City of Lampasas for administration and overhead expenses incurred by the City.					
500-5399	Other Services	-	95	-	-
Explanation:					
500-5405	Building & Grounds Maint.	-	-	2,500	2,500
Explanation: This line item provides funding for the maintenance of LEDC property. The requested amount is for unanticipated expenses that may occur during the year and monies to be used at the Business Park to improve/update area for use/expansion.					
500-5425	Office Equipment Maintenance	2,500	2,300	2,400	(100)
Explanation: Website Hosting (Civic Plus) expense for the LEDC subsite, which increases by 5% annually.					
500-5451	Business Expenses	2,500	1,500	5,000	2,500
Explanation: Expenses associated with potential LEDC prospects. Staff would like to introduce programs to highlight and reach out to various businesses throughout the community including workforce and business retention & expansion programs. Also covers LEDC Board Meeting expenses and Job Fair.					
500-5452	Travel & Training	6,000	4,000	10,000	4,000
Explanation: This line item provides funding for travel and training expenses. Director plans on attending several training/conferences/workshops to maintain PCED certification. This may include, but not limited to, the TML Annual Conference, TEDC Annual Conference, TML Economic Development Conference, TEDC Legislative Conference, and TEDC Sales Tax Workshop, along with online webinars provided by TDA, TEDC, TML and others.					
500-5453	Dues and Memberships	725	725	725	-
Explanation: This line item provides funding for Dues and Membership expenses such as Texas Downtown Association and TEDC.					
500-5499	Ec. Development Programs	50,000	5,000	50,000	-
Explanation: This line item is used to fund local economic or community development programs. This includes monetary incentives for economic development prospects expanding or relocating to Lampasas and funding for Life Safety Grant applications.					
500-5505	Capital - Building & Grounds	-	-	-	-
Explanation: This account is for the use of unrestricted retained earnings. While no specific projects have been identified during budget preparation, the funds are included in the budget to provide LEDC with flexibility in responding to business prospects as opportunities become available.					
500-5600	Contingency/Reserves	-	-	47,455	6,705
Explanation: This line item has been used to budget excess annual revenues.					
500-5710	Transfer to General Fund	-	-	-	-
500-5722	Transfer to Fund 22	52,130	55,695	58,896	6,766
500-5800	Principal Payment	114,013	114,013	116,948	2,935

LEDC OPERATING BUDGET

LEDC OPERATING EXPENSES					
Account Number	Expense Account Name	Current Year Budget Amt	Current Year Projected Amt	New Year Budget Request	Increase (Decrease)
<p>Explanation: This line item represents the annual principal payment on the debt incurred to purchase the new business park refinanced in 2015 and new debt payment for infrastructure to the Business Park.</p>					
500-5801	Interest Payment	40,795	40,795	87,370	46,575
<p>Explanation: This line item represents the annual interest payment on the debt incurred to purchase the new business park and adding payments for debt incurred to provide infrastructure to the Business Park.</p>					

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City Manager

ITEM NO. 7.3

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

Subject:

Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2nd Street Roadway Reconstruction Project in the amount of \$60,000.00.

Requested By: Ryan Ward, Assistant City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

This a budgeted item with funds available in GL account 82-551-5545 Streets (Capital Outlay).

Attachments: Proposal

Summary Statement:

Currently, 2nd Street, between Main and Western, has failing storm drain infrastructure on the northside of the street. This structure is in disrepair, due to the construction methods used at that time and will require a full reconstruct of the street. This project needs an engineering design to mitigate the roadway concerns, as well as improvements for ADA accessibility (sidewalk, ramps, etc.). The scope of this design will be inclusive of all plan design requirements, specifications, cost estimate, surveying, Geotech, traffic control, construction documentation, project management, bid and construction phase services.

Recommendation:

To consider a motion to approve the professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2nd Street Roadway Reconstruction Project in the amount of \$60,000.00.



July 1, 2022

Mr. Ryan Ward
Assistant City Manager
City of Lampasas
312 E. 3rd Street
Lampasas, Texas 76550

**RE: Professional Services Proposal
2018 General Engineering Services Contract, Task Order 36A
2nd Street Roadway Reconstruction
City of Lampasas**

Dear Mr. Ward:

Eckermann Engineering, Inc. is pleased to submit the following proposal for professional civil engineering services associated with the reconstruction of East 2nd Street from west of Main Street to east of Live Oak Street. In addition to the reconstruction of 2nd Street, pedestrian improvements at the intersections to include curb ramps is to be provided.

We have included in the following Scope of Services that are anticipated to meet the Client's needs for this project.

A. Project Management

EEI will provide project management support throughout the design, bidding, and construction phases of the project. EEI shall be the single point of contact for all correspondences during the project.

1. EEI will lead, monitor, and coordinate with the design team to ensure an efficient and effective project. EEI will communicate with sub-consultants, maintain project files, prepare correspondence, and provide overall management and coordination of the design team.
2. EEI will conduct project meetings as needed to obtain City input, review progress, schedule, issues, issues resolution, and other items as needed. Meetings shall include a pre-design kickoff meeting, a review meeting with City staff following complete progress submittals, and project status review meetings as needed.

B. Topographic Survey

EEI will contract with a sub-consultant to provide a topographic survey along 2nd Street from Chestnut Street to Pecan Street. The survey will also extend

approximately 100' feet north and south of 2nd Street along the crossing streets (Main, Western, and Live Oak) and approximately 50' north and south of 2nd Street at alleys.

The vertical datum will be based upon immediately adjacent City, FEMA, or USGS monuments. If a datum cannot be established, then the datum will be assumed. EEI will have provided:

1. A topographic map that depicts contours at 1.0' contour elevations within the survey limits.
2. The survey will identify existing right-of-way lines, fences, curb lines, edges of pavement, driveways, sidewalks, visible existing utilities and one-call paint marks, manhole inverts, storm drain inlet inverts, etc.
3. Two (2) on-site temporary benchmarks.

C. Geotechnical Investigation

EEI will contract with a sub-consultant to provide Geotechnical services to support the pavement design. The Geotechnical services will include:

1. Three 5-foot borings along 2nd Street.
2. Laboratory testing as needed to evaluate the subsurface materials observed in the borings.
3. Preparation of a Geotechnical Report with pavement recommendations.
4. Traffic control is not provided as part of this proposal. It is assumed that the city will assist with providing traffic control as need to accomplish boring operations. If traffic control is to be provided by sub-consultant, it will be provided as an additional service or under Task G below.

D. Construction Documents

Utilizing the survey and geotechnical information provided in the previous tasks, EEI will prepare construction documents for the roadway reconstruction of 2nd Street and sidewalk improvements from west of Main Street to east of Live Oak Street. EEI will provide the following civil design services to support this task:

1. Roadway Improvements:
 - a. Horizontal roadway design including identifying limits of proposed curb and gutter, connection to intersecting roads, etc.

