

**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, August 8, 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, August 8, 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 regarding additional School Resource Officers for LISD. *(pgs. 5-6)*
3. Discussion regarding August 15, 2022 Department Budget Presentation. *(pgs. 7-8)*
4. Discussion regarding Hostess House 50% Design & Development Plan and Timeline. *(pgs. 9-18)*
5. Discussion and updates regarding FY 2022/20223 Budget. *(pgs. 19-20)*
6. Discussion regarding any item on the regular agenda.
7. Adjourn Workshop Session.

**REGULAR SESSION**

**ANNOUNCEMENTS**

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

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

2.0	<b>MINUTES</b>	<b>PAGES</b>
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2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on July 25, 2022	21-30
3.0	<b>CONSENT AGENDA</b>	PAGES
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from July 1, 2022-July 31, 2022.	31-38
3.2	Discussion and possible action regarding the second 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.	39-42
4.0	<b>BOARDS/DEPARTMENT REPORTS</b>	PAGES
4.1		
5.0	<b>ROUTINE MATTERS</b>	PAGES
5.1	CITY MANAGER'S OPERATIONAL REPORT <ul style="list-style-type: none"> <li>• TPPA</li> <li>• Badger Boulevard</li> <li>• Retention Recruitment</li> <li>• Business Park</li> <li>• EMS Dispatch</li> <li>• Depot</li> <li>• Hanna Spring</li> </ul>	43-52
5.2	MAYOR'S COMMENTS	N/A
6.0	<b>UNFINISHED BUSINESS</b>	N/A
7.0	<b>NEW BUSINESS</b>	PAGES
7.1	Discussion and selection of website photo contest.	53-58
7.2	Discussion and possible action concerning the Audit Engagement Letter for the City of Lampasas current fiscal year which began October 1, 2021 and will end September 30, 2022.	59-64
7.3	Discussion and possible action regarding the appeal of the administrative denial of a roof sign for Larry's Lube Center.	65-70
7.4	Discussion and possible action regarding approval of Professional Services Proposal between the City of Lampasas and Jones-Heroy & Associates, Inc. for Fairview Drive Drainage Study in the amount of \$35,300.00	71-76
7.5	Discussion and possible action regarding the award of a bid to Excel Construction Services LLC. for the installation of 2 Fontaine aluminum control gates on the clarifier splitter box at the Wastewater Treatment Facility in the amount of \$47,100.00.	77-82

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

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

**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 5 day of August 2022 at 1:00pm



Becky Sims, City Secretary

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**City Manager**ITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion regarding additional School Resource Officers for LISD.

Requested By: Chane Rascoe, LISD Superintendent

Submitted By: Jody Cummings, Police Chief

Date Submitted: August 4, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

In light of the recent events around school campuses and increased security measures mandated through the State, Lampasas Independent School District has approached the City about the recruitment of two additional School Resource Officers (SRO). School Staff and the SRO's have been diligently working on improving safety measures around the school campuses. Currently, there is an officer assigned full time to the high school, full time to the middle school, and a supervising Sergeant rotates between the three elementary schools and assists the high school and middle school SROs. While the three dedicated officers are sufficient and do an outstanding job in securing each of their assigned and/or rotated campus, the school district requested a dedicated officer be assigned to each campus full time. While this request was just recently brought before City Staff; at Council direction Staff will work diligently to make this request a reality. The City understands the importance of keeping the campuses safe and will work to recruit highly trained officers or prepare those that are willing and able to take on this role. Staff seeks Council input regarding the request and financial contribution, if any, for the effort.

**Recommendation:**

Discussion and direction only

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**City Manager**ITEM NO. WORKSHOP-3

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

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**Subject:**

Discussion regarding August 15, 2022 Department Budget Presentation

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 3, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Agenda

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**Summary Statement:**

This item has been placed on the agenda for Council to review agenda for Department Budget Presentations and provide Council the opportunity to add specific discussion items to the agenda.

**Recommendation:**

Discussion Only

**NOTICE OF SPECIAL MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday August 15, 2022  
5:00 p.m. Special Session**

Notice is hereby given that a special meeting of the City Council of the City of Lampasas, Texas will be held on Monday, August 15, 2022 in the City Council Chambers 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).

**SPECIAL SESSION  
5:00 P.M.**

- I. Call to order Special Session
  
- II. Departmental Budget Presentations
  - 5:00- Opening Comments
  - 5:15- Street
  - 5:30- Water/Wastewater
  - 5:50- Electric
  - 6:10- Parks
  - 6:30- Police Department
  - 6:50- Fire Department
  - 7:05- Information Systems
  - 7:20- Finance- Utility Billing and Collection
  
- III. Discussion and possible action regarding modifications to the FY 2022/2023 Budget
  
- IV. Adjourn Special 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 \_\_\_\_\_ day of August, 2022 at \_\_\_\_\_

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



**City Manager**

ITEM NO. WORKSHOP-4

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

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**Subject:**

Discussion regarding Hostess House 50% Design Development Plan and Timeline.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 3, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

Attachments: Estimated Project Schedule

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**Summary Statement:**

On July 25, 2022 Council received the 50% Design and Development Plan Set for the Hostess House Rehabilitation including proposed add alternates. Staff places this item on the agenda to allow discussion/feedback on the plan set, including Mr. Naylor's attached option for the second floor, with additional explanation on design alternates.

**Recommendation:**

Discussion Only

# HOSTESS HOUSE ADDITION AND RENOVATIONS

Estimated Project Schedule

6/15/2022

	Start Date	Duration	End Date
Kickoff with City of Lampasas	6/15/2022 Wednesday	0	6/15/2022 Wednesday
Updated Backgrounds Completed	6/15/2022 Wednesday	5	6/20/2022 Monday
DESIGN DEVELOPMENT	6/20/2022 Monday	43	8/2/2022 Tuesday
Presentation, Review and Approval	8/2/2022 Tuesday	6	8/8/2022 Monday
CONSTRUCTION DOCUMENTS	8/8/2022 Monday	43	9/20/2022 Tuesday
Presentation, Review and Approval	9/20/2022 Tuesday	6	9/26/2022 Monday
BIDDING	9/26/2022 Monday	28	10/24/2022 Monday
Review, Negotiation and Approval	10/24/2022 Monday	14	11/7/2022 Monday
CONSTRUCTION	11/7/2022 Monday	228	6/23/2023 Friday
Substantial Completion	6/23/2023 Friday	28	7/21/2023 Friday
<b>FACILITY AVAILABLE</b>			<b>7/22/2023 Saturday</b>

## Finley deGraffenried

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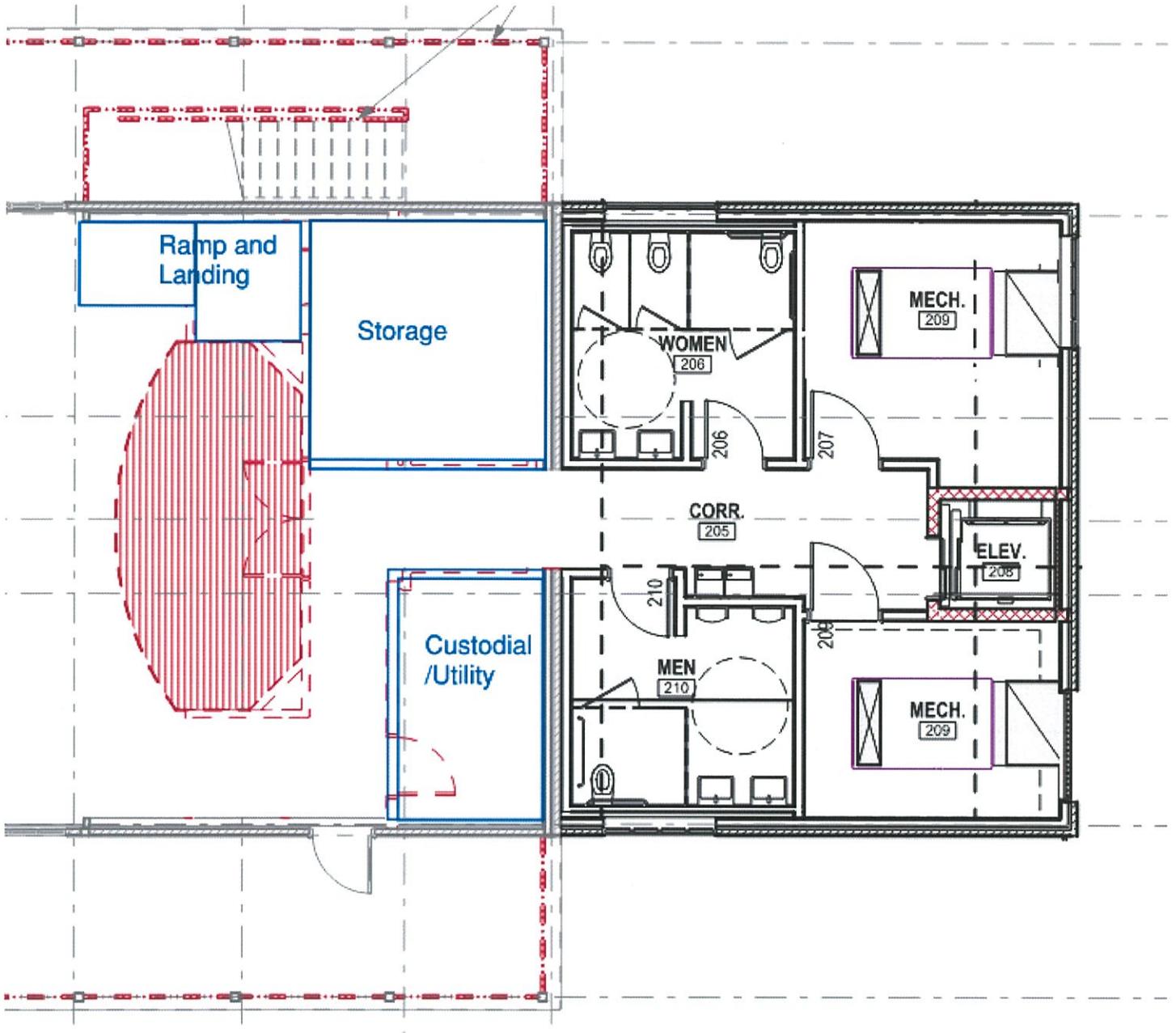
**From:** Antonio Naylor <antonio@reliancearchitecture.com>  
**Sent:** Wednesday, July 20, 2022 11:21 AM  
**To:** Trent Stevens; Vicki Tower; Finley deGraffenried; Ryan Ward; Chris Eicher; Monica Wright  
**Cc:** Kimberly Thompson; Byron Hendrix; Joey Donahue; Joshua Thompson; Alex Davila; jpace@jmkda.net; Terry Ortiz  
**Subject:** RE: Hostess House 50% Design Development Set

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

Vicki, Chris and Finley:

It just came to me that we can accomplish more for less at the upper floor level and leave the stage in its current location. We can move both HVAC unit upstairs, add a storage unit behind stage, make at larger custodial/utility room and have two large storage rooms below. I inserted an image in the email.

Let me know what you think. It would reduce cost and be more efficient for the two mechanical units to be upstairs. Also, we would not have as much repair work to the wood floors upstairs.



