

**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, February 27, 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, February 27, 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 Hostess House Rehabilitation Project. *(pgs. 5-6)*
3. Discussion regarding Street Improvement Forecast- Three (3) Year Projection. *(pgs. 7-8)*
4. Discussion regarding any item on the regular agenda
5. Adjourn Workshop Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

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

	PUBLIC HEARINGS/CITIZEN COMMENTS	PAGES
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the agenda may do so at this time.	N/A
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on February 13, 2023	9-18

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance calling the May 6, 2023 General Election for the City of Lampasas to elect the expired terms of the Mayor, Council Members Places One, Two and Six; providing for early voting, polling times and places and bilingual election materials.	19-22

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. City Secretary Monthly Report</li> <li>2. Utility Billing and Collections Monthly Report</li> <li>3. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>4. Police Department Monthly Report</li> <li>5. Building Official Monthly Report</li> <li>6. Economic Development Monthly Report</li> <li>7. Fire Department Monthly Report</li> <li>8. Parks and Recreation Monthly Report</li> <li>9. Information Systems Monthly Report</li> <li>10. Library Monthly Report</li> <li>11. Golf Course Monthly Report</li> <li>12. Municipal Court Monthly Report</li> </ol>	23-44
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> <li>• CIP</li> <li>• LEDC</li> <li>• Parks Board</li> <li>• TxDOT TA Grant</li> <li>• Downtown Grant</li> <li>• Rollins Brook</li> <li>• Staff</li> </ul>	45-46
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 acceptance of the Fiscal Year 2021-2022 Year-End Financial Report	47-48
7.2	Discussion and possible action regarding selection of firm for Hostess House Rehabilitation Project.	49-50
7.3	Discussion and request for approval for the 2023 Annual Community Events.	51-52
7.4	Discussion and possible action regarding the appointment of a new Library Board member.	53-56
7.5	Discussion and possible action regarding update of the Library's Art Exhibit Policy.	57-64
7.6	Discussion and possible action regarding the first reading of an Ordinance to add Swimming Pool Adult Lap Fees to City of Lampasas Code of Ordinances Fee Schedule (Appendix A)	65-68

7.7	Discussion and possible action regarding appointment of board member to the Zoning Board of Adjustment advisory board.	69-72
7.8	Discussion and possible action regarding approval of award of quote to RCN Technologies for (18) CradlePoint mobile routers, installation, and services related for wireless connectivity in police patrol vehicles.	73-76

Adjourn into Executive Session

<b>EXECUTIVE SESSION</b>
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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 Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Adjourn executive session and reconvene Regular Session

<b>REGULAR SESSION</b>
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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 24 day of February 2023 at 2:15pm

Becky Sims  
Becky Sims, City Secretary

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**City Manager**ITEM NO. WORKSHOP-2**BUSINESS FOR THE CITY COUNCIL  
OF THE  
CITY OF LAMPASAS**

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**Subject:**

Discussion regarding Hostess House Rehabilitation Project.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 24, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments: Bid Tabs

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**Summary Statement:**

On February 21, 2023 bids were opened for the Hostess House rehabilitation project including 18 add alternates. As communicated with Council, the City received 2 bids, both of which were well beyond the project estimates. Staff is meeting with members from Reliance Architecture on February 24 to review their analysis of the bids and options for future action. During the regular agenda Council will be asked to reject bids at this time, based on Staff recommendations.

**Recommendation:**

Discussion Only



## City of Lampasas - Hostess House Addition & Renovation

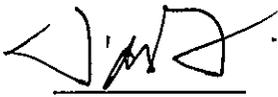
Reliance Architecture - Bid Tabulation

2/21/2023

Company Name	Time Received	Comments	Base Bid	Alt A-1	Alt A-2	Alt A-3	Alt A-4	Alt A-5	Alt A-6	Alt A-7	Alt A-8	Alt A-9
RKJ Construction	1:43 PM	Form is complete, all add received, bid bond is included. Additional qualifications were received for review, no conflict of interest submitted	\$2,973,738.00	\$32,400.00	\$5,400.00	\$59,400.00	\$10,800.00	\$27,000.00	\$27,000.00	\$32,400.00	\$27,000.00	\$16,200.00
HCS Inc.	1:48 PM	Form is complete, All add received, sample contract included, bid bond is included, conflict of interest included	\$3,344,200.00	\$88,675.00	\$8,750.00	\$96,062.00	\$25,031.00	\$51,937.00	\$28,373.00	\$19,872.00	\$68,975.00	\$56,262.00



Alt C001	Alt M001	Alt M002	Alt M003	Alt P001	Alt E001	Alt E002	Alt E003	Alt E004	Base Bid + All Alt
\$54,000.00	\$94,500.00	\$15,147.00	\$6,337.00	\$10,173.00	\$3,103.00	\$2,700.00	\$5,400.00	\$3,240.00	\$3,405,938.00
\$119,798.00	\$106,682.00	\$4,025.00	\$7,335.00	\$11,773.00	\$2,667.00	\$12,378.00	\$4,712.00	\$6,240.00	\$4,063,647.00

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

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

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**Subject:**

Discussion of Street Improvement Forecast – Three (3) Year Projection

**Requested By:** Ryan Ward, ACM**Submitted By:** Ryan Ward, ACM**Date Submitted:** February 23, 2023**For the Agenda of:** February 27, 2023**Procurement and Funding Statement:****Attachments:**

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**Summary Statement:**

The City of Lampasas currently maintains approximately sixty (60) miles of streets. The Street Department has taken steps to improve our data collection methods over the last year, implementing a PASER Rating System for all streets, while continuously reassessing the pavement condition throughout the year. This methodology has been a useful guide to identify and forecast the next three years of street improvements.

While this effort is not exact, it does give staff a broad look at street conditions and where monies should be focused for pavement preservation and rehabilitation. Some items that are taken into consideration and can cause adjustments to be made to the final streets list are fiscal budget constraints, utility conflicts (both internal and external), future proposed City projects and commercial/residential development.

**Recommendation:**

Discussion only

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, February 13, 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

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Jeff Smith, Fire Chief  
Ryan Ward, ACM  
Jody Cummings, Police Chief  
Stacey Ybarra, EDC Director  
Charlie Boswell, Assistant Police Chief

**Council Members Absent:**

N/A

**WORKSHOP SESSION**
**1. Call to order Workshop Session**

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

**2. Discussion and updates regarding Solar Eclipse Event 2024.**

*Chief Smith provided the following update regarding the preparation of the Solar Eclipse Event.*

*The committee welcomed Stacy Ibarra, EDC Director, Angela Rainwater, County Emergency Management Coordinator and Wesley Alexander, Hamilton County EMS to the February 8, 2023 meeting.*

*Reviewed Committee Goals:*

- **Public Safety** for all the citizens of Lampasas and those who visit during this event.
- **Normalcy for our citizens.** *We are focused on preparing our citizens for this event by communicating with them as to what could be expected. Whether it be an increase in traffic, a decrease in the availability of items at the grocery store, or businesses being closed that are usually open, we want to prepare the citizenry for what to expect.*
- **Satisfaction. Approval:** *After it's all over, we want our citizens to know that we were prepared and that we responded in the appropriate manner at all times.*

*Training and Policy Updates:*

- *NIMS and ICS are moving along as expected.*
- *We are also continuing to review our Emergency Management Plan Annexes.*
  - *These will be finished by the end of February as planned.*

## *Moving Forward*

- *March planning initiatives*
- *Begin to advertise for April 5<sup>th</sup> Town Hall Meeting.*
- *Creating/adding need to know information and FAQ on website.*
- *Discussed normalcy for citizens, public safety and additional traffic.*
- *Tabletop exercises*
  - *City's preparedness level for this event.*
- *Incorporate additional information learned from Town Hall.*
- *Expanding the members of the group to include the LISD, TxDOT. We will also continue to work with the County, Department of Public Safety and Texas Department of Emergency Management.*

### **3. Discussion regarding Fiscal Year 2021-2022 Year-End Financial Report.**

*Finley deGraffenried, City Manager presented the FY 22 Year-End Financial report.*

*The report is presented in the following format:*

- *Narrative*
- *Department Performance by Major Account*
- *Balance Sheets*
- *Investment Report*
- *Supplementals*

#### *Brief Summary:*

- *Overall a positive year*
- *BRA- Renewal*
  - *Delivery of water*
- *Storm 2022*
- *Growth and Infrastructure*
- *Challenges with parts/supplies availability and costs*
- *Electric Costs (Grid)*
- *ARPA Designated Funding*
  - *WWW Business Park*
  - *Water Looping Projects*
  - *Back-up Generators for WWWW and Animal Shelter*
  - *Fire Apparatus*
- *2022-Certificate of Obligation*
  - *WWTP Improvements*
  - *Hostess House Rehabilitation*
  - *Pressure Plan Study*
  - *Calvert Building Improvements*
  - *WWW Office Building Paving/Landscaping*
- *Salary Adjustments*
  - *Performance*

- *Market*
- *Modest increase to utility rates*
- *Audit may result in changes to year end report*

*Council is asked to review report in detail and to consider acceptance of report at the next meeting. Staff will be available to assist with any questions.*

**4. Discussion regarding Fund 40 Project Gap Funding related to Hostess House Rehabilitation.**

Finley deGraffenried, City Manager reviewed the following:

- *Bid opening February 21, 2023*
- *October 2022 Discussion with Reliance Architecture*
  - *Code Upgrades*
  - *Scope Creep*
  - *Inflationary Increases*
  - *Add Alternates*
    - *Council has the discretion to select alternates, not all necessities at this time*
  - *Revised estimates and options were presented*
- *October 24, 2022- Council approved (split vote) to advertise for bids*
- *Funding Sources Identified*
  - *Fund 40- HOT Fund*
  - *Fund 65- 2022 CO (800,000.00 earmarked)*
  - *Council directed HOT fund balance to remain no less than \$200,000.00*
- *Costs to be determined by bid and Council directives regarding Add Alternates*
- *City does have capacity and planned for funding*
- *Net trend in Fund 40 is positive and sustainable.*
- *Council will consider project award at the February 27, 2023 Council Meeting.*

