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, July 24, 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, July 24, 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).

Beginning July 24, 2023, Workshop will be held at the mezzanine level at the Calvert Municipal Building

WORKSHOP SESSION
Mezzanine Level

1. Call to order Workshop Session
2. Discussion and recap from the June 17, 2023 Council Work Session ***(pgs. 5-8)***
3. Discussion regarding FY 2023/2024 Budget ***(pgs. 9-10)***
4. Discussion regarding Solar Eclipse Event ***(pgs. 11-12)***
5. Discussion regarding Chamber of Commerce Visitor Center FY 2023/2024 Budget ***(pgs. 13-18)***
6. Discussion and updates related to Substandard Structures ***(pgs. 19-22)***
7. Discussion and updates related to Wayfinding Project ***(pgs. 23-26)***
8. Discussion regarding any item on the regular agenda
9. Adjourn Workshop Session

REGULAR SESSION
Council Chambers

ANNOUNCEMENTS

- Call to Order
- Invocation and Pledge of Allegiance
- Presentations and Proclamations

Swearing In Ceremony-

- Christopher Isaac Alford
- Delana Fritz

Service Recognition- Justin McDonald- 10 years

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on July 10, 2023	27-36
2.2	Discussion and possible action concerning the approval of minutes of the Council Work Session held on July 17, 2023	37-40

3.0	CONSENT AGENDA	PAGES

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	1. Parks and Recreation Monthly Report 2. Information Systems Monthly Report 3. Library Monthly Report 4. Golf Course Monthly Report 5. Municipal Court Monthly Report 6. City Secretary Monthly Report 7. Utility Billing and Collections Monthly Report 8. Public Works Monthly Report for Electric, Streets, Water/Wastewater 9. Police Department Monthly Report 10. Building Official Monthly Report 11. Economic Development Monthly Report 12. Fire Department Monthly Report	41-64

5.0	ROUTINE MATTERS	

5.1	City Manager's Operational Report • Conservation • LEDC • TPPA • Staff	65-66
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 approve a street dance hosted by the Lampasas County Museum as a fundraiser along with a street closure on Western between 2nd and 3rd Street from 2:00 pm to 10:00 pm. On September 16, 2023.	67-72
7.2	Discussion and possible action regarding approval of the Chamber of Commerce Visitor Center FY 2023/2024 Budget.	73-74
7.3	Discussion and possible action regarding the approval of additional services agreement with Relance Architecture for the revised construction documents and full construction phase services in the amount of $38,000.00.	75-84
7.4	Discussion and possible action regarding the approval of the 580 Sports Complex Multi-Purpose Trail System Design.	85-86

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 21 day of July 2023 at 10:15am

Becky Sims

Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion and recap from the July 17, 2023 Council Work Session

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: July 19, 2023 For the Agenda of: July 24, 2023

Procurement and Funding Statement:

Attachments: Minutes

Summary Statement:

This item has been placed on the agenda to recap Council Work Session that took place on July 17, 2023.

Recommendation:

Discussion only

Minutes of the 2022 City Council Planning Session of the
Governing Body of the City of Lampasas that was held
Monday, July 17, 2023 at 4:00 p.m.
New Hope Baptist Church
602 College Street
Jack Calvert Municipal Building
302 E Third Street
Lampasas, Texas 76550

I. Call to order

Mayor Pearce called the meeting to order at 4:00 p.m.

II. Review and tour of New Hope Baptist Church and Historic Colored School

Mayor Pearce, Mayor Pro-Tem Morris, Council members Pratus, Hernandez and Williamson, along with Staff toured both facilities.

III. Reconvene to Calvert Municipal Building.

Council reconvened at 4:39 and conducted a round table work session discussion.

IV. Discussion and direction regarding Public Facilities including financial history and revenue models and pro forma examples

Council discussed the following regarding the Historic Colored School and New Hope Baptist Church

- *Both are historic landmarks within the City and hold an abundance of character and history*
- *The Historic Colored School would take minimal improvements to open to the community with the exception of a restroom.*
    - *Wall/Ceiling Finishes*
    - *Insulation*
    - *Window care for energy efficiency*
    - *New doors*
    - *Restroom*
- *The New Hope Baptist Church could potentially require substantial rehabilitation.*
    - *Structural Assessment*
    - *MEP Assessment*
    - *Rehabilitated Restrooms*
    - *New Doors*
- *At this time Council would like Staff to identify the following:*
    - *Vision for Buildings*
    - *Long Term Goals*
    - *Community Partnership*
    - *Contract Services*

- *Long-Term Lease*
- *Non-Profit Organizations*
- *Deed Options*
- *Benefits of or alternatives to structural assessment at a more reasonable rate*

Hostess House

- *Community and destination location for birthdays, bridal showers, baby showers, weddings, class reunions, family reunions.*
- *Draw back or less than favorable feedback from guest is the non-usable kitchen area for warming food.*

2021- 78 Reservations
2022-87 Reservations
21- cancelled due to COVID

- *Council would like Staff to review current rental rates. Do a comparison across other municipalities. Continue to offer resident vs. non-resident rates. Be competitive with market and other towns; while being sensitive to the needs of the Lampasas Community.*

- *Calvert Municipal Building continues to be used by organizations for business meetings. It is going well and Staff is able to accommodate.*

V. Discussion and direction regarding meeting format, Governance Policy, and Short-Term Objectives.

- *Council has no recommended changes or concerns regarding the Governance Policy. They understand and appreciate Council/Manager and Council/Staff relationships.*

- *Council reminded Staff to display stop-watch for Public Comments. They should be limited to 3:00 minutes, at Council discretion.*

- *Council is good with meeting preparation/ format and how business is conducted at meetings.*

- *Council prefers round table, work session format. Beginning July 24th, Council Workshop Session will be held at the mezzanine level of the Calvert Building and will reconvene at the Council Chambers once the Workshop Business has concluded.*

VI. Discussion and update regarding City of Lampasas FY2024 Budget and Department Goals.

- *Initial Modifications have been made by Staff*
- *Projected Year End Projections and Initial FY 2024 amendments have been made accordingly.*
- *Initial budget rollout does not account for health insurance rates or compensation.*
- *Staff will seek council direction for capital priorities*
- *Staff will prepare for detailed roll-out July 24, 2023*

VII. Update on projects related to ARPA, 2021 CO Funding and Fund 40.

Ryan Ward, ACM reviewed the Capital Improvement Program (CIP) Project Schedule. He highlighted those projects that have been funded (including ARPA), awaiting funding, in design phase, currently under construction and those currently under review.

VIII. Discussion regarding follow-up on any item and placement on future agenda.

There were no recommended agenda items for a future meeting.

IX. Update on progress of sub-standard structures and code enforcement cases

Due to time constraints these items will be presented at the July 24th City Council Meeting.

X. Adjourn – *Business concluded at 6:10 pm.*

PASSED AND APPROVED this _____ day of _____, 2023.

_____
Herb Pearce, Mayor

ATTEST:

_____
Becky Sims, City Secretary

City Manager

ITEM NO. WORKSHOP-3

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion regarding the FY 202-2024 City of Lampasas Budget

Requested By: Finley deGraffenried

Submitted By: Finley deGraffenried

Date Submitted: 21 July 2023 For the Agenda of: 24 July 2023

Procurement and Funding Statement:

Attachments:

Summary Statement:

Staff will provide Council initial projections of the City's FY 2023-2024 Operating Budget. Projections indicate a positive position for Projected Year End, as well as surplus projection for FY 2023-2024. Staff will review inclusions and exclusions to the Plan, and seek Council input on capital funding and projects, human resource needs, and compensation.

Recommendation:

Discussion and direction.

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City Manager

ITEM NO. ~~WORK~~SHOP-4

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion regarding the 2024 Solar Eclipse Event

Requested By: Finley deGraffenried

Submitted By: Finley deGraffenried

Date Submitted: 21 July 2023 For the Agenda of: 24 July 2023

Procurement and Funding Statement:

Attachments:

Summary Statement:

Staff will present options to Council for the site management and security of the event, particularly including the 580 Sports Complex. Generally, staff will present, for Council's input and direction, a modified approach to management of the Complex including limitation of vehicles, inclusion of volunteer groups and organizations, deployment of resources and porta-johns, and reduction of costs.

Recommendation:

Discussion and direction.

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City Manager

ITEM NO. WORKSHOP-5

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion regarding Lampasas County Chamber of Commerce Visitor Center FY 2023/2024 Budget.

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Becky Sims, City Secretary

Date Submitted: July 18, 2023 For the Agenda of: July 24, 2023

Procurement and Funding Statement:

Funds allocated from HOT Fund 40.

Attachments: Lampasas County Chamber of Commerce Budget

Summary Statement:

Per the Tourism & Visitor Center Agreement by and between the Lampasas County Chamber of Commerce and the City of Lampasas, the Chamber will provide Council an update of activity and budget request for FY 2023/2024. Melissa Unger will be in attendance to present the budget and answer any questions.

Recommendation:

Discussion and presentation only.

2023-2024 Budget Explanation- Chamber of Commerce & Visitor Center *(Past 3 years & current request)*

(A) ADMINISTRATIVE FEES

- 40% of total annual payroll
- Includes paychecks for Executive Director and Administrative Assistant(s)
- Staff are paid every other Monday.
- 2020-2021: $32,000.00 (Increase due to activating Admin. Asst. raise)
  - This includes my salary of $60k per year, Jan's $11.00 per hour (4 days per week)- 30hrs. and payroll/unemployment taxes.
- 2021-2022: $34,240.00 (Increased)
  - This includes a 3% salary increase for the Executive Director and a .50 per hour salary increase for the Administrative Assistant. In previous budgets payroll & unemployment taxes were not accounted for in the request although noted in the 2020-2021 request.
- 2022-2023: Requesting $38,000.00 (Increased)
  - The increase includes inflation, a .50 per hour administrative assistant raise, and the addition of a part-time event position. – approved by council for 2022-2023 budget. Paid for 100% by Chamber 2021-2022.
- 2023-2024: Requesting $43,000.00 (Increased)
  - The $5k increase from the last budget cycle includes cost of living increase for all positions and Executive Director 3% raise (40% = $780.00) and 40% of Admin. Salary $4,220.00)

(BDG) BUILDING

- 40% of the total expenses for maintenance and insurance policies.
- This includes payments made to the pest control company, the lawn/cleaning service, and our insurance carrier.
- 2020-2021: Requested- $2,200.00 (Increase due to maintenance projects & premium increases)
- 2021-2022: Requested- $2,200.00 (Stayed the same)
- 2022-2023: Requested- $2,332.00 (Increased)
- 2023-2024: Requested- $2,500.00 (Increased) New insurance policy/carrier and premium increases.

(C) COPIER/COPIES

- 40% Used for producing printed materials to promote the Lampasas community.
- 2020-2021: Requested- $1,700.00 (less than last yr.)
- 2021-2022: Requesting- $1,700.00 (Stayed the same)
- 2022-2023: Requesting- $1,802.00 (Increased)
- 2023-2024: Requesting- $1,900.00 (Increased)
  - Signed a new 5-yr. lease, and new plan (Prop. taxes/set-up fee included)

(D) POSTAGE

- 40% PO Box and bulk mail dues; postage dues to mail relocation packages, travel information and other material requests from visitors on website, in person and on the phone.
- 2020-2021: Requested $560.00 (Increase due to mailing more due to COVID & community mailings)
- 2021-2022: Requesting $560.00 (Stayed the same)
- 2022-2023: Requesting $593.60 (Increased)
- 2023-2024: Requesting $620.00 (Increased)
  - Inflation & prices of postage have increased. More travelers and those relocating; requesting information. We try to hand deliver when possible.

(E) GENERAL SUPPLIES

- 40% needed to include bags, paper, envelopes, etc. to be used for the distribution of tourism information.
- 2020-2021: Requested $1,000.00 (Increase due to re-branding & renovations to VC)
- 2021-2022: Requesting $400.00 (Decrease due to council rejection of Visitor Center remodeling cost in previous year budget request)
- 2022-2023: Requesting $424.00 (Increased)
- 2023-2024: Requesting $500.00 (Increased)
  - Due to rising supply costs & shipping. I try to cover some supply costs with event funds when possible and use overflow for the Visitor Center. We try to cut out shipping costs when possible with self-pick-up.

2023-2024 Budget Explanation- Chamber of Commerce & Visitor Center- (Cont'd) *(Past 3 years & current request)*

(F) PHONES & IT

- 40% of the daily phone calls and emails are tourism and Visitor Center related. We document this information.
- 2020-2021: Requested $1,420 (Increase due to Internet, Software, and Hardware costs)
- 2021-2022: Requesting $1,420 (Stayed the same)
- 2022-2023: Requesting $1,505.20 (Increased) (Accounting for inflation. May not increase. In a contract.)
- 2023-2024: Requesting $1,300.00 (Decreased)

(I) ANNUAL VISITOR CENTER DUES

- 100% Dues to TTIA, TACVB, TCCE, TIA, THLA
- 2020-2021: Requested- $400 (Decrease due to surplus from previous year, reduced memberships)
- 2021-2022: Requested $400 (Stayed the same)
- 2022-2023: Requested $400 (Stayed the same)
- 2023-2024: Requested $400 (Stayed the same)
    - Like to keep these in the budget if needed. Based on the training and resources offered, members get discounts. Have not used them in the past few years due to COVID, limiting travel, and the subjects and places offered for training have not included new material or been in feasible locations.

(J) HILL COUNTRY TRAIL REGION

- Membership in the Hill Country Trail Region and travel to meetings
    - (Has only been used for membership; not travel). Will not need the extra $650.00 from the previous year since the shelf life of the passports will be 3 years.
- 2020-2021: Requested- $0- Not Requesting (reevaluating the partnership)
- 2021-2022: Requested $400 (Increased, assuming Passport Program Agreement is renewed.)
- 2022-2023: Requested $400 (Stayed the same assuming Passport Program Agreement is renewed.)
- 2023-2024: Requested $0- Not Requesting (reevaluated partnership...not beneficial, decided not to renew.)

(LP) LAMPASAS PROMOTIONS & (B) VISITOR CENTER BROCHURES (AB)- *Considering signage in 2024-2025 budget.*

- 100% coverage of tourism advertisements placed in publications outside the immediate Lampasas County zip codes. (Distribution of brochures in the Visitor Center office, as well as distribution to other travel centers, chambers, etc. in the state of Texas.) Advertisements include ads placed in magazines like 101 Fun Things to do in the Highland Lakes, Visitor, Travel, or Hunting Guides throughout Central Texas/Hill Country.
- 2020-2021: $0.00 (Did not include a request) as requests were made per project.- Using website for more marketing instead of print, but that will begin to cost money as digital ads are considered.
- 2021-2022: Requesting $3,750.00 (Stayed the Same)- This year I am requesting a specific budget amount for promotions and marketing so that I have sufficient flexibility to obtain promotional discounts and meet print deadlines. This amount is based on spending in previous years; and includes publications and tourism brochures; promoting Lampasas.
- 2022-2023- Requesting $3,750.00 (Stayed the Same)- Trying to find ways to supplement costs & printed more promotional materials. Creating visitor bags.
- 2023-2024- Requesting $3,750.00 (Stayed the Same)
    - Need to create a brochure/rack card promoting attractions & businesses to visit in Lampasas w/ a map.

(VCS) VISITOR CENTER SEASONAL STAFF (Mar.-Dec.)

- 100% of Saturday staff pay, who is Visitor Center staff only; not Chamber staff (if Chamber questions are asked Saturday, and the employee doesn't know the answers, he/she either leaves Jan or me a message or is free to call or text anything.)
- Paid on a bi-weekly basis.
- 2019-2020: Requested $1,800.00 (Stayed the same)- Did not incur the expense March-May of 2020 due to COVID and limiting interactions.
- 2020-2021: Requesting $1,800.00 (Stayed the same)
- 2022-2023: Requesting $1,800.00 (Stayed the same)
- 2023-2024: Requesting $1,500.00 (Decreased)

2023-2024 Budget Explanation- Chamber of Commerce & Visitor Center- (Cont'd) *(Past 3 years & current request)*

(W) WEBSITE

- 40% of website traffic is attributed to Visitor Center- Determined at last budget meeting
- GrowthZone, formerly ChamberMaster, is our website host.
- 2020-2021: Requested $1,500.00 (Decrease due to processing fees & not much CC activity in previous year)
- 2021-2022: Requesting $1,500.00 (Stayed the same)
- 2022-2023: Requesting $1,700.00 (Increased)
- 2023-2024: Requesting $1,820.00 (Increased)
    - Software management system price increased in Jan. of 2023. Tried to shop around, but they also manage our website, and the package cannot be purchased ala carte. Did save some money by paying total amount annually. Need to account for the increase which was not enough in the last budget cycle.

