

**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, January 23, 2023
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, January 23, 2023 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 TxDOT Relief Route Feasibility Study. *(pgs. 5-8)*
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Service Anniversaries
 - John Wilks- 5 years
 - Emily Stone- 10 years
 - Van Berry- 35 years
 - Community Champion
 - Beth & Dennis James- St. Mary’s Church Food Pantry

	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 January 9, 2023	9-22

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to modify Appendix A- Fee Schedule, Public Works, Electric Security Light Installation Fee.	23-26
3.2	Discussion and possible action regarding the second reading of an Ordinance to modify the City of Lampasas Personnel Policy, Employee Responsibilities; Uniform Allowances, Meal Allowances, Stand by Duty Hourly Pay and Public Service Hours.	27-32
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modifications to the proposed amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial.	33-38

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Utility Billing and Collections Monthly Report (<i>February 27, 2023</i>) 2. Public Works Monthly Report for Electric, Streets, Water/Wastewater 3. Police Department Monthly Report 4. Building Official Monthly Report 5. Economic Development Monthly Report 6. Fire Department Monthly Report 7. Parks and Recreation Monthly Report 8. Information Systems Monthly Report 9. Library Monthly Report 10. Golf Course Monthly Report 11. Municipal Court Monthly Report 12. City Secretary Monthly Report 	39-60
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Skate Park • LEDC • Hostess House • LCRA ROW Work • Park Board • Airport • Staff 	61-72
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 approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 6, 2023 General Election.	73-90

7.2	Discussion and possible action regarding City of Lampasas Library Long Range Goals	91-94
7.3	Discussion and possible action regarding proposed 35 miles per hour speed zone for Lampasas High School on Highway 281 from mile point 28.649 to mile point 29.938, totaling 0.289 miles.	95-98
7.4	Discussion and possible action regarding the first reading of an Ordinance amending Chapter 54 Parks and Recreation, City of Lampasas Code of Ordinances adding Skate Park Rules and creating appropriate signage for safety and well-being of the Community.	99-100

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:

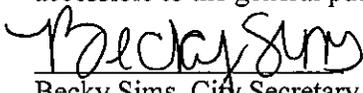
8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Secretary; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.3	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.4	Adjourn executive session and reconvene Regular Session

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	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 20 day of January 2023 at 1:15pm


Becky Sims, City Secretary

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City ManagerITEM NO. WORKSHOP-2

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

Subject:

Discussion regarding the status of the TxDOT Relief Route Feasibility Study

Requested By: T J Monroe, Mayor

Submitted By: Finley deGraffenried

Date Submitted: January 20, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement:

The Feasibility Study is funded and conducted by TxDOT

Attachments: TxDOT letter of request, City of Lampasas Resolution

Summary Statement:

On October 10, 2019 the City received correspondence from Elias Rmelli, TxDOT Brownwood District Engineer, requesting a resolution of support for a Feasibility Study for *managing future traffic demands along US 183, US 190, and US 281 corridors in Lampasas*. The letter further explained, *The proposed study would include investigating the need for a relief route around Lampasas and the conversion of US 190 from Lampasas to Copperas Cove into a freeway facility*.

Of note in the letter, and as communicated by TxDOT staff recently, is Mr. Rmelli's paragraph indicating: *This type of study does not mean there is going to be a relief route or freeway expansion project. A study of this kind is completed to determine the viability of alternative routes to alleviate congestion and improve mobility and safety of the traveling public. The study itself will take approximately 2 years and be comprised of various public involvements to inform and include the public in TxDOT's decision making process.*

The City's Comprehensive Plan, which also included extensive public engagement, has several citations to traffic. Congestion, and safety:

Objective 5.2, Reduce conflicts between highway and local traffic

Action 5.2.1, Coordinate with TxDOT to explore options for a bypass that removes truck traffic from local streets where possible.

Action 5.2.2, Work with TxDOT to identify potential routes for the planned I-14 Forts to Ports highway corridor.

It is staff's understanding TxDOT is continuing to take public comment, and the next Public Open House on the Study is tentatively scheduled for March.

Recommendation:

Discussion only



2495 HWY 183 NORTH, BROWNWOOD, TEXAS 76802 | 325.646.2591 | WWW.TXDOT.GOV

October 7, 2019

Misti Talbert, Mayor
City of Lampasas
312 E. Third St.
Lampasas, TX 76550



RE: Lampasas Loop Study

Dear Mayor Talbert:

In conjunction with the development of the City of Lampasas Master Plan, the Texas Department of Transportation (TxDOT) would like to conduct a feasibility study for managing future traffic demands along the US 183, US 190, and US 281 corridors in Lampasas. The proposed study would include investigating the need for a relief route around Lampasas and the conversion of US 190 from Lampasas to Copperas Cove into a freeway facility.

This type of study does not mean there is going to be a relief route or freeway expansion project. A study of this kind is completed to determine the viability of alternative routes to alleviate congestion and improve mobility and safety of the travelling public. The study itself will take approximately 2 years and be comprised of various public involvements to inform and include the public in TxDOT's decision-making process.

Prior to conducting such a study, it is important to TxDOT that Local Officials are supportive of the study being performed. We would ask that you put this matter on the docket of an upcoming city council meeting for consideration. If this proposed study is supported, TxDOT requests that a resolution be passed by the council indicating its support; please provide TxDOT a copy of the resolution. If the council is unable to support such a study, we would also like to be made aware of the lack of support for the study and any specific reasons for this decision.

Sincerely,

Elias Rmeili, P.E., District Engineer
TxDOT Brownwood District

cc: Jason Scantling, P.E., Brownwood District Director Transportation Planning and Development
Bart Fris, P.E., Brownwood Area Engineer
Andrew Chisholm, Brownwood District Environmental Coordinator

OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

An Equal Opportunity Employer

RESOLUTION NO. 1912

A RESOLUTION BY THE CITY OF LAMPASAS, TEXAS ("CITY") IN SUPPORT OF THE TEXAS DEPARTMENT OF TRANSPORTATION ("TXDOT") FUNDED AND CONDUCTED FEASIBILITY STUDY TO ASSESS AND DETERMINE POTENTIAL RELIEF ROUTES IN AND AROUND THE CITY OF LAMPASAS

WHEREAS, The City and TxDOT have enjoyed a long and cooperative relationship and have parallel goals to provide the traveling public safe and efficient routes for motorized traffic; and,

WHEREAS, Central Texas continues to be impacted by increased growth and traffic particularly on US Highways 281, 183 and 190 that all intersect in Lampasas; and,

WHEREAS, The City has received public comment and input regarding the need to address local congestion and truck traffic; and,

WHEREAS, A well planned and implemented transportation system improves safety, economic development, connectivity and efficiency for members of the community and the traveling public;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF LAMPASAS, CITY COUNCIL support a TxDOT funded and conducted feasibility study to determine and assess potential traffic relief routes in and around the City of Lampasas.

PASSED AND APPROVED by the City Council of the City of Lampasas, Texas this 14th Day of October, 2019.

Misti Talbert, Mayor
City of Lampasas, Texas

ATTEST:

Christina Marez, City Secretary
City of Lampasas, Texas

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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, January 9, 2023
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:

Zach Morris
Chuck Williamson
Herb Pearce
Cathy Kuehne
Davis Keele
Chuck Williamson

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Jeff Smith, Fire Chief
Ryan Ward, ACM
Jody Cummings, Police Chief
Charlie Boswell, Asst. Police Chief
Frank Ellett, Building Official
Kasey Schwertzer, Animal Shelter Supervisor
Van Sims, WWW Operations Manager
Wayne Sanders, Electric Superintendent
Robyn White, Public Works Asst.

Council Members Absent:

Randy Clark

WORKSHOP SESSION

1. Call to order Workshop Session

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

2. Discussion and presentation of Substandard Properties.

During the November 2022 Council Planning Session, Council identified Code Enforcement as a priority. One of the action steps is to strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair. Frank Ellett, Building Official presented Council with 38 substandard residential properties. Mr. Ellett reviewed the standards for repair, continued use and commencement of proceedings as defined in City of Lampasas Code of Ordinances, Chapter 18 Building and Building Regulations.

Over the next few weeks staff will begin preparing violation reports and send notice of violations to residential property owners, and compile commercial inventory

3. Discussion regarding Skate Park Signage

Ryan Ward, ACM advised SPA Skateparks has given guidance, based on their experience with other municipalities in Texas, that the City should have rules and signage in place before the park is completed, reducing tort liability to the City of Lampasas. The recommended rules are consistent with other municipalities and State of Texas Title 75 standards. SPA has mobilized and we would like to have signage approved and in place by the end of January 2023. Staff has also reached out to the Parks Board and TML for feedback and guidance as well.

Council discussion included:

- o How to discourage graffiti*
- o Possible contest for graphic art*
- o Possibility of installing security cameras at park*
- o Wings of Eagles involvement in Skate Park*

4. Discussion regarding Interceptor Study.

Ryan Ward, ACM provided the following update related to the Interceptor Study provided by Eckermann Engineering. Staff emphasizes capacity volumes were calculated based on modeling, not on actual data and flow volumes. Staff suggested additional data be collected of actual flows over a period of time to validate or refute modeled capacities.

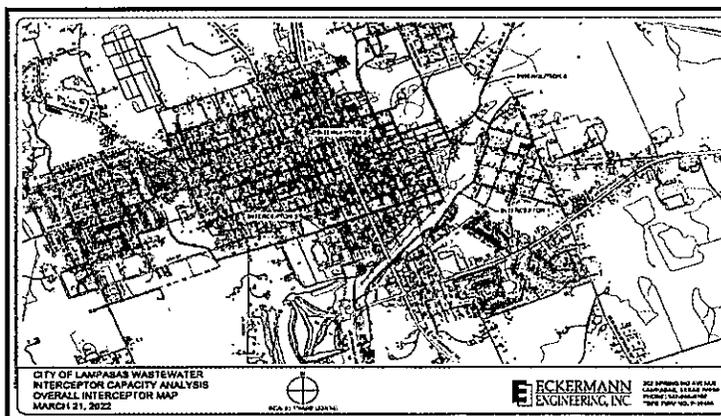
Interceptor Capacity Analysis Background

- Peaking Factor (PF) was calculated by dividing the peak hour flow by the average daily flow, utilizing actual flow data provided by the city from wastewater treatment plant.
- Based on this existing data, a peaking factor of 2.3 was utilized for this analysis.
- The City of Lampasas provided SCADA information for the entry point into the wastewater treatment plant. This data was used not only to calculate the peaking factor, but also used as a comparison or backcheck of the calculated peak wet weather flows.
- The actual flow data provided by the City included peak hour flows with a maximum of approximately 2,000 GPM on six days of 2020. Calculated Peak Wet Weather Flow (PWWF) for Sewersheds 1 through 4 resulted in a peak hour flow of approximately 2,080 GPM.

Unit Flows Used for Analysis

- Residential – 240 GPD per house (1 LUE)
- Apartments/Senior Living – 150 GPD per unit
- Retail/Office/Commercial – 240 GPD per office (Assumes the average office is 2,000 to 3,000 sf)
- Restaurant – 1,200 GPD per restaurant/convenience store (Assumes the average restaurant is 1,000 sf or contains approximately 40 seats)
- Convenience Store – 1,200 GPD per store (Assumes the average store serves approximately 500 people per day)
- Hotels – 75 GPD per room
- Church – 5 GPD per visitor
- School – 20 GPD per student (equates to approximately 1 LUE per 12-13 students)
- Infiltration/Inflow (I&I) – 500 GPD/acre

Overall Interceptor Map



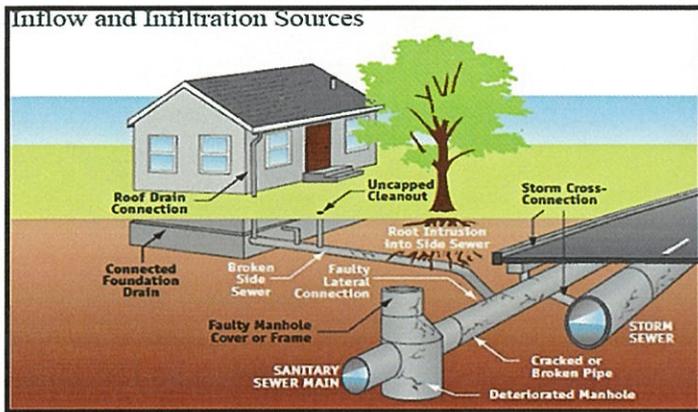
Proposed First Phase Inflow & Infiltration Data Collection Project

Intent

- ❑ Target Wastewater Interceptor segments 1 – 3, where PWWF capacity has been identified as exceeds or over 75%.
- ❑ Use I&I metering devices to collect PWWF & PDWF data for approx. 4 miles of sewer.
- ❑ Collect data on the manholes that feed into the Interceptors at the point of intersection.
- ❑ Proposed cost would be approx. \$50,000.

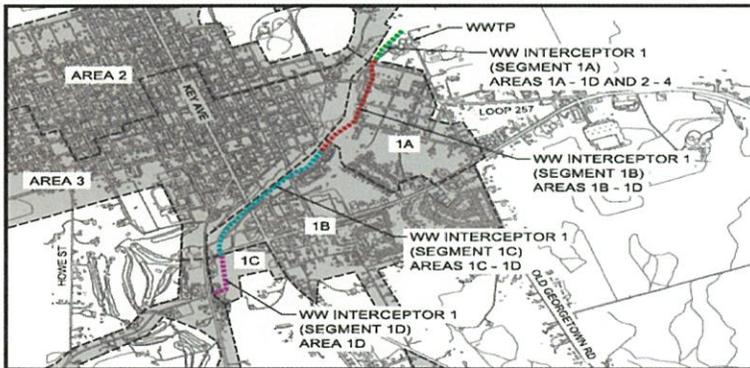
Outcome

- ❑ Determine if I&I factors exist or if the size of the existing pipe should be upsized to increase the capacity, clearly defining future infrastructure improvement projects.



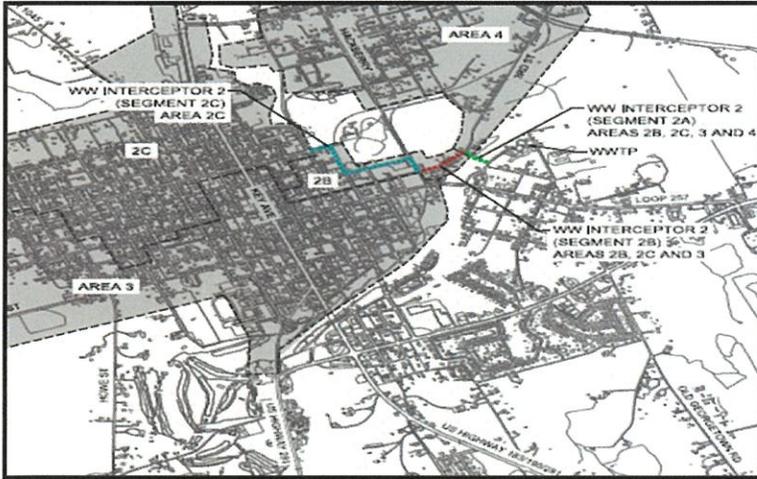
Identified Interceptor 1 Capacity Exceedance

Interceptor 1A = 95.2% - 860 LF
Interceptor 1C = 80.9% - 3270 LF
Total Length of Interceptor 1 = 7720 LF



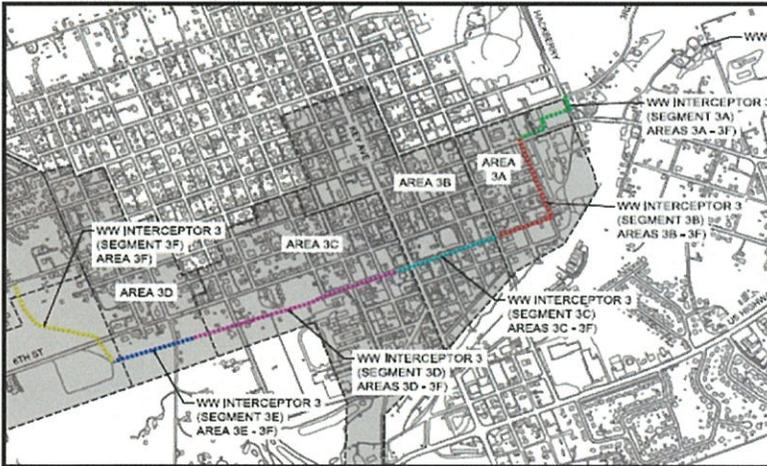
Identified Interceptor 2 Capacity Exceedance

Interceptor 2A = 117.6% - 450 LF
Interceptor 2B = 98.1% - 790 LF
Total Length of Interceptor 2 = 3600 LF



Identified Interceptor 3 Capacity Exceedance

- Interceptor 3A = 94.9% - 970 LF*
- Interceptor 3B = 90.3% - 1720 LF*
- Interceptor 3C = 77.1% - 1230 LF*
- Interceptor 3D = 135.5% - 2550 LF*
- Interceptor 3E = 120.8% - 960 LF*
- Total Length of Interceptor 3 = 9030 LF*



5. Discussion regarding hours and programs at the Animal Shelter.

Police Chief Cummings and Kasey Schwertzer, Animal Shelter Supervisor presented the following proposed changes and opportunities:

- Modify hours of operation to allow staff more time to care for the animals
- Monthly Saturday Events
- Modify Volunteer Program
- Foster Program
- Public Relations
- Williamson County Mentorship Opportunity

- Best Friends Animal Society Grant Funding

6. Discussion regarding any item on the regular agenda

There was no discussion.

Adjourn Workshop Session

Mayor Pro-Tem Williamson moved to adjourn the workshop session at 6:15 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Clark absent)

Without objection, Council took a 10-min break.

REGULAR SESSION

ANNOUNCEMENTS

- **Call to Order**

Mayor Monroe called the Regular Session to order at 6:25 p.m.

- **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.

- **Presentations and Proclamations**

- Swearing in Ceremony
 - *Officer Trevor Johnstone was sworn in by Judge Robert Gradel.*



- **Service Recognition**
 - Yvonne Moreno -25 years

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

There were no citizen comments

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

1.3	Public hearing to receive citizen comments regarding proposed amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial.
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Mayor Monroe opened the public hearing.

Becky Sims, Zoning Administrator advised of the following:

- *The proposed height restrictions were presented in September 2022 to the Planning Commission and City Council, since that time there has been no recommended changes to what was presented.*
- *Staff collected data from other municipalities and the American Planning Association*
- *The proposed amendments fall in line with how other municipalities regulate lot size and setbacks in relation to height restrictions by district.*
- *The amendments focus on multifamily (apartments), office, retail and light industrial.*
 - *3-Story Max, (45 feet) with the exception of Multi-Family Apartments which would allow 4 stories (55 feet)*
- *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.*
- *The recommended zoning amendments align with actionable objectives within the Comprehensive Plan such as; opportunities to accommodate the demand for commercial growth, to catalyze new types of investments and to provide a wide range of housing options such as 4-story multi-family (apartments)*

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 held on held on December 12, 2022.

