

**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 22, 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 22, 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 relating to Wayfinding Master Sign Project *(pgs. 5-6)*
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
 - B. Invocation and Pledge of Allegiance
 - C. Presentations and Proclamations
 - February 2024 Night Sky Awareness Month *(pgs. 7-8)*
- Service Recognition
- Frank Ellett- Building Official- 5 Years

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

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| 2.0 | MINUTES | PAGES |
| 2.1 | Discussion and possible action concerning the approval of minutes of the Regular Meeting held on January 8, 2024 | 9-18 |

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| 3.0 | CONSENT AGENDA | PAGES |
| 3.1 | Discussion and possible action to approve the second 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" | 19-20 |

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| 4.0 | BOARDS/DEPARTMENT REPORTS | PAGES |
| 4.1 | <ol style="list-style-type: none"> 1. Utility Billing and Collections Monthly Report 2. Public Works Monthly Report for Electric, Streets, Water/Wastewater 3. Police Department Monthly Report 4. Building Official Monthly Report 5. Economic Development Monthly Report 6. Fire Department Monthly Report 7. Parks and Recreation Monthly Report 8. Information Systems Monthly Report 9. Library Monthly Report 10. Golf Course Monthly Report 11. Municipal Court Monthly Report 12. City Secretary Monthly Report | 21-42 |
| 5.0 | ROUTINE MATTERS | PAGES |
| 5.1 | City Manager's Operational Report <ul style="list-style-type: none"> • EMS • Bridge • LEDC • Auditors • Gateway Signage • Painted Chair • Staff | 43-46 |
| 5.2 | MAYOR'S COMMENTS | N/A |

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| 6.0 | UNFINISHED BUSINESS | N/A |
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| 7.0 | NEW BUSINESS | PAGES |
| 7.1 | Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 4, 2024 General Election. | 47-64 |
| 7.2 | Discussion and possible action to donate surplus 2009 Ford Crown Victoria from Police Department Fleet to the Law Enforcement Program at Lampasas High School. | 65-66 |
| 7.3 | Discussion and possible action regarding terms of a Development Agreement by and between RKJ Construction ("Developer") and the City of Lampasas ("City") for | 67-70 |

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| | consideration of public improvements that include road construction and paving, and extension of the City's water mains. | |
| 7.4 | Discuss and consider nominating candidate for election to the Central Texas Water Supply Corporation Board of Directors. | 71-76 |

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 19 day of January 2024 at 3:20 pm

Becky Sims
Becky Sims, City Secretary

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ITEM NO. WORKSHOP-2

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

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 22, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

At the January 8, 2024 Council Meeting staff provided Council with the latest Wayfinding Master Sign Package from Studio 16:19 for review. Tonight, Staff seeks Council feedback, comments and recommendations.

Recommendation:

Discussion and direction only.

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RESOLUTION NO. 2024-3

**A RESOLUTION DECLARING FEBRUARY 2024 NIGHT SKY
AWARENESS MONTH FOR THE CITY OF LAMPASAS, TX**

WHEREAS, the City of Lampasas, Texas (hereafter “City) supports efforts to preserve the night skies and encourages such practices and technologies to further preserve, protect and celebrate our night sky in the City as reflected in Resolution 21-14;

WHEREAS, the City works with its partners to educate and encourage landowners, businesses, resident communities, and public entities to join in this commitment;

WHEREAS, upcoming events raising awareness include the March 2 Library Star Party and April 8 Solar Eclipse;

WHEREAS, the City recognizes the importance of education and awareness building to continue to encourage our citizens in protecting the enduring beauty of the night sky;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lampasas, Texas that:

The City hereby declares February 2024 Night Sky Awareness Month. This resolution shall take effect immediately upon its passage.

Passed and Adopted by Council on this 22nd day of **January, 2024**

CITY OF LAMPASAS, TEXAS

By: Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

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MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS

ITEM 2.1

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)

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
Charlie Boswell, Asst. Police Chief
Ryan Ward, ACM
K.A. Morris, Electric Crew Lead
Carlos Garcia, Street Superintendent
Van Sims, WWW Operations Manager
Robyn White, PW Secretary

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.

2. Discussion and recap from Solar Eclipse Town Hall Meeting.

Chief Smith provided the following overview:

- *The Town Hall was an opportunity to provide updates and progress to Lampasas citizens, approximately 80 attendees were present.*
- *In attendance were the Mayor, City Council, City Staff, County Judge Randy Hoyer and representatives from Chamber of Commerce and Visitor Center.*
- *The City Manager opened up the meeting and provided an overview of content for the meeting*
- *Chief Smith addressed those in attendance by providing broad information on the planning portion for Public Safety, Emergency Management and the efforts related to preparedness. (Local Meetings, County Meetings and Regional Meetings)*
- *Police Chief Cummings also provided information on high visibility of police units, staffing, communications and response to incidents.*
- *Assistant City Manager Ryan Ward addressed the topics of Traffic flow, Sanitation and Public Health.*
- *Melissa Unger from Lampasas County Chamber of Commerce and Visitors Center provided information on the effort of continued information sharing with members of the business community.*
- *EDC Director Stacy Ybarra provided information on the campsites and viewing areas designated for this event.*
- *The following areas identified during the tabletop exercise still need to be researched prior to the event:*
 - *Increase awareness and share information before, during and after the event with citizens via methods other than internet or social media platforms*
 - *To meet with vendors to make sure that equipment being utilized for traffic control will display information not only from pre-scripted information, but also will allow us to post emergency information.*
- *The next Town Hall is tentatively scheduled for March 27, 2024.*

3. Discussion relating to Wayfinding Master Sign Project.

Becky Sims, City Secretary presented the most up to date package to Council with overview for review and consideration of sign designs and placement, as well as, priorities for implementation. Mrs. Sims advised this item will be brought back for Council comment and recommendations at the January 22, 2024 Council Meeting.

4. Discussion and presentation of Annual Racial Profiling Report.

Jody Cummings, Police Chief presented the Annual Racial Profiling Report

The Texas Code of Criminal Procedure 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 by the Lampasas Police Department adopting a detailed written policy on racial profiling, collecting and auditing information relating to motor vehicle stops.

As required by law 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.

With no comments, Council acknowledged receiving the report.

5. Discussion regarding Short Term Rental Regulations.

Mrs. Sims presented the following:

In September 2022, at the request of Council member Kuehne, Short Term 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 term rentals advertised within the City Limits of Lampasas.

After general discussion regarding administering and enforcing, Council would like to see what hybrid option may be available to collect HOT taxes from those inside the City Limits in the interim until regulatory requirements have been determined and adopted by Ordinance.

6. Discussion regarding any item on the regular agenda

There was no discussion

5 Adjourn Workshop Session

Without objection Mayor Pearce adjourned the workshop session and moved to the regular session at 5:57 p.m.

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| REGULAR SESSION |
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ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 5:58 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.

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

There were no citizen comments

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

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| 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 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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Mayor Pearce opened the public hearing.

Becky Sims, City Secretary advised of the following:

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.

With no further discussion the public hearing was closed.

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| 2.0 | MINUTES |
| 2.1 | Discussion and possible action concerning the approval of minutes of the Regular Meeting held on December 11, 2023 |

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

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| 2.1 | Discussion and possible action concerning the minutes of the December 13, 2023 Solar Eclipse Town Hall Meeting. |
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Council member Keele moved to approve the minutes of the December 13, 2023 Solar Eclipse Town Hall Meeting, the motion was seconded by Council member Williamson, with Council member Kuehne and Council member Hernandez abstaining, the motion carried. (Morris absent)

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| 3.0 | CONSENT AGENDA |
| 3.1 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2023- December 31, 2023 |
| 3.2 | Discussion and possible action regarding November 2023 Investment Report |
| 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" |

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

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| 4.0 | BOARDS/DEPARTMENT REPORTS |
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Ryan Ward, Assistant City Manager/PW Director along with his Staff presented the Public Works Annual Report

Van Sims, WWW Operation Manager reviewed the following:

- *Recognized Staff experience, tenure and licenses.*
 - *One of the many highlights is Stephen Sewell, Plant Operations Supervisor achieved his A Water license; which is a rarity in his position to hold both A Water & A WW.*
- *Reviewed annual budget numbers including maintenance and capital improvements.*
- *Completed Projects 2022-2023*
 - *400' Waterline Replacement on Dent Street*
 - *310' 8" Fireline on North side of the square*
 - *Replaced Spring Street Pump Station Production Meter*
 - *970' 8" Sewer Installed to Eliminate Turner Field Lift Station*
 - *100' Ave G Sewer Extension*
 - *730' 8" Waterline looping on Samac Trail*
 - *Hwy 281 Waterline Relocation*
 - *Lead Service Line Inventory*
- *2023-2024 Projects*
 - *On Site Power Generation for WWTP*
 - *Spring Street Pump Station, and Portable Generator for Sewer Lift Stations.*
 - *Waterline Looping Live Oak from 7th - 5th Street*
 - *Waterline Looping on Ave C from Ridge to Broad*
 - *Waterline looping on Ave A from Walnut to Broad*
 - *Waterline looping on 2nd Street from Spring to Summer*
 - *On-Line pH Monitoring for AFNA and Municipal WWTP.*
 - *Sewer Line Extension on Barnes Street from County Jail to HWY183.*
 - *Sewer Line Extension on Skipcha Lane from Skipcha to Castleberry.*
 - *Ongoing GIS Data Collection of Water/Wastewater System*
- *Completed 865 Work Orders*
 - *Highest volume comes from line locates and customer service inquiries*

Ryan Ward presented on behalf of Wayne Sanders, Electric Superintendent:

- *Recognized Staff experience, tenure and certifications*
- *Reviewed annual budget numbers including maintenance and capital improvements.*
- *Completed 2022-2023 Projects*
 - *Business Park Phase I*
 - *Hwy 281 South Project*
 - *Lampasas SUB SCADA*
 - *Lampasas SUB House Move*
 - *Transfer Feed to Diamond Ridge Subdivision to Balance Loads on Feeders*
 - *Benny Boyd Charging Station*
 - *Barnes Street Pole Rebuild*
 - *NA10 Switches to tie NA 20*
- *2023-2024 Projects*
 - *Hillside Acres*
 - *Pole Inspection/Replacement*
 - *Nextlink Fiber*
 - *Business Park Phase II*
 - *Northington Estates*
 - *Turner Field Lights*

- Completed Work Orders- 936
 - Highest volume comes from line locates and new service pole sets.