(X) UTILITIES

- 40% of the total expenses for water, electric and trash to operate the Visitor Center.
- This includes payments made to Lampasas Public Utilities.
- 2020-2021: Requested $1220 (Stayed the same)
- 2021-2022: Requested $1220 (Stayed the same)
- 2022-2023: Requesting $1293.20 (Increased)- Due to increase in energy costs & usage.
- 2023-2024: Requesting $1,400.00 (Increased)- Due to increase in energy rates & usage.

TOURISM CONFERENCES

- These are submitted as they come up, like event funding
- 2020-2021: Requested- $0- Not requesting.
- 2021-2022: Requested- $0- Will submit for approval.
- 2022-2023: Requested- $0- Will submit separate request for approval if needed.
- 2023-2024: Requested- $0- Will submit separate request for approval if needed.

EVENT FUNDING

- In the past this HOT Funding request has been brought with an application to the Council for approval before each event. Per the July 25, 2022, City Council meeting, it was approved for the entire HOT Funding budget allotted for the Chamber be requested at one-time (during the Operating Budget/HOT Funding Fund Request in July of each year;) including events. After each event takes place and expenses are reconciled, a post-event report will be submitted to the city with receipts and data for reimbursement.
- HOT Funding amounts for events are to be utilized for advertising (40-100%) and other materials purchased or rented (25%) to effectively host the event. All required applications (if needed) will be submitted to the City for approval to host the event before the event takes place.
- A breakdown of advertising costs always submitted with the request would include, but is not limited to (Print, radio, social media, & digital exposure.)
- In 2022-2023 it is estimated that the HOT Fund reimbursement requests for events will total approx. $11k. The amounts being requested for the 2023-2024 budget are proposed in the budget.

Riata Roundup Rodeo & LTX BBQ Fest *(Last weekend in April 2024)*

- 2021: BBQ Requested- $2,260.24 Reimbursed- $1,283.41
- Rodeo Requested- $5,161.25 Reimbursed- $4,753.84
- 2022: (Combined) Requested- $7,287.74 Reimbursed- $7,274.15
- 2023: (Combined) Requested- $7,013.74 Reimbursed- $6,795.08
- 2024: (Combined) Requested- $7,250.00

Lampasas County Wine Tour *(Forth Saturday of September 2023)*

- 2021: Requested- $1,288.56 Reimbursed- $412.12
- 2022: Requested- $1,766.88 Reimbursed- $1188.56
- 2023: Requested- $2,000.00 (Not yet occurred or submitted)

Hunter's Welcome *(First Friday in November 2023)*

- 2021: Requested- $1,514.00 Reimbursed- $1,196.00
- 2022: Requested- $1,671.00 Reimbursed- $1,669.00
- 2023: Requested- $1,750.00 (Not yet occurred or submitted)

Lampasas Veteran's Day Run (Request- In place of Toughest 10k)- *Event hosted- 43 years*

- (10k) 2021: Requested- $1,500.00 Reimbursed- $1,022.00
- (10k) 2022: Requested- $1,525.00 Reimbursed- $746.24
- (10k) 2023: Requested- $1,250.00 Reimbursed- (Not yet submitted.)
- 2024: Not doing in 2023 will request for 2024-2025 budget cycle.

- Requests increased due to the rise in costs to host the events and are an estimate based on costs from previous years and planning months in advance.

Lampasas County Chamber of Commerce & Visitor Center- Hotel Motel Budget Request *(Including EVENT HOT FUNDING)*
October 2023 - September 2024

Expense:	Description	2020-2021 Proj./Appr. Budget	2021-2022 Proj./Appr. Budget	2022-2023 Proj./Appr. Budget	2023-2024 Proj. Budget	2023-2024 Fund Req.
(A) Administrative Fee 40%	Used for all staff salaries-*(Exec. Dir., PT Admin. Asst. & Coor.)*	80, 000 / 32,000	85,600 / 34,240	95000 / 38,000	$ 107,500.00	$ 43,000.00
(BDG) Building 40%	Expenses for VC/Bldg. Maintenance & Insurance Premiums	5,500 / 2,200	5,500 / 2,200	5830 / 2332	$ 6,250.00	$ 2,500.00
(C) Copier / Copies 40%	Used for producing printed materials to promote Lampasas County.	4,250 / 1,700	4,250 / 1,700	4505 / 1802	$ 4,750.00	$ 1,900.00
(D) Postage 40%	Postage fees to mail relocation packets, travel information, and other material requests. (P.O. Box/Bulk Mail fees)	1,400 / 560	1,400 / 560	1484 / 593.60	$ 1,550.00	$ 620.00
(E) General Supplies 40%	Bags, paper, envelopes, office supplies, used for the VC (tourism information, business distribution, maintenance)	2,500 / 1,000	1,000 / 400	1060 / 424	$ 1,250.00	$ 500.00
(F) Phones & IT 40%	Daily phone calls and emails- Ph./Int. package tourism and visitior center related. Includes- computer & software	3,550 / 1,420	3,550 / 1,420	3763 / 1505.2	$ 3,250.00	$ 1,300.00
(I) Annual VC Dues 100%	Texas Association Dues - (TTIA/TCCE/THLA/TACVB/TIA)	400 / 400	400 / 400	400 / 400	$ 400.00	$ 400.00
(J) Hill Country Trail Region 100%	Membership in the Hill Country Trail Region and travel to regional meetings.	0	400	400 / 400	$ -	$ -
(LP) Lampasas Promotions 100% all inclusive	Tourism Ads Placed In Publications Outside The immediate zip codes (76550,76539,76853).	??	3,750	$ 3,750.00	$ 3,750.00	$ 3,750.00
(B) VC Brochures	Distribution of Brochures/Promotional Items: including a description with photos, annual	??	$ -		Combined expenses with (B) & (AB) $ -	$ -
(AB) VC Signage	events, etc...distributed to all travel & visitor centers, chambers, CVB's and DMO's. (Logo/Signage displays)				$ -	$ -
					Considering signage options for 2024-2025 budget & grants	
(VCS) VC Seasonal Staff 100%	April through September- Saturday's, 10am-4pm.	1,800 / 1,800	1,800 /1,800	1,800 /1,800	$ 1,500.00	$ 1,500.00
(W) Website 40%	Visitor Center & Chamber of Commerce tourism website and mobile app./database software hosted by GrowthZone. (Design & Maintenance)	3,750 / 1,500	3,750 / 1,500	4250 / 1700	$ 4,550.00	$ 1,820.00
(X) Utilities 40%	Expenses for electric, water, and trash to operate the Visitor Center.	3,050 /1,220	3,050 /1,220	3233 / 1293.2	$ 3,500.00	$ 1,400.00
Tourism Conferences Apply for funding per req.	Registration for Texas Travel Tourism Seminars and the TACVB Tourism,Marketing Seminar and Visitor Bureau training.	Submit Application in advance	Submit Application in advance	Submit Application in advance		
OPERATING HOT FUNDING REQUEST		**106,200 / 43,800**	**114,450 / 49,590**	**125,475 / 54,000**	**$ 138,250.00**	**$ 55,300.00**

Lampasas County Chamber of Commerce & Visitor Center
Hotel Motel Budget Request *(Including EVENT HOT FUNDING)*
October 2023 - September 2024
EVENT HOT FUNDING

Riata Roundup Rodeo & LTX BBQ Fest- *(Last weekend in April, 2024)*				$ -	**$ 7,250.00**
Lampasas County Wine Tour- *(Forth Saturday of September, 2023)*				$ -	**$ 2,000.00**
Hunters Welcome- *(First Friday in November 2023)*				$ -	**$ 1,750.00**
EVENT HOT FUNDING REQUEST		**$ -**	**$ -**	**$ -**	**$ 11,000.00**
TOTAL HOT FUNDING REQUEST		**$ -**	**$ -**	**$ -**	**$ 66,300.00**

City Manager

ITEM NO. WORKSHOP-6

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion and updates related to Substandard Properties

Requested By: City Council

Submitted By: Becky Sims, City Secretary

Date Submitted: July 19, 2023 **For the Agenda of:** July 24, 2023

Procurement and Funding Statement:

N/A

Attachments: Memo

Summary Statement:

During the November 2022 Council Planning Session, Staff presented objectives and progress related to the Comprehensive Plan. Council identified Code Enforcement as a priority. In January 2023, Staff presented a list of approximately 40 homes that met the definition of substandard. In March 2023, letters were sent to property owners whose property was damaged due to house fires. At the May Council Meeting, Staff presented a list of commercial properties on the main corridor that are defined as substandard. This item has been placed on the agenda to provide council an update on efforts made on initiative to work with property owners to abate substandard structures.

Recommendation:

Discussion and direction only

CITY OF LAMPASAS TEXAS

To: City Council July 17, 2023

Substandard Project Update

During the November 2022 Council Planning Session, Staff presented objectives and progress related to the Comprehensive Plan.

Council identified Code Enforcement as a priority. One of the action steps is to strengthen enforcement and incentives throughout the City to maintain the quality of neighborhood character and renovate older structures in disrepair.

Council asked that Staff prepare a list of substandard properties and present to Council in January 2023.

At the January 9, 2023 Council meeting, Staff presented an inventory of approximately 40 homes, structures and/or lots that were in disrepair from fire, lack of maintenance or simply abandoned. Staff focused on those lots that had been affected by fire either partial or total loss.

Notices were sent in March 2023 to approximately 10 addresses that were identified as those affected by fire. All property owners have made contact with the City.

Since that time some improvements have been made to the following addresses:

- 904 W Avenue E/ Arnold (mobile home)
- 1115 W First Street (lot with structure)
- 1301/1307 E Avenue I (lots)

The following have been demolished

- 1412 W 1st Street. (Building permit in process for new house)
- 1105 W 1st Street.

Other updates:
1401 E 3rd Street- Process of selling lot
1703 S Chestnut- Need assistance from City.

- Requested a quote from Maynard Construction
- Need to determine terms for recouping cost in addition to lien.

302 & 304 S Walnut have been sold and in the process of being rehabilitated.

306 E 5th- Debris and material has been picked up from property

310 E 6th Street – Demolished

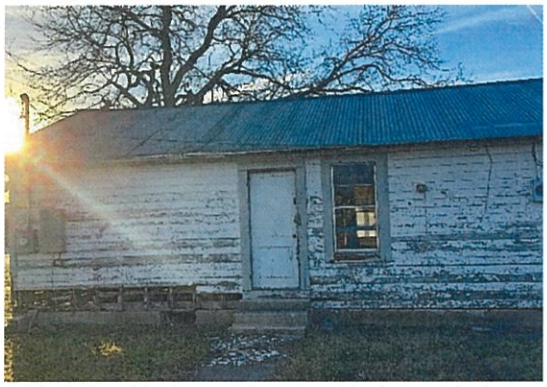
706 S. Western - Demolished

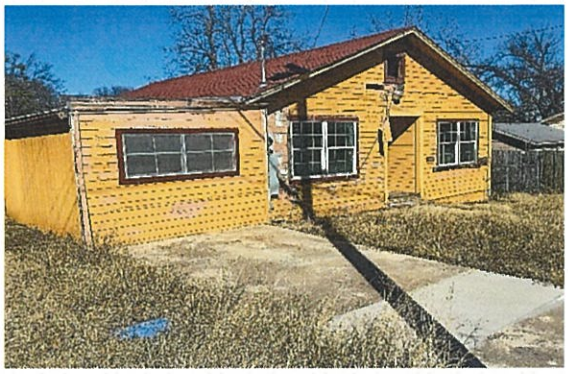
In May- 10 Commercial properties were identified by Staff as substandard. No new update to report.

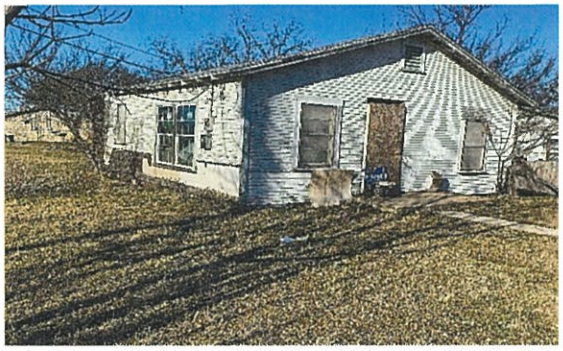
- ***Staff will compile letters, inspection reports and pictures to provide notice to these property owners by the August 1st.***

Nineteen (19) letters were sent to the remaining residential property owners today along with inspection reports and pictures advising of the substandard conditions and seeking timeline for rehabilitation or demolition. ***Staff will provide Council an update on these 19 at the August 28th City Council Meeting.***

Examples of substandard properties.







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City Manager

ITEM NO. WORKSHOP-7

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion and updates relating to Wayfinding Sign Master Plan

Requested By: City Council

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: July 19, 2023 For the Agenda of: July 24, 2023

Procurement and Funding Statement:

Fund 40- Budgeted- $60,000.00 Expenditures to date ±$19,500.00

Attachments: Memo

Summary Statement:

In October 2022, Council awarded the Wayfinding Contract to Studio 16:19. Staff has been working with the consultants since November 2022, when the kick-off meeting was held. This item has been placed on the agenda at the request of Council to discuss progress and renderings received from consultants.

Recommendation:

Discussion only

CITY OF LAMPASAS TEXAS

To: City Council July 17, 2023

Wayfinding Project Update

October 2022- Council approved contract with Studio 16:19

November 15, 2022- Wayfinding Kick-Off Meeting

December-January – Data Collection

February 2023- Began bi-monthly meetings

February- Due Diligence

- Reviewed Code of Ordinances, Sign Regulations, Comprehensive Plan
- Discussed Sign Inventory and Possible Sign Placement Opportunities
- Site Visit

March-

- Reviewed modifications to the locations of the proposed signs based on the Highway 281 Project
- Reviewed downtown area for destination monumentation locations and all destinations to be specified.
- Coordinated with TxDOT district on the sign program and developing a dialogue around their specific requirements.
- Beginning schematic design for initial concepts for proposed sign types.
- Received first rendering for Gateway and Wayfinding signs.

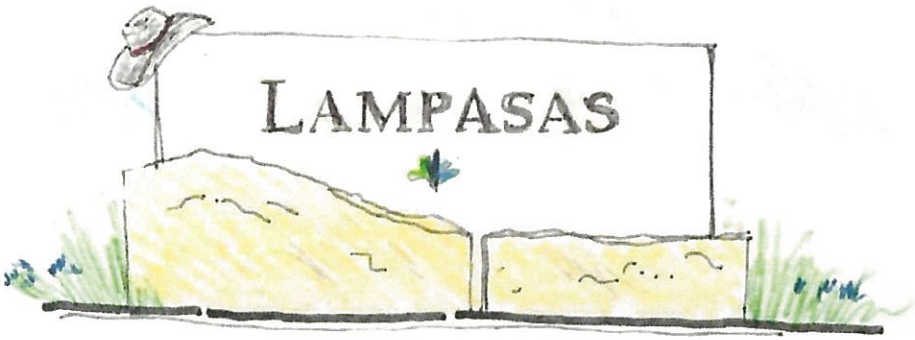
April- Staff walked Key Avenue and downtown with consults to discuss sign placement and quick wins.

