

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Tuesday, May 28, 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 Tuesday, May 28, 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 regarding the draft lease agreement between the County of Lampasas Rodeo Association and City of Lampasas regarding use of the 580 Sports Complex Rodeo Arena. *(pgs. 5-6)*
3. Discussion regarding the updated Water Conservation and Drought Contingency Plan. *(pgs. 7-30)*
4. Discussion regarding any item on the regular agenda
5. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Presentation by Citizens Police Academy Alumni Association.
- D. Recognition of the Misti Talbert Community Champion

	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

1.3	Public hearing to receive citizen comments regarding the updated Water Conservation and Drought Contingency Plan.	31-32
1.4	Public hearing to receive citizen comments regarding Cooper Spring Nature Park Visitor Guidelines.	33-36
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning the approval of minutes of the Regular City Council Meeting held on May 13, 2024.	37-46
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to amend the City of Lampasas Personnel Policy, Section 8.15 Sick Pool Policy.	47-52
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Library Monthly Report 2. Golf Course Monthly Report 3. Municipal Court Monthly Report 4. City Secretary Monthly Report 5. Utility Billing and Collections Monthly Report 6. Public Works Monthly Report for Electric, Streets, Water/Wastewater 7. Police Department Monthly Report 8. Building Official Monthly Report 9. Economic Development Monthly Report 10. Fire Department Monthly Report 11. Parks and Recreation Monthly Report 12. Information Systems Monthly Report 	53-76
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Hancock Pool • Health Insurance • CIP • LEDC • Organizations Meeting • Third Street Bridge • Western Avenue • Solid Waste RFP • Developer Meeting 	N/A
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding a lease agreement between the County of Lampasas Rodeo Association and City of Lampasas regarding use of the 580 Sports Complex Rodeo Arena	77-78

7.2	Discussion and possible action regarding the approval of the first reading of an Ordinance to adopt the updated Water Conservation and Drought Contingency Plan.	79-82
7.3	Discussion and possible action regarding the first reading of an Ordinance to adopt the Cooper Spring Nature Park Visitor Guidelines.	83-86

Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 23 day of May 2024 at 7:30pm

Becky Sims
Becky Sims, City Secretary

THIS PAGE INTENTIONALLY LEFT BLANK


City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion regarding draft of the Lease Agreement between the City of Lampasas and the County of Lampasas Rodeo Association. (“Association”)

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: May 23, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

At the March 25, 2024 council meeting, the County of Lampasas Rodeo Association advised Council that they would like to enter into an Agreement with the City of Lampasas for the management of the 580 Complex Rodeo Arena. The Lease Agreement would allow the Association to oversee the arena, as well as the marketing and scheduling of various rodeo events. The prior Memorandum of Agreement (MOA) was previously with the Lampasas Riding Club. The Association would like to propose an initial one-year agreement, with the intent to review the terms of agreement and reassess the results of marketing efforts and improvements to the arena, for consideration yearly thereafter. At this time Staff has prepared a draft Lease Agreement for council consideration.

Recommendation:

Discussion and direction only

THIS PAGE INTENTIONALLY LEFT BLANK


City ManagerITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding the Draft City of Lampasas Water Conservation and Drought Contingency Plan to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages.

Requested By: Ryan Ward, ACM

Submitted By: Jason Jones, Jones-Heroy & Associates, Inc.

Date Submitted: May 23, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

N/A

Attachments: Draft Water Conservation and Drought Contingency Plan (*pgs. 1-20 only*)

Summary Statement:

In October 2023, Council approved a professional services agreement with Jones-Heroy & Associates, Inc. to update the water conservation and drought contingency plan for the city in accordance with requirements of the Texas Water Development Board ("TWDB") and rules of the Texas Commission on Environmental Quality. Jones-Heroy has completed a draft of the updated plan. This agenda item provides the opportunity for staff and council to provide input regarding the draft Water Conservation Plan and Drought Contingency Plan prior to the approval of the first reading of the Ordinance.

Recommendation:

Discussion only

**CITY OF LAMPASAS
WATER CONSERVATION
AND
DROUGHT CONTINGENCY PLAN**

DRAFT FOR REVIEW: May 2024

Prepared For:



City of Lampasas
312 East Third Street
Lampasas, Texas 76550

Prepared By:

**JONES - HERROY
& ASSOCIATES, INC.**

2204 South Hwy 281, Suite D
Lampasas, Texas 76550
(512) 556-2300
TBPE Registered Firm F-006320

Adopted by City Council on: _____

TABLE OF CONTENTS

WATER CONSERVATION PLAN

I.	Introduction	1
II.	Utility Profile	1
III.	Planning Area.....	2
IV.	Water and Wastewater System.....	2
V.	Record Management System.....	3
VI.	Specific, Quantified 5 and 10-Year Targets.....	3
VII.	Measuring and Accounting for Diversions	4
VIII.	Universal Metering.....	4
IX.	Measures to Determine and Control Water Loss	4
	A. Unaccounted for Water Loss	4
	B. Leak Detection and Repair	4
	C. Contract Requirements	5
X.	Continuing Education and Information	5
XI.	Non-Promotional Water and Wastewater Rate Structures	5
XII.	Additional Conservation Strategies	5
	A. Water-Conserving Strategies	5
	B. Plumbing Retrofit Program.....	6
	C. Water Recycling/Reuse Program.....	6
	D. Water-Conserving Landscaping	6
XIII.	Reservoir Systems Operations Plan.....	6
XIV.	Enforcement Procedure and Plan Adoption	6
XV.	Coordination with the Regional Water Planning Group.....	6
XVI.	Implementation Schedule and Tracking	6
	A. Implementation	6
	B. Tracking.....	7
XVII.	Plan Review and Update.....	7

DROUGHT CONTINGENCY PLAN

I.	Declaration of Policy, Purpose, and Intent.....	8
II.	Public Involvement	8
III.	Public Education	8
IV.	Coordination with Regional Water Planning Groups	8
V.	Authorization.....	8
VI.	Application.....	9
VII.	Definitions.....	9
VIII.	Criteria for Initiation and Termination of Drought Response Stages	10

Stage 1 Triggers – MILD Water Shortage Conditions	11
Stage 2 Triggers – MODERATE Water Shortage Conditions	11
Stage 3 Triggers – SEVERE Water Shortage Conditions	11
Stage 4 Triggers – CRITICAL Water Shortage Conditions	12
Stage 5 Triggers – EMERGENCY Water Shortage Conditions	12
IX. Drought Response Stages.....	13
Stage 1 Response – MILD Water Shortage Conditions	13
Stage 2 Response – MODERATE Water Shortage Conditions	14
Stage 3 Response – SEVERE Water Shortage Conditions.....	16
Stage 4 Response – CRITICAL Water Shortage Conditions	16
Stage 5 Response – EMERGENCY Water Shortage Conditions.....	17
X. Enforcement	18
XI. Variances.....	19

ATTACHMENTS

- ATTACHMENT A: ORDINANCE ADOPTING A WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN
- ATTACHMENT B: UTILITY PROFILE FOR RETAIL WATER SUPPLIER
- ATTACHMENT C: CCN NO. 10455 AND WATER SERVICE AREA MAP
- ATTACHMENT D: WATER CONSERVATION PLAN GOALS
- ATTACHMENT E: WATER AND WASTEWATER RATE SCHEDULE
- ATTACHMENT F: CORRESPONDENCE WITH TWDB REGIONAL WATER PLANNING GROUP
- ATTACHMENT G: WATER CONSERVATION PLAN 2019-2023 IMPLEMENTATION REPORTS

WATER CONSERVATION PLAN

I. INTRODUCTION

The City of Lampasas (hereafter referred to as “the City”) adopted by ordinance a Long-term Water Conservation and Emergency Water Demand Management Plan in 1996, with periodic updates. On May 28, 2019, the City adopted an Amended and Restated, Water Conservation and Drought Contingency Plan to meet the requirements of the Texas Commission on Environmental Quality (TCEQ) and the Texas Water Development Board (TWDB). The updated Water Conservation and Drought Contingency Plan, as adopted by the City in 2024, is intended to meet the current requirements of the TCEQ and the TWDB.

The ordinance of the City Council adopting the Water Conservation and Drought Contingency Plan shall authorize the City to implement, enforce, and administer the program. A copy of the ordinance is included as **Attachment A**.

II. UTILITY PROFILE

A completed TWDB Utility Profile is attached as **Attachment B**.

Water Certificate of Convenience and Necessity (CCN) No. 10455, see **Attachment C**

Public Water Supply No. TX1410001

TWDB Regional Water Planning Group G

County: Lampasas

Water CCN Service Area: 15 square miles

Water Source: Stillhouse Hollow Lake

System Capacity: 6.9 MGD per Wholesale Water Supply & Delivery Contract with Kempner Water Supply Corporation (KWSC)

Storage Capacity: 3,868,000 gallons Total, including:

- 1) 200,000 gallons - Nix Road Elevated Storage Tank (Lampasas Facility)
- 2) 250,000 gallons - Spring Street Pump Station Ground Storage Tank (Lampasas Facility)
- 3) 2,000,000 gallons - Georgetown Ground Storage Tank (Reserved KWSC Facility)
- 4) 1,260,000 gallons - Hewgley Ground Storage Tank #1 (Reserved KWSC Facility)
- 5) 158,000 gallons - Hewgley Ground Storage Tank #2 (Reserved KWSC Facility)

Table 1 below summarizes key water use statistics for 2019 – 2023. Average per person usage is given in gallons per capita per day (gpcd). Average and peak daily water demand is given in

million gallons per day (MGD). The peak day to average day ratio varies between 1.77 and 2.44, meaning that peak day demand is around 1 1/2 times the average demand.

The peak demand for the City is 3.37 MGD, reached on July 26, 2019. The City’s water system capacity is currently 6.9 MGD. The higher than expected peak day demands in 2019 were likely the result of poor water quality concerns which resulted in several draining and filling cycles of the 20 MG Georgetown GST.

Table 1. Municipal Water Demand 2019-2023

Year	2019	2020	2021	2022	2023
Population Served (approximate)	7,947	7,727	7,831	7,517	7,624
Annual Average Day Demand (MGD)	1.38	1.38	1.36	1.59	1.27
Annual Average Day GPCD	174	178	174	211	167
Peak Day Demand (MGD)	3.37	2.58	2.40	2.89	2.70
Ratio (Peak Day /Average Day)	2.44	1.87	1.77	1.82	2.13

Note: Peak Day Demand shown in Table 1 above is based on daily master meter readings at the KWSC delivery points. The Utility Profile Peak Day Use (Attachment B, Section F) reflects an average of the peak demand months.

Detailed water and wastewater system data is provided in the Utility Profile worksheet in **Attachment B**.

III. PLANNING AREA

The City is located in Lampasas County, Texas at the intersection of US Highway 281, US Highway 183, and US Highway 190. The City’s 2020 US Census population was 7,291 people, an increase from 6,681 people in the 2010 US Census count. The current population within the service area is approximately 7,624 based on available information. Based on the 2020 Census less the 2010 Census divided over 10 years, the City’s estimated population will reach 8,051 by 2030.

The City’s Water Services Department manages a water distribution service area of approximately 15 square miles. The City’s Water CCN and service area map is shown in **Attachment C**.

IV. WATER AND WASTEWATER SYSTEMS

The City’s public water system currently serves approximately 3,632 connections. The City has an existing wholesale water supply contract with Kempner Water Supply Corporation (KWSC) for treatment and delivery of raw water supplies in Stillhouse Hollow Reservoir, which includes provisions for a maximum 6.9 million gallon per day (mgd) delivery to the City. Based on a minimum Texas Commission on Environmental Quality (TCEQ) public water system capacity requirement of 0.6 gallons per minute (gpm) per connection for peak day water supplies, the City’s wholesale treated water supply commitment has the capacity of serving approximately

8,000 connections. Detailed water system data is provided in the Utility Profile For Retail Water Supplier (Utility Profile) in **Attachment B**.

The City's wholesale water supply contract with KWSC includes the reservation of water storage capacity, transmission pipeline capacity, and high service pump station capacity in KWSC's water system which are deemed necessary to deliver the City's treated water supplies from Stillhouse Hollow Reservoir. The City's initial reservation in the KWSC water system includes an elevated storage volume of 3,418,000 gallons and high service pump station capacity of 3.51 mgd (2,438 gpm). In addition, the City wholly owns and operates a 250,000 gallon ground storage tank, 750 gpm high service pump station, and 200,000 gallon elevated storage tank which provides water distribution capacity for the City's western pressure plane.

The City's wastewater system is generally gravity flow collection mains assisted by eleven lift stations that convey wastewater to a 1.5 mgd wastewater treatment plant owned and operated by the City. After treatment, the wastewater is discharged to Sulphur Creek, Stream Segment No. 1217 of the Brazos River Basin. Detailed wastewater system data is provided in the Utility Profile in **Attachment B**.

V. RECORD MANAGEMENT SYSTEM

The City maintains a database of all water customers. City personnel use this database to record water sales and to determine the amount of water loss in the system (by comparison to the amount of treated water delivered to the City). The City classifies its water sales and uses in the following sectors: residential and apartments and commercial and industrial.

VI. SPECIFIC, QUANTIFIED 5 & 10-YEAR TARGETS AND GOALS

The City recognizes the importance of developing effective water conservation and emergency water demand management plans. Proper planning will allow all users in the system to conserve water and ensure a supply during shortages due to system constraints or drought. The TWDB Regional Water Plan water management strategies include water conservation. The City will establish an overall goal of 1% reduction per year over 10 years. The City will attempt to eventually reduce total per capita water consumption to 140 gallons per capita per day, which reflects the statewide goals stated in the TWDB Regional Water Plan. The City has established the following combination of goals to meet state and regional goals for its water conservation plan.

1. Reduce per capita consumption. The City's 5-year average annual per capita treated water use for 2019-2023 was 181 gallons per day. The City's goals are to reduce the gallons consumed per capita per day in the next five years to 172 gallons per day, and in the next ten years to 164 gallons per day.
2. Reduce unaccounted for water. The City's 5-year average per capita unaccounted for water for 2019-2023 was 24 gallons per day (13.3% of consumption). The City's goals

are to reduce the unaccounted for water in the next five years to 23 gallons per capita, per day and in the next ten years to 22 gallons per capita per day.

A summary of the City's Water Conservation Goals is provided in **Attachment D**.

VII. MEASURING AND ACCOUNTING FOR DIVERSIONS

The City uses two master meters at each of the entry points into the system to measure the amount of water pumped into the system. The City will have its water meters tested and calibrated annually to maintain its accuracy to within plus or minus 2 percent.

