

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, January 8, 2024  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

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

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, January 8, 2024 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

**WORKSHOP SESSION**

1. Call to order Workshop Session
2. Discussion and recap from Solar Eclipse Town Hall Meeting. *(pgs. 5-8)*
3. Discussion relating to Wayfinding Master Sign Project. *(pgs.9-18)*
4. Discussion and presentation of Annual Racial Profiling Report. *(pgs. 19-36)*
5. Discussion regarding Short Term Rental Regulations. *(pgs. 37-38)*
6. Discussion regarding any item on the regular agenda.
7. Adjourn Workshop Session.

**REGULAR SESSION**

**ANNOUNCEMENTS**

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

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>	<b>PAGES</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.	N/A
1.3	Public Hearing to receive citizen comments regarding a request to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E	39-48

	Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay "MHO"	
<b>2.0</b>	<b>MINUTES</b>	<b>PAGES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting held on December 11, 2023	49-60
2.2	Discussion and possible action concerning minutes of the December 13, 2023 Solar Eclipse Town Hall Meeting.	61-64
<b>3.0</b>	<b>CONSENT AGENDA</b>	<b>PAGES</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2023- December 31, 2023.	65-70
3.2	Discussion and possible action regarding November 2023 Investment Report	71-92
3.3	Discussion and possible action to consider the second reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial "C" to Single Family Residential-6 "SF-6"	93-96
<b>4.0</b>	<b>BOARDS/DEPARTMENT REPORTS</b>	<b>PAGES</b>
4.1	<ol style="list-style-type: none"> <li>1. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>2. Police Department Monthly Report</li> <li>3. Building Official Monthly Report</li> <li>4. Economic Development Monthly Report</li> <li>5. Fire Department Monthly Report</li> <li>6. Parks and Recreation Monthly Report</li> <li>7. Information Systems Monthly Report</li> <li>8. Library Monthly Report</li> <li>9. Golf Course Monthly Report</li> <li>10. Municipal Court Monthly Report</li> <li>11. City Secretary Monthly Report</li> <li>12. Utility Billing and Collections Monthly Report</li> </ol>	97-122
5.0	<b>13. ROUTINE MATTERS</b>	<b>PAGES</b>
5.1	<b>CITY MANAGER'S OPERATIONAL REPORT</b> <ul style="list-style-type: none"> <li>• Calvert Building</li> <li>• Water</li> <li>• Appraisal District</li> <li>• Staff</li> <li>• LEDC</li> <li>• Hostess House</li> <li>• AFNA</li> </ul>	123-126
5.2	• <b>MAYOR'S COMMENTS</b>	N/A
<b>6.0</b>	<b>UNFINISHED BUSINESS</b>	<b>N/A</b>

	<b>NEW BUSINESS</b>	PAGES
7.1	Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas	127-130
7.2	Discussion and selection of website photo contest winner.	131-136
7.3	Discussion and possible action regarding agreement between the City of Lampasas and property owner regarding the voluntary demolition of property by request of homeowner due to substandard conditions along with payment agreement to recoup funds for demolition services provided in an amount not to exceed \$13,500.00	137-154
7.4	Discussion and possible action to consider taking no action on the 2 <sup>nd</sup> reading of an Ordinance to rezone property from Single Family Residential-6 ‘SF-6’ to Multi Family-2 “MF-2” (Apartments) for property described as lots 9-10-11-12, Block 5, Whites Addition on East Avenue J (FM 580) between Casbeer Street and White Street.	155-158
7.5	Discussion and possible action regarding the CSJ24AWLMPAS Airport Project.	159-168
7.6	Discussion and possible action to approve the first reading of an Ordinance to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay “MHO”	169-170

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 5 day of January 2024 at 12:55pm

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

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City Manager

ITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion and recap from Solar Eclipse Town Hall Meeting

**Requested By:** Jeff Smith, Fire Chief

**Submitted By:** Jeff Smith, Fire Chief

**Date Submitted:** January 3, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

This item has been placed on the workshop agenda to review the Solar Eclipse Town Hall Meeting, any outstanding items and continued planning initiatives as directed by Council.

**Recommendation:**

Discussion and direction only.

# Solar Eclipse Town Hall Debrief

## Summary:

On Wednesday, December 13, 2023 the City of Lampasas, Chamber of Commerce, and Emergency Management Personnel hosted a Solar Eclipse Town Hall Meeting to provide citizens with information regarding Community Planning and to provide opportunity for citizens to provide insight, suggestions and comments.

The meeting was advertised to the community via the city website, city social media outlets, Lampasas Radio and the Chamber of Commerce website.

## ***Participation/Representation***

- a. City Council
- b. City of Lampasas Staff
- c. Lampasas Chamber of Commerce
- d. Judge Hoyer
- e. Wesley Alexander, Hamilton EMS
- f. Media Coverage- Lampasas Dispatch Record)
- g. Citizens (approximately 80)

## ***Discussion Points***

- Communication
  - Town Halls
  - Social Media
  - Roundtable Groups
  - News Outlets
  - Share information with neighbors
    - Buddy System
  - 911 vs non-Emergency
  - Landlines
  - 2-Way Radios
  - Local Radio Station
- Collaboration/Coordination with Entities
  - EMS
  - County/City
  - Chamber
  - TXDOT
  - TDEM
  - CTCOG
  - DPS
- Planning Tools/Resources
  - Business Roundtables

# Solar Eclipse Town Hall Debrief

- Ministerial Alliance
- Church Families
- Logistics
  - Street Closures
    - Along Key Avenue
    - Highway 190 at 4<sup>th</sup> Street
    - Traffic Signal Adjustment on Key Avenue
    - Message Boards
  - Congestion
    - Traffic Flow
      - Passing through town
  - Event Safety
  - Staff availability
    - utility vehicles
- Training/Preparedness
  - Table Top Exercises
  - Outside Resources
  - Additional Staff
  - Possibly offering a temporary workers/volunteer board for citizen events
  - Quadrants
- Supply Readiness
  - Essentials
  - Medicines
  - Supply chains are prepared
- Solar Eclipse Website
  - Event Form
  - List of Events/Happenings
    - Advertisement and Emergency Response
  - FAQ
- Businesses
  - Adjust Hours/Staffing
  - Extra Supplies
    - Possibly additional storage areas
  - Transactions- Cash vs. Credit Cards (internet)
  - Food Prep/Limited Menu
  - Preorder eclipse merchandise to sell.
  - Public Restroom Availability

## Walkaways/Citizen Comments

- Services on West Side of Town/Stations

# Solar Eclipse Town Hall Debrief

- 911 Availability
- Staff to handle increased call volume to dispatchers
- Phone service/text options
- Naruna Road Bridge
- Golf Course
- Possibly use business message boards along Key Avenue
- Tuesday, April 9- School Closure?
- Price gouging
  - Possibly Declared Natural Disaster?

  
City Manager

ITEM NO. WORKSHOP-3

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

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**Subject:**

Discussion relating to Wayfinding Master Sign Project.

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** January 3, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

This item has been placed on the workshop agenda to provide updates to progress and discuss package layout for gateway and wayfinding signage.

**Recommendation:**

Discussion and direction only.

# CITY OF LAMPASAS

## Design Development Package

December 2023



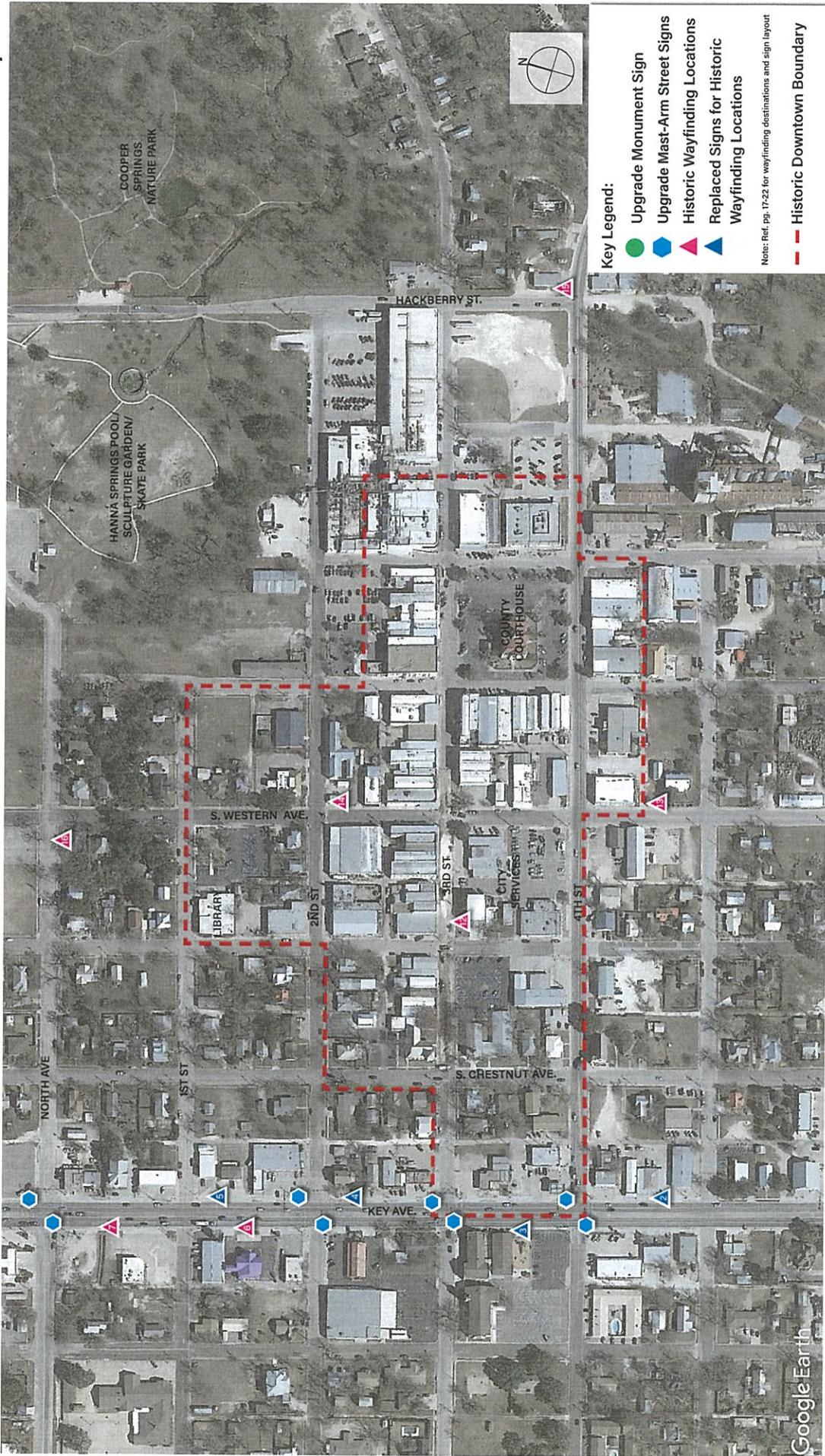
**CLIENT**

**City of Lampasas**  
312 E Third Street  
Lampasas, TX 76550



**DESIGN TEAM**

**Studio 16:19, llc**  
305 W. Liberty Ave, Suite 100  
Round Rock, TX 78664



Key Legend:

- Upgrade Monument Sign
- ⬠ Upgrade Mast-Arm Street Signs
- ▲ Historic Wayfinding Locations
- ▲ Replaced Signs for Historic Wayfinding Locations
- - - Historic Downtown Boundary

Note: Ref. pg. 17-22 for wayfinding destinations and sign layout

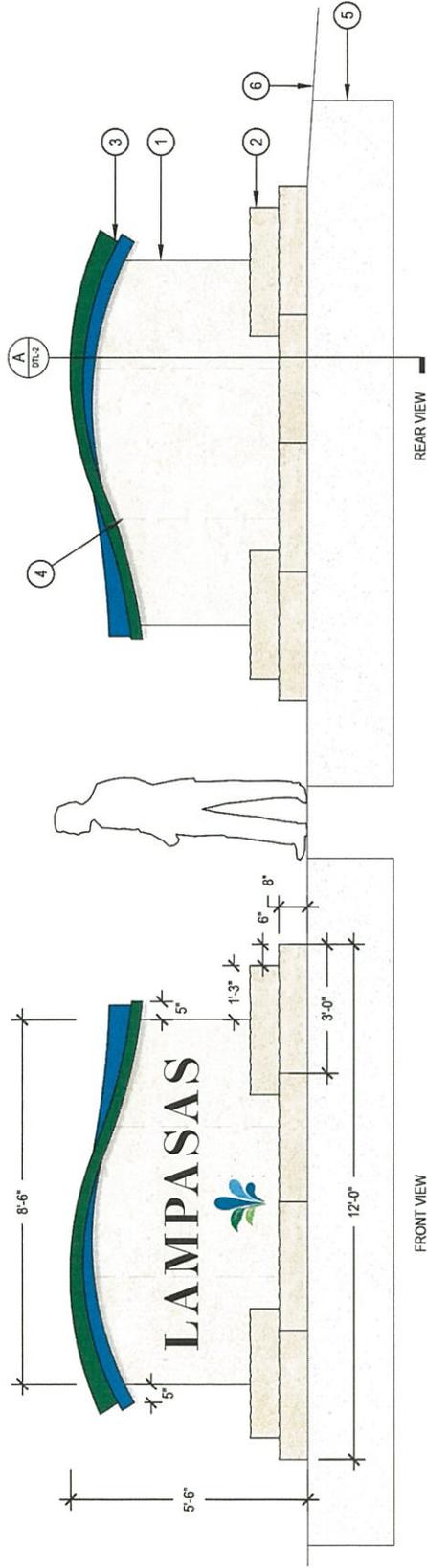
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design: collaborative-studio-impact



- ① 2.1/2" THICK CUT & HONED LIMESTONE SLAB W/ CMU CORE; SAND BLASTED LETTERING & LOGO PAINTED & SEALED W/ PROSOCO, INC. SURE KLEAN® WEATHER SEAL BLOK-GUARD® AND GRAFFITI CONTROL. TO BE APPLIED TO ALL VERTICAL SIGN SURFACES AND CAPS.
  - ② 1.5" X 1.5" X 3" MORTARED LIMESTONE QUARRY BLOCK BASE
  - ③ CUSTOM MOLDED POWDERCOATED ALUMINUM CAP
  - ④ MORTAR JOINT, COLOR TO MATCH STONE
  - ⑤ CONCRETE FOOTING, TO BE SIZED BY STRUCTURAL
  - ⑥ FINISHED GRADE, SLOPE AWAY 2% FROM SIGN
  - ⑦ EXTERNAL ILLUMINATION
- NOTE:
1. CONTRACTOR TO PROVIDE MOCK-UP/MATERIAL AND PROOF SUBMITTALS FOR EACH SIGN TYPE FOR LANDSCAPE ARCHITECT AND OWNER APPROVAL.
  2. LOCATION TO BE STAKED FOR LANDSCAPE ARCHITECTS APPROVAL



① PRIMARY GATEWAY MONUMENT SIGN

SCALE: 3/8" = 1'-0"

Materials	Etched Lettering	Fonts	Colors
LIMESTONE		Operetta - Demi Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	- 015874 - 076739 - 000000
POWDERCOAT ALUMINUM			- 4fb3e5 - 000000

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Primary Gateway Monument Signage

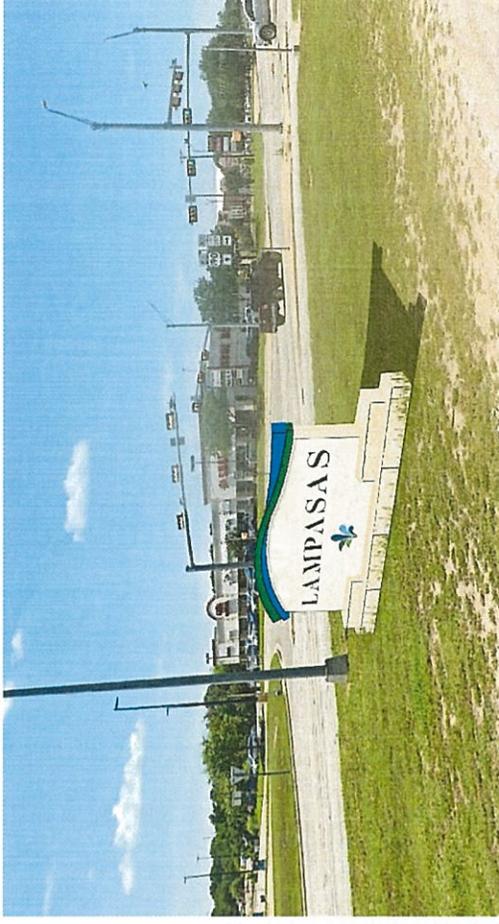


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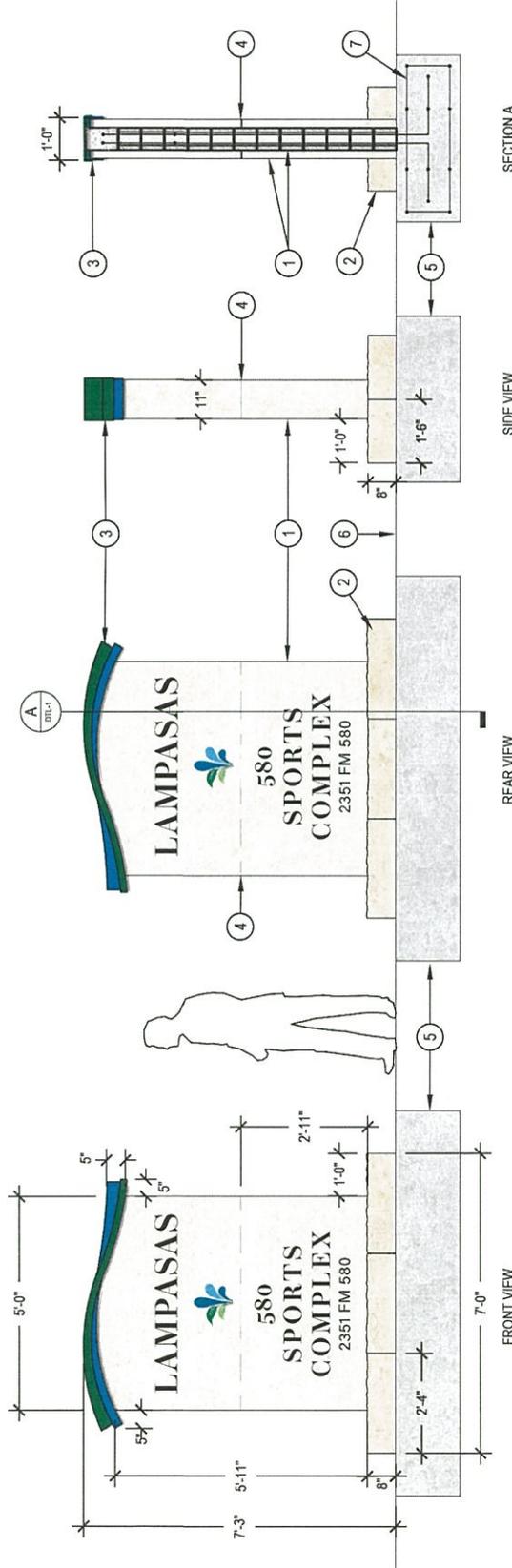
HWY 281



HWY 190

- ① 2 1/2" THICK CUT & HONED LIMESTONE SLAB W/ CMU CORE, SAND BLASTED LETTERING & LOGO PAINTED & SEALED W/ PROSOCO, INC. SURE KLEANS® WEATHER SEAL BLOK-GUARD® AND GRAFFITI CONTROL. TO BE APPLIED TO ALL VERTICAL SIGN SURFACES AND CAPS.
- ② 1.5 X 1.5 X 3" MORTARED LIMESTONE QUARRY BLOCK BASE
- ③ CUSTOM MOLDED POWDERCOATED ALUMINUM CAP
- ④ MORTAR JOINT, COLOR TO MATCH STONE
- ⑤ CONCRETE FOOTING, TO BE SIZED BY STRUCTURAL
- ⑥ FINISHED GRADE, SLOPE AWAY 2% FROM SIGN
- ⑦ #4 CONTINUOUS REBAR, 18" O.C.
- ⑧ EXTERNAL ILLUMINATION

NOTE:  
 1. CONTRACTOR TO PROVIDE MOCK-UP MATERIAL AND PROOF SUBMITTALS FOR EACH SIGN TYPE FOR LANDSCAPE ARCHITECT AND OWNER APPROVAL.  
 2. LOCATION TO BE STAKED FOR LANDSCAPE ARCHITECTS APPROVAL



① SECONDARY GATEWAY MONUMENT SIGN @ SPORTS COMPLEX

SCALE: 3/8" = 1'-0"

Materials	Etched Lettering	Fonts	Colors
LIMESTONE		Operetta- Demi Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	- 015874 - 076739 - 000000
POWDERCOAT ALUMINUM			- 4fb3e5 - 000000

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Modification Secondary Gateway Monument Signage @ 580 Sports Complex



Lampasas, TX

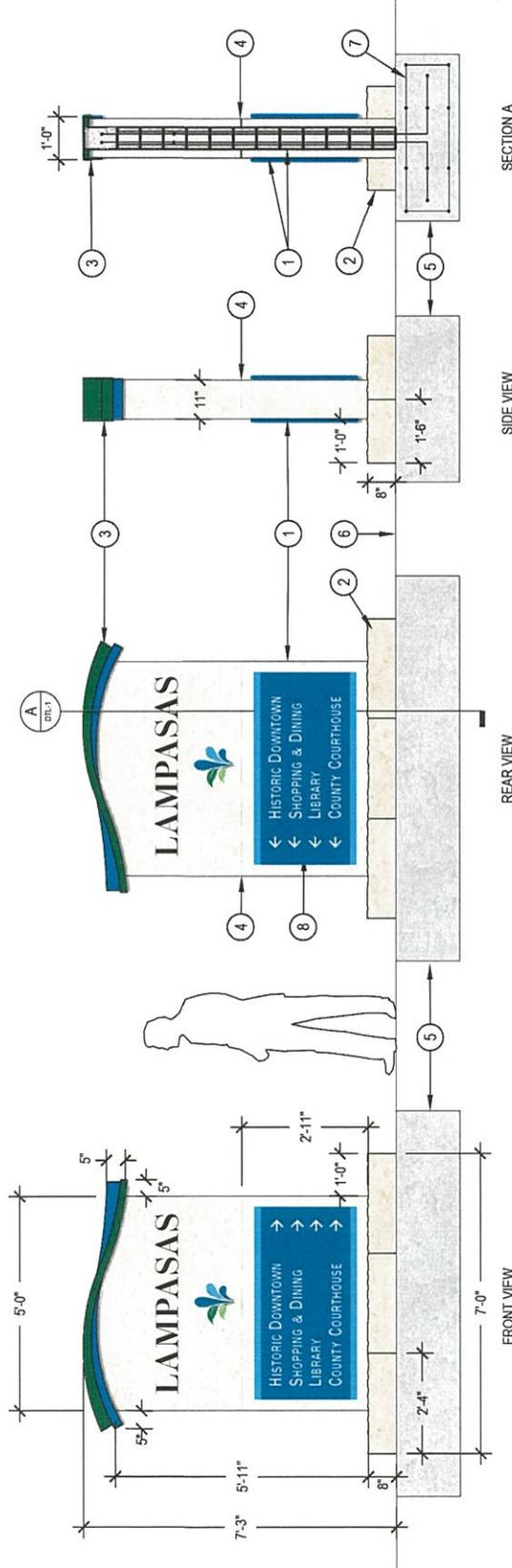
Design Development Package

December 2023



- ① 2 1/2" THICK CUT & HONED LIMESTONE SLAB W/ CMU CORE; SAND BLASTED LETTERING & LOGO PAINTED & SEALED W/ PROSOCCO, INC. SURE KLEAN® WEATHER SEAL BLOK-GUARD® AND GRAFFITI CONTROL. TO BE APPLIED TO ALL VERTICAL SIGN SURFACES AND CAPS.
- ② 1.5' X 1.5' X 3" MORTARED LIMESTONE QUARRY BLOCK BASE
- ③ CUSTOM MOLDED POWDERCOATED ALUMINUM CAP
- ④ MORTAR JOINT, COLOR TO MATCH STONE
- ⑤ CONCRETE FOOTING, TO BE SIZED BY STRUCTURAL
- ⑥ FINISHED GRADE, SLOPE AWAY 2% FROM SIGN
- ⑦ #4 CONTINUOUS REBAR, 18" O.C.
- ⑧ 1/4" THICK PRINTED IZONE SIGN PANEL, DESIGN/COLORS AS INDICATED IN DRAWINGS
- ⑨ EXTERNAL ILLUMINATION

NOTE:  
 1. CONTRACTOR TO PROVIDE MOCK-UP/MATERIAL AND PROOF SUBMITTALS FOR EACH SIGN TYPE FOR LANDSCAPE ARCHITECT AND OWNER APPROVAL.  
 2. LOCATION TO BE STAKED FOR LANDSCAPE ARCHITECTS APPROVAL



1 DOWNTOWN GATEWAY MONUMENT SIGN @ HWY 190 & WESTERN AVE.

SCALE: 3/8" = 1'-0"

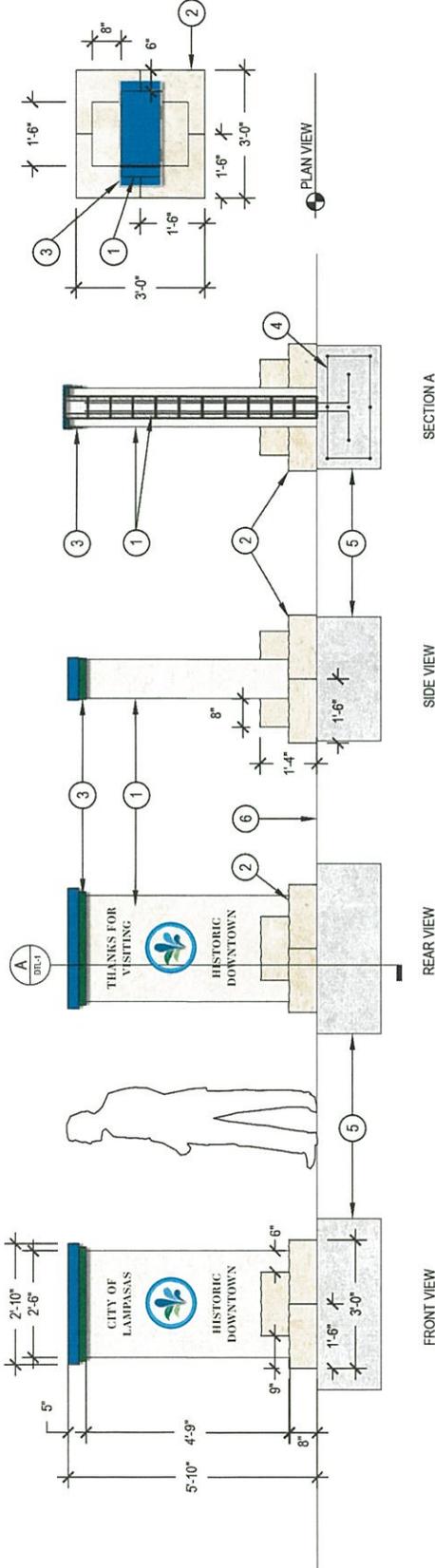
Materials	Etched Lettering	Fonts	Colors
LIMESTONE	RATTAN CREEK PARK ELKHORN MOUNTAIN TRL PARK ENTRANCE	Operetta - Demi Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	- 015874 - 076739 - 000000
POWDERCOAT ALUMINUM			- 4fb3e5 - 000000

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Modification Downtown Gateway Monument Signage @ HWY 190 & Western Ave.