Antonio Naylor, AIA, ALEP | President/Principal Architect  
 12 Chisolm Trail, Suite 200, Round Rock, Texas 78681  
 Phone: (512) 758-7660 x1

From: Trent Stevens <trent@reliancearchitecture.com>

Sent: Wednesday, July 20, 2022 11:16 AM

To: Antonio Naylor <antonio@reliancearchitecture.com>; Vicki Tower <vtower@cityoflampasas.com>; Finley deGraffenried <finley@cityoflampasas.com>; Ryan Ward <rward@cityoflampasas.com>; Chris Eicher <ceicher@cityoflampasas.com>; Monica Wright <mwright@cityoflampasas.com>

Cc: Kimberly Thompson <kimberly@reliancearchitecture.com>; Byron Hendrix <byronh@hceingineer.com>; Joey Donahue <joeyd@hceingineer.com>; Joshua Thompson <joshuat@hceingineer.com>; Alex Davila

<alex@reliancearchitecture.com>; jpace@jmkda.net; Terry Ortiz <terry@locstructural.com>

**Subject:** RE: Hostess House 50% Design Development Set

All,

Please follow the link below that was posted by Antonio for the updated 50% DD set. If you have any questions or need any help please let me know.

50% DD Set

<https://www.dropbox.com/sh/bawm02icq8v1f7t/AADB1omJN5touVjMU0ExRuvTa?dl=0>

Thank you,



**Trenton Stevens | Project Designer**

12 Chisolm Trail, Suite 200, Round Rock, Texas 78681

Office: (512) 758-7660 Direct: (512) 886-0497

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**From:** Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>

**Sent:** Tuesday, July 19, 2022 7:09 PM

**To:** Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>; Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>; Ryan Ward <[rward@cityoflampasas.com](mailto:rward@cityoflampasas.com)>; Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>; Monica Wright <[mwright@cityoflampasas.com](mailto:mwright@cityoflampasas.com)>

**Cc:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>; Byron Hendrix <[byronh@hceengineer.com](mailto:byronh@hceengineer.com)>; Joey Donahue <[joeyd@hceengineer.com](mailto:joeyd@hceengineer.com)>; Joshua Thompson <[joshuat@hceengineer.com](mailto:joshuat@hceengineer.com)>; Alex Davila <[alex@reliancearchitecture.com](mailto:alex@reliancearchitecture.com)>; Trent Stevens <[trent@reliancearchitecture.com](mailto:trent@reliancearchitecture.com)>; jpace@jmkda.net; Terry Ortiz <[terry@locstructural.com](mailto:terry@locstructural.com)>

**Subject:** Hostess House 50% Design Development Set

Finley,

We are sending you the 50% Design Development Set. The additional scopes and revisions per our conversation June 15<sup>th</sup> have been incorporated in the set. We initiated dialog with Monica (IT Director) to look at possible low-level tech that can be provided at the Hostess House.

50% DD Set

<https://www.dropbox.com/sh/bawm02icq8v1f7t/AADB1omJN5touVjMU0ExRuvTa?dl=0>

We have the following comments and questions:

1. Changing Room locations – Only two will fit at far end due to existing suspended HVAC units/ductwork. We are going to talk with HCE to investigate if we can relocate that unit and provide space for the third changing room.
2. New stair to pool location – Is there any objection to removal of the existing stair to pool. We can use the new stair at east end of building. We can provide a path from there to the pool with a gate.
3. Technology – Monica updated us today that she is continuing to have internal conversations with staff. Let us know when you are ready to meet.
4. Elevator Options – LU/LA vs Traditional pros/cons list. Trent, in our office, has been putting these options together. We are working on comparison pricing.
5. How old is your current roof? Should we look at replacement while we are doing the addition?

The revised project cost has not been assembled yet. We will work on that before our next review submission. I have included the notes and marked up plans from our tech meeting.

I have attached an old Foodservice drawing and we will get that updated soon to include in the set.  
Thank you,



**Antonio Naylor, AIA, ALEP | President/Principal Architect**  
12 Chisolm Trail, Suite 200, Round Rock, Texas 78681  
Phone: (512) 758-7660 x1

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**From:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>  
**Sent:** Wednesday, June 15, 2022 5:44 PM  
**To:** Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>; Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>; Ryan Ward <[rward@cityoflampasas.com](mailto:rward@cityoflampasas.com)>; Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>  
**Cc:** Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>  
**Subject:** RE: Hostess House Scope Review

All,

Thanks so much for joining Antonio and I at the Hostess House this morning. This meeting was very beneficial in our preparations to move ahead with construction documents.

See attached updated schedule.

Below is a quick recap of additional scope added today during the walk-thru. Let us know if we missed anything.

1) Ground Floor:

- a. Add Alternate: Lighted canopy at west end of building.
- b. Under porch area at pool side:
  - i. Add alternate for changing rooms under the porch at pool level.
    1. Two changing rooms with two stalls each if space permits
  - ii. Replacing lattice with more durable finish at crawl space facing pool
- c. Technology Package
  - i. Projector and projector wall surface at assembly room.
  - ii. Provide new sound system.
  - iii. Provide Wi-Fi?
  - iv. Provide security system and cameras?
- d. Salvage existing casework at Assembly east wall.
- e. Remove three columns at lower assembly space.
- f. Remove column at lower-level Catering Kitchen area.
- g. Replace flooring with more durable, waterproof/resistant surface at lower-level Catering Kitchen.
- h. Add space for "rentable" 250-gallon ice maker.
- i. Repaint walls and ceilings. Freshen up finishes. Consider some acoustic finish options.
- j. Replace ceilings fans.
- k. Salvage existing windows at east wall.
- l. Update flooring and finishes in Bride's Room.
- m. Replace assembly room lighting with dimmable tunable white lighting fixtures.

2) Upper Floor:

- a. Projector and recessed pull-down manual screen at assembly room stage. Provide new sound system.
- b. Replace existing casework at west wall in Serving Kitchen Area with new serving counter and lower cabinets. Include additional sink at this new back counter near refrigerator. Salvage all existing casework at Serving Kitchen.

- c. Keep existing refrigerator. Add water connection for future.
- d. Replace flooring with more durable, waterproof/resistant surface at upper-level Serving Kitchen.
- e. Paint existing trusses and exposed structure.
- f. Use wood flooring at existing raised stage platform for repair/patch and infill for new larger Assembly Space. New flooring to contrast old wood flooring (possibly a darker stain)
- g. Add wall finish to the half wall.
- h. Remove existing curtains and PVC rod at Serving Counter.
- i. Repaint walls and ceilings. Freshen up finishes. Consider some acoustic finish options.
- j. Replace ceiling fans with new fans or lighting.
- k. Remove existing string lights and replace with new lighting option.
- l. Update lighting at Serving Kitchen.
- m. Replace assembly room lighting with dimmable tunable white lighting fixtures.
- n. Salvage existing windows at east wall.

Thank you,



## RELIANCE ARCHITECTURE

Kimberly Thompson, AIA, NCARB, LEED AP | Jr. Principal Architect

12 Chisholm Trail, Suite 200, Round Rock, Texas 78681

Phone: (512) 758-7660 x13

[www.reliancearchitecture.com](http://www.reliancearchitecture.com)

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**From:** Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>

**Sent:** Monday, June 13, 2022 5:00 PM

**To:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>; Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>

**Cc:** Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>; Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>; Ryan Ward <[rward@cityoflampasas.com](mailto:rward@cityoflampasas.com)>

**Subject:** RE: Hostess House Scope Review

Kimberly & Antonio,

The Hostess House is available this Wednesday and we do have a projector screen there as well. We do have another staff meeting scheduled from 11:30-1pm on Wednesday though. About how long will we need for Scope Review meeting?

Thank you,

*Vicki Tower*

Parks Secretary/HR Coordinator

City of Lampasas

312 East Third Street

(512)556-6831

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**From:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>

**Sent:** Monday, June 13, 2022 4:38 PM

**To:** Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>

Cc: Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>; Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>; Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>

**Subject:** RE: Hostess House Scope Review

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Finley,

Does the Hostess House have an operational projector and screen?  
Looking forward to the meeting this Wednesday.

Thank you,



**RELIANCE**  
ARCHITECTURE

Kimberly Thompson, AIA, NCARB, LEED AP | Jr. Principal Architect

12 Chisholm Trail, Suite 200, Round Rock, Texas 78681

Phone: (512) 758-7660 x13

[www.reliancearchitecture.com](http://www.reliancearchitecture.com)

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**From:** Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>

**Sent:** Monday, June 13, 2022 4:32 PM

**To:** Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>; Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>; Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>

**Cc:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>

**Subject:** RE: Hostess House Scope Review

Yes, let's do the Hostess House as long as its not booked.

Finley

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**From:** Antonio Naylor <[antonio@reliancearchitecture.com](mailto:antonio@reliancearchitecture.com)>

**Sent:** Monday, June 13, 2022 10:52 AM

**To:** Finley deGraffenried <[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)>; Chris Eicher <[ceicher@cityoflampasas.com](mailto:ceicher@cityoflampasas.com)>; Vicki Tower <[vtower@cityoflampasas.com](mailto:vtower@cityoflampasas.com)>

**Cc:** Kimberly Thompson <[kimberly@reliancearchitecture.com](mailto:kimberly@reliancearchitecture.com)>

**Subject:** Hostess House Scope Review

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

Good Morning Finley,

We would like to meet at the Hostess House. That way we can walk the facility while we discuss items. We would like to be able to bring a laptop and project our screen so we can have that up while we review. Is that possible?

We will be there at 9 am on Wednesday.

See ya then,



**Antonio Naylor, AIA, ALEP | President/Principal Architect**

12 Chisolm Trail, Suite 200, Round Rock, Texas 78681

Phone: (512) 758-7660 x1

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City Manager

ITEM NO. WORKSHOP-5

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

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**Subject:**

Discussion regarding FY2022/2023 Budget Update

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 3, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

Staff will provide updates to the FY 2023 Budget under this workshop item. Staff has prepared utility and tax rate comparisons, and will provide information on a possible, not to exceed, tax rate.

**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 25, 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  
Davis Keele

**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  
Mandy Walsh, EDC Director  
Jeff Smith, Fire Chief  
Charlie Boswell, Assistant Police Chief  
Judge Robert Gradel  
Chuck Montgomery, Patrol Lieutenant  
John Reza, Police Officer  
Brandon English, Police Officer  
Jameson Varnado, Police Officer  
Wayne Sanders, Interim Electric Superintendent

**Council Members Absent:**

N/A

**WORKSHOP SESSION**

**1. Call to order Workshop Session**

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

**2. Discussion and update regarding Skate Park Project Timeline.**

*Ryan Ward, ACM provided update to Council regarding Skate Park Project*

- *May 23, 2022 Council directed Staff to purchase material for pad or other City Projects*
- *June 1, 2022- Second Public Design Meeting*
- *June 13, 2022- Design concept, costs associated and next steps were presented*
  - *Council voted to move forward with Skate Park Project*
  - *SPA advised they would be able to mobilize within 90 days dependent upon award of bid from another entity.*
- *SPA notified Staff that they need additional topographical information to finalize pad specifications*
  - *Staff contacted Surveyor and although they are a few weeks out, it should be a relatively quick turnaround time.*
- *Once additional survey data has been completed and specifications provide; Staff will proceed with getting quotes from local contractors*
- *Staff is hopeful that the pad work will begin within the 90-day window*

*By consensus, Council is content with moving forward with the project bearing there is no additional costs outside of the approved amount.*

**3. Discussion regarding Lampasas County Chamber of Commerce & Visitor Center FY 2022/2023 Budget.**

*Melissa Unger, Chamber Director provided an overview of the Lampasas County Chamber of Commerce & Visitor Center FY 2022/2023 Budget.*

- *Administrative Fee-Budget Request \$38,0000*
  - *Increase of \$ 3,760.00*
  - *.50 hour for administrative assistant*
  - *Partial salary for part-time event position*
- *Visitor Center Seasonal Staff (March-December)*
  - *\$1,800.00 (no change from 2021-2022)*
- *Lampasas Promotions/Visitor Center Brochures*
  - *\$3,750.00 (no change from 2021-2022)*
- *Copier/Copies*
  - *\$1,802.00 (increased by \$102.00 from 2021-2022)*
- *Postage*
  - *\$593.60 (increased by \$33.60 from 2021-2022)*
- *General Supplies*
  - *\$424.00 (increased by \$24.00 from 2021-2022)*
- *Website*
  - *\$1700.00 (increased by \$200.00 from 2021-2022)*
- *Phones & IT*
  - *\$1505.00 (increased by \$85.20 from 2021-2022)*
- *Utilities*
  - *\$1293.20 (increased by \$73.20 from 2021-2022)*
- *Building*
  - *\$2332.00 (increased by \$132.00 from 2021-2022)*
- *Annual Visitor Center Dues*
  - *\$400.00 (no change from 2021-2022)*
- *Hill Country Trail Region*
  - *\$400.00 (no change from 2021-2022)*
- *Tourism Conferences*
  - *\$0*
- *Event Funding-*
  - *Funding is requested per event*