May- Received Updated Schematic Design Package

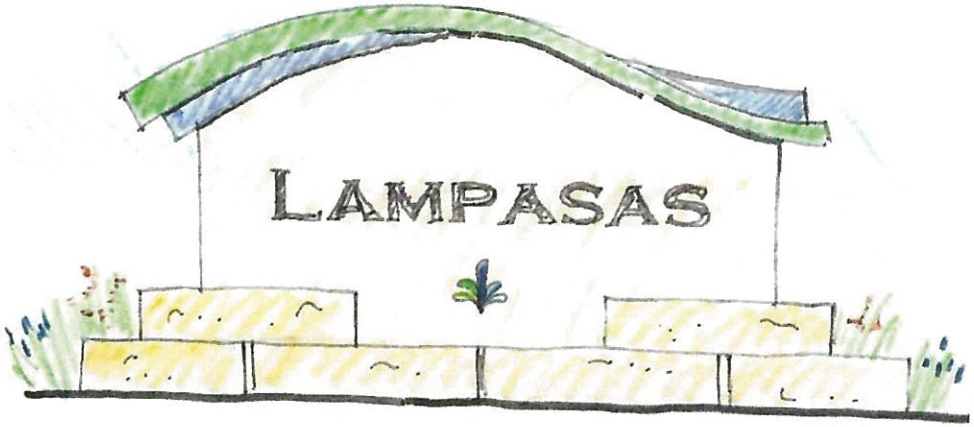
- Overall Base Map
- Historic Downtown Wayfinding Signage Locations
- Downtown Signage Locations Photo Array
- Preliminary Signage Concepts & Imagery

July 2023- Received updated Schematic Design Package based on feedback from Staff.
Currently pending Staff review and feedback to consultants.

CONCEPT - 1



CONCEPT - 2



CONCEPT - 3

CONCEPT - 4

Preliminary Gateway/Monument Signage Concepts

Disclaimer:
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CONCEPT - 1

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Pantone

SIGN MAIN/ACCENT
RGB 201 / 189 / 167
Web #c9bda7
Pantone

SIGN MAIN/ACCENT
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Web # 387194
Pantone

SIGN ACCENT
RGB 81 / 179 / 228
Web #51b3e4
Pantone

CONCEPT - 2

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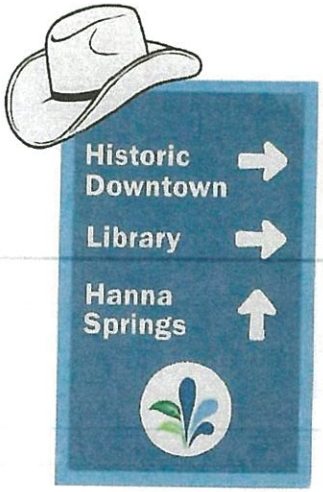
CONCEPT - 3



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SIGN MAIN
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Pantone

CONCEPT - 4

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SIGN ACCENT
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Pantone

Preliminary Wayfinding Signage Concepts/Branding

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`MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, July 10, 2023
5:30 p.m. Workshop Session
6:00 p.m. Regular Session
(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)

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

Council Members Present:
Zachary Morris
Chuck Williamson
Davis Keele
Cathy Kuehne
Charlie Pratus

City Staff Present:
Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Jeff Smith, Fire Chief
Yvonne Moreno, Finance Director
Stacey Ybarra, EDC Director
Chris Eicher, Parks Director

Council Members Absent:
Eric Hernandez

WORKSHOP SESSION

1. **Call to order Workshop Session**

Mayor Pearce opened the workshop session at 5:30 p.m.

2. **Discussion regarding Lampasas Central Appraisal District (LCAD) FY 23/24 Budget**

Susan Jones, Chief Appraiser presented the LCAD FY23/24 Budget, highlighting the following areas:

- *Payroll Salaries*
  - *TDLR regulatory courses/exams*
- *Increase in Postage*
  - *Due to State Regulatory Mailing Requirements*
- *Appraisal Firm Assistance*
  - *Third Party Mineral Rights Appraisal*
- *New Software*
- *Mobile Devices*
  - *Increase appraisal productivity, alleviate duplicate efforts*

3. **Discussion regarding Hostess House Revised Scope with Reliance Architecture.**

Finley deGraffenried, City Manager advised as referenced in the June 26, 2023 manager report this item has been placed on the workshop agenda to discuss a conceptual new scope that focuses accessibility, code compliance, a catering kitchen and restrooms. Staff is looking at a July/August bidding window.

- *Review of funding sources*
  - *Fund 40- Hot Funds $800,000.00 earmarked*
    - *Net fund in Fund 40 is positive and sustainable*
    - *Council directive to maintain $200,000.00 balance.*
  - *Fund 65- 2022 CO*

Antonio Naylor and Kimberly Thompson from Reliance Architecture discussed the conceptual new project scope.

- *Lower Level*
  - *Increased Storage*
  - *Direct inside access to new elevator*
  - *Modify existing restrooms for direct inside access*
  - *Direct inside access to storage*
  - *Banquet hall remains the same size/ no columns removal*
  - *New HVAC units/clean existing ductwork*
  - *Lighting upgrade*
  - *Water Heater upgrade*
  - *Structural remediation*
  - *New fire egress stairs*
  - *Upgrade to catering kitchen*
- *Upper Level*
  - *Increased Storage*
  - *Direct inside access to elevator*
  - *Add individual restrooms*
  - *Direct inside access to storage*
  - *Event hall remains the same*
  - *New HVAC and ductwork*
  - *Lighting upgrade*
  - *Handicap ramp to stage*
  - *Added custodial closet*
  - *Renovation of serving area*

- *Depending on outcome of new construction bids, alleviating direct access to restrooms and elevator on lower level may result in substantial cost savings.*

Council will be asked to consider additional services agreement with Reliance Architectural at the next meeting.

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

Council provided no additional items to add to the agenda.

5. Discussion regarding FY 2023/2024 Budget Update.

Finley deGraffenried, City Manager presented the following:

- *Current Status*
  - *Staff initial review of year-end projections and FY 2024 Budget*
  - *Round 1 adjustment targeted by July 17th*
  - *Round 2 adjustments targeted by July 24th, roll-out to Council*
  - *Continued negotiations with Health Insurance provider*
  - *Continued review of Capital Project status and funding resources*
- *Trends and Challenges*
  - *`Health Care Costs (options)*

- *Certified Roll and setting Tax Rate*
- *Cost of materials (25% increase)*
- *Design and Construction Delays*
- *Human Resource needs and costs*
- *Identification of Council priorities*
- *Organization Funding*
    - *Lampasas County WCID*
    - *Heart of Texas Defense Alliance*
    - *Hill Country 100 Club*
    - *Hill Country Children's Advocacy Center*
    - *Cooper Spring Nature Park*
    - *Lampasas County Museum*
    - *Hill Country Transit District ("HOP")*
- *Fund Balance Review as of April 30, 2023*
- *Timelines*
    - *Roll out on or before July 24th*
        - *Balanced*
        - *Budget Neutral*
        - *Maintain current level of staffing FTE's*
        - *Provide Capital options for Council prioritization*
- *Department Presentations on or about August 7th*
- *Propose Tax Rate on or about August 14th with budget update*
- *Budget Workshop, if needed August 21st*
- *Budget finalized August 28th*

- *Questions and Direction*
    - *Budget will be a workshop item for foreseeable future*
    - *Special called meetings at Council preference*
    - *Utilization of identified funding sources*
        - *Fund 40*
        - *ARPA*
        - *2021 CO*
        - *Fund Balance*
- *Additional information to meet Council needs, related to projects, revenue projections, expenses or human resources.*

6. Discussion regarding Solar Eclipse Event Overall Budget.

Chief Smith advised this item has been placed on the workshop agenda to allow Council input on the status of event planning and to provide additional detail on procurement comparisons for parking and site management. Staff will also review quotations for portable sanitary restrooms.

To date viewing sites have been approved, roll-offs, two-way radios, traffic management and fencing for the 580 Sports Complex have been secured and approved by Council. This evening items for consideration are sanitary restrooms and parking management to include security for the 580 Sports Complex.

Solar Eclipse 2024 - Total Budget	
Item	**Total Cost**
Portable Restrooms	$49,573.00
Dumpsters	$10,348.69
Fencing	$23,000.00
Parking Management	$22,800.00
Radios	$960.00
Traffic Management	$16,000.00
O/T Staffing	$31,136.00
Supplies	$5,000.00
Total	**$158,817.69**

Solar Eclipse -Parking Management Quotes			
Original Quote			
Company	# of Parking Guides	# of Security Guards	Total Cost
AWP	8	4	$16,140.00
Texas Traffic & Barricades	6	4	$11,965.00
Central Texas Valet	10	12	$22,800.00
Updated Quote- Using Same # of Staff			
Company	# of Parking Guides	# of Security Guards	Total Cost
AWP	10	12	$30,908.00
Texas Traffic & Barricades	10	12	$21,758.00
Central Texas Valet	10	12	$22,800.00

By consensus Council would like Staff to research other avenues as far as security, possibly off-duty police officers to compare costs. Chief Cummings addressed Council advising with the number of anticipated people at the 580 Sports Complex additional staff will be required. He noted that other cities within our area will be facing similar scheduling and staffing issues. We will have to secure needs from cities not in the line of the viewing area which may pose a problem with officers getting here, lodging and clock hours. It is beneficial to have a company handle the parking and security needs with the acreage available for viewing.

Staff will research options and present to Council at a future meeting.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Keele moved to adjourn the workshop session at 7:04 p.m.; the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried. (Hernandez 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 7:15 pm

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.

B. Presentations and Proclamations

Proclamation- First Responders Recognition- July 2023

To designate the Month of July 2023 as First Responder Month

WHEREAS, First Responders provide a vital public service; and

WHEREAS, the members of the Hill Country 100 Club in partnership with the City of Lampasas would like to recognize all of the brave men & woman that serve our community as First Responders; and

WHEREAS, the City of Lampasas encourages all citizens to take time to thank all those who serve full time, and those who volunteer their time to make a difference in the Community; and

WHEREAS, First Responders are generally first on the scene, take the time to get to know those who serve the Community; and

WHEREAS, use this month to ensure your property is easily accessible, clear of any potential danger, well-lit with house number highly visible; and

WHEREAS, join organizations like the Hill Country 100 Club, whose goal is to support First Responders through financial support for their families if they are killed or injured in the line of duty; and

WHEREAS, to provide recognition for First Responders at their annual banquet, support those who want a future as a first responder through their scholarship program, which is made possible by membership fees and donations; and

THEREFORE, I Herb Pearce, Mayor, City of Lampasas, Texas in recognition with the Lampasas City Council declare July as FIRST RESPONDERS' MONTH in the City of Lampasas.

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.

Kristi Allison addressed council on the importance of promoting Hancock Springs Free Flow Pool. She mentioned that it took some time to get lap swim opportunities scheduled and feels they have to start over with the process. By changing the rate there are several communities' members in Lampasas and those who may travel who no longer participate due to the costs. She hopes that rates will be reconsidered for the next season

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.

There were no citizen comments

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on June 26, 2023.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of $4,000 from June 1, 2023-June 30, 2023.
3.2	Discussion and possible action regarding the May 2023 Investment Report

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

4.0	BOARDS/DEPARTMENT REPORTS

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

North US 281 — Council may have received notification regarding TxDOT's planning, and scheduled public meetings on the expansion of US 281 between Lampasas and Evant. The expansion is envisioned to provide two lanes in each direction separated by a grassy median, providing ample Right of Way ("ROW") is available. In person meetings will be held on Tuesday, July 25th from 5:30 to 7:30 at New Covenant Church; and Thursday, July 27 from 5:30 to 7:30 at the Evant ISD Cafeteria.

Developer Meeting — Although Council member Hernandez will be unable to attend the July 10th meeting, he has met with staff regarding the idea of a coordinated planning meeting with real estate brokers, developers, public work staff and contractors. The purpose of the meeting would be to seek insight to the development process as it relates to infrastructure needs,

and the City's CIP process. Regardless of the specific outcomes, staff believes the meeting will also reinforce positive relationships with the development community.

Hamilton EMS

Attached is the Hamilton County Hospital District, Emergency Medical Service report for the month of June. Of the 297 total calls for Lampasas County, 136, or 46% of the calls were for service in the City of Lampasas. Response times within the City were well within targets at 4 minutes and 41 seconds on average; and 10 minutes and 19 seconds on average in the Lampasas Volunteer Fire Department service area.

CTWSC

The Central Texas Water Supply Corporation ("CTWSC") met on June 27 to review operational matters as well as adjustments to capital and special assessment fees for wholesale customers. As discussed with Council on June 12th, CTWSC, through their long-range planning committee, identified needed improvements, including raw water intake pumps at the Lakecliffe Plant that provides water to their customers to the west including Kempner Water Supply Corporation ("KWSC") and the City of Lampasas. At the meeting, the CTWSC Board approved an increase, per 1000 gallons, of $0.10 for their Capital Fund, and $0.15, per 1000 gallon, of a temporary surcharge to all contractually obligated customers. As previously discussed with Council, the City and KWSC are not obligated to pay the surcharge, however; will be subject to the increase in Capital contribution. Staff recommends reviewing and implementing recovery of the charge through the budget process.

Calvert Building

After noticing some plaster deterioration in the corners of the Calvert Building, staff reached out to Clark roofing to assess any possible penetrations or deficiencies in the roofing. The roof was installed in 2018 and is still under warranty. Although a report of their findings is forthcoming, Clark has indicated by email that debris had clogged some conductors and gaps may exist around and through wall scuppers. Staff will also seek inspection for condensation lines and fire suppression systems for any possible failures. Once the leak or leaks are fixed, staff will complete repairs to the interior.

Conservation

Based on the City's Drought Contingency Plan, and in consideration of Brazos River Authority's ("BRA") Stage 1 Drought Watch, and forecast conditions through August 31, 2023, staff is recommending implementation of Stage 2 Conservation response per the City's drought contingency plan. Under Stage 2, residents with addresses ending in even numbers would be allowed to irrigate landscape on Monday and Thursday during designated times; and those with addresses ending in odd numbers would be allowed to irrigate on Tuesday and Friday. Designated times for landscape irrigation, car washing and the filling of private pools are from 8:00 p.m. to 10:00 a.m. on designated days. Without objection, staff will proceed with public notification.

5.2	MAYOR'S COMMENTS

Mayor Peace thanked First Responders for the job they do and commended City Staff and Spring Ho Committee for a great Spring Ho Festival Week.

6.0	UNFINISHED BUSINESS

There was no unfinished business.

7.0	NEW BUSINESS

7.1	Discussion and selection of website photo contest.

Council member Kuehne moved to select photo entry #3, with lack of a second the motion failed.

Council member Keele moved to select photo entry #2, with lack of a second the motion failed.

Mayor Pro-Tem Morris moved to select photo entry #4, council member Pratus seconded the motion, with Council member Kuehne and Keele in opposition, the motion carried. (Hernandez absent)

7.2	Discussion and possible action to accept proposal to lock in rates for sanitary restrooms in an amount not to exceed $49,970.00 for the Solar Eclipse Event in April 2024.

Mayor Pro-Tem Morris moved to accept proposal from J-Bar Services to lock in rates for sanitary restrooms in an amount not to exceed $49,970.00 for the Solar Eclipse Event in April 2024 contingent upon negotiations and and the right to cancel within 30 days of event, the motion was seconded by Council member Kuehne.

Mayor Pearce opened the floor for discussion Mayor Pro-Tem Morris is questioning the number of restrooms needed for this event. Initially staff felt 300 would be appropriate to begin soliciting quotes. Once the viewing sites were narrowed down with the estimated number of people at each location and with guidance from contractors it was determined that 257 would meet the needs of the community. As staff continues to talk to local businesses and churches, Staff would like some latitude and ability to request more as more viewing areas become available.

Council member Keele felt that there are too many unanswered questions regarding need, quote detail, and cleaning services to make a decision this evening, he motioned to table this item and bring it back at a later Mayor Pro Tem Morris seconded the motion and with a unanimous vote, the motion carried. (Hernandez absent)

7.3	Discussion and possible action to accept proposal to lock in rates for Parking Management at the 580 Sports Complex for the Solar Eclipse Event on April 8, 2024 in an amount not to exceed $23,000.00

No action was taken on this item based on workshop discussion.