- ① 2 1/2" THICK CUT & HONED LIMESTONE SLAB W/ CMI CORE, SAND BLASTED LETTERING & LOGO PAINTED & SEALED W/ PROSOCO, INC. SURE KLEAN® WEATHER SEAL BLOK-GUARD® AND GRAFFITI CONTROL. TO BE APPLIED TO ALL VERTICAL SIGN SURFACES AND CAPS.
- ② 1.5 X 1.5 X 3" MORTARED LIMESTONE QUARRY BLOCK BASE
- ③ CUSTOM MOLDED POWDERCOATED ALUMINUM CAP
- ④ #4 CONTINUOUS REBAR, 18" O.C.
- ⑤ CONCRETE FOOTING, TO BE SIZED BY STRUCTURAL
- ⑥ FINISHED GRADE, SLOPE AWAY 2% FROM SIGN
- ⑦ EXTERNAL ILLUMINATION

NOTE:  
 1. CONTRACTOR TO PROVIDE MOCK-UP/MATERIAL AND PROOF SUBMITTALS FOR EACH SIGN TYPE FOR LANDSCAPE ARCHITECT AND OWNER APPROVAL.  
 2. LOCATION TO BE STAKED FOR LANDSCAPE ARCHITECTS APPROVAL



1 DOWNTOWN GATEWAY MONUMENT SIGN

SCALE: 3/8" = 1'-0"

Materials	Etched Lettering	Fonts	Colors
LIMESTONE		Operetta- Demi Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	- 015874 - 076739 - 000000
POWDERCOAT ALUMINUM			- 4fb3e5 - 000000

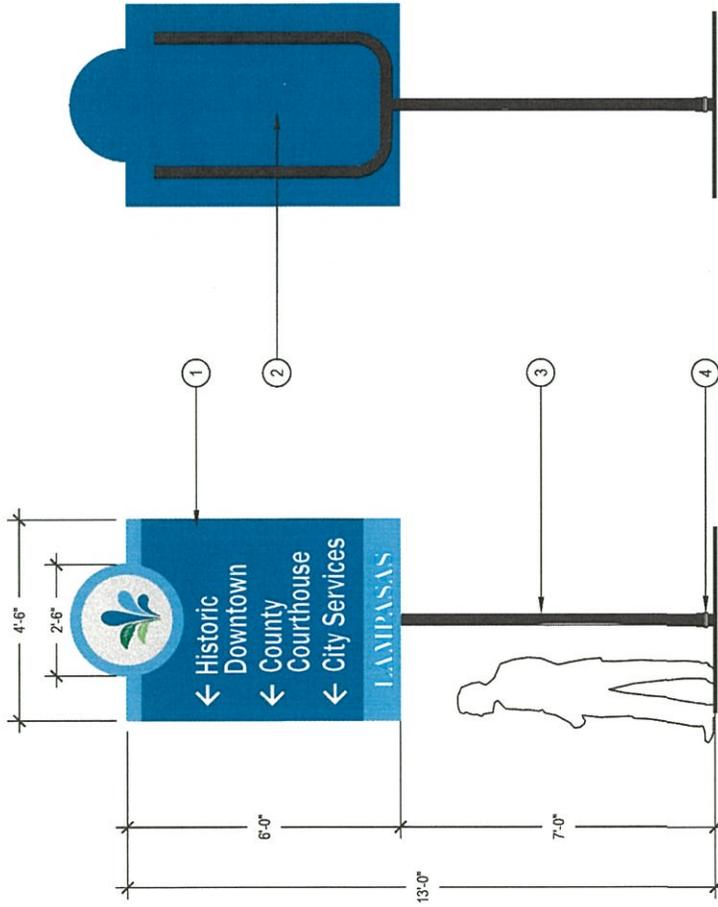
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Downtown Gateway Monument Signage



Lampasas, TX | Design Development Package | December 2023





- (1) EA) 0.125 MM ALUMINUM PANEL, DIRECT PRINTED;
- (1) RETROREFLECTIVE LETTERING PER TXDOT STANDARDS & GUIDELINES (DMS-8300)
- (2) BACK OF ALUMINUM PANEL TO BE PAINTED OR PRINTED NAVY
- (3) SCHEDULE 80 ALUMINUM ALLOY POLE, POWDERCOAT TBD, PER TXDOT STANDARD SMD(SLIP-3)-08; SIGN SUPPORT CODE: SM RD SGN ASSM TY S80 (1) SA (U)
- (4) TXDOT BREAKAWAY BASE ON CONCRETE FOOTING, PER TXDOT STANDARD SMD(GEN)-08

- NOTES:
1. WHERE SIGNS ARE INSTALLED IN OPEN DITCH SECTION, 7" CLEARANCE MUST BE MAINTAINED FROM EDGE OF TRAVEL LANE TO BOTTOM OF SIGN. REFERENCE TXDOT STANDARD SMD (GEN)-08
  2. CONTRACTOR TO PROVIDE DETAILED SHOP DRAWINGS FOR APPROVAL BY OWNER AND/OR OWNERS REPRESENTATIVE PRIOR TO CONSTRUCTION.
  3. CONTRACTOR TO PROVIDE RETROREFLECTIVITY SAMPLE AND SPECIFICATIONS FOR OWNERS REPRESENTATIVE AND TXDOT APPROVAL PRIOR TO CONSTRUCTION.
  4. CONTRACTOR TO CONTACT TEXAS 811 PRIOR TO CONSTRUCTION TO CONFIRM SIGN LOCATIONS.

## WAYFINDING SIGNAGE CONCEPT - TXDOT

SCALE: 3/8" = 1'-0"

### Color Scheme



SIGN  
RGB 0 / 89 / 117  
Web #015874



SIGN ACCENT  
RGB 79 / 178 / 228  
Web #4fb3e5



SIGN ACCENT  
RGB 222/217/207  
Web #dfdacf



TEXT  
Retroreflective  
White per TXDOT  
DMS-8300

### Directional Symbols



### Symbols



### Fonts

Franklin Gothic - Medium; 6" TxDOT

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z

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TXDOT Wayfinding Signage



Lampasas, TX

Design Development Package

December 2023



Northbound: Key Ave. and 1st St.

Wayfinding Signage Mock-Up

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**City Manager**ITEM NO. WORKSHOP-4

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

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**Subject:**

Presentation of the Lampasas Police Department Annual Racial Profiling Report

Requested By: Jody Cummings, Police Chief

Submitted By: Jody Cummings, Police Chief

Date Submitted: January 4, 2024

For the Agenda of: January 8, 2024

**Procurement and Funding Statement:**

N/A

Attachments: 2023 Racial Profiling Report

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**Summary Statement:**

The Lampasas Police Department is required by state law to make a report no later than March 1st each year, to the City Council regarding police contact data for the purpose of identifying and responding (if necessary) to concerns regarding racial profiling practices. The Lampasas Police Department complies with both the letter and the spirit of the laws pertaining to Racial Profiling. The Lampasas Police Department believes it is our legal and moral responsibility to act just in all instances and with all persons. The department has zero tolerance for Racial Profiling and prohibits Racial Profiling. Racial Profiling is an activity that violates the public trust that is vital to our efforts to effective policing.

**Recommendation:**

Discussion and Acknowledgment of Reports

## Lampasas Police Department's 2023 Racial Profiling Report to City Council

Texas' initial Racial Profiling Law was passed in 2001 and through further improvements has evolved into a robust, clear and accurate program outlined through statute in the Texas Code of Criminal Procedure.

The Texas CCP specifically states the following:

- A peace officer may not engage in racial profiling.
- Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling.
- A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop.
- A law enforcement agency shall compile and analyze the information contained in each report received by the agency and submit a report to the Texas Commission on Law Enforcement (TCOLE) and the governing body of each county or municipality served by the agency to include a comparative analysis.

Compliance with this law has been met as follows:

- The Lampasas Police Department has adopted a detailed written policy on racial profiling.
- The Lampasas Police Department has collected and audited information relating to motor vehicle stops.
- The Lampasas Police Department has compiled, analyzed and created a Full Report and an Analysis Report which has been filed with TCOLE.
- The final requirement is to provide a copy of both reports to the governing body of the City of Lampasas; which has been included in the packet for your review.

# Racial Profiling Report | Full

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Agency Name: LAMPASAS POLICE DEPT.

Reporting Date: 01/03/2024

TCOLE Agency Number: 281201

Chief Administrator: JODY L. CUMMINGS

Agency Contact Information:

Phone: (512) 556-3644

Email: [jcummings@cityoflampasas.com](mailto:jcummings@cityoflampasas.com)

Mailing Address:

301 E 4TH ST

LAMPASAS, TX 76550-2828

This Agency filed a full report

LAMPASAS POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the LAMPASAS POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the LAMPASAS POLICE DEPT. if the individual believes that a peace officer employed by the LAMPASAS POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the LAMPASAS POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the LAMPASAS POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The LAMPASAS POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c),

Code of Criminal Procedure during the reporting period.

Executed by: Jody Cummings  
Chief

Date: 01/03/2024

# Total stops: 3176

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**Street address or approximate location of the stop**

City street	1092
US highway	1949
County road	1
State highway	133
Private property or other	1

**Was race or ethnicity known prior to stop?**

Yes	58
No	3118

**Race / Ethnicity**

Alaska Native / American Indian	6
Asian / Pacific Islander	55
Black	219
White	2199
Hispanic / Latino	697

**Gender**

<b>Female</b>	<b>1214</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	11
Black	80
White	889
Hispanic / Latino	233
<b>Male</b>	<b>1962</b>
Alaska Native / American Indian	5
Asian / Pacific Islander	44
Black	139
White	1310
Hispanic / Latino	464

**Reason for stop?**

<b>Violation of law</b>	<b>12</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	7

Hispanic / Latino	4
<b>Preexisting knowledge</b>	<b>15</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	10
Hispanic / Latino	4
<b>Moving traffic violation</b>	<b>2051</b>
Alaska Native / American Indian	5
Asian / Pacific Islander	49
Black	166
White	1392
Hispanic / Latino	439
<b>Vehicle traffic violation</b>	<b>1098</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	6
Black	51
White	790
Hispanic / Latino	250
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>111</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	9
White	54
Hispanic / Latino	46
<b>No</b>	<b>3065</b>
Alaska Native / American Indian	6
Asian / Pacific Islander	53
Black	210
White	2145
Hispanic / Latino	651
<b>Reason for Search?</b>	
<b>Consent</b>	<b>13</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	4

Hispanic / Latino	9
<b>Contraband</b>	<b>4</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	2
Hispanic / Latino	0
<b>Probable</b>	<b>47</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	7
White	23
Hispanic / Latino	17
<b>Inventory</b>	<b>7</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	6
Hispanic / Latino	1
<b>Incident to arrest</b>	<b>40</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	19
Hispanic / Latino	19

**Was Contraband discovered?**

<b>Yes</b>	<b>68</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	7
White	33
Hispanic / Latino	27
<b>No</b>	<b>43</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	21
Hispanic / Latino	19

Did the finding result in arrest?  
(total should equal previous column)

Yes	0	No	0
Yes	1	No	0
Yes	5	No	2
Yes	31	No	2
Yes	21	No	6

<b>Description of contraband</b>	
<b>Drugs</b>	<b>53</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	7
White	24
Hispanic / Latino	21
<b>Weapons</b>	<b>2</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	0
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>11</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	6
Hispanic / Latino	5
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>2</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	1
<b>Result of the stop</b>	
Verbal warning	<b>4</b>

Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	0
White	3
Hispanic / Latino	0
<b>Written warning</b>	<b>2049</b>
Alaska Native / American Indian	2
Asian / Pacific Islander	32
Black	117
White	1527
Hispanic / Latino	371
<b>Citation</b>	<b>1014</b>
Alaska Native / American Indian	4
Asian / Pacific Islander	20
Black	95
White	610
Hispanic / Latino	285
<b>Written warning and arrest</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
<b>Citation and arrest</b>	<b>71</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	5
White	35
Hispanic / Latino	29
<b>Arrest</b>	<b>37</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	23
Hispanic / Latino	12
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>60</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1

Black	5
White	34
Hispanic / Latino	20
<b>Violation of Traffic Law</b>	<b>12</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	9
<b>Violation of City Ordinance</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>36</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	22
Hispanic / Latino	12

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>3175</b>
Alaska Native / American Indian	6
Asian / Pacific Islander	55
Black	219
White	2198
Hispanic / Latino	697

**Number of complaints of racial profiling**

<b>Total</b>	<b>0</b>
<b>Resulted in disciplinary action</b>	<b>0</b>
<b>Did not result in disciplinary action</b>	<b>0</b>

**Comparative Analysis**

<b>Use TCOLE's auto generated analysis</b>	<input checked="" type="checkbox"/>
<b>Use Department's submitted analysis</b>	<input type="checkbox"/>

**Optional Narrative**

**N/A**

Submitted electronically to the



The Texas Commission on Law Enforcement

# Racial Profiling Analysis Report

## LAMPASAS POLICE DEPT.

01. Total Traffic Stops:	3176	
02. Location of Stop:		
a. City Street	1092	34.38%
b. US Highway	1949	61.37%
c. County Road	1	0.03%
d. State Highway	133	4.19%
e. Private Property or Other	1	0.03%
03. Was Race known prior to Stop:		
a. NO	3118	98.17%
b. YES	58	1.83%
04. Race or Ethnicity:		
a. Alaska/ Native American/ Indian	6	0.19%
b. Asian/ Pacific Islander	55	1.73%
c. Black	219	6.90%
d. White	2199	69.24%
e. Hispanic/ Latino	697	21.95%
05. Gender:		
a. Female	1214	38.22%
i. Alaska/ Native American/ Indian	1	0.03%
ii. Asian/ Pacific Islander	11	0.35%
iii. Black	80	2.52%
iv. White	889	27.99%
v. Hispanic/ Latino	233	7.34%
b. Male	1962	61.78%
i. Alaska/ Native American/ Indian	5	0.16%
ii. Asian/ Pacific Islander	44	1.39%
iii. Black	139	4.38%
iv. White	1310	41.25%
v. Hispanic/ Latino	464	14.61%
06. Reason for Stop:		
a. Violation of Law	12	0.38%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%

# Racial Profiling Analysis Report

iii. Black	1	8.33%
iv. White	7	58.33%
v. Hispanic/ Latino	4	33.33%
b. Pre-Existing Knowledge	15	0.47%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	6.67%
iv. White	10	66.67%
v. Hispanic/ Latino	4	26.67%
c. Moving Traffic Violation	2051	64.58%
i. Alaska/ Native American/ Indian	5	0.24%
ii. Asian/ Pacific Islander	49	2.39%
iii. Black	166	8.09%
iv. White	1392	67.87%
v. Hispanic/ Latino	439	21.40%
d. Vehicle Traffic Violation	1098	34.57%
i. Alaska/ Native American/ Indian	1	0.09%
ii. Asian/ Pacific Islander	6	0.55%
iii. Black	51	4.64%
iv. White	790	71.95%
v. Hispanic/ Latino	250	22.77%
<b>07. Was a Search Conducted:</b>		
a. NO	3065	96.51%
i. Alaska/ Native American/ Indian	6	0.20%
ii. Asian/ Pacific Islander	53	1.73%
iii. Black	210	6.85%
iv. White	2145	69.98%
v. Hispanic/ Latino	651	21.24%
b. YES	111	3.49%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	2	1.80%
iii. Black	9	8.11%
iv. White	54	48.65%
v. Hispanic/ Latino	46	41.44%
<b>08. Reason for Search:</b>		
a. Consent	13	0.41%

# Racial Profiling Analysis Report

i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	4	30.77%
v. Hispanic/ Latino	9	69.23%
b. Contraband in Plain View	4	0.13%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	25.00%
iii. Black	1	25.00%
iv. White	2	50.00%
v. Hispanic/ Latino	0	0.00%
c. Probable Cause	47	1.48%
ii. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	0	0.00%
iii. Black	7	14.89%
iv. White	23	48.94%
v. Hispanic/ Latino	17	36.17%
d. Inventory	7	0.22%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	6	85.71%
v. Hispanic/ Latino	1	14.29%
e. Incident to Arrest	40	1.26%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	2.50%
iii. Black	1	2.50%
iv. White	19	47.50%
v. Hispanic/ Latino	19	47.50%
09. Was Contraband Discovered:		
YES	68	2.14%
i. Alaska/ Native American/ Indian	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
ii. Asian/ Pacific Islander	1	1.47%
Finding resulted in arrest - YES	1	
Finding resulted in arrest - NO	0	
iii. Black	7	10.29%

# Racial Profiling Analysis Report

Finding resulted in arrest - YES	5	
Finding resulted in arrest - NO	2	
iv. White	33	48.53%
Finding resulted in arrest - YES	31	
Finding resulted in arrest - NO	2	
v. Hispanic/ Latino	27	39.71%
Finding resulted in arrest - YES	21	
Finding resulted in arrest - NO	6	
b. NO	43	1.35%
i. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	1	2.33%
iii. Black	2	4.65%
iv. White	21	48.84%
v. Hispanic/ Latino	19	44.19%
<b>10. Description of Contraband:</b>		
a. Drugs	53	1.67%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	1.89%
iii. Black	7	13.21%
iv. White	24	45.28%
v. Hispanic/ Latino	21	39.62%
b. Currency	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Weapons	2	0.06%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	2	100.00%
v. Hispanic/ Latino	0	0.00%
d. Alcohol	11	0.35%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	6	54.55%

# Racial Profiling Analysis Report

v. Hispanic/ Latino	5	45.45%
e. Stolen Property	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Other	2	0.06%
i. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	50.00%
v. Hispanic/ Latino	1	50.00%
<b>11. Result of Stop:</b>		
a. Verbal Warning	4	0.13%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	25.00%
iii. Black	0	0.00%
iv. White	3	75.00%
v. Hispanic/ Latino	0	0.00%
b. Written Warning	2049	64.52%
i. Alaska/ Native American/ Indian	2	0.10%
ii. Asian/ Pacific Islander	32	1.56%
iii. Black	117	5.71%
iv. White	1527	74.52%
v. Hispanic/ Latino	371	18.11%
c. Citation	1014	31.93%
i. Alaska/ Native American/ Indian	4	0.39%
ii. Asian/ Pacific Islander	20	1.97%
iii. Black	95	9.37%
iv. White	610	60.16%
v. Hispanic/ Latino	285	28.11%
d. Written Warning and Arrest	1	0.03%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%

# Racial Profiling Analysis Report

e. Citation and Arrest	71	2.24%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	2	2.82%
iii. Black	5	7.04%
iv. White	35	49.30%
v. Hispanic/ Latino	29	40.85%
f. Arrest	37	1.16%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	2	5.41%
iv. White	23	62.16%
v. Hispanic/ Latino	12	32.43%
12. Arrest Based On:		
a. Violation of Penal Code	60	1.89%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	1.67%
iii. Black	5	8.33%
iv. White	34	56.67%
v. Hispanic/ Latino	20	33.33%
b. Violation of Traffic Law	12	0.38%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	8.33%
iv. White	2	16.67%
v. Hispanic/ Latino	9	75.00%
c. Violation of City Ordinance	1	0.03%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
d. Outstanding Warrant	36	1.13%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	2.78%
iii. Black	1	2.78%
iv. White	22	61.11%
v. Hispanic/ Latino	12	33.33%

# Racial Profiling Analysis Report

## 13. Was Physical Force Used:

a. NO	3175	99.97%
i. Alaska/ Native American/ Indian	6	0.19%
ii. Asian/ Pacific Islander	55	1.73%
iii. Black	219	6.90%
iv. White	2198	69.23%
v. Hispanic/ Latino	697	21.95%
b. YES	1	0.03%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
b 1. YES: Physical Force Resulting in Bodily Injury to Suspect	0	0.00%
b 2. YES: Physical Force Resulting in Bodily Injury to Officer	0	0.00%
b 3. YES: Physical Force Resulting in Bodily Injury to Both	0	0.00%

14. Total Number of Racial Profiling Complaints Received: 0

REPORT DATE COMPILED 01/03/2024

  
City Manager

ITEM NO. WORKSHOP-5

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

**Subject:**

Discussion regarding Short Term Rentals.

Requested By: Cathy Kuehne, Council Member

Submitted By: Becky Sims, City Secretary/Zoning Administrator

Date Submitted: January 4, 2024

For the Agenda of: January 8, 2024

**Procurement and Funding Statement:**

**Attachments:**

**Summary Statement:**

In September 2022, at the request of Council member Kuehne, Short Terms Rental regulations was brought before Council for discussion. At that time, neither the Planning Commission nor City Council felt that regulatory requirements regarding Short Term Rentals was warranted. Staff has continued to gather data, research and converse with other municipalities regarding Ordinances, processes, administration and enforcement and recently attended a webinar presented by Bojorquez Law Firm on behalf of City Hall Essentials.

The development of this type of regulation has to be done methodical with consideration to factors such as community, property owners, enforcement, regulatory authority and reasonable expectations.

Information presented at the webinar identified Four Styles of Regulation

- **No Regulation-** Legally safest, lowest cost, simplest to manage; however, it does not meet community needs and may cause strife.
- **Registration and Traditional Enforcement-** Requires annual registration, collect HOT Taxes, Code Enforcement and Police to address issues, legally safe, low cost, may not address all problems and somewhat non-comprehensive
- **Creating new local restrictions-** form studies, hire consultants, zoning districts, collect HOT taxes, enforce code, high costs, lots of time legally unsure, tailored to suit area's needs.
- **Total Bans-** banning all together or in residential districts, infringe on property rights, unlikely to achieve total compliance, High Litigation risk

As of today, there are approximately six short terms rentals advertised within the City Limits of Lampasas.

**Recommendation:**

Staff seeks Council input and direction.



*Things to consider about Short-Term Rentals, VRBO, Airbnb*

- What constitutes a short-term rental?
  - Less than 30 days
- Property owners registering property with the City
  - Enforcement
  - Penalties for non-compliance
- Location/Zoning Districts
  - Residential
  - Commercial
  - Central Business District
- Max Occupancy
  - Square Footage
  - Bedrooms/Sleeping areas
- Parking
- Floor Plan
  - Egress/Ingress
  - Fire/Life Safety
  - ADA
- Site Plan
  - Amenities
  - Pools/Hot Tub (safety fencing)
- Fees
  - Registration Fees
- Available Rooftops
- Neighbors
- Nuisance/Noise Consideration
- Quiet Time
- Enforcement
  - Staff Time/Resources
- Value in having a Town Hall Meeting
  - Citizen input
  - Property owners
  - Property Value
- HOT Funds- *Example*
  - 7% of revenue
  - \$150 per night avg.
    - \$450.00 Fri, Sat & Sun
    - 7%=\$126.00 a month (\$1,512 annually per property)
- Contractor/Vendor- Annual Fees (\$7,500) *One example*

  
City Manager

ITEM NO. 1.3

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

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**Subject:**

Public Hearing to receive citizen comments regarding a request to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay “MHO”

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** January 3, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments: P&Z Packet**

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**Summary Statement:**

The applicant, Kaleb Alexander is asking for consideration in rezoning property from Single Family Residential-10 “SF-10” to Single Family Residential-10 “SF-10” with a Mobile Home Overlay “MHO”

- The property is currently zoned Single Family Residential-10 “SF-10”
- Staff mailed nine letters (9) notices to property owners within 200 feet of the applicant’s property, to date no letters have been received in favor or in protest of the request.
- This area is described as Urban Residential in the Comprehensive Plan. Urban Residential is intended for areas to be developed primarily to conserve, and in some cases, transition, the already existing residential areas developed with an urban character. These areas are intended to conserve the existing gridded lot and block pattern of development.
- Recommended Residential Uses: single-family detached dwellings; industrialized housing; single-family attached (i.e., duplexes, twins, and triplexes)

The Planning Commission met on January 4, 2024 and did recommend approval.

**Recommendation:**

Discussion only



# ZONING APPLICATION

ANTICIPATED MEETING DATES: P&Z: Jan 4, 2024 City Council: Jan 8, 2024  
DATE OF PRE-APPLICATION CONFERENCE WITH CITY REPS & PLANNER (required): \_\_\_\_\_

**Application Type:**

- Initial Zoning (newly annexed property)
- Rezoning (property currently zoned)
- Planned Development (PD) - see Zoning Ordinance for special requirements and procedures
- Specific Use Permit (SUIP) - see Zoning Ordinance for special requirements and procedures

Name of Subdivision or Project: LHW Johnson 1000

Physical Location of Property: \_\_\_\_\_

[General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): Abstr: 0419 Surv LHV  
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block] Johnson 1000

Acreage: 0.416 Existing Zoning: SM10 Proposed Zoning: MH10

Applicant / Owner's Name: Kaleb Alexander

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: 709 N Silver City: Burnet State: TX Zip: 78611

Phone: 512-755-3385 Fax: \_\_\_\_\_ Email Address: Kaleb8051@gmail.com

Engineer / Representative's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nature of Request/Proposed Use of the Property: I would like to make a mobile home on to the property.

**SUBMITTAL DEADLINE: 30 DAYS PRIOR TO P&Z PUBLIC HEARING DATE.** (All zoning applications must be advised in the newspaper, and notices must be mailed to all property owners within 200 feet of the subject property. Please contact City staff in advance for submittal deadlines.)  
**All applications must be COMPLETE before they will be scheduled for P&Z agenda.** It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements.  
**All application materials (one copy) must be delivered to the City's Planner.** The name, address, phone number, etc. of the City's Planner can be obtained from City staff. Failure to submit all materials to the City's Planner may result in delays scheduling the development application for a P&Z agenda. The City will invoice the applicant for all consulting fees (by City's Planner, Engineer, Attorney, etc.) incurred for City review of this project.  
**Notice of Public Records.** The submission of plans/drawings with this application makes such items public record, and the applicant understands that they may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

I hereby certify that I am the Owner, or the duly authorized agent of the Owner (proof of authorization attached), for the purposes of this application, and that all information submitted herein is complete, true and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signed: [Signature] Title: \_\_\_\_\_ Date: 12-01-23

Office Use Only: Date Rec'd	Fees Paid:\$	Check #:	Accepted By:
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NOTICE OF PUBLIC HEARINGS

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HEARING DATES/TIMES:

PLANNING AND ZONING COMMISSION: January 4, 2024-6:00 p.m.

CITY COUNCIL: January 8, 2024 - 6:00 p.m.

HEARING(S) LOCATION: CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 EAST THIRD STREET, LAMPASAS, TEXAS

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The Planning and Zoning Commission of the City of Lampasas, Texas will hold a public hearing to receive comments on the following item:

*To consider approval, denial, or approval with modifications a request to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay "MHO"*

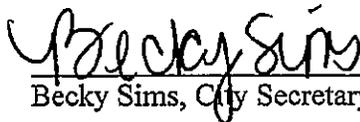
The purpose of the public hearing noted herein is to allow members of the public to voice their views to the Planning and Zoning Commission. The first public hearing will be held on January 4, 2024 at 6:00 P.M. in the City Council Chambers located at 302 East Third Street, Lampasas, Texas, before a recommendation is made to the City Council.

The City Council will hold a public hearing on January 8, 2024 at 6:00 P.M. in the City Council Chambers located at 302 East Third Street, Lampasas, Texas 76550.

All persons interested in the above referenced item and potential actions are invited to attend the public hearings and to provide their comments at the times and places referenced above. Comments may also be submitted *in writing* to the City Secretary's office, no later than 12 Noon on the date of either public hearing referenced in this public notice, at the following address: 312 East Third Street, Lampasas, Texas 76550. For additional information, please contact Becky Sims, City Secretary at (512) 556-6831 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Public Hearing 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 22 day of December 2023 at

1:30pm



Becky Sims, City Secretary/Zoning Administrator

City of Lampasas  
Planning and Zoning Board  
Staff Report  
(Alexander -MHO)

Subject Property	The property is described as 0.416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County
Request	The applicant is asking for consideration in rezoning property from Single Family Residential-10 "SF-10" to Single Family Residential-10 "SF-10" with a Mobile Home Overlay "MHO"
Current Zoning	The property is currently zoned Single Family Residential-10 "SF-10"
Character	The property is surrounded by single family homes and vacant lots.
Notification	All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed nine letters (9) notices to property owners within 200 feet of the applicant's property, to date no letters have been received in favor or in protest of the request.
Recommendation	<p>In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council shall consider the following factors:</p> <ul style="list-style-type: none"><li>• Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.</li><li>• Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.</li><li>• The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.</li><li>• The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.</li><li>• How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.</li><li>• Any other factors which will substantially affect the public health, safety, morals, or general welfare</li></ul>

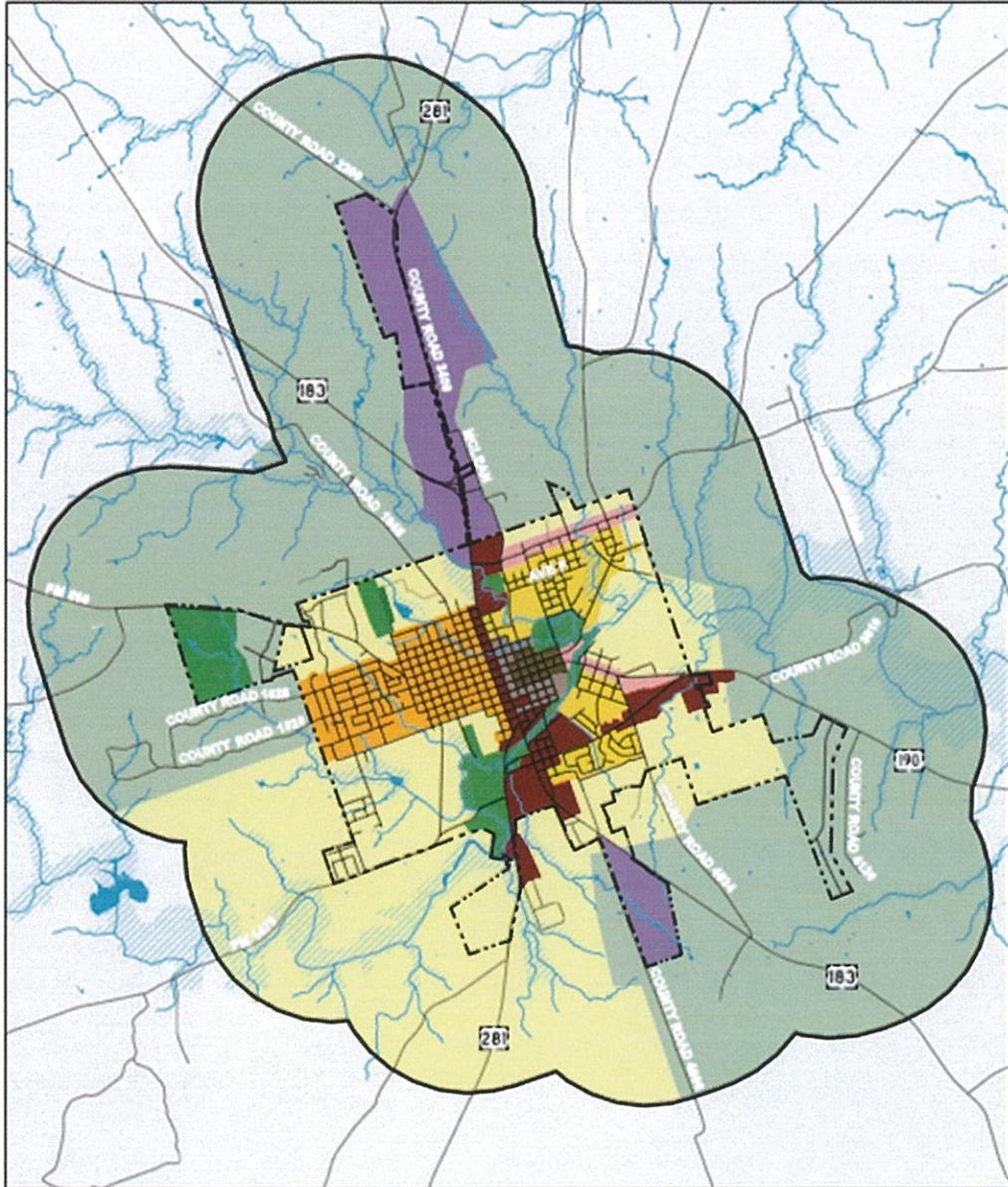
Comprehensive Plan This area is described as Urban Residential

The Urban Residential (UR) future development category is intended for areas to be developed primarily to conserve, and in some cases, transition, the already existing residential areas developed with an urban character. These areas are intended to conserve the existing gridded lot and block pattern of development.

