

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, November 28, 2022
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, November 28, 2022 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

WORKSHOP SESSION

1. Call to order Workshop Session
2. Discussion regarding Recycling Program. *(pgs. 5-6)*
3. Discussion regarding LCRA Steps Forward Projects. *(pgs. 7-8)*
4. Discussion regarding any item on the regular agenda
5. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Service Anniversaries
 - Mary Garcia- 5 years
 - Mary Mendez- 15 years
 - Joe Schwartzer- 15 years

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on November 14, 2022	9-18

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance amending Lampasas Code of Ordinances, Appendix A -Fee Schedule Chapter 54 Parks and Recreation, (G) Golf Course Fees.	19-22

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Police Department Monthly Report 2. Building Official Monthly Report 3. Economic Development Monthly Report 4. Fire Department Monthly Report 5. Parks and Recreation Monthly Report 6. Information Systems Monthly Report 7. Library Monthly Report 8. Golf Course Monthly Report 9. Municipal Court Monthly Report 10. City Secretary Monthly Report 11. Utility Billing and Collections Monthly Report 12. Public Works Monthly Report for Electric, Streets, Water/Wastewater 	23-46

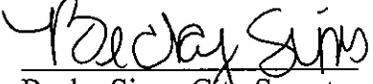
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • LEDC • 580 Sports Park • Wayfinding • 3rd Street Bridge • Weather Delays • In Service Training • Northington Creek • Roofing 	47-50
5.2	MAYOR'S COMMENTS	N/A

6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding amending Recycling Program.	51-52
7.2	Discussion and possible action regarding cancelling the December 26, 2022 City Council Meeting.	53-54
7.3	Discussion and possible action regarding a request to close Briggs Street from East Fourth Street to Mills Street on December 17, 2022 from 10:00 a.m. to 2:00 p.m. for the Community Toy Drive to help mitigate traffic congestion.	55-56

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 November 2022 at 3:00 pm


Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion regarding City of Lampasas Recycling Program

Requested By: City Council

Submitted By: Finely deGraffenried, City Manager

Date Submitted: November 22, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

In September 2018 the City of Lampasas began a Recycling Program as an addition to the Citizens Collection Station. At that time the cost to haul was \$315.00 per container and the cost per ton was \$25.00. The solid waste rate for residential customers increased by .50 to help offset costs to the City. Waste Connections provided 2 recycle roll-off containers at no cost to the City as their investment to the program. The average cost for the Recycling Program per month is \$1,700.00. This item has been placed on the workshop agenda to discuss including Lampasas County Residents to be part of the Recycling Program.

Things to consider:

- Cost to citizens
- Cost to the City for additional recyclables
- Need for additional containers
- Ability for Waste Connections to maintain same level of service

Recommendation:

Discussion only

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding LCRA Steps Forward Projects

Requested By: City Council

Submitted By: Chris Eicher, Parks Director

Date Submitted: November 22, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Each year LCRA partners with communities to give back to their customers by helping with local projects. On April 14, 2023 LCRA employees volunteer in communities throughout the lower Colorado River basin. They have been instrumental in helping Lampasas with several community projects over the years. This item has been placed on the agenda to discuss the following list of proposed projects that will be submitted to LCRA for consideration.

- Hand Rail Painting
- Tree Planting at Cemetery
- Painting and upgrades to Tennis Court Area

The deadline to submit is December 9, 2022.

Recommendation:

Discussion only

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ITEM 2.1

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, November 14, 2022
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Monroe presiding.

Council Members Present:

Zachary Morris
Randy Clark
Herb Pearce
Cathy Kuehne
Davis Keele
Chuck Williamson

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Jody Cummings, Police Chief
Jeff Smith, Fire Chief
Charlie Boswell, Assistant Police Chief

Council Members Absent:

N/A

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion regarding condition and possible preservation of Pecan Tree outside Municipal Court Building by Lucien Hodges, H& H Tree Service.

Mr. Hodges advised Council that the tree was struck by lightning and with the drought, there is no way to save the tree. The middle of the tree is dead into the earth; mushrooms are growing which is a sign of rot. It is Mr. Hodges recommendation that the tree be removed.

Without objection, Staff will handle administratively.

3. Discussion and recap from Comprehensive Plan Workshop Meeting held on November 8, 2022

Finley deGraffenried, City Manager reviewed the following objectives:

- Retail and Hospitality
- Code Enforcement-
 - Staff to provide report January 2023
- WWW Master Plans
 - Education on interceptor model provided by Eckermann Engineering
- Encourage Mixed Uses
- Buy Local Campaign
- Infrastructure Cost Share Opportunities
 - Solar System Impact
- Investment in Existing Properties
- Truck Traffic

- TxDOT Relief Route Meeting- November 17th
- Trails and Greenbelt
 - Pedestrian Traffic
 - Creek bed clean-up
 - Property Owners
 - Grant Opportunities
- New Hope Baptist Church/Historic Colored School
 - Lampasas Heritage Foundation
 - Opportunity for Building Badger Program at High School
- Transportation Planning
- Capacity Building and Coordination

4. Discussion regarding any item on the regular agenda

There was no discussion.

5. Adjourn Workshop Session

Mayor Pro-Tem Williamson moved to adjourn the workshop session at 5:39 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

REGULAR SESSION

ANNOUNCEMENTS

1. Call to Order

Mayor Monroe called the Regular Session to order at 5:39 pm.

2. Invocation and Pledge of Allegiance

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

3. Presentations and Proclamations

- Swearing in Ceremony for Jeff Phillips and Jacob Loeve



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

Mr. Wesley Alexander commended the Lampasas Police Department and Fire Department on their performance since Hamilton took over EMS Services. They have formed a great partnership and comradery among staff.

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

1.3	Public Hearing to receive citizen comments to consider vacating 2.03 acre plat out of Daniel Stanley Survey, Abstract No. 631 Lampasas County, Texas. Per Local Government Code (LGC) 212.013 Vacating Plat and 212.014 Replatting without Vacating Preceding Plat.
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Mayor Monroe opened the public hearing.

- Becky Sims, Zoning Administrator presented the following:
- 2.03 acres subdivided in the LEDC Business Park
 - Previously owned by WTG Fuels
 - Request to vacate subdivision
 - Prerequisite to Business Park Subdivision Plat

With no further discussion, Mayor Monroe closed the public hearing.

1.4	Public Hearing to receive citizen comments to consider the approval, denial or approval with modifications the Preliminary Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract No 631, Lampasas County, Texas.
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Mayor Monroe opened the public hearing.

- Becky Sims, Zoning Administrator presented the following:
- 151.638 acres
 - Subdivided into 5 lots
 - Lot 1- 7.526 acres
 - Lot 2- 3.706 acres
 - Lot 3- 9.762 acres
 - Lot 4- 98.813 acres
 - Lot 5- 25.192 acres
 - Located on west side of US Highway 183 South within Lampasas City Limits.
 - Light, Medium and High Intensity Zoning, specific layout TBD
 - City electric, water and sewer will be available in Phase 1
 - Planning Commission recommended approval to Council at the November 3 meeting.

Mr. deGraffenried advised that this platting will provide latitude for businesses. Staff will be mindful regarding subdivision as development begins. Marketing and discussion with prospects will continue to move forward.

With no further discussion, Mayor Monroe closed the public hearing.

1.5	Public Hearing to receive citizen comments to consider the approval, denial or approval with modifications the Final Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract No 631, Lampasas County, Texas.
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Mayor Monroe opened the public hearing.