Carlos Garcia, Street Superintendent presented the following:

- Recognized Staff experience and tenure.
- Reviewed annual budget numbers including maintenance and capital improvements.
- Completed 2022-2023 Projects
 - Sealcoat Miles – 1.85 miles
 - Asphalt Pavement Miles – .76 miles
 - Briggs Street Rebuild – 4th to Bridge Street
 - Brush Chipping Tons - 15 tons
 - Remodeled and updated Collection Center to accommodate drive-thru
 - GIS Data Collection
 - Implemented 4-way Stop at 4th & Spring
- 2023-2024 Projects
 - 2ND St. Design and Rebuild
 - Fairview Drainage Feasibility Study
 - 3rd Street Bridge Project –TXDOT Funded
 - Western Street Bridge Replacement
 - Pavement Maintenance Program
- Completed Work Orders- 177
 - Highest volume comes from hauling brush and street repair
- Citizens Collection Station
 - Reviewed annual budget
 - Reviewed tons of debris and recycle material collected

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| 5.0 | ROUTINE MATTERS |
| 5.1 | City Manager’s Operational Report |

City Manager deGraffenried reviewed his report:

Calvert Building Staff met with the selected, qualified, landscaping contractor on December 21st 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 22nd.

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 16th, and coincidentally, he will start in the same month as Van Berry completes his 36th 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 30th 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 17th.

Hostess House Staff will meet, virtually, with representatives from Reliance Architecture to review the updated plan set received by the City December 12th. The City will provide plan notes prior to the meeting on January 10th. 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.

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| 5.2 | MAYOR'S COMMENTS |
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| 6.0 | UNFINISHED BUSINESS |
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There was no unfinished business.

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| 7.0 | NEW BUSINESS |
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| 7.1 | Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas. |
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Council member Keele moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Morris absent)

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| 7.2 | Discussion and selection of website photo contest winner. |
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Council member Keele moved to select entry number two "Elf on a Courthouse Shelf", the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Morris absent)

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| 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 |
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Council member Keele moved to approve the payment agreement as presented, to allow Staff to negotiate terms with property owner and approve demolition expenses in an amount not to exceed \$13,500.00, the motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Morris absent)

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| 7.4 | Discussion and possible action to consider taking no action on the 2 nd 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. |
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Mrs. Sims advised Council that item 7.4 in the packet was the incorrect cover for this agenda item, hard copy was placed at the dais for their review; however, the agenda language is correct.

Since the approval of the first reading of the Ordinance on December 11, 2023 to rezone the property from Single Family to Apartments the developer/property owner has decided to develop as originally planned and build four single family homes. On December 28, 2023 a building permit for a single-family home was issued for 1706 E Avenue J.

Council member Keele moved to take no action on the second 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)

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| 7.5 | Discussion and possible action regarding the CSJ24AWLMPAS Airport Project. |
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Mr. deGraffenried advised that 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)

Council member Keele moved 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, the motion was seconded by Council Kuehne and with a unanimous vote, the motion carried. (Morris absent)

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| 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" |
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Council member Pratus moved 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", the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

Adjourn- Council member Pratus moved to adjourn the meeting at 7:03 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Morris absent)

PASSED AND APPROVED this _____ day of _____, 2024.

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**

Subject:

Discussion and possible action to approve the second 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 22, 2024

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This is the second reading of an Ordinance

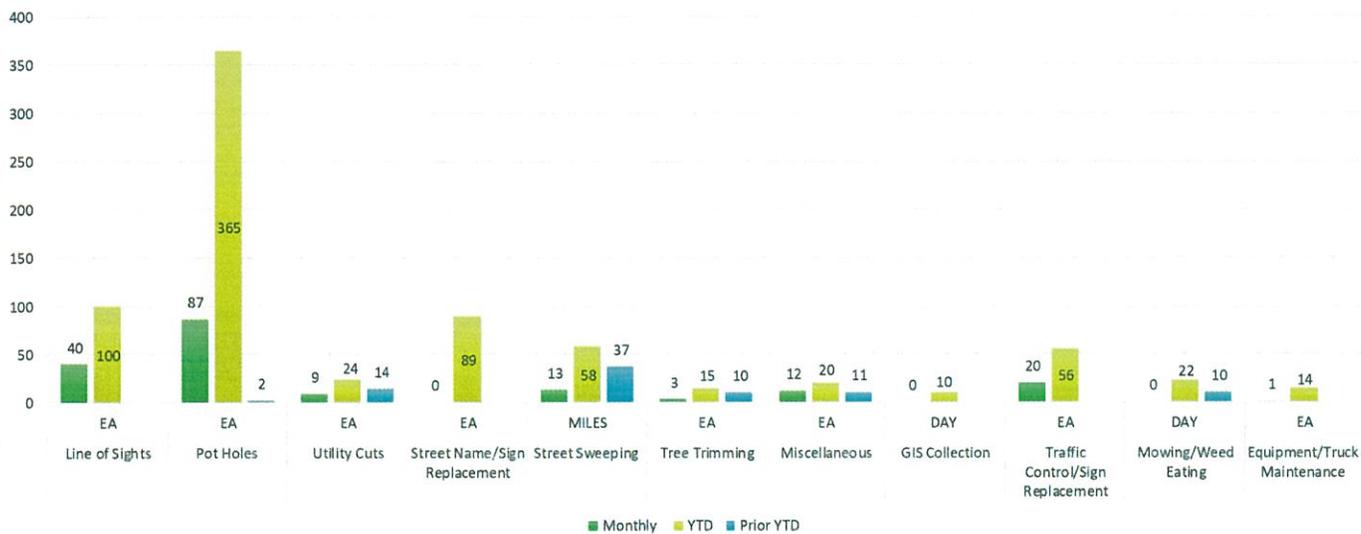
Recommendation:

To consider a motion to approve the second reading of an Ordinance 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”

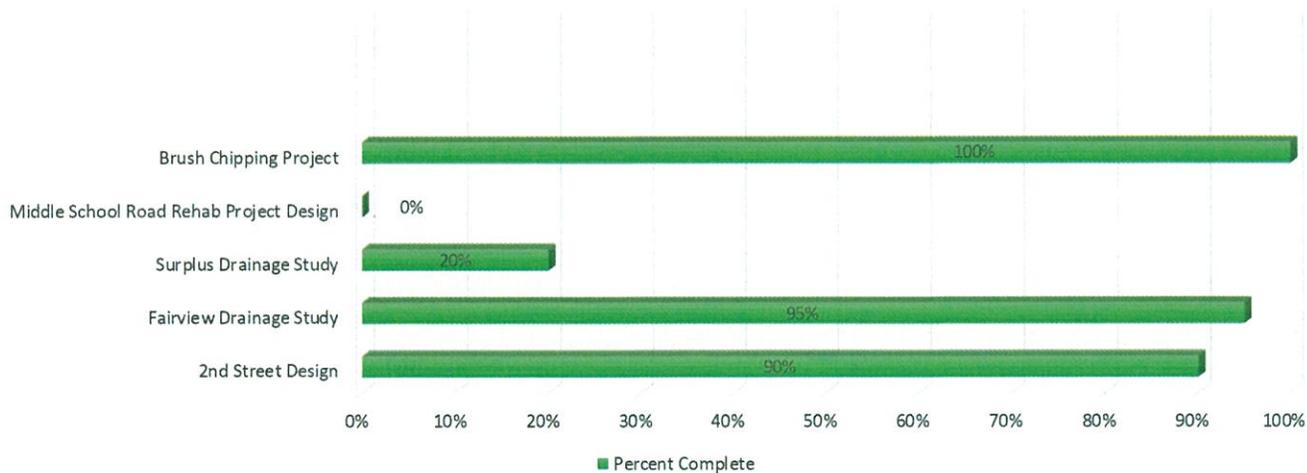
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Street Department

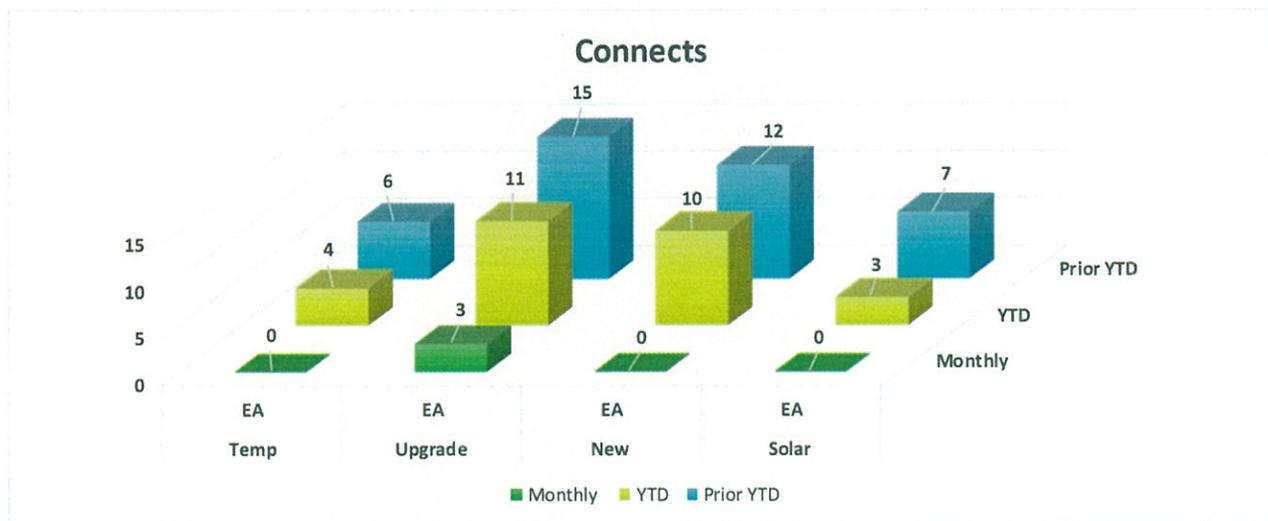
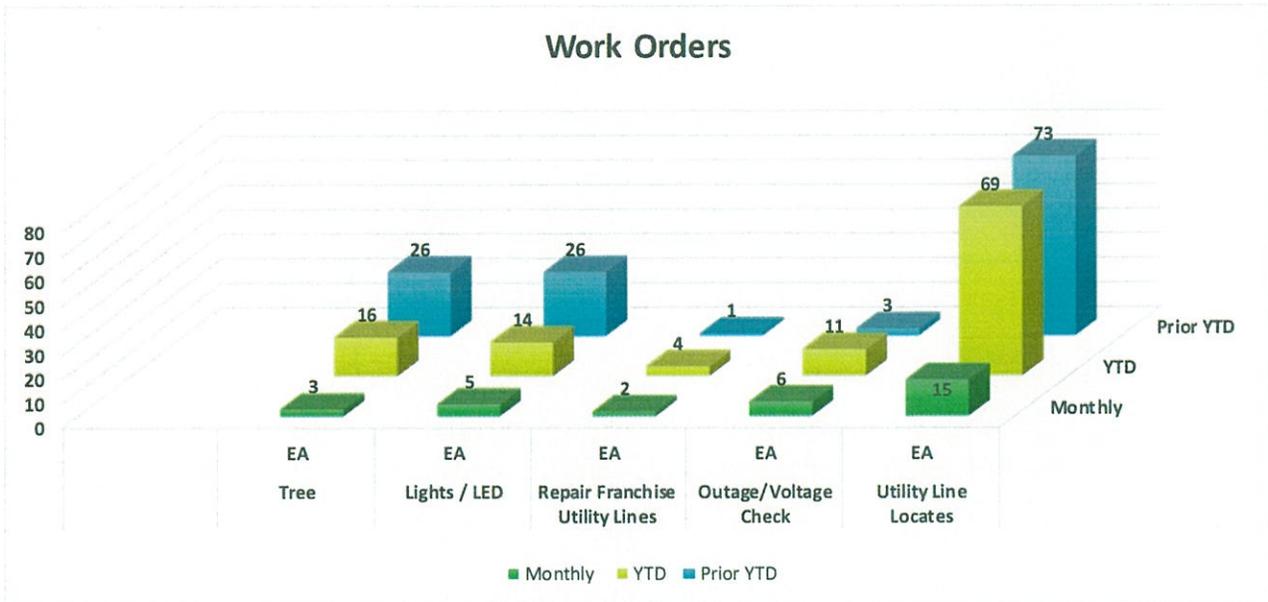
Work Orders



