

**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, June 26, 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, June 26, 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 and presentation from Derrick Berrios, LCHEC *(pgs. 5-6)*
3. Discussion and presentation from Lampasas County Museum Board. *(pgs. 7-8)*
4. Discussion regarding City Pools and Lap Swim Fees. *(pgs. 9-16)*
5. Discussion regarding July 17, 2023 Council Work Session Draft Agenda *(pgs. 17-18)*
6. Discussion regarding any item on the regular agenda
7. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- Call to Order
- Invocation and Pledge of Allegiance
- Presentations and Proclamations
 - Community Champion- Julie Salvato

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

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the agenda may do so at this time.	N/A
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on June 12, 2023	19-34
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to amend Appendix A “Fee Schedule” Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses.	35-38
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Information Systems Monthly Report 2. Library Monthly Report 3. Golf Course Monthly Report 4. Municipal Court Monthly Report 5. City Secretary Monthly Report 6. Utility Billing and Collections Monthly Report 7. Public Works Monthly Report for Electric, Streets, Water/Wastewater 8. Police Department Monthly Report 9. Building Official Monthly Report 10. Economic Development Monthly Report 11. Fire Department Monthly Report 12. Parks and Recreation Monthly Report 	39-60
5.0	ROUTINE MATTERS	
5.1	City Manager’s Operational Report <ul style="list-style-type: none"> • Appraisal Roll • Hostess House • Job Fair • LEDC • Road Projects • Staff 	61-64
5.2	MAYOR’S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES

7.1	Discussion and possible action to accept proposal from Central Texas Valet in the amount of \$20,000.00 for Parking Management for the Solar Eclipse Event on April 8, 2024	65-68
7.2	Discussion and possible action relating to pool lap swim fees.	69-70
7.3	Discussion and possible action concerning the Audit Engagement Letter for the City of Lampasas current fiscal year which began October 1, 2022 and will end September 20, 2023	71-80
7.4	Discussion and possible action regarding approval of funds from the joint use facility account to purchase and install a generator at the Highway 195 Pump Station that services the Ivy Mountain Tank; which supports by Kempner and Lampasas.	81-88
7.5	Discussion and possible action regarding the Lampasas Country Appraisal District (LCAD) FY 2024 Budget.	89-102
7.6	Discussion and possible action to accept proposal from Lite & Barricade for Traffic Control Management, and from Street Smart for Portable Security Cameras for the Solar Eclipse Event in April 2024 in an amount not to exceed \$16,000.00	103-110

Adjourn into Executive Session

EXECUTIVE SESSION

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

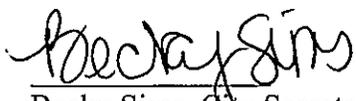
8.0	
8.1	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.2	Adjourn executive session and reconvene Regular Session

REGULAR SESSION

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

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 23 day of June 2023 at 12:30


 Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion and presentation from Derrick Berrios, Lampasas County Higher Education Center (LCHEC)

Requested By: Derrick Berrios, LCHEC

Submitted By: Becky Sims, City Secretary

Date Submitted: June 7, 2023

For the Agenda of: June 26, 2023

Procurement and Funding Statement:

Attachments: N/A

Summary Statement:

Derrick Berrios will be present to provide updates to programs and funding for FY23/24

Recommendation:

Discussion Only

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion and presentation from the Lampasas County Museum Board

Requested By: Carol Wright
Diane Davis

Submitted By: Becky Sims, City Secretary

Date Submitted: June 7, 2023

For the Agenda of: June 26, 2023

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the workshop agenda to allow representatives from the Lampasas County Museum to review the activities and needs of this organization.

Recommendation:

Discussion only

Lampasas County Museum Foundation, Inc.
P.O. Box 373
303 South Western
Lampasas, TX 76550
512-556-2224; lampasasmuseum@gmail.com

The Lampasas County Museum Foundation requests financial support from the City of Lampasas 2023-2024 Budget to aid in the operation of the museum. We would also like to request data storage for digital files.

The museum provides a safe and secure environment for historical objects and documents related to the 150-year history of the City of Lampasas and of Lampasas County. Visitors to the museum enjoy learning about county life in days gone by in our 118-year-old building, formerly a sheet metal shop. Many of our patrons are from outside the county and bring valuable tourist dollars to the area.

In the past year, we have replaced the compressor and capacitor and recharged the air-conditioning in our climate-controlled archival storage on the second floor of the building. We have also purchased and installed a mini-split a/c unit to add to the system necessary for archival preservation. Other expenses include building and liability insurance, purchased advertising in local news outlets, and an initial payment for the restoration of our player piano. Other monthly expenses include phone and internet, utilities, copier rental and supplies, archival storage supplies, gift shop inventory, special exhibition expenses, paper products, office supplies, pest control, and the security system.

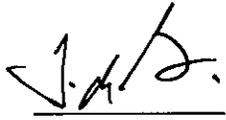
We have designed and purchased for resale Solar Eclipse 2024 products and promotional merchandise for the City of Lampasas Sesquicentennial celebration. We operate a small gift shop carrying books on the history of Lampasas and Texas, as well as gift items for adults and children.

The museum is run by volunteers and has no paid staff. We rely solely on donations and fundraisers to cover expenses. The museum does not charge an admission fee.

The museum was actively involved in recent festivals such as "Western Side Story" the Sunday after Spring Ho. We raffled off two firearms to raise money, hosted our annual bake sale and tour of homes in Decatur, and in 2023, organized and held "The Beat Goes On" music performances every Saturday, February through April, showcasing local musicians. These concerts were free of charge and open to the public.

We would appreciate your adding the museum to the city budget. Thank you for your consideration.


Boyce Cabaniss
President, Lampasas County Museum Foundation


City ManagerITEM NO. WORKSHOP-4

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

Subject:

Discussion regarding Lap Swim Fees.

Requested By: City Council

Submitted By: Becky Sims, City Secretary

Date Submitted: June 8, 2023

For the Agenda of: June 26, 2023

Procurement and Funding Statement:

N/A

Attachments: Pool Fees, Rules, Ordinance

Summary Statement:

This item has been placed on the agenda at the request of Council as a follow up to the June 12, 2023 Council meeting. Adult Lap Swim is currently being offered at the rate of \$40.00 per month as adopted by Council in March, providing the opportunity for up to 18 visits per 30-day cycle. Understanding that the lap swim time may vary depending on staff availability and patrons work schedule, the monthly rate is based on 30 days from the date of purchase. Currently lap swims are available on the following days and times:

Hancock Pool

- Thursday 11:00 am-12:00 noon/ 6:00 pm – 7:00 pm
- Friday 11:00 am- 12:00 noon
- Saturday 11:00 am -12:00 noon
- Sunday 11:00 am – 12:00 noon

**Pool noodles and boards will be allowed during lap swim only.*

Council may wish to also consider a per visit use amount, or a combination of season pass and class add on fees. Council will have the opportunity to formalize fees or keep fees as described without changes, on the regular agenda.

Recommendation:

Discussion and direction only

ORDINANCE NO. 1694

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.

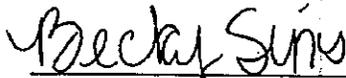
Date of First Reading: February 27, 2023

Date of Second Reading: March 13, 2023

PASSED AND ADOPTED THIS 13th 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)

CITY OF LAMPASAS ORDINANCE NO. 1694

I, Jo-Christy Brown, City Attorney for the City of Lampasas, Texas hereby approve the form of the above-noted City Ordinance, passed and approved by the City Council of Lampasas Texas on the Second Reading on the 13rd of March, 2023, as shown by my signature affixed hereto below.



Jo-Christy Texas Brown
Lampasas City Attorney
Texas State Bar No. 03141980



2023 Season Schedule

Hanna Springs Pool Schedule:

Monday: Closed

Tuesday: 12-7pm

Wednesday: 12-7pm

Thursday: 12-7pm

Friday: 12-7pm

Saturday: 12-7pm

Sunday: 12-5pm

Hancock Springs Pool schedule:

Monday: Closed

Tuesday: Closed

Wednesday: Closed

Thursday: 12-7pm *Lap swim only 11am-12pm and 6-7pm*

Friday: 12-7pm *Lap swim only 11am-12pm*

Saturday: 12-7pm *Lap swim only 11am-12pm*

Sunday: 12-5pm *Lap swim only 11am-12pm*

Moonlight Swim

June 23th: Moonlight swim 7-11pm

July 28th: Moonlight swim 7-11pm

Hancock Dive in Movies

June 16th: Moana beginning at 8pm

July 14th: Nemo beginning at 8pm

Water Aerobics starts May 30th

Tuesday and Thursday 7-8pm

(must purchase a \$40 card that is good for 8 visits)

Spring Ho Hours for Hanna Springs Pool and Hancock Pool:

July 4-7th: 12-5pm

Closed Saturday July 8th for Kids Games and Cardboard Regatta

Fees

Swimming Pool Fees (Daily Rate) **Cash Only**

Ages	Fee
Infant (0 to 2 years of age)	No charge
Adult (13 to 55 years of age)	\$3.50
Children/Senior (Child 3 to 12 years of age/Senior 55 or older)	\$2.50

Swimming Pool Fees (Season Pass)

Ages	Fee
Individual	\$60.00
Senior (55 or older)	\$50.00
Family (Members of the same household)	\$125.00

Swimming Pool Fees (Pool Parties)

Number of People	Fee
Up to 25 people	\$75.00 per hour
26-50 people	\$90.00 per hour
51-75 people	\$105.00 per hour
76-100 people	\$125.00 per hour

Other Fees

Activity

Aerobics \$40.00 for 8 visits ** Must purchase a punch card **

Lap Swim \$40.00 for 8 visits ** Must purchase a punch card **

After hours parties, when available, per hour, no parties over 100 people. People include swimmers and non-swimmers) All pool parties require a 50% deposit at the time of the party request is approved which is non-refundable if the party is canceled within seven days or less days of the party with the balance due no later than time of party. Deposit is applied to total cost of party.

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City ManagerITEM NO. WORKSHOP-5**BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS**

Subject:

Discussion regarding July 17, 2023 Council Work Session Draft Agenda.

Requested By: Finley deGraffenried, City Manager**Submitted By:** Finley deGraffenried, City Manager**Date Submitted:** June 22, 2023**For the Agenda of:** June, 26, 2023**Procurement and Funding Statement:****Attachments:** Tentative Agenda

Summary Statement:

Staff offers the attached tentative agenda for July 17 and requests Council modification if desired.

Recommendation:

Input and modification to the tentative agenda.

Notice of 2023 City Council Planning Session of the
Governing Body of the City of Lampasas
Monday, July 17, 2023 at 4:00 p.m.
New Hope Baptist Church
Jack Calvert Municipal Building
302 E Third Street
Lampasas, Texas 76550

- I. Call to order
- II. Review and tour of New Hope Baptist Church and Historic Colored School
- III. Reconvene to Calvert Municipal Building.
- IV. Discussion and direction regarding Public Facilities
- V. Discussion and direction regarding meeting format, Governance Policy, and Short-Term Objectives.
- VI. Discussion and update regarding City of Lampasas FY2024 Budget and Department Goals.
- VII. Update on projects related to ARPA, 2021 CO Funding and Fund 40.
- VIII. Discussion regarding follow-up on any item and placement on future agenda.
- IX. Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the ____ day of _____ 2023 at _____

Becky Sims, City Secretary

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, June 12, 2023
5:30 p.m. Workshop Session
6:00 p.m. Regular Session

ITEM 2.1

(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 Pearce presiding.

Council Members Present:

Cathy Kuehne
Chuck Williamson
Davis Keele
Eric Hernandez
Charlie Pratus

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Jody Cummings, Police Chief
Jeff Smith, Fire Chief
Yvonne Moreno, Finance Director
Stacey Ybarra, EDC Director

Council Members Absent:

Zachary Morris

CIP Committee Present

Dianna Hodges
Neal Leavell
Craig Hammett
Chuck Williamson
Herb Pearce

JOINT WORKSHOP SESSION

- I. Call to order Joint Workshop with the Capital Improvement Program Committee

Mayor Pearce opened the joint meeting workshop at 5:30

- II. Discussion regarding FY 2024-2029 CIP Report.

Finley deGraffenried, City Manager presented the CIP Report to Council

Overview of report presented:

The purpose of the CIP committee is to assist the city manager in conducting research, planning, and related work necessary to provide the city council with a long-term capital improvement program plans for the city. The work of the Committee continues to be enhanced with input from staff including the Assistant City Manager, Public Works personnel, Public Safety personnel, and administrative staff. The Committee welcomed new member Craig Hammett who replaced former member Donnell Rathman.

The Report is compiled in the format adopted by the Committee over the past 10 years. The scope of the plan has increased over the years based on City forecasting needs to include Planning, Technology, Equipment and Apparatus, Major Maintenance, and non-CIP fleet. As defined in the City of Lampasas Code of Ordinances, the Report only requires assessment of needs related to Public Facilities, Infrastructure and Capital Projects. The Committee meeting venues included the Calvert Building, the Water/Wastewater Shop and Lab, and the Senior Center on East 8th Street.

The Committee met five times since February; sample of items discussed:

- *Discussion regarding Capital projects initiated in FY 2022-2023. Discussion regarding Business Park improvements, projects in design phase, Campbell Park Projects, Wayfinding, technology and planning projects.*

- Discussion regarding leveraging grant funds for Downtown improvements and Transportation Alternative Projects.
- Discussion regarding the status of emergency projects including East 2nd Street paving and drainage, and Western Street culvert assessment.
- Discussion and interest in Public Facility Projects including New Hope Baptist Church, Historic Colored School, Hostess House, and possible inclusion of City Hall upgrades and improvements.
- Discussion regarding Park and facility security, monitoring and video surveillance.
- Discussion and inclusion of Technology and Planning Projects in the 2023-2028 Plan, including Eclipse Planning.
- Discussion regarding the City owned Senior Center, leased to Hill Country Community Action Association for delivery of Meals on Wheels, Head-Start, and Community Service programs.
- Discussion and integration of Comprehensive Plan Objectives in identifying capital priorities.

The Committee has also discussed items and strategies not directly related to specific CIP projects but that could possibly have impacts on capital needs or City operations, including:

- Fiber deployment
- 2024 Solar Eclipse Event
- Homeless Population
- Preparation for future growth; i.e., Public Safety, Emergency Management, roads and infrastructure.
- Discussion regarding transportation projects affecting, but outside the City planning process, including TxDOT South 281 improvements, TxDOT Feasibility Study for a relief route, I-14 planning, and the East Third Street bridge replacement.

Areas of Emphasis

The Committee's Funding Statement and Priority Rating do not identify specific projects for Council funding. The position and role of the CIP Committee is to identify and program projects; and the role of Council is to ultimately prioritize, fund and implement projects. Items that garnered significant discussion and that the Committee felt should be emphasized to Council include:

- *Assessment of City's Senior Center on East 8th Street. The Committee discussed deferred maintenance, and the cost/benefit of keeping the facility at its current location. The Committee also noted the importance of the facility as a means to deliver valuable community programs.*
- *The need to plan for and manage future growth: utilities, public safety, transportation, staffing. The concentration on planning and identification of future needs may extend 10 to 20 years in the future to maintain proactive status.*
- *The recognition that the CIP Report is perhaps the most valuable document the City Council receives. The Report is an important document in setting budget priorities, strategic planning, and delivery of services.*
- *The importance of centering all planning and implementation efforts on the Comprehensive Plan.*
- *Support of asset security, Way-Finding, and public safety.*
- *The importance of upgrading the Hostess House and placing the facility back in service. The Committee noted the Hostess House, with related Park, Golf and Swimming pool represent the "front yard" of our community.*
- *The importance of assessing and investing in the Historic Colored School and New Hope Baptist Church and placing those facilities into public use. The need to identify and remediate any structural and MEP issues to avoid deterioration.*
- *The need to review and possibly increase fees and rates to maintain current assets, particularly when maintenance costs continue to rise.*

Public Facilities

Review of Public Facilities continues to be a major focus of the CIP Committee. During the past year, work on Public Facilities has included completion of the Campbell Park, Skate Park, and conceptual design modification for the Hostess House, the continued investigation of Park and asset security.

CIP FY 2024-FY 2029 Projects

The Committee has identified and Programed 107 projects to meet the needs of the City in the next 5 years. In addition to the traditional brick and mortar, park, road and infrastructure projects, The report also includes additional categories for Apparatus and Equipment, Planning, and Technology projects. During FY 2023 the City and LEDC completed one of the largest public works projects in recent history with road, drainage, water and sewer construction in the LEDC Business Park.