Becky Sims, Zoning Administrator presented the following:

- 151.638 acres
- Subdivided into 5 lots
 - Lot 1- 7.526 acres
 - Lot 2- 3.706 acres
 - Lot 3- 9.762 acres
 - Lot 4- 98.813 acres
 - Lot 5- 25.192 acres
- Located on west side of US Highway 183 South within Lampasas City Limits.
- Light, Medium and High Intensity Zoning, specific layout TBD
- City electric, water and sewer will be available in Phase 1
- Planning Commission recommended approval to Council at the November 3 meeting.

With no further discussion, Mayor Monroe closed the public hearing.

1.6	Public Hearing to receive citizen comments to consider vacation and abandonment of 0.24 acres (60-foot-wide) of un-opened Deb Lynn Street- East of South Howe Street between outlot 18 and outlot 25 of the L.H.W Johnson Survey; part of 1003 S. Howe Street.
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Mayor Monroe opened the public hearing.

Becky Sims, Zoning Administrator presented the following:

Mike Kriegel, Surveyor on behalf of Jarvis Carlile, property owner is asking the Planning Commission and City Council to consider request to close, abandon, vacate and convey .24 acres (60 foot-wide) un-opened Deb Lynn Street between outlot 18 & outlot 25; part of 1003 S. Howe Street. Planning Commission requested

- The plat and field notes deeding the property to the Carlile's from the Stultz's was filed in 1985.
- Of the 0.64 acres; .04 acres is in outlot 25; which would convey to the McCoy's or be divided between both property owners.
- Copy of letter received from McCoy's at dais, along with minutes.
 - 2007 Planning Commission and Council approved the abandonment; however, Mr. Carlile chose not to move forward at that time.

Council member Clark questioned about possible drainage easement. Staff does not feel a drainage easement would be necessary.

Mr. McCoy reported that they are having a survey conducted for their property; however, they do feel that the portion of street lying in Outlot 25 should be conveyed to them; Staff agreed as long as there are no underlying conditions that would prevent the conveyance.

With no further discussion, Mayor Monroe closed the public hearing.

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on held on October 24, 2022

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

2.2	Discussion and possible action concerning approval of minutes of the Special Meeting held on November 8, 2022
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Mayor Pro-Tem Williamson moved to approve the minutes as presented; the motion was seconded by Council member Keele, with Kuehne abstaining, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from October 1- October 31, 2022.

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

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

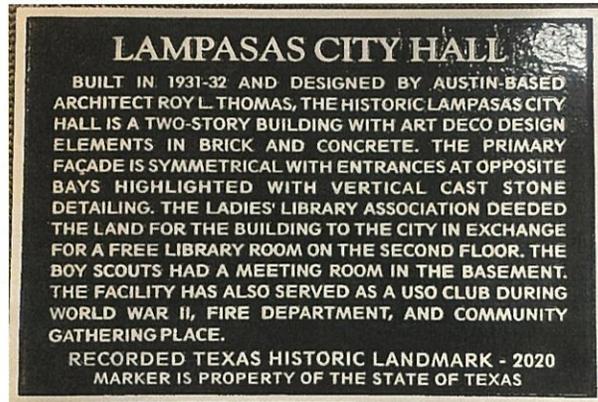
City Manager deGraffenried reviewed his report:

EMS Service Attached is the monthly report from Hamilton County Hospital District, Emergency Medical Service, for ambulance operational items and response times. The narrative includes Lampasas County, however; the chart of response times and calls is for the City of Lampasas only. The reports indicate a positive start for Hamilton with praise for the City’s dispatch service. As they note in their narrative, when response has been delayed both Lampasas Fire Department and a Hamilton Shift Captain have been on scene to render aid prior to the ambulance arriving. Without objection, staff might ask the Hamilton District Chief, Wesley Alexander, to report personally on a semi-annual basis.

Historic Marker After almost 2 years the City has received the Texas Historical Commission plaque for the Calvert Building. The designation was approved by the State in 2020 after being submitted by the Lampasas County Historical Commission. The designation was originally packaged by Jeff Jackson, who was also instrumental in researching the origin and history of the building. Staff will plan an unveiling, probably in 1Q 2023, to include some additional, overdue, signage.

Relief Route

Just a quick reminder that the Texas Department of Transportation (“TxDOT”), Brownwood District, will be conducting the 2nd Public Open House on the Feasibility of a relief route around Lampasas on November 17, 2022 at the Middle School, 902 South Broad, from 5:30 p.m. to 7:30 p.m. Council did provide formal support of the Study in October 2019, and the issue of increased traffic, particularly truck traffic, has been cited as a concern through public engagement platforms for the Comprehensive Plan.



Industrial Park

Ryan Ward, Assistant City Manager, reports that a contract has been executed for concrete removal at the City’s Industrial Park, 1310 McClean St. The contractor has indicated that demolition could begin as soon as mid-November, and to that end, the City has issued a Notice to Proceed (“NTP”) within 10 days of November 8th. The clearing is in anticipation of future lease and possible sale of the property.

Recycling Concern

The City, through a Council addressed email, received a concern from a County resident regarding not allowing County residents to take recyclable materials to the City’s Citizen Collection Station. Council may recall, the City investigated recycling and opted, based on public use and cost, to provide a single drop off location within the Citizen’s Collection Station. The increased cost for the service was incorporated in the charge for all trash customers of the City. The County resident stated they would not mind paying for the service, however; short of Council action, there is no means to collect fees for recycling from non-residents. Staff provides this as a report, and can place the item on a future agenda in the event further discussion is desired.

Airport

The Scoring Committee for review of Requests For Proposals, met on October 27th to review the three submissions for the Airport Master and Terminal Area Plan. The highest rated firm for the project was Parkhill, an experienced airport architectural and engineering firm. TxDOT was notified of the scoring and will handle final negotiation and contracting. The project is being underwritten through federal non-primary entitlement funds. The City’s match for the project is 10% which is estimated at \$20,000.00

Park Lights

Chris Eicher reports that H&H Tree Service is on track to have Brook Park lit by Thanksgiving. Council may have noticed lifts and ground lighting being installed over the last several weeks. All lighting and displays are scheduled to be up and in

place the week of November 13 for testing. Seasonal lighting will begin the day before Thanksgiving, November 23rd.

LCRA Steps Forward The annual LCRA Steps Forward volunteer event is scheduled for April 14, 2023. Each year LCRA provides their personnel to do volunteer, community service projects for member communities. Over the past several years, LCRA employees have landscaped parks, painted railing, spread playground mulch, and painted buildings. Chris Eicher will be identifying projects and submitting the formal request to LCRA on or before December 9th.

Ft. Hood Included as an attachment is the Heart of Texas Defense Alliance (“HOTDA”) Fort Hood Fast Facts. This is one of many statistical reports provided by HOTDA to its member communities which show personnel status and impacts in terms of family and civilian populations. The State Comptroller estimates the economic impact of FT. Hood to the Texas economy at over \$28 billion.

Estimated Total Contribution of Fort Hood to the Texas Economy, 2021	
Total direct employment	55,374
Total employment (direct & indirect)^[3]	160,933
Output^[4]	\$28,886,145,000
Gross domestic product^[5]	\$16,967,542,000
Disposable personal income^[6]	\$11,224,637,000

Source: Regional Economic Models, Inc. (REMI) - model for Texas

Skate Park More rain has slowed the final pad work for the Skate Park. Providing we can have a few warm, dry days the pad could be complete within a week. SPA has been given the green light from the City to order steel for delivery to the site, which should arrive in 3 to 4 weeks. Although rain has been postponed work on other SPA projects in north Texas, staff is hopeful the project can go vertical by year end.

Employees Staff is pleased to recognize employees who began their City of Lampasas careers in November: Scott Haverly, 6 years; Charlie Boswell, 19 years; Jacob Hummer, 9 years; Derrick Eicher, 7 years; Mary Mendez, 15 years; Joe Schwartz, 15 years; Mary Garcia, 5 years; Dylan Boivin, 2 years; Micah Harry, 8 years; Joshua Palacio, 7 years; and Duane Griffith, 13 years.