**5. 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 6:14 p.m., the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.*

*Without objection, Council took a 10-min break.*

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

- **Call to Order**

*Mayor Monroe called the Regular Session to order at 6:22 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**

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

*Jacob Giron addressed Council regarding community, police protection and neighborhood safety.*

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

1.3	Public hearing to receive citizen comments regarding the Preliminary Plat for The Estates of Gibson Branch Phase One, 187.36 acres, a subdivision within the Extra-Territorial Jurisdiction (ETJ) of the City of Lampasas, Lampasas County, Texas.
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*Mayor Monroe opened the public hearing.*

*Becky Sims, Zoning Administrator advised of the following:*

- *Mr. Charlie Brown is asking for the Planning Commission and City Council consideration in approving the Preliminary Plat of Gibson Branch.*
- *The City of Lampasas has Plat approval authority for those subdivisions located within the ETJ, per the 1445 agreement with Lampasas County. The intent is to alleviate the developer from having to go through more than one entity for the plat approval process.*
- *In the fall of 2021 Mr. Charlie Brown began working with the County & City regarding the development.*
- *The developers have consulted with an attorney to create Bylaws, Covenants and Aviation and Clearance Easement documents.*
- *The developers worked with Commissioner Rainwater regarding Lampasas County Subdivision Regulations, Steve Hamrick, TxDOT regarding a deceleration lane on 281 and with the City regarding Plat requirements.*
- *In April 2022 the Preliminary Plat was approved by the Planning Commission and City Council. The preliminary plat approval expired in October 2022.*
- *Since that time the developers have been working with Maples & Associates and Goodson Surveyors to finalize Civil Plans for the subdivision.*
- *In October 2022 Joe England, County Engineer, Judge Hoyer and Commissioner Rainwater agreed to the subdivision being designed and constructed to the City of Lampasas Subdivision and Construction Detail Specifications.*
- *Mr. Kriegel delivered the Civil Plans to City Staff in January 2023.*
- *Roadways will not be adopted or maintained by the City of Lampasas or Lampasas County*
- *The maintenance of the subdivision will be the responsibility of the HOA*
- *Outside jurisdiction for City Zoning Regulations.*
- *Services provided by Hamilton Electric, OSSF & CORIX Water*
- *Staff recommends consideration of approval to City Council.*

*With no additional discussion Mayor Monroe closed the public hearing.*

1.4	Public hearing to receive citizen comments regarding the Final Plat for The Estates of Gibson Branch Phase One, 187.36 acres, a subdivision within the Extra-Territorial Jurisdiction (ETJ) of the City of Lampasas, Lampasas County, Texas.
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*Mayor Monroe opened the public hearing.*

*Becky Sims, Zoning Administrator advised of the following:*

- *Mr. Charlie Brown is asking for the Planning Commission and City Council consideration in approving the Final Plat of Gibson Branch.*
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- *The developers have consulted with an attorney to create Bylaws, Covenants and Aviation and Clearance Easement documents.*
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- *In October 2022 Joe England, County Engineer, Judge Hoyer and Commissioner Rainwater agreed to the subdivision being designed and constructed to the City of Lampasas Subdivision and Construction Detail Specifications.*
- *Mr. Kriegel delivered the Civil Plans to City Staff in January 2023.*
- *Roadways will not be adopted or maintained by the City of Lampasas or Lampasas County*
- *The maintenance of the subdivision will be the responsibility of the HOA*
- *Outside jurisdiction for City Zoning Regulations.*
- *Services provided by Hamilton Electric, OSSF & CORIX Water*
- *Staff recommends consideration of approval to City Council.*

*Council member Morris inquired about future annexation. Staff advised at this time Legislature only allows for Voluntary annexation requests by the developer. Generally, City Staff would only consider if the property connects to City utilities.*

*With no additional discussion Mayor Monroe closed the public hearing.*

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on held on January 23, 2023.

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

3.0	CONSENT AGENDA
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3.1	Discussion and possible action regarding the second 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.
3.2	Discussion and possible action regarding the second reading of an Ordinance regarding the 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.
3.3	Discussion and possible action regarding purchases and charges in excess of \$4,000 from January 1, 2023- January 31, 2023
3.4	Discussion and possible action regarding December 2022 Investment Report

*Council member Kuehne asked to remove item 3.1 for discussion.*

*Mayor Pro-Tem Williamson moved to approve consent items 3.2, 3.3 & 3.4 as presented; the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

*Council member Kuehne moved to remove "please" from the proposed Skate Park Rules in the 3.1 agenda item, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.*

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

*City Manager deGraffenried reviewed his report:*

*KWSC Staff and the Mayor met with the new General Manager of Kempner Water Supply Corporation (KWSC), Bruce Sorenson, on January 30<sup>th</sup>. Mr. Sorenson worked previously with Bell County WCID, and has had a lengthy career in the Water and Wastewater field. He advised that KWSC should receive the final draft of their Water Modeling Study in the next two weeks, and afterwards would like both KWSC and City distribution staffs to meet to discuss ways to improve the delivery of water. The meeting also included a discussion of a subsequent meeting between the KWSC Board of Directors and the Lampasas City Council. Until approximately 7 years ago, both groups met annually to discuss operations and to true-up any discrepancies in billing.*

*Business Park Attached is documentation of the final Pay Applications for Phase 1 Business Park Improvements. The Pay Applications were approved by the Lampasas Economic Development Corporation's consulting engineer, Eckermann Engineering, and City staff. The project was completed ahead of schedule and under original contracted price. Also noted on project payment memos and documentation, the City's portion of American Rescue Plan Act ("ARPA") was \$927,281.69; less than the Council approved amount of \$971,176.00. The reduction in ARPA allocation, due to Change Order No. 1, allows an additional \$43,894.31 to be available for other eligible expenditures.*

*EMS Report Attached is the monthly Hamilton County Hospital District Emergency Medical Services ("Hamilton EMS") report regarding call activity in Lampasas County. According to the report, of the 296 calls responded to by Hamilton EMS in the County, 178 calls, or 60%, were within the City of Lampasas. Staff also notes the shout out to Carlos Garcia and the Street Department for keeping the station accessible during the ice storm. Although not*

*included in the report, the Police Department and their team continues to get high marks from Hamilton EMS for their dispatch service.*

- Sales Tax*                    *The State of Texas, and the City of Lampasas, continue the positive trend of increased Sales Tax receipts month to date and year to date. For February the City's sales tax receipts totaled \$291,442.28 compared to \$273,522.45 in 2022, or a 6.54% increase. Receipts in February represent December sales.*
- WCID*                        *The Lampasas WCID met on February 9<sup>th</sup> to discuss a number of items with State Water officials and recent action concerning the Pitt Creek subdivision. Jared Bowen, staff for the Texas State Soil and Water and Conservation Board ("TSSWCB"), discussed legislative activity and the opportunity, due to State finances, for additional dam maintenance ("O&M") funding, as well as funding to upgrade dams. The TSSWCB has requested an additional \$34,000,000 for routine dam maintenance, with the provision for no local match, and up to \$150,000,000.00 for capital improvements to upgrade identified dams to high hazard status. As Council may recall, the Lampasas WCID previously submitted a funding request to upgrade dam no. 6 to high hazard. The upgrade designation is due, in part, to the exposure for damage based on increased development down-stream of flood control dams. Paul Wilborn, WCID President, also reported that the Texas Commission on Environmental Quality ("TCEQ") has granted the WCID's request for a contested hearing on the Pitt Creek Subdivision. The WCID raised concern, and filed the request, based on the potential impact of increased storm water run-off, due to increased impervious cover, to the structure of WCID flood control dams. To be clear, the only concern of the WCID is potential impact to the structural integrity of the dams, and their ability to function properly.*
- Audit*                        *Yvonne Moreno, Finance Director, reports that the City's contracted auditors should be on-site this month to conduct final review and sampling of the City's FY 2022 financial activity. Normally the draft audit is presented to an Ad-hoc committee of staff and Council, and then presented to Council, sometime in March, for acceptance.*
- Sub-standard Buildings* *Staff reports that initial inventory of substandard and dangerous structures have formalized and draft notifications are currently being reviewed. Additionally, Frank Ellet, Building Official, reports that staff have been compiling an inventory of commercial buildings in need of nuisance abatement and code compliance. If owners do not, or cannot, comply, the Building Official, Construction Board of Adjustment and City Council may be involved in further action to correct violations.*
- Parks*                        *Chris Eicher, Park and Recreation Director, reports that all Park restrooms are repaired and open. The recent December cold weather event resulted in damage to Park restrooms, the Golf Course pump house and Ladies' Club House. The event required installation of 4 toilets in Park restrooms and additional repairs to Golf Course facilities. Both Chris and Van are investigating more robust heating systems for their facilities.*
- Skate Park*                *Progress continues at Campbell Park for the City's Skate Park. Staff has been impressed with the quality of work and preparation of the SPA team. The forms, rebar and reinforced chair stabilization should insure minimal cracking and a quality surface for skaters and patrons. Staff remains optimistic the Park can be completed by the end of February.*

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*Mayor Monroe offered condolences to the Clark family on the passing of previous City employee of over 28 years and recent Council Member Randy Clark.*

6.0	UNFINISHED BUSINESS
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*There was no unfinished business.*

7.0	NEW BUSINESS
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7.1	Discussion and selection of website photo contest.
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*Council member Morris moved to approve photo #1, the motion was seconded by Council member Kuehne. Council member Pearce moved to approve photo #4, the motion was seconded by Council member Keele with Mayor Pro-Tem Williamson voting for photo #1, the motion carried 3-2.*

7.2	Discussion and presentation of the Lampasas Police Department 2022 Annual Racial Profiling Report
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*Council member Kuehne moved to accept the Lampasas Police Department 2022 Annual Racial Profiling Report as presented by Chief Cummings, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.*

7.3	Discussion and possible action regarding the first reading of an Ordinance calling the May 6, 2023 General Election for the City of Lampasas to elect the expired terms of the Mayor, Council Members Places One, Two and Six; providing for early voting, polling times and places and bilingual election materials.
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*Council member Keele moved to approve first reading of an Ordinance calling the May 6, 2023 General Election for the City of Lampasas to elect the expired terms of the Mayor, Council Members Places One, Two and Six; providing for early voting, polling times and places and bilingual election materials, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.*