Fleet Forecast and Major Maintenance

In addition to an aggressive Capital Improvement Program, the City has also benefitted over the past several years from an aggressive major maintenance program. Maintenance items that have a direct impact on reliability and extension of assets have included tree trimming, pole inspections, radio read metering, and paving. The implementation of the PASER Street rating program has identified those roads that can be maintained for an extended useful life by means of chip/seal or other paving method before complete rebuild is necessary. Staff reports that as the City continues to get "caught up" a reduction in major maintenance expense items may be realized over the next several years. Additionally, the reliability of utility services has been greatly enhanced as a result of on-going maintenance.

The City's outlook for fleet replacement indicates impacts due to the age and serviceable life of our fleet, equipment and apparatus. Over the next 5 years, the City is forecasting to replace 13 Police cars; 2 Fire and Utility apparatus; 1 Electric Department High Ranger bucket, and 12 pick-ups/utility vehicles.

Statement and Summary

By approval of the CIP Funding Statement, the Committee acknowledges that City Council is ultimately responsible for the funding of specific projects. Additionally, the Committee approved a Priority Statement that prioritizes needs based on Regulatory Compliance, Public Safety and Accessibility, and Cultural and Recreational Enhancements. Projects have been segregated from fleet replacement and maintenance, which are made part of the report in a separate schedule.

The Committee also acknowledges the positive relationship with Council and the beneficial process of the Capital Improvement Program for the City. Through review of capital investment by the Council, the City and our residents have benefitted greatly by the process.

Mr. deGraffenried opened the floor for questions from the committee.

Committee Member Leavell emphasized the need to invest in a new Senior Center.

Council member Kuehme inquired if a location has been identified, Committee member Leavell and Staff advised no but there is work that can be done in proximity of the existing location.

Council member Hernandez questioned structural damage. Chris Eicher, Parks Director advised creek bed erosion, drainage issues at the site, no piers.

Committee member Hodges appreciates the effort the City has been making in planning for the 2024 Solar Eclipse Event.

Committee member Hammett commented on future planning, implementation of the comprehensive plan moving forward, identify and plan for infrastructure needs and water system studies as needed.

III. Adjourn Joint Workshop Session

Councill member Williamson moved to adjourn the joint workshop session, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Pearce opened the workshop session at 6:25 p.m.

2. Discussion regarding City Pools and Lap Swim Fees.

Chris Eicher, Parks Director advised that this item has been placed on the workshop agenda to discuss lap swim fees and pool rules. Mr. Eicher referenced feedback from upset community members regarding pool fees and floatation devices. He advised that in March council adopted lap swim fees in the amount of \$40.00 that aligns with the aerobics fees, which is the other activity offered outside of regular pool hours. The rules set at the pool for floatation devices are in compliance with Texas Administrative Code, Health Services, and the city's insurance provider Texas Municipal Intergovernmental Risk Pool. Mr. Eicher stated that the rules established are strictly for safety measures and that too many floatation devices, toys, noodles in the pool causes distractions, limited visibility of the pool bottom and will distract the lifeguards. Mr. Eicher advised that citizens may want to address City Council.

Mayor Pearce opened the floor for citizen discussion:

Kristi Allison- Teacher/Swim Coach/ Master Swimmer, addressed Council regarding fees sets forth by Council in March. She stated, many citizens benefit from lap swims due to the healing therapeutic water, and it is great exercise. Some of the elderly residents are on a fixed income and cannot afford the increase. In the past they were able to lap swim for \$25.00; which was good for 10 visits. Now they are being told it is \$40 for 8 visits. She researched fees at other municipalities such as Belton, Burnet (YMCA) and Marble Falls, most average 2.50 – 3.00 per lap swim or day pass for residents and offer increased rates for non-residents. The aerobics has an instructor; however, there is no instructor onsite for lap swims. She recommends that the price goes back to \$2.50 per lap swim session.

Mr. Eicher advised that although there is no instructor the pool opens early to offer lap swims and it is staffed with a manager and lifeguard.

Donna Lutz addressed council regarding fees. She moved here a few years ago and loves Hancock Springs Pool. She is from the Austin area and frequented Barton Creek quite often. Hancock Springs is a treasure. She recommends a reduced rate for senior citizens, teachers, city residents vs. non-city residents.

Jane Lyon addressed Council as a Lampasas citizen and registered voter. She commented on the City Ordinance for Lap Swim Fees that states \$40.00 per month instead of per number of visits. She and several others swim regularly for therapeutic reasons.

Mr. Paul Norris addressed Council regarding lifejackets and coast guard approved floatation devices. The required lifejackets are not meant for swimming. A noodle assists his wife in swimming for therapeutic reasons.

Staff advised during lap swim noodles will be permitted but not during regular pool hours for safety reasons, last season there was on average of over 290+ patrons at the pool. It is too crowded for floaties, noodles & other non-coast guard approved devices, which Staff cannot prohibit to be used at the pool. Visibility and life safety is Staff's concern.

Mr. Norris advised his wife works 60 hours a week and not able to make the scheduled times for lap swims. The only thing she could possibly do is to swim on a Saturday but would need her noodle. He commented on ADA and reasonable accommodations.

Pete Dubas addressed Council in hopes of getting dressing rooms at Hancock Springs Pool area. He also mentioned the need for a handrail at the NW corner of the pool.

Mr. Dubas provided Mrs. Sims, City Secretary with concept drawing of hand rail and follow up phone number to address his concerns.

Council asked Staff to bring back options for consideration at the next council meeting.

3. Discussion regarding FY 2024 Budget.

Mr. deGraffenried advised budget projections are currently being reviewed, and that street design costs should also be considered in budget numbers for street rehabilitation vs rebuild to meet standards outlined in the Comprehensive Plan. Budget presentations will begin in the next few weeks.

4. Discussion and presentation from Derrick Berrios, LCHEC.

Presentation postponed until June 26, 2023.

5. Discussion and presentation from Keith Sledd, HOTDA.

Mr. Sledd presented the Heart of Texas Defense Alliance "HOTDA" Data Report

Why a defense alliance?

Fort Hood's Annual Economic Impact to TX (2022)

- \$28.9 Billion of Military Economic Impact

- 25.3% of Total Military Economic Impact in TX

- 55,374 Direct Employment

- 160,933 Total Employment

- *A regional (7 cities/3 counties) Municipally-Funded Non-Profit Profit (501(C)(6)) Corporation formed in February 2003 in response to an expressed need by the Communities of Central Texas most affected by the activities of Fort Hood.*
- *Promotes the importance and sustainability of Fort Hood and all defense-related industries, organizations and institutions in the Killeen-Temple-Fort Hood MSA*

Current Focus

- *FY 2023 Defense Economic Adjustment Assistance Grant (DEAAG)*
- *FY 2023 Defense Community Infrastructure Program (DCIP) Grant*
- *MDTF Stationing*
- *Central Texas /TAMU-CT Innovation District & Research Park*
- *Governor’s Committee to Support the Military*
- *Mitigation of DV Tax Exemption Impact*
- *NTC Visit Program (next visit June 2023)*
- *Fort Cavazos Mission Capability and Growth*
- *IH-14 Expansion*
- *Joint Land Use Study Implementation Plan*
- *Credentialing, Certification, and Licensing (CCL)*
- *Fort Cavazos Regional Health Planning Organization (FHRHPO)*
- *Potential Base Realignment and Closure (“BRAC”) FY 2024 and Beyond*
- *Joint Military-Civilian Multi-Modal Truck/Rail Facility*
- *Veterans Inventory Report – Soldier/Family Employment*
- *FY 2022 Defense Economic Adjustment Assistance Grant (DEAAG)*
- *KFHRA Strategic Plan Development*

Updates

Quarterly Veterans Inventory Report

HOTDA in collaboration with Workforce Solutions and Fort Cavazos’ Soldier For Life program survey transitioning Soldiers using a digital survey to identify trends and share potential workforce information.

- *Quarterly Surveys conducted since 2007 and are available online at <https://www.hotda.org/transitioning-veteran-intent-survey>*
- *1st Quarter FY23 available at https://www.hotda.org/_files/ugd/850f89_73d4486c5f264be58a4a22f291f155a3.pdf.*

- *Defense Community Infrastructure*
- *Program (DCIP) Grant*
- *FY24 Defense Budget*
- *Mitigation of Impact from 100% DV Tax Exemptions*
- *Transitioning Military Workforce*
- *Intend to Stay in CENTEX*

6. Discussion and presentation from Jim Lindeman, Hill Country 100 Club.

Jim Lindeman advised that the 100 Club represents Burnet, Llano, Blanco and Lampasas County. The purpose of this all-volunteer organization is to support activities necessary to help families of first responders who are killed or seriously injured in the line of duty, creating an untimely financial burden. Funds are provided to the families within 24-48 hours. The 100 club's goal is to increase memberships and revenue levels to be able to help more families.

Individual Membership \$100.00 annually

Business Membership \$250.00 annually

First Responder (active duty or retired) \$50.00 annually

www.hc100club.org

The largest fundraiser for the 100 Club is the annual Hill Country Golf Classic at Horseshoe Bay Resort. This year it is scheduled for September 11, 2023.

The 100 club also offers scholarships for those who have chosen the first responder profession.

7. Discussion and presentation from Erica Melton, Hill Country Children's Advocacy Center.

Erica Melton, Education and Outreach Director showed a video that represents the purpose and mission of the Hill Country Children's Advocacy Center. The advocacy center exists to eliminate the negative outcomes associated with child abuse and to restore the full potential of the child. The Hill Country Children's Advocacy Center provides mental care and specialized victim services to children aged 0-17 and their non-offending family members who have been traumatized by criminal levels of physical abuse, child fatalities, or sexual abuse. This is done by offering six core services in both English & Spanish in the service area:

- *Multi-Disciplinary Team Coordination & Case Review*
- *Forensic Interviews*
- *Mental Health Services*
- *Education & Outreach*
- *Family Advocacy Services*
- *Forensic Medical Exams*

Keeping children safe is a fundamental responsibility. The Hill Country Children's Advocacy Center brings hope, healing and justice to victims of abuse.

8. Discussion and presentation from Paul Wilborn, WCID.

Mr. Wilborn advised the WCID board was created in 1956 one year prior to the devastating 1957 Mother's Day Flood. In April of 1957 development began on the flood control dams. From 1958-1961 there was no significant flooding events in Lampasas. Beginning in 1961, the WCID began deferred maintenance on the dams by managing fencing, clearing brush & timber. The WCID organization sat dormant for about 15-20 years. When the organization became active again it took well over \$400,000.00 to cure. The majority of the funding came from the Texas Soil and Conservation. Today all 9 dam sites are classified as High Hazard by

Texas Commission on Environmental Quality (TCEQ). To date there has not been any approved State Funding for any upgrade to dam status. They are grateful for the annual support they receive from the City.

Mr. Wilborn took the opportunity to review the boards efforts with the 3,000-acre Pitt Creek Development near Dam Site #2. They have been working with TCEQ, Dam Safety Engineers, County Commissioners and the Developers to mitigate storm water runoff.

9. Discussion and presentation from Harrell Clary, Cooper Spring Nature Park.

Mr. Clary, CSNP Board Member advised that the Cooper Spring Nature Park started as an idea and with the Johnson's generous donation of 16 acres in 2008 and with other major donors over time it has become a City treasure. The Park is dedicated to the preservation and encouragement of wildlife. The Park has undergone many improvements over the years. Mr. Clary presented a list of future projects. Outside of support from the City of Lampasas, the board relies on volunteers and donations from the community. They are currently working on establishing a social media presence and online donation platform.

10. Discussion of future Street Projects as it relates to the Comprehensive Plan Street Design Criteria.

Ryan Ward, ACM advised that in 2021, the City of Lampasas adopted a Comprehensive Plan. The Comprehensive Plan ensures that new development and redevelopment of land, roads, parks, utilities, and public facilities are well-planned and occur in a manner that achieves the desired vision of the community. Currently, the 2nd Street Rehabilitation Project is being designed, with a focus on total reconstruction of 2nd Street from Main Street to Pecan Street. This project will include ADA and pedestrian facilities, as well as address urban street design criteria defined in the Comprehensive Plan. Some items defined are sidewalk widths, bicycle lanes, parking, subsurface storm drain and landscaping. The implementation of these items in the design plan are a directed factor of the roadway classification and therefore will be adhered to as closely as possible during the design engineering process.

Council agreed that stormwater drainage should be a priority during reconstruction projects. Streetscape, median, bike lanes, etc. will be determined based on funding. Staff will continue to refer to the Comprehensive Plan during review and design.

11. Discussion regarding any item on the regular agenda

There was no discussion.

12. Adjourn Workshop Session

Council member Williamson moved to adjourn the workshop session at 7:48 p.m.; the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

Without objection Council took at 10-minute break

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 8:00 p.m.

B. 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.

C. Presentations and Proclamation

There were no presentations or proclamations.

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

There were no citizen comments

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

1.3	Public hearing to receive citizen comments regarding a request to amend Appendix A “Fee Schedule” Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses.
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Mayor Pearce opened the public hearing, Chief Smith advised of the following:

Staff has reviewed the fee schedule for services provided for fire inspections. In reviewing Staff time, resources and comparing fees to other municipalities, Staff is recommending the follow amendments:

Current Fees		Proposed Fees	
Nursing Home	150.00	Nursing Home	200.00
Hospital	180.00	Hospital	200.00
Jail	175.00	Jail	200.00
Schools	150.00	Add: Private School<50 kids	50.00
		Add: Private School> 50 kids	100.00
2-hour Sprinkler Test	125.00	2-hour Sprinkler Test	150.00
Fixed Fire Suppression	50.00	Fixed Fire Suppression	150.00
Fuel Tank Storage	50.00	Fuel Tank Storage	125.00
Fire Alarm	50.00	Fire Alarm	150.00
Fire Watch	25.00	Remove: Fire Watch	
Fixed System Plan review	75.00	Fixed System Plan Review	150.00
		Add: General Fire Code Plan Review	75.00

With no additional comments, Mayor Pearce closed the public hearing.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Special Called Meeting on May 15, 2023.

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

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting held on May 22, 2023.
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Council member Williamson moved to approve the minutes as presented; the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from May 1, 2023-May 31, 2023.
3.2	Discussion and possible action regarding the April 2023 Investment Report.
3.3	Discussion and possible action to approve the second reading of an Ordinance to approve the Lampasas County Recycling program in the amount of \$36.00 annually
3.4	Discussion and possible action to approve the second reading of an Ordinance to rezone 79.971 acres, commonly known as 1206 Mills Street and 1705 E 4 th Street as presented on concept plat, consistent with the Lampasas Comprehensive Plan

Council member Keele moved to approve the consent agenda as presented, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

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

City Manager deGraffenried reviewed his report:

190 Improvements Although a little outside our corporate limits, TxDOT will be holding a Public Meeting on improvements to US 190 on the eastern side of the County. The improvements in Lampasas County would extend west from FM 2657 for approximately 2.3 miles, or 1.04 miles west of Big Divide Road. The scope of improvements include construction of controlled access highway with 2-12-foot main lanes in each direction divided by a 24-foot median. Eastbound and westbound frontage roads would be constructed as one-way roads in each direction. Both in person and virtual options are available as noted in the attachments. The in person Public Meeting will be held at Taylor Creek Elementary, June 15th from 5:30 p.m. to 7? :00 p.m.

Appraisal District Attached is notification from the Lampasas Central Appraisal District (“LCAD”) regarding their proposed FY 2024 Budget. As a reminder the taxing entities are the sole source of funding based on their percent of the total levy of LCAD. The proposed budget notes a 12.09% increase from the current year budget, \$90,599.68, with 8.14% of the total increase due to previously supported software updates. LCAD will conduct a Public Hearing on the proposed budget on June 22nd at 8:30 a.m. at the LCAD office, 109 East 5th Street. After formal consideration, and assumed approval by their Board, likely on June 22nd, the taxing entities will have 30

days to approve, deny or approve by no action LCAD's budget. Staff will place an item on the June 26 Council agenda to consider LCAD's budget.

Hostess House

Staff this week met, virtually, with the Reliance Architecture team regarding a revised scope and additional information gathering regarding the timing of bidding, and interest from potential contractors. Staff and consultants will be assessing floor plan options, based on previous bidding and contractor input, including no change in foot print other than an elevator shaft; the previously presented minimal floor plan concept; and the previously bid, highest value design. Additionally, staff will recommend exclusions from the previous add alternate list, and include any holdover, desired items in the base bid. Consultants continue to analyze itemized bid tabs, including the Council request for specific renovation costs, for possible savings. Staff will also be contacting the Texas Historic Commission for possible funding options. A follow-up meeting has been scheduled for next week.