- b. Vertical roadway design to include a centerline profile of the proposed roadway, grading plan, and spot elevations along the proposed edge of pavement. This proposal does not include preparation of cross sections.
 - c. The roadway pavement section will be based upon the recommendation in the Geotechnical Report prepared in a previous task.
2. Sidewalk Improvements:
- a. Horizontal and vertical sidewalk improvements design at three intersections (Main, Western, and Live Oak) to include curb ramps and/or pedestrian ramps with handrails as needed to meet accessibility requirements

EEI intends to use the City of Lampasas's Standard Construction Specifications and Details for the Project. If adequate specifications or details are not available, the City of Austin and/or TXDOT details and specifications will be provided. Individual specifications can be prepared for the Project as an Additional Service.

This task includes submittal of planning materials to TDLR and coordination with a Registered Accessibility Specialist (RAS) for the review and inspection of the pedestrian improvements as required. All costs to TDLR and the RAS will be considered a reimbursable expense and will be billed to the City as defined in the paragraph titled Fee and Billing.

If the final scope of work differs from the above listed items, EEI reserves the right to reevaluate the scope and fee for this task. The preparation of easements to support this task, if required, will be provided under a separate task.

E. Bid Phase Services

1. EEI will assist the City in advertising and soliciting bids for the construction of the proposed improvements.
2. Attend up to one (1) pre-bid meeting with City of Lampasas representatives and contractors.
3. Review contractor bids that are received and submit a letter to the City of Lampasas with contractor recommendations. The Client shall have the sole responsibility in selecting a qualified contractor.

F. Construction Phase Services

EEI will provide the Client with the construction phase services listed below, which is only related to the civil improvements under this contract. The Client will administer all construction contracts. EEI will:

1. Attend up to one (1) pre-construction meeting with City of Lampasas representatives and selected contractor.
2. Make bi-weekly visits to the project site in order to observe the progress and quality of the civil aspects of the work of the construction contractor. Based on EEI's site visits, EEI will inform the Owner as to the progress of the work and advise the Owner of any substantial defects and deficiencies in the work of the contractor which are discovered by EEI or are otherwise brought to EEI's attention.
3. Attend up to three (3) monthly construction meetings with the Owner, Contractor, or other members of the project team. Additional meetings, if required, will be invoiced on an hourly basis.
4. Consult with and advise the Owner and issue instructions to the contractor on civil engineering items requested by the Owner.
5. Review samples, catalog data, schedules, shop drawings, tests of materials, and other civil engineering-related data the contractor submits.
6. Conduct, in company with the Owner, a final site walkthrough of the civil facilities of the project for conformance with the design concept of the project and in general compliance with the Contract.

E EI shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or the safety precautions and programs incidental to the work of the Contractor. EEI shall not guarantee the performance of the Contractor nor be responsible for the acts, errors, omissions, or the failure of the Contractor to perform the construction work in accordance with the Contract Documents.

Client agrees to include in all construction contract provisions for Contract indemnification of both the Owner and EEI for Contractor's negligence and to name both the Owner and EEI as additional insured on applicable contractor's insurance policies.

G. General On-Call Civil Engineering Consulting

E EI has prepared this general "on-call" task to address the Client's periodic requests that are not specifically included in another task or letter agreement

regarding this Project. This task shall include items such as preparation of applications, opinions of probable construction cost, preparation of exhibits, coordination with state or county agencies, bid phase and construction phase services not already included in previous items, meetings, or any other general “on-call” services not previously authorized. All services provided under this task shall be provided on an hourly basis per the approved rates included in the 2018 General Engineering Services Contract between the EEI and the City of Lampasas. Services will not be provided under this task without prior approval from the City of Lampasas.

INFORMATION PROVIDED BY THE OWNER

The Owner will provide the following information, upon which EEI will rely:

1. Executed copy of this agreement.

ADDITIONAL SERVICES

The following services are not included in the Scope of Services but can be provided as Additional Services if authorized by the Owner.

1. Surveying services not specifically outlined in the above Scope of Services.
2. Civil Engineering design services not specifically outlined in the above Scope of Services.
3. Assistance to the Owner or Owner as an expert witness in any litigation with third parties arising from the development or construction of the project.
4. Soil, foundation, and paving investigation, including field and laboratory tests, borings, related engineering analyses and recommendations, other than what is specifically included in this proposal.
5. Subsurface Utility Engineering Services
6. Endangered species issues or environmental studies.
7. Design of electric, gas, telephone, cable or lighting utilities.
8. Negotiations with the City or other parties to resolve protracted disputes regarding the Project.
9. Preparation of a SWPPP

FEE AND BILLING

EEI will provide the services identified herein based upon the summary below:

Lump Sum (LS) – EEI’s labor is included and will be billed based upon the lump sum amount identified.

Cost Plus (CP) – EEI’s labor will be billed on an hourly basis in accordance with the approved rates per the 2018 General Engineering Services Contract.

Task	Task Description	Fee Type	Budget
A	Project Management	LS	\$ 4,000
B	Topographic Survey	LS	\$ 10,000
C	Geotechnical Investigation	LS	\$ 6,000
D	Construction Documents	LS	\$ 30,000
E	Bid Phase Services	LS	\$ 3,000
F	Construction Phase Services	LS	\$ 7,500
G	General On-Call Consulting	CP	Hourly
<i>Project Total</i>			<i>\$ 60,500</i>

Items not specifically identified in the above Scope of Services will be considered an additional service.

Fees will be invoiced monthly in the consultant’s format based, as applicable, upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

Reimbursable expenses, including printing, plotting, reproduction, messenger service, taxes on surveys, recording fees, submittal and plan review fees, etc., will be considered reimbursable. They will be billed separately at 1.10 times the direct cost incurred. All permitting, application, and similar project fees will be paid directly by the Client.



Mr. Ryan Ward, July 1, 2022

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in Attachment "A" of the 2018 General Engineering Services Contract between EEI and the City of Lampasas, which are incorporated by reference.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have an authorized person execute this Agreement in the space provided below and return a copy to us.

We appreciate the opportunity to provide this proposal to you. If you have any questions, please call me at (512) 556-8160.

Sincerely,

ECKERMANN ENGINEERING, INC.

A handwritten signature in blue ink that reads "Derrek Eckermann".

Derrek Eckermann, P.E.
President

APPROVED:

Client: CITY OF LAMPASAS

Signature: _____

Typed or Printed Name: _____

Title: _____

Date: _____



City ManagerITEM NO. 7.4

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

Subject:

Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the Live Oak Water Line Extension and Pecan Street WW Replacement Projects in the amount of \$29,000.00

Requested By: Ryan Ward, Assistant City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

ARPA Funding (Federal funding)

Attachments: Proposal

Summary Statement:

This design proposal is for a water line extension along Live Oak Street from North Avenue to 2nd Street and the replacement of a wastewater line along Pecan Street from 7th Street to 8th Street and along 8th Street from Pecan to Live Oak. The scope of this design will be inclusive of all plan design requirements, specifications, cost estimate, surveying, Geotech, traffic control, easement and construction documentation, bid and construction phase services.