VIII. UNIVERSAL METERING

All customer water connections and municipal water connections are currently metered. Residential water meters are monitored and tested upon reaching 1,000,000 gallons consumption and replaced as needed. An ongoing audit is conducted to ensure that meters are checked for accuracy. Any unusual consumption amounts are checked. Commercial meters are tested and replaced according to manufacturers recommended schedules. Meters will maintain at least 98.5 percent accuracy.

IX. MEASURES TO DETERMINE AND CONTROL WATER LOSS

A. Unaccounted for Water Use

Several methods are used to find and control unaccounted for uses of water. City personnel continuously survey for leaks, abandoned services, and illegal connections. A monthly review of water pumped into the system versus water sold to customers is performed to monitor for excessive losses. Further, the City strives to estimate the amount of unmetered water used for flushing or firefighting as accurately as possible.

B. Leak-Detection and Repair

The City's current leak detection system consists of the following:

- Checking and servicing of pumping and storage facilities
- Visual surveillance by all City employees, and daily monitoring of system and tank levels
- Review of water bills to inform users of large increases in water usage
- Comparing treated water pumped into the system to potable water metered to customers on a monthly basis
- Review of water bills to inform users of large increases in water usage
- Reports to the City from citizens who have discovered leaks are encouraged
- Maintenance staff are on call 24 hours a day to respond to leaks and problems occurring in the system. Leaks are identified, prioritized, isolated, and

repaired as quickly as possible to minimize water loss and service interruptions.

C. Contract Requirements

The City will require all wholesale water supply contracts entered into or renewed, including any contract extension, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures in accordance with current TCEQ requirements. If the customer intends to resell the water, the contract between the initial supplier and customer must provide that the contract for resale of the water must have water conservation requirements included in accordance with current TCEQ requirements.

X. CONTINUING PUBLIC EDUCATION AND INFORMATION

Through education and information dissemination, the City will continue to inform its water customers of the benefits of water conservation. The City will accomplish this by implementing the following steps:

1. The City will provide public educational material developed by its staff, materials obtained from the Texas Water Development Board, Texas Commission on Environmental Quality, or other sources annually to its customers. The information will be made available on the City's website and at City Hall.
2. The City will provide for at least one newspaper release annually highlighting water conservation practices.
3. The City will report annually on the effectiveness of the City's water conservation measures, to include the per capita water usage and the annual water loss. If the Water Conservation Plan is not effective, the City staff will make recommendations for modifying the plan to increase its effectiveness. The City will send a copy of an annual report to the executive administrator of the Texas Water Development Board.

XI. NON-PROMOTIONAL WATER RATE STRUCTURE

The City has adopted a rate structure that does not encourage the excessive use of water. A schedule of the current water and wastewater rates is provided in **Attachment E**.

XII. ADDITIONAL CONSERVATION STRATEGIES

A. Water-Conserving Plumbing Code

The City has adopted the 2021 International Plumbing Code with amendments, modifications, and deletions, which require water conservation fixtures and appliances on all new construction.

Plumbing Retrofit Program

The City will provide educational material to the public on the financial and environmental benefits of installing water saving devices and replacing outdated household fixtures. Local appliance dealers will be encouraged to stock water saving shower heads, faucets, toilets, etc. and those that do will have their business name included with/on the educational material. The information will be made available on the City's website and at City Hall.

B. Water Recycling/Reuse Programs

The City uses effluent for its Wastewater Treatment Plant wash down and various plant operations (i.e. spray heads in pretreatment and clarifier, splitter box, drum screens).

C. Water-Conserving Landscaping

The City will provide educational material to the public on water conservation practices that can be implemented through landscaping and irrigation practices. The educational material may include, but is not limited to the following topics: low use water systems, drip irrigation, best watering times, use of native plants and grasses, and ornamental fountains that recycle and use minimum amount of water.

XIII. RESERVOIR SYSTEMS OPERATIONS PLAN

The City does not own or operate any reservoirs.

XIV. ENFORCEMENT PROCEDURE AND PLAN ADOPTION

This Water Conservation and Drought Contingency Plan has been implemented through the passage of an ordinance by the City. The City Manager or their designee will be the official responsible for the implementation, oversight, and enforcement of the Plan. A copy of the ordinance is included as **Attachment A**.

XV. COORDINATION WITH THE REGIONAL WATER PLANNING GROUP(S)

A copy of the Water Conservation and Drought Contingency Plan has been transmitted to the TCEQ Resource Projection Team, Brazos River Authority Region G Water Planning Group, and the TWDB Municipal Water Conservation Programs. A copy of the transmittal letters is included as **Attachment F**.

XVI. IMPLEMENTATION SCHEDULE AND TRACKING

A. Implementation

- Master meters will be tested and calibrated annually.

- Meters 1” and smaller will be monitored for accuracy and replaced on as needed upon reaching 1,000,000 gallons consumption.
- Water audits are conducted annually to identify water losses.
- Known water losses are corrected immediately and deteriorating water mains are replaced on an on-going basis.
- Educational materials will be made available on the City website and at City Hall annually.
- At least one newspaper release will be made annually highlighting water conservation practices.
- Visual leak detection inspections are performed on an on-going basis.

B. Tracking

The City will track the established targets and goals by utilizing the following procedures:

- Logs will be maintained for meter calibration, meter testing, and meter replacement program.
- Annual water audits shall be documented and kept in the utility department files.
- Ordinance will document all changes in water rates.
- Copies of educational materials made available will be kept on file in the Public Works Director’s office.
- Copy of the newspaper release will be kept on file in the Public Works Director’s office.
- A record of the location of leaks repaired will be maintained in order to identify lines needing replacement.

XVII. PLAN REVIEW AND UPDATE

The City has reviewed and updated its Water Conservation Plan to include updated 5 and 10-year targets and goals, an implementation schedule, tracking procedures, and an Implementation Report. The City’s Water Conservation Plan Annual Reports (Implementation Report) covering years 2019-2023 is included as **Attachment G**.

DROUGHT CONTINGENCY PLAN

~~(Rescinded and Replaced)~~

I. DECLARATION OF POLICY, PURPOSE, AND INTENT

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Lampasas (City) hereby adopts the following regulations and restrictions on the delivery and consumption of water. A copy of the ordinance is included as **Attachment A**.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

II. PUBLIC INVOLVEMENT

Opportunity for the public to provide input into the preparation of the Plan was provided by the City by means of scheduling and providing public notice of a public meeting to accept input on the Plan.

III: PUBLIC EDUCATION

The City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of press releases, telephone notifications, written correspondence, or website postings.

IV: COORDINATION WITH REGIONAL WATER PLANNING GROUPS

The service area of the City is located within the Region G Water Planning Group. The City has provided a copy of this Plan to the Brazos River Authority, Region G Water Planning Group.

V: AUTHORIZATION

The City Manager, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The City Manager, or his/her designee shall have the

authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

VI: APPLICATION

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

VII: DEFINITIONS

For the purposes of this Plan, the following definitions shall apply:

Athletic Fields: an outdoor area designed and intended for use in a specific sporting event and includes soccer fields, baseball diamonds, tennis courts, football fields, and similar areas but does not include golf courses.

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the City of Lampasas.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Foundation watering: an application of water to the soils directly abutting (no greater than 2 feet) the foundation of a building for purposes of maintaining structural integrity.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, potted plants, golf courses, parks, and rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

VIII: CRITERIA FOR INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES

The City Manager or his/her designee shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified triggers are reached.

The triggering criteria described below are based on Brazos River Authority (BRA) reservoir storage levels, Central Texas Water Supply Corporation's (CTWSC) ability to provide water to Kempner Water Supply Corporation (KWSC), KWSC's ability to provide water to the City, drought conditions, distribution system demand, water standards, and system failures:

Utilization of alternative water sources and/or alternative delivery mechanisms:

The City utilizes its irrigation water rights on Sulfur Creek for watering the golf course.

The City reuses water from its Wastewater Treatment Plant (WWTP) for wash down and other operational processes of the Wastewater Treatment Plant (WWTP).

The City does not have a readily available alternate source of potable water to meet the drinking water needs of the system other than the purchase of hauled water in bottles or tankers.

Stage 1 Triggers -- MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII - Definitions, when:

- Notification from ~~the BRA CTWSC or KWSC is received~~ requesting the initiation of Stage 1 of the Drought Contingency Plan as a result of declining reservoir storage levels, or
- Daily water demand exceeds 70% of the City's available treatment or distribution capacity for 3 consecutive days.

During Stage 1, no penalties will be imposed on users that do not abide by the reduced water usage. Reminders will be placed in the local newspaper and posted on the City's website.

Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days.

Stage 2 Triggers -- MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when:

- Notification from ~~the BRA CTWSC or KWSC is received~~ requesting the initiation of Stage 2 of the Drought Contingency Plan as a result of declining reservoir storage levels, or
- Daily water demand exceeds 80% of the City's available treatment or distribution capacity for 3 consecutive days.

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a minimum period of 3 consecutive days. Upon termination of Stage 2, Stage 1, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 3 Triggers -- SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when:

- Notification from ~~the BRA CTWSC or KWSC is received~~ requesting the initiation of Stage 3 of the Drought Contingency Plan as a result of declining reservoir storage levels, or
- Daily water demand exceeds 90% of the City's available treatment or distribution capacity for 3 consecutive days.

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a minimum period of 3 consecutive days. Upon termination of Stage 3, Stage 2, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 4 Triggers -- CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when:

- Notification from ~~the BRA CTWSC or KWSC is received~~ requesting the initiation of Stage 4 of the Drought Contingency Plan as a result of declining reservoir storage levels, or
- Daily water demand exceeds 95% of the City's available treatment or distribution capacity for 3 consecutive days, or

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a minimum period of 3 consecutive days. Upon termination of Stage 4, Stage 3, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 5 Triggers -- EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when the City Manager, or his/her designee, determines that a water supply emergency exists based on:

- Notification from ~~the BRA CTWSC or KWSC is received~~ requesting the initiation of Stage 5 of the Drought Contingency Plan as a result of declining reservoir storage levels; or
- Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or
- Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days.

IX: DROUGHT RESPONSE STAGES

The City Manager, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, or emergency water shortage condition exists and shall implement the following notification procedures:

Notification

Notification of the Public:

The City Manager, or his/ her designee shall notify the public by means of:

- publication in a newspaper of general circulation, and/or
- direct mail to each customer, and/or
- public service announcements, and/or
- signs posted in public places, and/or
- City website postings, and/or
- take-home fliers at schools.

Additional Notification:

As appropriate, the City Manager, or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

- Mayor / Mayor Pro Tem and members of the City Council (Stages 1-5)
- Fire Chief and Fire Marshal (Stages 1 – 5)
- Parks / Street Superintendents & public facilities managers (Stages 1 – 5)
- TCEQ, Water Supply Division (when mandatory restrictions are imposed), (512) 239-4691 (Stages 2 – 5)
- Police Chief (Stages 2 – 5)
- County Emergency Management Coordinator (Stages 2 – 5)
- County Judge (Stages 2 – 5)
- DPS, Division of Emergency Management, (512) 424-2208 (Stages 3 – 5)
- Major water users (Stages 3 – 5)
- Critical water users (hospital, nursing homes, and schools) (Stages 3 – 5)

Stage 1 Response -- MILD Water Shortage Conditions

Target: Achieve a voluntary 5 percent reduction in total water use or daily water demand.

Best Management Practices for Supply Management:

The City will manage limited water supplies and/or reduce water demand by increased leak detection and repair efforts and initiating public notification.

Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to **Mondays and Thursdays** for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and **Tuesdays and Fridays** customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of 10:00 p.m. and 8:00 a.m. on designated watering days.
- (b) All operations of the City shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

Stage 2 Response -- MODERATE Water Shortage Conditions

Target: Achieve a 10 percent reduction in total water use or daily water demand.

Best Management Practices for Supply Management:

The City will manage limited water supplies and/or reduce water demand by flushing of water mains only as needed, limit irrigation of parks to handheld hose or alternate water source, increase oversight of watering schedule and water waste, and public notification of Stage 2 Water Use Restrictions. The City will limit irrigation of athletic fields to locations and times designated by the City Manager as essential for maintaining public safety and welfare.

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas and foundation watering shall be limited to **Mondays and Thursdays** for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and **Tuesdays and Fridays** for customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to between the hours of 10:00 p.m. and 8:00 a.m. on designated watering days. Irrigation of **residential** landscaped areas with hose-end sprinklers or automatic irrigation systems is allowed; however, irrigation of **commercial and industrial** landscapes is limited to drip irrigation and handheld hose. Irrigation of landscaped areas is permitted at any time if it is by means of a faucet filled bucket or watering can of five (5) gallons or less.

- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City.
- (f) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (g) The following uses of water are defined as non-essential and are prohibited:
 - 1. Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
 - 2. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - 3. Use of water for dust control;
 - 4. Flushing gutters or permitting water to run or accumulate in any gutter or street; and
 - 5. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Stage 3 Response -- SEVERE Water Shortage Conditions

Target: Achieve a 20 percent reduction in total water use or daily water demand.

Best Management Practices for Supply Management:

The City will manage limited water supplies and/or reduce water demand by flushing of water mains only as needed, limit irrigation of parks to handheld hose or alternate water source, increase enforcement of watering schedule and water waste, and public notification of Stage 3 Water Use Restrictions. The City will limit irrigation of athletic fields to locations and times designated by the City Manager as essential for maintaining public safety and welfare.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas and foundation watering shall be limited to **Thursdays** for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and **Tuesdays** for customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to between the hours of 10:00 p.m. and 8:00 a.m. on designated watering days. Irrigation of landscaped areas is permitted at any time if it is by means of a faucet filled bucket or watering can of five (5) gallons or less.
- (b) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued, unless located at dead end water mains where flushing is necessary to maintain public health.

Stage 4 Response -- CRITICAL Water Shortage Conditions

Target: Achieve a 30 percent reduction in total water use or daily water demand.

Best Management Practices for Supply Management:

The City will manage limited water supplies and/or reduce water demand by flushing of water mains only as needed, limit irrigation of parks and athletic fields to watering can, bucket, or alternate water source, increase enforcement of watering schedule and water waste, and public notification of Stage 4 Water Use Restrictions.

Water Use Restrictions for Reducing Demand: All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) Irrigation of landscaped areas shall be limited to **Thursdays** for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and **Tuesdays** for customers with a street address ending in an odd number (1, 3, 5, 7 or 9), irrigation of landscaped areas is further limited to between the hours of **12:00 midnight and 8:00 a.m.** on designated watering day, and by watering can or bucket only.

(b) Foundation watering for purposes of maintaining the integrity of structures is permitted only during designated watering days and times noted above within no more than two (2) feet of the structure, and with a designated soaker hose.

~~(b)~~(c) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.