**4. Discussion regarding City of Lampasas FY 2022/2023 Budget.**

**Re-Cap**

- *Current Budget Surplus*
- *Impacts of increased supplies, water reservation and debt costs for Water/Wastewater Fund*
- *Impacts of market increases in fuel, reliability, and ancillary costs for Electric Fund*
- *Review and input regarding inclusion of PD patrol unit routers, replacement Electric Department pick-up, compensation and EMS dispatching*

- Do not want to assume or presume Council's funding priorities-this is a start

**Meeting Targets**

- Provide Council options for funding priorities
- Provide targets and options for incremental increases in Utility rates to address increased cost of service
- Provide funding recommendations and options for additional priorities including additional Street paving and Hanna Spring Wall rehabilitation
- Review Capital Projects scheduled for FY 2023
- Determine date and time for Departmental Presentations

**Discussion on Priorities and Inclusions**

- Electric Department Pick-up
- Patrol Unit upgraded routers
- Compensation
- Hanna Spring Wall rehabilitation
- EMS dispatching – 2/3 FTE plus training and EMD compensation based on increased duties-Shared cost
- Increase to Street Paving budget

**Funding Options and Rate Considerations**

- Utilization of Fund Balance for FY 2022 budgeted capital, not expensed til FY 2023, \$150,000
- Incremental increase in Water and Wastewater FY 2023, approximately \$2.25/month/connection, \$180,000. Assess future needs for FY 2024
- Assess Year End Electric financial performance, Fall 2022
- Utilize available Fund 62, 68, 40 balance for Hanna Spring Wall rehabilitation
- Utilize budgeted FY 2023 surplus to:
  - Increase paving \$200,000
  - Address compensation \$230,000
  - Purchase Patrol Unit Routers \$25,000
  - Purchase Electric Dept Pick-up \$45,000
- Utilize remaining surplus to account for increased dispatch costs (undetermined but shared)

**Budget Considerations and Input**

City of Lampasas		
FY 2023 Budget Considerations		
Item	Amount	Budget Balance
July 11 Balance	\$251,000.00	\$251,000.00
Fund 10 Undesignated Earnings	\$150,000.00	\$401,000.00
W/WW Fund increase	\$180,000.00	\$581,000.00
Elect. Dept. Pick-up	(\$45,000.00)	\$536,000.00
Patrol Routers	(\$25,000.00)	\$511,000.00
Increase in Paving	(\$200,000.00)	\$311,000.00
Employee Compensation	(\$230,000.00)	\$81,000.00
Available for Increased Dispatch		\$81,000.00
Hanna Spring Wall Rehabilitation funding from 62, 68 or 40		

**Operating and Selected Non-Operating Fund Balances-30 June 2022**

<b>62-Key Ave Fund</b>			
3010 Committed Fund Balance	\$107,214.46	<b>10-General Fund</b>	
		3010 Unassigned Fund Balance	\$2,023,087.64
<b>68-2016 CO Capital Fund</b>		3031 Assigned Park Improvements	\$1,750.22
1033 COI Designated Capital	\$102,100.64	3032 Assigned Turner/580	\$35,053.00
remaining encumbered Turner Fld	(\$29,913.99)	3033 Assigned Garret/580	\$28,496.20
Fund Balance	\$72,186.65	3034 Assigned Comp Plan	\$9,083.74
		3060 Assigned M&O	\$1,783,405.00
<b>81-Electric Fund</b>		Fund Balance Assigned/Unassigned	\$3,880,875.80
3010 Unrestricted Net Assets	\$4,175,951.30		
3060 Restricted M&O	\$1,987,203.00	<b>40-Hotel-Motel Tax Fund</b>	
Fund Balance Restricted/Unrestricted	\$6,163,154.30	3010 Committed Fund Balance	590,612.68
		3030 Committed Civic Center	968,181.65
<b>82-Water/Wastewater Fund</b>		increase/(decrease) in Fund Balance	(174,788.88)
3010 Cash portion Assign/Unass. Net Assets	\$1,425,306.79	Fund Balance Committed/ Unrestricted	1,384,005.45
3060 Restricted M&O	\$739,198.00		
Fund Balance Restricted/Unrestricted	\$2,164,504.79	<b>35-CARES Act-2021</b>	
		3010 Fund Balance	\$493,219.17
<b>2022 CO Fund</b>			
Fund Balance Restricted	\$6,508,711.59		

**Capital Projects allocated from other Funds**

**American Rescue Plan Act (“ARPA”)**

- *Upper Pressure Plane, Business Park, \$971,196*
- *Looping Projects, Samac, 2<sup>nd</sup>, 5<sup>th</sup>, 7<sup>th</sup> \$300,000*
- *Water relocation Highway 281 South, \$100,000*
- *Emergency Generation, \$450,000*
- *Fire Department Apparatus, \$146,177*

**Fund 65, 2022 CO Issue**

- *Wastewater Plant, Pretreatment and Belt Press, \$3,000,000*
- *Hostess House Rehabilitation, \$800,000*
- *Upper Pressure Plane improvements, \$1,000,000*
- *W/WW Shop/Lab exterior improvements, \$250,000*
- *Water Looping, Live Oak, \$250,000*
- *Sewer Line replacement, Pecan, \$250,000*
- *Calvert Improvements, basement, exterior, \$250,000*

**Next Steps**

- *Council input and direction to validate, modify and formalize budget document*
- *Prepare departmental reports and budgets by Major Account*
- *Confirm date and time for departmental presentations*

**5. Discussion regarding any item on the regular agenda**

*There was no discussion.*

6. **Adjourn Workshop Session**

*Council member Morris moved to adjourn workshop at 6:15 p.m.; Council member Clark seconded the motion and with a unanimous vote, the motion carried.*

<b>REGULAR SESSION</b>
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**ANNOUNCEMENTS**

**1. Call to Order**

*Mayor Monroe called the Regular Session to order at 6:15 p.m.*

**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**

*Council recognized the following employees for their service anniversaries:*

- *Stephen Sewell- 10 years*
- *Wayne Sanders- 30 years*

*Patrol Lt. Montgomery introduced and welcomed each of the three (3) new officers. Judge Gradel was present to conduct the ceremonial swearing in of the new officers.*

- *John Reza*
- *Brandon English*
- *Jameson Varnado*

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

*There were no citizen comments*

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

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting on July 25, 2022

*Mayor Pro-Tem Williamson moved to approve the minutes as presented, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.*

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding June 2022 Investment Report

*Mayor Pro-Tem Williamson moved to approve the consent agenda as presented, Council member Keele seconded the motion and with a unanimous vote, the motion carried.*

4.0	BOARDS/DEPARTMENT REPORTS
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*Chris Eicher, Parks Director presented his annual report*

**Project Overview**

- *Replacement of Irrigation Controls @ 580 Sports Complex- Completed*
- *Campbell Park Pavilion-Complete*
- *Campbell Park Skatepark- In Progress*
- *Hanna Springs Fencing and Rock Wall- In Progress*
- *Installation of Story Walk Pedestals in Brook Park- Completed*
- *Aquatic Vegetation Control in Brook Park / Electrofishing Survey By TPWD- Ongoing*
- *Hostess House Rehab- Planning & Design Phase*
- *Cemetery Pole Barn- In Progress*

**Modest list of Annual Events supported by the Parks & Recreation Department:**

- *Spring Fest*
- *Easter Egg Hunts*
- *Kid Fish/Campout*
- *Sulphur Creek Car Cruise*
- *2 Dive -in Movies at Hanna Springs Pool*
- *2 Moonlight Swim Events @ Hancock Spring Pool*
- *June Music on the Square*
- *Spring Ho*
- *Cardboard Regatta-Hanna Springs Pool*
- *Junior Rodeo @ 580 Sports Complex*
- *Riata Roundup @ 580 Sports Complex*
- *Campbell Park LAFTA Events (2)*
- *Go Texan BBQ Cookoff and Concert*
- *Squared Silly*
- *Hunters Welcome*
- *Carol of Lights*
- *Christmas on the Creek Event*
- *Multiple Softball Tournaments at 580 Sports Complex*

**2022 Pool Season**

- *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*

	ROUTINE MATTERS
5.1	City Manager's Operational Report

*City Manager deGraffenried reviewed his report:*

- 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 16<sup>th</sup> 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 26<sup>th</sup>, the City has received the 50% Design Development plan set for staff and Council review. As mentioned on the 26<sup>th</sup>, 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.

5.2	MAYOR'S COMMENTS
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*Mayor Monroe recognized and congratulated Assistant Chief of Police Charlie Boswell on his promotion.*

6.0	UNFINISHED BUSINESS
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*There was no unfinished business.*

7.0	NEW BUSINESS
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Without objection Mayor Monroe moved to item 7.9

7.9	Discuss and consider possible action regarding Letter of Understanding with Lampasas County referencing Emergency Medical Dispatch Services provided by the City.
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*Council member Morris moved to approve Letter of Understanding with Lampasas County referencing Emergency Medical Dispatch Services provided by the City and to allow Mayor Monroe to make execute and make minor edits; the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.1	Discussion and acceptance of the Lampasas County Chamber of Commerce & Visitor Center FY 22/23 Budget
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*Council member Kuehne moved to approve the Lampasas County Chamber of Commerce & Visitor Center FY 22/23 Budget, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.*

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 <sup>th</sup> Annual Lampasas County Wine Tour.
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*Council member Morris moved to approve HOT funds in the amount of \$1,188.56 for the Lampasas County Chamber of Commerce 11<sup>th</sup> Annual Lampasas County Wine Tour, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.2	Discussion and possible action regarding approval of the LEDC FY 2022/2023 Budget
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*Council member Clark moved to approve the LEDC FY 2022/2023 Budget, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.3	Discussion and possible action regarding professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2 <sup>nd</sup> Street Roadway Reconstruction Project in the amount of \$60,000.00
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*Council member Pearce moved to approve the professional civil engineering services agreement with Eckermann Engineering, Inc. for the 2<sup>nd</sup> Street Roadway Reconstruction Project in the amount of \$60,000.00, the motion was seconded by Mayor Pro Tem Williamson, with Council member Morris in opposition, the motion carried.*

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
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*Council member Clark moved 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, the motion was seconded by Mayor Pro Tem Williamson, with Council member Morris in opposition, the motion carried.*

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
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*Council member Morris moved to approve the acceptance of bid for emulsion from Wright Asphalt, a sole source provider in an amount not to exceed \$49,000.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

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
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*Council member Morris moved to approve 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, the motion was seconded by Councilmember Clark and with a unanimous vote, the motion carried.*

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.

*Council member Kuehne moved to approve the purchase of a new air conditioning unit for the Lampasas Public Library in an amount not to exceed \$5,800.00, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.*

7.8 Discussion and possible action regarding approval of renewal and rates through Principal for Dental and Vision Insurance.