7.4	Discussion and possible action to issue Order of Election for Municipalities for the May 6, 2023 General Election
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*Council member Keele moved to issue the Order of Election for Municipalities for the May 6, 2023 General Election, the motion was seconded Council member Kuehne and with a unanimous vote, the motion carried.*

7.5	Discussion and possible action regarding approval, denial or approval with modifications to the Preliminary Plat of Gibson Branch
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*Council member Keele moved to approve the Preliminary Plat of Gibson Branch, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried.*

7.6	Discussion and possible action regarding approval, denial or approval with modifications to the Final Plat of Gibson Branch
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*Council member Keele moved to approve the Final Plat of Gibson Branch, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.*

7.7	Discussion and possible action to award bid to LC Paving and Constructions for the US 281 Water Line Improvements in an amount not to exceed \$143,247.50.
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*Council member Kuehne moved to award bid to LC Paving and Construction for the US 281 Water Line Improvements in an amount not to exceed \$143,247.50, the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.*

7.8	Discussion and possible action to declare 11 Motorola model XTS 1500 hand-held radios and 7 Maycom brand in-car radios as surplus and to direct staff to dispose of as State law allows.
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*Council member Keele moved to declare 11 Motorola model XTS 1500 hand-held radios and 7 Maycom brand in-car radios as surplus and to direct staff to dispose of as State law allows, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried.*

7.9	Discussion and possible action regarding approval of Resolution nominating candidate for election to the Central Texas Water Supply Corporation
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*Council member Morris moved to approve a Resolution nominating Finley deGraffenried as candidate for re-election to the Central Texas Water Supply Corporation Board of Directors, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.10	Discussion and possible action to appoint two members of the Lampasas City Council plus the Mayor to a joint City-County Committee to study impacts and planning of a Relief Route connecting US 281, US 183 and US 190
------	---

*Mayor Monroe advised that Council member Pearce and Mayor Pro-Tem volunteered to be part of the Relief Route City-County Committee. With objection, Council unanimously moved to appoint Mr. Pearce and Mr. Williamson to the committee.*

7.11	Discussion and possible action regarding the appointment to fill a vacancy on the Capital Improvement Program Committee
------	---

*Council member Kuehne moved to appoint Craig Hammett to the Capital Improvement Program Committee, the motion was seconded by Councilmember Keele and with a unanimous vote, the motion carried.*

*Adjourn into Executive Session*

*Council member Morris moved to adjourn into Executive Session at 7:14 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

<b>EXECUTIVE SESSION</b>
--------------------------

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 551.072 (deliberations about real property) - Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.
8.2	Adjourn executive session and reconvene Regular Session

Council reconvened into regular session at 7:23 p.m.

**REGULAR SESSION**

9.0	<b>ACTION ON EXECUTIVE SESSION</b>
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

*Mayor Pro-Tem moved to authorize the City Manager to negotiate and finalize terms of a special provision contained in a commercial real estate contract between the City of Lampasas and CNB Lampasas Investors, LTD., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

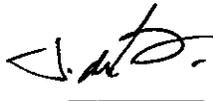
**Adjourn-** *Mayor Pro-Tem Williamson moved to adjourn the meeting at 7:24 p.m., the motion was seconded by Council member Pearce and with a unanimous vote the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST

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

  
City Manager

ITEM NO. 31

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

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Member Places One, Two and Six for the City Council of the City of Lampasas, Texas to be held on the 6<sup>th</sup> day of May, 2023; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: February 7, 2023

For the agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

Motion to approve the second reading of an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Member Places One, Two and Six for the City Council of the City of Lampasas, Texas to be held on the 6<sup>th</sup> day of May, 2023; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials.

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

AN ORDINANCE CALLING FOR A GENERAL ELECTION TO ELECT THE EXPIRED TERMS OF THE MAYOR, COUNCIL MEMBERS PLACES ONE, TWO AND SIX FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO BE HELD ON THE 6<sup>TH</sup> DAY OF MAY, 2023; PROVIDING FOR POLLING TIMES AND PLACES; PROVIDING FOR EARLY VOTING; AND PROVIDING FOR BILINGUAL ELECTION MATERIALS

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

1. That in accordance with the provisions of the law, the City Council hereby orders an election for the Mayor and Council members Places One (1), Two (2), and Six (6) of the City Council of the City of Lampasas, Texas, be held on Saturday, May 6, 2023, and the following provisions are made thereof:
  - A. Said election shall be held at the Lampasas County Elections Administrator Office, 407 S. Pecan Street, Suite 102, Lampasas, Texas and Kempner Fire Training Center, 315 Pecan Street, Kempner, Texas
  - B. Elke White is hereby appointed Presiding Judge and Tori Dragoo as Alternate Presiding Judge; said Presiding Judge shall appoint the necessary clerks to assist her, which shall not exceed five clerks.
  - C. The election polls shall be open between the hours of 7:00 A.M. and 7:00 P.M.
  - D. All notices, instructions, directions and election ballots shall be printed and distributed in the English and Spanish languages.
  - E. Mark Bishop, Elections Administrator, is hereby appointed clerk for early voting, Susie Miller as deputy clerk and the following persons are hereby appointed clerks for early voting:

Janet Walsh, Clerk  
Elke White, Clerk  
Wanda Lang, Clerk  
Victoria Dragoo, Clerk  
Jo Anne Clark, Clerk

Early voting for such election shall be held at the Lampasas County Elections Administrator Office, located at 407 S. Pecan, Suite 102, in Lampasas, Texas, and said place of early voting shall remain open for at least eight hours on each day for early voting which is not a Saturday, Sunday or an official state or City holiday, beginning on April 24, 2023 and ending on May 2, 2023. Said place of voting shall remain open between the hours of 8:00 A.M. and 5:00 P.M. on each of such days for early voting except for the following dates: Tuesday, April 25, 2023, and Tuesday, May 2, 2023. On these said dates the place of voting shall remain open between the hours of 7:00 A.M. and 7:00 P.M.

F. The Early Voting Clerk’s official address is 407 S. Pecan, Suite 102, Lampasas, Texas 76550.

G. The Early Ballot Board is hereby appointed as follows:

Presiding Judge	Mark Bishop
Member	Susie Bays Miller
Member	Shelia Bean

H. That said election shall be held in accordance with the Election Code of the State of Texas and only resident, qualified voters of said City shall be eligible to vote at said election. All applicable provisions of the National Voting Rights Act, and amendments thereto, shall be complied with.

I. That the City Secretary shall give Notice of said election by posting notice in each of the election precincts of said City which posting shall be done not less than 21 days prior to date fixed for said election.

J. That the City Secretary shall cause notice to be posted according to the requirements of VATCS, Election Code Sec. 4.003.

K. That immediately after said election is held, the officer holding the same shall make returns of the result thereof to the Mayor of this City as is required by the Election Code of the State of Texas.

2. This Ordinance shall be effective from and after its passage, and the Elections Administrator is hereby directed and authorized to take such steps as are necessary to accomplish said election.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Date of 1st reading: February 13, 2023

Date of 2nd reading: February 27, 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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# Memo



To: Ryan Ward, Assistant City Manager  
 From: Van Sims, W/WW Operations Manager  
 Date: February 14, 2023  
 Re: January 2023 Monthly Report

## Water/Wastewater & Plant Operations

- **Operation of Water Distribution System**

1. Repaired 7 water leaks.
2. Made 3 water tap.
3. Completed monthly flushing. Total of 241,600 gallons flushed.
4. Collected 9 routine Bac T samples- all passed.
5. Completed all State mandated disinfection action plan monitoring and nitrification action plan monitoring.

- **Operation of Wastewater Collection System**

1. Completed all monthly lift station checks.
2. Resolved 3 sewer stoppages.
3. Routine lift station monitoring.

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

1. Completed all daily checks of equipment and facilities.
2. Collected all TCEQ required sampling and analysis for the municipal plant.
3. Treated 54,050 gallons of septic waste.
4. Performed all routine maintenance on scheduled equipment.
5. Removed 160 cubic yds of cake.
6. Grease trap serviced 3 times.

- Total Work Orders Completed – 39
- Utility Locates – 5
- Building Dept Routing Forms- 3
- Customer Service Calls – 11

# Memo



To: Ryan Ward  
From: Wayne sanders  
Date: February 22, 2023  
Re: January

Electric Department

month's activities involved

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Electric – Total Work Orders = 72, total Completed = 69, Void=1  
( 217.5 Hrs )

- Operations and Maintenance
  1. replaced 5 street lights to LED
  2. Line Locates – 26
  3. work orders for trees 8
- Set poles:11
  - 1 Hwy 281 /Naruna job
  - 10 new lines extensions
- Services Connected:
  - 1 disconnected -0
  - 2 solar meter -
  3. Upgrades – 6
  4. New services – 1
  5. Temps – 2
- Overtime: 10 call outs =24 hrs OT
  1. On customer side – 2
  2. Equipment failure -3
  3. Tree –1
  4. Animal Contact - 2
  5. House fire –1
  6. Weather – storm several locations
  7. Line Down – (TV cable)
  8. Auto Accident 1
- Activities for the Year 2023
  - Osmos Pole Inspection replacement: have replaced 343 poles of 389 total
  - Naruna Rd & Hwy 281 waiting on material estimated June
  - Hillside Acres Complete , will build tap lines as house are built
  - Brodie Estates Subdivision: complete will set transformers as houses are built
  - Stone Valley: complete will connect house as built
  - Hidden Oaks: complete will connect new houses as they are built
  - Lampasas Substation SCADA
  - Lampasas Substation Upgrade: Panels in substation should be complete in February

0

Monthly Activity Report January 2023

Department ELECTRIC DEPT.