Appropriate Land Uses

- Residential Uses: single-family detached dwellings; industrialized housing; single-family attached (i.e., duplexes, twins, and triplexes)

MAP 4.2, FUTURE LAND USE PLAN

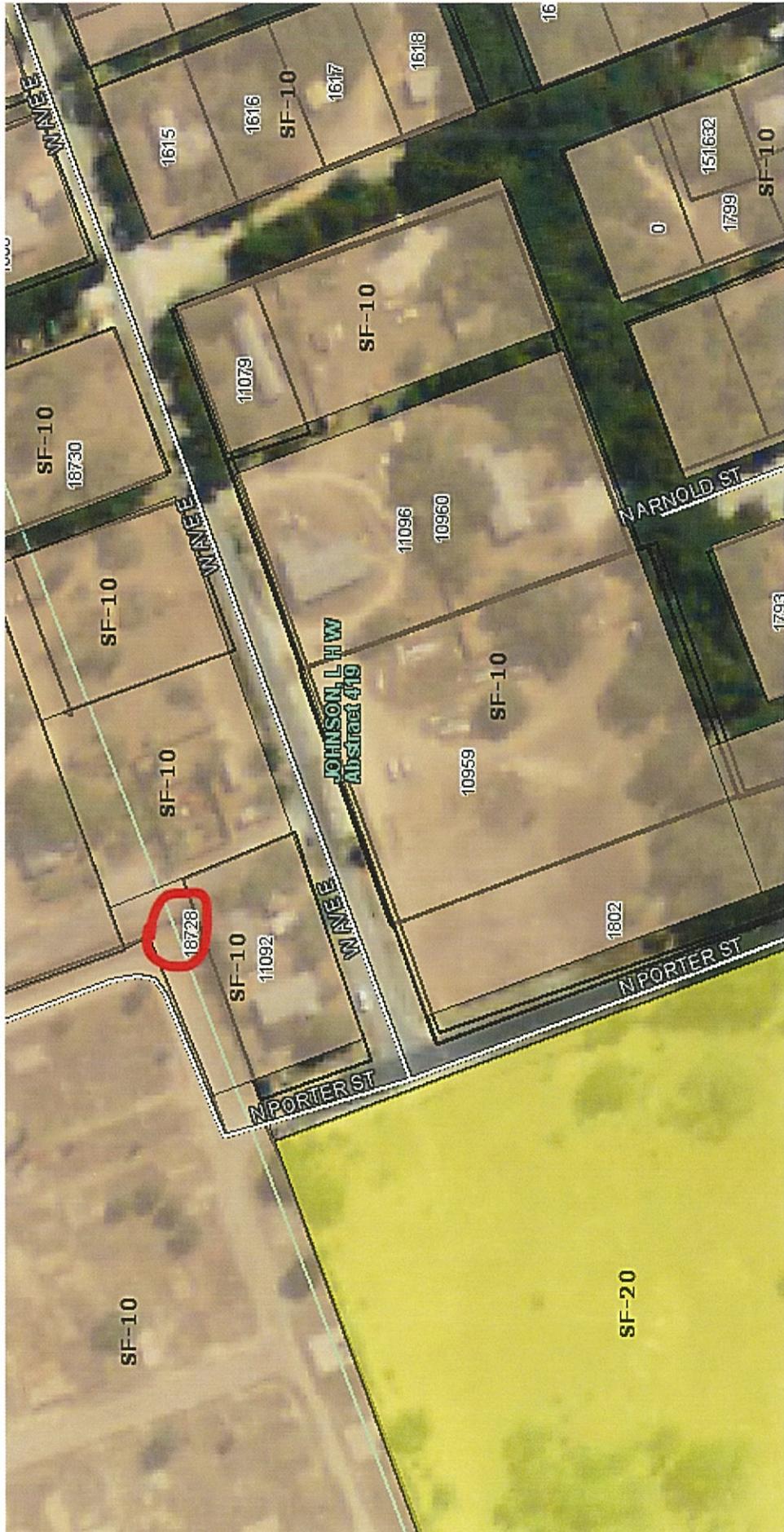


LEGEND

Parks and Open Space	Suburban Mixed-Use	Watercourses	Lampasas ETJ
Rural Estate	Corridor Commercial	Water Bodies	Roads
Suburban Residential	Employment Mixed-Use	Floodzone	Non-Lampasas Areas
Traditional Residential	Downtown Transitional	Lampasas City Limits	
Urban Residential	Downtown Core		



Note: A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.







## SECTION 32

## MHO – MANUFACTURED HOME OVERLAY DISTRICT

### 32.1 GENERAL PURPOSE AND DESCRIPTION:

The MHO, Manufactured Home Overlay, district is intended to be applied in conjunction with a residential base zoning district to encourage HUD-code manufactured homes in certain areas that are already platted or partially developed.

### 32.2 PERMITTED USES:

- A. Those uses allowed in the base zoning district as prescribed in Section 35 (Use Charts) of this Ordinance.

### 32.3 AREA REGULATIONS:

- A. All development standards as stated for the base zoning district shall apply, except as follows:
  1. No minimum dwelling size is required
  2. All units shall be at least twenty-five feet (25') wide (e.g., "double-wide")
  3. A pitched roof is required
  4. At least one (1) covered parking space is required for each unit, to be placed behind the front building line and to be upon the same lot as the dwelling unit (i.e., on-site).
  5. All parking surfaces and driveways shall be an approved all-weather surface.
  6. All manufactured home units shall provide skirting from the top of the unit's frame to grade on all sides of the unit. Skirting shall totally enclose under portions of the unit, including all required anchors, footings, and piers. All required skirting shall be masonry or factory designed material (or other material approved by the Building Official, but not corrugated metal), and shall be of a color similar to the materials used in the construction of the manufactured/mobile home unit such that it blends with the overall appearance of the unit.
  7. Porches, patios and decks shall be constructed on-site, and shall not encroach into front, side or rear yard setbacks.
  8. Axles and tongues shall be removed, such that the manufactured housing unit becomes permanently placed upon the site.
  9. Any siding or sheathing used on housing units (or on buildings added onto housing units) shall be compatible with materials used on surrounding structures.
  10. Each housing unit shall have a minimum six-inch (6") roof overhang.

### 32.4 SPECIAL AND SUPPLEMENTAL REQUIREMENTS:

- A. All dwelling units shall be HUD-code manufactured home units or industrialized (modular) housing units.
- B. To insure against natural hazards such as tornados, high winds and electrical storms, anchorage to an approved, permanent foundation shall be provided for each manufactured/mobile home in accordance with local and Building Code requirements.



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, December 11, 2023  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session

ITEM 2.1

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

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

**Council Members Present:**

Chuck Williamson  
Eric Hernandez  
Davis Keele  
Charlie Pratus  
Cathy Kuehne

**City Staff Present:**

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

**Council Members Absent:**

Zac Morris

**WORKSHOP SESSION**

**5:30 p.m.**

**1. Call to order Workshop Session**

*Mayor Pearce opened the workshop session at 5:30 p.m. He welcomed Girl Scout Troop 6007, who were present to learn about Municipal Government to earn their badge.*

**2. Discussion regarding Memorandum of Understanding for Hike and Bike Trails at 580 Sports Complex.**

*Mr. Ryan Ward, Assistant City Manager advised Lampasas Trails is following the International Mountain Bike Association (IMBA) standards, they have built out 2.3 miles of trails. They have proposed 7-8 miles. Mr. Ward advised that the City will design and install proper signage, including directional and to prohibit unauthorized use of the trails. Areas will be defined as bike/hike trails and areas for horses to ride. Staff has been working with Mr. Martin and legal counsel on getting this document completed and executed. This Memorandum of Understanding has been brought before Council for direction and feedback.*

*Mr. Ward highlighted the following sections of the MOU.*

**Section 1. Purpose.** This MOU is entered into by the Parties to memorialize a general framework for communications and terms of cooperation between the City and Lampasas Trails in connection with the construction by Lampasas Trails of the Park Improvements consistent with the International Mountain Bike Association (“IMBA”) guidelines and design criteria (the “Project”). The Park Improvements shall mean those improvements described in the plans approved by the City prior to the Effective Date and described on Exhibit A attached hereto (the “Approved Plans”). These trails will be solely constructed for “hiking and biking.”

**Section 2. General Understanding of the Scope of the Project.** The Park Improvements will be performed by a contractor hired by Lampasas Trails (the “Contractor”) and by volunteers and others working under the direction of Lampasas Trails and the Contractor, which work shall be done in compliance with the Approved Plans and the provisions of this MOU.

**Section 3. Parties’ Responsibilities:**

2. Provide, train, equip, schedule and supervise all Project volunteers in the work they will perform on the Project, as well as in any staging areas used by the Contractor during work on the Project, and in all necessary and appropriate construction and safety techniques in accordance with IMBA guidelines. Lampasas Trails shall provide all tools, equipment, and manpower for installation of the Park Improvements, including all necessary safety equipment and materials to protect Lampasas Trails' volunteers while working on the Project. Prior to participating in the construction of the Park Improvements, each volunteer must have signed an accident waiver and release from liability agreement that releases the City from liability.

5. Lampasas Trails volunteers are authorized to sculpt and/or remove downed trees found on the trails within reason. When Lampasas Trails volunteers are required to make these changes, each instance will be photographed and immediately forwarded to the City 'Project Contact'.

6. Communicate to the City in the event that Lampasas Trails is unable to safely and promptly address any issue identified by Lampasas Trails staff or volunteers that may potentially poses or may soon pose an unsafe condition for the public on the trails.

7. Warrant and agree that no live standing trees of native species (Oak, Elm and Pecan) with a diameter 4 inches or greater (measured at 6' above ground level except Oak, Elm and Pecan trees, which diameter shall be at 2 inches or greater) may be cut down, uprooted, or otherwise destroyed or removed by the Lampasas Trails staff or Project volunteers, without first receiving prior written approval from the City.

8. Warrant and agree that brush and small trees (i.e., not exceeding diameters noted above), that are cut, pruned, removed, etc., should be randomly scattered in areas that are a minimum of 10 feet off the adjacent trail's edge. Any tree that is lopped and not removed or uprooted, should be cut so that no portion that remains extends more than 6 inches above the ground.

12. Acknowledges and agrees that the Project Acreage is and shall remain at all times 'public property' that is owned and controlled solely by the City and, further, that no actions taken by Lampasas Trails, its members, staff, volunteers or the Contractor shall alter, void, change or negate in any way, the public nature of the Park and the Property Acreage. Further, Lampasas Trails agrees that it may not engage in work or activities related to the Project that interfere with City operations or municipal needs or use of the City's Park or Park and/or Property Acreage or the publics' use of the Park.

15. Procure and maintain in effect during the term of this MOU, with companies licensed to do business in the State of Texas, public liability insurance with minimum policy limits of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily Injury and property damage.

*Council did inquire about insurance and liability, Mr. Martin advised that they are under the IMBA umbrella. They inquired about the structure of the Hill Country Flyers (Frisbee Disc Golf) they could not speak on their behalf since they were not in attendance at the meeting.*

#### **Section 4. Miscellaneous:**

**(d) Effective Date and Termination.** The Effective Date of this MOU is the date set forth on the signature page hereof and shall remain in effect for three (3) consecutive years thereafter, with a proceeding autorenewal term of one (1) year perpetually. Either Party may elect to terminate this MOU and their responsibilities hereunder, for cause or no cause, by providing the other Party written notice, thirty (30) days prior to the termination date. Because the Park is public property, should the City

make a finding that there exists: (1) a need to terminate the Project for a public purpose or (2) a serious safety condition exists on the Property Acreage, then the City may terminate this MOU and halt the Project, by providing Lampasas Trails with 48 hours written notice, or close immediately, until such time as the safety concern is addressed. Should the safety concern not be addressed within thirty (30) days upon closure, this MOU will terminate.

*Mr. Martin advised that volunteers have been working on the trails for 4 years. If the City would like them to stop until the MOU and frisbee golf design has been completed they will. They want their investment protected. They are concerned with the placement of the frisbee golf, some boxes and baskets overlap with the course. They provided a one-page MOU with basic guidelines that has been used by other entities and it turned into a 12-page document after reviewed by the City Attorney. The current draft has not been reviewed by the Lampasas Trails Attorney and they would like more time to review. They would like a meeting set-up with stakeholders to discuss moving the project forward to include the frisbee golf design team. They have spent over 600 volunteer hours and over \$200,000.00 in funding so far and want to make sure everyone is in agreement and that the trails are protected.*

*Council member Pratus would like to be included in the meeting.*

*Council inquired about number of riders at one time, Mr. Martin advised approximately 12 safely. They inquired about Frisbee Disc Golf; he was not sure but the one at New Covenant does get some traction.*

### **3 Discussion and progress updates regarding 2023 City Projects.**

*Mr. Ward presented the following:*

#### *Business Park*

*While the site construction of this project was completed in early 2023, the remaining electrical infrastructure required engineering design and installation to complete the project. M&S Engineering, LLC designed the infrastructure to bring the needed power to the Business Park, with City staff constructing the new electrical line. M&S was engaged for the project after design delays by the previous engineering firm. Additionally, materials were subject to supply chain delays.*

#### *Executime Software*

*Executime implementation when live for all employees on 11/12/2023. Staff has remained diligent, entering their work hours in both Executime, as well as the prior paper timesheet and is adapting well to the change. This project accomplishes two goals, reduction in payroll process times among staff and paperless retention of documents. Implementation has not been without issues including remote internet connection, 100% employee participation, and integration of time-keeping policy to the software. Staff is confident the software will be "stand-alone" in the next several payroll periods.*

#### *Hostess House Remodel*

*Staff have reviewed updated floor plans for the re-scoped project and responded to Reliance Architecture. Final plans and specifications are being prepared for review and bidding.*

- US-281 Projects* Both the waterline and electrical transmission line relocations have been completed. The work for the waterline relocation consisted of installing approximately 306 linear feet (LF) of 8" along Naruna Road, crossing US-281, connecting to an existing water main. The electrical transmission line consisted of installing new engineered poles and line, while adjusting the alignment to accommodate the widening of Naruna Road. TXDOT has postponed the start of the US-281 widening project until January 2024.
- Turner Field Sewer Extension* Water/Wastewater staff completed the sewer extension project at Turner Field to alleviate the lift station at FM 580 E. This project directly impacts the amount of staff time and maintenance required to keep it functioning properly. In addition, taking this lift station offline increases reliability of services to our customers, and reduces both budgetary and energy costs.
- Fairview Drainage Study* Currently, this study is 95% complete. The study is being conducted by Jones-Heroy & Associates, Inc to focus future efforts to mitigate drainage impacts in this residential section of the City. The intent of this study is to identify feasible improvements that can be planned and programmed into our yearly Capital Improvement Project portfolio, to be assigned funding in the near future. As you may know, drainage in Lampasas is a top priority voiced by our citizens.
- Lions Club Equipment* The project began at the first of December and is expected to be completed by the end of January. The Lions Club has been a gracious partner, acquiring grant funding, working with the City to purchase and install workout equipment at the 580 Sports Complex. This equipment will add to the appeal of the Complex, allowing resistance and strength exercises to be accessible to all.
- 580 Trails & Disc Golf* Lampasas Trails organization began making improvements to the 580 Sports Complex bike and hike trails in September of this year. While the proposed design trail system includes over seven (7) miles of trails when complete, they have currently constructed approximately two (2) miles. They have identified and mapped the proposed trails, to allow the Disc Golf organization to coordinate the design and layout of an eighteen (18) hole disc golf course. Both projects will allow for increase fitness opportunities for both our residents and non-resident to enjoy.
- 2023 Paving Project* Every year the City focuses funding on improving streets and this year is no exception. The total miles of sealcoat completed 1.85 miles and the total miles for mill/inlay/rebuild is .76 of a mile, totaling 2.61 miles or approximately 5% of the roads the City maintains. Texas Materials was the paving contractor for the .76 of mile, with Streets Staff completing the 1.85 miles of sealcoat.
- 2<sup>nd</sup> Street Project* The Engineer currently designing the 2<sup>nd</sup> Street Project is 90% complete with the design plans. This project is a full road reconstruction, beginning at the intersection of 2nd Street and South Main Street to 2<sup>nd</sup> Street and Pecan Street, improving approximately three blocks. Tentatively, this project will be out for bid by late spring or early summer. While there has yet to be a completed engineers

*probable cost estimate, the initial project cost proposal had the construction costs above \$500,000.*

*Calvert Building*

*As part of the 2021 CO issue, the Calvert Building was earmarked for exterior and basement improvements. Requests for Qualifications have been advertised for exterior, landscape, improvements, and staff has initiated the scoping process for basement improvements (lighting, wall finishes and fixture demolition).*

*Emergency Generation*

*Staff is currently sourcing used, low hour, generators in consultation with design engineers, for installation at the Wastewater Treatment Facility and possibly Spring Street Pump Station if resources allow.*

**4 Discussion regarding any item on the regular agenda**

*There was no discussion*

**5 Adjourn Workshop Session**

*Council member Pratus moved to adjourn workshop at 6:10 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

*Without objection, Council took a 5-minute break.*

<b>REGULAR SESSION</b>
------------------------

**ANNOUNCEMENTS**

**A. Call to Order**

*Mayor Pearce called the Regular Session to order at 6:17 p.m.*

**B. Invocation and Pledge of Allegiance**

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

**C. Presentations and Proclamations**

*There were no presentations or proclamations at this evening's meeting.*

	<b>PUBLIC HEARINGS/CITIZEN COMMENT</b>
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1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.
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*There were no citizen comments*

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.
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1.3	Public hearing to consider approval, denial, or approval with modifications the Northington Creek Estates Preliminary Plat, described as parcel 8121, 48.13 acres, abstract 0042, John Burleson Survey, commonly known as 1206 Mills Street and parcels 8246, 8247, 8248, 31.83 acres, abstract 0042, John Burleson Survey, commonly known as 1705 E 4 <sup>th</sup> Street.
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*Mayor Pearce opened the public hearing.*

*Becky Sims, City Secretary advised of the following:*

*Tri-Cru Ventures, LLC is asking the City's Planning Commission to consider the Preliminary Plat of Northington Creek Estates; which is the first step in the platting process and covers the basics; such as features surrounding and inside subdivision, contours, street names, ROW widths, easements, and lots sizes.*

- *The subdivision consists of 79.917 acres and 272 lots.*
- *The zoning was approved in May 2023*
- *City Water, Electric & Sewer are available*
- *Drainage sheets have been reviewed by Jones-Heroy & Associates.*
  - *Four reviews and comments have been conducted between engineers*
  - *The following is a summary of plat notes to be added:*
    - *An off-site drainage easement and channel located downstream of the property is required prior to approval of the construction plans for this project based on information submitted with this preliminary plan. Any changes to the preliminary plan as result of not obtaining this easement shall require a revised preliminary plan to be submitted and approved by the City.*
    - *The Home Owners Association (HOA) for this subdivision shall be responsible for maintenance of all Open Space and Drainage Easements. HOA documents shall be submitted and approved prior to approval of the final plat.*
    - *All single family and commercial lots shall be located outside the 100-year floodplain and streets shall be designed to prevent flooding. Any construction activity within a regulated floodplain shall require a Letter of Map Revision (LOMR) to be filed and approved by FEMA. A detailed grading plan and drainage analysis showing that the streets and storm sewer system will be adequate to convey the 100-year storm flows from the tract to the floodplain shall be provided prior to approval of construction plans for the proposed subdivision.*
    - *All Finished Floor Elevations (FFE) shall be 2' above the Base Floodplain Elevation (BFE) as shown on the current FEMA Flood Insurance Rate Map, Panel Number 4804300005B, Effective date June 15, 1982. A table shall be affixed to the final plat showing these elevations for each lot prior to approval of the final plat.*
    - *Any changes to the approved preliminary plan may cause a revision to be filed and approved prior to approval of the Final Plat or Construction plans for this development.*
- *Traffic Impact Analysis has been completed and is currently being reviewed by TxDOT.*
- *The Planning and Zoning Commission did recommend approval at the December 7, 2023 meeting*

*With no questions the public hearing was closed.*

1.4	Public hearing to consider vacating the Live Oak Acres Subdivision Plat described as 9.832 acres, LHW Johnson Survey, Lampasas, Texas Lampasas County that was approved in 1976.
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*Mayor Pearce opened the public hearing*

*Becky Sims, City Secretary advised of the following:*

Mr. Wayne Wolfe has asked for the Planning Commission and City Council to vacate the Live Oak Acres subdivision plat that was approved in 1976. The 9.832 subdivision plat is comprised of 22 lots, two streets and an alley.

The Planning and Zoning Commission did recommend approval at the December 7, 2023 meeting

With no questions the public hearing was closed.

1.5	Public hearing to consider approval of a request to rezone property from Single Family Residential-6 "SF-6" to Multi Family-2 "MF-2" (Apartments) for property described as lots 9-10-11-12, Block 5, Whites Addition on East Avenue J (FM 580) between Casbeer Street and White Street.
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Mayor Pearce opened the public hearing

Becky Sims, City Secretary advised of the following:

- Ron Farr and Haylee Brewer, property owners are asking for consideration in rezoning property from Single Family Residential-6 "SF-6" to Multi-Family-2 (Apartments)
- The property is currently zoned Single Family Residential-6 "SF-6"
- The area is characterized as mixed use. The property is surrounded by businesses, undeveloped land and residential homes.
- Staff mailed eight (8) notices to property owners within 200 feet of the applicant's property, to date no letters have been received in favor or the request; however, three, two received today, have been received in protest of the request.
- This area is defined as Suburban Mixed-Use in the Comprehensive Plan
  - intended for mixed-use areas to be developed at a higher density/intensity
  - opportunity for transitioning residential to commercial uses, designed in a manner that is more appropriate to the character of the surrounding areas.
  - appropriate land uses for residential would-be single family detached dwellings, industrialized housing, single family attached (i.e., duplexes, twins, triplexes and quadriplexes)
- The Planning and Zoning Commission did recommend approval at the December 7, 2023 meeting

Council member Kuehne asked if the Planning Commission saw the protest letters, advised yes, the one that was presented by Mr. Miller, but not the two that were received today from The Brown's and Ms. Gonzales.

With no additional questions, the public hearing was closed.

1.6	Public hearing to consider a request to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial "C" to Single Family Residential-6 "SF-6"
-----	--

Mayor Pearce opened the public hearing.

Becky Sims, City Secretary advised of the following:

- The applicant is asking for consideration in rezoning property from Commercial to Single Family Residential-6 "SF-6"
- The property is currently zoned Commercial.
- The area is characterized as mixed use. The property is surrounded by single family homes and commercial property.

- Staff mailed twenty-two (22) notices to property owners within 200 feet of the applicant's property, to date no letters have been received in protest, and one letter and two verbal approvals have been received in favor of the request.
- This area is described as Traditional Residential in the Comprehensive Plan intended for revitalizing part of town which embody some of the original characteristics of the older core areas of the City (e.g., gridded streets), but lack urban character.
- The Planning and Zoning Commission did recommend approval at the December 7, 2023 meeting

*With no questions the public hearing was closed.*

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on November 27, 2023.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from November 1, 2023-November 30, 2023
3.2	Discussion and possible action regarding October 2023 Investment Report

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

4.0	BOARDS/DEPARTMENT REPORTS
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*There were no department reports at this evening's meeting.*

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

*City Manager deGraffenried reviewed his report:*

*Hiring Process*                      *Filling the openings for two important City positions will be initiated this December. The Deputy Chief of Operations for the Fire Department has been advertised, and closed to new applicants, pending review and selection of a candidate. Chief Smith reports that a tentative interview date of December 13, 2023 has been identified. Although the applicant pool was small, staff believes several quality candidates exist. The Golf Course Manager position has been advertised, and closed to new applicants, pending review and selection of a candidate. Staff would like to include one Golf Association Board member and one Council member on the interview panel for the position. Staff is currently trying to finalize interview candidates and date.*

*Year-End*                              *Yvonne Moreno, Finance Director, reports that final financial entries have been made, with corresponding Budget amendments, for FY 2023. Staff is pleased to report that Revenues for the City exceeded expenses by approximately \$200,000.00. The City did experience some financial challenges in FY 2023 including impacts to water sales as a result of*

*drought and conservation; impacts to wholesale electric rates and particularly ancillary charges due to the cost of reliability and volatility in the market; and cost of materials and supply chain issues. Prior to auditor adjustments, typically for booking depreciation, staff will prepare a detailed report, including some non-operating statements, for review and comparison with Council. Staff should be able to complete the report for presentation at the first or second meeting in January.*

*Eclipse*

*Chief Smith conducted a successful table top meeting with staff on November 29, 2023 on details, resources and communication for the Solar Eclipse on April 8, 2024. The meeting generally followed protocols for the day of the event, and included several hypothetical incidents that staff was asked to provide input on. The result of the meeting included identification and timing of additional drills and roll call, as well as, more specific deployment of resources. Stacey Ybarra also reports that Travel Texas, the State tourism office, has been contacted and will be sharing information on the Lampasas sites for the eclipse.*

*Community Lunch*

*Chief Smith reports that between 400 and 500 people attended the annual Community Lunch at the Fire Department on December 4<sup>th</sup>. The event, organized by the Lampasas Fire Department, Volunteer Fire Department and the Police Department, is held as a community event to raise funds and collect toys for distribution. The byproduct is, of course, community fellowship during the holiday season. This year approximately 125 to 150 bags will be prepared helping about 400 kids in our community. The distribution will be held on December 16<sup>th</sup> at the Fire Department.*

*Staff*

*Staff is pleased to recognize the following employees who began their City of Lampasas careers in December: Shanda Subia, 17 years; Courtney Owens-Ramp, 1 year; and Yvonne Moreno, 26 years.*

5.2	MAYOR'S COMMENTS
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*As we close 2023, Mayor Pearce wanted to comment on how thankful he is to the various organizations in town, including the Girl Scouts that were in the audience this evening. He cited the following poem I Heard the Bells on Christmas Day by Henry Wadsworth Longfellow.*

*I heard the bells on Christmas Day  
Their old, familiar carols play,  
and mild and sweet  
The words repeat  
Of peace on earth, good-will to men!*

*And thought how, as the day had come,  
The belfries of all Christendom  
Had rolled along  
The unbroken song  
Of peace on earth, good-will to men!*

*Till ringing, singing on its way,  
The world revolved from night to day,  
A voice, a chime,  
A chant sublime*

---

Of peace on earth, good-will to men!

Then from each black, accursed mouth  
The cannon thundered in the South,  
And with the sound  
The carols drowned  
Of peace on earth, good-will to men!

It was as if an earthquake rent  
The hearth-stones of a continent,  
And made forlorn  
The households born  
Of peace on earth, good-will to men!

And in despair I bowed my head;  
"There is no peace on earth," I said;  
"For hate is strong,  
And mocks the song  
Of peace on earth, good-will to men!"

Then pealed the bells more loud and deep:  
"God is not dead, nor doth He sleep;  
The Wrong shall fail,  
The Right prevail,  
With peace on earth, good-will to men."