5.2 | MAYOR’S COMMENTS

Mayor Monroe reported that she and Becky Sims, City Secretary were honored to educate Hanna Springs Third Graders on City Government and provide a tour of the City Council Chambers this past week.

6.0 | UNFINISHED BUSINESS

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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Mayor Pro-Tem Williamson moved to approve the monthly website photo entry, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.2	Discussion and possible action to recommend approval to City Council to vacate 2.03 acre plat out of Daniel Stanley Survey, Abstract No. 631 Lampasas County, Texas. Per Local Government Code (LGC) 212.013 Vacating Plat and 212.014 Replatting without Vacating Preceding Plat.
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Council member Keele moved to vacate 2.03 acre plat out of Daniel Stanley Survey, Abstract No. 631 Lampasas County, Texas. Per Local Government Code (LGC) 212.013 Vacating Plat, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.

7.3	Discussion and possible action to consider approval, denial or approval with modifications the Preliminary Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract No 631, Lampasas County, Texas
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Mayor Pro-Tem Williamson moved to approve the Preliminary Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract No 631, Lampasas County, Texas, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

7.4	Discussion and possible action to consider approval, denial or approval with modifications the Final Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract no 631, Lampasas County, Texas.
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Mayor Pro-Tem Williamson moved to approve the Final Lampasas Business Park Subdivision Plat of 151.638 acres of land out of the Daniel Stanley Survey, Abstract no 631, Lampasas County, Texas, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding a quote from CDW-G for Citrix DaaS Premium Plus, a cloud-based Desktop as a Service (DaaS) application, allowing remote access to the network, in the amount of \$8,497.75.
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Mayor Pro-Tem Williamson moved to approve the quote from CDW-G for Citrix DaaS Premium Plus, a cloud-based Desktop as a Service (DaaS) application, allowing remote access to the network, in the amount of \$8,497.75, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding the approval of a fee increase at Hancock Park Golf Course
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Council member Morris moved to approve the first reading of an Ordinance amending Lampasas Code of Ordinances, Appendix A -Fee Schedule Chapter 54 Parks and Recreation, G. Golf Course Fees, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding reappointment of board members to the Library Advisory Board
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Council member Kuehne moved to reappoint D'Anne Willis and Ruth Martin to the Library Advisory Board, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.8 Discussion and possible action regarding appointment of board member to the Zoning Board of Adjustment

Council member Kuehne inquired if Mr. Hefley was asked to be on this board. Mrs. Sims advised no, although we have spoken on two recent occasions about his interest in being on a board he was not asked about this vacancy. Mr. Hefley has an interest in being on any board where he can be of assistance; whereas Mr. Hernandez applied for ZBA only. Staff reviews applicants interests and recommend accordingly to fill vacancies.

Council member Keele moved to appoint Eric Hernandez to the Zoning Board of Adjustment Advisory Board, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.

7.9 Discussion and possible action regarding the appointment of board member to the Construction Board of Adjustment and Appeals

Council member Morris moved to appoint Cory Butts to fill the mechanical vacancy on the Construction Board of Adjustment and Appeals Advisory Board, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

Adjourn into Executive Session

Council member Morris moved to adjourn into Executive Session at 6:50 p.m., the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

EXECUTIVE SESSION

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

Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; Cause No 302-699-C, District Court of Bell County, Central Texas Water Supply Corporation v. Kempner Water Supply Corporation v. City of Lampasas and/or other matters posted on the regular agenda.

Adjourn back into Regular Session- 7:12 p.m.

REGULAR SESSION

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

No action taken

Adjourn-Council member Morris moved to adjourn the meeting at 7:13 pm, the motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary

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City ManagerITEM NO. 3.1

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance amending Lampasas Code of Ordinances, Appendix A -Fee Schedule Chapter 54 Parks and Recreation, G. Golf Course Fees.

Requested By: Van Berry, Golf Course Manager

Submitted by: Van Berry, Golf Course Manager

Date Submitted: November 8, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance amending Lampasas Code of Ordinances, Appendix A -Fee Schedule Chapter 54 Parks and Recreation, G. Golf Course Fees.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY LAMPASAS, TEXAS AMENDING APPENDIX A FEE SCHEDULE, CHAPTER 54, ENTITLED ‘PARKS AND RECREATION’, ARTICLE I, IN GENERAL SECTION (c) GOLF (g) GOLF COURSE FEES; CONTAINING SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City of Lampasas, Texas is a Home Rule Municipality located in Lampasas County, Texas, that is authorized and enabled by its Charter and the laws of Texas to enact local legislation for the benefit and proper operation of the City’s facilities and amenities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, THAT THE LAMPASAS CODE OF ORDINANCES HEREBY BE AMENDED AS FOLLOWS:

PART 1:

Appendix “A” Fee Schedule, Chapter 54, entitled ‘Parks and Recreation’, Article I, Section (c) Golf (g) Golf Course Fees, as worded and detailed below:

- APPENDIX A- Fee Schedule
- Chapter 54-Parks and Recreation
- Article I – In General
- (a)-(b) (no changes)
- (c)- Golf
- (d)-(f) Reserved
- (g) Golf Course Fees

Golf course fees:			
(1)	Weekday green fee	24.00	
(2)	Weekday green fee W/½ cart	39.00	
(3)	Weekday, 9 holes green fee	16.00	
(4)	Weekday, 9 holes green fee ½ cart	23.50	
	Weekday, twilight green fee	16.00	Remove
(5)	Weekend green fee	29.00	
(6)	Weekend, green fee W/½cart	44.00	
(7)	Weekend, 9 holes green fee	19.00	
(8)	Weekend, 9 holes green fee ½ cart	26.50	

	Weekend, twilight green fee	21.00	Remove
(9)	Golf cart rental, 9 holes	15.00	
(10)	Golf cart rental, 18 holes (½ cart)	15.00	
(11)	Golf cart rental, 18 holes	30.00	
(12) a)	Golf cart shed: 6-month rental	175.00	
	Cart shed renters must have a cart and be a member of Hancock Park Golf Course.		
	All non-members who have personal Carts must pay a non-member trail fee.		
	Late fee of 10% of the total membership fee will be assessed on memberships not paid by the 15th of the month in which it is due, and if the membership is not paid b) by the last day of the month the members cart and belongings will be removed and stored at the owners expense and the shed will be rented to the next person on the waiting list.		
(13)	Trail fee (non-member)	15.00	
(14)	Trail fee (member), 6-month membership	75.00	
(15)	Membership requirements:		
	Golf course memberships run from January 1 through June 30 and July 1 through December 31, with the exception of student memberships, which run on a monthly basis.		
	Single, 6-month membership	385.00	
	Single membership consists of one person		
	Couple, 6-month membership	475.00	
	Couples membership consists of a husband and wife, a parent and child, with the child being 18 years of age and under, living at the same residence as the parent, or a couple comprised of significant others living at the same residence.		
	Family, 3 members, 6-month membership	550.00	
	Family membership consists of three immediate family members with the children being 18 years of age and under, all living in the same residence.		
	1st additional family member	125.00	
	Each additional family member	125.00	
	Student fee, per month, with certain rules	30.00	
	Student membership consists of children who are students, enrolled in the Lampasas Independent School District (Middle		

	and high school golf team members will play free during the season from January 1 through the end of all tournaments.)		
	School tourneys, per player	5.00	
(16)	Jr. Green Fee	10.00	
	(Child must be 12 yrs. of age and under)		
(17)	Senior (55 years of age and older)		
	Weekday green fee	21.00	
	Weekday green fee with ½ cart	36.00	
	Weekend green fee	26.00	
	Weekend green fee with ½ cart	41.00	
(18)	Active duty military		
	Weekday green fee	18.00	
	Weekend green fee	23.00	

PART 2: If any section or part of a section of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that holding shall not invalidate or impair the validity, force or effect of any other section or part of a section of this Ordinance.