~~(e)~~(d) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.

~~(d)~~(e) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.

~~(e)~~(f) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

Stage 5 Response -- EMERGENCY Water Shortage Conditions

Target: Achieve necessary reduction in total water use or daily water demand.

Best Management Practices for Supply Management:

The City will manage limited water supplies and/or reduce water demand by discontinued flushing of water mains and discontinue irrigation of parks and athletic fields except by alternate water source, maintain enforcement of watering schedule and water waste, and public notification of Stage 5 Water Use Restrictions. In the event of an emergency loss of water supply, the City Manager will consider purchase of water supplies from any available source (e.g. truckload or in bottles) for the health and public safety of the residents.

Water Use Restrictions for Reducing Demand. All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) Irrigation of landscaped areas is prohibited.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited.

- (c) All outdoor and non-essential use of water is prohibited.

Water Allocation. In the event that EMERGENCY water shortage conditions continue to persist and threaten public health, safety, and welfare, the City Manager is authorized to allocate water by establishing a residential (domestic water use) schedule based on the number of persons per household and gallons per month, and commercial/institutional and industrial water use schedules based on a percent of the customer's winter average usage for the previous 12 months. If the customers' billing history is shorter than 12 months and does not include a winter average, the monthly average for the period for which there is a record shall be used.

The Mayor and City Council will immediately be notified of the need to allocate water and an emergency meeting of the City Council will be called to consider or ratify the water allocation schedules established by the City Manager.

X: ENFORCEMENT

- (a) No person shall knowingly or intentionally allow the use of water from the City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the City Manager, or his/her designee, in accordance with provisions of this Plan.
- (b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than two hundred dollars (\$200.00) and not more than two thousand dollars (\$2,000.00). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the City Manager shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$25.00, and any other costs incurred by the City in discontinuing service. In addition, suitable assurance must be given to the City Manager that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
- (c) Any person, including a person classified as a water customer of the City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously

directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.

- (d) Any employee of the City, police officer, or other city employee designated by the City Manager, may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the municipal court on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in municipal court to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in municipal court before all other cases.

XI: VARIANCES

The City Manager or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the City Manager, or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.

- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

Variations granted by the City shall be subject to the following conditions:

- (a) Variations granted shall include a timetable for compliance.
- (b) Variations granted shall expire when the plan is no longer in effect.
- (c) Variations shall be terminated in writing by the City if the petitioner fails to meet the specified requirements set forth in the variance.
- (d) No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.



City Manager

ITEM NO. 13

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

Subject:

Public Hearing to receive citizen input regarding the Ordinance of the City of Lampasas to adopt a Water Conservation and Drought Contingency Plan for the City of Lampasas to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and an effective date.

Requested By: Ryan Ward, ACM

Submitted By: Jason Jones, Jones-Heroy & Associates, Inc.

Date Submitted: May 23, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

N/A

Attachments: Draft Water Conservation and Drought Contingency Plan (*pgs. 1-20 only*)

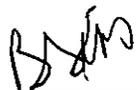
Summary Statement:

In October 2023, Council approved a professional services agreement with Jones-Heroy & Associates, Inc. to update the water conservation and drought contingency plan for the city in accordance with requirements of the Texas Water Development Board ("TWDB") and rules of the Texas Commission on Environmental Quality. Jones-Heroy has completed a draft of the updated plan. This agenda item provides citizens and staff the opportunity to provide input regarding the draft Water Conservation Plan and Drought Contingency Plan prior to the approval of the first reading of the Ordinance.

Recommendation:

Discussion Only

THIS PAGE INTENTIONALLY LEFT BLANK


City Manager

ITEM NO. 1.4

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

Subject:

Public hearing to receive citizen comments regarding proposed signage at Cooper Spring Nature Park by the board that outlines preferred visitor guidelines for citizens and patrons.

Requested By: Lorna Bernard, Cooper Spring Nature Park Foundation Board
Neal Leavell, Cooper Spring Nature Park Foundation Board

Submitted By: Chris Eicher, Parks Director

Date Submitted: May 20, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

Attachments: Letter and Building Specifications

Summary Statement:

Mr. Neal Leavell on behalf of the Cooper Spring Nature Park Board will present the proposed visitor guidelines to City Council. The rules were created by the CSNPF Board to establish guidelines to keep the park a peaceful oasis. The board researched rules from other parks that were similar to Cooper Spring and selected those rules and reminders that the board felt needed to be highlighted to preserve the beauty of Cooper Spring. These guidelines were approved by the Parks Board at the May 16, 2024 meeting.

Recommendation:

Discussion Only



Cooper Spring

Nature Park

Proposed Rules for Visitors to Cooper Spring Nature Park

Summary of Proposal:

The Cooper Spring Nature Park Foundation (CSNPF) Board of Directors respectfully requests that a set of **Rules for Park Visitors** be approved by the Lampasas City Council.

Need:

Although a vast majority of visitors to Cooper Spring Nature Park are respectful of generally accepted behavior guidelines when visiting a nature park, there always seem to be a few people who make it necessary for these common-sense behaviors to be posted for the majority.

With those few outliers in mind, the CSNPF Board voted at its April 16, 2024 board meeting to create a set of Rules for Park Visitors. The intention is to post the rules on a sign at the park's front entrance. The park rules are attached as Exhibit A.

Discussion:

The CSNPF Board reviewed park rules for other nature parks around Central Texas, and selected the ones that made the most sense for Cooper Spring Nature Park.

The Board also discussed whether to pursue the creation of new City ordinances to make all of the rules enforceable (in addition to the existing leash law, alcohol prohibition, and park closure hours), but decided against it. Instead, it is the Board's hope that visitors will voluntarily comply. Those tempted to break the rules will feel the peer pressure of knowing that other visitors might see them; and they can't claim ignorance since the rules are clearly posted for all to see.

Sign Size and Placement:

The proposed sign would be 12" wide by 18" high. It would be posted on the iron fence on the north side of the entrance gate. See Exhibit B for specifications.

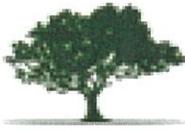


EXHIBIT A

Guidelines For Visiting Cooper Spring Nature Park

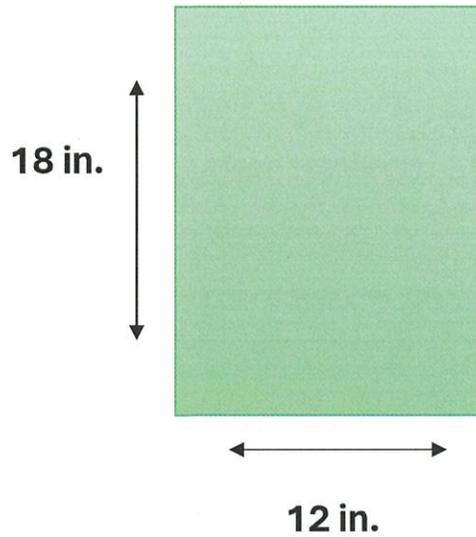
Help keep Cooper Spring as a peaceful oasis. To protect the plants, wildlife, and your safety, please:

- Stay on trails at all times
- Pedestrians only (no bicycles, golf carts, or horses) (City Ord.)
- No smoking
- No alcoholic beverages (City Ord.)
- Do not feed or disturb wildlife
- Do not pick flowers or remove plants
- Keep dogs on leash and on trails (City Ord.)
- Pick up after your pet
- Drones are not allowed
- No fishing, swimming, or wading
- Respect 6am to 10pm city park hours (City Ord.)

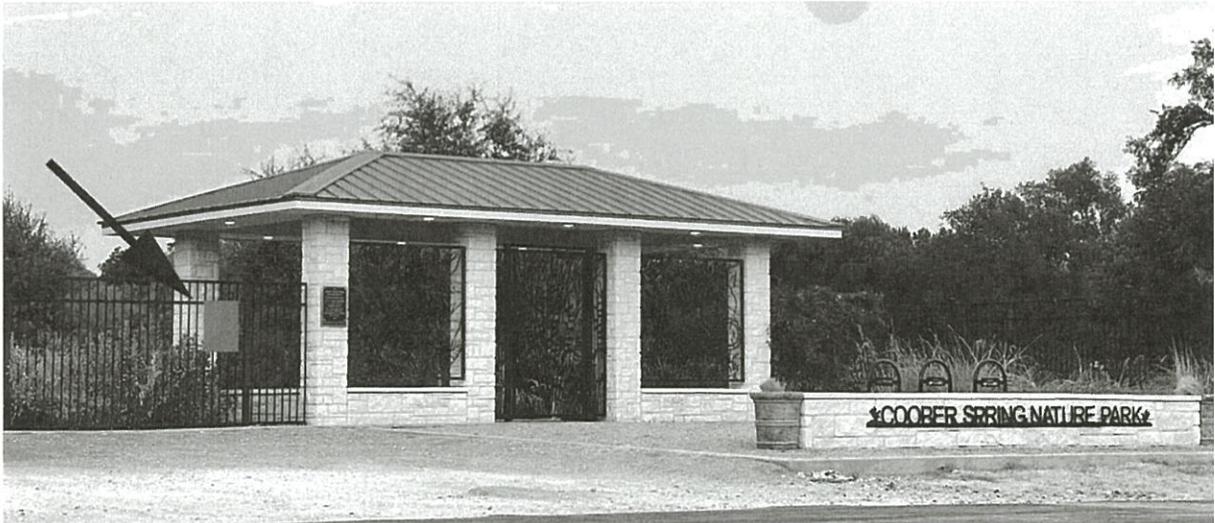


EXHIBIT B

Sign specifications:



Placement:



**MINUTES OF REGULAR CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, May 13, 2024
5:30 pm Special Session
6:00 pm Regular Session**

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
Zachary Morris
Charlie Pratus
Cathy Kuehne

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Jody Cummings, Police Chief
Ryan Ward, ACM
Joe Adams, Fire Chief
Kayleigh Stanley, Executive Secretary
Yvonne Moreno, Finance Director
Bart Baker, Fire Marshal
Van Sims, WWW Operations Manager

Council Members Absent:

N/A

SPECIAL SESSION**5:30 pm**

- I. Call to Order- *Mayor Pearce called the Special Session to order at 5:30 pm*
- II. Administer Oath of Office to the re-elected Council Members.



- III. Discussion and possible action concerning the appointment of the Mayor Pro Tem for the 2024-2025 term.

Council member Keele moved to nominate Council member Morris, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

- IV. Adjourn Special Session – *Without objection, Mayor Pearce adjourned the Special Session and moved to the Workshop Session at 5:37 pm.*

WORKSHOP SESSION

1. **Call to order Workshop Session**

Mayor Pearce called the workshop session to order at 5:38 p.m.

2. Discussion and Water Study Presentation by Jason Jones, Jones-Heroy & Associates.

Jason Jones provided an update to the water study; focusing on the following areas:

- *Groundwater Aquifers*
 - *Ellenburger-San Saba*
 - *Hickory Aquifer*
 - *Marble Falls*
 - *Trinity Aquifers*
- *TDS Levels*
- *Well Yields*
- *Sulphur Creek Water Rights*
- *Holistic Approach to City's Future Water Supply*
 - *Coordination with KWSC and CTWSC*
 - *Involvement in Brazos G Regional State Water Planning Process*
 - *Active participation and possible support of the Saratoga Underground Water Conservation District*

3. Discussion regarding Chamber of Commerce Bi-Annual Report.

Melissa Unger, Chamber Executive Director presented the bi-annual report to Council. Mrs. Sims advised that the expenditures have been vetted and approved by staff per the agreement. Mrs. Unger was available to answer any questions that Council may have.

4. Discussion regarding City of Lampasas Personnel Policy; Section 8.15 Sick Pool Policy.

Mr. Ryan Ward, ACM presented the following proposed changes to the Sick Leave Pool Policy:

- *define severe medical condition*
- *amend the number of hours from 160 to 80 for employee eligibility to use due to illness*
- *increase available hours from 80 hours to 160 hours*
- *amend to change City Council appointment of committee to City Manager.*

5. Discussion regarding additional baseball fields at the 580 Sports Complex.

Mr. Ward advised the Parks Master Plan that was adopted in 2004 identified the need for a multi-sport complex. In 2011, the initial phase was developed that included two softball fields, soccer fields, basketball court, concession stand and bathrooms.

Cody Leech, LCYLA addressed Council on the need and impact of adding additional fields to the 580 Complex. The additional fields would allow for more team play and larger tournaments. The proposed fields are pre-graded. Potential revenue from families and attendees of tournaments could be substantial. There were 37 teams on opening day with 12 players per team. Surrounding cities have anywhere from 50-70 teams for the season and/or tournaments.

Council member Keele asked if it would be more beneficial to upgrade Turner Complex or add additional fields at the 580 Sports Complex. Mr. Leech advised adding additional fields at the 580 Sports Complex. Turner Complex would need additional parking, larger bathrooms and drainage improvements.

6. Discussion and possible action regarding lighting upgrades at the Turner Complex.

Mr. Ward advised that Staff has been using available parts to maintain lighting at Turner for several years. The initial estimate to upgrade lighting was \$850,000.00. Techline Sports Lighting proposed a lighting package in the amount of \$249,000.00 for materials, and \$107,850.00 for partial installation with in-house assistance. Although requests have been made to consider adding fields to the 580 Sports Complex, Turner Field will continue to be used by Little League and the current lighting will not last much longer. Techline Sports has offered a finance option to allow the city to make payments in lieu of paying at delivery of material and installation.

7. Discussion regarding FY 2025 Budget.

Mr. deGraffenried advised that Staff is currently working on year end projections. Capital Improvement Committee meetings are wrapping up. Budget Workshop meetings will be scheduled to discuss Capital Improvement Items and Personnel needs. Two dates have been identified for a Joint Meeting with Lampasas Economic Development Corporation, June 3rd or June 17th.

Council priorities include Water Needs, Recreational Fields, Turner Lighting Upgrades with consideration to Community Impact and Return on Investment.

8. Discussion regarding any item on the regular agenda

There was no discussion regarding any item on the regular agenda.