6.0	UNFINISHED BUSINESS
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*There was no unfinished business.*

7.0	NEW BUSINESS
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7.1	Discussion and possible action to consider approval, denial, or approval with modifications the Northington Creek Estates Preliminary Plat, described as parcel 8121, 48.13 acres, abstract 0042, John Burleson Survey, commonly known as 1206 Mills Street and parcels 8246, 8247, 8248, 31.83 acres, abstract 0042, John Burleson Survey, commonly known as 1705 E 4 <sup>th</sup> Street.
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*Council member Hernandez moved to approve the Northington Creek Estates Preliminary Plat, described as parcel 8121, 48.13 acres, abstract 0042, John Burleson Survey, commonly known as 1206 Mills Street and parcels 8246, 8247, 8248, 31.83 acres, abstract 0042, John Burleson Survey, commonly known as 1705 E 4<sup>th</sup> Street, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Morris absent)*

7.2	Discussion and possible action to consider vacating the Live Oak Acres Subdivision Plat described as 9.832 acres, LHW Johnson Survey, Lampasas, Texas Lampasas County that was approved in 1976.
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*Council member Keele moved to approve vacating the Live Oak Acres Subdivision Plat described as 9.832 acres, LHW Johnson Survey, Lampasas, Texas Lampasas County that was approved in 1976, the motion was seconded by Council member Hernandez and with a unanimous vote the motion carried. (Morris absent)*

7.3	Discussion and possible action to consider approval of a request to rezone property from Single Family Residential-6 ‘SF-6’ to Multi Family-2 “MF-2” (Apartments) for property described as lots 9-10-11-12, Block 5, Whites Addition on East Avenue J (FM 580) between Casbeer Street and White Street.
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*Council member Pratus moved to approve the first reading of an ordinance to rezone property from Single Family Residential-6 “SF-6” to Multi Family-2 “MF-2” (Apartments) for property described as lots 9-10-11-12, Block 5, Whites Addition on East Avenue J (FM 580) between Casbeer Street and White Street, the motion was seconded by Council member Hernandez and with a unanimous vote the motion carried. (Morris absent)*

7.4	Discussion and possible action to consider a request to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6”
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*Council member Hernandez moved to approve the first reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)*

7.5	Discussion and possible action to engage Viking Film Works for professional photos and videos to promote and market Lampasas on various social media platforms at a shared cost in the amount of \$2500 with Lampasas Economic Development Corporation.
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*Council member Pratus moved to engage Viking Film Works for professional photos and videos to promote and market Lampasas on various social media platforms at a shared cost in the amount of \$2500 with Lampasas Economic Development Corporation, conditionally upon LEDC approval, the motion was seconded by Council member Williamson. Mayor Pearce opened the floor for questions.*

*Council member Hernandez inquired about the purpose of having professional pictures. Ms. Ybarra advised of the quality and marketing opportunities. Most of the picture we use today are stock and this provides us the opportunity to capture working trades, business professionals, unique characteristics of Lampasas to promote on various social media platforms. Mr. Hernandez inquired as to who else was contracted, Ms. Ybarra advised Sound Cloud and colleague from Salado.*

*With no additional questions Mayor Pearce called for a vote, with Council member Hernandez in opposition, the motion carried. (Morris absent)*

7.6	Discuss and consider a mutual aid agreement between the City of Lampasas and American Public Power Association, Inc.
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*Council member Keele moved to approve the mutual aid agreement between the City of Lampasas and American Public Power Association, Inc., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris Absent)*

7.7	Discussion and possible action regarding selection of qualified contractor to design and install landscape features and irrigation at the Calvert Municipal Building.
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*Council member Pratus moved to allow staff to negotiate project scope, to include schedule and deliverables with Wrights Green and Clean, the sole, but qualified contractor for the Landscape Design and Installation Project at*

the Calvert Municipal Building and bring negotiated scope back to Council for consideration, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Morris absent)

Adjourn into Executive Session Council member Pratus moved to adjourn into executive session at 6:55 p.m., the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Morris 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	EXECUTIVE SESSION ITEMS
8.1	Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and other legal matters related to items posted on the Council's agenda, if any.
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Adjourn executive session and reconvene Regular Session

Mayor & Council reconvened regular session at 7:50 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 from items discussed during Executive Session

Adjourn- Council member Pratus moved to adjourn the meeting at 7:50 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Morris absent)

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

\_\_\_\_\_  
Herb Pearce, Mayor

ATTEST

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

# Solar Eclipse Town Hall Debrief

## Summary:

On Wednesday, December 13, 2023 the City of Lampasas, Chamber of Commerce, and Emergency Management Personnel hosted a Solar Eclipse Town Hall Meeting to provide citizens with information regarding Community Planning and to provide opportunity for citizens to provide insight, suggestions and comments.

The meeting was advertised to the community via the city website, city social media outlets, Lampasas Radio and the Chamber of Commerce website.

## ***Participation/Representation***

- a. City Council
- b. City of Lampasas Staff
- c. Lampasas Chamber of Commerce
- d. Judge Hoyer
- e. Wesley Alexander, Hamilton EMS
- f. Media Coverage- Lampasas Dispatch Record)
- g. Citizens (approximately 80)

## ***Discussion Points***

- Communication
  - Town Halls
  - Social Media
  - Roundtable Groups
  - News Outlets
  - Share information with neighbors
    - Buddy System
  - 911 vs non-Emergency
  - Landlines
  - 2-Way Radios
  - Local Radio Station
- Collaboration/Coordination with Entities
  - EMS
  - County/City
  - Chamber
  - TXDOT
  - TDEM
  - CTCOG
  - DPS
- Planning Tools/Resources
  - Business Roundtables

# Solar Eclipse Town Hall Debrief

- Ministerial Alliance
- Church Families
- Logistics
  - Street Closures
    - Along Key Avenue
    - Highway 190 at 4<sup>th</sup> Street
    - Traffic Signal Adjustment on Key Avenue
    - Message Boards
  - Congestion
    - Traffic Flow
      - Passing through town
  - Event Safety
  - Staff availability
    - utility vehicles
- Training/Preparedness
  - Table Top Exercises
  - Outside Resources
  - Additional Staff
  - Possibly offering a temporary workers/volunteer board for citizen events
  - Quadrants
- Supply Readiness
  - Essentials
  - Medicines
  - Supply chains are prepared
- Solar Eclipse Website
  - Event Form
  - List of Events/Happenings
    - Advertisement and Emergency Response
  - FAQ
- Businesses
  - Adjust Hours/Staffing
  - Extra Supplies
    - Possibly additional storage areas
  - Transactions- Cash vs. Credit Cards (internet)
  - Food Prep/Limited Menu
  - Preorder eclipse merchandise to sell.
  - Public Restroom Availability

## Walkaways/Citizen Comments

- Services on West Side of Town/Stations

# Solar Eclipse Town Hall Debrief

- 911 Availability
- Staff to handle increased call volume to dispatchers
- Phone service/text options
- Naruna Road Bridge
- Golf Course
- Possibly use business message boards along Key Avenue
- Tuesday, April 9- School Closure?
- Price gouging
  - Possibly Declared Natural Disaster?

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

\_\_\_\_\_  
Herb Pearce, Mayor

ATTEST

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

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City Manager

ITEM NO. 3.1

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

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**Subject:**

Discussion and Possible Action regarding purchases and charges in excess of \$4,000 from December 1, 2023 to December 31, 2023.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 2, 2024

For the Agenda of: January 8, 2024

**Procurement and Funding Statement:**

N/A

Attachments: A/P History Check Report

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**Summary Statement:**

The Check History Report presents the detail of individual charges and amounts for all checks over \$4,000 for the period of December 1, 2023 to December 31, 2023.

**Recommendation:**

Motion to approve by consent.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
56260	LOWER COLORADO RIVER AUTHORITY							
I-EW710841788959	NOVEMBER ELECTRIC	E	12/20/2023	511,190.85		000121		511,190.85
27050	IRS-PAYROLL TAXES							
I-T1 202311308380	FEDERAL WITHHOLDING	D	12/01/2023	24,120.10		000211		
I-T3 202311308380	FICA TAX	D	12/01/2023	32,626.48		000211		
I-T4 202311308380	MEDICARE TAX	D	12/01/2023	7,630.38		000211		64,376.96
84250	TEXAS MUNICIPAL RETIREMENT SYS							
I-TMR202311028371	RETIREMENT CONTRIBUTIONS	D	12/05/2023	62,976.93		000213		
I-TMR202311028372	RETIREMENT CONTRIBUTIONS	D	12/05/2023	1,336.23		000213		
I-TMR202311168376	RETIREMENT CONTRIBUTIONS	D	12/05/2023	61,970.37		000213		
I-TMR202311168377	RETIREMENT CONTRIBUTIONS	D	12/05/2023	27,403.97		000213		
I-TMR202311178378	RETIREMENT CONTRIBUTIONS	D	12/05/2023	957.72		000213		154,645.22
27050	IRS-PAYROLL TAXES							
C-T1 202311178379	FEDERAL WITHHOLDING	D	12/15/2023	125.49CR		000214		
I-T1 202312148385	FEDERAL WITHHOLDING	D	12/15/2023	21,209.01		000214		
I-T3 202312148385	FICA TAX	D	12/15/2023	30,256.16		000214		
I-T4 202312148385	MEDICARE TAX	D	12/15/2023	7,076.18		000214		58,415.86
27050	IRS-PAYROLL TAXES							
I-T1 202312298386	FEDERAL WITHHOLDING	D	12/29/2023	20,926.20		000215		
I-T3 202312298386	FICA TAX	D	12/29/2023	30,069.64		000215		
I-T4 202312298386	MEDICARE TAX	D	12/29/2023	7,032.40		000215		58,028.24
01344	CORE & MAIN LP							
I-T722921	6" RADIO READ METER	R	12/01/2023	7,851.88		174419		
I-T898117	WATER APPURTENANCES	R	12/01/2023	209.51		174419		
I-T934208	3" GATE VALVE MJ X FLG	R	12/01/2023	1,204.80		174419		
I-T951837	6X2 TAP PLUG	R	12/01/2023	144.86		174419		
I-T957809	BOLT AND FLG KIT	R	12/01/2023	54.20		174419		9,465.25
49400	LAMPASAS CENTRAL APPR DIST							
I-12012023	1ST QUARTER PYMNT	R	12/01/2023	13,034.32		174431		13,034.32
02501	SHI GOVERNMENT SOLUTIONS							
I-GB00508470	MICROSOFT OFFICE 2021 STD	R	12/01/2023	4,359.00		174449		4,359.00
82300	TECHLINE, INC							
I-134560904	LINE MATERIAL	R	12/01/2023	348.00		174455		
I-134701500	TRANSFORMERS	R	12/01/2023	3,507.00		174455		
I-134701600	TRANSFORMERS	R	12/01/2023	4,455.00		174455		8,310.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
42313	TYLER TECHNOLOGIES DIVISION							
C-025445088	ANNUAL MAINTENANCE	R	12/01/2023	6,244.02CR		174460		
I-025433139	ANNUAL MAINTENANCE	R	12/01/2023	59,420.26		174460		53,176.24
01344	CORE & MAIN LP							
I-T956916	.75 WATER METERS	R	12/05/2023	6,000.00		174469		6,000.00
02860	FUELMAN							
I-NP65469225	FUELMAN	R	12/05/2023	9,796.58		174471		9,796.58
35299	HACH COMPANY							
I-13818239	NITRITE CHEMKEYS	R	12/05/2023	630.79		174475		
I-13819994	ANNUAL MAINT AGREEMENT	R	12/05/2023	24,230.00		174475		24,860.79
02976	WASTE CONNECTIONS							
I-2894642V165	CITIZENS CENTER	R	12/05/2023	480.83		174486		
I-2894642V165*	CITIZENS STATION	R	12/05/2023	1,015.67		174486		
I-2894643V165	RECYCLE CENTER	R	12/05/2023	416.83		174486		
I-2894643v165*	RECYCLE CENTER	R	12/05/2023	806.45		174486		
I-2904576V165	COMMERCIAL SOLID WASTE	R	12/05/2023	64,535.66		174486		67,255.44
03376	PRINCIPAL LIFE INSURANCE COMPA							
I-202312058383	PRINCIPAL LIFE INSURANCE COMPA	R	12/05/2023	309.30		174507		
I-DN1202311168376	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2023	787.13		174507		
I-DN2202311308380	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2023	777.30		174507		
I-GDC202311308380	DENTAL INSURANCE PREMIUM	R	12/05/2023	1,073.00		174507		
I-GDE202311308380	DENTAL INSURANCE PREMIUM	R	12/05/2023	1,069.50		174507		
I-GDF202311308380	DENTAL INSURANCE PREMIUM	R	12/05/2023	1,450.75		174507		
I-GDS202311308380	DENTAL INSURANCE PREMIUM	R	12/05/2023	565.76		174507		
I-GVC202311308380	VISION INSURANCE PREMIUM	R	12/05/2023	157.78		174507		
I-GVE202311308380	VISION INSUR PREMIUM	R	12/05/2023	236.88		174507		
I-GVF202311308380	VISION INSURANCE PREMIUM	R	12/05/2023	243.88		174507		
I-GVS202311308380	VISION INSURANCE PREMIUM	R	12/05/2023	108.32		174507		
I-VS1202311168376	EMPLOYEE SHARE HEALTH PLAN	R	12/05/2023	91.52		174507		
I-VS2202311308380	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2023	90.62		174507		6,961.74
17865	COLONIAL LIFE & ACCIDENT							
C-12042023	ADJUSTMENT COLTON BAKER	R	12/05/2023	32.69CR		174522		
I-AC1202311168376	ACCIDENT INSURANCE	R	12/05/2023	446.57		174522		
I-AC2202311308380	ACCIDENT INSURANCE	R	12/05/2023	446.63		174522		
I-AC3202311168376	ACCIDENT INSURANCE	R	12/05/2023	826.58		174522		
I-AC3202311308380	ACCIDENT INSURANCE	R	12/05/2023	859.27		174522		
I-CN1202311168376	CANCER INSURANCE	R	12/05/2023	292.48		174522		
I-CN2202311308380	CANCER INSURANCE	R	12/05/2023	292.52		174522		
I-HO1202311168376	HOSPITAL INCOME PREMIUM	R	12/05/2023	0.01		174522		
I-HO3202311168376	HOSPITAL INCOME - PRETAX	R	12/05/2023	145.49		174522		
I-HO3202311308380	HOSPITAL INCOME - PRETAX	R	12/05/2023	145.49		174522		
I-LF3202311308380	UNIV/COL LIFE AFTER TAX	R	12/05/2023	373.42		174522		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-LF7202311168376	NON-PRETAX LIFE INSURANCE	R	12/05/2023	373.47		174522		
I-LF8202311168376	AFTER TAX COLONIAL PRODUCTS	R	12/05/2023	1,466.14		174522		
I-LF8202311308380	AFTER TAX COLONIAL PRODUCTS	R	12/05/2023	1,466.14		174522		
I-LP1202311168376	PRETAX LPSD DISABILITY	R	12/05/2023	0.01		174522		
I-LP3202311168376	LPSD DISABILITY AFTERTAX	R	12/05/2023	44.17		174522		
I-LP3202311308380	LPSD DISABILITY AFTERTAX	R	12/05/2023	44.17		174522		7,189.87
74775	SCOTT & WHITE HEALTH PLAN							
I-202312058384	SCOTT & WHITE HEALTH PLAN	R	12/05/2023	8,162.07		174524		
I-CCC202311308380	HEALTH INSURANCE PREMIUM	R	12/05/2023	8,229.10		174524		
I-CCE202311308380	HEALTH INSURANCE PREMIUM	R	12/05/2023	11,236.15		174524		
I-CCF202311308380	HEALTH INSURANCE PREMIUMS	R	12/05/2023	4,111.36		174524		
I-CCS202311308380	HEALTH INSURANCE PREMIUM	R	12/05/2023	3,674.96		174524		
I-HE1202311308380	HEALTH INSURANCE PREMIUM	R	12/05/2023	6,593.34		174524		
I-HEA202311168376	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2023	13,128.56		174524		
I-HEA202311308380	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2023	105.67		174524		
I-HEC202311308380	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2023	12,941.92		174524		
I-HT1202311308380	CITY HEALTH INSURANCE	R	12/05/2023	17,526.60		174524		
I-HID202311308380	CITY HEALTH INSURANCE	R	12/05/2023	21,103.46		174524		
I-HIE202311308380	EMPLOYEE CITY HEALTH CONTRIB	R	12/05/2023	27,437.40		174524		134,250.59
02976	WASTE CONNECTIONS							
I-2904577V165	RESIDENTIAL SOLID WASTE	R	12/08/2023	54,090.52		174547		54,090.52
52200	LAMPASAS PUBLIC UTILITIES							
I-11302023	NOVEMBER 2023	R	12/08/2023	29,540.80		174576		29,540.80
02754	MASTERCARD							
I-01357J	COUNCIL DINNER	R	12/08/2023	95.59		174591		
I-01485J	LICENSE FEE	R	12/08/2023	113.75		174591		
I-01562J	EMPLOYEE APPRECIATION	R	12/08/2023	100.00		174591		
I-01584J	DRUG SCREEN - YOHO	R	12/08/2023	50.00		174591		
I-01641J	MOWER PARTS	R	12/08/2023	651.41		174591		
I-01788J	Cards for Christmas Party	R	12/08/2023	2.17		174591		
I-02063J	UTILITY DEPT LUNCH	R	12/08/2023	51.92		174591		
I-02539J	CHRISTMAS DECORATIONS	R	12/08/2023	117.20		174591		
I-02760J	MASTERCARD	R	12/08/2023	90.06		174591		
I-03173J	LICENSE FEE	R	12/08/2023	113.75		174591		
I-10052023	AWARD NOMINATION - SMITH	R	12/08/2023	60.00		174591		
I-11032023	SMITH TGL POLICE TRAININ	R	12/08/2023	125.00		174591		
I-11092023	SOLAR ECLIPSE FACEBOOK AD	R	12/08/2023	75.00		174591		
I-11142023	ECLIPSE GLASSES, CRICUT	R	12/08/2023	1,026.87		174591		
I-11242023	Solar Eclipse Facebook Ad	R	12/08/2023	75.36		174591		
I-11252023	Solar Eclipse Facebook Ad	R	12/08/2023	75.00		174591		
I-11272023	MEMBERSHIP DUES	R	12/08/2023	190.00		174591		
I-12062023	WEBSITE STOCK IMAGES	R	12/08/2023	29.00		174591		
I-13123903	TROPHIES FOR PARTY	R	12/08/2023	38.96		174591		
I-220301120	CODY (3) LONG SLEEVE SHIR	R	12/08/2023	194.85		174591		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-26239789	MASTERCARD	R	12/08/2023	326.76		174591		
I-453838A	REZA HOTEL FOR TRAINING	R	12/08/2023	458.36		174591		
I-7010	MASTERCARD	R	12/08/2023	500.00		174591		
I-87702964	MASTERCARD	R	12/08/2023	326.76		174591		
I-975355A	HOTEL /CONFERENCE	R	12/08/2023	403.10		174591		
I-DS001242285	DROPSEND LITE	R	12/08/2023	45.00		174591		
I-J80760	1" GALV PLUG	R	12/08/2023	3.49		174591		
I-U39201	PORTLAND CEMENT	R	12/08/2023	92.88		174591		5,432.24
87700	TML INTERGOVERNMENTAL RISK POO							
I-2994 12012023	ADDITIONAL WORKERS COMP	R	12/08/2023	4,344.76		174597		4,344.76
01680	ECKERMANN ENGINEERING INC							
I-2169	AVE G RDWY EXT	R	12/14/2023	5,200.00		174639		5,200.00
47585	KEMPNER WATER SUPPLY CORP							
I-10312023*	WATER FOR OCTOBER	R	12/14/2023	101,227.63		174659		101,227.63
47585	KEMPNER WATER SUPPLY CORP							
I-11302023	DEBT SERVICE TO KWSC	R	12/14/2023	19,146.97		174660		19,146.97
47585	KEMPNER WATER SUPPLY CORP							
I-11302023*	WATER USAGE NOV	R	12/14/2023	107,194.36		174661		107,194.36
01488	LAW OFFICES OF JO-CHRISTY BROW							
I-29868	GENERAL MATTERS/ OCT	R	12/14/2023	4,427.50		174665		
I-29869	GENERAL MATTERS/NOV	R	12/14/2023	1,627.50		174665		6,055.00
03650	SILSBEE TOYOTA							
I-29948F	PLANT OPS TRUCK	R	12/14/2023	49,751.00		174675		49,751.00
03563	STUDIO 16:19,LLC							
I-2291410	WAYFINDING	R	12/14/2023	4,450.40		174677		4,450.40
03659	TPG PRESSURE, INC							
I-CD99012708	190 INJ VAULT TAP REPAIRS	R	12/14/2023	10,532.00		174683		10,532.00
03406	WELLS FARGO FINANCIAL LEASING							
I-5027720029	MOWER LEASE	R	12/14/2023	2,750.00		174689		
I-5027720030	MOWER LEASE	R	12/14/2023	1,470.00		174689		4,220.00
45820	JIM HOFFPAUIR INC							
I-90371	OIL CK, CHANGE, TIRE CHNG	R	12/20/2023	5,180.09		174705		5,180.09

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02209	JONES-HEROY & ASSOCIATES INC							
I-20495	TRENCH BURNER	R	12/20/2023	2,940.00		174706		
I-20496	NORTHINGTON CRK ESTATES	R	12/20/2023	3,921.25		174706		
I-20497	WWTP PERMIT RENEWAL '24	R	12/20/2023	438.75		174706		7,300.00
01488	LAW OFFICES OF JO-CHRISTY BROW							
I-29866	GENERAL MATTERS/AUGUST	R	12/21/2023	4,025.00		174722		
I-29867	GENERAL MATTERS/SEPT	R	12/21/2023	5,057.50		174722		9,082.50

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	28	767,408.09	0.00	767,408.09
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	335,466.28	0.00	335,466.28
EFT:	1	511,190.85	0.00	511,190.85
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: FSB	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			33	1,614,065.22	0.00	1,614,065.22
BANK: FSB	TOTALS:		33	1,614,065.22	0.00	1,614,065.22
REPORT TOTALS:			33	1,614,065.22	0.00	1,614,065.22

  
City ManagerITEM NO. 3.2

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

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**Subject:** Discussion and possible action on the Receipt of the Monthly Investment Report for November 2023

Requested By: Yvonne Moreno, Finance Director  
Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 3, 2024                      For the Agenda of: January 8, 2024

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

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The weighted average maturity of City investments is 7 day(s).

The City's yield to maturity is 4.353

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$1,972,588.62	7.81%
TexStar	\$1,729,792.12	6.85%
Bancorp South	\$12,269,067.41	48.57%
Money Market	\$3,241,478.87	12.83%
Frost Bank	\$4,047,056.31	16.02%
Federal Agency Coupon Securities	\$2,000,000.00	7.92%

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**Recommendation:** Motion to approve by consent.



MONTHLY INVESTMENT REPORT

# City of Lampasas

NOVEMBER 30, 2023



**MEEDER**

PUBLIC FUNDS  
PATTERSON GROUP

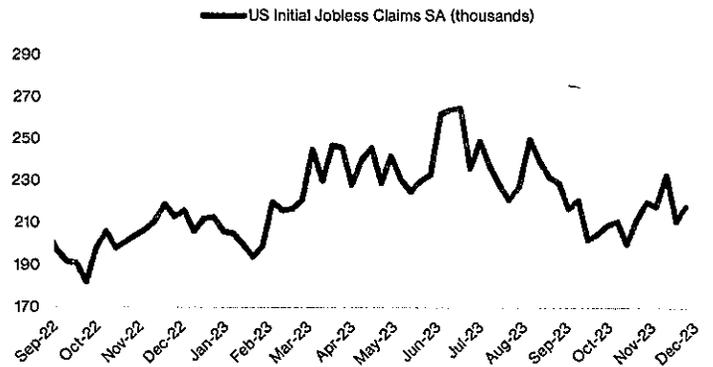
## A Fed Pause Turn Into a Fed Pivot?

In November, the Federal Open Market Committee unanimously voted to leave rates unchanged for the second consecutive meeting, leaving the target range for the federal funds rate at 5.25% - 5.50%. Chairman Jerome Powell messaged throughout the month that it is too early to declare an end to rate hikes, much less to speculate when rate cuts will happen. Powell cautioned that "It would be premature to conclude with confidence that we have achieved a sufficiently restrictive stance, or to speculate on when policy might ease". However, markets still expect rate cuts in 2024 as yields moved lower during the month.

The labor market continues to soften, leading markets to believe we are at the end of the rate hiking cycle. The October US Employment report was softer than expected, showing that the US economy added 150,000 jobs during the month compared to 336,000 in the prior month. Year-over-year wage increases continue to slow, now down to 4.1%, the lowest reading since July 2021. Even though the labor force continues to grow, average hours worked have stalled and are back to pre-pandemic levels. Jobless claims continue to grind higher, and the unemployment rate ticked up to 3.9% from 3.8% previously.

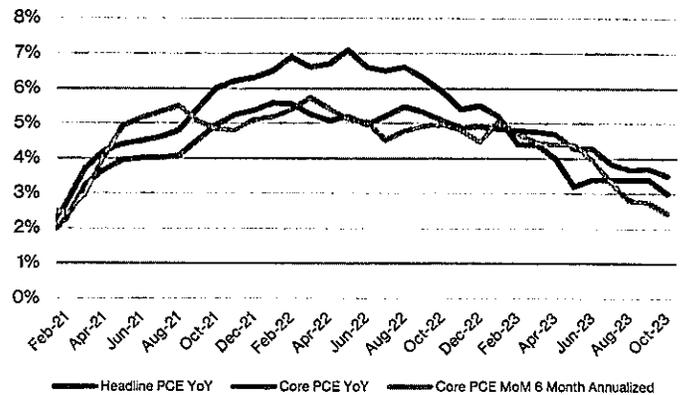
Inflation data continues to weaken as well. The core Personal Consumption Expenditures (PCE) Index, the Federal Reserve's preferred measure of price inflation, continues to moderate. Data from October showed that inflation slowed to an annual pace of 3.5%, the lowest level since August 2021. Month-over-month, the index increased by just 0.16%, and annualizing the last 6 monthly increases shows consumer prices are increasing at a rate of 2.44%, within striking distance of the Federal Reserve's target.

**Jobless Claims Increasing**



SOURCE: BLOOMBERG

**Inflation Trending Lower**



SOURCE: BLOOMBERG

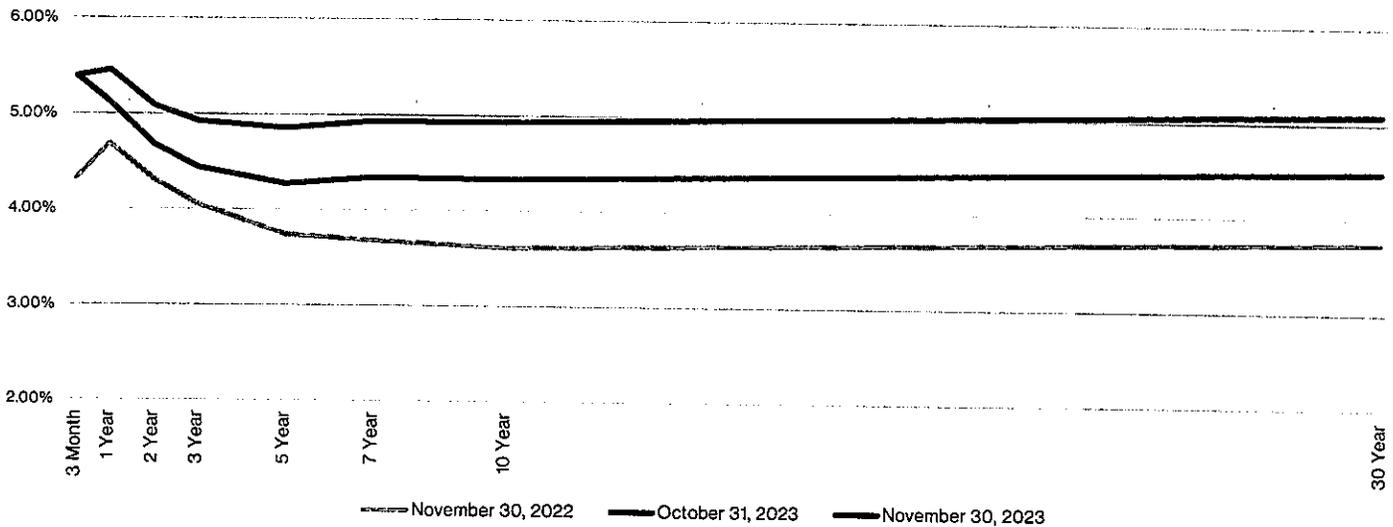
## Rates Retreat from October Highs



We are getting closer to the end of the Federal Reserve's historic rate hiking cycle, and markets continue to price in a more aggressive pace of rate cuts. At the end of October, markets were pricing in nearly three rate cuts in 2024. By the end of November, markets had priced in another two rate cuts for a total of five by the end of 2024. This shift in market expectations for monetary policy prompted the 2-year treasury yield to decline by 0.41% to 4.68%. Likewise, long-term bond yields also decreased, as the 10-year treasury yield declined by 0.60% to 4.33%. The spread between the 2-year and 10-year treasury yield decreased by 0.20% to -0.36%, keeping the curve inverted and signaling lower policy rates ahead.

We will continue to look to add value by picking up incremental yield on high-quality bonds. Rates are still near historic levels not seen since 2007, making this a very attractive time to buy longer maturities and lock in yields.