PART 3: This Ordinance supersedes and repeals all ordinances or parts of ordinances, if any, in conflict herewith; however, such present ordinances shall remain in full force and effect until the effective date of this Ordinance.

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

Date of First Reading: November 14, 2022

Date of Second Reading: November 28, 2022

PASSED AND APPROVED THIS THE 28th DAY OF November 2022.

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)



Memo

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Police Chief

Date: 11.21.22

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

1. Chief of Police Jody Cummings attended 2 regular City Council workshops and 2 regular City Council meetings and 1 special City Council meeting.
2. Chief Cummings attended 4 Director's meetings.
3. Chief Cummings hosted 4 staff meetings.
4. The Police Department, organized by Assistant Chief Charlie Boswell, hosted National Night Out.
5. The Police Department, organized by Sergeant Investigator Tim Ryan, conducted a shot gun training and qualification range.
6. The Department, coordinated by Patrol Lieutenant Chuck Montgomery, supported the Go Texan BBQ Cookoff and Concert.
7. The Department, coordinated by Patrol Lt. Montgomery, supported the Fall Festival.
8. The Department, coordinated by AC Boswell, presented cases to the Grand Jury.
9. The Department, organized by AC Boswell, hosted a "Chief's Meeting" in conjunction with the Texas Highway Patrol at the Calvert building.
10. The Department, coordinated by Lt. Montgomery, supported Trunk or Treat at Pizza Hut with assistance from the Citizen's Police Academy and McGruff.
11. The Department, coordinated by Lt. Montgomery, supported the Boots and Blazers fund raiser with assistance from the Citizens Police Academy.
12. The Department, coordinated by Lt. Montgomery, supported the BBQ for books fund raiser.
13. Chief Cummings, and other government leaders, attended a "homeless" meeting hosted by the Salvation Army at the House of Forgiveness church.
14. Chief Cummings attended an Eclipse meeting.
15. Chief Cummings hosted a PD/FD Holiday Luncheon & Toy Drive preparation meeting.
16. The Department, coordinated by Lt. Montgomery, supported Squared Silly with assistance from the Citizen's Police Academy and McGruff.
17. The Lampasas Animal Shelter, coordinated by Director Kasey Schwartz, hosted a Howl at the Moon pet adoption drive.
18. The Department, coordinated by AC Boswell, supported a DEA Drug Takeback event.

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



19. Chief Cummings and AC Boswell completed the department's yearly required Asset Forfeiture Report to the Texas Attorney General.
20. Chief Cummings, along with Fire Chief Jeff Smith, participated in a on-air-live interview at Lampasas Radio.
21. The Department, coordinated by Chief Cummings, completed yearly Employee Performance Appraisals.

Memo

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

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

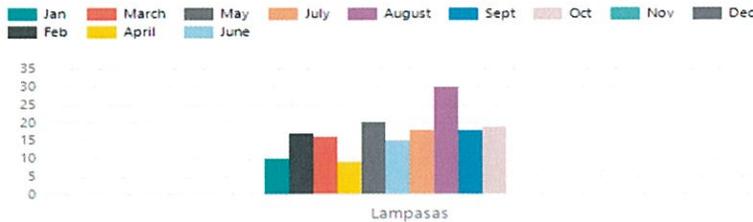
Building and Planning
312 East Third, Lampasas TX 76550
512-556-6831, Fax 512-556-8083

Re: Monthly Report, October, 2022

Project Volume Summary

- NOT WITHIN PROJECTS THAT HAVE BEEN VOIDED (VOIDED projects are not counted towards permit volume total)

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	18	19	0	0	172
Totals:	10	17	16	9	20	15	18	30	18	19	0	0	172

OCTOBER 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	5	\$1,869,703.00	\$2,046.20
DEMOLITION	3	\$7,500.00	\$100.00
ELECTRICAL	21	\$66,153.00	\$3,660.00
MECHANICAL	8	\$8,550.00	\$525.00
PLUMBING	9	\$10,950.00	\$470.00
REMODEL/ADDITION	6	\$571,700.00	\$3,220.00
SIGN	1	\$500.00	\$45.00
SPRINKLER	1	\$8,500.00	\$60.00
*** TOTALS***	59	\$2,543,556.00	\$10,126.20
STARBUCKS			

OCTOBER 2021

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	5	\$886,380.00	\$2,097.90
DEMOLITION	1	\$25,000.00	\$50.00
ELECTRICAL	13	\$87,250.00	\$2,754.92
MECHANICAL	8	\$4,300.00	\$425.00
PLUMBING	10	\$2,600.00	\$660.00
SWIMMING POOL	1	\$76,250.00	\$200.00
REMODEL/ADDITION	9	\$171,554.98	\$995.00
SPRINKLER	3	\$6,300.00	\$180.00
*** TOTALS***	55	\$1,259,634.98	\$7,362.82