Mayor Pro-Tem Williamson moved to approve the minutes as presented; the motion was seconded by Council member Keele and with Council member Morris abstaining the motion carried. (Clark absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2022 through December 31, 2022
3.2	Discussion and possible action regarding the November 2022 Investment Report
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modifications the request to rezone property from Commercial “C” to Single Family Residential-6 “SF-6” described as being the west one-half (W 1/2) of Lot One (1), Block Two (2), East

	Lampasas, Lampasas County, commonly known as 1001 Bridge Street.
3.4	Discussion and possible action regarding the second reading of an Ordinance to vacate, abandon and convey 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

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

4.0	BOARDS/DEPARTMENT REPORTS
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Ryan Ward, ACM presented the annual Public Works report:

Water/Wastewater Department Mission

To provide the citizens of Lampasas reliable and cost-efficient water and wastewater services through excellence in operations, customer service, environmental compliance, and organizational development. We are committed to providing superior water services to our community,

Certifications

Organization	Certification	License	Years of Experience Required	Number of Staff Certified
W/WW	LICENSES ISSUED THROUGH TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)	WATER DISTRIBUTION CLASS D	ENTRY LEVEL, GED OR HIGH SCHOOL DIPLOMA, 20HRS CLASSROOM TRAINING	3
W/WW		WATER DISTRIBUTION CLASS C	GED OR HS DIPLOMA, 60 HRS OF CLASSROOM TRAINING, 2YRS OF WORK EXPERIENCE	1
W/WW	ALL COURSE MATERIAL PROVIDED AND APPROVED BY TCEQ.	WATER DISTRIBUTION CLASS B	GED OR HS DIPLOMA, 120 HRS OF CLASSROOM TRAINING, 5YRS OF WORK EXPERIENCE	4
W/WW	TRAINING PROVIDERS ARE TEXAS WATER UTILITY ASSOCIATION (TWUA) AND TEXAS ENGINEERING EXTENSION SERVICE (TEEX)	WASTEWATER COLLECTION I	ENTRY LEVEL, GED OR HIGH SCHOOL DIPLOMA, 20HRS CLASSROOM TRAINING	1
W/WW		WASTEWATER COLLECTION II	GED OR HS DIPLOMA, 60 HRS OF CLASSROOM TRAINING, 2YRS OF WORK EXPERIENCE	2
W/WW		WASTEWATER COLLECTION III	GED OR HS DIPLOMA, 120 HRS OF CLASSROOM TRAINING, 5YRS OF WORK EXPERIENCE	2
W/WW		WASTERWATER TREATMENT CLASS D	ENTRY LEVEL, GED OR HIGH SCHOOL DIPLOMA, 20HRS CLASSROOM TRAINING	3
W/WW		WASTERWATER TREATMENT CLASS C	GED OR HS DIPLOMA, 60 HRS OF CLASSROOM TRAINING, 2YRS OF WORK EXPERIENCE	0
W/WW		WASTERWATER TREATMENT CLASS B	GED OR HS DIPLOMA, 120 HRS OF CLASSROOM TRAINING, 5YRS OF WORK EXPERIENCE	1
W/WW		WASTERWATER TREATMENT CLASS A	GED OR HS DIPLOMA, 184 HRS OF CLASSROOM TRAINING, 8YRS OF WORK EXPERIENCE	1
W/WW		BACKFLOW PREVENTION ASSEMBLY TESTER (BPAT)	GED OR HS DIPLOMA, A 40HR HANDS ON CLASS, 2YRS OF WORK EXPERIENCE	1
W/WW		CUSTER SERVICE INSPECTOR (CSI) LICENSE	GED OR HS DIPLOMA, 16 HRS OF CLASSROOM TRAINING, 2YRS OF WORK EXPERIENCE	4
W/WW		CLASS B CDL		4
W/WW		CLASS A CDL		1

Water Annual Budget

Maintenance \$585,698

- Water Tank Maintenance Kempner
- Water Tank Maintenance City
- Equipment
- Vehicle
- SCADA System
- Meter Replacements
- Water System
- Kempner Tank or Line Repairs
- Travel & Training

- Membership Dues

Capital Improvement \$165,500

- Water Extension & Upgrades
- Equipment
- Vehicles

Sewer Collection Annual Budget

Maintenance \$114,400

- Equipment
- Vehicle
- Sewer Systems
- Lift Station
- Travel & Training
- Membership Dues

Capital Improvement \$165,000

- Sewer Extension & Upgrades
- Equipment
- Vehicles

Sewer Plant Annual Budget

Maintenance \$247,600

- Equipment
- Vehicle
- SCADA System
- Pretreatment Facility
- Travel & Training
- Membership Dues

Capital Improvement \$45,000

- Equipment

Water/Wastewater Department Projects

- Georgetown Tank Rehabilitation with Tide Flex mixer installed
- Water line relocation at 3rd Street & Western
- Total Petroleum Hydrocarbon testing at Oil States and Tennis Court Lift Stations
- Replaced 2 clarifier control gates at WWTP
- Replaced 2 control valves at Willis Street Lift Station
- 400' sewer line extension in the alley at Willis Street & 6th Street
- 200' water line replacement on Dent Street
- Avenue C CDBG (Block Grant) sewer line replacement
- Repaired 4th Street Lift Station Force Main
- Repaired 12 Lift Station Pumps
- 20 lead & copper samples (required every 3 years)

952- Work Orders Completed

Electric Department Mission

To provide the citizens of Lampasas with safe and reliable power at an affordable price. We strive to provide prompt service while continuously growing through technology and training.

Certifications

Organization	Certification	License	Years of Experience Required	Number of Staff Certified
ELECT	CURRENT (4YEARS)	INTRODUCTORY PERIOD	1040 HRS	1
ELECT	APPRENTICE LINeworker PROGRAM	APPRENTICE LINeworker I	2080HRS	
ELECT	PAST (4 YEARS)	APPRENTICE LINeworker II	2080HRS	1
ELECT	LORA and RED SIMPSON Inc.	APPRENTICE LINeworker III	2080HRS	1
ELECT	JOURNEMAN LINEMAN SCHOOL	APPRENTICE LINeworker IV	2080HRS	
ELECT		LINEMAN I		2
ELECT		LINEMAN II		2
ELECT		Valid Texas Class B driver's license with the ability to obtain a Class A driver's license as required.		7

Electric Department Annual Budget

Maintenance \$298,000

- Equipment
- Vehicle
- Electric Systems
- Meter Replacements
- Transformers
- Travel & Training
- Membership Dues

Capital Improvement \$101,000

- Electric Systems

Electric Department Projects

- Moved existing lines at Turner Field
- Installed new line at Grace Fellowship
- Repaired leaking transformer at CEFECO
- Brodie Estates Subdivision electrical system installation
- Hidden Oaks Subdivision electrical system installation
- Campbell Park Pavilion
- Council Chamber Street Lights
- Hoffpauir Charging Stations
- 503 S Pecan
- LED Light change out

1229- Work Orders Completed

Street Department Mission

To provide safety, connectivity and mobility, while maintaining and improving city-owned streets, rights-of-way and drainage appurtenances. The safety and welfare of our citizens and general public is our highest priority.

Street Department Annual Budget

Maintenance \$91,300

- Equipment
- Vehicle
- Street
- Travel & Training
- Membership Dues

Capital Improvement \$960,000

- Buildings & Grounds
- Streets Projects (Capital Outlay)
- Drainage Projects

Street Department Projects

- Sealcoat Miles - 3.18 miles
- Asphalt Pavement Miles – 2.5 miles
- Brush Chipping Tons - 15 tons
- Established PASER Rating
- Business Park – Project Inspection
- 3rd Street project – Project Inspection

117- Work Orders Completed

Citizens Collection Station Mission

To provide the citizens of Lampasas an alternative solution for removal of debris and recycle material from their property locally, eliminating the need to travel out of the City Limits to dispose of the material.



REVENUE COLLECTED-APPROXIMATELY \$34,100.00

- CITIZEN’S COLLECTION STATION- \$30,713.00
 - HAUL CHARGE- \$331.51 @ 69 hauls
 - PER TON- \$34.29
 - TONS COLLECTED- 244
- RECYCLE CENTER- \$16,370.00
 - HAUL CHARGE- \$342.75 @ 42 hauls
 - PER TON- \$54.41
 - TONS COLLECTED- 32

5.0	ROUTINE MATTERS
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City Manager deGraffenried reviewed his report:

- West First St.* Paving and road repairs to West First Street should be completed this week by the Starbuck's developer. Based on elevations not matching, per plan, and significant utility cuts in the street, the City required new pavement, primarily crown to gutter with a smaller section gutter to gutter for the 100 block of West First. City Street Department staff were on site during the paving process to monitor work by the contractor and insure paving was installed as specified.
- Police Department* Chief Cummings reports, that unlike most of his peers, the Lampasas Police Department is fully staffed with the exception of one dispatcher. He is also pleased to announce that Delana Fritz, Communications Officer, has accepted the position of Officer Cadet and is enrolled in the Central Texas College Police Academy beginning January 30th.
- Skate Park* Ryan reports that SPA Skateparks will have materials delivered this week, and will be on site next week to begin construction. SPA reviewed the site prior to ordering mobilization and expressed their satisfaction with the pad built by Harrison Construction. Chris Eicher has also been preparing signage in consultation with SPA and the Texas Municipal League Intergovernmental Risk Pool ("Risk Pool"). Both SPA and the Risk Pool recommended placing signage before the project is complete, because when its done, its open.
- Freeze Repairs* Damages from the freeze over the Christmas break appear to be limited to the Park Department and the Golf Course. In addition to some sprinkler head issues at the Golf Course, Van reported some damage in the pump room and at the Women's Clubhouse. Chris Eicher also reported damage at several of the Park restrooms. This occurred, despite best efforts by staff to keep the areas warm with space heaters. Both Chris and Van will be investigating more robust heating, insulation and perhaps cooling systems to avoid expensive repairs in the future.
- Evaluations* If Council is inclined, staff will include a closed session item on an upcoming agenda for the evaluation of one or more of Council appointed officials. Those positions include the Municipal Judge, City Secretary, and City Manager. The City Attorney is considered an appointed official, but is not an employee and is normally not included in the evaluation process. Staff seeks Council input regarding agenda setting for this report item.
- Welcome Sign* Staff has previously reported on the efforts by Vision Lampasas! particularly Libby Bluntzer, Bill Metzger, and Ron and Sue Ellen Bumpus, for the installation of a Welcome Sign on South US 183. Staff notes that the City has been asked to relocate the fence on private property to allow for the sign and to pour the footings for the base, which staff view as relatively minor investment compared to the inputs of Vision and others. Gateway signage is a cited Objective in the Comprehensive Plan.
- Christmas Lights* Christmas lights at Brook Park should be removed and stored by the end of this week. Lucien and Chris report that some strands and bulbs may require replacement prior to next season, however; the Parks Department has approximately 3000 additional feet of strand and bulbs that could be used prior to additional purchases. Chris also notes that once cameras were deployed in the Park, vandalism was significantly reduced.
- Fire Department* A couple of quick notes from the Fire Department. Chief Smith has circulated a copy of the Emergency Management Plan for the City of Lampasas to Director level staff for review. This is not considered a re-write, simply an update of identified staff, locations, and contact information.

The Plan outlines staff and elected official responsibilities, span of control, and communications. Once the draft is updated, Chief Smith will present the Plan to Council.

EMS Report Attached is the monthly EMS report from Hamilton County Hospital District for December. Of note is the average response time in the City, 4 minutes 53 seconds; and the total number of calls in the City, 182 or 58% of the total Lampasas County calls.

Holidays Attached are the City Holiday closings for 2023. As is the case in most years, several holidays fall on a week-end and will be observed following, or preceding the holiday on a week day.

Staff Staff is pleased to recognize the following employees that began their City of Lampasas careers in December: Shanda Subia, 16 years; and Yvonne Moreno, 25 years

5.2	MAYOR'S COMMENTS
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Mayor Monroe 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 possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas
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Council member Kuehne moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Clark absent)

7.2	Discuss and consider the selection of winner of website photo contest.
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Mayor Pro-Tem Williamson moved to approve the photo entry "Courthouse Square", the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Clark absent)

7.3	Discussion and possible action regarding the first reading of an Ordinance to modify Appendix A- Fee Schedule, Public Works, Electric Security Light Installation Fee.
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Council member Morris moved to approve the first reading of an Ordinance to modify Appendix A- Fee Schedule, Public Works, Electric Security Light Installation Fee, the motion was seconded by Council member Kuehne and with unanimous vote, the motion carried. (Clark absent)

7.4	Discussion and possible action regarding the first reading of an Ordinance to modify the City of Lampasas Personnel Policy, Employee Responsibilities; Uniform Allowances, Meal Allowances, Stand by Duty Hourly Pay and Public Service Hours.
-----	--

Council member Morris moved to approve the first reading of an Ordinance to modify the City of Lampasas Personnel Policy, Employee Responsibilities; Uniform Allowances, Meal Allowances, Stand by Duty Hourly Pay and Public Service

Hours, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Clark absent)

7.5	Discussion and possible action regarding Best Friends Animal Society providing grant funding to Lampasas Animal Shelter through a mentorship with the Williamson County Regional Animal Shelter
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Council member Kuehne moved to approve the City of Lampasas entering into an agreement with Best Friends Animal Society to provide grant funding through a mentorship with the Williamson County Regional Animal Shelter, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Clark absent)

7.6	Discussion and possible action regarding proposal for professional services between the City of Lampasas and Jones-Heroy & Associates for Spring Street Pump Station Conversion to Inline Booster Station to include design, bidding and construction phase in an amount not to exceed \$25,000.00.
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Mayor Pro-Tem Williamson moved to approve the proposal for professional services between the City of Lampasas and Jones-Heroy & Associates for Spring Street Pump Station Conversion to Inline Booster Station to include design, bidding and construction phase in an amount not to exceed \$25,000.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Clark absent)

7.7	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial or approval with modifications to the proposed amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial.
-----	--

Council member Kuehne moved to approve the first reading of an Ordinance to approve the amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Clark absent)

Adjourn- Mayor Pro-Tem Williamson moved to adjourn the meeting at 7:20 pm, the motion was seconded by Council member Morris and with a unanimous vote the motion carried. (Clark absent)

PASSED AND APPROVED this _____ day of _____, 2023.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary

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City Manager**ITEM NO. 3.1**

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance to amend Appendix A Fee Schedule, Chapter 82 Utilities, Article V. Rates, Charges and Billing Procedures, Section (f) Electric Service Rates. (7) Security Lighting (SL) (a) initial charge for installation (per light)

Requested By: Wayne Sanders, Electric Superintendent

Submitted By: Wayne Sanders, Electric Superintendent

Date Submitted: January 4, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement:

N/A

Attachments:**Summary Statement:**

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance to amend Appendix A Fee Schedule, Chapter 82 Utilities, Article V. Rates, Charges and Billing Procedures, Section (f) Electric Service Rates. (7) Security Lighting (SL) (a) initial charge for installation (per light) from \$100.00 to \$185.00.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY LAMPASAS,
TEXAS AMENDING APPENDIX A FEE SCHEDULE, CHAPTER 82,
UTILITIES, ARTICLE V. RATES, CHARGES AND BILLING
PROCEDURES, SECTION (f) ELECTRIC SERVICE RATES. (7)
SECURITY LIGHTING (SL) (a) INITIAL CHARGE FOR
INSTALLATION (PER LIGHT) 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 82, Utilities, Article V. Rates, Charges and Billing Procedures, Section (f) Electric Service Rates (7) Security Lighting (SL) (a) initial charge for installation (per light), as worded and detailed below:

- APPENDIX A- Fee Schedule
- Chapter 82-Utilities
- Article V – Rates, Charges and Billing
- (a)-(e) No Changes
- (f)- Electric Service Rates
- (1)-(6) No Changes
- (7) Security Lighting (SL)
- (a) Initial charge for installation (per light) ~~\$100.00~~ \$185.00
- (b) No Change

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: January 9, 2023

Date of Second Reading: January 23, 2023

PASSED AND ADOPTED THIS 23RD DAY OF JANUARY 2023

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

ITEM NO. 3.2

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1148 which adopted the 2006 City of Lampasas Personnel Policy Manual Section 2.00 Employee Responsibilities Section 2.04 Uniforms, Section 6.00 Work Schedule and Time Reporting, Section 6.11 Standby Duty, Section 8.00 Leave Time, Section 8.08 Public Service, Section 19.00 Travel/Expense Reimbursement, Section 19.04 Allowance for Meals; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: January 4, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement: N/A

Attachments: Memo

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance of the City Council of the City of Lampasas, Texas, amending Ordinance 1148 which adopted the 2006 City of Lampasas Personnel Policy Manual Section 2.00 Employee Responsibilities Section 2.04 Uniforms, Section 6.00 Work Schedule and Time Reporting, Section 6.11 Standby Duty, Section 8.00 Leave Time, Section 8.08 Public Service, Section 19.00 Travel/Expense Reimbursement, Section 19.04 Allowance for Meals; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS; AMENDING ORDINANCE 1148 WHICH ADOPTED THE 2006 CITY OF LAMPASAS ‘PERSONNEL POLICIES MANUAL’ SECTION 2.00 EMPLOYEE RESPONSIBILITIES, SUBSECTION 2.04-UNIFORMS, SECTION 6.00 WORK SCHEDULES AND TIME REPORTING, SUBSECTION 6.11 STANDBY DUTY, SECTION 8.00 LEAVE TIME, SUBSECTION 8.08 PUBLIC SERVICE, SECTION 19.00 TRAVEL/EXPENSE REIMBURSEMENT, SUBSECTION 19.04 ALLOWANCE FOR MEALS; REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the City of Lampasas Texas is a Home Rule municipality granted the authority to enact regulations pertaining to health, safety and welfare of the City and its citizens by the State of Texas and, further, to operate pursuant to the provisions set forth in its Home Rule Charter adopted by the voting citizens of the Lampasas community; and

WHEREAS, the City of Lampasas has determined that a revision to the existing Personnel Policy in the areas listed within this Ordinance should be amended to update and align the City’s policies with current workplace standards; and

WHEREAS, after careful consideration and evaluation, the City Council has determined that it is in the best interest of the City to approve and implement these new changes to the Subsections 2.04, Uniforms, Subsection 6.11 Standby Duty, Subsection 8.08 Public Service and Subsection 19.04 Allowance for Meals applicable to City employees, to be acknowledged, accepted and enforced by City Personnel, as detailed below.

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

Part 1: The existing City of Lampasas Personnel Policy has been amended; specific to the subsections documented in this Ordinance in Section 2.00 Employee Responsibilities, Section 6.00 Work Schedules and Time Reporting, Section 8.00 Leave Time and Section 19.00 Travel Expense Reimbursement.