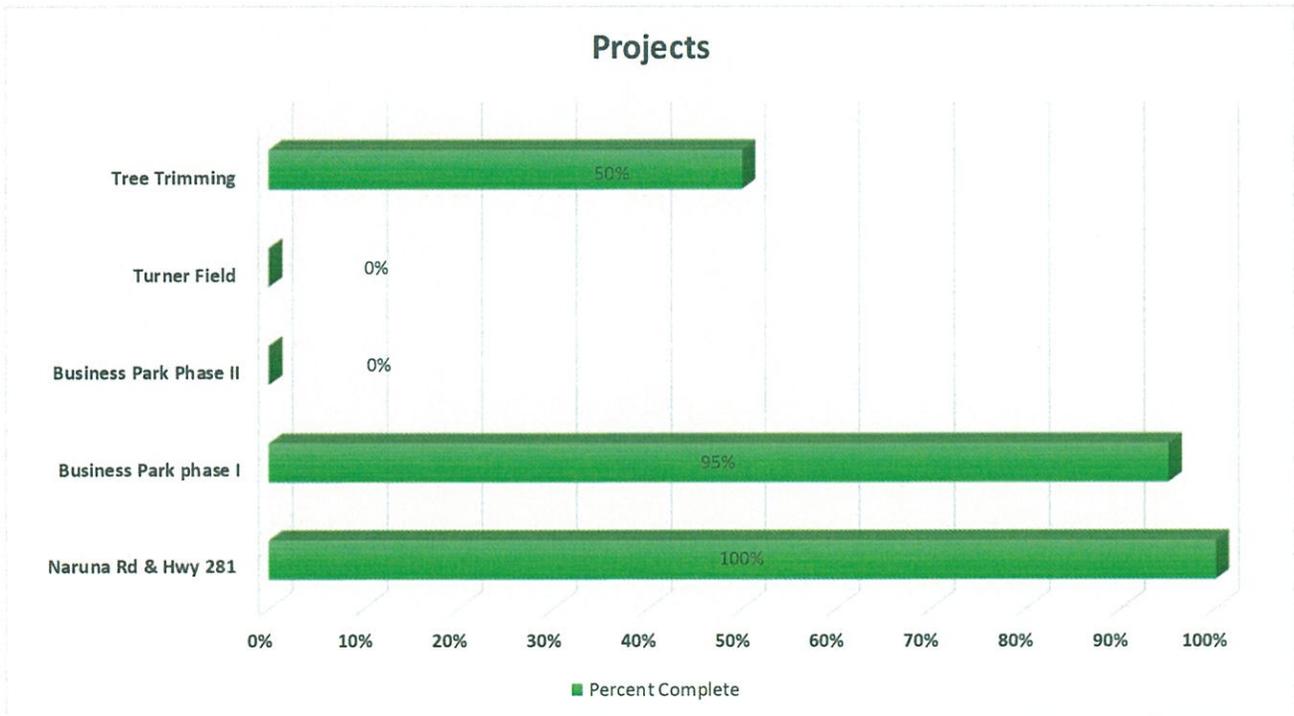
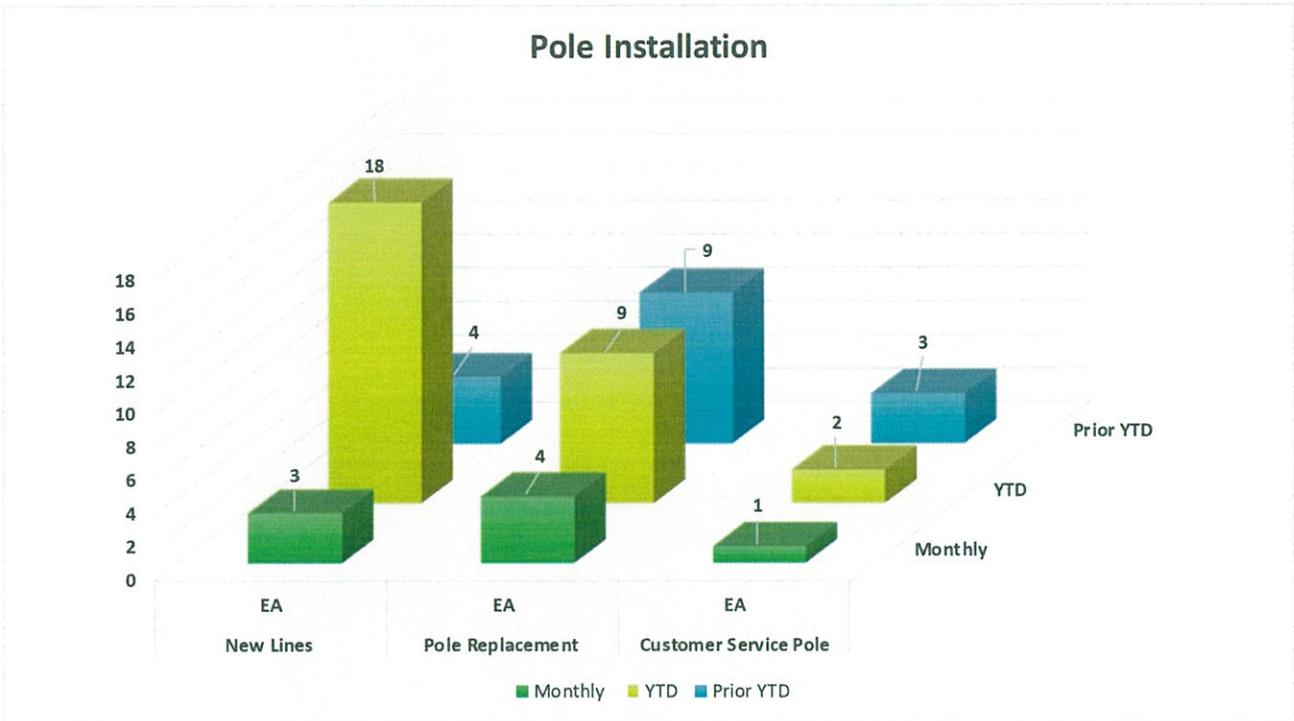
Projects



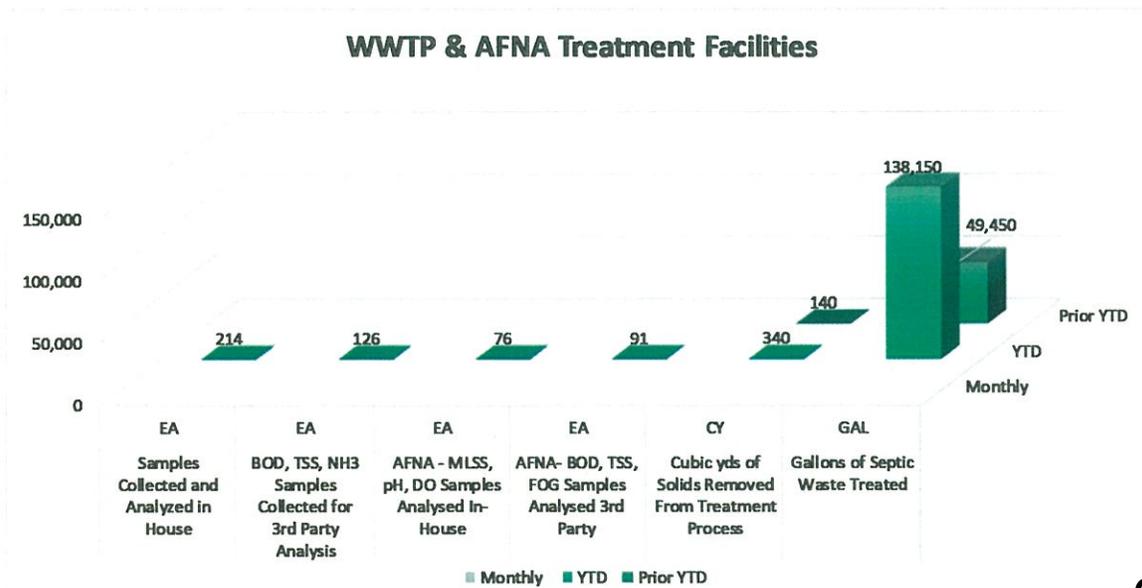
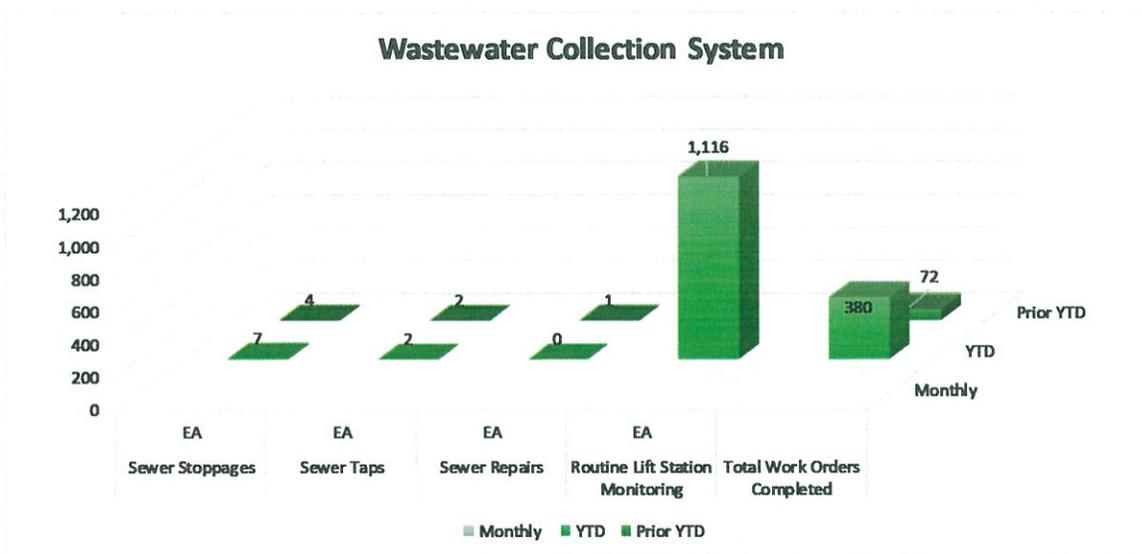
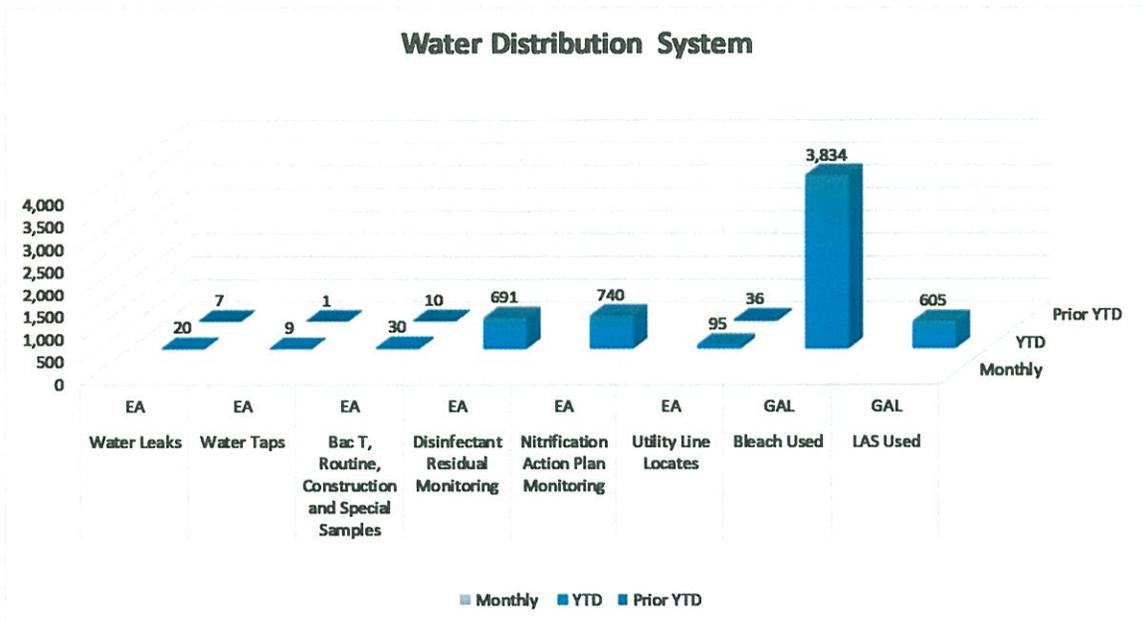
Electric Department