Recommendation:

To consider a motion to approve the professional civil engineering services agreement with Eckermann Engineering, Inc. for the Live Oak Water Line Extension and Pecan Street WW Replacement Projects in the amount of \$29,000.00



July 1, 2022

Mr. Ryan Ward
Assistant City Manager
City of Lampasas
312 E. 3rd Street
Lampasas, Texas 76550

**RE: Professional Services Proposal
2018 General Engineering Services Contract, Task Order 40
Live Oak Water Line Extension and Pecan Street WW Replacement
City of Lampasas**

Dear Mr. Ward:

Eckermann Engineering, Inc. is pleased to submit the following proposal for professional surveying and civil engineering services associated with the design of a water line extension along Live Oak Street from North Avenue to 2nd Street and the replacement of a wastewater line along Pecan Street from 7th Street to 8th Street and along 8th Street from Pecan to Live Oak.

We have included in the following Scope of Services that are anticipated to meet the Client's needs for this project.

A. Topographic Survey for Design

EEI will have a topographic survey performed by a subconsultant to support the preparation of the design plans. A limited boundary survey is included in this proposal to establish the right-of-way (ROW) lines along Live Oak from North Avenue to 2nd Street. A boundary survey is not included for the survey along 8th Street and Pecan Street. The limits of the survey will be defined by EEI and will generally include the following:

- Live Oak Street – 20' outside of western ROW to eastern ROW from North Avenue to 1st Street and ROW to ROW from 1st Street to 2nd Street. Additional survey outside of these limits, if needed, will be provided as an additional service.
- Pecan Street and 8th Street – 5' outside the back of curb or edge of pavement on both sides of the road along the identified project limits. Additional survey outside of these limits, if needed, will be provided as an additional service.

The vertical datum will be based upon immediately adjacent City, FEMA, or USGS monuments. If a datum cannot be established, then the datum will be assumed, and the Client will be notified that additional services may be required to complete this task.

EEI will have provided:

1. A topographic map that depicts contours at 1.0' contour elevations within the streets.
2. The survey will identify ROW lines along Live Oak as indicated above, fences, curb lines, edges of pavement, driveways, trees, visible existing utilities and one-call paint marks, manhole inverts, sidewalks, etc.
3. Two (2) on-site temporary benchmarks at each location.
4. Subsurface utility services are not anticipated; however, EEI can provide those services as an additional service.

B. Easement Documents

At the time of this proposal, no easements are expected to be required to support this project. However, if easements are needed, the Client pre-authorizes EEI to prepare these documents for a lump sum price of \$1,500 each. EEI will have prepared the necessary metes and bounds description to support the standard Lampasas dedication documents. Upon execution of the documents, EEI will process the documents for recordation.

C. Construction Documents

Based upon our general understanding of the Project, EEI will prepare construction documents for the following water and wastewater line improvements:

1. Design of approximately 750 linear feet of an 8-inch water line along Live Oak Street from North Avenue to 2nd Street. A plan and profile will be provided as part of this task.

The design of the water line includes the crossing of an existing storm culvert made of pylons and railroad ties. Upon completion of the survey, EEI will assess the crossing and make a recommendation for the construction of the water line across or around the drainage structure.

2. Design of up to approximately 600 linear feet of an 8-inch wastewater line to replace an existing 6-inch line in Pecan Street from 7th Street to 8th Street and

in 8th Street from Pecan Street to Live Oak Street. A plan and profile will be provided as part of this task.

EEI intends to use the City of Lampasas's Standard Construction Specifications and Details for the Project. If adequate specifications are not available the City of Austin Standard Construction Specifications will be referenced to supplement the project specifications. Individual specifications can be prepared for the Project as an Additional Service.

If the final scope of work differs from the above listed items, EEI reserves the right to reevaluate the scope and fee for this task. The preparation of easements to support this task, if required, will be provided under a separate task.

D. Bid Phase Services

1. EEI will assist the City in advertising and soliciting bids for the construction of the proposed improvements.
2. Attend up to one (1) pre-bid meeting with City of Lampasas representatives and contractors.
3. Review contractor bids that are received and submit a letter to the City of Lampasas with contractor recommendations. The Client shall have the sole responsibility in selecting a qualified contractor.

E. Construction Phase Services

EEI will provide the Client with the construction phase services listed below, which is only related to the civil improvements under this contract. The Client will administer all construction contracts. EEI will:

1. Attend up to one (1) pre-construction meeting with City of Lampasas representatives and selected contractor.
2. Make bi-weekly visits to the project site in order to observe the progress and quality of the civil aspects of the work of the construction contractor. Based on EEI's site visits, EEI will inform the Owner as to the progress of the work and advise the Owner of any substantial defects and deficiencies in the work of the contractor which are discovered by EEI or are otherwise brought to EEI's attention.
3. Attend up to one (1) construction meeting with the Owner, Contractor, or other members of the project team. Additional meetings, if required, will be invoiced on an hourly basis.

4. Consult with and advise the Owner and issue instructions to the contractor on civil engineering items requested by the Owner.
5. Review samples, catalog data, schedules, shop drawings, tests of materials, and other civil engineering-related data the contractor submits.
6. Conduct, in company with the Owner, a final site walkthrough of the civil facilities of the project for conformance with the design concept of the project and in general compliance with the Contract.

EEI shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or the safety precautions and programs incidental to the work of the Contractor. EEI shall not guarantee the performance of the Contractor nor be responsible for the acts, errors, omissions, or the failure of the Contractor to perform the construction work in accordance with the Contract Documents.

Client agrees to include in all construction contract provisions for Contract indemnification of both the Owner and EEI for Contractor's negligence and to name both the Owner and EEI as additional insured on applicable contractor's insurance policies.

F. General On-Call Civil Engineering Consulting

EEI has prepared this general "on-call" task to address the Client's periodic requests that are not specifically included in another task or letter agreement regarding this Project. This task shall include items such as preparation of applications, opinions of probable construction cost, preparation of exhibits, coordination with state or county agencies, bid phase and construction phase services not already included in previous items, meetings, or any other general "on-call" services not previously authorized. All services provided under this task shall be provided on an hourly basis per the approved rates included in the 2018 General Engineering Services Contract between the EEI and the City of Lampasas. Services will not be provided for this task without prior approval from the City of Lampasas.

INFORMATION PROVIDED BY THE OWNER

The Owner will provide the following information, upon which EEI will rely:

1. Rights of Entry to all properties prior to performing any survey field work or site visits.
2. Title information for the properties along the subject alignment.
3. Executed copy of this agreement.

ADDITIONAL SERVICES

The following services are not included in the Scope of Services, but can be provided as Additional Services if authorized by the Owner.