Part 2: The following provisions of the Lampasas Personnel Policy Manual, is hereby amended as follows:

2.00 EMPLOYEE RESPONSIBILITIES

2.04 UNIFORMS

- **Existing Provision** — The city will issue or arrange for the provision of city uniforms, safety head gear, safety glasses, ear protection, and gloves for all utility, public works, street, cemetery, golf course, and parks and recreation employees upon employment. ~~"In addition, the city provides for the reimbursement of up to two pairs of required footwear annually, up to a total of \$150 (One hundred fifty and no/100 dollars), for employees who are required to wear~~

~~steel toe footwear with department head approval for the second pair, and the employee purchases his or her own footwear that meets the safety requirements."~~

- **New Provision** — "In addition, the City provides for the reimbursement or instore charge at a vendor that is active in the City database, for one pair of required footwear annually, with a maximum allowance of \$200 (Two hundred and no/100 dollars) per pair, for employees who are required to wear ANSI (steel or composite toe) approved footwear. However, the department head has approval authority of a second pair of ANSI footwear for purchase within the same year, should there be safety or sanitary degradation of the footwear.
- **Existing Provision-** The city will issue or arrange for the provision of Outerwear (protective clothing from the elements of cold, wind, rain, etc.) for all utility, public works, street, cemetery, golf course, meter readers, and parks and recreation employees. ~~Once every three years, the employee will be provided with one of the following: Coat, Coveralls, or Bib Coveralls. A maximum of \$100 is allowed for the purchase of one (1) item of outerwear clothing every three (3) years.~~ All Outerwear must adhere to the City's safety and code regulations and must be approved by the director of the department. (Regulations governing the uniform of police and fire personnel are included in the policy manuals issued by those departments.) The director of the department will keep records of outerwear issued, to whom it was issued, and when the employee is eligible to receive new outerwear. All outerwear issued to employees is subject to the same provisions as city uniforms issued to employees.
- **New Provision** "Every other year, the employee will be provided with either a coat and bib coveralls or Coveralls, if approved by the department head. A maximum of \$300 (Three hundred and no/ 100 dollars) is allowed for the departmental purchase or reimbursement of outerwear clothing and \$400 (Four hundred and no/100 dollars) if Fire Resistant (FR) outerwear is required. Should there be a need to replace any outerwear garment in a timeframe less than every other year, due to safety or sanitary conditions of the garment, then the department head shall approve the purchase."

No Changes

While on duty, all uniformed employees must wear the required uniform and safety gear, if applicable, according to the following guidelines:

- Employees must wear regulation uniforms and steel toe safety footwear, if applicable to their job, at all times while on duty.
- Employees who are required to wear steel toe safety footwear are provided a reimbursement allowance as set forth in this section for the purchase of such footwear.
- All employees (1) working in or adjacent to construction sites or other designated areas, or (2) operating motorized equipment or machinery (excluding enclosed vehicles) must wear hard hats. Employees may not wear headgear other than regulation caps and hard hats while on duty.
- Employees must wear safety gloves, ear protection, and safety glasses when appropriate, and shirts must be tucked into pants for safety reasons.
- Employees must keep their uniforms neat, clean, and in good repair at all times.
- Employees must return tattered and/or badly patched uniforms to the employee's supervisor. If an employee abuses the uniform, the employee will be required to pay for repair or

replacement of the uniform.

- The city will reimburse the employees who are required to maintain a commercial driver license (CDL) and will reimburse the employee for the CDL renewal.

Employees may not wear city uniforms or regulation headgear while off duty.

Employees who have been issued city uniforms must return all uniforms before leaving city employment. If a city issued uniform is not returned, the cost to replace the uniform will be deducted from the employee's last paycheck. Employees sign a statement to this effect upon employment with the city.

6.00 WORK SCHEDULE AND TIME REPORTING

6.11 STANDBY DUTY

Existing Provision In the streets, electric, water and wastewater, and parks and cemetery departments that provide city services on a 24-hour basis, employees may be required, as part of their regular work duties, to serve scheduled periods of time on standby duty and be available for work in cases of emergency. Scheduling for standby duty is done in accordance with departmental policies and procedures, as approved by the city manager.

Employees subject to standby duty must have a home telephone, city cellular phone, or other telephone readily available.

~~Employees on standby duty will receive compensation for an additional five (5) hours of work at their regular hourly rate of pay for each week on standby.~~ In addition, if an employee is called out to work in an emergency, he or she will receive credit for at least one full hour minimum, regardless of the length of time worked.

Employees will be paid at one and one-half times the regular rate of pay if the extra hours called to duty exceed the allowable number of hours under FLSA as stated in the **Overtime Worked** section of this document (40 hours per seven-day workweek for non-firefighting employees; and 106 hours per 14-day work period for firefighting employees)

New Provision Employees on standby duty will receive compensation for an addition seven (7) hours of work at their regular hourly rate of pay for each week on standby."

8.00 LEAVE TIME

8.08 PUBLIC SERVICE

~~**Existing Provision-** The City supports employee's participation in public service activities. To that end, subject to work load and Departmental needs, and with approval from your supervisor, employees will be allowed compensated time off for service to the Lampasas Volunteer Fire Department, for mentoring at School, to give blood, or to volunteer for public service activities providing said service does not disrupt working needs of the City.~~

New Provision- The City supports employee's participation in public service activities. To that end, subject to work load, minimal disruption in responsibilities and departmental needs, and with approval from the department supervisor, employees will be provided latitude to volunteer their time during their regular scheduled shift to participate in Lampasas County events and

festivals, to provide service to the Lampasas Volunteer Fire Department, for mentoring at Lampasas Schools, participate in local blood drives, and/or volunteer for public service activities up to 40 hours annually.

19.00 TRAVEL/EXPENSE REIMBURSEMENT

19.04 ALLOWANCE FOR MEALS

In an effort to simplify employees' and the city's recordkeeping related to travel expenses, the city has established standard meal and incidental allowance rates that apply generally to travel within the state.

Standard Meal and Incidental Allowances. If the travel requires an overnight stay, and a full day or full days are involved, the employee will be allowed a daily amount for meals. If the travel does not require an overnight stay, the employee will be allowed a specific amount for each meal that would normally fall during the time required for travel. Receipts are not necessary, unless the expense was charged on the city's credit card, in which case receipts must be turned in with the travel expense report. Standard meal and incidentals allowances within the State of Texas are as follows:

MEAL	ALLOWANCE	NEW ALLOWANCE	REQUIREMENTS FOR REIMBURSEMENT
Breakfast	\$10.00	\$14.00	Allowable if the employee must begin travel before 7:00 a.m. When returning to Lampasas, the employee must arrive after 9:00 a.m.
Lunch	\$10.00	\$20.00	Allowable if the employee must begin travel at any time between 9:30 a.m. and 12:30 p.m. When returning to Lampasas, the employee must return after 1:00 p.m.
Dinner	\$20.00	\$30.00	Allowable if the employee must begin travel after 3:00 p.m. When returning to Lampasas, the employee must return after 7:00 p.m.
Full Day	\$40.00	\$64.00	Allowable if the employee must begin travel before 7:30 a.m. and is required to be in travel status continuously until at least 7:00 p.m.
<i>The standard daily Federal Rates are set at \$64, with exceptions for more expensive cities set at \$74.</i>			

Part 3: All ordinances, policies, resolutions, or parts of ordinances, policies and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Part 4: If any provision of this Ordinance and the Policies amended and adopted hereby or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance and the Policies amended and adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

Part 5: The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest.

Part 6: The Ordinance shall take effect upon the date of adoption noted below in accordance with the City's Charter and the laws of the State of Texas.

PASSED AND APPROVED ON FIRST READING ON THE 9th DAY OF JANUARY 2023.

PASSED AND ADOPTED ON SECOND READING ON THE 23RD DAY OF JANUARY 2023.

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)



City Manager

ITEM NO. 3.3

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

Subject:

Discussion and possible action to approve the second reading of an Ordinance regarding proposed amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial.

Requested By: Becky Sims, City Secretary/Zoning Administrator

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: January 4, 2023

For the Agenda of: January 23, 2023

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 regarding proposed amendments to the Lampasas Zoning Ordinance, Chapter III Zoning Districts, Height and Area Regulations; specific to Non-Single-Family Residential Districts; such as Multi-Family-2 (Apartments), Office, Retail, Light and Heavy Industrial as presented.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CITY OF LAMPASAS ORDINANCE NO. 878 - THE CITY OF LAMPASAS ZONING ORDINANCE; CHAPTER III ZONING DISTRICTS, SECTIONS 22, 24, 26, 29 AND 30, HEIGHT AND AREA REGULATIONS; PROVIDING FOR A SEVERABILITY CLAUSE; REPEALING ANY INCONSISTENT PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lampasas is legally empowered to regulate land uses by the power provided to it by the Statutes of the State of Texas and by its Home Rule Charter; and

WHEREAS, on January 5, 2023, after providing the required public notice a public hearing was held on the proposed contextual changes to the City's Zoning Ordinance, as captioned above, and as set forth in Section 1 of this Ordinance below, the City of Lampasas Planning and Zoning Commission recommended to the City Council that the City's Zoning Ordinance be amended, as set forth herein below; and

WHEREAS, on January 9, 2023, after providing the required public notice, the City Council of the City of Lampasas, Texas, conducted a public hearing on the proposed contextual changes to the City's Zoning Ordinance, as set forth in Section 1 of this Ordinance, received input from the attendees at the public hearing and considered same, and determined that the City's Code of Ordinance No. 878 should be amended, as set forth herein below.

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

Section I: That the Lampasas Zoning Ordinance, Chapter III - Zoning Districts; specifically, **Section 22** Multi-Family Residential - 2 (Apartments), **Section 24** Office, **Section 26** Retail, **Section 29** Light Industrial, and **Section 30** Heavy Industrial, are hereby amended to read as follows:

SECTION 22 MF-2 -- MULTI-FAMILY RESIDENTIAL-2 DISTRICT (APARTMENTS)

22.3 HEIGHT REGULATIONS:

- A. **Maximum Height** - Four (4) stories (max 55 ft) for the main building including recreational buildings;
Remove: however, structures may exceed 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium structure.

22.4 AREA REGULATIONS:

- A. No Change
B. **Size of Yards:**
1. **Minimum Front Yard** – Forty- five feet (45') All areas adjacent to a street shall be deemed front yards.

2. **Minimum Side Yard** - Twenty feet (20'); sixty feet (60') when building is in excess of one story in height and adjacent to a Single-Family Zoning District
3. **Minimum Rear Yard** - Twenty-five (25'); eighty feet (80') when the building is in excess of one story and adjacent to a Single-Family Zoning District
4. **Building Separation:**
 - a. No Change
 - b. No Change
 - c. No Change
 - d. Four story buildings (or a four-story building adjacent to a one- or two-story building) - Twenty-five (25'), for buildings with or without openings

SECTION 24 0 -- OFFICE DISTRICT

24.3 HEIGHT REGULATIONS:

- A. **Maximum Height** –Three (3) stories (45 ft) (see Subsection 24.4(A)4.).

24.4 AREA REGULATIONS:

A. Size of Yards:

1. **Minimum Front Yard:** Thirty-feet (30'); all yards adjacent to a street shall be considered a front yard, except that a corner lot may reduce the front yard to fifteen feet (15') provided the lot is not adjacent to a residential lot front yard, in which case the setback shall be the same as the neighboring residential lot.
2. **Minimum Side Yard:** Fifteen feet (15')
3. **Minimum Rear Yard:** Twenty-five feet (25')
4. **Adjacent to a Single-Family District:** The side or rear setback, whichever is adjacent to the single-family zoning district, shall observe a sixty-foot (60') setback if the office use is over one story in height.

B. Size of Lots:

1. **No Change**
2. **Minimum Lot Width:** Sixty feet (60')
3. **Minimum Lot Depth:** One hundred twenty feet (120')

SECTION 26 R -- RETAIL DISTRICT

26.3 HEIGHT REGULATIONS:

- A. **Maximum Height** -Three (3) stories.

26.4 AREA REGULATIONS:

A. Size of Lot:

1. **Minimum Lot Area** – Eight thousand (8,000) square feet
2. **Minimum Lot Width** - Eighty feet (80')
3. **Minimum Lot Depth** – One hundred-ten feet (110')

B. Size of Yards:

1. **Minimum Front Yard** -Thirty feet (30')

2. **Minimum Side Yard** – Twenty feet (20’) adjacent to a street or public right-of-way
3. No Change
4. **Minimum Rear Yard** –Twenty feet (20’)

SECTION 29 LI -- LIGHT INDUSTRIAL DISTRICT

29.3 HEIGHT REGULATIONS:

A. Maximum Height:

1. Occupied structures/buildings - Forty-five feet (45’), or three (3) stories
2. No Change

29.4 AREA REGULATIONS:

A. No Change

B. **Size of Yards:**

1. **Minimum Front Yard** -Thirty feet (30’)
2. **Minimum Side Yard** - Twenty feet (20’); twenty-five feet (25’) on a corner lot
3. **Minimum Rear Yard** – Twenty-five feet (25’); forty feet (40’) if adjacent to single-family uses or zoning district

SECTION 30 HI -- HEAVY INDUSTRIAL DISTRICT

30.3 HEIGHT REGULATIONS:

A. **Maximum Height:**

1. No Change
2. No Change

30.4 AREA REGULATIONS:

A. **Size of Lot:**

1. No Change
2. No Change
3. No Change

B. **Size of Yards:**

1. **Minimum Front Yard** - Thirty feet (30’)
2. **Minimum Side Yard** - Twenty feet (20’); twenty-five feet (25’) on a corner lot
3. **Minimum Rear Yard** – Twenty-five feet (25’); forty feet (40’) if adjacent to single-family uses or zoning district

Section 2: All provisions of the City of Lampasas’ Zoning Ordinance not hereby amended shall remain in full force and effect. All Ordinances or parts of the ordinances of the City of Lampasas, Texas that are not consistent with or which are in conflict with the provisions of this Ordinance are hereby repealed.

Section 3: It is hereby declared to be the intention of the City Council of the City of Lampasas, Texas that the phrases, clauses, sentences, paragraphs, and sections of this Order are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any

court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without incorporation in this Ordinance of such unconstitutional phrases, clause, sentence, paragraph, or section.

Section 4: This Ordinance shall become effective upon the final date of adoption noted below, with the penalty provisions contained herein, *if any*, to take effect and become enforceable by the City ten (10) days following the publication of the Ordinance in the *Lampasas Dispatch Record*.

PASSED AND APPROVED ON FIRST READING ON THIS 9TH DAY OF JANUARY 2023.

PASSED AND ADOPTED ON THE SECOND READING ON THE 23ND DAY OF JANUARY 2023.

APPROVED:

ATTEST:

Mayor TJ Monroe

Becky Sims, City Secretary

APPROVED AS TO FORM:

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

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**Memo**

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Police Chief

Date: 01.12.2023

Re: **Police Department** Monthly Report – December 2022

1. Chief of Police Jody Cummings attended 1 regular City Council workshop and 1 regular City Council meeting.
2. Chief Cummings attended 2 Director's meetings.
3. Chief Cummings hosted 2 staff meetings.
4. Assistant Chief Charlie Boswell assisted with the Economic Development Coordinator interviews.
5. Patrol Lieutenant Chuck Montgomery participated in an Active Shooter training meeting with the fire department.
6. Several department members attended Officer Trevor Johnstone's police academy graduation.
7. The police department supported the Carol of Lights.
8. The police department and fire department hosted the annual Toy Drive and Luncheon.
9. New Patrol and Investigator Sergeants Larry Wilson and Garrett Bradley attended new supervisors training.
10. The department supported Christmas on the Creek.
11. Cummings and Boswell worked with Animal Shelter Supervisor Kasey Schwartz on a Best Friends Animal Society grant application.
12. Cummings and School Resource Sergeant Steve Sheldon attended a Chief's Meeting hosted by Highway Patrol Sergeant Ryan McKittrick.
13. Multiple police department officers attended IFAK (Individual First Aid Kit) training at the Lampasas County Sheriff's Department.
14. Montgomery attended a CPAAA (Citizen's Police Academy Alumni Association meeting).
15. Sheldon conducted a Taser training with Officer Johnstone.
16. Several officers assisted Texas Attorney General investigators over several days with warrant services.
17. Several Department employees supported the Community Church's warming station.
18. Boswell coordinated Delana Fritz' registration into the Central Texas College Police Academy.