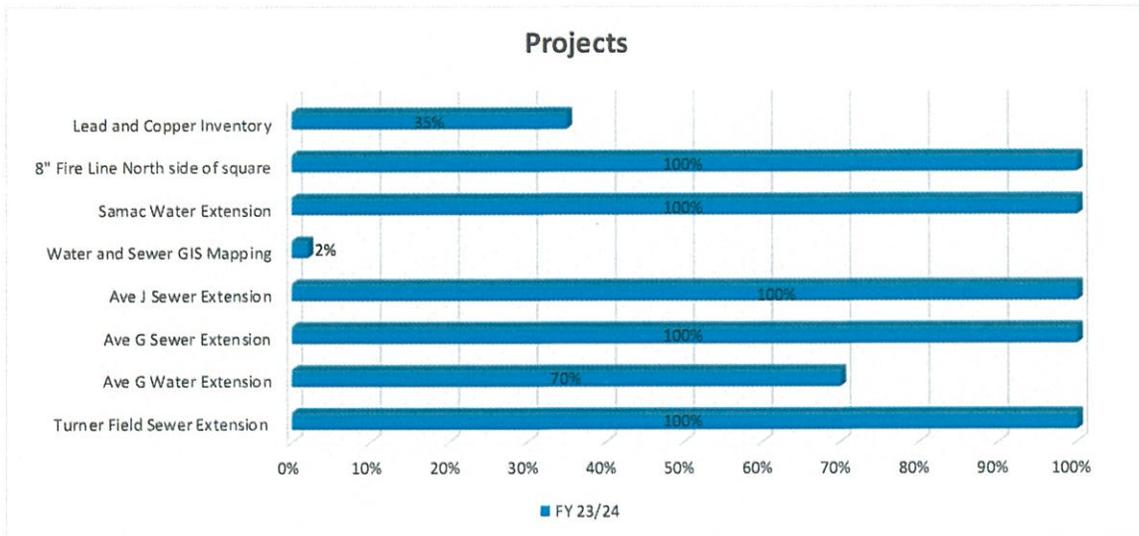
Electric Department



Water/Waste Water Department



Water/Waste Water Department





Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 01.03.24

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

1. Chief of Police Jody Cummings attended 1 regular City Council workshops and Council meeting.
2. Chief Cummings attended 2 Director's meetings.
3. Chief Cummings attended an Eclipse Meeting at the Lampasas County Building.
4. Chief Cummings and staff along with the Lampasas Fire Department hosted the annual City of Lampasas Fire Department and Police Department's annual Holiday Lunch and Toy Drive.
5. Sergeant Investigator Garrett Bradley presented a Safety Talk at the Lampasas Senior Center.
6. Assistant Chief Charlie Boswell organized and a board conducted interviews for a patrol officer and school resource officer and selected two candidates.
7. Assistant Chief Boswell organized and a board conducted interviews for a dispatcher position and selected a candidate.
8. Chief Cummings participated in an Eclipse Town Hall meeting hosted by the City of Lampasas.
9. The Department supported the Wings of Eagles Skate Competition.
10. Chief Cummings and staff decorated the police department and flower beds for Christmas.
11. Assistant Chief Boswell worked with the Lampasas Animal Shelter Staff, City of Lampasas Building Inspector Frank Ellet and a private contractor to begin the construction of the Cattery to include pouring the slab.
12. The Department celebrated the Christmas Holiday.

Memo

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

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

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

Re: Monthly Report, December, 2023

MGO-My permit-21

DECEMBER 2023

| <u>DESCRIPTION</u> | <u># OF SEGMENTS</u> | <u>VALUATION</u> | <u>FEE</u> |
|--------------------|----------------------|------------------|--------------|
| BUILDING | 2 | \$310,000.00 | \$10,593.74* |
| ELECTRICAL | 4 | \$14,900.00* | \$1,815.00 |
| FENCE | 1 | \$6,900.00 | \$35.00 |
| MECHANICAL | 2 | \$0.00 | \$55.00 |
| PLUMBING | 5 | \$200.00 | \$160.00 |
| REMODEL/ADDITION | 4 | \$24,584.00* | \$215.00 |
| *** TOTALS*** | 20 | \$356,584.00 | \$12,873.74 |

*Building-New Homes
 *Storage Sheds
 *Electrical-Pole, Generator

DECEMBER 2022

| <u>DESCRIPTION</u> | <u># OF SEGMENTS</u> | <u>VALUATION</u> | <u>FEE</u> |
|--------------------|----------------------|------------------|-------------|
| BUILDING | 2 | \$594,000.00* | \$735.80 |
| ELECTRICAL | 8 | \$9,700.00* | \$21,295.60 |
| FENCE | 3 | \$5,011.00 | \$105.00 |
| MECHANICAL | 2 | \$0.00 | \$105.00 |
| PLUMBING | 11 | \$10,950.00* | \$420.00 |
| SWIMMING POOL | 1 | \$80,765.29 | \$200.00 |
| REMODEL/ADDITION | 22 | \$403,320.26* | \$1765.00 |
| SPRINKLER | 1 | \$500.00 | \$60.00 |
| *** TOTALS*** | 57 | \$1,104,246.55 | \$24,686.40 |

*Building-New Homes,
 *Electrical Upgrades
 *Plumbing- Water lines, sewer lines
 *Remodel-Remodels, roof, tenant finish

LAMPASAS ECONOMIC DEVELOPMENT CORPORATION – January 24' REPORT

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

- Attended the Courtyard Square Meeting on November 16.
- Attended a meeting with Workforce Commission in Killeen on November 20.
- Attended n ACCEL Students Entrepreneur Program on November 29.
- Attended a meeting with Coppers Cove Economic Development Corporation on December 4.
- Attended a meeting with Workforce Commission, CTCOG, Chamber of Commerce, Texas A&M Central Texas Collee about the Lampasas Entrepreneur Summit on December 5 and January 3.
- Met with Uncharted Learning on December 6 to gain more information about the ACCEL Student Entrepreneur Program and how to apply in Lampasas.
- Met with Travel Texas regarding PR opportunities on December 6.
- Attended the Williamson County Growth Summit on December 7.
- Attended the TCMA Region 7 meeting on December 8.
- Met with Grand Central Texas Economic Development Corporation regarding Lampasas joining the program and upcoming trips on December 14.
- Met with a Business Prospect on January 11.
- Began the Strategic Planning course at the Oklahoma of University.
- Attended the Development District of Central Texas Board Meeting on January 4.
- Worked on marketing and materials for the first Caffeinated Connections meeting on January 9.
- Hosted the first Caffeinated Connections: Lampasas Business Brew and Learn meeting on January 9.
- Gave an interview to the Texas Veterans Commission's podcast regarding the Central Texas Entrepreneur Summit on January 12.
- Worked on finalizing quotes and organizing all vendors to provide the Business Park Signs.
- Worked on finalizing design and quotes for the Real Estate Sign for the Business Park.
- Presented at the Solar Eclipse Town Hall on December 13.
- Finalized wrap sheet for professional photographs for marketing materials.
- Updated available properties on the LEDC website.
- Worked on the planning and marketed for the Central Texas Entrepreneur Event on radio stations, social media, and websites.
- Gathered materials and information for potential business prospects.
- Reached out to leads received via Loopnet.
- Worked on putting together the SWOT for the LEDC Strategic Plan to be reviewed at the upcoming LEDC Board Meeting.
- Worked on starting to put together an outline for the upcoming goals and action items for the LEDC Strategic Plan.
- Working on putting together a community townhall in a sense and finalizing the speaker for the event.
- Working on putting together an outreach plan for the LEDC strategic plan.
- Reviewed data regarding the marking plan for the Solar Eclipse Event and changed tactics.
- Worked on putting together a marketing plan for the Solar Eclipse Event.