9. Adjourn Workshop Session

The workshop session adjourned at 6:50 p.m.; without objection Council took a 10-minute break.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 7:00 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

- *National Police Week May 12th-May 18th 2024*
- *National Public Works Week May 19th - May 25th 2024*

Service Recognition

- *April 2024*
 - *Kyle Harrison – 5 years*
 - *John Grantland- 15 years*

Michael White- 15 years



May 2024

Marisa Smith- 5 years



○ *Rodney Kepler- 5 years*

Community Champion

The **Special Olympics** program provides opportunity for our local athletes to compete in bowling, basketball, & track and field. Through SO, athletes develop healthy activity habits and get to shine in ways they could not otherwise. Special Olympics brings together athletes and their families creating a supportive community and lifelong friendships. Our local community members also get involved by coming out to support the athletes. These athletes practice hard and are dedicated to their competitions. They love being part of a team and learn many life lessons. While the athletes work hard, the volunteers make it possible for these students to compete and learn the value of team work. This organization deserves to be labeled “Community Champion”



Mr. **Brandon Hummel** is a caring and selfless person. He is a hard-working family man that goes above and beyond to help others. He has a giving heart and will stop to help anyone at any time of the day, whether they are having car trouble, a flat tire or even if there is a motor vehicle accident; he is quick to jump into action to do what he can. Brandon displays integrity, perseverance, and is committed to making a difference in the community. While Brandon is a veteran and currently works for TDCJ as a Sergeant, he has a small engine repair business where he has on more than one occasion made repairs at no charge. He and his family have also provided window units and dinners to those in need. He is a true Community Champion and deserves this recognition.



- Sulphur Creek* Staff took the opportunity on May 2nd to tour property adjoining Sulphur Creek between 8th and 4th Street. As Council may be aware, portions of the Creek are in pristine condition, with some areas, particularly between 5th and 4th Street in need of Code and Sub-standard building enforcement. The property, and its connectivity, represent both commercial and public-use development opportunities staff would like to continue to explore without objection. Its certainly been talked about for the past 20 years. At least one property owner is excited about the prospect of a possible public/private partnership for the benefit of both parties.
- EMS* Attached is the monthly report from Hamilton County Hospital District, Emergency Medical Services. Of the 378 total calls for service, 186, or 49% were generated within the City of Lampasas. Additionally, another 20% of total calls, 77, were generated by transfers from Rollins Brook Hospital. Average response time in the City for April was 5 minutes 23 seconds.
- Hostess House* A pre-construction conference was held for the renovation of the Hostess House on May 10th with staff, contractor representatives, and Reliance Architecture staff. The agenda included scheduling, communication, contract requirements and submittals, and inspections. The Meeting also included the opportunity to discuss any value engineering for cost savings. Typically, contractors are issued Notice to Proceed (“NTP”) within about 30 days, after all insurance, bonding, and required submittals are received. Staff will also phone verify all coverage.
- WCID* A regular meeting of the Lampasas County Water Control and Improvement District #1 (“WCID”) was held on May 9th with discussion primarily related to the maintenance, funding and protection of the flood control dams that protect property in the City and within the Sulphur Creek drainage area. In addition to brush control and other Operating and Maintenance (“O&M”) needs, that are being addressed, the Board also discussed supplementing their application for funding for dam upgrade for site #6 to high hazard status. Staff also took the opportunity to tour dams on April 15th, and generally was impressed by the capacity and scope of the dam structures. The Board is also considering additional public information opportunities to emphasize the importance of the dams to residents.
- CIP* The Capital Improvement Program Committee (“CIP”) met on May 9th to discuss the final two planning schedules of the report: Major Maintenance and Fleet replacement. The Committee will utilize their next meeting to review highlights of the Report as well as provide input regarding projects of emphasis. Typically, the Committee will reference projects that Council may consider within the budget process, acknowledging that Council ultimately will determine implementation based on funding. The Committee plans to present the Report to Council at the June 10th.

5.2	MAYOR’S COMMENTS
-----	------------------

The Mayor had no comments this evening.

6.0	UNFINISHED BUSINESS
-----	---------------------

There was no unfinished business.

7.0	NEW BUSINESS
-----	--------------

7.1 Discuss and select website photo contest winner.

Council member Hernandez moved to approve select option 4, the motion was seconded by Mayor Pro-Tem Morris, with Council member Keele in opposition, the motion carried.

7.2 Discussion and acceptance of the Lampasas County Chamber of Commerce and Visitor Center Bi-Annual Report.

Council member Kuehne moved to accept the Lampasas County Chamber of Commerce and Visitor Center Bi-Annual Report and to authorize reimbursement in the amount of \$26,753.36, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.

7.3 Discuss and consider a Resolution of the City Council to support the Spring Ho Festival to be held July 8-14, 2024.

Mayor Pro Tem Morris moved to approve a Resolution of the City Council to support the Spring Ho Festival to be held July 8-14, 2024, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

7.4 Discussion and possible action regarding HOT Fund request by the Spring Ho Committee in an amount not to exceed \$7,500.00 for the Annual Spring Ho Festival July 8-14, 2024.

Council member Kuehne moved to approve the HOT Fund request by the Spring Ho Committee in an amount not to exceed \$7,500.00 for the Annual Spring Ho Festival July 8-14, 2024, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

7.5 Discussion and possible action regarding approval of Spring Ho Fireworks Event coordinated by Pyrotecnico Fireworks, Inc. to be held during Spring Ho week at Gavin Garrett Soccer Field on July 10, 2024.

Mayor Pro-Tem Morris moved to approve the Spring Ho Fireworks Event coordinated by Pyrotecnico Fireworks, Inc. to be held during Spring Ho week at Gavin Garrett Soccer Field on July 10, 2024, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.

7.6 Discussion and possible action regarding placement and construction of a storage building by the Cooper Spring Nature Park Board at the Cooper Spring Nature Park located at 101 Hackberry.

Council member Hernandez moved to approve the placement and construction of a storage building by the Cooper Spring Nature Park Board at the Cooper Spring Nature Park located at 101 Hackberry, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.7 Discussion and possible action regarding the first reading of an Ordinance to amend the City of Lampasas Personnel Policy, Section 8.15 Sick Pool Policy.

Mayor Pro Tem Morris moved to approve the first reading of an Ordinance to amend the City of Lampasas Personnel Policy, Section 8.15 Sick Leave Pool Policy, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.

7.8	Discussion and possible action to move the Monday, May 27, 2024 City Council meeting to Tuesday, May 28, 2024 in observance of the Memorial Day holiday
-----	---

Council member Pratus motioned to move the Monday, May 27, 2024 City Council meeting to Tuesday, May 28, 2024 in observance of the Memorial Day holiday, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.

Adjourn into Executive Session- Mayor Pro Tem Morris moved to adjourn into Executive Session at 7:43 p.m., the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

EXECUTIVE SESSION

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

8.0	
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Secretary; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Adjourn executive session and reconvene Regular Session

Council adjourned Executive Session and reconvened Regular Session at 8:45 pm.

REGULAR SESSION

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

There was no action taken on items discussed during Executive Session

Adjourn- Mayor Pro Tem Morris moved to adjourn at 8:45, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

THIS PAGE INTENTIONALLY LEFT BLANK


City ManagerITEM NO. 3.1

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance to amend Ordinance 1148 of the Lampasas Code of Ordinances of the City of Lampasas, Texas, which adopted the 2006 City of Lampasas Personnel Policy, Section 8.15 Sick Pool; Repealing Conflicting Ordinances and/or City Policies; including a severability clause; and establishing an effective date.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: May 7, 2024

For the Agenda of: May 28, 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 amend Section 8:15 Sick Pool, of the City of Lampasas Personnel Policy; Repealing Conflicting Ordinances and/or City Policies; Including a severability clause; and establishing an effective date.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AMENDING ORDINANCE 1148 WHICH ADOPTED THE 2006 CITY OF LAMPASAS 'PERSONNEL POLICIES MANUAL'; AMENDING SECTION 8.00 LEAVE TIME; SUBSECTION 8.15 SICK LEAVE POOL, AMENDING (A) DEFINITIONS (8) UNIT OF SICK LEAVE; (9) COMMITTEE (B) CONTRIBUTION OF DAYS AND MEMBERSHIP TERMS, (D) GRANTING OF HOURS FROM THE POOL (1) & (2) (E) COMPOSITION OF COMMITTEE (1)-(5);(1)-(7) (F) COMMITTEE DUTIES AND RESPONSIBILTIES (1)-(7); AND (G) APPEALS, REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lampasas Texas is a Home Rule municipality granted the authority to enact regulations pertaining to health, safety and welfare of the City and its citizens by the State of Texas and, further, to operate pursuant to the provisions set forth in its Home Rule Charter adopted by the voting citizens of the Lampasas community; and

WHEREAS, the City Council of the City of Lampasas, Texas, has received information from the Assistant City Manager and staff members concerning a need for certain amendments to the City's Personnel Policies; specifically, Section 8.15 Sick Leave Pool in areas that are administratively burdensome and restrictive for those employees in need of additional leave, due to a terminal or severe medical condition, as detailed herein below; and

WHEREAS, after careful consideration and evaluation, the City Council has determined that it is in the best interest of the City to approve the recommended amendments to the 2006 City's 'Personnel Policies Manual', as detailed herein below.

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

Part 1: The current City of Lampasas 'Personnel Policies Manual,' is amended in these enumerated provisions: **SECTION 8.00 LEAVE TIME; SUBSECTION 8.15 SICK LEAVE POOL, AMENDING (A) DEFINITIONS (8) UNIT OF SICK LEAVE; (9) COMMITTEE (B) CONTRIBUTION OF DAYS AND MEMBERSHIP TERMS, (D) GRANTING OF HOURS FROM THE POOL (1) & (2) (E) COMPOSITION OF COMMITTEE (1)-(5);(1)-(7) (F) COMMITTEE DUTIES AND RESPONSIBILTIES (1)-(7); AND (G) APPEALS** as follows:

8.00 LEAVE TIME

- **8.15 SICK LEAVE POOL**

The purpose of the sick leave pool is to provide additional sick leave time to City employees in the event of a catastrophic illness or injury, surgery, or disability that prevents an employee from active employment. Hours shall be applied from the Pool only after the employee has exhausted all accrued sick, vacation and compensatory time off, has met the provisions set forth by the policy, and has been granted the time from the pool.

A. Definitions

- (1) No Change
- (2) No Change
- (3) Catastrophic illness: injury or severe prolonged condition is defined as a terminal, life-threatening, and/or severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a health care practitioner for a

prolonged period of time and that forces the employee to exhaust all accrued leave time (sick leave, vacation, and compensatory time off), thereby resulting in the loss of all compensation from the City.

(4) No Change

(5) No Change

(6) No Change

(7) No Change

(8) No Change

(9) Committee - the Sick Leave Pool Committee, which serve as the administrator of the Pool, including the granting authority for benefits from the Pool.

B. Contribution of Days and Membership Terms

(No Change) Contributing to the Sick Leave Pool is voluntary; however, all eligible employees are encouraged to participate. A member may contribute 8 to 40 hours of sick leave each year from his/her accrued sick leave. An employee who terminates his/her employment with the City may donate 8 to 80 hours of his/her accrued sick leave to the Pool.

(Updated) Eight (8) hours of sick leave contributed to the Pool provides the employee with membership in the Pool.

(Updated) During January of each year the Committee shall conduct a "contributions drive", encouraging eligible members to make an annual contribution of 8 to 40 hours of accrued sick leave to the Pool. If the Pool falls below 1,440 hours the Committee shall request that members voluntarily contribute an extra 8 hours, up to a maximum of 24 hours, until the Pool reaches 1,600 hours.

(No Change) Newly hired eligible employees may contribute between 8 to 40 hours of their accrued sick leave upon completion of twelve (12) months of continuous employment with the City. Hours donated shall be subtracted from the members' accrued sick leave record by the Payroll Administrator. The sick leave hours shall become the property of the Pool and cannot be returned. On December 31 of each year, the number of unused hours in the Pool shall be determined and carried forward for the next year.

(Updated) Members who terminate their employment with the City of Lampasas forfeit at that time their membership in the Pool and the hours they have contributed. Members on approved leaves of absence, shall retain membership in the Pool.

C. Applying for Sick Leave Days (No Change)

D. Granting of Hours from the Pool

- (1) The Sick Leave Pool may not be used for the first 80 working hours absent from a qualifying illness or injury. The "80 working hours absent" for a qualifying illness need not be consecutive days/hours, but must be for the same or related illness or injuries as described in the Application and must have been taken during the previous twelve (12) months. The purpose of this paragraph is to encourage employees to save some of their leave time in case of a catastrophic illness or injury and not to rely solely on the Sick Leave Pool for such events.
- (2) Hours granted from the Pool shall be in units of not more than 160 consecutive hours. At the end of the 160 hours, the member may apply for an extension by submitting an updated statement from the health care practitioner on the proper form. A member may draw out only as many hours as the Committee approves. Until such time that a Committee is appointed, the City Manager has authority to award time from the Pool.
- (3) No Change
- (4) No Change

- (5) No Change
- (6) No Change
- (7) No Change
- (8) No Change
- (9) No Change
- (10) No Change

E. Composition of Committee

- (1) The Committee shall be composed of five members. Committee Members shall be assigned one through five, with no more than two representatives from each department. Odd numbered positions shall expire in odd numbered years and even numbered positions shall expire in even numbered years.
- (2) Delete
- (2) New- The City Manager shall appoint Committee Members I November or December of each year with January 1st of the following year as the beginning of the Committee's term.
- (3) New – In the event that a Committee Member requests time from the Pool, that Committee Member may not be present to deliberate the request or vote on the request.
- (4) New- In the event that a Committee Member chooses to resign from the Committee or leaves the employment of the City prior to the expiration of the term for that position, the vacancy shall be filled by the City Manager
- (5) New- The Human Resources Coordinator shall serve as the Committee's Secretary and shall provide guidance and administrative assistance to the Committee but shall not be a voting member.

F. Committee Duties and Responsibilities

- (1). New- Request for Sick Leave Pool hours shall be confidentially and individually reviewed by the Committee in a called meeting. A member may be required to appear before the Committee to substantiate a request.
- (2). New-The Committee shall approve, disapprove, or modify the number of hours requested from the Pool. Sick leave hours shall be awarded in amounts up to the maximum 160 hours unit.
- (3). New- The decision of the Committee shall be based on a majority vote of the quorum. A quorum shall be based on at least three (3) committee representatives.
- (4). New-The Human Resource Coordinator shall notify the Department Head of all approved sick leave requests.
- (5). New- The Committee shall forward all approved sick leave requests to the Human Resource Coordinator.
- (6). New- The Committee reserves the right to modify or waive any requirements listed above, with the approval of the City Manager, to address any special circumstances that arise.

G. Appeals

A member may appeal the Committee's decision by submitting a written request to appear before the City Manager. If a member requests an appeal to the City Manager, the City Manager shall hear the appeal from the member or his/her designee. The City Manager shall respond to the appeal within ten (10) working days after receipt. The decision shall be final.

H. Amendments- No Change

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

Part 3: If any provision of this Ordinance and the Policies adopted herein or application thereof to any

person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance and the Policies adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

Part 4: The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest.

Part 5: The Ordinance shall take effect upon the date of passage noted below in accordance with the City's Charter and the laws of the State of Texas.