7.4	Discussion and possible action regarding funding to rebuild motor on the 2004 F-350 Fire Department Brush Truck in an amount not to exceed $22,000.00

Council member Keele moved to approve funding to rebuild motor on the 2004 F-350 Fire Department Brush Truck in an amount not to exceed $22,000.00, the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried. (Hernandez absent)

7.5	Discussion and possible action to direct Staff to initiate bid phase process for the revised project scope for the Hostess House

Council member Kuehne moved direct Staff to initiate bid phase process for the revised project scope for the Hostess House, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Hernandez absent)

7.6	Discussion and possible action regarding Lampasas Central Appraisal District (LCAD) FY 23/24 Budget.

Mayor Pro Tem Morris moved to reconsider the motion to approve by taking no action as documented at the June 26, 2023 Council meeting and to approve the LCAD FY 23/24 Budget as presented, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Hernandez absent)

Adjourn into Executive Session

Council member Keele moved to adjourn into Executive Session at 7:55 pm, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion caried. (Hernandez absent)

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 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.2	Adjourn executive session and reconvene Regular Session

Council adjourned executive session and reconvened regular session at 8:28 p.m.

REGULAR SESSION

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

There was no action taken.

Adjourn- *Council member Keele moved to adjourn at 8:28 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Hernandez absent)*

PASSED AND APPROVED this _____day of _____, 2023.

_____
Herb Pearce, Mayor

ATTEST

_____
Becky Sims, City Secretary

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Minutes of the 2022 City Council Planning Session of the
Governing Body of the City of Lampasas that was held
Monday, July 17, 2023 at 4:00 p.m.
New Hope Baptist Church
602 College Street
Jack Calvert Municipal Building
302 E Third Street
Lampasas, Texas 76550

I. Call to order

Mayor Pearce called the meeting to order at 4:00 p.m.

II. Review and tour of New Hope Baptist Church and Historic Colored School

Mayor Pearce, Mayor Pro-Tem Morris, Council members Pratus, Hernandez and Williamson, along with Staff toured both facilities.

III. Reconvene to Calvert Municipal Building.

Council reconvened at 4:39 and conducted a round table work session discussion.

IV. Discussion and direction regarding Public Facilities including financial history and revenue models and pro forma examples

Council discussed the following regarding the Historic Colored School and New Hope Baptist Church

- *Both are historic landmarks within the City and hold an abundance of character and history*
- *The Historic Colored School would take minimal improvements to open to the community with the exception of a restroom.*
    - *Wall/Ceiling Finishes*
    - *Insulation*
    - *Window care for energy efficiency*
    - *New doors*
    - *Restroom*
- *The New Hope Baptist Church could potentially require substantial rehabilitation.*
    - *Structural Assessment*
    - *MEP Assessment*
    - *Rehabilitated Restrooms*
    - *New Doors*
- *At this time Council would like Staff to identify the following:*
    - *Vision for Buildings*
    - *Long Term Goals*
    - *Community Partnership*
    - *Contract Services*

- *Long-Term Lease*
- *Non-Profit Organizations*
- *Deed Options*
- *Benefits of or alternatives to structural assessment at a more reasonable rate*

Hostess House

- *Community and destination location for birthdays, bridal showers, baby showers, weddings, class reunions, family reunions.*
- *Draw back or less than favorable feedback from guest is the non-usable kitchen area for warming food.*

2021- 78 Reservations
2022-87 Reservations
21- cancelled due to COVID

- *Council would like Staff to review current rental rates. Do a comparison across other municipalities. Continue to offer resident vs. non-resident rates. Be competitive with market and other towns; while being sensitive to the needs of the Lampasas Community.*

- *Calvert Municipal Building continues to be used by organizations for business meetings. It is going well and Staff is able to accommodate.*

V. Discussion and direction regarding meeting format, Governance Policy, and Short-Term Objectives.

- *Council has no recommended changes or concerns regarding the Governance Policy. They understand and appreciate Council/Manager and Council/Staff relationships.*

- *Council reminded Staff to display stop-watch for Public Comments. They should be limited to 3:00 minutes, at Council discretion.*

- *Council is good with meeting preparation/ format and how business is conducted at meetings.*

- *Council prefers round table, work session format. Beginning July 24th, Council Workshop Session will be held at the mezzanine level of the Calvert Building and will reconvene at the Council Chambers once the Workshop Business has concluded.*

VI. Discussion and update regarding City of Lampasas FY2024 Budget and Department Goals.

- *Initial Modifications have been made by Staff*
- *Projected Year End Projections and Initial FY 2024 amendments have been made accordingly.*
- *Initial budget rollout does not account for health insurance rates or compensation.*
- *Staff will seek council direction for capital priorities*
- *Staff will prepare for detailed roll-out July 24, 2023*

VII. Update on projects related to ARPA, 2021 CO Funding and Fund 40.

Ryan Ward, ACM reviewed the Capital Improvement Program (CIP) Project Schedule. He highlighted those projects that have been funded (including ARPA), awaiting funding, in design phase, currently under construction and those currently under review.

VIII. Discussion regarding follow-up on any item and placement on future agenda.

There were no recommended agenda items for a future meeting.

IX. Update on progress of sub-standard structures and code enforcement cases

Due to time constraints these items will be presented at the July 24th City Council Meeting.

X. Adjourn – *Business concluded at 6:10 pm.*

PASSED AND APPROVED this _____ day of _____, 2023.

_____
Herb Pearce, Mayor

ATTEST:

_____
Becky Sims, City Secretary

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Memo

CITY OF LAMPASAS TEXAS

Parks & Recreation
&
Human Resources

To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: July 19, 2023
Re: Monthly Report - June 2023

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended meeting with Reliance Architecture on June 3 – update on Hostess House Addition & Renovation project
- Attended Spring Ho preparation meeting on June 8
- Attended meeting with Reliance Architecture on June 14 – follow up meeting on Hostess House Addition & Renovation project
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House inquiries, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Updated census information for medical, dental and vision insurance quotes
- New hire paperwork and orientation on June 12 for Police Communications Officer
- Attended Job Fair on June 14
- Attended ExecuTime training/preparation meeting on June 27
- 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, 28 Seasonal Part-time positions
- Posted Vacancies:
  - Full-time: Park Maintenance Tech.; Apprentice Line Worker; Line Worker

Memo

To: Finley deGraffenried, City Manager

From: Monica Wright, Director of Information Systems

Date: Thursday, July 6, 2023

Re: June 2023 Monthly Report

CITY OF LAMPASAS TEXAS

Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	229
Facebook Followers	7,260
Twitter Followers	735
Instagram Followers	768
Website Page Views	46,748

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		

June Projects Completed:

- Updated Solar Eclipse content on website
- Attended TylerTechnology ExecuTime meetings/status calls
- Completed TylerTechnology ExecuTime Configuration Training/assessments
- Obtained FY 23-24 renewal quotes/budget project planning
- Scheduled installation of Verizon CradlePoint routers with vendor and PD staff
- FY 23-24 IT Budget proposal to Finance/City Manager
- Obtained quote for (8) replacement PCs/ordered
- AT&T account representative was onsite/obtained quote for 1GB upgrade/obtained quote for alternative backup fiber hub
- Obtained quote/ordered photo contest winner prizes
- Rebuilt PD Kiddo Card laptop/configured
- Built out PD Kiddo Card/employee badges with new ID software
- Installed firmware updates to Synology file servers
- Configured/installed RaiDrive on PW laptops/IT laptops
- Built out PD WG Video VM server/Migrated data over from physical server
- Obtained quote for replacement PD UPS/ordered

July Projected Projects:

- IT Department budget meeting with City Manager
- Attend budget meetings with City Council
- Complete Tyler ExecuTime End User Training
- Attend Tyler Technology ExecuTime meetings/trainings/testing/status calls
- Renew Hostess House domain name
- Contact Verizon regarding the CradlePoint SIM card activation
- Assist vendor and PD staff with the PD CradlePoint router configuration/installation
- Assist PD staff with Cloud Badging ID software/Kiddo Card
- Tyler Technology ID badge software configuration/training
- Request IT inventory disposal report/update inventory
- Replacement PD OpenFox router
- Build out FD desktop pc/add to inventory
- Configure/build out replacement PCs
- Configure/install Fargo ID Card Badge printer in HR office
- Deploy annual State DIR required Cyber Security Awareness Training to all employees/report to State DIR
- Move DR NAS to Fire Department
- Research W/WW Data Management Software

- Configure/install (1) 52-port replacement Netgear switch at W/WW/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

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)***
- Built out PD WatchGuard Video Virtual Machine (VM) server/Migrate data ***(completed)***
- Configure/Install ExecuTime software/employee id badge printer *(in progress)*
- Work with vendor/pd staff on configuration/implementation of PD CradlePoint routers *(July 10-14, 2023)*
- 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 *(July 2023)*

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

JUNE 2023

Circulation	We circulated 5,503 items in June, which is up 16.7% from May (4,715).
Door Count	There were 5,098 visitors during June, which is up 56.8% from May (3,251).
Internet Usage	There were 368 Internet sessions in June, compared to 201 in May (up 83.1%).
Wifi Usage	In June, 106 unique visitors accessed our wifi network. This is up 30.9% from last month. Our total number of visits in June was 350 (up 75.9% from May. (See attached infographics as well.)
Text Interactions	We communicated, via text messages, with 165 unique phone numbers in June, which is up 20.4% from May (137). We sent/received a total of 757 messages, which is up 16.6% from last month (649).
Video Streaming	We had 19 clicks in the adult collection (down 36.7% from May) and 26 clicks in the kids' collection of videos (down 25.7% from May), for a total of 45 (down 30.8% overall).
Summer Reading	In June, we had Summer Reading. Children's programs were Mondays, Wednesdays, and Fridays at 10am. Tween/teen programs were on Tuesdays at 3pm. The theme this year was "All Together Now." Some of the children's programs included 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 then a Foam Party to celebrate the end of a successful summer reading program! This year's program was a definite success! We had 1,274 attend programs, and the kids/teens read a total of 51,691 minutes.
June Programs	We also had 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, though no one showed for the latter.
Upcoming Programs	In July, we will be having a special class on artificial intelligence and how to use AI tools in your everyday life, led by Jason Phillips. We will also have Beta Mu members lead story times on Wednesdays (except during Spring Ho week), and then 42 Club will meet as well. Then on July 27, Tammy Martin will be leading our "Just Dewey It" program on homeschooling (300s).

WhoFi

Lampasas Public Library

June-2023

In June, 106 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

350 ↑ **75.88%**

Monthly Sessions

293 ↑ **61.88%**

Total Visits

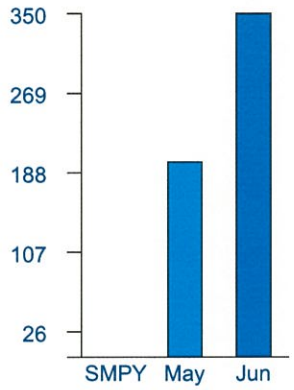
106 ↑ **30.86%**

Unique Visitors

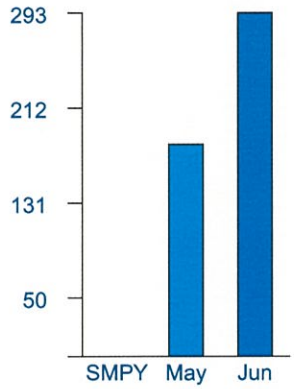
2.76 ↑ **23.77%**

Average Return Rate

Total Monthly Session Count

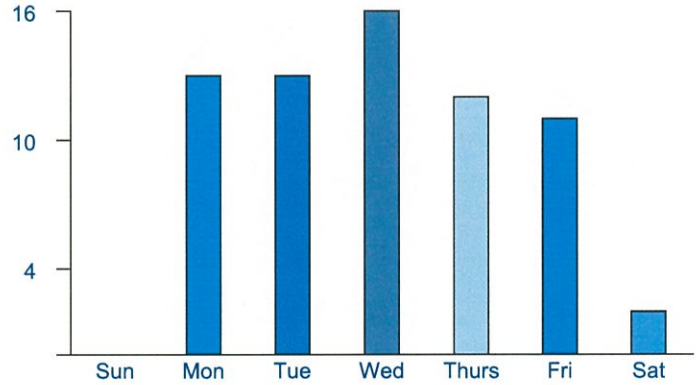


Total Monthly Visits

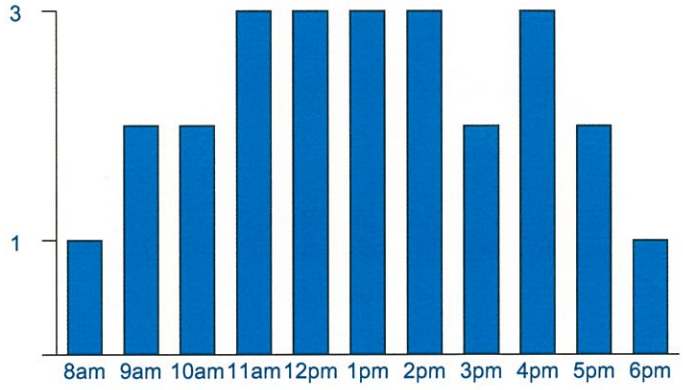


**SMPY: Same Month Prior Year*

Average Daily Visits



Average Peak Hourly

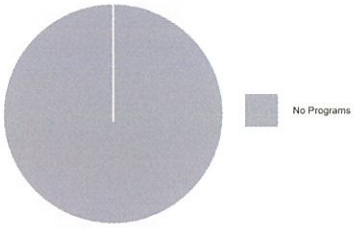


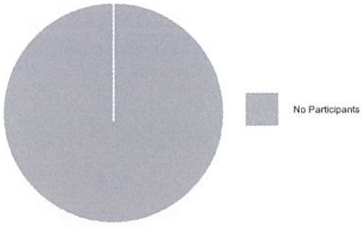
WhoFi

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	

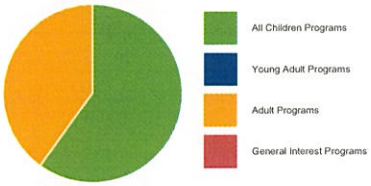


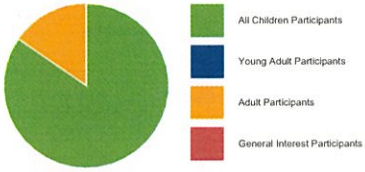


November

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	

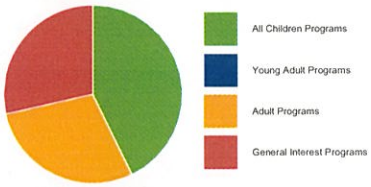


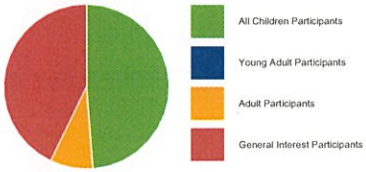


December

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	

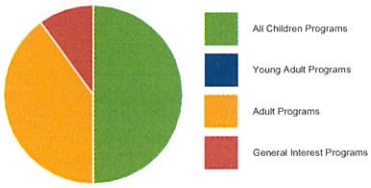


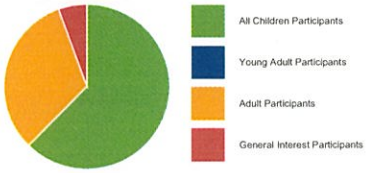


January

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	

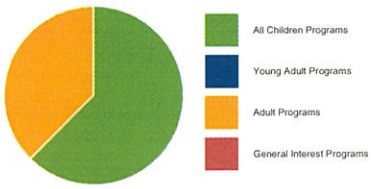


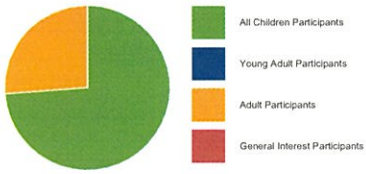


February

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	

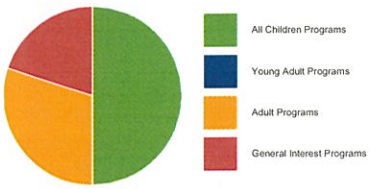


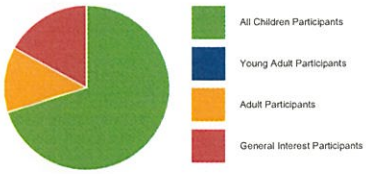


March

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	

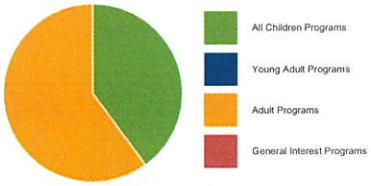


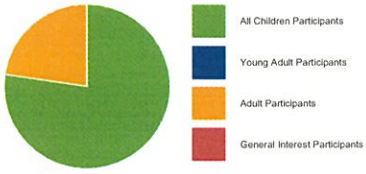


April

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	

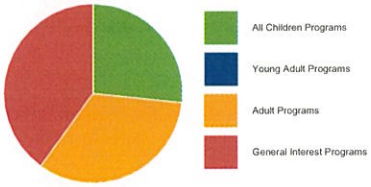


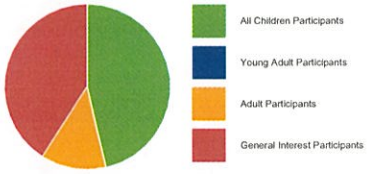


May

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	

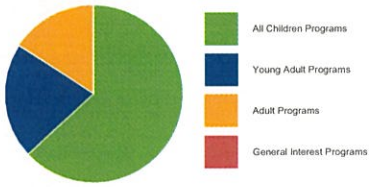


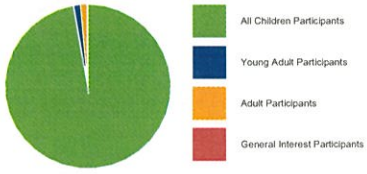


June

Overview

All Children Programs	12	63.16%	All Children Participants	1248	97.27%
Young Adult Programs	4	21.05%	Young Adult Participants	18	1.4%
Adult Programs	3	15.79%	Adult Participants	17	1.33%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	19		Total Participants	1283	