EMS Report

The Hamilton County Hospital District, Emergency Medical Services report for May 2023 is attached for your reference. In addition to referencing the number and nature of calls, the report also segregates calls from those in the City and those in the County. Of the total 348 calls for service, including transfers, 231 or 64%, were within the City of Lampasas. Staff also points out the average response time in the City, which was a respectable 5 minutes and 5 seconds.

Council Workshop

Staff reports on this item for follow-up and input regarding a date and time for a round-table workshop on governance, short-term goals, and any possible changes in Policy. Staff understood, that particularly with new members and leadership, 100% attendance was a prerequisite for setting a meeting. Staff is hopeful for Council input, in consideration of your busy summer schedules, for a possible date and time.

Summer Reading

Shanda reports great participation in the Library's Summer Reading Program. The Program kicked off the week of June 5th with 136 youth participating and 36 adults in attendance and assisting. The theme for this year's Program is All Together Now, focusing on friendship and kindness. The teen program will also begin this week with emphasis on a program propagated by the Texas Parks and Wildlife Department related to animal adaptation. Good things are happening at the Library.

TA Submittal

Ryan has been working hard to complete packaging for the second phase submission of the TxDOT call for Transportation Alternative ("TA") funding. The City was selected to submit for round 2 based on the design concept including pedestrian and bike improvements generally along Western to North, and North to Nix Road. The City, thanks to Ryan's efforts, submitted the round 2 package to TxDOT before the June 5th deadline. TxDOT estimates awards will be published this Fall.

Park Security

By the attached email, staff notes that preliminary solutions and costs have been assessed for Park and City asset security. The primary solution calls for video surveillance, with back-haul monitoring through fiber extension. Staff will prepare more precise estimates for future Council consideration, however; initial costs could be within the \$80,000.00 to \$100,000.00 range.

5.2	MAYOR'S COMMENTS
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The Mayor had no comments this evening

6.0 UNFINISHED BUSINESS

There was no unfinished business.

7.0 NEW BUSINESS

7.1 Discussion and possible action regarding approval of Spring Ho Mural by Vision Lampasas.

Council member Keele moved to approve the Spring Ho Mural created and installed by Vision Lampasas, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

7.2 Discussion and possible action regarding the renewal of the Chamber of Commerce Tourism and Visitor Center Agreement

Council member Kuehne moved to approve the renewal of the Chamber of Commerce Tourism and Visitor Center Agreement, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Morris absent)

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

Council member Hernandez moved to approve entry #1, the motion was seconded by Council member Williamson and with Council member Keele in opposition, the motion carried. (Morris absent)

7.4 Discussion and acceptance of the FY 2024-2029 CIP Report

Council member Kuehne moved to accept the FY 2024-2029 CIP Report, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Morris absent)

7.5 Discussion concerning potential increase in wholesale treated water rates related to capital expenditures.

Over the course of the past several months, CTWSC staff and long-range planning committee have identified short-term critical needs, and as they relate to Lampasas and Kempner Water Supply Corporation (KWSC), raw water pumps for the “old plant” that is the primary treatment facility for western customers. One means discussed to fund necessary improvements was a 2–3-year surcharge to all customers in combination with an increase in the capital contribution that all customers pay. The City, as represented on the Board, provided input to the CTWSC board on June 6th, that neither the City nor Kempner’s contract with CTWSC allows for charges outside those defined in the contract. The proposed rates, subject to input from members at the CTWSC Board meeting on June 27, 2023, are recommended at \$0.15 per 1000 gallons surcharge, and \$0.10 per 1000 gallons increase to capital contributions. Based on stated needs and the City’s desire to have CTWSC operations improve, Staff does not plan to protest. The CTWSC Board, as a whole, will have the authority to implement rates within their by-laws. The City would only be responsible for the capital contribution increase of \$0.10 per 1000 gallons.

At this time, no action is required of Council

7.6 Discussion and possible action regarding street closures in support of the Rockin’ Rides and Smokin’ Swing

Car Show to be held on July 9, 2023 at the Lampasas Courthouse Square.

Council member Keele moved to approve the street closures in support of the Rockin' Rides and Smokin' Swing Car Show to be held on July 9, 2023 at the Lampasas Courthouse Square, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried (Morris absent)

7.7 Discussion and possible action regarding approval of fixed rate from Waste Connections, City of Lampasas Solid Waste provider for 30 yard Roll Off Trash Containers for April 2024 Solar Eclipse Event in the amount of \$712.33 per container plus \$34.29 per ton of waste.

Council member Keele moved to approve the fixed rate from Waste Connections, City of Lampasas Solid Waste provider for 30 yard Roll Off Trash Containers for April 2024 Solar Eclipse Event in the amount of \$712.33 per container plus \$34.29 per ton of waste, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Morris absent)

7.8 Discussion and possible action regarding the approval of fixed rate to lease 15 two-way radios, batteries, chargers and earpieces in an amount not to exceed \$1,200.00 which includes shipping charges from Aerowave Technologies.

Council member Keele moved to approve the fixed rate to lease 15 two-way radios, batteries, chargers and earpieces in an amount not to exceed \$1,200.00 which includes shipping charges from Aerowave Technologies, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

7.9 Discussion and possible action regarding securing of fencing from United Rentals to secure property at 580 Sports Complex in the amount of \$23,000.00

Council member Keele moved to approve the securing of fencing from United Rentals, a sourcewell vendor, to protect 16 acres of irrigated property at the 580 Sports Complex during the Solar Eclipse Event in April to in the amount of \$23,000.00, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Morris absent)

7.10 Discussion and possible action regarding traffic management scope and expectations during the Solar Eclipse Event in April 2024.

Council member Keele moved to approve moving forward with the traffic management scope and expectations during the Solar Eclipse Event in April 2024, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

7.11 Discussion and possible action to approve the designated areas as viewing spots for the Total Solar Eclipse event to be held April 8, 2024.

Council member Keele moved to approve the designated areas as viewing spots for the Total Solar Eclipse event to be held April 8, 2024, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Morris absent)

Facility	Number of Parking Spaces	Number of People
Turner Field	285	1140
580 Sports Complex	2110	8440
WM Brook Park	200	800

Avenue A	70	280
Campbell Park	60	240
Gavin Garrett Soccer Field	105	420
	Total 2,830 parking spaces	Total 11,320 people

7.12 Discussion and possible action regarding the purchase of a John Deere 3032E Utility Tractor for the Parks Department that was budgeted in the FY 2023 budget cycle in the amount of \$25,000.00.

Council member Kuehne moved to approve the purchase of a John Deere 3032E Utility Tractor for the Parks Department in an amount not to exceed \$27,000.00, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

7.13 Discussion and possible action regarding the first reading of an Ordinance to amend Appendix A “Fee Schedule” Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses.

Council member Keele moved to approve the first reading of an Ordinance to amend Appendix A “Fee Schedule” Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

7.14 Discussion and possible action regarding approval of Resolution by the City of Lampasas authorizing participation in a coalition of similarly situated cities in connection with the statement of intent to change Rate CGS (“city gas service”) and Rate PT (“pipeline transportation”) of ATMOS pipeline- Texas filed on or about May 19, 2023; authorizing participation in related rate proceedings; authorizing the retention of special counsel; requiring the reimbursement of municipal rate case expenses; finding that the meeting complies with the open meetings act; and making other findings and provisions to the subject.

Council member Kuehne moved to approve the Resolution by the City of Lampasas authorizing participation in a coalition of similarly situated cities in connection with the statement of intent to change Rate CGS (“city gas service”) and Rate PT (“pipeline transportation”) of ATMOS pipeline- Texas filed on or about May 19, 2023; authorizing participation in related rate proceedings; authorizing the retention of special counsel; requiring the reimbursement of municipal rate case expenses; finding that the meeting complies with the open meetings act; and making other findings and provisions to the subject, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

7.15 Discussion and possible action regarding a request from TxDOT Brownwood District to reduce the speed limit on US Highway 281 during construction beginning in Burnet County and continuing to South Main Street.

Council member Keele moved to approve the request from TxDOT Brownwood District to reduce the speed limit on US Highway 281 during construction beginning in Burnet County and continuing to South Main Street, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Morris absent)

7.16 Discussion and possible action to declare a 2007 Holt Caterpillar 824G Wheel Loader used by the Street Department, as surplus and to authorize disposal as allowed by State law.

Council member Keele moved to declare a 2007 Holt Caterpillar 824G Wheel Loader used by the Street Department, as surplus and to authorize disposal as allowed by State law, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

Adjourn- *Council member Williamson moved to adjourn at 9:20 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)*

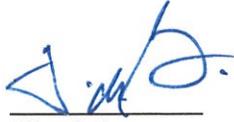
PASSED AND APPROVED this _____ day of _____, 2023.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

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City ManagerITEM NO. 3.1

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance to amend Appendix A "Fee Schedule" Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses.

Requested By: Jon Paul Harris, Fire Marshal**Submitted By:** Becky Sims, City Secretary**Date Submitted:** June 7, 2023**For the Agenda of:** June 26, 2023**Procurement and Funding Statement:****Attachments:** Fee Schedule, Ordinance, City Comparison Sheet

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance to amend Appendix A "Fee Schedule" Chapter 38 Fire Prevention and Protection, Article I. Fees for Permits, Inspections and Licenses as presented.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF LAMPASAS, TEXAS AMENDING APPENDIX A “FEE SCHEDULE”, CHAPTER 38. FIRE PREVENTION AND PROTECTION, ARTICLE I. “FEES FOR PERMITS, INSPECTIONS AND LICENSES FOR CHAPTER 38”; REPEALING ANY INCONSISTENT PROVISIONS; PROVIDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Lampasas, Texas is a Home Rule municipality incorporated and operating under the Laws of the State of Texas; and

WHEREAS, the City has determined that it is in the best interests of the health, safety and welfare of its citizens to amend Appendix A – Fee Schedule, Chapter 38 “Fire Prevention and Protection”, Article I. “Fees for permits, inspections and licenses of the Lampasas Code of Ordinances as it applies to the fees and charges for various inspection services performed by the City.

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

Part 1: That Appendix A “Fee Schedule” is hereby amended by amending Chapter 38 “Fire Prevention and Protection”, Article I, as follows:

Chapter 38. Fire Prevention and Protection.

Article I. Fees for permits, inspections and licenses for Chapter 38:

Current Fees		Proposed Fees	
Daycare	50.00	Daycare	No Change
Foster Care	50.00	Foster Care	No Change
Registered Family Home	50.00	Registered Family Home	No Change
Nursing Home	150.00	Nursing Home	200.00
Hospital	180.00	Hospital	200.00
Jail	175.00	Jail	200.00
Schools	150.00	Add: Private School<50 kids	50.00
		Add: Private School> 50 kids	100.00
2-hour Sprinkler Test	125.00	2-hour Sprinkler Test	150.00
Fixed Fire Suppression	50.00	Fixed Fire Suppression	150.00
Fuel Tank Storage	50.00	Fuel Tank Storage	125.00
Fire Alarm	50.00	Fire Alarm	150.00
Fire Watch	25.00	Remove: Fire Watch	
Residential Burn Permit	15.00	Residential Burn Permit	No Change
Commercial Burn Permit	300.00	Commercial Burn Permit	No Change
Fire Alarm Plan Review	150.00	Fire Alarm Plan Review	No Change
Fixed System Plan review	75.00	Fixed System Plan Review	150.00
		Add: General Fire Code Plan Review	75.00

Part 2: All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed and are no longer of any force and effect.

Part 3: If any provision of this Ordinance or application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

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

Passed And Approved the First Reading on this 12th day of June 2023

Passed And Adopted on the Second Reading on the 26th day of June 2023.

APPROVED:

ATTEST:

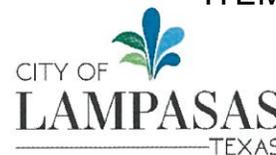
Herb Pearce, Mayor

Becky Sims, City Secretary

Approved in form by the City Attorney:

Jo-Christy Brown, Esq. Executed on a separate page to be attached hereto.

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Information
Systems

Memo
To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Monday, June 19, 2023
Re: May 2023 Monthly Report

Service Tickets - Social Media - Website Stats

IT Service Tickets	296
Facebook Followers	7,215
Twitter Followers	734
Instagram Followers	747
Website Page Views	35,972

IT Supported Hardware & Software

PCs	97	Wireless Access Points (WAP)	16	Servers	30
Laptops	57	Verizon Aircards	52	Firewalls	3
Printers	70	Network Attached Storage (NAS)	5	Tablets	15
Switches	22	Apple iPhones	36	Software Applications	30+
CC Reader	8	Security Cameras	20		

May Projects Completed:

- Attended Solar Eclipse meetings
- Attended TylerTechnology ExecuTime meetings/status calls
- Contacted/onsite walkthrough with Nextlink to request quotes for internet at Parks facilities/security camera project
- Contacted AT&T regarding Parks Barn internet problems/created support ticket
- Obtained quote for Citrix remote desktop user licenses (5)
- Built out UNIFI NVR system for security cameras/added HDDs
- Troubleshooted/rebuilt City domain controller server
- Configured/installed printer at Hanna Springs Pool PC/added to inventory
- Obtained quote for PD scanner/purchased/installed
- Configured/installed Utility Billing credit card reader
- Activated PD NetMotion software renewals/applied to server
- Obtained quotes for CIP security cameras project for City Parks
- Obtained updated quotes for CIP Incode Cloud project
- Attended meeting with staff and Incode to discuss Incode Cloud quote
- Configured/installed AcuServer on Incode server
- Agenda item to dispose of outdated/broken technology equipment as state law allows
- Disposed of outdated/broken technology equipment
- Completed setup/configuration form for PD CradlePoint routers
- SW Fiber Optics onsite to give quote on running fiber to Hanna Springs Pool/Park
- FY 22-23 Budget projections to Finance
- Installed Microsoft TEAMS software on employee PCs
- CIP Project list/updated quotes
- Posted Summer Parks/Golfs events on website/socials
- Researched TylerTechnology merchant software/discussed with Finance
- Attended meeting with Library Director and Finance to discuss taking credit card payments at Library
- Built out replacement PC for Parks Director/installed
- Built out replacement PC for WWW Crew/installed
- AT&T fiber internet outage: 5-31
- PD NetMotion software upgrade to server/patrol laptops

June Projected Projects:

- AT&T account representative onsite/obtain quote for 1GB upgrade/obtain quote for alternative backup fiber hub
- Obtain quote for (8) replacement PCs/order/configure/install/add to inventory
- FY 23-24 renewal quotes/budget project planning

- Move DR NAS to Fire Department
- Attend Tyler Technology ExecuTime meetings/trainings/testing/status calls
- Tyler Technology ID badge software configuration/training
- Configure/install Fargo ID Card Badge printer in HR office
- Rebuild PD Kiddo Card laptop/configure
- Schedule installation of Verizon CradlePoint routers with vendor and PD staff
- Configure/install (1) 52-port replacement Netgear switch at W/WWW/add to inventory
- Configure/issue out (2) PD Patrol replacement Dell Toughbook PCs/add to inventory
- Attend Solar Eclipse meetings/add new content to webpage
- Assist staff/vendor with Specific Energy software install
- Install W/WWW server rack/shelves/UPS
- Obtain quote/order photo contest winner prizes

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 (2) Panasonic PD Patrol Toughbooks *(completed)*
- Obtain quotes/configure/replace (3) 16 port switches *(completed)*
- Work with AV vendor to install ceiling microphones in Council Chambers *(completed)*
- Golf point of sale software vendor on hardware & software upgrade *(completed)*
- Obtain quotes/configure/replace (2) 52 port switches *(completed)*
- Dispose of outdated/broken technology items *(completed)*
- FY 22-23 Budget projections *(completed)*
- FY 23-24 Proposed Budget *(completed)*
- Configure/Install ExecuTime software/employee id badge printer *(in progress)*
- Work with vendor/pd staff on configuration/implementation of PD CradlePoint routers *(in progress)*
- Obtain quotes for W/WWW server rack/equipment/move PCs to server room *(ordered)*
- Work with staff and vendor to implement Tyler Technologies ExecuTime time management software *(in progress)*
- City wide cyber security training for all employees/submit to State DIR *(FY 22-23)*

Daily/Weekly/Monthly Tasks:

- OS updates on all NAS devices, firewalls, WAPs
- Activate/configure all City data cell phones
- Activate/configure all City Verizon jetpacks
- Assist with all issues related to online payments
- Install Windows updates on City/PD servers & workstations

- Content updates to City website/social media platforms/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/archive to website and file server
- Create cyber security phishing campaigns/deploy to employees/council members

Future Projects & Goals:

- Obtain quotes for Hostess House technology needed/purchase *(FY 23-24)*
- Adopt future amendments to IT Computer Policy *(FY 23-24)*
- Core & Main water meter software upgrade/EOL solution *(FY 23-24)*
- Printronix utility billing printer EOL *(FY 23-24)*
- Migrate Incode v.9 to Incode Cloud solution *(FY 23-24)*
- Replace (20) security cameras due to EOL *(FY 23-24)*
- Increase AT&T internet speeds to 1GB *(FY 23-24)*
- Establish a backup internet solution for redundancy *(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

MAY 2023

Circulation	We circulated 4,715 items in May, which is up 29.9% from April (3,629). The library was closed May 29 for Memorial Day.
Door Count	There were 3,251 visitors during May, which is up 28% from April (2,539).
Internet Usage	There were 201 Internet sessions in May, compared to 215 in March (down 6.5%) There were no stats available from vendor for April.
Wifi Usage	In May, 81 unique visitors accessed our wifi network. This is down 22.9% from last month. Our total number of visits in May was 199, down 27.4% from April. (See attached infographics as well.)
Text Interactions	We communicated, via text messages, with 137 unique phone numbers in May, which is up 6.2% from April (129). We sent/received a total of 649 messages, which is up 13.5% from last month (572).
Video Streaming	We had 30 clicks in the adult collection (up 328.6% from April) and 35 clicks in the kids' collection of videos (up 600% from April), for a total of 65 (up 441.7% overall).
May Programs	In May, we held an escape room on Thursdays and Fridays for the first three weeks of May (45 total participated). We also had two staff story times, How Pinteresting! (bead flowers), Explore Lampasas (survival skills at Colorado Bend State Park), Cornelia Key Book Club, Comanche History with Lance Tahmahkera, and 42 Club. (See attached infographic also.)
Summer Reading	Summer Reading begins on Monday, June 5. Children's programs are Mondays, Wednesdays, and Fridays at 10am. Tween/teen programs are on Tuesdays at 3pm. The theme this year is "All Together Now." Some of the children's programs include A Day in the Life of a Park Ranger, Mad Science, Large Equipment Petting Zoo, What Does a Wildlife Rehabilitator Do?, Giant Yard Games, and a Foam Party to celebrate the end of a successful summer reading program! UPDATE: First day of summer reading: 136 kids and 36 adults!!
June Programs	We will also have a few regular programs during the month of June: Cornelia Key Book Club, 42 Club, and the "Just Dewey It" program (from 200s section) about serving others.