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, December, 2022

MGO-My Permit

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	40	210	422
Totals:	10	17	16	9	20	15	18	30	18	19	40	210	422

December 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	2	\$594,000.00	\$735.80
ELECTRICAL	8	\$9,700.00	\$21,295.60
FENCE	3	\$5,011.00	\$105.00
MECHANICAL	2	\$0.00	\$105.00
PLUMBING	11	\$10,590.00	\$420.00
SWIMMING POOL	1	\$80,765.29	\$200.00
REMODEL/ADDITION	27	\$403,320.26	\$1765.00
SPRINKLERS	1	\$500.00	\$60.00
*** TOTALS***	57	\$1,104,246.55	\$24,686.40

December 2021

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
ELECTRICAL	8	\$16,500.00	\$1,338.50
FENCE	1	\$1,500.00	\$35.00
MECHANICAL	2	\$8,995.00	\$105.00
PLUMBING	12	\$23,050.00	\$405.00
REMODEL/ADDITION	4	\$281,089.32	\$345.00
SHED,PATIO,DECK	2	\$4,000.00	\$35.00
SIGN	2	\$0.00	\$80.00
*** TOTALS***	31	\$335,134.32	\$2343.50

Lampasas Fire Department

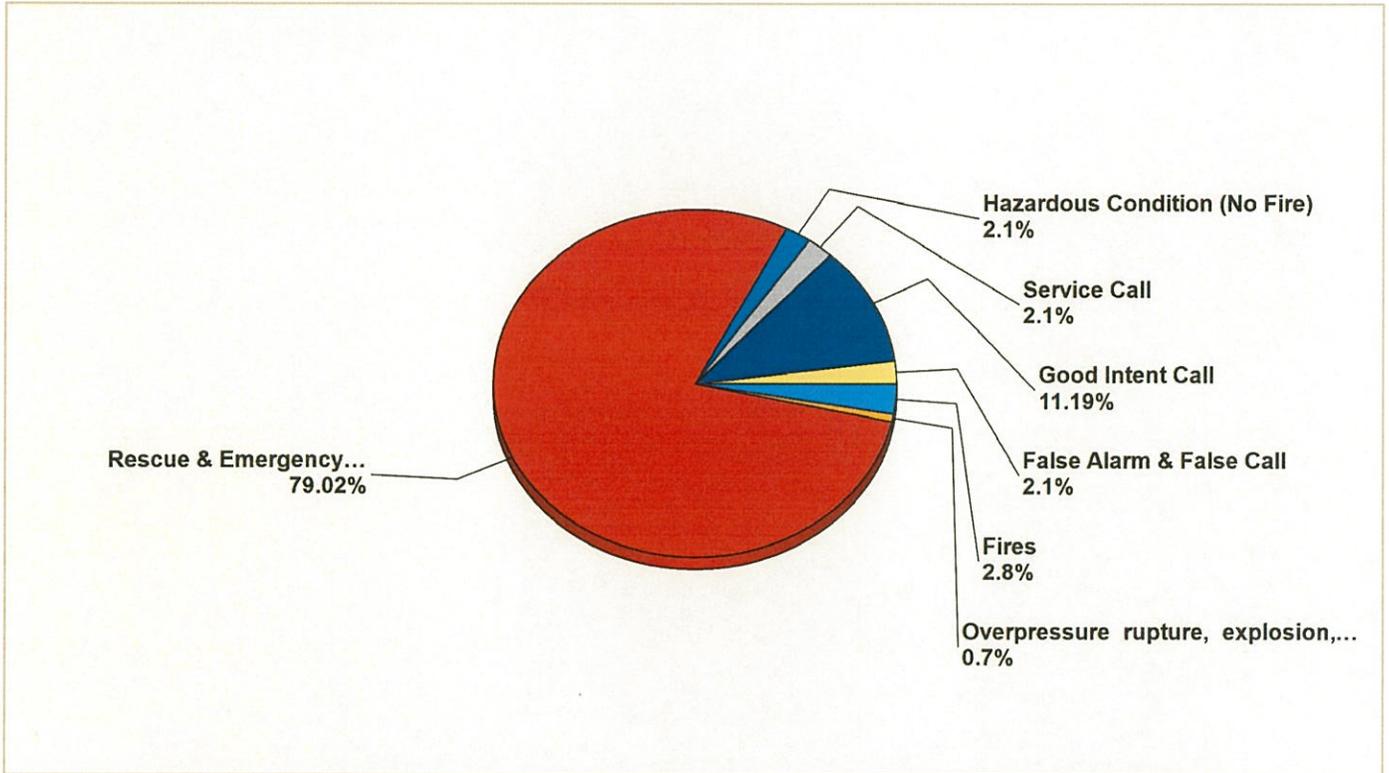
Lampasas, TX

This report was generated on 1/3/2023 9:42:14 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2022 | End Date: 12/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.8%
Overpressure rupture, explosion, overhear - no fire	1	0.7%
Rescue & Emergency Medical Service	113	79.02%
Hazardous Condition (No Fire)	3	2.1%
Service Call	3	2.1%
Good Intent Call	16	11.19%
False Alarm & False Call	3	2.1%
TOTAL	143	100%

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



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Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
611 - Dispatched & cancelled en route	122	8.38%
622 - No incident found on arrival at dispatch address	8	0.55%
631 - Authorized controlled burning	7	0.48%
651 - Smoke scare, odor of smoke	28	1.92%
653 - Smoke from barbecue, tar kettle	2	0.14%
700 - False alarm or false call, other	9	0.62%
710 - Malicious, mischievous false call, other	1	0.07%
730 - System malfunction, other	2	0.14%
731 - Sprinkler activation due to malfunction	2	0.14%
733 - Smoke detector activation due to malfunction	5	0.34%
735 - Alarm system sounded due to malfunction	5	0.34%
736 - CO detector activation due to malfunction	4	0.27%
740 - Unintentional transmission of alarm, other	1	0.07%
741 - Sprinkler activation, no fire - unintentional	1	0.07%
743 - Smoke detector activation, no fire - unintentional	6	0.41%
744 - Detector activation, no fire - unintentional	1	0.07%
745 - Alarm system activation, no fire - unintentional	7	0.48%
812 - Flood assessment	1	0.07%
900 - Special type of incident, other	1	0.07%
911 - Citizen complaint	3	0.21%
TOTAL INCIDENTS:	1456	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.



Lampasas Fire Department

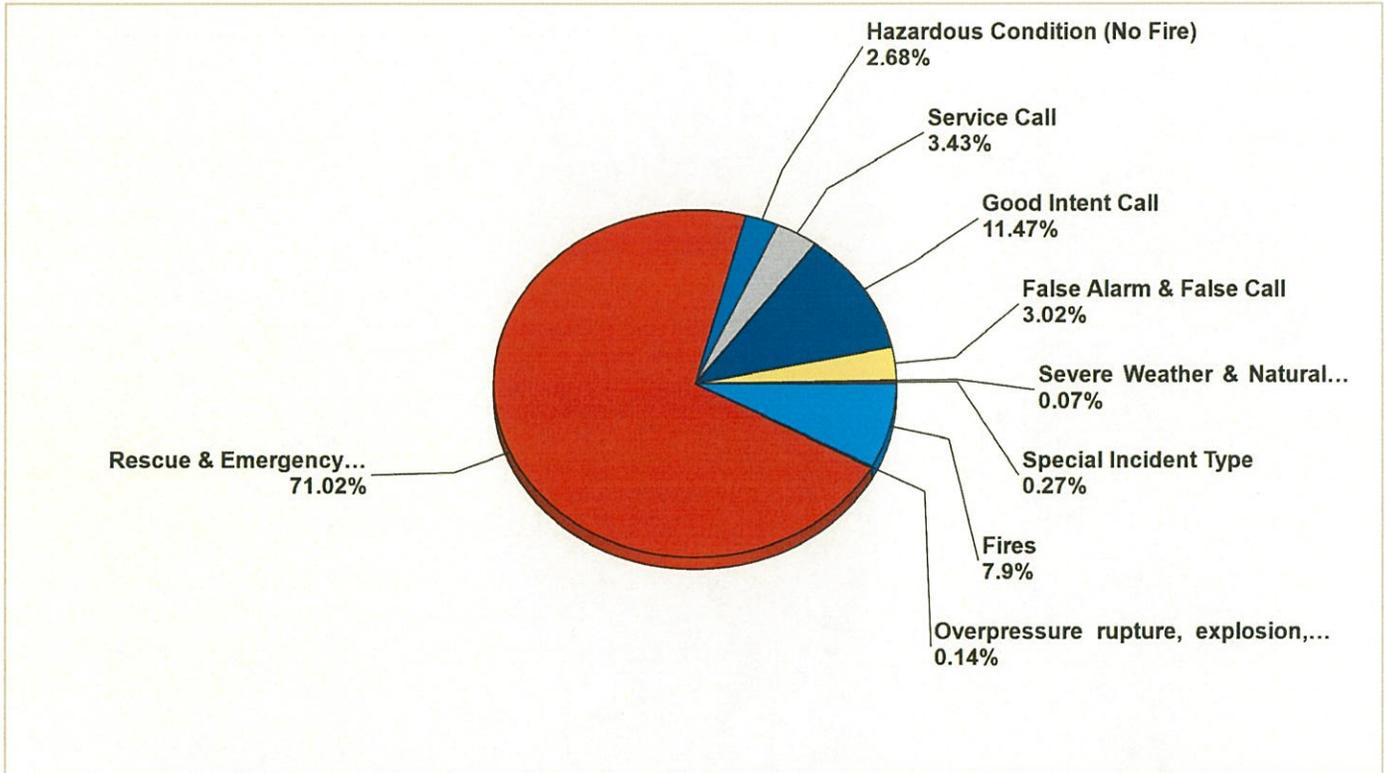
Lampasas, TX

This report was generated on 1/3/2023 9:41:14 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 12/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	115	7.9%
Overpressure rupture, explosion, overheating - no fire	2	0.14%
Rescue & Emergency Medical Service	1034	71.02%
Hazardous Condition (No Fire)	39	2.68%
Service Call	50	3.43%
Good Intent Call	167	11.47%
False Alarm & False Call	44	3.02%
Severe Weather & Natural Disaster	1	0.07%
Special Incident Type	4	0.27%
TOTAL	1456	100%

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

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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	9	0.62%
111 - Building fire	18	1.24%
112 - Fires in structure other than in a building	2	0.14%
113 - Cooking fire, confined to container	3	0.21%
118 - Trash or rubbish fire, contained	2	0.14%
122 - Fire in motor home, camper, recreational vehicle	2	0.14%
130 - Mobile property (vehicle) fire, other	1	0.07%
131 - Passenger vehicle fire	10	0.69%
132 - Road freight or transport vehicle fire	2	0.14%
138 - Off-road vehicle or heavy equipment fire	3	0.21%
140 - Natural vegetation fire, other	1	0.07%
142 - Brush or brush-and-grass mixture fire	9	0.62%
143 - Grass fire	45	3.09%
150 - Outside rubbish fire, other	1	0.07%
151 - Outside rubbish, trash or waste fire	3	0.21%
154 - Dumpster or other outside trash receptacle fire	2	0.14%
161 - Outside storage fire	1	0.07%
162 - Outside equipment fire	1	0.07%
200 - Overpressure rupture, explosion, overheat other	1	0.07%
251 - Excessive heat, scorch burns with no ignition	1	0.07%
311 - Medical assist, assist EMS crew	924	63.46%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	8	0.55%
322 - Motor vehicle accident with injuries	44	3.02%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.14%
324 - Motor vehicle accident with no injuries.	51	3.5%
340 - Search for lost person, other	1	0.07%
342 - Search for person in water	1	0.07%
350 - Extrication, rescue, other	1	0.07%
352 - Extrication of victim(s) from vehicle	1	0.07%
400 - Hazardous condition, other	1	0.07%
411 - Gasoline or other flammable liquid spill	4	0.27%
412 - Gas leak (natural gas or LPG)	16	1.1%
413 - Oil or other combustible liquid spill	1	0.07%
421 - Chemical hazard (no spill or leak)	1	0.07%
422 - Chemical spill or leak	1	0.07%
424 - Carbon monoxide incident	1	0.07%
440 - Electrical wiring/equipment problem, other	1	0.07%
441 - Heat from short circuit (wiring), defective/worn	3	0.21%
445 - Arcing, shorted electrical equipment	1	0.07%
460 - Accident, potential accident, other	3	0.21%
463 - Vehicle accident, general cleanup	1	0.07%
480 - Attempted burning, illegal action, other	4	0.27%
481 - Attempt to burn	1	0.07%
500 - Service Call, other	1	0.07%
510 - Person in distress, other	1	0.07%
511 - Lock-out	2	0.14%
512 - Ring or jewelry removal	2	0.14%
522 - Water or steam leak	1	0.07%
542 - Animal rescue	2	0.14%
550 - Public service assistance, other	3	0.21%
551 - Assist police or other governmental agency	1	0.07%
553 - Public service	6	0.41%
554 - Assist invalid	7	0.48%
561 - Unauthorized burning	24	1.65%

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: January 18, 2023
Re: Monthly Report December 2022

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Posted Bid Notice for Hostess House Renovation & Addition project
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House inquiries, 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

- Assisted with Community Luncheon/Toy Drive on December 5th
- Attended interviews on December 6th for Economic Development Director position
- Met with Jennifer Stuart from Leavitt Group on December 7th – introduction and brief overview of our open enrollment process and benefits
- Attended interviews on December 8th for Utility Clerk position
- New hire paperwork and orientation for Utility Clerk on December 14th
- Continue to work on filing and organizing HR files
- Assisted the Finance Dept. with reviewing with payroll
- Assisted the Finance Dept. with Longevity checks

Personnel Information – Currently

- Current: 115 Full-time positions, 15 Part-time positions
- Posted Vacancies:
 - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker; Police Communications Officer

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

I) Regular Personnel Hours Available: 880.00

LESS:

A)	Vacation Leave	64.50
B)	Sick Leave	50.50
C)	Supervision / Training	88.00
D)	Holiday	80.00
E)	Personal Day	8.00

SUB-TOTAL 291.00

PLUS:

A)	Over Time	50.00
B)	On-Call / Standby	22.00
C)	Part Time	
D)	Transfer	

SUB-TOTAL 72.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 661.00

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>Christmas Decorations (Installation / Maintenance)</u>	188.00	
<u>Install Window Blinds @ Municipal Court</u>	10.00	
<u>Christmas on the Creek Event</u>	22.00	
<u>On Call / Standby</u>	22.00	
Sub-total Hours on Projects:		242.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Parks</u>	153.00	
<u>Airport Maint.</u>	20.00	
<u>Mowing/Weed eating</u>	48.00	
<u>Building and Grounds</u>	122.00	
<u>Equipment/Vehicles/Shop</u>	36.00	
<u>Office/Meetings</u>	40.00	
Sub-total Hours on Projects:		419.00

TOTAL HOURS FOR DEPARTMENT 661.00

V) Department's Proposed Projects for next Month

<u>Christmas Decorations (Storage)</u>	120.00	
Total Estimated Hours on Proposed Projects:		120.00

Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 1/6/2023
Re: End of the month report November

Interments	8 (4) cremation
Fee's for over site	\$500.00
Sites sold	4/\$2,000.00
Visitors Assisted	4
Level & Backfill sites	4
Meetings Attended	1

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: NOV 2022

Regular Personnel Hours Available:

528

LESS:

A)	Vacation Leave/Personal Day	0
B)	Sick Leave	8
C)	Jury Duty	0
D)	Other (holiday/bad weather)	72
E)	Supervision	55
SUB-TOTAL		135

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	21.5
SUB-TOTAL		21.5

TOTAL HOURS AVAILABLE FOR THE MONTH: 414.5

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		5
Equip & Veh Maint		25.5
Buildings & Grounds		350
Office Operations		34
Sub-total Hours on OM Projects:		414.5

OTHER

0		0
0		0
0		0
Sub-total Other		0

TOTAL HOURS FOR DEPARTMENT 414.5

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 1/6/2023
Re: End of the month report December

Interments	7 (4) cremation
Fee's for over site	\$400.00
Sites sold	3/\$1,500.00
Visitors Assisted	8
Level & Backfill sites	6
Meetings Attended	0

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: DEC 2022

Regular Personnel Hours Available:

528

LESS:

A)	Vacation Leave/Personal Day	8
B)	Sick Leave	37
C)	Jury Duty	0
D)	Other (holiday/bad weather)	48
E)	Supervision	35
SUB-TOTAL		128

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	6
SUB-TOTAL		6

TOTAL HOURS AVAILABLE FOR THE MONTH: 406

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	0
Equip & Veh Maint	23.5
Buildings & Grounds	335
Office Operations	47.5

Sub-total Hours on OM Projects: 406

OTHER

0	0
0	0
0	0

Sub-total Other 0

TOTAL HOURS FOR DEPARTMENT 406

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Department: SPORTS FACILITIES
Monthly Activity Report
Dec-22

I) Regular Personnel Hours Available: 528.00

LESS:

A) Vacation Leave	48.00
B) Sick Leave	42.50
C) Supervision/Training	
D) Holiday	48.00
E) Comp Taken	16.00

SUB-TOTAL 154.50

PLUS:

A) Over Time	7.00
B) On call/Standby	20.00
C) Part Time	
D) Comp Accrued	16.00

SUB-TOTAL 43.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 416.50

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	65.00
Mowing/Weed eating	60.00
Building and Grounds	85.00
Equipment/Vehicles/Shop	43.50
Office/Meetings	48.00
Sub-total Hours on Projects:	396.50

TOTAL HOURS FOR DEPARTMENT 416.50

V) Department's Proposed Projects for next Month

?	
?	
?	
Total Estimated Hours on Proposed Projects:	0.00

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, January 4, 2023
Re: December 2022 Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	404
Facebook Followers	7,092
Twitter Followers	721
Instagram Followers	628
Website Page Views	23,204

IT Supported Hardware & Software

PCs	97	Wireless Access Points (WAP)	16	Servers	23
Laptops	56	Verizon Aircards	52	Firewalls	3
Printers	69	Network Attached Storage (NAS)	5	Tablets	15
Switches	21	Apple iPhones	36	Software Applications	30+
CC Reader	7	Security Cameras	20		

December Projects Completed:

- Configured/installed replacement PD-Host 1 server/added to inventory
- Configured/installed replacement PD-Host 2 server/added to inventory
- Purchased/configured Citrix software solution for outside network access/configured firewall
- Configured/built out VM servers needed for Citrix remote management solution
- Configured/installed Citrix on PCs/phones/tablets/documentation
- Configured/installed WAP at FD training room
- Installed new PD Dispatch PC
- Attended EDC interviews
- Activated/configured new PD phones/added to inventory
- Assisted with Electric SCADA software/hardware install
- Quote for (2) 24-port Netgear switches with Insight/purchased
- Configured/installed FD replacement Netgear switch/added to inventory
- Installed Electric SCADA PC at PW Barn
- Purchased Solar Eclipse 2024 domain name/configured forwarding
- Created Solar Eclipse web page/added content to pages and sub-pages
- Configured/replaced PD Patrol Lieutenant Color LaserJet printer
- Assisted with Parks temporary cameras/monitoring
- Ordered replacement City phones for suspended lines
- Processed (2) Dell warranty claims on defective desktop PCs
- Configured/built out replacement Utility desktop pc/added to inventory
- Installed WG wireless access point (WAP) at Animal Shelter
- Contacted Southern Star Communication regarding additional phone/network cable
- Configured/installed PD Dispatch 3 PC/installed TLETS with transfer of mnemonic

January Projected Projects:

- Configure/install replacement PCs/add to inventory
- Order/configure replacement EDC Director laptop/add to inventory
- NIMS certification classes requested by Fire Chief
- Dell onsite for (1) warranty repair/build out repaired desktop pc
- Process PD phone eligible upgrades/add to inventory
- Activate PD suspended cell phones/add to inventory
- Configure/issue out (2) PD SRO Panasonic Toughbook PCs
- Configure/issue out (2) PD Patrol replacement Dell Toughbook PCs
- Tyler Technologies ExecuTime time management implementation/project timeline/documents requested

- Configure/install (2) 52-port Netgear switches/add to inventory
- Install WWW server rack/shelves/UPS
- Relocate WWW PCs to server rack/room
- Obtain quote for (3) 16-port Netgear POE switches with SFP/order
- Obtain updated quote from Azbell Electronics for Council Chambers ceiling microphones/schedule project
- Assist with Electric SCADA project sms/call notifications
- Build out training laptop/add to inventory
- Work with vendor on Solar Eclipse graphic for social media/marketing and website
- Add content to Solar Eclipse webpage
- Install (20) additional Epanic licenses on PCs
- Problems with Library switch/troubleshoot
- Take updated photos of Directors/PD Staff/Superintendents for new website

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 quote for replacement HelpDesk software solution/configure ***(completed)***
- Obtain quotes/configure/replace (2) PD SRO Toughbooks ***(completed)***
- Obtain quotes/configure/replace (3) Animal Shelter replacement PCs ***(completed)***
- Obtain quotes/configure/install Citrix remote management solution on staff pcs/tablets/phones ***(completed)***
- Configure/build out (4) VM servers for Citrix ***(completed)***
- Obtain quotes/configure/replace PD Host 1 & Host 2 Server ***(completed)***
- Obtain quotes/configure/replace (2) 24 port switches ***(completed)***
- Work with staff and vendor on Electric SCADA remote management project/OnSolve cellular service(FY 22-23)
- Obtain quotes for WWW server rack/equipment/move PCs to server room *(ordered)*
- Work with staff and vendor to implement Tyler Technologies ExecuTime time management software *(ordered – completing required documents to start project)*
- Install Epanic software on (40) PCs *(ordered)*
- Obtain quotes/configure/replace (2) 52 port switches *(ordered)*
- Obtain quotes/configure/replace (15) desktop PCs *(ordered-some replaced)*
- Obtain quote/order (15) Microsoft Office 2019 STD licenses *(ordered – some installed)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(ordered)*
- Obtain quotes/configure/replace (3) 24 port switches *(FY 22-23)*
- Obtain quotes/install replacement server UPS *(FY 22-23)*
- Work with AV vendor to install ceiling microphones in Council Chambers *(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 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:

- Adopt future amendments to IT Computer Policy *(FY 23-24)*
- Obtain quotes for Core & Main water meter software upgrade/EOL solution *(FY 23-24)*
- 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

DECEMBER 2022

- Circulation** We circulated 3,909 items in December, which is down 8.2% from November (4,258). The library was closed December 9 for staff training, as well as Dec 23-26 for Christmas.
- Door Count** There were 2,372 visitors during December, which is down 12.9% from November (2,723). These are our slowest months, due to the holidays.
- Internet Usage** There were 235 Internet sessions in December, compared to 275 in November (down 14.5%).
- Wifi Usage** Thanks to our new service, WhoFi, we are able to track wifi usage again. In December, 65 unique visitors accessed our wifi network. This is down 8.45% from last month. Our total number of visits in December was 130, down 47.37% from November.
- Text Interactions** We communicated, via text messages, with 116 unique phone numbers in December, which is up 1.8% from November (114). We sent/received a total of 554 messages, which is down 6.3% from last month (591).
- Video Streaming** We had 40 clicks in the adult collection (down 52.4% from November) and 31 clicks in the kids' collection of videos (down 35.4% from November), for a total of 71 (down 46.2% overall).
- December Programs** In December, we had a Christmas story time, two days of "Grinch" escape room, 42 Club, How Pinteresting!, and the Explore Lampasas program on astronomy. There was no book club or STEAM Day in December.
- Upcoming Programs** In January, we will have two staff story times, How Pinteresting!, Cornelia Key Book Club, Explore Lampasas – science of music, 42 Club, STEAM Day (Lego Robotics), and a "Get Organized!" program. We will also celebrate Puzzle Day and Brain Teaser Month on January 30, where we will have puzzles and brain teasers out all day in the Foundation Room for people to enjoy.
- January closures** The library will be closed on Monday, January 2 for New Year's Day holiday as well as Monday, January 16 for MLK Jr Day.