0.00

I) Regular Personnel Hours Available: 1232.00

LESS:

A) Vacation Leave	30.00
B) Sick Leave	16.00
C) Supervision	134.00
D) Holiday	112.00
E) Comp Taken	0.00
F) Personal Business Day	0.00
G) Unpaid	0.00
H) Emergenct Leave /Jury Duty /Other	0.00
SUB-TOTAL	<u>292.00</u>

PLUS:

A) Transfer from _____	_____
B) Temporary Labor	_____
C) Overtime	24.00
D) Other	_____
SUB-TOTAL	<u>24.00</u>

TOTAL HOURS AVAILABLE FOR THE MONTH: 964.00

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
<u>72</u>	<u>69</u>	<u>3</u>	<u>_____</u>	<u>217.50</u>

III) Department Projects for the Month.

TREE TRIMMING	<u>45.00</u>
Hwy 281 Naruna	<u>0.00</u>
System Imformation /pole attatchments	<u>73.00</u>
NextLink	<u>0.00</u>
BUSINESS PARK	<u>0.00</u>
Clean Sweep/Spring Ho	<u>0.00</u>
Lampasas Sub	<u>0.00</u>
Turner Field /580 Sports Complex/ Rodeo Arena	<u>0.00</u>
Christmas	<u>50.00</u>
_____	<u>0.00</u>
_____	<u>0.00</u>
Sub-total Hours on Projects:	<u>168.00</u>

IV) Department Operations and Maintenance for the Month.

Inventory / Stock /Clean Warehouse & Trucks	131.50
Weekly Truck Inspections /Equip Maint	30.00
SYSTEM MAINT	216.50
GENERATORS	0.00
New Lines/Services	102.50
Facilities	0.00
Meter Reading	1.00
Assist other Dept	21.50
Tailboard /SAFETY /TRAINING	75.50
Sub-total Hours on Oper&Main:	578.50
TOTAL HOURS FOR DEPARTMENT	<b>964.00</b>

V) Department's Proposed Projects for next Month	Estimated Hrs.
Naruna Rd Hwy 281	
Total Estimated Hours on Proposed Projects:	0.00

To: Ryan Ward  
From: Carlos Garcia  
Date: Friday, February 24, 2023  
Re: January, Monthly

Street Department

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Mr. Ward,

For the month of January, the Streets Department worked on;

- 1) Street work orders consisting of Tree Trimming -2, Street sweeping -1, Street Repair -3, Street Signs -2 and Misc. -1
- 2) Street Patching
- 3) Line of sights
- 4) Brush Burning
- 5) Landfill Maintenance
- 6) GIS Mapping

For the month of February, we will be burning at the public works barn (weather permitting), following up after water/wastewater street cuts and patching, street sweeping throughout the city, tree trimming, and we will continue taking care of work orders as they are issued.



**Memo**

To: Honorable Mayor Monroe and City Council

CC: Finley deGraffenried, City Manager

From: Jody Cummings, Police Chief

Date: 02.01.23

Re: **Police Department** Monthly Report - January 2023

1. Chief of Police Jody Cummings attended 2 regular City Council workshops and 2 regular City Council meeting.
2. Chief Cummings attended 3 Director's meetings.
3. Chief Cummings hosted 4 staff meetings.
4. Isaack Alford was hired as a police cadet.
5. Cadet Delana Fritz and Cadet Isaac Alford began the police academy.
6. Chief Cummings attended a table-top active-shooter pre-meeting at the LISD w/ assorted government officials.
7. Pat. Lt. Chuck Montgomery & Dispatch Supervisor/Records Clerk Kelli Sanguinet attended a Chief's Meetin at the Lampasas Co Sheriff's Office hosted by Highway Patrol Sgt. McKitrick.
8. Chief Cummings & Shelter Supervisor Kasey Schwartz presented a grant opportunity to city council.
9. Officer Trevor Johnstone was sworn in at city council.
10. Chief Cummings attended a 4-day Emergency Management Training at and hosted by the Lampasas Fire Department.
11. Asst Chief Charlie Boswell and Pat. Lt. Montgomery coordinated security during a visit by US Congressman Austin Pfluger.
12. Pat. Lt. Montgomery sat on a promotion board for the Coryell County Sheriff's Office.
13. Chief Cummings, Asst. Chief Boswell, Pat. Lt. Montgomery and Disp. Sup. Sanguinet attended an Active-Shooter table-top planning exercise at the Lampasas Fire Department.
14. Pat. Lt. hosted a patrol meeting.

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

# 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, January, 2023

*MGO-My Permit-201*

## *January 2023*

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	1	\$0.00	\$1,725.00
DEMOLITION	1	5,000.00	0.00
ELECTRICAL	21	\$171,854.49	\$4,620.20
MECHANICAL	6	\$20,000.00	\$195.00
PLUMBING	6	\$0.00	\$230.00
REMODEL/ADDITION	27	\$396,056.75	\$1,760.00
SPRINKLERS	1	\$1000.00	\$35.00
*** TOTALS***	64	\$593,911.24	\$8,565.20

## *January 2022*

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	3	1,147,800.00	1,547.80
ELECTRICAL	16	\$20,850.00	\$9,018.21
FENCE	6	\$10,483.00	\$210.00
MECHANICAL	4	\$0.00	\$260.00
PLUMBING	13	\$25,050.00	\$2,305.00
REMODEL/ADDITION	13	\$307,179.21	\$1,270.00
SHED,PATIO,DECK	1	\$2,500.00	\$35.00
SIGN	2	\$22,000.00	\$80.00
*** TOTALS***	61	\$1,535,862.21	\$14,726.01

# Lampasas Fire Department

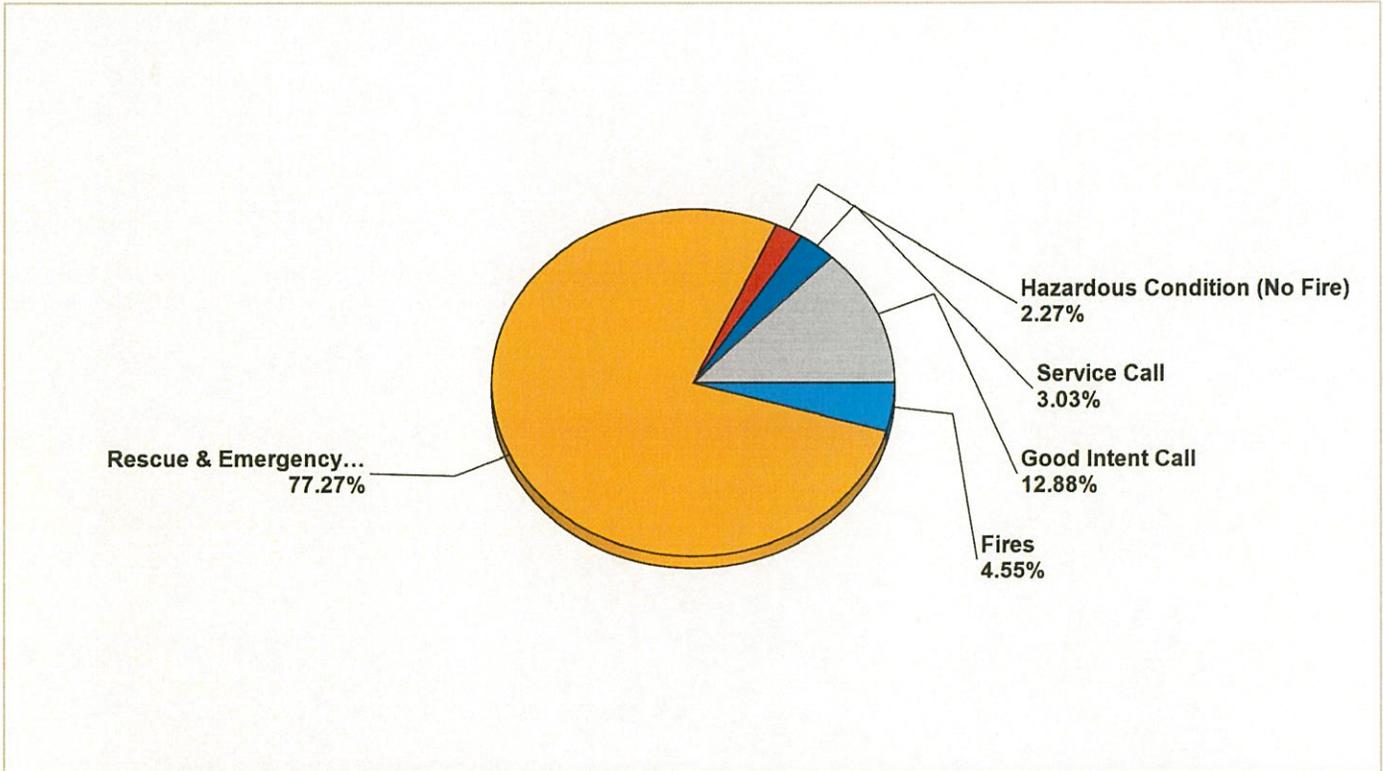
Lampasas, TX

This report was generated on 2/3/2023 8:49:12 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	4.55%
Rescue & Emergency Medical Service	102	77.27%
Hazardous Condition (No Fire)	3	2.27%
Service Call	4	3.03%
Good Intent Call	17	12.88%
<b>TOTAL</b>	<b>132</b>	<b>100%</b>

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



emergencyreporting.com

Doc Id: 553

Page # 1 of 2



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.76%
114 - Chimney or flue fire, confined to chimney or flue	1	0.76%
143 - Grass fire	2	1.52%
154 - Dumpster or other outside trash receptacle fire	1	0.76%
161 - Outside storage fire	1	0.76%
311 - Medical assist, assist EMS crew	91	68.94%
322 - Motor vehicle accident with injuries	3	2.27%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.76%
324 - Motor vehicle accident with no injuries.	6	4.55%
352 - Extrication of victim(s) from vehicle	1	0.76%
412 - Gas leak (natural gas or LPG)	2	1.52%
424 - Carbon monoxide incident	1	0.76%
550 - Public service assistance, other	1	0.76%
553 - Public service	1	0.76%
561 - Unauthorized burning	2	1.52%
611 - Dispatched & cancelled en route	14	10.61%
631 - Authorized controlled burning	1	0.76%
651 - Smoke scare, odor of smoke	2	1.52%
<b>TOTAL INCIDENTS:</b>	<b>132</b>	<b>100%</b>

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



## JANUARY 2023 FD TRAINING

The following personnel attended an Incident Management Class (NIMS 300/400) from Monday, January 16, 2023-January 19, 2023:

Chief Greiner                      Captain Baker                      Captain Smith                      Captain Gillis

The following personnel attended a "Fire Attack" class in Huntsville during that same week. These personnel alternated days in attending a class that discussed, in depth, using a 2 ½" hose line as an initial hand line on working fires:

DOP Wilkins                      DOP Straley                      FF/EMT Potter                      FF/Para Baker  
FF/EMT Schroeder

The following personnel attended a class at Oak Hill Fire Department Training Field on January 26, 2023. This class covered the many facets of power saws that are used in the fire service. From maintenance of equipment to advanced skills, this class covered all essential functions on the fire ground.