Lampasas Fire Department

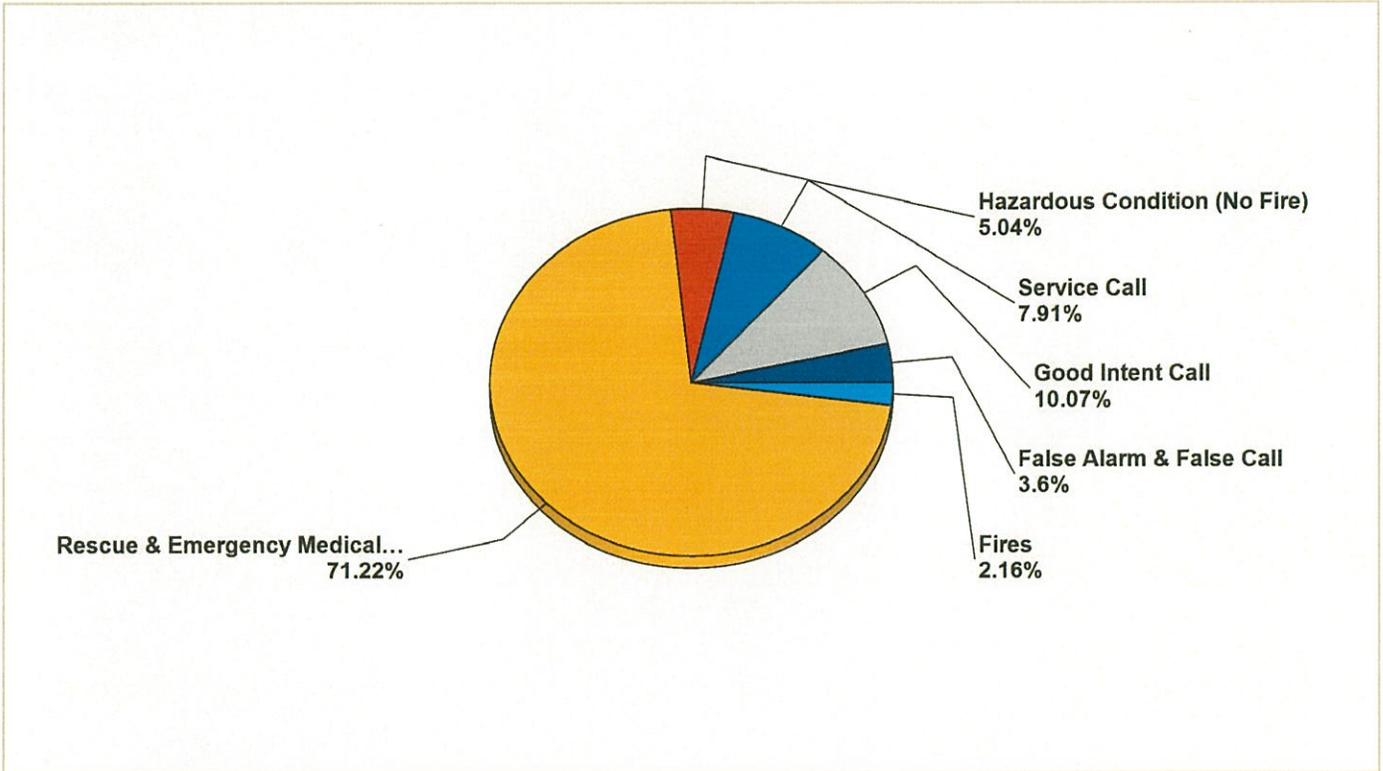
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 3 | 2.16% |
| Rescue & Emergency Medical Service | 99 | 71.22% |
| Hazardous Condition (No Fire) | 7 | 5.04% |
| Service Call | 11 | 7.91% |
| Good Intent Call | 14 | 10.07% |
| False Alarm & False Call | 5 | 3.6% |
| TOTAL | 139 | 100% |

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



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|--------------------|-------------------|
| 100 - Fire, other | 1 | 0.72% |
| 114 - Chimney or flue fire, confined to chimney or flue | 1 | 0.72% |
| 143 - Grass fire | 1 | 0.72% |
| 311 - Medical assist, assist EMS crew | 91 | 65.47% |
| 322 - Motor vehicle accident with injuries | 5 | 3.6% |
| 324 - Motor vehicle accident with no injuries. | 3 | 2.16% |
| 411 - Gasoline or other flammable liquid spill | 1 | 0.72% |
| 412 - Gas leak (natural gas or LPG) | 4 | 2.88% |
| 422 - Chemical spill or leak | 1 | 0.72% |
| 424 - Carbon monoxide incident | 1 | 0.72% |
| 511 - Lock-out | 1 | 0.72% |
| 512 - Ring or jewelry removal | 1 | 0.72% |
| 551 - Assist police or other governmental agency | 1 | 0.72% |
| 553 - Public service | 1 | 0.72% |
| 554 - Assist invalid | 4 | 2.88% |
| 561 - Unauthorized burning | 3 | 2.16% |
| 611 - Dispatched & cancelled en route | 11 | 7.91% |
| 651 - Smoke scare, odor of smoke | 3 | 2.16% |
| 735 - Alarm system sounded due to malfunction | 1 | 0.72% |
| 743 - Smoke detector activation, no fire - unintentional | 2 | 1.44% |
| 745 - Alarm system activation, no fire - unintentional | 2 | 1.44% |
| TOTAL INCIDENTS: | 139 | 100% |

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





Information
Systems

Memo
To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Thursday, January 11, 2024
Re: December 2023 Monthly Report

Service Tickets - Social Media - Website Stats

| | |
|---------------------|--------|
| IT Service Tickets | 179 |
| Facebook Followers | 7,904 |
| Twitter Followers | 759 |
| Instagram Followers | 828 |
| Website Page Views | 32,295 |

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 |

December Projects Completed:

- Obtained quote for replacement printer for Finance Accountant/configured/installed
- Built out replacement PC for Patrol Lieutenant
- Built out replacement PC for Parks Secretary
- Attended Solar Eclipse Town Hall Meeting
- Renewed CJIS certification
- Mobile Device Management training/implementation/documentation
- Assist with Holiday Park Cameras/setup/configuration
- Troubleshoot PD Cardinal ticket writer export problems with vendor
- Assist WWW with RaiDrive/file share access
- Time & Attendance configurations/assist staff as needed/create documentation
- Attend Time & Attendance status call meetings
- Add documentation to Solar Eclipse website
- AT&T onsite to pull fiber into IT Building for 2nd fiber circuit
- Work with AT&T engineers on Fiber project/diversity path/project timeline
- Installed replacement PC at Collection Center

January Projected Projects:

- Meetings w/ AT&T engineers regarding new fiber circuits/diversity path/project timeline
- AT&T Fiber Circuit (1GB) configuration/install: January 22nd
- AT&T Fiber Circuit (500MB) configuration/Install: January 31st
- Order/configure/install AT&T wireless backup CradlePoint device
- Configure/setup Mobile Device Management (MDM) Solution on all City cell phones/tablets
- Build out (10) replacement desktop pcs/add to inventory/install
- Assist with Time & Attendance issues/create documentation for staff
- Create (2) fillable Airport forms for hangar/courtesy car requests
- Work with Cardinal Tracking on new MobileCite software update/configuration
- Work with Cardinal Tracking on PD Active 911 email server configuration for alerts
- Configure/install Parks Secretary printer
- Obtain quote for (2) tablets/order
- Upgrade OS on all PCs/laptops to Windows 11 OS

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 W/WWV 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)*
- AT&T dedicated fiber circuit install (1GB) w/ wireless backup *(January 22)*
- AT&T dedicated fiber circuit install (500MB) w/ diverse path *(January 31)*
- 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
- (2) FD CradlePoint Routers
- Replace (3) rack mount server UPS
- Verizon JetPack upgrades
- Install DR NAS at Fire Department
- Internet at Parks facilities (WM 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 divr.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

DECEMBER 2023

| | |
|-------------------|--|
| Circulation | We circulated 3,401 items in December, which is down 12.3% from November (3,877). December is our slowest month. We were closed December 15 for staff training, as well as December 23-26 and December 30 for the holidays. |
| Door Count | There were 2,233 visitors during December, which is down 11.2% from November (2,514). |
| Internet Usage | There were 182 Internet sessions in December, compared to 302 in November (down 39.7%). |
| Wifi Usage | In December, 74 unique visitors accessed our wifi network. This is down 22.9% from last month. Our total number of visits in December was 215 (down 2.3% from November). (See attached infographics as well.) |
| Text Interactions | We communicated, via text messages, with 141 unique phone numbers in December, which is down 8.4% from November (154). We sent/received a total of 625 messages, which is down 4.9% from last month. |
| Video Streaming | We had 11 clicks in the adult collection (down 68.6% November) and 7 clicks in the kids' collection of videos (down 76.7% from November), for a total of 18 (down 72.3% overall). |
| December Programs | In December, we will have two staff story times, How Pinteresting!, and 42 Club. There was no Book Club or STEAM Day in December. We also had a great response to our Holiday Pet Food & Supply Drive for the Animal Shelter. |
| Upcoming Programs | In January, we will have three staff story times, How Pinteresting! (sewing felt coasters), Cornelia Key Book Club, 42 Club, and STEAM Day. Nancy, one of our volunteers, has agreed to also do story time at New Covenant Daycare twice a month, starting in January. |
| Holiday Closures | The Library will be closed on January 1 for New Year's Day and January 15 for MLK Jr. Day. |

In December, 74 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
215 ↓ **-2.27%**