In December, 65 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



Monthly Sessions



Total Visits

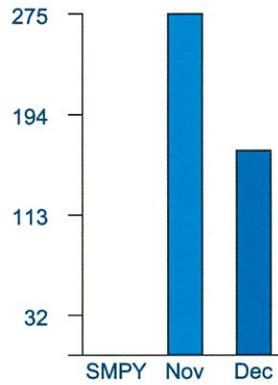


Unique Visitors

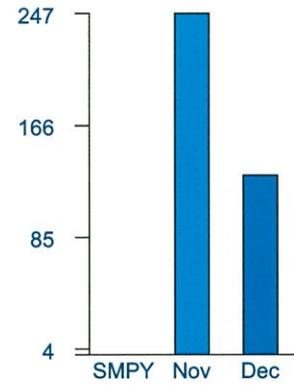


Average Return Rate

Total Monthly Session Count

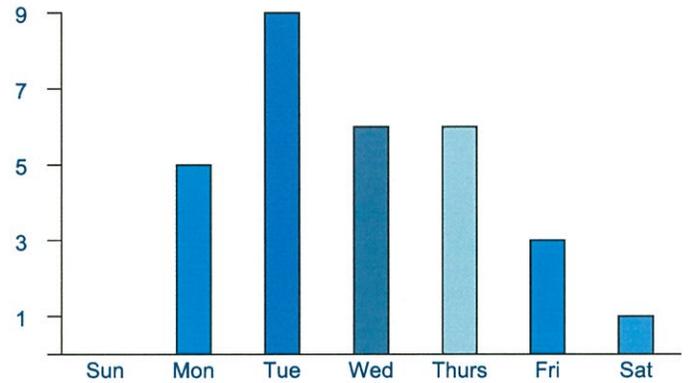


Total Monthly Visits

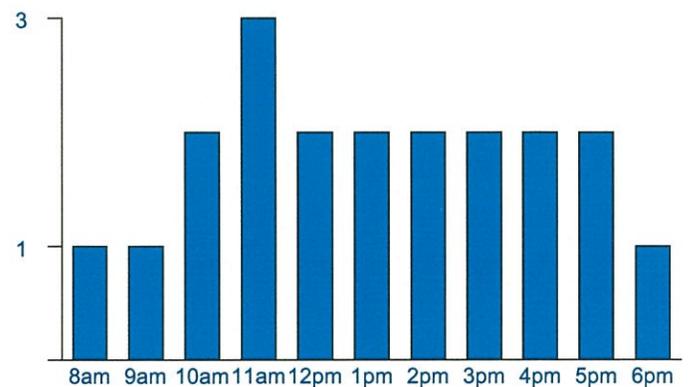


*SMPY: Same Month Prior Year

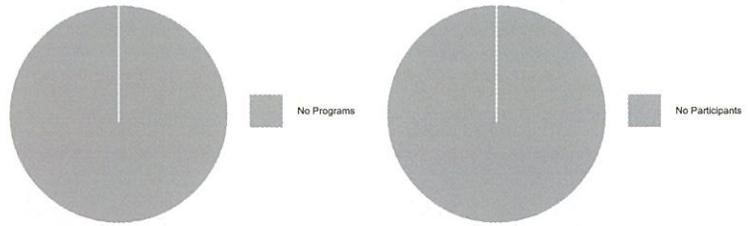
Average Daily Visits



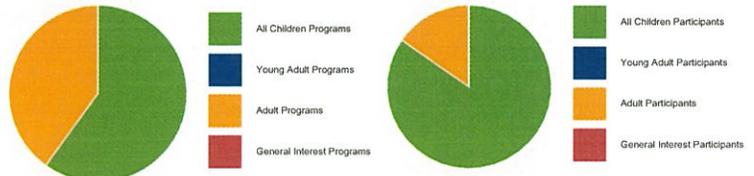
Average Peak Hourly



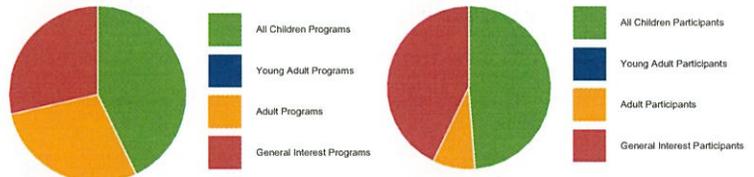
October					
Overview					
All Children Programs	0	0%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	0		Total Participants	0	



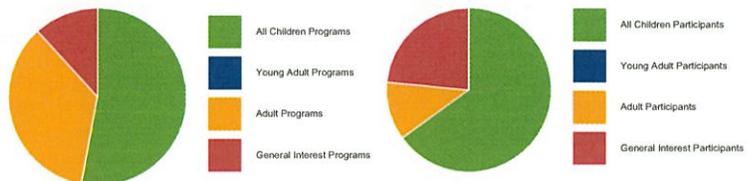
November					
Overview					
All Children Programs	6	60%	All Children Participants	83	84.69%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	40%	Adult Participants	15	15.31%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	10		Total Participants	98	



December					
Overview					
All Children Programs	3	42.86%	All Children Participants	58	48.74%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	28.57%	Adult Participants	10	8.4%
General Interest Programs	2	28.57%	General Interest Participants	51	42.86%
Total Programs	7		Total Participants	119	



Year in Review					
Overview					
All Children Programs	9	52.94%	All Children Participants	141	64.98%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	23.53%	Adult Participants	25	6.91%
General Interest Programs	2	0%	General Interest Participants	51	0%
Total Programs	17		Total Participants	217	



Memo

To: Finley deGraffenied, City Manager

From: Van Berry, Golf Course Manager

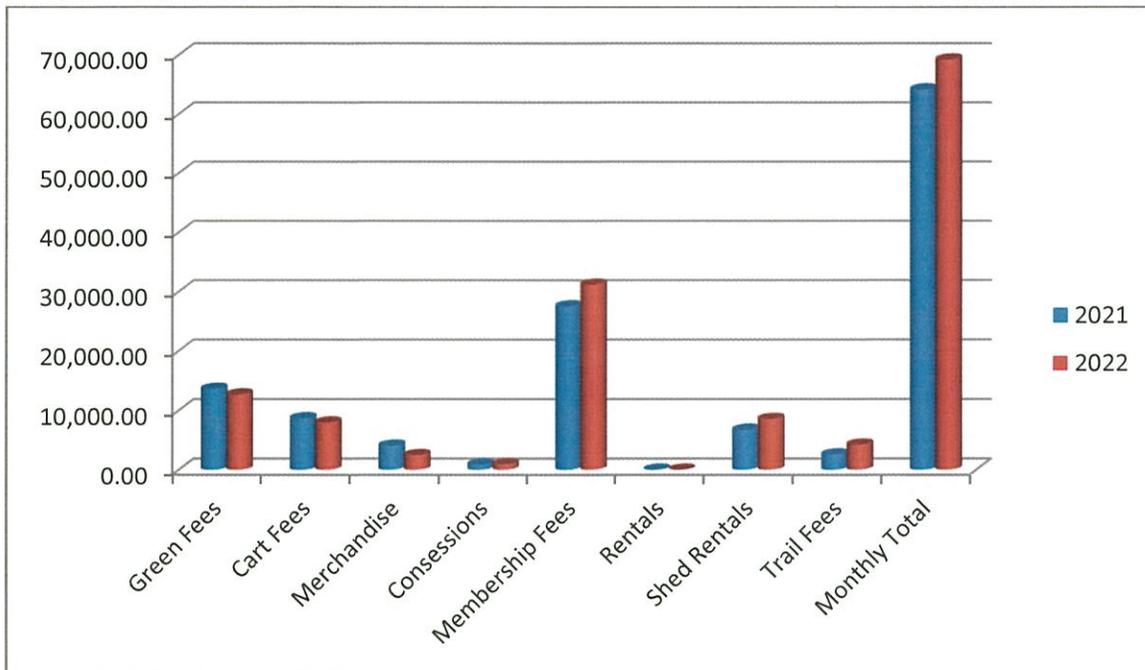
cc: City Council Members

Date: January 10, 2023

Re: Monthly Report, December 2022

-
- Weekly mowing and maintenance of the golf course.
 - Sprayed the greens with nitrogen and manganese.
 - Applied 800 lbs. of Gypsum on the greens.
 - Applied 600 lbs. of 0-0-30 (potash) on the greens.
 - Starting on the first week of December we spray a pre-emergence (KERB) on the greens and tee-boxes 10 to 12 days apart to control poa anna, which is a cool season weed.
 - Despite preparing our pump house for the cold front that came in before Christmas, we still had some costly damages to the pump station. The heat exchanger which cools the control panel and computer board froze and the pm pump which keeps pressure on the system froze, also a 3" x 6" elbow rusted out (this was not from the freeze). Cost for equipment and labor is \$9052.00. I do budget an additional \$10,000.00 for unexpected repairs for or pump station.
 - The maintenance crew finished mulching and cleaning up the leaves on the golf course.

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



CITY SECRETARY DEPARTMENT/ DECEMBER 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 for the Planning and Zoning December 1, 2022 meeting.
- Prepared and posted packet, attended and took minutes of the December 12, 2022 City Council Meetings
- Participated in LEDC interviews.
- Worked on obtaining quotes for front window improvements at City Hall
- Worked on TML claims
- Prepared Election Packets and finalized joint agreements.
- Worked with Chamber Director for post event reimbursement
- Worked on request to abandon a portion of Deb Lynn on Howe Street, finalized Quit Claim Deeds
- Prepared Public Hearing, Posted Fair Housing Law Notice and submitted letters to service providers for CDBG
- 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 December 1, 2022 Planning and Zoning 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.

City of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 20 January 2023

- Skate Park** The crew from SPA Skate Parks arrived on site January 18th to begin construction on the Campbell Park Skate Park. Their team, of approximately 6 workers, has started shaving final elevations and setting forms. The City is monitoring the project through the Park Department, Building Official, and using a third-party concrete testing firm. Anticipated completion is 5 weeks.
- LEDC** The Lampasas Economic Development Corporation ("LEDC") met on January 18th for their regular monthly meeting. A major portion of the meeting was dedicated to discussion of the Relief Route Feasibility Study with TxDOT staff including the new District Engineer, Greg Cedillo. TxDOT staff discussed the timing of the Study, potential outcomes, and their desire to get as much public input as possible. Much of the remaining agenda for the meeting was spent in discussion on property covenants, exterior finishes, and finances.
- Hostess House** The Pre-Bid meeting for Hostess House renovation and upgrade was conducted on January 17 with approximately 26 subcontractors and general contractors attending. Members of the Reliance Architecture team indicated that an addendum would be issued in approximately two weeks to clarify some language in the plan set, and asked that any Requests for Information ("RFI") from contractors be forwarded by January 26th for inclusion in the addendum if applicable. Plan sets have been propagated to 58 additional Plan Rooms; and Plan Holders include 15 General Contractors, and 11 Sub-Contractors currently. Bids are due February 14th and will be packaged for Council consideration at the February 27th meeting.
- LCRA ROW Work** The City has been notified that LCRA will be working within their transmission Right of Way ("ROW") to clear vegetation and repair or replace gates as needed from the Naruna Substation to the Lampasas substation off North US 281. The path will generally include areas of west Lampasas, then west to east to US 281. Work by LCRA or their contractors will be done in the next few months according to their staff. The attached, draft letter will be provided to affected property owners.

Park Board

The Park Board met on January 20th and reviewed progress on a number of projects currently in construction and planning stages. The Board was briefed on the progress of Skate Park construction, referenced earlier, as well as projects in development stage such as multi-use trails, Disc Golf, and functional exercise equipment installation, all at the 580 Sports Complex. Ryan Ward also reported on the recent Transportation Alternatives preliminary application the City had submitted to TxDOT that could be used to address trail, bike and pedestrian modal improvements if selected.

Airport

The City has received the draft Scope of Work for the Airport Layout Plan update and Narrative Report, attached for your reference. The Scope will be used to finalize the contract between the selected consultant, Parkhill, and TxDOT, who will administer the project. The initial kick-off meeting will be used to also define community and stakeholder involvement, which was emphasized during the consultant selection process.

Staff

Staff is pleased to recognize the following employees who began their City of Lampasas careers in January: Emily Stone, 10 years; Ryan Ward, 1 year; John Wilks, 5 years; John Resa, 1 year; Jameson Varnado, 1 year; Ricky Haynie, 7 years; Van Berry, 35 years; Frank Ellet, 4 years; Chad Curtis, 1 year.



Date

«First_Name» «Last_Name»
«Address1»
«Address2»
«City», «State» «Zip»

RE: LCRA Transmission Services Corporation's 138-kV₇ Naruna to Lampasas Transmission Line, T-713₁ Lampasas County, Tract No. «Tract_ID», Tax ID «Tax_ID»

Dear Landowner:

This letter is to inform you that LCRA crews or contractors will be performing vegetation maintenance in the electric transmission line right of way crossing your property.

What to expect

We plan to clear vegetation and repair or replace gates as needed, as part of our ongoing right of way maintenance program. We will repair right of way roads and creek crossings as needed for access. The plan is to begin work soon; however, keep in mind that adverse weather sometimes causes delays.

Any work will be limited to the area within the right of way crossing your property. The work may involve the use of large trucks, and equipment and other vehicles. The crews will work as quickly as possible and make every effort to minimize any disruptions or inconveniences to you. Our standard practice is to leave gates exactly as we found them, either open or closed, as transmission crews travel the rights of way.

Why we do this

Maintaining transmission lines and rights of way is critical to public safety and the reliability of the state's power grid. The National Electrical Safety Code and state law require minimum clearance distances between the power line and objects within the right of way. Proper vegetation maintenance practices help prevent injury and fire by eliminating potential electrical contact and arcing between the power line and vegetation. We also maintain rights of way so vehicles can access our transmission facilities for regularly scheduled inspections or during an emergency.

How to reach us

If you have any questions about these activities, or if you experience problems while the work is taking place, please don't hesitate to contact me at 800-776-5272, ext. 4545₁ or at sheri.schneider@lcra.org. Por favor póngase en contacto con nosotros para recibir esta información en Español.

We appreciate your cooperation in helping us maintain safe and reliable transmission lines. If you have lessees, land managers or others on your property, please notify them of these plans.

Sincerely,

Sheri Schneider
Real Estate Representative
Real Estate Services

**SCOPE OF WORK
2023 AIRPORT LAYOUT PLAN UPDATE AND NARRATIVE REPORT
LAMPASAS MUNICIPAL AIRPORT
LAMPASAS, TEXAS
JANUARY 2023**

The following Scope of Work (SOW) describes the consultant work effort required to successfully complete an Airport Layout Plan Update (ALP) and Narrative Report (Project) for Lampasas Municipal Airport (LZZ / Airport). This effort will provide an updated ALP with new aviation demand forecasts for approval by the City of Lampasas (Sponsor), Texas Department of Transportation, Aviation Division (TxDOT), and Federal Aviation Administration (FAA). The ALP update satisfies the TxDOT/FAA requirement of the Airport/Sponsor to keep the ALP current. The Narrative Report will accompany the ALP drawings and provide justification for proposed development projects.

The ALP Narrative Report documents the existing conditions and potential changes that the Airport could see over the 10-year planning horizon. The planning horizon is presented in a short-, intermediate-, and long-term scenario and is intended to be independent of a specific year and driven by demand. This is due to uncertainty with demand projections and fluctuating growth rates over the course of a forecast period.

This update will generally follow guidelines contained in FAA Advisory Circular (AC) 150/5070-6B, Airport Master Plans, Chapter 10 “Airport Layout Plan” and Appendix F “ALP Drawing Set”, as well as standards outlined in AC 150/5300-13B, Airport Design. An ALP Drawing Set and supporting Narrative Report will be the final products of this scope of services.

Any previously completed Airport Master Plan, design reports, or other airport related studies will be utilized in the preparation of the Narrative Report, which will explain the reasoning behind and the important features of the ALP Drawing Set and document the planning standards used. The report will consist of the following sections:

- Existing Conditions,
- Aviation Activity Forecasts,
- Demand/Capacity & Facility Requirements,
- Alternatives Development,
- Recommended Development Concept
- Capital Improvement Plan, and
- Airport Layout Plans.

ELEMENT 1 – ALP NARRATIVE REPORT

Task 1.1 – Organizational Kick-off Meeting/Project Definition and Scope

After finalizing the scope of services, establishing coordination procedures with the Sponsor will be required to define and clarify the process and mechanics of completing the Project. This is typically a one-day “kick off” meeting with the Sponsor to review the Project organization and to coordinate requirements, identification of outside coordination points, identification of data sources, and agreement of community involvement.

Goals and objectives for the Project that reflect the Airport needs and desires of the Sponsor/TxDOT will be determined at this meeting. These goals and objectives will ultimately shape the conclusions of the Narrative Report and future development and improvements shown in the ALP. Specific issues to be addressed in the study will be identified and prioritized.