Captain Baker                      Captain Smith                      Captain Gillis

# Memo



To: Honorable Mayor and City Council Members  
CC: Finley deGraffenried, City Manager  
From: Vicki Tower, Parks Secretary/HR Coordinator  
Date: February 23, 2023  
Re: Monthly Report January 2023

**Parks & Recreation  
&  
Human Resources**

---

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

Vicki Tower, Parks Secretary/HR Coordinator

- Attended pre-bid meeting at Hostess House on January 17<sup>th</sup> for the Hostess House Addition & Renovation project
- Prepared Parks Board agenda and attended Parks Board meeting on January 19<sup>th</sup>
- 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

- New hire paperwork and orientation for Police Cadet on January 11<sup>th</sup>
- New hire paperwork and orientation for Economic Development Director on January 17<sup>th</sup>
- Continue to work on filing and organizing HR files
- Assisted the Finance Dept. with reviewing with payroll
- Assisted the Finance Dept. with Longevity checks

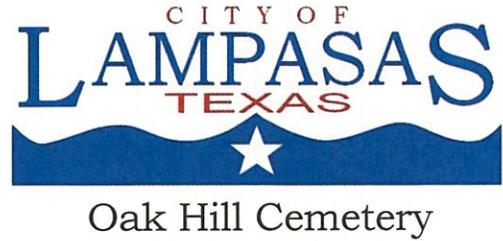
## **Personnel Information – Currently**

- Current: 114 Full-time positions, 15 Part-time positions
- Posted Vacancies:
  - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker; Golf Course Greenskeeper; Police Officer or Police Cadet
  - Seasonal Pool Positions: Pool Manager; Assistant Pool Manager; Pool Maintenance Supervisor; Pool Maintenance Technician; Lifeguards and/or Headguards; Cashiers

# Memo

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 2/13/2023  
Re: End of the month report January

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Interments	7(2) cremation
Fee's for over site	\$550.00
Sites sold	6/\$3,000.00
Visitors Assisted	6
Level & Backfill sites	12
Meetings Attended	0

**DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT**

FOR THE MONTH of Jan.2023

Regular Personnel Hours Available:

528

LESS:

- A) Vacation Leave/Personal Day
- B) Sick Leave
- C) Jury Duty
- D) Other (holiday/bad weather)
- E) Supervision

	35
	45
	0
	48
	35
<b>SUB-TOTAL</b>	<b>163</b>

PLUS:

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

	0
	0
	0
	16
<b>SUB-TOTAL</b>	<b>16</b>

**TOTAL HOURS AVAILABLE FOR THE MONTH:** 381

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 / Funerals	0
Equip & Veh Maint	21
Buildings & Grounds	311
Office Operations	49

	0
	21
	311
	49

Sub-total Hours on OM Projects: 381

OTHER

	0
	0
	0

	0
	0
	0

Sub-total Other 0

**TOTAL HOURS FOR DEPARTMENTS** 381

Department's Proposed Projects for next Month

	0
	0

Total Estimated Hours on Proposed Projects: 0

**Department: Parks  
Monthly Activity Report  
MONTH OF JANUARY 2023**

I) Regular Personnel Hours Available: 880.00

LESS:

A)	Vacation Leave	24.00
B)	Sick Leave	82.50
C)	Supervision / Training	88.00
D)	Holiday	80.00
E)	Other (?)	

SUB-TOTAL 274.50

PLUS:

A)	Over Time	35.00
B)	On-Call / Standby	31.00
C)	Part Time	
D)	Transfer	
SUB-TOTAL		66.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 671.50

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.

<u>Christmas Decorations (Take Down / Storage)</u>	224.00	
<u>On Call / Standby</u>	31.00	
Sub-total Hours on Projects:		255.00

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>	0.00	
<u>Building and Grounds</u>	171.00	
<u>Equipment/Vehicles/Shop</u>	32.00	
<u>Office/Meetings</u>	40.50	
Sub-total Hours on Projects:		416.50

TOTAL HOURS FOR DEPARTMENT 671.50

V) Department's Proposed Projects for next Month

<u>Trash Can Holders (Fabrication)</u>	24.00	
<u>Fencing Improvement at Parks Shop</u>	48.00	
Total Estimated Hours on Proposed Projects:		72.00



**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Tuesday, February 7, 2023  
Re: January 2023 Monthly Report



Information Systems

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

IT Service Tickets	504
Facebook Followers	7,099
Twitter Followers	727
Instagram Followers	653
Website Page Views	27,485

**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		

**January Projects Completed:**

- Ordered/configured replacement EDC Director laptop/added to inventory
- Dell onsite for (1) warranty repair to desktop PC
- Processed PD phone eligible upgrades/added to inventory
- Activated suspended cell phones/added to inventory
- Tyler Technologies ExecuTime time management implementation/project timeline/documents requested/action items
- Built out training laptop/added to inventory
- Obtained updated quote from Azbell Electronics for Council Chambers ceiling microphones
- Configured (1) 52-port Netgear switch/installed/added to inventory
- Obtained quote for (3) 18-port Netgear POE switches with SFP/ordered
- Worked with vendor on Solar Eclipse graphic for social media/marketing and website
- Assisted with Electric SCADA project sms/call notifications
- Added content to Solar Eclipse webpage
- Configured/installed replacement PCs/added to inventory
- Built out replacement PC for City Secretary/installed/added to inventory
- Built out replacement PC for Utility Clerk/installed/added to inventory
- Installed antivirus updates to all pcs/laptops/servers/tablets
- Obtained quote for wide format printer for Streets Department/ordered
- Created Animal Shelter foster a pet webpage

**February Projected Projects:**

- Attend CradlePoint meeting with PD staff/vendor
- Obtain quote for CradlePoint hardware/additional SIM cards
- Attend Tyler Technologies ExecuTime project planning meeting
- Attend Solar Eclipse meeting
- Install Streets wide format printer/add to inventory
- Obtain quote for Incode Cloud/add to CIP list
- Obtain quote for PD firewall renewal
- Schedule Azbell Electronics project to add ceiling microphones in Council Chambers
- Install (1) 52 port replacement Netgear switch (Council Chambers)
- Configure/install (1) 52 port replacement Netgear switch (W/WWW)
- Configure (3) 16 port replacement Netgear switches (CCC, Streets, Electric)
- Configure/install (1) 24 port replacement Netgear switch (Animal Shelter)
- Configure/issue out (2) PD SRO Panasonic Toughbook PCs
- Configure/issue out (2) PD Patrol replacement Dell Toughbook PCs

- Install WWW server rack/shelves/UPS
- Relocate WWW PCs to server rack/room
- Research security cameras for City facilities

### **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*(completed)*
- Obtain quote/order (15) Microsoft Office 2019 STD licenses *(completed)*
- Install Epanic software on (40) PCs *(completed)*
- Obtain quotes/configure/replace (15) desktop PCs *(completed)*
- Obtain quotes/configure/replace (3) 16 port switches *(ordered-replaced 2)*
- Obtain quotes/configure/replace (2) 52 port switches *(ordered- replaced 1)*
- Work with AV vendor to install ceiling microphones in Council Chambers *(ordered)*
- 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)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(FY 22-23)*
- Obtain quotes/install replacement server UPS *(FY 22-23)*
- Configure/install Verizon CradlePoint routers in (18) 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

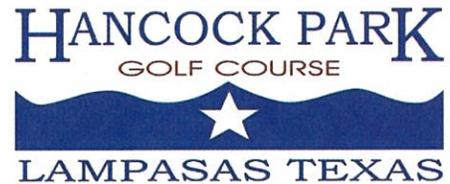
### **Future Projects & Goals:**

- 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

### JANUARY 2023

Circulation	We circulated 3,835 items in January, which is down 1.9% from December (3,909). The library was closed January 16 for MLK Jr Day.
Door Count	There were 2,884 visitors during January, which is up 21.6% from December (2,372).
Internet Usage	There were 271 Internet sessions in January, compared to 235 in December (up 15.3%).
Wifi Usage	In January, 84 unique visitors accessed our wifi network. This is up 29.2% from last month. Our total number of visits in January was 207, up 25.5% from December.
Text Interactions	We communicated, via text messages, with 114 unique phone numbers in January, which is down 1.7% from December (116). We sent/received a total of 511 messages, which is down 7.8% from last month (554).
Video Streaming	We had 12 clicks in the adult collection (down 70% from December) and 27 clicks in the kids' collection of videos (down 12.9% from December), for a total of 39 (down 45.1% overall).
January Programs	In January, we had two staff story times, How Pinteresting!, Cornelia Key Book Club, Explore Lampasas (science of music), 42 Club, and a "Get Organized!" program. We also celebrated Puzzle Day and Brain Teaser Month on January 30, where we had puzzles and brain teasers out all day in the Foundation Room for people to enjoy. The STEAM Day classes on January 31 were cancelled due to inclement weather.
Upcoming Programs	In February, we will have two staff story times, How Pinteresting!, Cornelia Key Book Club, Explore Lampasas (veterinary science), 42 Club, and STEAM Day ("heart and lungs: working together").
Donation	Shanda and Emily spoke at the Retired Teachers meeting, and the group donated \$900 to the Library Foundation for Dolly Parton's Imagination Library. We really appreciate their support.
February holiday	The library will be closed on Monday, February 20 for Presidents' Day.