1. Surveying services not specifically outlined in the above Scope of Services.
2. Civil Engineering design services not specifically outlined in the above Scope of Services.
3. Assistance to the Owner or Owner as an expert witness in any litigation with third parties arising from the development or construction of the project.
4. Soil, foundation, and paving investigation, including field and laboratory tests, borings, related engineering analyses and recommendations.
5. Easement and/or deed research
6. Subsurface Utility Engineering Services
7. Endangered species issues or environmental studies.
8. Design of electric, gas, telephone, cable or lighting utilities.
9. Negotiations with the City or other parties to resolve protracted disputes regarding the Project.
10. Preparation of easement documents or exhibits.
11. Easement Acquisition Services
12. Preparation of a Storm Water Pollution Prevention Plan (SWPPP)

FEE AND BILLING

EEI will provide the services identified herein based upon the summary below:

Lump Sum (LS) – EEI’s labor is included and will be billed based upon the lump sum amount identified.

Cost Plus (CP) – EEI’s labor will be billed on an hourly basis in accordance with the approved rates per the 2018 General Engineering Services Contract.

Task	Task Description	Fee Type	Budget
A	Topographic Survey for Design	LS	\$ 7,500
B	Easement Documents	EA	TBD
C	Construction Documents	LS	\$ 15,000
D	Bid Phase Services	LS	\$ 2,500
E	Construction Phase Services	LS	\$ 4,000
F	General On-Call Consulting	CP	Hourly
	<i>Project Total</i>		<i>\$ 29,000</i>

Items not specifically identified in the above Scope of Services will be considered an additional service.



Mr. Ryan Ward, July 1, 2022

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in Attachment "A" of the 2018 General Engineering Services Contract between EEI and the City of Lampasas, which are incorporated by reference.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have an authorized person execute this Agreement in the space provided below and return a copy to us.

We appreciate the opportunity to provide this proposal to you. If you have any questions, please call me at (512) 556-8160.

Sincerely,

ECKERMANN ENGINEERING, INC.

A handwritten signature in blue ink that reads "Derrek Eckermann".

Derrek Eckermann, P.E.
President

APPROVED:

Client: CITY OF LAMPASAS

Signature: _____

Typed or Printed Name: _____

Title: _____

Date: _____


City ManagerITEM NO. 7.5

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

Subject:

Discussion and possible action regarding the acceptance of bid for emulsion from Wright Asphalt, a sole source provider, not to exceed \$49,000.00.

Requested By: Ryan Ward, Assistant City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

This a budgeted item with funds available in GL account 82-551-5545 Streets (Capital Outlay).

Attachments: Proposal

Summary Statement:

As part of the yearly Sealcoat Maintenance Project, the Streets Department purchases asphaltic emulsion (CRS-2P). This product is the asphalt binder used too to fill in the cracking of existing asphalt streets, as well as binding the sealcoat rock that becomes the driving surface. This surface treatment typically extends the life of the existing asphalt by 8-10 years.

Recommendation:

To consider a motion to approve the acceptance of bid for emulsion from Wright Asphalt, a sole source provider, not to exceed \$49,000.00.

Wright Asphalt Products Company

11931 Wickchester Lane, Suite 101 - Houston, Texas 77043-4501
 Phone: (281) 452-9084 - Fax: (281) 452-2562

Type: Revision Effective Date: 05/24/22

Customer's Order No:

Customer: C07660
City of Lampasas, TX
 312 East Third Street
 Lampasas, TX 76550
 USA

Attn: Ryan Ward
Title: Asst. City Manager
Office: (512) 556-6831
Fax: (512) 556-2074
E-Mail:

SA #: 61835-TX	Loading No: 52019	Transaction Type: SALE
Let/Bid Date: 08/23/19 N/A		
Prime Contractor: City of Lampasas, TX		
Sold F.O.B.: Jobsite: City of Lampasas, TX		
Source: Wright Brownwood Terminal, 76801		
Transport Mode: TRUCK		
Terms: Net 30 Days		

Volume	Product Grade	Description
18,000 Gallons	CRS-2P DEL	District: Brownwood County: Lampasas Project: City of Lampasas, TX - VARIOUS REQUIREMEN Control: CRS-2, CRS-2P Let/Bid Date: 08/23/19 N/A

Sales Representative: Charlie Carlton

Cell Phone: 713-817-3540

Escalator Terms and Conditions:

\$3.5543/GALLON DELIVERED (\$3.35 MAT'L + \$.2043 FRT) BASED ON FULL TRANSPORTS - DAILY RACK PRICE

Notes:

05/24/22 REVISED PER CHARLIE CARLTON

By: _____
 Ryan Ward/Asst. City Manager

By: _____
 Kelly Goodson/Kelly Goodson / Asphalt Sales (Bid Approval)

Date: _____

Title: General Manager Date: _____

Asphalt Sales/Purchase (Contract Approval)

*** DELIVERED PRICE BASED ON FULL TRANSPORTS ***
 ANY ADDITIONAL CHARGES WILL BE BILLED TO THE CUSTOMER

Please Sign And Return Via Fax To (281) 452-2562



DATE: *July 7, 2022*

TO: *Yvonne Moreno, Finance Director*

FROM: *Ryan Ward, Assistant City Manager*

ITEM: *Notice of Intent to Award a Single Source Procurement*

On May 23, 2022 Carlos Garcia, Street Superintendent, reached out to Wright Asphalt Products Company in Brownwood Tx and Ergon Asphalt in Temple Tx. We received no response from Ergon Asphalt, whereas a sales representative with Wright Asphalt quoted us \$3.5543 per gallon delivered. Wright Asphalt Products Company is the single source provider for the 18,000 gallons of CRS-2P DEL asphalt. No other vendor or distributor manufactures, sells, or provided us with a quote for this product in this area.

It is estimated that the City of Lampasas will require two loads and will seal coat eight to ten blocks this year, depending the amount of sealcoat necessary per road. Feel free to contact me with any questions or concerns.

Regards,

Ryan Ward
Ryan Ward
Assistant City Manager
City of Lampasas
Phone: 512-556-8315

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City ManagerITEM NO. 7.6

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

Subject:

Discussion and possible action regarding the first reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances by adding, reorganizing, updating provisions to add a school zone adjacent to the Providence Christian Academy located within the Lampasas First United Methodist Church to include portions of Alexander Lanes and Ramsey Lanes in the City of Lampasas.

Requested By: Jody Cummings, Chief of Police

Submitted By: Jody Cummings, Chief of Police

Date Submitted: July 20, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

Cost to replace and add new signage in and around school zones.