*Council member Keele moved to approve the renewal and rates through Principal for Dental and Vision Insurance, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

Adjourn into Executive Session

*Mayor Pro-Tem Williamson moved to adjourn into executive session at 7:26 pm, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.*

**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

*No action taken*

**Adjourn**

*Council member Pearce moved to adjourn the meeting at 7:53 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

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

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

ATTEST:

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

  
City Manager

ITEM NO. 31

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

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**Subject:**

Discussion and Possible Action regarding purchases and charges in excess of \$4,000 from July 1, 2022 to July 31, 2022.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: August 4, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

N/A

Attachments: A/P History Check Report

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**Summary Statement:**

The Check History Report presents the detail of individual charges and amounts for all checks over \$4,000 for the period of July 1, 2022 to July 31, 2022.

**Recommendation:**

Motion to approve by consent.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02856	AEP ENERGY PARTNERS, INC. I-175 21378246 COST OF ELELCTRICTY	E	7/19/2022	180,889.08		000088		180,889.08
56260	LOWER COLORADO RIVER AUTHORITY I-EW17039 LCRA BILL	E	7/19/2022	463,842.57		000089		463,842.57
27050	IRS-PAYROLL TAXES I-T1 202206308223 FEDERAL WITHHOLDING I-T3 202206308223 FICA TAX I-T4 202206308223 MEDICARE TAX	D	7/01/2022	24,705.83 34,484.44 8,064.96		000150 000150 000150		67,255.23
27050	IRS-PAYROLL TAXES I-T1 202207148229 FEDERAL WITHHOLDING I-T3 202207148229 FICA TAX I-T4 202207148229 MEDICARE TAX	D	7/15/2022	22,686.00 31,408.36 7,345.60		000152 000152 000152		61,439.96
27050	IRS-PAYROLL TAXES I-T1 202207288230 FEDERAL WITHHOLDING I-T3 202207288230 FICA TAX I-T4 202207288230 MEDICARE TAX	D	7/29/2022	21,733.05 30,219.92 7,067.62		000153 000153 000153		59,020.59
42010	VANTAGEPOINT TRANSFER AGENT 30 I-DFI202206308223 PLAN 307545	R	7/01/2022	21,030.00		167225		21,030.00
17865	COLONIAL LIFE & ACCIDENT I-AC1202206168222 ACCIDENT INSURANCE I-AC2202206308223 ACCIDENT INSURANCE I-AC3202206168222 ACCIDENT INSURANCE I-AC3202206308223 ACCIDENT INSURANCE I-CN1202206168222 CANCER INSURANCE I-CN2202206308223 CANCER INSURANCE I-HO3202206168222 HOSPITAL INCOME - PRETAX I-HO3202206308223 HOSPITAL INCOME - PRETAX I-HOS202206308223 HOSPITAL INCOME - PRETAX I-LF3202206308223 UNIV/COL LIFE AFTER TAX I-LF7202206168222 NON-PRETAX LIFE INSURANCE I-LF8202206168222 AFTER TAX COLONIAL PRODUCTS I-LF8202206308223 AFTER TAX COLONIAL PRODUCTS I-LP1202206168222 PRETAX LPSD DISABILITY I-LP3202206168222 LPSD DISABILITY AFTERTAX I-LP3202206308223 LPSD DISABILITY AFTERTAX	R	7/06/2022	189.17 189.21 724.33 724.33 310.13 310.14 154.37 154.37 0.01 384.45 384.43 791.85 791.85 0.01 26.72 26.72		167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234 167234		5,162.09
03376	PRINCIPAL LIFE INSURANCE COMPA I-202207068228 PRINCIPAL LIFE INSURANCE COMPA I-DN1202206168222 EMPLOYEE SHARE HEALTH INSUR I-DN2202206308223 EMPLOYEE SHARE HEALTH INSUR I-GDC202206308223 DENTAL INSURANCE PREMIUM I-GDE202206308223 DENTAL INSURANCE PREMIUM	R	7/06/2022	169.73 681.80 697.90 873.62 924.93		167242 167242 167242 167242 167242		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-GDF202206308223	DENTAL INSURANCE PREMIUM	R	7/06/2022	1,288.56		167242		
I-GDS202206308223	DENTAL INSURANCE PREMIUM	R	7/06/2022	556.24		167242		
I-GVC202206308223	VISION INSURANCE PREMIUM	R	7/06/2022	130.34		167242		
I-GVE202206308223	VISION INSUR PREMIUM	R	7/06/2022	231.84		167242		
I-GVF202206308223	VISION INSURANCE PREMIUM	R	7/06/2022	234.50		167242		
I-GVS202206308223	VISION INSURANCE PREMIUM	R	7/06/2022	115.09		167242		
I-VS1202206168222	EMPLOYEE SHARE HEALTH PLAN	R	7/06/2022	83.56		167242		
I-VS2202206308223	EMPLOYEE SHARE HEALTH INSUR	R	7/06/2022	85.72		167242		6,073.83
74775	SCOTT & WHITE HEALTH PLAN							
I-202207058226	SCOTT & WHITE RETIREES	R	7/06/2022	3,934.10		167258		
I-202207058227	SCOTT & WHITE RETIREES	R	7/06/2022	738.77		167258		
I-CCC202206308223	HEALTH INSURANCE PREMIUM	R	7/06/2022	7,105.80		167258		
I-CCE202206308223	HEALTH INSURANCE PREMIUM	R	7/06/2022	10,843.87		167258		
I-CCF202206308223	HEALTH INSURANCE PREMIUMS	R	7/06/2022	5,325.18		167258		
I-CCS202206308223	HEALTH INSURANCE PREMIUM	R	7/06/2022	3,966.65		167258		
I-HEL202206308223	HEALTH INSURANCE PREMIUM	R	7/06/2022	6,600.44		167258		
I-HEA202206168222	EMPLOYEE SHARE HEALTH INSURANC	R	7/06/2022	10,058.99		167258		
I-HEC202206308223	EMPLOYEE SHARE HEALTH INSURANC	R	7/06/2022	10,306.04		167258		
I-HI1202206308223	CITY HEALTH INSURANCE	R	7/06/2022	13,372.48		167258		
I-HID202206308223	CITY HEALTH INSURANCE	R	7/06/2022	14,907.76		167258		
I-HIE202206308223	EMPLOYEE CITY HEALTH CONTRIB	R	7/06/2022	18,987.75		167258		106,147.83
84250	TEXAS MUNICIPAL RETIREMENT SYS							
I-TMR202206028213	RETIREMENT CONTRIBUTIONS	R	7/06/2022	50,503.13		167259		
I-TMR202206028214	RETIREMENT CONTRIBUTIONS	R	7/06/2022	1,482.13		167259		
I-TMR202206168222	RETIREMENT CONTRIBUTIONS	R	7/06/2022	52,524.91		167259		104,510.17
03448	BROKEN B ERECTORS,LLC							
I-20220701	CONCRETE PIERS- CEMETERY	R	7/11/2022	9,918.75		167268		9,918.75
02860	FUELMAN							
I-NP62388093	TX FLEET FUEL	R	7/11/2022	21,258.23		167281		21,258.23
52200	LAMPASAS PUBLIC UTILITIES							
I-06302022	JUNE 2022	R	7/11/2022	54,760.02		167313		54,760.02
02976	WASTE CONNECTIONS							
I-2314791V165	RESIDENTIAL SOLID WASTE	R	7/11/2022	46,167.60		167354		46,167.60
4100	AVFUEL INC							
I-017057371	AIRPORT FUEL	R	7/18/2022	8,764.80		167424		8,764.80

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01680	ECKERMANN ENGINEERING INC							
I-1777	HWY 281 18" RELOCATION	R	7/18/2022	14,900.00		167434		14,900.00
35299	HACH COMPANY							
I-13102727	SC4500 SENSORS	R	7/18/2022	3,037.80		167439		
I-13114378	AMC5500 MONO REAGENTS	R	7/18/2022	284.48		167439		
I-13117608	AMC5500 REAGENTS	R	7/18/2022	614.99		167439		
I-13120971	2.5 GAL GLASS JUG	R	7/18/2022	127.81		167439		4,065.08
47585	KEMPNER WATER SUPPLY CORP							
I-06302022	DEBT PAYMENTS 91-06/91-07	R	7/18/2022	19,146.97		167448		19,146.97
02754	MASTERCARD							
C-06022022	CREDIT	R	7/18/2022	400.00CR		167459		
C-811549	CREDIT	R	7/18/2022	24.74CR		167459		
I-00100G	PARTY N JUMP	R	7/18/2022	76.94		167459		
I-00184G	THREE BRAZOS BREAKFAST BL	R	7/18/2022	60.88		167459		
I-00224G	DONUTS FOR SFST CLASSHOST	R	7/18/2022	20.21		167459		
I-01340G	SCHLOTZSKY'S/COUNCIL	R	7/18/2022	119.05		167459		
I-01911G	SWIFTWATER-FRANK	R	7/18/2022	766.49		167459		
I-02188G	CLASS	R	7/18/2022	480.00		167459		
I-02222G	LIGHTS-MOONLIGHT SWIM	R	7/18/2022	289.89		167459		
I-02327G	MOON LIGHT SWIM EVENT	R	7/18/2022	175.78		167459		
I-03133G	PRESSURE WASHER	R	7/18/2022	1,049.99		167459		
I-03139G	JD WILKS CLASS	R	7/18/2022	450.00		167459		
I-06042022	TRAINING MATERIAL	R	7/18/2022	797.15		167459		
I-06072022	WEBSITE STOCK IMAGES	R	7/18/2022	29.00		167459		
I-06152022	10 PIZZAS-MGR MEETING	R	7/18/2022	143.96		167459		
I-06202022	PRE-EMPLOYMENT SCREEN	R	7/18/2022	9.25		167459		
I-06222022	SAFTEY SCHOOL/SNEED	R	7/18/2022	1,073.92		167459		
I-1000023209	HOTEL FOR TRAINING	R	7/18/2022	328.62		167459		
I-1296879571	DOMAIN RENWEAL	R	7/18/2022	47.98		167459		
I-138864	ORIENTATION CLASS/KEELE	R	7/18/2022	195.00		167459		
I-177495603	KANOPI - CEILING TILES	R	7/18/2022	140.84		167459		
I-2195527	CITY PENS	R	7/18/2022	705.00		167459		
I-254453	NEW CHIEF DEVELOPMENT PRO	R	7/18/2022	100.00		167459		
I-254456	TEXAS POLICE CHIEF	R	7/18/2022	175.00		167459		
I-2918	SAFTEY SCHOOL/SHELDON	R	7/18/2022	948.36		167459		
I-4699	SAFTEY SCHOOL/ROSCOE	R	7/18/2022	948.36		167459		
I-54620	KENNEL CLAD STANDARD	R	7/18/2022	562.62		167459		
I-54861792	WILSON HOTEL STAYTRAINING	R	7/18/2022	835.07		167459		
I-54861792*	ROSCOE HOTEL STAYTRAINING	R	7/18/2022	835.07		167459		
I-BKD73640957284	COREL SOFTWARE	R	7/18/2022	149.99		167459		
I-DS001157241	DROPSEND LITE PLAN	R	7/18/2022	45.00		167459		11,134.68