Lampasas Fire Department

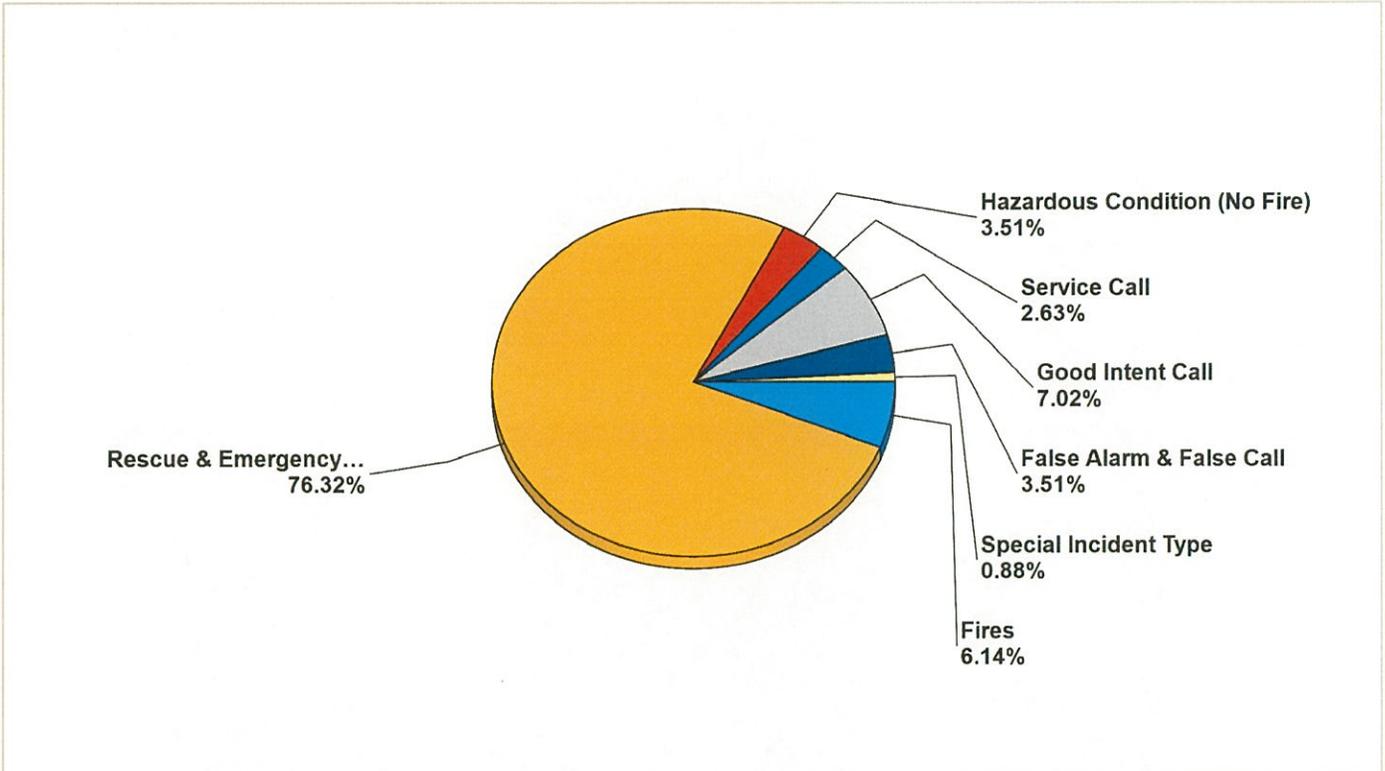
Lampasas, TX

This report was generated on 11/1/2022 7:10:24 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2022 | End Date: 10/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	6.14%
Rescue & Emergency Medical Service	87	76.32%
Hazardous Condition (No Fire)	4	3.51%
Service Call	3	2.63%
Good Intent Call	8	7.02%
False Alarm & False Call	4	3.51%
Special Incident Type	1	0.88%
TOTAL	114	100%

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



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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.88%
113 - Cooking fire, confined to container	1	0.88%
131 - Passenger vehicle fire	2	1.75%
132 - Road freight or transport vehicle fire	1	0.88%
138 - Off-road vehicle or heavy equipment fire	1	0.88%
151 - Outside rubbish, trash or waste fire	1	0.88%
311 - Medical assist, assist EMS crew	79	69.3%
322 - Motor vehicle accident with injuries	6	5.26%
324 - Motor vehicle accident with no injuries.	2	1.75%
400 - Hazardous condition, other	1	0.88%
412 - Gas leak (natural gas or LPG)	1	0.88%
422 - Chemical spill or leak	1	0.88%
480 - Attempted burning, illegal action, other	1	0.88%
542 - Animal rescue	1	0.88%
550 - Public service assistance, other	1	0.88%
561 - Unauthorized burning	1	0.88%
611 - Dispatched & cancelled en route	7	6.14%
631 - Authorized controlled burning	1	0.88%
700 - False alarm or false call, other	1	0.88%
740 - Unintentional transmission of alarm, other	1	0.88%
743 - Smoke detector activation, no fire - unintentional	2	1.75%
911 - Citizen complaint	1	0.88%
TOTAL INCIDENTS:	114	100%

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

Memo



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

Parks & Recreation & Human Resources

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended City Council meeting on October 17th at the Hostess House
- Attended meeting with Samuel Alvarado on October 14th regarding Disc Golf
- Prepared Parks Board agenda and attended Parks Board meeting on October 20th
- Attended City Council meeting on October 24th
- 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

- Prepared personnel action forms for the 3% COLA increase effective October 2, 2022
- Attended meeting regarding ExecuTime software on October 4th
- Scheduled and attended interviews for Utility Clerk – interviews on October 6th
- New hire orientation and paperwork on Oct. 10th – Police Communications Officer
- New hire orientation and paperwork on Oct. 24th – Utility Department
- Began planning/preparing for Employee Appreciation luncheon in November 2022
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

Personnel Information – Currently

- Current: 112 Full-time positions, 15 Part-time positions, 1 Seasonal Part-time position
- Posted Vacancies:
 - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker; Police Officer; Police Cadet; Economic Development Director; Police Communications Officer; Utility Distribution/Collection Tech.; Utility Clerk

A handwritten signature in blue ink, appearing to read "J. de G.", is written over the page number "28".

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

I) Regular Personnel Hours Available: 840.00

LESS:

A)	Vacation Leave	8.00
B)	Sick Leave	24.00
C)	Supervision / Training	84.00
D)	Holiday	
E)	Other (?)	

SUB-TOTAL 116.00

PLUS:

A)	Over Time	39.00
B)	On-Call / Standby	21.00
C)	Part Time	
D)	Transfer	

SUB-TOTAL 60.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 784.00

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.

<u>On Call / Standby</u>	21.00
Sub-total Hours on Projects:	21.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Parks</u>	150.00
<u>Airport Maint.</u>	21.00
<u>Mowing/Weed eating</u>	292.00
<u>Building and Grounds</u>	204.00
<u>Equipment/Vehicles/Shop</u>	52.00
<u>Office/Meetings</u>	44.00
Sub-total Hours on Projects:	763.00

TOTAL HOURS FOR DEPARTMENT 784.00

V) Department's Proposed Projects for next Month

<u>Christmas Decorations (Installation / Repair)</u>	200.00
Total Estimated Hours on Proposed Projects:	200.00

Department: SPORTS FACILITIES
Monthly Activity Report
Oct-22

I) Regular Personnel Hours Available: 504.00

LESS:

A) Vacation Leave	32.00
B) Sick Leave	37.00
C) Supervision/Training	
D) Holiday	
E) Comp Taken	8.00

SUB-TOTAL 77.00

PLUS:

A) Over Time	2.00
B) On call/Standby	20.00
C) Part Time	
D) Comp Accrued	16.50

SUB-TOTAL 38.50

TOTAL HOURS AVAILABLE FOR THE MONTH: 465.50

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
		0	0	

III) Department Projects for the Month.

Other: ON CALL HOURS	20.00
Sub-total Hours on Projects:	20.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	95.00
Turf Management	68.00
Mowing/Weed eating	180.00
Building and Grounds	72.00
Equipment/Vehicles/Shop	45.00
Office/Meetings	24.00
Sub-total Hours on Projects:	484.00

TOTAL HOURS FOR DEPARTMENT 504.00

V) Department's Proposed Projects for next Month

IRRIGATION INSTALL @ TURNER COMPLEX	100.00
WEEKS FIELD 2 ZONES	
?	
Total Estimated Hours on Proposed Projects:	100.00

Memo

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 11/15/2022
Re: End of the month report October



Oak Hill Cemetery

Interments	8 (3) cremation
Fee's for over site	\$575.00
Sites sold	24 / \$12,200.00
Visitors Assisted	6
Level & Backfill sites	8
Meetings Attended	1

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: OCT 2022

Regular Personnel Hours Available: 480

LESS:

A)	Vacation Leave/Personal Day	0
B)	Sick Leave	24
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision	35
SUB-TOTAL		59

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	14
SUB-TOTAL		14

TOTAL HOURS AVAILABLE FOR THE MONTH: 435

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	315	
Equip & Veh Maint	20	
Buildings & Grounds	77	
Office Operations	23	
Sub-total Hours on OM Projects:		435

OTHER

0	0	
0	0	
0	0	
Sub-total Other		0

TOTAL HOURS FOR DEPARTMENT 435

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, November 2, 2022
Re: October 2022 Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	360
Facebook Followers	7,024
Twitter Followers	718
Instagram Followers	581
Website Page Views	24,677

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+

October Projects Completed:

- Renewed SolarWinds annual software subscriptions
- Renewed WatchGuard City firewall annual software subscriptions
- Renewed WatchGuard City WAP annual software subscriptions
- Renewed CivicPlus website annual subscriptions
- Renewed annual TAGITM membership
- Renewed EPANIC annual software subscriptions
- Created Netgear support case for new fiber switch support activation error
- Tyler Technologies ExecuTime kickoff meeting w/ staff
- Obtained quote for (2) replacement PD host servers/purchased
- Obtained quote for (2) replacement PD laptops/purchased
- Configured/replaced Council Chambers laptop/added to inventory
- Obtained information for ExecuTime software implementation/pricing
- Obtained quote for (1) PD Dispatcher PC/purchased
- Configured/installed (3) security cameras at Public Works Barn
- Configured/installed replacement WWW printer/added to inventory
- Obtained quote for Watchguard antivirus software/configured/installed on all machines
- Obtained updated quote for additional Epanic licenses/Renewed subscription
- Built out replacement PC for FD/added to inventory
- Nextlink internet install at Golf Course/configured WiFi
- Obtained updated W/WW IT equipment quote/Placed order
- Dell warranty claim for Animal Shelter desktop PC
- Replace DR-NAS failing hard drive
- Install DSM updates to all Synology file servers
-