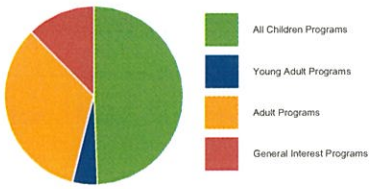


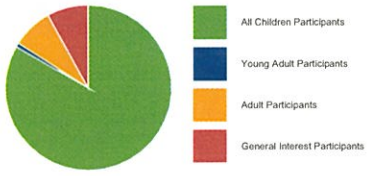


Year in Review

Overview

All Children Programs	44	49.44%	All Children Participants	1818	83.32%
Young Adult Programs	4	0%	Young Adult Participants	18	0%
Adult Programs	30	30.34%	Adult Participants	173	7.15%
General Interest Programs	11	12.36%	General Interest Participants	173	7.93%
Total Programs	89		Total Participants	2182	





HANCOCK PARK
GOLF COURSE
LAMPASAS TEXAS

Memo

To: Finley deGraffenfied, City Manager

From: Van Berry, Golf Course Manager

cc: City Council Members

Date: July 18, 2023

Re: Monthly Report, June 2023

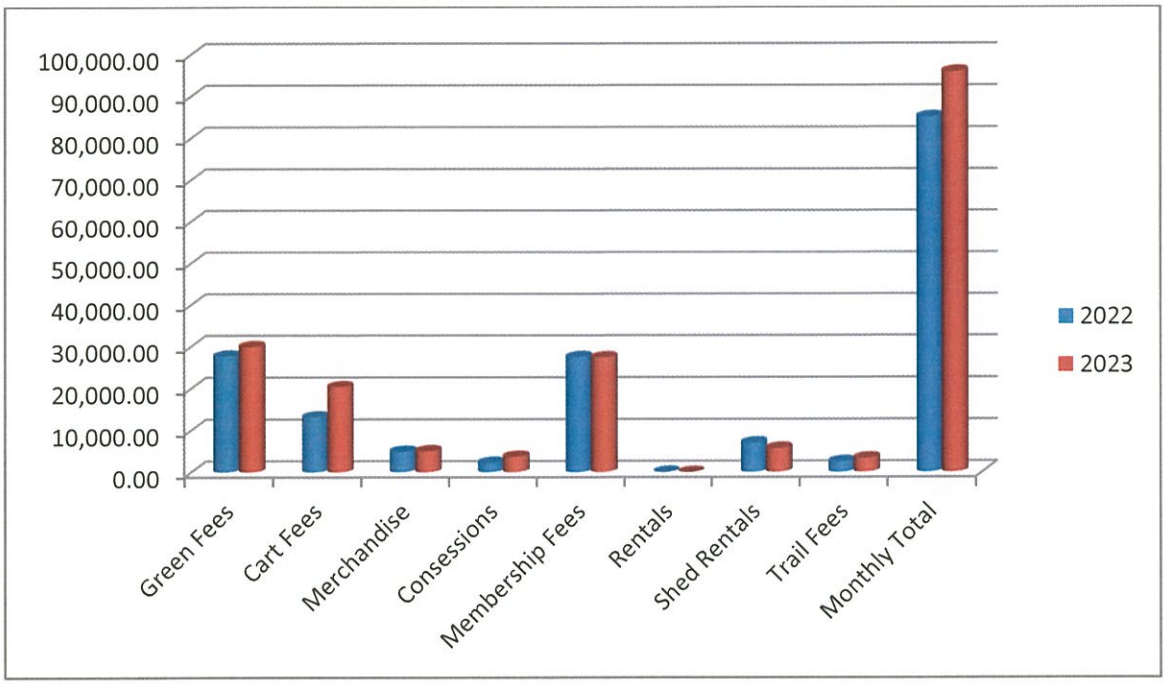
- Daily mowing and maintenance of the golf course.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Sprayed the greens Indemnify, this is a pesticide that controls nematodes. This product is sprayed once a month for 4 months.
- Applied 400 lbs. of custom fertilizer on the greens.
- Our main focus is making sure that all sprinklers are working properly and that the golf course is getting enough water.
- With the extreme heat we have been watering the golf course throughout the day. We are having hotspot cropping up on the greens which requires dragging water hoses and hand watering those spots.
- We are using about 3,000,000 gallons of water weekly which is what we normally use in July and August.

June Tournaments:

- June 3 – Badger Fund-Raiser Three Person, 132 golfers
- June 9 – Vista Reality Four Person, 72 golfers.
- June 13 – West Texas Jr. Tour, 68 golfers.

- June 16 – Keller Williams, 58 golfers.
- June 24th & 25th – Show Me The Money Two Person, 132 golfers.
- June 29 – Curtis Bozarth Senior Classic, 76 golfers

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



Memo

CITY OF LAMPASAS TEXAS

Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Wednesday, July 19, 2023

Re: Monthly Report June 2023

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

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

New Cases	182
Convictions	61
Compliance Dismissals	28
Hrs. Community Service Completed	0
Total Dollar Amount CS	$1,686
Waived for Indigency	$1,482
Total Collected	$31,263.52
Total kept by City	$21,771.74

CITY OF LAMPASAS TEXAS

CITY SECRETARY DEPARTMENT/ JUNE 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.
- Prepared and posted packet, attended and took minutes of the June 12th and June 26th City Council Meetings
- Facilitated and participated in replat/access easement discussion on June 7th.
- Submitted comments and feedback to Studio 16:19 for Wayfinding Project.
- Attended Hill Country Chapter Meeting on June 8th
- Attended Leadership Class at CTCOG on June 15th
- Posted agenda/packet, attended, and took minutes for LEDC Meeting held on June 21st
- Participated in TMCCP Webinar June 21st-23rd from 8-Noon
- Worked on securing quotes for 2-way radios and roll-offs for the Solar Eclipse Event in Feb 2024
- Promoted the Happiness Element (Professional Development) to Directs.
- Attended CTCOG Newly Elected Official's Class on June 27th
- Finalized the Texas Municipal Clerks Association nominations and submitted for consideration.
- Participated in TMCA Membership committee meeting on May 31st and working on increasing membership.
- Worked on Substandard Inventory Project.
- Worked on TML Risk Pool claims
- Worked on TML Risk Pool Inventory
- 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.

CITY OF LAMPASAS TEXAS

Finance/Utility Billing & Collection

MEMO

Date: July 18, 2023

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for June 2023

Finance Department:

* Prepared reports/spreadsheets for departmental budgets.
* Reviewed reports/spreadsheets with all departments for projections and budgets.
* Input budget numbers for FY 23-24 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 June was $233,865 which is a decrease of 1.23% from June 2022.
* Reconciled 18 bank accounts

  Processed 411 Accounts Payable Checks

  Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for June 2023 was 12% lower than what was billed in June 2022.
  The Water billing for June 2023 was 12% lower than what was billed in June 2022.
- June Statistics for the department:

Total Water Customers	3,636
Total Wastewater Customers	2,895
Total Electric Customers	5,054
Residential Garbage Customers	2,775
Connects:	36
Disconnects:	32
Read In/Read Out:	36
Disconnects for Non-Pay:	8 (5 reconnected)

(days over 100 degrees we will not disconnect)

Memo

CITY OF LAMPASAS TEXAS

To: Ryan Ward

From: Carlos Garcia

Street Department

Date: Wednesday, July 19, 2023

Re: June, Monthly

Mr. Ward,

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

1) Street work orders consisting of Drainage Work-1, Trim Trees/ Haul Brush-7, Street Clean Up-1
2) Street Patching
3) Line of Sights
4) Landfill Maintenance
5) Prepping sealcoat areas
6) Sealcoating for our Summer 2023 Project

For the month of July we will finish 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

CITY OF LAMPASAS TEXAS

To: Ryan Ward

From: Wayne sanders

Date: July 18, 2023

Re June

Electric Department

month's activities involved

- Operations and Maintenance
  Electric –109 Total Work Orders (301 Hrs)
  4 street lights to replace to LED
  55 Line Locates
  15 work orders for trees

- Set poles: 7 total
  Service poles 4
  New lines extensions 1
  Replaced 2

- Services Connected: 9
  Remove Service -
  Solar meter -
  Upgrades – 3
  New services – 2
  Temps –4

- Overtime: 14 call outs = 29.5 hrs OT
  1. On customer side – 3
  2. Equipment failure - 2
  3. Tree – 3
  4. Animal Contact -4
  5. House fire – lightning strike
  6. Weather – 2
  7. Cable Line Down –
  8. Auto Accident -
  9. Connect /Disconnect -

- Operation and maintenance

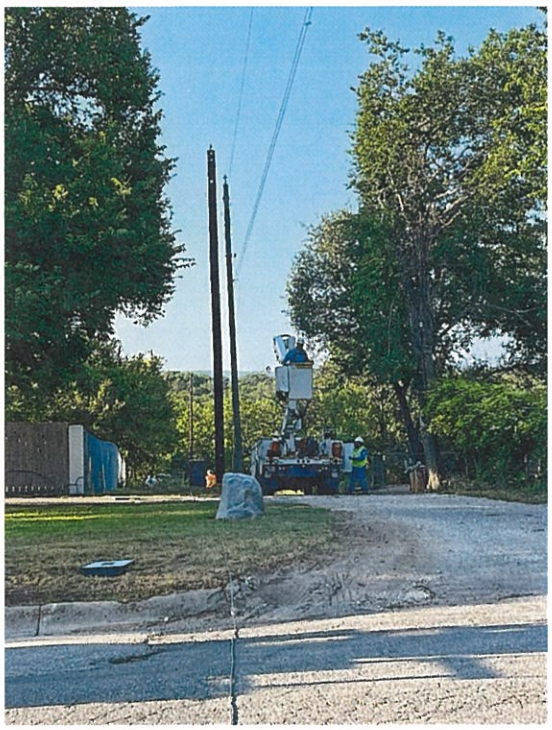
  Replaced pole at 4th & Porter
  Upgraded transformers at Lampasas Fire Department
  Connect new transformer at Lampasas Building components

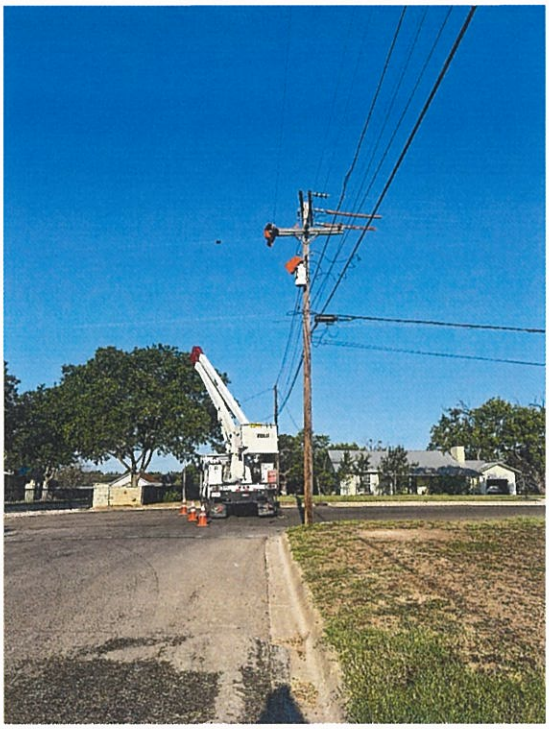
DATA PROCESSING WEEKLY REPORT (continued)

- 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: Pole replacement at 4th & Porter





Pictured: Transformer Upgrade at Fire Department

Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 07.19.23

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

1. Chief of Police Jody Cummings attended 2 regular City Council workshops and 2 regular City Council meetings.
2. Chief Cummings attended 3 Director's meetings.
3. Chief Cummings attended 1 Eclipse traffic control meeting at the Lampasas Fire Department hosted by Assistant City Manager Ryan Ward.
4. Chief Cummings attended one Spring Ho meeting at the Calvert Building.
5. Chief Cummings attended a working lunch and meeting with the police department's Motorola radio account representative.
6. Chief Cummings and Assistant Chief Boswell attended an Eclipse Emergency Communications meeting at the Lampasas County Sheriff's Office.
7. Chief Cummings attended a budget presentation meeting with the City Manager.
8. Chief Cummings attended a meeting with an AT&T account representative hosted by Information Technology Director Monica Wright.
9. Chief Cummings attended a week long required initial New Chief Development training program at Sam Houston State University
10. An Eclipse communications meeting for select agency representatives was hosted at the police department.
11. Police Department representatives in conjunction with LCHEC hosted the annual "Who Stole The Mascot" investigations training and a general get-to-know the police presentation with a class of elementary aged students.
12. Chief Cummings prepared and submitted a proposed budget for the police department, animal shelter and awarded funds program.