Monthly Sessions



182 ↓ **-7.61%**

Total Visits



74 ↓ **-22.92%**

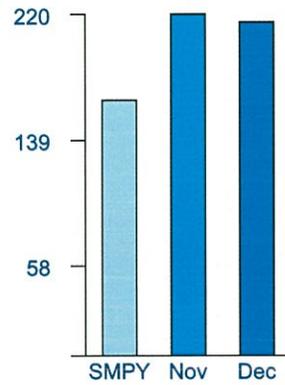
Unique Visitors



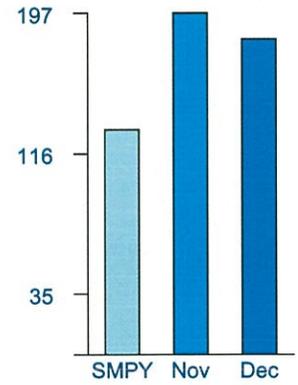
2.46 ↑ **20%**

Average Return Rate

Total Monthly Session Count

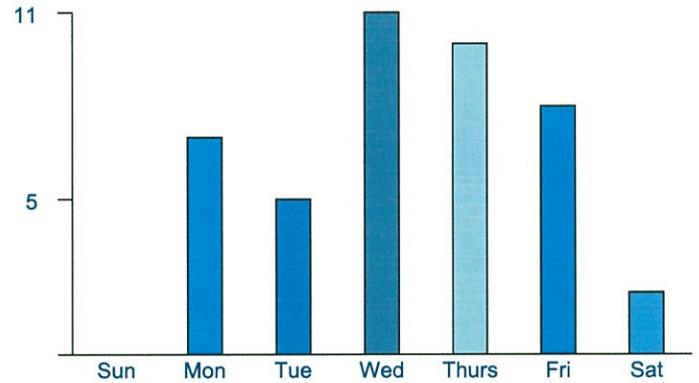


Total Monthly Visits

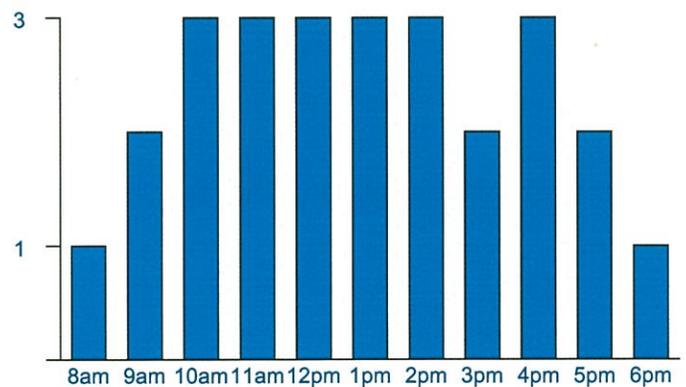


*SMPY: Same Month Prior Year

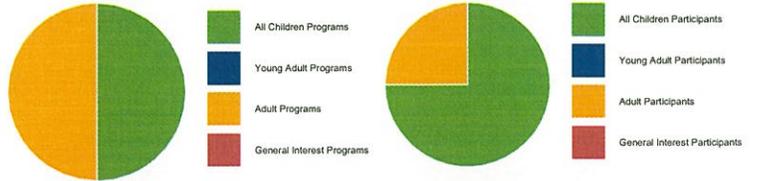
Average Daily Visits



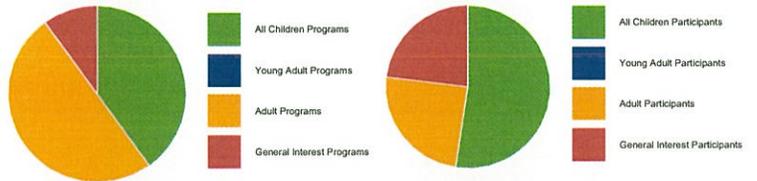
Average Peak Hourly



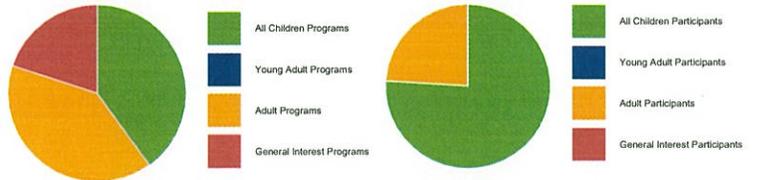
| October | | | | | |
|---------------------------|---|-----|-------------------------------|----|-----|
| Overview | | | | | |
| All Children Programs | 4 | 50% | All Children Participants | 57 | 75% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs | 4 | 50% |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



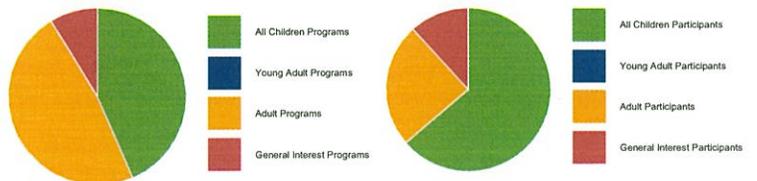
| November | | | | | |
|---------------------------|----|-----|-------------------------------|-----|--------|
| Overview | | | | | |
| All Children Programs | 4 | 40% | All Children Participants | 68 | 52.31% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs |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

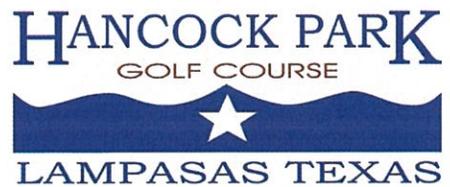


| December | | | | | |
|---------------------------|---|-----|-------------------------------|----|-----|
| Overview | | | | | |
| All Children Programs | 2 | 40% | All Children Participants | 38 | 76% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs | 2 | 40% | Adult Participants | 12 | 24% |
| General Interest Programs | 1 | 20% | General Interest Participants | 0 | 0% |
| Total Programs | 5 | | Total Participants | 50 | |



| Year in Review | | | | | |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview | | | | | |
| All Children Programs | 10 | 43.48% | All Children Participants | 163 | 63.67% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs | 11 | 47.83% | Adult Participants | 63 | 24.61% |
| General Interest Programs | 2 | 8.7% | General Interest Participants | 30 | 11.72% |
| Total Programs | 23 | | Total Participants | 256 | |





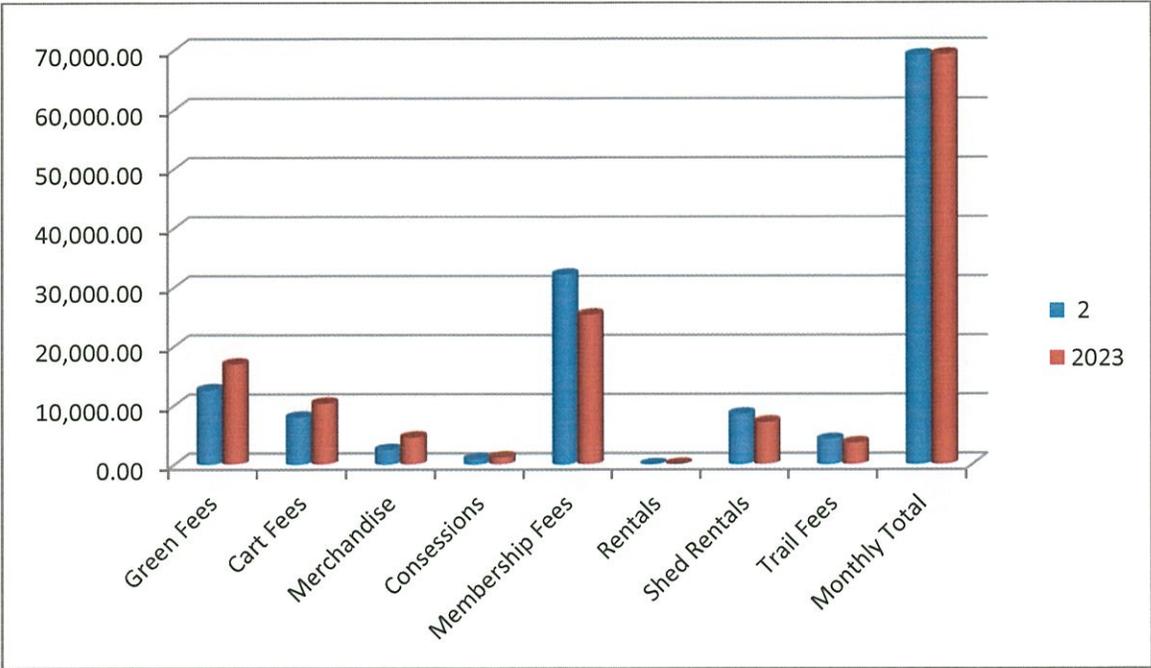
Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: January 15, 2024
Re: Monthly Report, December 2023

- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- I'm sure as you all know, Kristopher Morin was hired to fill my position as the Manager of the golf course. I am confident that the right choice was made and he will do an excellent job.
- One of our Greens Keepers, Bill McYoung quit after about 7 years at the golf course. Bill was a very good and hard worker and will be missed. We are in the process posting his position.
- Sprayed three application of Kerb two weeks apart, this product is a pre-emergent that prevents poa anna for germinating.
- We did have two elm trees blow over on the edge of #5 fairway that we removed.
- The maintenance crew cleaned up limbs on the golf course.
- The maintenance crew winterized all the equipment and all the buildings in preparation for cold weather.
- Repaired a water leak next to #6 green. A 2" elbow blew apart.
- Washed all the rental carts and filled the batteries with water.

- 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. December Revenue Comparison 2022 and 2023



Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, HR Coordinator
Date: January 18, 2024
Re: Monthly Report – December 2023

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House inquiries, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Assisted with the PD/FD Community Luncheon on December 4th
- Attended interview on December 13th for the Deputy Chief of Operations position
- Attended interview on December 27th for the Deputy Chief of Operations position
- Attended status calls for ExecuTime
- Pre-employment screenings / background check(s)
- Assisted the Finance Dept. with Longevity checks
- Continue to work on filing and organizing HR files

Personnel Information – Currently

- Current: 116 Full-time positions, 15 Part-time positions
- Posted Vacancies:
 - Full-time: Police Officer - SRO; Police Communications Officer, Light Equipment Operator



CITY SECRETARY DEPARTMENT/ DECEMBER 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 December 11, 2023 City Council Meeting
- Posted agenda/packet, attended, and took minutes for P&Z Meeting held on December 7, 2023
- Attended Courtyard Square Association Social
- Participated with Hill Country Chapter activities
- Set-up, participated and took minutes for the Solar Eclipse Town Hall Meeting on December 13, 2023
- Reviewed and provided feedback on Lampasas Eclipse Guide
- Submitted Commercial Plan Sets to ICC for Third Party Review
- Continued working on Northington Creek Estates Preliminary Plat
- Worked on updating MYGOV with developer.
- Reviewed and processed Visitor Center HOT Fund Request for Hunters Welcome
- Begin prep work for May 2024 Election
- Worked on Wayfinding Project
- Worked on Substandard Inventory Project.
- 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

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City of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 18 January 2024

- EMS** Attached is the December report from Hamilton County Hospital District Emergency Medical Services ("EMS") for services delivered in Lampasas County. Of the 325 total Calls for Service ("CFS"), calls within the City of Lampasas accounted for 143 or 44% of all calls. Including calls within the Lampasas Volunteer Fire Department service area, and transfers from Rollins Brook Hospital, the percentage of calls increased to 81%, or 263 calls. Average response time in the City of Lampasas was 5 minutes, 10 seconds.
- Bridge** Ryan reports on the recent update to the TxDOT Third Street bridge replacement project. The project remains approximately 12 months out, pending final design, utility relocations and bidding. The City will need to relocate a water main and two utility poles; and ATMOS will have substantive relocation of their utilities.
- LEDC** The Lampasas Economic Development Corporation ("LEDC") met on January 17th to discuss on-going planning, SWOT inclusions and interest from prospects. Additionally, with the Mayor in attendance, the Board discussed the possibility of a joint workshop with Council to open lines of communication and review common direction. Stacey also discussed on-going retention activities including networking and education events, and the upcoming Entrepreneurial Summit.
- Auditors** Representatives from Singleton, Clark & Company have taken up residence in City Hall this past week. The visit represents the last sampling and review of financial documentation to complete the City's FY 2023 Audit. Council should also expect confidential surveys from the auditors to assess any perception or knowledge of possible financial improprieties. The Audit should be available for review by Council by the end of February. The internally prepared Finance report will also be presented to Council on February 13.
- Gateway Signage** Ryan reports that, in cooperation with land owners, Vision and Mezger Stone, the City's Gateway monument for south 183 will be initiated soon. The City has engaged a contractor to relocate the boundary fence on the Bumpus property, and also pour the foundation for the stone block signage. It is likely block will not be placed any sooner than 1 week after the foundation is poured to allow sufficient curing.