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00951	SCHNEIDER ENGINEERING LLC							
I-000000062016	SCHNEIDER ENGINEERING LLC	R	7/18/2022	5,044.90		167476		
I-000000062017	SCHNEIDER ENGINEERING LLC	R	7/18/2022	1,000.00		167476		
I-000000062018	SCHNEIDER ENGINEERING LLC	R	7/18/2022	7,500.00		167476		13,544.90
02203	T MORALES COMPANY ELECTRIC & C							
I-11509S	DO SENSORS COVER	R	7/18/2022	4,100.00		167477		
I-11562S	INSTALL ELEC OUTLETS	R	7/18/2022	480.00		167477		4,580.00
82300	TECHLINE, INC							
I-128584501	SOCKET 4TERM 320 AMP	R	7/18/2022	1,574.50		167478		
I-128661205	SOCKET 4TERM 320 AMP	R	7/18/2022	87.60		167478		
I-129186802	WIRE TRIPLEX #4	R	7/18/2022	1,820.00		167478		
I-129275600	ARRESTOR, LIGHTNING	R	7/18/2022	1,971.80		167478		
I-129275601	ARRESTOR, LIGHTNING	R	7/18/2022	539.50		167478		
I-129275602	ARRESTOR, LIGHTNING	R	7/18/2022	632.00		167478		
I-129275603	ARRESTOR, LIGHTNING	R	7/18/2022	869.50		167478		
I-129321400	POLES 40/4	R	7/18/2022	14,157.00		167478		
I-129409800	FIBER DEADEND CROSSARM	R	7/18/2022	6,562.34		167478		
I-129409801	FIBER DEADEND CROSSARM	R	7/18/2022	659.00		167478		
I-129409802	FIBER DEADEND CROSSARM	R	7/18/2022	329.50		167478		
I-129411800	FIBER DEADEND CROSSARM	R	7/18/2022	673.50		167478		
I-129471200	SOCKET 4TERM 320 AMP	R	7/18/2022	2,590.00		167478		
I-133332200	ARRESTOR, LIGHTNING	R	7/18/2022	899.98		167478		
I-133345400	FIBER DEADEND CROSSARM	R	7/18/2022	741.00		167478		
I-312086100	ARRESTOR, LIGHTNING	R	7/18/2022	1,312.50		167478		
I-705416200	ARRESTOR, LIGHTNING	R	7/18/2022	138.00		167478		35,557.72
02893	TEXAS MATERIALS GROUP INC							
I-201085506	COLD MIX D.6	R	7/18/2022	3,028.55		167484		
I-201087793	COLD MIX D.6	R	7/18/2022	2,351.10		167484		5,379.65
02122	TRAC-N-TROL INC							
I-9307	RAS SUB TRANSDUCER	R	7/18/2022	2,195.10		167487		
I-9308	NIX RADIO COM FAIL	R	7/18/2022	2,003.90		167487		4,199.00
01201	BANK OF AMERICA NA							
I-0ABFEVW1L4	2007 CO ISSUE	R	7/21/2022	341,812.23		167512		341,812.23
02235	BOKF, NA							
I-LAMP1016CO07202022	LAMP1016CO	R	7/21/2022	212,225.00		167514		212,225.00
02788	DAVID & JAN BRISTER							
I-07152022	REIMBURSE HIDDEN OAKS EXPENSE	R	7/21/2022	9,887.38		167515		9,887.38

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03273	DELL MARKETING LP							
I-10595224690	DELL RUGGED TABLETS	R	7/21/2022	12,191.80		167521		12,191.80
03476	GAGE & CADE CONSTRUCTION,LLC							
I-NO 3 06302022	LEDC BUS PARK EST #3	R	7/21/2022	94,726.44		167524		94,726.44
35299	HACH COMPANY							
I-13134199	IMMERSION WIPER	R	7/21/2022	6,540.36		167526		6,540.36
47585	KEMPNER WATER SUPPLY CORP							
I-06302022*	WATER INVOICE JUNE	R	7/21/2022	93,007.97		167530		93,007.97
68680	L A PORTER CONSTRUCTION, INC.							
I-7349	CRUSHED LIMESTONE	R	7/21/2022	10,992.85		167531		10,992.85
02976	WASTE CONNECTIONS							
I-2314790V165	COMMERCIAL SOLID WASTE	R	7/21/2022	56,648.45		167547		56,648.45
03320	CHASE							
I-0000004055	2019 REFUNDING INTEREST	R	7/28/2022	12,244.28		167609		12,244.28
03398	CLASSIC BANK, N.A.							
I-00000192193 00001*	2020 REFUNDING INTEREST	R	7/28/2022	14,589.23		167610		14,589.23
03488	CORY BUTTS ELECTRIC AND A/C							
I-3637	NEW AC UNIT	R	7/28/2022	9,750.00		167614		9,750.00
02966	FORCE SERVICES LLC							
I-1230	EQ PUMP	R	7/28/2022	6,280.42		167618		6,280.42
01344	CORE & MAIN LP							
I-R204811	5/8 METERS	R	7/29/2022	4,230.00		167660		
I-R213525	POLY CRIMP TOOL	R	7/29/2022	335.04		167660		4,565.04
02860	FUELMAN							
I-NP62565873	FUEL 6/27-7/24	R	7/29/2022	18,625.43		167661		18,625.43
77725	SMITH PUMP COMPANY, INC.							
I-1005060	SPRING ST PUMP	R	7/29/2022	5,575.00		167667		5,575.00
42313	TYLER TECHNOLOGIES DIVISION							
I-025 384490	CITATION ISSUING DEVICE-	R	7/29/2022	5,000.00		167670		
I-025 385252	CITATION ISSUING DEVICE-	R	7/29/2022	250.00		167670		5,250.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
		NO		INVOICE AMOUNT	DISCOUNTS			CHECK AMOUNT
	REGULAR CHECKS:	36		1,411,213.20	0.00			1,411,213.20
	HAND CHECKS:	0		0.00	0.00			0.00
	DRAFTS:	3		187,715.78	0.00			187,715.78
	EFT:	2		644,731.65	0.00			644,731.65
	NON CHECKS:	0		0.00	0.00			0.00
	VOID CHECKS:	0	VOID DEBITS	0.00				
			VOID CREDITS	0.00	0.00			
TOTAL ERRORS: 0								
* * T O T A L S * *								
		NO		INVOICE AMOUNT	DISCOUNTS			CHECK AMOUNT
VENDOR SET: 99	BANK: FSB	TOTALS:	41	2,243,660.63	0.00			2,243,660.63
BANK: FSB	TOTALS:		41	2,243,660.63	0.00			2,243,660.63
REPORT TOTALS:			41	2,243,660.63	0.00			2,243,660.63

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**City Manager**

ITEM NO. 3.2

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance 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: August 3, 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

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

Consider a motion to approve second reading of an Ordinance of the City of Lampasas, Texas amending Chapter 78 (School Safety Zones) of the Code of Ordinances to add a school zone adjacent to the Providence Christian Academy as they pertain to School Zones for all 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 25<sup>th</sup> Day of July*

*READ AND ADOPTED on Second Reading this 8<sup>th</sup> Day of August.*

ADOPTED:

ATTEST:

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

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

APPROVED AS TO FORM:

Jo-Christy Brown

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

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## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 5 August 2022

**TPPA** Staff attended the annual Texas Public Power Association ("TPPA") conference July 26<sup>th</sup> and 27<sup>th</sup> in Austin. Notable topics and comments included the state of the ERCOT grid from the Interim Director, comments from the State Comptroller, and updates on the Federal level. The ERCOT Director did note the state of the grid is good, with forecast electric use and related reserves assessed 2 to 3 weeks in the future. He also stated that calls for conservation have been effective, and rather than waiting for an Energy Emergency Alert ("EEA") level, calls are now made ahead of any emergency. The Comptroller also provided perspective on growth and status of State finances. He noted it now costs the average Texan \$5,000.00 more dollars per year to pay for basic living needs than it did a year ago; and every day there are 1,000 more Texans than we had the day before.

**Badger Blvd** Staff was asked to inquire regarding the process, and possible Council action necessary, regarding designating the Lampasas High School entrance as Badger Boulevard. Staff has reviewed the High School development and construction plans, and contacted TxDOT and the Central Texas Council of Governments (CTCOG) regarding addressing and naming. It appears the entrance is neither dedicated nor indicated as a private road, and can generally be described as a private driveway on private property. Staff continues to investigate the appropriate path to take regarding the designation, however; the City, may or may not have authority to approve the named drive. If the entrance would require dedication, the property would require definition by metes and bounds, and a formal request made to the City. The circumstances are a bit unusual, but staff should be able to identify a specific path forward prior to the August 22<sup>nd</sup> meeting.

**Retention Recruitment** As part of Council's direction to increase the City's ability to attract and retain a highly competent and effective workforce, attached is the draft of possible additional incentives that have been recommended by our workforce. Included are possible paid time off benefits for staff engaged in healthier lifestyles; and discounts related to use of public facilities. Based on Council direction, staff will prepare amendments to the Personnel Policy and Guidelines for formal consideration in the future.

Business Park

Ryan and Mandy report continued good progress on the Lampasas Economic Development Corporation (“LEDC”) Business Park project. Portions of the west roadway extension to the Old Austin Highway have been delayed due to the availability of pre-cast 8’x5’ storm drains, however, other sub-surface infrastructure has continued on schedule. The LEDC has received Change Order number 1 which addresses some unanticipated expenses, slab demolition and curb inlet, and reduction of costs related to boring. Staff will review the change with the consulting engineer, which will also likely reduce the allocation required from American Rescue Plan Act (“ARPA”) funds.

EMS Dispatch

On August 1 staff delivered estimates for operating Emergency Medical Dispatch to the County Judge and Commissioner Carroll as indicated in the Letter of Understanding (“LOU”) approved by Council and the Commissioners’ Court on July 25<sup>th</sup>. Staff and Mayor have met with the Judge following delivery, and suggested costs could be reduced based on additional investigation. The Commissioners will review estimates at their August 8<sup>th</sup> meeting, and respond according to the LOU. Staff has contacted the City Attorney regarding an Interlocal Agreement in anticipation of an acceptable finding from the Court.

Depot

In June 2022 staff issued permits for the Santa Fe Depot project, and staff is pleased to report that progress has been made this past week on development of the site. Initially the developer indicated a phased development, for two buildings, would be initiated, however; it appears building 1 has been formed, and building 2, adjacent to Live Oak Street, has been cleared for a pad. The City and developer have been working cooperatively on 2<sup>nd</sup> Street improvements in anticipation of road and drainage design by the City. Additionally, Council has approved design for a looped water line from North to 2<sup>nd</sup> Street on Live Oak which will benefit additional development.

Hanna Spring

Sealed bids are due to the City on August 9<sup>th</sup> for wall rehabilitation and lowering at Hanna Spring. Vicki reports that 10 bid packets have been requested, and Chris reports that several contractors have inspected the site in preparation of their proposals. Staff will report on the responses prior to the August 22<sup>nd</sup> meeting, where formal consideration is tentatively planned.

## Finley deGraffenried

---

**From:** Becky Sims  
**Sent:** Thursday, August 4, 2022 4:04 PM  
**To:** Finley deGraffenried  
**Subject:** Fwd: HIGH SCHOOL

Here you go

Get [Outlook for iOS](#)

---

**From:** Jesse Cathell <jesse.cathell@ctcog.org>  
**Sent:** Thursday, August 4, 2022 10:25 AM  
**To:** Becky Sims <bsims@cityoflampasas.com>  
**Cc:** Tanja Broom <tanja.broom@ctcog.org>; Ryan Ward <rward@cityoflampasas.com>  
**Subject:** RE: HIGH SCHOOL

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

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Becky,

No problem at all we are happy to help. Whenever next steps are sorted just let us know and we'll be happy to assist in any capacity that we can. Have a great rest of your week!

Thanks!

Jesse Cathell  
GIS Manager  
Central Texas Council of Governments  
2180 N. Main Street  
P.O. Box 729  
Belton, Texas 76513  
[jesse.cathell@ctcog.org](mailto:jesse.cathell@ctcog.org)  
Office (254) 770-2377



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**From:** Becky Sims <bsims@cityoflampasas.com>  
**Sent:** Thursday, August 4, 2022 10:24 AM

**To:** Jesse Cathell <jesse.cathell@ctcog.org>  
**Cc:** Tanja Broom <tanja.broom@ctcog.org>; Ryan Ward <rward@cityoflampasas.com>  
**Subject:** RE: HIGH SCHOOL

Thank you Jesse-

This road is an actual driveway to the high school from Highway 281. The City does not maintain the road in any capacity. You are correct changing the address will impact publications, literature, correspondence etc. as it has had that address for over 10 years.