In May, 81 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.



Change from prior month
199 ↓ **-27.37%**

Monthly Sessions



181 ↓ **-25.51%**

Total Visits



81 ↓ **-22.86%**

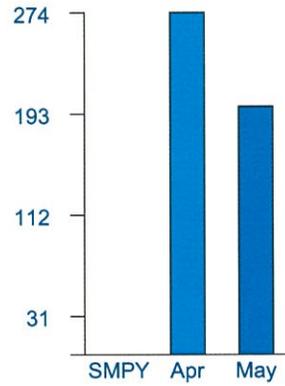
Unique Visitors



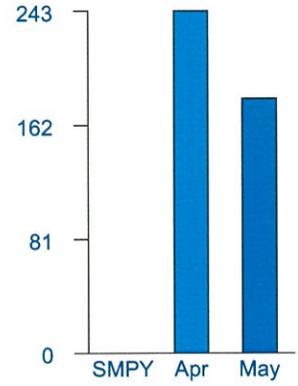
2.23 ↓ **-3.46%**

Average Return Rate

Total Monthly Session Count

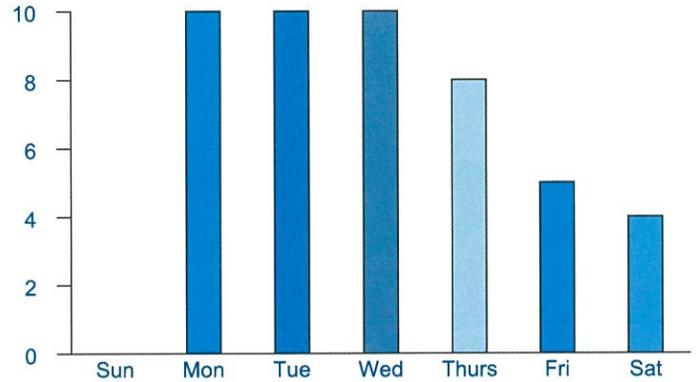


Total Monthly Visits

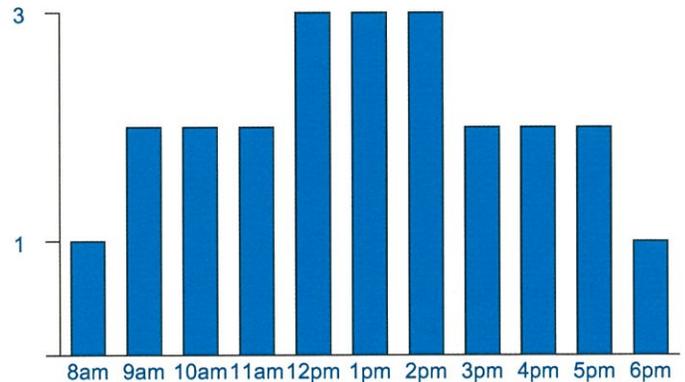


*SMPY: Same Month Prior Year

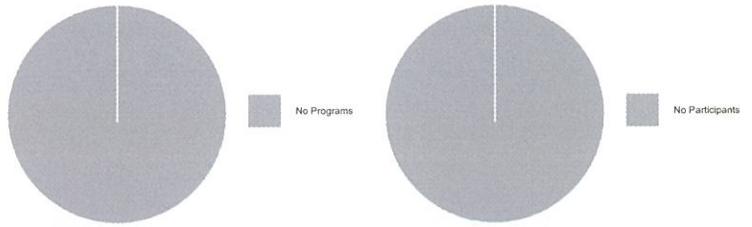
Average Daily Visits



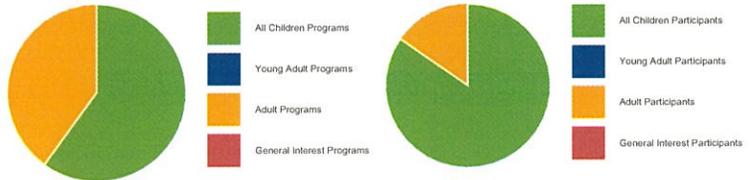
Average Peak Hourly



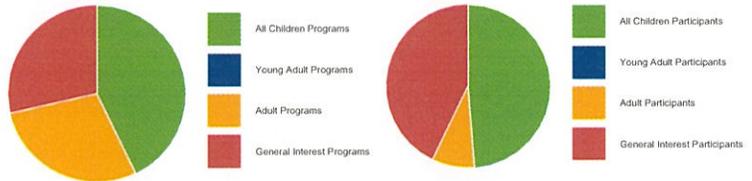
October					
Overview					
All Children Programs	0	0%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	0		Total Participants	0	



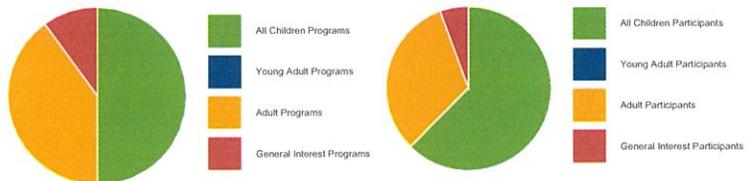
November					
Overview					
All Children Programs	6	60%	All Children Participants	83	84.69%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	40%	Adult Participants	15	15.31%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	10		Total Participants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



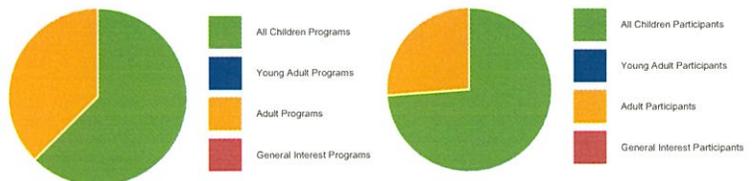
December					
Overview					
All Children Programs	3	42.86%	All Children Participants	58	48.74%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	28.57%	Adult Participants	10	8.4%
General Interest Programs	2	28.57%	General Interest Participants	51	42.86%
Total Programs	7		Total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



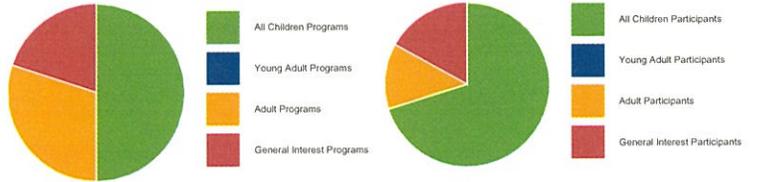
January					
Overview					
All Children Programs	5	50%	All Children Participants	68	62.39%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	40%	Adult Participants	35	32.11%
General Interest Programs	1	10%	General Interest Participants	6	5.5%
Total Programs	10		Total Participants	109	



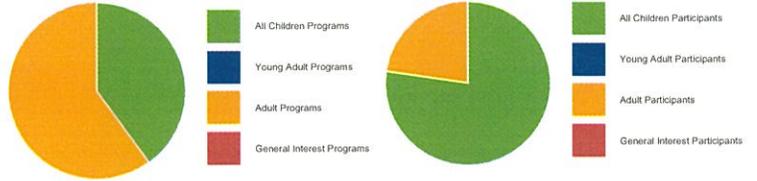
February					
Overview					
All Children Programs	5	62.5%	All Children Participants	62	73.81%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	37.5%	Adult Participants	22	26.19%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	84	



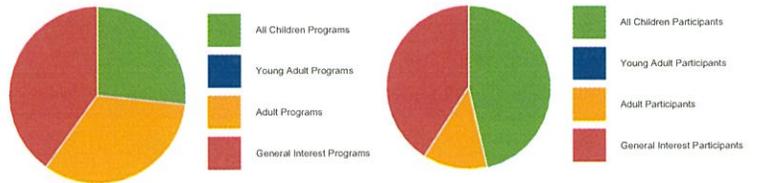
March					
Overview					
All Children Programs	5	50%	All Children Participants	108	70.13%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	30%	Adult Participants	20	12.99%
General Interest Programs	2	20%	General Interest Participants	26	16.88%
Total Programs	10		Total Participants	154	



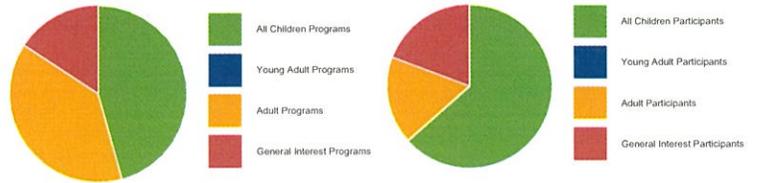
April					
Overview					
All Children Programs	4	40%	All Children Participants	89	77.39%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	60%	Adult Participants	26	22.61%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	10		Total Participants	115	



May					
Overview					
All Children Programs	4	26.67%	All Children Participants	102	46.36%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	33.33%	Adult Participants	28	12.73%
General Interest Programs	6	40%	General Interest Participants	90	40.91%
Total Programs	15		Total Participants	220	



Year in Review					
Overview					
All Children Programs	32	45.71%	All Children Participants	570	63.4%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	27	31.43%	Adult Participants	156	14.24%
General Interest Programs	11	7.14%	General Interest Participants	173	9.23%
Total Programs	70		Total Participants	899	



Memo

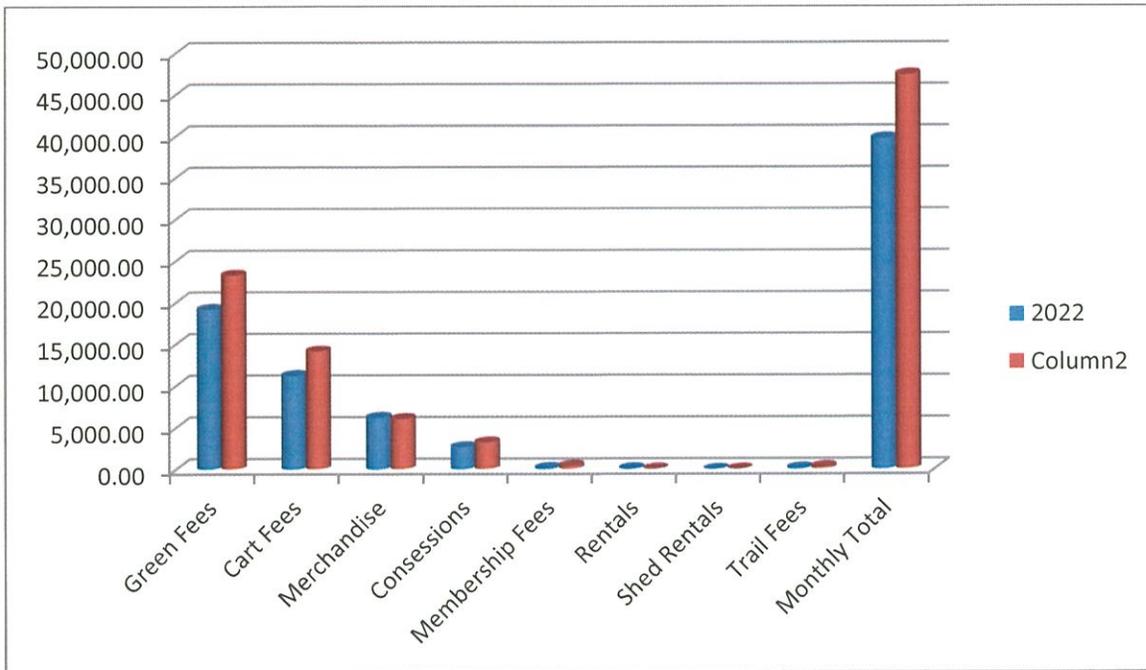
To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: June 19, 2023
Re: Monthly Report, May 2023

- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Sprayed the greens Indemnify, this is a pesticide that controls nematodes.
- Applied 400 lbs. of custom fertilizer on the greens.
- Cleaned up the edges of the sand traps and added more sand.
- Burned several brush piles.
- Trimmed numerous trees along the cart trail that were hanging down.
- Patched some bad areas on the cart trails with asphalt.
- Weekly and daily mowing of the greens, tees, rough and fairways.

May Tournaments:

- May 6 – Sanchez Memorial 3-person Scramble, 90 golfers.
- May 12 – Vista Reality 4-Person Scramble, 72 golfers.
- May 27th, 28th & 29th – 72nd Annual A.C. January Memorial Golf Tournament, 192 golfers,

Hancock Park G.C. May Revenue Comparison 2022 and 2023



CITY SECRETARY DEPARTMENT/ MAY 2023 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Attended Solar Eclipse Meetings on May 5th & May 17th
- Prepared and posted packet, attended and took minutes of the May 8th, May 15th & May 22nd City Council Meetings
- Prepared and posted packet, attended and took minutes of the May 4th and May 11th P & Z Meetings.
- Facilitated and participated in development meeting for daycare opportunities/requirements on May 3rd.
- Facilitated and participated in development meeting for vacant lot next to Saloon 37 on May 4th.
- Submitted comments and feedback to Studio 16:19 for Wayfinding Project.
- Attended Hill Country Chapter Meeting on May 25th
- Facilitated and worked on creation of logo for Hill Country Chapter, created nomination form for Hill Country Clerk of the Year.
- Selected as Chair TMCA Hill Country Chapter Nominations/Scholarship Committee
 - Solicited nominations from Chapter for TMCA awards.
- Completed Year-End Projections FY 2023 & Forecasted FY 2024 Budget
- Worked on FAQ and other data and resources for Solar Eclipse Event for website.
- My Gov Meeting-May 18th.
- Posted agenda/packet, attended, and took minutes for LEDC Meeting held on May 10th.
- Posted agenda, attended, and took minutes for the May 4th & May 18th CIP meeting.
- Worked on TML claims
- May Election
- Reviewed concept plans for proposed projects/provided development & utility information to several prospects.
- Processed/Facilitated Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.