Painted Chair

Shanda announces that the Library Foundation, Katherine Mezger Painted Chair fundraiser is getting close. Donors are asked to select a book and chair, and decorate/paint the chair with the theme of the book in mind. Chairs, and accompanying books, may be delivered to the Library March 20th with the auction to be conducted April 27th. Get your chairs and books ready!

Staff

Staff is sorry to announce the upcoming retirements of Antonio Barrio, Sargent Code Enforcement; and J.P. Harris Deputy Fire Chief and Fire Marshall. Both have represented the City very well. Staff is also pleased to announce the hiring of Tim Davis, Deputy Chief Fire Department; Jon Rinehart, Patrol Officer; and Micah Roberts, School Resource Officer.

Staff would also like to recognize City of Lampasas employees who began their career in January. Emily Stone, 11 years; Ryan Ward, 2 years; John Wilks 6 years; Stacey Ybarra, 1 year; John Resa, 2 years; Jameson Varnado, 2 years; Ricky Haynie, 8 years; Van Berry, 36 years; Frank Ellett, 5 years; and Christopher Alford, 1 year.



HAMILTON COUNTY HOSPITAL DISTRICT
 EMERGENCY MEDICAL SERVICES
 400 N. Brown, Hamilton, Texas 76531
 (254) 386-1898
 TX #097006

EMS Medical Director
 Timothy Rudolph
 M.D.

EMS Director
 Patrick Cobb EMTP,
 CEM

Lampasas County EMS Report December
2023

RESPONSE TIMES:

Lampasas County: 10 min 37 sec

City of Lampasas: 5 min 10 sec

RUN TYPE:

| NATURE | EMS 6 | EMS60 | M11 | M31 | M41 | M42 | M61 | M62 | M63 | M69 |
|---|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|
| Emergency Interfacility Transfer | | | | | 1 | | 12 | 4 | 4 | |
| Emergency Response (Mutual Aid) | | | | | | | 4 | 1 | 3 | |
| Emergency Response (Primary Response Area) | | 13 | 1 | | 1 | 2 | 90 | 85 | 52 | 1 |
| Hospital to Non-Hospital Facility Transfer | | | | | | | 3 | 4 | | |
| Non-Emergency Interfacility Transfer | | | | | | | 19 | 21 | 10 | |
| Non-Hospital Facility to Non-Hospital Facility Transfer | | | | | | | | | 1 | |
| Standby (Events) | | | | | | | | 1 | 1 | |
| Support Services (Fire / Law Enforcement) | | | | | | 1 | | 1 | 1 | |

Total Calls: 334

PATIENT DISPOSITION BY UNIT:

| | EMS 6 | EMS60 | M11 | M31 | M41 | M42 | M61 | M62 | M63 |
|-------------------------------------|-------|-------|-----|-----|-----|-----|-----|-----|-----|
| Patient Evaluated and Care Provided | | | 1 | | 1 | | 88 | 99 | |
| Patient Evaluated and Refused Care | | 2 | | | | | 12 | 4 | |
| Patient Evaluated, No Care Required | | 2 | | | | | 5 | 1 | |
| Patient Refused Evaluation and Care | | 5 | | | | | 2 | | |
| Patient Support Services Provided | | 4 | | | 1 | 3 | 19 | 7 | 1 |
| N/A | | | | | | | 2 | 6 | |

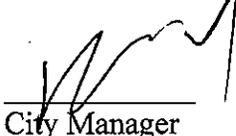
Level of Service By MICU Number:

| | EMS 6 | EMS60 | M11 | M31 | M41 | M42 | M61 | M62 | M63 | M69 |
|-----------------------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|
| BASIC LIFE SUPPORT | | 13 | | | | 1 | 41 | 42 | 29 | |
| ADVANCED LIFE SUPPORT | | | 1 | | 2 | 2 | 86 | 74 | 43 | 1 |
| CRITICAL CARE | | | | | | | 1 | 1 | | |

CALLS FOR SERVICE BY LAMPASAS COUNTY AREAS (0)

| AREA | # of Calls | % of Total CFS in Lampasas County |
|---------------------------------------|---------------------|-----------------------------------|
| City of Lampasas | 143 | 42% |
| Lampasas VFD District | 55 (11 min, 11 sec) | 16% |
| Kempner VFD District | 51 (8 min, 5 sec) | 15% |
| Adamsville VFD District | 2 (17 min) | 1% |
| Lometa VFD District | 9 (18 min, 4 sec) | 7% |
| Advent Health Rollins Brook Transfers | 65 | 19% |

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City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 4 2024 General Election

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 19, 2024

For the Agenda of: January 22, 2024

Procurement and Funding Statement:

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

Attachments: Contract for Election Services

Summary Statement:

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

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

Note: Effective January 2022, Senate Bill 1 removed the requirement that in an election ordered by a city, early voting by personal appearance must be conducted at the main early voting polling place for at least 12 hours on one weekday, if the early voting period consisted of less than six weekdays; or on two weekdays, if the early voting period consisted of six or more weekdays. While cities may still conduct early voting for 12 hours during the weekdays of early voting by personal appearance if they choose to do so, it is no longer required that cities conduct early voting at the main early voting polling place for at least 12 hours on one or two weekdays.

Based on feedback from Council and consult with the Elections Administrator, it was agreed upon to offer one 12-hour early voting day in lieu of removing it all together. It has been customary to offer extended hours on the first Tuesday and the last Tuesday of early voting, this year *extended hours will only be offered on the last day of early voting; which is Tuesday, April 30, 2024.*

Recommendation:

To consider a motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 4, 2024 General Election and authorize the City Manager to execute the related document.

CONTRACT FOR ELECTION SERVICES
BETWEEN
LAMPASAS COUNTY, TEXAS
AND
THE CITY OF LAMPASAS, TEXAS
FOR THE May 4, 2024 LOCAL ELECTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H. Election Equipment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

P. Recount.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. ELECTION WORKERS

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

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

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

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

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

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

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

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

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

IV. PAYMENT

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

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

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

C. Billing.

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

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

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

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

V. GENERAL PROVISIONS

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

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

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

B. Joint Election.

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

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

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

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

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

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

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

For the Contracting Officer:

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

For the LPS Election Official:

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

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

By: _____
Mark Bishop
Elections Administrator
Lampasas County, Texas

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

By: _____
Finley deGraffenried
City Manager
City of Lampasas

Exhibit A

**May 4, 2024 LOCAL ELECTION
City of Lampasas, Texas
Lampasas County, Texas**

Early Voting Locations and Hours

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

| | |
|---------------------------|-------------------|
| Monday, April 22, 2024 | 8:00 am - 5:00 pm |
| Tuesday, April 23, 2024 | 8:00am - 5:00pm |
| Wednesday, April 24, 2024 | 8:00am - 5:00pm |
| Thursday, April 25, 2024 | 8:00am - 5:00pm |
| Friday, April 26, 2024 | 8:00am - 5:00pm |
| Monday, April 29, 2024 | 8:00am - 5:00pm |
| Tuesday, April 30, 2024 | 7:00am - 7:00pm |

Exhibit B

May 4, 2024 LOCAL ELECTION

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

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

EXHIBIT C

| Election Cost Estimate: May 4, 2024 Election Services CONTRACT | | | |
|---|--|-------------|-----------------|
| City of Lampasas (Based on two entities) | | | |
| SUPPLIES and EXPENSES | | Cost | Entity % |
| SUPPLY COSTS - MISC OFFICE SUPPLIES (Envelopes, copying, letterhead, pens, pencils, misc office supplies) | | 50 | 25 |
| ELECTION SUPPLIES (forms, voter information, provisional and mail ballot supplies, combination forms, equipment desk reference, judge handbook, sample ballots) | | 50 | 25 |
| Logic and Accuracy Testing | | 50 | 25 |
| LAT Notice Publication | | 150 | 75 |
| BALLOT PRODUCTION - ES&S (City of Lampasas share) | | 3,800.00 | 1,900.00 |
| Ballot By Mail 100 x \$5.00 (50% City Share) | | 500.00 | 250 |
| Expressvote Ballot Card Stock 2000 x .24 (50% City share) | | 480 | 240 |
| EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities | | | |
| <i>EARLY VOTING - 7 days</i> | | | |
| DS200 Scanner | <i>7 days x 1 unit x \$50 per day</i> | 350 | 175 |
| ExpressVote BMD Terminal | <i>7 days x 5 units x \$50 per day</i> | 1,750.00 | 875 |
| ExpressPoll Tablet | <i>7 days x 1 unit x \$50 per day</i> | 350 | 175 |
| <i>ELECTION DAY – Elections Office</i> | | | |
| DS200 Scanner | <i>1 unit x \$50 per day</i> | 50 | 25 |
| ExpressVote BMD Terminal | <i>5 units x \$50 per day</i> | 250 | 125 |
| ExpressPoll Tablet | <i>1 unit x \$50 per day</i> | 50 | 25 |
| <i>ELECTION DAY – Kempner Fire Station</i> | | | |
| DS200 Scanner | <i>1 unit x \$50 per day</i> | 50 | 25 |
| ExpressVote BMD Terminal | <i>4 unit x \$50 per day</i> | 200 | 100 |

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

EXHIBIT D

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

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City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action to deem a 2009 Ford Crown Victoria as surplus and allow donation of vehicle to the Lampasas High School Law Enforcement Program, as allowed by State Law.

Requested By: Jody Cummings, Police Chief

Submitted by: Jody Cummings, Police Chief

Date Submitted: January 18, 2024

For the agenda of: January 22, 2024

Procurement and Funding Statement:

N/A

Attachments: None

Summary Statement:

In the fall of 2021, Council approved the donation of a 2011 Crown Victoria to this program and it has proven to be beneficial and much appreciated by the students and instructor. The vehicle has been used in an admin capacity by the Police Department and will be of greater value to this program. This program continues to grow and is in need of an additional vehicle.