Attachments: Methodist Church, Alexander Lane, Ramsey Lane Map

Summary Statement:

The Lampasas Police Department received a request from the Principal of the Providence Christian Academy to create a school zone adjacent to the school. The school is new and located within the Lampasas First United Methodist Church at 2 Alexander, in Lampasas, a residential area. It's projected to open for its first day on Thursday, August 11th, 2022. It will enroll elementary through eighth grade students. It will mirror the Lampasas Independent School Districts' schedule. The vehicles that are dropping off and picking up the students will approach the school on Ramsey Lane, west bound, turn right on Alexander Lane, north bound, and the students will enter and exit through the building's west side using Ramsey Lane. The current speed limit for both these roads is 30 miles per hour and will be reduced to 20 miles per hour on the portions designated as school zones, when signs are in place giving notice of the speed limit, on Monday through Friday, when school is in session, during the hours of 7:00 a.m. to 4:30 p.m.

Section 78-25112 needs amendments for Providence Christian Academy

Recommendation:

Consider a motion to approve first reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances by adding, reorganizing, updating provisions to add a school zone adjacent to the Providence Christian Academy as they pertain to School Zones for all Public-School Campuses in the City of Lampasas.



ORDINANCE _____

AN ORDINANCE OF THE CITY OF LAMPASAS, TEXAS, AMENDING CHAPTER 78 (SCHOOL SAFETY ZONES) OF THE CODE OF ORDINANCES BY ADDING NEW SCHOOL ZONE PROVISIONS TO COMPLY WITH STATE LAW; AS THEY PERTAIN TO SCHOOL ZONES FOR ALL SCHOOL CAMPUSES IN THE CITY OF LAMPASAS

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

WHEREAS the City Council realizes that a control of speed limits around and near school campuses is necessary to protect the safety of school children on their way to and from school; and

WHEREAS the City Council realizes the need to regulate the flow of traffic around school campuses during certain times, designating loading and unloading zones and designating directional flow of traffic around school campuses is necessary to protect the safety of school children on their way to and from school; and

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

Part 1. City Code Amended. Article IV of Chapter 78 Section 78-251 of the Code of Ordinances is amended to read as follows:

Section 78-251 School Zone Established

(a) School zones while in session: It is unlawful for a person to drive or operate a vehicle at a speed in excess of 20 miles per hour on the following streets, or portions thereof, hereby designated as school zones, when signs are in place giving notice of the speed limit, on Monday through Friday, when school is in session, during the hours of **7:00 a.m. to 4:30 p.m.** at the following locations:

Providence Christian Academy

- (1) Alexander Lane, from a point approximately 75 feet north of the intersection with Snell Lane to a point approximately 130 feet south of the intersection with Ramsey Lane.
- (2) Snell Lane, from a point approximately 180 feet west of the intersection with Alexander Lane.
- (3) Ramsey Lane, from a point approximately 290 feet east of Alexander Lane.

(b) School zones while in session: The following streets, or portions thereof are designed as school zones and it is unlawful for a person to drive or operate a vehicle at a speed in excess of 20 miles per hour in any of those zones when signs are in place giving notice of the speed

limit, on Monday through Friday, when school is in session, during the hours of **7:00 a.m. to 8:30 a.m. and 2:00 p.m. to 4:30 p.m.** at the following locations:

Providence Christian Academy

- 1) Alexander Lane, from a point approximately 75 feet north of the intersection with Snell Lane to a point approximately 130 feet south of the intersection with Ramsey Lane.
- 2) Snell Lane, from a point approximately 180 feet west of the intersection with Alexander Lane.
- 3) Ramsey Lane, from a point approximately 290 feet east of Alexander Lane.

Section 78-252- No Change

Section 78-253- No Change

Section 78-254- No Change

Section 78-255-78-258- No Change

Section 78-259- No Change

Part 2: All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Part 3: If any provision of this Ordinance or application thereof to any person or circumstances shall be held to be invalid, such invalidity shall not affect the other provisions, or application thereof, and other valid portions of this Ordinance which can be given effect without the invalid provisions or application shall be given same, and to this end, the provisions of this Ordinance are hereby declared to be severable.

Part 4: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ AND APPROVED on First Reading this 25th Day of July

READ AND ADOPTED on Second Reading this 8th Day of August.

ADOPTED:

Mayor TJ Monroe

ATTEST:

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown

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


City ManagerITEM NO. 7.7

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

Subject:

Discussion and possible action regarding purchase of a new air conditioning unit for the Lampasas Public Library in an amount not to exceed \$5,800.00

Requested By: Shanda Subia, Library Director

Submitted By: Shanda Subia, Library Director

Date Submitted: July 19, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

This is a non-budgeted item and funding will come out of Library Building & Grounds 10-513-5505 which may result in a budget amendment.

Attachments: All Season Service Quote

Summary Statement:

One of our units is no longer working and needs to be replaced. The unit that controls the main area of the library has been working overtime, trying to compensate for this other unit. Staff asked for quotes from All Seasons Service, Inc., Miller's Service Center and Tex-Air. At the time of publication, the only quote received was from All Seasons Service, Inc. in the amount of \$5,780.00.

Recommendation:

To consider a motion to approve the purchase of a new Heating/Cooling System for the Lampasas Public Library in an amount not to exceed \$5,800.00.

ALL SEASONS SERVICE, INC.

P.O. BOX 1491
 LAMPASAS, TX 76550
 512-556-4000

Estimate

Date	Estimate #
7/13/2022	7800

Name / Address
City of Lampasas 312 East Third Lampasas, Tx. 76550

P.O. No.	Terms	Other
Library a/c	Due on receipt	Upgrade system

Description	Qty
Rheem/4 Ton/14 Seer/Gas Heater/Coil/Condenser/R410A Freon	1
Filter	12
Filter rack	1
Pad, condenser	1
Supply box connection	1
Flue pipe connection	1
Drain line connection	1
Floor Upgrade	1
Duct Sealer/Tape/Glue	1
Gas stop & flex	1
Copper line flush kit	1
Labor	1
Warranty/10 yr compressor/1 yr labor/10 yr parts/with online registration	
TACLB023160E	
Sales Tax (8.25%)	\$0.00
Total	\$5,780.00

Signature _____

Phone #
512-556-4000



City Manager

ITEM NO. 7.8

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

Subject:

Discussion and Possible Action regarding the renewal of the City's Dental and Vision Insurance Coverage for City Employees with Principal for October 1, 2022 to September 30, 2023 and authorize the City Manager to execute related documents.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: July 20, 2022 For the Agenda of: July 25, 2022

Procurement and Funding Statement:

N/A

Attachments: Renewal letter from Principal and Rate Spreadsheet

Summary Statement:

The City has received its annual renewal rates from Principal for the Dental/Vision rates for FY 2022/2023. The proposed rates include a 3% increase in dental rates and no increase in the vision rates. The renewal provides the same level of benefits for the employees as the current rates.

Recommendation:

Staff recommends approval of the renewal rates and authorize the City Manager to execute those documents.