The project kick-off meeting will be attended by two project team members from Centurion.

Task 1.2 – Existing Conditions

The purpose of this element is to collect, and organize basic information, data, drawings, and mapping to be used throughout the Project. This element will maximize the use of existing information available from the Sponsor or TxDOT. As existing information is not accurate or is incomplete, new data will be developed and reflected in the Project narrative.

Existing data and information, such as, but not necessarily limited to, documents, drawings, maps, studies, and projects currently underway or in the planning stages (on and off airport property and in the airport's vicinity) which may directly or indirectly influence the Project, will be identified, reviewed, and documented. Such information may include, for example, inventory and review of previous airport planning, ALPs, surface transportation plans, utility plans, engineering reports, community master plans, and regional transportation and economic development plans, among others.

This inventory will include, but not be limited to:

- Runways, taxiways, aprons, and related lighting, marking, signage, and navigational aids (NAVAIDs);
- Terminal areas –terminal building and general aviation (GA) facilities and areas by function;
- Aviation support facilities including maintenance areas, fuel system/area, and aircraft servicing systems;
- Available utilities and locations, including but not limited to water, gas, electric, telephone/fiber, stormwater drainage, and sewer systems;
- Automobile access, circulation, and parking at and in the airport vicinity;
- Inventory of based aircraft by size and type;
- Inventory of leased airport space (FBO/Specialty Operators, and other areas) – both occupied and available;
- Inventory of hangar areas for square footage and capacity with a visual assessment of condition, as available; and,
- Inventory of weather data based historical meteorological records, including wind direction and velocity; annual ceiling and visibility conditions; temperature and precipitation using the National Oceanic and Atmospheric Administration climatic center database; and/or weather reporting.

Task 1.3 – Aviation Demand Forecasts

This task will create estimates of future levels of airport operations and based aircraft by quantity and characteristics. This will identify the projected demand at LZZ. It will also identify and report socioeconomic characteristics that may influence aviation demand in the Airport's service area.

As part of the forecast update, the consultant team will identify other GA airports in the region as a guide to define the local airport service area for based aircraft; review the aircraft registration information within local zip code areas, the percentages which are based at the Airport; and define the local based aircraft service area.

Historical aviation activity records will be collected from LZZ, FAA Form 5010, *Airport Master Records*, FAA Traffic Flow Management System Counts (TFMSC) data, and other available sources.

The Consultant will evaluate the historical significance and inter-relationship of the area-wide economy with aviation demands using information and data acquired or developed because of previous tasks. The methodology used will employ a variety of techniques that will incorporate national air transportation statistics and local socioeconomic characteristics. Forecasts will be developed for GA operational activity, based aircraft, and military / US Government activity. The forecast methodology outlined in FAA AC 150/5070- 6B will be utilized to model and update forecasts of future aviation activity for the Airport for 5-, 10-, and 20-year planning horizons.

Following the development of forecasts, a comparison of the recommended forecast scenario will be prepared against the FAA's Terminal Area Forecasts (TAF) ensuring that presented forecasts fall within FAA tolerances of more than ± 10 percent in the five-year period, or ± 15 percent in the 10-year period. If the recommended forecasts fall outside these parameters identified in FAA Order 5090.3C, *Field Formulation of the National Plan of Integrated Airport System (NPIAS)*, as compared to the FAA's TAF, specific justifications will be presented to promote FAA review and approval.

The critical/design aircraft will be identified (if necessary, by approach category, wingspan, tail height, and/or maximum gross takeoff weight, or other applicable aircraft components) as conducting a minimum of 500 annual itinerant operations in accordance with FAA AC 150/5000-17.

A series of analyses will be undertaken to determine the most demanding aircraft that regularly uses the airport (critical/design aircraft) and the mix of aircraft that are or will be based at the airport or use it frequently. Physical and operational characteristics of these aircraft will determine the Runway Design Code (RDC) and Taxiway Design Group (TDG) thus determining the runway, taxiway, and related facility design standards and airfield separation criteria to be outlined in Element 4.

A draft working paper that includes the Inventory and Forecasts of the Narrative Report will be completed at this stage of the project. The working paper will be provided to the Sponsor, and TxDOT for review and comment 10-14 days ahead of a project review meeting. At this project review meeting, the Consultant team will present the draft document findings/highlights and entertain questions/comments/discussion with the Sponsor and TxDOT. Items of correction, addition, and revision will be completed, and an updated electronic copy of the Working Paper will be provided to the Sponsor and TxDOT. The Consultant will record meeting notes/minutes and provide them to the Sponsor and TxDOT for comment. The Consultant Team will proceed with Task 1.4 upon receipt of TxDOT's approval of the aviation demand forecasts developed in Task 1.3.

Task 1.4 - Facility Requirements

The objective of this element is to determine existing and future facility requirements based on the approved forecasts in Task 1.3. This element will include consideration for the terminal, landside facilities, runways, taxiways, instrumentation, lighting and parking, approach and protection zones, and those areas of development required for airport support facilities. Utilizing the data developed from the previous elements, an analysis to verify the general airport requirements necessary to meet projected demand will be performed.

Facility requirements will be developed in accordance with FAA design standards to identify development items needed to maintain adequate safety, security, and operations at the Airport. Airside Requirements will be determined based on compliance with FAA design standards and projected activity for the 20-year planning period and include, but not limited to:

- Runways/taxiways (length, width, and configuration);
- Airfield security and gates required around the airfield perimeter;
- Airfield pavement strength (using best available existing data);

- Airfield pavement markings and lighting;
- Airfield navigational aids (NAVAIDs) and weather observation equipment;
- Runway safety areas (Runway/Taxiway Safety Area, Runway/Taxiway Object Free Area, Obstacle Free Zones, Runway Protection Zones, Etc.);
- GA terminal area development needs
- Aircraft parking apron;
- Aircraft storage and/or specialty building(s);
- Aircraft maintenance and/or specialty hangar(s);
- Automobile access and parking facilities;
- Other airport support facilities (if needed); and,
- Fixed Base Operator (FBO)/Flight school/Specialty Aviation Support Operator (SASO) requirements.

Task 1.5 - Alternatives

Alternative development concepts will be prepared to ensure future airport development meets TxDOT/FAA safety and design standards while ensuring LZZ can meet demand for existing and future airport users.

Airside Alternatives.

The airside facility requirements developed in Task 1.4 will be translated into a series of airside alternatives for comparative evaluation. The analysis will address a maximum of three (3) possible airfield alternatives in addition to the No Action Alternative. The environmental and preliminary cost implications of airside development will also be taken into consideration.

Terminal Building, GA Support Facilities, and Landside Alternatives.

Based on the terminal building requirements developed in the previous evaluations, a series of alternative plans for comparative evaluation in relation to the established planning criteria will be developed. The analysis will address a maximum of three (3) terminal area, three (3) airfield alternatives, and a No Action alternative. Parking area layouts will ensure conformance with alternatives, security requirements, future expansion, and overall site configuration. The environmental and preliminary cost implications of these alternatives will also be taken into consideration.

Areas planned for aviation and non-aviation land uses will be clearly defined and delineated. To ensure compatible development is planned for the areas set aside for non-aviation land uses, general land use planning will occur, establishing height limits, allowable uses, etc.

A draft working paper that will include the Facility Requirements and Alternatives sections of the Narrative Report will be completed at this stage of the project. The working paper will be provided to the Sponsor and TxDOT for review and comment 10-14 days ahead of a project review meeting. At this project review meeting, the Consultant team will present the draft document findings/highlights and entertain questions/comments/discussion with the Sponsor and TxDOT. Items of correction, addition, and revision will be completed to the draft document and an updated electronic copy provided to the Sponsor and TxDOT. The Consultant will record meeting notes/minutes and provide them to the Sponsor and TxDOT for comment. The Consultant Team will proceed with Task 1.6 following the selection of a recommended set of development opportunities at LZZ.

Task 1.6 – Recommended Development Concept

Viable alternatives will be considered, and each evaluated in conjunction with a cost analysis and resultant benefit review, in the process of establishing the development plan and program for the Airport. Generalized implications and consequences of each alternative being presented in written and graphic form. The alternatives will be tested against established criteria, goals of the Airport and the City, and

consistency with state/federal requirements. The results of this effort will assist in yielding a positive and unified direction for specific projects and establishing an overall framework for airport development.

Development options for the individual components assessed above will be incorporated into an airport-wide overall development concept. Opinion of probable cost estimates for the preferred development concept will be refined from previous cost estimates. The recommended development concept will be included as “future” development on the ALP set.

Task 1.7 – Capital Improvement Program (CIP)

The preferred/selected development options finalized in Task 1.6 will be shown on the ALP drawings. Opinion of Probable Cost (OPC) for Airport Improvement Program (AIP) eligible projects will be broken down to reflect how they are typically funded, designed, and constructed. Non-eligible capital improvement and maintenance projects will be identified, and OPCs prepared. Ongoing projects will be updated, and all projects will be re-prioritized and integrated into a new airport capital improvement plan (CIP).

A project phased implementation plan that establishes the key activity triggers for implementation and execution of the new CIP will be prepared during this task. It will cover the 0–10 year timeframe. Substantial detail for AIP eligible projects will be provided for those in the first ten (10) years as well as for the recurring maintenance items. Less detail for projects after the first ten years will be provided.

A draft working paper that will include the Recommended Development Concept, CIP, and Phased Implementation Plan sections of the Narrative Report will be completed at this stage of the project. The working paper will be provided to the Sponsor and TxDOT for review and comment 10-14 days ahead of a project review meeting. At this project review meeting, the Consultant team will present the draft document findings/highlights and entertain questions/comments/discussion with the Sponsor and TxDOT. Items of correction, addition, and revision will be completed to the draft document and an updated electronic copy provided to the Sponsor and TxDOT. The Consultant will record meeting notes/minutes and provide them to the Sponsor and TxDOT for comment.

ELEMENT 2 – AIRPORT LAYOUT PLAN DRAWING SET

This element will produce an ALP drawing set for TxDOT/FAA and Sponsor approval and use. Information gathered from existing airport records and plans, as well as data gathered, as a part of the Project will be used to develop the updated plans. AutoCAD will be used to electronically generate a new drawing set.

Coordinate geometry and manual digitization of existing layouts and plans will be used for base mapping purposes. The ALP drawing set will be developed per the *FAA Standard Operating Procedure (SOP) for FAA Review and Approval of Airport Layout Plans (ALPs), Version 2.00* (current version), and *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps, Version 3.00* (current version).

Task 2.1 - Airport Layout Plan Drawing Set

The ALP Drawing Set will be prepared to reflect updated physical features of the Airport and to graphically depict existing and future airport facilities. The ALP Drawing Set will be developed in accordance with FAA SOP 2.00 and AC 150/5300-13B, Airport Design. Sources of information for these drawings will include aerial photography (publicly available), obstruction charts, USGS mapping, legal descriptions, existing property surveys, local and regional government mapping, TxDOT/FAA databases, and any other secondary sources readily available to the Sponsor. Computer aided drafting will be used to generate the new drawing set.

TxDOT/FAA approval of the ALP Drawing Set is required. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction. The ALP drawing set shall include:

- Cover Sheet;
- Airport Layout Plan Drawing (existing/future, as necessary);
- Airport Datasheet (could be combined with Airport Layout Drawing space available);
- Airport Airspace Drawing and associated data sheet(s);
- Inner Portion of the Approach Surface Drawing for each runway end and associated data/obstacle/obstruction table(s)/sheet(s);
- Terminal Area Plan (Commercial Terminal and GA areas);
- Airport Land Use Drawing;
- Off-Airport Land Use Drawing (as needed); and,
- Airport Property Map.

Task 2.2.1 - Cover Sheet

An ALP drawing set Cover Sheet will be prepared that will include the name and location of the Airport and sponsor, location and vicinity maps, numbered list of drawing sheets contained within the set and the date of the set.

Task 2.2.2 - Airport Layout Plan Drawing (ALD)

The ALD will be prepared to reflect existing and future airport layout and physical features, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. Safety areas associated with each operational pavement area. In addition, critical areas for all NAVAIDs will be shown. Other items depicted will include ground contours, elevations, FAR Part 77 approach surfaces, fences, aprons, roadways, and an appropriate legend for ease of understanding.

Task 2.2.3 – Airport Data Sheet

The Data Sheet will be prepared to reflect the existing and future features and development in tabular form. The following tables will be provided with the appropriate data: Airport Data, Runway Data, Modifications to Standards/Deviations from FAA Standards, Declared Distances, Taxiway Data, and General Plan Notes. Wind data will be depicted in the form of wind roses for all-weather and instrument meteorological conditions with appropriate airport reference code and runway orientation depicted, crosswind coverage, and combined coverage, source of wind information and time period covered (may be shown on the Cover Sheet if space is needed). These will all be presented in a table showing the appropriate crosswind component coverage. These tables may be combined with the ALD if space is available.

Task 2.2.4 - Airport Airspace Drawing

This drawing will depict FAR Part 77 imaginary airspace surfaces (horizontal, conical, approach, and approach) in plan view for the ultimate airport development configuration. It will also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portions of the Approach Surface Drawings. Existing and readily available data used for this drawing may include aerial imagery and other data that is readily available or provided by the Sponsor/TxDOT/FAA.

Per criteria outlined in 14 CFR Part 77, a drawing will be prepared depicting a plan view of the ultimate airport Part 77 surfaces (horizontal, conical, approach, and transitional) and a small-scale profile view of the Part 77 approach surfaces along a composite ground profile. Natural and manmade obstructions to the airspace surrounding the Airport will be identified with information depicted in both plan and profile views along with details provided in tabular format. The data obtained in Task 2 will be used as a basis for developing the drawing. Airspace case studies for proposed structures in the airport vicinity will be reviewed for potential new objects and/or obstructions within Part 77 Airspace.

A profile view depicting the Part 77 Approach Surface along a composite ground profile along the extended runway centerline will be developed. This drawing will show significant objects and elevations allowing for depictions of objects and their clearance beneath or penetration through the approach surface. All obstacles will be identified by an object identification number that will also be shown in an obstruction data table. The obstruction table will depict the identification number, object description, date of survey (if available), ground/object elevation, amount of penetration/clearance, and a proposed disposition.

Task 2.2.5 - Inner Portion of the Approach Surface Drawings

Drawings containing the plan and profile view of the inner portion of the approach surface to each runway end and a tabular listing of all surface penetrations. This drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77. The drawing may also show other surfaces including threshold siting, glideslope qualification, and those associated with United States Standards for Instrument Procedures (TERPS). A large-scale plan and profile drawing will be prepared of the existing and ultimate approach surfaces for each runway end. The data obtained in Task 2 will be used as the basis for developing the drawing. The drawing will include aerial photography as the background for reference and will depict the Runway Protection Zones and location, property line within the approach surface, traverseways (roads, railroads, canals, etc.), ground contours, elevations, penetration(s), and disposition of obstructions exceeding Part 77 criteria. Airport design surfaces that will be depicted in the plan view include RSA, OFA, OFZ, and any NAVAID critical areas.

Task 2.2.6 – Terminal Area Layout Plan

Specific terminal/building area plan will be developed to reflect the existing and recommended development that meet identified GA needs, as identified during the Project. Items depicted will include buildings (aviation and non-aviation), building restriction line, property line including easements, aprons with aircraft tiedowns, taxiways/taxilanes, hangars (corporate, FBO, common/box, T-type), aircraft fueling facilities, fencing with gates (numbered), parking lots, major drainage ditches/storm sewers, roads, and any special use areas (agricultural spray support, deicing, or containment). Existing and future building heights along with any obstruction lighting data will be provided in a table. Ground access, passenger parking areas will also be included in this drawing. Dimensions between the runway, taxiway, and taxilane centerlines to all building/structures/parking/objects will be provided based on existing and readily available data.

Task 2.2.7 - Land Use Drawing

A land use drawing for the area within the existing and future airport property boundary will be prepared depicting all on-airport land uses and off-airport property uses in the airport vicinity. Examples of on-airport land uses may include terminal area, airfield-movement area, airfield non-movement area, etc. Off-airport land uses may include the agricultural, industrial, residential, commercial uses, etc. The Land Use Drawing will include boundaries of local governments to aid in areas of impact and influence. This drawing may be used as the basis for developing compatible land use zoning regulations and will show land uses and public facilities, such as schools, parks, hospitals, and other locations of concentrated public gathering. If available, the 65 day-night noise (DNL) contour will be depicted to aid with property planning needs for noise compatibility. A crop restriction line may be depicted if row crop farming is or could occur on airport property or within specified off-airport zones. If available, existing utility information will be shown on this drawing.

Task 2.2.9 - Airport Property Map

The primary intent of APM is to identify and/or delineate all designated airport property, fee-simple or easement, owned or to be acquired by the Sponsor/Owner. In accordance with FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00), the drawing

will inventory all parcels, fee-simple and easement, that comprise the Airport or are proposed for acquisition by the Airport and will include a data table that meets SOP 3.00.

This drawing will be prepared in accordance with FAA requirements and guidelines, using existing documents, maps, and land use plans furnished or readily accessible through the County Assessor or Recorder Office. If additional research is needed to confirm the status of airport property, such as a title search, or ownership issues are not remedied, a plan to correct the Exhibit 'A' may be included in the Project as an additional service.

Task 2.2.10 – ALP Checklist

In accordance with FAA procedures, an SOP 2.00 ALP Checklist will be prepared to accommodate the submittal of the ALP to the FAA for review and comment.

Task 2.2.11 - ALP Review Process

Coordination with TxDOT/FAA will occur throughout the development of the ALP. Upon completion of the Draft ALP and incorporation of all Sponsor comments, preliminary review copies, will be submitted to TxDOT. Upon addressing TxDOT comments, a Draft ALP will be submitted to the FAA for airspace review. Once all FAA comments are incorporated into the ALP, the final ALP will be sent to the sponsor for signature and then forwarded to the TxDOT for final approval.

ELEMENT 3 – FINAL REPORTS AND DOCUMENTATION

Task 3.1 – Prepare “Draft” Final Airport Layout Plan (ALP) and Narrative Report

Following the final review period for the ALP and Implementation Plan chapters of the Project, the “Draft” Final ALP and Narrative Report will be prepared. Comments and corrections received from the Sponsor, TxDOT/FAA, and stakeholders during the review period will be incorporated, as appropriate. No more than ten (10) copies of the “Draft” Final Narrative Report will be provided to the Sponsor along with an electronic copy. TxDOT will receive two (2) hard copies and an electronic copy.

Task 3.2 – Prepare Final Report and ALP Set Approval Coordination

Coordinate final approval of the ALP and Narrative Report with the Sponsor. This task will include a presentation to the City Council/Airport Board seeking approval of the ALP and Narrative Report. The ALP approval will be coordinated with the Sponsor and TxDOT. The Forecasts within the final Narrative Report will include forecasts previously approved by the Sponsor and TxDOT.

