

**MINUTES OF MEETING OF THE
CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE
OF THE CITY OF LAMPASAS
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET, LAMPASAS, TEXAS 76550
THURSDAY, MAY 18, 2023
12:00 p.m. (noon)**

The Capital Improvements Program Committee of the City of Lampasas met in regular session on the above date and time:

CIP Committee Members Present:

Chuck Williamson
Shirley Blake
Craig Hammett
Herb Pearce
Gail Long
Diana Hodges
Robert McCauley

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Ryan Ward, Assistant City Manager (12:35)
Lupe Charping, Administrative Assistant
Joe Adams, Deputy Chief
Robyn White, PW Secretary
Jody Cummings, Police Chief
Stacey Ybarra, EDC Director

CIP Committee Members Absent:

Neal Leavell

**REGULAR MEETING
12:00 NOON**

I. Call to Order

Finley deGraffenried, City Manager called the meeting to order at 12:00 p.m.

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

There were no citizen comments.

III. Discussion and possible action concerning approval of the minutes dated May 4, 2023.

Board member Blake moved to approve the minutes, the motion was seconded by Board member Williamson and with a unanimous vote, the motion carried. (Leavell absent)

IV. Discuss and review Final CIP Schedule.

Mr. deGraffenried asked if there were any questions regarding the CIP Schedule that was discussed in previous meetings, committee had no questions.

V. Discuss and review the Draft Narrative.

Mr. deGraffenried reviewed the Committee Statement & Summary

The City of Lampasas Capital Improvement Program Committee (“CIP”) has met five times since February 23, 2023 to review capital needs and forecasts for the city. With the exception of one span of approximately 30 days, the Committee met consistently every two weeks to prepare the Five-year Capital Improvement Program Report (“CIP”). The work of the Committee continues to be enhanced with input from staff including the Assistant City Manager, Public Works personnel, Public Safety personnel, and administrative staff. The Committee welcomed new member Craig Hammett who replaced former member Donnell Rathman.

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

Staff takes the opportunity in this Report to recognize and thank the members who take on this important work on behalf of the City. The Committee will be scheduled to meet with City Council to present the Report as part of the annual budget process. As in previous years, meeting agendas included:

- *Orientation and procedural direction of the CIP Committee.*
- *Review of Priority Definitions and Funding Statement.*
- *Review of the status of the CIP Program to include completed projects and projects currently underway as a means to judge the overall effectiveness of the process.*
- *Discussion regarding Capital projects initiated in FY 2022-2023. Discussion regarding Business Park improvements, projects in design phase, Campbell Park Projects, Wayfinding, technology and planning projects.*
- *Discussion regarding leveraging grant funds for Downtown improvements and Transportation Alternative Projects.*
- *Discussion regarding the status of emergency projects including East 2nd Street paving and drainage, and Western Street culvert assessment.*
- *Discussion and interest in Public Facility Projects including New Hope Baptist Church, Historic Colored School, Hostess House, and possible inclusion of City Hall upgrades and improvements.*
- *Discussion regarding Park and facility security, monitoring and video surveillance.*
- *Discussion regarding projects targeted for funding from the American Rescue Plan Act, and the 2022 CO issuance.*
- *Presentation from Department Heads, Public Works, Electric, Street, Water/Wastewater, and Parks regarding departmental operation and project identification.*
- *Discussion regarding planning and engineering projects that will affect future CIP schedules through the identification of recommended capital projects.*
- *Discussion and inclusion of Technology and Planning Projects in the 2023-2028 Plan, including Eclipse Planning.*
- *Discussion regarding the City owned Senior Center, leased to Hill Country Community Action Association for delivery of Meals on Wheels, Head-Start, and Community Service programs.*
- *Discussion and integration of Comprehensive Plan Objectives in identifying capital priorities.*
- *Discussion regarding updated non-CIP Fleet Schedule.*