CITY OF LAMPASAS TEXAS

Memo

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

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

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

Re: Monthly Report, June, 2023

Jurisdiction	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year Total
Lampasas, TX	101	52	62	26	24	20	0	0	0	0	0	0	285
Totals:	101	52	62	26	24	20	0	0	0	0	0	0	285

JUNE 2023

DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BUILDING	2	$300,000.00	$1,774.70
DEMOLITION	2	$10,000.00	$0.00
ELECTRICAL	10	$650.00	$6,716.94
MECHANICAL	5	$5,500.00	$235.00
PLUMBING	12	$16,000.00	$1,445.00
SWIMMING POOL	1	$50,000.00	$200.00
REMODEL/ADDITION	21	$372,178.06	$1555.00
*** TOTALS***	55	$754,328.06	$11,926.64

JUNE 2022

DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BUILDING	3	$1,318,611.00	$12,350.00
DEMOLITION	3	$25,000.00	$100.00
ELECTRICAL	8	$0.00	$9,096.67
FENCE	1	$1,000.00	$35.00
MECHANICAL	6	$3,000.00	$370.00
PLUMBING	8	$13,750.00	$2,867.20
SWIMMING POOL	2	$180,000.00	$470.00
REMODEL/ADDITION	7	$344,200.00	$1,645.00
SPRINKLER	4	$8,900.00	$215.00
*** TOTALS***	45	$1,894,461.00	$27,148.87

CITY OF LAMPASAS TEXAS

LAMPASAS ECONOMIC DEVELOPMENT CORPORATION – July 23' REPORT

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

- Attended the TEDC Mid-Annual Conference from June 21-23
- Coordinated a lunch between the Mayor and Oil States for June 22
- Worked with the Jones-Heroy Civil Engineering and the Water and Wastewater Department to determine City water and wastewater capacity for the Business Park
- Attended a meeting with LocalIntel regarding the prospect of retaining their services on June 28
- Attended a meeting with EDOiQ regarding the prospect of retaining their services on June 28
- Attended a meeting with Resimplifi on June 29
- 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
- Attended a Development District of Central Texas Meeting on June 6
- Met with a media company regarding a piece about Lampasas on July 7
- Submitted information to Site Selection Agencies across the United States
- Provided an update regarding the Business Park to Council in an executive session
- Attended a meeting with Angelou Economics on July 10
- Attended a meeting with Site Selection Group on July 10
- Attended a meeting with Alliance Architects regarding 3D renderings at no cost for the Business Park on July 11
- Conducted a site visit with Angelou Economics on July 14
- Attended the OU EDI Entrepreneurship and Small Business Development Course on June 12th and completed deliverables for Week 1
- Attended a meeting with Brant Martin regarding the Industrial Park on July 11
- Attended a meeting with staff and M&S regarding the progress of the electrical design for the Business Park on June 12
- Attended a meeting with staff and Techline regarding the electric design for the Business Park on July 14
- Attended the 2023 City Council Planning Session on July 17
- Attended a meeting with Grant Works regarding EDA Grants for the Business Park on July 14
- Worked on finalizing the Land Use Regulation and Zoning for the Business Park
- Working on coordinating a group site visit to similar communities
- Attended a site visit with R&K Barbershop on July 13
- Working on coordinating a Veteran Entrepreneur Resource Fair with CTCOG and Texas Veterans Commission
- Working on the LEDC Budget for FY 23'
- Gathered materials and information for potential business prospects
- Attended meetings with potential business prospects
- Worked with City Attorney regarding Open Records Requests
- Coordinated and hosted a Solar Eclipse Business Roundtable on June 26
- Attended Internal Solar Eclipse Meetings
- Worked on getting quotes for sanitary restrooms and a parking management company for the Solar Eclipse

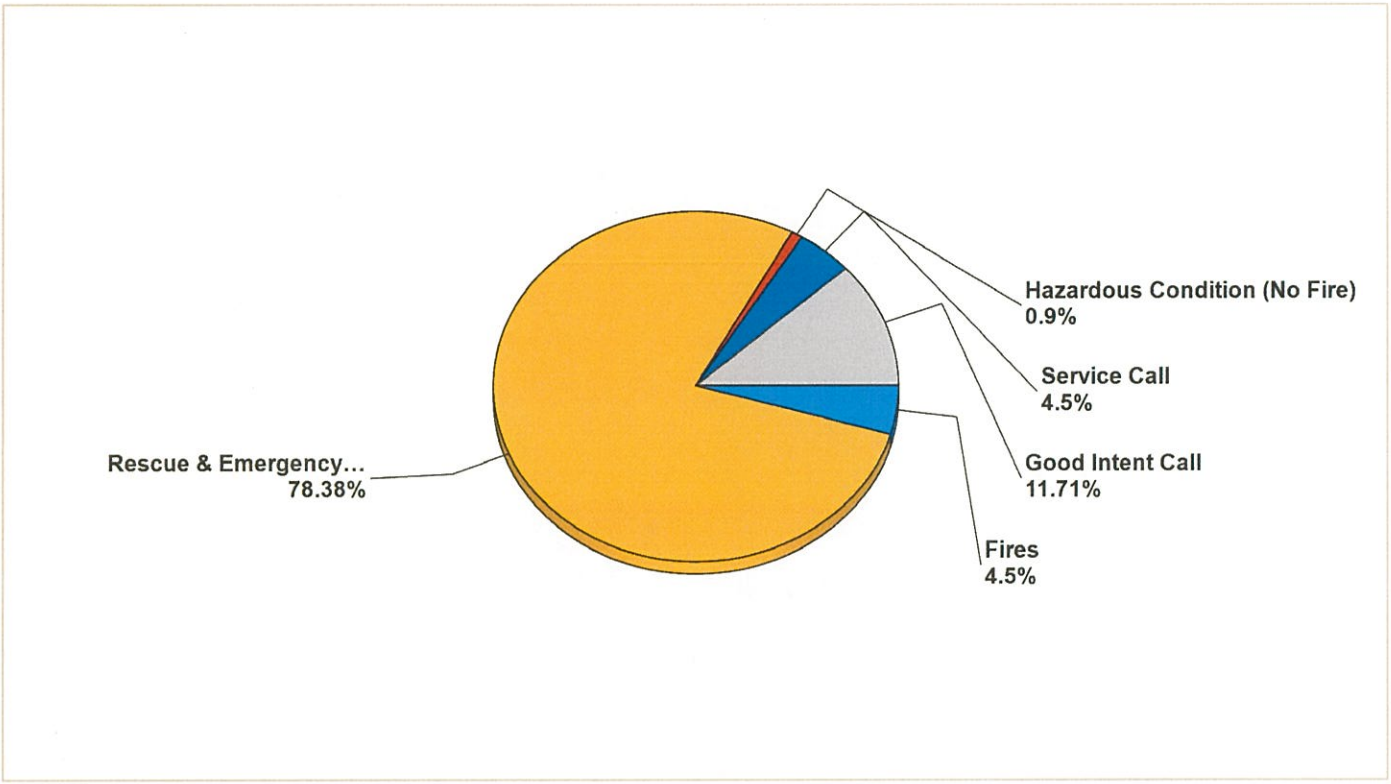
Lampasas Fire Department

Lampasas, TX

This report was generated on 7/6/2023 12:29:19 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2023 | End Date: 06/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.5%
Rescue & Emergency Medical Service	87	78.38%
Hazardous Condition (No Fire)	1	0.9%
Service Call	5	4.5%
Good Intent Call	13	11.71%
TOTAL	**111**	**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.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	**# INCIDENTS**	**% of TOTAL**
100 - Fire, other	1	0.9%
111 - Building fire	2	1.8%
132 - Road freight or transport vehicle fire	1	0.9%
138 - Off-road vehicle or heavy equipment fire	1	0.9%
311 - Medical assist, assist EMS crew	77	69.37%
321 - EMS call, excluding vehicle accident with injury	1	0.9%
324 - Motor vehicle accident with no injuries.	8	7.21%
353 - Removal of victim(s) from stalled elevator	1	0.9%
412 - Gas leak (natural gas or LPG)	1	0.9%
520 - Water problem, other	1	0.9%
550 - Public service assistance, other	1	0.9%
553 - Public service	2	1.8%
561 - Unauthorized burning	1	0.9%
611 - Dispatched & cancelled en route	10	9.01%
651 - Smoke scare, odor of smoke	3	2.7%
TOTAL INCIDENTS:	**111**	**100%**

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

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City of Lampasas

M E M O

To: Mayor and Council
From: Finley deGraffenried
Re: Manager's Report
Date: 21 July 2023

Conservation

Staff met with the General Managers from Kempner Water Supply Corporation ("KWSC") and Central Texas Water Supply Corporation ("CTWSC") on July 20th to review the status of water supply, raw water pumping, and conservation measures. As lake levels fall, and pumping becomes marginal, options are being considered to modify pumping and implement interconnections. Staff can report, our partners to the east are looking at every option possible to maintain current levels of water delivery. The City in implementing Stage 2 Water Conservation measures ("Plan") has flagged high water consumers and reached out by phone to encourage compliance. Robyn also reports that door hangers will also be placed on homes where watering times or days are not in compliance with the Plan. Based on lake levels and lack of forecast rain in the near future, the Conservation Plan calls for implementation of Stage 3 measures which will include additional reductions in outdoor watering.

LEDC

The Lampasas Economic Development Corporation met on July 19th with a full agenda including Business Park activity, land use and zoning, and utility updates. A majority of the agenda time was spent reviewing and suggesting modifications to the Business Park 1, 2, and 3 zoning districts. As with all land regulations, the enforceability of the ordinance can lie in the definitions of allowed uses, which can be tedious. The Board reviewed, and recommended submission to Council, of their FY 2023-2024 Budget of $460,000.00, which will be placed on a future agenda. The Board also reviewed electric distribution design, and staff reported that materials had been ordered for overhead deployment on the exterior property lines.

TPPA

Next week staff will attend the Texas Public Power Association ("TPPA") annual meeting in San Antonio. TPPA represents the interests, and provides advocacy and education to the 72 Municipal owned utilities ("MOU") in Texas, including several electric cooperatives. Agenda highlights include updates from the Public Utility Commission of Texas ("PUC") and the Electric Reliability Council of Texas ("ERCOT"), and legislative reports from the recent session. Staff will report as appropriate.

Staff

Staff is pleased to recognize the following employees who began their City of Lampasas careers in July: Robert Gradel, 28 years; Justin McDonald, 10 years; Wayne Sanders, 31 years; Jeff Smith, 4 years; Stephen Sewel, 11 years; and Jacob Rivera, 8 years.

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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 approve a street dance hosted by the Lampasas County Museum as a fundraiser along with a street closure on Western between 2nd and 3rd Street from 2:00 pm to 10:00 pm. On September 16, 2023.

Requested By: Lampasas County Museum

Submitted By: Jody Cummings, Police Chief

Date Submitted: July 19, 2023 **For the Agenda of:** July 24, 2023

Procurement and Funding Statement:

N/A

Attachments: Application

Summary Statement:

The Museum is wanting to host a street dance on Western St on September 16th. They are requesting a street shutdown, officers for security, and some trash receptacles. Attached is the application along with the event diagram showing where the concert will take place.

Recommendation:

To consider a motion to approve the street closure on Western between 2nd and 3rd Street from 2:00 pm to 10:00 pm. on September 16, 2023 to allow the Lampasas County Museum to host a Street Dance as a fundraiser.

CITY OF LAMPASAS TEXAS

Special Events Application

Event Information			
Event Name: Western Night on Western		Application Date: 7-6-2023	
Event Starting Date: September 16	Event Starting Time: 6:00 pm	Event Ending Date: September 16	Event Ending Time: 10:00 pm

Sponsor Information

Sponsor is defined as the Organization, Business or Individual who has primary responsibility for the management of this event.

Sponsor Name / Group Name: Lampasas County Museum		
Address: 303 South Western		Telephone: 512 556-2334
City: Lampasas	State: Tx	Zip: 76550
Sponsors Primary Contact: Sherry Gillen		Telephone: 512 734-5378

The museum requests that Western Avenue be closed by 2:00 p.m. to prepare for the event.

Special Event Requirements and Procedures

1. **Application Submission**
   a. Permit requests must be submitted at least **45 days** prior to the date of the event.

2. **Special Considerations**
   a. It shall be unlawful to consume alcoholic beverages without a permit in all areas of the public parks and sports and recreation facilities, including park roads, parking areas and restrooms. The designated playing area of the Hancock Park Golf Course (defined as the portion of the course actually used for the game of golf) shall be excluded from this requirement.
   b. If the event is being held on leased property, evidence of approval by the landlord or property manager may be required. It is strongly suggested that event sponsors provide evidence of that approval. The City of Lampasas may contact landlords to confirm approval of the event prior to issuing the permit.

3. **Equipment Requests**
   a. Event organizers are responsible for the pickup and return of all city owned equipment (ie. Cones / barricades) unless other arrangements are authorized by city staff.
   b. Sponsors may be responsible for replacing equipment that is lost, damaged or destroyed.
   c. Event sponsors are responsible for equipment set up at the designated time and tear down immediately following the event or as instructed by city staff. Event diagrams must be followed.

4. **Conference Requirement**
   a. If requested by the Police Chief or designee, the sponsor may be asked to attend a meeting with them or City Council in order to clarify or offer suggestions concerning the proposed event.

5. **During the Event – Sponsors Must**
   a. Keep fire lanes and streets accessible to emergency vehicles.
   b. Comply with all applicable laws and ordinances as well as conditions placed upon the event.
   c. Be present or have a representative who has been designated in this application be present throughout the entire course of the event.

6. **Following the event**
   a. Event sponsors are responsible for the removal of all trash, litter, garbage and debris from the event area as well as from any public or private property in the vicinity of the event. This clean up must be done at the conclusion of the event.

7. **Permit Revocation**
   a. Representatives of the city may revoke the special event permit if the event sponsors, staff or attendees violate any state laws or local ordinances, or if the event creates a risk to public safety or level of nuisance such that a breach of peace may occur.
   b. The permit may also be revoked if the event sponsor and or sponsor designees are impaired to the level that they are unable to control their guests / attendees or provide a continuing safe venue for the event.
   c. The City will not be responsible for loss of income or expenses incurred by the sponsor if the permit is revoked.

EVENT TYPE / DESCRIPTION

☒ Street Closure Event ☐ Party/Event Registration ☐ Parade ☐ Assembly/Outdoor Music at Ruth EakinTheater
☐ Other (describe) _____

Event Location / Route
Western Avenue between 2nd St and 3rd St.

Purpose of the Event (Describe event)
Fundraising Event to benefit Lampasas County Museum.

Number expected to attend	Number of Event Staff

SPONSOR'S REPRESENTATIVE(S)

Name	Sherry Gillen	**Home Phone**	
Address	1100 Cloud Street	**Work Phone**	
City / State / Zip	Lampasas Tx 76550	**Cell Phone**	512 734-5378
Email Address	sherrygillen@yahoo.com	**Other Phone**	
Name	Cynthia Kirby	**Home Phone**	
Address	16995 N Hwy 183	**Work Phone**	
City / State / Zip	Lometa, Tx 76853	**Cell Phone**	512 734-1543
Email Address	ckirby0416@gmail.com	**Other Phone**	

SERVICES/EQUIPMENT NEEDED

My Event will have or need the following: (Check all that apply)

Traffic Control / Other Equipment

☒ Barricades		☒ Traffic Cones		☒ Police Officers

Tents / Temporary Structures

Will Tents be used ☐ YES ☒ NO	#	Sizes
Will other Temporary Structures be used ☒ YES ☒ NO		Describe Stage
Will electricity need to be provided ☒ YES ☐ NO		How? From Museum + Andy Fish car museum
Will water need to be provided ☒ YES ☐ NO		How? From museum water source

ALCOHOL

Alcohol Permit Required ☐ YES ☒ NO (Permit required if alcohol consumed or possessed in public park / sports recreational facility)	Date Applied	Whatever is required by city # of Officers 2 @ $ _____ / hour
Temporary Liquor License Applied for ☐ YES ☒ NO	Date Applied	

MUSIC

Starting Time 6:00 p.m	Ending Time 10:00 p.m.	# of Acts 1	Music Type Country / Western
# Sound Amplification Equipment to be used ☒ YES ☐ NO	Maximum Amps Available 80		

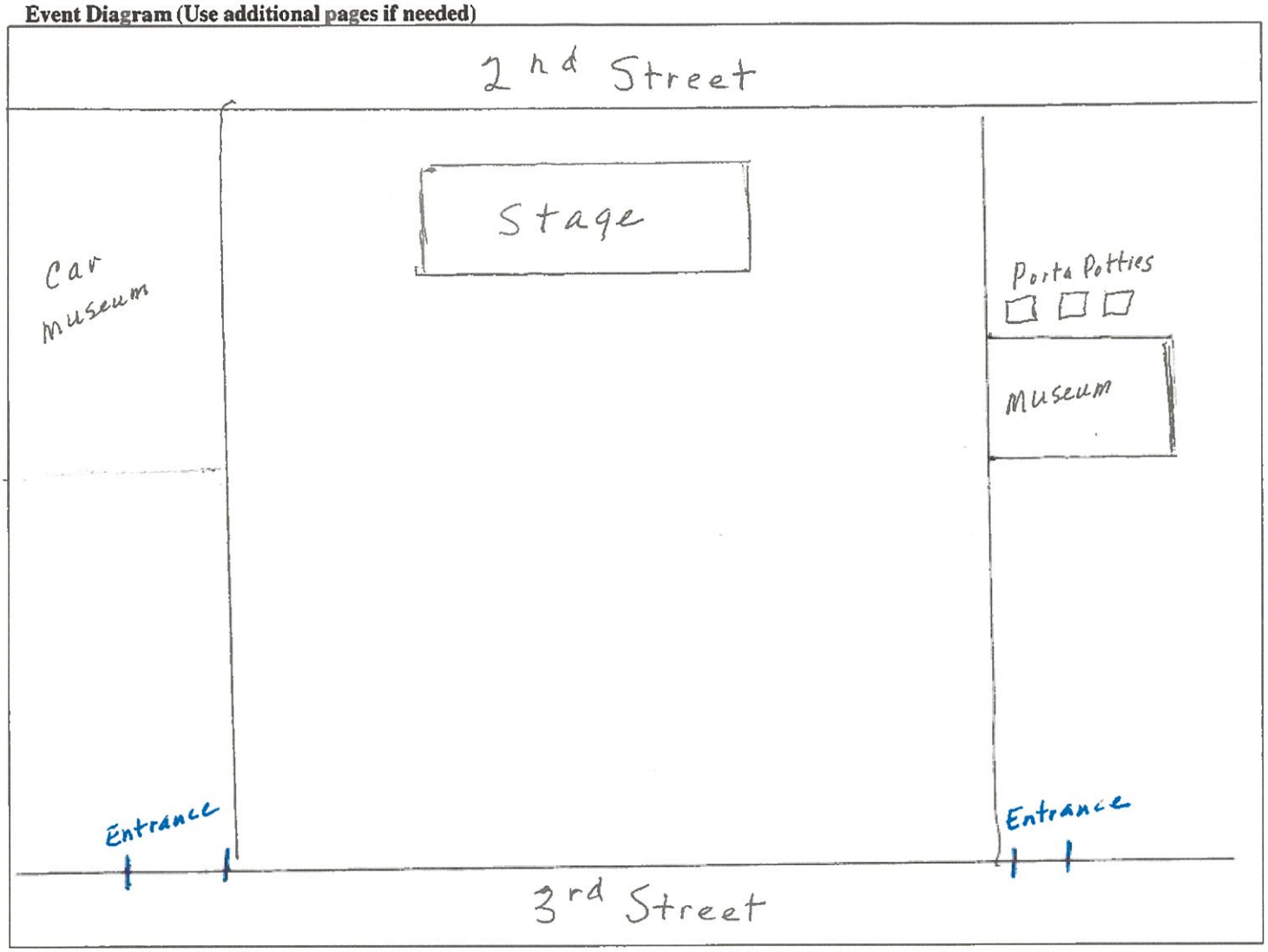
OTHER

Has this event been held before ☐ YES ☒ NO	If Yes, when?