Lupe Charping, Administrative Secretary

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



Finance/Utility Billing & Collection

MEMO

Date: June 21, 2023

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for May 2023

Finance Department:

- * Prepared reports/spreadsheets for departmental budgets.
- * Reviewed reports/spreadsheets with all departments for projections and budgets.
- * Input projections for year end budget in the system.
- * Prepared salary worksheets for all departments for budget input.
- * Coordinated with Human Resources regarding various questions and processes.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * Worked with various directors in assisting with budget questions.
- * Reviewed capital purchases for correct GL posting.
- * Corrected general ledger posting errors in system.
- * Recorded various Journal entries for sales tax, bank reconciliations, etc.
- * Sales Tax for May was \$281,557 which is an increase of 8% from May 2022.
- * Reconciled 18 bank accounts
 - Processed 406 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for May 2023 was 5% lower than what was billed in May 2022.
The Water billing for May 2023 was 14% higher than what was billed in May 2022.
- May Statistics for the department:

Total Water Customers	3,627
Total Wastewater Customers	2,887
Total Electric Customers	5,125
Residential Garbage Customers	2,759
Connects:	42
Disconnects:	29
Read In/Read Out:	37
Disconnects for Non-Pay:	10 (5 reconnected)



Memo



To: Ryan Ward, Assistant City Manager
From: Van Sims, W/WW Operations Manager
Date: June 21, 2023
Re: May 2023 Monthly Report

Water/Wastewater & Plant Operations

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

1. Completed monthly flushing. Total of 611,973 gallons flushed.
2. Collected 9 routine Bac T samples and 1 construction sample- all passed.
3. 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. Maintenance on 2 lift station pumps.
2. Installed 2 sewer taps.
3. Resolved 2 sewer stoppages.

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

1. Completed all daily checks of equipment and facilities.
2. Completed all TCEQ required sampling and analysis for the municipal plant.
3. Treated 52,560 gallons of septic waste.
4. Performed all routine maintenance on scheduled equipment.
5. Removed 160 cubic yds of cake.

- Total Work Orders Completed – 45
- Utility Locates – 25
- Building Dept Routing Forms- 1
- Customer Service Calls – 5

To: Ryan Ward
From: Carlos Garcia
Date: Friday, June 23, 2023
Re: May, Monthly

Street Department

Mr. Ward,

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

- 1) Street work orders consisting of Street Repair -2, Trim Trees/ Haul Brush-10, Misc-3
- 2) Street Patching
- 3) Line of Sights
- 4) Landfill Maintenance
- 5) Prepping sealcoat areas

For the month of June we will begin our summer sealcoat project, we will continue mowing, street sweeping, tree trimming, patching streets, general maintenance throughout the city, and taking care of work orders as they are issued.

Memo



To: Ryan Ward
From: Wayne sanders
Date: June 16, 2023
Re April

Electric Department

month's activities involved

- Operations and Maintenance
Electric –81 Total Work Orders (373 Hrs)
6 street lights to replace to LED
36 Line Locates
10 work orders for trees
- Set poles: total
2 Service poles
4 New lines extensions
2 Replaced
- Services Connected:
Remove Service -
Solar meter -1
Upgrades – 5
New services –4
Temps –2
- Overtime: 6 call outs = 34 hrs OT
 1. On customer side – 1
 2. Equipment failure -
 3. Tree – 3
 4. Animal Contact -
 5. House fire –1 lightning strike
 6. Weather – 1
 7. Line Down –
 8. Auto Accident -
 9. Connect /Disconnect -
- Operation and maintenance
1603 S Chestnut – truck hit fiber line and broke pole
Pot hole underground utilities along Hwy 183 for the Business park
Repaired light at Gavin Garret soccer field
Upgrade transformers at fire Department



DATA PROCESSING WEEKLY REPORT (continued)

Inspect poles at Turner field complex

- Activities for the Year

- Osmos Pole Inspection replacement: have replaced 352 poles of 389 total
- Naruna Rd & Hwy 281 Moved 3 poles , rerouted lines on 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 is 95% complete , need to add SCADA to Business Park Breaker
- **Lampasas Substation Upgrade: Panels are complete**

Pictured: Our Electric Department replacing a pole at Gerber Collision on Hwy 190





Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 06.20.23

Re: **Police Department** Monthly - May 2023

1. Chief of Police Jody Cummings attended 2 regular City Council workshops and 2 regular City Council meetings.
2. Chief Cummings attended 1 Capital Improvements Plan meeting.
3. Chief Cummings attended 5 Director's meetings.
4. Chief Cummings attended 1 general Eclipse meeting at City Hall hosted by Fire Chief Jeff Smith.
5. Sergeant Investigator Tim Ryan hosted a rifle training range for the police department.
6. Communications Supervisor/Records Clerk Kelli Sanguinet and Communications Operator/Data Entry Clerk Mary Mendez attended the bi-annual Texas Criminal Justice Information User's Group (TCJIUG) conference in Kerrville, TX.
7. Officer Garrett Bradley presented as scam-presentation to seniors at the Senior Center.
8. Patrol Lieutenant Chuck Montgomery, Sergeant Investigator Fidel Morua and School Resource Officer Dustin Roscoe provided pro-bono uniform security at a middle school dance.
9. Shelter Tech Elisa Erwin began employment at the Animal Shelter.
10. Chief Cummings and Patrol Lieutenant Montgomery met with a TML representative about potential training.
11. Chief Cummings participated in an interview with Ronnie Witcher at Lampasas Radio.
12. Officers supported the Wings of Eagles' "Born to Soar" event.
13. Lieutenant Montgomery met with Spring Ho Committee Members.
14. Chief Cummings, Assistant Chief Charlie Boswell and Lieutenant Montgomery attended a luncheon and presentation at Hamilton EMS in observance of National EMS Week.
15. SRO Sergeant Sheldon gave a presentation to the Kiwanis Club at their monthly luncheon.
16. Communications Officer Jessica Lee began employment at the police department.
17. School Resource Officer Sergeant Steve Sheldon assisted LISD with their first legislative mandated door check.
18. Chief Cummings attended a meeting with the IT Department and an AT&T representative.
19. Sergeant Investigator/Code Officer Tony Barrio celebrated his 21-year work anniversary.
20. AC Boswell attended a Chief's Meeting at the Calvert Building.
21. Chief Cummings completed and submitted budget projections.

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, May, 2023

MGO-My Permit-50

MAY 2023

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
ELECTRICAL	6	\$5,200.00	\$1,911.30
FENCE	3	\$11,400.00	\$105.00
MECHANICAL	2	\$5,000.00	\$135.00
PLUMBING	5	\$8,500.00	\$205.00
REMODEL/ADDITION	9	\$280,447.00	\$1520.00
SIGN	1	\$740.00	\$35.00
*** TOTALS***	26	\$311,287.00	\$3,911.30

MAY 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	3	\$625,000.00	\$6,138.80
DEMOLITION	1	\$0.00	\$00.00
ELECTRICAL	11	\$6,700.00	\$8,801.12
FENCE	1	\$3,000.00	\$35.00
MECHANICAL	6	\$17,000.00	\$445.00
PLUMBING	8	\$5,500.00	\$415.00
REMODEL/ADDITION	11	\$220,300.00	\$3,855.00
*** TOTALS***	44	\$877,500.00	\$19,689.92

LAMPASAS ECONOMIC DEVELOPMENT CORPORATION – June 23' REPORT

Brief Monthly Overview of LEDC - Stacey Ybarra, Economic Development Director

- Coordinated and Attended a Lunch with the Texas Economic Development and Tourism Office, Lampasas attendees included City Manager Finley deGraffenried, LEDC President Misti Talbert, and LEDC Director Stacey Ybarra
- Worked with Moody Analytics and Real Estate Offices regarding available properties for sale or for lease in Lampasas.
- Added available properties for sale or for lease to the LEDC website
- Continued to work on updating the LEDC website by updating verbiage and pictures
- Reviewed RFI's from the Governor's Office
- Gathered information about the Oklahoma University Economic Development Institute
- Worked with Engineering and staff to determine utility capacities at the Business Park
- Working on the LEDC Budget for FY 23'
- Attended a site visit with Oil States and discussed business needs and received a tour on May 24th
- Worked with City staff to begin developing a Development Checklist for business prospects
- Attended a site visit with J's Gun Shop and Hill Country Radio on June 7th
- Worked with Facebook to begin being able to advertise on the LEDC Facebook Page again
- Attended a site visit with Ajinomoto and discussed business needs on June 13th
- Attended a site visit with Eco Flex and discussed business needs and received a tour on June 13th
- Worked with Atmos to receive a quote on getting gas to the business park
- Gathered materials and information for potential business prospects
- Attended meetings with potential business prospects
- Attended a meeting with Studio 16:19 to discuss landscape design for the Calvert Building on June 9th
- Attended a Hwy 281 Meeting with representatives from Hamilton, Burnet, and Marble Falls on June 16th
- Worked with Traylor & Associates, Inc. to discuss EDA Grants for the Business Park on June 16th
- Attended a meeting with Jack Clark CPA to go over the LEDC Audit for FY 23 on June 16th
- Put together marketing materials for the Lampasas Job Fair and marketed the event by going on radio shows, putting an add in the Radiogram, and marketing the event on Facebook
- Reached out to employers to attend the Lampasas Job Fair
- Coordinated and hosted the Lampasas Job Fair on June 14th
- Worked with Public Works and M&S Engineering regarding the electric design at the Business Park
- Worked with City Attorney regarding Open Records Requests
- Attended Internal Solar Eclipse Meetings
- Attended a Solar Eclipse Meeting with the Ministerial Alliance on May 18th
- Worked with Fire Chief Jeff Smith on Solar Eclipse 2024 materials including a budget proposal for City Council
- Worked on getting quotes for sanitary restrooms and a parking management company for the Solar Eclipse to take to Council on June 26th
- Worked with staff to finish the Solar Eclipse FAQ for the City's website

Lampasas Fire Department

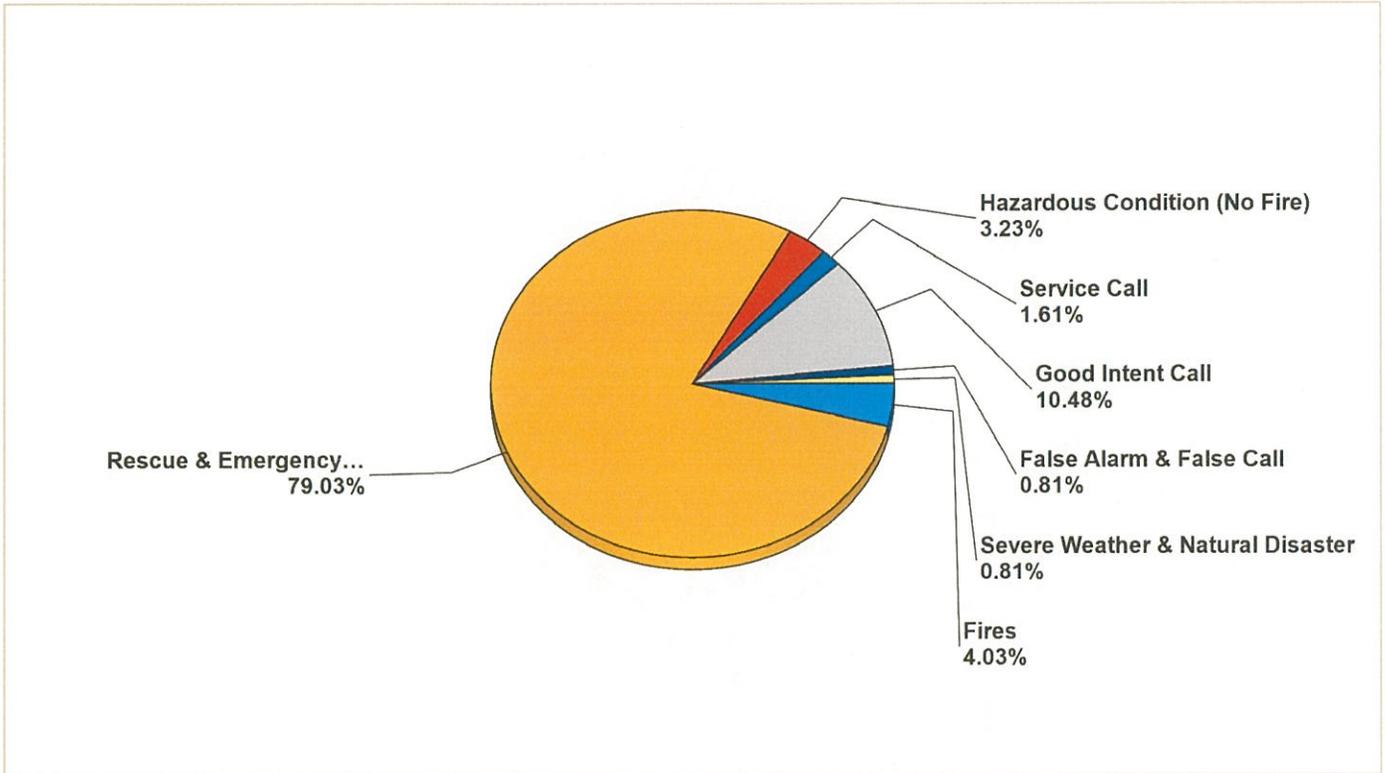
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.03%
Rescue & Emergency Medical Service	98	79.03%
Hazardous Condition (No Fire)	4	3.23%
Service Call	2	1.61%
Good Intent Call	13	10.48%
False Alarm & False Call	1	0.81%
Severe Weather & Natural Disaster	1	0.81%
TOTAL	124	100%

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



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

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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.81%
140 - Natural vegetation fire, other	1	0.81%
143 - Grass fire	2	1.61%
162 - Outside equipment fire	1	0.81%
311 - Medical assist, assist EMS crew	89	71.77%
322 - Motor vehicle accident with injuries	7	5.65%
324 - Motor vehicle accident with no injuries.	1	0.81%
372 - Trapped by power lines	1	0.81%
411 - Gasoline or other flammable liquid spill	1	0.81%
412 - Gas leak (natural gas or LPG)	2	1.61%
422 - Chemical spill or leak	1	0.81%
511 - Lock-out	1	0.81%
553 - Public service	1	0.81%
611 - Dispatched & cancelled en route	9	7.26%
622 - No incident found on arrival at dispatch address	2	1.61%
631 - Authorized controlled burning	1	0.81%
651 - Smoke scare, odor of smoke	1	0.81%
733 - Smoke detector activation due to malfunction	1	0.81%
814 - Lightning strike (no fire)	1	0.81%
TOTAL INCIDENTS:	124	100%

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

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: June 16, 2023
Re: Monthly Report - May 2023

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended Eclipse meeting on May 3
- Preparations for 2023 Pool Season
- 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 on May 8 for Animal Shelter Tech.
- New hire paperwork and orientation on May 10 for Pool Maintenance Supervisor
- New hire paperwork and orientation on May 10 for Pool Maintenance Tech.
- Updated census information for medical, dental and vision insurance quotes
- New Hire paperwork and orientation on May 23 for 2023 Season Pool Employees – 28 Pool Employees total
- Assisted the Finance Dept. with Longevity checks
- Continue to work on filing and organizing HR files

Personnel Information – Currently

- Current: 116 Full-time positions, 15 Part-time positions, 29 Seasonal Part-time positions
- Posted Vacancies:
 - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker



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City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 23 June 2023

- Appraisal Roll** This past week the City received the 2023 Preliminary Totals from the Lampasas County Appraisal District ("LCAD"). In the accompanying email, the Chief Appraiser also noted that LCAD currently has 1150 properties under protest with the last day to file a protest being June 23rd. The Preliminary Total indicates a \$653,317,076.00 estimate of taxable value, compared to the 2022 Roll of \$577,41,485.00, or a 13.1 % increase. As a reminder, Council has generally responded to increases in appraised values by lowering the City's tax rate.
- Hostess House** Staff had a productive meeting with consulting architects on June 14th to discuss and review potential scopes for a new bidding cycle for the Hostess House. The meeting included discussion regarding elimination of all add alternates, modification of the foot print, keeping ground level posts and elimination of any structural amendments necessary to span load, and elimination of Pool level changing rooms. Staff and consultants subsequently discussed providing contractors more latitude on a start time, and more leniency for time to complete. Staff will be prepared to present options to Council on July 10th.
- Job Fair** Stacey reports a reasonably well attended job fair at the Calvert Building last week. The event was sponsored in conjunction with Workforce Solutions and the Lampasas County Chamber of Commerce. 17 Employers attracted over 50 job seekers in restaurant, manufacturing, public safety, and service positions. Stacey has also started to review ideas for greater participation next year.
- LEDC** The Lampasas Economic Development Corporation met on June 21st with a relatively light agenda. The Board discussed the FY 2023 year-end projections, which, based on sales tax revenue, should provide an approximate \$200,000.00 net surplus. Staff also presented an initial balanced FY 2024 Budget with a slight surplus, which will be further discussed over the next two meetings. The subject of Business Park land use regulations was also discussed and ways to define more diverse land uses without jeopardizing compatibility. The staff report highlighted a number of business retention visits, discussion with staff from the Governor's Office of Economic Development and Tourism, and training opportunities.