November Projected Projects:

- Configure/install replacement PD-Host 1 server/add to inventory
- Configure/install replacement PD-Host 2 server/add to inventory
- Configure/install additional PD Dispatch PC/add to inventory
- Configure/issue out (2) PD SRO Panasonic Toughbook PCs
- Configure/issue out (2) PD Patrol replacement Dell Toughbook PCs
- Quote for (2) additional PD laptop NetMotion software licenses/configure/install
- Quote for (8) replacement desktop PCs/order
- Quote for (3) replacement Animal Shelter desktop PCs/order
- Quote for replacement security cameras/order
- Purchase/configure Citrix software solution for outside network access/configure firewall

- SpiceWorks Cloud Solution HelpDesk tickets
- Tyler Technologies ExecuTime time management implementation/project timeline
- Install WWW server rack/shelves/UPS
- Relocate WWW PCs to server rack/room
- Install (20) additional Epanic licenses on PCs
- Quote for Microsoft Office licenses/purchase/add to inventory
- Problems with Library switch/troubleshoot
- Take updated photos of Directors/PD Staff/Superintendents for new website
- Research HelpDesk software

FY 2022/2023 Budgeted Projects:

- Work with staff/vendor on PD EMD software solution *(completed)*
- Configure/install new anti-virus software on client pcs/servers *(completed)*
- Configure/install (3) security cameras at PW City Barn *(completed)*
- Nextlink internet service at Golf Course *(completed)*
- Obtain quotes for WWW server rack/equipment/move PCs to server room (FY 22-23)
- Obtain quotes/configure/install secured remote connectivity software on Public Works tablets (FY 22-23)
- Spiceworks desktop software solution (on Prem EOL) (FY 22-23)
- Obtain quotes/configure/replace PD Host 1 & Host 2 Server (FY 22-23)
- Install Epanic software on (40) PCs (FY 22-23)
- Obtain quotes/configure/replace (15) desktop PCs (FY 22-23)
- Obtain quote/order (15) Microsoft Office 2019 STD licenses (FY 22-23)
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks (FY 22-23)
- Obtain quotes/configure/replace (2) PD SRO Toughbooks (FY 22-23)
- Obtain quotes/configure/replace (3) Animal Shelter replacement PCs (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)
- Obtain quotes/install replacement server UPS (FY 22-23)
- Obtain quotes for Core & Main water meter software upgrade/EOL solution (FY 22-23)
- Work with AV vendor to install ceiling microphones in Council Chambers (FY 22-23)
- Work with staff and vendor to implement Tyler Technologies ExecuTime time management software (FY 22-23)
- Work with staff and vendor on Electric SCADA remote management project/OnSolve cellular service(FY 22-23)
- Configure/install Verizon CradlePoint routers in (19) PD units (FY 22-23)
- Obtain quotes for Hostess House technology needed/purchase (FY 22-23)
- Configure/install Hostess House hardware/software/internet solutions (FY 22-23)
- City wide cyber security training for all employees/submit to State DIR (FY 22-23)
- Dispose of outdated/broken technology items (FY 22-23)

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 divr.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

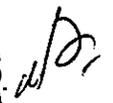
Future Projects & Goals:

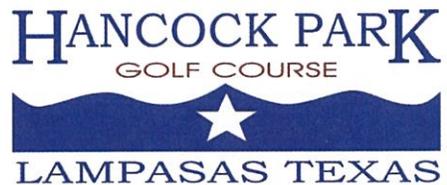
- Add (2) drop ceiling microphones to Council Chambers AV System **(FY 22-23)**
- Replace (4) 10 port switches **(FY 22-23)**
- Replace (2) 52 port switches **(FY 22-23)**
- Replace (2) 24 port switches **(FY 22-23)**
- Replace PD Host 1 & Host 2 Server **(FY 22-23)**
- Implement Tyler Technologies ExecuTime – 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)**
- Migrate Incode v.9 to Incode Cloud solution **(FY 23-24)**
- Increase AT&T internet speeds to 1GB **(FY 23-24)**
- Improvements/added security to IT Building Server Room **(FY 23-24)**
- Point to Point wireless Internet solution for locations not on fiber network **(FY 23-24)**
- City Website Re-Design **(FY 24-25)**
- EDC Website Re-Design **(FY 24-25)**

LAMPASAS PUBLIC LIBRARY

OCTOBER 2022

- Circulation** We circulated 4,729 items in October, which is down .7% from September (4,763).
- Door Count** There were 5,726 visitors during October, which is up 80.6% from September (3,171). This is due to BBQ for Books on October 17.
- Internet Usage** There were 353 Internet sessions in October, compared to 364 in September (down 3%).
- Text Interactions** We communicated, via text messages, with 144 unique phone numbers in October, which is up 9.9% from September (131). We sent/received a total of 667 messages, which is down 1.5% from last month (677).
- Video Streaming** We had 21 clicks in the adult collection (down 16% from September) and 25 clicks in the kids' collection of videos (down 65.8% from September), for a total of 46 (down 53.1% overall).
- October Programs** In October, we had two staff story times, How Pinteresting!, Cornelia Key Book Club, STEAM Day, 42 Club, and the Explore Lampasas program on geology at Merritt Romans' rock museum. On Halloween, we also had a costume parade and Halloween Minute To Win It games.
- Upcoming Programs** In November, we will have three staff story times, How Pinteresting!, STEAM Day, Cornelia Key Book Club, Susan Zegub book signing (Nov 17, 4-6pm), 42 Club, and the Explore Lampasas program on historical architecture at the Keystone Hotel.
- Escape Room** We are working on an escape room that we will have on December 1 & 2. It will be Grinch-themed, so we're looking forward to it. More information about sign-ups, etc. will be available soon.
- BBQ for Books** We sold almost 1,100 BBQ meals this year! Thank you to everyone who purchased meals! We also want to thank all of our volunteers. From baking cakes and working the assembly line to delivering meals and being carhops, each of our volunteers helped make this year a great success!

30 



Memo

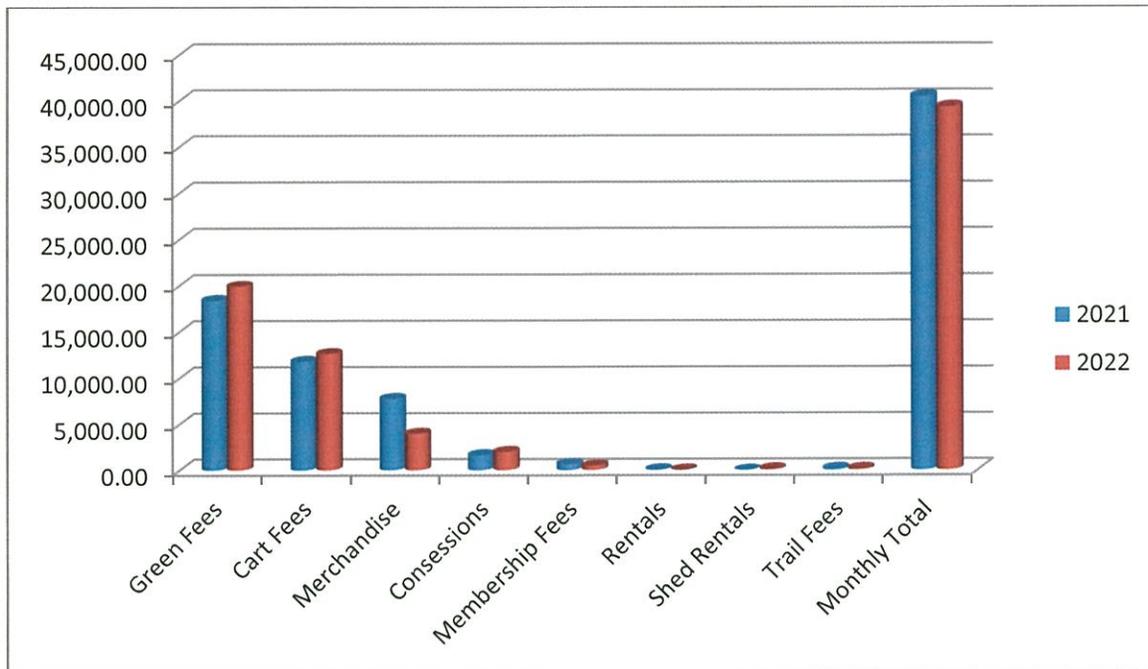
To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: November 21, 2022
Re: Monthly Report, October 2022

- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Applied 400 lbs. of fertilizer and the greens.
- Applied 500 lbs. of fertilizer on the tee boxes.
- Applies 100 lbs. of Extinguish fire ant bait on the golf course. This product is broadcast on the course at a rate of 1 lb. per acre.
- Regular daily maintenance and mowing of the golf course.
- Toward the end of October, we had a major windstorm, one of the worst ones that have I have seen at the course. We lost numerous limbs and three or four trees. With the help of volunteers from the golf association the golf course staff was able to get the majority of the fallen trees and bigger limbs up in a couple of days. The golf course crew spent the rest of the week picking up and mulching the rest.

October 2022 Tournaments

- October 1 – Lampasas Badger Cheer 3-Person, 72 golfers,
- October 7 – High-School Fall Classic, 52 golfers.

Hancock Park G.C. October 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: Wednesday, November 23, 2022
Re: Monthly Report October 2022

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

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

New Cases	155
Convictions	41
Compliance Dismissals	23
Hrs. Community Service Completed	331
Total Dollar Amount CS	\$27.00
Waived for Indigency	\$0.00
Total Collected	\$22,954.85
Total kept by City	\$16,570.47

CITY SECRETARY DEPARTMENT/ OCTOBER 2022 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Prepared and posted packet, attended and took minutes of the October 10th, October 17th (Special), and October 24th City Council Meetings
- Prepared and posted agenda, took minutes for the October 19th LEDC Meeting
- Prepared and posted packet, attended and took minutes for the Planning and Zoning October 4, 2022 meeting.
- Coordinated/Planned Mandy Walsh's Reception
- Attended TMCA Hill Country Chapter Meeting via Zoom on October 13, 2022
- Worked on obtaining quotes for front window improvements at City Hall
- Reviewed Wayfinding Project RFQ with panel to rank firms
- Worked on TML claims and property coverage
- Attended Annual TML Conference
- Prepared Building Annual Report
- Worked with Chamber Director to reconcile Semi-Annual Report
- Worked with property owner regarding lien.
- Worked closely with Langford Community Management Services regarding CDBG Grant Process/Sign-Off
- Worked on request to abandon a portion of Deb Lynn on Howe Street.
- Worked on annual Board Appointments for City Advisory Boards.
- 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

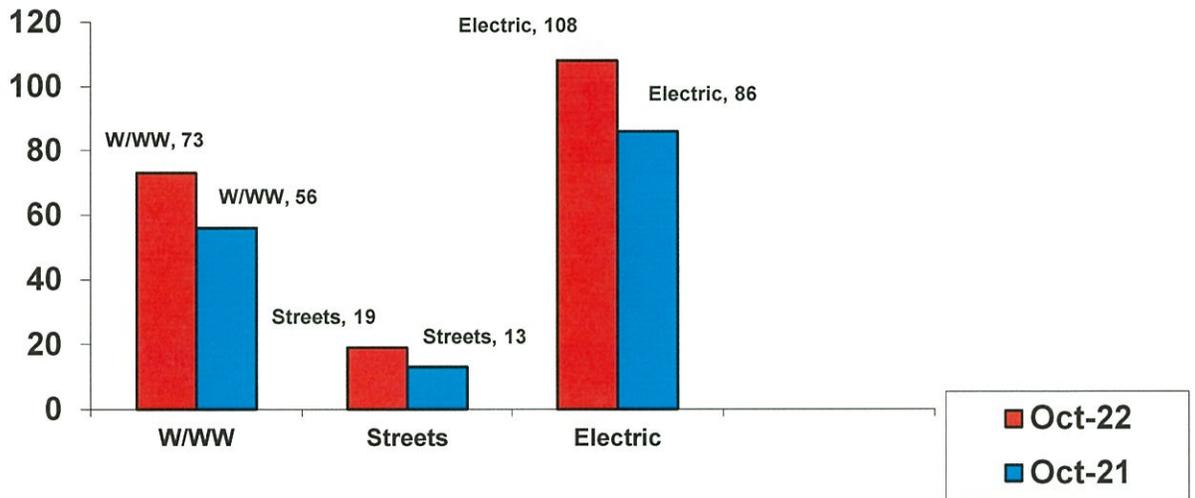
- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections
- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits with minimal assistance.
- Attended and took minutes for the October 4th Planning and Zoning Meeting
- Attended and took minutes for the October 19th 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.



Public Works

OCTOBER 2022

Public Works Work Order's
Numbers are actual number of work orders



Work Order Summary:

Received: 203

Completed: 182

Voids: 1

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

To: Ryan Ward

From: Carlos Garcia

Street Department

Date: Wednesday, November 23, 2022

Re: October, Monthly

Mr. Ward,

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

- 1) Street work orders, Tree Trimming -2, Street Repair-3, Street sweeping -2, Misc. -4, Drainage work -1, Drainage Work-1
- 2) Street department work on patching work orders.
- 3) Line of sights
- 4) Business park
- 5) Storm cleanup

For the month of November, we are brush chipping throughout the city and we will continue taking care of work orders as they are issued. The summer sealcoat project is complete.

Memo



To: Ryan Ward
From: Wayne sanders
Date: Nov 10 , 2022
Re October

Electric Department

month's activities involved

Electric – Total Work Orders = 97, total Completed = 97,
(199.5 Hrs)

2974 281 S Hwy 281 move line for Church expansion
Semi Annual fleet maintenance & Ditchwitch repair

- Operations and Maintenance
 1. replaced 5 street lights to LED
 2. Line Locates – 40
 3. meter swaps – 3 Solar
 4. work orders for trees 15

- Set 8 poles:
Set 4 poles to move line at Grace Fellowship
Replaced 2 poles needing upgrade for Nextlink
Replace 2 bad poles

- Connected:
 1. Upgrades – 7
 2. New services – 5
 3. Temps – 4

- Overtime: 23.5hrs
 1. On customer side –
 2. On city side -
 3. Tree –3
 4. Animal Contact - 2
 5. House fire –
 6. Weather – 1 storm several locations
 7. Line Down – (TV cable)
 8. Auto Accident

DATA PROCESSING WEEKLY REPORT (continued)

- Activities for the Year 2021 - 2022:
 - Osmos Pole Inspection replacement: have replaced 342 poles of 389 total
 - Brodie Estates Subdivision: complete (will connect new houses as they are built)
 - Stone Valley: (95% complete)
 - Hidden Oaks: complete (will connect new houses as they are built)
 - Lampasas Substation Upgrade: to begin moving equipment to new control house in November
 - S Hwy 281 road widening project

Memo



To: Ryan Ward, Assistant City Manager
From: Van Sims, W/WW Operations Manager
Date: November 21, 2022
Re: October 2022 Monthly Report

Water/Wastewater & Plant Operations

- ***Operation of Water Distribution System***

1. Repaired 7 water leaks.
2. Installed 1 new water tap.
3. Completed monthly flushing. Total of 1,579,299 gallons flushed.
4. Collected 9 routine Bac T samples- all passed.
5. Completed all disinfection action plan monitoring and nitrification action plan monitoring.
6. Began installing new 2" water line in Dent street prior to road construction project.
7. Completed disinfection monitoring and nitrification action plan monitoring.