Sponsor, TxDOT/FAA, and other stakeholder comments will be incorporated into the Final Narrative Report and ALP set. Project documents will be signed by the Sponsor and submitted to TxDOT for approval.

- Five (5) hard copies and one (1) PDF of the Final Narrative Report to the Sponsor
- One (1) hard copy and one (1) PDF of the Final Narrative Report to TxDOT
- ALP set - One (1) full size set (22x34) to TxDOT for Preliminary Review
- Submission of final ALP set into FAA’s OEAAA portal for Airspace Review upon approval and direction from the TxDOT Project Manager
- Final ALP Drawings - Three (3) full size sets (22x34) (hard copy and PDF) of the ALP Update Drawing Set for final approval signatures (hard copy signed distribution: one (1) copy to TxDOT and two (2) sets to the Sponsor). One complete AutoCAD file set will be provided to the Sponsor and TxDOT.

ELEMENT 4 – PROJECT COORDINATION

TASK 4.1 - Project Coordination

A significant amount of time is required to coordinate the planning process with affected parties. This task includes time for such coordination including not more than three (3) coordination meetings in addition to the project kick-off meeting. Additional, virtual meetings may be held at the request of the Sponsor or TxDOT.


City ManagerITEM NO. 7.1

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

Subject:

Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 6, 2023 General Election

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 19, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement:

\$5,812.68 Estimated cost (See Exhibit C of Attached Agreement); Budgeted Funding: \$10,000.00

Attachments: Contract for Election Services

Summary Statement:

Mark Bishop, Elections Administrator, has agreed to conduct the election again this year. The Contract is the same as last years with the exception of dates. Early voting will be at the Election Administrator's office, 407 South Pecan, Suite 102. On Election Day, voting locations will be at the Election Administrator's Office, 407 South Pecan, Suite 102, and at the Kempner Fire Training Center, 315 Pecan Street, in Kempner, Texas. All local elections in the county will be held jointly in a county wide election.

As a reminder, the US Supreme Court ruling in June 2013, the City is no longer required to obtain the Department of Justice Preclearance.

Recommendation:

Motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 6, 2023 General Election and authorize the City Manager to execute the related document.

CONTRACT FOR ELECTION SERVICES
BETWEEN
LAMPASAS COUNTY, TEXAS
AND
THE CITY OF LAMPASAS, TEXAS
FOR THE May 6, 2023 LOCAL ELECTION

THIS CONTRACT is made and entered into by and between the County of Lampasas, Texas, Elections Administrator acting as its agent, hereinafter referred to as "Contracting Officer," and the individual Local Political Subdivision - the Lampasas Independent School District, Texas, Election Official acting as its agent, hereinafter referred to as "the LPS," pursuant to the authority under Section 31.092(a) of the Texas Election Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties to this contract agree to the following with regard to coordination, supervision, and conducting of the LPS's **May 6, 2023** trustee election ("the election").

I. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer will perform the following services and furnishing the following materials and equipment in connection with the election:

A. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

B. Nomination of Presiding Judges and Alternate Judges; Appointment of Clerks. The Contracting Officer shall submit to the LPS for approval by its governing body within such time so as to not impede the orderly conduct of the election, a proposed list of presiding election judges and alternate presiding judges for each of the LPS's Election Day voting locations shown on Exhibit B, attached hereto and made part of this contract, a proposed person to serve as presiding judge of the Early Voting Ballot Board (EVBB), and two proposed persons to serve as presiding judge and alternate judge of the central counting station on Election Day. Such proposed presiding judges and alternate judges shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code. The proposed EVBB presiding judge and the proposed central counting station presiding judge shall meet the eligibility requirements in, respectively, Sections 87.003 and 127.005(b) and Subchapter C of Chapter 32 of the Texas Election Code.

C. Notification to Presiding Judges and Alternate Judges; Appointment of Clerks.

1. Following their appointment by the governing body of the LPS, in accordance with Section 32.009 of the Texas Election Code, the Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will include the assigned voting location, date of the election school, the eligibility requirements for election workers, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge as appropriate.

2. The Contracting Officer will forward a list of registered voters who are willing to serve as election clerks from which the presiding judge shall make his or her clerk appointments. If the presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the presiding judge shall make a documented effort to choose at least one election clerk who speaks both English and Spanish. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments.

3. The Contracting Officer shall prepare the writs of election in accordance with Section 4.007 of the Texas Election Code. The writs of election shall be forwarded by the Contracting Officer to the presiding judges in accordance with timelines from the Secretary of State's office.

4. Following appointment by the governing body of the LPS, the Contracting Officer shall notify the presiding and alternate judges of the EVBB and the central counting station of their respective appointments, the time and place on Election Day to which they should report, the date of the election school for them, the eligibility requirements, the rate of compensation, the number of clerks the presiding judge is entitled to appoint (two for the EVBB and one for the central counting station), and the names of potential clerks.

D. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will either be paid by the Contracting Officer and reimbursed by the LPS or the LPS will pay such cost directly to the third persons, as agreed by the parties at the time the services and supplies are ordered.

E. Election School. In accordance with Sections 32.111 and 125.009 of the Texas Election Code, the Contracting Officer shall be responsible for conducting (or for having third parties conduct) at minimum one election school to train the presiding judges, alternate judges, and election clerks in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, maintaining order in the voting location, and provisional voting. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. The LPS understands that the Contracting Officer cannot guarantee that the judges, clerks, or deputies will attend an election school. The Contracting Officer will not pay election workers for attendance at the election school(s).

F. Posting of Election Notice. The Contracting Officer shall be responsible for posting the required election notice under Section 4.003 of the Texas Election Code by posting at each voting location in which an election is held.

G. Election Supplies. The Contracting Officer shall procure, prepare, and distribute to each presiding judge (or the election worker designated by the presiding judge) for use at the voting locations on Election Day and Early Voting the following consumable election supplies in connection with the LPS's registered voters: election kits from third-party vendors or the equivalent

(including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); seals; sample ballots; ExpressVote Ballot Card Stock and other consumable-type office supplies necessary to hold an election. If necessary, the Contracting Officer may purchase additional or make additional copies of election forms, including sample ballots and combination poll lists/signature rosters.

H. Election Equipment.

1. The Contracting Officer will use the Direct Record Electronic (DRE) voting system purchased by Lampasas County, for the election. This voting system is variously referred to throughout this contract as “the voting system,” “the DRE voting system,” or “the voting equipment,” and includes the equipment referred to as “ExpressVote BMD Terminal” (Terminal), “DS200 Precinct Scanner” (Scanner), and “ExpressPoll Tablet” (E-poll Book). The Early Voting and Election Day voting places will each have at least one voting machine that is accessible to disabled voters.

2. The Contracting Officer shall coordinate with Election Systems & Software, LLC (ES&S) the ballot preparation based on information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, and the English and Spanish translation of the offices and any propositions. The LPS shall be responsible for the cost of such programming. The Contracting Officer will notify the LPS of the cost. The Contracting Officer shall provide sufficient time to the LPS to review the ballot before it is finalized.

3. The Contracting Officer shall prepare the Terminals and Scanners for Early Voting and Election Day, including predefinition and sealing, and shall make available for pick up the appropriate Terminals, Scanners, and E-poll Books to the appropriate presiding judges (or the election worker designated) who picks up the election supplies under paragraph D above. The Terminals, Scanners, and E-poll Books (along with the election supplies, election records, and unused election supplies under paragraph D above) will be returned to the Contracting Officer at the conclusion of the election by the presiding judge (or the election worker as designated).

4. The Contracting Officer will prepare an E-poll Book and Express Vote Printer for Early Voting and Election Day polling places with pick up and return in the same manner as other equipment under #3 above.

5. At the option of the Contracting Officer, election supplies, Terminals, Scanners, and E-poll Books may be transported by the Contracting Officer or designee to the Election Day voting location and picked up at the voting location after the polls close on Election Night.

I. Logic and Accuracy Testing. The Contracting Officer shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Secretary of State. The Contracting Officer shall also cause the publication of any required notice of such testing. The Contracting Officer will notify the LPS of the date and time of the Logic and Accuracy Testing. The LPS shall reimburse the Contracting Officer for the cost of such testing and notice.

J. Early Voting. The Contracting Officer will hold early voting at its designated location at 407 South Pecan, Suite 102, Lampasas, Texas, and will conduct early voting by mail in connection with the election of the LPS. In accordance with Sections 31.097(b) of the Texas Election code, the Contracting Officer will serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct Early Voting by mail and personal appearance and shall hire up to 4 clerks to serve as Early Voting deputy clerks at the main office.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at locations listed in Exhibit A. The Contracting Officer shall ensure that the Early Voting locations are set up for early voting and have the necessary tables, chairs and voting equipment.
3. If requested by the LPS, the Contracting Officer shall deliver or fax to the LPS the next business day, copies of the roster of early voters from the previous day from both the main and branch locations. The cost of such delivery and faxing shall be reimbursed to the Contracting Officer by the LPS.
4. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.
5. All Early Voting ballots cast by mail shall be secured and maintained by the Contracting Officer and delivered by the Contracting Officer or the assigned deputy in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the central counting station on Election Day.

K. Election Day Voting Locations. The Election Day voting locations are as set forth in Exhibit B. The Contracting Officer shall arrange for the use of the Election Day voting places and shall coordinate with the Election Day judge for the setup of the voting locations for Election Day, including ensuring that they have the necessary tables, chairs, and voting equipment.

L. Counting the Votes. The Contracting Officer shall count the votes in accordance with Chapter 127 of the Texas Election Code. The Contracting Officer shall serve as the central counting station manager.

M. Election Reports. The Contracting Officer shall prepare the unofficial tabulation of election results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results shall be made available to the LPS as soon as they are prepared but not earlier than 7:05 p.m. or the time by which all voting locations close on Election Day at the Contracting Officer's office.

N. Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code. The Contracting Officer or designee (which may include the LPS election official) will review the affidavits related to provisional voters and provide factual information on the provisional voter's status. The Contracting Officer or designee will deliver the

provisional voting affidavits relating to the LPS's provisional voters in counties other than Lampasas County to the LPS's election official not later than the next business day after the Election Day. The Contracting Officer or its deputy will deliver the provisional affidavits to the appropriate voter registrar not later than the next business day after the Election Day so that the voter registrar may provide factual information on the provisional voter's status. The Contracting Officer will notify the EVBB of the need to meet within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots. Promptly after determination of the provisional votes and resolution of any such mail ballots, the Contracting Officer will tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS.

O. Custodian of Election Records. After completion of the unofficial tabulation of precinct results, the Contracting Officer shall distribute the election records to the LPS Election Official in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of the voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Terminals, Scanners, and E-poll Books.

P. Recount.

1. If required by law, the Contracting Officer shall have performed a partial count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code and a recount in accordance with section 129.001 of the Texas Election Code. The LPS shall reimburse the Contracting Officer for the cost of such count and recount.

2. If a recount is required in accordance with Title 13 of the Texas Election Code, the Contracting Officer shall conduct such recount and the terms of this contract shall govern such recount. The cost of any such recount is not included in the estimate set forth in Exhibit C, which is attached hereto and made a part of this contract.

Q. Reports to the Texas Secretary of State. The Contracting Officer shall have no responsibility for the filing of reports with the Texas Secretary of State.

II. RESPONSIBILITIES OF THE LPS. The LPS shall assume the following responsibilities in connection with the election:

A. Adopting a Voting System. Per Section 123.001 of the Texas Election Code, the LPS has adopted the DRE voting system that will be used in the election.

B. Establishing a Central Counting Station. Per Section 127.001 of the Texas Election Code, the LPS has established the central counting station at the Elections Administrator office, 407 South Pecan, Suite 201, Lampasas, TX 76550.

C. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

D. Appointment of Presiding Judges and Alternate Judges. Promptly after receiving the proposed lists of presiding judges and alternate judges from the Contracting Officer, and within such time so as to not impede the orderly conduct of the election, under Sections 32.005, 87.002 and 127.005 of the Texas Election Code, the LPS will appoint presiding judges and alternate judges at the indicated Election Day voting places, the EVBB, and the Central Counting Station from the proposed lists and notify the Contracting Officer. The LPS may appoint as presiding judges and alternate judges, persons other than those on the proposed list, but acknowledges that such persons must be willing to take all necessary training with respect to the voting equipment. If from other sources, the LPS shall ensure that the appointees meet, as appropriate, the eligibility requirements in Subchapter C of Chapter 32 and Sections 87.003 and 127.005(b) of the Texas Election Code.

E. Assistance in Providing Bilingual Clerks. In compliance with section 272.009 of the Texas Election Code, if necessary, the LPS shall have available at a central location - one election clerk who is fluent in both English and Spanish to provide assistance to Spanish-speaking voters, if the election judges advise the Contracting Officer that they are unable to find bilingual election clerks and the Contracting Officer so advises the LPS. The LPS shall provide the names and telephone numbers of potential bilingual election clerks to the Contracting Officer.

F. Appointment of Early Voting Clerk. The LPS hereby appoints the Contracting Officer Elections Administrator to serve as the Early Voting Clerk for the election and authorizes the conduct of the Early Voting at the Elections Administrator's main office at 407 South Pecan, Suite 102, Lampasas, Texas.

G. Appointment of Central Counting Station Manager and Tabulation Supervisor. The LPS hereby appoints the Contracting Officer Election Administrator to serve as the Central Counting Station Manager and Tabulation Supervisor.

H. Registered Voter List. The LPS shall obtain from the Election Administrator, or Voter Registrars, if the territory of the LPS is in more than one county, a list or lists of registered voters in the LPS territory required for use on Election Day and for the early voting period required by law and provide these lists to the Contracting Officer if applicable

I. Applications for Mail Ballots. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.

J. Election Orders, Notices, and Canvass. The LPS shall prepare in a timely manner the election order, notice, resolutions, official canvass, returns, and other pertinent election documents for adoption by the appropriate officer or governing body of the LPS. The LPS is responsible for ensuring that all necessary documents are in both English and Spanish.

K. Election Notice. The LPS shall be responsible for preparing and posting the required election notice under Section 4.003 of the Texas Election Code. The LPS will forward copy of the Notice to the Contracting Officer.

L. Map. If requested by the Contracting Officer, the LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format to enable the election workers to determine the voters eligible to vote in the LPS.

M. Ballot Information. Not later than three days following the deadline for a candidate to withdraw, the LPS shall provide the Contracting Officer with the office names, including place designations, in English with Spanish translations, the names of the candidates as the names are to appear on the ballot as well as the order in which the names are to appear under each office, and the English and Spanish translations of any propositions that are to appear on the ballot, as well as the order of any such propositions on the ballot. The LPS shall promptly review for correctness and verify approval by signature the final ballot when requested by the Contracting Officer to do so prior to finalization.

N. Promotion and Information about the Election. The LPS assumes the responsibility of providing information about the candidates and issues, if any, in the election and of promoting the schedules for Early Voting and Election Day. The Contracting Officer shall have no responsibility for this.

O. Recount. If the LPS or its canvassing authority receives a recount petition, it shall immediately notify the Contracting Officer of such recount petition and provide the Contracting Officer with a copy of the petition.

P. Reports to the Texas Secretary of State. The LPS is responsible for filing all required reports with the Texas Secretary of State.

III. ELECTION WORKERS

A. Number of Election Workers at Election Day Voting Locations. It is agreed by the Contracting Officer and the LPS that there will be up to five election workers at each of the Election Day Voting locations. The workers will consist of the presiding judge, alternate judge, and three election clerks appointed by the presiding judge. However, the parties agree to consult at least 30 days before the election to decide if in voting locations with a historically low voter turnout, the number of election workers could be reduced to a total of three without adverse impact on the integrity of the voting procedures.

B. Number of Early Voting Deputies. The Contracting Officer may appoint up to four Early Voting workers to work at the Early Voting location.

C. Number of EVBB Members. It is agreed by the Contracting Officer and the LPS that the EVBB shall consist of three members, a presiding judge and two clerks appointed by the presiding judge.

D. Presiding Judge of the Central Counting Station. It is agreed by the Contracting Officer and the LPS that there will be a presiding judge and an alternate judge appointed for the central counting station.

E. Compensation to be Paid to Presiding Judges, Alternate Judges, and Election Clerks. The Contracting Officer and the LPS agree that the alternate judges, election clerks, and

election night receiving workers will be paid the rate of \$10.00/hour for the hours actually worked. The presiding election judge, central counting station supervisor and assistant, and the EVBB a will be paid the rate of \$11.00/hour.

F. Delivery Fee. The election worker who picks up the election supplies, Terminals, Scanners, and E-poll Books the day before the election and who returns them after the polls close on Election Day will be paid a delivery fee of \$25. This fee may be split in the event that a different election worker picks up the election supplies, Terminals, Scanners, and E-poll Books than returns them. The presiding judge shall note the split on the compensation sheet. In the event that the Contracting Officer or designee delivers the election supplies, Terminals, Scanners, and E-poll Books to the voting location and an election worker returns them, the election worker shall be entitled to one-half of the delivery fee. In the event that the Contracting Officer or designee both deliver to and pick up from the voting location the election supplies, Terminals, Scanners, and E-poll Books no delivery fee will be paid to the election workers.

G. Pick up of the Election Supplies, Terminals, and Scanners. The Contracting Officer shall have the supplies ready to be picked up by the presiding judges, or the designee of the presiding judges, on the Friday prior to Election Day, at 407 South Pecan, Suite 102, Lampasas, TX 76550, and shall notify the presiding judges of the date and time. The presiding judges will pick up the election supplies, Terminals, Scanners, and E-poll Books from the Contracting Officer. In the event the presiding judge cannot pick up the supplies, the Contracting Officer will deliver them to the voting location.

H. Election Schools. All election judges and alternate judges will be required to attend one or more election schools, as required by the Contracting Officer, on the operation of the voting system, the qualifying of voters, provisional voting, maintaining order in the voting place, and completing the paperwork required in an election. If an election worker declines to attend such election school(s), the Contracting Officer may replace that worker with another one, subject to the approval of the LPS, unless Section 32.007 of the Texas Election Code applies.

IV. PAYMENT

A. Reimbursable Costs and Expenses. In accordance with Section 31.100(b) of the Texas Election Code, the LPS shall pay the Contracting Officer for the actual expenses incurred directly attributable to the election, including without limitation, the following: supply costs, newspaper notice publication expenses, wages and salaries of Early Voting and Election Day voting place workers, wages and salaries of members of the EVBB and the central counting station presiding and alternate judges, the cost of the hours spent coordinating programming the ballot for the DRE voting equipment and the cost of preparing and conducting the Logic and Accuracy (L&A) Testing, a "per election" user fee of \$50 per machine per day for each regular Terminal, Scanner, and E-poll Book set placed in service at the Early Voting and Election Day voting locations serving the LPS, the cost of transportation of the voting equipment to the voting locations and from the voting locations to the central counting station, and the cost of Election Day technical support, tabulation, and production of unofficial reports by the Lampasas Election Administrators office.

B. Administrative Fee. In accordance with Section 31.100(d), the LPS shall pay the Contracting Officer an administrative fee in the amount of 10% of the total cost of the contract (but

not less than \$75.00) to cover the services performed by the Contracting Officer, other than the programming of the DRE ballot, the L&A Testing, and the Election Day services.