I have reviewed the **Special Events Requirements and Procedures** and accept the responsibilities associated with this event. I have provided a diagram with this application. I request approval of this event.

Sherry Gillen — Signature of Representative
7-6-2023 — Date

Event Diagram (Use additional pages if needed)



APPROVAL

Officers Scheduled ☑ YES ☐ NO **# of Officers** 2 **Equipment Scheduled** ☑ YES ☐ NO

Lieutenant Signature Chuck Montgomery **Date** 07/12/23

Chief of Police Signature [signature] **Date** 7/12/13

Comments:
Need city to provide trash cans. PD to shutdown Street @ 2pm. Committee has spoken with Andy Fish about blocking his Western driveway and he said this was okay. I, Lt. Montgomery verified with Andy on 07/12/23 @ 0905.

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City Manager

ITEM NO. 7.2

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion and possible action to approve the Lampasas County Chamber of Commerce Visitor Center FY 2023/2024 Budget.

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Becky Sims, City Secretary

Date Submitted: July 18, 2023 For the Agenda of: July 24, 2023

Procurement and Funding Statement:

Funds allocated from HOT Fund 40.

Attachments: Lampasas County Chamber of Commerce Budget

Summary Statement:

Per the Tourism & Visitor Center Agreement by and between the Lampasas County Chamber of Commerce and the City of Lampasas, the Chamber provided Council an update of activity and budget request for FY 2023/2024 during workshop.

Recommendation:

To consider a motion to approve the Lampasas County Chamber of Commerce Visitor Center FY 2023/2024 Budget.

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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 to consider approval of the Additional Services Agreement by and between the City of Lampasas and Reliance Architecture for revised construction plans and specifications for the Hostess House in the amount of $38,000.00

Requested By: Finley deGraffenried

Submitted By: Finley deGraffenried

Date Submitted: 21 July 2023 For the Agenda of: 24 July 2023

Procurement and Funding Statement:

Funding available in 40-599-5395, HOT Fund, Professional Services

Attachments: 7/18/23 email from Reliance; Additional Services Agreement; Hostess House reduced scope concept and estimates; revised fee breakdown, original executed Proposal

Summary Statement:

On the July 10, 2023 Council meeting, Antonio Naylor, Reliance Architecture, presented an option, developed in consultation with staff, for a reduced scope for the renovation and code upgrade of the Hostess House. At that time, staff noted Council's previous goals of bringing the facility to Code compliance, and returning the Hostess House to public use. The proposal calls for an additional $38,000.00 for revised construction documents, with all anticipated fees remaining, including the original design and administration contract, of $75,007.50. As noted on the concept plan and estimate, professional services for the project, as a stand-alone renovation, would be on the order, including inflation, of $141,505.53. Staff also notes the timeline indicated on Mr. Naylor's email of approximately 6 weeks.

Recommendation:

Consideration of a motion to approve the Additional Services Agreement by and between the City of Lampasas and Reliance Architecture, LLC for revised construction documents and full construction phase services for the Hostess House for the lump sum of $38,000.00 and to authorize the City Manager to execute related contracts and agreements.

Finley deGraffenried

From: Kimberly Thompson <kimberly@reliancearchitecture.com>
Sent: Tuesday, July 18, 2023 1:44 PM
To: Finley deGraffenried
Cc: Antonio Naylor
Subject: Hostess House - Addl Services Agreement
Attachments: City of Lampasas Additional Services Agreement 001.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,

Good afternoon!

The Additional Services Agreement is attached. We can wrap up the revised construction documents and provide full construction phase services for an additional $38,000. I provided a breakdown for current contract fees along with the additional lump sum. This sheet also includes fees paid to date, so your team can anticipate upcoming fees. Once we get a signed copy, or a notice to proceed from you, we will need six weeks to turn this around for re-bid.

I am available tomorrow afternoon or Thursday any time to walk through this with you if you have any questions. We are looking forward to getting this back out for bid and taking steps forward to opening Hostess House to the public again.

Thank you,

RELIANCE
ARCHITECTURE

Kimberly Thompson, AIA, NCARB, LEED AP | Jr. Principal Architect
12 Chisholm Trail, Suite 200, Round Rock, Texas 78681
Phone: (512) 758-7660 x3
www.reliancearchitecture.com
Value. Management. Partnership. Convenience.

ADDITIONAL SERVICES AGREEMENT

Project: City of Lampasas – Hostess House
RA# 2108
Owner: City of Lampasas
312 East Third Street
Lampasas, TX 76550
Architect: Reliance Architecture, LLC
12 Chisolm Trail, Suite 200
Round Rock, TX 78681

Date of Original Agreement: October 4, 2021

Authorization is requested to:
✓Proceed with Additional Services. Incur additional Reimbursable Expenses.

SCOPE OF ADDITIONAL SERVICES / REIMBURSABLE EXPENSES:

1. The additional service agreement shall include producing revised construction documents and full construction phase services (previous contract was for site visits only) for the new design presented to council on July 10, 2023 for a **Lump Sum total of $38,000**. See attached document indicating the new scope of work.
2. See attached document reflecting the amount remaining to be billed as part of the original contract and the new total fee.
3. See attached original fee proposal.

COMPENSATION:

Compensation shall be in accordance with Article 11 of the Owner-Architect Agreement and shall be a LUMP SUMS as indicated in item 1 and 2 above. This fee is based on an understanding of the scope as described above and per the attached document. If there is a change in scope the Architect reserves the right to submit an updated Additional Services Agreement for the Owner's review based on the revised scope. Payment shall be in accordance with Article 11 of the Owner-Architect Agreement.

TIME / SCHEDULE:

The revised construction documents will be complete and re-issued for bid within six weeks of receiving a notice to proceed in writing and/or a signed copy of this agreement.

SUBMITTED BY:	AGREED TO:
(Signature)	*(Signature)*
Antonio G. Naylor, AIA, ALEP President *(Print name and title)*	*(Print name and title)*
July 18, 2023 *(Date)*	*(Date)*

HOSTESS HOUSE RENOVATIONS & REDUCED SCOPE ADDITION

6/26/2023

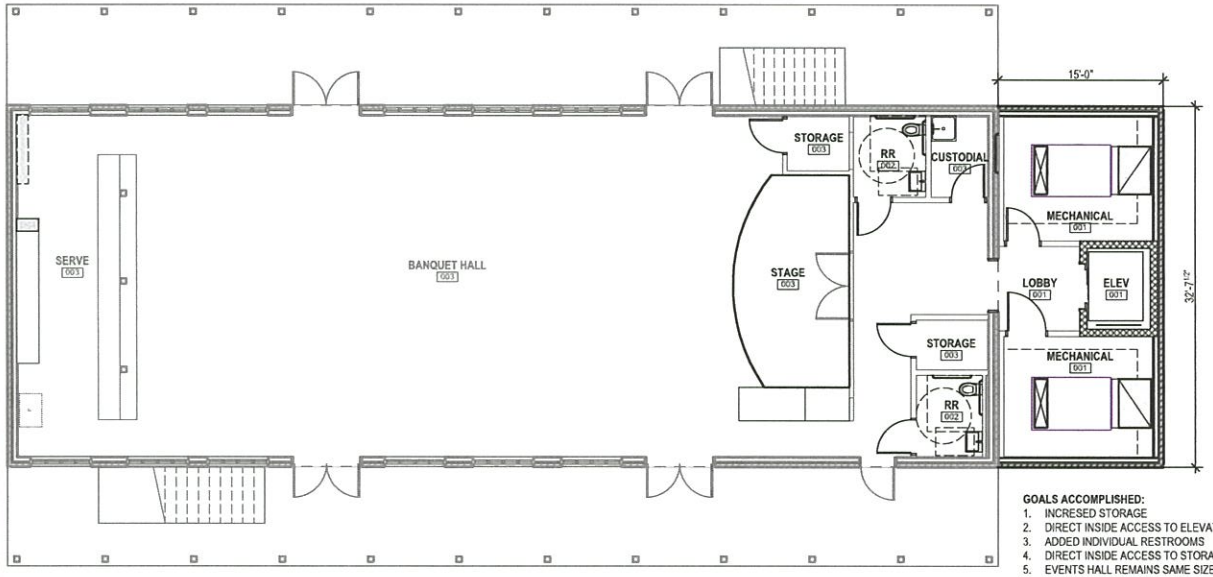
Estimate of Propobable Costs based on Bids from 2/21/2023

					Inflated Cost
1	Addition	984 SF	$845.26 per SF	$831,734.91	$862,201.48
2	Major Renovations	618	$487.58 LS	$301,326.64	$312,364.27
3	Minor Renovations (Limited Renov on 2nd)	2,422 SF	$207.23 per SF	$501,922.32	$520,307.81
4	A-1 new stairs to pool			$60,537.50	$62,755.00
5	A-2 infill existing risers			$7,075.00	$7,334.16
6	A-3 replace railings			$59,400.00	$61,575.83
7	A-4 demo pool stairs			$10,800.00	$11,195.61
8					
A	**Building Costs**			**$1,772,796.37**	**$1,837,734.15**
B	Contractor Overhead (In Bid Numbers)	0.00% of A		$0.00	$0.00
C	Contractor Profit (In Bid Numbers)	0.00% of A		$0.00	$0.00
D	Design Contingencies	10.00% of A		$177,279.64	$183,773.41
E	**Total Construction**			**$1,950,076.01**	**$2,021,507.56**
F	Geotechnical & Site Survey Services			$0.00	$0.00
G	Professional Services	7.00% of E		$136,505.32	$141,505.53
H	Materials Testing Services			$5,000.00	$5,183.15
I	**Total Project Cost**			**$2,091,581.33**	**$2,168,196.24**

Date Bid Cost Received	2/21/2023
Estimated Bidding Date	8/31/2023
Estimated Annual Construction Inflation Rate	7.00%

J	**Total Project Cost with anticipated Inflation**	**$2,168,196.24**

his cost estimate represents a best educated guess of possible costs, but cannot control for ever changing market forces and bidding environment



2 UPPER LEVEL FLOOR PLAN

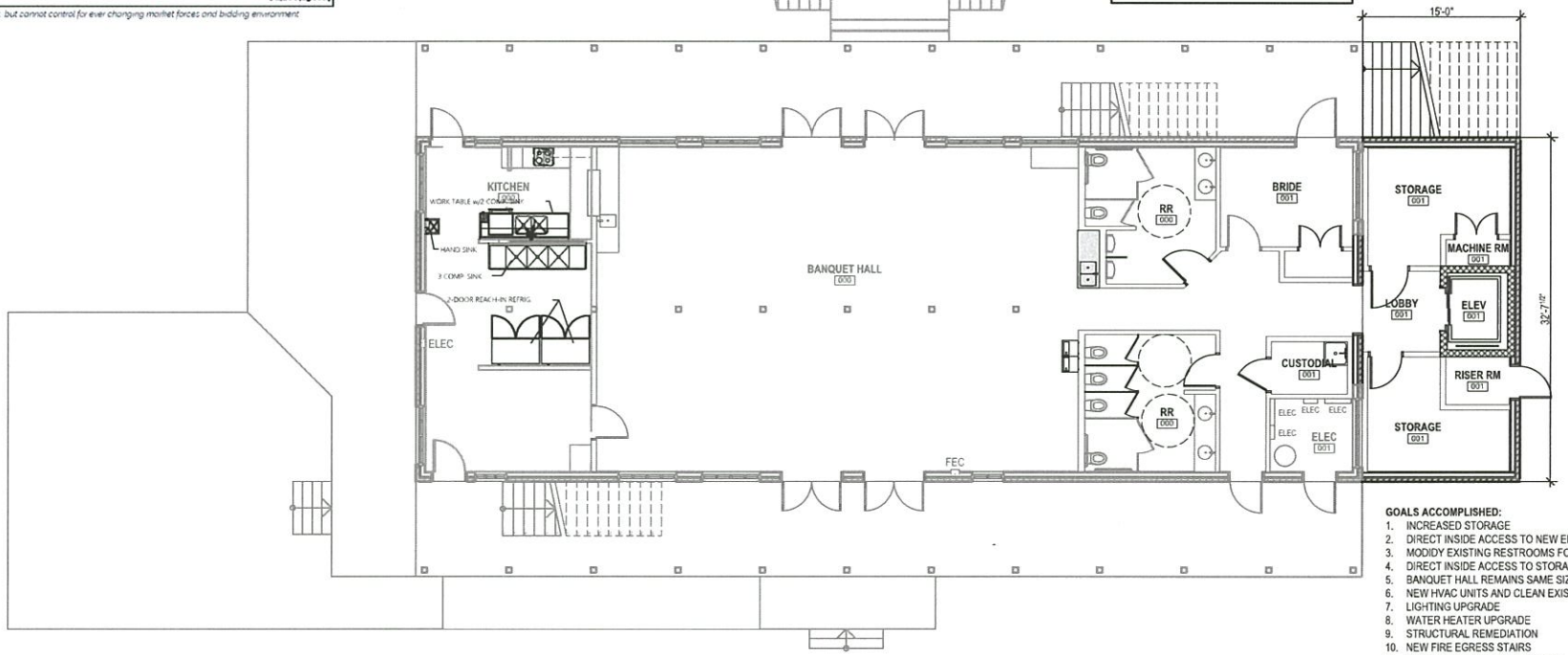
SCALE: 1/8" = 1'-0"

ADDITION:
2 STORY W/ TOTAL OF 984 SF

RENOVATION:
MAJOR - 618 SF
MINOR - 2,422 SF (LIMITED WORK ON 2ND FLOOR)

GOALS ACCOMPLISHED:

1. INCRESED STORAGE
2. DIRECT INSIDE ACCESS TO ELEVATOR
3. ADDED INDIVIDUAL RESTROOMS
4. DIRECT INSIDE ACCESS TO STORAGE
5. EVENTS HALL REMAINS SAME SIZE
6. NEW HAVC AND DUCTWORK
7. LIGHTING UPGRADE
8. HC RAMP TO STAGE
9. ADDED CUSTODIAL CLOSET ON UPPER FLOOR
10. RENOVATION OF SERVING AREA



GOALS ACCOMPLISHED:

