

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, September 26, 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, September 26, 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 Lampasas County Chamber of Commerce and Visitor Center Agreement Renewal for FY 22/2. *(pgs.5-14)*
3. Discussion and updates regarding Advisory Board terms, renewals and vacancies. *(pgs. 15-16)*
4. Discussion regarding reservation procedures and rental fees for the Campbell Park Pavilion. *(pgs. 17-18)*
5. Discussion regarding Residential and Commercial Developments. *(pgs. 19-22)*
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

Fire Prevention Week Proclamation- October 9-15, 2022 *(pgs. 23-24)*

Service Anniversaries:

- Kristy Acevedo- 5 years
- Raymond Roberts- 25 years
- Jody Cummings- 30 years

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Special Public Hearing held on September 7, 2022	25-26
2.2	Discussion and possible action concerning the approval of minutes of the Regular Council Meeting held on September 12, 2022	27-38

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modifications for a Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 “SF-10” Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas.	39-42

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Economic Development Monthly Report</li> <li>2. Fire Department Monthly Report</li> <li>3. Parks and Recreation Monthly Report</li> <li>4. Information Systems Monthly Report</li> <li>5. Library Monthly Report</li> <li>6. Golf Course Monthly Report</li> <li>7. Municipal Court Monthly Report</li> <li>8. City Secretary Monthly Report</li> <li>9. Utility Billing and Collections Monthly Report</li> <li>10. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>11. Police Department Monthly Report</li> <li>12. Building Official Monthly Report</li> </ol>	43-66
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager’s Operational Report <ul style="list-style-type: none"> <li>• CTWSC</li> <li>• Hillside Acres</li> <li>• Bridge</li> </ul>	67-70

	<ul style="list-style-type: none"> <li>• Paving</li> <li>• Audit</li> <li>• Wayfinding</li> <li>• Eclipse</li> <li>• Fire Prevention</li> <li>• National Night Out</li> <li>• Website</li> <li>• Gateway Sign</li> <li>• Comp Plan</li> <li>• Hostess House</li> <li>• Staff</li> </ul>	
5.2	MAYOR'S COMMENTS	N/A

6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2022 and ending on September 30, 2023; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date.	71-74
7.2	Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2022 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt for the City of Lampasas; and establishing an effective date.	75-78
7.3	Discussion and possible action regarding ratifying the property tax revenue increase reflected in the Fiscal Year 2022-2023 Budget	79-80
7.4	Discussion and possible action regarding Lampasas County Chamber of Commerce & Visitor Center Agreement for FY 22/23	81-82
7.5	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1,671.00 for advertising expenses related to the Hunters Welcome Event.	83-90
7.6	Discussion and possible action regarding ratification of funding for emergency purchase of Heating/Cooling Unit at the Lampasas Police Department in the amount of \$5,400.00	91-92
7.7	Discussion and possible action regarding approval of Veterans Day 5K Event Run Route and Street Closure hosted by Lampasas Run Club (Jackie Bunce)	93-98
7.8	Discussion and possible action regarding procurement of one 2023 Ford Police Interceptor vehicle and one CID vehicle for the Assistant Police Chief in an amount not to exceed \$110,000.00.	99-100

7.9	Discussion and possible action regarding the acceptance of exercise equipment by the Lions Club to be installed at the 580 Sports Park.	101-112
7.10	Discussion and possible action regarding reservation procedures and rental fees for the Campbell Park Pavilion.	113-114
7.11	Discussion and possible action regarding procurement of one 2023 Chevy Tahoe for the Lampasas Fire Department in an amount not to exceed \$65,000.00.	115-116
7.12	Discussion and possible action regarding the award of quote to Harrison Construction for the Skate Park Pad in the amount of \$42,500.00.	117-120
7.13	Discussion and possible action regarding the re-appointment of board members to the Airport Zoning Board of Adjustment.	121-122
7.14	Discussion and possible action regarding re-appointment of board members to the Construction Board of Adjustment and Appeal.	123-124
7.15	Discussion and possible action regarding the re-appointment of board members to Parks & Recreation Advisory Board.	125-126
7.16	Discussion and possible action regarding the re-appointment of board members to the Planning Commission.	127-128

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:

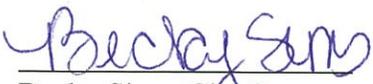
Section 551.072 (deliberations about real property) - Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.

**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 23 day of September 2022 at 12:40pm

  
Becky Sims, City Secretary

  
City ManagerITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion regarding the renewal of the Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas.

Requested By: Melissa Unger, Chamber Director

Submitted By: Becky Sims, City Secretary

Date Submitted: September 21, 2022      For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments: Chamber of Commerce, Tourism & Visitor Center Agreement

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**Summary Statement:**

Each year the Lampasas County Chamber of Commerce and City Council take the opportunity to review the Tourism & Visitor Center Agreement to renew with no changes or with recommended amendments based on business needs. Staff and the Chamber have no recommended amendments at this time. This item has been placed on the workshop agenda for Council review in consideration of any changes to the agreement. Council approved the Chamber FY 2022/2023 Budget at the July 25<sup>th</sup> meeting.

**Recommendation:**

Discussion only

STATE OF TEXAS

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KNOW ALL MEN BY THESE

CITY OF LAMPASAS

TOURISM & VISITOR CENTER AGREEMENT

This Tourism & Visitor Center Agreement ("Agreement") is made this 26<sup>th</sup> day of September 2022 by and between the City of Lampasas, Texas, a Texas Home Rule Municipal Corporation established under the laws of Texas and situated in Lampasas County, Texas (referred to herein as the "City"), and the Lampasas County Chamber of Commerce, a Texas not for profit corporation (referred to herein as the "Chamber of Commerce" or "Chamber"). The City and Chamber of Commerce are also jointly referred to herein as the "Parties", and singularly as "Party". The Parties have entered into other Publicity and Tourism Agreement(s) prior to the date of this Agreement. However, the Parties intend that this Agreement shall supersede and replace all previously adopted, finalized and executed Publicity and Tourism Agreement(s) in existence.

**NOW IN CONSIDERATION OF THE MUTUAL CONVENANTS TO BE PERFORMED BY THE PARTIES AND OTHER VALUABLE CONSIDERATION HEREBY ACKNOWLEDGED, THEREFORE, BE IT MUTUALLY AGREED AS FOLLOWS:**

**Section I. Legal Authority**

The City of Lampasas, Texas, pursuant to the authority granted to it under V.A.T.S. Tax Code, Chapter 351, entitled Local Hotel Occupancy Tax, (the "Act") and its Home Rule Charter, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the City of Lampasas.

**Section II. HOT Funds to be Provided-Services to be Rendered**

**A. Funds To Be Provided:** Pursuant to its authority and obligation under the Act to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry in the City of Lampasas, the Parties hereby agree that in exchange for a Tourism & Visitor's Center to be provided by the Chamber of Commerce, as set forth herein, during the term of this Agreement, the City shall provide to the Chamber of Commerce revenues generated from the hotel/motel occupancy tax ("HOT Funds"). The Parties acknowledge and agree that the City shall provide HOT Funds from hotel occupancy tax revenue received by the City to the Chamber of Commerce in an amount not to exceed budget amount approved by City Council. In the event that HOT Fund revenue to the City falls below the level anticipated by the City during its annual budgeting process, then the City reserves the right and the Chamber of Commerce agrees that the City

shall have the right to reduce its annual commitment to the Chamber of Commerce, under this Agreement, in an amount proportionate to the reduction in HOT Fund revenue received by the City.

In addition, the Parties acknowledge that the City may provide HOT Funds to the Chamber of Commerce in an amount of eligible expenses to assist with the promotion and advertising on a case by case basis, when requested by the Chamber; and up to 25% of the cost of materials, supplies and equipment of Chamber events that meet the requirements of Section V of this Agreement. The Chamber of Commerce will be required to submit a HOT Funding Application Form and if the Event is approved, a Post Event Form within 60 days after an Event. The Parties also acknowledge that the Chamber and the City may mutually amend this Agreement in writing to include additional marketing and promotion of the City as determined by and through ongoing communication and community meetings.

**B. Payment Schedule:** The Parties agree that the City will make payments to the Chamber of Commerce under this Agreement on a semiannual basis. The Parties recognize that the City assesses the local hotel occupancy tax on a quarterly basis, and the local hotel/motel tax payers then have up to thirty days after assessment to remit payment to the City. Therefore, the Parties agree that the payments to the Chamber of Commerce from the City shall be made by the City within thirty (30) calendar days after the payers remit their tax payments to the City, on a semiannual basis. By way or example only, while local hotel/motel occupancy tax payers are assessed the tax on September 1st of each year, payment is not overdue to the City until October 30th. Therefore, the City's semiannual payment to the Chamber of Commerce under this Agreement will be made no later than April 30 and October 30 of the applicable year only after conditions are met per Section VII. The City reserves the right to withhold payment if conditions are not met.

**C. Services to be Rendered:** In consideration for the receipt of HOT Funds from the City, the Chamber of Commerce agrees to use all HOT Funds provided by the City, in a manner that complies with Section V of this Agreement, to implement and conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the City by successfully performing one or more of the following activities: (1) publishing and distributing brochures and community information packets, (2) advertising in various tourist publications and general media publications, approved by the City, (3) operating and maintaining a visitor center office with hours of 8:30 AM -5:00 PM, Monday through Friday, and Saturdays from 10:00 a.m. to 4:00 p.m. from March 1st to September 30; (4) sponsoring events that attract tourists and visitors to the City of Lampasas and the immediate vicinity, (5) attending travel shows and other events approved by the City that promote the City and the immediate vicinity, (6)

participating with state and regional agencies in tourist development programs that will directly benefit the City, (7) using all appropriate, professional and legal means to increase the traveling public's awareness of the resort and recreational opportunities and advantages in the City and the immediate vicinity, (8) maintaining a current website that includes attractions, events, and tourism based business information, and (9) distributing/restocking current visitor brochures **monthly at the WM-Brook Park kiosk City Hall and surrounding hotels and Visitor Centers.**

As further consideration, the Chamber of Commerce further agrees that it will use the HOT Funds provided by the City to seek to achieve economic benefit for the City through its tourism and publicity activities, to provide tourist-related information about the City, and to serve as an advisory body to the City, on request, in matters related to expanding the tourist-derived economy.

### **Section III. Independent Contractor**

It is expressly understood and agreed solely by and between the Parties that the Chamber of Commerce is under contract with the City solely as an independent contractor and is not an officer, agent, representative or employee of the City and, thus, has no authority to bind the City. The City shall not be responsible for the day to day management of the Chamber of Commerce, but the money provided to the Chamber of Commerce by the City, as per this Agreement, must be used solely and specifically for the purposes stated herein.

### **Section IV. Employees/Contractors**

The Chamber of Commerce shall engage an adequate number of employees, volunteers, workers, or contractors, to accomplish the objectives set forth in this Agreement. The Chamber of Commerce shall further provide adequate office space, equipment, supplies and other materials as may be necessary to accomplish the purposes of this Agreement.

### **Section V. Use of Funds**

The Chamber of Commerce agrees that any HOT Funds provided to it under this Agreement by the City shall be expended only in a manner that fully complies with applicable State law. Specifically, applicable State law generally requires that all expenditures of HOT Funds must, as a preliminary matter, directly enhance and promote tourism and the convention and hotel industry in the community by attracting out-of-town tourists and visitors to the City and/or the immediate vicinity who would stay overnight or otherwise conduct business at the area lodging facilities. In addition, the expenditure of HOT Funds must also fall within one of the following descriptions:

- (1) Funds the establishment, improvement, or maintenance of a convention center or visitor information center; OR
- (2) Pays the administrative costs for facilitating convention registration; OR
- (3) Pays for advertising, solicitations, and promotions that attract tourists and convention delegates to the City or its vicinity; OR
- (4) Funds programs that promote the arts; OR
- (5) Funds historical restoration or preservation programs; OR
- (6) Pays for costs to hold sporting events in which a majority of the participants are tourists; OR
- (7) Funds transportation systems to transport tourists to tourism and convention venues.

At no time shall any HOT Funds provided under this Agreement be used for any political purpose, nor shall any event sponsored, or facilitated by HOT Funds under this Agreement be used to promote/oppose a political candidate or in support/opposition of a political purpose.

In addition to compliance with all stipulations noted above, the Chamber of Commerce must expend all HOT Funds under this Agreement in the following manner:

a) **Visitor Information Center and/or All Other Legally Qualifying**

**Expenditures:** HOT Funds provided pursuant to this Agreement may be spent by the Chamber of Commerce or its contractors for administrative expenses related to operations of a visitor information center and/or any other legally qualifying expenditure. As used herein, "administrative expenditures" includes supplies, salaries, utilities, travel expenses, and administrative costs associated with a visitor information center or other legally qualifying expenditure. However, the portion of administrative costs paid for with HOT Funds shall not exceed the proportional percentage of actual administrative costs incurred by the Chamber of Commerce for these permitted allowed activities, nor may it exceed the limits noted herein. Documentation of the percentage of the cost(s) that are attributable to the activity funds by the HOT Funds shall be provided to the City annually, along with the proposed budget.

## **Section VI. Management of HOT Funds**

The Chamber of Commerce agrees to maintain a separate financial (i.e. bank) account for deposit and withdrawal of the HOT Funds received from the City pursuant to this Agreement and, further agrees that it shall not commingle the HOT Funds with any other account or funds managed or held by the Chamber of Commerce. It is understood and agreed by and between the Parties that, upon budget approval by the

City, a fiduciary duty is created in the Chamber of Commerce to the City with respect to expenditure of the HOT Funds provided.

The Chamber of Commerce agrees to maintain complete and accurate financial records of each receipt and expenditure of the HOT Funds and, upon request of the City Council or other person, shall make the records available for inspection and review during the normal business hours in accordance with the Texas Public Information Act.

## **Section VII. Reporting Requirements**

This Section VII applies only to HOT Funds provided by the City to the Chamber of Commerce and the use of those HOT Funds, and not to any other finances, funds, or financial assets of the Chamber of Commerce. In addition, the Chamber of Commerce shall submit the budget, audit and semiannual ~~quarterly~~ reports to the City Secretary's office and confirm a schedule of presentation of such reports at a meeting of the City Council. Failure to comply with these reporting requirements shall be cause for the suspension by the City of payments of HOT Fund contributions to the Chamber of Commerce, until such time as reporting is made current to the City's satisfaction.

- A. HOT Fund Program of Work & Budget:** The Chamber of Commerce shall provide an annual Program of Work and a projected line item budget to the City Council for approval that will include operational costs, advertising, and promotional costs, event/festival costs and capital outlay expenses to be paid from HOT Funds. Such report and budget shall be provided no later than July 1st of each year for the upcoming municipal fiscal year(s). The Chamber of Commerce shall present its HOT Fund Program of Work & Budget to the City Council at a Council meeting no later than the end of July of each year this Agreement is in effect. The HOT Fund Budget shall provide a complete financial plan containing, at a minimum, the following information and/or deliverables:
- 1) A budget message, explanatory of the proposed tourism/promotional activity to be undertaken, which message shall contain an outline of the plan of the activity and, in the following years, set forth the reasons for the salient changes from the previous year (as applicable) and any major budgetary revisions. All items of expenses shall contain detailed narratives as to the basis of the proposed expenditure.
  - 2) A spreadsheet detailing anticipated HOT Fund program revenues and expenses, as set forth for each proposed program:
    - a) The actual amounts for the last two (2) completed years;
    - b) The budgeted amount for the current year;
    - c) The estimated amount for the current year;
    - d) The proposed amount for the upcoming year.

- 3) Documentation of the percentage of administrative costs that are attributable to the administration activities related to each program that has been funded by the HOT Funds.

**B. Semiannual Reports:** The Chamber of Commerce shall submit semiannual expenditure report(s) to the City Secretary. Such reports shall be delivered to the City Secretary and presented to the City Council at a meeting no later than the last working day of April (covering October through March) and last working day of October (covering April through September). Reports shall include information on completed HOT Fund projects and events along with revenues and expenses which were supported by the Chamber's expenditure of HOT Funds. Copies of advertisements and associated invoices for the applicable time period shall also be submitted, to assist the City in documenting compliance with applicable State legal requirements.

**C. Audit:** At the time that the Chamber of Commerce submits its annual budget request to the City, (i.e. on or before July 1st of each year), The City, at City's expense, may request and procure an audit of the Chamber's disbursement and use of HOT funds provided by the City.

### **Section VIII. Term and Renewal Agreement**

This Agreement shall be effective as of October 1, 2022 and shall expire or be automatically renewed for a subsequent year on or about September 30, 2023, thereby remaining in effect until terminated by either Party, as set forth in Section IX, below. It is agreed and acknowledged by the Chamber of Commerce that there is no right of any extension of the one-year term or automatic renewal of this Agreement, for any ensuing year(s), and that the option to extend or allow automatic renewal of the Agreement, from year to year, shall rest with and be solely within the discretion of the City.

### **Section IX. Termination of Agreement**

Either the City or the Chamber of Commerce shall, upon providing proper written notice in the manner set forth herein below in Section X, have the unilateral option to terminate this Agreement, with or without cause, at any time by providing notice of termination to the other party a minimum of ninety (90) days prior to the termination.

### **Section X. Notification**

Any notice provided pursuant to this Agreement shall be effective when deposited in the United States mails, either certified or registered mail, postage prepaid and addressed to the following:

City of Lampasas  
Attn: City Secretary  
312 East Third Street  
Lampasas, Texas 76550

Lampasas Chamber of Commerce  
Attn: Board Chairperson  
205 South Highway 281  
Lampasas, Texas 76550

The Parties may, from time to time, amend the above-shown addresses by providing a written request and notice to the other Party of the then existing address.

### **Section XI. Assignment or Delegation**

This Agreement may not be assigned, transferred or delegated without the prior written consent of the other Party, and any attempted assignment of benefits or rights and/or attempted delegation of duties or obligations shall be a material breach of this Agreement. However, nothing in this Agreement shall prohibit the Chamber of Commerce from participating with regional or state tourism programs or from contracting for joint promotion with other agencies, so long as no HOT Funds are assigned by the Chamber of Commerce to such other programs or agencies, without the express prior written Permission of the City.