# Memo

**To:** Finley deGraffenried, City Manager

**From:** Van Berry, Golf Course Manager

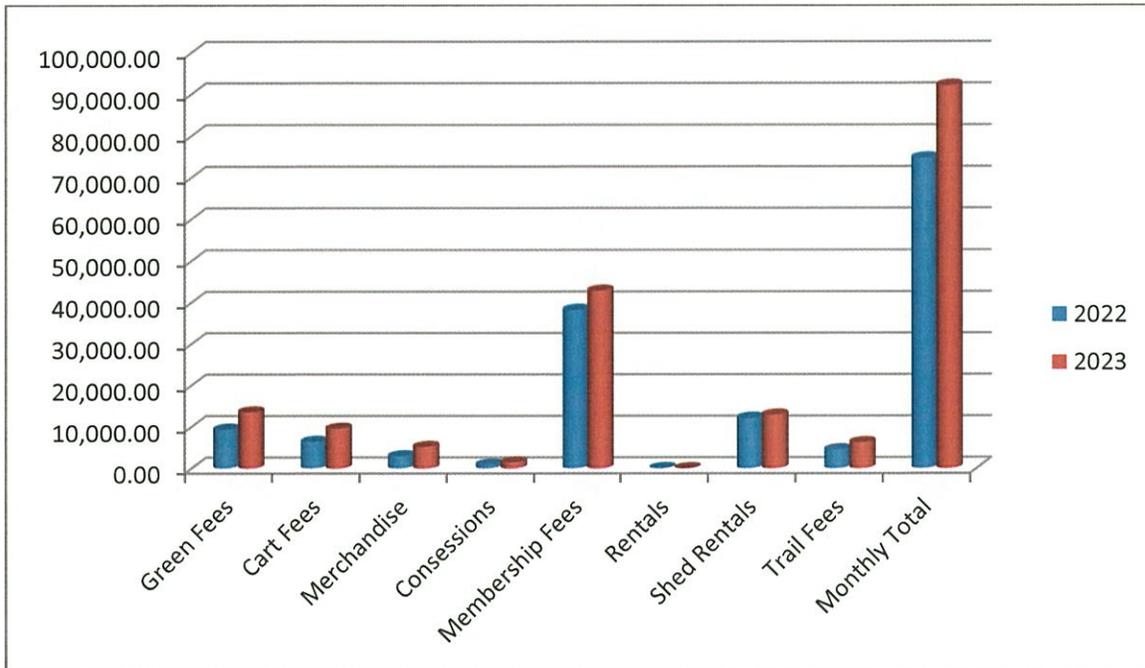
**cc:** City Council Members

**Date:** February 13, 2023

**Re:** Monthly Report, January 2023

- 
- 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.
  - Repaired and raised numerous sprinkler heads in the fairways while the pump was down.
  - The maintenance crew repaired and rerouted some water lines in the Ladies Clubhouse. I hope that by rerouting the waterlines we should not have freezing problems.
  - While the pump station was down, we had the Electrical Dept. come out and pull our foot-valve out of the water so we could do maintenance on it.
  - The pump station is up and running, I have not received the final invoice for the total cost.
  - Play at the golf course is normal for the time of the year, the weekends are busy and the weekdays are slow.
  - We were supposed to have the boys and girls high school tournaments this month, but due to bad weather, they were rescheduled for next month.

# Hancock Park G.C. January Revenue Comparison 2022 and 2023



# Memo



To: Finley deGraffenried, City Manager, Honorable Mayor and City Council      Municipal Court  
From: Lewann Turner, Court Clerk I  
Date: Friday, February 24, 2023  
Re: Monthly Report January 2023

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

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

New Cases	121
Convictions	56
Compliance Dismissals	49
Hrs. Community Service Completed	0
Total Dollar Amount CS	\$0.00
Waived for Indigency	\$0.00
Total Collected	\$31,694.21
Total kept by City	\$21,925.80

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

## City of Lampasas

## M E M O

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

- CIP                    The Capital Improvements Program Committee ("CIP") met on February 23<sup>rd</sup> to initiate the FY 2024-2028 Report. The meeting included a review of projects in progress and completed over the past year, as well as obstacles the City has encountered in initiating new projects. The Report will include identified projects that *could* be initiated in the next five years, subject to Council approval and funding. Over the last several years the Report has been expanded beyond Ordinance requirements to include Major Maintenance, Fleet, Planning, and Technology. The Committee also welcomed new member Craig Hammett.
- LEDC                    The Lampasas Economic Development Corporation ("LEDC") met on February 15<sup>th</sup> to discuss status of the Business Park, including Pay Applications No. 7 and 8, exterior finishes, covenants, and zoning district boundaries. Due to recently passed legislation, the LEDC will need to regulate exterior finishes by deed restriction (covenants), rather than through the City's zoning ordinance. The Board reviewed proposed boundary lines for zoning districts which generally provides for less intensive land uses on more visible parcels, with more intense land uses being located to the south and west of the property. The Board also reviewed finances and discussed planning of the potential TxDOT relief route.
- Parks Board            The Park Board met on February 16<sup>th</sup> to discuss assistance to Cooper Spring Nature Park, the location and additional funding of exercise equipment at the 580 Sports Park, and lighting at the Goodrich Tennis Courts. Harrell Clary attended representing Cooper Spring, and discussed possible use and parking regulations as well as funding for specific projects. Generally, the Board felt Mr. Clary should also present the Nature Park's request directly to Council, but the Board was not in favor of creating a No Parking zone on Hackberry. The Board also discussed the placement of exercise equipment, donated by the Lions Club, and the Club's desire to solicit a Lower Colorado River Authority Grant for concrete pads and possible lighting.
- TxDOT TA Grant        As previously reported, Ryan Ward has submitted a Preliminary Application on behalf of the City to TxDOT for Transportation Alternative funding. Eligible projects generally relate to non-vehicular traffic including trails, bike lanes and sidewalks. Ryan reports this week that the Preliminary Application has been selected for further consideration and staff have been invited to review the project and process at the District office in Brownwood on March 2nd. The maximum award is \$300,000.00.

Downtown Grant

Stacey Ybarra, Economic Development Director, reports that procurement has been initiated for engineering and grant administration for a Downtown revitalization grant through the Texas Department of Agriculture, Community Development Block Grant ("CDBG") program. Eligible projects include drainage, accessibility and street improvements in Downtown areas in an amount up to \$500,000.00. Staff has initially identified continued improvements to East Third Street from Western to Live Oak as a possible qualifying project. Advertisement for engineering services and grant administration represents the first step for the process, with formal grant applications due to the State in May.

Rollins Brook

Staff wanted to pass on good news related to our local AdventHealth Rollins Brook Hospital. Periodically, staff has provided information regarding the services provided, and patient feedback on the Hospital, which has always been positive. The quality of services from the Hospital has been reinforced recently through recognition as a Leapfrog Top Rural Hospital. Hospitals earning that designation have better systems and safety measures in place to prevent medication errors, achieve higher quality metrics and have lower infection rates. Thirteen Hospitals received this award nationally and Rollins Brook was one of three hospitals recognized in Texas.

Staff

Staff is pleased to recognize the following employees who began their City of Lampasas careers in February: Felecia Vallejo, 11 years; Cory Greiner, 9 years; Bessie White, 8 years; Chuck Montgomery, 21 years; Carlos Garcia, 19 years.



City Manager

ITEM NO. 7.1

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

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**Subject:**

Discussion and acceptance of the FY 2022 year-end Financial Report.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 9, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item was presented at the February 13, 2023 meeting.

**Recommendation:**

To consider a motion to accept the FY 2022 year-end Financial Report as presented February 13, 2023.

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City ManagerITEM NO. 7.2

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

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**Subject:**

Discussion and possible action in response to bids received by firms for the Hostess House Rehabilitation Project.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: February 23, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

As referenced during Workshop, Staff recommends rejection of the bids presented.

**Recommendation:**

To consider a motion to reject all bids received for the Hostess House Project.

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City Manager

ITEM NO. 7.3

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

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**Subject:**

Discussion and request for approval for the 2023 Annual Community Events

Requested By: Jody Cummings, Police Chief

Submitted By: Jody Cummings, Police Chief

Date Submitted: February 23, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This item has been placed on the agenda for Council consideration to approve the 2023 Community Events supported by the Lampasas Police Department. These events often require Staff to attend meetings, facilitate street closures, provide traffic control, crowd control, provide effective communication among entities working the events, police escort and/or police presence for the safety of the event.

**Recommendation:**

To consider a motion to approve the list of 2023 Community Events as presented.

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City Manager

ITEM NO. 7.4

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

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**Subject:**

Discussion and possible action regarding the appointment of a new Library Board member.

Requested By: Shanda Subia, Library Director

Submitted By: Shanda Subia, Library Director

Date Submitted: February 21, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments: Libby Lange Lansford's application

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**Summary Statement:**

The Library Advisory Board and staff would like to recommend Libby Lange Lansford for appointment to the Board. We believe she will be a great asset and valuable resource.

**Recommendation:**

To consider a motion to approve the appointment of Libby Lange Lansford to the Library Advisory Board.

## Becky Sims

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**From:** noreply@civicplus.com  
**Sent:** Sunday, January 22, 2023 3:35 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

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

### Application for Appointment to a City Board or Commission

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Date 1/22/2023

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#### Personal Information

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First Name Libby

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Last Name Lange

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Address1 P.O. Box 708

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City Lampasas

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State TX

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Zip 76550

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Home Phone Number 000-000-000

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Mobile Phone Number 214-616-2218

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Email Address libby\_lange@sbcglobal.net

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Business Address N/A

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Business Phone Number N/A

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Occupation Attorney

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Please indicate board/commission/committe preference(s): Library Advisory Board

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#### Residency Information

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Length of residency in City of Lampasas	2 years
Length of residency of Lampasas County	2 years
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	No
<b>Organization Membership Information</b>	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, please list current service, including dates.	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, please list past service, including dates.	<i>Field not completed.</i>
Please state why you wish to serve.	I have always loved libraries, books, and learning. When I lived and worked in Washington D.C., my favorite place to visit was the Library of Congress, and one of my favorite times of the year was the National Book Festival. Now, I have fallen in love with the Lampasas Public Library and all of the wonderful services and activities it provides the community. I would be honored to serve on the Board, and I thank you for considering me.
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	(1) to work with and support Shanda Subia and the great Lampasas library staff to achieve their goals; (2) to be a resource and sounding board; and (3) to assist in promoting the joys (and benefits) of reading and gathering at the library.
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	Before moving to Lampasas, I lived in Dallas and volunteered at several non-profit agencies. Since moving here, I have been a regular patron of, and have volunteered for special events at, the Lampasas library.