### US Treasury Yield Curve



# Your Portfolio

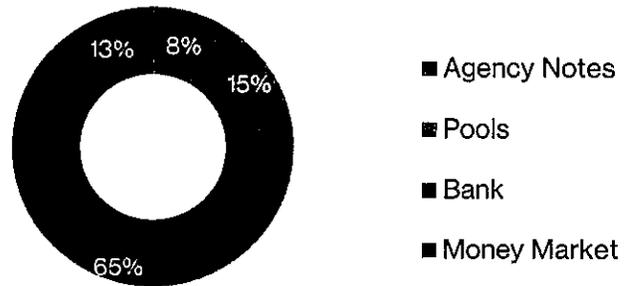
As of November 30, 2023



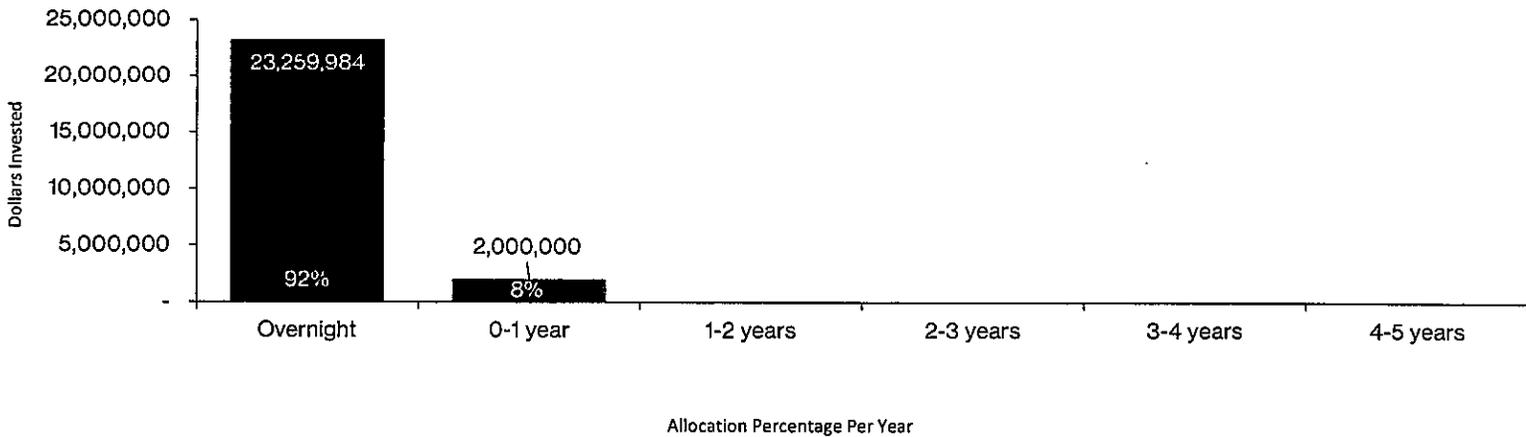
## Your Portfolio Statistics

Weighted Average Maturity 0.01 years  
Weighted Average Yield (All Funds) 4.27%

## Your Asset Allocation



## Your Maturity Distribution





**City of Lampasas, Texas  
Portfolio Management  
Portfolio Summary  
November 30, 2023**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Federal Agency Coupon Securities	2,000,000.00	1,998,026.96	2,000,000.00	7.92	548	12	2.500
Bancorp South	12,269,067.41	12,269,067.41	12,269,067.41	48.57	1	1	5.364
Texpool/Texpool Prime	1,972,588.62	1,972,588.62	1,972,588.62	7.81	1	1	5.382
TexStar	1,729,792.12	1,729,792.12	1,729,792.12	6.85	1	1	5.331
Frost Bank	4,047,056.31	4,047,056.31	4,047,056.31	16.02	1	1	0.000
Money Market	3,241,478.87	3,241,478.87	3,241,478.87	12.83	1	1	5.280
<b>Investments</b>	<b>25,259,983.33</b>	<b>25,258,010.29</b>	<b>25,259,983.33</b>	<b>100.00%</b>	<b>44</b>	<b>2</b>	<b>4.266</b>

Total Earnings	November 30 Month Ending	Fiscal Year To Date
Current Year	90,147.02	179,046.29

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the City of Lampasas, Texas of the position and activity within the City's portfolio of investment. The reports include a management summary overview, a detailed inventory report for the end of the period a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

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Yvonne Moreno, Finance Director

Reporting period 11/01/2023-11/30/2023  
Data Updated: SET\_LAMP: 12/28/2023 11:17  
Run Date: 12/28/2023 - 11:17

Portfolio LAMP  
AP  
PM (PRF\_PM1) 7.3.0  
Report Ver. 7.3.6.1



**City of Lampasas, Texas**  
**Summary by Type**  
**November 30, 2023**  
**Grouped by Fund**

Meeder Public Funds  
 901 S. MoPac  
 Suite 300  
 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Cash</b>						
Bancorp South	3	10,167,262.29	10,167,262.29	40.25	5.500	1
Federal Agency Coupon Securities	1	2,000,000.00	2,000,000.00	7.92	2.500	12
Money Market	3	3,241,478.87	3,241,478.87	12.83	5.280	1
Texpool/Texpool Prime	1	1,891,353.74	1,891,353.74	7.49	5.372	1
<b>Subtotal</b>	<b>8</b>	<b>17,300,094.90</b>	<b>17,300,094.90</b>	<b>68.49</b>	<b>5.098</b>	<b>2</b>
<b>Fund: Cert. of Obligation 2018</b>						
Texpool/Texpool Prime	1	81,234.88	81,234.88	0.32	5.614	1
<b>Subtotal</b>	<b>1</b>	<b>81,234.88</b>	<b>81,234.88</b>	<b>0.32</b>	<b>5.614</b>	<b>1</b>
<b>Fund: Electric</b>						
Bancorp South	1	426,305.66	426,305.66	1.69	5.500	1
Frost Bank	1	4,047,056.31	4,047,056.31	16.02	0.000	1
TexStar	1	1,729,792.12	1,729,792.12	6.85	5.331	1
<b>Subtotal</b>	<b>3</b>	<b>6,203,154.09</b>	<b>6,203,154.09</b>	<b>24.56</b>	<b>1.864</b>	<b>1</b>
<b>Fund: LEDC</b>						
Bancorp South	2	1,336,478.35	1,336,478.35	5.29	4.250	1
<b>Subtotal</b>	<b>2</b>	<b>1,336,478.35</b>	<b>1,336,478.35</b>	<b>5.29</b>	<b>4.250</b>	<b>1</b>
<b>Fund: Seizures</b>						
Bancorp South	2	43,533.60	43,533.60	0.17	5.500	1
<b>Subtotal</b>	<b>2</b>	<b>43,533.60</b>	<b>43,533.60</b>	<b>0.17</b>	<b>5.500</b>	<b>1</b>
<b>Fund: Trust</b>						
Bancorp South	2	77,631.69	77,631.69	0.31	5.500	1
<b>Subtotal</b>	<b>2</b>	<b>77,631.69</b>	<b>77,631.69</b>	<b>0.31</b>	<b>5.500</b>	<b>1</b>
<b>Fund: Water</b>						

City of Lampasas, Texas  
 Summary by Type  
 November 30, 2023  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Water</b>						
Bancorp South	2	217,855.82	217,855.82	0.86	5.500	1
<b>Subtotal</b>	<b>2</b>	<b>217,855.82</b>	<b>217,855.82</b>	<b>0.86</b>	<b>5.500</b>	<b>1</b>
<b>Total and Average</b>	<b>20</b>	<b>25,259,983.33</b>	<b>25,259,983.33</b>	<b>100.00</b>	<b>4.266</b>	<b>2</b>



City of Lampasas, Texas  
Fund CASH - Cash  
Investments by Fund  
November 30, 2023

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Federal Agency Coupon Securities</b>										
3130ASAN9	10063	FHLB Call Note	06/13/2022	2,000,000.00	2,000,000.00	1,998,026.96	2.500	2.465	2.500	12/13/2023 12
<b>Subtotal and Average</b>				<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>1,998,026.96</b>		<b>2.466</b>	<b>2.500</b>	<b>12</b>
<b>Bancorp South</b>										
0474	10004	Bancorp South	09/01/2014	10,136,986.84	10,136,986.84	10,136,986.84	5.500	5.424	5.500	1
3213	10006	Bancorp South	09/01/2014	333.37	333.37	333.37	5.500	5.424	5.500	1
4187	10007	Bancorp South	09/01/2014	29,942.08	29,942.08	29,942.08	5.500	5.424	5.500	1
<b>Subtotal and Average</b>				<b>10,167,262.29</b>	<b>10,167,262.29</b>	<b>10,167,262.29</b>		<b>5.425</b>	<b>5.500</b>	<b>1</b>
<b>Texpool/Texpool Prime</b>										
14103	10000	Texpool	09/01/2014	1,891,353.74	1,891,353.74	1,891,353.74	5.372	5.298	5.372	1
<b>Subtotal and Average</b>				<b>1,891,353.74</b>	<b>1,891,353.74</b>	<b>1,891,353.74</b>		<b>5.299</b>	<b>5.372</b>	<b>1</b>
<b>Money Market</b>										
5001632	10023	Austin Capital Bank MM	01/29/2015	0.00	0.00	0.00				1
XXXX579A	10058	Lone Star Capital Bank ICS	07/12/2021	3,241,478.87	3,241,478.87	3,241,478.87	5.280	5.207	5.280	1
4001579A	10059	Lone Star Capital Bank MM	07/12/2021	0.00	0.00	0.00				1
<b>Subtotal and Average</b>				<b>3,241,478.87</b>	<b>3,241,478.87</b>	<b>3,241,478.87</b>		<b>5.208</b>	<b>5.280</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>17,300,094.90</b>	<b>17,300,094.90</b>	<b>17,296,121.96</b>		<b>5.028</b>	<b>5.096</b>	<b>2</b>

Run Date: 12/28/2023 - 11:22

Portfolio LAMP  
AP  
Ft (PRF\_Ft) 7.1.1  
Report Ver. 7.3.6.1

**Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
November 30, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool/Texpool Prime</b>										
14103A	10041	Texpool Prime	11/08/2016	81,234.88	81,234.88	81,234.88	5.614	5.536	5.613	1
<b>Subtotal and Average</b>				<b>81,234.88</b>	<b>81,234.88</b>	<b>81,234.88</b>		<b>5.537</b>	<b>5.614</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>81,234.88</b>	<b>81,234.88</b>	<b>81,234.88</b>		<b>5.537</b>	<b>5.614</b>	<b>1</b>

Fund ELEC - Electric  
Investments by Fund  
November 30, 2023

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0672	10005	Bancorp South	09/01/2014	426,305.66	426,305.66	426,305.66	5.500	5.424	5.500	1
<b>Subtotal and Average</b>				<b>426,305.66</b>	<b>426,305.66</b>	<b>426,305.66</b>		<b>5.425</b>	<b>5.500</b>	<b>1</b>
<b>TexStar</b>										
17390	10001	TexStar	09/01/2014	1,729,792.12	1,729,792.12	1,729,792.12	5.331	5.257	5.330	1
<b>Subtotal and Average</b>				<b>1,729,792.12</b>	<b>1,729,792.12</b>	<b>1,729,792.12</b>		<b>5.258</b>	<b>5.331</b>	<b>1</b>
<b>Frost Bank</b>										
1732110	10022	Frost Bank Public Checking	01/20/2015	4,047,056.31	4,047,056.31	4,047,056.31				1
<b>Subtotal and Average</b>				<b>4,047,056.31</b>	<b>4,047,056.31</b>	<b>4,047,056.31</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>6,203,154.09</b>	<b>6,203,154.09</b>	<b>6,203,154.09</b>		<b>1.839</b>	<b>1.864</b>	<b>1</b>

Fund LEDC - LEDC  
Investments by Fund  
November 30, 2023

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1092	10002	Bancorp South	09/01/2014	1,169,708.83	1,169,708.83	1,169,708.83	4.250	4.191	4.250	1
2363	10003	Bancorp South	09/01/2014	166,769.52	166,769.52	166,769.52	4.250	4.191	4.250	1
<b>Subtotal and Average</b>				<b>1,336,478.35</b>	<b>1,336,478.35</b>	<b>1,336,478.35</b>	<b>4.192</b>	<b>4.250</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>1,336,478.35</b>	<b>1,336,478.35</b>	<b>1,336,478.35</b>	<b>4.192</b>	<b>4.250</b>		<b>1</b>

**Fund SEIZ - Seizures  
Investments by Fund  
November 30, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0763	10008	Bancorp South	09/01/2014	43,530.62	43,530.62	43,530.62	5.500	5.424	5.500	1
1999	10009	Bancorp South	09/01/2014	2.98	2.98	2.98				1
<b>Subtotal and Average</b>				<b>43,533.60</b>	<b>43,533.60</b>	<b>43,533.60</b>		<b>5.424</b>	<b>5.500</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>43,533.60</b>	<b>43,533.60</b>	<b>43,533.60</b>		<b>5.424</b>	<b>5.500</b>	<b>1</b>

**Fund TRUST - Trust  
Investments by Fund  
November 30, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
6349	10010	Bancorp South	09/01/2014	46,003.54	46,003.54	46,003.54	5.500	5.424	5.500	1
6348	10011	Bancorp South	09/01/2014	31,628.15	31,628.15	31,628.15	5.500	5.424	5.500	1
<b>Subtotal and Average</b>				<b>77,631.69</b>	<b>77,631.69</b>	<b>77,631.69</b>	<b>5.425</b>	<b>5.500</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>77,631.69</b>	<b>77,631.69</b>	<b>77,631.69</b>	<b>5.425</b>	<b>5.500</b>		<b>1</b>

**Fund WATER - Water  
Investments by Fund  
November 30, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1639	10012	Bancorp South	09/01/2014	217,721.74	217,721.74	217,721.74	5.500	5.424	5.500	1
0482A	10065	Bancorp South	06/08/2022	134.08	134.08	134.08	5.500	5.424	5.500	1
<b>Subtotal and Average</b>				<b>217,855.82</b>	<b>217,855.82</b>	<b>217,855.82</b>	<b>5.425</b>	<b>5.600</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>217,855.82</b>	<b>217,855.82</b>	<b>217,855.82</b>	<b>5.425</b>	<b>5.500</b>		<b>1</b>



**City of Lampasas, Texas**  
**Cash Reconciliation Report**  
 For the Period November 1, 2023 - November 30, 2023  
 Grouped by Fund

Meeder Public Funds  
 901 S. MoPac  
 Suite 300  
 Austin, TX 78746

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Cash</b>											
11/22/2023	10062	CASH	Interest	3130APPM1	4,000,000.00	FHLBC 4.0M 0.55% Mat. 11/22/2023	11/22/2023	0.00	11,000.00	0.00	11,000.00
11/22/2023	10062	CASH	Maturity	3130APPM1	4,000,000.00	FHLBC 4.0M 0.55% Mat. 11/22/2023	11/22/2023	0.00	0.00	4,000,000.00	4,000,000.00
<b>Subtotal</b>								<b>0.00</b>	<b>11,000.00</b>	<b>4,000,000.00</b>	<b>4,011,000.00</b>
<b>Total</b>								<b>0.00</b>	<b>11,000.00</b>	<b>4,000,000.00</b>	<b>4,011,000.00</b>

Run Date: 12/28/2023 - 11:23

Portfolio LAMP  
 AP  
 AC (PRF\_AC) 7.2.0  
 Report Ver. 7.3.6.1



**City of Lampasas, Texas  
Maturity Report  
Sorted by Maturity Date**

Meeder Public Funds  
901 S. MoPac  
Suite 300  
Austin, TX 78746

Amounts due during November 1, 2023 - November 30, 2023

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date at Maturity	Rate	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
3130APPM1	10062	CASH	FAC	FHLBC	4,000,000.00	11/22/2023	11/22/2021	0.550	4,000,000.00	11,000.00	4,011,000.00	11,000.00
<b>Total Maturities</b>					<b>4,000,000.00</b>				<b>4,000,000.00</b>	<b>11,000.00</b>	<b>4,011,000.00</b>	<b>11,000.00</b>

Run Date: 12/28/2023 - 11:24

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Report Ver. 7.3.5.1



**City of Lampasas, Texas**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**November 1, 2023 - November 30, 2023**  
**Yield on Beginning Book Value**

Meeder Public Funds  
 901 S. MoPac  
 Suite 300  
 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Cash</b>												
14103	10000	CASH	RR2	1,891,353.74	1,883,038.84	1,891,353.74		5.372	5.372	8,314.90	0.00	8,314.90
3130APPM1	10062	CASH	FAC	0.00	4,000,000.00	0.00	11/22/2023	0.550	0.558	1,283.33	0.00	1,283.33
3130ASAN9	10063	CASH	FAC	2,000,000.00	2,000,000.00	2,000,000.00	12/13/2023	2.500	2.535	4,166.66	0.00	4,166.66
0474	10004	CASH	RRP	10,136,986.84	10,183,841.98	10,136,986.84		5.500	5.559	46,526.43	0.00	46,526.43
4187	10007	CASH	RRP	29,942.08	36,163.26	29,942.08		5.500	5.164	153.49	0.00	153.49
3213	10006	CASH	RRP	333.37	331.87	333.37		5.500	5.499	1.50	0.00	1.50
XXXX579A	10058	CASH	RR5	3,241,478.87	3,227,788.17	3,241,478.87		5.280	5.161	13,690.70	0.00	13,690.70
			<b>Subtotal</b>	<b>17,300,094.90</b>	<b>21,331,184.12</b>	<b>17,300,094.90</b>			<b>4.481</b>	<b>74,137.01</b>	<b>0.00</b>	<b>74,137.01</b>
<b>Fund: Cert. of Obligation 2016</b>												
14103A	10041	CERTS16	RR2	81,234.88	80,861.76	81,234.88		5.614	5.614	373.12	0.00	373.12
			<b>Subtotal</b>	<b>81,234.88</b>	<b>80,861.76</b>	<b>81,234.88</b>			<b>5.614</b>	<b>373.12</b>	<b>0.00</b>	<b>373.12</b>
<b>Fund: Electric</b>												
17390	10001	ELEC	RR3	1,729,792.12	1,722,246.33	1,729,792.12		5.331	5.331	7,545.79	0.00	7,545.79
1732110	10022	ELEC	RR4	4,047,056.31	36,056.31	4,047,056.31				0.00	0.00	0.00
0672	10005	ELEC	RRP	426,305.66	423,089.79	426,305.66		5.500	5.509	1,915.87	0.00	1,915.87
			<b>Subtotal</b>	<b>6,203,154.09</b>	<b>2,181,392.43</b>	<b>6,203,154.09</b>			<b>5.277</b>	<b>9,461.66</b>	<b>0.00</b>	<b>9,461.66</b>
<b>Fund: LEDC</b>												
2363	10003	LEDC	RRP	166,769.52	166,189.00	166,769.52		4.250	4.250	580.52	0.00	580.52
1092	10002	LEDC	RRP	1,169,708.83	1,171,407.85	1,169,708.83		4.250	4.237	4,079.72	0.00	4,079.72
			<b>Subtotal</b>	<b>1,336,478.35</b>	<b>1,337,596.85</b>	<b>1,336,478.35</b>			<b>4.239</b>	<b>4,660.24</b>	<b>0.00</b>	<b>4,660.24</b>
<b>Fund: Seizures</b>												
1999	10009	SEIZ	RRP	2.98	2.98	2.98				0.00	0.00	0.00
0763	10008	SEIZ	RRP	43,530.62	39,863.78	43,530.62		5.500	5.702	186.82	0.00	186.82
			<b>Subtotal</b>	<b>43,533.60</b>	<b>39,866.76</b>	<b>43,533.60</b>			<b>5.701</b>	<b>186.82</b>	<b>0.00</b>	<b>186.82</b>

Run Date: 12/28/2023 - 11:25

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 Report Ver. 7.3.5.1

City of Lampasas, Texas  
Interest Earnings  
November 1, 2023 - November 30, 2023

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
<b>Fund: Trust</b>													
6348	10011	TRUST	RRP	31,628.15	31,485.82	31,628.15		5.500	5.500	142.33	0.00	142.33	
6349	10010	TRUST	RRP	46,003.54	45,796.51	46,003.54		5.500	5.500	207.03	0.00	207.03	
<b>Subtotal</b>				<b>77,631.69</b>	<b>77,282.33</b>	<b>77,631.69</b>		<b>5.500</b>		<b>349.36</b>	<b>0.00</b>	<b>349.36</b>	
<b>Fund: Water</b>													
0482A	10065	WATER	RRP	134.08	133.48	134.08		5.500	5.469	0.60	0.00	0.60	
1639	10012	WATER	RRP	217,721.74	215,943.53	217,721.74		5.500	5.511	978.21	0.00	978.21	
<b>Subtotal</b>				<b>217,855.82</b>	<b>216,077.01</b>	<b>217,855.82</b>			<b>5.511</b>		<b>978.81</b>	<b>0.00</b>	<b>978.81</b>
<b>Total</b>				<b>25,259,983.33</b>	<b>25,284,241.28</b>	<b>25,259,983.33</b>			<b>4.558</b>		<b>90,147.02</b>	<b>0.00</b>	<b>90,147.02</b>



**City of Lampasas, Texas**  
**Projected Cashflow Report**  
**Sorted by Monthly**  
**For the Period December 1, 2023 - June 30, 2024**

Meeder Public Funds  
 901 S. MoPac  
 Suite 300  
 Austin, TX 78746

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>December 2023</b>										
12/13/2023	10063	CASH	3130ASAN9	Maturity	FHLB Call Note	2,000,000.00	2,000,000.00	2,000,000.00	25,000.00	2,025,000.00
<b>Total for December 2023</b>						<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>25,000.00</b>	<b>2,025,000.00</b>
<b>GRAND TOTALS:</b>						<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>25,000.00</b>	<b>2,025,000.00</b>

Run Date: 12/28/2023 - 11:24

Portfolio LAMP  
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 Report Ver. 7.3.6.1

## Disclosures



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**Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.**

Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.

### Meeder Public Funds

Barton Oaks Plaza I  
901 S. MoPac Expy  
Suite 300  
Austin, Texas  
78746

866.633.3371

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**City Manager**ITEM NO. 3.3

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

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**Subject:**

Discussion and possible action to consider the 2<sup>nd</sup> reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6”

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** December 6, 2023

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the 2<sup>nd</sup> reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6”

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

**AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM COMMERCIAL “C” TO SINGLE FAMILY RESIDENTIAL-6 “SF-6” FOR PROPERTY DESCRIBED AS W ½ OF LOT 2 BLOCK 2, EAST LAMPASAS ADDITION, LAMPASAS, TEXAS, LAMPASAS COUNTY, COMMONLY KNOWN AS 1011 E BRIDGE, DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

---

WHEREAS, Jeremiah and Jennifer Collins, (property owners) are asking the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Commercial “C” to Single Family Residential-6 “SF-6” for property described as W ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge Lampasas; and

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on December 7, 2023 by the Planning & Zoning Commission regarding the zoning request; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on December 11, 2023 by the City Council regarding the zoning request; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to change the zoning classification from Commercial “C” to Single Family Residential-6 “SF-6”; and

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

Part 1: That the request to rezone property described as the W ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge Lampasas, Texas Lampasas County asked of the City of Lampasas Planning & Zoning Commission and the City Council to consider from Commercial “C” to Single Family Residential-6 “SF-6” is hereby approved.

Part 2: The City’s staff shall take actions necessary to reflect this revision in City documentation, including a change to the City’s Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

PASSED AND APPROVED THE FIRST READING ON THE 11<sup>th</sup> DAY OF DECEMBER 2023

PASSED AND ADOPTED ON THE SECOND READING ON THE 8<sup>TH</sup> DAY OF JANUARY 2024.

APPROVED:

ATTEST:

\_\_\_\_\_  
Herb Pearce, Mayor

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

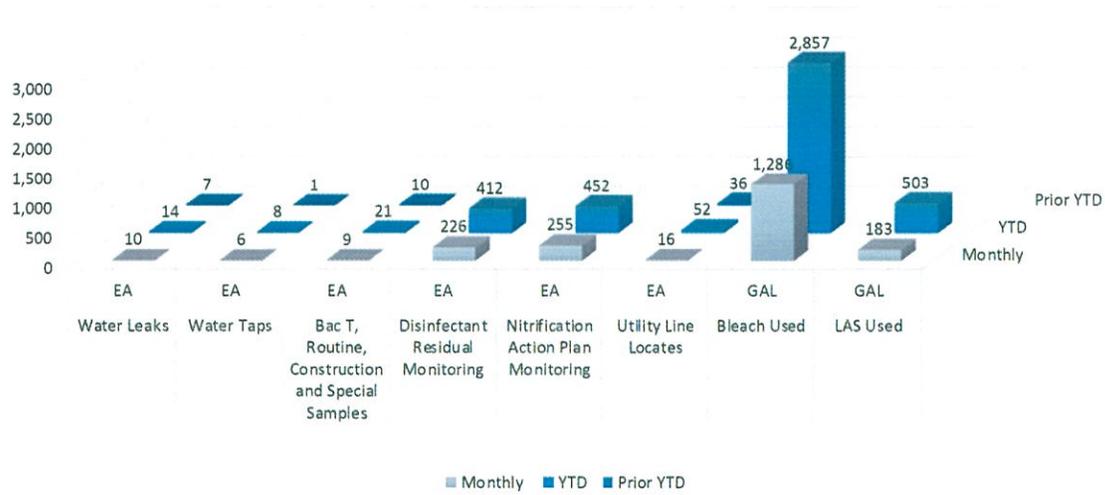
APPROVED AS TO FORM:

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

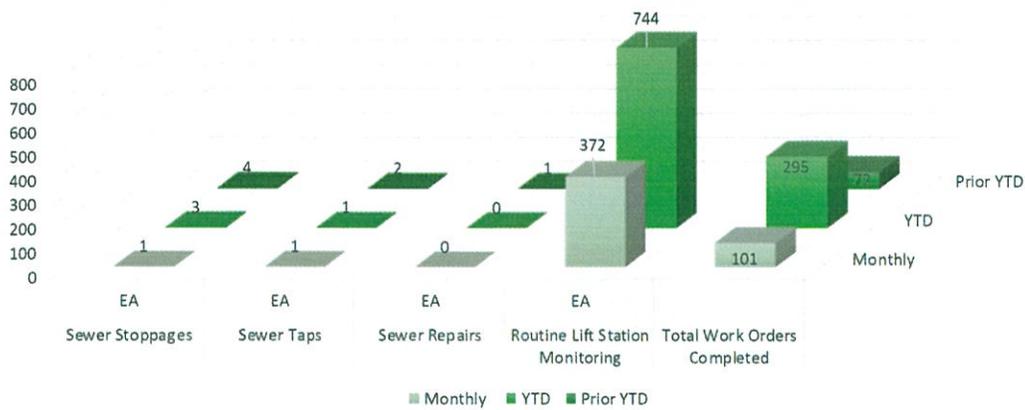
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# Water/Waste Water Department