Let me talk to the City Manager and refer the information provided back to the school for next steps.

I will be in touch.

---

**From:** Jesse Cathell <jesse.cathell@ctcog.org>  
**Sent:** Thursday, August 4, 2022 10:15 AM  
**To:** Becky Sims <bsims@cityoflampasas.com>  
**Cc:** Tanja Broom <tanja.broom@ctcog.org>; Ryan Ward <rward@cityoflampasas.com>  
**Subject:** RE: HIGH SCHOOL

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

Becky,

Thanks for reaching out with your questions! Tanja is currently out on vacation, so I'm assisting her fill-in with some of these verifications and I'd be happy to walk through the questions you provided.

1. Is Badger Boulevard available for Lampasas? We have used Badger Lane recently but that is the only one I recall. Yes Badger Boulevard is available for Lampasas, we would have no objections to this street name selection.
2. Can the High School name the driveway? If so, how would this be accomplished?  
It would not be difficult at all for us to create a road here within our 911 data, but there are multiple factors that go into establishing a road or creating a name change to an existing road. One determination that would need to be made is if the current drive is a private drive or if it is city maintained.  
If it is city maintained road, the process would be for us to reach out to the City manager and determine if he would be comfortable establishing a name for this drive.  
If it is NOT a private drive and is city maintained, I would again need to speak with the City Manager as most of the private roads we establish are in the county and I'm unsure if there's a different process within city limits.  
If this is already a private drive, then we would need to communicate with the City Manager about proper signage installation to insure 911 routing could occur if needed in the future.
3. Could this be done for school spirit and not necessarily an official street name? Have other school districts done this?  
I'm not sure how establishing an "unofficial" name works, but from a 911 perspective we would not recognize it in any capacity. If we establish a new street record within our data, that information goes directly into a system that feeds call routing for 911 emergency response. Because of this, we do not want any unofficial information

within our system that may confuse routing in some capacity in the future. Unfortunately I do not know if other school districts have changed street names to match their mascots, but the rules that govern road naming conventions would allow it in most places within our region as long as the name is unique and available. There may be specific city guidelines surrounding this that I'm not aware of, but in the county, under these circumstances, as long as the name is not already taken we would allow it.

4. Would this impact their current address off of Highway 281?

Were we to establish this as a private drive, you would have the option to keep 2716 as the official school address as that number still coincides with the entrance to the property. You would also be able to establish a new address off of Badger Blvd if you so choose, but we understand for entities like yours that you may have a large amount of print material with the HWY 281 address, and would not want you to have to incur the cost of changing that unless you make the informed decision to do so. If Badger Blvd was established, it would allow us to give additional structure addresses (at your request) should you want them in the future. As the current official roadways stand, everything on the school property must be addressed off of 281, however with the establishment of this drive it would give greater flexibility to address not only existing structures more accurately, but also any future buildings/locations that may be planned down the road.

5. What would be your recommendation?

My recommendation is that if you would like to move forward with creating Badger Boulevard in an official capacity, it will only serve to better 911 response to the school and throughout its property. I would also recommend that if Badger Blvd is established, that we readdress the school off that road for better 911 routing accuracy. I've attached a screenshot of the area over the school to give some context. Currently both the address points that we have established on the school property sit at the entrance to the property itself. Establishing this road here would allow us to move the address points away from the HWY entrance and place them more accurately on the entrance to the buildings themselves. Again this readdressing is not mandatory, and is completely up to you all and what makes the most sense for the school. Whatever you decide will work best with the information provided, just let us know and CTCOG will be happy to walk through the process with you.

I hope that some of the information I've provided has been helpful, but if you have additional questions or need clarification on anything I've said above, feel free to reach out and I'll be happy to help.

Thanks!

Jesse Cathell  
GIS Manager  
Central Texas Council of Governments  
2180 N. Main Street  
P.O. Box 729  
Belton, Texas 76513  
[jesse.cathell@ctcog.org](mailto:jesse.cathell@ctcog.org)  
Office (254) 770-2377



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### Proposed Employee Benefits

As the City of Lampasas looks to the future, there is a realization that staffing as it relates to both hiring and retention, will play a large part to the success of the community. Our employees are our number one resource and priority, in providing great service and response to Lampasas. Council discussed work force recruitment and retention during the Workshop Session on Monday, June 13, 2022, asking staff to bring back a plan for incentivizing these efforts. Each Department was asked to submit their top three or four benefits that staff would like to see implemented. Below are the results:

#### Personal Time Off (PTO) for Health Milestones

The City of Lampasas recognized that implementing an employee health and wellness program, will promote healthy choices for employees, ultimately resulting in lowered health premium costs, increased employee morale and productivity, increased retention of current employees and increased outreach to the public. Our goal will be to educate employees through training, city-wide email blasts, flyers and personal assistance with the various wellness and training programs offered. The City of Lampasas employee wellness program would include development training opportunities, as well as health and wellness challenges and programs. The intent would be to structure a program where employees track their progress and then if the identified milestones are obtained, they would be eligible for 16 hours of PTO every six months.

Percent of Health Care Costs Caused By:



The goal of improving employee's health, is twofold. The most important aspect of improving one's health and habits, is to directly benefit that persons physical and mental state, by increased exercise, reduction of negative habits and work/life balance. The second important aspect of implementing an employee health and wellness program, results in lower costs for insurance premiums on the City. The goal would be to implement this within the next year.

#### **Hancock Golf Course Green Fee Discount**

A discounted green fee for active employees, was identified by staff as one of the top requests. The intent of this benefit would be to reduce the green fee for active employee's only, not inclusive of the cart fee required. Currently green fees range from \$18 for senior/military players, to \$26 for weekend players. Below are the current rates for all golfers:

Weekday Green	\$21.00
Weekday Green (Senior / Military)	\$18.00
Weekday Green with Half Cart	\$34.00
Weekday Green - Nine Holes with Half Cart	\$20.50
Weekend Green	\$26.00
Weekend Green (Senior / Military)	\$23.00
Weekend Green with Half Cart	\$39.00
Weekend Green - Nine Holes with Half Cart	\$23.50
Golf Cart Rental - Nine Holes	\$13.00
Golf Cart Rental - 18 Holes	\$26.00
Golf Cart Shed Rental - Half Year (Tax not included)	\$150.00
Trail Fees - Non-Member	\$13.00
Trail Fees - Member for Six Months	\$50.00

While Hancock Golf Course is subsidized yearly by the General fund, this change should have a minimal impact to revenue yearly. In many cases, employees that play this course, will bring others to play who will not receive a discount, ultimately increasing yearly golf course revenue.

The proposed green fee for employee's would be \$5, exclusive of the cart fee and/or trail fees. This would result in employees paying \$17 with a cart playing 9 holes and \$31 with a cart for 18 holes. If the cart is shared, they would pay \$11.50 and \$17 respectively. Memberships are broken into various types, based on family members, but employees would only be eligible for

a discounted single six-month rate. This rate would be set at \$200, reducing the current membership by \$165, from \$365.

#### **Increased Travel Meal Per Diem**

Another staff priority was to increase the City travel meal per diem. This money is allotted for employees who travel for training or business, to pay in advance for meals. The current rate is \$40 daily, inclusive of breakfast, lunch and dinner. The National Average is \$59 daily, so the intent would be to raise the per diem to \$60 daily, beginning with FY 2023.

#### **Recognition for Service Time Milestones**

The City of Lampasas is appreciative of the years of service our employees provide our citizens. Many employees have over 25 years of service or longer. As we currently acknowledge those individuals who have extended careers with the City now, by giving them a certification of appreciation on their yearly month anniversary, the City would like to implement mementoes for larger milestones.

The intent of this recognition would be to identify those employees who have milestones they have met every 5 years of service. So, the milestones would be 5, 10, 15, 20, 25, 30, 35, 40, etc. These mementoes would typically be items identified, based on years of service, that each employee could select from or the City designates. In most instances, the item would have the City of Lampasas logo attached, as a reminder of service appreciation. Many companies specialize in these types of recognition items. Several, items were brought up during this survey such as coolers, knives, jackets, shirts, etc. This would begin with FY 2023 if approved.

Our goal is to continuously improve the environment our employees work. Incentivizing the opportunities, the City of Lampasas can leverage for the current employees, is critical to long-term recruitment and retention. While, we're not the first municipality to consider or possibly implement these types of incentives, we do feel strongly that they will make the City competitive in the current job market.

Sincerely,



Ryan Ward  
Assistant City Manager

**Change Order Itemized List**  
**Business Park Improvements - Phase 1**  
**Lampasas Economic Development Corporation/City of Lampasas**

<b>Base</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>
40	Construction of 8" C-900 DR18 PVC Water Pipe by Open Cut (Add to Bid)	LF	160	\$57.25	\$9,160
42	Construction of 8" C-900 DR18 PVC Water Pipe inside 16" Steel Encasement (Remove from Bid)	LF	-160	\$39.75	(\$6,360)
45	16" Steel Encasement Pipe by Bore (Remove from bid)	LF	-160	\$523.00	(\$83,680)
	Add Slab Demolition	SF	1750	\$1.50	\$2,625
<b>Total Base</b>					<b>(\$78,255)</b>

<b>Add Alternate 1</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>
28	Construction of 18" C-900 PVC Encasement Pipe by Open Cut (Remove from Bid)	LF	-50	\$275	(\$13,750)
	Add 15" RCP (at 48" CMP Culvert)	LF	103	\$75	\$7,725
	Add 10' Curb Inlet (at 48" CMP Culvert)	EA	2	\$6,450	\$12,900
<b>Total Add Alternate 1</b>					<b>\$6,875</b>

<b>Total Change Order</b>	<b>(\$71,380)</b>
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**Notes:**

1. See attached quote for slab demolition cost
2. Contractor quoted \$75/lf for additional 15" RCP
3. All other unit prices are per Contractor's bid form

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City Manager

ITEM NO. 7.1

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

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**Subject:**

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

Requested By: Monica Wright, Director of Information Systems

Submitted By: Monica Wright, Director of Information Systems

Date Submitted: August 1, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

N/A

Attachments: July Photo Entries

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**Summary Statement:**

The City of Lampasas has engaged the Community to submit photos taken within the City Limits to be considered as a winner of a unique City of Lampasas gift for more than 15 years. This is an opportunity for citizens to capture various City buildings, beautiful landscaping, community events, or historical places to highlight our small town with lots of charm. The monthly winner is chosen by the City Council of the City of Lampasas each month. We look forward to the entries each month and spotlight their photos on the City website and City Facebook page. For the month of July, we received five entries.

Photo contest rules can be found on the City's website:

<https://www.lampasas.org/245/Photo-Contest>

Photo contest gallery of photos can be found on the City's website:

<https://www.lampasas.org/gallery.aspx?AID=5>

**Recommendation:**

To consider a motion to select one of the entries as this month's winner.

## Entry 1

**Meghan James**

[meghanmariejames@gmail.com](mailto:meghanmariejames@gmail.com)

“Healing Waters” was taken at Hancock Springs in Lampasas, TX.



## Entry 2

Shante Seward

[Shantejones79@gmail.com](mailto:Shantejones79@gmail.com)

“Stormy Night” was taken in the neighborhood of Chris James Street in Lampasas, TX.



### Entry 3

**Stephanie Sanchez**

[loyal2ualways100@gmail.com](mailto:loyal2ualways100@gmail.com)

“Beautiful Picture of Lampasas” was taken at WM Brook Park in Lampasas, TX.



## Entry 4

Amy McDaniel  
[aellusmcdaniel@yahoo.com](mailto:aellusmcdaniel@yahoo.com)

“Sunrise in the City” was taken at Main Street, between Third and Fourth Street in Lampasas, TX.



**Entry 5**

**Kimberly Brown**  
[Kimberlybrown1123@hotmail.com](mailto:Kimberlybrown1123@hotmail.com)

“Cast Away Your Troubles 1 Peter 5:7” was taken at WM Brook Park by the fishing mural in Lampasas, TX.