### **Section XII. Controlling Law**

This Agreement shall be subject to the laws and statutes of the State of Texas. It is understood and agreed that in the event any provision of this Agreement is found by an appropriate authority to be inconsistent with the requirements of the Act, or any other applicable State law, the requirements of the pertinent law will control, and all other provisions in the Agreement shall remain in full force and effect.

### **Section XIII. Indemnity and Insurance Clause**

The Chamber of Commerce shall indemnify and hold harmless and defend the City, its officers, agents, representatives and employees from any and all claims, losses, causes of action, damages, suits, and liability for the negligence and misconduct of the Chamber of Commerce, including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or from damage to any property, arising from or in connection with the operations for the Chamber of Commerce, its officer, agents and employees performed in furtherance of this Agreement.

The Chamber of Commerce shall carry public liability insurance in the minimum amount(s) of: FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) for each person; FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) for each occurrence; and ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) for property damage/liability, for each occurrence. These insurance policies shall name the City as an additional insured. Copies of these policies, or duplicate originals thereof, shall be filed with the City Secretary before the Chamber of Commerce may initiate any activities contemplated by this Agreement. Failure to provide documentation of the requisite insurance shall be cause for the suspension of disbursements of HOT Funds to the Chamber of Commerce.

**Section XIV. Prohibition against Discrimination**

In the performance of this Agreement, the Chamber of Commerce shall not discriminate against any employee, applicant for employment, or volunteer because of an individual's race, color, religion, national origin, sex, or mental or physical disability. Proven breach of this provision may be regarded as a material breach of this Agreement, resulting in possible termination of the Agreement.

**Section XV. Entire Agreement/Authority of Signatories**

This Agreement constitutes the entire agreement between the Parties, pertaining to the City's provision of and the Chamber's use of HOT Funds. The persons signing below warrant that they have the full and legal authorization of their respective governing bodies to enter into this Agreement and to fully bind the entity represented by each signatory to the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

City of Lampasas, Texas

Lampasas County Chamber of Commerce

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

By: \_\_\_\_\_  
Alexis Thompson, Chamber President

Attest:

By: \_\_\_\_\_  
Melissa Unger, Executive Director

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

Attest:  
\_\_\_\_\_  
Cherise Moses, Board Secretary

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

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

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**Subject:**

Discussion and updates regarding Advisory Board terms, renewals and vacancies

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 8, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

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**Attachments:****Summary Statement:**

This has been placed on the workshop agenda to provide an update on filling advisory boards. As mentioned at the September 12, 2022 meeting we currently have 22 Board terms expiring September 30, 2022. We have 4 current vacancies and 3 of the 22 have opted to not renew their appointment as of today; one on LEDC, one on the Library Board and one on ZBA. To date we have received 11 renewal applications of the 19 members with terms expiring at the end of the month We continue to advertise volunteer opportunities on social media.

**Recommendation:**

Discussion and direction only

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

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

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**Subject:**

Discussion regarding reservation procedures and rental fees for the Campbell Park Pavilion.

Requested By: Chris Eicher, Parks Director

Submitted By: Vicki Tower, Parks Secretary

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The Campbell Park pavilion was completed in early summer. Since that time, committees, organizations and citizens have shown interest in reserving and/or renting the Campbell Park Pavilion. Staff had reported to Council that once the work was completed, they would bring the proposed reservation and fee schedule to Council for consideration. The Hancock Park Pavilion and the Ruth Eakin Amphitheater are rented for \$75.00 per day with a \$75.00 refundable deposit. Staff feels that we can utilize this same fee structure. Staff would like to install appropriate signage advising the public that the facility must be reserved along with contact information. The Parks Board does recommend moving forward with implementation of policy & fee structure.

**Recommendation:**

Discussion and direction only

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City ManagerITEM NO. WORKSHOP-5

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

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**Subject:**

Discussion regarding Residential and Commercial Developments.

Requested By: Mayor Pro-Tem Chuck Williamson

Submitted By: Becky Sims, City Secretary

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the workshop agenda to provide development updates to Council.

**Recommendation:**

Discussion only

## COMMERCIAL DEVELOPMENTS 2022

- New Storage Units- 4<sup>th</sup>/Brown
- New Retail Strip Center/Storage Units 4<sup>th</sup>/Briggs
- Previous WT Excavation/Green Keepers Building 4<sup>th</sup> Street-
- Eco-Strong Manufacturing – Pecan Street
- Silver Creek Assisted Living-(additional 42 apartments) 281 across from Boones
  - (2) 4-story & (1)-2-story- Zoning Amendments- Utility Relocation
- Starbucks
- Santa Fe Depot- 2<sup>nd</sup>/Liveoak- Metal Building/Shell (Business TBD)
- Rutlands Building- Renovations-
  - Distillery/Tasting Room-
  - Retail space (Candy/Popcorn/Gelato)
- T-Mobile- (Golden Chick Strip Mall)
- Community Church
- Church of Christ- Activity Center
- Grace Fellowship- Sunday School/Office Addition/Remodel
- Hodges & Sergeants/ Bancorp South Building
- LISD Auto-Tech Building
- Sneed Crematorium

## NEW BUSINESSES 2022

- Whiskey & Wrenches- Saloon 37
- Beer Market- New Business Owners- open for lunch- pool tourneys/trivia
- Loly's Ice Cream- Next to Dollar Tree- Santa Fe Shopping Center
- Gillen's Wine & Candies
- Always Home Properties
- WM Roofing
- Rollo Insurance (Civitas Building)
- Sulphur Creek Urgent Care
- The Steele Magnolia

## NEW RESIDENTIAL DEVELOPMENTS

- Jan 2022- present- 19 new home permits
- Jan 2022-present- 74 remodel/addition permits (interior, roof, shed, driveways. carports, patios etc.)
- Stone Valley 67 Home Subdivision- approximately 7 lots left to develop
- Brodie Estates 22 Home Subdivision- 6 lots have been completed or are in progress
- Hillside Acres-28 Home Subdivision- 8 lots have been completed or are in progress
- Hidden Oaks- 12 Home Subdivision-Infrastructure approved & accepted by City-
  - Issued first building permit for new home.
- 4 new homes underway on Shephard Lane

- 5 new homes by RKJ Construction on Bridge/Brown
- 3 new homes by RKJ Construction on Gamel/Northington area coming soon
- 3 new homes by Tom Lancaster Homes on N Summer coming soon
- Northington Creek Estates- proposed 177 home subdivision (48 acres) Mill/Brown Street
  - Egress/ingress, line upsize/fire flow/domestic service/ traffic impact study for 4<sup>th</sup> street.

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**A PROCLAMATION TO DESIGNATE THE WEEK OF  
OCTOBER 9 -15, 2022 AS “FIRE PREVENTION WEEK”**

**WHEREAS**, this year marks the 100<sup>th</sup> anniversary of “Fire Prevention Week”;

**WHEREAS**, this year’s slogan is “Fire won’t wait, plan your escape”:

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

**WHEREAS**, home fires are a serious public safety concern with more than 358,500 residential fires reported annually killing more than 3,700 people in the United States; and

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

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

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

**NOW, THEREFORE**, I, T.J. Monroe, Mayor of the City of Lampasas, Texas, on behalf of the Lampasas City Council, proclaim the week of October 9-15, 2022, as “**Fire Prevention Week**”

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

BY MY HAND, this 26<sup>th</sup> day of September, 2022.

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T.J. Monroe, Mayor

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**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY  
 OF THE CITY OF LAMPASAS, TEXAS  
 CALVERT MUNICIPAL BUILDING  
 CITY COUNCIL CHAMBERS  
 302 E THIRD STREET  
 Monday, September 7, 2022  
 5:30 p.m. Special Session**

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Pro-Tem Williamson presiding.

**Council Members Present:**

Cathy Kuehne  
 Davis Keele  
 Randy Clark  
 Zachary Morris  
 Herb Pearce

**City Staff Present:**

Finley deGraffenried, City Manager  
 Ryan Ward, Assistant City Manager  
 Yvonne Moreno, Finance Director  
 Becky Sims, City Secretary

**Council Members Absent:**

Mayor TJ Monroe

**PUBLIC HEARING  
 5:30 P.M.**

**I. Call to order Public Hearing**

*Mayor Pro Tem Williamson opened the public hearing at 5:30 p.m.*

- II. Public hearing to receive citizen comments regarding the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2022 tax year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, and establishing an effective date.

*There were no citizen comments*

- III. Adjourn - *Council member Morris moved to adjourn the special meeting, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe absent)*

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

\_\_\_\_\_  
 Chuck Williamson, Mayor Pro-Tem

ATTEST:

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

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, September 12, 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 Pro Tem Williamson presiding.

**Council Members Present:**

Davis Keele  
Randy Clark  
Herb Pearce  
Cathy Kuehne

**Council Members Absent**

Mayor TJ Monroe  
Zachary Morris

**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  
Jeff Smith, Fire Chief  
Mandy Walsh, EDC Director

**WORKSHOP SESSION**

**1. Call to order Workshop Session**

*Mayor Pro-Tem Williamson called the meeting to order at 5:32 p.m.*

**2. Discussion and presentation from the Hill Country 100 Club.**

*Mark Whitaker, representative from the Hill Country 100 Club provided an overview of the organization to the City Council.*

- *The 100-club organization has been providing financial and emotional support to immediate family members of fallen police officers since 1952. The club began by one person inviting 100 of their friends and family to a meeting.*
- *The Hill Country 100 club was established in 2001; today it assists not only police officers, but also firefighters and EMS families in four counties. They have over 350 members.*
- *They give 10, \$2,000.00 scholarships annually to selected students who follow in one of the fields supported by this organization.*
- *They host three (3) fundraisers each year to raise money.*
  - *Golf Tournament*
  - *Cops & Cowboy Shoot- Blanco*
  - *Good Friday- McDonalds- Portion of Proceeds go to 100 Club*

*Mr. Whitaker mentioned on behalf of the 100 club, they are very thankful for the annual support from the City of Lampasas.*

**3. Discussion regarding Interlocal Agreement with LISD for School Resource Officers.**

*Finley deGraffenreid, City Manager briefed Council on the highlights to the Interlocal Agreement, such as, payment terms, officer availability during peak times at the City and the one-time \$50,000.00 (\$49,500.00) payment to offset costs during the first year in lieu of the School District paying both officers at 100%. The agreement is 95% complete.*

*Council inquired about recruitment for additional officers. Chief Cummings advised that they do have an internal officer interested in becoming an SRO and they do have an external candidate that is new to the area.*

#### **4. Discussion regarding Interlocal Agreement with Lampasas County for EMS Services.**

*Finley deGraffenreid, City Manager advised that the agreement is 95% complete. County has agreed to fund the salaries of three new dispatchers, all necessary software/hardware, and equipment in year one in an amount not to exceed \$282,000.00 per terms outlined in Article III, in year 2-5 the County will fund the salaries of the three dispatchers as outlined in the terms. The agreement shall be for five (5) years, with notice provided within 180 days of expiration date to renew or terminate agreement. Workforce availability clause has been included as well similar to SRO agreement in the event of shortages of trained staff to be available to support day-to-day operations. The agreement is scheduled to be on the County Commissioner's agenda for their September 26, 2022 meeting.*

#### **5. Discussion regarding Short Term Rentals**

*At the request of Council member Kuehne, Staff placed this item on the workshop agenda to discuss the need to develop a Short-Term Rental Ordinance. Staff has been gathering data from other municipalities as well as Texas Comptroller and American Planning Association. Some municipalities such as City of Burnet and the City of Copperas Cove do not regulate STR and others similar to Fredericksburg have a very detailed 100-page Ordinance. Marble Falls just recently adopted Short-Term Rental Ordinance and have contracted with Granicus to administer the program. Becky Sims, Zoning Administrator advised that this type of Ordinance has to be done methodical with consideration of factors such as community, property owners, enforcement, regulatory authority and reasonable expectations. Sims advised that this was presented to the Planning Commission at the September 1, 2022 meeting and at this time they do not recommend moving forward. Staff will continue to gather data to stay abreast of standard regulations and impacts to the community to include cost and benefit of administration of a STR Ordinance.*

*Council member Kuehne explained that if we don't start now we will be behind; especially for events such as the Eclipse. Staff explained that not only would property owners not register their homestead as a Short-Term Rental for a one-time event, the City does not have the resources to administer or enforce any STR during that event with the expected people to be in town. During that time, Staff will be focused on traffic and safety for all citizens and visitors to the community.*

*After Council discussion, there appeared to be no clear consensus regarding additional investigation. Mrs. Sims will continue to gather information and report to Council.*

#### **6. Discussion regarding Height Restrictions for Specific Zoning Districts.**

*Becky Sims, Zoning Administrator advised that Staff has been collecting data and reviewing height restriction regulations among other municipalities, as well as seeking guidance from the American Planning Association. The draft shown below falls in line with how other municipalities regulate lot size and setbacks in relation to height restrictions by district. This draft focuses on multifamily (apartments), commercial, retail and*

industrial. At this time there is no recommended amendment to the height restrictions to residential as the max height is 2 ½ stories (35 feet) which is standard with other municipalities. This was brought before the Planning Commission at the September 1, 2022 meeting and they did recommend approval to move forward with Zoning amendments.

DISTRICT	MIN LOT AREA	MIN DWELLING UNIT SIZE	MIN LOT WIDTH	MIN LOT DEPTH	MIN FRONT YARD	MIN REAR YARD	MIN SIDE YARD	MIN HEIGHT OF BUILDING	MAX LOT COVERAGE BY BUILDING
MF-2 (Apartments)	15,000 SF/ Lot  1,725 SF/ Dwelling Unit	550 SF-efficiency  600 SF-1BR 800 SF-2+BR	100 FT 110 FT	125 FT 135 FT	40 FT 45 FT	20 FT/ 25 FT  80 FT in excess of one story/adj to Single Family	15 FT/ 20 FT  60 FT in excess of one story/adj to Single Family	3 STORIES 4 STORIES (55 FT HEIGHT)	50%
O	6,000 SF	N/A	50 FT 60 FT	110 FT 120 FT	25 FT 30 FT	20 FT 25 FT	10 FT 15 FT	2 STORIES 3 STORIES (45 FT HEIGHT)	50%
R	8,000 SF	1200 SF	70 FT 80 FT	100 FT 110 FT	25 FT 30 FT	25 FT 30 FT	25 FT 30 FT	2 STORIES 3 STORIES (45 FT HEIGHT)	40%
CBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3 STORIES	N/A
C	6,000 SF	N/A	60 FT	100 FT	20 FT	20 FT	15 FT	3 STORIES	50%
LI	15,000 SF	N/A	100 FT	150 FT	25 FT 30 FT	20 FT 25 FT	15 FT 20 FT	2 STORIES 3 STORIES	65%
HI	15,000 SF	N/A	100 FT	150 FT	25 FT 30 FT	20 FT 25 FT	15 FT 20 FT	3 STORIES	65%

The consensus from Council is to move forward with the Height Restriction Zoning Amendment Ordinance.

**7. Discussion regarding Annual City Board Renewals.**

Becky Sims, City Secretary advised that each year Staff reviews the advisory boards for those terms that expire, renewals and any current vacancies. We currently have 22 Board terms expiring September 30, 2022. We have 4 current vacancies and 3 of the 22 have opted to not renew their appointment as of today; one on LEDC, one on the Library Board and one on ZBA. Staff has provided Board members with expiring terms applications to renew; we have received 6 renewal applications thus far. We have begun advertising volunteer opportunities on social media and Staff has included the attached presentation that describes each board.

**8. Discussion regarding Hostess House Project Design Meeting Date.**

Finley deGraffenried, City Manager advised that Staff met with Reliance Architecture to review changes from the 100% Design Development Plan to the 50% Construction Plan Set. Mr. Naylor, Reliance Architecture is available for an onsite meeting with Staff and City Council either Monday, September 19<sup>th</sup> or Monday, October 17<sup>th</sup>, by consensus Council agreed to October 17<sup>th</sup> at 5:30 pm.

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

*There was no discussion.*

10. **Adjourn Workshop Session**

*Council member Keele moved to adjourn workshop at 6:21 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

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

**1. Call to Order**

*Mayor Pro Tem Williamson called the Regular Session to order at 6:23 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**

- Library Card Sign-Up Month Proclamation

***Library Card Sign-up Month Proclamation***

*WHEREAS, libraries and librarians play a crucial role in the education and development of children;*

*WHEREAS, librarians are literacy experts, offering everything from preschool story hours to summer reading clubs that sustain school-year learning;*

*WHEREAS, libraries provide a learning environment that fosters joyful exploration, encouraging students to research subjects that they are genuinely curious about;*

*WHEREAS, librarians create welcoming and inclusive spaces for people of all backgrounds to learn together and engage with one another;*

*WHEREAS, librarians provide a variety of books and resources to serve everyone in the community, making knowledge and ideas available so that people have the freedom to choose what to read;*

*WHEREAS, a library card empowers all people to pursue their dreams, explore new passions and interests, and find their voice;*

*WHEREAS, libraries are constantly transforming to deliver new services that connect closely with community needs, even during a pandemic;*

*THEREFORE, be it resolved that I, Chuck Williamson, Mayor Pro-Tem of Lampasas, proclaim September as Library Card Sign-up Month in Lampasas, Texas, and encourage everyone to sign up for their own library card today.*

*IN WITNESS WHEREOF, I have herewith set my hand and caused the Seal of the City of Lampasas, Texas to be affixed this 12<sup>th</sup> day of September, 2022.*

- National Chiropractor Health Month Proclamation



*WHEREAS*, the opioid crisis continues to take a toll on the health and lives of millions of Americans, and has worsened in some communities during the COVID-19 pandemic;

*WHEREAS*, according to the Centers for Disease Control and Prevention (CDC), as many as one in four patients who receive prescription opioids long term for non-cancer pain struggles with addiction and, from 1999-2000, more than 260,000 people died in the U.S. from overdoses involving prescription opioids;

*WHEREAS*, the interest in and need for greater access to safe and effective non-drug, noninvasive approaches to pain management has increased;

*WHEREAS*, the American College of Physicians (ACP) released updated low-back pain treatment guidelines in 2017 that promote the use of noninvasive, non-drug approaches such as spinal manipulation as a first line of defense against back pain, before the use of pain medications and surgery;

*WHEREAS*, the CDC in its draft 2022 prescribing guidelines also promotes diverse approaches and varied pain management solutions and specifically encourages use of non-drug therapies as a first line of treatment for subacute and chronic pain and even some types of acute pain.