C. Billing.

1. As soon as reasonably possible after the election, the Contracting Officer will submit an itemized invoice to the LPS for (1) actual costs and expenses directly attributable to the coordination, supervision, and conducting of the election and incurred or promised on behalf of the LPS by the Contracting Officer, and (2) the Contracting Officer's administrative fee under Section 31.100(d) of the Texas Election Code. Costs and expenses for which reimbursement is sought shall be supported by appropriate documentation, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

2. To the extent that the costs and expenses are incurred in connection with voting locations used by more than one political subdivision, such as (without limitation) the cost of renting voting locations and voting equipment, programming the voting equipment, L&A Testing of the voting equipment and programming, wages and salaries of election workers, and the Election Administrator's office Election Day Support, such costs will be divided equally between the local political subdivisions using a common voting location.

D. Payment. If there are no opposed candidates, the LPS will cancel its election and will be responsible only for the Administrative Fee as noted in Section IV(B) and other agreed upon expenses that may have been incurred by the Contracting Officer on behalf of the LPS, if any. The LPS will notify the Contracting Officer of its intent to cancel the election within three days following the last day to file an application for place on the ballot. If the LPS cancels the election, the Contracting Officer may immediately bill the LPS for the Administrative Fee and any other agreed upon expenses that were incurred by the Contracting Officer on behalf of the LPS, if any. Following the election, the Contracting Officer's cost detail invoice shall be forwarded to the LPS. The invoice shall be due and payable to the appropriate party within 30 days from the date of receipt. If there is any disputed portion of the invoice, the LPS shall notify the Contracting Officer within such 30-day period or the invoice will be deemed to be a true and accurate rendering of the amount that is due.

E. Estimated Cost of Services. A cost estimate for election expenses is set forth in Exhibit C. The Contracting Officer agrees to advise the LPS if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses as set forth in Exhibit C.

V. GENERAL PROVISIONS

A. Nontransferable Functions. Nothing in this contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the election is to be filed;
2. The place at which any function is to be carried out;
3. The officers who conduct the official canvass of the election returns;

4. The authority to serve as custodian of voted ballots or other election records; or
5. Other nontransferable function specified under Sec.31.096 of the Texas Election Code.

B. Joint Election.

1. The LPS does hereby agree to hold a joint election under Section 271.002 of the Texas Election Code with the City of Lampasas as per the Joint Election Agreement set forth in Exhibit D, attached hereto and made part of this contract.

2. In the event of such a joint election, the LPS does hereby agree to share equally in the expense of the compensation of election workers and early voting deputies at such joint election locations, the cost of the DRE voting equipment at such joint locations, and the cost of any other election services in connection with such joint election locations (such as the DRE programming, L & A Testing, and Election Day support from the Election Administrator's office), in accordance with the Joint Election Agreement attached hereto and made a part of this contract as Exhibit D.

C. Cancellation of Election. If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred by the Contracting Officer before the date of cancellation in connection with the election. The Contracting Officer shall submit an invoice for such expenses and documented time spent on the election (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the LPS authorizes such major costs in advance in writing.

D. Contract Copies to Treasurer and Auditor. In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Lampasas County, Texas and the County Auditor of Lampasas County, Texas.

E. Chargeable Election Expenses. In accordance with Section 31.100 of the Texas Election Code, only the actual expenses directly attributable to the contract may be charged, including Contracting Officer's administrative fee.

F. Criminal Background Checks. The Contracting Officer will certify that a criminal background check on all employees, including temporary employees, that may program, test, perform maintenance, transport equipment, or perform technical support on the voting system equipment for Lampasas County has been performed. The Contracting Officer will be responsible to determine that there are no findings that would prevent the employees from performing their assigned duties.

G. Representatives. For purposes of implementing this contract and coordinating activities hereunder, the Contracting Officer and the LPS designate the following individuals, and whenever the contract requires submission of information or documents or notice to the Contracting Officer or the LPS, respectively, submission or notice shall be to these individuals:

For the Contracting Officer:

Mark Bishop
Elections Administrator
407 South Pecan, Suite 102
Lampasas, TX 76550
Tel: (512) 556-8271 ext. 206
Fax: (512) 564-1424
Email: ea@co.lampasas.tx.us

For the LPS Election Official:

Becky Sims
City Secretary
City of Lampasas
312 E. Third Street
Lampasas, TX 76550
Tel: (512) 556-6831
Fax: (512) 556-8083
Email: bsims@cityoflampasas.com

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 202__.

By: _____
Mark Bishop
Elections Administrator
Lampasas County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 202__.

By: _____
Finley deGraffenried
City Manager
City of Lampasas

Exhibit A

**May 6, 2023 LOCAL ELECTION
City of Lampasas, Texas
Lampasas County, Texas**

Early Voting Locations and Hours

Early voting will be held at the Lampasas County Elections office, 407 South Pecan, Suite 102, Lampasas, TX.

Monday, April 24, 2023	8:00 am - 5:00 pm
Tuesday, April 25, 2023	7:00am - 7:00pm
Wednesday, April 26, 2023	8:00am - 5:00pm
Thursday, April 27, 2023	8:00am - 5:00pm
Friday, April 28, 2023	8:00am - 5:00pm
Monday, May 1, 2023	8:00am - 5:00pm
Tuesday, May 2, 2023	7:00am - 7:00pm

Exhibit B

May 6, 2023 LOCAL ELECTION

**Election Day Voting Locations
City of Lampasas, Texas
Lampasas County, TX**

Location	Address	City/State	
Lampasas County Elections Office	407 S. Pecan St, Suite 102	Lampasas, TX 76550	
Kempner Fire Training Center	315 Pecan Street	Kempner, TX 76539	

EXHIBIT C

Election Cost Estimate: May 6, 2023 Election Services CONTRACT			
City of Lampasas (Based on two entities)			
SUPPLIES and EXPENSES		Cost	Entity %
SUPPLY COSTS - MISC OFFICE SUPPLIES (Envelopes, copying, letterhead, pens, pencils, misc office supplies)		50	25
ELECTION SUPPLIES (forms, voter information, provisional and mail ballot supplies, combination forms, equipment desk reference, judge handbook, sample ballots)		50	25
Logic and Accuracy Testing		50	25
LAT Notice Publication		150	75
BALLOT PRODUCTION - ES&S (City of Lampasas share)		3,800.00	1,900.00
Ballot By Mail 100 x \$5.00 (50% City Share)		500.00	250
Expressvote Ballot Card Stock 2000 x .24 (50% City share)		480	240
EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities			
<i>EARLY VOTING - 7 days</i>			
DS200 Scanner	<i>7 days x 1 unit x \$50 per day</i>	350	175
ExpressVote BMD Terminal	<i>7 days x 5 units x \$50 per day</i>	1,750.00	875
ExpressPoll Tablet	<i>7 days x 1 unit x \$50 per day</i>	350	175
<i>ELECTION DAY – Elections Office</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50	25
ExpressVote BMD Terminal	<i>5 units x \$50 per day</i>	250	125
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50	25
<i>ELECTION DAY – Kempner Fire Station</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50	25
ExpressVote BMD Terminal	<i>4 unit x \$50 per day</i>	200	100

ExpressPoll Tablet	1 unit x \$50 per day	50	25
DS200 Used for Ballots By Mail	1 unit x \$50 per day	50	25
PAYROLL			
EARLY VOTING - Elections Office	125 hrs. x \$10.00	1,250.00	625
ELECTION DAY - Lampasas location - 1 Judge	1 judge x \$11.00 per hr. x 14 hrs	154	77
ELECTION DAY - Lampasas Fee to deliver equipment	N/A	0	0
ELECTION DAY - Lampasas location - 2 Clerks	2 clerks x \$10.00 per hr.x 13 hrs	260	130
ELECTION DAY - Kempner Fire Station - 1 Judge	1 judge x \$11.00 per hr. x 14.5 hrs	159.5	79.75
ELECTION DAY - Kempner Fire Station Fee to deliver equipment	1 judge x \$25.00	25	12.5
ELECTION DAY - Kempner Fire Station location - 2 Clerks	2 clerks x \$10.00 per hr.x 13 hrs	260	130
ELECTION DAY - Counting station	3 clerks x \$10.00 per hr. x 3 hrs	90	45
ELECTION DAY - Assistance and Technical Support		50	25
Early Voting Ballot Board - 1 judge, 1 alternate judge, 1 clerk (provisional and ballots by mail)	3 workers x \$10.00 per hr x 3 hr	90	45
SUBTOTAL		10,568.50	5,284.25
10% ADMINISTRATIVE FEE			528.43
GRAND TOTAL - PAYABLE TO LAMPASAS COUNTY ELECTIONS ADMINISTRATOR			5,812.68

EXHIBIT D

**JOINT ELECTION AGREEMENT BETWEEN
THE CITY OF LAMPASAS AND LAMPASAS INDEPENDENT SCHOOL DISTRICT**

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City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action regarding update of the library's Long Range Plan.

Requested By: Shanda Subia, Library Director

Submitted By: Shanda Subia, Library Director

Date Submitted: January 10, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement:

N/A

Attachments: Long Range Plan for 2023-2027

Summary Statement:

The Library Advisory Board and Library Staff have revised the library's Long Range Plan for the years 2023 through 2027. These goals and objectives are updated every 5 years and provide direction in areas such as staff and volunteer development, collection development, emerging technology, public awareness, and cooperative relationships.

Recommendation:

To consider a motion to approve the library's updated Long Range Plan for 2023-2027.

LAMPASAS PUBLIC LIBRARY

LONG RANGE PLAN

GOALS AND OBJECTIVES

2023-2027

GOAL 1: Be staffed with qualified, motivated, attentive employees to provide its patrons with excellent library services.

OBJECTIVES:

1. Staff will continue to obtain a minimum of five (5) hours per year of continuing education credit.
2. Continue volunteer recruitment, training, and recognition.

GOAL 2: Provide access to relevant collections of well-organized library materials which meet the community's needs.

OBJECTIVES:

1. Reach and maintain an average collection age of 10 years, excluding Texas, Reference, Western, Literature, and Microfilm collections.
2. Continue to explore and utilize emerging technology with regard to access to library materials.
3. Review the policies of the Library as needed.

GOAL 3: Make effective use of emerging technology to provide the community with outstanding access to information.

OBJECTIVES:

1. Continue to provide up-to-date computer work stations.
2. Continue to provide high-speed Internet access with print capabilities.
3. Continue to provide access to electronic databases.

GOAL 4: Provide spaces which are readily accessible, inviting, functional, and well-equipped.

OBJECTIVES:

1. Provide inviting spaces with seating throughout the library.
2. Continue to make the Foundation Room available for the community's needs.
3. Continue to enhance library facilities in cooperation with the City of Lampasas and the Library Foundation of Lampasas, Texas.

GOAL 5: Improve public awareness of library programs and services that encourage reading and lifelong learning.

OBJECTIVES:

1. Continue promoting library programs and services through print and online media.
2. Continue to offer creative programs for the community.

GOAL 6: Practice effective planning and management, and develop financial resources.

OBJECTIVES:

1. Continue to assist the Library Foundation of Lampasas, Texas in its community fundraising and public relations efforts.
2. Re-evaluate the Long Range Plan every five years.
3. Continue to pursue additional funding outside the city budget by exploring and pursuing grants available.
4. Provide recommendations to the Guthrie Trust Committee to enhance library programs and services in cooperation with the City of Lampasas and Library Foundation of Lampasas, Texas.

GOAL 7: Actively participate in information sharing, innovative projects, and cooperative relationships.

OBJECTIVES:

1. Continue to partner with the Lampasas ISD and CTLS/PLAN.
2. Continue to explore partnerships which will strengthen the community.


City ManagerITEM NO. 7.3

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

Subject:

Discussion and possible action regarding proposed thirty-five (35) mile per hour school zone for Lampasas High School on Highway US-281, from mile point 28.649 to mile point 29.938, totaling 0.289 miles.

Requested By: TxDOT**Submitted By:** Ryan Ward, ACM**Date Submitted:** January 19, 2023**For the Agenda of:** January 23, 2023**Procurement and Funding Statement:**

N/A

Attachments: Study**Summary Statement:**

A speed study was conducted by TXDOT on HWY US-281, on September 29, 2022. This study was conducted upon the request of Lampasas ISD, with the concern of speed as it relates to active school zone times. It is hereby determined upon the basis of an engineering and traffic investigation, that the current prima facie speed posted by TXDOT, is greater than what is reasonable or safe, and it is hereby proposed to be thirty-five (35) miles per hour when flashing.

Per Section 78-251, School Zones Established:

School zones while in session: It is unlawful for a person to drive or operate a vehicle at a speed in excess of thirty-five (35) miles per hour when flashing on the following streets, highways or portions thereof, hereby designated as school zones, when signs are in place giving notice of the speed limit, on Monday through Friday, when school is in session, during the hours of 7:00 a.m. to 4:30 p.m. or when flashing, at the following locations:

Lampasas High School:

- 1) Highway US 281, Texas Department of Transportation Control Section 0251-6, from mile point 28.649 to MP 28.938, totaling 0.289 miles.

TXDOT's responsibility will be to install the flashing school zone beacons and maintain them.

Recommendation:

To consider a motion to approve the proposed thirty-five (35) mile per hour school zone, when flashing, for Lampasas High School on Highway US-281, from mile point 28.649 to mile point 29.938, totaling 0.289 miles.



2495 US 183 N, BROWNWOOD, TEXAS 76802 | 325.646.2591 | WWW.TXDOT.GOV

January 4, 2023

The Honorable TJ Monroe
Mayor, City of Lampasas
312 E. Third St.
Lampasas, Texas 76550

Dear Mayor Monroe:

At the request of Lampasas ISD, a speed study was conducted on US 281 in the vicinity of the school. School officials have expressed concern about the speed in this area. We are recommending the City pass an ordinance for the speed zone shown below. This zone is also shown on the attached strip map.

We are requesting the City Council pass an ordinance to approve the following speed zone:

MP 28.649 to MP 28.938 / 0.289 mile / 35 mph when flashing (School Zone)

Please furnish two copies of the ordinance with proper signatures and seals. Should you have any comments or suggested modifications upon your review of the enclosed strip map, please advise me of your preferences.

Sincerely,

DocuSigned by:

5D8F6D958F8543B...
Chris Graf, P.E.
Director of Construction

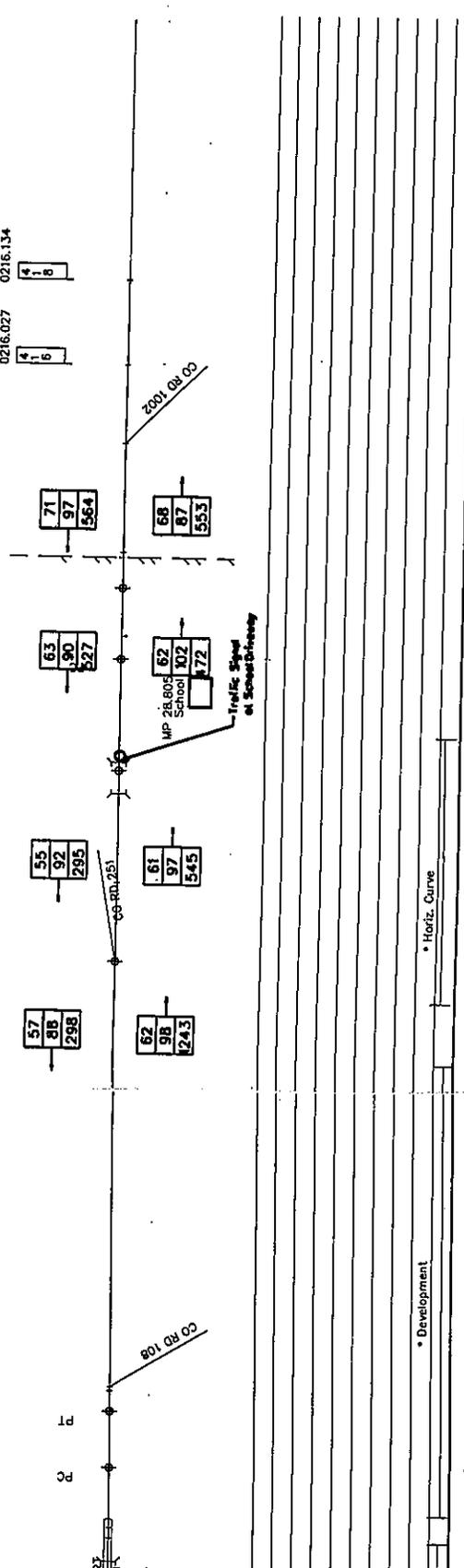
C-S 251-6 C-S 251-7
29.387 00.000

PROPOSED
35 MPH
WHEN FLASHING
0.289 MI

0.227 MI X
35 MPH X
0.298 MI X
45 MPH X
0.130 MIX X
70 MPH X
0.212 MI X
75 MPH X

0.685 MI
55 MPH

0.227 MI X
35 MPH X
0.298 MI X
45 MPH X
0.130 MIX X
70 MPH X
0.212 MI X
75 MPH X



SPEED ZONE

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City Manager

ITEM NO. 7.4

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

Subject:

Discussion and possible action regarding the first reading of an Ordinance amending Chapter 54 Parks and Recreation, City of Lampasas Code of Ordinances adding Skate Park Rules and creating appropriate signage for safety and well-being of the Community.

Requested By: Ryan Ward, ACM

Submitted By: Becky Sims, City Secretary

Date Submitted: January 20, 2023

For the Agenda of: January 23, 2023

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the agenda as follow up to the discussion at the January 9, 2023 City Council Meeting. With guidance from SPA Skateparks, TML and the City of Lampasas Parks Board Staff recommends the following proposed rules and regulations to be included on signage.

- Park Hours
- Use at Own Risk
- Recommended Safety Gear
- Respectful and Courteous- No fighting or foul language
- No Alcohol or Tobacco Products
- No Gum, Food or Drinks on Skate Park Surface
- No Graffiti or Defacing Property
- All other City of Lampasas Park Rules Apply

TEXAS LAW (CHAPTER 75, CIVIL PRACTICE AND REMEDIES CODE) LIMITS THE LIABILITY OF A GOVERNMENTAL UNIT FOR DAMAGES ARISING DIRECTLY FROM HOCKEY, IN-LINE HOCKEY, SKATING, IN-LINE SKATING, ROLLER-SKATING, SKATEBOARDING, ROLLER-BLADING, OR SOAP BOX DERBY USE ON PREMISES THAT THE GOVERNMENTAL UNIT OWNS, OPERATES, OR MAINTAINS FOR THAT PURPOSE.

Recommendation:

To consider a motion to approve the first reading of an Ordinance amending Chapter 54 Parks and Recreation City of Lampasas Code of Ordinances adding Skate Park Rules and creating appropriate signage for safety and well-being of the Community with providing Staff latitude to make final changes to signage and present final upon adoption of the Ordinance.

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