  
**City Manager**ITEM NO. 7.2

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

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**SUBJECT:**

Discussion and Possible Action concerning the Audit Engagement Letter for the City of Lampasas' current fiscal year which began October 1, 2021 and will end September 30, 2022.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: August 4, 2022      For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

Funding will be from the Finance Department's annual operating budget. Cost for the audit is \$36,400, which is a \$3,300.00 increase from previous year. The Finance Department would also like to budget for the probability of having to have a Single Audit done due to possible funding related to federal funds received. A Single Audit is required if an entity receives over \$750,000 in federal awards. The amount for the Single Audit would be \$2,000 for the basic audit and an additional \$3,000 per major federal program to be tested. The total additional request would be \$5,000 making the total needed \$41,400.

Attachments: Engagement letter from Singleton, Clark & Company, PC

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**Summary Statement:**

Preston K. Singleton, CPA, with Singleton, Clark & Company, PC has submitted their engagement letter to perform the Fiscal Year 2022 Financial Audit. Mr. Singleton's firm has prepared the City's audits for a number of years. Preliminary work is expected to begin prior to the end of the current Fiscal Year. The price is primarily driven by the time required by auditing standards to perform governmental audits as well as the requirement to employ qualified staff.

**Recommendation:**

After review and discussion of engagement letter, please make a motion to approve engagement of Singleton, Clark, & Company, PC to perform Fiscal Year 2021 audit in the amount of \$36,400 and budget an additional \$5,000 in anticipation of needing a Single Audit performed.



SINGLETON, CLARK  
& COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS

April 18, 2022

To the Honorable Mayor and City Council of the  
City of Lampasas, Texas

We are pleased to confirm our understanding of the services we are to provide the City of Lampasas, Texas for the year ended September 30, 2022.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Lampasas, Texas as of and for the year ended September 30, 2022.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Lampasas, Texas's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Lampasas, Texas's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the City's Proportionate Share of the Net Pension Liability (if applicable)
- 3) Schedule of City Contributions (if applicable)
- 4) Schedule of the City's Proportionate Share of the Net OPEB Liability (if applicable)
- 5) Schedule of City Contributions (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Lampasas, Texas's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules of Non-Major Funds
- 2) Budgetary Schedules
- 3) Schedule of Expenditures of Federal Awards (if applicable)

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- 1) Misstatement of revenue
- 2) Misstatement of accrued payroll
- 3) Misstatement of accounts payable
- 4) Miscoding of expenditures by department and object code

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Lampasas, Texas's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities also include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

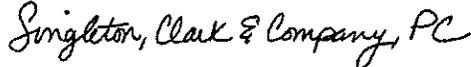
**Reporting**

We will issue written reports upon completion of our Single Audit when a Single Audit is applicable. Our reports will be addressed to the Mayor and City Council of the City of Lampasas, Texas. Circumstances may arise in which our report may differ from its expected form and content based on results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Lampasas, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return the letter to us after making a copy for your records.

Sincerely,



Singleton, Clark & Company, PC

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Lampasas, Texas.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Singleton, Clark & Company, PC has received a peer review rating of *pass*.

*Bumgardner, Morrison & Company, LLP*

**BUMGARDNER, MORRISON & COMPANY, LLP**  
May 7, 2020

**City Manager**

**ITEM NO. 7.3**

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

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**Subject:**

Discussion and possible action regarding the appeal of the administrative denial of a roof sign for Larry’s Lube Center.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: August 3, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Sign Specifications

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**Summary Statement:**

Comet Signs submitted a permit application for a roof sign, removal of dated signs and refacing of existing signs in April 2022. In reviewing the application Staff had advised that per the City of Lampasas Sign Ordinance, roof signs are prohibited. I sent detail appeal information April 18, 2022 for review and response. On July 8, 2022, I received a revised set of plans omitting the roof sign. On July 19, 2022 Staff received a revised permit application excluding roof sign, permit was issued to reface existing signs on July 25, 2022. After speaking with the property owner, Comet Signs requested to file an appeal with City Council on July 28, 2022 for the roof sign. Staff acknowledged the request and the official letter was received on August 3, 2022.

***Roof sign*** A sign affixed to, applied on, or erected upon or above a roof or parapet of a building or structure. Roof signs are prohibited in the City of Lampasas

*The applicant may appeal the denial of a sign permit application to the city council provided that such appeal is submitted, in writing, to the city secretary within thirty calendar days following the date of issuance of the written notice of denial. The city council shall consider such appeal at a regular meeting within 45 calendar days after the appeal is filed with the city secretary, and shall render a decision on the appeal within that time frame.*

*The city council's decision on an appeal shall be final. In considering the granting of an appeal council shall find that the sign will not add to congestion or view of other signs, will not impede or distract drivers and appeal shall not be granted based on economic gain or loss for owner.*

**Recommendation:**

To consider a motion to approve, deny or approve with modifications the appeal request for a roof sign at Larry’s Lube Center located at 913 S Chestnut.



August 2, 2022

City of Lampasas

City Council,

We are appealing the denial of a roof mounted sign for our customer Larry's Lube Center located at 913 S. Chestnut Street. Please review our design and take into consideration that for this location the sign being roof mounted will allow for greater visibility but in no way blocks other signs and would not add to sign congestion in the area. A sign on the roof of the building would not cause disruptions in traffic or the traveling public but would provide a higher degree of visibility to the business. The other signs on the building as shown in design have received a permit. Please reconsider allowing a roof mounted sign for Larry's Lube. Thank you for your time and consideration on this matter.

Comet Signs - Debbie Mosley, Sr. Project Manager – (210) 812-2214

On Behalf of Larry's Lube

5003 Stout Dr.  
San Antonio, TX 78219

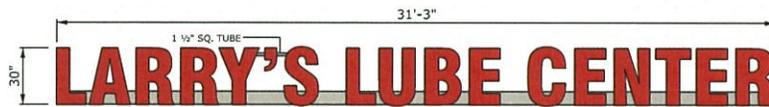
**210-341-7244**  
info@cometsigns.com

**cometsigns.com**

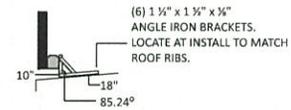


PHOTO SURVEY: Existing Front Building Elevation

Scale: 1/16" = 1'-0"



FRONT VIEW



Job Name:

**Larry's Lube Center**

- Proposal Drawing
- Final Drawing

Client: Maliki Liki Enterprises  
 Location: 913 S Chestnut St.  
 Lampasas, Tx 76550  
 Salesperson: Carter Thurmond  
 Pri. Mngr: Debbie Mosley  
 Date: 3/21/2022  
 Designer: Daniel Ornelas  
 File Name: 22-1033 Larry's  
 Lube Center, Lampasas, TX  
 FINAL R1.cad

Proposal #: 66198  
 Job #: 22-1033

Revisions  
 R1/03/25/22-00: Revised middle sign.  
 R2/03/28/22-00: Revised flat signs and FCO letters.  
 R3/4/27/22-EM: A&B vectors on ACM



License #: 18010

Corporate Office  
 8003 Stout Drive  
 San Antonio, TX 78219  
 (210) 341-7244

Dallas  
 2703 Meadowbird Lane  
 Dallas, TX 75225  
 (972) 870-1384

Houston (State Sign)  
 7626 Hansen Road  
 Houston, TX 77061  
 (713) 840-1031

Austin (Custom Sign Creations)  
 1130 Rutherford, Suite 180  
 Austin, TX 78753  
 (512) 374-9500

Tyler (Classic Center Signs)  
 5971 Ribben Trail  
 Tyler, TX 75703  
 (903) 501-4995



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**C** VERTICAL SIGNS

Scale: 1/4" = 1'-0"

QTY: THREE (3)

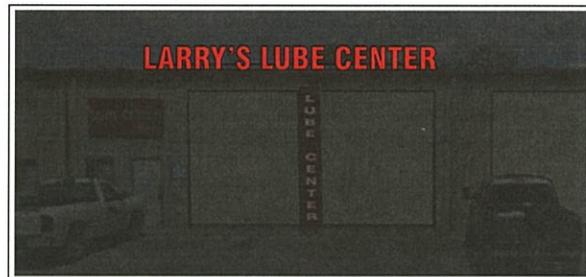
SCOPE OF WORK:  
 MANUFACTURE AND INSTALL NEW CHANNEL LETTERS ON A RACEWAY. SIGN TO BE INSTALL ON TOP OF BUILDING; CENTERED.

[1.] SPECS

LETTERS: BLACK RETURNS WITH INTERIOR WHITE LEDS.

FACES: .177" THK. #2793 RED ACRYLIC. 1" BLACK TRIP CAP

RACEWAY/BRACKETS: TO BE PAINTED LIGHT TAN TO MATCH BUILDING WALL COLOR (T.B.D.).



NIGHT VIEW

Scale: N.T.S.

CUSTOMER APPROVAL

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





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**City Manager**ITEM NO. 7.4

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

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**Subject:**

Discussion and possible action regarding approval of Professional Services Proposal between the City of Lampasas and Jones-Heroy & Associates, Inc. for Fairview Drive Drainage Study in the amount of \$35,300.00

Requested By: Ryan Ward, Assistant City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: August 3, 2022

For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

Funds are available in GL account 10-551-5545 Streets Drainage Projects

Attachments: Proposal

**Summary Statement:**

Jones -Heroy & Associates, Inc. (JHA) submitted a proposal to the City of Lampasas for professional services. This proposal includes a drainage engineering analysis, identification of existing drainage issues and capital improvement projects to mitigate those drainage issues, estimated construction cost for the capital improvement projects, and a technical memorandum summarizing our findings and recommendations for the Fairview Drive Drainage Study. The limits of the drainage engineering study extend along an unnamed ditch beginning approximately 300 Linear Feet (LF) North of the intersection of Rice Street and West Avenue C to the upstream side of an existing culvert at West Third Street. The scope for this project is inclusive of data collection, site visit and survey, hydrologic and hydraulic evaluation, cost estimate and technical memorandum.

**Recommendation:**

To consider a motion to approve the Professional Services Proposal between the City of Lampasas and Jones-Heroy & Associates, Inc. for Fairview Drive Drainage Study in the amount of \$35,300.00



**JONES - HEROY & ASSOCIATES, INC.**

August 1, 2022

Mr. Ryan Ward  
Assistant City Manager  
City of Lampasas  
312 East Third Street  
Lampasas, Texas 76550

Re: **City of Lampasas**  
**Fairview Drive Drainage Study**  
Proposal for Professional Services – Task Order No. \_\_\_\_\_

Dear Mr. Ward,

Jones – Heroy & Associates, Inc. (JHA) appreciates the opportunity to submit this proposal to the City of Lampasas (City) for professional services. This proposal includes a drainage engineering analysis, identification of existing drainage issues and capital improvement projects to mitigate those drainage issues, estimated construction cost for the capital improvement projects, and a technical memorandum summarizing our findings and recommendations for the Fairview Drive Drainage Study. The limits of the drainage engineering study extend along an unnamed ditch beginning approximately 300 Linear Feet (LF) North of the intersection of Rice Street and West Avenue C to the upstream side of an existing culvert at West Third Street. The limits of the drainage engineering study are shown in **Exhibit A**. We propose the following scope of work and corresponding fees.

**SCOPE OF SERVICES:**

**Task A: Data Collection, Site Visit, & Site Survey**

1. Collect and review existing data that may include: City Geographic Information System (GIS)/Computer-Aided Design and Drafting (CADD) system mapping data, record drawings, existing hydraulic and hydrology models, existing field data collected during rain events, and other pertinent information that the engineer feels is necessary to provide the preliminary engineering analysis.
2. If necessary, conduct a project kick-off meeting with City staff to review the deliverable expectations, project schedule, and discuss existing concerns.