Recommendation:

To consider a motion to deem a 2009 Ford Crown Victoria as surplus and allow donation of vehicle to the Lampasas High School Law Enforcement Program, as allowed by State Law.

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City Manager**ITEM NO.** 7.3

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

Subject:

Discussion and possible action regarding terms of a Development Agreement by and between RKJ Construction (“Developer”) and the City of Lampasas (“City”) for consideration of public improvements that include road construction and paving, and extension of the City’s water mains.

Requested By: Ryan Ward, ACM**Submitted By:** Ryan Ward, ACM**Date Submitted:** January 19, 2024**For the Agenda of:** January 22, 2024**Procurement and Funding Statement:****Attachments:** Memo

Summary Statement:

This item has been placed on the agenda to review items outlined in the attached memo for Council consideration and direction in finalizing terms of a development agreement. Staff understands that historical action by previous Councils does not dictate future terms. Development allocations would be trueed-up based on incurred and paid expenses through reimbursement as defined in the Development Agreement.

Recommendation:

To consider a motion to direct and provide terms of a Development Agreement between RKJ Construction (“Developer”) and the City of Lampasas (“City”), particularly related to engineering costs.

City of Lampasas

M E M O

To: Mayor and City Council
 From: Ryan Ward, Assistant City Manager
 Re: Agenda Item 7.2, Avenue G Development Agreement
 Date: 19 January 2024

Staff seeks Council input, validation and direction for terms of a Development Agreement by and between RKJ Construction (“Developer”) and the City of Lampasas (“City”). Public improvements have included road construction and paving, and extension of the City’s water mains. The City’s position, in general, is that individuals who benefit from the improvements should pay for the improvements, particularly if there is no other public benefit.

Background The Developer is constructing 4, single family dwellings, approximately 1500 square feet per dwelling with total estimated developer inputs of \$697,775.00. The development is located on East Avenue G, and intersects White Street. Located in the White Addition to the City of Lampasas, the area has remained sparsely developed since its platting in the late 1800’s.

Staff have calculated the allocation of costs, based on the Developer benefit, and the City or adjacent property benefit. The allocation follows Council previous practice, however; staff seeks validation of engineering costs which have historically, for in-fill development, been borne by the City.

Allocation Road allocation is based on pavement directly benefiting the Developer’s lots, and additional paving the City has requested, or that benefits other property or the public. The City’s portion of the pavement expense is covered in the City’s Street Department Budget. The Water Extension, including taps, directly benefit the Developer’s property, however; may also benefit future development on White Street and Avenue G. Historically, the City has borne costs for engineering, on in-fill development, as a protection for properly specified and installed infrastructure.

| RKJ/Ave G Development Allocation | | | | | |
|----------------------------------|--------------------|-------|--------------------|--------|--------------------|
| Improvement | Amount | RKJ % | RKJ Allocation | City % | City Allocation |
| Road Construction | \$57,755.00 | 63% | \$36,385.65 | 37% | \$21,369.35 |
| Water Extension | \$6,847.34 | 100% | \$6,847.34 | | \$0.00 |
| Engineering | \$6,700.00 | | \$0.00 | 100% | \$6,700.00 |
| Total | \$71,302.34 | | \$43,232.99 | | \$28,069.35 |

Consideration Staff seeks Council input on terms to include in the Development Agreement, particularly related to engineering costs. Staff understands that historical action by previous Councils does not dictate future terms. Development allocations would be trued-up based on incurred and paid expenses through reimbursement as defined in the Development Agreement.

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City ManagerITEM NO. 7.4

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

Subject:

Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 19, 2024

For the Agenda of: January 22, 2024

Procurement and Funding Statement:

N/A

Attachments: Resolution

Summary Statement:

Annually City Council is asked to consider the appointment of a City representative to the Central Texas Water Corporation Board of Directors. Previously Council has approved the Resolution appointing the City Manager as representative. The City Manager has actively participated in Board Meetings and activities and is willing to continue to serve at Council's pleasure.

Recommendation:

To consider a motion to approve Resolution and appointment of representative to the Central Texas Water Supply Corporation Board of Directors.

2024-2
RESOLUTION NOMINATING CANDIDATE FOR ELECTION
TO THE BOARD OF DIRECTORS OF
CENTRAL TEXAS WATER SUPPLY CORPORATION

WHEREAS, the City of Lampasas is a Regular Member of the Central Texas Water Supply Corporation as a direct result of entering into a water sales and purchase contract with the Central Texas Water Supply Corporation; and

WHEREAS, the By-Laws of the Central Texas Water Supply Corporation stipulate that, at the Annual Meeting of the members, each Regular Member shall be entitled to nominate an individual to serve on the Board of Directors of Central Texas Water Supply Corporation, provided that the nominee is not in violation of the Central Texas Water Supply Corporation Conflict of Interest Policy; and

WHEREAS, the City of Lampasas has determined that it would be to its best interest to have such a voting member on the Central Texas Water Supply Corporation Board of Directors and does desire to have such a Board Member elected at the April 23, 2024, meeting by the members of Central Texas Water Supply Corporation.

NOWHEREFORE, be it resolved by the City Council of the City of Lampasas that Finley deGraffenried, City Manager be and is hereby nominated for election to the Board of Directors of Central Texas Water Supply Corporation at the April 23, 2024, meeting of the members of Central Texas Water Supply Corporation.

THIS resolution passed by the City Council of the City of Lampasas on January 22, 2024.

Herb Pearce, Mayor

ATTEST:

Becky Sims, City Secretary

City of Lampasas

**TIMELINE FOR EVENTS LEADING UP TO ANNUAL MEETING
April 23, 2024**

120 DAYS PRIOR

President of the Board verifies that there are three (3) directors appointed to the standing Credentials Committee. The Secretary of the Board will be the Chairperson of the Credentials Committee.

**90 DAYS PRIOR
January 23, 2024**

Voting procedure changes, as needed are submitted by the Credentials Committee as an agenda item for the board to consider at the next Monthly Meeting.

**90 DAYS PRIOR
January 23, 2024**

Resolution forms and Conflict of Interest Policy are emailed to membership by the Corporation Office.

**30 DAYS PRIOR
March 23, 2024**

Resolution forms are due in Corporation Office by **membership**.

**15 – 25 DAY PRIOR
April 10, 2024**

Membership and Board of Directors Annual Meeting packets are mailed by the Corporation Office.

**10 – 1 DAYS PRIOR
April 13, 2024**

Credentials Committee meets to verify the Resolutions submitted by the membership.

**DAY OF ANNUAL MEETING
April 23, 2024**

30 minutes prior to the Annual Meeting, Credentials Committee meets to resolve any issues pertaining to the resolutions submitted by the membership.

CENTRAL TEXAS WATER SUPPLY CORPORATION

CONFLICT-OF-INTEREST POLICY

March 20, 2018

PART 1. CONFLICT OF INTEREST DEFINED:

1. Members of the CTWSC Board of Directors shall be elected by a member entity of the corporation. They shall be eligible to serve unless:
 - A. He or she is representing more than one regular member as a Director.
 - B. He or she is a developer of property within the service area of the corporation.
 - C. He or she is an employee of any developer of property within the service area of the corporation.
 - D. He or she is an employee of any director, manager, engineer, or attorney for the corporation.
 - E. He or she is serving as a consultant, engineer, attorney, manager, or in any other professional capacity for the corporation or for a developer of property within the service area of the corporation.
 - F. He or she is a party to a contract with the corporation, except a contract for the purchase of water/sewer services furnished by the corporation to the corporation's members generally, or
 - G. He or she is a part of a contract with any developer of property within the service area of the corporation, other than conveying real property within the service area of the corporation for the purpose of establishing a residence or establishing a commercial business within the service area of the corporation.
 - H. He or she is a member of the immediate family of any director of the corporation or of any other person serving in a managerial capacity, as attorney, accountant, or an engineer on behalf of the corporation or if he or she serves as a director or as an officer for any bank or financial institution retained as a depository for the funds of the corporation, or any bank or entity which holds any indebtedness of the corporation.

2. A Responsible Person is disqualified from employment by the corporation if he or she is a member of the immediate family of any director of the corporation or any other person employed by the corporation or managerial capacity on behalf of the corporation.
3. Any Responsible Person of the corporation shall engage in any transaction as a representative or agent of the corporation with any business entity in which they, their immediate family, or any business partners have a direct or indirect financial interest that might conflict with the proper discharge of their duties or responsibilities.
4. No Responsible Person of the corporation shall be entitled to any compensation for or in consideration of the execution of his duties as such officer or director, provided, however that the actual, reasonable expenses of any officer or director incurred on the business of the corporation may, with approval of the board of directors, be paid to them.
5. No Responsible Person of the corporation shall:
 - A. Solicit or accept or agree to accept a financial and/or material benefit, that might reasonably tend to influence his or her performance of duties for the corporation or that he or she knows or should know is offered with the intent to influence the officer's or director's performance of his or her duties.
 - B. Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties.
 - C. Accept outside employment or compensation that might reasonably be expected to create a substantial conflict between the officer's and director's private interest and duties of the corporation; or
 - D. Solicit or accept or agree a financial benefit from another person in exchange for having performed duties as an officer or director of the corporation in favor of the person.
6. The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation, provided, however, that the board of directors may reject any donation made upon a condition or restriction if in the discretion of the board of directors the acceptance of the donation as so conditioned or restricted will not be in the best interest of the corporation.
7. The removal of any director of the corporation because of disqualification under this policy shall not affect the validity of directors during the time of service by that director, even though the director may have been acting under the disqualification at the time of such service.

8. If at any time any officer or director is required to vote in his or her capacity as a director on an issue which may create a conflict of interest, which may be deemed a conflict of interest by the board, or which may be interpreted by the members as a conflict of interest, the officer or director shall abstain from voting, as a matter of record, on that issue.
9. The policy provisions do not apply to contract for personal or professional services or for a utility service operator.

PART II. DEFINITIONS:

- A. A "Conflict of Interest" is any circumstance described in Part I of this Policy.
- B. A "Responsible Person" is any person serving as an officer, director, employee, or member of the Board of Directors of Central Texas Water Supply Corporation.
- C. A "Family Member" is a spouse, domestic partner, sibling, parent, grandparent, or grandchild or a Responsible Person. This includes step parents, step children, step siblings, and adoptive relationships.
- D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all of the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgement with respect to transactions to which the entity is a party. This includes all forms of compensation.
- E. A "developer" is any person who is an owner, shareholder, director, officer, partner or employee of a business entity engaged in the business of selling or leasing, or offering to sell or lease, or advertising for sale or lease, any lots in a subdivision.
- F. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Central Texas Water Supply Corporation. The making of a gift to Central Texas Water Supply Corporation is not a Contract or Transaction.