*WHEREAS*, Doctors of chiropractic, who focus on the whole person with their non-drug, noninvasive treatments for pain management – most notably spinal manipulation – can play an important role in helping patients lessen their reliance on pain medications;

*WHEREAS*, there is a growing body of research supporting the early use of chiropractic spinal manipulation in helping patients with chronic low-back pain to reduce or eliminate their need later for prescription opioid pain medications and surgery;

*WHEREAS*, With the theme “Chiropractic: On the Frontline for Pain,” Chiropractic Health Month 2022 serves as a reminder to citizens of *Lampasas, Texas* that non-drug treatments for low-back such as spinal manipulation provided by doctors of chiropractic can help to lessen or eliminate the need for riskier, potentially addictive treatments and should be utilized where appropriate before starting prescription opioid pain medications.



*THEREFORE, BE IT RESOLVED*, that the *City of Lampasas* officially joins with the Texas Chiropractic Association (TCA) and the American Chiropractic Association (ACA) in proclaiming the month of October 2022 as Chiropractic Health Month.

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

*There were no citizen comments*

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

1.3	Public hearing to receive citizen comments regarding the program performance of the activities completed under the Texas Community Development Block Grant (TxCDBG) for a Sewer Improvement Project, Program Grant #7220260 which will include an explanation of the actual use of
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the Texas Community Development Block Grant Program Funds and invite comments.

*Mayor Pro-Tem Williamson opened the final public hearing at 6:30 p.m. to receive citizen comments regarding the Sewer Improvement Project, Program Grant #7220260. There being no citizen comments, the public hearing was closed.*

1.4	Public Hearing to receive citizen comments regarding a request for a Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas
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*Becky Sims, Zoning Administrator advised of the following:*

- *The property owner is applying for a Specific Use Permit (SUP) to allow for an accessory dwelling to the main structure commonly referred to as a guesthouse.*
- *The property owner is in the process of adding a bedroom and bathroom to the building and upon approval would like to add a kitchenette for guest use.*
- *Mr. Kuker is aware that this dwelling cannot be used as rental property as stated in the letter and will only be used at the pleasure of the homeowner/occupant.*
- *Staff mailed twenty-six (26) notices to property owners within a 200 ft radius, two letters were returned in favor of the request and none in protest.*
- *This case was heard before the Planning Commission on September 1, 2022 and they recommended approval of the Specific Use Permit*

*Mrs. Lisa Hall was present at the Public Hearing. She is protesting the request as she was advised, by a third party, it would decrease her property value.*

*Mr. Kuker advised that he does have plans on adding a stove and refrigerator upon approval by the Building Department. The guest house will be used by his son's family and friends when they come to town to visit.*

*With no additional comments, the Public Hearing was closed.*

1.5	Public Hearing to receive citizen comments regarding the Gamel Addition Minor Plat with variances being all of two tracts of land and part of lot 2, Block 30 of Matthew & Wilkes Addition, Lampasas, Texas Lampasas County.
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*Becky Sims, Zoning Administrator advised of the following:*

- *Daniel K Johnson, Owner, presented his request to the City's Zoning Board of Adjustment to grant a variance(s) to the City's Zoning Ordinance; which was approved at the July 26, 2022 meeting; specifically, Single Family Residential-6 "SF-6" for a reduction in depth from 110' to 105' and a reduction in width from 50' to 45'.*
- *The property is currently zoned Single Family Residential-6 "SF-6". The area surrounding the property is Single Family Residential-6 "SF-6".*
- *The lot is irregular and requires a variance to the width and depth to make it buildable.*
- *The lot does comply with the 25 ft front yard setback and 6 ft side & rear set back.*

- *This case was heard by the Planning Commission on September 1, 2022 and they did recommend approval to Council.*

*With no additional comments, the Public Hearing was closed.*

1.6	Public Hearing to receive citizen comments regarding the Minor Plat of Cresta De Mesa Soleads, 6.13 acres out of the James R. Cook Survey, Abstract No. 110, Lampasas County, Texas.
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*Becky Sims, Zoning Administrator advised of the following:*

- *John and Janice Allen and David O'Neal, Owners, are requesting approval of a Minor Plat of Cresta de Mesa Soleads; 6.13 acres subdivided into three tracts within the Extra-Territorial Jurisdiction (ETJ) of Lampasas City Limits.*
- *The property is located in the ETJ and does not have a Zoning designation.*
- *City Water is readily available for all three tracts.*
- *City Electric is available for Tract One & Tract Three, Tract Two will require an extension of services otherwise this plat would have been approved administratively.*
- *Sewer Services provided by Onsite Sanitary Septic Facilities (OSSF).*
- *This case was heard by the Planning Commission on September 1, 2022 and they did recommend approval to Council.*

*With no additional comments, the Public Hearing was closed.*

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting on August 22, 2022

*Council member Clarke moved to approve the minutes as presented, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from August 1, 2022-August 31, 2022.
3.2	Discussion and possible action concerning the second reading of an Ordinance amending Appendix A (Fee Schedule), Chapter 82 (Utilities), Article V, Section (H) Water Rate of the Code of Ordinances of the City of Lampasas providing for an increase in the rates to be charged for Water Service by the City of Lampasas; providing for repeal of conflicting ordinances; providing a severability clause and providing an effective date

*Council member Kuehne moved to approve the consent agenda, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

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

City Manager deGraffenried reviewed his report:

- Pressure Plane*                      *Although the Upper Pressure Plane Study, procured by the City in November 2019, has been substantially presented to the Council last year, staff have received the bound, final draft this week. As discussed previously, the Upper Pressure Plane Study could be more accurately titled as a Long-Term Master Plan for the City's water infrastructure. The Study includes analysis of existing conditions; service area with potential growth; future demand and capacity; hydraulic models; and recommendations. The LEDC Business Park development was also designed in coordination with the recommendations for future growth. Council has identified funding for an initial, phased implementation of the Plan. Staff is pleased to provide a copy to Council on request.*
- Paving*                                      *The Street Department has completed a substantial portion of this year's seal coat paving program. 1<sup>st</sup> Street, from Willis to Rice, and 4<sup>th</sup> Street from Willis to Steele (not developed) has been paved. Staff had hoped to pave Naruna, from the Bridge to Howe, however, did not have enough emulsion to complete the roadway. Previously, City contractors performed mill and HMAC overlay in the Sue Ann Subdivision and on Chestnut. Road work was identified and prioritized through PASER ratings conducted by the Street Department this Spring. Streets and maintenance methods are determined based on the best value for extending the useful life of the surface.*
- Business Park*                              *Attached is Pay Application No. 5 for Phase 1 LEDC Business Park Improvements for a current amount due of \$370,969.67. Of that amount, as noted on the included MEMO, \$89,065.65 is eligible for ARPA funding. Based on the Pay Application, the project is 66% complete. Contractors continue to install base in preparation for curb installation and paving. Mandy and Ryan may provide additional details regarding progress at the meeting.*
- Sales Tax*                                      *September sales tax summary indicate an 11.98%, \$26,754.04, improvement from September 2021. Year to date the City has received \$2,131,286.52 compared to \$1,946,824.83 during the same period last year. \$184,461.69, or 9.47%, better than previous year.*
- Gateway Signage*                              *The City was contacted today by Libby Bluntzer, representing Vision, regarding the installation of a welcome sign on South 183. Council is likely aware the Airport welcome sign was a collaborative project by Vision which included donated stone and trade work. The stone will again be donated, and Libby noted it was on Catherine Metzger's list of community projects that she intended to have completed. Specifications are not available at the time of publication, however; staff understands the stone will be approximately 12' x 5'. The City will likely be asked to assist with footings and fence relocation, however; the share should be relatively minor compared to the total investment. The sign will be located on the Bumpus property, and is identified as a need in the Comprehensive Plan.*

5.2	MAYOR'S COMMENTS
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*The Mayor Pro-Tem had no comments this evening.*

6.0	UNFINISHED BUSINESS
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*There was no unfinished business.*

7.0	NEW BUSINESS
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7.1	Discussion and selection of website photo contest.
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*Council member Kuehne moved to select entry # 3, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.2	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial or approval with modifications for a Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas
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*Council member Pearce moved to approve the first reading of an Ordinance to approve the Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.3	Discussion and possible action regarding approval, denial or approval with modifications the Gamel Addition Minor Plat with variances being all of two tracts of land and part of lot 2, Block 30 of Matthew & Wilkes Addition, Lampasas, Texas Lampasas County.
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*Council member Pearce moved to approve the Gamel Addition Minor Plat with variances being all of two tracts of land and part of lot 2, Block 30 of Matthew & Wilkes Addition, Lampasas, Texas Lampasas County, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.4	Discussion and possible action regarding approval, denial or approval with modifications the Minor Plat of Cresta De Mesa Soleads, 6.13 acres out of the James R. Cook Survey, Abstract No. 110, Lampasas County, Texas.
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*Council member Pearce moved to approve the Minor Plat of Cresta De Mesa Soleads, 6.13 acres out of the James R. Cook Survey, Abstract No. 110, Lampasas County, Texas, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.5	Discussion and possible action regarding proposal from Schneider Engineering to provide engineering design and support services for the installation of four standby generators to serve the Water/Wastewater Treatment Plant, Water/Wastewater Office and Lab, Spring Street Pump Station, Animal Shelter and a portable generator for lift stations in the amount of \$30,500.00
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*Council member Keele moved to approve the proposal from Schneider Engineering to provide engineering design and support services for the installation of four standby generators to serve the Water/Wastewater*

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*Treatment Plant, Water/Wastewater Office and Lab, Spring Street Pump Station, Animal Shelter and a portable generator for lift stations in the amount of \$30,500.00, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.6	Discussion and possible action regarding proposal from Schneider Engineering for adjustment to the City of Lampasas double circuit distribution that crosses US 281 and continues in the Naruna Road right-of-way as part of the TxDOT Project in the amount of \$16,200.00.
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*Council member Clark moved to approve the proposal from Schneider Engineering for adjustment to the City of Lampasas double circuit distribution that crosses US 281 and continues in the Naruna Road right-of-way as part of the TxDOT Project in the amount of \$16,200.00, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.7	Discussion and possible action concerning the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2022 and ending on September 30, 2023; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date
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*Council member Clark moved to approve the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2022 and ending on September 30, 2023, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

*The recorded roll call vote was as follows:*

- Council member Clark- aye*
- Council member Keele- aye*
- Mayor Pro-Tem Williamson- aye*
- Council member Kuehne- aye*
- Council member Pearce- aye*

7.8	Discussion and possible action concerning the first reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2022 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt for the City of Lampasas; and establishing an effective date.
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*Council member Clark moved to approve the first reading of an Ordinance setting the Tax Rate and levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2022 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2022 and ending September 30, 2023. (Monroe & Morris absent)*

*The recorded roll call vote was as follows:*

- Council member Clark- aye*
- Council member Keele- aye*
- Mayor Pro-Tem Williamson- aye*
- Council member Kuehne- aye*

- Council member Pearce- aye

7.9	Discussion and possible action regarding ratifying the property tax revenue increase reflected in the Fiscal Year 2022-2023 Budget
-----	--

*Council member Keele moved to approve ratifying the property tax revenue increase reflected in the Fiscal Year 2022-2023 Budget, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

*The recorded roll call vote was as follows:*

- Council member Clark- aye
- Council member Keele- aye
- Mayor Pro-Tem Williamson- aye
- Council member Kuehne- aye
- Council member Pearce- aye

7.10	Discussion and possible action regarding approval of the Investment and Strategy Policy Resolution
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*Council member Kuehne moved to approve the Investment & Strategy Policy Resolution, the motion was seconded by Council member Keele & with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.11	Discussion and possible action regarding request by Vision Lampasas for Hotel Occupancy Funds in the amount of \$2,000.00 for event expenses related to the Indian Artifact, Gem, and Minerals Show to be held on September 17, 2022 at the Lampasas County Livestock Association Show Barn.
------	--

*Council member Keele moved to approve the request from Vision Lampasas for Hotel Occupancy Funds in the amount of \$2,000.00 for event expenses related to the Indian Artifact, Gem, and Minerals Show to be held on September 17, 2022 at the Lampasas County Livestock Association Show Barn, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.12	Discussion and possible action to declare a 2005 F-150 as surplus and allow Staff to dispose of as State Law allows.
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*Council member Pearce moved to declare a 2005 F-150 as surplus and allow Staff to dispose of as State Law allows, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.13	Discussion and possible action regarding terms of School Resource Officer (SRO) Interlocal Agreement with Lampasas Independent School District
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*Council member Clark moved to approve the draft SRO with consideration of terms discussed during workshop and to allow the City Manager to make minor financial edits up to \$500.00 and execute agreement, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

7.14	Discussion and possible action regarding terms of the EMS Interlocal Agreement with Lampasas County.
------	--

*Council member Kuehne moved to approve the draft EMS Interlocal Agreement with consideration of terms discussed during workshop and to allow the City Manager to make minor edits and execute agreement, the,*

*motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

*Adjourn-Council member Kuehne moved to adjourn the meeting at 7:12 pm, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Monroe & Morris absent)*

PASSED AND APPROVED this 26<sup>th</sup> day of September, 2022.

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

ATTEST:

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

  
**City Manager**ITEM NO. 3.1

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

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**Subject:**

Discussion and possible action to regarding the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: September 8, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments: Ordinance

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**Summary Statement:**

This is the second reading of an ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance for a Specific Use Permit (SUP) to allow for an accessory structure commonly referred to as a guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas, for property described as Block 2, lots 6-7, Fairview Addition, commonly known as 101 N Rice Street, Lampasas, Texas.

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

**AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR AN ACCESSORY DWELLING COMMONLY KNOWN AS A GUEST HOUSE IN AN AREA ZONED SINGLE FAMILY RESIDENTIAL-10 "SF-10"; BLOCK 2, LOTS 6-7 FAIRVIEW ADDITION, SPECIFICALLY LOCATED AT 101 N RICE, LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.**

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*WHEREAS*, Ronald W and Debra F Kuker, property owners filed a request for a Specific Use Permit to allow for an accessory dwelling, commonly known as a guesthouse in an area zoned Single Family Residential -10 "SF-10" Lampasas County, Lampasas, Texas. The property is described as Block 2, Lot 6-7 Fairview Addition, specifically located at 101 N Rice, Lampasas, Texas.

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

*WHEREAS*, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on September 1, 2022 by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; and

*WHEREAS*, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on September 12, 2022, by the City Council regarding the request for a Specific Use Permit by the Applicant; and

*WHEREAS*, the City Council finds that it is in the public interest to approve the requested Specific Use Permit for an accessory dwelling, commonly known as a guesthouse in an area zoned Single Family Residential-10 "SF-10"

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

Part 1: That the Specific Use Permit requested by Ronald W and Debra F Kuker (owner), for an Accessory Dwelling, commonly known as guesthouse in an area zoned Single Family Residential-10 "SF-10" Lampasas County, Lampasas, Texas. The property is described as Block 2, Lot 6-7 Fairview Addition, specifically located at 101 N Rice Lampasas, Texas.