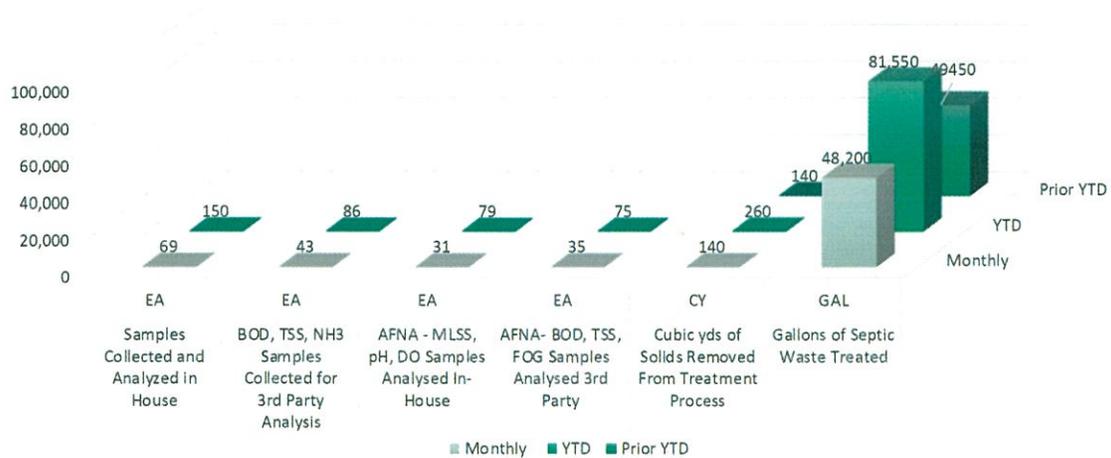
## Water Distribution System



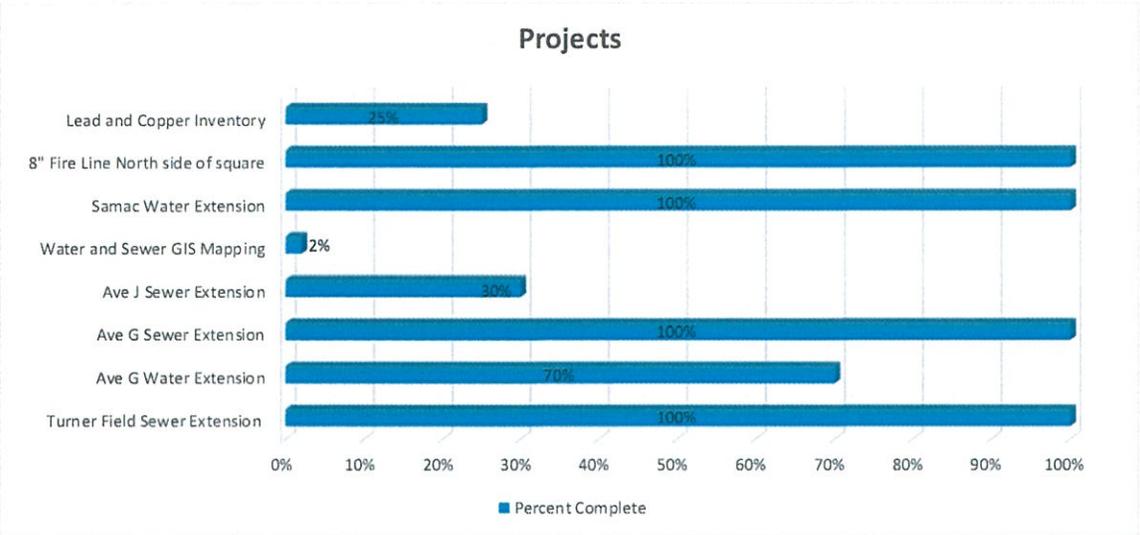
## Wastewater Collection System



## WWTP & AFNA Treatment Facilities

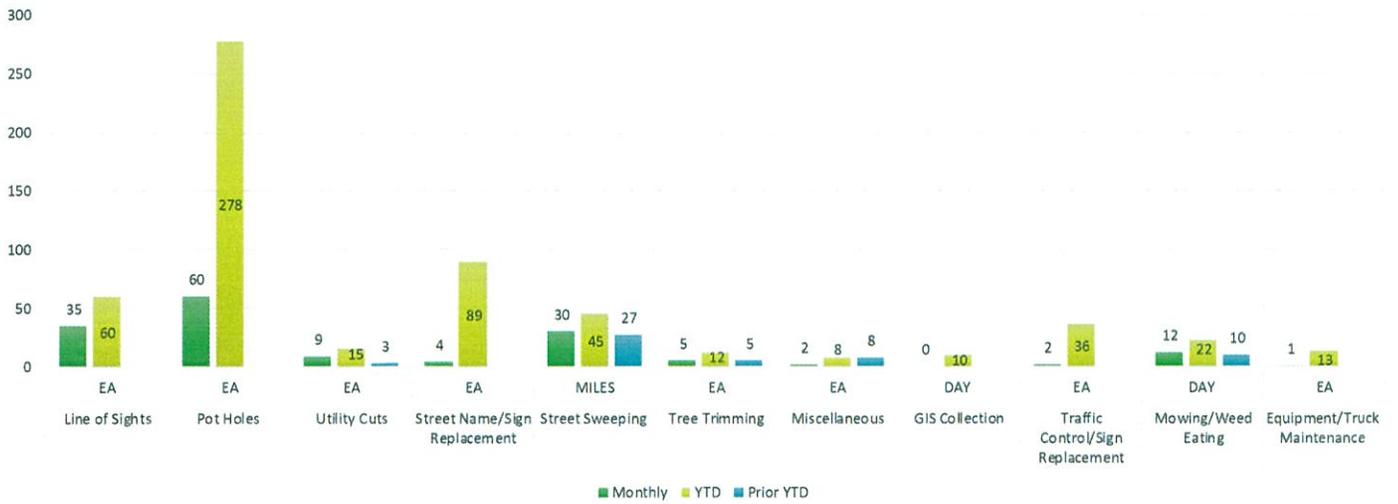


# Water/Waste Water Department

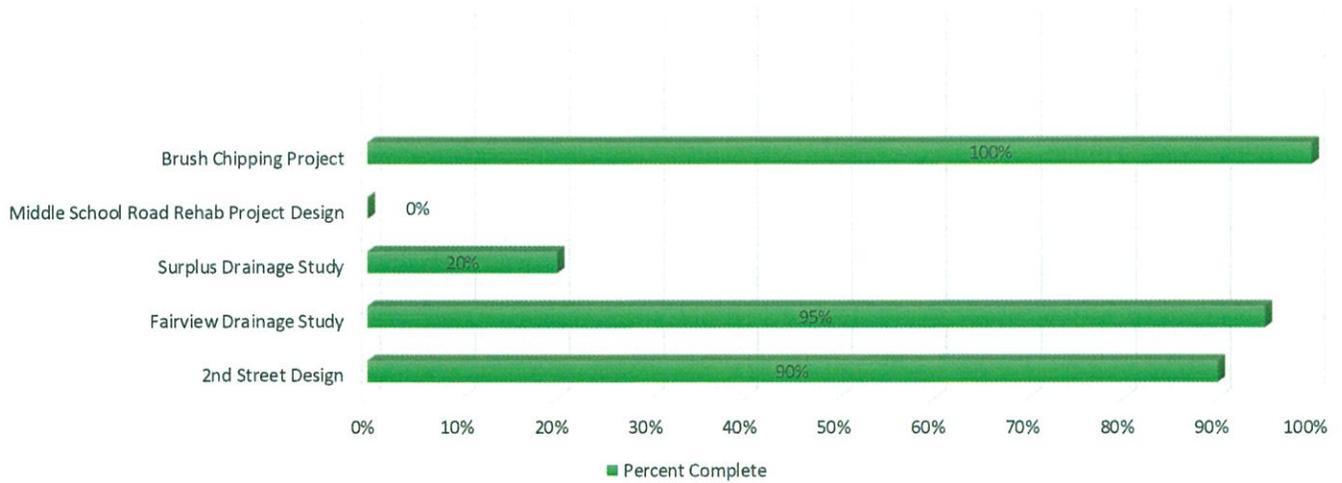


# Street Department

## Work Orders

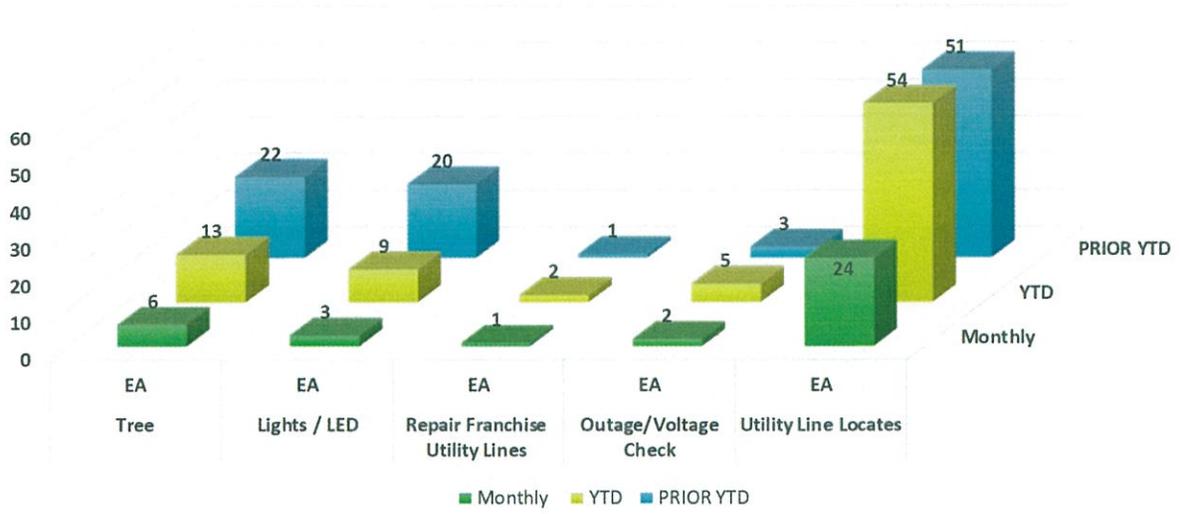


## Projects

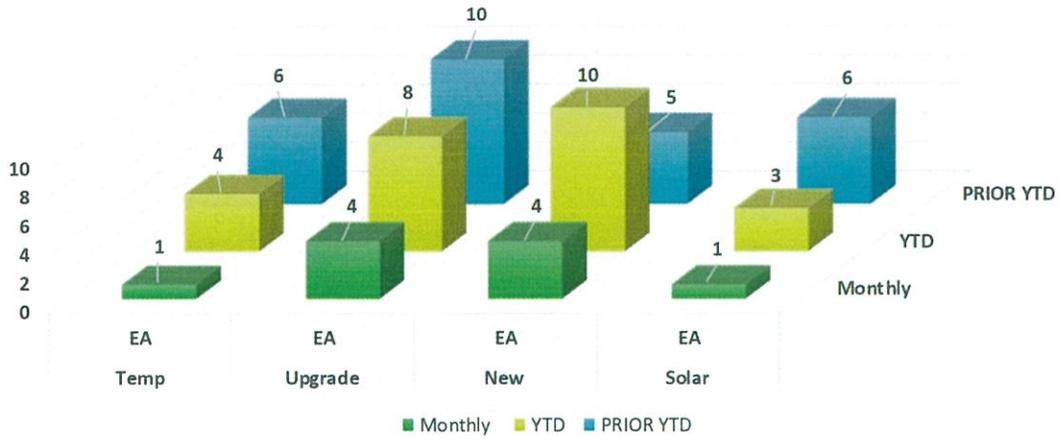


# Electric Department

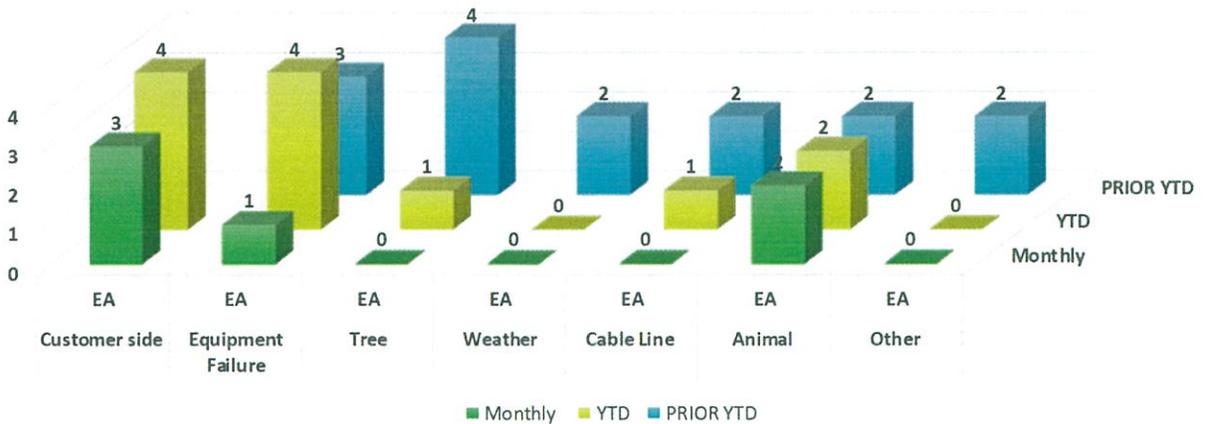
## Work Orders



## Connects

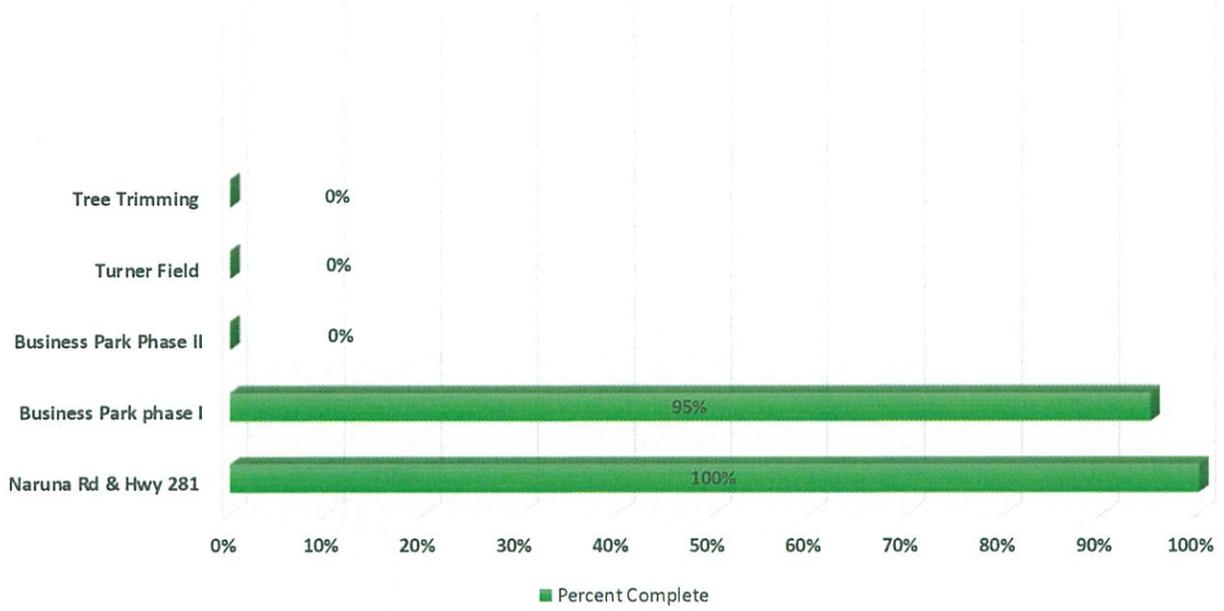


## Overtime Call-outs

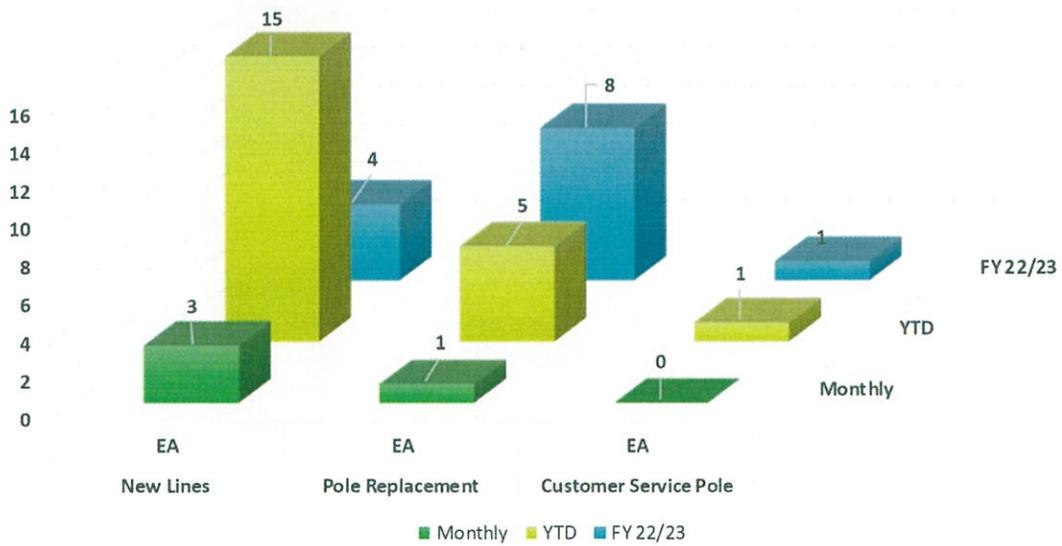


# Electric Department

## Projects



## Pole Installation





## Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 01.03.24

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

1. Chief of Police Jody Cummings attended 2 regular City Council workshops and Council meetings.
2. Chief Cummings attended 4 Director's meetings.
3. Assistant Chief Boswell submitted the department's annual Asset Forfeiture Report to the Texas Attorney General.
4. Chief Cummings attended 1 Solar Eclipse meeting at City Hall.
5. Asst Chief Boswell celebrated his 20-year anniversary with the Police Department
6. Chief Cummings, Asst Chief Boswell and Communications Supervisor/Records Clerk Kelli Sanguinet attended a "Chief's Meeting" about the Solar Eclipse at the Sheriff's Office.
7. The Department conducted its annual duty pistol firearms training and qualifications.
8. Chief Cummings "rang the bell" for the Salvation Army at Wal Mart.
9. The Department conducted a range and qualified with new duty pistols.
10. Chief Cummings participated in a table top exercise with other city directors in reference to the Eclipse.
11. Chief Cummings, Asst Chief Boswell and Communications Supervisor/Records Clerk Kelli Sanguinet attended an Executime Time and Attendance training at city hall.
12. Patrol Sergeant Jacob Hummer participated in a Copperas Cove Police Department promotional board.
13. The Department supported the Lampasas Animal Shelter and provided a lunch in support of National Animal Shelter Appreciation Week.
14. Communications Supervisor/Records Clerk Kelli Sanguinet participated in the department's annual TCIC (Texas Crime Information Center) audit by the DPS (Texas Department of Public Safety) and passed.
15. Chief Cummings, Asst Chief Boswell and Communications Supervisor/Records Clerk Kelli Sanguinet and other department members attended the city's annual employee appreciation party.
16. Chief Cummings and staff prepared for the annual City of Lampasas Fired Department and Police Department Holiday Lunch and Toy Drive.
17. Chief Cummings and Asst Chief Boswell observed the Lampasas Animal Shelters annual state inspection which resulted in a "passed with flying colors."



18. Chief Cummings attended a Veterans Day Program at Kline Whitis Elementary.
19. Chief Cummings assisted Lampasas Animal Shelter staff with a clogged floor drain on a Sunday Morning.
20. Chief Cummings distributed the PD's annual (2024) promotional planners throughout the community.
21. The department participated in a public relations social media event with doLampasas.

# Memo

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

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

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

Re: Monthly Report, November, 2023

*MGO-My permit-22*

## NOVEMBER 2023

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	1	\$0.00	\$1,800.00*
DEMOLITION	3	\$23,625.00	\$150.00
PLUMBING	4	\$2,900.00	\$105.00
REMODEL/ADDITION	7	\$64,000.00*	\$275.00
SPRINKLER	1	\$6,000.00	\$60.00
*** TOTALS***	21	\$102,825.00	\$2,566.30

\*Building-taps/future home  
 \*Various Remodels, carports

## NOVEMBER 2022

<u>DESCRIPTION</u>	<u># OF SEGMENTS</u>	<u>VALUATION</u>	<u>FEE</u>
BUILDING	8	\$2,408,661.39*	\$5,088.30
ELECTRICAL	17	\$27,403.00*	\$5,649.30
MECHANICAL	11	\$0.00	\$530.00
PLUMBING	14	\$2,200.00	\$675.00
REMODEL/ADDITION	11	\$214,100.00*	\$4,475.00
SPRINKLER	1	\$7,400.00	\$60.00
*** TOTALS***	70	\$2,659,764.39	\$16,477.60

\*Building-New Homes, skate park  
 \*Electrical Upgrades, Solar panels  
 \*Remodel-Remodels, roof, tenant finish

# Lampasas Fire Department

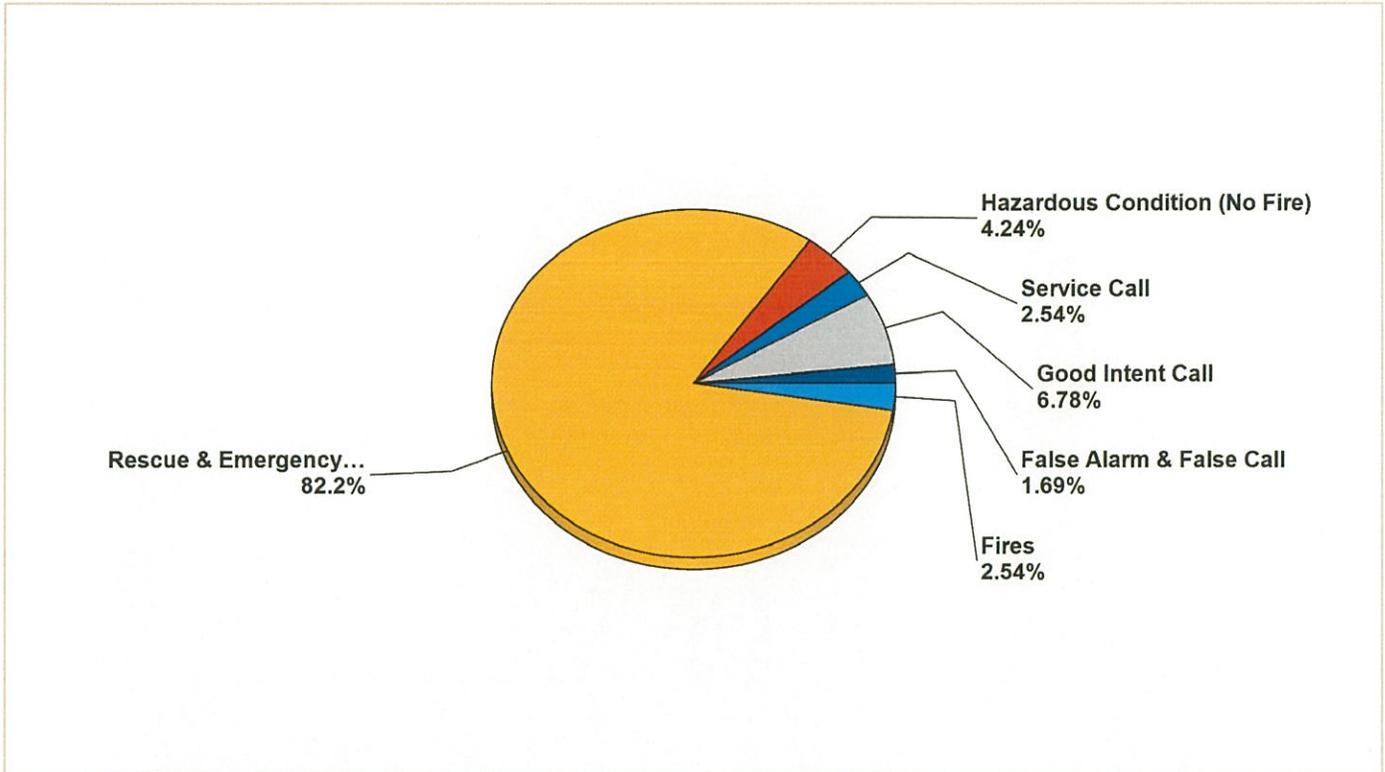
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	2.54%
Rescue & Emergency Medical Service	97	82.2%
Hazardous Condition (No Fire)	5	4.24%
Service Call	3	2.54%
Good Intent Call	8	6.78%
False Alarm & False Call	2	1.69%
<b>TOTAL</b>	<b>118</b>	<b>100%</b>

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



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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.85%
113 - Cooking fire, confined to container	1	0.85%
118 - Trash or rubbish fire, contained	1	0.85%
311 - Medical assist, assist EMS crew	82	69.49%
322 - Motor vehicle accident with injuries	5	4.24%
324 - Motor vehicle accident with no injuries.	10	8.47%
412 - Gas leak (natural gas or LPG)	4	3.39%
480 - Attempted burning, illegal action, other	1	0.85%
550 - Public service assistance, other	1	0.85%
551 - Assist police or other governmental agency	1	0.85%
561 - Unauthorized burning	1	0.85%
611 - Dispatched & cancelled en route	4	3.39%
631 - Authorized controlled burning	1	0.85%
651 - Smoke scare, odor of smoke	3	2.54%
700 - False alarm or false call, other	1	0.85%
710 - Malicious, mischievous false call, other	1	0.85%
<b>TOTAL INCIDENTS:</b>	<b>118</b>	<b>100%</b>

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



# Lampasas Fire Department

Lampasas, TX

This report was generated on 12/1/2023 8:13:10 AM



## Total Training Hours per Personnel by Date Range

Personnel: Adams , Joseph V; Baker , Bart; Baker, Colton; Gillis, Tyler; Greiner, Corey and 8 more | Station(s): All Stations | Start Date: 11/01/2023 | End Date: 11/30/2023

Personnel Name	Total hours
Adams , Joseph V	8:15
Baker , Bart	18:30
Baker, Colton	22:30
Gillis, Tyler	15:30
Harris, Jon Paul	1:00
Payne, Jared T	16:45
Potter, Frank	22:15
Schroeder , Sean	15:30
Smith, Jeffry	17:15
Smith, Sawyer	30:00
Straley , Joshua D	37:30
Wilkins , Morris	18:45
<b>Count of Personnel : 12</b>	<b>Total Agency Training Hours : 223:45</b>

Completed and Reviewed classes only. This report pulls training hours from the Training Code Hours field on the Info Page.



emergencyreporting.com  
Doc Id: 1716  
Page # 1 of 1

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

I) Regular Personnel Hours Available: 1008.00

LESS:

A) Vacation Leave	40.00
B) Sick Leave	16.00
C) Supervision / Training	76.00
D) Holiday	96.00
E) Personal Business Day	24.00

SUB-TOTAL 252.00

PLUS:

A) Over Time	64.00
B) On-Call / Standby	31.00
C) Part Time	
D) Transfer	

SUB-TOTAL 95.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 851.00

II) Department Summary of Work Orders for the Month.

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

III) Department Projects for the Month.

Christmas Decorations (Maintenance / Repair)	76.00
On Call / Standby	31.00

Sub-total Hours on Projects: 107.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	150.00
Airport Maint.	19.00
Mowing/Weed eating	176.00
Building and Grounds	252.00
Equipment/Vehicles/Shop	115.00
Office/Meetings	32.00

Sub-total Hours on Projects: 744.00

TOTAL HOURS FOR DEPARTMENT 851.00

V) Department's Proposed Projects for next Month

Christmas Decorations (Take Down / Storage)	120.00

Total Estimated Hours on Proposed Projects: 120.00

108 

# Memo

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 12/12/2023  
Re: End of the month report November

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Oak Hill Cemetery

Interments	6(3) cremation
Fee's for over site	\$375.00
Sites sold	6 / \$3,000.00
Visitors Assisted	7
Level & Backfill sites	0
Meetings Attended	0
Niche Sales	0

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF:     Nov-23

Regular Personnel Hours Available:

704

LESS:

A)	Vacation Leave/Personal Day	48
B)	Sick Leave	27.5
C)	Jury Duty	0
D)	Other (holiday/bad weather)	96
E)	Supervision	30
SUB-TOTAL		201.5

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	13
SUB-TOTAL		13

**TOTAL HOURS AVAILABLE FOR THE MONTH:** 515.5

**Department Projects for the Month**

0	0
0	0
0	0

Sub-total Hours on Special Projects: 0

**Department Operations and Maintenance for the Month**

Mowing & W/E	210
Equip & Veh Maint	23
Buildings & Grounds	231
Office Operations	51.5

Sub-total Hours on OM Projects: 515.5

**OTHER**

CPR Class	0
OHCA Meeting	0
0	0

Sub-total Other 0

**TOTAL HOURS FOR DEPARTMENT** 515.5

**Department's Proposed Projects for next Month**

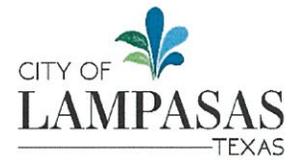
	0
	0

Total Estimated Hours on Proposed Projects: 0



**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Tuesday, December 12, 2023  
Re: November 2023 Monthly Report



Information Systems

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

IT Service Tickets	201
Facebook Followers	7,874
Twitter Followers	752
Instagram Followers	821
Website Page Views	45,072

**IT Supported Hardware & Software**

PCs	97	Wireless Access Points (WAP)	16	Servers	30
Laptops	50	Verizon Aircards	26	Firewalls	3
Printers	72	Network Attached Storage (NAS)	5	Tablets	14
Switches	22	Apple iPhones	36	Software Applications	30+
CC Reader	8	Security Cameras	20	CradlePoint Routers	20

**November Projects Completed:**

- Discussion w/ AT&T regarding new fiber circuits
- Obtained quote for (14) replacement PCs/ordered
- Built out replacement PC for Library Director/added to inventory
- Built out replacement PC for Parks Secretary/added to inventory
- Attended Mobile Device Management (MDM) webinars
- Obtained quote for Nextlink Internet service at Parks 580 Sports Complex/installed Nextlink service
- Obtained quote for Nextlink Internet service at Parks Barn/installed Nextlink service
- Obtained quote for (15) Microsoft Office licenses/ordered
- Build out replacement PC for WWW Crew/added to inventory
- Obtained quote for WWW tablet/configured/added to inventory
- Configured/issued out WWW tablet/added to inventory
- Attended Tyler Technology ExecuTime meetings/testing/status calls
- Created ExecuTime training videos for staff
- Created policies, rules, configuration changes to ExecuTime/testing
- ExecuTime Time & Attendance Go Live: November 13th
- Purchased/configured/installed Golf Maintenance Shop TimeClock
- Obtained quote for MyGov interface with Incode

**December Projected Projects:**

- Build out (14) replacement desktop pcs/add to inventory/install
- Discuss AT&T Fiber project with Engineers/diversity path/ETA date
- Quote for replacement Finance printer/order/configure/install
- Attend Solar Eclipse Meeting
- Renew CJIS certification
- Mobile Device Management training/implementation
- Configure/setup MDM Solution
- Attend ExecuTime T&A status calls/work through existing issues/documentation/create schedules
- Obtain quote for (2) tablets/order
- Upgrade OS on all PCs/laptops to Windows 11 OS
- Configure laptop for MyGov at City Hall
- Configure/install (1) 52-port replacement Netgear switch at WWW/add to inventory

**FY 2023/2024 Budgeted Projects:**

- TylerTechnology ExecuTime Time & Attendance *(completed)*
- PD Verizon phone upgrades *(completed)*
- FD Verizon phone upgrades *(completed)*
- Obtain quote/configure EDC tablet w/ eSIM *(completed)*
- Nextlink internet service at Cemetery *(completed)*
- Implement Mobile Device Management (MDM) solution *(completed)*
- Obtain quote/configure WWW Toughbook tablet w/ eSIM *(completed)*
- Obtain quote/order (15) Microsoft Office 2019 STD licenses *(completed)*
- Nextlink internet service at Parks 580 Sports Complex *(completed)*
- Nextlink internet service at Parks Barn *(completed)*
- Obtain quotes/configure/replace (14) desktop PCs *(in progress)*
- Implement Verizon Mobile Device Management Solution *(in progress)*
- Increase AT&T internet speeds to 1GB w/ wireless backup (January)
- Additional 500MB fiber circuit for redundancy in the event there is a cut (January)
- (2) FD CradlePoint Routers
- Replace (3) rack mount server UPS
- Obtain quotes/configure/replace (1) NAS Synology file server
- Obtain quotes/configure/replace (4) laptops
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks
- Obtain quote/configure/install replacement Parks Director Color LaserJet printer
- Verizon JetPack upgrades
- Install DR NAS at Fire Department
- Internet at Parks facilities (WMM Brook Park, 580 Sports Complex, Campbell Park)
- Upgrade to Windows 11 OS on all desktop PCs & Servers with Windows 10 OS
- Install Teams on more PCs
- Install fiber from Library to Campbell Park restroom & Hanna Springs Pool
- Replace (10) security cameras due to (AXIS) EOL
- Deploy City wide cyber security training for all employees/report to State DIR
- Dispose of outdated/broken technology items
- FY 23-24 Budget projections
- FY 24-25 Proposed Budget

**Possible FY 23-24 Projects:**

- Migrate e-merchant solution to Tyler Technologies
- Migrate Incode v.9 to Incode Cloud
- Install security cameras at Parks facilities
- Obtain quote/configure/replace Utility Billing & Municipal Court chip readers
- Core & Main water meter software upgrade (Neptune 360) (EOL)
- CivicClerk implementation for agenda management
- Configure/setup Library PC/(2) receipt printers/(2) credit card readers/Incode

**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:**

- Adopt future amendments to IT Computer Policy *(FY 23-24)*
- Core & Main water meter software upgrade/EOL solution *(FY 23-24)*
- Replace (20) security cameras due to EOL *(FY 23-24)*
- Improvements/added security to IT Building Server Room *(FY 23-24)*
- City Website Re-Design *(FY 24-25)*
- EDC Website Re-Design *(FY 24-25)*
- Replace Utility Billing Printronix printer **(EOL)**

## LAMPASAS PUBLIC LIBRARY

### NOVEMBER 2023

- Circulation** We circulated 3,877 items in November, which is down 14.3% from October (4,526). Once the holidays roll around, it gets slower. The library was closed November 10-11 for Veterans Day, as well as November 23-25 for Thanksgiving.
- Door Count** There were 2,514 visitors during November, which is down 51.1% from October (5,139), which was exceptionally high due to BBQ for Books. Compared to September, door count was down only 15.9%.
- Internet Usage** There were 302 Internet sessions in November, compared to 192 in October (up 57.3%).
- Wifi Usage** In November, 96 unique visitors accessed our wifi network. This is down 5.9% from last month. Our total number of visits in November was 220 (down 22.3% from October). (See attached infographics as well.)
- Text Interactions** We communicated, via text messages, with 154 unique phone numbers in November, which is up 2.7% from October (150). We sent/received a total of 657 messages, which is down 17.4% from last month.
- Video Streaming** We had 35 clicks in the adult collection (up 483.3% from October!) and 30 clicks in the kids' collection of videos (up 1400% from October!), for a total of 65 (up 712.5% overall).
- November Programs** In November, we had classical guitarist Richard Harrison here for a concert, two staff/volunteer story times, How Pinteresting! (wood burning project), Cornelia Key Book Club, Just Dewey It (nutrition), 42 Club, and STEAM Day (bird adaptations). We had a food drive for the Lampasas Mission. We collected a total of 207 lbs of food and goods!
- Upcoming Programs** In December, we will have two staff story times, How Pinteresting!, and 42 Club. There will be no Book Club or STEAM Day in December.
- Carol of Lights** The Library Board sponsored Mrs. Santa at the M.D. Abel building on Saturday, December 2. They also provided a take-home craft for the kids. We took advantage of the opportunity to sell some of our eclipse merchandise as well.
- Library Closures** The Library will be closed on Friday, December 15 for staff training. Then we'll be closed December 23-26 for Christmas and December 30 thru January 1 for the New Year holiday.