1. INCREASED STORAGE
2. DIRECT INSIDE ACCESS TO NEW ELEVATOR
3. MODIDY EXISTING RESTROOMS FOR DIRECT INSIDE ACCESS
4. DIRECT INSIDE ACCESS TO STORAGE
5. BANQUET HALL REMAINS SAME SIZE, NO COLUMN REMOVAL
6. NEW HVAC UNITS AND CLEAN EXISTING DUCTWORK
7. LIGHTING UPGRADE
8. WATER HEATER UPGRADE
9. STRUCTURAL REMEDIATION
10. NEW FIRE EGRESS STAIRS
11. UPGRADE TO CATERING KITCHEN

1 GROUND LEVEL FLOOR PLAN

SCALE: 1/8" = 1'-0"

City of Lampasas

Revised Fee Breakdown 7/17/2023

Hostess House - Addition & Renovation

Original Contract Fees:		
As-built Documentation	$4,920.00	(paid)
Structural Analysis	$7,680.00	(paid)
Structural Engineering	$11,520.00	(paid)
Permitting	$4,950.00	
Construction Phase Services (3 visits)	$3,000.00	
Structural Remediation Total	**$32,070.00**	
Structural Engineering	$6,930.00	(paid)
Food Service Consultant	$3,850.00	(paid)
Architectural Design Services	$18,470.00	(paid)
MEP Engineering	$20,000.00	(paid)
Construction Documents	$29,550.00	(partially paid)
Permitting	$4,925.00	
Construction Phase Services (3 visits)	$14,775.00	
Addition & Renovation Total	**$98,500.00**	
Combined Total	**$130,570.00**	
Additional Service 001		
Revise Construction Documents	**$38,000.00**	
Revised Contract Fee Total	**$168,570.00**	

Original Contract Invoices Paid to Date:

3/23/2022	Inv 445	Structural Remediation	$24,120.00
7/20/2022	Inv 332	Addition & Renovation	$32,012.50
8/5/2022	Inv 316	Addition & Renovation	$12,312.50
8/25/2022	Inv 296	Addition & Renovation	$14,775.00
9/26/2022	Inv 289	Addition & Renovation	$10,342.50
		TOTAL PAID TO DATE	**$93,562.50**

Anticipated Fees Remaining **$75,007.50**

RELIANCE
ARCHITECTURE
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October 4, 2021

Mr. Finely deGraffenried, City Manager
City of Lampasas
312 East Third St.
Lampasas, Texas 76550

Dear Finley,

Reliance Architecture is pleased to submit our Part Two Architectural services and fee proposal for Structural Remediation, Renovations and Addition to Hostess House. This proposal shall be an Exhibit to the Owner-Architect Contract.

SCOPE OF SERVICES

Part Two: Architectural Services

Architectural services shall be per the *Standard Agreement between Owner and Architect*, including design, production of construction documents, bidding services and construction phase services. These are described in detail below. A small project contract is attached.

PROJECT SCOPE

Reliance Architecture shall perform scope for Part Two services as per the scope of the project established upon selection and approval of the Predesign Conceptual Plan from Part One. The plans are as defined per Council Approved Concept. The conceptual plans and project budget are within the proposal. The budget has been adjusted for current changes in the industry cost with projected inflation for construction to begin in mid of 2022.

Hostess House Structural Remediation

- Field Investigation and Documentation to produce As-Built Plans for use in Construction Documents (Owner's as-builts are missing pertinent information required by design team)
- Comprehensive Structural Review and Analysis of 1st Floor, 2nd Floor and Roof Structure
- Retrofit to add structure to first floor to increase the capacity for live load from 50 PSF to 100 PSF for events
- Removal of every other column at first level (Foundation work only, columns to remain)
- Structural retrofit to accommodate future Foodservice Equipment
- Alternate Bid item to relocate emergency egress stairs from access to pool level to east side of building for safety and security

Probable Construction Cost (w/ 10% Design Contingency)	$207,100
Professional Services	$32,070
Construction Contingency (10%)	$22,781
Administrative Cost	$0
Probable Project Cost Estimate	$261,951

Reliance Architecture, LLC
1306 Barrington Dr.
Austin, TX 78753
(512) 758-7660
info@reliancearchitecture.com
reliancearchitecture.com

Hostess House Addition and Renovations

- Kitchen Renovation
  - New Range and Denlar Hood
  - Mechanical Augmentation to accommodate new Hood
  - New Foodservice Equipment
  - Plumbing and Electrical for new Foodservice Equipment
  - Minor Architectural Renovation
- 1st and 2nd Floor Renovation
  - Removal of every other column at first level (Additional structure as required for removal)
  - Modification of existing roof to tie into new addition
  - Demolition of Existing Restrooms at 1st Floor and Storage & Mechanical on 2nd Floor.
  - Demolition of existing elevator and infill
  - Renovation to expand 1st and 2nd Floor Halls into demoed areas (w ADA Accessible stage on 2nd Floor)
  - Replacement of Mechanical at 1st Floor (ductwork to be reused)
  - Replacement of Mechanical at 2nd Floor (includes new ductwork)
  - New ADA compliant Stage
  - Lighting Upgrade
- Addition
  - Wood frame structure to match existing building
  - Stone veneer to match existing
  - Metal roof with wood truss framing to match existing
  - New Elevator
  - 1st Floor and 2nd Floor– New Restrooms, Added Storage and Mechanical Room on both levels
  - Footprint of approximately 900 sf with 2 levels
  - New Mechanical, Power, Lighting and Plumbing
  - Mechanical yard for condensers

Probable Construction Cost (w/ 10% Design Contingency)	$1,221,781
Professional Services	$98,500
Construction Contingency (10%)	$122,178
Administrative Cost (Geotch, Survey, TDLR Review)	$13,700
Probable Project Cost Estimate	$1,456,159

FEE PROPOSAL

Part Two: Architectural Services

The scope of services as described above for the project scope as described above will be provided for a for fee listed below.

We propose providing our services, as described above, for a flat fee of **$32,070.00** for Structural Remediation and **$98,500** for Addition and Renovations at Hostess House. A retainer of **$8,000.00** shall be remitted to Reliance Architecture for initiation of services.

Hostess House Structural Remediation		**$32,070**
• As-built Documentation Services	$4,920	
• Structural Analysis	$7,680	
• Structural Engineering	$11,520	
• Permitting	$4,950	

- Construction Phase Services (3 visits for each discipline) $3,000
- Additional Services
  - Architectural
    - Site Visit (Construction Phase) $290/visit
    - Hourly Rate $165/hour
  - Structural
    - Site Visit (Construction Phase) $245/visit
    - Hourly Rate $175/hour

Hostess House Addition & Renovation **$98,500**

- Structural Engineering $6,930
- Foodservice Consultant $3,850
- Architectural Design Services $18,470
- MEP Engineering $20,000
- Construction Documents $29,550
- Permitting $4,925
- Construction Phase Services (3 visits for each discipline) $14,775
- Additional Services
  - Architectural
    - Site Visit (Construction Phase) $290/visit
    - Hourly Rate $165/hour
  - Structural
    - Site Visit (Construction Phase) $245/visit
    - Hourly Rate $175/hour
  - Mechanical, Electrical and Plumbing
    - Site Visit (Construction Phase) $270/visit
    - Hourly Rate $185/hour

Phases of Work

Schematic Design	20%
Design Development	30%
Construction Documents	30%
Bidding and Negotiations	5%
Construction Administration	15%

Compensation for Reimbursable Expenses

- Printing, reproductions, plots, and standard form documents, as requested by the Owner
- Photo-realistic renderings or other marketing type materials, as requested by the Owner

ARCHITECTURAL BASIC SERVICES

Our Architectural Services will include working closely with City of Lampasas administration and staff to develop a design and provide advice and guidance that is customized to your needs.

There are five phases to basic Architectural services: Schematic Design, Design Development, Construction Documents, Bidding & Negotiations and Construction. Through these phases of the process, we work with you to turn your vision and needs into a built reality.

Schematic Design: Since a rough lay-out has already been developed by the district, the schematic design phase will consist mostly of working with City of Lampasas staff and stakeholders to confirm and adjust layouts as needed to arrive at a functional office layout that works for the intended department.

Design Development: Reliance Architecture will work with the City of Lampasas staff and stakeholders to flesh out and finalize designs of all spaces and select systems and finishes. These designs will be presented to the of City of Lampasas staff and stakeholders for review, comment, and approval. Reliance Architecture will reach out to City of Lampasas building officials and local fire marshal to review the project with them to ensure they do not have any concerns with the project. All comments and concerns received from regulatory officials at this time will be discussed with City of Lampasas and resolutions will be incorporated into the design. Throughout the design process Reliance Architecture will be vigilant in monitoring how the development of the design affects the project budget, inform City of Lampasas staff when decisions are made that compromise the proposed budget, and suggest design and material alternatives to keep the project within the proposed budget.

Construction Documents: Reliance Architecture will take the designs developed during the previous phases and produce documents for bidding, permitting and construction, including drawings and written specifications. Reliance Architecture will work with the City of Lampasas staff and stakeholders to ensure that the Construction Documents reflect the wishes and needs of the project.

Bidding & Negotiations: Reliance Architecture will work with the City of Lampasas to prepare bidding documents to solicit bids for the project by the delivery method of your choice. During bidding we will host a pre-bid conference (if desired by the City of Lampasas), answer any questions bidders have, consider cost-saving substitution requests, and discuss these with the City of Lampasas. At bidding, Reliance Architecture will help the City of Lampasas host a public bid opening and then help vet submitting contractors and rank the submitted bids. Also, during this phase, Reliance Architecture will submit documents for regulatory review, including City of Lampasas code review and TLDR review. If any changes are deemed necessary due to difference of interpretation of code, Reliance Architecture will make such changes to the Construction Documents and issue the changes.

Construction: Reliance Architecture will work as partners with the City of Lampasas and their selected contractor, as your advocate, to help ensure that the project is kept on schedule and that construction is done in accordance with the Construction Documents, while remaining available and flexible, as a finish-out project can often run into unforeseen conditions. Reliance Architecture will review shop drawings and product data from the contractor, answering questions from the field, attend regular progress meetings and regularly observe the construction to identify any deviations from the Construction Documents or conditions that will result in the project not being completed as expected. Reliance Architecture will make regular site observations every two weeks.

After construction is complete there is typically a one-year general warranty on the work. During this time, we will help you communicate with the contractor on any issues that may arise. As the one-year warranty approaches its end, we do one last inspection of the work with you to see if there is anything that should be taken care of under the warranty. After the one-year warranty is over, we continue to serve you and assist with issues you might have or with any future building needs.

CLARIFICATIONS

Reliance Architecture requests:

- As-built or record documents of existing facilities including building plans and site plans;
- Site surveys and geotechnical reports for all district properties, where available;
- Harmful Materials (asbestos and lead) report for facilities;
- All items requested are preferred in digital format, where possible.

This proposal does not include:

- Site surveys;
- Measured or "As-Built" drawings;
- Soil / geotechnical investigations;
- Subsurface investigations;

- Investigation of inaccessible systems and infrastructure;
- Air quality investigation;
- Environmental investigations or reports;
- Direction on dealing with hazardous materials;
- Detailed or guaranteed cost estimating;
- Photo-realistic renderings;
- Printing;
- Permitting and regulatory review fees.

Best Regards,

Antonio Naylor AIA, ALEP
Principal Architect, Texas Registered #26403
Reliance Architecture, LLC

Proposal Acceptance:

Signature

FINLEY DE GRAFFENRIED
Printed Name, Title

10/27/21
Date

PER COUNCIL Action
10/25/21

City Manager

ITEM NO. 7.4

BUSINESS FOR THE CITY COUNCIL
OF THE
CITY OF LAMPASAS

Subject:

Discussion and possible action regarding the approval of the 580 Sports Complex Multi-Purpose Trail System Design.

Requested By: Chris Eicher, Parks Director
Shannon Martin, Trail Volunteer

Submitted By: Chris Eicher, Parks Director
Shannon Martin, Trail Volunteer

Date Submitted: July 19, 2023 **For the Agenda of:** July 24, 2023

Procurement and Funding Statement:

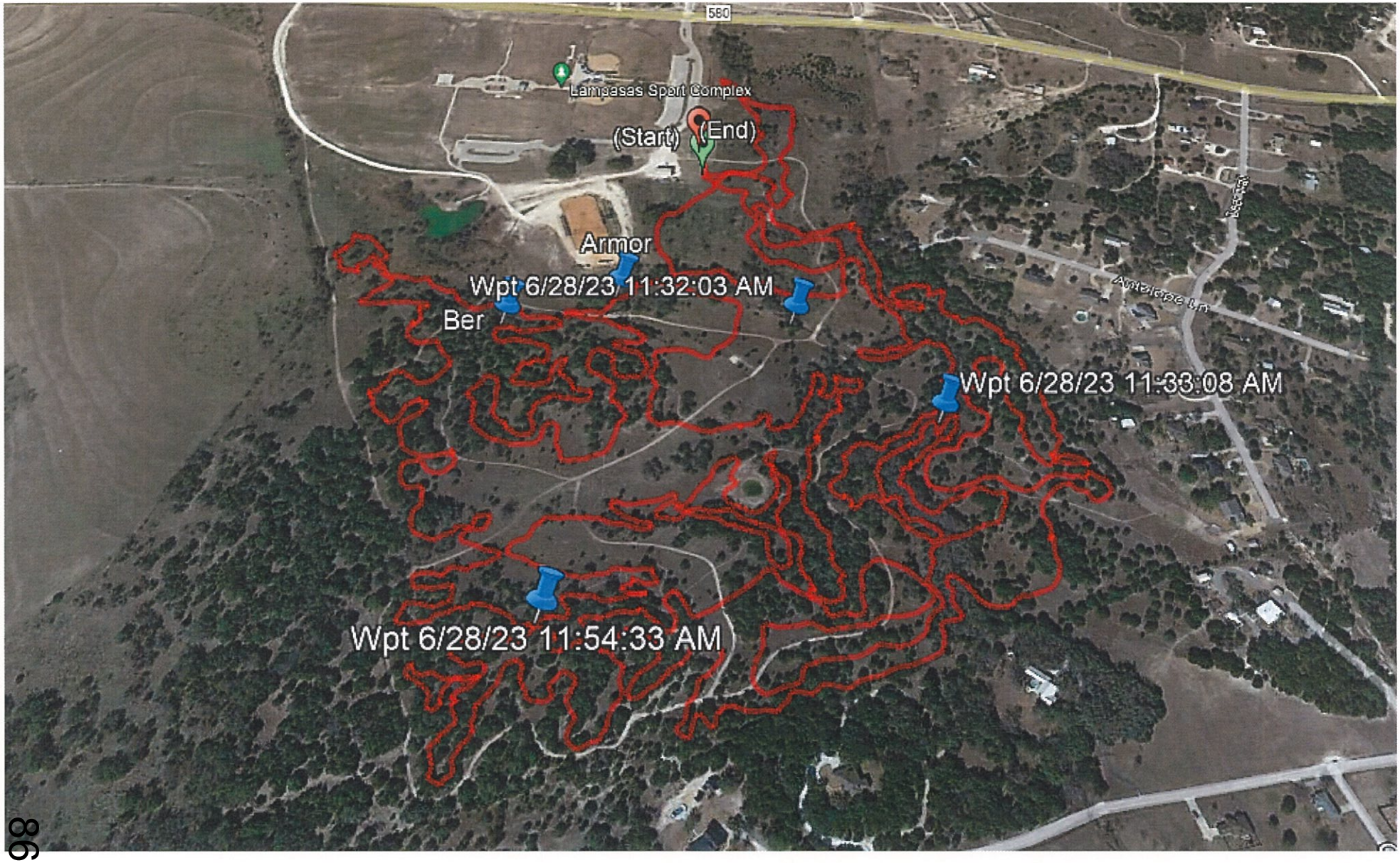
Attachments:

Summary Statement:

In May 2023 Council approved moving forward with the trail design at the expense of the volunteer group, with a completion date of July 15, 2023. This item has been placed on the agenda for Council review and consideration of the trail design submitted by Mr. Martin and his volunteer group. The group is anxious to move forward. Once the design phase is complete, the disc golf tee boxes will be set.

Recommendation:

To consider a motion to approve, deny or approve with modifications the trail design that has been submitted for Council consideration by the Multi-Purpose trail System Volunteer Group.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