Please attach resume or  
additional experience to  
application

*Field not completed.*

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Signature of Applicant

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Do you agree?

Agree

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Email not displaying correctly? [View it in your browser.](#)

  
**City Manager**ITEM NO. 7.5

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

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**Subject:**

Discussion and possible action regarding update of the library's Art Exhibit Policy.

Requested By: Shanda Subia, Library Director

Submitted By: Shanda Subia, Library Director

Date Submitted: February 21, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

Attachments: Updated Art Exhibit Policy

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**Summary Statement:**

The Library Advisory Board and Library Staff have revised the library's Art Exhibit Policy to include the Trail of Tales as a library space. Some verbiage was also revised in an effort to better explain the purpose of the policy and clarify exhibit guidelines. We also decided to no longer allow for sales of exhibit pieces; there is concern that some artists may see the library as a marketplace, rather than just a space to display their art.

**Recommendation:**

To consider a motion to approve the library's updated Art Exhibit Policy.

## ART EXHIBIT POLICY

This document describes the policies governing the Lampasas Public Library's Art Exhibit Program.

### OBJECTIVES

The Lampasas Public Library encourages individuals and groups of all ages to display their artworks at the Library's exhibit spaces for civic, cultural, and educational purposes. Exhibits may include two-dimensional work (such as oil paintings, watercolors, and photography) and multi-dimensional work (such as small sculptures, ceramics, fused glass, jewelry, and quilts). All exhibits are free and open to the public.

### APPROACH

The Library invites local and regional artists to apply for use of the Library's exhibit spaces, which include the Library's Foundation Room, other appointed display spaces at the Library, and the Trail of Tales at W.M. Brook Park. Preference is given to applicants from Lampasas City and County.

The Library Advisory Board, including the Library Director, administers this program and works as the Library Administrating Board (AB). The sitting Library Advisory Board President acts as chair of the AB.

**Application:** Artists may apply as individuals or, if they wish to share exhibit space, as a group. The attached application form details the required information, including photos of the artworks to be exhibited along with the size and title of each piece. CDs and websites may supplement but not replace the required photos. The AB may request to view some artworks in person before deciding on the application.

**Selection:** The AB will consider artistic merit, public interest in the subject matter and artistic medium, the importance of the exhibit as a record or reflection of the times or community, whether the exhibit responds to and is consistent with the Library's Mission Statement, appropriateness for viewing in a public setting, and the availability of the Library's exhibit spaces. The AB reserves the right to make a final decision on the content, arrangement, and date of all exhibits. The AB reserves the right to reject any part of any exhibit or change the manner of the display when necessary.

### EXHIBIT GUIDELINES

**Time Frame and Installation:** Each exhibit will remain on display for approximately one month. Artists will install and remove their own artworks at agreed dates and times to ensure smooth transitions between exhibits and to avoid disruption to the Library's staff, patrons, and programs. Exhibits cannot disrupt the normal routine of the Library.

**Cost:** There is no charge for the use of the Library's exhibit spaces. All exhibits are free and open to the public.

**Sales:** Artists may not sell their artworks at the Library and may not display prices on their exhibited artworks. Artists interested in selling their artworks may provide their contact information through business cards, brochures, etc. The AB and Library Staff will not assist with, facilitate, encourage, or be responsible for any sale or payment. All items in an exhibit must remain on display for the duration of the exhibit, even if they have been sold.

**Insurance:** Insurance is solely the artist's responsibility. The Library, the AB, the Library Advisory Board, the Library Staff, and the City of Lampasas do not provide insurance to protect any artwork or any part of an exhibit. With the application, each artist must either provide (1) a copy of an existing insurance policy covering the artworks to be exhibited or (2) a signed copy of the attached Waiver of Insurance form in which the artist agrees to be self-insured and accepts the risk of any loss of or damage to the artworks displayed.

**Liability:** Any artwork or other item left at a Library's exhibit space is left solely at the artist's risk. The Library, the AB, the Library Advisory Board, the Library Staff, and the City of Lampasas are not responsible for theft of or damage to any artwork or any part of an exhibit. Installation and removal of artworks is solely at the artist's risk. The Library, the AB, the Library Advisory Board, the Library Staff, and the City of Lampasas are not responsible for damage to any artwork or any injury that may occur during such installation or removal. With the application, each artist must provide a signed copy of the attached Release of Liability form in which the artist entirely releases the Library, the AB, the Library Advisory Board, the Library Staff, and the City of Lampasas of any liability for any loss, damage, or injury.

**Security:** No security is provided for art exhibits. The public will have unfettered access to exhibits at the Library any time the Library is open. The public will always have unfettered access to exhibits at W.M. Brook Park.

**Publicity:** Artists will provide publicity, signage, and / or written material to the Library Director at least two months before the exhibit start date. The Library Director must approve all publicity.

## **ADMINISTRATION**

The following guidelines will help ensure effective administration of this program.

**Membership:** The AB members include the current members of the Library Advisory Board, including the Library Director.

**Terms of Office:** AB members will serve as long as they are serving on the Library Advisory Board.

**Appointments:** The AB will identify new members when a vacancy occurs.

**Reporting Relationships:** When deemed necessary, the AB chair will represent the AB at Library or City meetings.

**APPLICATION FOR ART EXHIBIT PROGRAM**

The Lampasas Public Library encourages individual artists and groups to exhibit artwork at the Library's exhibit spaces. Please read the Art Exhibit Policy and then provide all information requested below. Email any questions to shanda@cityoflampasas.com.

- 1. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Website \_\_\_\_\_

2. Attach biographical or other information that you feel may be useful to the AB.

- 3. Briefly describe your proposed exhibit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attach photos of the artworks you wish to exhibit. Photos will be returned upon request.

Note: Photos are required and may not be replaced by CDs or websites. The AB may request to view some artworks in person before deciding on the application.

5. Identify the size and title of each artwork.

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

6. Attach either (1) a copy of an existing insurance policy covering the artworks to be exhibited or (2) a signed Waiver of Insurance form.

7. Attach a signed Release of Liability form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**WAIVER OF INSURANCE**

I acknowledge and agree that insurance for my artworks and exhibit is solely my responsibility.

I acknowledge and agree that the Lampasas Public Library, the Library Administrating Board, the Library Advisory Board, the Library Staff, and the City of Lampasas provide no insurance covering my artworks and exhibit.

I have chosen not to procure an insurance policy covering my artworks and exhibit.

I hereby agree to self-insure my artworks and exhibit, and I fully accept the risk of any loss of or damage to my artworks and exhibit.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**RELEASE OF LIABILITY**

I hereby fully and forever release and discharge the Lampasas Public Library, the Library Administrating Board, the Library Advisory Board, the Library Staff, and the City of Lampasas from, and expressly waive, all liability, claims, and demands of whatever kind or nature, either in law or in equity, that may arise from my participation in the Library's Art Exhibit Program.

I agree not to make or bring any such claim or demand against the Lampasas Public Library, the Library Administrating Board, the Library Advisory Board, the Library Staff, or the City of Lampasas, and I fully and forever release and discharge the Lampasas Public Library, the Library Administrating Board, the Library Advisory Board, the Library Staff, and the City of Lampasas from liability under such claims or demands.

**I UNDERSTAND THAT THIS RELEASE DISCHARGES THE LAMPASAS PUBLIC LIBRARY, THE LIBRARY ADMINISTRATING BOARD, THE LIBRARY ADVISORY BOARD, THE LIBRARY STAFF, AND THE CITY OF LAMPASAS FROM ANY LIABILITY OR CLAIM THAT I MAY HAVE WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, PROPERTY DAMAGE, OR PROPERTY LOSS THAT MAY RESULT FROM THE LIBRARY'S ART EXHIBIT PROGRAM, WHETHER CAUSED BY THE NEGLIGENCE OF THE LAMPASAS PUBLIC LIBRARY, THE LIBRARY ADMINISTRATING BOARD, THE LIBRARY ADVISORY BOARD, THE LIBRARY STAFF, OR THE CITY OF LAMPASAS OR OTHERWISE.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**ART EXHIBIT PROGRAM AGREEMENT**

I have read the Art Exhibit Policy and agree to its provisions as well as the provisions in this agreement.

I agree to install my artworks on \_\_\_\_\_ (date and time) and remove my artworks on \_\_\_\_\_ (date and time).

I have provided the AB with an Application to Exhibit Art that includes correct information about me and accurate photos of my artworks to be exhibited. I will provide copies of artwork labels, brochures, publicity, and other promotional items to the Library Director two months before the exhibit start date.

I understand and agree that insurance for my artworks is my responsibility, and I have provided the AB with either (please initial one):

\_\_\_\_\_ a copy of an existing insurance policy covering my artworks to be exhibited; or

\_\_\_\_\_ a signed Waiver of Insurance.

I understand and agree that I am leaving my artworks at the Library's exhibit space at my own risk, and I have provided the AB with a signed Release of Liability form.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

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**City Manager**ITEM NO. 7.6

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

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**Subject:**

Discussion and possible action regarding amending Appendix A Fee Schedule, Chapter 54, Parks and Recreation, Article I. General; Fees and Charges for Parks & Recreation Facilities: Section (a) Swimming (4) Additional Activities, adding Adult Lap Swim \$40.00 per month.