PASSED AND APPROVED ON FIRST READING ON THE ____ OF _____ 2024

PASSED AND ADOPTED ON SECOND READING ON THE ____ OF _____ 2024

Herb Peace, Mayor

ATTEST:

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
(Signature of Attorney Provided on Separate page to be Attached)

THIS PAGE INTENTIONALLY LEFT BLANK

LAMPASAS PUBLIC LIBRARY

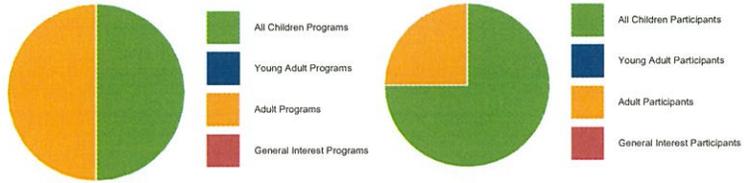
APRIL 2024

Circulation	We circulated 4,211 items in April, which is up 9.9% from March (3,833). We were closed April 6 and 8 for the solar eclipse.
Door Count	There were 3,213 visitors during April, which is down 7% from March (3,453).
Internet Usage	There were 333 Internet sessions in April, up 20.2% from March.
Wifi Usage	In April, 113 unique visitors accessed our wifi network. This is up 10.8% from last month. Our total number of visits in April was 282 (down 4.1% from March). (See attached infographics as well.)
Text Interactions	We communicated, via text messages, with 147 unique phone numbers in April, which is up 8.9% from March (135). We sent/received a total of 694 messages, which is up 14.5% from last month.
Video Streaming	We had 18 clicks in the adult collection (up 200% from March) and 16 clicks in the kids' collection of videos (up 220% from March), for a total of 34 (up 209.1% overall).
April Programs	In April, we had the NASA program, 2 staff story times, ag story time, How Pinteresting!, Cornelia Key Book Club, STEAM Day, 42 Club, and the Katherine Mezger Painted Chair Event. We also offered a painting class at Estates of Lampasas and biweekly story times at Heritage Daycare.
Upcoming Programs	In May, we will have ag story time, two staff story times, How Pinteresting! (a la carte), Cornelia Key Book Club, and 42 Club.
Summer Reading	Summer Reading will begin June 3, and our theme this year is "Adventure Begins at Your Library." As in the past few years, children will earn a different prize each week for reading, and the teens will complete tasks to be entered to win three different prizes. We have some exciting programs and activities planned, so we're expecting another fun summer. Registration will begin May 15.
Holiday Closure	The Library will be closed May 27 for Memorial Day.

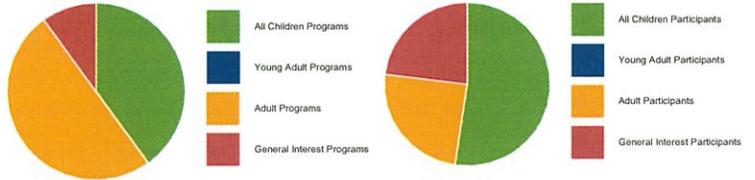
Lampasas Public Library

October, 2023 - April, 2024

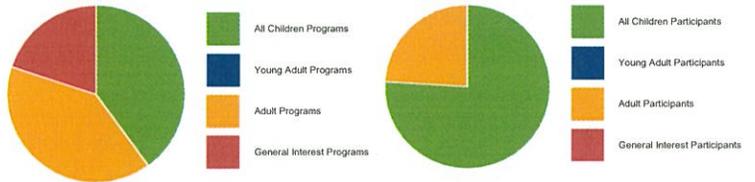
October					
Overview					
All Children Programs	4	50%	All Children Participants	57	75%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	50%	Adult Participants	19	25%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	76	



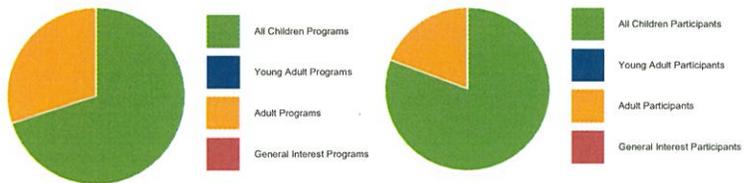
November					
Overview					
All Children Programs	4	40%	All Children Participants	68	52.31%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	50%	Adult Participants	32	24.62%
General Interest Programs	1	10%	General Interest Participants	30	23.08%
Total Programs	10		Total Participants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



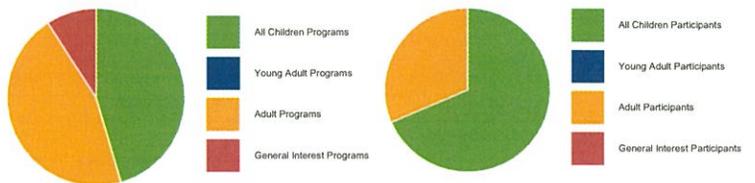
December					
Overview					
All Children Programs	2	40%	All Children Participants	38	76%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	40%	Adult Participants	12	24%
General Interest Programs	1	20%	General Interest Participants	0	0%
Total Programs	5		Total Participants	50	



January					
Overview					
All Children Programs	7	70%	All Children Participants	118	80.82%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	30%	Adult Participants	28	19.18%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	10		Total Participants	146	

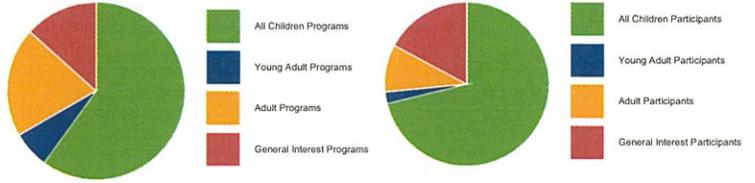


February					
Overview					
All Children Programs	5	45.45%	All Children Participants	109	68.55%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	45.45%	Adult Participants	50	31.45%
General Interest Programs	1	9.09%	General Interest Participants	0	0%
Total Programs	11		Total Participants	159	

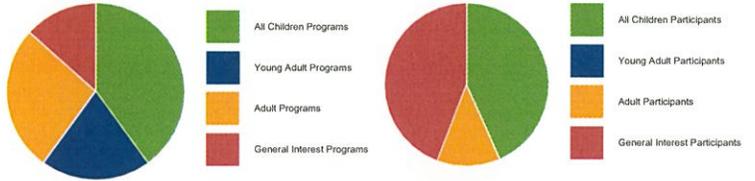


Lampasas Public Library October, 2023 - April, 2024

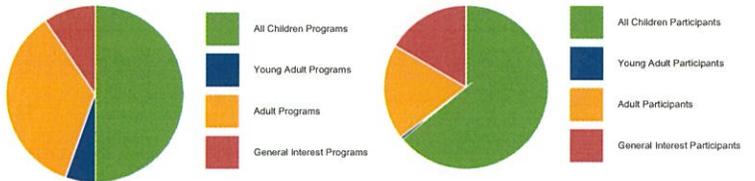
March					
Overview					
All Children Programs	9	60%	All Children Participants	158	71.17%
Young Adult Programs	1	6.67%	Young Adult Participants	5	2.25%
Adult Programs	3	20%	Adult Participants	21	9.46%
General Interest Programs	2	13.33%	General Interest Participants	38	17.12%
Total Programs	15		Total Participants	222	



April					
Overview					
All Children Programs	6	40%	All Children Participants	97	43.3%
Young Adult Programs	3	20%	Young Adult Participants	0	0%
Adult Programs	4	26.67%	Adult Participants	28	12.5%
General Interest Programs	2	13.33%	General Interest Participants	99	44.2%
Total Programs	15		Total Participants	224	



Year in Review					
Overview					
All Children Programs	37	50%	All Children Participants	645	64.05%
Young Adult Programs	4	5.41%	Young Adult Participants	5	0.5%
Adult Programs	26	35.14%	Adult Participants	190	18.87%
General Interest Programs	7	9.46%	General Interest Participants	167	16.58%
Total Programs	74		Total Participants	1007	



Lampasas Public Library

April-2024

In April, 113 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



282 ↓ -4.08%

Monthly Sessions



249 ↑ 3.32%

Total Visits



113 ↑ 10.78%

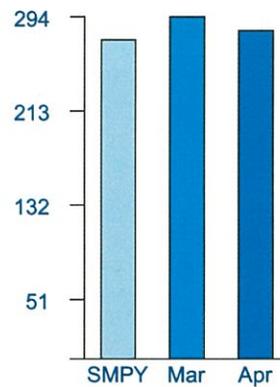
Unique Visitors



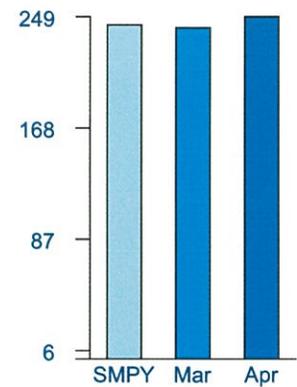
2.2 ↓ -6.78%

Average Return Rate

Total Monthly Session Count

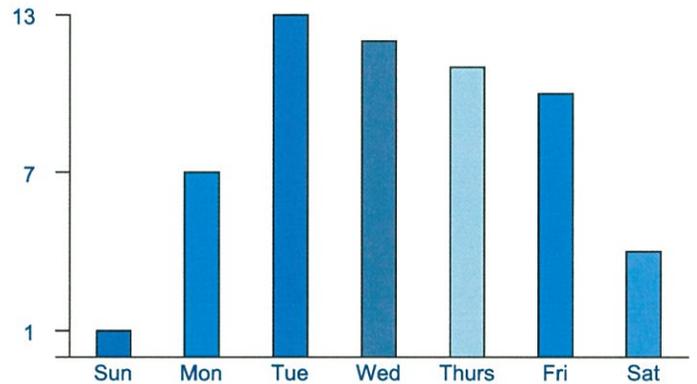


Total Monthly Visits

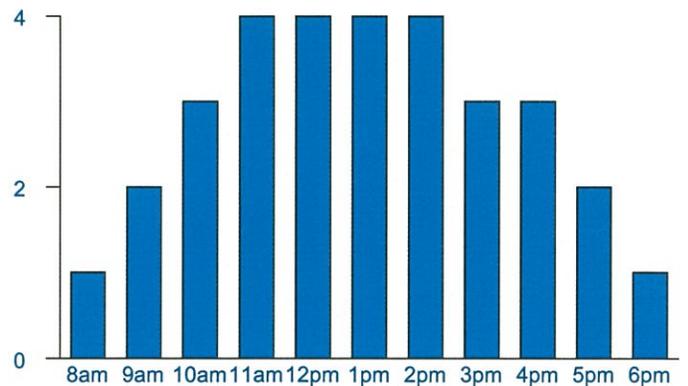


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





CITY SECRETARY DEPARTMENT/ APRIL 2024 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.
- Worked Solar Eclipse Weekend at City Hall
- Issued Food Truck Permit for Solar Eclipse Weekend.
- Posted packet, attended and took minutes for the LEDC Meeting on April 3, 2024.
- Attended Hill Country Chapter Meeting on April 11, 2024
- Posted agenda/packet, attended, and took minutes for ZBA Meeting held on April 16, 2024
- Prepared and posted packet, attended and took minutes of the April 22, 2024 City Council Meeting
- Ordered AED Pads
- Participated with Hill Country Chapter activities
- Attended and assisted with hosting duties for the OMA/PIA Seminar in Fredericksburg April 17-19th
- Prepared agenda, packet and took minutes for the CIP meetings held on April 4th and April 18th
- Attended Courtyard Square Association April Meeting,
- Set up and assisted with Courtyard Square Association Garage Sale
- Submitted Commercial Plan Sets to ICC for Third Party Review
- Worked on updating MYGOV with developer.
- Worked on final items for Wayfinding 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.

Kayleigh Stanley- Executive Secretary/Permit Technician

- Advised Citizens/Contractors of required documentation for permits; upon receipt of documentation issued building permits through My Government Portal/ Assigned Inspections
- Maintained vehicle inspection/registration process for City vehicles for April
- Handled Waste Connection Inquiries.
- Cross-Training and learning about Zoning



Finance/Utility Billing & Collection

MEMO

Date: May 22, 2024

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for April 2024

Finance Department:

- * Worked on getting FY 24-25 budget sheets and reports to all departments.
- * Continued with Time and Attendance and import/export with Incode for payroll.
- * Worked with employees on issues in Time and Attendance.
- * Worked with billing clerk on water usage and notifying customers of water leaks.
- * Ordered necessary supplies for the department.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * Reviewed capital purchases for correct GL posting.
- * Recorded various Journal entries for sales tax, bank reconciliations, etc.
- * Sales Tax for April was \$243,374 which is an increase of 19.2% from April 2023.
- * Reconciled 18 bank accounts
 - Processed 415 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for April 2024 was 1.7% higher than what was billed in April 2023.
The Water billing for April 2024 was 5% less than what was billed in April 2023.
- April Statistics for the department:

Total Water Customers	3,630
Total Wastewater Customers	2,888
Total Electric Customers	5,134
Residential Garbage Customers	2,770
Connects:	30
Disconnects:	30
Read In/Read Out:	39
Disconnects for Non-Pay:	6 (3 reconnected)
(days under 35 degrees we will not disconnect)	

Memo



To: Finley deGraffenried, City Manager
From: Vicki Tower, HR Coordinator
Date: May 16, 2024
Re: Monthly Report – April 2024

Human Resources

Brief Monthly Overview - Human Resources

Vicki Tower, HR Coordinator

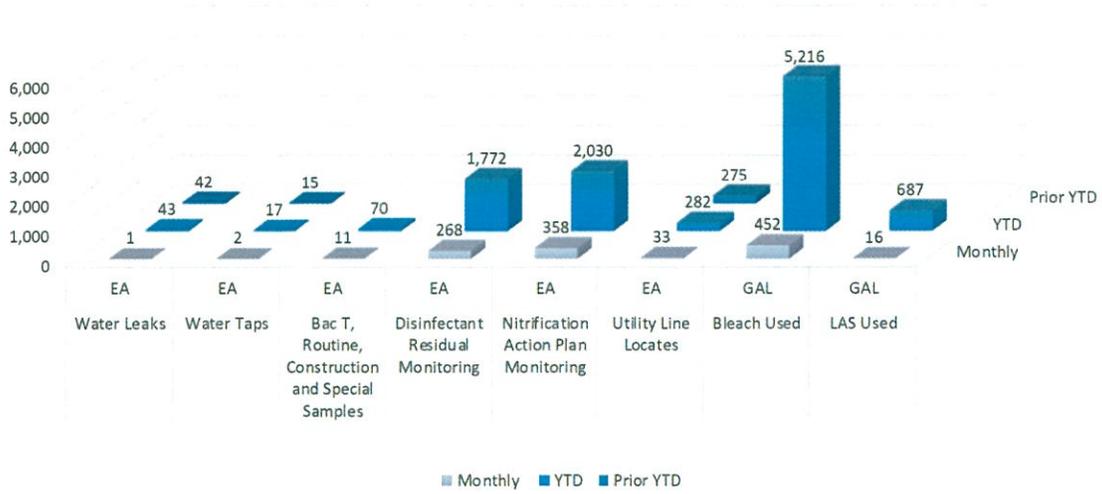
- New Hire paperwork and orientation for Executive Secretary/Permit Technician – on April 1st
- New Hire paperwork and orientation for 3 Part-time Firefighters on April 4th
- New Hire paperwork and orientation for Athletic Field Technician on April 10th
- New Hire paperwork and orientation for Seasonal Part-time Lifeguard on April 10th
- Attended bid opening on April 11th for Hostess House Renovation and Addition
- New Hire paperwork and orientation for Greenskeeper on April 15th
- New Hire paperwork and orientation for P/T Utility Clerk on April 15th
- New Hire paperwork and orientation for Police Officer on April 15th
- Attended interviews on April 24th for F/T Firefighter
- Attended interviews on April 26th for Apprentice Line Worker
- Human Resources responsibilities including purchase orders; job postings; pre-employment screenings/background checks; scheduling and attending interviews; new hire orientations; processing new hire paperwork; processing separation paperwork; processing retirement packets; processing benefit enrollments, terminations and status changes; FMLA letters; Workers' Compensation claims; assist with payroll duties, including stuffing and distributing employee paychecks; assist the Finance Department with longevity checks; maintain personnel files.