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

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

**Passed and approved the First Reading on the 12<sup>h</sup> day of September 2022.**

**Passed and Adopted on the Second Reading on the 26<sup>th</sup> day of September 2022.**

APPROVED:

ATTEST:

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

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

APPROVED AS TO FORM:

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

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# Lampasas Fire Department

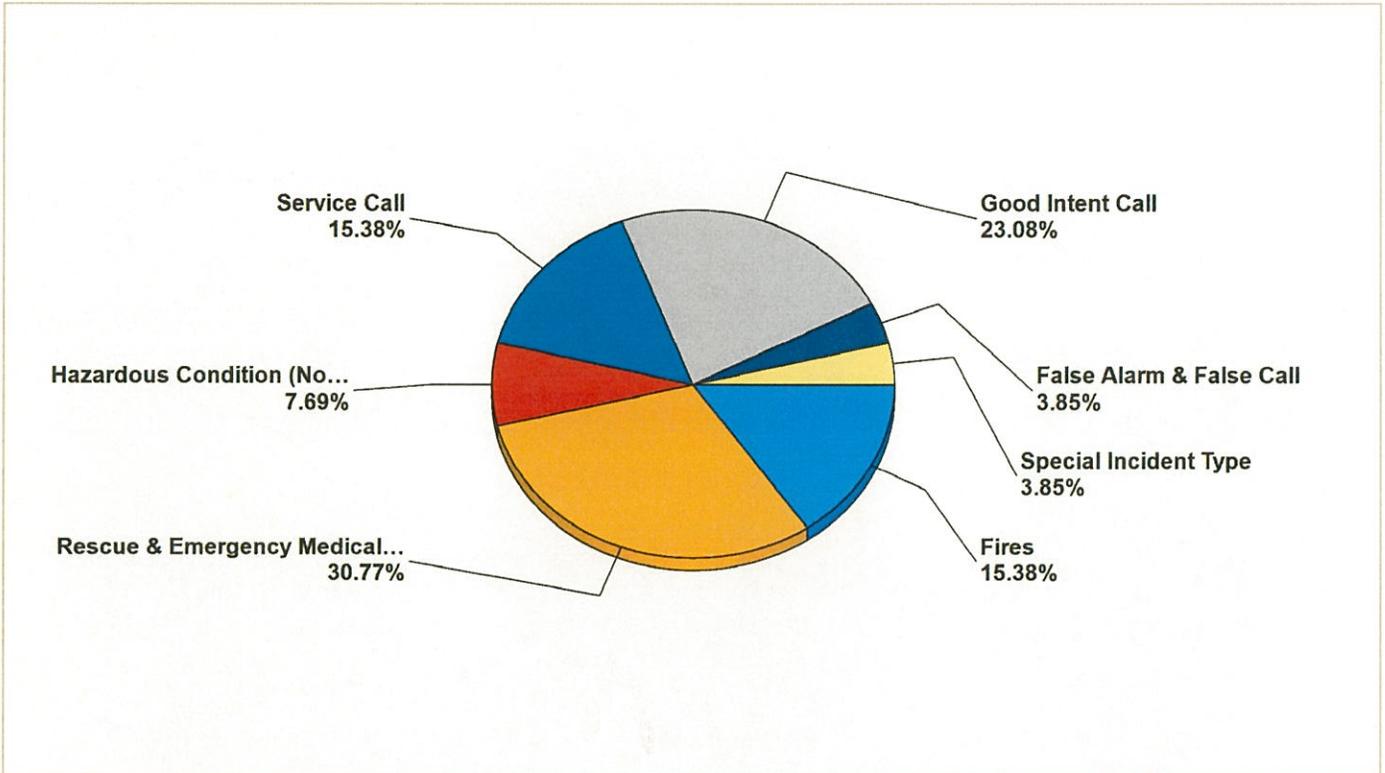
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): County - ESD #7 ( BURNET ), County - PCT 1, County - PCT 2, County - PCT 4, Coutny - PCT 3 | Start Date: 08/01/2022 | End Date: 08/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	15.38%
Rescue & Emergency Medical Service	8	30.77%
Hazardous Condition (No Fire)	2	7.69%
Service Call	4	15.38%
Good Intent Call	6	23.08%
False Alarm & False Call	1	3.85%
Special Incident Type	1	3.85%
<b>TOTAL</b>	<b>26</b>	<b>100%</b>

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
142 - Brush or brush-and-grass mixture fire	1	3.85%
143 - Grass fire	3	11.54%
311 - Medical assist, assist EMS crew	8	30.77%
445 - Arcing, shorted electrical equipment	1	3.85%
480 - Attempted burning, illegal action, other	1	3.85%
500 - Service Call, other	1	3.85%
561 - Unauthorized burning	3	11.54%
611 - Dispatched & cancelled en route	4	15.38%
622 - No incident found on arrival at dispatch address	1	3.85%
653 - Smoke from barbecue, tar kettle	1	3.85%
700 - False alarm or false call, other	1	3.85%
900 - Special type of incident, other	1	3.85%
<b>TOTAL INCIDENTS:</b>	<b>26</b>	<b>100%</b>

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

# Lampasas Fire Department

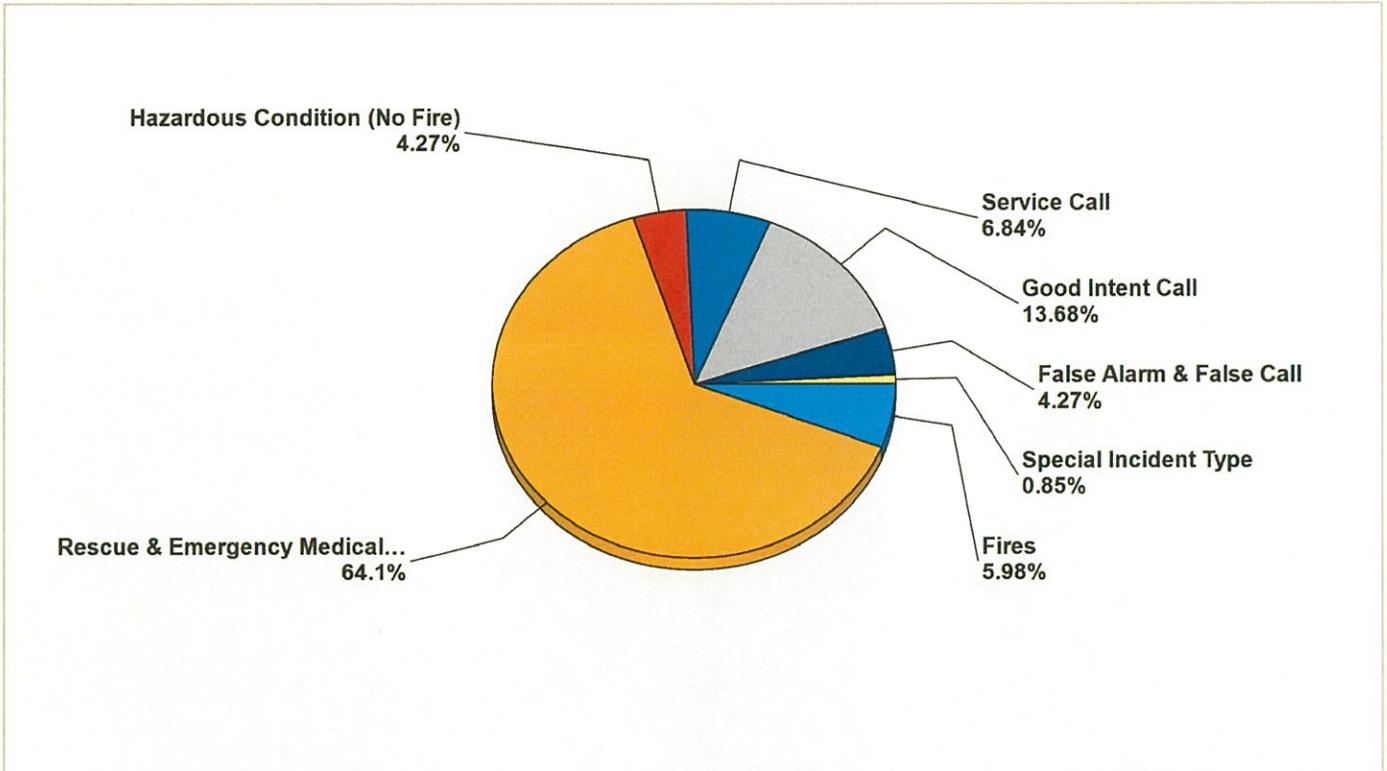
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2022 | End Date: 08/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	5.98%
Rescue & Emergency Medical Service	75	64.1%
Hazardous Condition (No Fire)	5	4.27%
Service Call	8	6.84%
Good Intent Call	16	13.68%
False Alarm & False Call	5	4.27%
Special Incident Type	1	0.85%
<b>TOTAL</b>	<b>117</b>	<b>100%</b>

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



emergencyreporting.com  
Doc Id: 553  
Page # 1 of 2

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
131 - Passenger vehicle fire	1	0.85%
142 - Brush or brush-and-grass mixture fire	1	0.85%
143 - Grass fire	3	2.56%
150 - Outside rubbish fire, other	1	0.85%
151 - Outside rubbish, trash or waste fire	1	0.85%
311 - Medical assist, assist EMS crew	69	58.97%
321 - EMS call, excluding vehicle accident with injury	1	0.85%
322 - Motor vehicle accident with injuries	1	0.85%
324 - Motor vehicle accident with no injuries.	4	3.42%
411 - Gasoline or other flammable liquid spill	1	0.85%
412 - Gas leak (natural gas or LPG)	1	0.85%
424 - Carbon monoxide incident	1	0.85%
445 - Arcing, shorted electrical equipment	1	0.85%
480 - Attempted burning, illegal action, other	1	0.85%
500 - Service Call, other	1	0.85%
522 - Water or steam leak	1	0.85%
550 - Public service assistance, other	1	0.85%
553 - Public service	1	0.85%
554 - Assist invalid	1	0.85%
561 - Unauthorized burning	3	2.56%
611 - Dispatched & cancelled en route	7	5.98%
622 - No incident found on arrival at dispatch address	1	0.85%
631 - Authorized controlled burning	1	0.85%
651 - Smoke scare, odor of smoke	6	5.13%
653 - Smoke from barbecue, tar kettle	1	0.85%
700 - False alarm or false call, other	1	0.85%
733 - Smoke detector activation due to malfunction	1	0.85%
735 - Alarm system sounded due to malfunction	1	0.85%
736 - CO detector activation due to malfunction	1	0.85%
745 - Alarm system activation, no fire - unintentional	1	0.85%
900 - Special type of incident, other	1	0.85%
<b>TOTAL INCIDENTS:</b>	<b>117</b>	<b>100%</b>

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



# Memo



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

**Parks & Recreation  
&  
Human Resources**

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

Vicki Tower, Parks Secretary/HR Coordinator

- Showed Hostess House on Aug. 2<sup>nd</sup>, Aug. 8<sup>th</sup>, Aug. 10<sup>th</sup>, Aug. 12<sup>th</sup>, Aug. 15<sup>th</sup>, Aug. 18<sup>th</sup>, Aug. 19<sup>th</sup> and Aug. 30<sup>th</sup>
- Attended Bid Opening on August 9<sup>th</sup> for Removal of Hanna Springs Above Grade Rock Wall
- Prepared Airport Board agenda and attended Airport Board meeting on August 10<sup>th</sup>
- Attended virtual meeting with Reliance Architecture on August 16<sup>th</sup> for 100% Design Development Set review – Hostess House remodel project
- Prepared Parks Board agenda and attended Parks Board meeting on August 18<sup>th</sup>
- Attended City Council meeting on August 22<sup>nd</sup>
- Attended site with Nextlink on August 30<sup>th</sup> do discuss internet options at the Hostess House
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

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

Vicki Tower, Parks Secretary/HR Coordinator

- New hire orientation for WWW Distribution/Collection Tech. on August 1<sup>st</sup>
- Attended Workers' Compensation workshop in Georgetown on August 9<sup>th</sup>
- Job Postings – Part-Time Library Clerk; School Resource Officer; Police Communications Officer
- Prepared for and assisted with the City's annual Open Enrollment August 25<sup>th</sup> & August 26<sup>th</sup>
  - Prepared FY 22-23 enrollment forms for all full-time employees
  - Reviewed each full-time employee's enrollment forms prior to Open Enrollment
  - Assisted employees with any changes and/or questions regarding medical, dental, vision and FSA benefits
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

## **Personnel Information – Currently**

- Current: 111 Full-time positions, 14 Part-time positions, 12 Seasonal Part-time positions
- Posted Vacancies:
  - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker; Police Officer; School Resource Officer; Police Communications Officer; Utility Clerk
  - Part-time: Part-time Library Clerk

**Department: Parks  
Monthly Activity Report  
MONTH OF AUGUST 2022**

I) Regular Personnel Hours Available: 920.00

<u>LESS:</u>		
A)	Vacation Leave	40.00
B)	Sick Leave	23.00
C)	Supervision / Training	92.00
D)	Holiday	
E)	Other (?)	
SUB-TOTAL		155.00

<u>PLUS:</u>		
A)	Over Time	24.00
B)	On-Call / Standby	23.00
C)	Part Time	
D)	Transfer	
SUB-TOTAL		47.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 812.00

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

III)	Department Projects for the Month.				
	Refurbish / Improve Ruth Eakin Bridges			24.00	
	On Call / Standby			23.00	
	Sub-total Hours on Projects:				47.00

IV)	Department Operations and Maintenance for the Month.				
	Cleaning Parks			165.00	
	Airport Maint.			23.00	
	Mowing/Weed eating			285.00	
	Building and Grounds			198.00	
	Equipment/Vehicles/Shop			48.00	
	Office/Meetings			46.00	
	Sub-total Hours on Projects:				765.00

TOTAL HOURS FOR DEPARTMENT 812.00

V)	Department's Proposed Projects for next Month				
	Total Estimated Hours on Proposed Projects:				0.00

**Department: SPORTS FACILITIES**  
**Monthly Activity Report**  
**Aug-22**

I) Regular Personnel Hours Available: 552.00

<u>LESS:</u>		
A) Vacation Leave	32.00	
B) Sick Leave	24.00	
C) Supervision/Training	0.00	
D) Holiday	0.00	
E) Comp Taken	8.00	
SUB-TOTAL	64.00	

<u>PLUS:</u>		
A) Over Time	4.00	
B) On call/Standby	25.00	
C) Part Time	0.00	
D) Comp Accrued	9.00	
SUB-TOTAL	38.00	

TOTAL HOURS AVAILABLE FOR THE MONTH: 526.00

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

III)	Department Projects for the Month.			
	<u>Other: ON CALL HOURS</u>		25.00	
	Sub-total Hours on Projects:			25.00

IV)	Department Operations and Maintenance for the Month.			
	Cleaning Parks	98.00		
	Turf Management	53.00		
	Mowing/Weed eating	210.00		
	Building and Grounds	62.00		
	Equipment/Vehicles/Shop	46.00		
	Office/Meetings	32.00		
	Sub-total Hours on Projects:			501.00

TOTAL HOURS FOR DEPARTMENT 526.00

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

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: AUG 2022

Regular Personnel Hours Available:

552

LESS:

A)	Vacation Leave/Personal Day	8
B)	Sick Leave	19.5
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision	35
SUB-TOTAL		62.5

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	13.5
SUB-TOTAL		13.5

TOTAL HOURS AVAILABLE FOR THE MONTH: 503

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

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

**Department Projects for the Month**

0	0
0	0
0	0

Sub-total Hours on Special Projects: 0

**Department Operations and Maintenance for the Month**

Mowing & W/E	325
Equip & Veh Maint	21
Buildings & Grounds	133
Office Operations	24

Sub-total Hours on OM Projects: 503

**OTHER**

0	0
0	0
0	0

Sub-total Other 0

TOTAL HOURS FOR DEPARTMENT 503

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

	0
	0
Total Estimated Hours on Proposed Projects:	0

# Memo

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 9/20/2022  
Re: End of the month report August

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Oak Hill Cemetery

Interments	8 (6) cremation
Fee's for over site	\$350.00
Sites sold	18 / \$9,700.00
Visitors Assisted	5
Level & Backfill sites	2
Meetings Attended	0

**Memo**

To: Finley deGraffenried, City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Wednesday, September 7, 2022  
 Re: August 2022 Monthly Report



Information  
Systems

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

IT Service Tickets	487
Facebook Followers	7,014
Twitter Followers	717
Instagram Followers	532
Website Page Views	35,560

**IT Supported Hardware & Software**

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

**August Projects Completed:**

- Activated (5) new SIM cards for PW tablets/added to inventory
- Attended City website re-design meeting/submitted revisions
- Attended webinar/demo for PW Tablets SecureLink/obtained quote
- Attended Incode Mobile Service Orders demo/obtained quote
- Attended Imprivata Demo/obtained quote
- Attended webinar/demo for Verizon Mobile Device Mgmt. Mass 360/obtained quote
- Requested information for PD EMD software solutions/researched
- Installed MeterReader FCS software update
- Obtained quote from Southern Star Communications for added phone hardware
- Obtained quote for replacement WWW printer all-in-one/Create PO
- Configured/installed WWW printer/add to inventory
- Attended department/council budget workshops
- Submitted KnowBe4 Cyber Security Training to State DIR
- PW access to Incode work order permissions
- Obtained quote for WWW server rack/equipment
- Attended conference call with Schneider Engineering regarding Electric SCADA project
- Move PD employees IT equipment into new offices/positions
- Attended Hostess House Plan review meeting
- Take photos for new City website/updated content/created new pages
- Rebuilt Library Director PC
- Nextlink site visit at Hostess House
- Nextlink site visit at Golf Course

**September Projected Projects:**

- Upload new photography to new City website/updated content
- New City website design launched!
- Quote for replacement CH UPS/order/install
- Obtain quote for (2) patrol unit toughbooks /order
- Obtain quote for backup City fiber switch
- Obtain quote for replacement Animal Shelter PC/order/configure/install
- Obtain quote for (3) replacement PCs/order/configure/install
- Attended Hostess House Plan Review Meeting
- Obtain quote for internet at Golf Course from Nextlink
- Obtain quote for internet at Hostess House from Nextlink
- Warranty claim on Dell desktop PC

- Create forms/configure Request Tracker for Public Works work orders
- Train Public Works staff on Request Tracker module for work orders
- Configure/replace Council Chambers laptop/add to inventory
- Quote for Microsoft Windows licenses/purchase
- Quote for Microsoft Office licenses/purchase
- Obtain quote for software licenses for additional SRO laptops/purchase
- Rebuild City fiber switch
- Rebuild backup City fiber switch
- Obtain quotes for IT Building maintenance/added security
- Problems with Library switch/troubleshoot
- Apply firmware updates to all of the network switches
- Take updated photos of Directors/PD Staff/Superintendents for new website

### **FY 2021/2022 Budgeted Projects:**

- PD Criminal Justice Information Systems (CJIS) Audit **(completed)**
- Configure/install new anti-virus software on client pcs/servers **(completed)**
- IT Building exterior water faucet **(completed)**
- Upgraded OS on Server Host 1 to SVR 2019 **(completed)**
- Upgraded OS on Server Host 2 to SVR 2019 OS **(completed)**
- Upgraded OS on SVR-WSM to SVR 2019 OS **(completed)**
- Obtain quote/configure/replace WG WAP's with WG AP 125 (14) **(completed)**
- Ran cable/Installed security cameras at City Barn **(completed)**
- Obtain quotes/configure/replace (15) desktop PCs **(completed)**
- Obtain quote/order (15) Microsoft Office 2019 STD licenses **(completed)**
- Work with staff and vendor on WWW SCADA software solution/connection **(completed)**
- Upgrade Incode Server OS to Windows SVR 2019 **(completed)**
- Run structured fiber to Public Library **(completed)**
- Upgrade Microsoft o365 exchange online plan 1 to plan 2/email archive **(completed)**
- Configure/replace (2) PD Toughbooks **(completed)**
- Obtain quotes/configure/replace City network fiber switch **(completed)**
- Connect Library PCs to existing City network **(completed)**
- Upgrade Meter Reader handheld software **(completed)**
- Add PD Firewall to existing Watchguard Cloud **(completed)**
- Configure/issue out (5) PW rugged tablets **(completed)**
- Incode Court – Cardinal Interface for PD CAD project **(completed)**
- City wide cyber security training for all employees/submit to State DIR **(completed)**
- City Website re-design launch **(completed)**
- Improvements/added security to IT Building Server Room (FY 21-22)