Road Projects

Ryan and Carlos report on recent road projects including re-build of Briggs, chip seal in the Wildwood Acres subdivision, and alley and drainage work in the downtown area. Texas Materials will also be in town next week for mill and overlay on Pecan between 3rd and 2nd, overlay of Briggs, work on Western, and mill and overlay of the Sunrise Hills approach that was damaged during Winter Storm Uri. City crews will continue the seal coat program with paving in the Hillcrest/Hollywood neighborhood, and on Naruna Road.

Staff

Staff is pleased to recognize employees who began their City of Lampasas careers in June: Joe Adams, 21 years; Danny Donovan, 13 years; Joshua Reams, 2 years; Lewann Turner, 7 years; Sean Schroeder, 16 years; Sean Kampmeier, 2 years; Adrian Torrez, 1 year; Anthony Resa, 2 years; Dave Paddie, 14 years; Rachel White, 3 years; Jeremy Herring, 3 years; Joe Levine, 16 years; K A Morris, 1 year; Abel Palacio, 6 years; Morris Wilkins, 4 years; Garry Spore, 18 years; and Elisabeth Georges, 1 year.

City of Lampasas
 Hostess House Plan Notes
 14-Jun-23

Page	Item	Notes/Considerations
A0.00	Bid Alternates	Eliminate all Arch., Civil, Electric Bid Alternates
CU100	Tap, 145' Ductile, Hydrant	Owner can install
A1.00	Demo railing, wall, stairs	Alternate, maintain and mitigate rail spacing in place
A2.00	Demo stairs, lattice	Alternate, maintain and mitigate rail spacing in place
A2.00	Changing rooms, retaining wall, flatwork	eliminate where possible including changing rooms
A2.01	Demo railing, wall, stairs, posts	mitigate spacing in place, keep columns
A2.02	Demo/remove railing, salvage cabinets,	mitigate spacing in place, keep existing cabinets
A2.04	Roof Plans	eliminate roof alternate
A3.00	RCP Pool level	eliminate changing rooms
A3.01	RCP lighting ground level	discuss keeping porch light fixtures, eliminate canopy lighting
S1.00	Foundation Plan, Structural remediation	discuss change due to keeping all ground level columns
S2.00	1st floor framing	discuss change due to keeping all ground level columns
S2.02	Canopy foundation plan	eliminate canopy
M2.01	Changing rooms exhaust fans	eliminate changing rooms
E2.01	Lighting pool level	discuss, do we need fixed lighting in crawl space?
E2.02	Ground level lighting	discuss, is it necessary to change fixtures on porch?
E2.02	Ground level lighting	substitute N2 fixture for less expensive
E2.03	Uppper level lighting	substitute N2 fixture for less expensive
E3.01	Power pool level	are outlets necessary?

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City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action to accept proposal from Central Texas Valet in the amount of \$20,000.00 for Parking Management for the Solar Eclipse Event on April 8, 2024.

Requested By: Stacey Ybarra, EDC Director

Submitted By: Stacey Ybarra, EDC Director

Date Submitted: June 22, 2023

For the Agenda of: June 26, 2023

Procurement and Funding Statement:

The procurement process was followed by soliciting quotes from vendors for service. Staff received quotes from Central Texas Valet, Area Wide Protective (AWP) Texas Traffic and Barricade. This initiative is being funding from Fund 40- Hotel Occupancy Tax

Attachments:

Summary Statement:

This item has been placed on the agenda to secure rates for Parking Control Management at the 580 Sports Complex during the Solar Eclipse Event on April 8, 2024 that will include parking attendants, equipment needs and security guards. The Park will be manned from 5:00 a.m. to 5:00 p.m. Staff is recommending Central Texas Valet based on their specialized service and overall value in their proposal to fit the needs of the City during this event. They are forecasting the need for one traffic control manager, 10 parking valets, and 12 security guards for safety and crowd management.

Sports Complex	2,110 estimated parking spaces	8,440 estimated people
----------------	--------------------------------	------------------------

Recommendation:

To consider a motion to approve the proposal from Central Texas Valet to secure Parking Management costs for the Solar Eclipse Event on April 8, 2024 in an amount not to exceed \$25,000.00 and to allow staff latitude to negotiate with Central Texas Valet regarding staffing needs, logistics and expectations for this event.



Description	Rate	Qty	Line Total
Traffic Control Manager 5AM- 3PM	\$60.00	10	\$600.00
Traffic Control Attendant 10 valets	\$50.00	100	\$5,000.00
Mangement Fee	\$6,000.00	1	\$6,000.00
Security Guard 5AM- 3PM 12 total	\$70.00 +501c3 on file	120	\$8,400.00
		Subtotal	20,000.00
		501c3 on file (0%)	0.00
Estimate Total (USD)			\$20,000.00

Prepared For
 Stacey Ybarra
 City of Lampasas

Estimate Number
 4744

Estimate Date
 04/08/2024



Texas Traffic and Barricade

"Your Partners For Improving SAFETY...the Texas Way"

580 Co Rd 196
Georgetown, TX 78626
Phone: 817.962.0232 Fax: TBD

TRAFFIC CONTROL QUOTE

DATE: 6.8.2023

Quotation For: TC for Solar Eclipse

Contact: Stacey Ybarra
Company: City of Lampasas
Address: Lampasas Sports Complex
City/County: Lampasas, TX
Contact # 512-556-6831
Email: sybarra@cityoflampasas.com

Prepared by: Jackie Boguszewski
JackieB@TTBarricade.com
Cell: 817.505.5057

ITEM	DESCRIPTION	UNIT PRICE	UOM	QUANTITY	AMOUNT	
Delivery MSG Board	Delivery & Set & Pickup Message Boards (2 Message Boards)(Alerting Public of Parking Area)	\$ 225.00	LS	1	\$ 225.00	
Rental	Message Board Rental (2 Boards) 1 Day Rental	\$ 200.00	LS	1	\$ 200.00	
TC	Traffic Control Setup/Maintain and Pickup includes equipment	\$ 3,750.00	LS	1	\$ 3,750.00	
Parking	Parking Guides- (6 Employees)	\$ 3,890.00	LS	1	\$ 3,890.00	
TCP	ENGINEERED STAMPED TRAFFIC CONTROL PLANS	\$ 300.00	LS	1	\$ 300.00	
Security	Off Duty Officers- Quantity of 4 for Parking Area	\$ 300.00	HR	12	\$ 3,600.00	
					\$ -	
*Prices quoted are good for 30 days					SUBTOTAL	\$ 11,965.00
*Payment terms are COD					TAX	
**CREDIT CARD INCURS A 4% PROCESSING FEE					TOTAL	\$ 11,965.00

Signature: _____

PC#: _____

THANK YOU FOR
YOUR BUSINESS!



AREA WIDE PROTECTIVE

PROPOSAL

Office ID	PROPOSAL ID
311	6/8/2023 12:59

CUSTOMER INFORMATION
CITY OF LAMPASAS
STACEY YBARRA
(512) 556-6831
SYBARRA@CITYOFLAMPASAS.COM

PROJECT INFORMATION
TRAVIS COUNTY
SOLAR ECLIPSE IN 2024
TRAFFIC CONTROL
6/7/2023

ITEM	MESSAGE BOARDS FOR EVENT	UNIT	QNTY	RATE	AMOUNT
2-3910	Lease equipment delivery, setup and pickup. Daily Rate.	EA	2.00	\$250.00	\$500.00
2-3900-1	Lease lump sum charge. Daily rate per each. Includes (2) Message Boards, each placed (1) day in advance of Solar Eclipse.	DAY	2.00	\$125.00	\$250.00
(excludes tax)					\$750.00

ITEM	EVENT	UNIT	QNTY	RATE	AMOUNT
9-7007	Special Event lease lump sum charge. Daily rate. Includes Special Event Signs along FM along FM 580 and 300 cones to help with parking. Also includes (8) person crew to help with Parking. Timeframe - 5AM - 5PM.	EA	1.00	\$9,150.00	\$9,150.00
(excludes tax)					\$9,150.00

ITEM	POLICE OFFICERS	UNIT	QNTY	RATE	AMOUNT
9-3425-H	Police officer. Hourly rate. 5-hour minimum.	HR	12.00	\$130.00	\$1,560.00
9-3425-H	Police officer. Hourly rate. 5-hour minimum.	HR	12.00	\$130.00	\$1,560.00
9-3425-H	Police officer. Hourly rate. 5-hour minimum.	HR	12.00	\$130.00	\$1,560.00
9-3425-H	Police officer. Hourly rate. 5-hour minimum.	HR	12.00	\$130.00	\$1,560.00
(excludes tax)					\$6,240.00

ITEM	TRAFFIC CONTROL PLAN (IF NEEDED)	UNIT	QNTY	RATE	AMOUNT
9-3800	Engineering services. Price per sheet needed.	EA SHEET	TBD	\$400.00	TBD
(excludes tax)					\$16,140.00

This document only validates pricing, not scheduling. To confirm schedule call:
 Operations: Cory Smith | csmith@awptraff.com | (361) 445-5059

For projects that require certified payroll, AWP must be notified prior to mobilization.

For any questions regarding this quote, contact:

Estimator: Trent Mathis | tmathis@awptraff.com | (860) 200-5991

Includes (1) mobilization for initial delivery/setup, with final pickup for Message Boards and (1) Day Event.
 AWP crew to help park car before, during and after event. Police to help maintain traffic and help in parking lot. 5 hr daily min.
 Excludes AWP taking money for event. OT Rates apply to all time over an 8 hour shift(weekday), all night and all weekend work.
 12hr timeframe included for AWP Crew and Police. Time starts/stops at Event. Additional charges for all time over that.
 Excludes project limits signs and stands as per TXDOT BC 2-14 standards.
 Excludes Rumble Strips. When rumble strips are setup/removed by AWP, a TMA will be required to protect workers.
 Lease ticket shall remain open until customer calls for pick up.
 If scope of service changes in the field, additional charges will be incurred using Book Rates.
 Excludes daily traffic control (TCP sheets) and barricade equipment. Call for quote.
 Excludes design, engineering, permits, fines and fees.
 Excludes flaggers, police and pilot vehicle services. Call for quote.
 Excludes arrow board, message boards, sign panels and TMA vehicle. Call for quote.
 Excludes permanent sign, mailbox, CTB, edge, pavement marking/markers, signal, beacon, MBGF and shoulder work.
 Excludes on call employee, daily setup, daily relocation and daily maintenance.
 Excludes short term markings and tabs.
 Excludes sales tax, bonds, and AGC dues.
 Items not specifically noted will be additional.
 Prices are firm when order is placed within 30 days from contract award.
 Proposal based on plans originated prior to bid date. Rates subject to change for plans generated after bid date.
 Terms are Net 30 with approved credit.

Any alterations or deviation by the engineer from the plans and specifications will be executed only upon written change order, and will be charged over and above the proposal. All material is guaranteed to be as specified, and the above listed work will be performed in accordance with the plans and specifications submitted. This proposal is an offer to perform the specific work described above and is dependent on the acceptance of an agreeable contract. This proposal will become an attachment to any contract.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work outlined above. Payment will be made as outlined above.

Customer Signature: _____ Date: _____

Send Contracts to 4244 Mt. Pleasant St. NW, North Canton, OH 44720 or Contracts@awptraff.com
 For projects that require certified payroll, AWP must be notified prior to mobilization.
<https://www.awptrafficsafety.com/texas>


City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action regarding Lap Swim Fees.

Requested By: City Council

Submitted By: Becky Sims, City Secretary

Date Submitted: June 8, 2023

For the Agenda of: June 26, 2023

Procurement and Funding Statement:

N/A

Attachments: Pool Fees, Ordinance

Summary Statement:

This item was presented during workshop.

Recommendation:

Council may consider:

- 1) Taking no action, keeping the fees per 30 days in effect.
- 2) To consider a motion to modify fees on a per use basis, or
- 3) Modify fees based on a seasonal charge

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City Manager

ITEM NO. 7.3

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

SUBJECT:

Discussion and Possible Action concerning the Audit Engagement Letter for the City of Lampasas' current fiscal year which began October 1, 2022 and will end September 30, 2023.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: June 21, 2023 For the Agenda of: June 26, 2023

Procurement and Funding Statement:

Funding will be from the Finance Department's annual operating budget. Cost for the audit is \$45,000, which is a \$3,600.00 increase from previous year. This figure includes the regular Audit for \$40,000, a Single Audit-Basic for \$2,000 and a Single Audit -One Major Program for \$3,000. A Single Audit is required if an entity receives over \$750,000 in federal awards and those expense are verified until the award is spent in full.

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

Summary Statement:

Preston K. Singleton, CPA, with Singleton, Clark & Company, PC has submitted their engagement letter to perform the Fiscal Year 2023 Financial Audit. Mr. Singleton's firm has prepared the City's audits for a number of years. Preliminary work is expected to begin prior to the end of the current Fiscal Year. The price is primarily driven by the time required by auditing standards to perform governmental audits as well as the requirement to employ qualified staff.

Recommendation:

After review and discussion of engagement letter, please make a motion to approve engagement of Singleton, Clark, & Company, PC to perform Fiscal Year 2023 audit in the amount of \$45,000.



**SINGLETON, CLARK
& COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS**

June 14, 2023

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

We are pleased to confirm our understanding of the services we are to provide the City of Lampasas, Texas for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Lampasas, Texas as of and for the year ended September 30, 2023.

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

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

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

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

Cedar Park Office (HQ)
1130 Cottonwood Creek Trail, B4
Cedar Park, Texas 78613

(800) 272-9922
www.SingletonClark.com

Alpine Office
108 N. 5th Street
Alpine, Texas 79830

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Transmittal Letter (when applicable)
- 2) Statistical Section (when applicable)

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner to achieve fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs.

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

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

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

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

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

Audit Procedures—Internal Control

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

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

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

Audit Procedures—Compliance

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Lampasas, Texas's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Lampasas, Texas's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Lampasas, Texas in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

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

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

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

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

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

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

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Lampasas, Texas; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Singleton, Clark & Company, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the entity or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Singleton, Clark & Company, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the entity or a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit during the summer or fall months of 2023 from our office and with a preliminary interim fieldwork visit to your office, conduct final fieldwork onsite with you in the winter, and to issue our reports no later than 180 days after your fiscal year end. Nathan White is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these service is estimated to be as follows:

Financial Statement Audit	\$ 40,000
Single Audit – Basic Procedures	2,000
Single Audit – One Major Program	<u>3,000</u>
Total	<u>\$ 45,000</u>

However, given the nature of an audit and the possibility that unexpected circumstances or conditions may be encountered, such as deficient accounting records or indications of fraud or irregularities, professional standards do not allow us to guarantee minimum audit fees. The above fee is also based on anticipated cooperation from your personnel. If we determine that significant additional time will be necessary to complete the audit, we will discuss it with you in advance and arrive at a new fee amount before we incur the additional time and costs. In addition, the above fee is based on the understanding that the City will require only one federal program to be tested, should additional Single Audit major programs be required, the additional fees would be \$3,000 per major additional federal program required to be tested.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard progress billing method is as follows: 30% of fee after completion of audit planning and interim fieldwork, additional 50% of fee after completion of final fieldwork, and final 20% of fee after issuance of our audit report. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us through the most recent audit phase completed and any additional time incurred on a phase in progress.

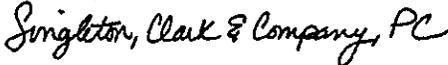
Reporting

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

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

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

Sincerely,



Singleton, Clark & Company, PC

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____



CPAs • Tax • Audit & Accounting

Empowering Peace of Mind

Report on the Firm's System of Quality Control

To the Partners of Singleton, Clark & Company, PC
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Bumgardner, Morrison & Company, LLP
Certified Public Accountants

Members: American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
AICPA Private Companies Practice Section
AICPA Employee Benefit Plan Audit Quality Center
AICPA Government Audit Quality Center

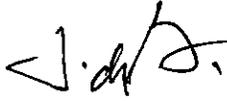
1501 E Mockingbird Lane, Suite 300
PO Box 3750
Victoria, Texas 77903-3750
Phone: 361.575.0271
Fax: 361.578.0880
Website: BMCcpa.com

Opinion

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

Bumgardner, Morrison & Company, LLP

BUMGARDNER, MORRISON & COMPANY, LLP
May 7, 2020



City Manager

ITEM NO. 74

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

Subject:

Discussion and possible action regarding approval of use of funds from the Joint Use Facility Funds account to purchase and install emergency generation at the 195 Pump Station benefiting the City of Lampasas and Kempner Water Supply Corporation ("KWSC").