Personnel Information – Currently

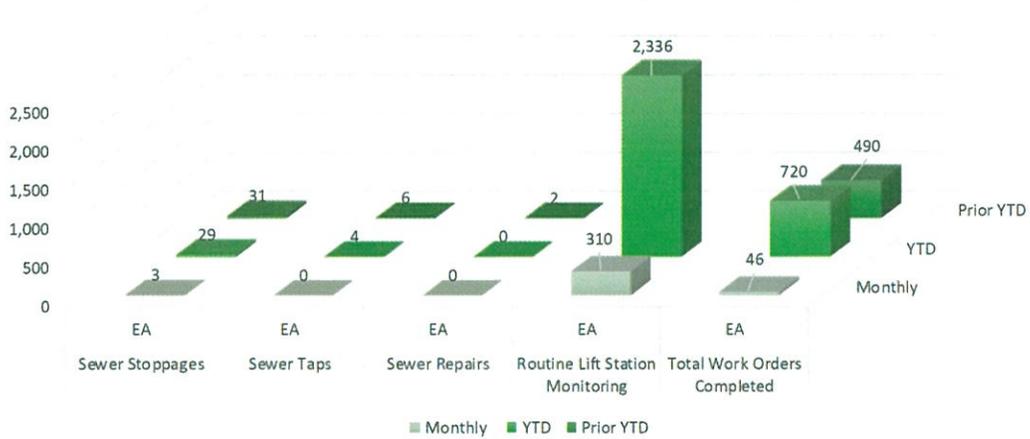
- Current: 117 Full-time positions, 17 Part-time positions, 3 Seasonal Part-time
- Posted Vacancies:
 - Full-time: Line Worker; F/T Firefighter/EMT
 - Part-time Seasonal: Asst. Pool Manager(s)