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

- *The Committee discussed the status of internet fiber deployment by private companies, NextLink.*
- *The Committee discussed impacts and needs related to the 2024 total eclipse.*
 - ***Committee member Hodges advised of possible funding opportunities through NASA***
- *The Committee discussed potential impacts of the homeless population on City facilities and resources.*
- *Discussion regarding the need to be prepared and plan for future growth, particularly as it relates to Public Safety, Emergency Management, roads and infrastructure.*
- *Discussion regarding the need to place the CIP Plan in perspective of longer-range planning and needs identification.*
- *Discussion regarding the City's efforts in identifying and abating sub-standard housing and dangerous structures.*

- Discussion regarding transportation projects affecting, but outside the city planning process, including TxDOT South 281 improvements, TxDOT Feasibility Study for a relief route, I-14 planning, and the East Third Street bridge replacement.
- Discussion regarding the impact and coordination of the Comprehensive Planning Process and the CIP process. The need to incorporate identified Comprehensive Plan projects into the CIP Plan.
- **Committee member Hodges recommended adopting design standards for Historic Downtown**

Areas of Emphasis

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

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

Public Facilities

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

- **Committee wanted it noted that as Public Facilities continue to grow so will the need for parking.**
- *Needed assessment and discussion regarding complimentary use of the New Hope Baptist Church and the Historic Colored School; and the possibility of Council assessing private use by lease.*
- *Progress of planning and design for the rehabilitation of the Hostess House.*

- *The need and timing of a Fire Department Sub-station.*
- *Additional upgrades and final touches to the Calvert Building including exterior upgrades and improvements to the basement.*
- *City Hall HVAC and entrance upgrades*
- *Exterior improvements to the Water/Wastewater Shop and Lab including paving.*
- *Facility security*
- *Inclusion of the Senior Center on the Public Facilities Schedule.*
- *Delays in design and construction implementation based on market conditions. Decrease in contractor interest on rehabilitation projects.*

CIP FY 2024-FY 2029 Projects

The Committee has identified and Programed 107 projects to meet the needs of the city in the next 5 years. In addition to the traditional brick and mortar, park, road and infrastructure projects; the report also includes additional categories for Apparatus and Equipment, Planning, and Technology projects. During FY 2023 the City and LEDC completed one of the largest public works projects in recent history with road, drainage, water and sewer construction in the LEDC Business Park. Highlighted new projects in the FY 2024-2029 Schedule include:

- *Street improvements, W 5th Street, Key to Spring rehabilitation; E 2nd Street drainage and road rehabilitation; and drainage projects.*
- *Water looping and Sewer line projects to replace aged infrastructure, promote economic development, and provide system efficiency.*
- *Updates to construction and utility standards and typical plans and specifications.*
- *Sewer Plant upgrades related to the belt press, pre-treatment facilities, UV intensifier, and emergency generation, and drum screen.*
- *In-house electric meter tester.*
- *Planning projects to address Zoning Regulation updates, Parks Master Plan, Electric System modeling, and Eclipse Public Safety Plan.*
- *Western Street pedestrian bridge rehab and painting.*
- *Cost Share with WCID 1 and State Water and Conservation Board to upgrade identified flood control dams to high hazard.*

Fleet Forecast and Major Maintenance

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

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

Statement and Summary

By approval of the CIP Funding Statement, the Committee acknowledges that City Council is ultimately responsible for the funding of specific projects. Additionally, the Committee approved a Priority Statement that

prioritizes needs based on Regulatory Compliance, Public Safety and Accessibility, and Cultural and Recreational Enhancements. Projects have also been segregated from fleet replacement and maintenance which are made part of the report in a separate schedule.

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

VI. Schedule workshop meeting with Council

Monday, June 12th – Calvert Building

VII. Adjourn – Business concluded; the meeting was adjourned at 1:10 P.M.

PASSED AND APPROVED this _____ day of _____, 2023.

Finley deGraffenried, City Manager

ATTEST:

Becky Sims, City Secretary