Account Number: 1131514

Anniversary Date: October 1, 2022



July 20, 2022

CITY OF LAMPASAS
ATTN: Yvonne Moreno
312 E Third Street
Lampasas, TX 76550

J & H INSURANCE SERVICES, INC.
510 N VALLEY MILLS DR STE 701
WACO, TX 76710-6077

As you approach your upcoming renewal with Principal Life Insurance Company, we would like to thank you for your continued business over the past year. Our goal is to offer competitive benefit solutions supported with exceptional service. Your business is very important to us and we look forward to supporting your business needs in the coming years!

Your renewal

Your renewal rates are on the following pages. Your coverage will renew on your policy anniversary date (October 1, 2022).

Help your renewal go smoothly by reviewing this checklist: principal.com/groupinsurancerenewal

How to renew your coverage

To renew coverage, please notify your agent and your payment of the premium due is your acceptance of the rates. We look forward to continuing our relationship with you.

Available discounts

You may be able to take advantage of the Principal Life **Multiple Product Discount** when you're paying for at least three qualifying coverages. A strong and competitive benefit offering will help you retain excellent employees.

Contact Us

If you have questions about this renewal or explore alternate benefit designs, contact your broker or local Principal Life Insurance Company sales office at 972-232-6859.

Sincerely,

Group Benefits Underwriting
Specialty Benefits Division

**Renewal rates
Effective October 1, 2022**

Dental

ALL MEMBERS					
	Lives	Current rates	Renewal rates	Current monthly premium	Renewal monthly premium
Employee	45	\$21.51	\$22.16	\$967.95	\$997.20
Employee & Spouse	19	\$43.92	\$45.24	\$834.48	\$859.56
Employee & Child(ren)	20	\$57.91	\$59.65	\$1,158.20	\$1,193.00
Family	23	\$85.89	\$88.47	\$1,975.47	\$2,034.81
TOTAL				\$4,936.10	\$5,084.57

Renewal rates are guaranteed through September 30, 2023.

~~MBRS ELEC SCHEDULED PLAN~~

	Lives	Current rates	Renewal rates	Current monthly premium	Renewal monthly premium
Employee	2	\$20.12	\$20.72	\$40.24	\$41.44
Employee & Spouse	0	\$40.86	\$42.08	\$0.00	\$0.00
Employee & Child(ren)	0	\$54.43	\$56.08	\$0.00	\$0.00
Family	0	\$80.43	\$82.84	\$0.00	\$0.00
TOTAL				\$40.24	\$41.44

Renewal rates are guaranteed through September 30, 2023.

Vision

ALL MEMBERS					
	Lives	Current rates	Renewal rates	Current monthly premium	Renewal monthly premium
Employee	49	\$5.04	\$5.04	\$246.96	\$246.96
Employee & Spouse	18	\$8.49	\$8.49	\$152.82	\$152.82
Employee & Child(ren)	19	\$8.66	\$8.66	\$164.54	\$164.54
Family	23	\$13.70	\$13.70	\$315.10	\$315.10
TOTAL				\$879.42	\$879.42

Renewal rates are guaranteed through September 30, 2023.

Your rates aren't changing.

How to terminate your coverage

If you choose to terminate your coverage, please notify us.

Account Number: 1131514

Anniversary Date: October 1, 2022



Principal Life Insurance Company
Des Moines, Iowa 50392
© 2017-2020 Principal Financial Services, Inc.

Bi-Weekly Payroll		Employee	Employee	
Current FY 21-22	Total	Per pay Period	Per pay Period	City Cost
DENTAL ONLY	Dental	DN1	DN2	City
GDE-Employee	\$21.51	\$ -	\$ -	\$ 21.51
GDC-Children	\$57.91	\$ 9.10	\$ 9.10	\$ 39.71
GDS-Spouse	\$43.92	\$ 5.60	\$ 5.60	\$ 32.72
GDF-Family	\$85.89	\$ 16.10	\$ 16.10	\$ 53.69

VISION ONLY	Vision	VS1	VS2	City
GVE-Employee	\$ 5.04	\$ -	\$ -	\$ 5.04
GVC-Children	\$ 8.66	\$ 0.90	\$ 0.90	\$ 6.86
GVS-Spouse	\$ 8.49	\$ 0.86	\$ 0.86	\$ 6.77
GVF-Family	\$13.70	\$ 2.16	\$ 2.16	\$ 9.38

Bi-Weekly Payroll		Employee	Employee	
Proposed FY 22-23	Total	Per pay Period	Per pay Period	City Cost
DENTAL ONLY	Dental	DN1	DN2	City
GDE-Employee	\$22.16	\$ -	\$ -	\$ 22.16
GDC-Children	\$59.65	\$ 9.37	\$ 9.37	\$ 40.91
GDS-Spouse	\$45.24	\$ 5.77	\$ 5.77	\$ 33.70
GDF-Family	\$88.47	\$ 16.58	\$ 16.58	\$ 55.32

VISION ONLY**	Vision	VS1	VS2	City
GVE-Employee	\$ 5.04	\$ -	\$ -	\$ 5.04
GVC-Children	\$ 8.66	\$ 0.90	\$ 0.90	\$ 6.86
GVS-Spouse	\$ 8.49	\$ 0.86	\$ 0.86	\$ 6.77
GVF-Family	\$13.70	\$ 2.16	\$ 2.16	\$ 9.38

**** No change on Vision Rates**

Bi-Weekly Payroll		Employee	Employee	
Increases FY 22-23	Total	Per pay Period	Per pay Period	City Cost
DENTAL ONLY	Dental	DN1	DN2	City
GDE-Employee	\$ 0.65	\$ -	\$ -	\$ 0.65
GDC-Children	\$ 1.74	\$ 0.27	\$ 0.27	\$ 1.20
GDS-Spouse	\$ 1.32	\$ 0.17	\$ 0.17	\$ 0.98
GDF-Family	\$ 2.58	\$ 0.48	\$ 0.48	\$ 1.62

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City Manager

ITEM NO. 7.9

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

Subject:

Discuss and consider possible action regarding Letter of Understanding (“LOU”) with Lampasas County referencing Emergency Medical Dispatch Services provided by the City.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: July 21, 2022

For the Agenda of: July 25, 2022

Procurement and Funding Statement:

Attachments: LOU

Summary Statement:

As previously reported to Council, representatives from the City and County have met to discuss the transition from Acadian Ambulance Service, due to the termination of their contract with the County, to alternative service that will require dispatching service. The attached LOU outlines the desired cooperation and coordination of the parties to investigate, assess, and determine cost methodology for dispatching services if needed. It does not bind the parties to an Agreement, but rather lays the groundwork for negotiation an ultimate approval of an Interlocal Agreement the parties would be bound to, if approved by the respective governing bodies.

Recommendation:

To consider a motion to approve the Letter of Understanding by and between the City of Lampasas and Lampasas County for cooperative negotiations related to Ambulance Service and authorize Mayor to execute and make minor edits.

D.R.A.F.T.