### **Daily/Weekly/Monthly Tasks:**

- OS updates on all NAS devices, firewalls, WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to City/EDC Website/Facebook/Twitter/Setup recurring dlvr.it social media posts
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Prepare reports for and attend directors meeting and City Council meeting
- Continued education of network security threats
- Continued research of applications/software for departments

- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings
- Create cyber security phishing campaigns/deploy to employees/council members

**Future Projects & Goals:**

- Add (2) drop ceiling microphones to Council Chambers AV System **(FY 22-23)**
- Obtain quotes/configure/replace (4) 10 port switches **(FY 22-23)**
- Obtain quotes/configure/replace (2) 52 port switches **(FY 22-23)**
- Obtain quotes/configure/replace (2) 24 port switches **(FY 22-23)**
- Replace PD Host 1 & Host 2 Server **(FY 22-23)**
- Tyler Technologies ExecuTime – time management software **(FY 22-23)**
- Configure/install CradlePoint routers in PD units **(FY 22-23)**
- Hostess House technology install/configuration **(FY 22-23)**
- Work with staff/vendor on Electric SCADA implementation/build out Windows 10 PC **(FY 22-23)**
- Adopt future amendments to IT Computer Policy **(FY 22-23)**
- Work with staff/vendor on Cardinal – ESO CAD interface **(FY 22-23)**
- Migrate Incode v.9 to Incode Cloud solution **(FY 23-24)**
- Increase AT&T internet speeds to 1GB **(FY 23-24)**
- Point to Point wireless Internet solution for locations not on fiber network **(FY 23-24)**

## LAMPASAS PUBLIC LIBRARY

AUGUST 2022

- Circulation We circulated 5,445 items in August, which is basically the same as July (5,446).
- Door Count There were 3,442 visitors during August, which is down 5.6% from July (3,648).
- Internet Usage There were 430 Internet sessions in August, compared to 382 in July (up 12.6%).
- Text Interactions We communicated, via text messages, with 138 unique phone numbers in August, which is down 11% from July (155). We sent/received a total of 703 messages, which is down 8.3% from last month (767).
- Video Streaming We had 40 clicks in the adult collection (down 2.59% from July) and 39 clicks in the kids' collection of videos (up 225% from July), for a total of 79 (up 19.7%).
- August Programs In August, we had a "How Pinteresting!" class, two staff story times, Cornelia Key Book Club, 42 Club, and the second "Explore Lampasas" program on local history at the Lampasas County Museum. We were also at the Back to School Bash on August 2.
- Upcoming Programs In September, we will have two staff story times, How Pinteresting!, Cornelia Key Book Club, Family Story Time with Eilley Stone, STEAM Day, 42 Club, and the Explore Lampasas program on entomology.
- LCSU September is Library Card Sign-Up Month. We will be having a card sign-up event at the middle school for 6<sup>th</sup> graders on September 20.
- Explore Lampasas We currently have 22 enrolled in the program. The kids are enjoying the programs and they have done a good job on their projects. We've received a few of the August projects so far.

# Memo

**To:** Finley deGraffenried, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** September 21, 2022  
**Re:** Monthly Report, August 2022

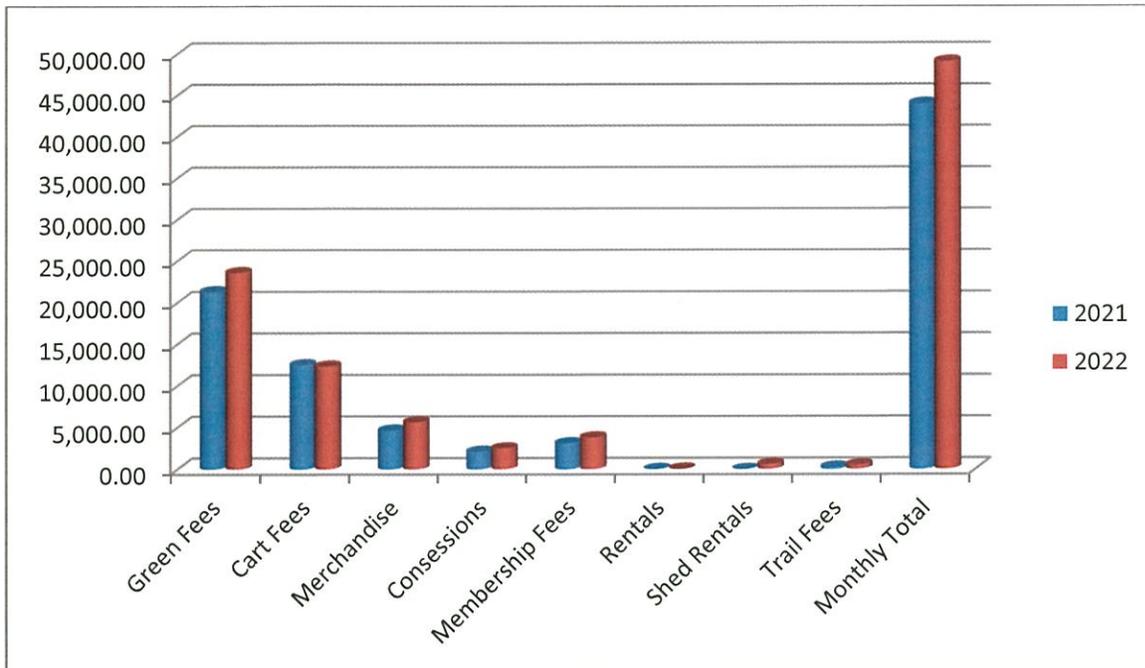
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- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Applied 400 lbs. of fertilizer and the greens.
- Applied 500 lbs. of fertilizer on the tee boxes.
- We made a Fall application of 20,000 lbs. pre-emergence to the entire golf course.
- On August 8<sup>th</sup> & 9<sup>th</sup>, we aerated the greens.
- Continued to hand water hot spots on the greens daily.
- Applied Carbaryl 4L (insecticide) to control insects (earwigs) on the greens
- Repaired a 2" water line on the side of #9 fairway.

## August 2022 Tournaments

- August 6 – Jeff Urofsky Memorial 3-Person, 123 Golfers.

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



# Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Thursday, September 22, 2022

Re: Monthly Report August 2022

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

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

New Cases	146
Convictions	62
Compliance Dismissals	38
Hrs. Community Service Completed	0
Total Dollar Amount CS	\$0.00
Waived for Indigency	\$0.00
Total Collected	\$24,795.31
Total kept by City	\$17,246.41

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

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

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Brief Monthly Overview of Department Employees:

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

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Prepared and posted packet, attended and took minutes of the August 8, August 15<sup>th</sup> and August 22<sup>nd</sup> City Council Meetings
- Prepared and posted agenda, took minutes for the August 17, 2022 LEDC Meeting
- Worked with several developers on projects such as: Starbucks, Grace Fellowship Addition, Hardin Depot Project, Gamel Addition, Whataburger, LISD etc.
- Prepared Planning Commission Packet for September 1st meeting.
- Worked on TML Claims
- Facilitated getting “No Illegal Dumping” stickers placed on all dumpsters within the City Limits.
- Finalized selection for acoustic panels for Calvert Building
- Researched and gathered data for Short Term Rentals
- Researched and gathered data for Height Restrictions Zoning Amendments
- Participated in Business Park Covenants/Restrictions and Zoning Discussions and Review.
- Finalized Wayfinding Project RFQ for September publication
- Attended Code Enforcement and Customer Service Webinar on August 19, 2022
- Attended TMCA OMA/PIA Seminar August 24-26<sup>th</sup>.
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Processed/Facilitated Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.

**Lupe Charping, Administrative Secretary**

- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections
- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits with minimal assistance.
- Attended and took minutes for the August 17<sup>th</sup> LEDC Meeting
- Maintain vehicle inspection/registration process for all City vehicles.
- Complete and file Cemetery Deeds
- Handles Waste Connection Inquiries.
- Continuing to cross-train and learn how to handle zoning inquiries.
- Continuing to cross-train in preparation of meeting agendas, packets and minutes
- Worked with My Government Online (MGO) to update forms and processes.



Finance/Utility Billing & Collection

## MEMO

Date: September 21, 2022

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for August 2022

### Finance Department:

- \* Completed/reviewed all journal entries.
- \* Coordinated with Human Resources regarding various questions and processes.
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- \* Worked with various directors in assisting with budgets.
- \* Updated medical, dental, and vision rates.
- \* Updated budget numbers in the system for proposed budget.
- \* Reviewed capital purchases for correct GL posting.
- \* Assisted with CDBG and Business Park pay estimates.
- \* Sales Tax for August was \$263,538 which is an increase of 11% from August 2021.
- \* Reconciled 18 bank accounts
  - Processed 384 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

### Utility Department:

- The Electric billing for August 2022 was 30% higher than what was billed in August 2021. The Water billing for August 2022 was 40% higher than what was billed in August 2021.
- August Statistics for the department:

Total Water Customers	3,650
Total Wastewater Customers	2,896
Total Electric Customers	5,107
Residential Garbage Customers	2,774
Connects:	57
Disconnects:	35
Read In/Read Out:	46
Disconnects for Non-Pay:	9 (4 was reconnected)

# Memo



To: Ryan Ward, Assistant City Manager  
From: Van Sims, W/WW Operations Manager  
Date: September 8, 2022  
Re: August 2022 Monthly Report

## Water/Wastewater & Plant Operations

- **Operation of Water Distribution System**

1. Repaired 6 water leaks.
2. Made 3 water tap.
3. Completed monthly flushing. Total of 887,400 gallons flushed.
4. Collected 9 routine Bac T samples- all passed.
5. Completed all disinfection action plan monitoring and nitrification action plan monitoring.

- **Operation of Wastewater Collection System**

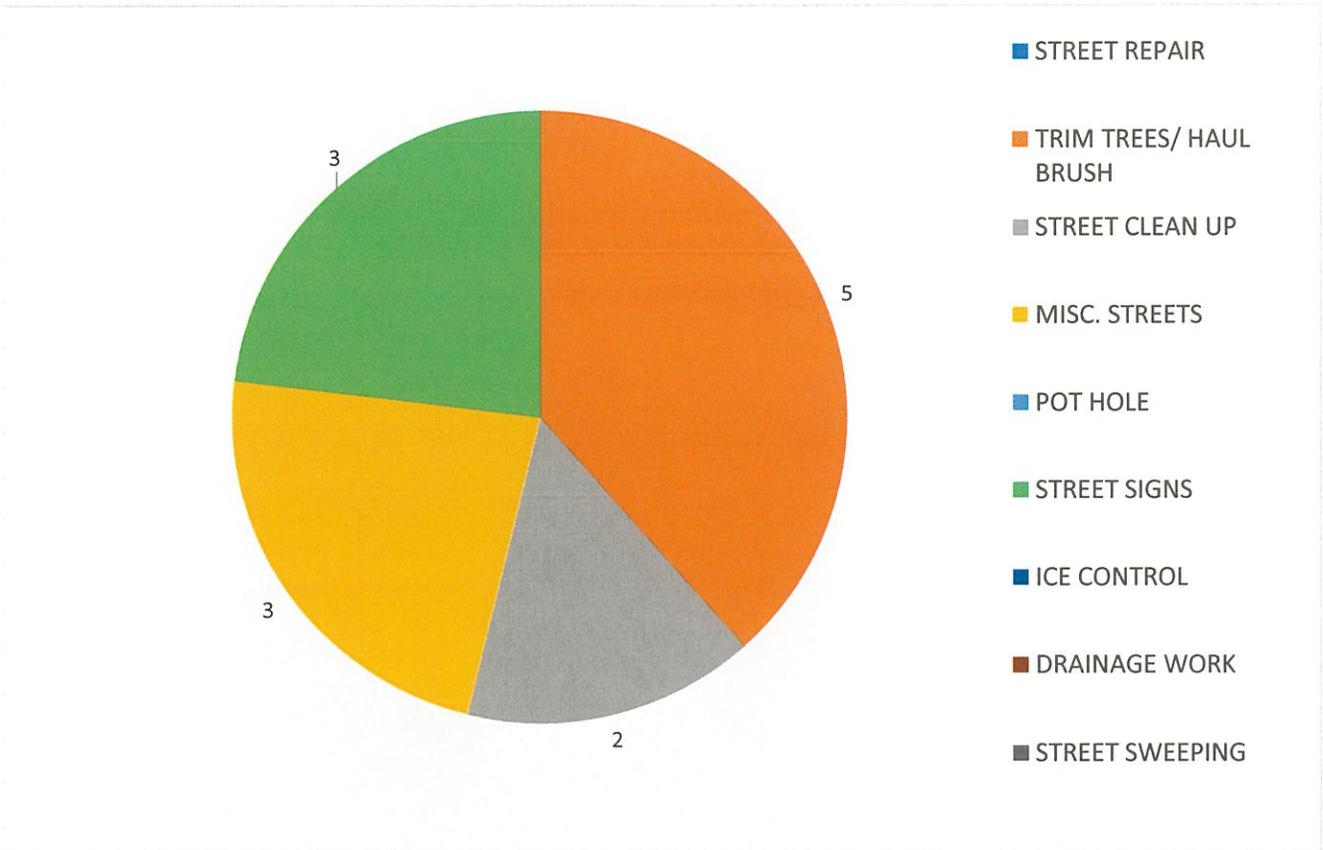
1. Completed all monthly lift station checks.
2. Made 4 new sewer tap.
3. Completed 1 sewer line repair.
4. Continued TPH sampling for Tennis Court lift station.
5. Routine lift station monitoring.
6. Water and Sewer line installation at business park continues as designed.

- **Operation of Municipal and AFNA Treatment Facilities**

1. Completed all daily checks of equipment and facilities.
2. Collected all TCEQ required sampling and analysis for the municipal plant.
3. Treated 41,800 gallons of septic waste.
4. Performed all routine maintenance on scheduled equipment.
5. Removed 200 cubic yds of cake.

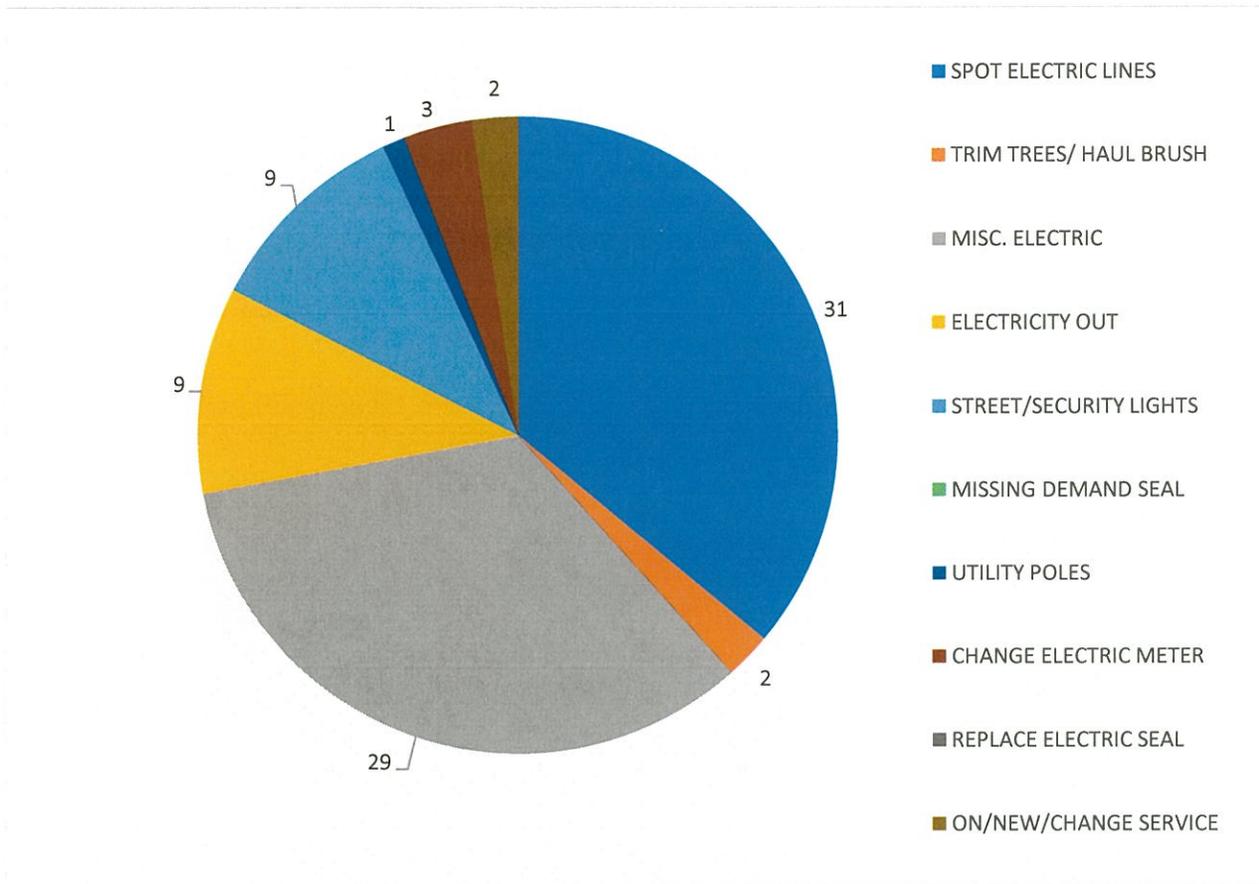
- Total Work Orders Completed – 57
- Utility Locates – 42
- Building Dept Routing Forms- 3
- Customer Service Calls – 1

## Street Department Service Orders



Column1	Column2	Column3	Column4
<b>Street Service Orders August 2022</b>		<b>Total Completed</b>	<b>Outstanding</b>
STRRP	STREET REPAIR		6
TRIMT	TRIM TREES/ HAUL BRUSH	5	
STCLN	STREET CLEAN UP	2	
MSTRT	MISC. STREETS	3	1
POTHL	POT HOLE		
STSGN	STREET SIGNS	3	
ICECT	ICE CONTROL		
DRNGE	DRAINAGE WORK		
STSWP	STREET SWEEPING		
		13	7
TOTAL=			20