In November, 96 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



220 ↓ -22.26%

Monthly Sessions



197 ↓ -18.6%

Total Visits



96 ↓ -5.88%

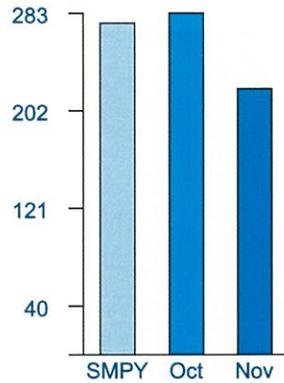
Unique Visitors



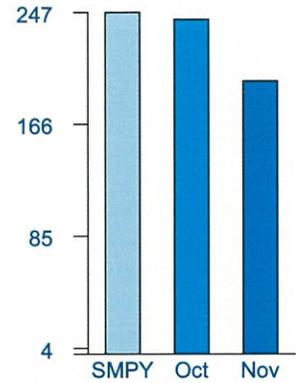
2.05 ↓ -13.5%

Average Return Rate

Total Monthly Session Count

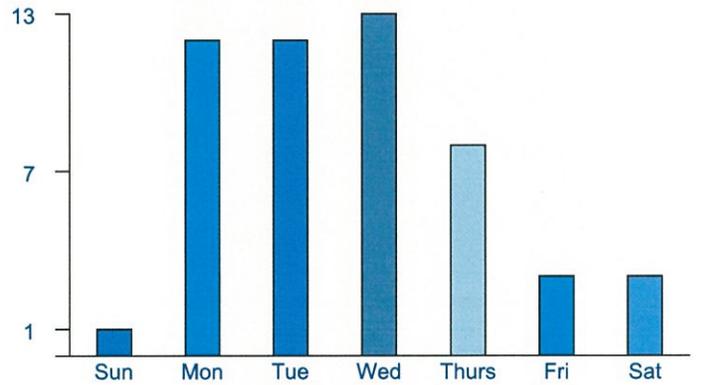


Total Monthly Visits

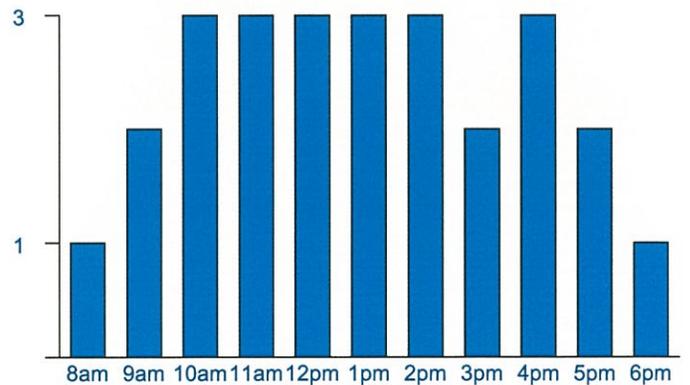


\*SMPY: Same Month Prior Year

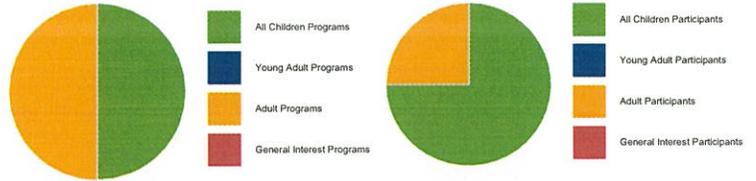
Average Daily Visits



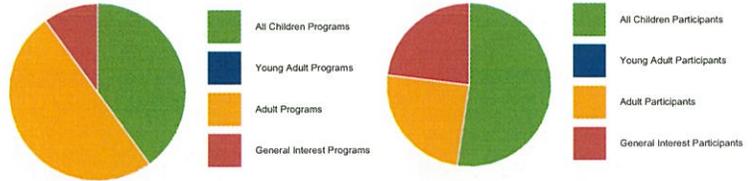
Average Peak Hourly



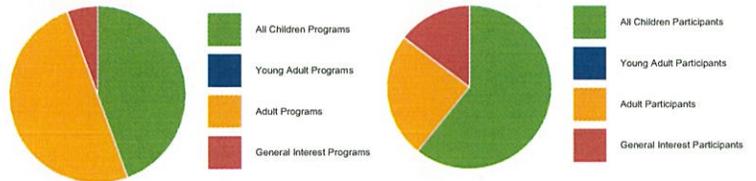
October					
Overview					
All Children Programs	4	50%	All Children Participants	57	75%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	50%	Adult Participants	19	25%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	76	



November					
Overview					
All Children Programs	4	40%	All Children Participants	68	52.31%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	50%	Adult Participants	32	24.62%
General Interest Programs	1	10%	General Interest Participants	30	23.08%
Total Programs	10		Total Participants	130	



Year in Review					
Overview					
All Children Programs	8	44.44%	All Children Participants	125	60.68%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	9	50%	Adult Participants	51	24.76%
General Interest Programs	1	5.56%	General Interest Participants	30	14.56%
Total Programs	18		Total Participants	206	



# Memo

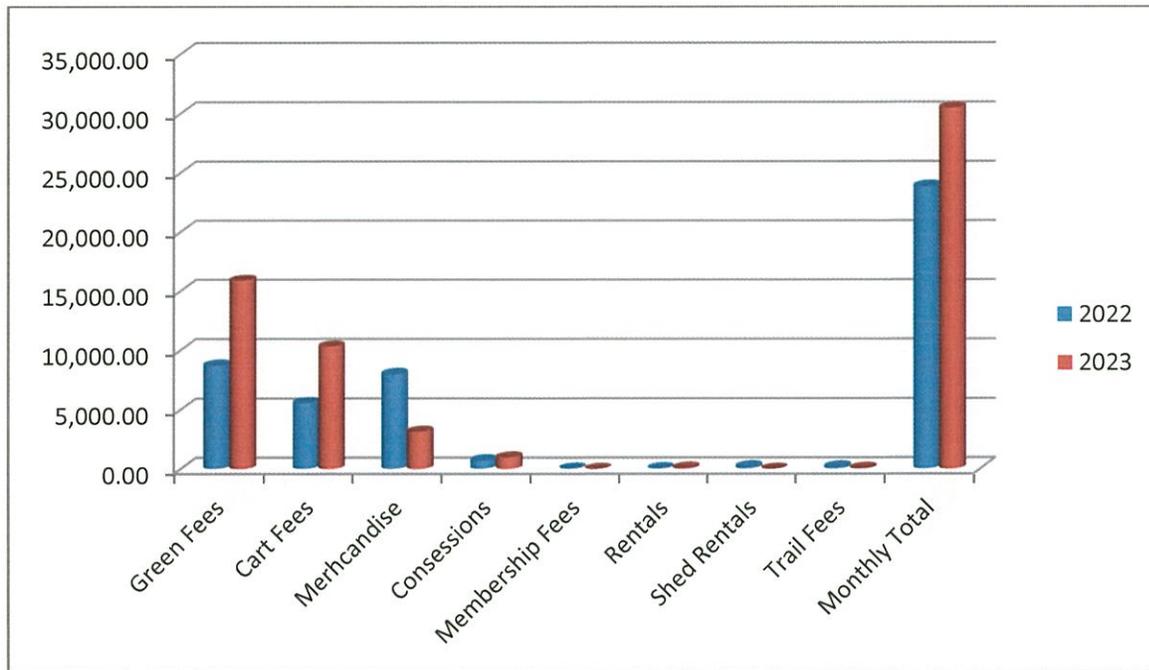
**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** December 15, 2023  
**Re:** Monthly Report, November 2023

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- 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.
- Removes another fallen tree on the edge of #2 fairway.
- As far as mowing goes, the normal everyday mowing has slowed down due to the colder weather and the grass going dormant. This is the time year that the maintenance crew spends all day everyday mulching leaves so the golfers can find their golf balls.
- Installed two new sets of batteries in member's golf carts.
- Finally got to burn our brush piles since the burn ban was lifted.
- Repaired and replaced sprinkler heads.
- Depending on the weather, play at the course has been good for this time of year and the weekends and holidays are still very busy.



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



## **CITY SECRETARY DEPARTMENT/ NOVEMBER 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 November 13<sup>th</sup> and November 27<sup>th</sup> Council Meetings
- Posted agenda/packet, attended, and took minutes for LEDC Meeting held on November 15<sup>th</sup>
- Attended Courtyard Square Association Meeting
- Participated with Hill Country Chapter activities
- Participated on Employee Appreciation Committee
- Ordered AED supplies and worked on department inventory
- Participated in Solar Eclipse Meeting and data gathering
- Facilitated drainage review between staff and engineers for Northington Creek Prelim Plat
- Facilitated review and approval of Civil for Moore Subdivision
- Reviewed, approved and processed Visitor Center Wine Tour HOT Fund Request
- Worked on updating MYGOV with developer.
- Submitted RFQ to various landscapers in the area for Calvert Project
- Worked on Wayfinding Project
- Worked on Substandard Inventory Project.
- Finalized review and approval of Supplement 32 for codification
- Worked on TML Risk Pool claims
- 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.
- Maintain vehicle inspection/registration process for all City vehicles.
- Complete and file Cemetery Deeds
- Handles Waste Connection Inquiries.
- Continuing to cross-train and learn how to handle zoning inquiries.
- Continuing to cross-train in preparation of meeting agendas, packets and minutes
- Worked with My Government Online (MGO) to update forms and processes.



Finance/Utility Billing & Collection

## MEMO

Date: January 2, 2024

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for November 2023

### Finance Department:

- \* Worked on getting all entries made to close out the books.
- \* Prepared journal entries for all transfers in the budget.
- \* Worked on Time and Attendance and import/export with Incode for payroll.
- \* Worked with billing clerk on water usage and notifying customers of water leaks.
- \* Worked on Fixed assets getting them ready for end of year.
- \* Ordered necessary supplies for the department.
- \* 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.
- \* 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 November was \$253,209 which is an increase of 0.76% from November 2022.
- \* Reconciled 18 bank accounts
  - Processed 424 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

### Utility Department:

- The Electric billing for November 2023 was 16% higher than what was billed in November 2022. The Water billing for November 2023 was 16% lower than what was billed in November 2022.
- November Statistics for the department:

Total Water Customers	3,619
Total Wastewater Customers	2,892
Total Electric Customers	5,107
Residential Garbage Customers	2,774
Connects:	28
Disconnects:	25
Read In/Read Out:	30
Disconnects for Non-Pay:	19 (12 reconnected)

(days over 100 degrees we will not disconnect)

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## City of Lampasas

## M E M O

To: Mayor and City Council  
 From: Finley deGraffenried  
 Re: Manager's Report  
 Date: 4 January 2024

## HAPPY NEW YEAR

- Calvert Building** Staff met with the selected, qualified, landscaping contractor on December 21<sup>st</sup> to review scope of exterior improvements to the Calvert Building and possible time frames. As a reminder, Council directed staff to negotiate the scope of work, and provide contract terms for Council consideration at a future meeting. The design discussion included the location and cultivar of 2 to 3 trees, possibly Spanish Oak; installation of drought resistant Bermuda; and planting beds next to the building on the north side. The project will also require slight modification to the elevation, shaping, and the installation of irrigation. Staff is hopeful the terms can be available to Council for consideration by January 22<sup>nd</sup>.
- Water** Staff met this week with the Kempner Water Supply Corporation ("KWSC") General Manager to review the status of water operations, infrastructure and supply. Although levels in Still House Lake remain low (604.22') improvements to the KWSC plant and interconnection agreements can provide an apparent reliable back-up source under our Emergency Supply contract. Discussion included a date for a joint meeting with the KWSC Board, possibly in February. Staff has also discussed the status of the Central Texas Water Supply Corporation ("CTWSC") Lakecliffe plant with Lee Kelley, CTWSC General Manager. As Council may recall, the intake pumps and piping were damaged by a spike in flow on the Lampasas River in late October. Mr. Kelley indicated the plant was currently supplying 2000 gallon per minute of treated water (approximately 2.8 million gallons per day) with additional raw water pumps coming on line in the next few weeks.
- Appraisal District** Attached are the election results for the Lampasas Central Appraisal District Board of Directors. As the results indicate, many of the other taxing entities followed suit with the City's allocation of votes, electing two new Board members, Chris Harrison and Bill Peterson. It is staff's understanding the new Board members will begin their terms in January.
- Staff** Good news and sad news. Staff is pleased to announce that Kris Morin, the unanimous selection of the interview panel, has accepted the position of Hancock Golf Course Manager. Mr. Morin will begin his duties on or about January 16<sup>th</sup>, and coincidentally, he will start in the same month as Van Berry completes his 36<sup>th</sup> year with the City. Sadly, staff announces that Chief Jeff Smith has accepted a position in a north Texas Department. Jeff has done an outstanding job for the Department, being an active and visible face of the City.

Our loss is Decatur's gain, and Chief and his wife will be a little closer to grand kids.

LEDC

As a reminder, the LEDC, City and Lampasas Chamber of Commerce will be a few, of several sponsors for the Central Texas Entrepreneurial Summit January 30<sup>th</sup> at the Calvert Building. The Summit is programmed to provide resources and networking for aspiring entrepreneurs and small business owners; and will include break-out sessions for planning, marketing and finance. There is no charge for the Summit, however; registration is requested. Also, staff continue to fine tune responses and action steps related to SWOT discussion with the LEDC Board, Council and Businesses. The next meeting of the LEDC Board will be held on January 17<sup>th</sup>.

Hostess House

Staff will meet, virtually, with representatives from Reliance Architecture to review the updated plan set received by the City December 12<sup>th</sup>. The City will provide plan notes prior to the meeting on January 10<sup>th</sup>. Generally, the plan set incorporates MEP Code updates and improved accessibility. Staff have also indicated items that can be done at a future date by the City.

AFNA

Staff continue to communicate with representatives from Ajinomoto Foods North America ("AFNA") regarding processing effluent. The impacts of their flow to the City's pre-treatment facility and Waste Water Treatment Facility ("WWTF") was the subject of an engineering study initiated in December of 2019, funded equally by AFNA and the City. Most recently, and as a result of on-going communication with AFNA, the City has learned that AFNA is currently studying the mitigation of effluent loading and pH on their site. The installation of on-site grease interceptors has apparently not been effective due to pH, and is now the focus of their strategy. Staff is hopeful for a clear direction for improvement in the near future.

# LAMPASAS CENTRAL APPRAISAL DISTRICT



## Board of Directors

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

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

December 18, 2023

The deadline for the receipt of voting resolutions was December 15. Based on the votes cast, the results are as follows:

Nominee	Votes Received
David Barclay	1,004
Bill Peterson	1,001
Chris Harrison	1,001
Philip Garrett	862
Marshal Brewer	862
Ross Oliver	140
Mike Kriegel	75

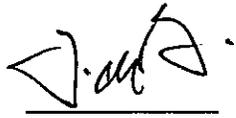
The five nominees listed above, who received the largest number of votes will serve as the board of directors for 2024-2025. If you have any questions about the process or the election, please feel free to contact the office.

Respectfully,

A handwritten signature in blue ink that reads "Susan Jones".

Susan Jones  
Chief Appraiser

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City ManagerITEM NO. 7.1

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

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**Subject:**

Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 3, 2024

For the agenda of: January 8, 2024

**Procurement and Funding Statement:**

Not applicable

Attachments: Joint Election Agreement Between the LISD and the City

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**Summary Statement:**

The City, County, and Lampasas Independent School District (LISD) have held joint elections since 2007 as a result of Federal Law that required Schools to contract with another public entity for joint elections. This agreement is essentially the same as last year with the exception of dates. In the agreement, the City and LISD will share in the expenses of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers and other costs common to both elections.

The Lampasas County Elections Administrator has agreed to conduct the May 4, 2024 election and that agreement will provide more detail for the election services, as well as estimated costs, and will be submitted for consideration as a separate agenda item.

Council is asked to consider approval of the attached agreement with LISD to conduct a joint election with the City.

**Recommendation:**

To consider a motion to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas and authorize the Mayor to execute the related document.

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

This Joint Election Agreement (“Agreement”) is made by and between the Lampasas Independent School District (“School District”) and the City of Lampasas (“City”). School District and City are known jointly as “Parties,” and separately as “Party.”

**WHEREAS**, the School District plans to hold a Board of Trustees Election on May 4, 2024 for the purpose of electing members of the School District’s Board of Trustees;

**WHEREAS**, the City plans to hold a City Council Election on May 4, 2024 for the purpose of electing members of the City’s Council;

**WHEREAS**, Texas Election Code, Section 271.002, authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections, in election precincts that can be served by common polling places;

**WHEREAS**, the School District and the City will hold elections on the same day; and

**WHEREAS**, the Parties to this Agreement serve voters within the same boundaries, their precincts can be served by a common polling place and it would be to the benefit of the City, the School District, and the citizens and voters thereof to hold their elections jointly (“Joint Election”).

**NOW, THEREFORE, IT IS AGREED** that mutual and sufficient consideration will be exchanged and that a Joint Election will be held by the School District and the City under the following terms and conditions:

- The School District and the City will work with the County of Lampasas, Election Administrator, to provide election services to the School District and City’s Joint Election.
- The School District and the City will share a common polling place for Early Voting and Election Day.
- The School District and the City will share, in the expense of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers, and other costs common to both elections, as set forth in more detail in separate agreements between the Parties and the County for Elections Services with Lampasas County, Texas for the May 4, 2024 Local Election.
- In connection with the performance of this Agreement, neither of the Parties will be deemed liable to third parties for any default of the other contracting Party in connection with holding the Joint Election, including the failure of a contracting Party to pay any expenses under the Agreement.

- In case any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue to be valid, and the Agreement shall be construed as if the invalid, illegal, or unenforceable provision has never been included.
- School District and City recognize that either Party may cancel its election, and in such event the Cancelling Party shall be responsible for payments of its costs incurred to date, but not for future costs after date of notice of cancellation.

In connection with this Agreement, all notices, inquiries, and communications shall be to the following persons or offices:

For the School

Whitney Walker  
 207 W. Eighth Street  
 Lampasas, TX 76550  
 512-564-2847  
 512-556-3126 FAX  
 walkerwh@lisdtx.org

For the City

Becky Sims  
 312 East Third Street  
 Lampasas, TX 76550  
 512-556-6831  
 512-556-8083 FAX  
 bsims@cityoflampasas.com

The undersigned are the duly authorized representatives of the Parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this Agreement.

APPROVED BY THE BOARD OF TRUSTEES OF THE LAMPASAS INDEPENDENT SCHOOL DISTRICT, TEXAS in its meeting held the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, and executed by its authorized representative.

By: \_\_\_\_\_  
 Chane Rascoe, Ed. D., Superintendent  
 Lampasas Independent School District

APPROVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS in its meeting held the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, and executed by its authorized representative.

By: \_\_\_\_\_  
 Herb Pearce, Mayor  
 City of Lampasas

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

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**Subject:**

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

Requested By: Monica Wright, Director of Information Systems

Submitted By: Monica Wright, Director of Information Systems

Date Submitted: January 2, 2024

For the Agenda of: January 8, 2024

**Procurement and Funding Statement:**

N/A

Attachments: December Photo Entries

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**Summary Statement:**

The City of Lampasas has engaged the Community to submit photos taken within the City Limits to be considered as a winner of a unique City of Lampasas gift for more than 15 years. This is an opportunity for citizens to capture various City buildings, beautiful landscaping, community events, or historical places to highlight our small town with lots of charm. The monthly winner is chosen by the City Council of the City of Lampasas each month. We look forward to the entries each month and spotlight their photos on the City website and City Facebook page. For the month of December, we received five entries.

Photo contest rules can be found on the City's website:

<https://www.lampasas.org/245/Photo-Contest>

Photo contest gallery of photos can be found on the City's website:

<https://www.lampasas.org/gallery.aspx?AID=5>

**Recommendation:**

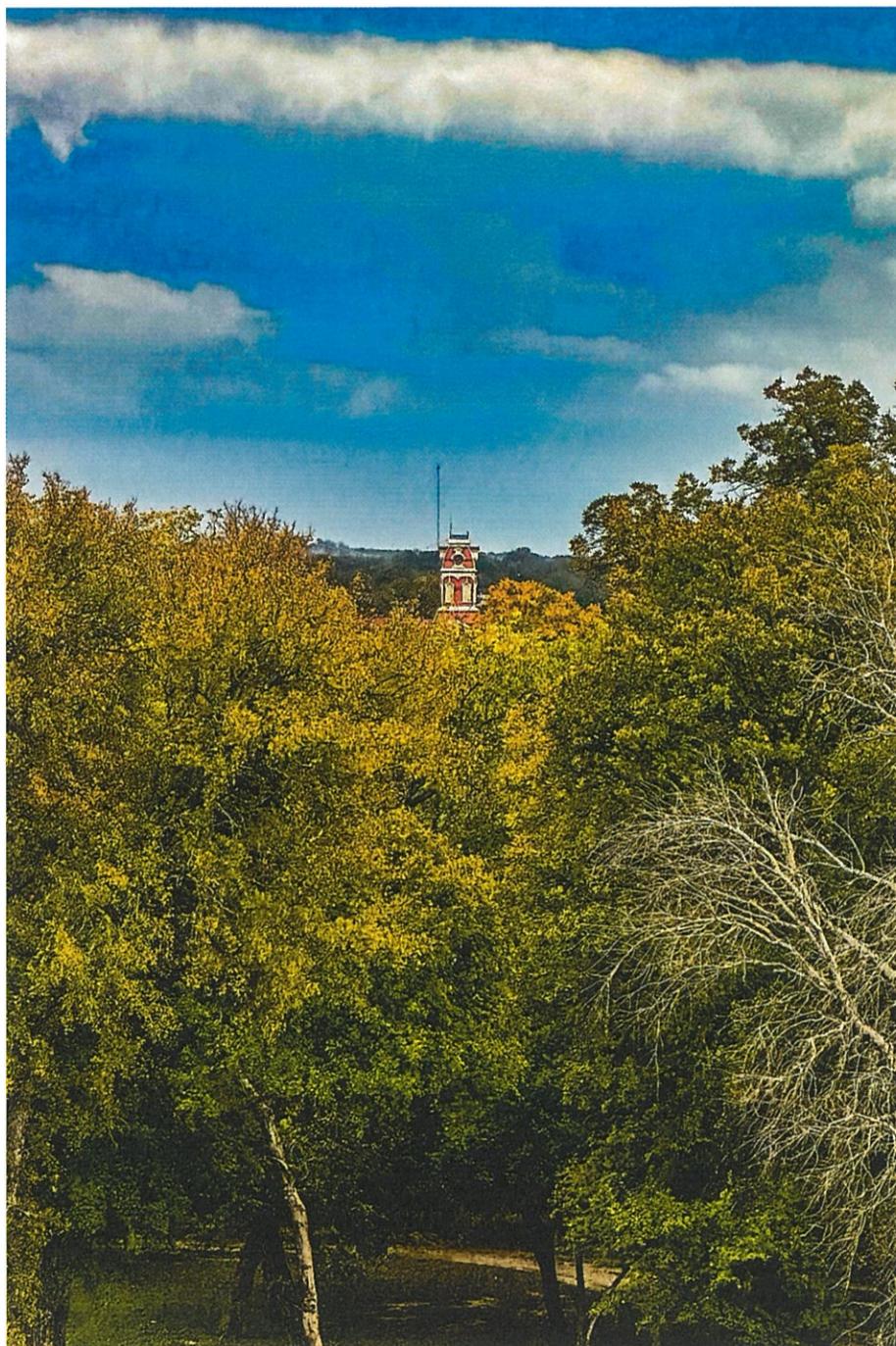
To consider a motion to select one of the entries as this month's winner.

## Entry 1

Candice Morua

[Candicemarieg30@gmail.com](mailto:Candicemarieg30@gmail.com)

“Lampasas is Home” was taken at 604 East Ave F in Lampasas, TX.



## Entry 2

Deb Roberts  
[Robertsdeb74@gmail.com](mailto:Robertsdeb74@gmail.com)

“Elf on a Courthouse Shelf” was taken at the Lampasas County Courthouse in Lampasas, TX.



### Entry 3

Anne Winans  
[fbinurse@att.net](mailto:fbinurse@att.net)

“Reflections of Christmas” was taken at Christmas on the Creek at W.M. Brook Park in Lampasas, TX.



## Entry 4

Amy McDaniel  
[aellismcdaniel@yahoo.com](mailto:aellismcdaniel@yahoo.com)

“Winter Beauty” was taken behind the First Presbyterian Church at 3<sup>rd</sup> and Chestnut in Lampasas, TX.



## Entry 5

Betty Chaudoin

[Krimsonkaye@gmail.com](mailto:Krimsonkaye@gmail.com)

“Backroads” was taken in Lampasas, TX.





City Manager

ITEM NO. 7.3

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

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**Subject:**

Discussion and possible action regarding agreement between the City of Lampasas and property owner regarding the voluntary demolition of property by request of homeowner due to substandard conditions along with payment agreement to recoup funds for demolition services provided in an amount not to exceed \$13,500.00.

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** January 5, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:** Payment Agreement

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**Summary Statement:**

In January 2023, Staff began renewed initiatives in focusing on mitigating substandard properties as defined in the Comprehensive Plan and directed by Council as a focused priority. Staff has presented lists of residential and commercial properties as first phase priorities. With discussions starting as early as December 2020, it has been the direction of Council to secure repayment options to offset demolition costs burdened by the City in addition to property lien. With renewed efforts by Staff and direction by Council in July and August of 2023, Staff began working with legal counsel to create a payment agreement between property owner and the City of Lampasas to secure good faith payments until which time the property is sold and the lien being cleared or when the demolition costs incurred by the City has been satisfied. Staff is ready to move forward with negotiations and execution of the payment agreement with property owner(s) at 1703 S. Chestnut, as voluntarily requested by property owner for the City to engage services with contractor for demolition services.

**Recommendation:**

To consider a motion to approve payment agreement as presented, with option to set term and monthly payment amount and to approve demolition services in an amount not to exceed \$13,500 or in the alternative to allow Staff to negotiate terms with property owner and allow City Manager to execute document, and approve demolition services in an amount not to exceed \$13,500.

# PAYMENT AGREEMENT

## Structural Demolition Costs

### PARTIES AND PROPERTY

This Payment Agreement (the “**Agreement**”) is entered into on \_\_\_\_\_ (the “**Effective Date**”), by and between, \_\_\_\_\_, (the “**Property Owner(s)**”) who are shown in the Lampasas County Property Records to be the sole title owners of the real property and all appurtenances and structures located thereon, located at \_\_\_\_\_, Lampasas County, Lampasas, Texas 76550, (the “**Property**”) which Property is, as averred to by the Owners thereof, free and clear of any liens, claims, or other unrecorded or recorded debts associated therewith, and the City of Lampasas Texas, a Texas Home-Rule municipality, with its Administrative Offices located at 312, East Third Street, Lampasas, Texas 76550, (the “**City**”). If there are more than one owner of the Property, then all owners shall sign this Agreement individually, and each shall be jointly and severally liable under the terms set forth herein. The Owner(s) and City may be referred to herein collectively as the “**Parties**” or singularly as a “**Party**.”