Requested By: Finley deGraffenried

Submitted By: Finley deGraffenried

Date Submitted: 23 June 2023

For the Agenda of: 26 June 2023

Procurement and Funding Statement:

Requested funding is from the Joint Use Facilities Fund, per section 4.8, 3. 2006 Wholesale Water Contract ("Contract"), Reserve Accounts, Use of Reserve Fund Interest, Joint Use Facilities System Account. The current balance of the account is \$514,143.19

Attachments: Email request, Joint Use Base Account statement, Joint Use Facilities Account statement, Quotation-Generator only, excerpt 2006 Wholesale Water Contract.

Summary Statement:

The Joint Use Facilities Account was created as a result of the execution of the 2006 Wholesale Water Contract between the City and KWSC; and the purchase and settlement of Central Texas Water Supply Corporation ("CTWSC") facilities by KWSC which the City had paid into over the years. The Fund may be used, with approval of the City and KWSC, for purposes benefiting joint use facilities. KWSC, through their General Manager, has requested use of the Fund for emergency generation at the 195 Pump Station, which is a critical facility used for the delivery of water to the City and KWSC. The request is consistent with the purposes of the Contract.

Recommendation:

Motion to approve use of Joint Use Facilities Fund for the purpose of installing emergency generation at the 195 Pump Station, a facility critical in the delivery of water to KWSC and the City of Lampasas, in an amount not to exceed \$400,000.00.

Finley deGraffenried

From: Bruce Sorenson <bruce.sorenson@kempnerwsc.com>
Sent: Wednesday, June 21, 2023 3:50 PM
To: Finley deGraffenried
Cc: Stacy Ellis; Cindy Benson
Subject: Generator
Attachments: SKM_C360i23062115200.pdf; SKM_C360i23062115390.pdf

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.

Finley,

I propose that we use the joint use facility account to cost share in a generator at HWY 195 pump station. This station is used jointly to deliver water to IVY Mountain Tank. This directly impacts both water users. Recently we had an event that should initiate consideration of providing back up power to this critical pump station. A new engineered generator sized to the electrical usage would be 1.5 Million dollars. What I propose is a used generator that has low hours and has a maintenance record. These generators appear to be available for less than the 500,000 in the account currently. I think a good plan would be to use the existing pad, conduit, and switch gear at the site. Install the generator with new wiring. If we can keep this entire cost to less than \$500,000, It would be well worth the effort to accomplish this with the joint use facility account. I am sending an example of a generator that will work for 195 pump station. I have put it on the agenda for next Wednesday the 28th for our Board to approve using the fund for purchase and installation of the generator. If you need any more information, please let me know. Thank you.

Bruce Sorenson
General Manager
Kempner Water Supply Corp.
512-639-8513
bruce.sorenson@kempnerwsc.com

TexPool Participant Services
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002



Participant Statement

KEMPNER WATER SUPPLY CORP
 10803 - JT USE BASE LOAN RES #002
 ATTN STACY ELLIS
 PO BOX 103
 KEMPNER TX 76539-0103

Statement Period **05/01/2023 - 05/31/2023**

Page 1 of 2

Customer Service **1-866-TEX-POOL**
 Location ID 000079357
 Investor ID 000030149

TexPool Update

Keep up to date with the latest market talk from our portfolio managers and strategists by visiting the Insights page of TexPool.com.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
TexPool Prime	\$183,102.19	\$0.00	\$750.07	\$807.85	\$183,159.97	\$182,765.31
Total Dollar Value	\$183,102.19	\$0.00	\$750.07	\$807.85	\$183,159.97	

Portfolio Value

Pool Name	Pool/Account	Market Value (05/01/2023)	Share Price (05/31/2023)	Shares Owned (05/31/2023)	Market Value (05/31/2023)
TexPool Prime	590/7935700005	\$183,102.19	\$1.00	183,159.970	\$183,159.97
Total Dollar Value		\$183,102.19			\$183,159.97

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
TexPool Prime	590/7935700005	\$807.85	\$2,658.13
Total		\$807.85	\$2,658.13



TXP..*67600*.0186251004.02443.02443.CNSTEX01.INVMTX.....TEX.....000079357

00151791

TexPool Participant Services
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002



Participant Statement

KEMPNER WATER SUPPLY CORP
 10800 - JT USE FCLTS CNTR RES #003
 ATTN STACY ELLIS
 PO BOX 103
 KEMPNER TX 76539-0103

Statement Period 05/01/2023 - 05/31/2023

Page 1 of 2

Customer Service 1-866-TEX-POOL
Location ID 000079357
Investor ID 000030146

TexPool Update

Keep up to date with the latest market talk from our portfolio managers and strategists by visiting the Insights page of TexPool.com.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
TexPool Prime	\$511,131.82	\$750.07	\$0.00	\$2,261.30	\$514,143.19	\$511,567.70
Total Dollar Value	\$511,131.82	\$750.07	\$0.00	\$2,261.30	\$514,143.19	

Portfolio Value

Pool Name	Pool/Account	Market Value (05/01/2023)	Share Price (05/31/2023)	Shares Owned (05/31/2023)	Market Value (05/31/2023)
TexPool Prime	590/7935700002	\$511,131.82	\$1.00	514,143.190	\$514,143.19
Total Dollar Value		\$511,131.82			\$514,143.19

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
TexPool Prime	590/7935700002	\$2,261.30	\$7,396.05
Total		\$2,261.30	\$7,396.05



TXP..*67300*.0186251004.02437.02437.CNSTEX01.INVMTX.....TEX.....000079357



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At Central States Diesel Generators, we have a wide selection of used generators for sale.

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BROWSE GENERATORS FOR SALE

e

Kohler 800REOZDE 800 kW diese

Product Details



CSDG#: 4098

PRICE: \$159,900

KW: 800 KW

CONDITION: Used

MANUFACTURER: Kohler

ENGINE MANUFACTURER: MTU

ENGINE MODEL: 12V2000G85-TB

ENGINE S/N: 5352011664



PACKAGE MODEL: 800REOZDE

PACKAGE S/N: SGM329T6F

HP: 1193 HP

VOLTAGE: 277/480

ENCLOSURE: Sound attenuated enclosure

CATEGORY: Generator Set

SUB-CATEGORY: Diesel Generator

HOURS: 340

YEAR: 2014

LOCATION: Waukesha, WI

EMISSIONS: EPA Tier 2

Kohler 800kW standby (725 kW prime) diesel generator set, model 800REOZDE, SN-SGM329T6F. MTU 12V2000695-TB engine rated 1193 HP at 1800 RPM, SN-5352011664, EPA Tier 2 emissions. 3/60/277/480V, 12 lead reconnectable to other voltages. 1200 Amp 100% rated main-line circuit breaker. PMG - permanent magnet generator. UL2200 listed stationary engine generator assembly. Decision-Maker 3000 digital control panel. Battery charger. Coolant heater 9000W 208V 1ph. Sound attenuated enclosure. 973 gallon UL listed sub-base fuel tank with secondary containment. 340 Hrs. Year 2014. Overall dimensions enclosure 108W x 315L x 122H, 28,000 lbs. Passed load test 6/9/2023. FOB Waukesha, WI

 [Download Documents](#)

[Kohler-800REOZDE-spec-sheet.pdf](#)

[Contact Us](#)

CONTACT US



2001 S Prairie Ave,
Waukesha, WI 53189
Phone: 262-955-7655
Mobile: 847-997-8090
Email:
ppaden@csdieselgenerators.com

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- > Portable Diesel Generator

3. Joint Use Facilities System Account. The Parties intend for the Joint Use Facilities Base Reserve Account to accumulate interest to be used as provided herein. Interest earned on the funds in the Joint Use Facilities Base Reserve Account shall be transferred quarterly to the "Joint Use Facilities System Account" which shall be created and administered by KWSC. Upon recommendation by KWSC's auditor, the Parties shall mutually agree on the type of account, including permissible investments and recordkeeping, for the Joint Use Facilities System Account. The funds in the Joint Use Facilities System Account shall be used exclusively for purposes benefiting the Joint Use Facilities as mutually agreed by the Parties, and may include funding of improvements to or maintenance of the Joint Use Facilities and funding of reserves in the event the Parties agree to undertake further loan(s) with respect to the Joint Use Facilities. Such uses may include improvements primarily benefiting one Party or the other Party. The Parties will discuss proposed fund uses at their annual meeting, or more frequently if necessary. Both Parties shall approve in writing any proposal for the expenditure of any funds in the Joint Use Facilities System Account prior to obligating the Parties to any proposed project or use.

4. Account Statements. KWSC shall provide copies to the City of the statements from the Joint Use Facilities Base Reserve Account and Joint Use Facilities System Account.

5. Disbursement of Excess. At such time as the Joint Use Facilities System Account exceeds \$1,000,000.00, then KWSC shall cause the excess to be disbursed to KWSC and to the City. Earned interest in excess of \$1,000,000 in the Maintenance Reserve Account shall be disbursed quarterly to the City and KWSC as follows: (i) 63% to the City and (ii) 37% to KWSC. While the Parties intend that the anticipated use of the proceeds so disbursed shall be discussed at the annual meeting of the Parties, either Party may use the proceeds so disbursed to it as it sees fit.

6. Expiration. At the expiration of the Term of this Contract, any amounts remaining in the Joint Use Facilities System Account and the Joint Use Facilities Base Reserve Account shall be disbursed 63% to the City and 37% to KWSC; unless at such time a Party has no remaining amounts following an expenditure of its portion of such remaining amounts in a mutually agreed project for that Party's exclusive benefit.

4.9 Effective Date Adjustments

A. Escrow Amount. Upon the Effective Date of the 2006 Contract, the City shall cause to be paid to CTWSC the funds deposited by the City into, and currently held in, the escrow account, together with any interest thereon, currently maintained by the Parties to provide for and pay the difference between the amount paid by the Parties to CTWSC pursuant to the Water Sale and Purchase Contract executed by CTWSC and KWSC on or about July 22, 1985 (as may have been amended by agreement or subsequent judgment) and the amount which would have been paid by the Parties to CTWSC under the provision of the 2000 and 2001 Contracts from January 1, 2004 to the effective date of the 2005 Contract.



City Manager

ITEM NO. 7.5

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

Subject:

Discussion and possible action regarding Lampasas Central Appraisal District (“LCAD”) FY 2023-2024 Budget

Requested By: Finley deGraffenried

Submitted By: Finley deGraffenried

Date Submitted: 23 June 2023

For the Agenda of: 26 June 2023

Procurement and Funding Statement:

The LCAD budget is funded as a percent of each taxing entities levy to LCAD’s total levy of all taxing entities.

Attachments: Approved LCAD Budget

Summary Statement:

On June 12, 2023 Council received, through the City Manager’s report, a copy of the LCAD Budget, including the date and time of the Public Hearing to seek comment on the proposed Budget. On June 22, 2023, the LCAD approved the Budget without modification. Council is asked, through this agenda item, to consider approval, or in the alternative, denial of the LCAD FY 2024 Budget. Staff does not have any objection to the LCAD Budget

Recommendation:

Motion to approve, (or in the alternative deny, or approve by taking no action), the LCAD FY 2024 Budget as presented.

LAMPASAS CENTRAL APPRAISAL DISTRICT



Board of Directors

Mike Kriegel, Chairman
Ross Oliver, Vice Chairman
Marshal Brewer, Secretary
David Barclay
Philip Garrett

P.O Box 175
Lampasas, TX 76550
Telephone:
512-556-8058
512-556-8138
Fax: 512-556-4660

June 2, 2023

Honorable Mayor Pearce
City of Lampasas
312 E. Third Street
Lampasas, TX 76550

Dear Mayor Pearce,

Attached you will find the preliminary budget of the appraisal district for your information and incorporation into your own budget. The estimated allocations are based on your 2022 levy. The allocations will be updated before the first billing in December to the 2023 levy amounts.

You will be notified before the board finally approves the 2024 budget. You will have an opportunity to present any concerns you have about the budget at a public hearing that was set by the board on June 22, 2023. Please see the attached notice. If you have any concerns now, you are welcome to contact me for an explanation.

Respectfully,

Susan Jones
Chief Appraiser

PC: Finley deGraffenried, City Manager
Yvonne Moreno, Director of Finance

**NOTICE OF PUBLIC HEARING ON
LAMPASAS CENTRAL APPRAISAL DISTRICT BUDGET**

The Lampasas Central Appraisal District will hold a public hearing on a proposed budget for the 2024 fiscal year.

The public hearing will be held on June 22, 2023, at 8:30 A.M. at 109 East Fifth Street, Lampasas, TX.

A summary of the appraisal district budget follows:

The total amount of the proposed budget	\$839,723.68
The total amount of increase over the current year's budget	\$90,599.68
The total percentage of increase over the current year's budget	12.09%
The number of employees compensated under the proposed budget	7
The number of employees compensated under the current budget	7

The primary reason for the increase is to begin paying on the new software purchased and conversion cost approved by the board of directors on November 19, 2021. The district will also be adding mobile devices as part of the new software in 2024. The implementation of new software accounts for 8.14% of our budget increase.

As our county grows and the state continues to implement new legislation, the district must increase our operating budget to keep up with mandated mailings and postings.

The appraisal district is supported solely by payments from the local taxing units served by the appraisal district.

If approved by the appraisal district board of directors at the public hearing, this proposed budget will take effect automatically unless disapproved by the governing bodies of the county, school districts, cities and towns served by the appraisal district.

A copy of the proposed budget is available for public inspection in the office of each of those governing bodies. A copy is also available for public inspection at the appraisal district office.

Lampasas Central Appraisal District
109 East Fifth Street
P.O. Box 175
Lampasas, TX 76550
512-556-8058

ALLOCATION OF COST OF LAMPASAS CENTRAL APPRAISAL DISTRICT

Tax Unit	Levy In Lamp. Co	% of Total	Non Collection Adj.	Adjusted Allocation	Total Allocation	Appraisal Allocation	Collectors Allocation	Quarterly Payment
Lampasas County	\$ 11,309,438	0.3272974		0.327297401	\$ 274,839	\$ 166,278	\$ 108,562	\$ 68,710
Lampasas ISD	\$ 18,483,667	0.534921		0.534921026	\$ 449,186	\$ 271,758	\$ 177,428	\$ 112,297
Lampasas City	\$ 1,918,359	0.0555177		0.055517694	\$ 46,620	\$ 28,205	\$ 18,415	\$ 11,655
Lometa ISD	\$ 1,831,687	0.0530094		0.053009389	\$ 44,513	\$ 26,931	\$ 17,583	\$ 11,128
Copperas Cove City	\$ 518,113	0.0149943	0.001499429	0.013494865	\$ 11,332	\$ 7,626	\$ -	\$ 2,833
Kempner City	\$ 151,870	0.0043951		0.004395148	\$ 3,691	\$ 2,233	\$ 1,458	\$ 923
Event ISD	\$ 129,518	0.0037483	0.000374828	0.003373449	\$ 2,833	\$ 1,506	\$ -	\$ 708
Lometa City	\$ 115,436	0.0033407		0.003340741	\$ 2,805	\$ 1,697	\$ 1,108	\$ 701
Goldthwaite CISD	\$ 91,401	0.0026452	0.000264516	0.002380647	\$ 1,999	\$ 1,229	\$ -	\$ 500
San Saba ISD	\$ 4,522	0.0001309	1.30868E-05	0.000117781	\$ 99	\$ 37	\$ -	\$ 25
Total Levy/Total Budget	\$ 34,554,011	1		0.99784814	\$ 839,724			