- ***Operation of Wastewater Collection System***

1. Completed all monthly lift station checks.
2. Pulled and repaired 1 lift station pump.
3. Completed 1 sewer line repair.
4. Installed 2 new sewer taps.
5. Resolved 4 main line backups.
5. Routine lift station monitoring.

- ***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 26,350 gallons of septic waste.
4. Performed all routine maintenance on scheduled equipment.
5. Removed 200 cubic yds of cake.

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City of Lampasas

M E M O

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

- LEDC** The Lampasas Economic Development Corporation ("LEDC") met on November 16th, with an agenda including the progress of Phase 1 improvements to the Business Park. Small, punch list items remain with total construction estimated at 98% complete. The contractor has approximately 4 months remaining on their contract, and the City remains in the design phase on electric infrastructure. Additionally, the Board discussed zoning regulations, and possible permitted land uses in the Park. The Zoning regulations currently have defined separate zoning districts in the Park as Business Park 1 (low intensity land use), Business Park 2 (medium intensity), and Business Park 3 (high intensity), where intensity is related to noise, traffic, hours, and special permitting. The Board also discussed the status of the hiring process for the Economic Development Director.
- 580 Sports Park** There seems to be some renewed interest in the identification and improvement of hike and bike trails at the 580 Sports Park. As Council may recall, the City executed a conceptual design and feasibility contract with International Mountain Bike Association ("IMBA") in October of 2020 who delivered a Concept Plan in May, 2021. The project lost momentum due to the lack of direction on next steps. With recent discussions with Shannon Martin, an alternative step may be discussed by the Park Board and ultimately Council, which would include professional marking of trails, with improvements to be done by volunteers. Staff will provide updates, and encourages Council comment.
- Wayfinding** Becky and Ryan report a productive meeting with representatives from the City's highest ranked firm for development of a Wayfinding program. Design consultants from Studio 16:19 visited Lampasas on November 15th to discuss program goals with City staff and tour travel corridors and attractions. The contract is currently under staff review, and will be finalized by staff per Council's motion.
- 3rd Street Bridge** Ryan reports that TxDOT have reached out regarding the design and scope of the East Third Street bridge replacement project. As mentioned previously to Council, the bridge will be replaced by TxDOT and include adequate width for some pedestrian use, which may require the acquisition of additional right of way ("ROW"). The City will be required to provide a 10% match on the project, which can be provided through in-kind labor by the City. Current estimate of the match is \$56,000.00. Staff will report as the project progresses and in-kind labor opportunities are identified.

Weather Delays Both the Industrial Park concrete demolition and removal, and the Skate Park pad completion have been stalled by recent wet weather. As reported previously, the Skate Park pad is generally to the required base elevation, and has passed all compaction tests, however; elevated portions of the pad remain to be completed. Staff anticipates both projects will be completed in relatively short time once commenced.

In Service Training Ryan reports that public works staff have participated in a number of in-service trainings providing additional skills and team building for our workforce. Additionally, as a by product of our chip-seal paving program, staff have received opportunities for cross training on equipment use. Skills that will continue to be emphasized include geo-locating, GIS, SCADA, shooting grade, work-zone safety, and equipment operation.

Northington Creek Staff has previously reported to Council, through the Manager's report, that a conceptual plat for a larger residential subdivision had been received. Based on egress concerns and water availability, the proposer has optioned additional property and submitted the attached, updated, conceptual plan located just east of the City's Wastewater Treatment Facility ("WWTF"). Staff will review and provide comment, however; it is staff's understanding the proposer would like to initiate rezoning.

Roofing As mentioned on the November 14h meeting, the City is teeming with roofing and dent repair contractors. As a reminder, door to door solicitors are required to obtain and carry a Peddlers' Permit from the City. If you are contacted by a concerned citizen regarding solicitors please encourage them to contact Becky Sims or the Police Department. Most companies are certainly reputable, however; there are always a few bad apples as well.



LEGEND

- Existing
- Parking
- Access and Maintenance Roads
- Approximate Property Boundary
- Planned Bike Optimized Facilities**
- Trailhead
- Singletrack Trails
- Singletrack Mountain Bike Optimized Trails
- Technical Trails
- Skills Development Trails
- Skills Development Area
- Trailhead Staging Area
- Trailhead Parking

Segment	Style	User	Direction	Length (Feet)	Length (Miles)
101	TRD	Hike/Bike	Bidirectional	3784	0.7
102	TRD	Bike	one-way	1633	0.3
103	TRD	Hike/Bike	Bidirectional	2389	0.4
104	TRD	Bike	Bidirectional	3795	0.7
105	TRD	Hike/Bike	Bidirectional	3560	0.7
106	MRO	Bike	one-way	3116	0.6
107	MRO	Bike	one-way	1942	0.4
108	TRD	Hike/Bike	Bidirectional	2760	0.5
109	SKL	Bike	Bidirectional	2695	0.5
110	TRD	Hike/Bike	Bidirectional	1321	0.3
111	TRD	Hike/Bike	Bidirectional	1382	0.3
112	TRD	Hike/Bike	Bidirectional	2118	0.4
113	TRD	Hike/Bike	Bidirectional	205	0.0
Total Conceptual Length:				33,430	6.33

Prepared by: CITY OF LAMPASAS TEXAS

Prepared for:

North

0' 200' 600' 1000'

1" = 200'

Note: This map is intended for planning purposes only. Property boundaries are approximate. Do not use for design development or construction estimates.

ver20210402

Concept Plan
580 Sports Complex
Lampasas, TX
 April 2021



City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding City of Lampasas Recycling Program

Requested By: City Council

Submitted By: Finly deGraffenried, City Manager

Date Submitted: November 22, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

N/A

Attachments: N/A

Summary Statement:

This item has been placed on the regular agenda to provide Council the opportunity to direct Staff to continue efforts in identifying cost and process associated with opening up the Recycling Program to Lampasas County Residents.

Recommendation:

To consider a motion to direct Staff to continue efforts in identifying impacts and considerations to allow for more recycling volume at the City Yard to be disposed of by Waste Connections.

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City Manager

ITEM NO. 7.2

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

Subject:

Discussion and possible action regarding cancelling the December 26, 2022 City Council Meeting.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: November 23, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

Attachments:

Summary Statement:

Staff has placed this item on the agenda to ask Council to consider cancelling the December 26, 2022 City Council Meeting.

Recommendation:

To consider a motion to approve the request to cancel the City Council Meeting scheduled for December 26, 2022

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City ManagerITEM NO. 7.3

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

Subject:

Discussion and possible action regarding a request to close Briggs Street from East Fourth Street to Mills Street on December 17, 2022 from 10:00 a.m. to 2:00 p.m. for the Community Toy Drive to help mitigate traffic congestion.

Requested By: Jeff Smith, Fire Chief

Submitted By: Jeff Smith, Fire Chief

Date Submitted: November 23, 2022

For the Agenda of: November 28, 2022

Procurement and Funding Statement:

N/A

Attachments: N/A

Summary Statement:

This request is to assist with traffic congestion and traffic flow during the Community Toy Drive pick-up at the Lampasas Fire Department.

Recommendation:

To consider a motion to approve the road closure for the Community Toy Drive to help mitigate traffic congestion.

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