## Electric Department Service Orders



Column1	Column2	Column3	Column4
<b>Electric Service Orders August 2022</b>		<b>Total Completed</b>	<b>Outstanding</b>
SPOTE	SPOT ELECTRIC LINES	31	1
TRIMT	TRIM TREES/ HAUL BRUSH	2	
MELEC	MISC. ELECTRIC	29	7
ELOUT	ELECTRICITY OUT	9	
STLIT	STREET/SECURITY LIGHTS	9	
EDSEA	MISSING DEMAND SEAL		
POLES	UTILITY POLES	1	
SC	CHANGE ELECTRIC METER	3	
ESEAL	REPLACE ELECTRIC SEAL		
TRNST	ON/NEW/CHANGE SERVICE	2	

86

8

TOTAL=

94



**Memo**

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Police Chief

Date: 09.21.22

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

1. Chief of Police Jody Cummings attended 2 City Council workshops and 3 City Council meetings.
2. Cummings attended 4 Director's meetings.
3. Cummings hosted 5 staff meetings.
4. Cummings attended an Ambulance Dispatch Service meeting at the Lampasas Co Ct House.
5. Cummings, accompanied by Assistant Chief Charlie Boswell, attended the Republican Party Luncheon to be introduced as the new police chief and provide a department briefing.
6. Cummings participated in a meeting at City Hall about hiring and providing two new school resource officers to Lampasas ISD.
7. Cummings attended a commissioner court meeting about the new county-wide Emergency Medical Dispatch program the police department's implementing.
8. Staff conducted a supervisor promotional board leading to the promotions of a patrol sergeant and a sergeant investigator.
9. The department provided additional security and patrol to each LISD campus for the first 2 days of school.
10. Cummings, accompanied by Assistant Chief Charlie Boswell, participated in a working lunch with Lampasas County Sheriff Jess Ramos.
11. Chief Cummings participated in a meeting at the LISD Board Room about hiring and providing two new school resource officers to Lampasas ISD.
12. Cummings, accompanied by Assistant Chief Charlie Boswell, and assisted by additional staff participated along with several other law enforcement agencies, to provide security at a political candidate for Texas Governor-Beto O'Rourke appearance.
13. Cummings participated in 1 group informational phone conference with the anticipated company providing emergency Medical Dispatch program services.
14. Cummings, accompanied by Assistant Chief Charlie Boswell and Patrol Lieutenant Chuck Montgomery, attended a Chief's Meeting at Lampasas High School hosted by the Highway Patrol.
15. Staff conducted School Resource Officer and Patrol Officer interviews.

A handwritten signature in blue ink, appearing to be "Jody Cummings", is written over the page number.



16. Cummings and staff worked extensively throughout the month on the impending Ambulance Dispatch and Emergency Medical Dispatch programs.
17. Cummings and staff worked extensively throughout the month on the impending School Resource Officer program expansion.

# Memo

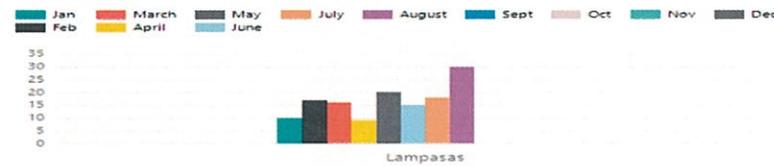
To: Finley deGraffenried, City Manager  
Honorable Mayor and City Council

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

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

Re: Monthly Report, August, 2022

Monthly Project Volume by Jurisdiction



Project Numbers hyperlink to the project page

Jurisdiction	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year Total
Lampasas, TX	10	17	16	9	20	15	18	30	0	0	0	0	135
<b>Totals:</b>	<b>10</b>	<b>17</b>	<b>16</b>	<b>9</b>	<b>20</b>	<b>15</b>	<b>18</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135</b>

## AUGUST 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	1	\$450,000.00	\$681.00
DEMOLITION	2	\$500.00	\$50.00
ELECTRICAL	16	\$26,600.00	\$1,182.60
FENCE	6	\$13,750.00	\$140.00
MECHANICAL	5	\$25,000.00	\$325.00
PLUMBING	5	\$1,000.00	\$205.00
REMODEL/ADDITION	15	\$328,900.00	\$1,111.30
SIGN	2	\$536.75	\$70.00
SPRINKLER	1	\$3,500.00	\$60.00
*** TOTALS***	54	\$849,786.75	\$3,824.90

\* Building-Church of Christ New Activity Center

## AUGUST 2021

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	6	\$1,398,000.00	\$2,566.40
ELECTRICAL	22	\$58,050.00	\$13,883.86
FENCE	3	\$8,800.00	\$70.00
MECHANICAL	8	\$0.00	\$420.00
PLUMBING	14	\$5,035.00	\$2,165.00
SWIMMING POOL	1	\$54,850.00	\$200.00
REMODEL/ADDITION	10	\$158,850.00	\$1,535.00
SIGN	1	\$0.00	\$35.00
SPRINKLER	1	\$3,250.00	\$75.00
*** TOTALS***	72	\$1,686,835.00	\$20,950.26

## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 23 September 2022

- CTWSC** As reported to Council previously, Central Texas Water Supply Corporation ("CTWSC") has notified the City and Kempner Water Supply Corporation ("KWSC"), that due to mechanical issues with raw water pumps, they have requested, and we have issued, notice of Stage 2 Water Conservation measures. In addition to repair of pump motors currently out of service, CTWSC is also prepared to utilize floating pumps, and is seeking water from additional sources. We need rain, cooler weather, and timely repairs.
- Hillside Acres** Ryan reports that the City has received the response letter from the engineer of record for Hillside Acres, providing the City with the basis for conditional acceptance of infrastructure. Final acceptance will be contingent on receipt of the Maintenance Bond or Letter of Credit ("LOC") in the amount indicated on the attached letter. Also, infrastructure has been accepted for the Hidden Oaks subdivision with the LOC being received.
- Bridge** The East Third Street bridge has been on the Capital Improvement Program ("CIP") list over the past several years due to age and narrowness, and it appears it will be replaced by TxDOT within the next 18 to 24 months. Ryan has discussed the design with TxDOT personnel who indicated the bridge may be slightly elevated and be designed for bicycle and pedestrian use. TxDOT is hopeful a preliminary design can be completed by Q1, 2023, including assessment of any needed, additional, ROW.
- Paving** Ryan reports that remaining emulsion has been utilized to extend paving on West First Street from Willis past Rice Street. The Street Department will, weather permitting, purchase additional emulsion prior to the fiscal year-end to pave Briggs, from College to 4<sup>th</sup>.
- Audit** Yvonne and her staff will be preparing over the next several weeks for year-end close out and upcoming audit. Accountants from Singleton, Clark will be in City Hall next Monday for the field audit, and Yvonne will be running close-out reports next Friday evening, September 30<sup>th</sup>, the last day of the fiscal year. As Council likely remembers, it will take normally 2 to 3 months to close out all outstanding purchase orders and invoices from FY 2022 before staff will be prepared to comprehensively discuss year end performance.

Way Finding

Requests for Proposals (“RFP”), for Way Finding consultation and design, are due to the City no later than October 3, 2022. Becky reports that 14 entities have requested copies of the RFP, and 3 have submitted Requests for Information (“RFI”). Recommendation for a contractor will be based on a scoring of a number of criteria including cost. Staff will prepare tabulations for Council consideration at the October 10<sup>th</sup> meeting.

Eclipse

Staff and the Chamber Director met on September 22<sup>nd</sup> to touch base regarding any pressing needs related to Eclipse planning. As a reminder, Lampasas will be in the direct path of the total solar eclipse of the sun on April 8, 2024 and can anticipate a large influx of travelers. The meeting was also initiated based on changes in planning participation from outside organizations. Tentatively staff will begin to prepare information sheets on the event for businesses and residents, and will hold a planning meeting Q1 2023, in preparation for a Town Hall meeting in April, approximately one year from the event. As discussed with Council and community members, the City’s primary focus will be delivery of City services, response to community needs, and public safety.

Fire Prevention

In case you haven’t heard, Chief Smith has announced that October 9 to 15 is designated as Lampasas Fire Prevention Week. Keep an eye out for personnel and apparatus at local elementary schools, with perhaps a little water in the air. The annual event is intended to promote home safety and fire prevention in the home, while giving kids access to some of our local heroes.

National Night Out

Council may have seen recent postings advertising National Night Out, October 4<sup>th</sup>, for local first responders and public safety entities. The annual event, held in the parking lot of HEB, highlights local law enforcement agencies, fire departments, and community service organizations. Families will have the opportunity to meet public safety staff, grab a hot dog, and listen to some local musical talent. The event is one of several efforts the City participates in for community outreach and public education.

Website

Monica reports the Website update has been completed, with new content, design and photos. She does also encourage continued Council and staff review and input, and invites comment and suggestion for modified text or photos. The City’s website often provides the first impression of our community to travelers, and businesses and families interested in relocation. Please direct your input to Monica.

Gateway Sign

Staff met with representatives from Vision Lampasas and property owners on September 13 regarding a new Lampasas welcome sign on South US 183. Bill Metzger, sign donor, was also on site to discuss orientation, loading needs and foundation requirements. Mr. Metzger offered to provide scaled, conceptual rendering of the sign to determine the best location and orientation. Ryan Ward also provided additional input regarding TxDOT allowances for use of ROW. The sign will be of similar scale to the north 281, Airport, sign. Staff acknowledges and thanks Vision and Libby Bluntzer, and the Bumpus family for allowing a portion of the sign to be located on their property. The project was one of many community improvements that Catherine Metzger envisioned.

Comp Plan

With the budget and various Interlocal Agreements finalized, staff seeks Council input for a future meeting devoted to Comprehensive Plan updates and implementation. Prior to the budget season, Council met three times, in round table format, to discuss and prioritize items identified in the City's Comprehensive Plan. Staff is prepared to review previous work, and facilitate a discussion on future actions and goals of Council. Based on Council input, staff is prepared to place discussion on this matter on a future agenda.

Hostess House

Staff reminds Council of the Special Called meeting at the Hostess House, October 17, 2022 at 5:30 p.m. Antonio Naylor and his team from Reliance Architecture is prepared to review the Construction Plans and Specifications, including finishes and alternates, for the Hostess House renovation. The meeting provides Council updates, and the opportunity for input prior to advertisement for bid. As a reminder, the renovation includes structural remediation to address loading on the first floor.

Staff

Staff is pleased to recognize the following staff who began their City of Lampasas careers in September: Fidel Morua, 18 years; Raymond Roberts, 25 years; Kristy Acevedo, 5 years; Thomas Kelley, 6 years; Garrett Bradley, 6 years; Steven Knowlton, 1 year; Jody Cummings, 30 years; Vicki Tower, 6 years; Carlos Rodriguez, 1 year; Monica Wright, 17 years; Tania Baines, 6 years.



**DATE:** *September 19, 2022*

**TO:** *Sam M. Walker, P.E.  
Eckermann Engineering, Inc.  
PO Box 388  
Lampasas, TX 76550*

**FROM:** *Ryan Ward, Assistant City Manager*

**RE:** *Letter of Request for Hillside Acres Subdivision Close-out Response #1*

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Mr. Walker,

This letter shall serve as approval and acceptance of Hillside Acres Subdivision in Lampasas, Texas, with exceptions noted below.

Based on your response letter, dated September 16, 2022, all deficiencies were addressed with the exception of Water Infrastructure on Lots 8 and 9, as it relates to the need to run a line across the adjacent properties, requiring a dedicated easement. So that the water system can be accepted at this time, your proposal to have the City of Lampasas use its right to withhold a *Certificate of Occupancy* (CO) for both Lots 8 and 9, is reasonable and will remain in perpetuity until such time that this item is resolved.

As per the development agreement, “the Developer shall provide maintenance bonds on all components of public infrastructure installed by the Developer pursuant to the Subdivision plans, warranting the construction of same for a period of two (2) years after the completion of the last phase of the final construction of public infrastructure.” The final acceptance of Hillside Acres Subdivision is contingent upon the maintenance bond being acquired and then being formally submitted to the City of Lampasas and approved. Per Subdivision Regulations, Chapter 70 Section 70-6 (b), Maintenance Guarantee, the amount of the maintenance bond shall be equal to ten (10%) percent of the estimated construction cost of the improvements or in this instance eighty-one thousand six hundred dollars (\$81,600), per the engineer’s infrastructure estimated value of eight hundred sixteen thousand dollars (\$816,000).

Regards,

A handwritten signature in black ink, appearing to read "Ryan Ward", is written over a thin horizontal line.

Ryan Ward  
Assistant City Manager  
City of Lampasas

  
City Manager

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

7.1  
Item No.

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**Subject:**

Discussion and Possible Action Concerning the Second Reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the Fiscal Year Beginning on October 1, 2022 and ending on September 30, 2023; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; Providing a severability clause; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.

Requested by: Yvonne Moreno, Finance Director

Submitted by: Yvonne Moreno, Finance Director

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

The attached ordinance will formally adopt the proposed budget for the 2022-2023 Fiscal Year.

=====  
**Recommendation:**

To consider a motion to approve the second reading of the Ordinance to formally adopt the FY 2022/2023 Budget

***Mayor, please request the City Secretary to take a roll call vote on adopting the budget***

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

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2022 AND ENDING ON SEPTEMBER 30, 2023; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE FOR THE REPEAL OF ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, a budget for operating the municipal government of the City of Lampasas for the fiscal year October 1st, 2022, to September 30th, 2023, has been prepared and reviewed by City Council through a series of workshops with city staff; and

**WHEREAS**, opportunity for public input was provided at the Public Hearing conducted on September 7, 2022 for which notice was posted in the local newspaper; and

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

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

**SECTION 1.** That the City Council of the City of Lampasas ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2022, to September 30, 2023, a copy of which shall be filed with the office of the City Secretary and with the Lampasas County Clerk and which is incorporated herein for all intents and purposes.

**SECTION 2.** That the appropriations for the 2022-2023 fiscal year for the different administrative units and purposes of the City of Lampasas, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for the payment of the principal and interest and the retirement of the bonded debt of the City of Lampasas.

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

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

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

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

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2022, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

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

**ATTEST:**

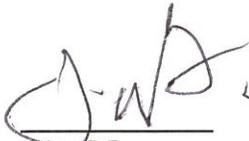
\_\_\_\_\_  
Becky Sims, City Secretary

**APPROVED AS TO FORM:**

Jo Christy Brown, City Attorney

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

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City Manager

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

7.2  
Item No.

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**Subject:**

Discussion and Possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2022 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023; Apportioning said levy among the various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective date.

Requested by: Yvonne Moreno, Finance Director

Submitted by: Yvonne Moreno, Finance Director

Date Submitted: September, 21, 2022      For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

The attached ordinance adopts a total tax rate of \$0.3156 cents for the 2022 tax year. The tax rate is divided between \$0.2465 cents for general fund maintenance and operations and \$0.0691 cents for debt service (interest and sinking fund.)

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

=====  
**Recommendation:**

**“I move that property tax rate be decreased by the adoption of a tax rate of \$0.3156, which is effectively a 9.05 percent increase in the tax rate.”**

***Mayor, please request the City Secretary to take a roll call vote on setting the tax rate***

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

**AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF LAMPASAS, TEXAS, FOR THE 2022 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, a public hearing was duly held on September 7, 2022 and all interested persons were given an opportunity to be heard; and

**WHEREAS**, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to setting the tax rate for said City for 2022; and

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

**SECTION 1.** That the tax rate of the City of Lampasas, Texas for the tax year 2022 be, and is hereby, set at \$0.3156 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

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

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 9.05 PERCENT AND WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$25.80**

**SECTION 2.** That there is hereby levied and there shall be collected for the tax year 2022 for the use, support, and permanent improvements of the municipal government of the City of Lampasas, Texas and to provide interest and sinking funds for the retirement of debt, upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, said tax; and said tax, so levied and collected shall be apportioned to the specific purposes hereinafter set forth; to wit;

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.2465 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

B. To pay interest and principal sinking fund requirements on all outstanding indebtedness of said City \$0.0691 Cents on each \$100 dollars (\$100) of taxable value of such property.

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

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

**SECTION 5.** That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Lampasas Annual Budget 2022-2023.

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

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

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2022, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

Jo Christy Brown, City Attorney

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

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**City Manager**

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

7.3  
**Item Number**

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**Subject:**

Discussion and possible action regarding the seconded reading ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2022-2023 Budget

Requested by: Yvonne Moreno, Finance Director

Submitted by: Yvonne Moreno, Finance Director

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

Procurement and Funding Statement:

N/A

Attachments: N/A

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**Summary Statement:**

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

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**Recommendation:**

Staff recommends approval to ratify the property tax increase reflected in the budget by a roll call vote.

***\*\*Mayor, please request the City Secretary to take a roll call vote.***

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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 the renewal of the Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas.

Requested By: Melissa Unger, Chamber Director

Submitted By: Becky Sims, City Secretary

Date Submitted: September 21, 2022      For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments: Chamber of Commerce, Tourism & Visitor Center Agreement

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**Summary Statement:**

This item was discussed during workshop. This provides Council the opportunity to approve the renewal of the Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas.

**Recommendation:**

To consider a motion to approve the Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas for FY 2022/2023.

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**City Manager**ITEM NO. 7.5

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

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**Subject:**

Discussion and possible action regarding a request from the Lampasas County Chamber of Of Commerce for Hotel Occupancy Tax Funds in the amount of \$1,671.00 for advertising expenses related to Hunters Tourism Promotion September-December 2022 & the Hunters Welcome held on November 4, 2022.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, EDC Director

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Funds are available in Fund 40 for FY 2022/2023.