### AGREEMENT

- The City has the authority and under such authority has adopted and administers Ordinances related to Unsafe Structures, specifically including those which are found by inspection to pose a potential danger to the health, safety and general welfare of the occupants or public because of disrepair or dilapidation. See, Code of Ordinances, Chapter 18, Article III Division II, Unsafe Buildings or Other Unsafe Structures, et seq. (“Chapter 18 of the Code”)
- The Parties acknowledge and agree that the Property located at \_\_\_\_\_ Lampasas, Texas 76550, has one or more structures located thereon which are subject to demolition, removal and waste disposal pursuant to the application of Chapter 18 of the Code. **See Exhibit “A”** which are photos of the substandard structure(s) located on the Property, which the Owner(s) acknowledge and agree will be demolished by the City, pursuant to the terms of this Agreement, and which costs of demolition and removal will be subject to the Owner(s) repayment, as set forth herein.
- Chapter 18 of the Code requires that the Owners(s) of the Property bear all expenses related to the demolition, removal and waste disposal of the structures and buildings found to be in violation of the Code; however, the Parties acknowledge and agree that under some circumstances, it is difficult for Owner(s) to finance the demolition, removal and waste disposal costs for the necessary work on the Property.
- Accordingly, the Parties have agreed to enter into this Agreement whereby the City will agree to initially perform the demolition, removal and waste disposal of the unsafe and dangerous structures shown on **Exhibit “A”**, (the “**Work**”) which Owners(s) acknowledged are in violation of the Code, and will allow the Owner(s) an opportunity to repay the City for the

demolition removal and waste disposal costs, over time, as set forth below in the "Payment Plan" below.

- Prior to beginning the Work, the City will provide the Owner(s) with a preliminary estimate of the costs that may be incurred in the Work to be done on the Property. The Owner(s) acknowledge and agree, however, that the preliminary cost estimate is not a final cost, and that the Owners shall be responsible for repayment of the total actual amounts incurred by the City, i.e., the "Costs Incurred," by the City for the Work done on the Property, whether more or less than the preliminary estimate provided. The City will provide the Owner(s) with a written invoice for the actual total "Costs Incurred" after the Work has been completed by the City. A copy of that Invoice will then be appended to this Payment Agreement as **Exhibit "B"** and that total will be the amount that the Owner(s) will be obligated to repay the City as per this Agreement.
- The Parties acknowledge and agree that after the Work is performed by the City and the Cost Incurred is invoiced to the Owner(s), the City will perfect a Property Lien, by filing a lien in the Lampasas County Property Records to secure its interest in the Costs Incurred to perform the Work done pursuant to this Agreement. In addition to the filing, the City will pay the filing fees associated with the lien, and the Owner(s) shall be responsible for repayment of same.
- The Payment Plan included herein has been agreed upon by the Parties as an act of "Good Faith" by the City, to benefit the Owner(s), in consideration for Owner's contractual promise and obligation to pay for the Costs Incurred by the City for the Work done by the City, which the Owner(s) agree and acknowledge are the sole responsibility of the Owner(s), pursuant the City's Code of Ordinances. Accordingly, the Parties acknowledge the satisfactory mutual consideration provided by the terms of this Agreement.

### **PAYMENT PLAN**

- The Parties agree to the following terms related to Owner(s)'s repayment to the City for it Costs Incurred for the Work:
  1. There shall be zero percent (0%) interest on the Costs Incurred, over time.
  2. On or before the \_\_\_\_ of each month, the Property Owner shall remit monthly payments to the City's Finance Department in the minimum amount of \_\_\_\_\_, which shall be booked by the City to reduce the amount owed to satisfy the Property Lien, held by the City as security on the debt owned for the Work done by the City.
  3. If the Property Lien has not been satisfied by the Owner(s) by the earlier of: (a) the time of the Owner's sale and/or other transfer or ownership of the Property; (b) Owner's notice of claim for past due taxes and/or notice of a public tax sale of the Property by any governmental entity with such authority; or (c) by other means within 12 months of the date of this agreement, City has the right to amend the

terms of this Agreement, which amendment may include an increase in monthly payments to be made by Owner(s), and/or extension of terms or termination of the agreement, resulting in the remaining balance of the Original Property Lien coming due immediately.

### **PROPERTY OWNER REPRESENTATION**

- The Property Owner(s) warrants and affirmatively represents that he/she/they are the sole owner(s) of the Property and that no other person, entity, relative, corporation, bank, tenant, realtor, or individual has any interest, claim, lien or title in same.
- The Property Owner(s) warrants and affirmatively represents that the Parties have agreed upon a Payment Plan to secure the debt owned by the Owner's to the City, and that the Owner's shall pay same, in a timely manner as set forth in this Agreement.
- The Owner(s) shall immediately notify the City, in writing, in the event of any of the following prior to full payment of the Costs Incurred to the City and full release of the City's Property Lien on the Property:
  - o At any time that the Owner(s) initiate the process to either **sell, gift or otherwise transfer** ownership of the Property; or
  - o At any time, the Owner(s) receive notice that they are in arrears of tax payment due on the property from any taxing entity; or
  - o Upon receipt of notice that the property will be auctioned by a taxing entity, for unpaid debts owned by the Owner(s); or
  - o Upon notice or information received that any entity, individual or corporation is or will attempt to purchase or take ownership of the Property.

### **DEFAULT**

- In the event that the Property Owner(s) fails to provide the payments as per the agreed Payment Plan within a reasonable time, or otherwise fails to perform any of its contractual obligations as set forth herein, the City shall then be entitled, after written notice to the Owner stating the breach and failure to perform on the part of the Owner(s), but requiring no additional notice or allowance for opportunity to cure on the part of the Owner(s), to declare the remaining amount of the Original Property Lien, less previous payments, **immediately due and payable, as of the date of notice to the Owner(s)** of the Owner(s)'s failure to perform. Additionally, the City shall have the right to exercise all legal options and alternatives available to it to collect any and all amounts owned from the Owner(s), including, but not limited to filing and other costs of court, attorney's fees, and other costs, if any, attributable to the Work or to collections of the default and/or debt owned by the Owner(s).

## **GOVERNING LAW**

- This Agreement shall be governed by and construed in accordance with the laws of Texas and venue shall be in Lampasas, Texas.

## **INDEMNITY WAIVER AND RELEASE**

As consideration for the City's agreeing to perform the Work on the Property, to benefit the Owner(s), the Owner(s)' hereby release, indemnify waive all causes and claims and hold harmless the City, its employees, manager, council members, agents, attorneys, affiliates, and representatives from all present or future claims, causes of action, or demands that Owner now has or may hereafter accrue on account of, or in any way growing out of, any and all known and unknown, or seen and unforeseen property damage, bodily and/or personal injuries and any consequences thereof resulting, or which may result from the City's Work on the Property, including the use of any equipment while on, entering, or leaving the Property. The Owner(s) specifically acknowledge and agree that this indemnity, waiver, hold harmless and release of any and all claims includes all causes and claims which may or could arise out of existing property conditions, negligence or gross negligence of the City, its employees, manager, council members, agents, attorneys, affiliates, and representatives.

## **SEVERABILITY**

- If any word, phrase, clause, sentence or provision of the Agreement, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, invalid or unenforceable, that finding shall only effect such word, phrase, clause, sentence or provision, and such finding shall not influence or alter the remaining portions of this Agreement this being the intent of the parties in entering into the Agreement; and all provisions of the Agreement are declared to be severable for this purpose.

## **ENTIRE AGREEMENT**

- This Agreement contains the entire Agreement and the understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

## **AMENDMENTS**

- The Parties agree that any amendments made to this Agreement must be in writing where they must be signed by all Parties to this Agreement.
- As such, any amendments made by the Parties will be applied to this Agreement.

- The Parties acknowledge and agree that the Exhibits to this Agreement, as referenced herein, shall be incorporated herein and made a part hereof for all purposes, including any future exhibits, when available and appended hereto.

**SIGNATURE AND DATE**

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

CITY OF LAMPASAS

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

Signature: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_

Becky Simis  
Lamparas City Secretary

PROPERTY OWNER (#1)

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

Signature: \_\_\_\_\_

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

STATE OF TEXAS           §

COUNTY OF LAMPASAS       §

Before me, the undersigned authority, on this day personally appeared, \_\_\_\_\_, and known to me to be the person whose name is subscribed to the foregoing Payment Agreement and acknowledged to me that s/he executed same for the purposes therein expressed. Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(*seal*)

\_\_\_\_\_  
Notary Public in and For the State of Texas

PROPERTY OWNER (#2)

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

Signature: \_\_\_\_\_

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

STATE OF TEXAS           §  
COUNTY OF LAMPASAS       §

Before me, the undersigned authority, on this day personally appeared, \_\_\_\_\_, and known to me to be the person whose name is subscribed to the foregoing Payment Agreement and acknowledged to me that s/he executed same for the purposes therein expressed. Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(*seal*)

\_\_\_\_\_  
Notary Public in and For the State of Texas

**Exhibit A**

(Property Address)

Photos of structures to be demolished and removed.

Exhibit B

Copy of "Actual Costs Incurred" Invoice Provided to Owners



To: City of Lampasas  
 Attn: [Becky Sims](mailto:Becky.Sims@cityoflampasas.com)  
[City Secretary/Zoning Administrator](mailto:Becky.Sims@cityoflampasas.com)  
 512-556-6831  
[bsims@lampasas.com](mailto:bsims@lampasas.com)  
[fellett@cityoflampasas.com](mailto:fellett@cityoflampasas.com)  
[rward@cityoflampasas.com](mailto:rward@cityoflampasas.com)

7/19/2023

1703 S Chestnut Street Lampasas, TX	
<b>BASE BID - DEMOLITION SCOPE OF WORK; SEE DETAIL BELOW - \$8,985.00:</b>	
Demo and removal of the front paver walkway, fencing, house and foundation, and clean up of misc. debris. <b>NOTE: Removal of tires, paints, oils, or hazardous materials/chemicals are not included in our pricing.</b>	
<b>Alternate #1 - DEMOLITION SCOPE OF WORK; SEE DETAIL BELOW - \$4,230.00:</b>	
Demo and removal of the shed and foundation with front concrete flatwork.	
<b>NOTE: The price includes machinery, haul off, &amp; labor. Pricing based on normal working days &amp; hours.</b> <b>NOTE: Footings, Piers &amp; Beams will be taken 24" below grade.</b> <b>NOTE: Not responsible for cracks in concrete &amp; pavement to remain due to heavy equipment &amp; trucks.</b> We will take caution around all flatwork to remain to help prevent any damage. <b>NOTE: Adequate water will need to be provided for dust control.</b>	
<b>EXCLUSIONS ARE AS FOLLOWS:</b>	
<ul style="list-style-type: none"> <li>· Anything not specifically noted in Maynard Construction Services scope of work</li> <li>· Permits &amp; Associated Fee's of any kind</li> <li>· Shut off, Cutting, Capping or Relocation of all utilities including overhead &amp; underground by others. Refrigerant Reclaim to be done by others.</li> <li>· Erosion Control &amp; Tree Protection</li> <li>· Not responsible for the removal of any unforeseen items found during demo; Example - Cistern, Well, Septic Tanks, Etc.</li> </ul>	
<b>Terms:</b> Due in full upon completion	<b>Base Bid Quote:</b> \$ 8,985.00

We accept credit cards - 3.5% handling fee

**Direct all inquiries to:**  
 Kenneth Maynard  
 (512) 924-5279  
[ken@maynardcs.com](mailto:ken@maynardcs.com)

**Bid Accepted by:**  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please Initial to accept the Base Bid and/or Alternates - **BASE BID** - \_\_\_\_\_ **#1** - \_\_\_\_\_ **#2** - \_\_\_\_\_ **#3** - \_\_\_\_\_ **#4** - \_\_\_\_\_

Maynard Construction Services  
 P.O. Box 127  
 Briggs, Texas 78608  
 512-887-DEMO  
[www.maynardcs.com](http://www.maynardcs.com)

*MAYNARD CONSTRUCTION SERVICES IS FULLY INSURED AND BONDABLE AND LOOK FORWARD TO DOING BUSINESS WITH YOU!*



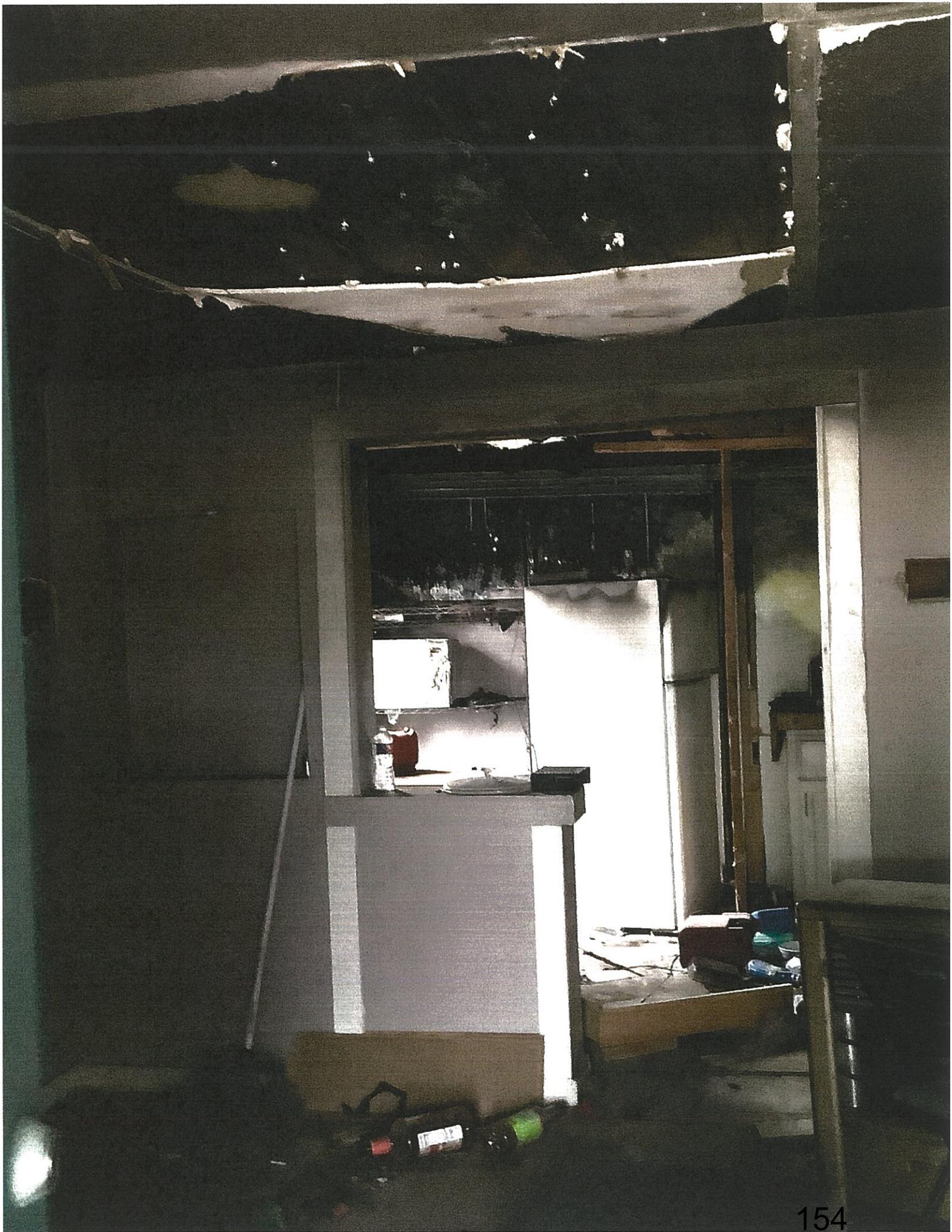












  
**City Manager**ITEM NO. 7.4

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

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**Subject:**

Discussion and possible action to consider the 2<sup>nd</sup> reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6”

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** December 6, 2023

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the 2<sup>nd</sup> reading of an Ordinance to rezone property described as w ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge from Commercial “C” to Single Family Residential-6 “SF-6”

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

**AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM COMMERCIAL “C” TO SINGLE FAMILY RESIDENTIAL-6 “SF-6” FOR PROPERTY DESCRIBED AS W ½ OF LOT 2 BLOCK 2, EAST LAMPASAS ADDITION, LAMPASAS, TEXAS, LAMPASAS COUNTY, COMMONLY KNOWN AS 1011 E BRIDGE, DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, Jeremiah and Jennifer Collins, (property owners) are asking the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Commercial “C” to Single Family Residential-6 “SF-6” for property described as W ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge Lampasas; and

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on December 7, 2023 by the Planning & Zoning Commission regarding the zoning request; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on December 11, 2023 by the City Council regarding the zoning request; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to change the zoning classification from Commercial “C” to Single Family Residential-6 “SF-6”; and

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

Part 1: That the request to rezone property described as the W ½ of Lot 2 Block 2; East Lampasas Addition, Lampasas, Texas, Lampasas County; commonly known as 1011 E Bridge Lampasas, Texas Lampasas County asked of the City of Lampasas Planning & Zoning Commission and the City Council to consider from Commercial “C” to Single Family Residential-6 “SF-6” is hereby approved.

Part 2: The City’s staff shall take actions necessary to reflect this revision in City documentation, including a change to the City’s Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

PASSED AND APPROVED THE FIRST READING ON THE 11<sup>th</sup> DAY OF DECEMBER 2023

PASSED AND ADOPTED ON THE SECOND READING ON THE 8<sup>TH</sup> DAY OF JANUARY 2024.

APPROVED:

ATTEST:

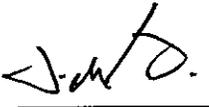
\_\_\_\_\_  
Herb Pearce, Mayor

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

APPROVED AS TO FORM:

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

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City Manager

ITEM NO. 7.5

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

**Subject:**

Discussion and possible action regarding the CSJ24AWLMPAS Airport Project.

**Requested By:** Finley deGraffenried, City Manager

**Submitted By:** Finley deGraffenried, City Manager

**Date Submitted:** January 3, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

Available Fund Balance- 25- Aviation- \$41,527.93; \$335,656.61 Claims on Cash

**Attachments:**

**Summary Statement:**

As previously reported to Council, the City has been contacted by TxDOT Aviation regarding the Divisions efforts to update AWOS Systems (Automated Weather Observing System) at general Aviation Airports across the State. The AWOS Systems support weather reporting and communication, and Lampasas has a need for upgrade. The Grant Funding proposed by TxDOT is a 90%/10% with the City's estimated share of \$15,000.00. Council is asked to approve the sample resolution, designate a representative, and certify, through the Finance Director, that funds are available. Grant Funds are allocated to reimburse the City (sponsor)

**Recommendation:**

To consider a motion to approve Resolution authorizing the Sponsor's Representative to execute appropriate authorizations for funded improvements to the Lampasas Airport AWOS; and to designate the City Manager as the Authorized Sponsor's Representative.



**City of Lampasas**



# **CSJ 24AWLMPAS Airport Project**

**Presented by TxDOT Aviation Staff**

December 11, 2023 | Austin, TX

**STATE**

**AFN: 20.106**

City of Lampasas  
Lampasas Municipal Airport  
**24AWLMPAS**

**PROJECT IMPLEMENTATION MEETING**

Total project costs currently estimated to be \$150,000.

Total sponsor share estimated to be \$15,000

- This is a reimbursement grant. The sponsor will bid and contract directly with the provider. Once the invoice is paid by the sponsor, then the sponsor will upload the invoice into eGrants to request reimbursement. We do require proof of payment along with the Reimbursement Request form and invoices.
- The sponsor may advertise for the AWOS, award the contract, BUT the sponsor **CANNOT** execute the contract until the grant is executed.
- **The sponsor must have an executed grant in place, otherwise the costs are not eligible.**
- TxDOT needs copies of the Notice to Bid, Bid Tabs, and awarded contract. All of these can be uploaded in the Grant Tab in eGrants under Correspondence.

**Forms needed prior to submission for Texas Transportation Commission Approval due January 5, 2024:**

- **Resolution (Sample enclosed)**  
This resolution will be used for your total project.
- **Designation of Sponsor's Authorized Representative (form enclosed)**  
This is the person who will receive the agreement and all correspondence regarding this project.
- **Certification of Project Funds (form enclosed)**  
This certifies that funds will be available and when they will be available.

**TxDOT Aviation Division Public Hearing on January 26, 2024**

Opportunity for sponsor and public comments on financial assistance grants.

**Transportation Commission Approval requested on February 22, 2024**

## **APPA (Airport Project Participation Agreement) OVERVIEW**

### **Part I - ID of Project**

Describes participants and project description.

### **Part II - Offer of Financial Assistance**

Provides 90% state and 10% local funding.

### **Part III - Sponsor Responsibilities**

#### SPECIFIC GRANT CONDITIONS (Part III):

(Required by Statute & Administrative Code)

- \* Sponsor will comply with the attachments (Certification of Airport Fund)
- \* Sponsor will comply with applicable rules & regs
- \* Facility shall be controlled for at least 20 years
- \* Facility shall be operated in a safe manner
- \* Public access without unjust discrimination shall be provided
- \* No exclusive rights will be granted
- \* No through-the-fence operations shall be permitted without appropriate written agreement
- \* All necessary land shall be acquired
- \* When requested, statements of airport revenues & expenses shall be submitted. yearly audited financial statements should be submitted.
- \* Sponsor shall operate such lighting at least at low intensity from sunset to sunrise
- \* All fees collected shall be used for airport development & improvement
- \* An airport fund shall be established for revenues collected and all expenditures from the airport fund shall be for airport purposes
- \* any revenue from mineral rights be identified as airport revenue; deposited to the airport fund and used for airport operations
- \* All development shall be consistent with approved ALP
- \* Comprehensive zoning regulations shall be adopted
- \* Recovery of funds spent fraudulently
- \* No steel or manufactured products produced outside U.S. permitted
- \* Sponsor must provide for continuous operation and maintenance of any navigational aid funded under the AIP during the useful life of the project

**NOTE: Special Condition - Must have acceptable pavement maintenance program to be eligible for Capital Improvement Program grants.**

**NOTE: Please be sure to register all based aircraft at [www.basedaircraft.com](http://www.basedaircraft.com)**

## **► Certification of Single Audit Requirements**

### FEDERAL

If the city/county spends more than \$750,000 in federal sources during this fiscal year the city/county submit the report to the audit division of the Texas Department of Transportation.

### STATE

If the city/county spends more than \$750,000 in state fund sources during this fiscal year the city/county submit the report to the audit division of the Texas Department of Transportation.

If the city/county did not either of these thresholds expenditures, the city/county please submit a letter indicating that it is not required to have an audit performed for FY \_\_\_\_.

## **EGRANTS:**

You will use this system for submitting payments and to retrieve your payments. For this project, you will have access to the Grant Tab in Egrants.

If you do not have a user name and password, please email our help desk and they can get you set up. Passwords expire every 90 days.

[avn-egrantshelp@txdot.gov](mailto:avn-egrantshelp@txdot.gov)

Here is the web link to Aviation eGrants.

<http://www.txdot.gov/government/funding/egrants-2016/aviation.html>

<b>SCHEDULE SUMMARY for Federal/State funded projects</b>	<b>DATE DUE</b>
Resolution and other forms must be submitted to Aviation Division	January 5, 2024
Public Hearing	January 26, 2024
Texas Transportation Commission Approval of Project	February 22, 2024
APPA sent to Sponsor for acceptance	Feb 2024
APPA returned to Aviation Division	Mar 2024

**AVIATION CONTACTS**

Call 1-800-68-PILOT (687-4568) Aviation Division Staff  
 Cassie Malm, Grant Manager, 512-902-3110; Cassandra.malm@txdot.gov  
 Sheri Quinlan, Contract Specialist, 512-416-4988 sheri.quinlan@txdot.gov  
 Julie Fielder, 512-416-4532, Project Manager; Julie.fielder@txdot.gov

### **SAMPLE RESOLUTION for AWOS Grant**

WHEREAS, the **NAME OF SPONSOR** desires to replace an automated weather observing system at the (name of airport); and

WHEREAS, the total project cost is estimated to be **\$150,000**; and

WHEREAS, the **NAME OF SPONSOR** hereby offers 10% of project costs to match 90% state funds, currently estimated to be \$15,000 in local funds; and

WHEREAS, local funds will be available to meet project expenditures; and

WHEREAS, the **NAME OF SPONSOR** agrees to operate and maintain the installed automated weather observing system for the useful life of the asset; and

WHEREAS, the **NAME OF SPONSOR** intends to request financial assistance from the Texas Department of Transportation for installation of the automated weather observing system for these improvements; and

NOW, THEREFORE, BE IT RESOLVED, that the **NAME OF SPONSOR** hereby directs **NAME OR POSITION OF INDIVIDUAL** to execute on behalf of the **NAME OF SPONSOR**, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to the **AIRPORT NAME**.





  
City Manager

ITEM NO. 7.6

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

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**Subject:**

Discussion and possible action to approve the first reading of an Ordinance to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay “MHO”

**Requested By:** Becky Sims, City Secretary

**Submitted By:** Becky Sims, City Secretary

**Date Submitted:** January 3, 2024

**For the Agenda of:** January 8, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:** P&Z Packet

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**Summary Statement:**

The applicant, Kaleb Alexander is asking for consideration in rezoning property from Single Family Residential-10 “SF-10” to Single Family Residential-10 “SF-10” with a Mobile Home Overlay “MHO”

- The property is currently zoned Single Family Residential-10 “SF-10”
- Staff mailed nine letters (9) notices to property owners within 200 feet of the applicant’s property, to date no letters have been received in favor or in protest of the request.
- This area is described as Urban Residential in the Comprehensive Plan. Urban Residential is intended for areas to be developed primarily to conserve, and in some cases, transition, the already existing residential areas developed with an urban character. These areas are intended to conserve the existing gridded lot and block pattern of development.
- Recommended Residential Uses: single-family detached dwellings; industrialized housing; single-family attached (i.e., duplexes, twins, and triplexes)

The Planning Commission met on January 4, 2024 and did recommend approval.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay “MHO”

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Chris Felan  
Vice President  
Rates & Regulatory Affairs

December 19, 2023

City Official

Re: Rider GCR - Rate Filing under Docket No. 10170

Enclosed is Atmos Energy Corp., Mid-Tex Division's Statement of Rider GCR applicable for the January 2024 billing periods. This Statement details the gas cost component of the residential, commercial, and industrial sales rates for customers within your city. This filing is for informative purposes only and no action is required on your city's part.

Should you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Chris Felan".

Chris Felan  
Vice President, Rates and Regulatory Affairs  
Atmos Energy, Mid-Tex Division

Attachment

ATMOS ENERGY CORPORATION  
MID-TEX DIVISION  
STATEMENT OF RIDER GCR  
January, 2024  
PREPARED IN ACCORDANCE WITH  
GAS UTILITIES DOCKET NO. 10170

**Part (a) - Mid-Tex Commodity Costs**

Line	(a)	(b)	Btu Factor	Per MMBtu
1	Estimated Gas Cost per Unit:	\$0,27340		
2	Estimated City Gate Deliveries:	317,710,470		
3	Estimated Gas Cost:	<u>\$66,862,042</u>		
4	Lost and Unaccounted For Gas %	2.5932%		
5	Estimated Lost and Unaccounted for Gas	<u>\$2,252,506</u>		
6	Total Estimated City Gate Gas Cost:	<u>\$69,114,548</u>		
7	Estimated Sales Volume:	<u>297,043,670</u>		
8	Estimated Gas Cost Factor - (EGCF)	<u>0.30000</u>		
9	Reconciliation Factor - (RF):	(0.00959)		
10	Taxes (TXS):	0.00000		
11	Adjustment - (ADJ):	0.00000		
12	Gas Cost Recovery Factor - (GCRF) (Taxable)	0.29041	per Ccf	
13	Customer Rate Relief - (CRR) (Non-Taxable)	0.11000	per Ccf	\$1.0945

**Part (b) - Pipeline Services Costs**

Line	(a)	(b)	(c)	(d)	(e)
	<b>Fixed Costs</b>				
14	Fixed Costs Allocation Factors [Set by GUD 10170]	100.0000%			
15	a. Current Month Fixed Costs of Pipeline Services	\$52,724,270		30.5476%	5.1487%
16	b. Plus: Second Prior Month Recovery Adjustment	\$0		\$0	2,715,142
17	Net Fixed Costs	<u>\$52,724,270</u>		<u>\$16,105,999</u>	<u>\$2,715,142</u>
	<b>Commodity Costs</b>				
18	a. Estimated Commodity Cost of Pipeline Services	\$3,408,738		1,030,788	290,719
19	b. Plus: Second Prior Month Recovery Adjustment	\$0		\$0	\$0
20	Net Commodity Cost of Pipeline Services	<u>\$3,408,738</u>		<u>\$1,030,788</u>	<u>\$290,719</u>
21	Total Estimated Pipeline Costs (Line 16 + Line 19)	\$56,133,008		\$17,136,787	\$3,005,861
22	Estimated Billed Volumes		69,996,090 Ccf	47,014,280 Ccf	4,948,669 MMBtu
23	Pipeline Cost Factor (PCF) [Line 20 / Line 21] (Taxable)		0.51420 Ccf	0.36450 Ccf	\$0.6074 MMBtu
24	Gas Cost Recovery Factor - (GCRF) [Line 12] (Taxable)		0.29041 Ccf	0.29041 Ccf	\$2.8697 MMBtu
25	Customer Rate Relief - (CRR) (Non-Taxable)		0.11000 Ccf	0.11000 Ccf	\$1.0945 MMBtu
26	Rider GCR		0.91461 Ccf	0.76491 Ccf	\$4.5916 MMBtu
27					<u>\$0.6074 MMBtu</u>

<sup>1</sup> Industrial Service and Transportation are reported in MMBtu. An MMBtu conversion factor of .1005 is used to convert from Ccf.