Water/Waste Water Department

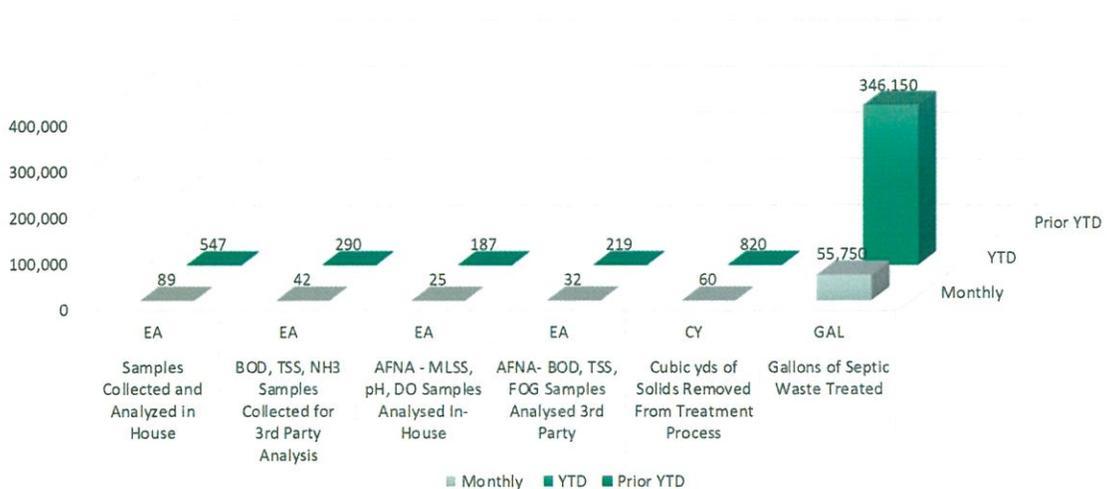
Water Distribution System



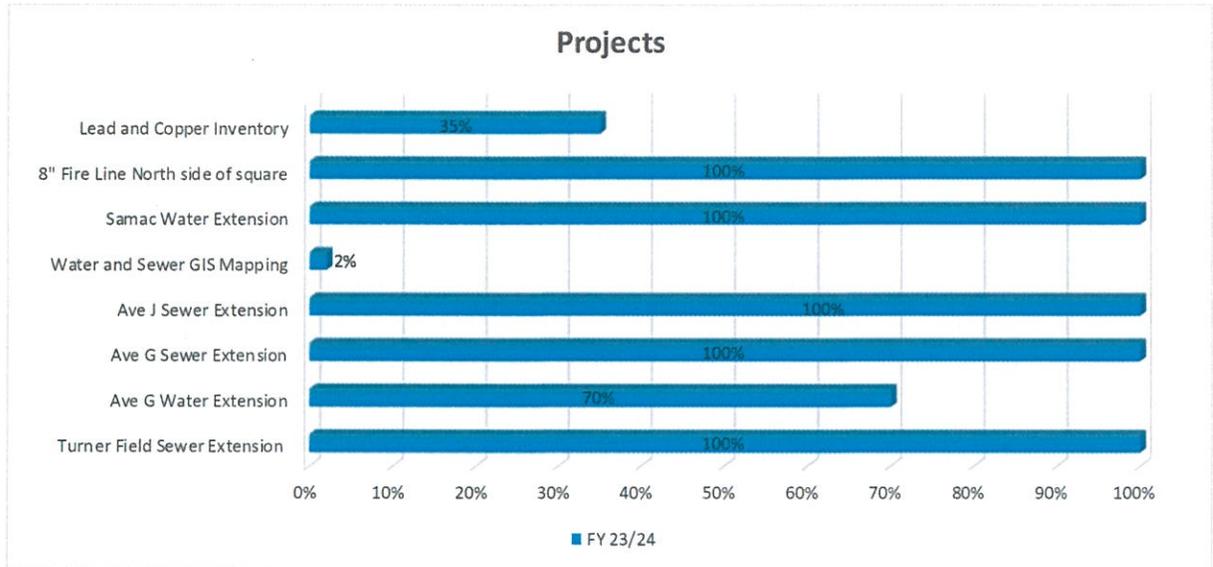
Wastewater Collection System



WWTP & AFNA Treatment Facilities



Water/Waste Water Department

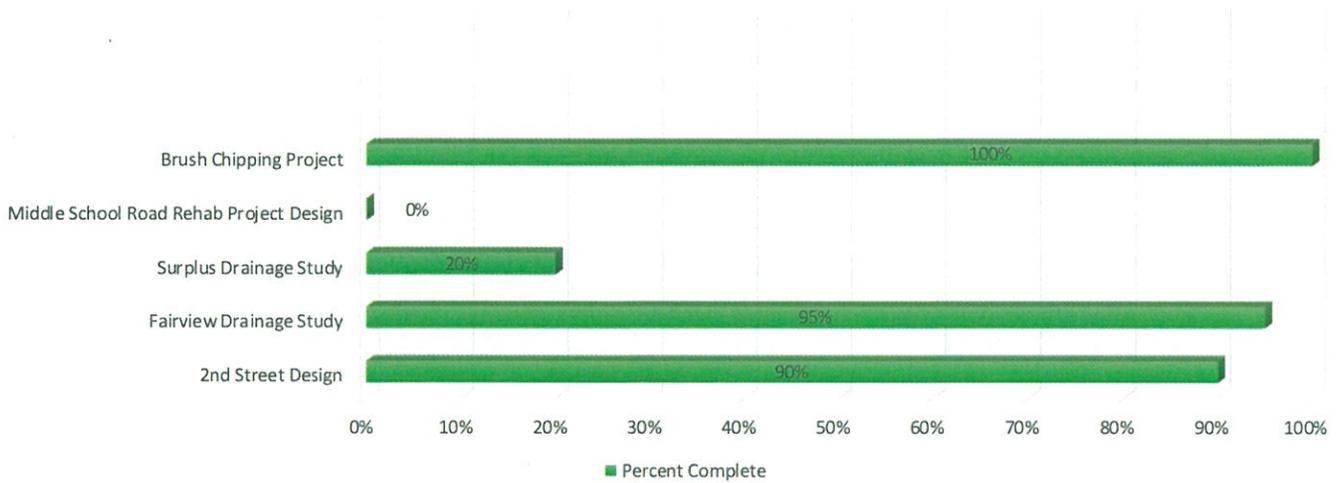


Street Department

Work Orders

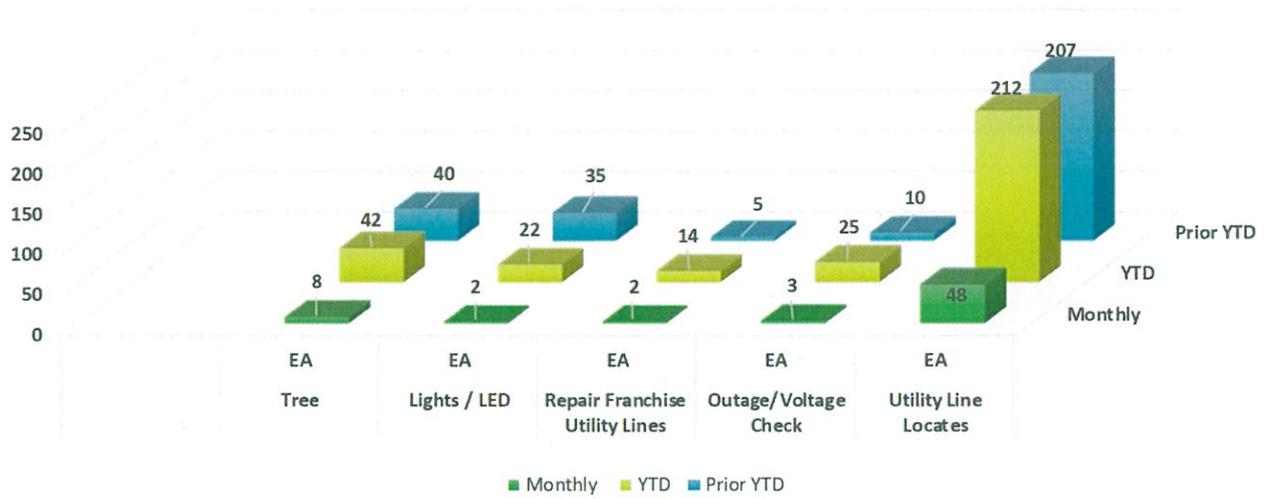


Projects

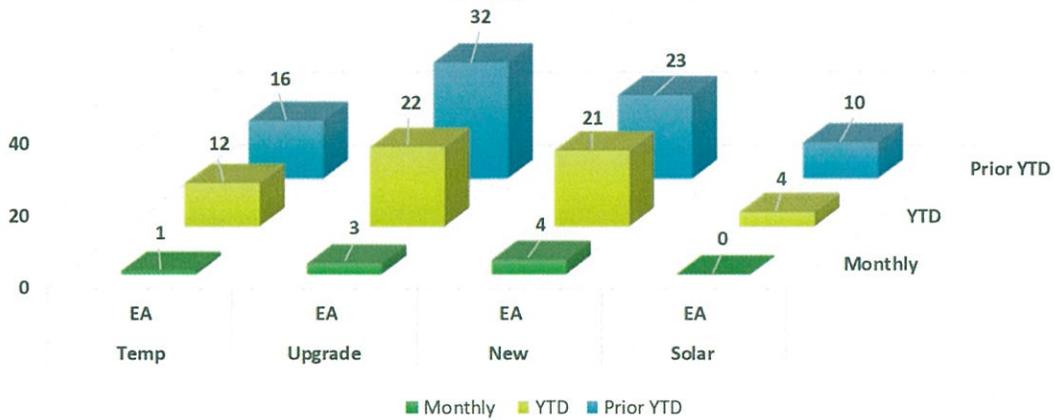


Electric Department

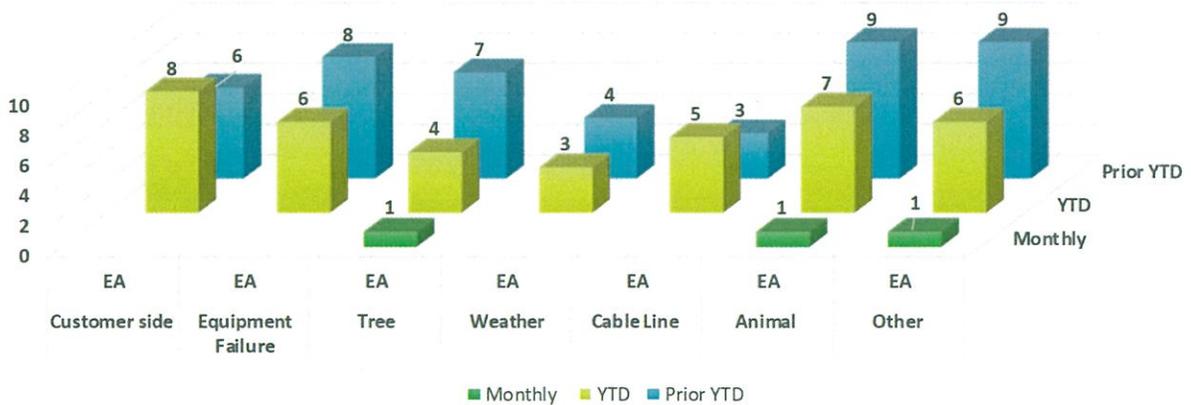
Work Orders



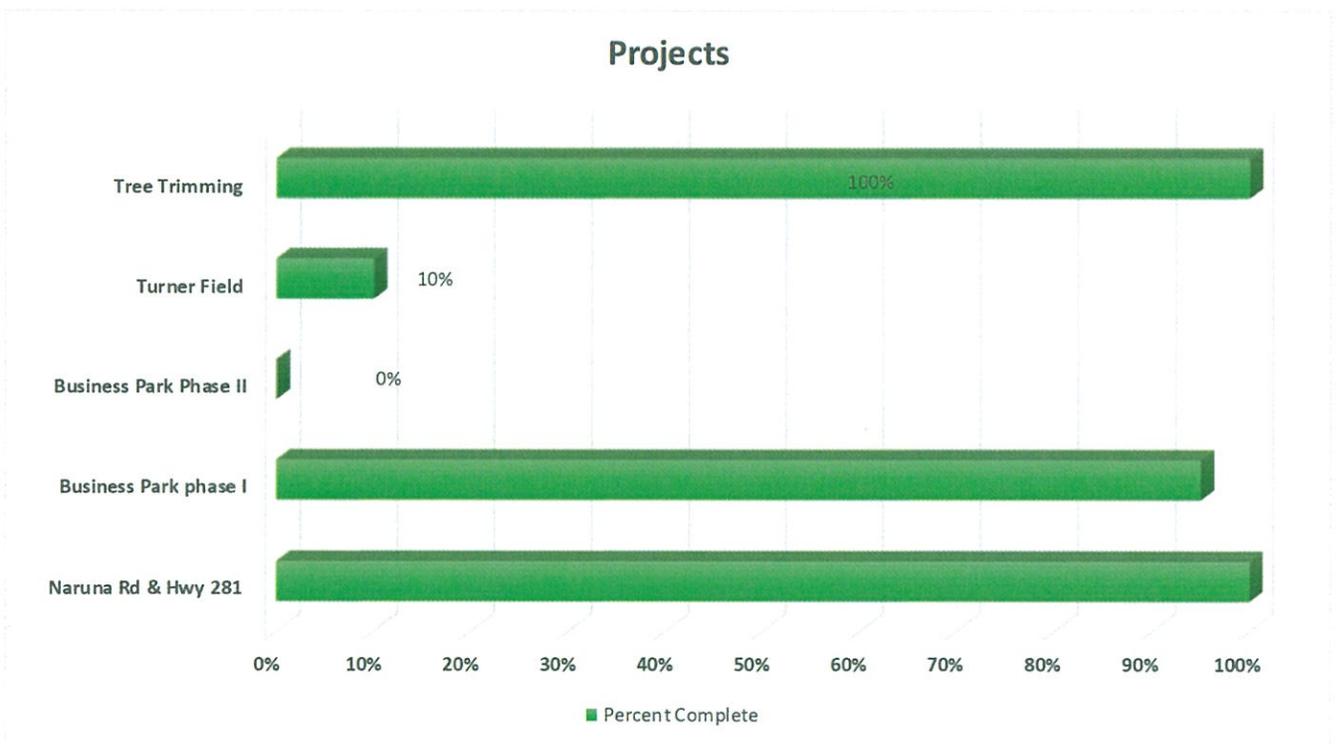
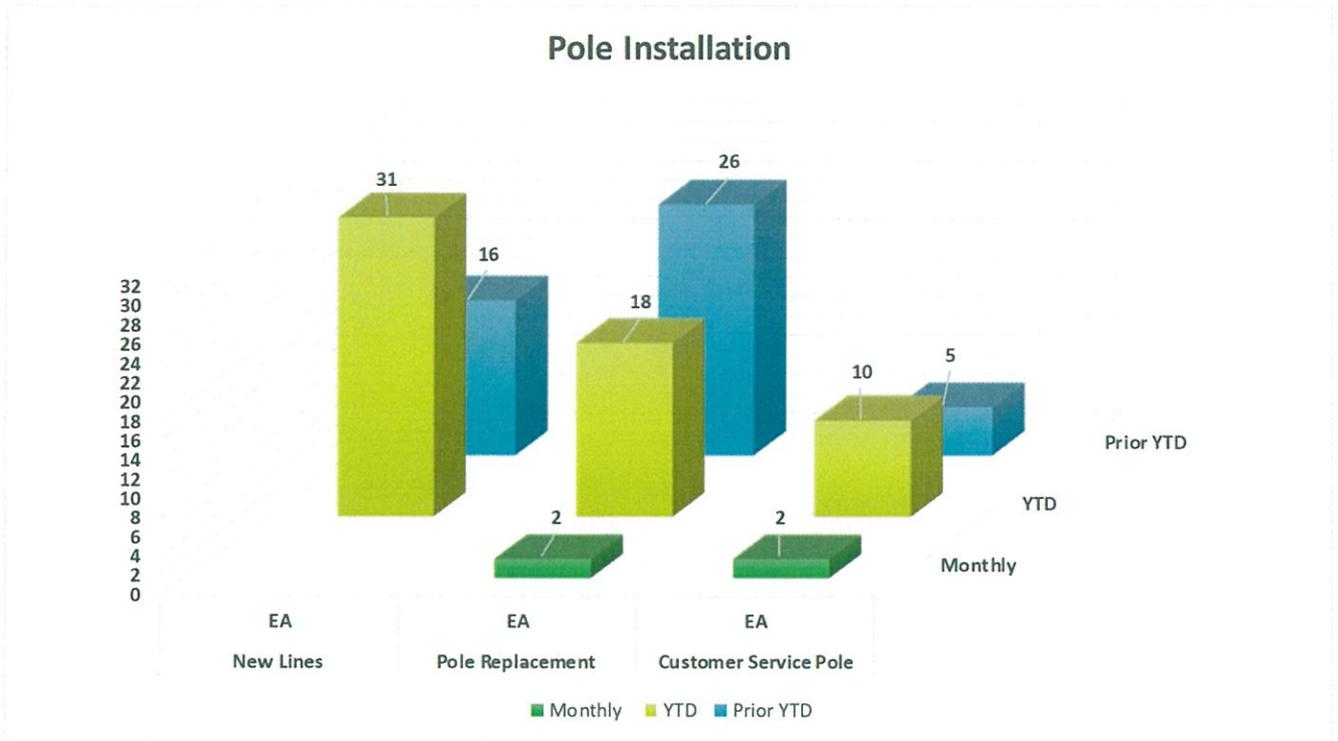
Connects



Overtime Call-outs



Electric Department





Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 05.21.24

Re: **Police Department** Monthly - April 2024

1. Chief of Police Jody Cummings attended 1 regular City Council workshop¹ and Council meeting.
2. Chief Cummings attended 2 CIP meetings.
3. Chief Cummings attended 3 Director's meetings.
4. Chief Cummings attended an Eclipse meeting.
5. The Police Department supported the Eclipse.
6. Police Investigators presented cases to the Grand Jury.
7. The Police Department supported the Art in the Park event.
8. Patrol Lieutenant Chuck Montgomery coordinated a city communications test for the Eclipse.
9. Patrol Officer (to-be) Gene Drake began his in-house training.
10. The police Department honored and recognized long-time Dispatcher Renea Gromatzsky's retirement.
11. The Lampasas Animal Shelter celebrated National Animal Control Appreciation Week.
12. The Police Department celebrated National Public Safety Telecommunicator's week.
13. The Lampasas Animal Shelter hosted a Spring Fling event.
14. The Police Department honored Dispatch Supervisor/Records Clerk Kelli Sanguinete and Data Entry Clerk/Dispatcher Mary Mendez during Administrative Professionals Week.
15. The Police Department supported the Riata Roundup.
16. The Police Department supported the City-Wide Garage Sale.
17. The Police Department participated in the DEA Drug Takeback.
18. Chief Cummings and staff worked on the budget.
19. Chief Cummings and staff worked on a policy and procedures implementation project.

Lampasas Fire Department

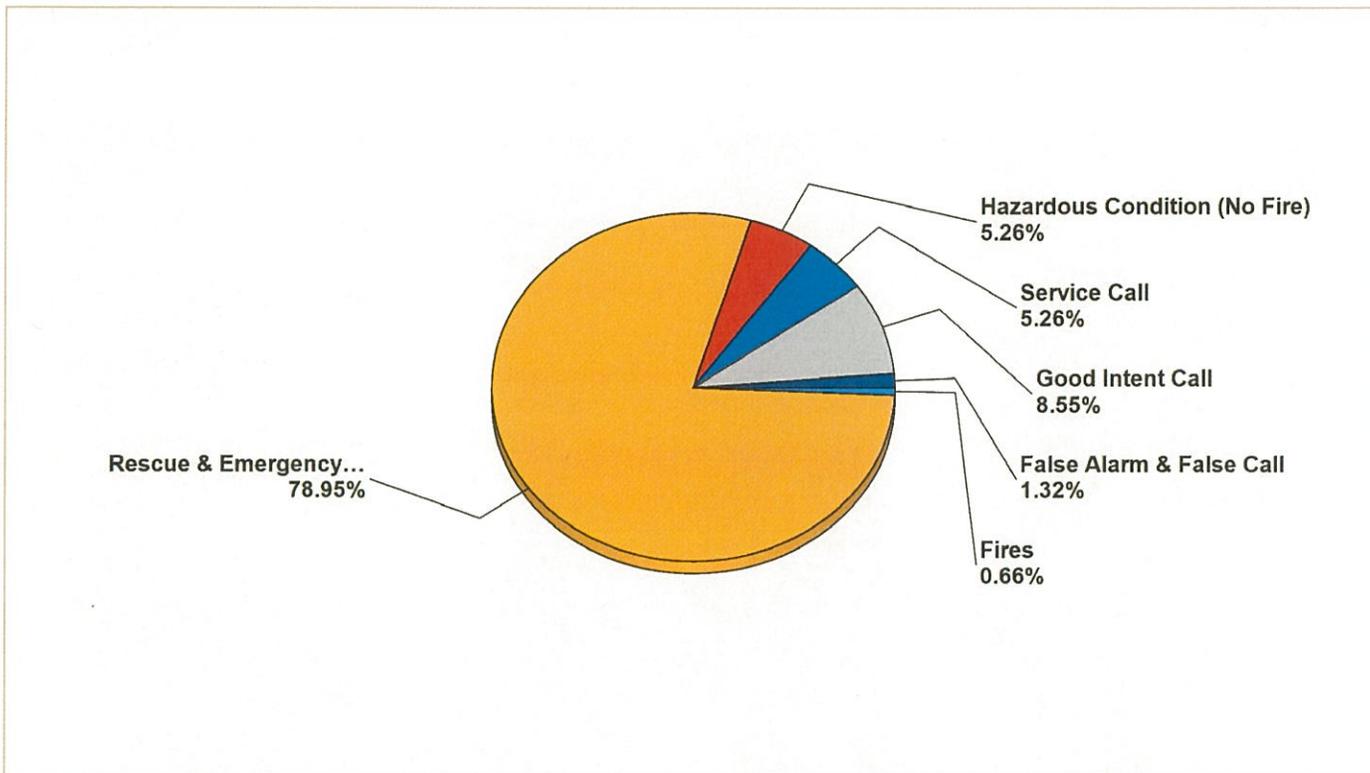
Lampasas, TX

This report was generated on 5/1/2024 3:24:28 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.66%
Rescue & Emergency Medical Service	120	78.95%
Hazardous Condition (No Fire)	8	5.26%
Service Call	8	5.26%
Good Intent Call	13	8.55%
False Alarm & False Call	2	1.32%
TOTAL	152	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
111 - Building fire	1	0.66%
311 - Medical assist, assist EMS crew	107	70.39%
322 - Motor vehicle accident with injuries	5	3.29%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	1.32%
324 - Motor vehicle accident with no injuries.	6	3.95%
412 - Gas leak (natural gas or LPG)	5	3.29%
440 - Electrical wiring/equipment problem, other	2	1.32%
445 - Arcing, shorted electrical equipment	1	0.66%
512 - Ring or jewelry removal	1	0.66%
551 - Assist police or other governmental agency	4	2.63%
553 - Public service	1	0.66%
554 - Assist invalid	1	0.66%
561 - Unauthorized burning	1	0.66%
611 - Dispatched & cancelled en route	11	7.24%
622 - No incident found on arrival at dispatch address	1	0.66%
631 - Authorized controlled burning	1	0.66%
743 - Smoke detector activation, no fire - unintentional	2	1.32%
TOTAL INCIDENTS:	152	100%

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

Memo



To: Chris Eicher, Parks & Recreation Director
From: Lupe Charping, Parks Secretary
Date: May 12, 2024
Re: Monthly Report – April 2024

Parks & Recreation

Brief Monthly Overview – Parks & Recreation

Lupe Charping, Parks Secretary

- Attended meetings with Parks, Parks Facilities, and Cemetery supervisors
- Processed all Purchase orders for Parks, Parks Facilities, Cemetery, and Pools.
- Answered all inquiries regarding Airport, Parks Facilities, Parks, Cemetery and pools
- Attended Directors' Meetings representing the Parks Department
- Order supplies for Parks, Cemetery, Parks Facilities, and Hanna Pool
- Took reservations for Hancock Pavilion and Campbell Pavilion
- Prepared and posted packet, took minutes for the April 18 Parks Board meeting
- Assisted with various ongoing projects
- Followed up with vendors regarding invoices
- Worked closely with Parks, Parks Facilities, Cemetery, and Pool supervisors to help meet their needs
- Followed up with contractors regarding bids for Airport fuel replacement tank
- Submitted paperwork for 2024 RAMP grant

Memo



To: Chris Eicher, Parks and Recreation Director
From: Jessie Acosta
Date: May 12, 2024
RE: Monthly Report-April 2024

Parks and Recreation

Daily Activities

- Create & submit weekly/monthly reports, weekly work schedules and update/approve employee timesheets
- Airport: Check fuel station, hangars, clean pilots lounge, inspect runway fixtures and fence lines
- Inspect, maintain, and clean all parks department properties including public restrooms daily