[For Discussion Purposes Only]

July 25 , 2022

The Honorable Randall J. Hoyer, County Judge

County Commissioner Bobby Carroll,

County Commissioner Jamie Smart,

County Commissioner Lewis Bridges

County Commissioner Mark Rainwater

Lampasas Commissioners Court
501 E. 4th Street, Suite 103
Lampasas TX 76550

RE: Letter of Understanding (“**LOU**”) Concerning Interlocal Cooperation and Development of an Interlocal Agreement (“**ILA**”) between Lampasas County and the City of Lampasas; Emergency Medical/Ambulance Services for Citizens in the Jurisdictions of the Respective Governmental Entities.

Honorable Judge Hoyer and Distinguished County Commissioners:

Representatives of the City of Lampasas (“**City**”) and Lampasas County (“**County**”) met on July 6, 2022 to discuss the interest expressed by several ambulance service companies in contracting with the County to provide emergency ambulance services to the County’s jurisdiction, inasmuch as the current (Acadian Ambulance Service) contractor’s agreement with the County is due to expire. During that meeting, the City and County representatives agreed and acknowledged the importance to work closely and cooperatively with one another to enhance and provide this critical service to all citizens in the County in an excellent and cost effective manner. While both entities acknowledge and agree that the County is the entity with sole control and responsibility over emergency ambulance service to Lampasas County, including those living in the City’s corporate limits, the County nevertheless invited and welcomed the City’s input on each prospect’s proposal for services to the County in recognition of its importance to those living and working in the City’s jurisdiction.

The County and City also touched upon matters related to the possibility and/or feasibility of obtaining a measure of inter-local cooperation from the City related to the provision of these emergency services to Lampasas County, including the City’s corporate jurisdiction.

Accordingly, in an attempt to make progress with the County's stated desire and to explore future development of an ILA between the governmental entities concerning same, on July 19, 2022, Mayor Monroe and members of the City's Staff met with Judge Hoyer and Commissioner Carroll to detail the County's desire, and the City's ability, to assist in meeting those needs. Those discussions resulted in this Letter of Understanding (LOU), which is intended to be and presented to the Commissioners as an initial recitation of the meeting participants' concepts regarding details as to *each party's' duties and responsibilities* as they are currently envisioned for inclusion in a future agreement between the City and County for the provision of emergency ambulance services to the Lampasas County area, to meet the County's ongoing statutory mandate to provide such services in the jurisdiction. The County and City representatives who met on July 19, 2022, envisioned that the future agreement between the parties would take the form of an Interlocal Cooperation Agreement, which is authorized by State Law in the Interlocal Cooperation Act at TX Gov. Code, Chpt. 791.001, *et seq.*

Any resulting Interlocal Agreement between the County and the City would, naturally, be negotiated, prepared, reviewed, and once approved by formal actions, executed by the County Commissioners Court and the City Council prior to becoming effective.

Based upon the preliminary discussions between representatives of the County and the City, the points noted below set forth the parties' understandings, agreements, intentions and goals for efficiently working together to develop and memorialize the final terms of an ILA that, once approved by the County Commissioners and the City Council, will provide the contractual framework for the County's and City's mutual working relationship with the ambulance service provider selected by the County, while that contractor provides emergency ambulance services to the Lampasas County jurisdiction.

At such time as both governing bodies have reviewed and approved the terms and concepts presented herein below, they will need to direct their representatives to begin efforts toward development of the ILA as envisioned by and specifically stated in this LOU.

LETTER OF UNDERSTANDING THE PARTIES MUTUAL AGREEMENTS

The Lampasas County Commissioners Court and the Lampasas City Council mutually agree that:

1. Lampasas County is the governmental entity that has been authorized by the State of Texas to identify, select and contract with a provider for emergency ambulance services, to serve the entirety of Lampasas County.
2. Because ambulance service to the people who live, work and travel within the corporate limits of the City of Lampasas comprises approximately a third of the population that may require and use emergency ambulance services in

Lampasas County, the parties have agreed it is important that the City and County continue to work cooperatively to ensure that this service is provided in an efficient and fiscally balanced manner, both for the benefit of municipal residents, as well as to the residents of the County, in general.

3. State law enables the County and City to work cooperatively, as governmental entities of the State, to develop and enter into "Interlocal Cooperation Agreements" which memorialize the agreements between them.
4. The parties agree to work in coordination and cooperation to share information, communicate transparently and frequently, and provide representatives for joint meetings to expedite the development of the ILA, and to subsequently ensure satisfactory performance during the term of the ILA, related to each party's roles and responsibility as will be set forth in the ILA.
5. The parties will work in good faith with the service provider chosen by the County to efficiently and accurately assess the communication systems and dispatching capabilities of the parties, and then to assist the provider in determining the roles that the County and the City will play, if any, related to 'communication and dispatching services' for the emergency ambulance services that will be performed by that selected provider/contractor.
6. If it is ultimately determined that the City will participate in the emergency ambulance service program by providing some level of services (such as dispatching/communications) to the County's selected provider, then the parties will evaluate and negotiate an equitable cost methodology that will instruct and support reimbursement to the City, for its assistance/participation with emergency ambulance services; the methodology to be used shall be agreed upon during the term of this LOU, and shall be referenced appropriately in the ILA.
7. Either party has and shall retain the right to cease participation, discussion, cooperation and/or negotiation related to this LOU and/or the development of a future ILA, up until such time as the ILA is executed by both parties, at which time the executed ILA shall become a legally binding contract between them. No reason for a decision to cease participation in the development of the LOU or ILA shall be required or necessary. Mere written notice to the other party's senior representative (County Judge or Mayor) stating a withdrawal from discussion will end the participation by the notifying party.

CITY OF LAMPASAS' REQUESTS, ROLE AND RESPONSIBILITIES

The Lampasas City Council hereby affirms the following preliminary concepts:

1. In recognition of the importance of reliable and efficient emergency ambulance service for the health and welfare of the residents of the City, the City Council agrees that it will provide some level and type of City resources to Lampasas County (and/or its ambulance contractor), to ensure that the needs of the municipality's residents for emergency ambulance services are met. [The specific type and level of City resources that will be needed and/or provided is yet to be determined, and will be a topic of future work with the County's selected contractor.]
2. If the City participates in providing communication and/or dispatching services under the terms of a future ILA, the City requests that the City will be authorized to directly contact and communicate with the County's contractor, related solely to the services provided by the City, e.g., dispatching and emergency communications needs, equipment, policies, etc.
3. Once the scope of the City's participation is determined and agreed upon between the City, the County and the selected contractor, the City will prepare a study of the cost that will be incurred to provide such agreed upon services as a component of the County's contract with its selected provider and will provide this "Cost of Service Study" [CSS] to the County by August 1, 2022, for the County's review, consideration and use.
4. During the development of the ILA, the parties will negotiate a cost methodology whereby the County will provide reimbursement to the City for the service(s) it provides to the County, which enable the selected contractor to efficiently and effectively provide emergency ambulance service throughout Lampasas County and the City, and those terms will be memorialized in the ILA, when drafted and subject to approval by the parties.