Attachments: HOT Fund request Form

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**Summary Statement:**

The funds requested will be used for advertising and promotion of Lampasas as the premier hunting destination from dove season through bow and rifle season, ending in January 2023; as well as the Hunter's Welcome. Previous funding for this event is outlined below:

2021-\$1,286.00

2020-\$1,457.00

2019 \$1,668.31

Mrs. Unger will be in attendance should you have any questions.

**Recommendation:**

To consider a motion to approve HOT funding in the amount of \$ 1,671.00 for advertising expenses related to Hunters Tourism Promotion September-December 2022 & the Hunters Welcome to be held on November 4, 2022.

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

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

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

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

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

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

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

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

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

Proposed Marketing Plan for Funded Event

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

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

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

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**Application**

*Organization Information*

Date: Sept. 12, 2022

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

Address: 205 S. Hwy 281,

City, State, Zip: Lampapas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: (512) 556-5172

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

Is your organization: Non-Profit  Private/For Profit

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

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

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

Date of Event or Project:: September – December 2022 Hunting Season Tourism & (November 4, 2022) Hunters Welcome- Advertising in Hunting/Fishing Guides included into Jan. 2023

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

Amount Requested: **\$ 1,671.00**

How will the funds be used: Advertising and promoting Lampapas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2023.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

**3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** \$1,671.00

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

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

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

**Sporting Related Event Funding:**

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

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

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

**Questions for All Funding Requests:**

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 21 years

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

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

How many nights will they stay: Unknown

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

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

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

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

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
Lampasas	2021	\$1,286.00	N/A
Lampasas	2020	\$1,457.00	N/A
Lampasas	2019	\$1,668.31	N/A- Not turning in occupancy reports

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

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

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

Paid Advertising: Print/Newspaper/Hunting Guides \$1531.00 Radio \$40.00 TV \_\_\_\_\_

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

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

What areas does your advertising and promotion reach:

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

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

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

Expected Attendance Monthly/Annually: n/a

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

## 2022 Hunters Tourism Promotion & Hunters Welcome Advertising Plan and HOT Funding Request Break-Down

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<b>Social Media</b>	
Facebook Ad- Event Boost	\$ 100.00
<b>Highland Lakes Newspapers (Highlander)- Hunting Guide</b>	
2 ½ pg. ads in color (HW/HP)	\$ 400.00
<b>Goldthwaite Eagle Hunter's Edition (<i>starts Dove Season</i>)</b>	
2 ¼ pg. ads in color (HW/HP)	\$ 449.00
<b>Lampasas Dispatch Record- Hunting Guide</b>	
2 ¼ ads in color (HW/HP)- Press Release & Digital- 40%	\$ 367.50- <del>\$147.00</del>
<b>KCYL/Radiogram/Hill Country Radio (Online/On-site/Print)</b>	
	\$ 100.00- <del>\$40.00</del>
<b>The Belton Journal</b>	
	\$ 270.00
<b>San Saba Hunting Guide</b>	
2 ¼ pg. ads in color (HW/HP)	\$ 265.00
<b>Texas Press Online</b>	
Statewide online advertising	\$ 0.00
<b>Television Station Calendars</b>	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
<b>Community Calendars</b>	
Hamilton County. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
<b>Press Releases to Media</b>	
	\$ 0.00
<b>Texas Highways Events Magazine Calendar</b>	
Online and digital	\$ 0.00
<hr/>	
<b>TOTAL ADVERTISING COSTS:</b>	<b>\$1,951.50</b>
<hr/>	
<b>TOTAL HOT FUNDS-% Requested for Reimbursement:</b>	<b>\$1,671.00</b>

  
**City Manager**ITEM NO. 7.6

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

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**Subject:**

Discussion and possible action regarding ratification of funding for emergency purchase of Heating/Cooling Unit at the Lampasas Police Department in the amount of \$5,400.00

Requested By: Jody Cummings, Police Chief

Submitted By: Jody Cummings, Police Chief

Date Submitted: September 21, 2022      For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments: Invoice

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**Summary Statement:**

This item has been placed on the agenda for Council to ratify the emergency purchase of a replacement unit at the Lampasas Police Department. The unit was regularly being repaired and due to the age and availability of parts the unit was not able to be maintained and was lacking efficiency. The new unit was installed by Miller's Service Center who maintains the department units on a monthly basis.

**Recommendation:**

To consider a motion to ratify the emergency purchase and installation of a new Heating/Cooling Unit at the Lampasas Police Department in the amount of \$5,400.00 by Millers Service Center.

**Miller's Service Company**  
 AIR CONDITIONING • HEATING • ELECTRICAL  
 Mailing Address: 405 North Key  
 LAMPASAS, TEXAS 76550  
 (512) 556-6585  
 millerserviceco@sbcglobal.net

NAME: City of Lampasas DATE: 8/31/22  
 ADDRESS: Police Dept  
 CITY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ SERIAL NO: \_\_\_\_\_  
 C.O.D.  CHARGE

NATURE OF SERVICE: Install HVAC  
 PROMISED: 1/1

QUAN.	PART NO.	DESCRIPTION	PRICE	AMOUNT
1		4 Ton Commercial Pkg	5900.00	
2		HP system		
3				
4		M* R3PL-A0480K		
5		S# F152000271		
6				
7				
8		GL# 10-520-5905		
9		APPROVED		
10				
11				
12				

COMMENTS: Lic. #Taclb012442c Elect. Lic. #20451  
 Reg. By Texas Dpt. of Lic. And Registration  
 P. O. Box 12157 Austin, TX 78711  
 (800) 803-9202

DATE COMPLETED: 1/1

TOTAL MATERIALS	
TECHNICAL SERVICE TIME	
SUB TOTAL	
TAX	

TECHNICIAN: CT. / JM CASH ON COMPLETION OF WORK:  TOTAL: 5900.00

**INVOICE**  
 91513

Signature below constitutes acceptance of above service performed as being satisfactory - and that equipment has been left in good condition.  
 Thank You  
  
 See reverse side for Warranty

  
**City Manager**ITEM NO. 7.7

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

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**Subject:**

Discussion and possible action regarding approval of Veterans Day 5K run hosted by the Lampasas Run Club (Jackie Bunce)

Requested By: Chuck Montgomery, Patrol Lieutenant

Submitted By: Chuck Montgomery, Patrol Lieutenant

Date Submitted: September 21, 2022      For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Event Application, Run Route and Street Closure.

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**Summary Statement:**

Although this event was approved as one of the annual events presented to Council in February 2022, this event has been placed on the agenda for Council consideration regarding the run route and street closure.

**Recommendation:**

To consider a motion to approve the Veterans Day 5K Run Route and Street Closure as presented in the attached documents.



## Special Events Application

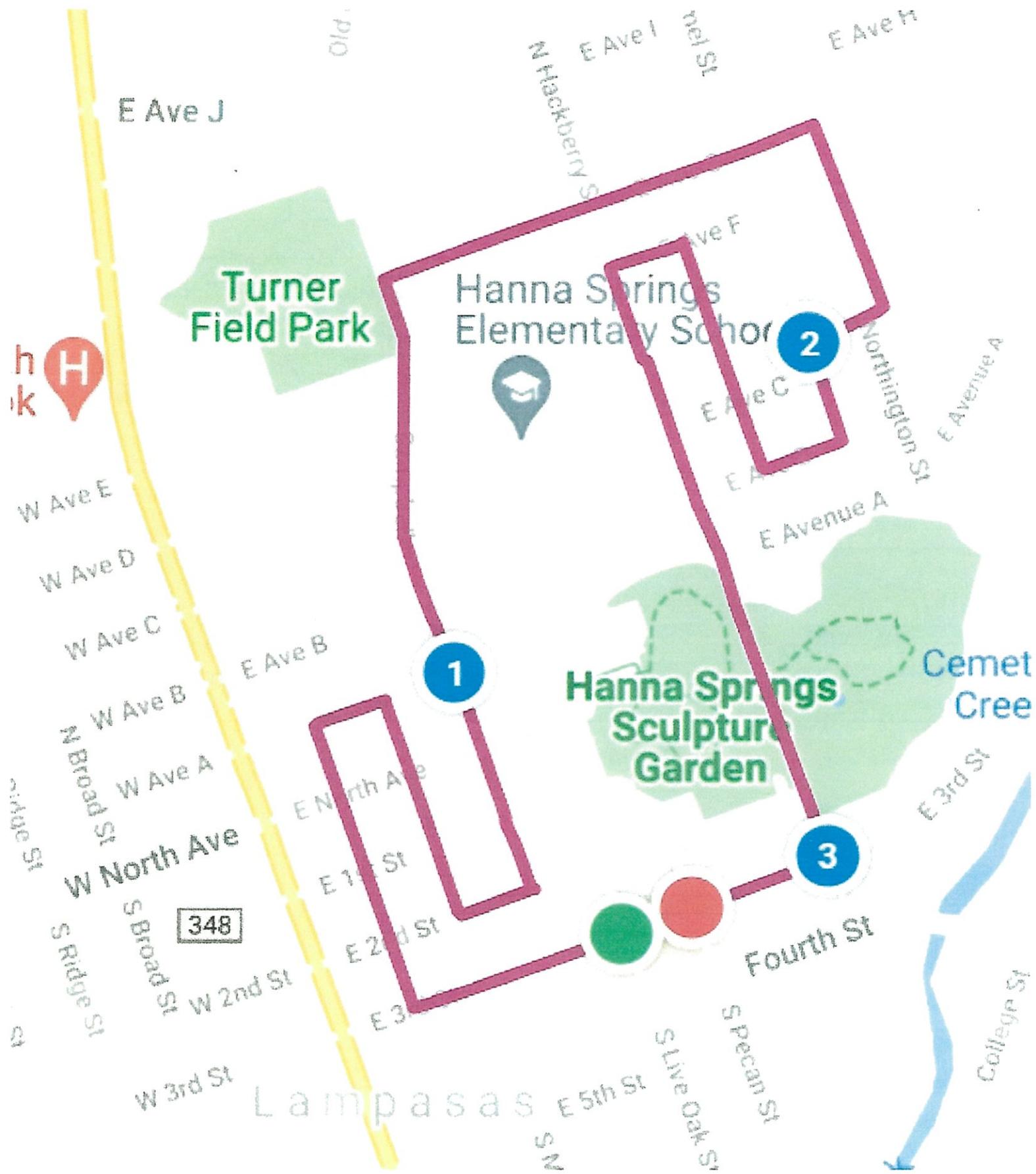
Event Information			
Event Name <b>Lampasas Veterans Day Run + walk</b>			Application Date <b>2/4/22</b>
Event Starting Date <b>11/5/22</b>	Event Starting Time <b>6:30 a.m.</b>	Event Ending Date <b>11/5/22</b>	Event Ending Time <b>10:00 a.m.</b>
Sponsor Information			
Sponsor is defined as the Organization, Business or Individual who has primary responsibility for the management of this event.			
Sponsor Name / Group Name <b>Lampasas Run Club</b>			
Address <b>2158 CR 2109</b>		Telephone <b>720.299.1291</b>	
City <b>Lometa</b>		State <b>TX</b>	Zip <b>76853</b>
Sponsors Primary Contact <b>Jackie Bunce</b>		Telephone <b>" "</b>	

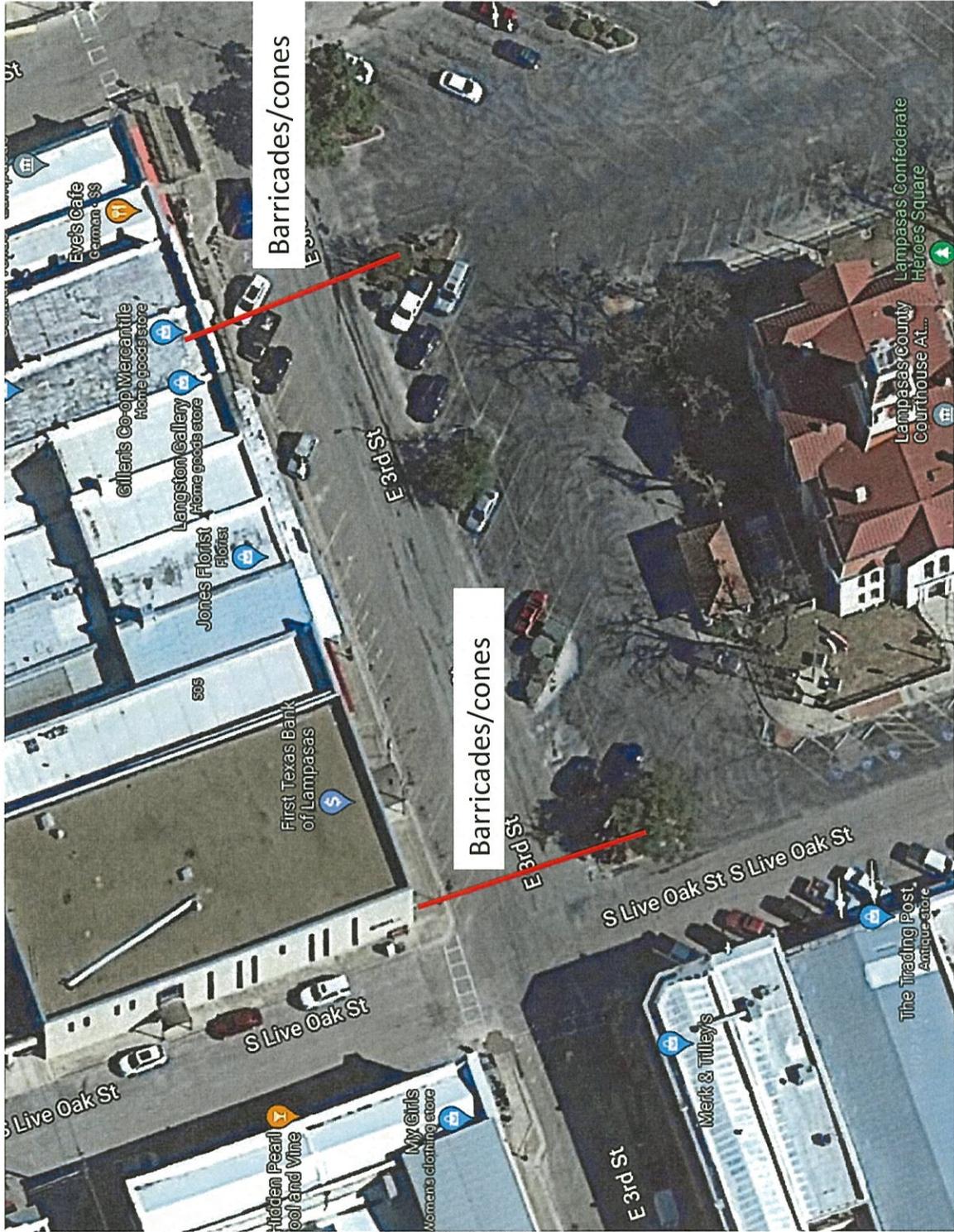
EVENT TYPE / DESCRIPTION	
<input checked="" type="checkbox"/> Street Closure Event <input type="checkbox"/> Party/Event Registration <input type="checkbox"/> Parade <input type="checkbox"/> Assembly/Outdoor Music at Ruth Eakin Theater <input type="checkbox"/> Other (describe) _____	
Event Location / Route <u>Start at Courthouse (see attached). Request is not to close streets entirely but to help direct traffic at intersections and busier roads.</u>	
Purpose of the Event (Describe event) <u>Raise money for military-friendly non-profit organization and honor veterans for Veterans Day.</u>	
Number expected to attend <u>100</u>	Number of Event Staff <u>3 + volunteers</u>
SPONSOR'S REPRESENTATIVE(S)	
Name	Home Phone
Address	Work Phone
City / State / Zip	Cell Phone
Email Address	Other Phone
Name	Home Phone
Address	Work Phone
City / State / Zip	Cell Phone
Email Address	Other Phone
SERVICES/EQUIPMENT NEEDED	
My Event will have or need the following: (Check all that apply)	
<b>Traffic Control / Other Equipment</b>	
<input type="checkbox"/> Barricades	<u>12</u> <input checked="" type="checkbox"/> Traffic Cones
	<u>4-5</u> <input checked="" type="checkbox"/> Police Officers or Citiz. patrol
<b>Tents / Temporary Structures</b>	
Will Tents be used <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	# _____
	Sizes <u>depends on sponsors - coffee, etc.</u>
Will other Temporary Structures be used <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe _____
Will electricity need to be provided <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	How? <u>by posts near courthouse</u>
Will water need to be provided <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	How? <u>we will provide water stops</u>
ALCOHOL	
Alcohol Permit Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Date Applied _____
<small>(Permit required if alcohol consumed or possessed in public park / sports recreational facility)</small>	# of Officers _____ @ \$ _____ / hour
Temporary Liquor License Applied for <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Applied _____
MUSIC	
Starting Time <u>we will use our own PA</u>	Ending Time _____
# of Acts _____	Music Type _____
# Sound Amplification Equipment to be used <input type="checkbox"/> YES <input type="checkbox"/> NO	Maximum Amps Available _____
OTHER	
Has this event been held before <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? <u>11/6/21</u>
I have reviewed the <b>Special Events Requirements and Procedures</b> and accept the responsibilities associated with this event. I have provided a diagram with this application. I request approval of this event.	
 Signature of Representative	<u>2/4/22</u> Date

Event Diagram (Use additional pages if needed)

See attached route

APPROVAL					
Officers Scheduled	<input type="checkbox"/> YES	<input type="checkbox"/> NO	# of Officers _____	Equipment Scheduled	<input type="checkbox"/> YES <input type="checkbox"/> NO
Lieutenant Signature _____		Date _____			
Chief of Police Signature _____		Date _____			
Comments:					
_____					
_____					
_____					
_____					





  
**City Manager**ITEM NO. 7.8

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

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**Subject:**

Discussion and possible action regarding procurement of one 2023 Ford Police Interceptor vehicle and one CID vehicle for the Assistant Police Chief in an amount not to exceed \$110,000.00

Requested By: Jody Cummings, Police Chief

Submitted By: Jody Cummings, Police Chief

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

With the estimated delivery time, Staff would like to move forward with the request to purchase two FY 22/23 budgeted police vehicles. Currently, the estimated delivery time is anywhere from 6-8 months. During the CIP process Staff identified two vehicles based on the replacement schedule per age, miles and maintenance. Staff has budgeted one Ford Police Interceptor to add to the existing fleet and one CID vehicle for the Assistant Police Chief.