LAMPASAS CENTRAL APPRAISAL DISTRICT				
PROPOSED BUDGET-2024				
	2021 Actual	2022 Actual	2023 Budget	2024 Proposed
INCOME				
Income from Tax Units	\$ 543,059.00	\$ 587,268.00	\$ 749,124.00	\$ 839,723.68
Interest Income	\$ 5,000.00	\$ 230.00	\$ 5,000.00	\$ 5,000.00
Tax Certificate Income	\$ 6,000.00	\$ 1,310.00	\$ 10,000.00	\$ 6,000.00
Proceeds from leases		\$20,363.00		
Prior Year Funds Retained		\$ 11,492.00		
Total Income	\$ 554,059.00	\$ 620,663.00	\$ 764,124.00	\$ 850,723.68
EXPENSES				
Appraisal Firm Assistance	\$ 46,914.00	\$ 35,711.00	\$ 18,500.00	\$ 18,500.00
Audit	\$ 16,160.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00
Appraisal Review Board	\$ 7,960.00	\$ 6,750.00	\$ 9,500.00	\$ 10,000.00
Dues and Memberships	\$ 5,292.00	\$ 5,326.00	\$ 2,500.00	\$ 5,000.00
Insurance-Bond, Liability, Bldg, Texas Employment Cor	\$ 5,727.00	\$ 6,274.00	\$ 6,200.00	\$ 6,500.00
Legal Services	\$ 5,229.00	\$ 600.00	\$ 10,000.00	\$ 10,000.00
Mapping-Pictometry	\$ 29,299.00	\$ 29,759.00	\$ 31,000.00	\$ 35,200.00
Notices and Advertisements	\$ 1,604.00	\$ 994.00	\$ 3,000.00	\$ 2,500.00
Payroll-Salaries	\$ 223,619.00	\$ 279,915.00	\$ 322,000.00	\$ 341,400.00
Payroll-Medicare & SS	\$ 17,190.00	\$ 21,257.00	\$ 23,715.00	\$ 25,352.10
Payroll-Retirement	\$ 13,203.00	\$ 24,541.00	\$ 32,457.00	\$ 34,697.58
Payroll-Medical Insurance	\$ 45,488.00	\$ 38,398.00	\$ 55,002.00	\$ 61,800.00
Payroll-Workers Comp.-Unemployment	\$ 2,575.00		\$ 1,750.00	\$ 1,750.00
Postage-Mailings	\$ 33,562.00	\$ 38,092.00	\$ 37,000.00	\$ 43,000.00
Vehicle Expense	\$ 1,517.00	\$ 1,521.00	\$ 3,500.00	\$ 3,500.00
Education Expenses	\$ 3,201.00	\$ 3,107.00	\$ 5,500.00	\$ 5,500.00
Service Contracts	\$ 47,487.00	\$ 51,483.00	\$ 120,000.00	\$ 46,600.00
Office Supplies	\$ 11,275.00	\$ 15,442.00	\$ 12,500.00	\$ 16,000.00
Travel Expense	\$ 3,332.00		\$ 6,000.00	\$ 6,000.00
Utilities-Phone-Internet	\$ 13,564.00	\$ 7,782.00	\$ 15,000.00	\$ 12,000.00

Contingency									
Computer Equipment-Copier and Supplies	\$ 8,059.00	\$ 4,441.00	\$ 10,000.00	\$ 10,000.00					
Accounting Services	\$ 1,800.00		\$ 3,500.00	\$ 3,500.00					
Building Cleaning, Maintenance, Repairs	\$ 5,602.00		\$ 8,500.00	\$ 10,000.00					
No New Revenue Website and Mailings, Notices on W	\$ 4,400.00	\$ 2,400.00	\$ 5,000.00	\$ 8,500.00					
Software Principle and Interest	\$ -			\$ 86,124.00					
Mobile Devices				\$ 25,300.00					
Principal on long term debt		\$ 3,293.00							

Interest on long term debt	\$ 377.00	
Capital Outlay	\$ 30,265.00	
Computer hardware software maintenance	\$ 2,335.00	
Records management	\$ 600.00	
Total Expense	\$ 554,059.00	\$ 764,124.00
		\$ 850,723.68

PAYROLL AND BENEFITS PROVIDED

	Salary	Hospital Ins	Employee Taxes	SS-Medicare	Retirement
Chief Appraiser	\$ 82,000.00	\$ 10,300.00	\$ 250.00	\$ 6,273.00	\$ 8,585.40
Mapping-Deeds Clerk	\$ 45,000.00	\$ -	\$ 250.00	\$ 3,442.50	\$ 4,711.50
Appraiser	\$ 45,000.00	\$ 10,300.00	\$ 250.00	\$ 3,442.50	\$ 4,711.50
Appraiser	\$ 42,800.00	\$ 10,300.00	\$ 250.00	\$ 3,274.20	\$ 4,481.16
Collection-Supervisor Clerical	\$ 42,800.00	\$ 10,300.00	\$ 250.00	\$ 3,274.20	\$ 4,481.16
Collections-Clerical	\$ 36,900.00	\$ 10,300.00	\$ 250.00	\$ 2,822.85	\$ 3,863.43
Collections-Appraisal BPP Clerical	\$ 36,900.00	\$ 10,300.00	\$ 250.00	\$ 2,822.85	\$ 3,863.43
Interim-Part time help	\$ 10,000.00				
Totals	\$ 341,400.00	\$ 61,800.00	\$ 1,750.00	\$ 25,352.10	\$ 34,697.58

DETAILED EXPLANATION OF INCOME

Income from Tax Units \$ 543,059.00 \$ 587,268.00 \$ 749,124.00 \$ 839,723.68

The tax units of Lampasas CAD pay their proportionate cost of operating the district based on the tax dollars generated. A detailed allocation of the cost of operations to each tax unit is attached as a part of the proposed budget. The actual billing amount will be based on the tax levies of each tax unit in the fall of 2022. Their payments are billed and collected quarterly.

Interest Income \$ 5,000.00 \$ 230.00 \$ 5,000.00 \$ 5,000.00

The district invests funds in the bank chosen by the board of directors. Banks bid on a two year contract for services.

Tax Certificate Income \$ 6,000.00 \$ 1,310.00 \$ 10,000.00 \$ 6,000.00

The district provides tax certificates to title companies and individuals when property is sold or refinanced to guarantee that no taxes are due. The charge for the certificate is \$10. Revenue is estimated to reduce due to slowing sales and that some title companies are using a research firm to guarantee taxes are paid rather than buying a certificate.

The district implemented new software beginning in November 2022. Mobile devices for the software to be added in 2024.


City ManagerITEM NO. 7.6

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

Subject:

Discussion and possible action regarding traffic management scope and expectations during the Solar Eclipse Event in April 2024, as it relates to traffic control devices and barricades.

Requested By: Ryan Ward, ACM**Submitted By:** Ryan Ward, ACM**Date Submitted:** June 22, 2023**For the Agenda of:** June 26, 2023**Procurement and Funding Statement:**

The procurement process was followed by soliciting quotes from seven vendors, AWP Safety (Altus Traffic Management, LLC), Street Smart Rentals, LLC and Lite and Barricade, with no response from the other four vendors. HOT Fund-40

Attachments: Quotes

Summary Statement:

At our previous Council meeting, there was a discussion of the safety and traffic control mitigation plan, with direction from Council to request quotes for management and device installation. Staff contacted seven vendors and had three quotes returned in the response. The three vendors that responded were AWP Safety (Altus Traffic Management, LLC), Lite & Barricade – Brownwood and Street Smart, LLC.

Based on the proposed plan of four road closures (7th Street, 5th Street, 3rd Street, and 1st Street being the first block east and west of Key Avenue), seven message boards (one on each highway entering Lampasas), three portable traffic signal trailers (to be used at FM 580 Sports Complex) and eight portable security cameras (to be used at Lampasas Parks and other identified areas in the City). Street Smart, LLC was the previous vendor used for portable security cameras at Christmas on the Creek this past year and they are also the only vendor with this technology available to rent currently. The remaining items identified above can be provided by Lite & Barricade – Brownwood, at the lowest, quoted rate.

Recommendation:

To consider a motion to accept a quote from Lite & Barricade - Brownwood with an estimated cost of \$10,375.00 to include all barricades, signage, 7 message boards and 3 portable traffic signal trailers; and accept a quote from Street Smart, LLC with an estimated cost of \$2,960.00 to include 8 portable security camera trailers for 5 days during the Solar Eclipse Event in April 2024, not to exceed a total combined amount of \$16,000.00.



Customer Information	
City of Lampasas	
Robyn White	
512-556-8315	
robyn@cityoflampasas.com	

Proposal

Office ID	Proposal ID
311	E-283

Project Information	
Lampasas	
Lampasas Road Closures	
Traffic Control	
6/20/2023	

Traffic Control Set-up Bundles Daily Cost			
Mobilization	Daily Total:	\$ 1,265.63	Project Total: \$ 1,265.63
Includes initial delivery, setup, and final pickup of road closures.			

Road Closure Equipment Daily Rental	Daily Total:	\$ 169.00	Project Total: \$ 169.00
Includes (32) type III barricades and up to (32) signs.			

Message Board Daily Rental	Daily Total:	\$ 630.00	Project Total: \$ 630.00
Includes (7) message boards.			
Delivery for each message board is \$150; \$1050 total for the 7 message boards.			

PTS Signal Daily Rental	Daily Total:	\$ 750.00	Project Total: \$ 750.00
Includes (3) traffic signal trailers.			
Delivery of PTS will be \$150 per truck and it will take two trucks to deliver all three.			

Total Equipment	\$	1,549.00
Total Labor	\$	-
Total Fleet/Mobilization	\$	1,265.63
	\$	2,814.63

For Projects that require certified payroll, AWP must be notified prior to mobilization

For any questions regarding this estimate, contact:

Estimator: Andres Fonseca | andres.fonseca@awpsafety.com | 254-405-1692

Any additional equipment or services requested by the customer or TxDOT engineer will be subject to change

Flagging Hourly rates begin and end on jobsite. (5-HOUR DAILY MINIMUM)

Proposal Includes daytime set up and removal. If work is needed at night or weekend, overtime quote will be provided.

If AWP needs to deliver, setup, and pick-up daily, Item 2-3910 will be charged for each occurrence.

Excludes project limits signs and stands as per TxDOT BC 2-21 standards.

Excludes changes to phasing

Excludes centerline channelizing devices

Excludes edgeline delineation devices

Excludes any addenda

When rumble strips are setup/removed by AWP, a TMA will be required to protect workers.

Lease ticket shall remain open until customer calls for pick up.

If scope of service changes in the field, additional charges will be incurred using Book Rates.

Contractor responsible for forwarding written discrepancy reports within 24 hours of notice

Excludes daily traffic control (TCP sheets) and barricade equipment. Call for quote.

Excludes design, engineering, permits, fines and fees

Excludes police and pilot vehicle services. Call for quote.

Excludes arrowboards, message boards, and sign panels. Call for quote.

Excludes large ground mount and overhead sign work.

Excludes on call employee, daily setup, daily relocation and daily maintenance.

Excludes permanent sign, mailbox, CTB, edge, pavement marking, signal, beacon, MBGF and shoulder work.

Excludes construction fencing and vehicle warning equipment.

Excludes TMA operator, daily setup, and relocations. TMA rate is per calendar day, per TMA.

Excludes sales tax, bonds, and AGC dues.

Items not specifically noted will be additional.

Prices are firm when order is placed within 30 days from contract award.

Proposal based on plans originated prior to bid date. Rates subject to change for plans generated after bid date.

Terms are Net 30 with approved credit.

AWP must be listed as additional insured & COI presented prior to rental. Missing or damaged out equipment will be charged to customer at cost.

Any alterations or deviation by the engineer from the plans and specifications will be executed only upon written change order, and will be charged over and above the proposal. All material is guaranteed to be as specified, and the above listed work will be performed in accordance with the plans and specifications submitted. This proposal is an offer to perform the specific work described above and is dependent on the acceptance of an agreeable contract. This proposal will become an attachment to any contract.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work outlined above. Payment will be made as outlined above.

Customer Signature

Date

PO Number

Job Number

Send Contracts to 4244 Mt. Pleasant St. NW, North Canton, OH 44720 or Contracts@awptraff.com
<https://www.awptrafficsafety.com/texas>

Lite & Barricade - Brownwood

1040 W. Commerce Suite 8

325-430-7459

The following is the quote for your project / rental. The prices shown within do not reflect any applicable taxes. If you have any questions about the quote or need a TCP prepared or adjustments to a TCP(s) we have provided you with, please feel free to email me or give me a call. Please let me know by email with a PO# and/or a Job Name for reference to let me know that you accept this quote and wish to move forward. When you have approval to begin work, and are ready to schedule set-up, please let me know 5 – 7 days in advance for scheduling purposes if possible. Please note that if this quote includes the rental of any type of Water Filled Traffic Barrier, Lite & Barricade – Brownwood will set them as needed but does not fill them.

Project Location:

Lampasas, TX

Date of Quote:

06-20-2023

Mobilization Fee (covers the labor / trucking for delivery, and pickup of all materials) ----- **\$3,400.00**

Daily Rental Rate (covers the rental for 7 message boards, and all barricades needed for the closure, and 3 traffic signals) ----- **\$1,395.00**

As needed Equipment Rental Rates:

Prices are available upon request for products or services not covered by this quote. Please let me know if there is anything else that I can do to help you.

Thank you,

Katherine Parsons

Business Developer

Lite & Barricade – Brownwood, TX

1040 W. Commerce Suite 8

Brownwood, TX 76801

325-430-7459

Katherine@dlbinc.net



Street Smart Rentals, LLC
 6811 137th Ave NE
 Columbus, MN 55025

Rental Contract

Rental_Eclipse Event - CoL TX_256097

Contract # 256097

Date 6/22/2023

Est. Rental Term (1) - Weekly Term(s)

Est. Contract Date 4/1/2024 - 4/7/2024

Rep Name Dave Knutson

Rep Phone (651) 370-2114

Rep Email dknutson@streetsmartrental.com

PREPARED FOR

Ryan Ward
 City of Lampasas Texas
 Assistant City Manager/Public Works Director
 rward@cityoflampasas.com

Billing Address

City of Lampasas Texas
 312 E 3rd St
 Lampasas, TX 76550

Shipping/Pick Up Address

City of Lampasas Texas
 312 East 3rd Street
 Lampasas, TX 76550

DESCRIPTION

Security Camera Trailer
 Camera

QTY	INVOICE RATE	INVOICE TOTAL	CONTRACT TOTAL
8	\$250.00	\$2,000.00	\$2,000.00
8	\$20.00	\$160.00	\$160.00

Recurring Invoice Total* \$2,160.00

Recurring Contract Total* \$2,160.00

Est. One-Time Total* \$0.00

Est. Freight Total* \$800.00

Est. Contract Total* \$2,960.00

***Totals do not include Tax.** Taxes are applied on invoices if your account is not exempt.

Notes

Rental Includes QTY: 6 or 8
 Solar Trailer
 Cellular Service
 (1) Axis Q6125-LE Camera
 Lead Acid Batteries
 Remote Battery Monitoring Services
 Software to View Camera 24/7
 15 GBs of data per month- \$25 per GB over that amount
 Strobe Light
 Customer Support via Phone(Set-Up/Technical Questions, Etc.)
 Outbound Freight

Prime Contractor/Owner Information

Please note the prime contractor, owner, and job location of the project that the equipment for whom the Equipment will be used.

Prime

Owner

**Job
Location**

**PO
Number**

Terms and Conditions

The undersigned represents and warrants s/he read the Terms and Conditions included and incorporated into this rental contract and is of legal age, competent and has the authority and power to sign this Contract and be legally bound by such Terms and Conditions, understanding that this Contract is valid and enforceable once executed by the Lessee below.

**City of
Lampasas
Texas**

Signature

Print Name

Date

Find us online at <https://www.streetsmartrental.com/>
Thank you fo your business!



Insurance Requirements

As a customer of Street Smart Rentals, LLC we are requiring that you provide us with evidence of insurance that meets the minimum requirements outlined below. Depending on the type of equipment you are renting the requirements vary. See highlighted sections for details.

Commercial General Liability (Occurrence Form)

Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$100,000
Med Exp (Any one person)	\$5,000
Personal & Advertising Injury Liability	\$1,000,000
General Aggregate (Other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
· Street Smart Rentals, LLC named as Additional Insured on a primary and noncontributory basis.	
· Waiver of subrogation in favor of Street Smart Rentals, LLC	
· 10 days' Notice of Cancellation (NOC) in favor of Street Smart Rentals, LLC	

Workers Compensation and Employer's Liability

Workers Compensation State Statutory Limits

Employer's Liability

Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$500,000 each accident

Automobile Liability

\$1,000,000 each accident

- Liability will include symbol 1-Any Auto
- Street Smart Rentals, LLC named as Additional Insured on a primary and noncontributory basis
- Hired Physical Damage coverage will be primary, name Street Smart Rentals, LLC as Loss Payee providing coverage for vehicles up to \$115,000 and 19,000 GVW.

**** REQUIRED for all Truck-Mount Attenuator rentals.**

10 days' Notice of Cancellation (NOC) in favor of Street Smart Rentals, LLC

Umbrella Liability

Each Accident	\$1,000,000
Inland Marine/Leased Equipment	\$75,000 Limit with Deductible less than or equal to \$2,500 **REQUIRED for all equipment rentals, excluding Truck-Mount Attenuators.

The above coverage must be placed with an insurance company with an A.M. Best rating of A-:VII or better. The certificate shall provide that the insurer SHALL mail notice of any cancellation or reduction of the insurance to the Additional Insured at least 10 days in advance of the effective date of any cancellation or reduction.

Initial to confirm the lessee carries the insurance required for the rental as outlined X: _____

The certificate must be forwarded to the email address below before the rental can begin.

Email: coi@streetSMARTrental.com

Thank you,
Street Smart Rentals, LLC
6811 137th Ave NE
Columbus, MN 55025

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