Monthly Activity - Overview

- Mow & trim Gavin Garrett Soccer Complex (3x)
- Mow & trim Brook Park (3x)
- Assemble the new storage shed for Hanna Springs Pool
- Shred west end of 580 Sports Complex
- Build a Temporary fence around the parks shop (eclipse)
- Mow and trim Campbell Park, Hanna Springs Pool, and Avenue A properties (2x)
- Mow and trim Head Start and Senior Center
- Apply fire ant bait in all city parks & properties
- Mow and trim around the City Hall complex (2x)
- Hanna Springs Pool maintenance; replaced old hardware, installed new signs where needed
- Installed shelves inside utility chase rooms at Brook Park and Campbell restrooms
- Trim trees along the curb at Sueann Park
- Apply Herbicide on weeds in all parks properties/parking lots
- Mow and trim Library Park, mow & trim vacant lot at Library property (2x)
- Trim and mow four corners at Highway 190 & 183 (2x)
- Trim and mow the island at HWY 281 and Walnut Street (2x)
- Delivered 100 metal folding chairs from Hostess House to Campbell Park for the LAFTA event
- Mow and trim Cook Cemetery
- Shred, mow, and trim Airport property
- Mow & trim Hancock Park, pool and Hostess House (2x)
- Mow and trim Sueann Park and drainage
- Mow and trim College Street Park, Colored School, and church property
- Edge, cut and mow around Parks Shop (2x)
- Used boat to pick up litter & debris from Sulphur Creek in Brook Park

- Inspect all valve boxes & electrical pedestals
- Deliver and disperse trash cans in all city parks (eclipse)
- Set out barricades & traffic cones in Brook Park (eclipse)
- Set up check-in station & assist visitors as needed at Brook Park (eclipse weekend)
- Restroom cleanings & trash runs in Brook Park (day of eclipse)
- Pick up & return all supplies used during the eclipse (barricades, traffic cones, temporary fencing)
- Rake and level mulch at Brook and Sueann playgrounds; blow off sidewalks & gazebos in all parks- as needed

Memo

To: Chris Eicher
From: Steven Knowlton
Date: May 12, 2024
Re: Monthly Report – April 2024

Sports Facilities

Brief Monthly Overview – Sports Facilities

Weekly Activities

- Weekly/Monthly reports, Weekly work Schedules, and Employee timesheets
- Sports Parks Maintenance & Irrigation Systems inspection
- Clean all Sports Parks and public restrooms daily

Service, Maintenance

- Lubricated and set reels to bed knife on turf John Deere 7700A
- Cleaned baffles and lubricated SCAG 1 and 2
- Picked up reel from United Ag & Turf in Marble Falls
- Prepared for Eclipse weekend

Goodrich Tennis Courts

- Mowed, edged, and cleaned mud off concrete (weekly basis)

Gavin Garrett Soccer Complex

- Mowed complex (weekly basis)
- Painted all Soccer fields (weekly basis)
- Irrigated fields

Turner Complex

- Edged, cut and mowed complex
- Herbicide two parking lots
- Nail and Matt dragged, painted foul lines, and chalked the entire Complex (weekly basis)
- Put trash cans out for Eclipse weekend
- Removed all trash cans after Eclipse

580 Sports Complex

- Edged, cut and mowed complex every week
- Painted soccer field #1
- Set up trash cans for Eclipse weekend
- Gathered NASA equipment and secured at 580 shop
- Removed 350 Sandbags from the Eclipse event and took them back to the old water plant
- Cut and edged goalie boxes on Soccer #1
- Delivered 20 trash cans for Riata round-up

Memo



To: Chris Eicher
From: Jacob Rivera
Date: May 12, 2024
Re: Monthly Report- April 2024

Cemetery

Brief Monthly Overview – Cemetery

- Weekly reports
- Logged reports of death/site sales
- Sifted dirt
- Filled sunk graves
- Set Veteran stones
- Marked area for headstones
- Put a temporary fence for the eclipse
- Prepared for funerals
- Assisted customers with future site purchases
- Verified graves for Funeral home
- Mowed Flag area, PCA, PCB, Block 5,6,7,8,,9
- Worked standby during Eclipse weekend
- Replaced parts on the push mower
- Marked and dug cremation hole for service
- Picked up debris
- Replaced flags at the front entrance and Military Memorial area
- Pulled old cables and hooks from East alley
- Edged curves and graves
- Attended OHCA meeting

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, May 8, 2024
Re: April 2024 Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	278
Facebook Followers	8,055
Twitter Followers	777
Instagram Followers	857
Website Page Views	66,540

IT Supported Hardware & Software

PCs	99	Wireless Access Points (WAP)	16	Servers	30
Laptops	60	Verizon Aircards	23	Firewalls	3
Printers	78	Network Attached Storage (NAS)	5	Tablets	15
Switches	22	Apple iPhones	36	Software Applications	30+
CC Reader	8	Security Cameras	30	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

April Projects Completed:

- Updated Solar Eclipse content on website
- Worked with Tyler Technologies on Time & Attendance issues
- Obtained quote from Nextlink for internet service at Hanna Springs Pool/Installation
- Obtained quote from Nextlink for internet service at W.M. Brook Park
- Configured/issue out (2) Pool iPads for Time & Attendance
- Assisted Parks Department with Ipad installation at Pools
- Installed security cameras at Hancock Springs Pools
- Installed security cameras at Golf Pro Shop
- Installed security cameras at Hanna Springs Pool
- Configured/replaced (4) mini PC's at W/WW
- Configured/replaced Code Enforcement PC
- Met with AT&T to discuss fiber internet invoice
- Obtained quote for (2) tablets for IT Dept/ordered/configured/issued out
- Sign up for GETS/WPS program/sign up users/send out information regarding setup
- Reviewed CIP items/Attended CIP meeting

May Projected Projects:

- Obtain quote/order network monitoring software
- Create FD ID Badges using Cloud Badging ID software
- Configure/issue out (2) PD replacement toughbooks
- Tyler Technologies Incode v.10 demonstration
- Send 3CGEO City Nextlink fiber information for IT map map
- Send 3CGEO AT&T Fiber circuits path for IT map layer
- Nextlink internet install at WM Brook Park
- Obtain quote for WM Brook Park security cameras
- Install additional security cameras at Hancock Springs Pool, Hanna Springs Pool, and Golf Pro Shop
- Configure/install Ubiquiti NVR for security cameras video storage
- Configure/replace (1) mini PC at W/WW
- Order City logo shirts from Badger Tracks
- Apply Netmotion renewal keys to server
- FY 23-24 Budget Projections
- FY 24-25 Budget
- Configure city phones not on MDM (mobile device management)

- Obtain quote/order/configure/install AT&T wireless backup CradlePoint device
- Replacement desktop PCs in various departments
- Deactivate network/email user accounts for employees leaving/archive their documents/emails
- Work with ACM on project scope for flooding problem at IT Building
- Post Summer events on City website/socials
- 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/WW 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)*
- (1) FD CradlePoint Router *(completed)*
- AT&T dedicated fiber circuit install (1GB) *(completed)*
- AT&T dedicated fiber circuit install (500MB) w/ diverse path *(completed)*
- Implement Verizon Mobile Device Management Solution *(completed)*
- Purchase/Install (10) security cameras *(completed)*
- Nextlink Internet at Parks facilities (WM Brook Park, Campbell Park) *(completed)*
- Obtain quotes/configure/replace (14) desktop PCs *(completed)*
- Configure/install (2) Ubiquiti NVR's for security cameras *(completed)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(in progress)*
- Order/configure/install AT&T wireless backup CradlePoint device
- Obtain quotes/configure/replace (1) NAS Synology file server
- Obtain quotes/configure/replace (4) laptops
- Obtain quote/configure/install replacement Parks Director Color LaserJet printer
- Replace (3) rack mount server UPS
- Verizon JetPack upgrades (ongoing)
- Install DR NAS at Fire Department
- Upgrade to Windows 11 OS on all desktop PCs & Servers with Windows 10 OS
- 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

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:

- Migrate e-merchant solution to Tyler Technologies
- Migrate Incode v.9 to Incode Cloud
- Replace Utility Billing Printronix printer (**EOL**)
- 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
- Adopt future amendments to IT Computer Policy
- Improvements/added security to IT Building Server Room
- City Website Re-Design (**FY 24-25**)
- EDC Website Re-Design (**FY 24-25**)

THIS PAGE INTENTIONALLY LEFT BLANK

BDms
City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding a Lease Agreement between the City of Lampasas and the County of Lampasas Rodeo Association. ("Association") for the 580 Sports Complex Rodeo Arena.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: May 23, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

N/A

Attachments: Draft Agreement

Summary Statement:

This item was discussed during workshop

Recommendation:

To consider a motion to approve the Lease Agreement between the City of Lampasas and the County of Lampasas Rodeo Association for the 580 Sports Complex Rodeo Arena.

THIS PAGE INTENTIONALLY LEFT BLANK


City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action regarding the first reading of an Ordinance to approve the City of Lampasas Water Conservation and Drought Contingency Plan to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and an effective date.

Requested By: Ryan Ward, ACM

Submitted By: Jason Jones, Jones-Heroy & Associates, Inc.

Date Submitted: May 23, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

N/A

Attachments: Ordinance**Summary Statement:**

In October 2023, Council approved a professional services agreement with Jones-Heroy & Associates, Inc. to update the water conservation and drought contingency plan for the city in accordance with requirements of the Texas Water Development Board ("TWDB") and rules of the Texas Commission on Environmental Quality. Jones-Heroy has completed a draft of the updated plan.

Recommendation:

To consider a motion to approve the first reading of an Ordinance to approve the City of Lampasas Water Conservation and Drought Contingency Plan to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and an effective date.

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN FOR THE CITY OF LAMPASAS TO PROMOTE RESPONSIBLE USE OF WATER AND ESTABLISHING CRITERIA FOR THE INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES INCLUDING RESTRICTIONS AND PROVIDING FOR PENALTIES AND/OR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the City of Lampasas, Texas (City), recognizes that the amount of water available to its citizens and customers is limited; and

WHEREAS, the City recognizes that drought, system failure and other acts of God may occur and that the City cannot guarantee an uninterrupted water supply for all purposes at all times; and

WHEREAS, the City desires to conserve water resources and prepare for drought; and

WHEREAS, the City desires to comply with Section 11.1271 of the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality which require these plans for all public water supply systems; and

WHEREAS, the City desires to comply with the rules of the Texas Water Development Board should it decide to avail itself of various financial assistance programs found in Title 31, Texas Administrative Code Chapter 363; and

WHEREAS, pursuant to Chapter 54 of the Local Government Code and in the best interests of its citizens, the City is authorized to adopt Ordinances it deems are necessary and expedient to preserve and conserve its water resources and to prepare for drought;

NOW THEREFORE, BE IT RESOLVED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS THAT:

Part 1. Repealer. Chapter 82 (Utilities) Article II (Water) Division 3 (Conservation) of the Code of Ordinances is hereby repealed in its entirety.

Part 2. City Code Amended. Chapter 82 (Utilities), Article II (Water) Division 3 (Conservation) of the Code of Ordinances is amended as reflected in the updated Water Conservation and Drought Contingency Plan attached hereto.

Part 3: All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Part 4: If any provision of this Ordinance or application thereof to any person or circumstances shall be held to be invalid, such invalidity shall not affect the other provisions, or application thereof, and other valid portions of this Ordinance which can be given effect without the invalid provisions or application shall be given same, and to this end, the provisions of this Ordinance are hereby declared to be severable.

Part 5: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, Code of Ordinances, and the laws of the State of Texas.

READ AND APPROVED on First Reading this 28th day of May, 2024

READ AND ADOPTED on Second Reading this 10th day of June ,2024

ADOPTED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown

City Attorney’s Signature of Approval Provided on Separate Page.

THIS PAGE INTENTIONALLY LEFT BLANK



City Manager

ITEM NO. 7.3

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

Subject:

Discussion and possible action regarding proposed signage at Cooper Spring Nature Park by the board that outlines preferred visitor guidelines for citizens and patrons.

Requested By: Lorna Bernard, Cooper Spring Nature Park Foundation Board
Neal Leavell, Cooper Spring Nature Park Foundation Board

Submitted By: Chris Eicher, Parks Director

Date Submitted: May 20, 2024

For the Agenda of: May 28, 2024

Procurement and Funding Statement:

Attachments: Letter and Building Specifications

Summary Statement:

Mr. Neal Leavell on behalf of the Cooper Spring Nature Park Board will present the proposed visitor guidelines to City Council. The rules were created by the CSNPF Board to establish guidelines to keep the park a peaceful oasis. The board researched rules from other parks that were similar to Cooper Spring and selected those rules and reminders that the board felt needed to be highlighted to preserve the beauty of Cooper Spring. These guidelines were approved by the Parks Board at the May 16, 2024 meeting.

Recommendation:

To consider a motion to approve the first reading of an Ordinance to add Cooper Spring Nature Park rules and visitor guidelines to the City of Lampasas Code of Ordinances.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS
AMENDING CHAPTER 54, PARKS AND RECREATION, ARTICLE III,
REGULATIONS, DIVISION 3, PARKS, SEC. 54-174 COOPER SPRING NATURE
PARK; REPEALING ANY INCONSISTENT PROVISIONS; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Lampasas recognizes the need to promote safety and encourage community enjoyment for those visiting city parks; such as Cooper Spring Nature Park; and

WHEREAS, the City Council has determined a need to amend its Code of Ordinances, as shown herein below, for the safety, health and welfare of the citizens of the community, by creating a list of guidelines to be followed by citizens and patrons who visit Cooper Spring Nature Park to maintain its natural beauty; and

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

Part 1: That Chapter 54, Parks and Recreation, Article III, Regulations, Division 3, Parks, Sec 54-174 Cooper Spring Nature Park be added to the Code of Ordinances, City of Lampasas, as listed below:

Guidelines while visiting Cooper Spring Nature Park.

To help keep Cooper Spring Nature Park a peaceful oasis, to protect plants, wildlife, and to keep oneself and others safe, the board asks that you adhere to the following:

- Stay on trails at all times
- Pedestrians only (no bicycles, motorized vehicles, or horses)
- Do not feed or disturb wildlife
- Do not pick flowers or remove plants
- No fishing, swimming or wading in creek
- Dogs must remain on leash and on trails
- Please be respectful and clean up after your pet
- Smoking is Prohibited
- Alcohol is Prohibited
- Drones are Prohibited
- Park Hours are 6:00 am to 10:00 pm

Part 2: The Cooper Spring Nature Park Board will install a sign at entrance of the park to adequately notify the public of the restrictions applicable to this Ordinance.

Part 3: The City Secretary is hereby authorized and directed to make necessary changes to all records of the City of Lampasas to reflect this addition to the Code of Ordinances.

Part 4: All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Part 5: If any provision of this Ordinance or application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

Part 5: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

READ AND APPROVED ON THE FIRST READING THIS 28th DAY OF MAY 2024.

READ AND ADOPTED ON THE SECOND READING THIS 10TH DAY OF JUNE 2024.

APPROVED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney

[Signature of Attorney Provided on Separate Page to be Attached]

THIS PAGE INTENTIONALLY LEFT BLANK