LAMPASAS COUNTY'S REQUESTS, ROLE AND RESPONSIBILITIES

The Lampasas County Commissioners Court hereby affirms the following preliminary concepts:

1. The County Commissioners Court acknowledges and agrees that Lampasas County desires and requests that the City assist with emergency ambulance services by evaluating, and if feasible, by providing dispatching and communication services to the emergency ambulance provider/contractor that is selected to contract with the Lampasas Commissioners Court to perform such services for Lampasas County.
2. If the City participates in providing communication and/or dispatching services under the terms of a future ILA, the County has agreed that the City will be authorized to directly contact and communicate with the County's contractor, related solely to the services provided by the City, e.g., dispatching and

emergency communications needs, equipment, policies, etc. to facilitate and enhance the City's interactions with the contractor and assistance to the County.

3. After the City prepares and provides the County with a financial study of the cost that will be incurred to provide such agreed upon services as a component of the County's emergency ambulance service contract, the County will promptly evaluate that information and will provide the City with its input and views on its acceptance, or comments otherwise related to the proposed financial terms, by August 7, 2022.
4. During the development of the ILA, the parties will negotiate a cost methodology whereby the County will provide reimbursement to the City for the services it provides that enable the selected contractor to efficiently and effectively provide emergency ambulance service throughout Lampasas County and the City and, further, those terms will be memorialized in the ILA, when drafted and approved by the parties.

MISCELLANEOUS

1. This LOU expresses the entire agreement between the parties regarding the subject matter contained herein and may not be modified or amended except by written agreement duly executed by both parties.
2. This LOU has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party.
3. This LOU shall be construed in accordance with the laws of the State of Texas and venue for all purposes hereunder shall be in Lampasas County, Texas.
4. If any provision hereof is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, such provision shall be fully severable and this LOU shall be construed and enforced as if such invalid, illegal or unenforceable provision never comprised a part hereof; and the remaining provisions shall continue in full force and effect.
5. The LOU is not intended to extend the liability of the parties beyond that provided by law. Neither the County nor City waives any immunity or defense that would otherwise be available to it against claims by third parties.
6. The term of this LOU shall be for thirty (30) days from the effective date shown herein, unless extended by the mutual agreement of the parties, in writing.
7. This LOU shall have an Effective Date of July 26, 2022.

APPROVED BY THE CITY COUNCIL FOR THE CITY OF LAMPASAS, TEXAS, in its meeting held on the ____ day of _____, 2022, and executed by its authorized representatives, Mayor TJ Monroe.

CITY OF LAMPASAS TEXAS

By: _____
TJ Monroe, MAYOR

ATTEST:

Becky Sims, City Secretary

APPROVED BY THE LAMPASAS COUNTY COMMISSIONERS COURT, in its meeting held on the ____ day of _____, 2022, and executed by its authorized representative, Judge Randall J. Hoyer.

LAMPASAS COUNTY COMMISSIONERS COURT

By: _____
Randall J. Hoyer, Judge

ATTEST:

Connie Hartman, County Clerk

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Chris Felan
Vice President
Rates & Regulatory Affairs

MISC.

June 29, 2022

City Official

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

Enclosed is Atmos Energy Corp., Mid-Tex Division's Statement of Rider GCR applicable for the July 2022 billing periods. This Statement details the gas cost component of the residential, commercial, and industrial sales rates for customers within your city. This filing is for informative purposes only and no action is required on your city's part.

Should you have any questions, please let me know.

Sincerely,

Chris Felan
Vice President, Rates and Regulatory Affairs
Atmos Energy, Mid-Tex Division

Attachment

ATMOS ENERGY CORPORATION
MID-TEX DIVISION
STATEMENT OF RIDER GCR
July, 2022
PREPARED IN ACCORDANCE WITH
GAS UTILITIES DOCKET NO. 10170

Part (a) - Mid-Tex Commodity Costs

Line	(a)	(b)
1	Estimated Gas Cost per Unit:	\$0.59386
2	Estimated City Gate Deliveries:	53,877,700
3	Estimated Gas Cost:	<u>\$31,995,811</u>
4	Lost and Unaccounted For Gas %	2.5932%
5	Estimated Lost and Unaccounted for Gas	\$829,715
6	Total Estimated City Gate Gas Cost:	<u>\$32,825,526</u>
7	Estimated Sales Volume:	<u>52,520,550</u>
8	Estimated Gas Cost Factor - (EGCF)	<u>0.62500</u>
9	Reconciliation Factor - (RF):	0.00000
10	Taxes (TXS):	0.00000
11	Adjustment - (ADJ):	0.00000
12	Gas Cost Recovery Factor - (GCRF)	<u>0.62500 per Ccf</u>

Btu Factor
0.1024

Per MMBtu
\$6.1035

Part (b) - Pipeline Services Costs

Line	(a)	(b)	(c)	(d)	(e)
			Rate R - Residential	Rate C - Commercial	Rate I - Industrial Service Rate T - Transportation ¹
13	Fixed Costs				
14	Fixed Costs Allocation Factors [Set by GUD 10170]	100.0000%	64.3027%	30.5476%	5.1497%
15	a. Current Month Fixed Costs of Pipeline Services	\$42,288,087	27,192,382	12,917,996	2,177,709
16	b. Plus: Second Prior Month Recovery Adjustment	\$0	\$0	\$0	\$0
	Net Fixed Costs	<u>\$42,288,087</u>	<u>\$27,192,382</u>	<u>\$12,917,996</u>	<u>\$2,177,709</u>
	Commodity Costs				
17	a. Estimated Commodity Cost of Pipeline Services	(\$2,385,649)	(1,635,333)	(739,189)	(11,127)
18	b. Plus: Second Prior Month Recovery Adjustment	\$0	\$0	\$0	\$0
19	Net Commodity Cost of Pipeline Services	<u>(\$2,385,649)</u>	<u>(\$1,635,333)</u>	<u>(\$739,189)</u>	<u>(\$11,127)</u>
20	Total Estimated Pipeline Costs (Line 16 + Line 19)	\$39,902,438	\$25,557,049	\$12,178,807	\$2,166,582
21	Estimated Billed Volumes		66,584,020 Ccf	44,892,220 Ccf	4,849,487 MMBtu
22	Pipeline Cost Factor (PCF) [Line 20 / Line 21]		0.38380 Ccf	0.27130 Ccf	\$0.4468 MMBtu
23	Gas Cost Recovery Factor - (GCRF) [Line 12]		0.62500 Ccf	0.62500 Ccf	\$6.1035 MMBtu
24	Rider GCR		1.00880 Ccf	0.89630 Ccf	\$6.5503 MMBtu
25					<u>\$0.4468 MMBtu</u>

¹ Industrial Service and Transportation are reported in MMBtu. An MMBtu conversion factor of .1024 is used to convert from Ccf.