3. Prepare field maps and conduct a site visit to observe existing field conditions, verify the existing storm drain system, and view other pertinent City infrastructure which may be necessary to perform the analysis.
4. Conduct a site survey along the project limits to determine existing curb inlet rim elevations, flowlines for existing storm drain pipes and culverts, roadway elevations, and periodic cross sections along the unnamed ditch to verify existing ditch capacity. A detailed topographic design survey of the project area will not be completed as part of this scope of services. JHA has assumed that the City will take the lead on any right-of-entry agreements with property owners required to complete this work. JHA will assist with the right-of-entry agreements as needed.

**Task B: Hydrologic and Hydraulic Evaluation**

5. Conduct a hydrologic analysis of the drainage area utilizing the Rational Method for the 2-year, 10-year, 25-year, and 100-year storm events.
6. Identify areas with flooding/drainage issues utilizing data provided by the City, areas identified during the site visit, and areas identified during the hydrologic/hydraulic evaluation.
7. Conduct a hydraulic analysis for areas identified above to verify existing conditions and to determine proposed solutions to mitigate the drainage issue(s). The proposed solutions will be utilized to develop a list of capital improvement projects.

**Task C: Cost Estimate and Technical Memorandum**

8. Prepare an Engineer's Opinion of Probable Construction Cost for each identified capital improvement project.
9. Identify areas requiring drainage/utility easements.
10. Develop a technical memorandum detailing our findings and recommendations, to include a summary of the hydrologic and hydraulic analysis, map(s) showing proposed solution(s), and an Engineer's Opinion of Probable Construction Cost for each capital improvement project.
11. Attend a meeting with City staff to discuss technical memorandum, recommendations, and Engineer's Opinion of Probable Construction Costs.

**ADDITIONAL SERVICES**

Additional Services are those that are not currently anticipated to be a part of the project outlined in this proposal, but which could become necessary or desired at some time during the project. JHA will perform Additional Services only as authorized by the City. If the City requests Additional Services, JHA will prepare a specific scope and budget for the services requested for review and approval prior to initiating the services.

Mr. Ryan Ward  
 City of Lampasas  
 August 1, 2022  
 Page 3 of 4

Services which are specifically excluded from our scope of services for the preliminary engineering study include:

1. The need for a topographic survey is not anticipated as part of the preliminary engineering study. JHA will utilize the City's existing 2-ft contours and a site survey (Task A.4) to determine proposed solutions.
2. Final design, bidding, and construction administration related services.
3. Fees associated with public notices and permitting. This may include, but may not be limited to, public notices associated with bidding the project as well as advertising and permitting fees associated with State and Federal compliance.
4. Professional services related to findings of threatened or endangered species and archeological resources.
5. Geotechnical services.

**COMPENSATION AND PAYMENT**

JHA proposes to provide the professional services described above on a lump sum fee basis in the amount of **\$35,300**. We will invoice you monthly based on the percentage of work complete, and payment is due in our office within thirty (30) days after the invoice date.

**Fee Schedule**

<b>Task</b>	<b>Description</b>	<b>Responsible Firm</b>	<b>Fee</b>
A	Data Collection, Site Visit, & Site Survey	JHA	\$ 12,000
B	Hydrologic and Hydraulic Evaluation	JHA	\$ 15,000
C	Cost Estimate and Technical Memorandum	JHA	\$ 8,300
<b>Total Lump Sum Fee:</b>			<b>\$ 35,300</b>

**CLOSING**

We appreciate the opportunity to present this proposal and look forward to working with you on this project. Provided this Scope of Services and compensation arrangement are acceptable to you, please sign in the space provided and return one original to our office. Our proposal is valid for 120 days. If you have any questions or comments, please contact me.

Mr. Ryan Ward  
City of Lampasas  
August 1, 2022  
Page 4 of 4

Sincerely,  
**JONES – HEROY & ASSOCIATES, INC.**

  
Travis G. Clark, P.E.  
Principal

**ACCEPTED ON BEHALF OF THE CITY OF LAMPASAS**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**EXHIBIT A**  
**FAIRVIEW DRAINAGE STUDY PROJECT LIMITS**

Project Name: Fairview Drainage Study  
 Project Number: 1010-XXX  
 Version: Preliminary  
 Date: 11/22/2011

Scale: 0 300 600 Feet

North Arrow

Legend  
 — Project Limits  
 — Parcel Boundary

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, Swayam2, Swire

JONES - HEROY & ASSOCIATES, INC.  
 Office: (672) 566-3300  
 2304 S HWY 281

**Sheet 1 of 1**



City Manager

ITEM NO. 7.5

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

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**Subject:**

Discussion and possible action regarding the award of a bid to Excel Construction Services LLC. for the installation of 2 Fontaine aluminum control gates on the clarifier splitter box at the Wastewater Treatment Facility.

Requested By: Van Sims, Water & Wastewater Operations Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: July 22, 2022 For the Agenda of: August 8, 2022

**Procurement and Funding Statement:**

The Procurement Process was followed by obtaining bids from three (3) vendors: Excel Construction for \$47,100.00, MGC Contractors for \$52,000.00, and SNS Fabricators for \$55,000.00.

Attachments: Formal Quotes

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**Summary Statement:**

This item has been placed on the agenda for Council consideration and approval to replace 2 Fontaine aluminum control gates on the clarifier splitter unit. Seals on the east gate leak therefore not allowing staff the ability to shut off flow to the clarifier for routine maintenance and repairs.

**Recommendation:**

To consider a motion to award the quote to Excel Construction in the amount of \$47,100.00 for the installation of two (2) Fontaine aluminum control gates and authorize the city manager to execute all related documents.



July 13, 2022

Van Simms  
City of Lampasas  
Re: Splitter Box Gate Replacement

We appreciate the opportunity to provide you with our proposal for the above referenced project.

**MGC SCOPE:**

- All Labor, Materials required to remove and replace 2ea Aluminum gates. Complete with anchors, fasteners and grout. Replacement gates to be provided by owner.
- Flow in Splitter Box will be bypassed with diesel pumps and temporary hose, from aeration basin to clarifiers during replacement.
- It is anticipated that we will need 30 calendar days to complete the installation of both gates, after gates are onsite.
- Start up and testing
- Proposal is valid for 60 days. A purchase order of executed contract is required before release of gates.

**PRICING:**

- **Total Lump Sum price is \$52,000.00**

**EXCLUSIONS:**

- Draining and cleaning of the existing clarifiers.
- Electrical work
- Painting
- Permits
- Sales Tax
- Bonds

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Panter', is written over a light blue horizontal line.

Mike Panter  
Vice President

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July 14, 2022

Van Simms  
City of Lampasas  
Re: Splitter Box Gate Replacement

We appreciate the opportunity to provide you with our proposal for the above referenced project.

**Scope of Supply:**

- Remove the existing two (2) Fontaine Aluminum gates located in splitter box.
- Install the two (2) new owner furnished Fontaine aluminum gates (Complete with anchors, fasteners and grout.
- Flow in Splitter Box will be bypassed with diesel pumps and temporary hose, from aeration basin to clarifiers during replacement.
- It is anticipated that we will need 30 calendar days to complete the installation of both gates, after gates are onsite.
- Start up and testing
- Proposal is valid for 30 days. A purchase order of executed contract is required before release of gates.

**Price:**

- Total Lump Sum price is \$55,000.00

**Exceptions and Clarification:**

- Electrical work
- Painting
- Permits
- Sales Tax



11799 Lena Lane  
Cleveland, Texas 77328

PHONE 281-659-1501  
WEBSITE [snsfabs.com](http://snsfabs.com)



July 7, 2022

Environmental Improvements  
PO Box 70  
Buda, TX 78610

RE: City of Lampasas Wier Gate Replacement

Dear Mr. Cathey,

Excel Construction Services, LLC is pleased to offer pricing for the City of Lampasas Weir Gate Replacement and will provide and install the following:

**Scope:**

- Replace Two(2) Existing Weir Gates at Splitter Box (Gates Provided By Others)
- Setup and Utilize Bypass Pumping System (See Attached Layout)
- Hauloff of Existing Gates

**Work Performed or Equipment Furnished by Others:**

- Utilize City Provided Trash Pump to Lower Clarifier Water Level

**Complete Total Lump Sum \$47,100.00**

**Exclusions:**

- Bonds
- Sales Tax
- Items Not Specified in this Scope
- Permits or Fees
- Material Testing

This proposal is good for thirty days. We appreciate the opportunity to provide this quote and if you have any questions, please (512) 259-5005.

PROPOSED BY:  
EXCEL CONSTRUCTION SERVICES, LLC

*K. Wenske*

Kevin Wenske - President

PO Box 2260, Leander, Texas 78646  
1202 Leander Drive, Leander, Texas 78641  
512.259.5005 512.259.5665  
www.excelconstruction.com



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**RECEIVED**  
JUL 29 2022  
BY: .....

Chris Felan  
Vice President  
Rates & Regulatory Affairs

July 26, 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 August 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

August, 2022  
PREPARED IN ACCORDANCE WITH  
GAS UTILITIES DOCKET NO. 10170

**Part (a) - Mid-Tex Commodity Costs**

Line	(a)	(b)	(c)	(d)	(e)
1	Estimated Gas Cost per Unit	\$0.82771			
2	Estimated City Gate Deliveries:	47,965,230			
3	Estimated Gas Cost:	\$39,701,301			
4	Lost and Unaccounted For Gas %	2.5932%			
5	Estimated Lost and Unaccounted for Gas	\$1,029,534			
6	Total Estimated City Gate Gas Cost:	\$40,730,835			
7	Estimated Sales Volume:	47,918,640			
8	Estimated Gas Cost Factor - (EGCF)	0.85000			
9	Reconciliation Factor - (RF):	0.00000			
10	Taxes (TXS):	0.00000			
11	Adjustment - (ADJ):	0.00000			
12	Gas Cost Recovery Factor - (GCRF)	0.85000 per Ccf	0.1024 Btu Factor	Per MMBtu	\$8.3008

**Part (b) - Pipeline Services Costs**

Line	(a)	(b)	(c)	(d)	(e)
13	Fixed Costs		Rate R - Residential	Rate C - Commercial	Rate I - Industrial Service
14	Fixed Costs Allocation Factors [Set by GUD 10170]				Rate T - Transportation <sup>1</sup>
15	a. Current Month Fixed Costs of Pipeline Services	100.0000%	64.3027%	30.5476%	5.1497%
16	b. Plus: Second Prior Month Recovery Adjustment	\$42,288,087	27,192,382	12,917,996	2,177,709
17	Net Fixed Costs	\$42,288,087	\$27,192,382	\$12,917,996	\$2,177,709
18	Commodity Costs				
19	a. Estimated Commodity Cost of Pipeline Services	(\$2,385,601)	(1,635,915)	(738,547)	(11,139)
20	b. Plus: Second Prior Month Recovery Adjustment	\$0	\$0	\$0	\$0
21	Net Commodity Cost of Pipeline Services	(\$2,385,601)	(\$1,635,915)	(\$738,547)	(\$11,139)
22	Total Estimated Pipeline Costs (Line 16 + Line 19)	\$39,902,486	\$25,556,467	\$12,179,449	\$2,166,570
23	Estimated Billed Volumes	66,379,070 Ccf	45,116,640 Ccf	4,849,036 MMBtu	\$0.468 MMBtu
24	Pipeline Cost Factor (PCF) [Line 20 / Line 21]	0.38500 Ccf	0.85000 Ccf	1.29500 Ccf	\$8.3008 MMBtu
25	Gas Cost Recovery Factor - (GCRF) [Line 12]	0.85000 Ccf	1.29500 Ccf	1.12000 Ccf	\$8.7476 MMBtu
26	Rider GCR				\$0.468 MMBtu

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