Requested By: Chris Eicher, Parks Director

Submitted By: Becky Sims, City Secretary

Date Submitted: February 24, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

N/A

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

Pool management has offered occasional lap swim opportunities for adults during the regular pool season. Adult swim is offered before or after the regular pool hours at dates and times to be determined by staff. Due to the popularity of this activity this item has been placed on the agenda to add this additional activity to the fee schedule similar to water aerobics that is currently offered. The fee for this activity is \$40.00 per month.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance to amend Appendix A Fee Schedule, Chapter 54, Parks and Recreation, Article I. General; Fees and Charges for Parks & Recreation Facilities: Section (a) Swimming (4) Additional Activities, adding Adult Lap Swim \$40.00 per month.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY LAMPASAS, TEXAS AMENDING APPENDIX A FEE SCHEDULE, CHAPTER 54, PARKS AND RECREATION, ARTICLE I. GENERAL; FEES AND CHARGES FOR PARKS AND RECREATION FACILITIES, SECTION (A) SWIMMING (4) ADDITIONAL ACTIVITIES, ADDING ADULT LAP SWIM CONTAINING SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

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

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

**PART 1:**

Appendix "A" Fee Schedule, Chapter 54, Parks and Recreation, Article I. General; Fees and Charges for Parks & Recreation Facilities: Section (a) Swimming (4) Additional Activities, adding Adult Lap Swim as worded and detailed below:

APPENDIX A- Fee Schedule  
Chapter 54-Parks and Recreation  
Article I – General  
Fees and Charges for Parks and Recreation Facilities  
(a)-Swimming  
(1)-(3) No Changes  
(4) Add Adult Lap Swim \$40 (per month)

**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: February 27, 2023

Date of Second Reading: March 13, 2023

PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF MARCH 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. 7.7

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

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**Subject:**

Discussion and possible action regarding the appointment to fill a vacancy on the Zoning Board of Adjustment

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: February 23, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

Attachments: applications

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**Summary Statement:**

This item has been placed on the agenda to appoint Tim Hefley to the Zoning Board of Adjustment Board.

**Recommendation:**

To consider a motion to appoint applicant to the Zoning Board of Adjustment.

**Becky Sims**

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**From:** noreply@civicplus.com  
**Sent:** Friday, September 9, 2022 8:35 AM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

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

Application for Appointment to a City Board or Commission

Date	9/9/2022
Personal Information	
First Name	Timothy
Last Name	Hefley
Address1	
City	Lampasas
State	TX
Zip	76550
Home Phone Number	5127841010
Mobile Phone Number	5127841010
Email Address	tfhefley@hotmail.com
Business Address	2124 Avenue N
Business Phone Number	5127841010
Occupation	Operations Manager
Please indicate board/commission/committe preference(s):	Capital Improvements Program Committee, Economic Development Corporation Board, Golf Course Advisory Board, Parks and Recreation Advisory Board, Planning and Zoning Commission, <b>Zoning Board of Adjustments</b>

### Residency Information

Length of residency in City of Lampasas 7 years

Length of residency of Lampasas County 7 years

Are you a registered voter? Yes

Voter Registration Number *Field not completed.*

Did you vote in the last City Election? Yes

### Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, please list current service, including dates. *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, please list past service, including dates. *Field not completed.*

Please state why you wish to serve. Be more involved in the future of our community

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?  
Involvement in the future growth of our community  
Support the citizens of Lampasas  
Create open dialogue between the citizens and the boards

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for. *Field not completed.*

Please attach resume or additional experience to application *Field not completed.*

Signature of Applicant

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City Manager

ITEM NO. 7.8

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

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**Subject:**

Discussion and possible action regarding approval of award of quote to RCN Technologies for (18) CradlePoint mobile routers, installation, and services related for wireless connectivity in police patrol vehicles.

Requested By: Jody Cummings, Police Chief

Submitted By: Jody Cummings, Police Chief

Date Submitted: February 22, 2023

For the Agenda of: February 27, 2023

**Procurement and Funding Statement:**

Police Department Budget 520-5515/Equipment

Attachments: Proposal

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**Summary Statement:**

The Lampasas Police Department seeks to increase secure wireless stability and mobile throughput in the Police Department patrol vehicles to sustain mission critical applications and communications with our first responders.

Over the past several years, the Lampasas Police Department has experienced tremendous growth with many technology advancements that require the need for secure, non-stop wireless connectivity. Currently, the patrol vehicles are running their computer-aided dispatch software (CAD), field reporting, and ticket writing software from dock-mounted laptops, using Verizon MiFi mobile devices for wireless internet connectivity. The MiFi devices that are being used have begun experiencing problems, and are no longer sufficient or dependable to keep their mission critical applications running.

CradlePoint routers are significantly better for public safety agencies in terms of both performance, stability, and usage flexibility. With a CradlePoint router secured in each trunk of the patrol unit, and an externally mounted antenna, they can provide a stronger secured Wi-Fi network in and around the vehicle for all devices to interact with, better range, reception, and data speeds. Additionally, the routers can be managed through an annual CradlePoint Netcloud subscription.

This project was budgeted, however there is an increase due to the additional two SRO positions. The CradlePoint routers, and services related, are quoted on a TX DIR and NCPA contract, therefore bidding requirements have been satisfied.

**Recommendation:**

To consider a motion to award quote for (18) CradlePoint routers and professional services related to RCN Technologies in the amount of \$35,964.07.



# Estimate

Estimate# 865-025455

**RCN Technologies**

200 Jennings Ave.  
Knoxville, Tennessee, 37917  
865-293-0350

**Bill To**

**City of Lampasas, TX**  
Monica Wright - IT Director  
312 E 3rd St  
Lampasas, TX, 76550  
U.S.A

Estimate Date : 01/16/2023  
Expiry Date : 03/31/2023  
Sales person : Ben White  
Project Name : City of Lampasas - MiFi Refresh Qty 18 Fleet Project 3 YR + NOC  
Terms : Net30

**Ship To**

Monica Wright - IT Director  
312 E 3rd St  
Lampasas, TX, 76550  
U.S.A

#	Item & Description	Qty	Rate	Amount
1	 3-YR NetCloud Mobile Essentials Package with IBR900-1200M-B-NPS, SKU : MA3-0900120B-NNA 3-yr NetCloud Mobile Essentials Plan and IBR900 router with WiFi (1000Mbps modem), no AC power supply or antennas, North America  *Pricing set according to TX DIR Contract DIR-CPO-4458	18.00 Each	1,136.32	20,453.76
2	 AG95 5-Lead 2xCELL 2xWiFi GPS-BB SKU : AG95-BB-2CG2W AG95 Low Profile Series Mobility 5-Lead MIMO 2 x Cellular 3G 4G 5G CBRS / GPS GNSS / MIMO 2 x WiFi Dual Band - Bolt Mount Antenna w/15ft Coax Cables - Black  **Pricing Set According to NCPA Contract #01-97 MSRP: \$355 Minimum Cost after Discount Required is: \$340.80 NCPA Required Discount from MSRP = %4	18.00 Each	225.31	4,055.58
3		18.00 Each	465.17	8,373.06

Print Name: \_\_\_\_\_

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

#	Item & Description	Qty	Rate	Amount
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**TechLab Professional Install (Tier 3)**  
 SKU : TLI-FIELD  
 Tier 3 TechLab Install Includes the following:  
 - Standard Pricing starting at \$499 per building / site / vehicle  
 - Performed by RCN In-House Technicians or

Contracted Technicians  
 - 15 Business days advanced Scheduling (Required)  
 - Expedited Installation may be available. Please request a quote.

\*\*Pricing Set According to NCPA Contract #01-97  
 MSRP: \$599  
 Minimum Cost after Discount Required is: \$575.04  
 NCPA Required Discount from MSRP = %4

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4



**5G/LTE Device Setup & Configuration**  
 SKU : TL-SETUP-PRO-M  
 TechLab Setup and Provisioning for multiple devices

18.00  
Each

38.32

689.76

Includes:  
 -SIM Insertion and Carrier Provisioning  
 -Configuration and Network Setup  
 -OTA Light up and Go Live during Install

\*\*Pricing Set According to NCPA Contract #01-97  
 MSRP: \$45  
 Minimum Cost after Discount Required is: \$43.20  
 NCPA Required Discount from MSRP = %4

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5



**NOC Services-BCS-1YR**  
 SKU : RCN-NOC-BCS-1YR-  
 RCN's professional Basic NOC service for one device. One Year subscription for 12x5 support services on eligible hardware. Included per device:  
 12 x 5 Tier I Support  
 12 x 5 Tier II Support  
 Standard Incident Response Time - 1 Business Day  
 High Impact Incident Response Time - 2 Coverage Hours  
 Automated Power Cycles  
 Email Alerts & Notifications  
 Recommendation for Carrier Coverage  
 Optimization  
 End of Life Device Recycling

18.00  
Each

115.20

2,073.60

\*\*Pricing Set According to NCPA Contract #01-97  
 MSRP: \$120  
 Minimum Cost after Discount Required is: \$115.20  
 NCPA Required Discount from MSRP = %4

Print Name: \_\_\_\_\_

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

#	Item & Description	Qty	Rate	Amount
6	 Shipping (Standard) SKU : Shipping (Standard) Standard Ground Delivery	1.00 Each	318.31	318.31
Items in Total 91.00			Sub Total	35,964.07
			<b>Total</b>	<b>\$35,964.07</b>

**Notes**

\*Pricing set according to TX DIR Contract DIR-CPO-4458  
 \*\*Pricing discount set according to National Contract Purchasing Alliance (NCPA) Contract #01-97

Please Remit To:  
 RCN Technologies -C/O U.S. Bank TFM Lockbox  
 PO Box 860573  
 Minneapolis, MN 55486-0573  
 Reference: RCN A/C 221414000

Looking forward to working with you in the future. Have a great day!

**Terms & Conditions**

- Payment Due Net 30 from the ship date for all goods. No exceptions.
  - A Service fee of 3.5% of the subtotal payment will be added to all credit card transactions. Payment can be made via check or ACH with no fee.
  - Orders containing Installation or other services may be billed separately.
  - Items must be returned within 30 days
  - Customer is responsible for a 20% restocking fee
  - All services and shipping fees are non-refundable
- Return Policy:  
<http://rcntechnologies.com/returns/>

Authorized Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

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