**Recommendation:**

To consider a motion to approve the procurement of one 2023 Ford Police Interceptor and one CID vehicle for the Assistant Police Chief in an amount not to exceed \$110,000.00.



**PRODUCT PRICING SUMMARY**  
**TIPS USA 210907 AUTOMOBILES**  
**VENDOR- Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656**

End User: CITY OF LAMPASAS Prepared by: RICHARD HYDER  
 Contact: LT. CHUCK MONTGOMERY 512.556.3644 Phone: 409.300.1385  
 Email: CMONTGOMERY@CITYOFLAMPASAS.COM Email: RHYDER.COWBOYFLEET@GMAIL.COM  
 Product Description: FORD INTERCEPTOR UTILITY Date: August 11, 2022

A. Bid Item: 62 A. Base Price: \$ **33,926.00**

**B. Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
K8A	INTERCEPTOR UTILITY AWD	\$ 1,495.00	55F	REMOTE KEYLESS ENTRY FOBS	\$ 340.00
99B	3.3L V6 GAS	\$ -		WIRELESS PHONE CONNECTIVITY	\$ -
51R	DRIVER SIDE LED SPOTLIGHT	\$ 395.00	60A	GRILL/SIREN PREWIRE	\$ 50.00
	FRONT HEADLAMP HOUSING	\$ -		REAR VIEW CAMERA	\$ -
86T	POLICE TAIL LAMP HOUSING	\$ 60.00	61B	OBD-II INTERFACE	\$ 250.00
17A	REAR AIR CONDITIONING	\$ 610.00			
YZ	EXTERIOR WHITE	\$ -			
96	CLOTH FRONT VINYL REAR SEATING	\$ -			

Total of B. Published Options: \$ **3,200.00**

Published Option Discount (5%) \$ **(160.00)**

**C. Unpublished Options**

\$= 23.6 %

Description	Bid Price	Options	Bid Price
PK8A UPGRADE TO 2023 MODEL	\$ 8,750.00		

Total of C. Unpublished Options: \$ **8,750.00**

D. Floor Plan Interest (for in-stock and/or equipped vehicles): \$ -

E. Lot Insurance (for in-stock and/or equipped vehicles): \$ -

F. Contract Price Adjustment: SILSBEE FLEET EQUIP/INSTALL QUOTE 112221 \$ **14,902.00**

G. Additional Delivery Charge: 282 miles \$ **493.50**

H. Subtotal: \$ **61,111.50**

I. Quantity Ordered 1 x H = \$ **61,111.50**

J. Trade in: \$ -

K. Total Purchase Price \$ **61,111.50**

  
**City Manager**ITEM NO. 7.9

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

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**Subject:**

Discussion and possible action regarding the acceptance of fitness equipment by the Lions Club to be installed at the 580 Sports Park

Requested By: Mindi Pratus, Lions Club

Submitted By: Chris Eicher, Parks Director

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments: Exercise Equipment

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**Summary Statement:**

Mindi Pratus, Lions Club presented the Parks Board an initiative that the Lions Club is interested in funding for the community. Ms. Pratus presented a concept plan of fitness equipment that they would like to purchase and install at the 580 Sports Complex. The proposed area would have approximately  $\frac{3}{4}$  of a mile of concrete walkways that may be a cost share initiative. The City would extend electric to the area for safety lighting and possibly add water fountains. The Parks Board does recommend moving forward with this initiative and very thankful to the Lions Club for this contribution to the community.

**Recommendation:**

To consider a motion to approve the Lions Club Project at the City of Lampasas 580 Sports Park and to allow latitude in any contractual agreements and possible City funding for any maintenance and safety requirements.



Beyond  
Your  
Ordinary

# BUDGETARY QUOTE

## QUOTE #: 105680

ACCOUNT:  
LAMPASAS LIONS CLUB

DATE CREATED:  
5/17/2022

ACCOUNT REP:  
Kera Washington

### PREPARED FOR:

PRIMARY CONTACT:  
Pam Hunter

EMAIL:  
pmhunter@cebridge.net

PHONE NUMBER:  
+15125259650

ORGANIZATION:  
Lampasas Lions Club

### BILLING & SHIPPING:

BILLING ADDRESS:  
Lampasas Lions Club  
2351 FM 580  
Lampasas, TX 76550

SHIPPING ADDRESS:  
Lampasas Lions Club  
2351 FM 580  
Lampasas, TX 76550

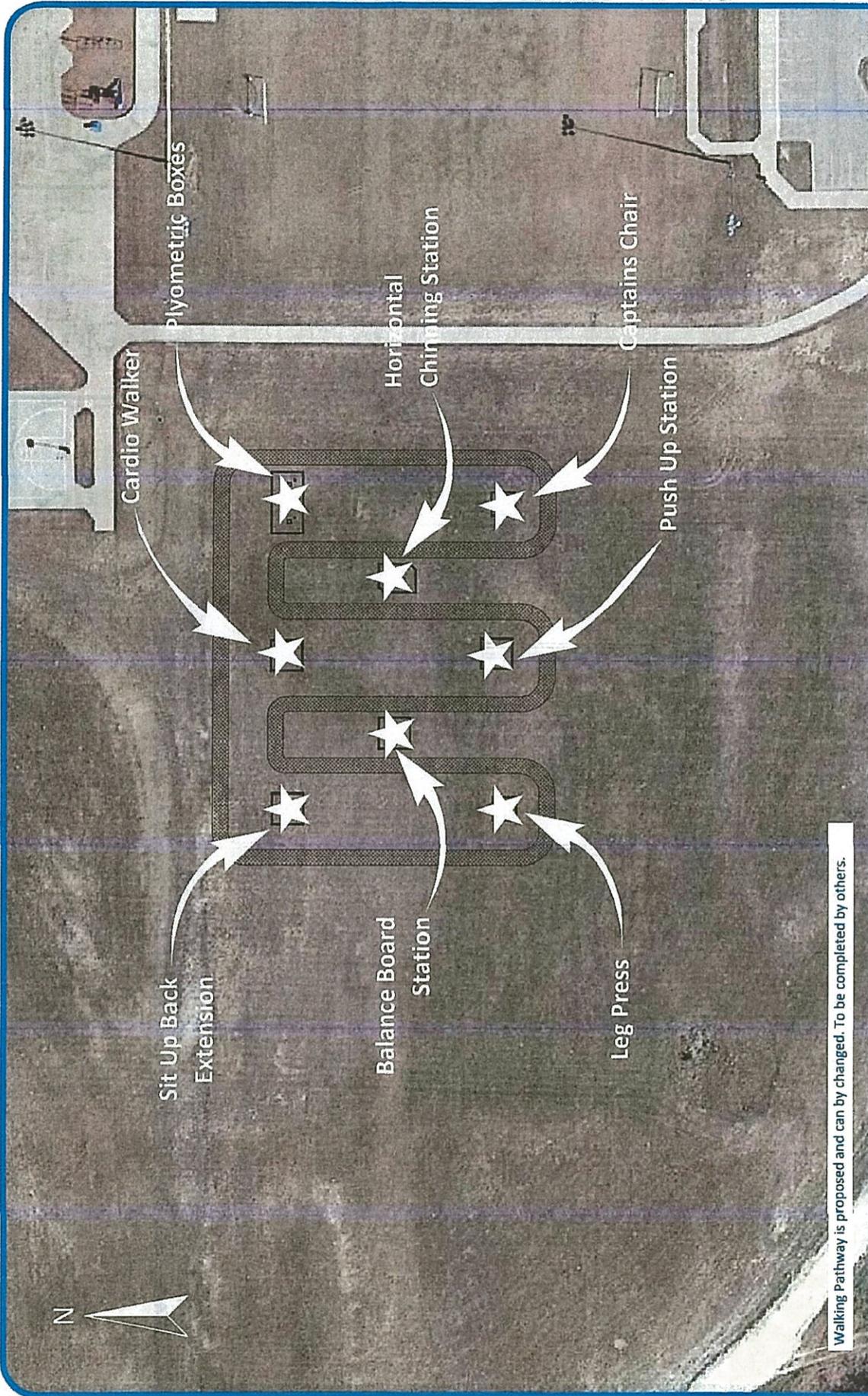
*Correct?*

Qty	Product	Price	Total
1	<p><b>ENDURANCE COURSE - FIT SERIES</b> Model: 370SM-UP The Endurance Course Offering includes everything from a Cardio Walker to a series of Plyometric Boxes, this package addresses all five elements of fitness: aerobic, muscle fitness, balance, flexibility, and core. This 10-piece pre-configured outdoor fitness package is the perfect fitness solution for apartment complexes, universities, hotels, senior centers, and parks.</p>  <p>Includes:</p> <ul style="list-style-type: none"> <li>Cardio Walker</li> <li>Plyometric Box (6)</li> <li>Plyometric Box (12)</li> <li>Plyometric Box (18)</li> <li>Push-Up Station</li> <li>Horizontal Chin-Up</li> <li>Leg Press</li> <li>Balance Board</li> <li>Captains Chair</li> <li>Sit-Up / Back Extension</li> </ul> <p>Additional Notes</p> <p>- Note: Safety Surfacing is required if the users feet are intended to leave the ground while operating the equipment, or if the equipment has</p>	\$24,848.00	\$24,848.00

	<p>a Fall Height. Surfacing must conform to ASTM F1292.</p> <p>- Note: An additional rectangular zone measuring 30 x 48 located outside of the Clearance Zone is required for parking mobility aides while the equipment is in use.</p>		
89	 <p><b>WOOD PLAYGROUND MULCH</b>  Model: BYO-510Z  IPEMA certified to meet ASTM, CPSC, and ADA playground surfacing standards. Engineered wood fiber (EWF) playground safety surfacing is manufactured from natural fibers, and is designed to reduce injuries on playgrounds, and provide a stable, resilient surface for trails. It is a 100% natural product and contains no chemicals or artificial ingredients. Fresh wood is utilized than cannot be made into lumber. Environmentally safe. Meets non-flammability standards.</p>	\$19.32	\$1,719.48
128	 <p><b>PLAYGROUND BORDER WITH SURFACING GUIDE</b>  Model: APS-2003  Playground Border with Surfacing Guide - 4ft x 12in - Black  These plastic landscape timbers surround your playground area with a no-maintenance alternative to wood and help keep playground surfacing in place. They feature a newer, more symmetrical design on the front and a surfacing guide on the middle of the back. The guides mark at 1" - 7" on the 8" borders and at 1" - 11" on the 12" borders, which allows you to easily inspect your surfacing depth and ensure adequate surfacing.  Made from 100% plastic. Includes spike.</p>	\$47.00	\$6,016.00
1	<p><b>PRICE INCREASE - 2023</b>  Model: CUSTOM-TENPERCENT</p>	\$3,248.00	\$3,248.00

**Sub Total:** \$35,831.48  
**Sales Tax:** \$0.00  
**Shipping:** \$5,112.82  
**Total:** \$40,944.30

This quote is for estimation purposes and is not a guarantee of cost for services and/or products. Quote is based on current information from client about the project requirements. Actual cost may change once project elements are finalized. These elements include, but are not limited to: Scope, purchase time-frame, equipment selection, and location.



Walking Pathway is proposed and can be changed. To be completed by others.

Lampasas Lions Club

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

Location Map

Sheet Number

**1**

Drawn By: A. Barile

Date: 9/12/2022

Revision:

Scale: Not to Scale  
Drawing scaling possible only when in 8.5" x 11" format





Lampasas Lions Club

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

Note: Colors above are for representational purposes only. Actual colors may vary slightly.





Lampasas Lions Club

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

Note: Colors above are for representational purposes only. Actual colors may vary slightly.





Lampasas Lions Club

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

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Lampasas Lions Club

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

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Lampasas Lions Club

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Lampasas Lions Club

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

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Lampasas Lions Club

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

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Lampasas Lions Club

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

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**City Manager**ITEM NO. 7.10

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

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**Subject:**

Discussion and possible action regarding reservation procedures and rental fees for the Campbell Park Pavilion.

Requested By: Chris Eicher, Parks Director

Submitted By: Vicki Tower, Parks Secretary

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The Campbell Park pavilion was completed in early summer. Since that time, committees, organizations and citizens have shown interest in reserving and/or renting the Campbell Park Pavilion. Staff had reported to Council that once the work was completed, they would bring the proposed reservation and fee schedule to Council for consideration. The Hancock Park Pavilion and the Ruth Eakin Amphitheater are rented for \$75.00 per day with a \$75.00 refundable deposit. Staff feels that we can utilize this same fee structure. Staff would like to install appropriate signage advising the public that the facility must be reserved along with contact information. The Parks Board does recommend moving forward with implementation of policy & fee structure.

**Recommendation:**

To consider a motion to direct staff to move forward with implementing reservation policy and fee structure Ordinance.

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City ManagerITEM NO. 7.11

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

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**Subject:**

Discussion and possible action regarding procurement of one 2023 Chevy Tahoe for the Lampasas Fire Department in an amount not to exceed \$65,000.00

Requested By: Jeffry Smith, Fire Chief

Submitted By: Jeffry Smith, Fire Chief

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

With the estimated delivery time, Staff would like to move forward with the request to purchase one FY 22/23 budgeted 2023 Chevy Tahoe. Currently, the estimated delivery time is anywhere from 8-12 months.

**Recommendation:**

To consider a motion to approve the procurement of one 2023 Chevy Tahoe for the Lampasas Fire Department in an amount not to exceed \$65,000.00.

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City Manager

ITEM NO. 7.12

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

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**Subject:**

Discussion and possible action regarding the award of quote to Harrison Construction for the Skate Park Pad in the amount of \$42,500.00.

Requested By: Chris Eicher, Parks Director

Submitted By: Chris Eicher, Parks Director

Date Submitted: September 21, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments: Quotes

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**Summary Statement:**

As approved by Council, Staff will facilitate the Skate Park Pad to offset costs of build in an amount not to exceed \$49,000.00. Staff received the design specifications from SPA contractors for the pad, Staff reached out to local contractors and met onsite to review the area. Harrison Construction and Sheppard & Sheppard Trucking Co have committed to submitting a quote for consideration. Porter Construction advised that due to time constraints he will not have the availability to mobilize based on the City's timeline so he has declined to submit a quote.

**Recommendation:**

To consider a motion to award quote to Harrison Construction for the Skate Park Pad in the amount of \$42,500.00

HARRISON CONSTRUCTION, CO.  
P.O. BOX 456  
Lampasas, TX 76550

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PROPOSAL #092222

DATE: 22 September 2022  
TO: City of Lampasas c/o Chris Eicher  
REFERENCE: Skate Park

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Proposed is to construct an approximate 5,000 square foot pad for the Skate Park project located at 501 East North Avenue, Lampasas, TX. Pad site will be excavated per plans and spoils will be hauled off by the contractor. Sub grade will be proof rolled, pad will be constructed per plans in 6" lifts with Type A Grade 2 road base supplied and delivered by the City of Lampasas. Material will not be stock piled on site, however will be scheduled for prompt delivery to maintain correct moisture for compaction in constructing lifts.

TOTAL PRICE: \$42,500.00

- This quote expires **30** days from date of proposal.
- Upon completion, the job site will be left in a clean and orderly condition, consistent with good construction practice.
- If you wish for HARRISON CONSTRUCTION, CO. to execute these work items, please sign and date the proposal below and return a signed copy.
- **Draw schedule to be agreed upon acceptance of proposal.**

Thank you and please feel free to call if you have any questions.

Accepted \_\_\_\_\_ Date \_\_\_\_\_

Respectfully submitted by: Chris Harrison

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C&J Salt Creek Enterprises LLC

P.O Box 268  
Lometa Tx 76853

# Estimate

Date	Estimate #
9/23/2022	Skate Park f

Name / Address
City Of Lampasas Lampasas, Texas 76550

				Project
Description	Qty	U/M	Cost	Total
Excavate for new skate park hauloff material build pad in 6-8 " lefts water & roll (city to provide materials ) grade site			92,450.00	92,450.00
			<b>Total</b>	\$92,450.00

Customer Signature \_\_\_\_\_

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**City Manager**

ITEM NO. 7.13

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

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**Subject:**

Discussion and possible action regarding the re-appointment of board members to the Airport Zoning Board of Adjustment.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 22, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint John Fingerhut and Steven Cohen; whom have agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint John Fingerhut and Steven Cohen to the Airport Zoning Board of Adjustment.

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City Manager

ITEM NO. 7.14

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

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**Subject:**

Discussion and possible action regarding re-appointment of board members to the Construction Board of Adjustment and Appeal

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 22, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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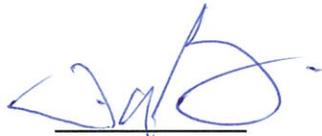
**Summary Statement:**

This item has been placed on the agenda to reappoint Lesley Wilson, Clifford Butts and Nathan Hooten; whom have agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Lesley Wilson, Clifford Butts and Nathan Hooten to the Construction Board of Adjustment and Appeal.

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**City Manager**ITEM NO. 7.15

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

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**Subject:**

Discussion and possible action regarding the re-appointment/appointment of board members to Parks & Recreation Advisory Board

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 22, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Diane Davis, Clay Harrington, Shirley Blake and Harvey Stinnett; whom have agreed to serve another term and Mindi Pratus as a new board member.

**Recommendation:**

To consider a motion to reappoint Diane Davis, Clay Harrington, Shirley Blake and Harvey Stinnett and to appoint Mindi Pratus as a new member to the Parks & Recreation Advisory Board.

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**City Manager**ITEM NO. 7.16

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

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**Subject:**

Discussion and possible action regarding the re-appointment of board members to the Planning & Zoning Commission.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 22, 2022

For the Agenda of: September 26, 2022

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Michael Sibberson and Robert McCauley; whom have agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Michael Sibberson and Robert McCauley to the Planning & Zoning Commission.

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